

Reset computer by holding down CTRL, SHIFT and ESC keys together in that order. Place cassette into the Dacorder. Rewind tape to beginning then press STOP/EJECT once. Press CTRL and small ENTER keys simultaneously then press PLAY followed by any key. This programme will take about 7½ minutes to load.

Pitman Typing Tutor, is a versatile keyboard course with a new approach designed for anyone who wants to learn to type quickly and efficiently. It is superbly flexible and can be used by complete beginners or as a refresher course for those who want to improve their skills.

It is easy and fun to use, and comes without any tiresome documentation to read — the program contains full instructions and teaches you how to work through the course and you familiarise yourself with the keyboard right from the start.

There are two type of exercise — fingering drills followed by sentence practice — which cover all the keys thoroughly. A screen display of the whole keyboard helps yuu to drill correct fingering.

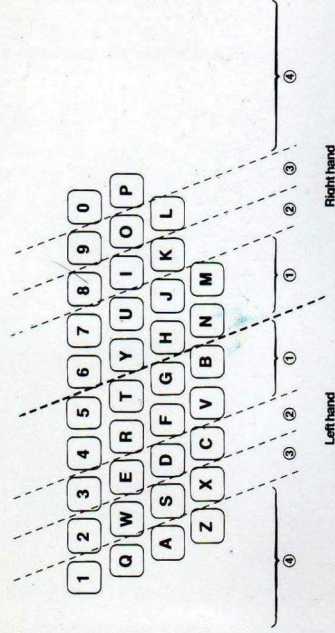
You can work entirely at your own pace and can access or escape from any drill or exercise at any time.

Optional extra work practice is provided which is tailored to solve your own individual problems.

**Progress chart**

Ex.	Acc.	Speed	Ex.	Acc.	Speed	Ex.	Acc.	Speed	Ex.	Acc.	Speed
1			11			21			31		
2			12			22			32		
3			13			23			33		
4			14			24			34		
5			15			25			35		
6			16			26			36		
7			17			27			37		
8			18			28			38		
9			19			29			39		
10			20			30			40		

### The keyboard



At the end of each practice exercise, your speed and percentage accuracy is shown. By using the chart provided, you can record your own progress.

Test passages are also included.

**Pitman typing:** Keyboard skills encourage you to type with 100% accuracy on the whole keyboard with equal confidence. Whether you will be doing straight forward typing, specialised figure work or data processing, this program provides excellent basic training.