



**Type BETTER
& FASTER**

With The
EXCLUSIVE,
Breakthrough
CETM™ Method

Typing Tutor® 9

Platinum Edition

Windows® 98/95/3.1
Power Macintosh® CD-ROM

RSAC ADVISORY

ALL

SUITABLE
FOR ALL
AUDIENCES

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Welcome to Typing Tutor Platinum™

Windows® System Requirements

- ✓ 486/66 MHz or faster with 16 MB of RAM
- ✓ Windows-compatible Multimedia sound card
- ✓ Hard disk with 1 MB free space
- ✓ DOS 5.0 or higher
- ✓ Quad-speed CD-ROM drive
- ✓ Windows 3.1x, 95, or 98
- ✓ SVGA card (256 colors)
- ✓ Printer (optional)

Installing and Running with Windows® 3.1x

- Insert the *Typing Tutor Platinum* CD-ROM into your drive.
- Select **Run** from the File menu in Windows Program Manager.
- Type **d:\setup** and press ENTER. (If your CD-ROM drive is not d, type the appropriate letter.)
- Follow the instructions on the screen. A directory called Typtutor will be created on your hard disk, where your personal data files for this program will be stored.
- A new icon and a *Typing Tutor Platinum* program group will be created.
- With the CD in the drive, from the Program Manager, find and open the **Typing Tutor Platinum program group** and double-click the **Typing Tutor Platinum icon**.

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Installing and Running with Windows® 95/98

- Insert the *Typing Tutor Platinum* CD-ROM into your drive. Setup will start automatically if AutoPlay is enabled. Note: If AutoPlay is not enabled, select **Start** and then **Run** from the Windows Taskbar. Type **d:\setup** and press ENTER. (If your CD-ROM drive is not d, type the appropriate letter.) The install process will automatically begin if a previous install isn't detected.
- With the CD in the drive, select **Run Typing Tutor Platinum** from the main option screen if Autoplay is enabled. Note: If AutoPlay is not enabled, click **Start** on the Windows Taskbar.
- Select **Programs** and then **Typing Tutor Platinum**.

Macintosh® System Requirements

- ✓ PowerPC® with 16 MB of RAM
- ✓ Monitor with 640 x 480 display
- ✓ System 7.5.1 or higher
- ✓ Quad-speed CD-ROM drive
- ✓ 256-color capability
- ✓ Printer (optional)

Installing and Running on the Macintosh®

- Insert the *Typing Tutor Platinum* CD into your drive and double-click the **TTPlatinum Installer icon**.
- Click **Continue** and follow the instructions on the screen.
- To run the program, make sure the CD is in the CD-ROM drive, then double click the **TTPlatinum icon**.

Getting Started

Congratulations! You are ready to begin improving your typing NOW! If you are already a touch typist and want to improve your speed and accuracy, go directly to the Typing Tutor module and register as a new student.

If you are a beginning student, you have two choices:

1. Go directly to the CETM module and learn the whole keyboard in ten sequential lessons, each devoted to a specific finger. You can concentrate on building skills one finger at a time with this revolutionary new method. Each lesson is 20 minutes long, broken into four 5-minute sessions. You may change the length of a given session by accessing Lesson Time from the File menu. When you finish the CETM module, you may review any of the lessons if you wish. Then you will go to the Typing Tutor module to build speed and accuracy.
2. Go directly to the Typing Tutor module and register as a beginning typist. Use the traditional "home row" lessons to learn the whole keyboard. The standard home row method of teaching typing (with all fingers involved immediately) has been successful for thousands of people throughout the years.

Whichever method you choose, we suggest that you continue with it until you have learned the whole keyboard.

Typing Tutor Module

You may register as a New Student, Continuing Student, or Visitor.

To register as a New Student:

- Click the New Student button and enter your name in the dialog box.
- Click the Preferences button to see the many options available (or select Preferences at any time from the File menu).
- Click the appropriate level in the Experience box, and then set your typing speed goal.
- Indicate where you wish to save your *Typing Tutor* history file.

You may be asked to take a short diagnostic test to precisely determine your current speed and accuracy. You may take a practice test first or go directly to the initial diagnostic test. (You can take the diagnostic test later by selecting it from the Progress menu.)

