

Talking Typing Teacher

User's Manual

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About the Program

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Contact MarvelSoft

MarvelSoft, the leader in innovative and creative software, strives for a standard of excellence unsurpassed in the software field. It is our goal to meet the ever-changing needs of the marketplace, and to provide each and every person with the product he or she requires. To this end, we have produced software that is both powerful and easy to use. Our products are for you, and are designed with your needs in mind.

For more information about our exciting products, please feel free to write or call.

MarvelSoft Enterprises, Inc.

88 Captain Morgans Blvd.

Nanaimo, BC

V9R 6R1 Canada

Phone: 1-800-987-1231

+1 250-753-3093

Technical Support: 1-800-996-1293

+1 250-753-3089

Fax: 1-800-951-1231

+1 250-753-3062

E-Mail: info@marvelsoft.com

Web Site: www.marvelsoft.com

Mission Statement

We at MarvelSoft are the innovators of talking software in the field of visual impairment.

We link people with opportunities for success.

We believe that in this world of technology and advancement, blind and visually impaired persons have a vast store of knowledge and expertise to offer.

To this end, we have designed a multitude of software packages that make this philosophy a reality.

MarvelTalk, a human speech system developed by MarvelSoft, is an integral part of every MarvelSoft product.

It greatly enhances the success of new computer users, and facilitates and expands the expertise of those who are more experienced.

Every MarvelSoft product is fully interactive, bringing a truly human quality to each and every software program.

With a vast array of utilities and educational products and games, MarvelSoft has innovated a ground-breaking and powerful way for blind and visually impaired persons to take their rightful places in all areas of society.

Whether you are looking for a talking typing Program (complete with step-by-step, detailed lesson plans), a fully functional talking word processor, an easy-to-use talking calculator, or a vast number of other extremely user-friendly programs, MarvelSoft has it for you.

We at MarvelSoft strive for a standard of excellence that surpasses anything currently on the market, and we value every single person who uses our products.

The time has come for all people to reap the tremendous benefits of the computer world.

MarvelSoft, a leader in the talking software field, will be there to meet the vast and varying needs of its market.

MarvelSoft will link people with opportunities for success, for now, and for the future!

MarvelSoft on the Web

The MarvelSoft web site is your number-one source for up-to-date information related to your MarvelSoft product. Here, you can peruse product documentation, read answers to frequently asked questions, and read about updates and enhancements to the program.

If you have one of our educational programs, you'll definitely want to check out our ever-expanding collection of typing lessons, math and spelling tests, and quizzes, which you can download free of charge from our web site. You can also share your own tests with other parents and teachers in the MarvelSoft community.

You can also subscribe to MarvelSound, to keep you informed about what we're up to here at MarvelSoft. The free MarvelSound newsletter is jam-packed with info on new features being added to all MarvelSoft products. What's more, subscribers will be the first to know when we release an exciting new program.

So drop by www.MarvelSoft.com today; you'll be glad you did!

Technical Support

To ensure you get the most out of your MarvelSoft product, there are several great ways to help you learn more about the program and get your questions answered.

First of all, our QuickHelp feature is the fastest and easiest way to figure out what all the options in the program are for. Whether you're about to click a button, change an option, or type something into an edit box, there'll always be two or three lines of QuickHelp displayed at the top of the screen. (You can have it read aloud by simply pressing the <F1> key.)

When you'd like a more detailed explanation about something, or if you're keen to learn everything there is to know about the program, stopping by the Help Desk might be a good idea. Found just off the main menu, the Help Desk is packed with all sorts of handy brochures and leaflets you can pick up to become a whiz at using MarvelSoft software. In fact, you can even read the entire product documentation [here](#).

For up-to-date info, including tips, tricks, and frequently asked questions, the MarvelSoft web site might just be the place to go. Available around the clock, you can visit our home on the Internet by dropping by www.marvelsoft.com.

And, as always, if you ever have a question that Help doesn't answer, our friendly, knowledgeable Tech Support team is just a phone call away. For free, unlimited TOLL-FREE technical support, please call 1-800-996-1293, or E-mail support@marvelsoft.com.

System Requirements

Because all MarvelSoft software is written with speed and stability in mind, it can run on almost any computer.

You'll need:

a PC (at least 90 megahertz) running at least Windows 95 or Windows NT Service Pack 4,
16 megabytes of RAM,
20 megabytes of available disc space,
a 16-bit Sound card and speakers (or headphones),
a CD-ROM drive,
and Internet Explorer 4.01 or later.

Note that if you don't plan to use Text-To-Speech technology or any animated characters, you need only have:

any PC running at least Windows 95 or Windows NT Service Pack 4,
16 megabytes of RAM,
10 megabytes of available disk space,
a 16-bit Sound card and speakers (or headphones),
and a CD-ROM drive.

Setting up the Program

You will find the set-up of our software on your computer simple and straightforward, with Eager Eddie guiding you every step of the way. Even if you're a new computer user, you shouldn't have any difficulty at all with the set-up process.

To start the Setup program, simply insert the program CD into your CD-ROM drive. If set-up doesn't start within a few seconds, just run `d:\setup`, where D: is the CD-ROM drive letter.

