

## Touch-Typing® For Windows 95 Version 2.3

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## Overview

Touch-Typing is a typing tutor SHAREWARE windows utility which teaches you touch typing in an easy, effective and amusing way.

Touch-Typing is a MUST HAVE tool for anyone who wishes to learn how to type quickly and effectively or just trying to improve his/her typing skills.

Touch-Typing saves a HUGE amount of hours trying to learn touch typing.

Touch-Typing enables you to advance step by step according to your own personal pace, you are also offered a variety of exercises of different categories and also the opportunity of creating your own practice.

Touch-Typing makes the learning process of touch typing amusing and enjoyable thus not damaging the effectiveness of learning.

Touch-Typing tutor application's user interface is very intuitive and simple to operate, Yet it is also a very powerful one that enables every user novice to guru to learn how to operate the program in just a matter of seconds.

### Highlights:

- ▶ Intuitive and simple to operate user interface.
- ▶ 15 comprehensive keyboard lessons for typists and computer users.
- ▶ Comprehensive keypad lessons for cashiers, accountants and intensive numeric keypad users.
- ▶ Each lesson practice includes single letters, words and full sentences drills.
- ▶ Progress data is recorded and improvement statistics and 2D/3D graphs are displayed.
- ▶ Extensive use of multimedia techniques to improve learning process effectiveness.
- ▶ The ability to practice free touch typing for maintaining and improving typing skills.
- ▶ Detailed suggestions with ergonomic techniques on how to type the right way.
- ▶ Each lesson includes a practice mode to strength acquired skills.
- ▶ Comprehensive practice sessions.
- ▶ An option of creating your own desired practice.
- ▶ The ability of using standard/transcribed typing practice.
- ▶ Supports three different three dimensions keyboard layouts.
- ▶ An option of guiding colored keys which will teach you what and how to type.
- ▶ You are the one who determines the standard of the lesson.

Evaluation versions of Touch-Typing are distributed as shareware.

This means that users are encouraged, subject to restrictions described in the License Agreement, to share copies of the evaluation version of Touch-Typing with friends, associates and bulletin boards. Please remember that if you use Touch-Typing beyond the 30-day evaluation period you are required to pay the registration fee of only \$39.



## Why and How to register

Touch-Typing® product is marketed using the “Shareware” method, a method which lets you try the actual product, on your own computer, before deciding whether to purchase the product.

That way, you can base your purchasing decision on the actual product, not on some marketing hype or some anonymous reviewer recommendation.

▶ [Why](#)

▶ [How](#)

▶ [Difference Between the Reg version and the unReg one](#)



This program is produced by a member of the Association of Shareware Professionals (ASP).

ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.

Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message to the ASP Ombudsman at 70007,3536.

## Why

### **Registering is accompanied by a few advantages:**

- All the unregistered copy notices will no longer appear.
- You will receive a user manual and the latest product version.
- If you own an E-Mail account a notice for each version release will be sent to you.
- If you have any problems, you will get free technical support.

In our opinion, by using Touch-Typing® software you are saving a lot of time. By learning Touch-Typing® you will learn how to type quickly and effectively and of course you will improve your typing skills, and become more professional... Comparing the benefits that the product Touch-Typing® provides you with, the registration fee is really a small one.

So make sure you complete the registration form (ORDER.TXT) as completely as possible and send it to us.

## How

### Ordering By Credit card (on the web).

Item #14947

You can order using PsL's credit card ordering service: PsL Online  
Touch-Typing Order Form:

**[http://206.109.101.6/cgi-win/psl\\_ord.exe/ITEM14947](http://206.109.101.6/cgi-win/psl_ord.exe/ITEM14947)**

or via our home page at:

**<http://www.Shetef.com>**

As soon as PsL notify us that your order has been processed, we will ship your fully licensed version to you.

### Ordering By Credit Card (By Phone, FAX, Email, Postal Mail).

Item #14947

**Shetef Solutions Representative CANNOT be reached at these numbers.**

**These numbers are for PsL, a credit card order taking service only.**

You can place Master Card, Visa, American Express, or Discover orders by phone, FAX, email, or postal mail through PsL, a credit card order taking service. You can reach PsL 24 hours a day 7 days

a week by fax at 1-713-524-6398, by CompuServe mail to 71355,470, or Internet mail to 71355.470@compuserve.com.

You can also call PsL at 1-800-242-4PsL(4775) or 1-713-524-6394 between the hours of 7:00 am and 6:00 pm CST Monday-Thursday and 7:00 am and 12:30 PM CST on Fridays, except holidays.

Credit card orders can be mailed to PsL at P.O. Box 35705, Houston, TX 77235 USA.

**Shetef Solutions Representative CANNOT be reached at the numbers above.**

**These numbers are for PsL, a credit card order taking service only.**

PsL requires the following information:

Item # of the product you would like to order.

Credit Card      Master Card      VISA      AMEX      Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name On Card: \_\_\_\_\_

Billing Address : \_\_\_\_\_

\_\_\_\_\_

**Shetef Solutions Representative CANNOT be reached at the numbers above.**

**These numbers are for PsL, a credit card order taking service only.**

Any questions about the status of the shipment of an order, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to **Shetef Solutions Ltd.**

**Email:** Support@Shetef.com

**By Fax:** +972-6-6271-210

**By Phone:** +972-4-826-0064

**By Surface mail:**

Shetef Solutions Ltd.

