

SOFTWARE FOR THE
APPLE MACINTOSH

Typing Tutor III™

The fastest,
most
effective
way to
learn
how to
type on
your
computer.

Now with
**LETTER
INVADERS™**,
the arcade
game
that
sharpens
your
typing
skills.



BY KRIYA SYSTEMS,™ INC.

SIMON & SCHUSTER



Typing Tutor IIITM
with
Letter InvadersTM
for the Macintosh

by Kriya Systems, Inc.

Computer Software Division
Simon & Schuster, Inc.
New York

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Typing Tutor III

Welcome to Typing Tutor III with Letter Invaders

The Typing Tutor III keyboard instruction program is a unique system that can teach you to type faster, more efficiently, and more enjoyably than any typing book or class. It is composed of a series of typing lessons and tests that are continuously adjusted to your proficiency level. Even if you have never used a keyboard before, this program will have you typing with ease and confidence in a very short time.

You'll start off with just a few keys. When you can type these keys easily, the program adds a few more, creating custom-designed lessons especially for you. Using these lessons, you will quickly learn to type the alphabet, special symbols, and numbers accurately and easily. How does this software work its magic? Simple. The program notes the time it takes you to type each letter, then uses this information to create each new lesson for you. This process is called Time Response Monitoring™, or TRM™.

Thanks to the TRM process, the Typing Tutor III program doesn't bore you with drills on keys you've already learned or make you anxious with lessons that are too difficult. Instead, it creates lessons and practice tests that encourage you to respond automatically and without error, because they are specifically tailored to suit your own unique requirements.

No Typing Manual

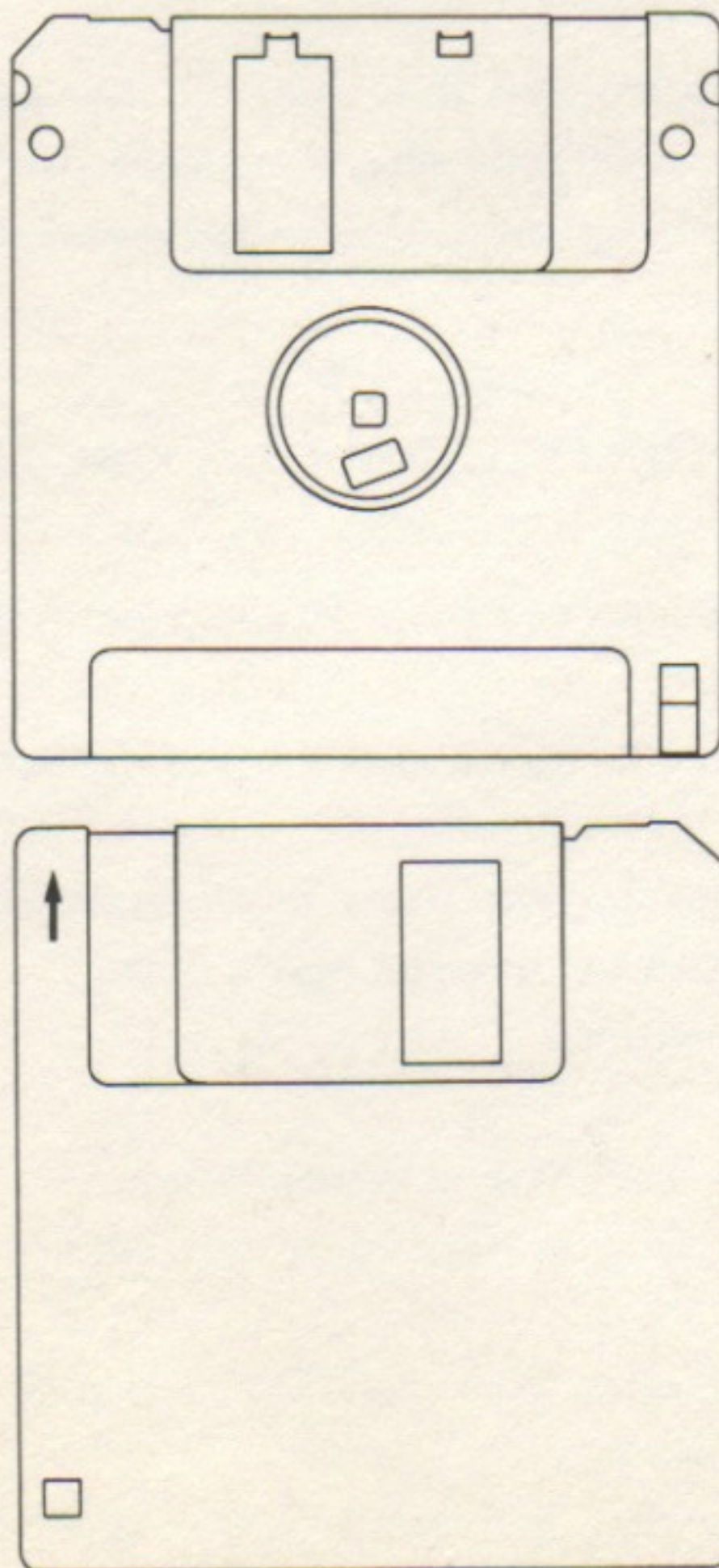
The only pages requiring your attention are the few you are looking at right now. The purpose of this booklet is to give you an idea of what the Typing Tutor III program is all about, and to help you get started. Everything else you may need is in the program, a mere keystroke away. You'll find this electronic documentation infinitely more convenient than searching through a manual. You won't get bogged down with odds and ends you don't need and didn't ask for. If you find yourself unsure of something, just click the HELP box and you'll have your answer. Help is directly available from all screens that display a HELP box in the lower left corner, as well as from any pull-down menu.