When Setup starts, Eager Eddie will welcome you to the program and give preliminary instructions. Simply click "Next" or press <Enter> to continue.

Next you will be presented with the "End-User License Agreement". Once you have read and accepted the terms of the agreement, simply click "Yes" or press <Enter> to continue.

Depending on what program you're installing and how your computer is set up, Eager Eddie will go on to ask you a few simple questions. Just follow the directions and the program will shortly be installed on your computer.

Now it is time to sit back and explore the program you have successfully set up. Don't forget to drop by the Help Desk if you have any questions.

Use Over a Network

If you have the Pro version of this program, it is fully network-compatible! This means that you can install the program on one computer (the server), and use it on up to thirty-five remote computers (the clients). This is of inestimable value if you are a teacher because all your students' information is stored in one central location. In this way, you can always keep track of your student's progress, without having to go around to each desk. Because student reports are updated every minute, you can keep tabs on each student in your class from any computer on your network that always has accurate, up-to-date data.

To configure the program for use over a network, first install the product on the server computer. When asked whether this computer is the server or a client, select "The Server". Then run the setup program on each client machine, selecting "A Client" and entering the network path to the server (E.G., "\\SRV\C" or "S:").

Once you have successfully installed this program on your server and client computers, you'll be ready to explore the marvellous new world of teaching over a network! Never before has it been so easy to monitor students' progress, easily and quickly refer to all previous tests taken by each student, and generate report cards at the end of the year. You can even get a summary of class results for each test as a quick reference.

In short, the possibilities of "network teaching" are endless, and your job as a teacher just got a whole lot easier!

Getting Started

Before we get started on detailing how this program works, let's run through a few simple pointers to help you use it more easily. Once you've mastered these simple tips, you'll be able to use them consistently in every MarvelSoft program.

The first thing you should know is that every part of this program is fully narrated by the pre-recorded, human voice of Eager Eddie. His friendly, personable speech will always be there to guide you through every area of the program. For this reason, you need not have any screen reading software when using a MarvelSoft product. In fact, if you have a screen reader running on your computer, you should always shut it off while using this program.

For those of you who are new to Windows, let's go through a few things about running Windows programs in general.

First of all, all information in programs is presented in screens called "dialogs". These dialogs can have "buttons", option boxes known as "list boxes", and text entry fields known as "edit boxes". You use buttons to select different options from the dialogs, the list boxes to select items from a list, and the edit boxes to type information into the program.

All the buttons in MarvelSoft programs have shortcut keys, which you can press to jump swiftly to the option you want. These can be spoken directly after each menu option and allow you to navigate the program with speed and efficiency.

Whenever you come across a list box, Eager Eddie states the title of the list box, then says the item you have selected. Use your <Up Arrow> and <Down Arrow> keys to move through the options, use <Home> and <End> to jump to the beginning and end of the list, and <Page Up> and <Page Down> to move through the longer lists more quickly.

Eager Eddie denotes edit boxes in the same way, only they are often empty so he simply says "Empty" after the title. Just type what is requested into the edit box, and use your <Left Arrow> and <Right Arrow> keys to move through the text you have entered. Use <Home> and <End> to jump to the beginning or end of the text, <Backspace> to erase the previous character, and <Delete> to erase the current one. You can also press <Alt+End> to delete from your current position to the end of the line, and <Alt+Home> to delete to the beginning of the line.

Multi-line edit boxes are similar to regular edit boxes. The only difference is that these controls can contain more than one line of text. Just hit <Enter> to go to a new line, <Up Arrow> and <Down Arrow> to move through the text line-by-line, <Control+Home> to go to the top of the document,

and <Control+End> to jump to the bottom. You can also use <Alt+Control+Home> to delete from your current position to the beginning of the document, or <Alt+Control+End> to delete to the end.

To move through the dialogs in this program, just use your <Left Arrow> and <Right Arrow> keys. When you come to a button, hit <Enter> to select it. When you come to a list box, you can use your <Up Arrow> and <Down Arrow> keys to change the selection. When you come to an edit box, use your <Tab> and <Shift+Tab> keys to move away from it.

Whenever you enter a dialog, Eager Eddie will state the title and the first option. You can then either select this option or move through the screen to select a different one. If you've changed the options in a dialog, for example, ScreenTalk Options, you can always press <Enter> at any time to select "OK". If you don't want to save your settings, just hit "Cancel".

To exit any dialog, just click the "X" at the top-right corner of the dialog, or hit the <Escape> key. This will take you to the previous dialog.

To exit the program, just click "Exit" or hit <Escape> from the main (first) dialog of the program. This will bring up the exit dialog, which allows you to simply exit to Windows, put your computer on "Stand By", restart Windows, restart your computer, or shut it down. If you don't want to be asked what you want your computer to do every time you exit the program, simply select "No" in the "Show this screen next time you exit?" box. (If you tell the program you don't want to see this dialog anymore, then decide later that you do, just hold down a Shift key when you exit.)

With these simple operating instructions, you will find all MarvelSoft programs straightforward to master and so easy to use.