P. O. Box 7938

Haifa 31078

ISRAEL

## **CompuServe Registration**

To have the registration fee added to your CompuServe bill simply GO SWREG on CompuServe and follow the menus to register product id #13596

## **Purchase orders**

Purchase orders are accepted.

Please be sure to include the standard Touch-Typing order form with a purchase order. Due to the extra work involved in processing purchase orders you are encouraged to use a credit card, CompuServe's SWREG registration service, petty cash, when possible for small orders.

## **Ordering by Check or Cash & Money orders.**

### **Using Surface Mail**

Simply fill up the ORDER.TXT file and send it with the registration fee.

Touch-Typing (R) version 2.3

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Touch-Typing® 2.3 ORDER FORM

Touch-Typing® Copyright (C) 1996-1997 Shetef Solutions Ltd. All Rights Reserved

Payment can be in Cash, money order & checks, Payments can be in ANY currency whatsoever, and should be sent to:

Shetef Solutions Ltd.  
P. O. Box 7938  
Haifa 31078  
ISRAEL

Please try to pay in cash for small orders, if you are paying with checks most of the money goes to the bank it self due to the bank commissions.

Site licenses: a site license for Touch-Typing® entitles an organization to receive one copy of the distribution package and duplicate the distribution disk for the specified number of copies.  
all dollars are US dollars.

Touch-Typing® Single Copy    \_\_\_\_    copies at \$39 each = \_\_\_\_\_

Touch-Typing® Site License

2 to 9 computers: \_\_\_\_ computers at \$32 each    = \_\_\_\_\_  
10 to 24 computers: \_\_\_\_ computers at \$27 each    = \_\_\_\_\_  
25 to 49 computers: \_\_\_\_ computers at \$22 each    = \_\_\_\_\_  
50 to 99 computers: \_\_\_\_ computers at \$17 each    = \_\_\_\_\_  
100 to 199 computers: \_\_\_\_ computers at \$11 each    = \_\_\_\_\_  
(more than 199 copies are negotiable)

[ ] I would also like to get \_\_\_\_ Win-Secure-It  
copies for win 95 at \$29 each = \_\_\_\_\_

[ ] I would also like to get \_\_\_\_ System-Secure-API  
copies for win 95 at \$499 each = \_\_\_\_\_

[ ] I would also like to get \_\_\_\_ Win-eXpose-I/O  
copies for win 3.x at \$29 each = \_\_\_\_\_

[ ] I would also like to get \_\_\_\_ Win-eXpose-I/O  
copies for win 95 at \$29 each = \_\_\_\_\_

[ ] I would also like to get \_\_\_\_ PrintOut  
copies for win 3.x at \$29 each = \_\_\_\_\_

[ ] I would also like to get \_\_\_\_ FindRGB  
copies for win 95 at \$19 each = \_\_\_\_\_

Total payment \_\_\_\_\_

(Just for example, if you would like to buy 15 copies then the Total payment

will be : 15 copies x 27\$ = 405 \$)

3.5" disks are sent unless a 5.25" disk is requested.

Note: Please print your name/company name clearly as your  
registration number will be based on it.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve: \_\_\_\_\_

Electronic Mail address: \_\_\_\_\_

How did you hear about Touch-Typing® ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

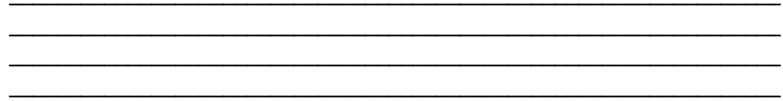
Suggestions, changes or additions you would like to  
see in future versions ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_





Any questions about the status of the shipment of an order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be

directed to :

Shetef Solutions Ltd.  
P. O. Box 7938  
Haifa 31078  
ISRAEL

or by EMAIL to :

[Support@Shetef.com](mailto:Support@Shetef.com)

All of our software is user supported. Please help us by sending your comments, suggestions, and changes or additions you would like to see in future versions. Please send us a report if you happen to find a bug.

###

## Difference between the Reg version and the Unreg one

The software that is brought to you is not crippled !!!

You can test the product as it will look like, after you register. However, since the registration fee is our bread of life, there are some reminders, that this is a shareware product, and that if you want to keep using it, you have to pay the registration fee. As soon as you register, all the reminders will disappear.

### **After 30 days, message:**

This is not a free software. This license allows you to use the software for evaluation purposes without charge for a period of 30 days.

After 30 days a message will appear to remind you that the evaluation period is over, and you have to pay the registration fee. Once the registration fee is paid you will be able to use the product without any limitations.

### **Limited to 3 lessons in 10 keys/Typing lessons:**

You can only use the first three lessons of the 10keys/Typing lessons and the rest of the lessons will be displayed Once the registration fee is paid.

### **Limitation in the number of practices:**

A limited number of practices could be drilled in order to demonstrate the use of the practice mode.

