

Guide to Your User's Manuals

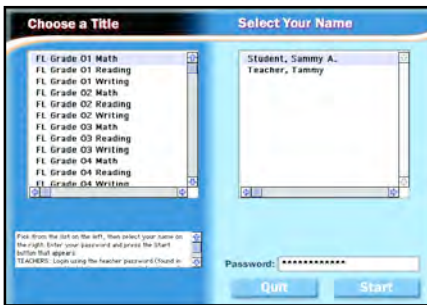
This publication includes an Installation Guide, the **Incredible Tutor™** user's manual, and the **Manage IT!®** user's manual. Notice that there is a black bar on the outer edge of each page that shows which section you are currently reading.

There is also a PDF version of these manuals on your product CD. You can open this in the free Acrobat reader which is already installed on most computers. If you do not have the free reader, it can be downloaded from www.adobe.com. You can use the Acrobat Reader to search the PDF manuals for the specific topic in which you are interested.

I. Installation Guide

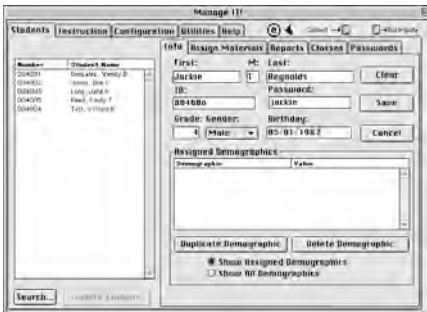
This section will walk you through the different installation options step by step.

I. Incredible Tutor™ User's Manual



Incredible Tutor™ is the test-preparation software used by the student. Chapters 1 and 2 give a brief overview of features and scenarios for using the software. The appendices following give detailed instructions for using each of the program's features.

II. Manage IT!® User's Manual



Manage IT!® is the optional program used by teachers and lab administrators to distribute assignments and create reports for populations of students. The **Manage IT!®** manual begins immediately after the **Incredible Tutor™** index. Chapters 1–2 walk you through installation and setup. The appendices following give detailed instructions for using each of the program's features.



Installation Guide

This guide covers the installation of both Incredible Tutor™ and Manage IT!®. Please note when you see Sleek_x, the x refers to the version number of your software.

Before installing:

- A.** Verify that you received everything listed on your packing slip, including your License Agreement which lists your Key Code.
- B.** File a copy of your License Agreement where you can find it.
- C.** If you own a previous version, back up all your student data.
- D.** Locate any previous versions of **Incredible Tutor™**.

These installation instructions will frequently ask you to select the location where you want an item to be installed.

- To select a location on a PC, navigate to the desired folder and double-click on it, then click the **OK** button.
- To select a location on a Macintosh, navigate to the desired folder and click one time to highlight it, then click the **Choose** button.

How to use this guide:

- If you own Manage IT!® and intend to use it, read **Option A** (page 3).
- If you do *not* own Manage IT!®, or prefer not to use Manage IT!®, but *do* have a server, read **Option B** (page 9).
- If you do *not* own Manage IT!® and do *not* have a server, read **Option C** (page 13).
- If you use a proxy server, please also read the **How to Work With Proxies** section (page 17).
- **Minimum System Requirements** can be found on page 18.

NOTE:

If using Option A or B, PC users must have a drive mapped to a location on the server. Macintosh users should have a server volume mounted on the desktop. In both cases, these drives should be made available at startup or when the student logs into the network. It does not matter if the network drives are hidden as long as the applications can access them.

OPTION A

Read this section if you **DO** own Manage IT![®] and **DO** have a server.

For maximum performance and stability, we suggest that the Manage IT![®] application be installed on one teacher's workstation in the lab.

Incredible Tutor™, on the other hand, can be hosted from one of two places. You must decide which hosting location is best for you.

- For maximum performance, flexibility, and stability, we recommend that **Incredible Tutor™** be hosted on the workstations.
- For the greatest convenience of installation, setup, and subsequent maintenance, **Incredible Tutor™** should be hosted on the server.

In making your decision, consider the current load on your server, its capacity, and the stability and speed of your network. If you are unsure about these details, please consult your school or district technical staff. If **Incredible Tutor™** runs slower as more students log in, the IncredibleTutor folder can be copied to individual student workstations from the server. Once installed, the IncredibleTutor folder may be copied from the server to a workstation by dragging the folder.

