Superior Language Products

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Foreign Service Institute's
Finnish Graded Reader

1. Thank you for your purchase!

Thank you for purchasing this digital version of the Foreign Service Institute's *Finnish Graded Reader* from **Superior Language Products**! The FSI, a bureau of the U.S. Department of State, produces language courses and supporting exercise material to aid in training diplomatic personnel and staff. The FSI language courses are widely held to be first-rate and we're sure you will find this product lives up to that reputation!

The FSI Graded Reader media consists of mainly typewritten text supported by sketches, tables, newspaper clippings, cartoons, etc., and audio tapes. This CD-ROM contains Superior Language Product's digital reproduction of the entire FSI product and is a faithful reproduction of *Finnish Graded Reader.*

Quick-start guide:

- Verify that your installation of Adobe Reader is version 6.0 or higher. If it isn't, install Adobe Reader version 6.02, found in the "Adobe" folder on the CD-ROM.

- You will need an MP3 player to listen to the audio portions of the Finnish language lessons. You may use the MP3 player included on your Superior Language Products CD (more on that later), or any suitable media player that supports MP3. Microsoft® Windows Media Player, freely available from Microsoft (http://www.microsoft.com) works perfectly well, but it should be run in "compact" mode so that it takes up as little screen space as possible. Ideally, you want it to occupy only a very small amount of screen space. That way, when run on top of other windows it will not obscure your view of the pages but will still be readily accessible at all times. To make the "run on top" setting in version 10 of Media Player, go to menu bar Tools-Options-Player tab- check the box "keep the player on top of other windows". If you have an internet connection, a further improvement can be made by downloading a new "skin" from the Microsoft website (go to Tools-Downloads-Skins on the Media Player menu bar). There you will find a collection of "skins", a few of which will even further reduce the size of the media player on your screen. Similarly, RealPlayer®, another free media player available from RealNetworks®, at http://www.real.com will play the MP3 audio files included on this CD. Again, size the RealPlayer window so that it

takes up the minimum amount of screen space. Also, check "On top while playing" in the View menu on the menu bar.

- If you do not have a media player for the MP3 files, or don't want to use either Windows Media Player or RealPlayer, you may use **CoolPlayer**, a small but suitable MP3 player included on your Superior Language Product CD. To install, copy CoolPlayer.exe from the "CoolPlayer" folder on the CD-ROM to a convenient location on your hard-disk drive. Run CoolPlayer from your hard-disk drive (not from the CD), right click in it's window, select **Options** from the pop-up menu, check the **Always on top** box, click the **Register Filetypes** button and click **OK.**

- The *Finnish Graded Reader* CD-ROM should auto-start when inserted into the CD drive. If not, browse to the CD drive and double click the file **Startup.bat.**

- The Main menu should appear in Adobe Reader full-screen view.

- For navigation help in full-screen view, print a copy of page 13 of this document for reference. The *Table of Contents*, and *Unit 1* contain red and yellow navigation help icons 📣📣 you can click for navigation help and other tips.

- To close any unit, press **Ctrl**+**F4** on your keyboard or press **Esc** to advance to the last page of the unit, which contains a close or "Loppu" button.

NOTE: it is not necessary to install the Superior Language Product data files on your hard-disk drive to use this product. Only Adobe Reader and CoolPlayer need be installed to your hard-disk drive.

2. What's on this CD?

Finnish Graded Reader and accompanying audio recordings are designed to develop reading ability in Finnish through the coordination of audio material with the printed page, with minimum recourse to translation. The fifty-seven selections have been arranged and edited to provide a sequence suitable to the growing competence of students as they progress from the beginning through the intermediate stages of reading proficiency. It has been an aim in the editing to retain as much as possible of the original style and flavor while modifying constructions and vocabulary as necessary for the benefit of students.

The text has been planned as a supplement to a beginning course in Finnish, to be introduced when the student has mastered much of the basic structure of Finnish and about 700 lexical items. It may also be used effectively in an intermediate course.

Among its features are lexical and grammatical drills, which, together with questions after each reading selection, are intended to help the student develop facility in conversing and in using vocabulary and structure beyond the introductory level. The accompanying recordings emphasize the spoken language and liven the material.

The abundance of audio recordings incorporated into this publication insure that the student will be provided with a good foundation in understanding the spoken language.

