

Ten Thumbs Typing Tutor

v.3.0



Teacher's Guide

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Ten Thumbs Typing Tutor

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Contents

Chapter 1: The Basics	3
1) Installing Ten Thumbs	3
2) Creating a Student File	5
3) The Finger Placement Screen	6
4) The Lesson Screen	7
5) The Report Screen	8
6) Logging Out and Logging In	9
Chapter 2: Teacher's Options	10
1) Teacher's Report	10
2) Location of Student Saved Files	10
3) Security Settings	11
4) The Dvorak Keyboard Layout	12
Chapter 3: Student Options	15
1) Black Backdrop	15
2) Sound/Music On/Off	15
3) Personal Settings	16
Chapter 4: The Extra Practice Screen	18
1) Practice Worst Keys	18
2) Import Text	18
3) See Fingering	18
4) Practice Typing Keys	19
Chapter 5: Games	20
Chapter 6: Installing Ten Thumbs on a Network	21
Chapter 7: Contacting Us	22
Appendix A: Order of Keys Learned with Fingering	23
1) US Qwerty	23
2) UK Qwerty	24
3) Dvorak	25
Appendix B: 'How Not to Sit' and 'How to Sit' Diagrams	26
Appendix C: Game Stories	27

Welcome to the Teacher's Guide to using Ten Thumbs Typing Tutor. This guide is written primarily for teachers looking to use Ten Thumbs to teach typing to one or more classes of students. It is also a useful guide for the general user.

Chapter 1: The Basics

1) Installing Ten Thumbs

Ten Thumbs is easy to install. Below are instructions for installing on each of the different platforms both from CD and download. If you have purchased a multi-user license and are planning to install Ten Thumbs across a network then you should also consult the Chapter 6: Installing Ten Thumbs on a Network, before beginning the installation process. If you are updating from a previous version of Ten Thumbs be sure to use his "Export" command to export all the current student files before you uninstall the old version. When you've installed the current version you'll then be able to use the "Import" button to import the old files. This also works if you're moving student files from one network/installation to another.

Note that, however you do it, you only need install Ten Thumbs once, unless he gets deleted, or suffers some other accident.

a) Installing from CD

If you have purchased a multi-user license you should have received or will shortly receive a copy of the program on CD. This copy will be preregistered and ready to run.

To begin take the CD out of its wrapper and insert it into your computer's CD drive. On Windows there is an autoplay facility, which should start automatically when you insert the CD. The onscreen installation guide will take you step-by-step through the process of installation.

On Mac OS and Mac OS X copy the appropriate folder to your hard disk by dragging and dropping it. For Mac OS (versions 7-9) this will be called "Ten Thumbs 3.0 Mac Classic". For Mac OS X this will be called "Ten Thumbs 3.0 Mac OSX".

On Linux you can install either the .tgz archive or the RPM version. To install the RPM, log in as root, then run:

```
rpm -ivh tenthumbs-3.0-1.386.rpm
```

To install the .tgz archive, run:

```
tar -zxf tttt30.tgz
```

b) Installing from Download

You can download a trial version of Ten Thumbs from our website:

<http://www.tenthumbstypingtutor.com/>

The direct links for the trial version for each platform are as follows:

Windows: <http://www.tenthumbstypingtutor.com/downloads/ttt30.exe>

Mac OSX: <http://www.tenthumbstypingtutor.com/downloads/ttt30macosx.sit>

Mac OS 7-9: <http://www.tenthumbstypingtutor.com/downloads/ttt30classic.sit>

Linux tgz: <http://www.tenthumbstypingtutor.com/downloads/ttt30.tgz>

Linux rpm: <http://www.tenthumbstypingtutor.com/downloads/tenthumbs-3.0-1.i386.rpm>

Both Mac versions require Stuffit Expander to decompress them. If you don't have Stuffit on your computer you can download it free from: <http://www.stuffit.com/mac/index.html>. The download should unstuff automatically on MacOS X, but you will need to double click the downloaded archive file to install it on Mac Classic.

Once you have downloaded the trial version you will need to register it for full functionality. When you order your license you will be sent a code. To unlock the program; open it, then click on the "Register Now" button on the splash screen. You will then be prompted to enter your name – which could be the name of your institution, and the unlock code. As the unlock codes tend to be quite long we advise that you copy and paste the unlock code in from your registration email, taking care not to pick up any extra spaces or punctuation of any kind with the code.

Once you have installed the program (and set up your network if applicable) you are ready to begin using Ten Thumbs.



2) Creating a student file

Each individual using Ten Thumbs to learn to type will need their own student file which will save their progress and personal settings. To create a new student file the student needs to click the "New" button in the Welcome screen. This takes the student to the

introductory quiz.

The introductory quiz is designed to be completed by each individual student and will allow them to tailor the course to their individual circumstances:

- a) *Student Name.* This is where the student enters his or her name. We ask for a first name, which is the name that will appear on the list of students, and a full name that will be printed on the certificate. If you are anticipating having more than one student with the same first name you will want to ask them to use a variant or nickname.

