

# Software User Guide



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## Quick Start

**Sound Out Chapter Books** provides students with systematic opportunities to practice decoding one-syllable and simple two-syllable words. The software reads the books aloud as text is highlighted and lets students click on any word for identification. Interactive questions at the end of each story help students understand what they have read. The 18 books are organized into six phonics-based difficulty levels.

Level 1: *one syllable words with short vowels*

Level 2: *one syllable words with short and long vowels*

Level 3: *consonant blends and digraphs*

Level 4: *diphthongs and silent letters*

Level 5: *compound words*

Level 6: *two syllable words and prefixes/suffixes*

Individual user logins let each student to have their own text and audio settings. Student progress information and test results are stored in each student's user login account for viewing or printing.

A printable **PDF User Guide** is available:

1. *From the software disk:*

**Sound Out Chapter Books.pdf** can be printed or copied from the software disk.

2. *From Windows Start Menu:*

All Programs → Attainment Company → Documentation → **Sound Out Chapter Books User Guide**

3. *On the Mac:*

Applications → Attainment → Sound Out Chapter Books → **Sound Out Chapter Books User Guide.pdf**

4. Online at [www.attainmentcompany.com](http://www.attainmentcompany.com):

Type "Sound Out Chapter Books" in search window, then click the product link "Sound Out Chapter Books and Software"

You will see a **PDF download link** for the user guide.

## Starting the Program

### Start the program: Windows

Go to **Start** menu at bottom left of screen.

**Start** → **Programs** → **Attainment Company** → **Sound Out Chapter Books**

**NOTE:** Simply launch the program from the desktop program icon if it was added during installation.

### Start the program: Mac

Click on the **Go** pulldown menu.

Find **Sound Out Chapter Books** on the **Applications** list.

Double-click the **Sound Chapter Books** icon

**NOTE:** If using a Mac, you must be logged in to the Mac user account used for previous *Sound Out Chapter Books* software sessions, particularly when creating the software user logins. If not, the system data needed for the software will not be available — you will not see login list names and tracking data will not be available).

The first time the software is started (with no user logins available), the program opens in **Guest** mode and goes directly to the chapter directory screen. After one or more student login names are added, the program will start with the login window. From the login menu, select a user name or the Guest button open the contents directory.

## Passwords

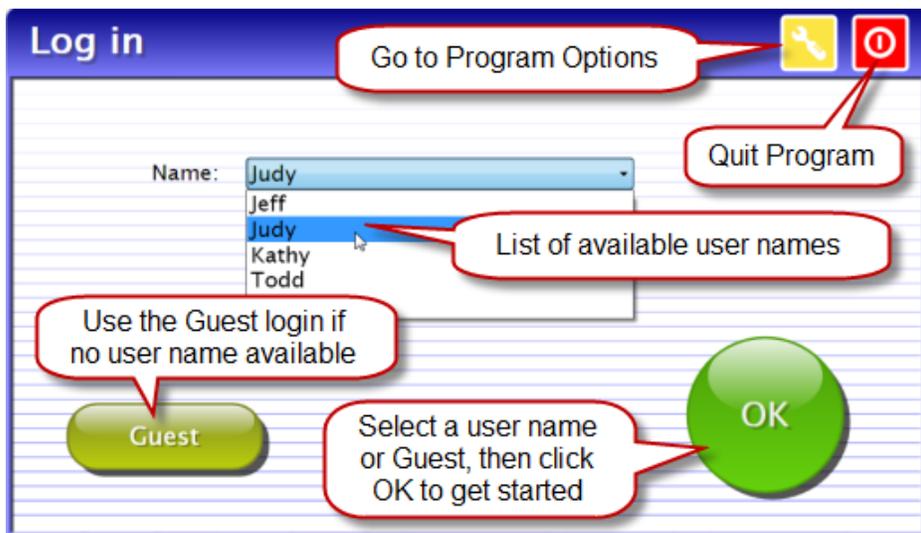
A **Teacher Password** is required to create new user logins or adjust program settings. Built-in passwords "**highnoon**" and "**attainment**" will always work as a teacher password. A new teacher password can be created from the Options settings. The built-in passwords continue to work after a personal teacher password is created.

**Student Login Passwords** may be created for individual user logins. These are optional and a student password may be changed or removed at any time. The teacher passwords will open a student's user login.

For more information about passwords, see [Options-->Teacher Password](#) or [System Tab-->Login Password](#).

## Logging In

If student logins have been created, the program starts with the **Log in** menu. Select a user name from the pull-down list of names and click **OK** to open the contents directory. If no login name is available, click the **Guest** button to use the default settings.

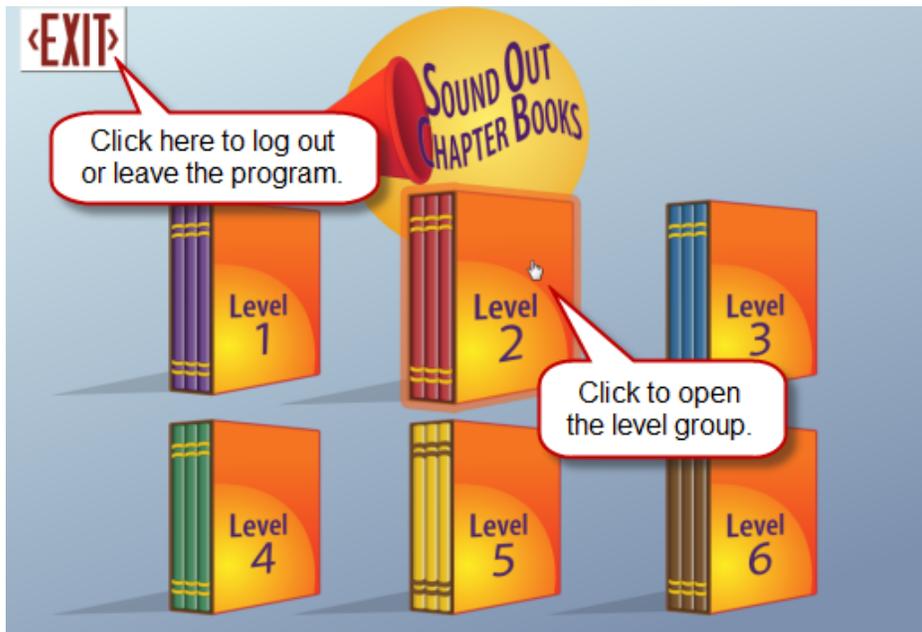


For instructions about how to create or delete logins, see [Options-->Add or Remove Login Users](#).

For more about adjusting program settings for each student, see [Options-->Program Settings Tab](#).

For more about using student login passwords, see [System Tab-->User Login Password](#).

