




*Personal Computer  
Education Series*

A black and white photograph of a person's hands typing on a computer keyboard. The hands are positioned over the keyboard, with fingers pressing down on various keys. The keyboard is a standard QWERTY layout. The image is used as a background for the title text.

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# Typing Tutor

6025163 (Diskette)



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Continued on inside back cover



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# Typing Tutor

Programmed by Michael Sierchio

Designed by Dick Ainsworth  
and Al Baker

Produced by Microsoft, Inc.

## First Edition (September 1981)

Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.

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# Program Instructions

Typing Tutor Explained .....	3
The Right Hardware and Software .....	4
The Preliminaries .....	5
How to Backup Your Typing Tutor Diskette ....	8
One Drive System .....	8
Two Drive System .....	10
Preparing Your Typing Tutor Diskette .....	11
Loading the Typing Tutor Program .....	13
Getting Started .....	15
Typing Your First Lesson .....	18
Your Options .....	20
Continue Lesson .....	20
Build More Speed .....	20
Learn More Keys .....	21
Practice Paragraph .....	21
Typing Test .....	23
Progress Report .....	23
The ESCape Key — Recording Your Progress ..	24
Continuing Your Lesson .....	26
The Print Option .....	27
Teacher Mode .....	28
Student Records .....	29
Test Paragraphs .....	30
Change Password .....	32
Quit .....	32
Error Messages .....	33







# Typing Tutor Explained

Typing Tutor is an instructional program that will teach you to type and help you build typing speed faster and more efficiently than any other method.

Typing Tutor provides a highly individualized approach to teaching — each drill is created to meet your specific requirements. Typing Tutor differs from a typing class or series of lessons in its unique ability to constantly monitor your progress as you learn and to incorporate this information as it creates new lessons. Typing Tutor's proprietary Time Response Monitoring\* software monitors the keyboard one hundred times per second. TRM is so responsive it can detect even the slight pause that occurs when you remove your eyes from the screen to look at the keys.

In addition, this diskette version of Typing Tutor has features which make it suitable not only for use in your home, but for use in the classroom as well. Up to 39 students can record their progress on the diskette and return to their lessons where they left off. In the Teacher Mode, teachers can construct their own test paragraphs for students, and can monitor the progress of each student individually.

Your IBM Personal Computer is a natural teacher and Typing Tutor takes full advantage of its capabilities. The tools required to use Typing Tutor, the typewriter style keyboard and CRT screen, are already available on your IBM Personal Computer. In addition, the timing and memory capabilities of your computer are ideal for measuring and recording speed and accuracy levels. Typing Tutor brings it all together.

\*Time Response Monitoring and TRM are registered trademarks of Image Producers, Inc., Northbrook, Illinois.



# The Right Hardware and Software

The Diskette Version of Typing Tutor requires an IBM Personal Computer with at least 48K user's memory, one diskette drive and a video monitor or TV with RF modulator. An optional printer, the IBM 80 CPS Matrix Printer, increases the versatility of Typing Tutor.

The Diskette Version of Typing Tutor is written in Disk BASIC. Your DOS diskette is required to load the program the first time you use it.



# The Preliminaries

Before you actually begin to learn to type, there are a few characteristics unique to typing on a computer that you should take into consideration.

As you look at your keyboard, you will notice several characters that are not found on the standard typewriter. Some of these special characters are available on a variety of word processing systems; therefore, they are included in your lessons.

