

The Interactive Picture Dictionary

MANUAL

Designed, produced and published by Protea Textware
© Protea Textware Pty Ltd

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Technical support

If you experience problems with the installation or use of this program, first look at the Troubleshooting section of this manual. If you continue to have difficulties, please contact Protea Textware Pty Ltd for technical support.

The Interactive Picture Dictionary

MANUAL

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1. Getting Started

Purchase agreement

The Protea Textware Purchase Agreement for the use of this program is:

- **single user licence:** the program may be used on one computer at a time;
- **5 user licence:** the program may be used on up to 5 computers at a time;
- **10 user licence:** the program may be used on up to 10 computers at a time;
- **20 user licence:** the program may be used on up to 20 computers at a time;
- Licences for more than 20 users are available;
- **Home user licences** are available for purchasers who want to use the program for personal study at home. The CD-ROM must be in the CD-ROM drive of the computer whenever the program is used.

Licences are for concurrent users. The program may be run on standalone or networked computers.

The program may be purchased by libraries and made available for loan to the public.

You are not allowed to make any copies of the CD-ROM in any way at all.

This software is protected by the copyright laws that pertain to computer software. Please refer to the Licensing Agreement inside the front cover of this manual for more details.

System requirements

- Multimedia computer with Windows (minimum Win 98);

Package contents

The package contains:

- One CD-ROM with Licence Manager
- The Manual
- A serial code for installation.

Program installation

The program installation should start automatically. If it does not, run **setup** from the CD-ROM drive.

Trial

Follow the onscreen prompts. The 30 day trial will start when you first start the program. You can activate the program at any time by entering the serial code in the Licence Manager (p. 26).

Licence

Follow the onscreen prompts and choose the option for a standalone computer, or a network installation. Both the standalone and network options allow you to download the media files to a hard disk or the server.

The Licence Manager

The Licence Manager is automatically installed with stand-alone computer installations. It is installed to the server with network installations.

The Licence Manager allows you to:

- Update your network user licence
- Log computers off if the program did not exit normally

See page 26 for details.

2. Using the teaching modules

Learning outcomes

The program is simple to use and it generates a supportive, motivating and stress-free learning environment. The design of the program encourages the learner to take control of their own learning. They have control of the rate and the order in which they proceed from one activity to the next. The activities are varied and recycle the skills and knowledge acquired.

On successful completion of the topics contained within **The Interactive Picture Dictionary**, the learner will have demonstrated that they can:

- spell over 800 words
- identify over 800 basic vocabulary items
- use singular and plural forms of words appropriately
- spell words from memory
- spell a word that is presented aurally
- match words with pictures
- syllabify over 800 words
- order days and months
- apply basic dictionary skills
- access information in a range of ways.

Levels of difficulty

The Interactive Picture Dictionary is designed to be used by learners over a range of ability levels from Beginner to Intermediate.

Within each topic, the learner can access the material at different levels. For example they can:

- a) Look at the pictures and listen to the words, moving from word to word using the blue FORWARD button on the right hand side of the Status Bar at the bottom of the screen.
- b) Use Spelling 1 and Spelling 2 exercises, typing the missing letter/s or typing the word/s from memory.
- c) Access words directly from the scroll list by identifying and then clicking the words they want.
- d) Use the context sentences with the associated hotwords.
- e) Use Spelling 3, typing the appropriate (singular or plural) missing word into more complex sentences.
- f) Access specific words directly from the Alphabetical Index.

In addition, there are degrees of complexity in accessing words between topics. For example:

Individual picture for words in a list

The topics with individual pictures, **Verbs** and **Your Own Word Lists**, listed in Table 1 below, are the most straightforward to use. The learner has two options for accessing words. They can either progress from one word to the next by clicking on the blue FORWARD or BACK arrows or they can select any word from the scroll list by clicking on that word.

Composite picture for words in a list

Topics with composite pictures, also listed in Table 1, offer a wider range of options for accessing the material. In addition to the two options described above, the learner can choose a word from within a composite image. For example, the learner can choose locations on a map by clicking blue stars (**Cities and States** and **Tourist Spots**), by clicking on areas outside the house (**Outside**) or by clicking on sections of the body or tags (**The Body**).

