

# Typing Pal

## Home Edition

Updated: April 28, 2024

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# User Guide

# User Guide for Personal/Home Edition



The Typing Pal team created this user's guide to help you get the most out of our learn-to-type application. Use it to discover all of Typing Pal's features, along with tips to help you learn faster. The guide will also answer most of your questions.

If this is your first time using Typing Pal, we recommend you read this chapter.

- **First steps**

- **Customize your settings** — Select your work environment, language, and keyboard, and set speed and accuracy goals.
- **Preparation** — Learn some basic tips and measure your initial skill level.
- **Training** — Practice often with a variety of activities.

- **Training plan**

- **Winning formula** — Stick to our four basic principles to learn the right typing method effectively and efficiently.
- **First lesson** — Learn how to approach your first practice session.
- **Long-term planning** — Set a training plan for the weeks and months to come.

# First Steps

Follow the instructions below to set off on the right foot.

1. Customize your settings
  - **Learning environment** – Select your age group and the virtual advisor who will guide you throughout your training.
  - **Language and keyboard** – Select your platform and your keyboard language and layout.
  - **Goals** – Select your speed measurement unit and set realistic goals based on your starting level and age.
2. Start with the preparatory activities
  - **Essential tips** – Familiarize yourself with our 7 keys to typing success.
  - **Initial Test** – Measure your initial typing skill and use the result to gauge your progress after the Final Test.
3. Get going with Typing Pal's various training activities.
  - **Exercises** – Use the exercises to learn correct finger placement, then check your progress with the test after each step.
  - **Improvement activities** – Use the improvement activities to target your weaknesses from time to time.
  - **Games** – Take a break and have some fun with Typing Pal's games while simultaneously working on the keyboard zones that give you the most trouble.
  - **Texts** – Practice your new skills by typing out real texts in a more natural setting.
  - **Tests** – Use the tests at the end of each step to measure your performance.

# Training Plan

Get a clear picture of your goals and the time it will take to reach them by setting up a training plan.

## Winning Recipe

- **Turn Typing Pal into a game !** — Each Typing Pal practice session is a chance to improve while having fun. It's a huge thrill when your fingers fly to the correct keys every time and you beat your high score. Maintaining this enthusiasm is key to sticking with it and succeeding.
- **Plan on short sessions or take breaks** — If you force yourself into long, non-stop practice sessions, you'll only get tired and discouraged. Build breaks into your training plan or schedule shorter sessions. You can always gradually extend them if you find you're able to maintain your engagement and concentration.
- **Plan on frequent sessions** — You'll progress quicker if you practice frequently.
- **Don't stop training too soon** — Even if you've reached your goals, it's too soon to stop. It takes time to fully integrate proper typing technique. Bad habits will start creeping in if you stop too soon. If you finish your training plan, why not set a higher goal and push the envelope?

## First Lesson

1. **Learn the 7 keys to success** — Watch the video on the [7 keys to success](#) to learn the fundamental principles to learning.
2. **Determine your level** — Do the [initial test](#). It will give you an idea of your initial level and help you gauge your progress by comparing it to your final test result.
3. **Do a few activities** — Complete the exercises of the first step.
4. **Adjust your goals** — Take the time to [analyze your results](#), assess your level, and use this information to [Adjust your targets](#) accordingly.

## Long-Term Planning

- We suggest that you allow for about one hour of practice per week, split into three or four sessions. Obviously, if you practice every day, you'll learn even faster.
- We also recommend that you redo previously completed activities, concentrating on accuracy, to turn all your icons gold. When you complete an activity without any errors, you reinforce your fingers' muscle-memory and build on what you have already learned.
- At the end of each step, take the time to complete the improvement activities to improve your accuracy or speed for the characters that give you the most trouble.
- Once you have learned the basic characters, practice typing real texts to get an authentic touch-typing experience. This will give you a better idea of your skill level.
- When you have completed all the activities, set higher goals for speed (+15 wds/min or +75 char/min) or accuracy (95%). This will allow you to become an impressively efficient touch typist. Imagine being able to type a 350-word text in under 5 minutes!

# Logging In

This chapter explains how to log in to Typing Pal using your Druide account or other unique authentication services.

- **Sign in with Druide**
  - Use your Druide account credentials with this sign-in method.
- **Sign in with Microsoft**
  - Use your Microsoft user account credentials with this sign-in method.
- **Sign in with Google**
  - Use your Google user account credentials with this sign-in method.
- **Sign in with Apple**
  - Use your Apple user account credentials with this sign-in method.
- **Sign in with Facebook**
  - Use your Facebook account credentials with this sign-in method.

# Sign in with Druide

To sign in with Druide, you must **first have a Druide account**.

## Druide Account

Your Druide account is the same as the one you use to manage your Druide subscriptions and licenses.

## Signing in with a Druide Account

1. Go to the Typing Pal home page: <https://typingpal.com>.
2. Click the *Log In* button then select *Personal/Home Edition*.
3. Enter the **email** and **password** for your Druide account and click the *Connect* button.

# Sign in with Microsoft

To sign in with Microsoft, you must **first have a Microsoft account**.

## Microsoft Account

Your Microsoft account is the same as the one you use to sign in to various Microsoft services.

If you do not have a Microsoft account, you can create one by filling out the form on the following page:

<https://account.microsoft.com>.

## Signing in with a Microsoft Account

1. Go to the Typing Pal home page: <https://typingpal.com>.
2. Click the *Log In* button then select *Personal/Home Edition*.
3. Click the *Sign in with Microsoft* button.
4. Sign in to Microsoft. If your browser is already signed in to your Microsoft account, you'll be signed in automatically.

## Linking your Microsoft Account to Your Druide Account

1. Once you have signed in to Typing Pal, click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Link an account* next to Microsoft.
3. Enter your Microsoft credentials. If your browser is already signed in to your Microsoft account, your account will be linked automatically.

## Unlinking your Microsoft Account

### From Typing Pal

1. Click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Unlink an account* next to Microsoft.

### From Microsoft

1. Once you have signed in to Microsoft, click on the *Privacy* tab.
2. In the *More privacy settings* section, click on *Apps and services*.
3. Click on the *Edit* button under the Typing Pal icon.
4. Click on *Remove these permissions*.

# Sign in with Google

To sign in with Google, you must **first have a Google account**.

## Google Account

Your Google account is the same as the one you use to sign in to various Google services.

If you do not have a Google account, you can create one by filling out the form on the following page:

<https://accounts.google.com>.

## Signing in with a Google Account

1. Go to the Typing Pal home page: <https://typingpal.com>.
2. Click the *Log In* button then select *Personal/Home Edition*.
3. Click the *Sign in with Google* button.
4. Sign in to Microsoft. If your browser is already signed in to your Microsoft account, you'll be signed in automatically.

## Linking your Google Account to Your Druid Account

1. Once you have signed in to Typing Pal, click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Link an account* next to Google.
3. Enter your Google credentials. If your browser is already signed in to your Google account, your account will be linked automatically.

## Unlinking your Google Account

### From Typing Pal

1. Click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Unlink an account* next to Google.

### From Google

1. Once you have signed in to Google, click on your Google avatar and then on *Manage your Google Account*
2. In the *Security* tab, click on *Third-party apps with account access*.
3. Select *Typing Pal* in the list and click the *Remove Access* button.

# Sing in with Apple

To sign in with Microsoft, you must **first have a Apple account**.

## Apple Account

Your Apple account is the same as the one you use to sign in to various Apple services.

If you do not have an Apple account, you can create one by following the instructions on this page: [How to create a new Apple ID](#).

## Signing in with an Apple Account

1. Go to the Typing Pal home page: <https://typingpal.com>.
2. Click the *Log In* button then select *Personal/Home Edition*.
3. Click the *Sign in with Apple* button.
4. Sign in to Apple and give access.

## Linking your Apple Account to Your Druid Account

1. Once you have signed in to Typing Pal, click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Link an account* next to Apple.
3. Enter your Apple credentials and give access.

## Unlinking your Apple Account

1. In Typing Pal, click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Unlink an account* next to Apple.

# Sign in with Facebook

To sign in with Facebook, you must **first have a Facebook account**.

## Facebook Account

Your Facebook account is the same as the one you use to sign in to Facebook.

If you do not have a Facebook account, you can create one by filling out the form on the following page:

<https://www.facebook.com>.

## Signing in with a Facebook Account

1. Go to the Typing Pal home page: <https://typingpal.com>.
2. Click the *Log In* button then select *Personal/Home Edition*.
3. Click the *Sign in with Facebook* button.
4. Sign in to Facebook. If your browser is already signed in to your Facebook account, you'll be signed in automatically.

## Linking your Facebook Account to Your Druide Account

1. Once you have signed in to Typing Pal, click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Link an account* next to Facebook.
3. Enter your Facebook credentials. If your browser is already signed in to your Facebook account, your account will be linked automatically.

## Unlinking your Facebook Account

### From Typing Pal

1. Click on your avatar and select *My settings* in the menu.
2. In the *Authentication* section, click on *Unlink an account* next to Facebook.

### From Facebook

1. Once you have signed in to Facebook, click the ▼ on the upper right side of Facebook.
2. Click on *Settings & privacy* then *Settings*.
3. Click on *Apps and Websites* in the menu on the left.
4. Select Druide from the list and click the *Remove* button.

# Management

This chapter covers everything you need to know about your profile, subscription, and associated users.