Unfortunately a powerful option - Create Your Own Practice can't be used in the unregistered version and could be used only if you pay the registration fee.

### **Limitation in the graph's number:**

In the unregistered version only three kinds of graphs out of five could be displayed.

### **Limitation in using the Free Typing option:**

When you use the unregistered version of Touch-Typing® this option is disabled and therefore you can't use the free typing mode.

- Remember when you registered to Touch-Typing® all the limitations will disappear, and all that at the cost of **only 39\$**.

## **How to obtain technical support**

Technical support can be obtained in several ways:

### **By Email**

Email: [Support@Shetef.com](mailto:Support@Shetef.com)

### **By Fax**

Fax: +972-6-6271-210

### **By Phone**

Phone : +972-4-826-0064

### **By Surface mail**

Send surface mail to:

Shetef Solutions Ltd.  
P. O. Box 7938  
Haifa 31078  
ISRAEL

### **By WWW**

Access our home page:  
<http://www.shetef.com>

# License Agreement

Touch-Typing® version 2.3  
Copyright (C) 1996-1997 Shetef Solutions Ltd.  
All Rights Reserved.

For ordering information, see the file ORDER.TXT.

Touch-Typing® For Windows 95  
Version 2.3  
License Agreement  
**Effective Oct 7, 1996**

## **License Agreement**

The use of Touch-Typing® is subject to the following terms and conditions.

## **Title To The Licensed Software**

Title to the licensed software is NOT transferred or sold to the end user.  
The end user is granted a non-exclusive license to use the software  
on a SINGLE computer or computer work station. EACH computer or computer  
work station must have its own licensed copy of the software.

## **Copyright Protection**

Touch-Typing® is copyrighted material. It is protected by the copyright laws  
of the United States, the State of California, and other proprietary rights  
of Shetef Solutions Ltd. You may not make any changes or modifications to  
Touch-Typing® or this manual. You may not decompile, disassemble, or  
otherwise reverse-engineer the software in any way.

You may make copies of Touch-Typing® only under the terms of the section  
entitled "Limited License To Copy The Licensed Software".

You may use Touch-Typing® on a thirty (30) day trial basis only, provided  
you do not violate the protection afforded the licensed software by the  
copyright laws, and you agree to the terms of the license agreement.  
If you use Touch-Typing® past the 30 day evaluation period you are  
required to purchase it by paying the registration fee.

## **Limited Warranty**

Shetef Solutions Ltd. does not warrant that the licensed software will meet your  
requirements or that the operation of the software will be uninterrupted  
or error free. The warranty does not cover any media or documentation  
which has been subjected to damage or abuse by you or others.  
The software warranty does not cover any copy of the licensed software  
which has been altered or changed in any way. In other words, there is no

warranty either implied or expressed.

ANY IMPLIED WARRANTIES INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED TO THE TERM OF THE EXPRESS

WARRANTIES. Some States do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

#### **Other Warranties**

The warranties set forth above are in lieu of any and all other express or implied warranties, whether oral, written, or implied, and the remedies set forth above are the sole and exclusive remedies.

#### **Limitation Of Liability**

Shetef Solutions Ltd. is not responsible nor liable in anyway for any problems or damage caused by the licensed software that may result from using the licensed software. This includes, but is not limited to, computer hardware, computer software, operating systems, and any computer or computing accessories. End user agrees to hold Shetef Solutions Ltd. harmless for any problems arising from the use of the software.

Shetef Solutions Ltd. SHALL NOT IN ANY CASE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR OTHER SIMILAR DAMAGES ARISING FROM ANY BREACH OF THESE WARRANTIES EVEN IF Shetef Solutions Ltd. OR ITS AGENTS OR DISTRIBUTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF ISRAEL AND SHALL INURE TO THE BENEFIT OF Shetef Solutions Ltd. AND ANY SUCCESSORS, ADMINISTRATORS, HEIRS, AND ASSIGNS. ANY ACTION OR PROCEEDING BROUGHT BY EITHER PARTY AGAINST THE OTHER ARISING OUT OR RELATED TO THIS AGREEMENT SHALL BE BROUGHT ONLY IN ISRAEL.

In no case shall Shetef Solutions Ltd. liability exceed the license fees paid for the right to use the licensed software, or a sum no greater than one Dollar (\$1.00), whichever is less.

#### **Limited License To Copy The Software**

You are granted a limited license to copy Touch-Typing® ONLY FOR THE TRIAL USE OF OTHERS subject to the terms of this software license agreement described herein, and that the conditions described below are met.

- > No fee, charge or other compensation may be accepted or requested by anyone without the express written permission of Shetef Solutions Ltd.
- > Public Domain Disk Vendors May NOT CHARGE a fee for Touch-Typing® itself. However you may include Touch-Typing® on a diskette/CD-ROM for which you charge a nominal distribution fee. The purchaser of said diskette must be informed in advance that the fee paid to acquire the diskette does NOT relieve said purchaser from paying the Registration Fee for Touch-Typing® if said purchaser uses Touch-Typing®.
- > The statement of shareware registration requirements MUST be printed

on a label, or other form, that is directly attached to the distribution media.

