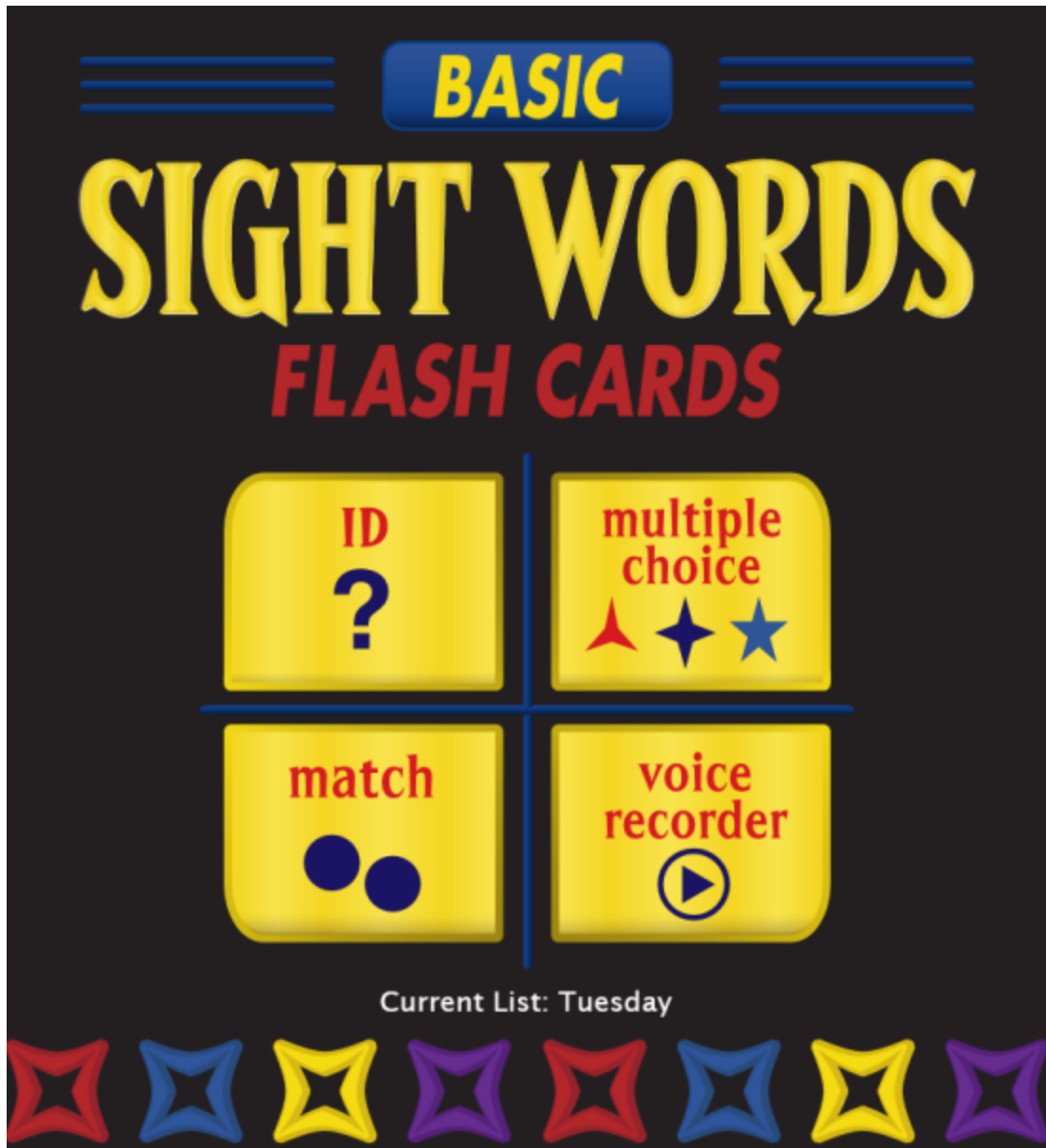


# Basic Sight Words



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## Quick Start

**Basic Sight Words** has been designed for students who need extra instructional time with sight word recognition. There are 220 word cards of the most commonly used words in reading selected from the Dolch List.



## Overview/Print User Guide

**Basic Sight Words** has been designed for students who need extra instructional time with sight word recognition. Based on flashcards, the words are presented as “cards”; the word on one side and that word shown in a sentence on the flip side. There are 220 word cards of the most commonly used words in reading. The selection of words originates from the Dolch List. An additional 25 full color photo noun/word cards are also included.

**Basic Sight Words** has four interactive instructional activities to strengthen student’s mastery of these commonly used words. The difficulty level of these activities can be adjusted to challenge a variety of students. Student’s daily work in software can be saved, showing progress over time. Away from the computer activities are also encouraged by worksheets and flashcards that can be printed in a variety of formats.

This User Guide is available to print from the following locations:

1. On the CD or DVD containing the program.
2. In Windows, from Start menu: Programs --> Attainment Company --> Documentation --> Basic Sight Words.  
On the Mac, inside the program folder: Attainment --> Basic Sight Words.
3. Download from the Attainment Company website, [www.AttainmentCompany.com](http://www.AttainmentCompany.com)

## Starting the Program

To start **Basic Sight Words** on Windows:

Go to Start menu at bottom left of screen.

Click Start --> Programs --> Attainment Company --> Basic Sight Words

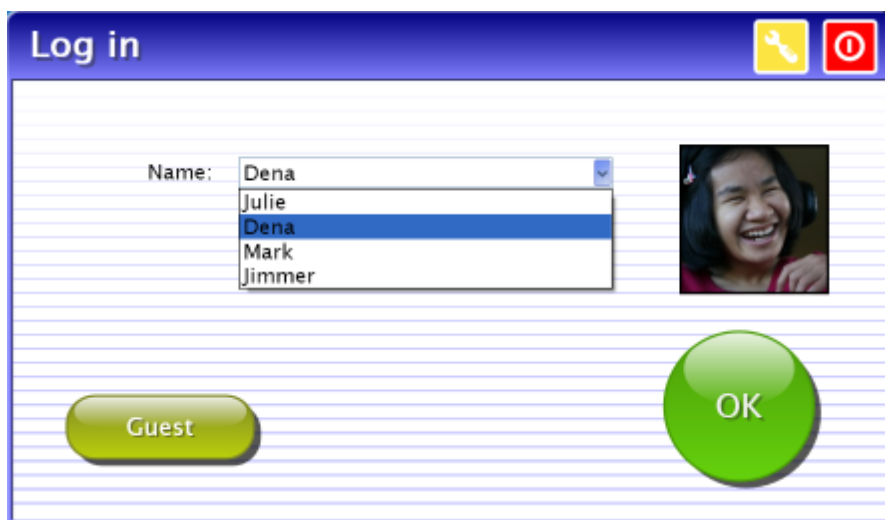
To start **Basic Sight Words** on a Mac:

Go to the menu bar at the top of the screen.

Click Go --> Applications --> Attainment --> Basic Sight Words

## Log In

The program automatically logs the student in as Guest when no student names are added. Once names have been added, the Log in window appears as the program opens. Select a name from the pull-down list and click OK or click the Guest button.

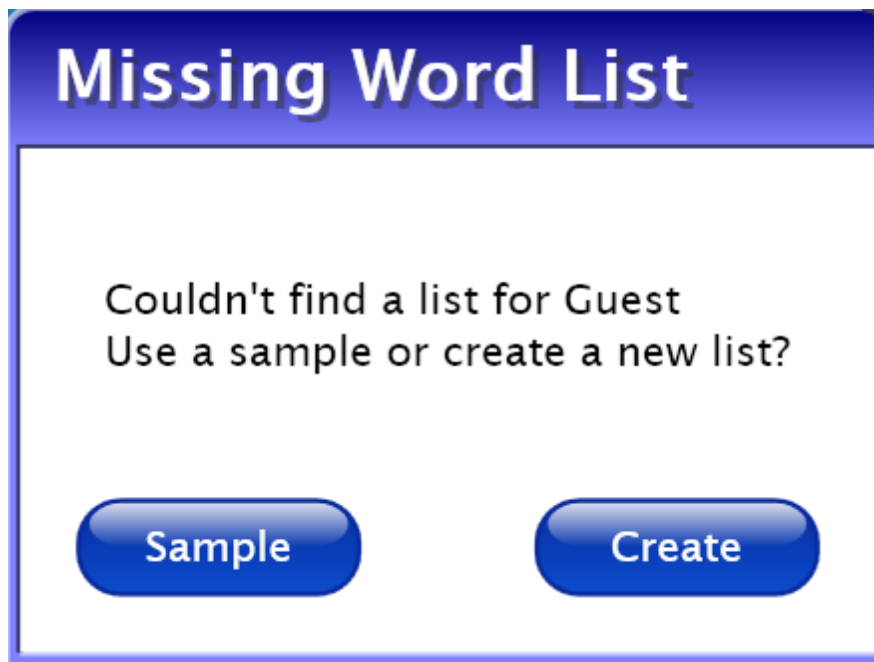


To add student names see [Options](#). The password to enter Options is Attainment.

