1. Insert the disk into an optical drive.
2. Double-click the HeinlePictureDictionary.air icon.
3. Follow the instructions in the installer.

THE HEINLE
PICTURE DICTIONARY

Interactive CD-ROM

Getting Started

Welcome to ***The Heinle Picture Dictionary Interactive CD-ROM***. This program lets you explore all the topics in *The Heinle Picture Dictionary* at your own pace. You can practice the vocabulary with the activities: Flashcards, Matching, Spelling, Word Search, Reading, and Dictation. The program keeps track of your progress.

Installation

1. Insert the disk into an optical drive.
2. Double-click the HeinlePictureDictionary.air icon.
3. Follow the instructions in the installer.

Creating a New User

▶   **To create a new user:**

1. On the Login window, click the **I am a new user** button.

2. Type the information for each box.

- **User Name**. Type a User Name using only letters and numbers. It must be at least 4 characters long. Do not use spaces, but you can use the hyphen. Your User Name must be different from anyone else using the same computer.

- **First Name**. Type your first name.

- **Last Name**. Type your last name.

- **Class.** If your teacher set up a class for you, choose that class name from the list. Otherwise, choose **None**.

- **Password.** Type a password. Passwords can be any combination of letters and numbers.

3. Click **Register**. The program saves your information, and you can use it to log in.

Logging In

▶   **To log in:**

If you do not have a **User Name** and a **Password**, see *Creating a New User* on page 1 to set them up.

1. Type your **User Name** in the box.

2. Type your **Password** in the box.

3. Click the **Login** button.

▶   **To change user:**

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1. If the program is already running, click the **Change User** button in the upper right corner.

2. The Login window appears. Type your **User Name** and **Password** to log in.

Explore

Use this feature to explore the words and pictures. Every page of *The Heinle Picture Dictionary* is available on the CD-ROM. You can explore the topic of each page at your own pace, and you can hear the pronunciation for every word.

Choosing a Topic

The topic menu is the same as the Table of Contents in *The Heinle Picture Dictionary*.

▶ **To choose a topic:**

1. Click a unit to see the topics for that unit.

2. Click the title of the topic you want to explore.
The dictionary program opens the topic you selected, and you are ready to start exploring. 4 *The Heinle Picture Dictionary*

▶ **To change the topic:**

- Click the **Choose Topic** button.

- The Topic Menu appears. Choose another unit from the list, and then choose another topic from that unit.

Exploring Words

1. Click the white circle to select a word. The word appears in the box below the main picture.

2. To hear the word pronounced, click the speaker icon next to the word.

3. To hide the thumbnail picture, click the down arrow on top of the picture.

Moving Around the Picture

When you move the cursor over the main picture, it turns into a "hand" symbol. When you see the "hand" symbol, you can move the picture around.

If you are using a mouse:

- Hold down the mouse button and drag the mouse to move around the picture.

- Release the mouse button when you are finished.

If you are using the keyboard:

- Hold down the CTRL key, and press the Arrow keys to move around.

Zooming In and Zooming Out

▶ **To zoom into the picture (make the picture bigger):**

• Click the Plus sign (+) in the lower left corner.

-or-

• Drag the yellow slider bar to the right (towards the plus sign).

-or-

• Hold down the CTRL + SHIFT keys, and press the Up arrow key (↑).

▶ **To zoom out (make the picture smaller):**

• Click the minus sign (–) in the lower left corner.

-or-

• Drag the yellow slider bar to the left (towards the minus sign).

-or-

• Hold down the CTRL + SHIFT keys, and press the Down arrow key (↓).

▶ **To fit the picture into the window:**

• Click the **Fit to Window** button.

Words in Context

Click **Words in Context** to start this feature. Follow along while the voice reads the text. You can use the other buttons to control the reading.

• Click the **Stop** (∎) button to pause the reading.

• Click the **Play** (▶)button to start the reading again.

• Click **Faster** (▲) or **Slower** (▼) to speed up or slow down the voice.

• Click the **Rewind** (◀◀)button to start over.

• Click the square in the upper left corner to close the window.

Word Partnerships

Connect the words in each column to hear a voice read each word partnership. The voice only reads correct partnerships.

▶ **To connect the word partnerships:**

1. In the Explore window, click **Word Partnerships** to begin.

2. Click a word in the first column, drag a line to the second column, and click its partner. If there is a third column, continue to drag to the word in the third column.

