# Typing

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the cursor.**

### Program Overview
**Click on the icon for an introduction to the Typing program.**

### Main Interface
**Click on the icon for a tour through the Main Interface of the program.**

### Tools
**Click on this icon for an explanation of Typing's tools.**

### Frequently Asked Questions
**Click on this icon for answers most commonly asked.**

### Tutorial
**Click on this icon to learn how to take a lesson and play a game.**

### Product Support
**Click on the icon to access information regarding Expert's Product Support policy.**

**For Help on Windows Help, click here**

**For Help on Expert's Help, click here**

## Copyrights and Trademarks

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

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# Credits

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button
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Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the ☝ cursor.**

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**Online Manual Edition:** January 1997

# Program Overview

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the 🖑 cursor.**

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:

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

: 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.

: Over forty lessons, practice sessions and tests.

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

: Sounds that signal when you press the right key, press the wrong key, and an accompanying soundtrack.

: Guide hands displayed on the **Main Interface** that show you proper finger placement.

: 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.

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

: 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.

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

❌Next...

# Terms and Definitions

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**For information on an item, click on it with the mouse when you see the ⬆ cursor.**

**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.

**✗ Next...**

# Welcome and Keyboard Selection Screen

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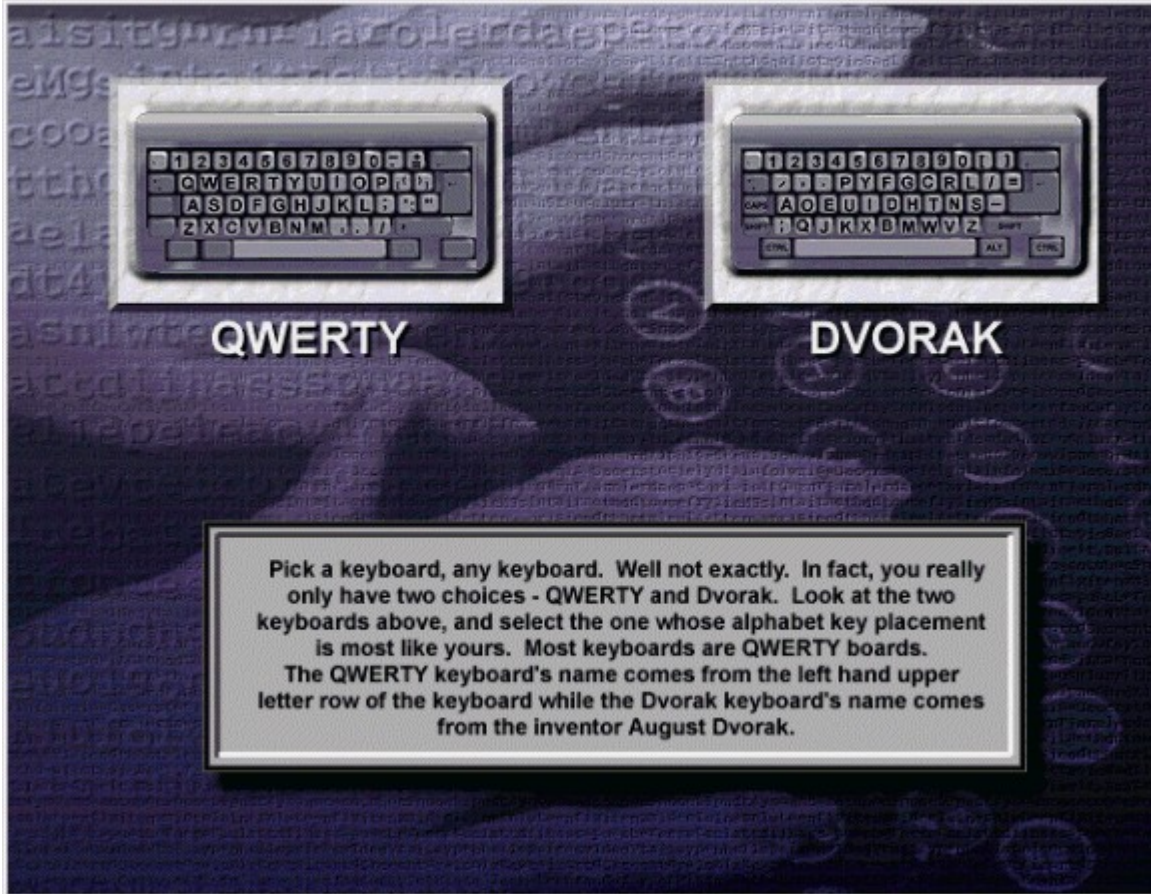
**For information on an item, click on it with the mouse when you see the ☝ cursor.**

Upon entering the program, the opening screen appears, prompting you to enter your name:
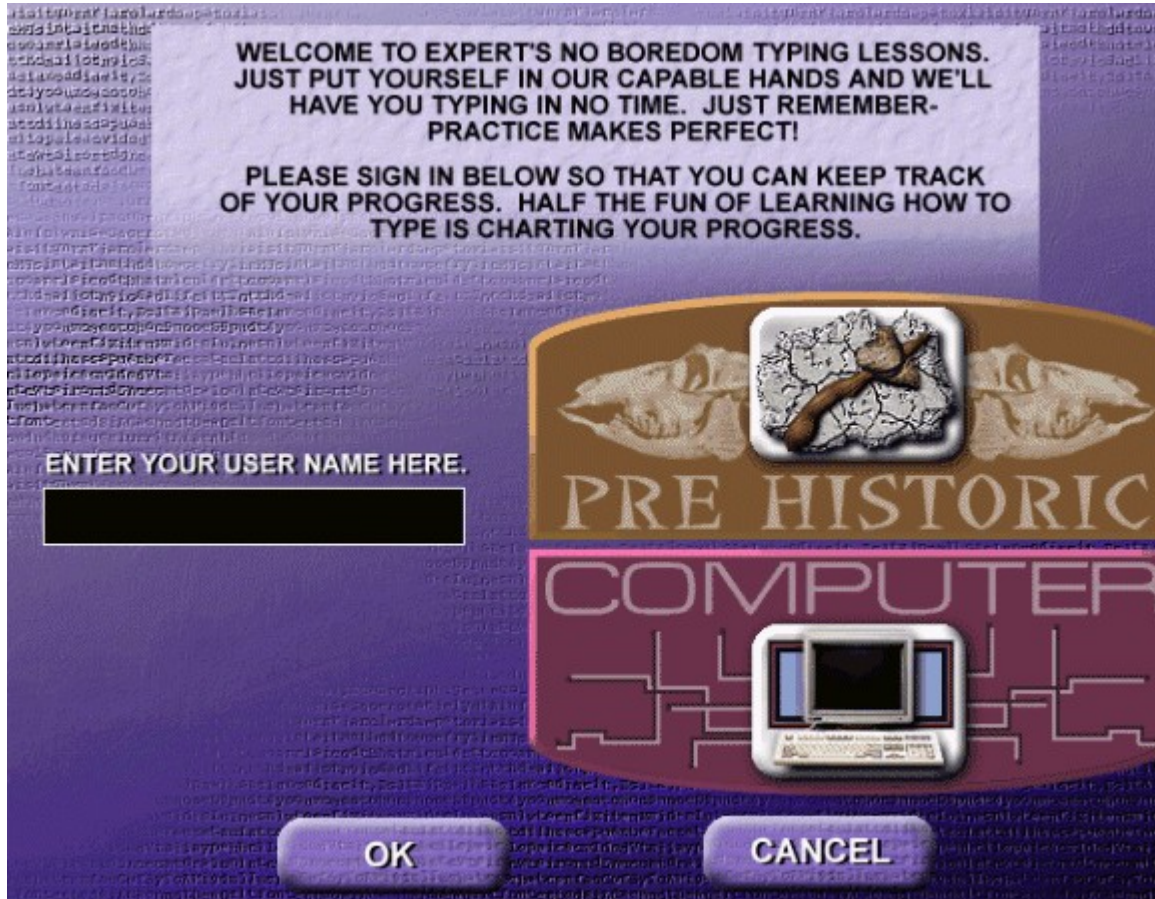