In addition to the Help screens located throughout the program, the electronic documentation includes a series of Overview screens to introduce you to the program's features and capabilities. Once you get the program loaded into the computer, the Overview section is immediately available from the menu listed across the top of the display.

Removal and Care of the Disk

To remove the disk from the plastic envelope (*after* you have read the End User License Agreement in the back of this book), use scissors or a sharp knife to cut the seal of the envelope's outer vertical edge. When not using the disk, return it to this envelope for safekeeping. The disk is magnetic and should be

handled carefully. Placing it on or near anything magnetic could erase information. Objects such as loudspeakers, kitchen appliances, and paper-clip holders all apply! And let's not overlook the most common crime against disks, which is leaving them on a computer or monitor. These may seem like convenient places for a disk, but in fact, damage to the disk may result.



Making a Backup Copy

Copy me first . . .

Even though you plan to take good care of your software, accidents do happen. Therefore, you would be wise to make a backup copy of the Typing Tutor III program disk and store the original in a safe place.

. . . but not more than once.

Please understand that copying this program to sell or give to anyone else is against the law. This includes distribution within schools and clubs.

Copying the Program with One Disk Drive

1. Insert the Typing Tutor III program disk into the drive.
2. From the File menu at the top of the screen, click Eject.
3. When the Typing Tutor III program disk ejects from the drive, insert a blank disk.
4. If the question

This disk is unreadable:
Do you want to initialize it?

appears, click Initialize. The new disk will then be formatted.

5. Once the disk is formatted, it is time to give it a name. When you see the prompt

Please name this disk:

type TT III Backup, or TTIII, or some other name that works for you.

6. To begin the copy procedure, click and drag the original disk's icon directly over the icon of the backup disk. Release the mouse button. When the Macintosh asks if you really want to make a copy, click OK.
7. At this point, you'll need to swap disks several times; just keep up with the messages on the screen and you'll have no problem.
8. Put an identifying sticker on the new backup copy. Eject and store the original in a safe place.
9. Turn off the Macintosh. It is possible that the Mac will ask you to insert the original disk. To clear its memory and avoid confusion, simply switch off the Mac after making a copy, then start fresh with the backup.

Copying the Program with Two Disk Drives

Having a two-drive system greatly simplifies disk copying; you do not have to swap disks repeatedly, as you do with one drive.

1. Put the original Typing Tutor III program disk into the internal drive and put the new disk into the external drive.
2. Drag the original disk's icon directly over the new disk's icon and release the mouse button.
3. When you are asked if you really want to copy onto the new disk, click OK.

4. When copying is complete, click the new disk's icon and type in a name for it, such as TT Backup.
5. Put a label on the new disk to identify it. Eject and store the original in a safe place.
6. Turn off the Macintosh. It is possible that the Mac will ask you to insert the original disk. To clear its memory and avoid confusion, simply switch off the Mac after making a copy, then start fresh with the backup.

Getting Started

Simply insert the Typing Tutor III backup disk into the drive and turn on the Macintosh. Now you have two choices: you can open the main program or you can click into the Letter Invaders™ game. There are also empty folders where you will be able to save your results, but ignore them for now. If this is your first time with the program, please click the Typing Tutor III icon so we can help you get oriented.