-> Operators of electronic bulletin board systems (SysOps) may post Touch-Typing® for downloading by their users without written permission ONLY AS LONG AS THE ABOVE CONDITIONS ARE MET. A fee may be charged for access to the BBS AS LONG AS NO SPECIFIC FEE IS CHARGED FOR DOWNLOADING Touch-Typing® files without first obtaining the express written permission from Shetef Solutions Ltd. to charge such a fee.

### **Evaluation and Registration**

This is not free software. This license allows you to use this software for evaluation purposes without charge for a period of 30 days. If you use this software after the 30 day evaluation period a registration fee of 39 US Dollars is required. Payment can be in Cash, money order, checks. Payments can be in any currency. Please try to pay in cash for small orders, if you are paying with checks most of the money goes to the bank itself due to the bank commissions.

### **Payments should be sent to:**

Shetef Solutions Ltd.  
P. O. Box 7938  
Haifa 31078  
ISRAEL

Quantity discounts are available, as described in the section Ordering Information/Order Form. When payment is received you will be sent a registration key to remove all unregistered messages and documentation and the last version of Touch-Typing®.

One registered copy of Touch-Typing® may either be used by a single person who uses the software personally on one or more computers,

or installed on a single workstation used non simultaneously by multiple people, but not both.

You may access the registered version of Touch-Typing® through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network.

## **How to uninstall the product**

In order to uninstall Touch-typing® simply run the UNINSTAL.EXE program in the installation directory or run it from the installation program group.

You can also use the "add/remove program" option from the:  
Start->settings->Control Panel->Add / Remove program option.

## Information on our other software products

We develop top rated windows software products for windows 3.x, 95 and NT for over the last few years.

Many of our products are marketed using the "Shareware" method, a method which lets you try the actual product, on your own computer, before deciding whether to purchase the product.

That way, you can base your purchasing decision on the actual product, not on some marketing hype or some anonymous reviewer recommendation.

- ▶ [Win-Secure-It®](#) - The Security Solution for Windows 95.
- ▶ [System-Security-API®](#) - The Security Application Programmable Interface for Windows 95.
- ▶ [Win-eXpose-I/O®](#) - File I/O Tracer / Debugger / Monitor for Windows.
- ▶ [PrintOut®](#) - Highly Flexible Text File Printing Utility.
- ▶ [FindRGB®](#) - Powerful RGB Matching Colors Utility.



## **System-Security-API®**

The System-Security-API defines an Application Programmable Interface which allows an application developer to protect resources and file access on a machine which runs Microsoft Windows 95 operating system.

3 levels of protection, based on file access.

One programmatically can Hide specific files or folders (Hide), prevent all access to the files (No Access), allow only Read Only access.

Includes a sample application with source.

## Win-Secure-It®

Win-Secure-It ® is **THE Security Solution for Windows 95.**

### Highlights :

- Intuitive and Simple to operate **Single and Multiple Users Security support.**
- Ability to **HIDE (making invisible) files and folders.**
- **Write-protect / No-Access / Monitoring folders and files protection.**
- Supports **Long and Short file names** protection.
- Password **protected resources access.**
- Support for **resources access protection exclusion.**
- Optional **"Stealth mode"** executing.
- Activity log provides a **complete audit trail.**
- Options for **intruders traps.**
- Optional **Time-out** for authorized access.
- Ability to define **Safe programs** for security restrictions excluding.
- Easy **Check-In** and **Check-Out** of security and users modes.
- **Simple Installation** and De Installation procedure.

Win-Secure-It ® **provides the security you need without changing the way you work.** Once you entered your password, you just continue to work as you used to, **a simple password is all it takes.**

Win-Secure-It ® Security solution allows to **prevent accidental or deliberate damage**, prevent, protect and control access to valuable applications and information, It even **protects against unsupervised usage** of the online services, Internet and software piracy.

Win-Secure-It ® Security solution secure at the lowest operating system level, using **an advanced file based protection scheme** that allows it to secure everything by preventing unauthorized access to resources and information stored on the computer.

**Protection is done in four levels, Completely Hiding files and folders, blocking any access to the files, allowing just files read-only access, or just monitor file and data usage.**

**Intruder's log is collected** to keep track on unwanted attempts to violate the file security.

Intuitive and Simple to operate **Single and Multiple Users Security support** is integrated into the product along with an **optional resources access protection exclusion.**

Win-Secure-It ® Windows 95 Security solution is **the easiest and simplest to use**, with **the most effective protection while not sacrificing ease of use.**

Win-Secure-It ® Windows 95 Security solution **is a MUST HAVE tool for anyone who shares his/her computer** with someone else, its flexibility and ease of use will assure your data and information are being protected against accidental or deliberate damage.

Win-Secure-It ® Windows 95 Security solution has **a very intuitive and simple to operate user interface, yet a very powerful one** that lets any user novice to guru use the program in just a meter of seconds.

## Win-eXpose-I/O®

### Win-Expose-I/O

#### File I/O Tracer / Debugger / Monitor for Windows 3.x and 95

Win-eXpose-I/O® is a **Windows file I/O Tracing/Debugging/Monitoring** SHAREWARE utility that lets you **examine in real time** what files each running application is using or trying to use.

