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④ Introduction

"When I approached 2Simple in order to buy a computer for my son who is dyslexic I was delighted to learn that they were at that time developing a new typing programme. As I used to teach typing they asked me for my views which of course I was happy to do.

I had great fun going through it but more importantly the programme was innovative as well as enjoyable and the learning potential was spot on. Through the various games they incorporated important tools that are vital to learning the positioning of the keys and the correct fingering. This is extremely important as to avoid serious injury in later life. There is also no boring repetition which has been used as a means to teach typing in the past. This program is suitable for both children and adults alike as there are various speed controls depending on ability.

I hope that as parents or teachers alike you will enjoy facilitating this program. LEARNING CAN BE FUN!"

- Lesley Landes, Former Typing Tutor

Important notes to Parents & Teachers

In recent years there have been many studies to show that Repetitive Strain Injury (RSI), Posture Injury and Eye Problems are on the increase. It is therefore vital that we introduce good practises right from day one. Please make sure that you follow instructions. POP-UPS will appear at the beginning of each game as a reminder to both you and your pupils.

Repetitive Strain Injury is caused by tapping at the keys in a dis-organised fashion and as speeds become faster the movement becomes jarred putting extra strain on the wrists and lower arms. By learning to touch type the fingers move more smoothly taking away the straining movement.

Posture Injury. As it becomes more common place to sit at a computer from our early years it is important to have good posture to avoid neck and back strain. Please ensure that you follow the instructions at the beginning of this program.

Eye Strain It is recommended that regular breaks are taken away from the screen to avoid eye strain if using the computer for long periods. Limit the total usage time used in front of the screen for small children. Check that there is no glare from the screen from both artificial as well as natural sunlight. Yearly eye checks from an optician are recommended.

⑥ System Requirements

Operating System: Windows 98 / 98SE / ME / 2000 / XP / Vista
Processor: Recommended Pentium II, 500MHz
Memory: Minimum 64MB RAM
Hard Drive: 300 MB min
Display: Minimum 800x600, 16 bit High Colour † (Recommended 1024 x 768)
CD-ROM Drive Required for Installation
Standard Mouse, Keyboard
Printer

MSIs available on request.

Sound is recommended for the dictation activity, but is not necessary for the other activities
Flash player 7 or above is required to view the activities (Available on CD-ROM)
Adobe Reader required to view the user guide (Available on CD-ROM)

† Please Note: We recognise that it is not practical for busy teachers to keep changing screen settings such as colour depth and Screen resolution for each piece of software. Therefore as far as possible, 2Type is designed to work well on different computers with a range of monitor settings. 2Type, however, is designed for a screen resolution of 800x600. It will work fine on 256 colours setting, but to offer the greatest range of colours, we recommend using a colour depth of 16 or 32 bit (High Colour or True Colour). If you require further help, please do not hesitate to contact our technical support on **(+44) 020 8203 1781 or www.2Simple.com/support.**

...Make sure:

Your head is held upright

Your shoulders are back and relaxed

Your body is centred in front of the computer, looking straight ahead

Your back is straight with your body sloping slightly forward for balance

Your arms are relaxed

⑧ 2Type - Overview

Program	Description
Instruction Keys	Using the correct fingers, find the letters on your keyboard.
Falling Letters	Type the correct letters as fast as you can before they build up too high.
Teaching Keys	Type in the letter combinations as they appear.
Falling Words	Type in the falling words before they build up too high.
2Pop	Burst as many letters as you can.
Typing Practice	How fast can you type the paragraph? Try to be as accurate as you can.
Dictation	Try and type the words as they are being spoken. You can listen to the words again if you don't hear them the first time.

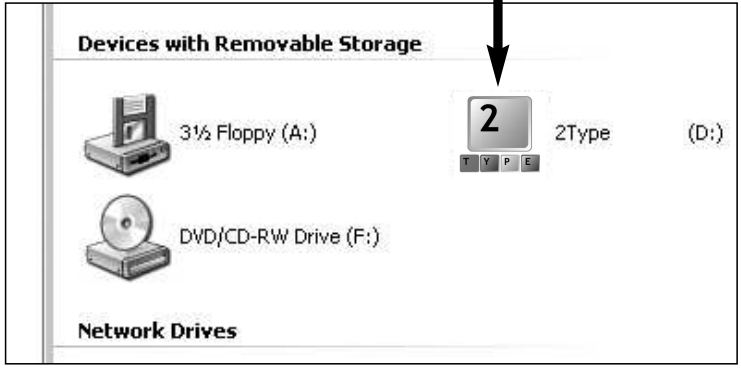
Follow the instructions on the ‘Quick Start’ card.

If these do not work, then:

1. Put the CD in the drive.

2. Double-click the ‘My Computer’ icon on your desktop

3 Double-click the 2Type icon to commence the installation



4. Follow the instructions on screen to complete the installation.

This will install your software and add a link from the Start Menu to 2Type.

⑩ Network installation & technical information

Installing 2Type

2Type is designed to work on ALL networks. You can find clear installation instructions on the CD and we provide full support on our website: **www.2simple.com/support**

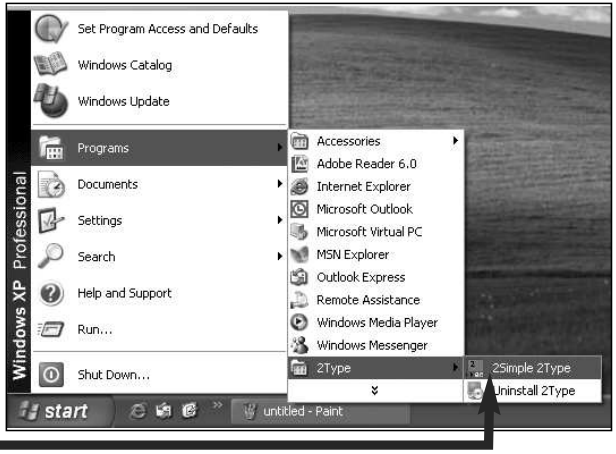
If you need help with a specific installation, please do not hesitate to contact us via our website or email us at **support@2simple.com**

2Simple will provide MSI installations free of charge.

As networks differ from one another, we can and will help you when needed. If any of our instructions do not work, please do contact us as we want to provide accurate information and we rely on your feedback to help us get it right.

2Simple Software
Enterprise House
2 The Crest
Hendon, London
NW4 2HN
Tel: (+44) 020 8203 1781
Fax: (+44) 020 8202 6370

1. Click Start - Programs and 2Type.

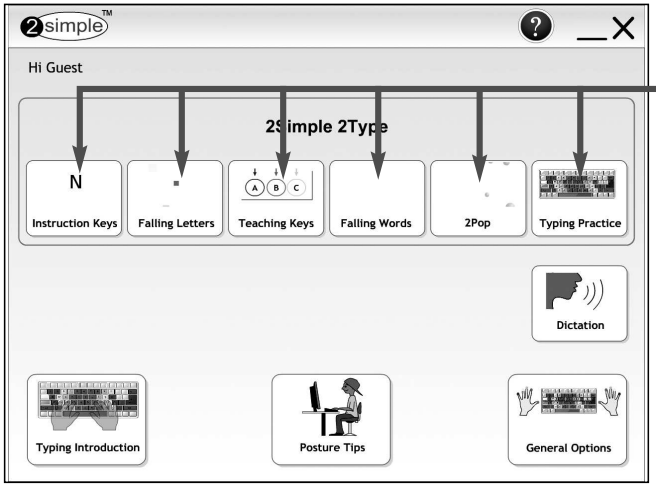


This will open the 2Type launcher screen. Clicking on the 'Play' button will take you to the launcher screen where you can start an activity.

Clicking on the 'Sign In' button will allow you to create or sign in as a user.

Clicking on the 'Watch a Video' button will let you watch one of the instructional videos.

