

# MAVIS BEACON TEACHES TYPING!

## for kids



**The finest typing program . . . .**

***now for kids!***

# MAVIS BEACON TEACHES TYPING!

for kids<sup>®</sup>



**Windows Guide**

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# Table of Contents

*Click on an item to go to that page.*

<b>License Agreement and Limited Warranty ..</b>	<b>4</b>
<b>Welcome To The Adult .....</b>	<b>6</b>
<b>Mavis Says “Hi!” .....</b>	<b>7</b>
<b>Getting Started.....</b>	<b>8</b>
<b>Setting Up .....</b>	<b>8</b>
<b>Keyboard.....</b>	<b>9</b>
<b>Setting Preferences .....</b>	<b>10</b>
<b>Main Menu .....</b>	<b>13</b>
<b>Kitchen.....</b>	<b>14</b>
<b>Living Room.....</b>	<b>16</b>
<b>Bedroom .....</b>	<b>18</b>
<b>Bathroom.....</b>	<b>20</b>
<b>Forest .....</b>	<b>22</b>
<b>Pond .....</b>	<b>24</b>
<b>Results .....</b>	<b>26</b>
<b>Technical Support .....</b>	<b>27</b>
<b>Credits.....</b>	<b>28</b>

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## Welcome To The Adult

Much of what a child learns has to be learned directly, often by trial and error. **Mavis Beacon Teaches Typing! For Kids** lets children discover the fundamentals of typing for themselves. Acquiring fine muscle movements, learning letters, coordinating eye and hand movements, building language and vocabulary are important skills that vary greatly from child to child. In the early years it is important to assist the learning process by being positive and encouraging, rather than directing or being too demanding with your child.

How much your child wants to do with this program will depend on how much success and encouragement is given. Our research and child/parent testing revealed that if an adult spends a little time with the program first and plays together with the child, at the beginning, the child will love the new learning, get involved in typing, and have a great time.

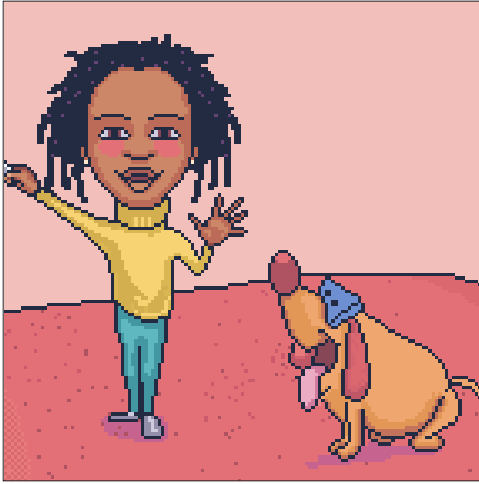
So, be patient, enjoy your time together and watch new skills emerge. Away from the screen, read to your child daily, point out letters and words in and around your home, play word games, sing songs, and tell riddles.

Regards,  
Paul J. Melmed, Ph.D.



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## Mavis Says Hi!



"Hi, I'm Mavis Beacon."

"Dizzy's my dog. He's my best buddy and he's really clever. We go exploring everywhere together... except school. I'm excited because this weekend Dizzy and I are going to visit my Grandparents in the country. I love my Grandparents. They're so nice and they have a really cool house with a Pond and a Forest in the backyard. When I go there, they let me do all kinds of fun stuff, like make lunch for Grandpa and wash Dizzy in their neat old-fashioned bathtub - it has feet on it just like Dizzy. They even have a special Bedroom just for me, but the closet's a mess. I can't wait until we get there."



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## Getting Started

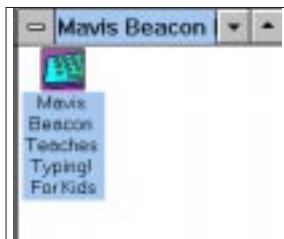
There are two important tasks an adult needs to do to get a child started with this typing program. Those are, set up the software, and show the child how to get going.

### Setting Up

**Mavis Beacon Teaches Typing! For Kids** runs in Windows™. The program needs to be set up with the File menu, Run command on the Program Manager. There are two versions of this product, disk and multimedia CD-ROM. For the system requirements and set up instructions for your version of the program see your CD's jewel case insert.

### Running The Program

After the program is set up, double-click the application icon in the Mavis Beacon Window to run it.



The first time you run **Mavis Beacon Teaches Typing! For Kids**, you wait short while for the logo and title animations to end. Then the **Sign In Window** appears, and (after a few moments) the **Preferences** dialog opens. Follow the directions in **Setting Preferences** to complete this dialog box.





