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Installation

Installing Readers are Leaders

Note: It may be necessary to log onto the computer as an administrator before you can add or remove programmes from the system. Any modifications to the networking system should be undertaken by a network professional.

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1 **Uninstalling a previous version of Readers are Leaders.**
   If Readers are Leaders is not installed on the system then skip to **Step 2.**

   1.1 Open the '**Add/Remove programs'** dialog from the system's '**Control Panel'**.
   Start > Settings > 'Control Panel' > 'Add/Remove programs'

   1.2 Select '**Readers are Leaders'** from the list and click on the '**Add/Remove'** button.

   1.3 Confirm the removal of the software by clicking '**Yes'**

2 **Installing Readers are Leaders from the CD.**
The installation requires at least 250 MB free hard disk space on the system drive (usually [C:]) for temporary swap space.

2.1 Insert the Readers are Leaders CD into your CD-ROM drive. A dialog should appear, continue the installation by clicking on '**Install Readers are Leaders'**.

If the Autorun does not initialise then browse the contents of the CD and run '**[CD_DRIVE]\Setup.exe'**. 'My Computer' > RALCD > 'Setup.exe'

2.2 Follow the installation prompts and provide the following information based on the type of installation required:

User Name: Name of school or institution as found printed on the sticker inside the CD case.

Installation type: Required installation type, being either '**Server'**, '**Admin'** or '**Client'** *(Refer to Table 1.1 on page 4)*

Serial Number: 12 digit Serial number in the format XXX-XXX-XXX-XXX as found printed on the sticker inside the CD case.

2.3 Once the installation is complete it may be necessary to restart the computer. *Be sure to read through Section 4 before trying to run the software.*

Server	This option will install the dedicated server and its required components. Only one instance of the dedicated server should be installed on the network, and all other computers should be set to refer to it. *(Refer to Section 4.)*
Admin	This option should be installed on at least one available computer, typically a computer designated as the invigilator or teacher's computer. The Admin system is required in order to add/edit or delete users and classes. The Admin software is also used to generate and print various class reports. **Each installation of the Admin software counts as 1 unit of the licence agreement.**
Client	The client software is the primary software which the learners would use. Any computer on the network which does not have the Admin software installed should have a copy of the client software installed. **Client installations can be greatly simplified by following Section 3.** **Each installation of the Client software counts as 1 unit of the licence agreement.**

Table 1.1 – Determining the required installation type

3 **Installing Readers are Leaders from a shared folder.**
It is not necessary to install each client from the CD, this
section will aid in speeding up the installation process.

3.1 Copy the entire contents of the CD into a shared
folder. The shared folder should grant **'Read Only'**
access to all the client computers attempting to install the
software.

3.2 Using Notepad modify the following entries in
'[Shared Folder]\Ral.ini' and save the changes**:**

3.2.1 **Name= "<institution name>"**
Where <institution name> is the name of school
or institution as found printed on the sticker inside
the CD case.
e.g. Name="Four Blind Mice"

3.2.2 **Install= "<type>"**
Where <type> is the required installation type,
being either **'Admin'** or **'Client'** *(Refer to Table 1.1
on page 4).*
e.g. Install= "Client"

3.2.3 **Serial= "<Serial number>"**
Where <Serial number> is the 12 digit Serial
number in the format XXX-XXX-XXX-XXX as found
printed on the sticker inside the CD case.
e.g. Serial="123-456-789-123"

3.2.4 **ServerName= "<Name/IP>"**
Where <Name/IP> is the name or IP address of the computer on which the dedicated server was installed. *(Refer to Section 4 for more information on setting up Network communications)*
  e.g. ServerName= "Server"
  e.g. ServerName= "192.168.0.1"

3.2.5 **Port=<number>**
Where <number> is the numerical value of the network port that Readers are Leaders should use. *(Refer to Section 4 for more information on setting up Network communications)*
  e.g. Port=3267

3.3 Run **'\\[Computer Name]\[Shared Folder]\Setup.exe'** from the computer you wish to install to by browsing the Network Neighbourhood. *Where [Computer Name] and [Shared folder] refers to the computer and the folder shared in Step 3.1.*

Depending on the type of installation specified in Step 3.2.2 the relevant software will be installed without being prompted for the Installation type and serial number.

3.4 Once the installation is complete it may be necessary to restart the computer. *Be sure to read through Section 4 before trying to run the software*

4 **Setting up network communications for Readers are Leaders.**

Before Readers are Leaders can function properly the following settings have to be adjusted.

