



Dvorak and Mavis Beacon 15.0

While earlier versions of the Mavis Beacon typing program included lessons for the Dvorak keyboard layouts, current versions do not. However, it is possible to create custom Dvorak typing lessons using the practice and game features of Mavis Beacon. The student learning the Dvorak layout will then be able to work in the computer lab along with peers using Mavis Beacon and have access to the timing and accuracy measurement features in the practice and games formats. The content of these custom lessons can be taken from text-based two-handed or single-handed Dvorak tutorials.

This tutorial will teach you how to create these custom lessons:

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Activity 1: Downloading input for the custom lessons

For two-handed Dvorak, use the tutorial at:

<http://www.gigliwood.com/abcd/abcd.html>

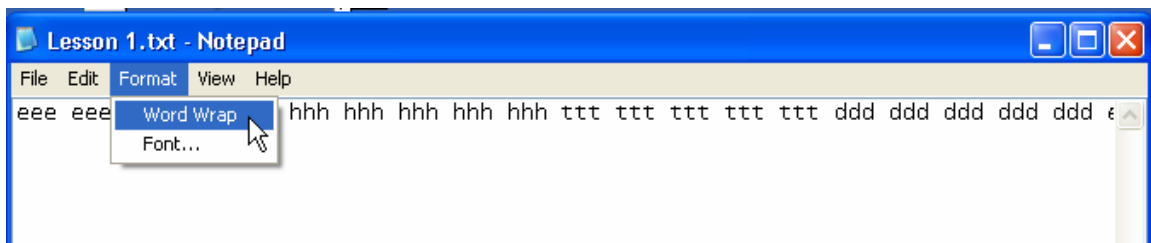
For single-handed Dvorak, left or right hand, use the tutorial at:

<http://www.brandonfla.com/typingtutor/>

Activity 2: Typing the lessons as .txt files

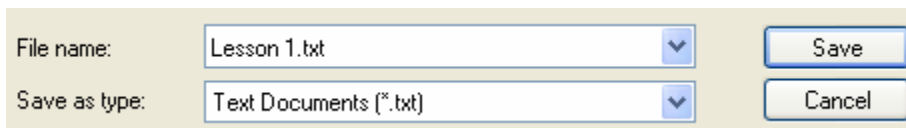
Step 1: Type the text in Notepad

Go to the Start Menu/Programs/Accessories and open Notepad. Type the text for the lesson. Type the letters and spaces in the lesson, but do NOT press Enter. Just let the text wrap itself into lines. Do not try to make your lines match the lines on the tutorial, because the Mavis Beacon program will assign its own line lengths. If the text is all in one long line, go to the Format Menu and select Word Wrap to make it easier to proofread. In Word Pad, Word Wrap is under View/Options.



Step 2: Save the file.

Under the File Menu, choose Save. In Notepad, the only option is to save your file in .txt format, which is the correct format to input to Mavis Beacon. In Word Pad or other applications, save the file as Text Document.



Step 3: Share the .txt file (optional)

Once these files are created, they can be shared with other users simply by transferring them to another computer using email, floppy disk, memory card, flash drive, etc. The Dvorak single-handed lessons have been typed for you and can be downloaded from the Learning Centre Main Library on the SET-BC website at www.setbc.org.

Activity 3: Setting up Mavis Beacon

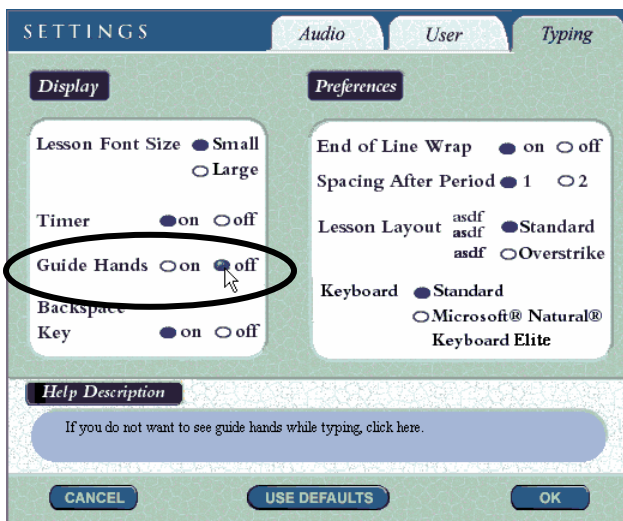
Step 1: Access the User Settings

Go to the classroom area in Mavis Beacon click on Settings at the bottom of the screen.