Student's completed activities will be saved when the student is logged in with their name. Results of the completed activities can be viewed in [Options Results](#). Results are not stored for the login Guest.

## Lists - cards viewed

The first time the program is opened, a message will pop up stating a word list has not been selected.



Select Sample list to become familiar with the software or select Create list to go straight to the Word List editing feature.

Maximize student's benefits from **Basic Sight Words** by creating lists with words important to them. There are two ways to the Word List editor: the menu bar - Tools - Create List or through the menu bar - Options - Settings - Lists tab.

## Activities

Select one of the four activity buttons on the title screen.



The cards viewed in the activities are from [lists](#) you create. Adjustable [options](#) are also available for each activity to further personalize student's experience with the software.

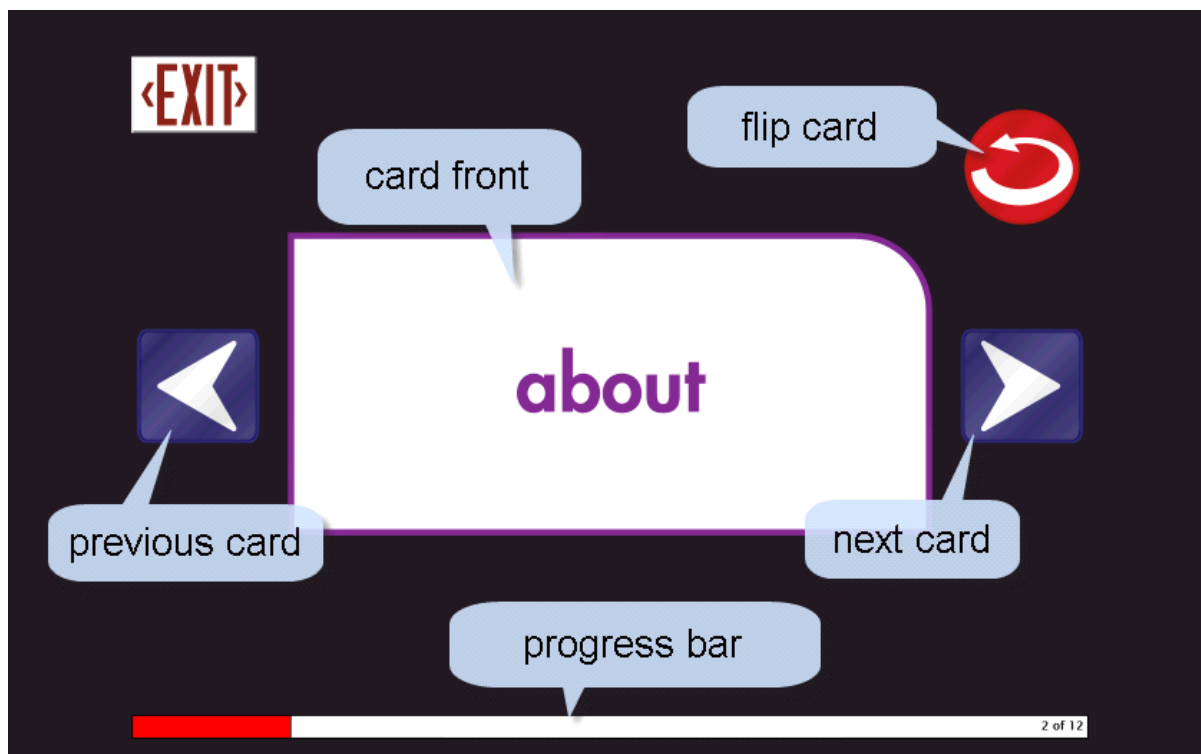
Results are tracked for multiple choice, match, and voice recorder activities, but not for ID activity. Results are not stored when logged in as Guest.

Activity buttons can be removed from the title screen so students have access to only the activities you elect.

(Note: the menu bar is at the top of the screen and hidden until you roll over it.)

## ID activity

*ID* shows each card one at a time. The front of the card is shown and the word is spoken. Click on the red round button with the swirled arrow to see and hear the sentence on the back of the card. To hear the card's audio on the front or back repeated, click on the words. The left and right arrow buttons move to the previous and next cards.

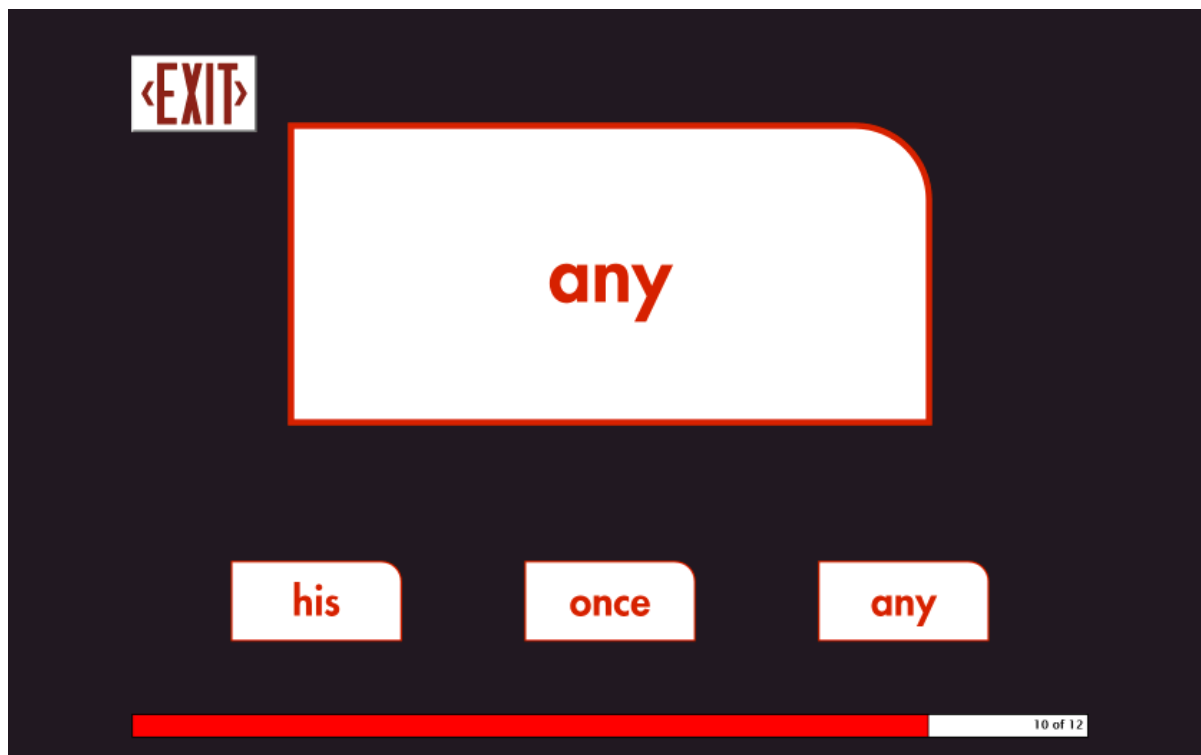


To adjust settings for ID activity see [Options-Settings](#). Settings include removable speech, show front or back of card first, and show cards in random order.