If you are currently using a previous version of Incredible Tutor™ and Manage IT![®] and you are upgrading to a newer version:

The upgrade will delete all of your current assignments in Manage IT![®]. You'll then have to create new assignments. All of your students' data collected from past assignments will remain. Upgrades are optional but may update content and **Incredible Tutor™** functionality. If your school is in the middle of test-preparation season, you may choose to wait to do the upgrade until after testing is over.

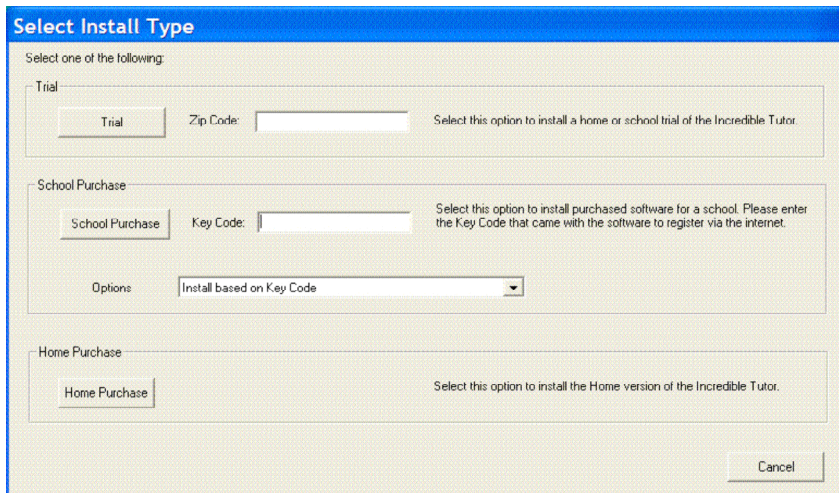
The Sleeknet folder must be on the server in order for Manage IT![®] and **Incredible Tutor™** to communicate.

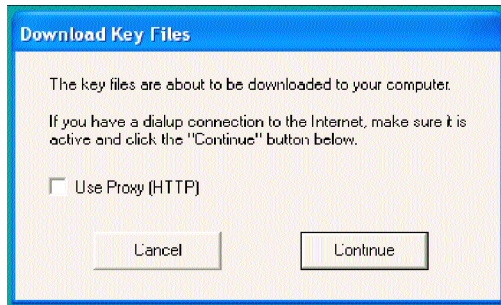
Option A Installation Directions:

1. While sitting at the teacher's workstation, insert the CD. Momentarily, **Incredible Tutor™** System screen should appear. Click on the **Install** button, then on the **GO!** button.



2. After a few moments, the program will open the Select Install Type window. You should see a button labeled **School Purchase** with a text field to the right of it. In the text field, type in the Key Code, found on your License Agreement. It is an 8-character code, all lowercase. After entering the code, click on the **School Purchase** button on the left. You should leave the selection "Install based on key code" in the Options drop-down menu.

A screenshot of the "Select Install Type" window. The window title is "Select Install Type". The main content area has a light beige background. At the top, it says "Select one of the following:". There are three sections, each with a button and a description. The first section is "Trial", with a "Trial" button and a "Zip Code:" text field. The second section is "School Purchase", with a "School Purchase" button, a "Key Code:" text field, and an "Options:" dropdown menu set to "Install based on Key Code". The third section is "Home Purchase", with a "Home Purchase" button. At the bottom right, there is a "Cancel" button.

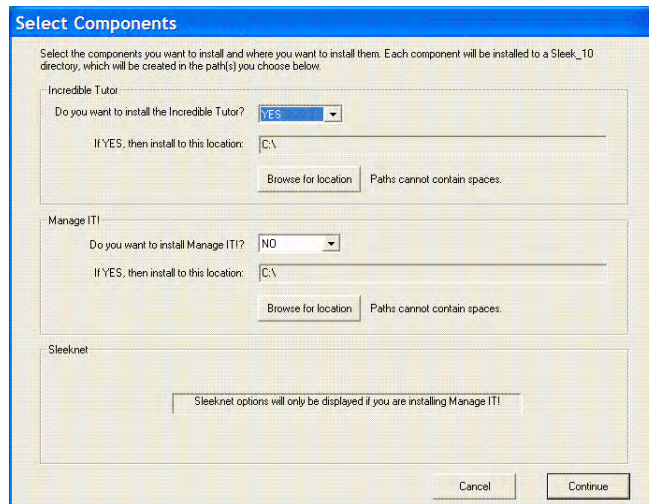


A small "Download Key Files" window will open and ask you to make sure you have a connection to the Internet. If you are using a proxy server, then place a check in the **Use Proxy** check box. See page 17 for more information on using proxies. When ready, click the **Continue** button. The installer will then attempt to contact the Sleek Corporation servers to determine which titles should be installed.

