Software User's Guide for Use With Windows® 95/98/NT/2000/Me/XP
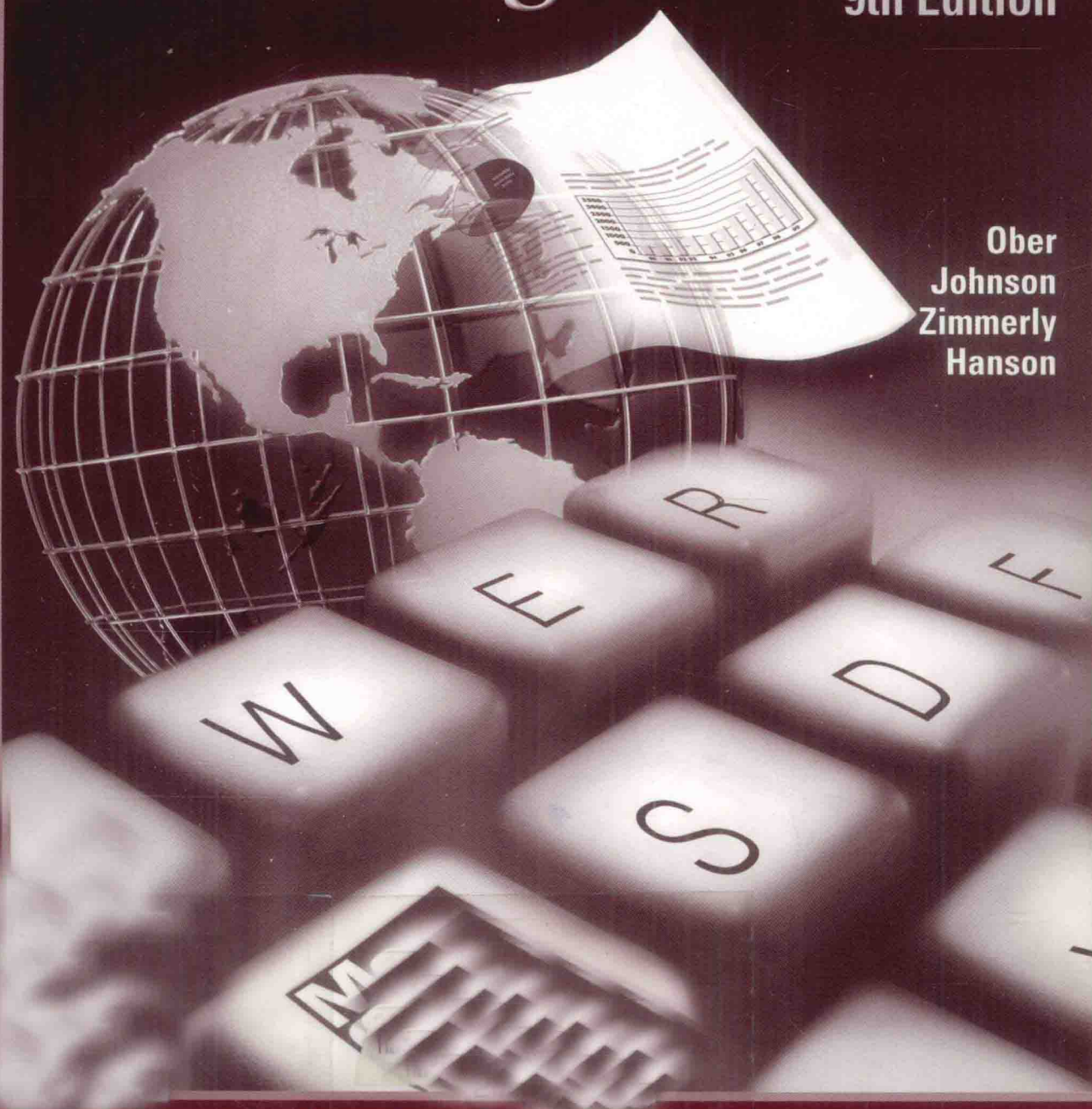
Internet-Ready Version for Home Use

GREGG

College Keyboarding & Document Processing

9th Edition

Ober
Johnson
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Hanson

Software User's guide for Use with Windows® 95/98/NT/2000/ME/XP Internet-Ready Version for Home Use

for use with

College Keyboarding
& Document Processing

9th Edition
(updated version)