- **Profile**
  - **Avatars** — Select the avatar that suits you best from among the 109 choices.
  - **Sign-in Credentials** — Update your sign-in credentials.
- **Subscription**
  - **Limitations of the Trial Version** — Learn the limitations of the trial version.
  - **Advantages of the Full Version** — Discover the advantages of the full version.
  - **Purchase a Subscription** — Purchase a subscription in just seconds.
  - **Add Additional Users** — Give the gift of Typing Pal to the whole family.
- **Users**
  - **Types of Users** — Learn about the different types of users.
  - **Add a Guest User** — Email an invitation to a family member.
  - **Add a Supervised User** — Create an account for a child younger than 13 who does not have an email address.

# Profile

Choose your avatar and update your identification information in the *Profile* page. To access it, click on your identifier in the top right corner of the window and then choose the *My settings* option from the menu.

## Avatars

Choose an avatar that suits your tastes. You can select from 49 portraits, 30 creatures and 30 neutral pictures.

## Information

Modify your information as needed in the *Profile* section of the *My Settings* page.

## Email

Your email address is used to identify you and reset your password if you forget it.

## Username

Children can use a username to identify themselves without using an email address.

## Password

Passwords must be composed of between 8 and 50 alphanumeric or special characters such as `-,!@#$%?&*()::`.

# Subscription

A subscription to Typing Pal converts your trial version into a full version and unlocks all available content and features.

## Limitations of the Trial Version

The trial version provides access to a limited set of content and features.

You can take the initial test and do the first-step exercises, the texts in the first section, and the improvement activities for the characters already introduced. You can also play the game *Cosmik Ball*, view your stats, and watch the video *7 Keys to Success*.

The trial version gives you an idea of Typing Pal's features, but it won't teach you to touch type all characters or allow you to add users so that other members of your family can use it.

Subscribe to convert your trial version and enjoy all the features of Typing Pal.

## Advantages of the Full Version

Subscribe to the full version to access all of Typing Pal's content and features. It has everything you need to improve your typing speed by putting all your fingers to work. When you complete the training program, you'll even receive a personalized certificate of achievement.

The full version also includes access for up to three users. So you can create up to two additional accounts for family members at no extra charge. For larger families, you have the option of purchasing other accounts.

## Purchase a Subscription

1. Access the Typing Pal subscription form by clicking the *Subscribe* button in the upper right corner of the window or by selecting *Subscription* from the *My Settings* page.
2. Complete the form, including your preferred billing address and credit card information.
3. Review your order then click on *Place Your Order*.

## Purchase Additional Users

### During initial purchase

Your Typing Pal subscription includes three users, but you can purchase more. If you wish to do so, click the link *Add more users* and select the number of extra accounts you wish to add.

### During your subscription

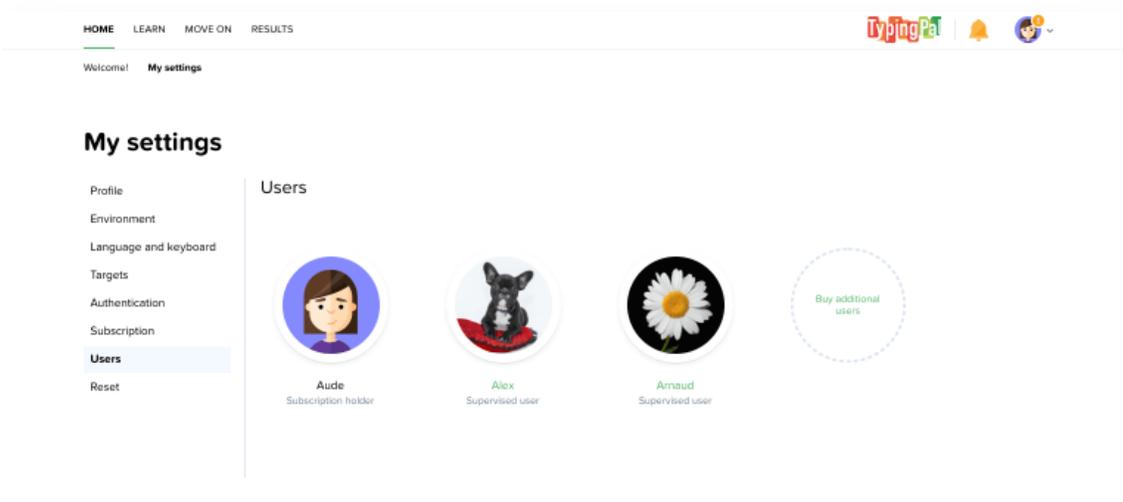
You can also add more users during your subscription period.

1. Click your username in the upper right and select *My Settings* from the menu.
2. Select the *Subscription* section.
3. Click the *Options* button and select *Add Users*.
4. Indicate the number of extra users you wish to add and follow the instructions to complete your purchase.

The cost of extra users is pro-rated according to the number of months left in your subscription.

# Users

Typing Pal's Home Edition includes an account for the user responsible for the subscription (the primary user) and two accounts for their family members.



## Types of Users

- **Primary user** — This account manages the subscription and its associated users. It can view the activity journals of other users. It can also remove a guest user from the subscription, and it can edit or delete the account of a supervised user.
- **Guest user** — This account type is linked to an email address and is ideal for teens or other adults in the family.
- **Supervised user** — This account type is not linked to an email address and is ideal for young children in the family who do not have an email address.

## Adding a Guest User

1. Click on your username, then on *My Settings*.
2. Select the *Users* section, then click on the **+** button to the right of your profile.
3. Select the option *Invite by email* from the drop-down menu.
4. Type the guest user's email and click on *Register*.

**Note** — Once an invitation has been sent, the user has two weeks to accept. As long as they have not already accepted, you can click on their profile and select **Resend invitation** or **Cancel invitation**.

**Tip** — To **remove a guest user** from your subscription, click on your profile to access this option in the menu.

## Adding a Supervised User

1. Click on your username, then on *My Settings*.
2. Select the *Users* section, then click on the **+** button to the right of your profile.
3. Select the option *New supervised user* from the dropdown menu.
4. Complete the fields in the form and click on *Register*.

You can now give your child their **username** and **password** to sign in to their account.

# Training

This chapter covers the various training activities.

- **Targets**
  - **Speed Measurement Unit** — Set the speed measurement unit to either words per minute or characters per minute.
  - **Targets** — Determine and set your speed and accuracy targets.
- **Preparation**
  - **Essential Tips** — Watch a short video on the seven principles for learning to type successfully and effectively.
  - **Initial Test** — Take the initial test to set a benchmark for your progress. This test is optional.
- **Training Activities**
  - **Exercises** — Learn how exercises are designed.
  - **Improvement Activities** — Learn how improvement activities will help you improve.
  - **Texts** — Learn how to practice typing in realistic settings.
  - **Tests** — Learn how the tests are designed.
- **Games**
  - **Cosmik Ball** — Discover this game, where you have to type single characters on command to keep an explosive cosmic ball captive.
  - **Monkeys in Jeopardy** — Take a peek at this game, where you have to type sequences of characters and single words to extend life-saving vines to monkeys threatened by a storm.
  - **Magical Duel** — New Feature 2023 Become bewitched by this strategic game in which you cast spells by correctly typing phrases of varying lengths to free the enchanted subjects of a magical realm.
  - **Difficulty Levels** — Select the difficulty level that will challenge you the most constructively.
  - **High Scores** — Check out the different high score rankings to see how you measure up against other family members, if applicable.

# Targets

Set reasonable speed and accuracy targets for your baseline skill level. You can always adjust them along the way to increase the challenge or adapt to your own learning curve.

## Speed measurement unit

Typing speed can be calculated in *Words per minute* or in *Characters per minute*.

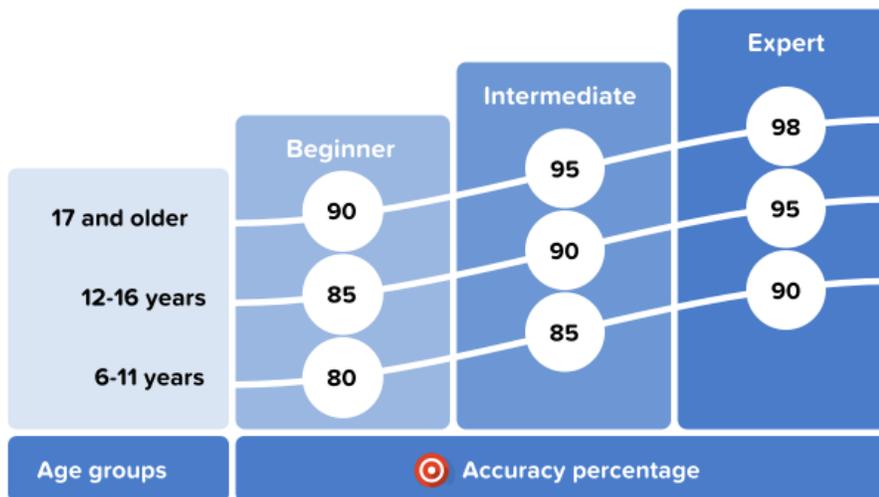
To set the measurement unit, click on your username and then on *My Settings*. Then select your preferred unit in the *Targets* section.