NOTE: This step may be unsuccessful if you do not have Internet access or because of the firewalls, proxies, or other security features of your Internet access. If you get a message stating that the server could not be found or that it is unavailable, go to the Options section of the "Select Install Type" screen and click on the down arrow to reveal a pull-down menu. You can choose from the following menu:

- | | |
|------------------------------|---|
| Get Key Files Emailed | You will be directed to our website to put in your Key Code. Your key files and instructions for using them will be emailed to you. |
| Browse for Key Files | Use to select the Key Files that have been sent or emailed to you. |
| Make Floppy Key Disk | Use to make a Key Disk if you do not have Internet |
| From Key Code | access on your teacher workstation or if you are installing Incredible Tutor™ to student workstations without Internet access. |
| Use Floppy Key Disk | Get the key files from the Key Disk you made in previous steps. |

3. After the installer locates your information, you will be taken to the next screen. On this screen you will select what to install and where to install it.



4. You will first be asked if you should install **Incredible Tutor™**. The answer should default to **YES**. If it does not, click on the drop-down list and select **YES**. Directly underneath the drop-down list is the path indicating where the program will be installed.

On a PC, the default location is the C:\ drive. On a Macintosh, the default location is the name of the Startup disk. In this case, we would like the **Sleek_x** folder to go on the server. (We will discuss moving it to the workstations towards the end of this section.)

To change the path, click on the Browse button. Navigate to the appropriate location on your server and select it. The installer will create a Sleek_x folder in this location and install **Incredible Tutor™** into the Sleek_x folder.

5. The next option is whether or not to install Manage IT!®. If you want to install Manage IT!®, click on the drop-down list and select **YES**. The path for Manage IT!® is defaulted to your local drive (C:\ on a PC and the Startup disk on a Mac). You should leave this path as is. The best location for Manage IT!® is on the teacher's workstation, whether it is in the lab, a workroom, or other location. If you desire, you can choose a different location on the workstation (the Programs folder, for example). To do that, simply browse and select the folder in which you would like it to be installed. Then click the Continue button at the bottom left.

NOTE: If you do not own Manage IT!®, the above option is not available. If you do own Manage IT!® and this option is not made available to you, you should contact Sleek Corporation technical support.

6. If you do have Manage IT!® and choose to install it, after you Continue or Browse for the location to install Manage IT!®, then a screen with a Sleeknet section at the bottom will appear.

Select Components

Select the components you want to install and where you want to install them. Each component will be installed to a Sleek_10 directory, which will be created in the path(s) you choose below.

Incredible Tutor
Do you want to install the Incredible Tutor? YES
If YES, then install to this location: C:\
Browse for location Paths cannot contain spaces.

Manage IT!
Do you want to install Manage IT!? YES
If YES, then install to this location: C:\
Browse for location Paths cannot contain spaces.

Sleeknet
Sleeknet options: Use an existing Sleeknet folder
Install a new Sleeknet folder
Use an existing Sleeknet folder
Location of Sleeknet folder:
Browse for location Paths cannot contain spaces.

Cancel Continue

You should now go to the Sleeknet section and go to the now active pull-down menu. The Sleeknet folder must be on the server in order for Manage IT!® and **Incredible Tutor™** to communicate with each other. For new installations, select **Install a new Sleeknet folder** from the drop-down list. Below this list you will see the location in which the Sleeknet folder will be installed. In most cases this should be the same location chosen for **Incredible Tutor™**.

If you are re-installing the current versions of either **Incredible Tutor™** or Manage IT!®, choose **Use an Existing Sleeknet folder**. Then navigate to the existing Sleeknet folder on your server and select it.

7. Click on the **Continue** button. The installer will now start installing the software.

8. Before Manage IT!® is installed, the installer will verify whether you want to install a new Manage IT!® data file or use an existing data file.



The answer will depend on whether you have the previous version of the software installed. If you have a previous version of the software installed, you may want to upgrade the old data file to a new data file.