## Multiple choice activity

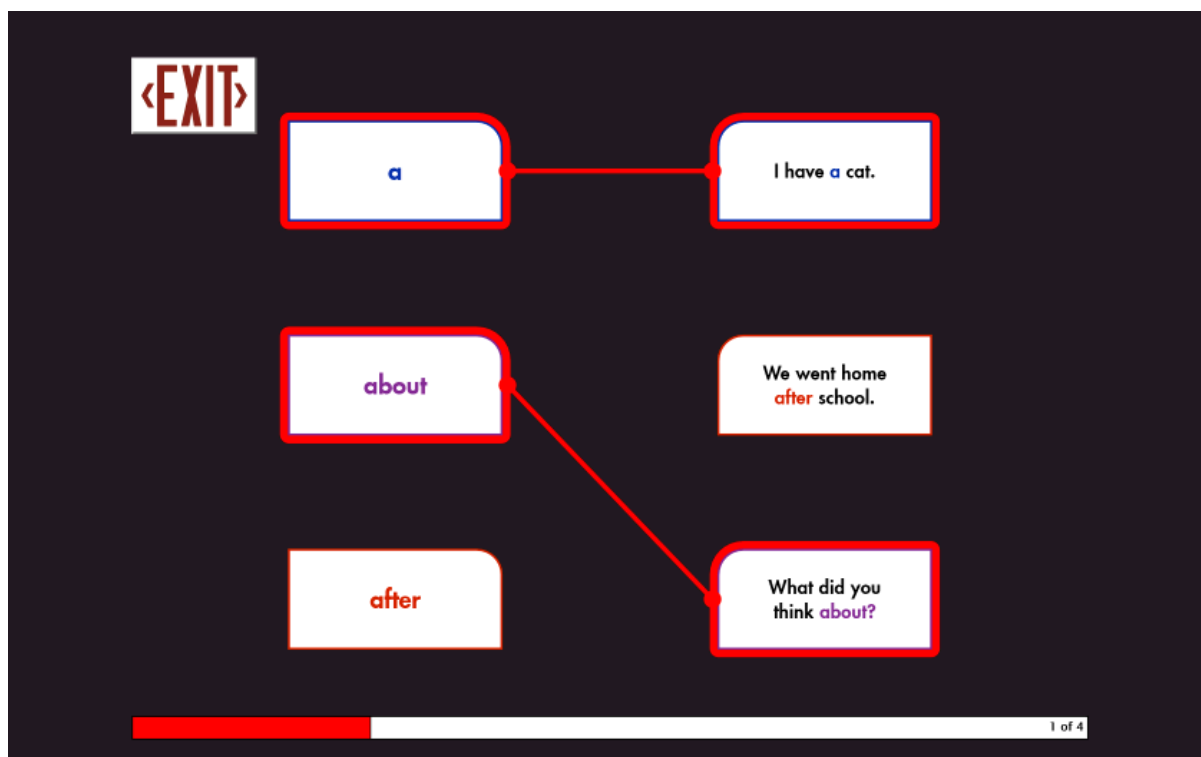
*Multiple choice* shows one large card and multiple smaller cards. Click on the smaller card that matches the large card and then press the forward arrow button.



To adjust settings for Multiple Choice activity see [Options-Settings](#). Settings include removable speech; show front or back of cards for large and small cards; number of small cards viewable; show the cards in random order; and Errorless Learning approach.

## Match activity

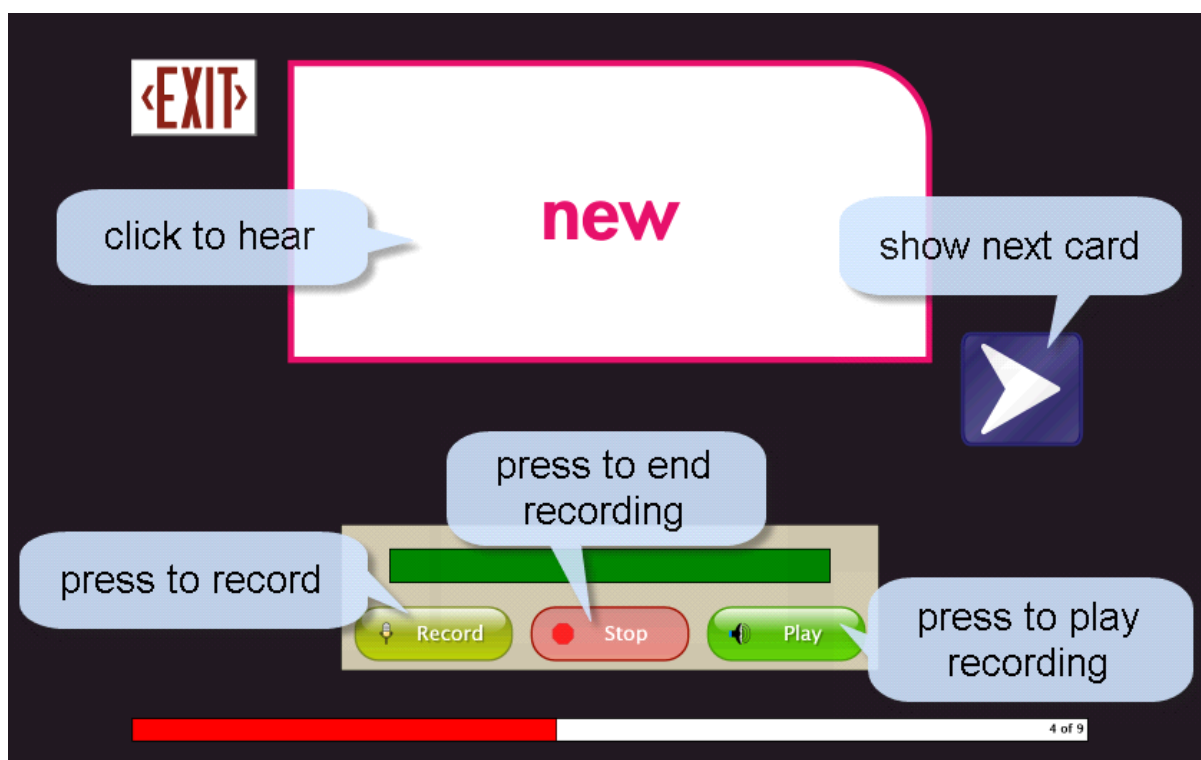
*Match* shows two columns of cards. Click on a card in the left column and then click on its matching card in the right column, a line will be drawn connecting the two. Students can draw the line by clicking and holding the mouse button from one card to a card in the other column.



To adjust settings for Match activity see [Options-Settings](#). Settings include for each column removable speech and the choice of front or back of the cards is shown. Other settings are to show cards in random order; number of cards in each column; and Errorless Learning approach.

## Voice Recorder activity

In *Voice Recorder* the student records their own voice. They can record the word on the card or be creative and record a sentence using the word that the student authors. Once a recording is made, the student can compare their voice recording to the program's recording by pressing the Play button and then clicking on the card. (A microphone must be attached or built-in and functioning to use this activity.) The student can re-record as often as they choose. Click the forward arrow button to move to the next card. Recordings will be saved when the student is logged in with an account created for them.



Activity buttons can be removed from the title screen so students have access to only the activities you elect.

## Options

Enter Options to add student names so their work will be saved, personalize their activity settings, set scanning details, create word lists, and access saved results.



At the title screen, select File and then Options on the menu bar at the top of the screen. (Note: the menu bar is hidden until you roll over it.)

The password to enter Options is Attainment. You can create a different password once in Options. As a back-up, Attainment will always work as a password.

The screenshot shows a window titled "Options" with a red close button in the top right corner. Inside the window, there is a "User" section with a "Name:" label and a text box containing "Tess". To the right of the text box are "Delete" and "Add" buttons. Below the "Name:" section are "Settings" and "Results" buttons. At the bottom, there are two checked checkboxes: "Fullscreen" and "Allow guest logins", followed by a "Teacher Password:" label and a password input field. A large green "OK" button is at the bottom right. Four callout boxes with arrows point to specific elements: "add student names" points to the "Add" button; "access settings for student showing above" points to the "Settings" button; "access previous work of student showing above" points to the "Results" button; and another callout points to the "Name:" text box.

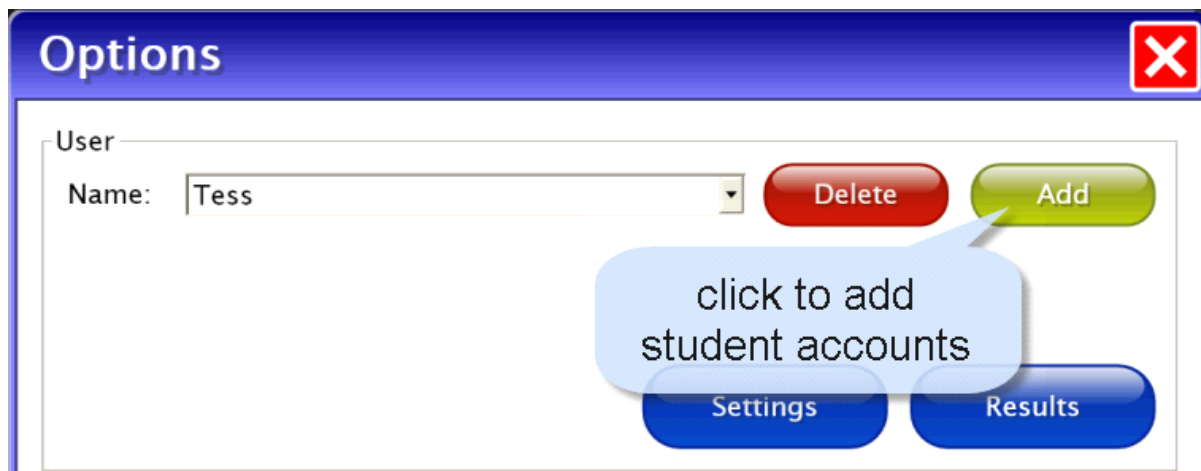
First Options screen

Helpful pop-up descriptions are given with each setting. To view pop-up help, move and pause the cursor over a setting.