Getting Started

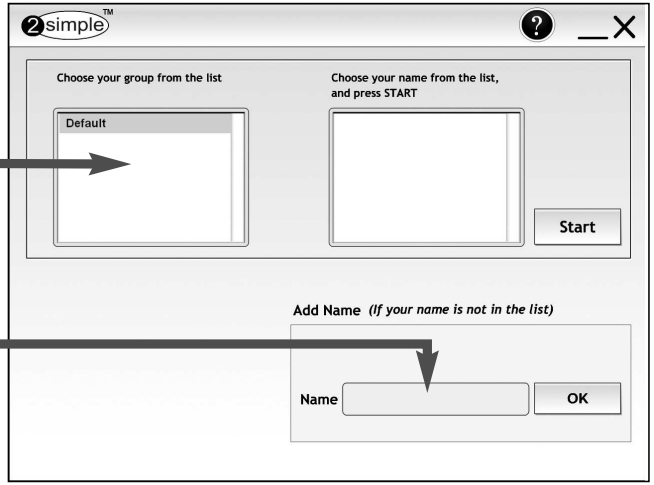


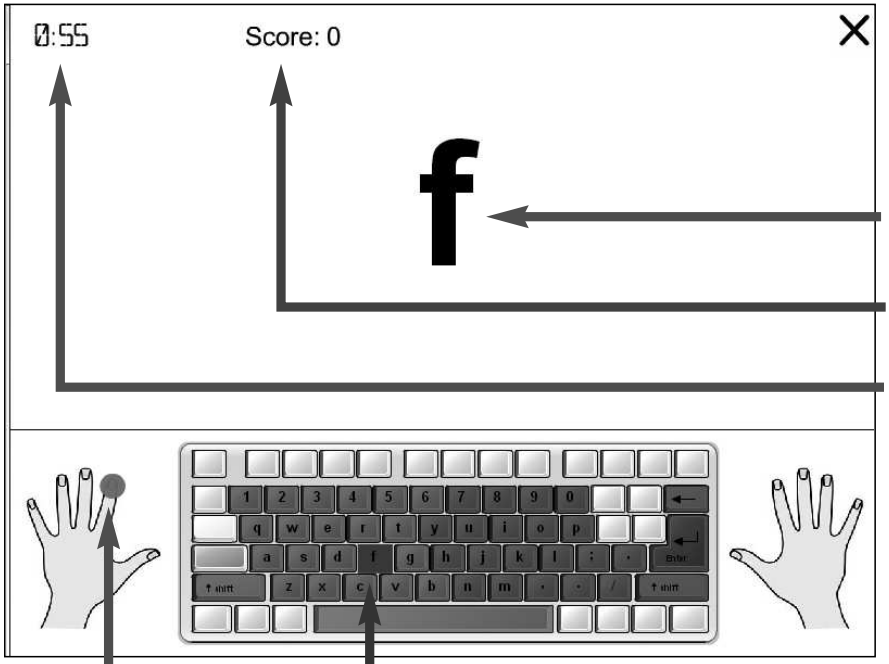
This is the main Launcher screen. Clicking on one of the six main buttons will allow you to start one of the six activities.

In addition, you can also access the Dictation and General Options sections, and get tips on posture by clicking on the corresponding buttons.

This is the User Sign-In screen. Sign in as an individual user or a group by selecting a name from one of the 2 fields at the top of the screen and then clicking 'Start'.

You can create new users by entering their name in the 'Name' field at the bottom and clicking the 'OK' button.





Using the correct fingers, find the letters on your keyboard.

Type the letter as displayed

Score is marked here

Timer

Coloured dots show which fingers should be used with which keys

On-screen keys respond when corresponding keyboard keys are pressed

⑭ Instruction Keys - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

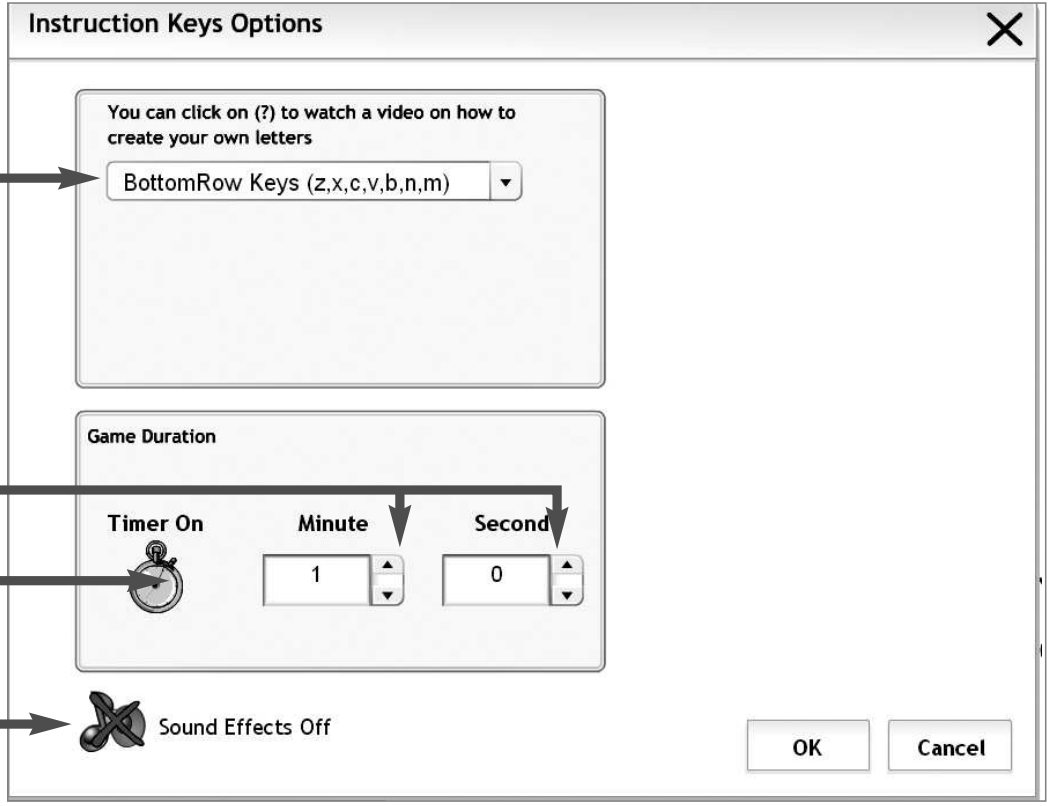
Ctrl + ⇧ Shift + O

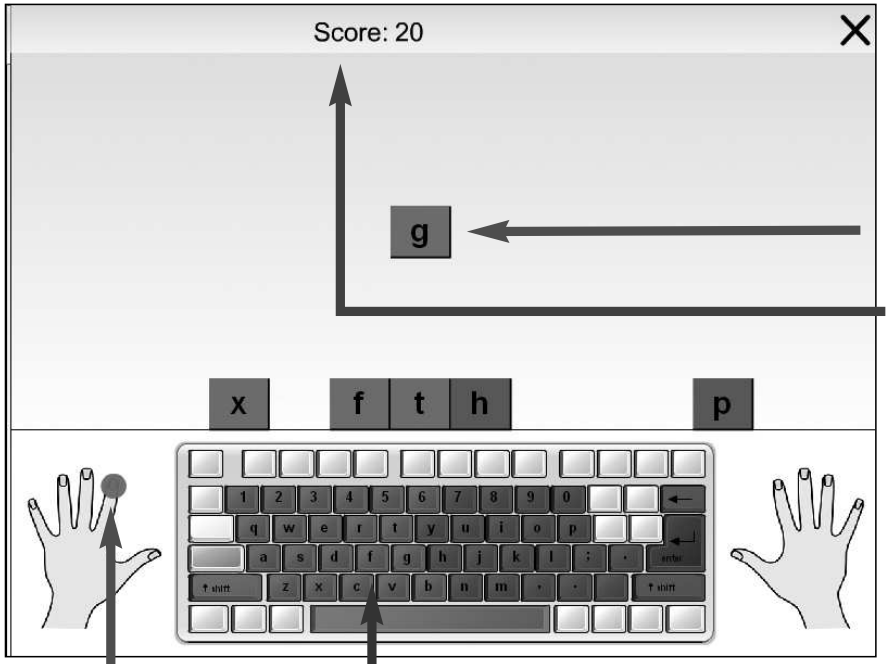
Choose a video on creating your own letters

Alter the duration of a game

Turn timer on/off

Turn sound on/off





Press the correct letters as fast as you can before they build up too high.