Introducing MarvelTalk

The biggest feature offered by this software package is MarvelTalk, a collection of friendly human personalities that completely narrates the entire program. Truly a one-of-the-kind design, Eager Eddie guides you, step-by-step, through all areas of this marvellous program. His friendly, up-beat speech and enthusiastic positive reinforcers leave you smiling as you work. His gentle, reassuring manner lends a helping hand to you every step of the way. As you travel through the program, you will also meet Clever Karen, who can be your keyboard voice, among other things. If you have an educational program such as Talking Typing Teacher, Marvel Math, Speaking Spelling or Quality Quiz, you will also encounter eight-year-old Carefree Cary and five-year-old Jolly Janna, who, along with Eager Eddie and Clever Karen, will always be thrilled to congratulate and encourage you or your students, and will capture your heart in the process.

We have also used another speech system in conjunction with MarvelTalk to read back what cannot be spoken by Eager Eddie. This feature revolutionizes the concept of a program with built-in speech; it smoothly switches between the synthesized voices of Mike or Mary, and the pre-recorded human voices of Eddie and Karen. When you're typing anything into the program, reading it back letter by letter, changing options, or using functions, Eager Eddie and Clever Karen will always be there to tell you what you're doing. Whenever you wish to read back what you've written, however, the synthesized voices of Mike or Mary will step in to read for you. This provides you with the optimal solution: utilize pre-recorded human speech whenever possible, and enjoy the incredibly responsive, state-of-the-art synthesized speech when perusing your document, reviewing addresses or reading your questions and answers!

"MarvelTalk Options" allows you to customize how every part of this program is read. To access these exciting features, click "Options" (or hit <F8>), then select "MarvelTalk Options".

"ScreenTalk Options" offers a wide variety of options to change how MarvelTalk reads the screen. Here, you can toggle ScreenTalk on and off, adjust how shortcut keys are announced, select a different letter voice, etc. You can even instruct MarvelTalk to say what type of control you're on as you move around the dialog.

"Synthetic Speech Options" gives you complete control over how synthetic speech reads your text. Here, you can change the speaking rate, pitch, and volume. You can even select your favourite voice from over a dozen different choices.

"KeyTalk Options" lets you toggle KeyTalk on and off, set how quickly key names are spoken, choose how capital letters should be indicated, and so on. It's even possible to pick a computer keyboard, typewriter or Braille as your KeyTalk voice!

In short, MarvelTalk revolutionizes every aspect of this program. Our speech system makes navigating menus, changing options, entering information, and generally using the program a piece of cake!

[MarvelTalk Hotkey Guide](#)

The finishing touch to MarvelTalk is the wide variety of straightforward hotkeys you can use to get information from the program. Though you don't have to memorize any or all of these hotkeys, knowing them will make using the program much quicker.

- Hit <F1> or <Control+h> to Read QuickHelp.
- Hit <F2> to read the contents of the current dialog, including its title and all controls.
- Press <Shift+F2> to simply read the title of the dialog.
- Hit <F3> to read the name of the control you currently have selected.
- Press <F4> or <Control+q> to repeat what was just said.
- Tap <F5> or <Control+r> for a similar repeat feature.
- Hit <F6> to increase the speaking rate of Text-To-Speech.
- Strike <Shift+F6> to decrease the speaking rate.
- Press <Control+F6> to move forward through the different TTS voices.
- Hit <Control+Shift+F6> to move back through the list of voices.
- Strike <F8> to access the options for the current program.
- Hit <Control+d> to have the current date spoken aloud.
- Strike <Control+l> to re-read the current line or control.
- Press <Control+t> to check the time.
- Hit <Control+w> to repeat the last word or phrase spoken by TTS. If you press <Control+w> again, the text is quickly spelled out. A third press will spell the text more slowly. And a fourth tap will cause the text to be spelled out in phonetics E.G., "Tango, Echo, Sierra, Tango" for "test".
- Just hit either <Shift> or <Control> key to stop what is currently being said.
- And best of all, just tap <F12> to pause MarvelTalk. Hit <F12> again to resume where you left off.

Screen Display

All MarvelSoft programs have full support for visually impaired (large print) users, offering a wealth of options to configure how the text is displayed. These exciting options ensure that the individual needs of the user are met, and that the text is easily read by all.

To change the font or size of text, adjust how dialogs are displayed, or select a different animated character, "Display Options" is just what you need. Access "Display Options" by clicking "Options" (or hitting <F8>), then selecting "Display Options".

"Set Font" lets you choose from dozens of different fonts, sizes, weights, background colours, and so much more.

"Screen Layout" gives you complete control over how all dialogs in the program are laid out. The "Height" and "Width" boxes allow you to decide how large dialogs should be. By default, both of these options are set to "1". Thus, if you set "Height" to ".5", and "Width" to "2", all dialogs will be half the default height, but twice the default width.

"Character Options" gives you the ability to select which animated character you want to amuse you while you work.

QuickHelp

QuickHelp is a handy little feature available with every MarvelSoft program. Essentially, QuickHelp consists of a box at the top of the screen that gives brief information about each control in the current dialog. Every time you tab to - or move your mouse over - a different control, QuickHelp offers two or three lines of information about that control. (To tell MarvelTalk to read this aloud, simply press the <F1> key.) For example, if you are changing options and you highlight the "OK" button, QuickHelp says, "Save your settings and return to the program."

