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## INSTALLATION INSTRUCTIONS FOR **READ AND SPEAK ENGLISH / CDROM v2.0**

You need to install the

### ● **Read and Speak Program**

The installation for WIN95/98/ME/2000/NT systems is described below. The software can also be run on the MAC using a WINDOWS emulator ("The Virtual PC", ...).

### About the Password Protection

	<p>The program can be run for 30 days from installation using the choice <b>Without Password</b>. Program installation marks the computer with a <b>System ID</b> number (<b>XXXXX</b>). The computer needs a password in order to run the program beyond the 30<sup>th</sup> day. When a password is available, the choice <b>With Password</b> can be clicked, the buyer's name and the password can be typed in the appropriate boxes and then the user must click again <b>With Password</b> to let the program capture the data. Use of a password is needed only once unless the System ID changes because of a new computer, reinstallation of WINDOWS or replacement of the Hard Disk.</p>
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**Note:** All mouse clicks are left clicks unless noted otherwise.

### **A. Before Installation**

#### **DELETE EXISTING INSTALLATION OF READ AND SPEAK ENGLISH**

If you have an existing installation, it is suggested that you remove it and reclaim the space on your hard disk. To do so you proceed as follows:

1. Click on *Start*.
2. Click on *Settings*.
3. Click on *Control Panel*.
4. Double-click on *Add/Remove Programs* icon.
5. Click on **English1** to select it.
6. Click on *Add/Remove* button.
7. Click on Yes in response to "Are you sure you want to completely remove the

- selected application and all of its components?"
8. Click on X in the upper right hand corner of successive windows in order to get back to Start.
  9. Click on *Start/Programs/Windows Explorer*
  10. Click on **c:\anotek\English1** to highlight the Anotek folder on drive C.
  11. Click on *File* and then click on *Delete* to delete the highlighted folder and all its contents.

Note 1: If you have trouble removing Read and Speak English because files are missing, then re-install Read and Speak English and then remove it again.

Note 2: If you have trouble deleting the c:\anotek folder, shutdown the computer, then start the computer back again and then delete the folder.

## **B. Installation of Read and Speak English**

- B1. Place the CDROM into the CDROM drive
- B2. a. ***If your computer is configured to automatically run CD-ROM programs***  
The program will be installed automatically, simply click on **Next, Yes, Next**, write your name and company and then click on **Next, Next, Next, Finish**
- b. ***If your computer is not configured to automatically run CD-ROM programs***  
The program can be installed as follows:
1. Click on Start/Run
  2. Click on Browse and then on My Computer.
  3. Locate the CD-ROM drive (it may have the American flag, or a little CD-ROM, next to it) and double-click on it.
  4. Double-click on the Install folder
  5. Click on the file **setup.exe** so that its name appears next to **File name:**
  6. Click on Open
- The program will now be installed automatically, simply click on **Next, Yes, Next**, write your name and company and then click on **Next, Next, Next, Finish**
- B3. a. If you do not have the Password, then click on **Without Password**.
- B3. b. If you have the Password, the click on **With Password**. Type your name and the password in the appropriate boxes and then click again on With Password.  
The program will respond by "This software is registered to ....". You will not need to use this password again.

The 2 fonts (anotp\_\_\_\_.ttf, anotperg.ttf ) are installed automatically. You can find them in the DATA folder of the CD-ROM (folder X:\DATA where X is the letter of your CDROM drive).

The program installs an American flag on the desktop. You can start the program by clicking the American flag. It is noted that the program occupies about 50MB of your Hard Disk and another 100MB temporary space. All of the space can be reclaimed by uninstalling the program.

## **C. Running the program**

### **C1. Use from the CDROM**

If you run the program from the CD-ROM, then the CD-ROM must be in the

CD-ROM drive while you are using the program.

- a. If CD-ROM is not already in the CD-ROM drive  
Place the CD-ROM in the CD-ROM drive and the program will start automatically.
- b. CD-ROM is already in the CD-ROM drive  
Click on the American flag placed by the program on the desktop

## **C2. Use from the Hard Disk**

The program occupies 500MB of the Hard Disk and another 100MB temporary space. All of the space can be reclaimed by uninstalling the program. If you run from the Hard Disk, then the CD-ROM does not need to be in the CD-ROM drive. To run the program from the Hard Disk, please have the CD-ROM in the CD-ROM drive and follow the steps below.

