



## All The Right Type 3 Plus

August 2007

Copyright by Ingenuity Works.

Direct all correspondence to:



*UNDERSTANDING THROUGH INVOLVEMENT*

[www.ingenuityworks.com](http://www.ingenuityworks.com)

325 Howe Street, Suite 407  
Vancouver, BC  
V6C 1Z7

## Software Licensing Agreement

• NOTICE: YOU MUST READ THIS AGREEMENT BEFORE ANY USE OF THE PRODUCT. •

For Home Edition users

This package contains licensed product. The product is licensed to you by Ingenuity Works (not sold to you). You may only use the product in accordance with the terms and conditions of this written agreement. If you use the product you are bound by the terms and conditions of this written agreement. If, after reading this agreement you do not agree to its terms, you must return the product unused, and in its original package to Ingenuity Works along with the original invoice. You will be provided with a full refund.

As you read this agreement, remember that the words 'You' or 'Your' refer to the person who initially obtained the product from Ingenuity Works or its dealer. In the case where the product has been transferred in accordance with this agreement, then the words, 'You' and 'Your' refer to the transferee.

**LICENSE.** Ingenuity Works hereby agrees to grant you a non-exclusive license to use the computer program and the accompanying documentation (the 'Product') in the accompanying package, subject to the terms and restrictions set forth in this Agreement.

**COPYRIGHT.** The Product is copyrighted. You may not copy or reproduce any part of the Product except for backup use according to the terms herein. In the event of any conflict with the terms of a Copyright Act, Ingenuity Works Software Licensing Agreement shall prevail.

**RESTRICTIONS ON USE AND TRANSFER.** You have licensed a Home Edition. You may install the program on one computer. You may physically transfer the computer program from one computer to another, provided that the Product is removed from the previous computer and that the Product is used by only one person in connection with only one computer at a time. You may not distribute copies of the Product to others. The Product may not be modified or translated without written permission from Ingenuity Works

YOU MAY NOT USE, COPY, MODIFY OR TRANSFER THE PRODUCT, OR ANY COPY, MODIFICATION OR MERGED PORTION THEREOF, IN WHOLE OR IN PART, EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS AGREEMENT.

**NO WARRANTY OF PERFORMANCE.** INGENUITY WORKS DOES NOT AND CANNOT WARRANT THE PERFORMANCE OR RESULTS THAT MAY BE OBTAINED BY USING THE PRODUCT. ACCORDINGLY, THE PRODUCT IS LICENSED "AS IS" WITHOUT WARRANTY AS TO ITS PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE PRODUCT IS ASSUMED BY YOU.

**LIMITED WARRANTY FOR MEDIA.** To the original licensee only, Ingenuity Works warrants the media on which the computer program part of the Product is recorded to be free from defects in material and faulty workmanship under normal use and service for a period of up to 30 days from date of purchase. If a defect in the media or in the documentation should appear, the media and the documentation may be returned to Ingenuity Works at the address noted. Ingenuity Works will replace the media and documentation without charge to you. In order to issue replacements, Ingenuity Works must be in receipt of the damaged goods.

**LIMITATION OF LIABILITY.** Neither Ingenuity Works nor anyone else who has been involved in the creation, production or delivery of the product shall be liable for any direct, incidental or consequential damages, such as, but not limited to, loss of anticipated profits or benefits resulting from the use of the product or arising out of any breach of any warranty.

**TERM.** The license granted under this agreement is effective until terminated. You may terminate it at any time by destroying the product together with all copies, modifications and merged portions thereof in any form. It will also terminate if you fail to comply with any term or condition of this Agreement. You agree upon such termination to destroy the Product together with all copies, modifications and merged portions thereof in any form.

