FasType for Windows -- TYPING TUTORIAL

U S E R ' S   G U I D E

for

Version 5.1

** 1997 **

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You may pay by **MasterCard, VISA** or **Discover** credit cards. Ask for either of the following products:

Product ID# 1350	**FasType for MS-DOS**
Product ID# 1351	**FasType for Windows -- Full Package**
Product ID# 1598	**FasType for Windows -- Registration-Code-Only**

You can contact NorthStar Solutions by any of the following means to place your order.

INTERNET ORDERS
Visit NorthStar Solutions at: **http://nstarsolutions.com**
and fill out the OnLine order form for FasType-- fast, easy, and secure!! Go directly to:
http://www.nstarsolutions.com/582.htm

TELEPHONE ORDERS
Telephone calls are taken between the hours of 10:00AM to 8:00PM, EST, Monday through Saturday.
1-800-699-6395 (U.S.A. only - Toll Free)
1-803-699-6395 (Canada, and International)

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America Online: **starmail**
Internet: **starmail@compuserve.com**

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You may also purchase FasType with a check or money order.
Make checks payable to **"NorthStar Solutions"** and send them to:
NorthStar Solutions
P.O. Box 25262
Columbia, SC 29224
Please write the Product ID# on the check.

When you're ready to place your order, please have the following information available:
  * The program name and its product ID# that you are ordering
  * Your complete mailing address
  * Your MasterCard, VISA, or Discover credit card number and its expiration date
  * Your diskette drive type of other than 3.5"

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   * Your E-mail address. (So NorthStar Solutions can send confirmation of your order)

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Upgrade Policy

Please be advised that Trendtech Corporation will NOT notify registered users directly of new versions of FasType as we are constantly changing and improving the program. Notification, when necessary will be made primarily through our WEB page on the internet at **http://www.trendtech.com**. Notification may also be made through press releases, disk vendor catalogs, ASP catalogs, vendor advertisements, etc. If registered users would like to keep current, they may send us their original registered distribution disk (the one with our label on it) along with $5.00 to receive a disk with the most current version of FasType. We suggest you do this at least annually to benefit from significant program changes and enhancements.

Single-user registration fees, and requests for other kinds of licenses should be mailed to:

> TRENDTECH CORPORATION
> FasType Registration
> P.O. Box 12894
> Scottsdale, AZ 85267-2894
> U.S.A.

VOICE: Call 1-888-7FASTYPE (U.S.A. Toll Free) (Anytime, 24 hours a day; please leave a message on the answering machine- unlimited time)
FAX: 1-602-777-7908 (operates 24 hrs/day; 7 days/week).

Internet: WEB -- http://www.trendtech.com
Email: fastype@trendtech.com,
CompuServe: fastype, 76210,771

Please take a moment to complete and mail the FasType registration form along with your payment. This action will register you as a bonafide user of FasType and help us provide you with better service.

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provide technical support for members' products. Please read the file entitled SHARWARE.TXT on the disk for details.

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S.T.A.R. is a trade association established to provide the shareware community with a vehicle for networking, resource-sharing, publicity and marketing assistance. S.T.A.R. promotes the free and open exchange of information about creative expression, quality, and ethics in shareware. S.T.A.R.'s goal is to heighten the public's awareness of shareware and advance the state of the shareware industry. S.T.A.R. has many members developing and publishing personal computer software through the shareware channel. By providing open information and resources on development and distribution,   S.T.A.R. serves as an incubator for new software talent.

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If you want to write an article about FasType, or are considering a product review, we would appreciate hearing from you first to make sure you are evaluating the most current version.

TECHNICAL SUPPORT

We support our software. One of the great strengths of the Shareware concept is the direct interaction between the program author and the users. Many of the current features in FasType are the result of user input. If you have a problem evaluating this program or desire to make a suggestion or comment (or even a complaint), please don't hesitate to contact us.

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GETTING STARTED

INTRODUCTION

FasType is an easy-to-use Microsoft Windows interactive typing instruction program that is designed for use by novices, computer enthusiasts, as well as advanced typists who wish to improve their typing skills on personal computers.

The program is ideal for use by intermediate and advanced typists who want to increase their typing accuracy and speed working with microcomputers, especially on the variety of keyboards that are available. FasType is also an excellent vehicle for beginning typists who want to learn how to touch-type under Microsoft Windows.

FasType is ideal for use in a private at-home environment or during spare time at the office, and it can be used in a classroom environment too.   Time durations, WPM, percent of accuracy, typing errors, and other statistics are displayed at the end of each drill or exercise. Additionally, the highest WPM obtained, and a running average WPM is maintained. A status bar option displays your current drill or exercise plus your current WPM and time duration.

FasType has the capability to drill you on all shifted special characters and upper-case symbols plus all CAPITAL Letters; you must use the CORRECT Shift key to successfully type any of these characters. You will also be drilled on using the ENTER Key which is required in exercises selected from the Advanced Exercises Menu.

Most drills, exercises, and features are selectable from the menu. There is also an extensive On-Line HELP Facility available to you for quick reference while learning how to type with FasType.

FasType is very flexible for the beginning typist. By selecting various options from the menus, the beginner can select many combinations of drill sequences. Additionally, one or more typing helpers can be set from Keyboard Helpers. The combinations are many; you can adjust your drills to boost your typing skills in those areas that you may feel are weak (i.e. Numbers, CAPITALS, special symbols, etc.), and you can improve your speed and accuracy.

Advanced typists can improve their word-processing skills by using the OPEN TYPING feature. OPEN TYPING gives you the opportunity to type text of your choice in an open window. You can use the cursor keys to navigate about the window, adding text and overtyping. The program won't catch your mis-spellings, but you'll be penalized if you use the BACKSPACE key.

The Open Typing feature can also be used as a text editor. Type away in Open Typing mode, then switch to EDIT mode to save your work in a file. You can use this neat feature to edit text files and create your own typing exercise files.

If you're an intermediate or advanced typist you can use timed exercises to test your speed and accuracy. You can time your exercises to last from about 15 seconds, all the way up to one hour.

INSTALLATION

Prior to using FasType you must install it on your PC.   The installation process is very simple and will take just a few moments of your time.

