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Document updated: Sep 18, 2009
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Introduction

Welcome among the users of the SuperMemo UX application and thank you for choosing our offer.

The information in this manual applies universally to all the courses available with the SuperMemo UX application. The operating instructions, learning principles and types of exercises are described below on the basis of the course **Fast Track to CAE**.

The actual screen layouts in the application may be slightly different from these presented in the manual.

We kindly invite you to register the course you have bought. The registration will enable us to inform you about new products and services, offer special discounts and be of better help should any questions or problems arise. You can register the course by filling out an on-line registration form. You can find the link to the registration form at http://www.supermemo.pl in the **Help** tab of the main menu.

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Installation of the application

After you have inserted the disc in your CD-ROM drive, the setup application will be launched automatically. However, if the autorun feature of your CD-ROM is disabled on your computer, the setup application will not be launched automatically. In such case open the **autorun.exe** file that can be found on the disc.

After the setup application has been launched, you will see a dialogue box enabling you to start the installation. After you choose 'Install', the setup application will check whether the environment essential for SuperMemo UX to work is already installed on your computer. The environment includes the following applications: Internet Explorer v. 6.0 or later, Windows Installer v. 3.0, Windows Media Player v. 9.0 or later, .NET Framework v. 2.0. If any of the above mentioned environment components is missing, the setup application will install it automatically. All the applications are necessary for the SuperMemo UX application to work correctly. The installation may take up to 20 minutes, depending on the speed of your computer, and requires up to 300 MB of free hard drive space.

After a successful installation of the environment, the SuperMemo UX application and course setup will start. Follow the instructions that appear in the dialogue box. You can choose to have the entire course installed on your computer hard drive or to use the CD-ROM while learning. The installation requires up to 400 MB of hard drive space, depending on the course size and installation chosen.

To uninstall the SuperMemo UX application, follow these steps:

- In the Control Panel, choose **Add/Remove Programs**,
- In the dialogue box that appears, choose SuperMemo UX,
- **Click Add/Remove...**

Minimum system requirements for the application:

- Windows 2000 SP3 EN, Windows XP EN, Windows Vista EN or Windows 7 EN
- 512 MB of RAM,
- CD-ROM drive,
- sound card.

What is SuperMemo UX

SuperMemo is a family of computer-assisted learning applications. Statistically, a simple information item (like a date, a number or a new foreign word) is remembered for up to several days without recalling it through usage, association or repetition. Successive repetitions tend to reinforce memory traces, therefore the intervals between repetitions necessary to keep information in the memory become longer. By analysing the processes of retention and forgetting, SuperMemo finds the optimum timing for the review of the learnt material with minimum number of repetitions and minimum time spend on revisions.

SuperMemo analyses how each user manages to remember individual information items and schedules the repetition on a day when the item is close to being forgotten. As a result the time spent on learning and repetition is minimalised.

In SuperMemo the rate of recall, i.e. memorization effectiveness, is measured constantly during regular repetitions. Intervals between repetitions are set individually and dynamically so that you reach your required level of knowledge retention.

SuperMemo in the UX version is equipped in a smartly designed, intuitive and easy-to-use user interface. All types of exercises used in the previous application version have been newly implemented. Moreover, new types of exercises, prepared especially for language courses, have been added, as well as a scheduler, that enables clear presentation of the learning plan and progress.

SuperMemo UX also enables to:

- multiple user management; with only one installation many users can learn from the courses, without the need to copy them,
- learn from many courses simultaneously,
- choose the material that should be taught, including and excluding information from the repetitions,
- automatic on-line upgrade both of the application and course material.

SuperMemo UX is a tool for computer-assisted learning. The application will enable you to remember a great number of information items provided that you will work with the material regularly and systematically. It is therefore recommended to have a regular learning schedule with SuperMemo UX, ideally on a daily basis. Even 10-15 minutes of learning with the application a day will be a source of satisfaction with the learning results. Your memorization of grammatical rules will be permanent because you will practise their usage on real language examples.

This method is applied in the practice part of the course. With diverse and interactive exercises the learning with the SuperMemo UX application not only brings good results but it is also pleasant.

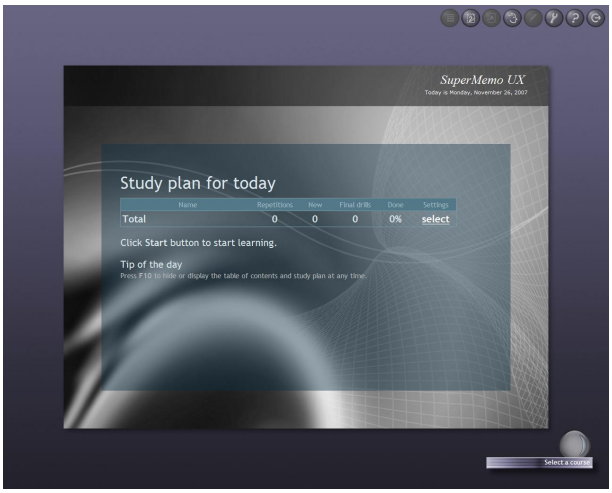
First steps with the application

To run the previously installed application, you have to click the SuperMemo UX icon in the **Start** menu or on the desktop.

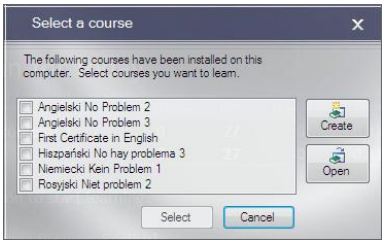
First you will see the login box. The application can be used by several users. If there is only one user of the application, simply choose the **Don't ask me again** option and the application will automatically log in the latest user.

When you run the application for the first time, you have to create a new account. Click **New** and fill out the form (as the one shown below). You have to enter any **Login** of your choice (e.g. your name) and, optionally, a password.

After you have logged in, you will see the main window of the application. This window presents your study plan for the given day. A list of your courses and your learning progress will be displayed. Here you can also change the settings of individual courses.



The next step is to choose the course you are going to learn from. If it is not the first course installed on your computer with the SuperMemo UX application, a list of installed courses will be displayed automatically. Choose the one you are going to learn from.



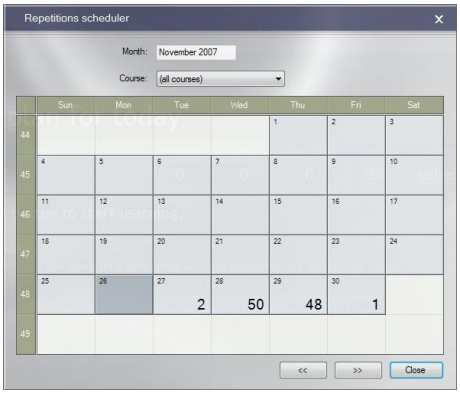
Of course you can choose many courses to learn from. All the courses that you choose will be presented in the learning process without the need to switch between them.

To return to the list of installed courses later, choose the **add** option in the main window of the application or choose the **Course / Subscribe...** option from the menu.

In the upper part of the window a set of round buttons is displayed for quick access to the major options of the application.

This button brings you to the main window of the application with a session plan displayed. It includes a list of installed courses and additional data such as the number of repetitions, new exercises and drills, and the percentage of the material introduced. There is also a link to the course settings. For more information go to the chapter **Course settings**.

This button brings you to the scheduler. It is a schedule of the repetitions planned for the month. The application displays the data for all the courses. The user can choose a particular course from the droplist. Use the arrows in the lower part of the window to go to the next or previous month.



This button brings you to the dictionary. For more information on this tool go to the chapter **Additional options: Dictionary** below.

This button brings you to the login box in which you can switch the user. For more information on the login box go to the beginning of this chapter.

This button brings you to the edit mode which allows you to create and edit your own courses. You can edit your own courses only. For more information on this option go to the chapter **Creating one's own courses**.

This button brings you to the setting options of the application.

This button brings you to the help file, i.e. this user's manual.

This button closes the application.

In the lower right corner you will find a navigation panel with three buttons for navigation and learning. The panel can be dragged with the mouse to any place on the screen. For more information on the panel and its settings go to the chapter **Additional options: Navigation panel**.

Some of the options are only available in the courses from the series called **Intensive Vocabulary Training System**.

This field allows a word search in the entire course. Every word that has been found in this search can be then added to **My list of phrases to learn**. The words chosen in this way by the user have priority in the learning process for a given day.

This button directs the user to **My list of phrases to learn**. It presents a list of words to learn that have been selected by the user. It is possible to add and delete selected words from **My list of phrases to learn** here.

