To Add a Textbook for Textbook Keying

1. To add a textbook keying drill set, select the **Textbook Keying** Class Preferences tab. See Figure 1.
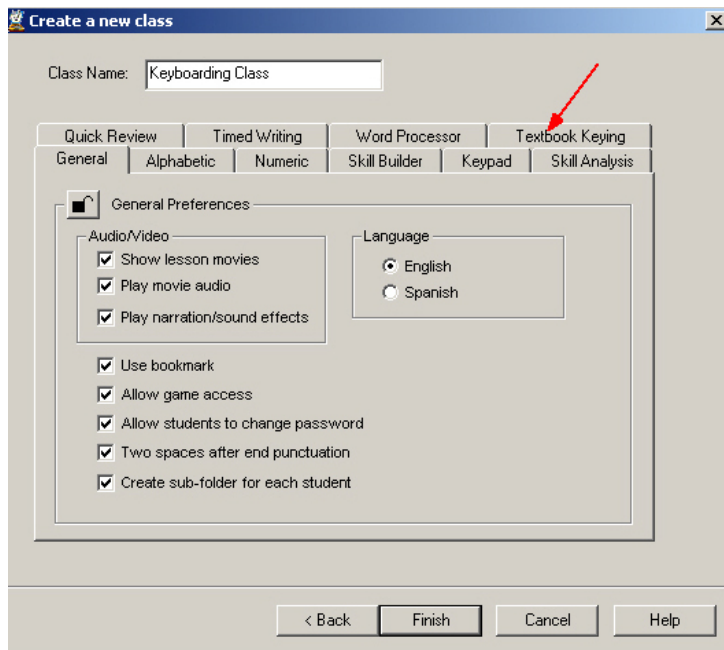

Figure 1

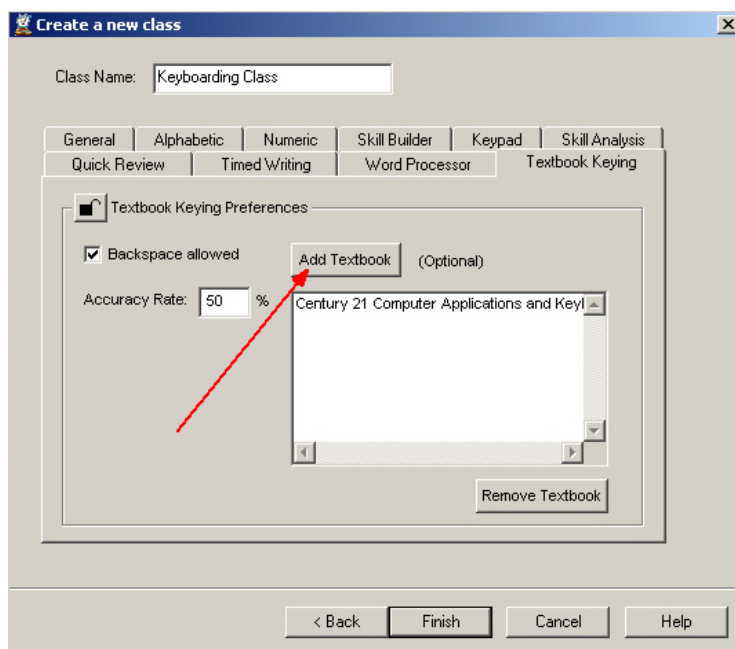2. Click the **Add Textbook** button. See Figure 2.