## Keyboard

There are two hot keys in the program:

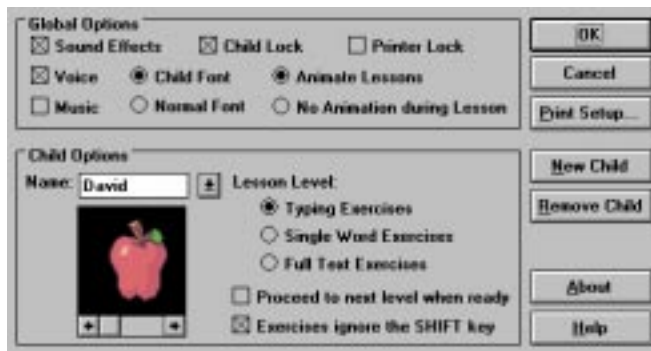
**F2** Opens the **Preferences** dialog from the **Sign In** Window.



## Setting Preferences

To complete the **Preferences** dialog, set the **Global Options** and **Child Options**, then choose **OK**. You can also set up or lock the printer from here. To open the **Preferences** dialog, go to the **Sign In** Window and press **F2**.

*Note:* To change **Preferences** when **Child Lock** is on, press **F2**. A password dialog box appears. Type the password **Mavis** to open the **Preferences** dialog. Exact spelling and capitalization of **Mavis** is important.



### Global Options

Click each box to select or clear an option. An **X** appears in the box when an option is **on**. Options are as follows.

- **Sound Effects:** Turn sound effects on or off.
- **Voice:** Hear spoken cues or turn voice off.
- **Music:** Turn music on or off.
- **Child Lock:** This defaults **on** to prevent your child from accidentally opening this **Preferences** dialog or exiting to Windows. If you clear this check box, your child can exit to Windows or change preferences.
- **Printer Lock:** This defaults **on** to prevent your child from using the printer without supervision. Clear this check box to print results screens. To setup your printer, choose the **Print Setup** button. This opens the standard Windows printer setup dialog. For more information, see your Windows Help.
- **Child Font:** The program defaults to a charming, childlike font. Select **Normal Font** instead and typed letters onscreen appear in a regular computer screen font.
- **Animate Lessons:** Turn animations **on** during typing lessons.



- **No Animation during Lesson:** Turn animations **off** during typing lessons.

## Child Options:

Complete this part of the dialog to sign in each child. Mavis Beacon uses this information to provide skill appropriate lessons and to monitor progress.

To sign in a child:


1. Click **New** (this blanks out the **Name** field).
2. Type the child's name in the **Name** field. Each child needs a personalized name, so nicknames help.
3. Under Lesson Level, click one of these buttons:

**Typing Exercises:** These lessons are for keyboard learning. The child stays at this level until he or she knows where the keys are on the keyboard and has some fingering skills.

**Single Word Exercises:** These lessons involve short words. The child should know how to use the keyboard before you set this lesson level.

**Full Text Exercises:** These are the most advanced lessons. They involve typing stories, so keyboard and reading skills are needed.



4.  Notice the icon box? Click on the horizontal scroll bar at the bottom to select an icon. (Your child can pick the icon he or she likes the best.)
5. The **Proceed to next level when ready** check box keeps your child at the lesson level that you set in step 3 above. Clear this box to let the program select a lesson from the appropriate level.
6. When the **Exercises ignore the SHIFT key** check is on, all letters will be typed as upper case. When this feature is off, an adult should point out the pinkie fingers on the keyboard moving to hold down the **Caps Lock** key. Upper and lower case letters can now be used. When this is off the upper or lower case letter appears.
7. When all options are set, choose **OK**. You can choose **Cancel** to exit without changing Preferences.



## Sign In Window

To get to my Grandparents' house, run Windows and double-click my Mavis Beacon icon."

"Now you need to sign in, so we'll know your name. Just click the special icon with your name on it. For example, in the picture, the moon is for Anne."



To open **Kid Help**, click the Question Mark. To use **Adult Help**, press **F1**.

To open the **Preferences** dialog, press **F2**. (An adult can set **Preferences** to prevent a child from exiting to Windows. See *Setting Preferences*.)



Exit to Windows. At the prompt, click **Yes** to exit or **No** to stay in the program.

## Getting Help

You can get online Help from anywhere in the program. Just press **F1** to open **Adult Help**. The program uses standard Windows Help conventions. For example, click an underlined word to jump to that Help topic (see your Windows Program Manager, Help menu, How to Use Help for details). You can also click the **Help** button on the **Preferences** dialog, which can be opened from the **Sign In Window**. **Kid Help** is available on every screen. Just click the Question Mark to find out about the icons.



## Main Menu

"And here you are! Come on into my Grandparents' house!"



"Dizzy and I want to show you the rooms and the yard. There we'll play some fun typing games." Click your name.

Here's what you can click on this screen.



Pick any room you want and have fun in the house.



Go to the Pond and help Dizzy feed the fish.



Play in the Forest and meet the creatures who live out there.



