

# HELP NOTES – IOTA – Touch Typing

These notes are designed to enable users to use IOTA the Touch Typing program.

Company Website address: [www.iota.co.uk/](http://www.iota.co.uk/)

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Click on the item in blue text to move to the appropriate page(s) of information.

- [Opening the program](#)
- [User Options - Using toolbar icons](#)

## THE MAIN MENU:


- [FILE - option to open, save and exit](#)
- [VIEW - options to view Toolbars etc.](#)
  
- **OPTIONS** menu item:
  - [TYPING – Highlight options](#)
  - [SOUND – Sound options](#)
  - [TEXT – Formatting options](#)

# HELP NOTES – IOTA – Touch Typing

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## OPENING the PROGRAM:

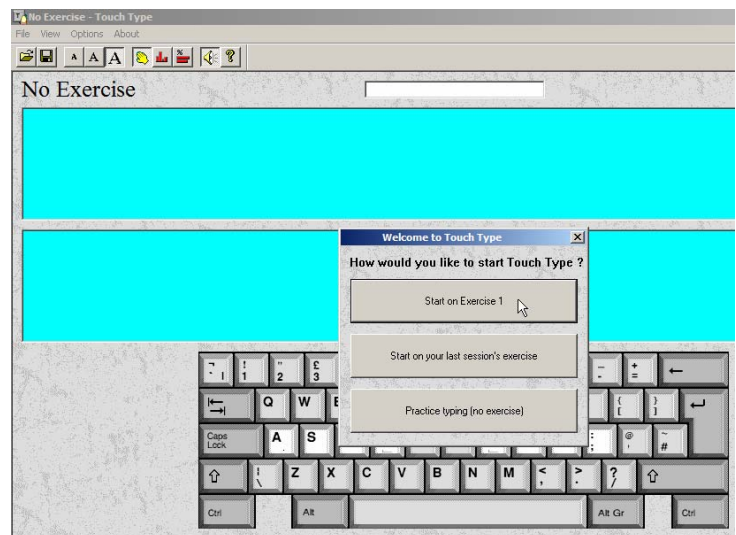
After installing the program using the licensed CD provided either:

1. Double click the left mouse button on the icon  on the 'Desktop' or
2. Press Start – Program files then select by moving the cursor over the Iota Software item then moving the mouse to point at Touch Type – see screen shot shown.

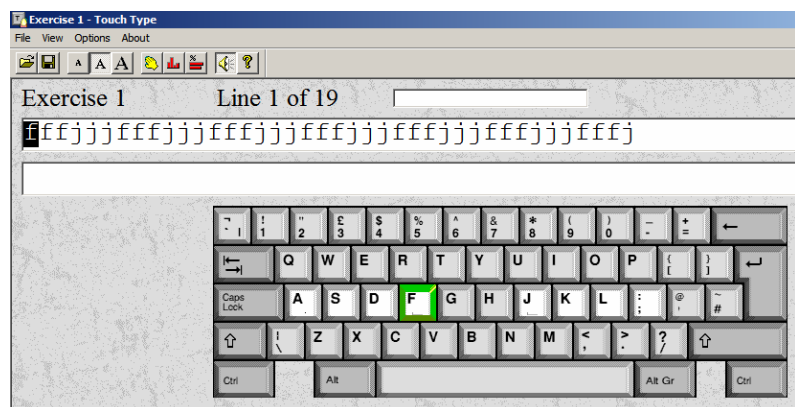


Double click the left mouse button to open the program

The program will open and if the sound is enabled and speakers are available a 'Welcome to Touch Type' message will be announced. The following screen will be displayed:



There are 3 options given on the buttons – the first time you use the program select '**Start on Exercise 1**' by moving the mouse to 'point' to the button as shown above then pressing the left mouse button. The following screen will appear:




