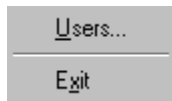


File Menu

Click on the toolbar's File command to see the File Menu. It provides the tools that you need to start or end a Typing session.

Here's what the File Menu looks like. Click on either of its options, now, to learn more about how to use it.



Users

Click on this File Menu option to get started with a Typing session. The subsequent pop-up will prompt you to sign in as a new user, or indicate your existing User Name so that you can continue with your next lesson.

The User Names are provided for your benefit, so that each member of your business or household can track their own performance statistics and learning level (click to see the Help for [Statistics](#) for more information). Consistent use of a User Name is not mandatory, but it is a very useful learning tool. Pro One Typing Tutor stores the names and statistics for a virtually unlimited number of users.

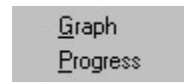
Exit

Click on this File Menu option to exit from Pro One Typing Tutor and return to Windows. All of your current statistics and Top Ten lists will be saved for the next Typing session. See you again soon!

Statistics Menu

Click on the toolbar's Stats command to see the Statistics Menu. It provides a selection of tools designed to enhance your learning process.

Here's what the Stats Menu looks like. Click on either of its listings, now, to learn more about how to use it.



Keyboard Display

Click on this selection on the Options Menu when you want to choose a different keyboard layout or turn the keyboard display completely off.

The current choice is indicated with a checkmark. To change it, simply repeat the process again. Your Options selections are saved at the end of each Typing session.

When you're working on the drills or lesson for the Number Pad, the Keyboard Display appears in the form of a number pad. Otherwise, as long as this Option is turned on, you will always see (and be prompted by) an alphanumeric keyboard, in a choice of two standard formats.

Tip: Displaying the keyboard uses a significant amount of your computer's memory. So if you find that the display is sluggish, or that you are typing ahead of what appears on the output screen, then try working with the keyboard off. (If you're that fast, you probably don't need it anyway!)

Sound Effects

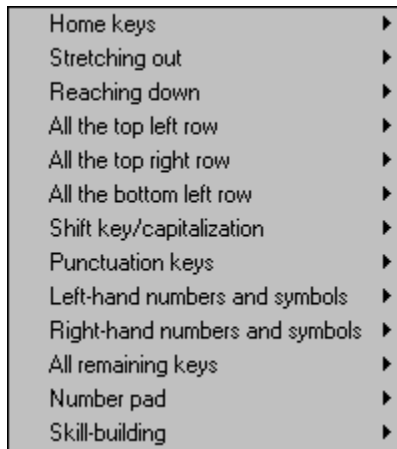
Click on this selection on the Options Menu when you want to turn sound effects on and off.

The current choice is indicated with a checkmark. To reverse it, simply repeat the process again. Your Options selections are saved at the end of each Typing session.

Learning

Click on the toolbar's Learning command to see the Learning Menu. It provides tutorials (lessons) and drills designed to guide you through the process of learning to use a keyboard.

Here's what the Learning Menu looks like.



The Learning Levels are listed in order of difficulty, from Home Keys (Level #1) to Skill Building (Level #13). Each Learning Level consists of one Lesson and four Drills. The Lesson is a fairly lengthy, non-timed tutorial designed to familiarize you with a new set of keyboard skills. Then, once you've completed the Lesson, you're free to move on to the Drills, which will test your mastery with increasingly difficult exercises and a statistical analysis of your performance.

Click now on the highlight to learn more about the [Statistics Menu](#). Or simply give the first Lesson a try, and find out how easy and enjoyable learning how to type can be.

Tips: The key to successful touch typing is learning the keyboard. This requires a fair amount of discipline (and causes endless frustration to beginning typists), since the keyboard is divided into regions which are to be operated by one (and only one) assigned finger. Click to see the Help listing for the [Keyboard Map](#) anytime that you need to refreshen your memory.

Games

Click on the toolbar's Games command to see the Games Menu. You'll find three games designed to make learning fun for typists of all ages and skill levels.

All three games follow the same basic format: When the word or phrase appears on the screen, it's up to you to type it in as quickly and accurately as possible. Points will accrue based on the accuracy of your response and the difficulty level of the game. When you're ready to play, simply click to choose from:

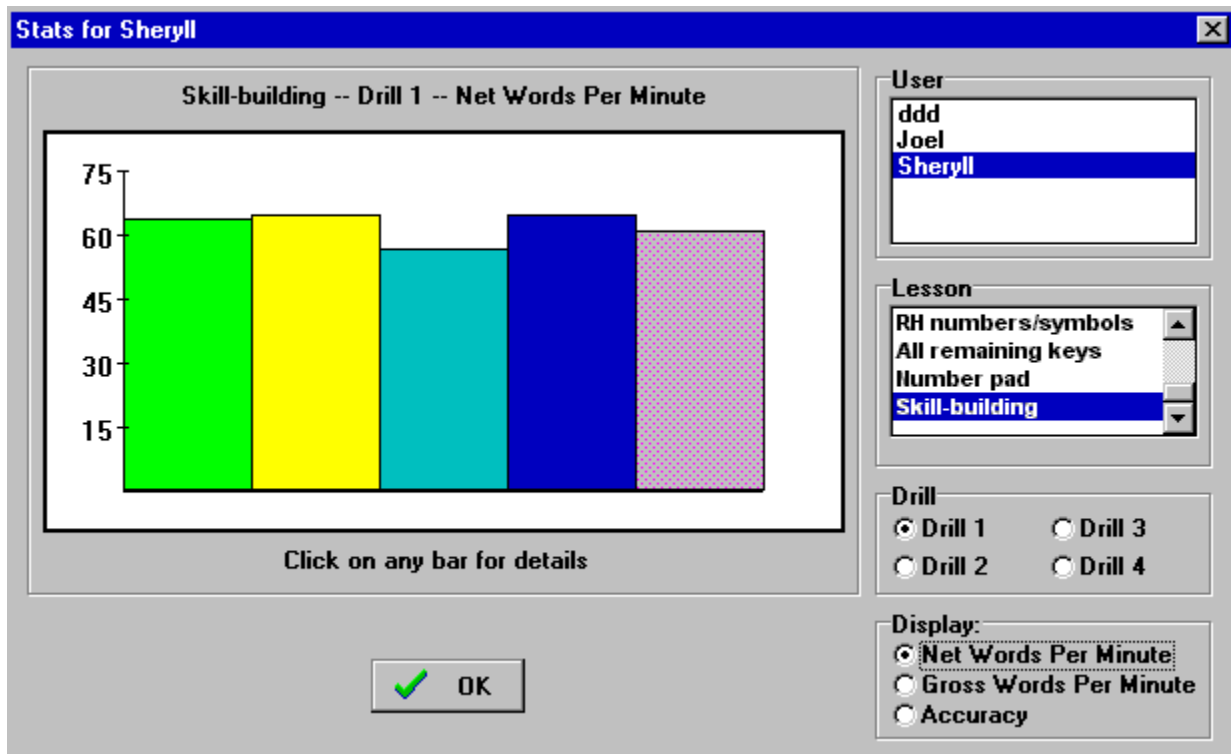
- Piece of Cake (for beginning typists)
- Average Joe (for intermediate typists)
- Killer (for expert typists)

Winning scores are kept in a Top Ten listing which can also be accessed from the Games Menu.

Statistics Graph

Click on the Stats menu's Graph Option to see the Statistics graph. It provides a variety of statistics and displays designed to enhance your learning process.

Here's what the graph pop-up looks like.



As you can see, it tracks 1) Net words per minute (gross words per minute minus errors); 2) Gross words per minute; and 3) Accuracy percentage for each:

- Drill
- Lesson level
- User

The statistics are updated each time that you perform a new exercise, or repeat one that you've already done.

Tip: Statistics are kept for Drills but not for Lessons. This is because the Lessons are considered learning tools (not exercises) and are therefore to be performed without the pressure of being timed. In typing nomenclature, a standard "word" is any five keystrokes, including letters, numbers, symbols or spaces.

Getting Started

Knowing how to type well is an increasingly-important skill. Pro One Typing Tutor is designed to make this sometimes-frustrating task as easy, effective and enjoyable as possible.

