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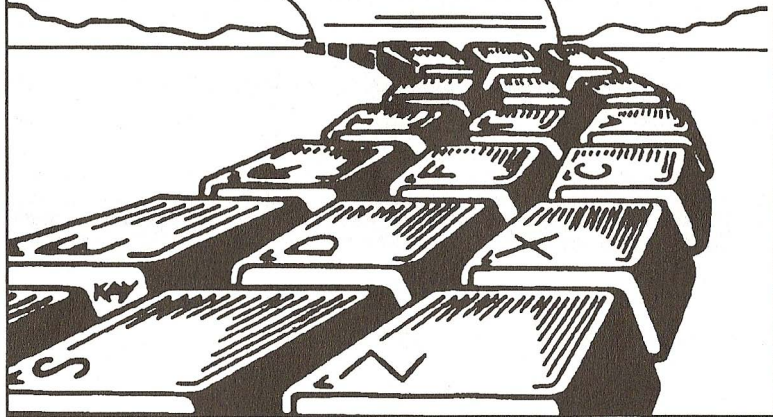
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TypeMate



TypeMate Program
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10 9 8 7 6 5 4 3 2 1

Welcome To TypeMate

Welcome to **TypeMate**, a typing tutor program for your Color Computer.

TypeMate gives complete instructions for learning to type and improving your typing skills, including information on correct finger placement on the keyboard, typing exercises, the capability to create and use your own typing lessons, performance graphs to show which hand and fingers need additional practice, special controls to alter the appearance and format of the typing exercises and lessons, and a suggested lesson plan.

The lesson plan provided with **TypeMate** helps you become familiar with the various **TypeMate** program features. When you have completed all six lessons, you will have a full working knowledge of all the **TypeMate** functions. You can then use the full range of options to assist you in improving your typing skills.

Getting Started

Required Equipment

TypeMate requires the following equipment:

- Color Computer with a minimum of 32k, or
- Color Computer 2 with 64k memory, or
- Color Computer 3 with 128k memory
- Television

Optional Equipment

The operation of **TypeMate** can be enhanced by using these options:

- Monitor (Color Computer 3 only)
- Cassette Tape Recorder
- Printer

Setting Up

WARNING!

Always be sure the computer is OFF before INSERTING or REMOVING a Program Pak™. Failure to do so may cause permanent damage to both the Program Pak™ and the computer.

Insert the **TypeMate** Program Pak™, label side up, into the slot on the right side of the computer. Next, connect and turn on the television or monitor. If you will be using the optional cassette tape recorder and/or printer, they should be connected and turned on at this time. Finally, turn on the computer.

After a few seconds, the **TypeMate** authors' screen will appear. At this time, turn off the color if you are using a color television to avoid color shadows.

Then, press any key to begin.

The Menu

The various **TypeMate** functions are selected from "menus" that appear on the screen. Each menu consists of a title (at the top) and a list of options appearing below the title. When each new menu appears on the screen, the first option on the list will be highlighted. For example, the **TypeMate** main menu **What Shall We Do?** appears as follows:



By pressing the UP and DOWN arrow keys, you move the highlight box up or down the list of options. When the desired option is highlighted, you press the ENTER key to make the selection. Select the **Quit (BREAK)** option or press the BREAK key to return to the previous menu.

What Shall We Do?

What Shall We Do? is the main menu of **TypeMate**. From this menu, all of the **TypeMate** functions may be selected. Each of the functions are described in the chapters that follow.

Fingers and Keys gives detailed instructions about finger positions on the keyboard and allows you to explore the keyboard while learning proper finger positions and letter uses.

Exercises lists your choices of typing exercises. The choices are **Left Hand**, **Right Hand**, **Both Hands**, and **Problem Fingers**.

Lessons offers five choices: **Load a Lesson From Tape**, **Edit or Create a Lesson**, **Save a Lesson To Tape**, **Execute a Lesson**, and **Print a Lesson**.

Graphs presents your performance on an exercise or lesson in graphical form. The graphs show performance errors by hand (both hands), by left hand (which finger), by right hand (which finger), and on each of the following key groups: A-M, N-Z, a-m, n-z, 0-9, space - " +", and "- " - "@".