There is also a password option. We advise that you ask each student to enter a password. This will prevent other students from accidentally opening the wrong file. If the student forgets their password you can override it with your teacher password; they will then be free to set a new password. Note: there is no way to retrieve a lost password, only delete it and then set a new one.

- b) *Previous Experience.* Unless the student has had a lot of practice using another typing program we recommend that they start out as a beginner. However, students can select the experienced typist option if they just want to brush up on existing skills.
- c) *Keyboard Layout.* Ten Thumbs supports learning either the standard Qwerty layout or the more efficient Dvorak layout. Qwerty is the standard layout found on most keyboards (if you are unsure about which type of keyboard you are using, just look along the top row: if the first six letters are Q W E R T Y, then it's a qwerty keyboard!). It was designed when typewriters were first produced to be fairly inefficient so as to prevent the keys jamming when people typed too fast. The advantage of Qwerty is that just about everybody uses it. Dvorak is much more efficient, with the keys laid out differently. Its advantage is that typing in Dvorak is much faster, though most computers aren't set up to use Dvorak. You don't need a new keyboard to type in Dvorak, you just need to change some of the settings. If you are interested in Ten Thumbs teaching your students Dvorak then consult the "Dvorak" section in Chapter 2:Teacher Options.
- d) *Numbers and Symbols.* Ten Thumbs comes with the option of either teaching the number and symbol keys found on the top row of the keyboard or not teaching them. These keys are useful but tricky; if you are teaching a younger class you might want them to learn just the letter keys. The student can always change this option later.
- e) *Target words per minute (WPM).* The sliding scale at the bottom lets the student select his or her target WPM. 30 WPM is probably a good starting point and many students will be able to achieve more, though younger students may be more comfortable with a lower target such as 10 WPM.
- f) *Space between sentences.* We recommend that, unless you have particular reason otherwise, you use one space between sentences. This is easier to type and most modern word processors automatically space sentences.
- g) *How not to sit and how to sit.* Clicking on the continue button will give a short demonstration of how not to sit and how to sit at the computer. This is important as sitting correctly does not come naturally to people, who are inclined to slouch. This can lead to problems with posture and back pain in later life and also to repetitive strain injury (RSI). It might be worth your time becoming familiar with this section and demonstrating it to the class as a whole (appendix B shows summary diagrams). You can skip the demonstrations by clicking the "Skip" buttons.

h) *Summary Screen.* This summarizes how to use the program. Clicking on the “Start Course” button takes the student to the finger placement screen where they start learning their first keys.

3) The Finger Placement Screen



Each time a student learns a new key Ten Thumbs takes you to the Finger Placement screen. The onscreen instructions show the student which finger to use to press the key and allow them some time to practice that specific key before moving into the lessons.

Appendix A contains lists of the order in which the keys are learned and the fingers used to type each key.

4) The Lesson Screen

The screenshot shows the 'Lesson' screen of the Ten Thumbs Typing Tutor. At the top, the text 'Lesson' is displayed in a blue header. Below it, a text input area contains the sentence 'Dramatically, lose then shock your dame. A queue ate' on the first line and 'Dramatically, lose then shc' on the second line. A picture keyboard is shown below the text, with the letter 'o' highlighted in orange. At the bottom of the screen, there are two sets of progress bars: 'Live stats for this line' showing Speed (Wpm) at 90 and Error % at 0, and 'Last line stats' showing Speed (Wpm) at 36 and Error % at 14. A comment box below the stats reads: 'You're a typing a bit faster than you are accurately able to, and thus making mistakes. Try slowing down slightly.' At the bottom of the screen, there are several buttons: 'Lesson', 'Report', 'Extra Practice', 'Safari Park', 'Brick Factory', 'Options', 'Help', and 'Quit'. A 'Pause' button is also visible. Callout boxes point to various elements: 'Type the line of text here. Errors are displayed in red.' points to the text input area; 'Picture keyboard shows which letter to type next' points to the picture keyboard; 'Feedback graph for the last line.' points to the 'Last line stats' progress bars; 'Comment for last line.' points to the feedback text; and 'Feedback graph for this line.' points to the 'Live stats for this line' progress bars.

This is where the student learns to type. Type each line in turn, pressing either space or return at the end of the line to bring up the next line. Ten Thumbs focuses on accuracy – the more accurate you become the faster you'll type – and because of this the student must correct all mistakes on a line before proceeding. If he or she makes a mistake Ten Thumbs will sound a beep (if you have sound on) and display the incorrectly typed character in red. The student will then have to go back to correct it by backspacing or using the arrow keys or deleting keys back until they reach the mistake.

Ten Thumbs displays a picture keyboard indicating which key to press. This means that the students never have to look down at the keyboard while they type. As the student's skill improves this is replaced by a graph showing the typing speed for each individual word.

Ten Thumbs also provides additional live feedback. He shows the current wpm speed, and the current error rate, as well as the same information for the last line typed. He also makes a comment based on the last line of typing. All of this information will be compiled into the report.