Type the letter as displayed

Score is marked here

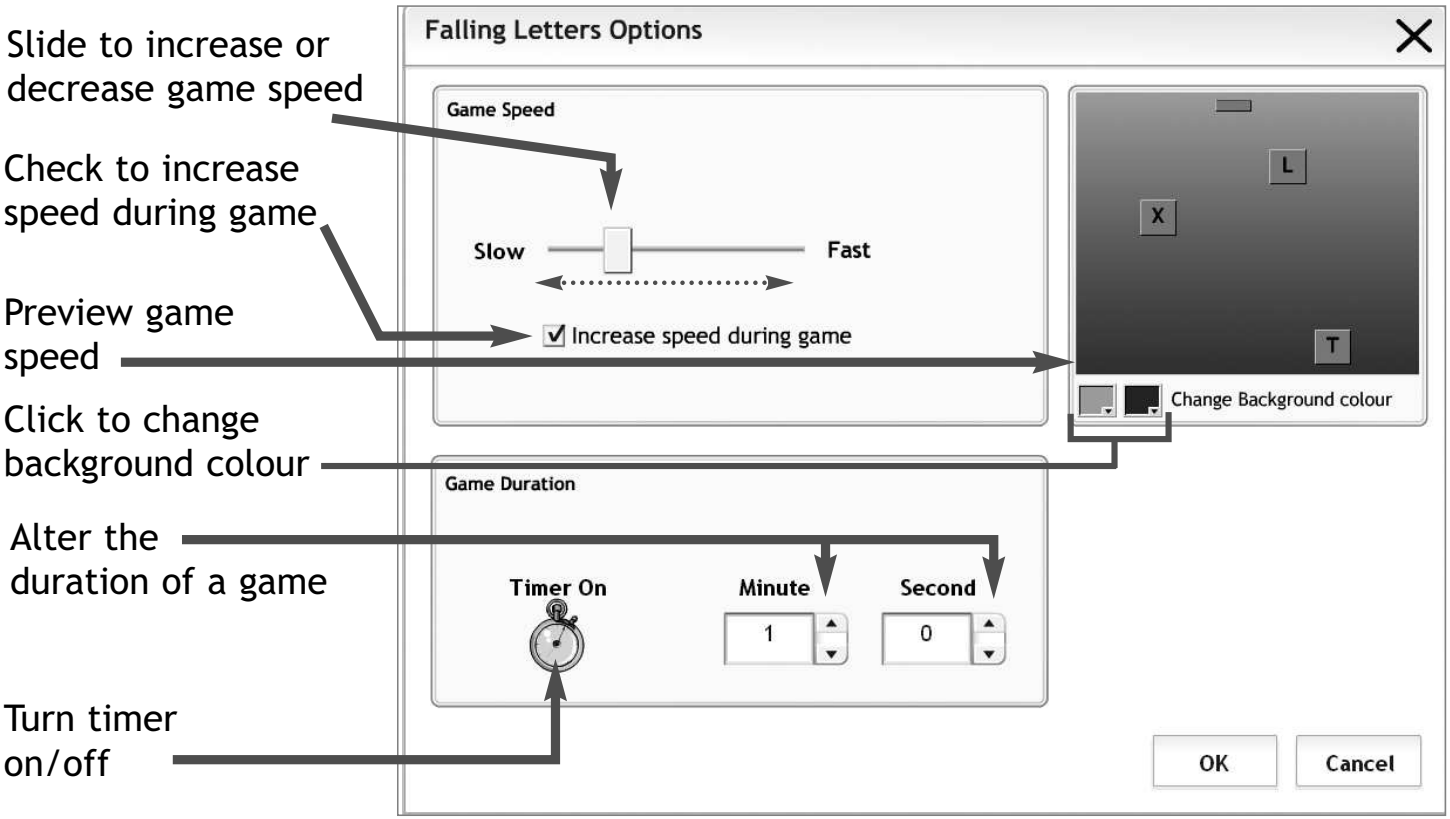
Coloured dots show which fingers should be used with which keys

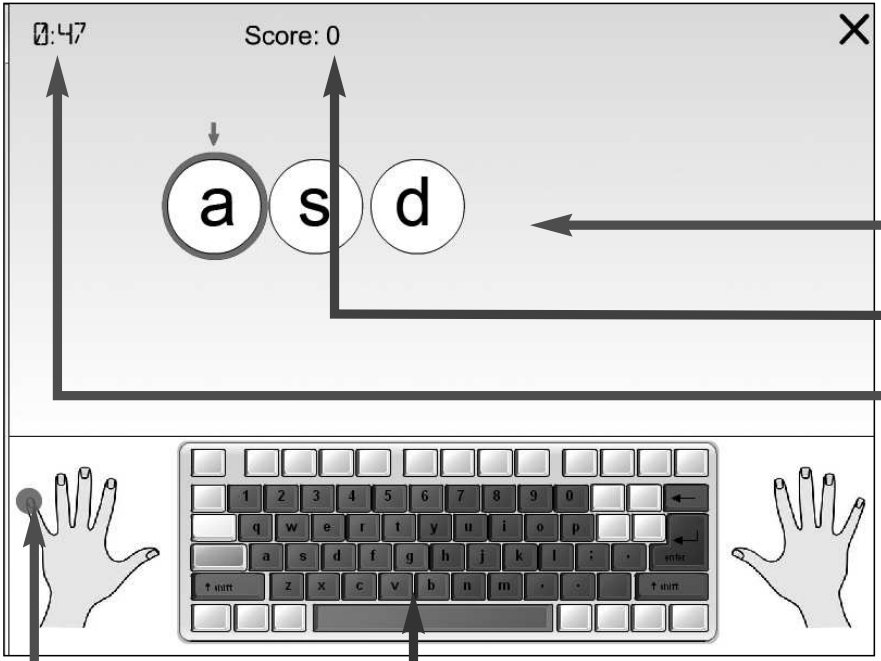
On-screen keys respond when corresponding keyboard keys are pressed

⑯ Falling Letters - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

Ctrl + ⇧ Shift + O





Type in the letter combinations as they appear.

Type the letter combinations as displayed

Score is marked here

Timer

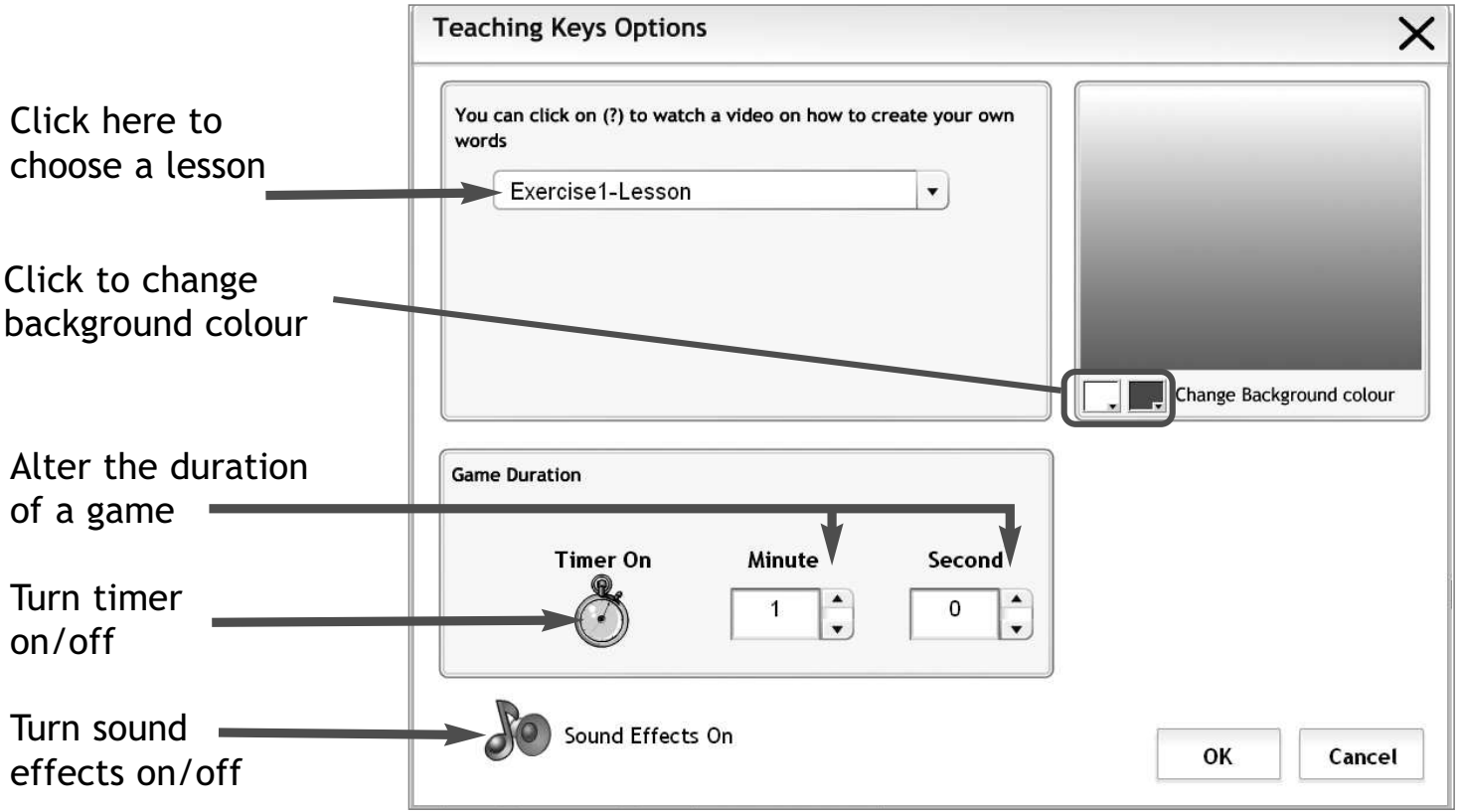
On-screen keys respond when corresponding keyboard keys are pressed

