



MAVIS BEACON

Teaches
Typing[®]

VERSION 16

USER'S GUIDE
FOR SCHOOLS

Riverdeep Inc. grants permission to teachers to duplicate the reproducible pages in this document for classroom use only.

© 1998–2004 Riverdeep Interactive Learning Limited, and its licensors. English Word List Copyright © 1999 Wintertree Software Inc. Uses Miles Sound System. Copyright © 1991–2003 by RAD Game Tools, Inc. Uses Bink Video. Copyright © 1997–2003 by RAD Game Tools, Inc. Adobe Acrobat © 2004 Adobe Systems Incorporated. This Installer was created using Stuffit InstallerMaker © 1990–96 Aladdin Systems, Inc. All rights reserved by their respective parties. Mavis Beacon, Mavis Beacon Teaches Typing, and The Learning Company are registered trademarks of Riverdeep Interactive Learning Limited. Windows, Microsoft and Natural are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. Macintosh and Mac are registered trademarks of Apple Computer, Inc. Adobe and Acrobat are trademarks of Adobe Systems Incorporated. palmOne is a trademark of palmOne, Inc. Palm Powered is a trademark of PalmSource, Inc. Pentium is a registered trademark of Intel Corporation in the U.S. and/or other countries. All other trademarks are the property of their respective owners.

IN THE INTEREST OF PRODUCT IMPROVEMENT, INFORMATION AND SPECIFICATIONS REPRESENTED HEREIN ARE SUBJECT TO CHANGE WITHOUT NOTICE.

©1998–2004 Riverdeep Interactive Learning Limited All rights reserved.



Table of Contents

System Requirements—IBM® & Compatibles/Macintosh®	1
Installing <i>Mavis Beacon Teaches Typing</i>	2
Standalone Version.....	2
Network Version.....	3
Teacher's Area	5
Classroom List Management.....	6
Importing Student Lists.....	7
Student Progress Report	8
Signing In for Class	9
The Classroom	10
General Classroom Information	10
Classroom Choices	11
Lesson Area	12
Initial Diagnosis	12
Lesson Area Choices.....	13
Typing Lessons.....	14
Windows Title Bar.....	15
Functions.....	15
Menu Bar.....	15
Menu Bar Choices	15
Go To	16
Progress	17
Using the Settings Menu Options.....	19
Help.....	22
The Media Center	23
Practice Area	24
Ergonomics Checklist	25
Video Viewer.....	26
Custom Lesson Designer	27
Typing Games.....	29
How to Use the Typing Games	29
Gumball Gambit.....	30
Chameleon Picnic.....	31
Space Junk	32
Far Off Adventures	33
Check-Out Time	34
Creature Lab	35
Penguin Crossing	36
Road Race	37
Shark Attack	38
Ride the Wave.....	39
Practice	40
Transcription Lessons	40
Dictation Lessons	50

Table of Contents (continued)

Troubleshooting.....	59
Windows®.....	59
Macintosh®.....	61
Suggested Reading.....	64
Appendix: Instructions for PDAs (Palm®-Powered Handhelds).....	67
System Requirements for PDA.....	67
Installing the PDA Application.....	67
Starting the PDA Application.....	68
General Introduction of PDA Games.....	69
Meteor Drop! Game.....	70
Dragster Race! Game.....	72
Letter Blockade! Game.....	73
Pausing a Game.....	74
Game Over.....	74
Practice Test Area.....	75
Progress Report.....	77
Options Menu.....	79
Preferences.....	80
Typing Tips.....	81
About Mavis.....	81
Teacher's Guide.....	following 82

SYSTEM REQUIREMENTS

Mavis Beacon Teaches Typing, version 16 is a software training program built on a proven core curriculum. Using this great technology at home, in the office, or at school helps you develop excellent typing skills. To begin, check your system requirements. Next, install the software and then run the program.

System Requirements	IBM® & Compatibles	Macintosh®
Processor	Pentium II 266MHz or Faster	G3 266MHz or Faster
Operating System	98/ME/2000/XP	8.6 – 9.2, OS X, and all 10.x OS's
Hard Disk Space	375 MB for client network; 540 MB standalone install	375 MB for client network; 540 MB standalone install
RAM	64 MB	64 MB Free RAM
CD-ROM	8x speed	8x speed
Monitor	16 bit color, 800X600 resolution	16 bit color, 800X600 resolution 13 inches or larger
Video	4 MB Direct X 8.1 compatible driver	4 MB Video Memory
Audio	DirectSound 8.1 compatible sound card, Speakers	Speakers
Network Servers	NT Server, Novell, Appleshare and OS X Server	NT Server, Novell, Appleshare and OS X Server
Hard Drive Server Space	690 MB	690 MB

INSTALLING *Mavis Beacon Teaches Typing*

Standalone Version

The standalone version of *Mavis Beacon Teaches Typing* runs from your hard drive. To complete the installation, 540 MB free space is required on your hard drive to store some program files. Close all other programs and applications before installing.

These instructions assume that the AutoPlay feature is turned on.

Windows[®]

1. Insert the *Mavis Beacon Teaches Typing* CD in the CD-ROM drive.
2. Follow the onscreen instructions to complete the setup process. Click the **Run** button to start the program. The setup program places *Mavis Beacon* file icons in the Start menu, under The Learning Company program group.
3. To run the program with the AutoPlay feature turned off, make sure you have the CD in the drive. From the Start menu, choose **Programs, The Learning Company, Mavis Beacon Teaches Typing 16**, then **Mavis Beacon Teaches Typing v. 16**.



Hint: When your computer is turned on and Windows[®] 95/98, Me, 2000, or XP is running, you may launch the Uninstall program from the autorun screen. Place your *Mavis Beacon Teaches Typing* CD into your CD-ROM drive. Once the CD is in your CD-ROM drive, the autorun screen appears; click **Uninstall** and follow the on-screen instructions.

Macintosh[®]

1. Insert the *Mavis Beacon Teaches Typing* CD in the CD-ROM drive.
2. Follow the onscreen instructions to complete the setup process. Click the **Start** button to run the program. The installer creates a folder named *Mavis Beacon Teaches Typing 16* inside The Learning Company folder.
3. To start the program after the initial installation, insert the *Mavis Beacon Teaches Typing* CD in the CD-ROM drive and double-click the program icon.

IMPORTANT: *DirectX 8 and Adobe[®] Acrobat[®] Reader 4.0 are necessary for Mavis Beacon Teaches Typing to operate correctly. These software products allow your computer access to the online manual, your computer sound system to have higher quality sound, and your computer monitor to operate in Full-Screen Mode.*

Network Version

1. Insert the CD—The auto play should start immediately, if not double-click the **play.exe** file and the installation will start.
2. Click **Next**.
3. Read and accept the Riverdeep License Agreement.
4. First, you will need to install the Network Files, click the **Network Files Installation** option and press **Next**.
5. There is NO default destination folder for the network files; one must be selected manually. To do so, click the **Browse** button.
6. Choose the installation destination folder.
 - If the program is to be installed to the computer running the installation program, choose a destination folder from the list.
 - If the program is to be installed to a computer other than the one that is running the installation program, first you must to map a network drive clicking the **Network** button. The computer to which the program is to be installed must be accessible through the network, and the destination folder for the installation **MUST BE A SHARED FOLDER**.
7. After selecting the destination folder, press **OK**.
8. Press **Yes** to create the folder if the directory doesn't exist.
9. Once the network path is selected, press the **Next** button.
10. The network files will now be installed. When the Network Installation is complete, you will get this message: **Installation is complete!**
11. After clicking **OK**, the installation will finish.

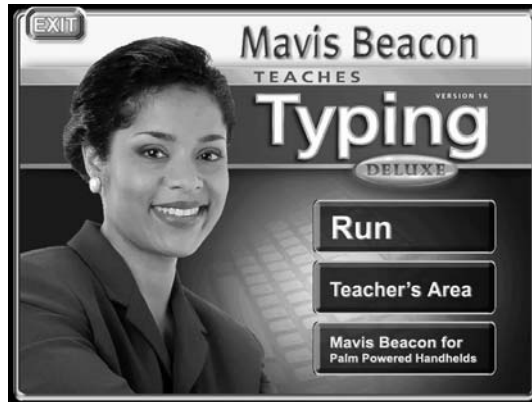
Note: *The system is now ready to have the Client Version installed to other computers. These computers must have access to the network-shared directory, which was created when the Network Files were installed.*

12. Run the installation again to setup the Client files.
13. Go through steps 1, 2, and 3 again, and in step 4, select **Client Installation**. Then click **Next**.
14. Select the directory created for the Network Files. If the computer where the Client Version is being installed is not the same as the one on which the network files were installed, a network drive must be mapped to the shared directory where the Network Files are located. This is done in the same way as the installation of the Network Files. Select the directory clicking the **Browse** button.

If there is NO directory in the Destination folder and the **Next** button is pressed, an error message will appear: **Unable to find network files**.

15. Select the Network folder.
16. Press **Next** after selecting the Network Folder.
17. Select the local directory for the Client Installation, or press the **Next** button to select the default directory.
18. Select the location where the program icons will be created and press **Next**, or press **Next** without selecting a location to use as the default location. This starts the installation process.
19. When the installation finishes, this message will appear: **Installation is complete!** In the future you can click on the *Mavis Beacon Teaches Typing 16* icon in The Learning Company\Mavis Beacon Teaches Typing 16 program group to start your program.
20. Press **OK** and the application will start automatically.

TEACHER'S AREA



The *Mavis Beacon Teaches Typing Deluxe 16* for Schools features a Teacher's Area with Classroom List Management, Student Progress Reports, as well as access to this User's Guide, a one-handed typing manual, and a link to the Riverdeep – The Learning Company Web site.

To enter the the Teacher's Area, click the Teacher's Area button. The password to the Teacher's Area is *admin*. This password cannot be changed. Only one teacher may be logged on at a time.



Classroom List Management

Use this class list tool to manage class rosters. Remember to create a teacher account before student accounts. Then select a class from the menu. You can click **Add**, next to the drop-down class list, to create a class, or click **Delete** to remove one. Note that there is a maximum class size of 99 students, and a maximum of 25 classes.



Note: Only users with Teacher status can create, modify, import, export, or delete custom lessons in the Custom Lesson Design Area.

Click **Edit** to rename a class. Within any class, you can click **Add**, just below the drop-down class list, to add a student's name to the class. After selecting **Add**, the teacher must assign user settings. In order for the teacher to create or modify custom lessons in the Media Center Custom Lesson Designer area, the teacher must sign in and select **Teacher** under User Type.

Note: With the standalone version of Mavis Beacon Teaches Typing Deluxe, teachers must add students on a per workstation basis.

To remove student names, click the checkbox next to one or more names, then click **Delete**. To remove all student names from a class, click **Delete All Students**. You can also move students from one class to another by clicking the checkbox next to one or more names, then clicking **Move Students**. A dialog box appears, where you can select the class to which you want to move the students.



Student user settings are changed within the *Mavis Beacon Teaches Typing Deluxe* program (i.e. outside the Teacher's Area). To change user settings for an individual student, sign into Mavis as that student, then access the toolbar, click **Settings**.

Importing Student Lists

To expedite the process of populating classes, you may import student lists that are saved in a text or ASCII format with the *.txt* extension. The text file should contain one student name per line, with no more than 99 students per class. Student names may contain up to 25 characters and must be tab-delineated. (For example, type a student's first name, **Tab**, and their last name. Then press **Enter** and move onto the next student.) When naming this text file, remember to choose a name that you would like the class to be called (i.e., *2ndgrade.txt*). Default user settings will be assigned to imported student lists. (The default values are: English language, standard typing mode, 40 WPM goal, age 12–15, standard keyboard type, and student user status.) These settings can be changed within the Mavis program in Settings/User Settings.

After creating the text file, save it to:

NETWORK	Windows/Mac	<location of the network files>/Mavis16UserData/NewClasses
STANDALONE	Windows	Document and Settings/All Users/Application Data/The Learning Company/Mavis Beacon Teaches Typing 16/New Classes
	Mac OS 8 and 9	System Folder/Preferences/Mavis/NewClasses
	Mac OS X	<hard drive>/Users/Shared/Mavis/New Classes

Note: A reference template can be found in the *Getting Started* section on the CD-ROM.

Note: A successfully imported file will be deleted, so you may want to keep a backup of class list files.

Student Progress Report

Last Name	First Name	Last Played	Skill Level	Speed Goal	WPM	AWPW	Total Time	% Correct	Number of Errors	Number of Speed Tests
Bender	May	07/29/04	Beg/Reg	40/140	0/0	0/0	00:00:00	0/0	0/0	0/0
Carter	May	07/29/04	Beg/Reg	40/140	0/0	0/0	00:00:00	0/0	0/0	0/0
Medina	Carlos	07/29/04	Beg/Reg	40/140	0/0	0/0	00:00:00	0/0	0/0	0/0
Meyer	Lisa	07/29/04	Int/Reg	40/140	89/0	89/0	00:00:00	89/0	2/0	0/0
Roberts	Diane	07/29/04	Beg/Reg	40/140	0/0	0/0	00:00:00	0/0	0/0	0/0
Smith	Dary	07/29/04	Beg/Reg	40/140	0/0	0/0	00:00:00	0/0	0/0	0/0
Thomas	John	07/29/04	Beg/Reg	40/140	0/0	0/0	00:00:00	0/0	0/0	0/0
Total Students: 7					Average: 80 WPM, 80 AWPW, 00:00:00 Total Time, 140 Speed Tests					

The student progress report offers a convenient way to follow student progress through the program. You can view progress for an individual class or for all students at once. You can print the student progress report or export it to a tab-delimited text file for use with a spreadsheet program.