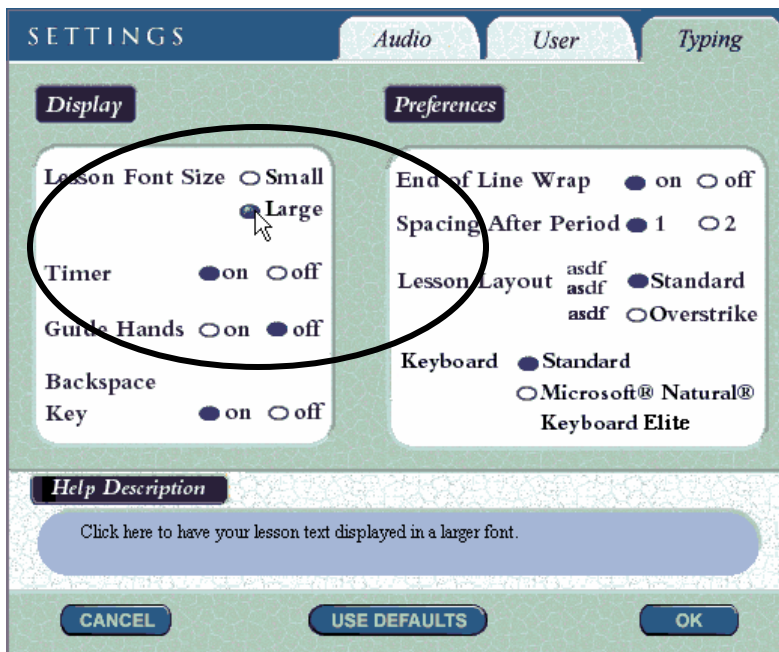
Step 2: Turn off the guide hands

On the Typing Tab, you will want to turn the Guide Hands off since these hands show fingering on the regular QWERTY keyboard.



Step 3: Change the font size (optional)

On the Typing Tab, you may want to change the font size to large.



Step 4: Turn off the background music. (optional)

On the Audio Tab, you can turn off the background music.



Activity 4: Using the Mavis Beacon Practice Area

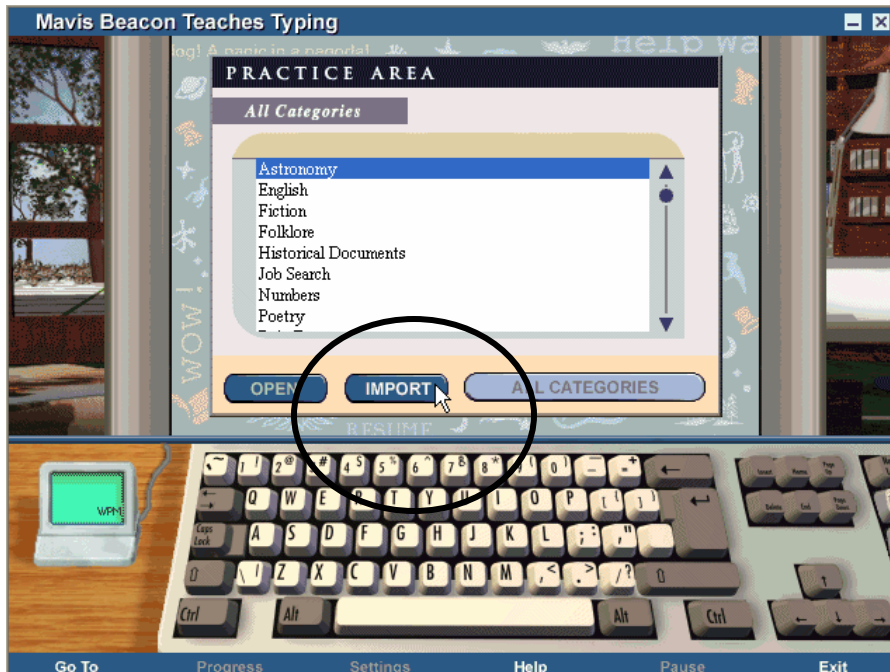
Step 1: Go to the Media Center.



Step 2: On the Media Center Page, go to the Practice Area.

