

MICRO-ErrorChecker Plus

INCLUDES:

MICRO-ErrorChecker v.2006

PLUS

Simplicity Ten-Key Development v.2006

Simplicity Database Data Entry Development v.2006

Simplicity Keyboarding Tutorial v.2006

MEC Supplementary Materials (212 timings and production problems)

On screen display of Supplementary Materials problems

v. 2006

for

Windows 95/98/NT/2000/XP

USER'S MANUAL

**S. E. Warner Software, Inc.
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Sandy, UT 84070**

1-801-277-9444

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MICRO-ErrorChecker Plus 2006

Version Plus 2006 for Windows 95/98 and Windows
NT/2000/XP

User's Manual

Published by S. E. Warner Software, Inc.
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1-801-277-9444

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Before calling for **Technical Assistance**, please read the section on **TROUBLE SHOOTING** on page **104**; then phone **1-801-277-9444** for Technical Assistance.

QUICK REFERENCE FOR MICRO-ErrorChecker Plus 2006, v.2006

PLEASE RUN THE INSTALLATION PROGRAM

See *User's Manual*, page 9

1. Equipment:

Minimum: Windows 95/98/NT/2000/XP Compatible Computer;
Minimum of 4 meg RAM memory,
Hard drive,
Windows Compatible Printer.

Recommended: Windows 95/98/NT/2000/XP Compatible Computer,
16 meg or more RAM memory;
Hard drive or network connection,
Windows Compatible Printer.

2. Preparing to use the software:

If you received a CD, please keep it in a safe place. If you downloaded the program file from the www.sewarner.com website, make a backup copy of the downloaded program file and keep it in a safe place..

3. Commands:

All commands for **MICRO-ErrorChecker Plus 2006** may be displayed on the screen. The frequently used commands may remain on the screen in the Tool bar; however, all commands may be displayed by pressing the **F10** key or by clicking on the '?' mark in the Tool bar or by selecting the **Help** menu and choosing the **Commands screen** item. Don't worry about forgetting the commands--they are just a keystroke away at all times.

4. Dual pitch (characters per line):

MICRO-ErrorChecker Plus 2006 displays either a **Pica** (10 characters per inch) or an **Elite** (12 characters per inch) typing scale on the screen. With elite, margins are set at 12 (1" left margin) and at 90 (1" right margin); the left and right marginal areas appear on the screen but may not be used. With Pica (10 characters per inch), margins are set at 10 (1" left margin) and at 75 (1" right margin); you have access to the entire left marginal area and half of the right margin (up to space 80 on the scale). **MICRO-ErrorChecker Plus 2006** only allows a maximum of 80 characters per line for both Pica and Elite pitch.

5. Printers:

The pitch of the printer will automatically change from **Pica** (10 characters per inch) to **Elite** (12 characters per inch) if you have selected the appropriate printers through Windows 95/98/NT/2000/XP. **MICRO-ErrorChecker Plus 2006** is completely dependent upon the selection of the printer through Windows 95/98/NT/2000/XP. (See **User's Manual–Trouble Shooting**, section on **Printing**, page 104.)

6. Format menu:

The **Electronic Typewriter** mode provides for 7 format items: 1) Underline mode [Ctrl+Shft+U], 2) Bold mode [Ctrl+Shft+B], 3) Centering [Ctrl+Shft+C], 4) Expand mode (spread typing) [Ctrl+Alt+E], 5) Right justify [Ctrl+Alt+J], 6) Superscript mode [Ctrl+Alt+K], 7), Margin centering [Ctrl+Alt+M]. In the **Simplified Word Processor** mode, four additional format items are available: 8) Hanging indent [F8], 9) Insert mode [Ctrl+Alt+I], 10) Reformat paragraph [Ctrl+Alt+F], and 11) Compress page [Ctrl+F8] (See **User's Manual, CTRL+F8**, page 42). All format menu options toggle **on** or **off** using the same menu item or control key combination. The status of the items selected will be shown in the Tool bar with the exception of **INSERT** mode and **STRIKEOVER** mode which is shown at the right side of the status bar. Single time functions such as margin centering, reformat paragraph, and compress page perform the function without further indication. **NOTE:** The **Electric Typewriter** mode does not provide for any of the above format items; however, all modes have the basic format features of add/delete underline or bold, set pitch, set line spacing, set margins, set and clear tabs. The **Electric Typewriter** mode and the **Electronic Typewriter** mode with wordwrap **OFF**, also have a margin release available.

7. Timing:

MICRO-ErrorChecker Plus 2006 provides for 3 timing modes: 1) Timer OFF, 2) Continuous timing, and 3) Countdown timer (stopwatch feature). The timing mode is selected prior to the beginning of each activity, and may not be changed until a new activity is started.

8. Correction:

MICRO-ErrorChecker Plus 2006 provides for correction to be either **ON** or **OFF**. If correction is **ON**, the student will be able to edit previously typed text. If correction is **OFF**, no editing of previously typed text will be possible. The correction mode is set prior to beginning each activity, and may not be changed until a new activity is started. Status of the correction mode is printed in the heading of each document or activity and recorded in the student record.

9. Document and activity information (heading):

If the document has previously been saved, the name of the document is printed at the right on the first line of page 1. In addition, all page headings contain the following information: Name, Time, Date, Page number, Mode designation (**T**=Electric typewriter; **ET**=Electronic typewriter; **WP**=Simplified Word Processor), Total error check data--error checks since current document was created and the total error checks for this key name in the student record (**Tck 2/4** means this specific document has been error checked twice since it was created; however, the key name for this document has been used to error check four times), Correction **ON** or **OFF**, Wordwrap **ON** or **OFF**, Edits (number of times a document has been reloaded), Total words typed, Time used (minutes:seconds), and Gross Words per Minute (GWPM).

If the document has been error-checked the following are also included: Number of errors, Net Words per Minute (NWPM), Cutoff Words per Minute (COWPM), and Checks (the number of times the error-checker has been used on this document. This **Cks** number should be the same as the first number shown on line 2 in the Tck area. If the Cks number is less, the student has error checked an "**old**" saved document. This procedure should be discouraged since teacher control over "**cheating**" is severely compromised!). In order for the teacher to maintain control, each time any editing takes place after an error-check, the Errors, NWPM, and COWPM items will be removed from the heading. These items will not reappear until after the next error-check is done.

MICRO-ErrorChecker Plus 2006 is designed to help the teacher improve the student's proofreading skill. To be certain that a student is proofreading their own work, and has not modified a document after it has been error-checked, the teacher should require that the **Edits** counter not appear in the heading, the **Checks** counter should be **1**, the **Tck** should be 1 for this document, and the error count information appears in the heading of the document.

NOTE: The heading may not be printed, if so desired; however, for all assignments to be turned in, it is highly recommended that the heading **ALWAYS** be required by the teacher.

10. Word counts and word per minute rates:

At any time while a timing function is operative, you may see your Word Per Minute calculation (including time used and total words typed) by pressing **ESC**. You will be sent to the **Document data dialog**, you may return to the your current document by again pressing **ESC** or clicking on the **Cancel** button or double-clicking on the **Return to current job** radio button.

11. Saving:

You will need an additional formatted disk, or a personal storage location on the hard drive or network, before you may save any documents that you have typed. Label your storage disk appropriately. See your Windows 95/98/NT/2000/XP user's manual for instructions on formatting storage disks.

12. Business forms:

MICRO-ErrorChecker Plus 2006 includes 18 commonly used business forms. You may create and add additional forms by typing the form and saving by pressing **Ctrl+Alt+F9**.

NOTE: Some of the business forms are designed as simulation forms and are used exclusively for educational purposes. (For example: postal cards and envelopes.)

13. Orientation:

It is recommended that each user spend a few minutes reviewing the commands available in **MICRO-ErrorChecker Plus 2006**. From the Tool bar, click on the **Question Mark (?)**.

14. Maximum document size:

MICRO-ErrorChecker Plus 2006 provides six 66-line pages in memory. If a document is longer than six pages, you will need to save it under more than one document name. (For example an 18-page document could be saved as follows: pages 1-6 as JOB1A, pages 7-12 as JOB1B, and pages 13-18 as JOB1C.) **NOTE:** If documents longer than six pages are to be error-checked, it will be necessary to have a separate key for each data file, and the student data files will need to begin/end at the same word as the respective key.

15. Underlining and bold:

In the **Electric typewriter** mode, underlining is done exactly as on a standard typewriter (backspace and strike over with the underscore key); with the **Electronic typewriter** and **Simplified Word Processor** modes, underlining may be done automatically. (Press **Ctrl+Shft+U** or select Underlining mode from the **Format** bar or click on the Underline mode button on the Tool bar.) **NOTE:** The proper printer must have been properly installed through Windows 95/2002/NT/2000/XP so that underline and bold will be printed properly. Similarly **Ctrl+Shft+B** or select **Bold** mode from the **Format** menu or click on the **Bold** mode button on the Tool bar selects automatic bold in **Electronic typewriter** and **Simplified Word Processor** modes, or you may overstrike the characters with the **Shft-Underscore** or **Ctrl+Underscore**; overstriking the characters with the **Shft+Underscore** or **Ctrl+Underscore** will add or remove the underline or bold from the characters the same as with the **Electric typewriter** mode.

16. Superscripts

MICRO-ErrorChecker Plus 2006 supports superscripted characters. Superscripted characters are entered by pressing **Ctrl+Alt+K** (to turn superscript **on**), typing the desired characters, and pressing **Ctrl+Alt+K** (to turn superscript **off**.) You may also use the Tool bar button **SU** or the **Format** menu. **NOTE:** The proper printer must have been previously installed by Windows 95/98/NT/2000/XP.

17. Block operations:

When using the **Simplified Word Processor** mode, text may be marked and subsequently moved, copied, or deleted. Mark the required text with your mouse and then select the appropriate **Cut**,

Copy, or **Paste** function from the **Edit** menu. **NOTE:** When a block of text is copied, the characters that are copied are not added to the word count, and a 'c' is appended to the word count to indicate the presence of copied characters and an asterisk (*) is placed at the beginning of the "**Saved as**" filename in the student record.

18. Margins, tabs, pitch, and spacing:

Each line of a **MICRO-ErrorChecker Plus 2006** document stores information concerning margins, tabs, pitch and spacing for that particular line. Blank lines inherit the above information from the last preceding non-blank line and, therefore, changes in margins, tabs, pitch, or spacing must be made on a **non-blank line**, or some character or space must be typed on the line prior to moving to a new line.

19. Hanging indent:

MICRO-ErrorChecker Plus 2006 provides for a **Hanging Indent** mode. Pressing **F8** toggles hanging indent mode **ON** or **OFF**. Pressing **F8** at the left margin will cause hard returns to go to the old left margin (indicated on the typing scale by the character **I**) and soft returns to go to the first tab position (now indicated as the left margin with the character **L** on the typing scale.) Pressing **F8** to the right of the current left margin will cause hard returns to go to the old left margin (indicated on the typing scale by the character **I**) and soft returns to go to the current cursor position (now indicated as the left margin with the character **L** on the typing scale.) Hanging indents may not be set to the left of the left margin. Pressing **F8** when the character **I** appears on the typing scale (indicating hanging indent is **ON**) will turn hanging indent **OFF**, and restore the margins and tabs.

20. Error-checking:

Students request an error-check of their documents by pressing **CTRL-E** in the open typing screen or clicking on the **Check document for errors** when at the **Document data dialog**. At the **Open KEY File** dialog, the student then selects or types the name of the key file which has been previously prepared by the instructor.

21. Key creation:

Keys are created by the instructor by accessing the **Key Builder** from the **Teacher** menu item or from the bottom of the **Document data dialog** box after the **Teacher Menu** button is selected and the password entered. If the **Key builder** menu item is **disabled**, select **Password** and enter your **password**. Return to the **Teacher** menu and select **Key Builder** to enter the key builder program.

22. Student records:

Parameters for the maintenance of student records (number of scores to record, method of ranking scores, penalties for errors, etc.) are set by the instructor in the **Edit/Create Class** portion of the program which is accessed from the **Teacher** menu. If the **Edit/Create Class** menu item is **disabled**, only the current student's record that will be displayed by selecting from the **File** menu the **Access student record** item.. If you desire to be able to display any student record, first select **Password**

and enter your **password** then return to the **Teacher** menu and choose **Dbase Utility** item to enter the **Dbase Utility** program which contains all student records.

Students may access their own **Student Record** by pressing **Ctrl+F6** while in the text-entry screen or select from the **File** menu the **Access student record** item. Students may display or print their drill, production, and exam scores as well as backup their records.

Teachers may access student records by selecting **Dbase Utility** from the **Teacher** menu after authorization by entering the **password**. Through this option teachers have full control of the class records, permitting them to modify data records, backup/restore data records, modify class lists, transfer student records to other classes, display/print records and passwords, and generate class summary reports.

23. Verification of paths and user access rights:

The installation program creates two text files (**MECplus2006prog.txt** and **MECplus2006setup.txt**) and copies these files to the **C:\Program Files** folder. **MEC Plus 2006 v.2006** requires that these two files be available. The **MECplus2006prog.txt** file contains the complete path to the **Mec.exe** executable program file and the **MECplus2006setup.txt** file contains the complete path to the **Class Setup** folder where the **Class Setup (defaults.xxx)** files are located and also where the **Records** folder and the **Keys** folder are generally located. In addition to these two text files, the **Class Setup** file (**defaults.xxx**) contains four related path fields:

Program Path: This path is generally the same path as contained in **MECplus2006prog.txt** file.. This path is used primarily to locate the business forms.

Records Path: This path is generally the same path as contained in the **MECplus2006setup.txt** file plus the addition of the “**...\records**” folder at the end of the path. The path is used to locate the **records** folder where the **class lists (classrec.xxx)** files and the student records are maintained.

Keys Path: This path is generally the same path as contained in the **MECplus2006setup.txt** file plus the addition of the “**...\keys**” folder at the end of the path. The path is used to locate the **keys** folder where the error-checking key files are located.

Storage Path: This path is where the student saves his/her document files.

NOTE: When a Class Setup file is created and saved, the program will test the compatibility of the paths and the **User Access Rights** for the teacher. To test for a student, logon the network as a student and enter “**INSTRUCTOR**” for the name when initializing **MEC Plus 2006**.

FEATURES OF MICRO-ErrorChecker Plus 2006

MICRO-ErrorChecker Plus 2006 works like a simplified word processor, an electronic typewriter, of an electric typewriter. The features of each mode and the general features of the software are listed below:

Electric typewriter features:

- Margin setting
- Tab setting
- Tab clearing: (single or all)
- Line spacing: (single, double, or triple)
- Pitch setting: (pica or elite)
- Horizontal/Vertical centering (backspace from center)
- Word underlining: (backspace and strikeover with underscore key)
- Superscripted characters:

Electronic typewriter features:

All electric typewriter features plus:

- Wordwrap
- Automatic Centering
- Center between margins
- Expanded text (spread typing)
- Bold characters
- Right justification
- Automatic underline
- Decimal tabs

Simplified Word Processor:

All electronic typewriter features plus:

- Insert mode
- Hanging indent
- Paragraph reformat
- Block operations: (copy, move, delete)
- Find/Replace function

Content and format error-check of student documents:

- Immediate student feedback
- Errors marked on printed documents
- Error-check data recorded in the student record

Student records:

- Class roll maintenance--add/delete/modify student names
- Logon password [ON/OFF]
- Record drills, productions, and exams
- Rank drill scores by GWPM, NWPM, or COWPM
- Display/Print student records and passwords

Backup student records
Transfer student records from one class to another
Teacher editing of student records

Additional features (available in all modes):

Alert that document has not been saved
Printing document
 Entire document
 Selected pages or activities
Cancel of printing
Saving and loading of document files
Deleting document files
Insert blank spaces (characters)
Insert blank lines
Deleting characters
Deleting lines
Display of document names on data disk
Edit Counter (number of times a document has been reloaded)
Commands displayed on screen
 Frequently used commands are available in the tool bar.
 All commands may be displayed from a help command or the '?' mark
Review work in progress
Select from 18 commonly used business forms
Create and add business forms to the software.

Selectable features:

Correction feature [ON/OFF]
Wordwrap feature [ON/OFF]
Timer [ON/OFF]
Timer display [ON/OFF]
Stopwatch (countdown timer)
Multiple activities in one document (You may include up to six separate timed activities in a single document file. Each timed activity begins on a new page.)
Print student identification headings
Paper saver printing
Bold, underline, and superscript

Other notable features:

A student **CANNOT** copy and use another student's work
All timing and WPM calculations handled by the computer
Heading include: Student name, Time, Date, Words typed, Time used (minutes:seconds), GWPM, Wordwrap (ON or OFF), Correction (ON or OFF), and Edits (number of editing sessions--if none, no display, Current document name (if saved), and Mode of operation. For documents which have been error-checked the heading will also include: Number of errors, NWPM, and COWPM.
Six 66-line pages in memory available for each document
Automatic skip from end of line 60 to beginning of line 6 on next page when using the wordwrap feature.

INSTALLATION OF MICRO-ErrorChecker Plus 2006 SOFTWARE

CD INSTALLATION OF MICRO-ErrorChecker Plus 2006 SOFTWARE

NOTE: If this is to upgrade from **MEC 98** or **MEC 2002**, **UNINSTALL** the old version.
(**Note: No previous class setup files, student records, or keys will be changed by Uninstall.**)

Insert the **MICRO-ErrorChecker Plus 2006** CD into your CD drive (AutoRun CD):
(If AutoRun fails, select **Start -> Run**; then enter the **CD drive letter:setup.exe**)

Click on the "**Install Licensed Program**" or the "**Install Demo/Preview Program**" button.

Follow the directions on the Install screens.

INSTALL DOWNLOAD OF MICRO-ErrorChecker Plus 2006 SOFTWARE (www.sewarner.com)

NOTE: If this is an upgrade from **MEC 98** or **MEC 2002**, **UNINSTALL** the older version.
(**Note: No previous class setup files, student records, or keys will be changed by Uninstall.**)

Open the "**download folder**" and double click on the downloaded file (mec2006.exe) to extract the installation setup files. Now, open the '**MECPlus2006**' folder. Double click on the **setup.exe** to install **MECPlus 2006**.

Follow the installation directions on the Install screens.

NETWORK INSTALLATION

If a single installation of **MICRO-ErrorChecker Plus 2006** has been installed on a network server, the following should be done:

Create a shortcut icon from MEC2006.exe and copy this shortcut to the desktop of each workstation or place a startup item in your program launcher.

Please note that a network installation is only appropriate when **MICRO-ErrorChecker Plus 2006** has been installed onto a network server from which it is loaded into individual stations at run time.. If your class room is set up such that each individual station (which may be connected to a network) has its own copy of **MICRO-ErrorChecker Plus 2006** installed on its own hard drive, you should perform a standalone (hard drive) installation of **MICRO-ErrorChecker Plus 2006** onto each of these stations.

THE INSTALLATION PROGRAM

To install **MICRO-ErrorChecker Plus 2006** to your hard drive or network, you must run the installation program. **NOTE: Make sure no other applications are running while installing this software.**

The installation paths for **MICRO-ErrorChecker Plus 2006** are as follows:

Hard drive standalone installation:

Choose Destination Location: *

C:\Program Files\MECPlus 2006 (Program folder location)

Choose Class Defaults Storage Location: **

C:\Program Files\MECPlus2006Setup or
C:\MECPlus2006Setup (Location of class lists, class setup files, student records and error checking keys. This may be a different folder on the C drive.)

* The path selected will be the path contained in the **MECplus2006prog.txt** file.

The path selected will be the path contained in the **MECplus2006setup.txt file.

Hard drive installation of program / network location for Class Defaults:

Choose Destination Location: *

C:\Program Files\MECPlus 2006 (Program folder location)

Choose Class Defaults Storage Location: **

(Server Drive Letter):(Server path to program folder):

For example:

X:\ ... \MECPlus2006Setup (Location of class lists, class setup files, student records and error checking keys)

* The path selected will be the path contained in the **MECplus2006prog.txt** file.

The path selected will be the path contained in the **MECplus2006setup.txt file.

THE INSTALLATION PROGRAM

To install **MICRO-ErrorChecker Plus 2006** to your hard drive or network, you must run the installation program. **NOTE: Make sure no other applications are running while installing this software.**

The installation paths for **MICRO-ErrorChecker Plus 2006** are as follows:

Hard drive standalone installation:

Choose Destination Location: *

C:\Program Files\MECPlus 2006 (Program folder location)

Choose Class Defaults Storage Location: **

C:\Program Files\MECPlus2006Setup or
C:\MECPlus2006Setup (Location of class lists, class setup files, student records and error checking keys. This may be a different folder on the C drive.)

* The path selected will be the path contained in the **MECplus2006prog.txt** file.

The path selected will be the path contained in the **MECplus2006setup.txt file.

Hard drive installation of program / network location for Class Defaults:

Choose Destination Location: *

C:\Program Files\MECPlus 2006 (Program folder location)

Choose Class Defaults Storage Location: **

(Server Drive Letter):(Server path to program folder):

For example:

X:\ ... \MECPlus2006Setup (Location of class lists, class setup files, student records and error checking keys)

* The path selected will be the path contained in the **MECplus2006prog.txt** file.

The path selected will be the path contained in the **MECplus2006setup.txt file.

Network installation of program:

Choose Destination Location: *

(Server Drive Letter):\ (Server path to program folder):

for example:

X:\ ... \MECPlus2006\ (Program folder location)

Choose Class Defaults Storage Location: **

(Server Drive Letter):\ (Server path to program folder):

for example:

X:\ ... \MECPlus2006Setup\ (Location of class lists, class setup files,
student records and error checking keys)

* The path selected will be the path contained in the **MECplus2006prog.txt** file.

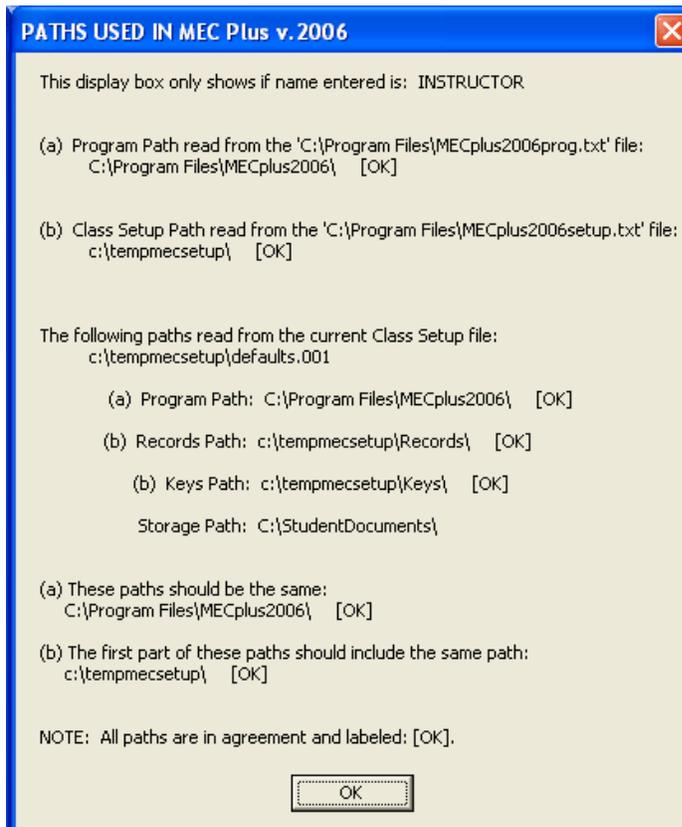
The path selected will be the path contained in the **MECplus2006setup.txt file.

NOTE: For **Network Installations**, change the drive letter and paths according to your network installation policies and procedures. Consult with your school's network administrator.

NOTE: The two text files mentioned above (**MECplus2006prog.txt** and **MECplus2006setup.txt**) are critical to the operation of **MEC Plus 2006 v.2006**. Be sure the paths are correct. You may change the path simply by double click on the file, making the necessary changes and then re-saving the file. The installation program will also create any subdirectories/folders that do not exist before copying the files to your hard drive. If at any time during the installation process you have made a mistake, **Cancel** the installation and re-run the installation again.

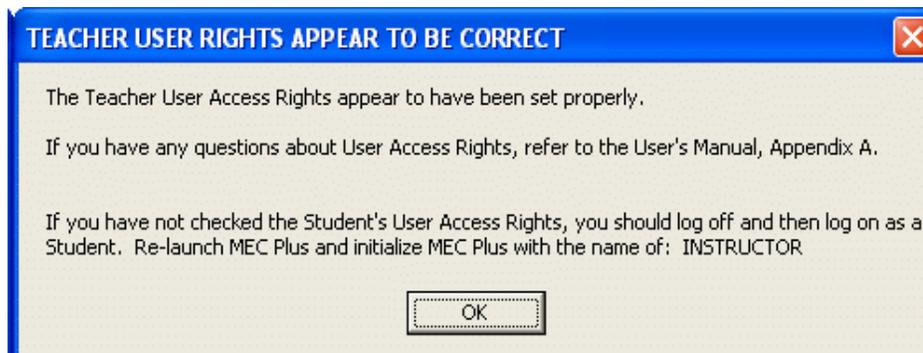
The paths contained in the **MECplus2006prog.txt** and **MECplus2006 setup.txt** files will be tested for compatibility with **MEC Plus 2006** and with the paths identified in the Class Setup file when created and saved. (See item **23** in the **Quick Reference section**, page 6.).

A test for path compatibility and **User Access Rights** can be done at any time by logging on to the network as a **Teacher** and then launching MEC Plus 2006 and when initializing MEC Plus 2006, enter "**INSTRUCTOR**" in the name box. Also, you can test as a **Student** the same compatibility and **User Access Rights** by logging on the network as a Student and then when initializing MEC Plus 2006, enter "**INSTRUCTOR**" in the name box. If the program detects any **User Access Rights** problems, see **Appendix A** of this User's Manual. The program will notify you of each User Access Rights problem and then terminate the program so that you may correct the problem. The path compatibility feature displays the following display:



You will note that in the display above, the two paths read from the **MECplus2006prog.txt** and the **MECplus2006setup.txt** files are displayed and compared with the paths indicated in the **Class Setup** file created for this class.

When the User Access Rights appear to be correct, the following message appears:



Installation Hints for MICRO-ErrorChecker Plus v.2006

SUGGESTED PATHS

	Path to Program files:*	Path to Class Setup files:**	Notes:
1. Network system (recommended):***	F:\MECplus2006	F:\MECplus2006Setup	*This is the location on the server where you want the installation of MEC 2006. The Destination Folder path of Install Screen "2. Choose Destination Folder for Class Setup Files (Program NOTE: The drive letter to the server (F:\) is only given as an example of the server drive letter--yours may be different.
2. Program on Local Drive and Class Setup files on Network server:	C:\Program Files\MECplus2006	F:\MECplus2006Setup	
3. Simple Standalone system:	C:\Program Files\MECplus2006	C:\MECplus2006Setup	**This is the location for the Class Setup file, the Student Records, and the Error-Checking Keys. The Destination Folder path of Install Screen "3. Choose Destination Folder for Class Setup Files (Class list, Records, Keys). NOTE: The drive letter to the server (F:\) is only given as an example of the server drive letter--yours may be different.
4. Alternate Standalone system:	C:\Program Files\MECplus2006	A:\MECplus2006Setup	***The Install Program will automatically create two (2) text files "MECplus2006prog.txt" and "MECplus2006setup.txt". These two files are saved on the hard drive at: "C:\Program Files\". These files contain the path to the Program files (MECplus2006prog.txt) and the path to the Class Setup files (MECplus2006 setup.txt). If you installed MEC Plus 2006 on only the network server, you must either re-run the MEC Plus 2006 Install Program on each workstation (make sure the paths to the Program files and Class Setup files are the same as when MEC was set on the network server). When on the install screen (4. Setup Type Selection), select "Activate Network Workstation". Instead of a re-run of MEC 2006 Install Program on each workstation, you may copy the two text files from the "C:\Program Files" folder on the workstation on which you did the original installation of MEC 2006 on the server and copy these two text files to the "C:\Program Files" folder on each workstation.

NOTE: The destination paths should be to different folders for the above two folders since the User Access Rights that the Class Setup files require are more than you may wish to grant to the program files path. See SPECIAL NETWORK CONSIDERATIONS below.

SPECIAL NETWORK CONSIDERATIONS

The following describes the File Attributes and User Access Rights associated with the directories/folders/paths that you specify through the setup program.

Folder/Directory/Path	File Attributes	User Access Rights
Program	All Files Shareable / Read / Write	Students: Read / File Scan Teachers: Read / Write / Create / Delete / File Scan
Records	All Files Shareable / Read / Write	Students: Read / Write / Create / File Scan Teachers: Read / Write / Create / Delete / File Scan
Keys	All Files Shareable / Read / Write	Students: Read / File Scan Teachers: Read / Write / Create / Delete / File Scan
Document Storage	Should be either a floppy or a network drive letter mapped to the individual's home directory/folder. (There would be no subdirectory indicated in the setup.) Each individual should have all rights to his/her storage drive/folder/path.	

Continue

The above dialog box appears and gives specific suggestions for the paths (installation locations) for MICRO-ErrorChecker Plus 2006. This box also shows the specific User Access Rights and File Attributes that should be set for both the Teacher and Student groups.

Installation Welcome screen.

1. Welcome -- MICRO-ErrorCheckerPlus v.2006 Installation Program



Welcome to the MICRO-ErrorCheckerPlus v.2006 Setup program. This program will install MICRO-ErrorCheckerPlus v.2006 on your computer.

It is strongly recommended that you exit all Windows programs before running this Setup program.

Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.

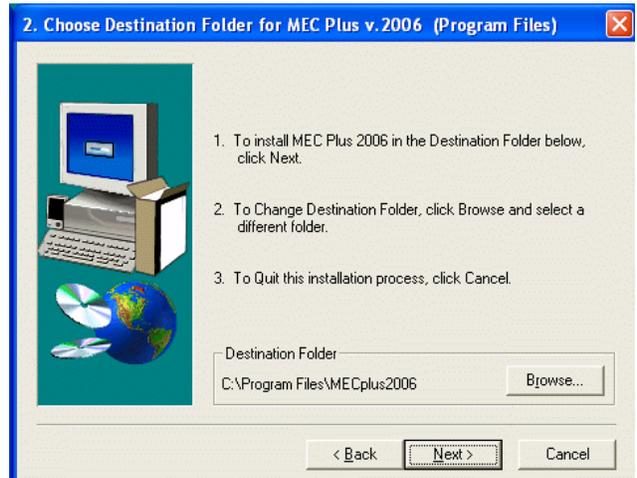
WARNING: This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

Next > Cancel

Destination Selection Screen:

Click **NEXT** to continue with the installation program. You should **NOT** change the Destination Directory unless you are certain a different location is required for your installation.



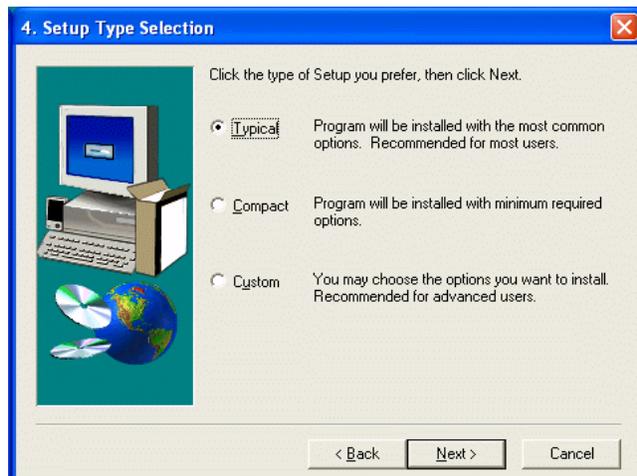
Class Defaults Location Selection Screen:

Click **NEXT** to continue with the installation program. (This parameter should be the same as the location designated on the previous screen unless **MICRO-ErrorChecker Plus 2006** is installed on individual hard drives and the class default files are being stored on a network location.