Coloured dots show which fingers should be used with which keys

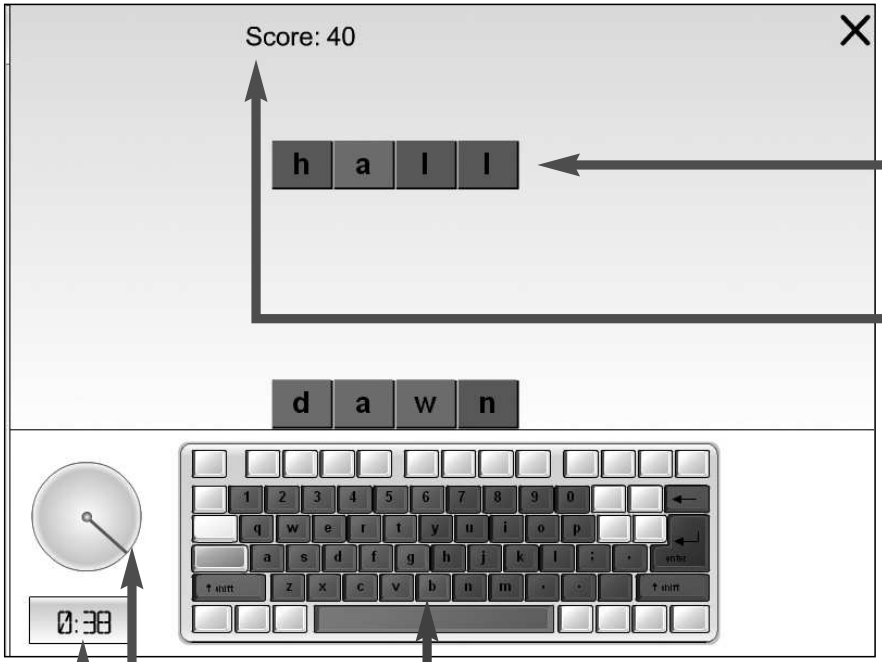
⑱ Teaching Keys - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

Ctrl + ⇧ Shift + O



Falling Words 19



Type in the falling words before they build up too high.

Type the words as displayed

Score is marked here

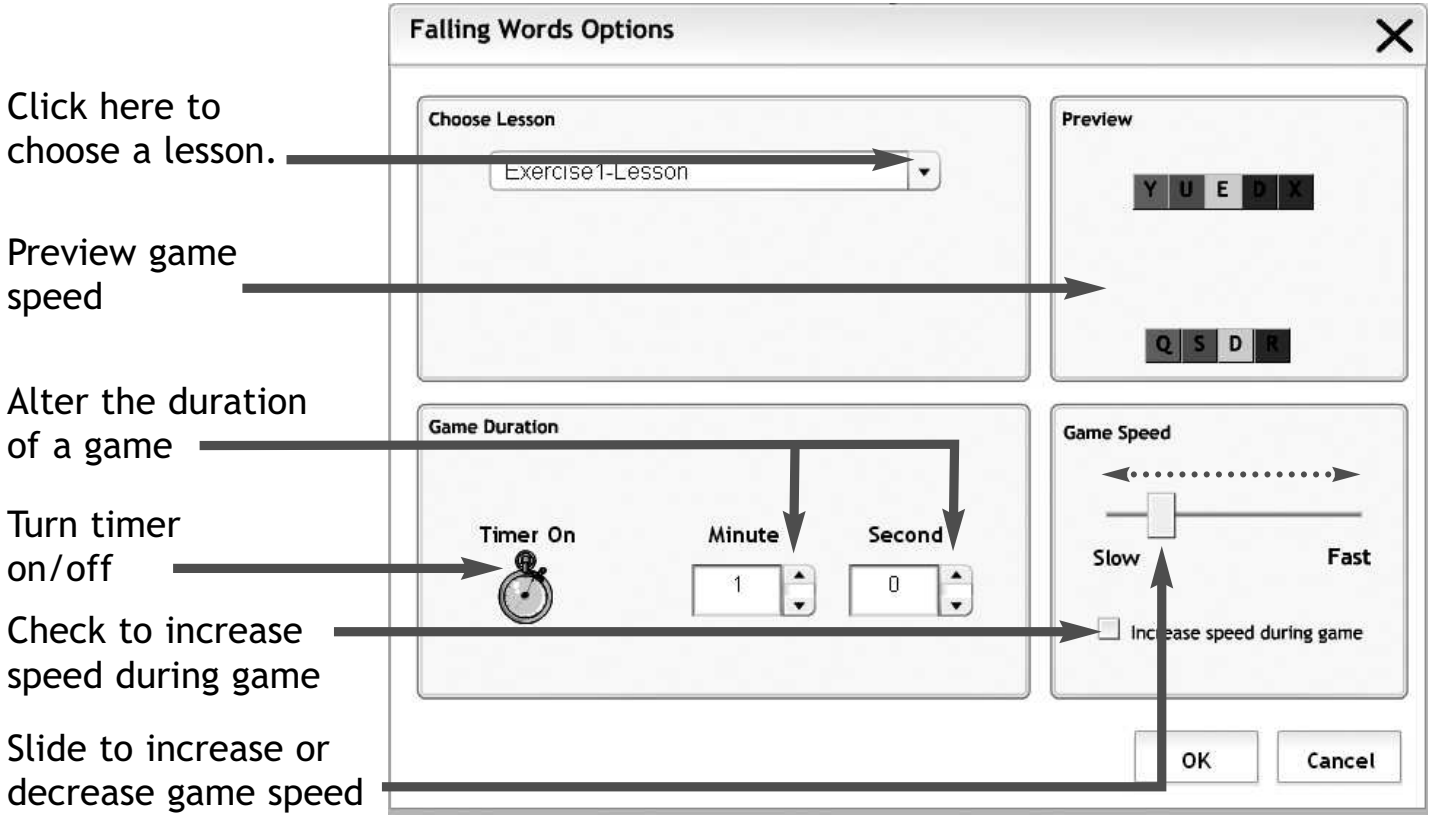
On-screen keys respond when corresponding keyboard keys are pressed

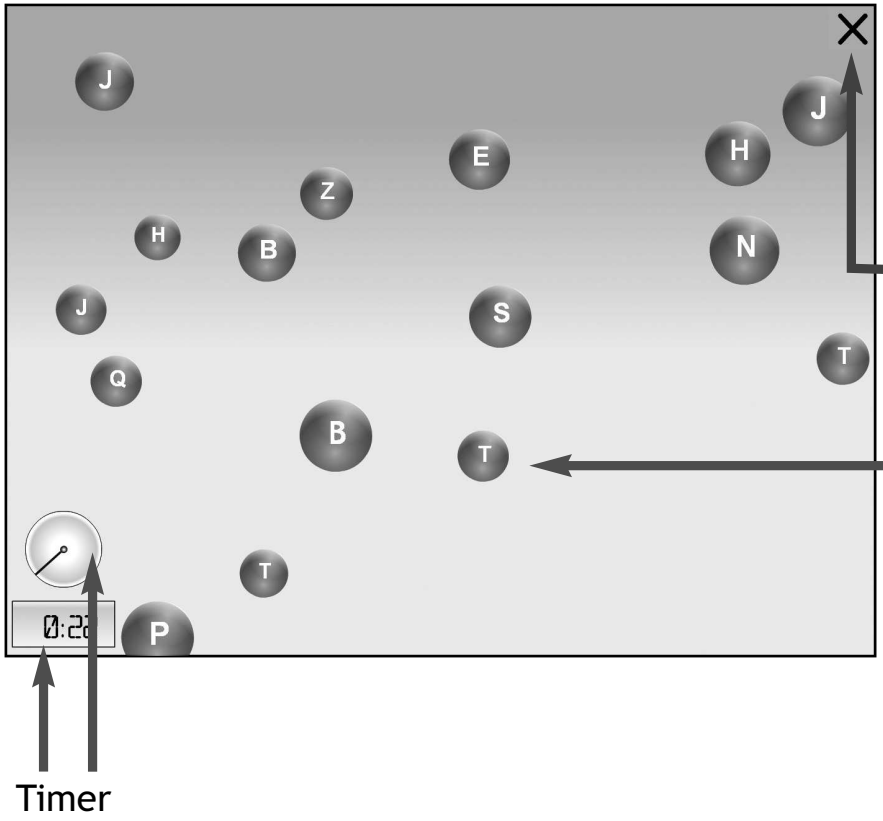
Timer

⑳ Falling Words - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

Ctrl + ⇧ Shift + O





Burst as many letter bubbles as you can in the time allowed.

