

INSTALLATION INSTRUCTIONS for CAB 106—Keyboarding for Speed & Accuracy

My email address is cbrown4444@aol.com. If you have any questions or problems getting started, email me. I check my email often and will get back to you as soon as possible. I can call you if you need help installing the software.

I would like to have all students install the software before Wednesday of the first week.

McGraw-Hill Tech Support is 1-800-331-5094 (they are very helpful)

NOTE: When installing the software, you must use your Oakton email address in your personal information section of the software. I have entered your name in the class as your Oakton email address. That is how we are connected online. You do not have to send email using your Oakton email, it is just your name in the class.

**Below are links to key points within this document
(hold down the Ctrl key and click on a link below)**

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Course Overview

Welcome to the Cortez Peters' Championship Keyboarding Drills Software (CP4), an individualized diagnostic and prescriptive method for developing accuracy and speed at the keyboard. You key exercises from the textbook and sometimes from the screen. The program scores and charts your performance, diagnoses keyboarding weaknesses, and prescribes corrective practice.

Your work is stored in a hard-disk folder ~~or on a floppy disk~~. Printouts of scores, scored copy, and charts are available at all times. You can edit certain software settings specified by your instructor. (see below Step 2—Customizing your Cortez Peters software)

CP4 represents a proven concept in developing speed and accuracy at the keyboard and was developed by Cortez Peters, Jr., who, like his father, was a championship typist. The philosophy that shapes this program is derived from the author's own experience and his World Championship Typewriting background. Cortez Peters, Jr., shares the techniques, methods, and strategies that enabled him and his father to become world championship typists. This unique program of individualized diagnostic and prescriptive analysis for controlling accuracy and building speed is built on the experiences of these champions.

We will follow the structured, cycle approach (as Cortez Peters recommends). I have been teaching this class at Oakton for 10 years and have seen great results. If you put in the time and effort, you too will see a great improvement of your keyboarding skills.

The structured approach is a cycle that begins with a Pretest (consisting of a 5-Minute Timed Writing and a Diagnostic Test) to diagnose problem areas. The Pretest is followed by corrective practice and concludes with a Posttest to assess gains in speed and/or accuracy. Start with the Pretest/Posttest section of the Main Menu to follow the cycle approach.

Step 1—Installing in the Cortez Peters Software

Follow the steps below along with the manual that came with the book and software.

See page **10**, section **3.2.2** of the Home version software manual. Do not follow the instructions on page 5. Those are not for online classes (distance learning).

Be sure to install the software using the “Full Installation” option (not Minimum)

You will only be able to use this software on the same computer at home. You can not work on campus. You must have an internet connection on the computer at home that you are working on.

All of your data will be saved on your home hard drive. After you finish your lessons for the day, you will send (upload) your work to the McGraw-Hill website. I can go into that website and view your work.

Installation on a home computer with Distance Learning (p. 10).

A few of the steps in the book may be appear in a slightly different order. When I installed the software, they appeared in the following order. Either order is fine, just choose the correct choices.

NOTE: When installing the software, you must use your Oakton email address in your personal information section of the software. See below for information about your Oakton email address.

1. With your computer turned on and in Windows, insert the CD-ROM into the CD-ROM drive.
2. Click on Start, Run. Click Browse to find the letter of your CD-ROM drive and click on it. Double click on “Setup.exe”. Click OK
3. At the Welcome screen, click NEXT.
4. Click to accept the license agreement and click NEXT.
5. In the Select Components, click Yes, install audio and video. Click next.

6. In the Select Destination Location, click NEXT (it will save your files in C:\CPKHOME).
7. In the Select Components, click Yes, install ... **for distance learning**. Click NEXT.
8. In the Select Student Data Location, click Save Student Data on other media. Click NEXT.
9. In the Select Student Data Path, click NEXT (it will save work in C:\CPKDATA).
10. It will begin installing the software. It takes several minutes.
11. In the Installation complete box, click FINISH.
12. Close the Irwin Keyboarding window.

Step 2—Customizing the Cortez Peters Software

Follow steps below (also on p. 19 section 4.1.2 of the manual)

Click on Start, All Programs, Irwin Keyboarding, Cortez Peters Championship Keyboarding Home.

Listen to Mr. Cortez Peters announcement. You should be able to see and hear him. Adjust your speakers if necessary.

For the first time that you open Cortez Peters, you need to click on **New Student**. Every other time, you click on your name and click OK.

****VERY IMPORTANT****

Type in your first name, last name, and email address. It is very important that you type in the email address that I give you from Oakton. **DO NOT TYPE IN YOUR HOME PERSONAL EMAIL ADDRESS. YOU MUST USE THE OAKTON EMAIL ADDRESS OR YOU WILL NOT BE ALLOWED TO UPLOAD YOUR WORK.**

Your Oakton email address is the first letter of your first name, the first 7 letters of your last name (if your name has less than 7 letters, type your whole name) and the last 4 digits of your Oakton ID #.