## Content Directories



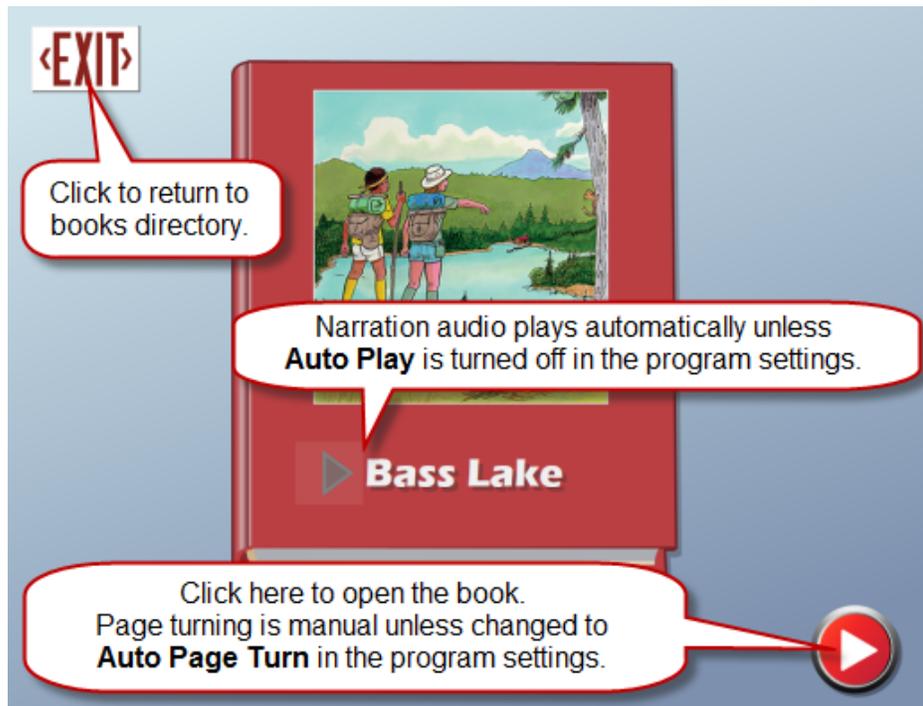
After logging in, a **directory of book level groups** provides links to each of the six numbered book groups. Clicking a book level opens the **directory of book choices** for that level.



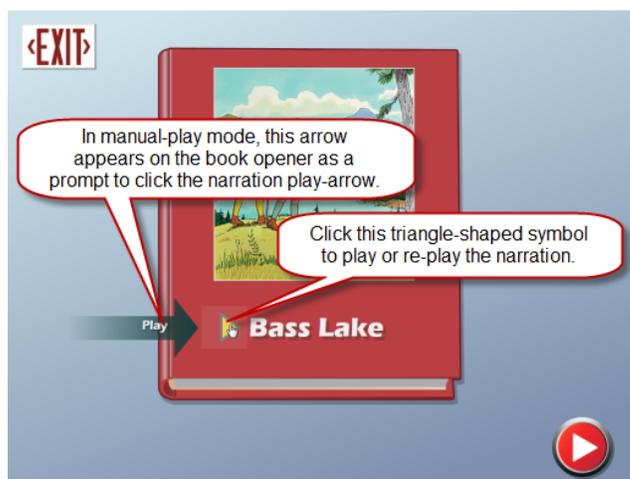
When a book is completed, the book cover icon is shaded to show that it has been completed (it may be re-opened again). When using Guest mode, the book directory icons do not change in appearance.

The directories can be edited so that fewer choices are shown. It is also possible to automatically remove books from the directory as they are completed. See [Options-->Content Tab](#).

## Reading the Books



When a book is started, the book cover fills the screen. Narration audio for the book title starts automatically for each page when **Auto Read** is in use. The book title may be repeated by clicking the **narration-play arrow** that appears next to the title text line. Click the **next-arrow** screen navigation button to open the book. If **Auto Page Turn** is turned on, the book will automatically open to the story pages when the narration audio finishes reading the title.

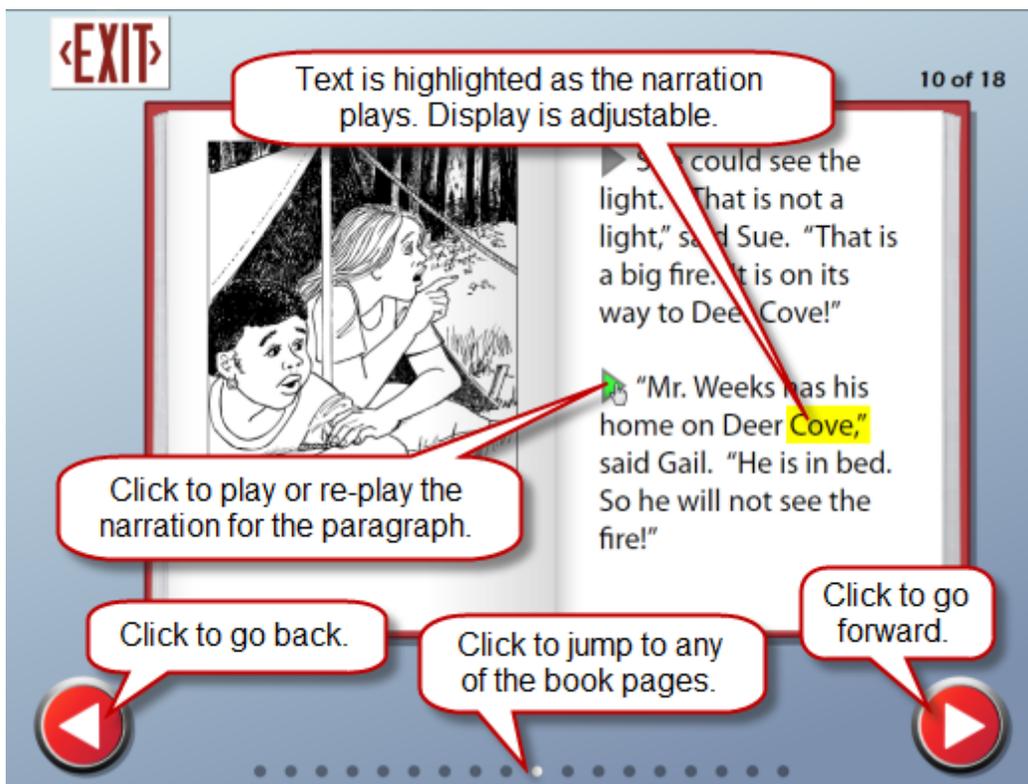


For details about using (or turning off) automatic narration play and automatic page turning, see [Program Settings-->Auto Read / Auto Page Turn](#).

The book content is displayed with an open book, two-page screen layout. Each two-page layout is counted as one screen-page by the software. The current page is highlighted on the **progress bar** at the bottom of the screen. Click on one of the **page navigation dots** in the progress bar to quickly jump to that place in the book. Use the **next-arrow** and **back-arrow** buttons to move forward or backward.

To manually start (or re-start) the narration audio on a page, click a **narration-play arrow** to start the narration from that spot.

*Double-click on a word to start the narration from that spot. Single words may be heard by single-clicking them.*



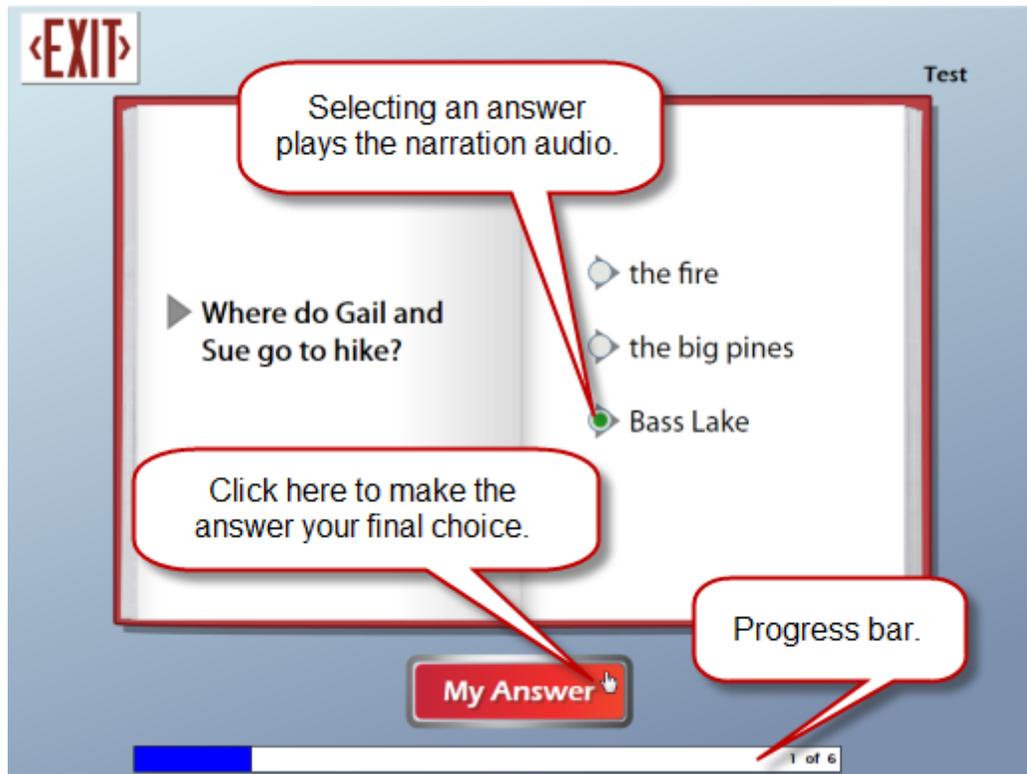
For more about hearing narration audio, see [Program Settings Tab-->Narration Style](#).

