TYPING TUTOR® IV

OVER **300,000** COPIES OF TYPING TUTOR® III SOLD!

**Newest edition of the #1 best-selling classic.
Now with *new* LETTER INVADERS,®
the exciting game that sharpens your typing skills.**

BY KRIYA SYSTEMS®, INC.
SIMON & SCHUSTER SOFTWARE

Typing Tutor® IV
with
Letter Invaders®

Typing Tutor® IV
with
Letter Invaders®

for the Apple II+, IIe, and IIc

by Kriya Systems®, Inc.

Simon & Schuster Software
A Division of Simon & Schuster, Inc.
New York

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INTRODUCTION

Overview

Welcome to the *Typing Tutor IV* keyboard instruction program! Many new features have been added to this product to make it the best keyboard instruction software on the market. Even if you have never used a keyboard before, this program will have you typing with ease and confidence in a very short time.

THE SPEED BUILDERS—TRM™ and NLG™

To be a consistently fast typist, you need to be so familiar with the keyboard that you type by automatic response, without consciously having to remember the location of each key. Like its predecessor, *Typing Tutor III*, the *Typing Tutor IV* program uses artificial intelligence to monitor your responses and custom design lessons and tests to match your proficiency level. Using a technique called Time Response Monitoring™, or TRM, the program notes the time it takes you to type each letter, then uses this information to create each new lesson for you.

The *Typing Tutor IV* program not only determines which keys you need to practice for your exact level, but also simulates real-life typing experiences with its Natural Language Generator™, or NLG. For truly fast typing, it isn't enough just to learn the locations of the keys. It's important to become familiar with key sequences that are commonly used in everyday language. That is why all lessons and tests are created using actual words, phrases, and sentences that contain the keys you

need to practice. Lessons are continuously adjusted to create a pace that is challenging, but not overwhelming. And, as with real word processors, you can even backspace to correct mistakes.

In addition to offering extra practice on slower keys, the *Typing Tutor IV* program is designed to help you learn correct fingering. As each new key is introduced, you are shown which finger to use and are given special drills that help you to remember that key's location in relation to the "home row." Each "home row" finger has a specific "territory" to cover. By revisiting the program's Fingering section and referring to the keyboard diagram in this manual, you will quickly learn the location and correct fingering for every key on the keyboard.

GOALS AND FEEDBACK

The monitoring techniques built into *Typing Tutor IV* do more than create custom lessons and tests. Behind the scenes, the program analyzes the types of errors you are making. This analysis covers transposition errors (for instance, "re" instead of "er"), shifting your fingers over to the wrong part of the keyboard, typing the correct location but with the wrong hand ("mirror" mistakes), or typing a greater percentage of mistakes with particular fingers.

Instead of having to determine your own weaknesses through complex charts and graphs, the program automatically adjusts the lessons and tests to help you overcome specific problems. You are able to concentrate on what you are doing right rather than what you are doing wrong. And you can see how you are doing each step of the way through clearly presented progress reports and graphs.

These feedback mechanisms are important and provide useful information. However, the most efficient way to build good typing skills is to set goals right from the

start, discipline yourself to set aside specific times for practicing, and ask someone to assist you by encouraging you to meet those goals. The *Typing Tutor IV* program helps you do these things by having you establish goals and a practice schedule within the context of the program. From that point on, *Typing Tutor IV* keeps track of your progress and offers specific feedback to assist you in meeting your goals.

In addition, the *Typing Tutor IV* program has made it easy for you to assist others who would also like to learn how to type. The program includes a special Instructor Mode and an Instructor's Guide that offers unique features and techniques for helping others develop excellent typing skills. It is ideal for classroom, office, and personal use.

LETTER INVADERS

Learning a new skill is a lot of fun—especially when you're learning while playing games! The *Typing Tutor IV* package includes the new and improved Letter Invaders game. This fascinating arcade-style game enables you to take a break from the lessons and sharpen your speed skills in an exciting way. Letter Invaders uses the results of your lessons to create a game that exactly matches your level of skill. And it reinforces typing accuracy—you have to type the words correctly to get the points! Choose one of two great ways to play—at your present level or with the full keyboard. Letter Invaders includes Word ships, Boomlets, and two-player competition.

THE TYPING PROGRAM FOR EVERYONE

The *Typing Tutor IV* program has been designed to appeal to people of all ages. Over the past few years, the *Typing Tutor* products have reached hundreds of thou-

sands of people in homes, classrooms, and offices, generating an enormous amount of research results. Using this data, the makers of *Typing Tutor IV* have created a flexible system of keyboard instruction to match specific needs.

Although most of the work is done for you in the creation of customized lessons and tests, you can also modify the program to suit specific needs. You can create your own tests of varying length and content and you can concentrate on specific areas of keyboard instruction depending upon your personal requirements. Another important feature is that you can customize tests to any specialized field—legal, medical, scientific, or whatever it happens to be.

In addition to flexibility, *Typing Tutor IV* has been designed to be long lasting. You won't get bored with repetitive typing material because the sentence patterns are generated with virtually infinite (and sometimes humorous!) variety. The lesson material, the variety of feedback, the Letter Invaders game, and many other features provide the combination necessary to retain interest. With sustained interest, practice sessions are easy and enjoyable. Discover for yourself that learning can be fun!

Computer Requirements

To run the *Typing Tutor IV* program and Letter Invaders game on the Apple II+, IIe, or IIc, you will need 64K RAM.

(Note: To copy encrypted test files from one *Typing Tutor IV* disk to another, you need a ProDOS User's Disk.)

The *Typing Tutor IV* program is contained on a *flippy* disk, meaning both sides of the disk contain information. The Letter Invaders game is stored on the second

side of the disk. The program prompts you when you need to flip the disk to the other side.

Removal and Care of the Disk

To remove the disk from the plastic envelope (after you have read the End User License Agreement in the back of this book), use scissors or a sharp knife to cut the seal of the envelope's top horizontal edge. After you have made a backup of the *Typing Tutor IV* program, return the original disk to this envelope for safekeeping.

