

Advanced Speed Typing Help

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Introduction

Any good typing tutor can teach you how to touch type, but *Advanced Speed Typing* has features specifically designed to help even experienced typists type faster. I believe that no other typing tutor has features that are as effective for increasing typing speed.

If you're new to computers, you will appreciate the simple user friendly design of the program. All you need to know is the basics of the Windows operating system. Once you know how to use menus, buttons, and the standard dialog boxes, you should have no trouble using this program.

If you're new to touch typing, AST includes a full featured [Beginners section](#) to get you started. The [Intermediate](#) and [Advanced](#) sections will quickly get you up to speed.

AST will accept up to four users. Type in your name in the box when the program first begins, then click the OK button. The next time you begin the program, you can click your name from the list.

Lessons

The Lessons section has 9 different lessons to teach the beginner the entire keyboard in small sections at a time. The [Beginners Section](#) intended to supplement the lessons with practice drills.

However, you do not have to use the Lessons section to learn the keys. Instead, you can start at the top of the Beginners menu and work your way down through the practice drills. Keep in mind, however, that there is a good bit of written help in the Lessons section to help beginners.

The Lessons window has to be closed before you can activate the main menu, and go to another section. This can be done by closing the window in the usual way (clicking the X, upper right) or by clicking the *Back* button, lower right. To return to where you left off in the Lessons section, click *Return* at the bottom of the Lessons menu.

Beginners Section

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Introduction

The beginners menu provides a time proven method for learning the keys. Therefore, it is suggested that you begin at the top of the menu and work your way down.

A proportioned image of a keyboard is displayed at the bottom of the screen. The keyboard can be set to show all the letters on the keys, or set to hide all the letters (except the letter to be typed).

The transparent, animated hands will guide you to the right key to type. This will show you the exact direction and distance to move your hands. The comment box to the upper left will give a description of how to reach the keys.

Using the Beginners Section

To begin typing, press the spacebar. This will start the timer. You will see the seconds counting off to the right. At first, it's best to ignore the timer until you have the keys memorized, afterwards, try to improve your speed.

Find the *Home Row* position on your keyboard. This will be keys **"asdf"** for the left hand, and **"jkl;"** for the right hand. As a beginner, you will want to return to this position after typing each key.

In the upper center portion of the screen you will see the words "Type the Character" in green letters. In the center, you will see the first letter. Two seconds after the letter appears, the guide hands will show you which key to press. If you want a longer or shorter delay of the hands (2 seconds is the default), click the *Delay* button to the left of the keyboard to adjust the delay.

At first, it's best to remove the delay and just watch the keyboard. But, after you begin to learn the keys, set for a longer delay so you will have a chance to recall from memory. Remember, you can always cancel a long delay by pressing the spacebar. The hands will then appear instantly.

If the spacebar is pressed a second time, after the hands appear, the animation will repeat. You can repeat the animation as often as desired. This might be helpful on some of the trickier keys, such as the "b" and "y".

Selecting Options

The buttons to the left and right of the keyboard make selecting options quick and easy.

DELAY

Clicking this button will bring up a window in the center of the screen. Click on the down arrow of the combo box to display the list of choices. The hands can be adjusted to appear immediately, or delayed by up to 8 seconds.

10, 20, 30 LETTERS

Selecting one of these buttons to choose how many letters you want to type before the timer stops and the stats window appears.

SOUND, QUIET

The default in the beginners section is to hear sound. To turn this feature off, click the *Quiet* button.

COLORS

Clicking this button will bring up a window to select colors.

VIEW CHARTS

Advanced Speed Typing provides four different charts for the Beginners section so that you can see graphically how you are doing on each key. The charts will show both speed and accuracy for all keys.

Advanced Speed Typing will keep separate charts for up to four users. Each user should be careful to click the correct name when beginning the program.

The buttons at the top of the charts make it possible to view your progress during the current session, as well as your performance for the past session. A session begins when you start the program, and ends when you close it. Any keys typed during a session will be saved on file when you close the program, and your speed and accuracy for those keys can be viewed on the charts during the next session by clicking the *Last Session* button.

SEE ALL KEYS, HIDE KEYS

If you want to see all the keys on the keyboard then select the *See all Keys* button. To hide the keys, click the *Hide All Keys* button.

UPPER CASE, LOWER CASE

If you choose to add capitals, you will get about fifty percent.

ADD ENTER, NO ENTER

The default is to press Enter at the end, to stop the timer. If you don't want this feature, click the *No Enter* button.

GO BACK

This button will exit the Beginners section and take you back to the opening screen.