FasType can be installed on a hard disk, a network file server, or on any other high capacity storage device that has at least two megs of available space. See the README.1ST for installation details.

If you've already installed FasType then read on. Otherwise just follow the simple instructions given in the "readme" file named README.1ST.

WHAT TO DO NEXT

After the installation process is complete, you can run easily FasType. Just double-click on the FasType icon in FasType's Program Group.

At the main display, you can select *SKILL MENU, Beginner Drills,* to begin typing the basic 'HOME keys' drill, or you can click on HELP to get more information from FasType's On-Line HELP Facility.

If you have any problems installing FasType or using the program, please contact the author at Trendtech Corporation, at the above phone numbers.

Operating FasType

The first item you will see on your display when FasType starts is the title screen. The title screen will remain on the display until FasType's tables are loaded into memory. If you're running FasType from a hard-disk, this will only take a moment. If you're running from a slower external storage medium it may take longer. You'll then be notified to LOGIN. Type the name you want FasType to know you as; your typing statistics and settings information will be held in a separate sub-directory on disk.   When the tables have finished loading you will see a shareware information screen. Please read it carefully; it has important information about your evaluation period.

At this point you can either browse through the menus, set program features from the keyboard helpers menu item, and/or select drills or exercises to type.

During Operation

When your drill or exercise has been selected and is displayed on the screen, you can begin typing by selecting the *START TYPING* menu item. The best way to do this is to place your hands on the keyboard with your fingers on the HOME keys. Now use your left thumb to select and press down the <ALT> key to the left of the space bar. While holding down the <ALT> key, simultaneously press

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the letter **s** with your index finger. Return your fingers to the HOME positions, and when you're ready just begin typing. The procedure just described is better than using the mouse to click on the *START TYPING* menu item because you don't have to move your hands off the keyboard. This typing procedure is a bit unorthodox, but it works.

When reading software documentation for this and other programs, typing key sequences as described above are usually illustrated as follows:

<Alt>+<s>   means -- "while holding down any ALT key, press the letter s"

Here's some more examples:

<Ctrl>+<Enter> means -- "while holding down any CTRL key, press the ENTER key.

<Ctrl>+<Shift>+<p> means -- "while simultaneously holding down any CTRL key and
                                    any SHIFT key, press the letter p"

<Ctrl>+<Alt>+<Del>   -- you've probably seen this before, it means to re-boot your PC.

The Escape Key

The Escape key is effective anytime during a drill or exercise. If you're in the middle of typing and you press the escape key, your drill or exercise will end and your current statistics up to the last character you typed will be calculated and shown in the statistics window.

How To STOP Using FasType

To stop using FasType, just click on the EXIT menu selection, or selecting CLOSE from the system menu.   More shareware information screens will be displayed on your way out of the program. Please read them carefully so you can fully understand your responsibility during the evaluation period for FasType.

The following sections describe the features and functionality of FasType.

THE KEYBOARD AND HOME KEYS

KEYBOARD

The keyboard; image that is displayed on the monitor is the heart of FasType and is always shown during a typing drill, and optionally during an exercise session. Only the main typing area of the keyboard is displayed even though most keyboards have other keys on them such as cursor movement keys, function keys, and for most full-size keyboards, an extra "keypad". The idea of using a displayed keyboard is to allow you to look at a "simulated" keyboard, or an image of the actual keyboard that you will be learning to type on. This method will help you to keep your eyes off the real keyboard. It is extremely helpful because it will help you to form "spatial" relationships between your finger placements on the real keyboard and the image of the simulated keyboard on the screen. This spatial relationship will enhance your familiarity with the keyboard thereby increasing your speed and accuracy.

The keyboard consists of 26 letters of the alphabet and the numbers 1 through 0, and special symbols. If you hold the shift key down while typing a letter, capital letters will appear. If you hold the shift key down and strike a number, symbols and punctuation marks will appear such as #$%^& or *.

Shift Keys

There are two shift keys on the lower bank of the keyboard. One shift key is located on the lower right and one on the lower left. The proper method for typing "upper-case" letters and symbols is to hold down the shift key firmly with the little finger of one hand while striking a key with a finger from the other hand. For example, if you want strike a key with any finger on your right hand, then use the little finger of your left hand to hold down the left shift key.   If you want to strike a key with any finger of your left hand, use the little finger of your right hand for the right shift key.

If you type a word, title, or line in all capitals, use the CAPS LOCK key.   This "locks" the shift keys in "upper-case" mode. This means capital letters can by typed without using the shift keys. But, if you want to type a lower-case letter while the CAPS LOCK key is still "on", you then have to press the appropriate shift key. The CAPS LOCK key is located just above the left shift key on the 101-key Enhanced keyboard. The use of the CAPS LOCK key allows you to type information without holding down the shift key for each stroke.

Display

The screen display consists of two elements, a very accurate image of the main typing area of the keyboard you have selected when you started FasType, which occupies the lower portion of the application window, and a text window which occupies the upper half of the application window. The contents of the text window will vary depending on whether you are in a beginner mode and

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typing basic drills from the beginner menu, or typing an exercise from one of the intermediate or advanced menus.   More advanced typists can choose some advanced exercise options which eliminates the keyboard display.

Home Keys

        The HOME KEYS are where your finger tips rest while you are poised for typing. The finger tips of your left hand rest on the ASDF keys. The little finger of the left hand rests on the A key, the ring-finger rests on the S key, the second finger rests on the D key and the index finger is on the F key. The thumb of the left hand is NEVER used in typing (well, almost never). The finger tips of the right hand rest on the JKL; keys. The index finger rests on the J key, the second finger on the K key, the ring finger of the right hand rests on the L key, and the pinkie finger rests on the ; key (semi-colon). This row of keys is called the HOME ROW.

        Notice that your fingers do not cover all of the keys on the HOME ROW. The G and H keys are typed with the index fingers of each hand. The left index finger which normally rests on the F key is also used to type the G key; while the index finger of the right hand which rests on the J key is also used to type the H key. The thumb of the RIGHT hand is always used to type the SPACEBAR.

