



How to Use

Mavis Beacon Teaches Typing!

on your APPLE II Series Computer

Basic Instructions

The Menu Bar provides a fast and easy way to access many features of Mavis Beacon Teaches Typing!

- **GETTING A MENU BAR:** Hold down the [CONTROL] key and press A. (for joystick or mouse use, see "Alternatives" below)
- **MAKING A MENU SELECTION:** Move pointer with joystick, mouse or by pressing the I, J, K and M (or cursor) keys. Pressing [RETURN], joystick or mouse buttons selects the desired feature.
- **EXITING THE MENU BAR:** Make sure no option is selected, then press [CONTROL-A], joystick or mouse button.

A Dialog Box is a rectangle at the top of your screen that offers you choices during the program.

- **THE [RETURN] KEY** accepts the dialog box choices and continues the program.
- **THE [ESC] KEY** ignores current choices, restoring previous ones, and continues the program.
- **THE [TAB] KEY**, when pressed, moves from item to item within the dialog box.

THERE ARE THREE ways to enter selections within a dialog box:

- **Text Entry:** Simply type text in.
- **Selection Entry:** Use Right and Left Arrow Keys.
- **Numeric Entry:** Use the [+] and [-] or Right and Left Arrow Keys.

FOR MORE INFORMATION, SEE "The Menu Bar" and "Dialog Boxes" AT THE END OF INSTRUCTION SHEET.

Running The Program

Place disk one, side A (label face up) into the disk drive, and turn on the computer. Mavis Beacon Teaches Typing! comes on two diskettes and both sides of each diskette contain information that is used by the program. Disk number one contains sides A and B, while disk number two holds sides C and D.

The "WELCOME" Screen

The first dialog box presents you with five choices: Start the Lessons, Initialize a Data Disk, Use Resume Writer, "Just Browsing", and See a Demonstration.

First-time users should choose to see a demonstration before starting the lessons. To exit from the demo, simply press [ESC] and the program will reboot. You can also choose just to browse, this way you will get a feel for how the program operates.

Before starting the lessons, you will need to make a data disk (choose "Initialize a Data Disk", and follow the instructions). Mavis Beacon Teaches Typing keeps a list of all users and their progress on the data disk. This information is used to identify you the next time you use the program. At this point Mavis will open a dialog box which asks for some information about you, including your name, skill level, and age group. The lessons-per-session value and the target speed will be set automatically according to your personal data, but you are free to change these settings as well. After you have finished entering the data, press [RETURN] to see the Chalkboard for your first lesson!

The Chalkboard

The lesson plan for the next lesson is always

shown on the Chalkboard. Read the suggestion carefully. You will always be presented with the option to do what the program suggests (press [RETURN] to start the lesson) or to do something else.

Alternatives

If you choose "No, do something else" (press [TAB] or down arrow key, followed by [RETURN]), a dialog box giving alternative selections will appear. The following is a list of the alternatives available:

- "Make Another Suggestion" causes Mavis to suggest the "next best" lesson. A new Chalkboard message appears.
- "Change Settings" lets you select an input device, decide to have either one or two spaces following a period, or choose whether the "gadgets" (such as the metronome, meters, or the clock) used in the Workshop are on or off. If the Keytop Display is off, then the keyboard on the screen will not show the position of the letters. You may also switch between the standard QWERTY keyboard design and the DVORAK. [Apple IIc owners: be sure that the keyboard switch is always set to the QWERTY setting, even if you plan to use the DVORAK option form within the program.]
- "Design Your Own Lesson" allows you to design a custom lesson. There are many choices in the Design a Lesson dialog box. You may change one or all of them:

Timed Lesson

- This option allows you to designate the number of minutes that your lesson will last. You can use the "+" or "-" keys to increase or decrease the minutes.

Target Speed

- This option sets the speed of the metronome (for a lesson) or the race car (for a game). If

you do not set the speed, it will be set to your goal speed.

Text Format

- Standard: A standard exercise.
- Barrier Typing: Mavis puts up a "barrier" so that you can only look ahead eight characters at a time.
- Transcription: The lesson will not appear on the screen. Instead, it will be printed on your printer and you will type the text by looking at the printed page.
- Pattern: Common letter patterns will be highlighted in the lesson. If you make an error in the middle of the pattern, you are sent back to the first letter in that pattern.
- Shift Key: Exercises the 'Shift Key' by capitalizing the first character of each word.