YOUR USE OF THIS PRODUCT ACKNOWLEDGES THAT YOU HAVE READ THIS SOFTWARE LICENSE AGREEMENT AND AGREE TO ITS TERMS. YOU FURTHER AGREE THAT THE AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US AND SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN US RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

**FINALLY.** YOU AGREE THAT YOU HAVE BEEN AFFORDED A FULL OPPORTUNITY TO RECEIVE A REFUND BEFORE USE OF THE PRODUCT, AND THAT THE CONSIDERATION PAID FOR USE OF THE PRODUCT SHALL ONLY BECOME FINAL UPON YOUR COMMENCING USE OF THE PRODUCT.

# Table of Contents

Overview of All The Right Type 3 Plus (Home Edition) .....	4
1. Welcome to All The Right Type 3 Plus.....	4
2. Understanding The Learning Sequence .....	4
<b>Learning Lab</b> .....	4
<b>Practice Pavilion</b> .....	4
<b>Skill Building</b> .....	5
<b>Testing Center</b> .....	5
<b>Word Processing Plaza</b> .....	5
<b>Records Library (Student Progress Reports)</b> .....	5
3. Overview of Records Management .....	5
<b>Understanding Users Records</b> .....	6
<b>Adding a User Name</b> .....	6
<b>Changing a User Name</b> .....	6
<b>Deleting a User Record</b> .....	6
4. Setting User Options .....	7
5. Option Definitions .....	7
6. Flashing Buildings .....	8
7. Signing-On to User Records .....	8
8. Large Font.....	8
9. Viewing User Progress Records .....	9
10. Printing User Progress Records .....	9
11. Posture, Hand Position, Mouse and Keypad Review Exercise.....	9
<b>Posture Review and Hand Position Review</b> .....	9
<b>Mouse Review</b> .....	9
<b>Keyboard Review</b> .....	9
<b>Technical Support</b> .....	9

## Overview of All The Right Type 3 Plus (Home Edition)

### *1. Welcome to All The Right Type 3 Plus*

All the Right Type 3 Plus is a typing tutor that allows users to work at their own pace providing immediate feedback and record keeping. The user friendly interface guides users through the program and provides animations for reinforcement and encouragement. With All The Right Type 3 Plus, you learn keyboarding in each of the learning buildings through out the campus. The learning buildings are Learning Lab, Practice Pavilion and Skill Builder. You can enter any building at any time or select the Sequence option (which turns it on). With the Sequence option selected, the program will guide you through the proper learning sequence with flashing buildings. The program tracks your progress and will show a flashing building on the campus to indicate the correct building to enter for your next lesson. See the section Understanding the Learning Sequence (below). Progress is recorded for users who sign-on using their user name and the program keeps the scores of the completed lessons in each of the buildings. Reports can be viewed on-screen or printed as required. The Home version allows for up to 5 students to be entered.

### *2. Understanding The Learning Sequence*

You will learn keyboarding in each of the learning buildings on the campus. The recommended learning sequence is to first enter the Learning Lab to complete one lesson. Here, the lessons concentrate on correct finger reaches without being concerned with speed. Next, continue to the Practice Pavilion for one lesson where you practice the drills learned in the Learning Lab but with a pre-selected speed. You will then enter the Skill Building for one lesson to increase speed and improve accuracy. This lesson cycle is repeated for three lessons in each building before entering the Test Center. Once three lessons have been completed in three buildings users complete one Test lesson. One test lesson has 3 to 6 sections and reviews three lessons completed in the other buildings. The learning sequence is keyboarding methodology that promotes automaticity and touch typing in the most effective and efficient way. The methodology is designed on patterning, reinforcing the home row keys and appropriate introduction of new keys as well as progressively becoming more complex from working on letters to isolated words, sentences and finally paragraphs. Capitals are introduced in the third lesson so that students can type simple sentences with correct punctuation as soon as possible.

