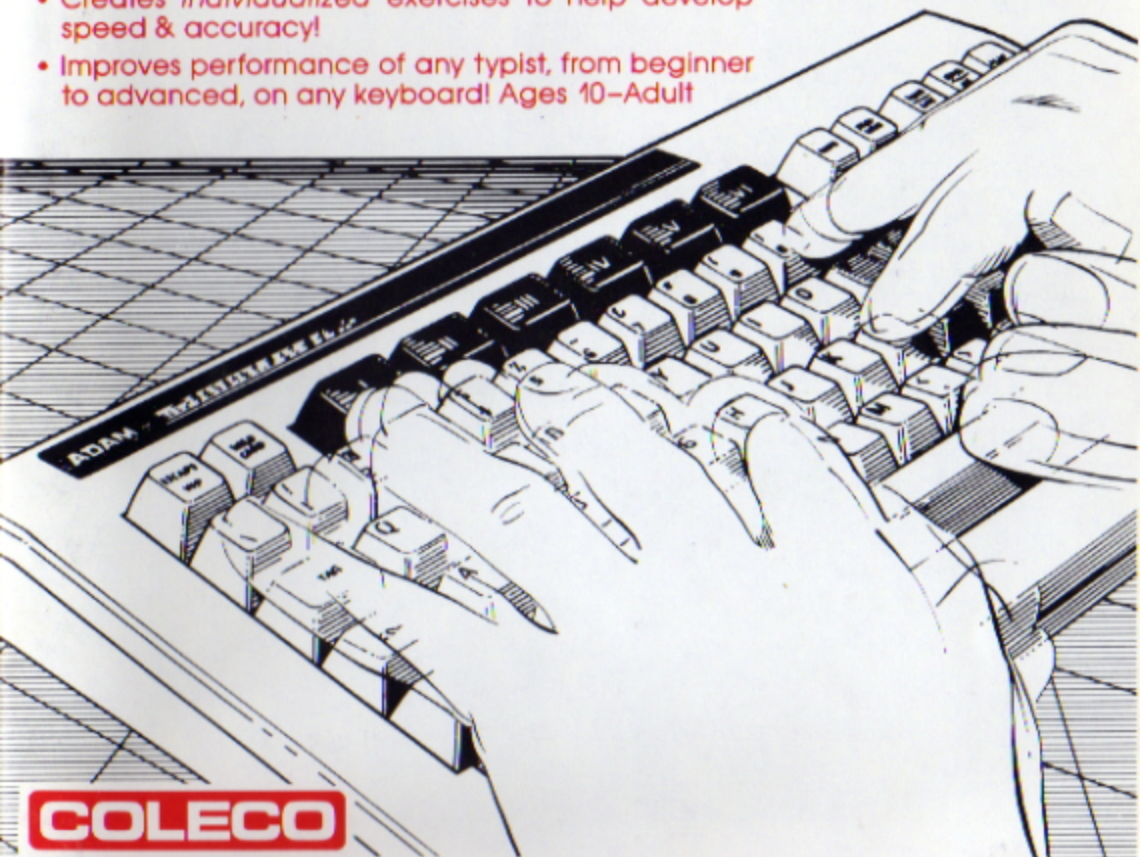# ExperType™

No. 7602

The Electronic Typing Teacher with a *Personal* Touch

- Creates *individualized* exercises to help develop speed & accuracy!
- Improves performance of any typist, from beginner to advanced, on any keyboard! Ages 10–Adult

COLECO

Digital Data Pack for ADAM™ The ColecoVision® Family Computer System

Are You Typecast?

Typing can be the greatest obstacle on your road to successful computer use. Almost every time you use a computer, you type . . . it's inescapable. And if you have to type, it just makes sense to use the touch-typing method—a proven time-efficient system.

ExperType™ offers you, the user, a custom-designed typing instruction program. No matter what your age or ability, ExperType™ works with you to teach you the touch-typing method and gives you the practice you need to improve your speed and accuracy. Work at your own pace—ADAM™ adjusts each lesson's goals according to your performance. As you practice, ADAM™ follows your progress and creates exercises that are tailored to your needs.

ExperType™ and ADAM's™ keyboard can open doors to touch typing and computer use for your whole family.

Table Of Contents

Getting Started

POWER SWITCH   INSERT DIGITAL DATA PACK   COMPUTER RESET BUTTON

> **DO NOT REMOVE DATA PACK WHILE THE DRIVE IS OPERATING!**
> **DO NOT TURN POWER ON OR OFF WHEN A DATA PACK IS IN THE DRIVE!**

Before you start typing, you must transfer ExperType™ from its permanent location on the data pack or disk into ADAM's™ memory. This is called **loading the program.** Once loaded, the program stays in memory until you turn the power off or press the Computer Reset Switch.