## Targets

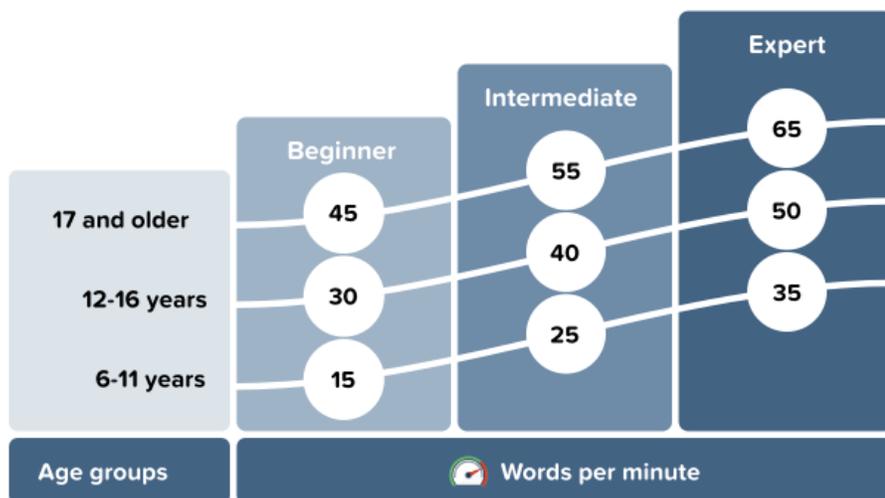
### Choose the right target

We suggest three target levels, but you can change these based on your strengths and performance targets.

### Recommended Accuracy Targets



### Recommended Speed Targets



**Note** — The speed objective is the typing speed you want to achieve at the end of your training. **Typing Pal will automatically adjust the target for each exercise** to give you reasonable challenges as you learn.

**Suggestion** — We recommend that you take the *Initial test* to determine your starting level and adjust your targets, especially if you are close to reaching your performance target.

## Set your targets

To set your targets, click on your username and then on *My Settings*. Then select your targets in the *Targets* section.

**Tip** — If you have reached your performance targets and completed all the exercises, take on a new challenge by substantially raising your speed and accuracy targets. You will notice that the activity icons dynamically adapt to show you which activities you need to do again.

# Preparation

To get off on the right foot, start with the preparatory activities.

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## Essential Tips

See the *Essential tips* to learn the *7 keys to success*, a collection of best practices that will create the conditions for learning to type quickly.

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**6 to 16 years**

**17 years and up**

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## Initial Test (Optional)

The initial test acts as a benchmark against which you can measure your progress at the end of the training program by comparing the results with those you achieve on the final test. **Since both tests are identical, they provide an accurate indication of how much your typing skills have improved over time.**

We recommend you complete the test, even if you haven't yet learned the proper typing technique. Note that the initial test can only be completed once.

The initial test is optional, so if you struggle to finish it, you can still begin your training with the first exercise.

# Training Activities

Learn all about the activities that make up your training program, then start practicing.

## Exercises

The exercises were developed to gradually introduce new keys. You repeat them often at first, then in combination with the other keys you have learned.

Words made up solely of the letters you have already learned are then introduced randomly so that typing commonly used sequences becomes automatic.

## Improvement Activities

Improvement activities are generated automatically by Typing Pal's algorithm, which analyses your typing and detects the characters or fingers that need the most practice.

**Note** — Improvement activities are unlocked as soon as you have completed exercises involving at least eight different characters.

You can decide to improve your accuracy, your speed, or both based on your specific needs. Typing Pal will suggest activities that will improve your typing of certain characters or exercise your weaker fingers.

**Suggestion** — Do the improvement activities as soon as you start encountering difficulties or if you fail an activity. Remember, these exercises were created especially for you!

## Texts

Once you have learned to type all the keys on the keyboard with all your fingers, practice typing the text in the Move on tab. You can practice typing words and complete sentences in a natural, no-pressure environment. You select an age group in the *Environment* section of your settings. The collection of texts will then suggest themes and difficulty levels adapted to the age group you have selected.

**Note** — The texts in the Move on section do not have speed or accuracy goals. However, you can challenge yourself to type them without any errors to earn gold icons.

## Tests

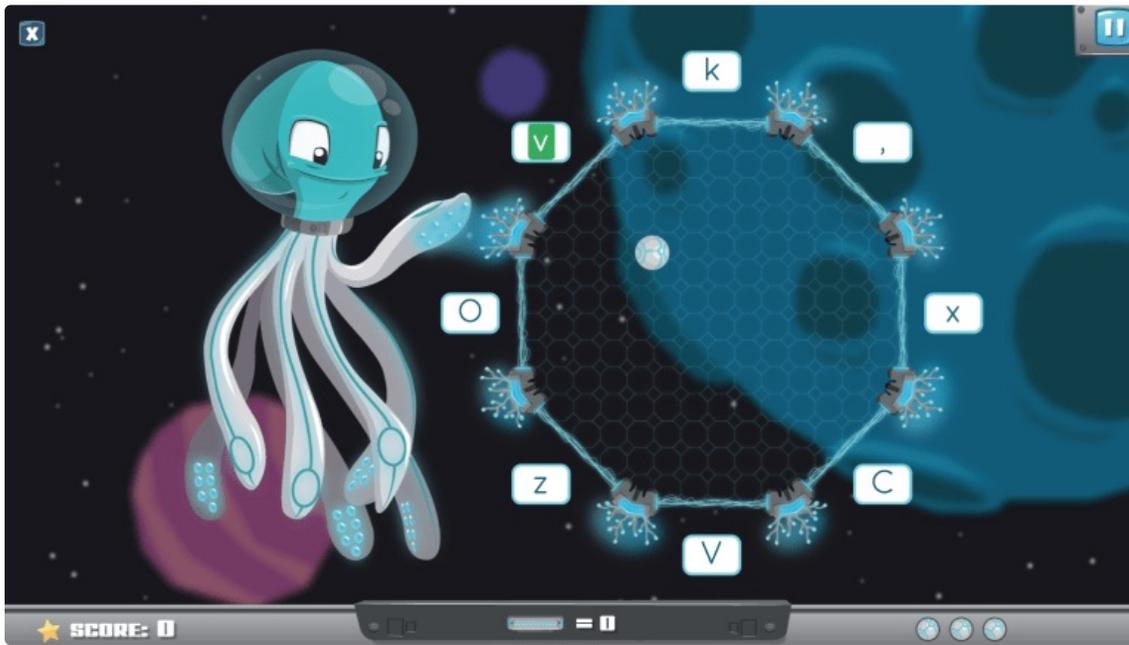
The tests at the end of each step are constructed like exercises and focus on the keys practiced during that step. The tests of the final step are made up solely of texts.

# Games

Play is a great way to learn. The Typing Pal games provide a different and entertaining way to learn and perfect your typing. Enhance your skills progressively as you play through each of the three games: **Cosmik Ball** focuses your fingers on single characters; **Monkeys in Jeopardy** tests your talents for typing sequences of characters up to whole words; and **Magical Duel** takes your typing even further with words and phrases.

You can access games by clicking on the *Games* link in the *Move on* tab.

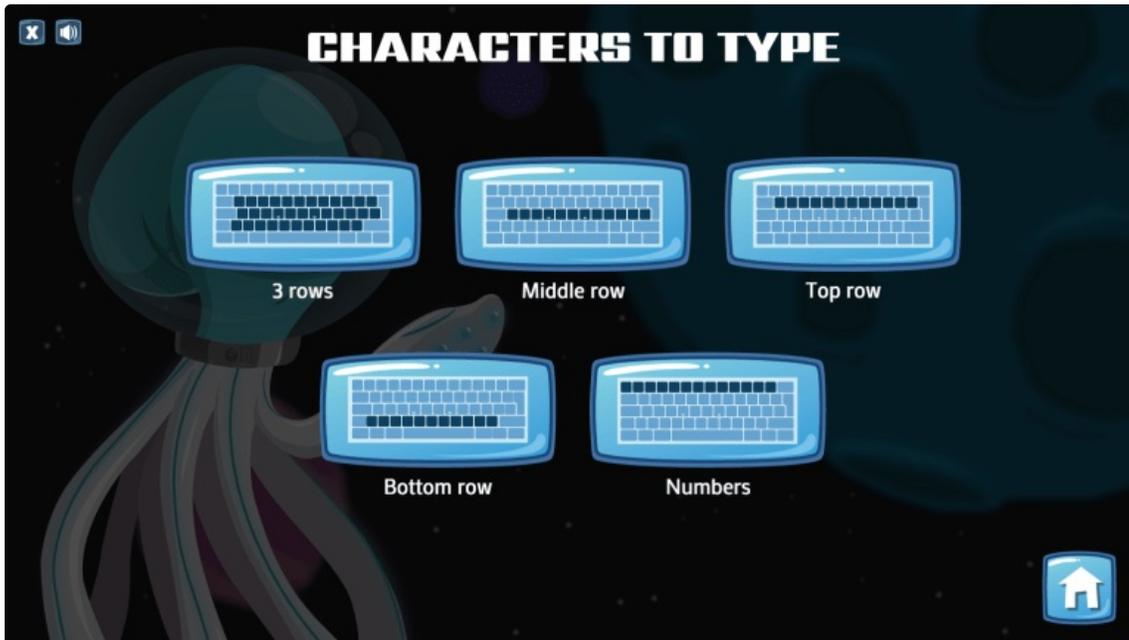
## Cosmik Ball



**Scenario:** A cosmic ball on the verge of explosion threatens the galaxy. A space octopus is tasked with keeping the ball captive with its pulsing laser tentacles. Typing the right character activates the shield and stops the ball.

## Type Characters

Select from five game modes, each targeting one or more rows of keys. Challenge yourself while perfecting your performance on different parts of the keyboard.



