

YOU HAVE JUST SAVED HUNDREDS OF HOURS OF FRUSTRATION

Congratulations!

You have made an even better buy than you could possibly imagine.

Your new **Type-right** is an interactive unit with the capability to assess your typing speed and accuracy and communicate these figures to you after each lesson via the LCD screen.

This **Type-right** product has been specially developed as the result of extensive research into the experiences of people who have tried to learn to type.

Studies show conclusively that people who try to learn typing with a computer or typewriter, on their own, are almost sure to fail. With these methods they are not interested in learning typing as an end, but as a means to some other end . . . such as computer programming or writing reports.

With **Type-right**, however, since teaching you how to type is the only function it has, there is no temptation to skip ahead and carry out other goals. The only thing you can do is learn how to type. And, as a result, you do.

Just start going through the lessons contained in this manual and see for yourself.

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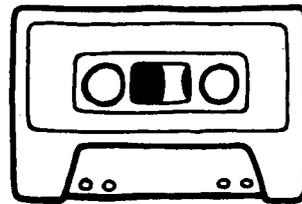
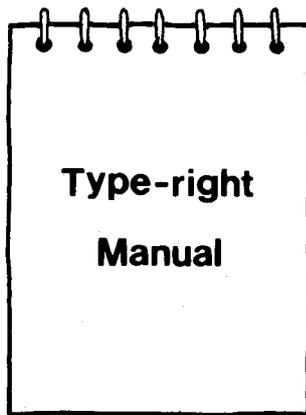
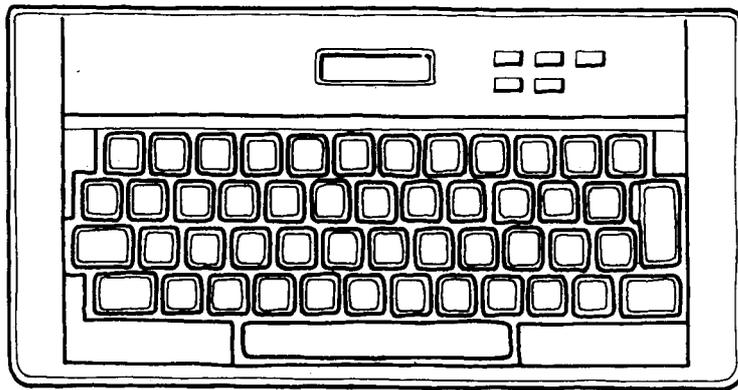
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What should be in the box

Inside the box you should find the following things:

- 1) This manual
- 2) The main **Type-right** unit
- 3) One pre-recorded cassette tape
- 4) Certificate reply-card
- 5) Warranty card



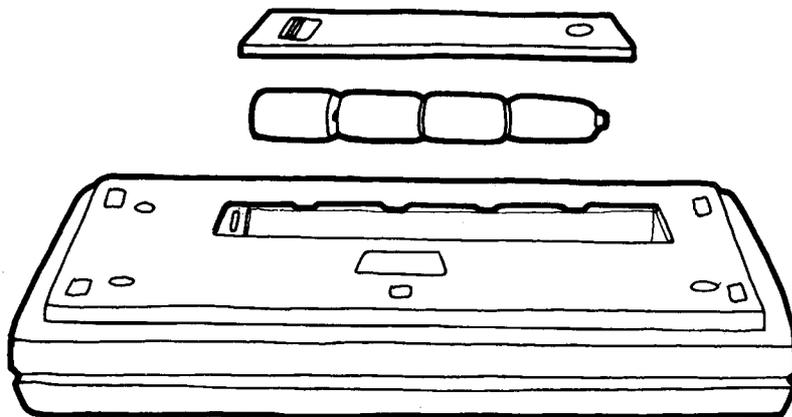
What to do if it is not there

If these things are not all in the box, contact the dealer from whom you purchased your **Type-right** unit.

How to put in the batteries

The **Type-right** uses 4 "C" size batteries. To install the batteries or change them, follow these simple steps:

- 1) Locate the battery case cover on the bottom of the **Type-right** unit.
- 2) Remove the cover.
- 3) Insert 4 "C" size batteries as illustrated.
- 4) Replace the battery case cover.
- 5) Press the ON/OFF key to begin working with the **Type-right**.

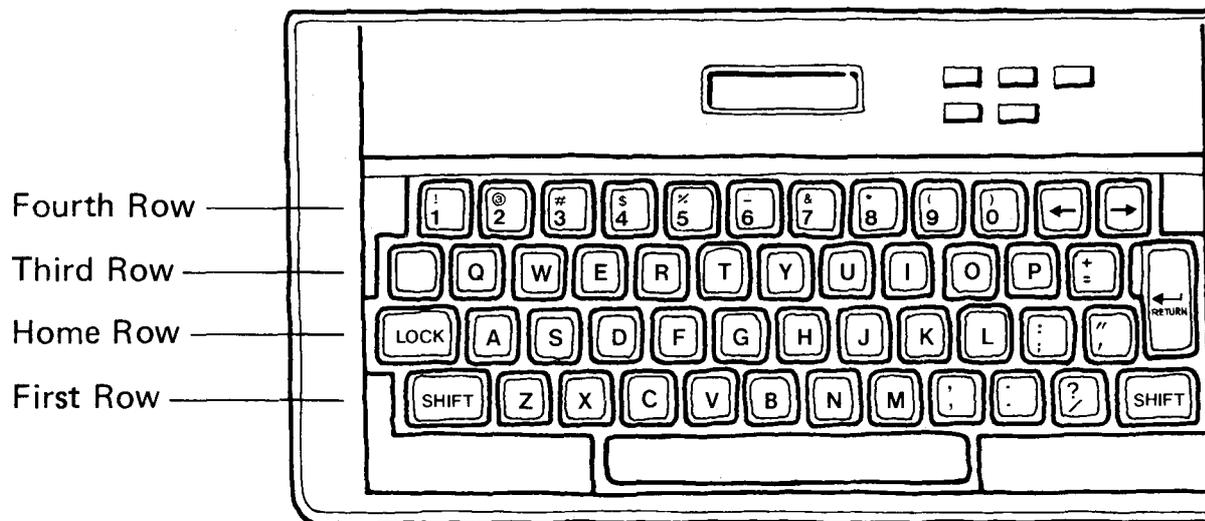


Battery saving auto shut-off

If your **Type-right** is turned on, but is not used for about 10 minutes, it will automatically shut off to preserve your battery power. This is very good for your batteries. But remember, when it does this, all memory will be wiped out and you will have to start again from the beginning. So don't expect the second half of your lesson to be waiting for you when you turn the **Type-right** on again.

