

TypeAbility

COMPLETE HELP

This 40 page document provides complete help for running **TypeAbility**. However, after the Table of Contents, we conveniently begin with a **Quick Reference** for all the hotkeys that run **TypeAbility**.

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1. QUICK REFERENCE

TypeAbility is run by pressing the top row Function keys, twice quickly. Note that **F7, F8, F9, and F10** are not assigned to any **TypeAbility** function, and have been disabled. Here is a concise overview of the hotkeys for running **TypeAbility**:

F1. Repeat Instructions. In any **TypeAbility** lesson, if the student ever forgets what they're supposed to type, they can press the **F1** key twice quickly. **TypeAbility** will then remind them what to type next.

F2. Next or Repeat. Pressing **F2** twice quickly goes to the next lesson. Pressing **F2**, 3 times quickly repeats the lesson.

F3. Pick a Keyboarding Lesson or Game. Pressing **F3** twice quickly opens the **Pick a Lesson or Task dialog**. This dialog has a list of the **98 TypeAbility Keyboarding lessons and Games**. If you are in **Teacher's mode**, it will open the **Pick a Teacher's Lesson or Task dialog** which will contain the **Keyboarding Lessons** the teacher has created.

F4. Run a Dictation Lesson. Pressing **F4** twice quickly, opens a dialog with a list of all the **Dictation** lessons and tasks. These lessons require good keyboarding skills. If you are in **Teacher's mode**, it will open the **Dictation Lessons** the teacher has created.

F5. Run a Race On the Current Keyboarding Task. Pressing **F5** twice quickly during

a **Keyboarding** lesson will start a speed and accuracy test for the current task.

F6. Run a Quiz. Pressing **F6** twice quickly opens a dialog with a list of 4 major Academic **Subjects**. **Right Arrow** to display the **Topics** under each **Subject**. After pressing **ENTER** on a **Topic**, another dialog list opens, where you can pick one of the quizzes devoted to that **Topic**. Quizzes require good keyboarding skills.

F11. TypeAbility or Teacher's Mode. Pressing **F11**, twice quickly will toggle you between **TypeAbility mode**, and **Teacher's mode**. When you are in **Teachers mode**, the **F3** function key will open up a dialog list of the **Teachers Keyboarding lessons**, and the **F4** key will open a dialog list of the **Teacher's Dictation Lessons**.

F12. Progress Reports. Pressing **F12**, twice quickly, will open the **Student's Progress Report dialog**. This dialog contains a record of the student's performance in the current session. However, if you press **F12**, 3 times quickly, then the students complete **History** document opens, which contains a history of everything they have done in every **TypeAbility 4** session they have run.

ESCAPE Pressed Once. If you are in a dialog window, pressing **ESCAPE** once, will cancel using the dialog, or cancel any changes you made in the dialog, and return you to the main **TypeAbility** window.

ESCAPE Pressed 3 Times Quickly. This closes **TypeAbility**, and saves your session information to your **History** Document.

CONTROL+U. Opens the **User Preferences** dialog where you can customize how **TypeAbility** functions.

CONTROL+SHIFT+U. Tells you your current **User Preferences**.

For JAWS and ZoomText Fusion: INSERT+H, or INSERT+F1. Opens this Complete Help document.

For MAGic: INSERT+H, or MAGicKey+F1. Opens this Complete Help document.

INSERT+Q. Says the current **TypeAbility** version.

2. An Overview of TypeAbility

How Many Keyboarding lessons Are There? **TypeAbility** is a program that teaches the entire computer keyboard in 98 user-friendly lessons. By the end of the lessons, the student will have mastered all letters, numbers, and punctuation, as well as navigation and editing commands for text documents and dialog windows. **TypeAbility** is fun and appropriate for students of all ages.

What does TypeAbility Use for Speech? **TypeAbility** relies on JAWS for its scripting abilities, and its speech engine. **TypeAbility** is compatible with **JAWS 8** and higher, as well as the screen magnification program **MAGic 10.5** and higher.

Why Are the Function Keys Used to Run TypeAbility? **TypeAbility** lessons are run by pressing the top row function keys twice quickly, so learning how to choose lessons and tasks, get help, and how to close **TypeAbility** is very simple and easily mastered. A visually impaired or blind non-typing child will be able to use the program independently after only a few sessions with an assistant.

Does TypeAbility Run With a Laptop Keyboard? Note that **TypeAbility** teaches all the keys of a full computer keyboard. But some laptops don't have a **NumPad**, and only have one **ENTER** and one **CONTROL** key. So if you're using a laptop with a partial keyboard, it's best to plug in an external full size **USB keyboard**. However, if you do wish to use your laptop keyboard, and it's not a full keyboard, then you can skip the lessons on the NumPad, and you can also set a **TypeAbility User Preference** that pertains to you having only one **ENTER** and one **CONTROL** key. In that case, your use of the partial Laptop keyboard will be just fine. In either case, if you are using a laptop, you must be sure to select the **JAWS Desktop Keyboard Layout** from the **JAWS** program window. To do that, open the **JAWS** Window with **INSERT+J**, open the **"Options"** menu, select **"Basics"**, and in the **Basic Settings** dialog, **TAB** to the **"Desktop Keyboard Layout"**, and select **Desktop Keyboard**.

What is the Minimum JAWS or MAGic Version Required? If you're running **TypeAbility** with **JAWS**, you must have at least **JAWS 8.0** to install **TypeAbility**. You can run **TypeAbility** with the full version of **JAWS**, or the Free **JAWS** demo. If you're running **TypeAbility** with the **MAGic** screen magnification program, and wish to use **MAGic's** speech, then you must have at least **MAGic 10.5**.

How Do You Start Up TypeAbility? To start **TypeAbility**, just press the **"Fun With TypeAbility"** Shortcut on your Desktop. This can be achieved by pressing **Windows Key+M**, or **Windows Key+D**, to bring the Desktop into view, and then press the letter **"F"** repeatedly until the **"Fun with TypeAbility "** shortcut is focused. Press **"ENTER"** to launch the program. This shortcut is also in the Start Menu's **TypeAbility 4** folder. After pressing the **Fun With TypeAbility** shortcut, the **TypeAbility Program** opens. The **Type Student's Name** dialog opens where the student's name must be typed (their first name, and at least the first initial of their last name). Then after pressing **ENTER**, the student is prompted to press either **F2** twice quickly, or **F3** twice quickly, in order to go to a lesson.

What Does the Visual Interface Look Like? When the **TypeAbility** program window opens, visual teachers will immediately see that at the top, there are 2 rows of small squares that represent the **PC keyboard's Function** keys. Each square is labeled and includes a short description of what its corresponding **Function** key does. For instance, the first square is labeled: **F1. Repeat Instructions**. So it's immediately clear, that if you press the **PC keyboard's F1** key twice quickly, it will repeat any instructions that

TypeAbility has spoken to you.

How Do You End a TypeAbility Session? To end your **TypeAbility** session, press **ESCAPE**, 3 times quickly. This closes the program, and stores the student's progress in an easily accessible document.

What Speech Synthesizer is Used? **TypeAbility** relies on the **Eloquence** speech synthesizer in order to provide speech. Eloquence is the default speech engine of **JAWS**. **JAWS** can also be configured to use another speech engine, like **RealSpeak**, but **TypeAbility** only runs when the **Eloquence** speech synthesizer is being used by **JAWS**.

How Does TypeAbility Work With MAGIC? You can run **Freedom Scientific's MAGIC** magnification program, along with **TypeAbility** in 2 different ways:

- Running **TypeAbility** along with both **MAGIC** and the separate **JAWS** programs. With the independent **JAWS** program running at the same time, **MAGIC's** speech is automatically turned off, and **JAWS** provides speech. In that case, **TypeAbility** will work as normal, and **MAGIC** will just provide the screen magnification. Note that for this to work, you must have installed **TypeAbility** by using the **TypeAbility** for **JAWS** installer.
- Running **TypeAbility** with just **MAGIC**. This is possible if you have **MAGIC 10.5 or higher**. In this case, you don't run a separate **JAWS** program that you may have. Just run **TypeAbility** along with **MAGIC**, and **MAGIC** will provide both the screen magnification and speech. Note that if you wish to run **TypeAbility** with just **MAGIC**, then you must have installed **TypeAbility** by using the **TypeAbility** for **MAGIC** installer.

3. Using the Function Keys to Run TypeAbility

What Kinds of Lessons Does TypeAbility Provide? **TypeAbility** has 4 different types of lessons:

- The **Keyboarding** lessons where you learn and practice all the letters, numbers, and punctuation, as well as navigation and editing commands for text documents and dialog windows. You use function key **F3** to access **Keyboarding** lessons.
- The **Games** where you can practice your **Keyboarding** by competing in a video-game environment. The **Games** are part of the **Keyboarding** lessons, so you use **F3** to access **Games**
- The **Dictation** lessons where you can practice your **Keyboarding** skills by taking **Dictation** from **TypeAbility**. These lessons assume you have a good command of the keyboard. You use **F4** to access **Dictation** lessons.
- The **Academic Quizzes** where you can practice your **Keyboarding**, and be educated and entertained at the same time. You use **F6** to access **Academic Quizzes**. Note that the **Academic Quizzes** can be run both as practice tests, where you are given hints and several tries to answer correctly, or as full fledged Academic Tests where you get only one try per question, with no hints, and are graded at the end. The **Quizzes** assume you have a good command of the

keyboard.

Can You Provide a More Detailed Description of Running TypeAbility with the Function keys? **TypeAbility** options are executed by pressing the function keys at the top of the keyboard, twice quickly. These hotkeys can immediately start a **Keyboarding** lesson, game, dictation task, race, or academic quiz, and they can also open dialog windows that contain lists of all the above. Function keys also provide reminders of what to type, display student progress reports, and switch you between **TypeAbility mode**, and **Teacher's mode**. In **Teacher's mode** you can create and run your own personalized **Keyboarding** and **Dictation** lessons. Because of the ease of locating the **function** keys, the very first **Keyboarding lesson** is dedicated to finding and pressing the **function** keys. That way, after the first lesson, students have the basic skills to run **TypeAbility** under their fingers. Here's an overview of what each function key does.

F1. Repeat Instructions. In any **TypeAbility** lesson, if the student ever forgets what they're supposed to type, they can press the **F1** key twice quickly. **TypeAbility** will then remind them what to type next. Note that after a keyboarding lesson, a joke is told. In that event, you can make **TypeAbility** repeat the joke, by pressing **F1** twice quickly. Finally, when you are in a **TypeAbility** dialog, **F1** will tell you how that dialog works.

F2. Next or Repeat. Pressing **F2** twice quickly basically goes to the next lesson. For instance, if you are running **Keyboarding Lesson #5**, and then press **F2** twice quickly, then **Keyboarding Lesson #6** will start. Similarly, if you are running **Academic Quiz #5**, and then press **F2** twice quickly, then **Academic Quiz #6** will start. And similarly for the **TypeAbility Dictation Lessons**. Conveniently, if you press **F2**, 3 times quickly, then the current lesson will repeat. Now, when **TypeAbility** first starts up, pressing **F2** twice quickly will return you to the last uncompleted lesson you were on. Or, if you had completed the last lesson, then **F2** twice quickly will start up the next lesson. Of course, if it's the student's first time in **TypeAbility**, pressing **F2** twice will start up the first lesson. There are a few more ways that the **F2** key can work. These ways will be described in the paragraphs below, relating to **Dictation** lessons, and **Races**.

F3. Pick a Keyboarding Lesson or Game. Pressing **F3** twice quickly opens the **Pick a Lesson or Task dialog**. This dialog has a list of the **98 TypeAbility Keyboarding lessons and Games**. These are the lessons that introduce and provide drills on all the keys and key commands of the keyboard. Press **ENTER** on a lesson in the list, and that lesson begins. The list is actually a tree view, so if you press the **RIGHT ARROW** on any of the lessons in the list, all the tasks in that lesson will be displayed. You could then **DOWN ARROW** through those tasks to see what's in that lesson. By moving to a particular task, and then pressing **ENTER**, you can also run the lesson starting with that task. And remember, at any time, if you want to go to the very next lesson, just press **F2** twice quickly. Or to repeat the lesson from the beginning, press **F2** 3 times quickly. As will be described later, if you are in **Teacher's Mode**, you can create your own **Keyboarding Lessons**, and run them with the **F3** function key. An informative list of all **98 TypeAbility Keyboarding lessons** is printed at the end of this document, including what each lesson teaches. See the topic titled, **List of the 98 TypeAbility**

Keyboarding Lessons and What They Teach.

