AceReader Pro Deluxe Plus Manual

Macintosh Edition

Table of Contents

Introduction

ACE READER®
ELECTRIFY YOUR MIND'

Quick Start Guide

Congratulations, your students are on their way to becoming efficient readers! AceReader Pro is an award-winning software program that can help unlock their full reading potential. The program contains three essential tools in one package: (1) a **Reading Assessment Tool** to determine and track their current reading speed and level; (2) a **Reading Improvement Training Tool** to help increase their reading speed and comprehension (both online and offline); and (3) an **Online Reading Tool** to help them read more efficiently while online.

When you start AceReader Pro, you will be presented with a startup Wizard screen. The startup Wizard screen has four tabs:

(1) **Course Mode** – This tab provides students with the easiest way to use the program for training purposes. Simply let the Course lead your students through each step of the training process. To learn more about the Course Mode Tab, refer to the Course Mode Overview section.

(2) **Menu Mode** – This tab provides students with the ability to have more control over their reading activities. They can simply select the activity they want to perform from the list of activities presented. To learn more about the Menu Mode Tab, refer to the Menu Mode Overview section.

(3) **Expert Mode** – This tab provides an explanation of the Expert mode screen. It also allows you to enter the Expert mode. The expert mode screen provides students with full control over their reading material, display modes and reading speeds. To learn more about the Expert Mode Tab, refer to the Expert Mode Overview section.

(4) **Admin** – This tab allows teachers to perform administration functions such as adding users, monitoring students progress by viewing test results, creating custom content (for the tests, drills and/or games) and the ability to set other system wide option settings. To learn more about the Admin Tab, refer to the Administration Overview section.

About AceReader Pro

Quick Introduction:

AceReader is referred to as: **Reading Improvement Software; Reading Assessment Software; Productivity Reading Tool; Self-Improvement Educational Reading Tool; Reading Fluency Software; Vision Training Software; Speed Reading Software.**

Teachers often say... *"Finally I found a modern day software version of a Tachistoscope machine used years ago to pace eye movement."*

It can be used to: (1) assess your current reading level; (2) improve your reading speed and comprehension, both online and offline; and (3) help you read faster while on the computer, by utilizing special display modes.

In today's fast-paced information age, it is more important than ever to be a proficient reader. Everyone from high-powered executives to children just learning to read in grade school can benefit from AceReader.

Our goal is to help you read faster, while maintaining or even improving your comprehension. When you accomplish this, reading becomes like watching a movie. It becomes fun to read because you're able to absorb more material in a shorter amount of time. In short, it leads to more success and a better overall quality of life.

Like anything, it takes practice. AceReader is not designed to teach you how to read, but instead focuses on helping you be more proficient at your reading both on and off the computer.

Problems AceReader Pro Solves:

AceReader helps you become a more proficient reader by helping you:

(1) **Reduce Subvocalization** (pronouncing or whispering the words in your mind while you read)

You typically can only subvocalize about as fast as you can talk. The program pushes you to read at higher speeds through pacing techniques. At these higher speeds, it is physically impossible to subvocalize.

(2) **Eliminate Regression** (allowing your eyes to wander back to re-read text)

The program will display or highlight words in a manner that will help encourage forward-only eye movement. In non-highlight modes, words are presented without the surrounding text being shown at all. This promotes forward-only eye movement since there is no previous text visible.

(3) **Reduce Your Eye Fixation Time**

Reducing the time spent when your eyes are focused on a single point.

(4) **Expand Your Eye Fixation Zone**

Improving your ability to read a wider text width when your eyes are focused on a single point.

(5) **Increase Your Re-Fixation Speed**

Improving your ability to reposition your eyes at a rapid rate.

Technologies Used:

AceReader utilizes two technologies: (1) RAPID SERIAL VISUAL PRESENTATION (RSVP) and (2) TACHISTOSCOPIC SCROLL PRESENTATION (TSP). When AceReader is in RSVP mode, text is displayed in the center of the text area. RSVP can help you to read faster than normal because your eyes do not need to move. In RSVP mode, the words come to your eyes instead of your eyes going to the words. When AceReader is in TSP mode, text is displayed in a manner that forces your eyes to move just like they do in normal reading. TSP can train you to read in a normal fashion and at higher speeds. Both modes can help you learn to take in multiple words at a time.

AceReader Pro can handle text in European languages as well as English since it supports the international ASCII character set.

AceReader Pro also utilizes additional, patented technologies that have been incorporated into the main screen options and controls.

Primary Ways to Use AceReader Pro:

- **Reading Assessment Tool** - To determine and track your current reading speed and comprehension.

- **Reading Improvement Tool** - To help increase your reading speed and comprehension (both online and offline).

- **Online Reading Tool** - To help you read more efficiently while working or surfing online.

Innovative Ways to Use AceReader Pro:

- **Dyslexia Aid** - Adjust your reading by selecting slower speeds or by bursting sentences one word at a time.

- **ESL Aid** - Use AceReader Pro to help learn English as a Second Language by improving your English reading skills.

- **Eye Tracker** - Train your eyes to move left-to-right and top-to-bottom by using the "Eye Trainer Mode." This mode forces your eyes to move as they would in normal offline reading.

- **Foreign Language Instructor** - Use AceReader Pro as a computerized flash card system to read and re-read text for the purpose of learning a foreign language. AceReader Pro supports the international ASCII character set (i.e. English, Spanish, German, French, Italian, etc.).

- **Memorization and Flash Card Tool** - Use AceReader Pro's Flash Card Game to memorize learning material (i.e. state capitals, multiplication tables …). You can also use the Burst Forward, Back, and Repeat features to rapidly read and re-read text for the purpose of memorizing it.

- **PhotoReading Aid** - Use AceReader Pro to flash whole pages of text at desired speeds to assist with online PhotoReading techniques.

- **Self-Improvement Programmer** - Step up the speed and rapidly display messages to yourself to program your subconscious with positive suggestions.

- **Speed Reading Aid** - Use AceReader Pro to assist your eye tracking at configured speeds. This will help you break common bad reading habits that slow you down (i.e. subvocalization and regression).

- **Tachistoscope** – Use AceReader Pro as a pacing tool. Some teachers have noted that AceReader Pro is a modern-day software version of the mechanical tachistoscope machines from years ago Those machines, which would flash text onto a screen at configurable speeds, were used to help many students and teachers learn how to read better by pacing their eye movement. AceReader Pro goes beyond their capabilities, though, by providing many additional options and features and it includes the ability to track student progress.

- **Vision Aid** - Change the text font and background color to help see more clearly and to read without eye movement.

- **Warm Up** - Use AceReader Pro to warm up your reading skills before switching over to read online or offline. Warming up can help increase your reading speed.

Benefits of Using AceReader Pro:

- Better grades in school. Children learn the skills that will pay benefits throughout high school and college and into the workplace.

- Better performance on the job, where reading skills are increasingly important.

- More free hours in your life as your reading speed increases.

- Better quality of life as your reading, comprehension and retention grow year after year.

What Makes AceReader Pro a Pro

We designed AceReader Pro by listening closely to what our customers had to say about our original AceReader program. Here is a list of the AceReader Pro's current highlights and improvements:

- **Coures** – Walk you through the training process.

- **Advanced Display Modes** - Allows you the ability to highlight with white space formatting, to specify amount of text to display or highlight in terms of "number of eye fixations per line," and to specify amount of text to flash at a time in terms of "number of sentences" or "number of phrases" (whole thoughts at a time).

- **Advanced Burst Options** - Provides you with more ways to specify the amount of text that will be displayed or highlighted before stopping.

- **Advanced Speed Controls** - Allows you to set up the front screen speed control so it will have whatever low, high and target speed you want. The speeds are specified in terms of WPM (Words per Minute), CPS (Characters per Second) or CPM (Characters per Minute). The character-based speeds are useful if you want long words to display for longer periods of time than shorter words. You also have the ability to fine-tune your speed with a variety fine tune options (i.e. fixed speed, delays …).

- **Bookmark Capability** - Allows you to set and go to bookmarks. You can even perform a special function that will load a file and position you to a bookmark. This is useful for resuming your reading at the point you left off during the previous session.

- **Comprehension Test Editor** - Provides the ability to create and edit your own reading comprehension tests. Note: This feature is available with the Deluxe versions only.

- **Comprehension Tests (now 260 in total)** - Includes 20 reading comprehension tests at each grade level 1-12, plus an additional 20 at an adult reading level for a total 13 X 20 = 260 reading comprehension tests.

- **Custom Preset Options** - Allows you to set the options the way you want and then to save and restore them. This gives you the power to get the program set up quickly according to the type of reading you want to do. These preset custom options can also be used to define the Drills using the Drill Editor.

- **Customizable Hotkeys** - Allow you to map the functions you use most often used with the keyboard keys of your choice.

- **Drill Editor** – Leads you through the process of performing reading exercises. These Drills can be set up with explicit reading speeds or can utilize the reader's Base Reading Speed. By utilizing the Base Reading Speed, the Drills automatically become more challenging as you improve.

- **Drills, Drills and more Drills** - Lead you through the process of performing reading exercises. These Drills use reading material that is separate from the reading material used with the Comprehension Tests and they are ordered from easiest to hardest. They have also been grade-leveled.

- **Games (challenging and fun!)** - Help you read more material in less time by reducing your eye fixation time and by expanding your eye fixation zone. One of the games is a Flash Card game which has the dual purpose of helping your reading speed and comprehension and memorizing learning material (i.e. state capitals, multiplication tables …).

- **Game Editors** - Allows you to incorporate your own game text. Especially handy for the Flash Card game.

- **Import and Export Content Ability** - Allows the AceReader Pro community to share Reading Comprehension Tests and Drills created using the built-in Editors.

- **Manual Timer** - Allows you to pace yourself and have your speed automatically calculated.

- **Network Version** - Designed for reading lab environments. With the network version, students do not need to sit in front of the same computer for each session and teachers can monitor the progress of the students from any computer on the network. Central administration functions allow teachers to view graphical and statistical comprehension test results for all students. Teacher administration functions include: User Management, Custom Options Management, Drill Text Management, Drill Management and Comprehension Test Management. Note: This feature is available with the Deluxe Network version only.

- **Read Timer** – Keeps track of your actual reading/training time.

- **Readability Statistics Analysis Tool** - Included for both the Comprehension Test Editor and the Drill Text Editor. The Readability Statistics Analysis Tool will help you determine the proper grade level of the reading material. Note: This feature is available with the Deluxe versions only.

- **Spell Checker** - Included for both the Comprehension Test Editor and the Drill Text Editor.

- **Startup Wizard Screen** - Launches you into commonly used areas of the program and makes the program much more intuitive to use.

- **User Interface** - Provides a way to hide/show the controls by displaying mouse-over help. The front screen now shows a running average for your reading speed in terms of WPM (Words per Minute) and it contains an Estimated Time of Completion indicator to help you determine how long it will take to complete your reading.

- **Warm-up Drills** - Take advantage of white space formatting and force your eye movement in pre-specified patterns. These help you increase your overall reading speed.

Offline Reading Tips

One of the most important and the most helpful, reading aids is known as **previewing**. Previewing gives you a sense of the material -- such as topic, level of difficulty, author's style and length -- before you actually sit down to read it. It allows you to decide whether or not you want or need, to spend the time reading the entire passage to obtain more of the details. In short, it allows you to become a more efficient and effective reader.

Use the following steps to preview:

1. **Establish a purpose for reading this material.** Have a specific reason for reading the material, whether the motivation comes from within or without. You'll vary your approach and techniques to achieve that outcome.

2. **Study the title, headings and subheadings.** The give you a quick cue as to what the topic of discussion will be. They may also be a deciding factor in determining your purpose and establishing your course of action.

3. **Look at the first and last paragraphs.** These can provide you with a quick introduction and conclusion of the material contained in the main part of the text.

4. Look for **bold-faced, *italicized* and <u>underlined</u> words.** These are words or ideas that the author thought were important enough to highlight for you. A quick overview of these words will give you a sense of where the author is heading with the material.

5. **Look at the visual aids.** Graphs, charts, diagrams, maps and illustrations all provide support for what's in the main part of the text. They create a vivid mental picture of the people, things and ideas under discussion. They can also provide a quick grasp of the relationships between the data or other concepts in the main part of the text.

You should <u>preview everything you read</u>, regardless of its complexity or length. Here are some suggestions for a couple different types of material:

<u>General non-fiction/textbooks</u> -

1. Look at the organization. There are usually chapters, sections, a table of contents and an index. Look for chapter headings and key subheadings.

2. Look at the chapters. Individual chapters may have their own index/overview and summary/content questions.

3. Look at the beginning and end of sections. The most important information is usually contained there, with details in the middle part.

4. Look at the setup of diagrams, pictures, graphs, etc.

5. Read the book's preface/introduction for an overview of the author's purpose and content.

6. Within the chapters, preview the introductions, summaries, charts, etc. Decide if you need to read for more details.

<u>Letters and Memos</u> -

1. Consider the setup. The opening and closing paragraphs are usually cordialities and contain little vital information.

2. Head to the important parts. The earlier and later middle paragraphs contain the most important information.

3. Look at who sent it, the date sent, if there's a "re:" line and who else received it.

4. Skim or read the middle paragraphs to get details and decide appropriate response.

<u>News</u> -

1. Consider the organization. News is usually organized in an inverted pyramid -- the most important information is first, then the details, in order of importance.