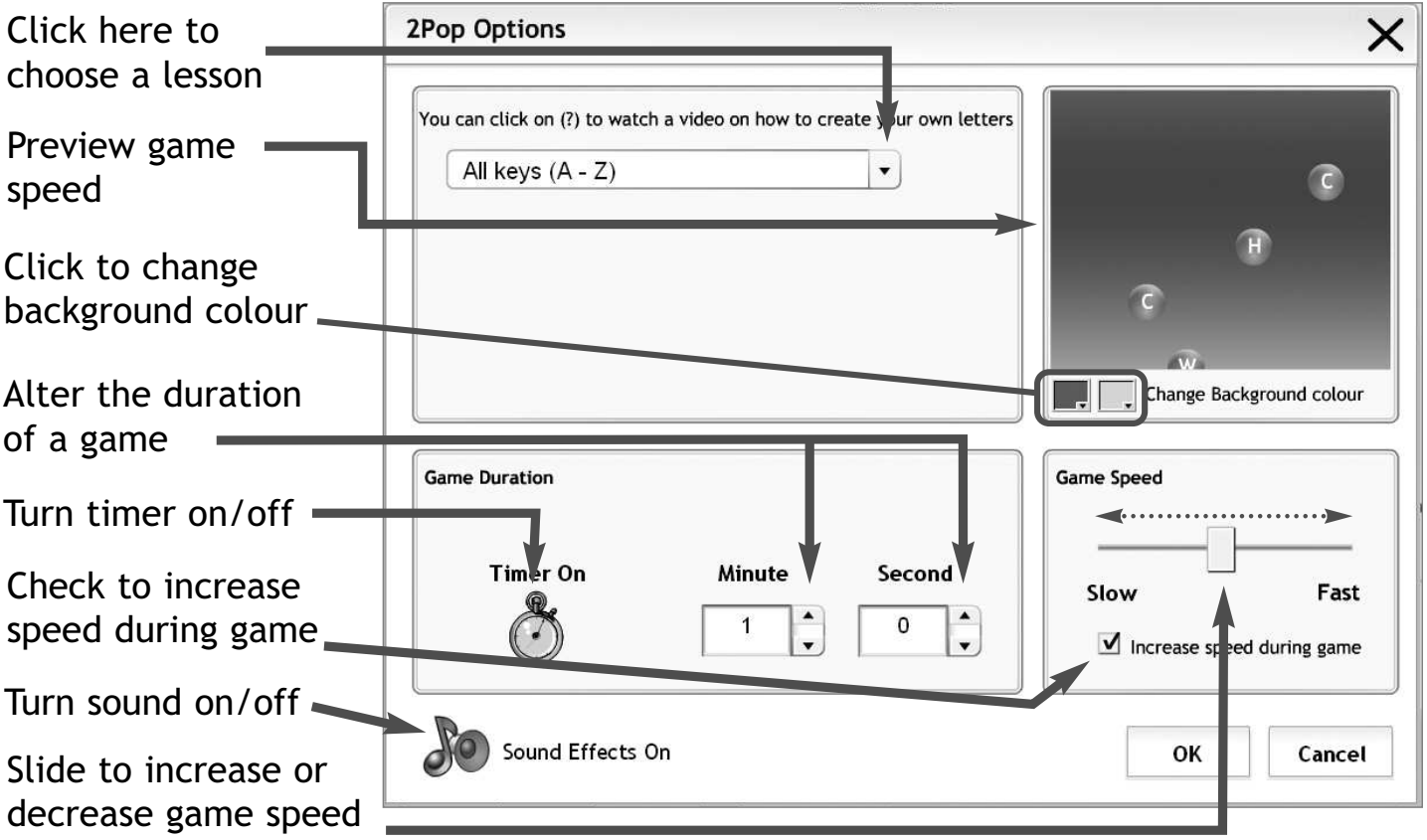
Close program

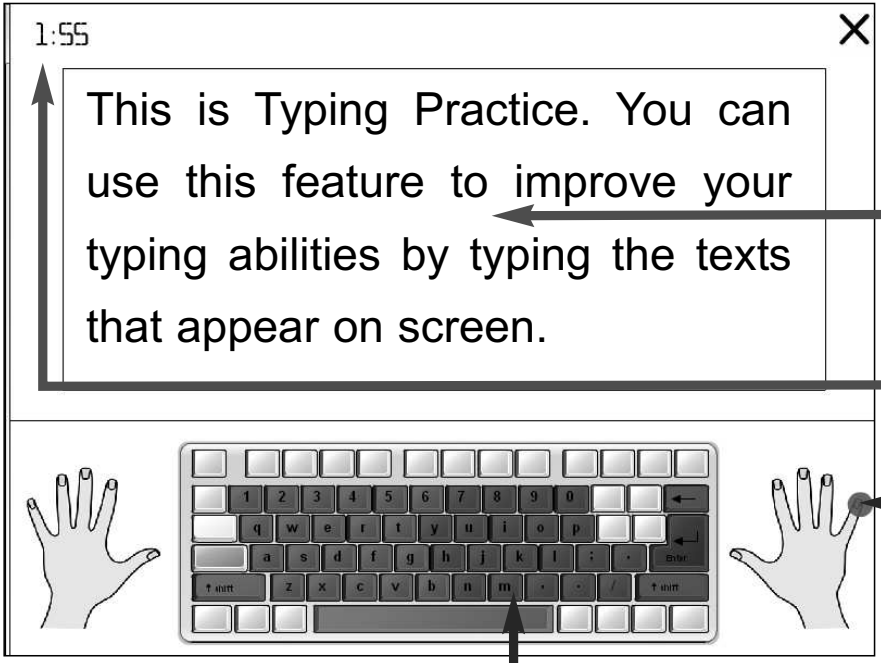
Letter bubbles will burst as the corresponding keys are hit.

㉒ 2Pop - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

Ctrl + ⇧ Shift + O





How fast can you type the paragraph? Try to be as accurate as you can.

Type the text as displayed

Timer

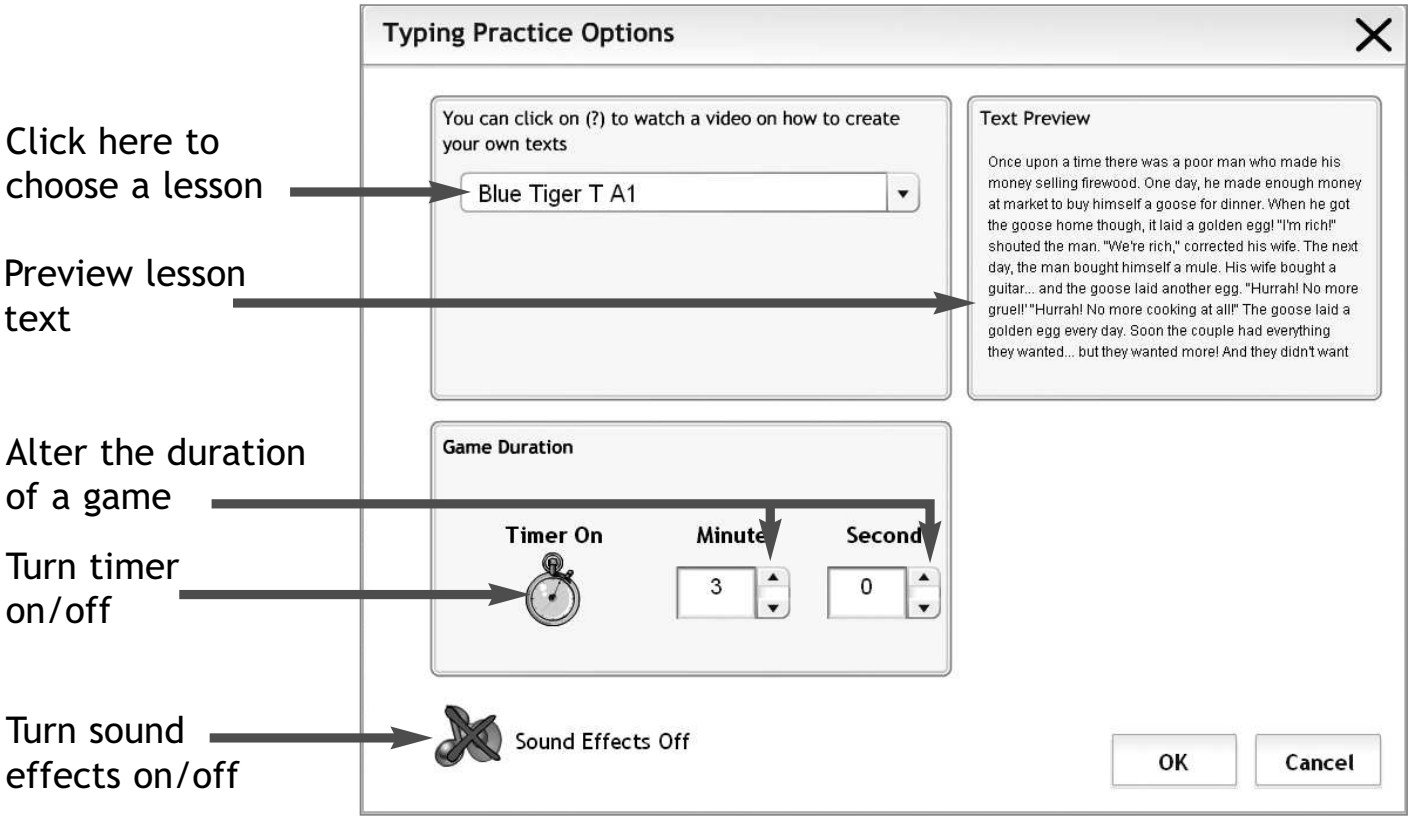
Coloured dots show which fingers should be used with which keys