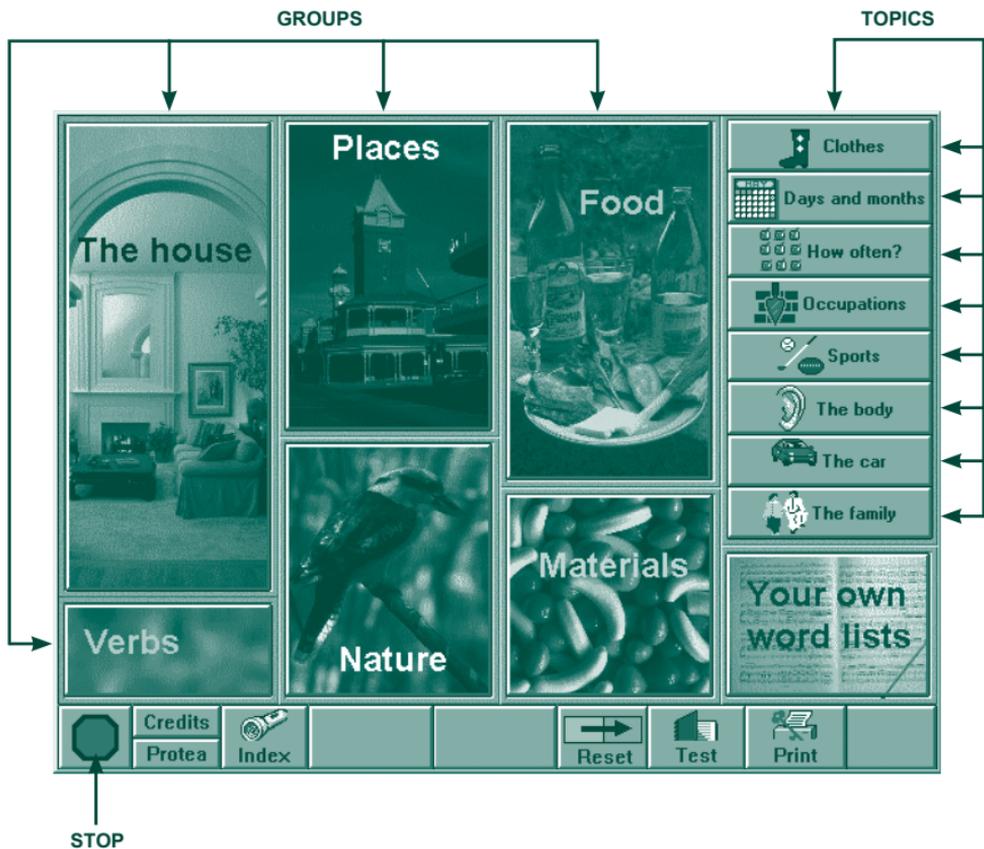
Table 1: Accessing words within topics

GROUP	Topics with individual pictures or images	Topics with composite pictures
Food	Drinks Fruit Ingredients Meat Prepared food Vegetables	Meals
Materials	Tools Materials Shapes	Colours
Nature	Animals Australian animals Insects Plants Seasons	
People	Clothes Occupations Sports Days and months How often? The car	The body The family
Places	Accommodation School Transport Where is it?	Cities and States Tourist spots
The house	Bathroom Bedroom Crocery Cutlery Kitchen Laundry Lounge Toilet	Outside
Verbs	Regular — no images Irregular — no images	
Your Own Word Lists	various — no images	

How to access words and exercises

- Any button may be clicked and will produce an effect.
 - Some buttons, such as those in ordering **Days of the week** or **Months of the year** exercises, may be clicked and may also be dragged to a new position.
- Any object that is blue may be clicked and will produce an effect.
 - Any tag that has blue writing on it may be clicked.
 - Hotwords in context sentences are blue, indicating that they may be clicked.
 - The stars on the maps in **Tourist spots** and **Cities and States**, for example, are blue and will select that location if they are clicked.
- The cursor changes from an arrow to a hand when it is over an area or object that can be clicked.
 - In some exercises, such as **The body**, **The family** and **Outside**, the graphic itself may be clicked. The cursor appears as a hand in those instances.
- HELP buttons.
 - Click the HELP button at the bottom of the screen. Small yellow flags will appear on the screen, indicating what may be clicked.
 - Any other HELP button such as those for the Spelling and Syllables exercises. (HELP buttons have a yellow ? on them.)
- Microphone
 - Click the **Microphone** button and a small red dot will appear on the screen next to the microphone, indicating that it is recording. Record the word or sentence. To stop the recording, click on the microphone again or click on the ear next to the microphone. If you click on the ear next to the microphone you will hear what you have recorded. The program saves the most recent recording for the current session.