A pop-up help box with a decorative border. It contains the text "Fullscreen" next to a checked checkbox. Below it, a yellow highlighted box contains the text "Determines if program starts up in fullscreen or windowed mode". Below this, the text "Allow guest logins" is partially visible next to an unchecked checkbox.

## Add/delete user name

Add or delete student names on the main Options screen.



Add user name: Click the Add button, type the student's name, and press Next. Add an optional password which this student will need to type to log in; click Skip or type the password and click Next. Add an optional picture of the student (or any image) that will show by the student's name on the login menu; press Skip or press the From File button to assign a picture or when a web cam is detected a Web Cam button is also available.

Delete user name: Select the name from the drop-down menu and click the Delete button.

## Fullscreen

Choose to run the program full-screen or windowed mode on the main Options screen.

The screenshot shows a window titled "Options" with a red close button in the top right corner. Inside the window, there is a "User" section with a "Name:" label and a dropdown menu showing "Dena". To the right of the dropdown are "Delete" and "Add" buttons. Below the name is a small photo of a smiling girl. To the right of the photo are "Settings" and "Results" buttons. Below these are two checked checkboxes: "Fullscreen" and "Allow guest logins". A blue speech bubble points to the "Fullscreen" checkbox with the text "program will run fullscreen or windowed". Below the checkboxes is a "Teacher Password:" label and a password input field. A large green "OK" button is in the bottom right corner.

Options

User

Name: Dena

Delete Add

Settings Results

☒ Fullscreen

☒ Allow guest logins

Teacher Password: •

OK

program will run fullscreen or windowed


## Allow Guest logins

Showing Guest as a login name is optional. On the main Options screen decide if Guest will be available as a login name. Activities completed in **Basic Sight Words** while logged in as Guest are not stored for later viewing. (Guest can be removed as a log in choice only after one or more login names have been added.)

**Options**

User

Name:



☒ Fullscreen

☒ Allow guest logins

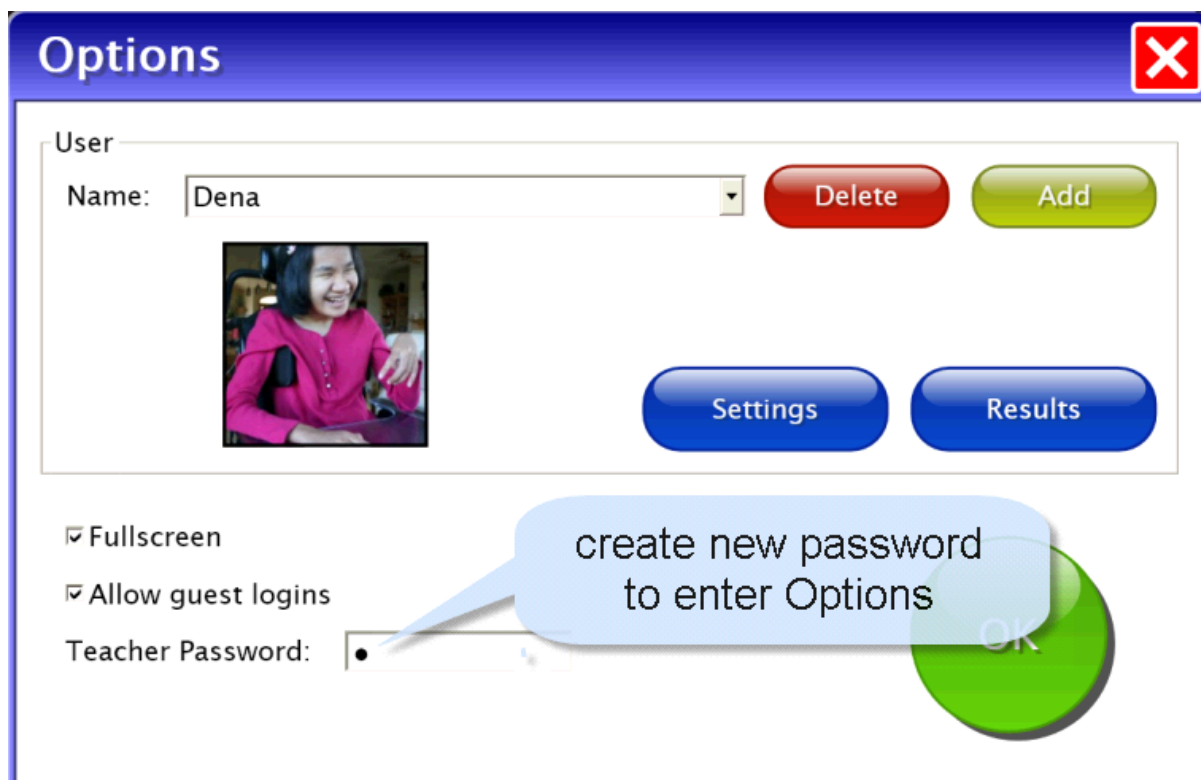
Teacher Password:

show or remove guest login



## Teacher Password

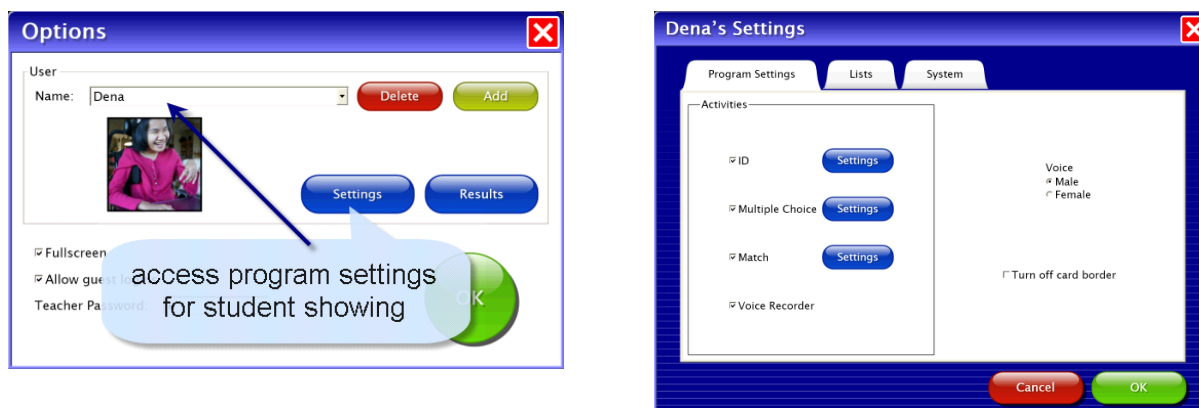
On the main Options screen you can create a new password to enter Options. As a back-up, “Attainment” will always work as a password.



The screenshot shows a software window titled "Options" with a red close button in the top right corner. Inside the window, there is a "User" section with a dropdown menu showing "Dena", a "Delete" button, and an "Add" button. Below the dropdown is a small photo of a smiling woman. To the right of the photo are "Settings" and "Results" buttons. Below these are two checked checkboxes: "Fullscreen" and "Allow guest logins". At the bottom, there is a "Teacher Password:" label followed by a password input field containing a single dot. A blue callout bubble points to this field with the text "create new password to enter Options". A large green "OK" button is positioned to the right of the callout.

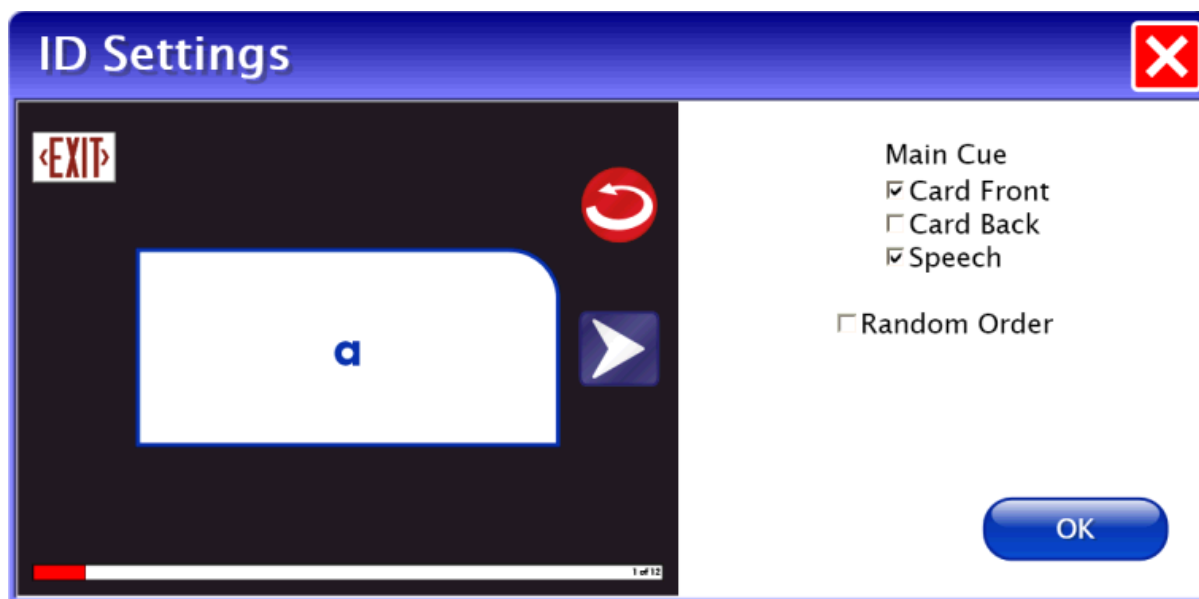
## Settings-Program Settings tab

View or edit student's program settings by selecting Settings button on the main Options screen.