YOUR TYPING SKILL -- WHERE TO START

BEGINNER DRILLS

Beginning typists will want to start here at the basics. Learning to type is progressive; first you learn the basic HOME keys, then you add more letters as you progress until you've learned to type all letters of the alphabet.

While learning how to type you will be building a typing "vocabulary" as you learn new letters, numbers, symbols, and CAPITAL letters. The screen text window will show the various characters that are used in each drill and which you will be learning how to type. This information is displayed on four lines labeled "Letters", "Numbers", "Symbols", and "Caps".   If you are just starting out on the HOME keys the "Letters" line will display "asdf jkl;", and the other three lines will be blank except for the label. If you are learning how to type numbers then the "Letters" line will contain whatever letters where there before, and the "Numbers" line will contain any numbers you selected from the Add More Letters dialog box.

If you select the CAPITAL-letters-only option then the "Caps" line will show all of the 26 capitalized letters of the alphabet; the other lines will be blank. This means that you will be drilled only on CAPITAL Letters; the other lines that normally show letters, numbers, and symbols will be blanked out.

EXERCISES

If you choose any of the exercises from the Intermediate Exercises item or the Advanced Exercises item then the text window portion of the screen will display two, three, or more lines of text that you are required to type. Below each character of the text will appear a "cursor", or character pointer which will indicate the next letter or character to be typed. As you type each letter, the cursor will advance to the next letter or character on the line. If you make an error, the letter in the text window will be X'd, and the keycap on the screen keyboard of the wrong character that you typed will be X'd momentarily. You will be penalized one keystroke, and the cursor will then advance to the next character to be typed.

The OPEN TYPING option won't use the keyboard display, thus giving you a larger window of text to type.

If you want to practice using the backspace key, FasType will allow you to backspace the cursor to the letter where you made the error so you can re-type it. If you do this, you must also retype all of the characters or letters following the error. You can backspace to the previous line too, all the way back to the top line of text still displayed in the text window. Text that you already typed and which has already "scrolled" off the top of the text window is "gone" - you cannot backspace into it. If you correctly re-type the character with the asterisk under it your keystroke error count will be

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reduced by one; however, your overall speed may be affected by the delay incurred while you are backspacing and correcting your errors. When you make a typing error you have to mentally weigh the advantages of backspacing and correcting the error against your calculated speed when the exercise is finished.   However, if you elect to ignore errors your accuracy will suffer.

The exercise ends when all displayed characters have been typed -or- the correct number of keystrokes have been made -or- you terminated the exercise early by pressing the ESCAPE key. Remember, the cursor will advance to the next character regardless of whether you type the correct character or not. Note too that the backspace feature is only available for exercises; during drills, you must successfully type the prompted character before FasType will advance and randomly give you the next character to type.

THE TEXT WINDOW

The "Text Window" is the area above the screen keyboard display and serves several purposes.   First, it indicates the letters, numbers, and symbols that you are learning how to type during the drills. Secondly, it's used to display the word groups, sentences and paragraphs that you have to type during exercises.

For Exercises chosen from the Intermediate or Advanced Menus, the text window displays several lines of text for you to type.   If there is more text than is shown in the window, it will scroll up a line at a time when you're one or two lines from the bottom of the window.

THE TYPING STATISTICS WINDOW

The Typing Statistics dialog box will be displayed at the end of each drill or exercise to show your performance for that particular drill or exercise. This dialog will ALWAYS be displayed. The close it out, click on the OK button or select the "Another Drill" button or press the ENTER key or space bar to immediately go to the next drill or exercise.

Here's a description of some of the items displayed in the Typing Statistics window:

Selections: A reminder to you of the drill or exercise you selected from the menus.

YOUR BEST WPM: The highest attained WPM (Words Per Minute) attained during this typing session using FasType.

AVERAGE WPM: This is a calculation of your average WPM during this session for drills or exercises lasting a minute or more. Anything lasting less than 60 seconds will NOT be included in this average.

Computed Speed: Your true WPM rate with errors computed for the drill or exercise just completed. Standard typing practice calls for a penalty of 5 keystrokes for every typing error you make.

Raw speed: This is simply your keystroke rate including error keystrokes and backspace keystrokes divided by elapsed time. Penalties are not included.

Drill Length: The total number of characters you have to type to complete the drill or exercise.

You Typed: The number of characters you typed before this drill or exercise finished. If you typed all of the characters that made up the drill length, then this count will NOT exceed the drill length. If you terminated by pressing the ESCAPE key, it's the count you typed so far.

Gross Keystrokes: The total number of keystrokes you typed to complete the current drill or exercise; or up until you pressed the ESCAPE Key.

Number of Words: Computed from Drill Length divided by five, which is the average word size.

Typing Errors: The total number of errors made during the current drill or exercise. If you used the backspace key during exercises to correct errors, the errors will not be counted. However, each use of the backspace key during OPEN TYPING will count as an error.

Word Errors: Computed as total number of words with one or more errors in them. For this count, a "word" is any text bounded by a space on either side. i.e. "a" is a word, "the" is a word, and "antidisestablishmentarianism" is also a word.

Accuracy: Is a percentage of correct keystrokes made against the total number of keystrokes required to complete the drill or exercise

Elapsed Time: The total minutes and seconds it took you to complete the drill or exercise. Its the same time that was ticking away in the upper right hand corner of the screen during typing.

You Practiced: The number of drills and exercised you selected to practice typing during this session.

The buttons at the bottom of the Typing Statistics window are self-explanatory. And you can just press the ENTER key again to practice typing another drill or exercise from your current selections. Or, you can select the OK button then choose any menu item to change your typing options. Additionally, you can view your typing statistics history file by clicking on the Show History button.

FasType On-Line HELP Facility

All menu bars and dialog boxes in FasType have a HELP selection. The HELP buttons on dialog boxes are context sensitive, you'll be given help pertaining to that particular dialog box. Future releases of FasType may have a fully context-sensitive help system installed.

