



ELLSWORTH PUBLISHING CO.

Specialists in Internet based
Keyboarding and 10-Key Data Entry Courses

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Ellsworth Publishing Co. (EPC) software is sold in three (3) versions: 1-**Internet**, 2-**Network**, and 3-**Individual**. (1) The **Internet** version is used online, and you will receive instructions from your instructor regarding access. (2) The **Network** version is installed in a lab setting and may only be used at school. (3) The **Individual** version is on the CD that came with your textbook—It can be installed to a floppy disk (for use in a lab setting) or installed to the hard drive of your home computer.

Note If you are using the **Internet** version, you will not be using or installing the software off the CD, but you may use the software on the CD in the future after your Internet class has ended (i.e. practicing for a test).

INSTALLING TO A FLOPPY DISK USING THE CD THAT COMES WITH YOUR TEXTBOOK:

1. Insert the CD into the CD drive; it should load automatically. If it doesn't, go into 'My Computer' to view the contents of the CD, then double click the computer icon labeled "Mastery.exe."
2. When loaded, click on "INSTALL (name of course)"
3. Click on the desired action: View Software Tutorial in PowerPoint, View Quick Start Guide, or install software.
4. Click "Install Software." Follow the prompts to the section that asks "Where Would You Like To Install?" Select Floppy Disk Installation ("3 ½ Floppy (A)" drive) and click OK. Click the "Done" button at the end of the install.

****IMPORTANT**** If your computer does not have the Java Plug-in (Check the control panel), run the Java Plug-in installation (option #3 during the installation procedure). This Plug-in will be installed to the computer, not the floppy disk. In a lab setting, most lab security restrictions will not allow you to install to the computer hard-drives. Have the instructor speak to the lab technicians and ask them to install the latest version of Java on all the lab machines. This is a one time installation; it will not need to be repeated every semester. This free install can be done by downloading Java from www.Java.com or installing the Java Plug-in from the software CD (faster).

TO USE YOUR FLOPPY DISK YOU JUST CREATED

1. Double click the "My Computer" icon on the desktop, double click "3 ½ Floppy A:" to view your disk.
2. Double click on the course folder.
3. Double click on the shortcut.
4. First time use: complete the Setup and continue with your course. If students have trouble viewing the program menu on their screen, be sure the monitor screen resolution is set to at least 800 by 600 pixels (see Control Panel -> Display -> Settings).

FREE UPDATES: (Network & Individual versions only) Periodically we have updates available for our programs. It is recommended that students and teachers run updates upon starting their course, midway through the course, or any time they think they might be experiencing a glitch in the program. We plan on adding several more features to the software in the coming months (another good reason to run a periodic update for the program).



To run an update, open the program after installing it to your computer or diskette and click the globe icon on the program taskbar (When scrolling over this icon it will say "Update program files"). This will request the most recent update from our server. Internet access is needed for this update. After completing the update, close the program and reopen it in order to begin using the update.

THE TOOLBAR



(Network version only) This is the “CREATE new Data File” button. It serves the same function as clicking the “CREATE a new student file”. This is the first step for a new student (providing the teacher has not already created a Data File) in entering the name and ID and course standards in the Setup.



(Internet & Network versions only) This is the “Open Data File” button. It serves the same function as clicking the “OPEN an existing student file”. If a Data File for the student has already been created, the student can find it here. A student will need to verify his/her ID/Password on the data file before it can be opened.



This is the “Print” button to print Lesson timings, or Progress and Grade Reports. The desired screen must be visible/open for it to print.



This is the “Keyboard” button. Clicking this button at any time will show a keyboard with proper placement of the hands on it.



This is the “Drill” button. It brings up an un-timed 15-second screen that students can use to practice words or phrases for a timing. Errors are not checked, or scores recorded, from Drill practice—it is like an open screen where anything can be practiced for 15 seconds. This allows for practicing difficult words and phrases.



This icon directs you to the HELP files on the web. Internet access is needed.



(Network version only) This is the Import License File, and is used by administrators to validate a new Site License or renew a Site License. Clicking this button will open a file dialog box and allow the user to import a license file. License files are received on diskette with your order or by email. This button only shows when a license file has not been imported, or when the license has expired.



(Network & Individual versions only) This is used to automatically update your program. If the software is running on a network or shared directory, this only needs to be performed once for all to be updated. This will download and install any program updates or fixes that are available.



(Internet & Network versions only) This will save a student’s file and close out the student file while leaving the program running for a new student--Especially helpful with the Internet version.



CREATE

a new student file.

(Network versions only) Click here to create a Data File for a new student. Data Files with the student name, ID, and course standards must be created first.



OPEN

an existing student file.

(Internet & Network versions only) This is the “Open Data File” button. It serves the same function as clicking the icon on the toolbar. If a Data File for the student has already been created, the student can find it here. A student will need to verify his/her ID/Password on the data file before it can be opened.

THE MAIN MENU – Setup, Introduction, Lessons Menu, Progress Reports, Grade Reports

- Setup** This is where the student name and ID and course standards (errors allowed, lessons required, grading scale) are entered. Once completed, the name and ID cannot be changed. This is to prevent students from exchanging scores and grades by changing the name and ID. The course standards will appear on the Grade Reports.
- Introduction** The first time the student uses the software; he/she should go through the Introduction. The teacher/parent can use the Introduction as a lesson plan and discuss it with the student(s).
- Lessons Menu** Click the “+” to reveal all the lessons in the Lessons Menu. Click on the lesson desired. The first item in the Lessons Menu is the optional Course Entry timing for students who have some skill in typing but may not know their speed or accuracy. The grading scale could be adjusted based upon the Course Entry timing.
- Students should not skip around, but complete each lesson in order. On the lesson screen, there is an **Adjust Font** button. Moving the slider to the right increases the size of the letters being typed. Speed scores record only if the timings meet the accuracy rate. On the lesson screen, the top three timings are recorded, although any number of timings can be practiced. This is encouraging to the students to see their improvement. The words per minute (WPM) and errors show after every timing. Errors are highlighted. Lessons may be printed by clicking on the “Print” icon on the toolbar (lesson screen must be showing). If lessons are completed at home and a teacher wants to verify the student’s speed and accuracy, any timing could be taken and printed.
- Progress Reports** The best timing scores that meet the accuracy rate in the Setup are recorded on the Progress Report. Timing scores in which the Backspace key was used for correction appear with an asterisk beside it. If the teacher doesn’t want any Backspacing to be used, the timing can be retaken and a higher score without using the Backspace key will replace the lower score and the asterisk will be removed. All timings can be retaken, and higher scores replace lower ones.
- With the Progress Report showing on the screen, click the “Print” icon to get a hard copy.
- Grade Reports** **CURRENT GRADE REPORT (Mid-term grade)**
- The Current Grade Report automatically shows the number of lessons completed, the average score, and the grading scale from the Setup. To obtain a Mid-Term grade, simply check the average score of all completed lessons with the grading scale. Click the “Print” icon to get a printed copy.
- FINAL GRADE REPORT (After all lessons have been completed)**
- The Final Grade Report automatically shows the Final Grade based upon the scores in the Progress Report. To raise a final grade, practice and raise some lower scores on the Progress Report. The Course Standards are shown on the Final Grade Report to show what the final grade is based on. If the Course Standards have been entered incorrectly, have the student go back into the Setup and change them. Then immediately run a new Final Grade Report. Click the “Print” icon to get a printed copy.