2. Read the first and last paragraphs for an overview and the conclusion.

3. Look at the graphs, diagrams, etc. and decide if it's worth taking the time to read the rest of the article.

Using AceReader Pro

Ergonomic Suggestions

While training, patience and a positive attitude are essential!

Use the following hints to maximize your progress:

1. Keep your shoulders level and relaxed and align them with your ears and hips.
2. Keep your elbows close to your sides (when typing/using mouse) and your knees lower than your hips.
3. Keep your head tilted slightly downward. With your feet on the floor or on a footrest, hold your head upright and look straight at the monitor. The top of your screen should be at or below eye level.
4. Make sure your screen is clean, with no window glare.
5. Try to create a good learning environment. That means eliminating as many distractions as possible -- i.e. turn off phone, turn off e-mail notification, turn off music, remove paperwork from field of vision.
6. Take a few deep breaths and make sure you're positioned and ready to concentrate before you start each Drill.
7. Remember to blink. When people read from a computer, they tend to blink less than from a printed page. That can lead to discomfort such as eye burning, tearing or drying out.
8. Take a break at least once every hour by standing and stretching for about 30 seconds.
9. Make the commitment to practice every day. The more you do, the faster and more easily you'll become a Speed Reader!

Course Mode

Course Mode Overview

The Course Mode will step you through the training process.

Courses consist of the following types of activities:

- **Setting your Base Reading Speed (BRS)** - You're Base Reading Speed is used by the program to auto-set the speed settings during the drills.
- **Periodic Self-Paced Tests** - This will reset your Base Reading Speed if minimum requirements are met (as defined by the Base Reading Speed option settings). It will also provide another data point (reading speed and comprehension) so that you can monitor your progress over time.
- **Warm-up Drills** – This is a warm-up eye exercise. These exercises pace eye movement in a fashion that is not exactly like reading, but will serve to warm-up and prepare for the normal drills.
- **Drills** – This is like the Warm-up exercise, but is not considered a "warm-up" since it paces you during normal reading exercises. The eye pattern will consist of the same motion that you perform during normal reading activities (both on and off the computer).
- **Eye Exercise Game**s – These games are eye exercises and allow you to have fun while being challenged. These activities allow you to: reducing your eye fixation time, expanding your eye fixation zone and increasing your re-fixation rate. These are all activities that will help you become a better and more proficient reader.

In addition to performing the above activities, the student can always monitor their progress by pressing the "View Test Results" button. Students can view their test scores and reading speeds. The test results are shown in a list and can also be viewed graphically.

You can change or reset your course by clicking on the "Change Course" button.

Note: It is possible to customize the courses. If you are interested in doing that, feel free to send StepWare, Inc. an email (support@stepware.com) with your request. We can then setup a phone conference to step you through the process.

Menu Mode

Menu Mode Overview

The Menu Mode allows you to have more control over your training process than the Course Mode. You can simply select the reading assessment and reading improvement activities from the menu.

Overview: We recommend that you take a Self-Paced Reading Comprehension Test once a day (i.e. at the beginning of your training session). Your Base Reading Speed (BRS) is reset to the speed you read the story if certain criteria was met (i.e. comprehension level was 75% or better, test was not repeated...). Your BRS teaches the program how fast to pace you during some of the Drills. Your reading speed and comprehension are also logged which allows you to monitor your progress over time. After you take a Self-Paced Reading Comprehension Test, you will want to spend the rest of your time (i.e. 15 to 25 minutes) with the Drills and Games. That's it!

Tip: Plan to spend 15 to 25 minutes per training session with the program. Training every day is best, but you can still achieve positive results training less (i.e. every other day).

Tip: The Tests and Drills are in order from simplest to hardest. It is reasonable for you, regardless of your age, to simply start at the beginning of each list and work your way down.

Tip: The program will remember the last Test/Drill you took. When choosing a Test/Drill to perform, you will notice that the last Test/Drill that you performed will be highlighted. You will typically want to select the next item in the list (i.e. the entry after the highlighted item).

Tip: When performing the Drills, do not focus on comprehension. Instead, you want to follow the words with your eyes. The drills are mainly eye exercises. The speed will sometimes be very fast, so again, don't worry about comprehension, but rather just try to follow the words with your eyes. Note: Comprehension will come over time without concentrating on it.

Tip: When selecting drills, we recommend that you perform one "Warm-up" drill, then one or two of the other drills (i.e. "Push to Double Speed"). Warm-up drills can be done in any order. The other drill sets (i.e. "Push to Double Speed") should be performed in the order shown. You only need to perform a few drills each day. After you have performed the drills, spend the rest of your time with the games.

Tip: You can refer to the Help (within the software) for reference and more documentation.

Remember… Success comes from Positive Attitude, Patience and Practice. You can do it!

Refer to the following sections for more information:

Assessment Activities:
- Take Comprehension Test (Self-Paced)
- Take Comprehension Test (Forced Speed/Mode)
- View Comprehension Test Results

Reading Improvement Activities:
- Perform Warm-up Drills
- Perform Drills
- Play Eye-Span Game
- Play Eye-Span Comprehension Game
- Play Tachistoscope Flash & Recall Game
- Play Search/Scan Game
- Play Flash Card Game

Reading Assessment Activities

Take Comprehension Test (Self-Paced)

To take a Self-Paced Comprehension Test, select **Take Comprehension Test (Self-Paced)** from the Startup Wizard Screen or select the Take Comprehension Test (Self-Paced) menu item.

Select a Comprehension Test Set and a specific Comprehension Test within the set. Press the **Begin Comprehension Test** button to start. The program will lead you through the rest of the process.

Perform this type of test to set your Base Reading Speed. Some of the Drills will utilize your Base Reading Speed to set the speed. You should perform Self-Paced Comprehension Tests periodically (i.e. once a day at the beginning of your training session) so your Base Reading Speed is kept up to date and so you can monitor your progress over time.

With this type of test, the text will appear in "normal fashion" (without flashing). The reading will be followed by a set of comprehension test questions. The reading portion of the test is self-paced, but you will be timed. The program will log your speed and comprehension scores for use in the Drills.

Your reading speed is always logged. It is possible to flip back and forth between the story and the quiz. However, the total time you spend reading the story will accumulate and it is this total figure that will be used to calculate your reading speed.

Canceled tests are also logged. When viewing test results, you will be able to tell if the test was canceled by looking at the Comprehension Test Score. The Comprehension Test Score for tests that were canceled will be marked with "---". Knowing if a test was canceled is useful to keep track of how much time you spent familiarizing yourself with the story before you completed the actual test. The graphs only plot data for completed tests.

AceReader Pro comes with its own set of Comprehension Tests that are broken out by grade levels 1-12 plus an adult level. Test Sets that come with the program are marked with a "#" as the first character of their name. These tests are ordered from easiest to hardest. Each time you take a test, the program will remember/highlight the last test you took. We recommend that you pick a starting level (typically the first level) and each time you take a test, simply work your way down the list.

Note: For the tests that come with the program, the levels were determined by running the test stories through common readability formulas. Reading speed is not factored into the leveling. It is best to think of the leveling as "complexity levels" as opposed to "grade levels." It is not necessary to stick with tests that map to your age and/or grade level. Keep in mind, for example, that newspapers are read by adults, but they are typically written at about the 6th to 8th grade level. You may therefore want to use the levels to help determine the highest level appropriate for your test taking. In other words, an adult might want to use all the levels, but a 5th grader may only want to use levels 1-8.

Note: You can create, import, export… additional sets of Comprehension Tests (refer to: Comprehension Test Management).

Take Comprehension Test (Forced Speed/Mode)

To take a Forced Speed/Mode Comprehension Test, select **Take Comprehension Test (Forced Speed/Mode)** from the Startup Wizard Screen or select the Take Comprehension Test (Forced Speed/Mode) menu item.

Select a Comprehension Test, an Option Setting and a Target Speed. Press the **Begin Comprehension Test** button to start. The program will lead you through the rest of the process.

Perform this type of test to determine how well you comprehend the reading material when forced to read in different modes and at different speeds. The text will appear as defined by the Options and Speed you specify. The program will log your speed and comprehension scores.

Canceled tests are also logged. When viewing test results, you will be able to tell if the test was canceled by looking at the Comprehension Test Score. The Comprehension Test Score for tests that were canceled will be marked with "---". Knowing if a test was canceled is useful to keep track of how much time you spent familiarizing yourself with the story before you completed the actual test. The graphs only plot data for completed tests.

AceReader Pro comes with its own set of Comprehension Tests that are broken out by grade levels 1-12 plus an adult level. Test Sets that come with the program are marked with a "#" as the first character of their name. These tests are ordered from easiest to hardest. Each time you take a test, the program will remember/highlight the last test you took. We recommend that you pick a starting level (typically the first level) and each time you take a test, simply work you way down the list.

Note: For the tests that come with the program, the levels were determined by running the test stories through common readability formulas. Reading speed is not factored into the leveling. It is best to think of the leveling as "complexity levels" as opposed to "grade levels." It is not necessary to stick with tests that map to your age and/or grade level. Keep in mind, for example, that newspapers are read by adults, but they are typically written at about the 6th to 8th grade level. You may therefore want to use the levels to help determine the highest level appropriate for your test taking. In other words, an adult might want to use all the levels, but a 5th grader may only want to use levels 1-8.

Note: You can create, import, export… additional sets of Comprehension Tests (refer to: Comprehension Test Management).

View Comprehension Test Results

To view your personal Comprehension Test Results, select **View Comprehension Test Results** from the Startup Wizard Screen or select the View Comprehension Test Results menu item.

Your Base Reading Speed and test results are shown. You can view your test results in two forms: (1) a list sorted by date and time and (2) graphs of your speed and comprehension. The graphs are lined up so you can see how your speed and comprehension correlate.

It is important to view your Comprehension Test Results periodically so you can track your progress. Your test results are stored in a database and you can view them at any time.

Note: You can specify filters by clicking the Filter Options… button. Filter options allow you to filter out certain test results. Examples of test results that you may want to filter out: (1) test results for tests that have been repeated, (2) test results for tests that have been previously canceled, (3) test results for self-paced tests that indicate extremely low or extremely high reading speeds (i.e. user was distracted or walked away from program or quickly clicked the Done button while the story was being presented during a self-paced reading comprehension tests)… The default setting is recommended and will help you monitor valid test results over time.

Note: The Teacher/Administrator can view the test results for all students. Test results can also be exported to a file for further processing and/or printing. See section: User Management for more information.

Example Test Results Graph:
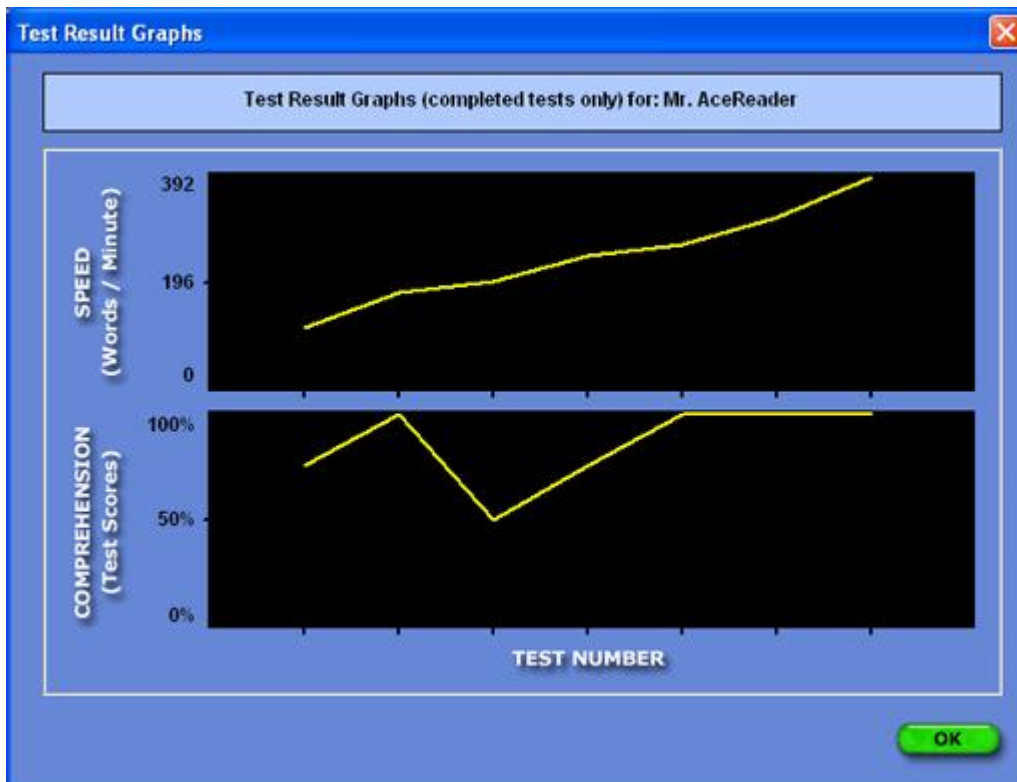
Reading Improvement Activities

Perform Warm-up Drills

To perform a Warm-up Drill, select **Perform Warm-up Drills** from the Startup Wizard Screen or select the Perform Warm-up Drills menu item.