Setup Type

Select **TYPICAL**, **CUSTOM**, or **COMPLETE** and click on **NEXT** to continue with the installation.



Typical

Installs all program files to the hard drive or network server specified in the Destination Directory on the previous screen. (Requires about 3 Meg of disk space.)

Custom	You may select to install either or both of the following: Program Files (requires 3 Meg of disk space) Help Files (<u>User's Manual</u> --requires 1 Meg of disk space)
Complete	Installs both the program files and the User's Manual. Requires about 3 Meg of disk space for the program files and an additional 1 Meg of disk space for the User's Manual. You may prefer this option if you will be printing additional copies of the User's Manual for use within the licensed school.

After selecting the desired options, the installation program will copy the appropriate files. A final message indicating successful completion of the installation program will then appear.

After the installation program is complete you may run **MICRO-ErrorChecker Plus 2006** by selecting **MICRO-ErrorChecker Plus 2006** from the **START --> PROGRAMS** or by clicking on a newly created shortcut placed on the desktop or by selecting a startup item from a program launcher..

The Uninstall Program

If it is desired to uninstall **MICRO-ErrorChecker Plus 2006** software, you may use **Add/Remove Programs** from the **Windows 95/98/NT/2000/XP Control Panel**. To uninstall **MICRO-ErrorChecker Plus 2006** from a network server, the uninstall must be done from the same workstation as was used in the installation.

EQUIPMENT REQUIREMENTS

Minimum: Windows 95/98/NT/2000/XP, 486 processor,
66 Mhz compatible computer,
Minimum of 4 meg RAM memory,
Hard drive,
Windows compatible printer.

Recommended: Windows 95/98/NT/2000/XP,
Pentium III compatible computer,
16 meg or more RAM memory,
Hard drive or network connection,
Windows compatible printer.

CREATE INDIVIDUAL CLASS FILES

Each class using **MICRO-ErrorChecker Plus 2006** is required to have its own individualized **class file** which includes all of the specific standards for that particular class.

Creating an individual class file:

NOTE: Each class that is created for **MICRO-ErrorChecker Plus 2006** has an independent **class file** so that different standards may be used in different classes. Each **class file** may have a separate password. Teachers should be careful to choose passwords that they will not forget; and if someone other than the teacher is creating the class files, that individual should make certain that the password(s) are given to the appropriate teachers. It is also recommended that the **class file** contents be noted so that a written copy of the all settings are available to the instructor.

REMEMBER: It is necessary that an individual **class file** be created before **MICRO-ErrorChecker Plus 2006** is used in the classroom.

Procedure for creating the first individual class file:

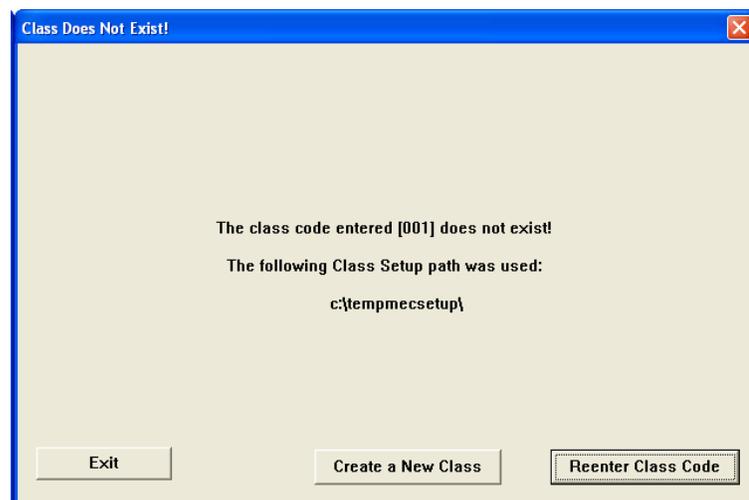
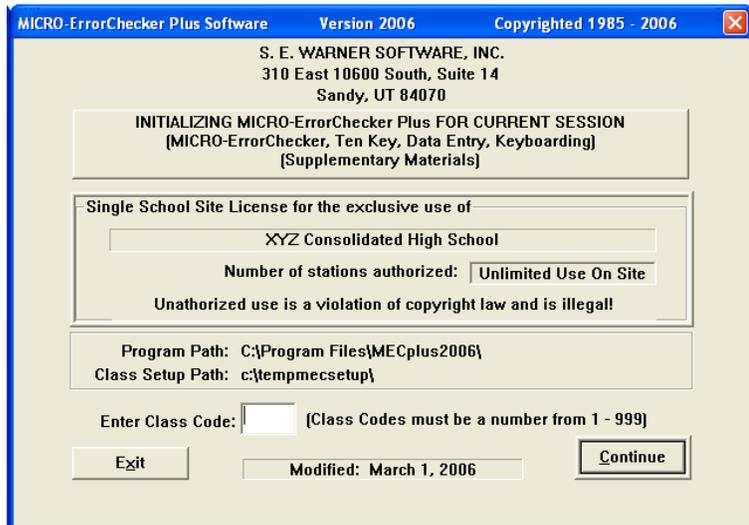
1, Start **MICRO-ErrorChecker Plus 2006** by clicking on the Task bar *Start* button; select *Programs*; choose *MICRO-ErrorChecker Plus 2006*.

1. Enter the **class number** of the class for which you want to create a **class file**.

Note: The release date of this program is given at the bottom of the box.

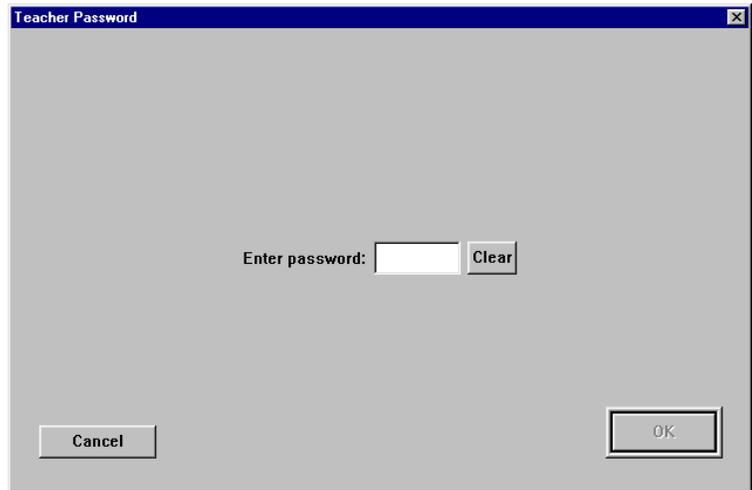
2. Since a class with that number does not exist; the **Class Does Not Exist** dialog appears:

Click **Create a New Class** button.

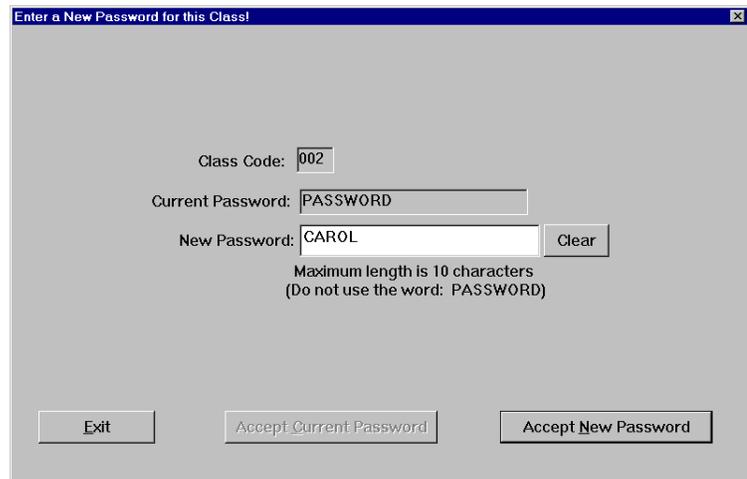


3. Enter the **Password**:

NOTE: The password is: "PASSWORD"



After clicking on **OK**, you will be required to enter a new password for this new class. The new password **cannot** be the word "PASSWORD"



You will be reminded to **REMEMBER** your new password for this class.



4. Complete the **Class Setup Dialog**

NOTE: You will notice the **Class Setup Dialog** box appears. All of the data in this dialog box is the default values set by the installation program.

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- i)
- j)
- k)

NOTE: An alternative method of completing the items in this Class Setup Dialog, is to click on the **Help** dialog button on the bottom row. Several **Help** screens are then available with on screen help information. **ALL CHANGES MADE TO ITEMS WHILE A HELP SCREEN IS ACTIVE RESULTS IN THE CHANGES BEING MADE TO THE CLASS SETUP DIALOG.**

a) Logon Procedures:

There are three drop-down menus from which you must make a selection.

- 1) The first drop-down item allows you to select whether you would prefer that the student type his/her name or select the name from a list of all students currently enrolled in the class each time they begin using **MICRO-ErrorChecker Plus 2006**. The options are: **Type NAME** or **Select NAME from LIST**.
- 2) The second drop-down item allows you to select whether you will require students to enter a password when accessing the software. There are nine different options for passwording student access to the software. Each option generates a distinct list of three character passwords. If this option is selected, the teacher will need to

add students through the **Dbase Utility** item of the **Teacher** menu, and provide the passwords to the students. (The passwords may also be printed through the **Dbase Utility** item of the **Teacher** menu.)

- 3) The third drop-down menu allows you to select whether you would like the software to automatically create student records. If this option is set to **Password NO**, the instructor will need to add students through the **Dbase Utility** item of the **Teacher** menu. This option is automatically set to **Auto Logon NO** if the student logon is passworded in the password drop-down menu.

b) Accelerate Video:

Check to accelerate operation speed on 486 and slower pentium computers. This mode is actually preferred for all computers.

c) Document preparation:

There are eight (9) items which need to be considered in this section:

- 1) The first item is a drop-down menu for the default pitch for the typing scale. You may select either **PICA (10 pitch)** or **ELITE (12 pitch)**. The pitch refers to the number of characters per inch. **NOTE:** The setting of the pitch is merely the default setting for **MICRO-ErrorChecker Plus 2006**; the student may change the pitch while using the software.
- 2) The second item is a drop-down menu for selecting the screen font size to be used. Select your personal preference; however, users of Windows NT/2000/XP Workstation should select a screen font followed by the (NT) indicator. Windows 95/98 users may select any of the fonts. **NOTE:** All documents will still print in Pica (10 cpi) and Elite (12 cpi).
- 3) The first three check boxes concern the availability of operational modes: **Word processor**, **Electronic Typewriter**, and **Typewriter**. (*NOTE: operational mode selections may not be changed during the use of the software.*) The next four check boxes are for setting the defaults for **Correction (ON or OFF)** and **Wordwrap (ON or OFF)**. The default settings for **Correction ON/OFF** and **Wordwrap ON/OFF** may be changed by the student before starting each new activity. (*NOTE: These default settings cannot be changed during the completion of an activity.*)

d) Sartup default mode:

If more than one operational mode has been checked as being available, you may select which mode should be the default startup mode each time **MICRO-ErrorChecker Plus 2006** is started. Students will be able to change the mode of operation at the beginning of each new document or activity with the selection they have made being printed in the document information heading.

e) **Record keeping:**

There are four drop-down menus from which you must make a selection.

- 1) The first drop-down menu is normally set to **Record Scores YES**. If there are times when the instructor would like the students to create and error-check documents without having the results stored in the student record, this option would be changed to **Record Scores NO**. If this option is set to **Record Scores NO**, students added to the class will not have a student record created for them until the option is set back to **Record Scores YES**.
- 2) The second drop-down menu determines which method the results will be sorted in the student record. Timed writings, paragraph drills, and line drills will be sorted in the student record according to Gross Words per Minute (**Rank by GWPM**), Net Words per Minute (**Rank by NWPM**), or Cutoff Words per Minute (**Rank by COWPM**).
- 3) The third drop-down menu determines which drill and timed writing activities are recorded in the student record. The four options are: **Record ALL**, **Record FIRST** (use the first attempt), **Record BEST** (use the best attempt), and **Record LAST** (use the most recent attempt).
- 4) The fourth drop-down menu allows three options for backing up student records. You may select **Backup AUTO** (automatic backups are made), **Backup MENU** (students make backups of their own records when they desire) and **Backup NO** (no backups are made).

f) **Class standards:**

There are four items to be set in this section.

- 1) The first item is for number of words subtracted per error for Net Words per Minute (**NWPM**) calculation: This is the number of words which will be subtracted from the total words typed for each error. The resulting number of words will be used to calculate the Net Words per Minute rate. The value may be set to any number between 1 and 20 (the traditional penalty is 10).
- 2) The second item is for the Cutoff Error Number. This is the maximum number of errors that are acceptable in a document for the Cutoff Word per Minute (**COWPM**) calculation. Keystrokes up to the Cutoff Error Number will be counted; this number of keystrokes and the total time used for the entire activity will be used to calculate the Cutoff Word per Minute rate. This value may be set to any number between 1 and 20. If you do not want to use a Cutoff Word per Minute rate for grading purposes, leave the value set at 20.
- 3) The third item is the Maximum Errors per Minute allowed. Select the maximum number of errors per minute that will be permitted for a timed writing or paragraph drill to be included in the student record. Timed writings and

paragraph drills that exceed this maximum number of errors per minute will not be included in the totals and averages given in the timed writing and paragraph drill summaries.

- 4) The fourth item is the Number of Scores to Average for drills and timed writings. Select the number of scores which you wish to have used in calculating the totals and averages for timed writings, paragraph drills, and line drills. This selection may be any number from 1 to 10.

g) Minimum time:

Select the minimum time required for a timed writing or paragraph drill to be included in the student record. Timed writings and paragraph drills that do not meet or exceed the set time length will not be included in the totals and averages given in the timed writing and paragraph drill summaries. This selection may be any number of minutes or seconds.

h) Paths:

There are four paths in this section. These paths are completed from the paths used in the installation of the software.

- 1) The first path is the **Forms Path**. This path is for locating the business forms which are loaded by the installation program into the **program** location. If you change this path, be sure that the complete path to the business forms is correct. The path must contain the drive letter and the complete subdirectory/folder path.
- 2) The second path is the **Records Path**. If you change this path, be sure that the complete path is correctly entered. The path must contain the drive letter and the complete subdirectory/folder path. For example:

on a hard drive: **C:\Program Files\MECPlus 2006defaults\RECORDS**
on a network: **F:\COURSES\MECPlus 2006defaults\RECORDS**

- 3) The third path is the **Keys Path**. If you change this path, be sure that the complete path is correctly entered. The path must contain the drive letter and the complete subdirectory/folder path. For example:

on a hard drive: **C:\Program Files\MECPlus 2006Setup\KEYS**
on a network: **F:\COURSES\MECPlus 2006Setup\KEYS**

- 4) The third path is the **Storage Path**. If you change this path, be sure that the complete path is correctly entered. The path must contain the drive letter and the complete subdirectory/folder path. For example on a hard drive installation the students might be saving to:

a floppy drive: **A:**
a network server: **H:**

NOTE: The Records path and the Keys path would normally be the same path as is recorded in the **MECplus2006setup.txt** file created during the installation process.

i) May change storage path:

This option allows you to designate whether the Storage Path is mapped directly to the student's storage location, or whether each student will need to designate their own sub-folder from a specified location. *NOTE: Some systems will not permit the automatic mapping of the storage drive directly to the students storage area; therefore, this must be set to **YES** on such systems..*

j) Timing Methods:

This section contains 3 buttons:

- 1) **Timing Method 1:** This is the preferred **Timing Method** (*use of the standard system timer interrupt*) as long as the operating system and/or another application has not intercepted this interrupt before MEC Plus 2006. If timing of activities does not work or is erratic, select either the **Timing Method 2** or **Timing Method 3**.
- 2) **Timing Method 2:** This **Timing Method** uses the same system timer interrupt used in **Timing Method 1**; however, the method of extracting the current time is different. If the timing of activities does not work or is erratic when using **Timing Method 1** or **Timing Method 2**, select **Timing Method 3**.
- 3) **Timing Method 3:** This Timing Method reads the time as each key stroke is made. The standard system timer interrupt is not used.

k) Class Code and dialog buttons:

This section contains 6 items (a Class Code field and 5 dialog buttons).

- 1) The first item is used to change the **Class Code**. The **Class Code** must be a number from **1 to 999**. *NOTE: If you have several classes that need to have **class files created**, an easy way to do this is to save the first class file (press **SAVE** button) then change the **Class Code** to the new class and make any other modifications to this dialog and then **SAVE**. You may repeat this procedure for as many classes for which you have to create new class files.*
- 2) The second item is the **Change Password** dialog button. Select this dialog button if you want to **change** the current password to a **new password** for this class.
- 3) The third item is the **Help** dialog button. Select this dialog button if you want additional on screen **Help** for the items in the **Class Setup Dialog**. *NOTE: Any changes made while the **Help** screen is active generally **DO CHANGE** the items in the **Class Setup dialog**. Suggestion: Click on this **Help** button and look at all the **Help** screens provided.*

- 4) The fourth item is the **Cancel** dialog button. If this button is selected, all changes previously made (but not yet saved) in the **Class Setup Dialog** are canceled.
- 5) The fifth item is the **Save** dialog button. All changes made in the **Class Setup Dialog** is **saved*** and you **will not exit** the dialog.
- 6) The sixth item is the **OK** dialog button. All changes made in the **Class Setup Dialog** is **saved*** and you then **will exit** this dialog.

NOTE: When the **class file is saved, any subdirectories listed in the **Paths** section which have not been created will result in an inquiry as to whether you want the subdirectories created. You should answer **YES** to each inquiry about creating a subdirectory. **However**, if you know the query is the result of a mistyped path, answer **NO** and correct the typing error in the affected path and then save again.*

Alternate method for creating class files (after the first one):

After entering an existing **class code** and entering your **name**, select the **Teacher** menu and choose the **Password** item. After entering your **Password**, again select the **Teacher** menu and choose the **Edit/create class** item.

The **Class Setup Dialog** will appear:

Make whatever changes need to be made for the new class. Be sure to enter a new **Class Code** and, if necessary, a new **Password**.

Save the new **class file**.

You will be asked to enter your **Name**; please enter *your* name.

Note:
Class Code changed

ORIENTATION TO MICRO-ErrorChecker Plus 2006

The following pages will be a guided tour through the screens of **MICRO-ErrorChecker Plus 2006**. These screens will give a general introduction to the software, but will not cover every feature available. The user should look at the **Help** screen and menu bar for commands and options not covered in this guided tour. Start program (select **Start** from the **Task bar** then select **Programs**; choose **MICRO-ErrorChecker Plus 2006** or from a desktop shortcut icon).

Enter the **class number** of an existing Class Setup file.

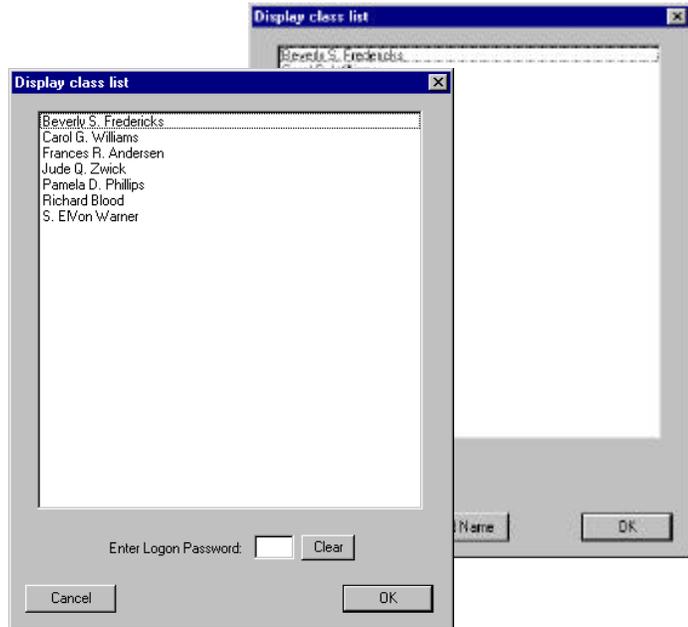
The screenshot shows the 'MICRO-ErrorChecker Plus Software' window. The title bar includes 'Version 2006' and 'Copyrighted 1985 - 2006'. The main text reads: 'S. E. WARNER SOFTWARE, INC. 310 East 10600 South, Suite 14 Sandy, UT 84070'. Below this is a box stating 'INITIALIZING MICRO-ErrorChecker Plus FOR CURRENT SESSION (MICRO-ErrorChecker, Ten Key, Data Entry, Keyboarding) [Supplementary Materials]'. A license section shows 'Single School Site License for the exclusive use of XYZ Consolidated High School' with 'Number of stations authorized: Unlimited Use On Site' and a warning: 'Unauthorized use is a violation of copyright law and is illegal!'. It also displays 'Program Path: C:\Program Files\MECplus2006\ Class Setup Path: c:\tempmecsetup\'. At the bottom, there is an 'Enter Class Code:' field with the value '1' and a note '[Class Codes must be a number from 1 - 999]'. Buttons for 'Exit' and 'Continue' are present, along with a 'Modified: March 1, 2006' timestamp.

Enter **your name**. This must include a complete first name and a complete surname.

NOTE: The **Enter Logon Password** is required **ONLY** if the **Logon Password** is set to **YES** in the **Class Setup** dialog, item **a**, sub-item **2**, on page **19**).

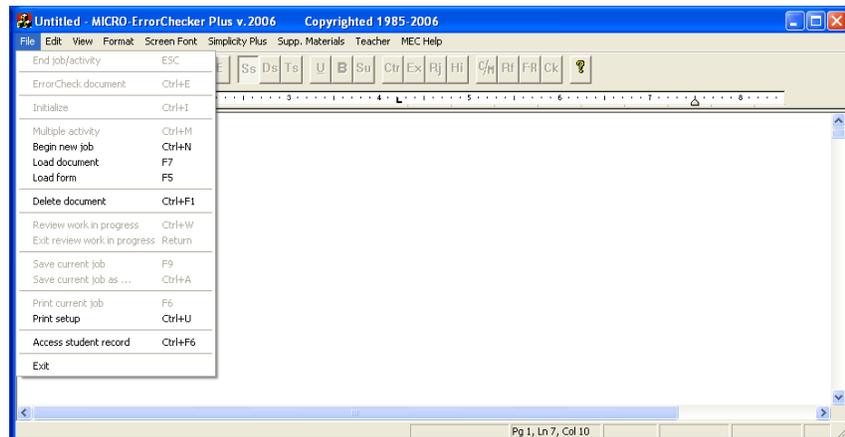
The screenshot shows the 'Enter Name' dialog box. It displays 'Class Code: 001' and an 'Enter Name:' text box. Below the text box are instructions: 'Maximum of 30 characters. A first and last name required. Use alphabetic characters, spaces, commas, periods, apostrophes. Numbers may also be used.' At the bottom, there is an 'Enter Logon Password:' field with a 'Clear' button. Buttons for 'Exit', 'Change Class Code', and 'OK' are located at the bottom of the dialog.

If the teacher has selected **Select Name from List** in the **Class Setup Dialog**, students who have previously used the software may select their name from a list displayed on the screen. If **Auto Logon YES** was selected in the **Class Setup Dialog** and a student's name is not on the list, the student may add his/her name by clicking on the **Add Name** button and then type the name..



If the **Password YES** was selected in the **Class Setup Dialog**, you will be required to enter your password.

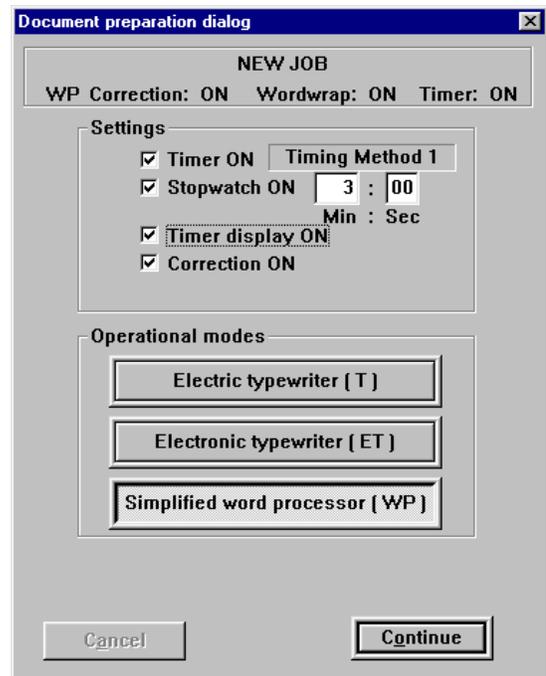
Select the **File** menu and then the **Begin new job** item:



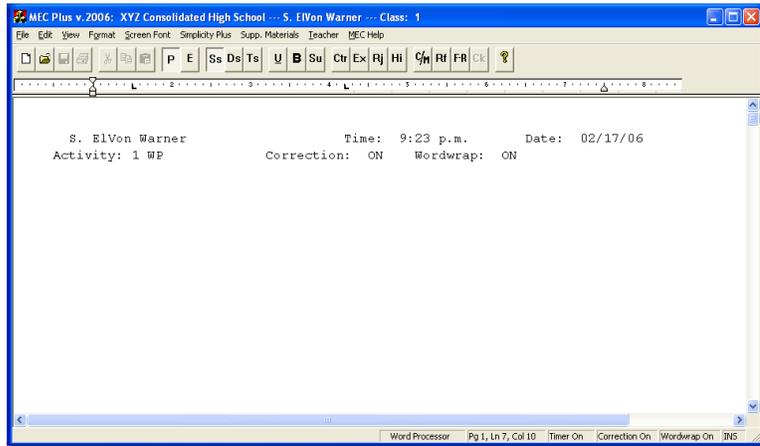
The **Document preparation dialog** appears; set the **Settings** and **Operation mode** desired:

NOTE: All document settings must be made on this dialog before the activity begins. Once the activity begins, these settings **CANNOT** be changed until a new activity is begun.

If **Timing Method 2** is selected, the message near the bottom of the screen indicates when the workstation was last re-booted. This **Timing Method** requires the workstation to be re-booted within **24** days.



Upon clicking on the **Continue** button (or striking **Enter**), the activity input screen appears. The first key stroke will begin the timer. **NOTE:** *The status line now contains the Operation Mode; Page, Line, Column of the cursor; Timer information; Correction status; Wordwrap status; and **INSERT** or **STRIKEOVER** status.* The input screen is now ready for text entry:



TIMED WRITING:

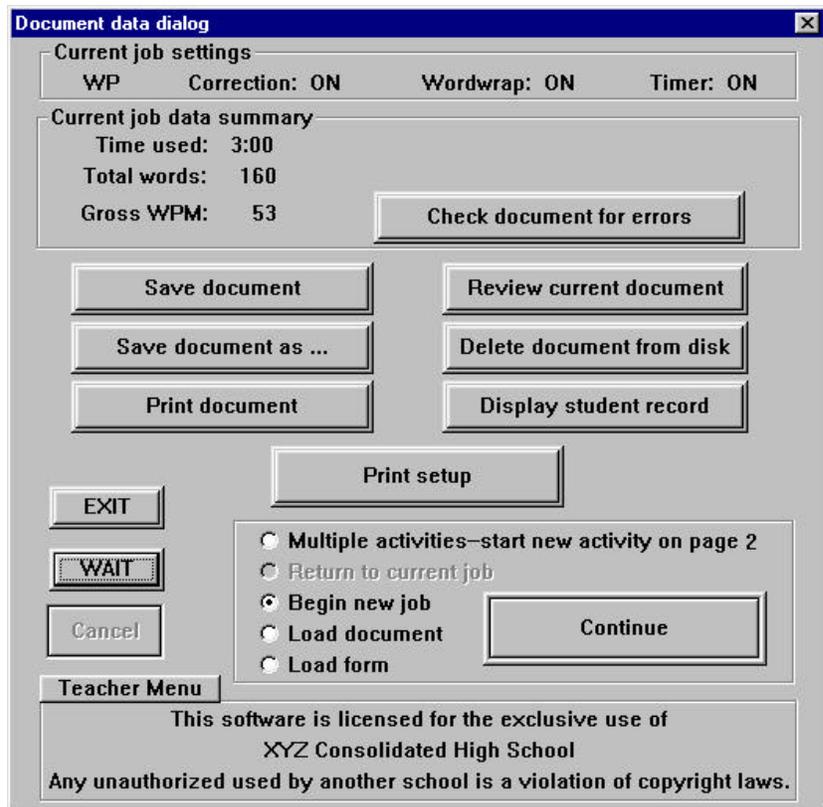
Type the following timed writing for 3 minutes:

This is a sample timed writing that you may practice on to test the error-checking capabilities of Micro-ErrorChecker Software. This timed writing is a short three paragraphs long.

As you test the error-checking of this timed writing you may want to deliberately make several errors to ensure that the error checker will catch the errors properly.

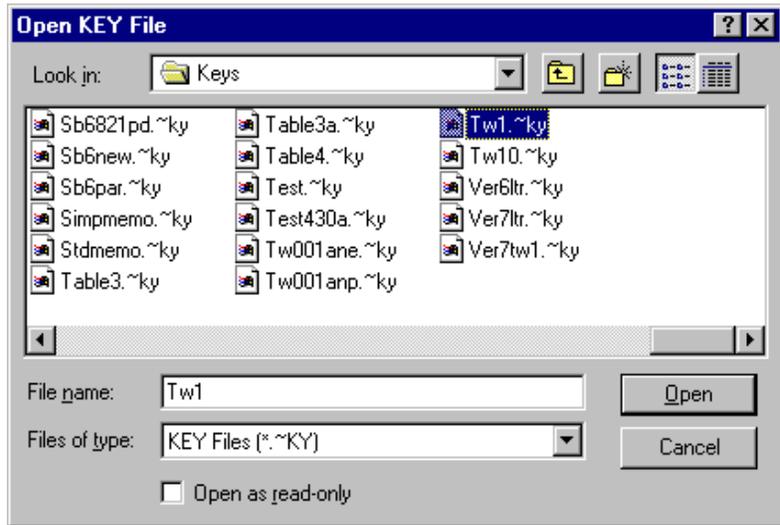
Remember, a timed writing must be typed in sequence beginning with the first line of the first paragraph. If you finish the timed writing before the time period is complete, repeat the material starting with the first paragraph.

At the end of the timing period, the Document data dialog will appear:

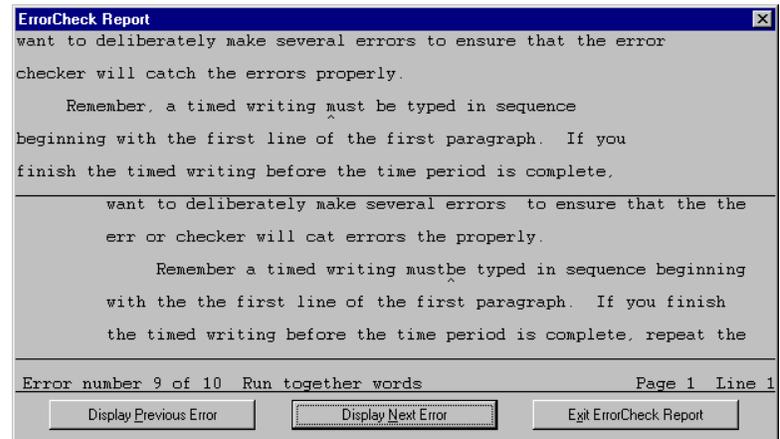


Click on the **Check document for errors** button.

