

ALL THE RIGHT TYPE

for MACINTOSH

All The Right Type version 2.0.3 - March 1998
(This manual is not for use with the black and white version 1.5 or earlier)

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Ministry of Education and Training
of Ontario, Canada



UNDERSTANDING THROUGH INVOLVEMENT

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- Macintosh 3.5" floppy disk or CD-ROM

 - 256 colours at 640*480 resolution, System 7.0 or greater, 2.5 MB free RAM
 - 68030 at 25 Mhz or better, 68040 or PowerPC processor

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Chapter 1

Getting Started

This chapter covers the following topics:

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1. GETTING STARTED

Check Your System Requirements

- A Macintosh compatible system with a 68030 processor at 25 Mhz or better, or a 68040 processor, or a PowerPC processor.
- 2.5 MB (2500K) free, available RAM
- 6 MB available hard drive space
- 256 color display at a minimum of 640*480 resolution
- System 7.0 or higher
- If you have the program on floppy disks your system must have a high density (1.4Mb) 3.5" floppy disk drive.
- If you have the program on CDROM, your system must have a CDROM drive.

Make a Backup Copy

Before you install **All The Right Type**, make a backup copy of each of the installer disks in your package. Store the backup set in a safe place.

We recommend that you write-protect the backup set to prevent accidental erasing or overwriting of files.

Installation (stand-alone computer)

Turn off any screen savers and virus protection software that may be installed on your system. Insert the **All The Right Type** CDROM or installer disk #1, and double-click on it once it appears on your desktop. The **All The Right Type Installer** icon appears.

Double-click on the **All The Right Type Installer** icon.

Carefully read the instructions. The **All The Right Type Installer** creates a folder containing **All The Right Type** on your hard drive. After installation is finished, you may *drag and drop* it to any place you would like.

If you installed the **Utility Center**, you should launch it right away and set up a password, see page 17.

General Network Considerations

Different kinds of applications

Applications like word processors and spreadsheets are mainly made up of code - they have very little graphics, animations or sound. When a user logs onto the network and runs this kind of application, most of the program is loaded immediately into the memory of the local computer. After the initial load, network activity is minimal. These programs run well on networks - even slow networks.

Applications like the color version of **All The Right Type** are dependent on large files of pictures and sounds and do not contain much code. When a user logs onto the network and runs this kind of application, the code of the program is loaded quickly into the memory of the local computer. As the students go through the buildings on the ART campus, various pictures or sounds are needed and must be loaded over the network. This means that network activity is high. Highly graphical applications such as the color version of **All The Right Type** run well on fast networks - but may not run fast enough to be practical on slow networks.

Network speed

There are many different kinds of networks. The speeds can range from very slow to very fast. Here are some of the things that can affect network speed:

Network wiring and protocols:

LocalTalk cabling (standard telephone wires, Phone-Net, inexpensive two-conductor wire of any kind) is only good enough to run AppleTalk, the built-in protocol for all Macintosh computers. While networks based on this cabling are inexpensive, they are slow.

High speed protocols such as Ethernet or Token Ring are much faster, but they don't run on LocalTalk cabling. Ethernet cables typically move data 40 times as fast as LocalTalk.

Network traffic: 1 user (faster) to 50 users (slower)

If there is only one user logged on to the network, the number of requests for information that the server has to process is small. As more users are logged on, the number of requests for information increases and if the file server can't keep up, users begin to notice delays.

File server: Macintosh Classic (slower) to Mac Workgroup Server (faster)

The ability of the server to handle large numbers of requests for information is affected by many factors. Processor type and speed, speed of hard drive, networking software and the amount of RAM allocated to 'caching' will all affect the overall speed of the network.

Type of other programs being concurrently accessed: text, graphics & sound

If other stations on the network are accessing programs that use graphics, animation and sound, the load on the server is increased and all stations may experience slowdowns. If this is a problem, limit the number of users of that other software, or increase the power of your server and network.

Deciding how to install All The Right Type

There are two main configurations for All The Right Type, as follows:

Network resident: The entire program and the recordfiles reside on the file server. To use this configuration you must have a fast network.

Local: This configuration should be used if you have a slow network. The recordfiles reside on the file server and the applications reside on the local hard drive of each computer.

In general, networks that use LocalTalk are 'slow' and networks that use Ethernet or Token Ring are 'fast'. If you are unsure of the speed of your network, wait until there is no network activity and use the following test to measure performance.

- At a computer with a local hard drive, run the **All The Right Type** Installer (on disk #1 of 2) and install the **Student Workstation** package onto the local hard drive.
- At the same local computer, log onto the network as Administrator. The file server volume (icon) will appear on your desktop.
- Have a stopwatch (or anything capable of timing seconds) ready. Drag and drop the **All The Right Type** application onto the file server icon and time how long it takes to copy. Then remove the **All The Right Type** application from the file server.

If the copy operation took more than 30 seconds, you have a 'slow' network.

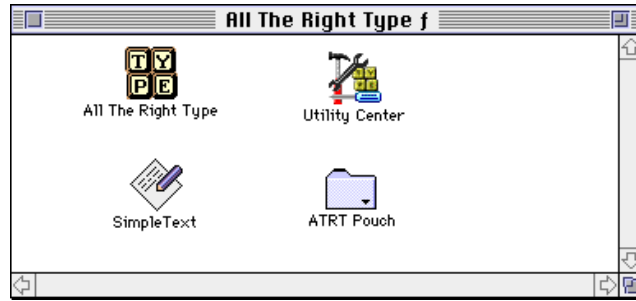
Installing All The Right Type on a slow network

If you can't upgrade to a fast network you have two choices:

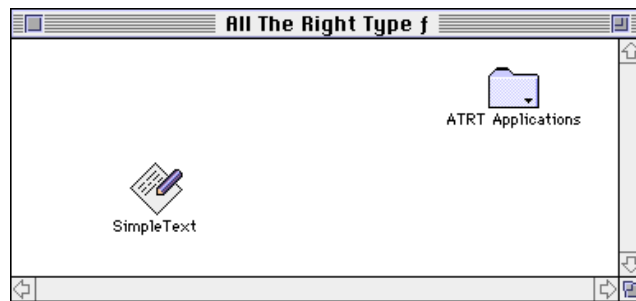
- Install the **Student Workstation** package onto the local hard drive of each computer, while placing the recordfiles on the server. The recordfiles are relatively small and load quickly over the network. We have designed the color version of **All The Right Type** so that this is possible.
- If you absolutely cannot install the **Student Workstation** package onto the local hard drive of each computer, you could run the Black & White version, which is much smaller and loads faster over slow networks. Call your district computer or technology co-ordinator to get the additional format.

AppleShare networking (version 3 or 4)

1. Read the section called **General network considerations** on page 3 and decide which configuration you should install, **Network resident** or **Local**.
2. Now you have to choose which program modules to install.
 - If you have a slow network and have you have decided to install the **Local** configuration, you don't have to install anything on the server at this time. You must go to each workstation and install the 'Student Workstation' package. At the teacher's computer, install the 'Complete Install' package. The teacher creates the recordfiles and places them on the server in a location that has 'Make Changes' access for the students. Students sign on to the network, locate and launch the recordfile for their class.
 - If you decided to install the **Network resident** configuration, at the file server, quit **AppleShare File Server**. Insert the All The Right Type installer disk #1 and launch the installer. Read all instructions carefully. Select and install the **Complete Install** package.
3. When the install process has finished there will be a folder called **All The Right Type f** on the server. You should now drag and drop it to wherever you want it to be permanently located.
4. Open the new **All The Right Type f** folder and arrange the files so it looks like the following:

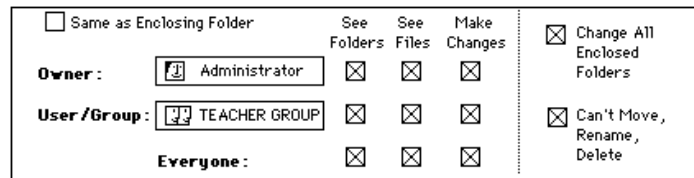


Create a new folder called **ATRT Applications**. Drag and drop the **ATRT Pouch** folder and the **All The Right Type** and **Utility Center** applications into the new **ATRT Applications** folder.



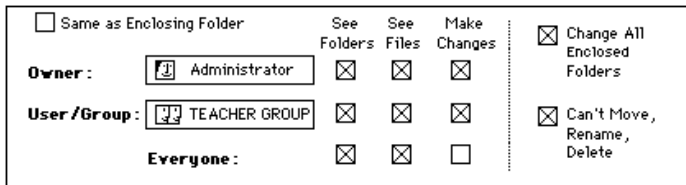
5. Launch the **AppleShare Admin** program and choose **Access information** from the **Privileges** menu.

In the list in the upper left corner of the window, locate the **All The Right Type f** folder, click once to highlight (select) it and set rights as follows:



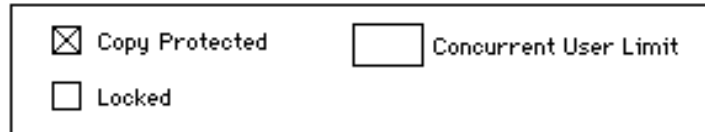
When setting rights, always set the 'Same as Enclosing Folder' option in the upper left before trying to set the other options. When the screen looks exactly like the above illustration, choose **Save**. Choose **Inherit** if prompted.

6. In the same list, double-click on the **All The Right Type f** folder, and a new list will appear. Click once on **ATRT Applications** to highlight (select) it and set rights as follows:



When the screen looks exactly like the illustration, choose **Save**. Choose **Inherit** if prompted.

7. In the same list, double-click once on **ATRT Applications** folder, and a new list will appear. Click once on **All The Right Type** to highlight (select) it and set rights as follows:



When the screen looks exactly like the illustration, choose **Save**.

8. Choose **Quit** from the **File** menu. Sign on to the server as a Teacher. Locate and run the **Utility Center** application and set up a password. If you do not set up a password now, students will be able to run the Utility Center - which is not advised.
9. That's it! Students can now run as 'Guests'. If teachers want records to be kept, they should use the **Utility Center** to set up a Recordfile for each class. Recordfiles can be located anywhere on the server that students have 'Make Changes' access. Or they could be located on floppy disks or even on their local hard drives.

*Note: Drillfiles (created with the 'Utility Center' program) must always be located in the **ATRT Applications** folder.*

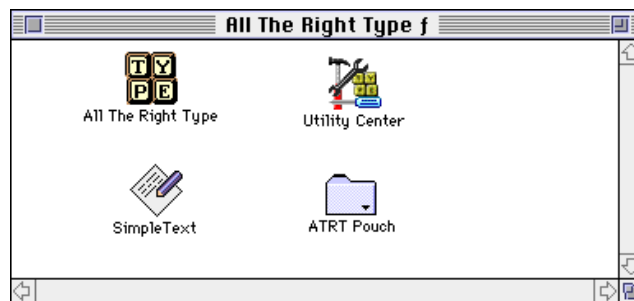
Note: You should back-up the Recordfiles regularly to avoid loss of records due to mishap.

System 7 or 8 built-in networking (File Sharing)

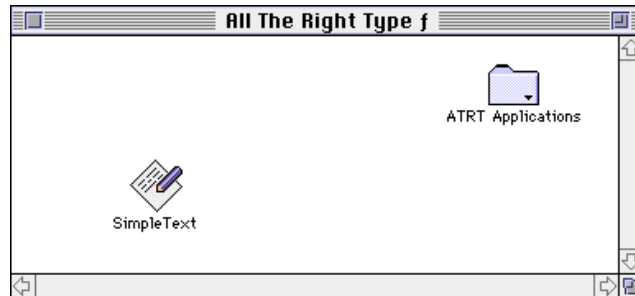
Note: System 7 or 8 Networking supports a maximum of 10 simultaneous users per Recordfile. If you put more than 10 students in the same Recordfile, only the first 10 to log on will be able to run the program!