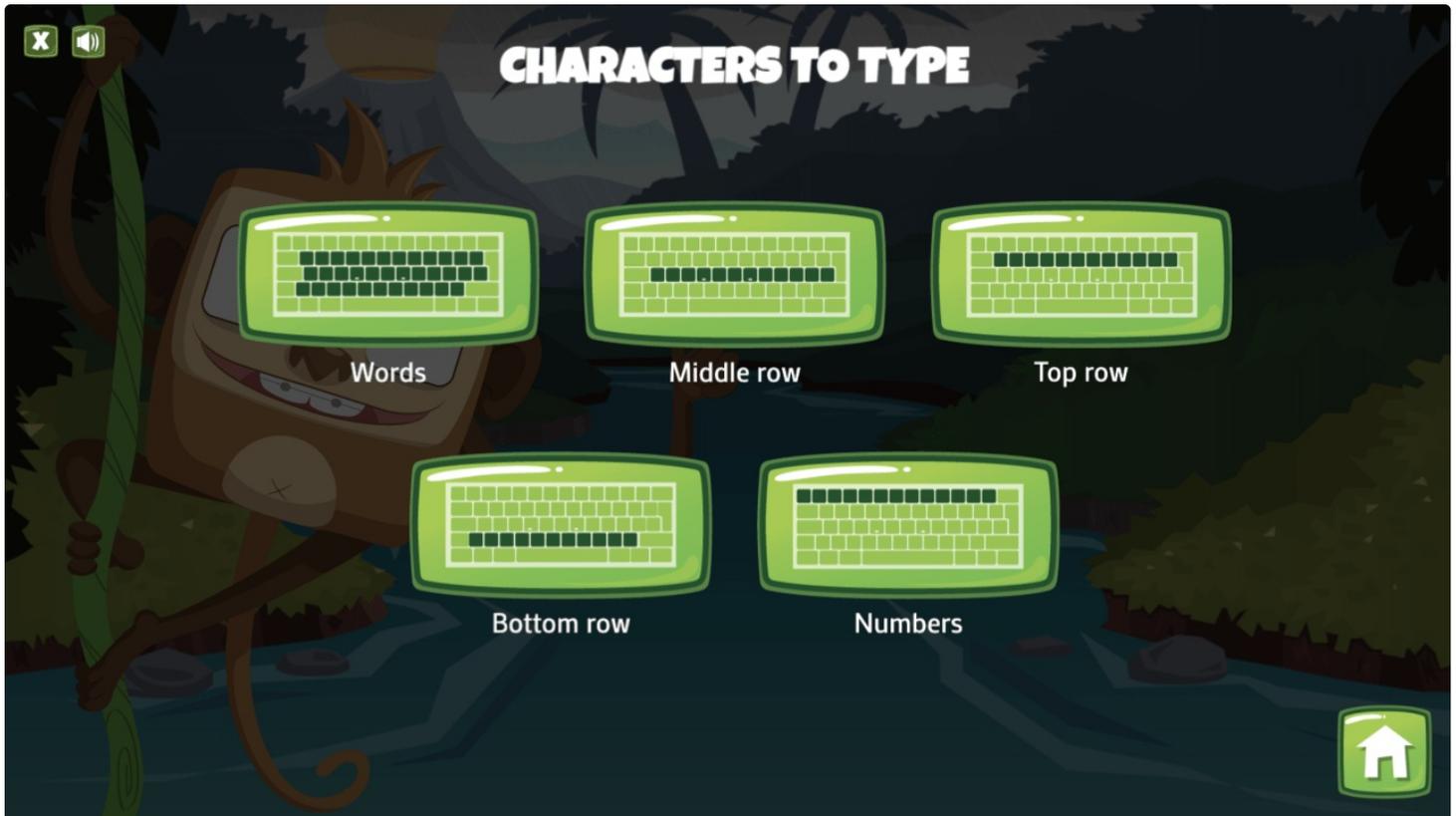
## Monkeys in Jeopardy



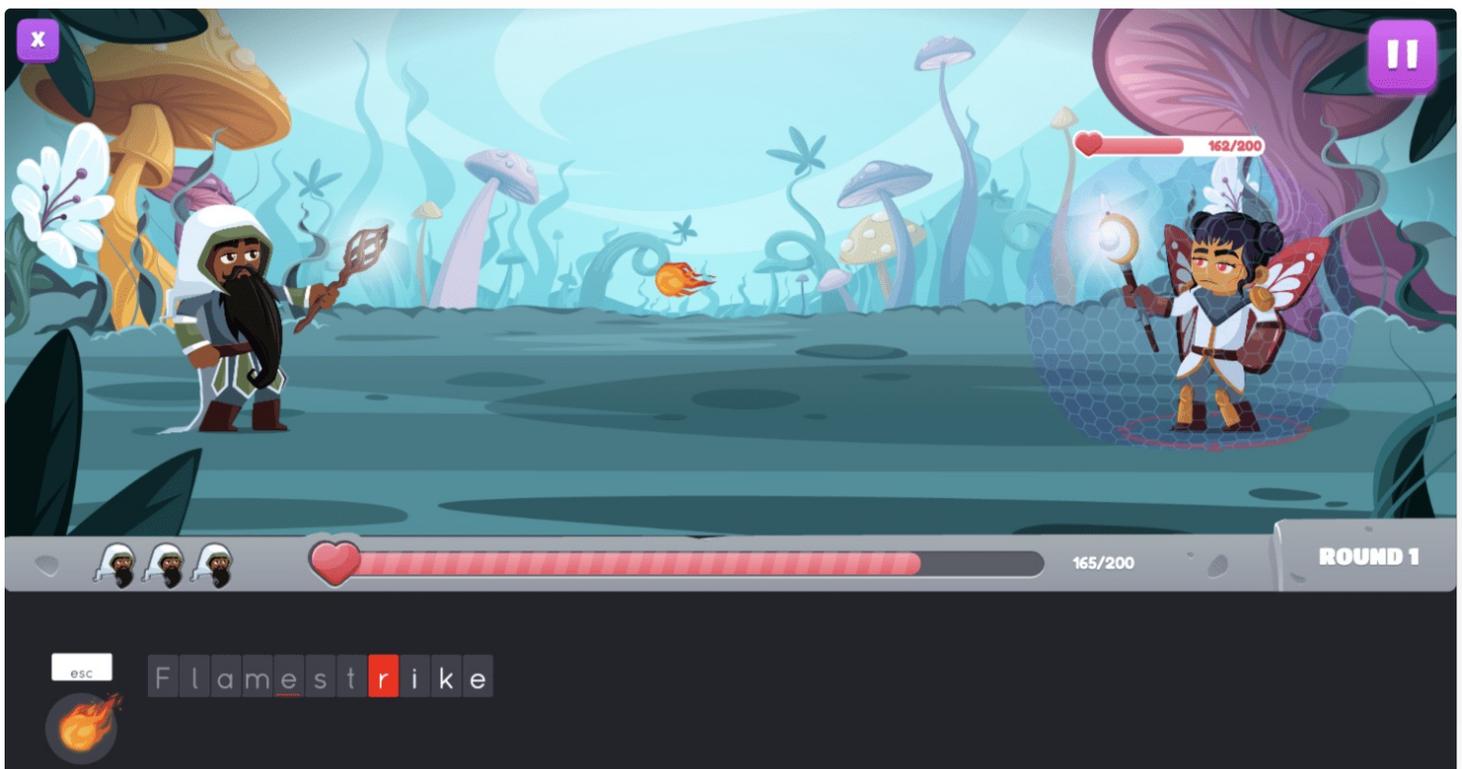
**Scenario :** A violent storm is raging in the forest. Carried away by the gusts of wind, the monkeys are falling into the river. Only a vine propelled by correctly typed characters can bring them back to safety.

### Type Words

Select from five game modes to practice typing either sequences of characters in your choice of one of four rows on the keyboard or single words using multiple rows of keys. Perfect your finger positioning for each different row, and work your way up to using all rows together to type out whole words.



