



The New & Innovative Web-based Solution for Keyboarding

Quick Start Guide

Welcome to TypingInstructorWeb

Welcome to TypingInstructorWeb, the new and innovative web-based solution for learning to type online. TypingInstructorWeb has all the tools you need to learn proficient keyboarding.

This guide will help you get started using the TypingInstructorWeb typist software.

How to Use

TypingInstructorWeb's typist software can be utilized by typists of all ages and skill levels, whether learning to type or just improving skills. The convenient Navigation Pane at the left keeps all of TypingInstructorWeb's tools available to you at all times.

This guide divides the suggested usage for TypingInstructorWeb into Learning to Type and Improving Typing Skills. Learning to Type is for beginners and typists who do not use a 10-finger key placement method or are just starting. Improving Typing Skills is for typists who have typing experience but now want to focus on speed and accuracy and skills improvement.

Learning to Type

TypingInstructorWeb is built upon a proven, comprehensive curriculum that follows the keyboarding standards outlined by the National Education Technology Standards.

Using TypingInstructorWeb's skill-building lessons, while following the Suggested Typing Course, helps create a foundation for touch-typing. Learning a few keys at a time, you will soon know how to type using all the keys on the keyboard. While proceeding through the Course, you'll test yourself to reinforce what you've just learned.

To begin:

1. View the **How to Type** presentation available from the Introduction page.



The How to Type presentation demonstrates valuable information such as proper finger placement, hints on increasing your speed and accuracy, and tips about ergonomics.

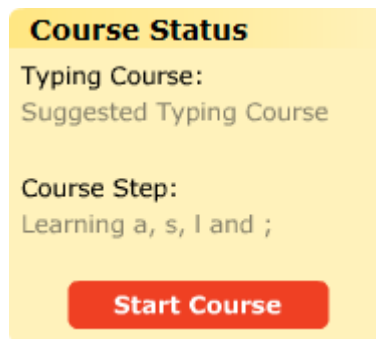
2. Choose a **Typing Course**.



From the Navigation Pane, click Typing Courses, and then select the course that is best suited for your skill level. The Suggested Typing Course, recommended for beginners, sets you on your way to becoming a proficient touch typist, beginning with the home row and keyboarding fundamentals.

The Ages 7 – 8 and Ages 9 – 10 Courses or the Home Row Course are the best courses for young typists to use first. These courses have been created specifically with the youngest typists in mind.

3. Click the **Start Course** button in the Navigation Pane to begin. After each Course Lesson or Test, built-in intelligence will progress you to the next step. As you achieve your accuracy and Goal WPM targets, you'll graduate to the next typing level. You'll receive instant feedback on all of your typing activities after each step in the Course.



Note: After each step in the Typing Course, click the Continue Course button in the Navigation Pane to continue.

4. Click **Typing Results** in the Navigation Pane.

TypingInstructorWeb gives you an in-depth analysis of your typing activities. At any point during your Typing Course, after completing lessons and tests, you can view your Typing Results.



Viewing results will help you identify your strengths and weaknesses, so you'll know which lessons and tests will help improve your speed and accuracy.

You can follow the step-by-step Typing Courses, or take a break at any time to practice other typing activities: Taking a break during your Typing Course is a good method for reinforcing what you have just learned.