Win-eXpose-I/O® for Windows **traces all the file activities** in all the application and in all the different VM (even DOS boxes) and gives you a clear picture on problems troubleshooting (like where and what the hell is the help file / INI file that the application is using or complaining that is missing).

Win-eXpose-I/O® for Windows is a **MUST HAVE tool** for anyone who is installing windows software on the computer or just trying to make sure the current software is working properly, Win-eXpose-I/O **saves those HUGE amount of hours** trying to configure new or existing software by letting you know in real time what files each application is using or seeking.

Win-eXpose-I/O® for Windows application has a **very intuitive and simple to operate user interface**, yet a very powerful one that lets any user novice to guru use the program in just a meter of seconds, just run it and then activate the other applications and you will see on the Win-eXpose-I/O screen a real-time logging of all the file activities and their results.

Win-eXpose-I/O® for Windows is also used as a **GREAT performance improves** by letting you know for each application all the file seeking failures (like searching for a file on the path) and then just by changing a few system settings like PATH or working directory you will gain a performance improvement.

## PrintOut®

### PrintOut® for Win 3.x - Highly Flexible Text File Printing Utility

PrintOut® is a **Flexible text file printing** SHAREWARE windows utility That lets you **print text file in different formats**.

PrintOut® lets you even **couple a few pages in one printer page** to **save you money** and make maintaining hard copy documents and source files easier.

PrintOut® Also **Supports Background Printing** to save you time and **allow multitasking**, it also supports **Drag and Drop** in order to make file printing and multiple file printing easier, this version also supports **Command Line Parameters to automate tasks** and enable PrintOut® to work from batch and script files.

PrintOut® is a **MUST HAVE tool for anyone who prints text** files in any form, its flexibility and ease of use will save you a lot of time and money.

PrintOut® application has a **very intuitive and simple to operate user interface**, yet a very powerful one that lets any user novice to guru use the program in just a meter of seconds.

## FindRGB®

### FindRGB for Windows 3.x and Windows 95/NT Powerful RGB Matching Colors Utility.

FindRGB ® is a graphic SHAREWARE Windows 95 utility, that lets you *match colors* you like and **find What RGB combination** makes them.

FindRGB ® lets you **choose from a color palate**, or from other **applications running on your screen**, or you can **create your own colors** using the scroll bars.

You can choose the color you like as a **background color**, and than match another color as a **foreground color**, and see how they look together right away.

Once you are done choosing and matching the colors, you can **save them** in an include file "RGBColors.h" under a name that you choose.

FindRGB ® is a **MUST HAVE tool for anyone who designs and write user interfaces** and deals with graphic elements programming.

FindRGB ® **save those HUGE amount of hours** trying to find the right color and match the color together.

FindRGB ® application has a **very intuitive and simple to operate user interface**, yet a very powerful one that lets any user novice to guru use the program in just a meter of seconds, just run it and match the colors...

## Main-menu commands

Touch-Typing's® main-menu commands contains the following items

- ▶ [File](#)
- ▶ [Lessons](#)
- ▶ [Practice](#)
- ▶ [Graphs](#)
- ▶ [Options](#)
- ▶ [Help](#)

## Keyboard shortcuts

In order to make the use of Touch-Typing® easier, comfortable and friendly Touch-Typing® provides a number of keyboard shortcuts (or direct action keys):

- ▶ F1 Key : [Opening the help file](#)
- ▶ F2 Key : [Taking Free Typing lesson](#)
- ▶ F3 Key : [Taking Keys and Fingers lesson](#)
- ▶ F4 Key : [Taking 10-Key Lessons](#)
- ▶ F5 Key : [Taking Typing Lessons](#)
- ▶ F6 Key : [Skip to the second part of this lesson](#)
- ▶ F7 Key : [Go back to the first part of this lesson](#)
- ▶ Ctrl + P : [Pause the lesson / practice](#)
- ▶ Ctrl + Q : [Quit the lesson / practice](#)
- ▶ Ctrl + S : [Save Changes](#)
- ▶ Ctrl + C : [Your Own Creation...](#)

**File**

[Exit](#)



## Lessons

The lesson menu lets you change the course of Touch-Typing® at any time.

- ▶ [Introduction](#)
- ▶ [Free Typing](#)
- ▶ [Keys and Fingers](#)
- ▶ [Taking 10-Key Lessons](#)
- ▶ [Taking Typing Lessons](#)
  
- ▶ [Skip to the second part of this lesson](#)
- ▶ [Go back to the first part of this lesson](#)
  
- ▶ [Pause Lesson](#)
- ▶ [Quit Lesson](#)

## **Skip to the second part of this lesson**

This option was created due to the clients' request. This option is aimed for the typing lessons mode. The lessons of the typing lessons mode, are divided into two parts, and this option allows you to skip from the first part of the drilled lesson straight to the second part of it.

Shortcut Key: F6

## **Go back to the first part of this lesson**

This option was created due to the clients' request. This option is aimed for the typing lessons mode. The lessons of the typing lessons mode, are divided into two parts, and this option allows you to go back from the second part of the drilled lesson straight to the first part of it.

Shortcut Key: F7

## Practice

This setting determines the type of practice you that you are interested in, you can select a practice type from numerous sources.