This CD contains the complete version of **Finnish Graded Reader**, text and audio. It has been transformed from a 751 page text with 14 cassette audio tapes into an easy-to-navigate digital version for use on your home computer. The original text has been converted to Portable Document Format (pdf). The audio pertaining to each lesson or exercise is easily accessible via a clickable-link located on the lesson page, making coordination between text and audio, navigation, course browsing, and overall use much easier than the original

text/tape format. Each entry in the table of contents has been linked to the appropriate unit, making access to any lesson in this large volume easy.

If you like paper, you'll be happy to hear that any lesson - or the entire publication - can be printed by your inkjet or laser printer. By reproducing individual lessons this way, one can study them at any time - on the bus, during coffee break, while traveling, etc.

Furthermore, the audio portion of the lessons, being in mp3 format, can be copied to an mp3 player for use while away from the computer.

3. System requirements.

- Intel® Pentium® processor
  Microsoft® Windows 98 Second Edition, Windows Millennium Edition, Windows NT® 4.0 with Service Pack 6, Windows 2000 with Service Pack 2, Windows XP Professional or Home Edition.
  32MB of RAM (64MB recommended)
  60MB of available hard-disk space (for Adobe Reader)
  Internet Explorer 5.01, 5.5, 6.0, or 6.1

- Adobe® Reader® version 6.0.1 or later (included on the Superior Language Products CD-ROM).   Or, you may download the latest version from Adobe Systems Incorporated at:
  http://www.adobe.com/products/acrobat/readstep2.html

- An MP3 player such as RealPlayer® from RealNetworks® or Microsoft® Media Player.   These players can currently be downloaded at no cost from http://www.real.com and http://www.microsoft.com , respectively.

   You should configure your media player so that it runs on top of other windows ("Always on top" option) and so is always accessible to you while Adobe Reader displays the text in full screen view. Consequently, be sure to set up your player so that it runs minimized, in compact format, or affixed to the task bar so that it covers a bare minimum of the screen.

If you do not have a media player installed on your system, the Superior Language Products CD-ROM contains the MP3 player *CoolPlayer* by DaanSystems.   *CoolPlayer* is small, fast, and has rewind and graphic equalizer features that you will find useful. It consists of a single executable file which you must copy to your hard disk (any location is fine). No further installation is necessary. See *Configuring CoolPlayer* for more information.

4. How to configure Adobe Reader for this product.

After you have installed Adobe Reader, start the Superior Language Products language CD-ROM by inserting it into you CD drive. The program should start automatically. If the graphical main menu screen (*Fig. 1*) does not appear, you can launch it manually using Windows Explorer:
1) Double-clicking "My Computer", then
2) Double-clicking the icon of the CD drive containing the CD-ROM. If the main menu screen still does not appear, double-click the file named "Startup.bat" in the list of files on the CD-ROM.

Alternatively, you can
1) right-mouse click the "Start" button
2) Click explore from the pop-up menu
3) Find your CD drive in the folders list in the left-hand pane
4) Double click the icon for your CD drive.
5) Double click the file "Startup.bat" listed in the files window in the right-hand pane.

Alternatively, you can
1) Click the "Start" button
2) Click "Run" from the pop-up menu
3) Enter your CD drive letter in the "Open" box. (e.g. "D:\" without the quotes) and click "OK"
4) Double-click the file "Startup.bat" in the file list

If the main menu screen still does not appear, then Adobe Reader has either not been installed or is not installed correctly. You must have a properly-working installation of Adobe Reader version 6.0 or higher to use this product.
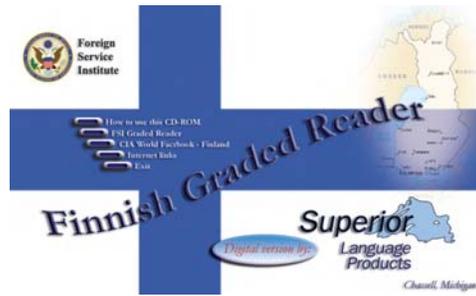
Figure 1. Main menu screen

When the main menu screen appears, press the "**Esc**" key to leave Full Screen view in Adobe Reader.