By signing in, you are able to evaluate your typing progress. Enter in your name and click on the **OK** button. You may also select which interface you would like to work in: Pre-Historic or Computer. ***Note: You are also able to change your Interface selection by clicking on the*** **Options** **button.**

After signing in, this dialog box appears, prompting you to choose the style of keyboard that you wish to learn: either Qwerty or Dvorak:

**QWERTY**

**DVORAK**

Pick a keyboard, any keyboard. Well not exactly. In fact, you really only have two choices - QWERTY and Dvorak. Look at the two keyboards above, and select the one whose alphabet key placement is most like yours. Most keyboards are QWERTY boards. The QWERTY keyboard's name comes from the left hand upper letter row of the keyboard while the Dvorak keyboard's name comes from the inventor August 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.

✗Next...

# Main Interface

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the** 🖑 **cursor.**

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:



🖑

# Initial Test

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button
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Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the 👆 cursor.**

After signing in and selecting the keyboard style, the following screen appears, prompting you to take an initial test:
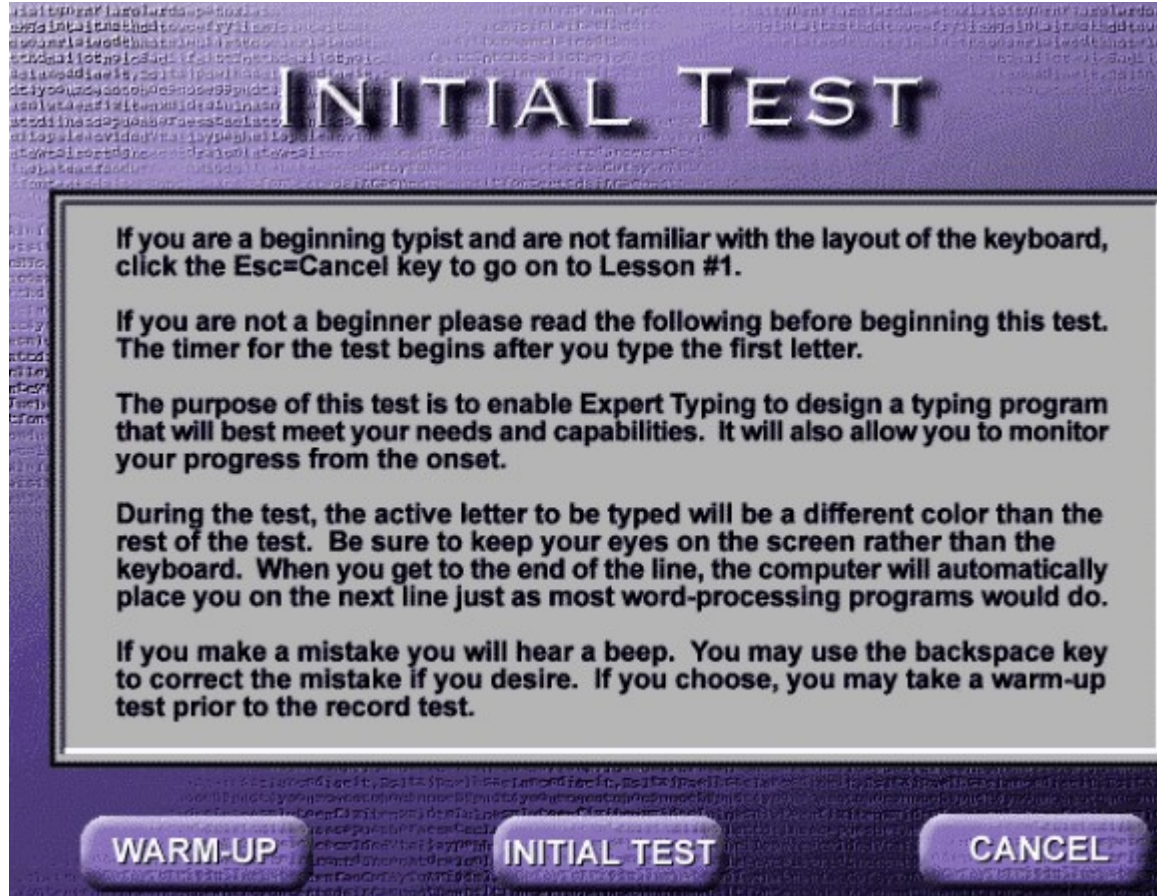


The purpose of this Initial Test is to ensure that you are automatically placed at the proper level within the program. Please note that if you are a beginner typist, you will want to skip the Initial Test and go straight into the first lesson.

See Also:
- **Tutorial**
- **Tools**
- **Frequently Asked Questions**

## Title Bar
This area displays the name of the program.

**Lesson Area**

This space displays the number and name of the lesson you have selected and are working on.

**Typing Window**

This area displays the program's lesson line in addition to the user line.

## Lesson Line

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

## User Line

This section of the **Typing Area** 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**.

## Keyboard

Displays either the QWERTY or DVORAK keyboard.

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

## Tools

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

## 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.

# Tutorial

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the cursor.**

### 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.

Click on one of the following topics for step-by-step directions:
**Performing a Lesson**
**Playing a Game**

# Performing a Lesson

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

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The program automatically takes you from the Initial Test to the appropriate lesson. Or, if you are a beginner typing, the program automatically takes you to Lesson 1. In this case, the typist tested into 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 by selecting the Options* OPTIONS *button.*) The program does not begin timing you until you've pressed 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), AWPM (adjusted words per minute) and the number of errors you've made.

At any time, you can click on the **Pause** PAUSE button to interrupt the lesson. When you are ready to continue, click on the **Resume** RESUME button. You can also quit the lesson by clicking on the **Cancel** CANCEL button.