Controls allows you to select the options of changing screen color, hiding or showing the key labels, and selecting the typewriter or word processor mode.

About ... (BREAK) returns you to the authors' screen.

Fingers and Keys

Use **Fingers and Keys** to acquaint your fingers with the keys of your Color Computer keyboard. **Fingers and Keys** gives detailed instructions about finger positions on the keyboard and tells you which finger (or combination of fingers) should be used to press a key during typing.

When you select **Fingers and Keys**, you can type randomly on any keys on the keyboard. **TypeMate** will tell you which finger or combination of fingers to use for each key that you press.

To exit **Fingers and Keys**, press the BREAK key on the keyboard.

Exercises

Exercises is designed to exercise and improve your typing skills. These exercises are created by **TypeMate** using random character patterns to build random-length words, sentences, and paragraphs.

Exercises lets you select typing exercises for the **Left Hand**, **Right Hand**, **Both Hands**, and **Problem Fingers**. You can also choose the length of the exercise: **Short**, **Medium**, or **Long**.

Left Hand

The **Left Hand** exercise concentrates on the keys which should be pressed by fingers on the left hand. When you select this exercise, you will be given the option of which finger(s) to concentrate on.

Right Hand

The **Right Hand** exercise concentrates on the keys which should be pressed by fingers on the right hand. When you select this exercise, you will be given the option of which finger(s) to concentrate on.

Both Hands

The **Both Hands** exercise allows you to test your general typing skills. This exercise presents random text that requires the use of all fingers on both hands. Use this exercise to determine which hands/fingers are giving you the most problem.

Problem Fingers

The **Problem Fingers** exercise creates and presents an exercise that concentrates on the fingers giving you the most problems. To run this exercise, you must have completed a previous exercise or lesson so that **TypeMate** can determine which finger(s) have made the most errors.

Checking Your Performance

While you are typing an exercise, a keyboard counter and clock will keep a running total of your **wpm** (words per minute), **adj** (adjusted words per minute), **err** (errors), and **cmp%** (percent of exercise completed). When you complete an exercise, the total words per minute, errors, adjusted words per minute, and length of exercise will be reported on the screen. You can also select the **Graphs** menu to check information about your performance.

Lessons

Lessons offers five choices: **Load a Lesson from Tape**, **Edit or Create a Lesson**, **Save a Lesson to Tape**, **Execute a Lesson**, and **Print a Lesson**. **Lessons** allows you to create, save, and load your own typing exercises as additional, personalized typing lessons. Each lesson may contain any keys you choose, either randomly selected or representing actual text, such as a letter, poem or prose quotation, address listing, recipe, or message.

Lessons offers two functions for saving to and loading from a cassette tape recorder. Be sure to connect a cassette tape recorder to the port labeled **CASS** on the back of the computer. If your cassette tape recorder does not make automatic volume adjustments, set the volume at its optimum level as specified in the documentation accompanying your computer. You may need to experiment to find the best setting for your recorder.

Load a Lesson from Tape

Load a Lesson from Tape loads a previously saved lesson from your cassette tape recorder. To load a lesson, place your lesson tape in the cassette tape recorder, rewind the tape, select **Load a**

Lesson from Tape on the **Lessons** menu, and press the **PLAY** button on the cassette tape recorder. The screen displays messages to tell you the loading process is progressing.

When the lesson has been loaded, the **Lessons** menu will reappear. Note that each new lesson you load replaces any lesson you have previously entered or loaded. Once loaded, the new lesson is available for editing or printing. You may use the lesson in any case as a personalized typing exercise, using **Execute a Lesson**.

Edit or Create a Lesson

Edit or Create a Lesson allows you to create a new lesson or edit an existing one. See the section on Editing or Creating your own Lesson in the Lesson Plan chapter for further information on editing or creating a lesson.

Save a Lesson to Tape

Save a Lesson to Tape allows you to save your lessons on tape so that they may be loaded at a later time. To save a lesson, place a blank tape in your cassette tape recorder (make sure the tape is positioned past the leader), place the cassette tape recorder in the **RECORD** mode (press the **RECORD** and **PLAY** buttons

simultaneously), then select **Save a Lesson to Tape** from the **Lessons** menu. The screen displays messages to tell you how the save process is progressing.