***THE END of the section OPENING the PROGRAM***

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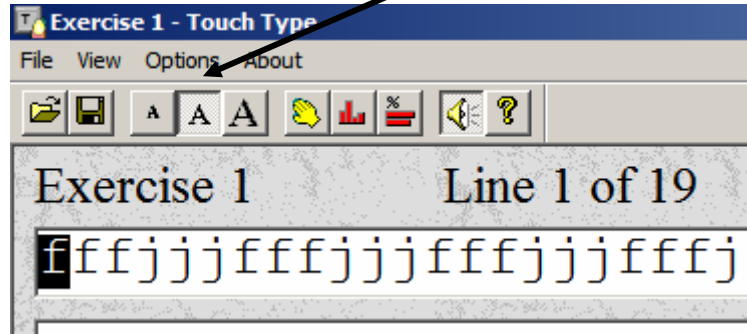
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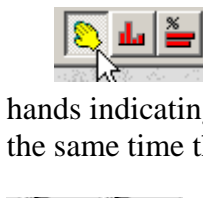
## USER OPTIONS:

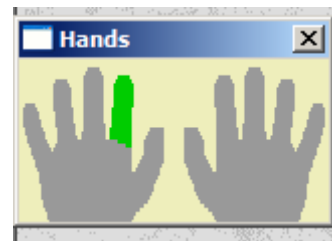
Before you continue to use the program by typing the letter displayed a brief look at the Options available may help you get more out of the program:

- 
 The letter size displayed in the 'Exercise' bar can be increased or decreased in size by pressing one of the buttons shown.


The 'default' set by the program is the 'middle' sized option shown here >

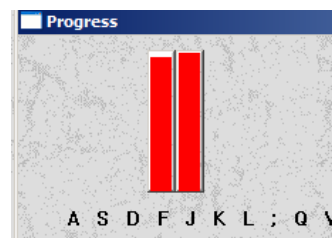



- 
 The 'Hand icon' switches on the picture of both hands indicating which finger should be used – at the same time the keyboard key that should be used is also 'highlighted'.

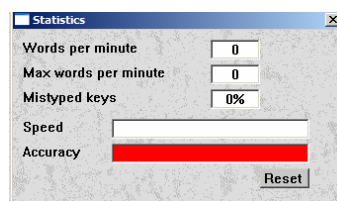


To turn off the 'display' press the 'Hand icon' again.

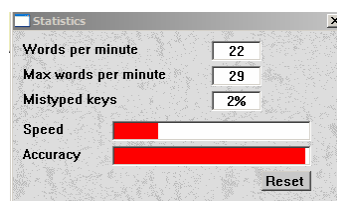
- 
 The second icon in this group shown the progress of the user so far – a new box appears containing this information.
- Note: Until some typing has been entered the box will be empty.



- 
 The last icon in this group will display the statistics of the users typing.



Note: Until some typing has been entered the Statistics will appear blank – when some typing has been done the Statistics box will be updated – an example is shown here >



The reset button will also reset the display

**CONTINUED on the NEXT PAGE:**

**USER OPTIONS** (continued):

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The last 2 icons are used for switching the sound on and off

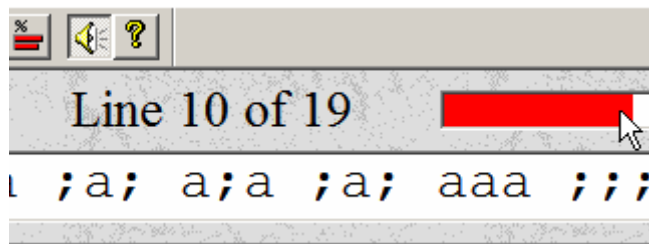


and displaying the IOTA issues version information.

## USEFUL TIP:

One other useful User Option can be made by clicking and holding the left mouse button whilst the cursor (arrow) is pointing to the red bar – see the display below

Holding the left mouse pressed move the mouse right to move up the exercises or left to move back over the exercises the user has already completed. Release the left mouse button and the user can carry on with the selected exercise. This is useful if the user wants to repeat the exercise(s) a number of times to get proficient.