F4. Run a Dictation Lesson. Running a dictation task means **TypeAbility** will dictate text to the student just like someone dictating to their secretary. By pressing **F4** twice quickly, you open a dialog with a list of different types of typing challenges. When you press **ENTER** on one of the **Dictation** challenges, a list of the different lessons for that challenge opens up. After choosing a lesson from the list, **TypeAbility** will dictate a chunk of 3 or 4 words, then wait for you to type it, and then continue dictating to you until the dictation is complete, at which time **TypeAbility** will report your accuracy and speed in words per minute. To go to the next **Dictation** task, just press **F2** twice quickly, or to repeat the dictation task, press **F2** 3 times quickly. The **TypeAbility Dictation** lessons assume you have a good command of the keyboard. As will be described later, if you are in **Teacher's mode**, pressing **F4** twice quickly will allow you to create and run your own dictation lessons.

F5. Run a Race On the Current Keyboarding Task. When you have pressed **F3** twice quickly, and are running a keyboarding lesson, then pressing **F5** twice quickly during a task will start a speed and accuracy test for that task. Here's how it works.

- At any time during a keyboarding lesson, press **F5** twice quickly. The sound of a race car starting its engine will play and the student will be prompted to start typing the current task over and over and over until they hear bells, or a car honk.
- After the bells or car honk, the test is stopped, and the students speed and accuracy is reported to them.
- You can immediately run the same race again, by once again pressing **F5** twice quickly.
- To stop racing, so that you can return to the next task in the current lesson, just press **F2**, twice quickly. After that, pressing **F2** twice quickly resumes its normal function of going to the next lesson.

F6. Run an Academic Quiz. **TypeAbility** comes loaded with lots of different types of quizzes on the major **Academic** subjects. By pressing **F6** twice quickly, you open a dialog with a list of 4 major **Academic** subjects. **Right Arrow** to display the **Topics** under each **Subject**. After pressing **ENTER** on a **Topic**, another dialog list opens, where you can pick one of the quizzes devoted to that **Topic**. After pressing **ENTER** on a quiz in the list, the quiz runs. At the end of the quiz, **TypeAbility** will report your accuracy and speed. To go to the next quiz, just press **F2** twice quickly, or to repeat the quiz, press **F2** 3 times quickly. The **Academic Quizzes**, assume you have a good command of the keyboard. A thorough description of the **Academic Quiz** options is given later in this document.

F7, F8, F9, and F10 are not assigned to any **TypeAbility** function, and have been disabled.

F11. TypeAbility or Teacher's Mode. Pressing **F11** twice quickly, will toggle you between **TypeAbility mode**, and **Teacher's mode**. When you are in **Teachers mode**, the **F3** function key will open up a dialog list of the **Teachers Keyboarding lessons**,

and the **F4** key will open a dialog list of the **Teacher's Dictation Lessons**. A comprehensive description of **Teacher's mode** is provided later in this document.

F12. Progress Reports. Pressing **F12, twice quickly**, will open the **Student's Progress Report dialog**. This dialog contains a record of the student's performance in the current session, including their scores on all the lessons, dictation, and quizzes they've run. If you press **F12, 3 times quickly**, then the students **Complete History** document opens, which contains a history of everything they have done in every **TypeAbility** 4 session they have run. Note that there is a separate student history document for every student that shares a particular computer. The Students History document is actually contained in their own folder, and this folder is in the **Student Records** folder. By opening the **Student Records** folder you can view the records of not only the current student, but of all students who use the computer. This folder can be accessed from **TypeAbility's** entry in the **Start Menu**.

Aside from the Function keys, there are 5 other hotkeys that help you run **TypeAbility**. They are the following:

- **CONTROL+U**. This will open the **User Preferences** dialog where you can customize how **TypeAbility** functions.
- **CONTROL+SHIFT+U**. This will tell you your current **User Preferences**.
- **INSERT+H, or INSERT+F1**. This will open the current Help document.
- **INSERT+Q**. Says the Current **TypeAbility** version.

4. Keyboarding Lessons

4A. What Are the Different Ways You Can Start a Keyboarding Lesson? Each of the **98 TypeAbility** lessons teaches a particular set of skills, and there are from 6 to 16 tasks in each lesson. To run a **Keyboarding** lesson, you can either press **F2** twice quickly, or press **F3** twice quickly to open the **Pick a Lesson or Task** dialog. Pressing **F2** twice quickly, automatically starts the next **Keyboarding** lesson. This is the easiest way for a student to start a **Keyboarding** lesson. And at first, it's the best way because it ensures the student will do every lesson, rather than skip around. The other way to start a lesson is to press **F3** twice quickly in order to open the **Pick a Lesson or Task** dialog. This dialog contains a list of the 98 **TypeAbility Keyboarding** lessons. To run a lesson from the list, just **ARROW** to the desired lesson and press **ENTER**. Also, since the list is a tree view, you can view any of the tasks in a lesson by pressing the **RIGHT ARROW**. You can then **ARROW** down and, if you wish, you can press **ENTER** on any of the tasks and the lesson will start from that task, rather than from the beginning of the lesson. Note that after you have displayed the tasks in the list, you can hide the tasks you have displayed, by pressing the **Left Arrow**. That way, if you want to continue to scan down the list of lessons, you don't have to move through all the tasks before you get to the next lesson in the list.

4B. What do the Keyboarding Lessons Teach? The **Keyboarding** lessons introduce and teach the following:

- **Function keys.** The first **TypeAbility** lesson teaches the top row Function keys, because these are the easiest keys to find, and they are also the keys that run **TypeAbility**.
- **Learning the letters.** The letters are introduced starting with the **home row**, then the **top row**, and then the **bottom row**. Correct finger and hand use is taught.
- **Learning to type words.** After a lesson introduces a particular letter, or letters, the next lesson will contain words that contain that letter, or letters.
- **Learning to type a phrase of words.** After the student masters typing particular words, there are tasks that require a phrase of two or three words to be typed. These phrases contain little or no punctuation.
- **Learning Punctuation.** Punctuation is introduced, ranging from the most common and simple punctuation, to the more advanced.
- **Learning Capital letters.** Use of the correct **SHIFT** key is introduced when teaching capitalization.
- **Learning to type complete sentences.** When the student has learnt capitalization and basic punctuation, lessons containing complete sentences are introduced.
- **Learning to type numbers.** Typing numbers from the number row is taught with a special emphasis on using the correct finger by orienting the numbers to the letters in the **row below the numbers**.
- **Learning the Navigation keys.** Navigation keys, like the **ARROWS**, **PAGE**, and **HOME** and **END** keys are introduced early on as the student learns how move about in a text document, and in a dialog window.
- **Learning the Editing commands.** Learning the **DELETE** and **BACKSPACE** keys, the selection hotkeys, and the copy and paste hotkeys is introduced as soon as possible so that the student can begin to actually work in text documents and edit fields in dialog windows.
- **Learning the NumPad keys.** Students are taught the **NumPad** keys, and their correspondence to the keys in the mid section **ARROWS**, and **6 pack** keys. They are also taught to turn **NumLock** on, and use the **NumPad** for numeric entry.

4C. How are the Keyboarding Lessons Organized? Here's how the **TypeAbility Keyboarding** lessons are typically organized:

- TypeAbility will first have a lesson dedicated to introduce a particular key, or set of keys. All the tasks in that lesson will then be dedicated to pressing those keys, along with other keys that have been learnt in earlier lessons. For instance, Lesson 14 introduces the right hand letters above the **home row**, the U, I, O, and P. And those letters are drilled not in words, but just as separate letters.
- The following lessons will then put the newly learnt keys in words, where each of the tasks in the lesson will be typing a particular word.
- If necessary, the following lesson may be another lesson of typing words that contain the newly learnt letters.
- After that, the next lesson may put the newly learnt keys in a combination of words, where each of the tasks in the lesson will be typing a phrase of 2 or 3 words.

- Finally, the following lesson may be a game, where the student can display his mastery of the newly acquired skill, and be scored in speed and accuracy.

4D. How Exactly Does a Keyboarding Lesson Run? When a keyboard lesson starts out, here's what happens:

- The student is told what to type, and how many times to type it. The task is spelled out, and the student will be prompted to type the task either 2 or 4 times.
- After each key press, the student is told if it's right or wrong. And if the student types the wrong key, the student will be reminded what to type. If the same mistake is made more than once, the student is reminded where the key is on the keyboard.
- After a task is completed, the next task in the lesson is announced.
- At any time during a task, the student can press **F1** twice quickly, in order to make **TypeAbility** repeat the instructions and tell the student what needs to be typed next.
- At any time during a **Keyboarding** task, the student can press **F5** twice quickly, in order to run a timed race on the current task. When they have finished racing, they can then return to the next task in the lesson by pressing **F2**, twice quickly. Thereafter, pressing **F2** twice quickly, returns to its normal function of going to the next lesson.
- After the final task in the lesson is completed, the student is congratulated, their accuracy and typing speed is given, and a joke is told.
- If the student wants to hear the joke again, just press the **F1** key twice quickly.
- After the joke, the student is prompted to pick another lesson, by pressing **F2**, or **F3**, twice quickly.
- The **TypeAbility** session can be ended by pressing **ESCAPE**, three times quickly. The student is told goodbye, and the **TypeAbility** Program is closed.

4E. How Can I Create My Own Keyboarding Lesson? Teachers can create, run and save their own **Keyboarding** Lessons. Just press **F11**, twice quickly to go into **Teacher's mode**. Then, when you press **F3** twice quickly, the **Pick a Teachers' Lesson or Task** dialog will open. By default, this dialog has a list containing one example lesson. But the Teacher can add as many **Keyboarding** lessons to the list as they like. The **Pick a Teachers' Lesson or Task** dialog is similar to **TypeAbility's Pick a Lesson or Task** dialog in that it contains a list of **Keyboarding** lessons, and you can press the **RIGHT ARROW** to display the tasks in each **Keyboarding** lesson. However, the **Pick a Teacher's Lesson or Task** dialog contains an extra row of buttons at the bottom of the dialog that give Teachers the ability to open other dialogs that allow them to create their own **Keyboarding** lesson, and edit or remove any of their existing **Keyboarding** lessons. Here are the instructions for creating your own **Keyboarding** lesson:

- Press **F11**, twice quickly to go into **Teacher's Mode**.
- Press **F3**, twice quickly to open the **Pick a Teacher's Lesson or Task** dialog.
- **TAB** to the **Create New Lesson** button and press it with the **SPACE BAR**. The **Edit Lesson Title** dialog opens. This dialog contains an edit field for typing in a lesson Title, and an edit field for typing in an explanation for the lesson. It also

contains 3 radio buttons that provide a choice of what key will end each task. The radio button choices are, **SPACE**, **ENTER**, or **Nothing**. Finally, the dialog contains 2 radio buttons that determine how many times each task is repeated. The choices are, 2 or 4.

- Now, when the **Edit Dictation Title** dialog opens, you will be in an edit field where you must type the **Title** of your **Dictation** lesson. Give it a short descriptive title. Then press **TAB** to move to the **Enter New Lesson Explanation** edit field.
- In the **Enter New Lesson Explanation** edit field, type in an explanation for what the lesson is about and any reminders or alerts that you want to inform the student about. This explanation will be spoken to the student when they start the lesson. Note however, entering an explanation is optional.
- After entering the **Lesson Title**, and the **Lesson Explanation**, **TAB** to the radio buttons that determine what the tasks **ending Keypress** will be. The **Ending Keypress** is the keypress that lets **TypeAbility** know when the student has finished typing the task. Use your **ARROW** keys to select, either **SPACE**, **ENTER** or **Nothing**. Selecting **Nothing** is only recommended when the Task is a **key command task** that already ends with a **SPACE** or **ENTER**.
- After selecting your **ending Keypress**, **TAB** to the **number of repetitions radio buttons**. Use your **ARROWS** to pick either **2**, or **4 repetitions**.
- **TAB** to the **OK** button and press it. The **Add New Lesson** dialog will open. The **Add New Lesson** dialog contains buttons for **Creating a New Task**, and **Editing or Removing a Selected Task**, as well as a button for **Editing the Lesson Title**. It also has a list that contains the task that have been created. Since we are creating a new lesson from scratch, there will be nothing in the list, and only the **Create New Task** button, and the **Edit Lesson Title** button will be available. So, **TAB** to the **Create New Task** button, and press it. The **Create New Task** dialog will open.
- The **Create New Task** dialog contains a series of **4 radio buttons** that determine what **kind of a task** you will be creating, and an edit field for **Typing the Task**, and finally an edit field for typing an **Explanation** for the task. The explanation is optional. When the **Create New Task** dialog opens, you will be on the first of the 4 radio buttons that determine what kind of a task you are going to create.
- If you wish to create a non-word task that contains a string of letters, numbers, or punctuation, then choose the first radio button. If you wish to create a task that has a **Single Word**, **ARROW** to the **second radio button**. If you wish to create a task that is a **phrase of 2 or 3 words**, or a **sentence**, choose the **third radio button**. Finally, if you wish to create a task that is a **series of commands**, like **CONTROL+C**, **CONTROL+V**, then choose the **fourth radio button**.
- After choosing the appropriate radio button for the type of task you will be creating, **TAB** to the **Type Your New Task** edit field. This is where you type your new task. When you are finished, **TAB** to the **Explanation for Pupil** edit field. This is where you can type an explanation that will be spoken to the student when the task is introduced. The explanation is optional.
- When you are finished typing the explanation, **TAB** to the **OK** button and press it.