In addition to student names and most recent play date, the progress reports provide achievement data for the following parameters:

- Skill level
- Speed goal
- Words per minute (WPM)
- Keys per minute for 10-key users (KPM)
- Adjusted words per minutes (AWPW)

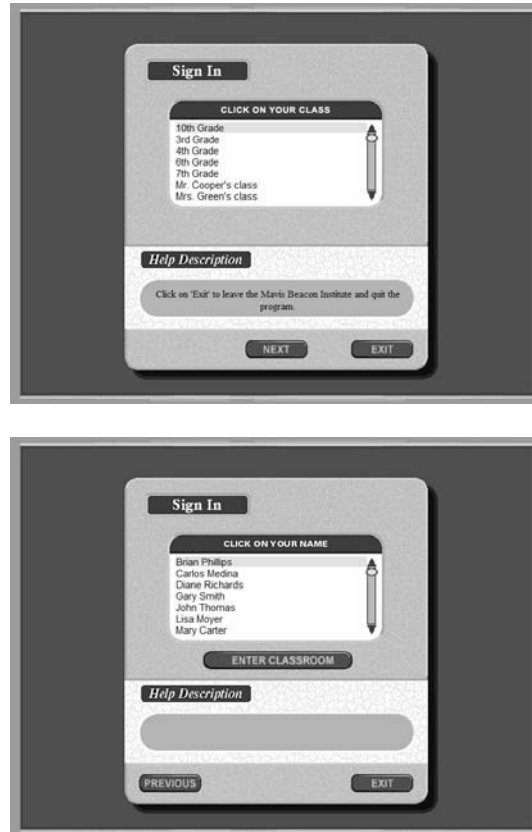
The report shows the most current play information and is meant to assist teachers in identifying whether a student is able to advance through the program or is having difficulty solving a particular activity. Teachers will be able to view which areas their students have visited during game play. This will help teachers offer encouragement, make assignments for additional research, recommend appropriate extension handouts, and plan alternate ways of assessing what additional information students need to see.

Student Progress Reports may also be exported as tab delimited text by clicking the **Save as Text** button. Exported Progress Reports can be found in the Export Reports folder in the following locations:

NETWORK	Windows/Mac	<location of the network files>/Mavis16UserData/ExportReports
STANDALONE	Windows	Document and Settings/All Users/Application Data/The Learning Company/Mavis Beacon Teaches Typing 16/ExportReports
	Mac OS 8 and 9	System Folder/Preferences/Mavis/ExportReports
	Mac OS X	<hard drive>/Users/Shared/Mavis/ExportReports

SIGNING IN FOR CLASS

In *Mavis Beacon Teaches Typing Deluxe 16* for Schools, students are entered into classes in the Teacher's Area. Only teachers may add new students to a class. (See the *Teacher's Area* description in this user's guide for the process.)



Once a teacher has set up class lists on a workstation, the student highlights his or her class, selects the correct name, and enters the classroom by selecting **Enter Classroom**.

Note: Once a student signs in, Mavis creates a file that contains information about their lesson history. This file allows students to return to where they left off in their previous session of Mavis Beacon Teaches Typing Deluxe.

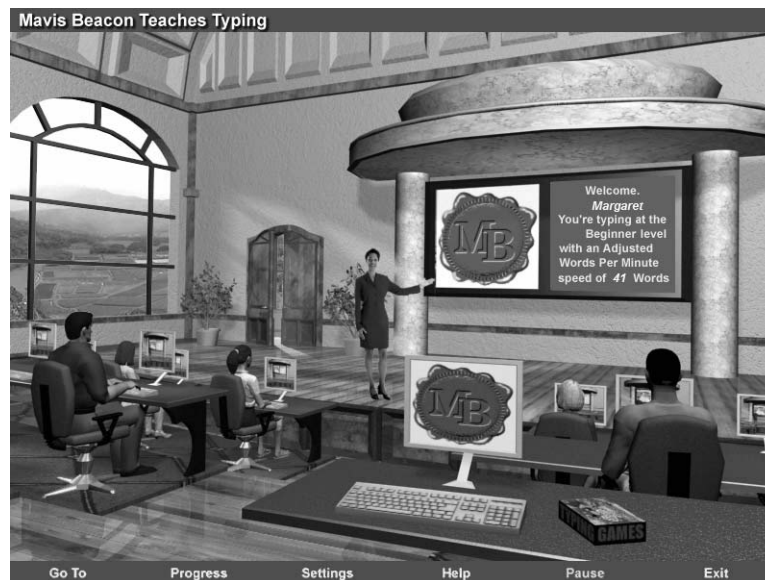
If *Mavis Beacon Teaches Typing Deluxe* is being utilized in a computer lab setting, note that students will have to sign in to the same computer as before to access their user settings and lesson history. (Students may sign in on any computer with the network version.)

THE CLASSROOM

In *Mavis Beacon Teaches Typing*, the Classroom is the best place to be! From this point forward, you are able to access all areas of the program.

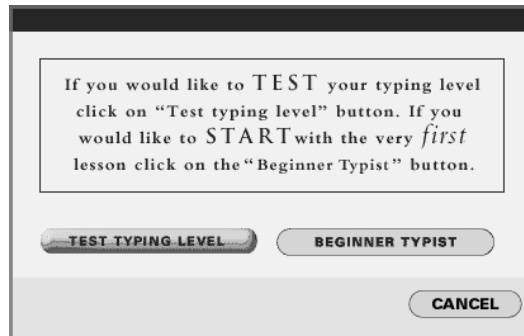
General Classroom Information

1. To learn more about the Classroom and all of the areas connected to it, click the **Help** menu choice located on the menu bar and then click **Quick Help**. A cursor with a question mark appears on your screen. By moving the cursor, you may click the portion of the screen that needs clarification.
2. You are able to access the areas that highlight by clicking them with your mouse.
3. To return to the Classroom at any point in the program, click **Go To** on the menu bar and then click **Classroom**.



Classroom Choices

1. When you click Mavis Beacon she gives you a helpful hint.
2. Click the Lesson Area computer monitor in the front-center to begin your typing lessons.
3. Click the door at the back-left of the Classroom to access the Media Center where you find the Practice Area, Ergonomic Checklist, Video Viewer, the Custom Lesson Designer, and the Globe link to access the Web.
4. Click the “Welcome text” shown on the back wall next to Mavis Beacon and your Progress screen appears.
5. Click the Typing Games Box on the table to the right of the monitor to enter the Typing Games area, where you can choose from 10 skill-enhancing games.



LESSON AREA

Initial Diagnosis

1. The Test Typing Level diagnostic quiz begins when you click **Start Lesson**. You begin by typing the information on the screen until the Mavis dialog box appears informing you Mavis has enough information to determine your typing level. After exiting this dialog box, you may click **Start Lesson** to begin.
2. The Beginner Typist choice allows you to immediately start at the beginner level with a lesson. To begin a lesson, click the **Start Lesson** button.
3. When entering the Lesson Area, the Cancel option allows you to stay in the Classroom area until you choose either Test Typing Level or Beginner Typist.

Lesson Area Choices

1. Now that you are finished with the Initial Testing area, your typing lessons appear on the computer screen in front of you. Mavis Beacon presents you with typing lessons which are appropriate for your age and skill level.
2. There are five button options available during your typing lessons:
 - To take one of the available lessons, or one you have created, click the **Custom Lesson** button. The on-screen prompts help guide you.
 - By clicking **Repeat Audio** during a Dictation Lesson, the last ten seconds of dictation replay.
 - To begin a lesson, click **Start Lesson**. If you want to begin again, click **Start Over**. During your typing lessons the Start Lesson button changes to a Start Over button.
 - Clicking the **History** button displays the last 10 lessons, quizzes, or games that you have completed. You may choose to retake an item in the list by clicking **Start Lesson**. Clicking **Cancel** returns you to your current lesson.
 - The arrows allow you to move to the Previous Lesson or to the Next Lesson by clicking them.
3. There are five display options which help guide you during your typing lessons:
 - The Mavis Beacon Guide Hands show you where your fingers need to be on your keyboard during typing lessons.
 - The WPM/KPM display shows your typing speed. The Adjusted WPM and Adjusted KPM combines your typing speed and typing errors. It is possible for these numbers to be the same.
 - The Lesson Duration display, located to the right of the lesson window, shows the amount of your typing lesson completed.
 - During a timed typing lesson, the Timed Lesson display, on the right of your screen, shows how much time is remaining in the lesson.
 - From beginner to advanced typist, the Lesson Level display, located in the lower right of the lesson area, shows the difficulty level of the lesson you are currently taking.

Typing Lessons

1. To begin your typing lessons, click the **Start Lesson** button. Type the characters as they appear on the computer screen until the lesson is finished.
2. When a lesson begins, the Start Lesson button changes to the **Start Over** button. Clicking the Start Over button returns you to the beginning of the current lesson, resetting the WPM or KPM, Text, Lesson Duration, and Timed Lesson. Your typing score and analysis information are only retained when the entire lesson has been completed.
3. When you want to take a break during a typing lesson, click **Pause** on the menu bar or press the **ESC** key located on your keyboard. Now you are able to click the End Lesson, Start Over, or Resume buttons. To continue the lesson from where you left off, click **Resume**.
4. To proceed to the next lesson, click the **Start Lesson** button or the right arrow button.
5. To skip or proceed to alternate lessons click the right arrow button. You may skip practice lessons but not quizzes. In order to progress through the typing lessons, each section quiz must be successfully completed. To begin the next lesson, click the **Start Lesson** button.
6. There are two ways to access a previous lesson. One is to click the left arrow button and then click **Start Lesson**. The other is to click the **History** button, click a lesson from the Select a Lesson list, and then click **Start Lesson**. When you are finished, click the right arrow once, and you will return to your prior place in the lesson.

WINDOWS TITLE BAR

The Windows Title Bar is always available at the top right corner of the *Mavis Beacon Teaches Typing* screen except within Class Sign In and Registration. There are two functions available on the Windows Title Bar.



Functions

1. On the right end of the title bar is the Close button, which is a box, containing an **X**. Clicking here closes the program the same as the Exit menu bar choice.
2. The button to the left is the minimize button. Clicking here will reduce the program to a button on your taskbar.

MENU BAR

In most places in *Mavis Beacon Teaches Typing*, the Menu Bar is accessible and available. The Menu Bar is located on the bottom of the *Mavis Beacon Teaches Typing* screen. When the Menu Bar choices are highlighted they are accessible by clicking them. However, when a Menu Bar Choice is grayed out it is not accessible in that screen.



Menu Bar Choices

1. Clicking **Go To** allows you access to the Classroom, Speed Test, Typing Games area, and Media Center. The Media Center is only available in *Mavis Beacon Teaches Typing Deluxe*.
2. **Progress** allows you to access the Summary, Key Proficiency, and Progress Over Time tabs.
3. Click **Settings** to change your Audio, User, and Typing options.
4. **Help** allows you to view Quick Help, About, and Finger Positions.
5. **Pause** is only available when you are accessing the Games, Practice Area, or Lesson Areas. Click **Pause** to choose End Game, End Practice, End Lesson, Start Over, or Resume.
6. Click **Exit** to close the program or start as a different user. Exit is unavailable when you are in the Registration.

Go To

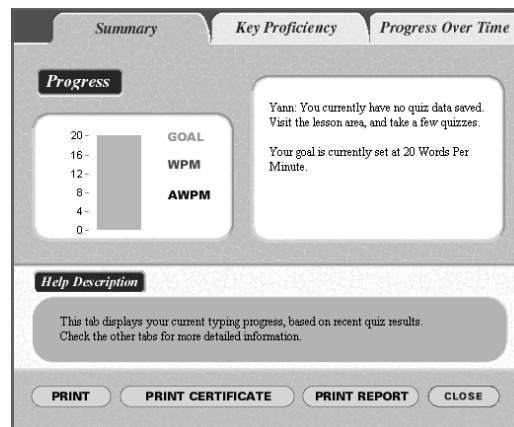
1. Click the **Go To** menu choice, and then click **Speed Test**. This takes you to the Lesson Area screen where you may begin the Speed Test. From here follow the instructions on the screen.
2. Click **Speed Test** to begin. Once you begin the speed test, you can click **Pause** on the menu bar. The **Start Over** button allows you to immediately begin the test again. **Resume** allows you to start where you left off while **End Test** takes you to the last area you visited.
3. After completing your speed test, you can choose to either **Print Certificate** or **End Test**. Print Certificate allows you to print a Certificate of Accomplishment. End Test will take you back to where you were in the program.
4. The **Custom** button allows you to take one of the available custom lessons. **Cancel** will return you to the last area you were in.