When the lesson has been saved, the **Lessons** menu will reappear.

Execute a Lesson

Execute a Lesson allows you to use a lesson you have created with the text editor to improve your typing skills. See the section on Executing a Lesson in the Lesson Plan chapter for further information on executing a lesson.

Print a Lesson

Print a Lesson prints your entire lesson on the display and, if you have a printer connected to the computer, will also print the lesson on paper. With a printed version of your lessons, you may **Execute a Lesson** following the text on the paper instead of on the display.

Graphs

Graphs shows you where your typing skills need improvement by presenting information about your errors in the form of graphs. **TypeMate** can generate ten different graphs to illustrate the errors and to indicate the areas that need more practice. The graphs are generated using data acquired by **TypeMate** during each new typing session, whether the session was an exercise or one of your own lessons. The graphs and their use are described in the following paragraphs.

Errors by Hand

Errors by Hand illustrates graphically which hand is causing more errors. From viewing this graph, you can determine which hand needs more practice. The hands are identified as L (left) and R (right).

Left Hand Errors

Left Hand Errors illustrates graphically which finger(s) on your left hand is (are) giving you the most trouble. From viewing this graph, you can determine which finger(s) on your left hand need to be

exercised more. The fingers are identified as **P** (Pinky), **R** (Ring), **M** (Middle), and **I** (Index).

Right Hand Errors

Right Hand Errors illustrates graphically which finger(s) on your right hand is (are) giving you the most trouble. From viewing this graph, you can determine which finger(s) on your right hand need to be exercised more. The fingers are identified as **P** (Pinky), **R** (Ring), **M** (Middle), **I** (Index) and **T** (Thumb).

"A" through "M" Errors and "N" through "Z" Errors

The errors graphed on **"A" through "M" Errors** and on **"N" through "Z" Errors** illustrate which of the shifted keyboard characters are giving you the most trouble. From these graphs and the "a" through "z" error graphs, you can determine whether you need to exercise the use of the shift key.

"a" through "m" Errors and "n" through "z" Errors

The errors graphed on **"a" through "m" Errors** and on **"n" through "z" Errors** illustrate which of the unshifted keyboard characters are giving you the most trouble. From these graphs and the **"A" through**

"Z" Errors graphs, you can determine whether you need to exercise the use of the shift key.

"0" through "9" Errors

"0" through "9" Errors illustrates how well you handle the number keys. From this graph, you can determine whether you need to exercise your use of these keys.

SPACE through "+" Errors and "," through "@" Errors

The errors graphed on **SPACE through "+" Errors** and on **"," through "@" Errors** illustrate which of the punctuation and special character keys are giving you the most trouble. From this graph, you can determine whether you need to exercise your use of these keys.

Controls

Controls allows selection of options which affect the screen appearance and content and the format of exercises and lessons.

Change Colors

Change Colors allows you to alternate between a white or green display if you are using a color monitor.

Hide Keys/Show Keys

Hide Keys/Show Keys is an aid to further test your ability to type. When **Hide Keys** is selected, **TypeMate** removes the labels from the keytops on the keyboard screen display. To replace the labels, select **Show Keys**.

Set Word Processor Mode/Set Typewriter Mode

Set Word Processor Mode/Set Typewriter Mode allows you to format the appearance and use of the exercises and lessons.

When the typewriter mode is selected, **TypeMate** requires that a carriage return (ENTER key) be pressed at the end of each line while executing an exercise or lesson. Typewriter mode also does not allow the use of the BACKSPACE key for correcting any errors you make while executing an exercise or lesson.

When the word processor mode is selected, **TypeMate** requires that a carriage return (ENTER key) only be pressed at the end of paragraphs while executing an exercise or lesson (Note: lessons you enter with the text editor should only have carriage returns at the end of each paragraph, not at the end of each line or sentence). Word processor mode also allows the use of the BACKSPACE key for correcting any errors you make while executing an exercise or lesson.

