Accelerated Reader®

**Reading
Management
Software**

Installation

Guide

Motivate Your Students to Read More and Better Books!

Copyright Notice

QuickTime™

Overview

Contents

Welcome

Thank you for selecting Accelerated Reader® software. To install and register the software, you will need the following:

- The Accelerated Reader CD-ROM.

- The serial number and school information. This information is printed on the one-page installation instructions you received with the software. It may also be on your CD-ROM jewel case.

- The default password for the Management program (**admin**).

IMPORTANT

If you are upgrading from a previous version of Accelerated Reader software, you should refer to the Upgrade Installation Guide you received. If you are upgrading from version 5.x, your data will be converted for use with Accelerated Reader 6.x. You will not be able to use the database with previous versions of Accelerated Reader. Make a backup of your data folder before you begin upgrading.

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Overview

An Overview of Network Installations

The steps in a typical network installation

A typical network installation includes these steps:

1. Install the software on one of your networked computers (workstations).
    Macintosh: See page 5.
    Windows: See page 19.

2. Start the Management program and follow the steps in the **Registration** Wizard or Assistant. As you register the software, you will select a folder for Accelerated Reader data. This folder should be on your file server's hard drive. *If you are already using other Renaissance Learning software (such as Accelerated Math), you can select the data folder you are using for that software so that you can share the student information you have already entered.*
    Macintosh: See page 10.
    Windows: See page 25.

3. Install the software on each of the remaining network computers.
    Macintosh: See page 5.
    Windows: See page 19.

4. After you install the software on each network computer, you can start the Management program and register the software as a previous installation. During registration, select the data folder that you chose at the first network computer (in step 2).
    Macintosh: See page 16.
    Windows: See page 32.

    Repeat steps 3 and 4 for each of the remaining network computers (workstations).

Network rights

If you will be using Accelerated Reader on a network, the program itself should be installed on each computer's hard drive, but the data folder will be shared across the network. In order to share the data folder, you need to set up the following network rights. If you choose to run the software directly from the file server instead of installing it on each networked computer, you must grant the same access to your program files.

Windows NT Networks: Grant the Change Permission to the main data folder on your file server, including all subfolders and files. The main data folder contains the Common data folder and a data folder for each Renaissance Learning product that is using the data. If you want to assign specific rights to the folders, make sure you include the Read, Write, and Delete permissions. If you will be using Accelerated Reader on both Macintosh and Windows computers, *be sure to set the Macintosh permissions first;* then, set the Windows permissions.

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Novell Networks: Grant the following rights to the main data folder on your file server, including all subfolders and files. The main data folder contains the Common data folder and a data folder for each Renaissance Learning Product that is using the data.

[RWCEMF]

(read, write, create, erase, modify, and file scan)

AppleShare Networks: Grant the following privileges to the main data folder on your file server, including all subfolders and files. The main data folder contains the Common data folder and a data folder for each Renaissance Learning Product that is using the data.

AppleShare 4.x: Check all nine boxes.

AppleShare IP 5.x and 6.x: Pencil and glasses (read and write).

An Overview of Stand-alone Computer Installations

To install Accelerated Reader software on computers that will **not** be sharing data over a network, follow these two steps for each stand-alone computer:

1. Install the Accelerated Reader software on your computer.
    Macintosh: See page 5.
    Windows: See page 19.

2. Start the Management program and follow the steps in the **Registration** Wizard or Assistant. As you register the software, you will select a folder for Accelerated Reader data. *If you are already using other Renaissance Learning software (such as Accelerated Math), you can select the data folder you are using for that software so that you can share the student information you have already entered.*
    Macintosh: See page 10.
    Windows: See page 25.

Overview

System Requirements

Accelerated Reader software is designed to take full advantage of the enhancements in today's Macintosh and Windows computers. Make sure your computer meets the following *minimum* hardware and software requirements before you install the Accelerated Reader software. If your computer exceeds these requirements, you will see even better performance. If you have any questions, email us at answers@renlearn.com.

Computer	Macintosh	Windows
Processor	68040 (PowerPC if you will be using recorded voice quizzes)	486 (Pentium if you will be using recorded voice quizzes)
Operating System	System 7.6 or higher	Windows 95 or higher
RAM	8 MB free (16 recommended) (16 MB free required if you will be using recorded voice quizzes)	8 MB installed (16 recommended) (16 MB installed required if you will be using recorded voice quizzes)
Hard Drive Space	35 MB available (Each voice quiz increases the requirement by about 0.5 MB.)	35 MB available (Each voice quiz increases the requirement by about 0.5 MB.)
3.5" Diskette Drive	Required	Required
CD-ROM	Required	Required
Pointing Device (mouse)	Required	Required
Monitor Display Size	640 x 480	640 x 480
Colors	256 color or better	256 color or better
Printer	Strongly recommended	Strongly recommended
Sound Card		Sound Blaster or compatible sound card required if you will be using recorded voice quizzes
Speakers/headphones	Required if you will be using recorded voice quizzes	Required if you will be using recorded voice quizzes
Sound driver		DirectX version 3.0 or later recommended

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Macintosh Computers:
Installing and Registering Accelerated Reader

Installing Accelerated Reader on Macintosh Computers

Follow these instructions for each computer on which you will be using Accelerated Reader.

1. Insert the Accelerated Reader CD-ROM into your computer's CD-ROM drive.

2. On your computer's desktop, an **Accelerated Reader** window will open, showing the contents of the CD-ROM. *If the window does not open automatically, double-click on the Accelerated Reader CD icon to open it.*

3. Double-click the **AR 6.x Installer** icon.
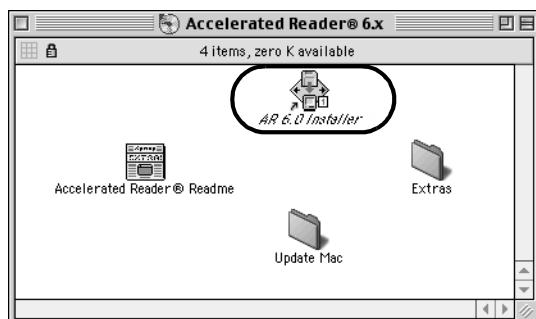
4. Next, the installer will check to see if your computer has QuickTime installed. If not, the program will ask if you want to install support for voice-enabled quizzes. If you plan to use recorded voice quizzes, or if you may do so in the future, click [Yes]. If not, click [No].

INSTALLING SUPPORT FOR RECORDED VOICE QUIZZES

You only need to install support for recorded voice quizzes if you plan to use this type of quiz. Even if you are not planning to use recorded voice quizzes now, it may be helpful to install support for these quizzes if you may purchase them in the future. To install QuickTime to support the quizzes, click [Yes]. To skip the QuickTime installation and use Accelerated Reader without the recorded voice quizzes, click [No].

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5. Next, a **Welcome** screen may appear and disappear.

6. The dialog box that appears next shows you the folder where the software will be installed. Check the folder name and location; *the folder should be on your computer's hard drive.*

To accept the default folder name and location (your hard drive):

Click the [Install] button *and go to step 7. Make sure you do not click on a folder; if you do, the [Install] button will change to [Open], and you will need to click the [Desktop] button and double-click on your hard-drive name again.*

The default location is your hard drive. This drop-down menu will show your hard drive name.

The name of the new folder where the Accelerated Reader software will be installed.