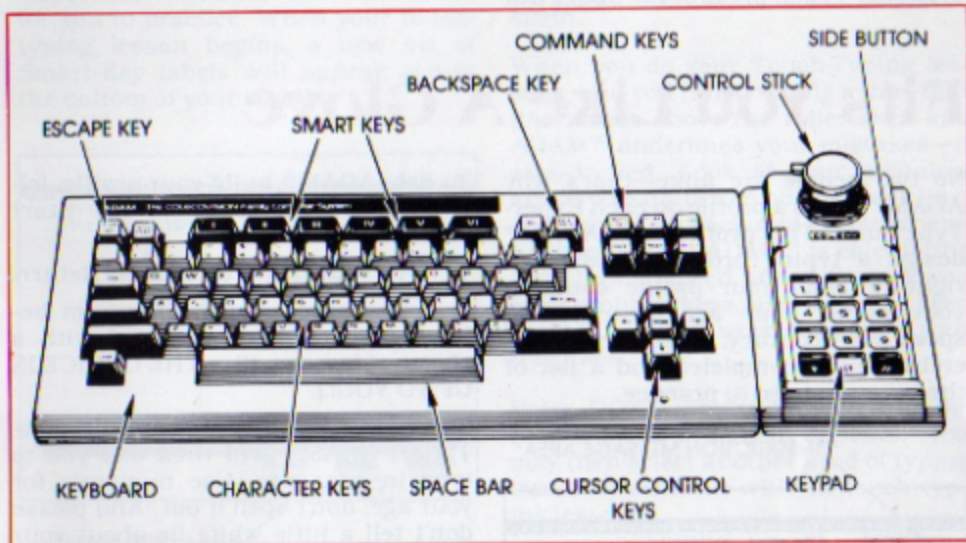Follow these simple steps to load ExperType™ into your ADAM™:

1. Turn ADAM™ on by pressing the power switch located at the back of your printer.

2. Turn your television or monitor on.

3. Insert your ExperType™ data pack or disk into one of the drives. Close the drive door.

4. Press Computer Reset Switch.

5. Your ExperType™ program is now loading. When the ExperType™ Title screen appears, the program is ready to use.

CAUTION

Your digital data packs and disks are sensitive. Keep them away from magnets, your ADAM™ printer, TV set, telephone or any other electrical device. Protect them from dust, water and extreme temperatures.

You're In Control

If you're familiar with the SmartWRITER™ word processing system, you already know how easy it is to use the ADAM™ keyboard. For the ExperType™ program, you'll use the same controls. However, there are some differences, so read this section carefully before starting to use ExperType™.

COMMAND KEYS

SIDE BUTTON

BACKSPACE KEY

CONTROL STICK

SMART KEYS

ESCAPE KEY

KEYBOARD   CHARACTER KEYS   SPACE BAR   CURSOR CONTROL   KEYPAD
KEYS

1. Smart Keys: The six Smart Keys located across the top of your keyboard match the six Smart-Key labels (I–VI) that appear at the bottom of your screen throughout the ExperType™ program. In some cases, the labels tell you what will happen immediately after you press the matching Smart Key. For example, pressing SIGN OFF (Smart Key VI) stores your work onto the data pack or disk.

In other cases, pressing a Smart Key displays a new set of Smart-Key labels on your screen. For example,

pressing SELECT LESSON displays a new set of Smart Keys that lets you choose from five different types of typing lessons.

If you hear a buzz when you press a Smart Key, ADAM™ is telling you that you cannot carry out the key's function.

2. Command Keys:

BACKSPACE: Each press of the Backspace moves the cursor one space to the left. ExperType's™ Backspace neither overstrikes nor does it pull to the

5

left text located to the right of the cursor.

NOTE: The other SmartWRITER™ Command Keys do not function in ExperType™.

3. Special Typing Keys:

SPACE BAR: Just as in Smart-WRITER™, each press of the Space Bar moves the cursor one space to the right and overstrikes everything in its path.