Figure 2

3. Textbook Keyboarding files are available for importing on your program CD or on selected Instructor Resource CDs. Using **From Drive**, browse to the drive and directory containing the textbook keying files and highlight the file(s) you wish to import.   See Figure 3.
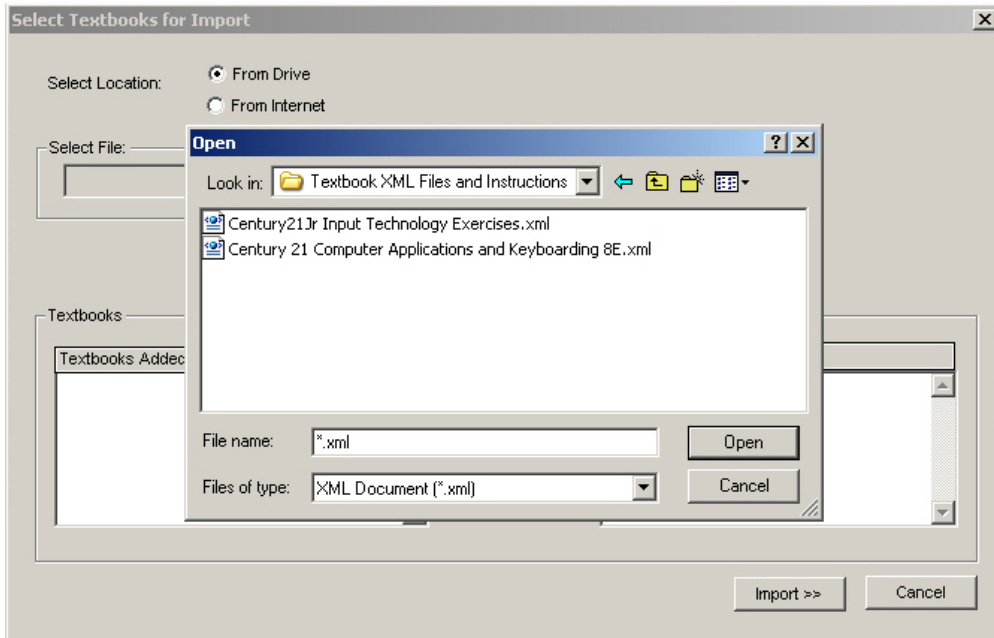

Figure 3

4. If the XML files for the textbook you wish to add do NOT appear either in the Textbook XML Files subdirectory on the program CD or on the Instructor's Resource CD, they are available on the MicroType 4 website. Using **From Internet**, provide the full link to the file in the field below, i.e., http://www.microtype.swlearning.com/mt4/textbook_connection/xml/YourFile.XML. You MUST have the "filename.xml" as part of the URL to download successfully. See Figure 4.
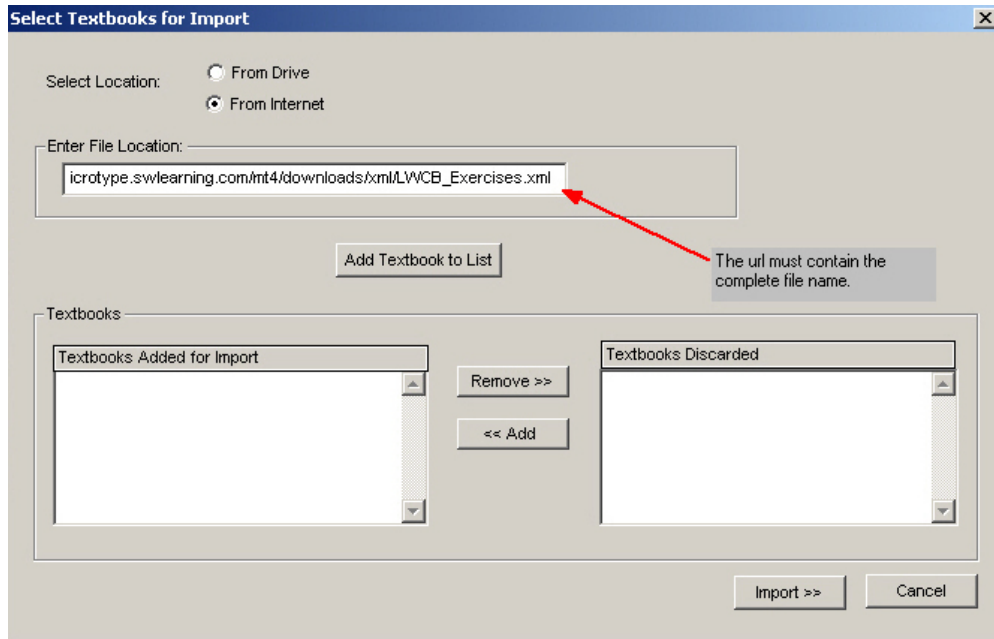
Figure 4