Click the [Install] button if you want to accept the default location.
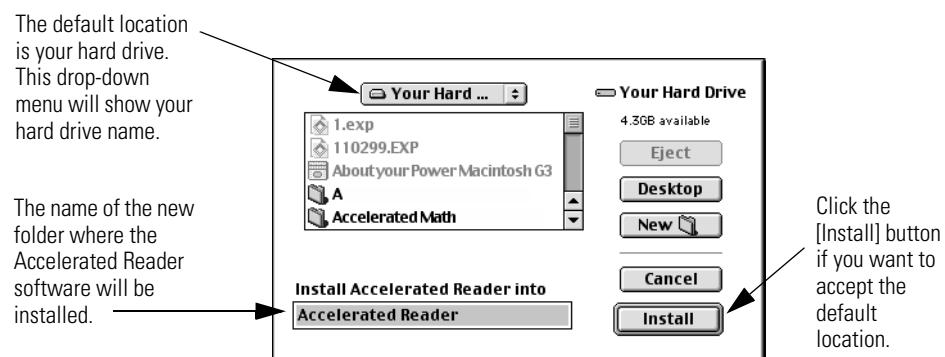
To put the Accelerated Reader program folder inside of another folder:

Click once on the folder name; then, click the [Open] button to open the folder. Click the [Install] button *and go to step 7.*

First:
In this list, click on the folder in which you would like to put the Accelerated Reader program folder.
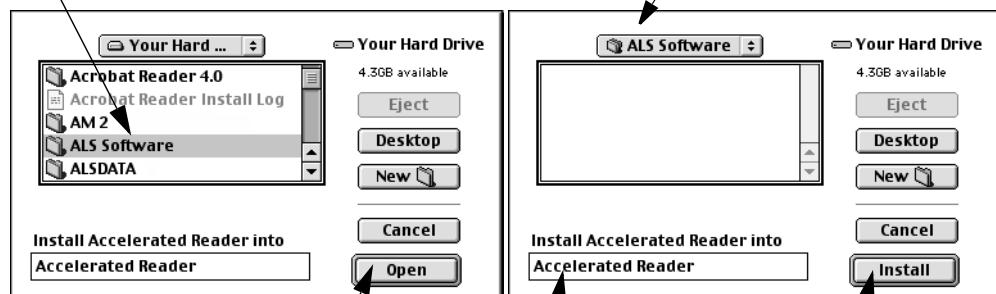
This is where your Accelerated Reader program folder will be located.

Second:
Click the [Open] button.

The name of the folder where the Accelerated Reader program files will be installed.

Last:
Click the [Install] button.

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To create a new folder and put the new Accelerated Reader program folder inside of it:

Click the [New] button, type the new folder name, and click the [Create] button. After you have created your folder, click the [Install] button *and go to step 7.*

First:
If you do not want the new folder directly on your hard drive, double-click on the folder in which you want to create it.

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Second:
Click the [New] button; then, type the new folder name.

Third:
Click the [Create] button.

Last:
Once you are done creating the folder, this button will change from [Open] to [Install]. Click the [Install] button.
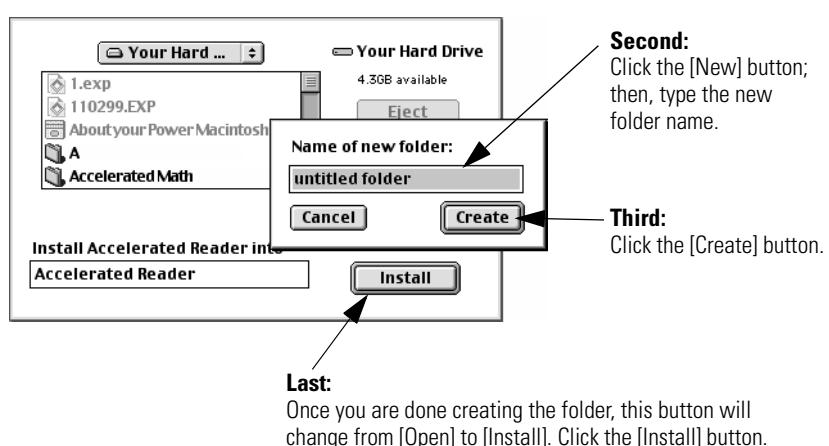
7. The Accelerated Reader software will be installed in the location you selected. The program will notify you when AR installation is complete (successful). Click the [Quit] button.

8. If you chose not to install support for voice quizzes, or if the question did not appear, *skip steps 9 to 14 and go to step 15.*

If you chose to install support for recorded voice quizzes, the QuickTime Setup Assistant will start.

9. In the **Welcome to QuickTime** panel of the Assistant, click the [Continue] button.

10. Next, the QuickTime license agreement will appear. You can read the agreement on your screen by scrolling down through it, or you can click the [Print] button to print it. You can also save a copy of the license by clicking the [Save As] button. When you're ready to go on, click the [Agree] button.

11. Next, the program will ask what type of installation you would like to do. Click on "Minimum" or "Full." Then, click the [Continue] button.

Click on "Minimum" or "Full."

Then, click [Continue].

Macintosh
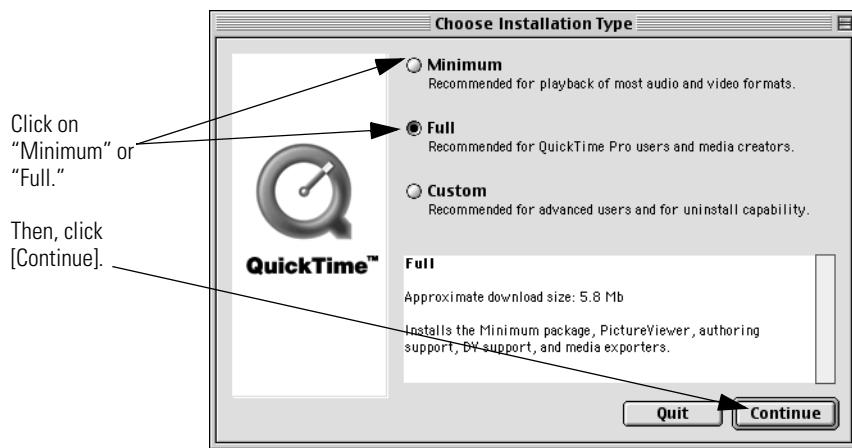
12. If the **Connection Speed** panel appears, click on one of the options; then, click the [Continue] button.

13. In the **Registration** panel, you can click the [Continue] button. You do not need to enter any registration information.

14. The QuickTime software will be installed. When the installation is complete, the program will notify you that installation was successful and that the computer needs to be restarted. You must restart the computer before you can use QuickTime with Accelerated Reader. If possible, restart the computer now by clicking the [Restart] button.

15. After installation, the folder for the Accelerated Reader software will open. (If it is not already open, open the folder where you installed the software.) Double-click the **Accelerated Reader® Management** icon to start the Management program.

Double-click the **Accelerated Reader® Management** icon.

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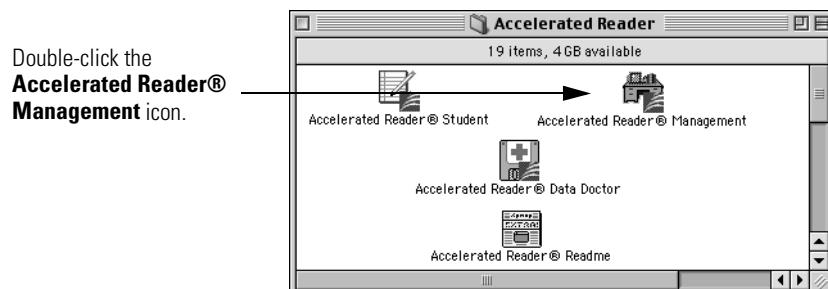
16. The **Accelerated Reader Welcome** screen appears. Click anywhere in the **Welcome** screen or press any key on your keyboard to continue.

17. Next, the **Registration** Assistant opens. The first panel welcomes you to the Registration Assistant.

Now that you have installed the Accelerated Reader software, you need to register it to create or select your data folder. The steps that you need to follow depend on how you will be using Accelerated Reader:

- If you only plan to use Accelerated Reader on this computer, or if you want this computer to have its own separate (unshared) Accelerated Reader database, go to "Registering Accelerated Reader on Stand-alone Computers or the First Network Computer" on page 10.

- If you plan to have more than one computer on your network share the same Accelerated Reader class, student, and quiz and test data, follow these steps:

    a. After you install Accelerated Reader on the first computer on your network, go to "Registering Accelerated Reader on Stand-alone Computers or the First Network Computer" on page 10.

    b. After you install Accelerated Reader on the other computers on your network, go to "Registering Accelerated Reader on the Remaining Network Computers (Workstations)" on page 16. As you follow these steps, you will select the database that you set up at the first network computer.

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Registering Accelerated Reader on Stand-alone Computers or the First Network Computer

1. After you installed Accelerated Reader and started the Management program, the **Registration** Assistant started. The first panel welcomes you to the Assistant. After you have read the information in this panel, click the [Next] button.

2. In the **Registration Choices** panel that appears next, you can choose from three options. Click on the option called "Register this product as a new installation." Then, click the [Next] button.

Click on this option.

Then, click the [Next] button.

3. The **New Registration** panel appears next. Click in the blanks and type the serial number, school name, school location, and your name (Installed By). You can find this information on the one-page installation instructions you received with the software; the information may also be on the CD-ROM jewel case. As you enter the serial number, be careful not to confuse "**Z**" and "**2**," "**I**" and "**1**," "**S**" and "**5**," or "**O**" and "**0**." When you have finished entering the information, click the [Next] button.

