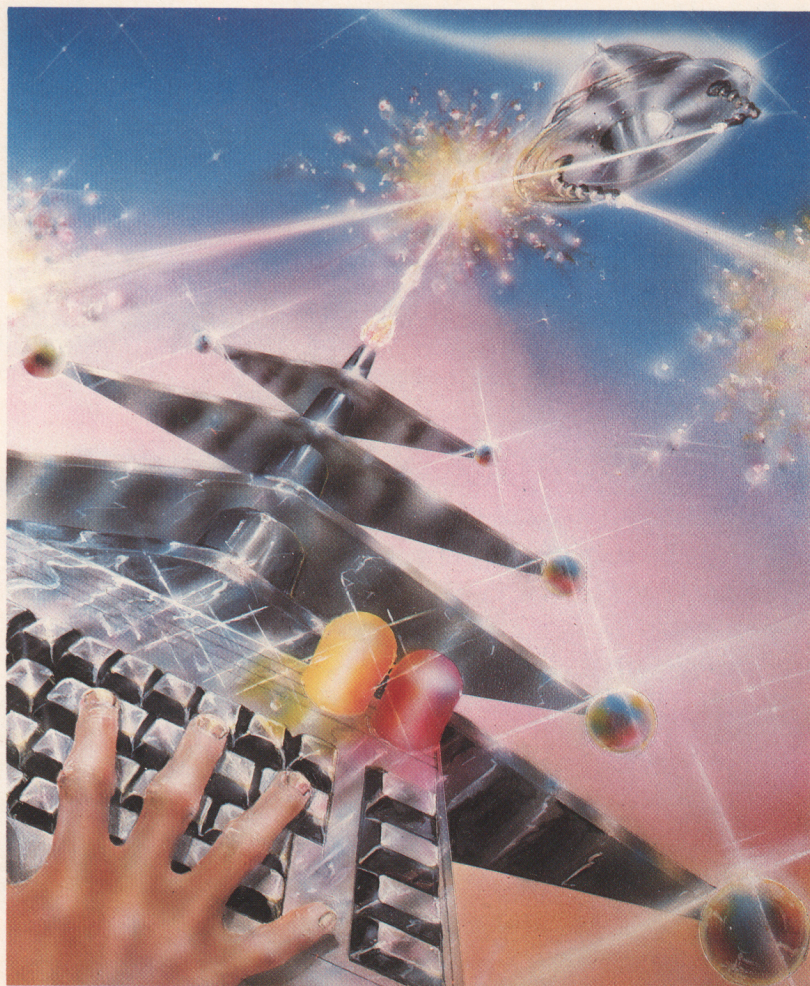


TYPING TUTOR

learn touch typing quickly and easily

WORD INVADERS

makes typing practice an entertaining game



Instruction Booklet Changes For ATARI Home Computers

(page 2)

Loading Instructions

TAPE:

1. Turn off the computer and remove all cartridges.
2. Place the program cassette into the recorder and rewind.
Press the recorder's STOP key when the tape stops moving.
3. Press the PLAY key on the recorder.
4. While holding down the START key on the computer, turn the computer on. After the tone, release the START key and press RETURN. This will start the autoloading process.
TYPING TUTOR will load in 3¾ minutes.
WORD INVADERS will load in 2½ minutes.
5. If the program does not load properly, remove the program cassette then repeat steps 1-4.

DISK:

1. Turn off the computer and remove all cartridges.
2. Turn on your disk drive and insert the disk in the drive with the label facing up.
3. Close the disk drive door.
4. Turn the computer on. This will start the autoloading process.

(page 3, paragraph 3)

Use the ATARI "START" key in place of the Commodore f7 key.

(pages 4 & 5)

In contrast to the Commodore 64, the semi-colon key is in the correct typewriter position on the ATARI keyboard. Therefore, use the semi-colon key whenever the colon key is referred to in the instruction booklet.