Set the Full Screen preferences by clicking **Edit** on the menu bar, then click **Preferences…** on the drop-down menu. Click **Full Screen** in the Preferences dialog and make the settings shown in *Fig. 2*:
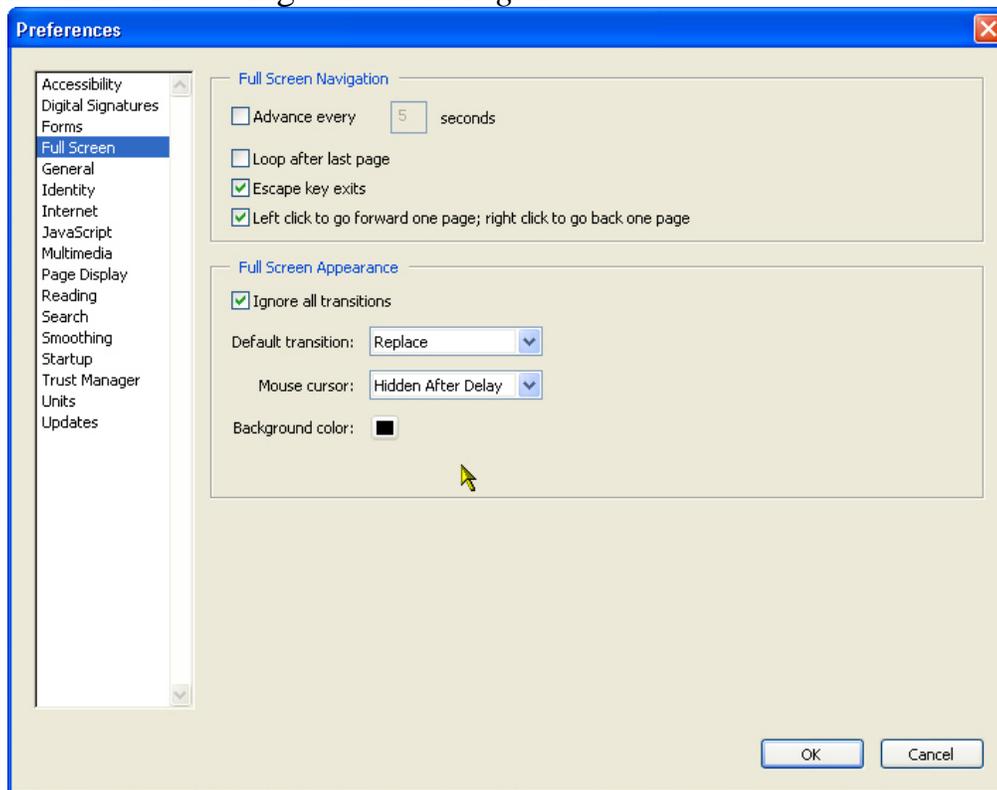

Figure 2. Preferences dialog in Adobe Reader

After you have made the settings as shown, Click "OK".

Press **Ctrl**+**0** (while holding the Ctrl key down on your keyboard, press the 0 (zero) key to set the view mode to "fit page".

Press **Ctrl**+**L** on your keyboard to return to Full Screen view. Adobe Reader is now configured properly.

You may wish to print some of the Graded Reader pages using your printer for reading practice off-line. You can bring up the print menu by pressing **Ctrl+P** on your keyboard. Set the "Print What" setting to "Document and comments (Adobe Reader version 6) or the "Comments and Forms" setting to "Document and Stamps" (Adobe Reader version 7).

5. *How to configure CoolPlayer.*

CoolPlayer by DaanSystems is a small and fast MP3 player that works well with the audio files on the Superior Language Products CD-ROM. If you are more comfortable using some other media player, that's fine.

- Using Windows Explorer, copy the CoolPlayer executable from the CoolPlayer folder on the CD-ROM to any convenient location on your hard disk.
- Double-click the CoolPlayer icon on your hard disk to run the program. You should see this:

- Right click anywhere on the CoolPlayer window to display the pop-up menu and click **Options**.
- Change the default settings in the **Options** dialog by checking the **Always on top** box and un-checking the **Rotate systemtray icon** box.
- Click the **Register Filetypes** button
- Set output to either *DirectSound Plugout* or *Cooler Wave Mapper* (one of the two, at least, should work on your system) and set volume to *System MASTER volume.*
- CoolPlayer is now configured for use.
- To learn more about CoolPlayer's feature, particularly the keyboard 'hot' keys which will allow you to start, stop, and pause the audio, right mouse click the CoolPlayer window, select **About…** and click the **Keyboard Shortcuts** tab.
- The volume can be controlled by clicking and dragging the vertical volume bar in the CoolPlayer window, or by the up or down arrow keys on your keyboard, when the CoolPlayer window has the focus.