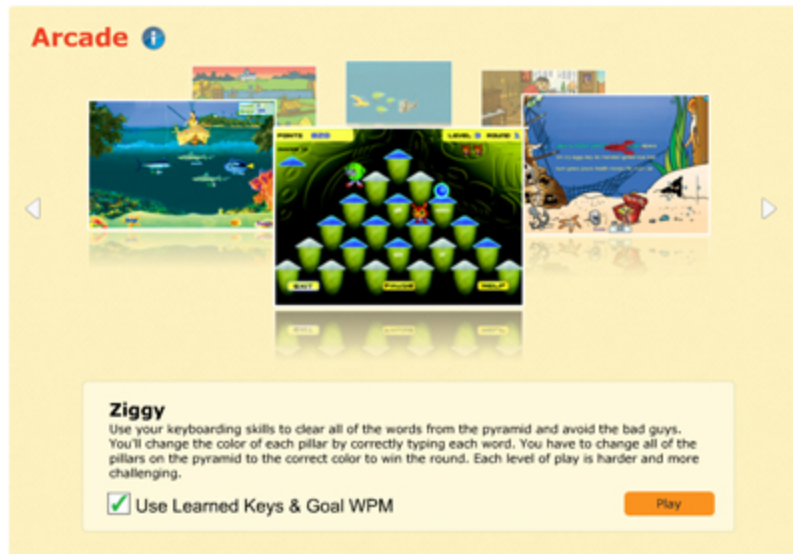
5. **Practice** while having fun. Having fun in the Arcade will keep you motivated as you learn.

Note: Other Practice options include **Lessons** and **Tests**, as well as magazine **Articles** which are best utilized by typists improving their skills (see below).

TypingInstructorWeb's **Arcade** typing games are ideal for new typists and make typing fun. You'll have so much fun practicing in the arcade you'll forget you're improving your skills!

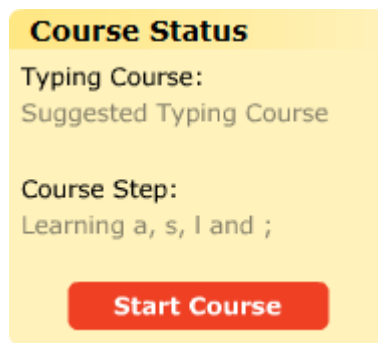
To reinforce your learning, you should select Use Learned Keys & Goal WPM in the Arcade. Learned Keys are keys learned from successfully passing a Learning Lesson in a Typing Course.

If you choose to play a game without Learned Keys, you'll have access to the games' Multi-Level play and additional settings to choose the lesson and difficulty (content and WPM) of the game. It is recommended that beginning typists use Learned Keys and Goal WPM. The speed of a game using Learned Keys is controlled by your Goal Words Per Minute speed, established in either the Edit Typist or Settings areas.



Note: You can view your Learned Keys by clicking **Learned Keys** in the Navigation Pane.

6. Click **Continue Course** in the Navigation Pane to resume your Typing Course, at anytime, particularly after taking a break.



Clicking the Continue Course button will always return you to the next step in your current Course, even if you're taking a break from the Typing Course.

7. Click **Typing Courses** in the Navigation Pane to select a new Typing Course.

After completing the Suggested Typing Course, or any Typing Course, you can return to the Typing Courses area to select a new course. After developing the fundamental skills, you'll find additional courses to help further refine and improve your typing.

See below for more information on improving your skills.

Improving Typing Skills

If you've completed the Suggested Typing Course, or are a new user with intermediate to advanced typing skills, you can utilize TypingInstructorWeb to further develop your touch typing skills.

1. Click **Skill Test** on the Introduction page, or from the Edit Typist area.

Skill Test

The Skill Test will help accurately determine your skill level. You can choose an appropriate Typing Course based on your results.

2. Use **TypingInstructorWeb** to improve your skills.

TypingInstructorWeb offers several options for intermediate to advanced typists to continue to improve their skills, including:

- a. Practice Lessons
- b. Practice Tests
- c. Arcade
- d. Typing Course
- e. Articles

Practice

- » Lessons
- » Tests
- » Articles
- » Arcade

Practice Lessons offer additional typing exercises and drills to create a foundation for proficient touch-typing. Here you'll find Arc drills, Escalator drills, exercises that focus on vowels, consonants, suffixes, prefixes, high risk combinations, the left and right hands, and more. Each of these exercises allows you to focus on unique skills to improve speed and accuracy.

Practice Tests allow you to measure your typing speed, document your accuracy, and identify which keystrokes are difficult for you and may require more work. All of the tests available in the Typing Courses are available here, as well as supplemental tests only found in the Practice area. The additional tests give you're the opportunity to get results on unique keyboarding combinations, such as reaches, the upper and lower rows, as well as Arcs, Symbols, Numbers tests and more.