SPECIAL KEYS

FasType will try to emulate the actions of a real keyboard where possible. FasType will take action if the following keys are pressed during a drill or exercise:

CAPS LOCK - You can "toggle" the caps lock key on or off. If you toggle it on, the screen keyboard display will show the caps lock key in reverse video. With caps lock ON, lower case letters will need the shift keys to be typed properly. Capital letters will NOT need the shift key to be pressed. If the caps lock key is ON and you type a lower case letter without using the proper shift key, the letter keycap on the screen will flash as an error, and you will be penalized with

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one keystroke error. ONE EXCEPTION: if you select the CAPITAL LETTERS ONLY option from the Beginner Drills Menu, you will NOT be able to toggle the CAPS LOCK key ON!

ALT & CTRL - Pressing these keys will cause keystroke errors and the indicated key on the screen keyboard display will flash the X error.

TAB - The TAB key is not used in FasType. Pressing it will cause a keystroke error.

BACKSPACE - The backspace key can be used while you are typing exercises selected from the Intermediate or Advanced Exercises Menu. You can backspace the cursor to correct any typing errors. In fact, you can backspace all the way back to the beginning of the top line displayed in the text window. You cannot backspace to lines which have scrolled off the top of the screen. Each use of the backspace key during OPEN TYPING counts as an error.

NUM LOCK - This key controls the setting of the key pad keys. If you're using the keypad to practice typing numeric, then the NUM LOCK key needs to be set ON.

Timed Exercises

Timed exercises for Intermediate and Advanced typists are available from the HELPERS menu item. You can choose typing time durations from 15 seconds up to one hour. We suggest you stay within the three to seven minute range though; timed typing longer than this can get boring.

"SyncChek"

SyncChek is a "synchronization checker" that's built-in to the intermediate and advanced exercises. While typing word groups and/or sentences, it's very easy for your typing to get "out-of-sync" with the character pointer that travels under the displayed letters you are supposed to type. You could be either one character behind, or one character ahead of where you're supposed to be. "SyncChek" will detect that condition and put you right back on track. The number of typing errors will register as two or three. Remember, you can always hit the backspace key and correct the flagged errors.

EXIT

This selection will cause your typing session to end. You will then be asked to confirm your exit of FasType. If you had checked Save Program Settings, your current settings will be saved to a disk file, The Shareware version will display a few more information screens, then finally return to windows.

CHOOSING FROM THE *SKILL MENU*

All typing drills and exercises are chosen from the menu item labeled *SKILL MENU.*

BEGINNER...

The Beginner Drills selection will let you add more letters and numbers to your typing vocabulary. As you're adding more letters you can also choose to type letter PATTERNS. When you select PATTERNS to type, they contain only letters of the basic alphabet that you have selected from the Add More Letters dialog box.

INTERMEDIATE...

The Intermediate Exercises selection lists typing exercise choices that you can make after you have learned how to type all of the letters on the keyboard. Instead of randomly selected letters flashing on the screen keyboard as in the basic drills, exercises are selected from disk files and displayed in the text window. Your task is to type the character pointed to by the character pointer. These exercises vary in length from 60 to 250 or more characters

ADVANCED...

The Advanced Exercises item lists tougher exercises that you can practice typing after you have learned how to type all of the letters, the numbers, Capital letters, and some punctuation symbols such as the period, comma, bracket, etc. These exercises consist of short sentences and paragraphs that are displayed in the text window above the screen keyboard. You have to type the characters pointed to by the house-shaped cursor. These drills are typically 120 characters in length, and some are up to 1000 characters.

Set SKILL Level

You can select a prompting rhythm that's suitable for your current typing skill. While you're typing drills, the keycap on the displayed keyboard is animated, prompting you to type it on the keyboard. During the animation, the PC speaker will emit a faint beep, sort of like a metronome, in conjunction with the animated key. This "prompting" sound will help you to pace yourself and to develop a typing "rhythm".   The skill level selection you make will also control the speed of animation of the key. The quicker speed will give you a sense of urgency to "type the next key" to maintain your typing rhythm. See the dialog box description for more details.

SELECTING BEGINNER DRILLS

HOME KEYS - asdfjkl;

This selection will RESET all previous drill or exercise selections and will cause just the HOME keys to be available for you to practice typing. The count of the number of characters that you must successfully type for each drill remains set at the count you specified in the Keyboard Helpers Menu, or is set to the skill level chosen from the Main Menu.

More Letters...

This selection puts up a dialog box that lets you choose the letters of the alphabet you want to learn to type next. These are disciplined selections, that is -- you have to learn to type the letters r and u after you've learned to type the letters e and I. Your selection is inclusive. The same applies to your selection of numbers and capital letters.

You can also add in punctuation and capital letters from check boxes. The PREVIEW DRILL button will let you look at your selections in a manner similar to what will be displayed in the text window during drills.

Letter Patterns

Letter patterns are repetitive typing of the same letter or cyclic typing of a series of letters to help build your typing dexterity and exercise your fingers. Letters patterns typically look like this:

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  aaaa ssss dddd ffff eieiei eeeeiiii aajjaajj sskksskk jjj kkk lll mmm
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Letter patterns are limited to only those letters in your typing vocabulary. That is, if you have chosen to learn to type the letters **r** and **u** from the *More Letters...* menu item and dialog box, then the PATTERNS you select will contain letter patterns of *only* those letters you've selected -- in this case, the letters will *be a,s,d,f,j,k,l,;,e,i,r,u,spacebar,Enter key*. They shouldn't contain letters that you've not yet added to your typing vocabulary.

Choose Your Own

A dialog box will appear over the menu that allows you to select your own set of characters to type. You must choose at least ten DIFFERENT characters from the list in the box. The list looks like the text window above the keyboard display during drills, but shown with ALL letters and characters appropriate to the keyboard you are using.

SELECTING INTERMEDIATE EXERCISES

If you're a beginning typist and have become familiar with the keyboard through the drills from the Beginner... menu item, you'll want to try typing exercises with selections made from this menu item. The exercise options consist of three, four, or five letter word groups, variable length words, or common, everyday phrases of speech or writing. You can select the exercise you want to practice typing by clicking with the mouse cursor or pressing the appropriate keyboard keys.

3 Letter Word Groups

Each exercise will display lines of 3 letter word groups in the text window above the screen keyboard display. Your task is to type the letter pointed to by the house-shaped cursor as it moves along under the line of text and the "roof" of the house "points" to the next letter to type. The cursor advances to the next character on the line when ANY typing key is pressed, not necessarily the one you were SUPPOSED to type. If you make an error, the cursor under the letter you mis-typed is replaced with an asterisk (*) and the cursor advances to the next letter. You have to type the spaces between the words too. The drill ends when the cursor has passed through all displayed letters in the text window. If there are more words to type than will fit in the text window, the text will scroll upwards.