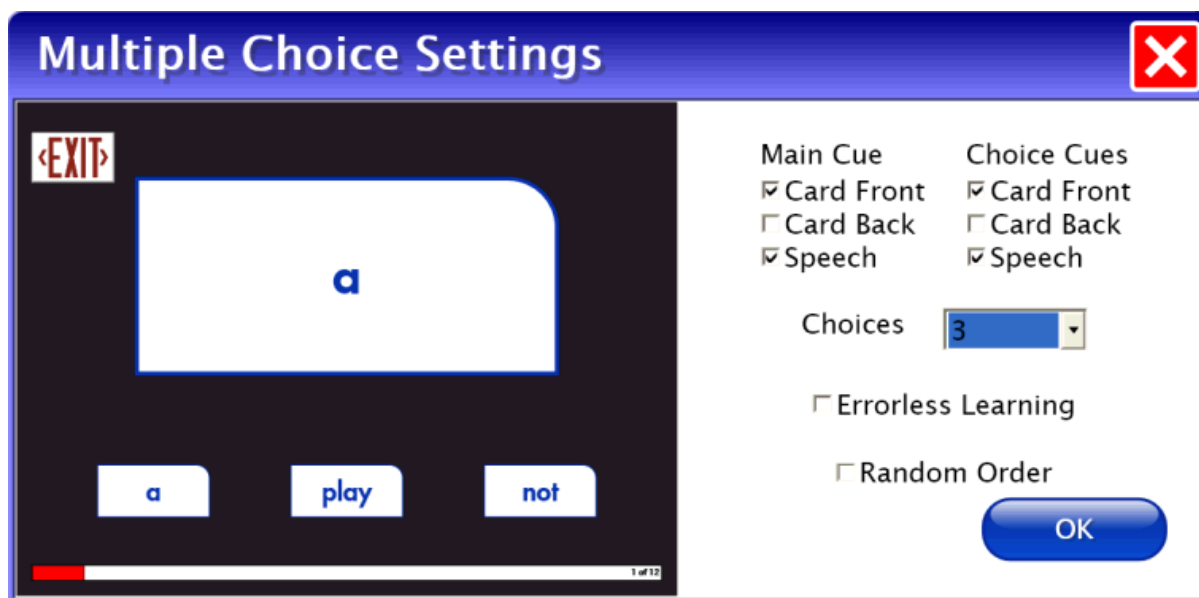


On the right side of the screen choose whether this student will hear a male or female recorded voice. Also an option to Turn off the colored card border.

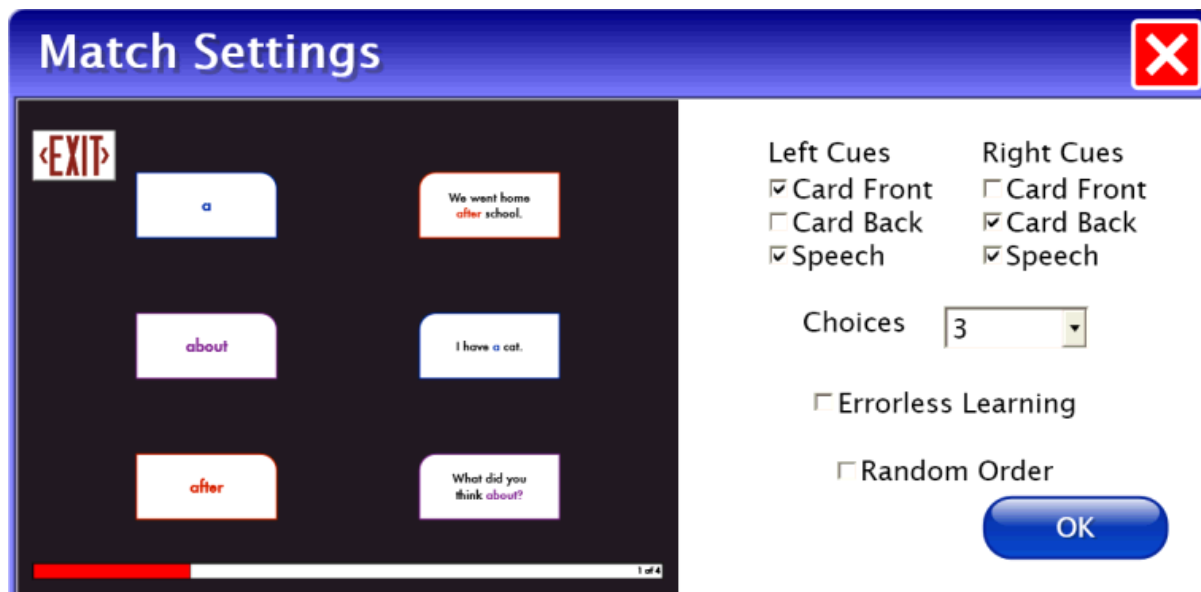
Activities can be removed from the student's menu by removing the check-mark in front of each activity.



**ID Settings:** select card front or card back to first show as the student works in ID. Speech can be turned off. Each list will show the cards in the order in which the list was saved unless Random Order is checked.



**Multiple Choice Settings:** choose to show the front or back for the Main Cue (large card) and for the Choice Cues (smaller cards). Speech can be removed for both. Set the number of Choice cards from two to four. When Errorless Learning is selected only the matching card is selectable. A visual cue of fading out the incorrect choices is controlled by the location of the cursor. The cursor on the large card shows all the Choice cards in full. Move the cursor toward the Choice cards and the incorrect matches fade and are not selectable. The word list can be shown in random order or left unchecked will show the cards in the order in which the list was saved.

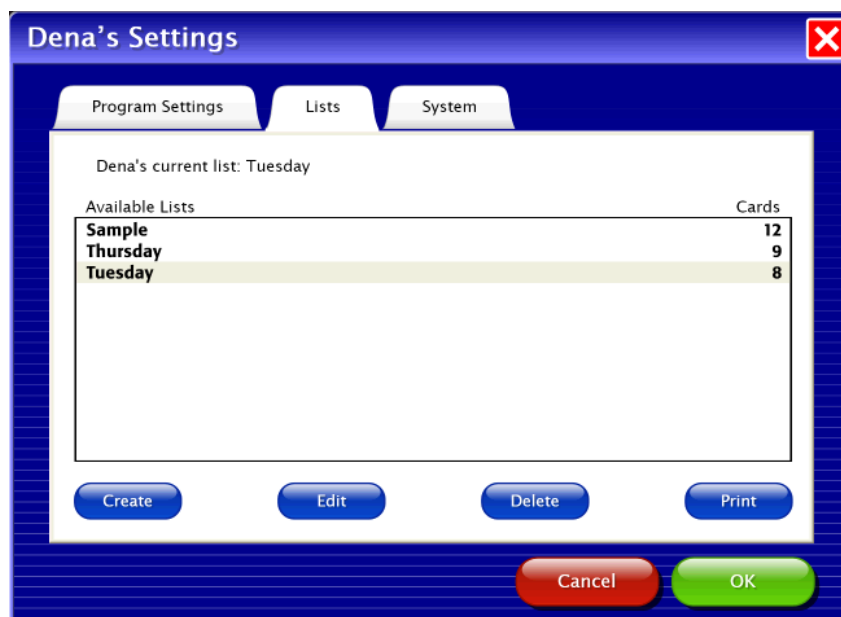


**Match Settings:** card front, card back and speech are offered for the left column and right column. The number of cards in a column can be set from two to four. Errorless Learning can be implemented. With Errorless Learning after selecting a card from one column, the student moves the cursor toward the cards in the other column and the incorrect matches fade and are not selectable. Showing cards in Random Order is also offered.

**Voice Recorder:** there are no individual settings for Voice Recorder.

## Settings-Lists tab

To create, edit, delete, or print a word list first select the student's name in [Options](#), click Settings button, and select the Lists tab.



To create a list, click the Create button. Search the 245 available cards by predetermined lists or by keyword: the 245 words are shown in alphabetical order.

**Create List**

Category: All

☒ Category  
☐ Keyword

all  
always  
am  
an  
and  
**any**  
are

**any**

Do you have any pets?