6. How to use this Reader.

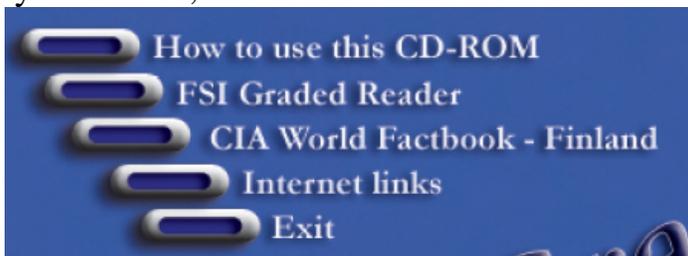With your mouse, click the desired function from the main menu (*Fig. 3*):

 Figure 3. Main menu

"How to use this CD-ROM" is a PDF version of this manual.

"FSI Graded Reader" takes you to the FSI material

"CIA World Factbook" takes you to a PDF file of the Finland Factbook

"Internet links" will open in your default web browser. It is a list of interesting sites pertaining to the Finnish language and Finland in general (*Fig. 4*)

Figure 4. Internet links opens in your default web browser.

Note: If a warning message box appears when you click on the **"Internet links"** button, check the "Do not show this message again" box and then click "Open" (*Fig. 5*):
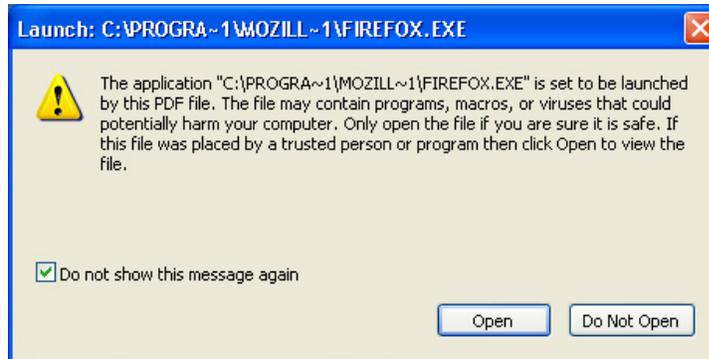

Figure 5. This warning message box may appear when you click on "Internet links". Check the "Do not show this message again" box and click "Open". You will see a similar warning message box later, the first time you click a link to an MP3 file. Checking the box "Do not show…" check box will insure that this message box will appear only this one time while Adobe Reader is running.

In order to access the websites using the links, you must have an active internet connection.

Finally, the **"Exit"** button in the main menu will close the main menu screen. To exit Adobe Reader, click "**File**" on the menu bar, the "**Exit**".

The FSI material
- On this CD-Rom, the FSI Finnish Graded Reader text has been organized into 59 PDF files:
    - A main index and FSI Table of Contents
    - 57 reading selections
    - An abbreviation-word list section
- Click **FSI Finnish Graded Reader** on the Main Menu.
- Click the Table of Contents button on the FSI title page
- Click the unit, exercise or section name from the Table of Contents to open it up. These entries in the Table of Contents are links to the corresponding unit, exercise or section in other data files. When you pass your mouse pointer over these entries, it will change from a hand, like this:

```
N    Some common, extended and sometimes
     unpredictable uses of locatives          37
O    Which case to use and when               39
P    Stem with the possessive suffix          42

                          ᐟᒣ                      v
```

to a pointing finger like this:

```
N    Some common, extended and sometimes
     unpredictable uses of locatives          37
O    Which case to use and when               39
P    Stem with the possessive suffix          42

                                                  v
```

- The pointing finger means that your mouse is now positioned over the link and you may press the left mouse button to advance to that selection.
- Note that you can use the mouse to turn to the next page in the index by clicking the left mouse button and you can turn to the previous page by clicking the right mouse button.   But you must do this in an area on the page which is NOT linked, i.e. the mouse pointer is a hand (not a pointing finger) as in the first of the two figures, above.