The disk is magnetic and should be handled carefully. Placing it on or near anything magnetic could erase information. Objects such as loudspeakers, kitchen appliances, and paper-clip holders all apply! And try to avoid the most common crime against disks, which is leaving them on a computer or monitor. Although these may seem like convenient places, you may end up with damaged disks! Also, do not touch the surface of the disk (the platter inside the protective sleeve), and avoid bending it or subjecting it to temperature extremes.
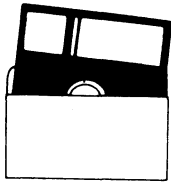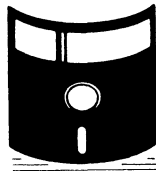
Store properly   Don't bend   Insert carefully
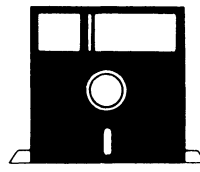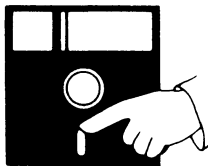
Don't touch   Store at   Keep away from
exposed surface   10°C-53°C   magnetic fields
                         50°F-125°F
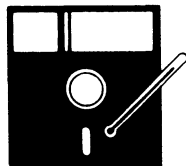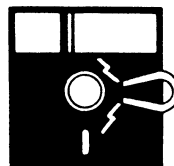
Making a Backup Copy

Copy me first...

Even though you plan to take good care of your software, accidents do happen. Therefore, it is extremely important for you to create a working copy of the *Typing Tutor IV* Master disk. After backing up the original Master disk, put it away in a safe place.

... but not more than once.

Please understand that copying this program to sell or give to anyone else is against the law. This includes distribution within schools and clubs.

Follow these step-by-step instructions for copying the *Typing Tutor IV* Master disk. Note that the *Typing Tutor IV* Master disk is a flippy disk, meaning both sides of the disk contain information. You may need to run the duplication procedure twice in order to copy both sides of the Master disk.

1. Put your ProDOS user's disk or DOS 3.3 or Apple IIc system utilities disk in drive 1 and turn on the computer. Select the ProDOS Filer option or type **RUN COPYA** for DOS 3.3.

2. Select the disk or volume duplication option and then select the copy disk or copy volume option. The duplication screen will now be displayed.

3. If you have a single disk drive, press Return to accept the default for the first three values and type **1** for the "copy to" drive. Do not change the volume name. The duplication program will prompt you when to switch between the Master (source) disk and the working copy (target disk).

If you have a two-disk-drive system, press Return to accept the default for all the values. Do not change the volume name. Insert the Master (source) disk into drive 1 and the working copy (target disk) into drive 2.

4. When the first side of the Master disk has been copied, flip over the Master disk and repeat step 3 to copy the second side of the master. If your working copy is a flippy, be sure to use the second side. If your working copy is not a flippy, use a new disk when you repeat step 3. When you have finished copying both sides of the Master disk, label the new working disk(s) with the label(s) provided and store the Master disk in a safe place.

Getting Started

To start the *Typing Tutor IV* program, insert the working copy disk into drive 1 (or the internal drive) and turn on the computer. *Typing Tutor IV* will automatically load into your computer.

You can also start *Typing Tutor IV* in Instructor Mode by pressing Ctrl-A when the title screen is displayed. Refer to the Instructor's Guide in the back of this manual for more information.

If you are an experienced computer user, you may want to load the *Typing Tutor IV* program at once and experiment with the program's key features. However, if you choose to skip the quick tour provided below, be sure to take a look at the "Reference" section of this manual later on. It offers important information on learning touch typing, including a fingering diagram you can refer to throughout your typing sessions.

(Note: When *Typing Tutor IV* is loaded on a Franklin computer, the caps lock feature may be on.)

YOUR FIRST SESSION

Getting Acquainted

The first step in using *Typing Tutor IV* is to register yourself with the program. In your first session, you are asked to type your name so that the program can track your progress and keep a history file of your work. In all subsequent sessions, you will select your name from the registration screen.

The next step is to enter the date. It is important that you type it correctly before beginning your session. With this information, the program can give you regular feedback about your progress and how you are doing in relation to your goals.

As a first-time user, you are given an introduction to the program that orients you to its key features. This is followed by a selection box that helps the *Typing Tutor IV* program create the best type of lessons for you. If you can type at least 20 words per minute without looking at the keys, choose the Touch Typist selection. Touch typists receive an initial test using all the letters of the alphabet. With this information, the program will know your typing speed on every key and will create lessons to overcome any weak areas.

Goal Setting

The best way to improve your typing skills dramatically is through consistent practice. To help motivate yourself to keep practicing, set a goal of how many words per minute you wish to type. Give yourself a deadline for

achieving this goal. Then, before you sit down to practice each time, put yourself in a positive frame of mind that will help you reach your goal.

Because of the importance of setting goals, the *Typing Tutor IV* program asks you to select the words-per-minute speed you would like to achieve. The program highlights a suggested speed range, based on your current level of experience, which you can easily increase or decrease.

Use the practice schedule provided in this manual and schedule specific days and times to practice. Do everything in your power to stick to those times.

If your schedule changes or if you wish to increase or decrease your speed goal at a later time, you may do so through the Opts Menu, described later in this manual. However, please remember that the first few hours are often the most difficult for beginners, so don't get discouraged if it seems a little slow going at first. You'll get better! Try not to change your goal until you've really had a chance to see what you can do.

Tour of the Menus

After you have set your speed goal in your first session with *Typing Tutor IV*, you have the choice of going directly to the practice lessons, taking a practice test, or going to the Main Menu. Highlight the Main Menu selection with the space bar and press Return. The Main Menu looks like the accompanying illustration.

The Main Menu selections are Lesson, Test, Report, Opts (for Options), Game, Help, and Quit. With the exception of Help and Quit, each of these selections has its own menus. As you highlight each one (by moving the space bar), the second line shows the features that are

| Main Menu | Fred |

LESSON   Test   Report   Opts   Game   Help   Quit

Practice Fingering Help

The top line on each new menu shows the
available menu features. The second
line gives more information about
the highlighted feature.

