



First Author™

Building Bridges Through Writing

Reference Guide



PLANNING

Before you begin to create users in First Author the best practice is to decide on how and where you want to store these users files. First Author user files are also used to launch the program, much like a desktop icon or a shortcut would, so finding a suitable location for these files is important. Here are a couple questions you may want to take into consideration while deciding:

Where to store your User Files:

1. **Network location** - Storing your user files on a network drive is a very convenient way to manage and track your users from anywhere on that network. The reason for this is because all the work created by teachers and users is stored inside the users' files and the files themselves are used to launch the program. When you use a Network location to store these files there will only be one User File (JohnDoe.fsz) that you can access from any computer on that network. This is the most preferred way of storing user files and is highly recommended. It will significantly decrease the amount of time needed for initial setup as well as creating and managing users when using multiple computers. It can also make managing the files and backing them up a lot easier and less complicated.

Local Machine - If you store your user files on a local machine (on the classroom computer) your users and teacher management are limited to that computer. In other words all reports, stored work, and user data will only be accessible from that computer. The users and teachers will have to use the same machine to create work and monitor progress.

Thumb Drive or removable storage device - You can also choose to store your user files on a Thumb drive or removable storage device. This would be similar to a network drive in that you could take the storage device to any computer with First Author installed on it to create work and monitor progress as long as you launch the software from the thumb drive or storage devices user files.

How to set up folder options -

2. You will also want to consider how you'd like to store the files in these above mentioned locations. Would you like each classroom/teacher/user to have a separate folder or will all of the users reside in the same folder? Also consider folder permissions: can a user access that location? Do they also have write permission for the folder and its contents so that any changes will be saved?

CREATE USERS

Once you have made a decision on these options you can launch First Author using the Default Teacher Management Icon that was created when you installed First Author, in many cases this will be on your desktop as a shortcut titled 'Teacher Management'. Once you are in First Author you can select **File > Create Teacher** from the menu bar and it will bring up a pop up window where you can give the Teacher a name and also by clicking the button it will allow you to save this teacher file in the location you decided on based on the previous questions. Once the Teacher or Teachers have been created you will want to close First Author, navigate to the location where you stored the Teacher file and Launch First Author from that file by double clicking on it, this file will be titled 'the name you entered'.ftz. When the First Author Teacher Management program opens you should see the name of the associated teacher in the very top bar indicating that you are currently logged in as that Teacher. Once logged in as that Teacher you can start to create the users or students files for their classrooms students. By default these user files created by the teacher for the students will be stored in the same location as the Teacher file is currently stored in.

Once all the students for this teacher have been created you can close First Author and launch the program again as a different Teacher and create their students. Continue this process with all of the teachers until all student user files are created. All the created student users will be associated with the Teacher that created them, or in other words teachers will only be able to see the students that they created at this point.

These student files being created will also be used to launch First Author as a student. The student will want to find their unique user file named 'their name'.fsz. Making shortcuts on the desktop will be helpful but how these files are accessed will also be based on how you set up the file structure from the questions above.

ASSIGNING MULTIPLE TEACHERS FOR STUDENTS

Once you have gone through the steps above you should have a nice classroom/teacher/student file structure with all students being associated with the appropriate teachers, but what if you'd like to assign two teachers or more to a student? You can do that. To do this what you will want to do is log in as the secondary teachers. You will want to 'Import' students using the File > Import Students function. This will allow you to navigate to other teachers' students files. Once the appropriate students are imported they will now be visible to both teachers

SYSTEM REQUIREMENTS

Before you begin installing, make sure your computer meets or exceeds the system requirements below

Windows

1. Desktop Pentium 4 PC or better
2. Mobile: 1.6 GHz Single Core (dual thread)
3. Windows® XP, Windows® Vista, Windows® 7, Windows® 8
4. 512 MB RAM (required for this program)
5. 400 MB hard drive space for standard install & Acapela Voices
6. 256-color, 14-inch monitor, 1024 x 768 resolution
7. CD-ROM Drive (8X)
8. internet connection required for Topic/Word Bank functions

Note: When you are ready to install, follow the procedure in Install Your Program, Windows.

Macintosh

1. G5, 1.6 GHz or better
2. OS 10.4 –10.9
3. 512 MB RAM (required for this program)
4. 400 MB hard drive space for standard install & Acapela Voices
5. 256-color, 14-inch monitor, 1024 x 768 resolution
6. CD-ROM Drive (8X)
7. Internet connection required for Topic/Word Bank functions

Note: When you are ready to install, follow the procedure in Install Your Program, Macintosh

INSTALL YOUR PROGRAM

Windows

1. Insert the CD in the CD drive. If a window containing the contents of the CD does not appear, double-click My Computer from the Desktop or select it from the Start menu; right-click the CD drive and select Explore.
2. Double-click the program icon to start the installation.
3. Click , Next, I accept the terms of the license agreement and click Next.
4. Follow the on-screen instructions until you see Finish.
5. Place check marks in Shortcut for the Default Student and Shortcut for Teacher Management and click Next. The installation is complete.

Macintosh

1. Insert the CD in the CD drive. An application icon appears on your Desktop.
2. Double-click the icon to open the CD.
3. Click the program icon to start the installation.
4. Type your system password and click OK.
5. Click Continue and agree to accept the terms of the license agreement.
6. Follow the on-screen instructions to continue the installation.
7. Click OK to place an alias on the Dock. The installation is complete.
8. Click QUIT to leave the installer.



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Don Johnston Incorporated
26799 West Commerce Drive
Volo, IL 60073 USA

donjohnston.com
800.999.4660
info@donjohnston.com