

User's Guide
KAZ (Keyboard A-Z) SmartApplet

Developed by:

AlphaSmart®
AlphaSmart Inc
973 University Avenue
Los Gatos, CA
USA
Phone: +1-408-355-1000
Fax: +1-408-355-1055

Website: www.alphasmart.co.uk
E-mail: uk-info@alphasmart.com

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For purchasing information and technical support
contact AlphaSmart at:
+44 (0) 870 120 0718

email: UK-help@alphasmart.com

KAZ® (Keyboard A-Z)
A division of Gotham New Media Ltd
PO BOX 23
Bexhill
Sussex TN39 4ZU
UK

Phone: +44 (0)1424 842570
Fax: +44 (0)1424 846152

Website: www.kaz.co.uk
E-mail: info@kaz.co.uk

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Welcome

Welcome to KAZ (Keyboard A-Z), possibly the world's fastest and easiest way to learn to touch type. This User's Guide accompanies the KAZ SmartApplet for the Neo by AlphaSmart keyboard you have purchased.

The KAZ® (Keyboarding A-Z) method of teaching was designed by a team of typing teachers and computer experts to revolutionise the way people learn to touch type by making it fast and fun to do. The KAZ SmartApplet that you will be using on your Neo keyboard is derived from the PC program developed by Gotham New Media Ltd. You can find out more about KAZ by visiting their web site at: www.kaz.co.uk.

What Do I Need To Have Before I Start?

That's easy, all you need is your Neo and this User's Guide. To start the KAZ program, switch on your Neo and press the Applets key on the right of the top row. You'll see a choice of programs on the screen. Move the cursor, using the arrow keys, to "KAZ Typing Tutor" and press enter. On the new screen select "Add a Student" and follow the on screen instructions. Be careful not to forget the password you create. Your name should now appear on the first menu.

Select your name, enter your password and away you go.

To install or uninstall KAZ to NEO please refer to pages 102 and 104 of the Neo by AlphaSmart User's Guide "Installing SmartApplets" and "Deleting SmartApplets". When you first receive your NEO KAZ will already be installed.

How does KAZ work?

KAZ will teach you to type quicker than you ever thought possible. It is based on five specially designed phrases that you work through in order. As you master each phrase in order you will gradually build your touch-typing skills. The key to success is the way the keys are covered; how both hands interact and the memorable phrases that cement it together. Once you have mastered the phrases covering all 26 alpha keys you then go on to touch type other words and sentences that are new to you. You'll be whizzing across the keyboard so fast that you will surprise yourself.

How the course is structured

The course consists of five parts:

Part 1 - Introduction

Discover:

- How KAZ works and how to use it
- How your fingers are numbered
- The importance of the correct posture at the keyboard
- How efficient and enjoyable KAZ is
- How to touch type the Home keys, Enter key and Space Bar

Part 2 - The A-Z Keys

- How to touch type the 'a to z' keys using the five special KAZ phrases

Part 3 – Consolidation and Practice

- Practice using different phrases and sentences

Part 4 - The Rest of the Keyboard

- Takes you through the rest of the keyboard and helps you to pull it all together

Part 5 – Speed and Accuracy Builder

- Helps you build your speed and accuracy and provides short fun exercises to improve your new touch typing skill

For the course to be effective you should work through the sections and the phrases in order. A record of your progress is kept in a text file on the Neo.

You can access this at any time by choosing the selection 'Display Student Progress' from the main menu.

The Basics of KAZ

Here we will introduce you to the course and how to use it, how to sit and how to type correctly.

KAZ is designed around five specially designed phrases for you to work through.

They are:

if mike jived®

rude dunce®

slap now®

baggy hat®

extra quiz®

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They'll probably seem a little strange to start with, but don't worry; you'll soon get used to them and remember them for a long time to come!

As you complete this part of the course, you just need to remember what finger presses what key. Don't worry about speed at all. That comes later when you use Speed and Accuracy Builder.

As you complete each phrase, the next phrase will help you to consolidate what you've learned whilst introducing you to some more new keys. After you have completed the five phrases, you take the 'Big Test' covering all of them.

The number at the bottom right of your screen tells you how many more screens to go through before you complete the section of the course. For example, the figure 10/14 means you are on screen 10 of 14 screens. Try not to break off without completing the current section.

Once you succeed by typing with ten fingers without looking down at the keys as you type – you'll be a touch-typist!

If you make too many errors the program will suggest you redo certain phrases to help you through.

It's important that you complete each phrase in order. If you exit the course, when you come back you will see where you left off by the marking "+" on the main menu if it is partially finished. If the section is fully completed a "*" is shown instead.

Sitting Comfortably

- To type comfortably, your chair should be adjusted so that your feet rest on the floor.
- Adjust your chair and Neo keyboard to find the most comfortable position for your work.
- Your arms should be approximately horizontal with your elbows resting at your sides.
- When your hands rest on the keys your fingers should be slightly curved, not stuck out straight, and your elbows should rest lightly against your waist.
- Make sure there is enough space underneath your workstation to move your legs freely.
- Move any obstacles. Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.
- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable but avoid repeated stretching movements.
- Good keyboarding technique is important, so make sure you adopt the correct posture to ensure that you don't become tired when sitting at a computer for any length of time.
- Keep your hands in line with your wrists when keying in and remember to use a soft touch on the keys.

Consolidation and Practice

Now that you have mastered the A-Z keys using the five phrases, it is important to immediately build on that skill by typing other phrases and sentences. Try to take this section of the course on your Neo keyboard as close to the completion of the A-Z keys as possible.

The Rest of the Keyboard

This section of the course covers the Shift key, punctuation, numbers and special characters. You will be building on the skills you have already gained to touch type all of the keyboard.

Speed and Accuracy Builder

By now you should be able to touch type the A-Z keys with reasonable accuracy but at a slow speed. Now is the time to make sure you retain the skill and quickly build your speed and accuracy. Do this by using the KAZ Speed and Accuracy Builder on your Neo keyboard as often as possible. Ideally you should do these exercises 2 or 3 times a day. The program will present you with 20 random phrases at a time and then report back to you on your speed and accuracy. Make sure you keep going now – you are on the final stretch!

Further Practice Sessions

The Neo has a built in Keyboarding timer, here's how to use it:

1. Press CMD-find.
2. Start typing. The elapsed time will be shown as you type. Press caps lock to stop.
3. When caps lock is pressed, the screen will give the elapsed time and the words per minute (WPM).
4. To start the timer again, press enter.
5. To exit the Keyboarding Timer, press esc.