- C2a. Click on the “**Utilities**” box of the main screen.
- C2b. Click on **a** next to “**Set program to be run from Hard Disk**”.
- C2c. Type the Hard Disk data folder as **c:\anotek\english1\data**.
- C2d. Type the CD-ROM data folder as **x:\data** where **x** is the letter of the CD-ROM drive.
- C2e. Click on **Go**.
- C2f. After the copying is completed, then get out of the Hard Disk Setup by clicking on **Exit**.
- C2g. You can remove the CD-ROM because your computer is now setup to run the Read and Speak program from the Hard Disk.

Next time, you can run the program by clicking on the American flag that is displayed on the desktop and you should not put the CD-ROM in the CD-ROM drive.

## **D. Computer System Requirements**

- IBM-Compatible multimedia Pentium (333MHz or faster recommended)
- Minimum 32 MB RAM
- Microsoft WINDOWS® 95/98/ME/2000/NT
- VGA resolution monitor or higher (256 color display or better)
- CD-ROM drive
- SOUND-BLASTER® compatible sound
- Sound speakers
- Minimum 100MB available on hard disk
- **For installation and use in countries other than USA, WINDOWS95/98/ME/NT/2000 must be set to U.S. Standard Settings [English (United States) Regional Settings and English Interface]**

## **E. Biographical Data**

**George N. Balanis** obtained his elementary and high school education at Athens College in Greece. An engineer and computer scientist, he obtained degrees from two California universities. The Ph.D. degree was obtained in Electrical Engineering and Applied Mathematics (thesis on Inverse Scattering Theory) from the California Institute of Technology in Pasadena. The MBA degree in General Management was obtained from the University of California at Los Angeles.

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**Toula Balanis** obtained her elementary and high school education at public schools in Greece at the island of Ikaria and the city of Athens. Her AA degree was obtained from the Pasadena City College in Pasadena, California. She has taught for many years at several language schools in the Los Angeles area.

## **F. Tips**

These matters are also described on our Internet site at <http://www.learnEnglishlanguage.com> or <http://www.anotek.com>.

### **F1. Method to Copy Screens**

You can make a book of all the **Read and Speak** screens you want to keep. Open a blank document with Microsoft Word while you are running Read and Speak English. Once you are in the screen you want to capture, then press the **Print Scrn** button on the keyboard. This will capture the screen image and place it in the *Windows Clipboard* buffer. Now open your **Microsoft Word** document by clicking the **Microsoft Word** button at the bottom of your computer screen or, alternatively, press simultaneously the **Alt** and **Tab** buttons on your keyboard to see all other running programs and click the **Microsoft Word** program if need be. Place the cursor where you want to insert the captured *Clipboard* image. Click the *Edit* option on the **Microsoft Word** menu and then *Paste* or, alternatively, press simultaneously the **Ctrl** and **V** keys. This will transfer the image stored in the *Clipboard* to the cursor location. You can then format the image using the *Format* option of **Microsoft Word**. You can use this procedure repeatedly to insert a series of screens into a **Microsoft Word** document

### **F2. Anotek Fonts**

The Anotek fonts can be used for correspondence, letters, etc.

### **F3. Installation freezes computer**

If the Installation completes but the Finish button is frozen and you cannot click on it, then redo the Installation and, the second time, you should be able to click on Finish.

### **F4. Visibility of computer files**

Computers are usually shipped with a configuration where key files are invisible. The changes noted below will enable visibility of all files.

Click using the sequence *Start /Programs/Windows Explorer*.

Click *View* (found on the top of the Windows Explorer window)/*Folder Options/View*.