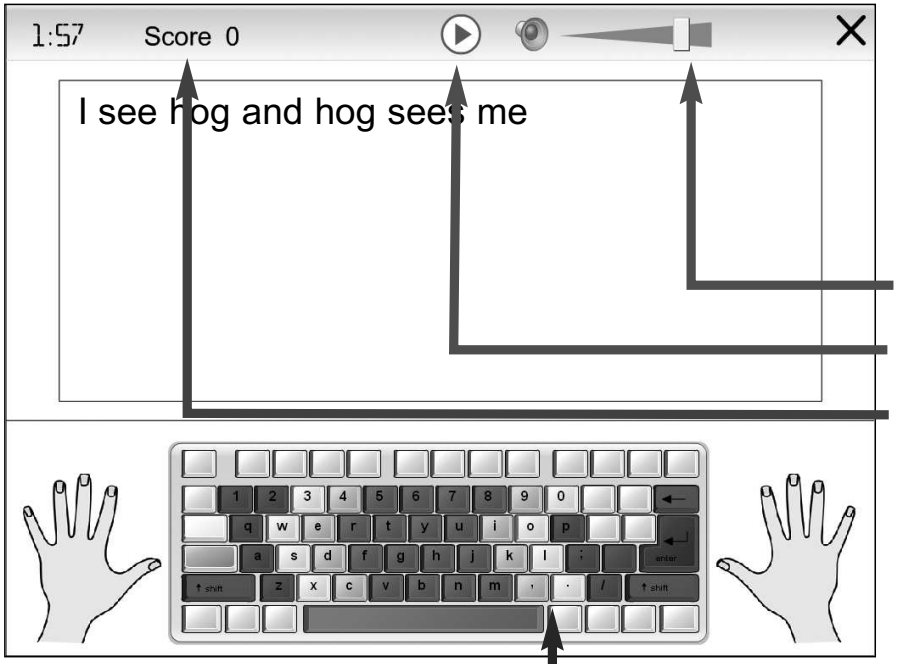
On-screen keys respond when corresponding keyboard keys are pressed

㉔ Typing Practice - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

Ctrl + ⇧ Shift + O





Try and type the words as they are being spoken. When you have typed the words you need to press the **spacebar** once to continue.To hear the words again then press the play button.