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Visit the *College Keyboarding* Web site at **www.mhhe.com/gdp**

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Chapter 1 Getting Started

1.1 ▪ Welcome to GDP

Gregg College Keyboarding & Document Processing (GDP) is a Windows-based program designed for use with the *Gregg College Keyboarding & Document Processing™ 9th Edition* textbook. The software and textbook mirror and reinforce each other. From new key presentations to advanced word processing, all exercises in the textbook are included in one all-encompassing program. For document processing exercises, GDP can link to Microsoft Word® 2000, 2002, and 2003.

GDP includes the following features to help you achieve keyboarding proficiency:

- An intuitive, Web-based interface provides a contemporary learning environment for today's high-tech office and makes it easy for you to use the software even if you have limited computer experience.
- Multimedia "hand" demonstrations for new key presentations allow you to visualize correct finger placement on home row keys while still being able to see all of the keys on the keyboard.
- Interactive language arts tutorials help you build the traditional language arts skills that are essential for effective business communications.
- The new MAP (Misstroke Analysis and Prescription) program diagnoses accuracy problems and provides intensive, individualized remediation.
- The tennis game and the new pace car game reinforce keyboarding skills in a fun setting.
- Bilingual English/Spanish instruction screens and powerful distance-learning features meet the needs of an increasingly diverse student population.

1.2 ▪ System Requirements

To run GDP, your system must meet the following minimum requirements:

- Pentium II CPU or higher
- Microsoft Windows 98, NT, 2000, Me, or XP. The specific releases are Windows 95B, Service Pack 1.0; Windows 98, Second Edition, Service Pack 1.0; Windows NT Workstation 4.0, Service Pack 1.0; Windows 2000, Professional, Service Pack 1.0
- 16 MB RAM required for Windows 98; 32 MB RAM required for Windows NT, 2000, and Me; 128 MB RAM required for Windows XP
  (64 MB may be sufficient)
- Hard disk drive

- Network compatible; the software can be installed on a network so that multiple users may access it at the same time. It will be compatible with most networks, including Novell Netware 5 and Windows NT 2000 servers.
- CD-ROM drive (8X or faster) required for installing the program and using Home Lab versions
- Graphics adapter, SVGA or higher; 800 x 600, True Color (24-bit or 32-bit), or High Color (16-bit) modes
- SVGA color monitor
- Diskette for storage needed for Home Lab version
- Netscape Navigator 4.7 or Microsoft Internet Explorer 5.0

GDP student data can be stored in a student subdirectory on the hard disk, on a network or virtual network connection, or on floppy disk or other removable media.

1.3 ▓ Required Materials

To complete instructional activities in the program, you will need the following:

- *Gregg College Keyboarding & Document Processing™ 9th Edition* textbook for the appropriate lessons.
- *Microsoft® Word 2003 Manual for Gregg College Keyboarding & Document Processing 9th Edition Lessons 1–120 (or the manual that corresponds to you version of Microsoft® Word.*
- A blank disk, if you want to store your work on floppy disks; or removable media such as a Zip disk.

1.4 ▓ Installing GDP

GDP is designed to accommodate a host of different instructional needs and computing environments. The Home version, which is covered in this User's Guide, allows an individual student to work on GDP off campus. This is a single-user version of GDP, and it can be installed on either a standalone or an email-connected (distance-learning) computer.

Note   This User's Guide does not cover the Campus version of GDP. The Campus version has its own User's Guide, which is included in the GDP Campus version package.

To install the Home version of GDP on your computer:

1. Turn on the computer and start Windows.
2. Put the GDP Home version CD-ROM in the CD-ROM drive.

3. If the Windows auto-run feature is turned on, the installer automatically launches after a few seconds. If the Windows auto-run feature is turned off:

   a. Open the Start menu (on the Windows task bar) and choose *Run....*

   b. In the Open blank, type **x:\setup** (where "x:" represents the CD-ROM drive). Click **OK**.

   c. The InstallShield Wizard loads, then the Welcome dialog box displays. Click **Next** to continue.