Lesson Source

- This option allows you to select practice text from sources like the Guinness Book of World Records, Fun Facts, Fiction and many others.

Lesson Type

- This option allows you to have your lesson either in the classroom (Drill) or the arcade (Game). Keep in mind that not all of the different text formats are available in the arcade.

Concentrate On

- Speed: The lesson will be geared to concentrate on speed.
- Accuracy: The lesson will be geared to concentrate on accuracy.

Starting the Lesson You Designed

- Press [RETURN] to begin the lesson, or [ESC] to return to the alternatives dialog box.

The Menus

There are four menus that appear at the top of the screen in the menu bar when you press control-A (from keyboard) or the mouse or joystick button

(if configured for these; see below):

The APPLE Menu

- The only choice from this menu is About Mavis.

The FILE Menu

- "Help" will bring up a dialog box containing information about where you are in the program. Press any key to continue.
- "Demo" mode demonstrates all the features of Mavis Beacon Teaches Typing!
- "Save Settings" will save the settings like sound, typing aids, etc. in your records. The next time you sign-on these settings will be in effect.
- "Quit" leaves the program. Always use this feature to end a session with Mavis so that your records will be updated.

The OPTIONS Menu

- "Edit Biography" allows you to update any of your biographical information.
- "Teaching Style" presents you with a set of choices which control how Mavis "thinks". It's best that you wait until you are familiar with the program before using these features. The choices are self-explanatory.
- "Keyboard Design" brings up a dialog box with a number of options. The Backspace Key option allows you to enable or disable the [DELETE] key. If the End of Line option is set to wordwrap, then you don't need to type the [RETURN] key at the ends of the lines. However in Typewriter mode you'll be required to type a [RETURN] at the end of each line. Finally, Uppercase Mode will make every character uppercase if it's enabled.

The REQUESTS Menu

- "Tour Keyboard" allows you to type freely with the on-screen "guide hands" showing you the correct fingering for the keys that you type. Press the [ESC] key when you're done.

- "Keys and Fingers" is a great way to brush up your fingering technique. Mavis tells you which letter to type, along with showing and telling you which finger to use.
- "Display Graphs" displays your progress charts. There are plenty of choices here, so experiment with this one!
- "Show Proficient Keys" display the keys on which you exceed your goal speed.

The Resume Writer

- The Resume Writer is a separate program that will help you prepare your resume. This short summary of your experience and qualifications is an essential tool in looking for a job. Everything is self-explanatory and help is available within the program.

The Menu Bar

The default input device for interaction with the menu bar is the keyboard, but it can be changed to either a joystick or a mouse (see ALTERNATIVES above). The menu bar is displayed by holding down the CONTROL key and pressing A (joystick or mouse button). Once the pointer appears on the screen you can move it using the I, J, K, and M keys or the cursor keys. You may select either of the choices in the "Apple", File, Options, or Requests menus by first

choosing one of these menus and then selecting the feature that you want by pressing [CONTROL-A] (joystick or mouse button) once that item is highlighted. To take the menu bar away without making any choices, press [CONTROL-A] (joystick or mouse button).

Dialog Boxes

Quite often Mavis will pop open a dialog box (a rectangle on your screen containing a list of choices you can make) and wait for you to make some changes. A dialog box will generally have several fields with a set of choices within each field. You can move from field to field by using the [TAB] key (CONTROL-I on the II+) or the up and down cursor keys. You can cycle through the choices within a specific field by using the left and right cursor keys, or the space bar. For character input, simply type and then press [TAB] to advance to the next field. For certain fields you can use the [+] or [-] keys to increase or decrease a certain setting. Pressing the [RETURN] key will close the dialog box and the changes that you made will go into effect. If you choose not to save the changes that you made, simply press the [ESC] key to close the dialog box.

HAVE FUN !!!



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One Toolworks Plaza • 13557 Ventura Boulevard • Sherman Oaks • CA 91423 • (818) 907-6789