TypeAbility
QUICK HOTKEY HELP
TypeAbility is run by pressing the top row Function Keys twice quickly.

- *F1. Repeat Instructions.* Pressing **F1** twice quickly, will remind the student what they're supposed to type.

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

- *F3. Run a Keyboarding Lesson or Game.* Pressing **F3** twice quickly, opens the **Pick a Lesson or Task dialog** that contains a list of the **98 TypeAbility Keyboarding lessons** and **Games**. If you are in **Teacher's mode**, **F3** opens the **Pick a Teacher's Lesson or Task dialog.**

- *F4. Run a Dictation Lesson.* Pressing **F4** twice quickly, opens a dialog with a list of all the **TypeAbility Dictation** lessons and tasks. These lessons require good keyboarding skills. If you are in **Teacher's mode**, then **F4** opens the **Pick a Teacher's Dictation Lessons** dialog,

- *F5. Run a Race Of Current Keyboarding Task.* Pressing **F5** twice quickly during a **Keyboarding** task starts speed & accuracy test for that task.

- *F6. Run an Academic 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, toggles between **TypeAbility mode**, and **Teacher's mode**. When in **Teachers mode**, **F3** opens a dialog list of the **Teachers Keyboarding lessons**, and **F4** opens a dialog list of the **Teacher's Dictation Lessons**.

- *F12. Progress Reports.* Pressing **F12, twice quickly**, opens the **Student's Progress Report dialog** for the current session. If you press **F12, 3 times quickly**, then the student's complete **History** document opens, containing everything they have done in every **TypeAbility 4** session.

- *ESCAPE*. When in the Main TypeAbility window, **ESCAPE Pressed 3 Times quickly,** closes **TypeAbility,** and saves session information in the **History** Document. In a dialog window, **ESCAPE** closes and cancels any changes made.

- *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 the 40 page TypeAbility Help document.

- *For MAGic: INSERT+H, or MAGicKey+F1*. Opens the 40 page TypeAbility Help document

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