The important parts

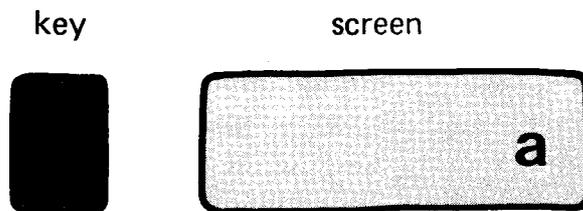
The following sections discuss in detail the usage of the major switches and input devices of the **Type-right** unit. Make sure you learn what all these things do before you attempt to use them.



The keys

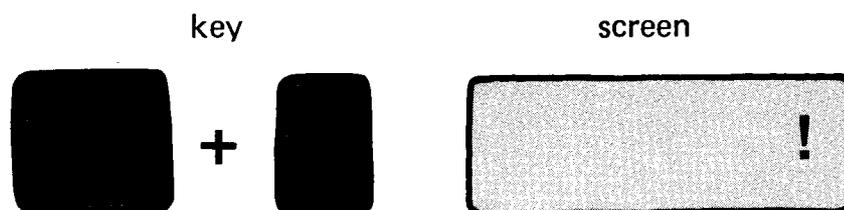
Your Type-right unit has 50 keys of all shapes and sizes, 42 of which will work in 2 separate ways.

Just press the key:



Most keys have a big white letter, number or word printed on them. If you press a letter or number key without touching anything else, the key will follow the orders of the big white writing. For example, if you press the key marked "1", a number "1" will appear on the screen. If you press the key marked "A", a small "a" will appear on your screen.

The SHIFT key:



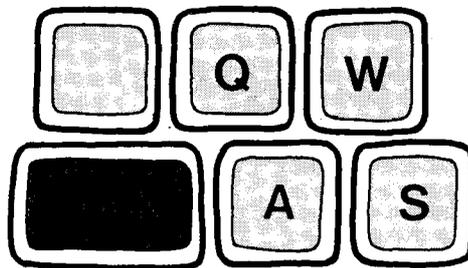
On 16 of your keys ... all the number keys plus 6 others ... there is a small symbol printed on top of the key. To make this top symbol appear on your screen, you must press one of the SHIFT keys at the same time as you press any key with a small symbol. For example, if you press the SHIFT key and the "1" key at the same time, a "!" will appear on your screen.

(Note: To type the lower symbol on those 16 keys, type as you would for a small "a"; i.e., just hit that key without touching anything else.)

If you press the SHIFT key and any letter key from A to Z, a capital letter will appear on your screen. For example, if you press the SHIFT key and the "A" key at the same time, your screen will show a capital letter "A".

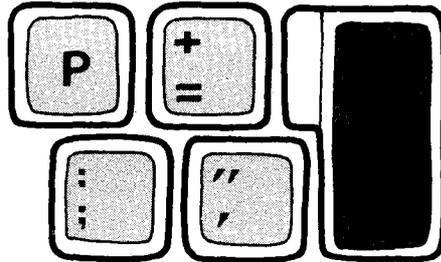
The SHIFT keys are easy to find. They are so important that there are two of them, one on each end of the bottom row of keys. To make things even easier for you, they say "SHIFT" on them.

The LOCK key:



When you press this key, you lock the keyboard into producing all capital letters. ONCE THE KEY IS ENGAGED, ALL YOUR TYPING WILL APPEAR LIKE THIS. IT WILL CONTINUE IN THIS FORM UNTIL YOU PRESS THE SHIFT KEY, at which time it will return you to normal letters.

The RETURN key:

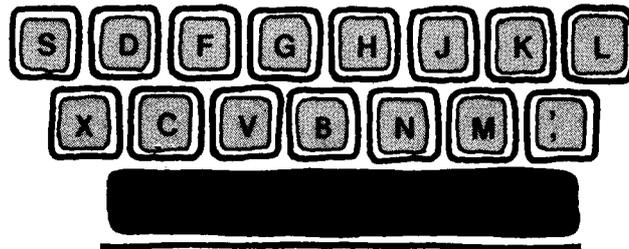


This key is located on the right-hand side of the second row of keys on your **Type-right** unit. It has the word RETURN printed on the top of it.

The RETURN key is used to tell the **Type-right** that you have finished typing a line and want to start a new line. If you don't push the return key when you want to end a line, the machine will combine it with the next line and you would likely have to type both lines all over again.

RETURN actually stands for CARRIAGE RETURN and is a phrase that has been adopted from old typewriter technology. Occasionally, when reading basic program books, you will see the symbol CR used for this function. Those who want to get away from association with typewriters will use the command ENTER. Don't let either of these worry you. They both simply mean RETURN.

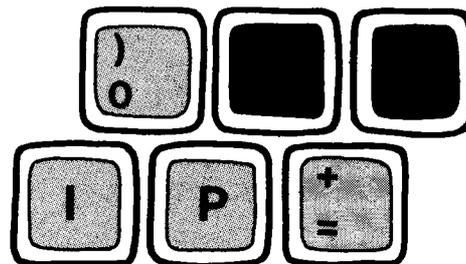
The SPACE key



This is the big long key at the bottom of your keyboard. What it does is create an empty space between words, letter or numbers when you are typing. Otherwise you would end up with one big word which even you would have trouble reading.

The SPACE key will put an empty space on the screen whether you just press it or whether you press it at the same time you are pressing the SHIFT key.

The CURSOR control keys:

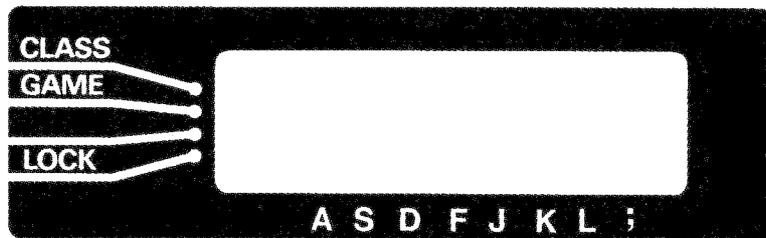


These two keys have arrows on them. One points left, and the other points right. They let you move the cursor one way or the other on the screen.