Use the following procedure to install ALL THE RIGHT TYPE:

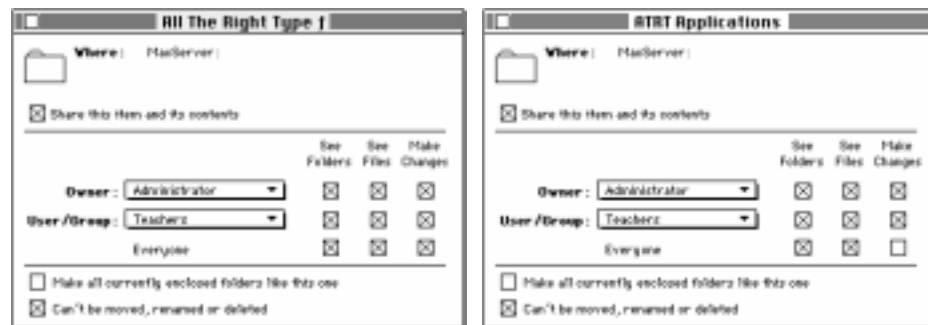
1. Read the section called **General network considerations** on page 3 and decide which configuration you should install, **Network resident** or **Local**.
2. Now you have to choose which program modules to install.
 - If you have a slow network and have you have decided to install the **Local** configuration, you don't have to install anything on the server at this time. You must go to each workstation and install the 'Student Workstation' package. At the teacher's computer, install the 'Complete Install' package. The teacher creates the recordfiles and places them on the server in a location that has 'Make Changes' access for the students. Students sign on to the network, locate and launch the recordfile for their class.
 - If you decided to install the **Network resident** configuration, at the 'server', insert the All The Right Type installer disk #1 and launch the installer. Read all instructions carefully. Select and install the **Complete Install** package.
3. When the install process has finished there will be a folder called **All The Right Type f** on the server. You should now drag and drop it to wherever you want it to be permanently located.
4. Open the new **All The Right Type f** folder and arrange the files so it looks like the following:



Create a new folder called **ATRT Applications**. Drag and drop the **ATRT Pouch** folder and the **All The Right Type** and **Utility Center** applications into the new **ATRT Applications** folder.



5. Use the **Sharing...** option under the **File** pull-down menu and set the access privileges for the folders as follows:



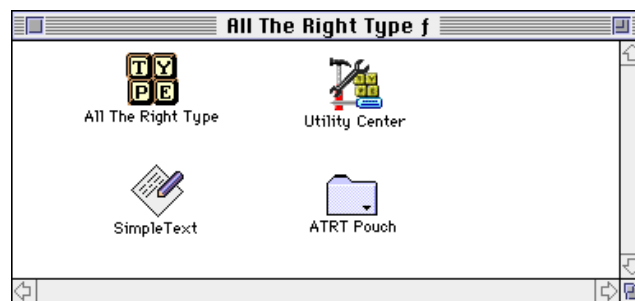
6. Run the **Utility Center** application and set up a password. If you do not set up a password now, students will be able to run the **Utility Center** - which is not advised.
7. That's it! Students can now run as 'Guests'. If teachers want records to be kept, they should use the **Utility Center** to set up a Recordfile for each class. Recordfiles can be located anywhere on the server that students have 'Make Changes' access. Or they could be located on floppy disks or even on their local hard drives.

Note: Drillfiles (created with the 'Utility Center' program) must always be located in the **ATRT Applications** folder.

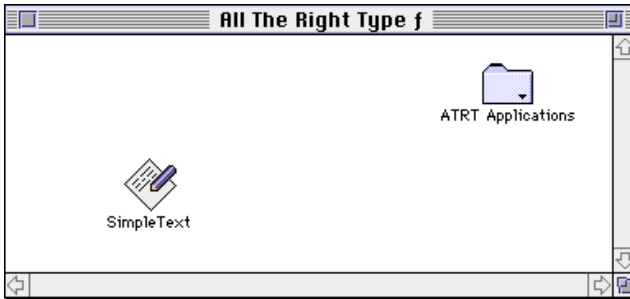
Note: You should back-up the Recordfiles regularly to avoid loss of records due to mishap.

Novell Netware Server with Macintosh support

1. Read the section called **General network considerations** on page 3 and decide which configuration you should install, **Network resident** or **Local**.
2. Now you have to choose which program modules to install.
 - If you have a slow network and have you have decided to install the **Local** configuration, you don't have to install anything on the server at this time. You must go to each workstation and install the 'Student Workstation' package. At the teacher's computer, install the 'Complete Install' package. The teacher creates the recordfiles and places them on the server in a location that has 'Make Changes' access for the students. Students sign on to the network, locate and launch the recordfile for their class.
 - If you decided to install the **Network resident** configuration, from a Macintosh workstation, sign on as **Supervisor**, or equivalent. The network volume icon should appear on your Macintosh desktop. Insert the **All The Right Type installer disk #1** and launch the installer. Read all instructions carefully. Select and install the **Complete Install** package.
3. When the install process has finished there will be a folder called **All The Right Type f** on the server. You should now drag and drop it to wherever you want it to be permanently located.
4. Open the new **All The Right Type f** folder and arrange the files so it looks like the following:



Create a new folder called **ATRTR Applications**. Drag and drop the **ATRTR Pouch** folder and the **All The Right Type** and **Utility Center** applications into the new **ATRTR Applications** folder.



5. If you have not set up a "user list" and/or "group list" for the intended class, do so now (see your Novell Netware manual).
6. Use the "NETWARE CONTROL CENTER" application (part of Novell) to set access privileges using the following procedure:
 - Open the server volume and select the **All The Right Type *f*** folder.
 - Choose "folder trustee rights" under the FOLDERS/FILE pull-down menu.
 - Drag the appropriate group list (or user list) into the Trustee list. The current access rights will appear. Set rights as follows:

Students	Teachers
<input type="checkbox"/> Parental	<input checked="" type="checkbox"/> Parental
<input checked="" type="checkbox"/> Write to open files	<input checked="" type="checkbox"/> Write to open files
<input checked="" type="checkbox"/> Create files/folders	<input checked="" type="checkbox"/> Create files/folders
<input type="checkbox"/> Delete files/folders	<input checked="" type="checkbox"/> Delete files/folders
<input checked="" type="checkbox"/> Modify file attributes	<input checked="" type="checkbox"/> Modify file attributes
<input checked="" type="checkbox"/> Open existing files	<input checked="" type="checkbox"/> Open existing files
<input checked="" type="checkbox"/> Read from open files	<input checked="" type="checkbox"/> Read from open files
<input checked="" type="checkbox"/> Search:	<input checked="" type="checkbox"/> Search:

- Open the server volume and select the **ATRT Applications** folder.
- Choose "folder trustee rights" under the FOLDERS/FILE pull-down menu.
- Drag the appropriate group list (or user list) into the Trustee list. The current access rights will appear. Set rights as follows:

Students	Teachers
<input type="checkbox"/> Parental	<input checked="" type="checkbox"/> Parental
<input type="checkbox"/> Write to open files	<input checked="" type="checkbox"/> Write to open files
<input type="checkbox"/> Create files/folders	<input checked="" type="checkbox"/> Create files/folders
<input type="checkbox"/> Delete files/folders	<input checked="" type="checkbox"/> Delete files/folders
<input type="checkbox"/> Modify file attributes	<input checked="" type="checkbox"/> Modify file attributes
<input type="checkbox"/> Open existing files	<input checked="" type="checkbox"/> Open existing files
<input type="checkbox"/> Read from open files	<input checked="" type="checkbox"/> Read from open files
<input type="checkbox"/> Search:	<input checked="" type="checkbox"/> Search:

7. Sign on to the server as a Teacher. Locate and run the **Utility Center** application and set up a password. If you do not set up a password now, students will be able to run the Utility Center - which is not advised.
8. That's it! Students can now run as 'Guests'. If teachers want records to be kept, they should use the **Utility Center** to set up a Recordfile for each class. Recordfiles can be located anywhere on the server that students have 'Write' access. Or they could be stored on floppy disks or on their local hard drives.

*Note: Drillfiles (created with the 'Utility Center' program) must always be located in the **ATRT Applications** folder.*

Note: You should back-up the Recordfiles regularly to avoid loss of records due to mishap.

Using At Ease

At Ease is a utility program that displays chosen applications and documents as buttons, and denies access to other places normally accessible in the Finder. This can help protect the server from being re-arranged or protect files from being 'trashed'.

All The Right Type has been tested and works perfectly through **At Ease**. The recommended way of setting up **All The Right Type** on **At Ease** is to put each of the class Recordfiles as a button on the **At Ease** document screen, not the **All The Right Type** application itself. This way, when a student logs on and the **At Ease** button panel appears, the student simply finds the Recordfile for the appropriate class and clicks on it. **All The Right Type** will automatically launch.

For instructions on how to add buttons to **At Ease**, or if **At Ease** gives error messages when you launch a Recordfile, consult the **At Ease** manual for a solution.

In order for the 'Word Processing Plaza' to function under 'At Ease', the Word Processor must be located on the local hard drive, or in the same directory as the **All The Right Type** application. And it must be an item on the student's panel.

Launching All The Right Type or the Utility Center

To launch **All The Right Type** from the desktop, students should double-click the Recordfile that contains their name. If no Recordfile has been created, or someone wants to be a "Guest," it can be launched by double-clicking the **All The Right Type** application icon itself. Records for a "Guest" will not be saved to disk.

To launch the **Utility Center**, teachers double-click the **Utility Center** icon.

If you are using **At Ease**, put the class Recordfiles as buttons on the **At Ease** document screen, not the **All The Right Type** program. This way, a student simply finds the Recordfile for the appropriate class and clicks on it. **All The Right Type** will automatically launch. For instructions on how to add buttons to **At Ease**, or if **At Ease** gives error messages, consult the **At Ease** manual for a solution.

Also, some versions of **At Ease** can be configured to open documents only from floppy disks. To avoid being prompted for a floppy disk when you launch **All The Right Type**, this **At Ease** Security option must be set to allow opening files in the user's folder.

In order for the 'Word Processing Plaza' to run under **At Ease**, the Word Processor must be located on the local hard drive, or in the same directory as the **All The Right Type** application. And the Word Processor must be placed as a button on the **At Ease** document screen.

Chapter 2

QUICK TOUR

This chapter covers the following topics:

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2. QUICK TOUR

All The Right Type is an interactive program designed to teach keyboarding. It consists of two separate programs — **All The Right Type** for students and the **Utility Center** for Teachers. The program comes with a Drillfile (set of Lessons, Skill Builders and Tests) called **All The Right Type**. It is the default Drillfile.

Overview of the A.R.T. Campus

Learning Lab

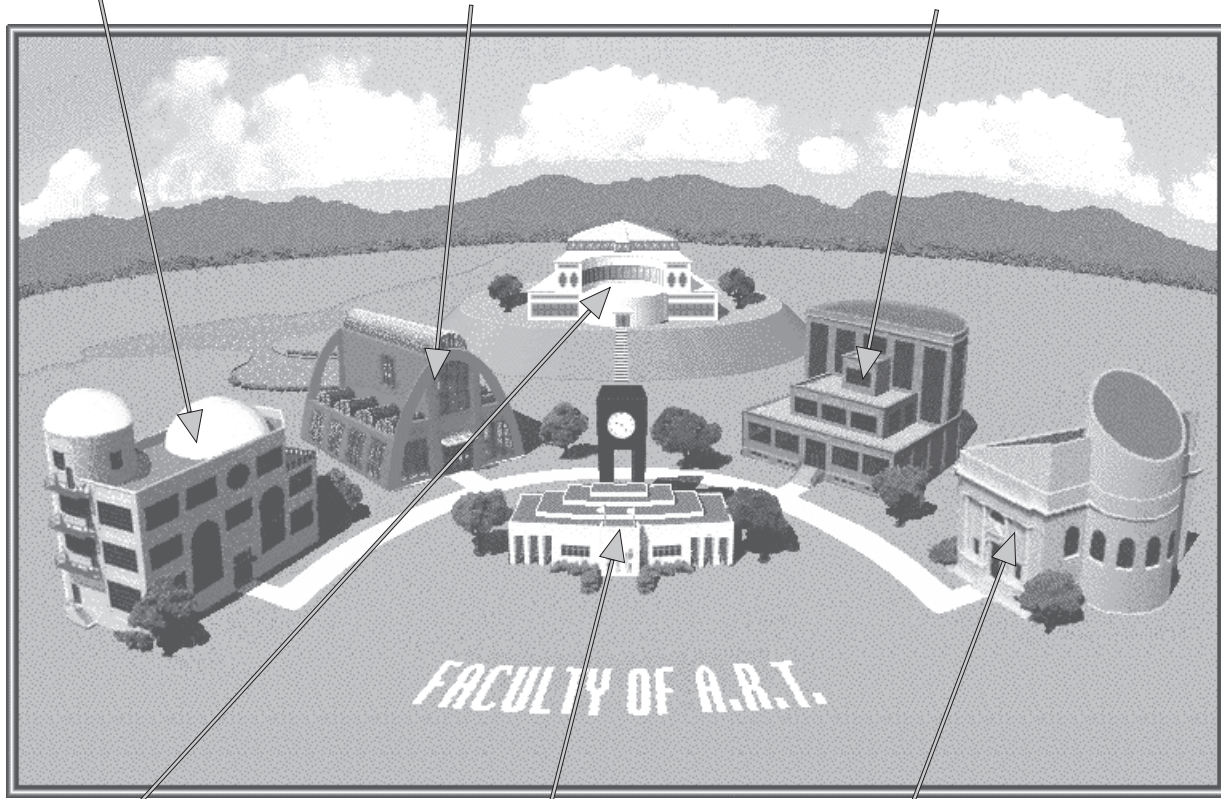
Teaches proper posture and hand position. Then each new key is taught with its correct finger reach without worrying about speed.