Challenge yourself to improve your typing speed by taking your Practice Tests timed in one, two, three, four and five-minute sessions.

When playing **Arcade** typing games, increase the fun by challenging yourself with the unique Settings each game provides. Click the Use Learned Keys & Goal WPM checkbox to deselect the option – this gives you access to the game Settings. In Settings, change the WPM setting to control the speed of the game, or increase the level of difficulty by changing the content of the game using the Lesson selections. You can choose Easy Words, Difficult Keys, the keypad and more. Increasing the game speed (WPM) will cause you to type faster and changing the content will challenge you to improve your accuracy.

TypingInstructorWeb offers a diverse collection of **Typing Courses**, each with a unique curriculum.



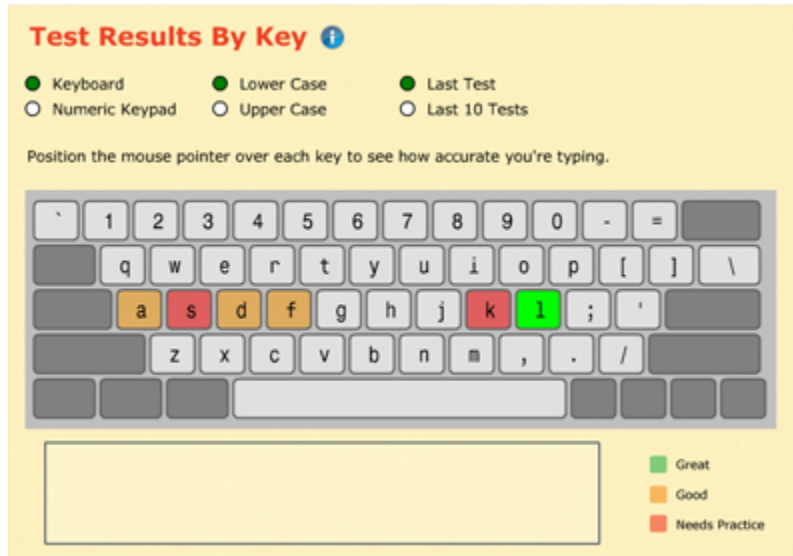
Explore the additional Typing Courses to further develop your skills. Focus on specific skills, such as escalator drills or horizontal row drills with the Escalator Drill Course and Horizontal Row Course. Or, if you want to improve your skills with the Shift key, you may want to select the Sentences Practice Course. There are more than 20 Courses to choose from!

The **Articles** area includes a variety of articles, on diverse topics, to give typists additional keyboarding practice to reinforce their typing skills. Passages from best-selling books, short stories, and magazine articles, keep your practice interesting.

As you practice typing Articles, you will receive immediate feedback for your WPM and Accuracy.

3. Click **Typing Results** in the Navigation Pane, to view your typing strengths and weaknesses.

After completing Practice activities, such as Practice Lessons and Practice Tests, you'll want to see how well you're performing on the keys. To see your strong and weak keys, click the Results By Key option. TypingInstructorWeb's color coding system indicates which keys you are typing Great, Good and keys that still Needs Practice. Focus on the weaker Needs Practice keys by taking Lessons and Typing Courses that teach those keys.



You can analyze and interpret your results in a variety of ways, including by Hand, Finger, Row, Key, or by getting a bigger picture and looking at results from the Last 10 Tests you took. By clicking each of these options, you'll see a graphic representation of your results, showing the left and right hand, the keyboard and the individual keys.

Find the best method for you to assess your progress and even print a graph, chart or Certificate of Achievement to document your typing milestones.

A Note about Settings

TypingInstructorWeb provides a variety of program settings to enhance your learning experience. You can establish your Settings before you begin the Suggested Typing Course, or at any point during your typing activities by clicking **Settings** on the Navigation Pane.

Beginners who are just learning to type should use the default Settings. Typists practicing their skills can change their Goal WPM, Typing Options, and even the font color and size during the typing activities for a unique and personalized TypingInstructorWeb experience.