

## *Applied MicroType 3.0* Textbook Keyboarding

Most of the exercises in the *Applied Computer Keyboarding* textbook require you to key textbook copy in a word processor. *Applied MicroType 3.0* software provides two word processing options, Open Screen and Textbook Keyboarding. The instructions in your textbook are for use with the Open Screen. However, most of the drills and timed writings and many of the documents can also be completed in Textbook Keyboarding. Your teacher might instruct you to use Textbook Keyboarding for these activities. The Open Screen allows you to measure your speed. Textbook Keyboarding will also record your errors and provide results in a report.

If you use Textbook Keyboarding instead of Open Screen, you will need to follow some steps that are a little different than what is written in your textbook. Below are some general guidelines. This is followed by activity-specific instructions for a few unique activities.

### **General Guidelines**

Select **Textbook Keyboarding** from the main menu and complete the Textbook Keyboarding Wizard to select the activity you wish to complete and set the timer options. By default, drills and documents appear as count-up timings, and timed writings appear as count-down timings with the timer displayed.

The default time limit for the timed writing might not match the time limit shown in the textbook. In addition, you will often select the same timed writing activity more than once to complete the various instructions. For example, you might want to key a count-up timing on the entire writing and then 1' count-down writings on each paragraph. The program doesn't know which part of the activity you want to do, so it always shows the same defaults. Be sure to check the timer options and source very carefully in Step 3 of the Textbook Keyboarding Wizard before clicking the Finish button.

When you start an activity in Textbook Keyboarding, *Applied MicroType* opens a new document for you. You never need to open a new document when beginning an activity.

Some of the activities in the textbook instruct you to open a particular document and then either edit it or key new information into it. Instead of opening that document, you will use the Insert menu, Document command. This will insert the specified document into your new file. For example, 58B on page 210 says to open the file **L57Letterhead**. Instead, after you complete the Textbook Keyboarding Wizard for this activity, you will choose the Document command from the Insert menu and select the file. Then continue with the activity as instructed in your textbook.

The instructions in your textbook suggest that you should create a single document for the early lessons, where you are learning new keys, and to QS between lesson parts. In

Textbook Keyboarding, each lesson part is treated as a separate activity, so you will have a separate file for each part. You will select the lesson part in the Textbook Keyboarding Wizard.

When you save an activity in Textbook Keyboarding, the software inserts a suggested name in the *Filename* field. This name might not exactly match the name the textbook tells you to use. The suggested filename usually includes the lesson part (for example 45c) in addition to that name. You can either click the Save button to accept the suggested name, or edit the name in the *Filename* field before saving.

### **Activity Specific Instructions**

**Activity 4F, page 21.** Because you are creating separate files for each activity in the lesson, you will not have the files **Lesson4** and **Lesson3**. Your teacher will tell you what file(s) to print in this activity.

**42C, page 144.** Use the Insert Document command to insert the data file **CD-L42Select** and complete this exercise.

**43B, page 148.** Use the Insert Document command to insert the data file **CD-L43Indents** and complete this exercise.

**46E, page 163.** Use the Insert Document command to insert the data file **CD-L46E Outline** and complete this exercise.

**51B (Memo 3), page 180.** Use the Insert Document command to insert the data file **CD-L51Memo3** and complete this exercise.

**54D (E-Mail 1), page 192.** Open the data file **CD-L54Agenda** in Open Screen, save, and print it (Step 4) before completing this activity in Textbook Keyboarding.

**58D, page 213.** Use the Insert Document command to insert the data file **CD-L58Plants** and complete this exercise.

**59C, page 215.** Use the Insert Document command to insert the data file **CD-L59Replace** and complete this exercise.

**59D (E-Mail), page 220.** Use the Open Screen to open and print the file **Agenda** (Step 2) before completing the activity.

**62C, page 229.** Use the Open Screen to open, save, and print the file **CD-L62Brochure** (Step 2) before completing the activity.

**68B, page 252.** Use the Insert Document command to insert the data files **CD-L68Edit** and **CD-L68NBA** and complete this exercise.

**68D, page 254.** Use the Insert Document command to insert the data files **CD-L68Century** and **CD-L68Leaders** and complete this exercise.

**69-70B (Job 1), page 257.** Open the data file **CD-L69Job1** in Open Screen, save, and print it (Step 1) before completing this activity in Textbook Keyboarding.

**69-70B (Job 4), page 258.** Open the data file **CD-L69Job4** in Open Screen, save, and print it (Step 1) before completing this activity in Textbook Keyboarding.

**71B (Table 4), page 266.** Use the Insert Document command to insert the data file **CD-L71Appt** and complete this exercise.