

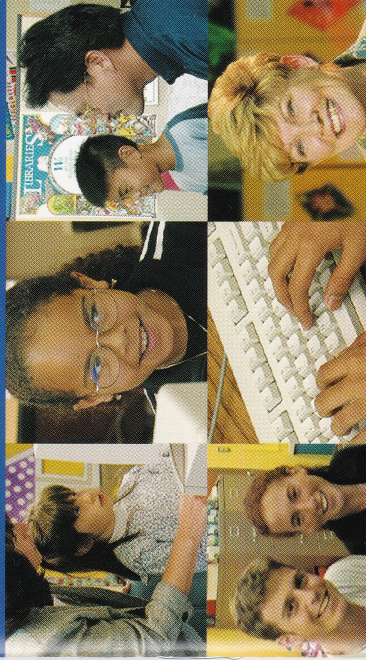
# Ultrakey<sup>®</sup>

## *The Ultimate Keyboarding Tutor*

VERSION

4

Multimedia Keyboarding Instruction for All Ages!



Home Edition

Primary to Adult  
For Windows<sup>®</sup>  
& Macintosh<sup>®</sup>



Bytes of Learning

## Home Edition Purchase Agreement

This agreement pertains to the enclosed Bytes of Learning software. You have purchased a limited license to use the software.

### Under the license, you can:

- ✓ Use the software on one computer at one time.
- ✓ Install one hard drive copy.

### Under the license, you cannot:

- X Use the software for school instruction or other public performance.
- X Make or use multiple copies of the software.
- X Install the software on a network file server or other multiple-use facility.
- X Lend, transmit, rent, lease or resell the software in part or in whole without the written permission of Bytes of Learning.
- X Permit others to carry out any of the aforementioned activities or fail to prevent others from doing so.

### You acknowledge that:

- ✓ Multi-station licenses, school licenses and network licenses are available.

To use the software or copy it, except as stated above, violates the copyrights owned by Bytes of Learning or its licensors.

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## System Requirements

The following represents the *minimum* required to operate UltraKey.

### Windows

Any multimedia PC with Pentium I processor or better and 32MB of RAM with Windows 9X/NT/2000/Me or later; SAPI compatible speech driver (included). Super VGA with 16-bit color required. Requires approximately 60MB to 180MB hard drive space, depending on installation options. Requires a printer driver be installed for on-screen reporting.

If you do not have **Microsoft Internet Explorer 4.0** or later, UltraKey offers to install it. You do not have to use IE as your regular browser. You can decline to install but must also set UltraKey's browser option in General Management.

A **SAPI compatible speech driver** is required for speech synthesis on Windows systems. The installer offers to install a speech engine. Speech synthesis is an optional feature of the program. The absence of a speech engine will not prevent UltraKey from functioning.

### Macintosh

Macintosh OS X and Classic: 32MB RAM; 64MB recommended, 60 to 180MB hard drive space. Classic format requires OS 8.1 or later.

### Additional Software Included

UltraKey requires **QuickTime 3.0** or later. If the UltraKey installer does not find QuickTime at the time of installation, then it offers to install QuickTime.



## Installing UltraKey

### Windows

Insert the UltraKey CD into your CD drive. The CD should automatically start the installation process. Follow instructions as they are displayed.

To manually run the installer, enter **D:\setup.exe** in the Run command.

If your CD-ROM drive is E, change the command accordingly.

### Macintosh

Insert the UltraKey CD into your CD drive. Double-click the CD and double-click the UltraKey 4.0 Installer to start the installation process. On Mac OS X computers, double-click the UltraKey 4.0 X installer. Follow the directions presented by the installer program.

## Activating UltraKey

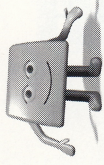
When UltraKey starts up, it will display the activation dialog. Type the serial number and access code. When the numbers are typed correctly, click **OK**. If you type the numbers incorrectly, UltraKey will inform you and exit. UltraKey will not permit trial-and-error attempts to activate the software.