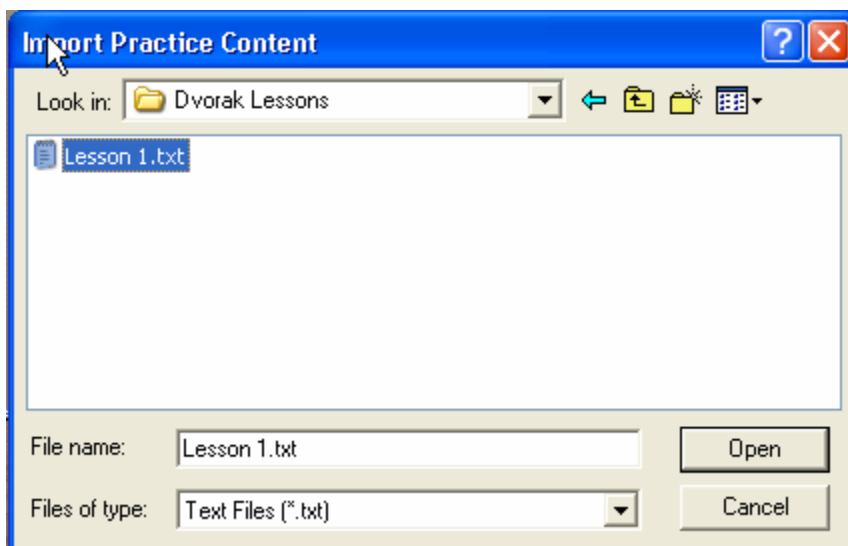


Step 3: Click the Import Button

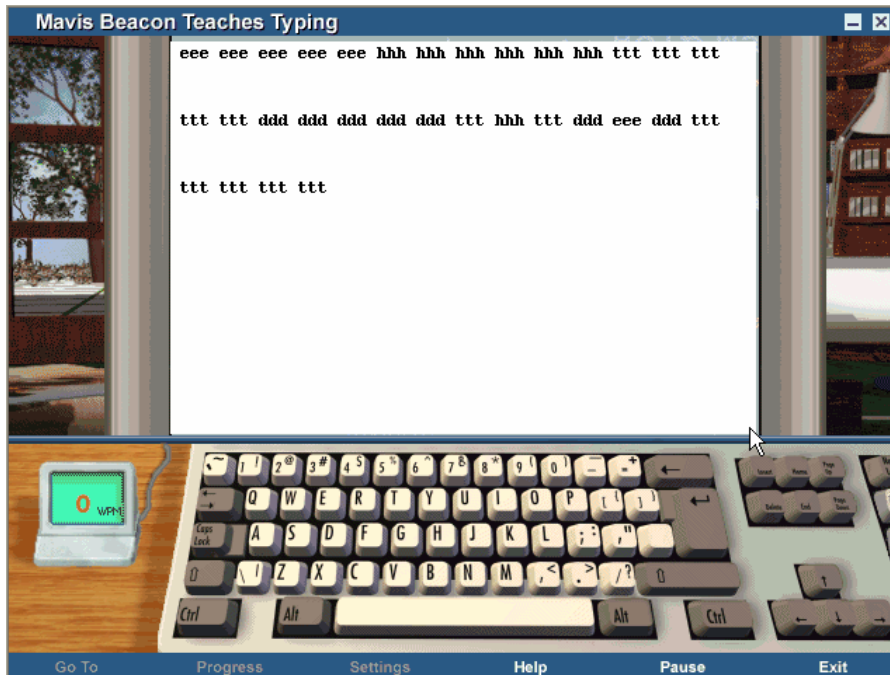


Step 4: Open the text file containing your lesson

Use the Look in: box to find the text file you created in Activity 2 of this tutorial. Select the document and click Open.