The Menu



GROUPS: There are eight groups in **The Interactive Picture Dictionary**. Click on any group to show the topics in that group.

TOPICS: Click on any topic to select it. A blue background on a button indicates that the topic has already been selected.

STOP: Click to exit the program and return to Windows.

CREDITS: Click for information about organisations and people who contributed photos.

PROTEA: Click for information about Protea Textware, the publisher of **The Interactive Picture Dictionary**.

INDEX: Click to go to the alphabetical index of all the key words in **The Interactive Picture Dictionary**.

RESET: When a learner selects a topic, the button on the Menu is coloured blue. This provides a record for the learner in that session. The RESET button will clear this record for the next learner.

TEST: Click to go to Spelling and Vocabulary tests.

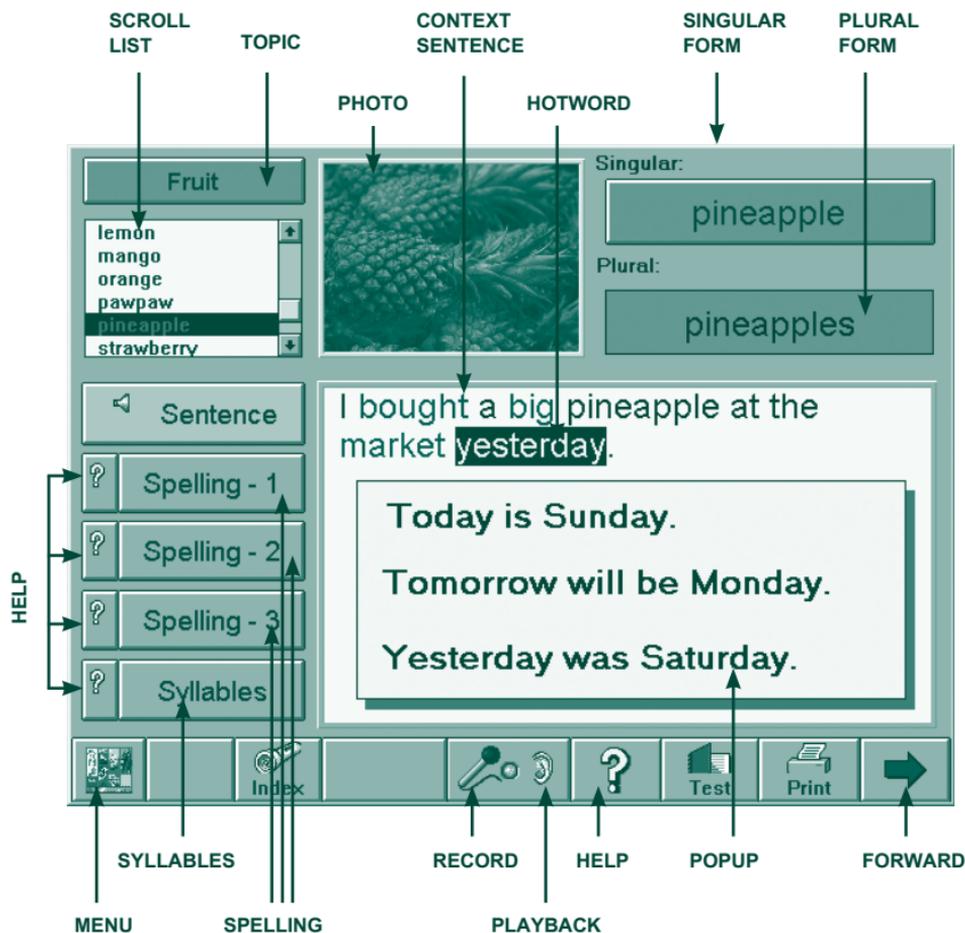
PRINT PASSWORD: Click to set or remove a password on the printer (to restrict access if required).

Topics: individual pictures

In the topics that use individual pictures there is:

- a photo or drawing of a single item

- a button for the topic (click to hear the pronunciation)
- a button that has the spelling and gives the pronunciation of the singular form of the word when clicked
- the spelling of the plural form of the word
- a spoken and written context sentence. Most of these have hotwords that may be clicked for additional information about the word.
- five buttons
 - Sentence
 - Spelling 1
 - Spelling 2
 - Spelling 3
 - Syllables



MENU: Click to go back to the Menu.