Atari conversion by Lun S. Yuen

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Academy Software

ACADEMY SOFTWARE

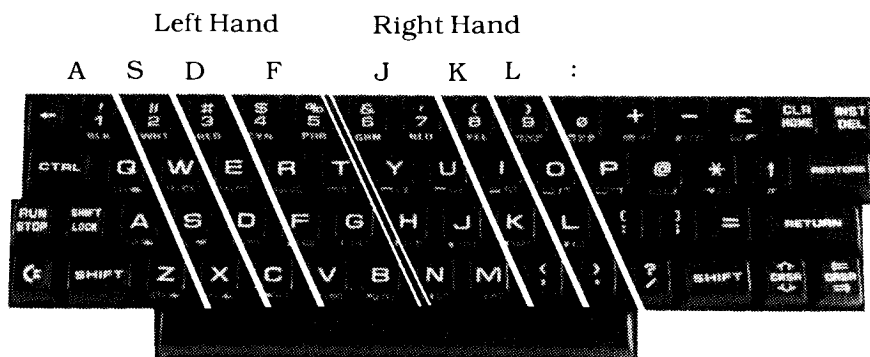
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**USE THIS DIAGRAM
FOR A QUICK FINGER USAGE REFERENCE**



Typing always begins with the fingers correctly placed on the "home" keys. From there you may extend your fingers up or down to reach the other keys, always returning your fingers to the "home" keys. See the instructions for full details.

INTRODUCTION

The cassette tape version of this program package contains TYPING TUTOR on side one and WORD INVADERS on side two. The disk version has both programs on one disk. TYPING TUTOR is divided into eight major levels. Level one of TYPING TUTOR teaches the "home" keys ASDFJKL; and level two adds the letters EIRU. After you have been introduced to the letters in levels 1 & 2, you will have learned enough letters to try WORD INVADERS. Real words are used in WORD INVADERS because practicing with nonsense letters can quickly become tedious.

LOADING INSTRUCTIONS

COMMODORE COMPUTER

TAPE

1. Turn the computer off and then turn it back on. (This clears any memory changes which may have been left by a previously run program.)
2. Place the program cassette into the recorder and rewind. Press the recorder's STOP key when the tape stops moving and set the recorder tape counter to zero.
3. Type LOAD on the keyboard and press the computer's RETURN key.
4. Press the PLAY key on the recorder.
5. When the "FOUND (name of program)" message appears on your TV screen, press the 'Commodore' key on the lower left side of the computer keyboard.
6. When the word READY appears on your TV screen, type RUN and press the RETURN key.
7. If the program does not load properly, remove the program cassette and then repeat steps 1-6.

In case of continued difficulty with tape, see page 8 of this booklet.

DISK

1. Be sure the disk drive is turned on.
2. Turn off the computer and then turn it back on.
3. Insert the disk in the disk drive with the label facing up.
4. Type LOAD "*", 8 and press the RETURN key.
5. When the word READY appears on your screen, type RUN and press the RETURN key.

Advanced disk users — Do not use DOS wedge, C-64 wedge, DOS support or any other wedge program when using this disk.

TYPING TUTOR

PROGRAM PROCEDURE

Academy Software Typing Tutor begins by teaching the "home keys" and will automatically advance to teach new keys as your skills develop. Choose level of difficulty #1 when you start. The programs were designed to give practice in the use of the computer's RETURN key, as well as to simulate the use of a carriage return key on a typewriter. Hit the return key on the computer with the little finger of your right hand when you reach the end of a line on your TV screen to move to the next line. After typing the third line, hit the return key and the computer will calculate your typing speed, count your errors, highlight the errors and evaluate your performance. If you have done well enough, you will be given a new exercise. If you need more practice, the exercise will be repeated. The delete key and all the cursor control keys have been inactivated by the program. Typing errors cannot be corrected and attempting to do so will count as another error. The repeating feature of the space bar has also been inactivated. At the successful completion of level 1, the program will automatically advance to level 2. The same automatic advance operates in the later levels.

Each level is divided into ten pages numbered 0-9. Page 9 of each level is an exam that will test your readiness to advance to the next level. You must reach a typing speed of at least 10 W.P.M., with no more than 3 errors, to advance to the next level.

The f7 key on the right of the keyboard is active whenever the "press ready to type" message is flashing, and also while typing on a page. Pressing it will bring you to a selection menu and will also display the keyboard on the screen showing the proper finger to use for each key. You may select a new level, a new page, or return to your current page from this menu. Beginners, however, should start at level one and let the program advance them automatically at their own individual rate.

At the conclusion of level 6 you will have learned all the letter keys, upper and lower case. Level 7 introduces numbers, and level 8 reviews everything you have learned. Touch typing is a skill that requires practice to perfect. Don't be discouraged if you find it difficult at first. Practice *regularly* and you will master it. Most authorities recommend a minimum of 15 minutes practice *every* day.