Learning

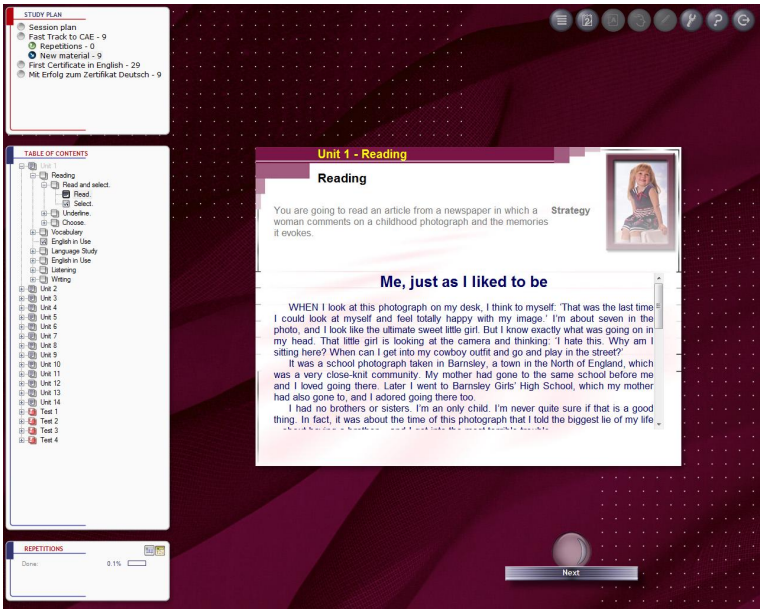
There are two ways to start learning:

– click the name of a given course in the main window,
– click the **Start** button in the navigation panel.

There is a navigation panel in the bottom right corner of the screen. The panel will contain three buttons for navigation and learning. It is possible to move the panel to any position in the screen by clicking the bottom bar of the panel and dragging it. More information about the panel and its settings is available in the chapter **Additional options: Navigation panel**.

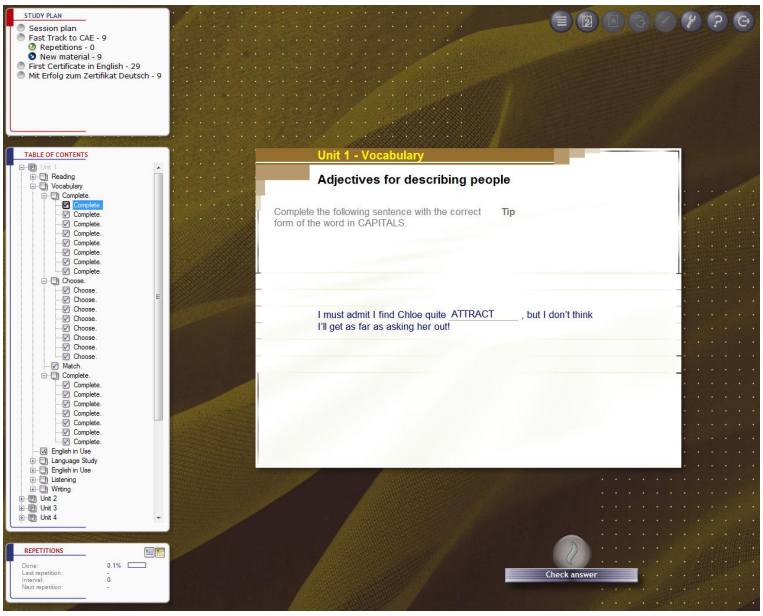
The sample learning process presented below is based on the **Fast Track to CAE** course. After you have started learning, you will first see the title page of the course. Click **Next** to go to the first presentation page.

First listen and read the text presented. After you have familiarised yourself with the material presented, click **Next** to go to the next exercises related to this part of the material.



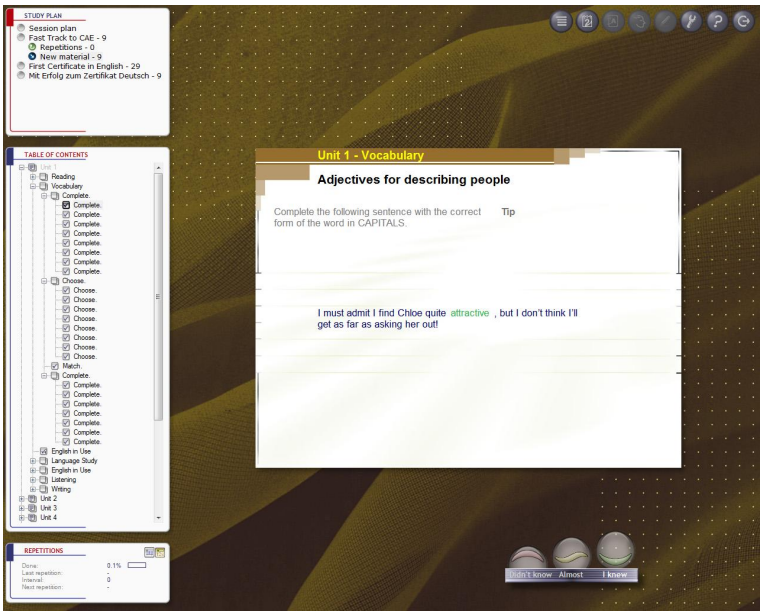
Basic types of exercises

One of the interactive types of exercise consists in typing in the English translation. The first letters of the words have been given to help you find the correct translation.

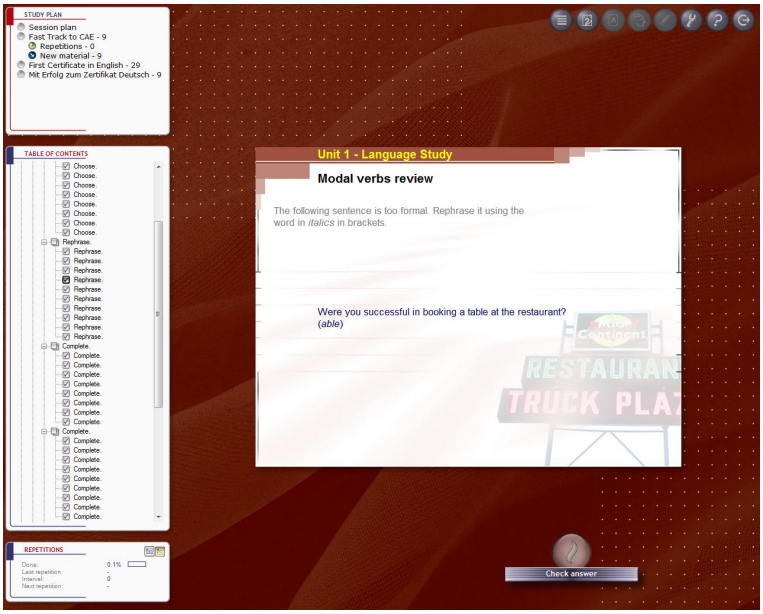


After you have typed in your answer, click **Check answer**. If your answer is correct, it will be displayed in green. Otherwise your answer will be in red and below or next to it you will see the correct answer.

In the majority of cases, your answers are checked automatically. Depending on the correctness of your answer, the application highlights the suggested mark. However, it is the user who decides on the final mark. This option is especially useful when the user makes just a small error, e.g. a spelling mistake. The application will suggest a negative mark, although the answer was very close to the correct one.



The display mode for correct answers described above applies to all types of exercises except for the "question – answer" type of tasks. In this case the answer has to be given out loud or in the user's mind. The correct (or sample) answer is displayed below the question.



The application will mark your answer by highlighting in white one of the three options: **Didn't know**, **Almost**, **I knew**. However, it is the user who makes the final decision. Decide for yourself which mark you should receive by clicking the appropriate button.

Please remember that the mark you receive for each exercise determines how they are scheduled for repetition. If you have made a mistake in the exercise or if your answer is far from the one proposed by the application, and you think you haven't mastered the material yet, choose **Didn't know** or **Almost**. The exercises that receive such a mark enter the drill cycle automatically. You will therefore have an opportunity to do the exercise again in the same study session. The exercises that receive the **I knew** mark do not enter the drill cycle. However, you may come across them in the repetitions scheduled by SuperMemo UX for the following days.