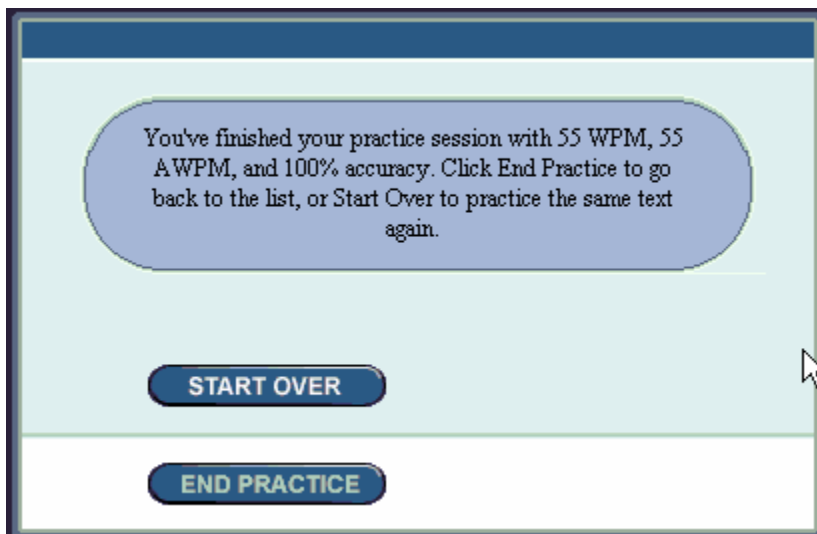


Your lesson will appear on the screen.



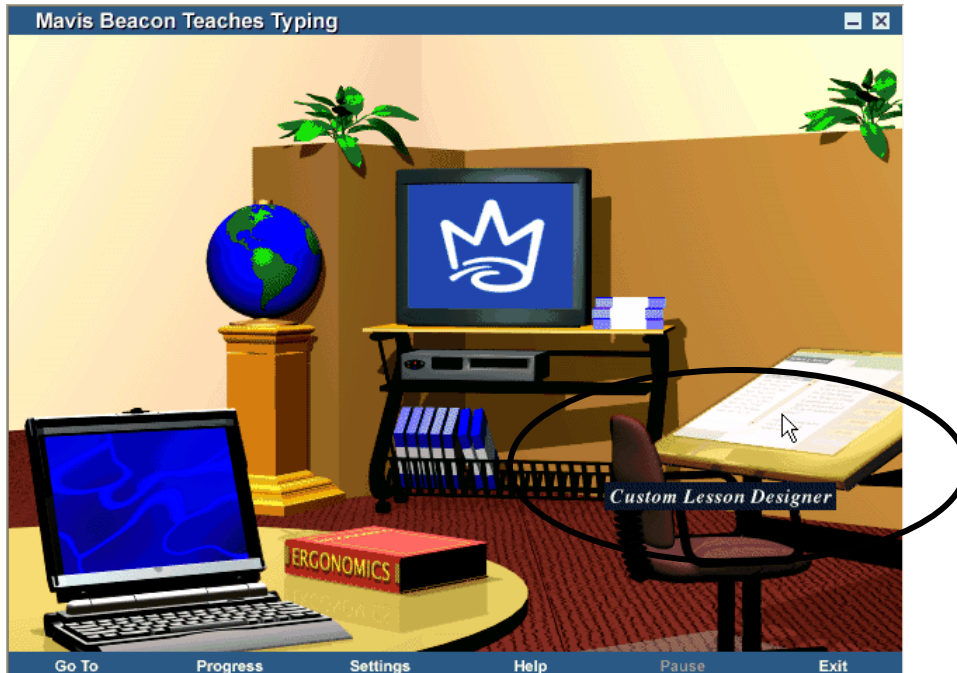
Step 5: Type the lesson

After completing the lesson, Mavis Beacon will provide information about speed and accuracy.