BACK: Click to go back to the previous word in the topic list.

INDEX: Click to see an alphabetical index of all the key words in **The Interactive Picture Dictionary**.

MICROPHONE: Click to record your own pronunciation of words or sentences.

PLAYBACK: Click to hear what you have just recorded.

HELP: Click to see what the user can access in this exercise. Click again to switch Help off.

TEST: Click to go to the Spelling and Vocabulary tests.

PRINT: Click to print out a list of all the singular and plural forms of the words in that topic, with their main context sentences.

FORWARD: Click to go to the next word in the list. After the last word in the list has been accessed using the FORWARD button, a REPEAT button will appear. Click this to go through the topic again.

Context Sentence

HOTWORDS: Hotwords are blue and when clicked display additional information about the word. A popup appears when a hotword is clicked. Click anywhere on a POPUP to make it disappear.

SPELLING AND PRONUNCIATION OF SINGULAR FORM: Click to hear the pronunciation of the word.

SPELLING OF PLURAL FORM

Photo

TOPIC: Click to hear the topic name.

SCROLL LIST: Click any word on the scroll list to access that word.

SENTENCE: Click to see and hear the context sentence, to see the scroll list and to access the spelling exercises.

SPELLING 1: Click to access the exercise. Type the missing letter/s in the singular and plural words.

SPELLING 2: Click to access the exercise. Type the singular and plural words from memory.

SPELLING 3: Click to access the exercise. Presents one of two sentences. One sentence requires the singular form of the word and the other requires the plural form of the word. Complete the sentence by typing the correct word.

SPELLING HELP: Click the yellow question mark to display a graphic of a keyboard, with the next letter or punctuation to type highlighted in green.

SYLLABLES: Click the SYLLABLES button to present a multiple choice exercise. Click one of the five buttons to select the number of syllables in the word.

SYLLABLES HELP: Click the yellow question mark to display a popup that gives examples of words with one to four syllables. Click to hear the syllabification of the words. Click anywhere on the popup to close it.

Note that in the spelling exercises and in the spelling tests, the learner must type a capital letter if the word is a proper noun. However, if a word in a sentence begins with a capital letter because it is the first word in the sentence, and not because it is a proper noun, the learner is not required to type a capital letter. The word will still be inserted in the sentence with a capital letter and will be marked correct.

In the spelling exercises, the program will not accept an incorrect response. After an incorrect letter has been entered, the learner receives the feedback 'No'. After the learner makes three mistakes, the program tells them the letter or punctuation to type.

Topics: Composite pictures

The words in these topics are presented in a similar way to those described above, but the images for the words are presented in a composite picture. The learner can also access words by clicking on the blue FORWARD or BACK arrows, by clicking on a word in the scroll list or by **clicking on an element in the picture**.

Some of these topics have one or two spelling options, rather than the three that are always available in the topics with individual pictures described above. The context sentences do not have hotwords and the sentences are usually more difficult than those that appear in the topics with individual pictures.

The body

- finger
- fingernail
- foot
- forehead
- hair
- hand
- head
- heel
- hip
- knee
- leg
- lip

hand

hands

fingernail

finger

thumb

hand >

Sentence

Spelling 1

Spelling 2

Spelling 3

Syllables

My hands are sometimes very cold in winter.

Index

Test

Print

In this example, the learner can access information by:

- clicking on the blue FORWARD or BACK arrows
- clicking an item off the scroll list
- clicking on one of the parts of the body

Verbs

Click on the **Verbs** group and then click on **Irregular Verbs** or **Regular Verbs**. The learner can access the **Simple Present**, **Simple Past** and **Present Continuous** tenses of all verbs listed.