Practice Pavilion

Same drill material as Learning Lab, but with a speed goal. The practice method can be configured by the teacher to standard lines and reports - or an animated race against a pacer scull on a river.

Skill Building

Students hone their skills with a series of graduated drills containing words, sentences, and a short meaningful paragraph.



Word Processing Plaza

Clicking here links you to your favorite word processing program.

Records Library

Students may view and print the results of their work with the Skill Builders and Tests at any time.

Testing Center

Students take tests after every third Lesson. Tests are marked in accordance with rules used by leading typing authorities. Testing method, goals and time limits can be set by teachers.

You can enter any building at any time by clicking on it. If you are using the built-in **All The Right Type Drillfile**, the flashing building is the next in the proper learning sequence (see chapter 3).

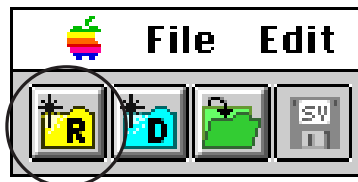
Overview of the Utility Center



All The Right Type's Management System for Teachers

The second component of **All The Right Type** is the Utility Center. It permits teachers to set up records, make their own Lessons, Skill Builders, and Tests, and specify program options to suit individual teaching preferences.

Understanding Recordfiles

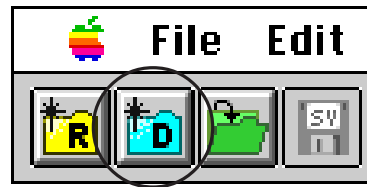


A 'Recordfile' is a collection of up to 50 student records and individual program options. There is no limit (other than hard drive space) to the number of Recordfiles you can create. The Utility Center allows you to:

- a) Manage student records
 - Create and name student records
 - Import lists of names
 - Customize and set student options

- b) Evaluate student results
 - Monitor individual/class progress for Skill Builders and Tests
 - Print results either graphically or in text format
 - Award certificates
 - Monitor progress through the Learning Lab and the Practice Pavilion

Understanding Drillfiles



A 'Drillfile' is a collection of Lessons, Skill Builders, and Tests for use with the main program **All The Right Type**. There is no limit (other than hard drive space) to the number of Drillfiles you can create. The Utility Center allows you to:

- Create your own Lessons, Skill Builders, and Tests.
- Edit your own material.
- Cut and Paste drills from another source (such as a word processor).
- Print your Lessons, Skill Builders, and Tests.

A Guided Tour

Creating a New Recordfile

To learn about all the features of **All The Right Type**, the first thing you should do is try out the 'records' feature of the program!

Run the Utility Center program .

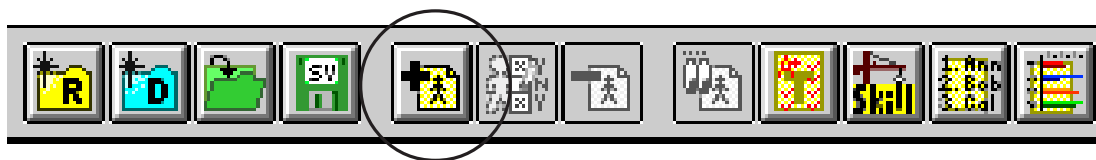
Note: The very first time the Utility Center is ever launched, it lets you set up a password. This is intended to prevent students from running the Utility Center and potentially deleting records or drills. If you forget the password or if you want to change it, see the troubleshooting section in the appendices.

The Utility Center tool bar will appear.



Click the 'New Recordfile' icon at the left side of the toolbar. An empty new recordfile will appear, with the name 'Untitled Recordfile' in the titlebar.

The toolbar buttons for the various Recordfile features will become active (color).



iv) Click on the +student icon. The 'Add Student' dialog will appear.

Add Student

Student Name:

Clear Results

Lesson Error Threshold: Penalty:

Lesson Error Effect: Beep Caption Flash

Practice Mode: Standard Pacer Practice

Word Wrap

Delete Key

Display Lines

Use 'WAM'

Test Mode: Speed Goal Timed Writing

Space After Period: One Two

- v) Enter the name of a student. Set options exactly as illustrated above, then click 'Add'. To learn about the various options, click on the 'Help' button, or see chapter 5.
- vi) Click the +student icon again to add another student. Notice that the program remembered the options you had set for the previous student, and brought them up automatically for the new student. Note that if you already have the names of the students in a file on your computer, you don't have to retype them! There is an 'Import Names' feature that does it all in one step, see chapter 5.
- vii) When you have finished entering the names of students, quit the Utility Center. The program will prompt you to save the changes, then name the recordfile. Give it a name that identifies a class such as **Mr. Smith, Period 1A** and save it. Everything is ready for the students to use **All The Right Type**.

Understanding the learning sequence

Make sure that students understand the proper learning sequence as outlined in Chapter 3.

If you use the built-in **All The Right Type** Drillfile, the flashing building is the next in the proper learning sequence. When students enter a building, the next drill in the sequence will be highlighted automatically.

Signing On To All The Right Type

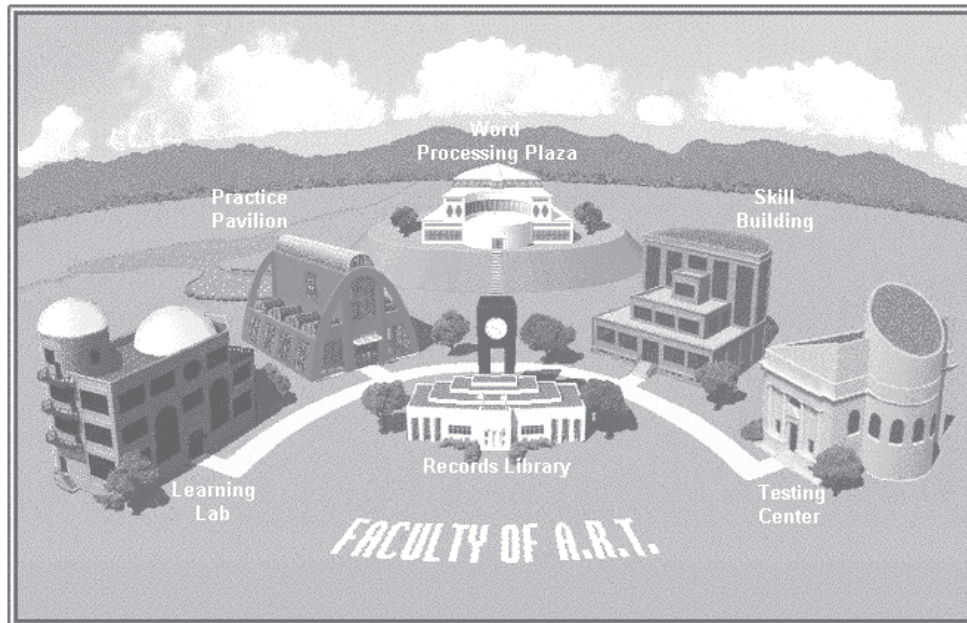
- i) To launch **All The Right Type** from the desktop, students should double-click the Recordfile that contains their name, in this case **Mr. Smith, Period 1A**. Students could launch by double-clicking the **All The Right Type** application icon itself, but then they would have to locate and open the Recordfile. It is faster for the student to double-click directly on the Recordfile.



Mr. Smith's Period 1 A

If **All The Right Type** is already running (and is currently signed on as 'Guest', 'Evaluator', or as some other student), students should choose 'Sign On...' from the **File** menu. Then they can then locate and open the Recordfile for their class.

- ii) After the program identification window, the 'Student Selection' dialog will appear with a list of all the students in the Recordfile.
- iii) Choose a student name, then click 'Select'. A welcome message appears, and the options for that student are loaded. The 'Faculty of A.R.T.' appears.



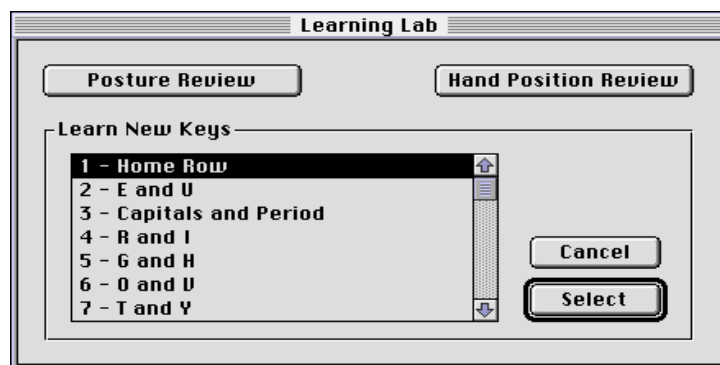
The flashing building always indicates the next step in the proper learning sequence. In this case it is the Learning Lab.



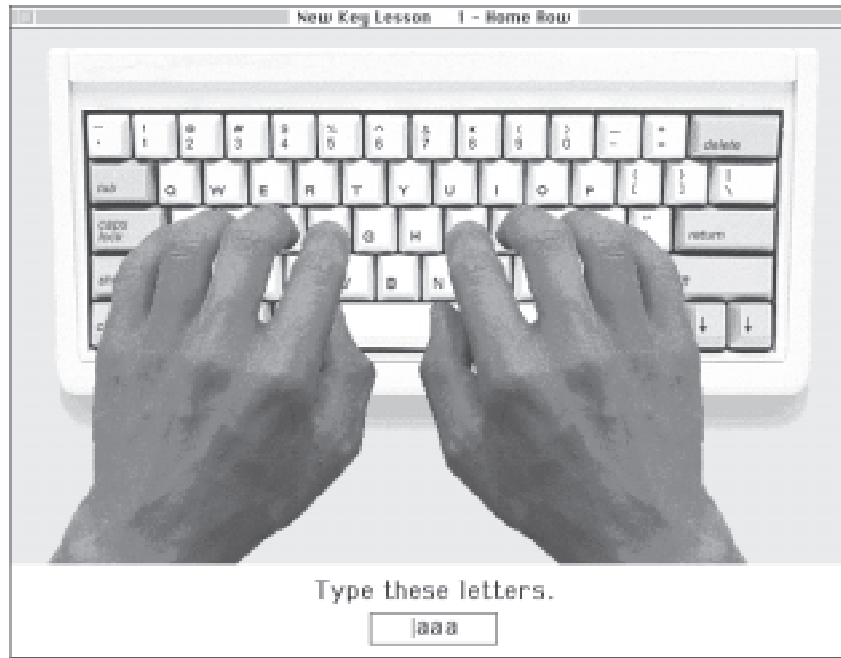
The Learning Lab for New Key Lessons

In the Learning Lab, students learn proper posture and hand positioning. Then each new key is taught with its correct finger reach, without worrying about speed.

- i) Click on the Learning Lab. The first time you enter the Learning Lab, the **Posture** and **Hand Position** tutorials run automatically. When you enter again, these tutorials are available as buttons on the Learning Lab dialog.



- ii) The next Lesson in the proper learning sequence is automatically highlighted. Select the Lesson and click 'Select'. A keyboard appears and the Lesson begins. As new keys are encountered, the proper reach and fingers are taught and illustrated.