PROGRESS

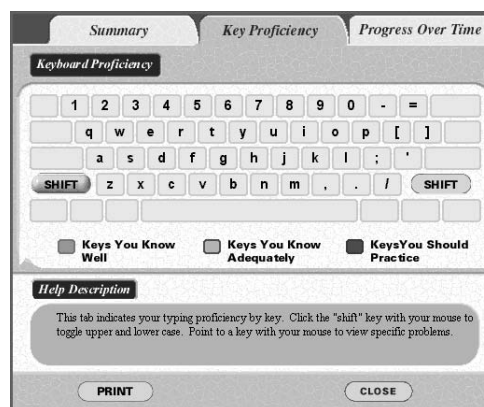
From the very beginning, *Mavis Beacon Teaches Typing* constantly monitors how you are doing in your current lessons, your skill development, and your typing progress.

To access choices within the Progress menu, click **Progress** on the menu bar, and then click **Summary**, **Key Proficiency**, or **Progress Over Time**. You must be in the Classroom, Media Center or the Typing Games area to access the Progress menu choice.

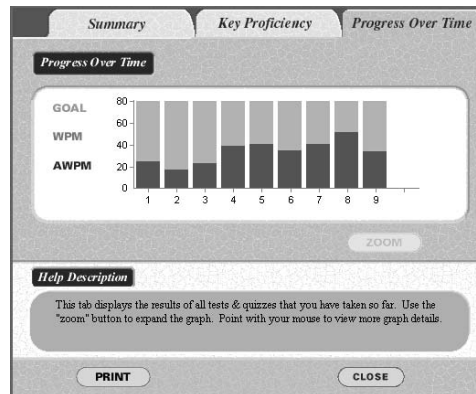
Using the Progress Menu Options



The Summary tab displays your current typing progress based on recent quiz results. The results are based on your current session of *Mavis Beacon Teaches Typing*. You are able to click the Print, Print Certificate, Print Report or Close buttons. Click the **Print** button to print out the Summary information on your screen. Click the **Print Certificate** button for a Certificate of Accomplishment.



The Key Proficiency tab indicates your typing proficiency by key. Click the **Shift** button, and you can toggle between the upper and lower case keys. You are able to click the **Print** button and print the screen for reference or click the **Close** button to exit the Progress box.



The Progress Over Time tab displays the results of all your tests and quizzes from when you started the program until now. A maximum total of 75 entries will be supported. Click the **Print** button and print the screen for reference or click the **Close** button to exit the Progress screen.

By clicking the Settings menu choice, you can make changes to *Mavis Beacon Teaches Typing* to meet your individual needs. After clicking **Settings**, click **Audio**, **User**, or **Typing** to start customizing. The Settings screen can only be accessed from the Classroom, Media Center or the Typing Games area screens.

USING THE SETTINGS MENU OPTIONS

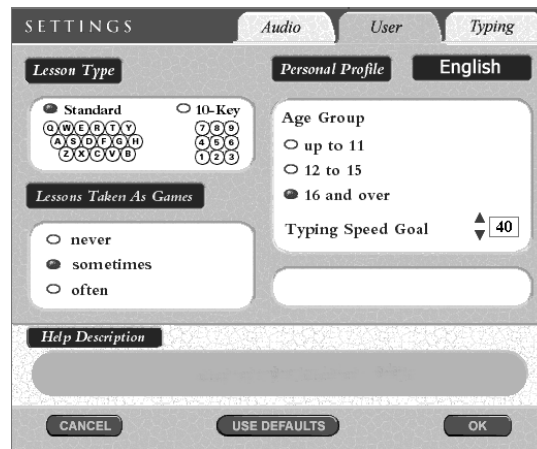
When you exit the Settings screen, you are taken to your previous place in the program. Click the **Cancel** button to exit without making any changes to your settings; click the **Use Defaults** button to accept *Mavis Beacon Teaches Typing*'s original settings; or click the **OK** button to save your changes and exit the Settings screen.



The Audio tab allows you to change certain sound features in the program.

- To change the background music, click one of the music choices offered in the Music Selection.
- The Sound section offers you three audio choices. You can choose to turn on or off the Mavis Voiceover, Music Background, and Sound Effects.

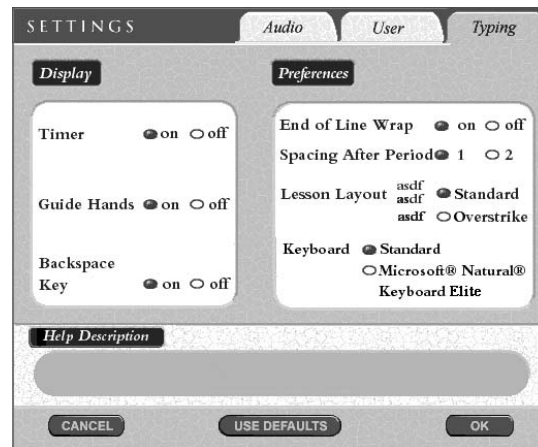
Mavis Beacon VERSION 16
Teaches Typing[®]
USER'S GUIDE



The User tab allows you to change options that affect the Lesson Area and the *Mavis Beacon Teaches Typing* screen. If you are using this program in Spanish, this lesson area will work the same as it does in English, however you will be hearing it in Spanish.

Note: The lesson area is not intended to teach a person to type in Spanish and it will use the English alphabet with no special markings or accents. Also, the dictation feature is only available in English, to assist teaching touch-typing skills in English. All other lesson information will have dialogue text and sound in Spanish.

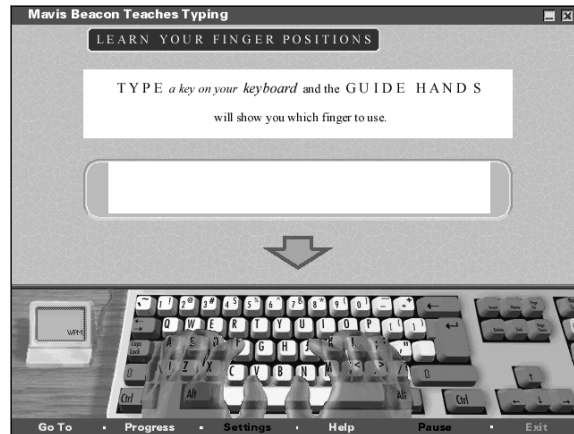
- Lesson Type gives you a choice of two typing modes to learn, Standard or 10-Key. The standard mode will cover most of the keys used during normal text typing. The 10-key setting will focus on numerical lessons using the 10-key pad usually located to the right of your keyboard.
- In Personal Profile, click the circle which best describes your age group. This gives you age appropriate content lessons as well as modify the lesson difficulty.
- Enter a number for your Typing Speed Goal. The goal will only apply once you have achieved the advanced level and that all the keys have been introduced.
- Choose Never, Sometimes, or Often to decide the frequency at which Lessons Taken as Games are used during your lessons.



The Typing tab allows you to change some of the typing features in your lessons.

- The **Timer** setting allows you to hide the lesson clock by clicking the Off option or to reveal it, by clicking the On option.
- The **Mavis Beacon Guide Hands** setting allows you to view the correct typing finger positions by clicking either the On or Off option.
- To set whether you want the **Backspace Key** to erase your mistakes or not, click either the On or Off options.
- The **End of Line Wrap** setting allows you to choose if you want the cursor to move automatically to the next line without having to press the **Return** or **Enter** key at the end of each line. Click the On option to enable this feature; click the Off option to disable it.
- The **Spacing After Period** setting allows you to choose how many spaces are permissible after periods. Click the option for either one 1 (one) or 2 (two) spaces.
- Use the **Lesson Layout** setting to choose whether you want your typing to appear under the characters of the lesson by clicking the Standard option, or directly over the characters in the lesson by clicking the Overstrike option.
- There are two **Keyboard** choices; click the one that most closely matches your keyboard.

HELP



1. Quick Help is discussed in detail in the General Classroom Information section.
2. Clicking **Help** and then **About** will allow you to view the *Mavis Beacon Teaches Typing* information screen.
3. To access Finger Positions, click **Help** on the Menu Bar and then click **Finger Positions**.
 - Type a key on your keyboard and the Mavis Beacon Guide Hands show you which finger to use for that keystroke.
 - When you are finished practicing, click any of the highlighted Menu Bar choices to go to another area within *Mavis Beacon Teaches Typing*.

THE MEDIA CENTER



The activities in the Media Center give you the opportunity to learn more about ergonomics and access additional typing lessons for practice.

1. If you want more typing practice, try the **Practice Area**. The categories offer you something fun, new, and interesting. You also build and strengthen your speed and accuracy. You will find many categories of content including: Astronomy, English, Fiction, Folklore, Historical Documents, Job Search, Numbers, Poetry, Rain Forest, Tests, and many more.
2. Click the **Ergonomics Book** to complete the Ergonomic Checklist; learn more about typing postures and home and office workspace design.
3. Click the **Video Viewer** to watch helpful videos about healthy typing techniques. This area of the Media Center provides videos on Cumulative Trauma Disorders, Designing A Healthy Workspace, Making the Right Moves, and much more.
4. The **Custom Lesson Designer** allows you to create or modify your own lessons by setting your own personal speed and accuracy goals. You can also import your own text files or use existing text from the program.

Practice Area



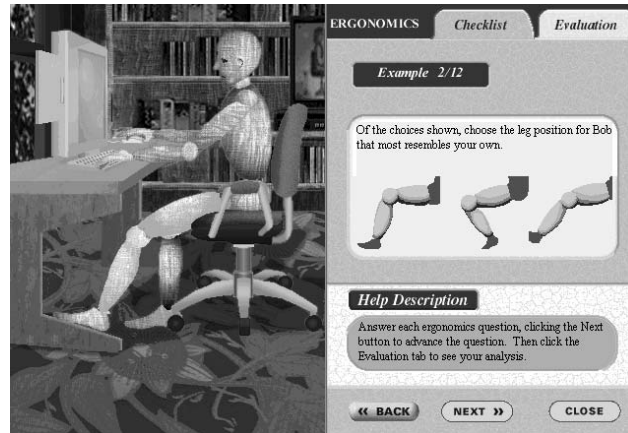
1. To access this content, click the computer workstation, located to the bottom left of the Media Center.
2. To start a new lesson, browse through the list of Practice Categories and find one that interests you. Either double-click it or click the **Open** button.

Note: *Students will see only lessons appropriate to their grade level. (These lessons were chosen when their user accounts were set up and arranged by grade for their teacher.)*

3. Select an article by either double-clicking it or clicking the **Open** button.
4. To use your own text or text downloaded from the Internet, make sure the file has been saved in a text or ASCII format. Save the file as a text file with a *.txt* extension to the directory or folder of your choice (example: *samptext.txt*).
 - On the Practice Area screen, click **Import**.
 - Find the Practice Content text you have downloaded. Select the file and click **Open**. Your text appears on the computer screen. You can now begin practicing.

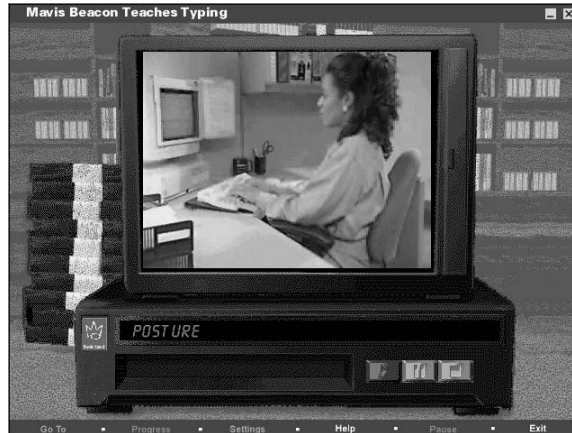
Note: *Mavis Beacon monitors your overall progress with the typing statistics gathered only in the Classroom. Work completed in the Practice Area is not counted in your typing statistics.*

Ergonomics Checklist



1. To access the Ergonomic Checklist, click the **Ergonomics Book**.
2. Follow the on-screen instructions, then click **Next** through the rest of the Checklist after completing each exercise.
3. You may click the **Back** button to go back in the list or the **Close** button to exit the Checklist.
4. When you are finished, click **Next** or click the **Evaluation** tab to view an analysis of your choices.
5. The Help Description gives you information to guide you through the Checklist.
6. When the **Video** button is highlighted, you can click it to view videos pertaining to specific ergonomic issues.

Video Viewer



1. To watch a video, click the **Video Viewer** in the Media Center. The monitor displays a list of videos on its screen.
2. After selecting one of the videos from the list, click the forward arrow (**Play** button) on the video controller to view the video. To pause or stop the video, click the **Pause** or **Stop** buttons to the right of the Play button. After pausing a video, click the Play button to continue. Stop returns you to the main video selection screen.

Custom Lesson Designer



If the teacher has signed in:

Click the **Custom Lesson Designer** drafting table to create your own typing lessons. Double-click the appropriate age range to get started.