Basic navigating

IMPORTANT: If your media player is running, you must first insure that Adobe Reader has the 'focus' (meaning that it is the program set to respond to keyboard commands) before using the keyboard navigation keys. To do this, click on the page with your mouse, or repeatedly press **Tab** while holding the **Alt** key down on your keyboard until focus is returned to Adobe Reader.

- Turn to the next page in any unit by clicking the page with the left mouse button (no need to worry about the 'focus' when clicking the mouse).
- Turn to the previous page in any unit by clicking the page with the right mouse button.
- You can back up to the first page in any unit by pressing the **Home** key on your keyboard (check the 'focus' before using. Same for those below).
- You can advance to the last page in any unit by pressing the **End** key on your keyboard.
- To close any unit or document, press **Ctrl+F4** (Ctrl key and F4 key together) on your keyboard, or press the **End** key to display the last page of the unit and then click the "close" button.
- Note that all PDF files, once opened, remain open until you close them. All opened documents continue to run in the background even though you may not be able to see them. You can bring any open document to the foreground by either closing the documents that are on 'top' of them, or

by cycling through the open documents by pressing **Ctrl+F6** on your keyboard. It is a wise practice to keep open as few documents as needed.

See page 13 a complete chart of available navigation keys, or see the Adobe Reader help files.

You may wish to print some of the Graded Reader pages using your printer for reading practice off-line. You can bring up the print menu by pressing **Ctrl**+**P** on your keyboard. Set the "Print What" setting to "Document and comments (Adobe Reader version 6) or the "Comments and Forms" setting to "Document and Stamps" (Adobe Reader version 7).

Linked audio

To play the audio links, you must have an MP3 player configured (see above). An audio link is indicated by a speaker icon: Just click the icon to hear the audio.

Note: If a warning message box appears when you click on the audio link icon, check the "Do not show this message again" box and then click "Open" (*Fig. 5, above*).

Chart of navigation hot-keys

You can use your mouse and your keyboard to easily navigate the document in Full Screen view. Though a full description of navigational features can be found in Adobe Reader Help, here is a chart of the most useful functions (essential functions in red):

RESULT	ACTION
Previous page	Click right-mouse button on page
Next page	Click left-mouse button on page
First page	Home key on keyboard
Last page	End key on keyboard
Close current document	Ctrl+F4
Leave full-screen view	Esc
Return to full-screen view	Ctrl+L
Previous screen	Page Up
Next screen	Page Down
Move to next open document	Ctrl+F6
Move to previous open document	Ctrl+Shift+F6
Close all open windows	Ctrl+Shift+W
Previous view	Alt+Left arrow
Next view	Alt+Right Arrow
Scroll up	Up arrow
Scroll down	Down arrow
Zoom in	Ctrl+equal sign
Zoom out	Ctrl+hyphen
Zoom to	Ctrl+M
Fit page to window	Ctrl+0 (zero)
Print pages	Ctrl+P

In full-screen view, you can also use your right and left arrow keys to move between pages when Adobe Reader has the 'focus'.

Click the red and yellow navigation help icons scattered throughout the Table of Contents and the first two chapters of the text for a listing of the most important of these keys, and for other tips.

7. Installing this product on your computer

While **Finnish Graded Reader** can be run from the CD-ROM (following installation of CoolPlayer and Adobe Reader to your hard-disk drive), you may install **Finnish Graded Reader** on your computer's hard-disk drive, subject to the conditions set forth in the license agreement.

The installation is accomplished by a straightforward copying of the entire "data" and "SLP_Files" folders to a location of your choice on your hard drive. You must copy the entire contents of the each folder, including the folders themselves, to preserve the relative paths to the linked files.

It is recommended that you:

- Create a folder of a suitable name on your hard-disk drive.
- Use Windows Explorer to copy the "data" and "SLP_Files" folders directly into the folder you created.
- Using Windows Explorer, browse to list the contents of the "data" directory.
- Right mouse click on the file named **Preface_TOC.pdf** and select *Create Shortcut* from the pop-up menu.
- Move or copy the shortcut to your desktop or to some other location of your choosing.
- The **Finnish Graded Reader** will run when you double-click the shortcut, provided that you have properly installed the correct version of Adobe Reader and that Adobe Reader is configured to open PDF files.

You will need about 635 MB of free disk space on your hard-disk drive to install **Finnish Graded Reader.**

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