4.1 Ensure the dedicated server is running by hovering over the 'D' icon in the system tray on the server. If the text box indicates that the server is **'Listening'** then the dedicated server is running properly. The system tray is located next to the clock at the bottom right of the taskbar.

4.2 Determine the current connection status of the Client/Admin software. Click on the desktop icon to launch the application.

Once the main menu is visible pressing and holding the **F10** key will reveal a status bar at the top of the screen.

If the bar is **green** it indicates that the connection to the server has been established and the setup is complete.

A **black** bar indicates a problem with the connection and further action is required, proceed to Step 4.3.

4.2 Open the network configuration screen by clicking on the **'Options'** icon in the main menu, and then pressing the **F3** key.

    4.2.1 **Server Name:** This field should reflect the name or IP Address of the computer on which the dedicated server is currently running. All computers on the network should refer to the same dedicated server. This field defaults to "Server".
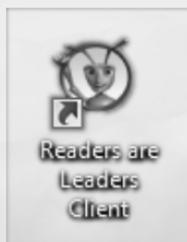
    4.2.2 **Port:** This field should reflect the port that has been assigned (and opened for TCP traffic if a firewall is present) to Readers are Leaders. All computers on the network should be set to the same port. This field defaults to 3267.

Getting Started

Opening Readers are Leaders

There are a few ways to open Readers are Leaders:

1. Double-click the 'Readers are Leaders Client Icon on your desktop.

2. Click **'Start'**, click **'programs'**, move to **'Four Blind Mice Studio'** and click **'Readers are Leaders Client'**. If you chose to install the icons in a different location the Readers are Leaders shortcut will be where you chose to install it.

Logging on

Once Readers are Leaders is running you will see six icons on the main menu. If you are using the non-graphical
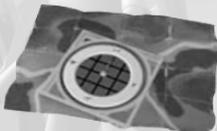
interface you will see a book icon on the bottom right or if you are using our graphical interface then you will see a window icon bottom right (as Illustrated). Click on the logon icon to go to the logon screen.

Click on your name then enter your password, or if this is the first time that you have used Readers are Leaders then click on an empty block as shown below.

...Empty...

You will be prompted to enter your surname, your first name, your password and then you must confirm your password. Your are now logged on and ready to continue. If you want to customise your settings refer to **Readers are Leaders Main Menu** (Page 8)

On the screen you will see that you are logged on and a new icon called, 'Guide' appears where your previous logon icon was situated.

To start doing exercises click on this icon to go to the guide screen.

On the guide screen you will see a list of sequences. Click

on the sequence that you wish to use.

If you have already calibrated then you will go to the main exercises described in the **'Start using Readers are Leaders'** section (Page 7).

If you have not done this sequence before you will be taken to the calibration.

Calibrating a new user

The calibration is a selection of exercises designed to get your reading speed and word recognition flash period. Results of your calibration can be found in the user report.

In the calibration you will need to select the calibration level first and then a story. If you are unsure where to start use our **'Suggested Guidelines'** (Page 11) of this manual.

Follow the on screen instructions. Once you have completed the exercises you will see a report of your calibration.

Click on the scale icon to get an assessment or click on the green tick to save your results and return to the main menu.

Start using Readers are Leaders

Readers are Leaders has an integrated Help System that is activated by pressing **(F1)**. You will be taken to the information that applies to the Readers are Leaders screen that you are on.

To start using Readers are Leaders you first need to be logged on (as shown on page 4) or you have to have just completed a calibration or set of exercises. You will know if you are logged on if you can see your name on the screen (Usually in the top right hand corner).

Click the guide icon, choose the sequence that you have previously calibrated on. You will see a screen with a few icons. The 'Aim', 'Outcome' and 'Instruction' show information about the next exercise. The 'Go' icon takes you to the exercises. Work through the exercises until you get to the report screen which shows the results of your last session.

Each story contains 8 exercises:

Vocabulary: Words are shown with their meaning, examples in a sentence, synonyms and occasionally an opposite.

Eye Movement: This is where highlighted text moves through the passage to help train your eyes to read at a consistent pace. To view the numerous benefits of this visit our website or view the Readers are Leaders Help **(F1)** and

go to the research where some common learning disabilities have been outlined.

Memory: This will determine if the user can recall the correct sequence of the passage read.

Timed Passage: The user is timed while the passage is carefully read.

Comprehension: The user's understanding of the passage is tested here.

Word Recognition: The user is trained to recognise a word as a whole word and not a collection of letters.