Ready for the tour? You should now see a screen containing the Typing Tutor III logo and copyright notice, with a list of features across the top, referred to as the *menu bar*. Drag the pointer, with the mouse button depressed, across the menu bar. Each time you place the pointer over one of the features and press the mouse button, a pull-down menu appears, displaying various aspects of the program. All you have to do is release the button over the option of your choice to open it and get started.



File Lessons Test Graphs TRM Overview

TYPING TUTOR III

KRIYA SYSTEMS™, INC.

presents



Typing Tutor III™

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File Lessons Test Graphs TRM

Overview

TYPING TUTOR III

Introduction

How to Use 

Lessons

Reports

Tests

Thermometers

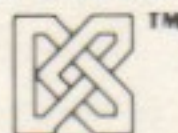
Graphs

Help

File

KRIYA SYSTEMS™, INC.

presents



Typing Tutor III

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The Overview is strongly recommended as your first step. It will tell you what you need to know to use the program. Just "pull down" the Overview menu and select the first item, Introduction. By doing this, you can progress sequentially through the entire series of screens without returning to the menu. At another time, you may want to refresh your memory on a certain part of the program; that would be a good time to pull down the Overview menu and select the subject in question. Once you're in, you can always go to the previous or following screen.

Besides the Overview, recall that there are Help screens available from each pull-down menu as well as from specific screens within the program. Help screens are separate from the Overview and offer specific information about that portion of the program from which help was requested.

