

Typing Made Easy!

Learning to touch type allows you to get the most out of your computer. Whether you use a computer at home, in the office or in school, touch-typing will make you faster and more efficient. Typing Made Easy! makes it fun and easy, teaching you everything you need to know, step by step. Your new skill will save you time, every time you use a computer. Don't delay; learn today - it's worth it!

Typing Made Easy! is suitable for both adults and children.

Using the information that you provide in the Quiz when you first use the program, Typing Made Easy! tailors a typing course suitable for you whether you are a beginner or already a touch typist.

You will be introduced to the keys of the keyboard and you will progress to learn new keys when you have reached a reasonable level of speed and accuracy in your lessons.

The bar at the bottom of the screen is used to navigate between all the program's major sections.

If at any time, you feel you need extra practice with specific keys, or want to review the Fingering Instruction lesson for a specific key, you can go to the Extra Practice Wizard. Extra Practice also lets you import and type your own texts.

Two games are provided, allowing you to relax in between lessons and fingering instruction while still gaining the practice you need.

Dozens of other handy hints are included, along with animated diagrams showing how to sit correctly at a keyboard to minimize the risk of any injury.

Changing Your Learning Preferences

If at any time you would like to change any of your personal settings, for example, your target typing speed, you may do so very simply.

Click the Options button on the button bar at the bottom of the screen. On the Options screen, click the "Personal Settings" button. You will be able to alter the preferences that you entered in the Quiz when you first started using Typing Made Easy.

Keyboards: Dvorak or QWERTY?

What is Dvorak?

Dvorak is a type of keyboard layout. It is very different from the QWERTY keyboard layout.

A Little History

When the first typewriters were invented, the letters were arranged alphabetically. Users found this easy to use and became quite efficient. However, the design of the early mechanisms caused these machines to jam when anybody typed at a decent speed. So the inventor of the typewriter created a layout, which would reduce this jamming. How? By making it as hard and slow as possible to type on! While this new QWERTY layout did have the desired effect of reducing typewriter jams, it was never replaced when typewriter design improved. As a result, QWERTY has remained a major standard in typing (and computing) even to this day!

Why Dvorak Is Better For Some

The Dvorak layout was designed to be as efficient to type on as possible (the exact opposite of QWERTY). Remember Qwerty was deliberately designed to be as hard as possible to type on.

Dvorak reduces hand movement - 70% of all typing is done on the home row, as opposed to 31% in QWERTY.

All the vowels in Dvorak are on the left side of the home row. This means that you are constantly alternating between the two hands, balancing the workload. There are very few words that require one handed typing in Dvorak. In fact, the Dvorak layout has 45% more alternate hand reaches than QWERTY.

Dvorak has 37% less finger travel than the QWERTY.

The Dvorak keys are arranged so that the user can type with a strumming motion, similar to strumming fingers on a table. This is more comfortable.

Should You Use It?

Dvorak may well be faster than QWERTY, and certainly requires less hand movement. The difference is very detectable.

The down side to using Dvorak is that you have to change your computer keyboard layout to Dvorak before you start typing. If you are borrowing or visiting a computer, you also need to change it back when you have finished.

This is not very hard to do (see below for instructions), but you need to be comfortable altering your system settings.

I Have a QWERTY Keyboard, How Do I Learn Dvorak?

You've already got all you need to learn Dvorak; you don't need a new keyboard. Your computer is capable of internally re-arranging the letters inside your computer without altering your physical keyboard.

This option may seem less than ideal as the actual printed letters on your keyboard are probably in the QWERTY arrangement. This means that what is printed on the key is not what will appear on the screen when you type that key using the Dvorak layout.

However, perhaps the greatest downfall of the student touch typist is looking down at the keyboard while learning. So, in theory you shouldn't be looking at the keyboard anyway and what is printed on the keys you are typing is irrelevant. You can learn correctly using our on-screen keyboard option, and never fall into the trap of looking down at the keyboard.

If you are not comfortable with that idea, but still want to learn Dvorak, you can buy or print stickers for your keyboard.

Still Undecided?

Try Dvorak for yourself for half an hour to see if you like it!

How do I alter my system settings to use Dvorak?

PC Instructions

Windows PC (Not XP)

- 1) Go to the Control Panel option in the Start menu
- 2) Open the Keyboard control panel
- 3) Choose the language tab
- 4) Double click on your existing layout. Choose United States-Dvorak from the list
- 5) Press OK, then press OK again. Close the control panel window

When you're done, repeat the procedure, but double click on your original keyboard layout rather than United States-Dvorak. This will return the computer to its original settings.