***THE END of the section USER OPTIONS***

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## THE MAIN MENU:

The main menu at the top of the screen contains the following items:

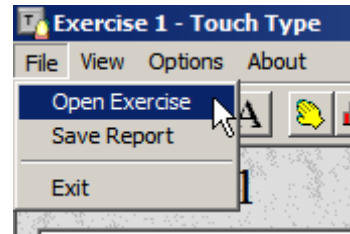
FILE VIEW OPTIONS and ABOUT

## **FILE:**

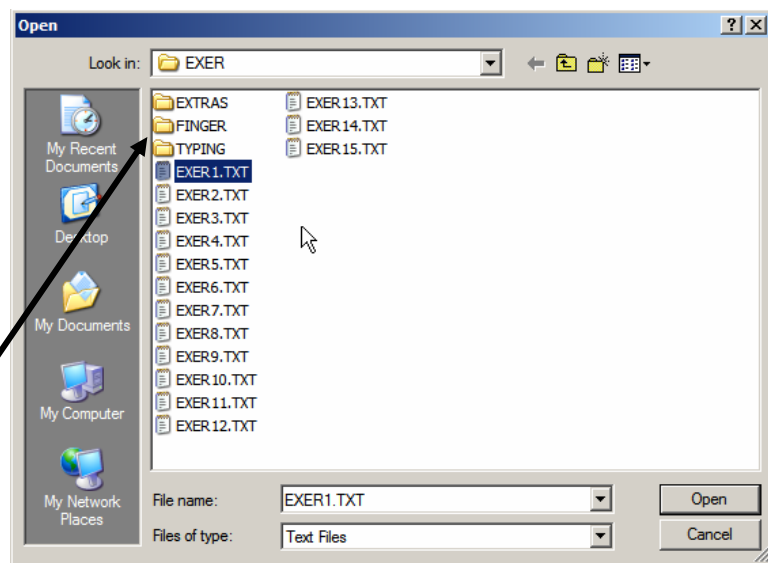
The File option contains 3 choices:

1. Open an Exercise:

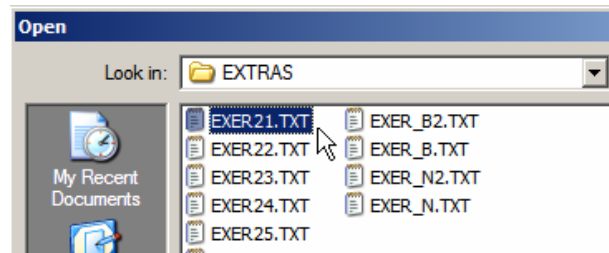
This option allows the user to open any exercise they wish by selecting the exercise by clicking the left mouse button on the item and press the Open button.



NOTE: There are additional 'specialised' exercises within the Extras, Finger and Typing folders

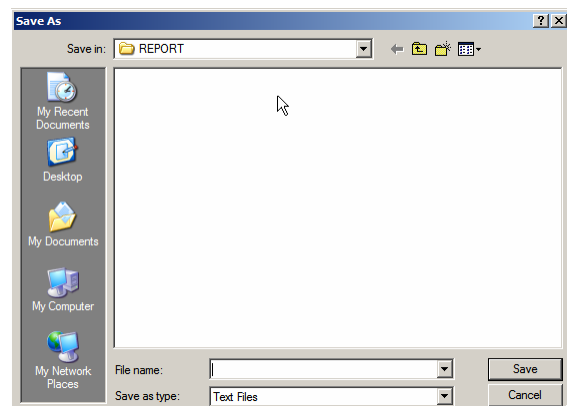


A picture of the extra exercises in the Extras folder is shown here >



2. The SAVE REPORT option allows the user to save a report of the progress so far
3. The final option is to EXIT the program.