Lesson Plan

TypeMate can be used successfully by the beginning typist to learn how to type correctly and accurately. **TypeMate** can be used by experienced typists to improve typing techniques and accuracy and to improve typing skills. A suggested lesson plan comprising task outlines and instructions for six separate lessons is presented below:

Lesson 1: Exploring TypeMate

Lesson 2: Exploring the Keyboard

Lesson 3: Exercise Trial and Evaluation

Lesson 4: Editing or Creating a Lesson

Lesson 5: Executing an Exercise or Lesson

Lesson 6: Saving/Loading Lessons on Cassette Tape

When you have completed all six lessons, you will feel confident about performing all of the functions that **TypeMate** offers. Then you may use all of the functions on all of the **TypeMate** menus to learn and improve your typing skills.

Lesson 1: Exploring TypeMate

The various **TypeMate** functions are structured individually to aid the user in becoming familiar with the keyboard, exercising and improving typing skills, creating and editing lesson text, saving and loading lesson text, and evaluating typing skills and deficiencies. The first step in using **TypeMate** is to explore the entire set of functions before using them individually. In this way, you will understand the range of capabilities of **TypeMate** and the opportunities presented to use the functions interchangeably and interactively. In order to familiarize yourself with **TypeMate**, perform the following tasks:

1. From the **What Shall We Do?** menu, use the directional arrow keys to highlight the choice you want to explore. Press the ENTER key to make your selection. Follow the directions on the screen to proceed. If you want to quit any choice, press the BREAK key.
2. Select each of the functions in turn listed on the main menu: **Fingers and Keys, Exercises, Lessons, Graphs, Controls** and **About ... (BREAK)**. Select at least one of the options listed on each menu that appears after you select

each of the functions. Each time you perform Lesson 1, select different options.

Lesson 2: Exploring the Keyboard

TypeMate provides a detailed description of the correct placement of each finger on the keyboard, and tells you which finger to use to press each key. When you select **Fingers and Keys**, you may press any key on the keyboard, and **TypeMate** will tell you the correct finger to use. In order to learn the correct hand and finger positions, select **Fingers and Keys**, then perform the following tasks:

1. Position your hands on the keyboard so that your left hand fingers are lightly touching the keys "a", "s", "d", and "f". The right hand fingers should lightly touch the keys "j", "k", "l", and ";". These hand and finger positions are the "home keys" on the keyboard (refer to the diagram included in the back of this manual).
2. Type the entire alphabet from a to z and the numerals 1 to 10 using the fingers indicated by **Fingers and Keys**.
3. Type the punctuation and special character keys on the keyboard using the fingers indicated by **Fingers and Keys**.

Lesson 3: Exercise Trial and Evaluation

Exercises generates random character patterns which are used to build random length words, sentences, and paragraphs. Whether you are a beginning typist or an experienced typist, you need to test your typing skill and evaluate your typing performance so that you can concentrate in future exercises on improvements. In order to test and evaluate your typing skills, select **Exercises**, then perform the following tasks:

1. Select the typing exercise for **Both Hands** first, with the exercise length of your choice.
2. Perform the typing exercise as slowly or quickly as you feel comfortable until it is completed. While you are typing the exercise text, **TypeMate** will beep when you type an error and will keep a running total of your **wpm** (words per minute), **adj** (adjusted words per minute), **err** (errors), and **cmp%** (percent of exercise completed). When you complete the exercise, the total words per minute, errors, adjusted words per minute, and length of exercise will be reported on the screen.

3. Select **Quit (BREAK)**, then select **Graphs** and examine the various graphs in turn to see which hand, which finger(s) and which characters are causing you trouble.

4. Select **Quit (BREAK)**, then select **Exercises** again. Select an option from the **Exercises** menu screen to work on one or more of the deficient performance areas identified on the graphs, for example **Left Hand** or **Problem Fingers**.

Lesson 4: Editing or Creating your own Lesson

TypeMate allows you to create your own lesson or edit one of your existing lessons using the text editor. Each of your lessons you create may use any of the keys you choose, and can represent realistic text such as a letter, message, or address.

