

NCH Software

KeyBlaze Typing Tutor

This user guide has been created for use with
KeyBlaze Typing Tutor Version 6.xx

Technical Support

If you have difficulties using KeyBlaze Typing Tutor please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date KeyBlaze Typing Tutor Online Technical Support at

www.nchsoftware.com/typingtutor/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to KeyBlaze Typing Tutor, or suggestions for other related software that you might need, please post it on our Suggestions page at

www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

KeyBlaze Typing Tutor

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Overview

KeyBlaze is a software program design for teaching users how to touch type and speed type. Through the use of lessons, practice tests, and practice drills, typists will quickly develop or improve their typing skills. The progressive lessons work well for beginners, while custom testing and reporting will help more advanced users and testing centers.

Features

- Typing lessons for Home keys, Neighbor keys, Case and more
- Practice exercise categories include Revision, Drills, Prose and Poems
- Test typing skills
- Add your own custom typing exercises
- Colored guide for next key on keyboard
- Finger guide shows appropriate finger to use for the key
- Automated lesson and test progression
- Multiple user support
- Quick and easy operation

System Requirements

Mac OS X 10.4 or greater. Intel CPU.

Getting Started

KeyBlaze Typing Tutor takes you through a series of lessons, practice exercises and tests designed to increase your typing speed and accuracy. The course flow is automatic - you will be guided through the course by a navigation dialog. You may at any time, however, manually select an lesson by clicking the Keyboard toolbar button or selecting from the lesson menu. When you complete a manually selected lesson, your lessons will be resumed at the point in the course where you left off.

While the typing lessons can be attempted in any order, for best results it is recommended that you complete them in the order as presented. In general, use these steps:

1. Read about [health and safety](#) to avoid fatigue, discomfort and injury.
2. Read the overview of touch-typing [basics](#) to learn about how to touch-type.
3. Work through the [lessons](#) to learn where all the keys are positioned and which fingers are used for each.
4. Every so often use a [practice](#) exercise to build up your typing speed by doing drills that focus on particular weaknesses, or by practicing whole paragraphs of text.
5. Occasionally take a [speed test](#) to find out your typing speed during a fixed-time test.

KeyBlaze Startup Wizard

The KeyBlaze Startup Wizard guides you through a simple configuration of KeyBlaze. When KeyBlaze first starts, the wizard assumes you are a first time user and will do the following:

1. You will be asked to select a User Mode from the drop menu. This will help KeyBlaze prominently display the types of exercises appropriate to your level.
2. You are asked if you would like to take an initial typing speed test.
 - You can select "Yes, let's test my speed." KeyBlaze will take you to an initial typing skill evaluation.
 - Or, you can select "No thanks. Take me straight to the lessons." KeyBlaze will then initiate the typing course.
3. If you elected to take a skill test, the wizard will reappear so you can adjust your Goal WPM. You can adjust the spinner control to the WPM value you want as your goal WPM. The default value is 10% higher than you scored on the initial skill test.

Health and Safety

Long periods of working at a computer can cause fatigue, discomfort or injury. An incorrectly set up work environment, bad posture, or an incorrect typing method can contribute to these problems.

Please observe the following points when typing: **Ergonomics and posture**

- Your seat should have good back support - lean slightly back into your chair, not forwards over the keyboard. Your feet should rest flat on the floor or on a foot-rest.
- You should sit about an arms-length away from your monitor. The top of your monitor should be at or slightly below the height of your eyes and directly in front of you. You shouldn't have to tilt or rotate your head to look at it.
- Your keyboard should be at or slightly below the height of your elbows, and shouldn't be tilted towards you. You shouldn't have to tilt or rotate your wrists to reach the keys.

Frequent rests

- Take frequent breaks. Do some stretches or take a walk to exercise your arms and legs, and look at some distant scenery out a window to exercise your eye muscles.

Basics of Touch-Typing

When not reaching for another key, your fingers and thumbs should rest on their home keys as in the figure below.