4 Letters Word Groups

This selection will cause FasType to access exercise files on disk containing lines of 4-letter word groups. The typing process works the same as the 3-letter word groups above.

5 Letter Word Groups

The exercise process works the same as above, except the lines will contain five-letter word groups.

Variable Words

These typing exercises are the same as above except that the word sizes will vary from 6 to 12 characters in length. Some of the words are hard to type and even more difficult to understand; you may want to check a dictionary to determine their meaning.

Common Phrases

This selection will cause FasType to access disk files of typing exercises that contain lines of common everyday phrases (not full sentences) you may find in speech or print. The typing process is the same as above.

SELECTING ADVANCED EXERCISES

You can select more advanced typing exercises from topics on this menu item. These exercises consist of sentences, quotations, and short paragraphs for you to type. The OPEN TYPING option lets you type anything you want, and LONG PARAGRAPHS can use the full window without the keyboard display.

Your typing task for exercises chosen from the Advanced Exercises menu item is the same as for Intermediate Exercises; type the letters in the text window pointed to by the character pointer, and try to stay ahead of the delayed prompting.

Easy Sentences

Short, rather simple sentences with some simple punctuation, a few capital letters, and possibly a few numbers will be displayed in the text window above the screen keyboard. Your task is to correctly type the letter pointed to by the cursor. The cursor advances to the next character on the line as each one is typed successfully.

Hard Sentences

These exercises consist of longer, more complex sentences for you to type. The words are more complex too, there is heavier use of capital letters and numbers, and more difficult combinations of special characters and symbols. More intense concentration is required to do well, it's more difficult to stay ahead of the delayed prompt.

Short Paragraphs

The exercise text for you to type when this option is selected is similar to the Hard Sentences. The text is much longer and the words and phrases are more difficult to type. As you type, the text will scroll off the top of the screen and new lines will enter from the bottom of the text window. The moving cursor and the line you are typing will stay in the middle of the window. These exercises are also hard to type. They include extensive use of capital letters, punctuation, numbers, and special characters and symbols.

Long Paragraphs

More advanced typists who don't need the keyboard display can select this exercise. It offers lengthy paragraphs and timed exercises. Text is displayed in a full screen window. Elapsed or remaining time is displayed in the upper right corner, and function key selections are displayed at the bottom. As with all advanced exercises, you have to type the character pointed to by the cursor. You

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can end the exercise and display statistics anytime by pressing the escape key.   The TIMED exercises range from one minute to 20 minutes.

Type Your Own Text

If you have text files that you are familiar with and you'd like to try typing practice with them, then this option will do it. When chosen, a dialog box will pop-up asking you to type the name of a text file that you'd like to practice typing.

Text files contain characters of the standard ASCII character set and are readable when displayed on the screen or printed on your printer. To check if a file is an ordinary text file, use the MS-DOS command "TYPE" with the file name and watch the screen. The contents of the file will be displayed a line at a time and if it's readable then it's an ordinary text file. If you tried to "TYPE" a program file (a file ending with .COM or .EXE, the screen would display garbage because a program file is made up of computer instructions that are unreadable.

If you select text files that were developed with your favorite editor or word processor, be sure you use the plain text version for typing practice. Some text files produced with word processors such as Microsoft WORD contain embedded formatting characters. FasType will filter your text file and discard characters that cannot be typed on the keyboard.

If you don't have any text files to practice with, there is a file called FORTUNE1.TYP that came with FasType. Type this file name in the dialog box to practice typing its text. You could also try text files from other computer software products you bought. The most common text files distributed with software products are "README" files. These are files of readable text that give up-to-date information about the product. Most ordinary text files can be identified by the file name and extension. The file-extension is the one-to-three characters that follow the dot (.) in a file name, as in README.TXT, UPDATE.DOC, etc. Try to select small files of less than 1000 characters. Read Appendix -B- entitled "CREATING YOUR OWN TEXT FILES" for instructions on assembling your own typing practice material.

Open Typing

This feature is designed to help you practice your word-processing skills. An empty window is displayed and you can type any text you want. You also have full use of the arrow keys for navigating around the window.

Text is displayed as you type it at the cursor location, wherever it may be. You can set the cursor location to any position in the window by pressing the ARROW keys - up, down, left, and right. However, these are counted as keystrokes, so be careful.   Your typing area is limited to the window boundaries.   When you reach the bottom of the window and continue to type, the typed text will scroll off the top of the window one line at a time.

Since there is no way to check your spelling, FasType can only detect a potential error when you press the BACKSPACE KEY.   Here's an important point, each press of the BACKSPACE KEY is noted by FasType as an attempt to correct a typing error and will be counted as one keystroke error. This corrective action will affect your speed but will improve your accuracy.

Elapsed or remaining time is displayed in the upper right corner, and function key selections are displayed at the bottom.   The only way to end the OPEN TYPING exercise if you're not in a timed exercise is to press the ESCAPE key. You can select TIMED exercises while in this mode too. We suggest that your time selection be in the range of seven to ten minutes to make the exercise worthwhile.

CHOOSING FROM THE *OPTIONS* Menu

You can select typing helpers and options such as outlining of HOME keys to assist you in finger placement on the keyboard. Or, you can select the "hidden keys" option. With hidden keys, the letters on the screen keyboard keys are erased. You can also turn all sound ON or OFF, etc. Any "typing helper" selected from this menu will remain in effect during any of the drills or exercises until you reset them. More than one helper can be selected, the checkbox will indicate the active helpers. All typing helper settings are saved for the next time if you selected SAVE SETTINGS from the *OPTIONS* menu item.

Keyboard...

See the section below entitled "CHOOSING FROM THE OPTIONS / KEYBOARD MENU".