Only one tense of any verb is displayed at one time. However, you will always see:

- a button with the infinitive verb form at the top of the page (click to hear the pronunciation)
- a full conjugation for each verb. Each sentence has the pronoun and the verb highlighted, in different colours for the different tenses.
 - three buttons
 - Simple present tense
 - Simple past tense
 - Present continuous tense

The interface is divided into several sections:

- SCROLL LIST:** A list of verbs under the heading "Irregular verbs". The verb "to drink" is highlighted in green. Other verbs include "to be", "to buy", "to cut", "to do", "to drive", "to eat", "to find", "to fly", "to get", and "to give".
- TOPIC:** A box containing the infinitive form "to drink".
- INFINITIVE FORM:** A box containing the text "simple present tense".
- Conjugation:** A large text area showing the verb "drink" conjugated in the simple present tense for various subjects: "I drink coffee for breakfast every morning.", "You drink coffee for breakfast every morning.", "She drinks coffee for breakfast every morning.", "He drinks coffee for breakfast every morning.", "It drinks milk every morning.", "We drink coffee for breakfast every morning.", "You drink coffee for breakfast every morning.", "They drink coffee for breakfast every morning."
- Tense Selection:** Three buttons labeled "Simple present", "Simple past", and "Present continuous", each with a "LOCK" icon.
- Navigation Bar:** A row of icons at the bottom: a menu icon, a left arrow labeled "BACK", an "Index" icon, a "RECORD" icon (microphone), a "PLAYBACK" icon (ear), a "HELP" icon (question mark), a "Test" icon (document), a "Print" icon (printer), and a right arrow labeled "FORWARD".

SPELLING AND PRONUNCIATION OF INFINITIVE FORM: Click to hear the pronunciation of the infinitive form of the verb.

SCROLL LIST: Click any word on the scroll list to access that word.

SIMPLE PRESENT: Click to see the simple present tense for the selected verb.

SIMPLE PAST: Click to see the simple past tense for the selected verb.

PRESENT CONTINUOUS: Click to see the present continuous tense for the selected verb.

MENU: Click to go back to the Menu.

BACK: Click to go back to the previous word in the list. The learner will access the **Simple Present tense** form of all verbs, in reverse order.

LOCK: If the learner wants to access only one tense, such as the Simple Past tense, click first on the **Simple Past** button and then on the **lock** on the right hand end of the button. Then, when the learner clicks the blue FORWARD arrow, or selects a verb from the scroll list, they will access only the selected tense for the chosen verb. To unlock that tense, click on the lock again or on either of the other two tense buttons.

HELP: Click to see what the user can access. Click again to switch off.

PRINT: Click to print out the full conjugation (three tenses) of the selected verb.

FORWARD: Click to go to the next word in the alphabetical list of verbs. The learner will access the **Simple Present tense** form of all verbs. When the last word in the list has been accessed using the FORWARD button, a REPEAT button will appear. Click this to go through the list again.

Your own word lists

Click on **Your own word lists** on the Menu. This displays all the word lists that have been saved in addition to the three example word lists supplied with the program. Click on any word list.

The learner can access:

- the key word (usually, but not necessarily, the singular form of the word)
- the plural form of the word (optional)
- the context sentence
- Spelling 1 exercise (type the missing letter/s)
- Spelling 2 exercise (type the word/s from memory)
- the syllables (optional)

If word lists have been saved on a floppy disk, put the disk into the disk drive and click the drive name to see and use the word lists on the disk.

Alphabetical index

You can access the alphabetical index from either the Menu or from any of the topics. The alphabetical index presents all the letters of the alphabet on buttons. Click any button to hear the name of the letter and to see all the key words in **The Interactive Picture Dictionary** that begin with that letter. Click on any word to access the information and exercises for that word.

Learners use the buttons at the bottom of the screen to return to the Menu, to the Topic they were previously doing, or to the Test module.

3. Test Modules

How to access the tests

When you click on the TEST button at the bottom of the screen, you will be presented with the Spelling test module, based on the topic currently or last accessed, or the topic **Accommodation** if you access the Test module directly from the Menu.

CHANGE TOPIC

Test

Word list: Fruit

Number of words: 12

Listen to the word.

Type the word in the box.

Press ENTER or click the arrow when you have finished the word.

Click on Results to see your full score.

Spelling

Vocabulary

Results

Word 4: appl

Your score: Correct: 1, Incorrect: 2

MENU

RETURN: Fruit

CHANGE TOPIC: Click to select any topic off the list.

SPELLING: Click to do a spelling test.

VOCABULARY: Click to do a vocabulary test.

RESULTS: Click to see the percentage score and a list of words that were mis-spelt. Note that clicking the RESULTS button ends that test.

PRINT: Click the PRINT button to print the results.

RETURN: The topic from which the learner entered the spelling or vocabulary test is shown at the bottom of the screen. If the learner selects a new topic from the drop down list, it is shown on the RETURN button. Click to return directly to that topic. Type the word in the box. Press ENTER or click the arrow when you have finished the word.