Add Add All

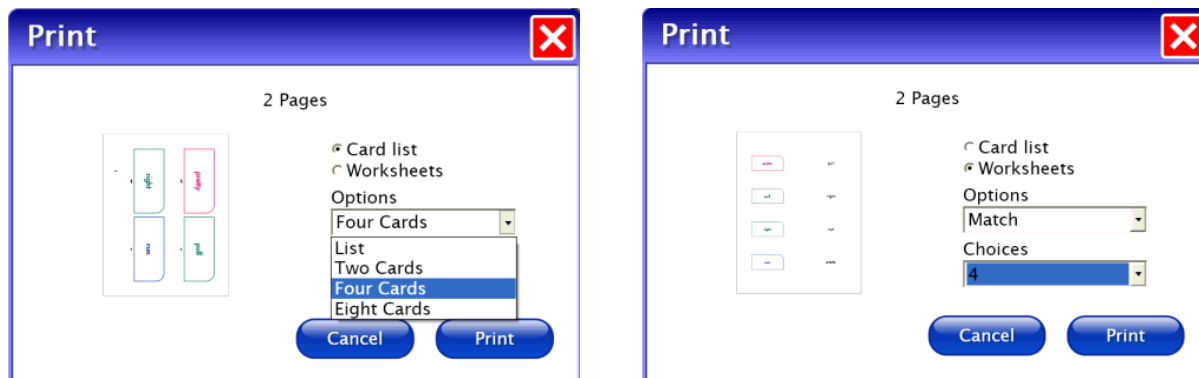
always  
**any**

Remove  
Remove All  
Alphabetize

Save Cards: 2 Exit

Click on a card in the list to highlight it and then press the Add button. The order the cards will be shown to the student will be the sequence they are in when the list is saved. There are two ways to adjust the sequence of the cards before saving the list. Use the Alphabetize button or highlight a word then use the up and down buttons to move the word to a different location in the list. (The words can be presented to the student in random order by adjusting the setting in each activity; on each [Activity Setting screen](#) check the Random Order box.) Once the word list is complete, Save, type a name that describes this list, and press OK. Create additional lists or press Exit to leave Create a List.

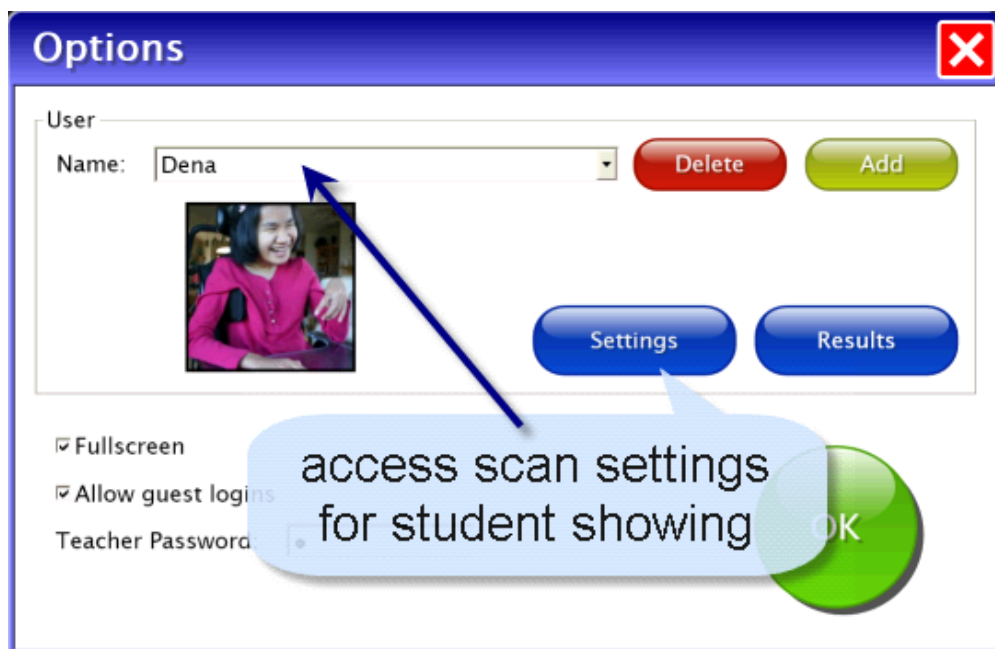
To **print**, highlight the list then press the Print button on the List tab. Choose to print the list as Cards or Worksheets.



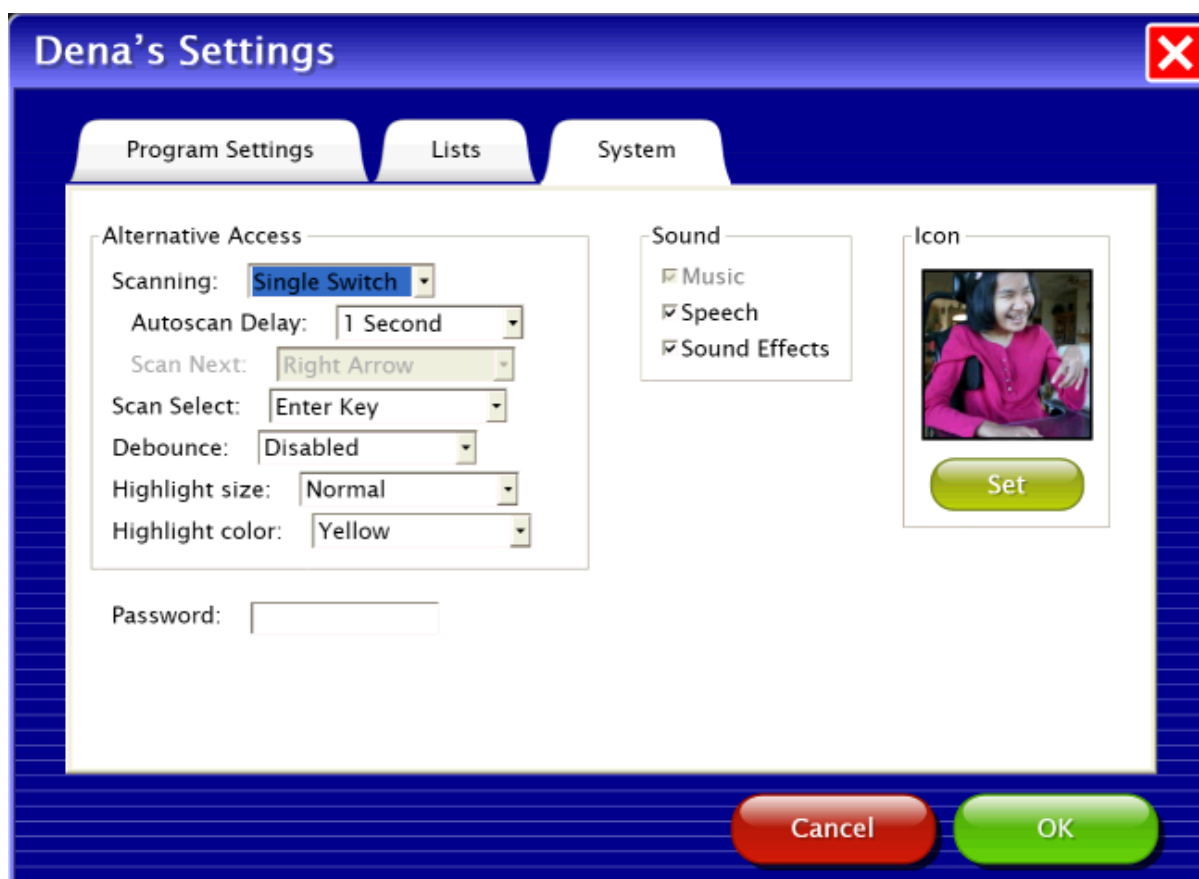
The Option drop-down box shows printing options for cards and worksheets. Printing cards the options are: as a word list; or as cards 2, 4 or 8 on a page. Worksheet options are: Match or Multiple Choice (just like the student activities); then select how many cards are on a page. A small page preview is shown for the options selected.

## Settings-System tab

Access the System Tab by selecting Settings button on the main Options screen.







Alternative Access: **Basic Sight Words** has built-in scanning available. Scanning choices are: disabled, single switch, and double switch. Double switch is for step scanning; student controls how quickly the highlight moves.

Autoscan Delay: is the amount of time the scan highlight stays on a selectable button in single switch scanning.

Scan Next and Scan Select are the keys assigned.

Debounce: amount of time program will ignore repeated switch input.

Highlight size and color are adjustable.

Password: Leave blank or insert a password this student must type to log in.