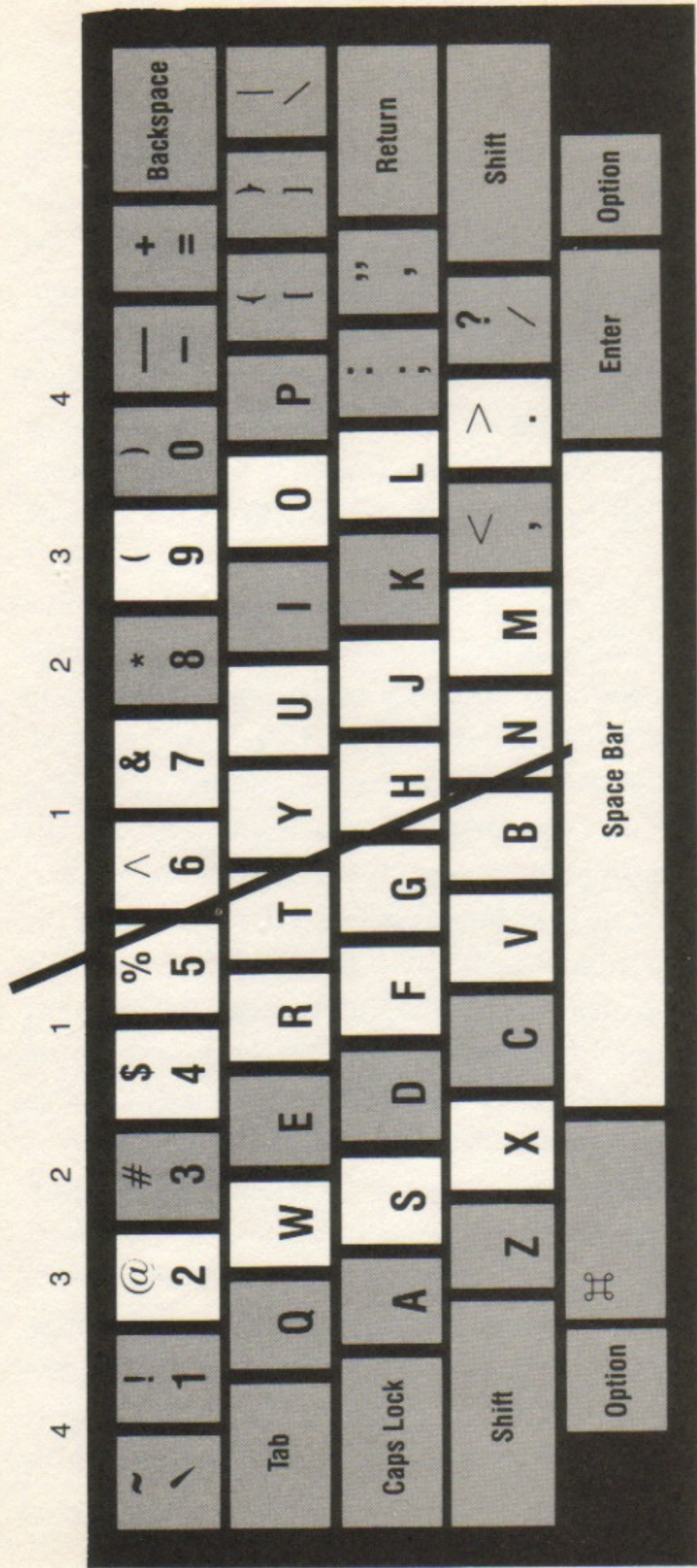
The Lessons

Before you get involved with your own typing work, please invest a few more minutes in our Typing Tutor III program tour. Doing so will help clarify a few things that otherwise may escape your notice. From the Lessons option on the menu bar, select Alphabet by highlighting and clicking that option. You should now have the Alphabet Keys lesson displayed on your screen. This display may appear to be self-explanatory, but let's take a look anyway, to be on the safe side.

On the left side of the screen are two thermometers. They keep a running account of your average typing speed and accuracy as you type. The main portion of the screen displays a "help keyboard" with the keys of the current lesson identified. It is this keyboard that you should watch as you type, *not* the one beneath your fingers. If you always watch your fingers, it will take longer to learn the location of the keys. Best nip a bad habit at the onset.

Lessons begin with the *home* keys, where your fingers remain stationed on the keyboard. From these keys (**ASDF** for the left hand and **JKL;** for the right) you can comfortably and methodically reach all the others. The diagram on the next page illustrates how correct fingering works on the keyboard.

Notice how the keyboard is divided into areas. Each finger is responsible for the keys in its area. The index fingers cover the areas numbered 1; the middle fingers cover the number 2 areas; ring fingers work the keys in the areas numbered 3; and the little fingers cover the area 4 keys. The space bar, the long



Fingering is as follows: 1 = index, 2 = middle, 3 = ring, 4 = little finger.
Use thumbs for space bar.

bar at the bottom of the keyboard, works easily with the thumbs. The Shift keys, in the number 4 areas, allow you to type capital letters and the top symbol on symbol keys, such as the asterisk (*) above the 8. The Shift keys should be pressed with the little finger of the hand that is not making the keystroke. Remember to keep your fingers oriented on the home keys, and the locations of all the other keys will soon be found by automatic response.

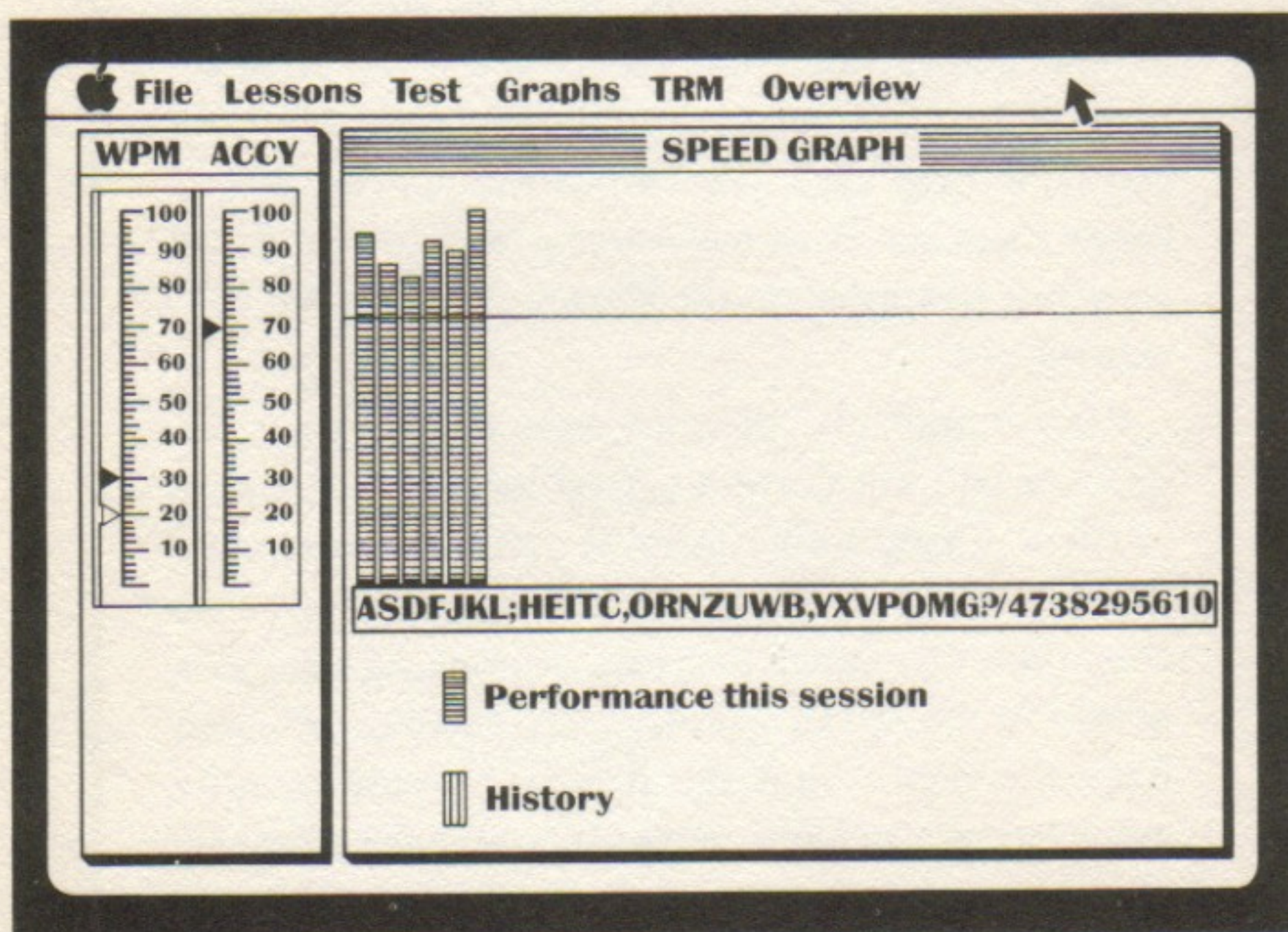
Take another look at the Alphabet Keys lesson on your screen. The top box contains the group of letters to be typed. These letters will be an arrangement of the identified keys on the keyboard below. As you type these keys, your input will appear directly below them. An error will cause a beep to sound and an arrow to appear on the screen above the key that was missed.

