SOFTWARE REVIEWS

QuicKey
Trace Center, 1500 Highland Ave., Madison,
Wisconsin 53705. Reviewed for use with IBM-PC family.
Version 2.2. Reviewed for use with IBM-PC family. 5 1/4" disk. Version 2.3 will be available at
$35.00. Not copy-protected; however, for support
user original must be bought.

QuicKey is a background abbrevia-
tion program used simultaneously with the DOS. It allows the
word processor user to enter as few as
one or two letters and have the whole
word or phrase appear on the screen.
One advantage of this program is that
it increases input speed for word pro-
tressing tasks because frequently used
words do not have to be typed repeat-
edly. Almost any abbreviation the user
desires can be used; however, there
are some limitations as to which keys
or abbreviations for some frequently used
words, the user can easily change or
delete this list and include his or her
own abbreviations. QuicKey can be
programmed to either automatically
change the abbreviation into the de-
sired word or to wait until a special
key is hit and then change the abbrevi-
uation into the desired word.

QuicKey will store over 1000 ab-
reviations, provided the average
length of the expansion word is not
over 16 characters. When a particular
topic is discussed, the user can acti-
ate the file that contains words speci-
cific to that topic. Faster access is
achieved by grouping words into
smaller files. Additional features of
QuicKey include (a) the program
keeps track of how often each abbrevi-
ation is used, (b) the delay factor
for entering keystrokes can be
changed, and (c) alternative input de-
vices (e.g., Morse code or headpoint-
ing devices) can be used to enter
keystrokes. Most alternative input
methods that work with standard
commercial application programs will
work with QuicKey.

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Job Readiness Series
MCE Inc., 157 S. Kalamazoo Mall, Suite 250,
Kalamazoo, Michigan 49007. For use with an
Apple II (with Applesoft in ROM or on lan-
guage card), Apple IIe, Apple IIc, or Apple IIc.
48K minimum. Copyright 1986. 5 1/4" disk.
Monochrome monitor. Dot matrix printer.
$199.95.

This four-program series can help a
person develop the skills neces-
sary to gain employment. The pack-
age includes programs to assess and
improve job-related attitudes, under-
stand the steps of successful inter-
viewing, properly complete a job ap-
lication, and design a resume.

The reading level is for Grades 3
through 4. The interest level is from
Grade 9 to adult. The complete four-
program series includes four disks,
with back-up disks and instrucational
guides. Each instructional guide con-
tains the following content areas: pro-
gram description; specific goals and
objectives; program content; prerreq-
tusive skills, concepts, and vocabulary;
teaching strategies; evaluation strate-
gies; hardware usage; and references.

The first program, Job Attitudes:
Assessment and Improvement, is de-
signed to help people become better
prepared for employment and to im-
prove their performance and attitudes
of primary importance to job success:
confidence, cooperation, motivation,
and responsibility. A pretest, with op-
tional printout, directs the individual
to segments where he or she may
need to work. A posttest reinforces
what has been learned.

The second program, Successful
Job Interviewing, discusses how to
prepare for interviews, problems en-
countered during the process, ways to
handle tough questions, and how to
follow up the interview to maximize
the chance of becoming employed.

Two strengths of this particular pro-
gram are that it reviews questions that
are against the law for employers to
ask, and it encourages writing a
thank-you note after an interview.

The third program, Filling Out
Job Applications, takes the user
through the process of filling out a
job application form. Each compo-
ent of a typical application form is
discussed and appropriate answers
are given. The user's responses are
continually stored and a sample pre-
printout of the application is provided
at the end.

The fourth and final program,
Resumes Made Easy, covers what a re-
sume is, how a resume is prepared,
what to include in a resume, and the
two most common types of resumes
—functional and chronological.
A printout of the user's completed re-
sume is provided.

Although a monochrome moni-
tor would be adequate for running
these programs, a color monitor is
strongly recommended because the
program's color graphics are very
good. Many positive reinforcements
and encouragement are provided to
the users throughout the various pro-
grams.

One drawback to the programs is
that at various times the user will be
asked for specific responses to ques-
tions, yet, no feedback is provided to
these specific answers. In addition, as
with all software programs, the pa-
tient-therapist interaction still needs
to occur. Specific feedback must be
provided to patients on their com-
pleted job application and resume be-
cause the programs do not evaluate
content.

I use these programs with ado-
lescents and young adults on an acute
inpatient psychiatric unit. The pro-
grams are beneficial to patients being
provided with occupational counsel-
ing.

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Ancon, Republic of Panama

Editor's Note. We encourage your partici-
pation in this department. Guidelines for
doing software reviews can be obtained
from the Software Review Editor at AOTA.