For more about text highlighting, see [Program Settings Tab-->Narration Highlighting](#).

## End-of-Book Tests

Each book ends with six multiple-choice questions. Narration audio for the questions is the same as for story paragraphs. Listen to the answers by selecting them individually.

A selected answer is chosen as the final answer by clicking on the **My Answer** button. If correct, the screen moves to the next question. If incorrect, the student must try again and continue until reaching the correct answer. After all six questions are completed, the software returns to the book directory.

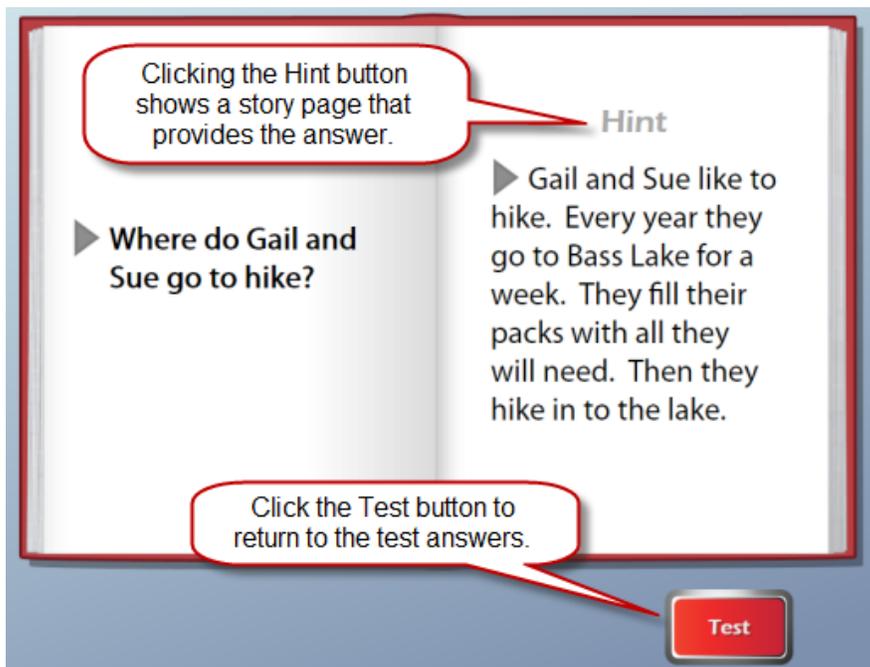


The test questions can be turned off. See [Program Settings Tab-->Test Questions Activity](#).

Test results can be viewed and printed. See [Options-->Results Tracking](#).

## Answer Hints

The correct answer must be reached before the software moves to the next question. Choosing the wrong answer (clicking "My Answer") causes the **Hint button** to appear on the screen. Clicking the Hint button displays the story paragraph that contains the correct answer. Hints can be adjusted to always appear, or be turned off completely.



For details about the test hint feature, see [Program Settings Tab -->Test Questions Activity](#).

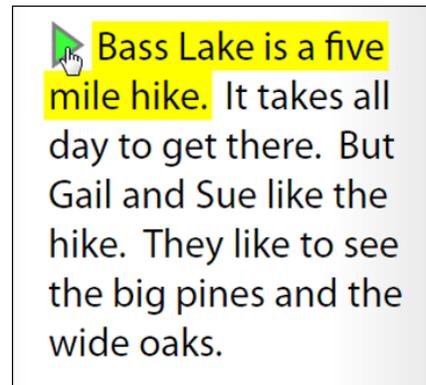
## Narration and Text Highlighting

The software provides on-screen reading with different options for the narration audio playback and text highlighting.

### Narration Audio

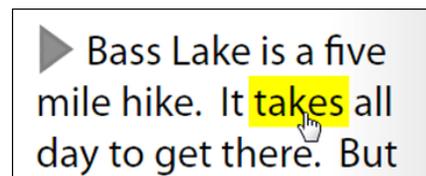
The **narration audio** may be heard as natural speech (conversational tempo) or played at a slower, word-by-word pace. The narration may start automatically upon each page turn, or start manually by clicking the **narration play-arrows**, or by double clicking a word within a paragraph.

**To start or re-start the narration audio,**  
click one of the narration play-arrows.



**Single-click a single word** to hear the word. This stops any in-progress narration and plays only that single word.

**Double-click a word** to start and continue the narration from that spot in the text.



For details about the different narration styles, see [Program Settings Tab-->Narration Style](#).

For instructions on how to turn auto-play on or off, see [Program Settings Tab-->Auto Read](#).

## Text Highlighting

**Text highlighting** can be word-by-word, by-sentence, by-line, or be turned off completely. The text highlighting color can be set to yellow, red, or green.

**Word-by-word highlighting:** each word is highlighted as it is spoken.

▶ When they go to Bass Lake, they **like** to go see Mr. Weeks. Mr. Weeks has a log home on the lake. His home is at Deer Cove.

**By-sentence highlighting:** each sentence is highlighted as it is spoken.

▶ When they go to Bass Lake, they like to go see Mr. Weeks. **Mr. Weeks has a log home on the lake.** His home is at Deer Cove.

**By-line highlighting:** each text line is highlighted as it is spoken.

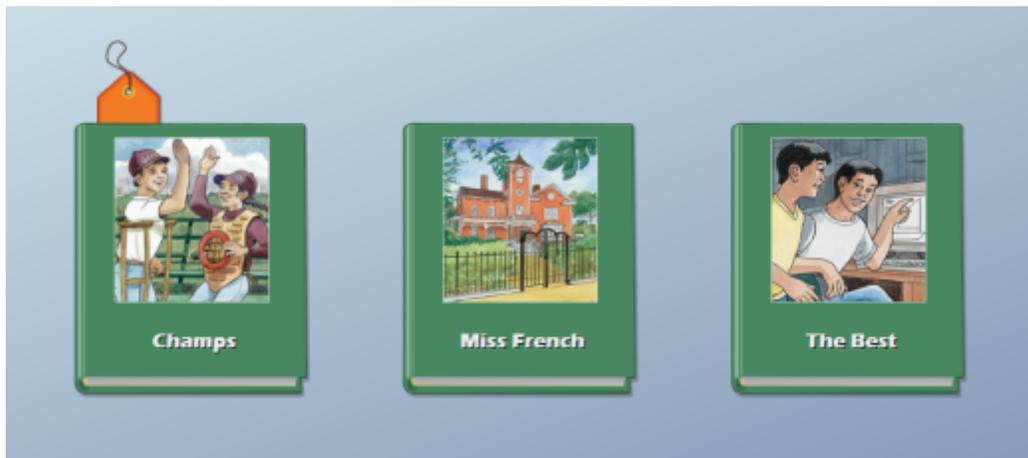
▶ When they go to Bass Lake, they like to go see Mr. Weeks. **Mr. Weeks has a log home on the lake.** His home is at Deer Cove.