5) The Report Screen



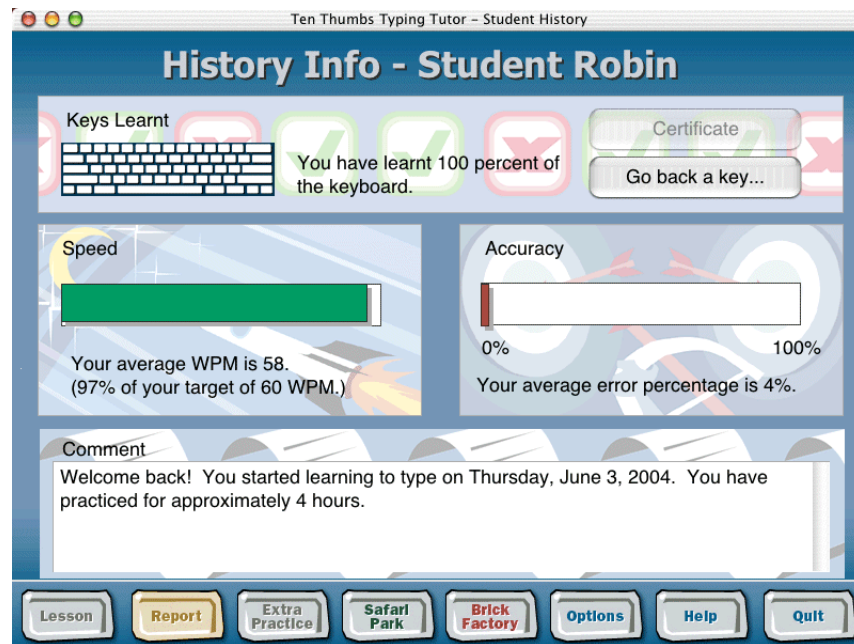
At either a set time or when the student clicks on the “Report” button you will be taken to the report screen. This shows the student a summary of the whole of the last lesson, providing feedback on speed, accuracy, best and worst keys, and a comment. This allows the student to follow their progress and also take a brief break from typing.

6) Logging out and Logging in

To log out click on the “Quit” button. This brings up a screen that enables the student to log out of the program, or to check our website for new updates. To quit the program, click the “Quit” button again.

Clicking the “Log Out” button takes the student to the welcome screen and allows a different student to log in.

When you log in Ten Thumbs will display a history window which summarizes that student’s total progress. It also allows the student to go back a key – to unlearn a key which they’re not yet comfortable with. It is also from this screen that, once the student has achieved their goals, they can print their certificate.



Chapter 2: Teacher Options

1) Teacher's Report

This gives you feedback on how each of your students are doing. You can export this to a text file for printing. This screen allows you to see which students are doing well and which are struggling. Note: this screen will display a report for those students whose files are displayed at the currently selected save location. If you wish to see a report for students who are saved at a different save location then you will need to change the selected file path to that location (see 2 below).

You can sort the report by any of the headings by clicking on the heading you wish to sort by, for example, if you wish to sort by student name then click "Name" and Ten Thumbs will sort them alphabetically by name. Clicking on "Total Hrs" will sort by the total number of hours worked.

The name field displays the students first name only. The average wpm and average error % fields display the totals for that student over the lifetime of their file. The target wpm displays the current target. The total hours displays the time practiced in hours, so this will display as 0 until the student has practiced for at least one hour. The start date is formatted month/day/year.

Name	Avg. WPM	Avg. Error %	Target WPM	Total Hrs	Start Date
Jim	27	0	30	0	6/7/04
Jack	84	1	30	0	6/7/04
Jenny	87	2	30	0	6/7/04
Joanna	19	36	30	0	6/7/04

2) Location of Saved Student Files

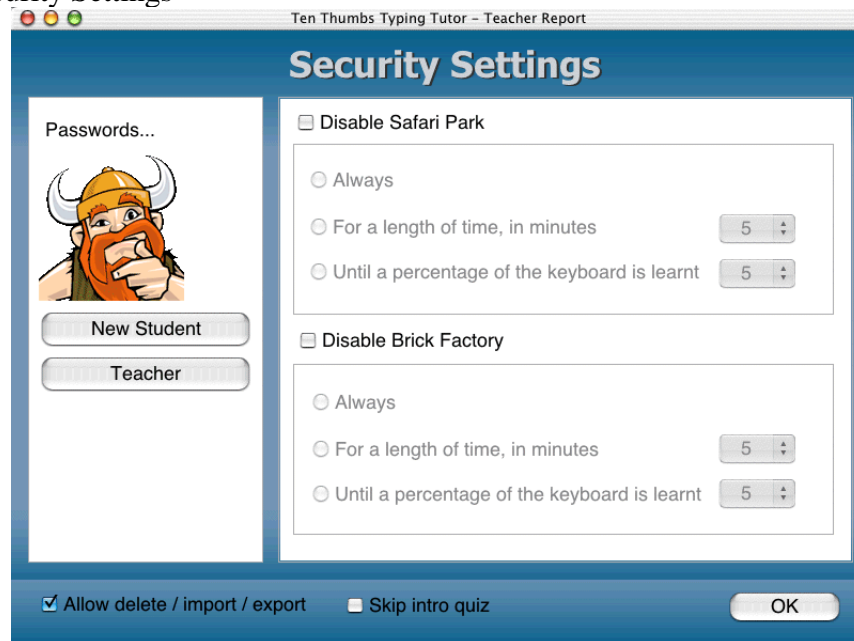
As a default Ten Thumbs saves the student files to a "Ten Thumbs Students" folder within your documents folder (or equivalent). This works perfectly well with a limited number of students, but with several classes it could become hard for individual students to find their own file. To avoid this, create multiple directories and use the custom directory option to select each class's list at the start of the lesson.