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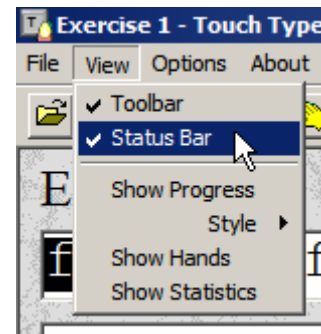
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## THE MAIN MENU – (Continued):

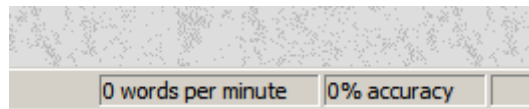
### VIEW:

The VIEW option contains a number of choices:

- **TOOLBAR** – This turns on the display for the Icons Toolbar as covered under USER OPTIONS



- **STATUS BAR** – This turns on the display of the information boxes displayed at the bottom right hand side of the screen. These items are continually updated during the typing process.



This information can be useful to any assistant who is helping the user. The aim is for an accuracy of at least 85% for each exercise. (Obviously 100% would be excellent but may not be a realistic goal for general users.)

- **STYLE** - Allows to user to choose either % accuracy details or Proportional information within the Reports
- The **SHOW PROGRESS**, **SHOW HANDS** and **SHOW STATISTICS** have been covered already in the USER OPTIONS – [Click here](#) to go to the USER OPTIONS page

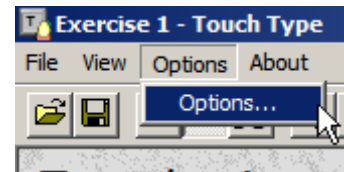
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## THE MAIN MENU – (Continued):

### OPTIONS:

The OPTIONS contains just one choice – click the left mouse button on this option and a box (window) similar to the one shown will appear:



3 tabs will be displayed:

### TYPING:

The options can be turned on and off by clicking on the 'tick' in each box.

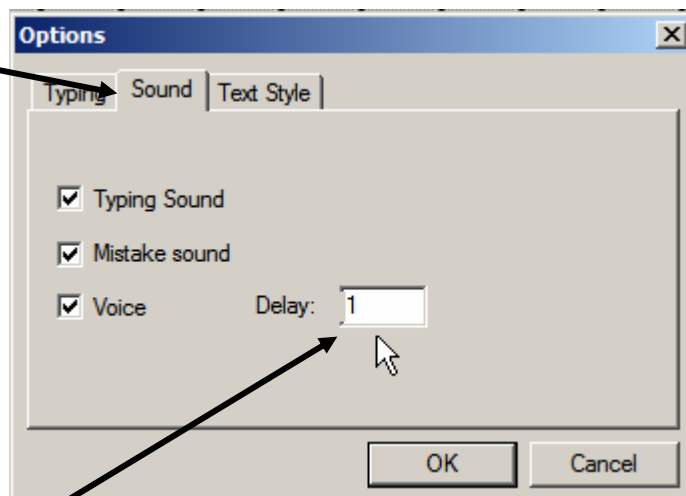
The options are self explanatory therefore no further details will be given here.



### SOUND:

The options available can be turned off by clicking on the 'tick' in each box.

Again, apart from one box the options are self explanatory therefore no further details will be given here.



With the sounds turned on the DELAY box is something that the user may wish to 'experiment' with. Increasing the delay by 'overtyping' the number 1 with 300 or 400 will cause the spoken letter to more readily correspond to the letter that the user must type. This is worth trying – keep altering the number until the user is 'happy' with the way the letters are displayed and spoken.

### TEXT STYLE:

- PLEASE SEE THE NEXT PAGE:

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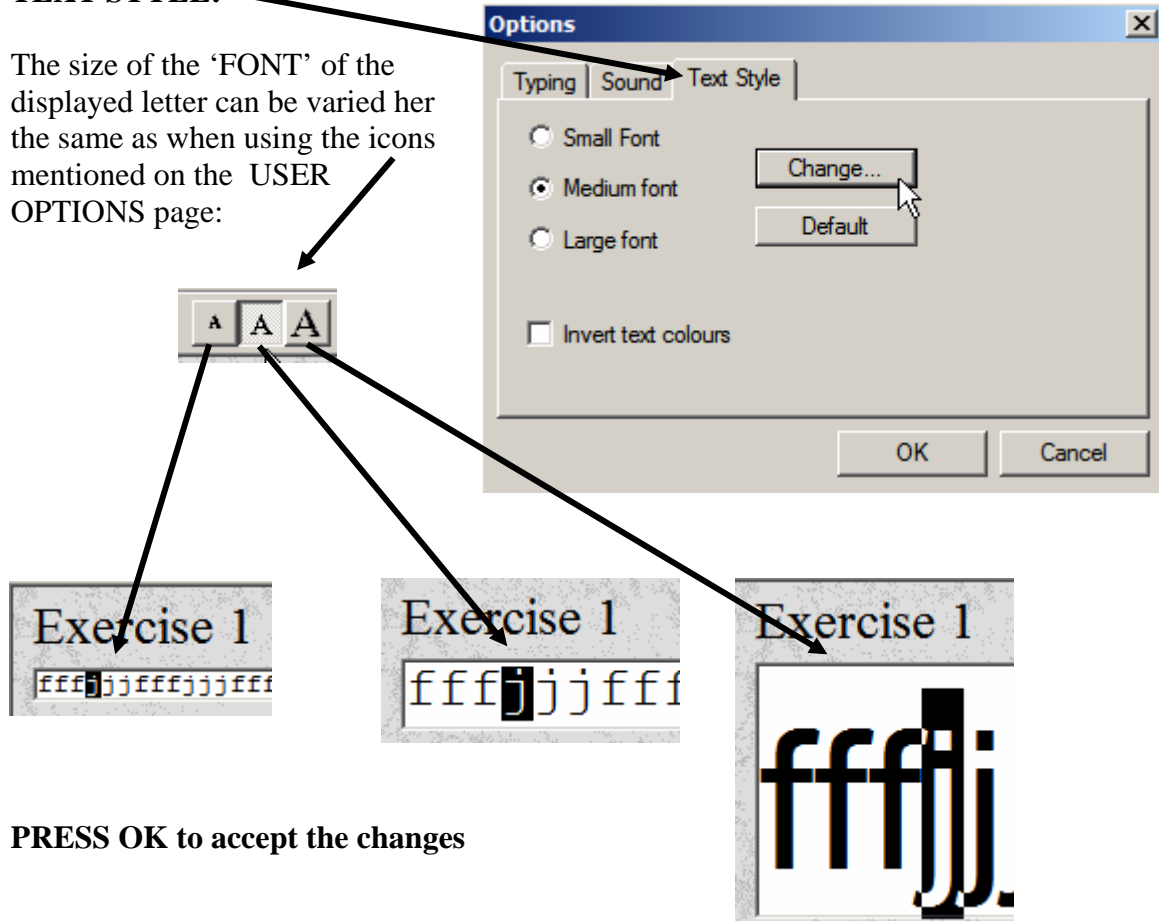
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## THE MAIN MENU – (Continued):

### OPTIONS – (Continued):

#### TEXT STYLE:

The size of the 'FONT' of the displayed letter can be varied here the same as when using the icons mentioned on the USER OPTIONS page:

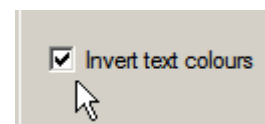


OK Cancel

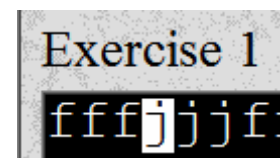
**PRESS OK** to accept the changes

There are now additional options:

**INVERT TEXT COLOURS:** This changes the colour of the letters and the background colour it is placed on:



An example of medium sized black letters on an Inverted background is shown here:



#### TEXT STYLE:

*CONTINUED on the NEXT PAGE:*

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## THE MAIN MENU – (Continued):