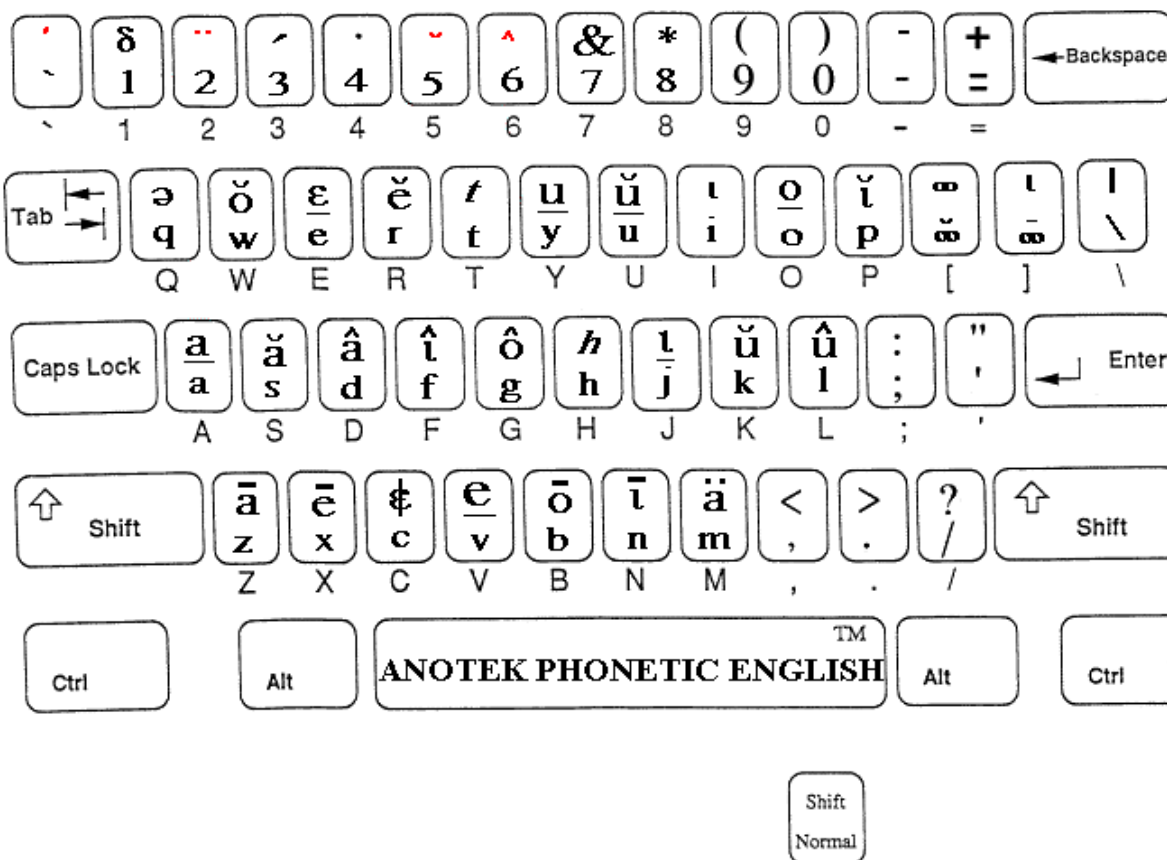
You will see a list of boxes with a description next to each box. The boxes may be checked or unchecked. You can change the state of a box by clicking it. The state of the boxes listed below should be as noted. All other boxes can be left in their existing state.

**Ö** *Allow all upper case names* is checked  
(this will permit using upper case characters in file names)

- *Display the full path in title bar* is checked
- *Allow all upper case names* is checked  
(this will permit using upper case characters in file names)
- *Show all files* suboption of *Hidden files* should have a bullet
- *Show file attributes in Delail View* is checked  
(this will permit the display of detail file attributes)

**F5. Rebuild files**

If any **imgsnd** file is damaged, then click on the **Rebuild files** box of the Main Menu.



All red characters are placed on the letter that is to the immediate left of the cursor location.

## Keyboard Layout for Anotek Phonetic English Font

### NOTES

1. You can also get a layout from a WINDOWS program called Character Map. You can get the layout from WINDOWS98/95 in the manner described below.
  - a. Click on Start
  - b. Click on Programs
  - c. Click on Accessories
  - d. Click on System Tools/Character Map
  - e. Select Anotek font
  - f. Click on any letter you want to see the Anotek character
2. You can also get a layout from your Word Processing program. You do this by typing all the letters of the keyboard in two columns. The left column uses your favorite English font, say Times Roman. The right column uses the Anotek font. Each entry on the right column is the result of pressing the same key that produced the letter that is on the same row of the left column.