- **Create:** Click this button to create a new custom lesson.
- **Begin:** Click this button to start practicing with a custom lesson.
- **Modify:** Click this button to modify a lesson from the list.
- **Import:** Click this button to import a lesson you created previously in the Lesson Designer. The file may have been created by another user or may reside in a different location. This feature makes exchanging custom lessons easy.
- **Export:** Click this button to export any of the *Mavis Beacon Teaches Typing* lessons. Use this feature to save those lessons onto a disk to share with another *Mavis Beacon Teaches Typing* user, or move your typing lessons from one computer to another.
- **Delete:** Click this button to delete custom lessons you no longer need from the list.
- **Undelete:** Click this button to undelete custom lessons that you deleted by mistake. Undelete can be used only during your current *Mavis Beacon Teaches Typing* session.

If the student has signed in, he or she will see only lessons appropriate to their grade level. (These lessons were chosen when their user accounts were set up and arranged by grade for their teacher.) The student selects a lesson and presses the **Begin** button.



Design Your Own Custom Lesson:

1. Click the **Create** button.
2. Type a name for your custom lesson. In order to minimize the chance of confusion, make certain to name each lesson differently.
3. Select the Standard, Dictation, Speed Test, or Transcription option as your text source.

Note: In Dictation lessons, Mavis Beacon reads sentences out loud as you type them. A repeat audio button is available if you need her to repeat the last 10 seconds of the lesson. In Transcription lessons, you arrive at a blank screen and type in passages from the back of this User's Guide.

4. Choose the lesson text to be used from the list box or click **Other Text** if you want to import your own text. Click the **Next** button.
5. Choose an environment for your lesson. Certain environments are not available for all types of custom lessons. Click the **Next** button.
6. You can change the **Limits** of your lesson—Time Limit, Number of Errors, and Number of Words. Click the **Next** button once you have completed your settings.
7. Set the **WPM/KPM** and **Accuracy** goals for the lesson.
8. Click **Finish** to return to the lesson selection screen. The **Back** button takes you to the previous screen to modify any of the settings you selected.
9. Click the **Begin** button to start your custom lesson, or click **Modify** to edit a previously saved custom lesson. Then select the lesson filename from the Custom Lesson list box, and click **Modify** to modify your custom lesson.

TYPING GAMES

Mavis Beacon Teaches Typing features 10 exciting games with different themes to build your typing speed, accuracy, rhythm, and endurance. Your monitored typing progress is not connected to the Game Hallway. The more advanced your typing skills, the more challenging the games will be.

Note: *The activities in Typing Games are not connected to the feature in the program that monitors your typing progress.*



How to Use the Typing Games

1. To enter the Typing Games area from the Classroom, click the Typing Games Box on the table to the right of the monitor, or click **Go To** on the menu bar and then select **Typing Games**.
2. Roll your cursor over the Typing Game titles in the list to identify each game and its purpose, then click to select the game you wish to play.
3. Follow the audio directions for gameplay or refer to the specific game's section in this user's guide for instructions on how to play each game.



Hint: *If you want to interrupt or pause a game at any time, press the **ESC** key, or click **Pause** on the menu bar. The Pause dialog box gives you the option to End Game, Start Over, or Resume the game from where you left off.*



Hint: *To return to the Classroom from the Typing Games menu, click on the Classroom background visible behind the current screen.*

Gumball Gambit



The Gumball Gambit game will improve your typing accuracy. The object of the game is to paint all the gumballs from the gumball machine.

1. To play Gumball Gambit, watch the gumballs roll in from the gumball machine on the right. Type each letter as it appears on the gumball, proceeding from the left to right. When you see a blank space, press the spacebar.
2. Each time you type a letter correctly, the gumball is spray painted and moves along the conveyor belt.
3. If you type a letter incorrectly, the gumball cracks and the conveyor belt gets stuck. Type the correct character to spray paint the gumball and restart the belt.
4. The game ends when you paint all the gumballs and there are no more in the gumball machine or when you make too many errors and jam up the machine.

Chameleon Picnic



This game helps build your typing accuracy. The object of the game is for the chameleon to eat all of the bugs.

1. To play Chameleon Picnic, type each letter as it appears at the beginning of the line. When you see a blank space, press the spacebar.
2. Each time you type a letter correctly, the chameleon eats the bug carrying that letter.
3. If you type a letter incorrectly, the bug jumps into the grass. You must type the correct key for the chameleon to continue. The game ends if the chameleon eats all of the bugs, or if too many bugs have jumped into the grass.

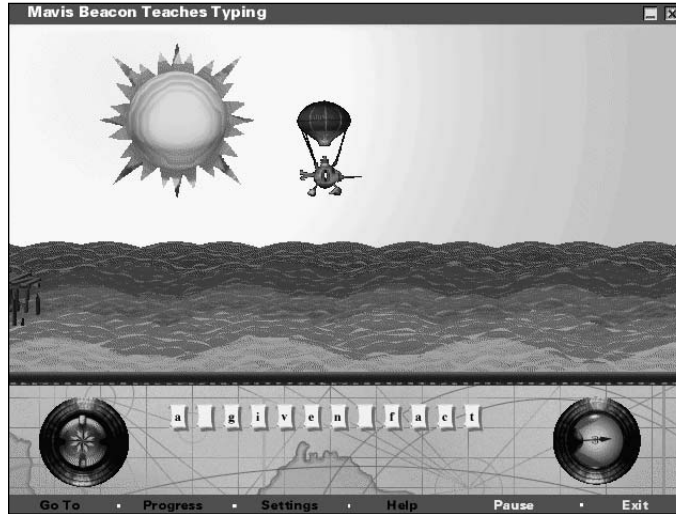
Space Junk



This game helps you practice typing common word patterns for letter combinations such as *ing* and *ion*. The object of the game is to destroy all of the space debris.

1. To play the Space Junk game, type each letter as quickly as possible. When you make an error, you must retype the pattern again.
2. The space debris is zapped away when you type the characters correctly. If you type incorrectly, the space debris crashes into your spaceship, affecting the ship's health. Watch the health diagram in the lower-right corner of the screen, and try to get rid of the space junk before your ship fails and the game is over.

Far Off Adventures



This game builds your typing rhythm and endurance. The object of the game is to keep your balloon traveling above the water until it reaches its destination.

1. To play the game, type the characters in a consistent rhythm. Speed is not the key to this game.
2. If you make too many errors or lose your rhythm the balloon crashes into the water and the game ends.
3. You succeed by keeping your balloon traveling above the water and reaching a secret destination.

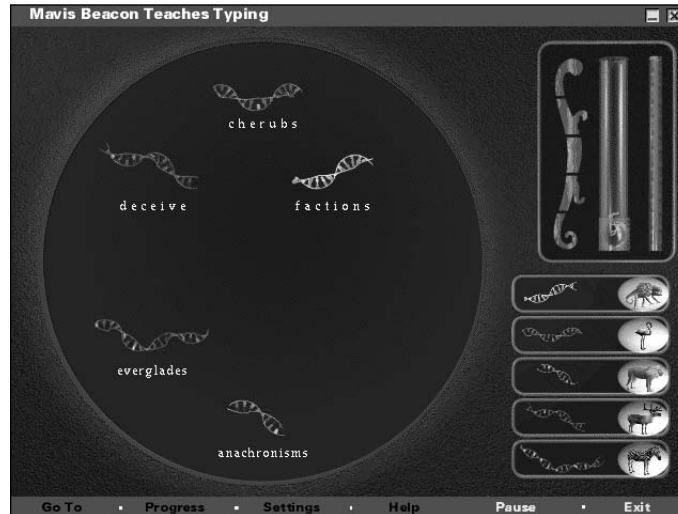
Check-Out Time



This game helps you practice 10-key (number keypad) typing. The object of the game is to correctly enter the amount on the digital display.

1. To play Check-Out Time, type each amount quickly and press Enter after typing in each price. Grocery items move down the conveyor belt and across the scanner and the prices appear in the display.
2. If you type a number incorrectly, the grocery item falls on the floor with a “splat.” If you make too many mistakes, the game ends.

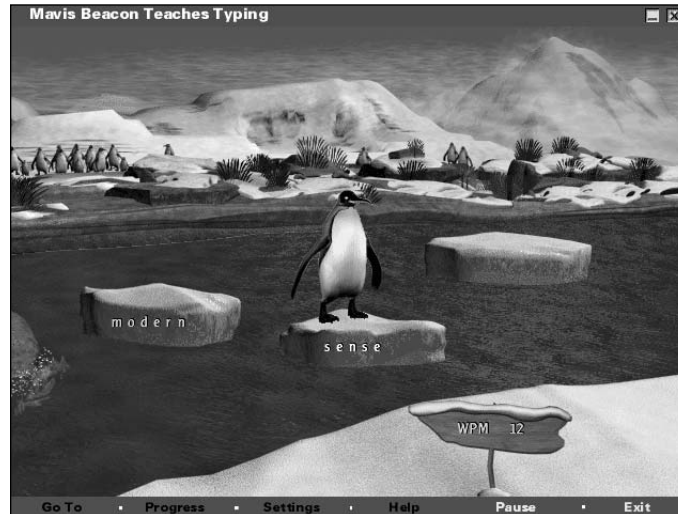
Creature Lab



The Creature Lab builds your speed and accuracy skills. The object of the game is to collect the colored segments in the microscope view and complete the helix in the vial on the right before time runs out. Once this is achieved, your creature appears on the screen.

1. To play the game, quickly and accurately type the characters below the colored strands in the microscope view. The moment you key the first character, the game begins.
2. To build a single-colored creature, choose a creature from the bottom-right display. To the left of each creature is a colored segment that corresponds with a strand in the microscope view. Type the characters under the colored segment that match the creature you wish to build.
3. When a body segment is typed correctly, the animal icon, located at the upper-right, fills in a section. Begin at the tail and repeat this process until the body, limbs, and head are complete. The glass vial next to the animal icon shows how far you have moved through the current section.
4. Choose characters or colored segments from anywhere in the microscope view. You do not have to begin at the top. If you make an error, the program waits for you to correct it before proceeding.
5. If you are typing in standard mode, each on-screen word begins with a different letter. For example, if the word "Game" appears, no other word begins with the letter "G." Once you key the first character, you are committed to completing that word, and you cannot backspace. When you are typing in 10-Key Mode, there are no number strings beginning with the same number.
6. The indicator on the time gauge at the top-right of the screen moves upward as the game progresses. The gray area below the indicator represents the elapsed time.
7. Winning the game depends on fast and accurate typing. You will lose the game if you make too many mistakes or type too slowly. Your creature appears on-screen after you successfully complete all of its body parts up to the head.

Penguin Crossing



The Penguin Crossing game helps build your speed and accuracy. The object of the game is to type the characters on the icebergs before they smash into the rocks.

1. Once the penguin jumps onto an iceberg, type the characters on the iceberg as quickly as possible. If you make an error, the program waits for you to correct it before proceeding. The penguin jumps from one iceberg to another.
2. Each time you type a character string correctly the penguin jumps to another iceberg. If you do well, the penguin will cross the river.
3. If you make too many mistakes or type too slowly, the game ends.

Road Race



The Road Race Game helps build your typing speed. The object of the game is to stay ahead of the other car by typing as fast as you can.

1. To play Road Race, type each character as quickly as possible.
2. Each time you make an error, a bug splats on your windshield. If too many bugs splat on your windshield, the game ends.
3. The gauge on the left side of the dashboard shows your WPM or your KPM.
4. The gauge on the right side shows your accuracy (ACC) level.

Shark Attack



Shark Attack helps build your typing speed. The object of the game is to stay ahead of the shark, which will eat you if you type too slowly.

1. To play Shark Attack, type the characters as quickly as possible when they appear in the display under the shark pool.
2. If you type too slowly the shark appears in the window. As the shark gets closer his mouth opens wider and wider, showing more teeth each time. Type faster to keep your submarine ahead of the shark.
3. Each time you make a typing error a squid splats on the window and the shark's mouth comes closer. If you make too many mistakes the shark eats your submarine and the lesson ends.
4. The gauge above the window displays your WPM or KPM.

Ride the Wave



Ride the Wave is a game to improve your typing speed and accuracy. The object of the game is to power your jet ski ahead of the competition.

1. To play the game, type each character that appears on your jet ski screen as quickly and as accurately as possible.
2. When you make an error or type too slowly, water will splatter on your visor and the other jet ski will start to pass you. Increase your typing speed and accuracy to move forward and take the lead again.
3. The timer located below the typing area clocks how much time remains in your race.
4. When you correctly type all the words in the time allotted, you'll be first across the finish line.
5. If you make too many errors or run out the clock, your jet ski sinks and the game is over.

PRACTICE

TRANSCRIPTION LESSONS

Throughout your typing career you often work from printed text, whether it is letters, manuscripts, or other documents. Occasionally, the program asks you to practice typing text from your manual. Each of the following exercises are numbered and easily identified for those occasions. You also use this text when constructing custom transcription lessons.

Note: *Each of these exercises presents as many key combinations as possible and sometimes employ extra punctuation for added practice. DO NOT use them for grammar or punctuation practice.*

Exercise 1

Typing while looking at another page can be a challenge! However, businesses all across the country expect this of a typist. Once you master the technique, it's not only a challenge, but also a lot of fun. If your boss hands you a messy, scratched-out handwritten scrap of paper that he wants sent to a business associate, you know that a lot is riding on it.