   • If your choice is correct, the voice reads the complete word partnership.

   • If your choice is incorrect, the voice does not read anything. You need to start over.

   • Click the square in the upper left corner to close the window.

Dictionary

You can look up any word with the Dictionary feature. You can go immediately to the topic where the word appears.

▶ **To look up a word:**

1. Click the **Dictionary** tab to open the dictionary feature.

2. Start typing your word in the **Jump To** box. The list moves forward to match what you type.

The four **Show** options change the list of words you are searching. You can search all the words in the dictionary or choose one of the options to narrow down your choices.

Show Options

• **All Words.** This is a complete list of all the words in the dictionary.

• **Current Topic.** This is a list of words in the current topic. The name of the current topic appears above the main picture.

• **My Words.** This is a list of words you have explored. When you click to select a word on the main picture, the dictionary program adds the word to this list.

• **Today's Words.** This is a list of words you have explored since you starting using the dictionary program today.

▶ **To select a word:**

Click the word in the list to select it. The program shows a smaller version of the image beside the word in the lower part of the Dictionary window.

• To hear the word pronounced, click the speaker icon.

• To go to the topic for the word, click the **Go** button. The program opens the topic and selects this word. You can continue exploring new words on this topic.

Recording

You can record your own voice to practice saying the words. The Recording feature stores one recording at a time.

Note: *You must have a microphone connected to the computer to use this feature.*

1. Click the **Recording** tab to see the recording tool bar.

2. On the tool bar, click the **Record** button (●) to start recording.

3. Click the **Record** button again when you are finished.

4. To hear what you recorded, click the **Play** button (▶). Click the **Stop** button (■) to stop playing the sound.

   If you record again, your previous recording is erased.

Activities

Each topic has activities to help you practice the words you are learning. The program keeps track of the activities you do in the Student Progress report.
To begin an activity, click the **Activities** tab, then choose an activity you want to do.

Flashcards

Flashcards let you practice the words and pictures from a topic.

1. To begin, choose if you want to **See Word First** or **See Image First**. This choice appears below the card.

2. Look at first card. Do you know what's on the other side of the card? Click the **Flip** button to see the other side of the card.

3. On the "word" side of the card, click the speaker icon to hear the word pronounced.

4. Click **Next Card** to go to the next card.

Go through each card and do the same thing. You can use the other buttons to help you practice.

• Click the **Previous** button to go back to the last card.

• When you are sure you know the word and picture for a card, click **Remove This Card from the List**. This lets you practice the rest of the cards.

• To start over, click the **Shuffle** button. The program adds all the cards back into the stack and mixes them up for you.

Matching

In the Matching activity, you need to match the words and pictures that go with each other.

1. Click any card to turn it over. The card shows a word or a picture.

2. Click a second card to turn it over. This card can also be a word or a picture.

    • If the word and the picture match, the cards disappear.

    • If the word and picture do not match, the cards turn over again. Try to remember what is on each card. You can find the correct match later.

3. Keep turning over cards, two at a time, until all the cards have disappeared.

4. Click **Next Round** to go to a new game. There are three rounds.

    • Click **Reset** to start over on the current game.

Spelling

Practice spelling with this game. You have to spell the word correctly before the car falls apart.

The picture at the top of the game shows the word you are spelling. The boxes are the letters in the word. Each box is one letter.

1. Click a letter to see if it is in the word.

   • If the letter is in the word, the program puts the letter in the boxes where it belongs.

   • If the letter is not in the word, one piece of the car falls off.

2. Keep clicking letters until you have spelled the whole word. You want to spell the word before the car falls apart.

3. Click **Next Word** to go to the next word in the topic.

Word Search

The words in the list are all hidden in the puzzle. Can you find them? The words can be any direction: forwards, backwards, diagonal, even backwards diagonal.

Click a word in the list to see its picture. Only the words in this list are hidden in the puzzle.

1. Click the first letter of the word and hold down the mouse button.

2. Drag the selection to select all the letters in the word and then let go of the mouse button.

   • If you are correct, the word stays selected.

   • If you are incorrect, the selection disappears.

3. When you have found all the words, click **Next round**.

▸   **To print the puzzle:**

• Click the **Print** button to print the puzzle.

Reading

The Reading activity lets you practice with the Words in Context reading for the topic. The activity has two levels: *Level 1* and *Level 2*. Click the level you want to do. For both levels, the Words in Context passage appears with some of the words missing.