Now enter your name or the school or site name. Also enter the city or town and state or province where your school is located. Check spelling and accuracy and click **OK**. If you misspell, you can reactivate by selecting Activation on the Help menu in General Management.

Please register on-line at: [www.bytesoflearning.com](http://www.bytesoflearning.com)

## The Ultimate Keyboarding Tutor

Keyboarding is not just a convenient skill, but a required competency in today's modern world. UltraKey 4.0 is the keyboarding tutor for the 21st century.



UltraKey's power does not lie in glitzy gimmicks, but in these fundamentals:

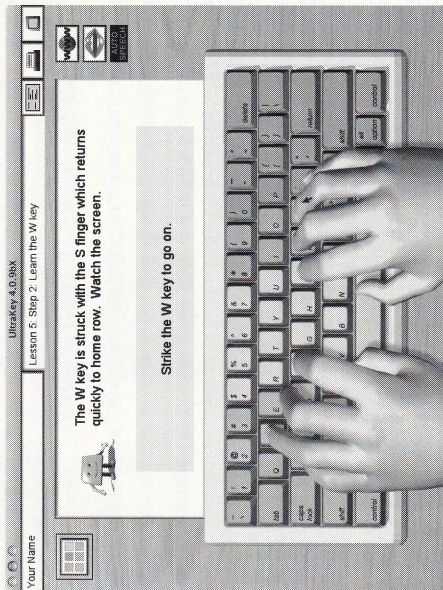
- Designed by experienced educators
- Uses current information on teaching and learning keyboarding
- Provides extensive learner support
- Adaptable to a wide range of learning styles
- Generates accurate and useful assessments
- Friendly but powerful learning management
- Empowers learners

The basis of UltraKey's design has always been good teaching practice. UltraKey features the finest 3D animation, computer graphics, and video designed for maximum learning. Drill and practice games are conspicuously absent from the program. While games may be fun, they don't necessarily teach anything. In fact, games can even reinforce poor typing habits because they encourage a "rush rush" attitude. UltraKey directly teaches keyboarding without pressure. It concentrates on typing well and it provides the greatest satisfaction of all by making every user a success!



For further details, see the guides installed with this software, access the program's onboard web site or visit the Internet-based *Keyboarding Support Center™*.





UltraKey shows you how to type using straightforward instruction supported by 3D graphic animation and voice.

## Five Main Learning Activities

**POSTURE** introduces correct body and hand positions essential to keyboarding by touch. UltraKey utilizes Interactive Virtual Reality™ to present information in a uniquely engaging way. Posture is stressed throughout UltraKey to reinforce safety, as well as the role that correct posture plays in good keyboarding.



**FINGERS** teaches the terms that are used in the lessons including the name of each finger. This activity also introduces the home row position and demonstrates efficient striking technique.



**LESSONS** contains a sequence of units that develop your keyboarding skill a letter group at a time. Every finger action is demonstrated with 3D animated graphics. Audio feedback further enhances the learning power of this activity.



**SKILL CHECK** provides practice, assesses your progress, and suggests ways to improve. Skill Check includes timed keyboarding passages and the freedom to use your own custom skill checks.



**TYPING FORUM™** is a tool that lets you practice and formally test typing skills. Typing Forum is not just an area for giving typing tests. It can be used for typing activities and custom lessons that keep interest and strengthen weak areas. Typing Forum adds variety to keyboarding instruction.





## Voice Accompanied Instruction Aids Visually Impaired Learners and Others



If speech generation is installed and active on your computer, UltraKey can read aloud instructions and practice material. Click the Speak button or pull down the Edit menu and select Speak. You can also choose Automatic speech to have UltraKey read all instructions and content aloud automatically. Any object or item of text can be read aloud by clicking on it for Mac or right-clicking for Windows.