Everything depends on you! There is a sense of pride a good typist feels in creating a beautifully typed, finished letter or report (especially when he or she saw that "messy scrap" of paper that originally contained the information)!

So, while the learning might go slowly and the road seems a long one as you begin to type, always remember that this skill will make a great difference in your future. Whether you will be typing office work, essays for school, or merely correspondence for yourself, your skill at typing will increase your productivity while it perfects the presentation of your work.

Exercise 2

Samantha loved her birthday. It was on Halloween! This year she invited her entire class.

Her birthday cake was going to be a giant orange cake shaped like a jack-o'-lantern. They were going to play "Pin the Sheet on the Ghost" and eat candied apples! But what costume should she wear? She thought and thought. Her birthday got closer. Finally, her birthday was the next day. She still had no ideas!

Her mother and father helped her think. Did she want to be a princess? A clown? A fairy? No, none of those ideas was just right. Finally, when Samantha was getting very sad, her cat Collette jumped in her lap.

Suddenly Samantha knew what she would be! And at her birthday party the next day, Samantha did indeed have the best costume. Her costume had two little black ears, white fuzzy whiskers, and a long black tail! What was she?

Exercise 3

How you dress can say quite a bit about you. This fact couldn't be more pertinent than when you begin a job search. Remember, the person interviewing you is trying to get to know as much about you as possible in a very short amount of time, sometimes in one-half hour or less. He or she is looking closely at every detail about you to help him or her make the final decision about whether you will be right for the job. Your style of dress doesn't make your career, but it helps.

Generally, if you have a question about an outfit, don't wear it. In most cases a more traditional "look" is the wisest choice. A clean, crisp appearance is always better than sporting the latest fashion craze.

Whether you choose a skirt, dress, or pants (for women, of course!) or a coat and tie or suit (for men), make sure that these clothes are freshly cleaned and pressed and that the colors are flattering to you. A fresh, uncluttered appearance might well give the indication that you perform fresh, uncluttered work. This theory might sound silly or strange, but think how many times you have judged someone by how he or she is dressed ("Oh, he was just wearing old tennis shoes and ugly shorts!"). So, next time you head out the door to meet someone important, stop by the mirror and give yourself the once-over!

Exercise 4

To: All Employees
From: Larry Walker, Information Resources
Date: September 9, 1999
Re: Volunteer Opportunity

I want to let all employees know about a nonprofit organization in our community that really deserves our support. It's the Westside Computer Resource Center.

The Westside Computer Resource Center has been in existence since 1994. Its mission is to take broken, discarded, or outdated computers and repair and rebuild them. It then donates the newly refurbished machines to schools, other nonprofits, Third World countries, and other deserving recipients, completely free of charge.

In addition to its recycling and repair service, the WCRC offers free technical training to young people and others who may not be able to afford it otherwise.

I have been working with the WCRC for the last six months, and would like to urge you to have your department donate old computers, parts, and peripherals to us. WCRC also needs volunteers to spend a few hours a week to help repair and rebuild computers, as well as assist in its training program. If you are interested in helping the WCRC, please call me at Extension 346.

Exercise 5

Mr. Lawrence Nigel
President
Advertising Creations
1478 23rd Ave. NE
San Francisco, CA 94586

Dear Mr. Nigel,

Your current San Francisco Examiner ad for an Account Assistant caught my eye because the position combines my present work experience and career goals.

As you can see by my enclosed resume, I currently work as a Public Relations Assistant for La Cuisine Luxe, a small gourmet foods company. We supply all the pastries and elegant picnic items for the specialty food shops at Drake's and Lawrence-Lytton department stores.

As I know your firm specializes in food and beverage advertising, I feel certain that my expertise in this area, coupled with my drive to enter the field of advertising, would make me an attractive addition to your company.

I will follow this letter with a phone call later this week so that we might arrange an interview time.

Regards,

Exercise 6

Mrs. Douglas Hennesy
1890 45th St. NW
Sacramento, CA 95816

Dear Mrs. Hennesy,

As a Berkton's Department Store preferred customer, you are eligible for entry into our "Hawaiian Get-Away for Two"! And all you have to do is come to our "Perfect Beauty" Care Salon on the third floor and pick up your free gift.

Throughout the year, we here at Berkton's have appreciated your patronage. You saw us through those long winter months of our Care Salon renovation as well as the "face lift" we've given to our Cosmetics Department! That's why we want to help you get away from it all for a Hawaiian vacation! And to make the wait for your winning ticket all the more pleasurable, we'd like to offer you a sample of our newest skin care line from Switzerland called "La Beaute Eternelle." This series of amazing products makes skin care a delight!

So, just visit our "Perfect Beauty" Care Salon any time between the hours of 10:00 a.m. and 6:00 p.m., Monday through Saturday, to pick up the "La Beaute Eternelle" care kit created just for you! And while you're there, register for your "Hawaiian Get-Away for Two."

Thank you again for being such a special customer to us. See you in Hawaii!

Sincerely yours,

Carolyn A. Smathers

Divisional Merchandise Manager

Exercise 7

For as long as anyone could remember, Rockland Middle School had great school dances. This year's Dance Committee needed all the help it could get to keep up the tradition.

As Committee Chairpersons, Denise Dunlap and Jonah Clark had to make decisions and get everyone working quickly and efficiently. There was certainly no time for disagreements between them. But just one week before the fall Welcome Dance, that is exactly what happened.

Jonah phoned Denise to ask her to help call the people in charge of decorations, refreshments, tickets, and clean-up. Denise had just finished talking to each of them at school that day, and thought Jonah wanted her to call them again. She didn't think that was necessary. "They know what to do," she responded with annoyance.

Jonah felt angry and said, "I was just making a suggestion!" "No, you weren't," blurted Denise. "You just like to order everybody around, including me!" "What?!" said Jonah. "Wait a minute-no, I don't. But we've got to talk to these people to see if they're organized for next week. I'll call them if you can't." He hung up the phone in anger.

Denise began to cry. She didn't want to, but the tears just came. Her older sister Liza came in and asked her what was wrong. She tried to explain. Liza asked, "Did Jonah know you already talked to everyone?" "I think so," said Denise. "He was right there at lunch when I was talking to everybody." "Well, maybe he didn't," suggested Liza. "Why don't you call him back?"

Denise decided to take her sister's suggestion. There was no way she and Jonah could make it through a whole year of planning if they didn't get along.

Sure enough, Jonah didn't know she'd talked to everyone, and both of them realized that if they were going to work together, they really needed to be very clear with each other to avoid problems and remain friends.

Exercise 8

Dear Friends,

Last week while I was in the hospital, your cards, phone calls, and visits made it one of the best times of my life-so far! I know that seems funny, but it's true. I never knew how much friendship meant until I experienced all of your kindness.

They say having an appendix out is pretty painful, but it only hurt when you guys made me laugh, which was every afternoon when many of you came by to keep me company! Even my surgeon said she'd like to hire some of you to help the rest of her patients heal as quickly as I did.

I look forward to getting back to school in a few more days, but I just wanted you all to know I think you're the greatest. Thanks a lot for everything.

Your friend,

Jana

Exercise 9

You can really make a difference wherever you work, not just because you will take care of a certain percentage of the office workload, but with your attitude as well. When surveyed, many employers ranked an employee's attitude as high as the amount of work he or she completed on a daily basis.

"Attitude" can be as simple as a smile and a cheery "Good Morning!" at the beginning of a workday. As simple as this sounds, you would be surprised at how few employees ignore this simple courtesy. Certainly, on not all days are you going to feel "on top of the world," but before you start taking out how you might feel on your employer or fellow employees, put the shoe on the other foot.

How would you feel if you were starting out Monday, typing out an important report for your employer, and he bursts into the office with a sour look? He greets your "Good Morning!" with barely a grunt, then storms away and slams his door. More than likely, you would feel hurt, frustrated, and perhaps even angry that he took his problems out on you. Of course, what he is doing isn't fair, but he isn't thinking of being fair. He is only thinking of himself.

And that's the point. He is only thinking of himself. His anger toward you has not alleviated his problem; in fact, it has made the day worse for you both. If he were to have thought of you and your feelings (especially since you probably had nothing to do with his "beginning of the week" ill humor), he might have swallowed his anger and greeted you in a more cordial manner. Of course, the reasons for his fury would still exist, but you would be more likely to offer help, rather than turn your back.

This scenario is reversible. You could be the angered one and your employer or other office staff be the recipients of your dark mood.

All the same advice applies. Try to keep your anger from influencing your work and work-related relationships. Put yourself in the other guy's shoes.

Exercise 10

Should you gain employment in an office as part of the office support staff, you may not always take part in the actual “business” of a business meeting, but your work is vital to its success. Secretaries or administrative assistants who work closely with executives in charge of business meetings have extra responsibilities, and often have to take charge of important aspects of these events.

Preparation for the conference might include offering alternatives for when and where the meeting will take place, confirming any guest speakers, checking that all who are expected to or desire to attend know the necessary details, and perhaps even helping prepare visual aids for the presentation.

It is during the meeting itself that the term “support staff” really comes to life. An efficient assistant is always ready to make sure this event comes off successfully. The duties here might include readying the hall or conference room (Do the people attending need paper? Pens? Individual pitchers of water?) and even greeting the guests as they arrive. The assistant should be ready to give an account of whom attended.

Follow-up after the meeting depends on the executive in charge. The room or hall must return to its original condition, and the assistant tends to the further comfort of the attendees. Follow-up correspondence and a financial report of the meeting’s expenses are also jobs the assistant may perform. As you can see, in business as well as architecture, without support, the “structure” will fall!

Exercise 11

Henry always wished he could fly. He would climb up to the top of his parents' apartment building in New York every night. The building was very high. And every night he imagined flying high above the city. Zoom! Swish! How he loved it!

But it was also dangerous. At least that's what his parents said. "What would happen if you fell?" they demanded when they found him up there one night. As punishment, Henry had to go to bed early for a week.

Henry was very angry. His parents had robbed him of his most favorite thing! He would show them. He would sprout wings that night and fly away! Boy, would they miss him then! With all of these angry thoughts swirling around in his head, Henry went to sleep.

But he woke up soon because he couldn't get comfortable. His back itched. He reached around to scratch it and felt feathers! He had grown wings! Quickly, Henry opened his window and jumped out. He knew his wings would carry him and they did! It was better than he ever dreamed. He flew over Times Square, the Empire State Building, and everything just as if he were a bird!

Then, suddenly, one by one, his feathers fell out! Oh, no! Henry was falling...Thud! He hit the ground.

Then Henry woke up. It had all been a dream. And he realized that the ground was the best place to be.

Exercise 12

Dear Sir or Madam,

Thank you for sending me your winter catalog of camping equipment. Your prompt response will help me receive my new camping gear before our family 4th of July outing!

I would specifically like to order the "All Weather Wear" parka with "zip-outable" lining in a size medium in red. The stock number is #4560021. I would also like to order your extra-thick thermal over-socks in a size small in blue. That order number is #6731349.

Enclosed is a money order for a total of \$53.15 plus 8.0% California sales tax and \$3.50 postage and handling. My address is: 1234 East Vermont St./Los Angeles, CA 90027. I look forward to receiving my order, and Happy (early) July 4th!

Regards,

DICTATION LESSONS

D1 Lesson 1:

D1W01 Dear Mrs. Monroe,
D1W02 Thank you for your recent catalogue order.
D1W03 Unfortunately, the dress is temporarily out of stock,
D1W04 so we cannot guarantee that you will have delivery of this item
D1W05 within the usual ten days.
D1W06 However, we anticipate that you will have received the dress
D1W07 within two weeks of receipt of this letter.
D1W08 We apologize for any inconvenience this has caused you.