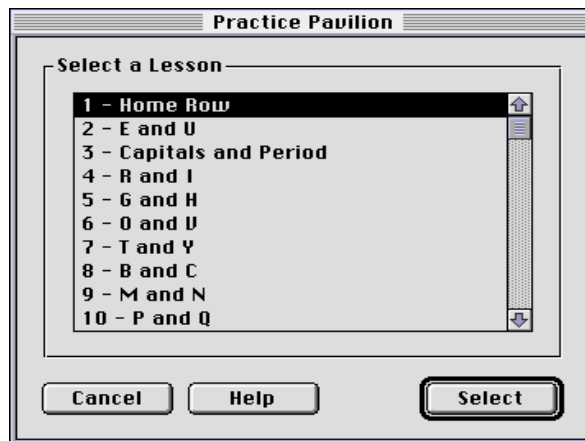
- iii) The students follow the instructions at the bottom of the screen, working their way through the Lesson. If an error is made the program will show the correct reach and fingering, and pause until the correct character is typed.
- iv) After the last line of the Lesson, a fireworks display appears. The more Lessons a student completes, the better the fireworks display! Clicking the **Show Results** button (top left corner) will bring up a final report for the Lesson.

The Practice Pavilion for Developing Speed



The Practice Pavilion uses the same drill material as Learning Lab, but with a speed goal. The presentation method can be preset by the teacher to be standard lines and reports - or an animated race against a pacer scull on a river when you first enter the student's name. For the purposes of this 'Quick Tour' you had set the practice mode to be 'Pacer', see page 18.

- i) Click on the Practice Pavilion. The Practice Pavilion dialog appears, as follows:



- ii) The next Lesson in the proper learning sequence is automatically highlighted. Select a Lesson and click 'Select'.
- iii) Since you selected 'Pacer' mode on the Student Options dialog (page 10), the student is prompted for the desired speed for the pacer boat. Then a river will appear with two racing sculls, as follows:



The bottom racing scull is the pacer. It will move at the selected speed. The top boat will move at the speed the student types. The race starts as soon as the first character is typed. The goal is to stay ahead of the pacer boat.

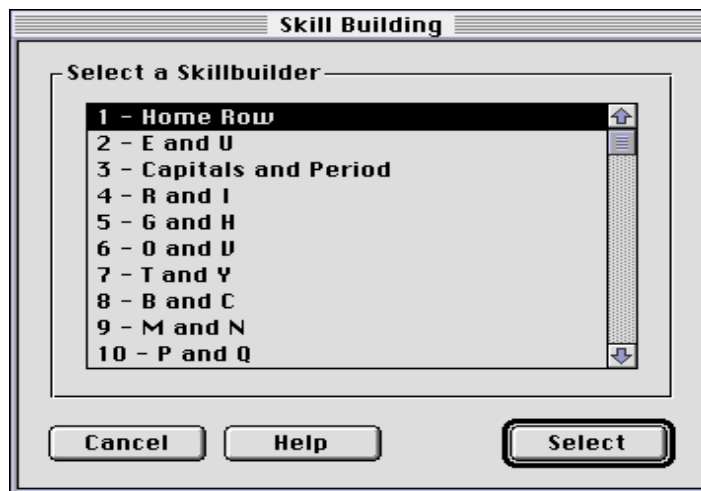
The small 'Overview' window shows the relative position of the two racers compared to the length of the entire Lesson. This window can be moved. At the end of the race a trophy appears with another plaque added.

The Skill Building for Building Skills



In the Skill Building, students build speed and accuracy with a series of graduated drills containing words, sentences, and then a short paragraph.

- i) Click on the Skill Building. The Skill Building dialog appears, as follows:



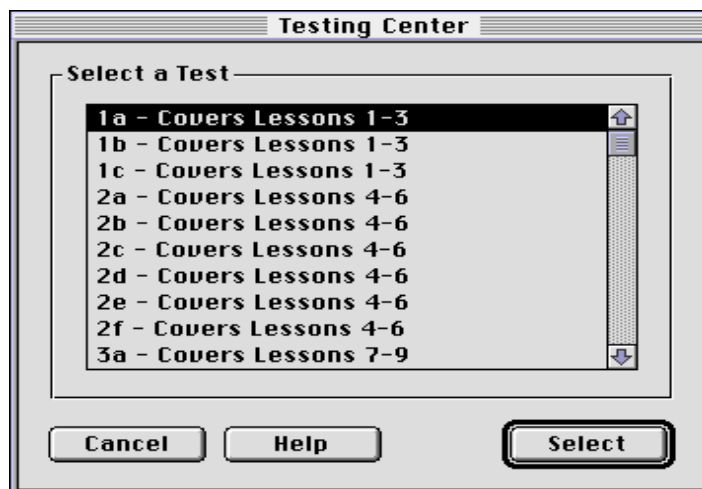
- ii) The next Skill Builder in the proper learning sequence will be automatically highlighted. Select the Skill Builder and click 'Select'.
- iii) Upon completion of the **Isolated Words** section, a report appears. Check your speed and errors; then click 'Next Section'. Results are recorded in the Recordfile.
- iv) The **Sentences** section appears. Type the sentences. Upon completion of the last sentence, a report appears. Check your speed and errors; then click 'Next Section'. Results are recorded in the Recordfile.
- v) The **Paragraph** section appears. Type the paragraph. Upon completion of the paragraph, a report appears. Check your speed and errors; then click 'Continue'. Results are recorded in the Recordfile.
- vi) The first portion(s) of a humorous cartoon are revealed. Each time a student completes a Skill Builder another portion of the cartoon is uncovered. When the final Skill Builder is finished, the last portion is uncovered and the green 'grid' lines disappear!

The Testing Center for Testing Progress



In the Testing Center, students take tests after every third Lesson. Tests are marked in accordance with rules used by leading typing authorities. Testing method, goals and time limits can be configured by the teacher, see chapter 4.

- i) Click on the Testing Center. The Testing Center dialog appears, as follows:



- ii) The next Test in the proper learning sequence is automatically highlighted. Notice that after Lesson 3 you have only three Tests to choose, but after Lesson 6 you have six Tests to choose. Click on the Test and click 'Select'.

Since you selected 'Speed Goal' mode and a goal of 20 WPM on the Student Options dialog (page 18), the program reminds you of the goal.

When you press the RETURN key, the program will calculate where you should be in exactly one minute if you are typing at the desired speed, and mark that character on the screen as a visual goal. You should finish the test, even if you get past the marker before the beep.

Results are recorded in the Recordfile.

The Word Processing Plaza



You can easily access your favorite word processor by clicking on the Word Processing Plaza building. By default, the built-in Macintosh word processor 'TeachText' or 'SimpleText' is used. Refer to Section 4. **All the Right Type - Advanced Features** in this manual for details on how to change this setting to access a different word processor.

The Records Library



Students can examine their own records at any time by clicking on the Records Library. If they have not signed on through a Recordfile only their work during the current session will be visible. If they signed on through a Recordfile, all of their Skill Builder and Test results will be available.

By default, the report appears in 'Text' format, which is on a single page, unless the student is using a very large custom Drillfile.



Students can change to 'Graphic' format by clicking the 'Graphic' button.

They can move through the different pages of the 'Graphic' report by clicking the **Next** button and the **Previous** button.

They can print their record by clicking the 'Print' button.

You have now worked through the most important features of **All The Right Type** and created some records. In the next section you will work with the Recordfile and see how you can view student progress in various ways. Before going on, you may want to sign on to **All The Right Type** as an 'Evaluator Guest' so that you can see how the program behaves when various student options are changed.

Working with a Recordfile

In the previous section, you created a new Recordfile and entered some names into it. Then you launched **All The Right Type**, signed on through your Recordfile and saved some records.

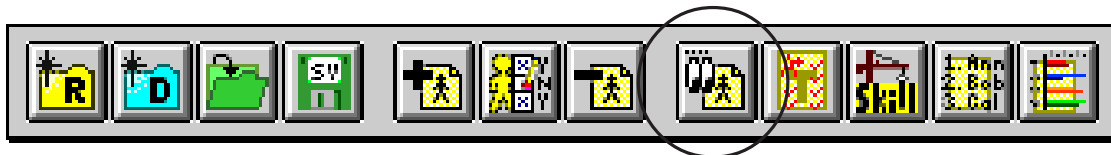
The records system in **All The Right Type** permits teachers to manipulate student records in various ways to track student progress and assign grades.

In addition, you can create and print your own award certificates at any stage of a student's progress. These certificates are an excellent motivational tool.

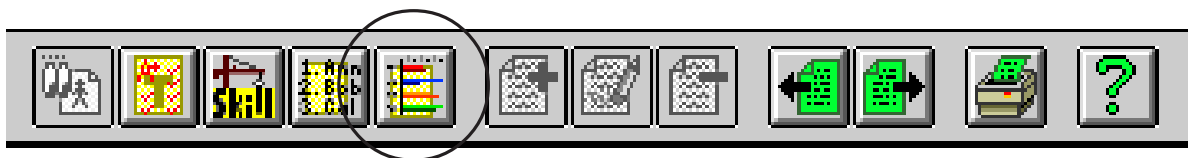
Viewing and printing one student's record

Launch the Utility Center and click the 'Open' icon from the toolbar. Locate and open the Recordfile.

To view one student's record, select that student and click the 'View Student Records' icon in the toolbar.



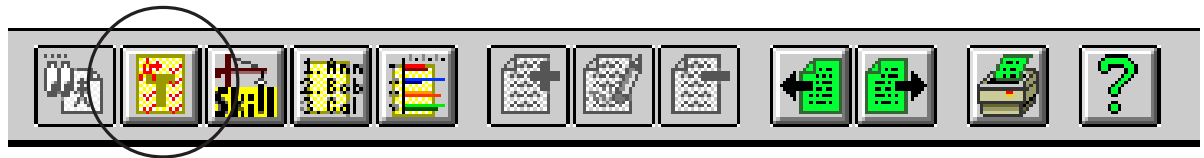
A report of the student's progress on Skill Builders and Tests appears in Text format. You can also view the results in graphical form by choosing 'Graphic View' from the **Reports** menu, or click the 'Graph Mode' button in the toolbar.



Viewing and printing class records

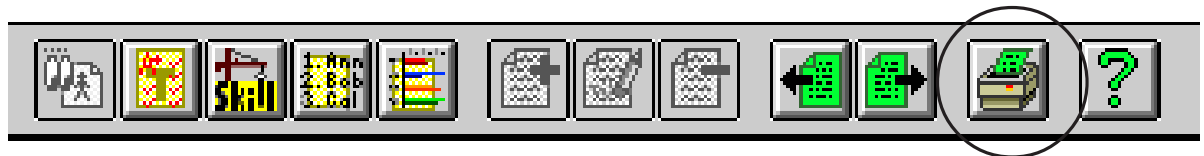
You can see how the entire class performed on a particular Skill Builder or Test.

To view Test results, click the 'View Tests' icon in the toolbar.



A list of all the Tests in the Drillfile appears. Select one from the list and click 'OK'.

A report showing class performance on that Test appears. You can also view the report in graphical form by choosing 'Graphic View' from the **Reports** menu. To print the report, choose 'Print' from the **File** menu or click the 'Print' button.



Repeat the process for Skill Builders.

Checking Lessons completed in the Learning Lab and Practice Pavilion.

Launch the Utility Center and open the Recordfile for your class. Select a student's name and choose 'Lesson Progress' from the **Reports** menu.

The Lessons this student has completed in the Learning Lab and Practice Pavilion are displayed. This report can be printed. Choose 'Print' from the **File** menu.

