EXPERT
SOFTWARE

Typing

Typing

Credits

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Online Manual Edition: January 1997

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This chapter provides you with a brief overview of starting the Typing program's interface.

Program Overview

Welcome to Expert's Typing!

Maybe you opted out of those boring high school typing classes. Expert's Typing program is the best alternative to those old, dry textbooks. With the world communicating electronically via emails, faxes, and information transfers, it's absolutely necessary to know how to type -- today.

With Expert's Typing program, you'll save yourself valuable time and heartache! You'll be typing like a professional in no time. Then you can enjoy increased productivity, independence from typing assistance, and embark on the electronic age. It's all at your fingertips!

Great Features

Expert's Typing program is loaded with easy-to-use features that make learning educational and fun:

1. Two colorful, easy-to-use, fun interface themes: Pre-historic and Computer.

2. A **Statistical Display** area displaying time-elapsed, words per minute, and the adjusted words per minute while you take tests, perform practice sessions, or lessons.

3. Over forty lessons, practice sessions and tests.

4. Two challenging games for those seeking alternative ways to learn and test typing skills.

5. Sounds that signal when you press the right key, press the wrong key, and an accompanying sound-track.

6. Guide hands displayed on the main interface that display proper finger placement.

7. Customizable user options enabling you to set up your preferences regarding the program's text placement, spacing requirements, sound effects, backspacing, and determine what information you would like displayed in the Statistical Display area.

8. Pause and Resume features to interrupt and restart a lesson, practice session, or test.

9. A library of interesting text to type which includes favorites such as Black Beauty and The Jungle Book for kids to The Pit and the Pendulum and Frankenstein for adults.

10. Audio and/or video dictation feature for you to learn.

Terms and Definitions

Click - Press and release the mouse button (usually the left mouse button unless otherwise specified).

Double-Click - Quickly press and release the mouse button twice.

Choose - Highlight an item on the menu or dialog box to initiate an action or command, then press the Enter key or double-click your left mouse button.

Enter - Press the Enter or Return key.

Select - Mark or choose an item so that the next action or command is carried out on that item. Highlight an option or choice from the menu or design document by clicking on it.

**Border -** The line along the outside of an object.

Choose File—Open - Choose a command from the applicable menu item. In this case, the command means to go to the File menu and select the Open command.

Control Menu Box - The hyphen-shaped icon at the top left of the title bar of any window.

Starting the Typing Program

Enter Your Name

Upon entering the program, the **Opening** screen appears, prompting you to enter your name:
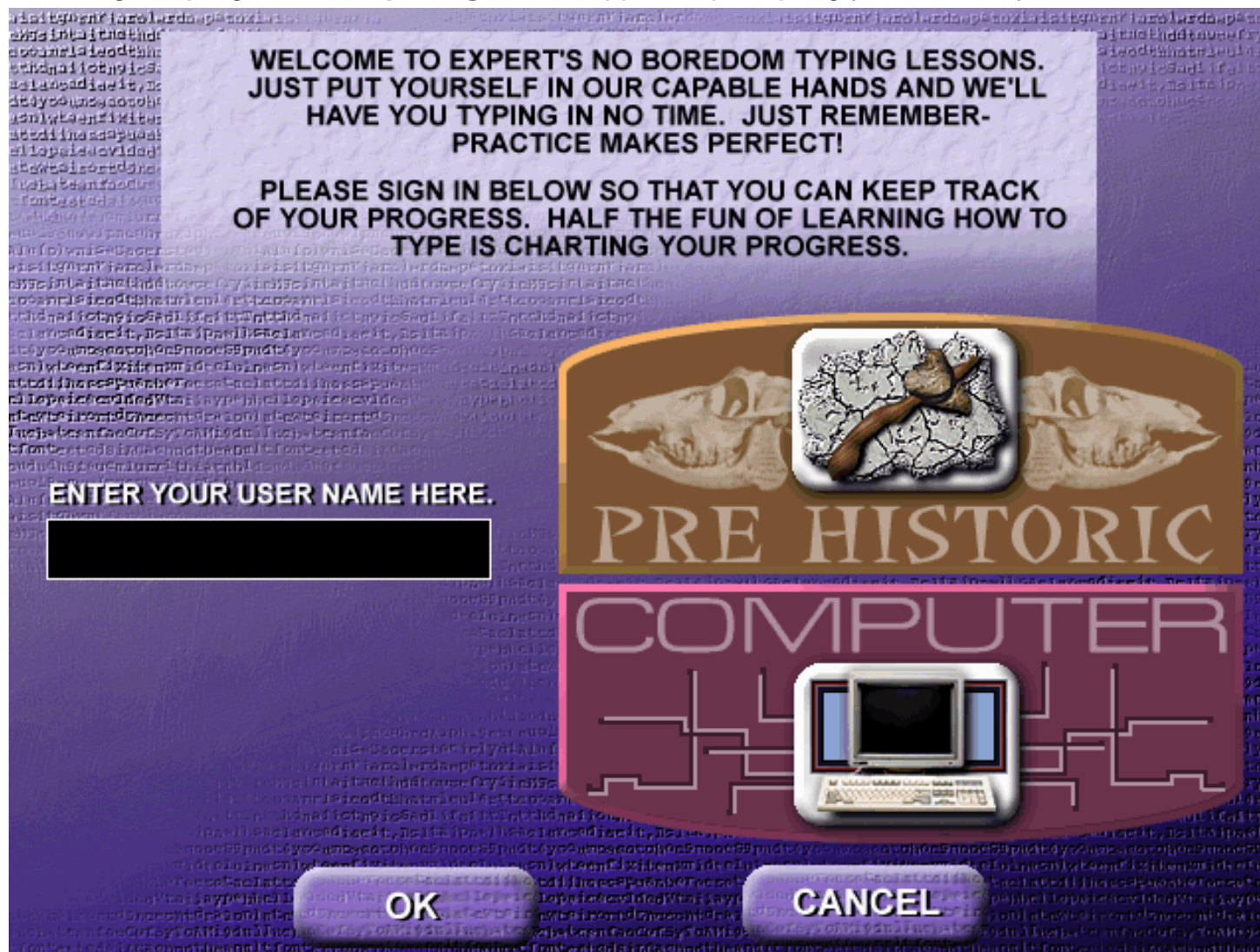
By signing in, you are able to evaluate your typing progress. Enter in your name and click on the **OK** button. You may also select which interface you want to work in from this screen.

<u>Select Keyboard Style</u>

After signing in, this dialog box appears, prompting you to choose the style of keyboard that you wish to learn: either Qwerty or Dvorak:
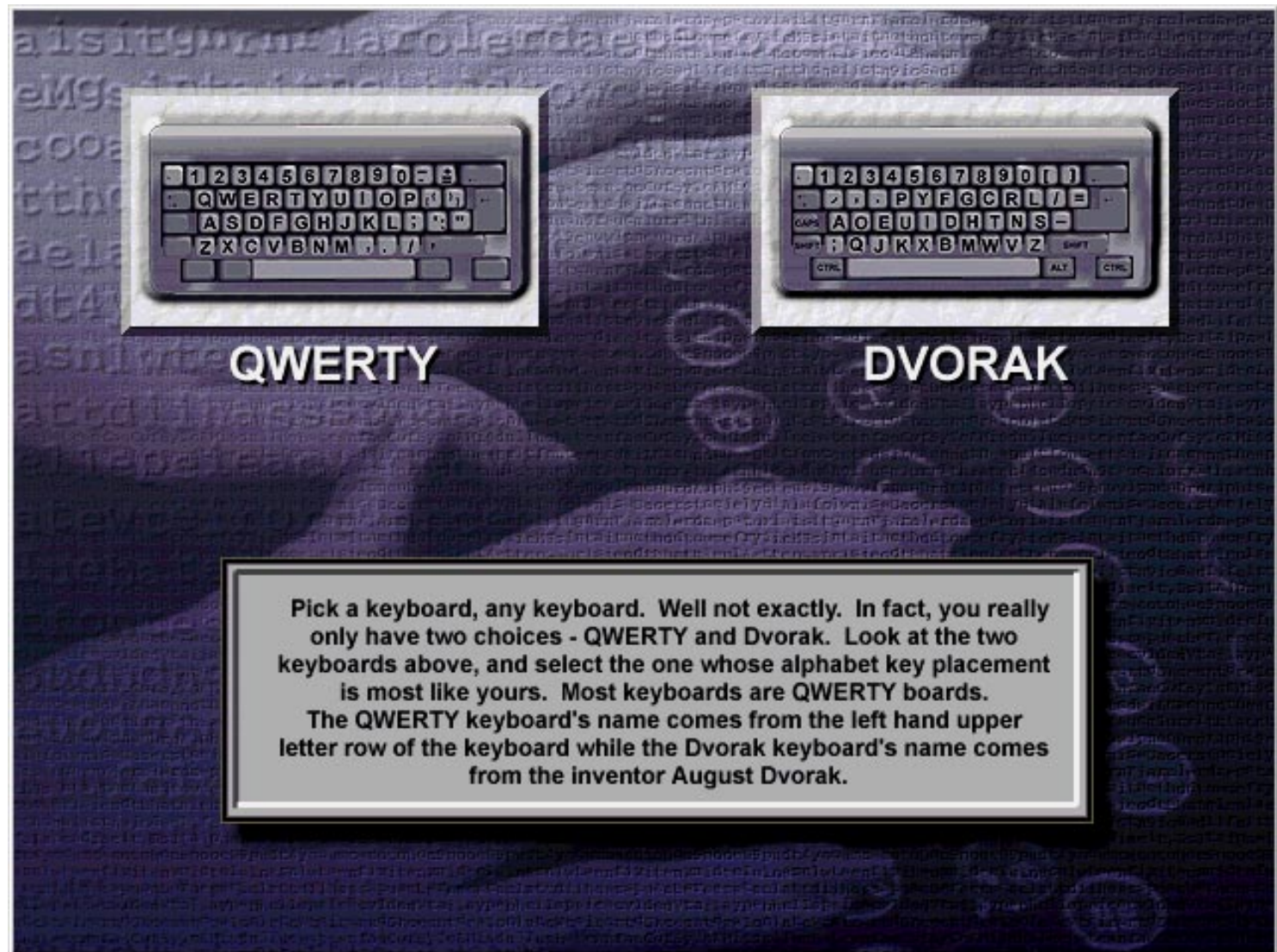
While most users will select the Qwerty keyboard, be sure to compare your actual keyboard with the two keyboard options and select the one that looks most like yours.