For instructions on how to change or turn off text highlighting, see [Program Settings Tab-->Narration Highlighting](#).

## Bookmarks

If a student clicks EXIT before finishing a book, a **bookmark** is placed on the last page read (or on the final story page if exiting from within the test questions). When the book is re-started, it will open at the marked page.

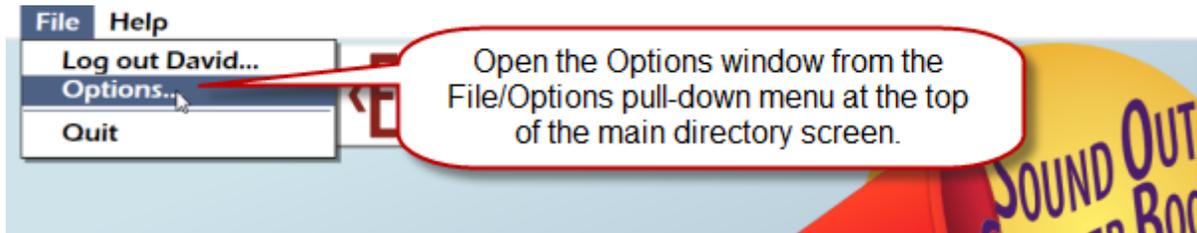
The in-progress book is highlighted on the directory screen with a bookmark added to the book cover icon. Only one book may be bookmarked. If a different book is opened, the earlier bookmark disappears and the newly opened book will be bookmarked instead.



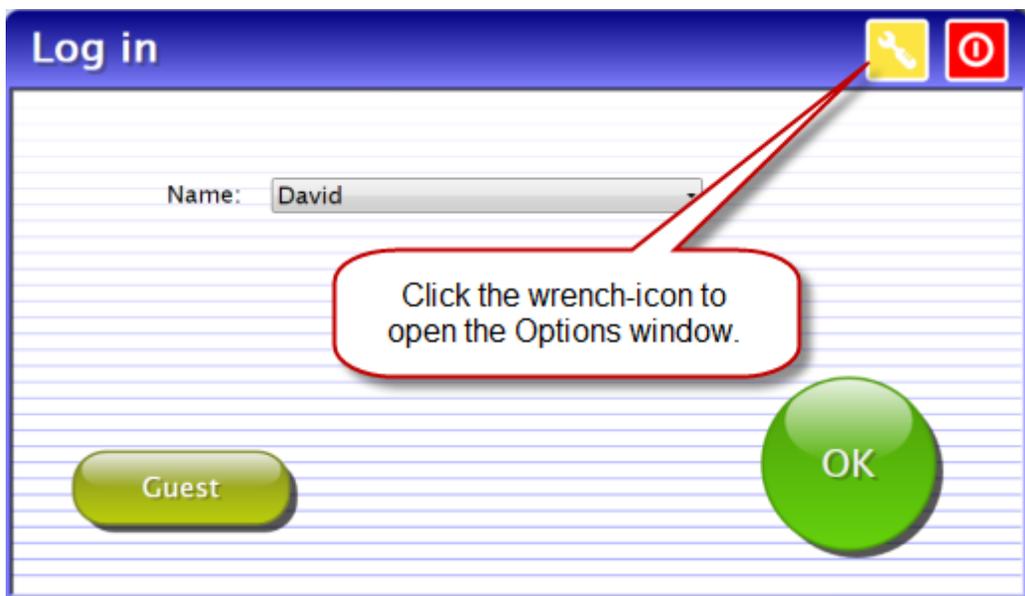
Place the screen cursor over the bookmark to see which page the bookmark is on.

## Options

Open the **Options** window from the pull-down menu available at the top of the main (levels) directory screen. Note that on Windows machines, the pull-down menu auto-hides from view (it appears when cursor is moved to top of screen).

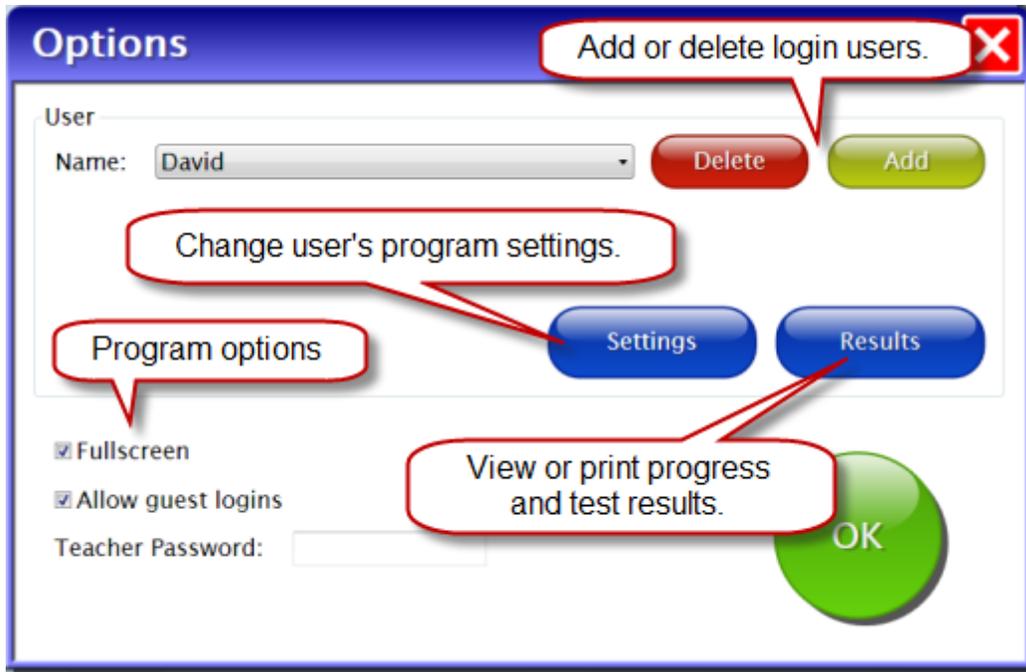


The Options window may also be opened from the Log in window. Click the **wrench-icon** link.



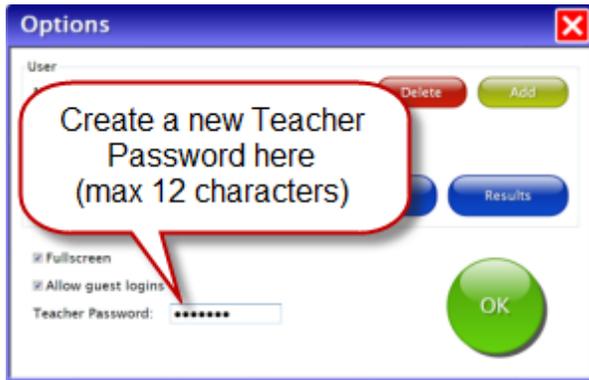
The **teacher password** is needed to open the Options menu. Enter "**attainment**" or "**highnoon**" when prompted for a password. A new teacher password may be created, but "attainment" and "highnoon" will always work.

From the **Options** window, you can add or delete user logins, change user settings, and view or print student results information.