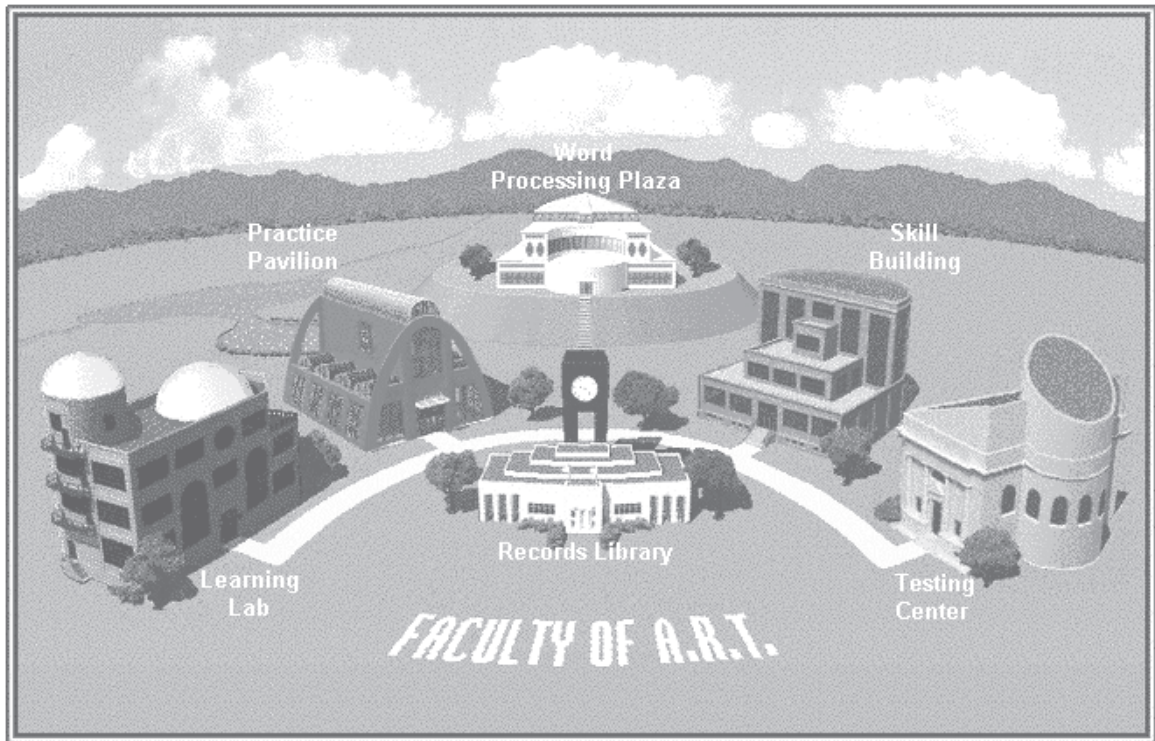
Chapter 3

Understanding the Learning Sequence

This chapter covers the following topics:

Understanding the Learning Sequence 29

Understanding the learning sequence



In **All The Right Type**, students learn keyboarding in the buildings of the Faculty of A.R.T.

Learning Lab

Here students learn new keys and concentrate on correct finger reaches without being concerned with speed.

Practice Pavilion

Here students reinforce the finger reaches they learned in the Learning Lab. The practice material is the same, but presented in two formats. The first, called Standard, presents practice lines as straight text. The second, called Pacer, presents practice lines as a racing scull race on a river. Students must type at a preselected speed to stay ahead of a pacer scull and reach the finish line first.

Skill Building

Here students increase speed and improve accuracy with three types of drills: (1) words currently available, (2) sentences, and (3) paragraphs. Input is marked for speed and accuracy and results are recorded in Recordfiles.

3. Understanding the Learning Sequence

Students repeat the above sequence for three lessons, and then go to the Testing Center.

Testing Center

Here students take a test after completion of every third lesson.

It is imperative that your students understand and follow the above learning sequence. To help students do this, the next building they should enter flashes.

Once inside a building, the next lesson in sequence is highlighted.

Students can enter any building they want and choose any drill. You may recommend this if reinforcement on particular keys is indicated.

Chapter 4

All The Right Type - Advanced Features

This chapter covers the following topics:

Signing On as a Guest	32
The Buildings of the Faculty of A.R.T.	32
Changing the Default Word Processor	34
Student Options and Their Implications ..	35
Backing Up and Security	37
How to Add and Remove Skill Builder Puzzles	39

4. ALL THE RIGHT TYPE - Advanced Features

Before reading this section of the manual you should take the Quick Tour in Chapter 2 of this manual.

Signing On as a Guest

Usually, students choose the appropriate Recordfile for their class, open it and then select their name from the list. **All The Right Type** loads and sets up the proper options for the student, and progress records are automatically kept in the system.

But if the user doesn't want records to be kept from one session to another, or if no Recordfiles have been set up yet, users must click on the 'Guest' button.

There are two types of 'Guest'—Student and Evaluator. If you choose 'Student Guest' you can choose from available Drillfiles, but the program will always use the default student options.

The 'Evaluator Guest' feature is intended for Teacher use only. Teachers can familiarize themselves with all aspects of **All The Right Type** by actually trying all the various student options - without having run the separate Utility Center program which is normally used to assign these options to students.

Records for guests are maintained for the current session only.

The Buildings of the Faculty of A.R.T.

Learning Lab

In the Learning Lab the goal is to practice correct posture, hand position and the proper fingers and reaches used to type. Time is not an issue. Encourage students to work carefully and ensure that they always use the correct finger and technique. Progress in the Learning Lab is based only on accuracy, not on the speed you type.

Instruct your students to periodically look at the **Posture Review** and the **Hand Position Review** to make sure they are sitting and holding their hands correctly. The first time a student enters the Learning Lab, the program automatically takes them through the **Posture Review** and the **Hand Position Review**.

Student Options that affect the Learning Lab are:

- Lesson Error Effect
- Lesson Error Threshold
- Space after period

See the section 'Student Options and Their Implications' in this chapter for details. Remember that 'Student Options' are set from within the Utility Center. See chapter 5 'Setting Program Options for your Students'.

Practice Pavilion

The Practice Pavilion uses the same actual drill material used in the Learning Lab. Student Options that affect the Practice Pavilion are:

- Practice Mode
- Penalty
- Backspace Key
- Space after period

See the section 'Student Options and Their Implications' in this chapter for details. Remember that 'Student Options' are set from within the Utility Center. See chapter 5 'Setting Program Options for your Students'.

If the 'Practice Mode' option is set to 'Standard', the student is prompted for a minimum speed goal to advance to a new line. The practice lines appear one at a time. After each line the student gets a report on the speed and errors for the line. After the last line a trophy appears with another plaque added.

Skill Building

In the Skill Building the goal is to build speed and accuracy.

Each Skill Builder consists of three sections — Isolated Words, Sentences and Paragraphs. Students choose a realistic speed goal then work through the material. Words per minute and errors are recorded for each of the three sections.

Student Options that affect the Skill Building are:

- Penalty
- Word Wrap
- Backspace Key
- Display lines
- Space after period

See the section 'Student Options and Their Implications' in this chapter for details. Remember that 'Student Options' are set from within the Utility Center. See chapter 5 'Setting Program options for your Students'. Words per minute and errors are recorded for each section of the Skill Builder.

Testing Center

If you are using the Tests that come with the program (built-in **All The Right Type** Drillfile), the Testing Center contains a selection of tests to be used after every third lesson.

Student Options that affect the Testing Center are:

- Test Mode
- Penalty
- Word Wrap
- Backspace Key
- Display lines
- Space after period

See the section 'Student Options and Their Implications' in this chapter for details. Remember that 'Student Options' are set from within the Utility Center. See chapter 5 'Setting Program options for your Students'. Words per minute and errors are recorded for each test.

Changing the Default Word Processor

You can access your favorite word processor by clicking on the Word Processing Plaza building. When you click on the Word Processing Plaza, **All The Right Type** looks inside a folder called **ATRT Pouch** to find a file called **WP Link**. By default, this file is an empty 'TeachText' stationery file. A 'stationery' file (sometimes called a 'Template') is a file that always opens as a copy with the name 'Untitled' instead of opening the original file.

If you prefer your students to use a different word processor, you need to replace the **WP Link** file with one made by your own word processor. To create this file, launch your word processor and make a new, empty document. Save it with the name **WP Link** as a 'stationery' file (or a 'Template') in the folder called **ATRT Pouch**, replacing the default **WP Link** file.

Student Options and Their Implications

This panel is accessible through the Utility Center. See chapter 5 'Setting Program Options for your Students'.

Student Name	User (student) names can be up to 25 characters long. Names must be unique within each Recordfile. While the student is signed on, this name is displayed at all times.
Drillfile	Specifies which Drillfile the student will use when they run All The Right Type . The default Drillfile is All The Right Type . To change the Drillfile, click on the button on the Student Options dialog, then select a new Drillfile. Existing results are cleared if the Drillfile option is changed.
Clear Result	Removes all the results for the individual student
Lesson Error Threshold	Specify the accuracy needed to automatically proceed to the next line by pressing the RETURN key in the 'Learning Lab' and 'Practice Pavilion' sections of All The Right Type .
Lesson Error Effect	Specify whether a sound or a title bar flash will occur when a student makes an error in the Learning Lab.
Penalty	Specify the WPM deducted for each error in a Skill Builder or Test. WPM is calculated as follows:

$$\text{WPM} = \frac{(\text{keystrokes}/5) - (\text{errors} \times \text{penalty})}{\text{time in minutes}}$$

Practice Mode	<p>Specify whether a student will use the standard method or the animated pacer practice in the 'Practice Pavilion'. This depends on the age and motivation level of your students.</p> <p>Standard mode, students are presented with text lines that they type until a drill is completed. Since a speed goal is selected by students, you can control the accuracy needed to proceed automatically to the next line by setting the Penalty.</p> <p>Pacer mode Unlike so-called games in other keyboarding programs, the Pacer does not distract students with falling letters, or random letters popping on screen. Yet it is highly motivating and helps increase attention span.</p> <p>Two racing sculls appear on screen. The upper one represents the student, and the lower one a pacer scull set at a preselected speed. Text appears just ahead of the student's scull and is 'eaten up' as the student types. The pacer scull always moves at a steady pace, exactly equal to the WPM goal. The objective, of course, is to beat the pacer scull to the finish line.</p>
Word Wrap	<p>If checked, automatically wraps text at the end of a line in Skill Builders or Tests. Some teachers may prefer to simulate old fashioned typewriters - where you had to pull back the carriage between each line.</p>
Backspace Key	<p>If checked, allows users to correct errors using the Backspace key.</p>
Display lines	<p>If unchecked, the drill material will not be displayed on the screen during a Skill Builder or Test. If you uncheck this, you <u>must</u> supply a printed copy of the drill material to each student.</p>
Use WAM	<p>If checked, replaces the WPM abbreviation with WAM (words <u>a</u> minute) in reports and on-screen messages.</p>
Space after period	<p>Determines the number of spaces between sentences in the built-in All The Right Type drill material.</p>

Test Mode

In 'Speed Goal' mode users complete all the text in the Test and are accurately marked. This is the preferred method.

In 'Timed Writing' mode you type for a specific period of time. This system was designed for rooms full of typewriters where the only way to mark fairly was to stop everyone at the same time, collect papers and mark them. Some teachers prefer this more traditional system.

For each mode you can specify a preset goal or time limit, or you can give the user a choice by specifying 'User prompt'.

Backing Up and Security

The best security is a good back up! Recordfiles should be backed up regularly. Files can be damaged by power failures, system crashes, improperly configured 'desktop security' programs, or by improperly exiting the program (turning the power off without exiting the program properly).

The structure of **All The Right Type** has been designed so that there is limited scope for students to create problems with the integrity of the records. Some teachers have requested a password system, thinking that this would prevent malicious students from harming the records. Password systems do have benefits - but they can be very tedious to set up and students are constantly forgetting their passwords and have to bother the teacher to reset the passwords. We evaluated all concerns and tested our assumptions - and decided that we didn't need a password system for the following reasons:

- a) Teachers were concerned that students would get into the Utility Center and 'give themselves high scores'. However, the only way anyone can create scores for themselves is by actually doing the work in **All The Right Type**.
- b) Teachers were concerned that students might accidentally sign on as the wrong student. While this is possible, there is a huge 'Welcome Susan' window that appears after you have signed on. And the name appears in the titlebar and on all reports and many windows throughout the program. It is difficult to 'accidentally' sign on and not know it!
- c) Teachers were concerned that mischievous students might deliberately sign on as the wrong student to give that student poor scores. Again, the name is in the titlebar and on all reports and many windows throughout the program. It would be unusual for this cheating to pass unnoticed in a supervised lab.

Also, **All The Right Type** only replaces scores if they have a higher WPM - regardless of the number of errors (errors are already factored into the WPM calculation). If they redo a score that the actual student has already done, and get a worse score, it **WOULDN'T** replace the one in the Recordfile! The worst they could do would be to create 0 WPM and large numbers of errors for Tests and Skill Builders that had not yet been done. In this case, when the real student did this material, the new score would instantly replace the lower one.