Main Interface

After selecting the type of keyboard to use, the **Main Interface** appears. There are two interfaces available in Expert's Typing program, Pre-Historic and Computer. This is an illustration of the Pre-Historic interface:

1. **Title Bar -** This area displays the name of the program.

2. **Lesson Area -** This space displays the number and name of the lesson you have selected and are working on.

3. **Typing Window -** This area displays the program's lesson line in addition to the user line.

4. **Lesson Line -** This area of the **Typing Window** displays the letters and words that you are to type of the selected lesson.

5. **User Line -** This section of the **Typing Window** displays your typing. As you type the displayed letters and words, note that the program's letters turn gray. The letters you type are displayed in red.
   See Options for more information on changing the location of the User Line.

6. **Keyboard -** Displays either the QWERTY or DVORAK keyboard.

7. **Guide Hands -** The outline of hands displays the proper finger placement.

8. **Tools -** This area contains all of the tools necessary for you to perform the program's functions.
   See Tools for more information.

9. **Statistical Display Area -** This area displays statistics on the lesson including the duration time and time remaining in the lesson, words per minute (wpm), adjusted words per minute (awpm), and the number of keys you have pressed in comparison to the number of errors you have made.

Test

After signing in and selecting the keyboard style, the following screen appears, prompting you to take an initial test:
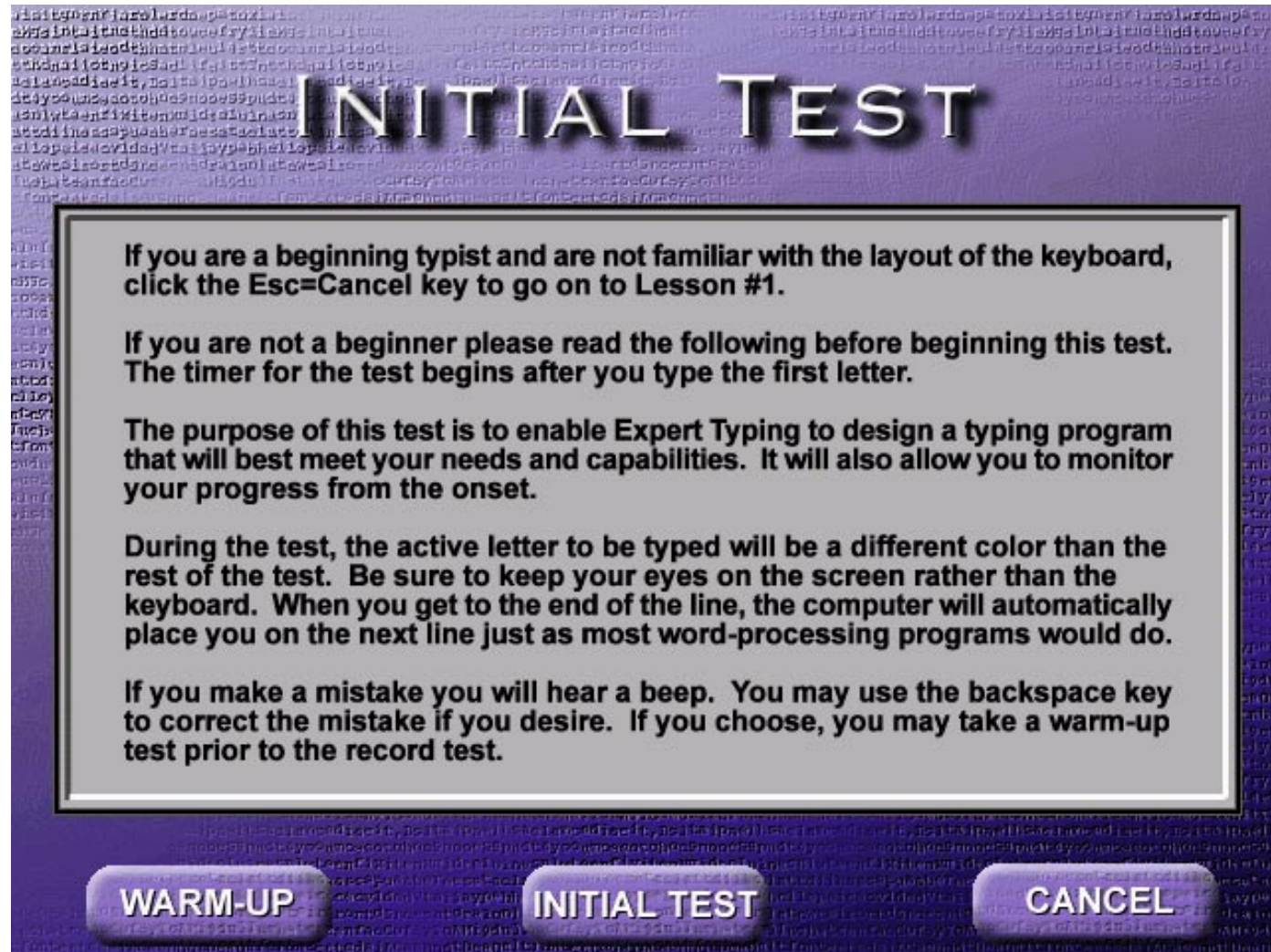
The purpose of this **Initial Test** is to ensure that you are automatically placed at the proper level within the program. Please note that if you are a beginner typist, you will want to skip the **Initial Test** and go straight into the first lesson. **See the Tutorial for information on taking a lesson.**

Read this section to learn how to take a typing lesson and play a game.

Tutorial

Tutorial Overview

Expert's Typing employs two methods of learning to keep you entertained and to teach you how to type:

❏ The "traditional" method has you select one of the program's lessons, ranging from practicing your left hand separately from your right hand, to concentrating on the special characters or the numerical keypad.

❏ The "gamers" method to learn to type is to play a game, adding an element of friendly challenge, where you must type in the dictated letters before the dinosaur gets you or before the aliens land.

Performing a Lesson

The program automatically takes you from the **Initial Test** to the appropriate lesson. If you are a beginner typist, the program takes you to Lesson 1 and progresses you to the next lesson.

If you are in the program and want to view or choose another lesson, click on the **Lesson** button to bring up the **Lessons** dialog box:

Click on the left arrow next to the lesson number you wish to view or perform, then click on the **OK** button. For this example, click on the **right arrow** next to **Lesson 13: Whole Keyboard**.

The **Main Interface** reappears, set up for Lesson 13:

You are ready to begin. Notice that Lesson 13 is three minutes long. (*You can change the lesson duration prior to entering a lesson. **See the Options button**.*) The program does not begin timing you until you press the first key on your computer's keyboard.

Type in the displayed words exactly as they appear on your computer's keyboard. When you are finished, check the **Statistics Display** area for a reading of your speed in WPM (words per minute) the number of errors you've made. At any time, you can click on the **Pause** button to interrupt the lesson. When you are ready to continue, click on the **Resume** button. You can also quit the lesson by clicking on the **Cancel** button.

When you are finished, the program automatically takes you to review your results:

Expert Typing
LESSON RESULTS

Student: Sandy

Lesson: Lesson #13 Entire Keyboard

Date: January 02, 1997 11:29 AM

Words Per Minute: 0

Adjusted Words Per Minute: 0

Accuracy: 25

Total Characters: 4

Total Errors: 3

OK   PRINT

By selecting the **Results** button, you can get further detail regarding your proficiency and how well (or not so well) you are doing. You can select to view results for everything you have done so far, or isolate the results by lesson or test.