D2 Lesson 2:

D2W01 Dear Mom,
D2W02 What's happening?
D2W03 Did Sammy get over the flu yet?
D2W04 Did you get your hair cut like you said you would?
D2W05 I was able to get most of my classes finally,
D2W06 but some are in the morning and some are in the afternoon.
D2W07 I'll be running back and forth to the dorm a lot.
D2W08 I spent a lot more money on books than I had anticipated
D2W09 because I had to buy all new ones.
D2W10 This has left me a little short,
D2W11 and there's a big ski weekend coming up soon.
D2W12 Could you please send me some more money right away?
D2W13 Remember, the more you send me, the less I'll pester you.
D2W13 Love you all,
D2W14 Stacy

D3 Lesson 3:

D3W01 Dear Hotel Pacific:
D3W02 I would like to reserve a deluxe suite for two people at your hotel
D3W03 for the 3 nights of October 7th, 8th, and 9th.
D3W04 I hope that the deluxe suite is still furnished with two queen sized beds,
D3W05 a microwave oven, and a small refrigerator.
D3W06 We would like a room higher than the 8th floor
D3W07 looking down on the pool area.
D3W08 If you cannot fulfill this request as stated,
D3W09 please notify me at once.
D3W10 Thank you for your immediate attention to my request,
D3W11 Joan Gordon

D4 Lesson 4:

D4W01 Dear Mr. Johnson:
D4W02 Enclosed please find my resume in response to your advertisement for a systems analyst.
D4W03 My current position as an applications consultant with Crossbase Corporation
D4W04 has provided me with a broad range of experience
D4W05 with both mainframe and personal computers.
D4W06 I have programmed in several languages, but more importantly I have prepared requirements,
D4W07 tested, and implemented system changes.
D4W08 I have worked closely with both users and programmers
D4W09 to develop applications that accurately produce the necessary results.
D4W10 I would appreciate the opportunity of discussing how my qualifications
D4W11 fit your requirements.
D4W12 Sincerely,
D4W13 Mary Chan

D5 Lesson 5:

D5W01 Dear Mr. Johnson and Ms. Brown:
D5W02 Thank you for taking the time to meet with me today.
D5W03 I was most impressed with the wide variety of projects
D5W04 under development in your department.
D5W05 I'm sure that this is an environment which would provide me with opportunities and
challenges.
D5W06 I feel that my programming skills
D5W07 would be an enhancement to the skills of others in your department,
D5W08 and my analysis experience is the equivalent of the job requirements.
D5W09 I want you to know that I am very interested in the position,
D5W10 and I look forward to hearing from you.
D5W11 Sincerely,
D5W12 Mary Chan

D6 Lesson 6:

D6W01 Dear Laura:
D6W02 Per our conversation yesterday,
D6W03 I'm changing the advertising concept
D6W04 for the introduction of our dental hygiene products.
D6W05 I agree with you
D6W06 that our television advertising campaign should focus primarily
D6W07 on the evening hours between 6:30 p.m. and 11 p.m.,
D6W08 even though the expense is far greater than other hours.
D6W09 I also agree that a more personalized approach is in order.
D6W10 We will have a new proposal available
D6W11 by our regularly scheduled appointment this Friday.
D6W12 Thank you for your valuable input.
D6W13 Mark

D7 Lesson 7:

- D7W01 I had both good news and bad news from my employer six weeks ago.
- D7W02 The good news was that I had qualified for a special training class at the company's headquarters.
- D7W03 The bad news was that the company's headquarters
- D7W04 was in a different city,
- D7W05 over 200 miles away.
- D7W06 Since the expense of having a substitute home for six months was all mine,
- D7W07 I wanted to find the most economical apartment available.
- D7W08 A friend told me that she knew of a marvelous,
- D7W09 inexpensive room for rent,
- D7W10 but I didn't want to live in someone else's home.
- D7W11 So instead of looking at it,
- D7W12 I spent a whole week looking at every apartment in the city.
- D7W13 Something was decidedly wrong with every one of them.
- D7W14 Finally, in desperation,
- D7W15 I went to look at that room for rent.
- D7W16 And guess what?
- D7W17 I loved it.
- D7W18 I learned a little lesson there.
- D7W19 Always investigate the most obvious solution first
- D7W20 so you don't waste time.

D8 Lesson 8:

D8W01 Welcome to the Neighborhood!

D8W02 We at the Smith Department Store

D8W03 would like to congratulate you on the purchase of your new home

D8W04 and hope that you will enjoy exploring decorating possibilities with us.

D8W05 We offer a vast array of drape and carpet textures and colors

D8W06 as well as a wide selection of coordinating bedroom and bath accessories.

D8W07 As an added bonus,

D8W08 we have a professional decorator on duty from 1 pm to 9 pm

D8W09 to aid you in achieving just the right effect.

D8W10 And because we know expenses are high at the beginning of new home ownership,

D8W11 with your good credit you may defer payment on your purchases for up to six months.

D8W12 Come in and see us soon.

D8W13 Bring this letter and receive a free gift in our Carpet Department.

D9 Lesson 9:

D9W01 Dear Mr. and Mrs. Anderson and Family:
D9W02 Why not do something different this winter?
D9W03 Get away from the cold, dreary, and wet weather
D9W04 and relax in the sunny, temperate climate of Arizona.
D9W05 We at the Arizona Resort Association
D9W06 want to offer you the opportunity to get away
D9W07 to a free week of family fun
D9W08 at one of our delightful living centers.
D9W09 Stay in a modern, furnished condominium
D9W10 and participate in water sports or golf.
D9W11 Join our structured activities for young and old at our recreation center.
D9W12 Or just rest, assured that your stay will be customized to your requirements.
D9W13 We have enclosed a brochure for your inspection.
D9W14 Our next orientation meeting for this offering
D9W15 is scheduled for the evening of May 7, 1996.
D9W16 Please telephone us at
D9W17 415-555-6784 for reservations.
D9W18 We're looking forward to meeting you.
D9W19 Your friends at the Arizona Resort Association.

TROUBLESHOOTING

Try this first! If you have problems running the program, try cleaning the CD. Gently remove any fingerprints and dust using a clean, soft, lint-free cloth dampened with water or a CD-cleaning solution. Avoid using materials such as tissue, which may scratch the CD.

If you have additional questions, please see the school customer information card included in this binder.

Windows[®]

1. The *Mavis Beacon Teaches Typing* program icon does not appear in the Start menu.

- Make sure the product is already installed. Reinstall the program if necessary.

2. You see a message telling you that there is not enough available space on the hard disk.

Mavis Beacon Teaches Typing requires 540 MB of hard disk space for the program's data and executable files. (Additional hard disk space will be required to save player information for more than five players.)

- Create some free hard disk space by removing some files after backing them up.

3. You see a message telling you that there is not enough memory to run the program.

Mavis Beacon Teaches Typing needs at least 64 MB of installed memory (RAM) to run. Your computer's memory may be filled with other programs that are running in the background.

- Close any other applications that are running, and restart the program.

4. The mouse doesn't seem to work.

There are times in the program when the animation or sound cannot be interrupted. You will see the hourglass cursor on the screen, and any key presses or mouse clicks will be ignored.

- Check that the mouse is properly connected to the computer.
- Wait until the animation or sound stops and your normal cursor returns. Then try pressing the keys or clicking the mouse again.

5. Program speed is very slow.

Mavis Beacon Teaches Typing needs at least a Pentium 266 MHz computer with an 8X CD-ROM drive for basic performance.

- Close any other applications that are running.
- Remove non-essential applications from your Startup folder.
- Make sure that you have the latest Windows video drivers for your graphics card. (Contact the video card manufacturer for the latest drivers.)

6. You do not hear music, sound, or speech.

- Check that the speakers are properly connected to your computer. Make sure that they are getting power and are turned on, and that the volume is turned up.
- Make sure that your sound card is Windows compatible and is properly installed for Windows. Be sure that the sound card is specifically designed to work with the version of Windows that you are using. Also check that the volume is properly set. (See the manufacturer's documentation for information relating to your sound card.)
- Make sure the mixer level setting is correct. Click the Start button. Choose **Programs** from the Start menu. Next choose **Accessories**. Then choose **Entertainment** (Windows 98, Me, XP), and choose **Volume Control**. Make sure that the sliders on the mixer control panel are all the way up and that no mute buttons are selected.

7. Strange graphics appear; the game action stops unexpectedly.

- Make sure you have the latest Windows video drivers installed. (Contact your video card manufacturer for more information.)
- Remove non-essential applications from your Startup folder.

8. Colors don't look right.

- Adjust your monitor's color and brightness.
- Turn off your screensaver.
- Close any other applications that are running.
- Make sure you have the latest graphics drivers installed. (Contact your video card manufacturer for more information.)

9. The program window seems small.

The program window may not fill the entire screen.

10. Nothing prints.

- Make sure the printer is plugged in and switched on.
- Check the indicator light on the printer to be sure the printer is "online" or "selected."
- Make sure the printer cables are connected tightly.
- Make sure you have selected at least one print item from the Printing area. Where applicable, make sure you have selected either **Colored In** or **Outlined**.
- Make sure you have the latest printer drivers installed. (Contact your printer manufacturer for more information.)

11. When you print, pictures or text look faint, blurred, or streaky.

- Check your print quality settings. (See your printer documentation.)
- Replace your printer's ink cartridge.

12. The printer displays an "out of memory" message.

- Make sure your printer has at least 1 MB of memory.

13. You are not able to connect to our online Web sites.

This feature requires an Internet browser. In some cases, you may need to start the Internet connection before you run the program.

- Make sure that you have a browser properly installed. (See your browser and Windows documentation for more information.)
- Make sure that the files with an .HTM extension (for example, "bookmark.htm") are associated with the browser of your choice. To check this, double-click on any .HTM file.

Macintosh[®]

1. You do not see the *Mavis Beacon Teaches Typing* program icon on the desktop.

- Make sure the program CD is inserted in the CD tray.

2. You see a message that there is not enough space on the hard disk.

Mavis Beacon Teaches Typing requires 540 MB of hard disk space for program data files. (Additional hard disk space will be required to save player information for more than five players.)

- Create some free hard disk space by removing some files after backing them up.
- For non-OS X, adjust the Virtual Memory setting to take less hard disk space. (See your Macintosh documentation for more information.)

3. You see a message telling you that there is not enough memory to run the program.

Mavis Beacon Teaches Typing requires at least 64 MB of installed memory (RAM) to run. Try to increase available memory and then start the program again. (Depending on which Internet browser you use, you may not be able to run both your browser and the program with only 64 MB of RAM.) For non-OS X, perform the following:

- Quit any programs that you may be running.
- Turn off or remove from the System Folder non-Apple[®] control panels.
- Reduce the size of the disk cache in the Memory control panel. (See your Macintosh documentation for more information.)
- Turn off AppleTalk[®].
- Increase virtual memory

4. The mouse doesn't seem to work.

There are times in the program when the animation or sound cannot be interrupted. You will see the watch cursor on the screen, and any key presses or mouse clicks will be ignored.

- Check that the mouse is properly connected to the computer.
- Wait until the animation or sound stops and your normal cursor returns. Then try pressing the keys or clicking the mouse again.

5. The music and voice in the game are too loud or too soft.

- For non-OS X, choose Volumes from Control Panels. Adjust your system's speaker volume as needed by selecting the Volume setting.
- For non-OS X, choose Sound from the System Preferences. Adjust your system's speaker volume as needed.

6. You do not hear music, sound, or speech.

- Make sure that the Volumes setting in the Sound control panel in Control Panels (or System Preferences in OS X) is not set to zero.
- If you have external speakers, make sure they are turned on and getting power and that they are properly connected to your computer. Also check the speaker volume.
- For non-OS X, turn off or remove from the System Folder non-Apple control panels and extensions. (Leave the CD-ROM drivers.) Restart your computer.

7. You hear popping noises in the game sounds and character voices.

- Check the speaker connection to the computer.
- Close all other applications.

8. The program window seems small.

The program window may not fill the entire screen.

- Some monitors are not able to display the program at the optimum display setting, so the program may not fill the entire screen.

9. Program speed is very slow, or sounds and animations do not play smoothly.

Mavis Beacon Teaches Typing needs at least a G3 266 MHz Power Macintosh computer with an 8X CD-ROM drive for basic performance.

- Close all other applications.
- For non-OS X, if you must have virtual memory on, reduce the amount of virtual memory allocated.

10. Nothing prints.

- Make sure the printer is plugged in and switched on.
- Check the indicator light on the printer to be sure the printer is “online” or “selected.”
- Make sure the printer cables are connected tightly.
- Make sure you have selected at least one print item from the Printing area. Where applicable, make sure you have selected either Colored In or Outlined.

11. When you print, pictures or text look faint, blurred, or streaky.

- Check your print quality settings. (See your printer documentation.)
- Replace your printer’s ink cartridge.

12. You are not able to connect to our online Web sites.

This feature requires an Internet browser. You may need to start your Internet connection before running the program.

- Make sure that you have a browser properly installed. (See your browser and Macintosh documentation for more information.)

SUGGESTED READING

Ackerson, Luton. "A Correlational Analysis of Proficiency in Typing." *Archives of Psychology* 13: 1-73.

Angleo, John P. "A Comparative Study of the Highest and Lowest Ranking, First-Semester Typewriting Pupils." Master's thesis, University of Pittsburgh, 1934.

Atwood, Dale D. "The Selection of Instructional Topics for Typewriting Methods Courses at the Undergraduate and Graduate Levels." Master's thesis, University of North Dakota, 1960.

Atz, Roger. "An Annotated Bibliography and Critical Review of Professional Literature Related to the Teaching of Typewriting, 1951-1956." Master's thesis, State University of Iowa, 1958.

Bailey, Florence D. "Weighing of Speed and Accuracy Factors in Typewriting." Master's thesis, State University of Iowa, 193

Banner, May Ruth. "A Study of the Relationship Between Letter-Production Test Rates and Straight-Copy Test Rates in High School Typewriting (Virginia)." Master's thesis, University of Tennessee, 1953.

Barnhart, Early W. "Reducing Typing Errors: A Five-Part Series." *Business Education World* 363 (1955): 22-3.

Barrineau, Patricia M. "An Analysis of Typewriting Errors Made by Students in a Second-Year Typewriting Class at Leon High School, Tallahassee, Florida." Master's thesis, Florida State University, 1954.