Example: George Washington B01255399 = gwashing5399@oakton.edu

For the class section, type in **CAB 106 (and the correct semester and year)**

Example: CAB 106 Summer 2011 or CAB 106 Fall 2011

Your password can be anything but I suggest that you use your first name in all lowercase letter. It is case sensitive which means you must type it with a capital letter if that is how you set it up originally. If **cheryl** is my password, then **Cheryl** will not work. Click SAVE.

At the Warmup screen, follow the instructions and click NEXT.

You are finally at the main screen for the Cortez Peters Championship Keyboarding Drills. For the first time only, you need to do one more set up. At the top Menu Bar, click on **Options, Settings**.

At the Settings Dialog Box, type in the instructors email address **cbrown4444@aol.com** Your email address should already be in but if it is not, type in the Oakton email address. (see p. 23 if necessary)

At the number of attempts for Skill Development Paragraphs, change to **10**.

At the number of spaces after a period, change to **two** (unless you already use one and are comfortable with one. It is a matter of preference.) Remember which setting you choose. If you choose two and use one space after a period, the program will count it as an error.

Check to see that `cpupload@mhhe.com` is written at the bottom. Click SAVE.



Main Cortez Peters screen.
Notice the check marks which indicate that it is completed.

Step 3—Starting the course

You are now back on the main screen of Cortez Peters (also referred to as CP4)

Pretest

A Pretest consisting of a 5-Minute Timed Writing and a Diagnostic Test begins the sequence. The Pretest is used to detect keyboarding problems and to prescribe practice to correct those problems. Both the 5-Minute Timed Writing and the Diagnostic Test must be keyed and scored before the Pretest is marked as completed and the Posttest can be taken.

Posttests are exactly the same as their corresponding Pretests, and are to be taken after you complete the corrective practice prescribed from the Pretest. Posttests

measure improvement in speed and accuracy only, and do not prescribe corrective practice. Posttest links are not enabled until the Pretest is completed.

To complete a Pretest/Posttest cycle, click a Pretest or Posttest from the top submenu. The associated 5-Minute Timed Writing and Diagnostic Test will display in the bottom submenu. Select an exercise from the bottom submenu and click the **OK** button, or double-click an exercise to open it.

You may retake a Pretest/Posttest at any time. All results will be documented in the Summary Report. CP4 selects the best NWPM (Net words per minute= Typing rate minus errors) and, if there is another attempt with an equal NWPM, then CP4 will select the attempt with the least number of errors.

As you see on the previous page screen picture, when you complete a Pretest, Posttest, 5-minute timing or Diagnostic Pretest, a check mark will appear in front of the name. This tells you and me that you have completed that portion.

The listing of topics in the dark blue section are the 8 different areas within the Cortez Peters software. We will mainly use the top 4 areas for each cycle of lessons.

You will always do the Pretest/Posttest first. You will type one 5-minute timing which will determine your beginning (pre) ability. You can repeat this timing if you think you can do better. I strongly suggest that you are very careful with the accuracy. The more errors that you make, the more homework will be assigned (prescriptions) by the software. It is okay to make errors just don't rush to get a higher speed at the cost of making more errors. Don't take the timing pretest more than twice.

You will also do the Diagnostic Pretest. This requires you to type ten 1-minute sentences that vary in difficulty. This is also part of the initial pretest.

The Pretest/Posttest 5-minute timing document is exactly the same text. You will type it as a Pretest, do the prescriptions (homework), and retake the same timing as a Posttest. You should see an improvement in both speed and accuracy.

Corrective Practice

The Corrective Practice (homework assignments) are specifically prescribed for you by evaluating your speed and accuracy in the Pretest timings. Suppose you make a lot of errors typing the letter Q. The Corrective Practice (homework) may have you do extra drills on that specific letter.

The Corrective Practice (also called prescriptions or homework assignments) will usually be in two parts—Speed & Accuracy. If you type very slow but very accurate, the prescriptions may only have you work on speed.

Skill-Development Paragraphs

The Skill-Development Paragraphs activity is intended to be done the last ten to twenty minutes of each corrective practice hour. The activity allows five or ten attempts per day,

depending on the number of attempts on Skill-Development Paragraphs selected in the Settings dialog (we set it at 10 attempts). The results are graphed in Chart 4.

Click **Skill-Development Paragraphs** on the Main Menu. The introduction/direction screen displays. Turn to the appropriate **textbook** page (specified in the status bar at the bottom of the screen) and click **Next**. CP4 begins with the 20 WPM paragraph and each paragraph increases in target speed and paragraph length. Your goal is to key each paragraph at the target speed with **no errors**. Subsequently, the paragraph level corresponds to the next Skill-Development Paragraph that you have not typed in one minute with no errors. You must type the correct paragraph.