A - Left pinky

S - Left ring finger

D - Left middle finger

F - Left index finger

J - Right index finger

K - Right middle finger

L - Right ring finger

; - Right pinky

Space - Left and right thumbs

Your fingers should be curved and your hands should be floating slightly above the keyboard.





lessons in order to familiarize yourself with the layout of the keyboard, a few keys at a time. Try to memorize the positions of the keys as they're introduced, and use the

on-screen prompts to guide your fingers to them. Get into the habit of tapping the keys without looking at the keyboard or your fingers.

Once you can accurately tap the keys, start building up your speed. Remember that results are measured from both speed and accuracy though, so don't concentrate on one at the expense of the other.

Tips

- Most keyboards have a small raised or indented dot on the F and J keys. Learn to use these to quickly locate the home keys without looking at the keyboard.
- Stay relaxed, as tensing in the arms, wrists, or fingers can cause fatigue and slow you down.
- Tap keys lightly, as excessive force can also cause fatigue and slow you down.

Goal WPM

Type in or use the spinner control to enter the WPM (words per minute) goal that you would like to achieve.

Dialog Menu

The dialog menu is the means for you to select what you would like to do after a lesson is completed. You will see a display of the results of the lesson just completed plus controls to either proceed to the next lesson or repeat the last one. Here you may skip the next lesson. You will not be prompted again to complete skipped lessons. You can choose to complete a skipped exercise at any time from the Keyboard or Numpad lesson dialogs.

Certificates

Upon successful completion of the KeyBlaze typing course, you will be presented with the opportunity to print a certificate that displays your achievement. To successfully complete the course, you must earn a Bronze award or better in at least one lesson per section. If the end of the course is reached and there are still sections in which no award has been won, you will be taken to the first lesson in the first section that has not been completed. As soon as all sections are completed, the award will be presented.

Main Window

Tabbed Toolbar

- Lessons
 - Intro - Read about the basics of touch-typing.
 - Lessons - Select a lesson.
 - Start - Start the next lesson.
 - Pause/Resume - During a lesson, practice exercise or speed test, click this button to pause the timer and to temporarily clear the screen. To resume the lesson, exercise or test, click this button again.
 - Stop - Stop the currently running exercise.
- Practice

You can do practice exercises or practice taking dictation from available sound recordings which are downloaded on demand.

 - Practice - Select a practice exercise from a list of prose, poetry, drills, revision exercises, professional exercises, or load a custom exercise. You can also select audio dictations or custom dictations to practice with.
 - Select Dictation - Select a dictation from a list of those available on the NCH website.
 - Start - Start playback of the selected dictation sound file.
 - Pause / resume - Pause or continue playing the selected dictation sound file.
 - Stop - Stop playback of the selected dictation sound file.
 - Compare - You may compare what you have typed with the transcription of the sound file. You will be asked if you wish to do a comparison when the sound file stops playing, and the compare button will be active as long as there is a selected dictation and whenever the sound file is not playing.
- Games

KeyBlaze will incorporate games which are designed to increase speed and accuracy as they are developed.

 - Key Blizzard - Type the words as they fall from the top of the screen
 - Thirty Seconds to Type - Type the words as fast as you can
 - Typing Hero - Type the letter that appears exactly when the letter crosses the line
- Tests

You can take speed tests of a chosen duration with KeyBlaze

 - Speed Test - Click to take a speed test. You will select the duration, and choose a random or custom speed test.
- Results - Displays statistics about exercises and tests taken. In the toolbar, click the Goal WPM button to change your words-per-minute goal. Click the High Scores button to view your high scores from keyboard tests and numeric keypad tests. Click the Reset Results to clear all statistics.
 - Reports - Manage progress reports.
 - Add User - Add an additional user to KeyBlaze, with their own results and lesson progressions.
 - Remove User - Remove any user you no longer want on KeyBlaze.
- Help - Open the user manual for KeyBlaze.

Source text

The text of the current exercise is displayed here. The next character to be typed is highlighted by a focus rectangle. Words that have been typed incorrectly are highlighted in red and corrected words are highlighted in green.

Typed text

Any text that you type is displayed here. Words that have been typed incorrectly are highlighted in red.