Playing a Game

 To learn how to type in a more light-hearted, fun way, click on the **Games** button. The **Select a Game** dialog box appears, prompting you to select one of the games:
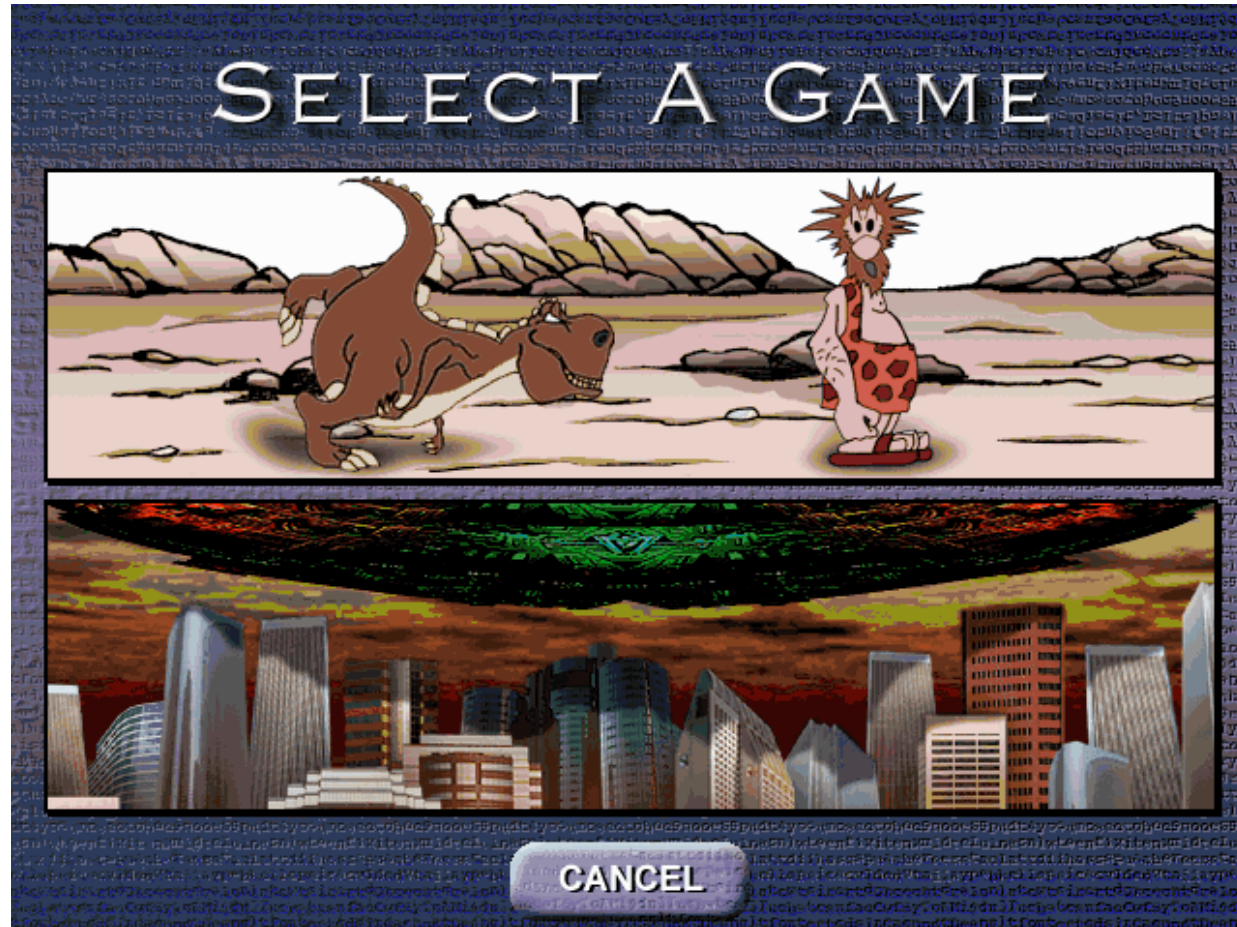
Select either the Dino Danger or Alien Invaders game by clicking on the corresponding image.

The program then displays the game that you have chosen:

Game Results
Words per minute: 12
Total errors: 0   Total Characters: 59   Accuracy: 100
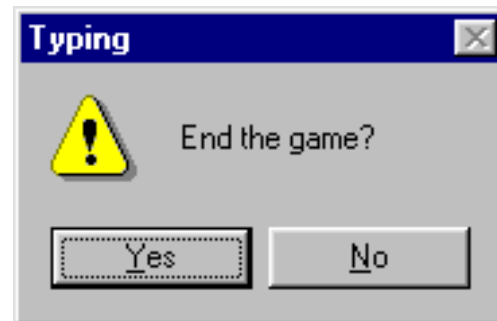
Click to end the game

To start the game, either click the mouse button, or press any key on your keyboard. The game begins.

Note: *If you click on the game with the mouse button once the game has begun, the game will pause.*

A series of letters/words scroll across the top of the screen. The object is to type in these letters/words as quickly as possible to keep from being captured by the dinosaur or to avert the aliens from landing by launching missiles to destroy the alien ship. Your score is displayed on the upper left corner of the screen. The dinosaur or alien score is displayed on the upper right corner of the screen.

The speed and accuracy level of the game is based on your demonstrated speed as a typist. The content of the game coincides with the lesson you are currently working on. If you were just working in Lesson 5 and then choose to click on the **Games** button, the text that appears in the game is the same text in Lesson 5.

To exit the game, press the **Esc** button on your keyboard. A dialog box appears, confirming that you want to end the game:

Click on **Yes** to end the game and return to the **Main Interface**, or **No** to continue play.

This chapter describes the program's tools and corresponding functions.

Tools

Tool Overview

The program's tools provide you with all of the available functions, from setting your options to selecting lesson levels. This chapter provides you with in-depth information on each tool.

When we refer to "tools", we are referring to the worded keys at the bottom of the keyboard:

Lessons button

This button teaches you how to type in an "traditional" way. The program offers you fifteen different lessons. You can begin at the first lesson and work your way up the lessons consecutively. Or choose the category of lesson that you need more practice on. When you click on the **Lessons** button, this dialog box appears, prompting you to select a lesson:

LESSONS

Lesson 1 Home Row - Left Hand
Lesson 2 Home Row - Right Hand
Lesson 3 Both Hands & Shift
Lesson 4 Upper Row - Middle Fingers
Lesson 5 Upper Row - Index Fingers
Lesson 6 Upper Row - Ring Fingers
Lesson 7 Pinky Practice
Lesson 8 Lower Row - Index Fingers
Lesson 9 Lower Row - Pinky Practice
Lesson 10 Lower Row - The Rest
Lesson 11 Numbers
Lesson 12 Special Characters
Lesson 13 Entire Keyboard
Lesson 14 Numeric Keyboard
Lesson 15 Dictation

OK

CANCEL

Click on the **right arrow** next to the lesson you wish to begin. To view or change the options for a lesson, click on the **OK** button. **See Options for more information.** After selecting the lesson, the **Main Interface** reappears, set up for the selected lesson. You are ready to begin.

Games button

This button provides you with a different way to learn how to type - by playing a game. The **Select a Game** dialog box appears when you click on the **Games** button:

Choose to either flee from the dinosaur or stop the aliens from landing by typing the program's dictated letters. **See the Tutorial for more information.**

Practice button

The **Practice** button works the same way as the **Lessons** button. The purpose of this area is to fine tune weak areas you may have such as with a specific row of the keyboard, specific finger, or one hand. As you become more familiar with the keyboard, the program may periodically prompt you to go to one of these practice sessions. There is no pre-determined time limit for Practice sessions as there is for test or lessons. You can practice as long as desired. The program offers you twelve different sessions in the **Practice Session** dialog box:

Click on the right arrow next to the practice session you wish to begin. To view or change the options for a practice session, click on the **OK** button. **See Options for more information.**

After selecting the practice session, the **Main Interface** reappears, set up for the selected session. You are ready to begin. When you are ready to leave the Practice session, click on the **Cancel** button.

Library button
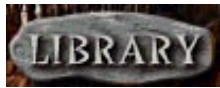
This area is designed to give you an interesting "real-life" typing experience. You can pick from several categories to type from such as *History*, *Shakespeare*, or *Kids Korner*. Click on a different book and the selections change.