The input screen displays with the insertion point at the top of an empty scrolling window. The bar at the top of the screen indicates the attempt number and paragraph level. When you press the first key, the 1-minute timer begins and the **Restart** button is active. If you make a mistake, you can click the **Restart** button to restart the paragraph.

If you key the full paragraph in one minute or less without any errors, a congratulations dialog box appears. Click **OK** to begin the next paragraph level. Press ESC to quit early if necessary.

Your progress in Skill-Development Paragraphs is reported in the Skill-Development Paragraph Record (Chart 4), which is accessible from the Reports drop-down menu at the top of the screen.

Rhythm Development Drills

The Rhythm Development Drills Menu lists twelve drill exercises. The target WPMs (words per minute) are listed in parentheses next to the drill title. Selecting one of the drills displays a dialog with an option for Sentence or Skillbuilding drills.

The Rhythm Development Sentences drill consists of a series of simple speed sentences followed by a series of difficult sentences. Listen to Cortez Peters and key along with him stroke-for-stroke. **The Rhythm Development Sentences exercise reports errors but is not timed and is not charted.**

To key Rhythm Development Drills, select a Drill from the submenu and click the **OK** button, or double-click an exercise to open it. In the Drill dialog, click **Sentence** for speed drills or **Skillbuilding** for difficult drills.

The remaining 4 areas on the main screen (Supplemental Timings, Diagnostic, Speed Studies, & Accuracy Studies) will not be used for now.

How to upload your work when you are finished for the day.

In Cortez Peters, click UPDATE on the top of the Cortez Peters screen.


If you get an error message

No profiles were created.....	Just click OK
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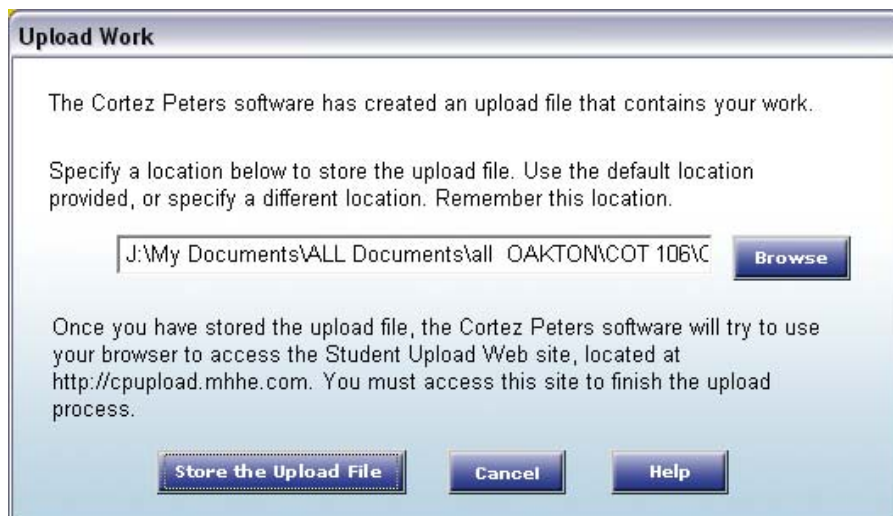
If you get a message

Choose profile	Just click Cancel
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If you get the following message, click on the word “here” as indicated by the arrow.

<p>If you did not get a new window to popup, please check the popup blocking is turned off.</p> <p>You can open the window here. </p> <p>You can return to the login page here.</p>
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At the Upload Work Dialog Box, click on “Store the Upload File”.



<p>NOTE: Your file location will be</p> <p>C:\CPKDATA\name.EXP</p>

This is how you start to send the file to the website and I can view it.

If you get a message

Now that you have stored the upload file, copy and paste the address in your browser. The website will prompt you for the location of your upload file.

Click and drag to select the <http://cpupload.mhhe.com>

Press CTRL + C (to copy it) (or you can just type it in your browser)

