
How-to-CardTM

for

IANKEYTM

**Two Fingers to Touch-Typing
Conversion Course**

**The easy way to fast and
accurate typing**

**Designed by Ian Litterick
Programmed by
Raj Seegoolam**

IANKEY, IANSTAL, IANSYST *How-to-Book*
are trademarks of Iansyst Ltd.

ISBN 0 86390 006 2

How-to run IANKEY

To run IANKEY normally, do the following: (You type what is in brown.)

A>I **RETURN** *

IANKEY will keep a brief record of your progress: your speed and accuracy scores for each exercise.

For a fuller, Error record, add an 'E' as follows:

A>I E **RETURN** (Note the space)

This records everything that you type and the Error Analysis. If your name is JR the resulting files will be called, for example, JR.E1, JR.E2, for Lessons 1 & 2 respectively. You can inspect them using your wordprocessor. These files will take up quite a lot of space on your record disk. So you may have to erase them or make room for them from time to time. (IANKEY will warn you if you are running out of disk space.) Your normal record file would be called JR.REC.

Then follow the instructions which the IANKEY program itself will give you.

If you get strange characters on the screen or if words are written over each other, then your program has not been properly installed. Refer to the instructions which IANKEY was supplied with, and run IANSTAL.

*The **RETURN** key may be called ENTER, NEWLINE, CR or ↵ on your computer.

Reminder: ESCAPE for HELP!

You can press the **ESCAPE** key for **HELP!** at any time if you want to do something other than what the program expects you to do. The program will then give you a menu. Pressing:

- B** will turn the error **B**leep on or off
- K** will turn the **K**eyboard display on or off
- P** will allow you to get a **P**rinted copy of your record
- L** will allow you to move to another Lesson and/or Exercise – to repeat what you have already done, or to move forwards.
- S** will take you to another menu to change your **S**kill level: press
 - S** again to alter your target **S**peed
 - A** to alter your **A**ccuracy target – the % of characters correct – (we suggest at least 90, moving to 100)
 - R** to change the number of times you are prepared to **R**epeat an exercise if you do not reach your targets
- RETURN** takes you back to the Lesson when you have finished making changes.
- X** to **EXIT** from the program. To save your record you must exit in this way. Do not reset the computer or part of your results will be lost.

If you need to stop in the middle of an exercise (to answer the phone, say), press **ESCAPE**, and this will stop the timer until you go back to the exercise.

IANKEY files.

IANKEY normally has the following files. Make a note of which disk each file is on for your computer system.

Filename	Description
I	.EXE First part of IANKEY Program*
IANKEY	.OVR Second part of I.EXE
IANKEY2	.OVR Third part of I.EXE
IANSTAL	.DAT Tells IANKEY about your computer. Created by IANSTAL.EXE.
IANKEY	.000 Introductory material
IANSTAL	.COM Installation program**
IANSTAL	.HLP Data and help for IANSTAL**

IANKEY.001	Lesson 1: Ex 1-4 : Initial Test
IANKEY.002	Lesson 2: Ex 1-15: Correct Hand/Shift
IANKEY.003	Lesson 3: Ex 1-15: Index Finger
IANKEY.004	Lesson 4: Ex 1-15: Middle Finger
IANKEY.005	Lesson 5: Ex 1-15: Ring and Little Fingers
IANKEY.006	Lesson 6: Ex 1-25: General...
IANKEY.007	Lesson 7: Ex 1-25: typing...
IANKEY.008	Lesson 8: Ex 1-25: practice.
IANKEY.099	Lesson 99: Information on IANSYST

In addition when you run the program it will create: YOURNAME.REC and, if you use the 'E' option, YOURNAME.E1 , (the error file for Lesson 1)... YOURNAME.E2 , ...etc for each lesson.

* File suffixes may be slightly different e.g. COM, (for CP/M-80) or CMD (CP/M-86) instead of EXE, and OVL (CP/M-80) instead of OVR.
** IANSTAL.EXE and .HLP are often not included if IANKEY is ready to run. In any case they are not needed on your working disk.