You will be returned to the **Add New Lesson** dialog that you were in before. But this time, the list box will not be blank. Instead, it will contain the new task that you have just created. Now, if you wish to create a new task, just repeat the process of pressing the **Create New Task** button, and then in the **Create New Task** dialog, repeating the procedure of picking a radio button for the type of task you wish to create, and typing in the new task, and its explanation.

- When you have finally **OKayed** your final task, and you have been returned to the **Add New Lesson** dialog, if you wish to save the lesson, **TAB** to the **OK / Save** button and press it. On the other hand, if you don't wish to save it, then just press the **ESCAPE** key. In either case, you will be returned to the **Pick a Teacher's Lesson or Task** dialog where if you saved the lesson, you will now find it in the list of Teacher's lessons. Just as in **TypeAbility's Pick a Lesson or Task** dialog list, the **Teacher's Pick a Lesson or Task** dialog list is a tree view. So pressing the **RIGHT ARROW** on any lesson title, will display the tasks in the lesson. So if you wish, you can begin a Teacher's **Keyboarding** lesson from any of the tasks.

4F. How Do I Create a Task That's a Series of Commands? As described above, in the **Create New Task** dialog, if you wish to create a task that's a **Series of Commands**, first choose the **4th radio button**. However, there's one difference between creating a series of commands, and the other 3 choices. When you **TAB** to the **Type Your New Task** edit field, where you will be pressing the key commands that you wish to have in your task, before you press your hotkeys, you must first press a special hotkey. That hotkey is **CONTROL+F3**. You can then type your series of commands. And when you're done typing your key commands, you must then press **CONTROL+F3** once again in order to alert **TypeAbility** that you are done creating the task of key commands. Can you see why you need to press a special hotkey both before and after you press the key commands for your task? Think about it. Perhaps you want your task to have a **TAB**, or an **ENTER** in it. Well, normally **TAB** will move to the next control in a dialog. And normally **ENTER** will press the **OK** button of a dialog, even when you are not on the **OK** button. But, that's not what you intended to do when you pressed those keys. You wanted to have **TAB** and **ENTER** in the task, rather than to have them execute their function. So, by pressing **CONTROL+F3**, you are alerting **TypeAbility** that the hotkeys you press are not to be executed, but merely included in the task. And then when you are done, pressing **CONTROL+F3** alerts **TypeAbility** that if you press a key command, it should now behave as it normally does.

4G. How Can I Remove One of My Keyboarding Lessons? You've been taught earlier, how to use the **Create New Lesson** button in the **Pick a Teacher's Lesson or Task** dialog in order to create a new **Keyboarding** lesson. Well, once you've created a **Keyboarding** lesson, you may want to change it a little. Or, perhaps you want to remove it entirely. You can do either of those tasks by opening the **Pick a Teacher's Lesson or Task** dialog, choosing a lesson from the list, and then pressing the **Remove Lesson** button. Here's how to remove one of your **Keyboarding** lessons.

- While in Teachers mode, press **F4** twice quickly to open the **Pick a Teacher's Lesson or Task** dialog. In the list of **Keyboarding** lessons, **ARROW** to the

lesson you wish to remove.

- **TAB** to the **Remove Lesson** button and press it with the **SPACE BAR**. A confirmation dialog will pop up, saying, "Are you sure you want to remove the lesson?" If you're sure, then press the **YES** button with the **SPACE BAR**. Or if you don't want to remove it, then **TAB** to the **NO** button and press it. In either case, the confirmation dialog closes and you are returned to the **Pick a Teacher's Lesson or Task** dialog. If you confirmed that you wanted to remove the lesson, then you will see that it has been removed from the dialog's list of **Keyboarding Lessons**.

4H. How Can I Edit My Keyboarding Lessons? In Teacher's mode, to edit one of your existing **Keyboarding** lessons, do the following.

- Press **F4** twice quickly to open the **Pick a Teacher's Lesson or Task** dialog. In the list of **Keyboarding** lessons, **ARROW** to the lesson you wish to edit.
- **TAB** to the **Edit Lesson** button and press it with the **SPACE BAR**. The **Edit Lesson** dialog opens. This dialog contains a list of all the tasks in the lesson that you selected to edit, as well as 5 buttons. First, **TAB** to the list, and select the Task that you wish to edit.
- After selecting the task that you wish to edit, you must choose one of the 5 buttons in order to do what you want to do with the selected task. The 5 buttons are named the following. **Create a New task**. **Edit Selected Task**. **Delete Selected Task**. **Edit Lesson Title**, and the **OK / Save Lesson** button.
- If you wish to **Delete** the selected task, **TAB** to the **Delete Selected Task button**, and press it. If you then **TAB** to the list, you will see that the task has been removed from the list. Then, **TAB** to the **OK / Save** button and press it. You will be returned to the **Pick A Teacher's Lesson or Task** dialog, where if you decide to run the **Keyboarding** lesson, you will find out that your task has indeed been removed from the lesson. Note also, that immediately after deleting your task, if you change your mind and don't want it deleted, then just press **ESCAPE** and you'll be returned to the **Pick A Teacher's Lesson or Task** dialog with your lesson intact.
- If instead of removing a task, you wish to **Edit** the selected task, then in the **Edit Lesson** dialog, **TAB** to the **Edit Selected Task** button and press it. The **Edit Task** dialog will open. This is the same dialog that you used to initially create your **Keyboarding** task. You will find that you're in the edit field where the task is created, so you can immediately change the task to what you now desire. When you're done, **OK** the dialog, and you will be returned to the **Edit Lesson** dialog. If you're done editing your lesson, then **TAB** to the **OK / Save** button and press it. On the other hand, if you decide that you don't want to keep the changes that you have made, just press **ESCAPE**, until you're returned to the **Pick A Teacher's Lesson or Task** dialog, where you will find your lesson intact.
- If you don't want to edit an existing task, but rather wish to add another task to one of your existing **Keyboarding** lesson, then in the **Pick a Teacher's Lesson or Task** dialog, **ARROW** to the lesson you wish to edit. Then **TAB** to the **Edit Lesson Button**, and press it. This will begin the process that you learnt earlier of creating a new **Keyboarding** task by pressing the **Create New Task** button. The

- only difference this time, is that you're adding a task to an existing lesson.
- If you wish to change an existing lesson's **Title**, or its **Explanation**, or the **Number of Repetitions** for each task, or the **Keypress** that **ends each task**, then after selecting the lesson in the **Pick a Teacher's Lesson or Task** dialog, **TAB** to the **Edit Lesson Title** button and press it. The **Edit Lesson Title** dialog will open. This is the same dialog that opened when you first start creating your lesson. It has the 2 edit fields for the **Title**, and the **Lesson Explanation**. So you can edit your existing **Title** and **Explanation** here. The dialog also contains the radio buttons that determine what **keypress** ends the tasks, and the radio buttons that determine **how many repetitions** there are of each task. When you are done making your changes in this dialog, **OK** the dialog and you'll be returned to the **Add New Lesson** dialog. If you wish to keep your changes, just press the **OK / Save** button, and you will be returned to the **Pick a Teacher's Lesson or Task** dialog where you will find your newly edited lesson in the list of lessons.

4I. How Can I Export My Keyboarding Lessons to Another Computer? Your keyboarding lessons are stored in a file named **TeachersLessons.ini**. This file is stored in a particular **TypeAbility** folder that we will describe in a moment. All you have to do, is copy the **TeachersLessons.ini file**, from the computer that you created your lessons, and take that file to another computer, and then put it into the same **TypeAbility** folder. Now, the question is, what folder is **TeachersLessons.ini** in?

Well, the folder you need to open, is the folder that contains the **Student Records folder**. Now, the **Student Records folder** can be opened from the **TypeAbility** entry in the **Start Menu**. So, once you have opened the **Student Records folder**, just press **BACKSPACE**, and the senior folder will open. That's the folder that contains your **TeachersLessons.ini file**. So, here's the step by step procedure:

- Open the **Start Menu**, and then go to **Programs**.
- In the **Programs Menu**, go to **TypeAbility4**.
- In **TypeAbility4**, **RIGHT ARROW** to open its sub-menu
- **DOWN ARROW** to **Student Records** and press **ENTER**.
- In the **Student Records** folder, press **BACKSPACE**, to go up one level. You will then be in a folder named **TypeAbility**.
- In the folder named **TypeAbility**, **ARROW** to **TeachersLessons.ini**.
- **Copy** the file, and then you can **paste** it into a removable medium which you can then load onto another computer.
- On the other computer, repeat the directions of going into the **Start Menu**, and opening up **TypeAbility's Student Records** folder, and then pressing **BACKSPACE** to go up a level so you open a folder named **TypeAbility**.
- You can now paste the **TeachersLessons.ini** that you got from the original computer, into this computer's **TypeAbility** folder. If **Windows** asks you if you want to over write the existing **TeachersLessons.ini file**, say "Yes." So, that's it! Now the Keyboarding lessons you created on the original computer are available on this computer.

5. Dictation Lessons

5A. What is Dictation? Wouldn't it be nice if a computer could act like a real person who dictates a letter or document to their secretary? And wouldn't it be nice if when the dictation is finished, the computer would announce how fast, and how accurate the person typed the text, including corrections for mis-spelled words? Well, **TypeAbility** can do just that. **TypeAbility** provides an opportunity for the student to take dictation of sentences, paragraphs, or even entire pages of text! **TypeAbility** comes with many built-in **Dictation** lessons, each containing a number of dictation tasks. Each of the lessons concentrate on a particular set of typing skills. For instance, some of the **Dictation** lessons concentrate on drilling punctuation marks. Other **Dictation** lessons exercise the students ability to type lists, including the use of the **ENTER** and **TAB** keys.

5B. How Do You Start a Dictation Lesson? To start a **Dictation** lesson, just press **F4**, twice quickly. The **Pick a Dictation Lesson** dialog opens, containing a list of 10 different types of **Dictation** lessons. Each lesson contains a number of **Dictation** tasks. In fact, if you press the **RIGHT ARROW** on a lesson in the list, all the tasks in that lesson will be displayed. So, you can **ARROW DOWN** and see the beginning words of each dictation task. If you wish, you can start the **Dictation** lesson from the beginning, by pressing **ENTER** on the lesson Title. Or, you can start the lesson from any particular dictation task, by pressing **ENTER** on one of the tasks in the list.

5C. How Does a Dictation Task Run? During a dictation task, **TypeAbility** will dictate a particular number of words, and will then wait until the student has typed them, and then will dictate the next chunk of text. This process continues until **TypeAbility** has dictated all of the words, and the student has finished typing them. When the student has finally finished typing, the student presses **ESCAPE**, and **TypeAbility** will announce how fast, and how accurately the student has typed.

5D. What's the Difference Between a Keyboarding Lesson and a Dictation Lesson? **Dictation** tasks are run a little different from the tasks from the **TypeAbility Keyboarding** lessons. In the latter tasks, the student is required to type letters, or a word or two, or even a full sentence, and they are required to type it 2 or 4 times, after which the next task automatically runs. And usually, **TypeAbility** will correct the student when they press the wrong key, and will not let the student proceed until they have typed the correct key. However, in a dictation task, when the student types what's been dictated to them, **TypeAbility** will not correct the student if they press a wrong key. In addition, the task is dictated just once, after which the student must press **ESCAPE**, before **TypeAbility** can end the task and report their speed and accuracy. If the accuracy wasn't perfect, **TypeAbility** will also provide a tip on how to spell any mis-spelled words.