The **Open KEY file** dialog box (shown above) will appear; select the **TW1** key file for this timed writing:



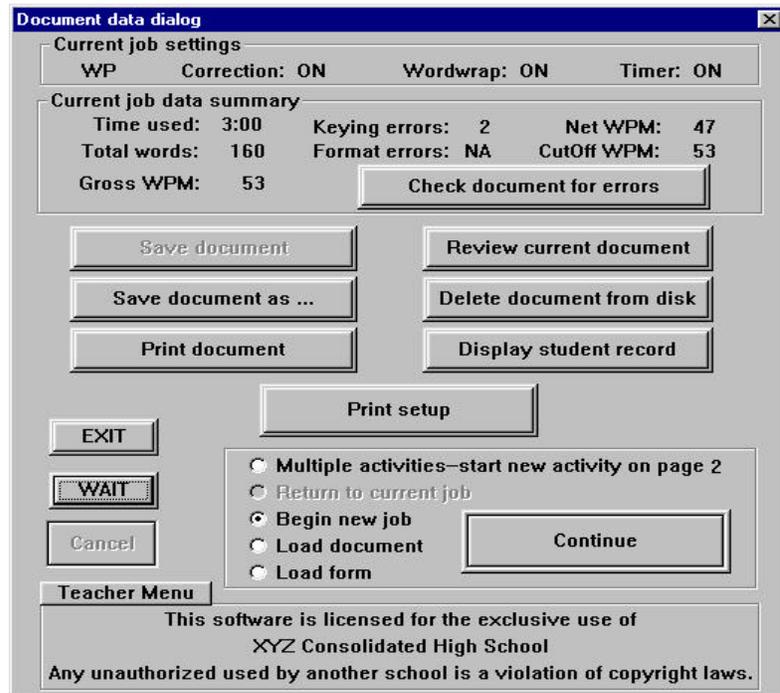
If there are errors, the ErrorCheck report is displayed showing the **KEY** in the upper window and the student's **TEXT** in the lower window:



If No Errors, the following is displayed:



Upon clicking on the Exit ErrorCheck Report, the following Document Data dialog appears with the ErrorCheck Information:



Click on the **Continue** button to **Begin a New Job**; when the **New Job** dialog box appears, the settings should be **Timer ON**, **Stopwatch OFF**, **Timer display ON**, and **Correction ON**. The **Operational mode** should be **Simplified word processor**.

LETTER:

You will now type a simple letter; deliberately make both content errors and format errors:

Directions: Type the following letter as a modified block letter with paragraphs indented; use mixed punctuation. **Formatting directions:** Margins should be set at 10 and 75. Paragraphs should be indented 5 spaces. The current date should be typed on Line 16.

[use current date] | Ms. Jane R. Sullivan | 3945 East Thunder Ridge Court | Cedar Falls, IA 50613 | Dear Ms. Sullivan: |

Thank you for your recent inquiry about our new product line. We are sending you our most recent catalog published [use the last day of the previous month--for example, March 31, 1998].

If you place an order by December 31, [use current year], you will receive a 20 percent discount [underline the words '20 percent discount'] in addition to the free promotional gift mentioned in the catalog.

To rush your order, call our toll-free number 1-800-555-3345. [Type the phone number in bold] Operators are standing by 24 hours a day to take your order.

Sincerely, | [Use your name here] | Vice President of Marketing | [reference initials]

After you have completed the letter, **End the Job** by pressing **ESC** or the **End Job** item in the **File** menu. Click on the **Check document for errors** button and load the **Letter1** key.

If **no errors** found:



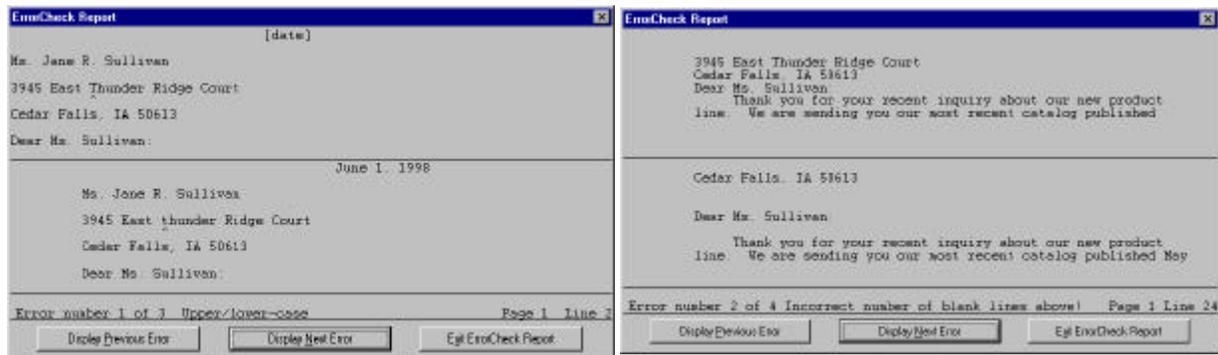
If **no content errors** found:



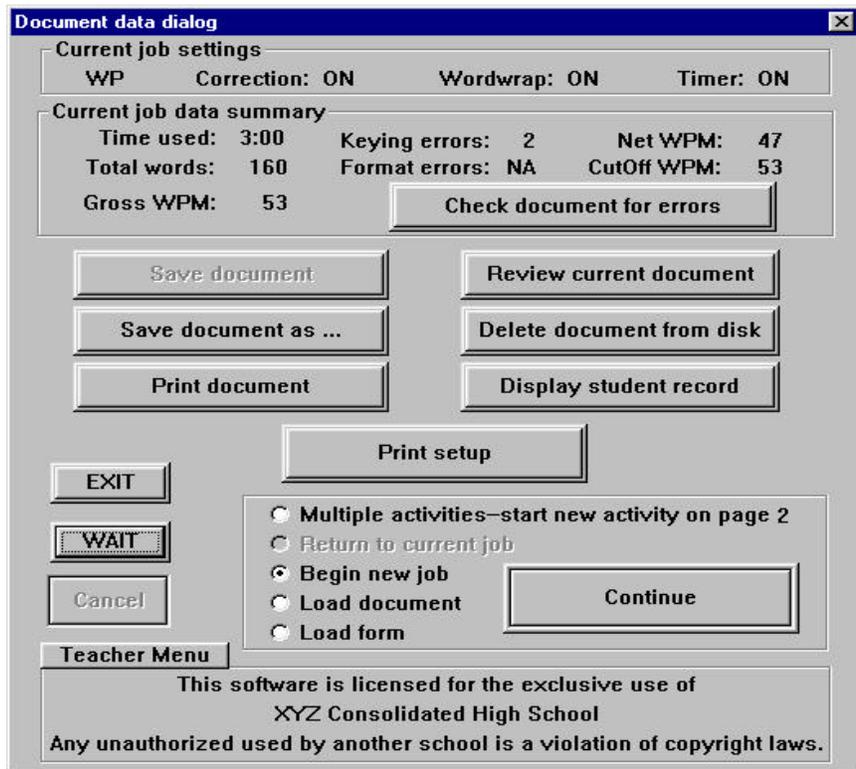
If **no format errors** found:



If any errors found, **ErrorCheck reports** for **content errors** and/or **format errors** will be displayed.



After viewing the **error reports**, if any, the **Document data dialog** display with all the information in the **Current job data summary** section:



Click on the **Save document** button to save this letter.

Click on the **Display student record** button to view the student record.

The following student record displays **Timed Writings**:

NOTE: If Correction is ON and a student uses Copy/Paste, the Saved As name is preceded by an asterisk (*).

Exercise	*Saved As	Date Done	At	Cor	ERC/fm	GW	NW	CW	Time	Wrd	Ed	Ck
101b	101b	02/05	4:02p	on	2/NA	82	48	83	00:35	48	0	1
102c	102c	02/05	4:06p	on	0/NA	75	75	75	00:51	64	0	1

*Asterisk preceding file name indicates PASTE used in document.
 Min Time: 3:00 Max Errs/Min: 2 Total Scores: 2 (0 qualify)
 Averages: Words/minute: 0.0 Average Errors/min: 0.0
 WARNING - LESS THAN 10 SCORES MEET THE STANDARDS

Click on **Next Score Type** until the **Production** screen appears:

The following student record displays **Production** activities:

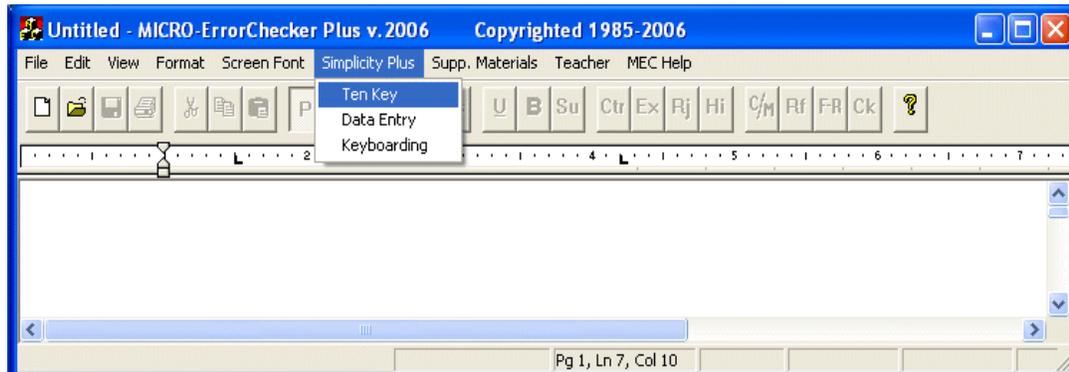
When finished, click on **Exit**.

Exercise	*Saved As	Date Done	At	Cor	ERC/fm	GU	NW	CW	Time	Wrd	Ed	Ck
LETTER1	Letter1	02/05	4:09p	on	1/1	33	30	33	03:32	115	0	1
LETTER1	*Letter1	02/05	4:09p	on	1/1	27	24	27	04:12	112	1	1

*Asterisk preceding file name indicates PASTE used in document.
 Total productions: 2 (2 displayed above)

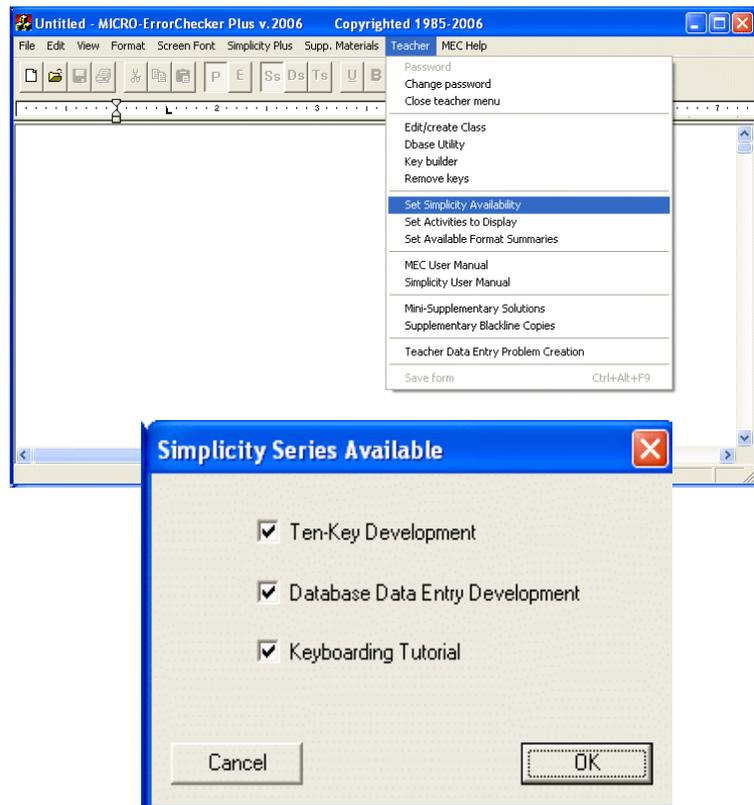
OTHER MENU BAR ITEMS

1. Simplicity Plus Menu Item:

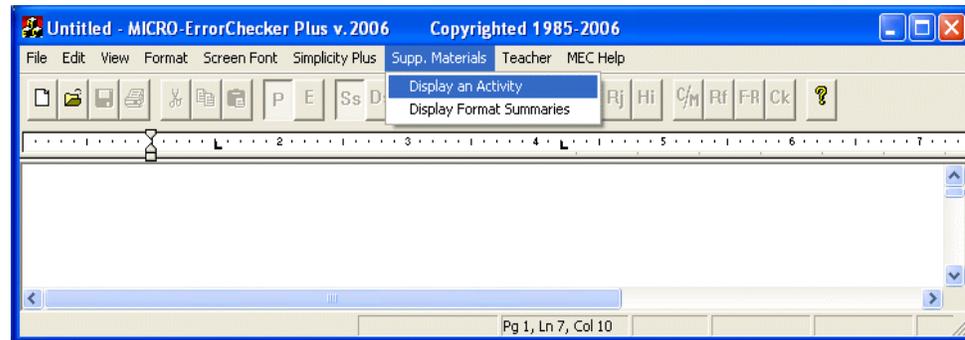


This menu item will permit the launching of the three programs: Ten-Key Development program, Database Data Entry Development program, and the Basic Keyboarding Tutorial program.

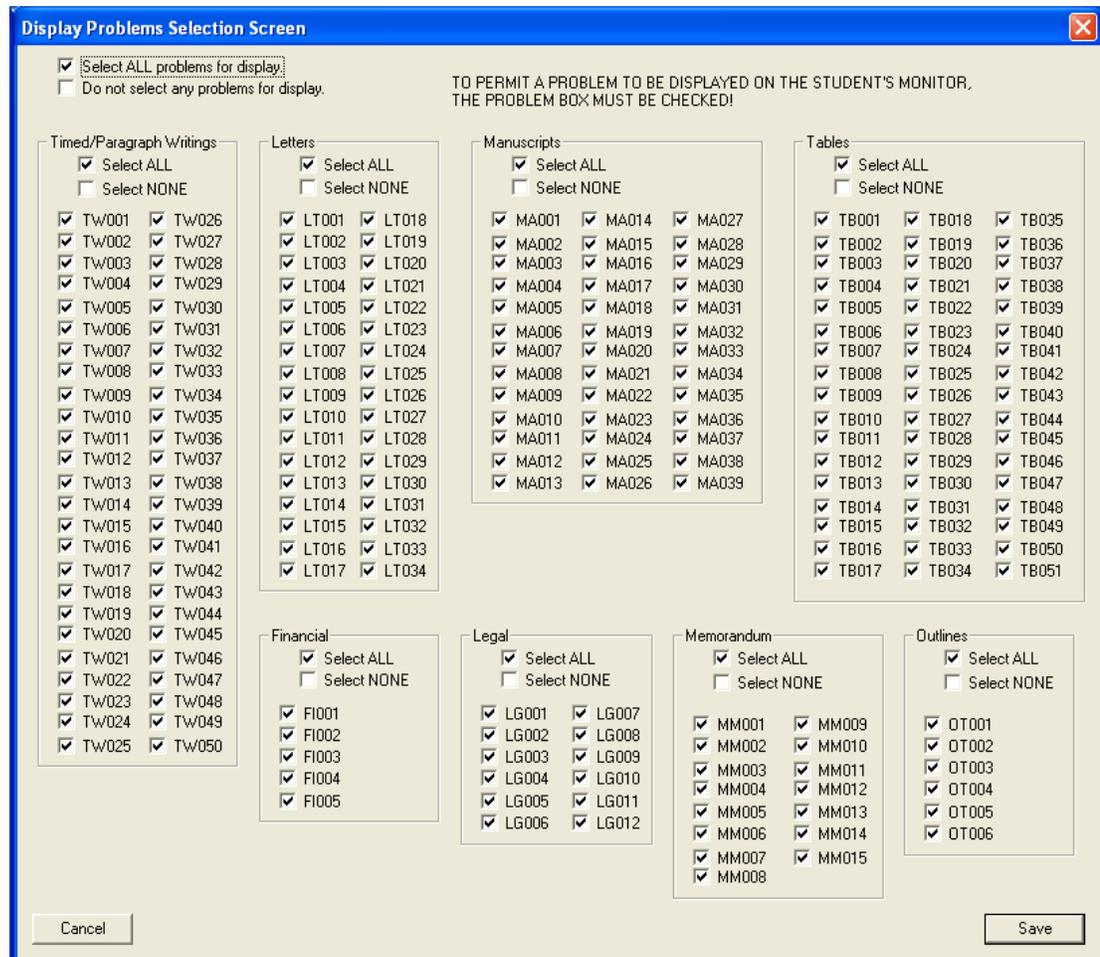
The teacher can control whether these three programs will be available for use by the students. To select whether these programs will be available, the Selection may be made from the **Teacher** menu item "Set Simplicity Availability" as shown below:



2. Supp. Materials Menu Item:



This "**Supp. Materials**" menu item allows the student to select a Supplementary Materials activity to be displayed on the screen. The availability of the activities may be controlled by the teacher from the "**Teacher**" menu item by selecting the "**Set Activities to Display**":



NOTE: You can make available all, none, or selected activities to be available to the students.

See the screens on the following 2 pages of all the Supplementary Materials available for display on the students screen.

Select Problem Copy Category: [X]

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings

<input type="radio"/> Letters	<input type="radio"/> TW/PA001	<input type="radio"/> TW/PA019	<input type="radio"/> TW/PA037
<input type="radio"/> Manuscripts	<input type="radio"/> TW/PA002	<input type="radio"/> TW/PA020	<input type="radio"/> TW/PA038
<input type="radio"/> Memos	<input type="radio"/> TW/PA003	<input type="radio"/> TW/PA021	<input type="radio"/> TW/PA039
<input type="radio"/> Financials	<input type="radio"/> TW/PA004	<input type="radio"/> TW/PA022	<input type="radio"/> TW/PA040
<input type="radio"/> Legal	<input type="radio"/> TW/PA005	<input type="radio"/> TW/PA023	<input type="radio"/> TW/PA041
<input type="radio"/> Outlines	<input type="radio"/> TW/PA006	<input type="radio"/> TW/PA024	<input type="radio"/> TW/PA042
<input type="radio"/> Tables	<input type="radio"/> TW/PA007	<input type="radio"/> TW/PA025	<input type="radio"/> TW/PA043
	<input type="radio"/> TW/PA008	<input type="radio"/> TW/PA026	<input type="radio"/> TW/PA044
	<input type="radio"/> TW/PA009	<input type="radio"/> TW/PA027	<input type="radio"/> TW/PA045
	<input type="radio"/> TW/PA010	<input type="radio"/> TW/PA028	<input type="radio"/> TW/PA046
	<input type="radio"/> TW/PA011	<input type="radio"/> TW/PA029	<input type="radio"/> TW/PA047
	<input type="radio"/> TW/PA012	<input type="radio"/> TW/PA030	<input type="radio"/> TW/PA048
	<input type="radio"/> TW/PA013	<input type="radio"/> TW/PA031	<input type="radio"/> TW/PA049
	<input type="radio"/> TW/PA014	<input type="radio"/> TW/PA032	<input type="radio"/> TW/PA050
	<input type="radio"/> TW/PA015	<input type="radio"/> TW/PA033	
	<input type="radio"/> TW/PA016	<input type="radio"/> TW/PA034	
	<input type="radio"/> TW/PA017	<input type="radio"/> TW/PA035	
	<input type="radio"/> TW/PA018	<input type="radio"/> TW/PA036	

Cancel OK

Select Problem Copy Category: [X]

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings

Letters

<input type="radio"/> Letters	<input type="radio"/> LT001	<input type="radio"/> LT019
<input type="radio"/> Manuscripts	<input type="radio"/> LT002	<input type="radio"/> LT020
<input type="radio"/> Memos	<input type="radio"/> LT003	<input type="radio"/> LT021
<input type="radio"/> Financials	<input type="radio"/> LT004	<input type="radio"/> LT022
<input type="radio"/> Legal	<input type="radio"/> LT005	<input type="radio"/> LT023
<input type="radio"/> Outlines	<input type="radio"/> LT006	<input type="radio"/> LT024
<input type="radio"/> Tables	<input type="radio"/> LT007	<input type="radio"/> LT025
	<input type="radio"/> LT008	<input type="radio"/> LT026
	<input type="radio"/> LT009	<input type="radio"/> LT027
	<input type="radio"/> LT010	<input type="radio"/> LT028
	<input type="radio"/> LT011	<input type="radio"/> LT029
	<input type="radio"/> LT012	<input type="radio"/> LT030
	<input type="radio"/> LT013	<input type="radio"/> LT031
	<input type="radio"/> LT014	<input type="radio"/> LT032
	<input type="radio"/> LT015	<input type="radio"/> LT033
	<input type="radio"/> LT016	<input type="radio"/> LT034
	<input type="radio"/> LT017	
	<input type="radio"/> LT018	

Cancel OK

Select Problem Copy Category: [X]

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings

Manuscripts

<input type="radio"/> Letters	<input type="radio"/> MA001	<input type="radio"/> MA019	<input type="radio"/> MA037
<input type="radio"/> Manuscripts	<input type="radio"/> MA002	<input type="radio"/> MA020	<input type="radio"/> MA038
<input type="radio"/> Memos	<input type="radio"/> MA003	<input type="radio"/> MA021	<input type="radio"/> MA039
<input type="radio"/> Financials	<input type="radio"/> MA004	<input type="radio"/> MA022	
<input type="radio"/> Legal	<input type="radio"/> MA005	<input type="radio"/> MA023	
<input type="radio"/> Outlines	<input type="radio"/> MA006	<input type="radio"/> MA024	
<input type="radio"/> Tables	<input type="radio"/> MA007	<input type="radio"/> MA025	
	<input type="radio"/> MA008	<input type="radio"/> MA026	
	<input type="radio"/> MA009	<input type="radio"/> MA027	
	<input type="radio"/> MA010	<input type="radio"/> MA028	
	<input type="radio"/> MA011	<input type="radio"/> MA029	
	<input type="radio"/> MA012	<input type="radio"/> MA030	
	<input type="radio"/> MA013	<input type="radio"/> MA031	
	<input type="radio"/> MA014	<input type="radio"/> MA032	
	<input type="radio"/> MA015	<input type="radio"/> MA033	
	<input type="radio"/> MA016	<input type="radio"/> MA034	
	<input type="radio"/> MA017	<input type="radio"/> MA035	
	<input type="radio"/> MA018	<input type="radio"/> MA036	

Cancel OK

Select Problem Copy Category: [X]

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings

Memos

<input type="radio"/> Letters	<input type="radio"/> MM001
<input type="radio"/> Manuscripts	<input type="radio"/> MM002
<input checked="" type="radio"/> Memos	<input type="radio"/> MM003
<input type="radio"/> Financials	<input type="radio"/> MM004
<input type="radio"/> Legal	<input type="radio"/> MM005
<input type="radio"/> Outlines	<input type="radio"/> MM006
<input type="radio"/> Tables	<input type="radio"/> MM007
	<input type="radio"/> MM008
	<input type="radio"/> MM009
	<input type="radio"/> MM010
	<input type="radio"/> MM011
	<input type="radio"/> MM012
	<input type="radio"/> MM013
	<input type="radio"/> MM014
	<input type="radio"/> MM015

Cancel OK

Select Problem Copy Category:

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings
 Letters F1001
 Manuscripts F1002
 Memos F1003
 Financials F1004
 Legal F1005
 Outlines
 Tables

Cancel OK

Select Problem Copy Category:

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings
 Letters LG001
 Manuscripts LG002
 Memos LG003
 Financials LG004
 Legal LG005
 Outlines LG006
 Tables LG007
 LG008
 LG009
 LG010
 LG011
 LG012

Cancel OK

Select Problem Copy Category:

PROBLEM COPY TO BE DISPLAYED:

Timed Writings/Paragraph Writings
 Letters OT001
 Manuscripts OT002
 Memos OT003
 Financials OT004
 Legal OT005
 Outlines OT006
 Tables

Cancel OK

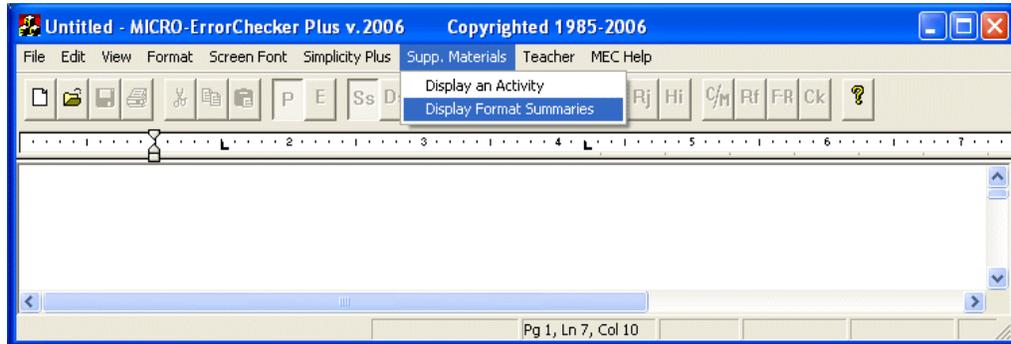
Select Problem Copy Category:

PROBLEM COPY TO BE DISPLAYED:

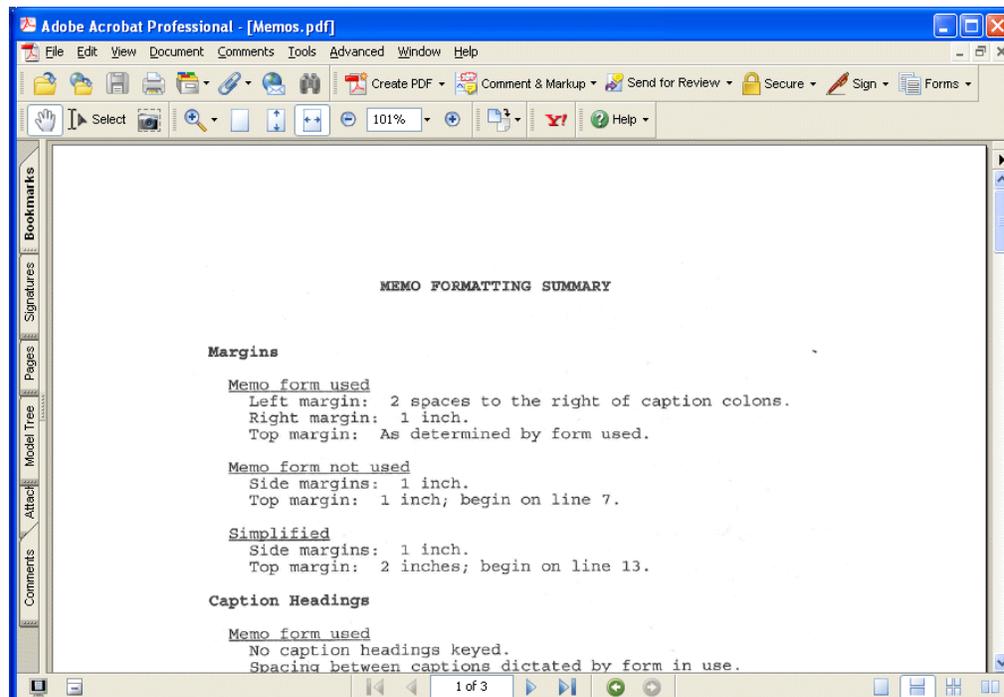
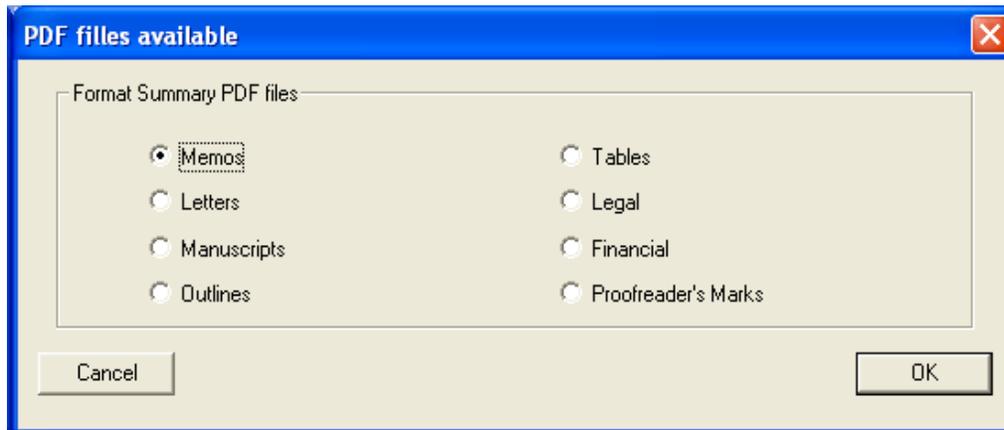
Timed Writings/Paragraph Writings
 Letters TB001 TB019 TB037
 Manuscripts TB002 TB020 TB038
 Memos TB003 TB021 TB039
 Financials TB004 TB022 TB040
 Legal TB005 TB023 TB041
 Outlines TB006 TB024 TB042
 Tables TB007 TB025 TB043
 TB008 TB026 TB044
 TB009 TB027 TB045
 TB010 TB028 TB046
 TB011 TB029 TB047
 TB012 TB030 TB048
 TB013 TB031 TB049
 TB014 TB032 TB050
 TB015 TB033 TB051
 TB016 TB034
 TB017 TB035
 TB018 TB036

Cancel OK

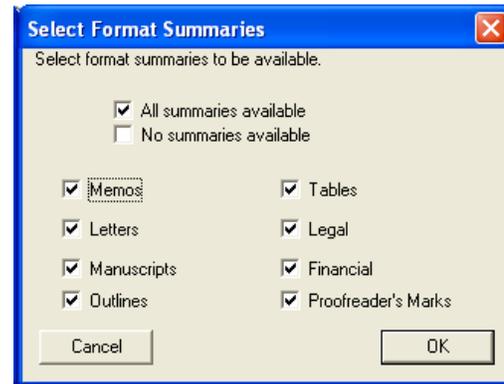
3. Display Format Summaries:



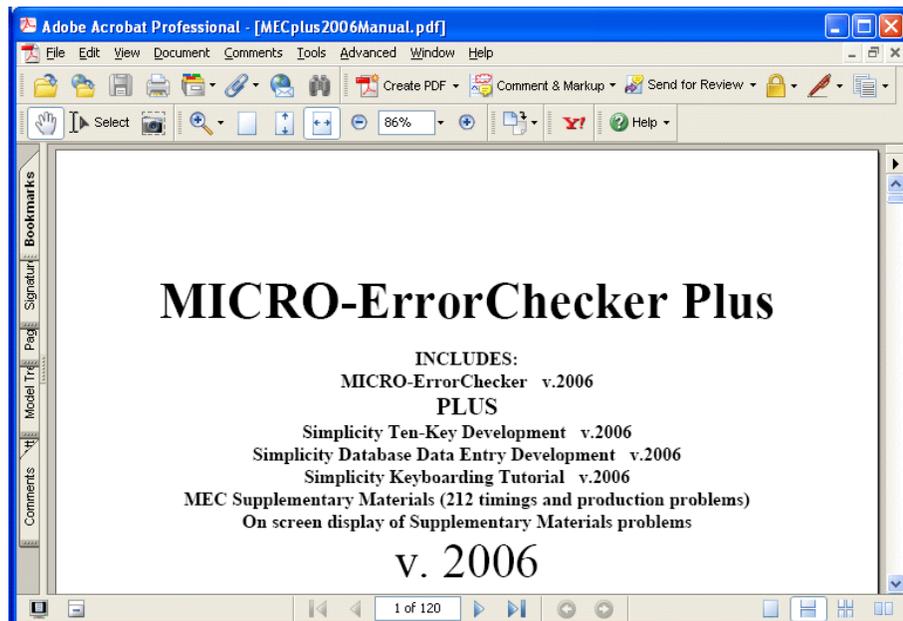
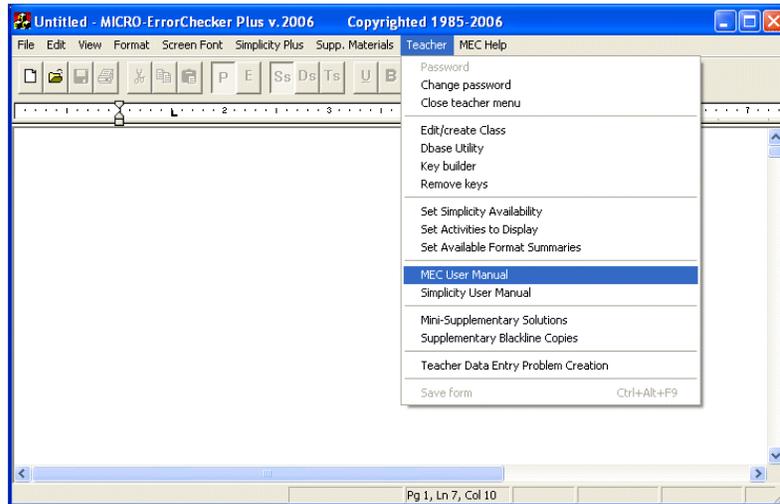
The student may select which Format Summary to display. These summaries require that the workstation have Acrobat Reader available (all files are in pdf format):



