



How to Use

Mavis Beacon Teaches Typing!

on your Macintosh / Mac II computer

Loading The Program

- Start your computer normally.
- When the desktop is displayed, insert the Mavis Beacon Teaches Typing distribution disk.
- If you have a hard disk, copy the folder titled Mavis Beacon Teaches Typing to your hard drive.
- Open the folder titled Mavis Beacon Teaches Typing.
- Open the application titled Mavis.

Soon you will see the opening title screens and hear the Mavis "theme song." You may silence the music by clicking the mouse or pressing a key.

Basic Instructions

With Mavis Beacon Teaches Typing, you are the student in a "classroom." Once you have "Enrolled," Mavis puts her lesson plan on the Chalkboard you will see on the screen. Simply "accept" the suggestion by clicking on the button in the Chalkboard, and then do your best to type the lessons as they are presented. While there are many other features, this is all you really need to know to get started.

Running the Program

First you must identify yourself and your typing skills. Near the bottom of the title screen are two buttons. They are labeled "Enroll" and "Sign In." If you are the first person to use the program, only "Enroll" will be clickable. Clicking "Enroll" will present a dialog box that gets information about you and your typing abilities (See Your Biography below). The other option, "Sign In" is used after you have had at least one session with Mavis; it lists typist records by first name and lets you select yours. The number of students that may use the program is limited only by disk space; separate records will be kept for each.

Your Biography

This is where the program learns your name, basic skills, and interests.

- To enter your name, point and click to the first and last name areas and type in your name.
- Click on the radio button next to your age group.
- Click on the skill level best describing your typing (Beginner, Intermediate, or Advanced).
- Practice time: The program will inform you when your preferred practice time has elapsed.
- Goal Speed: This is the long-term adjusted words per minute (AWPM) target that the program will teach you. When you exceed your goal, you will be given the option of increasing it.

The Chalkboard

The lesson plan is always shown on the Chalkboard. Sometimes there is more text than can fit on the screen; use the scroll bar to see it all. Read the suggestion carefully. To do the lesson suggested, simply click on the button on the Chalkboard, or choose one of the items from the menus.

The Apple Menu

This menu tells you **About Mavis...** and provides access to desk accessories.

The File Menu

- **Help:** Context-sensitive help is always available. Simply choose this item and a help dialog containing text relating to the current situation will appear. On the left part of the dialog is an extensive list of all the help topics. Selecting any of these topics will bring up the associated help text.
- **Demo:** Selecting this item begins a self-paced demonstration of the program. After selecting Demo, a new menu will appear with the options of Ending the demo, toggling the sound, and slowing down or speeding up the rate at which the demo moves from screen to screen.
- **Delete Student:** Selecting this item posts a scroll dialog with the list of current students. Select a student's name to delete his or her records.
- **Quit:** Exit the program.

The Edit Menu

The items in this menu are provided for compatibility with desk accessories. They are not used within the Mavis Beacon Teaches Typing program.

The Requests Menu

The items in this menu take you to sub-functions of the program.

- **Keys and Fingers:** Selecting this option puts the keyboard and guide hands up on the screen. Type any key to see proper finger placement. This feature is available during a lesson so you'll never get stuck on a key you are unsure of.
- **Show Proficient Keys:** Displays the keys you type faster than your goal speed.

- **Look at Graphs:** Displays your progress charts. Once in graphs, you may select from 21 different charts. See Graph Setup in the Setup menu for details on how to set the sort criteria for the graphs.
- **Print Report Card:** Prints a report card listing your progress for the last 25 sessions.
- **Update Student Info:** Saves the current program settings with your student records. Any option, such as the metronome, can be set to your preference, then saved with this option.
- **Pause:** If the phone rings in the middle of an exciting arcade race game, choose this option to suspend the program.
- **Continue:** This item restarts the program where Pause left off.
- **End Lesson:** Select this item to leave any lesson and return to a new suggestion at the Chalkboard.