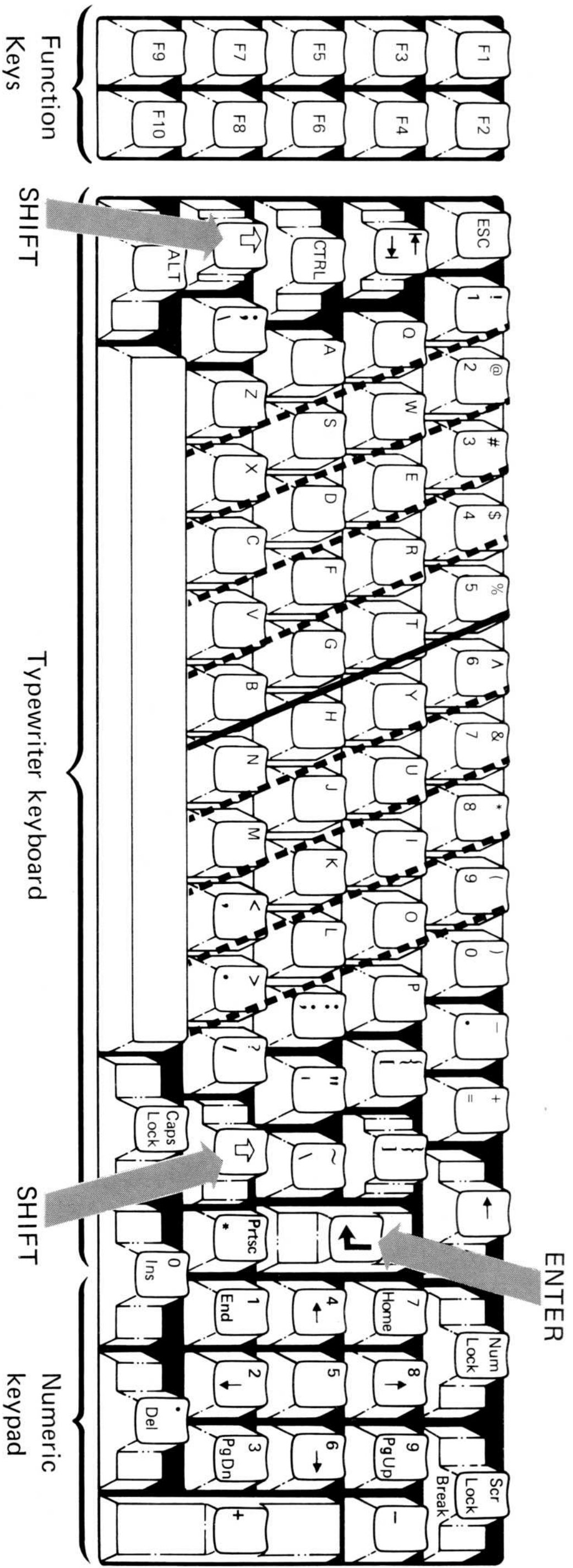
The symbols (= + - , etc.) are located in different places on different keyboards. The locations vary from computer keyboard to computer keyboard and from typewriter to typewriter. Every time you use a different type of keyboard, you will need to orient yourself to the symbol locations.

Typists who use a typewriter keyboard often use a lower case L (l) as the numeral 1 and the capital letter O as the numeral 0. This substitution is not allowed on the IBM Personal Computer. Although these characters appear to be identical, the computer does not accept them interchangeably. Unlike many conventional typewriters, the computer has a separate key for each numeral from zero (0) through nine (9).

Take a moment to locate the SHIFT and ENTER keys. There are two SHIFT keys, one on either side of the keyboard. You will use both the SHIFT and ENTER keys frequently throughout the program, and they will be referred to as SHIFT and ENTER throughout this booklet.

Note that only lowercase letters appear in the typing lessons. Typing a capital letter in the typing lessons is considered an error. Capital letters are introduced only in Typing Tests and Practice Paragraphs. Avoid typing capitals during the lessons, as this will result in an error.





The Keyboard



Typing symbols, as well as capital letters, requires the use of the SHIFT key. To determine which symbols will require use of the SHIFT key, look at the keyboard. On some keys you will note more than one character. The lower character on these keys is typed without the SHIFT key; the upper character requires use of the SHIFT key.

When you wish to type a symbol that requires use of the SHIFT key or a capital letter, press the SHIFT key with the little finger of the hand you won't be using to type the symbol or letter. While pressing the SHIFT key, press the desired character with the appropriate finger. Release both the SHIFT key and the symbol or letter key and continue typing. Repeat this process each time a shift-key character is required.

Since you will be typing from material that is printed on your monitor screen, it is important to be able to see the letters clearly. Make sure there is no glare on the face of the monitor from lights, windows, etc. Also make sure the computer is at a height that will be comfortable for you as you type. Desk height or slightly lower will probably be most comfortable.

The standard typing position is:

- Back upright against the back of your chair.
- Feet firmly on the floor, one just ahead of the other.
- Fingers curved and upright over the home row keys. (See diagram on page 6.)
- Wrists low and relaxed.
- Elbows close to your body, with forearms perpendicular to the keyboard.