To gain extra space on the screen so text can be displayed in a larger font size, you may wish to turn QuickHelp off. The "Show QuickHelp" toggle can be found under "Options", "Display Options", "Screen Layout".

QuickHelp makes it easy for you to determine exactly what a particular button, list box, or edit box will do. It is yet another invaluable and innovative feature offered with every MarvelSoft product.

Help Desk

Help Desk is a uniquely innovative feature you can easily use to get detailed and well-organized information about any aspect of the program! Available in all MarvelSoft programs, this groundbreaking, interactive, and informative help system makes it easier than ever to locate the pamphlet you're looking for.

Located on the main menu of the program, Help Desk is entirely narrated by Eager Eddie and Clever Karen. In a user-friendly interface, Help Desk presents you with a menu of useful pamphlets to read, and an option to read the entire manual. You can even get information about how your computer is set up here!

After you've selected a pamphlet to read, here are a couple of tips to help you find the page you're looking for. To jump to the next section, simply search for "~". When reading the entire manual, you can search for "***" to find the beginning of the next pamphlet. And if you're listening to Clever Karen read the manual aloud, just press the <F3> key to skip to the next section or pamphlet.

Help Desk is another truly innovative feature of MarvelSoft design. It combines pre-recorded human speech with easily selected and pertinent information, providing you with what you need to know, when you need to know it!

Talking Typing Teacher

Welcome to the most powerful and interactive typing program ever written! MarvelSoft is proud to present Talking Typing Teacher, the number one way to take your typing skills at any level and build and enhance them beyond your wildest expectations!

Here is the only program on the market that will take you or your students, step by step, through the fun and exciting process of learning to type with two of the friendliest and most capable "teachers" in the world! Every inch of this program is wonderfully narrated by your hosts, Eager Eddie and Clever Karen, and is one hundred percent interactive. With them as your guides, you will anxiously look forward to each new lesson, with help, encouragement, reinforcement, and fun every step of the way.

Eager Eddie and Clever Karen show their true personalities as you work through the 41 lessons in this unbelievable typing experience. The ever-present interplay between Eddie and Karen beautifully complements their positive, encouraging, and upbeat learning style. Never before has a program been designed that encourages and assists the new typist so well!

Talking Typing Teacher has been carefully developed with the needs of everyone in mind, so it's great for anyone--children, adolescents, adults, ESL students, individuals with visual impairments, people with developmental challenges or dyslexia, or anyone else with or without a disability! We have achieved this impressive goal by offering three different levels of instruction: Level 1 for children in grades one to three and those with developmental challenges; Level 2 for children in grades four to seven and English-as-Second-Language students; and Level 3 for high school students and adults.

What's more, we have ensured the suitability of this product with months of careful and precise field-testing of people of all ages and needs. We're one hundred percent confident that whoever you are and whatever your needs may be, you have surely found the program for you.

Talking Typing Teacher is also fully animated, with four separate characters for your amusement! Genie, Merlin, Robby, and Peedy smoothly interact with Eddie and Karen, carefully listening to the instructions and congratulating you with amusing antics and celebratory gestures. Their countless animations really bring the program to life and add great visual appeal!

Features include:

- Built-in human speech (in the form of MarvelTalk) that narrates the entire program;
- Full-colour animations;
- Complete interaction with both sound and animations;

- Detailed lesson curriculum designed with three levels of instruction;
- Lessons consisting of spoken and displayed instructions, practice drills, and final reminders;
- Lessons that teach and reinforce typing, with careful emphasis on posture and correct typing habits;
- Three levels of instruction that not only change the number of keys that are taught, but also how the instructions are worded and presented;
- Constant positive and encouraging reinforcers throughout the entire curriculum;
- The ability to create an unlimited number of customized lessons to further enhance your typing curriculum;
- A countless number of optional tunes and sound effects to enhance student performance and make the entire curriculum exciting and fun;
- Seven separate functions to test and enhance typing skills between each lesson; and
- Full support for multiple student use. This means that you can have more than one student set up with the program, and TTT will pull up each student's record when he or she logs in.

Menu Outline

Here's a quick summary of the various exciting options you'll discover on the main screen of TTT:

"File Cabinet" is a powerful tool for teachers that makes it possible to swiftly manage entire groups, keep track of individual students' progress, and create customized typing lessons.

"Explore the Keyboard" allows students to press any key or key combination on the keyboard, and hear it spoken aloud. If you want the keys they type in other programs announced as well, just hold down <Shift> when you push this button.

"Typing Lessons" is where you or your students will spend many happy hours following a detailed, fun, and interactive typing curriculum.

"Key Practice" is a great way to ensure that students are able to quickly locate each and every key on the keyboard.

"Word Practice" presents students with randomly selected words to be typed, to help reinforce newly-acquired typing skills.

"Sentence Practice" has been designed to help students practice typing three different levels of full-length, interesting sentences.

"Typing Games" is a set of six games designed to help students enjoy their newly acquired skills, creating the perfect learning environment for everyone!

As if that's not enough, TTT comes complete with "Talking Workbook", a fully functional word processor, that can be used to test your new typing skills on a practical application. Such advanced features as "Find", "Search and Replace", "Word Count", and "Check Spelling" are included in this fantastic editor.