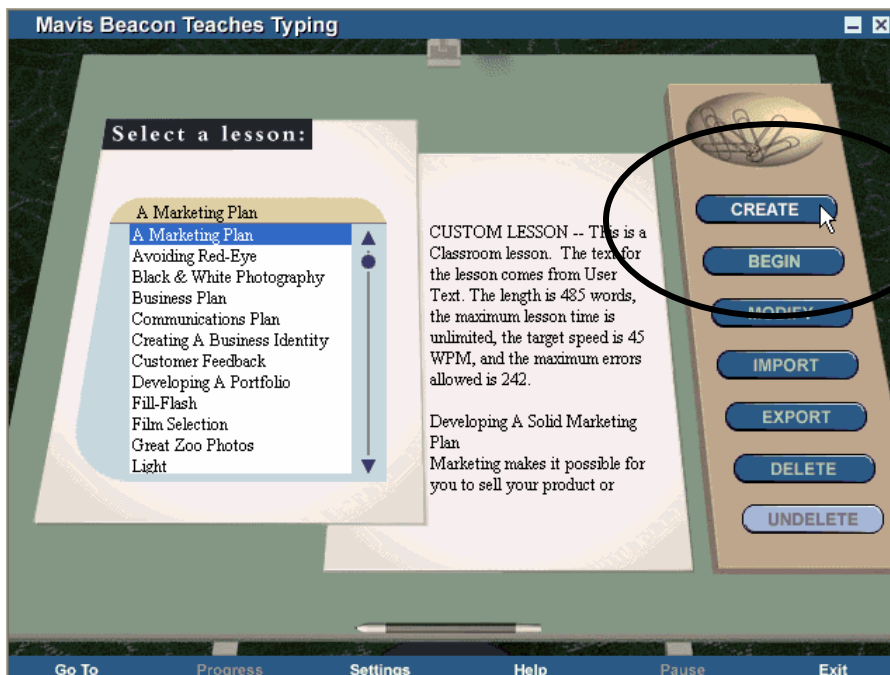


Activity 5: Creating Custom Lessons in Mavis Beacon

Step 1: Go to the Media Center and to the Custom Lesson Designer.

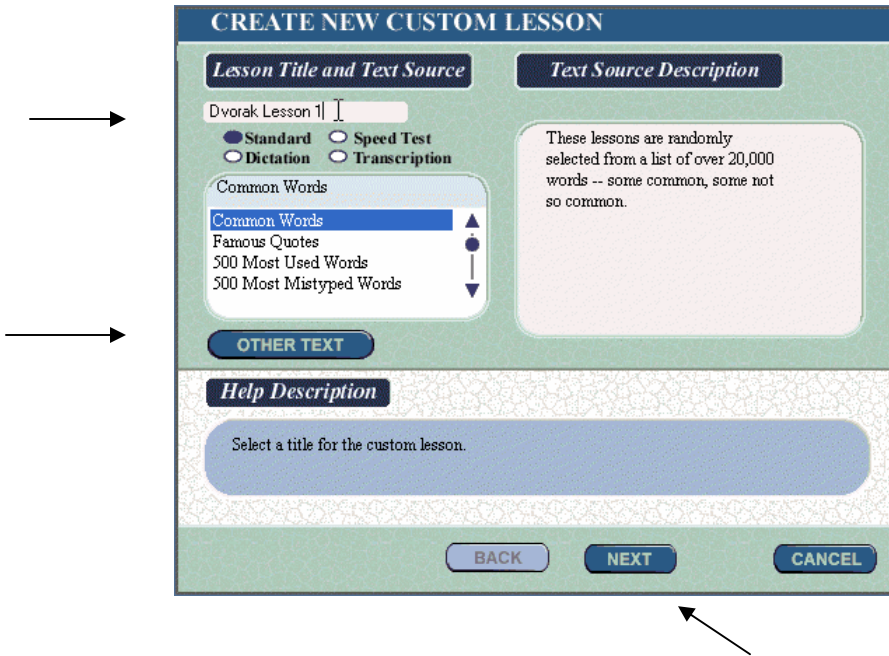


Step 2: Click Create



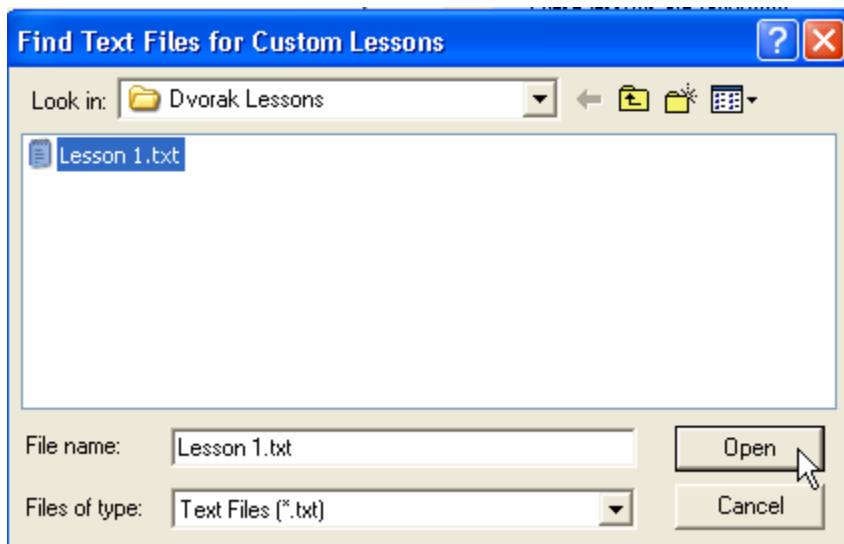
Step 3: Name your lesson and import text

Type a name for your lesson in the oval at the top left and click the other text button.