4. In the Setup Type (Figure 2-1) dialog box, select one of the following options and click **Next** to continue:

   • Select **Enable distance learning** features to install the GDP software on a computer that will upload your data to the Instructor Management Web site.

   • Select **Run in standalone mode** to install the GDP software on a computer that will not upload your data to the Instructor Management Web site.

Figure 1-1.
Setup Type
Dialog Box
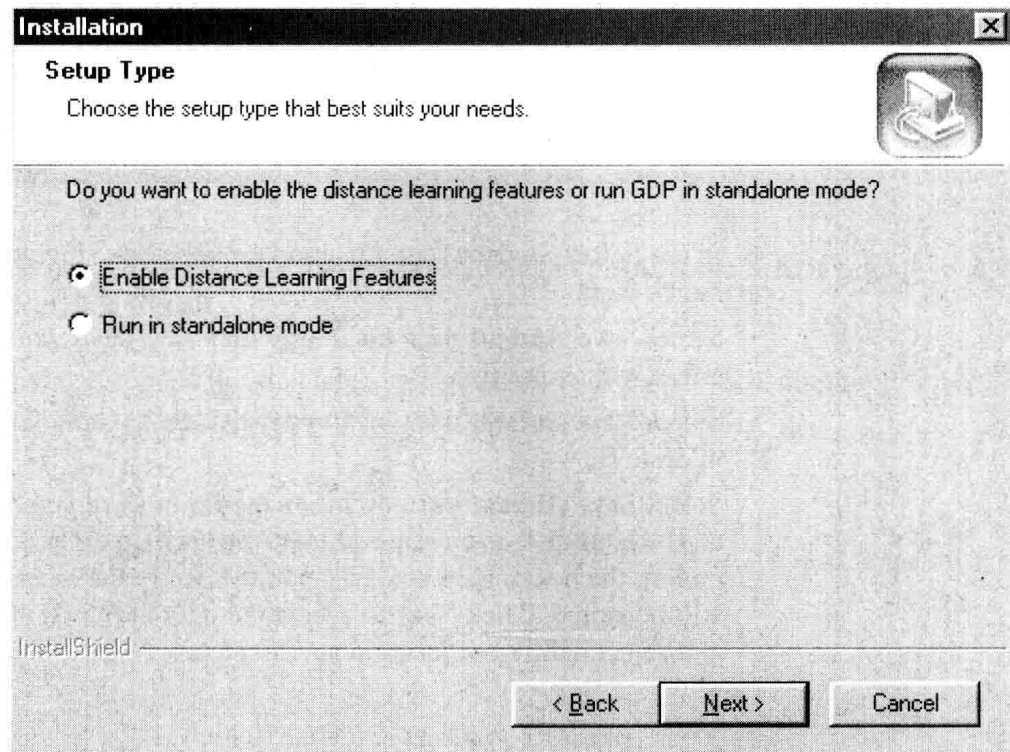
5. In the Select Destination Location dialog box (Figure 1-2), choose the hard-disk location where you want to install the GDP software. Click **Browse** to select a location different from the default. After you select a location, click **Next**.

Figure 1-2.
Select Destination
Location Dialog Box

Installation

Select Destination Location

This Installer program will install Gregg College Keyboarding & Document Processing, 9th Edition in the destination folder shown below.

To install to this folder, click Next.

To install to a different folder, click Browse and select another folder.

Destination Folder

C:\GD9-Home

Browse...

