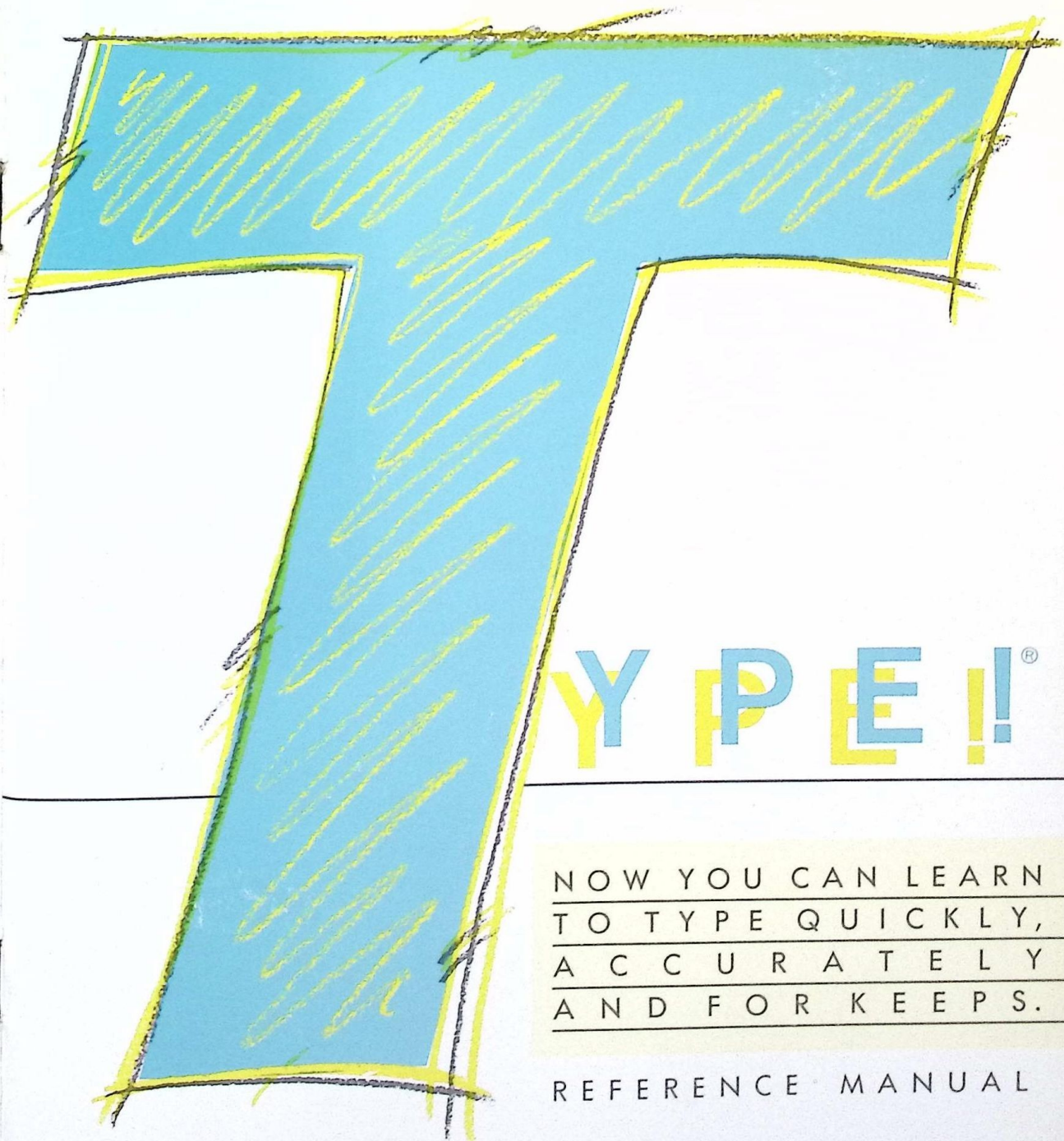


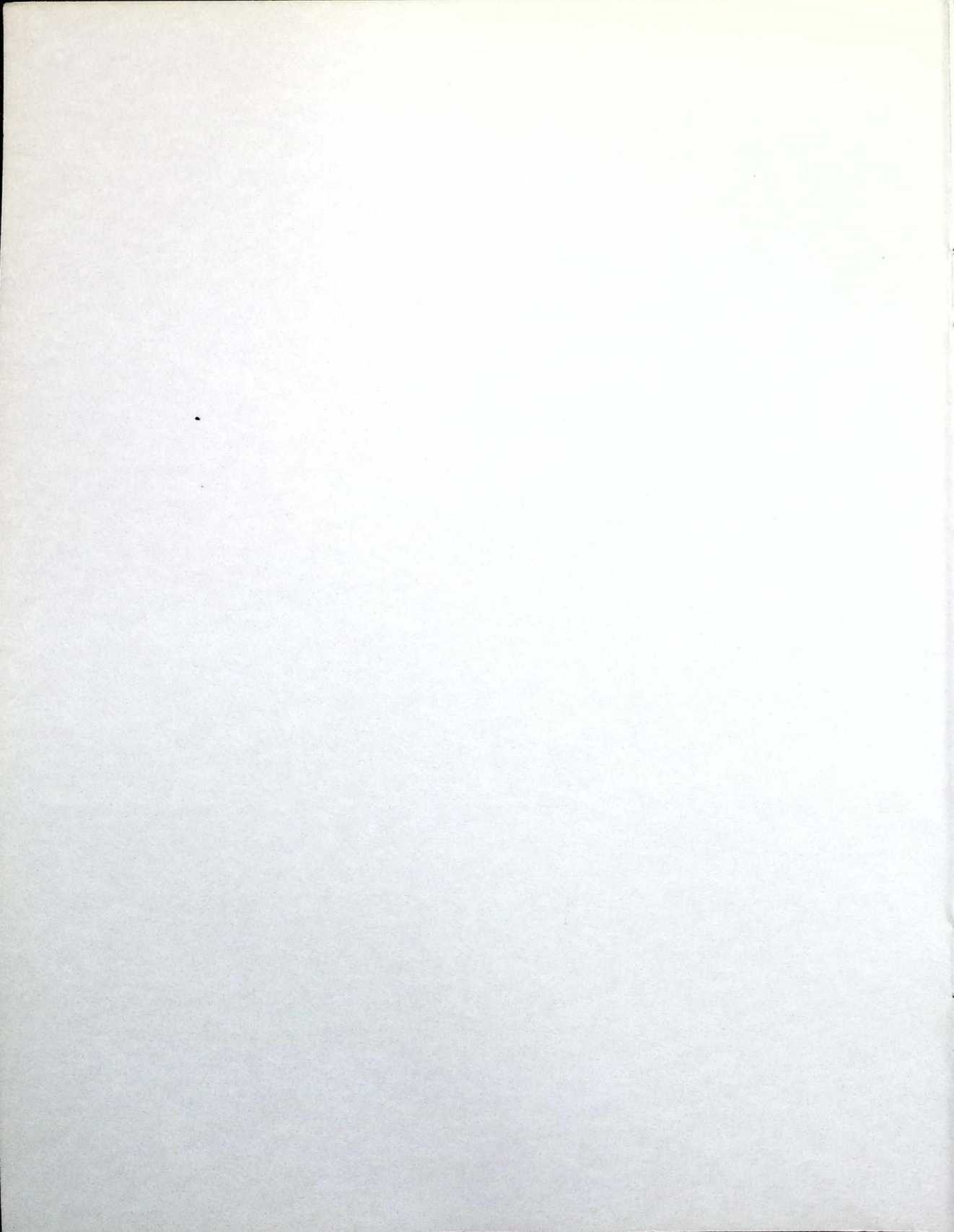


TYPE![®]

NOW YOU CAN LEARN
TO TYPE QUICKLY,
A C C U R A T E L Y
A N D F O R K E E P S.