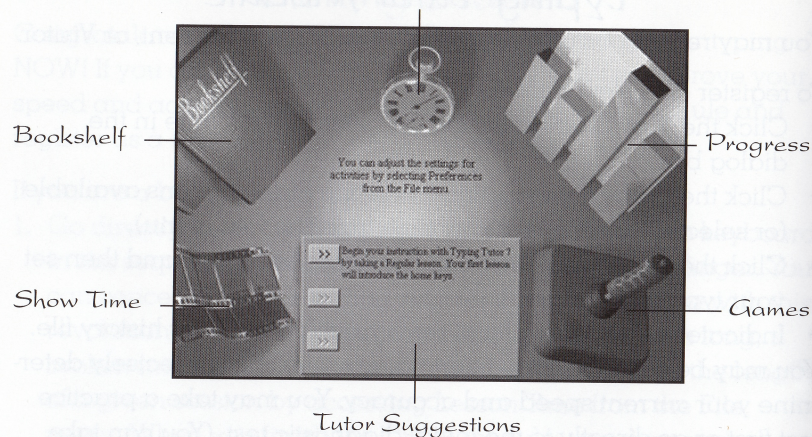
To register as a Continuing Student:

- Click the Continuing Student button.
- Select your name from the list of continuing students.

To register as a Visitor:

- Click the Visitor button. (Your record will not be saved.)

Lessons and Tests



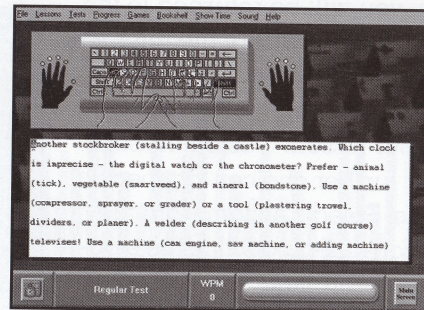
This is the *Typing Tutor* main screen. From here, you can go anywhere in the program. You will always find comments here from your personal, on-line typing coach. Based on your current ability level and the results of your last activity, *Typing Tutor* will recommend which exercises you should do next. To take one of the tutor's suggestions, just click the arrow beside an assignment. To plan your own program, click one of the five activity icons on the screen.



Lessons and Tests

Access a lesson by clicking the stopwatch icon (or clicking one of the lesson assignments the tutor has suggested for you).

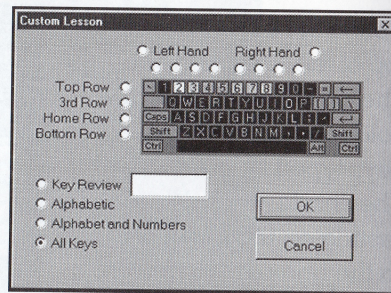
Notice the keyboard at the top of the lesson screen. The keys and fingers are color-coded to show the keys typed by each finger. The shadow hands are resting on the keyboard in the home row position, ready to show you the keys



to press for the first keystroke of the lesson. As you continue the lesson, the shadow hands animate and will demonstrate proper finger positioning for each new character before you type it. You can turn off the keyboard or hands, or choose another screen layout for your lesson by selecting Preferences from the File menu.

Your lesson appears in black text in the box below the keyboard diagram. As you type, your text will appear in blue. The text smoothly scrolls in time with your personal typing speed. Your errors will be shown in red; you may backspace to correct these errors unless you have turned off the backspace option. To hear

spacing music as you type, choose one of the five songs from the Sound menu. You can adjust the tempo of the music by choosing Faster or Slower from the Sound menu. When you finish the lesson, you will be returned to the main screen where the tutor will offer new, personalized suggestions based on the results of your lesson. Custom lessons offer further choices for specific focus. Select Custom from the Lessons menu or click the stopwatch icon, and then choose Custom Lesson options.



Tests

The *Typing Tutor* tests look and function like the lessons, except for two things:

1. You cannot design a custom test by row, hand, or finger.
2. New letters and characters are never introduced during a test.

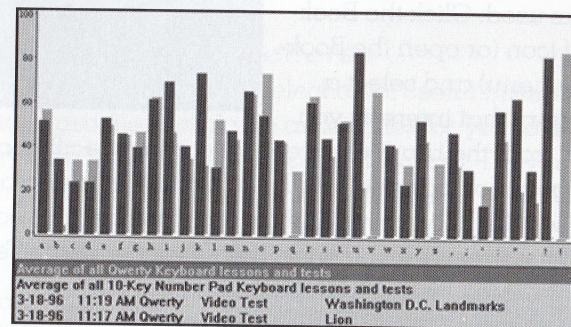
Choose Regular from the Tests menu, or click the stopwatch icon and select Test from the options dialog box. You can also select a custom test from the menu or dialog box



Progress

Click the graph icon to check on your typing progress. From this one screen, you may view various speed and accuracy graphs, and a progress report.

Compare your most recent test with your entire test history.