Tests button

This button lets you test what you have learned. When you click on the **Tests** button, the **Tests** dialog box appears, offering you fourteen different tests:
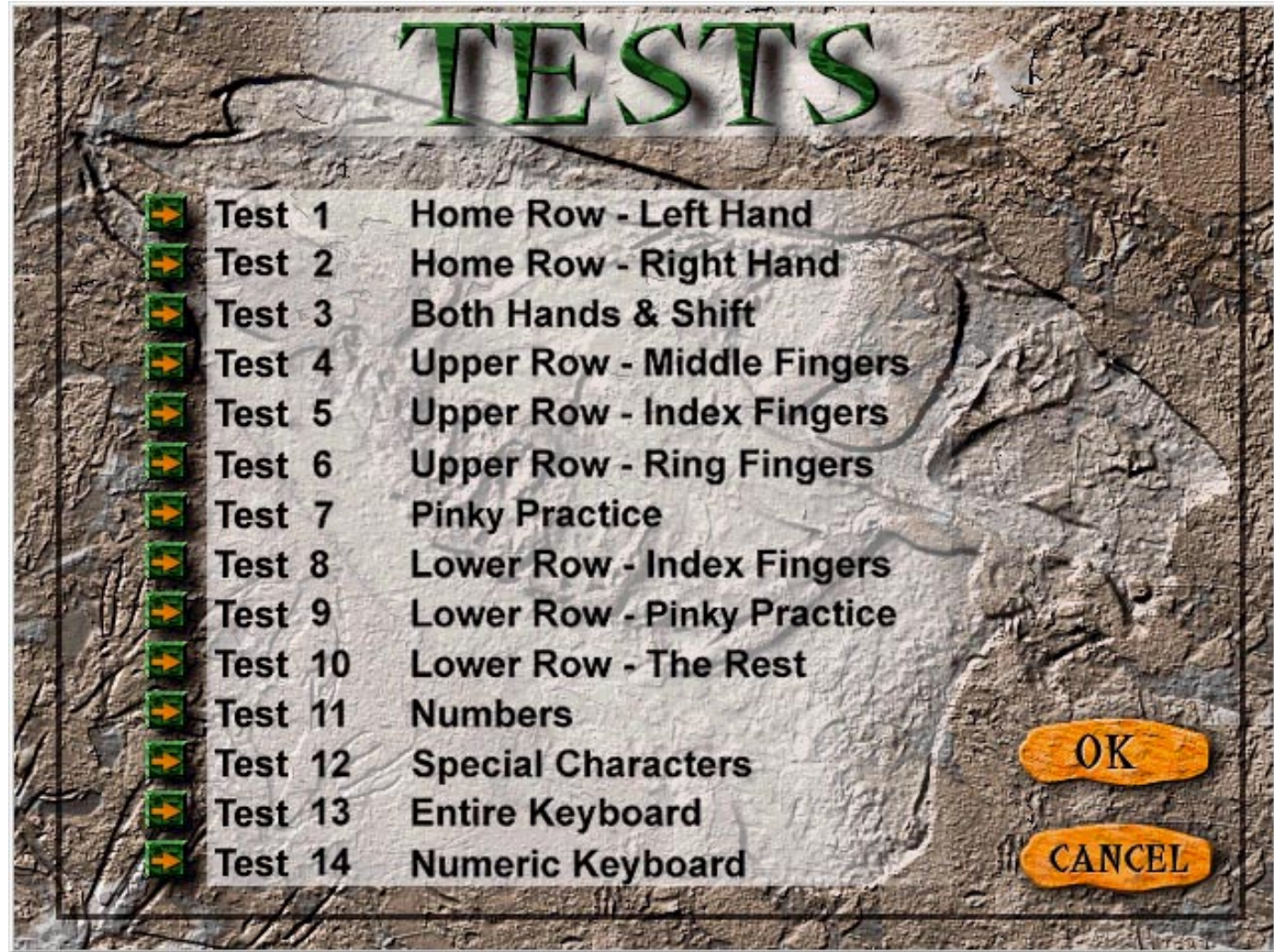
We recommend that you elect to take a test once you have completed a lesson and feel you are ready to go onto the next lesson. The test verifies and records that you have successfully completed a specific lesson. You are even able to print out a certificate documenting that you have successfully completed a lesson.

Note: The program prompts you to take a test upon successfully completing a lesson. In order to successfully complete a lesson you must either meet or exceed the designated words per minute (wpm) and accuracy level specified in the options area.

To view or change the options for a practice session, click on the **OK** button.
See Options for more information.

After selecting the test, the **Main Interface** reappears, set up for the selected test. You are ready to begin.
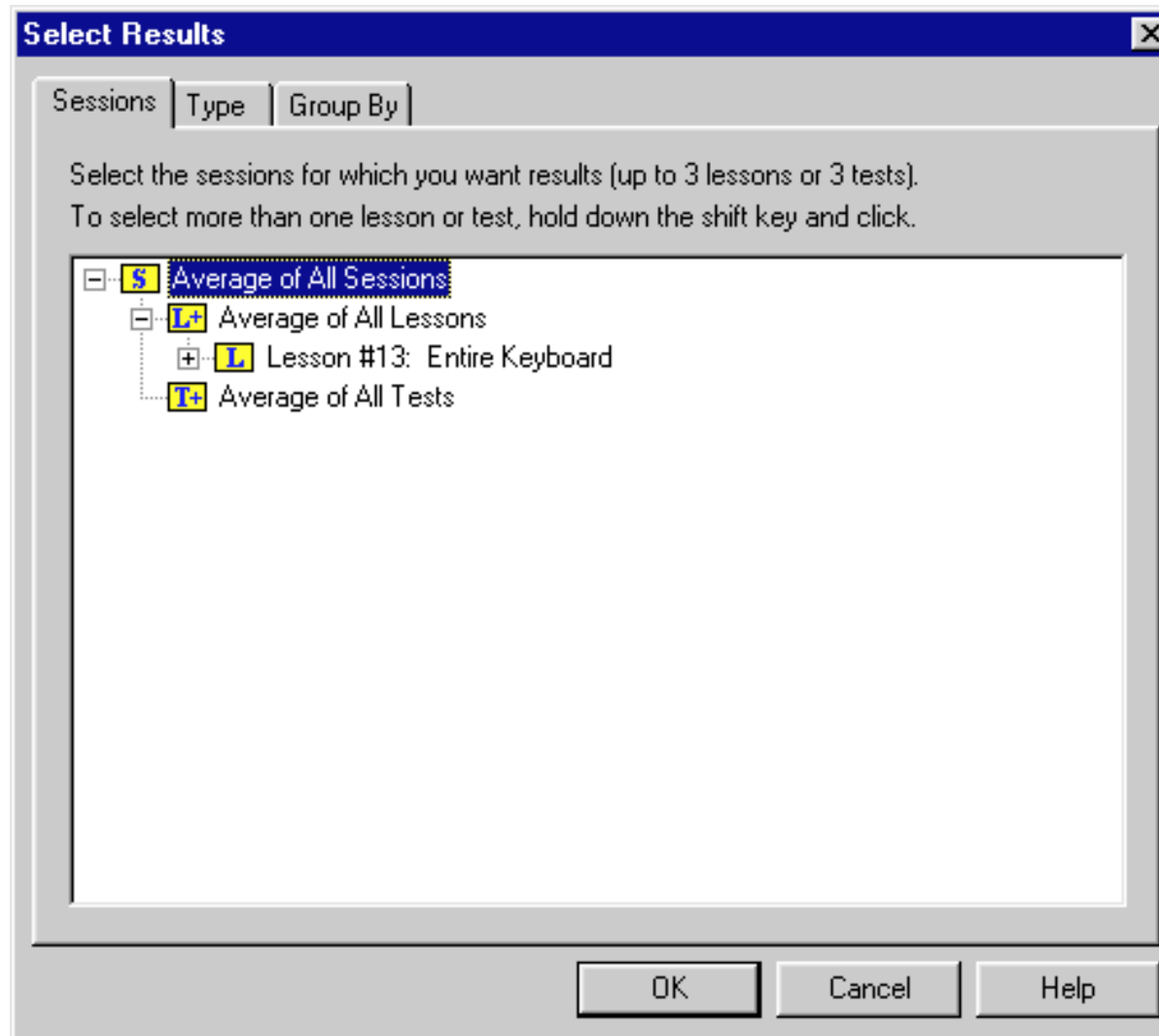
Help button

Click on this button to access Typing's help file, offering assistance on how to use the program, definitions of key terms, and a tutorial to get you started.