To select a feature use the right
and left arrow keys (or the space
bar) to highlight it. When the
feature you want is highlighted
press RETURN to select it.

Esc -) Exit Typing Tutor IV

The Main Menu.

available with each selection. For instance, highlight
Lesson and you will see that the Lesson Menu includes
Practice, Fingering, and Help.

Press Return with Lesson highlighted. Then press the
space bar to see a description of each feature, on the
second line of the menu. You will quickly realize that
the possibilities from this point are to take a practice
lesson, take a finger positioning lesson, or select a Help
screen that describes these options.

Press Esc to go back to the Main Menu. As you have
probably noticed by now, the message on the bottom line
shows where the program will go if you press Esc. The
upper left corner shows the name of the screen, and the
upper right corner displays your name. Look at these
areas of the screen to stay oriented, then experiment
with the space bar, Return, and Esc keys to explore all
the menus.

Lessons Menu	Fred
PRACTICE Fingering Help	
Practice Lesson	

Lessons Menu	Fred
Practice **FINGERING** Help	
Fingering	

Lessons Menu	Fred
Practice Fingering **HELP**	
Lesson Help	

Options available from the Lesson Menu.

Select Help when viewing any of the menus to look at a quick description of all the features available from that point. Explore the program as much as you want to, then press Esc until you are looking at the Main Menu again.

Another way to make selections from the menus quickly is to type the first letter of the desired feature. For instance, from the Main Menu type **T** for Test Menu, then **P** for Practice test. Since it's a bit premature to take a test right now, press Esc to go back to the Main Menu. After you get accustomed to the *Typing Tutor IV* features, you'll be able to move through the program quickly and easily by typing the first letters of the selections you desire.

The place to begin developing your typing skills is with the Lesson Menu. Select Practice Lesson. (From the Main Menu, you can type **L** and then **P** to begin your practice lessons.) If you are a beginner, the lessons begin

with the "home row" keys: *ASDF* and *JKL*; touch typists begin with lessons based on the results of their initial timed test.

Practice with the lessons for a while. Then, when you have practiced as much as you want to, select another feature or select Quit from the Main Menu. If you choose to quit, you will see a selection box that gives you the option of saving your work. It is important to save your work after each session so that an accurate history file of your progress can be maintained.

The next chapter provides you with a few suggestions for creating effective future sessions with the *Typing Tutor IV* program. This is followed by reference material that explains each of the *Typing Tutor IV* key features. By the end of your first session, you'll have a pretty good understanding of what is available to you in the program and the manual. After you've reviewed the manual and practiced a bit with the lessons, we suggest you end your first session by taking a few minutes to decide how you want to structure future sessions so that you can make the most out of your *Typing Tutor IV* experience.

TYPICAL SESSIONS

Beginners: Your first goal should be to learn the location and correct fingering for the alphabet and punctuation. To do so, spend at least 60 percent of your time in the Keyboard Lessons section of the program typing practice drills. Every fifteen minutes or so, take a practice test to see how well you are typing the keys you have learned.

As more and more new keys are introduced, refer frequently to the fingering diagram in the manual and the finger positioning lessons in the program to reinforce use of the correct fingering continuously. Always keep your fingers positioned over the home row keys (*ASDF* for the left hand and *JKL;* for the right hand), and reach from there to type any other key on the keyboard. Avoid looking at the keyboard when typing—try to remember the positions of the keys by feel and not by sight.

Once you have learned the home row keys, take at least one good break in the middle of each session for a Letter Invaders game. Hint: You'll achieve the highest scores if you concentrate on using the correct fingering while you play the Letter Invaders game. Don't fall into the trap of two-finger typing—it's a dead end! Also, be sure to select Practice Keys—that way, you'll have a challenging game that uses only the keys you have learned.

Touch Typists: As a touch typist you should be able to type without looking at the keys. However, you may not have reached the point where you can type automatically, without thinking about each key. In order to brush up your typing skills and develop speed and accuracy

on the entire keyboard, you may want to divide your time evenly between lessons and tests.

The advantage of the lessons is that the program modifies the material presented to you after each phrase instead of after an entire page of text. The advantage of tests is that you can type continuously for a longer period of time without stopping. Focus on the practice tests. Once you have built up high speeds on the alphabet and punctuation, you will start getting numbers and symbols in your lessons. Save the All-keys test until later, when you're ready to tackle some of those esoteric symbols!

To make your work most enjoyable, take periodic breaks to play Letter Invaders. Since you know the locations of all the keys, you'll be in for a really challenging game. Go for the high scores and try to reach the top of the chart of all-time high scorers!

Advanced Touch Typists: If you have already developed proficient typing skills on the alphabet and need to increase your speed on numbers and symbols, you may wish to spend a lot of practice time with the All-keys test. With this test, you will receive typing material that includes all of the keys on the keyboard. Alternate with practice lessons. Based on your typing results, you will be given extra practice on your slowest keys.

When you need periodic breaks from lessons and tests, select the Full Keyboard Letter Invaders game. This one will keep your fingers flying!

Regardless of your particular interest or level of experience, remember that you can break up your sessions at any time by looking at your progress report or at a speed or accuracy graph.

REFERENCE

Keyboard Lessons

Keyboard Lessons is the place to learn all the positions of the keys using correct fingering. With practice, you'll be able to type automatically, without having to remember the location of each key. And you'll develop overall speed and accuracy so that you won't have to slow down for keys that are less commonly used.

The lessons consist of a set of drills that are presented one phrase at a time. Based on your responses, another phrase is presented. Your accumulated results are used continuously to adjust the letters that are presented in each new phrase. New keys are introduced gradually as your speed and accuracy levels become consistent on previously learned keys.

For beginners, lessons begin with the home row keys, *ASDF* for the left hand and *JKL;* for the right hand. The key to typing automatically, without looking, is to practice using the correct fingering right from the start. Always position your fingers over the home row before beginning to type. From the home row, your fingers can comfortably and methodically reach all the other keys on the keyboard. The accompanying keyboard diagram illustrates how correct fingering works on the keyboard.