5E. Could You Explain More Clearly What TypeAbility Speaks During Dictation? During **Dictation** tasks, **TypeAbility** speaks what it wants you to type, and also what you are typing. However, because it can be confusing to hear both the instructions and what you are actually typing, **TypeAbility** does **not speak every keypress** during a

Dictation task. It only **speaks the words** that are typed. Realize that normally, **Keyboard echo** is set to speak **every keystroke**. But in **Dictation**, **Keyboard echo** is set to speak only the **full word** that is typed. In addition, when **TypeAbility** speaks the word that has been typed, it speaks it with a high voice. That way, there will be less confusion between listening to what **TypeAbility** is telling the student to type, and what the student is actually typing. Note that there is a **User Preference** that can make the **pitch** of the **Keyboard Echo**, **low**, rather than **high**. And there is a **User Preference** to turn off **Keyboard Echo** entirely, during **Dictation**.

5F. Using the F2 key during Dictation Lessons. Another way **Dictation** lessons are run a little differently from **TypeAbility Keyboarding** lessons, is that when a dictation task is finished, the student must press **ESCAPE**, to end the task. Whereas in **Keyboarding** lessons, **TypeAbility** automatically goes to the next task in the lesson. In **Dictation** lessons, after pressing **ESCAPE** to end a task, the student has to deliberately press **F2**, twice quickly to go to the next **Dictation** task. And, if the student wishes to repeat the current **Dictation** task in order to get a better score, they can press **F2**, three times quickly, and the dictation task will repeat. Note how the behavior of **F2** during **Dictation** lessons, is different from how it behaves during the regular **Keyboarding** lessons. During the regular **Keyboarding** lessons, pressing **F2** twice quickly goes to the next **Keyboarding** lesson. And pressing **F2** three times quickly, repeats the entire **Keyboarding** lesson. But in **Dictation** lessons, pressing **F2** twice quickly, goes to the next **Dictation** task, not the next **Dictation** lesson. And pressing **F2**, three times quickly, repeats the current **Dictation** task, not the whole **Dictation** lesson.

5G. How Can I Create My Own Dictation Lesson? Just like creating your own **Keyboarding** lessons, teachers can create, run and save their own **Dictation** lessons. Teachers can even copy text from another document and have that text dictated to the student. With a few notable differences, the process of creating your own **Dictation** lessons is similar to creating your own **Keyboarding** lessons. To create your own **Dictation** lesson, press **F11** twice quickly to go into **Teacher's mode**. Then, when you press **F4** twice quickly, the **Pick a Teachers' Dictation Lesson** dialog will open. By default, this dialog has a list containing one example lesson. But the Teacher can add as many **Dictation** lessons to the list as they like. The **Pick a Teachers' Dictation Lesson** dialog is similar to **TypeAbility's Dictation Lesson** dialog in that it contains a list of **Dictation** lessons, and you can press the **RIGHT ARROW** to display the tasks in each **Dictation** lesson. However, the **Teacher's Dictation Lesson** dialog contains an extra row of buttons at the bottom of the dialog, that give Teachers the ability to open other dialogs that allow them to create their own **Dictation** lesson, and edit or remove any of their existing dictation lessons. Here are the instructions for creating your own **Dictation** lesson:

- Press **F11**, twice quickly to go into **Teacher's Mode**.
- Press **F4**, twice quickly to open the **Pick a Teacher's Dictation Lesson** dialog.
- **TAB** to the **Add Dictation** button and press it with the **SPACE BAR**. The **Add Dictation Title** dialog opens.
- In the **Add Dictation Title** dialog, you will be in an edit field where you must type the **Title** of your **Dictation** lesson. Give it a short descriptive title. Then press

- ENTER** and the **Add Dictation Lesson Details** dialog opens.
- The **Add Dictation Lesson Details** dialog has several buttons for creating, editing and removing your **Dictation** tasks. For now, since you're creating a new **Dictation** lesson, just **TAB** to the **Create New Task** button and press it with the **SPACE BAR**. The **Type your Dictation Task** dialog opens. This is the dialog where you actually type, or paste your **Dictation**.
 - In the **Type your Dictation Task** dialog, you will be in an edit field where you can not only type anything you want, but you can also press **TAB**, and **ENTER**, in order to indent, and create line breaks. That way, in more advanced **Dictation** tasks, you can teach the student formatting.
 - When you are done typing your **Dictation** task, you must **OK** the dialog. But recall that **TAB** won't navigate to the dialog's **OK** button, but rather create an **indent** in the text. So, the only way to **OK** the dialog, is to press **CONTROL+ENTER**, or if you are sighted, click the **OK** button with the mouse.
 - When the **Type Your Dictation Task** dialog is **OKayed**, you are returned to the **Add Dictation** dialog. The **Add Dictation** dialog is identical to the **Add Dictation Lesson Details** dialog that you were in before, that contains the different buttons for creating, editing and removing your tasks. The only difference is that the **Add Dictation** dialog now contains a list, that has your newly created tasks in it.
 - If you wish to add another dictation task, repeat the process of **TABBING** to the **Create New Task** button and pressing it with the **SPACE BAR** so that the **Type your Dictation Task** dialog opens. You can then type another dictation task, and press **CONTROL+ENTER** to **OK** the dialog, and once again return to the **Add Dictation** dialog.
 - After you have created all your **Dictation** tasks, then in the **Add Dictation** dialog, **TAB** to the **OK / Save** button and press it with the **SPACE BAR**. This will save the lesson, and return you to the **Pick a Teacher's Dictation Lessons** dialog, where the whole adventure started out. This time however, in the list of **Dictation** lessons you will find the title of your newly created **Dictation** lesson. And pressing **ENTER** on it, will start the **Dictation** lesson. As in the **Keyboarding Lessons List**, the **Dictation** dialog list is a tree view, so pressing the **RIGHT ARROW** on any lesson title, will display the tasks in the lesson. So if you wish, you can begin a **Dictation** lesson from any of the tasks.

5H. How Can I Remove One of My Dictation Lessons? You've been taught earlier, how to use the **Add Dictation** button in the **Pick a Teacher's Dictation Lesson** in order to create a new **Dictation** lesson. Well, once you've created a **Dictation** lesson, you may want to change it a little. Or, perhaps you want to remove it entirely. You can do either of those tasks by opening the **Pick a Teacher's Dictation Lesson** dialog, picking the lesson from the list, and pressing either the **Edit Dictation** button, or the **Remove Dictation** button. Here's how to remove one of your **Dictation** lessons.

- While in Teachers mode, press **F4** twice quickly to open the **Pick a Teacher's Dictation Lesson** dialog. In the list of **Dictation** lessons, **ARROW** to the lesson you wish to remove.
- **TAB** to the **Remove Dictation** button and press it with the **SPACE BAR**. A confirmation dialog will pop up, saying, "Are you sure you want to remove the

dictation lesson?" If you're sure, then press the **YES** button with the **SPACE BAR**. Or if you don't want to remove it, then **TAB** to the **NO** button and press it. In either case, the confirmation dialog closes and you are returned to the **Pick a Teacher's Dictation Lesson** dialog. If you confirmed that you wanted to remove the lesson, then you will see that it has been removed from the dialog's list of **Dictation Lessons**.

5I. How Can I Edit My Dictation Lessons? In Teacher's mode, to edit one of your existing **Dictation** lessons, do the following.

- Press **F4** twice quickly to open the **Pick a Teacher's Dictation Lesson** dialog. In the list of **Dictation** lessons, **ARROW** to the lesson you wish to edit.
- **TAB** to the **Edit Dictation** button and press it with the **SPACE BAR**. The **Edit Dictation** dialog opens. This dialog contains a list of the dictation tasks in the lesson you selected to edit, as well as 5 buttons. First, **TAB** to the list, and select the Task that you wish to edit.
- After selecting the task you wish to edit, you must choose one of the 5 buttons in order to do what you want to do with the selected task. The 5 buttons are named the following. **Create a New task. Edit Selected Task. Delete Selected Task. Edit Dictation Title**, and the **OK / Save Dictation** button.
- If you wish to **Delete** the selected task, **TAB** to the **Delete Selected Task button**, and press it. If you then **TAB** to the list, you will see that the task has been removed. Then, **TAB** to the **OK / Save** button and press it. You will be returned to the **Pick A Teacher's Dictation Lesson** dialog, where if you decide to run the **Dictation** lesson, you will find out that your task has indeed been removed from the lesson. Note that immediately after deleting your task, if you change your mind and don't want it deleted, then just press **ESCAPE** and you'll be returned to the **Pick A Teacher's Dictation Lesson** dialog with your lesson intact.
- If you wish to **Edit** the selected task, **TAB** to the **Edit Selected Task** button and press it. The **Add Dictation Task** dialog will open. This is the same dialog that you used to initially create your **Dictation** task. You will find your existing task in the edit field, so you can immediately start editing it. When you're done, press **CONTROL+ENTER** to **OK** the dialog, and you will be returned to the **Edit Dictation** dialog. If you're done editing your lesson, then **TAB** to the **OK / Save** button and press it. Note that when you're in the **Add Dictation Task** dialog and editing your task, if you decide you don't want to keep the changes you have made, just press **ESCAPE**, and you'll be returned to the **Pick A Teacher's Dictation Lesson** dialog with your lesson intact.
- If you wish to add another task to one of your existing **Dictation** lesson, then open the **Pick a Teacher's Dictation Lesson** dialog by pressing **F4** twice quickly. Then in the list of **Dictation** lessons, **ARROW** to the lesson you wish to edit. Then **TAB** to the **Add Dictation Button**, and press it. This will begin the process that you learnt earlier of creating a new dictation task. The only difference this time is that you're adding it to an existing lesson.
- If you wish to change the **Title** of an existing **Dictation** lesson, then after selecting the lesson in the **Pick a Teacher's Dictation Lesson** dialog, **TAB** to

the **Edit Dictation** button and press it. Then in the **Edit Dictation** dialog, **TAB** to the **Edit Dictation Title** button and press it. The **Add Dictation Title** dialog will open up. This is the same dialog you use to initially create your **Dictation Lesson's** title, except this time, the edit field contains your existing title. So edit it anyway you want and then **TAB** to the **OK** button and press it. You'll be returned to the **Edit Dictation Lessons Details** dialog. To keep your new lesson Title, **TAB** to the **OK / Save** button and press it. Or to cancel the change, just press **ESCAPE**. In either case, you are returned to the **Pick a Teacher's Dictation Lesson** dialog.

5J. How Can I Export My Dictation Lessons to Another Computer? The procedure is almost exactly the same as exporting your Keyboarding lessons described earlier, except that instead of copying the **TeachersLessons.ini** file, you copy the **TeachersDictations.ini** file. So, the folder you need to open, is the folder that contains the **Student Records** folder. And the **Student Records** folder can be opened from the **TypeAbility** entry in the Start Menu. And once you have opened the **Student Records** folder, just press **BACKSPACE**, and the senior folder will open. That's the folder that contains your **TeachersDictations.ini** file. So, here's the step by step procedure:

- Open the **Start Menu**, and then go to **Programs**.
- In the **Programs Menu**, go to **TypeAbility4**.
- In the **TypeAbility4**, **RIGHT ARROW** to open its sub-menu
- **DOWN ARROW** to **Student Records** and press **ENTER**.
- In the **Student Records** folder, press **BACKSPACE**, to go up one level. You will then be in a folder named **TypeAbility**.
- In the **TypeAbility** folder, **ARROW** to **TeachersDictations.ini**.
- **Copy** the file, and then you can **paste** it into a removable medium which you can then load onto another computer.
- On the other computer, repeat the directions of going into the **Start Menu**, and opening up **TypeAbility's Student Records** folder, and then pressing **BACKSPACE** to go up a level and open the **TypeAbility** folder.
- You can now paste the **TeachersDictations.ini** that you got from the original computer, into this computer's **TypeAbility** folder. If **Windows** asks you if you want to over write the existing **TeachersDictations.ini**, say "Yes." So, that's it! Now the Dictation lessons you created on the original computer are available on this computer.

6. Academic Quizzes

6A. How Do You Pick a TypeAbility Academic Quiz? **TypeAbility** comes loaded with lots of different types of quizzes on 4 different **Academic** subjects. And each **Academic Subject** is divided into several different **Topics**. And each **Topic** has a number of lessons devoted to it. So here's how you would start up an **Academic Quiz**.

- Press **F6** twice quickly to open the **Pick an Academic Subject** dialog. This dialog contains a list of 4 **Academic** subjects: Language, Geography, Biology, Science and Math.