# How to Backup Your Typing Tutor Diskette

No matter how careful you are, diskettes sometimes become damaged and the programs on them become ruined. To protect your Typing Tutor diskette from being destroyed if the diskette is damaged, we strongly suggest that you make a backup copy of your diskette before you use it. Then put your backup diskette in a safe place so you will have ready access to it should you lose or damage the original diskette.

The copy may be used for backup purposes only. Any other use of the extra copy violates copyright laws. To make a backup copy, you will need:

- Your Typing Tutor diskette: make sure that the write-protect tab is still over the notch on the right hand side of your diskette.
- Your DOS diskette
- A blank diskette

You are now ready to begin. If you have only one diskette drive, follow the instructions for a one drive system below. If you have two diskette drives, follow the instructions for a two drive system.

## One Drive System

1. Position the System Unit Switch to OFF.
2. Insert the DOS diskette in diskette drive A.
3. Turn on your monitor, and position the System Unit Switch to ON.
4. Enter the date.
5. When you see the `A>` prompt, type: `FORMAT` and press `ENTER`.



6. When instructed by the computer to do so, remove your DOS diskette from diskette drive A, insert your blank diskette into the drive and press any key.
7. When the program has finished formatting the diskette, the following will appear on the screen:

Formatting complete

Format another (Y/N)?

Press N, and then remove your diskette from diskette drive A.

8. Re-insert your DOS diskette into diskette drive A.
9. Type DISKCOPY. The following will appear on your screen:

Insert Source diskette in Drive A

Strike any key when ready

10. Remove your DOS diskette, and insert your Typing Tutor diskette (making sure that the write-protect tab is in place) in diskette drive A. Press any key. When the computer instructs you to insert your target diskette into drive A, insert the blank diskette that you have just formatted. Continue to follow the computer's instructions: the source diskette is your Typing Tutor diskette, and your target diskette is your backup copy. Continue to alternate diskettes as instructed until you see the following message on your screen:

Copy complete

Copy another (Y/N)?

11. Type N. You now have a backup copy of the Typing Tutor program. Put a write-protect tab over the notch, and put the backup in a safe place where it will not be damaged. You should now proceed to the section entitled Preparing Your Typing Tutor Diskette, page 11.



## Two Drive System

1. Position the System Unit Switch to OFF.
2. Insert the DOS diskette in diskette drive A.
3. Turn on your monitor, and position the System Unit Switch to ON.
4. Enter the date.
5. When you see the `A>` prompt, type: `FORMAT B:` and press `ENTER`.
6. Insert your blank diskette into diskette drive B and press `ENTER`.
7. When the program has finished formatting the diskette, the following will appear on the screen:

Formatting complete

Format another (Y/N)?

8. Press `N`, and then type `DISKCOPY A: B:` You will see the following on the screen:

Insert Source diskette in Drive A

Insert Target diskette in Drive B

9. Remove your DOS diskette from diskette drive A, and insert your Typing Tutor diskette into drive A, making sure that the write-protect tab remains on your diskette. Strike any key. When the copy program has finished, you will see the following message on your screen:

Copy complete

Copy another (Y/N)?

10. Type `N`. You now have a backup copy of the Typing Tutor program. Put a write-protect tab over the notch, and put it away in a safe place where it will not be damaged. You should now proceed to the section entitled Preparing Your Typing Tutor Diskette, page 11.



# Preparing Your Typing Tutor Diskette

To transfer DOS/BASIC from your DOS diskette to your Typing Tutor diskette, proceed as follows:

1. Position the System Unit Switch to OFF.
2. Insert your DOS diskette in diskette drive A and push down the load lever.
3. Position the System Unit Switch to ON.
4. Enter the date.
5. Remove the silver write-protect tab from your Typing Tutor diskette.

Important: The next instruction is different depending on the number of diskette drives on your IBM Personal Computer. Follow instruction 6A if you have one (1) diskette drive and 6B if you have two (2) diskette drives.

- 6A. If your IBM Personal Computer has one diskette drive:

When `A>` appears on the screen, remove the DOS diskette and insert the Typing Tutor diskette.

Type `setup1` and press ENTER.

You will see this message:

Insert the **TYPING TUTOR** diskette when the system asks for drive A:

Insert the **DOS** diskette when the system asks for drive B:

Follow the instructions as they appear on the screen.

- 6B. If your IBM Personal Computer has two diskette drives:

Insert your Typing Tutor diskette in drive B.

Type `b:setup2` and press ENTER.