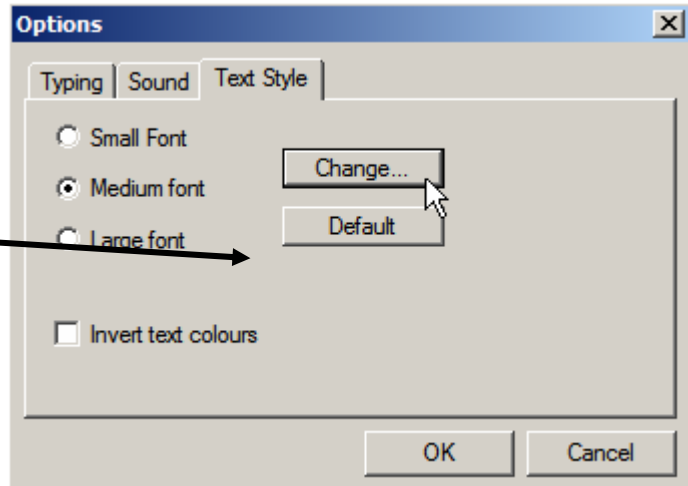
### OPTIONS – (Continued):

#### TEXT STYLE – (Continued):

#### Finally:

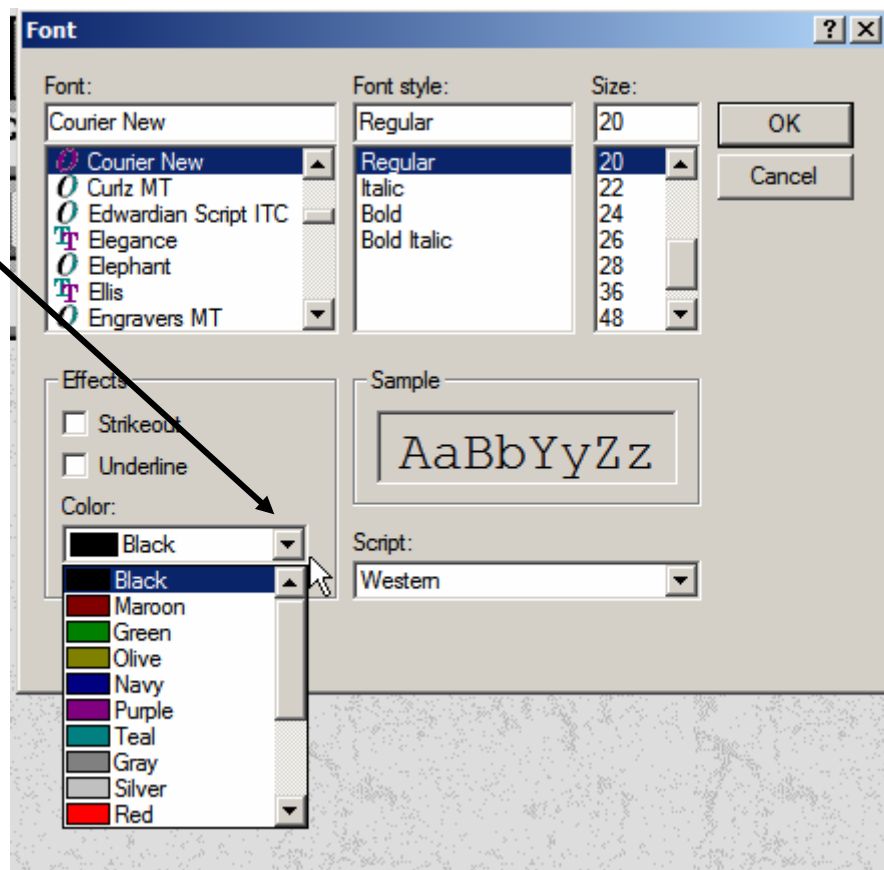
There is an addition option to change the font and its attributes.

Press the Change button using the left mouse button and the following screen will appear:



Now the user can select the font type, various styles, size and also, using the 'drop down' arrow the colour of the font.

(NOTE: The picture shown has the 'drop down' arrow already pressed)



**THE END of the section MAIN MENU OPTIONS**

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