Grammar: The user is tested on the languages grammatical aspects.
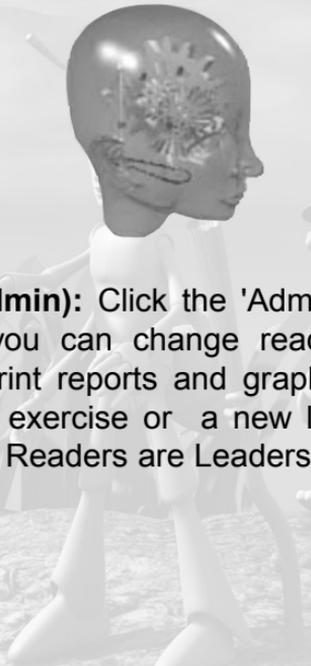
Vocabulary: The user is tested on the correct use of words in a sentence.

For more detailed explanations on any of the exercises refer to the Readers are Leaders Help **(F1)**.

Readers are Leaders Main Menu

Options: Click the options icon to set the sound, language, theme and background colour. All the choices are changed by clicking the icon and saved by clicking the green tick. For help and explanations on the user settings, refer to the Readers are Leaders Help **(F1).**

Administrator (Admin): Click the 'Admin' icon to manage the users. Here you can change reading speeds, flash periods, view or print reports and graphs and even move the user to a new exercise or a new level. For help with 'Admin' refer to the Readers are Leaders Help **(F1).**

Editor: Click the 'Editor' icon to add, edit or remove content. For help with editing content refer to the Readers are Leaders Help **(F1).**

Hangman: Click the 'Hangman' icon to play the traditional styled guessing game. See how well you can do.

Please note that the icons are occasionally different when using one theme or the other, however, their position and function remain the same.

Suggested Guidelines

(Using results from research done by

Four Blind Mice Studio.)

The following table may assist you in choosing the correct level on which to start Readers are Leaders.

	Level	Flash Period (Milliseconds)	Reading Speed (Words per minute)
Foundation Phase	1	1233-606	45-85
	2	757-446	70-110
	3	532-344	95-135
Intermediate Phase	4	400-275	120-160
	5	314-224	145-185
	6	253-186	170-210
Senior Phase 1	7	208-155	195-235
	8	173-131	220-260
	9	145-111	245-285
Senior Phase 2	10	122-94	270-310
	11	103-79	295-335
	12	88-67	320-360
Advanced Phase	13	74-56	345-385
	14	62-46	370-410
	15	52-38	395-435

Troubleshooting

The programme starts but I cannot create a new user on the Logon screen.

> The Server is unable to connect to the database. To fix this, insert the Readers are Leaders CD into the servers CD-ROM and launch the CD Browser application (Autorun.exe). Click on **'Utilities'** then '**Microsoft Redistributables**' and select the servers operating system from the list.

> If your Operating System is Windows 95/98/Me/NT install '**Microsoft Jet 4.0**'.

> If your Operating System is Windows 2000/2003/ install '**Microsoft Jet 4.0**'.

> If the server's running XP you'll need to check if it has Service Pack 2 installed. If so, simply install '**Microsoft Jet 4.0**'. If not, you'll need to install **'Service Pack 2'** before installing **'Microsoft Jet 4.0'**.

To establish which service pack is installed on the server follow the instructions in the System Requirements section of this manual.

I get an error when trying to install Readers are Leaders that reads *'Incompatible RPC stub'*

> This means that some core Microsoft files are conflicting versions. To fix this, insert the Readers are Leaders CD into your CD-ROM and launch the CD Browser application (Autorun.exe). Click on '**Utilities**' then '**Microsoft Redistributables**'. Select your

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operating system from the list and install the '**Microsoft RPC stub fix**'.

You will need to restart your computer before you install Readers are Leaders.

My Help does not work when I press F1.

To fix this, insert the Readers are Leaders CD into your CD-ROM and launch the CD Browser application (Autorun.exe). Click on **'Utilities'** and install the **'CHTML Help Fix'.**

I keep getting 'Waiting For Data'.

Press and hold down '**F10**'

If a green bar appears the server probably needs MDAC or Jet to be installed. To do this follow the instructions for '**The programme starts but I cannot create a new user on the Logon screen.**' (Page 12)

If a black bar appears check that the **Servers Name** is correct. If it is not correct then it can be changed to the correct name by going to the options screen and pressing '**F3**' edit the name by clicking twice in the box and restarting Readers are Leaders.

If the servers name is correct then check to see if the server is logged on and that the dedicated server is running. Also check that the client's computer **IP** address is in the same range as the server. If the **IP** address is not in range or shows the loop back address (**27.0.0.1**) you must assign an **IP** address manually.