Timed Exercises

Selecting Timed Exercises from either the main menu or the Open Typing Menu will open a dialog box that will let you select a length of time that you want your intermediate or advanced exercise, or Open Typing exercise to last. You can select any time duration in 5 second increments from 15 seconds up to one hour. You have to CHECK the "Enable Timed Exercises checkbox to enable timed exercises. Timed exercises will stay in effect until you check the box and disable it.

Typing Helpers

The Keyboard Helpers Menu has handy features to assist your typing. These typing helpers can be "toggled" ON or OFF by using the menu selector bar or by pressing the indicated function key. Some of the available helpers include hidden keys, sound on or off, outline of HOME keys, etc. Advanced typists might like to try the hidden keys feature along with sound turned off to eliminate distractions.

Text Fonts

For variety, or if you're sight-impaired, you can enlarge the fonts that will display in the text window for all exercises and drills. When you click on this menu item, the Window's Standard Font Dialog Box will pop-up. You can then choose any font on your system as the text font. You can choose any color too except two that FasType decided you shouldn't use. These two colors are the window background color which would render the letters invisible, and the RED color which is used for flagging typing errors.

Character Pointers

You can select any one of four character pointers as the "cursor" that will follow along under

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the letter or character you're supposed to type. The default setting is the Finger/Hand pointer, other choices include the PEN pointer, a "house" shape pointer, and a small arrow. Other pointers will be added in future releases of FasType."

Save Program Settings

This option lets you save your FasType settings to a disk file. The next time you start FasType, all of your option settings and file selections that were made during your last typing session will be restored. This will include window positions, sizes, fonts and font sizes.

FasType will create two disk files in your current directory or in the directory specified by the FTSPEC environment variable when you exit FasType with this option selected. The first is an initialization file named FASTYPE.INI and contains program initialization data. Don't confuse this FASTYPE.INI with the FASTYPE.INI in your Windows directory. The second file is named SETTINGS.SAV and contains detailed information about the program's current settings. These are small files and take up very little disk space.   However, if you're working with removable storage medium such as floppies, you should insure there's enough space and the medium is writable.   See Appendix -B- for settings file details and file maintenance.

Save Typing Statistics

Your typing statistics for each drill or exercise where you've typed a minimum number of characters can be saved to disk in a statistics history file named HISTORY.HST.

The statistics history is cumulative across typing sessions too. FasType will keep adding history records to the existing file until you delete it or archive it.   See Appendix -B- for history file details.

Show History

You can view the results of past typing drills and exercises by selecting "Show History" from either the Options menu or from the Typing Statistics dialog box displayed at the end of a drill or exercise. The printing module for listing your history file on paper is only available with the registered version.

CHOOSING FROM THE *OPTIONS / KEYBOARD* Menu

"SHOW" KEYBOARD

The option to either display the keyboard or to hide it is only available when you select Intermediate or Advanced exercises. For Beginner Drills, the keyboard is *always* displayed, and for Open Typing, the keyboard is *never* displayed.

If the keyboard is hidden, this menu item will say "Show Keyboard",   If the keyboard is displayed, this menu item will say "Hide Keyboard". If the show/hide option is not available because you're typing Beginner Drills or Open Typing, then this menu item will be grayed out. You won't be able to select it.

"HIDE" KEYBOARD

If you're typing Intermediate or Advanced Exercises (except Open Typing) and you're using the keyboard display, then this menu item will say "Hide Keyboard". Click on this item to hide the keyboard. The text window will then resize itself to take up the slack left by the disappearing keyboard.

Select...

You can select one of two keyboards to display on the screen. Only one of the two are available with the Shareware version of FasType. The standard keyboard display that FasType uses is the 101-key Enhanced keyboard. This is the one with the horizontal-shaped ENTER key. The other keyboard that comes only with the registered version is the PC-AT Style keyboard. Selecting this keyboard in the shareware version of FasType will produce a warning message that it's not available.

SELECTING FROM DIALOG BOXES

The following dialog boxes will pop up in response to certain menu selections. Each dialog has it's own HELP button for limited context-sensitive help. Each description will tell you what you selected to get there. After you make your desired selections in the dialog box and select the OK button, the settings will remain in effect until the next time you change them. If you make your selections, then click on the CANCEL button, they'll be reset to what they were when the dialog was displayed.

Build Typing Vocabulary

This dialog box helps you increase your typing skills by letting you add more letters to your typing vocabulary. For example, the next set of letters that you have to learn after you have become proficient at typing the HOME keys are the letters "e" and "i". You can select these letters from the list-box by moving the mouse cursor over the "e,i" set and clicking the left button to highlight the selections. When you choose START TYPING, these letters will show up in the TEXT window for Beginner Drills.   So, in addition to being drilled on the HOME keys the beginner drills will also include the letters e and i. Your letter set selections are cumulative, you have to choose them in sequence.

If you change your mind while the list is still displayed, just move the mouse cursor to the entry you want and click again. Your chosen selection goes into effect only when you select the OK button. If you decide not to make a selection or just change your mind, click the CANCEL button to retain your previous settings.

You can follow the same procedure for numbers. Your selection of number sets works the same as ADD MORE LETTERS.   For example, if you want to learn how to type the number "3" and the number "8", then move the mouse cursor to the "3,8" entry and click the left button. The list box entries will highlight up to where you clicked indicating the numbers 3 and 8 will be added to your drill list for Beginner typing drills.

If you select "No Numbers", then any numbers previously selected or included in your drill as indicated by the NO NUMBERS entry being highlighted.

"Add Shifted Characters" Checkbox

This checkbox selection is a "toggle" that will cause all upper-case and lower case symbols and punctuation marks of the main typing area to be included in the list of characters for you to practice typing.   These characters will be added to selections made from any of the listbox selections. If you do not like typing punctuation marks and special symbols, just move the mouse cursor over the entry and click again to turn this selection OFF. The special characters and symbols will then be removed from your list of drill letters and characters to type.

"CAPITAL Letters Only!" Checkbox

All previously selected drills or exercises will be reset when this selection is made. Your character set will be replaced by all of the CAPITAL Letters. The count of the number of Capital Letters for each drill remains set at the count you specified in the Typing Helpers dialog box See the On-Line HELP Facility for information on how to properly type Capital Letters.