You will see the message:

Insert the DOS diskette in diskette drive A:

Insert the Typing Tutor diskette in diskette drive B:

Follow the instructions as they appear on the screen.

7. The computer will now copy DOS and BASIC from the DOS diskette to your Typing Tutor diskette.
8. When the computer is finished you will see this message:
- Your TYPING TUTOR diskette is now ready for use.
9. You may now proceed to the loading instructions.

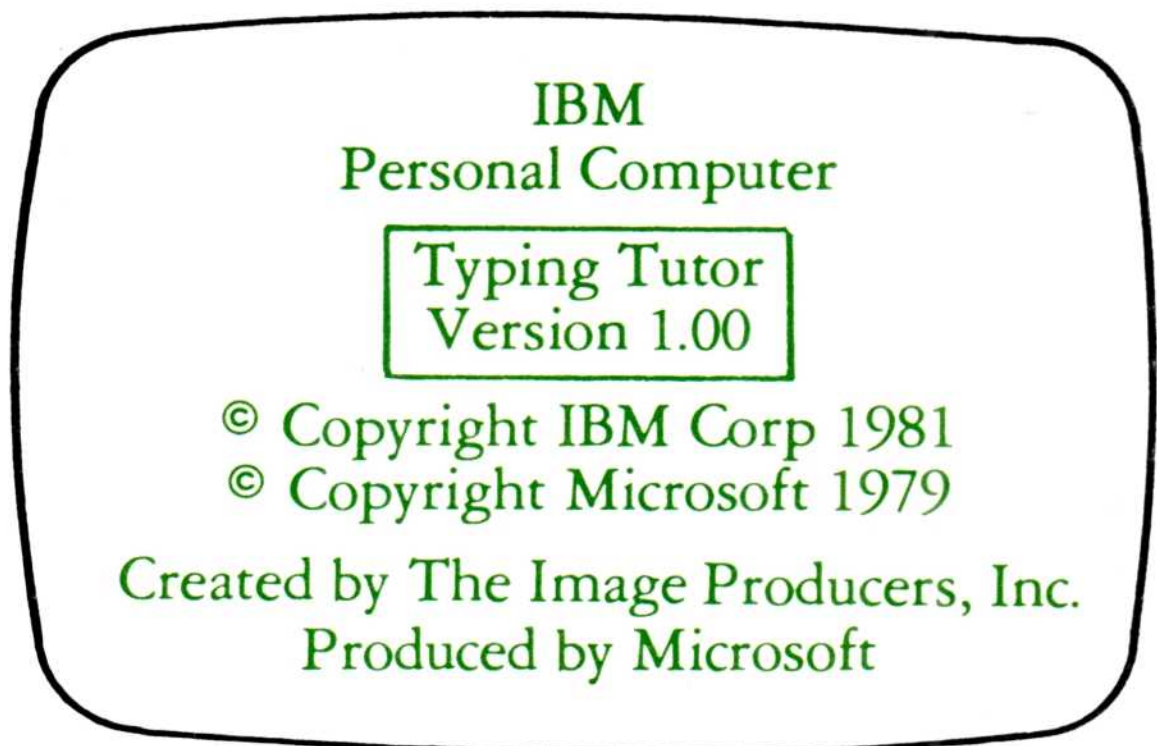


# Loading the Typing Tutor Program

These instructions for loading Typing Tutor assume that you already have followed the instructions for Preparing Your Typing Tutor Diskette, page 11. If you have not followed these instructions, please do so now.

To load your Typing Tutor diskette:

1. Position the System Unit Switch to OFF.
2. Insert your Typing Tutor diskette into diskette drive A.
3. Position the System Unit Switch to ON.
4. After the system has emitted a beep, the light on your diskette drive will come on to indicate that the program is loading. When the program has loaded, the following will appear on your screen:



Then it will display:

1. New User

Select (1) :

You are now ready to begin your typing lesson. You will find it easier to use this program if you take a few minutes to read through all of the instructions contained in this booklet before proceeding.

**Note:** On some TV screens, the last two or three character positions on either the right or the left side of the screen may not be legible. If that is the case with your TV, you are probably already familiar with how to correct this condition (see "IBM Personal Computer Guide to Operations"). Typing Tutor does not use either the first two or last two character positions on the display, so it is likely that you will not have this problem when running Typing Tutor. However, if you do continue to experience this problem, consult your DOS Manual for instructions on how to correct it.