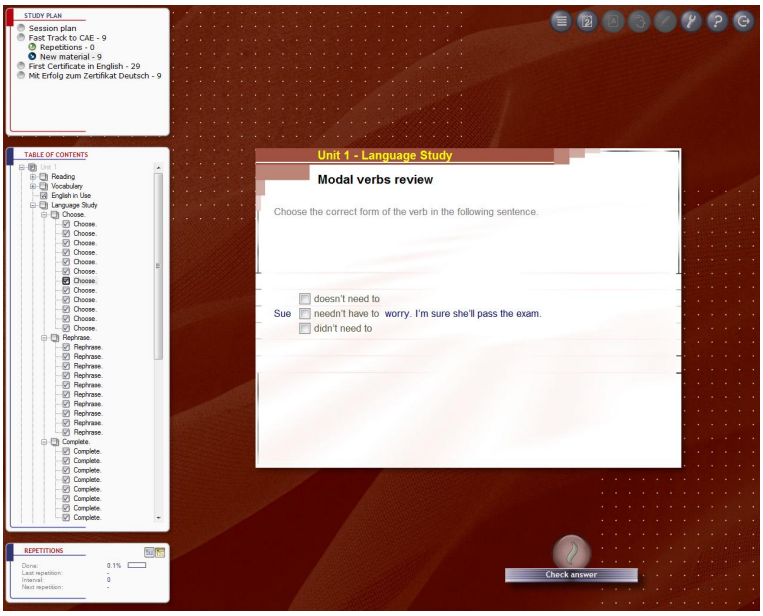
After you have marked yourself, the next exercises will be displayed automatically until all the tasks in the set scheduled for the given session have been completed. If there are any exercises marked as **Didn't know** or **Almost** in the given session, the application will bring you to the **drill** cycle and you will do these exercises again. This time you can also mark your answer, however you will only have two marks at your disposal, **Didn't know** and **I knew**, as you see the exercise for the second time in the same session.

The exercises are drilled in the same session until you have marked all your answers with the **I knew** option.

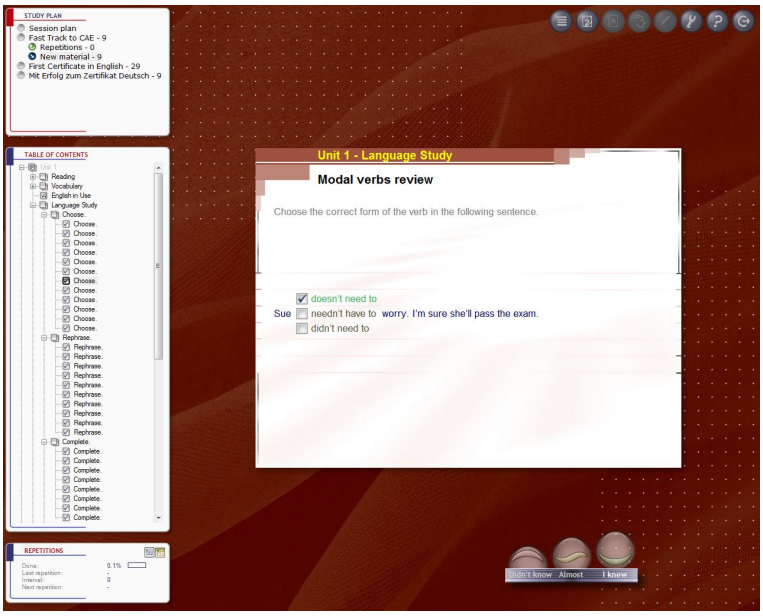
When you go through the daily set of exercises and repetitions, the application will finish the study sessions and will bring you to the main window. To continue learning and doing exercises from the next set, click **Start** or the name of course you want to continue learning from. If you want to finish learning for the day and exit the application, click **Exit**.

Other types of exercises in SuperMemo UX

A commonly used type of exercise in the SuperMemo UX application is the multiple-choice test. In this type of exercise the application will give you a few options to choose from. Click the one that you think is correct.



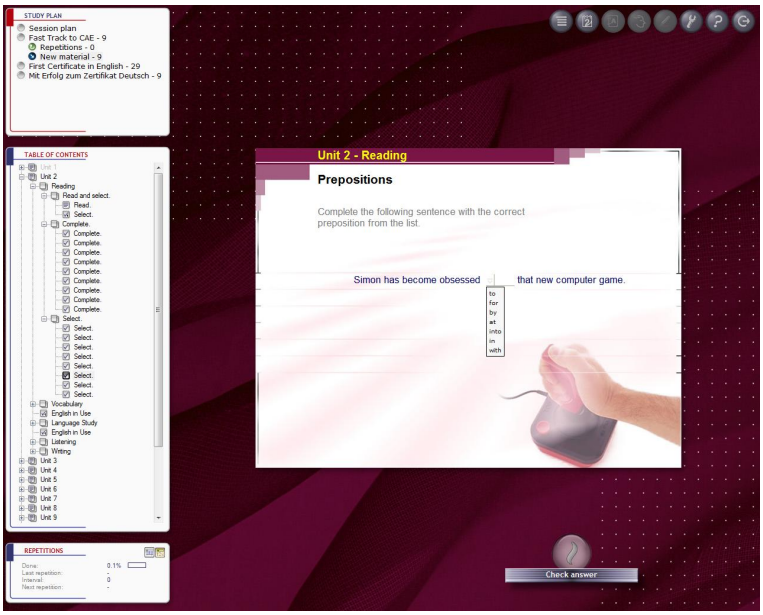
Then click **Check answer**. The application will check your answer, i.e. it will mark the correct answer in green and an incorrect answer in red.



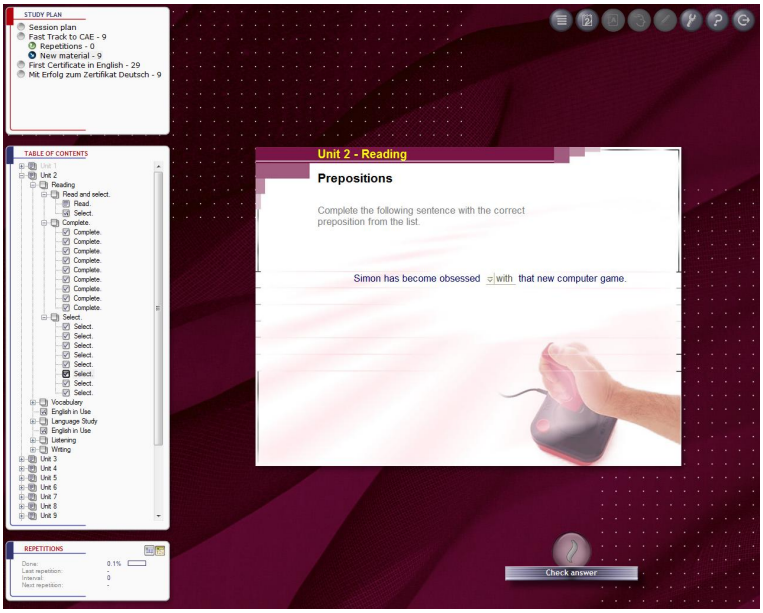
In some multiple-choice tests more than one option is correct. The icons next to the options are then square ☐, and change into ☑ after an option has been chosen. If the icon is round ○, it means that only one option is correct. The icon changes into ◉ after you have chosen an option.

After you have answered the task, mark yourself by choosing the button suggested by the application or any other if you do not agree with the suggested mark.

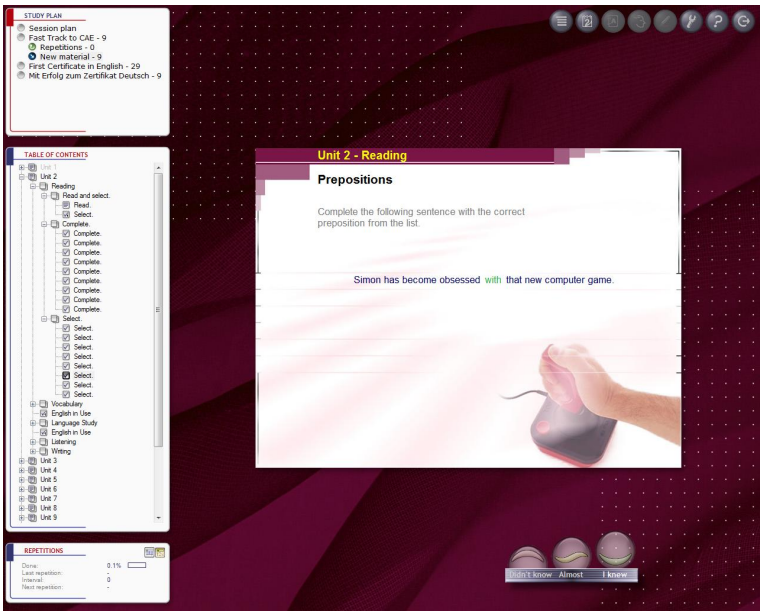
A similar type of exercise is the droplist. You choose one answer from a set of options. You can see the options by clicking the arrow icon .



The application will complete the sentence with the answer you have chosen.