Notice how the keyboard is divided into areas. Each finger is responsible for the keys in its area. The index fingers cover the areas numbered 1; the middle fingers cover the number 2 areas; ring fingers work the keys in the areas numbered 3; and little fingers cover the keys in the areas numbered 4. The space bar works easily with the thumbs. The shift keys (the two keys on either side
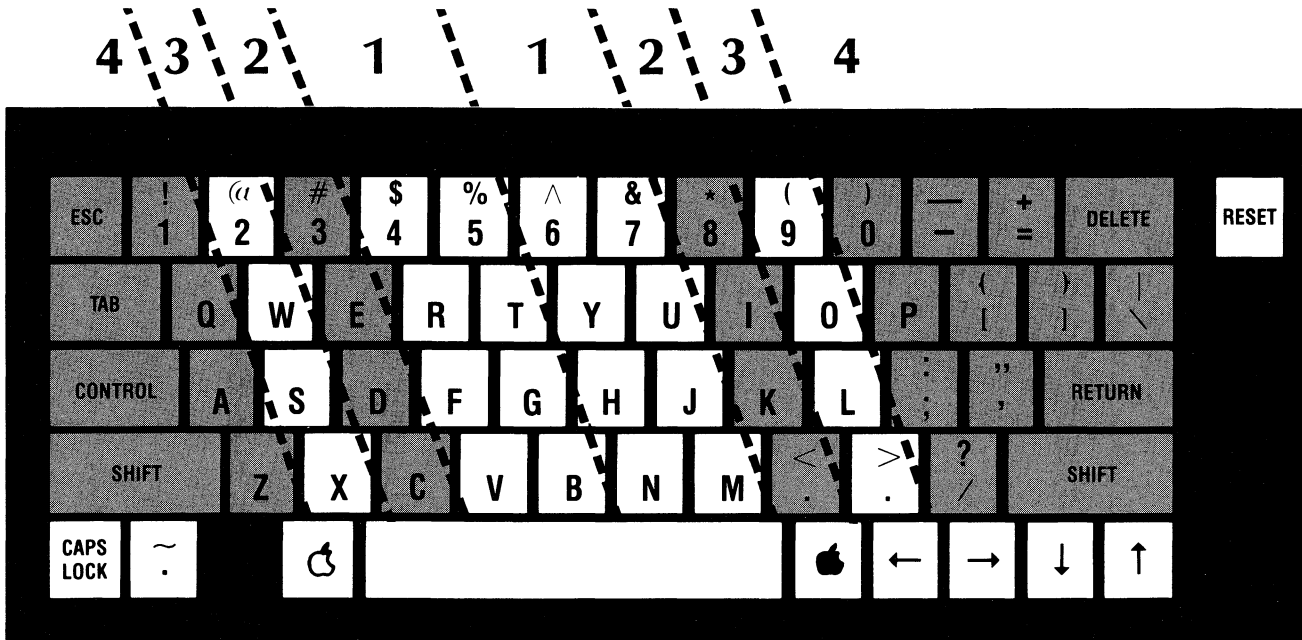
Apple IIe keyboard. Though the keyboards for the Apple II + and IIc look a little different, the fingering is the same as shown: 1 = index finger; 2 = middle finger; 3 = ring finger; 4 = little finger. Use thumbs for space bar.

of the keyboard that are marked with large upward-pointing arrows) should be pressed with the little finger of the hand that is not making the keystroke.

Note: The layout of the Apple II+ is slightly different from the diagram shown. To type an "@" on the Apple II+, you will need to hold down the Shift and Ctrl keys and strike the letter P. If there are variations on your keyboard, mark the variations on the appropriate diagram and type those keys according to the layout of your keyboard.

Whenever you practice the keyboard lessons, position your hands over the home row keys and type each character that the arrow points to. Before beginning, look at the Current Focus Keys box and make sure you know where those keys are and which fingers you need to use to type them.

Practice Lesson	Fred

sass das asa a dads sad
∧

Current Focus Keys: s a d

Type the line in the top box. The arrow moves to show the next key to type. At the end of the line press either space bar or RETURN.

Esc →) Main Menu

A typical practice lesson.

If you aren't sure of the correct fingering, either choose Fingering from the Lesson Menu or refer to the diagram in this manual. After you have typed all the words in the lesson, your speed and accuracy will be shown, along with the next set of words to be typed.

For characters requiring the shift key, remember to use the little finger of the hand not typing the character to hold the shift key down. On the screen, an arrow above the line you are typing indicates that you have made a mistake. If you make a mistake, you can press the backspace key (the left arrow at the upper right of the keyboard) to correct it.

Keyboard Lesson Summary displays your average speed and accuracy figures at the end of each lesson for the preceding set of drills. The summary also indicates how many keys you have typed above the words-per-minute figure you specified in your speed goal. Finally, it shows your best keys and the ones you need to work on. From this point you can continue the lessons, take a practice test, or return to the Main Menu.

Fingering

One of the *Typing Tutor IV* sections you will refer to often is Fingering. Selected from the Lesson Menu, this section shows an outline of the keyboard with the home row keys highlighted.

Press any key other than the home row keys to review the correct finger to use for that key and to receive a home key lesson.

Note: The fingering display for the Apple II+ will reflect the differences in keyboard layout.

The home key lesson will consist of a series of drills using the key you selected and its corresponding home row key. All of the keys on the keyboard are divided into areas, with each home row finger covering a specific

```
1 !   2 @  3 #  4 $  5 %  6   7 &  8 *  9 (  0 )  -    = +
   Q    W    E    R    T    Y    U    I    O    P
     A    S    D    F    G    H    J    K    L    ; :   ' "
       Z    X    C    V    B    N    M    , <  . >  / ?
```