IANKEY's screen

The screen display tells you

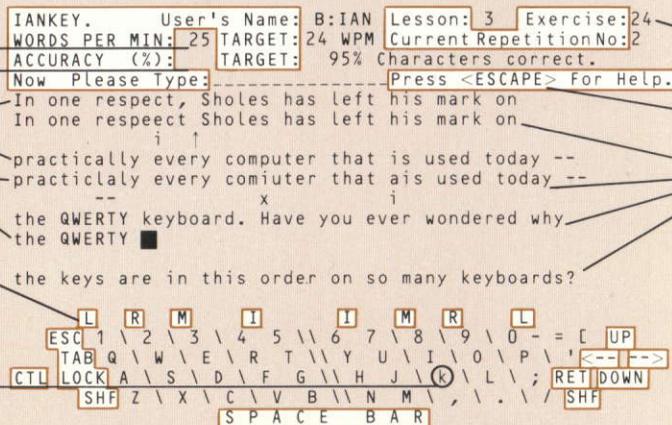
- Your speed
- Your errors as a percentage
- The text to type comes here

You type here, below it

Letters at the top of the slanting columns tell you which finger to use (Index, Middle, Ring, Little)

The computer flashes the next character it expects you to type. You should only look at this diagram if you need reminding where the key is, or which finger to use.

You can alter the display so that it matches your own keyboard by editing the file IANKEY.000.



The screen display reminds you

- Which lesson & exercise you are on
- Your speed target
- Your accuracy target
- To press ESCAPE if in doubt

The computer marks your errors below in this line: c: a capital letter was wrong ^ or ↑: you missed out a character x: you typed the wrong character --: you put two characters the wrong way round i: you inserted an extra character

During an exercise it may take the computer a few characters to work out exactly what you did wrong.

After an exercise the computer also reminds you what you scored the previous exercise and your average score for the whole session.

When you use IANKEY

How-to organise your disks

When you have worked out the best way to organise disks on *your* system, mark the relevant bits on this page or paste your own (simpler!) instructions in here.

Iankey is a big program with a lot of practice material. So it fills two single density 5¼" disks or one single density 8" disk.

If you need two disks to contain all the IANKEY files the normal way to run IANKEY is to put your working Program Disk (**not** the original copy which you bought) in Drive A and the Lesson Files Disk (again the copy you made, not the original) in Drive B. The program will normally keep your progress record on Drive A.

If you only need one disk to contain all the IANKEY files, you may have a separate disk for your record files, which you could then put in drive B. If you still have plenty of room on your program disk, (at least 20k say) you could keep your progress record on the same disk as the program itself.

If you have very small capacity disks, the computer will also tell you when, at a particular moment, you can insert a record disk (normally in Drive A) to replace the Program Disk. The record disk need only contain your record file and the files called IANKEY.OVL and IANKEY2.OVL. These two 'overlay' files are needed whilst the program is running. (Alternatively you could put them on the same disk as the lessons that you are currently using).

In fact the program can deal with having any file on any disk that you choose. **The disk for your progress record must not be write protected.** That is to say, the small notch in the edge of the disk must be left open (if it is 5¼") or covered (if it is 8").

Iansyst Ltd.

Omnibus Building, 41 North Road, London, N7 9DP, (UK)

☎ (01-) 607 0187

The small print: Copyright Licence

This *How-to-Card*TM is the licence for one person to use the IANKEY program at any one time.

Ian Litterick reserves the copyright and all rights in the IANKEY program, the IANKEY lessons and in this *How-to-Card* reference card. You may make as many copies of the program and lessons as you like, for your own use and *for use at one address* only. You do not normally need to buy more than one copy of IANKEY's disk(s), nor more than one copy of the package in which it is sold.

However it is a condition of sale that for each VDU where the program is running at any one time you have purchased a separate, original copy of this *How-to-Card*. You may not copy this card by any means. Nor may you copy the IANKEY program or lessons *for sale, to give away, to lend or borrow or for use at more than one address*.

Thus if you have a class of 23 people using the IANKEY program you must purchase 23 copies of this card. If, in your business, two people may be using the program at the same time, you should have two copies of the card. For your convenience this licence allows you to use IANKEY for a limited time of 28 days only, for any number of users, provided that you can show evidence that you have ordered the correct number of *How-to-Cards*. An order form is normally enclosed.

We hope that you will find the terms of this licence reasonable. But if you do not, then please return the package immediately, unused, for a full refund of your purchase money.

IANSYST offers a reward of up to 50% of damages received by us as a result of information about people stealing our products. If you are reading a photocopy, please let us know where it came from!

A little hard work

Clever as it is, IANKEY will not convert you into a fluent typist on its own! You must practice, either little and often or for longer, concentrated sessions. Above all insist on using the right fingers whenever you type, even though this slows you up at first. Bad habits are harder to get out of than to get in to!

IANKEY will help you increase speed and accuracy even if you do still look at the keys and use the wrong fingers. But total keyboard mastery requires more discipline. Perhaps we should provide a device to slap your wrists every time you use the wrong finger...