You will notice that some practices are specially selected to emphasize certain problems such as, left or right hand, problematic characters or specific ones.

We tried to make the practice enjoyable as much as possible and you can see that by looking at the practice choices such as, poems, proverbs, story jokes etc.

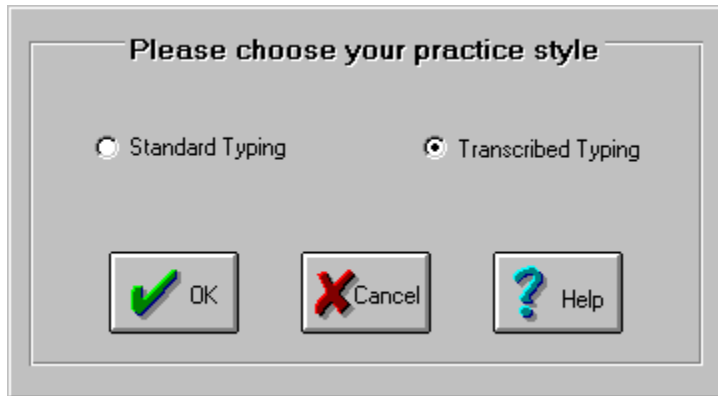


[Your Own Creation...](#)

After choosing a practice type [choose your practice style](#) dialog box appear.

## Choose Your Practice Style

Now you should choose your practice style....  
There are two options - Standard Typing or Transcribed Typing



### **Standard Typing:**

Standard Typing enables you to practice typing from a text which is displayed on the screen. The text that you are supposed to type will be displayed on the screen, and you will have to type it.

### **Transcribed Typing:**

Transcribed Typing enables you to practice typing from a text which is printed on a sheet of paper. Before starting the lesson the text that you are supposed to print will be sent to the printer instead of being displayed on the screen, and you will have to print the practice from the printed copy to the screen.

► For using Transcribed Typing mode You must have a printer.

### **You can choose one of these options:**

#### Ok:

Choose a practice style and then in order to continue press the Ok button.

#### Cancel:

Choose Cancel in order to exit the practice.

#### Help:

Choose Help to display this help file.

► In the picture above Transcribed Typing style was chosen.

► In case you choose Transcribed Typing style a [Printing Note](#) dialog box appear.



## Printing Note

You have chosen a Transcribe Typing style practice and it means that the text that you are supposed to print should be sent to the printer. Therefore you must have a printer and now its time to prepare your printer for work, turn it on and of course don't forget to put some paper in....

Once your printer is ready for work, press the O.K. button and your are on the way to enjoy another great practice.

In case you don't have a printer press the Cancel button and next time don't choose Transcribed Typing style instead choose Standard Typing style, or buy yourself a printer.

### **You can choose one of these options:**

#### O.k.:

Prepare your printer and then in order to continue press the Ok button.

#### Cancel:

Choose Cancel in order to go back to the Choose You Practice Style. Dialog box.

#### Help:

Choose Help in order to display this help file.

## Graphs

Touch-Typing® extensive graphing capabilities can show your typing progress in five different graphs:

- ▶ Time per Lessons.
- ▶ Mistakes per Lessons.
- ▶ Accuracy per Lessons.
- ▶ Typing rate per Lessons.
- ▶ Adjusted Typing rate per Lessons.

In each graph you should choose either to display the data which is based on Typing lessons or the one which is based on 10-Key lessons.

- For your information in the Option section there is an option named [Graphs Style](#) which is related to the graphs' work.



## Options

These menu selections let you set Touch-Typing® teaching style:

- ▶ [Beeps...](#)
- ▶ [Sounds...](#)
- ▶ [Typing Skills...](#)
- ▶ [Graphs Style...](#)
- ▶ [Audio Messages...](#)
- ▶ [Ending The Lines...](#)
- ▶ [Keyboard Layouts...](#)
- ▶ [Guiding Colored Keys...](#)
  
- ▶ [Save Changes](#)

## **Beeps**

Touch-Typing® gives you beeps when you make errors... and at other appropriate times. Here you may choose whether you want to hear those beeps cues (On) or not (Off).

## **Clock**

This option allows you to choose whether you prefer to see the clock (Enable) or not (Disable).

## **Sounds**

Touch-Typing® gives you audible cues when you make errors, when you end a lesson and at other appropriate occasions. Here you may choose whether you want to hear those audible cues (Music) or not (Silence).

## Typing Skills

Touch-Typing® enables you to choose the required typing skills level. There are two available options:

### Beginner:

If you have never typed before, or have no knowledge of the touch typing method, then you are a Beginner. If you can type a little, but no faster than 20 words per minute, you should still select the Beginner category. These lessons will increase your speed and prepare you for the Advanced category.

### Advanced:

If you consider yourself an advanced typist, the Advanced lessons will help to improve and increase your typing speed and accuracy to such an extent that you have never thought you would be able to reach.

- The differences between these two options are, that in the Advanced option the keyboard disappears and the guiding colored keys option is inactive, therefore the lessons become more difficult. Coping with the difficulties results in improving your typing speed and accuracy

## **Graphs Style**

Touch-Typing® gives you an opportunity to choose your graphs style. You can choose whether to work with 2-Diminutions graphs or to work with 3-Diminutions graphs.

