MICROTYPE PRO

IBM Version 1.1 & 1.2\MAC Version 1.0
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Hardware/Software requirements

IBM: PC (or 100%-compatible) with 386/33 MHz or higher processor, 4MB memory (8MB recommended), Windows 3.1, SuperVGA monitor capable of displaying 256 colors, and a hard disk. Program takes approximately 8MB of hard drive space.
MAC: Macintosh (or 100% compatible) computer with 68030 or higher processor, 4MB memory (8MB recommended), System 7.0, 13" color monitor set to display 256 colors, and a hard disk.

Most Frequently Asked Questions

The list of questions below are the most frequently asked questions for *MicroType Pro*. If your question is not listed, please contact Technical Support.

1. **How do I get to the Teacher Utilities?**
2. **Why is the size of the font in the Open Screen so small?**
3. **Where are the solutions for the MicroType Pro games?**
4. **How do I print out the Diagnostic Writings?**
5. **Can a student key anything they want in the Class ID text field?**
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8. **Why do I get the message "Maximum 600 Students Has Been Reached?"**
9. **Why are students able to backspace although the backspace key is turned off?**
10. **What does CWPM stand for?**

FAQs

1. <u>**How do I get to the Teacher Utilities?**</u>
   IBM: Hold down the ALT key, click the OK button, and enter the teacher password.
   MAC: Hold down the OPTION key, click the OK button, and enter the teacher password.

2. <u>**Why is the size of the font in the Open Screen so small?**</u>
   The Open Screen default font size is Times 12-point in both Windows and Macintosh versions of MicroType Pro. This font and size would be common to all machines, and because Times 12-pt seemed to be the most common default among commercial word processors such as Microsoft Word and WordPerfect.

3. <u>**Where are the solutions for the MicroType Pro games?**</u>
   The solutions for the games are on pages 48 and 49 in the Users' Manual.

4. <u>**How do I print out the Diagnostic Writings?**</u>
   The student must print the diagnostic writings source code from the program. The writings are NOT in the User's Manual. Steps for printing the Diagnostic Writings by the students and teacher are as follows:

   Students
   - Start the program.
   - Choose Keyboarding Skill Building module.
   - Choose Diagnostic Writings (the check mark icon).
   - Choose a writing to print. Click on the next two OK buttons.
   - Choose File from the menu bar.
   - Choose Print Source copy.

   Teachers
   - Access the Teacher Utilities.
   - Choose Create Diagnostic Writings.
   - Select Open Diagnostic Writing from the File menu.
   - Double-click to open the desired writing.
   - Select Print from the file menu (Ctrl + P) or click the Print button, and click OK.

5. **Can a student key anything they want in the Class ID text field?**
The student can key anything in the Class ID text field, but it will not be to their advantage as he/she will not be included in the class summary report. The teacher will have to go into the Teacher Utility menu and correct the student's class ID error.

6. **What are the changes for Version 1.2?**
- New Open Screen Preferences dialog box from Instructor Utility where instructor can set default for Font and Font Size. These changes impact all classes; cannot make them for individual classes.
- The same dialog box also permits changes to count-down timings. The teacher will now be able to determine whether the backspace key is allowed and whether those count-down timings should be single or double-spaced. The default for count-down timings is double-spaced.
- Although the intent was to have these open screen font changes be reflective of individual classes, that was not possible. The font changes will reflect **all classes**.
- Character format always enabled during count-down timing.
- Version number was changed to 1.2; the README file was updated and the Teacher Help for Update Class Preferences and Preferences were updated.
- Changes to prevent students from typing garbage were made in the following sections: Skill Builder—Sentences and Paragraphs, Skill Builder—Measurement Writing, and Diagnostic Writings. Any word of over 20 characters in length is marked incorrect; the student is told that there are too many errors and is not given credit for completing the work.

7. **Why do I get an illegal operation error message when printing to a color printer while using Windows 98?**
If a customer tries to print to a color printer and gets a message such as "This program has performed an illegal operation and will be shut down." Followed by the Details message of "KeyPro caused a general protection fault in module KeyPro.exe at 00ac:00000419", the customer should disable Image Color Matching (ICM). ICM, which is a new feature of Windows 98, uses way too much stack space, which overwrites data inside MicroType\Keyboarding Pro.
1. From the Start menu, choose "Settings", then "Printers."
2. Right-click on your printer and choose "Properties."
3. Click on the "Graphics" tab.
4. If you have a color printer, you should see a button named "Color…" Click the "Color…" button.
5. There's a section named "Color Control" with three options:
   a. "Print in black and white only."
   b. "Print in color without image color matching."

c. "Print in color with image color matching on the host."

Choose one of the first two options (option #3 is the one that causes trouble).

8. **Why do I get the message "Maximum 600 Students Has Been Reached?"**
The program can accommodate a maximum of 600 students in one directory tree even if they are in different classes. All 600 do not have to be trying to run the program at the same time. A school has 2 choices to work around this problem:
- Set the default path to a different directory (e.g., c:\) and then when students start the program, have them use the Locate button and go directly to their path—assuming everyone is not in the same directory.
- Install two copies of the program (in different directories) and then divide the students into two groups/directory trees—\STUDENT1 (et al) and \STUDENT2 (et al).

9. **Why are students able to backspace although the backspace key is turned off?**
An instructor reported that one of her students has discovered how to bypass the lockout of backspacing in MicroType Pro. In those lessons where the student is ABLE to key something other than what is on the screen: Conditioning Practice & Build Skill, if the student keys a wrong letter, the student can hold down Alt and the Backspace. The cursor highlights the letter just typed and the student can rekey the correct letter. The student can only do this to the letter just typed. They cannot go further back using this method. There is not a fix for this minor problem at this time.

10. **What does CWPM stand for?**
CWPM stands for Corrected Words A Minute.