Spelling tests

The computer 'says' a word and the learner types it. Words are presented in random order. Click on the EAR icon to hear the word again. The learner may change the spelling at any time **before** they press the ENTER key on the keyboard or they click the BLUE ARROW next to the word.

Click the BLUE ARROW or press the ENTER key on the keyboard to register the answer and to hear the next word. The score is displayed on the screen at all times. As each answer is entered, the response is marked 'Correct' or 'Incorrect' on the screen.

CHANGE TOPIC

Word list: Fruit

Number of words: 12

Test

Your score

Correct: 1

Incorrect: 3

Score: 25 %

Spelling

Vocabulary

Results

These are the words that were not correct:

	Correct word	Mistakes
1	strawberry	apple
2	grape	grede
3	apple	appl
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

MENU

RETURN

Print

Vocabulary tests

Click the button that matches the picture or that completes the sentence. Click the BLUE ARROW or press the ENTER key on the keyboard to see the next picture. The answer may be changed any number of times **before** the ENTER key on the keyboard is pressed or the BLUE ARROW is clicked. In the **Where is it?** topic, that includes some animations, click anywhere on the image to repeat the animation.

Test

Word list:

Number of words:

Look at the picture.

Click on the word which matches the picture.

Press ENTER or click the arrow when you have finished choosing the word.

Click on Results to see your full score.

Word 1

Word list:

-
-
-
-
-
-

Your score

Correct: 0 Incorrect: 0

Spelling

Vocabulary

Results

Animals

Test results

The printout of spelling and vocabulary test results lists all words in the topic and the topic name, shows the learner's incorrect responses next to the correct response, gives the percentage score and the total number of items. The printout also includes the date and provides a place for the learner to write their name.

4. Customising: adding your own words and sentences

How to access the Customising module

Click on **Your own word lists** group on the Menu and then click on the button labelled **For teachers: customise word lists**. A popup will appear that asks for the password. Type **protea** (this *must* be in lower case letters) and click **OK**.

You can then:

View a word list

Click a list and then click the **View word list** button to see the words in that list.

Make a new word list: Adding your own words and sentences

Click on the button labelled **New word list**. A new screen containing a number of fields (or boxes) will appear. You will fill in the fields on one screen for each new word in your word list.

Move between fields by pressing the TAB key on your keyboard or by clicking in the next field. When you move the mouse over a field, a yellow box appears with information relevant to that field.

YOUR WORD LIST

Use the TAB key to move between fields

<p>TITLE OF WORD LIST (maximum 30 characters): <input type="text" value="Carnival"/></p> <p>Key word or phrase: <input type="text" value="clown"/></p> <p>Plural word or phrase: <input type="text" value="clowns"/></p> <p>Word or phrase in context sentence: <input type="text" value="The clowns had red noses."/> <input type="text"/> <input type="text"/></p> <p>Number of syllables in keyword or phrase: <input type="text" value="1"/></p>	<p>Words in this list...</p> <table border="1"><tr><td>sideshow</td><td>↑</td></tr><tr><td>ferris wheel</td><td></td></tr><tr><td>horse</td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td>↓</td></tr></table> <p><input type="button" value="New word"/></p> <p><input type="button" value="Delete word"/></p> <p><input type="button" value="Print word list"/></p> <p><input type="button" value="Save word list"/></p> <p><input type="button" value="New word list"/></p> <p><input type="button" value="Exit"/></p>	sideshow	↑	ferris wheel		horse															↓
sideshow	↑																				
ferris wheel																					
horse																					
	↓																				

TITLE: Type in a TITLE for your word list. This will appear on the list of **Your Own Word Lists** that the learner will access. **You must fill in this field on the first screen.** It will be copied automatically onto subsequent screens. You can change the title at any time.

SINGULAR or KEY WORD: Type the singular form of the word (key word or phrase). This will appear as the first form of the word presented in the word list when the learner accesses it. This word will be used to in the spelling exercises. **You must fill in this field.**

PLURAL: Type the plural form. This is optional. However, it will be used in the spelling exercises if you do fill it in.

CONTEXT SENTENCE: Type a context sentence for the singular or plural form of the word. This is optional. However, the sentence will appear when the learner accesses that word.