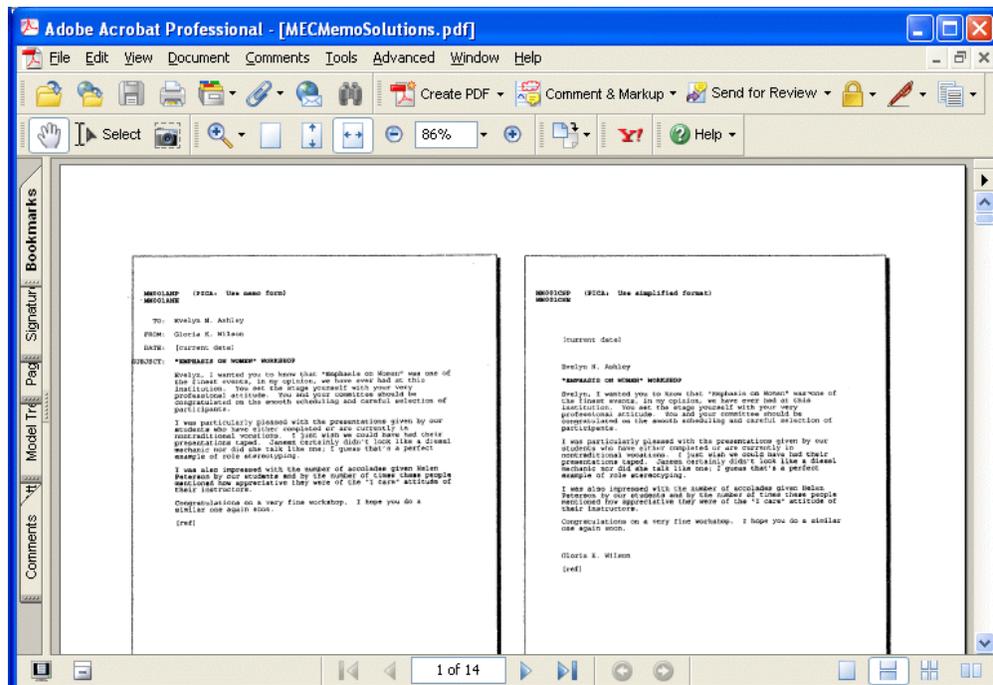
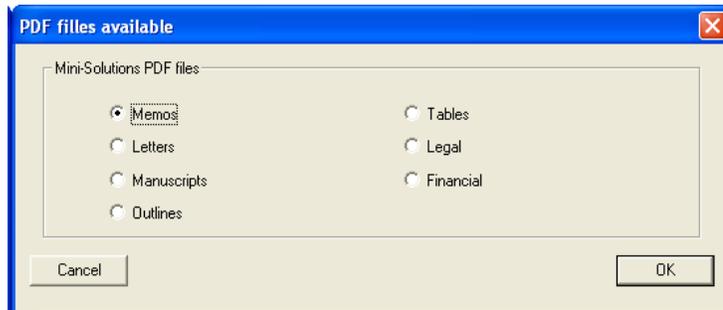
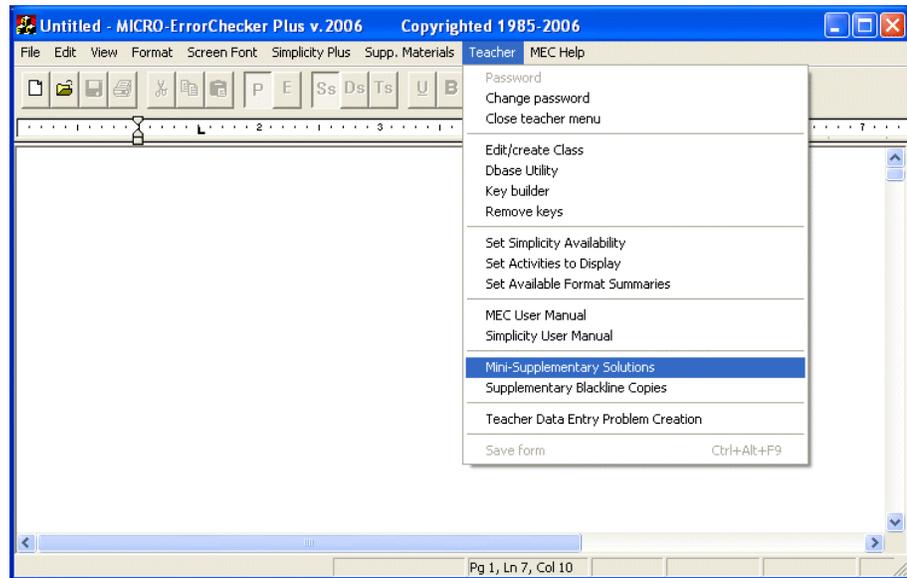
The availability of these format summaries may be set by the teacher from the "Teacher" menu by selecting the "Set Available Format Summaries":



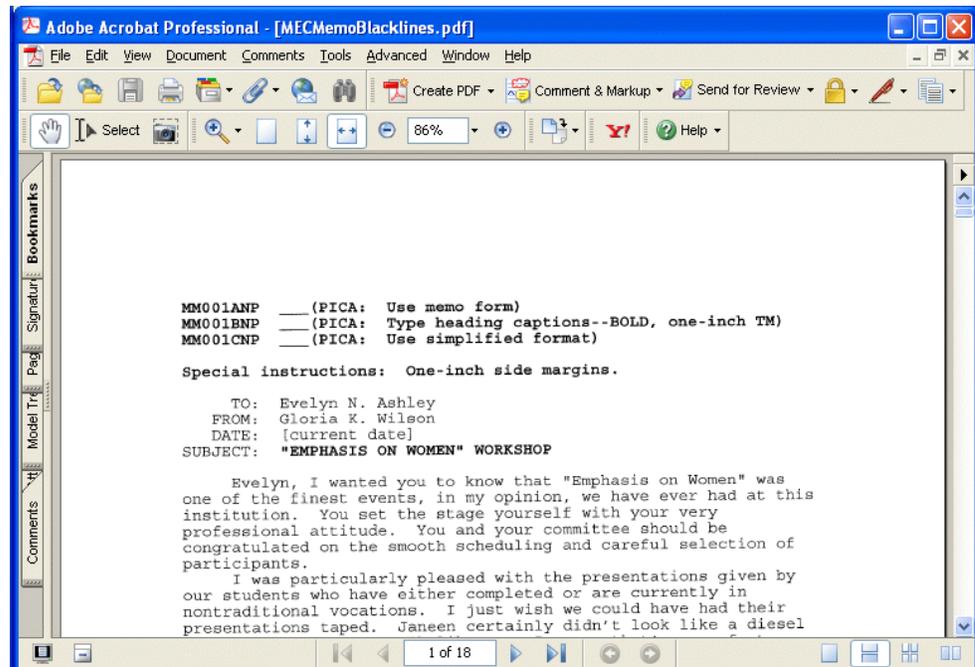
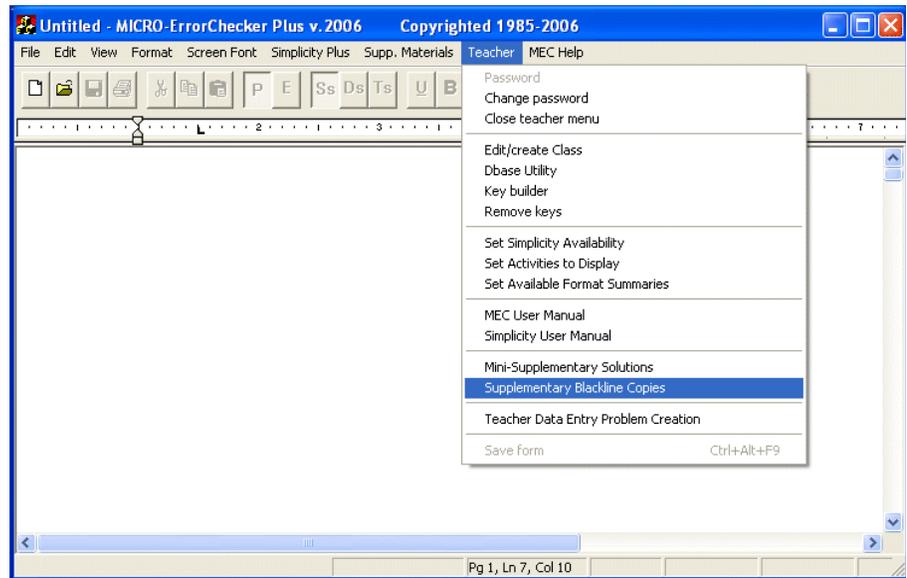
4. **Displaying/Printing User Manuals** from the "Teacher" menu and then selecting either the **MEC User Manual** or the **Simplicity User Manual**:



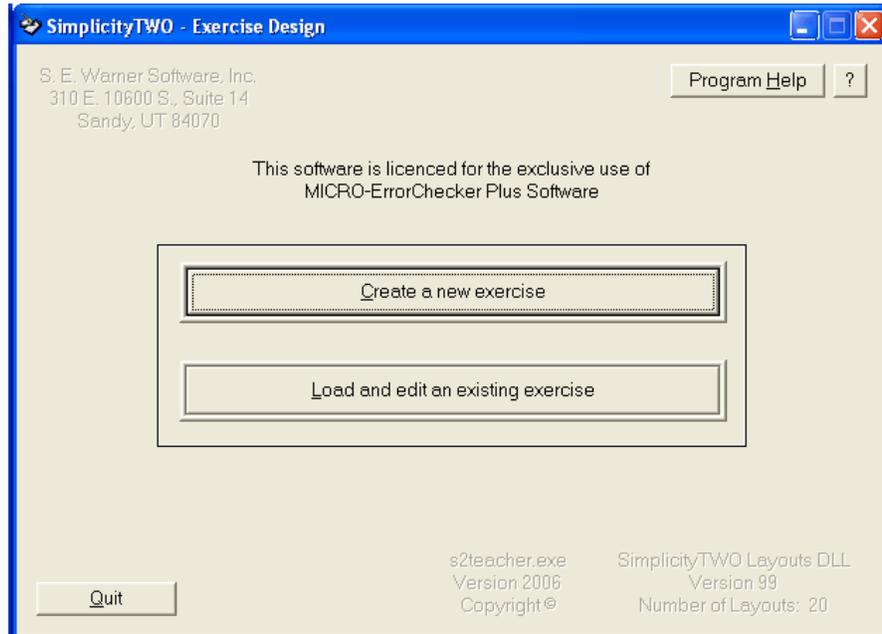
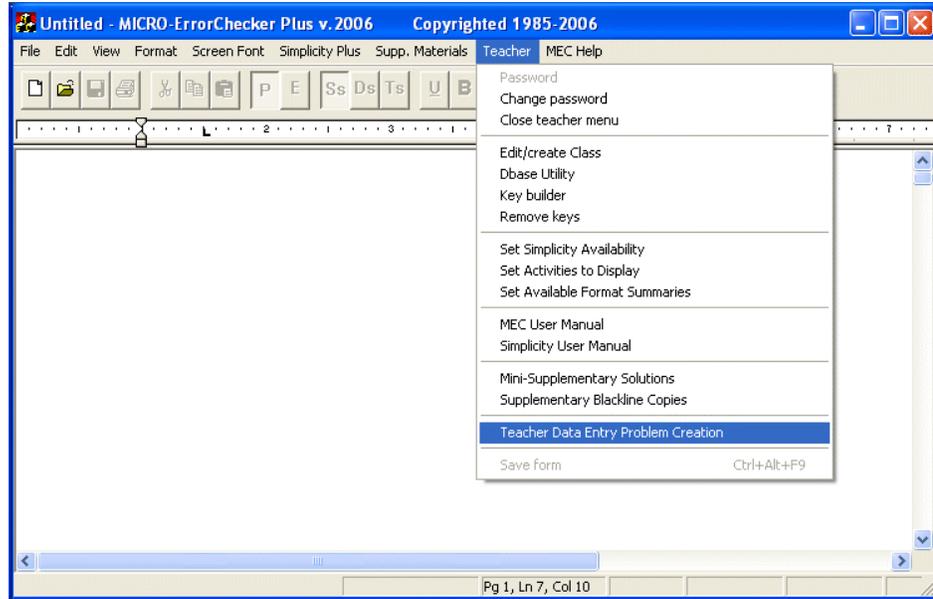
5. Display/Print Mini-Supplementary Solutions:



6. Display/Print Supplementary Blackline Copies:



7. Teacher Data Entry Problem Creation:



COMMANDS SUMMARY

<i>KEY</i>	<i>MODES</i>	<i>OPERATION</i>	<i>DESCRIPTION</i>
BACKSPACE	T ET WP	Backspace	If correction is on, removes character to the left of the current cursor position, and moves cursor one character left. If correction is off, cursor does not move..
BACKSPACE	WP	Redisplay lines	See CTRL+F8 below. To redisplay the blank lines compressed at the top of a page, place the cursor on line 6 at the left margin and backspace. To compress these blank lines strike CTRL+F8 .
DEL	T ET WP	Delete character	With correction ON, removes character at current cursor position, and repositions text on the line to the right of current cursor position.
END	T ET WP	End of Line	With correction ON, removes cursor to end of current line.
ESC	T ET WP	Escape	Exits current job or activity.
HOME	T ET WP	Beginning of Line	With correction ON, moves cursor to first character on current line.
INSERT	T ET	Insert character	Inserts a blank space at current cursor position, and repositions text on the line to the right of current cursor position.
INSERT	WP	Insert ON/OFF	With correction ON, turns insert mode on or off.
PAGE DOWN	T ET WP	End of Page	With correction ON, moves cursor past the end of the page.
PAGE UP	T ET WP	Begin of Page	With correction On, moves cursor to the first line of the current page.
RETURN	T ET WP	Exit Review	Exits from Review Work in progress. (ESC also exits from Review Work.)
TAB	T ET WP	Tab	Move cursor to next tab stop.
CURSOR DOWN	T ET WP	Cursor down	Move cursor down 1 line.
CURSOR LEFT	T ET WP	Cursor left	Move cursor 1 position left.
CURSOR LEFT	T ET WP	L margin release	Left margin is released when cursor left key pressed while cursor is at the left margin.
CURSOR RIGHT	T ET WP	Cursor right	Move cursor 1 position to right.

CURSOR RIGHT	T ET WP	R margin release	Right margin is released when the cursor right key is pressed with the current cursor position being at the right margin.
CURSOR UP	T ET WP	Cursor Up	Move cursor up 1 line.
CTRL+A	T ET WP	Save job as ...	Save the current job under a different filename.
CTRL+D	ET WP	Set decimal tab	Direct command from typing screen to set a decimal tab at cursor position.
CTRL+E	T ET WP	Error-check	Error-check document currently in memory. This key may be pressed in the typing screen only.
CTRL+N	T ET WP	New job/activity	End current job and begin a new job/activity.
CTRL+T	T ET WP	Set regular tab	Direct command from typing screen to set a regular tab at cursor position..
CTRL+END	T ET WP	End of document	Move cursor to the end of the document.
CTRL+HOME	T ET WP	Beginning of doc	With correction ON, move cursor to the first line of the document.
CTRL+F1	T ET WP	Delete document	Remove document from the student storage disk. The program will prompt the user to enter the filename to be removed.
CTRL+F2	T ET WP	Clear all tabs	Remove all tab stops for the current line and all blank lines which follow the current line.
CTRL+F3	T ET WP	Erase copy	Remove current document from memory and prepare to begin a new document.
CTRL+F4	T ET WP	Pica pitch	Changes pitch to Pica for the current line and all blank lines which follow.
CTRL+F5	T ET WP	Elite pitch	Changes pitch to Elite for the current line and all blank lines which follow.
CTRL+F6	T ET WP	Student record	Provides access to display, print, or backup the student's individual record. This feature is available only from the main menu.
CTRL+F7	T ET WP	Delete line	Removes the current line, and repositions subsequent lines.
CTRL+F8	WP	Compress/ decompress top lines	Any blank lines from line 6 to the first line below that is not blank is compressed to bring first non-blank line up to line 6 or to display all the blank line that have have been compressed. The number of compressed blank lines is stored

			in the previous "end of page" line at the right edge. To redisplay the blank lines, strike CTRL+F8 or strike BS (backspace) at the left margin on line 6.
CTRL+F9	T ET WP	Insert line	Inserts a blank line at the current line position, and repositions subsequent lines.
CTRL+F10	T ET WP	Screen refresh	Redisplays the current typing screen.
CTRL+ALT+B	T ET WP	Add/Delete Bold	Add or remove bold character at current cursor position.
CTRL+ALT+E	ET WP	Expand ON/OFF	Turn the automatic expand (spread) typing on or off.
CTRL+ALT+F	WP	Paragraph format	Reformat the current paragraph using the margins, tabs, spacing, and pitch currently shown on the status line.
CTRL+ALT+J	ET WP	R justify ON/OFF	Turn the automatic right justification feature on or off.
CTRL+ALT+K	T ET WP	Superscript	Turn the automatic superscript feature on or off. This feature is available only from the typing screen.
CTRL+ALT+M	ET WP	Margin center	Center the text on the current line between the margins. If the current line is blank automatic centering will be turned on.
CTRL+ALT+R	WP	Find/Replace	Search for specified words; may replace selectively or replace all.
CTRL+ALT+F9	T ET WP	Save form	Save the current document as a form.
CTRL+ALT+U	ET WP	Bold & Underline	With correction ON, add or remove underline and bold from the character at the current cursor position.
CTRL+SHFT+B	ET WP	Bold ON/OFF	Turn the automatic bold feature on or off.
CTRL+SHFT+C	ET WP	Center ON/OFF	Turn the automatic centering feature on or off.
CTRL+SHFT+D	T ET WP	Double line spacing	Changes line spacing to double spacing.
CTRL+SHFT+L	T ET WP	Set left margin	Set the left margin at the current cursor position.
CTRL+SHFT+N	T ET WP	Next 7 lines	Move the cursor down 7 lines.
CTRL+SHFT+P	T ET WP	Previous 7 lines	Move the cursor up 7 lines.
CTRL+SHFT+R	T ET WP	Set right margin	Set the right margin at the current cursor position.

CTRL+SHFT+S	T ET WP	Single line spacing	Changes line spacing to single spacing.
CTRL+SHFT+T	T ET WP	Triple line spacing	Changes line spacing to triple space.
CTRL+SHFT+U	ET WP	Underline ON/OFF	Turn the automatic underline feature on or off.
CTRL+SHFT+W	T ET WP	Next word	Move cursor to the first character of the next word.
CTRL+SHFT+X	T ET WP	Previous word	Move cursor to the first character in the previous word.
SHFT+TAB	T ET WP	Previous tab	Move the cursor to the previous tab stop.
SHFT+Und	T ET WP	Add/DeleteUnd	Underscore the character at the current cursor position.
F1	T ET WP		Display WPM rate
F2	T ET WP		Clear single tab
F3	T ET WP		Display timer
F4	T ET WP		Next screen (Supp. Mat. display)
F5	T ET WP		Load form
F6	T ET WP		Print document
F7	T ET WP		Load document
F8	WP		Hanging indent
F9	T ET WP		Save document
F10	T ET WP		Command screens
F11	T ET WP		Reveal spaces Show spaces that have been typed by the student with a ^ character.
F12	T ET WP		Previous screen (Supp. Mat display)

Alphabetical Listing of all key functions:

KEY FUNCTION DESCRIPTION	KEY
Activity/job, New	CTRL+N
Activity/job, Save	F9
Activity/job, Save as	CTRL+A
Add/Delete Bold	CTRL+ALT+B
Add/Delete Underline	SHIFT+ALT+underscore key
Add/Delete Underline & Bold	CTRL+SHFT+U
All, Tabs clear	CTRL+F2
Arrow key to move cursor	UP-, DOWN-, LEFT-, RIGHT-arrow key
Beginning of document	CTRL+HOME
Beginning of line	HOME
Beginning of page	PgUP
Bold, Add/Delete	CTRL+ALT+B
Bold mode	CTRL+SHFT+B
Bold and Underline,Add/Delete	CTRL+ALT+U
Center existing line	CTRL+ALT+M

Center mode	CTRL+SHFT+C
Character, Delete	DELETE
Character, Insert (blank space)	INSERT
Check, Error	CTRL+E
Clear, All tabs	CTRL+F2
Clear, Single tab	F2
Clear memory	CTRL+F3
Command screens	F10
Compress blank lines	Ctrl+F8
Copy	CTRL+C
Copy (text) in memory, Erase	CTRL+F3
Current job/activity, Print	F6
Current job/activity, Save	F9
Current job/activity, Save as	CTRL+A
Cursor movement keys	UP-, DOWN-, LEFT-, RIGHT-arrow key
Cut	CTRL+X
Decimal tab, Set	CTRL+D
Delete/Add Bold	CTRL+ALT+B
Delete/Add Underline	SHFT+underscore key
Delete/Add Underline and Bold	CTRL+ALT+U
Delete character	DELETE
Delete document	CTRL+F1
Delete line	CTRL+F7
Display timer	F3
Document, Beginning of	CTRL+HOME
Document, Delete	CTRL+F1
Document, End of	CTRL+END
Document, Erase	CTRL+F3
Document, Load	F7
Document, Print	F6
Document, Save	F9
Double line spacing	CTRL+SHFT+D
Down, Scroll 7 lines	CTRL+SHFT+N
Elite pitch	CTRL+F5
End of document	CTRL+END
End job/activity	ESC
End of line	END
End of page	PgDn
Erase copy in memory	CTRL+F3
Error check	CTRL+E
Existing line, Center	CTRL+ALT+M
Expanded text	CTRL+ALT+E
Find/Replace	CTRL+ALT+R

Form, Load	F5
Form, Save	CTRL+ALT+F9
Hanging indent	F8
Indent, Hanging	F8
Insert character (blank space)	INSERT
Insert line	CTRL+F9
Insert mode	INSERT
Initialize for student use	CTRL+I
Job/activity, New	CTRL+N
Job/activity, Print	F6
Job/activity, Save	F9
Job/activity, Save as	CTRL+A
Justify, Right	CTRL+ALT+J
Left margin release	<--
Left margin, Set	CTRL+SHFT+L
Line, Beginning of	HOME
Line, Center existing	CTRL+ALT+M
Line, Delete	CTRL+F7
Line, End of	END
Line, Insert	CTRL+F9
Line spacing, Double	CTRL+SHFT+D
Line spacing, Single	CTRL+SHFT+S
Line spacing, Triple	CTRL+SHFT+T
Load document	F7
Load form	F5
Margin, Set left	CTRL+SHFT+L
Margin, Set right	CTRL+SHFT+R
Margin release (left)	<--
Margin release (right) -->	
Memory, Clear document in	CTRL+F3
Minutes, Word per	F1
Mode, Bold	CTRL+SHFT+B
Mode, Centering	CTRL+SHFT+C
Mode, Insert	INSERT
Mode, Superscript	CTRL+ALT+K
Mode, Underline	CTRL+SHFT+U
Movement, Cursor	UP-, DOWN-, LEFT-, RIGHT-arrow key
Multiple activity	CTRL+M
Next word	CTRL+SHFT+W
New job/activity	CTRL+N
Next 7 lines (scroll down)	CTRL+SHFT+N
Next Supp. Mat. display screen	F4

Page, Beginning of	PgUp
Page, Compress	CTRL+F8
Page, End of	PgDn
Paragraph, Reformat	CTRL+ALT+F
Paste	CTRL+V
Pica, Elite	CTRL+F5
Pitch, Pica	CTRL+F4
Pica pitch	CTRL+F4
Placement, Expanded text	CTRL+ALT+E
Previous 7 lines (scroll up)	CTRL+SHFT+P
Previous Supp. Mat display screen	F12
Previous word	CTRL+SHFT+X
Previous tab	SHFT+TAB
Print document (current job/activity)	F6
Print setup	CTRL+U
Rate, WPM	F1
Record, Student	CTRL+F6
Reformat paragraph	CTRL+ALT+F
Refresh screen	CTRL+F10
Regular tab, Set	CTRL+T
Replace/Find	CTRL+ALT+R
Reveal spaces	F11
Reverse tab	SHIFT+TAB
Review work (current job)	CTRL+W
Review work/ Exit	RETURN or ESC
Right justify	CTRL+ALT+J
Right margin release -->	
Right margin, Set	CTRL+SHFT+R
Save as (current job/activity)	CTRL+A
Save document (current job/activity)	F9
Save form	CTRL+ALT+F9
Screen, Refresh	CTRL+F10
Scroll down 7 lines	CTRL+SHFT+N
Scroll up 7 lines	CTRL+SHFT+P
Set left margin	CTRL+SHFT+L
Set right margin	CTRL+SHFT+R
Set tab, Decimal	CTRL+D
Set tab, Regular	CTRL+T
Setup, Print	CTRL+U
Single line spacing	CTRL+SHFT+S
Single, Tab clear	F2
Spaces, Reveal	F11
Student record	CTRL+F6
Superscript mode	CTRL+ALT+K

Tab clear, All
 Tab clear, Single
 Tab, Previous
 Tab, Reverse
 Tab set, Decimal
 Tab set, Regular
 Timer display
 Triple line spacing

CTRL+F2
F2
SHIFT+TAB
SHIFT+TAB
CTRL+D
CTRL+T
F3
CTRL+SHIFT+T

Underline, Add/Delete
 Underline and Bold, Add/Delete
 Underline mode
 Up, Scroll 7 lines

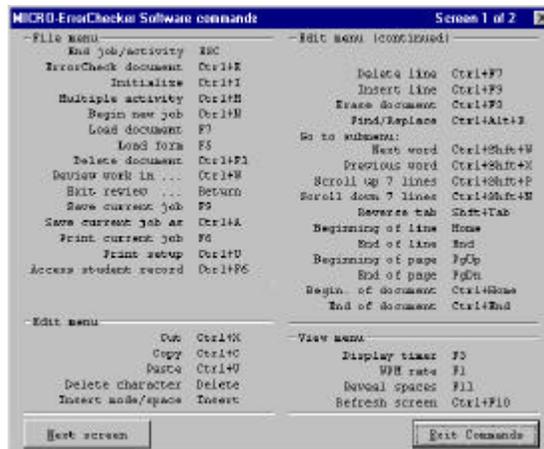
SHIFT+underscore key
CTRL+ALT+U
CTRL+SHIFT+U
CTRL+SHIFT+P

WPM rate
 Word, Next
 Word per minute rate
 Word, Previous

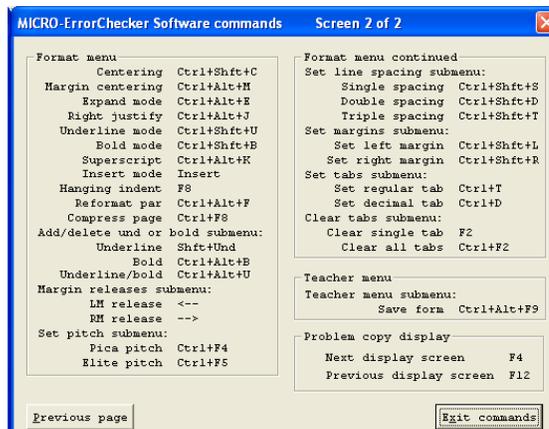
F1
CTRL+SHIFT+W
F1
CTRL+SHIFT+X

All of the features described above are on the **COMMAND SCREENS** and in the **MENU** bar

Screen 1:



Screen 2:



ERROR-CHECKING & KEY BUILDING PROCEDURES

WHAT DOES THE ERROR-CHECKER CHECK:

MICRO-ErrorChecker is both a content and format/style error-checker! The software compares the text of the student-typed document with a teacher provided key.

The following types of **content errors** will be identified:

Spelling Errors	Capitalization Errors
Punctuation Errors	Extra Word Errors
Omitted Word Errors	Transposed Word Errors
Errors in Headers	Spacing errors*
Errors in Footers	Underline Errors
New Line Errors	Bold Errors
Broken Word Errors	Superscript Errors
Run Together Words	

*Checks the horizontal spacing between words, including the appropriate number of horizontal spaces between sentences.

The following types of **format errors** for production work will be identified:

Starting line	Ending line
Margins	Line spacing
Pitch	Indentations
Horizontal centering	Vertical centering
Widow lines	Orphan lines
Headers	Footers
Tables:	Starting line on subsequent pages
Tabs/Margins	Number of blank lines between elements
Spacing/Leaders/etc.	

KEY PREPARATION

Each document for which error-checking is required must have a key prepared. **MICRO-ErrorChecker** includes a **KEY BUILDER** program available from the Teacher menu. Keys may be created from **MICRO-ErrorChecker** documents, older MICRO-Typewriter documents, and ASCII text files. You may either type the document yourself, or may use a student's document. It is recommended that you use a good student's document to save time.

ENTRY TO THE KEY BUILDER PROGRAM

The **Key Builder** is accessed from the Teacher menu and then choosing **Key builder**. The following screens include a step by step process for building a key for a **timed writing, paragraph drill, or line drill**; the process for building a key is the same for all three types of drills. **Prior to building a key it is necessary to have a copy of a MICRO-ErrorChecker document saved on disk.** For this keybuilding exercise, a **timed writing** will be assumed; therefore, it is recommended that you type (in Simplified Word Processing mode) and save the following as **timed writing** before proceeding with the following illustration.

Now is the time for all good men and women to come to the aid of their country. You can assist in this worthy cause by being a good citizen and helping in your community by being a volunteer in public activities.

Remember, don't ask what your country can do for you, but rather what can you do for your country.

The timed writing should be saved as: **Timing1**.

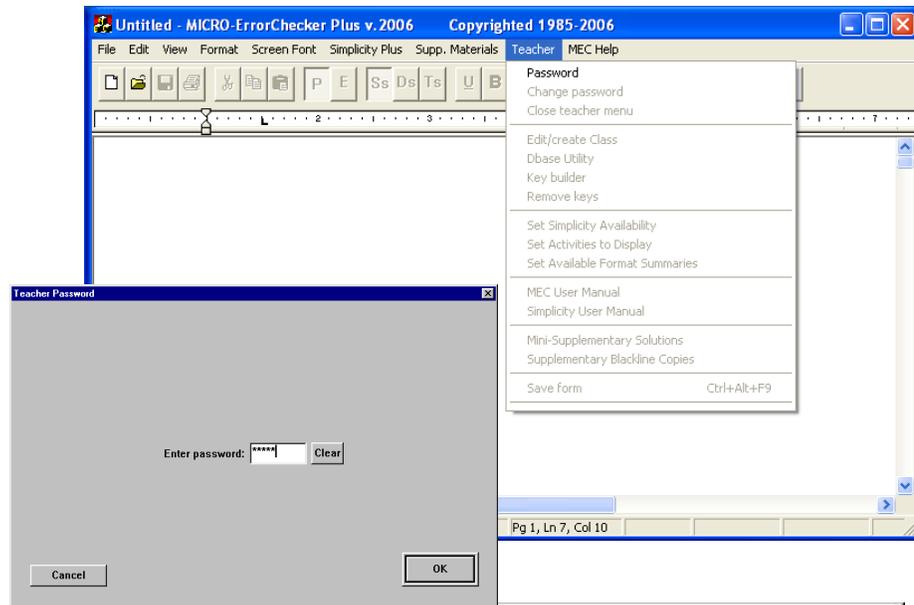
NOTE: Additional information concerning the creation of production job and exam keys can be found on page 53, **KEY BUILDER FOR A LETTER PRODUCTION KEY**).

