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THE WIZARD OF ID'S  
**WIZTYPE™**



Design by:

Rick Banks  
Michael Bate  
Jewell Couch  
Ken Williams

## THE WIZARD OF ID'S WIZATYPE™



Allow me to introduce myself. I am the great, the magnificent Wizard of Id. I have brewed some powerful magic that will teach you to touch-type. Once you learn, I will help you become faster and faster until you too are a typing Wizard, like me!

### A GOOD START

It is important to develop good typing habits from the beginning. This will ensure that you reach your full potential for speed and accuracy as quickly as possible. Sit up straight and rest your feet flat on the floor. Reach out and place your hands on the keyboard. O.K. so far?



Your elbows should be relaxed at your side; your wrists should be low, without resting on the computer. Take a look at me –you couldn't hope for a better model. If you cannot seem to achieve the right position, try a lower or higher chair.





Your fingers should be resting comfortably on what is known as the "Home Row." With the standard "Qwerty" keyboard your index fingers should be on the ◀F▶ and ◀J▶; with the "Dvorak" keyboard your index fingers should be on the ◀U▶ and ◀H▶ keys. (See the Quick Reference Card.) Your fingers will reach up and down to strike the keys above and below, but good typists (like me) always return to the "Home Row." Practice striking the keys with a quick, sure motion. Return to the "Home Row" each time you reach above or below to strike a key. Press the SPACEBAR with your Right thumb and the RETURN or ENTER Key with your Right pinky.

Look at the screen – not at your hands. Touch-typing requires you to learn the location of every key. Practice without looking at the keyboard. Eventually your fingers will "know" the location of each key and you will be typing each letter automatically, even faster than you can think!



### DOWN TO BUSINESS

Follow the Loading Instructions on the enclosed Reference Card. If you have used WIZATYPE™ before and have played the Game, your own personal "statistics" will be displayed when you type your name. You are now ready to select which WIZATYPE™ lesson to use.

When you use WIZTYPE™, you are pitting your typing skills against the computer. Just to add a little spice, we'll play teams – you and I against Spirit and the computer. Spirit will put characters and words on the screen; I will zap each character group when you type it correctly and press the SPACEBAR. (If you type it incorrectly, simply press the SPACEBAR and try again.) Spirit will produce new words as you type. If you type all the words faster than Spirit can replace them, I can zap him (it just makes my day when I do that) and we progress to the next level.



The Game, Drill, Practice and Word modes all have 20 levels of difficulty, each containing 20 character groups. As you type, the number of words left and your achieved typing speed are shown at the bottom of the screen. Your score for each level equals:

$$(\text{"words typed"} + \text{"words not used"}) \times \text{"typing speed."}$$

You also get a 100 point bonus for each level you complete with more than one word left. The better typist you are, the better your score!



When you type too slowly, Spirit evolves into a dragon. When the word list fills the page, he'll reduce me to a pile of ashes. I can only survive this kind of treatment a few times, so stay on your toes. The number of hats at the bottom of the screen represents my remaining lives.

After every few levels my Magic Sentence will appear near the bottom of the screen. You'll earn bonus points while you practice typing sentences. For each correct character, 10 points are awarded; 100 points per second is given for any leftover time. Don't worry if you don't complete the Magic Sentence the first time –keep practicing and you will!



Let's work through the various typing modes now. You might be tempted to start with the Game, but let's wait until you've practiced a few typing skills first. It takes time and dedication to become a genuine typing Wizard (my own apprenticeship took a whole two months!) To choose a typing mode, type the number of your choice and press RETURN or ENTER. Let's begin with the Drill.

### DRILL

Typing groups of letters and characters helps you learn the location of each key, and eventually builds up your speed with individual fingers. A color-coded picture of the keyboard before each level shows which fingers to use for which keys. In order to develop your typing skills it is important not only to strike the right key but also to strike it with the correct finger. Check the matching color-coded keyboard on your Quick Reference Card if you can't remember where each finger goes (even I forget sometimes).