Enter the serial number, school name, school location, and your name.

Click the [Next] button.

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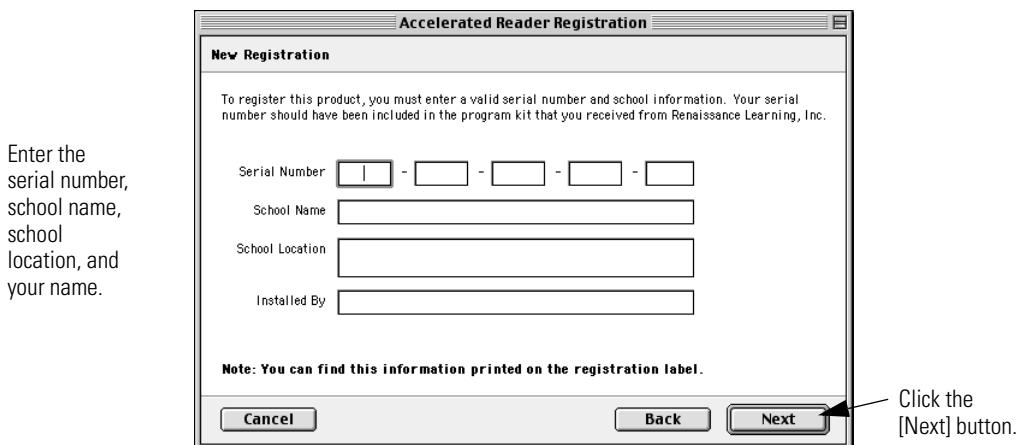
4. For some installations, the **Upgrade Code** panel appears next. If this panel appears, you can find the four-character Upgrade Code on the one-page installation instructions you received with the software; the code may also be on the CD-ROM jewel case. Type in the upgrade code; then, click the [Next] button.

5. The **Data Location Choices** panel appears next. This panel lets you choose a folder for your Accelerated Reader database.

We strongly recommend that you create a folder called **ALSDATA** and select that folder as the data location for all of your Renaissance Learning software (such as Accelerated Math). If you've already created a data folder with your other Renaissance Learning software, we suggest that you select that data folder for Accelerated Reader. If you share a data folder, the students in the database will be available to all of your programs. For example, if you add students in Accelerated Reader, and you share the database with Accelerated Math, the Accelerated Reader students will automatically be included in the Accelerated Math student list.

To create a new data folder or to share an existing ALSData folder that you have never used with Accelerated Reader: Click the option called "Create a new location for data." Then, click the [Next] button.

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Click this option to create a new data folder.

Then, click the [Next] button.

Accelerated Reader Registration

Data Location Choices

Before you can use the program with your students, you have to select a location for your data files. You can choose to create your own data set, or you can use the sample data to learn more about the Accelerated Reader program. If you choose to use the sample data, you can create your own data set at a later time.

What would you like to do?

- ● Create a new location for data
- ○ Select an existing location
- ○ Use the sample data

[Cancel]   [Back] [Next]

To use a data folder that you have already used with Accelerated Reader 5.x or higher:
Click on the option called "Select an existing location." Then, click the [Next] button.

Macintosh
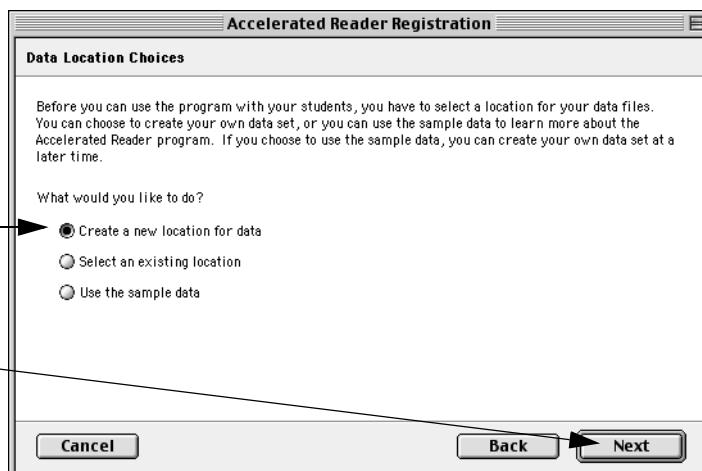
Click this option to
select an existing
data folder.

Then, click the
[Next] button.
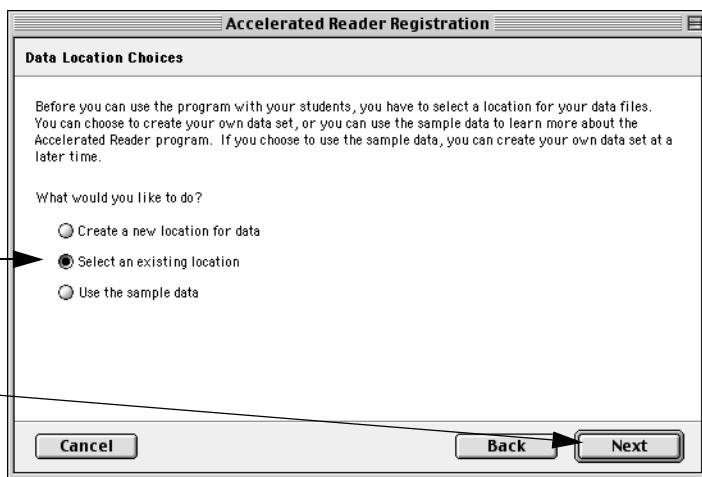
SAMPLE DATA

To use the sample database that comes with Accelerated Reader software, click on the option called "Use the sample data". Then, click the [Next] button, and **go to step 9 (skip steps 6, 7, and 8). You should only use the sample data to become familiar with Accelerated Reader software. The sample database has a limited student capacity, and if Accelerated Reader software is reinstalled, the database will be reinstalled as well.** *Therefore, it is best to start with your own database so that you cannot accidentally add your students and classes to the sample database. You can select the sample data later to become more familiar with the software.*

**6.** In the **Select Location** panel, you can create or select the folder for your Accelerated Reader data. **Start by clicking the [Select Location] button.** Then, use the dialog box that opens to select a data location. *If several computers will be sharing the data over a network, make sure the data is on a drive that all of the computers can access.*

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To create a new data folder:

a. Click the [Desktop] button. Then, double-click on the drive where you want to create the new data folder. If you want to put it inside of another folder, double-click on that folder name to open it.

b. Click the [New] button.

c. Type in the new data folder name; then, click the [Create] button. (We recommend using **ALSDATA** so that the name is not specific to any one program.)

d. Click the [Select "Your folder name"] button. (The button shows the name of the folder you created.)

First:
Click the [Desktop] button; then, use the list to choose the drive where you want to put your data folder. To put it inside of another folder, double-click that folder to open it.

Please select a data location.

⬒ Your Hard Drive ⬍   ⬒ Your Hard Dri...

🗀 System Folder
🗀 TC Worksheets
🗀 Utilities
🗀 VM Storage   Name of new folder:
🗀 Web Pages   ALSDATA
🗀 Your Export Files   Cancel   Create
🗀 Your Import Files   Open

Select "Your Hard Drive"   New 🗀
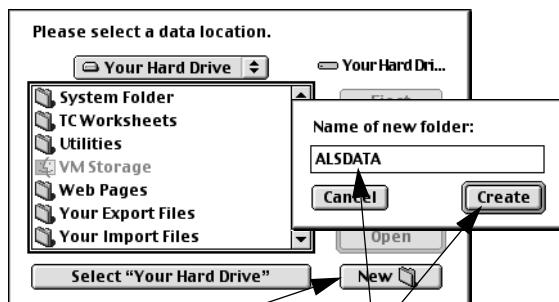
Second:
Click the [New] button.

Third:
Type the new folder name; then, click the [Create] button.
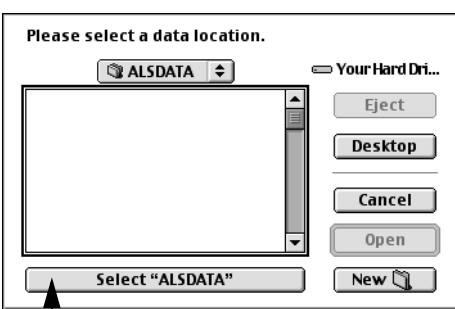
Please select a data location.

🗀 ALSDATA ⬍   ⬒ Your Hard Dri...

Eject

Desktop

Cancel

Open

Select "ALSDATA"   New 🗀

Last:
Click the [Select "*Your Folder Name*"] button.