I keep getting a white screen when the programme starts.

Check that the computer has a network card and that it is not faulty. This can be easily done by trying to connect to other computers on the network. If you can connect to other computers you first need to update Windows (the easiest way is to install **Internet Explorer 5**) and then re-install Readers are Leaders.

Internet Explorer can be found on the Readers are Leaders CD and the Microsoft website.

I get an error message 'FBMglobals failed to validate Readers are Leaders'

The Readers are Leaders installation has in some way become corrupt and needs to be re-installed.

I get an error message 'Readers are Leaders failed to find image xxxxx.xxx'

The Readers are Leaders installation has in some way become corrupt and needs to be re-installed.

I get an error message 'You do not have permission to use this resource'

The network administrator must give you or your group permission to use Readers are Leaders.

The programme keeps marking answers wrong when they are correct.

The answers can be checked by clicking on <**Start**>, then <**programs**> then <**Four Blind Mice Studio**> then <**Last ten Exercise Logs**> and viewing the exercise log. Common faults are: Punctuation, Spaces before or after words, Capitals or Caps Lock is on.

If the exercise log shows that the programme has marked a question wrong please e-mail the log to <u>support@readersareleaders.co.za</u> or contact support by phone 0861 101 608.

System Requirements

On which Operating Systems will Readers are Leaders run?

Windows XP (service Pack 2 or later)

Windows Server 2003/2008

Windows 7

*To see which Operating System you are running; Right-click on **"My Computer"**, click on **"Properties"**. The operating system and service pack information will be listed under the System heading of the **'General Tab'**.*

What are the Recommended System Requirements?

> Pentium II, AMD K5 Processor or higher
> 32 MB RAM or greater
> 250 MB Hard Drive Space or more
> Windows XP
> 800 X 600 Resolution
> Internet Explorer 5 or later.

How much Random Access Memory (RAM) do I need?

We recommend **32 MB** RAM or more.

*To see how much RAM is installed Right clicking "**My Computer**", click on "**Properties**".*

How much Hard Drive space do I need?

You need **250 MB** Hard Drive space.

*To check your Hard Drive space, double-click "**My Computer**", right-click on the **C:** Drive (or destination drive on which you intend to install the programme) and click "**Properties**".*

What Screen Resolution do I need?

You need at least **640x480** resolution with 16-Bit colour display. We recommend **800x600** resolution with 32-Bit colour. The programme will also run with **1024x768** resolution. Readers are Leaders may not run properly

on any higher resolutions. You can check your resolution by:

*Right-clicking on any empty space on your "**Desktop"** Click "**Properties"** Find the "**Settings"** tab under the heading "**Screen Area"**.*

*To change your screen resolution, drag the bar between "**Less"** and "**More"** until the desired resolution appears under the bar. Click "**Apply"**. Click "**OK"**. To change the colour settings, look under the heading "**Colour"** and click on the arrow next to the current colour setting (e.g. True Colour 24-Bit). (Restarting your computer may be necessary.)*

Which version of INTERNET EXPLORER is recommended?

Any version of Windows released after Windows 98 will have Internet Explorer 4.0.1 or later, which is necessary to run the Help System. This opens when **F1** is pressed. If you have already installed the programme, you can check the IE version is installed with Readers are Leaders when you go to the Options screen.

*To check your version of Internet Explorer, open Internet Explorer, click "**Help"**, and then click "**About"**.*

Network Requirements

Prerequisites for Readers are Leaders to run on a network.

1. TCP/IP must be installed on all the computers that Readers are Leaders will run on.

2. If the server is assigned an **IP** address from another source then **DNS** must be enabled or static **IP** addresses must be assigned.

3. The **Dedicated Server** must be installed on a computer with the same **IP** range as the **Client's computers.**

4. The computer that the **Dedicated Server** is installed on must be in a logged on state while the **Client's** computers are running Readers are Leaders.

Support

Before contacting our support staff please make sure that you have your CD and CD cover close by and be close to your computer as this will assist us in giving you help.

Technical Support:

Tel : 0861 101 608 (during office hours)

Cell: 082 889 9774

E-mail : support@readersareleaders.co.za

Developer:

Name : Four Blind Mice Studio

E-mail : info@readersareleaders.co.za

Website : http://www.readersareleaders.co.za

Tel : 0861 101 608 (during office hours)

Fax : 031 266 1412 (during office hours)

Readers are Leaders:

Readers are Leaders is only available from Four Blind Mice Studio and nowhere else.

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