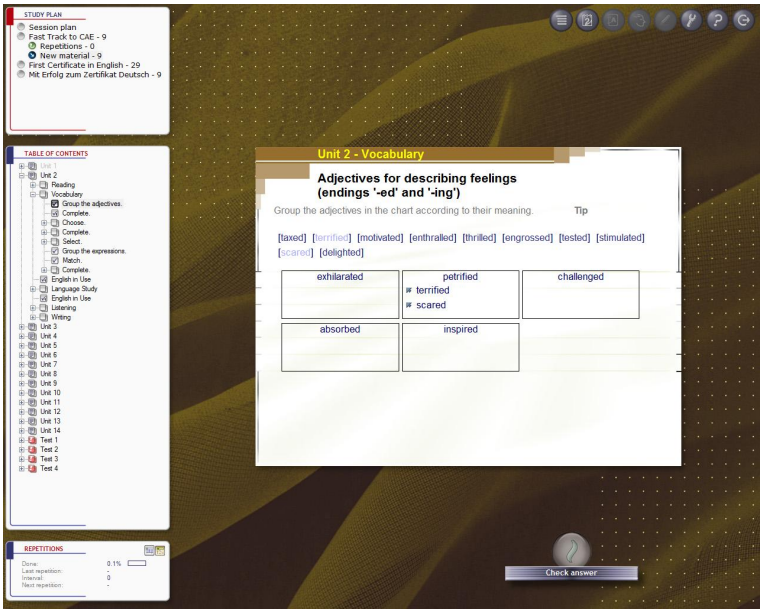


Click **Check answer** to see whether your answer is correct (green colour) or not (red colour).



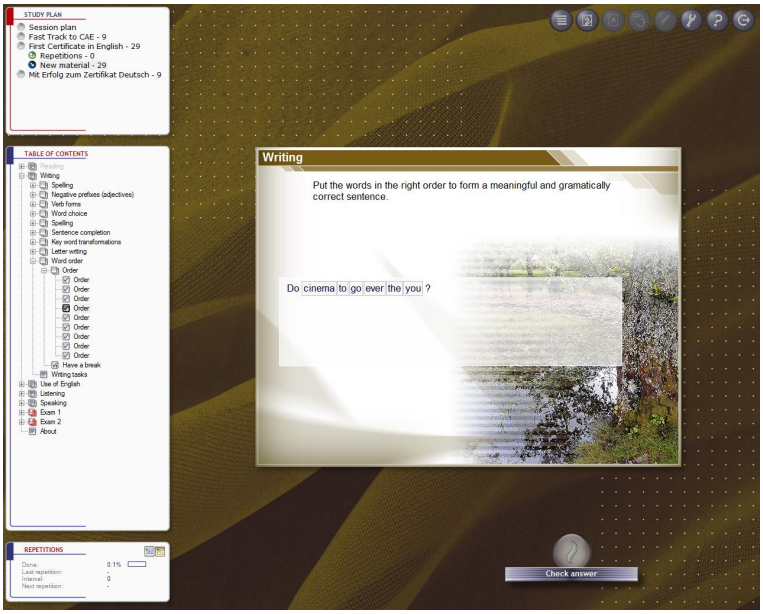
As usual, you should mark yourself for your answer. The button **Check answer** transforms into three marking buttons. The suggested mark is highlighted. After you have marked yourself, the application will proceed to the next exercise automatically.

Another type of exercise consists in matching the listed elements with a category or gaps in the text. The elements can be moved many times. After you have dragged an element to a given gap, an arrow will appear next to it. It allows you to move back an element if you think you have dragged it to an incorrectly. The arrows will be visible until you click **Check answer** button.

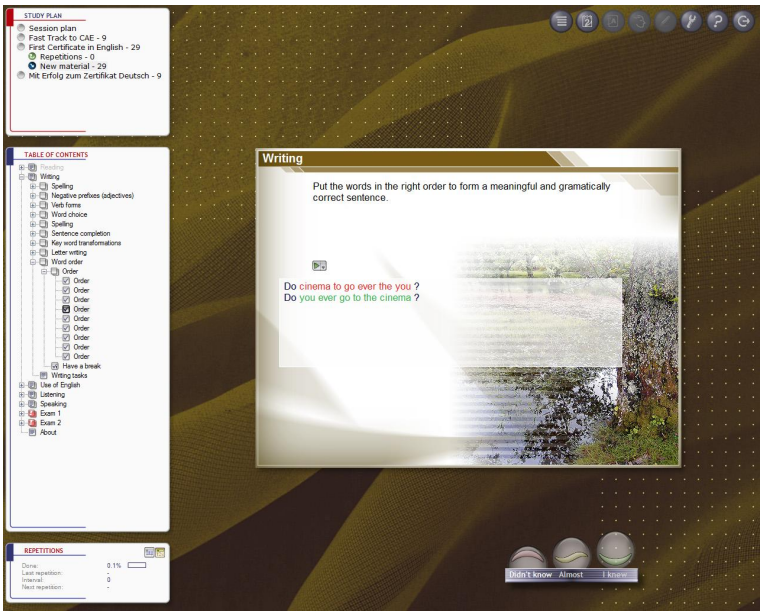


After you have click **Check answer**, the application will show you with an appropriate colour whether your answers were correct or not.

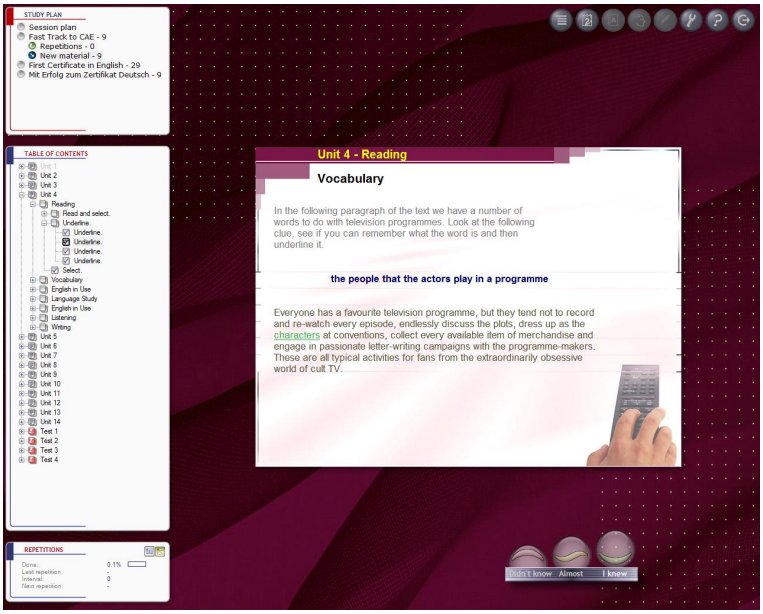
In the courses there are also exercises in which you will be asked to put the given elements in the correct order. The elements that can be moved are framed. After you have completed the task, click **Check answer**.



The application will display the correct answer in green. If your answer is incorrect, the application will mark it in red and show the correct answer below it. As usual, you should mark your answer by choosing the appropriate mark.



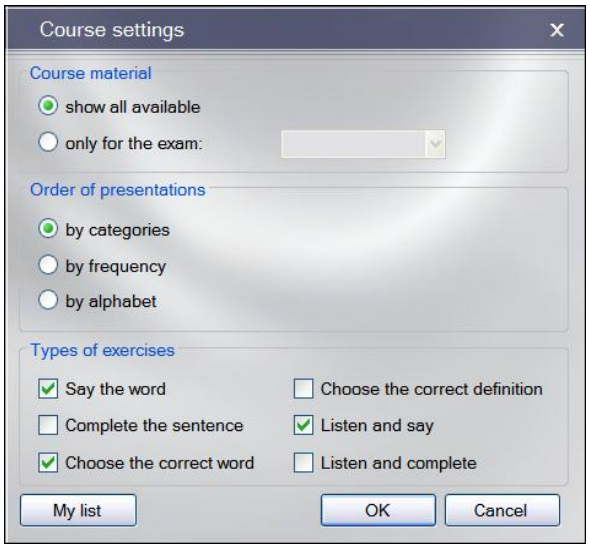
The last type of exercise in SuperMemo UX to be presented here is an exercise that consists in searching for and selecting in the text an element according to the instructions. The word over which the mouse cursor is placed changes its colour and when it is clicked, it will be underlines or crossed out. Another click on it will make the underline or cross-out disappear. In this type of exercise usually many elements are underlined or crossed out. After you have clicked **Check answer**, the application will display the correct answers in green and the incorrect in red. After you have marked your answer, the next exercise will be displayed.



Additional options in the vocabulary courses

In courses from the **Intensive Vocabulary Training System** series the user can modify the learning process, selection of the material and order of introducing new material in the learning process.