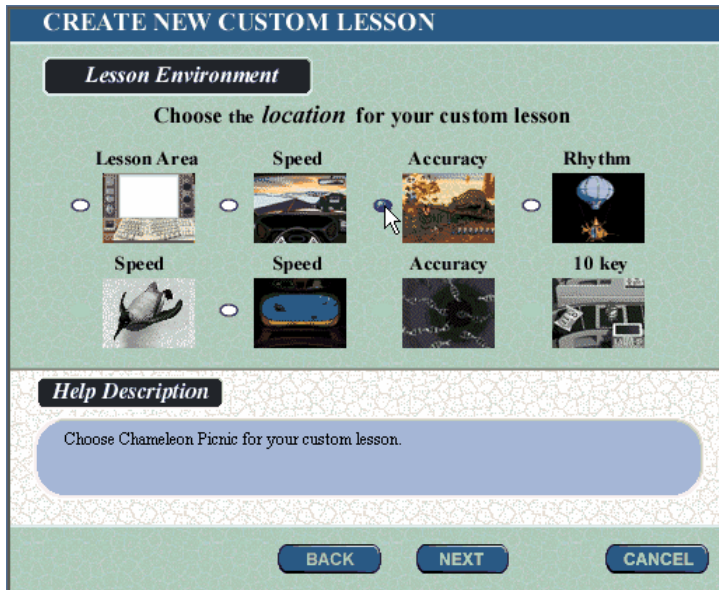
Step 4: Import your text file

Use the Look in: box to find the text file you created and click Open. Then click the Next button at the bottom of the Mavis Beacon window.

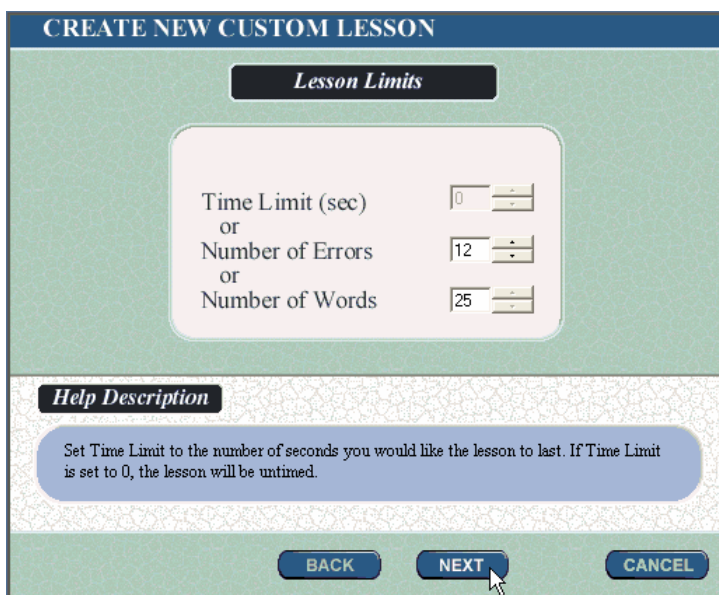


Step 5: Choose an activity type

Five game types are available. You can choose the regular Lesson Area, the Road Race or Shark Attack backgrounds for an emphasis on speed, the Chameleon Picnic for an emphasis on Accuracy, or Ragtime for Emphasis on typing rhythm. After selecting your lesson, click the Next button at the bottom of the screen.