The cursor is a little blip or line that indicates where the next letter you type will appear. On the **Type-right** unit, because the screen is only an electronic window, these arrow keys let you scroll back and forth on each line of type visible on the screen ... in order to let you make corrections while practicing lesson 8 and lesson 9.

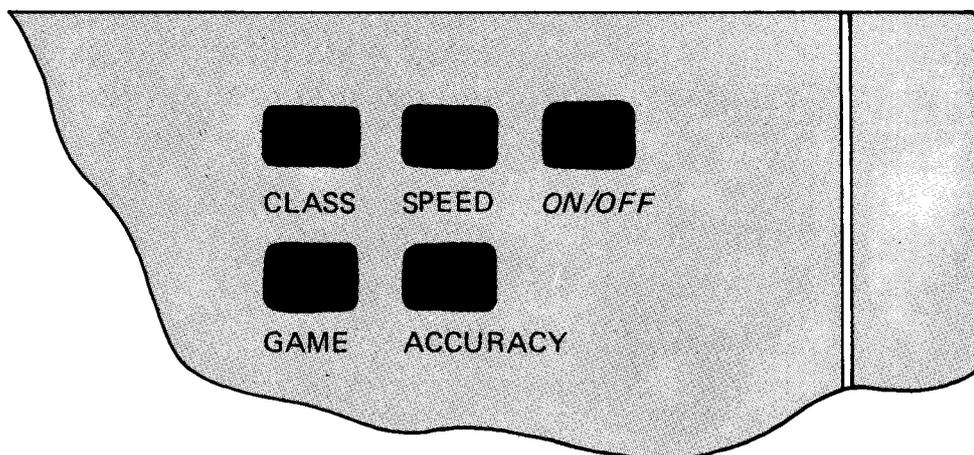
The **Type-right** will check any mistakes after each word you have typed. Once the SPACE key has been pressed after the typed word, however, you cannot move the cursor backward. Also, if the word is longer than 8 characters, the **Type-right** will check your mistake right after the 8th character; that means there is no way to move the cursor back after the 9th character.

The LCD screen:



The function keys:

Your **Type-right** unit has 5 function keys. As the name implies, they allow you to use the built-in features of the unit. For exact details on these function keys, refer to the up-coming sections.



The ON/OFF key:

When your **Type-right** unit is ready to go, you must always press the ON/OFF key before beginning any work. After you have pressed this key and the unit is ON, you can continue by pressing any of the following function keys.

By the same token, when you have finished working, always remember to press the ON/OFF switch again to turn the unit OFF.

The CLASS key

What it does:

This key allows you to choose which "class" you want to be in. You have a choice of 9 classes. Class number 1 is the most basic. Number 9 is the most difficult.

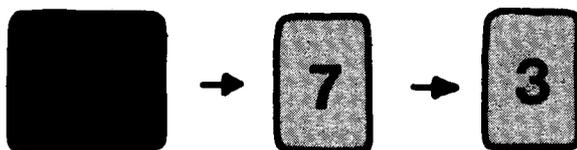
How it works:

Press the CLASS key and the desired NUMBER key directly afterwards.

For example, if you would like to learn the lessons given in Class 5, press the CLASS key and then the 5 key.

Lessons 6–9 have 4 levels from which to select. For example, if you wish to study Lesson 7, level 3, press CLASS, then 7, and then 3.

Lesson 7, LEVEL 3



The GAME key

Built into your **Type-right** unit is a learning game which is not only fun to play, but actually helps you to learn some aspects of typing in a fun way. It generates letters from A–Z and they travel across the screen. You must hit the corresponding letter on your keyboard before the traveling letter disappears. If you miss 3 times, you lose.

How it works:

Once the unit is turned on, simply press the GAME key. Then choose level 1 or level 2 by pressing the 1 or the 2 number key.



Then put your fingers on the keyboard and play.

The SPEED key

What it does:

This function calculates your typing speed and displays the figure on the LCD screen.

How it works:

After you have finished working at one of the Classes, your SPEED will be displayed automatically. You can check your speed anytime by pressing the SPEED key before you move to another level or start another practice.

(NOTE: The SPEED key only works in Classes 6-9. In Classes 1-5 your typing speed figure will be displayed automatically when you have completed the lesson.)

The ACCURACY key

What it does:

This function determines how accurate you have been in typing out the lesson. It gives your accuracy as a percentage. This percentage figure shows what percent of the lesson you typed correctly.

How it works:

Press the ACCURACY key when you have finished your work in Lessons 6–9. Your accuracy percentage will appear on the LCD screen. The higher the number the more accurately you have typed. As you practice, strive to keep this accuracy number as high as possible.

The purpose of the CASSETTE TAPE

You've probably noticed that there is a cassette tape which is included with your **Type-right** unit. This tape contains the same material which is printed in this Course Book.

If you find it easier to listen than to read, simply put the tape into any cassette player or walkman stereo and follow the directions.

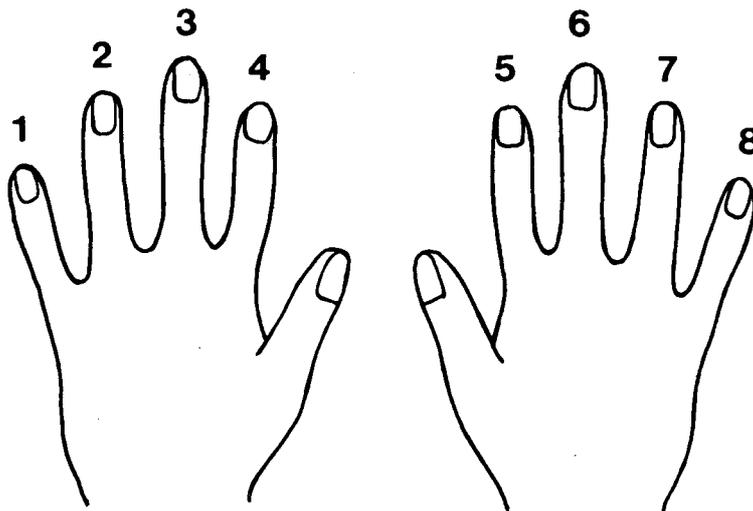
There is no need to connect this in any way to the **Type-right** unit. It is simply included as an option to reading your instructions.