When you are finished, the program automatically takes you to review your **Results**:
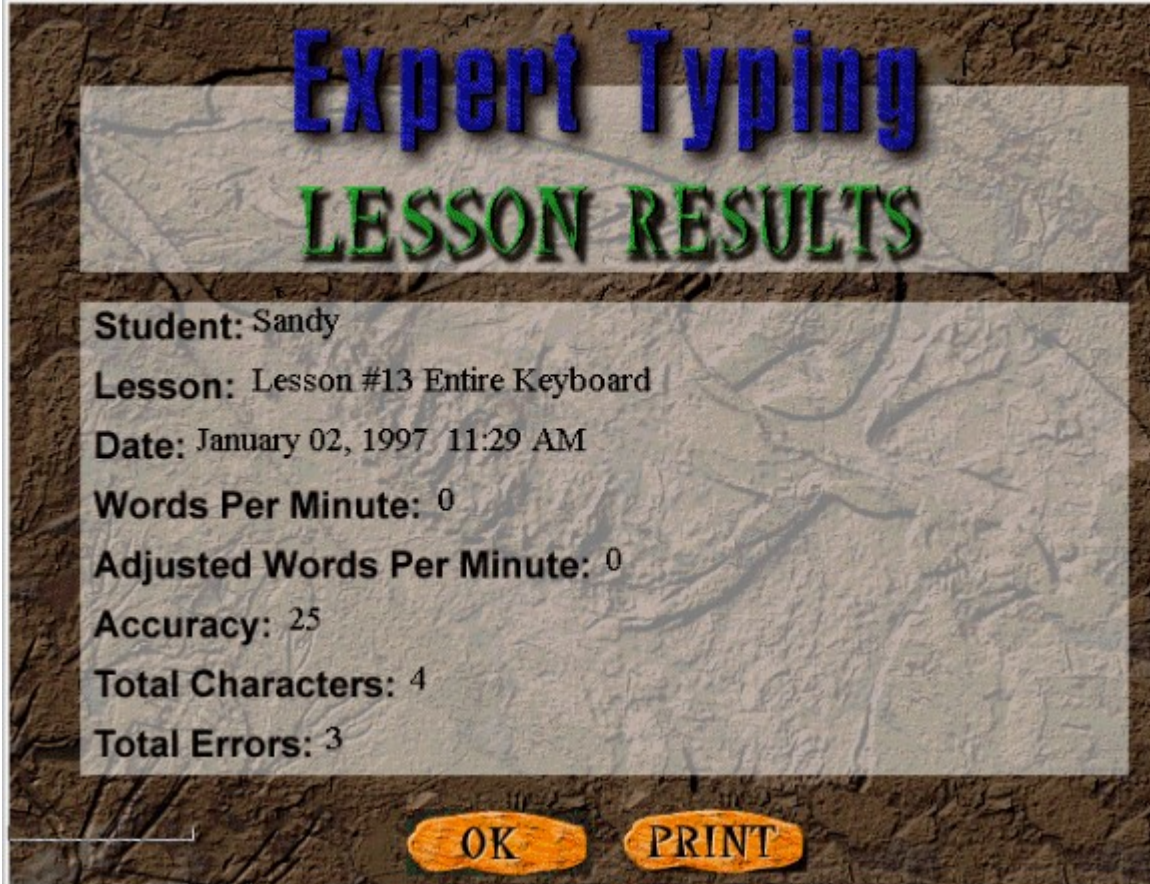
See Also:
▪ **Playing a Game**

# Results

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**For information on an item, click on it with the mouse when you see the 🖑 cursor.**

By selecting the **Results** button, you an obtain 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.



See Also:
   **Playing a Game**

## Playing a Game

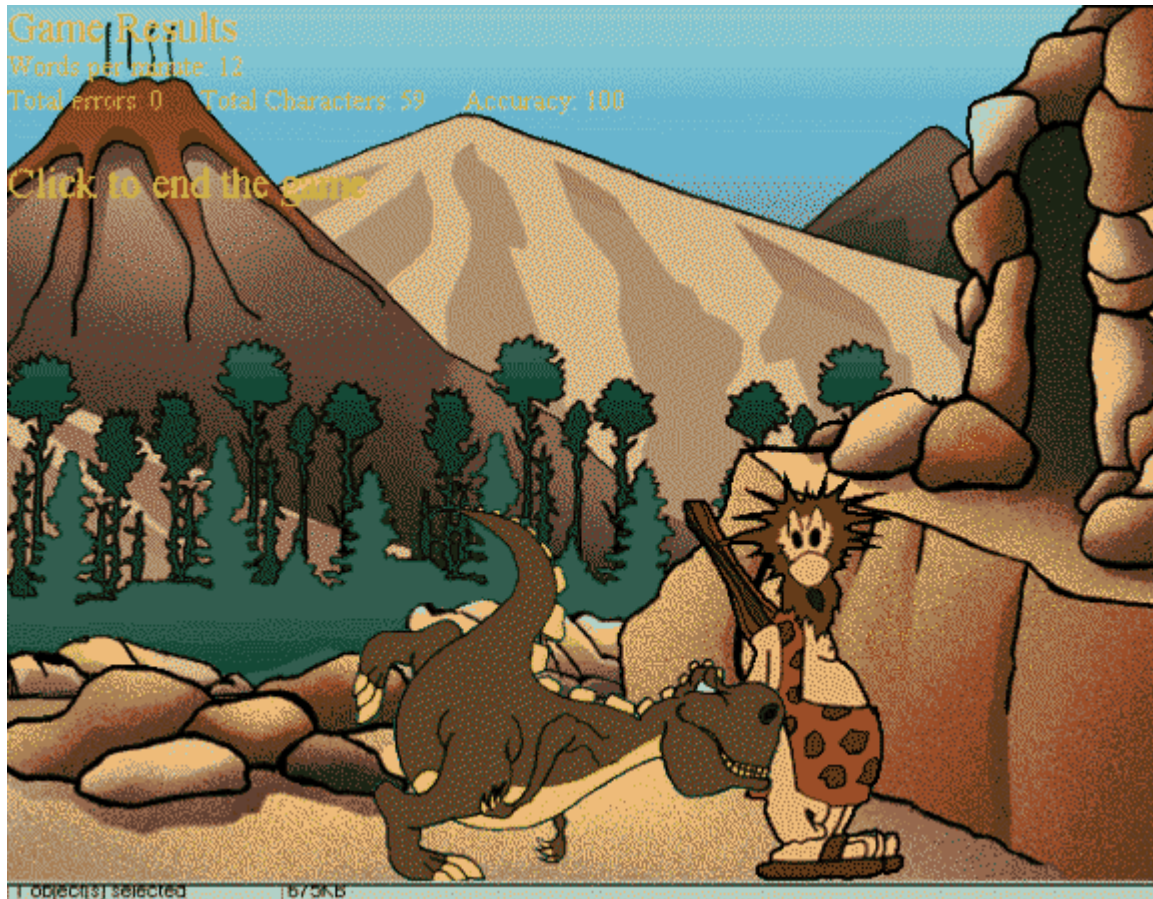**For information on an item, click on it with the mouse when you see the 🖑 cursor.**

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 selected game:

Game Results
Words per minute: 12
Total errors: 0    Total Characters: 59    Accuracy: 100

Click to end the game

1 object[s] selected    675KB

To start the game, either click the mouse button, or press any key on your keyboard. The game begins. ***Note:*** *If you click the mouse button again after the game begins, 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:
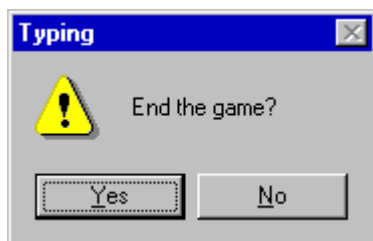