Results button

Click on this button to gain access to your test results. The **Expert Typing Test Results** dialog box appears:

Highlight the test/lesson that you would like to view results for and click on the **OK** button. If you would like to view the results for more than one test/lesson, hold down the Shift key and select up to three tests/lessons. You can compare your performance. *Note: You can only select more than one test/lesson when using the report (i.e. you cannot select more than one test/lesson when selecting accuracy graph or speed graph).*

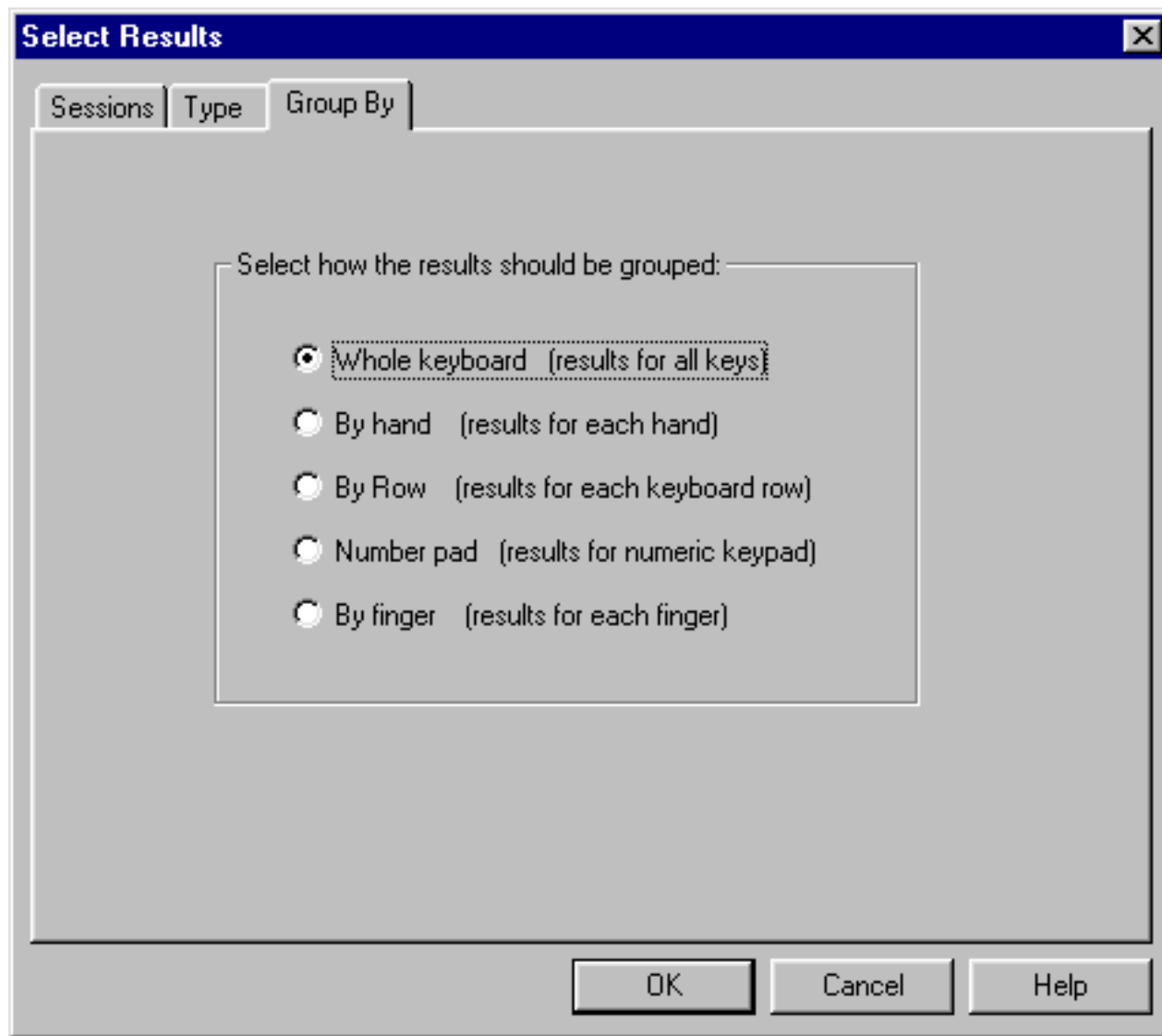Note that there are three tabs that make up this dialog box. Click on **Sessions** to review the results of the sessions you have performed. Click on **Type** and this screen appears, prompting you to select the type of report you wish to have displayed:

Select Results

Sessions | Type | Group By

Select the type of results report:

◉ Report   (numeric results and average)

○ Speed Graph   (bar graph comparing typing speed)

○ Accuracy Graph   (bar graph comparing typing accuracy)

OK   Cancel   Help
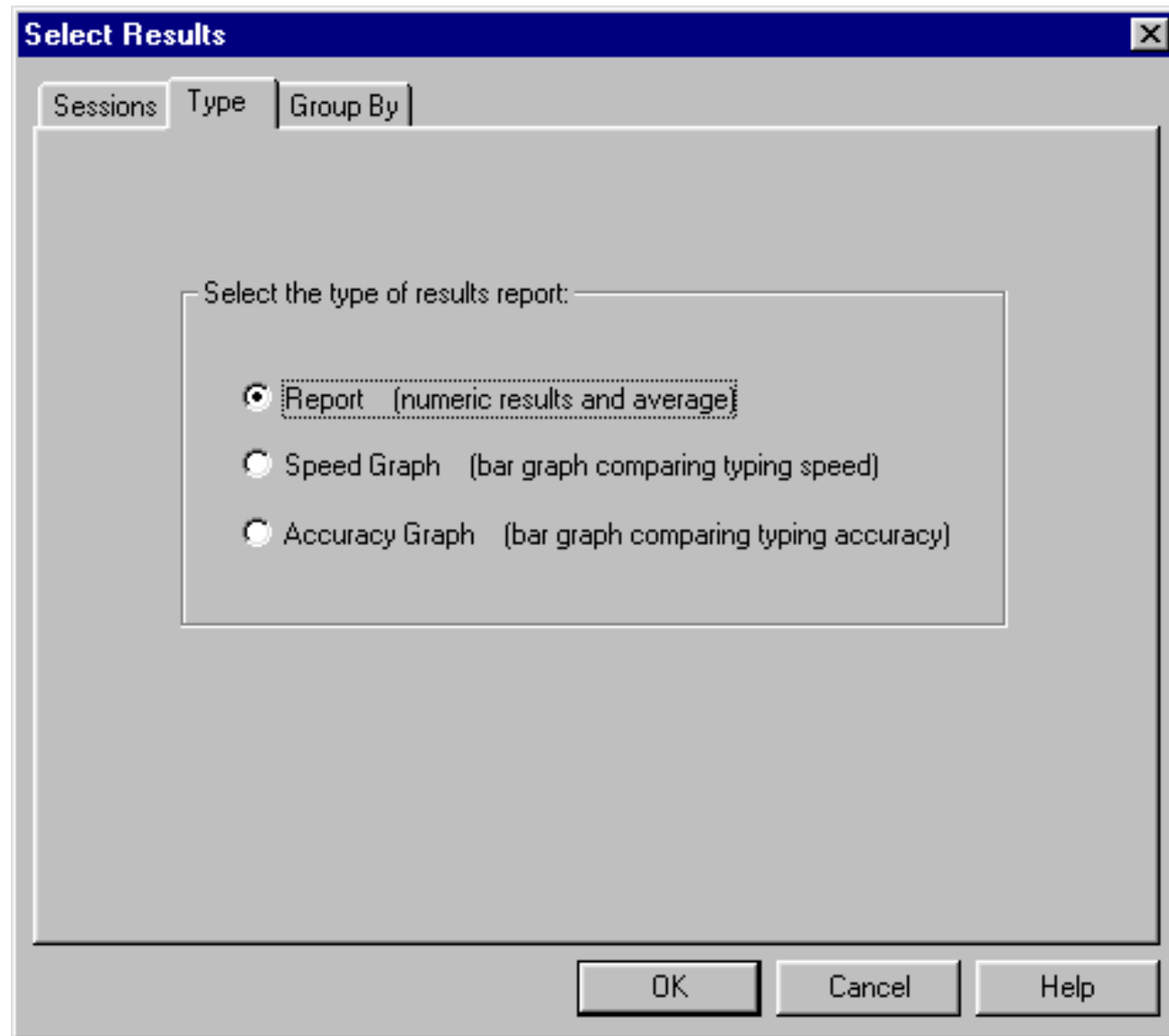
When you click on **Group By**, this screen appears, prompting you to select how the results should be grouped:

Select Results

Sessions | Type | Group By

Select how the results should be grouped:

- ⦿ Whole keyboard   (results for all keys)
- ○ By hand   (results for each hand)
- ○ By Row   (results for each keyboard row)
- ○ Number pad   (results for numeric keypad)
- ○ By finger   (results for each finger)

OK   Cancel   Help

Select the desired group by clicking on the radio dial next to that option.

Pause button

Click on this button when you need to interrupt a lesson, practice session or test. The button becomes the **Resume** button. When you are ready to begin again, click on the **Resume** button and continue with the selected lesson, practice session or test.

Cancel button

Use this button to completely exit out of the lesson, practice session or test. This dialog box appears, confirming that you want to quit:

ARE YOU SURE YOU WANT TO CANCEL THIS SESSION?

YES   NO
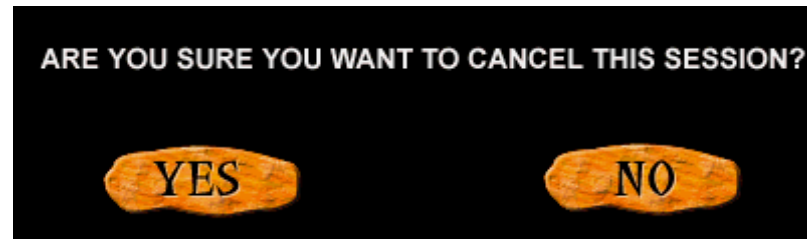
Click on **Yes** to cancel the lesson, practice session or test. Click on **No** to resume.