The easiest way to enter the url information is to:
   a. Go to the MicroType site http://microtype.swlearning.com/mt4/
   b. Go to the **Textbook Connection** section.
   c. Find your textbook from the list and right-click your mouse on the Textbook Keying file to select it. (**Note:** Many of the textbooks also have a Read Me file explaining how to key the exercises in the software.)
   d. Depending on your browser, select **Copy Shortcut** or **Copy Link Location**.
   e. Go back to the MicroType program screen, place your cursor in the **Enter File Location** field, right-click your mouse again, and then choose **Paste**. The complete url will be pasted.

Note: An alternate method of downloading the XML files can be done from the website first. Click on the desired Textbook Keying file and save it to a folder on your computer that you will easily recognize. Then follow the instructions in Step 3 and navigate to where the downloaded XML file is located, and import from there.

5. When you have selected the textbook you wish to add, highlight it and click **Open**. See Figure 5.
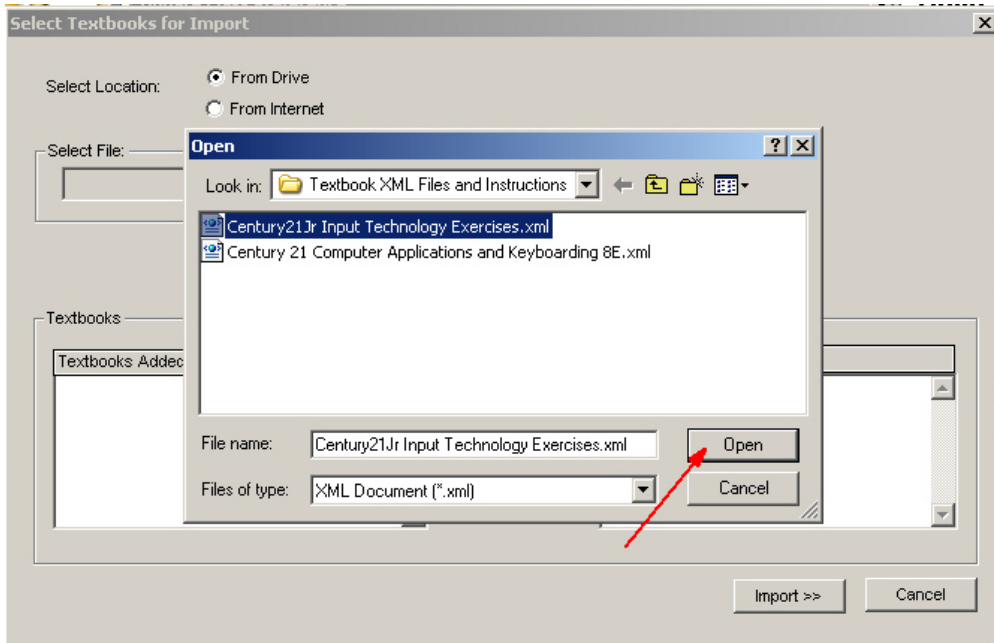
Figure 5