Macintosh

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Reader®   **13**

Macintosh

To select a data folder that already exists:

a. Click the [Desktop] button.

b. Double-click on the drive where the folder is located.

c. If you need to open other folders on the drive to find the data folder, double-click on the name of each folder you need to open.

d. When you see the data folder you want to select in the list, you can either double-click on the folder name or click once on the folder and click the [Open] button.

e. Once the data folder is open and its contents are listed, click the [Select "Your folder name"] button. (The button shows the name of the data folder you selected.)

First:
Click the [Desktop] button.

Second:
In this list, double-click on the name of the drive where the data folder exists. If you need to look inside folders on that drive, double-click on the folders. When you see the data folder you need to select, click on it once.

Please select a data location.	**Please select a data location.**
⬒ Your Hard Drive ⬍ ⬒ Your Hard Dri...	🗃 ALSDATA ⬍ ⬒ Your Hard Dri...
📁 ALS Software Eject	📁 AccMath Eject
📁 ALSDATA Desktop	📁 AccReadr Desktop
📁 Apple Extras	📄 alsBIGC.dat
📁 AppleWorks 5 Cancel	📄 alsBIGC.fpt Cancel
📁 Applications	📁 Common
📁 AR Quiz Data Open	📁 DD Open
📁 Assistants	📁 PC
Select "Your Hard Drive"	Select "ALSDATA"
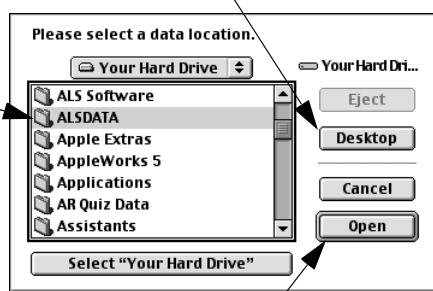
Third:
Click the [Open] button.
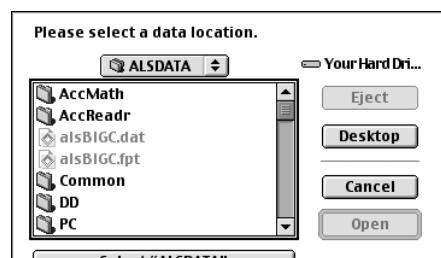
Last:
Click the [Select *"Your Folder Name"*] button.

7. At the **Select Location** panel, make sure the data location and the registration information are correct. If the data location is not correct, click the [Back] button and repeat the instructions in step 6. If everything on the panel is correct, click the [Next] button.

Verify that the registration information is correct.

Then, click the [Next] button.

Accelerated Reader Registration
Select Location
You must indicate where you would like to store your data. Click the Select Location button to select the appropriate location.
Select Location...   Your Hard Drive:ALSDATA:
Location Information
Serial Number:
School Name:
School Location: Wisconsin Rapids, WI
Installed By: T S
Student Capacity: 200
Cancel   Back   Next

Accelerated Reader®

8. If you are upgrading from version 5.x of Accelerated Reader, and you have selected a database that you used with your previous version, an alert will appear, asking if you would like to upgrade the data. **Once you upgrade your Accelerated Reader data, you cannot use it with version 5.x of the software. Conversion of the database may take some time if you have a large database.** To continue and upgrade the data, click the [Yes] button.

Macintosh

IMPORTANT

It is a good idea to back up your current data before upgrading. If you prefer not to upgrade the data right now, click the [No] button; then, click [Select Location] and choose or create a different data folder.

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9. At the **Registration Completed** panel, click the [Done] button.

10. After you have finished registration, the Management program starts. To enter the program, you need to enter your password. In the **Password** dialog box that appears, type this default password: **admin.** (Your password will be shown as ● ● ● ●.) After you enter the password, click the [OK] button. The Management program will open.

   Default Password: admin

11. The program may ask you if you want to upgrade 4.x data. If this question appears, click the [No] button.

12. Next, the **School Year Preferences** Assistant will start. Follow the instructions in the Assistant to choose your school year dates. For more information, see the School Year preference in the *Accelerated Reader Software Manual.*

You have finished registering Accelerated Reader software on this computer.

If you are using Accelerated Reader software on computers that will share data across a network, you can now install the software on the other network computers (workstations); then, you can follow the shorter registration procedure that starts on page 16. **Be sure to set up the network rights as described on page 2.**

If you are using Accelerated Reader software on a stand-alone computer (any computer that will not be sharing data over a network), you have finished installing and registering the software. Now, use the *Accelerated Reader Software Manual* to learn more about Accelerated Reader.

Registering Accelerated Reader on the Remaining Network Computers (Workstations)

When you install Accelerated Reader software on computers that will share data over a network, you only need to do a complete registration at the first computer. (The instructions for a complete registration start on page 10.) For the remaining networked computers, you can follow the steps below to register the software.

1. After you installed Accelerated Reader and started the Management program, the **Registration** Assistant started. The first panel welcomes you to the Assistant. After you have read the information in this panel, click the [Next] button.

2. The **Registration Choices** panel that appears next gives you three options. Since you have already registered Accelerated Reader software on one of the networked computers (workstations), click on the option called "Register this product using a previous installation." Then, click the [Next] button.


3. The **Previous Installation Registration** panel appears next. This panel lets you select the network data folder that you created when you registered Accelerated Reader software on the first workstation. To select the data folder, start by clicking the [Select Location] button.

4. The dialog box that appears next asks you to select a data location. Follow these steps:

    a. Click the [Desktop] button.

    b. Double-click on the drive where the data folder is located.

    c. If you need to open other folders on the drive to find the data folder, double-click on the name of each folder you need to open.

    d. When the data folder you want to select is shown in the list, you can either double-click on the folder name, or click once on the folder and click the [Open] button.

    e. Once the data folder is open and its contents are listed, click the [Select "Your folder name"] button. (The button shows the name of the data folder you selected.)

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First:
Click the [Desktop] button.

Second:
In this list, double-click on the name of the drive where you can find the data folder. If you need to look inside other folders on that drive, double-click on the folders. When you see the data folder you need to select, click on it once.

Third:
Click the [Open] button.

Please select a data location.

☐ Your Hard Drive ⬍

🗀 ALS Software
🗀 ALSDATA
🗀 pple Extras
🗀 AppleWorks 5
🗀 Applications
🗀 AR Quiz Data
🗀 Assistants

⬒ Your Hard Dri...

Eject

Desktop

Cancel

Open

Select "Your Hard Drive"

Macintosh

Please select a data location.

🗀 ALSDATA ⬍

🗀 AccMath
🗀 AccReadr
◇ alsBIGC.dat
◇ alsBIGC.fpt
🗀 Common
🗀 DD

⬒ Your Hard Dri...

Eject

Desktop

Cancel

Open

Select "ALSDATA"

New 🗀
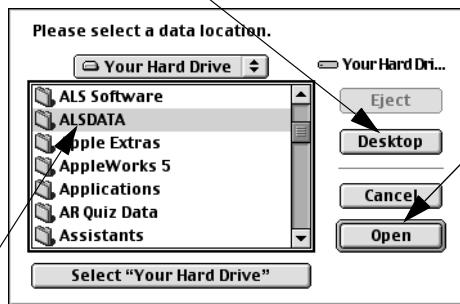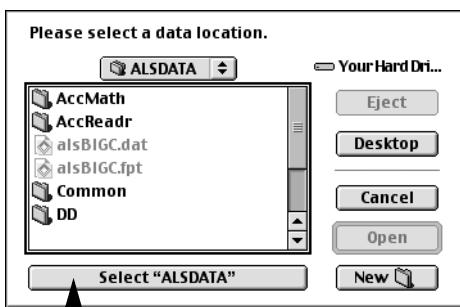
Last:
Click the [Select "Your folder name"] button.

5. At the **Previous Installation Registration** panel, make sure the data location is correct. If the location is incorrect, click the [Select Location] button and repeat the instructions in step 4. If the location shown on the panel is correct, click the [Next] button.

Check the data location and registration information. If you need to choose a different location, click the [Select Location] button.

Accelerated Reader Registration

Previous Installation Registration

To register this product using the information from a previous installation, you must indicate the location of the data.

Select Location...   Your Hard Drive:ALSDATA:

Location Information

Serial Number:

School Name:

School Location: Wisconsin Rapids, WI

Installed By: TS

Student Capacity: 200

Cancel   Back   Next

If the information is correct, click the [Next] button.

