

How-to-Card™

iANKEY™

Keyboard skills training

**Typing Crash Course™ for
beginners**

Serial No: CC 215501

iANSYST

TRAINING PRODUCTS

How to run iANKEY

Refer first to your "Getting started with iANKEY" instructions, which are more specific to your type of computer, and so may differ in some details from what follows. But to run iANKEY normally, do the following: (The sign ↵ means "and press the RETURN key". This is a large key towards the right of the keyboard. It may be labelled RETURN or ENTER or marked with an arrow ↵. You type everything that is in blue.)

A>I ↵

iANKEY will keep a brief record of your progress — your speed and accuracy scores for each exercise.

For a fuller, Error record add an "E" as follows:

A>I E ↵

(note the space)

This records everything that you type, and the Error Analysis. If your name is JR, the resulting files will be called JR.E1, JR.E2 for lessons 1 & 2 respectively. You can inspect them using your word processor. These files will take up quite a lot of space on your record disk. So you may have to erase them or make room for them from time to time. (iANKEY will warn you if you are running out of disk space.) Your normal record file would be called JR.REC.

Then follow the instructions which the program itself will give you.

The screen display tells you:

- Your speed •
- Your accuracy as a percentage •
- The text to type comes here •
- You type here, below it •
- Letters at the top of each slating column tell you which finger to use (Index, Middle, Ring, Little) •
- The computer flashes the next key it expects you to type •

You should only look at the keyboard display if you need reminding where the key is, or which finger to use.

ESCAPE for Help!

You can press the **ESCAPE** key for help at any time if you want to do something other than whatever the program expects you to do. The program will then give you a menu. Pressing:

B turns the error Bleep on or off

K turns the Keyboard display on or off

P lets you print your record, to screen or printer

L allows you to move to another Lesson or exercise

S takes you to another menu to change your Skill level. Press:

S again to alter your target Speed

A to alter your Accuracy target — the % of characters correct — (we suggest at least 90, moving to 100)

R to change the number of times that you are prepared to Repeat an exercise if you do not reach your targets

↵ takes you back to the exercises when you have finished making changes

X to EXIT from the program. To save your record you must exit in this way.

Do not reset the computer or part of your results will be lost.

If you need to stop in the middle of an exercise (to answer the phone, say), press **ESCAPE**, and this will stop the timer until you press ↵

iANKEY's screen

```
User's name: IAN          Lesson: 3          Exercise: 24
WORDS PER MIN: 54       TARGET: 10 Wpm.    Current Repetition No: 1
ACCURACY (%): 90%      TARGET: 90% Characters correct.
                                Press ESCAPE for Help.
```

```
Type here > In one respect, Sholes has left his mark on
              In one respect, Sholeshas left his mark on
              i
              practically every computer that is used today --
              practicalaly every comiuter that ais used today --
              -- x i
              the QWERTY keyboard. Have you ever wondered why
              the QWERTY _
              c
              the keys are in this order on so many keyboards?
```

```
ESC 1 2 3 4 5 6 7 8 9 0 - = BACKSP
TAB Q W E R T Y U I O P [ ]
CTRL A S D F G H J K L ; '
SHIFT Z X C V B N M , . / SHIFT PRTSC
      SPACE BAR
```

How to organize your disks

If you have two disk drives you can use a second disk for your personal record, if you wish. Normally you will find it convenient to put your record on your working disk, particularly if this is a "hard" disk. If your record is on the same disk as the program it will also be in the same directory.

The disk for your progress record must never be write-protected: leave open the small notch in the edge of the disk if it is 5¹/₄", or move the write-protect tab so that you can see through the disk, if it is 3¹/₂" or 3".

A little hard work!

Clever as it is, **iANKEY** will not convert you into a fluent typist on its own! You must practise, either little and often or for longer concentrated sessions. Above all, insist on using the right fingers when you type, even though this slows you up at first. Bad habits are harder to get out of than to get in to!

iANKEY will help you increase speed and accuracy even if you do still look at the keys and use the wrong fingers. But total keyboard mastery requires more discipline. Perhaps we should provide a device to slap your wrists every time you use the wrong finger...