REFERENCE MANUAL


Broderbund[®]



TYPE![®]

User's Manual

For the Apple Macintosh

TYPE!

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INTRODUCTION

Welcome to *Type!* You are about to start using your computer to acquire a most valuable skill — touch typing.

Type! is an easy-to-use, yet sophisticated, touch-typing program designed for anyone who needs to use a keyboard. Whether you're a beginner, intermediate, or advanced typist, *Type!*'s innovative drills, exercises, and diagnostics will help you improve your skills quickly and easily. Based on extensive research in the mechanics of successful keyboard use, *Type!* offers:

- **Exercises based on real words and sentences.** These exercises are far more effective than the standard random-letter drills used by most typing programs. *Type!* offers two different levels of text in the **Build Speed and Accuracy and Typing Test** sections of the program. Elementary School Text is especially designed for younger *Type!* users at the fourth grade level and up. Standard Text is suitable for users at the junior high to adult level.
- **Guidance geared specifically for your typing level.** *Type!* provides a thorough introduction to the keyboard, and then lets you work your way up through high performance techniques such as chaining, overlapping, and "typing without thinking."
- **Advanced diagnostics that analyze your speed and accuracy by finger, hand, and letter.** Errors are displayed on bar graphs that let you know at a glance what kinds of mistakes you are making. *Type!* suggests exercises to improve your performance and creates custom drills tailored to your particular weaknesses.
- **Timed typing tests and progress reports that let you keep track of how well you are doing.** Tests can be taken and progress reports reviewed and printed out any time you want. *Type!* even lets you create and store your own custom typing tests.

- **Type!-Athlon**, an arcade-style game that provides action enthusiasts with an alternative way of learning. All of the exercises and advanced diagnostics available during normal *Type!* lessons are available while playing the game.

Type! provides continuing, comprehensive instruction for every level of typist. Long after you've mastered the basics, you'll find yourself reaching for your *Type!* disk to sharpen your skills. You won't become bored because the sentences and paragraphs you'll type are entertaining, informative, and varied. With *Type!* you'll be able to set your own goals and work at your own pace, confident that the instruction you're receiving is the most advanced, carefully designed, and researched touch-typing instruction available.

..... Using This Manual

This manual tells you everything you need to know to use *Type!* It contains suggested courses of study for beginner, intermediate, and advanced typists, as well as explanations of all features contained in the program.

Getting Started tells what equipment you'll need and how to start the program. It also includes a mouse skills review so that you are certain of performing the appropriate function.

How To Use *Type!* explains the program's main features. Read this section to get an idea of how *Type!* works and what it can do for you. Use it later as a reference guide.

***Type!* Courses** provide study for your typing level (Introduction, Beginning, Intermediate, and Advanced). Read these descriptions for an understanding of what your goals at each level should be; practice the suggested exercises until you're skilled enough to move on to the next level.

Typing Tests describes the timed tests you can use to verify your progress.

Learning by Playing *Type!-Athlon* describes how you can have fun while learning to type.

Tracking Results tells you how to keep track of your results so that you can print progress reports.

Index/Glossary defines the words and terms used in this manual and provides references to the pages which describe the subject in detail.

1. GETTING STARTED

..... Equipment You Will Need

- A 512K Apple Macintosh, or higher model, with a 400K or 800K disk drive

Optional:

- Blank disk
- Second disk drive
- Printer

..... Mouse Review

If you are new to the Macintosh, you should read the User's Manual for details on the special features of the computer. This section quickly reviews the methods for using the mouse.

Click

- Position the pointer on an object.
- Press and release the mouse button.

Drag

- Position the pointer on an object.
- Press and hold the mouse button.
- Move the pointer to a new position.
- Release the mouse button.

Double-click

- Position the pointer on an object
- Press and release the mouse button twice, quickly.

Pull-down Menus

- Position the pointer on the menu's name on the **Menu Bar**.
- Press the mouse button and drag the pointer to the menu choice.
- Release the mouse button.

..... Making a Backup Copy

It is a good idea to make a backup copy of the *Type!* disk before using the program. *Type!* is not copy-protected, so you may make a backup copy for your personal use with the Finder, by dragging the *Type!* icon over to a blank, initialized disk in the standard way.

..... Starting the Program

The *Type!* disk needs no special preparation; just put it in the computer and you're ready to go:

- Insert the *Type!* disk into the disk drive, label side up.
- Turn on your computer.
- If the Finder displays only the disk icon, click the *Type!* disk icon and choose Open from the File Menu.



- If the Finder displays the *Type!* disk icon and the contents of the *Type!* disk, click the *Type!* icon and choose Open from the File Menu.



- The program begins, displaying the title screen.

..... **Preparing a Data Disk**

There is a little space available on the *Type!* disk for saving results of your typing sessions. However, if you plan to save many results or to design customized typing tests, you will need an initialized (formatted) disk.

You should initialize a disk before you start the *Type!* program.

One disk drive:

- While in the Finder, eject the *Type!* program disk by choosing Eject from the File Menu.
- Remove the *Type!* disk and insert a new, blank disk.

A dialog box appears.

- Select *One-Sided* if you have a 400K disk drive or *Two-Sided* if you have an 800K disk drive.

Some whirring occurs while the Macintosh does its thing.

- Once the initialization is complete, you can name the disk and click OK.

Two disk drives:

- While in the Finder, insert a new, blank disk in the external disk drive.

A dialog box appears.

- Select *One-Sided* if you have a 400K disk drive or *Two-Sided* if you have an 800K disk drive.

Some whirring occurs while the Macintosh does its thing.

- Once the initialization is complete, you can name the disk and click OK.

..... Hard Disk Installation

To install *Type!* on your hard disk, start the Macintosh as usual. Once the Finder is displayed, insert the *Type!* program disk in the internal disk drive.

- If the contents of the hard disk are not displayed, click the disk icon and the hard disk window will open.
- Click the *Type!* disk icon and choose Open from the File Menu.
- Drag the *Type!* icon from the *Type!* window to the hard disk window.

2. How to use *Type!*

Overview

Type! is very easy-to-use. It's designed so you can concentrate on typing rather than on operating the program. *Type!* is also flexible. Although this manual suggests courses of study for different typing levels, you may actually proceed any way you want after you start the program. You can:

- Perform different exercises in any order
- Take typing tests at any level
- Play *Type!-Athlon* whenever you feel like it

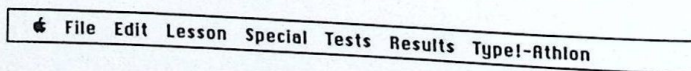
You can fit *Type!* into your schedule no matter how busy you are. Schedule a short session with *Type!* once or twice a day, and see your keyboard control improve dramatically.