Numbering your fingers for further reference

To make typing easier, let's number your fingers. We'll start with your pinkie on your left hand. That will be number 1. Continuing from left to right on your left hand, the next fingers will be 2, 3, and 4. Number 5 will be the index finger on your right hand.

Thumbs are not numbered.

The other fingers on your right hand from left to right will be numbers 6, 7, and 8. These are your finger numbers. Look at the diagram and memorize them. From now on, we will refer to your fingers by their numbers. (If you are really nervous about remembering, just write down the numbers on top of the correct fingers.)



Thumbs — where to place them

Even though your thumbs are not assigned numbers, they do have an important job to do. They rest above the big long key at the bottom of your keyboard. It is the biggest key of all. It is called the SPACE KEY.

When you hit it with your thumb, it creates a space between letters. This makes it possible to create words by leaving a space after the letters forming a word. **THAT IS WHY IT IS IMPORTANT** to master the use of the SPACE KEY. You don't want to type this: **That is why it is important.** Whenever you need a blank space to separate words, just hit the SPACE KEY with your thumb.

Use one thumb only

Decide which of your thumbs you will use, and **ONLY USE THAT THUMB FOR SPACING.** Usually if you are right-handed you will use your right thumb to hit the SPACE KEY. If you are left-handed, you will probably prefer to use your left thumb. Regardless of which thumb you use, keep the other one away from the SPACE KEY. **REMEMBER TO ALWAYS USE THE SAME THUMB TO HIT THE SPACE KEY.**

THE LESSONS

To type properly, each finger of both hands is responsible for certain letters and keys. To help you out, we have made the keys in two colors. This should make it a little easier to see which finger is responsible for which key.

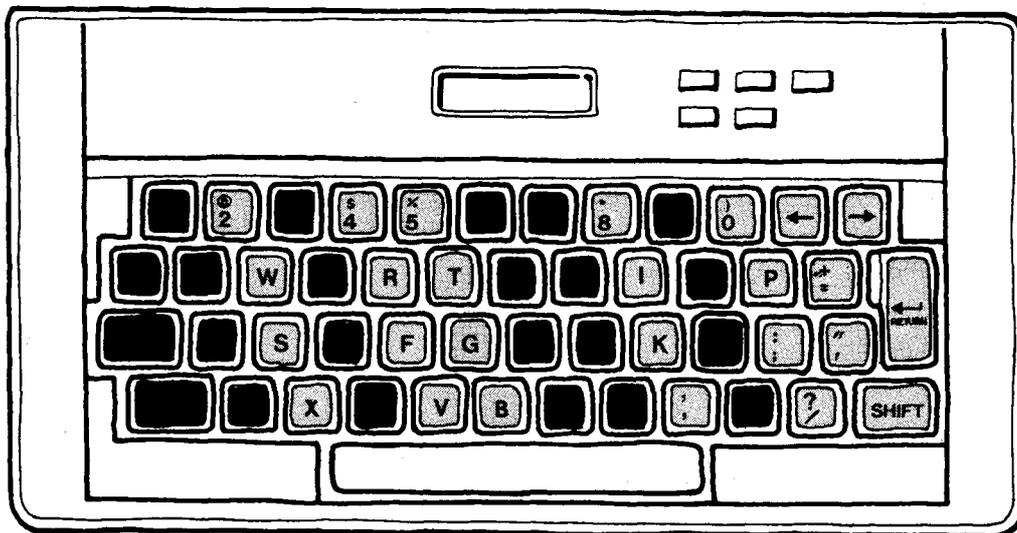
Here is how the color code works:

Take a look at the left-hand side of the keyboard. All the keys there are dark. These keys are all operated by the little finger on your left hand.

Next to this dark clump of keys there are 4 lighter colored keys; specifically the 2, W, S, and X. This group of keys will be used by the next finger (your second finger according to our numbering reference) on your left hand. And so on. The keys for which each finger is responsible are a different color.

Therefore, they are easy to use.

To make things even easier, and for fast reference, the finger responsible for any particular group of keys is written at the top of the keyboard.



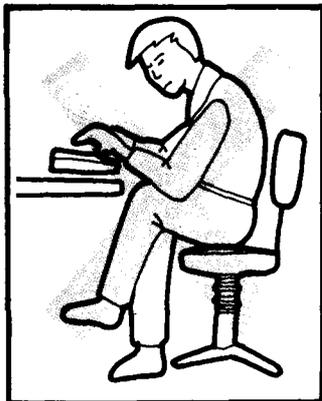
GETTING READY TO TYPE

Type-right Machine Position

Your **Type-right** machine should be placed in the center of the desk or table you select. The machine should be even with the front edge of the desk or table. When sitting on the chair and facing the machine, the bottom of the machine should be about level with the middle of your stomach. Make sure your machine is neither too high nor too low.

Posture

Your body should be approximately an open hand's length from the machine and centered between the G and H keys. Make your **BACK STRAIGHT, SHOULDERS LEVEL, AND LEAN A LITTLE FORWARD**. Place your **FEET ON THE FLOOR** with one foot slightly ahead of the other. Keep your **FINGERS CURVED** (as if you were going to scratch something), allowing only the tips to touch the keys lightly. Your **PALMS SHOULD BE RAISED** and not touching the frame of the machine, and your **ARMS SHOULD BE BENT AND RELAXED AT YOUR SIDES**. Your **HEAD SHOULD BE ERECT** and looking at the side of the machine where your book is located.



Stroking (hitting or tapping) The Keys

Remembering to use good posture, try not to move your fingers that are resting on the keys until you are ready to type. To type the keys, keep your fingers curved and use the tip of a finger one at a time, lightly tapping a key. Tap or touch the key as if it were "red hot" instead of leaning hard on the key. Try not to move other fingers. Type each space and letter with a light, sharp, quick stroke. Try to keep excess motion to a minimum. To activate the SPACE KEY, merely use the extended thumb you selected (right or left only) and lightly tap the SPACE KEY.

Use the little finger of the right hand to hit the return key and, again, try not to move your other fingers.

How to select the lessons and levels you want

Just follow these simple steps to get to the particular lessons and levels that you want to practice without losing any valuable time.

- 1) Turn **Type-right** on.
- 2) Press the **CLASS** button.
- 3) Choose the lesson number by selecting from **Lessons 1–9**.
- 4) Those lessons which have levels (6–9) will further prompt you to pick from levels 1–4, which you do by pressing the appropriate number key.