If you are starting a new school year and will be importing new students and making new classes, we recommend that you choose to install a new data file. If you are upgrading in the middle of the term and need to keep the existing students and classes, then you should choose to use the old data file.

NOTE: If you choose the **Use an existing data file** option, then your students will lose their current assignments. These will need to be re-assigned to the students.

If you choose to use the old data file, the installer will ask you to locate the old Manage IT!® folder. Navigate to its location, select the Manage IT! ® folder and click **OK** (on a PC) or **choose** (on a Mac). The installer will then copy the old data file into the new Manage IT!® folder. The first time you start the Manage IT!® program, the data file will be upgraded to a new data file.

NOTE: The upgrade process uses a lot of disk space and could take quite a while, especially on older machines. It will also make working on other tasks on this workstation difficult. You should not start this step (running the new Manage IT!® for the first time and upgrading an old data file) until you have time to let it run to completion, preferably overnight or over the weekend.

9. After the installation is complete, the following icons should appear on your desktop. This is how you will know the **Incredible Tutor™** and the Manage IT! ® installations both worked.



IT!



Manage IT!

You can move **Incredible Tutor™** to the workstations. This is easily accomplished by simply dragging the folder called **IncredibleTutor** (found inside the Sleek_x folder on the server) to the local hard drive of each workstation.

OPTION B

Read this section if you **DO NOT** own Manage IT!® (or prefer not to use Manage IT!®) but **DO** have a server.

When using **Incredible Tutor™** without Manage IT!®, the students' names are entered directly into the **Incredible Tutor™** software. By using the server, you only have to enter the names one time and the students may use any workstation they like.

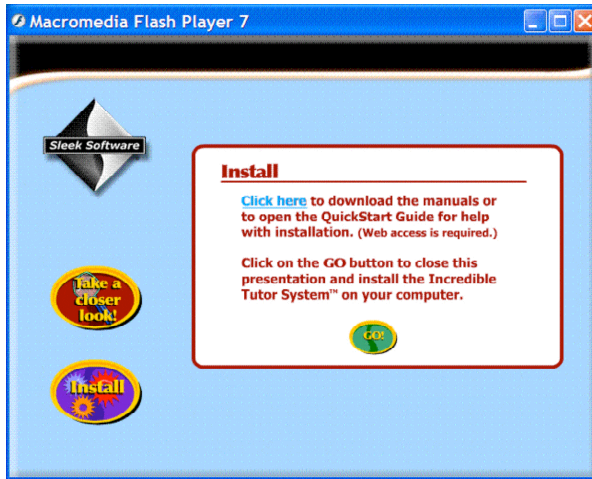
Incredible Tutor™ can be hosted from one of two places. You must decide which hosting location is best for you.

- For maximum performance, flexibility, and stability, we recommend that **Incredible Tutor™** be hosted on the workstations.
- For the greatest convenience of installation, setup, and subsequent maintenance, **Incredible Tutor™** should be hosted on the server.

In making your decision, consider the current load on your server, its capacity, and the stability and speed of your network. If you are unsure about these details, please consult your school or district technical staff. If **Incredible Tutor™** runs slower as more students log in, the IncredibleTutor folder can be copied down to individual student workstations from the server.

Option B Installation Directions:

1. While sitting at any workstation, insert the CD. Momentarily, the blue **Incredible Tutor™** System screen should appear. Click on the Install button, then click on the **GO!** button.



2. After a few moments, the program will then open the **Select Install Type** window.

Select one of the following:

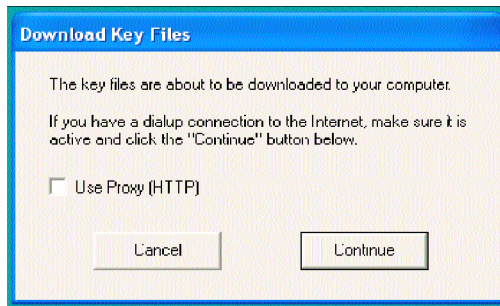
Trial
Trial Zip Code: Select this option to install a home or school trial of the Incredible Tutor.

School Purchase
School Purchase Key Code: Select this option to install purchased software for a school. Please enter the Key Code that came with the software to register via the internet.
Options:

Home Purchase
Home Purchase Select this option to install the Home version of the Incredible Tutor.