"Do it ALL!" Checkbox

This selection will add all of the letters, symbols and punctuation marks, numbers, and Capital Letters in FasType's vocabulary to your list for you to practice typing with. The count of the number of characters for each drill will remain set at the count specified.   We suggest that you change the drill count to 80 or more to make this typing practice substantial.

"KAPS for Kids" Checkbox

Little children are BIG users of FasType. They sometimes have difficulty distinguishing between upper and lower case letters. This option will display all lower case letters as CAPITALS in all selections from the Beginner's Menu. Selections from the Intermediate and Advanced menus will reset this feature to OFF.   The CAPITAL LETTERS ONLY selection will turn this feature off too. With clever selections from the ADD MORE... listbox selections, some drill combinations will show both LETTERS and CAPS as all capitals in the text window; even so, use of the shift keys will not be required or needed.

Choose Your Own Letters And Characters

This option has intriguing possibilities. For example, let's say you'd like to practice typing ONLY the letters on the "qwerty" row of keys, this is the row of keys above the "home" row. All you have to do is select the Choose Your Own menu item then type the letters that make up the "qwerty" row which would be: q, w, e, r, t, y, u, i, o, p. You could do the same with numbers.

A variation on this scheme would be to choose letter columns instead of rows. Suppose you'd like to practice typing all of the letters that the index finger of each hand types. You would choose the following letters: f, r, v, b, g, t for the left hand; and the letters: j, m, u, y, n, h for the right hand. Then go to the Typing Helpers menu item and increase the drill count to make the test worth while.   While you're there you can add the "Align Finger Positions" feature which draws vertical lines on the screen keyboard separating the columns of keys.

Some other interesting things that you can do with this feature would be to choose letters for the left hand only, or the right hand only.   You could include some CAPITAL letters that are giving you a problem. Another interesting typing practice technique is to select all of the NUMBERS on the number row - 1 thru 0 (zero), and then use the KEYPAD to practice your "calculator" key movements - make sure your NUM LOCK key is set to ON so the keypad produces numbers instead of cursor movements. A variation on the NUMBER row theme: how about selecting all of the UPPER CASE symbols on the "number" row, these are the characters NO ONE knows how to type!   These custom

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selections can be used to help you build up your typing rhythm and dexterity in your hands and fingers.

Type Your Own Text

If you have text files on disk that you're familiar with and you'd like to practice typing them, then this option will do it. When chosen, a dialog box will pop-up asking you to type the name of a text file that you'd like to practice typing. You can include the drive letter and complete path too.

Text files contain characters of the standard ASCII character set and are readable when displayed on the screen or printed on your printer. To check if a file is an ordinary text file, use the Windows NOTEPAD Applet or a file-viewing utility like "Drag and File" and watch the screen. The contents of the file will be displayed a line at a time and if it's readable then it's an ordinary text file. If you tried to view a program file (a file ending with **.COM** or **.EXE**, the screen would display garbage because a program file is made up of computer instructions that are unreadable.

If you select text files that were developed with your favorite editor or word processor, be sure you use the plain text version for typing practice. Some text files produced with word processors such as Microsoft WORD contain embedded formatting characters. FasType will filter your text file and discard characters that cannot be typed on the keyboard.

If you don't have any text files to practice with, you could try text files from other computer software products you bought. The most common text files distributed with software products are "README" files. These are files of readable text that give up-to-date information about the product. Most ordinary text files can be identified by the file name and extension. The file-extension is the one-to-three characters that follow the dot (.) in a file name, as in README.TXT, UPDATE.DOC, etc. Try to select small files of less than 1000 characters. Read **Appendix A** entitled "CREATING YOUR OWN TEXT FILES" for instructions on assembling your own typing practice material.

Typing Skill Level Selection

There are three skill levels that can be set in FasType, and they last for the duration of your typing session or until you set them to something else.

Basically, these settings increase the character prompting rate and the length of the drill selections in terms of the number of characters to be typed before a drill ends automatically. You can change the number of characters you have to type with an option in the Typing Helpers dialog, You can select from a variety of prompting rates within each skill level.   The perceived differences between any two prompting rates is minimal. The best choice for you is to select a prompting rate that you're comfortable with. If you're an intermediate or advanced typist you'll probably want to choose a prompting rate from the Advanced Level

Keyboard Style Selection

You can select one of two keyboards to display on the screen. Only one of the two are
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available with the Shareware version of FasType. The standard keyboard display that FasType uses is the 101-key Enhanced keyboard. This is the one with the horizontal-shaped ENTER key. The other keyboard that comes only with the registered version is the PC-AT Style keyboard. Selecting this keyboard in the shareware version of FasType will produce a warning message that it's not available.

Timed Exercises

When you preset a time limit from this dialog box, any intermediate or advanced exercise you type, including Open Typing, will automatically stop when this time has expired. Your typing statistics will display your status for that exercise. Additionally, the status bar will decrement and display the remaining time as you type.

Use the spin control buttons (up and down arrow boxes) to increase or decrease the time limit you specify for Timed Exercises. The minimum you can specify is 15 seconds, and the maximum is one hour (actually, 59:55 -- 59 minutes, and 55 seconds). You must click on the ENABLE Timed Exercises checkbox to turn this feature on.

Typing Helpers

This dialog box will appear when you select TYPING HELPERS from the OPTIONS menu item. See the section entitled: **TYPING HELPERS** below for more details about selections from this dialog box.

Text Fonts

This menu selection will present the Windows Standard Font Selection Dialog Box to you. From this dialog, you can choose any font, font size, and font color that you desire for FasType to use to display its text in the text window. Your font specifications are saved for your next session if you also check "Save Program Settings" before you exit the program.

Character Pointers

There are four characters pointers to choose from. Just click the mouse button on the name of the pointer you want to select. The character pointer is the "cursor" that follows underneath the letter you have to type during intermediate or advanced exercises. The character pointer is not used for beginner drills or Open Typing.

TYPING HELPERS

QUIET Mode

This feature will turn all sound OFF during your FasType session. This feature is a "toggle" and can be turned ON or OFF by repeatedly pressing the ENTER key. The CHECKMARK will indicate the ON setting of quiet mode after you press the key. This option remains set until you reset it again. The QUIET mode selection overrides the "BEEP" Keystroke Errors selection.