And to top it all off, students can finish off their typing class by getting their current typing speed.

As you can see, TTT is truly for everyone! Whether you are an individual who wishes to learn to type, a parent who wants to give your child a head start in typing, or a professional looking for an innovative and easy-to-use typing program for ALL your students, you have just found the ideal solution!

The entire line of Talking Typing Teacher products welcomes you to the wonderful world of Typing-Made-Easy from MarvelSoft! Whenever you receive a MarvelSoft product, you know you're in for a high quality, powerful, and easy-to-use program. TTT exemplifies MarvelSoft's Standard of Excellence, for now, and for the future!

When taking a drill, the text to type shows up in a box at the top of the screen, and the box to type into is just below this. In addition, several status boxes at the bottom of the screen show your up-to-date typing speed, accuracy, and how much time you've spent on this drill. To tell MarvelTalk to read this info aloud, just press <Alt+s>.

File Cabinet Specifics

Unlike the rest of File Cabinet (which is consistent for all MarvelSoft educational programs), "Typing Teacher Options" is specifically designed for Talking Typing Teacher. For all other instructions pertaining to File Cabinet, we refer you to the "File Cabinet" section of this documentation.

"Typing Teacher Options", located in the File Cabinet, allows you to set up different lessons, and have optimal control over how they are taken.

"Lesson Manager" is set up to enable you to create and edit new lessons.

"DrillTalk Options" lets you configure how MarvelTalk reads drills.

"Key Practice Options: Say Directions" controls whether quick directions are spoken when taking a "Key Practice" drill.

"Number of Tries" lets you set the number of errors the student can make before moving on to the next key to find.

"Number of Drills" sets how many keys, words, or sentences the student is asked to type when using "Key Practice", "Word Practice", or "Sentence Practice".

And "Time Limit" lets you set a limit on how much time the student should spend while taking a drill or lesson.

Keep in mind that when you adjust settings in Typing Teacher and File Cabinet Options, your changes will apply to all teacher and student accounts. MarvelTalk and Display Options, on the other hand, only effect the user that's currently logged in.

Lesson Manager

"Lesson Manager" is set up to enable you to create and edit new lessons. You will want to create your own lessons if you have unique teaching requirements that do not necessarily fit into our three-tiered lesson curriculum.

Under "Lesson Manager", the "Lesson Selection" box shows all the lessons you have created.

"Add" will add a new lesson.

"Remove" will delete the selected lesson.

"Edit" is used to edit the lessons you've created.

When editing a lesson, you have a number of options to help you customize its presentation.

"Drill Type" allows you to customize your lessons with any combination of "Directions", "Keys", and "Words and Phrases". The "Directions" option is handy for providing pertinent information to your students, such as the location of keys, posture tips, and the like. The "Keys" option is used to

reinforce individual keystrokes, such as "asdf". Remember to place each set of keystrokes on a separate line so that students are prompted with only one set at a time. The "Words and Phrases" option is used to present words, phrases, and sentences that reinforce the keystrokes practiced in this lesson. Again, be sure to place each word or phrase on a new line.

"Add" will add a new drill.

"Remove" will delete the current drill.

"Insert" creates a drill at the beginning of your lesson. This is useful, for instance, if you create a lesson, and forget to start it off with a set of directions.

"Back" is used to go to the previous drill.

"Next" will take you to the next drill.

And "Finish" will update your lesson and place you back in "Lesson Manager".

*Note that at any given time, many of these buttons will be disabled. For example, when you first create a lesson, "Back" and "Next" are disabled because you are starting out with only one drill.

When used in conjunction with Talking Typing Teacher, File Cabinet greatly enhances the functionality and versatility of this program. Never before has such a powerful talking typing package been developed with so many customizable features and educational strategies!

[Talking Typing Teacher, Teacher's Instruction Kit](#)

This instruction kit from MarvelSoft is an innovative educational package designed to assist professionals in teaching the Talking Typing Teacher program. It contains a text copy of all three levels of instruction, along with helpful hints and tips for each one. Although the entire curriculum is presented audibly and visually, this kit gives a professional an excellent idea of what is covered in each lesson, allowing for greater adaptability in planning and presentation. The tips at the end of each lesson have been designed to allow the teacher to present students the material and/or additional practice at their own pace and cognitive ability.

The Talking Typing Teacher, Teacher's Instruction Kit is included with the TTT Pro package. It is also available for individual purchase (in print or Braille) to accompany TTT Standard.

Lesson Plans

To give you a rough idea of the content covered by each level of instruction in TTT, here is a list of lessons for each level. As you will see, Level 1 is very basic typing, covering only the essential keys; Level 2 is intermediate level typing, covering all the keys you will commonly need for everyday typing; and Level 3 is advanced typing, covering the entire keyboard and including function keys, modifiers, etc.