That's it. Now you can choose any lesson and any level, and begin to practice your typing. Don't waste more time reading. Get to work!

What the GAME is and how to play it

The Game is an exciting self test that can be played on two levels of skill. On the first level, randomly generated letters from A–Z appear at one side of the screen and travel to the other side. You must hit that letter on your keyboard before the character disappears or you lose one chance.

If you miss three times, the game is over and you have lost. The score is recorded and accumulates.

Level two is the same game, but the characters travel much faster.

Scoring

You lose one point every time you hit the wrong key.

Whenever you strike a key correctly, you gain 1 point. If you are still playing after a half minute, you will receive an extra bonus of 100 points, plus the points earned while playing. The Game will then be automatically advanced to a higher level.

How to select the GAME

- 1) Turn the **Type-right** on.
- 2) Press the **GAME** button.
- 3) Press either the 1 or 2 key.

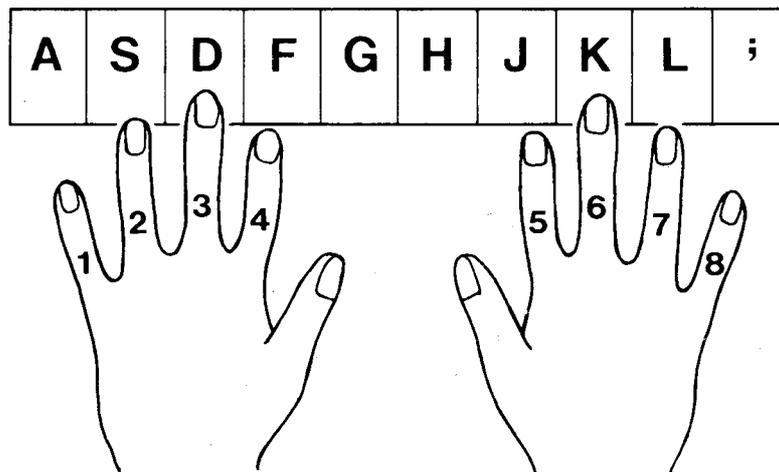
Have Fun Playing The Game !

LESSON 1

THE HOME ROW (THEORY)

Home is where you go when you have nothing else to do—when the movie is over or the fun is finished. Then you go home. You rest there and get ready to do the next exciting thing. It's the very same in typing. As soon as you finish doing something, you go HOME.

HOME, in typing, is the place where your finger tips lightly touch the A S D F J K L ; keys and rest when they are not typing anything. Just put your finger tips lightly on the keys so your finger numbers correspond to the following letters:



The thumb which you plan to use for spacing should be placed above the middle of the long space key, but should not touch the space key when in the HOME position. This is because the hands must be slightly raised in order to allow for upper and lower keyboard stroking. The thumb that is not being used should be kept out of the way.

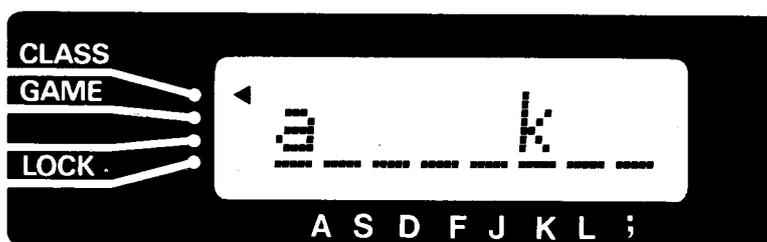
That's HOME. Please take the HOME ROW position right now.

THE HOME ROW (PRACTICE)

When you are typing, you shouldn't be looking at the keys. Instead look at what you are typing. For this lesson, what you are typing will appear on the screen.

The screen has 8 places to put letters . . . just as you have 8 fingers. So, to help you out, each letter that appears will be in the position that corresponds to the finger number responsible for that letter.

For example, the letter "A" is controlled by finger number 1. The letter "A" will appear in the 1 position on the screen. The letter "K", on the other hand, is one of the responsibilities of finger number 6. "K" will appear in the 6 position on the screen.



What to do

Turn on the **Type-right**. Choose Lesson 1 by pressing the CLASS key and then pressing the 1 key. Put your hands on the correct home row keys. Look at the screen ... not your hands.

Now you are ready.

Soon the **Type-right** will begin to generate random letters from the home row. These will appear on the screen at the correct finger position. When they appear, you must type them.

That's all there is to it.

Don't be surprised to encounter more than 8 letters. As you can see by the color coding, some of your fingers are responsible for more than one letter . . . even on the home row.

Before moving on, you should have attained a score of 60.

LESSON TWO

THE THIRD ROW (THEORY)

Now, having discovered that your fingers just can't sit still on the home row, but have to sneak off sideways every once in a while, here's another surprise for you. Your fingers also have to go up and down quite often.

This lesson makes your fingers go up to the third row of letters on your keyboard. This row starts with the letters QWERTY. The color coding tells you which fingers are responsible for which keys in the third row.

After you hit the keys on this upper row, your fingers should automatically return to the home row. This way they can be ready to dash off to the next letter.

Let's now move on to the practice section of this lesson.

THE THIRD ROW (PRACTICE)

To begin practicing this lesson, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 2 key

How it works:

Like LESSON ONE, this lesson generates random letters and displays them in their proper place on the screen. What you have to do is type the letters which appear.

Before moving on to the next lesson, you should have attained a score of 60.

LESSON THREE

THE FIRST ROW (THEORY)

In addition to moving your fingers sideways and up, they also have to move down. In case you hadn't noticed, there is a whole row down there which must be typed at one time or another.

Let's now move on to the practice section.

THE FIRST ROW (PRACTICE)

To begin practicing this lesson, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 3 key

How it works:

Similar to previous lessons, this lesson generates random letters and displays them in their proper place on the screen. What you have to do is type the letters which appear.

So put your hands on the HOME ROW and get ready. Now go.

Before moving on to the next lesson, you should have attained a score of 60.

LESSON FOUR

THE FOURTH ROW (THEORY)

At this time you should have mastered all the letters. Assuming you have mastered the letters, the next challenge is to master the numbers on the top row. Go to the practice section.

THE FOURTH ROW (PRACTICE)

To begin practicing this lesson, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 4 key

How it works:

As in previous lessons, this lesson generates random letters and numbers and displays them in their proper place on the screen. What you have to do is type the letters and numbers that appear.