InstallShield

< Back   Next >   Cancel
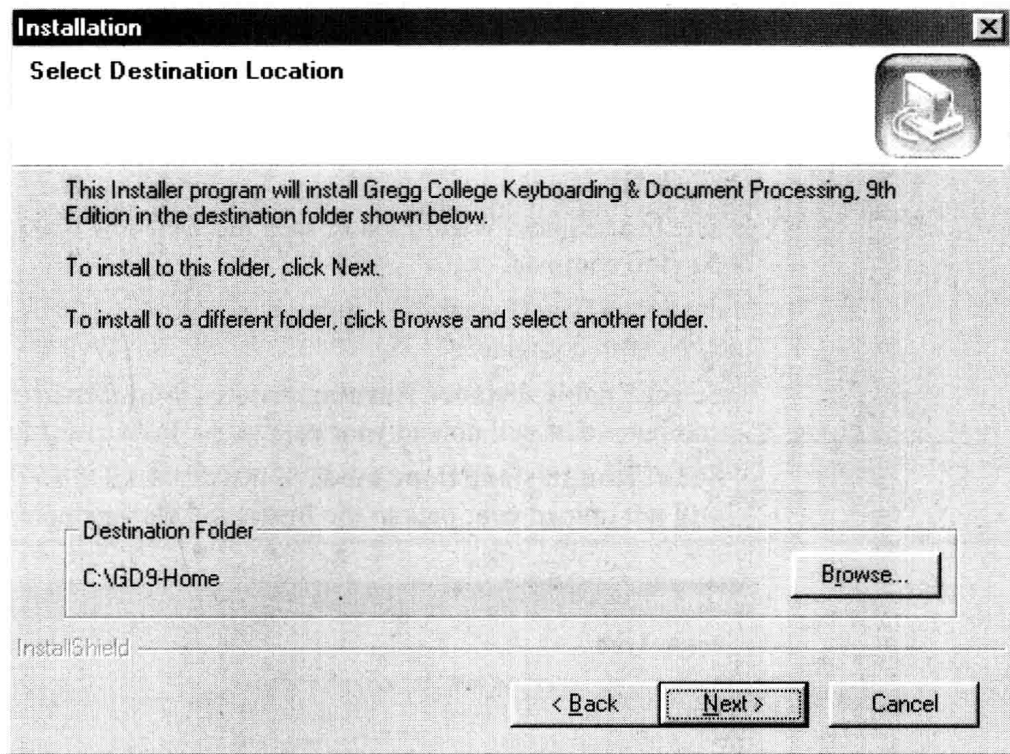
6. In the Select Student Data Location 1 dialog box (Figure 1-3), choose an option and click Next.

- Select **Save student data on floppy disk A:** (the default) to store your work on a floppy disk in drive A.

- Select **Save student data on floppy disk B:** to store your work on a floppy disk in drive B.

- Select **Save student data on other media** to store your work in a data directory on the hard disk or on removable media such as a Zip disk. If you choose this option, the next dialog box asks you to specify the location where student data will be stored. Click **Next** to accept the default (C:\GDPData), or click **Browse** and select a different location and then click **Next**.

Figure 1-3.
Select Student
Data Location 1
Dialog Box

Installation   ☒

Select Student Data Location 1

Please choose the student data location

⦿ Save student data on floppy disk A:\
◯ Save student data on floppy disk B:\
◯ Save student data on other media

InstallShield

< Back   Next >   Cancel
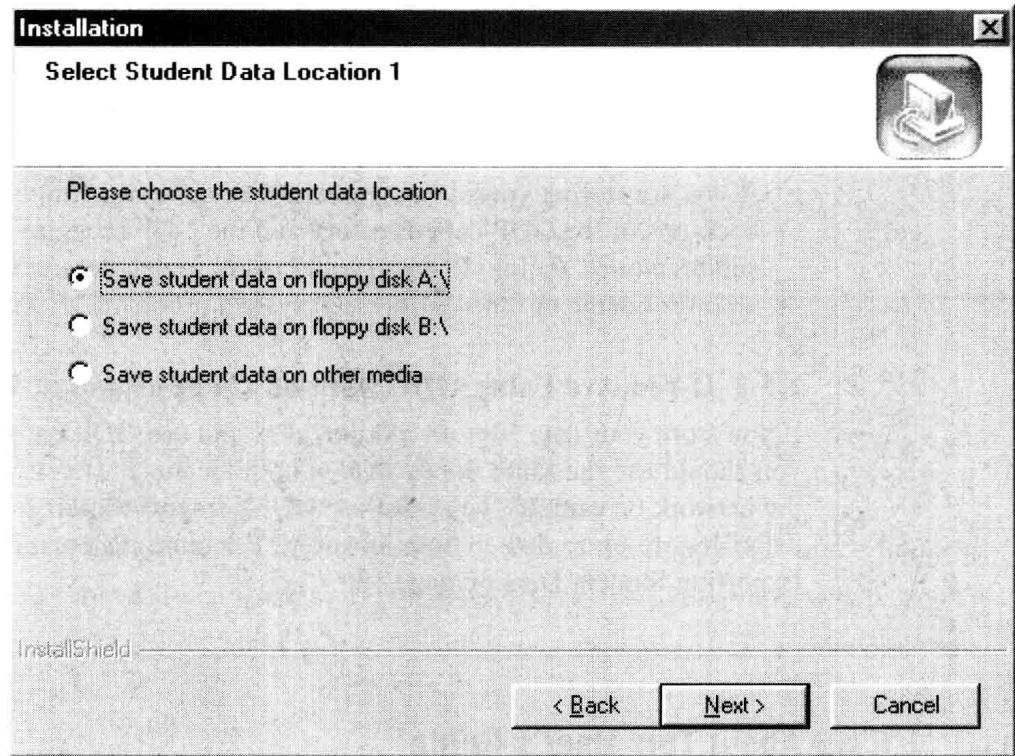
7. The installer copies file to the workstation and displays the Install Complete dialog box. Click **Finish**.