Windows PC (XP)

- 1) Go to the Control Panel option in the Start menu
- 2) Open the Regional and Language options control panel
- 3) Click on the Languages tab
- 4) Click the Details button under Text services and input languages
- 5) Click the Add button under installed services
- 6) Select United States-Dvorak from the Keyboard Layout dropdown menu
- 7) You can use the Language Bar... button under preferences to add a language button to the Taskbar which will enable you to quickly switch between keyboard layouts.

Press OK, then press OK again to close the control panel window

I Already Touch Type With QWERTY, How Easy Is It To Learn Dvorak?

It is not a very difficult process for most individuals. However, it is probably only worth changing if you are typing regularly. If you are ready to make a complete switch and leave QWERTY for good, then the process typically takes from a few days to a few weeks.

We don't recommend you try to remember both layouts. While some people can retain both keyboards, most find that this is too much to manage and get confused between the two.

Hints And Tips For Learning Dvorak

If possible start learning when you have some time available, or when your typing speed does not need to be very great for a few weeks.

Put up with all the minor annoyances, such as keyboard shortcuts being in unfindable places, etc.

Spend a fair bit of time in the Fingering Instruction window learning each letter position carefully. This will make the process easier.

Use the Keyboard control panel to switch back to QWERTY after using Typing Made Easy! until you have learned the letter keys. This will prevent you from running into problems such as getting locked out by a password system installed on your machine. When you have learned all the Dvorak letter keys, switch your keyboard control panel to Dvorak for good. In this way you will begin to practice Dvorak outside Typing Made Easy! as well.

If you can, resist the temptation to buy stickers for your keyboard, at least until you have learned all the keys. Use the on-screen keyboard option in Typing Made Easy! - most people learn faster this way.

Good sources for more information about Dvorak:

Dvorak International
PO Box 44
Poultney VT 05764-0044

Email: DvorakInt@aol.com

Appendix C: Games Stories

Safari Park

The Game Story

In The Beginning

You reply to an advertisement in the newspaper for the position of apprentice handyman at Knawhithumboff Safari.

You are invited to the safari and are met by the Park Overseer who insists that laziness in the workplace will not be tolerated. He informs you that steps have been taken to ensure that Safari employees work hard.

What It All Involves For You

The Park Overseer explains that most of your chores will involve delivering goods between the storage room and his work shed. However, the storage room and the work shed are at opposite ends of the Crocodile and Turtle Enclosure. This means that your new job involves crossing a treacherous river through dangerous territory.

You are told that the reason for the only route to his work shed being through the Enclosure is to make sure that Safari workers stay alert and on their toes throughout the working day. Furthermore, he tells you that the Crocodiles & Turtles are very special breeds that feature advanced weaponry.

Your Only Chance

The Animals, he says, are allowed full freedom of the enclosure though they usually prefer their individual housings. With the remote control unit located in your boat you can close the Animal housings by entering the code sign posted next to each housing unit. In this way you can protect yourself as you pass through the enclosure.

Farewell...

You are handed the oars to Ermentrude The Unsinkable with instructions to make your first delivery immediately. With steely resolution you proceed towards the enclosure...

Brick Factory

Game Story

In The Beginning

You reply to an advertisement in the newspaper for the position of bricklayer at the new local development park. You are invited along and are met by the Park Engineer. He explains that the development park is the site of a new and very special tourist attraction and will feature several buildings of great interest along with a lovely new villa for the tour guide.

What It All Involves For You

The Park Engineer explains that all of the brick lying on the new site is carried out by an automated system. However, all of the bricks to be used have been obtained at a special cheap price due to under funding. For this reason, it is necessary to check the quality of each brick as it comes into the site from the supplier. To check the quality of each brick, you must enter the serial code that appears on each one as it enters the site. The automatic bricklayer will then check that code with its records and use the brick for building.

Caution

The Engineer warns you that you must try to enter the code on each brick before it reaches the conveyor belt on the bricklayer! If you do not, the automatic bricklayer will not recognize the brick and will discard it, thinking that it is not up to quality.

Unfortunately, the brick laying machine, being the first of its kind, still has a few faults and has taken to dumping all discarded bricks in a rather dangerous and unstable pile right next to the building site. The Park Engineer says that he wouldn't like to think what would happen if the pile got too high...!

Your Ultimate Aim

Your goal is to build as many fine tourist attractions as possible without causing any damage to the development site.

Farewell...

You are given a keyboard terminal to input the serial codes with and are wished good luck....

Contacting Us

For assistance with this product, please feel free to contact us.

On the Web - Visit us at www.onhandsoftware.com

E-mail Address - Send an email to support@onhandsoftware.com

Mailing Address - On Hand Software, Inc.
P.O. Box 848092
Pembroke Pines, FL 33084-0092

When contacting us, please be sure to include the name of the program you are inquiring about, the 7-digit program version number (JC XXX-XX), and all relevant details to your inquiry.