The first step in selecting a new save location is to create the folder where you want the files to be saved (note that if you are installing on a network this will have to be on a shared directory somewhere). Once you have created the folder, open up Ten Thumbs,

click on Teacher Options, then click the “Custom Directory” check box. Then click on the “Change the location...” button; this will bring up a dialogue box. Click through this to select your new folder and click OK. You’ll now have changed the save directory for everyone currently using that copy of Ten Thumbs. All newly created student files will be saved to this directory and any old student files will be inaccessible until you change the directory back to the previous location.

Note that student names need only be unique in each directory. For example, you have two classes – let’s call them 1 and 2 – and each class has its own directory. Now in class 1 you have two people called John, and in class 2 you have one person called John. This means that the Johns in class 1 will have to have different names, say John and Jonny, but the person in class 2 can be John, even though there is already a John in class 1. Ten Thumbs won’t mind as long as they are in different directories.

3) Security Settings



a) Passwords

By default no passwords are required, and any user can alter any of Ten Thumbs’ settings. If you are installing Ten Thumbs for multiple users then we recommend that you enable some passwords for your security.

New Student Password. You can use this option to set a password that students will need to enter to be able to create a new student file. This is used to prevent unauthorized people from creating student files.

Teacher Password. This is the password required to access the teacher options. We strongly recommend that you set this password. If a student loses their password, you can also use your teacher password to override the student password. To do this simply type the wrong password when the student password is requested and a dialogue box will ask if you wish to remove the password. Next click “remove password” and then enter the

teacher password when asked.

b) Disable Safari Park/Disable Brick Factory

These settings enable you to control the students' use of the games, by clicking on the square tick box at the top of each set of settings. You can impose a total ban ("Always"), a time limited restriction, or until the students have learned a percentage of the keyboard. Use these settings to encourage the students to practice in the lessons and as a reward for good practice.

c) Allow Delete/Import/Export

This button allows the students to delete/import/export their student files. Enabled, this allows any student to delete any other students file, so we recommend that you disable it after you have imported any student files that you may have from previous editions.

d) Skip intro quiz

This applies the default personal settings to each student instead of making them go through the entire introductory quiz. All that remains is the box to enter the students name, the how to sit/how not to sit sections and the summary window.

The default settings are:

Previous Experience	Beginner
Keyboard Layout	Qwerty
Teach Number & Symbol Keys?	Yes
Target WPM	30
Spaces between sentences	1

4) The Dvorak Keyboard Layout

You may want to teach your students the Dvorak keyboard layout instead of the standard Qwerty one.

Qwerty arose out of the need for early typewriter manufacturers to prevent typists from jamming their typewriters. Qwerty was designed to be inefficient therefore reducing typing speed and the possibility of a jam. Computer keyboards don't generally jam so the Dvorak layout was invented to be easier to type on.

The Dvorak layout reduces hand movement – 70% of all typing is done on the home row, as opposed to 31% on a Qwerty keyboard. All the vowels in Dvorak are on the left side of the home row, with the most used consonants on the right hand side. This means that you are constantly alternating between the two hands, balancing the workload. There are very few words that require one handed typing in Dvorak, this is a much more comfortable way to type.

The disadvantage to Dvorak is that you have to change your computer keyboard layout to Dvorak before you start typing. If you are borrowing a computer you'll also need to change it back afterwards.

One of the advantages of this is that the print on the keys on the keyboard will not

match what is actually being typed. This eliminates one of the greatest pitfalls of learning to type: looking at the keyboard.

How to change your keyboard layout to Dvorak

a) Windows PC (Not XP)

- 1) Go to the Control Panel option in the Start menu
- 2) Open the Keyboard control panel
- 3) Choose the language tab
- 4) Double click on your existing layout. Choose United States-Dvorak from the list
- 5) Press OK, then press OK again. Close the control panel window

When you're done, repeat the procedure, but double click on your original keyboard layout rather than United States-Dvorak. This will return the computer to its original settings.

b) Windows PC (XP)

- 1) Go to the Control Panel option in the Start menu
- 2) Open the Regional and Language options control panel
- 3) Click on the Languages tab
- 4) Click the Details button under Text services and input languages
- 5) Click the Add button under installed services
- 6) Select United States-Dvorak from the Keyboard Layout dropdown menu
- 7) You can use the Language Bar... button under preferences to add a language button to the Taskbar which will enable you to quickly switch between keyboard layouts.
- 8) Press OK, then press OK again to close the control panel window

c) Mac OS X Instructions

- 1) Close all open applications
- 2) Open the System Preferences
- 3) Choose International
- 4) Click the Input Menu tab
- 5) Check the box next to Dvorak
- 6) You can now switch keyboard layout using the keyboard menu which will appear in the menu bar to the right of the normal menus in all applications.