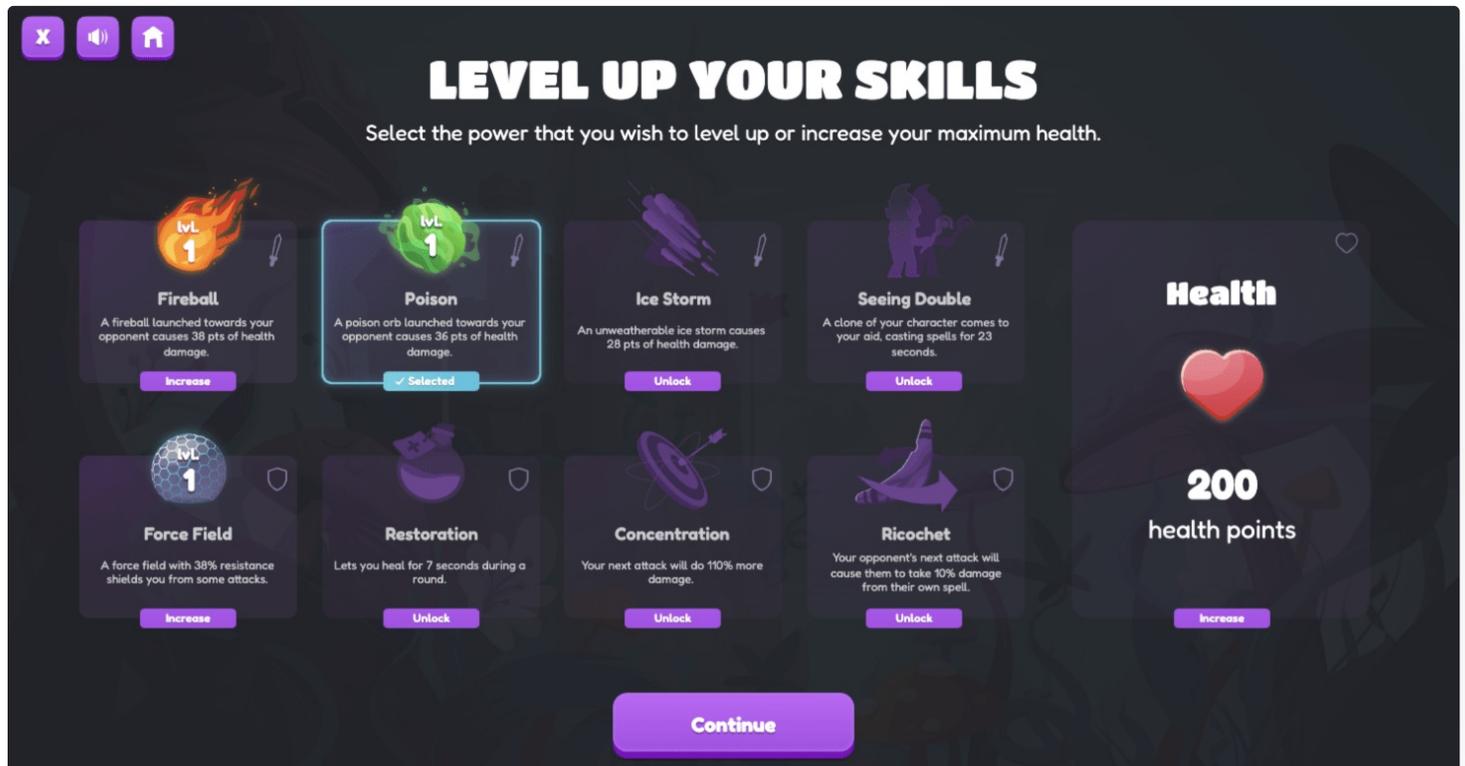
## Magical Duel New Feature 2023



**Scenario:** A curse has befallen the realm and enchanted all its subjects. The only way to free them is by taking them on in a magical duel and casting spells by correctly typing phrases.

## Type Phrases

Practice by using the entire keyboard to type and cast eight different kinds of spells. You can choose one spell type to level up at the end of each round, after you've defeated your opponent. You'll have to be strategic in your spellcasting, though. As spells increase in power, they also become longer to type!



## Difficulty Levels

**Cosmik Ball** and **Monkeys in Jeopardy** allow you to choose between three difficulty levels, each presenting a different challenge:

- **Beginner** — The speed increases slowly, but the points come slowly too.
- **Intermediate** — The speed increases gradually, and points accumulate normally.
- **Expert** — The speed increases quickly, but the points pile up fast!

**Magical Duel's** difficulty level is determined by the age group selected in the **Environment** section under **My Settings**.

## High Scores

Each game mode has its own high score list that displays your ranking compared with other members of the family (if applicable).

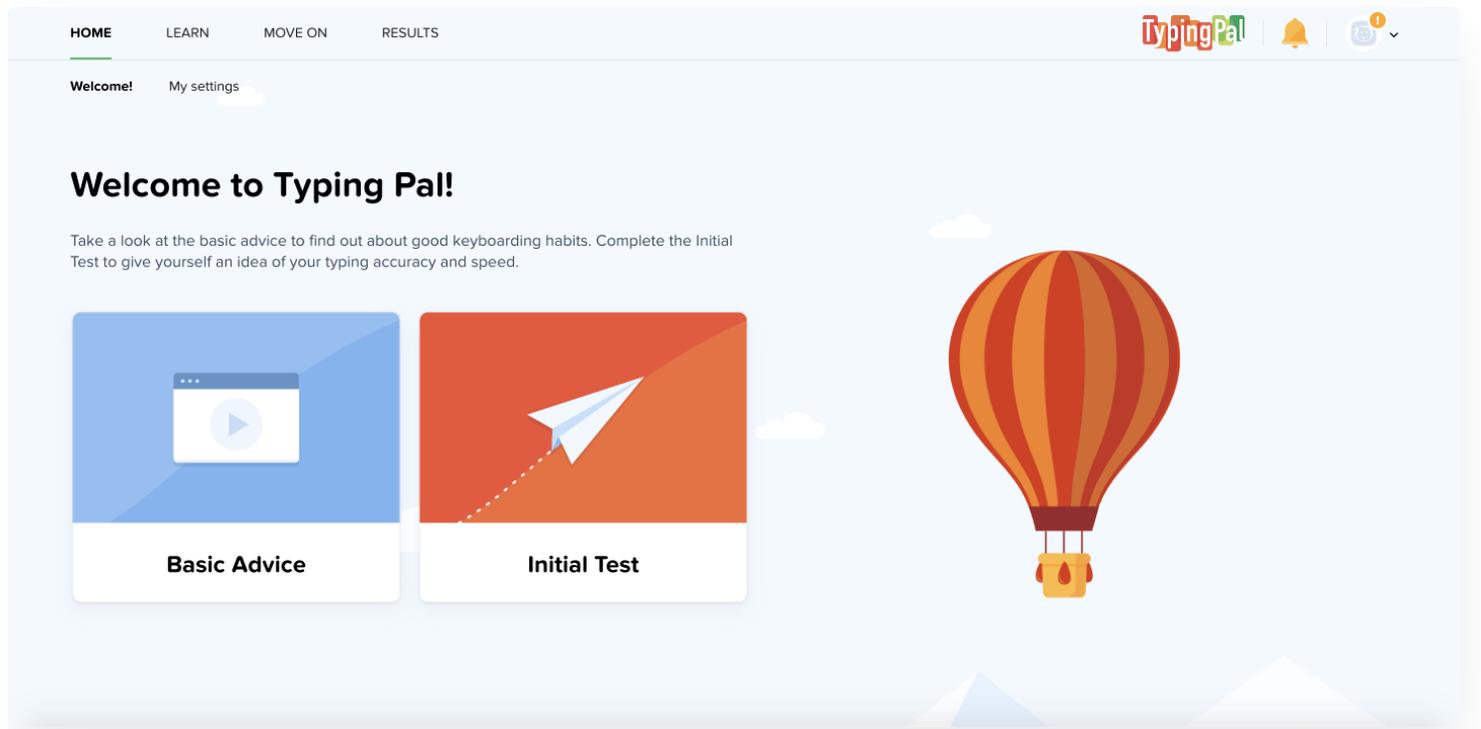
# Interface

This chapter introduces Typing Pal's interface elements and display options.

- **Home Screen**
  - **Suggested Activity Tiles** — Typing Pal welcomes students with two suggested activity tiles when you log in.
- **Language and Keyboard**
  - **Language** — Select your interface language and learning language.
  - **Keyboard** — Select the keyboard layout that best matches the physical keyboard you will be typing on.
- **Learning Environment**
  - Select your learning environment by selecting the age group that best meets your needs.
- **Feedback**
  - **Entertaining Animations and Keyboard Viewer** — Discover the entertaining animations and the keyboard viewer, two viewing modes that encourage you to look at the screen while typing.
  - **Audio Notification** — An audio notification lets you know if you've reached your targets. This option can be disabled for a silent environment.
- **Display Options for Activities**
  - Configure your display to create an optimal work interface.
- **Keyboard Navigation**
  - Learn to navigate using your keyboard.

# Home Screen

When you log in, Typing Pal welcomes you with two suggested activity tiles and various shortcuts.



## Suggested Activity Tiles

The suggested activity tiles change based on your progress. For example, once you have studied the Basic Advice and completed the Initial Test, the relevant tiles will change to display Exercises and Texts. The tiles not only act as shortcuts, but also indicate the number of completed activities, allowing you to assess your progress.

HOME LEARN MOVE ON RESULTS

TypingPal  

Welcome! My settings

# Welcome to Typing Pal!

Then look through the other sections in Typing Pal to discover exciting new challenges!  
Remember, speed comes with accuracy! Good luck!