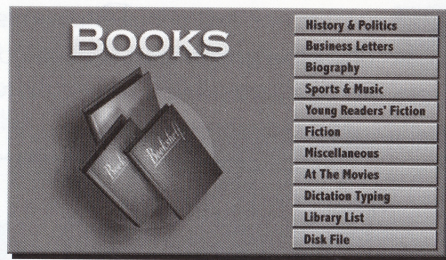
Print your graphs and reports by clicking . To return to the main screen, click .



Bookshelf

Typing Tutor offers over 100 interesting book excerpts from a wide variety of categories to use for your typing practice. Not only will you be getting in some good keyboard practice, but at the same time, you'll get to read about whatever interests you!

The Bookshelf feature also offers dictation, note-taking practice, and an alphabetized library listing of all the books used. Click the Bookshelf icon (or open the Bookshelf menu) and select a category that interests you.



Next, from the browser screen, choose a specific book from the category you have selected. Click a title in the scroll box, and you will see the book cover and an excerpt from that book. Scroll to read the excerpt if you wish, then click the Begin Test button at the bottom of the screen to begin typing the text.

Dictation and Note-Taking

In case you'd like to practice your dictation and note-taking typing skills, *Typing Tutor* offers 18 book excerpts which are read aloud to you for these purposes. You can access these excerpts from the Dictation Typing category of the Bookshelf.

Remember, you won't be seeing any preprinted text in the dictation mode! Once you click the Begin Test button, the excerpt will be read aloud to you. You may begin typing at any time. You may

also pause the dictation activity by pressing ESC or TAB in order to control the pace. When you click ESC or TAB a second time, the dictation will back up three seconds and then resume. You may type the complete text or just take notes on the important points.

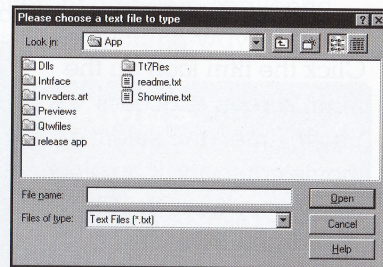
Business Letters

Choose this Bookshelf category for a selection of useful business letters. These letters are also available as text files for you to adapt and use with any standard word-processing program. They are in a separate *Typing Tutor* folder called Business Letters.

Disk File

You can import any text file to use for your typing practice.

- Select the Disk File option from the Bookshelf menu or category screen, then access the text file from this dialog box.
- Click on the TTWebsite icon in the program group or folder to download additional typing passages from our web site, typingtutor.com.



Library List

The final option in the Bookshelf feature is the Library List. As you use the book excerpts for typing practice, you may want to find out more about the books themselves. The Library List offers an alphabetical listing of each Simon & Schuster book title included in *Typing Tutor*. The ISBN numbers and book summaries are provided for you. Click the Library List button (or choose Library List from the Bookshelf menu) to view the library listing.



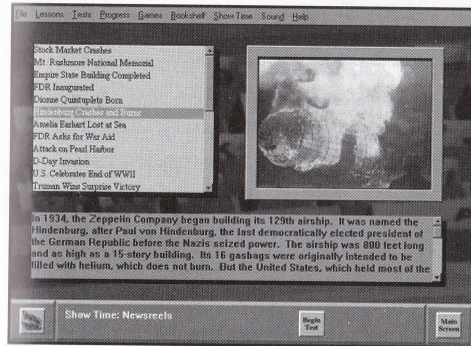
Show Time

Typing Tutor offers over 100 video selections with related typing practice. You can view video clips from many different categories such as sports, entertainment, and history.

- Click the film icon on the main screen to access Show Time, and select a movie category. (Or select a category from the Show Time menu.)



Select a video clip from the Show Time browser screen. Click a title in the scroll box, and you will see a still shot from the movie



accompanied by a related passage. Scroll to read the passage first if you wish, then click the Begin Test button at the bottom of the screen.

When you finish typing the passage, the movie will play. To see it again, click Play Video Again.



Games

Typing Tutor offers three different games to challenge your typing skills in an exciting and entertaining way.

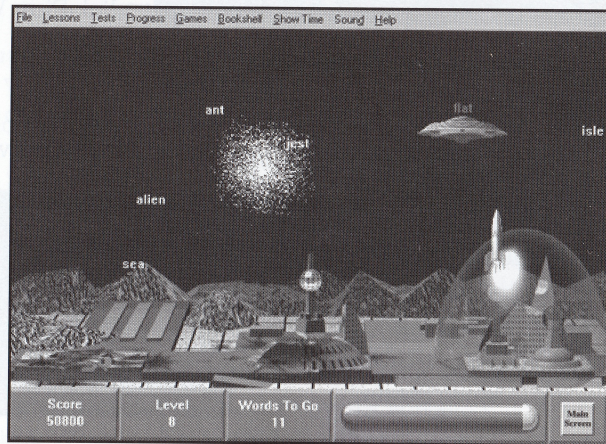
- Click the joystick icon on the main screen to access the game selection screen, or choose a game from the Games menu.