Choose the button > in the top right corner of the field **Table of contents** to go to the **Course settings**. In the new window that will be displayed you can change the settings of a given course from the **Intensive Vocabulary Training System** series:

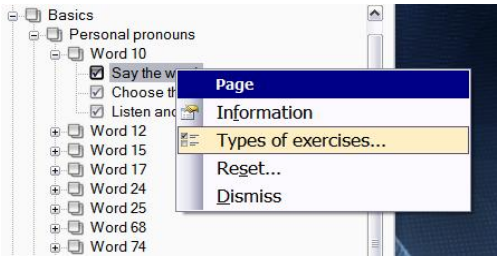


Here you can choose the following:

- **scope of the material** – all available or only for a selected exam that is available at the given level of the course,
- **order of material presentation**– according to categories, frequency of use or alphabet,
- **types of exercises** out of the six available for every exercise:
  - ✔ *Say the word* – exercise of the question-answer type,
  - ✔ *Complete the sentence* – filling in gaps in sentences,
  - ✔ *Choose the correct word* – choosing the correct option from a set of options in a sentence,
  - ✔ *Choose the correct definition* – choosing the correct definition for a given word,
  - ✔ *Listen and say* – exercise of the question-answer type based on understanding the definition in the recording,
  - ✔ *Listen and complete* – writing in a word based on the definition in the recording.

All the changes have to be confirmed by clicking **OK**. The changes introduced will be displayed in the table of contents and during learning.

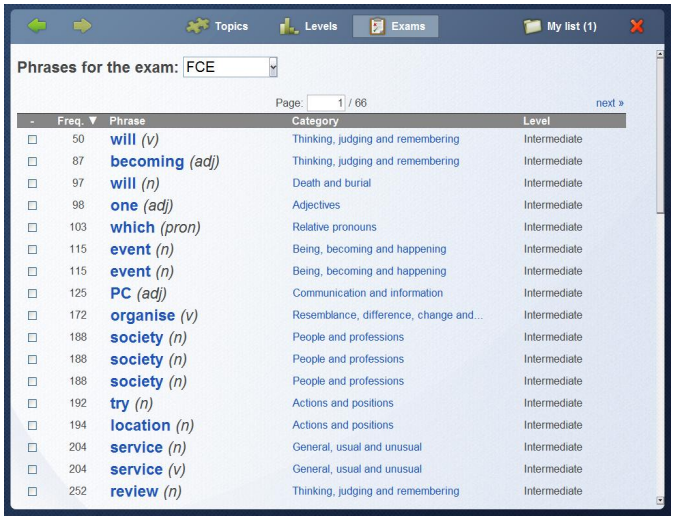
The scope of the exercises can also be modified individually for each word during the process of learning. In order to change the types of exercises for a particular word click a given word in the table of contents with the right mouse button during the process of learning. Choose the option **Types of exercises...** in the context menu that will appear.



In the new window that will open you can change the type of exercises only for the given word.

In order to go directly to **My list of phrases to learn** click the round button of *My list* available in the top part of the screen or the button *My list* in the *Course settings*.

In **My list of phrases to learn** the user can browse through the course material according to various parameters: subjects, levels and exams.



Subjects include the list of all the thematic categories in the course. By clicking the name of a given category you can go to a list of subcategories, and finally to a list of words that it includes. By clicking any word on the list and then the option **Add to list** you can add every word to **My list of phrases to learn**.

Levels include the list of all words in the course according to their frequency in the language. It is especially useful when the user has more than one course from the series **Intensive Vocabulary Training System**.

Exams allows to present a list of phrases for a given exam.

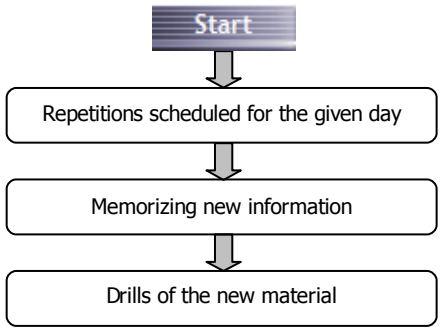
In each of these views the user can select individual words or group of words and add them to **My list of phrases to learn**. The words selected by the user will have priority in the learning new material.

In order to close the list view and go back to learning, click ✖ or press **Esc**.

Memorization with SuperMemo UX

To start your everyday learning session with the application, click **Start** button (or choose a course from the list). During the session the application will guide you through the following stages:

- repetitions scheduled for the given day (if any),
- memorizing new information,
- drills of exercises which have been poorly marked in this session.

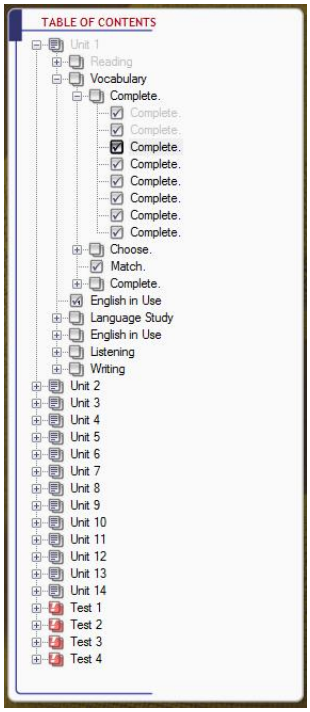


The memorization with the SuperMemo UX application is an endless cycle of repetitions. However, do not be afraid that you will lose your time repeating the material with which you are perfectly familiar. After several repetitions such material will be repeated so seldom that it will virtually disappear from your study plan.

SuperMemo UX organizes repetitions in a way that allows you to revise the material that is indeed close to be forgotten on a given day. To go through repetitions, click **Start** button (or choose a course from the list). Only after you have done all the repetitions scheduled for a given day does the application proceed to the presentation of the new material. The final stage is a drill session to master the information items that have been poorly marked at the previous stages of the learning sessions. They are drilled until they receive a positive mark.

Even if you are not going to learn new material, you should use the **Start** option to check whether there are any repetitions scheduled for you by the SuperMemo UX application. Undone repetitions accumulate and after a longer break it may be difficult to catch up.

The more days a given repetition is delayed, the more difficult will be the answer to a question in SuperMemo UX repetitions. Irregular work with SuperMemo UX can be therefore extremely demotivating.

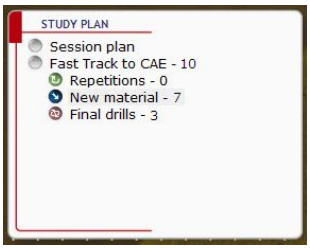


While learning new material, you can skip anything you do not want to learn or return to a previously completed set of exercises. To do this, in the table of contents choose the page from which you want to continue learning. You can also navigate between pages with the **PageUp** and **PageDown** buttons (Note: you can change the page only while learning new material).

The nodes in the table of contents have various symbols, which can also change during the learning process. The pages skipped in the learning process are marked with an empty icon . The pages aimed for repetitions are marked . After the exercises have been displayed in the learning mode for the first time, the colour of their titles becomes lighter, which means that they have entered the repetition cycle. The pages that are not meant for repetition (so-called one-time pages) are marked with a symbol , which means that the application will not display them again in the learning mode. You can return to them in the review mode.

SuperMemo UX usually schedules the first repetition of any page within 2 or 3 days from its first display in the learning process. This interval does not depend on the mark received. The mark will be crucial for determining the interval for further repetitions. If the marks are positive, the interval will grow. If the marks are poor, the interval between repetitions will be very short and the exercises will enter the drill cycle in the same learning session.

In the upper left screen corner SuperMemo UX displays the **study plan** which is a box with the data on the course, exercises and repetitions. The data change during learning.

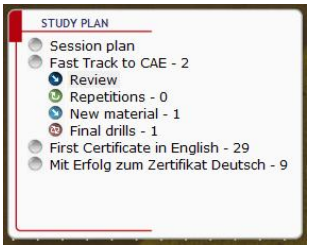


In the above example:

- **0** - shows the number of repetitions from previous lessons, which will begin the learning session,
- **10** - shows the number of pages to be learnt in the current session,
- **3** - shows the number of exercises that have entered the drill stage (drill stage comprises all the exercises that have been marked as **Didn't know** or **Almost**).

The study plan also shows at which stage of learning you are at present. Of course, you can go to a different learning stage (or even to a different course) by choosing the relevant item in the study plan.

If, while learning new material and switching between pages, you find a page that has been previously completed/learnt, the application will switch to the review mode (signalled properly in the study plan). You can return from the review mode to the learning mode by using the option **Resume learning** in the navigation panel or simply by clicking a different stage directly in the study plan.

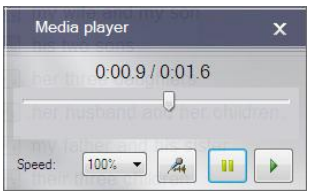


Listening to the recordings and speech analysis function

Language courses with the SuperMemo UX application use a built-in and state-of-the-art speech analyser. It provides you with a unique option for autonomous pronunciation perfection. Having heard the native speaker's recording, the user records his or her own speech, which is then assessed by the application in terms of the accent, intonation, speed and other important aspects of articulation. In addition to the automatic assessment of these parameters by the application, there are also various diagrams generated by the application that provide information on the correctness of the pronunciation.