When you complete the standalone installation, an Irwin Keyboarding program group opens on the desktop with one of these icons for starting GDP:

GDP
Standalone if you installed the Home Standalone configuration,

or

GDP Distance
Learning if you installed the Home Distance-Learning configuration.

1.5 ▪▪ About Student Data Files

You specify the location of your data files at the end of the GDP installation procedure. Your work in GDP can be stored on floppy disks or other removable media or on your local hard-disk drive. In any case, you will need approximately 5 MB of disk space.

1.5.1 Backing up Student Data Files

Remember to back up your data files regularly.

- If you use floppy disks to store your work, make back-up copies of your data disks on a regular basis.

- If you are storing your data on a hard-disk drive, it is important to make regular back-ups of the GDP data directory and the GDP program directory and all of its subdirectories. Failure to do so could result in data loss or corruption in the event of a power outage or other unforeseen system problems.

1.5.2 If You Are Using GDP Both on Campus and at Home

If you store your data files on a floppy disk and use GDP both on campus and at home, you should use the same floppy disk in both locations. If your data files are stored on the network on campus, you must use GDP's Import/Export feature to make sure that data files are up-to-date in both locations. For more information, see 2.6 Importing and Exporting Student Data on page 18.

1.6 ▦ About This User's Guide

The rest of this User's Guide provides the information you need to operate GDP.

- Chapter 2 provides an overview of how GDP works, including detailed instructions for starting the program and logging on, specifying your settings, working on GDP exercises, accessing exercises outside of lessons, viewing and printing your work, and using GDP's distance-learning features. Chapter 2 also provides brief descriptions of all the types of exercises included in GDP.

- Chapter 3 is a reference guide, listing brief descriptions of all menu options, toolbar buttons, and shortcut keys. The reference guide also describes scoring and error marking.

- Chapter 4 is a troubleshooting guide, which lists common problems and suggested solutions.

- The Index provides a quick way to look up specific information in this User's Guide.

Chapter 2 Using GDP

2.1 Logging On for the First Time

Here is the procedure for logging on to GDP for the first time:

1. Turn on the computer and start Windows.

2. If using a floppy disk to store your data, put a floppy disk in the floppy drive.

3. From the Start menu (on the Windows task bar), choose *Programs* and point to *Irwin Keyboarding*.

    GDP Distance   GDP
    Learning   Standalone

4. Select   or   .

5. The title screen displays for several seconds, followed by the log-on screen (Figure 2-1). (To advance to the log-on screen immediately, you can click anywhere on the title screen.) If you installed GDP for use with a floppy disk and have not yet put the disk into the floppy disk drive, you will be prompted again to insert the diskette. The prompt will ask you to insert your student data diskette and click **OK** or, if you haven't created your student data diskette yet, to click the **New Student** button. If this is your first time logging on, you will want to insert your diskette and click on the **New Student** button.