6. The file name will be loaded into the **Browse** file name box. Then click **Add Textbook to List**. See Figure 6.
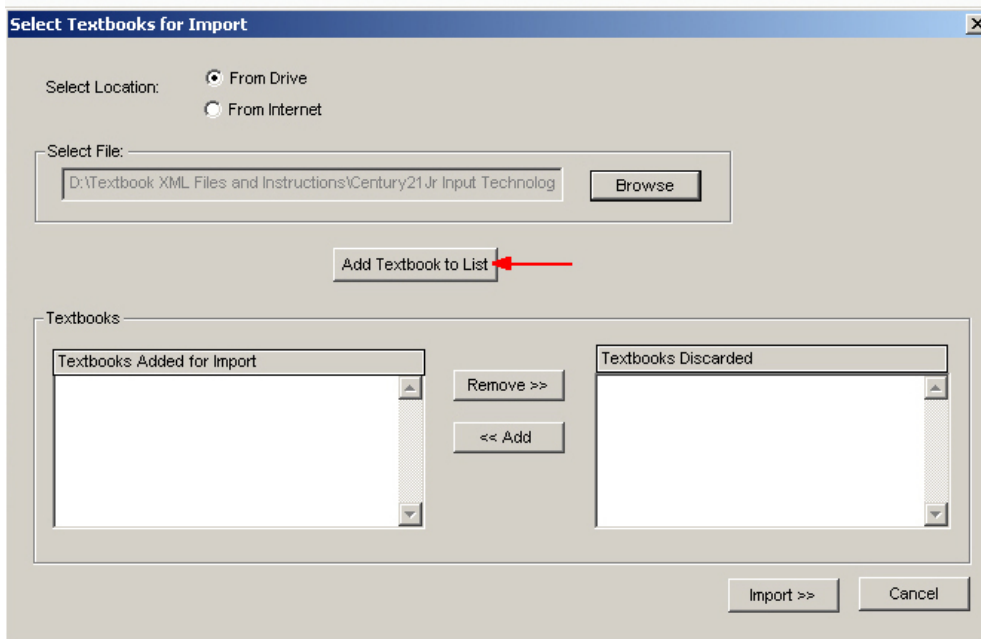

Figure 6

7. The title will appear in the lower left box. Click **Import** to add the textbook. You will receive a message that the textbook keying files have been successfully loaded. See Figure 7.
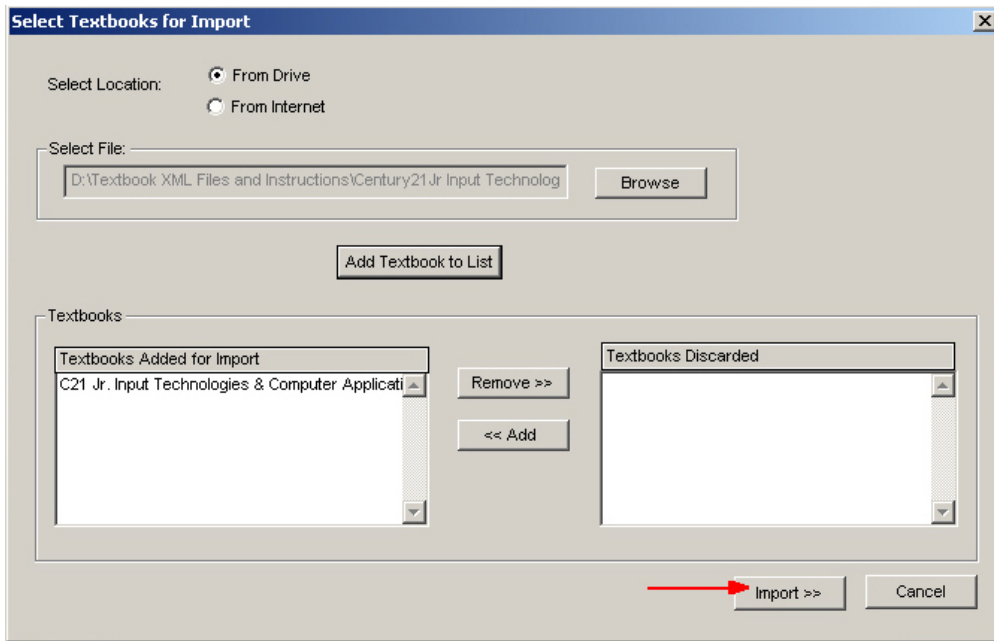
Figure 7

8. Click **Finish** to complete the process.