Even though the thermometers display your progress as you work, avoid paying too much attention to them during your typing, or you'll lose speed and possibly accuracy. They are fun to check between sets, however. Other methods of tracking your progress are the Speed and Accuracy Graphs, available from the menu, and the Reports, presented after every ten sets of eight letters. Reports also come up after tests. (Please refer to the Overview and Report Help for more information about Reports.)

You're on Your Own

Are you getting the idea? There are lessons for the letter keys and the number keys. There are four types of tests for you to try, which in turn present Reports. Help screens are available wherever you see the HELP box, as well as from each pull-down menu.

Graphs are available to illustrate for you how you are doing; you can see these by choosing them from the menu bar.



By now you should have a working understanding of the Typing Tutor III program. Experiment with the menus, Overview screens, and lessons to get a basic grasp of how to use the features that are not emphasized on these pages. Never be hesitant to explore.

The Letter Invaders Game

Caution: This game may be habit forming! The excitement generated by blasting letters that zoom down from space while keeping correct finger placement on the keyboard cannot be justly described; it can only be experienced. The Letter Invaders game provides a great break from the usual typing drills without sacrificing typing skills.

Your mission: Defend Earth against invading fleets from Beyond. As each letter or symbol comes into view, blast it by typing it on the keyboard. Score 10 points for each character you hit.

Triads are three characters that descend as a single unit. The first and third characters are the same home key, and the second character is another key that is typed with the same finger (type all three in order). When all three characters are typed successfully, a 30 point bonus is awarded as well as the standard 10 points per character, for a total of 60 points.

Word Challenge rounds are good for extra points. Phase 1, which happens when you reach 2000 points in the game, awards 50 points for each correctly typed word and 200 points if all nine words are typed within fifteen seconds (the length of the round). Phase 2, which occurs when you reach 5000 points, awards 100 points for each word and 500 bonus points for a clean sweep (nine words) within fifteen seconds. When you reach 2000 and 5000 points in the Letter Invaders game, finish firing at the characters remaining on the screen to make way for the Word Challenge rounds.

When you play the Letter Invaders game, you'll notice that the terrain along the bottom has bases from which lasers are beamed at the invaders. There is a base for each home key; all lasers originate from the appropriate base to zap characters that are typed with the finger that covers that home key. For example, the letters Q and Z will be struck with a laser from Base A, that is, the home key of the area covered by the little finger of your left hand. This emphasizes the correct finger-keyboard relationship.