Click on **Yes** to end the game and return to the **Main Interface**, or **No** to continue play.
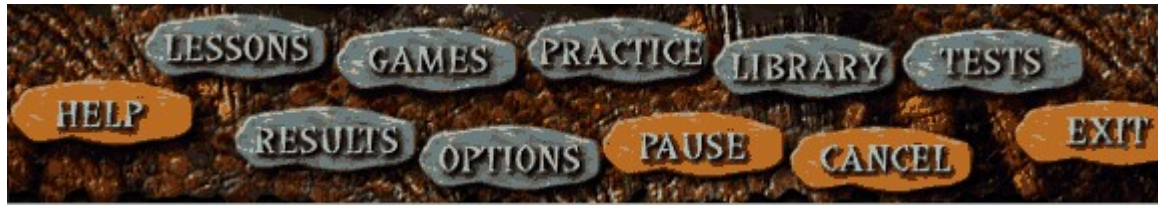
See Also:

■ **Performing a Lesson**

# Tools

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the 🖑 cursor.**

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.
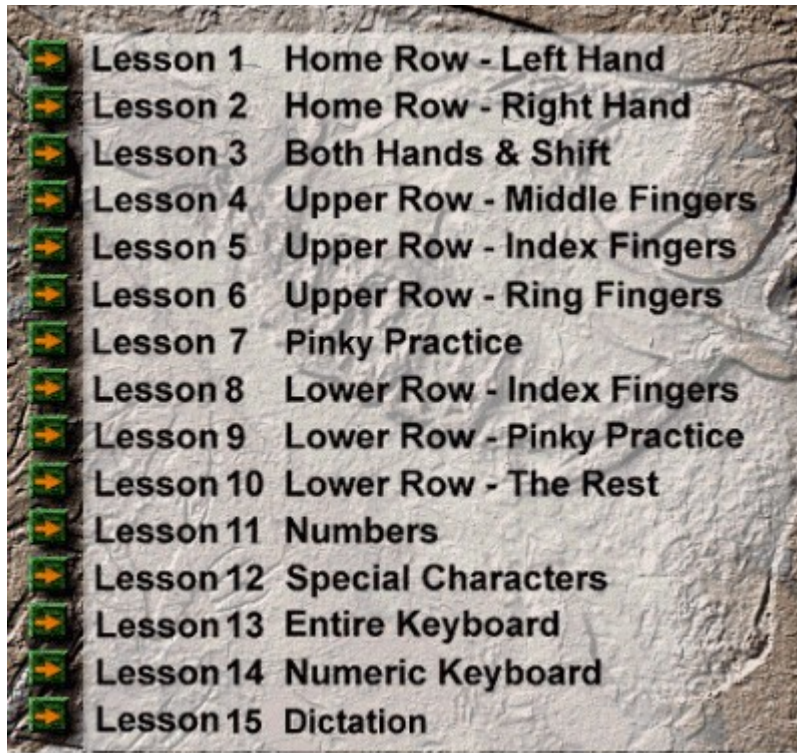


*Note: Click on each tool for an explanation of its function, then press the **Back** button located on the help file's toolbar to return to this page.*

See Also:
■ **Tutorial**
■ **Frequently Asked Questions**
■ **Program Overview**

## 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:

| 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 |

Click on the right arrow (bmp) 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. You are ready to begin the selected lesson.

## Games button
This button provides you with a different way to learn how to type - by playing a game. The **Select a Games** 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. You are ready to begin 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. Each time you click on a different book, a different selection listing appears. To select a specific title, click on that title and then click on the **OK** button.
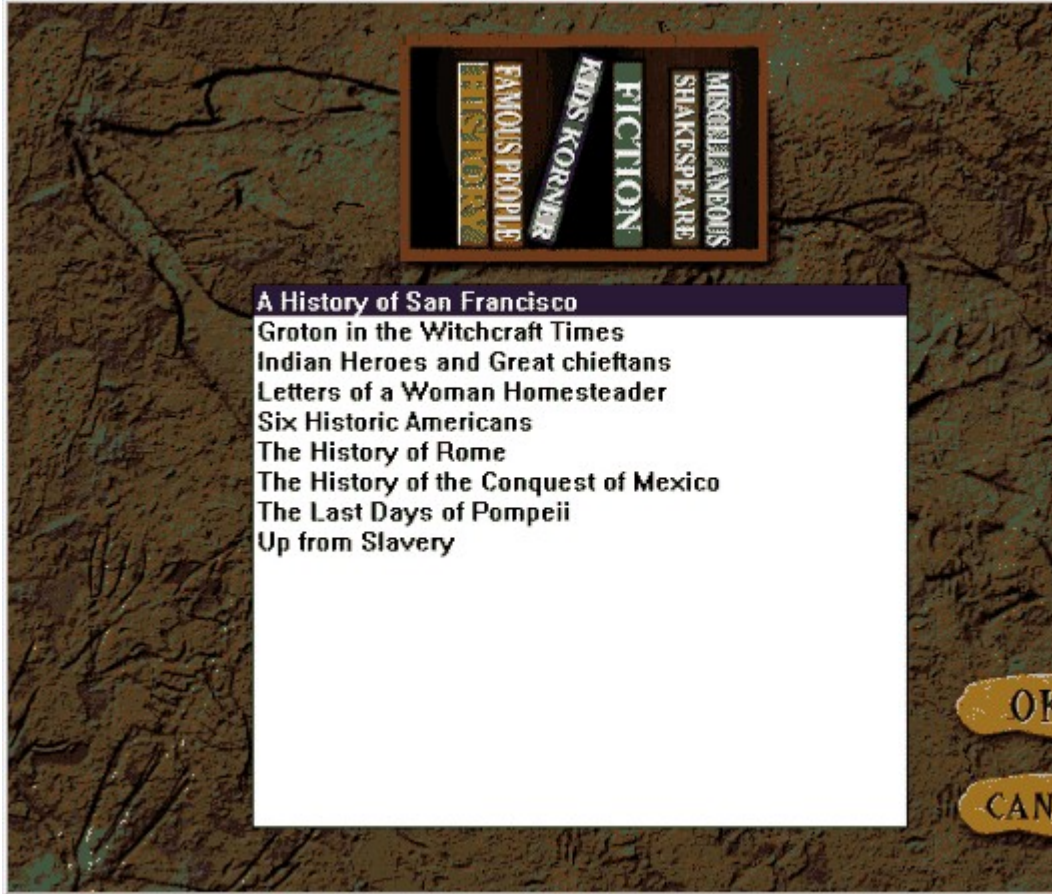
## Tests button