RETURN: Just as in SmartWRITER™, ExperType™ features an automatic carriage return. You should not press Return at the end of every line. Press Return only when ADAM™ tells you to.
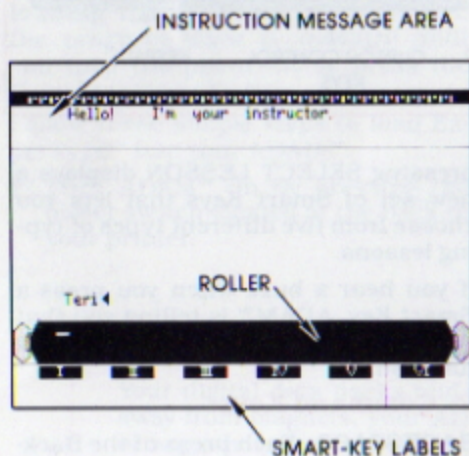
Fits You Like A Glove

No two people are alike—that's why ADAM™ keeps a profile on each Exper-Type™ user. This profile helps ADAM™ design a typing program that's just right for you! Your profile contains your name, your age, your typing speed and accuracy, a list of every exercise you've completed and a list of the keys you need to practice.

INSTRUCTION MESSAGE AREA

Hello!   I'm your instructor.

Teri◀

ROLLER

SMART-KEY LABELS

Start Screen

To help ADAM™ build your profile, follow the instructions on the Start screen.

1. Type your name; then press Return.

2. If you have used the program before, you are now presented with a choice of lessons. (See THE CHOICE IS UP TO YOU!.)

3. If you're a first-time user of Exper-Type™, ADAM™ will then ask you to type in your age. Use numerals for your age; don't spell it out. And please don't tell a little white lie about your age! Trust us, our lips are sealed! It's important to give your correct age because ADAM™ creates your lessons based, in part, on your age. Press Return after typing in your age.
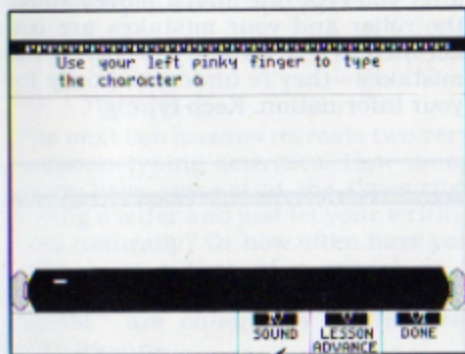
The first touch-typing lesson begins automatically. If you already know the touch-typing method, press DONE [Smart Key VI] to go to the Select Lesson screen to choose your typing lesson. (See THE CHOICE IS UP TO YOU! on page **8.**)

Keep In Touch

There are 12 touch-typing lessons in the ExperType™ program. Each lesson teaches correct finger placement on the keys, and gives you many exercises that introduce new characters for you to practice. When your touch-typing lesson begins, a new set of Smart-Key labels will appear across the bottom of your screen.

Use your left pinky finger to type
the character o

SMART-KEY LABELS

Touch-Typing Screen

ADAM™ will give you instructions throughout the touch-typing lessons as to what finger to use for each key on the keyboard. Type **exactly** what appears on the screen—characters and spacing. When you have completed one touch-typing lesson, the next will appear either automatically or by pressing LESSON ADVANCE (Smart Key V). (Press this key if you want to take a look at upcoming lessons.) If you press LESSON ADVANCE while you're in Lesson 12, Lesson 1 begins again.

When you do your Touch-Typing lessons, and you finish typing a line, that line moves above the roller area and ADAM™ underlines your mistakes—if any—in red. Look at your mistakes and try to do better on the next line. You cannot go back and correct them. Remember that ADAM™ is calculating your typing speed and will show you your problem keys later on. Just keep typing. Don't worry about your mistakes!

Press DONE (Smart Key VI) and the Select Lesson screen appears. You may then select another kind of typing lesson or continue with the touch-typing lessons.

After you have completed five touch-typing lessons, ADAM™ will automatically give you a report card! (See YOUR EXPERTYPE™ REPORT CARD on page 11.)

After you look at your report card, you may continue with touch-typing by pressing TOUCH TYPING (Smart Key V) on the Select Lesson screen or choose another kind of lesson.

No Place Like Home

Touch typing teaches you the correct finger to use for each key on the keyboard. Eight of the keys on the center row of the keyboard are called the "home row keys." Whenever you start typing, you should always place your fingers lightly on the home row keys. By keeping your fingers on these keys, you can then reach all the keys on the keyboard.

These Keys are Your
"Home Row Keys."