KEY BUILDER FOR A TIMED WRITING KEY:

Teacher menu:

Select **Teacher** menu and choose **Password**:

Enter your password:



Again select **Teacher** menu and choose **Key builder**:

Keybuilder — Load a Source Document:

Select **MICRO-ErrorChecker Document**; click on **OK** and Load the **MICRO-ErrorChecker** document named: **Timing1**.



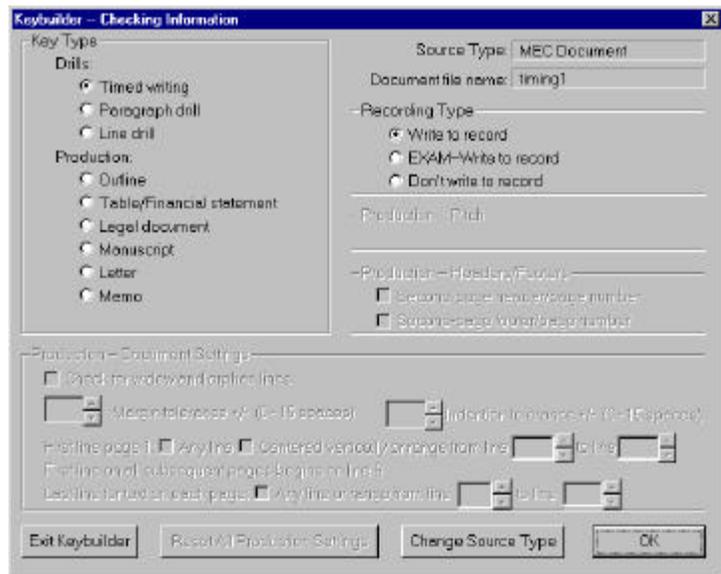
NOTE: This timed writing (*timing1*) should have been typed using MICRO-ErrorChecker in the **Simplified Word Processing** mode.

Keybuilder — Checking Information:

The default **Key Type**, when a **MICRO-ErrorChecker Document** is loaded, is **Timed writing**.

*NOTE: If the document loaded were either a **Paragraph drill** or a **Line drill**, you would need to select the appropriate **Drill Key Type**.*

The default **Recording Type** is: **Write to record**.



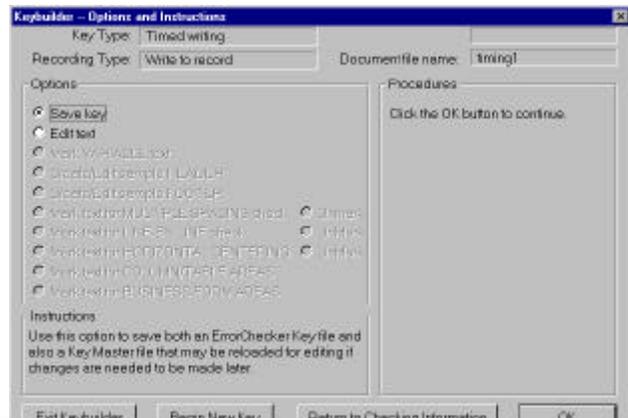
*NOTE: If the key were to be an **EXAM key**, select **EXAM--Write to record**. If the results of an error check **SHOULD NOT BE** recorded in the **Student Record**, select **Don't write to record**. **YOU WILL HAVE THE OPPORTUNITY TO CREATE ALL THREE RECORDING TYPE KEYS.***

Keybuilder — Options and Instructions:

As a **Timed writing** Key Type, you only have two Options: **Save key** or **Edit text**.

If you have not proofread the document carefully, select **Edit text** and proofread and make any necessary corrections.

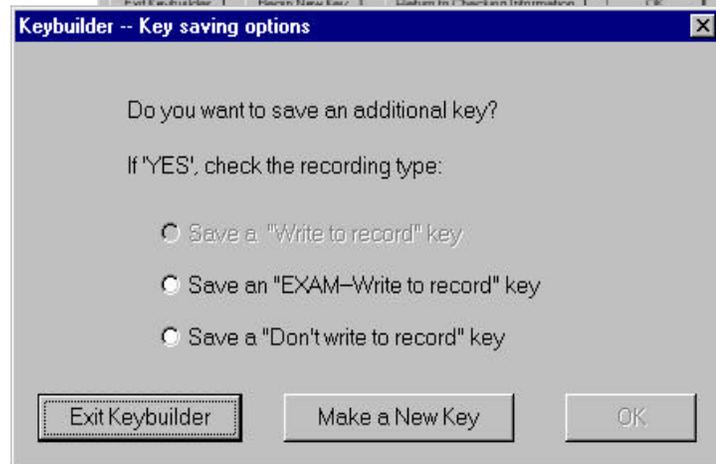
When ready, select **Save key** and click on **OK**. Save the key as **Timing1**.



Keybuilder — Key saving options:

NOTE: There are 3 Recording Types for saving keys. You will be given an opportunity to create one, two, or three keys for this document. If you do not wish to make an additional key, you may select Exit Keybuilder or Make a New Key.

Select **Exit Keybuilder** for this exercise.



You have completed the exercise to create a new timed writing key. You may repeat this procedure for both a **Paragraph drill** and a **Line drill** if you desire. Be sure to create the drills and save them as **MICRO-ErrorChecker** documents before using the Keybuilder to create keys.

KEY BUILDER FOR A LETTER PRODUCTION KEY:

The following keybuilding procedures are applicable to all six (6) production types: **Outline**, **Table/Financial statement**, **Legal document**, **Manuscript (report)**, **Letter**, and **Memo**. The **Table/Financial statement** and any other document that contains a **Table** or **Business Form** require additional keybuilding functions--these will be explained at the appropriate place during this production keybuilding procedure. Type the following as a letter in MICRO-ErrorChecker (Simplified Word Processing mode).

Directions:

Modified block letter with paragraphs indented
Pica pitch
Margins: 10 and 75
Paragraphs indented 5 spaces
Dateline on Line 16

[use current date] | Mr. John Q. Public | 257 West Broadway | Salt Lake City, UT 84101 |
Dear Mr. Public: |

Thank you for your recent inquiry about our new product line. We are sending you our most recent catalog published on May 31, [use current year].

If you place an order by December 31, [use current year], you will receive a 20 percent discount in addition to the free promotional gift mentioned in the catalog.

To rush your order, call our toll-free number 1-800-555-3345. [Type the phone number in bold] Operators are standing by 24 hours a day to take your order.

Sincerely, | [Use your name here] | Vice President of Marketing | [reference initials]

The Letter should be saved as: **Letter**.

KEY BUILDER FOR A LETTER PRODUCTION KEY:

Follow the same initial procedures as when you created the **timing1** key.

Teacher menu:

Select **Teacher** menu and choose **Key builder** (or choose **Password** if Key builder item is inactive and enter **your password**).



Keybuilder — Load a Source Document:

Select **MICRO-ErrorChecker Document**; click on **OK** and Load the **MICRO-ErrorChecker** document named: **Letter**.

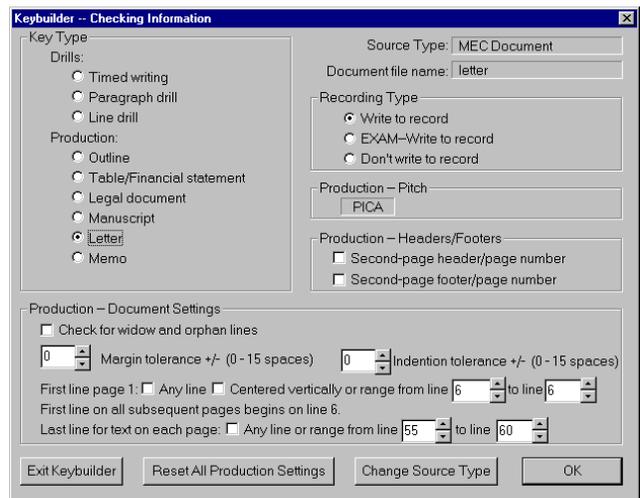
*NOTE: This production document (**letter**) should have been typed using **MICRO-ErrorChecker** in the **Simplified Word Processing** mode.*



Keybuilder — Checking Information:

The default **Key Type**, when a **MICRO-ErrorChecker Document** is loaded, is **Timed writing**. Since this document is a letter, select the **Key Type** as: **Letter**.

The default **Recording Type** is: **Write to record**.



*NOTE: If the key were to be an **EXAM key**, select **EXAM--Write to record**. If the results of an error check **SHOULD NOT BE** recorded in the **Student Record**, select **Don't write to record**. **YOU WILL HAVE THE OPPORTUNITY TO CREATE ALL THREE RECORDING TYPE KEYS.***

*NOTE: At this point in the exercise, ignore the other **Production** sections (**Production -- Headers/Footers** and **Production -- Document Settings**); these sections will be covered in detail in **DOCUMENT SETTINGS FOR FORMAT CHECKER** on page 60.*

Keybuilder — Options and Instructions:

As a **Letter** Key Type, you have several **Options** available.

Edit text--if you have not proofread the document carefully, select **Edit text** and proofread and make any necessary corrections.

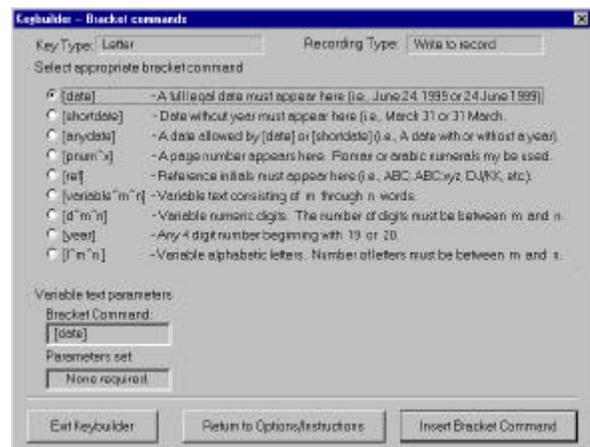
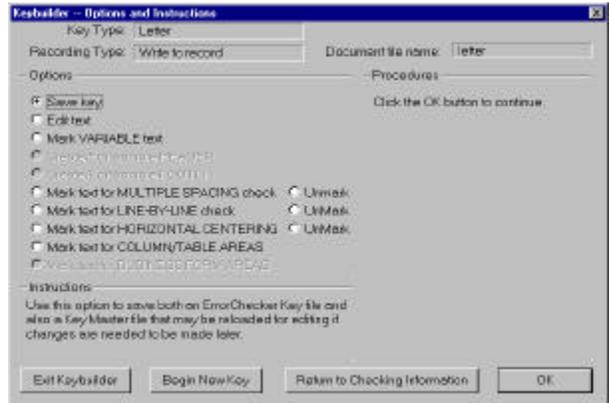
Mark VARIABLE text--if you have any items in the document that may be done differently by your students (i.e. current date, reference initials, using their own name in the closing, or using only the current year), you will have the opportunity to mark these areas and replace them with bracket commands that the error checker recognizes in order to not mark errors that should not be marked. Select **Mark VARIABLE text** and mark the required areas.

Instructions:

1. Left click mouse and hold mouse button down on the starting character of the variable to be marked.
2. While holding left mouse button down, move cursor to last character in the variable being marked.
3. Release the left mouse button and you will be taken directly to the **Keybuilder — Bracket commands** dialog for selection.

Keybuilder — Bracket commands (Mark VARIABLE text):

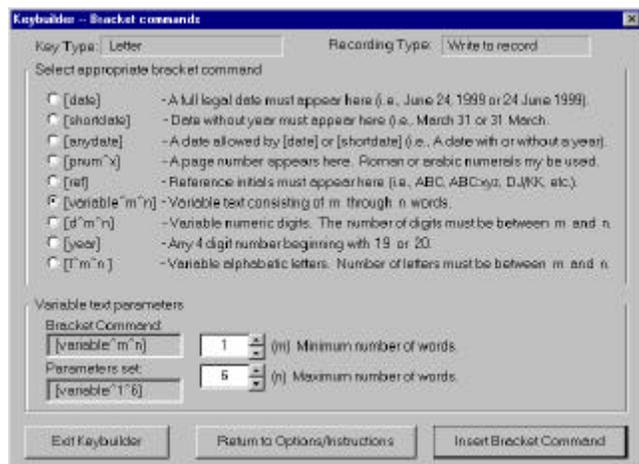
If you have marked the **current date** at the top of the letter, select the **[date]** bracket command and then click on **Insert Bracket Command** button.



Mark **Variable text** to mark another item. Mark the year **1998** and press **ESC**. Select the **[year]** bracket command and then click on **Insert Bracket Command** button.

Select **Mark Variable text** to mark another year **1998**. Select the **[year]** bracket command and then click on **Insert Bracket Command** button.

Select **Mark Variable text** to mark the **signer's name**. After marking the **signer's name**; select the **[variable^m^n]** bracket command; selection of this bracket command requires additional input for the **m** and **n** variables in the bracket command. Set the **m** variable to **1** and the **n** variable to **6**. This means that the marked area will permit any input from **1 word to 6 words**. The content of this marked area **WILL NOT** be error checked.



Click on **Insert Bracket Command** button.

***NOTE:** If you were to select (page numbers) **[pnum^x]**, (digits) **[d^m^n]**, (letters) **[l^m^n]**, you will be required to provide the **x** or **m** and **n** parameters. If you select **[pnum^x]** bracket command, you will also be required to indicate whether the page numbers should be **Arabic** or **ROMAN** numerals.*

Select **Mark Variable text** to mark the **reference initials**. Select the **[ref]** bracket command and click on the **Insert Bracket Command**.

Since you have completed all variable items, you are now at the Keybuilder-Options and Instructions dialog.

***NOTE:** This letter does not have the following items active: **Create/Edit sample HEADER**, **Create/Edit sample FOOTER**, and **Mark text for BUSINESS FORMS AREAS**. These items are inactive because the document is only a one-page letter and it does not contain a business form. Since we know the letter does not contain any columnar or table areas, we do not need to select this item. All four of these items will be discussed in the **SPECIAL ERRORCHECKER INSTRUCTIONS** section on page 63.*

***ATTENTION:** To cancel any line-by-line marking for **Mark text for MULTIPLE SPACING check**, **Mark text for LINE-BY-LINE check**, **Mark text for HORIZONTAL CENTERING**, **Mark text for COLUMN/TABLES AREAS**, and **Mark text for BUSINESS FORM AREAS**. Select the appropriate "unmark" button and click inside the marked area.*

*The **ESC** key is used to return from the text area to the previous dialog box.*

The **Mark text for MULTIPLE SPACING check** option will not be used for this letter key. This option is used only when the spacing between words (elements) is to be ignored and not checked. Lines which contain tabular items which may have variable inter-word (inter-element) spacing should be marked for **Multiple Spacing**.

Select the **Mark text for LINE-BY-LINE check**. A single line or any group of contiguous lines that should be checked a line at a time should be marked for line-by-line checking. Mark the area from the **dateline** down through the **salutation** as a single block to be checked line-by-line. Also mark the area from **Sincerely** down through **reference initials** as a second block to be checked line-by-line.

The letter contains no lines which should be centered horizontally between the margins; therefore, the option **Mark text for HORIZONTAL CENTERING** is not used in this letter key.

All options for this letter have been completed; select **Save key** and click on **OK**.

Keybuilder — Variable Vertical Spacing:

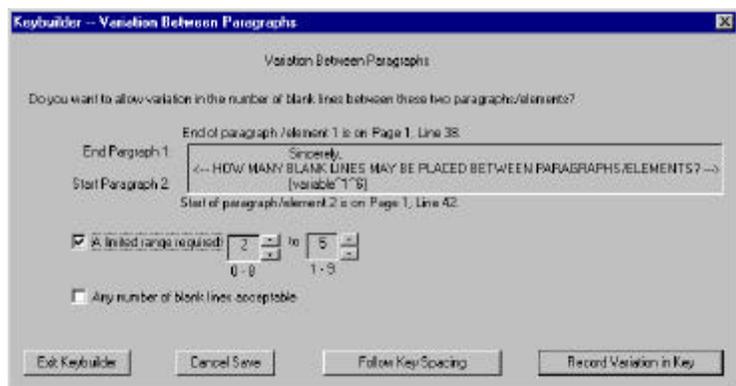
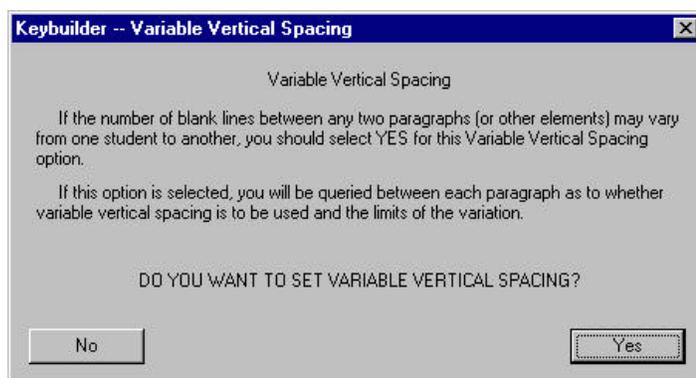
There are some production documents which may have the number of blank lines between some elements that can have a variable number of blank lines acceptable.

Therefore, if you would like to permit, for example, **2 - 5** blank lines between **Sincerely**

and the Signer's name, you would select **YES**. If there should be **no areas** which would allow for a variable number of blanks lines, select **NO**.

Select **YES** for this example.

After every **hard return** in the document, the **variation between paragraphs dialog** appears for your decision.

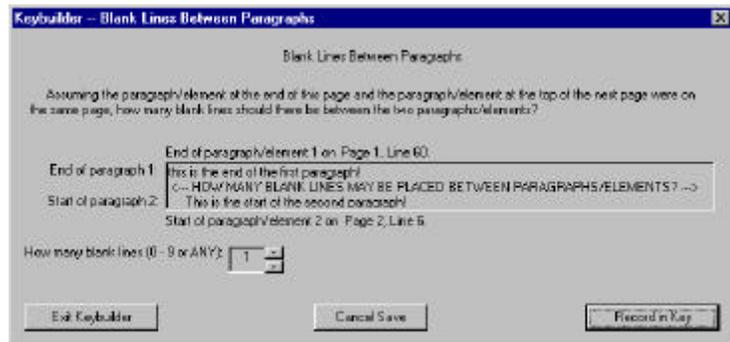


Keybuilder — Variation Between Paragraphs:

For all the items from the dateline to Sincerely, you should click on Follow Key Spacing.

When you see the dialog box that contains **Sincerely** and [variable^1^1], select **A limited range required** and set the first parameter to **2** and the second parameter to **5**. This will allow a variation of from **2** blank lines to **5** blank lines between **Sincerely** and the (signer's name) [variable^2^5].

NOTE: If this were a multi-page document and **one paragraph ended at the bottom of one page and the next paragraph began at the top of the next page** and if a student set the margins different than the key, these two paragraphs might be end and start on the same page; therefore, the keybuilder needs to know how many blank lines should be between the paragraphs/elements if these two paragraphs/elements end and start on the same page. If the keybuilder discovers this situation, you will see the following **Keybuilder --Blank Lines Between Paragraphs** dialog.



Keybuilder --Blank Lines Between Paragraphs

Set the number of blank lines to **1**.

Click on **Record in Key** button.

When all of the variable vertical spacing areas have been queried, you will see the **Save Key** dialog appear. Save the key as: **Letter**.

When you see the **Keybuilder — Key saving options** dialog, you may save all three Recording Types of keys. After saving the key(s), click on **Exit Keybuilder** button to conclude this exercise.

KEY/DOCUMENT TYPE DEFINITIONS

The **Keybuilder — Checking Information** dialog allows the instructor to set **Key Type**, **Recording Type**, and for production jobs set whether headers or footers will be needed for the key being created.

HEADERS AND FOOTERS

These two options appear only if the **Key Type** has been set for a **Production** document (anything other than a Timed writing, Paragraph drill or a Line drill.) If the second and subsequent pages of the document will include a heading (even if it is just a page number) or if all the pages will include a footer (again, even if it is just a page number) the option should be selected and checked. If either of these items are selected, it will be necessary to create a sample header or footer. An option to **Create/Edit a sample HEADER** and/or **Create/Edit a sample FOOTER** will be activated in the **Options** section of the **Keybuilder -- Options and Instructions** dialog.

REMEMBER: *Once a sample header or footer has been created, it will also be necessary to remove the actual headers and/or footers from the key document (use the **Edit text** option).*

DOCUMENT TYPE DEFINITIONS

Timed Writings and Drills

TIMED WRITING:

A timed writing consisting of one or more paragraphs that must be typed in sequence beginning with the first paragraph. If the timed writing consists of more than one paragraph, the paragraphs **cannot** be typed out of sequence. However, if the entire timed writing has been completely typed, the student may return to the first paragraph and repeat the entire timed writing more than once.

PARAGRAPH DRILL:

A paragraph drill consist of one or more paragraphs that may be typed independently of each other (even in a repetitive manner--a single paragraph may be typed more than once.) If the paragraph drill contains more than one paragraph, any combination of paragraphs may be typed in any order and any number of times. This is different than a timed writing which must be typed in sequence.

LINE DRILL:

A line drill consist of several drill lines. Each drill line must be a single line and generally ends with some type of punctuation mark. Drill lines are error checked one line at a time; therefore, wordwrap should not be used for Line Drills. Line drill error-checking allows any combination of lines to be typed in any order.

Production Exercises

Production exercises will be checked for both content and format. The following **Key Types** are available for error-checking:

OUTLINE:

The horizontal spacing must match the horizontal spacing in the key. May contain headers and/or footers.

TABLE/FINANCIAL STATEMENT:

Automatically uses multiple spacing check for content errors. May contain headers and/or footers. The format checker will check the number of spaces between columns, use of leaders, etc..

LEGAL DOCUMENT:

May contain headers, footers, tables, etc.

MANUSCRIPT:

May contain headers, footers, tables, etc. **If you are ever in doubt as to what type of key to use, this is the one.**

LETTER:

May contain headers, footers, tables, etc.

MEMO:

May contain headers, footers, tables, etc.

RECORDING TYPE DEFINITIONS

Write to record:

Keys of this type will write the results of the error-check to standard areas (timed writing, paragraph drill, line drill, or production) of the student's record.

EXAM--Write to record:

Keys of this type will write the results of the error-check to the exam portion of the student's record. Exams in the student record may be sorted several different ways, with averages computed if the exams are sorted for a selected date.

Don't write to record:

Keys of this type will **NOT** write the results of the error-check to the student record.

DOCUMENT SETTINGS FOR FORMAT CHECKER

NOTE TO PREVIOUS ERROR-CHECKER USERS:

All error-checking keys that you have prepared with Version 8 will work with Version 2006 of **MICRO-ErrorChecker Plus 2006**. However, any production keys previously made on versions earlier than Version 7 will **ONLY CHECK** for content errors until you rebuild the key using the **Keybuilder** in Version 2006 (or Version 8) and setting the required format checking features.

NOTE: The old keys for Line drills, Paragraph drills, and Timed writings DO NOT need to be rebuilt with Version 2006.

IMPORTANT CAUTION: Any keys rebuilt with Version 8 or Version 2006 **WILL NOT** work with versions 7 or earlier version of the **MICRO-ErrorChecker**; therefore, if you will ever have a need to use your old keys with a version earlier than version 8 of **MICRO-ErrorChecker**, you should make backup copies before rebuilding the old keys.

Keybuilder — Checking Information:

The **Production** sections (**Production — Pitch**, **Production — Headers/Footers**, and **Production — Document Settings**) are active only if the **Key Type** is set for one of the production types.

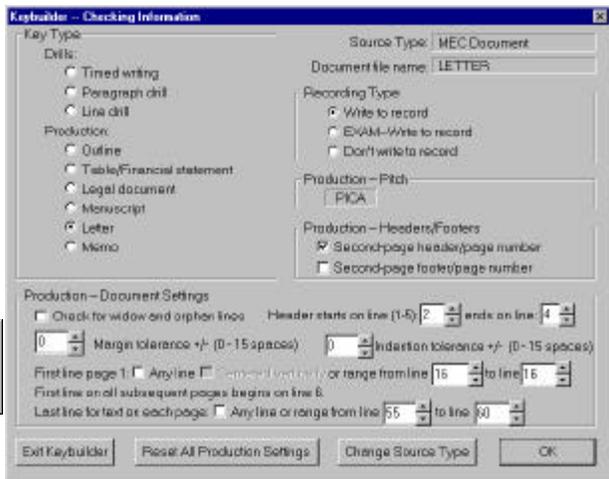
Production — Pitch defaults to either **PICA** or

ELITE,

depending on how the pitch

was set in the original **MICRO-**

ErrorChecker document. The pitch can only be changed if the **Source Type** is: **ASCII Text File**.



Production — Headers/Footers:

If the document requires either headers or footers to be typed, the appropriate box must be checked. *NOTE: Generally, a document will have only headers or footers, not both!*

The basic format checking will be done according to the original format of the document from which the key is created. Be sure that the document from which the key is to be created is accurate in terms of its formatting. The key builder will scan the key document to determine spacing, margins, etc.

*NOTE: The active items in the **Production — Document Settings** section will vary depending on the production **Key Type** selected.*

The format checker will provide for the variations and/or tolerances as selected above. A brief description for each item in the **Production — Document Settings** section above will now be given:

Check for Widow and Orphan lines:

If this box is checked, the document will be checked for a single paragraph line at the bottom and top of pages. The first line of a paragraph that is isolated at the bottom of a page is referred to as a **widow** line and will be marked as a format error. Likewise, if the last line of a paragraph is isolated at the top of a page, this is referred to as an **orphan** line and will be marked as a format error. If you do not wish **widow/orphan** lines to be marked as format errors, do not check this box.

Margin tolerance allowed:

If you are willing to accept margin settings different from the margins set in the key document, you may set the margin tolerance from **1** to **15** spaces (plus or minus) from the margins set in the key document. **NOTE:** The checking of margins will be done only when the margins of the student's document indicates that the margins have been changed; otherwise, the checking of margins will only be done once for the first line of the document being checked. **NOTE:** If the key contains a business form that contains columns **and** the specific tab settings **are not** specified, you must set the **margin tolerance allowed** to provided sufficient variation to accommodate a reasonable starting position of any marked non-columnar line.

Indentation tolerance allowed:

If you are willing to accept the size of the indentation to be different from the key document, you may set the indentation tolerance from 1 to **15** spaces (plus or minus) from the first indentation in the key document. **NOTE:** The checking of indentations will be done the first time an indentation occurs in the student's document. Once an indentation is identified as being acceptable within the indentation tolerance range, all subsequent indentations will be required to be the same for consistency of appearance.

First line page 1:

You may set the starting line for page 1 to fall within a range or accept **ANY**. If the starting line for page 1 is less than or greater than the range, this will result in a format error.

First line on subsequent pages (excluding header):

Defaults to line 6.

Last line for text on each page (excluding footer):

If you desire that the last line of each page (except the last page) be keyed within a certain range (usually from line **55** to **60**), you may specify that range or you may set it to **ANY**. **NOTE:** If any multiple-page document requires a page--**located before the last page**--to end high on the page, the **Last line for text on each page (excluding footer)** should be set to **ANY** to avoid a format error.

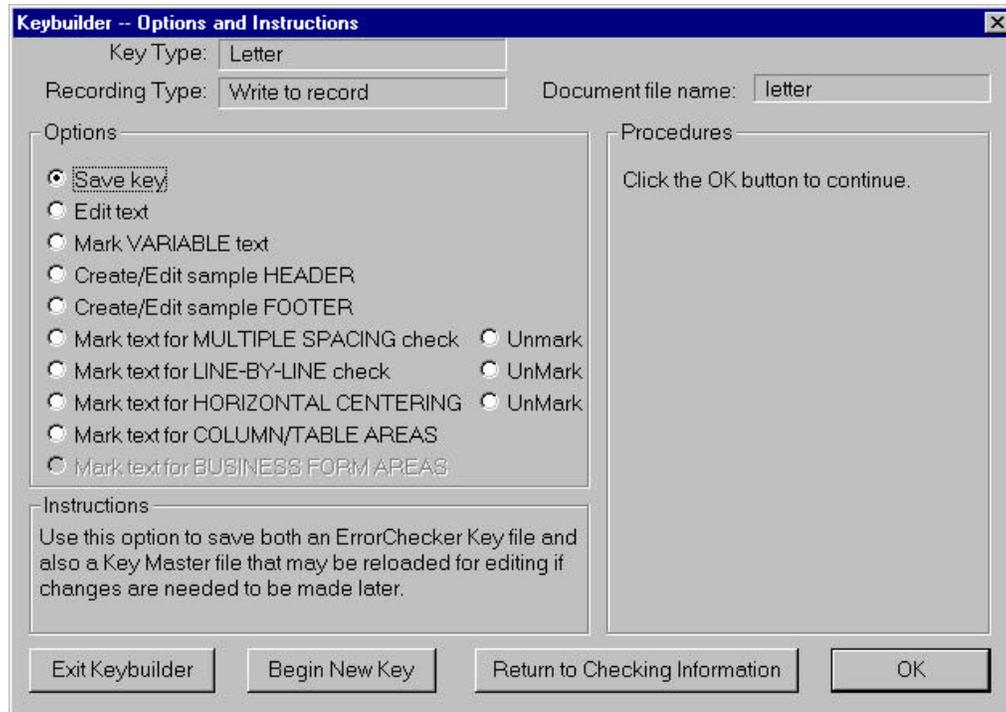
Header lines (lines 1-5):

If headers are used in the document, you must designate that the headers be within a certain range. When the range is set, the entire header must begin and end within this range or a format error will result.

Footer lines (lines 61-65):

If footers are used in the document, you must designate that the footers be within a certain range. When the range is set, the entire footer must begin and end within this range or a format error will result.

SPECIAL ERRORCHECKER INSTRUCTIONS



The

Options section of **The Keybuilder -- Options and Instructions** dialog allows the teacher to customize the error-checking of each document. A description of each item follows.

Save key:

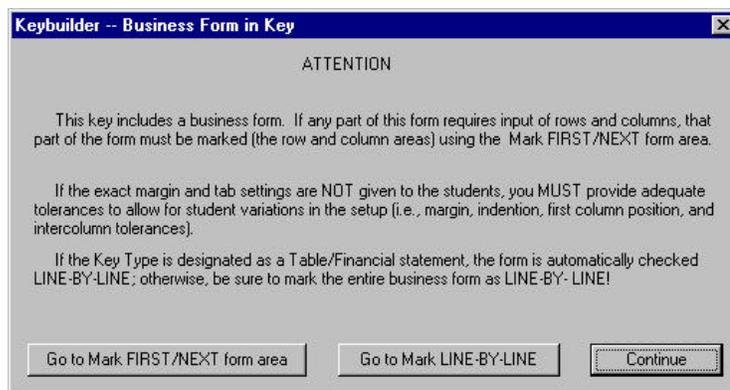
This option will save the completed key to the path specified when the **class file** was created for this class. The key must be saved before beginning a new key or exiting the **Keybuilder** program. The instructor could change this path (at the **Save Key** dialog) if he or she wanted to put the files on a floppy disk to give to an instructor or to another school which was licensed to use **MICRO-ErrorChecker Plus 2006**. The software defaults the file name to the name of the source document. Obviously, this name may be changed at the **Save Key** dialog. This filename **must not** include a period in the filename since the software will automatically add the extension **'~ky'** for the key file and **'~ms'** for the master file. **NOTE:** *If you have loaded the document named **Report1** and have selected the **Recording Type** as **EXAM--Write to record**, the software will automatically modify the filename as to reflect the **Recording Type** as: **Report1_EX**. Likewise, if the **Recording Type** were **Don't write to record**, the filename for the saved key would be: **Report1_NO***

NOTE: If a **business form** is detected in the **key**, you will get the following reminder dialog:

Business form in key:

If you have already marked the business form, click on **Continue** and proceed.