Texts in presentations and most exercises have been illustrated with native speakers' recordings. To listen to them, click the player icon that appears on the page.

To simply listen to the recording, click the left part of the icon (with a green arrow). If you click the right part of the icon (with a small downward arrow), an additional player window will open. You can then access the frequently used functions, such as stopping or forwarding/rewinding the recording. You can also change the speed of the recording (this option depends on the chosen mechanism to play the recordings). To go to the pronunciation drill module from this window click **Speech** option. It is available only for single words and short phrases.



The SuperMemo UX application uses advanced speech analysis algorithms. On their basis, partial marks for the intonation, accent, speed and pronunciation correctness are calculated. The total final mark is a weighed sum of the partial marks.

With the use of several diagrams, SuperMemo UX enables you to visualise and compare your speech with the model recording.

The options in the lower part of the window in the fields **Basic diagrams** and **Additional diagrams** allow you to switch between the diagrams. There is also an option to adjust the user's speed of speech to the model recording.

Graphs generated by the application

Spectrogram
The sounds you produce are different from one another. For example, the difference between "a" and "s" is more audible than the difference between "a" and "o". The source of the differences and similarities between the sounds are their component frequencies. Each sound is comprised of so-called basic tones. The application decomposes sounds into these basic tones and draws them on a spectrogram. The higher in the spectrogram the higher are the component frequencies, and the lighter the point the greater the amplitude of this component.

Amplitude
The amplitude diagram shows the air vibration registered by your microphone. With the amplitude diagram it is easy to notice the end of one sound and the beginning of another.

Intonation
Th eintonation diagram shows how high the vowels are pronounced in a given expression. This diagram is drawn on the amplitude diagram or on the spectrogram.

Accent
The accent diagram shows how much energy was transmitted in a given moment of time. It shows therefore how loudly you pronounce a given part of the utterance. This diagram is also drawn on the amplitude diagram or on the spectrogram.

What does each mark show?

Mark for intonation
To see an intonation diagram select the **Intonation** option in the **Additional diagrams** field.

When you speak, your speech has a certain melody. Changing the voice modulation creates the melody. There is a different melody for an affirmative, interrogative and exclamative sentence. If your mark for intonation has been low, you should certainly work on its improvement. Otherwise you will be misunderstood. Listen repeatedly to those fragments of the recording that have been marked with green on the model diagram. This means that in these fragments you should pronounce voiced sounds, which you have failed to do previously. This is why you intonation diagram is different from the model one.

Mark for accent
To see an accent diagram select the **Accent** option in the **Additional diagrams** field.

Accent provides information on how loudly you pronounce a given fragment of an utterance. If the model diagram changes dynamically and is very irregular while yours is flat, it means that your recording should be more expressive and less monotonous. Listen repeatedly to the fragments where your diagram has lower values than the model one, and then repeat them much louder than you did originally. And analogically, if your accent diagram has a higher value than the model one, produce the utterance more quietly.

Mark for speed
The mark for speed is comprised of the mark for how quickly you uttered a given phrase (if you have uttered it slower than the model recording, the application will subtract points from your score) and for the tempo of a given phrase (if you pronounced the first word of the utterance quickly and the last one slowly, the application will subtract points from your score). Try to speak at the same pace as the native speaker does in the model recording.

Mark for correctness
The mark for correctness shows whether you pronounced the same sounds as in the recording. If you pronounced "a" instead of "o", or if you have skipped a sound in the utterance, the application will subtract points from your score.

Final mark
The final mark is comprised of the partial marks described above:

- intonation,
- accent,
- speed,
- correctness

and marks for the following parameters:

- lightness of individual sounds,
- degree of sound phonation,
- energy transmitted in particular bands of the utterance,
- speed of sound amplitude changes,
- others.

A few pieces of advice for the application to understand you well

• Speak loudly and clearly. If the application informs you that you speak too loudly, move away the microphone instead of lowering your voice.

• Follow the native speaker in the recording in his or her accent, intonation and speed.

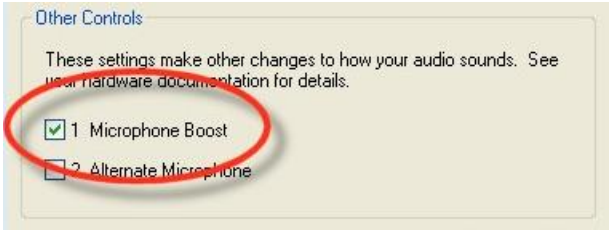
• Do not smack your lips or click your tongue. Do not breathe out loudly both before the articulation and after you have finished it. The application may interpret it as a part of your utterance.

• Work in a silent room. Additional sounds may interfere with the correct functioning of the application.

• Be patient. Try to repeat the same fragment several times. Repetition will guarantee your final success.

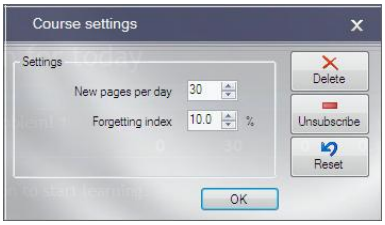
If the application informs you that you speak too quietly, i.e. you will see a comment saying **Too quietly** above the progress bars, choose the **Settings** option (this button appears in the lower part of the window).

In the advanced sound settings for recording with a microphone choose the **Mic Boost** option (microphone capacity boost). The layout of the window below depends on the sound card and drivers installed on your computer. You should also adjust the loudness for recording with a microphone (possibly you may need to lower the quality of recording).



Course settings

You can access the course settings from the main window of the application. You just need to click the link **change** next to the course name. You will see a settings window where you can change the number of exercises planned for a single session and the forgetting index. Additionally, with the buttons on the right you can reset the learning progress, unsubscribe from a course or delete a course from the hard drive completely.

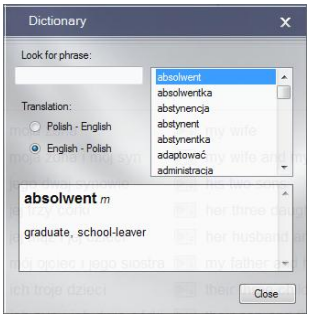


Resetting the learning progress

To reset the learning progress (delete all repetition data and start from the beginning) you should use the **Course / Reset progress...** option in the main menu of the application or use an alternative option available in the course settings.

Dictionary

Some of the courses in our offer include a built-in dictionary. The option is available in the menu **Tools / Dictionary** or by clicking the dictionary icon . After running the dictionary you can look up a phrase by typing it in the **Look for phrase** field or by searching it directly in the list. Before the search choose the translation direction, e.g. English-Polish or Polish-English.



Language keyboard (diacritics)

Some exercises in language courses aim at checking your knowledge of the orthography. Some languages use special letters which cannot be typed in from the standard Polish keyboard. In SuperMemo UX you will find a keyboard icon . next to the field where you have to type in a text. When you click the icon, you will see a small window with diacritics characteristic of this language. When you click a letter, it will appear in the field where you have to type in your answer. Double-click a letter if you want to type in a capital.

An alternative solution is to install a given language keyboard in Windows. Such an option is available in the regional and language options of the *Control Panel*.

Starting with the SuperMemo UX version 1.3.1 you can write characters of a given language without installing the necessary keyboard. Just click the keyboard icon next to a gap for entering a text and select the appropriate letter. Press Shift while clicking to receive a capital letter.

The version 1.3.1 of SuperMemo UX and newer ones enable you to assign a different system keyboard to a given course. This makes it possible to enter texts in a particular language simpler and more comfortably without remembering about switching manually between the keyboards.

When learning with a language course, the most comfortable way to enter characters not existing in your keyboard is to install an international keyboard that allows you to enter national characters easily. To do that:

For Windows Vista:

- click the Start button / Control Panel / Clock, Language, and Region / Change Keyboards...,
- click **Change Keyboards**,
- click the **General** tab, and then click **Add...**,
- on the list find and select **English (United States) - American - international**,
- click OK to accept the choice.

For Windows XP:

- click the Start button / Control Panel / Date, Time, Language, and Regional Settings,
- select **Regional and Language Options**,
- click the **Language** tab, and then click **Details...**,
- click the **Settings** tab, and then click **Add...**,
- select *[your language]*, as the regional settings and **American - international** as the keyboard layout,
- click OK to accept the choice.

For Windows 2000:

- click the Start button / Control Panel / Regional Options,
- click the **Regional Settings** tab, and then click **Add**,
- select *[your language]*, as the language and **American - international** as the keyboard layout,
- click OK to accept the choice.

Now you can assign the international keyboard to every course.

When the international keyboard is activated, five accent buttons (' " ` ~ ^) change their functioning in this way that the system waits for selecting the following button in order to present a combined symbol. For example, after pressing apostrophe ', and then the **a** button, you will receive **á**. While after pressing the tilde ~ and then **n** , you will get **ñ**. Similarly, first press ", and then **u** to get **ü**.