Cancel

You should see a button labeled **School Purchase** with a text field to the right of it. In the text field, type in the Key Code, found on your License Agreement. It is an 8-character code, all lowercase. After entering the code, click on the **School Purchase** button on the left.

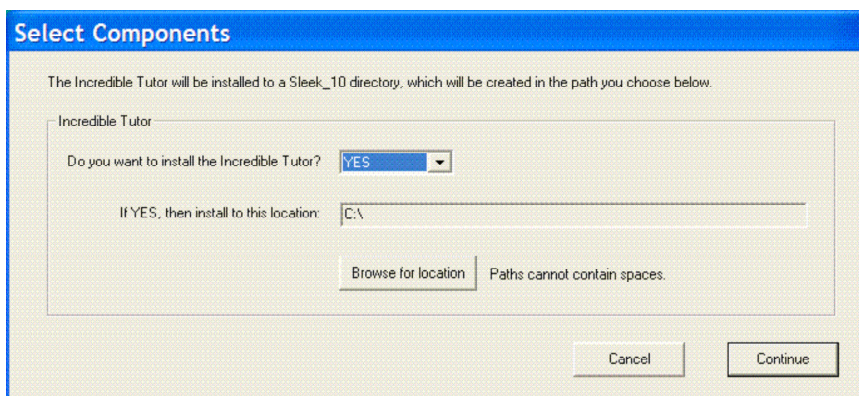


A small "Download Key Files" window will open and ask you to make sure you have a connection to the Internet. If you are using a proxy server, then place a check in the **Use Proxy** check box. See page 17 for more information on using proxies. When ready, click the **Continue** button. The installer will then attempt to contact the Sleek Corporation servers to determine which titles should be installed.

NOTE: This step may be unsuccessful if you do not have Internet access or because of the firewalls, proxies, or other security features of your Internet access. If you get a message stating that the server could not be found or that it is unavailable, go to the Options section of the "Select Install Type" screen and click on the down arrow to reveal a pull-down menu. You can choose from the following menu:

- | | |
|---|--|
| Get Key Files Emailed | You will be directed to our website to put in your Key Code. Your key files and instructions for using them will be emailed to you. |
| Browse for Key Files | Use to select the Key Files that have been sent or emailed to you. |
| Make Floppy Key Disk From Key Code | Use to make a Key Disk if you do not have Internet access on your teacher workstation or if you are installing Incredible Tutor™ to student workstations without Internet access. |
| Use Floppy Key Disk | Get the key files from the Key Disk you made in previous steps. |

3. After the installer locates your information, you will be taken to the next screen. On this screen you will select what to install and where to install it.



4. You will first be asked if you should install **Incredible Tutor™**. The answer should default to **YES**. If it does not, click on the drop-down list and select **YES**.
5. Directly underneath the drop-down list is the default path indicating where the software will be installed.

On a PC, the default location is the C:\ drive. On a Macintosh, the default location is the name of the Startup disk. In this case, we would like the software to go on the server.

(We will discuss moving it to the workstations towards the end of this section.)

NOTE: PC users must have a drive mapped to a location on the server. Macintosh users should have a server volume mounted on the desktop. In both cases, these drives should be made available at startup or when the student logs into the network. It does not matter if the network drives are hidden as long as the applications can access them.

To change the path, click on the **Browse** button. Navigate to the appropriate location on your server and select it. It is important to remember that the installer will create a folder called **Sleek_x** to whichever folder you choose and will install **Incredible Tutor™** into the **Sleek_x** folder.

6. If given the Manage IT!® option, make sure that **NO** is selected.
7. Click on the **Continue** button. The installer will now start installing the software.

If you are going to host **Incredible Tutor™** on the server, then the only remaining task is to place shortcuts or aliases to **Incredible Tutor™** on each workstation.

If, however, you are going to place **Incredible Tutor™** on every workstation and you want to share data on the server, continue to steps 8–10.

8. Create a new folder inside the **Sleek_x** folder on your server and call it Users.
9. Set up the path to the Users folder:
 - A. Start **Incredible Tutor™** from a workstation. Enter **sleekteacher** in the Password field.
 - B. Click on the **Set IT! Up** Button at the lower left.
 - C. In the next window, click on the **Set Paths** button at the upper left.
 - D. In the next window, in the lower pane, click on the button **Choose Users (IT! Stats) Folder**.
 - E. Navigate to and select the Users folder you created in the **Sleek_x** folder on the server.
 - F. Click the **OK** button in the “Set Paths” window.
 - G. Click the **OK** button in the “Preferences” window.
 - H. Click the **Quit** button on the login screen.
10. Now that the path is set, you can move **Incredible Tutor™** to the workstations. This is easily accomplished by simply dragging the folder called IncredibleTutor (found inside the **Sleek_x** folder on the server) to the local hard drive of each workstation.