However, if you had forgotten either to **Mark FIRST/NEXT form area** and/or **Mark LINE-BY-LINE**, clicking on the appropriate button will take you directly to the next step to accomplish this task.



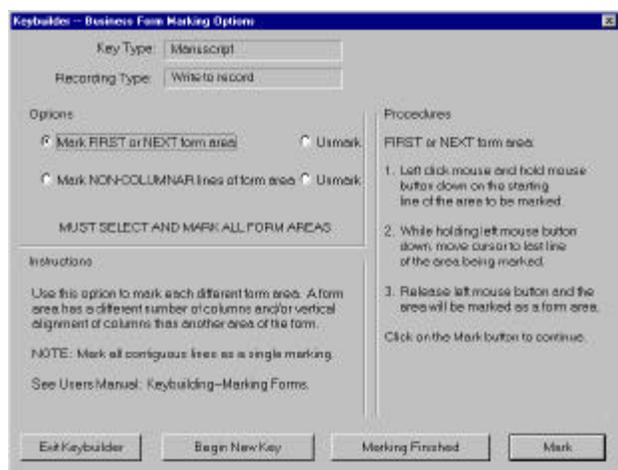
For example, click on the **Go to Mark FIRST/NEXT form area** button and the following appears:

Keybuilder — Business Form Marking Options:

Select the **Mark FIRST or NEXT form area** option.

Click on **Mark** button.

After you have marked all of the **First** and/or **Next form areas**, strike **ESC** to go to the next dialog:

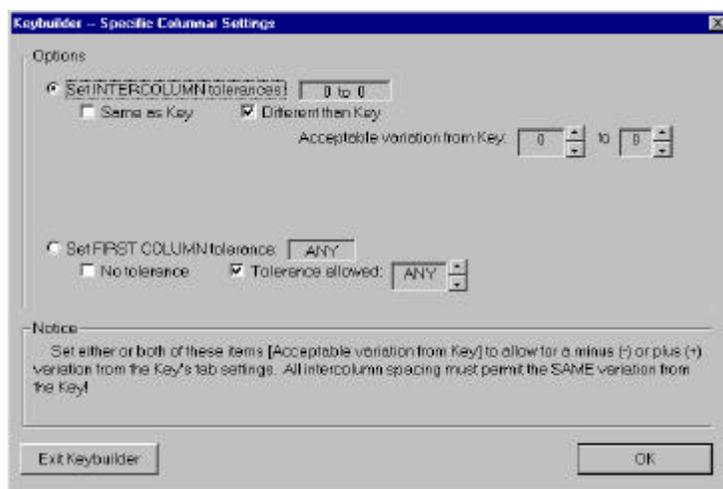


Keybuilder — Specific Columnar Settings:

You will have the opportunity to set intercolumn tolerances that permit variance from the key the set number of spaces indicated here.

The first column tolerance permits the starting of the first column (or left edge of the form) to be set at **+ or --** number of spaces in variation from the key.

Be sure to **Mark NONCOLUMNAR lines of form area**. When you have completed the marking in the **Keybuilder — Business Form Marking Options** dialog, click on the **Marking Finished** button which will return you to the **Keybuilder — Options and Instructions** dialog.



At this point, you have the opportunity to mark the business form for line-by-line checking if you have not already done so. After completion of **marking the business form**, select the **Save key** option and click on the **OK** button. You will again have the **Keybuilder — Business Form in Key** dialog appear. This time you should click on the **Continue** button to complete the saving of this key.

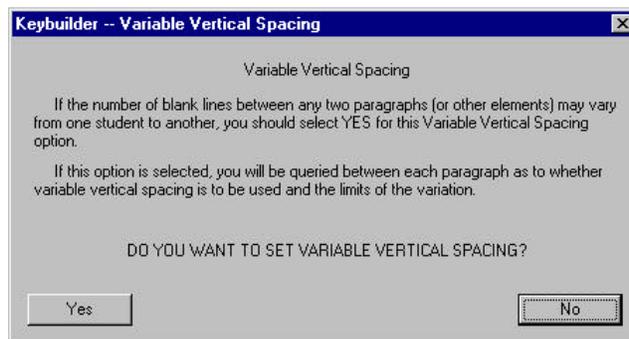
Variable Vertical Spacing:

When saving a production job key, you will be provided with the opportunity to provide **variable vertical spacing** (the number of blank lines allowed between elements in the key). If there are any such places between paragraphs or other elements where you would permit a variation in the number of blank lines, select the **YES** button. For example in a letter, you may allow from **2** to **5** blank lines in the space where the signer places his or her signature. Also, if you have a multi-page document and a paragraph or other element ends at the bottom of one page in the key and a new paragraph or the next element begins at the top of the next page in the key, you will need to select the **YES** button and provide information about how many blank lines you will allow if the last line of the first paragraph/element and the first line of the next paragraph/element happen to end up in the student's document on the same page (this can happen if the student's margin settings are not the same as the margins settings in the key!) The number of blanks lines may be only 1, but the format error-checker need to know!

Keybuilder — Variable Vertical Spacing:

Click on the **NO** button to skip the **Variable Vertical Spacing** option.

Click on the **YES** button to select the **Variable Vertical Spacing** option for this exercise..



The software will search through the key document and locate every hard return which provides the place where a decision on the number of blank lines will be made. The following dialog appears:

Keybuilder — Variation Between Paragraphs:

This dialog appears each time for your decision.



Whenever this dialog box appears, you make the decision whether to allow a variable number of blank lines between the two paragraphs/elements. If the decision is **NO variation** to be allowed, click on the **Follow Key Spacing** button. The software will continue it search for the next logical location for a decision.

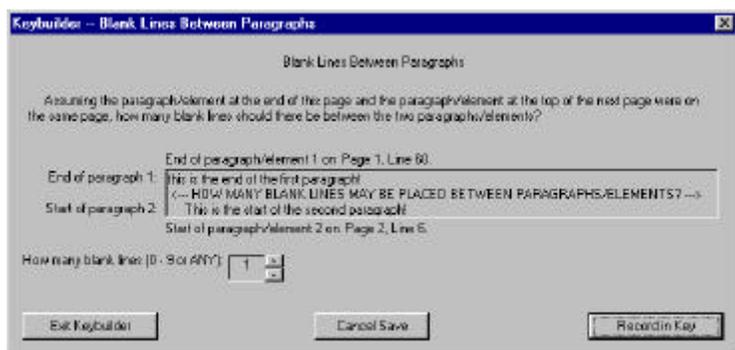
If your decision to allow a variable number of blank lines between the two paragraphs/elements, select either **Any number of blank lines acceptable** or **A limited range required**. If you select the first option, after checking the box, click on the **Record Variation in Key** button. However, if you select the second option, after checking the box, indicate what the two parameters will be (from **x** to **y** number of lines allowed); then click on the **Record Variation in Key** button.

If the software finds a paragraph or element that ends at the bottom of a page and the next paragraph or element begins at the top of the next page, you will see the following dialog box appear.

Keybuilder — Blank Lines Between Paragraphs:

A decision on the number of blank lines is **required**. The **format error-checker must know** how many lines will be permitted if both elements are found on the same page. Your options are to select **ANY** or a number between **1** and **9**. For normal line spacing between paragraphs, the default of **1** line should be accepted.

When ready, click on **Record in Key** button.



When all decisions have been made, the software will take you directly to the Save Key dialog box. Unless you must

change the filename or the storage location (path), all you need to is click on the **Save** button and both the **Key** file and the **Master** file will be saved.

Saving other Recording Types of Key files and Master files:

We recommend that you save all three types of **Key** and **Master** files at the same time. This procedure will save significant time in the preparation of **EXAM-Write to record** keys and **Don't write to record** keys. The reason for having a **REGULAR** key and an **EXAM-Write to record** key prepared is that the student record keeps track of all activities in two different locations in the **student record**; one location is for regular production work and the other location is for examinations. The third **Recording Type (Don't write to record)** is for an activity that you do not want the results recorded in the **student record**.

RECOMMENDATION: In order to maintain control over which error-checking keys are available to the students on any given day, you may want to save each **Recording Type** in a separate subdirectory/folder. To give you a reminder to change the path at the **Save Key** dialog box, a reminder message is displayed if you click on the **Save Key Different Path** button.

For example, you may want to create the following subdirectories/folders:

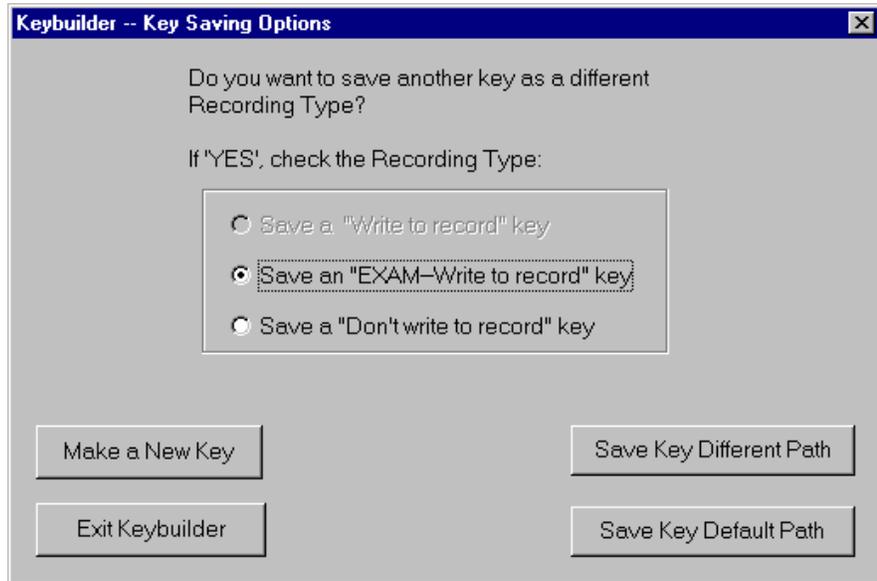
C:\Program Files\MECPlus2006Setup\keys_EX\
C:\Program Files\MECPlusSetup\keys_NO\

After each **Recording Type** of key and master is **saved**, the following dialog box appears to give you an opportunity to save the same key as a different **Recording Type** with a minimum of effort:



Keybuilder — Key Saving Options:

You will receive this reminder if you click on the **Save Key Different Path** button.



Edit text:

Use this option to edit the text of a document. It is recommended that the key document text be edited so that no line ends with a non-required hyphen (this will allow students to hyphenate words at the end of a line without an error being generated.)

Mark VARIABLE text:

Use this option to designate text that may change from student to student but yet should be marked correct. Such variable items include **date**, **reference initials**, **year**, and **personal names**. The directions for marking variable text appear in the **Keybuilder -- Options and Instructions** dialog and in the **Keybuilder -- Bracket commands** dialog.

The following types of variable text are available, and are shown with an example:

[date] A full legal date must appear at this location
 ORIGINAL TEXT: "...on March 25, 1995 you..."
 MARKED TEXT: "... on [date] you..."

[shortdate] A date without a year must appear at this location.
 ORIGINAL TEXT: "...on March 25 you ..."
 MARKED TEXT: "...on [shortdate] you..."

[anydate]	<p>A date allowed by either [date] or [shortdate] will be acceptable at this location (i.e. a date with or without a year.) ORIGINAL TEXT: "...on March 25 you ..." MARKED TEXT: "...on [anydate] you..."</p>
[pnum^x]	<p>A page number appears here. Roman or Arabic numerals may be used. The x is replaced by the page number of the first page of the document (most often 1.) ORIGINAL TEXT: "This is page 3 of this..." MARKED TEXT: "This is page [pnum^1] of..."</p>
[ref]	<p>Reference initials must appear at this location. (i.e. SEW, SEW:rss, PM/rs, etc.) ORIGINAL TEXT: "SEW:rss" MARKED TEXT: "[ref]"</p>
[variable^m^n]	<p>Variable text consisting of a minimum of m words and a maximum of n words must appear here. The text the student types at this location is limited to a maximum of 20 words or 80 characters, whichever comes first, and a punctuation mark counts as a separate word. If a student was to type their own name as part of the signature block, an appropriate variable marking would be [variable^2^7]. The minimum number of words was set at 2 so that they must include both a first and last name, and the maximum number of words was set at 7 just in case John M. Brown, Jr. is in the class (four actual words in John's name and three punctuation marks.)</p> <p><i>CAUTION: DO NOT use two adjacent [variable^m^n] markings in either vertical or horizontal placement. If you want a student to type their own address as the return address, an appropriate variable marking would be [variable^4^20]. The minimum number of words was set at 4 so that the student must include at least a street name, city, state, and zip; and the maximum number of words was set at 20 to allow the maximum number of words possible. A single variable marking is used even through the street address and the city, state, and zip will be on separate lines.</i></p> <p>ORIGINAL TEXT: "...name is John M. Brown, Jr." MARKED TEXT: "...name is [variable^2^7]"</p>
[d^m^n]	<p>Variable text consisting of a minimum of m digits and a maximum of n digits must appear at this location. ORIGINAL TEXT: "...I will be 17 years old..." MARKED TEXT: "...I will be [d^1^3] years..."</p>
[year]	<p>A 4-digit number beginning with 19 or 20 must appear at this location. ORIGINAL TEXT: "...I will retire in 2018." MARKED TEXT: "...I will retire in [year]."</p>

[I^m^n] Variable text consisting of a minimum of m alphabetic characters and a maximum of n alphabetic characters must appear at this location.
 ORIGINAL TEXT: "My first name is Royce."
 MARKED TEXT: "My first name is [I^1^20]."

Create/Edit Sample HEADER:

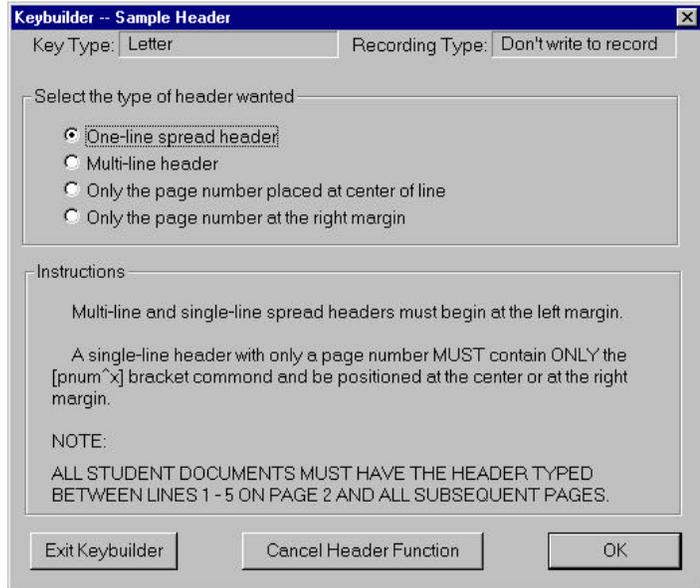
This option will allow the creation or editing of a sample header that will appear on the second and all subsequent pages. The header may be on one, two, or three lines. You may select from four options.

Keybuilder — Sample Header:

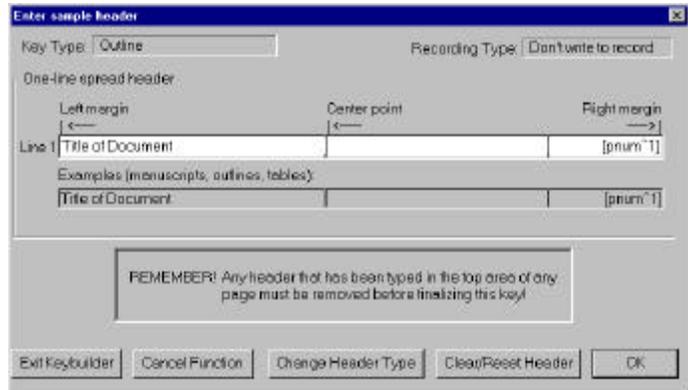
Be sure to read the **Instructions** section of this dialog box for each type of header selected.

Select the **One-line spread header** and click on **OK**.

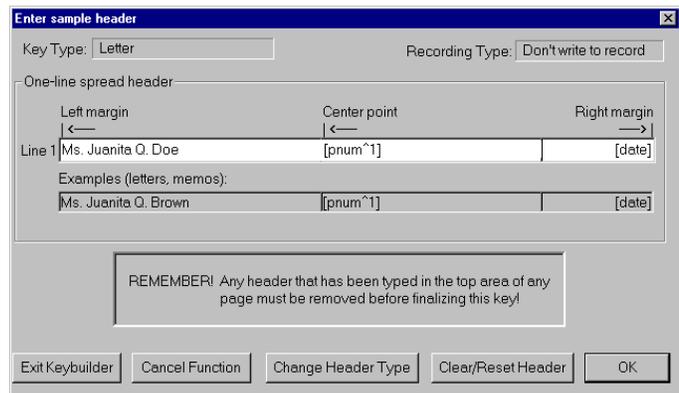
One of the following **Enter sample header** dialog boxes appears for the **single-line spread header**:



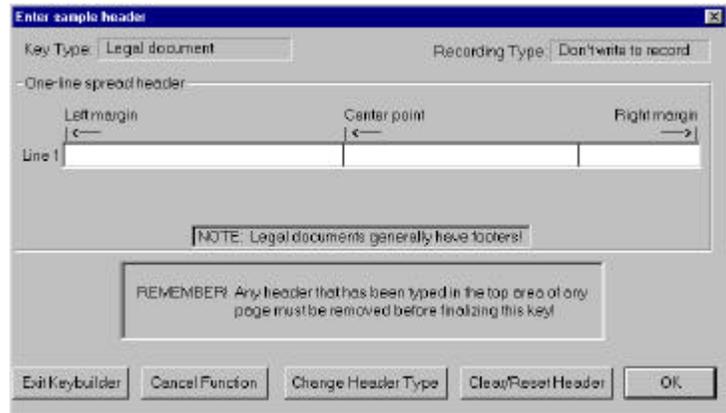
This dialog box will appear for the **Production Key Types of Manuscripts, Outlines, and Tables**:



This dialog box will appear for the **Production Key Types of Letters and Memos**:



This dialog box will appear for the **Production Key Type of Legal**:



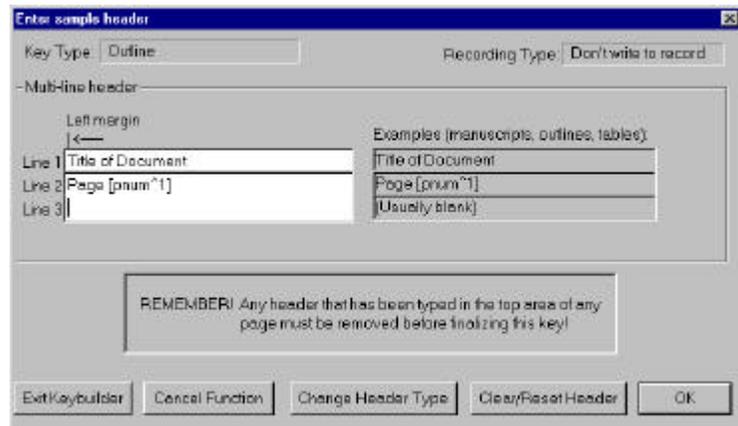
Enter the three elements of a **single-line spread header**:

1. At the left margin usually a name or document title.
2. At the center point, the page number.
3. At the right margin, the date.

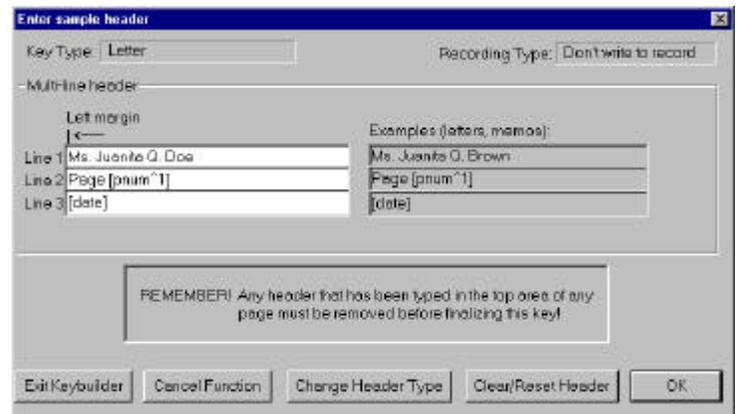
For this exercise, click on the **Change Header Type** button and select **Multi-line header** and click on the **OK** button..

One of the following **Enter sample header** dialog boxes will appear for the **multi-line header**:

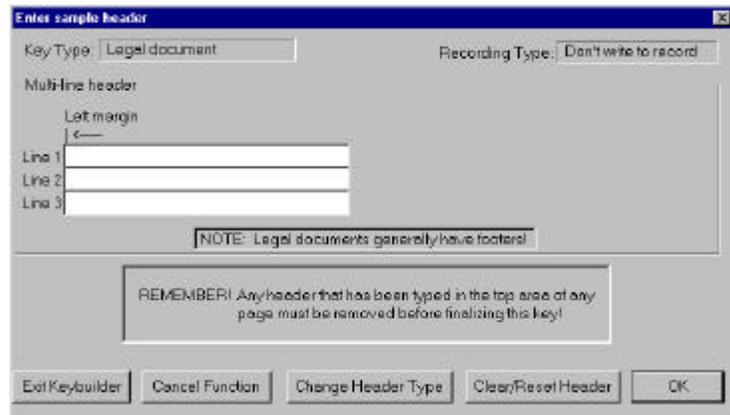
This dialog box will appear for the **Production Key Types of Manuscripts, Outlines, and Tables**:



This dialog box will appear for the **Production Key Types of Letters and Memos**:



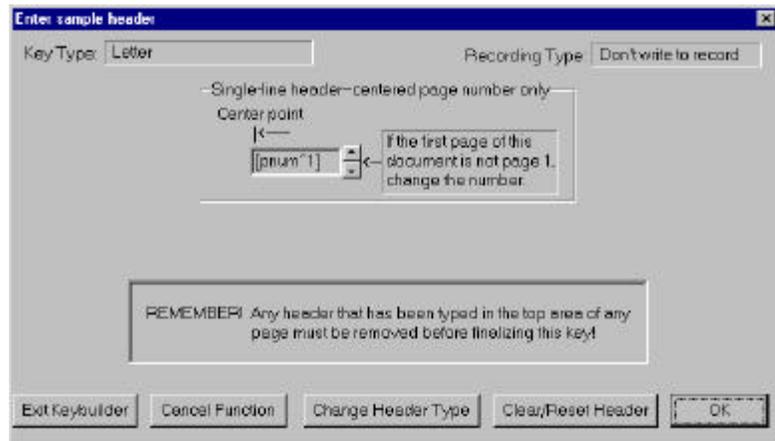
This dialog box will appear for the **Production Key Type of Legal**:



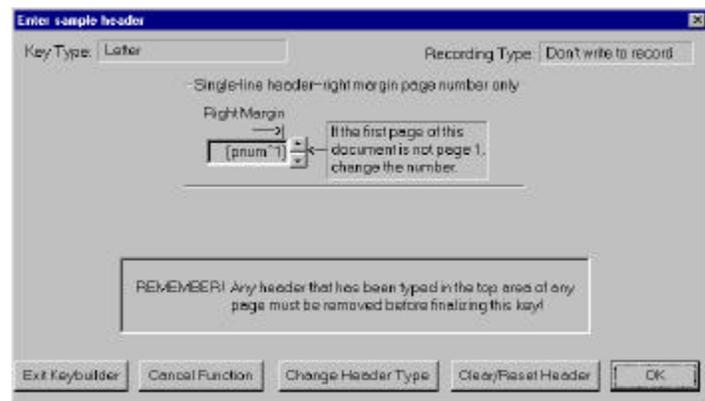
Enter the three elements of a **multi-line spread header**:

1. At the left margin on the first line, a name or document title.
2. At the left margin on the second line, the page number.
3. At the left margin on the third line, the date.

For this exercise, click on the **Change Header Type** button and select **Only the page number placed at center of line** and click on the **OK** button..



For this exercise, click on the **Change Header Type** button and select **Only the page number at the right margin** and click on the **OK** button..



NOTE: Legal documents generally do not have headers; they usually have footers.

NOTE: Once the sample header has been created, the actual headers must be removed from the key source document. Removal of the actual headers from the key allows the student's pages to break at a location different from the page break in the key without generating an error.

Create/Edit Sample FOOTER:

This option will allow the create or editing of a sample footer that will appear on the bottom of all pages. Please review the information in **Create/Edit Sampel HEADER** for more information. The procedures and similar; only the actual dialog boxes will refer to "footer" instead of "header."

Mark text of MULTIPLE SPACING check:

Use this option to designate text that may have a variable number of spaces between words, such as a table or financial statement. This feature is automatically set for keys designated as **TABLE/FINANCIAL STATEMENT**; you will only need to mark text for a multiple spacing check in other types of keys, such as **letters, memos, and manuscripts**, that include tabular material in the document. *CAUTION: marking text for multiple spacing check should be done after all editing of the document is complete (creation of sample headers and footers, removing the actual headers and footers, marking text for variable checking, etc.) If the key is edited in any way after the document is marked for multiple spacing checking, it will be necessary to recheck the markings.*

To mark text for multiple spacing checking:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for multiple spacing.

If there are additional blocks of text that should be checked using multiple spacing checking, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

NOTE: Mark the largest contiguous block of text that is applicable rather than mark smaller adjacent blocks of text independently.

Mark text for LINE-BY-LINE check:

Use this option to designate text that should be checked line-by-line. Examples that should be checked line-by-line are: **dateline, inside address, salutation, closing, reference initials, and closing notations** of a letter; **headings, subheadings, and tables** in manuscripts and legal documents; etc. In general, any text that should not be wordwrapped differently that it appears in the key.

*NOTE: Mark the largest contiguous block of text possible. For example, in a letter the **dateline, address, and salutation** would all be marked as one block rather than three separate blocks. (The blank lines between the elements are included in the marking.)*

CAUTION: *Marking text for line-by-line checking should be done after all editing of the document is complete (creation of sample headers and footers, removing the actual headers and footers, marking text for variable checking, etc.) If the key is edited in any way after the document is marked for line-by-line checking, it will be necessary to recheck the markings.*

To mark text for line-by-line checking:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for line-by-line checking.

If there are additional blocks of text that should be checked using line-by-line checking, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

Mark text for HORIZONTAL CENTERING:

Use this option to designate text line(s) that should be checked for horizontal centering between the margins.

NOTE: *Mark the largest contiguous block of text possible. For example, in a multiple line centered heading, all of the lines should be marked as one block rather than each line separately. (The blank lines between the centered lines are included in the marking.)*

CAUTION: *Marking text lines for horizontal centering should be done after all editing of the document is complete (creation of sample headers and footers, removing the actual headers and footers, marking text for variable checking, etc.) If the key is edited in any way after the document is marked for horizontal centering, it will be necessary to recheck the markings.*

To mark text lines for horizontal centering:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for horizontal centering.

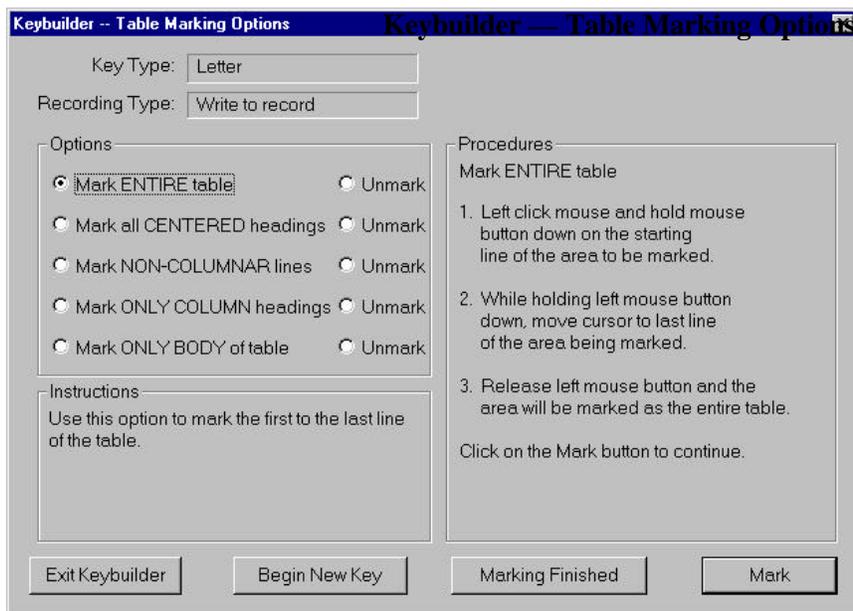
If there are additional blocks of text that should be checked for horizontal centering, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

IMPORTANT: *Do not use this marking feature to mark centered headings in tables/financial statements; use the **Mark text for COLUMN/TABLE AREAS**.*

Mark text for COLUMN/TABLE AREAS:

Use this option to mark all areas of the table. These markings allow the format checker to know where specific table areas begin and end.

Select each of the five **Options** in the order presented and mark the appropriate part of the table according to each of the five **Options**.

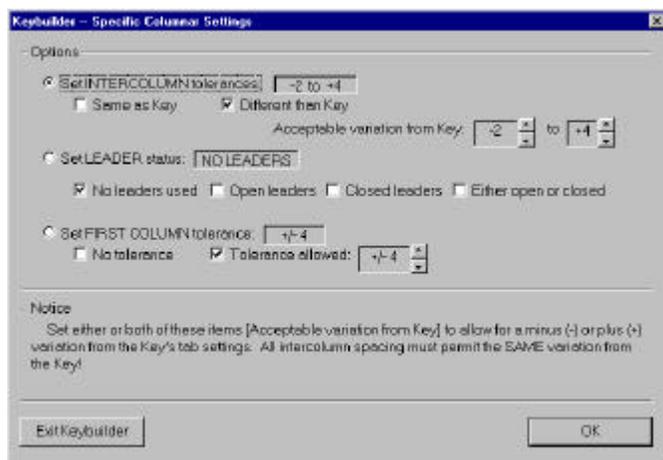


To mark text lines for each of the five Options::

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked the respective option.

If there are additional blocks of text that should be marked, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

After **Mark ENTIRE table** has been completed, the following **Keybuilder — Specific Columnar Settings** appears to give you the opportunity to designate the intercolumn spacing tolerances allowed (if any) between columns, set whether leaders (and type of leaders) are to be used in a table, and the tolerance for the starting point for the first column of the table.



- 1. Set INTERCOLUMN tolerances:** If you check this box, you will be permitted to set a tolerance from minus 0-9 spaces to a plus 0-9 spaces from the intercolumn spacing set in the key document or you may set **ANY** to allow for any number. **REMEMBER:** *The format checker requires a minimum of 3 spaces between columns.*
- 2. Set LEADER status:** If leaders are included in the key document, you must designate that leaders will be used. You will also be given the opportunity to designate the type of leaders used: **OPEN, CLOSED, or EITHER.**
- 3. Set FIRST COLUMN tolerance:** If you check this box, you will be permitted to set a tolerance from 1-9 spaces (plus or minus) from the starting point of the first column in the key document or you may set **ANY** to allow for any starting point. (You may be at any position on that first line.)

Mark all CENTERED headings:

Use this option to mark all horizontally centered headings in the table.

To mark lines to be centered horizontally over the table:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for centered headings..