Level 1:

Lesson 1: Getting Started, The Arrow Keys

Lesson 2: The Home Row, Enter and Space

Lesson 3: Escape and Tab

Lesson 4: ASDF

Lesson 5: JKL;

Lesson 6: GH

Lesson 7: Typing Capital Letters and the . Key

Lesson 8: TU

Lesson 9: EI

Lesson 10: RN

Lesson 11: VO

Lesson 12: CY

Lesson 13: WM

Lesson 14: BP

Lesson 15: XQ

Lesson 16: Z,

Lesson 17: Letter Review

Lesson 18: The Number Keys (Optional)

Lesson 19: Sentence Practice (Optional)

Lesson 20: Paragraph Practice (Optional)

Lesson 21: Backspace

Level 2:

Lesson 1: Getting Started, The Arrow Keys

Lesson 2: The Home Row, Enter and Space

Lesson 3: Escape and Tab

Lesson 4: ASDF

Lesson 5: JKL;

Lesson 6: GH

Lesson 7: Typing Capital Letters and the . Key

Lesson 8: Capslock

Lesson 9: TU

Lesson 10: EI

Lesson 11: RN

Lesson 12: VO

Lesson 13: CY

Lesson 14: WM

Lesson 15: BP

Lesson 16: XQ

Lesson 17: Z,

Lesson 18: Letter Review

Lesson 19: :'"

Lesson 20: /?

Lesson 21: The Number Keys

Lesson 22: Sentence Practice: Level #1

Lesson 23: Sentence Practice: Level #2 (Optional)

Lesson 24: Paragraph Practice

Lesson 25: !\$

Lesson 26: The Parentheses

Lesson 27: -\

Lesson 28: Delete, End, and Page Down

Lesson 29: Insert, Home, Page Up, and Backspace

Level 3:

Lesson 1: Getting Started, The Arrow Keys

Lesson 2: The Home Row, Enter and Space

Lesson 3: Escape and Tab

Lesson 4: ASDF

Lesson 5: JKL;

Lesson 6: GH

Lesson 7: Typing Capital Letters and the . Key

Lesson 8: Capslock

Lesson 9: TU

Lesson 10: EI

Lesson 11: RN

Lesson 12: VO

Lesson 13: CY

Lesson 14: WM

Lesson 15: BP

Lesson 16: XQ

Lesson 17: Z,

Lesson 18: Letter Review

Lesson 19: :'"

Lesson 20: /?

Lesson 21: The Number Keys

Lesson 22: Sentence Practice: Level #1

Lesson 23: Sentence Practice: Level #2

Lesson 24: Sentence Practice: Level #3

Lesson 25: Paragraph Practice

Lesson 26: The Brackets and Braces

Lesson 27: <>

Lesson 28: `~

Lesson 29: !@

Lesson 30: # \$

Lesson 31: %^

Lesson 32: &*

Lesson 33: The Parentheses

Lesson 34: -_

Lesson 35: =+

Lesson 36: \|

Lesson 37: The Modifiers

Lesson 38: The Function Keys

Lesson 39: Delete, End, and Page Down

Lesson 40: Insert, Home, Page Up, and Backspace

Lesson 41: Print Screen, Scroll Lock, and Pause

Numeric Keypad:

Lesson 1: Numlock; 4, 5, 6; 1, 2, 3; 7, 8, 9

Lesson 2: 0 and .

Lesson 3: + and Enter

Lesson 4: Divided by (/), Times (*), and Minus (-)

Typing Games

Fun for the whole family! Here is a brand-new collection of talking games from MarvelSoft! Fully interactive, these incredibly adaptable games are sure to draw you back again and again. As your skill increases, simply make the game more difficult by changing the level of play as well as several other challenging options. And best of all, Eager Eddie and Clever Karen make the games come to life with their enthusiasm and humour.

Letter Memory Game

The first game in our set of fun and educational games is Letter Memory Game. It is an excellent way of reinforcing memory skills and sharpening your typing ability at the same time.

The "Level Selection" box controls how the game selects the letters to type. The higher the level, the harder the string will be to remember.

After you have set up the game so it's just how you like it, simply hit <Enter> or click the "Start Game!" button. The game starts out by randomly picking a letter, displaying it on the screen, and speaking it. After you type that letter, two letters are announced, the first one and a new one. Type both these, and continue playing until you've typed the number of letters you specified. At any time, you can press <F4> or <Control+q> to repeat the string of letters to remember, or <F5> or <Control+r> to review what you've already entered. And when you finish the game, you'll have a wonderful feeling of achievement when you receive Eager Eddie's congratulations.

Number Memory Game

This game is very similar to Letter Memory Game except that it reinforces remembering and typing numbers rather than letters. Again, you set up the game just the way you want it, then challenge and increase your skill as you play.

Word Maker

Here's a new and innovative game, similar in many aspects to the well-known game of Scrabble. Players are presented with a number of letters, and told to make as many words out of the string as possible. The "Minimum Length of Words", "Letters Before Going On", and "Points to Win" options allow you to make the game as simple or challenging as you want. You can even play by yourself or with up to eleven other players.

After you select "Number of Players" and a few other options, just hit "Start Game!" to begin your word-making adventure! This brings up the main Word Maker dialog, consisting of a box showing your available letters, an edit box to type your word into, and three buttons.

Hit "Submit" to submit the word you've typed in,

"Finish" to let another player have a turn, or

"Exit" to quit the game.