- Arrow to the **Subject** you desire. The list is a tree view, so press the **RIGHT ARROW** and you will display the different **Topics** in the **Subject** that you have selected. Down Arrow to the desired **Topic**, and press **ENTER** on it. The **Pick a Quiz** dialog will open.
- When the **Pick a Quiz** dialog opens, you will be in the **Choose Your Quiz** list box. This box contains a list of all the quizzes devoted to the **Topic** that you selected. So **Arrow** to the quiz you desire, press **ENTER**, and the quiz will begin.
- After the quiz is finished, **TypeAbility** will report your accuracy and speed. To go to the next quiz in the subject you've picked, just press **F2** twice quickly. Or to repeat the quiz, press **F2** 3 times quickly.

6B. How Do the Practice Quizzes Run? An **Academic Quiz** can be run as a practice test, where you are given several tries to answer correctly, including progressively more and more hints until you get the answer right. A quiz can also be run as a full fledged Academic Test where you get only one try per question, with no hints, and are graded at the end. By default, a quiz is run as a practice test. Here's how a practice quiz works:

- When the Quiz begins, an explanation is given about what the quiz is about. Then when each question is asked, a small hint is also provided.
- After the student types their answer, they must press **ENTER**. If the answer was correct, the next question is posed.
- If the answer was not correct, the question is restated along with a longer hint. If the student does not get the answer correct after 4 attempts, **TypeAbility** provides the answer, which the student must type before **TypeAbility** goes to the next question in the quiz.
- Note that while the student is typing the answer, **TypeAbility** does not correct the student. **TypeAbility** only corrects the student after they press **ENTER**.
- After the quiz is done, the student is provided their score. If they wish to **repeat** the practice quiz, press **F2** three times quickly. Or, if they wish to go to the **next quiz**, while running it as a practice test, press **F2**, twice quickly.

6A. How Do I Run a Real Academic Test? After picking a **Topic** from the **Pick an Academic Subject** dialog, the **Pick a Quiz** dialog opens. By default, you will be in the **Choose Your Quiz** list box. However, the **Pick a Quiz** dialog also contains **2 radio buttons** that determine whether you will be running the Quiz as a **practice test**, or as a **Real Test**. To get to those **radio buttons**, just **TAB** once. So, after opening the **Pick a Quiz** dialog, here's how to run a real test.

- In the **Pick a Quiz** dialog, by default you will be in the **Choose Your Quiz** List box. So **TAB** once and you will hear that you are on a radio button named, **Practice Your Quiz** radio button. This is the default choice. So if you are going to be practicing your quiz, you don't even have to **TAB** to these radio buttons.
- On the other hand, if you wish to really run the test without help, then after **TABBING** to the radio buttons, **Down Arrow** to the second radio button named, **Take the Quiz**.
- Finally, **TAB** back to the **Choose Your Quiz** list box, select a quiz from the list, and press **ENTER**. The quiz will begin.
- You will be given one chance for each question, and no hints will be provided. At

- the end of the quiz you will be given your score.
- If you wish to **repeat** the real quiz, press **F2** three times quickly. Or, if you wish to go to the **next quiz**, while running it as a real test, press **F2**, twice quickly.

7A. How Thorough are the Academic Tests? The Math quizzes are extremely thorough in teaching elementary mathematics. In fact, they are superior to the best lessons of most any of the math tutor programs out there. And the Geography Lessons on Country Capitals cover every country in the world. However, the quizzes on the other Academic Subjects and Topics are not as comprehensive by any stretch of the imagination. They are very educational, and vastly entertaining, but they cover only a small part of the subject.

8A. Can a Teacher Create Their Own Academic Tests? Not in this version of **TypeAbility 4**. This capability, however, will be available in a upcoming free TypeAbility upgrade.

7. Braille Support

7A. Does TypeAbility Support Braille Input? **TypeAbility** provides support for **Computer Braille** when using the **Power Chord USB Braille** keyboard for **Braille** Input. However, the support is not yet complete. For instance, **TypeAbility** does not yet have an option to lay out its lessons to progressively teach **Braille** input. It only has the option to progressively teach **PC keyboard** input. That having been said, with a **Power Chord USB Braille** keyboard plugged in, student's can enter their lessons with **Braille** input. **TypeAbility** will respond as normal, but instead of correcting the student by saying the correct **PC keyboard** keys to type, it will correct the student by pointing out the correct **Braille** keys to push.

7B. Does TypeAbility Teach All the Braille Commands? **TypeAbility** does not know contractions, or all the **Braille** keystrokes and key commands. For instance, **TypeAbility** does not know the equivalent **Braille** keys for the Function keys. So sometimes the student will have to bounce between **Braille** Input, and PC keyboard input.

7C. How Do I Enable TypeAbility To Run In Computer Braille Mode? Open the User Preference dialog with **CONTROL+U**. Near the bottom of the list is an option named, "The student is Typing on a **Power Chord Braille Keyboard.**" Press **ENTER** on this option, and this setting will allow **TypeAbility** to recognize **Computer Braille Input**, and teach the user the correct **Computer Braille** keys to use. To learn more about **User Preferences**, see the User Preferences Help later in this document. Note that in a future upgrade to **TypeAbility**, there will be a **BrailleAbility** option to progressively teach **Braille** input with the same rigorous attention to detail that **TypeAbility** gives to teaching **PC Keyboard** input.

8. Student Records and Help

- Press **F1** at any time, and **TypeAbility** will remind the student of what to do next.
- Press **JAWS Key+H** (the **JAWS** key is the **INSERT** Key), or **JAWS Key +F1**, and this document will open.
- Pressing **F12, twice quickly**, will open the **Student's Progress Report dialog**. This dialog contains a record of the student's performance in the current session, including their scores on all the lessons, dictation, and quizzes they've run.
- Pressing **F12, 3 times quickly**, opens the students **Complete History** document. This document contains a history of everything they have done in every **TypeAbility 4** session they have run. Note that there is a separate student history document for every student that shares a particular computer. The **Students History document** is actually contained in their own folder, and this folder is in the **Student Records** folder. By opening the **Student Records** folder you can view the records of all students. This folder can be accessed from **TypeAbility's** entry in the **Start Menu**.

9. User Preferences

CONTROL+U= User Preferences. To change the way that **TypeAbility** functions, select a preference from the **User Preference dialog**. Here's how it works.

1. Open up the **User Preferences dialog**, by pressing **CONTROL+U**.
2. Arrow to a preference you desire, and press **ENTER**.
3. Thenceforth, whenever you open **TypeAbility**, the preferences you selected will be active.
4. By pressing **CONTROL+SHIFT+U**, you can hear what your current **User Preferences** are.

The following is a description of all available **User Preferences**.

1. **HumorYoung.** Student is provided pre-adult humor. This affects the style of humor, and types of definitions that are provided. This is the default setting unless the next preference is chosen.
2. **HumorAdult.** Student is not provided pre-adult humor. Frankly however, most adults prefer the default pre-adult humor preference!
3. **Typing Experience Little.** The student has little or no typing experience prior to using **TypeAbility**. So descriptions of where the typing keys are located are given in detail.
4. **Typing Experience Alot.** The student has so much typing experience prior to using **TypeAbility**, that descriptions of where the typing keys are located are given in less detail.
5. **Speech Rate Normal.** **JAWS** speech rate is Normal, around 63 words per minute. This is the default setting. Note that this replaces the normal way of setting **JAWS** speech rate, via the **JAWS** program menu options. And this **TypeAbility** setting is active only during the **TypeAbility** session.
6. **Speech Rate Slow.** **JAWS** speech rate is Slow, 53 words per minute. Teachers should be careful about the need to set **JAWS** to such a slow speech rate. In most cases, your students can easily tolerate the normal **JAWS** speech rate. It's usually the sighted teacher who relies on the eyes for information that erroneously assumes that **JAWS** is unintelligible at the normal speech rate.
7. **Speech Rate Very Slow.** **JAWS** speech rate is extra Slow, 43 words per minute. Once again, teachers should be careful about the need to set **JAWS** to such a slow speech rate. It's usually the sighted teacher who assumes that **JAWS** is unintelligible at the normal speech rate.
8. **Speech Rate Fast.** **JAWS** speech rate is fast, 73 words per minute. This rate is often preferred as the student gets used to listening to **JAWS**.
9. **Double Press Speed Normal.** Speed of Double pressing **Function** keys is normal. This is the default setting and is fine for all students with normal muscle control.
10. **Double Press Speed Slow.** Speed of Double pressing **Function** keys is slow. This allows students with impaired muscle control to double press the **Function** keys slower.
11. **Context Yes.** In **Keyboarding** tasks where you type a single word, the word is first spoken in context. The context may be in a definition, a joke, limerick, or saying. Providing context is the default mode, unless the next preference is chosen.

12. Context No. In **Keyboarding** tasks where you type a single word, the word is not spoken in context.

13. Dictation Typing Echo On. When the student is typing during **Dictation** tasks, **keyboard echo** is set to words. That means, as the student types, the single key presses are not spoken, but after the student finishes typing a word, then the word is spoken. Keyboard echo of words is the default mode unless the next preference is chosen.

14. Dictation Typing Echo Off. When the student is typing during **Dictation** tasks, **keyboard echo** is set to **none**. In other words, **JAWS** does not report what the student has typed during **Dictation** lessons. This may be preferred during **Dictation** lessons because it may be confusing for some students to hear **JAWS** dictate what to type, and also hear **JAWS** report what they are typing.

15. Dictation Typing Echo Pitch High. During **Dictation** tasks, when **keyboard echo** is on, the voice pitch of the **keyboard echo** is high. This is the default mode unless the next preference is chosen.

16. Dictation Typing Echo Pitch Low. When the student is typing during **Dictation** tasks, when **keyboard echo** is on, then the pitch of the **keyboard echo** is low.

17. PC Keyboard Input. The student is typing on a PC keyboard. This is the default setting.

18. Braille Keyboard Input. The student is Typing on a **Power Chord Braille Keyboard**. This setting allows **TypeAbility** to recognize **Computer Braille** Input, and teach the user the correct **Computer Braille** keys to use. At this time, this setting has not been completely worked out, and will require the student to also use the **PC keyboard** when **TypeAbility** can't recognize certain types of **Braille** input.

19. 2 Handed Typist. This is the default mode, where the correct Right or Left modifier keys (**CONTROL**, **SHIFT**, and **ALT**) are required.

20. 1 Handed Typist. The correct Right or Left modifier keys (**CONTROL**, **SHIFT**, and **ALT**) are not required. Student is allowed to pick whatever is easiest.

21. Full keyboard with 2 Enter and 2 Control keys. The correct **ENTER** and **CONTROL** keys are expected to be pressed when prompted.

22. Laptop Partial Keyboard with 1 Enter and 1 Control key. When prompted to press the **CONTROL** or **ENTER** keys, the student can just use the one he has without being corrected.

23. Restore default preferences. This will restore all the **User Preferences** to their default behavior.

10. List of the 99 TypeAbility Keyboarding Lessons and What They Teach

LESSON 1. THE TOP ROW. ESCAPE and Function keys F1, F2, F3, F4, F5.

In this very first lesson, you will be learning how to type in the very top row of keys. In the top row of keys you'll learn how to find the **ESCAPE** key and the **function** keys. On some typing keyboards, however, at the very top there's a row of small round buttons. We don't want you to press those small round buttons. So if you have a row of round buttons at the top, ignore them. We're just looking for the top row of square keys.

LESSON 2. NEW LETTERS. From the Home Row. A, S, D, F, J, K, L.

In this lesson you will be learning how to type letters in the **home row**. The **home row** is 2 rows **above** the **bottom row** of the keyboard. So, to find the **home row**, just find the **SPACE BAR** and then move up 2 rows. You'll then be on the **home row**.

LESSON 3. WORD PRACTICE. The Home Row.

In this lesson you will be typing words. And the letters in the words will only be the letters that you have learnt that are on the home row.

LESSON 4. MORE WORD PRACTICE. The Home Row.

In this lesson you will be typing words again. And the letters in these words will only be the letters that you have learnt that are on the **home row**.

LESSON 5. The ENTER KEY, The ARROW keys, and NumPad DELETE.

In this lesson you will be learning the ARROW keys, the **DELETE** key, and the **ENTER** key. Now, there are actually 2 different **ENTER** keys. One **ENTER** key is a little hard to find. But the other **ENTER** key is easy to find because it's the very last key on your keyboard. It's all the way to the right, and all the way at the bottom. That's why we say that it's the very last key on your keyboard. The best thing is that it's really nice and big, and it's called **NumPad ENTER**

LESSON 6. MOVING the TYPING CURSOR with RIGHT & LEFT ARROWS.