Select a Warm-up Drill, then press the **Begin Drill** button to begin.

Note: You may be required to take a self-paced test if the drill you are taking utilizes your current Base Reading Speed.

The following discussion provides background rationale behind the <u>Warm-up</u> Drill Set:

As the name implies, these Drills are designed to help you "warm-up". The Warm-up Drills display text with fixed fonts and with white space formatting. They will pace your eye movement at increasing speeds and will utilize various text patterns.

We recommend that you perform any one of these warm-up drills each training session. Note: Each warm-up drill consists of four sessions.

Perform Drills

To perform a Drill, select **Perform Drills** from the Startup Wizard Screen or select the Perform Drills menu item.

Select a Drill Set and a specific Drill within the set. Press the **Begin Drill** button to begin.

AceReader Pro Drills are designed to help you improve your reading skills. They are based on sound reading principles and many years of educational research. In fact, many teachers refer to AceReader Pro as an "improved version" of the mechanical tachistoscope machines from years ago. Drills simply flash text at pre-defined speeds and in specified modes. You can think of Drills as "eye exercises" that flash or highlight text to pace your eye movement and help you break common bad reading habits.

Specifically, Drills focus on helping you break two bad habits: (1) Subvocalization (pronouncing the words in your mind while you read) and (2) Regression or Re-Reading (letting your eyes wander back so that you re-read text you previously encountered). The program pushes you to read at higher speeds by displaying text as flashing word sets. At these higher speeds you will be physically unable to subvocalize and by being forced to read ahead you will not have the opportunity to re-read. **At the high rates you will initially want to worry less about your comprehension and more about your eye movement.** Once you feel more comfortable with the new techniques, you'll find that your comprehension will improve, as well.

Drills that set the pacing speed relative to the user's Base Reading Speed require the results from a Self-Paced Reading Comprehension Test. After every 10 Drills, you will be prompted to take another Self-Paced Test.

AceReader Pro comes with its own set of Drills (refer below to discussions about each Drill Set that comes with the program). We recommend that you start out with some of the Warm-up Drills, then work with the "Push" Drills in the order provided. You can also create your own custom Drills (refer to: Drill Management).

The following discussion provides background rationale behind the <u>Push To Double Speed</u> Drill Set:

The Push to Double Speed Drills are ordered from easiest to hardest. We recommend that you perform the Drills in the same order as they are presented in the list.

These Drills begin by flashing text at your Base Reading Speed. They gradually increase to double the Base Reading Speed, then step back down to 1.2 times that speed. The same text is used throughout each Drill. The idea is to push you to higher rates, then back down to something slightly faster than the Base Reading Speed. At that point the 1.2 times reading rate will seem slow compared to the double speed, even though it is faster than the Base Reading Speed. This allows you to step-stone your way to faster and faster speeds.

Note: You should perform Self-Paced Comprehension Tests periodically so your Base Reading Speed is kept up to date and so you can monitor your progress over time. As your Base Reading Speed increases, the Drills will automatically adjust to push you to faster speeds.

The following discussion provides background rationale behind the <u>Push To Triple Speed</u> Drill Set:

This set of Drills is a more aggressive version of the "Push To Double Speed" set.

The Push to Triple Speed Drills are also ordered from easiest to hardest. We recommend that you perform the Drills in the same order as they are presented in the list.

These Drills begin by flashing text at your Base Reading Speed. They gradually increase to triple the Base Reading Speed, then step back down to 1.2 times that speed. The same text is used throughout each Drill. The idea is to push you to higher rates, then back down to something slightly faster than the Base Reading Speed. At that point the 1.2 times reading rate will seem slow compared to the triple speed, even though it is faster than the Base Reading Speed. This allows you to step-stone your way to faster and faster speeds.

Note: You should perform Self-Paced Comprehension Tests periodically so your Base Reading Speed is kept up to date and so you can monitor your progress over time. As your Base Reading Speed increases, the Drills will automatically adjust to push you to faster speeds.

The following discussion provides background rationale behind the <u>Eye-Robic Progression</u> Drill Set:

The Eye-Robic Progression Drills are ordered from easiest to hardest. We recommend that you perform the Drills in the same order as they are presented in the list.

There are three separate readings for each of the 13 levels in AceReader Pro: Beginner, Intermediate and Advanced. The Drills move you progressively through your reading. Each Drill Set contains several sessions and consists of: (1) Eye-Robics, an eye-exercise to help smooth out the reading process and (2) a number of Drills.

As you progress through the Drills, the text will be set to different sizes, styles, colors and speed of presentation. The first Drill of each reading is set at a speed slower than your Comprehension Test Speed. This gives you an opportunity to become accustomed to the presentation. As you progress through the Drills, the presentation rate also increases. The final Drill of most of the readings consists of the full text. This allows you to read through the document without interruption and at a higher speed.

Play Eye-Span Game

To play the Eye-Span Game, select **Play Eye-Span Game** from the Startup Wizard Screen or select the Play Eye-Span Game menu item.

Press the **Space Bar** key to start and stop the game. Press the **Left Arrow** key to indicate that the flashed words are NOT the same. Press the **Right Arrow** key to indicate that the flashed words ARE the same.

The object of the game is to earn 10 smiley faces. You earn smiley faces when the number of your correct answers exceeds the number of your incorrect answers. You can change the Options settings to make the game more or less challenging.

The Eye-Span Game will help you: (1) **Reduce Your Eye Fixation Time** (the time spent when your eyes are focused on a single point), (2) **Expand Your Eye Fixation Zone** (the ability to read a wider text width when your eyes are focused on a single point) and (3) **Increase Your Re-Fixation Speed** (the ability to reposition your eyes at a rapid rate). These are skills that are required to become a proficient reader.

Note: You can also create your own text to be used by the game (refer to: Game Text Management).

Play Eye-Span Comprehension Game

To play the Eye-Span Comprehension Game, select **Play Eye-Span-Comprehension Game** from the Startup Wizard Screen or select the Play Eye-Span-Comprehension Game menu item.

Press the **Space Bar** key to start and stop the game. Press the **Left Arrow** key to indicate that all the flashed words are NOT related in meaning. Press the **Right Arrow** key to indicate that all the flashed words ARE related in meaning.

The object of the game is to earn 10 smiley faces. You earn smiley faces when the number of your correct answers exceeds the number of your incorrect answers. You can change the Options settings to make the game more or less challenging.

The Eye-Span Comprehension Game is similar to the Eye-Span Game except it has a "Comprehension" element to it. It will help you increase your eye span and eye fixation speeds while you are also being forced to think about the meaning of the words flashed on the screen.

Note: You can also create your own text to be used by the game (refer to: Game Text Management).

Play Tachistoscope Flash & Recall Game

To play the Tachistoscope Flash & Recall Game, select **Play Tachistoscope Flash & Recall Game** from the Startup Wizard Screen or select the Play Tachistoscope Flash & Recall Game menu item.

Press the **Space Bar** key to flash text. After the text has flashed on the screen, you need to answer the question that appears on the screen to validate that you were able to read and recall the text. This game helps demonstrate how fast you are able to read when presented with a short burst of text. It also increases your eye span and eye fixation speeds.

The object of the game is to earn 10 smiley faces. You earn smiley faces when the number of your correct answers exceeds the number of your incorrect answers. You can change the Options settings to make the game more or less challenging.

Note: You can also create your own text to be used by the game (refer to: Game Text Management).

Play Search/Scan Game

To play the Search/Scan Game, select **Play Search/Scan Game** from the Startup Wizard Screen or select the Play Search/Scan Game menu item.

With the Search/Scan Game, you will search for a pre-specified word or symbol within a list or body of text.   Take note of the text for which you are searching, then press the **Space Bar** to start. Click on the text for which you are searching before the specified time runs out. You can press the arrow keys (or X for page down, Z for page up) to navigate forward and backward one page at a time.

The object of the game is to earn 10 smiley faces. You earn smiley faces when the number of your correct answers exceeds the number of your incorrect answers. You can change the Options settings to make the game more or less challenging.

Searching/Scanning is something we do many times in our daily lives (i.e. looking up phone numbers, recipe ingredients, research...) and the game can help you become more skilled at this common daily activity.

Note: You can also create your own text to be used by the game (refer to: Game Text Management).

Play Flash Card Game

To play the Flash Card Game, select **Play Flash Card Game** from the Startup Wizard Screen or select the Play Flash Card Game menu item.

Press the **Space Bar** key to flash text. After the text has flashed on the screen, you will be presented with a question that you need to answer.

The object of the game is to earn 10 smiley faces. You earn smiley faces when the number of your correct answers exceeds the number of your incorrect answers. You can change the Options settings to make the game more or less challenging.

The Flash Card Game is similar to the Tachistoscope Flash & Recall Game except it has a "Comprehension" element to it. You can also use it to memorize learning materials such as Times Tables, State Capitals... Note: As with all the Tests, Drills and Games, the administration functions allow you to incorporate your own practice material into the program.

Note: You can also create your own text to be used by the game (refer to: Game Text Management).

Expert Mode

Expert Mode Overview

The Expert Mode allows full access to all the program features and options. Enter this mode if you want to:

(1)   Train in manual while having full control of the reading material (i.e. maybe reading material you needed to read anyway), display mode and speed.

or

(2)   Use AceReader Pro as a tool to help you read more efficiently while on the computer (i.e. web page, email, word processing documents, pdf files, ebooks…).

Refer to the following sections for more information:

Training in Manual Mode

Using AceReader Pro as an Online Reading Tool

Training in Manual Mode

In addition to performing formal Drills and playing the Games, you can use AceReader Pro in a less structured way to train and improve your reading skills. The Expert Mode (otherwise known as Manual Mode) provides you with full control over how you train.

To use the product in manual mode:

1. Load text into AceReader Pro by loading files, the clipboard or other training material found under the File menu. By using the clipboard, you can select your own, varied reading material, such as Web pages, e-mail, word-processing documents, etc.

2. Set the options (found under the Options menu or Preset-Options menu).

3. Set the speed by clicking on the speed bars (lower left of the main screen).

4. Press the Play/Stop buttons to start and stop the text flashing.

You can set the options to display text left-to-right and top-to-bottom to force your eye movement, just as you do with normal reading. You can also change many options, such as speed, number of words to display per screen update, font, font size, font color, background color, margins, speed and delays. Refer to the section titled: General Usage Overview and for details on how to setup and perform these functions.

We recommend training in this mode by pushing yourself way beyond your "comfortable" reading speed, then slowing back down to a speed slightly faster than that speed. Over time, your comfortable reading speed will increase. This allows you to step-stone your way to faster and faster speeds.

Recommended Training Technique: First take a Self-Paced Reading Comprehension Test to determine your Base Reading Speed. Then try practicing at 1X, 2X and even 3X your Base Reading Speed. At 3X, the speed will seem very fast, but that's okay; just try to keep your eyes on the text. At high rates of speed, you will want to worry less about comprehension and more on just following the text with your eyes. Then back down to something a little faster than your original Base Reading Speed. You'll typically find that it will seem very readable, even though it is faster than your original speed. Then try it again, increasing your pace to higher and higher speeds in this fashion.

Example of Recommended Training Technique: For the sake of an example, let's say your Base Reading Speed (determined by taking a Self-Paced Reading Comprehension Test) is 100 words/minute. You would want to practice reading at 100 words/minute, then 200 words/minute and then 300 words/minute. Then you would back down to 120 words/minute. In this example, the 120 words/minute will seem very readable, even though it is faster than your original Base Reading Speed. Once you feel comfortable at 120 words/minute, you can repeat the process with higher and higher speeds.

Below is a list of features that will be useful when using AceReader Pro as a Self-Improvement Educational Tool:

Bursting (Front Screen Features):

You can use the Burst feature to read a set number of words or sentences at your current speed before stopping and you can customize the amount of text that is displayed. Refer to the "Set Burst Options" sub-section within the "Options Menu" section for more detail on configuring this feature. One way to use the Burst feature is to set the speed high and also to set some fine tune speed options (i.e. Long Word Delays). You can quickly burst through chunks of text, then, depending on your comprehension, you can press the "Forward" and/or "Repeat" Burst buttons to continue your reading.

Clipboard:

You can use the clipboard as a tool to load text from other applications (i.e. your favorite word processor, Web browser, e-mail client, etc.).

Custom Options:

You can save your current option settings under a name of your choice. Then, whenever you want to return AceReader Pro to those settings, you can simply select that custom option. You may find this useful if you like to use different option settings for different reading material or if you want to train in several different modes.

Educational Mode Default Option Settings:

You can select a preset educational mode from the "Educational Highlight Mode Default Option Settings" and "Educational Non-Highlight Mode Default Option Settings" submenu found under the "Preset-Options" menu. Selecting any of the menu items found under the "Preset-Options" menu will set all the program options. After you choose an educational mode you can make further adjustments by going to the "Options" menu.

Estimated Completion Time (Front Screen Feature):

You can estimate how long it will take you to complete the current document by giving this front screen indicator your current position and speed setting. This can help you manage your reading time.

Eye Trainer Mode:

You can use the Eye Trainer Mode to force your eyes to move left-to-right and top-to-bottom, just as you would do in normal reading. In this mode, you are forced to keep reading ahead because surrounding text is not visible. This mode helps you break the bad habit of "regression" (letting your eyes wander back to re-read text). Practicing to read in this mode will help you become a better reader both online and offline.