Another important feature of *Type!* is that it gives you instant, intelligent feedback on your performance. Your speed and accuracy scores are posted at the end of each exercise, and you can monitor your progress by viewing graphs of your performance. At a glance, you can tell what kind of mistakes you are making and perform exercises designed to correct your error patterns before they become ingrained. *Type!* even evaluates this information and recommends how to continue.

This section of the manual tells you everything you need to know to start using *Type!* Read it through, trying things out as you go. When you're done, select your first lesson, and you'll be on your way to becoming an expert touch typist.

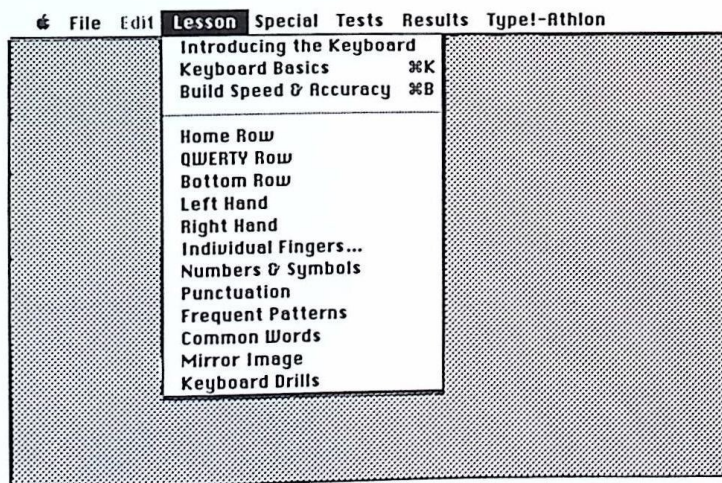
Selecting Menu Items

Your choices are arranged in menus on the Menu Bar.



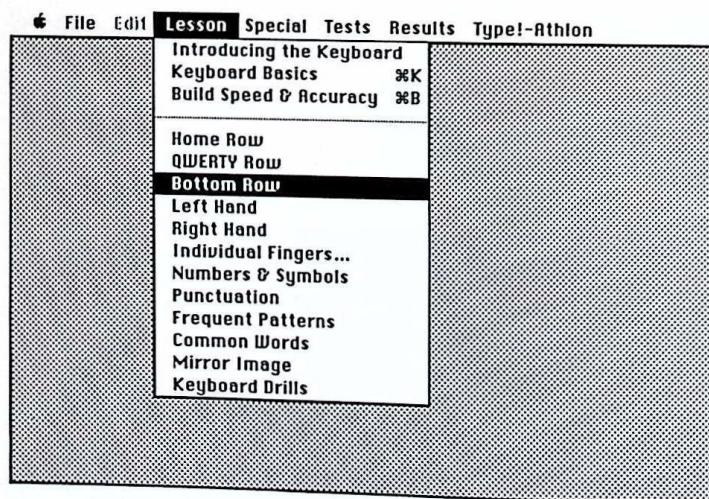
To display menu items:

Move the pointer to a menu name, and press the mouse button. The menu drops down allowing you to view the menu. Release the mouse button, and the menu returns to the Menu Bar.



To choose menu items:

Move the pointer to the menu on the Menu Bar. Press the mouse button to display the menu, and drag the mouse to the item you want. When your choice is highlighted, release the mouse button.



The Menu Bar

You'll use *Type!* by choosing lessons, exercises, tests, and games from the Menu Bar:

Apple Menu

Contains **Help** and the Desk Accessories you have installed in your system folder.

File Menu

Allows you to set your speed and accuracy goals, save results, print progress reports and graphs, and quit the program.

Edit Menu

Allows you to edit your customized typing tests.

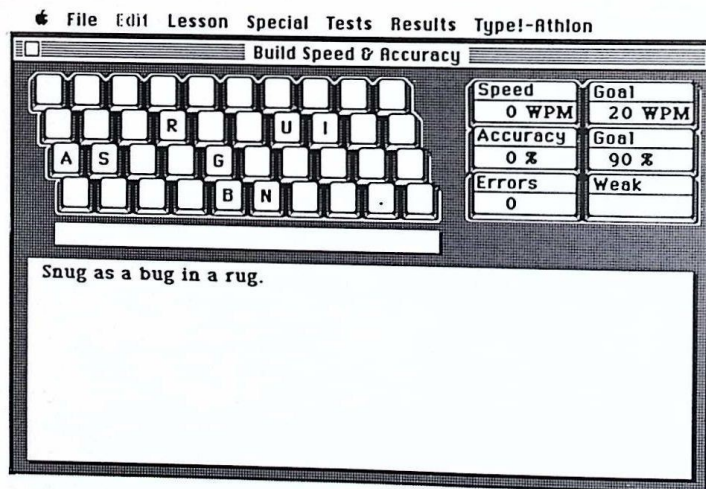
Lesson Menu	Introduces the keyboard and provides a progression of lessons and exercises of word groups or sentences.
Special Menu	Contains the Recommended and Weak Letter Drill exercises, customized for your particular needs, and the Standard Text and Elementary School Text options. (<i>Type!</i> normally presents the Standard Text .)
Tests Menu	Tests your speed and accuracy for skill level you have chosen.
Results Menu	Provides a review of your progress.
<i>Type!</i> -Athlon Menu	Lets you learn while playing a game with all lessons and diagnostics active.

Your typing level will help you decide which lesson to choose. If you've never typed before, you should start with **Introducing the Keyboard** from the **Lesson Menu**. If you've done some typing but are still a beginner, choose **Keyboard Basics** from the **Lesson Menu**. If you are an intermediate or advanced typist (typing over 20 WPM), you probably should begin with **Build Speed and Accuracy** from the **Lesson Menu**.

For more help in selecting the appropriate skill level, choose **Help** from the **Apple Menu**.

..... Using the Lesson Screen

The layout of the lesson screen is the same for every lesson except **Introducing the Keyboard**. A keyboard illustration is in the upper-left corner. A scoreboard showing your speed, accuracy, and goals is in the upper-right corner.



Lesson Screen

When you choose a lesson or exercise, the word group or sentence appears in the typing area. Begin by typing the letter that has the cursor (a blinking line) under it. The cursor moves as you type. Use the Shift key for capitals and the Space Bar for spaces. After typing the last letter in a line or group, press the Space Bar (or Return) and the cursor moves to the next text to be typed. If you make a mistake, a marker appears beneath the letter you typed incorrectly.