Note that you can just type your word in after you've reviewed your letters; you don't need to move to the edit box unless you want to edit what you're typing in. You can also press <F4> or <Control+q> to have your available letters read out, and <F5> or <Control+r> to find out how many words you've made so far. Just press <Enter> to submit your word; and if you're all done, simply tap <Enter> again to go on.

Word Maker is one of those fun and exciting games that you will play for hours, enriching your vocabulary and spelling. Best of all, however, you can play with a whole group of your friends, sharing in the challenge of making words you know, and the excitement of discovering new ones!

Guess My Number

Eager Eddie truly brings this game to life. Probably the most fantastic attribute of this game is his realistic responses, hints, and encouragers that really add a human element. You find yourself instantly caught up in the easy-to-master game, working faster and with more and more precision to guess Eager Eddie's number.

As with the other games in this package, you can set this game to the exact level of difficulty you're looking for, all the way from between "1 and 10" to "1 and 1,000,000".

When the game starts, Eager Eddie will give you a quick reminder and ask you to start guessing what number he picked. (If you want to repeat this feedback, just press <F5> or <Control+r>.) Now, simply type in your guess and tap <Enter>. Eager Eddie will then tell you how close you are to his number, and suggest that you guess either higher or lower. (To get him to repeat himself, hit <F4> or <Control+q>.) Keep on guessing until you figure out just what his elusive number is.

Guess My Number is a game EVERYONE will love!

Tune Tutor

This unique game is similar to the letter and number memory games, with a couple of exciting differences. Instead of just typing in letters or numbers selected by the computer, Tune Tutor plays a series of musical notes on your speakers. The object of the game is to identify the notes you just heard, and type them back to the computer. In this way, your memory and typing skills are reinforced, along with your ear for music!

In this game, the "Level Selection" box controls the number of notes you will be tested on: Level 1 focuses on three notes--c, f and b; Level 2 moves up to four notes--c, e, g and b; and Level 3 is twice as challenging, with all eight notes of the octave--c, d, e, f, g, a, b, and C.

Perhaps best of all, Tune Tutor ships with ten different instruments to practice with:

Grand Piano,

Glockenspiel,

Pipe Organ,

Classic Guitar,

Violin,

Trumpet,

Clarinet,
Flute,
Banjo, and
Fiddle.

When you're playing the game, remember that you can press <F4> or <Control+q> to play the tune again, or <F5> or <Control+r> to have MarvelTalk read out the notes you've already entered.

Another feature of this game is that you can use the mouse to select the notes you want. The eight notes of the octave are laid out on the screen in a bar of eight buttons just like the keys on a piano.

This game will surely enchant the whole family for hours!

Music Master

Music Master is a fun-to-use program that helps you compose and save simple tunes. It's a great way to improve your typing accuracy, while doing something you enjoy at the same time.

The interface for this game is similar to that of Tune Tutor. When you first enter the game, you can pick from ten different instruments to create music with.

Once you hit "Play Instrument", you can type in your song or click the notes using the mouse. Then, just press R or click "Replay" to hear your tune, or <F5> to listen to the notes you used to play it.

Music Master is a natural progression from Tune Tutor, allowing you to apply your newly acquired musical skills by composing simple tunes. What better way to encourage a budding musician and reinforce typing skills at the same time? Not only can you play back the song you've entered, but you can also use "Music Manager" to store your tunes for next time!

This innovative package of Talking Games, only available from MarvelSoft, is a truly remarkable set. Designed for ALL ages, these games are guaranteed to enchant and intrigue all who play them!

File Cabinet

File Cabinet is your very own filing cabinet. It allows an unprecedented degree of teacher access and direction over students' performance and reports. It makes teaching any number of students easier than ever before, enhancing teacher involvement and student participation. Only available from MarvelSoft, this powerful utility is ground-breaking in its versatility and practical application for a multitude of needs.

"Group Manager" allows you to set up groups so that your students are categorized according to classroom or ability.

"Student Manager" lets you create and update your student accounts, and monitor your students' progress.

The third button, Options, allows you to customize how the program works. Unlike the rest of File Cabinet (which is consistent for all educational programs), the options for Talking Typing Teacher, Marvel Math, Speaking Spelling, and Quality Quiz are specifically designed for the individual program. For this reason, we refer you to "File Cabinet Specifics" for instructions pertaining to your individual MarvelSoft program.

You can use "File Cabinet Options" to configure certain aspects of the program, giving you unlimited control over how it performs for you. Here you can decide whether "Login at Startup" is required, how passwords should be assigned, etc.

Group Manager

"Group Manager" allows you to set up groups so that your students are categorized according to classroom or ability.

The "Group Selection" box shows all the groups you currently have set up, allowing you to quickly access each group.

"View Group Report" generates a quick list of each student's progress. This is an excellent way to quickly compare all students' results with each other as well as with a class average.

"Add" allows you to create a new group.

And "Remove" deletes the selected group.

Student Manager

"Student Manager" lets you create and update your student accounts, and monitor your students' progress. (You can also use it to create and update different teacher accounts by simply selecting "Teacher" from the "Group Selection" box.)

Again, the "Group Selection" box shows all the groups you have created. Unlike the "Group Selection" box under "Group Manager", which makes it easy to manage entire groups, the "Group Selection" box under "Student Manager" allows you to manage individual students under each group. When you select a different group in this box, the various students in that group are placed in the "Student Selection" box. This allows you to easily change from one group to another.