Exit button

Click on this button to exit the program. This dialog box appears, confirming that you are sure you wish to exit the program:

ARE YOU SURE YOU WANT TO QUIT THIS PROGRAM?

YES   NO
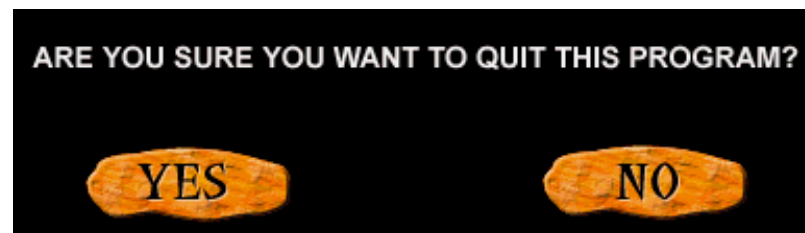
Click on **Yes** to exit the program, click on **No** to continue in the program.

Options button

Set your preferences and view the lesson/practice session/test's duration time by clicking on the button. This button brings up a dialog box consisting of separate tabs that you can use to set program preferences.

Interface tab

The **Interface** tab consists of the following items:
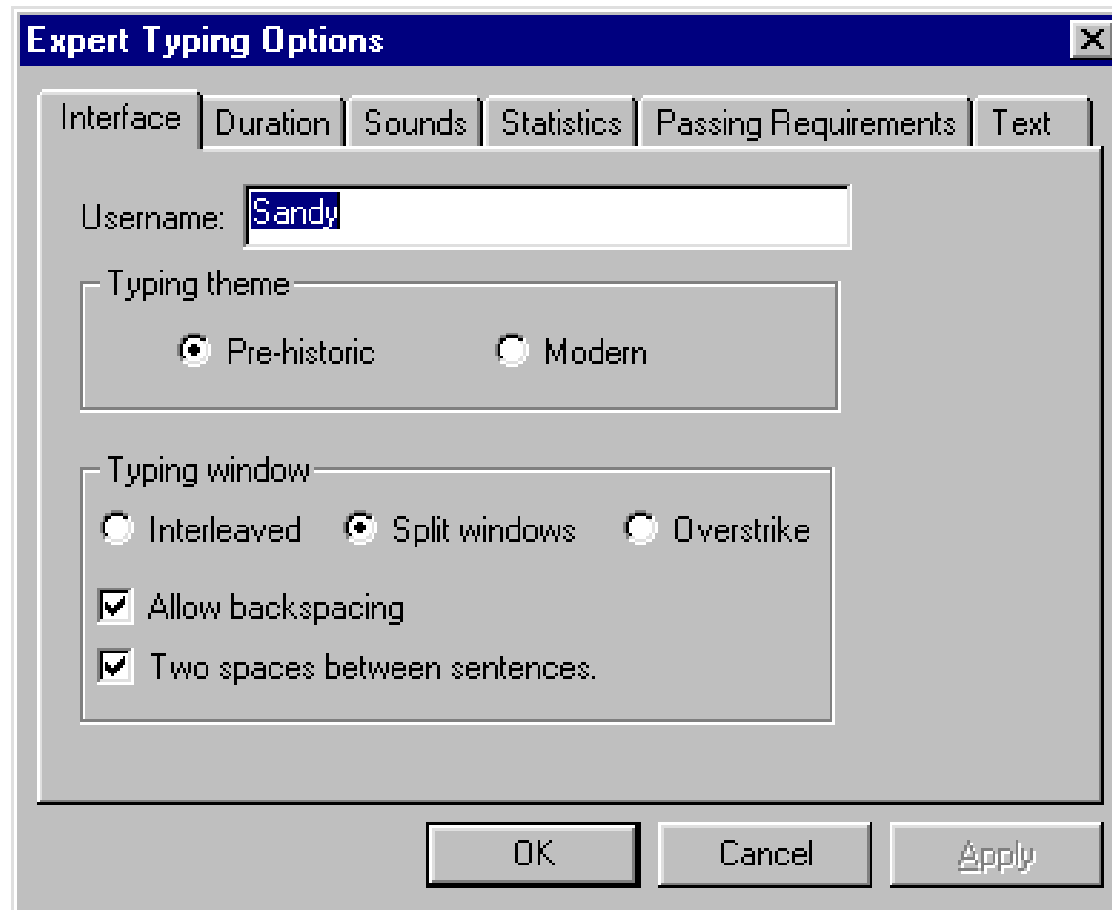
Username - Enter in the typist's name.

Typing Theme - Choose either the Pre-historic or Computer program theme.

Typing Window - This is where you can change the way the lesson is presented in the **Typing Window**. Your options are as follows:

> **Interleaved -** This is the default setting where the **Lesson Line** is displayed above the **User Line**.

> **Split Windows -** Choose this option to create two distinct windows in the **Typing Window:** the top one for the program's Lesson, and the bottom window for the **User Line**.

> **Overstrike -** This option lets you type directly over the **Lesson Line**.

Allow Backspacing - Choose if you want to permit backspacing. A checkmark indicates that this option is enabled.

Two spaces between sentences - Select this if the Typist must include two spaces between each sentence. A checkmark indicates that this option is enabled.

Duration tab

The **Duration** tab consists of the following items:
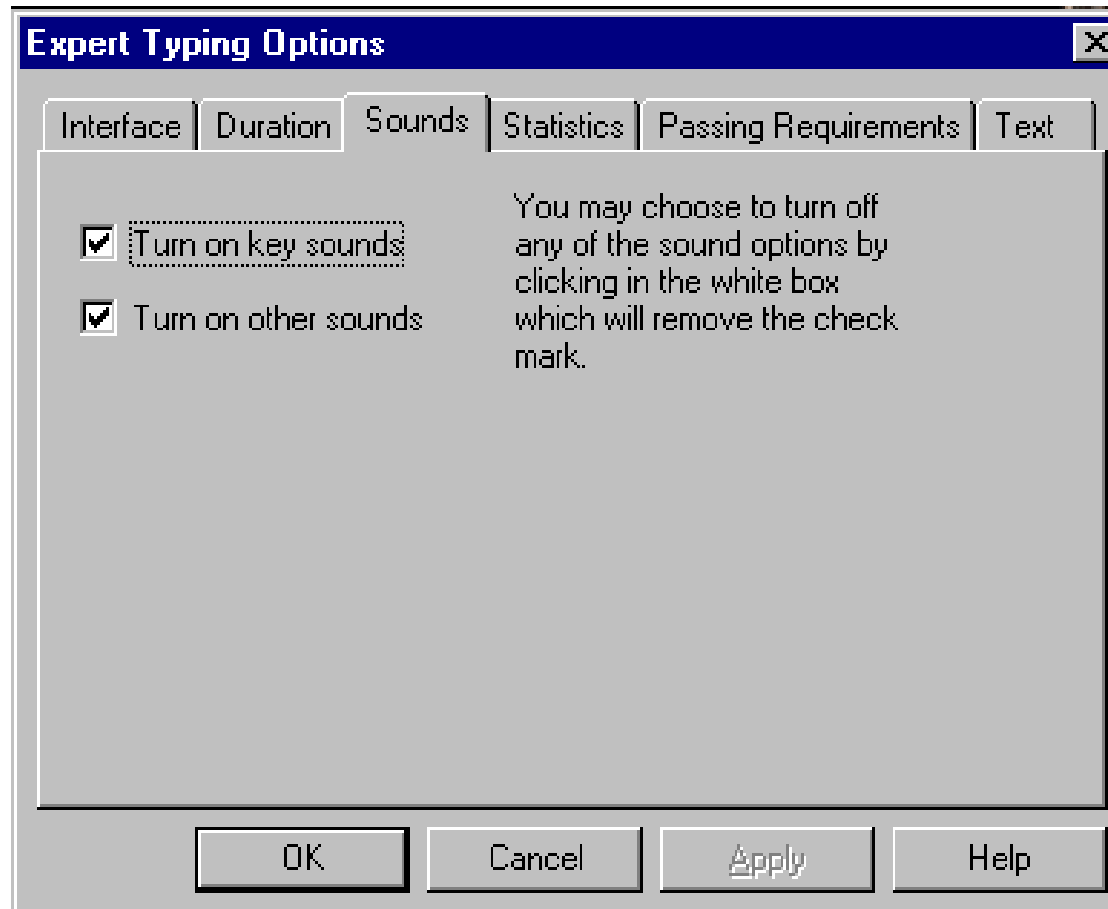
Note: *You cannot set the test to below three minutes.*
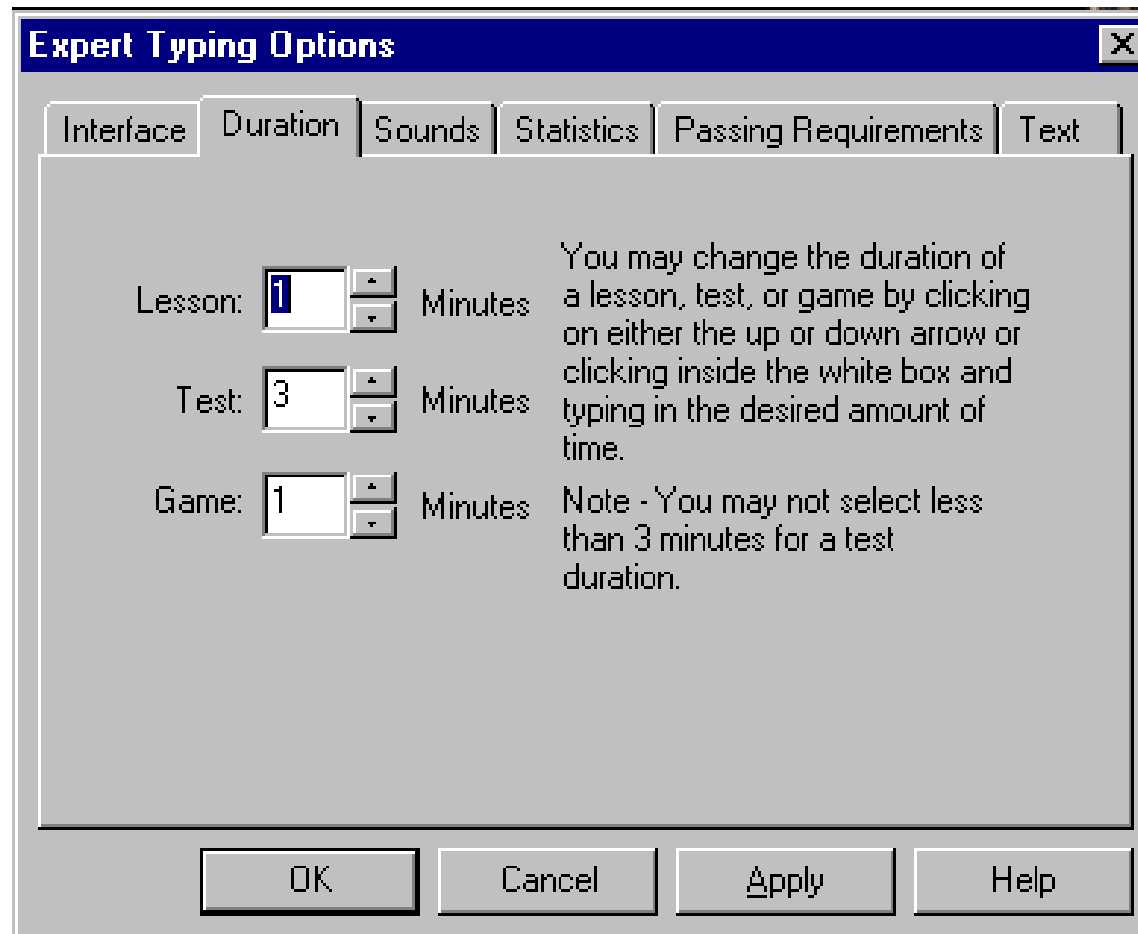
Lesson - Set the duration time for the lesson.