The text editor allows you to type in characters on a continuous basis without having to enter carriage returns (ENTER key) at the end of each line. However, you may end a line, for example at the end of a paragraph, by pressing the ENTER key.

You may also use the directional arrow keys and the edit keys listed at the top of the screen to correct the text you are entering. For

example, to move up to the previous line, press the UP ARROW key. Use the DOWN ARROW key to move to the next line down. To erase a character, press the CLEAR key. To erase the entire lesson, press the SHIFT key and the CLEAR key at the same time.

When you have created (or edited) your lesson, you may then choose to execute it (see Lesson 5: Executing a Lesson). Or you may choose to save the lesson for future use (see Lesson 6: Saving/Loading Lessons on Cassette Tape). In order to become familiar with the use of the text editor, select **Edit or Create a Lesson** from the **Lessons Menu**, then perform the following tasks:

1. Type your name, address, and telephone number. The characters will appear on the screen as you type.
2. Review the lesson text entered for errors or changes that you want to make.
3. When the lesson text has been completely reviewed and edited for corrections and changes, you can choose to use it as a typing lesson (see Lesson 5) or save it on tape (see Lesson 6).
4. Select **Print** on the **Lessons** menu to print the lesson on the display or on paper (you must have a printer connected

to the computer in order to print the lesson on paper). If you wish to pause the printing, press "P". When you are ready for the printing to continue, press "P" again. You may stop printing by pressing BREAK.

Lesson 5: Executing a Lesson

To execute a lesson you have created, perform the following tasks:

1. From the **Lessons** menu, select **Edit or Create a Lesson** to enter a new lesson (see Lesson 4: Editing or Creating a Lesson), or select **Load a Lesson From Tape** to load a lesson you have previously saved (see Lesson 6: Saving/Loading Lessons on Cassette Tape).
2. Select the **Execute a Lesson** function in the **Lessons** menu.
3. When the lesson appears on the screen, type it exactly as it is shown. While you are typing, **TypeMate** will beep when you type any character that is not identical to what is shown on the screen, and will keep a running total of your **wpm** (words per minute), **adj** (adjusted words per minute), **err** (errors), and **cmp%** (percent of lesson completed).

When you complete the lesson, the total words per minute, errors, adjusted words per minute, and length of lesson will be reported on the screen.

4. Return to the main menu, then select **Graphs** and look at the various graphs in turn to see which hand, finger(s), and characters are causing you trouble.

Lesson 6: Saving/Loading Lessons on Cassette Tape

TypeMate allows you to save your lesson on a cassette tape for use at a later time. The **Save a Lesson to Tape** and **Load a Lesson from Tape** sections in the **Lessons** chapter contain detailed information about operating the cassette tape recorder for these purposes.

To save a lesson, perform the following steps:

1. Select **Edit or Create a Lesson** from the **Lessons** menu, and enter the lesson you want to save.
2. Highlight, but do not select (do not press the ENTER key), **Save a Lesson to Tape** on the **Lessons** menu.

3. Place a blank tape cassette in the cassette tape recorder and position the tape to begin recording past the tape leader.

4. Press the RECORD and PLAY buttons simultaneously.

5. Press the ENTER key on the keyboard. The cassette tape recorder will start, and a progress display will appear on the screen. When the entire lesson has been saved, the **Lessons** menu will reappear on the screen.

To verify that your lesson was saved, perform the following steps:

1. Rewind the cassette, then press the PLAY button.

2. Select **Load a Lesson From Tape** on the **Lessons** menu. The cassette tape recorder will start, and a progress display will appear on the screen.

3. If the lesson loads (no error message displayed), your lesson was saved correctly and is now ready for future use.

4. If the lesson does not load (an error message is displayed), do not worry, your lesson text has not been

destroyed. Simply perform the steps in saving a lesson again then repeat the verification steps.