Set your speed at 10 words per minute (words per minute, or WPM, is calculated as the number of words typed in one minute), then increase it to build speed. You'll improve faster if you push yourself. Type the character groups from top to bottom, bottom to top, or in any order. When you can type all 20 levels at a speed of at least 20 WPM, you're ready to tackle a Practice session. This will probably not take you more than a week or two.

### PRACTICE

As you become familiar with the keyboard and can move your fingers up or down with ease, you will want to practice typing combinations of characters scattered over much of the keyboard. Here Spirit forms "nonsense words" and we have to zap them to stay out of the frying pan. When you can do all the Practice lessons at 20 WPM, you are ready for a Word lesson. You will probably reach this skill level after a week or two of Practice.

### WORDS

In this lesson you can practice on something familiar -- words! Set your speed low to avoid looking at your hands. If you make errors, don't give up -- technique is the vital factor here. Remember to use the proper finger for each key! When you can do all 20 levels at 20 WPM, you are ready to try the Game.

## THE GAME

Let's test your newly developed skills. Choose the Game from the list of choices. You will begin at a speed of 10 words per minute. Each time you conquer a level, your speed increases by 5 WPM. The computer will keep your most recent scores on your "statistics" chart so that you can check your progress each time you restart WIZTYPE™.

After you play the Game a few times, return to the Drill, Practice and Word modes to further improve your speed, reach and accuracy. Yes, I know, the Game is lots of fun. But the other lessons are carefully designed to improve your typing skills, and that's what you want to do!



## CREATE YOUR OWN LESSON

You can make up your own word list for use in a practice session. The words will appear in the order you type them – start with easier words and work up to the harder ones. Easy words are short, or have letters on easy-to-reach keys (laugh, gift, fall), or use alternate hands when typing (lake, sick, and). More difficult words are longer (WIZTYPE™ allows a maximum of eight letters in one word), or have letters on hard-to-reach keys (quiz, paw, wax), or are mostly typed with one hand (hop, fever, serve) or even one finger (jump, graft, deck).

If you make mistakes when creating your lesson, see the magic Reference Card for guidelines on editing it. WIZTYPE™ will beep when your list is almost full (about 240 words).

## PARAGRAPHS

Practice typing paragraphs using the Paragraph lesson. This is probably the closest thing to everyday typing, since it involves reading words as they normally appear: in a continuous line, complete with spaces and punctuation. You can choose one of the paragraphs listed on the screen, or you can create and use a paragraph of your own. For now, let's just type one of the paragraphs listed.





When typing a paragraph, you can let that fun-loving court jester, Bung, set your pace, or you can type at your leisure without him. If you enlist Bung's help he will bounce along on his pogo stick at whatever speed you have chosen. When you are slow, Bung will wait for you at the end of the line, impatiently looking at his watch. Ideally, you should set your speed so that you're pushing to keep up with Bung – you'll get a more accurate reading of your true speed.

End each line with a space or return. Your average typing speed is displayed as you type.

To create your own paragraphs, choose that option and type in almost anything! There are a few characters not on WIZTYPE's™ colored keyboard display that WIZTYPE™ doesn't use – the computer will beep when you type these. If you make mistakes, edit your text (see my magic Reference Card for editing instructions). Each paragraph lesson can be quite long. When you approach the limit of your storage space the computer will beep. Don't go beyond that point – go back and edit your lesson. Be sure to save and name your file for future reference.

When you want to practice with one of your own Paragraph or Word lessons and cannot remember its file name, get out your magic Reference Card for instructions on cataloging the WIZTYPE™ disk.

### READY, SET, GO!

What's left to learn you won't learn by reading. . .you'll learn by doing! Load WIZTYPE™ and we'll start your apprenticeship. I'll show you just what a good typist you can be!



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