## Teacher Password

A new **teacher password** can be created at the Options window. Password length is 1-12 characters with no spaces. The built-in passwords "attainment" and "highnoon" will always work.

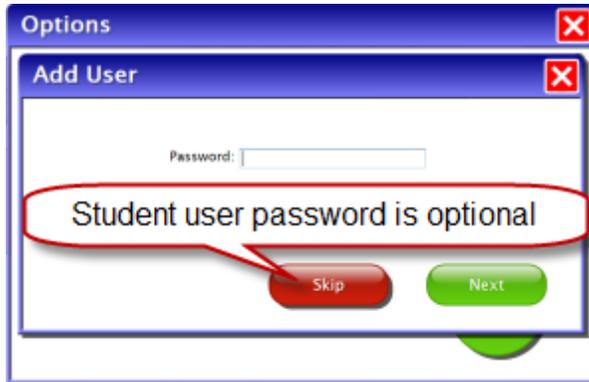


## Add or Remove Login Users

From the Options menu, click the **Add** button to add a new student user to the login name list. Type a new name into the **Add User** pop-up menu and click the **Next** button. To remove a login name from the user list, select a user name list and click the **Delete** button.



After clicking the **Next** button, you'll be prompted to assign a **student password**. Use of the student password is optional (this menu can be skipped). A student password can be added or changed later.



See [System Tab-->User Login Password](#).

You may assign a picture (digital image/photo) to display with the student's login name. This is optional and can be skipped (it can be added later).

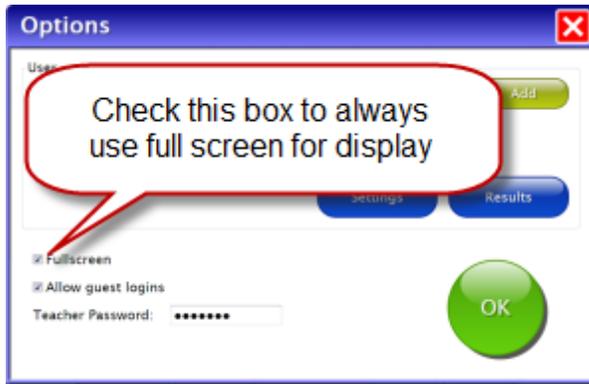
If your computer is camera-enabled, click **Snapshot** to create a photo for the user's icon.



See [System Tab-->User Login Picture](#).

## Fullscreen Display

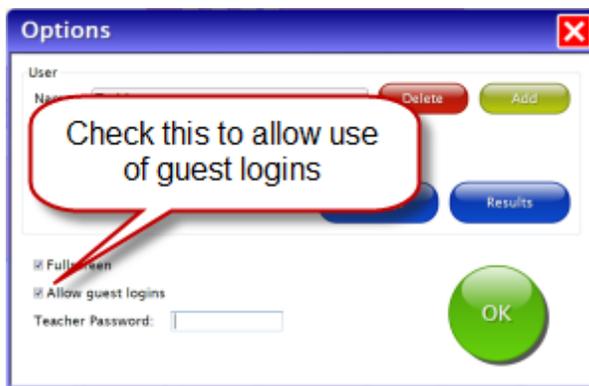
If the **Fullscreen** box is checked in the Options settings, the software display will use the entire screen, and may not be resized or minimized.



If unchecked, the window can be resized, moved around on the screen and minimized. Note that the text and picture content changes size as the software display window size is changed.

## Allow Guest Logins

If the **Allow Guest Logins** box is checked in the Options settings, the **Guest** login mode will be available for use (the Guest button appears). If unchecked, only user login names can be used (the Guest button will not appear).



NOTE: If there are no user login names, the software automatically opens in the Guest mode whether or not Allow Guest Logins has been checked in the Options settings.

## Default System Settings

Below are the **default program settings** as initially set for the software. *These settings can be adjusted separately for each student login.*

*Adjusting the Guest settings* changes the default settings that are used as the starting point when creating new logins, but *does not affect student user logins that already exist.*

### *Program Settings*

Narration Style: **Natural Speech**

Narration Highlighting: **Word By Word**

Auto Read: **on**

Auto Page Turn: **off**

Take Test: **yes**

Hint Button: **yes**

Print Results Button: **yes**

### *Content Settings*

Add/Remove Content: **all books available** (all listed books are checked)

Remove from directory when completed: **no** (unchecked)

### *System Settings*

Alternative Access

Scanning: **off**

Autoscan Delay: **1 second**

Scan Next: **Right Arrow** (keyboard "switch" option)

Scan Select: **Enter Key** (keyboard "switch" option)