SYLLABLES: Type the number of syllables in the SINGULAR word. If there is more than one word in the SINGULAR field, type the syllables for each word, **separated by commas, with no spaces.** This field is optional. If you provide syllable information, it will be used in the SYLLABLES exercise when the learner accesses the word.

NEW WORD: Click to go to a new screen to enter a new word.

WORDS IN THIS LIST: This field shows all the words you have added to this list. You may edit a word or its associated information by clicking on the word you want to edit in this scroll box.

SAVE WORD LIST: You should save your work periodically by clicking the **Save word list** button. The program will automatically allocate a DOS filename based on the title of your word list. If you save any word list more than once, a popup will appear saying that a file of this name already exists and asking if you want to overwrite it. Click **OK** or enter a different file name and click **OK** if you do not want to overwrite the earlier version.

Note that it is possible to save a word list on any drive. By default, the new word list will be saved in the sub-directory **Lists** in the program installation directory, along with the three sample lists provided with program. The highlighted letter represents the other drive where the program has been installed. However, you may wish to produce disks of exercises for specific learners or on particular topics. If the contents of those lists are not of general interest, save them onto a floppy disk or in some other location. These may be accessed by learners using the Search button on the **Your own word lists** module.

Click on **Delete** word after you have a selected the word you want to delete. This will delete that word from the word list.

Click **Print word list** to print the word list. Note that this will print the words and sentences in a small point size. Words intended for learner use should be printed from the word list exercises.

Click **New word list** to start a new word list.

When you have finished making the word list, click **Save word list** and **Exit**.

The program automatically generates the **Spelling 1** (type the missing letter/s) and **Spelling 2** (type the word/s from memory) exercises and the Syllables exercise (if you have included this information).

The learner accesses an exercise by clicking on **Your own word lists** on the Menu and then clicking the name of the list they want to use. If new lists are not saved in the default directory, the student may access them by clicking on other drive letters, or the Search button, to locate the directory where the lists are saved.

The words entered into the customised word lists do not appear in the alphabetical index.

Edit a word list

Click this if you want to **edit** a word, sentence or syllable information, to delete words from or add words to a list or to modify a list that has been saved previously or to save a word list with another name or onto another drive.

You will be presented with the input screen shown above. If you want to **change** a word or the information associated with it, click on that word in the **Words in this list** box to go to the input fields for that word. Make your changes and press **OK**. If you want to add a word, click on **New word** and proceed as described previously.

If you want to **delete** a word, select the word from the Words in this list box, and then click **Delete word**.

If you want to save the word list under a different name, select **Save** and change the name.

Delete a word list

Select the word list you want to delete and click **Delete word list**.

Return to learner mode

Click Cancel to return to the learner exercises.

5. Contents: grammar and themes

Grammar/theme	Unit	Group
Accommodation	Accommodation	Places
Adjectives	Materials Adjectives also appear as hotwords in context sentences.	Materials All (except Verbs).
Adverbs of frequency	How often? Adverbs of frequency also appear as hotwords in context sentences.	People All (except Verbs).
Animals	Animals Australian animals Insects	Nature Nature Nature
Australia	Cities and States Tourist Spots Australian animals Plants Seasons	Places Places Nature Nature Nature
Body, parts of	The body	People
Buildings	Accommodation	Places
Clothes	Clothes	People
Colours	Colours Colours also appear as hotwords in many context sentences.	Materials All (except Verbs).
Family relationships	The family	People
Food	Drinks Fruit Ingredients Meat Prepared food Vegetables	Food Food Food Food Food Food
Jobs	Occupations	People
Meals	Meals	Food
Occupations	Occupations	People
Plants	Plants	Nature
Prepositions of place	Where is it?	Places
Present continuous tense	Regular Irregular	Verbs Verbs

Grammar/theme	Unit	Group
Relationships	The family	People
School	School	Places
Seasons	Seasons	Nature
Shapes	Shapes	Materials
Simple past tense	<p>All verbs in the context sentences at Access Level 1 are hotwords. When any verb in a context sentence is clicked, the popup provides an example of the simple past tense (and simple present tense) of that verb.</p> <p>Irregular Regular</p>	<p>All (except Verbs)</p> <p>Verbs Verbs</p>
Simple present tense	<p>All verbs in the context sentences at Access Level 1 are hotwords. When any verb in a context sentence is clicked, the popup provides an example of the simple past tense (and simple present tense) of that verb.</p> <p>Irregular Regular</p>	<p>All (except Verbs)</p> <p>Verbs Verbs</p>
Sport	Sport	People
The body	The body	People
The house	Bathroom Bedroom Crockery Cutlery Kitchen Laundry Lounge Toilet Outside	The house The house The house The house The house The house The house The house The house
Tools	Tools	Materials
Transport	Transport The car	Places People