If there are additional blocks of text that should be checked for centered headings, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

Mark NON-COLUMNAR lines (includes Braced Heading Lines):

Use this option to mark all non-columnar and braced heading lines in the table. Any line that should not be checked as a columnar line (for example, headings within the body of the table--like the headings in a balance sheet: **ASSETS, LIABILITIES, CAPITAL.**

NOTE: If braced headings or non-columnar lines are marked within the table, **DO NOT** set any tolerances. If you have already set column or intercolumn tolerances, you should go back to **1) Mark ENTIRE table** and uncheck the boxes for tolerances. **CAUTION:** *Mark any braced heading/non-columnar/horizontal ruling lines in a column heading area and/or body area **before** marking the column **heading area** and/or **body area.***

Mark ONLY COLUMN headings:

Use this option to mark the column heading area of the table. The format checker uses this marking to determine if the tabs have been set properly.

To mark the column heading area of the table:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for column headings.

If there are additional blocks of text that should be checked for column headings, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

Mark ONLY BODY of table:

Use this option to mark the body area of the table. The format checker uses this marking to determine if the columns are starting at the proper place.

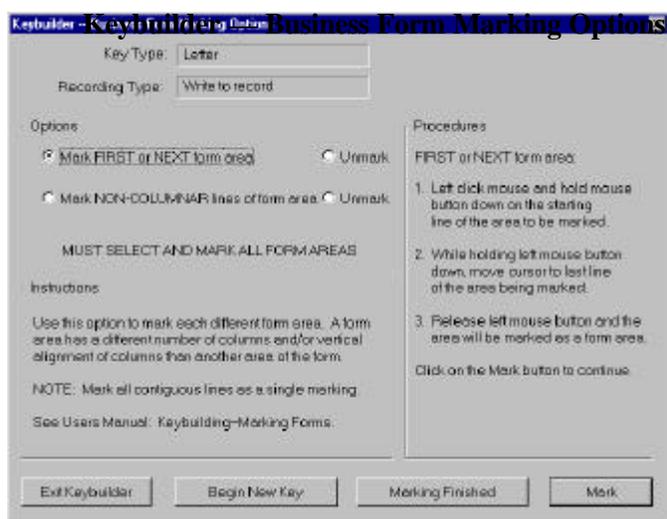
To mark the body of the table:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for the body of the table.

If there are additional blocks of text that should be checked for body of table, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

Mark text for BUSINESS FORM AREAS:

Use this option to mark all areas of the business form. These markings allow the format checker to know where specific business form areas begin and end.



Special Information for Marking Business Forms

Business forms that are checked line-by-line (exceptions include the memo form and any business form that allows **INSERT** mode/**wordwrap** features) usually are setup in columnar form (examples include **invoices** and **purchase orders**). Usually the top part of a form (**invoices**, **purchase orders**, etc) may be recognized as being setup in columnar form; therefore, the top part of the form should be marked as a separate form area.

- 1. Set INTERCOLUMN tolerances:** If you check this box, you will be permitted to set a tolerance from minus 0-9 spaces to a plus 0-9 spaces from the intercolumn spacing set in the key document or you may set **ANY** to allow for any number. **REMEMBER:** *The format checker requires a minimum of 3 spaces between columns.*
- 2. Set FIRST COLUMN tolerance:** If you check this box, you will be permitted to set a tolerance from 1-9 spaces (plus or minus) from the starting point of the first column in the key document or you may set **ANY** to allow for any starting point.

Example of an Invoice form areas:*

INVOICE			
<----- Col 1 ----->		<--- Col 2 --->	
<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>		Date Invoice No. Cust. Order No. Shipping Via	
Quantity	Description	Unit Price	Total
<-Col 1->	<----- Col 2 ----->	<-- Col 3 -->	<- Col 4 ->

< This is the top
< Form Area with
< 2 columns.
< MARK AS A SEPARATE
< FORM AREA!

<
<
< This is the bottom
< Form Area with
< 4 columns.
< MARK AS A SEPARATE
< FORM AREA!

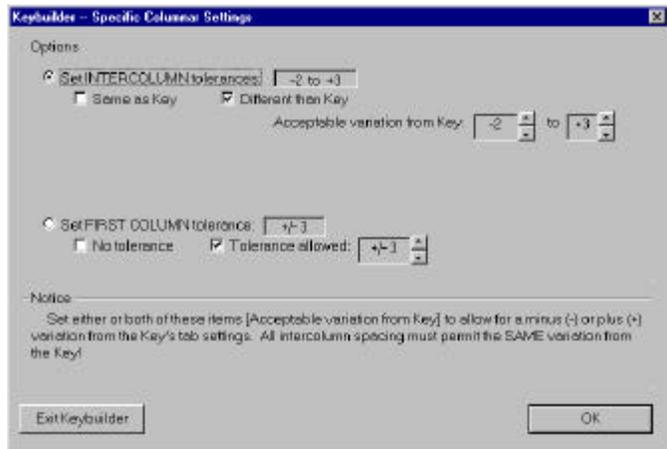
*If specific tab positions for each column in the form **are not** required, the key should have sufficient tolerances set for **margin tolerance** and **Intercolumn tolerances** and **First column tolerance**.

To mark the entire table or each form area:

1. Left click mouse and hold mouse button down on the starting line of the area to be marked. (You may be at any column on that line.)
2. While holding left mouse button down, move cursor to the last line of the area to be marked. (You may be at any column on that line.)
3. Release left mouse button and the area will be marked for the entire table or form area

If there are additional blocks of text that should be checked for the entire table or form area, they may be marked by repeating the above steps. To **Unmark** any block of text, click on the **Unmark** radio button and follow the directions on the screen.

After **Mark FIRST or NEXT form area** has been completed, the following **Keybuilder — Specific Columnar Settings** appears to give you the opportunity to designate the intercolumn spacing tolerances allowed (if any) between columns and the tolerance for the starting point for the first column of the form.



KEY BUILDING PROCEDURE

The following list of steps provide a guide for creating and verifying keys.

1. Obtain a source document--preferably a **MICRO-ErrorChecker Plus 2006** or version **8** document . (Use a student's document or type the document yourself.)
2. Make certain that a copy of this source document has been saved on the storage disk. (It will be necessary to reload the document later when you are in the **Key builder** program.)
3. Access the **Key builder** program from the **Teacher** menu and load the source document. (Remember the **Teacher** menu is accessed first entering your **password** and then select the **Teacher** menu again and choose **Key builder**.)
4. Do appropriate editing, marking, etc. of the source document.
5. Save the **KEY**. The **path** for saving the **key** is defaulted to the path enter in the **class file** when it was created. *NOTE: If you change the path in the **Save Key** dialog box, the saved key will not be available to the program since it will be looking for the key at the default location specified by the **class file**.*
6. Exit the **Key builder** (you will be back to the **Menu** bar area of **MICRO-ErrorChecker Plus 2006**..)
7. Select **File** menu and choose **Load document** and load the source document from which you created the last key (*you do not need to print the document at this point*).
8. Press **ESC** and when the **Document data dialog** appears, click on **Check document for errors** button. When the **Open KEY File** dialog box appears, select the name of the last key you created (*this should be the key for the document you just loaded*). There should be **no errors** since the key was made from the source document. If errors occur, you need to correct the key; re-enter the **Key builder** and make the necessary corrections (*see step 3 above*).
9. Select **Return to current job** and click on the **Continue button**. Edit the current job and make several errors and changes in all variable areas (if applicable).
10. Press **ESC** and when the **Document data dialog** appears, click on **Check document for errors** button. When the **Open KEY File** dialog box appears, select the name of the last key you created (*this should be the key for the document you just loaded*). There should be **no errors** since the key was made from the source document. If errors occur, you need to correct the key; re-enter the **Key builder** and make the necessary corrections (*see step 3 above*).
11. Verify that the errors have been identified properly. (If the **KEY** is not correct, re-enter the **Key builder** and correct the key.)

SAMPLE KEYS

On the **MICRO-ErrorChecker Plus 2006** program disk set are 4 sample keys:

1. Timed Writing (filename: **TW1**)
2. Paragraph Drill (filename: **PARDR1**)
3. Line Drill (filename: **LINEDR1**)
4. Letter (filename: **LETTER1**)

The text for these exercises follows:

TIMED WRITING (TW1):

Directions: Type a 1' and 3' timing

This is a sample timed writing that you may practice on to test the error-checking capabilities of Micro-ErrorChecker Software. This timed writing is a short three paragraphs long.

As you test the error-checking of this timed writing you may want to deliberately make several errors to ensure that the error checker will catch the errors properly.

Remember, a timed writing must be typed in sequence beginning with the first line of the first paragraph. If you finish the timed writing before the time period is complete, repeat the material starting with the first paragraph.

PARAGRAPH DRILL (PARDR1):

Directions: Type each paragraph for 1'; type both paragraphs for 2'

Remember, a paragraph drill may contain one or more paragraphs. Each paragraph may be typed independent of the other paragraphs in the drill.

If you desire to type this second paragraph as a three-minute timing you may do so. You may also type the paragraphs in any sequence you desire.

LINE DRILL (LINEDR1):

- Directions:
1. Type each line twice; DS between lines
 2. Type lines 1 and 3 twice; DS type lines 2 and 4 once

The typing screen will display a document currently in memory.

The drill line must be a single line that ends in punctuation.

Drill lines are error checked a line at a time from the start.

A paragraph drill may consist of one or more short paragraphs.

LETTER (LETTER1):

Directions: Type the following letter as a modified block letter with paragraphs indented; use mixed punctuation.

Formatting directions:

Margins should be set at 10 and 75.

Paragraphs should be indented 5 spaces.

Key current date on Line 16.

[use current date] | Ms. Jane R. Sullivan | 3945 East Thunder Ridge Court | Cedar Falls,
IA 50613 | Dear Ms. Sullivan: |

Thank you for your recent inquiry about our new product line. We are sending you our most recent catalog published [use the last day of the previous month--for example March 31, 1995].

If you place an order by December 31, [use current year], you will receive a 20 percent discount [underline the words '20 percent discount'] in addition to the free promotional gift mentioned in the catalog.

To rush your order, call our toll-free number 1-800-555-3345. [Type the phone number in bold.] Operators are standing by 24 hours a day to take your order.

Sincerely, | [Use your name here] | Vice President of Marketing | [referenceinitials]

Student Record Keeping

General Overview:

Your **MICRO-ErrorChecker Plus 2006** package comes with a built-in database to track the progress of classes of students. This data base consists of three types of files: **class roll files**, **student data files**, and **backup files**. These files are created through the **MICRO-ErrorChecker Plus 2006 Edit/Create Class**. Using the database manager, you can manipulate the information stored in these three types of files.

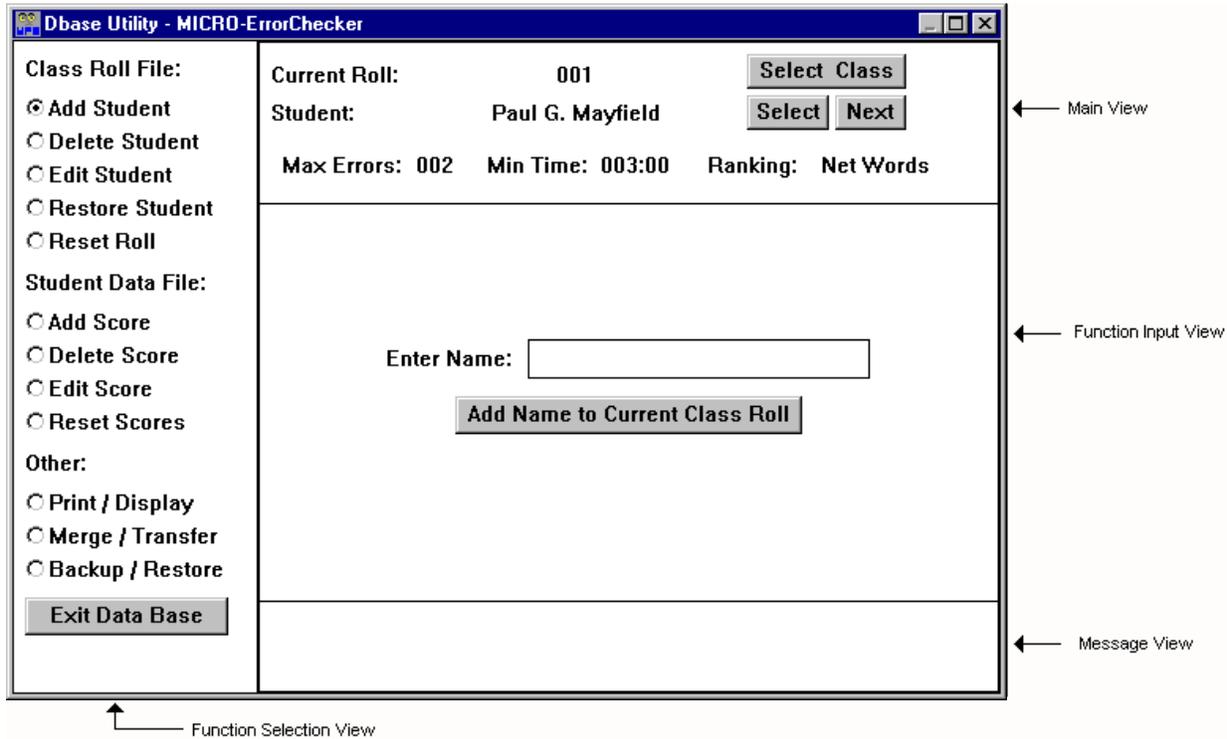
Here is an explanation of what is stored in each of the three file types:

Class Roll Files: **Class Roll Files** are used to store lists of student names currently enrolled in, deleted from, and transferred from a particular class. These files, found in the records path, are named **classrec.<ext>**. "**<ext>**" is a three digit representation of the class code. For example, the class roll file for class **1** is named **classrec.001**.

Student Data Files: **Student Data Files** record the results (words/minute, total words etc.) of a particular student's Timed Writings, Line Drills, Paragraph Drills, Productions and Exams. Score results are added to student data files when a student error-checks his/her document. The name of a particular student's data file is determined by combining the first four letters of his/her last name, the first three letters of his/her first name, and one more letter determined by the software. The three digit file extension is again determined by the class code. For example, the student data file for **Paul G. Mayfield** enrolled in **class 1** would be named "**mayfpai.001**". These files are kept in the records path.

Backup Files: Backup files are simply copies of **Class Roll** and **Student Data** files. They can be used to restore information should it ever become lost. They use the same name as the files they back up except that they use a different file extension. This different file extension is determined by replacing the numeric digits of the original file extension with corresponding letters. For example, the backup file for "**classrec.001**" would be named "**classrec.aab**". The backup for "**mayfpai.020**" would be named "**mayfpai.aca**".

The **MICRO-ErrorChecker Plus 2006** Database Manager and the Student Records Menu System described in this chapter manipulate the information stored in the above files.



The MICRO-ErrorChecker Plus 2006 Database Manager

You can manipulate any of the information in the class roll and student data files using the database manager utility.

The Four Main Views:

The database manager is split into four views. An explanation of each view is described below:

The Main View

The purpose of this view is to inform you as to the current class roll and current student being worked on. The maximum errors, minimum time, and score ranking standards of the current class are also displayed here. Pressing the *Select Class* button in this view will change what appears in the **Function Input View** allowing you to select different class on which to work. Likewise, pressing the *Select* button changes what appears in the **Function Input View** allowing you to select a different current student on which to work. Alternatively, you can change the current student by pressing the *Next* button which sets the current student to the next student enrolled in the current class alphabetically.

The Four Main Views of the Data Base Manager (continued):

The Function Select View

The purpose of this view is to select the kind of operation you wish to perform on the database files. These kinds of operations are divided into three categories: operations on the class roll file, operations on the student data file, and other operations. By clicking on the bullet to the left of each function name (with your mouse), you change what appears in the **Function Input View**. Then, filling out the information requested in the **Function Input View**, you complete the operation and save any modifications to the database files.

The Function Input View

The purpose of this view is to collect the information necessary to carry out any given operation. For example, if you selected *Add Student* from the **Function Selection View**, the **Function Input View** would show a form that would allow you to input the new student name. It would also provide a button that you would press to commit the name you entered to the current class roll file. Using the **Function Selection View** in conjunction with the **Function Input View** allows you to completely manipulate the database files.

The Message View

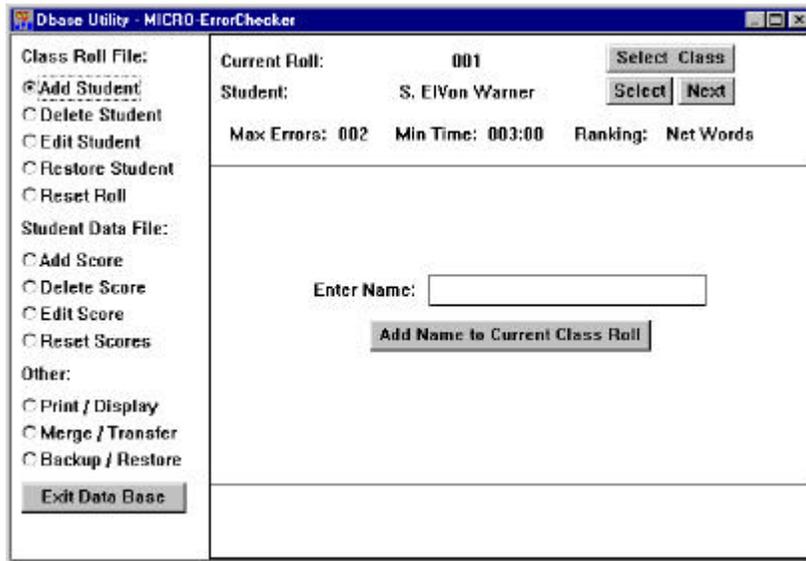
The purpose of this view is to communicate any information to you concerning the operations you perform. For example, after successfully adding a student to the current class roll, the message view displays a message confirming the success of the addition. Had an error occurred when adding the student to the class roll file, you would have been appropriately informed through the message view.

Now that you are familiar with the layout and purpose of the above views, you can teach yourself to use the database manager. Try clicking on some of the bullets and pressing some of the buttons. Ten to fifteen minutes of experimentation will be worth the entire rest of this chapter.

The rest of this chapter describes how to use the fourteen different forms that appear in the **Function Input View**.

The Fourteen Forms of the Function Input View:

Adding a Student: Clicking on the *Add Student* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:



The screenshot shows a window titled "Dbase Utility - MICRO ErrorChecker". On the left is a menu with the following options: "Class Roll File:" (with "Add Student" selected), "Delete Student", "Edit Student", "Restore Student", "Reset Roll", "Student Data File:" (with "Add Score", "Delete Score", "Edit Score", "Reset Scores"), and "Other:" (with "Print / Display", "Merge / Transfer", "Backup / Restore", and "Exit Data Base"). The main area displays "Current Roll: 001" with a "Select Class" button, "Student: S. Elvon Warner" with "Select" and "Next" buttons, "Max Errors: 002", "Min Time: 003:00", and "Ranking: Net Words". Below this is a large empty space containing the prompt "Enter Name:" followed by a text input box and a button labeled "Add Name to Current Class Roll".

If you click inside the box to the right of the *Enter Name:* prompt, you can enter in a new student name. Pressing *Add Name to Current Class Roll* then saves this name in the current class roll file. The current class roll is displayed in the **Main View**. After adding a student, be sure to read the message that will appear in the **Message View**.

Deleting a Student: Clicking on the *Delete Student* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO ErrorChecker". On the left is a menu with the following items: "Class Roll File:" (with sub-items: Add Student, Delete Student, Edit Student, Restore Student, Reset Roll), "Student Data File:" (with sub-items: Add Score, Delete Score, Edit Score, Reset Scores), and "Other:" (with sub-items: Print / Display, Merge / Transfer, Backup / Restore). A button "Exit Data Base" is at the bottom of the menu. The main area contains: "Current Roll: 001" with a "Select Class" button; "Student: Paul G. Mayfield" with "Select" and "Next" buttons; "Max Errors: 002", "Min Time: 003:00", and "Ranking: Net Words"; a "Select Name:" label next to a list box containing "Richard B. Blood", "Paul G. Mayfield", "R. Randy Quade", and "S. Elvon Warner"; a button "Delete Selected Name from Class Roll"; and a message box at the bottom stating "Student deleted from roll file: Frances R. Andersen".

All currently enrolled students will appear listed in the *Select Name* box. To delete a student, scroll through this box until the name you want to delete appears and click on the name with the mouse. You will know that you selected the name because it will appear highlighted in blue and the **Main View** will show the current student to be the name you selected. At this point, simply press the *Delete Selected Name from Class Roll* button. Again, make sure you monitor the **Message View** to confirm your action.

If you now click on the *Print/Display* bullet in the **Function Select View**, and then click on the *Display Class Roll* button in the **Function Input View**, and then press the *Deleted* button in the Roll Display Window, you will see your deleted student listed.

Editing a Student Name: Clicking on the *Edit Student* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO-ErrorChecker". On the left is a menu with options: "Class Roll File:" (Add Student, Delete Student, Edit Student, Restore Student, Reset Roll), "Student Data File:" (Add Score, Delete Score, Edit Score, Reset Scores), and "Other:" (Print / Display, Merge / Transfer, Backup / Restore, Exit Data Base). The "Edit Student" option is selected. The main area displays: "Current Roll: 001" with a "Select Class" button; "Student: Paul G. Mayfield" with "Select" and "Next" buttons; "Max Errors: 002", "Min Time: 003:00", and "Ranking: Net Words". Below this is a "Select Name:" label and a list box containing "Richard B. Blood", "Paul G. Mayfield", "George L. Nielsen", and "R. Randy Quade". The "Enter New Name:" label is followed by a text box containing "George L. Nelsen". A "Change Selected Name to New Name" button is positioned below the text box.

All currently enrolled students will appear listed in the *Select Name* box. To select a student name to edit, scroll through this box until the name you want to edit appears and click on the name with the mouse. You will know that you selected the name because it will appear highlighted in blue and the **Main View** will show the current student to be the name you selected.

Next, click on the box to the right of the *Enter New Name* prompt box. This will allow you to enter the new spelling for the selected student.

When these two steps are completed, press the *Change Selected Name to New Name* button to make the new spelling take effect in the class roll file. Again, make sure you monitor the **Message View** to confirm your action.

After the change, the current student name (displayed in the **Main View**) will be the newly edited student name that you entered.

Restoring a Student: Clicking on the *Restore Student* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO-ErrorChecker". The window is divided into several sections:

- Class Roll File:** Contains radio buttons for "Add Student", "Delete Student", "Edit Student", "Restore Student" (which is selected), and "Reset Roll".
- Student Data File:** Contains radio buttons for "Add Score", "Delete Score", "Edit Score", and "Reset Scores".
- Other:** Contains radio buttons for "Print / Display", "Merge / Transfer", and "Backup / Restore".
- Exit Data Base:** A button at the bottom left of the left column.
- Main Form Area:**
 - Current Roll:** 001, with a "Select Class" button.
 - Student:** Alice C. Keller, with "Select" and "Next" buttons.
 - Max Errors:** 002, **Min Time:** 003:00, **Ranking:** Net Words.
 - Select Name:** A list box containing the names: Frances R. Andersen, Beverly S. Fredericks, Pamela D. Phillips, R. Randal Quade, and Randy R. Quade. The name "Randy R. Quade" is highlighted in blue.
 - Restore Selected Student to Class Roll:** A button below the list box.
 - Message View:** A text area at the bottom right stating "Student restored with previous data file: Alice C. Keller".

All currently deleted students will appear listed in the *Select Name* box. To select a student name to restore, scroll through this box until the name you want to restore appears and click on the name with the mouse. You will know that you selected the name because it will appear highlighted in blue and the Main View will show the current student to be the name you selected.

To restore this name, press the *Restore Selected Student to Class Roll* button. Again, make sure you monitor the **Message View** to confirm your action.

If you now display the class roll (see "Displaying the Class Roll File") you will see that the student you restored has been moved to the enrolled list.

**NOTE: Restoring a student is different from restoring his/her data file. "Restoring a student" re-enrolls him/her in a class roll file from which he/she has presumably been deleted. "Restoring a student data file" replaces the information in a student data file with the information contained in that data file's backup file. For information on "Restoring a student data file", see "Backup options" in this chapter.*

Resetting and/or Deleting the Class Roll File: Clicking on the *Reset Roll* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

Dbase Utility - MICRO-ErrorChecker

Class Roll File:

- Add Student
- Delete Student
- Edit Student
- Restore Student
- Reset Roll
- Add Score
- Delete Score
- Edit Score
- Reset Scores

Student Data File:

- Add Score
- Delete Score
- Edit Score
- Reset Scores

Other:

- Print / Display
- Merge / Transfer
- Backup / Restore

Exit Data Base

Current Roll: 001

Student: Alice C. Keller

Max Errors: 002 Min Time: 003:00 Ranking: Net Words

Use EXTREME care with these options!
They erase all class roll and backup information.

As the prompt warns, these options are extremely dangerous as well as useful. You should only use them to clean up your disks when a term ends. They erase all the information in the class roll, student data, and backup files. Pressing *Reset the Class Roll* deletes all student data and backup files and sets the class roll file to empty. Pressing *Delete the Class Roll* deletes all student data files and backup files and deletes the current class roll file as well. Only the **MICRO-ErrorChecker Plus 2006 Edit/Create Class** can create a new class roll file.

You should use *Reset the Class Roll* at the end of a term if you want to "start fresh" at the beginning of the next term. Using this option requires you to re-enter in all student names into the reset class roll file (using the *Add Student* bullet). This is what you want if enrollment changes from one term to another. If, however, you want to reset all the student data files in the current roll file without removing all names from the current roll file, use the *Reset Scores* bullet in the **Function Selection View**.

Adding a Score to a Student Data File: Clicking on the *Add Score* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The *Exercise Name*, *Saved As*, *Words*, *Errors*, *Checks*, *Edits*, *GWM*, *NWM*, and *CWM* fields can be edited by clicking the mouse in the box to their immediate rights and typing in the values to which they should be set. All other fields are edited by pressing the corresponding increment and decrement buttons. Select the score type of the score you will add by pressing the *Change Type* button until the desired score type is displayed to the right of the *Score is:* prompt.

When you have the desired values entered for all fields, press the *Add Score as Shown* button. This will add the score that currently appears to the current student's data file (the current student is displayed in the **Main View**).

The following table describes the meaning of each field:

Exercise Name:	The exercise name (the name of <i>key document</i> used by the Error Checker).
Saved As:	The document name (as saved on disk).
Words:	The total number of words.
Errors:	The total number of errors.
Date:	The error-check date.
Checks:	The number of times the exercise was error-checked.
Edits:	The number of times the exercise was edited.
Time:	The time of day the exercise was error-checked.
GWM:	The Gross Words per Minute rate.
NWM:	The Net Words per Minute rate.
CWM:	The Cut-off Words per Minute rate.
Elapsed Time:	The total elapsed time taken for the exercise.
Correction	Whether the correction feature was ON or OFF.
Exercise Type:	The type of exercise (only valid for exams/productions).

Deleting a Score from a Student Data File: Clicking on the *Delete Score* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO-ErrorChecker". On the left is a menu with options: "Class Roll File:" (Add Student, Delete Student, Edit Student, Restore Student, Reset Roll), "Student Data File:" (Add Score, Delete Score, Edit Score, Reset Scores), and "Other:" (Print / Display, Merge / Transfer, Backup / Restore, Exit Data Base). The "Delete Score" option is selected. The main area displays form fields: "Current Roll: 001" (with "Select Class" button), "Student: Alice C. Keller" (with "Select" and "Next" buttons), "Max Errors: 002", "Min Time: 003:00", "Ranking: Net Words", "Exercise Name: TW1" (text box), "Saved As: TW1.MEC" (text box), "Words: 50", "Errors: 0", "Date: 06 / 05 / 98" (with arrow buttons), "Checks: 1", "Edits: 0", "Time: 10 : 15 am" (with arrow buttons), "GWM: 50", "Elapsed: 001 : 00" (with arrow buttons), "CWM: 50", "NWM: 50", "Correction: On" (with arrow buttons). At the bottom, "Score: Timed Writing" is shown with "Next", "Prev", "Change Type", and "Delete" buttons.

Use the *Change Type* button to select the score type of the score you wish to delete. Then press the *Next Button* (next score in record) or the *Prev Button* (previous score in record) until the score you wish to delete appears in the fields of this form.

When you have selected the score to delete, press *Delete* to remove it from the current student data file.

**NOTE:* Editing any of the fields in this form has no effect. You must select the score you wish to delete by using the *Change Score Type Button*, *Decrement Score Button*, and the *Increment Score Button*.

Editing a Score in a Student Data File: Clicking on the *Edit Score* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

Use the *Change Type* button to select the score type of the score you wish to delete. Then press the *Next Button* (next score in record) or the *Prev Button* (previous score in record) until the score you wish to delete appears in the fields of this form.

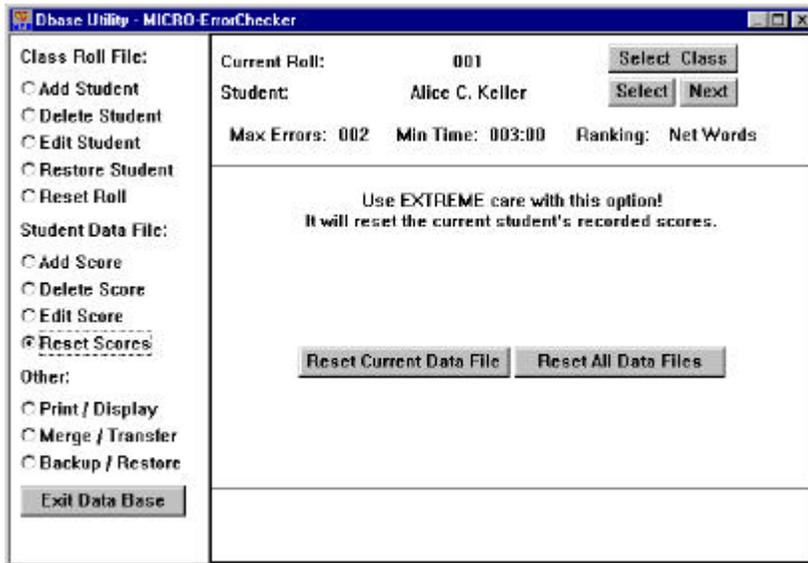
Once you have the score you wish to edit displayed in the fields of this form, use the mouse and keyboard to edit any of the various fields to the new values you desire. Then press the *Save* button to commit the changes to the student data file.

Monitor the **Message View** to confirm the success of your action.

The following table describes the meaning of each field:

Exercise Name:	The exercise name (the name of <i>key document</i> used by the Error Checker).
Saved As:	The document name (as saved on disk).
Words:	The total number of words.
Errors:	The total number of errors.
Date:	The error-check date.
Checks:	The number of times the exercise was error-checked.
Edits:	The number of times the exercise was edited.
Time:	The time of day the exercise was error-checked.
GWM:	The Gross Words per Minute rate.
NWM:	The Net Words per Minute rate.
CWM:	The Cut-off Words per Minute rate.
Elapsed Time:	The total elapsed time taken for the exercise.
Correction	Whether the correction feature was ON or OFF.
Exercise Type:	The type of exercise (only valid for exams/productions).

Resetting Student Data Files: Clicking on the *Reset Scores* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:



As the prompt warns, these options are extremely dangerous as well as useful. They erase all the information saved in student data files. This is useful when you start a new term with the same class and wish to start recording scores from scratch. It is also useful to give a student with a corrupted data file a new data file from which to work.

Press **Reset Current Data File** to reset the current student's data file leaving him/her with no recorded scores. Press **Reset All Data Files** to reset the data file of every student enrolled in the current class roll file.