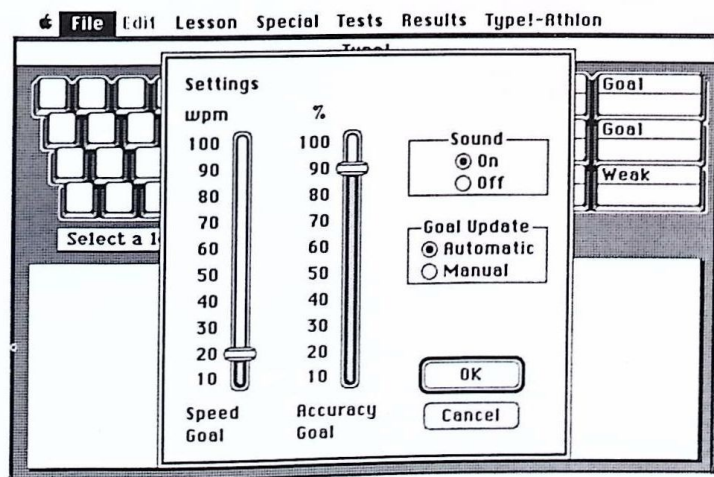
The scoreboard displays your typing speed, the number of errors you made, your accuracy, and your weak letters. The scoreboard is updated each time you finish a screen of text. At the end of a typing session (10 screens of typing material), your cumulative scores are displayed. A list of menu items tailored to your needs appears at the bottom of the screen. If you are making a particular mistake or are typing above or below the current lesson, the program recommends a lesson more suited to your skill level.

Adjusting The Settings

You can set your speed and accuracy goals or turn the sound on or off with the **Settings...** choice from the **File Menu**.

The goal settings control how quickly you move through the lessons, learning new letters and words. As you meet your goals, *Type!* moves you to more challenging material.

When the program is shipped from the factory, it is set to 20 WPM with 90% accuracy. If you're an intermediate or advanced typist, you may want to adjust the speed before you begin the first lesson of each session.



Settings... Dialog Box

If you want the program to monitor your progress and change the goals as your skills increase, select **Automatic** from the **Goal Update** box. In that way, *Type!* adjusts the speed and accuracy goals after each lesson and according to your performance.

You can set the goals yourself, without automatic changes. Click the **Manual** button in the **Goal Update** box. When set manually, the goals remain the same, session after session until you decide to change them. You may also go to the **Goal Update Box** by clicking the goal display in a lesson or game.

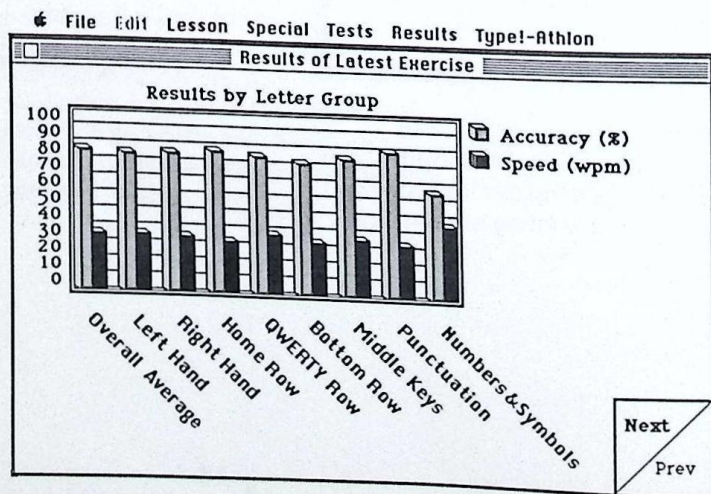
To adjust the **Speed** or **Accuracy Goals**, choose **Settings...** from the **File Menu**. Drag the slide on the **Goals Scale** to the setting you want. When you have made the changes you want, click the **OK** box.

Using the Graphs

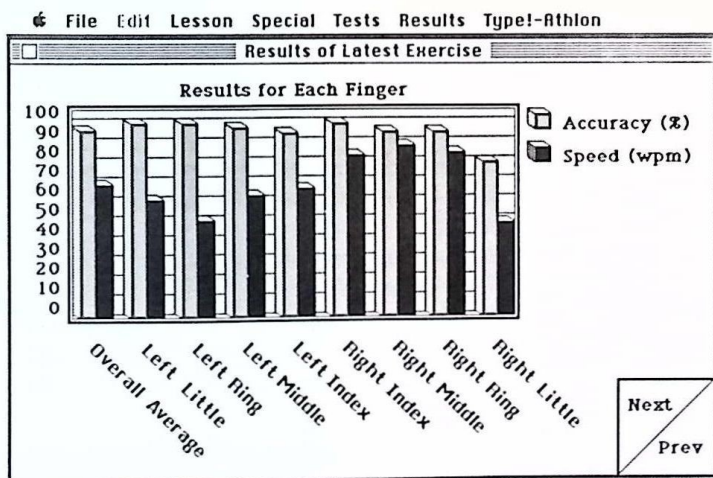
Type! automatically analyzes your typing and constructs a series of graphs to display the results. These graphs show your speed and accuracy for each key, finger, hand, and keyboard region, as well as analyzing and categorizing your error patterns. You can see the graphs by choosing **Graphs** from the **Results Menu**.

The graphs are displayed as pages of a notepad. You can move from page to page by clicking the turned up corner of the page. When you have finished looking at the graphs, click the **Close** box at the left side of the **Title** bar.

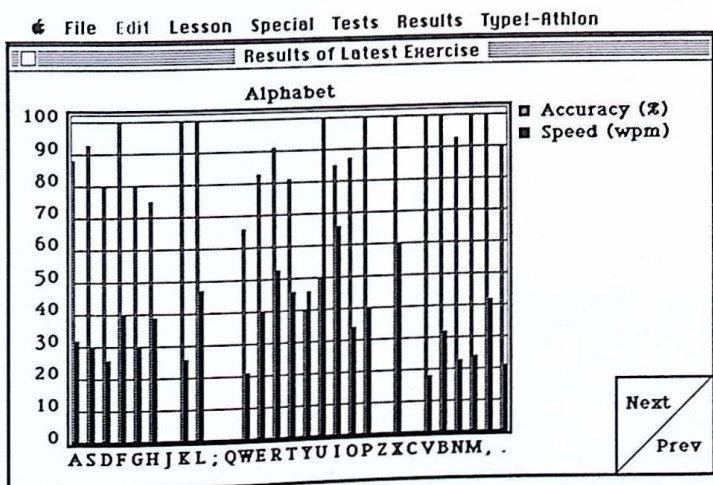
There are four speed and accuracy graphs and one error analysis graph:



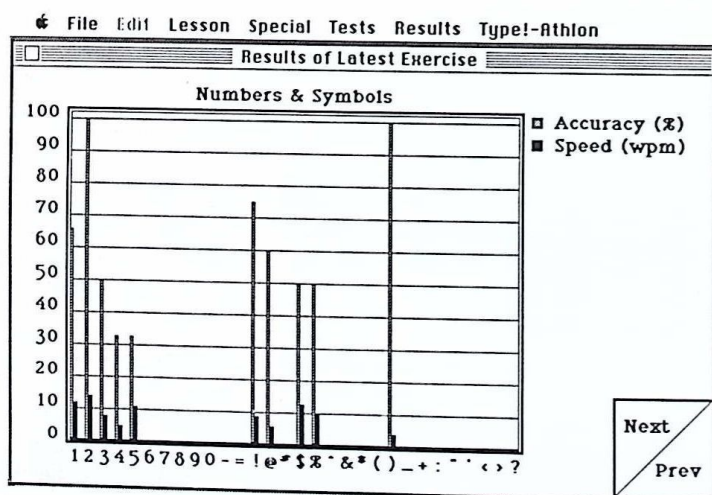
Results by Letter Group



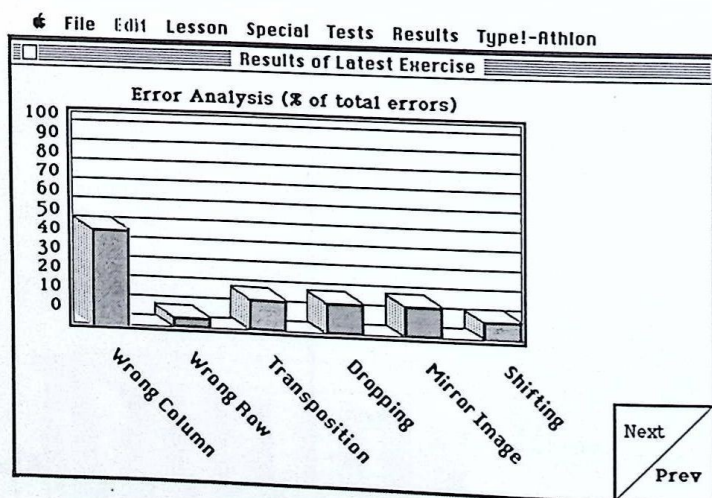
Results for Each Finger



Alphabet



Numbers and Symbols



Error Analysis

The graphs help you analyze your own typing and become conscious of the kind of errors you have been making. The graphs provide insight into typing patterns to help you know what lesson you should take to improve.

Analyze your strengths and weaknesses. It is normal for your speed to fluctuate. You probably type fastest on the middle keys and slowest on the numbers and symbols. Your middle and index fingers are probably faster than your ring and little fingers. The goal you should set is to become equal in all categories.

For quick advice on correcting errors plus suggestions for drills and exercises to perform, select **Help** from the **Apple Menu**.

Other Features

In addition to the features described here, *Type!* contains:

- Timed typing tests
- An arcade game — *Type!-Athlon*
- Progress Reports
- Save and review capabilities
- Special elementary text for younger users.

The remainder of this manual discusses the process for four skill levels:

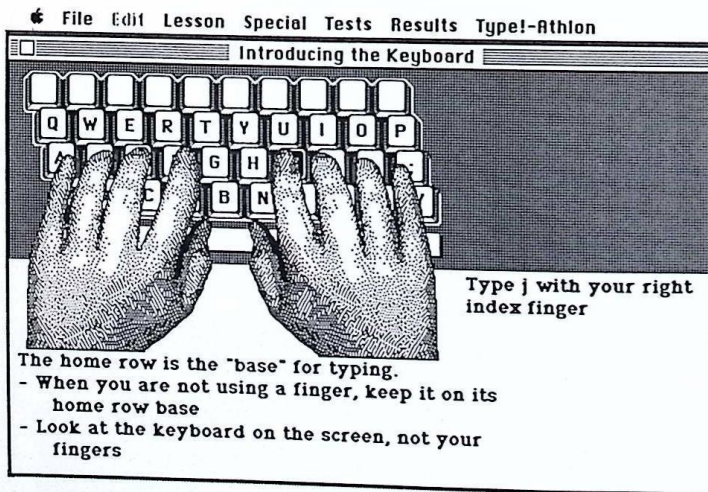
- Section 3 **Introducing the Keyboard** (0-5 WPM)
- Section 4 **Beginning Typing** (5-20 WPM)
- Section 5 **Intermediate Typing** (20-40 WPM)
- Section 6 **Advanced Typing** (40+ WPM)

Information on *Type!* features is included in the following sections:

- Section 7 **Typing Tests**
- Section 8 **Learn by Playing *Type!-Athlon***
- Section 9 **Tracking Results**

3. INTRODUCING THE KEYBOARD (0-5 WPM)

Before you can begin to touch type, you must learn the layout of the keyboard and the proper positioning of your hands and fingers. *Type!* teaches you the standard QWERTY keyboard which is arranged so that the individual keys used in the most common two-letter sequences are on opposite sides of the keyboard.



To touch type effectively, you must always use the correct finger to type a particular key. Your fingers rest on the Home Row keys (**ASDFJKL;**). As you type, temporarily move your fingers from the Home row keys to keys in other rows.

The keyboard is not only arranged in rows, it is also arranged in columns (see illustration above). Each finger is responsible for typing every key in its column. For example, as you can see by studying the illustration, the left little finger types the Home Row key, **a**. It also types **l**, **q**, **z**, and **Shift**. Study the illustration carefully to learn which keys each finger types.

Type!'s on-screen tutorial begins when you choose **Introducing The Keyboard** from the **Lesson Menu**. It explains the keyboard and guides you through the basics of hand and finger positioning, proper posture, and keyboard use.

Use the tutorial by reading the on-screen text and following the instructions. The flashing cursor tells you which key to press and which finger to use. Once you complete the tutorial, you can press any key and the animated hand will type the letter using the correct finger. You can repeat the tutorial as many times as you want.

Things to Remember

- Use the Home Row (**ASDFJKL;**) as the base from which you type. Your fingers should hover over or lightly touch the Home Row keys. Return to the Home Row after typing each key.
- Keep your palms parallel to the keyboard, your fingers curved, and your elbows close to your sides. Sit up straight with your feet on the floor as you type.
- Look at the keyboard on the screen, not at your fingers.
- Use your thumb to press the Space Bar.
- Hold down the Shift key with the little finger of the hand opposite the letter you want to capitalize.

4. BEGINNING TYPING (5-20 WPM)

Speed	5-20
Goal	Type without looking
Exercises	Keyboard Basics Weak Letter Drills

Once you understand the basics of hand and finger positioning and the layout of the keyboard, you are ready to begin touch typing. Your goal at this stage is to type without looking.

Typing without looking means typing by touch—no peeking at your fingers! This is difficult at first, but *Type!* helps by giving you an on-screen keyboard to look at. If you keep your eyes on this keyboard, rather than on your fingers, you'll soon find that you are typing by touch.

Before you begin, make sure you understand the material covered in the **Introducing the Keyboard** tutorial. If you need to refresh your memory, run through the tutorial again. Then proceed with the following exercises.

..... Keyboard Basics

The **Keyboard Basics** exercises teach you the location of the keys on the keyboard in a logical, easy-to-learn progression. Each exercise starts with very simple words and advances to more difficult words, introducing new letters as you master old ones.

As you type, remember to look at the keyboard on the screen, not at your fingers. Push yourself to type faster as you become comfortable with the keyboard.