Keyboard display

The location of the key for the next character in the exercise is highlighted here.

"Ghost" hands are superimposed over the keyboard which show the proper finger to use.

When beginning an Overview lesson, an animation will play showing you what keys the lesson teaches until you begin typing.

Timers

When taking a speed test, the time bar represents visually how much time remains until the test finishes.

If **Show Timer** is selected in the General tab of the Options dialog, a digital clock will be displayed to the left of the keyboard. The clock will show remaining time for speed tests, and elapsed time for all other exercises.

User Management

In the Results tab you can select the current user from the current user pull down field. You can change the type of the current user by using the user type pull down.

It is possible to add new users by using the Add User button on the toolbar. This will open a dialog prompting you to type a user name and select an age. You can only add users which do not currently exist already.

You can delete users using the Remove User button on the toolbar. This will remove the user and all results associated with that user. If the user removed is currently the active user, another user will be selected as the active user.

Lessons

Clicking the Lessons button in the Lessons tab of the toolbar (or selecting Lessons->Select Lesson) will bring up the Lessons selection dialog.

Use the lessons to learn the layout of the keyboard progressively, along with which fingers should be used to hit which keys.

When a lesson is selected, the lesson's description appears in the description area. When you have selected a lesson, click "Start" to begin.

When the lesson is complete, the results will be displayed in the task dialog at the completion of the exercise.

Practice

Clicking the Practice button in the Practice tab of the toolbar (or selecting Practice->Select Practice) will bring up the Practice Exercises window, where you can practice words and characters that have given you trouble, random words or characters, or pieces of prose and poetry.

Alternatively, you can bring up a list of your custom designed practice exercises by selecting Practice->Select Practice Text...

Revision

Use the "Problem words" exercise to practice words that you've had trouble with in the past. The source text is generated from words that were mistyped in previously attempted exercises.

Use the "Problem characters" exercise to practice words containing characters that are troublesome for you.

These exercises are not available unless mistakes have been made in one or more of the other exercises.

Drills

Use these exercises to increase your response time to unfamiliar texts. The source texts are generated from random collections of words, letters and / or numbers.

Prose / Poetry

Use these exercises to practice typing natural English texts.

Professional

Select a professional exercise to practice typing emails, letters, reports and transcriptions.

Custom

If you have imported custom exercises (see the [Custom Exercises](#) section of this manual for more info), you can select them here to practice typing.

Dictation You may practice taking dictation against a prerecorded sound file.

- Select the "Practice" tab and click the "Select Dictation" toolbar button.
- Choose from the list of available dictations in the dialog. If the sound file has not already been downloaded, KeyBlaze will attempt to download it from the NCH website.
- Click "Start" - this will start the playback of the sound file.
- You may start typing at any time - there is no time limit and results are not tracked for dictations.
- You will be asked whether you wish to compare your typing with a text transcription when the recording finishes, and whether you want to keep displaying the prompt dialog..
- When you stop the dictation, you may also choose to do a comparison by clicking the "Compare" toolbar button.

Speed Test

To take a speed test, click the Test tab in the toolbar and click the Tests button or select Tests->Start Speed Test.

You can calculate your typing speed over a fixed duration. You can either pull down the list to select a standard duration or enter a custom duration between 1 and 59 minutes.

Select the duration and click "Start". The source text will be selected either randomly or from a list of imported tests.

When the test is complete, the results will be displayed in the task dialog.

Custom Exercises

You can import custom exercises by clicking the **Import** button on the Exercise tab toolbar. This opens the Import Custom Exercise dialog.

Select type of exercise to import

- You may choose to import practice exercises, speed tests, or dictations.
- Use the browse button to locate the file you wish to import, then enter a title and description of the exercise if prompted.
- Click the "Import" button once you have chosen a file and provided the information needed.

Depending on the exercise type, you will need to enter a combination of title, description and category.

- NOTE: custom practice and speed test files must be standard text files (.txt) - no .docs, etc. Custom dictations must be in mp3 format.

Results

After each lesson, practice drill, or test, results will be displayed in the task dialog about your typing statistics, including duration, net WPM, the number of errors and number of corrections made.