The highlighted keys are the home keys. The left hand is over 'ASDF'. The little finger types 'A', ring finger 'S', middle finger 'D', and index finger 'F'. The right hand is over 'JKL;'. The index finger types 'J', middle finger 'K', ring finger 'L' and little finger ';'. Press any other key for a fingering lesson on that key.
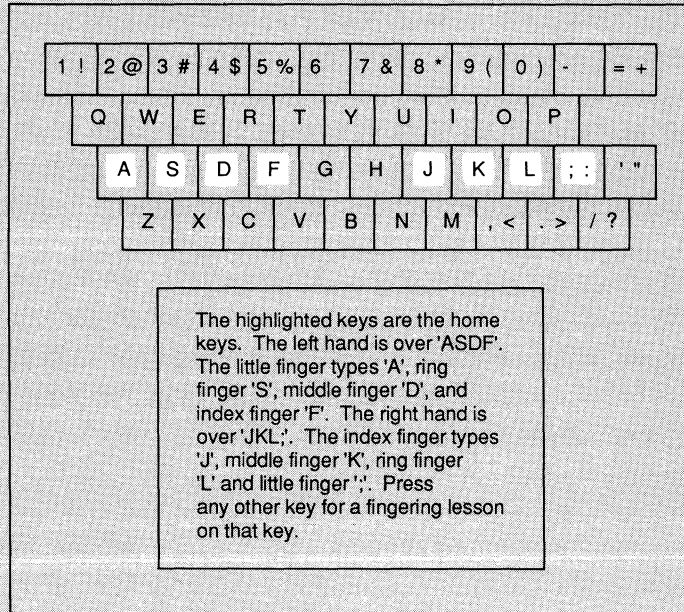
Esc –) Main Menu

Finger positioning lesson.

"territory." These drills help you to remember the keyboard position and correct fingering for any key you choose because the entire drill is typed using the same finger. Use this section at any time to help you with keys on which you need extra practice.

Tests

Three different types of tests are available with the *Typing Tutor IV* program—Practice, All-keys, and Disk. The Practice test is based on the results of your lessons. If you are just beginning the lessons, the test will only include the home row keys for the left hand, *ASDF*. Otherwise, the test will include all the characters you have learned

thus far, with special emphasis on the keys you type most slowly.

The All-keys test means just that—all the letters, numbers, and symbols are used. The purpose of this test is to see how you would do using the full keyboard. The All-keys test is recommended for typists who have already learned the alphabet and punctuation and would like to increase their overall typing skills, particularly on symbols that are not used in everyday language.

The main purpose of the Disk test is to provide you with the facility for setting up your own tests using the content of your choice. Three sample tests are stored on the disk and can be used at any time. One is the initial test that is used to assess a touch typist's previous typing experience and level. Another is a fun and interesting test made up of quotes, and the third is a story. Both the quotes and story tests show you how well you type over a longer period of time—each test is considerably longer than the typical screen "page."

You can add as many tests to the disk as you like (within the limits of the disk space, of course). However, only eight will show up in the selection box, so you will not be able to use more than eight at one time. The tests you add can be as long as you want. They can include anything from legal or medical jargon to inspirational quotations like the Gettysburg Address. This feature was implemented to enable you to customize tests for your specific field of interest.

CREATING YOUR OWN TESTS

Setting up your own tests on the *Typing Tutor IV* program disk is a simple procedure. Tests can be created by any word processor or editor that can make an ASCII file (a ProDOS file with a file type of TXT) without any special characters (such as those used for boldfacing or

italics). Simply create your test, of any length, and then copy your file onto the *Typing Tutor IV* working copy disk using the ProDOS User's Disk.

Give the file any name you choose, provided the filename ends with .TST. An extension of .TST is what *Typing Tutor IV* uses to recognize which files are disk tests. Your file will appear in the selection box when you select the Disk test from the Test Menu. You can have up to eight disk test files available at one time. If you want to use additional tests, then erase those that are no longer in use.

Reports and Graphs

The *Typing Tutor IV* program offers many different types of feedback throughout the program. In the lessons, speed and accuracy figures are shown after each drill. Each lesson ends with a summary that highlights your best keys and the keys you need to work on. Each test is followed by a summary in the style of a progress report. It shows your overall speed and accuracy.

All the feedback you are given in the *Typing Tutor IV* program relates to your words-per-minute speed and your accuracy percentage. Before word processors became widespread, typing teachers typically downgraded for errors and gave a figure called "corrected speed."

Since mistakes are now so easy to correct with the backspace key, the common practice is to calculate uncorrected speed and report this together with an accuracy figure. Speed is calculated in words per minute, where a word consists of five characters including spaces. *Typing Tutor IV* reports accuracy as the percentage of characters correctly typed. An accuracy figure of

97 percent indicates an average of approximately one mistake per line on a test. As you gain experience, you should aim for accuracy in the high 90's, and you may want to use the backspace key to attain 100-percent accuracy.

In addition to the feedback you are given with each lesson and test, the *Typing Tutor IV* program maintains a complete progress report of your work. Choose Progress Report from the Report Menu for a summary of your work, including the types of lessons and tests you have taken, completion dates, the number of keys you type above the words-per-minute figure you established in your goals, and your overall accuracy and speed.

The progress report displays tests first with the earliest dates at the top. A maximum of eight tests can be displayed at one time. If you are a touch typist, the results of your initial test will always be displayed so that you can compare them with your current results.

Following the tests summary is a review of practice lessons for the keyboard. Once you have filled the maximum area that can be displayed on the screen, only your

Progress Report			Bill	

| Type	Date	Keys over 20 WPM	Accy	WPM
Test				
Disk STORY	1–20	22	96%	34
Lesson-Practice				
History	1–23	23	93%	29

Esc –) Main Menu; < or >: more info

Sample progress report.

most recent data (plus initial test data, if appropriate) is shown. Summaries for lessons and tests are broken down by session and history. Session refers to your most current work, and history provides you with average figures from previous sessions.

In addition to the progress report, two graphs are also included in this program—a speed graph, which shows your words-per-minute speed on each character, and an accuracy graph, which shows your percentage of accuracy on each character. Why is this important? It is another way of looking at your overall progress and pinpointing your weakest keys. With this information, you can use the Fingering section to refresh your memory on key positions and to receive practice drills that will help you build speed and accuracy on those keys.