Load Comprehension Test Story:

You can load comprehension story material without taking the actual comprehension tests.

Load Drill Text:

You can load drill reading material without performing the actual drills.

Other Options Settings:

You can choose from many other options to make your online reading experience more efficient and enjoyable: (1) font color; (2) font size; (3) background color; (4) display mode; (5) fine tune speed options (i.e. delays) and much more. You will find all these options under the "Options" menu.

Read Timer (Front Screen Feature):

You can ensure you practice reading for certain periods of time by using the Read Timer feature. It keeps track of actual read time. It can be reset at any time by pressing the small reset button next to the read time display.

Using AceReader Pro as an Online Reading Tool

AceReader Pro is the ideal Online Reading Tool. Many people use AceReader Pro to read faster and more efficiently while online. Others find AceReader Pro's unique way of presenting text an easier and more enjoyable way to read. Still others find it useful as a Productivity Tool.

You can load text from plain-text files and also from the clipboard. By using the clipboard, you can read Web pages, e-mail, word-processing documents, etc. And you can change many options (number of words to display per screen update, fonts, font size, font color, background color, margins, speed, delays, etc.) to enhance your online reading.

You can set the options to display text one word (or a few words) at a time in the center of the screen at high rates of speed. In this mode, the words are coming to your eyes instead of your eyes going to the words. Many people find reading in this mode much more efficient.

Refer to the General Usage Overview section for details on how to use AceReader Pro in this mode. Basically, you will be (1) loading text into AceReader Pro; (2) setting the options the way you want; and then (3) pressing the Play/Stop buttons to start and stop the text presentation.

Below is a list of features that will be useful when using AceReader Pro as a Productivity Tool:

Bookmarks:

> You can use bookmarks as an easy way to return to saved locations in your reading material. The AceReader Pro bookmark feature operates in much the same way as bookmarks do in the real world.

Bursting (Front Screen Features):

> You can use the Burst feature to read a set number of words or sentences at your current speed before stopping and you can customize the amount of text that is displayed. Refer to the "Set Burst Options" sub-section within the "Options Menu" section for more detail on configuring this feature. One way to use the Burst feature, is to set the speed high and also to set some fine tune speed options (i.e. Long Word Delays). You can quickly burst through chunks of text, then, depending on your comprehension, you can press the "Forward" and/or "Repeat" Burst buttons to continue your reading.

Center Text Mode Option:

> You can read better and faster while online by using the "Center Text Display Mode." You can select this mode by selecting the "Set Display Mode" option found under the "Options" menu. In "Center Text Mode" the words come to your eyes instead of your eyes going to the words. Text is presented in the center of the screen and you can focus on it with minimal eye movement.

Clipboard:

> You can use the clipboard as a tool to load text from other applications (i.e. your favorite word processor, Web browser, e-mail client, etc.).

Custom Options:

> You can save your current option settings under a name of your choice. Then, whenever you want to return AceReader Pro to those settings, you can simply select that custom option. You may find this useful if you like to use different option settings for different reading material.

Estimated Completion Time (Front Screen Feature):

> You can estimate how long it will take you to complete the current document by giving this front screen indicator your current position and speed setting. This can help you manage your reading time.

Other Options Settings:

You can choose from many other options to make your online reading experience more efficient and enjoyable: (1) font color; (2) font size; (3) background color; (4) display mode; (5) fine tune speed options (i.e. delays) and much more. You will find all these options under the "Options" menu.

Pre-Set Productivity Modes:

You can select a preset productivity mode from the "Productivity Mode Default Option Settings" submenu found under the "Preset-Options" menu. Selecting any of the menu items found under the "Preset-Options" menu will set all the program options. After you choose a productivity mode you can make further adjustments by going to the "Options" menu.

Programmable Hotkeys Option:

You can assign keyboard keys of your choice to common functions (i.e. start/stop toggle, loading AceReader Pro with the clipboard, etc.). This makes performing common functions easier and quicker since you do not need to use the mouse or factory-set hotkeys.

Sentence Search (Front Screen Feature):

You can move your current reading position to the beginning of the next sentence that contains the word (or phrase) you are searching for. This is a non-case-sensitive search. You can perform the search on the text within the currently-loaded document, either while stopped or while the text is being flashed. To perform this type of search, first type in the word (or phrase) you want to find in the input field next to the "Sentence Search" button then press the "Sentence Search" button.

Upper Left Mode Option:

This mode is similar to the "Center Text Mode" (refer above), except the text will always be presented with a fixed starting position (upper left margin tab position).

General Usage

General Usage Overview

For detailed explanations of how to perform certain tasks, refer to the following sections:

How To Start and Stop Flashing Text
Using Hotkeys

Positioning Methods
Positioning Methods Overview
Using Bookmarks

How To Load/Save Reading Material
How To Load/Save Reading Material Overview
Using the Clipboard

Customizing AceReader Pro
Selecting Preset Options

Manually Setting Options
Setting Up the Text Display Area
Setting Text Flash Rate
Mapping Your Own Hotkeys
Setting Burst Options
Setting up Read Timer

How To Start and Stop Flashing Text

There are several ways to start and stop flashing text.

Stop/Play buttons:

When you click the Play button [image] the text will start flashing. Text will continue to flash until either you click the

Stop button [image] or you reach the end of the document.

Note: The Start and Stop buttons are mapped to hotkeys. Refer to Mapping Your Own Hotkeys.

Burst-N-Stop buttons:

When you click the Burst buttons, text will start flashing. Text will continue to flash until you click the Stop button

[image] , until the "burst amount" of text has been displayed or until you've reached the end of the document.

The "burst amount" is defined in terms of "number of sentences," "number of words," "phrases," or "screen updates." Refer to Setting Burst Options for more information.

You can use the Burst feature to read a set the amount of text at your current speed before stopping and you can customize the amount of text that is displayed.   This is useful both for practicing and for quickly skimming through text. Set the speed high. Then, when the text stops flashing, you can reflect on what you just read before manually deciding if you want to proceed or re-read previous text.

Repeat: The Burst Repeat button allows you to go back in the document to re-read the "burst amount" of text you just completed (repositioned 1 x "burst amount" of text). At that point, the text will start flashing until the "burst amount" has been displayed.

Forward: The Burst Forward button allows you to start reading at your current position. It flashes a "burst amount" of text before stopping.

Note: The Burst buttons are mapped to hotkeys. Refer to Mapping Your Own Hotkeys for more information.

Manual Mode:

Click on the Manual Back (left arrow) or Manual Forward (right arrow) to manually scroll back or forward one word set. The green and red buttons above the Manual Forward button allow you to turn on and off the manual timer. The manual mode buttons allow you to self pace yourself and the timer will keep track of your speed (in words/minute).

Using Hotkeys

Hotkeys enable you to access commonly used functions using a series of keystrokes rather than using the mouse. .

You can configure the key-to-function mapping to suit your preference. Refer to: Mapping Your Own Hotkeys for more information.

The following table is a list of the functions with their default hotkey equivalent:

Function	**Default Hotkey**
Paste (Clipboard)	Command V
Hide/Show Top Controls Toggle	Command D
Hide/Show Bottom Controls Toggle	Command Shift D
Faster Speed (one speed bar unit)	Page Up
Slower Speed (one speed bar unit)	Page Down
Faster Speed (one speed unit)	Up Arrow
Slower Speed (one speed unit)	Down Arrow
Stop/Play Toggle	Space Bar
Page Back	Shift ,
Page Forward	Shift .
Back	Shift Left Arrow
Forward	Shift Right Arrow
Set Bookmark	Command B
Go To Bookmark	Command Shift B
Sentence Search	S
Burst Repeat	,
Burst Forward	.
Manual Forward	Right Arrow
Manual Back	Left Arrow
Manual Timer On/Off Toggle	T

Positioning Methods

Positioning Methods Overview

There are several ways to move to locations in the document.

Text Slider:

Use this slider bar to adjust your current position in the document. This is useful for moving to approximate locations (i.e. you may want to position to the middle of the document, then search for a word or sentence).

Page Back:

If the current mode is set to: Center Text, Upper Left or Eye Trainer then this button will scroll back one word set.

If the current mode is set to: Unformatted Page or Formatted Page then this button will scroll back one page.

Page Forward:

▐▶

If the current mode is set to: Center Text, Upper Left or Eye Trainer then this button will scroll forward one word set.

If the current mode is set to: Unformatted Page or Formatted Page then this button will scroll forward one page.

Back:

◄

If the current mode is set to: Center Text, Upper Left or Eye Trainer then this button will scroll the first word back one word. This is useful for fine-tuning your position when setting bookmarks.

If the current mode is set to: Unformatted Page or Formatted Page then this button will scroll back one line (defined by newlines in the input source).

Forward:

►

If the current mode is set to: Center Text, Upper Left or Eye Trainer then this button will scroll the first word forward one word. This is useful for fine-tuning your position when setting bookmarks.

If the current mode is set to: Unformatted Page or Formatted Page then this button will scroll forward one line (defined by newlines in the input source).

Go To Bookmark:

✓↑

Click this button to move to a bookmark.

Note: For more details on using Bookmarks, refer to: Using Bookmarks.

Sentence Search:

🔍

Click this button to move to the beginning of the next sentence containing the word(s) entered in the

type... here text box.

Using Bookmarks

Bookmarks allow you to mark certain places within the text so you can return to those locations quickly and easily.

Set Bookmarks:

Click this button to set a bookmark at the current location. You will be prompted for a bookmark name.

Note: The Scroll 1st Word Back and Scroll 1st Word Forward buttons are helpful for exact positioning when setting bookmarks.

Go To Bookmarks:

Click this button to go to a previously set bookmark. If there is only one bookmark in the current document, you will be positioned to that bookmark. If more than one bookmark exists, you will be presented with a list from which to select.

Load File and Go To Bookmark:

Click the File menu item: Load File and Go To Bookmark. This function allows you to load a file and to position to the bookmark of your choice.

Removing Bookmarks:

Click the File menu item: Remove Bookmarks. This function allows you to remove bookmarks.

How To Load/Save Reading Material

How To Load/Save Reading Material Overview

Open File:

Click the File menu item: Open File. This function allows you to load files from your hard drive. You can load plain text files (*.txt files).

Note: The best way to load material that is not a .txt, format is to use the use the Copy/Paste function. The clipboard makes it possible to load email, web pages and text from any other application that supports Copy and Paste operations via the clipboard.

Note: The bottom of the File menu allows you to load any of the last five files you previously loaded.

Note: You may want to check out http://www.stepware.com/etext.html for links to e-text and e-books.

Open Recent:

Click the File menu item: Open Recent. Enables you to load a previously loaded file from disk into AceReader.

Save As:

Click the File menu item: Save As This function allows you to save any text you loaded into AceReader Pro via the Load Clipboard function to your hard disk or to a floppy. You can then use the Open File function to reload the text at a later time.

Note: You will not want to overwrite existing text files (unless they were created by a previous AceReader Pro Save As function) since those files will lose their original text formatting. When you save files using AceReader Pro, you should use them with AceReader Pro only.

Load Drill Text:

Click the File menu item: Load Drill Text. This function allows you to load reading material. While the material is typically used when performing drills, this function provides a way of loading the material without performing formal drills.

Note: You create Drill Text using the Drill Text Editor.

Note: The entries with the # character were provided at program install time; you cannot edit or delete them.

Load Comprehension Test Story:

Click the File menu item: Load Comprehension Test Story. This function allows you to load comprehension test stories. While the stories are typically used when taking comprehension tests, this function provides a way of loading the material without taking formal comprehension tests.

Note: You create Comprehension Test Stories using the Comprehension Test Editor.

Note: The entries with the # character were provided at program install time; you cannot edit or delete them.

Load File and Go To Bookmark:

Click the File menu item: Load File and Go To Bookmark. This function allows you to load a file that already has bookmarks and it will automatically position the text to the bookmark of your choice. Refer to the section Using Bookmarks for more information on how to use bookmarks.

Using the Clipboard

The clipboard is a simple but powerful feature built into your Macintosh operating system. It is simply memory --- a holding spot for data. You can use the clipboard to transfer data (i.e. text or images) from one application to another. Almost all applications support it, including AceReader Pro. This section provides an example of how to use the clipboard to transfer text from your Web browser into AceReader Pro. You should be able to follow similar instructions to transfer text from other applications (i.e. e-mail program, word processor, etc.).

Use the following steps to copy text from your Web browser and paste it into AceReader Pro:

1. **Within your Browser do the following**:

   A. **Select text for clipboard** - You can select text in either of two ways:

      a) If you want to select all the text on the current Web page, go to the Edit Menu and click on the "Select All" option.

         OR

      b) If you just want a portion of the text on the current Web page, position your mouse at the beginning of the text, left-click the mouse and hold it while dragging over the text to highlight it.

         Note: At this point you have selected (highlighted) the text, but you have not placed it in the clipboard.

   B. **Place selected text into clipboard** - You place selected text into the clipboard in either of two ways (both do the same thing):

      a) Go to the Edit Menu and select the "Copy" option.

         OR

      b) Position your mouse over the highlighted text, right-click the mouse, then select the "Copy" option from the popup menu.

         Note: Now you have is loaded the text into the clipboard.

2. **Within AceReader Pro do the following**: Select the Paste option from the Edit menu. This will paste the text into the program.