▸   **To complete Level 1:**

1. Drag each word into the correct blank.

2. Click **Finished** to see your score.

3. Click **Reset** to try again.

▸   **To complete Level 2:**

1. Type the correct word in each blank.

2. Click **Finished** to see your score.

3. Click **Reset** to try again.

Dictation

In the Dictation activity, listen to the Words in Context passage and type what you hear.

▶ **To complete the Dictation:**

1. Click the **Play** button to start the reading. (▶)

2. Type your answer in the large box.

You can use the other buttons to control the reading.

- Click the **Stop** button to pause the reading. (●)

- Click the **Play** button to start the reading again. (▶)

- Click **Faster** (▲) or **Slower** (▼) to speed up or slow down the voice.

- Click the **Rewind** button (◀◀) to start over.

- Click the **Reset** button to erase what you have written.

3. When you are finished, click **Save** or **Print**.

- The **Save** button saves your dictation text so that your teacher can review it along with your progress report.

- Click **Print** to print the text to your printer.

Note: You cannot view the Dictation text as a student after you have saved it. Only the teacher can view it.

Preferences

The Preferences window lets you turn the sound on and off.

1. Click the **Preferences** button.

2. Next to **Sound**, choose **On** to hear sounds or **Off** to hear no sound.

3. When you are finished, click the close button in the upper left corner to close the Preferences window.

Student Progress

You can view your progress report at any time, and you can also print it out. Your progress report lists all the topics you explored, the activities you completed, and the words you learned. Your teacher can also view your progress through the Teacher Class Management Tool.

▶ **To view your progress:**

1. Click the **Student Progress** button. Your progress report appears.

   • Use the scroll bars to see the whole report.

   • Click the **Print** button to print the report.

2. To see the words you have learned, click the **See Words Explored** button.

   • Use the scroll bars, if necessary, to see the whole list.

   • Click the **Print** button to print the list.

Teacher Class Management Tool

The Teacher Class Management Tool allows teachers to manage groups of students using *The Heinle Picture Dictionary Interactive CD-ROM*. As a teacher, you can create and edit student accounts, create classes, and view and print student progress reports.

▶ **To log in to the Teacher Management Tool:**

You do not need to create a user account as the teacher.

1. On the main Login window, click the **I am a teacher** button.

2. Type the teacher password. The password is **picturecd**.

   Note: You cannot change the teacher password.

3. The list on the left shows all the student accounts that have been created.

Adding a Class

Classes allow you to manage groups of students. You do not need to set up classes to use The Heinle Picture Dictionary Interactive CD-ROM. However, if you are teaching several different classes, you may find the feature helpful. You can also decide to add classes later, and then reorganize your students into them.

▶ **To add a class:**

1. Click the **Add Class** button.

2. Type a name for the class in the box that appears to the right.

3. Click **Submit**. The class is added. You can add students to the class or move existing students into the class.

   Note: If your students are creating their own accounts, make sure you tell them the name of the class you created.

Adding a Student

Students can add themselves, but you can also add them through the Teacher Management Tool.

▶ **To add a student:**

1. Click the **Add Student** button. The Student information box appears on the right side.

2. Type the information for each box.

- **User Name**. Type a User Name using only letters and numbers. It must be at least 4 characters long. Do not use spaces, but you can use the hyphen. The User Name must be different from all the others.

- **First Name**. Type the student's first name.

- **Last Name**. Type the student's last name.

- **Class.** If you have set up classes, choose a class from the list. Otherwise, choose **None**.

- **Password.** Type a password. Passwords must be any combination of letters and numbers.

3. Click the **Submit** button.

Viewing and Editing Student Information

▶ **To view and edit student information:**

1. In the list of students, click to select a student. The student's information appears on the right side.

2. You can change any field in the student information except the **User Name**.

- To move a student to another class, choose the new class from the **Class** menu.

- To change a student's password, type the new password.

3. Click **Submit**.

Viewing Student Progress Reports

▶ **To view or print the student progress report:**

1. Select a student from the list.

2. Under the **Student Information** section, click the **View/Print Progress Report** button. The Progress Report shows the date and time the student started each activity.

  • Click **Print** to print the Progress Report.

3. Click **See Words Explored** to view the list of words the student has looked at in with the Explore feature or the Dictionary.

  • Click **Print** to print the list of words explored.

4. To view another student, choose the student from the student menu in the upper right corner.

5. Click **See Class Management Page** to return to the main class management window.