Intermediate Section

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Introduction

The Intermediate section will allow you type an entire line of text, and includes the use of the backspace and spacebar keys. The backspace is optional, it can be used to back over errors. This will allow you to practice in the same way you would write with a word processor.

The guide hands are still used in the Intermediate section.

When entering the Intermediate section, you can choose from the menu to do common letter combinations, phrases, or simple sentences.

The speed bar at the top allows you to choose which part of the file you want to practice with. If *Letter Combinations* is chosen from the Intermediate menu, then you will see the letter combinations on the speed buttons. Click any button, and you will get four lines with the letter combination displayed on that button. The buttons will then automatically activate from left to right, moving through the file, unless you decide to click another button.

If you choose *Easy Phrases and Clauses* or *Simple Sentences* from the Intermediate menu, then the speed bar at the top will have the line numbers of the file you are using displayed on the buttons. You can move to any place desired at any time by clicking one of the buttons, or just let the file run through on its own.

After typing each line, you will be given a Word Per Minute (WPM) rate, number of errors, etc.

Selecting Options

HAND DELAY

Clicking this button will bring up a window in the center of the screen. Click on the down arrow of the combo box to display the list of choices. The hands can be adjusted to appear immediately, or delayed by up to 8 seconds.

SOUND, QUIET

The default in the Intermediate section is to hear sound. To turn this feature off click the *Quiet* button.

COLORS

Clicking this button will bring up a window to select colors.

SEE ALL KEYS, HIDE KEYS

If you want to see all the keys on the keyboard then select the *See All* button. To hide the keys, click the *Hide All* button.

ADD ENTER, NO ENTER

The default is to press Enter at the end before the timer stops. If you don't want this feature,

click the *No Enter* button.

Advanced Section

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Introduction

The Advanced section will give you the opportunity to type four lines of text. This will give a more accurate WPM score. Choose the text you want to use from the main menu. Doing so will open the Advanced section's window.

As usual, you will have to press the spacebar to begin. The timer will begin immediately after you do. If you want to exit before completing all four lines, press the escape key. You will still see statistics in stats window, if you typed at least one line. To exit the Advanced section, press the escape key once again.

Selecting Options

REPEAT

If you want to repeat the same four lines of text, click the *Repeat* button.

SOUND, QUIET

The default in the advanced section is to hear sound. To turn this feature off click the *Quiet* button.

ADD ENTER, NO ENTER

The default is NOT to press Enter at the end of each line. If you want this feature, click the *Add Enter* button.

COLORS

Clicking this button will open a window to select colors.

SEE ALL, HIDE ALL

If you want to see all the letters on the keyboard then select the *See all* button. To hide the letters, click the *Hide All* button.

BOLD FONT, REGULAR FONT

The regular font looks better with some background colors.

ITALICS ON, ITALICS OFF

If you prefer, you can use italic lettering.

GO BACK

Select this button to close the Advanced section and go back to the opening screen and open the main menu.

Number Keypad

Number Keypad

This section will make it easier for you to learn the number keypad. You should practice until you can type at least 20 words per minute. For a data entry job, you need to type 35 words per minute or higher.

Using the Number Keypad

First, be sure to turn on Number Lock. When you are ready to begin, press the Spacebar and a 7 digit number will appear in the top window. Type these numbers and press the enter key to bring up the next set of numbers.

From the Options menu, you can select how many sets of numbers you want to do before stopping to check your progress. Also, you can select whether or not you want to see the keys you are about to type highlighted by a yellow square.

When you first begin to type using the numeric keypad, place your right hand on the keypad with the index finger on the "4" key, your middle finger on the "5" key, your ring finger on the "6" key, and your little finger on the lower part of the "+" key. This is the home row position for the numeric keypad. Return to the home row after typing each key.

The Buttons

The *Dates* button to the lower left will give a date type format the numbers you will be typing: **12/05/97**. The *Numbers* button will give you a decimal number with 7 digits and one decimal point: **97485.83**. The *Everything* button will give you a random selection of all characters on the keypad.

The *See Keys* button will show all the numbers and characters on the keypad. The *Hide Keys* button will hide them.

To exit and go back to the opening screen and main menu, click the *Exit* button, or close the window in the usual fashion.

Letter Chase

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Introduction

Letter Chase is a new way to improve your typing speed. The letters will appear gradually, not all at once. The rate of appearance can be adjusted to any word per minute setting. The challenge is to set the speed a little faster than you can normally type, then chase after the letters until you catch up (actually you just have to come within one).