Open **Kid Help**. Click this to find out about the icons. (Press **F1** to use **Adult Help**).



Go back to the **Sign In** Window. From there you can sign in another child, choose another room to explore, or exit to Windows.



## Kitchen

"Grandma says that I'm big enough to start cooking by myself now. So I told Grandpa that I could bake an apple pie faster than he could mow the lawn. He said, No way, Mavis."



"What do you think? It's a pretty big yard. Maybe if you type fast enough, we can finish before Grandpa does."



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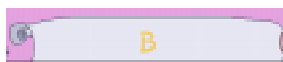
## Discovery and Learning Modes

Every scene lets you discover letters on the keyboard or take typing lessons from Mavis Beacon and Dizzy. In Discovery Mode, just explore the keyboard on your own. Start by typing the letter you see on the roll of paper. You'll see and hear something fun that begins with that letter. Like A for Apple.

When you are ready to do a lesson with Mavis Beacon, click the **Clock**. Type the letters, words and sentences, or stories you see on the roll of paper. The lessons depend on what you know already.



The **Clock** starts the typing lesson. Click the clock whenever you're ready to start.



Type each letter that you see here. After you click the **Clock**, your typing lesson appears on this roll of paper. Type the letters, words, or sentences that you see here. The bottom line shows the letters that you typed. The letters that you typed correctly are dark and the ones that you typed incorrectly are light.



The typing hands show which finger to use for each letter. Take your time, look at Mavis' fingers, then type the letters on the roll of paper.



Open **Kid Help**. Click this to find out about the icons.



Go back to the front of the house.



## Living Room

"My Grandparents, Dizzy, and I always spend some time relaxing together in the Living Room when I visit. Grandma and Grandpa like to sit in their chairs and tell stories, jokes and riddles. Dizzy, of course, likes to nap on the rug in front of the fireplace."



"While they're all busy, I get to use the computer. I love typing on the computer. Someday, when I grow up, I am going to be the world's most famous computer typing teacher."





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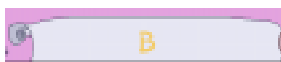
## Discovery and Learning Modes

Every scene lets you discover letters on the keyboard or take typing lessons from Mavis Beacon and Dizzy. In Discovery Mode, you can explore the keyboard on your own. Start by typing the letter you see on the roll of paper. You'll see and hear something fun that begins with that letter. Like K for Kiss.

When you are ready to do a lesson with Mavis Beacon, click the **Clock**. Type the letters, words and sentences, or stories you see on the roll of paper. The lessons depend on what you know already.



The **Clock** starts the typing lesson. Click the clock whenever you're ready to start.



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The typing hands show which finger to use for each letter. Take your time, look at Mavis' fingers, then type the letters on the roll of paper.



Open **Kid Help**. Click this to find out about the icons.



Go back to the front of the house.



## Bedroom

"Oh no! I guess I shoved too much stuff in my closet. And I promised Grandma that I'd clean up my room before she comes home from the grocery store. If I get it done, she promised me a surprise. Then I get to help her cook Sunday dinner. Afterwards, we'll relax in the Living Room."



"Can you help me put all this stuff away? Just type as fast as you can. But also try to be accurate, because mistakes will slow us down. Watch out the window for Grandma."



## Discovery and Learning Modes

Every scene lets you discover letters on the keyboard or take typing lessons from Mavis Beacon and Dizzy. In Discovery Mode, you can explore the keyboard on your own. Start by typing the letter you see on the roll of paper. You'll see and hear something fun that begins with that letter name. Like A for Alarm Clock.

When you are ready to do a lesson with Mavis Beacon, click the **Clock**. Type the letters, words and sentences, or stories you see on the roll of paper. The lessons depend on what you know already.



The **Clock** starts the typing lesson. Click the clock whenever you're ready to start.



Type each letter that you see here. After you click the **Clock**, your typing lesson appears on this roll of paper. Type the letters, words, or sentences that you see here. The bottom line shows the letters that you typed. The letters that you typed correctly are dark and the ones that you typed incorrectly are light.



The typing hands show which finger to use for each letter. Take your time, look at Mavis' fingers, then type the letters on the roll of paper.



Open **Kid Help**. Click this to find out about the icons.



Go back to the front of the house.



## Bathroom

“Just look at Dizzy. Sometimes I think I should’ve named him “Dirty” instead. He gets so muddy playing in the Forest and the Pond. And guess who gets to give him a bath? Yup, lucky me. The problem is that Dizzy loves to swim but hates baths. Can you figure this out?”



“Anyway, if you type fast enough, he’ll stay in the tub and get nice and clean.”



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## Discovery and Learning Modes

Every scene lets you discover letters on the keyboard or take typing lessons from Mavis Beacon and Dizzy. In Discovery Mode, you can explore the keyboard on your own. Start by typing the letter you see on the roll of paper. You'll see and hear something fun that begins with that letter. Like S for Soap.