As you practice touch typing, ADAM™ will show you which finger should strike which key. After striking a key, your fingers should always return to the home row position.
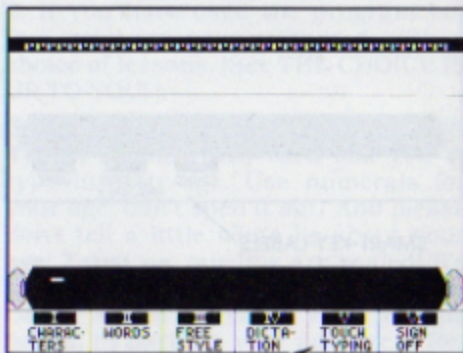
Building Character

After showing you which finger should strike which key, you will then practice the characters that ADAM™ just introduced. Your lessons will appear in the Instruction Message area. As you type your lessons, that type will be displayed in the Roller area of the screen.

The Choice Is Up To You!

Once you have completed the touch-typing instruction or if you already know the touch-typing method, you can now select another kind of typing lesson. Type **exactly** what appears on the screen—characters and spacing.

As with the touch-typing lessons, after you type one line, it moves above the roller and your mistakes are underlined in red. Don't try to correct the mistakes—they're underlined **only** for your information. Keep typing!

SMART-KEY LABELS

Select Lesson Screen

8

Real Character

Press CHARACTERS (Smart Key I) to try the Character lessons. Character lessons help you practice your problem keys. ADAM™ determines which keys you need to practice by calculating your speed and accuracy with each key.
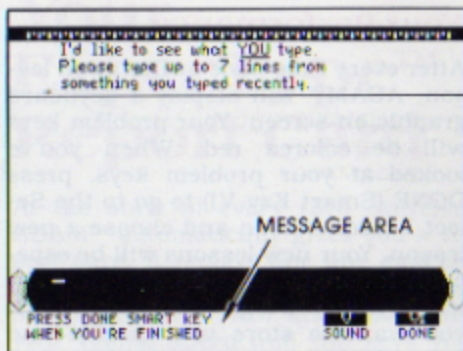
What's the Good Word?

Press WORDS (Smart Key II) to practice words that feature those characters that you need to practice.

You and ADAM™—Partners in Typing

The next two lessons recreate two very common typing activities. How many times have you sat at the typewriter typing a letter and just let your writing flow naturally? Or how often have you been a co-author of a report or a story? Well, in a sense, you and ADAM™ are co-authors in the free-style lessons.

Press FREE STYLE (Smart Key III) to try your hand at Free-Style Typing lessons. A new set of Smart-Key labels will appear across the bottom of your screen.

I'd like to see what YOU type.
Please type up to 7 lines from
something you typed recently.

MESSAGE AREA

PRESS DONE SMART KEY
WHEN YOU'RE FINISHED
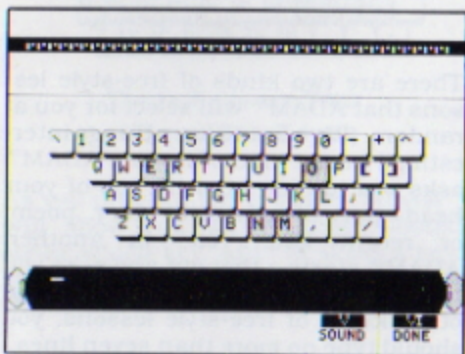
SOUND   DONE

SMART-KEY LABELS

Free-Style Screen

There are two kinds of free-style lessons that ADAM™ will select for you at random. (We want to keep things interesting!) In one kind of lesson, ADAM™ asks you to type from the top of your head—part of a favorite story, poem, or recent letter, etc. In another, ADAM™ starts a thought and asks you to type several lines to complete it. (In other kinds of free-style lessons, you should type no more than seven lines.)

When you're finished with either free-style lesson, press Smart Key VI (DONE). ADAM™ will calculate your typing speed and store it in your profile. Then get ready for your Performance Review!

Your Performance

After every Free-style or Dictation lesson, ADAM™ will display a keyboard graphic on-screen. Your problem keys will be colored red. When you've looked at your problem keys, press DONE (Smart Key VI) to go to the Select Lesson screen and choose a new lesson. Your new lessons will be especially tailored to emphasize your problem keys so you'll get lots of practice! If you want to store your profile and leave the program, press SIGN OFF (Smart Key VI).

You Need to Practice the Red Keys.
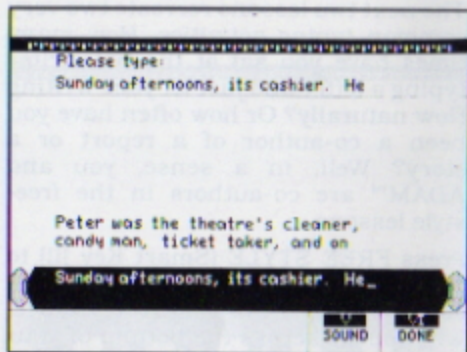
Be the Right Type!