- d) Teachers were concerned that students might deliberately get a skilled friend to sign on as themselves in order to get better scores. Again, the name appears in the titlebar and on all reports and many windows throughout the program. It would be unusual for this cheating to pass unnoticed in a supervised lab.

No amount of password protection would guard against this - the student would just give away his password, or quickly sign on to his friend's station.

The Utility Center allows deletion of names from Recordfiles. Therefore it may be appropriate to keep it away from students.

On non-networked computers, the best way to deal with this problem is to prevent access to the Utility Center using a desktop security program such as **FoolProof** (from SmartStuff Software), **At Ease** (from Apple) or **KidDesk** (from EdMark). If you do not have such a program and don't intend to get one, here are some ideas:

- a) Don't install the 'Utility Center' on the student's computers. Have them hand in their recordfile to the teacher. The 'Utility Center' is only installed on the Teacher's computer.
- b) You could use the built-in Utility Center password system. This prevents unauthorized use of the Utility Center to remove records and drills.

Unfortunately, these methods don't prevent a knowledgeable person from getting to the recordfiles. Desktop security programs (such as those listed above) are the only way to prevent this on non-networked computers. Make backups often.

On a network, the 'Utility Center' should be installed so that students cannot ever 'see' it. See chapter #1.

How to Add and Remove Skill Builder Puzzles

At the end of a Skill Builder, part of a humorous cartoon is revealed. The cartoons are randomly assigned when a student first signs on to **All The Right Type**. **All The Right Type** comes with ten cartoons built right into the program file.

You can add your own pictures! To add a picture, copy it to the clipboard and run the Utility Center. Choose 'Add Picture From Clipboard' from the **Edit** menu. The picture on the Clipboard will be added to a database of pictures. When **All The Right Type** chooses a picture at the end of a Skill Builder, it will choose one of the ten built-in pictures, or it will pick from the pictures in the custom database.

To examine or remove pictures from the custom picture database, choose 'Delete Picture From File...' from the **Edit** menu.

If your computers have the standard 640 x 480 screens, the pictures should be no larger than 500 x 350 pixels, otherwise they will be scaled to fit in the window. This may distort the picture - especially if it has lettering on it. Pictures must be 256 colors.

The contents of the custom picture database should only be changed at the beginning of the year or semester. If you add pictures part way through your classes, the picture that the students see the next time they log on may be different than before. This may confuse or upset your students.

Chapter 5

Keeping Records of Student Progress

This chapter will cover the following topics:

Creating a New Recordfile	41
Adding Students	41
Setting Program Options for Students	42
Moving Students	42
Converting Records from previous versions of All The Right Type	42
Reports and Award Certificates	43
How All The Right Type Saves Records	43
Managing Records in Non-Networked Labs	44

5. KEEPING RECORDS OF STUDENT PROGRESS

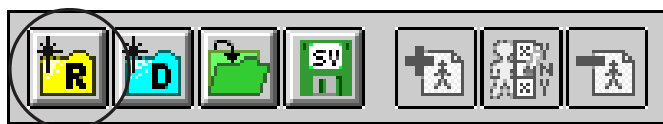
Before you read this chapter, you should familiarize yourself with the Utility Center by working through chapter 2.



The Utility Center allows you to manage your students' records.

Student records are contained in Recordfiles. Each Recordfile holds records for up to fifty students. An individual record consists of lessons a student has completed in the Learning Lab and Practice Pavilion plus their speed and accuracy during Skill Builders and Tests.

Creating a new Recordfile



Click the 'New Recordfile' icon at the left side of the toolbar. An empty new recordfile will appear, with the name 'Untitled Recordfile' in the titlebar.

Adding Students

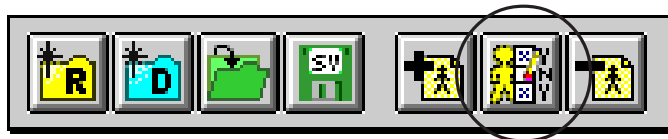
There are two ways to enter student names. You can either type them in (click the 'Add Student' icon in the toolbar) or import them from a text file.

Importing is faster if you already have an electronic file of your students' names in standard TEXT file format. It must contain only names separated by carriage returns. From an open Recordfile, choose 'Import Names...' from the **File** menu. A standard file location dialog appears. Locate the TEXT file and click Open. The names are appended into the Recordfile.

Setting Program Options for Your Students

The Utility Center allows you to control the way **All The Right Type** is presented to students. You can set these for individual students or for the entire class.

Select a student name and click on the 'Edit Options' setting in the toolbar.



The Student Options dialog appears. Set the options and click 'Change'. A screen appears which allows you to apply these changes to all students in the Recordfile.

For a detailed explanation of each option and its implications for student instruction see chapter 4. **All The Right Type - Advanced Features**.

Moving Students from one Recordfile to Another

On a single computer, or when records are kept centrally on a network, if students change classes, it may be convenient to move them to another Recordfile. In the Utility Center, open the Recordfile and select their name(s). Choose 'Move Student...' from the **Edit** menu. A list of the other open recordfiles appears. Select the destination recordfile and click the **Select** button.

If you have **All The Right Type** installed on different computers that are not networked together, you have to use floppy disks to move recordfiles.

Converting Records (and Drills) from previous versions of All The Right Type

If you have been using the Black & White version of **All The Right Type** and you have existing records or customized drills that you would like to use with the color version (version 2), you must first open them in the Utility Center. It will detect that they are from an older version of **All The Right Type** and offer to convert them for you. Note that once they have been converted they can no longer be used with earlier version of **All The Right Type**.

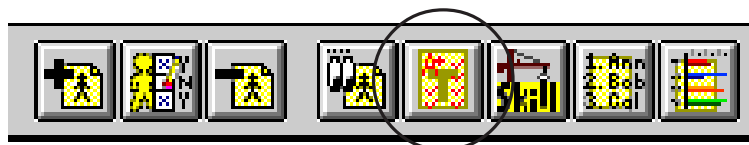
Reports and Award Certificates

The Utility Center can generate the following reports:

- Students - Learning Lab and Practice Pavilion drills completed
 - Skill Builders and Test results, WPM and no. of errors
 - Awards
- Class - Results on particular Skill Builders and Tests
 - Awards

If you want to see the records for a particular student, double-click the student's name in the list or select the name and click the 'Eyes' icon in the toolbar. The student record report opens displaying the student's WPM and number of errors for Skill Builders and Tests. When the student record first opens it is in 'Text' format. You can change this to graph format from the toolbar or **View** menu. If you change to graph format the complete report requires four pages to display. Use the left and right page icons to see the reports for other kinds of drills.

It's also possible to see how the entire class has performed on a particular Skill Builder or Test. Click on the 'Test Results' icon to see how everyone in the Recordfile has done on a particular Test.



Similarly, click on the 'Skill Builder Results' icon to see how everyone in the Recordfile has done on a particular Skill Builder.

The Utility Center can also generate an award for individuals or groups of students. Select the students to receive awards and choose 'Award' from the **View** menu. The award is previewed on the screen. If you want to print, choose 'Print' from the **File** menu or click the 'Print' icon in the toolbar.

How All The Right Type Saves Records

As long as a student signs on to **All The Right Type** by choosing a name in a recordfile, records will automatically be saved into the recordfile as the drills are finished. Students do not have to remember to **SAVE**. Records are not kept for 'Guests' or for 'Evaluators'.

Detailed results (WPM and Errors) are kept for the Skill Builder sections and for

Tests. For the Lessons, only the status (finished or not finished) is recorded.

If you have to stop partway through a Lesson or Skill Builder, the program will also record where you were. The next time you sign on, you will be prompted to finish the exercise you were working on. This does not apply to Tests.

Managing Records in Non-Networked Labs

Install only the **All The Right Type** program on the students workstations, not the Utility Center. Only the teacher should have the **Utility Center** program.

Use the **Utility Center** to create a recordfile containing the names of all the students in the class. If you want your students to keep their records on floppy disks, put a copy of the recordfile onto each student's disk. Otherwise, put a copy of the recordfile on the hard drive at each station where **All The Right Type** is installed. Read the section about the 'Floppy Merge' feature before proceeding.

You can have the students print out their own progress reports from the Records Library periodically, or you could collect the recordfiles and use the 'Floppy Merge' feature.

Floppy Merge

When Floppy Merge is selected, you will be prompted for the name of the Recordfile that will become the end product of the Merge. You must use an existing Recordfile to store the results. Once that master Recordfile has been specified, the main dialog box will appear:



After you have inserted the disk that contains the Recordfile you want to merge into the master, click the "Merge It" button. The program will then search the inserted disk for a mergeable file. If a recordfile is found, the merge process will begin.

If student names are encountered that are not in the Master recordfile, the program will prompt you. If names match properly and the drillfile specifications are the same, the records will be merged together, always keeping the best (highest) WPM score and related errors score.

When the merge process is complete, you will be prompted to insert the next merge disk. This process will continue until you click the "No More Disks" button or the "Cancel" button.

The program will continue to search a disk until all Recordfiles have been processed.

Chapter 6

Making Your Own Drills and Tests

This chapter covers the following topics:

Creating a New Drillfile	47
Adding Your Own Drill Material	48
Using Your Drill file with All The Right Type	50
Editing Drillfiles	50
Viewing and Printing Drillfiles	51
Converting Datafiles from previous versions of All The Right Type	51

6. MAKING YOUR OWN DRILLS AND TESTS

Creating Drill Files

The Utility Center lets you create your own Drillfiles for use with **All The Right Type**. A Drillfile is a collection of Lessons, Skill Builders and/or Tests. Note that the **All The Right Type** drillfile cannot be edited - but you can open it, make changes and then do a 'Save As..' to create a new drillfile with a new name.

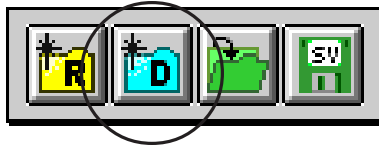


There is no limit, other than disk space, to the number of drillfiles you can create.

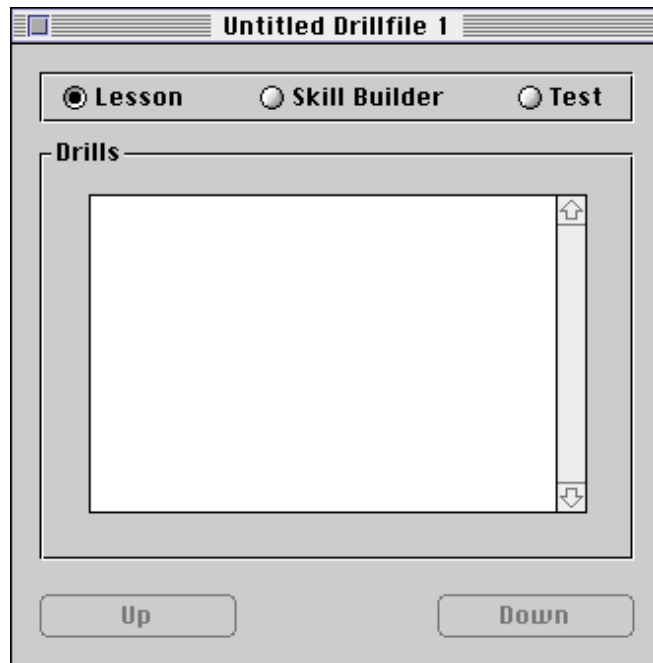
For **All The Right Type** to use drillfiles, they must be located in the same folder as the **All The Right Type** application. However, the Utility Center can work with drillfiles no matter where they are located.



To begin working with your own drill material, run the Utility Center.



Click on the 'New Drillfile' button in the Toolbar and an empty untitled drillfile window appears.



Once you have created some Skill Builders, Lessons or Tests (collectively called a **Drillfile**), their names will appear in the list box when their radio button is clicked. For example, clicking the **Lessons** radio button produces a list of all the Lessons in the open Drillfile.

When you save your Drillfile for the first time, you will be asked to name the Drillfile. Names should be selected so that they will be relevant to the intended users, such as **Mr. Smith's Typing Exercises**.

NOTE: You can change the name of the Drillfile at any time. The content of existing Drillfiles should be changed with care once students have worked with them and records have been kept. Correcting minor things such as spelling mistakes are no problem, but wholesale changes will render the existing records meaningless.