Volume slider

Play the words again

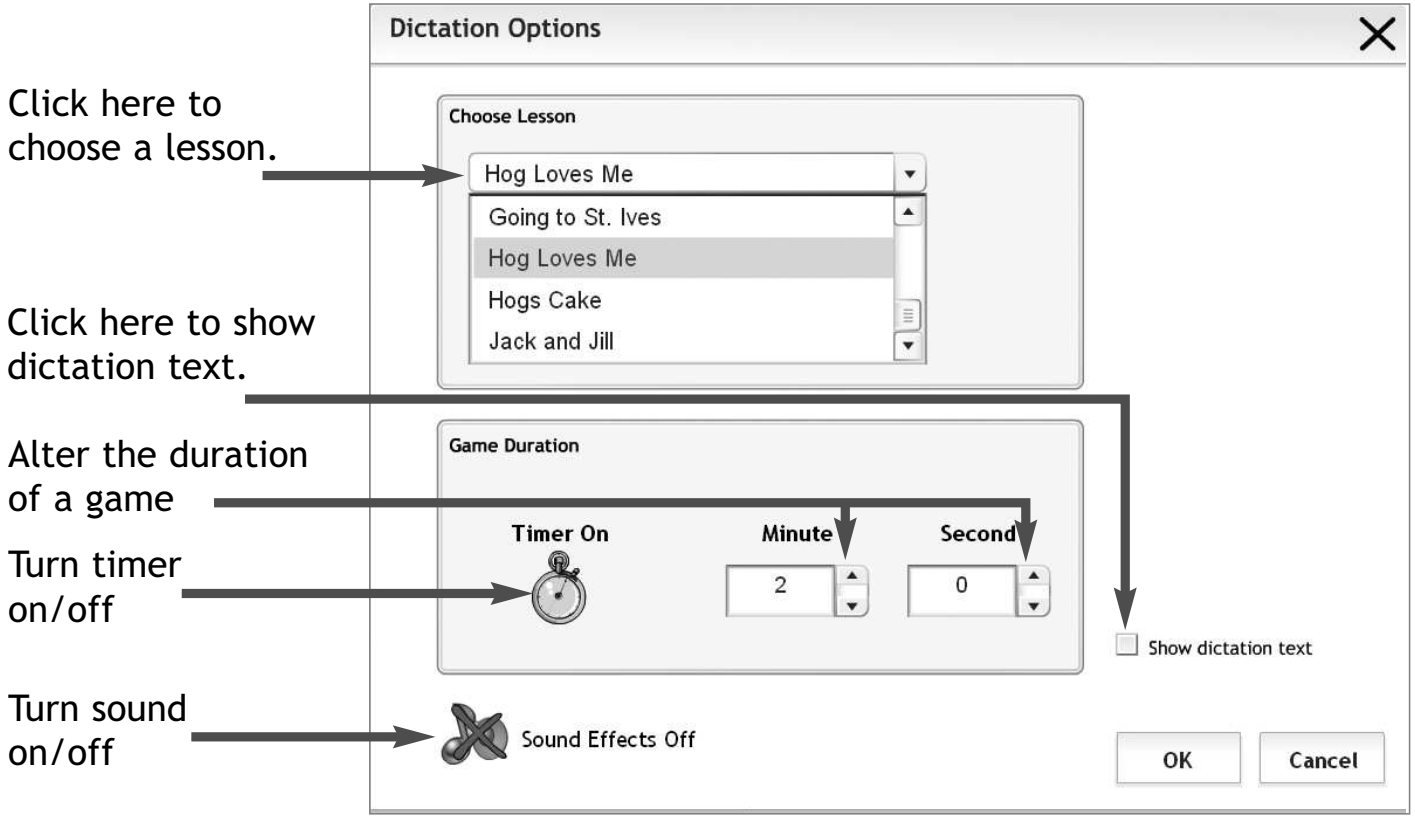
Score is marked here

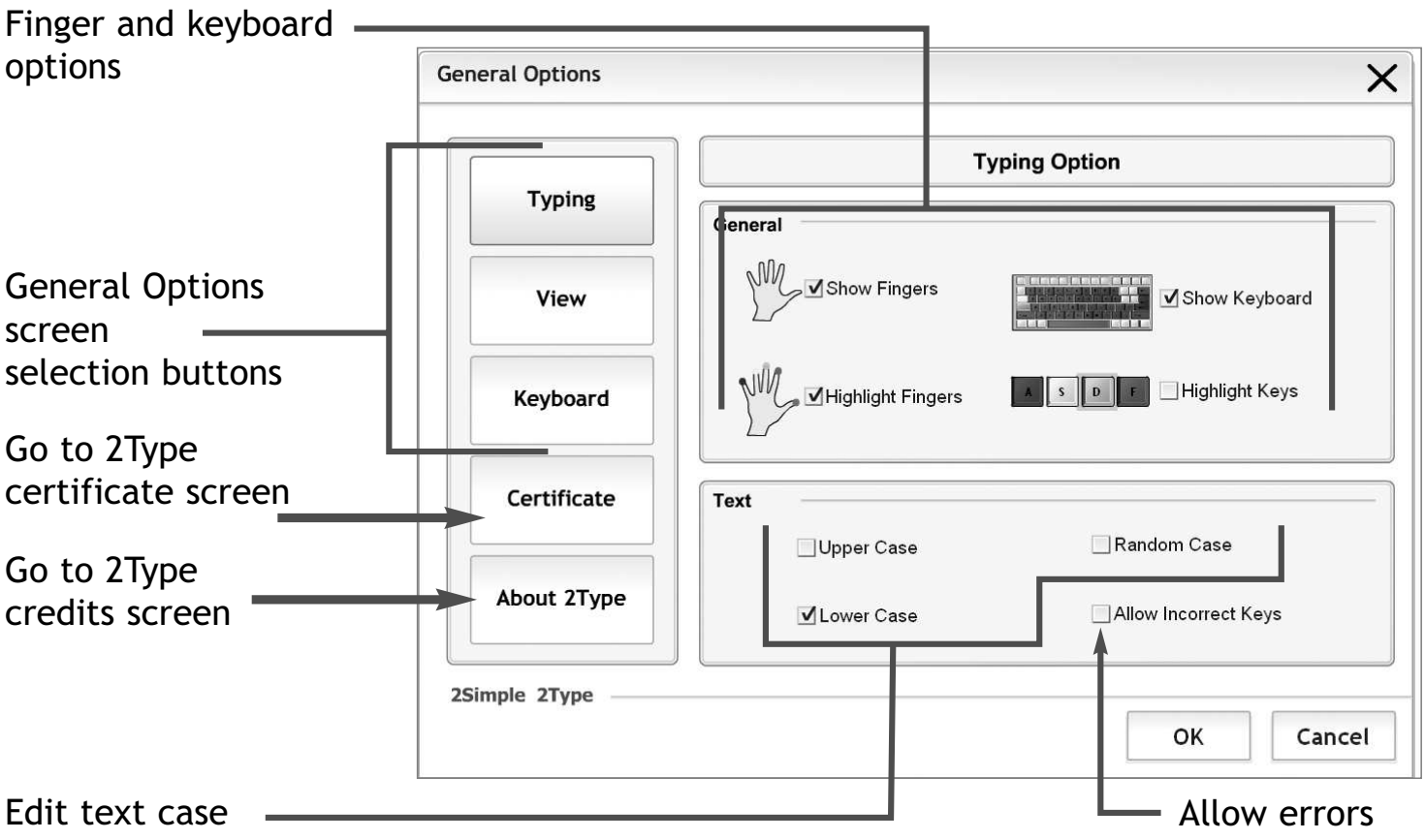
On-screen keys respond when corresponding keyboard keys are pressed

㉖ Dictation - Teacher Options

Press the 'Options' button on the intro screen or hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

Ctrl + ⇧ Shift + O




Finger and keyboard options
General Options screen selection buttons
Go to 2Type certificate screen
Go to 2Type credits screen
Edit text case
Allow errors
General Options
Typing
View
Keyboard
Certificate
About 2Type
Typing Option
General
Show Fingers
Show Keyboard
Highlight Fingers
Highlight Keys
Text
Upper Case
Random Case
Lower Case
Allow Incorrect Keys
2Simple 2Type
OK
Cancel

㉘ General Options - View

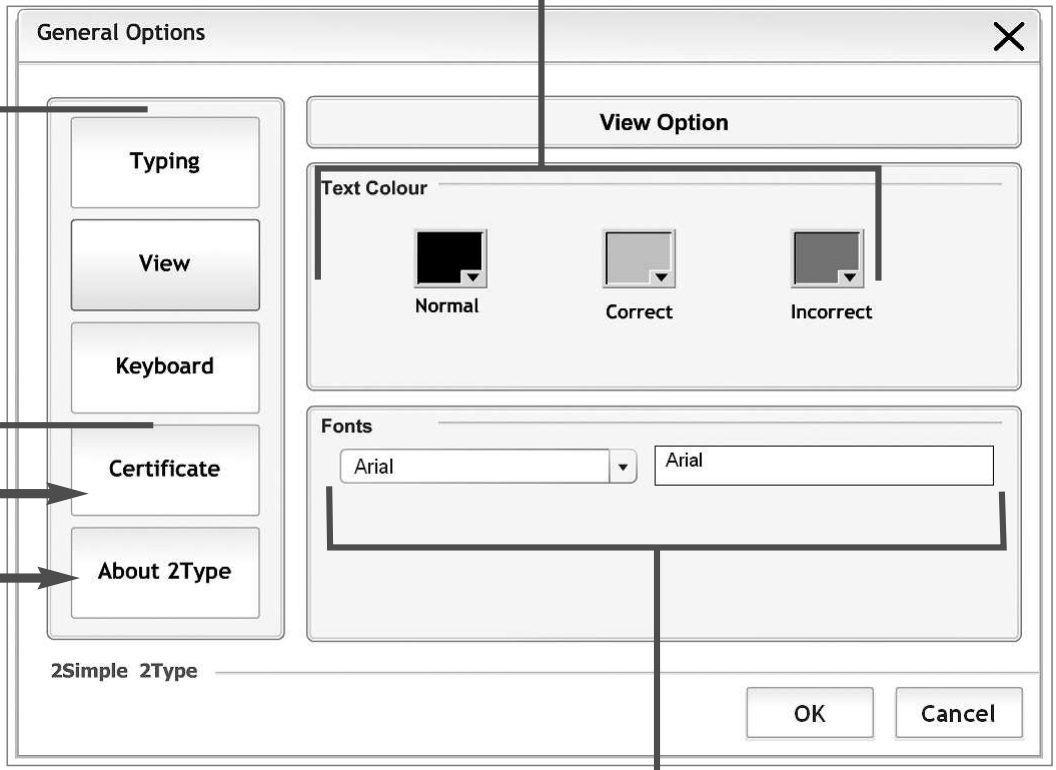
Text colour options - helpful in cases of colour-blindness.