Macintosh

6. At the **Registration Completed** panel, click the [Done] button.

7. After you have finished registration, the Management program starts. To enter the Management program, you need to enter your password. At the **Password** dialog box that appears, type this default password: **admin**. (Your password will be shown as ●●●●.) After you enter the password, click the [OK] button. The Management program will open.

You have finished registering Accelerated Reader software on this network workstation. If you need to install Accelerated Reader software on more workstations, start with the installation instructions on page 5; then, follow this registration procedure, which starts on page 16.

Registering Accelerated Reader Software for Preview on Macintosh Computers

If you wish, you can preview Accelerated Reader for up to 30 days before you register it. When you start the Management program or Student program for the first time after you install Accelerated Reader, the **Registration** Assistant will start. To preview Accelerated Reader, choose the "Preview this product" option in the Assistant. Because you are previewing, the **Registration** Assistant will appear again the next time you start the software.

DO NOT ADD YOUR ACTUAL DATA WHILE PREVIEWING AR

While you are previewing Accelerated Reader, you are using the sample data folder. The sample database is replaced whenever you upgrade or reinstall Accelerated Reader, and any student and class information you have entered into that database will be lost at that time. When you are ready to enter your actual students and classes, be sure to register Accelerated Reader as a new installation (see page 10) or using a previous installation (see page 16).

Accelerated
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Windows:
Installing and Registering Accelerated Reader Software

## Installing Accelerated Reader on Windows Computers

Follow these instructions for each computer on which you will be using Accelerated Reader.

1. Insert the Accelerated Reader CD-ROM in your computer's CD-ROM drive.

2. *If an Explorer window opens on your desktop, showing you the contents of the CD-ROM,* double-click on the file called **Setup.exe** *and go to step 3.*

If the window does not open automatically, click the [Start] button; then, select **Run** from the **Start** menu. In the **Run** dialog box, type **d:\setup.exe**. (If your CD-ROM drive is not the **d:** drive, substitute the correct letter for **d:**.) When you are done, click the [OK] button.

Click the [Start] button. Then, select **Run**.

Type **d:\setup.exe** (use the letter of your CD-ROM drive instead of "d").

Then, click the [OK] button.
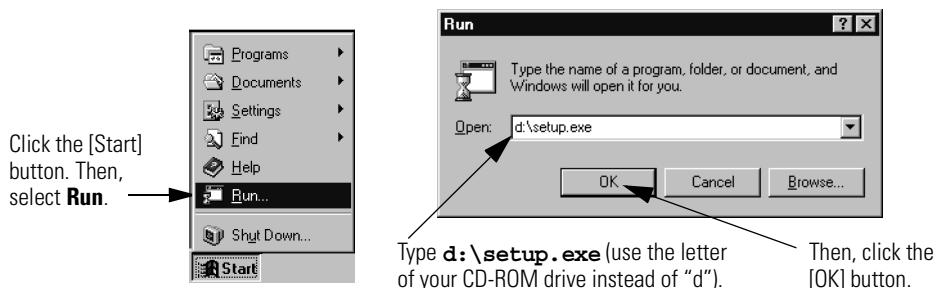
3. The **Accelerated Reader Setup** will begin. When you have read the information in the **Welcome** panel, click the [Next] button to go on.

4. The next panel shows you the folder where Accelerated Reader software will be installed. Check the folder name and location; *the folder should be on your computer's hard drive.*

Windows
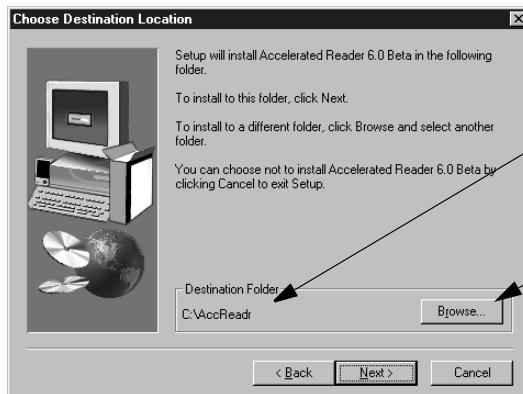
This shows the drive and folder where Accelerated Reader will be installed.

Click [Browse] if you need to choose a different folder.

To accept the folder name and location shown:

Click the [Next] button and *go to step 5 on page 21.*

To put the Accelerated Reader software in a different folder that already exists:

a. Click the [Browse] button. The **Choose Folder** dialog box will open.

b. Double-click on the correct folder under Directories.

c. Check the folder name in the Path field; the program files will be installed directly in this folder. If the folder name is correct, click the [OK] button.

**d.** Click the [Next] button at the **Choose Destination Location** panel and *go to step 5.*
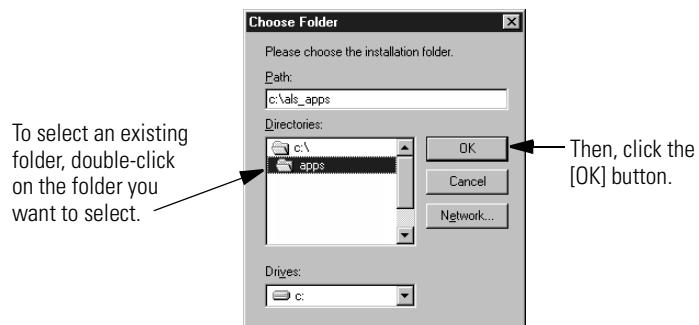
To select an existing folder, double-click on the folder you want to select.

Then, click the [OK] button.

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To create a new folder for the Accelerated Reader software:

   a. Type the drive letter, `:\`, and the new folder in the Path field. (For example, to create a new folder called "ar6" on a hard drive designated C:, type **C:\ar6**.)

   b. Click the [OK] button.

   c. A message will appear, asking if you want to create the folder. Click the [Yes] button.

   d. At the **Choose Destination Location** panel, click the [Next] button and *go to step 5.*
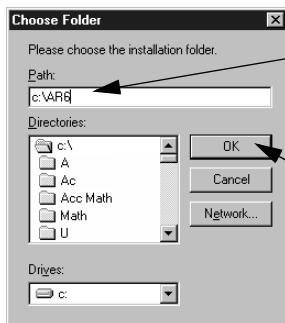
The drive and path will be displayed here. To create a new folder, type the drive letter, :\, and the new folder name.

When the "Path" shows the correct drive and folder name, click the [OK] button.

5. The Accelerated Reader software will be installed on your computer.

6. After the Accelerated Reader software is installed, the setup program will check to see if QuickTime is installed on your computer. If not, the program will ask if you want to install support for recorded voice quizzes on this computer. If you plan to use recorded voice quizzes, or if you may use them in the future, click [Yes]. If not, click [No].

If you choose [No], or if the question does not appear, *skip steps 7 to 16 and go to step 17.*

If you choose [Yes], the QuickTime Setup Wizard will start.

Windows

INSTALLING SUPPORT FOR RECORDED VOICE QUIZZES

You only need to install support for recorded voice quizzes if you plan to use this type of quiz. Even if you are not planning to use recorded voice quizzes now, it may be helpful to install support for these quizzes if you may purchase them in the future. To install QuickTime to support the quizzes, click [Yes]. To skip the QuickTime installation and use Accelerated Reader without the recorded voice quizzes, click [No].

7. In the **Welcome to QuickTime** panel of the Wizard, click the [Next] button.

8. In the **Welcome** panel, click the [Next] button.

9. Next, the QuickTime license agreement will appear. You can read the agreement on your screen by scrolling down through it, or you can click the [Print] button to print it. When you're ready to go on, click the [Agree] button.

10. Next, the QuickTime **Choose Destination Location** panel will appear. This panel shows you where the QuickTime software will be installed on your computer. If you want to change the location, click the [Browse] button and choose a different location. When you're ready to go on at this panel, click the [Next] button.