Debounce: **Disabled**

Highlight size: **Normal**

Highlight color: **Yellow**

Sounds/music: **on**

Sounds/speech: **on**

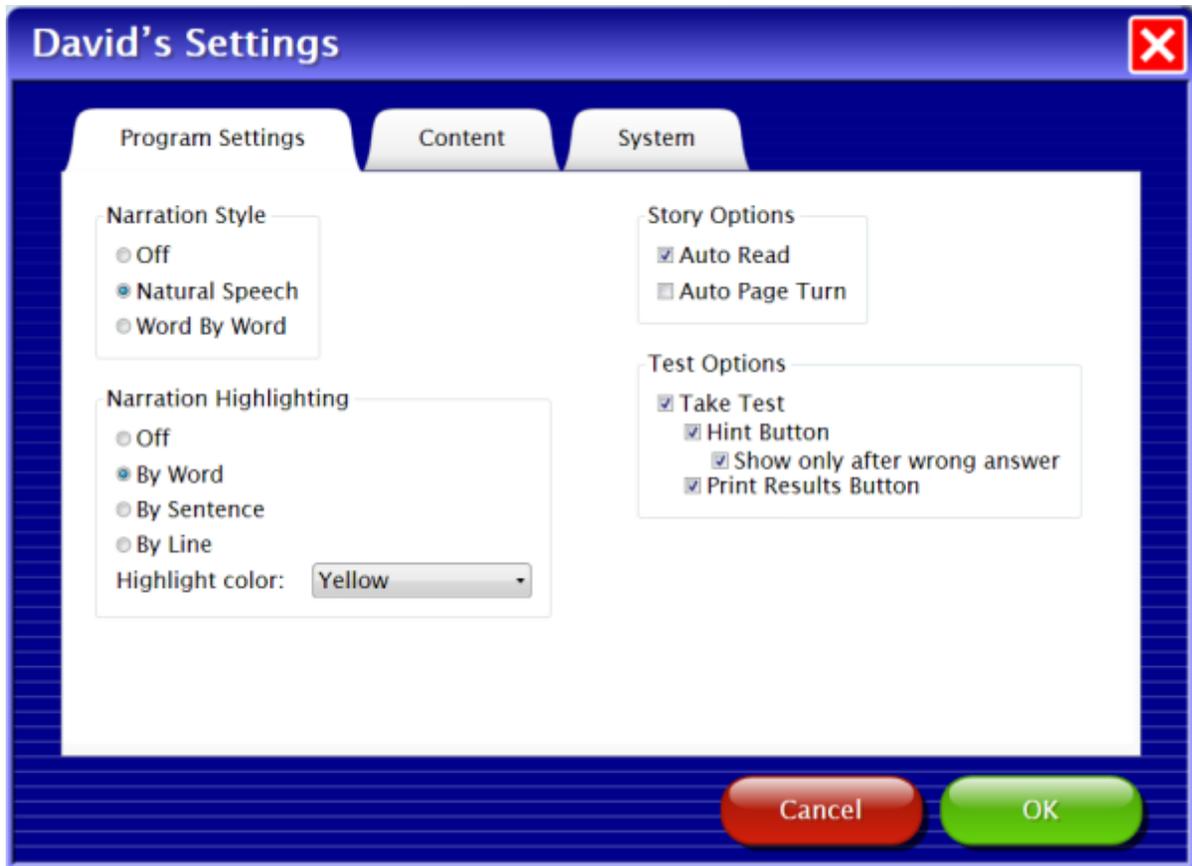
Sounds/special effects: **on**

Fullscreen: **on**

Allow guest logins: **yes**

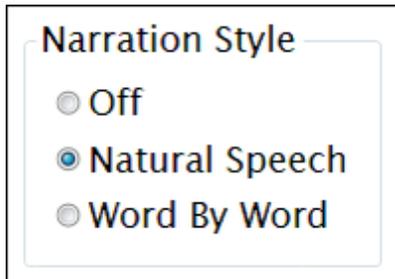
## Program Settings Tab

Click the Options/Settings button to access the **Program Settings Tab**. From this tab you can change the settings for **Narration Style**, **Narration Highlighting**, **Auto Read**, and **Auto Page Turn**. Use the **Take Options** to control use of the hint feature, or to remove the test activity from the books. Check the **Print Results Button** to enable printing of the results page.



## Narration Style

**Narration Style** settings are found in the Program Settings Tab. Choose between three speech options: **Off**, **Natural Speech**, and the slower **Word By Word** narration style.



## Narration Highlighting

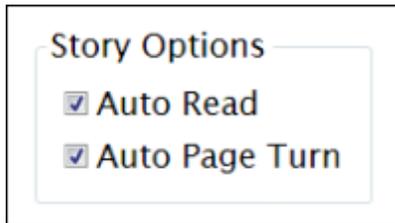
**Narration Highlighting** settings are found in the Program Settings Tab. Choose between four highlighting options: **Off**, **By Word**, **By Sentence**, or **By Line**. The **Highlight color** can be set to yellow, green, or red.



NOTE: When Narration Style turns the narration audio off, there will be no visual highlighting.

## Auto Read / Auto Page Turn

Settings for **Auto Read** and **Auto Page Turn** are found in the Program Settings Tab. These two features can be used independently or in combination.



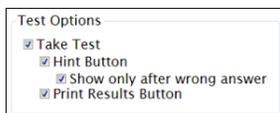
### Auto Read

When turned on (checked), the narration audio starts automatically after a page is turned, whether the page is turned automatically or manually. When Auto Read is turned off (unchecked), audio narration is triggered by clicking the narration play-arrows or by double clicking a word within a paragraph.

### Auto Page Turn

When turned on (checked), the pages change automatically after the page narration finishes. The page can be manually turned forward or backward at any time by clicking the Next or Back navigation arrows.

## Test Questions Activity

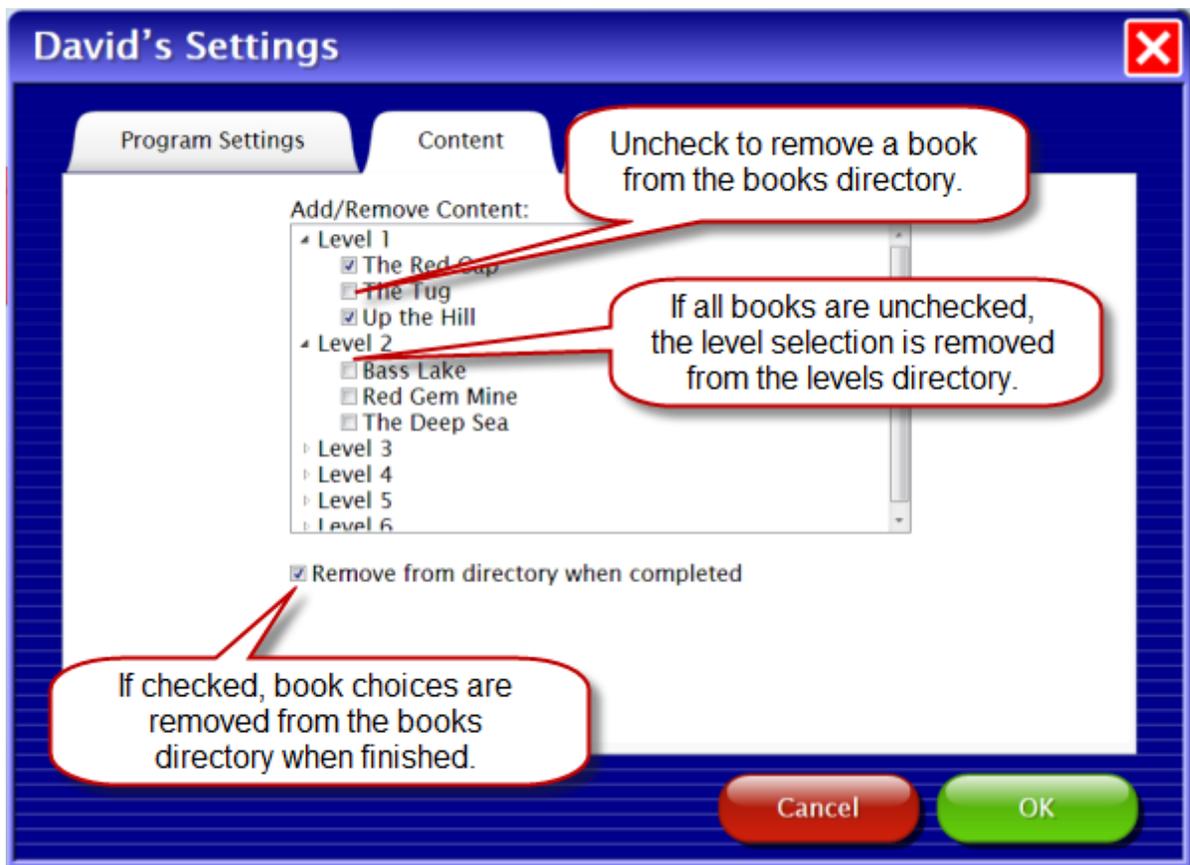


The **Take Test** setting is found in the Program Settings Tab. When turned on (checked), multiple-choice test questions will appear at the end of the books. When off (unchecked), test questions will not appear and the books will be available for reading only. *Test results are stored for each login.*

For more about results reporting, see [Options-->Results Tracking](#).

## Content Tab

Click the Options/Settings button to access the **Content Tab**. To reduce the number of book choices a student will see on the directory, the listed books can be checked or unchecked to include or remove them from the directory. Removing all books for a level also removes that level choice from the levels directory.



**Remove from directory when completed** — when checked, a book selection will be removed from the books directory after it is completed. Books are considered complete when all of the test questions have been answered. If this setting is left unchecked, completed books are grayed out (shaded) in the book directories to indicate that they have been finished. The shaded/completed books can be re-opened for reading.

## System Tab

Click the Options/Settings button to access the **System Tab**. Here you can add or change the **user login (student) password**, add or change a **login icon image**, turn **sounds on/off**, and use **alternative access** scanning/switching features.

The screenshot shows a dialog box titled "Tom's Settings" with a red close button in the top right corner. The dialog has three tabs: "Program Settings", "Content", and "System". The "System" tab is selected and active. It contains three main sections: "Alternative Access", "Sound", and "Icon".