Barton, J.W. "Smaller vs. Larger Units in Learning to Typewrite" *Journal of Educational Psychology* 12 (1921): 465-474.

Beach, Martha Virginia. "An Intensive Course in the Fundamentals of Touch Typewriting." Master's thesis, University of Cincinnati, 1943.

Beardsley, Meta B. "The Relation of Typewriting Errors to Word Frequency." Master's thesis, University of Southern California, 1942.

Berent, Irwin M., and Rod L. Evans. 1997. *The Dictionary of Highly Unusual Words*. New York: Berkeley Books.

Biegel, R.A., "New Keyboards for Typewriters and Teleprinters" Paper presented at the Int. Pscho. Tech Conference. Prague, Czechoslovakia, 1935: 222-25.

Blackstone, E.G. "An Experiment in Erasing in Typewriting" *University of Iowa Research Studies in Commercial Education*. 12 (1932) 8:158-66.

Blanchard, Carroll H. Jr. "The Early Word Processors and Word Processing: Keyboards, Kinesthesia & Women." Educators: Project IV, Lake George, New York, 1981.

Bliven, Bruce Jr. *The Wonderful Writing Machine*, New York: Royal Typewriter, n.d. New York.

Book, William Frederic, "How Progress in Learning to Typewrite Should be Measured and Why." University of Iowa Monographs. 7 (1926): 62-76.

Bramesfeld, E. "An Investigation of the Striking of Keys on the Typewriter" *Industrielle Psychotechnik* 6 (1929): 224-230.

Brown, Jean Rosemond. "An Experimental Study to Compare the Relative Merits of Two Methods of Teaching Typewriting," Master's thesis, University of Michigan, 1940

Chapman, Robert L., ed. *New Dictionary of American Slang*. New York: Harper & Row, 1986.

Cleary, Joseph B. "A Typing Experiment" *Journal of Business Education* 31 (1955): 29-31.

Clem, Jane E. *Techniques of Teaching Typewriting*. New York: McGraw-Hill, 1955.

Cooper, William E., ed. *Cognitive Aspects of Skilled Typewriting*. New York: Springer-Verlag, 1983.

Croteau, Maureen, and Wayne Worcester. *The Essential Researcher*. New York: Harper Perennial, 1993.

Davidson, Sidney H. "A Study of the Effects of Rest Periods on Progress in Learning in Typewriting." Master's thesis, University of Southern California, 1929.

Davis, Dwight D.W. "An Analysis of Student Errors on the Universal and the Dvorak-Dealey Simplified Typewriter Keyboard." Master's thesis, University of Washington, 1935.

Desoe, Lillian Rushmeyer. "An Experimental Study of the Integration of Shorthand and Typewriting Instruction in One Course, Transcription." Master's thesis, Cornell University, 1943.

DuFrain, Viola. "Typewriting Teachers and Time and Motion Studies" *National Business Education Quarterly* 12 (1943): 15-20, 50, 66.

Dvorak, August et al. *Typewriting Behavior*. New York: American Book Company, 1936.

Famighetti, Robert. *World Almanac and Book of Facts 1995*. New Jersey: World Almanac, 1995.

Fargis, Paul, and Sheree Bykofsky, ed. *New York Public Library Desk Reference*. New York: Webster's New World, 1989.

Goodwin, Lucile. "A Fusion Course in Typewriting." Master's thesis, Southwest Texas State Teachers College, 1941.

Griffith, Cletus Leon. "A Study of Air Condition in Schoolrooms and Its Relation to Efficiency in Typewriting." Master's thesis, Purdue University, 1935.

Herdman, Virginia. "Learning to Typewrite by Self-Instruction," Master's thesis, University of Cincinnati, 1953.

Johnson, Otto, ed. 1996 Information Please Almanac. New York: Houghton Mifflin, 1996.

Kizer, Marguerite. "The Effect of Piano Playing on Learning to Typewrite." Master's thesis, State University of Iowa, 1926.

Marshall, Nancy D. "An Experiment in Teaching Typewriting According to the Proposals of Mrs. Mabel Mize." Master's thesis, University of Kansas, 1941.

Mondey, David, ed. International Encyclopedia of Aviation. New York: Crown Publishers, 1984.

Russon, Allien R., and S.J. Wanous. Philosophy and Psychology of Teaching Typewriting. Cincinnati: South Western Publishing, 1960.

The History of Typewriting: Portions of History of the Dvorak Keyboard (n.p, n.d.).

The Theory of Typewriting: How People Learn the Dvorak Keyboard (n.p, n.d.).

Thompson, Mildred. "A Study of the Effect of Hunt-and-Peck Habits on Typing Achievement." Master's thesis, Colorado State College of Education, 1944.

APPENDIX:

INSTRUCTIONS FOR PDAs (PALM[®]-POWERED HANDHELDS)

System Requirements for PDA

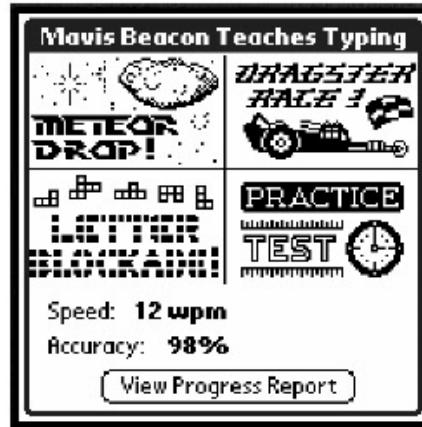
As with other PDA applications, the installation requires a computer with “hot synch” capability. The *Mavis Beacon Teaches Typing* application is compatible only with systems with Palm[®] operating system 3.0 or later. This application requires Palm Desktop software, PDA hardware (such as a Handspring Visor or Palm handheld), and a keyboard accessory for the PDA.

Installing the PDA Application

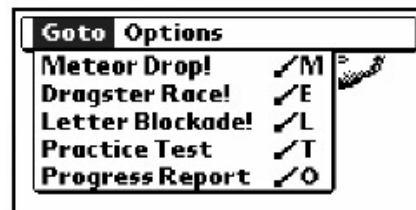
To install the software, select **Mavis Beacon Teaches Typing[®] for Palm-Powered[™] Handhelds** from the main launcher screen. Follow the onscreen instructions to complete the installation. After you install the application, hot synch it to your PDA.

Starting the PDA Application

When you tap the Mavis icon, the Main menu appears (shown below). There are three typing games and one practice test. The Main menu is the central hub for this application. Tapping one of the four bold titles will start the game or practice test.



You can also change the game from the Go To menu, by tapping the menu bar located at the top of the screen. Shortcut keys also are available to start a game (see the letter next to each title in the Go To menu).



Your current typing speed (words per minute) and accuracy, based on data in the your Progress Report, are displayed on the Main menu screen. To access the Progress Report, tap the View Progress Report button. The first time you use the program, the Speed and Accuracy fields, and the Progress Report, will be blank. As you play the games, however, the Progress Report will track your progress.

General Introduction of PDA Games

When you select a game, you go to an introduction screen. The introduction screens for the three games are:



The elements of these screens are:

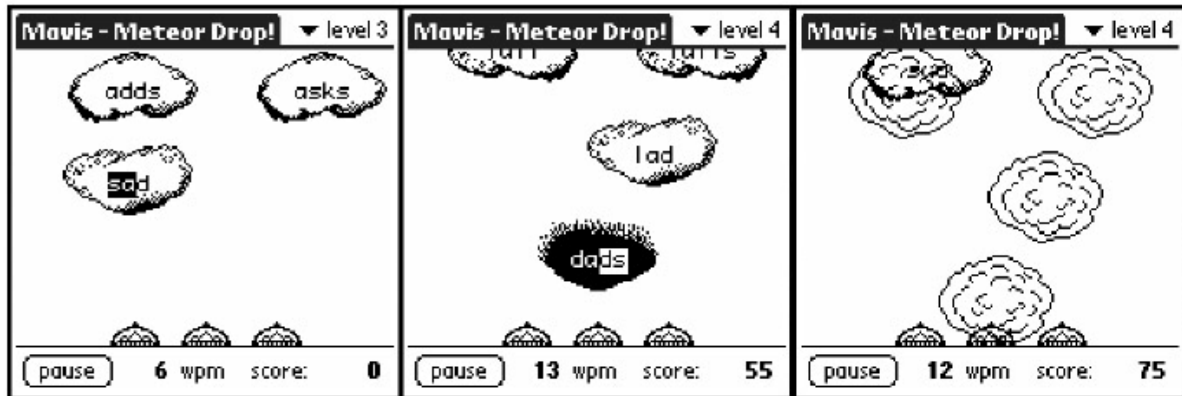
- The game's high score, which you can reset in Preferences
- An "Emphasis on" selector shows a pop-up list of keys to practice. If you select **Home Row**, the game generates words containing letters on the home row of the keyboard. If you select **H, G**, the game generates words containing home row keys, plus the letters *H* and *G*.
- Play button; select the **Play** button to begin the game
- Instructions button; select the **Instructions** button to go to the game instruction screen
- Exit button; select the **Exit** button to go to the Main menu.

For the Dragster Race game, the menu selector is Topics. You can select from the following word or sentence topics:

- Earth
- First 10 U.S. Presidents
- 7 Wonders of the Ancient World
- 7 Other World Wonders
- 7 Natural Wonders
- Baseball
- Basketball
- North American Rivers
- Repetitive Letters

Meteor Drop! Game

In the Meteor Drop! game, meteors are falling from the sky, and you must explode them before they reach the ground. Type the word written on the meteor to explode it. The meteors rotate slightly while falling.



This screen includes the following:

- The current level is displayed at upper right. You can change the level at any point during the game.
- The number of extra lives is represented by icons at the bottom of the screen (five lives maximum).
- When you type a word correctly, a beam targets the meteor, which then explodes. As you type the correct keys, the letters are highlighted.
- Your typing speed is calculated continuously.
- Your score appears at lower right.
- Select the **Pause** button to pause the game.

Each meteor contains a different word. When you type the word, the letters on the meteor highlight to indicate correctly typed letters. In the first sketch above, the user has only typed *sa*, as is shown by the highlight. Incorrectly typed letters are ignored. If the CapsLock is on, you will hear a negative sound effect. If you want to target a different meteor, press the backspace key until all letters are canceled, then type the new meteor's word.

Once you have typed all the correct letters in a meteor, the beam automatically targets that meteor and it explodes. The points are then added to the running total at the bottom of the screen. Each meteor exploded is worth 5 points per level. Once you have typed 10 words correctly, the program advances to the next level, where the meteors will descend at a faster rate. Each time you complete a level, you earn an extra life, up to a maximum of five (you begin the game with three).

Occasionally, a radioactive meteor will appear on the screen. If you target a radioactive meteor, all other meteors on the screen simultaneously explode, and you get points for all of them. A radioactive meteor looks slightly different from a regular meteor.





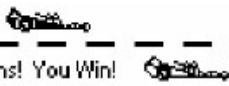

Regular Meteor / Radioactive Meteor

If a meteor touches the ground, you lose one Life icon. The game ends when you run out of extra lives. When the game ends, the results are added to your Progress Report, and if you post a high score, that also is saved. If you cancel a game before it ends, no data is saved.

Dragster Race! Game

The Dragster Race! game is a typing race based on speed. You are the driver of a car, and racing against a computer opponent. Your opponent's car travels at a fixed speed (set in Preferences under Target Typing Speed). The faster you type, the faster your car goes.

The game begins with both cars at the starting line. The race starts when you press any key. At the end of the race, an onscreen message will tell you whether or not you have won.

Mavis - Dragster Race!	Mavis - Dragster Race!	Mavis - Dragster Race!
Goal: 35 wpm Speed: 30 wpm	Goal: 40 wpm Speed: 52 wpm	Goal: 35 wpm Speed: 65 wpm
		
From space, astronauts often get the impression	sturdy with an endless sturdy with an  ocean of air.¶	with a thin, fragile with a thin, fragile layer of atmosphere.¶ layer of atmosphere.¶
<input type="button" value="pause"/>	<input type="button" value="pause"/>	<input type="button" value="pause"/>

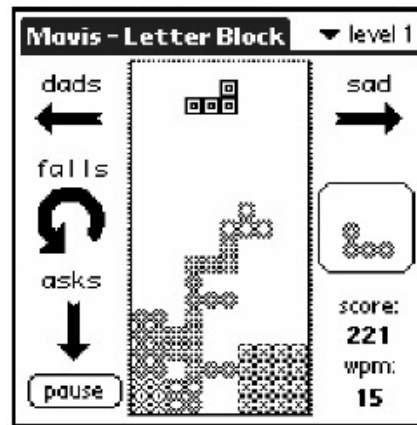
This screen includes the following:

- The user's speed, in WPM, is calculated continuously during the race so it can be used as a speedometer. The calculations take into account the entire race. When the race is finished, this number represents the user's typing speed for the entire race, not just near the end.
- The Goal is the opponent's speed in WPM, which you can set in the Preferences section. This value is fixed for the duration of the race.
- The roadway with the two cars shows the progress of the race. If you make a typing error, your car will occasionally backfire.
- The text area shows the text that you must type. Errors are noted with a small ^ under the incorrect word, and the current position is shown with a solid cursor.
- Select the Pause button to pause the game.