The menu will have a little flag showing the country that the current keyboard layout corresponds to. If you are in Dvorak then it displays a DV instead.

d) Mac OS 9 Instructions

- 1) Choose System Preferences from the Apple menu
- 2) Go to the "Keyboard" control panel
- 3) Select DI Dvorak from the list

You can choose to display Dvorak and Qwerty layouts in a keyboard menu to let you change between them in a single operation

e) Mac OS 7 and 8

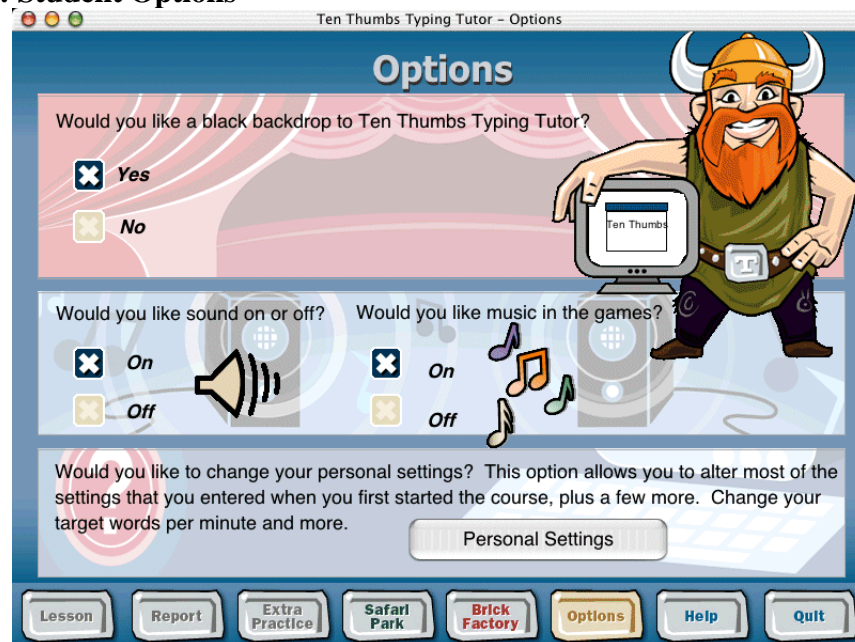
The DI Dvorak file is not included on your system. Please contact us and we will be happy to supply the necessary file and instructions.

f) Linux

Changing the keyboard layout under Linux depends on the settings of your particular computer. Most window managers have some sort of keyboard layout management system. For instance on Gnome you can change the keyboard settings from the Applications pull down menu (Applications->Desktop Preferences->Keyboard). If your window manager doesn't allow this then you can also change the keyboard settings at the X-server level. If you're going to attempt this then we assume that you know what you're doing with Linux, however if you are still having difficulty please feel free to contact us.

We don't recommend learning both keyboard layouts. Whilst some people can switch between them, most find that it is too confusing. We also recommend that you switch the keyboard back to Qwerty when you are not typing, this prevents you from running into problems such as getting locked out by a password system installed on your machine. Once you've learned all the Dvorak letter keys you can keep your system running in Dvorak and benefit from its enhanced efficiency.

Chapter 3: Student Options



Clicking on the “Options” button at the bottom of the screen brings up the student options window.

1) Black Backdrop

When this option is on Ten Thumbs blocks out the rest of the screen with a solid black background. This can help the student to focus on learning to type. Turning off the black backdrop reveals the desktop and allows the student to move between programs. If the student is in the middle of a lesson then Ten Thumbs will auto pause. They can also pause Ten Thumbs using the "pause" button provided before moving between programs.

2) Sound/Music On/Off

These options allow you to toggle the sound on and off. Note that you can add your own music to the games. To do this you need to drag and drop the music file into the music folder that comes with Ten Thumbs.

a) Windows

- 1) Locate the “Ten Thumbs Typing Tutor” folder
- 2) Double click this to open it
- 3) Double click the folder labeled “Music”
- 4) Drag and drop your selected files to here

b) Mac OS X

- 1) Locate the Ten Thumbs program in the finder
- 2) Control click on it – this brings up a popup menu
- 3) Select “Show package contents”
- 4) Double click the folder called “Contents”
- 5) Double click the folder called “MacOS”
- 6) Double click the folder called “Music”
- 7) Drag and drop your selected files to here

c) Mac Classic

- 1) Find the Ten Thumbs program folder in the finder
- 2) Double click it
- 3) Double click the “Music” folder
- 4) Drag and drop your selected files to here

When you play either of the games, Ten Thumbs will automatically select music files at random from the files in the music folder. To remove unwanted files simply follow the steps above to access the music folder and delete the unwanted file(s), usually by dragging them to the trash/wastebasket.

Ten Thumbs supports Quicktime compatible files including .mov & .mp3.

3) Personal Settings

This button takes the student through the introductory quiz again allowing them to change their settings. There are also some additional settings which they can change. The student can click through the screens to find the one they wish to alter. They can exit the Personal Settings screens at any time by clicking “Exit personal settings”.