Test - Set the duration time for the test.

Game - Set the duration time for the game.

Sounds tab

The **Sounds** tab consists of the following items:

Turn on key sounds - Turn the key program sounds ON/OFF. A checkmark indicates that this option is enabled.

Turn on other sounds - Turn the other sounds ON/OFF. A checkmark indicates that this option is enabled.

Background music on - Turn the background music ON/OFF. A checkmark indicates that this option is enabled.
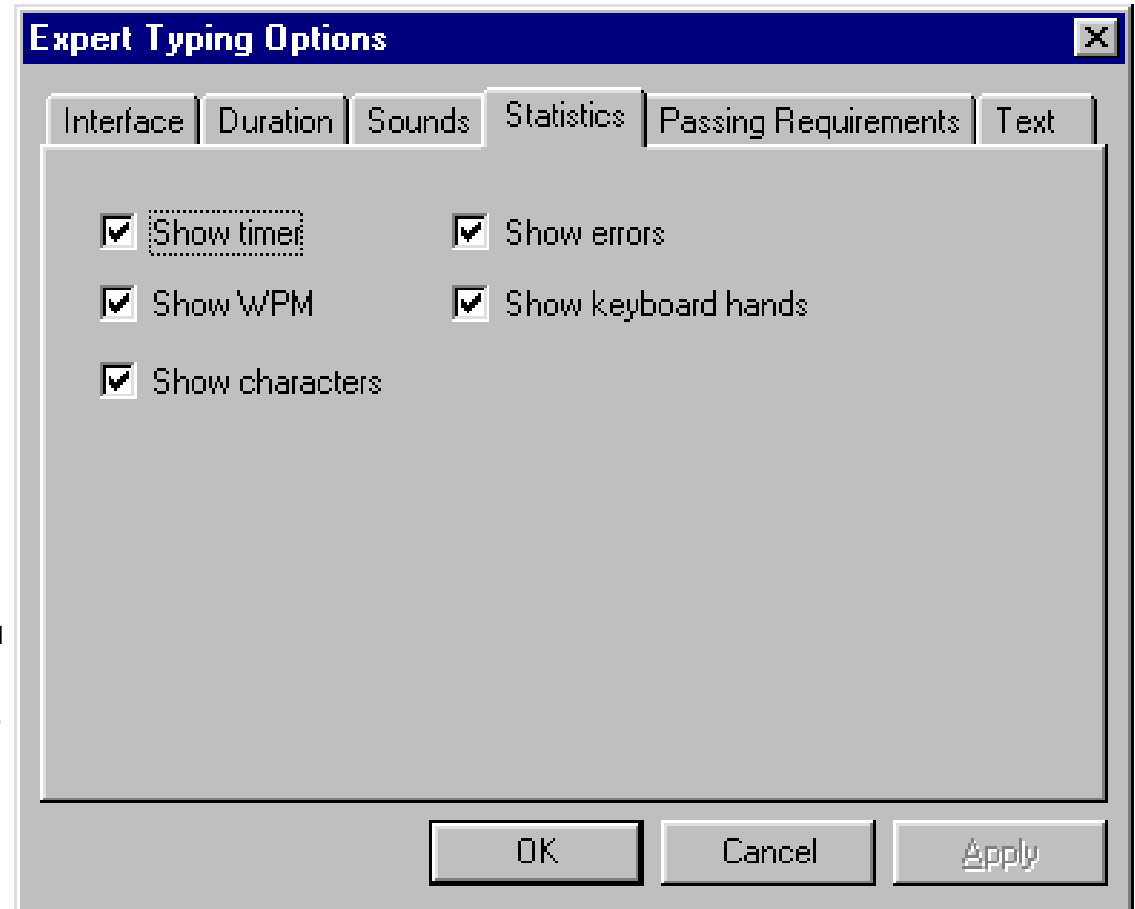
Statistics tab

The **Statistics** tab is used to set the options for the program's **Statistics Display** area and for what is displayed during a lesson, test, or practice session.

Show timer - Choose to display the timer. A checkmark indicates that this option is enabled.

Show WPM - Choose to display the number of words per minute you are executing during a lesson, test, or practice session. A checkmark indicates that this option is enabled.