## Exercises

---

0/99 Completed exercises



## Practice Texts

---

0/192 Completed texts





Improvement



Games



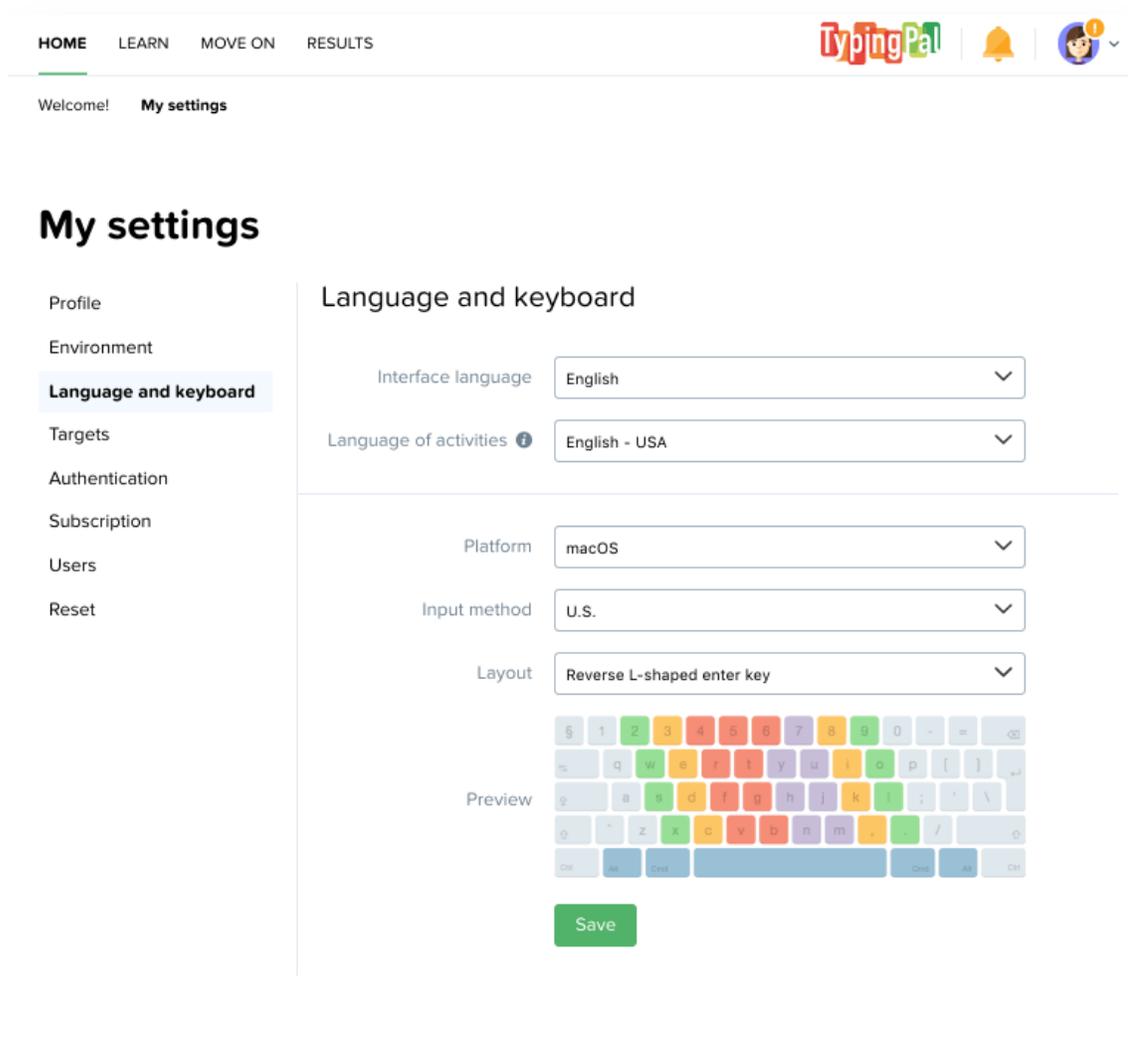
Badges



Results

# Language and Keyboard

Your Typing Pal subscription gives you full access to both English and French typing programs. The language of activities is associated with its own training program that records your progress. You can therefore change the language of activities at any time without losing the progress associated with it.



The screenshot shows the 'My settings' page on the TypingPal website. The navigation bar at the top includes 'HOME', 'LEARN', 'MOVE ON', and 'RESULTS'. The user's profile and notification icons are visible in the top right. The left sidebar lists settings categories: Profile, Environment, Language and keyboard (highlighted), Targets, Authentication, Subscription, Users, and Reset. The main content area is titled 'Language and keyboard' and contains several dropdown menus: 'Interface language' set to 'English', 'Language of activities' set to 'English - USA', 'Platform' set to 'macOS', 'Input method' set to 'U.S.', and 'Layout' set to 'Reverse L-shaped enter key'. Below these settings is a keyboard preview with keys color-coded to match the settings, and a green 'Save' button at the bottom.

## Language

- **Interface language** — Select either English or French as your interface language.
- **Learning language** — Choose the language and region that best suits your needs:
  - English – Great Britain
  - English – United States and Canada
  - French – Belgium
  - French – Canada
  - French – France
  - French – Switzerland

**Note** — The nature and sequence of the activities vary from language to language. For example, if you set your learning language to *French – Canada* as the learning language, you will learn to type accented capital letters. However, accented capitals are excluded from the *French – France* program because they do not occur on the AZERTY keyboard layout.

## Keyboard

Once you have set your learning language, select your computer platform, the entry method, and keyboard layout that best matches the physical keyboard you will be typing on. Refer to the dynamic keyboard viewer to check your configuration then click *Register*.

# Environment

Typing Pal has several learning environments adapted to various age groups. Each environment includes a selection of virtual advisors to choose from and a default text collection. However, the typing method, exercises, and tests are the same for all environments. The appearance of the interface can be changed to suit your tastes, regardless of the age group selected.

HOME
LEARN
MOVE ON
RESULTS





Welcome! **My settings**

## My settings

- Profile
- Environment
- Language and keyboard
- Targets
- Authentication
- Subscription
- Users
- Reset

### Environment

Interface appearance



Light



Dark



System value

---

Age group 6-11 years ▼

- Content adapted for children
- Collection of easy texts.

---

Order of activities  Allow exercises and tests to be completed in any order

---

Select a Coach



Tofino



Yuli



Zac

Save

## Interface Appearance

Customize the appearance of Typing Pal's interface according to your preferences.

- **Light** — This interface appearance uses lighter colors.

- **Dark** — This interface appearance uses darker colors and is recommended for work environments with poor lighting.
- **System value** — The display mode will correspond to that of your operating system.

Internet Explorer 11 does not support dark mode.

## Age Groups

Select your learning environment by choosing the age group that best suits your needs.

- **Ages 6–11** — This environment features playful virtual advisors that will appeal to children and a selection of short texts.
- **Ages 12–16** — This environment has friendly virtual advisors that will appeal to young people and a collection of medium-length texts.
- **Ages 17+** — This environment has experienced virtual advisors suitable for adults and a collection of longer texts.

## Order of activities

Leave the checkbox blank to complete activities in the predefined order, or check it off to **Allow exercises and tests to be completed in any order** so you can move on to the next activity without having to first complete the one that precedes it.

## Select a Coach

Choose from one of three coaches for each age group according to your preferences.

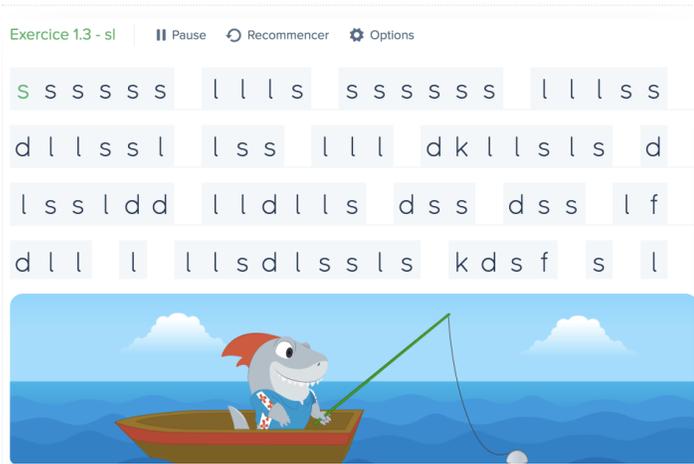
**Note** — Typing Pal's settings automatically default to the **Ages 6–11** age group with **Tofino** as the coach and to the interface appearance **System value** (if supported by the browser). However, you can change these settings at any time.

# Feedback

## Entertaining Animations and Keyboard Viewer

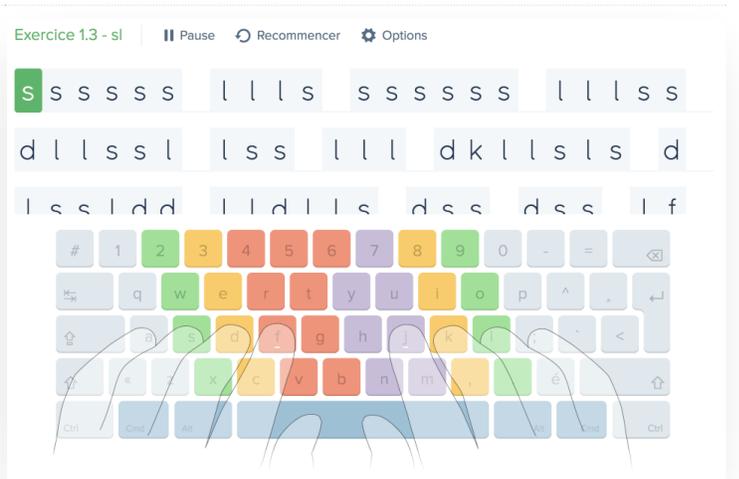
Typing Pal encourages you to look at the screen while typing by displaying an entertaining animation or a keyboard viewer on the screen.

### Entertaining animation



The entertaining animation changes based on the typing, the user's errors, and the final result.

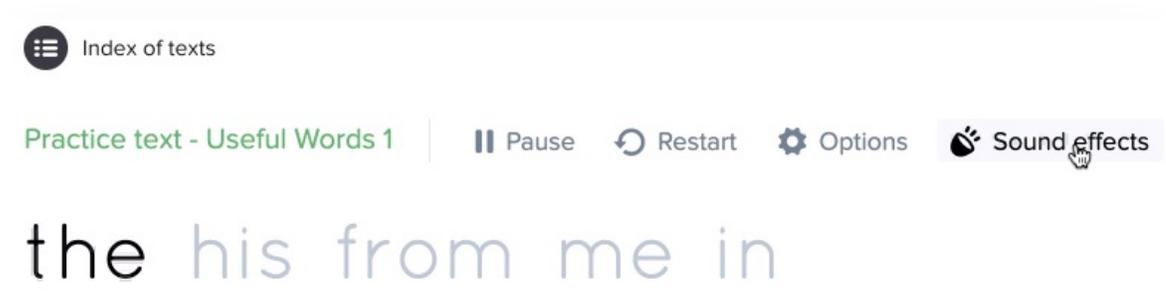
### Keyboard viewer



When an error is detected, fingers appear over the keyboard to show you which finger to use to type the correct key.