In this lesson whenever you finish a task, you must press **NumPad ENTER**, and then you will be told if you did the task correct. In fact, you won't be corrected like you usually are corrected, until you press **NumPad ENTER**. As you know, you are usually told when you've pressed the correct key and corrected whenever you press the wrong key. But in this lesson you won't be told anything until you've finished a task and pressed **NumPad ENTER**.

LESSON 7. NEW LETTERS. Left Hand Above the Home Row. Q, W, E, R.

In this lesson you will be typing letters that are in the row of keys that are right **above** the **home row**. All the new letters that you will learn are all typed with your left hand.

LESSON 8. WORD PRACTICE. Home Row and Above.

In this lesson you will be typing words that contain letters from the row of keys that's just **above** the **home row**.

LESSON 9. LETTER PRACTICE. Home Row and Above. Left Hand Only.

In this lesson you will be typing letters with the left hand only.

LESSON 10. WORD PRACTICE. Home Row and Above. Left Hand Only.

In this lesson you will be typing words with the left hand only. And the words will be from the **home row** and the row of keys that's **above** the **home row**.

LESSON 11. MORE WORD PRACTICE. Home Row and Above. Left Hand Only.

This lesson is just like the previous lesson. You will be typing letters with the left hand

only. And the letters will be from the home row and the row of keys that's **above** the **home row**.

LESSON 12. GAME 1. FIND the MISSING LETTER then TYPE IT.

This is the first of many fun **Games** you'll be playing. You'll be given 10 tasks. And each task is worth 100 points So The top score is 1000 points. Now whenever you finish a task, just press **NumPad ENTER** and you'll be told if you did it right or not. In fact, in these **Games**, you are never told if you did it right or not, until you press **NumPad ENTER**. And that's different from the normal lesson isn't it? Because normally you're always being told yes or no. Now In this game a word will be printed on the screen. But one of the letters will be missing from the word So it's your job to find where the missing letter goes and then type that missing letter. And remember, always press the Up or **DOWN ARROW** to hear the word that's printed on the screen. Both before you fix it, and after you fix it.

LESSON 13. NEW LETTERS. Right Hand Above Home Row. U, I, O, P.

In this lesson you will be learning new letters that are typed with the right hand only. And the letters will be in the row that's right **above** the **home row**.

LESSON 14. WORD PRACTICE. Home Row and Above. Right hand only.

In this lesson you will be typing words with the right hand only. And the words will be from the **home row** and the row of keys that's right **above** the **home row**.

LESSON 15. WORD PRACTICE. Above the Home Row. Both hands.

In this lesson you will be typing words with both hands. And the words will be from the **home row** and the row of keys that's right **above** the **home row**.

LESSON 16. MORE WORD PRACTICE. Above Home Row. Both hands.

This is just like the last lesson where you will be typing words with both hands. And the letters in the words will only be from the row of keys that's just **above** the **home row**.

LESSON 17. WORD PRACTICE. Home Row and Above. Both Hands.

In this lesson you will be typing words with both hands. And the letters will be from the **home row**, and the row just **above** the **home row**.

LESSON 18. PHRASES. Home Row and above.

In this lesson you will be typing 2 or 3 words at a time. This will be a lot of fun!

LESSON 19. THE CONTROL KEYS. CONTROL + a Letter.

In this lesson you will be learning how to use the **CONTROL** keys. The **CONTROL** keys are on the very bottom of the main section of your keyboard. There's a **LEFT CONTROL** key. It's the very first key at the bottom, at the far left. And there's also a **RIGHT CONTROL** key. It's the very last key on the right of the bottom row. It's next to the **LEFT ARROW**. If you press a **CONTROL** key by itself, it stops **JAWS** from talking. Wouldn't that be a nice thing to do sometimes? Also, if you hold down a **CONTROL** key, and then press a letter, it will execute a command. A command makes the computer

do something special. So, to execute a command, and make the computer do something special, you hold down **CONTROL** and type a letter.

LESSON 20. GAME 2. FIND the MISSING LETTER, then TYPE It.

In this game a sentence will be printed on the screen. So there will be several words separated by spaces. And one of those words will be missing a letter. So it's your job to find where the missing letter goes, and then type that missing letter. Now, as you know, you can use your right and **LEFT ARROWS** to move from one letter to the other. But now, you also know how to use **CONTROL+** the **RIGHT** or **LEFT ARROWS**, to move from word to word. So, you can now move both ways: letter by letter, and word by word.

LESSON 21. GAME 3. Fill in the Missing Letters on Multiple Lines.

This game is just like the previous game. Except that in this game there are several sentences printed on the screen So you will find that there are several different lines of text that you need to read. You see, the words are printed on the screen from the left side, to the right side. And just like on a piece of **Braille** paper, when the words get all the way to the right and you run out of paper, then the next words have to be printed on the next line. So on your computer, in order to move to and hear the next line of words, just press the **DOWN ARROW**. Or, to move to and hear the words on the line above, just press the **UP ARROW**. Finally, when you hear a sentence that has a word that's missing a letter, then move to the word and add the missing letter.

LESSON 22. MORE WORD PRACTICE. Home Row and Above.

In this lesson you will be typing single words using letters from the **home row**, and the row above.

LESSON 23. EVEN MORE WORD PRACTICE. Home Row and Above.

In this lesson you will be typing single words using letters from the **home row**, and the row above.

LESSON 24. MORE PHRASES. Home Row and above.

In this lesson you will be typing 3 words at a time. This should be lots of fun!

LESSON 25. NEW LETTERS. G and H.

In this lesson you will learn 2 new letters. The G and the H. The G and the H are actually right next to each other. They're the 2 keys that are in between the F and the J. Now it's very important that you realize that the G is typed with your left hand. But the H is typed with your right hand. So type G with your left hand's second finger, and H with your right hand's second finger.

LESSON 26. WORD PRACTICE. With the letter H.

In this lesson you will be typing single words, and all the words will contain the letter H.

LESSON 27. MORE WORD PRACTICE. With the letter H.

This lesson is just like the previous lesson. You will be typing single words, and all the

words will contain the letter H.

LESSON 28. WORD PRACTICE. With the letter G. Left hand only.

In this lesson you will be typing single words, with the left hand only. And all the words will contain the letter G.

LESSON 29. WORD PRACTICE. With the letter G. Both hands.

In this lesson you will be typing single words, with both hands, and all the words will contain the letter G.

LESSON 30. WORD PRACTICE. With both G and H.

In this lesson you will be typing single words, and all the words will contain both the letter G and the letter H.

LESSON 31. PHRASES. With letters G and H.

In this lesson you will be typing 2 words at a time, and the words will contain the letters G and H.

LESSON 32. CAPITAL LETTERS.

In this lesson you will learn how to type capital letters. To type a capital letter, you hold down the **SHIFT** key with one hand, and then type a letter with the other hand. There are 2 **SHIFT** keys. One on the left, and one on the right. The **SHIFT** keys are on the row that's just **above** the **bottom row**. And the **SHIFT** keys are just **above** the **CONTROL** keys. The **LEFT SHIFT** key is at the **far left**, just **above** the **LEFT CONTROL** key. And the **RIGHT SHIFT** key is at the **far right**, just **above** the **RIGHT CONTROL** key.

LESSON 33. CAPITALIZED WORDS.

In this lesson you will be typing people's names. And the first letter of a person's name should always be capitalized.

LESSON 34. THE OTHER ENTER KEY. ENTER from the Main Section.

You already know how to use the **ENTER** key in the **NumPad**. Well, there's actually 2 **ENTER** keys. And In this lesson you will learn how to find the other **ENTER** key. It's found in the main section of the keyboard. And it's the last key in the **home row**, at the far right. Sometimes it's tricky to find. So this lesson will give you lots of practice in finding it.

LESSON 35. GAME 4. FIND THE MISSING LETTERS, then Type Them.

In this game a long sentence of several lines will be printed on the screen, and one of the words in the sentence will be missing one letter. So it's your job to find where the missing letter goes. But be careful because sometimes the missing letter will be a capital letter. And also remember that in order to move quickly from word to word, use **CONTROL + RIGHT ARROW**, and **CONTROL + LEFT ARROW**.

LESSON 36. NEW LETTER. The Letter T.

In this lesson you will be learning a new letter. The new letter is the letter T. The T is

above the **home row**, and it's typed with the second finger of your left hand. The T is just **above** the G. Also, in this lesson instead of pressing **SPACE** after you finish a task, press the **ENTER** key from the Main section of your keyboard.

LESSON 37. WORD PRACTICE. With the letter T. Left hand only.

In this lesson you will be typing single words with only the left hand. And all the words will contain the letter T. At the end of each task, press the **ENTER** key that's at the end of the **home row**.

LESSON 38. MORE WORD PRACTICE. With the letter T. Left hand only.

This lesson is just like the previous lesson. You will be typing single words with only the left hand, and all the words will contain the letter T. And at the end of each task, press the **ENTER** key that's at the end of the **home row**.

LESSON 39. WORD PRACTICE. With the letter T. Both hands.

In this lesson You will be typing single words with both hands, and all the words will contain the letter T. Also, at then end of each Task, press the **ENTER** key that's the end of the **home row**.

LESSON 40. WORD PRACTICE. With the letters TH.

In this lesson You will be typing single words with both hands, and all the words will contain the combination of letters T, then H.

LESSON 41. MORE WORD PRACTICE. With the letters TH.

This lesson is just like the previous lesson. You will be typing single words with both hands, and all the words will contain the combination of letters T, then H.

LESSON 42. PHRASES with the letter T.

In this lesson you will be typing 3 words at a time. And most of the words will contain the letters T and H.

LESSON 43. HOME, END, PAGE UP/DOWN, DELETE, TAB, CapsLock.

In this lesson you will learn how to use the keys in the 6 pack, including the **DELETE** key. You already know how to find the **DELETE** key in the **NUMPAD**. Now, the **DELETE** key is a really cool key. If you type something wrong, then you can use the **DELETE** key to erase it. Now, the six pack is a group of 6 keys, that's just **above** the **ARROW** keys. The 6 pack usually has 2 rows of keys, so each row will have 3 keys in it. But sometimes the 6 pack has 3 rows of keys. In that case there are 2 keys in each row. Most of the keys in the 6 pack help you jump to different places in the text, so they're really great time savers.

LESSON 44. NAVIGATING IN A DIALOG.

In this lesson you will be working inside a dialog window. A dialog window has several places in it, and you can move to each place by pressing **TAB** or pressing **SHIFT+TAB**. During this lesson you'll be working In a dialog window that has 2 buttons. The OK button, and the Cancel button. Also, in this dialog you will find 2 edit windows

where you can type text. The first edit window is called Box 1. And the second edit window is called Box 2. You can type text in both edit windows.

LESSON 45. GAME 5. WRONG LETTER. Find and Delete It.

In this game you won't be adding a letter, but rather you will be removing a letter instead. You will find that one of the words on the screen has an extra letter. So your job is to find the word with the extra letter and then use the **DELETE** key to erase that extra letter. And remember, the **DELETE** key deletes the letter to the right of the typing cursor. So, for instance, if you **ARROW** to someplace and you hear G, then that means that the letter G is just to the right of the typing cursor. So if you press **DELETE**, then the letter G will be deleted.

LESSON 46. GAME 6. WRONG LETTER. Press END, Find & Delete It.

In this game you will be looking for a wrong letter and then deleting it. And as you'll find out, the wrong letter is always in the last word of the sentence. So, wouldn't it be nice to just jump to the end of the line, and then delete the wrong letter from the last word? Well, instead of pressing **CONTROL+RIGHT ARROW** a bunch of times, until you hear Blank, wouldn't it be faster to get to the end of the line by pressing the **END** key from the **6 pack**? Then after you press the **END** key, you can back up to the beginning of the last word by pressing **CONTROL+LEFT ARROW**. And then you can use your **RIGHT** and **LEFT ARROWS** to find the wrong letter.

LESSON 47. GAME 7. WRONG LETTER. HOME, Find, Delete & Replace.

In this game you will be looking for a wrong letter, then deleting it, and then typing the correct letter. Now In all the previous **Games**, the typing cursor always started out at the beginning of the line. But in this game the typing cursor is going to start out at the end of the line. That's right. The typing cursor is going to start out at the end of the line. So, to find the wrong letter you will have to navigate to the left.

LESSON 48. SELECTING TEXT.