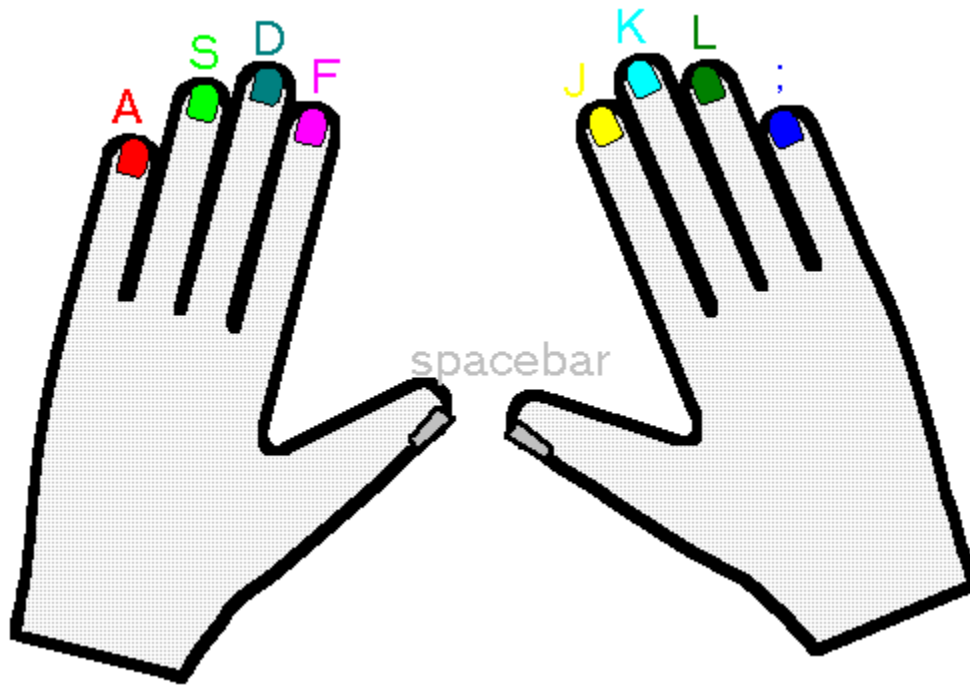
To get started, click on the toolbar's [File option](#). When the File Menu appears, use it to sign on with your [User Name](#). The User Name is important since it allows the software to track your learning level and keep statistics on how well you're performing.

Now you're ready to start learning. To do this, simply click on the toolbar's [Learning](#) option. When the Learning Menu appears, click to choose the Learning Level that's most appropriate to your skills. (The 13 Learning Levels are listed from easiest to hardest.) When you choose a Learning Level, you'll be asked whether you want a Lesson or a Drill. Simply click to make your selection, and you'll be ready to start typing. The Keyboard Display will prompt you with the proper choice of keys, while the Output Display will display the drill and record your own typing.

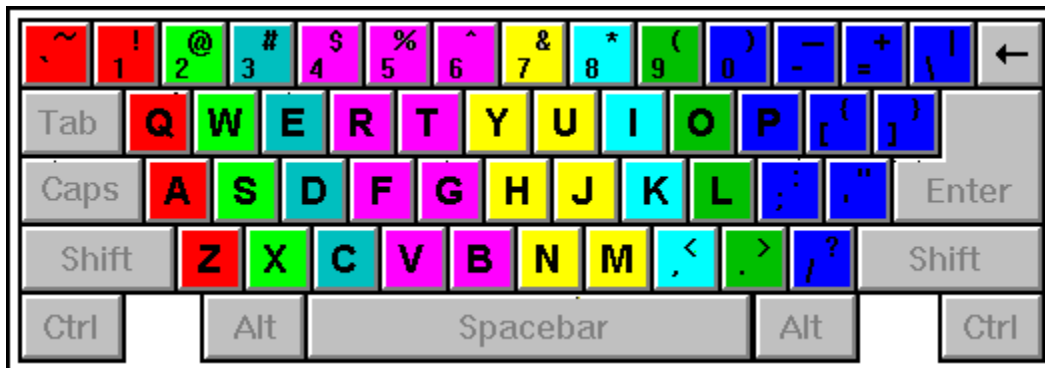
Click now on any of the following highlights to learn more about these easy-to-use Typing Tutor options: [File Menu](#), [Learning Menu](#), [Statistics](#), [Keyboard Display](#), [Keyboard Map](#).

Keyboard Map

It is important that you start with your hands in the correct position. You should start with your fingers lightly resting on (but not depressing) the following keys:



When your fingers are lightly resting on these keys, you are in the "home position". You can then, by reaching with the correct finger, press any of keys on the keyboard without taking your other fingers off the home keys. The following color-coded chart shows which finger you should use to reach the other keys on the keyboard:

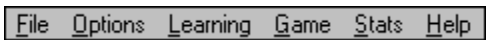


Remember that the key to successful typing lies in the discipline of keeping your eyes OFF the keyboard and your fingers ON their assigned keys.

Toolbar Commands

Pro One Typing Tutor's toolbar provides everything you'll need to build your typing skills. This is true whether you're a rank beginner, a "hunt and peck" intermediate, or an experienced keyboarder who wants to improve his/her speed -- or simply never got around to learning how to touch-type symbols and numbers! All this, plus fun learning games, can be accessed by clicking on the program's simple toolbar.

Here's what the toolbar looks like. To learn more about any of its features, simply click on that item, now.



File Options Learning Game Stats Help

Progress Chart

Click on the Stats menu's Progress option to see the Progress Chart. It keeps tracks of which lessons and drills you've already completed.

Contents

Click here for information on how to [position your fingers on the keyboard.](#)

Click here for information on [Getting Started.](#)

Click on any item below for information on that item:

File	Options	Learning	Game	Stats	Help
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Options Menu

Click on the toolbar's Options menu to allow you to change settings for the keyboard display and sound effects.