**NOTE: It is strongly recommended that you backup the class (see backup options) before using these options. This will allow you to reverse the effects of using these options if you choose to later.*

Print / Display Options: Clicking on the *Print / Display* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO ErrorChecker". On the left is a menu with the following items: "Class Roll File:", "Add Student", "Delete Student", "Edit Student", "Restore Student", "Reset Roll", "Student Data File:", "Add Score", "Delete Score", "Edit Score", "Reset Scores", "Other:", "Print / Display" (which is selected with a radio button), "Merge / Transfer", "Backup / Restore", and "Exit Data Base". The main area of the window contains the following information and controls: "Current Roll: 001" with a "Select Class" button; "Student: Alice C. Keller" with "Select" and "Next" buttons; "Max Errors: 002", "Min Time: 003:00", and "Ranking: Net Words"; "Class Roll Options:" with "Display Class Roll" and "Display Passwords" buttons; "Student Record Options:" with "Display Scores" and "Student Record to Printer" buttons; and "Options for Both:" with a "Class Summary to Printer" button.

Press *Display Class Roll* to bring up the Roll Display Window (see Roll Display Window).

Pressing *Display Passwords* also brings up the Roll Display Window, but the students have their passwords displayed along with their names.

Press *Display Scores* to bring up the Student Score Display Window (see Student Score Display Window).

Press *Student Record to Printer* to send a report of the all the current student's recorded scores to the default printer. Make sure the printer is available, connected, and ready.

Press *Class Summary to Printer* to send a report to the default printer containing the following: **1-** a printout of the class roll file, **2-** a print out of the student record for each enrolled student in the current class roll.

Merge / Transfer Options: Clicking on the *Merge / Transfer* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The diagram shows a rectangular form with a border. At the top center, the text "Sending Name Box" has an arrow pointing to the top edge of the form. On the right side, there are two arrows pointing to the right edge of the form: the top one is labeled "Sending Code Box" and the bottom one is labeled "Receiving Code Box". At the bottom center, the text "Receiving Name Box" has an arrow pointing to the bottom edge of the form. Inside the form, there are two rows of input fields. The first row is labeled "Sending Stud / Code:" and contains a large rectangular text box followed by a smaller square text box. The second row is labeled "Receiving Stud / Code:" and contains a large rectangular text box followed by a smaller square text box. Below these rows, there are two buttons: "Merge Records" on the left and "Transfer Records" on the right. Both buttons are shaded with a light gray gradient.

To transfer a student from one class to another:

- ? Type the name of the student to transfer in the *Sending Name Box*
- ? Type the code of the class in which this student is currently enrolled in the *Sending Code Box*
- ? Type the class code to which this student should be transferred in the *Receiving Code Box*.
- ? What's contained (if anything) in the *Receiving Name Box* has no effect on the transfer.
- ? Press the *Transfer Records* button to complete the transfer. Make sure you monitor the **Message View** to confirm the success of your action.

To merge two student records:

- ? Type the name of the student sending the merge in the *Sending Name Box*. The sending student in a merge is the student whose record will be **erased** after the two student records are merged.
- ? Type the code of the class in which the sending student is currently enrolled in the *Sending Code Box*.
- ? Type the name of the receiving student in the *Receiving Name Box*. The receiving student in a merge is the student whose record will be **retained** after the scores in his/her student data file are merged with the scores in the sending student's data file.
- ? Type the class code of the class in which the receiving student is currently enrolled in the *Receiving Code Box*.
- ? Press the *Merge Records* button to complete the merge. Make sure you monitor the **Message View** to confirm the success of your action.

Backup / Restore Options: Clicking on the *Backup / Restore* bullet in the **Function Selection View** causes the following form to appear in the **Function Input View**:

The following explains what each of these buttons does:

Backup Class

Updates the backup files for the current class roll file and the student data file for each currently enrolled student.

Backup Roll

Updates the backup file for the current class roll file.

Backup Student Data File

Updates the backup file for the current student's data file.

Restore Class

Replaces the information in the current class roll file and the student data file of each student enrolled in the backup class roll file with the information found in their respective backup files.

Restore Roll

Replaces the information in the current class roll file with the information found in its backup file.

Restore Student Data File

Replaces the information in the current student's data file with the information contained in his/her backup file.

Be sure to monitor the **Message View** to confirm the success of your action.

Changing the Current Class Roll: Pressing the *Select Class* button in the **Main View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO-ErrorChecker". On the left is a menu with the following options: "Class Roll File:" (Add Student, Delete Student, Edit Student, Restore Student, Reset Roll), "Student Data File:" (Add Score, Delete Score, Edit Score, Reset Scores), and "Other:" (Print / Display, Merge / Transfer, Backup / Restore). At the bottom of the menu is an "Exit Data Base" button. The main area of the window displays the following information: "Current Roll: 001" with a "Select Class" button; "Student: Alice C. Keller" with "Select" and "Next" buttons; "Max Errors: 002", "Min Time: 003:00", and "Ranking: Net Words". Below this is a large text area containing the prompt "Please enter new Class Code:" followed by a small input box with the number "2" and scroll controls. At the bottom of this area is a "Switch to new Class Code" button.

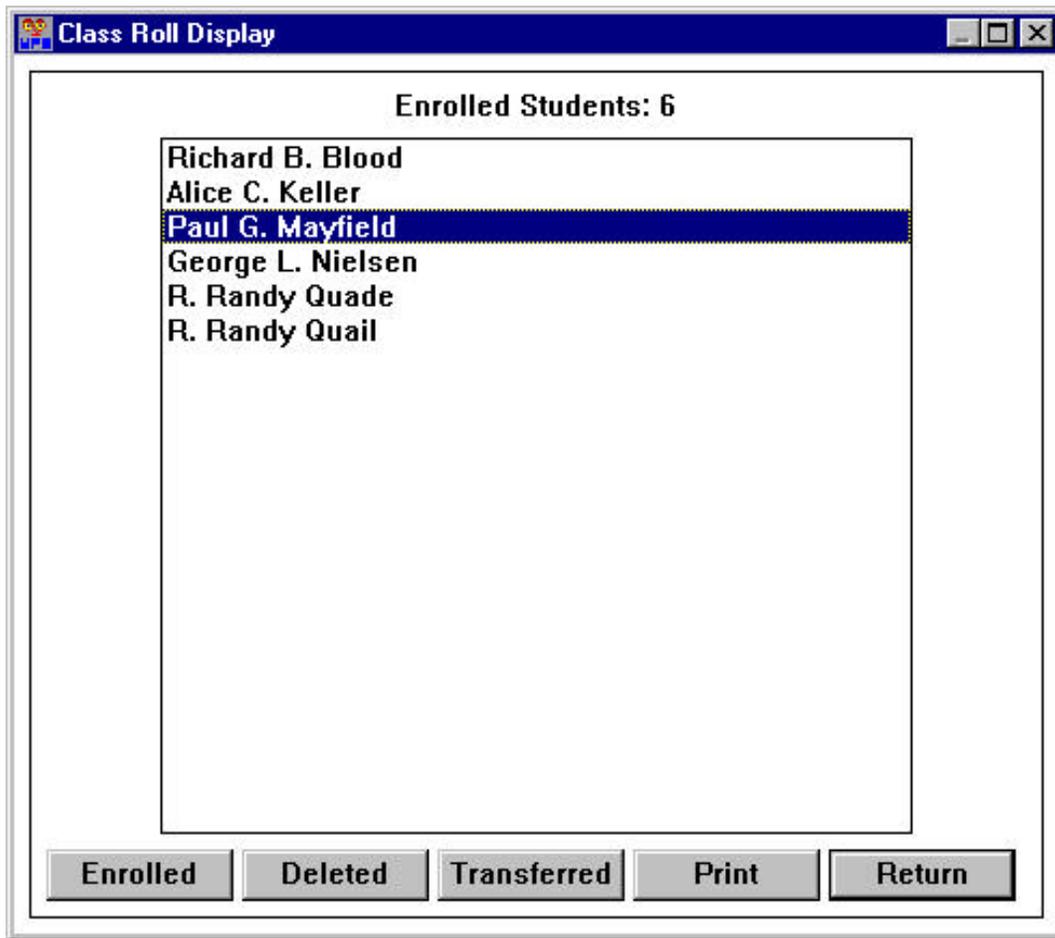
You may select the class code of the new class you wish to view by typing the code in the box to the right of the *Please enter new Class Code* prompt or by using the scroll controls to increment or decrement the currently displayed value. Then, press the *Switch to new Class Code* button to load in the new class. Make sure you monitor the **Message View** to confirm the success of your action.

Changing the Current Student: Pressing the *Select* button in the **Main View** causes the following form to appear in the **Function Input View**:

The screenshot shows a window titled "Dbase Utility - MICRO-ErrorChecker". On the left side, there are two sections of radio buttons. The first section, "Class Roll File:", includes options for "Add Student", "Delete Student", "Edit Student", "Restore Student", and "Reset Roll". The second section, "Student Data File:", includes options for "Add Score", "Delete Score", "Edit Score", and "Reset Scores". Below these is an "Other:" section with options for "Print / Display", "Merge / Transfer", and "Backup / Restore", followed by an "Exit Data Base" button. The main area of the window displays the following information: "Current Roll: 001" with a "Select Class" button; "Student: Alice C. Keller" with "Select" and "Next" buttons; "Max Errors: 002", "Min Time: 003:00", and "Ranking: Net Words". A "Select Name:" label is positioned to the left of a list box containing the names: "Richard B. Blood", "Alice C. Keller", "Paul G. Mayfield", "George L. Nielsen", and "R. Randy Quade". The name "Alice C. Keller" is highlighted in blue in the list box.

All currently enrolled students will appear listed in the *Select Name* box. To select a new current student, simply scroll through this box until the name you want to select as the new current student appears and click on this name with the mouse. You will know that you selected the name because it will appear highlighted in blue and the **Main View** will show the current student to be the name you selected.

The Roll Display Window: Clicking on the *Print / Display* bullet in the **Function Selection View** and then pressing the *Display Class Roll* button or the *Display Passwords* button in the **Function Input View** causes the following window to appear.



Pressing *Enrolled* lists the students enrolled in the current class roll (when the window is first opened, the enrolled students are listed by default).

Pressing *Deleted* lists the students that have been deleted from the current class roll.

Pressing *Transferred* lists the students that have been transferred from the current class roll.

Pressing *Print* sends a report listing the currently enrolled, deleted, and transferred students (if any) to the default printer.

Pressing *Return* returns to the Database Manager.

The Score Display Window: Clicking on the *Print / Display* bullet in the **Function Selection View** and then pressing the *Display Scores* button in the **Function Input View** causes the following window to appear.

Paul G. Mayfield
Timed Writings: 06/12/98

Multiple saves of the same exercise name allowed

Exercise	Saved As	Date	Done At	Cor	ERc/Fm	GW	NW	CW	Time	Wrd	Ed	Ch
TW3	TW3	06/09	11:12p	on	0/0	52	52	52	01:00	52	0	1
TW2	TW2	06/07	11:20p	on	1/0	49	39	49	01:00	49	0	1
TW1	TW1	06/04	11:20p	on	1/0	48	38	48	01:00	48	0	1
TW4	TW4	06/13	11:17p	on	2/0	51	31	51	01:00	51	0	1

Min Time: 1:00 Max Errs/Min: 2 Total Scores: 4 [4 quality]
Average NWPM: 40.0 Average Errors/min: 1.0
WARNING - LESS THAN 10 SCORES MEET THE STANDARDS

Sort Order: Save Name Date Recent Grouped Unique

Return Print Scores Next Student Next Score Type

The first line in the *Header Section* shows the current student. The second line displays the type of scores being displayed along with the current date. The third line indicates how the software deals with multiple scores saved with the same exercise name.

The *Score Display Box* lists the scores recorded of the current type. The following explains the information that appears in the columns of this box:

Exercise	The exercise name (the name of <i>key document</i> used by Error Checker).
Saved As	The document name (as saved on disk).
Date	The error-check date.
Done At	The time of day the exercise was error-checked.
Cor	Whether the correction feature was ON or OFF.
Er	The total number of errors.
GW	The Gross Words per Minute rate.
NW	The Net Words per Minute rate.
CW	The Cut-off Words per Minute rate.
Time	The total elapsed time taken for the exercise.
Wrd	The total number of words.
Edits	The number of times the exercise was edited.
Checks	number of times the exercise was error-checked.

The **Footer Section** displays information pertinent to the scores displayed in the *Score Display Box*. If you select a score by clicking on it (in the *Score Display Box*) with your mouse, the qualification status of that particular score will be displayed in the *Footer Section* if the current score type is Paragraph Drill, Line Drill or Timed Writing -- otherwise the exercise type of the selected score is displayed. See "**Qualifying Scores**" on the next page.

The Score Display Window (continued):

Pressing **Return** returns to the Database Manager.

Pressing **Print Scores** sends the information currently displayed to the default printer.

Pressing **Next Student** displays the scores of the next student enrolled in the current roll file.

Pressing **Next Score Type** changes the type of scores displayed (exams, line drills etc.).

The Sort Order:

Line Drills, Paragraph Drills, and Timed Writings are always displayed in order of rank where qualifying scores with higher word/minute rates and fewer errors rank highest. Scores that do not qualify (see "Qualifying Scores") are either placed at the bottom of the list or simply not recorded if the list is full of qualifying scores. The Database Manager records only the best ten scores of these types and displays only as many of these ten as you specify in the **MICRO-ErrorChecker Plus 2006 Setup**.

The **Sort Order Selector** is only enabled when the current score type is either Exams or Productions. It is used to select the order in which exams and productions are listed in the **Score Display Box**. By clicking on the appropriate check box, you select one of the following sort orders:

Save	Lists the scores in the order in which they were saved (error-checked).
Name	Lists all scores with a given exercise name. You are prompted for the name when you click on the check box.
Date	Lists the scores by order of their recorded dates.
Recent	Lists all scores whose recorded date falls after a date that you are prompted for when you click on the check box.
Grouped	Lists the scores in alphabetical order using the exercise name.
Unique	Lists the scores in alphabetical order using the exercise name such that scores with the same exercise name are listed only once. When you use this sort order, the "Ch" column in the "Score Display Box" is changed to "#" to indicate that the number of occurrences of a particular exercise name are displayed in that column.

Qualifying Scores:

A score "qualifies" if it is a **Line Drill, Paragraph Drill, or Timed Writing** and if it has fewer than the "maximum errors standard" for the current class. Timed Writings must also meet the "minimum time standard" for the current class to qualify. If multiple saves of the same exercise name are not permitted (as designated in the Setup), then only the first, last, or best score saved will be considered to qualify depending on the designation through the Setup.

The **Footer Section** displays how many scores qualify (if applicable) as well as whether the number of scores that qualify meets the number of scores that the class requires as designated in the **MICRO-ErrorChecker Plus 2006 Setup**.

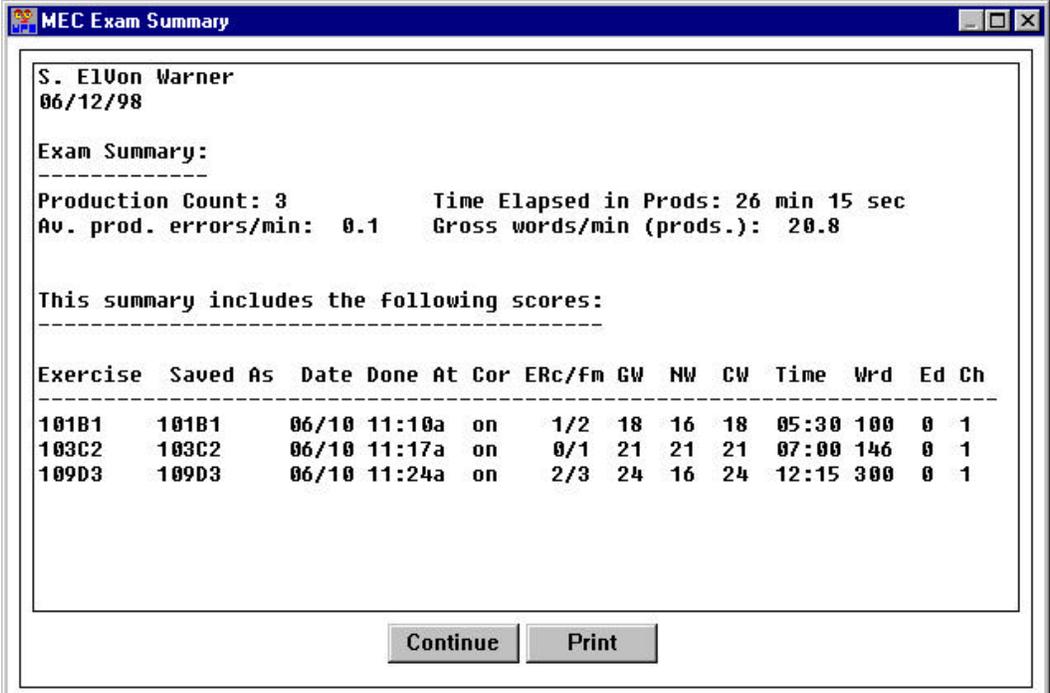
The Score Display Window (continued):

Selecting Scores:

Whenever a list of scores appears in the *Score Display Box* you can point to any of the listed scores and click the left mouse button. This will "select" the clicked-on score. When a score is selected, it is highlighted in blue and additional relevant information concerning the score is displayed in the footer section. When a Line Drill, Paragraph Drill, or Timed Writing is selected, its qualification status is displayed in the footer section. When an Exam or Production score is selected, its Exercise Type is displayed in the footer section.

Exam Summaries:

When you display exam scores by date (by clicking on the *date* check box in the *Sort Order Selector*), you can bring up the "Exam Summary Window" by selecting a score in the *Score Display Box*.



MEC Exam Summary

S. ElVon Warner
06/12/98

Exam Summary:

Production Count: 3 Time Elapsed in Prods: 26 min 15 sec
Av. prod. errors/min: 0.1 Gross words/min (prods.): 20.8

This summary includes the following scores:

Exercise	Saved As	Date Done	At	Cor	ERc/fm	GW	NW	CW	Time	Wrd	Ed	Ch
101B1	101B1	06/10 11:10a		on	1/2	18	16	18	05:30	100	0	1
103C2	103C2	06/10 11:17a		on	0/1	21	21	21	07:00	146	0	1
109D3	109D3	06/10 11:24a		on	2/3	24	16	24	12:15	300	0	1

Continue Print

This window calculates the total time elapsed, average errors, and word/minute rates for every exam score recorded with the same date as the score you selected.

The MICRO-ErrorChecker Plus 2006 Student Record Menu System

S. ElVon Warner
Timed Writings: 06/12/98
Multiple saves of the same exercise name allowed

Exercise	Saved As	Date Done At	Cor	ERC/fm	GW	NW	CW	Time	Wrds	Ed	Ch
TW5	TW5	06/09 11:13p	on	1/0	42	39	42	03:00	126	0	1
TW3	TW3	06/06 11:17a	on	1/0	41	38	41	03:00	123	0	1
TW2	TW2	06/05 11:16a	on	0/0	40	40	40	03:00	120	0	1
TW1	TW1	06/05 01:36p	on	1/0	39	29	39	03:00	117	0	1

Min Time: 1:00 Max Errs/Min: 2 Total Scores: 5 (4 qualify)
Average GWPM: 40.5 Average Errors/min: 0.3 -> Selected score qualifies.

Sort Order: Save Name Date Recent Grouped Unique

You'll notice that the layout of the Student Records Menu System looks almost identical to that of the "Score Display Window" under the Database Manager. In fact, they operate in exactly the same manner except that the push buttons at the bottom perform different functions. Here is a summary of the push buttons for the student menu system:

Pressing *Next Score Type* changes the type of the scores displayed ("Timed Writings" etc.).

Pressing *Reload* reloads the displayed scores from the data file. This is only useful if the student menu window is left open while the student continues to type and error-check exercises in the word processor (i.e., update the student data file from the word processor).

Pressing *Print* sends a report of the currently displayed scores to the default printer.

Pressing *Print All* sends a report of all recorded scores in the student data file to the printer.

Pressing *Backup* backs up the current student data file. This button is only enabled if the backup option in the **MICRO-ErrorChecker Plus 2006 Setup** was designated as *Backup MENU*.

Pressing *Exit* closes the Student Menu System Window.

TROUBLE SHOOTING

Please trouble shoot the problem before calling for Technical Assistance

Important information is contained in several sections of the manual. The solution to your problem may be covered in one of these sections.

1. Read **QUICK REFERENCE FOR MICRO-ErrorChecker Plus 2006** (*User's Manual*, page 1).
2. Read the **EQUIPMENT REQUIREMENTS** (*User's Manual*, page 17).
3. Read the **INSTALLATION OF MICRO-ErrorChecker Plus 2006** (*User's Manual*, page 9).
4. Read the **ORIENTATION TO MICRO-ErrorChecker Plus 2006** (*User's Manual*, page 26).
5. Trouble shoot the problem
 - a. **Printing Problems**—Micro-ErrorChecker Plus 2006 uses the Windows Default Printer. If printing problems occur make certain that the correct printer has been set as the default printer, that the printer is currently connected, and operating properly. To test the printer go to **START->SETTINGS->PRINTERS**, and double-click on the desired printer. Pull down the **PRINTER** menu and make sure it is set as the **DEFAULT** printer. From the properties option on the **PRINTER** menu you may also print a test page to be certain that the printer is operating properly..
 - b. **Printing Problem -- Margin(s) is/are not the correct size.** Please see item 5a above. This problem may also be caused by an incorrect alignment of the paper feeding into the printer. Select **PICA** and then type a character at space number 1 (the left edge of the screen) and print the page. This character should be printed at the left edge of the paper (flush with the perforation on continuous form paper). Adjust the paper guides on your printer if the character is not flush with the left edge of the paper.
 - c. **Line spacing problem--printed copy is double-spaced when the line spacing is set for single spacing.** This is a printer problem (see 5a above).
 - d. **No directory of saved documents.** This problem is generally a result of an incorrect drive or path specified in the **Edit/Create Class** option on the Teacher menu. Double check the Storage Path specified. Other possibilities are a damaged diskette, or the wrong diskette being in the drive.
 - e. **Path Does Not Exist Error and other disk related errors.** These errors may occur when the storage disk is damaged, unformatted, or not in the disk drive. The error may also occur when a network mapping is unavailable. Disk errors also occur when disk drives need cleaning, when drive heads need realignment, when the diskette has been damaged, and/or when the diskette has worn out. For errors relating to floppy disks, identify the source of the difficulties by following these steps.

1. Visually check the diskette surface for fingerprints, pencil or pen marks or other signs of physical damage. If damage is evident, replace the diskette.
2. Check the diskette for hidden damage (bad sectors, etc.) It will be necessary to use a disk utility for this check. If the diskette shows hidden damage, replace the diskette.
3. If the diskette shows no damage, the disk drives should be cleaned. Disk drives should be cleaned on a regular basis. Frequency of cleaning is based on hours of use, external sources of dust (chalkboards, windows, students, etc.)
4. If the above three steps do not solve the problem, it may be necessary to align the disk drives. Alignment of drives requires a qualified technician, and may be rather expensive. The less expensive solution to this problem is to format the diskette in the actual drive that will be used with the diskette, and then to not use the diskette on other computers or in other drives on the same computer.

Some common disk related errors are listed below with their common causes:

Cyclic Redundancy Check: Fingerprints on the disk or other physical damage will often be the cause of this error. Try a different diskette. If the error persists, drive cleaning or alignment may be the problem.

General Failure: The diskette has either not been formatted, or is formatted in a manner that is incompatible with the disk drive. (i.e. a high density diskette in a double density drive.)

Sector Not Found: Probably a damaged diskette. Try a different diskette. If the error persists, clean the disk drive and check the alignment

- f. **Network problems.** Most network problems are caused by incorrect drives and paths in the **Edit/Create class** item of the Teacher menu or the incorrect **network access rights for users**. The drives and paths specified in the **Edit/Create class** item of the Teacher menu of **MICRO-ErrorChecker Plus 2006** must be valid drives and paths and must be available at all times Micro-ErrorChecker Plus 2006 is being used. See page 108 for information on network access rights. To check the availability of a specific network drive and path double-click on the My Computer icon; if the specified drive or path is not available in My Computer, it will not be available to MICRO-ErrorChecker Plus 2006 either.
- g. **Movement of cursor displays unwanted character.** The screen display is out of synchronization with memory. Press **CTRL-F10** to bring the screen and memory into synchronization.
- h. **Delete key beeps.** One of the following functions is on: **Center**, **Justify**, or **Decimal Tabs**. Turn these functions **off** for normal delete operation.
- i. **No forms are available on this disk.** The Form Path specified in the Edit/Create Class item of the Teacher menu is incorrect. Redo the **Edit/Create Class** for this particular class.
- j. **Any key beeps.** Correction is **OFF**, and your cursor is not positioned at the end of the document. Move the cursor to the end of the document (press **CTRL-END**).
- k. **Input/Output error.** This error often indicates that the storage disk is full. This error may also indicate a damaged diskette.
- l. **Dot command invalid in this location.** A **MICRO-ErrorChecker** key was created for a multiple-page document indicating that a second page header or footer existed, but no sample header or footer was created for the key. Return to the **Key builder** and load the previously created key. Select **Create/Edit sample HEADER** or **Create/Edit sample FOOTER**. After creating the sample header or footer, remove all headers or footers from the text and re-save the key. (See the section on the **Key builder** for more information.)

Before phoning for assistance, please have the following information available:

- a) Have a complete listing of the current options set in the **Edit/Create Class** options for the class or be at a computer where you can access the **Edit/Create Class** dialog for the concerned class.
- b) Computer make and model including memory size.
- c) WINDOWS 95/98 or Windows NT/2000/XP version number.
- d) Printer make and model.
- e) Network name and version number (if applicable.)

When phoning for assistance **please call from a phone at a computer workstation.**

TECHNICAL ASSISTANCE: 1-801-277-9444

Technical Assistance Hours: 9:00 am - 2:00 p.m. Mountain Time Zone

***NOTE:** In an effort to keep our software prices as low as possible for the schools, this is **not a toll-free number**; however, we do provide the technician's service to you at no additional charge.*

SECURITY

MICRO-ErrorChecker Plus 2006 provides several means to assure that students do not falsify the results of their work and **not copy** from other students. These means include the following:

Edit Counts

Each **MICRO-ErrorChecker Plus 2006** Document stores in it the number of times it was edited. By requiring students to hand in only documents that have a zero edit count, you insure that they have not corrected mistakes from a previous document.

Check Counts

In addition to edit counts, each **MICRO-ErrorChecker Plus 2006** Document stores the number of times a particular exercise is error-checked. Documents that have only one check count and a zero edit count have legitimate scores that have not been falsified.

Encryption of documents

All **MICRO-ErrorChecker Plus 2006** documents are encrypted before they are saved to the storage disk to ensure the integrity of the data they contain.

Notice that for best security, the **edit count** must be **0** and the **check count** must be **1** for any given document.

**APPENDIX A
SPECIAL NETWORK CONSIDERATIONS**

Most Networks:

The following describes the file attributes and user access rights associated the with directories that you specify through the setup program:

<u>Directory</u>	<u>Attributes</u>	<u>User Access</u>
Program*	All Files Shareable / Read / Write	Students Read / File Scan Teachers Read / Write / Create Delete / File Scan
Records	All Files Shareable / Read / Write	Students: Read / Write / Create File Scan / ** Teachers: Read / Write / Create Delete / File Scan / **
	**Recommend giving both Students and Teachers FULL RIGHTS	
Keys	All Files Shareable / Read / Write	Students: Read / File Scan Teachers: Read / Write / Create Delete / File Scan
Storage	Should either be a floppy or a network drive letter mapped to the individual's home directory. (There would be no subdirectory indicated in the setup.) Each individual should have all rights to his/her storage drive.	

(*NOTE: On a standard hard disk installation this would be c:\Program Files\MECPlus2006\.)

NOTE TO NT/2000 SERVER USERS: When granting access rights on NT/2000 Servers use the "Special Access Privileges" to grant the rights listed above to both the directories and to the files in the folders. (For some reason on NT Server 4.0, the use of "All Rights" sometimes does not actually grant any rights.)

Lantastic Specific Guidelines:

The following describes the file attributes and user access rights associated the with directories that you specify through the setup program:

<u>Directory</u>	<u>Attributes</u>	
Program	All Files READ ONLY*	Directory = Shareable
Records	classrec.### Files: READ ONLY* All Other Files: Read / Write	Directory = Shareable
Keys	All Files: READ ONLY*	Directory = Shareable
Storage	All Files: Read / Write	

***NOTE:** When the files in these directories are to be modified (see below), you must temporarily give them read/write attributes (read only / read-write attributes can be granted to files and folders by selecting the file or folder in **MY COMPUTER** and selecting **PROPERTIES** from the **FILE** menu). After the modification is complete, change their attributes back to read-only. The following table explains when to make these attribute changes:

<u>Directory</u>	<u>When it needs to have its attributes changed</u>
Form	When running the MICRO-ErrorChecker Plus 2006 (<i>MICRO-ErrorChckerPlus2006->Teacher->Edit/Create class</i>) the program files need to have read/write access.
Records	When running the Database Manager (<i>MICRO-ErrorCheckerPlus2006->Teacher->Student records</i>). The student record files need to have read-write access.
Keys	When running the Key builder utility (<i>MICRO-ErrorCheckerPlus 2006->Teacher->Key builder</i>), all files should have read-write access.

For the convenience of the teacher, it is recommended that the network administrator create batch files to modify the above attributes.

APPENDIX B POLICY TEMPLATES

Installation of Micro-ErrorChecker Software makes entries to the Windows Registry. Networks using individual or group user profiles providing a Custom Windows Registry to the user at logon time should use Policy Templates to add the necessary entries to the Custom Windows Registry. Abbreviated instructions follow. For more detailed information, please see your Operating System's documentation.

Example of Abbreviated Instructions for Using Policy Templates for Windows NT:

1. Create a text file containing the text shown below. (The file shown is for a very basic Windows NT installation. Please customize the file as required for your specific network configuration.) Save the file with a .ADM extension.
2. Copy the text file to the C:\WINNT\INF folder on the server.
3. Select Start -> Programs -> Administrative Tools -> System Policy Editor.
4. Select Options ->Policy Template.
5. Select Add.
6. Navigate to the C:\WINNT\INF folder and double-click on the file you created.
7. Click on OK.
8. Select File -> Open Registry.
9. Select the appropriate registry. (If you aren't sure, it is probably **Local User**, but please check with your network administrator.)
10. Click on the plus (+) sign to the left of the S. E. Warner Software Settings. Click on the individual check boxes and enter the correct path or link.
11. Click on OK.
12. Select File -> Exit.
13. Select Yes to save changes to the registry.

```
; Policy Template for Micro-ErrorChecker Software Version 2006  
; Sets Registry Entries for MEC2006 when Policies are in use.
```

```
CLASS USER  
CATEGORY          !!SEWSetMEC2006  
KEYNAME           "Software\SEWarner\MICRO-ErrorChecker\2006"  
POLICY           !!SetPathMEC  
PART             !!Path                EDITTEXT  
VALUENAME        "Program Path"  
END PART  
END POLICY  
POLICY           !!SetDefaultsPathMEC  
PART             !!Path                EDITTEXT  
VALUENAME        "Defaults Path"  
END PART  
END POLICY  
END CATEGORY  
[strings]  
SEWSetMEC2006="S. E. Warner Software Settings MEC2006"  
SetPathMEC="Set Program Path for Micro-ErrorChecker 2006"  
SetDefaultsPathMEC="Set Defaults Path for Micro-ErrorChecker 2006"  
Path="Path"
```

WARRANTY STATEMENT

SITE LICENSE DISKS

Use the software for 90 days and then if not completely satisfied, return it for a refund. If a purchaser receives any master disks that are defective, please return them immediately for a replacement.

GENERAL STATEMENT

There are no warranties beyond those described on the face hereof and all implied warranties, including implied warranties of fitness and merchantability, are hereby excluded.

ORDERS 1-801-277-9444

TECHNICAL ASSISTANCE 1-801-277-9444