One very common typing activity is transcribing text from your own writing or someone else's dictation—for example, typing class notes after a lecture. Well, get ready because ADAM™ is going to dictate to you!

Press DICTATION (Smart Key IV) and a new set of Smart-Key labels will appear on your screen.

Now you can select from two types of dictation lessons: display dictation in which you type a passage that appears in the Instruction Message area; and print dictation in which you type material that has been printed out on your ADAM™ printer.

On Display

To choose display dictation, press DISPLAY (Smart Key IV) and a new set of Smart-Key labels will appear on your screen.

SMART-KEY LABELS

Display Dictation Screen

When you're ready to start your display dictation, press READY (Smart Key IV). The first line of the dictation passage appears in the Instruction Message area. ADAM™ presents the passage line-by-line until you've typed it all! When you're finished, ADAM™ calculates your typing speed and accuracy, stores it in your profile and conducts a Performance Review.

In Print

To try your hand at print dictation, press PRINT (Smart Key V) and a new set of Smart-Key labels will appear on your screen. (Before starting your print dictation, make sure you have some typing paper handy.)
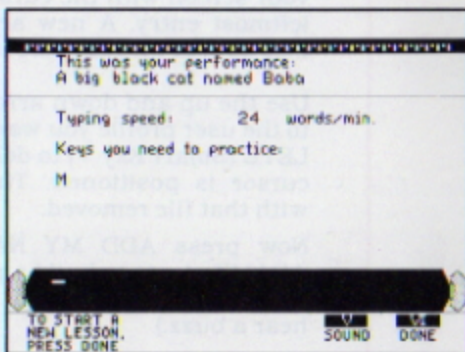
First, put a piece of typing paper in the printer; then press PRINT (Smart Key IV). ADAM™ will print out your dictation passage.

Remove the paper from the printer and place the printed copy beside you —so it's easy to read. Press READY (Smart Key IV), then type the printed text. ADAM™ then calculates your typing speed and your accuracy and stores this information in your profile.

Press DONE (Smart Key VI) and ADAM™ presents your Performance Review. (See "Your Performance" on page 10.)

Your ExperType™ Report Card

At the start of every fifth exercise, ADAM™ automatically gives you a report card. It replays one line **exactly** as you typed it. See how you've improved! ADAM™ will also show you your typing speed and the keys you still need to practice.

This was your performance:
A big black cat named Babo

Typing speed: 24   words/min.

Keys you need to practice:

M

TO START A
NEW LESSON,
PRESS DONE.   SOUND   DONE

Your ExperType™ Report Card

Once you have reviewed your report card, press DONE (Smart Key VI) to go to the Select Lesson screen.
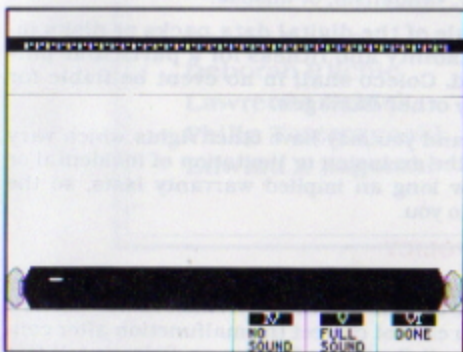
Spaced-Out

ADAM™ can store up to 10 user profiles on the Exper-Type™ data pack or disk. If you're at the Start screen, enter your name and get a "Too Many Users" message from ADAM™, you must delete a profile before starting to build yours. A directory will appear on your screen with the cursor positioned at the upper-leftmost entry. A new set of Smart-Key labels will also appear on your screen.

Use the up and down arrow keys to move the cursor to the user profile you want to delete. Then press DE-LETE (Smart Key V) to delete the profile at which the cursor is positioned. The directory will reappear with that file removed.

Now press ADD MY NAME (Smart Key VI) and ADAM™ starts to build a profile under your name. (If you press ADD MY NAME **without** deleting a file, you hear a buzz.)

Some Sound Advice

Throughout the ExperType™ program, you may adjust the sound to your liking. To choose your sound option, press the SOUND Smart Key. A new set of Smart-Key labels will appear across the bottom of your screen.

NO SOUND (Smart Key IV) turns off all sounds. Choose this option if you find sounds distracting while you type.