11. Next, the program will ask what type of installation you would like to do. Click on "Minimum" or "Full." Then, click the [Next] button.
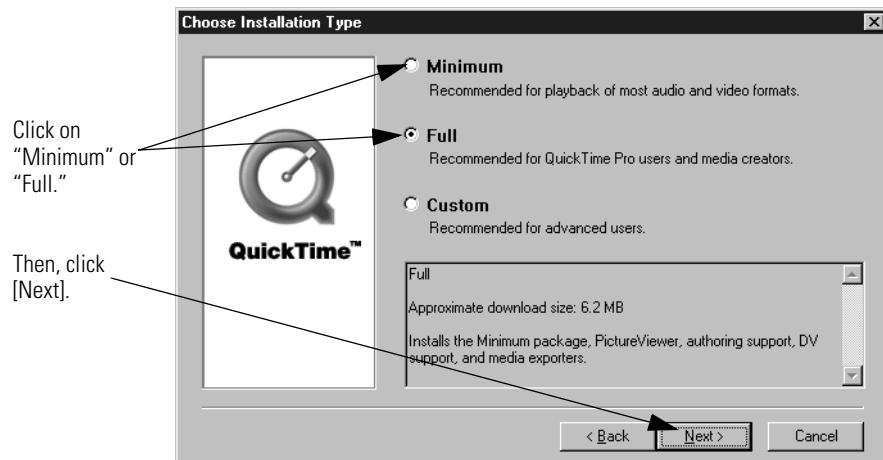
12. Next, the **Select Program Folder** panel will show you where QuickTime will be placed in your Windows Start menu. To continue, click the [Next] button.

13. The **QuickTime Plugin Options** will show you which browser plug-ins QuickTime will install. If you decide not to install these plug-ins, click in the boxes to remove the checks. When you're ready to go on, click the [Next] button.

Accelerated Reader®
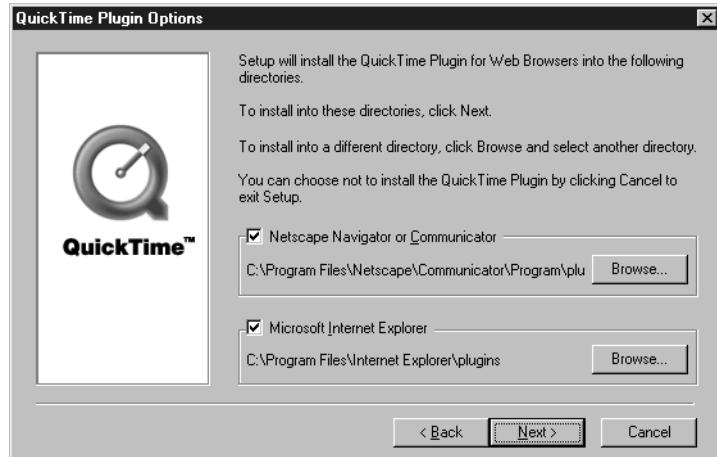
14. In the **Enter Registration** panel, you can click the [Next] button. You do not need to enter any registration information.

15. The QuickTime software will be installed. When the installation is complete, the **Finished** panel will appear. (Wait for this panel to appear, even if the QuickTime program folder appears on your screen.) In the **Finished** panel, you can choose whether you want to view the Read Me file and sample movie. Any checked item will automatically appear. Click in the boxes to remove the checks if you do not want to view the Read Me or movie. When you're ready to go on, click the [Close] button.

IF THE SETUP CAN'T OPEN QUICKTIMEUPDATER.EXE

*If your computer has a previous version of QuickTime, the setup program may notify you that QuickTime cannot open the file QuickTimeUpdater.exe. If this happens, click [Abort]. If the program notifies you that setup was unsuccessful, click the [OK] button. Then, open the Windows Explorer and open the QuickTime folder. In the left pane of Explorer, click the QuickTime folder inside of your Program Files folder. Right-click on the QuickTimeUpdater.exe file and choose **Properties**. In the Attributes section of the **Properties** dialog box, click in the "Read-only" check box to remove the check. Click the [Apply] button; then, click the [OK] button. To reinstall QuickTime, insert the Accelerated Reader CD-ROM in the CD-ROM drive. Then, in the Windows Explorer, double-click on your CD-ROM drive to view the CD-ROM's contents. Find and double-click QuickTime.exe to start the QuickTime installation program.*

Windows

16. Close the QuickTime folder that is open on your screen.

17. Next you will see the last panel in the Accelerated Reader Setup Wizard. Click the [Finish] button.

18. Click the [Start] button and select **Programs**, **Accelerated Reader 6**, and **Accelerated Reader - Management.**
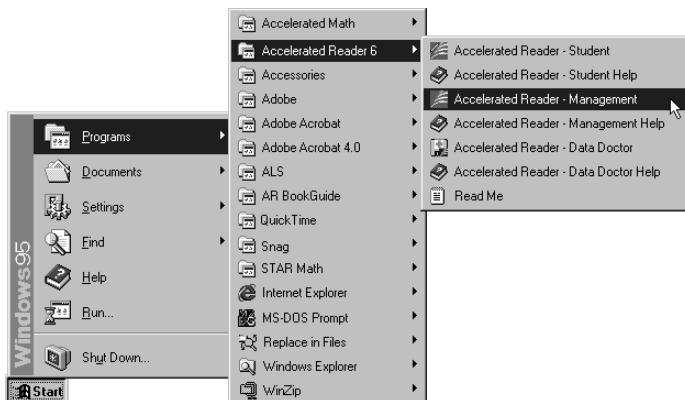

19. The **Accelerated Reader Welcome** screen appears. Click anywhere on the **Welcome** screen or press any key on your keyboard to continue.

20. Next, the **Registration** Wizard opens. The first panel welcomes you to the Wizard.

Now that you have installed the Accelerated Reader software, you need to register it to create or select your data folder. The steps that you need to follow depend on how you will be using Accelerated Reader:

- If you only plan to use Accelerated Reader on this computer, or if you want this computer to have its own separate (unshared) Accelerated Reader database, go to "Registering Accelerated Reader on Stand-alone Computers or the First Network Computer" on page 25.

- If you plan to have more than one computer share the same Accelerated Reader class, student, and assignment data, follow these steps:

    a. After you install Accelerated Reader on the first computer on your network, go to "Registering Accelerated Reader on Stand-alone Computers or the First Network Computer" on page 25.

    b. After you install Accelerated Reader on the other computers on your network, go to "Registering Accelerated Reader on the Remaining Network Computers (Workstations)" on page 32. As you follow these steps, you will select the data folder that you set up from the first network computer.

Registering Accelerated Reader on Stand-alone Computers or the First Network Computer

1. After you installed Accelerated Reader and started the Management program, the **Registration** Wizard started. The first panel welcomes you to the Wizard. After you have read the information in this panel, click the [Next] button.

2. In the **Registration Choices** panel that appears next, you can choose from three options. Since you are registering Accelerated Reader software on a stand-alone computer (or the first of multiple networked computers), click on the option called "Register this product as a new installation." Then, click the [Next] button.

Click this option.

Then, click the [Next] button.

3. The **New Registration** panel appears next. Click in the blanks and type the serial number, school name, school location, and your name (Installed By). You can find this information on the one-page installation instructions you received with the software; the information may also be on the CD-ROM jewel case. As you enter the serial number, be careful not to confuse "`Z`" and "`2`," "`I`" and "`1`," "`S`" and "`5`," or "`O`" and "`0`." After you enter the information, click the [Next] button.

Enter the serial number, school name, school location, and your name.

Then, click the [Next] button.

4. The **Data Location Choices** panel appears next. This panel lets you choose a folder for your Accelerated Reader database. We strongly recommend that you create a folder called **ALSDATA** and select that folder as the data location for all of your Renaissance Learning software (such as Accelerated Math). If you've already created a data folder with your other Renaissance Learning software, we suggest that you select that data folder for Accelerated Reader.

If you share a data folder, the students in the database will be available to all of your programs. For example, if you add students in Accelerated Reader, and you share the database with Accelerated Math, the Accelerated Reader students will automatically be included in the Accelerated Math student list.

To create a new data folder or to choose one from other Renaissance Learning software that you have never used with Accelerated Reader:

Click the option called "Create a new location for data." Then, click the [Next] button and *go to step 5 on page 28.*
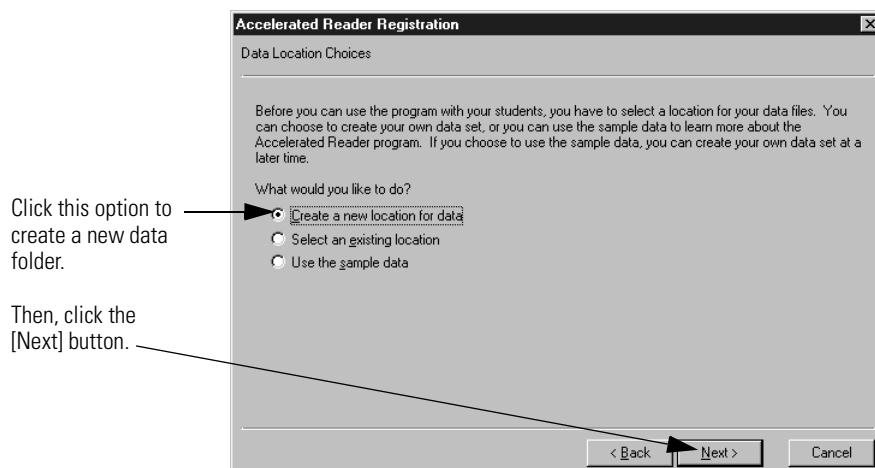
Click this option to create a new data folder.