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:
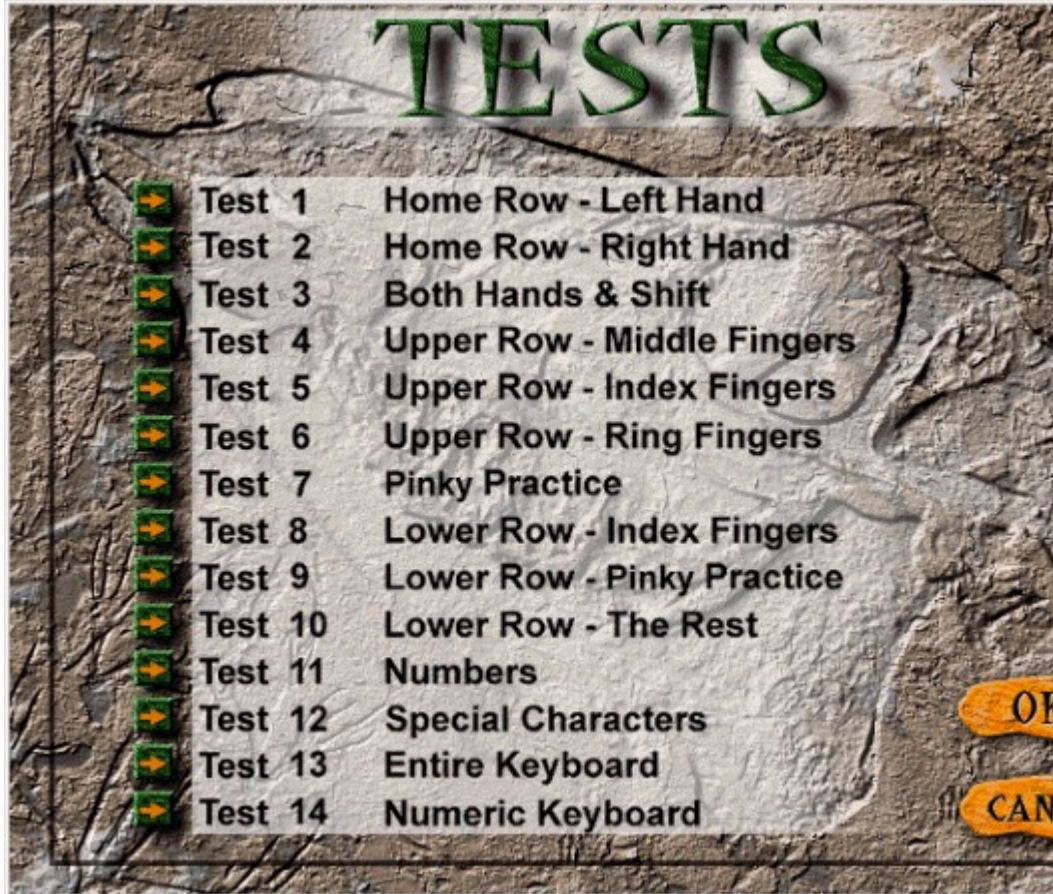
We recommend that you elect to take a test once you have completed a lesson and feel you are ready to go onto the next test.

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 keyboard reappears. You are ready to begin the selected test.

## Help button
Click on this button to access Typing's help file.
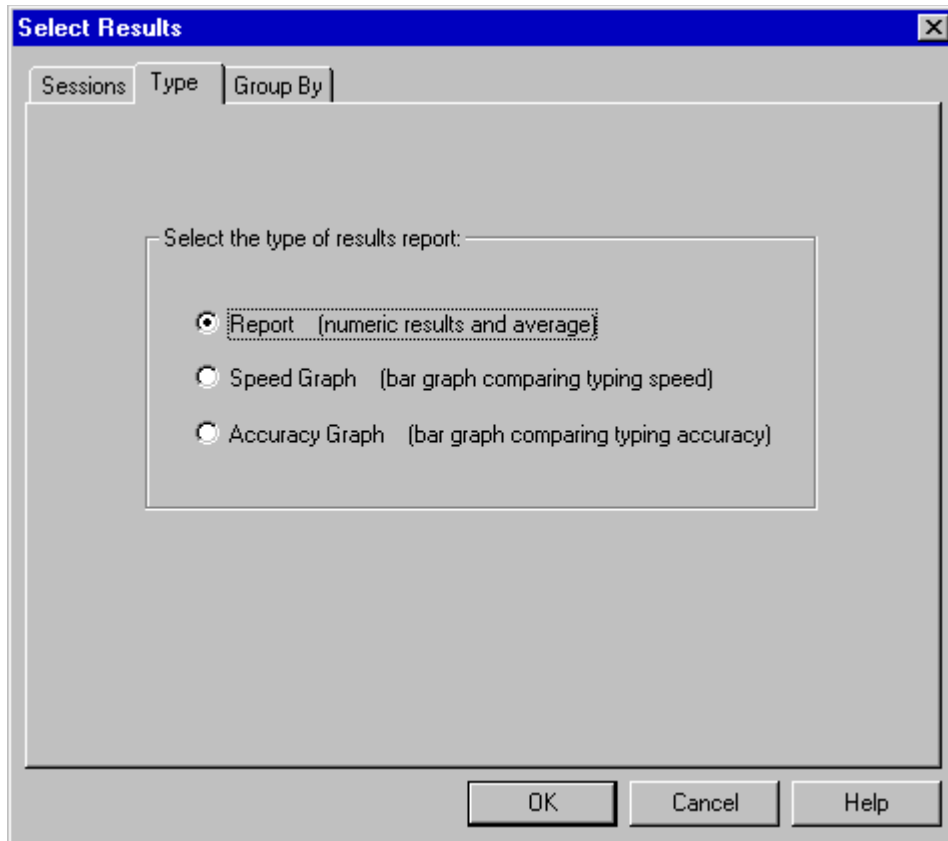
## Results button

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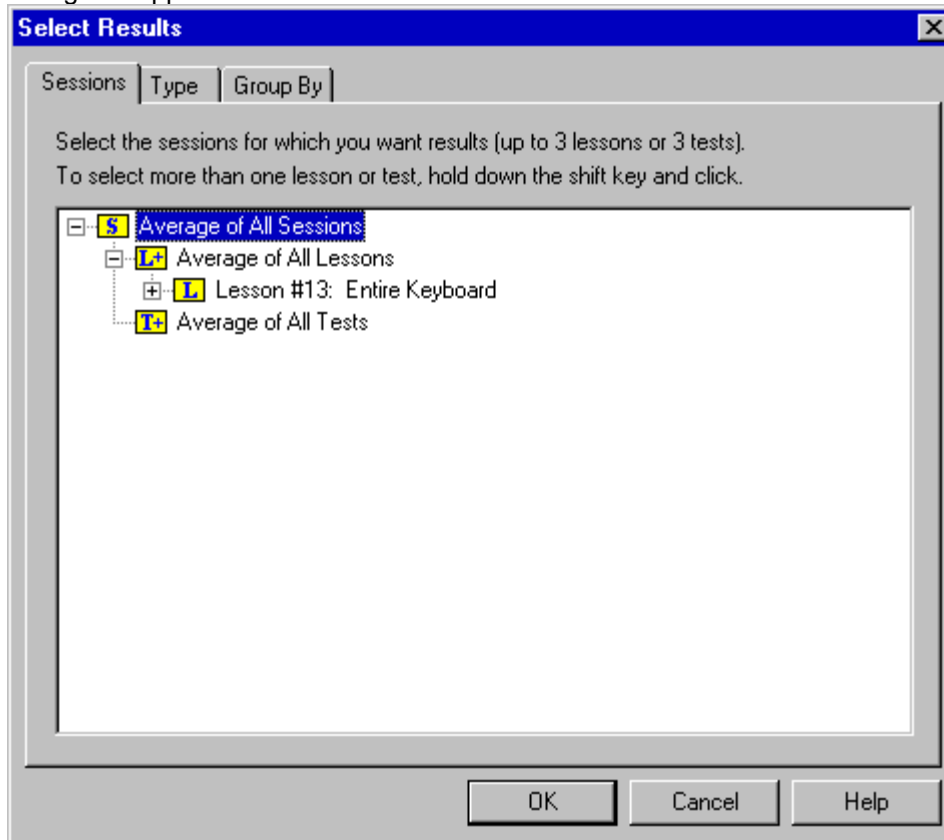