# Getting Started

After you have loaded Typing Tutor for the first time, the screen will display the following menu:

## 1. New User

Select (1) :

Press (1) and you will see the words

last name:

appear on the screen. Type in your last name, press ENTER, and then continue to enter your first name and middle initial, pressing ENTER after each one.

Typing Tutor can record the progress of up to 39 students. Note, however, that only one student can use the program at any given time. By pressing (1) when you are a new user and recording your name, you register yourself in the directory of students. Next time you start the program you will see an alphabetized listing of all registered students appear on the screen. For example:

1. New User
2. sue f albright
3. john g carnahan
4. judy a hamm
5. laura n levenson
6. chris e petrella
7. mary c stemmler
8. joe m tibbetts
9. mike j vogt

Select (1-9)( → )

An arrow appearing in the select prompt line indicates that more names occur in the directory of students. Press the right arrow key to see additional names.

Pressing (1) to indicate that you are a new user, entering your name, and then pressing ENTER presents the following menu:

1. Letters
2. Numbers
3. Symbols

Select keys to learn (1-3)

press ESC at any time to exit

Press the appropriate number to select the type of characters you wish to learn or practice. We suggest that beginning typists start with (1), Letters. After making your choice, you will see the **Please Wait...** message and then the next menu.

If you have previously used the program and recorded your progress, locate your name in the student directory and type the number to the left of your name. Then press ENTER. You will then see this menu:

1. Typing Lessons
2. Practice Paragraph
3. Typing Test

Select (1-3)

press ESC at any time to exit

New users will also see this menu after selecting Letters, Numbers or Symbols.

Typing Lessons, (1), is the instructional part of the program designed to teach you new keys. It is a series of lessons that are continuously adjusted by the computer to help you learn the keys you don't know. The program automatically inserts new letters as you gain speed and accuracy.





# Typing Your First Lesson

Your first four LESSON KEYS are a, s, d, and f. Place the fingers of your left hand lightly on these four keys. They comprise the left half of the "home row". The fingers of your left hand will rest on these four keys while you type. The home keys for your right hand are j, k l, and ;.

Practice placing your fingertips on the home keys and pressing the keys lightly. Don't rest the palms of your hands on the front edge of the computer. You will be able to attain greater speed if only your fingertips touch the keyboard.

Before you start typing, memorize the locations of the a, s, d, and f keys. It is essential that you do not look at the keys or remove your eyes from the screen as you type. To attain maximum speed in the future, it is very important that you learn to type by touch from the beginning.

Look at the two groups of four letters in the middle of the screen. Type the first four letters as they are indicated, keeping your eyes on the screen. Press the space bar with either thumb to move one space to the right. Now type the last four letters.

At the end of each line, press the ENTER key using the little finger of your right hand. Do this without moving your hands or lifting your fingers off the home keys. It may feel awkward at first but it is important to master the ability to press the ENTER key without moving your fingers away from the home keys, so you don't have to replace your hands every time you end a line.

The Time Response Monitoring system takes effect when you type your first character and continues to monitor your progress until you press ENTER at the end of a drill. At this point, the screen will display the number of errors you have made as well as your current rate of typing, measured in words per minute.



As you type each lesson, the program checks to see if you are typing any of the lesson letters fast enough to indicate familiarity. When your reaction time on any letter is equivalent to approximately 30 words per minute, that letter is added to the FAST list and a new key is selected for your next lesson. TRM enables the computer to monitor your speed on each individual key by checking your typing 100 times per second.

Your first lessons will include only the home keys, which you type with the appropriate fingers according to the diagram on page 6. As you learn where the home keys are, new keys will be automatically introduced.

Each time a non-home key is added, it will be introduced in conjunction with a key that is typed with the same finger. For example, the "e" key will be introduced in a drill with the home key "d".

dede dede

You should type "e" with the same finger you use to type "d" — the middle finger of your left hand.

Non-home keys should be typed by extending the appropriate typing finger only. Do not move your other fingers off the home row. By keeping most of your fingers on the home keys at any one time, you will develop a reference for locating all of the keys by touch. Return to the home key after each keystroke, even though it may feel awkward at first. Each error will be marked with a caret (^).

To help you remember the appropriate finger for each key, a diagram is included on page 6. Keep this diagram next to your computer and refer to it if you cannot remember where a key is.