Note that to allow your students to change their settings using the “Personal Settings” button you must have the “Skip intro quiz” button in the Teacher Options section unchecked.

a) US or UK Keyboard

This option can be used to change the keyboard layout that the student is using. If they are getting weird symbols (like £ signs) or aren't getting them when you should, then Ten Thumbs may have incorrectly identified the keyboard layout and the student can manually change it here.

b) Lesson Length

This allows the student to alter the time between auto reports.

c) Text Typing Length

Normally Ten Thumbs automatically changes the length of line that the student types depending on their proficiency – this means that students normally will type for the same length of time before getting feedback. This option can be used by the student to fix the length of line that they wish to type.

d) Accuracy

Students can use this screen to reduce the level of prompts that Ten Thumbs gives when they make a mistake.

e) Live Feedback Options

This screen lets the student pick whether they would like a picture keyboard showing which key to type or a live word by word speed graph. By default Ten Thumbs shows the picture keyboard while they're learning new keys and the speed graph once they've learned all the keys. It can be useful to change this option to select the keyboard for a student who has nominally learned all the keys but is uncertain of them, or to select the speed graph for a student who is confident with their finger placement but who wishes to build speed.

f) More Live Feedback Options

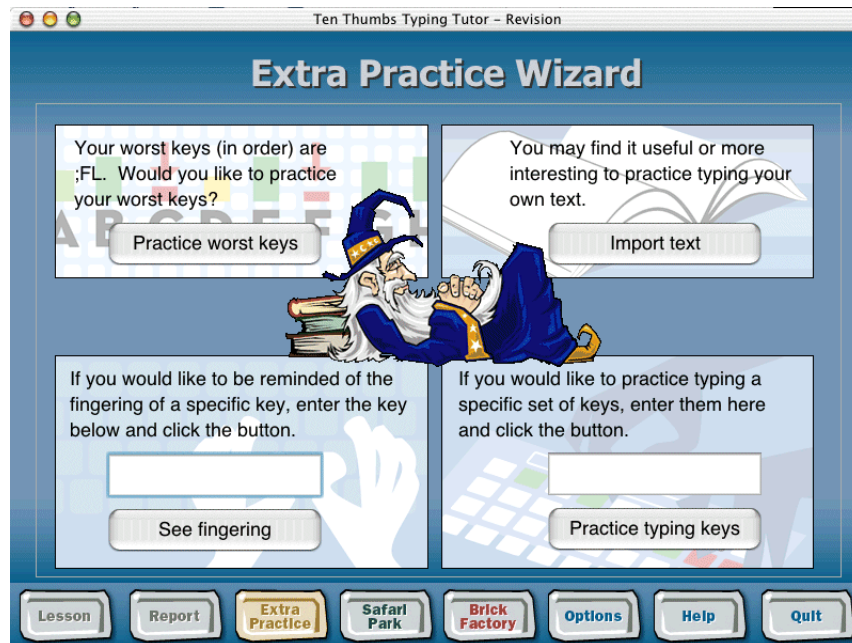
This screen allows the student to turn off the summary graphs showing line speed and line error which are displayed under the picture keyboard/speed graph. They can also disable the comment after each line.

g) Best and Worst Keys

If the student doesn't want to know their best and worst keys then they can disable it here. However, as practicing your worst keys using the extra practice wizard is a good way to improve we don't recommend disabling this option.

Chapter 4: The Extra Practice Screen

The Extra Practice window has four options designed to customize the learning experience.



1) Practice Worst Keys

Unless the student has disabled this feedback (in the Personal Settings section) then Ten Thumbs will display their three worst keys in his report. They can then use this option to practice just those keys, and so improve their weak spots.

2) Import Text

This allows you to import your own text to practice in the lessons. To successfully import text it must be in plain text (.txt) format. This enables you to teach other things (such as poetry or spelling) while learning to type. You could also set a class typing test. Some example files are available on our website (<http://www.tenthumbstypingtutor.com/examples.shtml>). We recommend that you use this option only with students who have learned the entire keyboard. If Ten Thumbs finds a character in the imported file that the student hasn't learned then he'll delete it and replace it with something gibberish – appendix A shows you the order which the keyboard is taught in so that you can tailor custom text to intermediate students.

3) See Fingering

If the student has forgotten the fingering for a key they've learned they can type it in here, click "see fingering" and Ten Thumbs will repeat the finger placement example for that key.

4) Practice Typing Keys

Similar to Practice Worst Keys, this will create a lesson that practices only specific keys. The difference here is that the student will practice those keys which they type into the box.

Chapter 5: Games

Ten Thumbs comes with two games: the Safari Park, and the Brick Factory. Both of these provide a change of pace from the lessons whilst still encouraging good typing.

1) The Safari Park

In this game you must type the words to close the cages before your ship passes them and gets sunk. This game encourages accuracy by making you start the word again if you get a letter wrong.

Playing the Game:

Type the text in each cage, before the boat goes past.