Note that there are three tabs that make up this dialog box. Click on **Sessions** to review the results of the sessions you have performed. Highlight the test that you would like to view results for and click on the **OK** button. If you would like to view the results for more than one test/lesson, 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).*
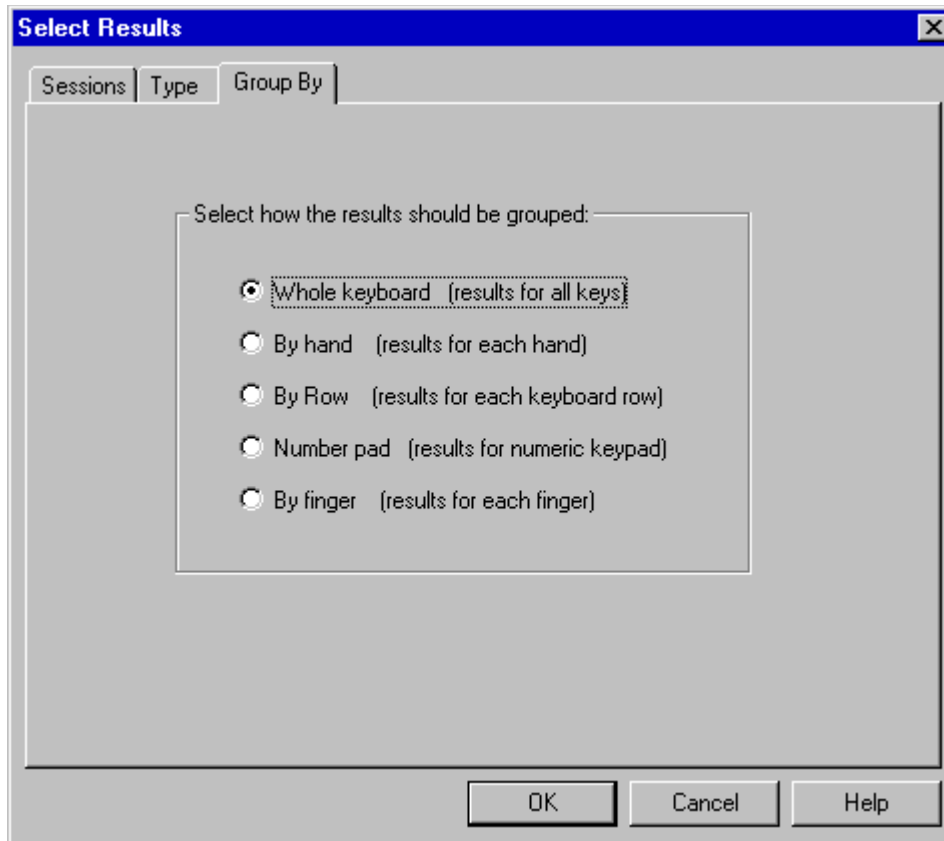
## Type

Click on **Type** and this screen appears, prompting you to select the type of report you wish to have displayed:

## Group By

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

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

## Options button

Set your preferences and view the lesson/practice session/test/game's duration time by clicking on this button. The **Expert Typing Option** dialog box appears, the program defaults to the **Interface** tab:
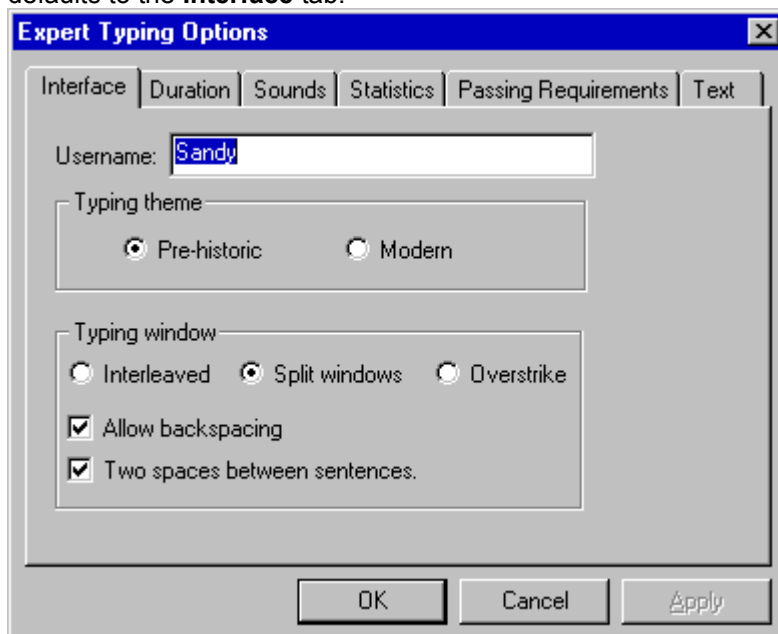
This dialog box consists of tabs that you click on to turn program options ON or OFF.

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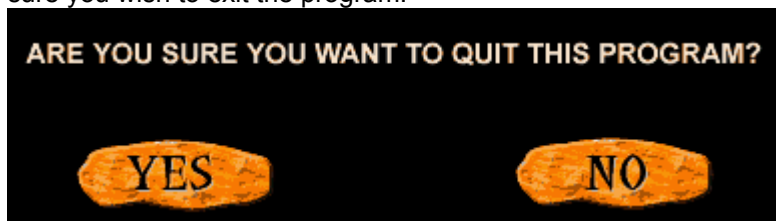
## Cancel button
Use this button to completely exit out of the lesson, practice session or test. This dialog box appears, confirming that you want to quit:



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:



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

## Username
Enter in the typist's name.

## Typing Theme

Choose either the pre-historic or modern program theme.

## Typing Window

This is where you can change the way the lesson is presented in the **Typing Window**.

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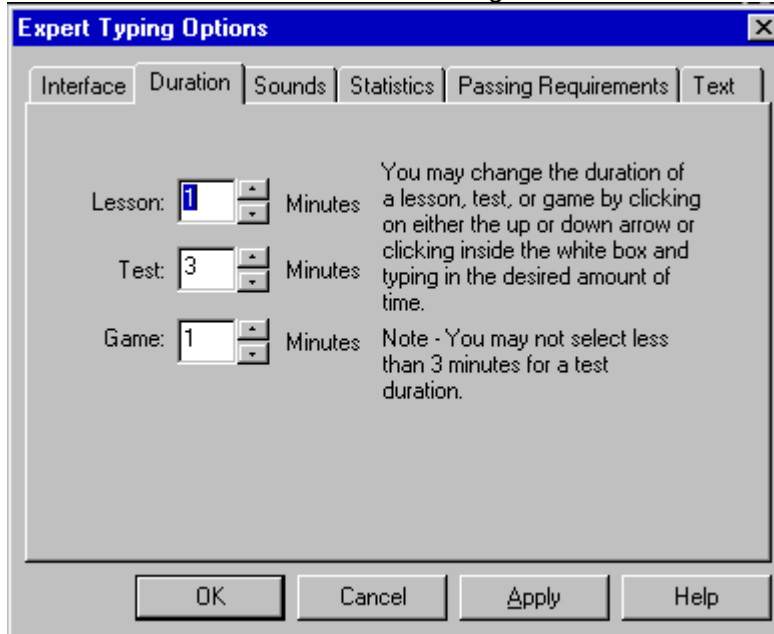
## Allow Backspacing
Choose if you want to permit backspacing. A checkmark indicates that this option is enabled.