# Your Options

After you have completed ten lessons, the following menu will appear on the screen:

1. Continue Lesson
2. Build More Speed
3. Learn More Keys
4. Practice Paragraph
5. Typing Test
6. Progress Report

Select (1-6)

press ESC at any time to exit

At this point in the program, you may decide to test your skills with a practice paragraph or typing test or continue your lesson. If you choose to continue the drill, you have the additional option of adjusting the program to suit your personal requirements.

## 1. Continue Lesson

Press (1) if you would like to repeat your typing lesson. Any letters which were promoted to the FAST column in your initial lesson have been replaced by new characters. If no letters were moved to the FAST column, the original keys remain in the LESSON KEYS column. Note that it is not necessary to perfect your knowledge of the characters in a lesson before proceeding to other keys or to a practice paragraph.

## 2. Build More Speed

Press (2) if you want to concentrate on building speed. The computer will require faster response to a character before it is shifted from the lesson category to the FAST category. You will gain speed through your additional practice on each key. To continue increasing the typing speed required, type (2) after every ten lessons.



### 3. Learn More Keys

Press (3) if you want to rapidly learn the location of all the keys. By requiring a slower typing speed, the computer lets letters enter the FAST category more easily and introduces more NEW characters into the lesson to replace them. Refer to the chart on page 6. whenever necessary, but do not look at the keyboard as you type. To continue slowing the required rate of response, type (3) after every ten lessons. The program will quickly expand to include all the letters of the alphabet.

### 4. Practice Paragraph

Press (4) if you wish to type a Practice Paragraph. The letters generated in the Practice Paragraph depend on the skill level which you have demonstrated in the lessons. For example, if you have only worked with the letters a, s, d, and f, the words in the practice paragraph will be composed of only those letters.

Unlike the lesson drills, the Practice Paragraph includes capital letters. To type a capital letter, press the SHIFT key and the letter key at the same time, just as you would when typing a symbol.

When the computer has completed generating the paragraph, the word

**\*\* BEGIN \*\***

will flash at the top of the screen, and the cursor will appear under the first letter of the first word. The Time Response Monitoring system begins to function when you type the first letter, and continues to monitor your progress until you press ENTER on the last line of the paragraph.

Type the words as they appear on the screen, concentrating on the key above the cursor. Include a space between each word and press ENTER at the end of each line. Your letters will appear on the screen under the computer generated letters as you type. Your typing should match the computer generated paragraph above it.

If you make a spacing error and your letters aren't directly underneath the corresponding program letter, each stroke will be counted as an error. If this occurs, adjust your typing so you are typing the letter directly above the cursor. When you have finished typing the paragraph, press ENTER and the computer will analyze your performance.

After you have completed the Practice Paragraph, the computer will announce:

analyzing paragraph

\* \* \* \* \*

A detailed analysis of your typing will appear, in the following form:

You made 3 errors on these keys :

k r p

You were slow on these keys :

k p

45 words per minute at  
87 percent accuracy

press any key



While most typing tests subtract for errors to arrive at your rate in words per minute, errors are not subtracted in the Practice Paragraph analysis. Consequently, this words-per-minute figure may be slightly inflated.

Remember that typing accuracy, not just speed, is very important. If you are making more than three or four errors per paragraph, you may be pushing too fast. Try another paragraph and see if you can type more carefully. If you are still having problems, select option (2) Build More Speed in the lesson choices for more practice on the keys you have learned. (See page 20 for details on this option.)

After you receive the analysis, press any key and then you may select another paragraph, a typing test or return to the typing lessons.

## 5. Typing Test

To test your typing progress select option (5), Typing Test. Type the characters which appear on the screen, just as you would a Practice Paragraph.

## 6. Progress Report

For a detailed analysis of your progress, press (6). The ensuing progress report details the keys you have learned to date, the average number of words per minute you have typed, the average accuracy at which you typed, an average corrected speed (average speed x average accuracy), and your highest corrected speed to date. The scores reported are weighted averages. Your most recent lessons (typing drills and practice paragraphs) count for more than lessons you completed when you first started. In addition, if you have taken a typing test in this session, your latest score will be shown.

Press any key to return to the previous menu.

# The ESCape Key — Recording Your Progress

Take a moment now to locate the ESC key in the upper left hand corner of the keyboard. This key serves a very important function — it allows you to save your progress on the diskette, so that the next time you use the program, you can begin at the point in the lesson where you left off — you will not have to repeat lessons which you have already mastered. The effect of the ESC key differs depending on what is on the screen when you press it.

