

# Typing Practice

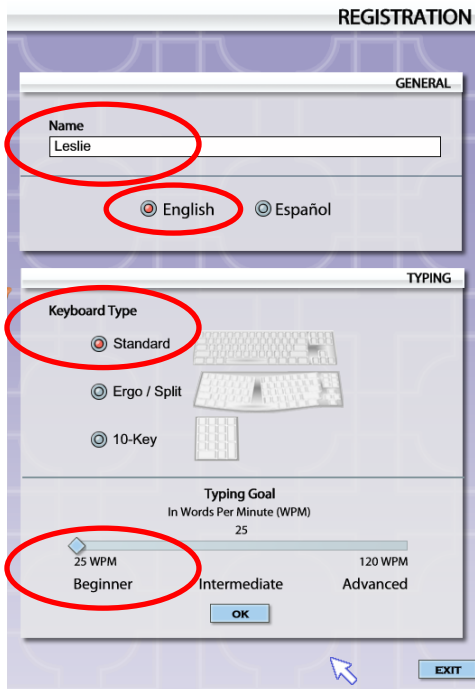
All of the library's lab laptops and public computers have a software program called Mavis Beacon Teaches Typing (or Typing Tutor for short). This program allows you to practice keyboarding skills to improve your typing ability. The following is a step-by-step guide to getting started.

**Double-click on the Typing Tutor shortcut on the desktop.**



Press any key or click the mouse to reach the program's SIGN IN window. If you have not used Typing Tutor on this computer before, you should create a new user by clicking on **NEW**.





Next you will be prompted to register:

1. Type in your name in the **Name** field
2. Make sure the language is set to English
3. Choose Standard under Keyboard Type
4. Select a Typing Goal using the slider

For now, let's start with a Typing Goal of 25 WPM (words per minute), the Beginner level. Once all the options are as you want them, click on **OK** to return to the sign on screen.

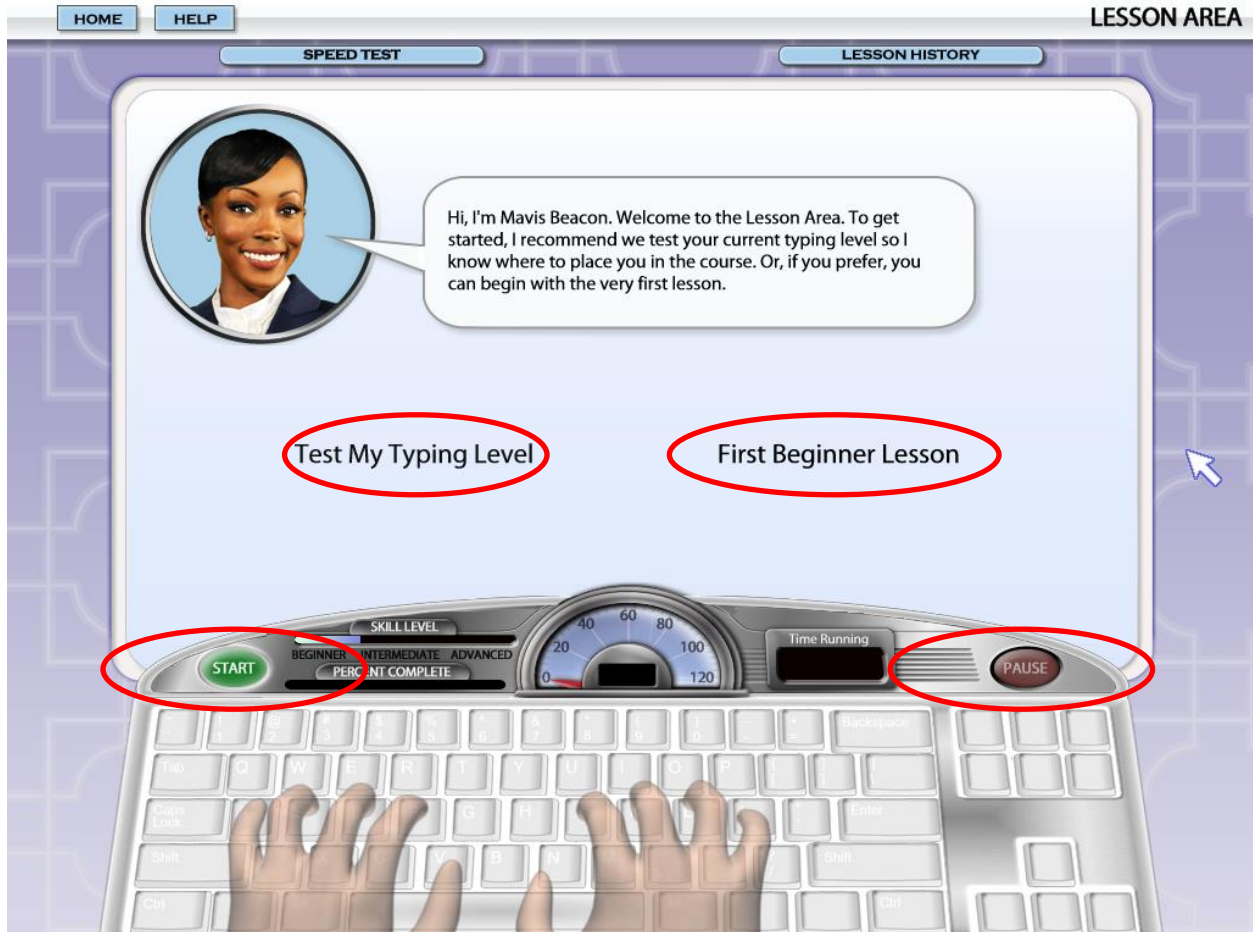
Now select your name from the list of users and click **OK** to sign in.

Once you're signed in, the program will return you to the main menu. From here, you can select from a variety of options to help you learn and practice typing. Let's start by clicking on **Lessons**.



You are now in the Lesson Area. To get started, follow Mavis's instructions on the screen.

When you first reach the Lesson Area, you can choose **Test My Typing Level** or **First Beginner Lesson**. You can start or pause your lesson at any time by using the mouse to click on the green START and red PAUSE buttons.



The keyboard diagram will tell you what fingers you are supposed to use to type each key. Position your hands on the Home Keys – the middle row of keys that begins on the left with the Caps Lock key, continues with the A, S, D and F keys, and ends on the right with the Enter key. Your left index finger should rest on the F key, your right index finger should rest on the J key. There is a raised bump on each of these keys to help you find the home keys without looking down at the keyboard.

Now you're ready to get started!



**TIP:** Be sure to keep track of what lesson you've finished last so that you can start where you left off during your next session.