The screen display reminds you:

- Which lesson and exercise you are on
- Your speed target
- Your accuracy target
- To press ESCAPE to call up the menu
- The computer marks your errors below in this line:
c: a capital letter was wrong
^ or ↑: you missed out a character
x: you typed the wrong character
--: you put two characters the wrong way round
i: you inserted an extra character

During an exercise it may take the computer a few characters to work out exactly what you did wrong.

After an exercise the computer also reminds you what you scored the previous exercise, and your average score for the whole session.

iANKEY files

iANKEY Typing Crash Course normally contains the following files:

File name	Description
I . EXE	First part of iANKEY program*
IANKEY . OVR	Second part of I.EXE
IANKEY2 . OVR	Third part of I.EXE
IANSTAL . DAT	Tells iANKEY about your computer
IANKEY . 000	Introduction
IANKEY . 001	Lesson 1, ex. 1-20: The letters
IANKEY . 002	Lesson 2, ex. 1-25: Numbers and punctuation
IANKEY . 003	Lesson 3, ex. 1-25: History of computers...
IANKEY . 004	Lesson 4, ex. 1-25: text...
IANKEY . 005	Lesson 5, ex. 1-25: to...
IANKEY . 006	Lesson 6, ex. 1-25: practise...
IANKEY . 007	Lesson 7, ex. 1-25: your...
IANKEY . 008	Lesson 8, ex. 1-25: typing...
IANKEY . 099	Lesson 99, Information on iANSYST

In addition when you run the program it will create:

YOURNAME . REC and if you use the "E" option:
YOURNAME . E1 (the error file for lesson 1)
YOURNAME . E2 ...(etc. for each lesson).

* File suffixes may be slightly different, e.g. .COM (for CP/M-80), .CMD (CP/M-86) instead of .EXE and .OVL (CP/M-80) instead of .OVR.

IANSTAL . EXE and .HLP are also included for non-standard versions of **iANKEY** which need installing. In any case these are not needed on your working disk.

ISBN 0 86390 001 1

Iansyst, Iankey, "Two Fingers", Typing Crash Course and How-to-Card are trademarks of Iansyst Ltd.

© 1983-1990 Ian Litterick

Iansyst Ltd, Omnibus Building, 41 North Road, London, N7 9DP (UK) Tel (071-) 607 5844

The small print: Copyright Licence

Personal licence

This *How-to-Card* is the licence for one person to use the **iANKEY** program at any one time.

Ian Litterick reserves the copyright and all rights in the **iANKEY** program, the lessons and in this *How-to-Card*. You may make as many copies of the *program* and *lessons* as you need, for your own use and for use at *one address* only. You do not normally need to buy more than one copy of **iANKEY**'s disk, nor more than one copy of the package in which it is sold.

However, it is a condition of sale that for each terminal where the program could be running at any one time you have bought a separate, original copy of this *How-to-Card*. You may not copy this card by any means. Nor may you copy the **iANKEY** program or lessons *for sale, to give away, to lend or borrow or for use at more than one address*.

Thus if you have a class of 23 people using the program you must purchase 23 copies of this card. If, in your business, two people may be using the program at the same time, you should have two copies of the card. For your convenience this licence allows you to use **iANKEY** for 28 days only, for any number of users, provided that you have ordered the correct number of *How-to-Cards*. An order form is normally enclosed with the package.

Trainers' licence

For professional trainers who are using **iANKEY** to train a series of third parties (e.g. on secretarial and computer familiarisation courses), the *How-to-Card* licences are valid as above but for *one year only*.

We hope that you will find these licence terms reasonable. If you do not, then please return the package immediately, unused, for a full refund of your purchase money.

iANSYST offers a reward of up to 50% of damages received by us as a result of information about people stealing our products. If you are reading a photocopy, please let us know where it came from.