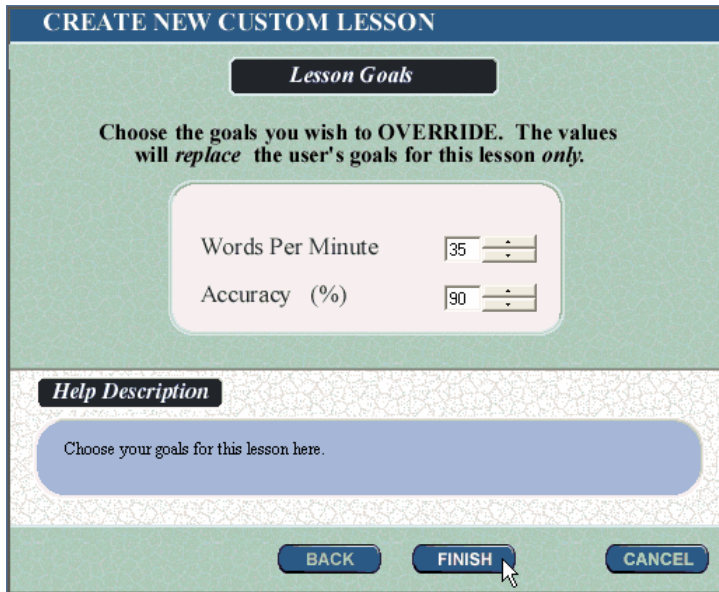
Step 6: Set time and accuracy limits (optional)



Click Next.

Step 7: Override previously set goals (optional)

You can choose to override goals already set in User Options for this lesson only.



The screenshot shows a dialog box titled "CREATE NEW CUSTOM LESSON". Inside, there is a section titled "Lesson Goals" with the instruction: "Choose the goals you wish to OVERRIDE. The values will *replace* the user's goals for this lesson *only*." Below this instruction are two input fields: "Words Per Minute" with a value of 35 and "Accuracy (%)" with a value of 90. Each field has a small up/down arrow icon. Below the input fields is a "Help Description" section with the text: "Choose your goals for this lesson here." At the bottom of the dialog box are three buttons: "BACK", "FINISH" (with a mouse cursor pointing to it), and "CANCEL".

Click Finish.

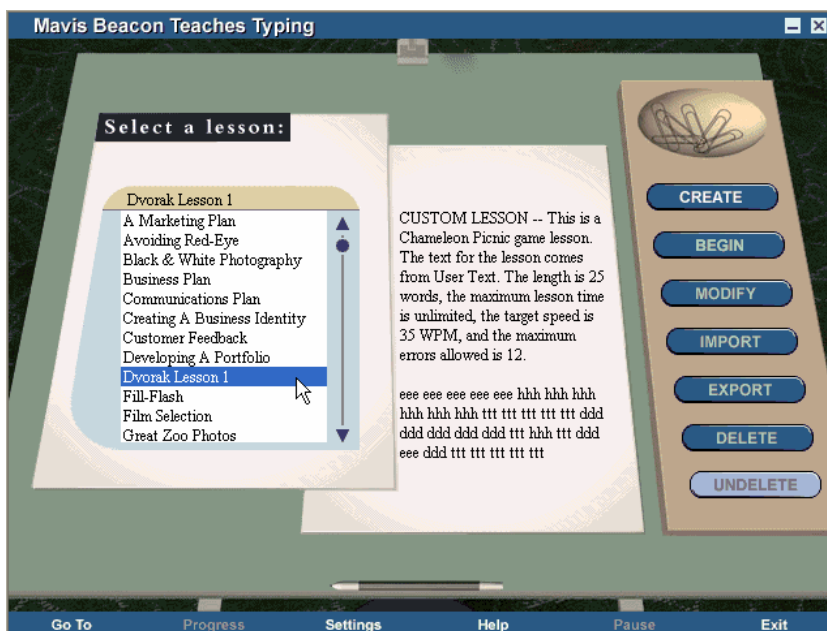
Activity 6: Using a custom lesson

Step 1: Go to the Media Center and Custom Lesson Designer.



Step 2: Start your lesson

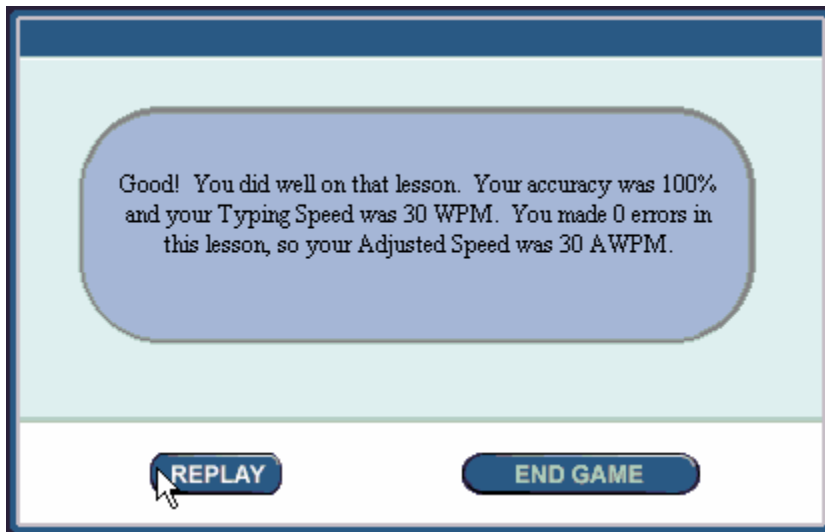
Once the lesson is created, it will appear in the list on the left, complete with a lesson description. Click on Begin to start the lesson.