In addition, most of the national characters can be written by using right Alt. For example: alt + e = **é**, alt + n = **ń**, alt + ? = **¿**, alt + ! = **¡**, itd.

Navigation panel

With the navigation panel you can move from page to page, mark yourself and use the basic application functions. It is one of the most frequently used elements of the application. It is therefore possible to use the keyboard to operate the navigation panel.

If **NumLock** is on, the navigation panel can be operated with the numerical keyboard:

- the **4** button operates the left panel button,
- the **5** button operates the middle one,
- the **6** operates the right one.

The buttons can be assigned different functions in the application settings, available in the top menu **Tools** / **Options**). In the application settings you can also change the button animation speed or switch to the simplified panel version.

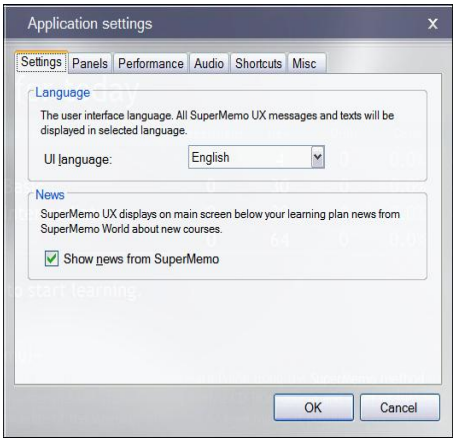
Multiple user management

The SuperMemo UX application enables many users to learn from the same course. You simply need to open a separate account for each user of the application. After the user has logged in to the application, they will see only their learning progress. It is possible to switch between the users while using the application. To do this, click the round user switch icon or choose the **User** / **Switch ...** option from the application menu.

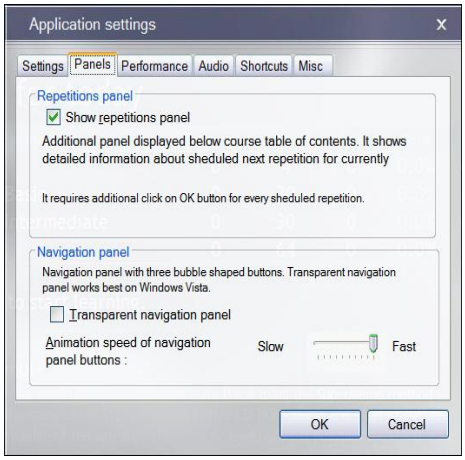
Application settings

The settings of the SuperMemo UX application can be changed according to the user's needs. In order to change the settings, click that opens **Application settings**.

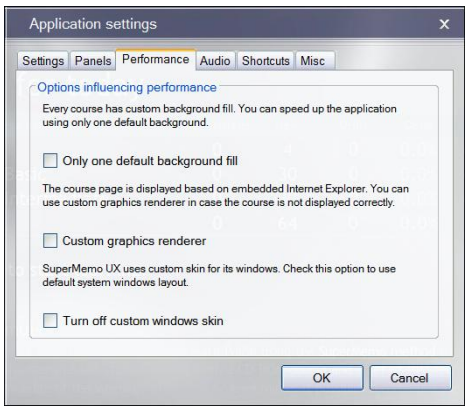
In **Settings** it is possible to choose the user interface language. The languages available are: Polish, English, German. All the information and texts in the application will be displayed in the language selected.



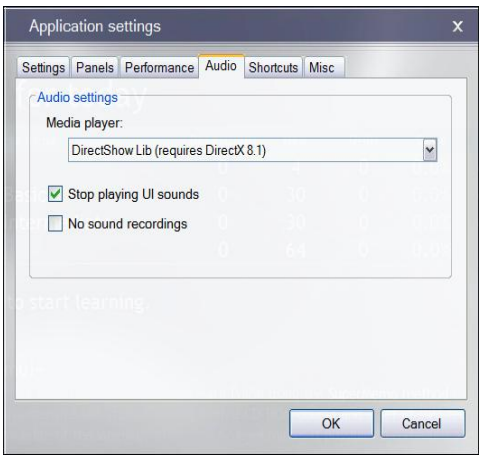
In **Panels** it is possible to change the display options. The user can switch on or off the **Repetitions** panel that is displayed in the bottom left corner in the learning process. It shows detailed information on the next scheduled repetition for a given page that has just been processed. When it is switched on, it requires an extra click on the **OK** during the process of learning.
By choosing **Transparent navigation panel** the navigation panel buttons become transparent.
Here it is also possible to choose the speed of the animation for the navigation panel buttons.



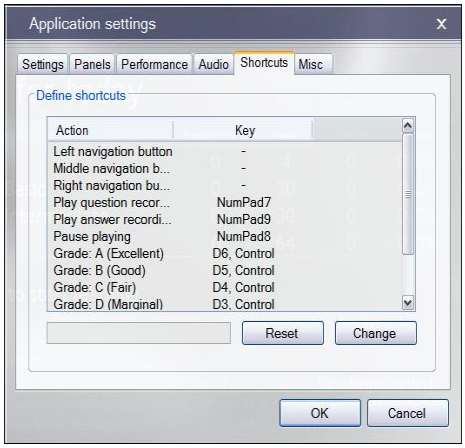
With the options available in **Performance** it is possible to improve the performance of the application and change the display settings.



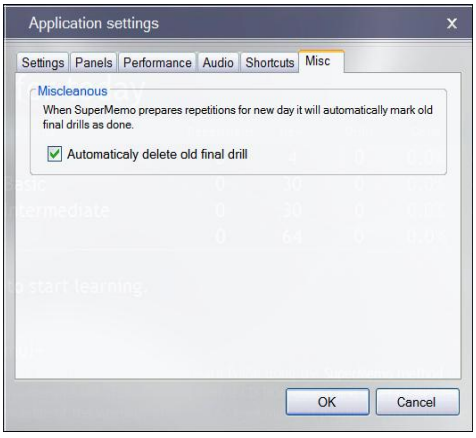
In **Audio** it is possible to choose a mechanism for the media player. The user can switch on or off the interface sounds or all the sounds.



Shortcuts include a list of keyboard shortcuts that allow easy navigation in the course. With the shortcuts a wider scale of marks is available (0-5). The default setting are the shortcuts from Ctrl+1 to Ctrl+6.
The user can delete or change a given shortcut. Choose the option that you want to modify. Click **Reset** to delete a given shortcut. Then click **Change**, and press the selected shortcut on your keyboard to modify the settings.

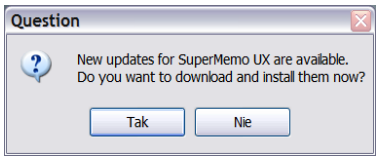


In **Misc** we can choose old final drills to be deleted automatically.

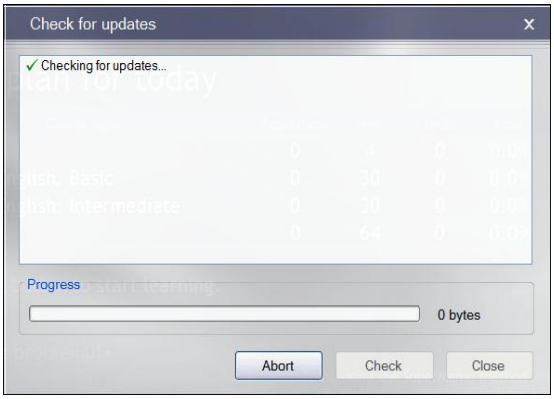


Application update

The SuperMemo UX application contains an integrated mechanism of updating via Internet. The update involves both the application and the courses in the learning process. Once a week the application tries to establish Internet connection and check whether any application or course update in available. If there is any update, the application suggests that the user download and install the update.

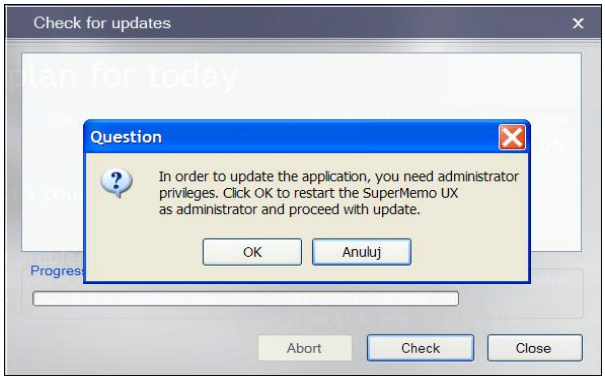


The download of application and course updates in performed automatically.



The update can also be started by choosing **Tools – Check for updates** in the application main menu. A window for application update will be displayed. Click **Check** to see if any application or course update is available. If there is any update, it will be installed. The user will see the progress of the operation and all the messages.