In this lesson you're going to learn the key combinations for selecting text. For instance, you can select one letter or select a whole word. Or you can even select all the words in a document. And once text is selected you can do different things with it. For instance, you can delete the selected text, or you can cut the selected text. Or you can copy the selected text. And if you do copy or cut the selected text then you can do something very cool. You can paste the text that you copied or cut, into a different part of the document. That way you can rearrange what you have typed without having to type it over again. Now, the hotkeys for selecting almost always include holding down the **SHIFT** key with your left hand's fifth finger, and then with the **SHIFT** held down, you then press another key with your right hand.

LESSON 49. GAME 8. SELECTING & DELETING WORDS.

In this game you will be in a dialog window where you will be selecting text, and then deleting the selected text. Now make sure that before you start selecting and deleting, you always press the **UP ARROW** to read what the text really is. And then after you edit the text, do another **UP ARROW** to read the results of your editing.

LESSON 50. GAME 9. MORE SELECTING & DELETING WORDS.

In this game you will find sentences printed on the screen with wrong words that need to be erased. So you have to select the words with **CONTROL+SHIFT+RIGHT ARROW**, and then delete them. If you find several bad words next to each other then you can keep **CONTROL+SHIFT** held down, and keep pressing the **RIGHT ARROW** until you've selected all the bad words that are next to each other. Then you can let go of **CONTROL+SHIFT** and press **DELETE** in order to erase the selected words. Now often, there will be several lines of text. So make sure that before you start selecting and deleting you always use your **UP** and **DOWN ARROWS** to read what the text really is. And then after you edit the text, check out the results by using your **UP** and **DOWN ARROWS** to read the results of your editing.

LESSON 51. NEW LETTER. The Letter Y.

In this lesson you will be learning a new letter, the letter Y. The Y is **above** the **home row**, and you type the Y with the right hand. The Y is just **above** the H. So, to type the Y, use your **right hand's second finger**.

LESSON 52. WORD PRACTICE. With the letter Y.

In this lesson you will be typing words. And all the words will contain the letter Y.

LESSON 53. MORE WORD PRACTICE. With the letter Y.

This lesson is just like the previous lesson. You will be typing words. And all the words will contain the letter Y.

LESSON 54. PHRASES, with the letters Y and T.

In this lesson you will be typing 2 or 3 words at a time. And all the words will contain the letters Y, and T.

LESSON 55. NUMBERS from the Number Row. Left Hand Numbers.

As you probably know, when you type a number you can spell the number with letters, or you can just type a number. Well, in this lesson you will be learning how to type numbers, not words. The number keys are in the number row. And where is the number row? Well, the number row is 2 rows **above** the **home row**. Just under the function keys. You will be typing Numbers 1 through 5.

LESSON 56. NUMBERS from the Number Row. Right Hand Numbers.

In this lesson you will learn the numbers in the number row that are typed with the right hand. Numbers 6 through 0.

LESSON 57. NUMBERS from the Number Row. Both Right and Left Hand Numbers.

In this lesson you will practice all the numbers in the number row typed with both the right and left hands.

LESSON 58. NUMBERS. Becoming an Expert.

In this lesson you will learn to become an expert at typing the numbers in the number row .

LESSON 59. The BACKSPACE Key. Erasing the Character to the Left.

In this lesson you're going to learn where the **BACKSPACE** key is. The **BACKSPACE** key erases just like the **DELETE** key erases. However, the **DELETE** key erases the character to the right of the typing cursor, but the **BACKSPACE** key erases the character to the left.

LESSON 60. BACKSPACE. More Erasing with the BACKSPACE Key.

As you now know from the previous lessons, when you want to erase something you can erase it with either the **DELETE** key, or the **BACKSPACE** key. The **DELETE** key erases the character to the right of the typing cursor, and the **BACKSPACE** key erases the character to the left of the typing cursor. So, say that the letters X Y Z are printed on the screen. Well, if you keep pressing the **RIGHT ARROW**, until you hear Z, then that means that the letter Z is to the right of the Typing cursor. And then the letter before the Z, the Y will be to the left of the typing cursor. So, if you pressed **DELETE**, then the Z would be erased, But if you pressed **BACKSPACE**, then the Y would be erased.

LESSON 61. NEW LETTERS. The letters M and N.

In this lesson you'll be learning 2 new letters. The letter M. and the letter N. Both the M and the N are in the row **below the home row**. That's a new row for you isn't it? It's between the **home row**, and the **bottom row** with the **SPACE BAR**. You type both the letter M and the letter N with the second finger of your right hand.

LESSON 62. WORD PRACTICE. With the letters M or N. Right hand only.

In this lesson you will be typing words with only the right hand. And all the words will contain either the letter M or the letter N.

LESSON 63. WORD PRACTICE. With the letters M or N. Both hands.

In this lesson you will be typing words with both hands. And all the words will contain either the letter M or the letter N.

LESSON 64. Making SETTINGS In a DIALOG. LIST BOXES.

In this lesson you will be working in a dialog window. And this dialog window contains many, many different places. In fact, you can press **TAB** 20 times, and each press of **TAB** will take you to a new place. Now each place in a dialog box is called a **control**. And there are several different types of **controls**. For instance, some **controls** are **buttons**, and some **controls** are **edit fields**. You are already familiar with **buttons** and **edit fields**. But there are other types of **controls**. For instance, there are **combo boxes**. **Combo boxes** contain a **list** of things. And you can **ARROW** through a **list** until you find the item that you're looking for.

LESSON 65. Making SETTINGS In a DIALOG. RADIO BUTTONS.

In this lesson you will be working in a dialog window, and this dialog window contains many, many different places that you can **TAB** to. In this lesson you will be working

with **radio buttons**. A group of **radio buttons** is similar to a **list box**. For instance, you can only choose one item from a **list**, and you can only choose one **radio button** from a group of **radio buttons**. In this dialog there are 3 groups of **radio buttons**. And you move to each group by pressing **TAB**. Now once you get to a group of **radio buttons**, you use your down and **UP ARROW** to select the **radio button** you wish.

LESSON 66. Making SETTINGS In a DIALOG. CHECK BOXES.

In this lesson you will be working in a dialog window, and this dialog window contains many, many different places that you can **TAB** to. And in this lesson you will be working with **Check boxes**. **Check boxes** can either be checked, or not checked. To check a **check box**, you press **SPACE**. And if the **check box** is already checked, then you can uncheck it by also pressing **SPACE**. Now, to move to a **check box** you use **TAB** or **SHIFT TAB**. It's important to understand that you can check more than one **checkbox**. For instance, in this dialog window there are four **checkboxes**. There's a **Sports check box**, a **Music check box**, a **Video Games checkbox**, and a **check box** named **Other**. Now, if you wanted to you could check all 4 of those **checkboxes**. That's different from a group of 4 **radio buttons** isn't it? For instance, in a group of 4 **radio buttons** you can only choose one of those **radio buttons** at a time. So that's what's different about **check boxes**. You check, and uncheck them, with the **SPACE BAR**, and you can check more than one of them.

LESSON 67. PUNCTUATION. The COMMA, PERIOD, and the SLASH.

In this lesson you will be learning how to type punctuation. You will learn how to type the **COMMA**, the **PERIOD**, and the **SLASH**. These keys, are all on the row **below** the **home row**. And they're typed with the right hand.

LESSON 68. PHRASES. With M & N and a COMMA At The End.

In this lesson you will be typing 2 or 3 words at a time. Most of the words will have the letters M, or N in them. And after the last word, you will type a **COMMA**.

LESSON 69. SENTENCES. With the letters M and N.

In this lesson you will be typing sentences. And there are 2 things about sentences that you should remember. Sentences always have an ending punctuation mark. For instance, there could be a **PERIOD** at the end, or maybe a **QUESTION MARK** at the end. And the other thing to remember is that the first letter in a sentence is always capitalized.

LESSON 70. GAME 10. SENTENCES. Correcting Misspelled Words.

In this game there will be sentences containing several words that are not spelled correctly. So it's your job to erase any wrong letters, and type the correct letters. Also, In this game the typing cursor is not at the beginning of the line, and not at the end of the line. The typing cursor is actually near the middle of the line. Of course, you're free to use any navigation key you want to, in order to get to where you need to go. For instance, you can use the **HOME** key to go to the beginning of the line, or the **END** key to go to the end of the line. And you can use **CONTROL+LEFT ARROW**, or **CONTROL+RIGHT ARROW**, to go from word to word. And now you can erase with

either the **DELETE** key, or the **BACKSPACE** key. Just remember, **DELETE** erases the character to the right, and **BACKSPACE**, erases the character to the left.

LESSON 71. NEW LETTERS. C, V and B. Left hand only.

In this lesson you will be learning 3 new letters. And the letters come from the row that is right **below** the **home row**. The 3 new letters will be typed with your left hand. These new letters are the C, V, and the B. And they're all right next to each other.

LESSON 72. WORD PRACTICE. With the letter C. Left hand only.

In this lesson you will be typing words with the left hand only. And all the words will contain the letter C.

LESSON 73. WORD PRACTICE. With the letter C. Both hands.

In this lesson you will be typing words with both hands. And all the words will contain the letter C.

LESSON 74. WORD PRACTICE. With the letter V. Left hand only.

In this lesson you will be typing words with only the left hand. And all the words will contain the letter V.

LESSON 75. WORD PRACTICE. With the letter V, both hands.

In this lesson you will be typing words with both hands. And all the words will contain the letter V.

LESSON 76. WORD PRACTICE. With both the letters V and C.

In this lesson you will be typing words with both hands. And all the words will contain both the letter C, and the letter V.

LESSON 77. SENTENCES. With the letters C and V.

In this lesson you will be typing sentences. So remember, the first letter in a sentence is always capitalized. And there should always be an ending punctuation mark, at the end of the sentence.

LESSON 78. GAME 11. SENTENCES. Correcting Misspelled Words.

In this game you will find words that are not spelled correctly. So you will have to erase the wrong letters with either the **DELETE**, or the **BACKSPACE** key. Then type the correct letters. Also, there may be extra words. So you will have to select the extra words with **CONTROL+SHIFT+RIGHT ARROW** and then erase them with the **DELETE** key.

LESSON 79. SELECTING, then COPYING and PASTING.

In this lesson you'll be selecting words, or selecting many words, or even selecting a whole sentence. And after you've made your selection, you'll learn how to copy the selected text, to the clipboard. To copy selected text, you press **CONTROL+C**. Then, after you've copied with **CONTROL+C** you'll also learn how to Paste what you copied by pressing **CONTROL+V**.

LESSON 80. WORD PRACTICE. With the letter B.

In this lesson you will be typing words. And all the words will contain the letter B.

LESSON 81. WORD PRACTICE. With the letter B, plus either C or V.

In this lesson you will be typing words. And all the words will contain the letter B, and also the letters C, or V.

LESSON 82. SENTENCES. With the letters B, C and V.

In this lesson you will be typing sentences. So remember, the first letter in a sentence is always capitalized.

LESSON 83. ALT KEYS. Opening Menus. Reading Next or Prior Sentence.

In this lesson you will be learning how to use the **ALT** keys. The **ALT** keys are on either side of the **SPACE BAR**. The left **ALT** key is the first key to the left of the **SPACE BAR**. And the right **ALT** key, is the first key to the right of the **SPACE BAR**. If you press the **ALT** key by itself, you will move into the menu bar. But, if you hold down an **ALT** key, and then press a letter, it will open up a menu. In a menu, you can pick different things to do. For instance, **ALT+H**, will open the Help menu, where you can get help on how to use the computer. So, to open a menu, you hold down **ALT**, and then type a letter.

LESSON 84. NEW LETTERS. Z and X.

In this lesson you will be learning 2 new letters, The Z, and the X. Both the Z, and the X, are from **below** the **home row**, and they're typed with the left hand.

LESSON 85. WORD PRACTICE. With the letter Z.

In this lesson you will be typing single words. And all the words will contain the letter Z. Remember, the Z is just below the A.

LESSON 86. WORD PRACTICE. With the letter X.

In this lesson you will be typing single words. And all the words will contain the letter X. Remember, the X is just below the S.

LESSON 87. SENTENCES. With the Letters X, and Z.

In this lesson you will be typing sentences that contain words with the letters X and Z.

LESSON 88. GAME 12. SENTENCES. Correcting Misspelled Words.

In this game you will find words that are not spelled correctly. So you will have to erase the wrong letters with either the **DELETE**, or the **BACKSPACE** key. Then type the correct letters. Also, there may be extra words. So you will have to select the extra words with **CONTROL+SHIFT+RIGHT ARROW** and then erase them with the **DELETE** key.

LESSON 89. THE CONTROL KEYS. More Key Combinations with CONTROL.