## 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 less than three minutes.*
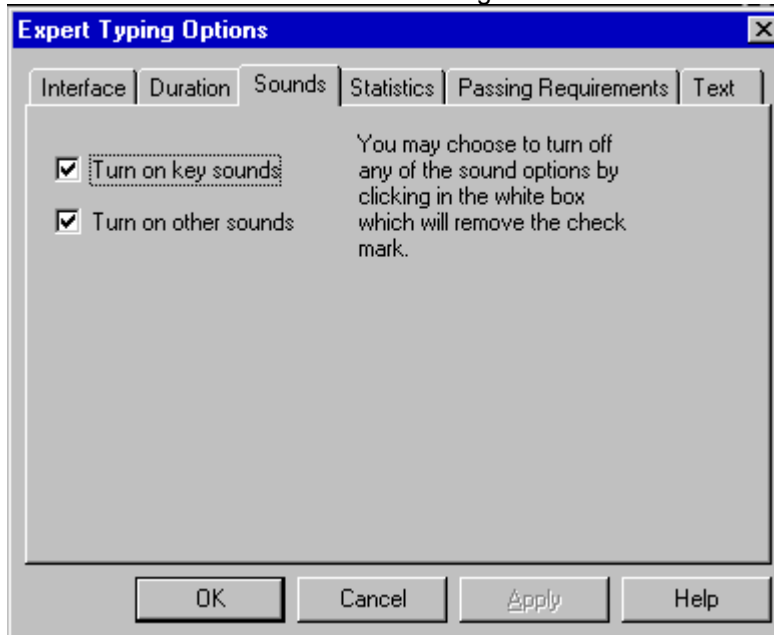
## Lesson
Set the duration time for the lesson.

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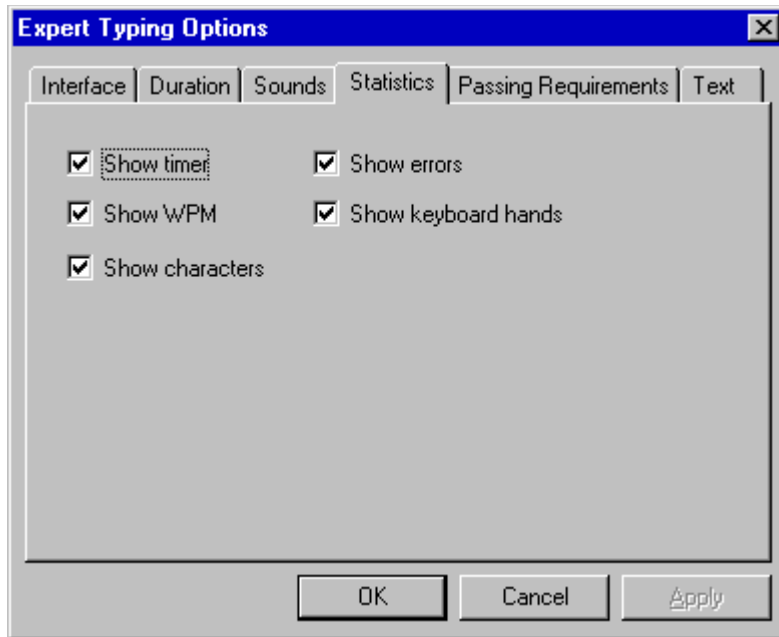
## Show timer
Choose to display the timer. A checkmark indicates that this option is enabled.

## 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.

## 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.
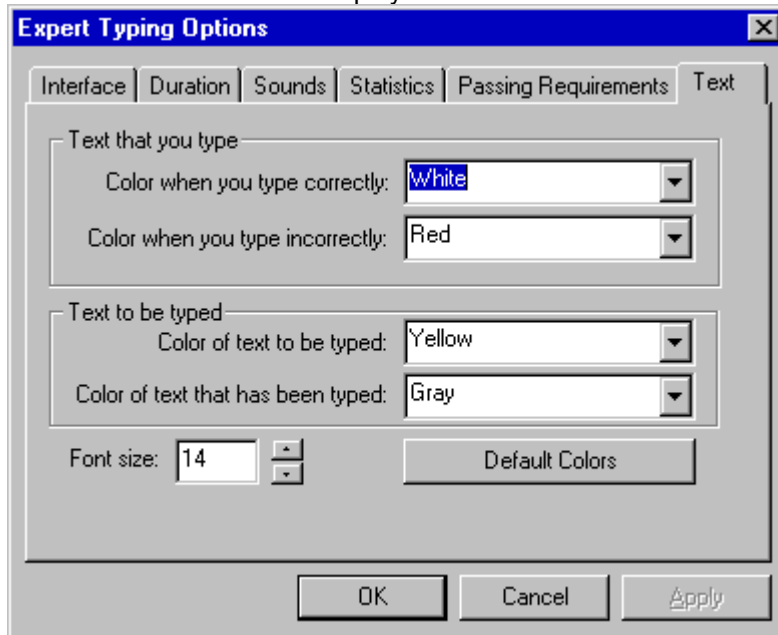
## Passing Requirements tab
Click on this tab to set the minimum requirements for words per minute and the accuracy percentage for the lessons, test, and games. *Please note: You may not select less than five wpm and 70% accuracy for the test passing requirements.*
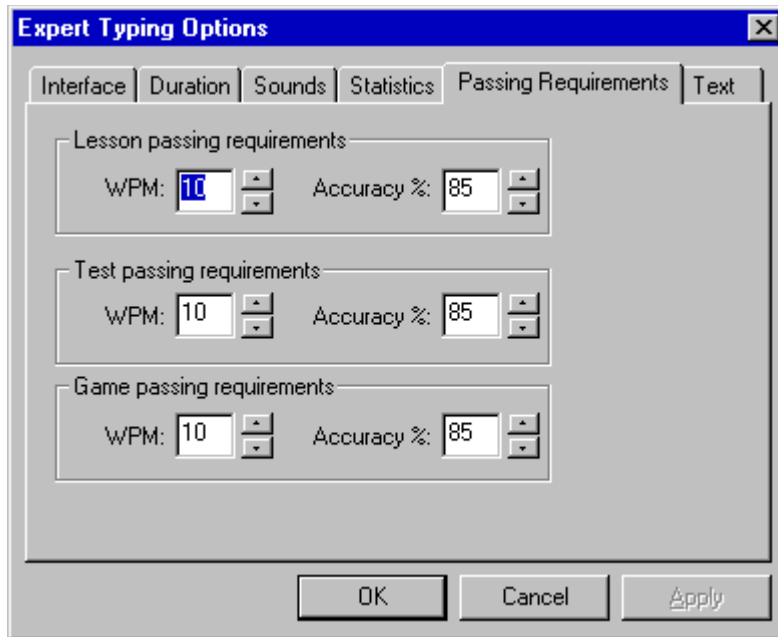
## Text tab
Click on this tab to set the displayed font.



## 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.

## Pause button

Click on this button when you wish to pause a lesson, practice session or test. When you click on this button, it changes to the **Resume** button. Click on the **Resume** button when you are ready to continue the lesson, practice session, or game.