### **Learning Lab**

In the Learning Lab you learn new keys and concentrate on correct finger reach without being concerned with speed. The idea is to work carefully and ensure that you always use the correct finger and posture techniques. Progress in the Learning Lab is based only on accuracy, not on speed. The first time you enter the Learning Lab, the Posture Review and the Hand Position Review lessons will run. After this, to review these programs, click on the desired program button located on the Learning Lab dialog box in the Learning Lab. You should periodically look at the Posture Review and the Hand Position Review to make sure you are sitting and placing your hands correctly. If the Sequence option is selected, one lesson is to be completed before you move to the Practice Pavilion. Options that affect the Learning Lab are: Lesson Error Effect, space After Period and Lesson Error Threshold. See Option Definitions (page 7) for a description of what each option controls.

### **Practice Pavilion**

In the Practice Pavilion the finger reaches learned in the Learning Lab are reinforced. Practice material is the same as used in the Learning Lab but presented in two formats. The first format called Standard presents practice lines as straight text. The second choice called the Game option, presents practice lines of text in 5 different engaging keyboarding games. Students can race against the computer by typing at a pre-selected speed to stay ahead of the competing entity and reach the finish line first. If the Sequence Option is selected, one lesson must be completed before moving to the Skill

## All the Right Type 3 Plus – Home Version

Building. Options that affect the Practice Pavilion are: Practice Mode; Backspace Key; Space After Period and Penalty. See Option Definitions (page 7) for a description of what each option controls.

### **Skill Building**

The Skill Building focuses on increasing speed and improving accuracy. Each lesson consists of three types of drills: (1) isolated words, (2) sentences, and (3) paragraphs. Select a realistic speed goal then work through the material. Input is automatically marked for speed and accuracy and results are recorded in the Student Record files that can be viewed in the Records Library. One lesson is required to be completed in each of the Learning Lab, Skill Building and Practice Pavilion before moving to lesson 2 in the Learning Lab. This sequence through the buildings is repeated for three lessons. You can then enter the Testing Center to complete the appropriate tests. Options that affect the Skill Building are: Penalty; Backspace Key; Space After Period; Word Wrap and Display Lines. See Option Definitions (page 7) for a description of what each option controls.

### **Testing Center**

In the Testing Center a test can be started after completion of three lessons in each learning building. This again is controlled by the Sequence Option. There are two test modes available: The Speed Goal option provides a choice of allowing you to enter your own preferred speed when beginning the lesson or pre-selecting this speed so all users will be required to meet this speed. The Timed Writing option sets a specific period of time to complete the exercise. This system was designed for rooms full of typewriters where the only way to mark fairly was to stop everyone at the same time, collect papers and mark them. Options that affect the Testing Center are: Test Mode Speed Goal; Penalty; Backspace Key; Space After Period; Word Wrap and Display Lines. See Option Definitions (page 7) for a description of what each option controls.

### **Word Processing Plaza**

In the Word Processing Plaza you can learn to use a word-processing program. This is optional and not included in the learning sequence. Records are not maintained. Clicking on the Word-Processing Plaza will open WordPad (Windows) or NotePad (WIN NT) or SimpleText (Macintosh).

### **Records Library (Student Progress Reports)**

The Records Library contains the progress and score reports of all users who have user records set up. When signed on to your name, your scores can be obtained from the records by clicking on the Records Library. The records are viewable in text or graphics format. You may print a record at any time.

## *3. Overview of Records Management*

All The Right Type 3 manages records for the progress of each user through each learning building. To configure All the Right Type 3 to save records from one session to another, a User Record must be created for each person wanting to use the program. This file contains the name, options and a complete record of progress of each completed lesson.

## Understanding Users Records

The Database folder is a collection of User Records and the program options. The Home Edition will accept up to 5 Users.

### Adding a User Name

To add user names there are two ways to get to the Edit Users screen: When you start All The Right Type 3, a Sign-On dialog box opens. If names have been added previously, you can select your name by clicking on it once, and click SELECT. If there are no names listed you can add a User Name from this Sign-On screen.

1. Click EDIT USERS.
2. The Edit Users dialog box opens.
3. Select ADD USERS.
4. The Add User dialog box opens with a field to add the new user name.
5. Enter a name and click OK.