FULL SOUND (Smart Key V) gives you the full range of SmartWRITER™ sounds.

Press DONE (Smart Key VI) to return to the start of the typing lesson from which you entered the Sound Selection screen.

Sound Selection Screen

Sign Off

Important: Anytime you want to stop your typing lessons, go to the Select Lesson screen by pressing done and then press SIGN OFF (Smart Key VI). ADAM™ then stores your profile out to the data pack or disk. When your profile is safely stored, ADAM™ will tell you to remove your data pack or disk.

90-DAY LIMITED WARRANTY

Coleco warrants to the original consumer purchaser in the United States of America that this digital data pack or disk will be free of defects in material or workmanship for 90 days from the date of purchase under normal in-house use.

Coleco's sole and exclusive liability for defects in material and workmanship shall be limited to repair or replacement at an authorized Coleco Service Station. This warranty does not obligate Coleco to bear the cost of transportation charges in connection with the repair or replacement of defective parts.

This warranty is invalid if the damage or defect is caused by accident, act of God, consumer abuse, unauthorized alteration or repair, vandalism, or misuse.

Any implied warranties arising out of the sale of the digital data packs or disks including the implied warranties of merchantability and fitness for a particular purpose are limited to the above 90 day period. Coleco shall in no event be liable for incidental, consequential, contingent or any other damages.

This warranty gives you specific legal rights, and you may have other rights which vary from State to State. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you.

SERVICE POLICY

Please read your Manual carefully before using the product. If your digital data pack or disk fails to operate properly, please refer to the trouble-shooting checklist in the Owner's Manual for your particular video system. If you cannot correct the malfunction after consulting the trouble-shooting checklist, please call Customer Service on Coleco's toll-free service hotline: 1-800-842-1225 nationwide. This service is in operation from 8:00 a.m. to 10:00 p.m. Eastern Standard Time, Monday through Friday.

If Customer Service advises you to return your digital data pack or disk, please return it postage prepaid and insured, with your name, address, proof of the date of purchase, and a brief description of the problem to the Service Station you have been directed to return it to by the toll-free service information. If your digital data pack or disk is found to be factory defective during the first 90 days, it will be repaired or replaced at no cost to you. If the digital data pack or disk is found to have been consumer damaged or abused and therefore not covered by the warranty, then you will be advised, in advance, of repair costs.

If your digital data pack or disk requires service after expiration of the 90 day Limited Warranty period, please call Coleco's toll-free service hotline for instructions on how to proceed: 1-800-842-1225 nationwide.

IMPORTANT: SAVE YOUR RECEIPTS SHOWING DATE OF PURCHASE.

Special thanks to these people for contributing
original material for the dictation exercises:

Robert Bessel
Deborah Ritchie
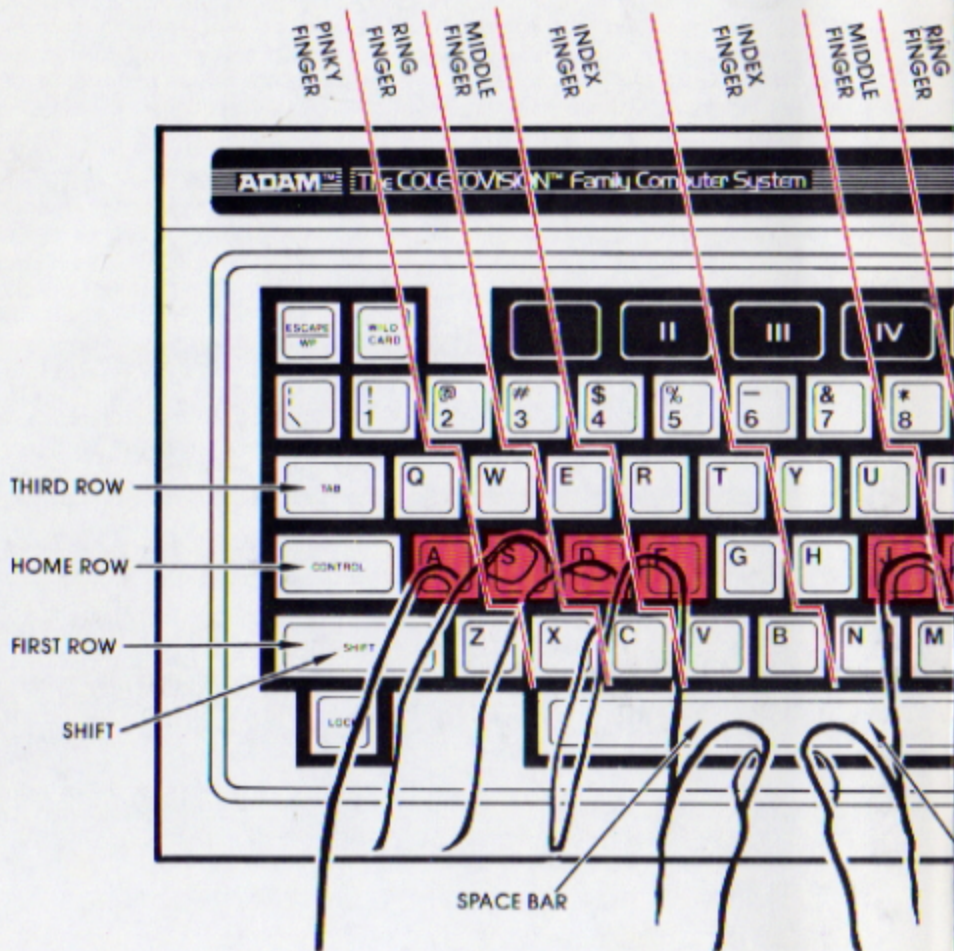Lawrence Schick
Philip Taterczynski
Edward J. Zagorski