Keep in mind that you have to catch up on the second row, since there will not be enough letters typed to get an accurate score if you catch up early on the first row. Another thing to remember is that you will need to have at least 95% of the letters correct at the time you catch up for it to count. Accuracy is calculated after each letter is typed.

The repeat button is very useful. It will be hard to catch up on your first try at a pair of lines. But after typing the lines a time or two, you will know what to expect. Once you do catch up, it's a good idea to put the speed up even higher and try to catch up again. The purpose for this, of course, is to get your hands moving faster.

Have patience at first. You might find that the letters appearing as they do tends to be distracting, but it shouldn't take long for you to get use to it. Just try to concentrate on what you are typing rather than constantly peeking to see how far you are behind.

When, and if, you catch up, a window will pop-up over the keyboard to congratulate you. LC will carefully evaluate your statistics and make appropriate comments (often teasingly). The purpose of Letter Chase, as you will soon see, is to break the boredom and motivate you into typing faster. I think you will agree that Letter Chase is fun.

Selecting Options

REPEAT

If you want to repeat the same two lines of text, click the *Repeat* button. (Doesn't work in the Trial Version).

SOUND, QUIET

The default in the LC section is to hear sounds. To turn this feature off click the *Quiet* button."

MEAN, KIND

The default is *Mean*. When selected the comments that appear in the window after you finish a set of lines are a bit on the sarcastic side. But don't worry, if you don't like that, you can always click the *Kind* button. If you do, your most pitiful efforts will be flattered.

ADJUST SPEED

Click this button before you begin. A window will appear at the top half of the screen. Instructions for adjusting the WPM rate are included there.

CHOOSE FILE

Clicking this button will bring up a dialog box that will allow you to choose which text file you want to use. The files you can use have a *.lct file extension.

SEE ALL KEYS, HIDE KEYS

If you want to see all the letters on the keyboard then select the *See All* button. To hide the letters, click the *Hide All* button.

BOLD FONT, REGULAR FONT

The regular font looks better with some background colors.

ITALICS ON, ITALICS OFF

If you prefer, you can use italic lettering.

COLORS

Click on this button to bring up a window to select colors.

GO BACK

Selecting this button will close the LC section and take you back to the opening screen and activate the main menu.

Word Sweep

To open the Word Sweep Window, open the Letter Chase Menu and choose Word Sweep.

Word Sweep is a challenging way to practice the most frequently used words in the English language. You will have a series of 16 words appearing one at a time in a small window at the top center of the screen. The time you have to type each word will be limited, and can be adjusted using the slide bar just below in the same panel. The time per word (in seconds) will appear in a small

window as you move the slide bar. Your goal is to get all 16 words in the least possible time. The words you miss will be listed to the left, the ones you type correctly, and within the time limit, will be listed to the right.

The Choose Words menu near the top will have several different groups of words to choose from.

Games

The Save Speedy game is a fun way for beginners to gain speed on the letter keys. The challenge and distraction of the game will help you transfer your knowledge of the keyboard into permanent memory.

All you have to do is press the spacebar and type all the letters (the comma, period and semicolon is included) that appear in the small window at the lower center of the game. Once you can help Speedy escape easily, click the *Adjust Speed* button and move the speed up a number. The adjuster can be set from 1 to 20.

You can resize the game window in the usual way -- by dragging the lower right corner of the window with your mouse. If you want to discontinue typing in the middle of a game, then press the escape key. You can then start again by pressing the spacebar. To exit the game, click the *Exit Game* button.

New to version 1.1 is a new game called UFO Invasion. It works in the same way as Save Speedy, but has different graphics.

Speed Tests

Instructions

After pressing the spacebar, you will see ten lines of text. Begin typing whenever you're ready, the timer will start when you type the first letter.

If you miss a letter, the cursor will not continue but will remain in place until you type the letter correctly. The result being that you will have all the letters correctly typed by the time you are finished. Of course, you will be slowed down by having to type your mistakes over. No other penalties will be added to your score. This is a fairly accurate way to arrive at a Word Per Minute rate that is close to what you could expect on an actual test.

You will have to press Enter at the end of each line unless you deselect this option by choosing the *No Enter* button.

If you want to exit a test before completing it, press the Escape key. To exit and go back to the main menus, click the *Exit* button, lower left, or press the Escape key a second time. The other buttons should be self explanatory.

Options

Window Size

If you are using 1024x726 screen resolution, or higher, you can adjust the Advanced Speed Typing window to any one of 5 fixed sizes. To adjust window size, click Options|Window Size, then choose from the sub-menu.