NOTE: Most standard typewriter keyboards have the semi-colon key in the right hand little finger home position. We have used the colon key as the home key since it is in the home position on the Commodore 64 keyboard and gives the correct typewriter and computer finger exercise.

TYPING INSTRUCTIONS

POSTURE: Sit erect in your chair with your feet resting flat on the floor. Your shoulders should be relaxed, and your arms should hang naturally with your elbows held comfortably close to your body. Lean forward slightly from the hips. Your body should be centered opposite the H key and should be about one hand length from the keyboard.

LEVEL 1: Introduces the “home” ASDFJKL: keys. Place your left hand fingertips lightly on the ASDF keys. Place your right hand fingertips lightly on the JKL: keys. Curve all your fingers so that only their tips touch the keys. Slant your hands upwards from the wrists parallel to the keyboard. Tap each key with a quick, sharp stroke. Strike the center of the spacebar sharply with the side of your right thumb. Extend the little finger of your right hand to tap the return key and quickly bring your fingers back home. **LOOK AT THE TV SCREEN, NOT THE KEYBOARD!**

You are now ready to begin typing. Refer back to these instructions frequently to be certain you are using correct finger techniques.

LEVEL 2: Continue to follow all instructions given for level 1. Review the instructions on posture.

NEW KEYS

E — use D finger

I — use K finger

R — use F finger

U — use J finger

In reaching for these new keys, unbend the called for finger slightly, hit the key and quickly bring the finger back home. Keep the other fingers at the home positions. After these 4 letters are introduced, you may want to try your hand at WORD INVADERS.

LEVEL: 3 Continue to follow all level 1 and 2 instructions. Review the instructions on posture.

NEW KEYS

G — use F finger. Keep other fingers home.

H — use J finger. Keep other fingers home.

CAPITAL LETTERS — To capitalize a letter typed by the right hand:

1. Reach for the left shift key with the A finger, keeping F finger home.
2. Hold shift key down while typing capitalized letter.
3. Release shift key and return A finger to its home key.

To capitalize a letter typed by the left hand:

1. Reach for the right shift key with the : finger, keeping J finger home.
2. Hold shift key down while typing capitalized letter.
3. Release shift key and return : finger to its home key.

PERIOD — Use L finger. Curl the L finger as it goes downward, keeping the J finger in the home position. Zip back to home position.

LEVEL 4: Continue to follow previous instructions.

NEW KEYS

T — use F finger, keeping A and S fingers home.

O — use L finger, keeping J finger home.

W — use S finger, keeping F finger home.

Y — use J finger, keeping K, L, and : fingers home.

Hold your elbows close to your body. Use finger reach only. Don't move arms and hands. Return fingers quickly to home positions.

LEVEL 5: Continue to follow previous instructions.

NEW KEYS

Q — use A finger, keeping F finger home.

P — use : finger, keeping J finger home.

V — use F finger, keeping D finger home.

M — use J finger, keeping K finger home.

B — use F finger, keeping D finger home.

N — use J finger, keeping K finger home.

Remember to hold your elbows close to your body. Use finger reach only. Don't move arms and hands. Return fingers quickly to home positions.

LEVEL 6: Continue to follow all previous instructions.

NEW KEYS

C — use D finger, keeping A finger home.

, — use K finger, keeping : finger home.

Z — use A finger, keeping F finger home.

/ — use : finger, keeping J finger home.

? — use : and left shift keys, keeping J finger home.

X — use S finger, keeping F finger home.

This level completes all the letter keys.

LEVEL 7:

NEW KEYS

1 — use A finger, keeping F finger home.

2 — use S finger, keeping F finger home.

3 — use D finger, keeping F finger home.

4 — use F finger, keeping A finger home.

5 — use F finger, keeping A finger home.

6 — use J finger, keeping : finger home.

7 — use J finger, keeping : finger home.

8 — use K finger, keeping : finger home.

9 — use L finger, keeping J finger home.

0 — use : finger, keeping J finger home.

- — use : finger, keeping J finger home.

Return quickly to the home position.

LEVEL 8: No new material, review only.

If you pass the final exam in level 8, the program will announce that you have graduated and it will end. (A typing speed of 20 W.P.M. or more is required for graduation.) If you wish to re-enter the program for more practice, type RUN.

WORD INVADERS

LOADING INSTRUCTIONS

Follow the instructions given previously for loading TYPING TUTOR.