COLECO

PINKY FINGER · RING FINGER · MIDDLE FINGER · INDEX FINGER · INDEX FINGER · MIDDLE FINGER · RING FINGER

ADAM™ The COLECOVISION™ Family Computer System

THIRD ROW

HOME ROW
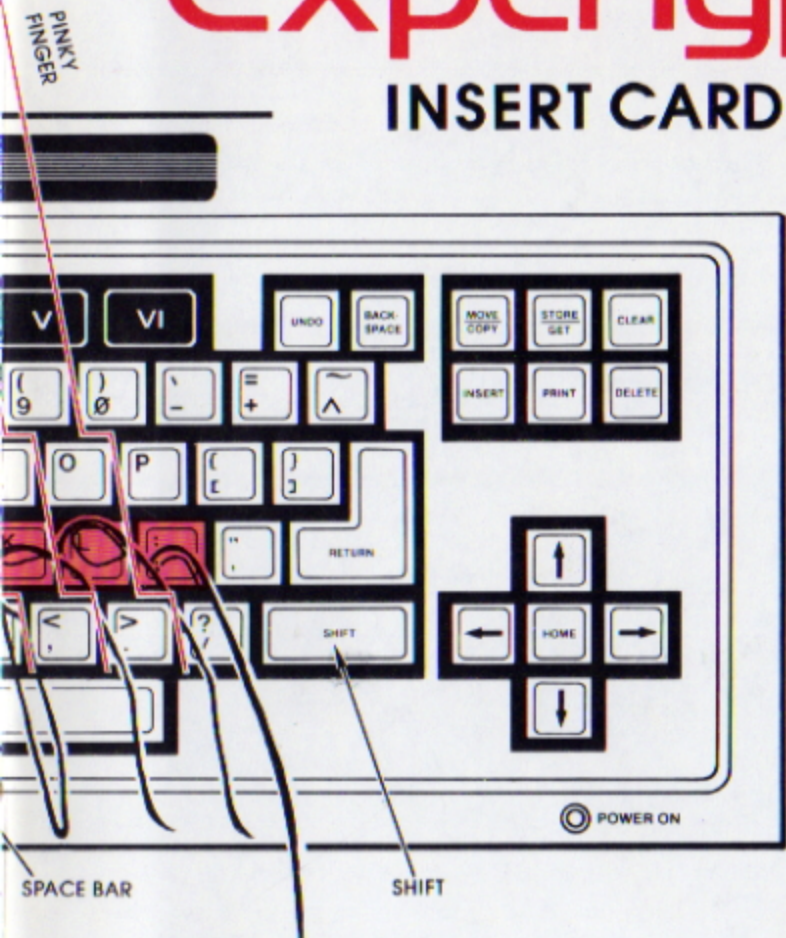
FIRST ROW

SHIFT

SPACE BAR

Getting Ready to Type

Touch typing teaches you the correct fingers to use for each key so you can type without looking at the keyboard. Eight of the keys on the center row of the keyboard are called your **home-row keys.** Whenever you start typing, you should always slightly curve your fingers and place them lightly on these keys. By keeping your fingers on these keys, you'll be able to reach all the other keys on the keyboard.