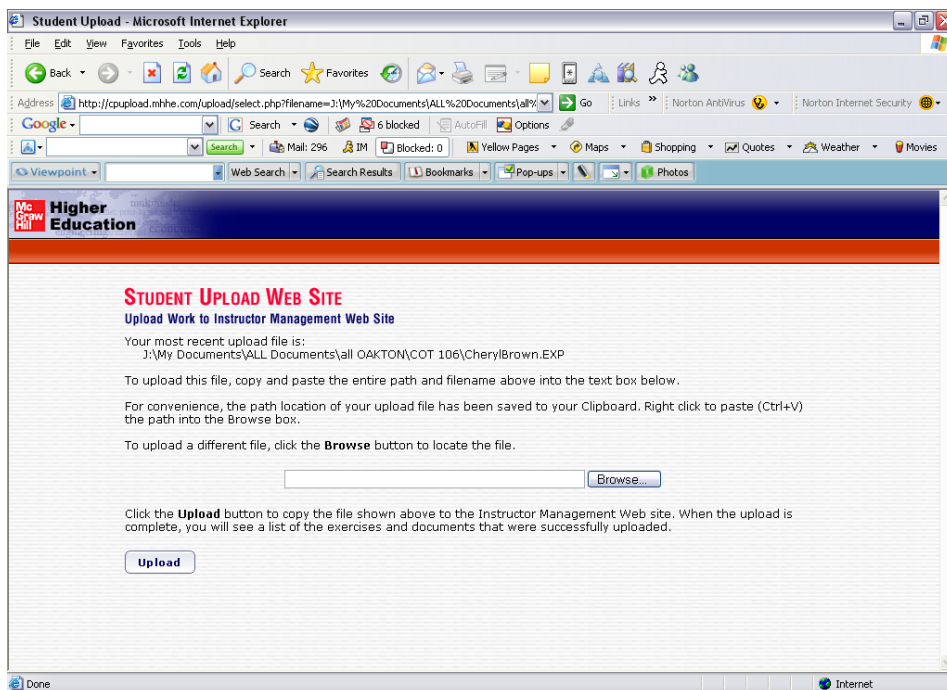
Go onto your web browser (AOL, Internet Explorer, etc.) and paste this website at the top and press Enter. (go to that website)

At the <http://cpupload.mhhe.com> "Student Upload Website", you will click BROWSE to find the file on your computer that has your work saved.

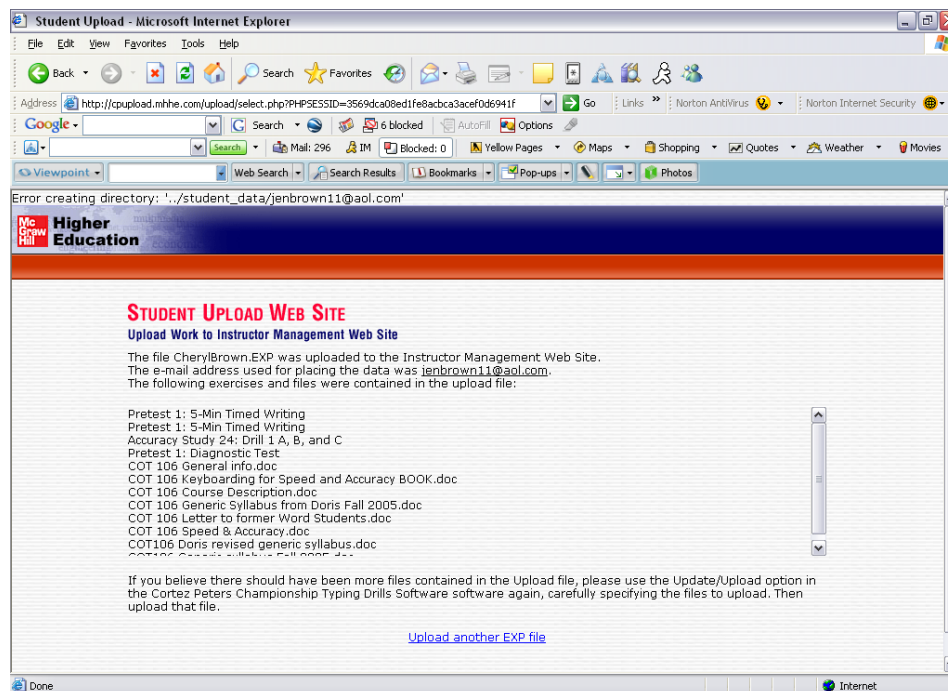
C:\CPKDATA\your name.EXP

Click on the above file name. This puts it in the text box.

Click UPLOAD



You should get a message that lets you know that your work was successfully uploaded.



I know that this may be confusing at first. I assure you that it will be easy once it is set up. If you need help, don't hesitate to email me. This is an online class and the only way for us to interact is through email. Sending me an email is just like asking me a question in class. I can also call you to help you get started.

Email me and let me know that you have started. If you have trouble getting started, email me anytime. I will get back via email or call you so please leave a preferred phone number.

Cheryl Brown
Adjunct Professor
Computer Technology and Information Systems

Required Textbook:

Cortez Peters' Championship Keyboarding Drills **4th Edition**

McGraw-Hill Irwin www.mhhe.com

This version includes online learning and distance learning and an upload site.

Book ISBN 0-07-293625-8 (the software should be included with the book)

The included software: ISBN 0-07-293628-2 Part of 0-07-301153-3

This is not a new version of the book so they are available online at low cost but be sure to get one that comes with the software. If you don't have a PC computer, you can work on campus and borrow my book that stays in the lab 1835 in Des Plaines.