Hidden Keys

This typing helper will erase all of the typing letters from the screen keyboard keycaps. You may wish to use this feature after you have memorized the key letter placements. You will still be prompted to press the indicated key during a drill or exercise but will have to rely on your memory to remember where the adjacent keys are.

Outline HOME keys

Selecting this typing helper will cause boxes to be drawn around the HOME keys of the screen keyboard. The first box is drawn around the ASDF keys and the second box is drawn around the JKL; keys.   This is a keyboard helper designed for beginners and assists you in the correct positioning of your fingers on the keyboard during typing. This option remains in effect until you turn it OFF. You might like to use the outline when you try typing with the HIDDEN KEYS helper active.

'BEEP' Errors

Making this selection will enable a 'beeping' sound whenever you make a keystroke error. A large X will flash over the key that you pressed incorrectly and at the same time the speaker will sound indicating that you made an error. This feature is "ON" when you start FasType.

Note: if all SOUND has been turned OFF via the QUIET Mode selection then the keystroke error 'beep' will also be turned off.

Align Finger Positions

This selection is similar to the OUTLINE HOME KEY helper. This feature will cause lines to be drawn on the screen keyboard that will separate the keys vertically. It will indicate all the keys on different rows that could be pressed with the same finger for each hand. This is a typing helper designed to assist you in keying the letters with the correct fingers. You can use this typing helper
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together with the Outline Home Keys helper.

Use CAPS Lock

Advanced typists might like this feature when typing long strings of capital letters. Checking this typing helper will let you use the CAPS LOCK key during typing. When you press the caps lock key, the keyboard image of it will depress to show that it is on. Your real keyboard will indicate the caps lock is on by lighting the caps lock light in the upper right hand corner of the keyboard. Every letter you then type will be a CAPITAL LETTER.

For example, if you have to type the capitalized word:
<div align="center">"ANTIDISESTABLISHMENTARIANISM"</div>
then all you have to do is hit the CAPS LOCK key with the pinkie of your left hand, type the full word without using the SHIFT keys, and when you're at the end of the word, just reach up with your pinkie finger again and press the CAPS LOCK key and it should reset itself. The keycap on the displayed keyboard will return to its UP position, and the keyboard light for CAPS LOCK will go out.

Word Wrap

The WORD WRAP feature is for typists familiar with word processors. Word wrap means that as you type and reach the end of the line on the screen, the word that cannot fit will automatically "wrap" to the beginning of the NEXT line; you don't have to press the ENTER key to cause the cursor to go to the next line.

This feature is only important when typing exercises chosen from the Intermediate or Advanced Menu. When the advancing cursor reaches the end of the line it will rest under a SPACE or an ENTER KEY symbol. With WORD WRAP turned ON, you can type either a space or press the enter key and the cursor will move to the first character of the next line; either one is correct and will be counted as a valid keystroke.

When word wrap is turned OFF however, an ENTER KEY symbol (a back arrow) will be shown at the end of every displayed line. The presence of this character means that when the cursor reaches it you MUST type the ENTER key. *Pressing the space bar* will cause a keystroke error.

Keyboard Metronome

This is great for beginners. When the keyboard is displayed during beginner drills, the key you're supposed to type is animated, that is -- it's going up and down, prompting you to type it. The metronome feature will emit a slight beep when the animated key is moving. The speed of the metronome is tied to the Skill Level selection and the speed of the animation. For quicker speed, adjust the Skill Level to a higher number.

Keyboard Prompting

While typing intermediate or advanced exercises and you have the keyboard displayed, a lengthy pause between keystrokes will cause the next key you're supposed to type to begin

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animation. This delayed keyboard prompting can be turned on or off with this selection in the Typing Helpers dialog box. It is normally on. The setting has no effect on beginner drills.

Keycap Spotter

If you're using FasType on a higher resolution monitor the displayed keyboard will appear smaller and the key animation harder to see. The keycap spotter will help you find the key you're supposed to type by placing a bright blue dot on the keycap during its animation sequence. This will help you spot its location quickly so you can type the key and go on to the next letter. If you're running FasType at 640x480 resolution, this feature is not needed.

Drill Count

Enter the count, in number of characters to be typed, for any drill selected from the Beginner Drills menu item. This will increase the duration of each beginner drill typing session. The default setting is about 20 characters. As you get better, you may want to increase this number. You can enter a count of 10 to 999. If you don't enter a number, FasType will use a the count from the Skill level on the main menu. The number of characters for any exercise selected from the Intermediate or Advanced Menu is already determined from the length of the text exercises on disk. The number shown in the dialog box is the current setting.

Show Status Bar

The status bar shown at the bottom of the main FasType window gives you helpful information while you're typing. It shows the current drill or exercise selection. And it shows your current WPM in real time, as well as the number of characters you've already typed.

2 Spaces at End of Sent.

Text selected from the Advanced Menu items will have TWO SPACES inserted at the end of all sentences. This is in keeping with the traditional typing technique of inserting two or more spaces at the end of sentences.   When you reach the end of a sentence while typing an exercise, you'll have to type two spaces instead of one. Since you can't SEE spaces on the screen, we suggest you also use the following option in concert with this one.

Show Spaces

This option will let you actually SEE spaces between words of advanced typing exercises when they are displayed on the screen. A small DOT is placed between the words signifying a space character. When you see the DOT, you're to type the spacebar. When you see TWO dots together, that means you've also selected the "2 Spaces at End of Sent." above.

Error Limit

You can end an exercise after a critical number of typing errors have been reached. Insert the number of typing errors, that when reached, will end the current exercise and display the typing statistics. For example, if you enter the number 9, then when you make the 10th typing error, the

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program will quit the exercise and automatically display the typing statistics window just as if you had normally reached the end of the exercise or quit early.

Error Correction

FasType normally works by allowing error correction. That is, you can type the backspace key and retype the correct letter in place of the one you made an error on. The selection **Stop On Typing Error** will not allow you to proceed until you've typed the CORRECT letter or character above the cursor.   The selection **NO Error Correction** will NOT allow you to correct errors by using the backspace key. Your typing errors will be permanent for the exercise.

***   END OF USER'S GUIDE FOR FasType   ***