In order to have an update on the Windows Vista system, the user has to run the application as the administrator. On clicking **Check** a message will be displayed to inform that it is necessary to restart the application.

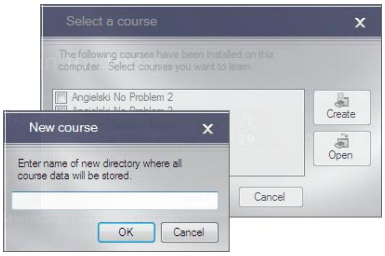


Click **OK**. The application will be closed automatically and restarted. Allow the restart as the administrator.

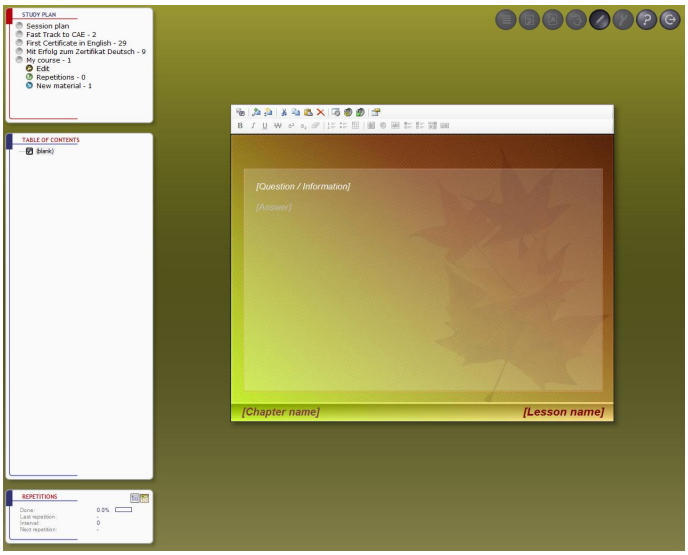
Editing options of the application

The option of creating and editing one's own courses is available in the latest version of the SuperMemo UX application. A built-in course editor enables an intuitive and easy preparation of your own courses with a variety of exercises. The application also enables you to illustrate the pages with graphics and sound recordings. Your own recordings are compatible with the built-in **speech analyser**, therefore you can also use it for the purpose of your own courses.

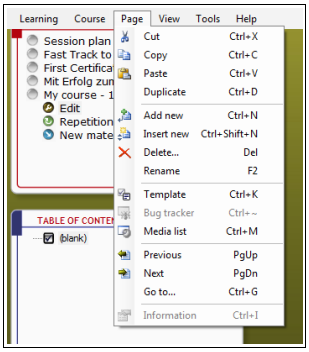
To create a new course in SuperMemo UX you have to click the **select** link in the main window of the application or choose **Course / Subscribe...** from the menu. You will see a small window in which you have to choose the option for creating a new course and type in its name. The application will create a directory named after the course where all the course data will be saved.



Click the name of the course to enter the learning mode of the newly created course. The new course contains only one empty page displayed with a default template. To start editing the course you have to switch to the editing mode by clicking button or by pressing **F9**. You will then see an additional tool bar with the basic editing options.



More advanced options are available in the top menu of the application.



The tool bar is comprised of two lines. The upper line comprises basic options that enable you to:

Edit the entire course page

- change the page template,
- add a new page at the end of the current chapter,
- insert a new page before the current page,
- cut a page,
- copy a page,
- paste a page before the current page,
- delete a page,

Use multimedia options

- open a window with a media list for the current page,
- define an automatic question sound,
- define an automatic answer sound,

Use course options

- edit course properties (course description, authors, Internet address, etc.)

The lower line of the tool bar comprises options that enable you to:

Edit particular areas of the page

- bold,
- italics,
- underline,
- cross-out,
- superscript,
- subscript,
- default format,
- numbered list,
- bulleted list,
- table,

Define interactive page elements

- additional graphics,
- additional sound recording to be played if clicked,
- spellpad,
- multiple choice with 1 correct answer,
- multiple choice with more than 1 correct answers,
- droplist,
- "true - false" component.

For more details place the mouse cursor over a particular option.

After you have created your own course (for details go to the **Editing options of the application** chapter) and entered in the edit mode, you can start adding texts and defining the exercises.

Creating the structure

First it is recommended to give the page a title. To do this, click the page name in the table of contents or press **F2**. After you have entered the title, press **ESC**.

Then click page parameter button to change the page template and type. Choose **Chapter** to be the page type and click **OK**. Notice that the page icon in the table of contents has changed and that a plus symbol has appeared to show that the page is now a chapter and that it contains other pages. Open the branch in the table of contents and click the only page in the chapter.

Now choose the option to add a new page at the end or to insert a new page in order to add more pages in this chapter. While adding new pages you define their template and type. Notice that by adding pages in the chapter and changing them into chapters you can create a complicated tree structure of the course. Create a page of the **SuperMemo exercise** type.

Edit the contents of the page

A page contains several areas that can be edited. For exercises, in the **Question** / **Information** area the content of the question is presented, whereas for presentations a text is shown. The **Answer** area contains the answer. It is displayed only in the answer mode. Now click the question area and enter the question. To finish editing the page press **ESC** or click anywhere outside the edited area. Proceed analogically with the answer.

You have already defined the most basic type of "question – answer" exercise. You can now add sound recordings to it. If you want to an automatic question sound, click the question sound icon . Notice that a sound player icon has appeared above the question. There is a "no entry" sign on the icon, which means that no sound has been defined to be played on this page. Click the player icon and choose the mp3 file that you want to be played on this page.

The selected file will be added to the media list of the current page. To see which files are used by a given page click the icon to open the file list. In this window you can change files, add new ones, play them, etc.

Adding other media

Now try to insert additional graphics to your question. Click the question area to enter the edit mode of the question, place the mouse cursor where you want to insert the graphics and click the graphics icon . You will see a window that enables you to define the graphics parameters. Choose the **Image embedded on the page** option, and then click the **Add** button. You will see a familiar window with a media list of the current page. Use the **Add** option to add any graphics to the current page. While adding the file the application will ask you about the index for it.

All multimedia files added to a given page are indexed with successive letters of alphabet. The letters "q" and "a" have a special purpose: a sound recording indexed as "q" will be automatically played with the question, whereas a sound recording indexed as "a" will be automatically played with the answer. The application automatically suggests the following free letter, so you just have to click **OK**, and then **Close**. Notice that you can now choose an image to be embedded on the page (the selected image will appear in the preview window). Click **OK** to finish embedding the image.

Analogically, you can add sound recordings (to be played if clicked). You just have to use the sound icon while editing the question.

Interactive exercises

Now try to create another exercise, this time an interactive one. Such an exercise usually does not contain any answer, whereas there are interactive components inserted in the question. The most basic type of this component in **Spellpad**. Try to create a simple exercise with the spellpad component. Go to the edit mode of the question and type in any sentence. Then using the mouse select the word instead of which a gap will appear in the learning process. Then click the spellpad icon . The selected text will appear in a new window as one of the possible answers. You can add alternative correct answers in separate lines. In the **Settings** tab you can define additional spellpad settings. Click **OK** to finish defining the spellpad.

You can create other exercises with interactive components in a similar way. For example, it is often necessary to create a multiple choice exercise with one correct answer. For this, you can choose either **Multiple choice single select** **or Droplist** . A similar type of exercise is **Multiple choice multiple select** , however here the user can choose more than one possible options. Notice that the options are ordered randomly every time the exercise is displayed so that the user cannot simply memorize the position of the correct answer.

The last component you can choose while creating exercises is the "True-false". The component enables the user to choose e.g. if a given sentence is true or not.

Of course, many components can be mixed in one exercise. In more advanced exercises you can use tables which can be defined using the icon .

The exercises that you created earlier can be later edited. To change the properties of a component you simply need to double-click the component and the settings window will open.

Course properties

Now you only need to open the course properties window and complete the course information, i.e. the description, authors, etc. In this window you can also change the name of the course. You can also provide a link to the course description in the Internet and define an icon symbolising the course.

To view your course in the learning mode, click the button or press **F9** to exit the edit mode.

This is the end of the description on how to create your own course. Have a go on your own and create your own courses.

Note: the editing options of the application are simplified in order to make the application maximally user-friendly. In the SuperMemo World offer there is also a separate professional version of the Editor used in commercial courses. For more information go to our website at http://www.supermemo.eu.

What to do in case of problems

In case of any questions or problems with the correct functioning of the application, follow these steps:

- read the brochure *How to learn with SuperMemo UX* (this text); press F1 to access its full version in the SuperMemo UX application,
- if you do not find the answer to your question there, go to our website at http://www.supermemo.eu. The **Help** tab includes answers to FAQs and solutions to the most common problems.