**Alternative Access** section includes the following settings:

- Scanning: Disabled (dropdown)
- Autoscan Delay: 1 Second (dropdown)
- Scan Next: Right Arrow (dropdown)
- Scan Select: Enter Key (dropdown)
- Debounce: Disabled (dropdown)
- Highlight size: Normal (dropdown)
- Highlight color: Yellow (dropdown)

**Sound** section includes the following checked options:

- Music
- Speech
- Sound Effects

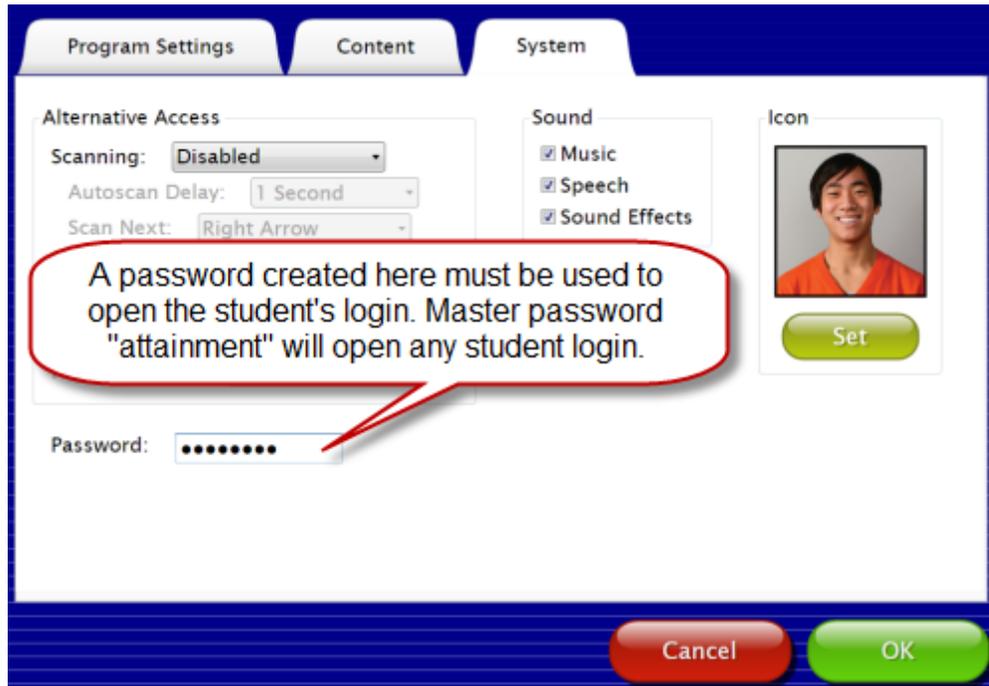
**Icon** section includes a "Set" button.

Below these sections is a "Password:" label followed by an empty text input field.

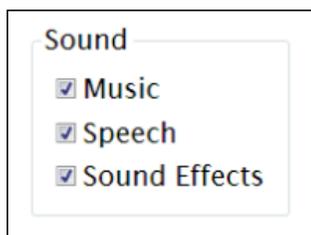
At the bottom of the dialog are two buttons: "Cancel" (red) and "OK" (green).

## Login Password

From the System Tab, a unique **Login Password** can be created for a student login. Type in the password (maximum 12 characters) and click OK to create. Use of this password is optional.



## Sounds



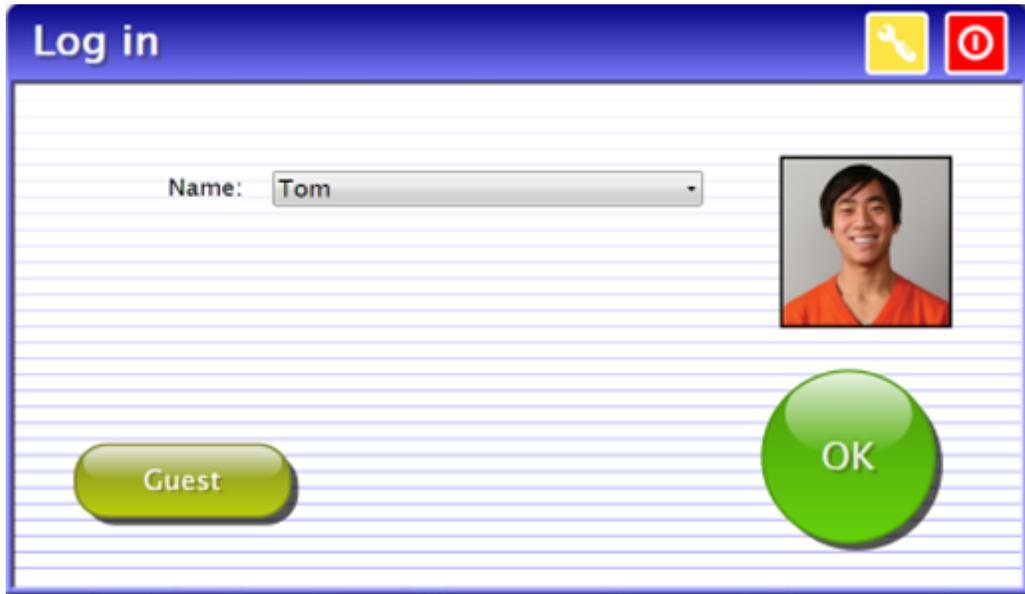
Located on the System Tab, the **Sound** settings provide on/off switches for theme music, narration audio, and sound effects (such as button clicks). A checked box means that the sound setting is turned on.

## User Login Picture



At the System Tab, click the **Set Icon** button to add, change, or delete a **Login Picture**. A Login Picture is paired with a student's name on the login screen. Create an picture icon from an available graphic image (click on **From file**) or use the camera on your computer to take a photo (click on **Snapshot**).

The picture is shown with the student name on the Log in menu. If no icon was created for a student, only the user's name is displayed.



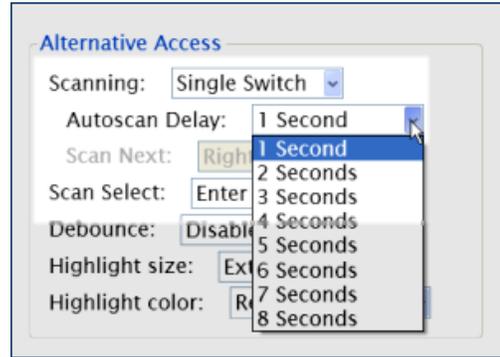
## Scanning and Switch Use

From the System Tab, **Alternative Access** settings can be used to enable screen scanning features for **Switch** use. Switching can be accomplished with an external switch button device or by assigning keyboard characters for the scan and select functions.

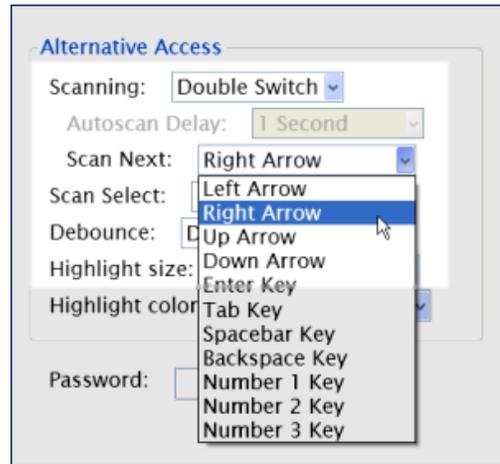
**Scanning:** Choose Single Switch, Double Switch, or Disabled. When "Disabled" is chosen, all of the other fields are grayed out and cannot be selected.



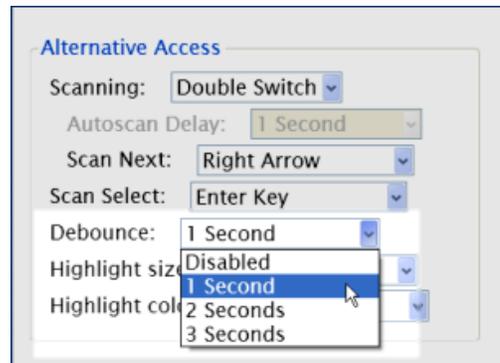
**Autoscan Delay:** Available when Single Switch is chosen. Select the length of time the cursor dwells on each selection when automatically scanning, between 1 and 8 seconds.