Adding Your Own Drill Material

1. Choose the type of drill material you want to create by clicking the appropriate button. Lessons are used in the 'Learning Lab' and 'Practice Pavilion', Skill Builders in the 'Skill Building' and Tests in the 'Testing Center'.
2. Click on the **+ icon** in the toolbar to create a new entry. For example, to create a new Skill Builder, click the **Skill Builder** radio button and click the **+ icon** in the toolbar.



3. You can begin typing in your drill material. If you already have the drill material saved in a word processor file, just open it, copy the text and paste it into the above window.

For example, if you have drill material in **Microsoft Word** format, open the file in **Word** and copy the text you want to use. Then switch to the 'Utility Center' and open or create the drill. Position the cursor where you want the paste to begin, and choose 'Paste' from the **Edit** menu. The copied text is pasted into the drill.

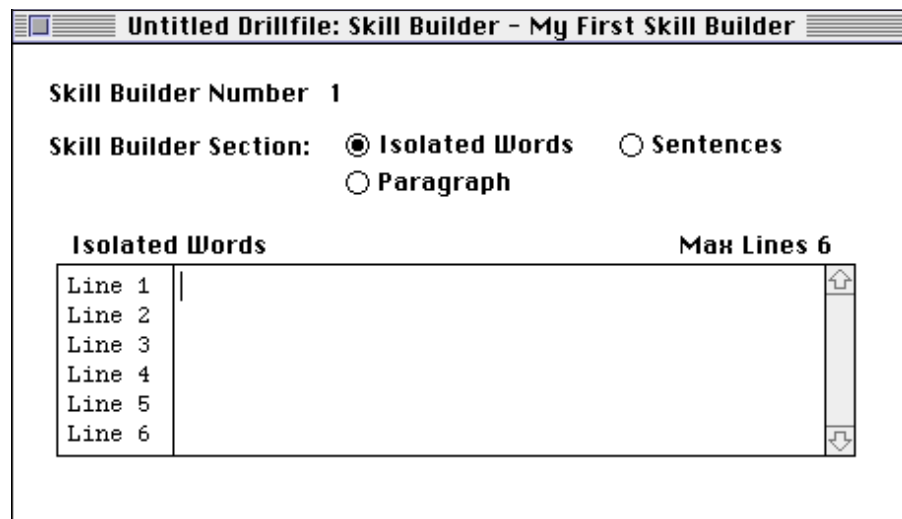
Creating Lessons

Lesson files can contain a maximum of twenty lines, each with a maximum length of forty characters.

Blank lines in the middle of a Lesson are not allowed, although blank lines at the end are quite acceptable.

Creating Skill Builders

Skill Builders have three sections respectively called 'Isolated Words', 'Sentences' and 'Paragraph'. When first entering a Skill Builder edit window, the radio button next to 'Isolated Words' will be selected. To indicate that you want to edit one of the other two sections, just click the appropriate radio button.



Each Skill Builder section can contain a maximum of six lines, each with a maximum length of forty characters.

Blank lines in the middle of a section **are** allowed. When they are used by students in **All The Right Type**, they are indicated by the paragraph symbol '¶'.

Creating Tests

Each Test can contain a maximum of fifty lines, each with a maximum length of forty characters.

Blank lines in the middle of a Test **are** allowed. When they are used by students in **All The Right Type**, they are indicated by the paragraph symbol '¶'.

Using Your Drillfile with All The Right Type

For **All The Right Type** to use custom Drillfiles, they must be located in the same folder as the **All The Right Type** application. Students can choose any Drillfile when they sign on as 'Guest'.

You can ensure that your custom Drillfile is used automatically by setting the Drillfile option on the Student Options dialog (see chapter 5 'Setting Program Options for Students'). The student's work using custom Drillfiles is marked and recorded in the same way as **All The Right Type's** built-in Drillfile.

NOTE: If you have existing Recordfiles for classes that use the All The Right Type Drillfile , and you want to make them use a Drillfile of your own without clearing the existing results, make a copy of the Recordfile, rename it and then open it and change the drillfile specification. For example, if you had a recordfile called 'Period 1A' containing 30 students' records using the All The Right Type Drillfile, make a copy and rename it 'Period 1A - Custom'. Then open it in the Utility Center, pick any student and change the Drillfile option to your own custom Drillfile. When you click 'Change' it will allow you to apply this change to all students in the recordfile at once!

Editing Drillfiles

Editing Drills

Once you are inside a Drillfile, you can edit the Lessons, Skill Builders and Tests of a Drillfile by double-clicking on their name. Use the radio buttons to see the names of the different material in the Drillfile. When a Drill is open, the common Macintosh editing features are available.

Ordering Drills

The order of drill material that students see within the **All The Right Type** program is the same as the order you see in the Drillfile window. The order of those titles can be changed to suit your tastes. To move a Drill, select it, then click on the 'Up' or 'Down' button. The Drill will move one position.

Deleting drill material

To delete an existing Lesson, Skill Builder, or Test, select it and click the '-' button in the Toolbar.



Renaming drill material

A Lesson, Skill Builder or Test can be renamed by selecting it and then choosing 'Rename Drill...' from the **Edit** menu.

Duplicating drill material

You can duplicate a drill by opening it, selecting the text you want to copy and pressing Ctrl <C>. This will copy it into the clipboard. Create a new drill and press Ctrl <V>. The text in the clipboard is pasted into the drill.

Viewing and Printing

The material in a particular drill can be displayed by double-clicking on the drill name. Then it can be printed by choosing 'Print' from the **File** menu.

If the 'Display lines' option is disabled, the drill material will not be displayed on the screen during a Skill Builder or Test. If you uncheck this, you must supply a printed copy of the drill material to each student. If you are using the **All The Right Type Drillfile**, make sure you set the 'Space after period' option to be 'one'.

Converting Drills (and Records) from previous versions of All The Right Type

If you have been using the Black & White version of **All The Right Type** and you have existing records or customized drills that you would like to use with the color version (version 2), you must first open them in the Utility Center. It will detect that they are from an older version of **All The Right Type** and offer to convert them for you. Note that once they have been converted they can no longer be used with earlier version of **All The Right Type**.

Chapter 7

Teaching Keyboarding In Your Classroom

This chapter covers the following topics:

Group versus Individual Instruction 53

Time Allotment 53

College and Adult Education 53

7. TEACHING KEYBOARDING IN YOUR CLASSROOM

Group vs. Individual instruction

Some teachers prefer a highly structured class situation in which students progress from lesson to lesson as a group. Other teachers prefer their students to proceed according to their ability. Both group and individualized learning work well. In any case, students must follow the proper learning sequence (chapter 3) whether they are being taught as a group or are working independently.

Time allotment

Whether you choose group or individualized instruction, like any skill, learning keyboarding takes time. Research shows that daily lessons of approximately 35 minutes each spread over approximately eight weeks is ideal. Based on a minimum of 35 minutes per session, it takes approximately 25 hours to cover the 13 alphabetic Lessons, Skill Builders, and Tests in accordance with the proper learning sequence (chapter 3).

College and Adult Education level classes

Teaching keyboarding at the college and adult education level sometimes poses a problem not usually found at the secondary level. This is the practice of daily, weekly, or monthly intake of new students.

The solution is to use **All The Right Type** in an individualized learning environment. Because **All The Right Type** marks accurately according to the rules approved by leading typing authorities and stores student results, you are freed of the problem of trying to keep up with marking. Thus you have more time to give individualized help to students who need it. In addition, because the program has the ability to give instant feedback on speed and accuracy, as well as reteach finger reaches whenever errors occur, it puts at your disposal a tireless teacher aide.

Chapter 8

Appendices

This chapter covers the following topics:

Posture Diagram	55
Error Marking Rules	56
Troubleshooting	57
Technical Support	61
About Ingenuity Works	66
Credits	66

8. APPENDICES

a) Posture Diagram



b) Error marking rules

The analysis and marking of errors in **All The Right Type** follows standard marking rules for typing. At the end of each line, the student's work is analyzed and any errors are highlighted. Missing spaces and missing words are highlighted in the top (source) line. Incorrect words and extra spaces are highlighted on the bottom (typed) line. Remember, it is not necessary to line up exactly with the letters above. The rules for marking are:

1. If there are wrong, missing or extra letters in a word or the punctuation following it, they each count as a single error.

For example: **A purple cow ate green grass.**
 A parplo cow ate green grass.

This line has only two errors, even though three keystrokes were incorrect. Notice that the word 'grass' was marked correct, even though it did not line up exactly with the word above it.

2. If the spacing between words (or at the left edge) is incorrect, it counts as a single error, no matter how many keystrokes are missed or added. The only exception is when students make a spacing error in an attempt to line up exactly with the corresponding characters in the above line. The program does not count this as an error.

For example: **A purple cow ate green grass.**
 Apurple cow ate green grass.

This line has only one error, a missing space between 'A' and 'purple'. Notice that the spacing between 'cow' and 'ate' was marked correct, because it was an attempt to line up vertically.

3. If a word is left out, it is considered to be one error.

For example: **A purple cow ate green grass.**
 A purple cow green grass.

4. If extra or duplicate words are typed, even at the end of the line, each is considered to be one error.

For example: **A purple cow ate green grass.**
 A purple cow ate the green grass.

c) Troubleshooting

Here is a list of checkpoints to consider if you run into problems.

- If you are running over a network, make sure that you have followed the directions for your particular network.
- If you are running over a network, make sure that the problem is really related to the network and not the local system or software.
- Make sure that the problem is not related to a local 'desktop security' program such as At Ease, Kid Desk, FoolProof or On Guard. If you turn off the local 'desktop security' program and **All The Right Type** works fine, consult the manual for your 'security' program or call their technical support department.
- **All The Right Type** uses only standard files that are supported on any Macintosh compatible network. While Ingenuity Works Inc. offers toll-free technical support for our products and provides information on how they are to be set up on networks, we can't provide free support for standard network procedures such as deleting files or sharing folders or sharing files or setting access rights. For questions of this nature, you may be able to find an answer in your network manual. Or consult your district computer coordinator. Or call the company that makes the networking software.

PROBLEM: *While installing I get "... disk related error (-36) has occurred."*

- Your disk drive may be out of alignment. Try installing on a different computer or a different floppy drive if you have one. If it works on one drive but not on the other, then you know that your floppy drive needs servicing.
- The installer disk may be damaged or defective. You should first try to repair the disk. All Macintosh System software comes with a disk repair utility called 'Disk First Aid'. System 7 owners can find it on the disk labelled 'Disk Tools'. Another common utility is 'Norton'.

If you can't find your copy of 'Disk First Aid', or the utility was unable to repair the disk, use your backup copy of the installer disks or see warranty information at the end of this section.

PROBLEM: *I get an error message that says "There is not enough memory to open All The Right Type".*

- You may already be running other programs that are using up too much memory. Quit these programs.

- Someone may have set the systems 'Disk Cache' to be very large. Go to the control panel called "Memory" and decrease the size of the 'Disk Cache'. Close the control panel and restart your computer.
- The minimum Application memory size should not be set less than 2500K. If your system does not have this much spare RAM, you will have to get more RAM (hardware) to run **All The Right Type**. To change the minimum Application memory size, select the program icon then select 'Get info' from the File menu. Change your memory requirement to as much as you can afford to spare. The more memory you give it, the faster it will run. Do NOT turn on 'Virtual Memory'. 'Virtual Memory' uses the hard drive for storage and is much slower the real RAM. It will slow down your Macintosh.

PROBLEM: *I have 'At Ease' and I can't figure out records.*

- See page 4 of this manual.

PROBLEM: *I'm trying to install the program and my screen says "This disk is unreadable: Do you want to initialize it?"*

- Your disk drive may be out of alignment. If this disk works in other disk drives, it is likely that your drive needs servicing.
- The installer disk may be damaged or defective. You should first try to repair the disk. All Macintosh System software comes with a disk repair utility called 'Disk First Aid'. System 7 owners can find it on the disk labelled 'Disk Tools'. Another common utility is 'Norton'.

If you can't find your copy of 'Disk First Aid', or the utility was unable to repair the disk, use your backup copy of the installer disks or see warranty information at the end of this section.