Then, click the [Next] button.

Accelerated Reader Registration

Data Location Choices

Before you can use the program with your students, you have to select a location for your data files. You can choose to create your own data set, or you can use the sample data to learn more about the Accelerated Reader program. If you choose to use the sample data, you can create your own data set at a later time.

What would you like to do?

- ⦿ Create a new location for data
- ○ Select an existing location
- ○ Use the sample data

< Back   Next >   Cancel

Windows

Accelerated Reader®

To use a data folder that you have already used with Accelerated Reader 5.x or higher:

Click on the option called "Select an existing location." Then, click the [Next] button and *go to step 5.*

Click this option to select an existing database.

Then, click the [Next] button.
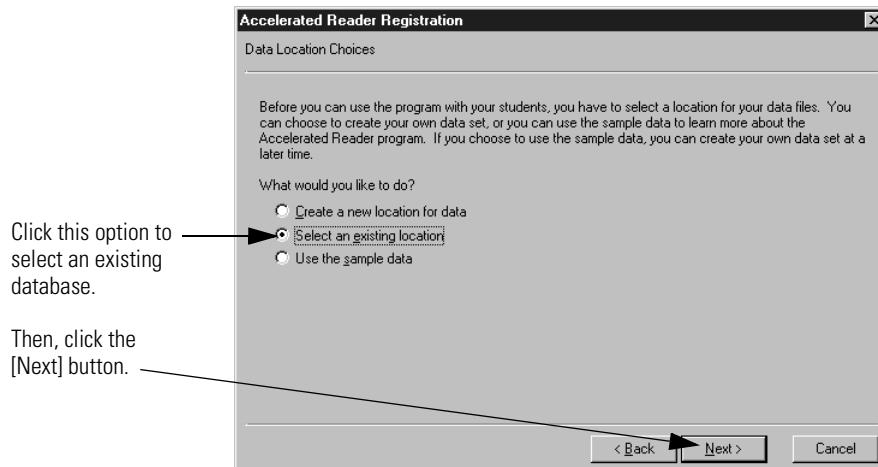
SAMPLE DATA

*To use the sample database that comes with Accelerated Reader software, click on the option called "Use the sample data". Then, click the [Next] button, and* **go to step 8 (skip steps 5, 6, and 7). You should only use the sample data to become familiar with Accelerated Reader software. The sample database has a limited student capacity, and if Accelerated Reader software is reinstalled, the database will be reinstalled as well.** *Therefore, it is best to start with your own database so that you cannot accidentally add your students and classes to the sample database. You can select the sample data later to become more familiar with the software.*

Windows

5. In the **Select Location** panel, you can create or select the folder for your Accelerated Reader database. Start by clicking the [Select Location] button. Then, use the dialog box that opens to select a data location. *If several computers will be sharing data over a network, make sure the data is on a network drive that all of the computers can access.*

To create a new data folder:

a. Use the Look-in drop-down menu to select the drive where your data folder will be located.

b. If you want to put the data folder inside another folder on the drive, double-click the folder name to open it.

c. Once you are in the drive and directory where you want to create the data folder, click the (new folder) button.

d. Type in the new folder name (we recommend **ALSDATA**) and press the <Enter> key.

e. Click the [Open] button.

f. Click the [OK] button to select the new folder. *Go to step 6 on page 30.*

First:
Click this button to
create a new folder.

Second:
Type in the new folder name
and press <Enter>.

Third:
Click the [Open] button.

Accelerated
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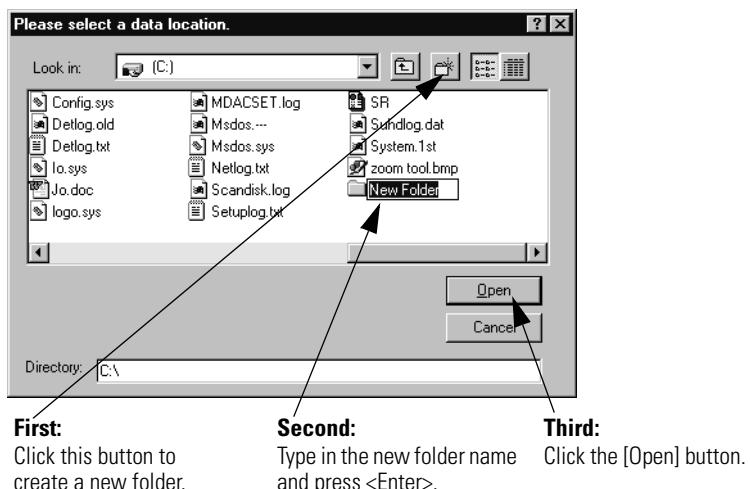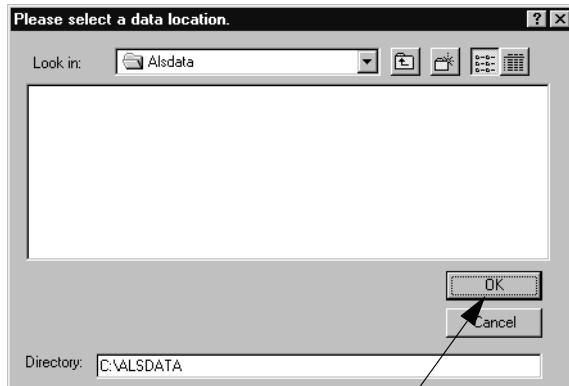
Last:
Click the [OK] button.

To select a data folder that already exists:

a. Use the Look-in drop-down menu to select the drive where you can find the data folder.

b. If the data folder is inside another folder, double-click that folder's name to open it.

c. When you can see the data folder in the list, double-click on it.

d. Click the [OK] button to select the folder. *Go to step 6.*
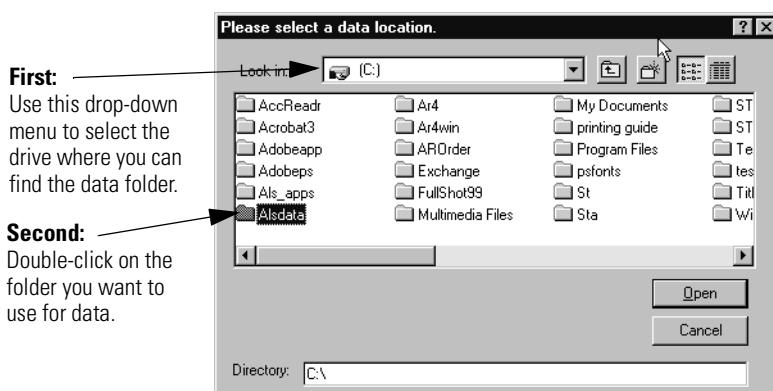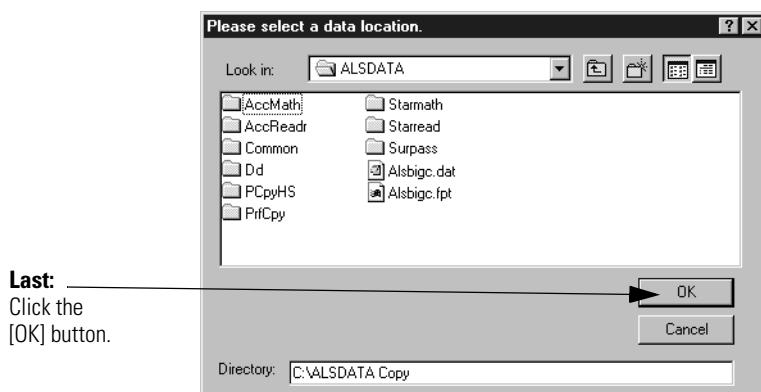
First:
Use this drop-down menu to select the drive where you can find the data folder.

Second:
Double-click on the folder you want to use for data.

Please select a data location.

Look in: ☐ ALSDATA

☐ AccMath ☐ Starmath
☐ AccReadr ☐ Starread
☐ Common ☐ Surpass
☐ Dd ☐ Alsbigc.dat
☐ PCpyHS ☐ Alsbigc.fpt
☐ PrfCpy

Last:
Click the
[OK] button.