## Frequently Asked Questions

{button A,PI(`TYPING.HLP`,`A`)}{button B,PI(`TYPING.HLP`,`B`)}{button C,PI(`TYPING.HLP`,`C`)}{button D,PI(`TYPING.HLP`,`D`)}{button E,PI(`TYPING.HLP`,`E`)}{button F,PI(`TYPING.HLP`,`F`)}{button G,PI(`TYPING.HLP`,`G`)}{button H,PI(`TYPING.HLP`,`H`)}{button I,PI(`TYPING.HLP`,`I`)}{button J,PI(`TYPING.HLP`,`J`)}{button K,PI(`TYPING.HLP`,`K`)}{button L,PI(`TYPING.HLP`,`L`)}{button M,PI(`TYPING.HLP`,`M`)}{button N,PI(`TYPING.HLP`,`N`)}{button O,PI(`TYPING.HLP`,`O`)}{button P,PI(`TYPING.HLP`,`P`)}{button Q,PI(`TYPING.HLP`,`Q`)}{button R,PI(`TYPING.HLP`,`R`)}{button S,PI(`TYPING.HLP`,`S`)}{button T,PI(`TYPING.HLP`,`T`)}{button U,PI(`TYPING.HLP`,`U`)}{button V,PI(`TYPING.HLP`,`V`)}{button W,PI(`TYPING.HLP`,`W`)}{button X,PI(`TYPING.HLP`,`X`)}{button Y,PI(`TYPING.HLP`,`Y`)}{button Z,PI(`TYPING.HLP`,`Z`)}

**For information on an item, click on it with the mouse when you see the 🖑 cursor.**

**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.**

See Also:
- **Main Interface**
- **Tutorial**
- **Tools**

## How to use Expert Help

{button A,PI(`TYPING.HLP`,`A`)}{button B,PI(`TYPING.HLP`,`B`)}{button C,PI(`TYPING.HLP`,`C`)}{button D,PI(`TYPING.HLP`,`D`)}{button E,PI(`TYPING.HLP`,`E`)}{button F,PI(`TYPING.HLP`,`F`)}{button G,PI(`TYPING.HLP`,`G`)}{button H,PI(`TYPING.HLP`,`H`)}{button I,PI(`TYPING.HLP`,`I`)}{button J,PI(`TYPING.HLP`,`J`)}{button K,PI(`TYPING.HLP`,`K`)}{button L,PI(`TYPING.HLP`,`L`)}{button M,PI(`TYPING.HLP`,`M`)}{button N,PI(`TYPING.HLP`,`N`)}{button O,PI(`TYPING.HLP`,`O`)}{button P,PI(`TYPING.HLP`,`P`)}{button Q,PI(`TYPING.HLP`,`Q`)}{button R,PI(`TYPING.HLP`,`R`)}{button S,PI(`TYPING.HLP`,`S`)}{button T,PI(`TYPING.HLP`,`T`)}{button U,PI(`TYPING.HLP`,`U`)}{button V,PI(`TYPING.HLP`,`V`)}{button W,PI(`TYPING.HLP`,`W`)}{button X,PI(`TYPING.HLP`,`X`)}{button Y,PI(`TYPING.HLP`,`Y`)}{button Z,PI(`TYPING.HLP`,`Z`)}

**To select any of the help lessons, click with the mouse when you see the 🖑 cursor.**

Expert help uses a visual system for providing you with information on the different screens and features of this program.

To obtain help on any topic, click on the **Help** button anywhere in the program or on the

icon. Doing so brings up the appropriate help topic for the current screen that you are on.

Most of the major screens and dialog boxes in this program are reproduced in miniature form in this help file. As you pass the mouse cursor over the image, the arrow-pointer changes to the shape of a hand

🖑 indicating that you can click on that area. (This is called a "hotspot.") For information on any field, button, hotspot, or feature, simply click on the area you are interested in and a pop-up description appears or it jumps you to that specific topic. Occasionally, you see the Expert "X" (

) in some portions of the help file preceded by "click here;" it will be a jump to another topic or location in the help file.

The pop-up or jump description may consist of up to 3 parts. They include:
Definition and/or general information about the item you have selected.

Action to take. Any instructions or options available for the topic.

A link (usually in **green**) to a related topic. If further information is available for the item you have selected, the link will take you to the new topic of interest.

Another way of quickly accessing information for a particular topic is through the use of the glossary buttons located in the non-scrolling region at the top of every help screen. Clicking on each letter provides you with a quick alphabetized index listing in a pop-up box.

# Product Support

{button A,PI(`TYPING.HLP',`A')}{button B,PI(`TYPING.HLP',`B')}{button C,PI(`TYPING.HLP',`C')}{button D,PI(`TYPING.HLP',`D')}{button E,PI(`TYPING.HLP',`E')}{button F,PI(`TYPING.HLP',`F')}{button
G,PI(`TYPING.HLP',`G')}{button H,PI(`TYPING.HLP',`H')}{button I,PI(`TYPING.HLP',`I')}{button J,PI(`TYPING.HLP',`J')}{button K,PI(`TYPING.HLP',`K')}{button L,PI(`TYPING.HLP',`L')}{button
M,PI(`TYPING.HLP',`M')}{button N,PI(`TYPING.HLP',`N')}{button O,PI(`TYPING.HLP',`O')}{button P,PI(`TYPING.HLP',`P')}{button Q,PI(`TYPING.HLP',`Q')}{button R,PI(`TYPING.HLP',`R')}{button
S,PI(`TYPING.HLP',`S')}{button T,PI(`TYPING.HLP',`T')}{button U,PI(`TYPING.HLP',`U')}{button V,PI(`TYPING.HLP',`V')}{button W,PI(`TYPING.HLP',`W')}{button X,PI(`TYPING.HLP',`X')}{button
Y,PI(`TYPING.HLP',`Y')}{button Z,PI(`TYPING.HLP',`Z')}

**For information on an item, click on it with the mouse when you see the 🖑 cursor.**

Your purchase of an Expert product includes free product support to help you get the most out of your software. All Expert products are thoroughly tested and come with a Help File, User's Guide and/or Online Manual. In most cases, the answers to many of your questions are in the Help File, User's Guide and/or Online Manual.

If you are having problems starting or running the program, please feel free to contact us.

## 24 Hour Automated Support
- Find answers to frequently asked questions on the worldwide web at http://www.expertsoftware.com
- Use our Fax Back System for support and product information at (800) 772-5706.

## E-mail Addresses
- You can send e-mail to support@expertsoftware.com or sales@expertsoftware.com

## Mailing Address
- 800 Douglas Road, Suite 750, 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 Computer Time). Telephone (305) 567-9996 or 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 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.

**A**
No topics available.

**B**
**No topics available.**

**C**

# D

**Duration tab**

**E**
**Exit button**

**F**

**Frequently Asked Questions**

**G**
[Games button](#)
[Great Features](#)

## H

**Help button**

**I**

**Initial Test**

**Interface tab**

**J**

**K**

**Keyboard Selection Screen**

**L**
**Lessons button**
**Library button**

**M**

[Main Interface](#)

**N**
**No topics available.**

## O

**Options button**

**P**

**Q**
**No topics available.**

**R**

**Results button**

## S

Sounds tab
Statistics tab

**T**

**U**
**No topics available.**

**V**
<span style="color:red">**No topics available.**</span>

**W**
[Welcome Screen](#)

**X**
**No topics available.**

**Y**
**No topics available.**

**z**

No topics available.