Don't forget to start by placing your fingers lightly on the Home Row. Always go from there.

Before moving on to the next lesson, you should have attained a score of 60.

LESSON FIVE

SHIFT key And All Rows (THEORY)

It is now time to master the shift keys. They create a whole new row at the top and make just about every key on the board do something different. So it's not just a new row this time, it is whole new keyboard.

Move on to the practice section.

SHIFT key And All Rows (PRACTICE)

To begin practicing this lesson, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 5 key

How it works:

Similar to previous lessons, this lesson generates random letters and numbers and displays them in their proper place on the screen. You must type the letters and numbers which appear.

This will be a little harder than before. Now there are letters from the THIRD ROW, from the HOME ROW, and from the FIRST ROW, as well as numbers from the TOP ROW, in addition to a whole new keyboard created by the SHIFT key.

The Use and Function of the SHIFT Keys

The SHIFT KEYS are located on the left and right sides of the bottom row of keys. Their function is to permit the typist to capitalize letters and use the signs and symbols which appear at the top of the other keys. It is easy to use the SHIFT keys, but you must keep in mind that, unlike all of the other keys, the SHIFT keys must be held down when you operate them.

Use the left shift key to capitalize letters typed with the right hand. Use the right shift key to capitalize letters typed with the left hand. NEVER TRY TO CAPITALIZE A LETTER USING THE SAME HAND. The little finger of each hand operates the shift keys. As you use these fingers, try to keep the other fingers as close to the home row keys as possible. You may have to lift some of the other fingers to help make a smooth shift.

Using the shift key is a three-step process:

- 1) Using the little finger, *press and hold down* the shift key.
- 2) While the shift key is still held down, *strike the letter that is to be capitalized* with the other hand.
- 3) *Release the shift key*, and return all fingers to the home row position.

You can practice the above three-step process with the Type-right machine in the "Off" position.

Before moving on to the next lesson, be sure you have thoroughly mastered Lesson Five. You should attain a score of 60.

Take A
Well-deserved Break.
You Have Completed More Than
Half Of Your
Type-right Lessons.

Information You Must Know Before Continuing Your Lessons

From now on the practice lessons will appear in this book, instead of on the screen.

Lessons 6–9 require you to type from the lesson materials that are in this Course Book.

Using RETURN

You must use the RETURN key to enter what you have typed into the **Type-right**. Only then can it tell whether you are doing well or not.

In the following lessons, you will see that when you reach the end of a line, you must hit the RETURN key.

Correcting mistakes

You can correct mistakes if you notice them in time. The corrected material must still be showing on the screen. You cannot move off the screen to bring back anything that has already gone. Also, you have to make the correction before you press the RETURN key. After you've pressed RETURN, the typing is entered into the **Type-right** and cannot be corrected.

But if you see a mistake on the screen, use the CURSOR keys to position the cursor line under the mistake and simply type over it.

LESSON SIX (THEORY)

You will now be looking at material in this book and trying to reproduce it perfectly with your keyboard.

Try to look at the book you are typing from rather than at the screen.

Remember to return your fingers to their HOME ROW position after typing each letter.

This lesson will concentrate on simple words, rather than just random letters. This is easier to do and is the way you will be typing in real situations.

There are 4 levels in lesson 6.

Discover what they are. Begin the practice section.

LESSON SIX

(PRACTICE)

In lessons 6–7, you should aim for accuracy. **TYPE-RIGHT** will stop when you hit an incorrect key and only continue when the correct key is hit.

Type in the practice words shown on the next page. When you reach the end of a line, press the **RETURN** key on your keyboard.

Remember that time is important in making up your score.

LEVEL 1

This level lets you keep your fingers on the **HOME ROW** during the whole exercise.

Here's what to do:

- 1) Turn on the unit
- 2) Press the **CLASS** key
- 3) Press the **6** key
- 4) Press the **1** key for level one

Then type the following words exactly:

a lad had a gal
a gal had a dad
a lad asks a gal's dad
a sad lad laffs a lass laff
alas; all lads shall fall
dads all add; as lads ask dads
gals shall dash as lads ask
a glass lass has a sad salad
gals shall lag as fads jag
lads dads has glad gals

NOTE:

Before you move to the next level, you should be able to type this one thoroughly. After completing the exercise each time, the SPEED will be indicated automatically by a Word per Minute count (WPM).

Then press the ACCURACY key to see how many of your keystrokes were correct.

Before moving on, you should have attained a speed of 30 WPM with an ACCURACY reading of not less than 80%.

LEVEL 2

This level makes you use both the HOME ROW and the THIRD ROW. You have to move your fingers quite a bit; not only side to side, but up, too. Remember to return to the HOME ROW every time.

Let's see if you can do it.

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 6 key
- 4) Press the 2 key for level two.

Then type the following words exactly:

splloosh was the spleesh of the splash
gloosh was the gleesh of the glass
the great spllooshes and splashes
wet all our flash sashes
while the splloosher just spllooshed its way past
i shall walk tall the short guy said
through great grey surf or hot shot lead
will i trip or talk out loud
or wear that purple durple shroud
or will i just type out this dull stuff

NOTE:

Before you move to the next level, you should be able to type this one thoroughly. After completing the exercise each time, the SPEED will be indicated automatically by a Word per Minute count.

Then press the ACCURACY key to see how many of your keystrokes were correct.

Before moving on, you should have attained a speed of 30 WPM with an ACCURACY reading of not less than 80%.

LEVEL 3

This level makes you use both the HOME ROW, the THIRD ROW, and the FIRST ROW at the bottom of the keyboard. In order that you may use all the letters, you'll have to move your fingers up and down and sideways.

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 6 key
- 4) Press the 3 key for level three

Then type the following words exactly:

we are now allowed to use all the keys
we can use any old letter we want
that is why it is much easier now
before it was difficult to think of words
because we could not use many letters
but now we can and everything is much easier
so coming up with ten lines of words
can now be done in no time at all
even if everything is kept very simple
is it not nice to know that someone is happy

NOTE:

Before you move to the next level, you should be able to type this one thoroughly. After completing the exercise each time, the SPEED will be indicated automatically by a Word per Minute count.

Then press the ACCURACY key to see how many of your keystrokes were correct.

Before moving on, you should have attained a speed of 30 WPM with an ACCURACY reading of not less than 80%.