OK

Cancel

Directory: C:\ALSDATA Copy

6. At the **Select Location** panel, make sure the data location and the registration information are correct. If the data location is not correct, click the [Select Location] button and repeat the instructions in step 5. If everything on the panel is correct, click the [Next] button.

Accelerated Reader Registration

Select Location

You must indicate where you would like to store your data. Click the Select Location button to select the appropriate location.

Check the data
location and
registration
information.

[Select Location...] C:\ALSDATA\

Location Information

If it is correct, click
the [Next] button.

Serial Number:
School Name:
School Location: WR, WI

If not, click [Select
Location] and repeat
step 5.

Installed By: Ts
Student Capacity: 200

< Back   Next >   Cancel

7. If you are upgrading from version 5.x of Accelerated Reader, and you have selected a database that you used with your previous version, an alert will appear, asking if you would like to upgrade the data. **Once you upgrade your Accelerated Reader data, you cannot use it with version 5.x of the software. Conversion of the database may take some time if you have a large database.** To continue and upgrade the data, click the [Yes] button; the program will begin converting the database, and it will show you its progress on the screen.

IMPORTANT

It is a good idea to back up your current data before upgrading. If you prefer not to upgrade the data right now, click the [No] button; then, click [Select Location] and choose or create a different data folder.

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8. At the **Registration Completed** panel, click the [Finish] button.

9. After you have finished registration, the Management program starts. To enter the program, you need to enter your password. In the **Password** dialog box that appears, enter this default password: **admin.** (Your password will be shown as *****.) When you have entered the password, click the [OK] button. The Management program will open.

10. The program may ask you if you want to upgrade 4.x data. If so, click the [No] button.

11. Next, the **School Year Preferences** Assistant will start. Follow the instructions in the Assistant to choose your school year dates. For more information, see the School Year preference in the *Accelerated Reader Software Manual.*

You have finished registering Accelerated Reader software on this computer.

If you are using Accelerated Reader software on computers that will share data across a network, you can now install the software on the other network computers (workstations); then, you can follow the shorter registration procedure that starts on page 32. **Be sure to set up the network rights as described on page 2.**

If you are using Accelerated Reader software on a stand-alone computer (any computer that will not be sharing data over a network), you have finished installing and registering the software. Now, use the *Accelerated Reader Software Manual* to learn more about Accelerated Reader software.

Windows

Registering Accelerated Reader on the Remaining Network Computers (Workstations)

When you install Accelerated Reader software on computers that will share data over a network, you only need to do a complete registration at the first computer. (The instructions for a complete registration start on page 25.) For the remaining networked computers, you can follow the steps below to register the software.

1. After you installed Accelerated Reader and started the Management program, the **Registration** Wizard started. The first panel welcomes you to the Wizard. After you have read the information in this panel, click the [Next] button.

2. The **Registration Choices** panel that appears next gives you three options. Since you have already registered Accelerated Reader software on one of the networked computers (workstations), click on the option called "Register this product using a previous installation." Then, click the [Next] button.

Accelerated Reader Registration

Registration Choices

If you've installed this product on another computer on your network, you can use that information to register this copy. If you want to evaluate this product before registering it, you can preview it for a limited time.

What would you like to do?

○ Register this product as a new installation
◉ Register this product using a previous installation ◄———— Click this option.
○ Preview this product

Then, click the [Next] button.

[< Back] [Next >] [Cancel]

3. The **Previous Installation Registration** panel appears next. This panel lets you select the network data folder that you created when you registered Accelerated Reader software on the first workstation. To select a data folder, start by clicking the [Select Location] button.

4. The dialog box that appears next asks you to select the data location. Follow the steps below.

    a. Use the Look in drop-down menu to select the drive where you can find the data folder.

    b. If the data folder is inside another folder, double-click that folder's name to open it.

    c. When you can see the data folder in the list, double-click it.

    d. Click the [OK] button to select the folder.
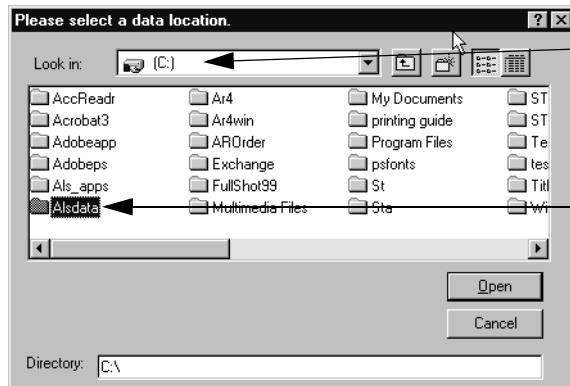
Accelerated Reader®

First:
Use this drop-down menu to select the drive where you can find the data folder.

Second:
Double-click on the folder you want to use for data.
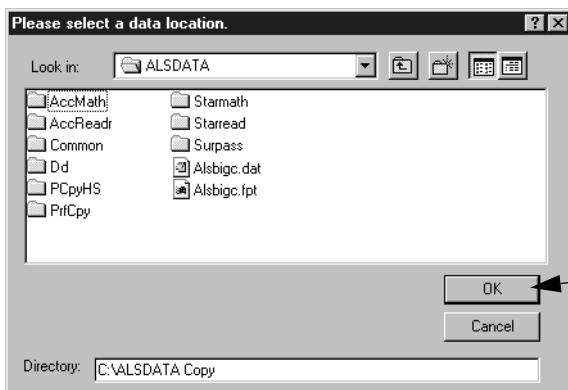
Last:
Click the [OK] button.

5. At the **Previous Installation Registration** panel, make sure the data location is correct. If the location is incorrect, click the [Select Location] button and repeat the instructions in step 4. If the location shown on the panel is correct, click the [Next] button.

Windows

Accelerated Reader®   **33**

Accelerated Reader Registration

Previous Installation Registration

To register this product using the information from a previous installation, you must indicate the location of the data.

[Select Location...]   C:\ALSDATA\

Location Information

Serial Number:

School Name:

School Location: WR, WI

Installed By: Ts

Student Capacity: 200

< Back   Next >   Cancel

Check the data location and registration information.

If it is correct, click the [Next] button.

If not, click [Select Location] and repeat step 4.
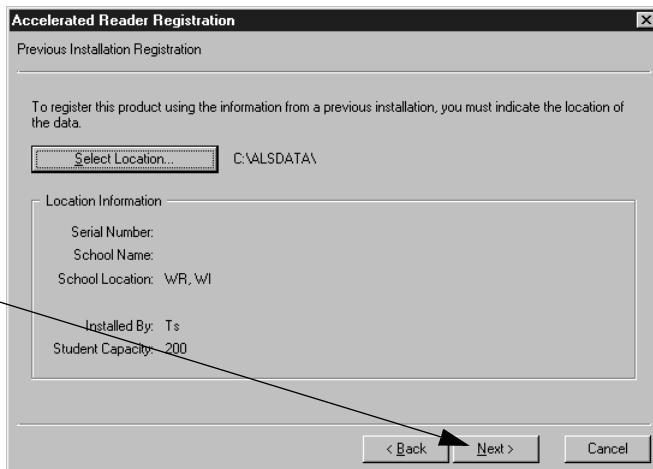
6. At the **Registration Completed** panel, click the [Finish] button.

7. After you have finished registration, the Management program starts. If you started the Management program, you need to enter your password. At the **Password** dialog box that appears, enter this default password: **admin**. (Your password will be shown as *****.) Then, click the [OK] button. The Management program will open.

You have finished registering Accelerated Reader software on this network workstation. If you need to install Accelerated Reader software on more workstations, start with the installation instructions on page 19; then, follow this registration procedure, which starts on page 32.

Windows

Accelerated Reader®

Registering Accelerated Reader Software for Preview on Windows Computers

If you wish, you can preview Accelerated Reader for up to 30 days before you register it. When you start the Management program or Student program for the first time after you install Accelerated Reader, the **Registration** Wizard will start. To preview Accelerated Reader, choose the "Preview this product" option in the Wizard. Because you are previewing, the **Registration** Wizard will appear again the next time you start the software.

DO NOT ADD YOUR ACTUAL DATA WHILE PREVIEWING AR

While you are previewing Accelerated Reader, you are using the sample data folder. The sample database is replaced whenever you upgrade or reinstall Accelerated Reader, and any student and class information you have entered into that database will be lost at that time. When you are ready to enter your actual students and classes, be sure to register Accelerated Reader as a new installation (see page 25) or using a previous installation (see page 32).

Windows