Customizing AceReader Pro

Selecting Preset Options

The following preset options are available under the Preset-Options menu:

Original Option Settings:

This function allows you to reset all the options to the factory default (one word, center text mode, yellow font on black background, etc.).

Productivity Mode Default Option Settings:

This function provides a list of preset productivity mode option settings. Productivity modes are useful when you are trying to use AceReader Pro as a Productivity Tool.

Educational Highlight/Non-Highlight Mode Default Option Settings:

These functions provide a list of preset educational mode option settings. Educational modes are useful when you are trying to use AceReader Pro as a Self-Improvement Educational Tool.

Custom Option Settings:

This function provides a list of preset custom options. Refer to the section Custom Options Management for more information on how to create your own custom options.

Note: The entries with the # character were provided at program install time; you cannot edit or delete them.

Manually Setting Options

Setting Up the Text Display Area

The following options are available under the Options menu:

Set Font and Colors:

This function allows you to select the following:

- **Set Font**: Set font, font style, font size, basic color for non-highlighted text.
- **Set Detailed Font Color**: Fine tune font color for the non-highlighted text.
- **Set Background Color**: Sets the color for the text display area.
- **Set Highlight Font Color**: Set the highlight text font color.
- **Set Highlight Background Color**: Set highlight text background color.

Set Display Mode:

This function allows you to specify the mode and amount of text that will be displayed or highlighted each time the text display area is updated.

Note: Phrases (defined by newlines) – Refers to the amount of text between newlines from within the input source. This provides a simple way of defining the amount of text that you want presented each time the screen is updated.

Note: Eye Fixations – Refers to the amount of times you want to re-fixate (reposition) your eyes per line (i.e. 2 eye fixations means two times per line and will result in the first half the line being displayed or highlighted, then the other half). The amount of text displayed or highlighted is always on word boundaries. Also note that you can adjust the line width by using the margin tabs.

Note: Combine Residual at End – Refers to the residual amounts of text to be included at the end of line or bottom of text display area. For example, if you are displaying or highlighting 2 lines at a time and near the bottom of the text display you only have room for a single line, that single line will be displayed with the previous set of text so that the last screen update will show 3 lines instead of 2. This way, you will never have less the desired number of lines displayed or highlighted at a time.

Note: An attempt will always be made to display the specified number of words/lines, but because of other option settings (i.e. font size, margin settings, screen width/height, etc.), the actual number of words/lines

displayed at one time may vary. You may need to make some of these other option settings smaller to achieve your desired result.

Hide/Show Top and Bottom Controls:

This function provides a mechanism for hiding or showing the top or bottom controls. These controls will expand/shrink the text display area.

Note: If you hide the top or bottom controls, you can use the hotkeys to perform hidden control actions. See section: Using Hotkeys for more information.

Top Controls:

Bottom Controls:

Stretching the Screen Size:

This function allows you to stretch or shrink the AceReader Pro main window. To accomplish this:

1. Position the mouse to one of the AceReader Pro main window edges until the mouse icon turns to a double arrow.

2. While the mouse is a double arrow, left click the mouse button and keep it pressed down.

3. Move the mouse to expand or shrink the window.
    Note: There is a limit to how much you can shrink the window, but you can expand it to the full size of your monitor.

Margin Settings:

The Margin Tabs enable you to set the width of the text display area.

Note: Text will attempt to stay inside the margins. The only time text will show up outside the margin setting is when a single word is wider than the margin width.

Margin Tabs:

Setting Text Flash Rate

The rate that text is flashed on the screen will depend on your **speed** and **fine tune speed** option settings.

Note: The Target Speed and the Last Actual Speed may differ for several reasons: You may have adjusted your speed while the text was flashing; you may have pressed the Stop button early (causing the timer to stop early); or you may have fine tune speed options set. In addition, your computer's CPU; character vs. word-based speed settings; and programs running in the background can all affect speed.

Front Screen Speed Control:

You can click on a speed bar or use the scroll slider bar. Moving the slider bar is the same as clicking on the speed bar. Clicking on the left and right arrows allow you to adjust the speeding in terms of single speed units.

Note: Refer to the Speed Options for configuring this front screen speed control. You can configure the low, high and current target speeds.

Note: You will want to display more text on the screen (refer to Specify Number of Words or Lines) as you increase the speed. For example, when flashing one word at a time, you may want to keep your speed below 700 WPM. When flashing two words at a time, you may want to keep your speed below 800 WPM. You should be flashing full lines when attempting to go at higher speeds (i.e. 900 WPM).

Speed Options:

This function allows you to configure the front screen speed control. You can specify:

- **Target Speed units:** WPM (Words per Minute), CPS (Characters per Second) or CPM (Characters per Minute). You may want to use a character-based speed if you want long words to display longer than short words.

  Note: If you select a character-based speed, you will probably want to set the Flash rate delay to "Variable." See the Set Delays menu item for setting the Variable/Fixed Flash Rates option for more information.

- **Low Speed:** The speed value of the lowest speed bar on the front screen.

- **High Speed:** The speed value of the highest speed bar on the front screen.

- **Current Speed:** The current target speed setting.

  Note: You can adjust this value from the front screen by clicking on the speed bars and/or using the speed slider bar.

Fine Tune Speed Options:

These options allow you to fine tune your speed (rate at which the text display area is updated).

Fixed Rate:

Set the flash (or text display update) rate to be constant.

The flash rate is determined from the first few flashes and will vary depending on the speed and the amount of text being displayed.

Since the amount of text shown in each screen update can vary, your reading speed should also vary if you want to maintain your Target Speed. There are several reasons why the amount of text shown in each screen update may vary. For example, you may be flashing three lines per screen update, but when the flashing text reaches the bottom of the text display area there is only enough room to show two lines. In addition, font size setting, margin width settings, text display area size and word lengths can all affect the amount of text shown.

Note: You probably don't want this option set if you are using a "character based" speed setting (i.e. CPS or CPM) since character based speeds are designed to vary the speed depending on the number of characters shown on each display update.

Long Word Delays:

Delay a specified number of milliseconds (ms) if words are encountered that contain the specified number of characters.

Sentence Ending Delays:

Delay a specified number of milliseconds (ms) if an end of sentence punctuation mark is encountered.

Punctuation Delays:

Delay a specified number of milliseconds (ms) if a punctuation mark is encountered.

Beginning of Line Delays:

Delay a specified number of milliseconds (ms) when displaying or highlighting the beginning of a line. This provides time for your eyes to reposition from the end of previous line to the beginning of the next line.

Beginning of Page Delays:

Delay a specified number of milliseconds (ms) when displaying or highlighting the beginning of a page (text that fits on text display area). This provides time for your eyes to reposition from the bottom of the text display area to the top.

Minimum Delay:

Ensure that the text is always shown for a minimum amount of time. This is useful in cases where a small amount of text is shown and you don't want it to flash by too fast.

Note: The Target Speed and the Last Actual Speed may differ for several reasons: You may have adjusted your speed while the text was flashing; you may have pressed the Stop button early (causing the timer to stop early); or you may have fine tune speed options set. In addition, your computer's CPU; character vs. word-based speed settings; and programs running in the background can all affect speed.

Setting Burst Options

For a general usage description of how to use the Burst buttons on the front screen, refer to the How To Start and Stop Flashing Text section.

Set Burst Options:

This Options Menu function allows you to specify the amount of text that is displayed or highlighted before stopping. You can specify the amount of text in terms of: (1) Sentences, (2) Words, (3) Phrases, (4) Flashes (or screen updates).

Phrases can refer to several different text segments. They can refer to:

- The amount of text between newlines from the input source.
- The amount of text between shown on each display line (when in a highlighting mode).
- The amount of text between punctuation marks.

Mapping Your Own Hotkeys

Hotkeys enable you to access commonly used functions using a series of keystrokes rather than using the mouse. For a general usage and default hotkey definitions, refer to: Using Hotkeys.

Map Keys:

This Options Menu function allows you to assign (map) keyboard keys to common functions. You will need to highlight a function and a Key and then press the "Map Selected Function with Selected Key" button.

Note: You can return all the hotkeys back to their defaults by clicking on the "Reset All" button.

Menu Quick Reference

Menu Quick Reference Overview

The AceReader Pro menu command reference section provides a comprehensive listing of each menu item. It is not intended as a comprehensive how-to for each menu command, but rather as a quick reference. You will find the following information for each menu command:

Menu Item:	Name of the menu item.
Purpose:	A short description of the menu item's purpose.
How to Access:	The series of mouse clicks, along with possible keyboard shortcuts, used to invoke the menu command.
See Also:	Related help topics that indicate where to go to find more details on how to use the functionality of this menu item and why.

File Menu Quick Reference

Open File Menu Item Quick Reference

Menu Item:	Open File
Purpose:	Enables you to load files from disk into AceReader Pro.
How to Access:	Click **File** menu Click **Open File** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Load/Save Reading Material Overview

Open Recent Menu Item Quick Reference

Menu Item:	Open Recent
Purpose:	Enables you to load files from disk into AceReader Pro.
How to Access:	Click **File** menu Click **Open Recent** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Load/Save Reading Material Overview

Save As Menu Item Quick Reference

Menu Item:	Save As
Purpose:	Enables you to save the currently loaded document to a file.
How to Access:	Click **File** menu Click **Save As** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Load/Save Reading Material Overview

Load Drill Text Menu Item Quick Reference

Menu Item:	Load Drill Text
Purpose:	Enables you to load Drill Text created using the Drill Text Editor so that you can read the text without performing a formal drill.
How to Access:	Click **File** menu Click **Load Drill Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Load/Save Reading Material Overview

Load Comprehension Test Story Menu Item Quick Reference

Menu Item:	Load Comprehension Test Story
Purpose:	Enables you to load stories created using the Comprehension Test Editor so that you can read the story without taking the comprehension test.
How to Access:	Click **File** menu Click **Load Comprehension Test Story** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Load/Save Reading Material Overview

Load File and Go To Bookmark Menu Item Quick Reference

Menu Item:	Load File and Go To Bookmark
Purpose:	Enables you to load a file and move to a bookmark position.
How to Access:	Click **File** menu Click **Load File and Go To Bookmark** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Load/Save Reading Material Overview Using Bookmarks

Remove Bookmarks Menu Item Quick Reference

Menu Item:	Remove Bookmarks
Purpose:	Enables you to remove bookmarks associated with files.
How to Access:	Click **File** menu Click **Remove Bookmarks** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Using Bookmarks

Quit Menu Item Quick Reference

Menu Item:	Quit
Purpose:	Enables you to close down the AceReader Pro program.
How to Access:	Click **File** menu Click **Quit** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	n/a

Edit Menu Quick Reference

Paste Menu Item Quick Reference

Menu Item:	Paste
Purpose:	Enables you to paste previously copied text into AceReader Pro program.
How to Access:	Click **Edit** menu Click **Paste** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	n/a

Options Menu Quick Reference

Set Font and Colors

Menu Item:	Set Font and Colors
Purpose:	Enables you to select the font and colors AceReader Pro will use when flashing text.
How to Access:	Click **Options** menu Click **Set Font and Colors** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Setting Up the Text Display Area

Set Display Mode

Menu Item:	Set Display Mode
Purpose:	Enables you to set the text display mode.
How to Access:	Click **Options** menu Click **Set Display Mode** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Setting Up the Text Display Area

Set Speed Options

Menu Item:	Set Speed Options
Purpose:	Enables you to set up the front screen speed control by setting the low, high and target speeds in terms of WPM, CPS or CPM.
How to Access:	Click **Options** menu Click **Set Speed Options** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Setting Text Flash Rate

Set Fine Tune Speed Options

Menu Item:	Set Fine Tune Speed Options
Purpose:	Enables you to set fixed speed and delays that will affect the rate at which text is flashed on the screen.
How to Access:	Click **Options** menu Click **Set Fine Tune Speed Options** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Setting Text Flash Rate

Set Burst Options Menu Item Quick Reference

Menu Item:	Set Burst Options
Purpose:	Enables you to set the amount of text to display before stopping when using the Burst buttons on the main screen.
How to Access:	Click **Options** menu Click **Set Burst Options** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	How To Start and Stop Flashing Text Setting Burst Options

Map Keys Menu Item Quick Reference

Menu Item:	Map Keys
Purpose:	Enables you to map keyboard keys to commonly used functions.
How to Access:	Click **Options** menu Click **Map Keys** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Mapping Your Own Hotkeys Using Hotkeys

Hide/Show Top Controls Menu Item Quick Reference

Menu Item:	Hide/Show Top Controls
Purpose:	Enables you to hide or show the top controls.
How to Access:	Click **Options** menu Click **Hide Top Controls or Show Top Controls** Note: Programmable hotkey (default is F11) Note: Icon on main screen. (use top icon) Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Setting Up the Text Display Area Using Hotkeys Mapping Your Own Hotkeys

Hide/Show Bottom Controls Menu Item Quick Reference

Menu Item:	Hide/Show Bottom Controls
Purpose:	Enables you to hide or show the bottom controls.
How to Access:	Click **Options** menu Click **Hide Bottom Controls or Show Bottom Controls** Note: Programmable hotkey (default is F12) Note: Icon on main screen. (use bottom icon) Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Setting Up the Text Display Area Using Hotkeys Mapping Your Own Hotkeys