**Scan Next:** Available when Double Switch is chosen. Choose the keyboard key which will advance to the next scanned field when manually scanning. When using a switch or button, determine which key is programmed to the device.



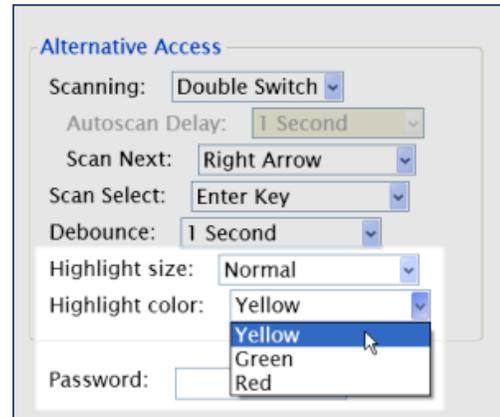
**Debounce:** Select the length of time in which repeated switch input is ignored, between 1 and 3 seconds. Debounce can be disabled if not needed.



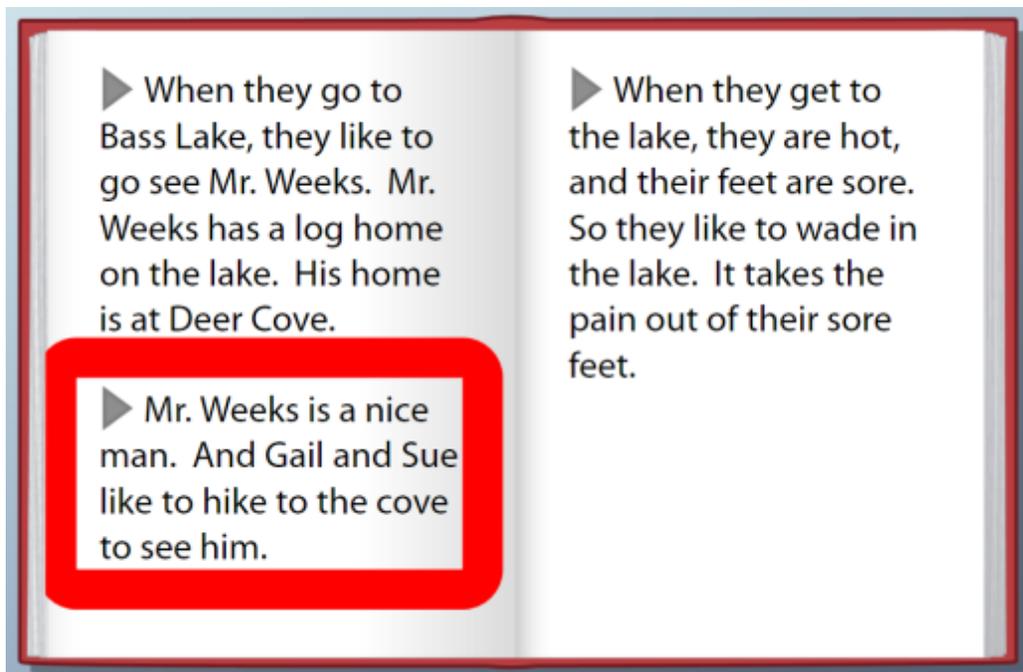
Available for both Single Switch and Double Switch.

**Highlight size:** Select the weight of the highlight border which indicates current choice. Choose between Normal, Large and Extra Large.

**Highlight color:** Select the highlight color which indicates current choice. Choose between red, yellow, and green.



*In the screen example below, the scanning highlight display is set to "large" and "red".*



## Results Tracking

Click the Options/Results button view and print information about a student's reading progress and test results. Completed books are listed with dates and times. Results for Guest login users are not saved. The software recognizes a book as completed when all six test questions have been answered. Tests may be repeated and all results are kept. To see detailed information for a book (date/time, total elapsed time, percent score, answer choices), select the entry and click the **View** button. Click the **Print** button to print the results record.

The screenshot shows a window titled "Tom's Results" with a close button (X) in the top right corner. The window has a "General" tab selected. A table lists the following data:

Book Title	Date/Time	Score
▾ The Red Cap	2/22/2012 2:29 PM	100%
▾ The Tug	2/22/2012 2:36 PM	78%
▾ 2/22/2012 2:31 PM	2/22/2012 2:31 PM	42%
▾ Up the Hill	2/22/2012 2:33 PM	62%
▾ Bass Lake	2/22/2012 2:35 PM	78%

Callouts provide the following information:

- "View or print detailed results for a selected book." points to the "View" and "Print" buttons.
- "Results are saved for each test attempt." points to the 42% score for the selected entry.
- "Date, time, and a percent test score is shown here. A report detailing results for each question can be viewed and printed." points to the selected entry in the table.

Buttons on the right side of the window include: View, Print, Delete, Delete All, and OK.

**Results** [Close]

Name: Tom  
Problems: 8  
Total Time: 7m 22s

Sound Out Chapter Books

Score: 62%  
Date: 3/19/2012  
Time: 4:18 PM

Reading Time: 5m 31s  
Testing Time: 1m 50s

Why does Kim get up at six?  
 to go for a job

Which is the best way to  
run into

Which word means  
moss

Why does Jan get hot?  
 she does not have a cap (2 tries)

Who falls in a pit of wet mud?  
Jan

Why does Kim jog when the sun is not up?  
the sun is too hot

Print out the results report

Print OK

**Callouts:**

- Time spent on the book
- Time spent on the story content
- Time spent taking the test
- Indicates that 2 or 3 answer attempts were needed
- Number of tries needed to answer the question
- The correct answer

## Alternative Access

### Touch Screen

This software program is compatible with touch screen devices.

### Scanning

This program supports single- or two-switch step scanning. To change scanning settings, go to the **Systems Tab** (from Options window).

See [System Tab-->Scanning and Switch Use](#) for more detailed information.

## License

### Ownership

Attainment Company retains the title to the software program. The purchaser gains only the title to the enclosed CD.

### Copyright

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## Technical Support / Contact Information

If you have a problem running this software, please call **Attainment Technical Support** at the number below. If possible, have the program running with your computer nearby while we discuss solutions.

You can speed the process if you collect some basic information ahead of time:

- \* What was the error and type of error message, if any?
- \* What triggered the problem?
- \* Can you duplicate the problem?
- \* What operating system are you running?

**Tech Support** is available weekdays from 9 am–5 pm (CST)

**phone:** 1-800-327-4269 or 1-608-845-7880

**email:** [info@AttainmentCompany.com](mailto:info@AttainmentCompany.com)

**website:** [www.AttainmentCompany.com](http://www.AttainmentCompany.com)



## System Requirements

### Windows - System Requirements

- \* Windows XP SP3 or higher
- \* Minimum of 512MB RAM
- \* Microsoft .Net 3.5 SP1

**NOTE:** During installation from the Autoplay menu, if .Net v3.5 is not detected, you will be prompted to install it. .Net 3.5 SP1 is included on the CD.

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### Mac - System Requirements

- \* Intel processor
- \* OS 10.5 or higher
- \* Minimum of 512MB RAM
- \* Microsoft Silverlight

**NOTE:** During installation, if Silverlight is not detected you will be prompted to install it. The Silverlight installer is included within the program. Once Silverlight is installed the program will start.