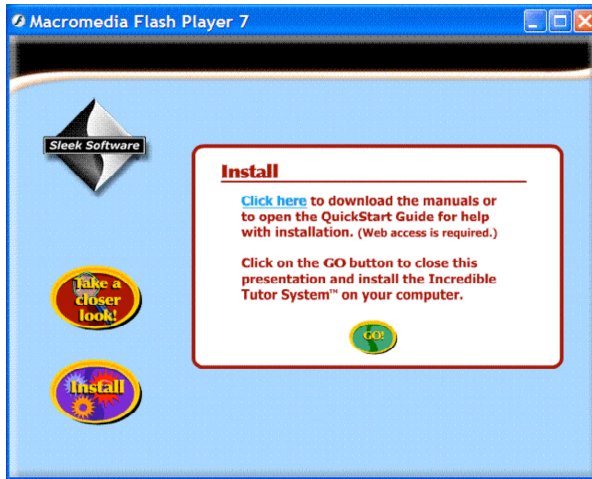
OPTION C

Read this section if you **DO NOT** own Manage IT!® and **WILL NOT** be using a server.

Without a server, the following steps will need to be repeated on each workstation. When using **Incredible Tutor™** without Manage IT!®, the students’ names are entered directly into **Incredible Tutor™** software. Without using a server, you will need to enter the names on a specific workstation. The students will need to sit at the same workstation every time they use the software.

Option C Installation Directions:

1. While sitting at a workstation, insert the CD. Momentarily, **Incredible Tutor™** System screen should appear. Click on **Install**, then **GO!**



2. After a few moments, the program will then open the **Select Install Type** window. You should see a button labeled **School Purchase** with a text field to the right of it. In the text field, type in the Key Code, found on your License Agreement. It is an 8-character code, all lowercase. After entering the code, click on the **School Purchase** button on the left.

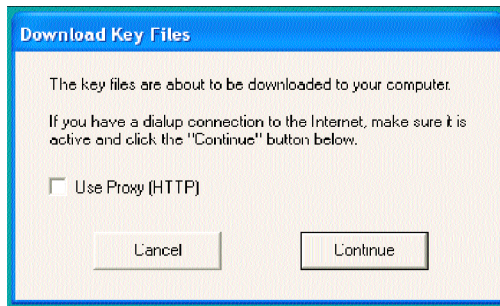
Select one of the following:

Trial
Trial Zip Code: Select this option to install a home or school trial of the Incredible Tutor.

School Purchase
School Purchase Key Code: Select this option to install purchased software for a school. Please enter the Key Code that came with the software to register via the internet.
Options:

Home Purchase
Home Purchase Select this option to install the Home version of the Incredible Tutor.

Cancel

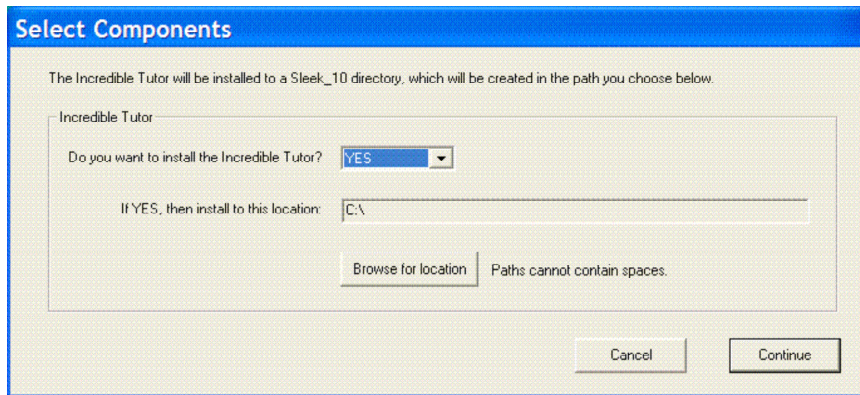


A small "Download Key Files" window will open and ask you to make sure you have a connection to the Internet. If you are using a proxy server, then place a check in the **Use Proxy** check box. See page 17 for more information on using proxies. When ready, click the **Continue** button. The installer will then attempt to contact the Sleek Corporation servers to determine which titles should be installed.