Choose Automatic Speech to have UltraKey read all instructions and content aloud automatically. Automatic speech is active when the Auto Speech button is lit. To switch between manual and automatic speech, strike Ctrl-Shift-T (Windows) or Command-Shift-T (Mac). You can also click on the Auto Speech button to turn automatic speech on and off.

Visually impaired learners will appreciate UltraKey's speak-with-spell option found in the General Management Options setting. When set, this option causes UltraKey to say each word and spell it during typing exercises.

## Attention Parents

Recognizing that many parents provide instruction for their children at home, we have left you many of the management capabilities usually reserved for schools. The management section is accessed by clicking the Management button found on the title screen.



The management system allows you to control option settings, organize records, create custom tests and skill checks, and evaluate the performance of family members in various ways. Valuable reports can be printed.

UltraKey saves a personal record for each user – up to 8 records may be maintained in this edition. UltraKey checks off the activities and lessons as the learner proceeds and records the user's performance. These individual records can be organized and managed within a powerful but straightforward management system accessed through the Management button found on the title screen.

## Attention Teachers

This edition of UltraKey is licensed for home use only. The school licensed edition of UltraKey features a completely integrated class management system that can be shared across Macintosh and Windows platforms. All multiple-station editions are engineered and licensed for network use.

## 5-Station Edition

The UltraKey 5-Station Edition includes a 3-part teacher manual, a copy of the software and a license to use the software on up to **five** stand-alone computers.

## Site Licensed Editions for Schools

30-Station and Unlimited Site Licensed Editions of UltraKey permit a school to use UltraKey on any networks and stand-alone computers throughout the school.



## Operating UltraKey

UltraKey uses standard operating procedures. If you are familiar with computers, then you will be able to predict most operation.

For a general guide to UltraKey's operation and features, see the *Quick Start Guide* installed with the program.

The *Student Guide* provides the basics of program operation.

## Best Use of UltraKey

UltraKey is intended to be used as part of an ongoing learning program. About 10 to 20 minutes per computer session is recommended with ample time for practice. To facilitate learning, UltraKey keeps an individual electronic record for each user. This record can be re-loaded and changed on each subsequent use of the program.

## Program Options

UltraKey has a variety of option settings located in the General Management section. Depending on how the main program options are set, each user may control his or her own personal settings.

Details about option settings can be found by clicking the **i** button found on the lower right area of the General Management screen. You can also review the installed UltraKey guides.

## Transferring Records Between Home and School

If you use UltraKey at school, you can check out and take home your record for additional practice because you have a licensed copy of UltraKey 4.0 on your home computer. This is regardless of whether you are using Macintosh or Windows at school or at home.

To check out a record, choose "check out" from the File menu when the record is open. Navigate to the floppy drive or other disk and save the file. You can also send your file as an email attachment.

Open your record at home by double-clicking the file to start UltraKey, or by selecting Open from the File menu and navigating to the file using standard procedures. When you return the record to school, you can check it in by opening your school record and choosing to check in.

Note that when you use a school record at home, the settings imposed by the teacher are carried within the record and used by UltraKey regardless of how the home program options are set.

## Warranty, Service and Further Assistance

Bytes of Learning welcomes questions, comments and suggestions concerning product performance.

Technical help is available on-line at: [www.bytesoflearning.com](http://www.bytesoflearning.com)

You can e-mail: [techhelp@bytesoflearning.com](mailto:techhelp@bytesoflearning.com)

*Before you call or write*, please get a description of the problem and under what circumstances it arises. Error messages are vital.



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## *The Ultimate Keyboarding Tutor*

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### *Teacher Support Materials Available!*

Parents and teachers, Bytes of Learning supports keyboarding instruction with a host of instructional guides and supports. For ordering information about our school editions and teacher support materials, visit the Bytes of Learning web site, or contact our customer service group.



UltraKey 4.0.9c  
98603: Home Edition  
for Windows & Macintosh  
Serial Number: UK52399760  
Access Code: 12395505



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