To change how the animation zone appears or to hide it completely, see the section [Activity display options](#).

## Audio notifications



After each activity, an audio notification tells you whether or not you've reached their targets. A perfect activity or a new record are also celebrated with a special sound. If you prefer a silent work environment, don't worry; these notifications can easily be disabled by clicking on the **Sound effects** button right above the text to be typed.

# Display Options for Activities

Display options can be configured to customize the activity interface. You can set them to be highly minimalist or to provide a ton of feedback and other information. In addition, if you have trouble differentiating certain letters, you can choose between various fonts.

**Access the display options** by clicking on the *Options* button just above the typing zone in the activity window. Here is a list of the options you can modify:

## General

- **Display stats** — Display your accuracy percentage, number of errors, and real-time speed to the right of the typing zone.
- **Display time elapsed** — Display the time elapsed in seconds and minutes.
- **Display progress** — Display your progress. Click on the value to toggle among display modes: progress bar, percentage, characters typed, characters remaining.
- **Underline errors in the text** — Display errors in the text by underlining them.
- **Fonts**
  - **sans serif** — Use a font without serifs (short lines at the base or head of a letter's downstroke).
  - **serif** — Use a font with serifs (short lines at the base or head of a letter's downstroke).
  - **monospaced** — Use a font where all letters are the same width.
  - **dyslexia-friendly** — If you are dyslexic, use a font whose letters are easy to tell apart.
- **Indicate when performance is below targets** — Vary the color of the statistics in real time: *orange* when a target hasn't been met and *green* when it has.
- **Accept all types of apostrophes and quotation marks** — Allow Typing Pal to recognize the different types of apostrophes and quotation marks when typing. (For example, a straight apostrophe will be accepted for a curly apostrophe ['].)

## Exercises

- **Show instructions on start-up** — Display objectives and instructions at the start of each activity.
- **Show animation zone** — Display or hide the animation zone.
- **Entertaining animations** — Display entertaining animations that react to correct and incorrect typing depending on context.
- **Keyboard viewer** — Display a touch typing model every time an error is made.
- **Frame characters** — Display a frame around each character to equalize the space between each letter.
- **Show typing errors** — Briefly display incorrectly typed characters.

## Texts

- **Type text in a separate area** — Type in a separate area below the text to be typed, rather than directly in the text.

# Keyboard Navigation

You can use the , , ,  or  keys to navigate certain menus and select the functions *Watch replay*, *Start over* et *Next activity*. This way, your hands stay on the keyboard, and you don't have to use a mouse to change activities.

# Results

This chapter covers the tools used to measure and evaluate your performance and progress.

- **Activity Log**
  - **Statistics** — Track your progress and evaluate your performance using your results.
  - **Data Selection** — Filter your statistics and refine your results.
  - **Video Replay** — Watch any activity again to better analyze your performance.
- **Accuracy and Speed**
  - Get a qualitative analysis from Typing Pal that shows your strengths and weaknesses.
- **Personal Bests and Badges**
  - **Personal Bests** — See how the system of personal bests work
  - **Badges** — Discover the progress, performance, perseverance and mystery badges.
- **Certificate of Achievement**
  - How to get your certificate of achievement.
- **Reset**
  - Find out how to reset your results if you want to start again from zero.
- **Achievements Panel**
  - Discover the achievements panel showing achievement level, badges collected and stars won, as well as average speed and accuracy.

# Activity Log

Monitor your progress and assess your performance using your *Activity log*, which you can access from the *Results* tab.

HOME LEARN MOVE ON **RESULTS**

Typing Pal

Log Calendar Accuracy Speed Badges

## Activity log

Average accuracy **95 %**

Average speed **29 wpm**

Total time **00:03:07**

Display **all scores** from **Roxanne B.** of each activity **completed or not** from **2023/06/14 - 2023/06/14**

for the following categories:  Exercises  Tests  Texts  Improvement  Games

| Activity                     | Description | Time      | Chara... | Accur... | Mista... | Speed (wpm) | Date ↑               | Video... |
|------------------------------|-------------|-----------|----------|----------|----------|-------------|----------------------|----------|
| Exercise 1<br>Attempt 2 of 2 | j f         | 00:52     | 149      | 95%      | 7        | 34          | Today<br>03:21:36 PM |          |
| Exercise 2<br>Attempt 1 of 1 | d k         | 01:17 min | 149      | 95%      | 8        | 23          | Today<br>03:20:12 PM |          |

In the log, Typing Pal keeps the results of all the activities that you have completed.

## Stats

Your average is calculated according to the three following filters:

- **Latest result** : stats are based on the latest result for each selected activity. All other results for that activity are ignored.
- **Best result** : stats are based on the fastest result for each selected activity. If two results for a single activity have the same speed, the more accurate result is used. If two results for a single activity have the same speed and accuracy, the most recent result is used.
- **All results** : stats are based on all results for each selected activity.

## Activity log

Average accuracy **95 %**

Average speed **29 wpm**

Total time **00:03:07**

Display **all scores** from **Roxanne B.** of each activity **completed or not** from **2023/06/14 - 2023/06/14**

for the following categories:  Exercises  Tests  Texts  Improvement  Games

the most recent score  
the best score

## Data Selection

Filter your activities by checking or unchecking the boxes *Exercises*, *Tests*, *Practice Texts*, *Improvement* and *Games*, and by choosing from the drop-down menu whether to show all exercises, including those you have not completed, or to show only completed exercises.

**New Feature 2023** By selecting a date range from the calendar menu, you can also filter activities by date.

**Suggestion** — To best assess your performance level, filter your results by selecting texts only. Since these are actual texts, they will be more representative of real-life performance.

If you are supervising other users, you can also choose to view their results by selecting their name.

## Video Replay

Speed and accuracy are an indication of skill level, but these statistics don't always show much nuance. Use the video replays in your *Activity log* to enrich your assessment. Just click on the video icon to the right of any activity listed.



# Accuracy and Speed

The *Accuracy and Speed* sections in the *Results* tab will give you a qualitative report of your strengths and weaknesses. Click on the link *See improvement activities* to do activities that target your weaknesses.

The screenshot shows the TypingPal interface. At the top, there are navigation links: HOME, LEARN, MOVE ON, and RESULTS (which is highlighted). To the right of these links are the TypingPal logo, a bell icon, and a user profile icon. Below the navigation, there are sub-links: Log, Accuracy (highlighted), Speed, and Badges. The main content area is titled "Accuracy" and features a hand diagram with smiley faces above each finger. The index finger has a red warning icon, and the middle finger has a gold trophy icon. To the right of the hand diagram is a cartoon illustration of a woman with a backpack. Below the illustration is a text box that reads: "Do you make a lot of mistakes when you type? You can find out here. Always try to improve your accuracy, and speed will follow." Below the hand diagram, there are two sections: "Most accurate characters:" followed by buttons for 'f', 'k', 'j', and a green smiley face; and "Least accurate characters:" followed by buttons for 's', 'd', 'l', and a red frowny face.

HOME LEARN MOVE ON **RESULTS**

Log **Accuracy** Speed Badges

## Accuracy

Do you make a lot of mistakes when you type? You can find out here. Always try to improve your accuracy, and speed will follow.

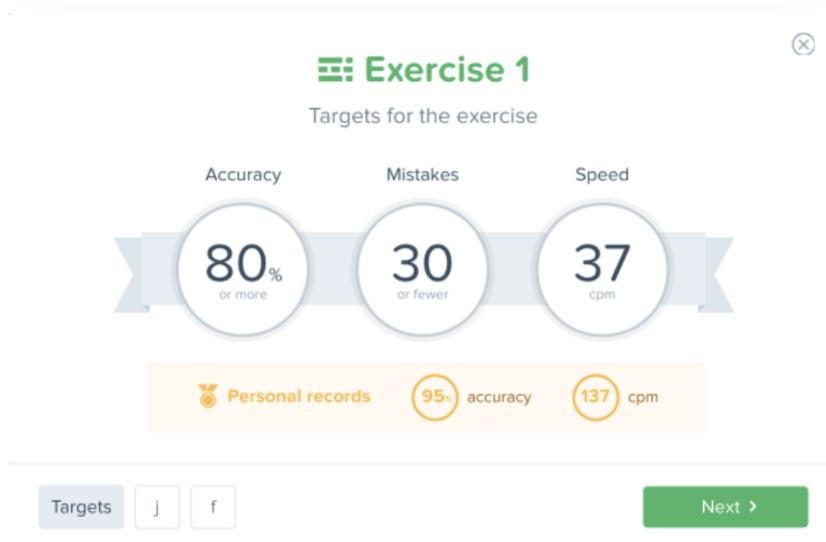
**Most accurate** characters:

f k j 😊

**Least accurate** characters:

s d l 😞

# Personal Bests and Badges



## Personal Bests

Every time a new activity is completed, it's compared to personal bests in speed and accuracy.

When you restart an already completed activity, you'll be shown your targets and your best recorded score. It's up to you to try to outdo yourself!

When a personal best is broken, your achievement is highlighted with a medal and a message saying that a new record has been set.

### New Feature 2023

You can click the *Show all results for this activity* link on the screen that appears when an activity has been completed to view the activity history and your previous results.

## Well done. Keep going!

You reached all the targets.