If you are on campus and want to add a User Name.

1. Click OPTIONS from the top menubar and select EDIT USERS.
2. The Edit Users dialog box opens with a choice of actions to do.
3. Select ADD USERS.
4. The Add User dialog box opens with a field to add the new user name.
5. Enter a name and click OK.

### Changing a User Name

To change the name of a user:

1. Start the program and enter the campus.
2. Click OPTIONS from the top menubar and select EDIT USERS.
3. The Edit Users dialog box opens.
4. Select the User Name by clicking on it.
5. Click RENAME.
6. The Rename User dialog box opens with the selected name displayed.
7. Click on the name and make changes or highlight the complete name to retype a new name.
8. Click OK.

### Deleting a User Record

To delete a user name:

1. Start the program and enter the campus.
2. Click OPTIONS from the top menubar and select EDIT USERS.
3. The Edit Users dialog box opens.
4. Select the User Name by clicking on it.
5. Click DELETE USERS.
6. A message box opens asking you to confirm that you want to delete this record.
7. Click YES (or NO if you change your mind).

#### 4. *Setting User Options*

The Options screen controls the way All The Right Type 3 is presented to you. Options can be set for individual users.

To set User Options:

1. Start All The Right Type 3 Plus.
2. Sign-On to your name or select the name to have the options changed.
3. In the campus, click OPTIONS at the top of the menubar and select OPTIONS.
4. The Options dialog box opens.
5. Make any changes you would like.
6. Click OK.

The options are changed for the users name to who you had signed-on.

#### 5. *Option Definitions*

User Names can be up to 30 characters long.

**Lesson Error Threshold** option specifies the accuracy needed to automatically proceed to the Next Line by pressing the Return/Enter key. This sets a percentage of errors per line that the program accepts before forcing a student to repeat (Redo) a line. This option affects only the Learning Lab and Practice Pavilion sections of All The Right Type 3 Plus.

**Penalty** specifies the WPM (Words Per Minute) deducted for each error in a Skill Builder or Test. Select an error penalty between 1 and 10. For beginning students, leave error penalty at 1. WPM is calculated as follows:  $WPM = (\text{keystrokes}/5) - (\text{errors} \times \text{penalty})/(\text{Time in minutes})$ .

**Lesson Error Event** specifies whether a sound or a title bar flash will occur when a user makes an error in the Learning Lab. It will make a beeping sound when a typing error is made or select Caption Flash to have the screen flash for a moment.

**Keyboard Style** specifies whether the keyboard being used at the workstations is Mini, Standard or Ergonomic.

**Practice Mode** refers to the way drills are presented in the Practice Pavilion. By specifying whether a student will use the Standard method or the animated Games exercises. This depends on the age and motivation level of the users.

**Standard Mode** option presents text lines that you type until the drill is complete. Since individual users select a speed goal, the accuracy needed to proceed automatically to the next line is set by the Penalty setting.

**Games Mode** is unlike games in other keyboarding programs. The Games mode does not distract users with falling letters or random letters popping on the screen. Yet it is highly motivating and helps increase attention span.

**Test Mode** refers to the method of testing in the Test Center.

**Speed Goal Mode** requires users to complete all the text in a test. It is recommended that users choose User Prompt that permits you to set speed goals. These are accurately marked automatically. This is the preferred method.

**Timed Writing Mode** requires users to type for a specific period of time in the Test Center. This system was designed for rooms full of typewriters where the only way to mark fairly was to stop everyone at the same time, collect papers and mark them by hand.

**Word Wrap**, if checked, automatically wraps text at the end of a line in Skill builders or Tests. Some users may prefer to simulate old-fashioned typewriters, where the carriage had to be pulled back between each line. It is recommended that Word Wrap be set to on.

**Backspace Key** if selected, allows users to correct errors using the Backspace key. material will not be displayed on the screen during a Skill Builder or Test. You must have a printed copy of the drill material to type from and then manually mark the exercise.