General Options screen selection buttons

Go to 2Type certificate screen

Go to 2Type credits screen

Choose view fonts



General Options - Keyboard

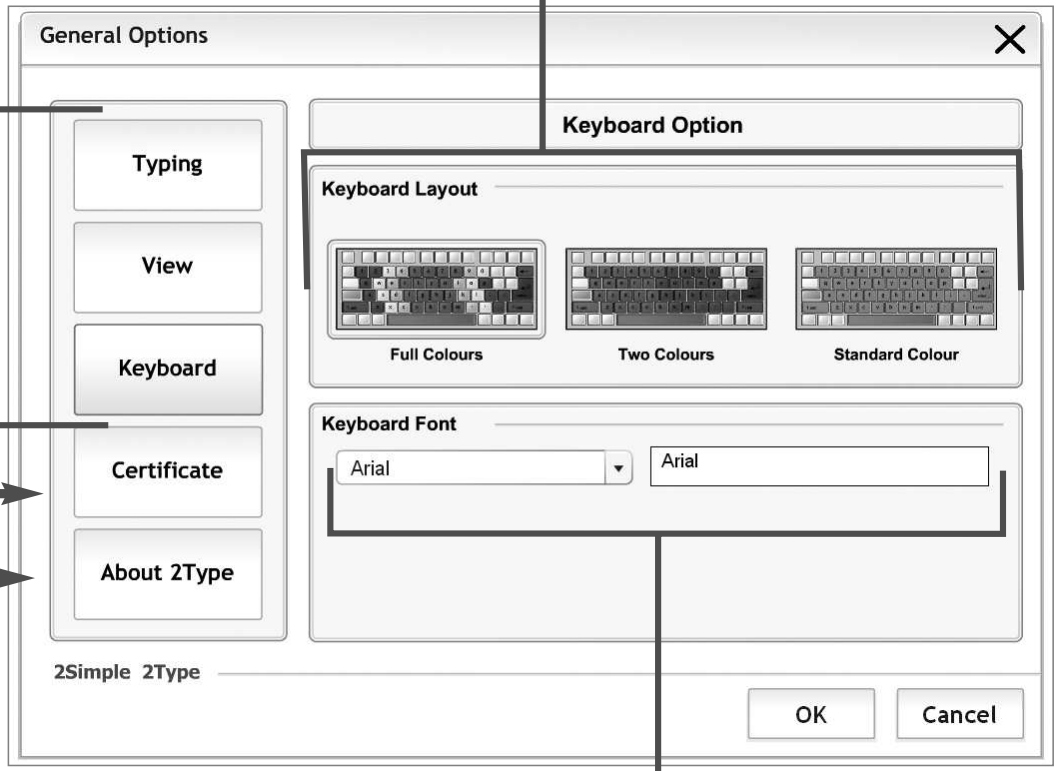
Keyboard layout options

General Options screen selection buttons

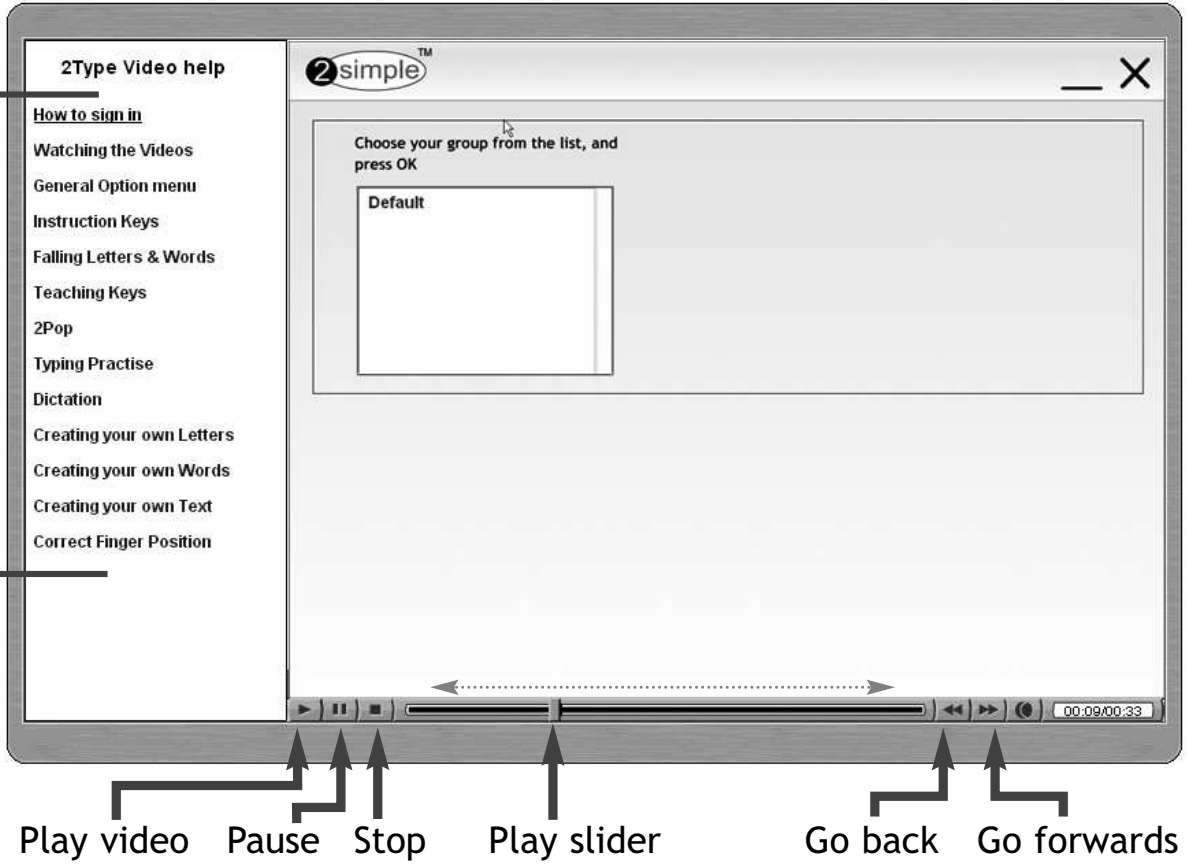
Go to 2Type certificate screen

Go to 2Type credits screen

Choose keyboard fonts



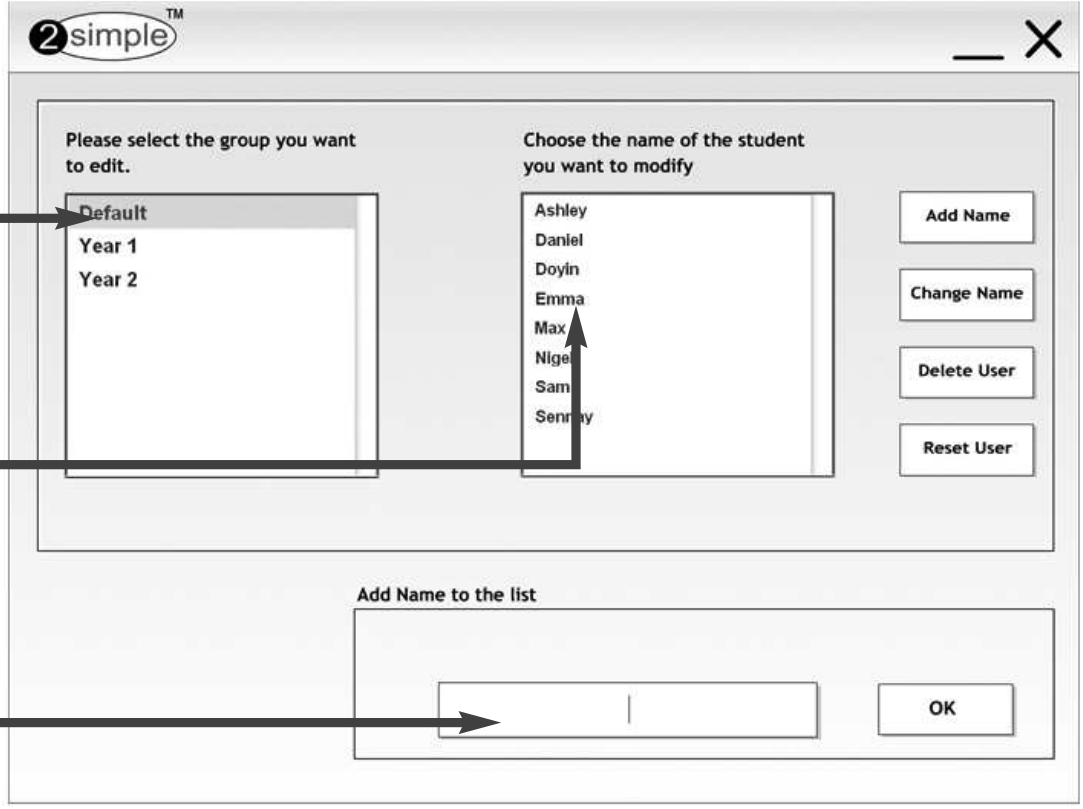
㉚ Instruction Videos



Select group to edit

Modify or edit a user

Add a name to the list



㉜ Technical Information

We aim to make all our products and supportive literature as simple as possible for everyone. However, this section is intended for ICT co-ordinators and technicians. It should not be necessary for classroom teachers to read this, although it might make for good bedtime reading!

All the programs in the suite are available from one click on the 2Simple Launcher. We feel this is a more practical way for young children to start up any of the programs, rather than double-clicking icons - something that very young children find difficult.

Some schools have found it useful to set up their computers so that the 2Simple Program Launchers are displayed automatically when the computer starts up. Though this is possible on a standard Windows PC, there may be complications with some security systems.

If you wish to make links to the individual programs, you can do so in the usual way. Most school computers have some security or 'front-end' for users which can make this more complicated. You may need to refer to the manuals which come with the PC to seek further information on this

Further information is available on our website: www.2simple.com

All our software is designed on the following principles:

SIMPLICITY OF USE

The software has evolved in the classroom to meet the needs of very young pupils. It is simple to learn and simple to use. There are no 'wrong buttons' to press.

TRANSFER OF SKILLS

All our software has a common look and feel. It is designed to take pupils from what is familiar towards standard Windows™ interfaces.

DEVELOPED IN THE CLASSROOM FOR THE UK CURRICULUM

The software has been developed to meet the needs of the UK curriculum. It has been tested and refined in the classroom, and has evolved based on research and suggestions from teachers.

VIDEO OF IDEAS FOR ACTIVITIES

All our software comes with a large number of ideas for use and tutorials. These take the form of short videos which run on the computer and teach staff and pupils to use the software in an appropriate curriculum context.

EMPHASIS ON CREATIVITY

Making the software simple allows pupils to focus on the content of their work. Whilst the software is powerful, it is the pupils who are creating, not the computer.

READING AGE

Many pupils are held back by complex language in some software packages. Our software uses simple icons and appropriate text, ensuring reading age is not a barrier to ICT learning.

INDEPENDENT USE

The simplicity of the software, combined with the use of video, makes the software ideal for independent use.

㉞ Warning Notes for 2Type

When creating your own text

- Make sure you use Notepad
- all the letters should be in lower case
- all characters will work, except the £ and ~ sign.
- the amount of text in the text template should be more than 10 characters.
- the file name you save the file as must not contain a special character. (eg ‘)

Highlight keys on keyboard is automatically disabled for the following Activities:

- Falling letters
- Falling words
- Typing practice
- Dictation.

Note that numbers and some special characters are not highlighted.

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2Simple Software, United Kingdom
info@2Simple.com • www.2Simple.com
2Type + User Guide - 2nd (UK) Edition - Version - 2.0.0 (March 2005)
Author: Ashley Goldstein, Doyin Tade, 2Simple Software Ltd.
Developer: Doyin Tade, 2Simple Software Ltd.

㊱ Contacting 2Simple

You can contact us:

For general information: info@2Simple.com

For support issues: www.2Simple.com/support or support@2Simple.com
Tel: (+44) 020 8203 1781
Fax: (+44) 020 8202 6370

You can write to us:

2Simple Software
Enterprise House
2, The Crest
Hendon, London UK
NW4 2HN

Faulty Media

Should the CD ROM develop a fault we will replace it free of charge.