Scanning: Adjust the Autoscan speed to turn on scanning. (see [Alternative Access](#))

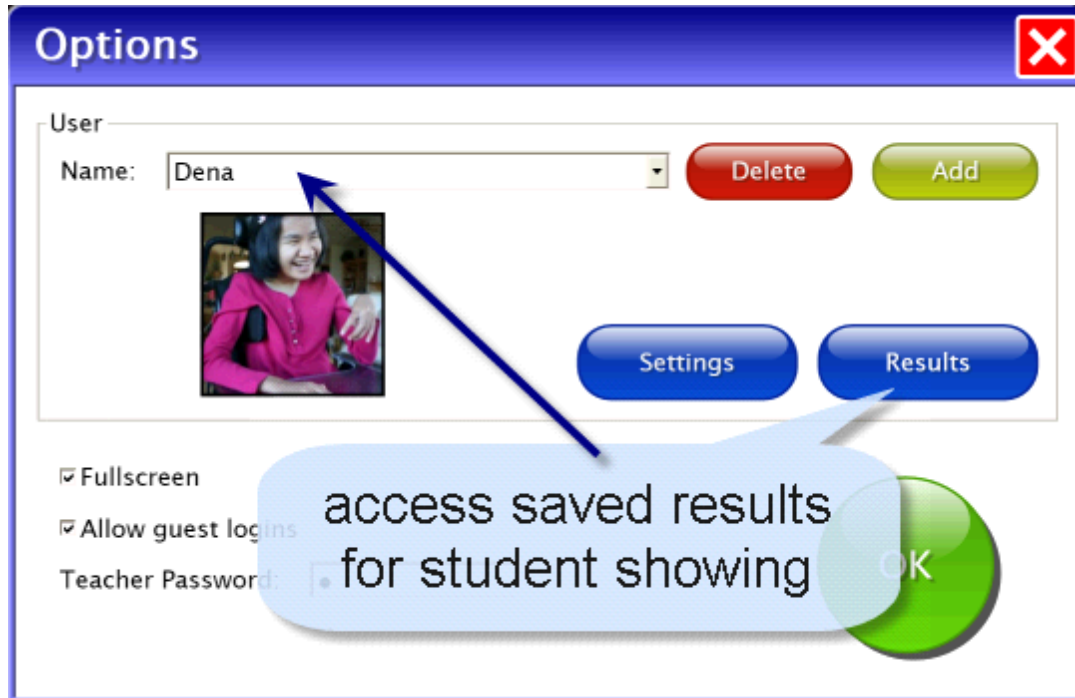
Sound: Speech and Sound Effects can be turned off (also available on the title screen menu bar).

Icon: This allows you to attach a photo of the student or any other graphic that will show by their name on the login menu.

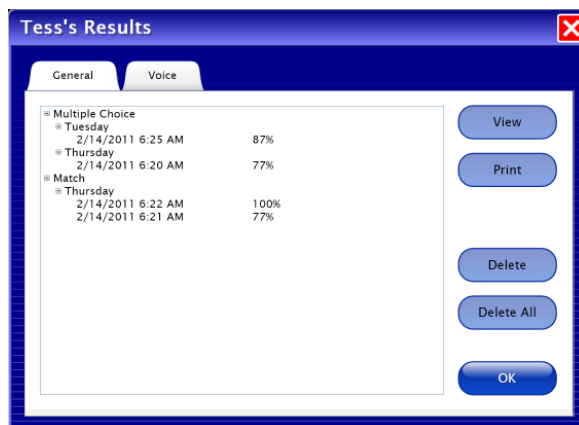
When all options for this student are set, press OK to return to the main options screen.

## Results options

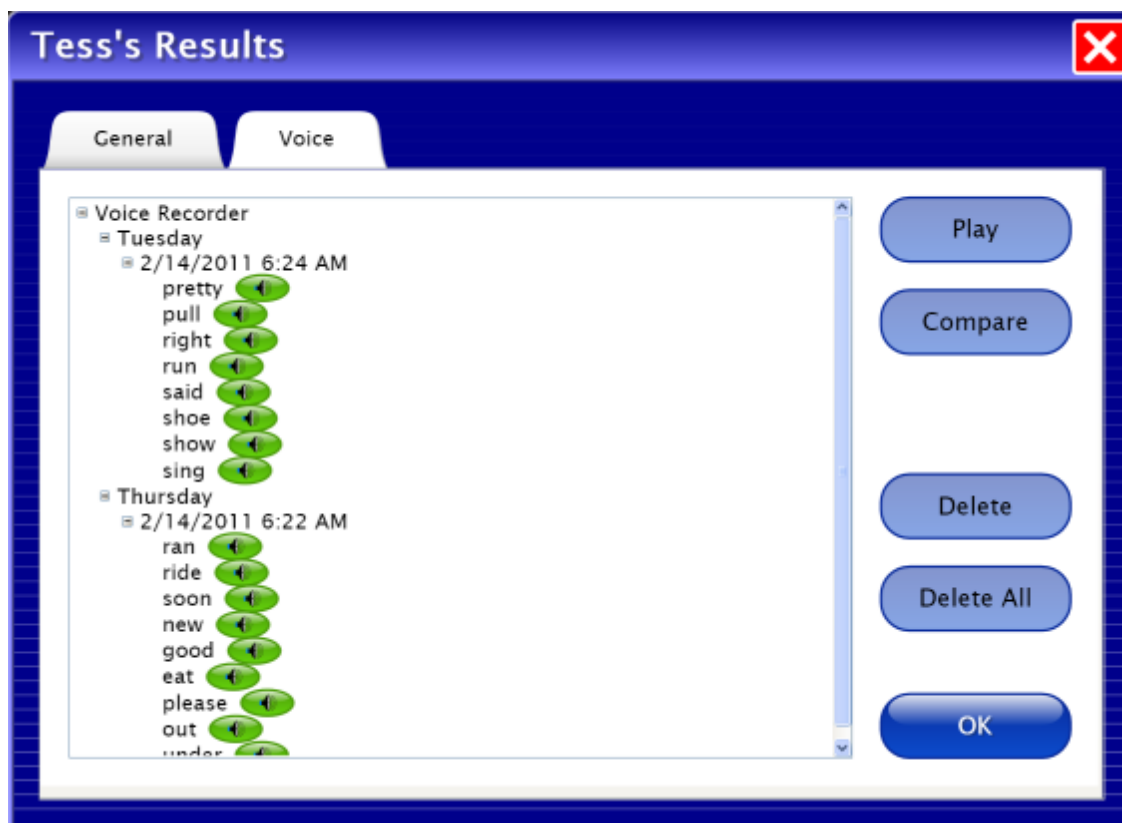
Access the Results screens by selecting Results button on the main Options screen.



On the General tab is a summary look at this student's work. To view details select an individual session on the General tab and View or Print.



Voice recordings are saved and shown on the Voice Tab. Press a speaker icon to hear an individual recording or select the date and Play to hear the list played back. When there are two or more sessions of recordings using the same list, they can be played back comparing word by word from the two lists.

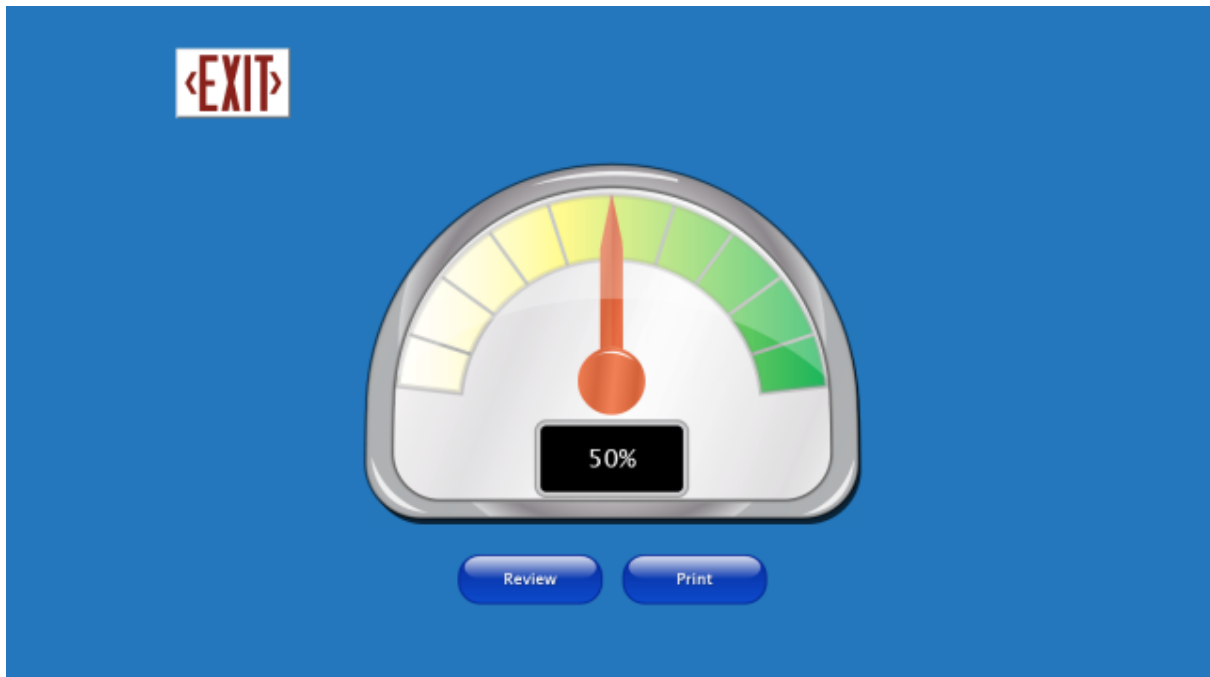




To Compare click on the date of a list, press the Compare button, then press the Play button.