PROBLEM: *No sound*

- If anything is plugged into the external headphone jack on the back of the Macintosh, the internal speaker is automatically disconnected.
- The system 'Sound' control panel may be set to zero volume.
- It is possible that another application is running in the background and it has taken the sound channel. Try quitting the other application and re-launching **All The Right Type**.

- If **All The Right Type** is taking all the available memory, the system may not have enough to initialize the sound hardware. Make sure that the "preferred" memory is no larger than 30K less than the largest block available.

PROBLEM: The program is not saving my records!

- Detailed records (WPM and errors) are only kept for Skill Builder sections and Tests. For Lessons, only the status (finished or not finished) is recorded.
- Did you use the Utility Center to set up a Recordfile? Did the student sign on through his name in the Recordfile? If he did, it will appear in the titlebar of all Lesson, Skill Builder or Test windows. If they are signed on as a guest, records will not be kept from one session to another.
- If you are looking at 'graphic' format reports, try using the 'Next Page' and 'Previous Page' buttons.
- If you have a Site License and the Recordfile is on a network, see the separate document called **Site License/Network Supplement**.

PROBLEM: The animation is sluggish.

- Perhaps the processor in your computer doesn't meet the minimum requirements of **All The Right Type**. See the system requirements in chapter 1.
- Check the 'Virtual Memory' setting on the 'Memory' Control Panel. 'Virtual Memory' uses the hard drive for storage and is much slower than real RAM. It will slow down your Macintosh. Remember to restart your system after making changes to your memory settings.
- Perhaps there is another program running in the background. Quit any other programs (except Finder).
- If your computer is connected to a network, it is possible that someone has logged onto your computer and is transferring data to/from your hard drive. You will have to wait until the transfer is finished.

PROBLEM: The printer isn't printing.

- Is the printer plugged in, turned on and on line? If it isn't pressing the "On Line" button or equivalent should solve the problem.
- Is the printer cable properly connected to the printer and computer?
- Perhaps the printer has been initialized badly by the computer. Turn the printer off to erase its memory, then turn it back on.

- If there is consistently erratic printing from **All The Right Type** and other programs, your printer driver (in your system folder) may not be compatible with your printer. In that case it should be updated.

PROBLEM: *I can't remember my password to the Utility Center. Or I need to change the password to the Utility Center.*

- The encoded password is stored in a file called 'ATRTGP' inside the **ATRT Pouch** folder, which is located in the same folder as the **All The Right Type** program. Drag the 'ATRTGP' file into the trash and empty the trash. The next time you run the Utility Center you will be able to reset the password.

PROBLEM: *I was working my way through the Skill Builders and now when I finish a Skill Builder, I get a different cartoon than I used to!*

- Someone has changed the contents of the custom picture database. See chapter 4 'How to Add and Remove Skill Builder Puzzles'.

PROBLEM: *On some computers the hands and fingers are transparent and on others they are solid.*

- If your computer's processor is near the minimum required for the program, it may not be powerful enough to do the transparent hands without causing sluggish response. Rather than cause sluggish response, we decided to just use solid hands which draw much faster. In general, systems with a 68040 or PowerPC processor are powerful enough to display transparent hands.
- If the **All The Right Type** program is only getting the minimum memory requirement (2500K), there will not be enough memory to use transparent hands, so the program uses solid hands. Setting the minimum to the suggested size will ensure transparent hands (providing the processor is powerful enough). To change the minimum Application memory size, select the program icon then select 'Get info' from the **File** menu. Do NOT turn on 'Virtual Memory'. 'Virtual Memory' uses the hard drive for storage and is much slower than real RAM. It will slow down your Macintosh.

PROBLEM: *I have changed to a new Word Processor and now I want to link the Word Processing Plaza to it instead of my old one.*

- See page 32 of this manual.

PROBLEM: *When I click on the Word Processing Plaza I get the message 'There is not enough memory...'*.

- When you click on the Word Processing Plaza the computer's operating system tries to launch a word processor (see page 32). If the computer doesn't have the amount of free memory required by the word processor (it varies from one word processor to another) it won't be able to launch. You could set up a link to a simple word processor such as 'SimpleText' or 'TeachText' which doesn't require as much memory as a full fledged word processor. Also, try the memory suggestions on page 57.

Problem: *When I click on the Word Processing Plaza the word processor never appears, and the application menu icon in the upper right corner of the menubar starts flashing.*

- There is a problem launching your word processor. Choose 'Finder' from the application menu to see the details of the problem.

PROBLEM: *Everything is too small on my screen.*

- Perhaps your display is set to a high resolution such as 1024x768 or larger. Try setting your display to a lower resolution such as 640x480 (256 colors).

Problem: *On the Student options dialog the 'Space After Period' option is greyed (disabled).*

- This option is only available for the built-in drillfile called 'All The Right Type'. If you have specified a custom drillfile or are using a converted drillfile from a previous version of All The Right Type, this option is not available.

d) Technical Support

The solutions to most problems are listed in the preceding 'Troubleshooting' section. If you have internet access you can also check our technical support web pages at <www.ingenuityworks.com>.

From 9:00 am to 5:00 pm Pacific time, Ingenuity Works offers technical support for our customers. Please tell us that you are part of the Ontario Provincial license, and have the following information before calling for help.

- **All The Right Type** version number
- Macintosh System and Network Software version numbers
- Exactly which program were you running when the problem occurred (Installer? Utility Center? All The Right Type?)
- Names and versions of any 'security' programs (KidDesk? FoolProof?)
- Exactly what you were doing when the problem occurred
- Exact wording of any error messages

email: support@ingenuityworks.com (please include name and phone number)

FAX: (604) 431-7996

Phone: (604) 412-1555 extension #312

Office hours are 9am to 5pm Pacific time.

e) Student Take-Home disks

As part of your provincial license, all schools operating under the Ministry of Education and Training for the Province of Ontario have the right to use the program inside the school - but they do not have the right to let the students take home copies of the program (see Notification of Provincial License Agreement at the start of this manual).

However, as part of the Licensing Agreement, any student attending a school operated by the Ministry of Education and Training of Ontario can purchase a copy of the program for use on their home computer! These 'Take-Home' disks come with an instruction manual, toll free technical support, full guarantee and are available in the following formats:

Windows 3.1 (Win 95 compatible) CD-ROM
Windows 3.1 (Win 95 compatible) 3.5" disks
Macintosh Colour CD-ROM
Macintosh Colour 3.5" disks
MS-DOS 256K RAM 3.5"
MS-DOS 256K RAM 5.25"
Macintosh Black and White (Plus or more recent model) 3.5"
Apple IIe, IIc, IIc+ (IIGS compatible) 64K RAM 5.25"
Apple IIe, IIc, IIc+ (IIGS compatible) 64K RAM 3.5"

To make it easy for the teachers to offer this 'Take-Home' program to the students, we have two possible ordering systems:

#1 - Minimum teacher involvement:

- Ask your students to raise their hands if they have a computer at home and count them.
- Call Ingenuity Works toll free at 1-800-665-0667 and request the required number of special 'postage-paid' information/ordering forms.
- Pass the forms out to your students. The students take home the forms and the parents can order directly from Ingenuity Works. Ingenuity Works will ship directly to the students home. All technical support or damaged disk replacements are handled directly by Ingenuity Works - not the school.

#2 - School fund raiser:

- Decide how much profit you want to make on each disk, add your cost + the GST (see form) and write the amount on the 'Price per disk' line of the Student Order Form (next page of this manual). Typically a school may offer these disks at \$20.00 - still a very affordable price for a typing program of this quality.
- Make copies of this form and distribute them to students.
- Collect the forms and payment from interested students and consolidate the orders onto the Teacher Order Form. Mail the Teacher Order Form with payment to Ingenuity Works. We will also accept FAXed orders accompanied by a school P.O. number.
- When the disks arrive, distribute them to your students. That's all there is to it! All technical support or damaged disk replacements are handled directly by Ingenuity Works - not the school.

ALL THE RIGHT TYPE

Student Order Form

All The Right Type
Take-Home disk

Keyboarding

is an essential skill in today's computer oriented world. Most people need to type 20 - 30 words per minute in order to effectively use computer applications such as word processors and data bases.

All The Right Type is used by students throughout North America to help develop this vital skill. Now your whole family can use the same program to get valuable extra practice - at a very economical price!

The Take Home Disk has all the features of **All The Right Type** used at school, and is available for most popular computers. It is fully guaranteed and includes

a manual and technical support!

To get your copy of **All The Right Type**, fill out this form indicating computer type & disk size, return it with payment to your teacher. Disks will be distributed to students at the school.

Make cheques payable to:

System Requirements

Windows requires Windows 3.1, Windows 95, 386/33 Mhz, 8 Mb RAM, 9 Mb hard Drive, SVGA graphics

Macintosh (Colour) requires 68030/25 Mhz or better, 640 x 480 colour graphics, System 7 or higher

DOS(Text B&W) requires 256K RAM. Macintosh(B&W) requires Mac Plus or later.

Apple requires Apple IIe, IIc, IIc+ or (IIgs compatible).

Yes! Please send me an **All The Right Type** Student Take Home disk.

Computer Type: **Price**

Win/Mac CD _____

Windows Disk _____

Mac Disk _____

Black & White Versions

DOS 3.5" Disk _____

DOS 5.25" Disk _____

Mac _____

Apple 3.5" Disk _____

Apple 5.25" Disk _____

Name _____

Class _____

Amount Enclosed \$ _____

Price includes taxes (if applicable), shipping and handling.

Complete this form and return it to your teacher by _____!
(Date Required)

ALL THE RIGHT T Y P E

Teacher Order Form

Instructions:

1. Duplicate the Student Order Form (after filling in the prices) and distribute it to your students.
2. Use those forms when they come back to fill out this form.
3. Mail with payment or P.O. to:

Ingenuity Works Inc.
3738 North Fraser Way
Suite 101, Burnaby, BC V5J 5K8
 or FAX with P.O. to
FAX: (604) 431-7996

NOTE: Only schools operating under the Ministry of Education and Training of Ontario are eligible for this offer.

Thank you!

Qty.	Computer	Disk Size	Price	Total
	Windows/Mac Hybrid	CD-ROM	\$15.00	
	Windows on Disks	3.5" disk	\$15.00	
	Macintosh on Disks	3.5" disk	\$15.00	
	MS-DOS/IBM (B&W)	3.5" disk	\$10.00	
	MS-DOS/IBM (B&W)	5.25" disk	\$10.00	
	Apple (Ile, Ilc, Ilc+, IIGS)	3.5" disk	\$10.00	
	Apple (Ile, Ilc, Ilc+ IIGS)	5.25" disk	\$10.00	
	Macintosh (B&W)	3.5" disk	\$10.00	
			Fedex Shipping	\$10.00
			Sub-Total	
			7% GST	
			TOTAL	

**Questions?
 Call toll free
 1-800-665-0667**

Ship To:

Name of ordering teacher _____

Exact name of school _____

School Address _____

City _____ Province _____

Postal Code _____

Payment

School P.O.#

Cheque Money Order

VISA MasterCard

Make all cheques and money orders payable to "Ingenuity Works Inc."

Name on card _____

Card Number _____

Expiry Date _____

Signature _____

f) About Ingenuity Works Inc.

Ingenuity Works began developing educational software in 1983 and since then has become Canada's leading developer of innovative products for education.

We've produced the 'Fay' and 'Crosscountry' series, All The Right Type and The Brenda Summers Writing Files. The company's products have won many awards - six products have been selected for inclusion in the 'Only the Best' guide.

New products and continuing enhancement of older ones are critical for the long term success of the company. Our new product development is focused on educational simulations and products to develop the writing process.

For information (other than technical support), Ingenuity Works can be reached at:

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g) Credits

The development team:

Ernest Beaucamp - Ernie is a retired business education teacher who has taught keyboarding at both the college and high school levels. He has been a feature speaker at workshops across the country.

Jeffray Sinclair - Jeffray is responsible for the creation of the graphics. *Bruce Law Photography* digitally photographed the real life on-screen images. *Andrew Wareing* was our rowing model.

Gerald Parnis - Gerald is responsible for the programming.

Dave Vincent - Dave is responsible for project management.

Quality Assurance:

The QA team included Elizabeth Knight, Dave Vincent and Paul Melhus.

Operations:

The operations team included Jay Fox and Martin Edwards.

Cartoons:

The cartoons you see at the end of a Skill Builder were drawn by John McPherson. They are part of his 'Close To Home' series.

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