Step 3: Type your lesson



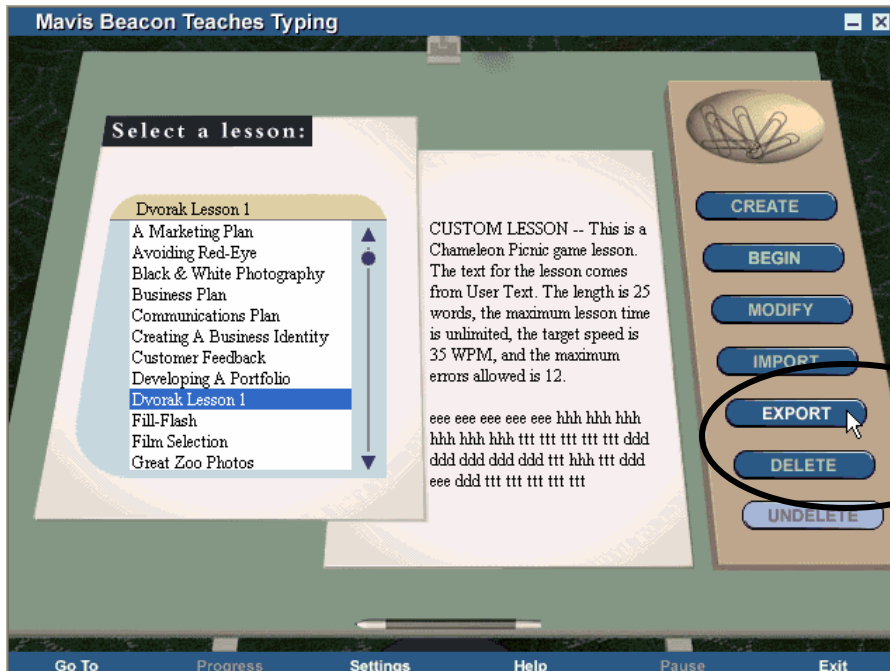
When you have finished, Mavis Beacon will provide information about speed and accuracy.



Activity 7: Sharing Lessons

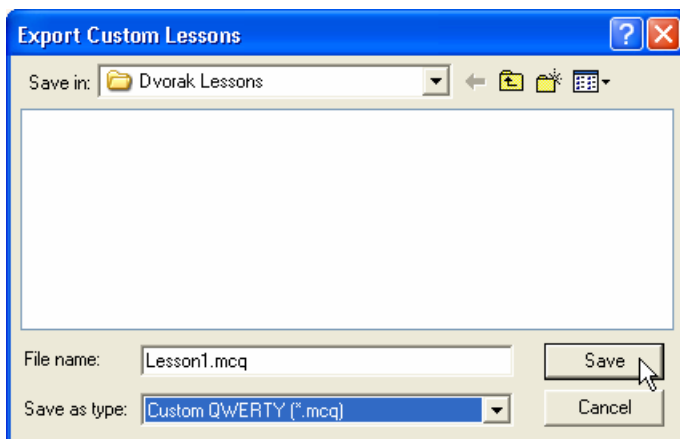
Step 1: Export the lesson

In the Custom Designer, select your lesson on the left and choose Export.



Step 2: Save the file

Mavis Beacon will create a special file with a .mcq extension. Use the Save in: box to navigate to the location where you want to place the file and click Save.



Step 3: Transfer the lesson to another computer

You can now transfer the file to another computer by email, floppy disk, memory card, flash drive, etc. On the new computer, the files should be stored in the Mavis Beacon Custom Folder.

The path is c: drive/Program Files/Mindscape/Mavis Beacon/MavUser/Custom

Files stored in the Custom Folder will appear in the Custom Designer list.