The "Student Selection" box shows the students in the selected group. To manage individual student accounts, simply select their names from this list.

"View Student Report" allows you to check on the progress of your students. This is an excellent tool to get detailed information about how each student is progressing. If you have the Pro version of the program, these records are automatically updated every minute, so the information you're looking at is always up-to-date. If you have the standard version of the program, you can check on your students' progress after they are finished their sessions.

"Login" lets you log in a different student.

"Add" allows you to add a new student.

"Remove" will delete the selected student.

And "Edit" allows you to change the selected student's group, user name, and/or password.

File Cabinet Options

You can use "File Cabinet Options" to configure certain aspects of the program, giving you unlimited control over how it performs for you. To pull up File Cabinet Options, just select "Options" from "File Cabinet", then click "File Cabinet Options".

When "Ask for Passwords When Logged into a Teacher Account" is set to "No", teachers are not asked for passwords when accessing File Cabinet, changing options, or exiting the program. Otherwise, teachers are asked for passwords in each of these areas.

"Require Login at Startup" lets you decide whether you want your students to log in when the program is first started. If this is not required, students are logged into the program with their computer's user name.

"Allow Creation of New Accounts at Startup" permits you to allow or disallow creation of new accounts when students are logging in.

"Assign Random Password to New Accounts" gives you the option of having a six-digit, randomly generated password (containing both letters and numbers) automatically assigned to all new accounts. If set to "Yes", this option ensures that all accounts will have highly secure passwords, thus preventing fellow classmates from gaining unauthorized access to each other's accounts.

The next three boxes allow you to set passwords when accessing the File Cabinet, changing options, or exiting the program. These passwords may be the same or different, and are under the "Password for" frame. If you do not wish to have an area password-protected, simply leave the box blank.

"Backup Program Database" is a powerful tool you can use to quickly back up your entire student database, as well as any lessons, tests or quizzes you may have created.

"Restore Program Database" allows you to easily restore a previous backup you have made.
*Caution: This will overwrite your existing database, and replace it with the backup you are restoring.

"Default Options" lets you change the default options assigned to all new student accounts. This means that you can change such items as the default voice, font, animated character, etc., for all future account setups.

"Log Out Students" is a quick and easy way to log out students that were previously logged in. Normally, when a student logs out, the account is marked as no longer being in use. If a session was terminated improperly, however, you can use this option to log out all of your students.

With File Cabinet, MarvelSoft provides you with the ideal way to have up-to-date information on all your students at all times. Its simple interface makes it unbelievably easy to use, making your

paperwork virtually non-existent. This one-of-the-kind solution will leave you free to get on with the job of teaching, letting File Cabinet take care of all your record-keeping.

Introducing the Spell Checker

When doing any word processing, a reliable, quick and easy to use spell checker is an essential tool! For this reason, MarvelSoft is pleased to offer an exceptionally user-friendly talking spell checker you can use when doing any word processing in this program!

To access the spell checker, simply hit <F7>. The spell checker will load, and begin checking your document for spelling mistakes. When a misspelled word is found, the word is announced, spelled, and suggested corrections are provided.

The "Problem Line" box displays the line on which the misspelled word was found. This allows you to read the misspelled word in context before deciding on a replacement. Note that you can tell MarvelTalk to read the problem line aloud (without actually moving to this box) by pressing <F4> or <Control+q>.

The "Misspelled Word" box shows the misspelled word.

The "Change to" box allows you to edit and/or correct the misspelled word.

The "Suggestions" box presents you with a list of possible changes for the misspelled word. As you move through the list, the "Change to" box is updated with the current suggestion. You can tell MarvelTalk to read both the misspelled word and the suggested replacement aloud by pressing <F5> or <Control+r>.

Once you've corrected the word, simply hit "Change" to change it in your document, or "Change All" to change every occurrence of the misspelled word.

If you do not wish to correct or edit the word, just hit "Ignore" to ignore this occurrence, or "Ignore All" to ignore all occurrences of this word.

"Add to Dictionary" allows you to add a word, such as a name or an abbreviation, to the dictionary so the spell checker knows it is not misspelled. This saves you a lot of time in future word processing.

"Options" allows you to customize your spell checker for your needs. Though it ships with default settings, these many exciting options give you more control over the way your spell checker operates.

You can click "Help Desk" at any time to review this information, or to read the entire product documentation.

And "Exit" allows you to exit the spell checker and return to your document.

In short, you will find MarvelSoft's spell checker an extremely efficient and simple way to ensure the accuracy and quality of your documents. MarvelSoft's spell checker is undoubtedly word processing made easy!

Feedback

We at MarvelSoft strive to create powerful and easy-to-use software to be enjoyed by all. To this end, we greatly value ALL of your suggestions, as they help us to know what features and enhancements our valued customers would like to see in future versions.

Thus, if an idea ever comes to mind that you'd like to see in the next release of the program, we'd love to hear about it! Please give us a call (TOLL-FREE) at 1-800-987-1231 (or send a quick E-mail to feedback@marvelsoft.com) to pass on your ideas. Thank you, and we look forward to hearing from you.