The Setup Menu

Mavis Beacon Teaches Typing contains an enormous number of options and features, any of which can be set just the way you like. Normally, Mavis sets these options so as to most quickly teach typing. However, you may override Mavis' choice at any time using these menu items. The Update Student Info menu item in the Requests menu can then be used to permanently save your preferences.

- **Gadgets...:** This dialog sets the status of the metronome, progress meters, clock, and guide hands.
- **Keyboard...:** This dialog sets the cursor (shown or hidden), the keytop character labels (shown or hidden), and the action that should be taken if the student types the incorrect key (does the program beep and wait, or should it move the cursor ahead anyway?)
- **Adjust Speed...:** This dialog lets you manually set the pace of the metronome or racer challenger car.
- **Teaching Style...:** This item adjusts Mavis' "personality." There are settings for the level of advice given at the Chalkboard, a way to turn all chatty messages off, a setting to adjust the value given to anti-repetition of lesson types when preparing the next lesson, and a way to set your test preference (Drills, Games, or Mixed).
- **Graph Setup...:** Chooses the sort order for display of graphs. Normally, the graphs are arranged in alphabetical order. You may, however, sort from low to high or high to low, with emphasis on today's session or all sessions.

The Choices Menu

This menu is where to look if you would rather not take Mavis' suggestion this time. Here, you can get a new suggestion, or even take over from Mavis and create your own lesson.

- **Change Drill to Game (or Game to Drill):** You may like the content of the lesson, but prefer to play a game rather than the suggested drill or vice-versa. This alternative lets you do just that.
- **New Suggestion:** A new lesson suggestion is posted on the Chalkboard.
- **Original Suggestion:** If you asked for a new suggestion, then decide Mavis' first suggestion was the best, this item will restore it.
- **Repeat Last Lesson:** Sometimes you will want to redo a lesson. This item posts the suggestion from the lesson just completed.
- **Build My Own Lesson:** Selecting this item lets you create a custom lesson for yourself. There are four general parts of a lesson. This dialog lets you set each of the four:

1. Goal. Any lesson can be built and scored so as to emphasize speed, accuracy, or both. Click the radio button of your preference.
2. Timing. Lessons may be specified by length (in words), time (in seconds), and the target speed (of the metronome or race car, if any) may be set. If a time is set for a lesson, the lesson text length will be adjusted to match your average words per minute score for the time entered.
3. Source. You may build your lesson from a long list of sources including Guinness Book of World Records, fun facts, hurdle words (words containing a large percentage of difficult reaches), words emphasizing each hand, and many others. Simply select from the scrolling list. You may also specify certain characters you think you need work on, and Mavis will create a lesson around them. Finally, you may also build your lesson from a standard text file that you have written (after you have typed the lesson using your word processor program, be sure to save it as "Text Only.")
4. Type. Each lesson may be built with a special kind of format:
 - Keyboard Drill: The "usual" kind of lesson; no special formatting.
 - Pattern Drill: Common letter patterns will be highlighted for the lesson. You must type the entire pattern correctly before moving on, or the cursor will move back to the beginning of the pattern.
 - Keyboard Tour: This kind of lesson is for beginners. Here, Mavis explains which finger should type which key as you type along.
 - Shift-Key Exercise: Every word in the lesson will start with a capital letter.
 - Racing Game: Just for fun (and speed!)
 - Barrier Drill: Mavis puts up a barrier so you can only look ahead eight characters. If you find that you are reading ahead in the text, try this kind of lesson to break yourself of this bad habit.
 - Transcription: The lesson will not appear on the screen. Instead, it will be printed on your printer and you will type the lesson by looking at the printed page. This is great practice for typists who will be doing mostly transcription typing.

The Size Menu

This menu lets you choose the font size of the characters displayed on the typing "screen" in the lesson.



Have Fun!!!

THE SOFTWARE TOOLWORKS

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