Preset-Options Menu Quick Reference

Original Option Settings Menu Item Quick Reference

Menu Item:	Original Option Settings
Purpose:	Enables you to reset all the options to factory default.
How to Access:	Click **Preset-Options** menu Click **Original Option Settings** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Selecting Preset Options

Productivity Mode Default Option Settings Menu Item Quick Reference

Menu Item:	Productivity Mode Default Option Settings
Purpose:	Enables you to select from a list of pre-configured options settings designed for Productivity use.
How to Access:	Click **Preset-Options** menu Click **Productivity Mode Default Option Settings** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Selecting Preset Options

Educational Highlight Mode Default Option Settings

Menu Item:	Educational Highlight Mode Default Option Settings
Purpose:	Enables you to select from a list of pre-configured options settings designed for Educational use that utilize highlighting.
How to Access:	Click **Preset-Options** menu Click **Educational Highlight Mode Default Option Settings** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Selecting Preset Options

Educational Non-Highlight Mode Default Option Settings

Menu Item:	Educational Non-Highlight Mode Default Option Settings
Purpose:	Enables you to select from a list of pre-configured options settings designed for Educational use.
How to Access:	Click **Preset-Options** menu Click **Educational Non-Highlight Mode Default Option Settings** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Selecting Preset Options

Custom Option Settings Menu Item Quick Reference

Menu Item:	Custom Option Settings
Purpose:	Enables you to select a custom option.
How to Access:	Click **Preset-Options** menu Click **Custom Option Settings** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Selecting Preset Options Custom Options Management

Tests-Drills-Games Menu Quick Reference

Take Comprehension Test (Self-Paced) Menu Item Quick Reference

Menu Item:	Take Comprehension Test (Self-Paced)
Purpose:	Enables you to take a self-paced reading comprehension test.
How to Access:	Click **Tests-Drills-Games** menu Click **Take Comprehension Test (Self-Paced)** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Take Comprehension Test (Self-Paced) Take Comprehension Test (Forced Speed/Mode)

Take Comprehension Test (Forced Speed/Mode) Menu Item Quick Reference

Menu Item:	Take Comprehension Test (Forced Speed/Mode)
Purpose:	Enables you to take a reading comprehension test. Text presentation speed and mode are pre-determined before taking the test.
How to Access:	Click **Tests-Drills-Games** menu Click **Take Comprehension Test (Forced Speed/Mode)** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Take Comprehension Test (Forced Speed/Mode) Take Comprehension Test (Self-Paced)

View Comprehension Test Results Menu Item Quick Reference

Menu Item:	View Comprehension Test Results
Purpose:	Enables you to view the results of your comprehension tests.
How to Access:	Click **Tests-Drills-Games** menu Click **View Comprehension Test Results** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	View Comprehension Test Results

Perform Warm-up Drills Menu

Menu Item:	Perform Warm-up Drills
Purpose:	Enables you to perform Warm-up Drills.
How to Access:	Click **Tests-Drills-Games** menu Click **Perform Warm-up Drills** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Perform Warm-up Drills

Perform Drills Menu Item Quick Reference

Menu Item:	Perform Drills
Purpose:	Enables you to perform Drills.
How to Access:	Click **Tests-Drills-Games** menu Click **Perform Drills** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Performing Drills

Play Eye-Span Game Menu Item Quick Reference

Menu Item:	Play Eye-Span Game
Purpose:	The Eye-Span Game will help you: (1) Reduce Your Eye Fixation Time (time spent when your eyes are focused on a single point); (2) Expand Your Eye Fixation Zone (ability to read a wider text width when your eyes are focused on a single point); and (3) Increase Your Re-Fixation Speed (ability to reposition your eyes at a rapid rate). These are skills that are required to become a proficient reader.
How to Access:	Click **Tests-Drills-Games** menu Click **Play Eye-Span Game** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Play Eye-Span Game Play Eye-Span Comprehension Game Play Tachistoscope Flash & Recall Game Play Flash Card Game Play Search/Scan Game

Play Eye-Span Comprehension Game Menu Item Quick Reference

Menu Item:	Play Eye-Span Comprehension Game
Purpose:	The Eye-Span Comprehension Game is similar to the Eye-Span Game except it has a "Comprehension" element to it. It will help you increase your eye span and eye fixation speeds while you are also being forced to think about the meaning of the words flashed on the screen.
How to Access:	Click **Tests-Drills-Games** menu Click **Play Eye-Span Comprehension Game** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Play Eye-Span Game Play Eye-Span Comprehension Game Play Tachistoscope Flash & Recall Game Play Flash Card Game Play Search/Scan Game

Play Tachistoscope Flash & Recall Game Menu

Menu Item:	Play Tachistoscope Flash & Recall Game
Purpose:	The Tachistoscope Flash & Recall Game will flash text for a short period of time. You will then need to recall the text that was flashed. This game helps demonstrate how fast you are able to read when presented with a short burst of text. It also increases your eye span and eye fixation speed.
How to Access:	Click **Tests-Drills-Games** menu Click **Play Tachistoscope Flash & Recall Game** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Play Eye-Span Game Play Eye-Span Comprehension Game Play Tachistoscope Flash & Recall Game Play Flash Card Game Play Search/Scan Game

Play Search/Scan Game Menu

Menu Item:	Play Search/Scan Game
Purpose:	With the Search/Scan Game, you will search for a pre-specified word or symbol within a list or body of text. Searching/Scanning is something we do many times in our daily lives (i.e. looking up phone numbers, recipe ingredients, research...) and the game can help you become more skilled at this common daily activity.
How to Access:	Click **Tests-Drills-Games** menu Click **Play Search/Scan Game** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Play Eye-Span Game Play Eye-Span Comprehension Game Play Tachistoscope Flash & Recall Game Play Flash Card Game Play Search/Scan Game

Play Flash Card Game Menu

Menu Item:	Play Flash Card Game
Purpose:	The Flash Card Game is similar to the Tachistoscope Flash & Recall Game except it has a "Comprehension" element to it. You can also use it to memorize learning materials such as Times Tables, State Capitals... Note: As with all the Tests, Drills and Games, the administration functions allow you to incorporate your own practice material into the program.
How to Access:	Click **Tests-Drills-Games** menu Click **Play Flash Card Game** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Play Eye-Span Game Play Eye-Span Comprehension Game Play Tachistoscope Flash & Recall Game Play Flash Card Game Play Search/Scan Game

Take Course

Menu Item:	Take Course
Purpose:	To step you through each step of the training process. It consists of activities which include setting your Base Reading Speed (BRS), taking periodic timed reading comprehension tests, performing warm-up drills, performing other drills and playing eye exercise games.
How to Access:	Click **Tests-Drills-Games** menu Click **Take Course** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Course Mode Overview

Admin Menu Quick Reference

User Management

Clear Individual or All User Comprehension Test Results Menu Item Quick Reference

Menu Item:	Clear Individual or All User Comprehension Test Results
Purpose:	Enables the Teacher or Administrator to clear user comprehension test results.
How to Access:	Click **Admin** menu Click **User Management** sub-menu Click **Clear Individual or All User Comprehension Test Results** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	User Management

Export User Comprehension Test Results Menu Item Quick Reference

Menu Item:	Export User Comprehension Test Results
Purpose:	Enables the Teacher or Administrator to export user comprehension test results.
How to Access:	Click **Admin** menu Click **User Management** sub-menu Click **Export User Comprehension Test Results** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	User Management

Comprehension Test Management

Remove Comprehension Test Set Menu Item Quick Reference

Menu Item:	Remove Comprehension Test Set
Purpose:	Enables the Teacher or Administrator to remove an existing comprehension test set.
How to Access:	Click **Admin** menu Click **Comprehension Test Management** sub-menu Click **Remove Comprehension Test Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Comprehension Test Management

Import Comprehension Test Set Menu Item Quick Reference

Menu Item:	Import Comprehension Test Set
Purpose:	Enables the Teacher or Administrator to import a comprehension test set.
How to Access:	Click **Admin** menu Click **Comprehension Test Management** sub-menu Click **Import Comprehension Test Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Comprehension Test Management

Eye-Span Game Text Management

Remove Eye-Span Game Text

Menu Item:	Remove Eye Span Game Text
Purpose:	Enables the Teacher or Administrator to remove Eye-Span game text.
How to Access:	Click **Admin** menu Click **Eye Span Game Text Management** sub-menu Click **Remove Eye Span Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Import Eye-Span Game Text

Menu Item:	Import Eye Span Game Text
Purpose:	Enables the Teacher or Administrator to import Eye-Span game text.
How to Access:	Click **Admin** menu Click **Eye Span Game Text Management** sub-menu Click **Import Eye Span Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Eye-Span Comprehension Game Text Management

Remove Eye-Span Comprehension Game Text

Menu Item:	Remove Eye Span Comprehension Game Text
Purpose:	Enables the Teacher or Administrator to remove Eye-Span Comprehension game text
How to Access:	Click **Admin** menu Click **Eye Span Comprehension Game Text Management** sub-menu Click **Remove Eye Span Comprehension Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Import Eye-Span Comprehension Game Text

Menu Item:	Import Eye Span Comprehension Game Text
Purpose:	Enables the Teacher or Administrator to import Eye-Span Comprehension game text.
How to Access:	Click **Admin** menu Click **Eye Span Comprehension Game Text Management** sub-menu Click **Import Eye Span Comprehension Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Tachistoscope Flash and Recall Game Text Management

Remove Tachistoscope Flash and Recall Game Text

Menu Item:	Remove Tachistoscope Flash and Recall Game Text
Purpose:	Enables the Teacher or Administrator to remove Tachistoscope Flash and Recall game text.
How to Access:	Click **Admin** menu Click **Tachistoscope Flash and Recall Game Text Management** sub-menu Click **Remove Tachistoscope Flash and Recall Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Import Tachistoscope Flash and Recall Game Text

Menu Item:	Import Tachistoscope Flash and Recall Game Text
Purpose:	Enables the Teacher or Administrator to import Tachistoscope Flash and Recall game text.
How to Access:	Click **Admin** menu Click **Tachistoscope Flash and Recall Game Text Management** sub-menu Click **Import Tachistoscope Flash and Recall Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Search/Scan Game Text Management

Remove Search/Scan Game Text

Menu Item:	Remove Search/Scan Game Text
Purpose:	Enables the Teacher or Administrator to remove Search/Scan game text.
How to Access:	Click **Admin** menu Click **Search/Scan Game Text Management** sub-menu Click **Remove Search/Scan Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Import Search/Scan Game Text

Menu Item:	Import Search/Scan Game Text
Purpose:	Enables the Teacher or Administrator to import Search/Scan game text.
How to Access:	Click **Admin** menu Click **Search/Scan Game Text Management** sub-menu Click **Import Search/Scan Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Flash Card Game Text Management

Remove Flash Card Game Text

Menu Item:	Remove Flash Card Game Text
Purpose:	Enables the Teacher or Administrator to remove Flash Card game text.
How to Access:	Click **Admin** menu Click **Flash Card Game Text Management** sub-menu Click **Remove Flash Card Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Import Flash Card Game Text

Menu Item:	Import Flash Card Game Text
Purpose:	Enables the Teacher or Administrator to import Flash Card game text.
How to Access:	Click **Admin** menu Click **Flash Card Game Text Management** sub-menu Click **Import Flash Card Game Text** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Game Text Management

Custom Options Management

Add Custom Option Setting Menu Item Quick Reference

Menu Item:	Add Custom Option Setting
Purpose:	Enables the Teacher or Administrator to add custom options settings to an existing custom options set.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Add Custom Option Setting** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Remove Custom Option Setting Menu Item Quick Reference

Menu Item:	Remove Custom Option Setting
Purpose:	Enables the Teacher or Administrator to remove custom options settings from an existing custom options set.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Remove Custom Option Setting** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Create New Custom Options Set Menu Item Quick Reference

Menu Item:	Create New Custom Options Set
Purpose:	Enables the Teacher or Administrator to create a new set of custom options.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Create New Custom Options Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Duplicate Custom Options Set Menu Item Quick Reference

Menu Item:	Duplicate Custom Options Set
Purpose:	Enables the Teacher or Administrator to duplicate an existing custom options set.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Duplicate Custom Options Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Remove Custom Options Set Menu Item Quick Reference

Menu Item:	Remove Custom Options Set
Purpose:	Enables the Teacher or Administrator to remove an existing custom options set.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Remove Custom Options Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Import Custom Options Set Menu Item Quick Reference

Menu Item:	Import Custom Options Set
Purpose:	Enables the Teacher or Administrator to import a custom options set.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Import Custom Options Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Export Custom Options Set Menu Item Quick Reference

Menu Item:	Export Custom Options Set
Purpose:	Enables the Teacher or Administrator to export a custom options set.
How to Access:	Click **Admin** menu Click **Custom Options Management** sub-menu Click **Export Custom Options Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Custom Options Management

Drill Management

Remove Drill Set Menu Item Quick Reference

Menu Item:	Remove Drill Set
Purpose:	Enables the Teacher or Administrator to remove an existing drill set.
How to Access:	Click **Admin** menu Click **Drill Management** sub-menu Click **Remove Drill Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Drill Management

Import Drill Set Menu Item Quick Reference

Menu Item:	Import Drill Set
Purpose:	Enables the Teacher or Administrator to import a drill set.
How to Access:	Click **Admin** menu Click **Drill Management** sub-menu Click **Import Drill Set** Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	Drill Management

Set Base Reading Speed Options

Set Base Reading Speed Options

Menu Item:	Set Base Reading Speed Options
Purpose:	Allows you to filter out certain test results when determining your Base Reading Speed.
How to Access:	Click **Admin** menu Click **Set Base Reading Speed Options** sub-menu Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	n/a

Miscellaneous Options

Miscellaneous Options

Menu Item:	Miscellaneous Options
Purpose:	Provides additional administrative options.
How to Access:	Click **Admin** menu Click **Miscellaneous Options** sub-menu Note: If Wizard Screen is showing, then you must first click on the **Expert Mode Tab**.
See Also:	n/a

Help Menu Quick Reference

AceReader Pro Help Menu Item Quick Reference

Menu Item:	AceReader Pro Help

Purpose:	Enables the user to bring up online help.
How to Access:	Click **Help** menu Click **AceReader Pro Help**
See Also:	n/a

Start Wizard Menu Item Quick Reference

Menu Item:	Start Wizard
Purpose:	Start Wizard Screen.
How to Access:	Click **Help** menu Click **Start Wizard**
See Also:	n/a

Tip of the Day Menu Item Quick Reference

Menu Item:	Tip of the Day
Purpose:	Enables user to bring up the Tip of the Day dialog box.
How to Access:	Click **Help** menu Click **Tip of the Day**
See Also:	n/a

Order Web Page Menu Item Quick Reference

Menu Item:	Order Web Page
Purpose:	Enables user to access the AceReader secure online order page.
How to Access:	Click **Help** menu Click **Order Web Page**
See Also:	Order Information Printable Order Form

Administration

Administration Overview

AceReader Pro is highly customizable. Administration functions include the ability to perform user management; specify Custom Options; and import Drill Text, Drills and Comprehension Tests. You can set the program up to be used the way you want your students to use the program. You can then monitor their use and track their progress.