1. Letter Invaders

This fast-moving game challenges you to type the "invading" letters and words before they touch the ground. Each scene will show words falling from the sky. You must type each word accurately before it touches the ground in order to launch one of your missiles and destroy the letter invader. If you don't type fast enough, the invader will explode and destroy part of your city. It's easy to keep up at first, but the letters will come faster and faster.

How long can you protect your city and keep the game going?



2. Word Search

The traditional word search now becomes an exciting, fast-paced game! Your challenge is to locate and type the words hidden within the grid as fast as you can. Each word search is based on a different theme and randomly generated, so you'll see a new puzzle each time. Click  at the bottom left of the screen to sample a few of the word search themes. Choose one and start typing in the words you find, pressing ENTER or RETURN after each one. When time expires, any words you haven't found will pop up in red. You can choose from three levels of difficulty and set your own time limit. (Choose Preferences from the File menu.)



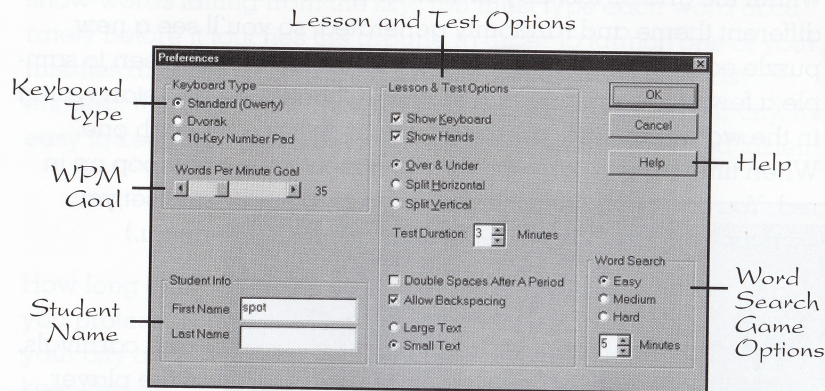
3. Whack 'Em

There's an age-old game found at arcades and carnivals, where little plastic objects rise out of grid holes, and the player tries to hit them on the head before they pop back into their holes. Whack 'Em is played the same way, except you must type the word before the critter creeps back into its hole! When the first critter and word appear, begin typing to start the game. If you type quickly and accurately, you'll "whack" the critters and enjoy their surprised reactions! Your goal in this game is to reach the "ultimate" opponent. Don't worry, you'll know him when you see him!



Preferences

Typing Tutor can be customized to fit your needs. Select Preferences from the File menu and make your selections.



Instructor Mode

The Instructor Mode allows a teacher to monitor both individual and group student progress. Progress reports, speed graphs, and composite reports can be displayed and printed. Additionally, a personal high game score list will be maintained for each student and can be accessed from the Game menu.

Before You Call Technical Support

Please have the following information ready when you call:

Windows® 95 or 98

1. Product name and version number (on the CD) of the product.
2. The processor and clock speed (e.g., 486/66) of your computer.
3. Your operating system's version number.
4. The brand name of the sound device installed in the computer.
5. The amount of free memory (memory available to run the program) you have. (In Windows 3.1x, go to the Program Manager from the Help menu; in Windows 95/98, open Explorer on the desktop and select About Windows 95/98 from the Help menu.) From the dialog box that appears, write down the Memory and System Resources values.
6. The complete and exact error message reported by the program (if any).
7. A printout of your config.sys and autoexec.bat files.

Macintosh®

1. Product name and version number (on the CD) of the product.
2. The model name of your Macintosh and the system version number. (See About This Computer on the Apple Menu.)

Technical Support

Support outside U.S. and Canada via fax, mail, and World Wide Web only.

Phone: (800) 457-8357 7AM-6PM Pacific Time, M-F

Fax: (818) 246-5604

World Wide Web: <http://www.KnowledgeAdventure.com>

Mail: Knowledge Adventure, Inc., 4100 W. 190th St., Torrance, CA 90504

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User's Manual Inside

Technical Support:
(800) 457-8357

Knowledge Adventure, Inc.
4100 West 190th Street
Torrance, CA 90504

Internet
www.KnowledgeAdventure.com

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