In addition, results reports are saved in the folder you specified in options with the following statistics: **Date**

The date the exercise was completed.

Duration

The number of seconds taken to complete the exercise.

Words typed

For the purposes of calculating typing speeds, every five characters typed are counted as one word.

Gross words per minute (Gross WPM)

Equals the number of typed words divided by the number of minutes taken to complete the exercise.

Gross keystrokes per hour (Gross KPH for keypad exercises)

Equals gross words per minute times 300.

Corrections made

The number of times the backspace key was used.

Incorrect words

The number of words with mistyped characters.

Net words per minute (Net WPM)

Equals the gross WPM minus one point for every mistake.

Net keystrokes per hour (Net KPH for keypad exercises)

Equals net words per minute times 300.

Best words per minute (Best WPM)

The best WPM to date.

Best keystrokes per hour (Best KPH)

The best KPH to date.

Best accuracy

Equals the number of corrections made divided by the number of characters typed. The number of errors is not used because, if a correction is made, it is not counted as an error.

Award

Awards are given based on both speed and accuracy. To receive an award, you must have at least 84% accuracy. Speed and accuracy are equally important in determining which award you will receive. A sound will be played if you receive an award. **Play Award Sounds**

In the results tab, you can see:

- Your WPM Goal, Best WPM / KPH and Best Accuracy.
- Your high scores for keyboard and numeric keypad tests
- Progress reports from lessons
- Line graphs of the results of lessons, tests, and games.
- The titles of the previous exercise and the next exercise in the course.

Games

KeyBlaze includes games to help typist use, develop, and engage with their typing skills in a fun way. The games can be found by clicking the Games tab.

Key Blizzard

Key Blizzard is a game where the user must type the keys that are shown on the screen before they reach the bottom.

Instructions

- Type the keys that fall from the top of the screen before they reach the bottom.
- Hit the Spacebar to use a screen bomb. A screen bomb clears the screen of all keys and gives you points.
- Different colored keys will sometimes appear. Type these keys for bonus effects.
- If you make a mistake or a snowflake hits the bottom, you will lose health! The game is over when you run out of health.
- Press the Esc key at any time to pause the game and return to the menu. Press any key to resume the game.
- Click End on the menu to stop the game and record your current score.
- Good luck!

30 Seconds to Type

In 30 Seconds to Type, the user must type the words that appear in the center area as fast as they can, before the timer runs out.

Instructions

- Type as many words as you can before the timer runs out.
- Type complete groups of 12 words with the same amount of letters to earn a time-bonus.
- If you type an incorrect character, you will be shown a new word to type. Only words that are typed correctly are counted toward the number of words you need to type before you earn a time-bonus.
- When you run out of time, the game is over. However, you may have advanced to the next level of play. When you select to play again, the letter-count of your words will be higher.
- Press the Esc key at any time to pause the game and return to the menu. Press any key to resume the game.
- Click End on the menu to stop the game and record your current score.
- Have fun!

Typing Hero

In Typing Hero, the user must type the letter that appear exactly when the letter cross the line place in the bottom.

Instructions

- Type the letter exactly when it cross the line, and you will get additional time bonus.
- Based on typing precision, you will be awarded with points. For eg: if you type the character while passing the line will be awarded Excellent and will get 25 points.
- If you type the letter after it cross the line, the time bonus will be reduced and "Missed" status will be displayed.
- When you run out of time, the game is over and result will be displayed.
- Press the Esc key at any time to pause the game and return to the menu. Click Resume to return to the game in progress.
- Click End on the menu to stop the game and record your current score.
- Have fun!

Reports

View a list of performance reports by selecting Reports from the Results tab toolbar or the KeyBlaze menu.

- Each saved performance report is listed with its creation date and time.
- You may open a report by selecting one and clicking the "Open" button. This will launch the program associated with the report file's type. You may also double click a report to open it.
- Click the "Rename" button if you would like to change the report file's name. You can also click a highlighted report a second time to rename the report.
- The "Delete" button will delete the selected report.