The Teacher/Administrator will logon with the name "Admin." When logged on as Admin, you will have access to the Admin menu items.

To learn more about the different areas of administration see the appropriate section:

- User Management
- Custom Options Management
- Drill Text Management
- Drill Management
- Comprehension Test Management
- Game Text Management
- Miscellaneous Options

User Management

The administrator can perform the following User Management activities, located under the Admin menu:

Add Users:

This function allows the teacher/administrator to add users. Users can be added manually or can be imported from a plain text file containing a list of users.

Manually adding users:

Type the user name and optionally their password (twice) then click the **Add User** button. Entering their password twice will help ensure that it was entered correctly. You can select an option that will allow the user to create their own password the first time they logon, or you can specify that you want to create it for them. If you are specifying their password and you leave it blank, then the user will not need to use a password to logon.

Importing list of users:

To import a list of users, click the **Import User List…** button. This will prompt you for the file path of the import file and if the file is using semicolons or tabs for field delimiters.

The format of the import file is as follows:

This file is a plain text (*.txt) file. Each line of the file contains three fields separated by a tab or semicolon.

FIELD 1: User name (up to 30 characters).

FIELD 2: User password (up to 8 characters). If you don't want user to have a password, then enter the text "none" (without the quotes). If you want the user to create their own password the first time they logon, then enter "user" (without the quotes).

FIELD 3: Class name (up to 100 characters). This field specifies an optional class (i.e. class name, teacher's name or class description) that this student is assigned to. This will allow other operations (i.e. viewing test results, exporting test results…) to occur on a class basis. If you don't want the user to be assigned to a class, then enter "none" (without the quotes).

EXAMPLE IMPORT FILE ENTRIES:

Sam Smith; none; none

Sue Ingram; user; Mrs. Franks Class

Mike Ward; mw2309; none

Assign Users to Classes:

This function allows the teacher/administrator to assign users to classes so that certain administration functions can be performed on a class basis. Assigning users to a class is recommended if more than one class and/or teacher is using AceReader Pro in the same reading lab environment.

Note: A student can only exist in one class.

When you assign users to classes, you can then perform the following actions on a class basis:

- Remove all users in a class.
- View test result graphs for all users in a class.
- Clear test results for all users in a class.
- Export test results for all users in a class.

To Add a Class:

- Click the **Add Class** button.
- Enter the class name.
- Click **OK**.

To Remove a Class:

- Highlight the class you want to remove in the **Classes** list.
- Click the **Remove Class** button.

To Assign a User to a Class:

- Highlight the class in the **Classes** list.
- Highlight the user name in the **List of All Users** list.
- Click the **Assign Selected User to Selected Class** button.
- Click **OK** to exit.

Note: If the user that you want to assign to a class is not in the **List of All Users** list, then that means that the user has not yet logged onto the system. Users are created when the user first logs on.

To Remove a User from a Class:

- Highlight the class in the **Classes** list.
- Highlight the user name in the **Users in Selected Class** list.
- Click the **Remove User From Class** button.
- Click **OK** to exit.

Remove User:

This function allows you to remove users. You can remove all users, all users in a specified class or a single user.

Warning: Removing a user will permanently remove his or her test score history.

Remove User Password:

This function allows you to remove user passwords.

If a user forgets his or her password, the Administrator can perform this function to remove the user's password. The user will be prompted to create a new password the next time he or she logs on.

Note: If the Admin user forgets his or her password, you must select: **Admin Tool from the AceReader Pro Deluxe Plus folder and run it**. This procedure must be done on the server (the machine where the program was installed). Once the Admin password is removed, the Admin user must recreate a new password the next time he or she logs to the system.

View User Comprehension Test Results:

This function allows you to view the comprehension test results for specified users. You can view the detailed test results for a single user or you can quickly browse through all the graphs for multiple users.

The graphs show both speed and comprehension results. The graphs are lined up so that you can see how the users Speed and Comprehension Scores correlate.

Note: You can specify filters by clicking the Filter Options… button. Filter options allow you to filter out certain test results. Examples of test results that you may want to filter out: (1) test results for tests that have been repeated, (2) test results for tests that have been previously canceled, (3) test results for self-paced tests that indicate extremely low or extremely high reading speeds (i.e. user was distracted or walked away from program or quickly clicked the Done button while the story was being presented during a self-paced reading comprehension tests)… The default setting is recommended and will help you monitor valid test results over time.

Clear Individual or All User Comprehension Test Results:

This function allows you to clear comprehension test results.

Note: This will permanently remove the test result history from the database.

Export User Comprehension Test Results:

This function allows you to export the comprehension test results to a file on your disk. This is useful if you want to further process the test results data (i.e. using a spreadsheet program) or if you want to print the data.

Note: You can specify filters by clicking the Filter Options… button. Filter options allow you to filter out certain test results. Examples of test results that you may want to filter out: (1) test results for tests that have been repeated, (2) test results for tests that have been previously canceled, (3) test results for self-paced tests that indicate

extremely low or extremely high reading speeds (i.e. user was distracted or walked away from program or quickly clicked the Done button while the story was being presented during a self-paced reading comprehension tests)… The default setting is recommended and will help you monitor valid test results over time.

Note: You can specify if you want the data fields to be separated by tabs or by commas.

Note: If you want to view or print this data it is recommended that you load this file into a spreadsheet program. When loading/importing the file into your spreadsheet program you will want to specify the field delimiter you used during the export operation. The field delimiters allow all your data to be lined up in columns of the spreadsheet.

Comprehension Test Management

The Comprehension Test Management functions enable you to Add, Edit, and Remove Comprehension Tests. You can also Create, Duplicate, Remove, Import and Export Comprehension Test Sets.

Note: Set names that begin with the special "#" character are sets that came with the original installation and are Read-Only. You are not allowed to change these sets, but you can duplicate them and then make changes to the duplicated Sets.

The administrator can perform the following Comprehension Test Management activities, located under the Admin menu:

Comprehension Test Editor

This function allows you to Create and Edit Comprehension Tests.

The Comprehension Test Editor allows you to enter (by hand or by pasting from the clipboard) the story and test questions for each test. Each test question has multiple choices for the answer. Use the **Choice** and **Question** buttons to select the current question and choice set for editing. You will also want to mark the correct answer with the blue arrow.

The Comprehension Test Editor includes a Readability Statistics Tool and a Spell Checker. Click the **Readability Statistics** button if you want to see the Readability Statistics of the story text. The Readability Statistics will help you determine the grade level of the text. The Readability Statistics are not meant to be definitive, but they can be used to help you determine the grade level readability of each story.

You will want to use the **Paste Clipboard** button if you want to transfer text from other applications (i.e. word processor, Web browser…) into the story field. You can also click your right mouse button while the cursor is positioned in any of the fields to paste information into that field.

Note: If you have a file on your disk that contains text that you want to use in your comprehension test, you will need to bring up another word processor (i.e. Notepad, WordPad…), load the file, copy text into the clipboard, then use the **Paste Clipboard** button (or press your right mouse button while the cursor is positioned in any of the fields) to transfer the text into the test field.

Remove Comprehension Test

This function allows you to remove individual Comprehension Tests from existing Comprehension Test Sets.

Create New Comprehension Test Set

This function allows you to create a new Comprehension Test Set. After the creation of a new set, the set is empty. You will need to invoke the Comprehension Test Editor to add entries to the new set.

Duplicate Comprehension Test Set

This function allows you to duplicate an existing Comprehension Test Set. You may want to duplicate an existing set if you want to create a similar new set (i.e. you may want to duplicate and modify one of the sets that came with the initial installation). To create a similar set, you would first duplicate an existing set and then modify the entries in the new set with the Comprehension Test Editor.

Remove Comprehension Test Set

This function allows you to remove an existing Comprehension Test Set.

Import Comprehension Test Set

This function allows you to import an existing Comprehension Test Set. The import/export functions allow AceReader Pro users to share custom content.

Export Comprehension Test Set

This function allows you to export an existing Comprehension Test Set. The import/export functions allow AceReader Pro users to share custom content.

Game Text Management

The Game Text Management functions enable you to Add, Edit, and Remove Game Text. You can also Import and Export Game Text.

Note: Game Text names that begin with the special "#" character came with the original installation and are Read-Only. You are not allowed to change these Game Text entries, but you can load them into the editor, modify them and then save them using a different name.

The administrator can perform the following Game Text Management activities, located under the Admin menu:

Game Text Editor

This function allows you to create and edit Game Text. You can enter the text by hand or by pasting from the clipboard.

Each Game has it's own Game Text Editor. All program users can select the newly created Game Text by pressing the Options button from within each Game.

Each game text editor has a different set of formatting rules. Refer to the formatting rules at the top of the editor (above the text input field). The rules must be followed in order to save the game text.

Click the **Paste Clipboard** button if you want to transfer text from other applications (i.e. word processor, Web browser …) into the Game Text field. You can also click your right mouse button while the cursor is positioned in the Game Text field to paste information into that field.

Note: If you have a file on your disk that contains text you want to use as Game Text, you will need to bring up another word processor (i.e. Notepad, WordPad, etc.), load the file, copy text into the clipboard, then use the **Paste Clipboard** button (or press your right mouse button while the cursor is positioned in the drill text field) to transfer the text into the Game Text field.

Remove Game Text

This function allows you to remove Game Text.

Import Game Text

This function allows you to import existing Game Text. The import/export functions allow AceReader Pro users to share custom content.

Export Game Text

This function allows you to export existing Game Text. The import/export functions allow AceReader Pro users to share custom content.

Custom Options Management

The Custom Options Management functions enable you to Add, Replace and Remove Custom Options. You can also Create, Duplicate, Remove, Import and Export Custom Option Sets.

Note: Set names that begin with the special "#" character are sets that came with the original installation and are Read-Only. You are not allowed to change these sets, but you can duplicate them and then make changes to the duplicated versions.

The administrator can perform the following Custom Options Management activities, located under the Admin menu:

Add Custom Option Setting:

This function allows you to create and replace Custom Options.

Before selecting this menu item, you will need to set all the options. You may find it useful first to select an existing, preset option under the **Preset-Options** menu that is close to what you want. Then you can manually make changes to any of the options found under the **Options** menu. The speed and screen size are included as part of the option settings. Once you have all the options the way you want, use the Add Custom Option Setting to add or replace an entry in an existing Custom Options Set.

After you have created the custom options, any and all program users can select them (via the Custom Option Settings menu item). The custom options can also be used when defining drills (refer to: Drill Management).

Remove Custom Option Setting:

This function allows you to remove individual Custom Options entries from existing Custom Option Sets.

Create New Custom Options Set

This function allows you to create a new Custom Options Set. When you create a new set, it remains empty until you add new entries. Refer to Add Custom Option Setting on how to add entries to the new set.

Duplicate Custom Options Set

This function allows you to duplicate an existing Custom Options Set. You may want to duplicate an existing set if you want to create a similar new set (i.e. you may want to duplicate and modify one of the sets that came with the initial installation). To create a similar set, first duplicate an existing set and then modify the entries in the new set by adding, replacing and removing entries.

Remove Custom Options Set

This function allows you to remove an existing Custom Options Set.

Import Custom Options Set

This function allows you to import an existing Custom Options Set. The import/export functions allow AceReader Pro users to share custom content.

Export Custom Options Set

This function allows you to export an existing Custom Options Set. The import/export functions allow AceReader Pro users to share custom content.

