

## Start-To-Finish® Books

### Introduction

Start-to-Finish Books® are interactive CD-ROM books that have been created around high interest curricular topics. There are many titles in the Start-to-Finish® library, including classic literature, famous authors and non-fiction themes. The books are adapted to accommodate developing readers who require high interest but low vocabulary materials. Each Start-to-Finish® package contains a teacher guide, a print copy of the book, an audiocassette and a CD-ROM containing the interactive book and several support files and blackline masters of book activities.

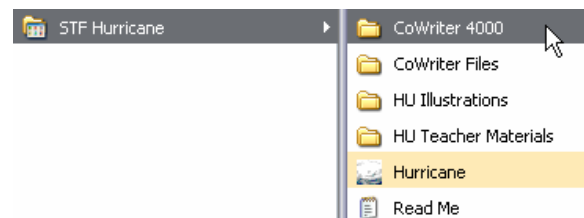
Start-to-Finish® Books are published by the Don Johnston company ([www.donjohnston.com](http://www.donjohnston.com)) and, as such, work well with one of their other software products, the word prediction program Co:Writer 4000. Students can engage with the books a number of ways: by reading the print book, listening to the audiotape or by interacting with the CD-ROM story. In addition, teachers can use the support materials to reinforce students' comprehension of the text and to test their overall understanding of what they have read. As the student moves through the chapters in the book, the text is highlighted and read aloud. At the end of each chapter the student can complete an interactive multiple choice test to see if he or she has understood the main parts of the chapter.

### Installing Start-to-Finish® Books

Installation of the Start-to-Finish® is very straightforward. Follow the instructions listed in the Teacher Guide that came in the package. The Teacher Guide is a valuable support document, with descriptions of activities, explanations of how to use the CD-ROM, sample lesson plans and specific instructions for using Start-to-Finish® Books with scanning switch users. Once you have the book installed, you can proceed with exploring the program!

### Exploring the Installed Files

1. When the Start-to-Finish® book was installed, several useful files were also copied to your hard drive. Locate those files by opening your Programs list and highlighting STF (name of book) on your list. You will see a "Read Me" file, the actual STF book, and several folders.



- a. **Read Me file** – This is a simple text file containing very basic, but important information on the installation of your program, the installed files and contact information for technical support. It is helpful to print this file for future reference.
- b. **(Book Name)** – The actual STF Book name will appear on your list. Click this to start your Start-to-Finish Book.
- c. **Teacher Materials** – This folder contains blackline masters of book activities, book vocabulary and testing materials.
- d. **Illustrations** – This folder contains image files from the STF book that can be used by students to create their own materials (book reports, etc.) or by teachers who wish to create their own custom book activities.
- e. **CoWriter Files** – This folder contains a Co:Writer writer file that can be used by Co:Writer 4000. To use it, it must be copied into the Co:Writer 4000 Writer files folder that is located in the main Co:Writer 4000 folder (assuming you have this program installed on your hard drive).
- f. **CoWriter 4000** – This folder contains a Co:Writer 4000 Topic Dictionary that can be copied to the Topic Dictionaries folder of Co:Writer 4000. If activated in Co:Writer, it will provide predicted words based on your Start-to-Finish book.

## Starting the Program

1. Launch the program by choosing the Book Name from the STF folder on your All Programs list (Windows) or by double-clicking the book icon in the Start-to-Finish folder on your hard drive (Macintosh). You will see an opening screen announcing the name of the book and the author.
2. A sign-in screen will appear directing you to enter a “New” user name. Click on “New” and type in the name of your user. Click on the new name now added to the list and confirm the name by clicking “Yes”. The book will now open to the book’s Table of Contents Page.

## Navigating the Content and Chapter Pages

1. The Content Page contains several buttons as well as interactive text.
  - a. Click on any chapter listed on the Contents page to go to that chapter.
  - b. Click on the “Speak” button to hear the text read aloud. Click on it again to stop the reading.
  - c. Click on any word in the text to have that word spoken aloud.
  - d. Click on the “Forward” and “Back” arrows to navigate through the pages in the chapter.
  - e. Click on the “Contents” button to go back to the Contents page to access the other chapters.

## End of Chapter Quiz

1. At the end of each chapter, there is an interactive, multiple-choice quiz. A reader can complete the quiz as often as he or she wants.
  - a. On the last page of the chapter, click on the “Forward” arrow to go to the quiz.
  - b. Click on the “Help” button (the question mark) to get instructions on how to complete the chapter quiz.
  - c. Click the “Start” button to start filling in the blanks.
  - d. When you are finished, click the “Done” button to see which answers you entered correctly.
  - e. Click the “Forward” arrow to go to the quiz graph. On this page you can print the quiz or the individual student’s graph.
  - f. Once you have viewed the quiz graph, click the “Forward” arrow to return to the Contents page.

## Teacher Options

1. You can access the Teacher Options by returning to the Contents page and clicking the “Stop” button (red stop sign shape). Once you do that you will see the three options available to you: Table of Contents, Sign In and Quit.
  - a. On this page, press “Control-T” on your keyboard to open the Teacher Options window.
  - b. Type new students’ names in the name field and click “Add” to add them to the list.
  - c. Highlight a name on the list and click “Report” to see an individual student’s reading report.
  - d. Click on the options on the right hand side of the screen to set scanning options if you have a student who will be using scanning to interact with the book.
  - e. Click “OK” when you are finished.
  - f. Click “Stop” when you are ready to quit the program.

The Start-to-Finish® Books provide a number of excellent options to support developing readers. They are a great starting point for reading and writing activities to build reading comprehension and reading and writing confidence.