The Interactive Picture Dictionary Record Sheet

People	Clothes	
	Days and months	
	How often?	
	Occupations	
	Sports	
	The body	
	The family	

Food	Drinks	
	Fruit	
	Ingredients	
	Meals	
	Meat	
	Prepared food	
	Vegetables	

House	Bathroom	
	Bedroom	
	Crockery	
	Cutlery	
	Kitchen	
	Laundry	
	Lounge	
	Toilet	
	Outside	

Places	Accommodation	
	Cities and states	
	School	
	Tourist spots	
	Transport	
	Where is it?	

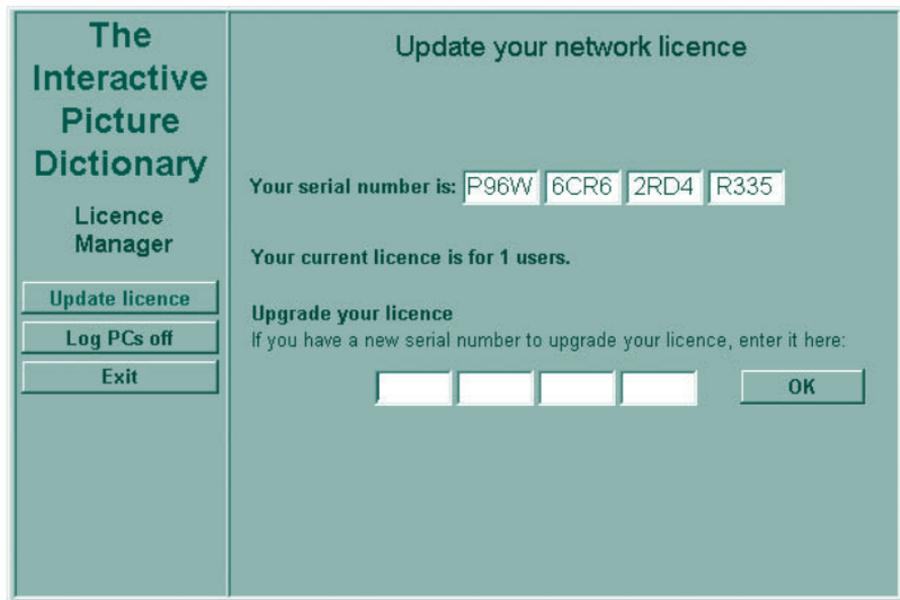
7. Licence Manager

Starting the Licence Manager

To run the **Licence Manager** program after the program has been installed: Double click on **The Interactive Picture Dictionary Licence Manager** icon in Program Manager or click **Start, The Interactive Picture Dictionary Licence Manager**.

The **Licence Manager** has **three** options.

When the **Licence Manager** program begins, the Main Menu appears:



Update Licence

If you upgrade your licence, for example from 20 users to 45 users, you must enter your new code here.

Log PCs Off

If the program did not exit normally (using the Exit button), the licence/s in use may not have been released. This may happen if the network goes down, the workstation crashes, or if some other similar unusual event occurs. In such a case, you may receive messages that all the licences are in use when, in fact, you have not exceeded your licence limit. You can use this option to disconnect the computers and release the licences. The table will show you which computers are currently logged onto **The Interactive Picture Dictionary**. You can select the names from the table to release those computers from the licence manager.

8. Troubleshooting

Problem	Possible solution
Program requests CD-ROM or Serial Code	Have you entered a valid serial code? If you have a Home User licence, you must have the CD-ROM in the computer when you use the program.
No sound when using the program	Check that the headphones or speakers are connected to the right slot in the sound card.
No sound when using the program	Increase the volume directly through the installed software in Windows.
Distorted screen display of text	Check that the video display is set to 'Small fonts'. In Windows, double click on Windows Setup. Change to a video driver with small fonts.
Program runs very slowly	Check that you have the minimum system requirements for the version of Windows you are running.
Error message	Contact Protea Textware with full message and screen shot (ALT-PrtScr) if possible. The phone and fax numbers and the email address are at the front of this manual.

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