**WAM** if selected, replaces the WPM (Words Per Minute) abbreviation with WAM (Words a Minute) on printed reports and on-screen messages.

**Sequence** permits users to enter the buildings only in the order of the Flashing buildings. Users cannot enter buildings at random. If not selected the users can enter any building and complete any of the lessons. We recommend that the sequence is turned on for optimal learning and practice.

**Space After Period: One/Two** determines the number of spaces between sentences in the built-in All The Right Type Standard drill material. This is for sentences that are not at the end of a paragraph. At the end of the lines the user should be pressing the Enter/ Return key. In business the standard is now one space after the period; however, some people still prefer two.

## *6. Flashing Buildings*

A flashing building in the campus indicates that this is the building users must enter to continue their lessons. Users will then select the next lesson that is not complete. (Completed lessons are indicated by red or blue coloring). The appropriate building flashes when teachers have set the Sequence Option selected. See Understanding the Learning sequence

## *7. Signing-On to User Records*

To sign-on to the campus: Double-click on the All The Right Type 3 Plus program icon on the computer desktop. The Start up screen appears showing a green progress bar indicating that it is loading the database files. When it has completed loading, a message displays to click anywhere to continue. Click anywhere on the screen. A Sign-On dialog box opens where the user can select their name. If their name is not listed, click EDIT USERS to display the Edit Users dialog box. The new name can then be added.

## *8. Large Font*

The large font option is available in each building of the campus. In the Learning Lab, in the section Now, Lets Practice there is an option displayed on the screen that allows users to select the large font. In the Skill Builder, Practice Pavilion and Test Center, the large font selection button is at the bottom left of each of the screens. When a font size is chosen, this becomes the default until it is unselected. This option is for younger children and visually challenged users.



## *9. Viewing User Progress Records*

To view reports for any of the learning buildings:

1. Click on the Records Library building.

The Record Library Report opens to display the selected user's scores and progress.

2. Click NEXT to see the Skill Building and Test Center results.
3. Click GRAPHICS to see the report in a bar chart format.

## *10. Printing User Progress Records*

To preview the report, hold down the "Control" key and click PRINT

To print reports for any of the Users:

1. Click on the Records Library building.

The Record Library Report opens to display the selected user's scores and progress.

2. Click NEXT to see the Skill Building and Test Center results.
3. Click GRAPHICS to see the report in a bar chart format.
4. To print a report click PRINT.

## *11. Posture, Hand Position, Mouse and Keypad Review Exercise*

Enter the Learning Lab to start any of the reviews. The Learning Lab dialog box has the Posture Review, Hand Position Review, Mouse Review and Keypad Review programs.

### **Posture Review and Hand Position Review**

To view the Posture Review and Hand Position Review:

1. Click on the Learning Lab building.
2. The Learning Lab dialog box opens and users can click the HAND POSITION REVIEW or POSTURE REVIEW to start the reviews.

The Hand and Posture Reviews confirm that users are sitting properly and the fingers are sitting on the keys and reaching keys correctly. Proper posture is very important to avoid keyboarding related injuries.

### **Mouse Review**

To review the Mouse Review:

- Click on the Learning Lab building.
- The Learning Lab dialog box opens and users can click MOUSE REVIEW to start the exercises.

Users are provided with a fun way to improve their mousing skills. There are 3 levels of exercises with each level getting progressively harder. This review promotes eye hand coordination.

### **Keyboard Review**

To start the Keyboard Review exercises:

1. Click on the Learning Lab.
2. The Learning Lab dialog box opens and users can click KEYPAD REVIEW to start the exercise. Users are provided with exercises to learn the correct finger reaches for the number pad keys.

### **Technical Support**

Go to [www.ingenuityworks.com](http://www.ingenuityworks.com) and click on the support tab for FAQ's or e-mail [support@ingenuityworks.com](mailto:support@ingenuityworks.com)