Show characters - Choose to display the actual characters while you are typing in a lesson, test, or practice session. A checkmark indicates that this option is enabled.
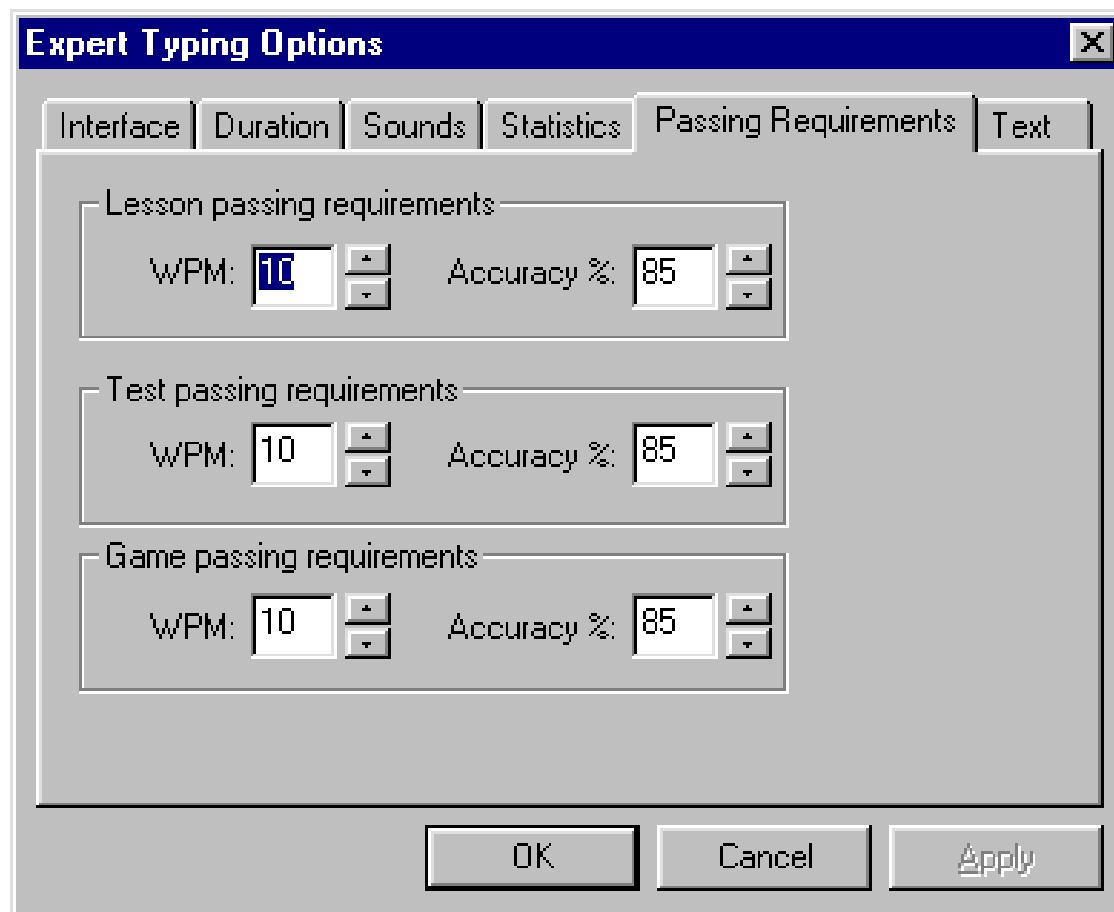
Expert Typing Options [X]

| Interface | Duration | Sounds | Statistics | Passing Requirements | Text |

☑ Show timer   ☑ Show errors

☑ Show WPM   ☑ Show keyboard hands

☑ Show characters

[OK] [Cancel] [Apply]

Show errors - Choose to display the errors while you are typing in a lesson, test, or practice session. A checkmark indicates that this option is enabled.

Show keyboard hands - Choose to display the outline of hands that indicate proper finger placement. A checkmark indicates that this option is enabled.

Passing Requirements tab

Click on this tab to set the minimum requirements for words per minute and the accuracy percentage for the lessons, test, and games. ***Please note:*** *You may not select below five wpm or 70% accuracy fort the test passing requirements.*

Text tab

Click on this tab to set the displayed font.

Text that you type - There are two options you can set for this feature:

Color when you type correctly
Click on the down arrow to set the color.

Color when you type incorrectly
Click on the down arrow to set the color.

Text to be typed - There are two options you can set for this feature:
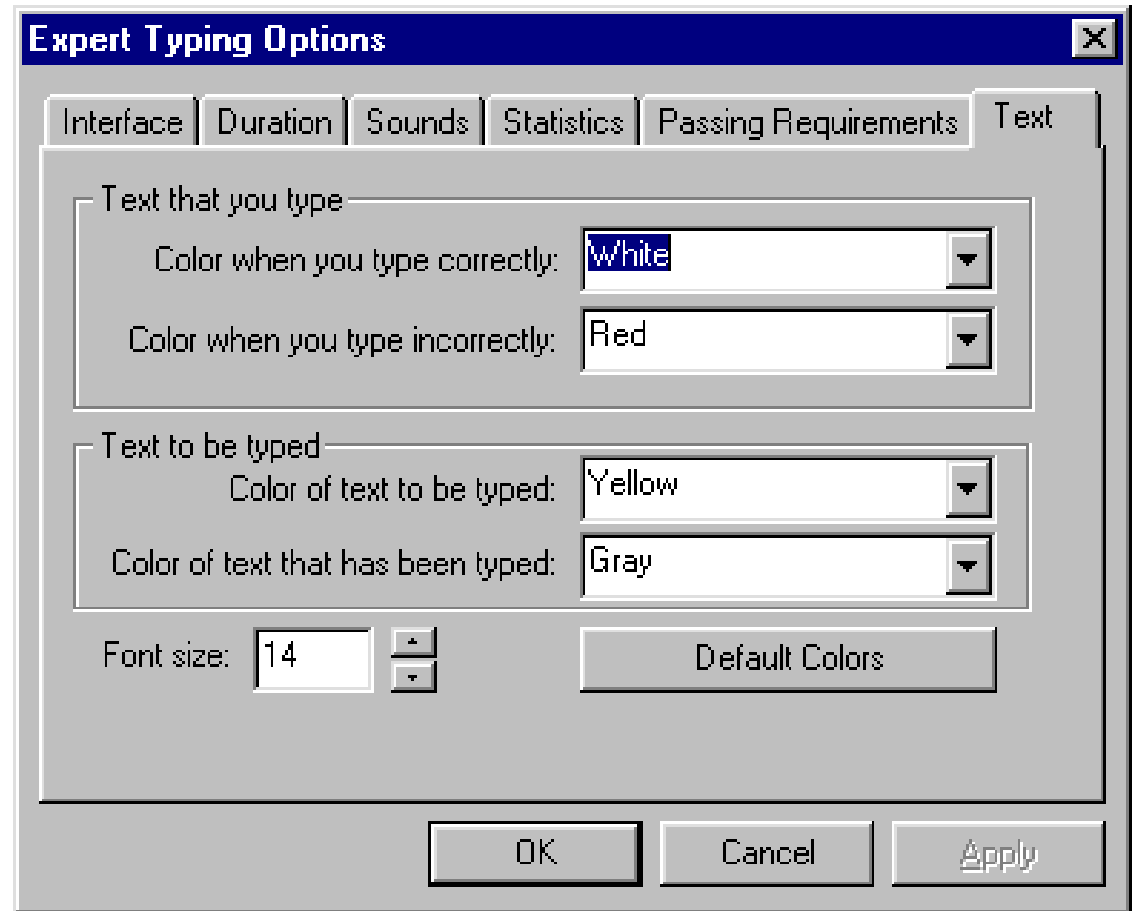
Color of text to be typed
Click on the down arrow to set the color.

Color of text that has been typed
Click on the down arrow to set the color.

Font size - Click on the down arrow to set the font size.

Have a question? Read these questions asked by users of Typing.

Frequently Asked Questions

Q/A

Q: What is the difference between the two interfaces: Prehistoric and Computer?

A: There is no content difference between the two interfaces. The only difference is in looks. Prehistoric is light while Computer is more traditional. It is just a matter of personal preference on which interface you would like to work in.

Q: What is the difference between the QWERTY and DVORAK keyboards?

A: The placement of the keys on the keyboard are different. Be sure to check which keyboard you are working on before beginning any of the lessons, games, practice sessions or tests. The program prompts you to indicate the keyboard style upon entering Typing.

Q: Should I select single or double spacing between sentences within the Options dialog box?

A: That decision depends upon what you will be typing after you learn to type. Most users employ double spacing between sentences.

Q: Can I change the specified words per minute and accuracy level with in the Options dialog box after I have already started the program?

*A: Yes. Click on the **Options** button, then click on the **Passing Requirements** tab. Set the wpm and accuracy level here.*

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24 Hour Automated Support

◆   Find answers to frequently asked questions on the worldwide web at http://www.expertsoftware.com
◆   Use our Fax Back System by calling (800) 772-5706 from your touch tone phone."

E-mail Addresses

◆   You can send e-mail to support@expertsoftware.com or sales@expertsoftware.com

Mailing Address

◆   800 Douglas Road, Coral Gables, FL 33134 or P.O. Box 144506, Coral Gables, FL 33114-4506.

Telephone Product Support

☎   Contact a friendly Expert Product Support Specialist Monday through Friday, 9:00AM to 5:00PM EST (Eastern Standard Time).

◆   Telephone (305) 567-9996
◆   Fax (305) 569-1350.

If you call, you should be at your computer. Be ready to give the Product Support Specialist the 10-digit program version number from the front of your program disk or back of the CD jewel case, as well as the following information:

◆   If you have a Macintosh®–compatible computer:
◆   Please have the model, system software version and amount of memory available.
◆   If you have a Windows®– or MS-DOS®–compatible computer:
◆   The version of DOS that is installed on your computer. (You can determine the version by typing VER at the DOS prompt.)
◆   The version of Windows® installed on your computer.
◆   The type of hardware you are using:
◆   The brand of computer you own,
◆   CPU type (80386, 80486, Pentium®),
◆   Video type (EGA, VGA, Super VGA),
◆   Model and type of video card, and
◆   Model and type of printer.
◆   The exact wording of any messages that appeared on the screen.
◆   What happened and what you were doing when the problem occurred.
◆   We encourage Windows® 3.x (or MS-DOS 6.x) users who need product support to print an MSD report. Have it available for the Product Support Specialist who answers your call. You will find the MSD (Microsoft Diagnostics) program in either the Windows or the DOS directory.