Other keys: Control-period (.): exit the game and go to high scores. (Command-period on a Mac)

Return Key: Jumps to the next screen after you've closed all the cages.

2) The Brick Factory

In this game you must type the text in each brick before it rolls off the conveyer belt. This game encourages speed as you must type each brick as fast as possible. If you make a mistake just keep typing from where you left off.

Playing the game:

Keep typing as each brick appears.

To get out of the Brick Factory, either wait until all the student's lives are lost (which will take you to the high scores screen), or they can simply click on one of the other options from the button bar (such as "lesson").

Chapter 6: Installing Ten Thumbs on a Network

Ten Thumbs can be installed across a single platform network. For example, you can install across a network on Mac OS X, or on Windows XP, but not on a mixed platform network with both computer types. To do this you need to install Ten Thumbs on a shared folder on your network server when you first install him. All the other computers on the network will then be able to access Ten Thumbs from the shared directory.

If the directory is writeable then you should need to do nothing else.

However, the directory does not need to be writeable to operate Ten Thumbs. If you cannot write to the folder where Ten Thumbs is saved then you will have to pick a different location to save the student files (you can do this from the teacher options screen). Relative paths are accepted, as are complete paths to a network folder somewhere. If you are editing the path manually, please note that the UNIX standard “/” character is used on all platforms.

If you are installing a downloaded version which you are then registering you will need the directory Ten Thumbs is located on to be writeable. You should therefore register the program with full access permissions for the server it is installed on.

We do not support networking Ten Thumbs in a cross-platform network: this may or may not work depending on your particular circumstances. We are always happy to receive feedback on Ten Thumbs performance in a cross-platform network environment.

Chapter 7: Contacting Us

Contacting Us

The best way to contact us is by email. All enquiries about Ten Thumbs Typing Tutor should be directed to: tenthumbs@runrev.com. This is the fastest way to get in touch with us and a member of our customer support team will normally respond to your enquiry within 2 working days. We regret that we cannot offer Ten Thumbs support by phone.

You can fax us on: +44 (0) 845 458 8487

You can write to us at:

Ten Thumbs Typing Tutor
Runtime Revolution Ltd
15-19 York Place
Edinburgh
EH1 3EB
UK

Website: <http://www.tenthumbstypingtutor.com/>

Corporate Website: <http://www.runrev.com/>

Appendix A: Order of Keys Learned with Fingering

1) US Qwerty

Lowercase	Uppercase	% of Keyboard Known	Hand	Finger
a	A		LH	4
s	S		LH	3
d	D		LH	2
f	F	2	LH	1
j	J	5	RH	1
k	K	7	RH	2
l	L	9	RH	3
Shift	Shift	12	RH/LH	4
;	:	14	RH	4
e	E	16	LH	2
i	I	19	RH	2
t	T	21	LH	1
.	>	23	RH	3
n	N	26	RH	1
r	R	28	LH	1
o	O	30	RH	3
,	<	33	RH	2
c	C	35	LH	2
h	H	37	RH	1
m	M	40	RH	1
p	P	42	RH	4
u	U	44	RH	1
y	Y	47	RH	1
g	G	49	LH	1
w	W	51	LH	3
v	V	53	LH	1
b	B	56	LH	1
x	X	58	LH	3
q	Q	60	LH	4
z	Z	63	LH	4
'	“	65	RH	4
/	?	67	RH	4
1	!	70	LH	4
9	(72	RH	3
0)	74	RH	4
-	_	77	RH	4
4	\$	79	LH	1
7	&	81	RH	1
3	#	84	LH	2
8	*	86	RH	2
2	@	88	LH	3
5	%	91	LH	1
6	^	93	RH	1
=	+	95	RH	4
[{	98	RH	4
]	}	100	RH	4

2) UK Qwerty

Lowercase	Uppercase	% of Keyboard Known	Hand	Finger
a	A		LH	4
s	S		LH	3
d	D		LH	2
f	F	2	LH	1
j	J	5	RH	1
k	K	7	RH	2
l	L	9	RH	3
Shift	Shift	12	RH/LH	4
;	:	14	RH	4
e	E	16	LH	2
i	I	19	RH	2
t	T	21	LH	1
.	>	23	RH	3
n	N	26	RH	1
r	R	28	LH	1
o	O	30	RH	3
,	<	33	RH	2
c	C	35	LH	2
h	H	37	RH	1
m	M	40	RH	1
p	P	42	RH	4
u	U	44	RH	1
y	Y	47	RH	1
g	G	49	LH	1
w	W	51	LH	3
v	V	53	LH	1
b	B	56	LH	1
x	X	58	LH	3
q	Q	60	LH	4
z	Z	63	LH	4
'	“	65	RH	4
/	?	67	RH	4
1	!	70	LH	4
9	(72	RH	3
0)	74	RH	4
-	_	77	RH	4
4	\$	79	LH	1
7	&	81	RH	1
3	£	84	LH	2
8	*	86	RH	2
2	@	88	LH	3
5	%	91	LH	1
6	^	93	RH	1
=	+	95	RH	4
[{	98	RH	4
]	}	100	RH	4