The speed and accuracy graphs are each displayed on sets of two screens. When you have one of these graphs displayed, press < or > to move from one side of it to the other. Press > a few times and you will see the speed, accuracy, and progress reports.
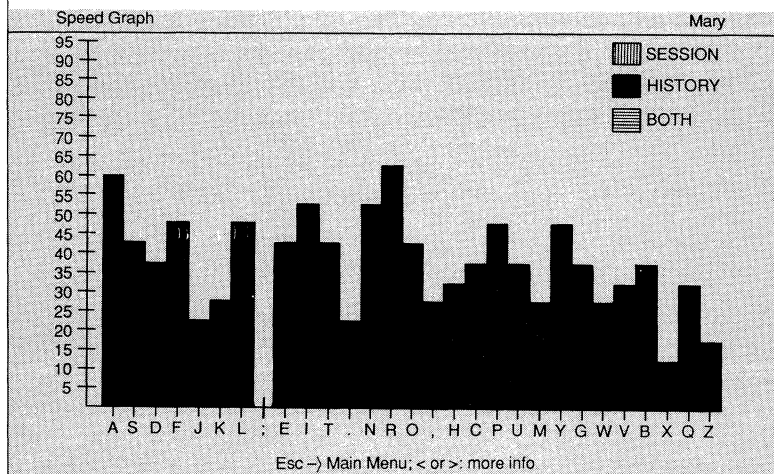
Speed graph.

Look at the floating legend displayed on the graphs—the program shows results from the current session, the previous history, and areas where the current session and history overlap. The purpose of the graphs is to chart your progress over time. You can see how you are doing in the current session as compared with previous sessions. You can also see which keys you have improved upon with practice and the keys you consistently type well.

Options

Select Opts from the Main Menu to customize features of the program. You can change the speed goal you designated at the beginning of the program, alter the number of drills that are given to you in each lesson, turn the sound on or off, or even reread the introduction. You can also edit your name if it is spelled incorrectly. All of the choices listed in Opts are more fully described in the Help screen for this section. To make a quick selection from the Main Menu, type **O** for Opts, then type in the first letter of any option you choose.

LETTER INVADERS GAME

Caution: This game may be habit forming! The Letter Invaders game provides a great break from the usual typing drills. Select Game from the Main Menu and follow the instructions that are shown on the screen.

Players can choose a game using Practice Keys or Full Keyboard. If you choose Practice Keys, the game will only use keys familiar to you from your lessons. However, be aware that even a Practice Keys game will start out by using *all* the home row keys, *ASDF* and *JKL;*. We recommend that you do not play Letter Invaders until you have learned the home row in the lessons.

Round 1	Score 448	Mary

both

go

was

$

It!

S   architect
                ↑
New   ↑

baby   ↑
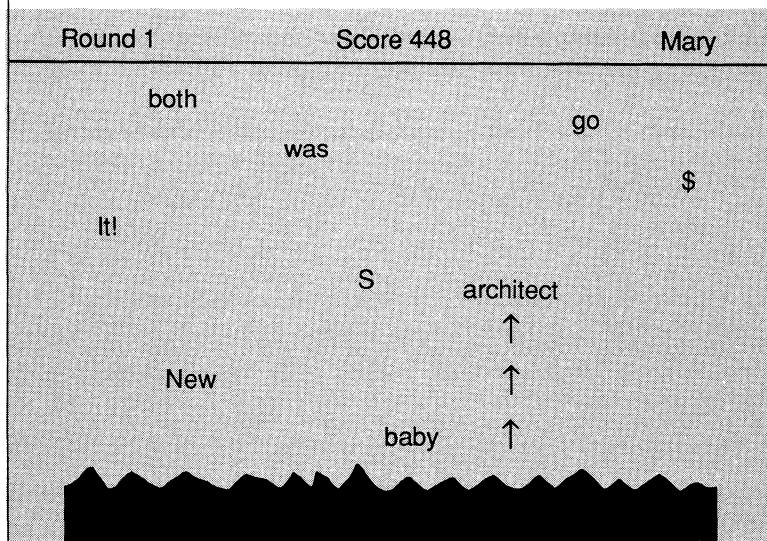
Letter Invaders in play.

If you are already familiar with the keyboard and want to select a truly challenging game, choose Full Keyboard. But be prepared—this game will use all letters, numbers, and symbols. Full Keyboard Letter Invaders will keep your fingers flying!

For two-player games, the second player types in his or her name. Both players compete at the level of the one whose file is currently "opened."

The object of the Letter Invaders game is to score as many points as possible by typing all the letters and words before they hit the "terrain" at the bottom of the screen. You'll be bombarded by letters, words, "Boomlets," and "Word Ships" in many interesting combinations.

Remember to use the shift key to type capital letters. The game is over when all the terrain has been destroyed.

The five all-time high scores for both Practice Keys and Full Keyboard games are shown on the scoreboard. You can look at the scoreboard by selecting Scores from the Game Menu. Play Letter Invaders with your friends and see how many points you can rack up in each game!

INSTRUCTOR'S GUIDE

Overview

Typing Tutor IV has been designed for maximum flexibility and ease of use in an instructional setting. It is ideal for a school classroom or for increasing typing and data-entry productivity in the office. The history file on your program disk can hold up to eight students, so that students coming to a computer station at different times can share the same program disk. The instructor can look at this disk at any time with the Instructor Mode of *Typing Tutor IV* and review each student's progress, add tests for students to take, and remove old student records. For security, a password is required to get into Instructor Mode. You also have the option of setting up passwords for each of your students to protect individual records in disk-sharing situations.

Your license agreement allows you to have one copy of the program running at a time. Multiple students can share a single disk if they are using the program at different times. For simultaneous use, you must have multiple licensed copies of the program. For example, a classroom that has a computer study area with four computers would need four licensed copies of *Typing Tutor IV*. With eight student records on each disk, up to thirty-two students could be using the program through the day.

Getting Started in Instructor Mode

To enter the Instructor Mode of *Typing Tutor IV,* press Ctrl-A when the *Typing Tutor IV* title screen is displayed. If you are already in *Typing Tutor IV,* exit the

program and restart, then press Ctrl-A when the title screen is displayed.

Before you see the Main Menu of Instructor Mode, you will be instructed to type the instructor's password and press Return. The password on your original program disk is **hello**.