..... Weak Letter Drills

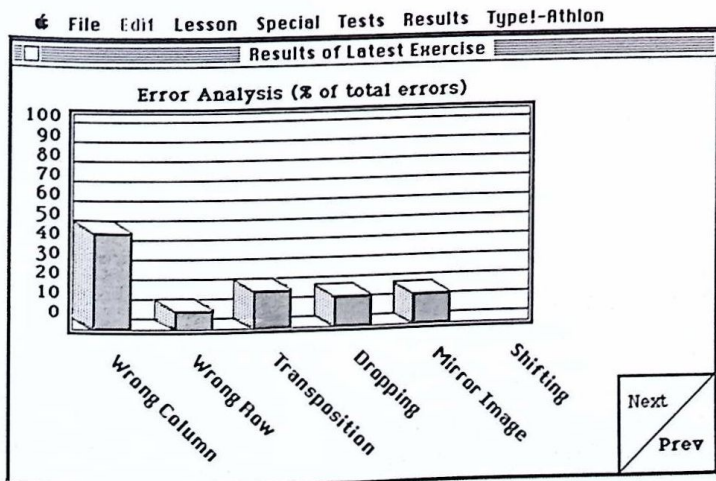
If you are having trouble with particular letters, select **Weak Letter Drills** from the **Special Menu**. You will be given a drill specifically designed to help you improve your weak letter

performance. If you haven't typed long enough to build up a pattern of weak letters, or if you simply don't have any, **Weak Letter Drills** is disabled—you can't choose it from the **Special Menu**.

..... Typical Errors

Check the **Error Analysis** graph to see what kind of errors you are making. When you begin touch typing, many of your errors will probably be wrong column errors. This means that you typed the key next to the correct key in the same row (**S** instead of **A**, for example). Wrong column errors are usually caused by missing the key you are aiming for or using the finger next to the correct finger to type.

Wrong column errors are the easiest errors to become aware of and the easiest errors to correct. If you are having a problem with wrong column errors, choose **Individual Fingers** from the **Lesson Menu**.



Typical typing errors of a beginning typist.

5. INTERMEDIATE TYPING (20-40 WPM)

Speed	20-40 WPM
Goal	Type without thinking
Exercise	Build Speed & Accuracy Recommended Exercise

If you can type the letters of the alphabet without looking at the keyboard (using the proper fingers) you're ready for intermediate typing. The goal at this stage is to type without thinking.

You probably noticed that when you were learning the keyboard, typing each key took a good deal of conscious mental effort. You had to think about where the key was located, which hand and finger to use, and so forth. Now, at the intermediate level, you'll learn to eliminate those conscious mental steps. When you type without thinking, you'll find that you type a letter without being aware of exactly how you typed it.

If you have not already done so, select the type of text you prefer (Standard Text or Elementary School Text), from the **Special Menu**, then choose **Build Speed & Accuracy** from the **Lesson Menu** for exercises to help you master this level.

..... Build Speed and Accuracy

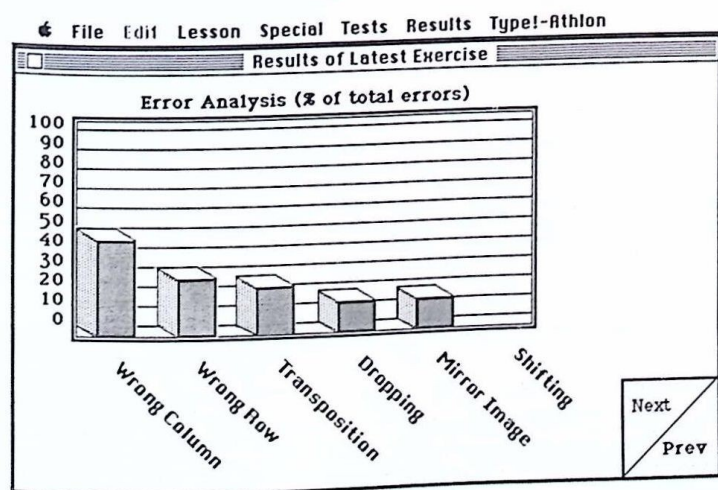
Build Speed & Accuracy provides a series of short sentences designed to give you practice typing all the letters of the alphabet. When you finish one session of **Build Speed & Accuracy**, you can go on to another session containing a different series of short sentences by selecting Continue from the list at the bottom of the screen. For help with your particular weaknesses, choose Recommended Exercises from the **Special Menu**, and the program creates a lesson designed to correct your particular typing problems.

..... Typical Errors

Type!'s exercises are designed to help you improve various aspects of your typing. Check the graphs to see what your weaknesses are. Then choose **Recommended Exercise** from the **Special Menu**.

You are probably still making wrong column errors. To improve your performance in this area, choose **Individual Fingers** from the **Lesson Menu**. With effort, you should be able to reduce wrong column errors to less than half of your total errors.

Pay attention to mirror image errors. These errors involve typing a key in the correct column and row with the wrong hand (typing d when you mean to type k, or s when you mean to type l, for example). Mirror image errors are apt to occur as you begin to type more rapidly. Choose **Mirror Image** from the **Lesson Menu** for exercises to correct this problem.



Typical error pattern of an intermediate typist.

6. ADVANCED TYPING (40 + WPM)

Speed	40 + WPM
Goal	Type using chaining and overlapping
Exercises	Common Words Frequent Patterns Build Speed & Accuracy

Once you've mastered the keyboard and have learned to type without thinking, you're ready to concentrate on speed. Advanced typists type over 40 words per minute. To type this fast, you'll need to learn the advanced skills of chaining and overlapping.

Chaining is the act of typing common two- or three-letter patterns quickly as a single unit. The most common letter patterns are th, ng, and ion. Chaining is an important typing skill because a great many words contain common letter patterns. Typing these patterns as a single unit will greatly increase your speed.

Overlapping is the process of starting to type the next letter before you've finished typing the previous letter. Overlapping is a subtle skill that also increases your typing speed. You may find it difficult, however, to be conscious of overlapping as you type. The best way to practice overlapping is to practice chaining because when you chain quickly, you usually overlap as well.

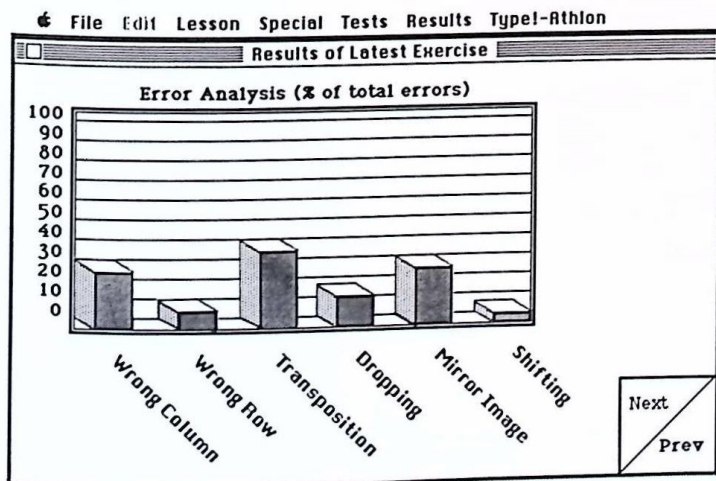
..... Exercises

To practice chaining and overlapping, choose **Common Words** or **Frequent Patterns** from the **Lesson Menu**. Do these exercises several times, typing as fast as you can. Then choose **Build Speed & Accuracy** from the **Lesson Menu** and perform that exercise as fast as you can. With practice, you will start to develop your own particular typing rhythm—a key factor in building typing speed.