3) Dvorak

Lowercase	Uppercase	% of Keyboard Known	Hand	Finger
a	A		LH	4
o	O		LH	3
e	E		LH	2
u	U	2	LH	1
h	H	5	RH	1
t	T	7	RH	2
n	N	9	RH	3
Shift	Shift	12	RH/LH	4
s	S	14	RH	4
.	>	16	LH	2
c	C	19	RH	2
y	Y	21	LH	1
v	V	23	RH	3
b	B	26	RH	1
p	P	28	LH	1
r	R	30	RH	3
w	W	33	RH	2
j	J	35	LH	2
d	D	37	RH	1
m	M	40	RH	1
l	L	42	RH	4
g	G	44	RH	1
f	F	47	RH	1
i	I	49	LH	1
,	<	51	LH	3
k	K	53	LH	1
n	N	56	LH	1
q	Q	58	LH	3
'	“	60	LH	4
;	:	63	LH	4
[{	65	RH	4
z	Z	67	RH	4
1	!	70	LH	4
9	(72	RH	3
0)	74	RH	4
-	_	77	RH	4
4	\$	79	LH	1
7	&	81	RH	1
3	#	84	LH	2
8	*	86	RH	2
2	@	88	LH	3
5	%	91	LH	1
6	^	93	RH	1
]	}	95	RH	4
/	?	98	RH	4
=	+	100	RH	4

Appendix B: 'How Not to Sit' and 'How to Sit' Diagrams


Ten Thumbs Typing Tutor - How not to Sit

How not to sit

His eyes are not level with the top of the monitor - hours spent like this, with his head elevated too far backwards or forwards may painfully cramp his neck.

His arms are awkwardly held away from his body. Given a short period of time, such a position may painfully strain his upper arms and shoulders.

His back is not properly supported. It is probable that he will suffer back pain.



His feet are not rested on the floor or elsewhere. Pressure on the underside of his thighs will cause pain in that area and constrict the blood supply in his legs, giving him pins and needles in his feet.

Exit Personal Settings

Continue


Ten Thumbs Typing Tutor - How To Sit

How to sit correctly

Your shoulders should be relaxed and your arms resting comfortably by your sides. Position your forearms so that they are level or tilted up slightly and form a straight line with your hands.

Adjust the backrest to fully support your lower back. Your posture should be upright and relaxed.

The computer monitor should be directly in front (40 - 80 cm / 15 - 30 inches) with the screen approximately level with your eyes.



Your thighs should be resting flat along the seat. There should be some clearance under the worksurface.

Make sure your feet are supported.

Exit Personal Settings

Back to Options

Appendix C: Games Stories

Safari Park

The Game Story

In The Beginning

You reply to an advert in the newspaper for the position of apprentice handyman at Knawhithumbhoff Safari.

You are invited to the safari and are met by the Park Overseer who insists that laziness in the workplace will not be tolerated. He informs you that steps have been taken to ensure that Safari employees work hard.

What It All Involves For You

The Park Overseer explains that most of your chores will involve delivering goods between the storage room and his workshed. However, the storage room and the workshed are at opposite ends of the Crocodile and Turtle Enclosure. This means that your new job involves crossing a treacherous river through dangerous territory.

You are told that the reason for the only route to his workshed being through the Enclosure is to make sure that Safari workers stay alert and on their toes throughout the working day. Furthermore, he tells you that the Crocodiles & Turtles are very special breeds that feature advanced weaponry.

Your Only Chance

The Animals, he says, are allowed full freedom of the enclosure though they usually prefer their individual housings. With the remote control unit located in your boat you can close the Animal housings by entering the code sign posted next to each housing unit. In this way you can protect yourself as you pass through the enclosure.

Farewell...

You are handed the oars to Ermentrude The Unsinkable with instructions to make your first delivery immediately. With steely resolution you proceed towards the enclosure...

Brick Factory

Game Story

In The Beginning

You apply to an advert in the newspaper for the position of brick layer at the new local development park. You are invited along and are met by the Park Engineer. He explains that the development park is the site of a new and very special tourist attraction and will feature several buildings of great interest along with a lovely new villa for the tour guide.

What It All Involves For You

The Park Engineer explains that all of the brick laying on the new site is carried out by an automated system. However, all of the bricks to be used have been obtained at a special cheap price due to underfunding. For this reason, it is necessary to check the quality of each brick as it comes into the site from the supplier. To check the quality of each brick, you must enter the serial code that appears on each one as it enters the site. The automatic brick layer will then check that code with its records and use the brick for building.

Caution

The Engineer warns you that you must try to enter the code on each brick before it reaches the conveyor belt on the brick layer! If you do not, the automatic brick layer will not recognise the brick and will discard it, thinking that it is not up to quality.

Unfortunately, the brick laying machine, being the first of its kind, still has a few faults and has taken to dumping all discarded bricks in a rather dangerous and unstable pile right next to the building site. The Park Engineer says that he wouldn't like to think what would happen if the pile got too high...!

Your Ultimate Aim

Your goal is to build as many fine tourist attractions as possible without causing any damage to the development site.

Farewell...

You are given a keyboard terminal to input the serial codes with and are wished good luck....