Guide No. 200011

ExperType™

No. 7602

INSERT CARD

PINKY FINGER

UNDO BACK-SPACE

MOVE COPY STORE GET CLEAR

INSERT PRINT DELETE

(9) Ø ` = — ~ ^

O P [E]]

" ' RETURN

< , > . ? / SHIFT

↑ ← HOME → ↓

◎ POWER ON

SPACE BAR SHIFT

The colored keys are your home-row keys. Always start typing with your fingers resting lightly on these keys. At the top of the keyboard illustration, you'll see a reminder of which finger should strike which keys. Your fingers should always return to the home-row position after striking a key.

For ADAM™ The ColecoVision® Family Computer System COLECO

The ExperType Potpourri

Here are a few hints, tips and suggestions that will make using the ExperType program and learning the touch-typing method as easy as ABC!

• Your ExperType Report Card

Your ExperType report card is very much like your performance review. The same criteria are used to judge your problem keys—misstrikes and hesitations. Your report card is also cumulative. Problem keys will continue to be listed until you improve your performance on them sufficiently.

• Ready to Type?

Before you start your typing lessons, check to make sure you're in the correct position at ADAM:

1. Are you sitting up straight in your chair and are your feet resting flat on the floor?

2. Are your arms hanging naturally from your shoulders, and are you holding your elbows in a comfortable position close to your body?

3. Are your fingers lightly curved, and are your hands parallel to the ADAM keyboard?

• While You're Typing . . .

While you're typing, remember to:

1. Keep your fingers lightly curved.

2. Strike the keys sharply and then return to the home row position.

3. Keep your eyes on the copy. Don't look at the keyboard.

4. Keep typing. Don't interrupt your lesson or pause.

• Practice Makes Perfect

Don't rush through the twelve touch-typing lessons. Even the most experienced typist can use some practice and review. It's important that you learn the keyboard so you can type without looking at the keys.

When you're doing the touch-typing lessons, try repeating each individual lesson before going on to the next. To repeat a lesson, simply do not press the LESSON ADVANCE Smart Key to start a new lesson. After a short wait, the lesson you just finished will appear again.

Once you've done all 12 touch-typing lessons, you may want to go back to Lesson 1 for more practice. Press the LESSON ADVANCE Smart Key to return to Lesson 1. Repeat the 12 touch-typing lessons at least one more time before going to the Select-Lesson screen and more advanced typing lessons.

• Print Dictation

When you're doing the print dictation lesson, remember that you must reproduce the format that ADAM printed out **exactly**—line for line. If you don't follow the printed copy, any words that don't match are counted as errors. You'll find that print dictation is a good way to get practice at duplicating formats—one very common typing activity.

• What's a Problem Key?

At the end of every Freestyle or Dictation lesson, you'll receive a performance review from ADAM. A keyboard will be displayed on the screen and your problem keys will be colored red. How does ADAM decide which keys are your problem keys? Your problem keys are the keys that you have the most difficulty with. You may be hitting the key next to it, the key above it or the key below it on the keyboard. Or you may be waiting too long to strike a key. That means that you're probably "hunting and pecking" and looking at the keyboard before striking the key.

When problem keys are indicated on the keyboard, this doesn't mean that you are not doing well at your Exper-Type lessons or that you aren't a good typist. Even professional typists have difficulty with some keys. Try not to think of your problem keys as mistakes. Simply think of them as indicators of the touch-typing lessons that you need to keep practicing.

Your performance reviews are cumulative, that is, problem keys that appeared on your first performance review will continue to appear until you improve your performance sufficiently.

Remember, too, that while you're typing, ADAM is timing your performance. This means that once you start a lesson you should finish it. Try to avoid interruptions—even tiny ones (answering the phone, for example) because ADAM will count your time away from the program as hesitation time and your performance review will be an inaccurate evaluation of your typing.

Sometimes you'll notice a key colored on your performance review as a problem key that you don't remember striking. In this case, the problem key is a shifted key. (Remember that the keyboard graphic displays only lower-case keys.) For example, if the key that contains the question mark (?) and slash (/) is highlighted and you don't remember having the slash in your typing lesson, your problem key is the question mark (?)—the shifted slash key. When you receive your ExperType report card (at the end of every fifth lesson), your problem keys, both shifted and unshifted, will be listed.

If you decide to repeat your touch-typing lessons at the start of the program so that you are typing only a small number of keys, you'll notice that your performance review will most likely display as problem keys all of the keys you have used. The program will adjust your performance review as you use more keys in your lessons.