Figure 2-1.
Log-On Screen
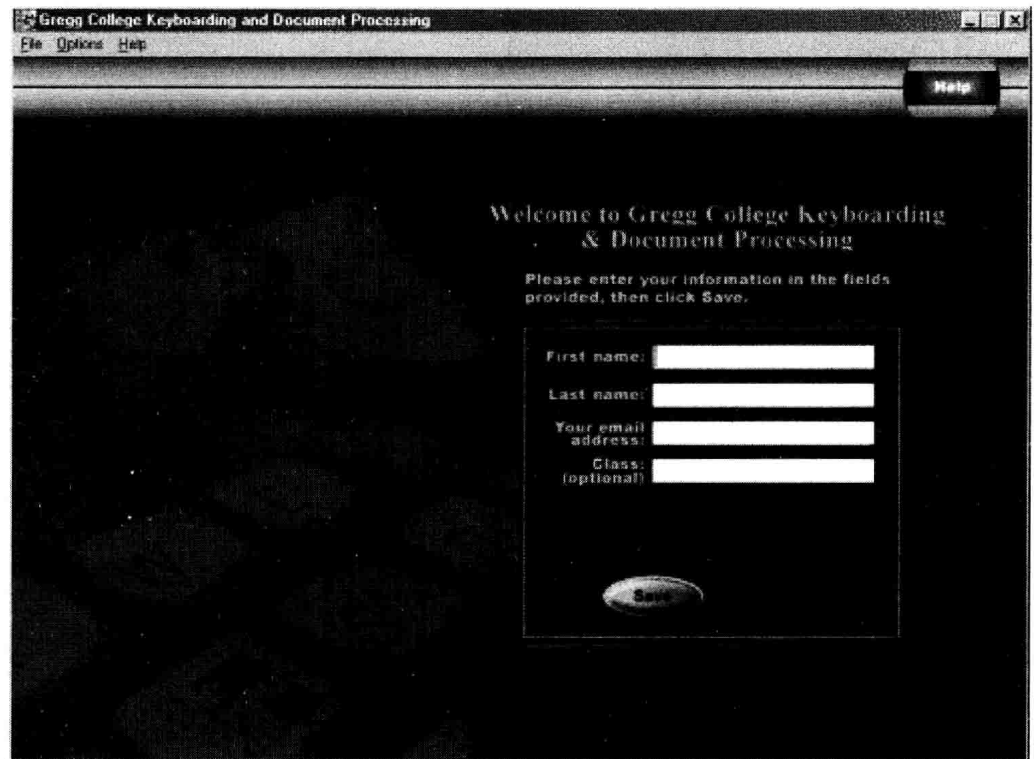
6. Complete the registration information on the log-on screen and click **Save**. Note: If you are a distance-learning student, your email address must be identical to the one your instructor used to register you on the Instructor Management Web site for the Update feature to work properly. If you enter it incorrectly, you can change it later. See 2.2 Specifying Your Settings. Your first and last name will be sent to the Instructor Management Web site, so be sure they are typed correctly. See 2.7.3 Sending Distance-Learning Student Data to the Instructor Management Web site.

7. GDP registers your information, and the Tutorial pops up in a window on the screen. The Tutorial provides first-time users an overview of how GDP works.

8. Before you start working you need to specify your settings so that GDP works properly with your system. See 2.2 Specifying Your Settings, below.

9. Now you are ready to begin working in GDP. To do so, select a lesson from the Lessons menu, which displays next. For information about working on GDP exercises, see 2.3 Working on Lesson Exercises on page 10.

Note	Subsequently when you start GDP, the program will take you directly to the Lessons menu and open the lesson upon which you last worked. If you installed GDP for use with a floppy disk and do not put the disk into the floppy disk drive before starting GDP, you will be prompted to insert the diskette. The prompt will ask you to insert your student data diskette and click **OK** or, if you haven't created your student data diskette yet, to click the **New Student** button. Insert your data diskette and click **OK**.

2.2 ▦ Specifying Your Settings

Your settings control how GDP works on your system. To specify your settings:

1. Select *Settings...* on the Options drop-down menu to open the Settings dialog box (Figure 2-2).

Figure 2-2.
Settings Dialog Box

2. Review the settings and make any necessary changes.

Student's email address	This is the email address you entered when you initially logged on to GDP. If your email address changes after initial log-on, you can make the change in the Settings dialog box.
Instructor's email address	This is your instructor's email address, which your instructor should be able to provide to you.
Word Processor	If your computer does not have Microsoft Word 2000, 2002, or 2003 then **No Word Processor** should be selected. In this case, you will not be able to do the word processing exercises in GDP. Otherwise, **Use Microsoft Word 2003** (the default) should be selected and the full path specified. If you use Word 2000 or 2002, change this seting and enter the full path.
Browser	If **Use system default Web browser** is selected (the default), GDP will launch the system's default Web browser when you access the campus Web site. If **No Web browser** is selected, you will not be able to access the campus Web site from GDP. If you want to access the campus Web site through GDP using a browser other than your system's default browser, **Use other browser** should be selected and the full path to it specified. If you do not know the full path, click **Browse** to find it.
Full Editing: in Timings	If this box is checked (the default), you will be able to edit text in timings. If unchecked, editing will be disabled during timings.
Full Editing: in Drills	If this box is checked (the default), you will be able to edit text in drills. If unchecked, editing will be disabled during drills.
McGraw-Hill's Instructor Management email	You should not change this setting unless specifically instructed to do so by your instructor. This is the address where your uploaded data is sent in a Distance Learning configuration.
URL to be accessed when the Web button is clicked in GDP	If your instructor would like you to be able to access the campus Web site from GDP, he or she will provide you the correct URL to enter here.

3. When finished working with settings, click **Save** to record changes and close the Settings dialog box.

2.3 ▪▪ Working on Lesson Exercises

After you log on, the Lessons menu (Figure 2-3) displays the list of exercises in the current lesson. If you are using GDP for the first time, Lesson 1 exercises are listed. If you have worked with GDP previously, the exercise list is for the lesson on which you last worked. A ● precedes exercises that have been completed. A ◐ precedes exercises that have been started but not completed.

Figure 2-3.
Lessons Menu

Note

If you installed GDP using the Distance-Learning configuration, the Update button will also be active.

To work on an exercise:

1. Select the lesson you want to open.
   - Type the lesson number into the Lesson text box.

   or

   - Click either of the ▲▼ buttons to the right of the Lesson text box to "roll" the lesson number up or down.

2. Select the exercise you want to work on.
   - Highlight the name of the exercise and click **OK**.

   or

   - Double-click the name of the exercise.

3. Read the introductory or instruction screen(s) and turn to the appropriate page in the textbook. Type the text as instructed, and use the right arrow at the bottom of the screen to go to the next screen in the exercise. (For more information about the exercise screen layout, see 2.3.1 Exercise Screen Layout, below.)

4. When you click the right arrow at the end of an exercise, GDP goes to the next exercise in the lesson. At the end of the last exercise for a particular lesson, GDP returns to the Lessons menu.

Pressing the **Esc** key allows you to exit an exercise at any time. You can exit the program at any point by selecting *Exit GDP* on the File menu.

Note

If you are distance-learning student, you can send your data to the Instructor Management Web site at any time by clicking the **Update** button on the toolbar. Your instructor must have registered you on the Instructor Management Web site before you can update your data. When you log off GDP as a distance-learning student, GDP automatically prompts you to update your data on the Instructor Management Web site if you have done any work in GDP since your last update. For more information on updating data on the Instructor Management Web site, see 2.7.3 Sending Distance-Learning Student Data to the Instructor Management Web Site on page 19.

2.3.1 Exercise Screen Layout

Exercise screens have the same basic layout throughout the program (see Figure 2-4).