LEVEL 4

In this level, you have to use all the keys, plus the shift key, and the number keys. You have to get everything going for you. It's not going to be easy. You may give up at this point and never type again ... but if you can just make it through level 4 here ... you can do anything.

Give it a whirl.

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 6 key
- 4) Press the 4 key for level four

Then type the following words exactly:

Seventy-five % of US\$3999 isn't quite \$3000.

1220 IF X=Y+789 THEN GOTO 550

12 cartons (1 doz/ct) cost @ \$35.00 FOB

Ain't really ain't in the dictionary

B&W film isn't able to give color prints

10-9-8-7-6-5-4-3-2-1-0, Blast off!

7/8 of 1% of the original 55% of 1/2 the sample

HYDROGEN IS # 1 on the charts.

I said "A WOP BOP, A LOO BOP, A WHAM, BAM, BOOM!"

if 11111000000 is 1984 in binary, what is 1985?

NOTE:

Before you move to the next level, you should be able to type this one thoroughly. After completing the exercise each time, the SPEED will be indicated automatically by a Word per Minute count.

Then press the ACCURACY key to see how many of your keystrokes were correct.

Before moving on, you should have attained a speed of 30 WPM with an ACCURACY reading of not less than 80%.

LESSON SEVEN

(THEORY)

In this lesson **TYPE-RIGHT** will stop when you hit an incorrect key and only continue when you hit the correct key.

This entire lesson is in sentences which use progressively more and more keys in each level.

To get started, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 7 key
- 4) Press the 1, 2, 3 or 4 key for 4 different levels.

NOTE:

Before you move to the next level, you should be able to type this one thoroughly. After completing the exercise each time, the **SPEED** will be indicated automatically by a Word per Minute count.

Then press the **ACCURACY** key to see how many of your keystrokes were correct.

Before moving on, you should have attained a speed of 35 WPM with an **ACCURACY** reading of not less than 85%.

LESSON SEVEN

(PRACTICE)

LEVEL 1

The red fox is quick.

The brown dog is lazy.

The fox jumps over the dog.

The red fox jumps over the lazy brown dog.

LEVEL 2

If 4 chickens cost \$100,
then a chicken costs \$25 @.

He said "Everything I said was a lie",
so was this statement the truth or not?

Once you can type well, you can type anything
from a letter to a computer program.

$\frac{3}{4}$ of the quick red fox jumped over about
 $\frac{7}{8}$ of the lazy brown dog.

LEVEL 3

$3/8$ of $1/2$ is $3/4$ of the whole things, isn't it?

If you use B&W film, it's difficult to get color photographs from your D&P shop.

'Made in Mississippi by Mississippi maid.' is a sentence which uses alliteration as a mnemonic device.

$E=MC$ squared is a formula which describes the product of M (the mass of an object) multiplied by C (the speed of light) squared and expressed as E (the energy given off).

The longer these sentences are, and the more difficult they are to type, the better they are for you because, instead of utilizing only $1/2$ of your typing talent, they force you to put out 100% effort and thereby improve yourself immensely.

LEVEL 4

The following sentences are all connected in content to give you an idea of what it is like to type out letters and articles which are more than simple unconnected thoughts and words.

This second sentence would really follow the first and be tucked right up to the end of it if this was a normal paragraph, but it isn't . . . so it isn't, but instead is put out on it's own like someone who has no friends.

Nevertheless, it all kind of makes sense in one way or another when you really sit down and think about it, if you have the time, but many people don't and so they just keep on typing and turning pages and never truly understand how wonderful these sentences in Level 4 are.

You do understand, though, I can tell how incredibly sensitive and intelligent you are just from feeling the way you read this page, so I know for a fact that you will appreciate the way that Level 4 has been carefully constructed for your edification.

This is the last sentence in Level 4 and let me take this opportunity to tell you how much we've enjoyed having you in this level even though it seems you couldn't stay very long, but you have done very well in your short stay and now are set to move on . . . so good luck . . . and possibly some day when you've become a master typist you might just want to come back to Level 4 for a little visit.

LESSON EIGHT (THEORY)

From this lesson onward, speed is what we will aim for, while maintaining as high a level of accuracy as possible. In previous lessons the **Type-right** stopped when an incorrect key was pressed and only continued when you hit the correct key. In Lessons 8 and 9 an incorrectly pressed key will not halt your speed during practice. The **Type-right** will let you know at the end of the exercise how well you did. (Remember to use the cursor keys to correct mistakes as you go along.)

This lesson is all in short paragraphs. Each has about 100 words and is specially written to use progressively more and more keys in each level.

To get started, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 8 key
- 4) Press the 1, 2, 3 or 4 key for 4 different levels.

NOTE:

Before you move to the next lesson, you should be able to type all levels thoroughly. After completing the exercise each time, the **SPEED** will be indicated automatically by a Word per Minute count.

Then press the **ACCURACY** key to see how many of your keystrokes were correct.

Before moving on, you should have attained a speed of 40 WPM with an **ACCURACY** reading of not less than 90%.

LESSON EIGHT

(PRACTICE)

LEVEL 1

Now you've graduated up to the point where you can do whole paragraphs at once. Congratulations! Once you get through this section, you will likely be able to type virtually anything that comes your way smoothly and confidently. Nothing will slow you down. You'll be able to type like a machine gun and mow down any kind of typing work you come across. Of course, you have to finish this section first. That's the hard part. But even as you type, you can be thinking about that time . . . not too far in the future . . . when you will be SUPER TYPIST!

LEVEL 2

The trick to typing long passages is simply to let your eyes go over the material and as you see a letter, your fingers type it. Simple as that. Once you have your fingers trained to hit the right keys, all you need to do is to think the letter, and presto . . . it's typed. So when you get to be a great typist, instead of just a trainee, you can sail along and even type words like "oogle" that don't make sense or that come from another language without even a pause, because you don't really read it anymore. All you have to do by that time is look at it and it gets typed.

LEVEL 3

To get you fully trained and ready for the real world of typing where a lot of things don't make sense, this paragraph will be mostly nonsense. Like: ugga mugga shugga wugga, hugga tugga shugga bugga. Noogles and boogles guggle blogg ruckamuck wahoo.

As you can see, you still depend heavily on reading the material. You'll find that it was much harder to type nonsense than to type things you can understand. Which means, of course, that you are not ready yet, but must type reams and reams of more nonsense. Since this book is only short and contains limited exercises, we recommend that you get your nonsense examples from your local newspaper. You will find it is full of it.