## Ending The Lines

On a typewriter, you must press the Return key at the end of each line.

However, most computer word processors have a feature called "word wrap."

This feature automatically moves you to the next line when the current line is full.

This option allows you to select one of the two mode for Touch-Typing® lessons.

When you choose the automatically option its means that you want to use the "word warp" feature (Word processor typing).

## **Audio Messages**

In the Multimedia version of Touch-Typing®, it will occasionally speak to you, in addition to displaying a message box on the screen. To prevent Touch-Typing® from speaking, turn off this option.



## Keyboard Layouts

Nowadays there are many types of keyboards, but in fact there are only three major keyboard layout that popular among the computers' users. Touch-Typing gives you the option to learn touch typing thus using the three of them:

### The old layout:



### Windows95 Layout - IBM:



### Windows95 Layout - Standard:



## Guiding Colored Keys

This is a very powerful option, that enables you either see the key that you have pressed or the key that you should press. For a beginner typist this option makes the touch typing learning process easier, as the typist can find the key that should be pressed faster.

If you are a beginner typist choose the so called option ACTIVE, on the other hand if you feel that you are no longer a beginner typist then choose the so called option INACTIVE. By choosing the option called INACTIVE the guided colored keys will disappear.

## **Save Changes**

This option allows you to save all the changes that you have made in the Touch-Typing® options.

Shortcut Key:   Ctrl + S

## Help

The help menu or the F1 function key accesses the familiar windows help system. This menu also present you with several shortcuts for moving quickly with in the help system:

▶ [Index](#)

▶ [Menus](#)

▶ [Graphs](#)

▶ [Keyboard](#)

▶ [Overview](#)

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Shortcut Key: F1

## **Free Typing lesson**

Using the Free Typing practice option allows you to type whatever you wish as long as you like.

This can ease the stress of a lesson, and allows you to concentrate on an area which may need improvement.

Shortcut Key: F2

## Keys And Fingers Lesson

Using the Keys and Fingers lesson help you to review the proper fingers for typing each key in the keyboard. Press any key and the guide hands will display the correct typing finger.

If you have Audio Messages turned on, some of the keys will be spoken as they are typed.

Shortcut Key: F3

## Take 10-Key Lessons

Touch-Typing® has two main modes of keyboard instruction.

The first mode, called [Typing Lessons](#), and the second teaching mode called 10-Key Lessons, which teaches you to perform speedy numerical data entry task as required for the operation of adding machines or cash registers.

Shortcut Key: F4

## Take Typing Lessons

Touch-Typing® has two main modes of keyboard instruction. The first mode called Typing Lessons, which teaches you the skills that you'll need to perform everyday typing tasks. The second teaching mode called [10-Key Lessons](#).

Shortcut Key: F5



## **Pause Lesson / Practice**

Use this option in the middle of a lesson or a practice in order to pause the works timer that is used for calculations of your typing speed, adjusted Typing speed

After pausing in order to continue press the OK button.

Shortcut Key:   Ctrl + P

## Quit Lesson / Practice

Use this option to end a lesson or a practice that you are currently in.

**Note:** No [Lesson or practice information](#) will be displayed.

Shortcut Key:   Ctrl + Q

**Lesson / Practice information**

The achievements of the currently lesson / practice such as:  
typing rate, adjusted typing rate and accuracy.

## **Standart Typing**

Now you can select practice type from numerous sources.

You will notice that some practices are specially selected to emphasize certain problems such as left or right hand, problem characters or specific characters.

I tried to make the practice fun as much as I could and you can see that from your practice choices - Poems, Proverbs etc.

## Your Own Creation...

Touch-Typing® gives you the flexibility to create your own practices. Here are some ideas for creating your own practices:

If your job requires typing technical documents such as, medical reports or law briefs, create a practice which deals with specific words or sentences that apply to these subjects.

In order to amuse yourself you can create a practice which deals with the subjects that you are interested in such as, sports figures, or celebrities. If your workplace gives typing tests to potential employees, create a standard typing practice for the Human Resources Division.

Note: Touch-Typing® allows you to copy a text from windows application program and paste it into the text area in the Create Your Own Practice dialog box. For more details look at Create your Own Practice option.

### **You can choose one of these options:**

#### Run:

Choose a practice from the list box, then choose Run in order to run the practice.

#### Edit:

Choose a practice from the list box, then choose Edit in order to edit the practice.

#### Delete:

Choose a practice from the list box, then choose Delete in order to delete the practice.

#### Close:

Choose Close in order to go back to the Main-Program.

#### Help:

Choose Help in order to display this help file.