PASSWORD

You can change your password from **hello** to any other combination of up to five letters. Select PW from the Main Menu and then select Instructor. You can then enter a new code, or review the current password and escape without changing. You can make your password whatever you like, but make it something you will remember! Write it down also, and keep it in a safe place.

In addition to the password needed to enter the Instructor Mode, you can set up all of your students with individual passwords. After you select PW from the Main Menu, the names of all the registered students will display on the screen. Selecting students from this list will allow you to review or edit existing passwords, or enter passwords for new students.

Be sure to assign passwords to your students that are easy to remember, but hard enough so that other students cannot easily enter other people's records. Once you have set up passwords for each student, they will need to enter their passwords before using *Typing Tutor IV* in all subsequent sessions. Use this feature of *Typing Tutor IV* only if you are concerned with safeguarding the data of students when a single disk is being shared.

Giving Tests

Typing Tutor IV makes it easy for an instructor to give the same typing test to a group of students. The first step is to create a disk test using an editor or word processor

as explained in "Creating Your Own Tests." The next step is to encrypt the test. Encrypting a test makes it unreadable except when taking the test by selecting Disk from the Test Menu.

To encrypt a test, select Encrypt from the Main Menu. You will see a list of all the unencrypted test files on the disk, and be asked to select one for encryption. The file you select will then be written in encrypted form to the disk. Your original file will no longer exist in unencrypted form, so make a backup copy of it before doing the encrypt procedure if you will want to use it again!

If you are using more than one licensed copy of *Typing Tutor IV*, you can copy the encrypted file to other *Typing Tutor IV* program disks. Use your ProDOS user's disk to copy encrypted files.

Students can take the test you create by starting *Typing Tutor IV*, selecting Test from the Main Menu and then Disk from the Test Menu. They will see a list of disk tests, and should select the new test by name. When an encrypted test is selected, it is not possible to use the Esc key to leave the test without recording a result in the history file. After all students have taken the test, their results can be reviewed as described in the next section.

Reviewing Student Records

To see student records when in Instructor Mode, select Report from the Main Menu. The choices on the Report Menu are Composite, Progress, Speed, Accy (for Accuracy), and Help. Composite allows you to see a summary report of how all students performed on a particular disk test. After selecting Composite, you will be asked to choose the test for which you wish to view results. A typical summary is shown in the accompanying illustration. Beside each student's name is the date on which the test was taken and then speed and ac-

Summary of STORY.TST			Instructor

Name	Date	Accy	WPM
Bill	1–20	96%	28
Steve	No test record		
Susan	1–20	91%	26
Mary	1–20	100%	39
John	1–20	95%	31
Annie	1–20	100%	37
Fred	1–20	66%	15

Press any key to continue

A composite report.

curacy figures similar to those in the standard progress report.

If you choose Progress, Speed, or Accy, you will then be asked to select an individual student from the disk. After identifying a student, you will see the individual progress report or the speed or accuracy graph for that student. This allows you to review overall progress and assess the student's strengths and areas needing improvement.

Deleting Student Records

Occasionally you may need to erase a student file. You may do so by selecting Delete in Instructor Mode and then selecting the student history file you wish to erase. This erases all history for that individual.

Setting Up a Training Program

The *Typing Tutor IV* software can easily be used in a group setting to teach or dramatically improve typing skills. The following information is for you to use to ensure that each participant completes your training program with optimal results.

Whether you are establishing a training program for classroom, office, or home use, the first step is to set up a two-hour group session with all participants. Ideally, each person should have access to a computer during this session. If this is not possible, try to limit a shared computer to two people.

In the initial session you will explain the key functions of the *Typing Tutor IV* software. Begin by taking students through the steps to complete their speed goals. As you will realize through your own practice with the program, these goals can reside on disk for each participant. In addition, duplicate the schedule form provided in this package and ask each person to fill it out. That way, you can enhance the program's automatic monitoring and feedback through personal contact with each participant.

All participants who are able to type at least 20 words per minute should take an initial timed test, and their scores should be written onto their practice schedule sheets. If students are beginners who have never typed before, insert zeros in the initial speed and accuracy slots. You will need to have a basis for comparison once everyone has completed the training program.

It is important that each person set aside sufficient time to practice with the software. Participants should write down specific dates and times when they plan to practice. Although *Typing Tutor IV* makes learning an enjoyable and rewarding experience, there is no substitute for practice. Consistent practice during the first few weeks of the training program is crucial to

overall improvement. One of your most important functions as instructor is to follow up with each person to make sure the requirements of the course are being fulfilled in a timely fashion.

Finally, after setting goals and completing the practice schedule form, go through each part of the program with the participants and explain all of *Typing Tutor IV's* key features to facilitate ease of use. You will want to take each step slowly and emphasize key points, such as using correct fingering, keeping fingers curved over the home row keys, and keeping eyes on the screen—not on the keys! After practicing together as a group for a while, each person should feel comfortable continuing to practice alone. From that point on, your job will be to oversee progress and encourage consistency in practice.

The following are some ideas to encourage motivation and create a group spirit that can help all participants in the training program develop skills to the best of their abilities.

Letter Invaders Contests: Keep a running score on your classroom or office bulletin board showing who has the highest score for Letter Invaders. Publish the name of the winner for the month in the school bulletin or an interoffice memo.

Awards for Greatest Increase: Let all participants know that the greatest *increase* is the true test of accomplishment. Once a week, give a special award to the person who has increased speed and accuracy the most during that week. In a classroom setting, the award may mean extra bonus points and a higher grade. Awards in an office setting can range from a bonus to a free lunch to extra time off work.

Themes: Offer periodic tests using interesting and varied test material. For instance, you can create different themes each week. For classrooms, create typing tests using material that ties in with work in other subjects or current school events. For office use, you may

want to create tests on different types of terminology each week, such as medical or legal terms.

Try to create positive incentives so that your classroom, office, or department can pride itself on its accomplishments. Our goal with the *Typing Tutor IV* software is to make the development and building of typing speed and accuracy skills as easy and enjoyable an experience as possible.