**New accuracy record: 99%!**

Previous record: **98 %**

[Show all results for this activity](#)



**New record!**  
Accuracy



Target  
80 %

Mistakes



Target  
30 mistakes or fewer

Speed



Target  
8 wpm

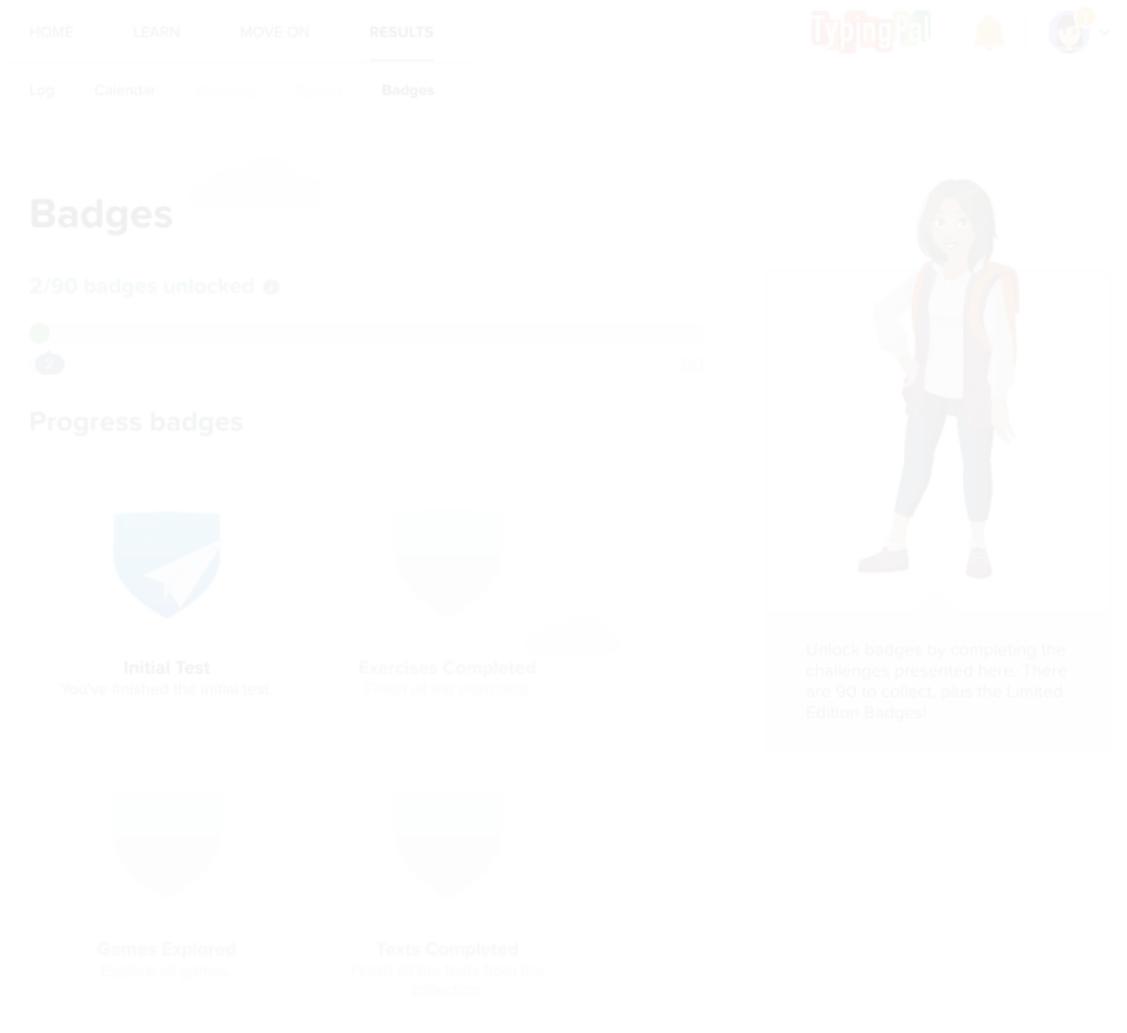
Watch the replay

Restart

[Next activity >](#)

## Badges

Make sure to collect all the badges by completing all activities and exploring everything Typing Pal has to offer. Access your collection by clicking the *Badges* link from the *Results* tab.



## Progress Badges

Progress badges encourage you to complete all activities. Badges for texts are exclusive to the three default text collections.

| Badge  | Title               | How to collect it                       |
|--|---------------------|---|
|  | Initial test        | Complete the initial test.              |
|  | Exercises completed | Complete all the exercises.             |
|  | Texts completed     | Complete all the texts in a collection. |

|  |                   |  |
|--|-------------------|--|
|    | Games explored    | Attempt all the games.                 |
|    | Step 1 exercises  | Complete all the exercises in step 1.  |
|    | Step 2 exercises  | Complete all the exercises in step 2.  |
|    | Step 3 exercises  | Complete all the exercises in step 3.  |
|    | Step 4 exercises  | Complete all the exercises in step 4.  |
|   | Step 5 exercises  | Complete all the exercises in step 5.  |
|  | Step 6 exercises  | Complete all the exercises in step 6.  |
|  | Step 7 exercises  | Complete all the exercises in step 7.  |
|  | Step 8 exercises  | Complete all the exercises in step 8.  |
|  | Step 9 exercises  | Complete all the exercises in step 9.  |
|  | Step 10 exercises | Complete all the exercises in step 10. |

|  |                   |  |
|--|-------------------|--|
|    | Step 11 exercises | Complete all the exercises in step 11. |
|    | Step 12 exercises | Complete all the exercises in step 12. |
|    | Step 13 exercises | Complete all the exercises in step 13. |
|    | Step 14 exercises | Complete all the exercises in step 14. |
|    | Step 15 exercises | Complete all the exercises in step 15. |
|    | Step 16 exercises | Complete all the exercises in step 16. |
|  | Section 1 texts   | Complete all the texts in section 1.   |
|  | Section 2 texts   | Complete all the texts in section 2.   |
|  | Section 3 texts   | Complete all the texts in section 3.   |
|  | Section 4 texts   | Complete all the texts in section 4.   |
|  | Section 5 texts   | Complete all the texts in section 5.   |



Section 6 texts

Complete all the texts in section 6.



Section 7 texts

Complete all the texts in section 7.



Section 8 texts

Complete all the texts in section 8.



Section 9 texts

Complete all the texts in section 9.



Section 10 texts

Complete all the texts in section 10.



Section 11 texts

Complete all the texts in section 11.



Section 12 texts

Complete all the texts in section 12.



Section 13 texts

Complete all the texts in section 13.



Section 14 texts

Complete all the texts in section 14.



Section 15 texts

Complete all the texts in section 15.



Section 16 texts

Complete all the texts in section 16.

|  |                  |                                       |
|--|------------------|---------------------------------------|
|  | Section 17 texts | Complete all the texts in section 17. |
|  | Section 18 texts | Complete all the texts in section 18. |
|  | Section 19 texts | Complete all the texts in section 19. |
|  | Section 20 texts | Complete all the texts in section 20. |

## Performance Badges

Performance badges encourage you to push yourself and master the highest levels of touch typing.

| <b>Badge</b>   | <b>Title</b>      | <b>How to collect it</b>                        |
|--|-------------------|---|
|  | 5 100% exercises  | Complete 5 exercises with an accuracy of 100%.  |
|  | 10 100% exercises | Complete 10 exercises with an accuracy of 100%. |
|  | 15 100% exercises | Complete 15 exercises with an accuracy of 100%. |
|  | 25 100% exercises | Complete 25 exercises with an accuracy of 100%. |
|  | 50 100% exercises | Complete 50 exercises with an accuracy of 100%. |

---

|  |                    |  |
|--|--------------------|--|
|    | 75 100% exercises  | Complete 75 exercises with an accuracy of 100%.  |
|    | All 100% exercises | Complete all exercises with an accuracy of 100%. |
|    | 5 100% texts       | Complete 5 texts with an accuracy of 100%.       |
|    | 10 100% texts      | Complete 10 texts with an accuracy of 100%.      |
|    | 15 100% texts      | Complete 15 texts with an accuracy of 100%.      |
|   | 25 100% texts      | Complete 25 texts with an accuracy of 100%.      |
|  | 50 100% texts      | Complete 50 texts with an accuracy of 100%.      |
|  | 75 100% texts      | Complete 75 texts with an accuracy of 100%.      |
|  | 100 100% texts     | Complete 100 texts with an accuracy of 100%.     |
|  | 150 100% texts     | Complete 150 texts with an accuracy of 100%.     |
|  | 175 100% texts     | Complete 175 texts with an accuracy of 100%.     |

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All 100% texts

Complete all texts with an accuracy of 100%.



Cosmik Ball - 500 pts

Score 500 points at Beginner level in the Cosmik Ball game.



Cosmik Ball - 1000 pts

Score 1000 points at Intermediate level in the Cosmik Ball game.



Cosmik Ball - 1500 pts

Score 1500 points at Expert level in the Cosmik Ball game.



Cosmik Ball - 2000 pts

Score 2000 points at Expert level in the Cosmik Ball game.



Monkeys in Jeopardy - 500 pts

Score 500 points at Beginner level in the Monkey in Jeopardy game.



Monkeys in Jeopardy - 1000 pts

Score 1000 points at Intermediate level in the Monkey in Jeopardy game.



Monkeys in Jeopardy - 1500 pts

Score 1500 points at Expert level in the Monkey in Jeopardy game.



Monkeys in Jeopardy - 2000 pts

Score 2000 points at Expert level in the Monkey in Jeopardy game.















