
Touch Type Tutorials 1, 2 & 3

Keyboard work, whether on computer or typewriter, will become so much quicker, easier, and more accurate when you know how to touch-type. This course is designed to teach you how.

This is a suite of 3 programs; Touch Type Tutorials 1, 2 & 3. Begin with **Touch Type Tutorial 1**, and let the programs lead you through the course.

When you have learned all there is in each program, it will set things up so that you need only press RETURN (the **CR** key), turn on the cassette drive to load the next program, then press RUN. The new program will verify your name, and start at the correct exercise.

When first you start the course, the program will ask your name, and then ask you for a module, level and task. Simply press **CR** and you will start at the beginning. If you have interrupted the course at a previous time by holding **CTRL** and pressing **E**, the program will have told you where to begin next time, so simply enter these values to restart. You may then choose to step through each exercise of the tutorial regardless of your errors, or you may let the program control your progress according to your typing rate and error count.

The three programs contain the following modules;

Touch Type Tutorial 1, contains modules 1–3

Touch Type Tutorial 2, contains modules 4–7

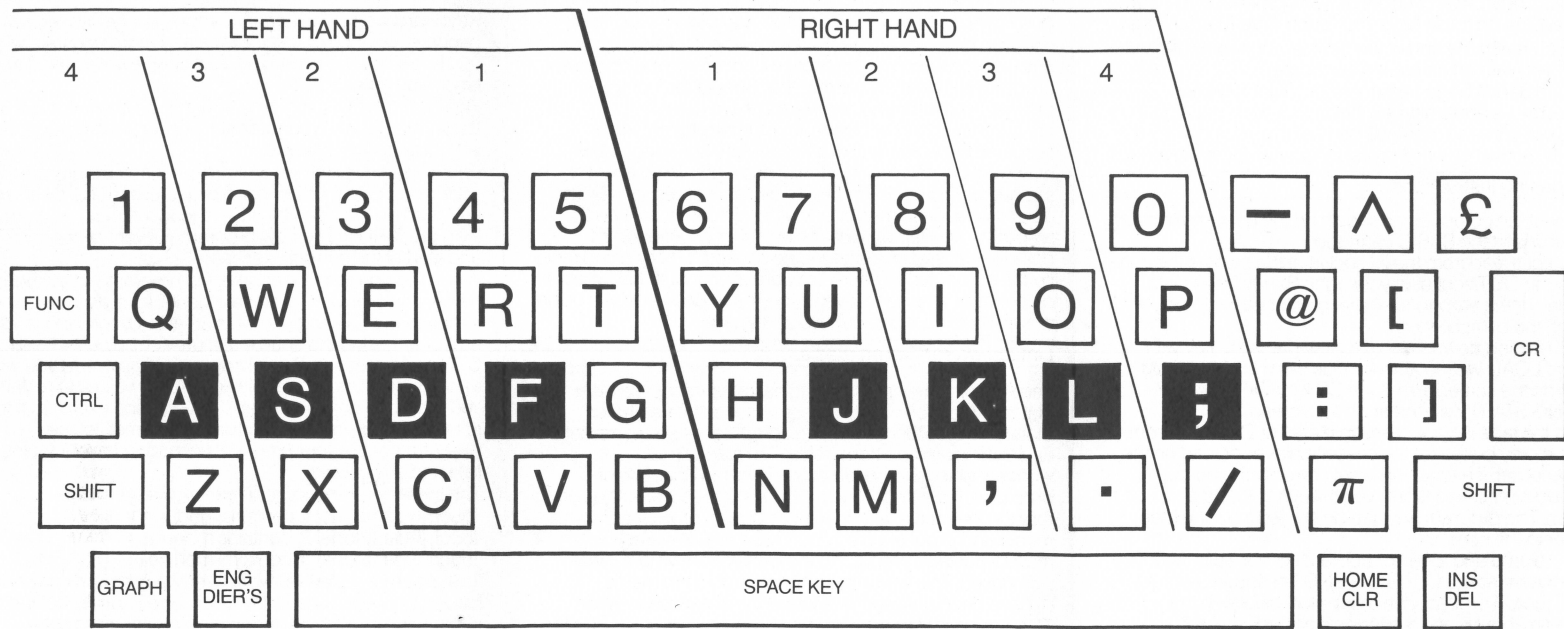
Touch Type Tutorial 3, contains module 8.

The program restart will work even if a program has been loaded between runs of the Touch Type Tutorials, but the information is lost if you turn the computer off. In other words, you may break off during any of the Touch Type Tutorials, and load any other John Sands Sega cassette program. To return to more keyboard work, simply reload Touch Type Tutorial and resume where you left off.

Remember not to turn off the power; before you do, you should note the module, level and task numbers.

Modules 1–7 teach you all the standard keys. Your typing speed and error rate are taken into account, and the computer will return you to an earlier exercise for revision if you are performing badly, or allow you to skip exercises if you are performing well.

Module 8 teaches you the extra keys. These tend to differ slightly between different keyboards, as do the special



Other titles in the Programming Series include: BASIC I Tutorial Program, BASIC II Tutorial Programs 1 & 2, Sprite Generator Program, 'Let's Type' Program, and Keyboard Learning Program.

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characters above the numerics. This is why, when you reach the home stretch, you simply proceed through all the exercises, regardless of errors or typing speed. If you want more revision on these keys, run **Touch Type Tutorial 3** again.

When you reach the end of the course, your computer will present you with an on-screen certificate.

Your John Sands Sega Personal Computer keys are arranged in a standard typewriter layout and spacing, so the skills you learn here will be useful to you on any standard typewriter, word-processor or computer keyboard.

Tape Loading Instructions

1. Connect the computer as shown on the user instruction card and insert the BASIC cartridge.
2. Connect a lead from the IN socket at the back of the computer to the OUT socket of your John Sands Sega Data Recorder, or the earphone socket of your cassette player.
3. Switch the computer on.
4. While holding down the FUNC key press the key with the word LOAD written above it. The word LOAD should appear on the screen. Press the CR Key, the message LOADING START will appear on the screen.
5. Insert the tape in your cassette player or Data Recorder. Press the play button on the cassette player, or load on the Data Recorder. If everything is set correctly the computer will put up a message telling you that it has found a program. The program will then be loaded from the tape recorder to the computer.
6. If the volume and tone controls are set correctly, after a while the message LOADING END will appear on the screen. You will probably be most successful with the volume on about 6 and the tone on about 6 or 7. If they are set incorrectly the message TAPE READ ERROR will appear, meaning that you will have to rewind the tape and go to step 4 and try different levels.
7. To start the program press the key with RUN above it along with the FUNC key, the program will then begin.
8. There are two copies of each program on each side of the tape.

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