In this lesson you will be learning more hotkeys that have the control key in them. Like

CONTROL+A, to select all the text in the document.

LESSON 90. ARITHMETIC. Typing Arithmetic.

In this lesson you will be learning how to type arithmetic. Like 9 times 9 equals 81. Or 5 minus 4 = 1. Or 8 divided by 2 = 4.

LESSON 91. GAME 14. TYPING NUMBERS.

In this game there are sentences with numbers. And some of the sentences are more than one line long. Now, the numbers in the sentences are always written out as words. So, what you have to do is replace the number words, with actual numbers. Realize that you are now in a dialog window with 2 edit fields. There's edit Box 1, which will contain the sentences. And there's edit box 2, which is where your answer must go. So what you have to do, is select everything in Box 1, by pressing **CONTROL+A**. Then copy it, and paste it into box 2. Then in Box 2, select and delete the number words, and replace them with real numbers. There's one thing to be careful of, however. If you select a word with **CONTROL+SHIFT+RIGHT ARROW**, you will also select the space after the word, right? So when you delete one of your selected number words, you would also be deleting the space after the word. That means that after you delete the word, and then type in your number, you must be sure to put a space after the number. Of course, you can also select one letter at a time by using **SHIFT+RIGHT ARROW**. And that way you would not automatically be selecting the space after the word. But regardless of how you select, just make sure that when you type your number, there is a space between it, and the next word.

LESSON 92. PUNCTUATION. QUESTION, EXCLAMATION, APOSTROPHE, QUOTES.

In this lesson you will be learning how to type more punctuation marks. You will learn how to type the **QUESTION MARK**, the **EXCLAMATION MARK**, the **APOSTROPHE**, and the **QUOTE MARK**.

LESSON 93. PUNCTUATION. SHIFT + the NUMBER ROW

In this lesson you will be learning how to type more punctuation, and you'll also learn how to type a few important symbols, like the **PERCENT** symbol, and the **LEFT** and **RIGHT PARENTHESIS**. And the new things that you will learn in this lesson will have the **SHIFT** key held down with one hand while you type a number with the other hand.

LESSON 94. GAME 15. PUNCTUATION.

In this game you will find sentences with lots of **QUESTION MARKS**. But you are to replace every **QUESTION MARK** with some other punctuation mark. For instance, you may be told to replace all the **QUESTION MARKS** with **COMMAS**. Or you may be told to replace all the **QUESTION MARKS**, with **QUOTATION MARKS**. Now, realize that you are in a dialog window with 2 edit fields. There's edit Box 1, which will contain the sentences, and there's edit Box 2, which is where your answer must go. So what you have to do, is select everything in Box 1, by pressing **CONTROL+A**. Then copy it, and paste it into box 2. Then in Box 2, replace all the **QUESTION MARKS**, with some other punctuation mark. And remember, when you move word by word with

CONTROL+RIGHT ARROW, JAWS will read you the punctuation in the word.

LESSON 95. THE NumPad KEYS. Part 1.

In this lesson and the following few lessons, you are going to learn the keys in the **NumPad**. As you know, the **NumPad** is the group of keys at the very far right of your keyboard. You've already learnt **NumPad ENTER**, and **NumPad DELETE**. So now you're going to learn the remaining keys in the **NumPad**. Now, the **NumPad** has 5 rows of keys. And the first key in the top row is called the **NumLock** key. When you press the **NumLock** key, it turns num lock on. And if you press it again, it turns num lock off. But most of the time, when you want to use the **NumPad** keys the **NumLock** Key should be turned off.

LESSON 96. The NumPad KEYS. Part 2.

In this lesson you'll be learning the remaining keys in the **NumPad**. For instance there are 4 **NumPad ARROW** Keys. And they do the exact same thing as the 4 Arrow keys in the Mid Section that you've learned already. And there's also a **NumPad PAGE UP**, and **PAGE DOWN** key. And a **NumPad HOME**, and **END** key. And those keys do the same thing as the same keys do in the 6 pack. So, If they just do the same thing as the other keys that you've already learned, why do you have to learn these keys? Well, that's the secret that you're about to find out.

LESSON 97. THE JAWS KEY. Part 1. JAWSKey+Another NumPad key.

In the **NumPad**, your going to learn how to type 2 keys at the same time, and both keys will be typed with the **right hand**. What you're going to do is hold down the **JAWS** key with your thumb, and then type another **NumPad** key with another finger. You haven't learned the **JAWS** key yet. Well, it's a really simple key to find. The **JAWS** key is the first key at the bottom of the **NumPad**, and it's really wide. So your big thumb can easily hold it down. Then while you're holding down the **JAWS** key with your thumb, you'll be told to type another **NumPad** key with one of your other fingers. The **JAWS** key is also called the **INSERT** key.

LESSON 98. THE JAWS KEY. Part 2. JAWSKey+Another NumPad key.

Once again you're going to hold down the **JAWS** Key while pressing another **NumPad** key. The **NumPad** keys you'll be pressing will be the **NumPad Plus**, **Minus**, **Star** and **SLASH** keys.

LESSON 99. NumLock ON. Typing Numbers With NumLock On.

In this lesson you're going to turn **NumLock** on and use the **NumPad**. When **NumLock** is on, the **NumPad** keys will actually type numbers. It's very, very easy to use the **NumPad** to type numbers. Many, many people have jobs where they use the **NumPad** to type numbers. When **NumLock** is on, the **JAWS** key will type a 0, and the 3 keys in the next row above the 0, will type 1, 2, and 3. And the next row above, the keys will type 4, 5, 6. And finally, the next row above that will type 7, 8, and 9.

11. How to Install TypeAbility

MINIMUM REQUIREMENTS & REQUIRED SETTINGS

1. You must be running **WINDOWS 10, WINDOWS 8, WINDOWS 7, or VISTA.**
2. In **Windows Display Settings**, the **Scale/Layout** should be set to the default **100%**. Sometimes concerned authorities use this slider to magnify the size of text. But, this can be better accomplished with screen magnifiers. And, most importantly, **TypeAbility** does not speak some of its screens if the **Windows Scale/Layout** is not set to the default 100%
3. **TypeAbility** uses speech generated from the **JAWS Speech Engine**. There are 2 different types of **TypeAbility** installations: **TypeAbility for JAWS**, and **TypeAbility for ZoomText Fusion**.
 - **TypeAbility for JAWS**. If you're running with **JAWS**, you must have **JAWS 13 or higher**. If you don't have a registered copy of **JAWS**, you can use the free **JAWS 40 Minute Demo**. (To download the free **JAWS Demo**, go to www.FreedomScientific.com.)
 - **TypeAbility for ZoomText Fusion**. **Fusion** Zoomtext, a magnification program that also uses **JAWS** as a speech engine. When you initially install **Fusion**, **JAWS 18** or higher is automatically installed. If you wish to run **TypeAbility** with **ZT Fusion**, then during installation of **TypeAbility**, choose the option to install into **JAWS**.
4. **Upgrading JAWS, or Fusion**. If *after installing TypeAbility you then upgrade JAWS, Fusion* to a newer version, and you also want to run **TypeAbility** with that newer version, then *you must reinstall TypeAbility into the new version. You do not have to uninstall TypeAbility before installing a new version of TypeAbility.*
5. **Network Installations**. If you are installing **TypeAbility** on **networked** computers, then if you wish to allow students to move to different computers in the network, and be recognized by any of those computers, then during installation of **TypeAbility** there will be a screen where you can define a **shared folder on the network** where student data is copied to. Exact instructions are provided below.

INSTALLATION INSTRUCTIONS

1. You must install **TypeAbility** while logged on as a user with **Administrative rights**. After **TypeAbility** is installed, all log-ons for that computer will then have access to **TypeAbility**.
2. After you insert the **TypeAbility CD**, the installation program should run. However, if it *doesn't start after a while*, then *open the TypeAbility CD* and press **ENTER** on **Setup.exe**. When the Installer runs, different screens will be displayed asking you to make choices. If you are a **JAWS user**, then to have each screen announced automatically by **JAWS**, press **INSERT+S** until **JAWS** says the word "**All**". Alternatively, pressing **INSERT+B** when each screen gains focus will cause **JAWS** to speak the contents of each screen.
3. If you're installing with the **TypeAbility CD**, and the installation program doesn't run, then *open the TypeAbility CD* and press **ENTER** on **Setup.exe**.
4. Near the beginning of installation you are potentially presented with 2 choices:
 - a) To install **TypeAbility for JAWS**
 - b) To install **TypeAbility for Fusion**
5. The next screen is named "**Choose JAWS (Fusion) version**". This screen has checkboxes for 3 of the latest **JAWS (or Fusion) versions** installed on your computer.

TypeAbility will be installed only into the versions that you check. So if you have **JAWS 14 and 15**, and you only check **JAWS 15**, then after installation, **TypeAbility** will be able to run when you are running **JAWS 15**, but not **JAWS 14**.

Note that if you are installing TypeAbility for ZoomText Fusion, the JAWS versions will also be presented to you. But only JAWS 18 and above work with Fusion.

6. A few screens later, the **registration screen** will be displayed. This is where you enter your **TypeAbility registration number**. If you have not purchased **TypeAbility**, you need not enter any number, and **TypeAbility** will be installed as a **demo**. **The TypeAbility demo will run 15 times before timing out.**

7. One of the last installation screens is titled, **Get User Data Location**. This page is only for those who have **Networked computers** and wish to define a place on the **File Server** to store **TypeAbility's User Data**. Otherwise, you can just press **NEXT** on this page. (For more details on Network Installations, see **Network Installation** at the bottom of this page.)

8. After the installation is complete, if you have set **JAWS Screen Echo to "All"**, you should return **Screen Echo to Normal** by pressing **INSERT+S** repeatedly until **JAWS says the word "Highlighted"**.

9. There will now be a **TypeAbility shortcut** on the desktop that you will use to start **TypeAbility**. The shortcut is called, **"Fun with TypeAbility."** Just press it, and **TypeAbility** will start, and then just follow directions that will be spoken to you.

10. Finally, realize that if after installing **TypeAbility** into, for instance, **JAWS 15**, if you then upgrade **JAWS** to say **JAWS 16**, you will NOT automatically be able to run **TypeAbility** in **JAWS 16**. You will have to **reinstall TypeAbility**, and specifically choose **JAWS 16** in **TypeAbility's "Choose JAWS Version"** screen. Remember, **you do not have to uninstall TypeAbility before installing a new version of TypeAbility.**

11. **TypeAbilityHelp.rtf** is a complete 40 page tutorial, and can be accessed from 3 different places:

- On the **TypeAbility CD**
- In **Start Menu: Start Menu/Programs/TypeAbility4/TypeAbility Help**
- In the **TypeAbility program**: Just press **INSERT+H**, or **INSERT + F1**.

Storing User Data on a Server

1) **TypeAbility** always stores **User Data**, such as **Student Records** and **Teacher's Customized Lessons**, on the **local computer**. But during installation of **TypeAbility**, you have the opportunity to **define a shared location on the File Server where user data can also be stored and thus shared**. So if the **server** is in contact with the **client** computers, and you define a **shared folder** on the server to store **TypeAbility's User Data**, then **students and their history** will be **recognized by any computer on the network** that has **TypeAbility** installed.

2) In the **installation screen** titled, **Get User Data Location**, you will find an edit field and an adjacent **Browse** button. You can use the **Browse** button to display a tree view of your drives and directories. Alternatively, you can also just manually type in the path into the edit field.

NETWORK ADMINISTRATORS DEPLOYING TypeAbility

Rather than locally installing TypeAbility, if you wish to deploy TypeAbility from a server to the client computers you can run the installer silently by using the Command Prompt and passing arguments to TypeAbility.exe

There will be 3 arguments: 2 mandatory, one optional.

- The first argument is the Install Type: either JAWS or MAGic. The Install Type should also include the version number, for instance: JAWS16 or MAGic12
- The second argument is your TypeAbility Registration code. This is provided to you upon purchase of TypeAbility and is generated from your JAWS/MAGic serial number
- *Optional:* NetworkPath for a shared folder on the network so that students can roam from computer to computer where TypeAbility will have access to their records. This path should be surrounded by quotes only if there are spaces in any of the folder paths
- Each argument is separated from the next one with a space

Here are 2 examples of what to type at the Command Line. The first one does not have a shared folder on a network, and the second one does:

- C:\John\Desktop>TypeAbility.exe" JAWS16 5390256
- C:\Admin\Desktop>TypeAbility.exe" JAWS16 5390256
Z:\JeffersonHigh\StudentData

www.YesAccessible.com

END OF TypeAbility HELP