To load a lesson, perform the following steps:

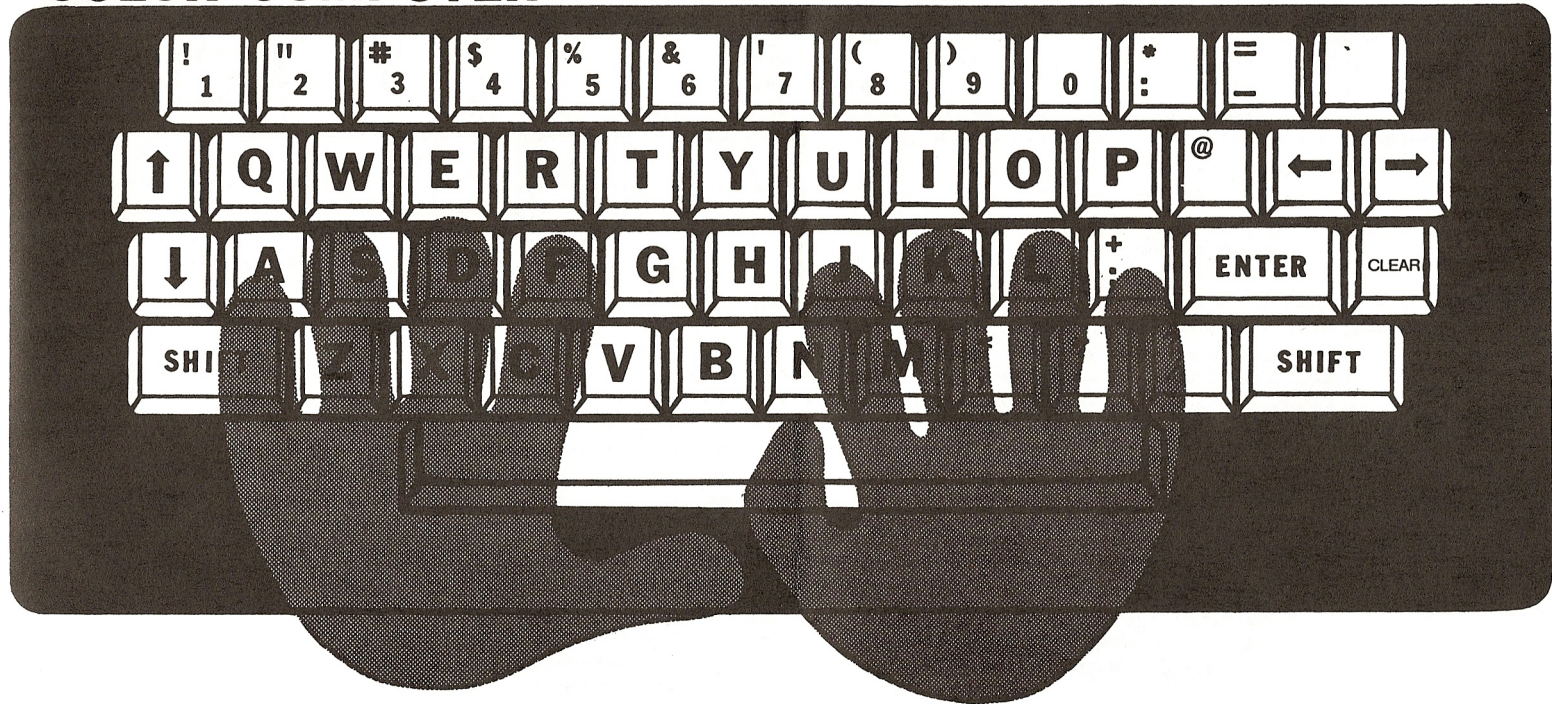
1. Select **Load a Lesson from Tape** on the **Lessons** menu
2. Place a tape containing a previously saved lesson in the cassette tape recorder and rewind it.
3. Press the **PLAY** button on the cassette recorder. The cassette tape recorder will start, and a progress display will appear on the screen. When the lesson text has been loaded (no error messages displayed), the **Lessons** menu will reappear on the screen.