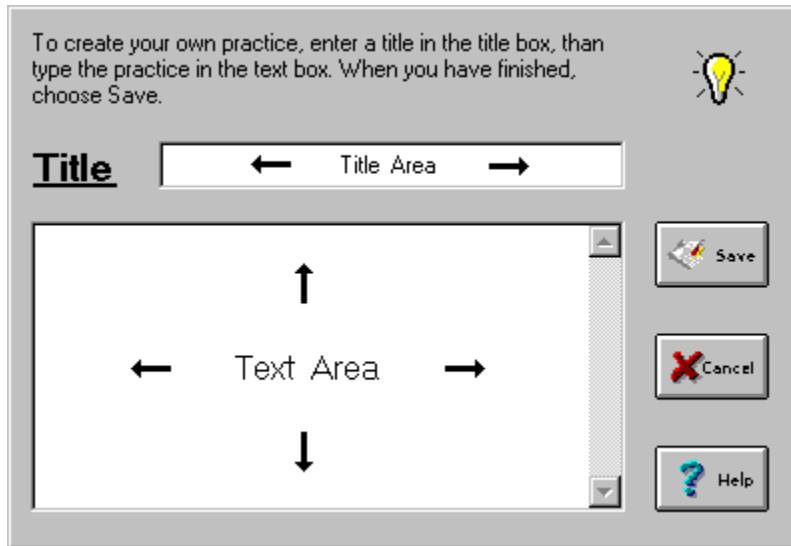
#### [Create Your Own Practice:](#)

Choose Create Your Own Practice in order to create a new practice.

Shortcut Key:     Ctrl + C

## Create Your Own Practice

Touch-Typing® gives you the flexibility to create your own practices. For example creating a practice similar to the documents that you usually type, or creating a practice which deals with your personal interests. Create any practice which will encourage you to keep on practicing!



### You can choose one of these options:

#### Title area:

In this area type the title of the new practice. The title can be up to 30 characters in length.

#### Text area:

In this area type the text for the practice. The text can be almost any length - 4,000 characters are allowed. This means you can have almost 10 pages of a double-spaced text.

Practices entered into the text area will be modified as follow:

1. Blank lines will be removed.
2. All leading and trailing spaces will be removed.

There is an option to copy text from a windows application program and paste it into the Text area in the Create Your Own Practice dialog box. Use the standard windows commands to copy and paste text (i.e. CTRL+C, CTRL+V) from a Windows application into the text area.

For example, if you copy a text from Microsoft Word, mark the required text and choose Copy from the Edit menu or press CTRL+C. Then, from the Create Your Own Practice dialog box, place your cursor in the Text area. To paste the text press CTRL+V.

Note: If your windows program uses CTRL+INS to copy texts, then you can press SHIFT+INS to paste the texts into the Create Your Own Practice.

Save:

Choose Save in order to save your practice and go back to the Your Own Creation dialog box.

Cancel:

Choose Cancel in order to discard the practice and go back to the Your Own Creation dialog box.

Help:

Choose Help in order to display this help file.

## **Exit**

Using the Exit option allows you to exit Touch-Typing®.



## Introduction

Welcome to Touch-Typing® before we start learning to type here are some things you should know.

- ▶ [HOME\\_Keys](#)
- ▶ [Preparing to type](#)
- ▶ [Typing style](#)

## Preparing to type

Having the right environment and correct posture is as important to learning how to type as typing itself is. You should maintain proper posture while sitting at your PC and find a comfortable position which will prevent fatigue and will insure proper keyboarding that will increase your accuracy and typing speed.

The following rules should be followed in order to find a comfortable typing position:

- Sit upright in your seat with your back erect and your body leaning slightly forward. Make sure your feet are flat on the floor with one foot positioned slightly ahead of the other to provide good balance.
- Hold your elbows to your side in a relaxed position and raise your wrists so your hands "drape" down toward the keyboard. It is important that you DO NOT rest the palms of your hands on the edge of the desktop or on the edge of the keyboard. The palms must be raised so the back of your hands are slightly above the knuckles of your fingers.
- Rest the fingertips of both hands on the [Home keys](#) and the thumbs just lightly touching the spacebar.
- Your PC screen should be directly in front of you, clearly visible without having to lean forward or down. If necessary place something between the monitor and the computer to gain some elevation for the screen.
- The pages of material or text to be typed should be propped up to the left or the right. It is advisable to use a copy holder which can be found in computer stores.

## Typing Style

Once you begin to develop a typing "style" you can modify your posture slightly to be more comfortable. When you begin to type, your fingers should strike the keys with a very slight movement of your hands. Your fingers should reach up and down from their HOME position and return to their HOME position after each stroke. If you keep your fingers slightly curved and the fingernail portion of your fingers perpendicular to the keys (straight up-and-down) you will be able to reach all of the keys on the main typing area of the keyboard with a little effort. Try to keep your hands stationary and let your fingers do all the work. If you can keep the typing motions mainly in your fingers you will gradually build up speed and accuracy.

Always remember Your fingers should reach up and down from their HOME position and return to their HOME keys after each stroke.

## Home Keys

Whenever you see the expression HOME keys you should realize that it refers to the keys - A S D F J K L ;

### **HOME Keys position:**

Place your left-hand fingertips on the 'ASDF' keys and your right hand fingertips on the 'JKL;' keys. Close all your fingers slightly and rest them lightly on the keys. Slant the hands upward parallel to each other at the wrists and keep them low, just clearing the keyboard. For the space bar, curve the thumbs and hold them slightly above the bar and pointing to the letters 'B' and 'N'.