Pressing the ESC key during any typing lesson will end the lesson and display the following on the screen:

1. Continue Lesson
2. Build More Speed
3. Learn More Keys
4. Practice Paragraph
5. Typing Test
6. Progress Report

Pressing the ESC key during a Practice Paragraph or a Typing Test will end the paragraph and display the following on the screen:

1. Typing Lessons
2. Practice Paragraph
3. Typing Test



Pressing the ESC key a second time, or pressing the ESC key when you see either of the two menus above displayed on the screen, will display the following screen:

1. Return to Lessons
2. Record Progress
3. Quit

Press (1) to return to the lessons, practice paragraph, or typing test (you will be given your choice).

Press (2) to end the lessons and record your progress on the diskette and to return to the student directory. When you return to the program at a later date, you begin at the point where you stopped your lessons — the program will remember which keys you know, and which keys are new for you.

Press (3) to end the lessons without recording your progress. You will automatically return to the student directory. If you choose this option and this is the first time you have used the program, you will have to start at the beginning again when you return to the program. But if you have previously recorded your progress, you will return to the point at which you last left the program.

**Note:** Pressing the ESC key will not work while a Practice Paragraph is being generated and while the lessons are being set up. You must wait for the entire paragraph or the complete lesson display before pressing the ESC key.

# Continuing Your Lesson

If you have recorded your progress after your lessons, just choose the number beside your name in the list of users at the beginning of the program when you return for successive lessons. The program will automatically remember the keys you know and those you don't. The drills can be personalized further by adjusting the response time ten percent in either direction by using the Build More Speed or Learn More Keys options at the end of every ten drills.

Typing Tutor is based on a typing rate of approximately thirty words per minute. To begin at an easier level, select the Typing Lessons option, press the ESC key, then select option (3) Learn More Keys. This will decrease the speed at which you must type an individual character before it is moved to the FAST category and provides you with an opportunity to familiarize yourself with the location of all keys. To improve your speed, use the same procedure but select (2) Build More Speed, instead. The faster response time required will provide you with more practice on each key.



# The Print Option

At any time during the Typing Tutor program, the characters which appear on the screen can be printed out on the optional IBM 80 CPS Matrix Printer. To print out the screen listing, simultaneously press the SHIFT key and PRTSC key.

# Teacher Mode

In Teacher Mode, the progress of up to 39 students can be monitored. New paragraphs and tests can be written or edited. And, if you have the IBM 80 CPS Matrix Printer, paragraphs and tests may be printed out on paper.

To enter Teacher Mode, load the program according to the instructions in this booklet, and when you see the student directory displayed on the screen, press 0 (the number zero). You will then see the prompt

Password :

displayed on the screen. Initially, the password is the word "password," so type that word in and press ENTER. To protect the password from disclosure to unauthorized persons, it is not displayed on the screen as you enter it. (For instructions on changing the password, see page 32.) If you misspell the password, simply reenter it correctly and press ENTER. Three unsuccessful attempts to enter the password will stop the program. You will then be required to restart the program by following the instructions on page 13.

After you have entered the password, the following menu will appear:

1. Student Records
2. Test Paragraphs
3. Change Password
4. Quit

Select (1-4)

Choose the appropriate option.



## 1. Student Records

To review or eliminate students' records, select (1), Student Records. You will then see this menu:

1. Display Student Record
2. Delete Student Record

Select (1,2)

press ESC at any time to exit

If you press (1), the names of all students currently listed in the directory will be displayed. Type the number preceding the name of the student whose records you wish to review (use the arrow keys to move through the list of names). The record for the selected student will appear. When you have completed your review of that individual's progress, press any key.

You may continue to review students' records by pressing the numbers beside their names. When you no longer wish to review records, press ESC to return to the Student Records menu. Press ESC again to return to the Teacher Mode.

If you select (2) to delete a student from the directory, you will be asked to enter the student's name. The name must be entered exactly as it is listed in the student directory or an error will result.

## 2. Test Paragraphs

Selecting (2), Test Paragraphs, will prompt the following test paragraph menu:

1. Select Test Paragraph
2. Edit Paragraph
3. Print Paragraph

Select (1-3)

press ESC at any time to exit

Choose the appropriate number to assign, modify or print a test paragraph.