NOTE: This step may be unsuccessful if you do not have Internet access or because of the firewalls, proxies, or other security features of your Internet access. If you get a message stating that the server could not be found or that it is unavailable, go to the Options section of the "Select Install Type" screen and click on the down arrow to reveal a pull-down menu. You can choose from the following menu:

- | | |
|------------------------------|---|
| Get Key Files Emailed | You will be directed to our website to put in your Key Code. Your key files and instructions for using them will be emailed to you. |
| Browse for Key Files | Use to select the Key Files that have been sent or emailed to you. |
| Make Floppy Key Disk | Use to make a Key Disk if you do not have Internet |
| From Key Code | access on your teacher workstation or if you are installing Incredible Tutor™ to student workstations without Internet access. |
| Use Floppy Key Disk | Get the key files from the Key Disk you made in previous steps. |

3. After the installer locates your information, you will be taken to the next screen. On this screen you will select what to install and where to install it.



4. You will first be asked if you should install **Incredible Tutor™**. The answer should default to **YES**. If it does not, click on the drop-down list and select **YES**. Directly underneath the drop-down list is the path indicating where the program will be installed. It's important to remember that the installer will create a folder called **Sleek_x** to whichever folder you choose and install **Incredible Tutor™** into the **Sleek_x** folder.

On a PC, the default location is the C:\ drive. On a Macintosh, the default location is the name of the Startup disk.

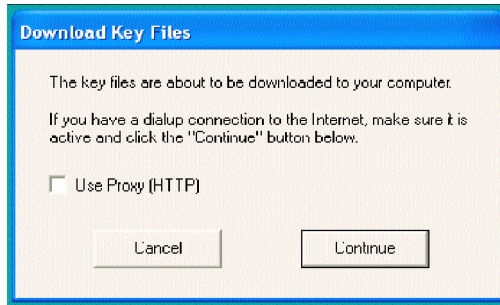
To change the path, click on the **Browse** button. Navigate to the appropriate location on your server and select it. The installer will create a **Sleek_x** folder in this location and install **Incredible Tutor™** into the **Sleek_x** folder.

5. Click on the **Continue** button and the installer will start installing the software.

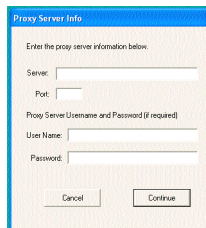
How to Work With Proxies

A proxy server is a security feature in many networks. Sometimes these can prevent the installer from communicating with our servers. Here is how you should enable the installer to communicate:

1. In the Download Key Files dialog, check the Use Proxy (HTTP) box and then click **Continue**.



2. Enter the proxy server address and port (and the user name and password if required).



You can find the proxy server info in Internet Explorer:

1. Launch Internet Explorer.
2. Select **Internet Options** from the Tools menu.
3. Click on the **Connections** tab.
4. Click on the **LAN Settings** button.
5. Get the address and port from the Proxy Server area of the dialog. (Write the information down because you may need to enter it again when you check for updates.)
6. Enter this information into the **Proxy Server Info** window.
7. Click **Continue**.

If you are still unsure of what to do, please contact your school's or district's technical staff.

If the machines that are using software are running Windows XP:

1. Right-click on the ManageIT! icon on your desktop. (If the icon is not on your desktop, find the application on your hard drive. It will be labeled ManageIT!.exe.)
2. Select **Properties** in the drop-down menu. Select the **Compatibility** tab.
3. Under **Compatibility mode** make sure that the **Run this program in compatibility mode for:** check-box is checked and select **Windows 98** from the pull-down menu.

Minimum System Requirements

In general: Any PC that is XP capable or any Macintosh that is OS X capable. Most PCs and Macs sold after 2000 will run our software.

Minimum for Windows: At least 64 megabytes of RAM available (this means the amount of memory available after the machine starts up); at least 300 megabytes of disk space; 500 MHz Pentium III or better; Windows 98

Minimum for Macintosh: 68040 Processor; System 7.1; OS X capable; 32 megabytes of RAM (this means the amount of memory available after the machine starts up). Requires Classic environment.