Figure 2-4.
Exercise Screen
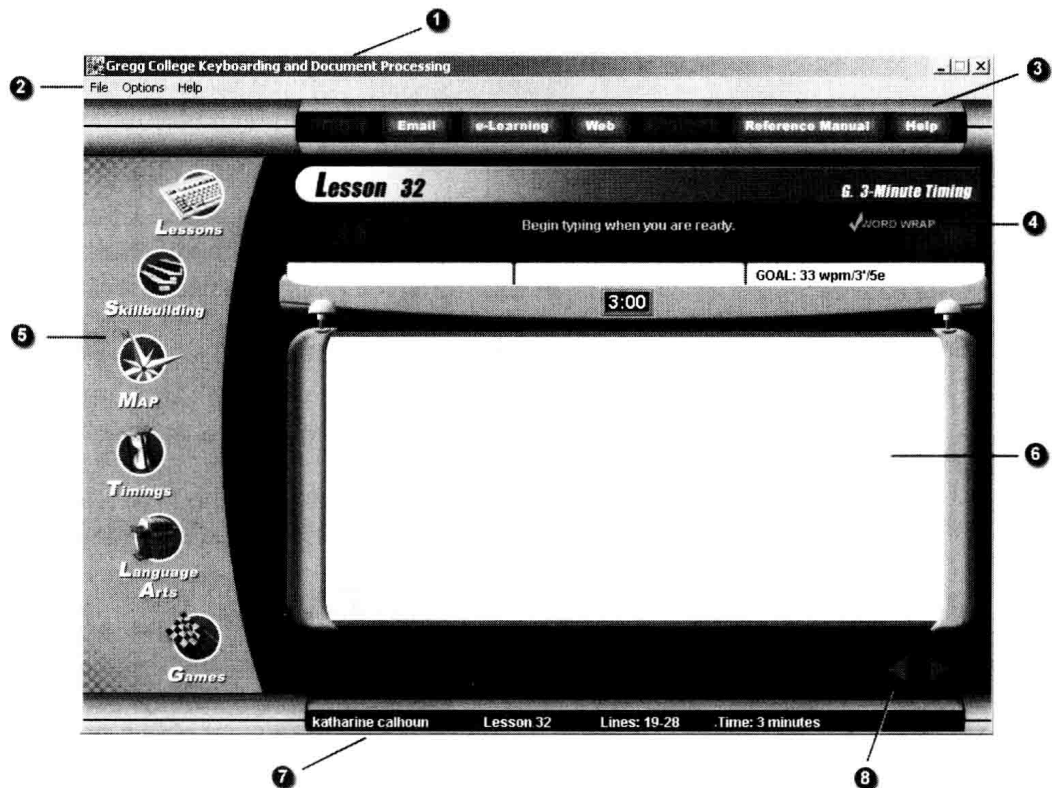
① **Title bar:** The title bar includes the program name and the standard window control menu (to the left) and the minimize, size, and maximize buttons (to the right).

② **Menu bar:** The menu bar lists all of the drop-down menus. (For more information, see "Drop-Down Menus," later in this chapter.)

③ **Toolbar:** The toolbar includes buttons for frequently used features and on-screen guidance. (For more information, see 3.2 GDP Toolbar on page 28.)

④ Exercise header: The exercise header specifies information about the current exercise, such as the speed and accuracy goals for a timing and scores on various attempts at the exercise. Goals and scores are noted as follows: number of words/number of minutes/number of errors (for example, "33/3'/5e" indicates 33 words per minute for 3 minutes, with 5 errors).

⑤ Navigation menu: The navigation menu running down the left side of the screen includes icons for accessing GDP's activities by lesson and by activity type.

⑥ Body of the screen: The body of the screen provides instructions or an area for typing text.

⑦ Status bar: The status bar specifies your name, lesson number, and textbook page. Line numbers and length of a timing are indicated when applicable.

⑧ Arrows: The arrows in the bottom right corner of the screen are used to move sequentially through the screens in an exercise.

2.4 ▨ Accessing Exercises Outside of Lessons

Typically, you will follow the textbook and use the Lessons menu to work on lesson exercises sequentially. Occasionally, your instructor may want you to access exercises by type (rather than by lesson), work on special exercises to sharpen keyboarding skills, play one of the keyboarding games, or focus on particular language arts skills for a session. In such cases, use the navigation menu running down the left side of the GDP screen.

Use this icon to go to the Skillbuilding menu, which groups exercises by type and includes all of the lesson exercises except for tests, language arts exercises, and document processing exercises. The Skillbuilding menu also includes Open Timings, Custom Timings, Supplementary Timings, Numeric Keypad Practice, MAP, the Pace Car Game, and the Tennis Game, which are not accessible from Lessons menus.

Use this icon to go to the MAP (Misstroke Analysis and Prescription) program, which identifies keystroking problems and prescribes remedial exercises to fix those problems.

Use this icon to go to the Timings menu, which includes all of the timings included in lesson exercises as well as Open Timings, Custom Timings, and Supplementary Timings.

Use this icon to go to the Language Arts menu, which displays all of the language arts exercises in the program. The Language Arts menu provides access to language arts exercises by skill area (rather than by lesson) and includes numerous interactive language arts tutorials not found in the textbook.