## Results

Results are shown at the completion of each Match and Multiple Choice session. They are also saved long-term from sessions the student completed while logged in with an account name other than Guest. Voice Recordings are also saved for students that log in.

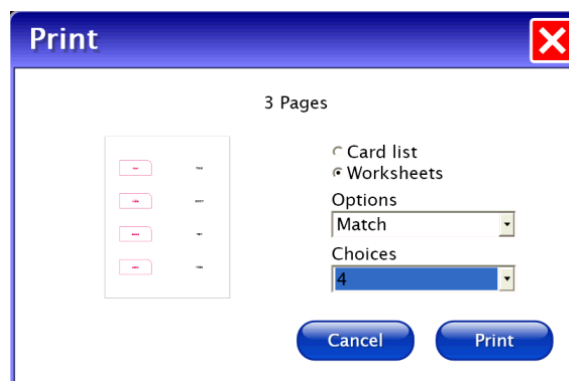
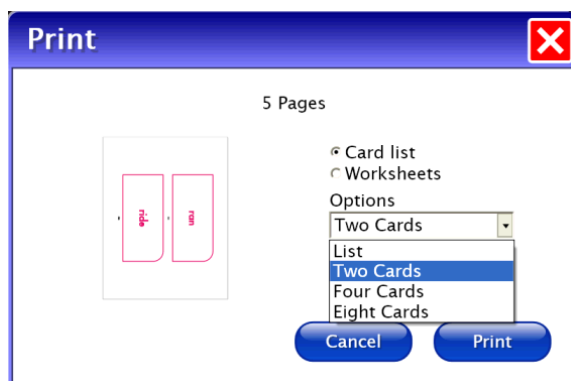


End of session results

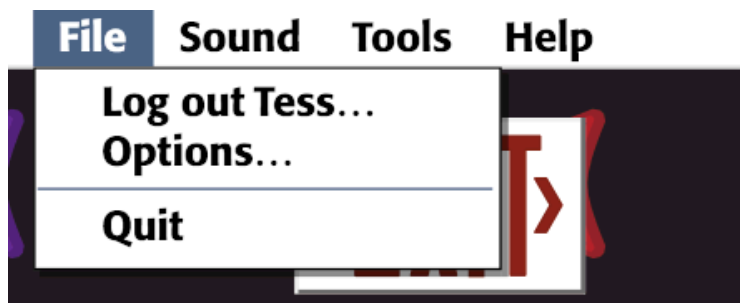
Review takes the student back into the activity with the words they had incorrect. Print will send the details of the session to the printer. Saved results can be viewed or printed later from [Options --> Results](#).

## Printing

To quickly print cards or worksheets select Tools - Print List on the title screen menu bar. This quick access will print the word list currently selected.



Student results can only be printed from the menu bar File - Options - List tab. Options - List tab also provides for more flexibility of word lists used to print worksheets and cards. See [Settings-List](#) tab for details.

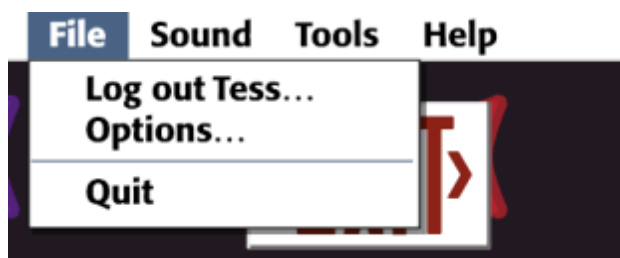


## Menu bar

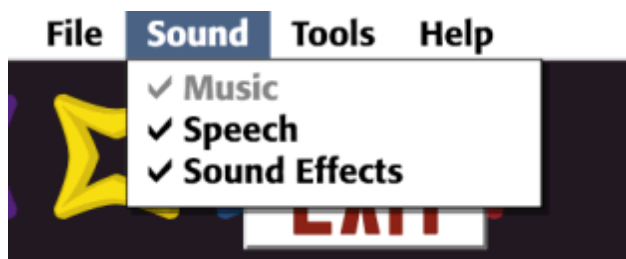
The menu bar is only accessible at the title screen. It is hidden until the cursor rolls over it.



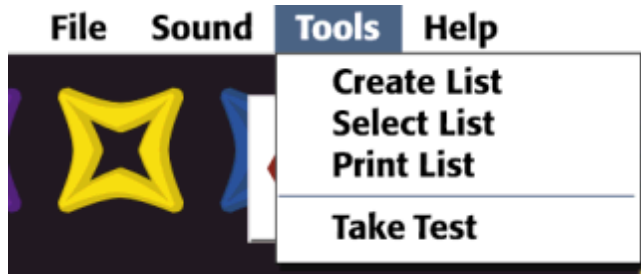
The far right side shows the student currently logged in.



File: Log out user, access [Options](#), and Quit the program.



Sound: Turn off Speech or Sound Effects. This is a temporary setting applying only to this session. To turn off sound as a permanent setting use [Options - System](#).



Tools: Create List, Select List, and Print List. Take Test can be used with Multiple Choice and Match. It uses all the options set for the student logged in, but does not give feedback; the answer given (right or wrong) is recorded and the program moves to the next card.



Help: The User Guide, About Picture Cue Dictionary.



## Alternative Access

### Touch Screen

**Basic Sight Words** is designed for use with touch screen devices.

### Intellikeys

Attainment has provided an Intellikeys overlay document in PDF form on the CD. You can also download this document from our website from the **Basic Sight Words** product page.

### Scanning

This program supports single or two switch step scanning. To change scan settings, go to [Options-Settings-System tab](#).

## Technical Support

If you have a problem running **Basic Sight Words**, please call Attainment Technical Support at the number below. If possible, have the program running with your computer nearby while we discuss solutions.

You can speed the process if you collect some basic information ahead of time:

- \* Running on Windows or Mac?
- \* What was the error and type of error message, if any?
- \* What triggered the problem?
- \* Can you duplicate the problem?
- \* What operating system are you running?

Tech Support is available weekdays from 9 am - 5 pm (CST)

phone: 1-800-327-4269 or 1-608-845-7880

email: [techsupport@AttainmentCompany.com](mailto:techsupport@AttainmentCompany.com)

website: [www.AttainmentCompany.com](http://www.AttainmentCompany.com)

## System Requirements

### **Windows - System Requirements**

Windows XP SP3 or higher

Minimum of 512MB RAM

Microsoft .Net 3.5 SP1

NOTE: During installation from the Autoplay menu, if .Net v3.5 is not detected, you will be prompted to install it. .Net 3.5 SP1 is included on the CD.

### **Mac - System Requirements**

Intel processor

OS 10.5 or higher

Minimum of 512MB RAM

Microsoft Silverlight

NOTE: During installation, if Silverlight is not detected you will be prompted to install it. The Silverlight installer is included within the program. Once Silverlight is installed the program will start.

## License

### Ownership

Attainment Company retains the title to the software program. The purchaser gains only the title to the enclosed CD.

### Single-User License

Attainment Company, Inc. grants the original purchaser a Single-User License. Under this license, the purchaser may use this software on a single computer at a single location. The purchaser may make a copy of this software for backup purposes only. A Single-User License may be modified into a multiple computer license. Call Attainment Company for pricing information. Multiple Computer Licenses are shipped with a printed statement of the number of computers purchased.

### Copyright

This program is protected by United States copyright laws and International copyright treaties.

### Upgrades

If within 30 days of this software purchase Attainment Company releases a new version of the software, you may send the enclosed CD to Attainment for a CD containing the new software at no charge. After 30 days, you must pay an upgrade fee.

### Warranty

Attainment Company warrants that the enclosed CD is free of defects in materials and workmanship for up to one year of purchase. If you discover a defect, return the enclosed CD to Attainment Company for a free replacement. There is a replacement charge of \$15, plus shipping and handling, for products replaced after warranty expires.

### Limitation of Liability

Attainment shall not be liable for damages, including incidental or consequential, arising from the use of the program or this documentation. Some states, however, do not allow the limitation or exclusion of liability for incidental or consequential damages. In these cases, this limitation may not apply.

## Contact Us

Questions or Comments

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