Letter Blockade! Game

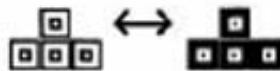
The object of the Letter Blockade! gameplay is to move and rotate the falling blocks to avoid filling the well. You can manipulate the block by typing the corresponding text for the control. For example, in the illustration below, the player must type *sad* to move the falling block one space to the right. To move it another space to the right, the player must type *sad* again. Occasionally, a Power Block appears that clears part of the board away.

Once a block reaches the bottom of the well or an obstacle, you can no longer move it, and another will fall. When you completely fill a row, it is removed and all blocks above move down one row. The game ends when the well is filled to the top and the next block can no longer fit.



This screen includes the following:

- The well in the center of the screen is where the blocks will fall and collect.
- The blocks fall in groups of 4, combined to make a rigid shape. The blocks contain different patterns. The object of the game is to place similarly-patterned blocks together.
- The Power Block appears as a flashing object. It is a standard shape, but each of the blocks contains a flashing shade of concentric squares. The color constantly animates (as it falls) between the 2 block examples shown below. You can manipulate Power Blocks just as you would normal blocks. When a Power Block lands on the bottom of the screen, it removes all adjacent blocks, then disappears.

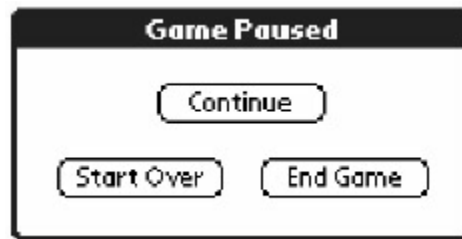


Power Block animation

- The current speed of the user (WPM) is displayed.
- The user's current score is displayed. The method for calculating the score is described below.
- The box at right displays a preview of the shape and color that will appear next.
- The current level is displayed.
- There are four main controls in this game: right, left, rotate, and drop. Each has a large arrow on the screen. Next to the arrow is a word you must type each time you want to activate that control.
- Select the **Pause** button to pause the game.

Pausing a Game

When you pause any game, a general pop-up window appears. Select the **Start Over** button to restart the activity. Select the **End Game** button to go to the Main menu.



Game Over

When a game ends, a Game Over window appears. The window shows your speed and accuracy for the game, as well as the adjusted speed. The data are added as a new entry in your Progress Report. If you quit a game before it ends, no data are added to the Progress Report. Select the **Done** button to go to the Main menu. Select the **Play Again** button to repeat the game.



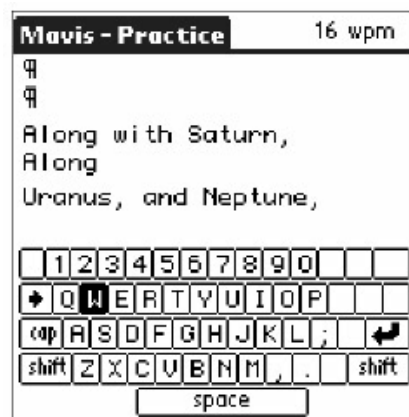
Practice Test Area

The Practice Test is a place where you can test your typing in a more traditional manner. When you select the Practice Test area, you first go to the Mavis–Topic screen (at left in the illustration below). The default topic is English, but you can select a list of topics using the pull-down menu. The content of the topics is identical to the personal computer version of Mavis Beacon Deluxe. After you select a topic, the Practice Test begins immediately.



Select the **Cancel** button to return to the Main menu.

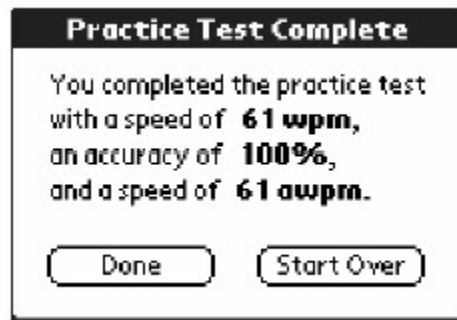
The bulk of the Practice Test screen is dedicated to the content and typing. Your errors will be marked with a small ^ below the incorrect letter. The next letter to be typed is highlighted on the keyboard displayed on screen. Your current speed (calculated on the fly) is noted in the upper right corner of the screen.



As you proceed with the Practice Test, the screen scrolls to keep the current line in the center of the screen.

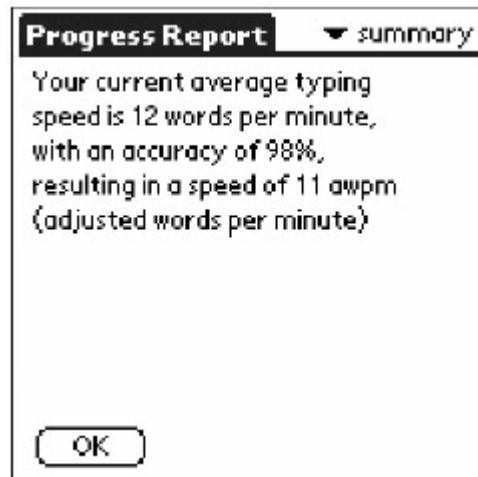
If you change your preferences during a Practice Test, and if those preferences affect the display, the test will automatically start over.

When you complete the Practice Test, the Practice Test Complete window appears. This window lists your speed, accuracy, and adjusted WPM for the test. The results are added to the Progress Report data. If you halt the Practice Test before it is completed, no data are entered in the Progress Report. Select the **Done** button to return to the Main menu. Select the **Start Over** button to return to the Mavis–Topic screen.



Progress Report

You can check your statistics and past results in the Progress Report area. Select the **Progress Report** button on the Main menu to access the report. There are three pages for the Progress Report: Summary, Details, and Keys. The Summary page is the default page shown. You can navigate between the various pages using the pop-up menu at upper right. If there are no data to report, the pages will be blank.

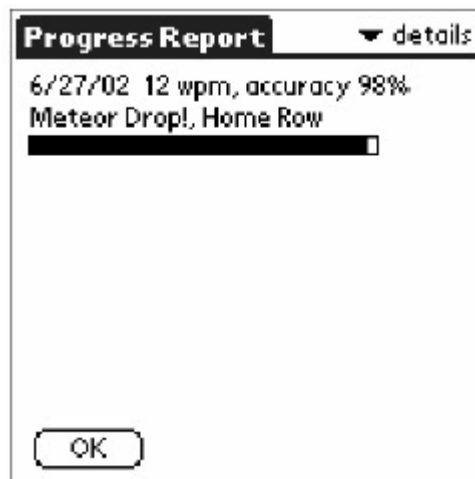


The Progress Report–Summary page shows the following statistics:

- Your current average typing speed (WPM), calculated using the last three results
- Your current accuracy (percent) calculated using the last three results
- Your current typing speed (adjusted words per minute: your WPM minus errors), calculated by averaging the last three results
- The **OK** button, which returns you to the Main menu screen

The Progress Report–Details page shows the following:

- There is a list of all your results. Results are collected from last 20 games and practice tests you have completed. Each entry (arranged by date, with the most recent on top) shows the date, your speed (WPM), your accuracy, and the activity you played.
- Beneath each result is a bar graph to show your accuracy level visually.
- A scroll bar at right side allows you to scroll to view all your results. At least four results can be displayed at once on the page. The scroll bar appears if there are more than four results.
- The maximum number of results is limited to 20. When you exceed this number, the oldest results are replaced by newer results.
- Select the **OK** button to return to the Main menu screen.



The Progress Report–Keys page shows the following:

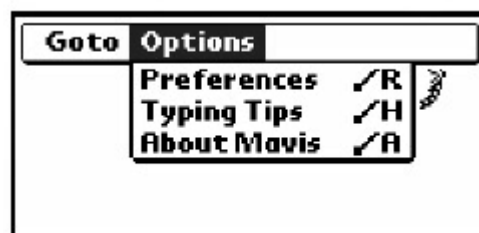
- A keyboard graphic highlights your problem keys. These are the keys you should practice.
- Select the **OK** button to return to the Main menu screen.

You can clear the data in the Progress Report at any time in the Preferences area.



Options Menu

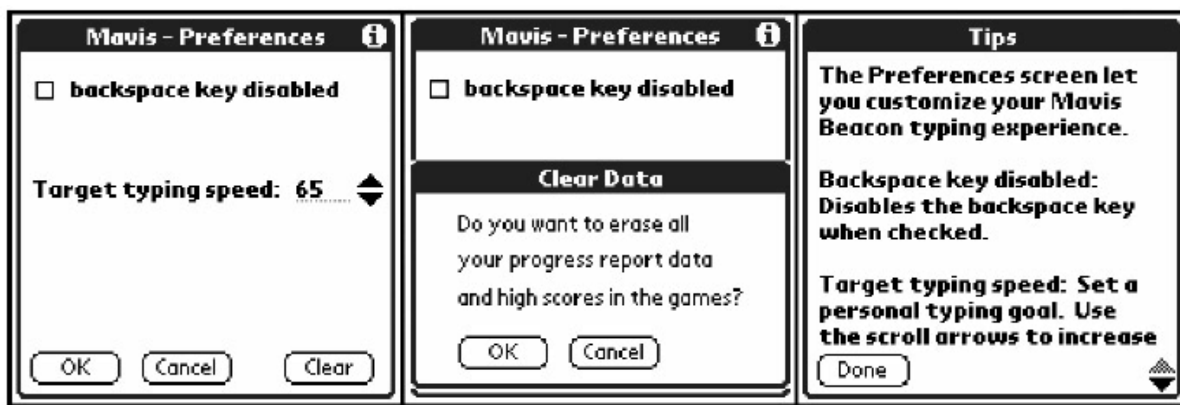
You can access the Options menu by tapping the menu bar, located at the top of the screen. There are three categories available from the Options menu. Shortcut keys are noted on the menu.



Preferences

The Preferences screen is a full-screen pop-up window that allows you to change your personal settings. When you close the Preferences, you return to your current activity, but in some cases, the activity will need to be restarted.

Important Note Regarding Audio: *The Mavis Beacon PDA application contains sound effects. You must enable or disable audio using the main system preferences on your PDA.*

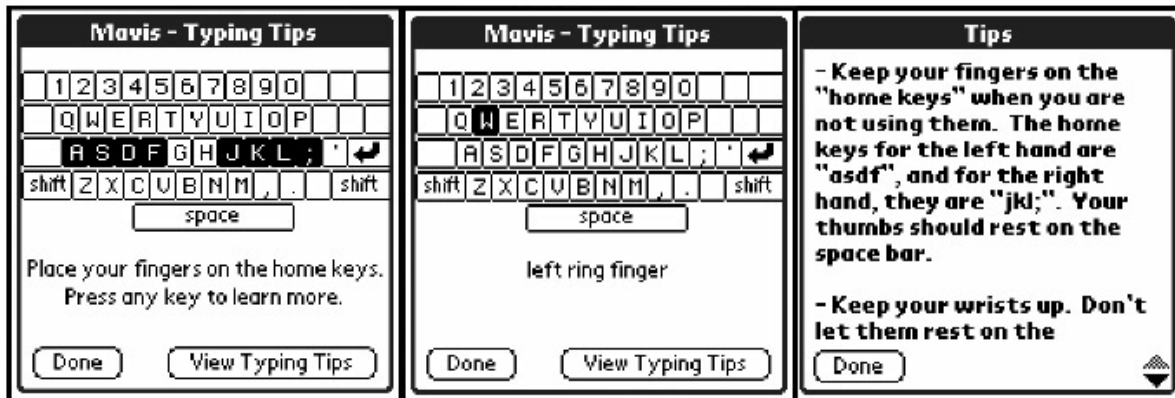


The Preferences Screen shows the following:

- A checkbox allows you to disable the backspace key. When this is checked, the delete and backspace keys are disabled. The default is unchecked.
- You can use the arrows to adjust the target typing speed. The default speed is 40 WPM. The minimum target speed is 25 WPM and the maximum allowed target speed is 120 WPM.
- Selecting the **Clear** button opens a dialog box, asking if you want to erase your progress report data and high scores, with an **OK** and **Cancel** button. Selecting **OK** clears the data.
- The **OK** button confirms changes to the preferences. The **Cancel** button exits Preferences without making changes (except if you cleared the data).
- As in other PDA applications, the **Info** button at upper right displays a standard information dialog box explaining the user interface. A **Done** button returns you to Preferences.

Typing Tips

The Typing Tips screen is a pop-up window that gives you instructions on which fingers to use for which keys. In addition, the Typing Tips window provides some tips for good typing. You can access the Typing Tips screen from the Options menu, or from the button in the Progress Report screen.



The Typing Tips screen shows the following:

- When you first enter Typing Tips, the text reads “Place your fingers on the home keys. Press any key to learn more.” After you press a key, the key and its fingering position appear. Subsequent key strokes will replace the text with the current key.
- For capital letters, the shift key is also highlighted.
- Selecting the **View Typing Tips** button takes you to a Tips window. The Tips window contains some simple tips for good typing. Selecting the **Done** button returns you to the Main menu.

About Mavis

The About Mavis screen contains information about the product and the development team.