### Select Test Paragraph

To change the current test paragraph, press (1), Select Test Paragraph. Then select the number of the test you wish to administer during the next testing period. After this selection, you will automatically return to the Test Paragraph menu. The selected test will be presented to any student who chooses the Typing Test option.

### Edit Paragraph

To create or edit test paragraphs, press (2), Edit Paragraph. The first time you select this option, you will be able to create a test paragraph. Existing paragraphs can be edited to increase their challenge.

The following commands may be used when creating or editing test paragraphs:

Arrow Keys (up, down, right and left arrow keys)  
Repositions cursor to facilitate editing.

Backspace      Deletes the letter preceding the cursor and moves the remaining characters on the line one space to the left. When used at the beginning of a line, Backspace has the same effect as DEL.



CTRL END	Erases all text from the current character through the end of the physical line. Does not delete an entire sentence if the sentence continues on to another physical line.
DEL	Deletes character over cursor and moves remaining line one space to the left.
ESC	Aborts changes and repositions the cursor to the upper left corner of the screen.
HOME	Repositions cursor to the upper left corner of the screen.
INS	Inserts characters to the left of the cursor. The cursor is replaced with a caret to indicate you are in "insert" mode. Pressing INS again will turn off insert mode. Be very careful when inserting characters—you may lose existing characters at the end of the line.
CRTL Q	Saves screen contents onto the diskette. After creating or editing a test paragraph, press CTRL Q to save the paragraph on the diskette. You will then be asked to enter a title for the test paragraph you created. The title of the paragraph can be as many as thirty characters long. If a test paragraph has merely been edited and, consequently, already has a title, simply pressing ENTER without typing in a title will save the original title. You will then return to the Test Paragraph menu. If you wish to leave the Test Paragraph menu and return to the Teacher Mode menu, press ESC.

## **Print Paragraph**

To print out a paragraph on the IBM 80 CPS Matrix Printer, select (3), Print Paragraph. You will be asked to choose the paragraph to be printed and the number of copies.

To return to the Teacher Mode from the Test Paragraph menu, press ESC.

## **3. Change Password**

The password provided with Typing Tutor is "password". This password can be changed at any time by selecting (3), Change Password. Respond to the prompt by typing the new password, and pressing ENTER. If you change your mind and would like to retain the old password, press ESC.

By personalizing the password to Teacher Mode, access is limited to authorized personnel only. However, take care to record the new password so you have access to it in the event you forget it. Do not change the password on the original version, only on your backup copy. If you do so and forget the password, you will no longer have access to the Teacher Mode.

## **4. Quit**

To exit from Teacher Mode, press (4), Quit. The program will return you to the original menu screen from which you may begin another lesson.



# Error Messages

The following error messages may be encountered during the Typing Tutor program:

## Typing Test Not Available

Indicates that a typing test is not available. This error message occurs if a test paragraph has not been recorded, constructed or assigned.

## Student Not Found

Indicates that a student's records have not been recorded in the Typing Tutor directory. This error message will occur if a teacher attempts to delete an unlisted student. The same error may occur if the student's name is not entered exactly as it appears in the directory.







## Product Comment Form

Typing Tutor (Diskette Version)

6025163

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Zip Code \_\_\_\_\_

Tape

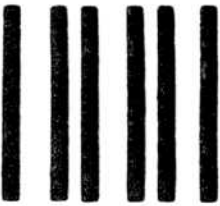
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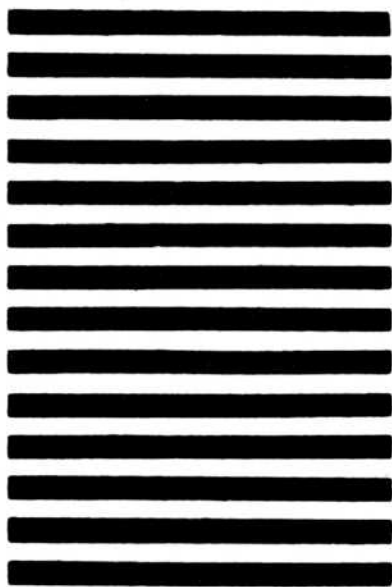
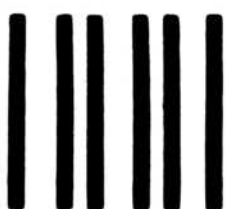
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