Typical Errors

Check the graphs to see what kind of errors you are making. With concentration, you should be able to eliminate mirror image errors almost entirely.

At the advanced level, you will probably find that your most persistent errors are transpositions (reversing two letters), particularly across-hand transpositions (typing ht instead of th, for example).



Typical typing errors of an advanced typist.

7. TYPING TESTS

Check your typing progress from time to time by taking a typing test. The test gives you an idea of how well you can perform in a real typing situation—that is, typing several paragraphs worth of material over a sustained period of time. This is the way you type when you type letters, papers, and memos.

Type! provides you with three kinds of typing tests:

- Standard tests, including alphabet and punctuation
- All keys tests, including numbers and symbols in addition to alphabet and punctuation
- Custom tests that you design yourself

The tests can be set to last from one to five minutes.

You can take a typing test any time you want by choosing the test you want from the **Tests Menu**. The program will provide you with a standard test lasting for one minute. Choose the level of text you prefer (**Elementary School Text** or **Standard Text**) from the **Special Menu**.

..... Test Length

You can change the time length of the test by choosing **Length of Test** from the **Tests Menu**. When the dialog box displays, change the test length by clicking the number of minutes you want—from one to five minutes.

..... Custom Tests

Custom tests are handy if you want to test yourself on a certain kind of material—text including medical or scientific terms, for example—or if you want to create a standard test to be used by members of a group or class. When you select **Edit Custom Test**, you will be presented with a blank screen on which you can enter any text you want. You can either use a MacWrite file or type your own test. You can also call up an

existing custom test or MacWrite file by clicking the Load box on the **Custom Test** screen. MacWrite files must be saved as text files.

During this process, the **Undo**, **Cut**, **Copy**, and **Paste** commands are available from the **Edit Menu**. The flashing cursor marks your position. This editing program has word wrap—you do not need to press Return at the end of the line, and text is automatically wrapped to the next line when it extends past the right margin.

You can type as many as 2000 words, and you can scroll through the text with the scroll bar.

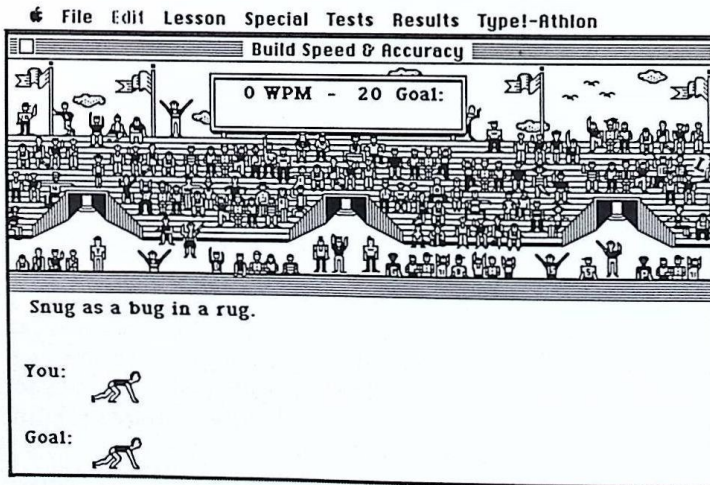
When you are done, click the **Save** button to save your custom test. A dialog box prompts you for the test name (must be unlike any other name previously saved on the disk). If you want to abandon the test, click the **Cancel** button and you are returned to your last place in the program.

You can take the test you've designed by choosing **Custom Test** from the **Test Menu** and selecting the test you want to take.

When you finish taking a typing test, your speed, accuracy, number of errors, and weak letters are displayed on the scoreboard and exercises for improvement are recommended.

8. LEARNING BY PLAYING *TYPE!-ATHLON*

Type!-Athlon lets you perform all of *Type!*'s lessons and exercises while playing an arcade-style game. The setting is a race track. Two runners, facing a series of hurdles, appear on the screen. You are the figure at the bottom; the figure at the top is your competition—the goal you must meet to win the race.



To start the race, select **Go to Game** from the *Type!-Athlon Menu*. The game is displayed. Type the text as it appears on the screen. The faster and more accurately you type, the faster your runner will run. If you make mistakes your runner will stumble and fall! The race lasts one minute. The runner who is ahead at the end wins the race.

You can change the kind of text you type during the race by choosing a different lesson from the **Lesson** or **Special Menu**.

You can also increase or decrease the speed at which you will have to type in order to win. Choose **Change Speed...** from the *Type!-Athlon Menu* and specify the change you want in

the dialog box. The speed—as shown in the scoreboard—increases or decreases by five. You can also click the scoreboard to display the **Game Speed** box.

You can check to see what kind of mistakes you made while running your race by choosing **Graphs** from the **Results Menu**.

When you've finished playing **Type!-Athlon**, you'll have a chance to view the **Type!-Athlon Hall of Fame**. The **Hall of Fame** consists of the all-time, top seven **Type!-Athlon** players. If your speed qualifies you for the top seven, you can add your name to the list.

9. TRACKING RESULTS

Type! keeps track of the results of your typing sessions. You can see and print graphs of your current work session. You can also display and print a **Progress Report** showing highlights of typing sessions you've saved in the past. Finally, you can view the graphs of any past session.

You can monitor your typing progress over a period of weeks or months. By viewing past results and **Progress Reports**, you'll be able to see where you've improved and where you need more practice. By printing out a **Progress Report** you'll have a written record of your overall performance, test average, and highest test and game scores.

..... Saving and Removing Results

At the end of a typing session, you can choose **Save** from the **File Menu** and type your name. If you intend to view your progress in a **Progress Report**, you must always use exactly the same name and have all the sessions you've saved on the same disk. The Macintosh automatically dates your saved file.

..... Progress Report

You can view and print out a report of your typing progress to date. The report is based on whatever results you have saved. When you choose **Progress Report** from the **Results Menu**, the program displays the results of your current session as well as the results of your past saved sessions.

The list of saved results may be too long to fit on one screen. If this is the case, use the scroll bars to view the rest of the list.

To print out a **Progress Report**, first make sure your printer is turned on and properly connected to your computer. Then select **Print** from the **File Menu** while a **Progress Report** is on the screen.

..... View Past Results

This menu choice lets you view the results of any past typing sessions. Dialog boxes guide you to select results that you've saved to a data disk. Once the results are loaded, you will be able to view them in graph form which you can "page" through by clicking the turned-up corner of the page. You can print a graph by choosing **Print** from the **File Menu** when the graph is displayed on the screen.

..... Reset Results

You can clear results currently in your computer's memory and start from scratch. This is handy in situations where several people are using the *Type!* program consecutively. By selecting **Reset Results** when you begin to use the program you can be sure that the tabulated results are yours and yours alone. (Note that your results will be cleared automatically when your computer is turned off. Therefore, it is not necessary to **Reset Results** each time you start up the program and begin another typing session.)