LEVEL 4

Mugwomp, glugga chug chug. Noogies? Whap whap whap. Ricky-ticky falonga. Boofie-woofie tonga tonga. And if you think that is difficult, just imagine typing up chemical formulae and tough scientific data that means absolutely nothing to man nor beast. You have to be nuts to want to type. Unless you want to do interesting things like computer programming. You have to type to do that. Or to be an astronaut. Or a writer of clever books like this. Or a lion tamer. (Well, maybe not a lion tamer.) But there are a lot of careers where you have to type. So, perhaps, all people who want to learn to type are not nuts. (They only appear to be)

LESSON NINE

(THEORY)

This lesson is all in long paragraphs. Level 1 is 200 words. Level 2 is 300. Level 3 is 400 and Level 4 is again about 400 words.

To get started, follow these steps:

- 1) Turn on the unit
- 2) Press the CLASS key
- 3) Press the 9 key
- 4) Press the 1, 2, 3 or 4 key for 4 different levels.

NOTE:

This is the last lesson. You should be able to type all levels thoroughly. After completing the exercise each time, the SPEED will be indicated automatically by a Word per Minute count.

Then press the ACCURACY key to see how many of your keystrokes were correct.

By the end of this lesson, you should have attained a speed of 45 WPM with an ACCURACY reading of not less than 95%.

LESSON NINE

(PRACTICE)

LEVEL 1

What's typing got to do
with the real world, anyway?

These days, only wimps and nerds don't know how to type. All the good guys learn typing. They have to. Otherwise all their friends will laugh at them and put tomatoes down the backs of their shirts.

For example, dashing, romantic, rich computer programmers all have to know how to type. So do rough, tough cops. And airline pilots. And firemen. And film directors. And novelists. And reporters. And astronauts. And engineers. And advertising guys. And forest rangers. And business people. And scientists. And everybody that's important or neat. (Well nearly everybody, anyway)

So you have two choices. You can close this book now, and be a miserable, mewling, disgusting wimp for the rest of your life. Or you can go through these easy lessons, learn to type, and become attractive, rich, successful, happy and fulfilled.

The choice is yours.

LEVEL 2

THINGS YOU NEED TO KNOW

SHIFT the SHIFT key is the one that lets you shift between capital letters and small letters. If you press the SHIFT key plus the “A” key, you will type a capital “A”. If you type the “A” key without pressing the SHIFT key, you will type a small letter “a”.

For keys other than letters, the character which will be typed if you press the SHIFT key is clearly marked on top. For example the number 1 key shows a “!” on top of the 1. This means that if you press the 1 key and the SHIFT key together, you will type a “!”. If you don’t press the SHIFT key, you will type a “1”.

LOCK This key is related to the SHIFT key. If you press the LOCK key, it will lock all your typing into the SHIFT mode. SO ALL YOUR LETTERS WILL BE CAPITAL LETTERS AND INSTEAD OF TYPING NUMBERS, YOU WILL TYPE !@#\$%-&* (). EVERYTHING WILL CONTINUE THIS WAY UNTIL YOU PRESS THE SHIFT KEY. Then everything will be back to normal.

LEVEL 3

```
100 REM MARK SIX GENERATOR PROGRAM
105 PRINT TAB( 3) : PRINT "MARK SIX NUMBER": PRINT
120 DIM T(36)
135 REM SET UP ONE DIMENSION ARRAY FLAG
140 FOR I = 1 TO 36
150 T(I) = 0
160 NEXT I
170 REM RANDOM NUMBER GENERATOR
175 FOR J = 1 TO 5
180 FOR K = 1 TO 6
190 A = INT ( RND (1) * 36 + 1)
195 REM TEST FOR REPETITION
200 IF T(A) = 1 THEN 190
210 T(A) = 1
230 NEXT K
240 REM PRINTOUT ONE SET
242 FOR U = 1 TO 36
244 IF T(U) = 1 THEN PRINT "  "U;
245 T(U) = 0
246 NEXT U
248 PRINT
250 NEXT J
255 PRINT : PRINT
260 INPUT "ANOTHER SET OF NUMBERS.....";N$
265 PRINT : PRINT
270 IF LEFT$(N$,1) = "Y" THEN RUN
```

LEVEL 4

January 15, 19AA

Mr. Fred Glomph
Sales Manager
Fly-By-Night Gizmo Co.
25 Seedy Street
Caveat Emtorville

Dear Mr. Glomph,

Your "EVERLAST" dining set lasted only 3 days. It disintegrated. Not only that, but the remains of it dissolved my table, fell on the floor and caused extensive discoloration. And Aunt Maude, while cleaning it up, got some on her hands and immediately fell into a fit. While she was thrashing around on the floor, she kicked our wee son Mortimer in the eye and he, too, is in the hospital. In our rush to take these two casualties to the hospital, my wife left a cigarette burning in the living room and, upon our return, we discovered that our house had burned down. Seeing this and realizing that our insurance had run out, my poor wife, distraught, wandered into the road and she was struck down by a passing bus . . . number 49, if I recall.

Legal consultation has brought to light the fact that you have covered yourself totally and will assume no responsibility whatsoever for my predicament. Therefore I am sure you will understand fully when I tell you that the paper in this letter has been saturated with Anthrax 46, a fast-acting nerve toxin which has no known antidote. Just touching the paper is enough to give you a lethal dose.

Before the convulsions begin, I hope you will authorize the replacement "EVERLAST" dining set to which I am entitled under your warranty. After all, there is no sense in bearing a grudge.

Sincerely,

Wadsworth Wort

ONE MORE TIME

Now that you've gotten through the entire course, go back and type all the practice sections again with a speed of at least 45 WPM and an ACCURACY reading of not less than 95%.

Have you finished doing all the practice exercises again? Did you do them all at 45 WPM? Were your ACCURACY readings not less than 95%?

If you have achieved this speed and accuracy rating, a secret code will appear on the screen upon the completion of Lesson 9 Level 4. **WRITE IT DOWN QUICKLY BEFORE IT DISAPPEARS!**

Record the secret code on the Certificate reply-card enclosed with this Course Book and mail to the address on the reply-card. In recognition of your successful completion of the **Type-right** course, a personalized certificate suitable for framing will be sent to you.

You are now a certified typing expert. So, expert, type this out 100 times:

I am Incredible!

91-0287-05

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