After your training program has ended, have a group follow-up session to compare results and provide an opportunity for positive feedback. We hope you enjoy putting this software into practical use in a variety of classroom, office, business, and personal settings.

TYPING TUTOR IV
PRACTICE SCHEDULE FOR

_____

GOAL: My goal is to type _____ words per minute, with _____% accuracy. My commitment is to achieve this goal by _____.

Fill in the times you plan to practice your typing with the *Typing Tutor IV* software package. Then check (✔) each practice session as you complete it.

We recommend that you practice 30 minutes a day for the first three weeks. Then practice at least 2–3 times per week for 20–30 minutes a day in subsequent weeks.

	Mon.	✔	Tues	✔	Wed.	✔	Thurs.	✔	Fri.	✔
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										

Initial typing speed: _____ Accuracy percentage: _____
Ending typing speed: _____ Accuracy percentage: _____
Date: _____ Signed by: _____

TYPING TUTOR IV
PRACTICE SCHEDULE FOR

_____

GOAL: My goal is to type _____ words per minute, with
_____% accuracy. My commitment is to achieve this
goal by _____.

Fill in the times you plan to practice your typing with
the *Typing Tutor IV* software package. Then check (✔)
each practice session as you complete it.

We recommend that you practice 30 minutes a day for
the first three weeks. Then practice at least 2–3 times per
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	Mon.	✔	Tues	✔	Wed.	✔	Thurs.	✔	Fri.	✔
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										

Initial typing speed: _____ Accuracy percentage: _____
Ending typing speed: _____ Accuracy percentage: _____
Date: _____ Signed by: _____

TYPING TUTOR IV
PRACTICE SCHEDULE FOR

_____

GOAL: My goal is to type _____ words per minute, with
_____% accuracy. My commitment is to achieve this
goal by _____.

Fill in the times you plan to practice your typing with
the _Typing Tutor IV_ software package. Then check (✔)
each practice session as you complete it.

We recommend that you practice 30 minutes a day for
the first three weeks. Then practice at least 2–3 times per
week for 20–30 minutes a day in subsequent weeks.

	Mon.	✔	Tues	✔	Wed.	✔	Thurs.	✔	Fri.	✔
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										
Week of: _____										

Initial typing speed: _____ Accuracy percentage: _____

Ending typing speed: _____ Accuracy percentage: _____

Date: _____ Signed by: _____

FOR ADDITIONAL HELP

If you have questions or need more help, call our Product Support Center:

(201) 592-2900

Important! Read Before Opening Sealed Diskette
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Typing Tutor IV (Apple)
REPLACEMENT ORDER FORM

Please use this form when ordering a replacement for a defective diskette.

A. If Ordering within Thirty Days of Purchase
If a diskette is reported defective within thirty days of purchase, a replacement diskette will be provided free of charge. *This card must be totally filled out and accompanied by the defective diskette and a copy of the dated sales receipt.* In addition, please complete and return the Limited Warranty Registration Card.

B. If Ordering after Thirty Days of Purchase but within One Year
If a diskette is reported defective after thirty days but within one year of purchase and the Warranty Registration Card has been properly filed, a replacement diskette will be provided to you for a nominal fee of $5.00 (send check or money order only). *This card must be totally filled out and accompanied by the defective diskette, a copy of the dated sales receipt, and a $5.00 check or money order made payable to Simon & Schuster, Inc.*

NAME_____ PHONE NUMBER (   )_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

PURCHASE DATE_____

PURCHASE PRICE_____

COMPUTER BRAND & MODEL_____

Please send all requests to Product Support Center, Simon & Schuster, Inc., Route 9W, Englewood Cliffs, NJ 07632; ATTN: Replacements

NOTE: Simon & Schuster reserves the right, at its option, to refund your purchase price in lieu of providing a replacement diskette.

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Typing Tutor IV (Apple)
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In order to preserve your rights as provided for in the limited warranty, this card must be on file with Simon & Schuster within thirty days of purchase. Please fill in the information requested:

NAME_____ PHONE NUMBER (   )_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

COMPUTER BRAND & MODEL_____ DOS VERSION_____ MEMORY_____ K

Where did you purchase this product?

DEALER NAME_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

PURCHASE DATE_____ PURCHASE PRICE_____

How did you learn about this product? (Check as many as applicable.)

STORE DISPLAY_____ SALESPERSON_____ MAGAZINE ARTICLE_____ADVERTISEMENT_____

OTHER (Please explain)_____

How long have you owned or used your computer?

LESS THAN 30 DAYS_____LESS THAN 6 MONTHS_____6 MONTHS TO A YEAR_____OVER 1 YEAR_____

What is your primary use for the computer?

BUSINESS_____PERSONAL_____EDUCATION_____OTHER (Please explain)_____

Where is your computer located?

HOME_____OFFICE_____SCHOOL_____OTHER (Please explain)_____

63480-1

Simon and Schuster Software Division
c/o College Marketing Group, Inc.
50 Cross Street
Winchester, MA 01890

ATTN: Ken Filosi

Typing Tutor III

The fastest most effective way to learn how to type on your computer

Includes LETTER INVADERS the arcade game that sharpens your typing skills

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This remarkable program automatically adjusts to your unique abilities and progress, creating custom-designed lessons especially for you. Learn at your own pace as *Time Response Monitoring* analyzes the results of each lesson and practice test. The program clearly exhibits your speed, accuracy, strengths, and weaknesses, and graphs your progress along the way.

Now with these dynamic new enhancements:

- an unlimited number of lessons using English words and sentences
- use of the full keyboard, including shift and backspace keys
- improved menus that make program operation easy
- multiple speed tests or custom-made tests of your own
- special instructor's section for classroom or corporate training

WITH NEW LETTER INVADERS®

Now more exciting than ever, this fascinating arcade-style game has improved graphics and action. It features two great ways to play—at your current level or using the full keyboard. It has Word Ships, Boomlets, two-player competition, and all-time highest score display.

Cover photograph by Carl Fischer

System Requirements

- Apple II+, IIe, or IIc
  or Franklin Ace 500
  or Franklin Ace 2000 series
- 64K RAM
- ProDOS or DOS 3.3

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