The better your skill, the more challenging the game becomes. A game consists of three rounds. Two-player games alternate rounds between players (three rounds per player); high score wins in the end. Click the Letter Invaders game icon from the disk's opening screen to defend your planet!



Options 1 or 2 Players

PLAYER 1 0

ASDFJKLHEITCORMZUWB?/4738256(*) + \$

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R



Options 1 or 2 Players

PLAYER 1 0

ASDFJKLHEITCORMZUWB?/4738256(*) + \$

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A

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D

F

J

K

L

R

Parting Words

Here are just a few parting comments on the art of working with the Typing Tutor III program, to assure you'll get off on the right foot.

- Keep your fingers on the home keys. Home keys are **ASDF JKL**; on the keyboard.
- Always watch the screen, *not* your hands.
- All typing exercises and tests, except the Standard Speed Test, appear in capital letters. You may wish to press the Caps Lock key before beginning, although lowercase letters will be accepted. In the Standard Speed Test, however, you should type the letters exactly as they appear on the screen, using the Shift keys to type capital letters. You must also use the Shift keys, in *all* tests and lessons, to type the top symbols on the symbol keys.
- After a lesson or test, a Report is displayed. After a Letter Invaders game, a Scorecard is displayed.
- The CANCEL box on some screens will back you out of your current position or end a lesson or test by taking you to the Report screen.
- You can switch students by reloading the program. Restarting in this way allows the person next in line to click his or her icon, activate his or her own progress file, and work at his or her own level, unaffected by the previous user's records.
- The Mac's Control Panel is inactive while the Typing Tutor III program is active. All controls on the panel are kept in this program as they were left on the panel. For example, volume and key-touch can be adjusted before you load the Typing Tutor III program.

You are now ready to begin typing. If you would like the program to pinpoint your weak areas, begin by selecting Words Test Using Lesson Keys from the menu bar and taking a few tests. Otherwise, the place to begin is the Alphabet drill (which you can also select from the menu bar, remember?). Be sure to read the Overview if you have not yet done so. Carry on at your own pace, and enjoy the advantages you'll experience with the Typing Tutor III program and your Mac that wouldn't be possible with a book and typewriter. Mastering a new skill could hardly be more pleasant.

For Additional Help

If you have any questions or need more help, call toll free

800/847-7078

In New York State, dial

212/860-0300

Ask the operator for **Technical Support.**

Important! Read Before Opening Sealed Diskette

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PHONE NUMBER () _____

NAME OF PRODUCT _____

DATE OF PURCHASE _____ PURCHASE PRICE _____

COMPUTER BRAND _____ MODEL _____

Where did you purchase this product?

DEALER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

How did you learn about this product? (Check as many as applicable.)

STORE DISPLAY _____ SALES PERSON _____ MAGAZINE ARTICLE _____ ADVERTISEMENT _____

OTHER (Please explain) _____

How long have you owned or used this computer?

LESS THAN 30 DAYS _____ LESS THAN 6 MONTHS _____ 6 MONTHS TO A YEAR _____ OVER 1 YEAR _____

What is your primary use for the computer?

BUSINESS _____ PERSONAL _____ EDUCATION _____ OTHER (Please explain) _____

Where is your computer located?

HOME _____ OFFICE _____ SCHOOL _____ OTHER (Please explain) _____

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HERE

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NEW YORK, NEW YORK 10020

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If You Can't Type, You Can't Compute

For all those who want to utilize the power of a personal computer more effectively and efficiently:

- professionals
- students
- writers
- secretaries
- the entire family

Learn how to get the most out of your computer by learning how to type quickly and easily with TYPING TUTOR III—the most effective typing instruction program ever developed. This remarkable new computer-software program automatically adjusts to your unique abilities and progress, creating custom-designed lessons especially for you. It lets you learn at your own pace.

TRM™ Is the Key

Through the Time Response Monitoring™ process (TRM), the TYPING TUTOR III program analyzes the results of each lesson and practice test, clearly exhibits your speed, accuracy, strengths and weaknesses, and graphs your progress along the way so you can see your improvement. The program is extremely easy to use, with all the written documentation you need available in an accompanying manual *and* on-screen merely by pushing the HELP command at any time in the program.

Now with LETTER INVADERS™

The TYPING TUTOR III program is the only one with LETTER INVADERS, a fascinating new arcade-style game that enables you to take a break from the program and sharpen your speed skills in an exciting way. It progressively increases in speed to match your progress—as you get better, it gets faster.

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K R I Y A

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