Drill Management

The Drill Management functions enable you to Add, Edit and Remove Drills. You can also Create, Duplicate, Remove, Import and Export Drill Sets.

Note: Set names that begin with the special "#" character are sets that came with the original installation and are Read-Only. You are not allowed to change these sets, but you can duplicate them and then make changes to the duplicated versions.

The administrator can perform the following Drill Management activities, located under the Admin menu:

Drill Editor

This function allows you to Create, Edit, and Remove Drills.

Drills define how text will be presented (flashed) to the user. Drills pace the user's reading and can be used as exercises to increase eye span. Drills can be grouped together into Sets of related content and each Drill is made up of sessions that define: (1) the Reading Material; (2) the Option Settings; and (3) the Speed. The Speed setting can be explicit or relative to the user's Base Reading Speed.

Since Drill definitions require that you specify both Drill Text and Custom Option Settings make sure you have established those items before attempting to create Drills using the Drill Editor. Refer to Drill Text Management and Custom Options Management for more information.

Note: Drills do not have associated test questions. Test questions are associated only with the Comprehension Tests. If you want to force the speed and mode of text presentation and have associated test questions as well, then refer to the sections titled: Take Comprehension Test (Forced Speed/Mode) and Comprehension Test Management for instructions.

Note: A benefit of using the user's Base Reading Speed (vs. an explicit speed) is that the Drills will automatically become more challenging as the user's skills improve.

Create New Drill Set

This function allows you to create a new Drill Set. When you create a new set, it remains empty until you add new entries. You will need to use the Drill Editor to add entries to the new set.

Duplicate Drill Set

This function allows you to duplicate an existing Drill Set. You may want to duplicate an existing set if you want to create a similar new set (i.e. you may want to duplicate and modify one of the sets that came with the initial installation). To create a similar set, you would first duplicate an existing set and then modify the entries in the new set with the Drill Editor.

Remove Drill Set

This function allows you to remove an existing Drill Set.

Import Drill Set

This function allows you to import an existing Drill Set. The import/export functions allow AceReader Pro users to share custom content.

Export Drill Set

This function allows you to export an existing Drill Set. The import/export functions allow AceReader Pro users to share custom content.

Set Base Reading Speed Options

The Base Reading Speed (BRS) for a student is determined from their most recent "qualified" self-paced reading comprehension test result. Their Base Reading Speed is the speed in which they read the story while taking the test. Test results are "qualified" using filter criteria specified on this screen.

Miscellaneous Options

Lockout ability to load Comprehension Test Stories from File menu

When this option is set, students are not allowed to load test stories from the File menu (within the Expert Mode screen). When this option is set, students will not have an opportunity to get familiar with test stories before taking reading comprehension tests.

Typically, you will want to keep this option set unless you want access to the reading comprehension test stories from the Expert Mode screen and you are not concerned about reading comprehension test results.

Allow new users to be created from logon screen

When this option is set, new users can be added from the logon screen. If this option is not set, then new users can only be added via the Add Users function (found under the Admin User Management menu).

Force startup wizard screen to always appear when users log on

When this option is set, students will be forced to see the startup screen when they logon.
Note: This will lock the checkbox option on the startup wizard screen to a checked state.

Lockout Menu Mode access (for all users except Admin)

When this option is set, only the Admin user can access the Menu Mode Tab on the Wizard screen.

Lockout Expert Mode access (for all users except Admin)

When this option is set, only the Admin user can access the Expert Mode Tab on the Wizard screen.

Reference

System Requirements

- PPC or G3/G4/G5 (recommended) processor
- 64 MB RAM or more
- OS X 10.1 or greater.
- 20 MB disk space
- CD-ROM Drive (only needed if installing from CD)

Installation Instructions

Installation Instructions:

1. Insert CD
2. Drag the "AceReader Pro Deluxe Plus" folder to the "Applications" folder of your Hard Drive.

Technical Support

If the online help and AceReader Web site have not addressed your issue, contact StepWare.

You can contact StepWare in the following ways:

E-Mail

support@stepware.com

USMail

StepWare, Inc.

320 Dakota Drive

Grand Junction, CO 81503

Telephone

970-243-9390

Fax

970-243-9482

License Agreement

For ordering information, see the section titled: Order Information.

STEPWARE IS WILLING TO LICENSE THE PROGRAM ONLY UPON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS LICENSE AGREEMENT. PLEASE READ THE TERMS CAREFULLY BEFORE CLICKING ON "YES" AND INSTALLING THE PROGRAM, AS CLICKING ON "YES" AND INSTALLING THE PROGRAM WILL INDICATE YOUR AGREEMENT WITH THEM. IF YOU DO NOT AGREE WITH THESE TERMS, THEN STEPWARE IS UNWILLING TO LICENSE THE PROGRAM TO YOU, IN WHICH EVENT YOU SHOULD NOT CLICK "YES" AND YOU SHOULD NOT PURCHASE OR USE THE PROGRAM.

STEPWARE'S LICENSE AGREEMENT FOR REGISTERED/UNREGISTERED-DEMO VERSIONS WHICH INCLUDES LIMITED WARRANTY AND DISCLAIMER:

(1) Introduction. This agreement explains when and how you may use both UNREGISTERED-DEMO and REGISTERED copies of software products from StepWare Inc.

In this agreement:

"Program" means the StepWare Inc. software products(s) you have purchased or obtained for evaluation, including both the software and the associated documentation and other materials;

"UNREGISTERED-DEMO Copy" means a copy of the Program distributed by us or by our authorized agents for evaluation purposes and which is described as an UNREGISTERED-DEMO copy in the Program's sign-on messages;

"REGISTERED Copy" means a copy of the Program purchased from us or from a dealer, and which is not described as an UNREGISTERED-DEMO copy in the Program's sign-on messages;

"we" or "us" means StepWare Inc., a corporation based in Grand Junction, Colorado, USA; and

"you" means the end user of the Program.

(2) Legal Agreement. This is a legal agreement that allows you, the end user, to use the Program under certain terms and conditions provided herein.

(3) Copyright. The Program is fully protected by copyright owned by StepWare under U.S. law and international treaty provisions. You agree that you shall not reverse engineer, decompile, or disassemble the Program for any purpose.

(4) Patents. This program contains elements that are patented and owned by StepWare.

(5) Trademarks. StepWare® and AceReader® are registered trademarks of StepWare, Inc.

(6) Evaluation Period. You may use an UNREGISTERED-DEMO Copy of the Program for an evaluation period of up to 30 days, in order to determine whether the program meets your needs before purchasing it. Once the evaluation period ends, you agree to either purchase a REGISTERED Copy of the Program, or to stop using it. If you have ordered a REGISTERED Copy of the Program from us or from a dealer, you may continue to use your UNREGISTERED-DEMO Copy until your REGISTERED Copy arrives.

(7) Use of the Program. While you are evaluating the Program, you may use it on as many computers as are required to perform your evaluation. Your 30-day evaluation period begins when you first install the Program on one or more computers for evaluation purposes. Once the evaluation period is over and you purchase the program, your use is subject to the following restrictions:

Single Computer License:

If you purchased a single computer license, you agree not to install or use any individual copy of the Program on more than one computer at a time. However, you may install an individual copy simultaneously on one computer at work, one computer at home, and one portable computer, if all these computers are used primarily by the same individual,

and there is no possibility that the computers will be in use at the same time except while you are actively transferring files between them.

Multiple Computer License:

If you purchased a multi-system license for the Program you agree not to install or use it on more computers than the number included in your license, as shown on your order form, invoice, the program sign-on screen, or other documents from us.

Site License:

If you purchased a Site License, unlimited use of the Program is authorized at the registered site.

If the Program was purchased by your employer, you agree to get your employer's explicit permission before installing the Program on multiple computers as described above.

(8) Making and Distributing UNREGISTERED-DEMO Copies of the Program. You may make copies of your UNREGISTERED-DEMO Copy of the Program to give to others, as long as you include all of the files that you originally received with your UNREGISTERED-DEMO Copy. When you give an UNREGISTERED-DEMO Copy of the Program to another person, you agree to inform them that their copy is to be used for a time limited evaluation period, and that they must purchase a REGISTERED Copy if they continue to use the Program once the evaluation period has ended. You agree not to sell UNREGISTERED-DEMO Copies of the Program or distribute them to others for any kind of compensation or fee unless you have written permission from StepWare Inc.

(9) Copying REGISTERED Copies of the Program. When you receive a REGISTERED Copy of the Program you may make copies of the Program software which are necessary for normal backup purposes. You agree not to make any other copies of the software, the manual(s), or any part of them, or sell or give any copies to others, without our advance written permission.

(10) Operation of the Program. You assume full responsibility for the selection and use of the Program to achieve your intended results.

(11) LIMITED WARRANTY. The following limited warranty applies to REGISTERED Copies of the Program. It is included here so you understand what your warranty will be when you purchase a REGISTERED Copy. This warranty does NOT apply to UNREGISTERED-DEMO Copies of the Program.

Physical Defects. We pledge that the disks and manuals we send you will arrive free of physical defects which interfere with normal use. If you find such a defect and report it to us within 90 days after you purchase the Program, we agree to replace the defective item(s) at no charge to you as long as the defect was not caused by misuse or abuse.

Bugs and Program Errors. We don't promise that the Program will be free of bugs or program errors. If, within one year after you purchase the Program, you report a program error or bug to us, we will use our best efforts to correct it. If we issue a maintenance release for the Program which includes a correction for an error you reported, we will send you a copy of that maintenance release at no charge if you request it. We will only do this for maintenance releases, not for new major releases or other new versions of the Program. THE REMEDIES PROVIDED ABOVE ARE YOUR SOLE AND EXCLUSIVE REMEDY, AND STEPWARE'S SOLE AND EXCLUSIVE OBLIGATION AND LIABILITY, FOR BREACH OF THE WARRANTIES REGARDING PHYSICAL DEFECTS AND BUGS AND PROGRAM ERRORS.

(12) DISCLAIMERS AND LIMITATIONS.

DISCLAIMER FOR UNREGISTERED-DEMO COPIES: YOU ARE NOT PAYING FOR THE TRIAL USE LICENSE FOR YOUR UNREGISTERED-DEMO COPY OF THE PROGRAM. ACCORDINGLY THE UNREGISTERED-DEMO COPY IS PROVIDED "AS-IS" AND WITHOUT WARRANTY OF ANY KIND.

DISCLAIMER FOR REGISTERED COPIES: EXCEPT FOR THE LIMITED WARRANTY STATED ABOVE, WE DISCLAIM ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING ANY IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE LIMITED WARRANTY ABOVE GIVES YOU SPECIFIC LEGAL RIGHTS, BUT YOU MAY HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE.

LIMITATION OF LIABILITY: IN NO EVENT SHALL WE BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES WHATSOEVER ARISING OUT OF USE OF THE PROGRAM OR YOUR RELATIONSHIP WITH US. SOME STATES DO NOT ALLOW EXCLUSION OR LIMITATION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, THEREFORE THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IN NO EVENTS SHALL STEPWARE'S TOTAL, CUMULATIVE LIABILITY UNDER ANY AND ALL THEORIES OF LIABILITY AND CAUSES OF ACTION EXCEED THE PURCHASE PRICE PAID FOR THE PROGRAM LICENSE.

EXPORT CONTROLS. You agree to comply with all export laws and restrictions and regulations of the United States or foreign agencies or authorities, and not to export or re-export the Programs or any direct product thereof in violation of any such restrictions, laws or regulations, or without all necessary approvals.

MISCELLANEOUS. This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of Colorado, USA, excluding rules regarding conflicts of law. This license is written in English and English is its controlling language.

U.S. GOVERNMENT END USERS. The Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c)(1) and (2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable. StepWare, Inc. is the manufacturer.

Purchasing AceReader Pro

Order Information

HOW TO ORDER

It is possible to order by mail, credit card, phone and fax. Purchase Orders are welcome by schools, businesses and other institutions. For pricing, order forms, product id's and other order details, please refer to: **http://www.acereader.com/order.html** .

Other ways to contact us:

WEB: http://www.acereader.com

EMAIL: sales@stepware.com

PHONE (Information and Credit Card Orders):

For Pre-Sales and Product Information:
U.S. (toll-free): 1-800-ACE-READ (1-800-223-7323)
International: 1-970-243-9390

For Credit Card Orders:
U.S. (toll-free): 1-800-301-4501
International: 1-970-243-9390

FAX: 970-243-9482

POSTAL ADDRESS:
StepWare, Inc.
c/o AceReader
320 Dakota Drive
Grand Junction, CO 81503
USA

WHAT YOU GET WHEN YOU ORDER

When you order AceReader Pro you will receive the latest fully functional version of the program. The difference between the DEMO and FULLY FUNCTIONAL version of AceReader Pro are:

- The FULLY FUNCTIONAL version does not have the 30-day usage limit.
- The FULLY FUNCTIONAL version comes with an additional 247 reading/comprehension tests that are broken out by grade levels 1-12 plus an additional adult level, giving you a total of 260 (20 per level) reading/comprehension tests. The demo comes with 13 reading/comprehension tests.
- The FULLY FUNCTIONAL version does not have a the 11 activity limit per course.
- The FULLY FUNCTIONAL version does not have the higher speed limitation.
- The FULLY FUNCTIONAL version does not have the initial registration screen that pops up when AceReader Pro is started.