When you are ready to do a lesson with Mavis Beacon, click the **Clock**. Type the letters, words and sentences, or stories you see on the roll of paper. The lessons depend on what you know already.



The **Clock** starts the typing lesson. Click the clock whenever you're ready to start.



Type each letter that you see here. After you click the **Clock**, your typing lesson appears on this roll of paper. Type the letters, words, or sentences that you see here. The bottom line shows the letters that you typed. The letters that you typed correctly are dark and the ones that you typed incorrectly are light.



The typing hands show which finger to use for each letter. Take your time, look at Mavis' fingers, then type the letters on the roll of paper.



Open **Kid Help**. Click this to find out about the icons.



Go back to the front of the house.



## Forest

"Dizzy likes to run around in the Forest barking and finding the creatures that live out there. There's Andy Ant and Sam Snake. If I use my imagination, I can pretend that the Forest is really a jungle full of Elephants, Lions, and Hippos."



"Try typing the lessons and see what creatures you and Dizzy can find."



## Discovery and Learning Modes

Every scene lets you discover letters on the keyboard or take typing lessons from Mavis Beacon and Dizzy. In Discovery Mode, you can explore the keyboard on your own. Start by typing the letter you see on the roll of paper. You'll see and hear something fun that begins with that letter. Like A for Andy Ant.

When you are ready to do a lesson with Mavis Beacon, click the **Clock**. Type the letters, words and sentences, or stories you see on the roll of paper. The lessons depend on what you know already.



The **Clock** starts the typing lesson. Click the clock whenever you're ready to start.



Type each letter that you see here. After you click the **Clock**, your typing lesson appears on this roll of paper. Type the letters, words, or sentences that you see here. The bottom line shows the letters that you typed. The letters that you typed correctly are dark and the ones that you typed incorrectly are light.



The typing hands show which finger to use for each letter. Take your time, look at Mavis' fingers, then type the letters on the roll of paper.



Open **Kid Help**. Click this to find out about the icons.



Go back to the front of the house.



## Pond

“Did I tell you that Dizzy hates baths but loves to swim? In fact, he’s a trained scuba diver. And, of course, he’s a natural at the dog paddle. One reason Dizzy likes scuba diving so much is that he gets to feed the fish, crab, and octopus in the Pond. Not many kids have an octopus in the backyard or dogs that scuba dive. I think you’ll like visiting the Pond with us.”



“Oh! Did I tell you about the pesky frog who lives there? He always tries to gobble up all the fish food. This gives him a tummy ache later. Type the right letters and the other creatures in the pond get the food instead.”





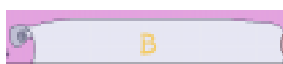
## Discovery and Learning Modes

Every scene lets you discover letters on the keyboard or take typing lessons from Mavis Beacon and Dizzy. In Discovery Mode, you can explore the keyboard on your own. Start by typing the letter you see on the roll of paper. You'll see and hear something fun that begins with that letter. Like A for Algae.

When you are ready to do a lesson with Mavis Beacon, click the **Clock**. Type the letters, words and sentences, or stories you see on the roll of paper. The lessons depend on what you know already.



The **Clock** starts the typing lesson. Click the clock whenever you're ready to start.



Type each letter that you see here. After you click the **Clock**, your typing lesson appears on this roll of paper. Type the letters, words, or sentences that you see here. The bottom line shows the letters that you typed. The letters that you typed correctly are dark and the ones that you typed incorrectly are light.



The typing hands show which finger to use for each letter. Take your time, look at Mavis' fingers, then type the letters on the roll of paper.



Open **Kid Help**. Click this to find out about the icons.



Go back to the front of the house.



## Results

"Someday, when I grow up, I am going to be the world's most famous computer typing teacher. Don't you think my chalkboard makes me look like a real teacher already?"

"After you click the Clock and finish a lesson, you'll see Dizzy and me with my chalkboard. This way you can find out how many letters or words you typed in a minute and how correctly you typed them. You can print out your Results, too!"



**4 Stars** = You did it!  
**3 Stars** = Picking up the pace!  
**2 Stars** = Off and running!  
**1 Star** = Getting started!

Here's what you can do on this screen.

See your current lesson results and how fast you typed. Compare your current lesson results to the typing you did before.



Print out the whole screen with your results for the lesson. A graphics capable printer is required to do this.



Open **Kid Help**. (Press **F1** to open **Adult Help**.)



Go back to the front of the house.



---

## Technical Support

If you need to call Technical Support, Press the **F2** key to open the **Preferences** dialog, then click the **About** button. This gives you version information about the program.

- Check your CD's jewel case insert for the Technical Support office nearest you.



---

# Credits

## Development

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