GAME INSTRUCTIONS

While it is possible to play this game using the "hunt and peck" method of typing, you will find that it is much more fun if you watch the TV screen and type by touch. In order to do this, you must know at least the letters taught in TYPING TUTOR levels 1 and 2. Please start your typing instruction with TYPING TUTOR level 1 before using this program.

The object of the game is to blast the invading words out of the sky before your base is destroyed. Blast out the words on the bottom line by typing each letter correctly. Typing an incorrect letter gives the spaceship an extra burst of energy and this makes the screen flash. Press the space bar after each word, except the last word on each line. When you reach the end of a line, your cannon will immediately bounce back to the beginning for you to fire at the next line. The spaceship carries only enough words for a limited number of bombing runs. If you hit every letter before any reach your base, you will win and your typing speed will be displayed.

The four levels of difficulty of WORD INVADERS were designed to match the letters learned in TYPING TUTOR.

LEVEL (A-B-C-D)?

Choose the level of difficulty based on your touch typing knowledge of the keyboard.

LEVEL A.

Letters taught in TYPING TUTOR 1-2

These letters are:

A S D F J K L : E I R U

LEVEL B.

Adds the letters taught in TYPING TUTOR 3-4

G H . T O W Y

LEVEL C.

Adds the letters taught in TYPING TUTOR 5-6

These letters are:

Q P V M B N C , Z X

LEVEL D.

Adds the numbers. Numbers are taught in TYPING TUTOR level 7.

SPEED (1-2-3-4)?

The spaceship will move with greater velocity, and the words will drop toward your base faster in accordance with the speed level chosen.

SPEED 1.

Provides a challenge for the beginning touch typist. Approximately 12 W.P.M. typing speed needed to win.

SPEED 2.

For the more advanced beginner and intermediate touch typists. Approximately 20 W.P.M. needed to win.

SPEED 3.

Approximately 30 W.P.M. needed to win.

SPEED 4.

Approximately 35 W.P.M. need to win. The proficient touch typist can obtain a greater challenge by waiting for the words to move towards the bottom of the screen before starting to type. Waiting for the words to reach the bottom row before starting requires an actual typing speed of approximately 60 W.P.M. to win.

The program will keep up with error free typing at over 100 W.P.M. if typing starts when the first complete line appears on the screen.

IN CASE OF DIFFICULTY WITH TAPE

This cassette tape was produced under very high quality control standards by one of the finest recording companies in the United States.

If you should experience any difficulty in loading the programs on the tape, they recommend the following procedure:

1. Rewind the tape to the beginning.
2. Without typing LOAD on the computer, press PLAY on the recorder and let the tape run to the end.
3. Turn the tape over and press PLAY on the recorder. Let the tape run to the end.

This procedure will allow the tape windings to conform to your individual recorder and should give you trouble free loading.

If the tape still does not load, try moving your recorder further away from your TV set and other sources of magnetic interference.

Any tape that does not load properly after these steps have been taken should be returned directly to Academy Software. We will promptly send you a free replacement under the terms of the limited warranty below.

LIMITED WARRANTY

Academy Software and the authors of these programs shall have no liability to any entity with respect to any liability, loss or damage caused by this product.

If you have purchased a defective cassette or disk, Academy Software will replace it free of charge if the original cassette or disk and proof of purchase are returned to us within 120 days of purchase. If a cassette or disk is damaged after that time, a replacement will be sent for \$5.00 upon receipt of the original tape or disk.

Copies of these programs made by the "SAVE" command will not run.

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ACADEMY
SOFTWARE

P.O. BOX 6277
SAN RAFAEL, CA 94903

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ATTENTION!

THIS COMBINATION DISK CONTAINS THE
COMMODORE 64 / 128 VERSION ON ONE
SIDE OF THE DISK AND THE ATARI
VERSION ON THE OTHER SIDE OF THE
DISK.

INSERT THE DISK INTO THE DISK DRIVE
WITH THE LABEL FOR YOUR COMPUTER
FACING UP.

COMMODORE 128 USERS ADD THE FOLLOWING TO
STEP 2 OF THE DISK LOADING INSTRUCTIONS
ON PAGE 2 OF THE MANUAL:

"HOLD DOWN THE COMMODORE LOGO KEY WHEN
YOU TURN ON THE COMPUTER."
(THE LOWER LEFT KEY ON THE KEYBOARD.)