GLOSSARY/INDEX

Accuracy:	Percentage of letters typed correctly.
Advanced:	Typing above 40 WPM with accuracy greater than 90%.
Beginner:	Typing 5-20 WPM with accuracy greater than 90%
Bottom Row:	The row of keys (ZXCVBNM ,,) above the space bar and below the Home Row.
Build Speed and Accuracy:	An exercise on the Lesson Menu that provides practice typing sentences using all the letters of the keyboard. For intermediate and advanced typing levels.
Chaining, 24	The act of typing common two- or three-letter patterns (such as th, ng, ion) quickly as a single unit.
Common Words:	An exercise on the Lesson Menu that provides practice typing common English words. Helps develop chaining and overlapping skills.
Custom Test, 26-27	A typing test that you design yourself.
Data Disk, 6	An initialized disk on which you can save custom tests and results of your typing sessions.
Diagnostics:	The intelligence built into the <i>Type!</i> program that enables it to analyze your performance, identify errors, and recommend further exercises.
Elementary School Text, 1, 11	Text suitable for users at the fourth grade level and up. Available in the Build Speed and Accuracy and Typing Tests sections of the program.
Errors:	Mistyped characters. The scoreboard at the top of the lesson screen displays the number of errors made in the last screen of text typed; at the end of a typing session it shows your cumulative errors. The Error Analysis graph analyzes the type of errors made.
Frequent Patterns:	An exercise on the Lesson Menu which provides practice typing common English letter combinations. This exercise helps develop chaining and overlapping skills.

Goal:	Target level of typing achievement, measured in words per minute (speed) and percentage of characters typed correctly (accuracy). Speed and accuracy goals can be changed with Settings... from the File Menu . If you specify automatic settings, as speed goals are met, the program automatically adjusts the goals to provide a continuing appropriate challenge.
Graphs:	A feature that lets you see the results of a typing session displayed in bar graph form. Choose Graphs from the Results Menu .
Hard Disk, 7	Mass storage device, supported by <i>Type!</i> .
Help, 10, 17	A function that provides help in using the <i>Type!</i> program. Available from the Apple Menu and from several other program screens.
Home Row:	The row of keys (ASDFGHJKL ;) below the QWERTY row and above the Bottom row. The Home Row is the base position for your fingers.
Individual Fingers:	An exercise on the Lesson Menu that provides practice typing with particular, individual fingers.
Intermediate:	Typing 20-40 WPM, with accuracy greater than 90%.
Introducing the Keyboard, 18	A tutorial that introduces you to the layout of the keyboard and proper positioning and use of your fingers and hands.
Keyboard Basics:	An exercise on the Lesson Menu that helps you learn the location of keys on the keyboard.
Keyboard Drills:	An exercise on the Lesson Menu that provides practice typing sequences of random letters.
Left Hand:	An exercise on the Lesson Menu that provides practice typing words using only the left hand.
Lesson Screen, 12	The screen on which you perform typing exercises.
Mirror Image:	An exercise on the Lesson Menu that helps correct mirror image errors. Mirror image errors occur when the correct finger, row and column, but the wrong hand, is used; typing k instead of d for example.

Novice:	One who has never received instruction in touch typing.
Numbers and Symbols:	An exercise on the Lesson Menu that provides help in learning the position and correct typing of numbers and symbols on the keyboard.
Overlapping, 24	The process of starting to type the next letter before you have finished typing the previous one. A technique acquired at the advanced typing level.
Play Sound:	Sound generated by the computer to accompany the Type!-Athlon game. This sound may be turned off or on from Settings... on the File Menu .
Print, 30	A function that lets you print out Progress Reports and Graphs . If you have trouble printing, check to see if your printer is attached and on and if the correct printer is selected from Choose Printer on the Apple Menu .
Progress Report, 30	A report that shows your typing progress over a period of time. May be displayed on screen and printed out.
Punctuation:	An exercise on the Lesson Menu that gives you practice typing commonly used forms of punctuation.
QWERTY Row:	The row of keys (QWERTYUIOP) above the Home Row and below the top row of numbers.
Quit, 10	A function that lets you quit using <i>Type!</i> and start using another program without having to turn off your computer. Choose Quit from the File Menu .
Recommended Exercise:	An exercise on the Special Menu that <i>Type!</i> diagnostics have determined is suited to your current typing needs.
Reset Results, 31	A function from the Results Menu that lets you clear results of typing sessions currently in your computer's memory.
Results Menu, 11	A menu from which you can view and print graphs, view past results, and display and print out Progress Reports .

Settings..., 10, 13-14	A function that lets you change speed and accuracy goals, set the sound on or off, and configure the program for automatic or manual goal adjustment.
Special Menu:	A menu listing exercises designed to help you gain specific typing skills.
Speed:	The number of words per minute (WPM) typed. <i>Type!</i> 's calculations of speed are based on the total amount of time used to type a given piece of text and the total number of correctly typed characters.
Standard Text, 1, 11	Text suitable for users at the junior high to adult level. Available in the Build Speed and Accuracy and Typing Tests sections of the program.
<i>Type!</i> -Athlon, 28	An arcade-style game that lets you use all of <i>Type!</i> exercises, lessons, and diagnostics during play.
Typing Test, 26	A timed typing test that measures your speed and accuracy. <i>Type!</i> contains a variety of tests that can be taken at anytime.
View Past Results, 31	A function that lets you view saved results of past typing sessions. The results are viewed in bar graph form.
WPM:	Words Per Minute, a measure of typing speed.
Weak Letter Drills:	A random letter drill exercise from the Special Menu . The <i>Type!</i> program gives you practice typing characters identified as most difficult for you.

Brøderbund's Limited Ninety-Day Warranty

Brøderbund warrants for a period of ninety (90) days following the original retail purchase of this copy of **TYPE!** that the program is free from substantial errors or defects that will materially interfere with the operation of the program as described in the enclosed user documentation. This policy applies to the initial purchaser only.

If you believe you have found any such error or defect in the program during the warranty period, call Brøderbund's Technical Support Department at 415/382-4700 between the hours of 8 a.m. and 5 p.m. (Pacific Time), Monday through Friday. Brøderbund technical personnel will attempt to help you correct or avoid the problem. If any such error or defect cannot be corrected or reasonably avoided, Brøderbund will inform you how to obtain a corrected program disk (or, at Brøderbund's option, Brøderbund may authorize a refund of your purchase price).

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PLEASE READ BEFORE USING THE PROGRAM

This version of **Type!** for the Macintosh has been duplicated on an 800K disk, and comes with System 4.1 / Finder 5.5. Apple Computer recommends this System/Finder configuration for use with the following Macintosh computers:

Macintosh 512KE

Macintosh Plus

Macintosh SE

Macintosh II

If your Macintosh requires a 400K disk with a different System/Finder configuration, you may exchange the disk in this package for a 400K disk version of **Type!**

To exchange your disk, fill out the coupon below and send it to Brøderbund along with the **Type!** disk.

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Send a Macintosh 400K disk version of Type! to:

(Please print)

Name _____

Address _____

City, State, Zip _____

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