Here are some helpful hints on operating your cassette:

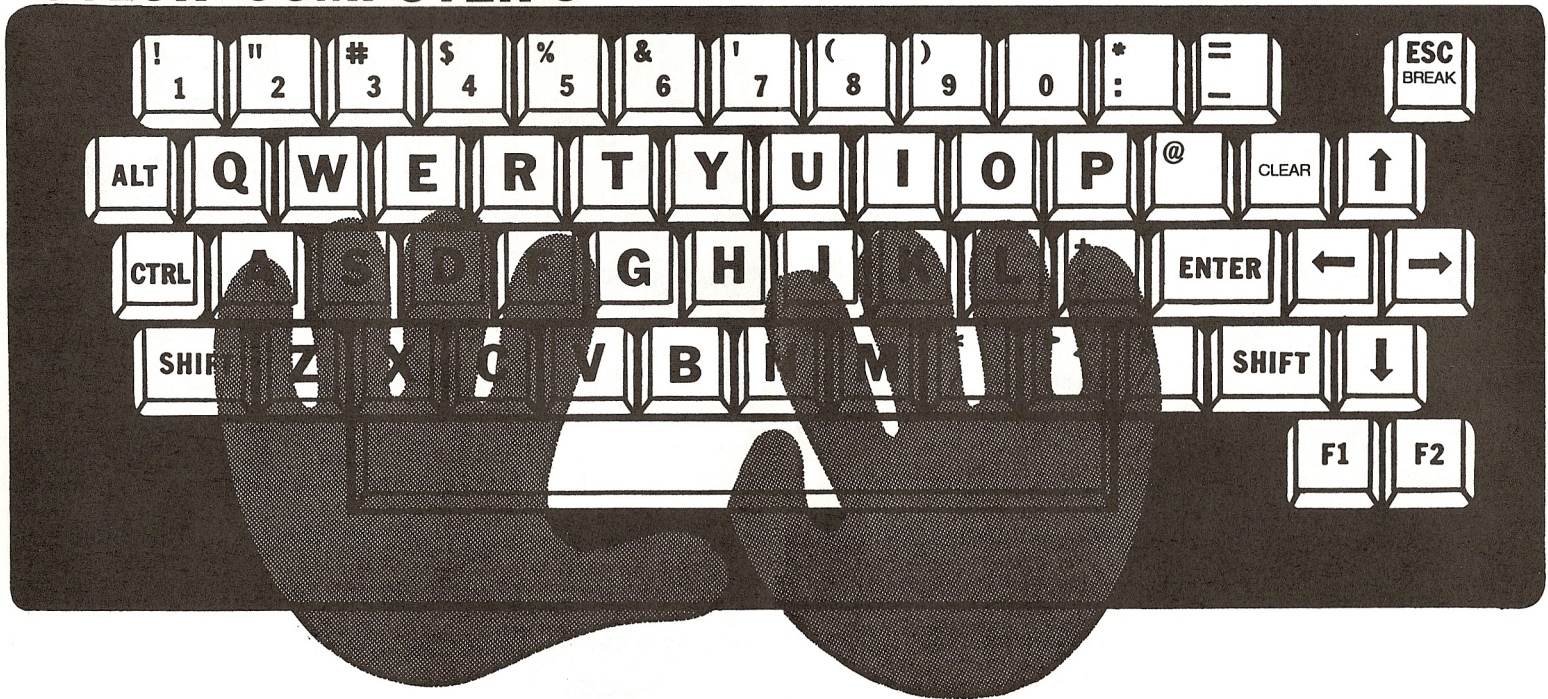
1. Use a computer data tape for saving and loading rather than a standard recording cassette tape.
2. Position the tape past the tape leader before you save lesson text.

3. You may have to adjust the volume control on the cassette tape recorder several times before you arrive at an optimum setting. It is best to start with the setting recommended by the recorder's documentation.

COLOR COMPUTER 2



COLOR COMPUTER 3



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TypeMate

TypeMate gives complete instructions for learning to type and improving your typing skills, including information on correct finger positions on the keyboard, typing exercises, the capability to create and use your own typing lessons, performance graphs to show which hand and fingers need additional practice, special controls to alter the appearance and format of the typing exercises and lessons, and a suggested lesson plan.

To use TypeMate, you will need:

- Tandy Color Computer with a minimum of 32k of memory or
- Tandy Color Computer 2 with 64k of memory or
- Tandy Color Computer 3 with 128k of memory
- Television or monitor

For added convenience, you may optionally use:

- Cassette Tape Recorder
- Printer