Shortcut Keys Reference

Open "Basics of typing" page

Show timer

Reset results

Select keyboard lesson

Select practice test

Take a speed test

Clear problem words

Clear problem characters

Import custom exercises

Preferences

View reports

F4 Stop Exercise/Dictation

F7 Start Exercise/Dictation

Select Dictation

Compare Dictation

F8 Pause Exercise/Dictation

Quit application

Open help documentation

NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

Search

Search our website for products matching any keywords you type.

See more of our software

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Software License Terms

Our goal is for every user to have a successful experience with our software. We offer it to you on the basis that you accept our End User License Agreement (EULA).

This EULA limits our liability and is governed by an arbitration agreement and venue agreement. Please read below as these terms affect your rights.

1. The copyrights in this software and any visual or audio work distributed with the software belong to NCH Software and others listed in the about box. All rights are reserved. Installation of this software and any software bundled with or installed-on-demand from this software, including shortcuts and start menu folders, is licensed only in accordance with these terms. These copyrights do not apply to any creative work made by you, the user.

2. By installing, using or distributing the software you, on your own behalf and on behalf of your employer or principal, agree to these terms. If you do not agree to any of these terms, you may not use, copy, transmit, distribute, nor install this software - return it to the place of purchase within 14 days to receive a full refund.

3. This software, and all accompanying files, data and materials, are distributed "as is" and with no warranties of any kind, whether express or implied except as required by law. If you intend to rely on this software for critical purposes you must test it fully prior to using it, install redundant systems and assume any risk.

4. We will not be liable for any loss arising out of the use of this software including, but not limited to, any special, incidental or consequential loss. Your entire remedy against us for all claims is limited to receiving a full refund for the amount you paid for the software.

5. You may not use this software in any circumstances where there is any risk that failure of this software might result in a physical injury or loss of life. You may not use this software if you do not regularly backup your computer, or do not have antivirus and firewall software installed on the computer, or keep sensitive data unencrypted on your computer. You agree to indemnify us from any claims relating to such use.

6. You may copy or distribute the installation file of this software in its complete unaltered form but you may not, under any circumstances, distribute any software registration code for any of our programs without written permission. In the event that you do distribute a software registration code, you will be liable to pay the full purchase price for each location where the unauthorized use occurs.

7. If you use any YouTube upload feature of this software you are agreeing to the YouTube Terms of Service (<https://www.youtube.com/t/terms>).

8. Use of data collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.

9. Choice of Law. If you reside in the United States, your relationship is with NCH Software, Inc, a United States company, and this agreement is governed by the laws and courts of Colorado. If you reside anywhere in the world outside of the United States, your relationship is with NCH Software Pty Ltd, an Australian company, and this agreement is governed by the laws and courts of the Australian Capital Territory. Such courts have continuing and exclusive jurisdiction over any dispute between you and us, regardless of the nature of the dispute.

10. U.S. Customers Only: Arbitration Agreement and Class Action Waiver: PLEASE READ THIS CAREFULLY. IT MAY AFFECT YOUR RIGHTS.

If you reside in the United States, NCH Software and you agree to arbitrate all disputes and claims between us. This agreement to arbitrate is intended to be broadly interpreted. References to "NCH" "you," and "us" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns. This arbitration agreement does not preclude you from bringing issues to the attention of U.S. federal, state, or local agencies. Such agencies can, if the law allows, seek relief against us on your behalf. This Agreement evidences a transaction in interstate commerce, and thus the Federal Arbitration Act governs the interpretation and enforcement of this provision. This arbitration provision shall survive termination of this Agreement.

A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department
NCH Software, Inc.
6120 Greenwood Plaza Blvd, Ste 120
Greenwood Village CO, 80111
USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at adr.org, by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

Preferences - General

The General tab of the Preferences dialog allows you to set your preferences for how the interface looks, and paper printing size.

Preferences

Force backspace after mistakes

- Enabled: When an incorrect key is typed, typing cannot proceed until the mistake has been corrected.
- Disabled: Typing can continue as usual after making a mistake.

Show timers

- Enabled: KeyBlaze will display the digital clock and in the case of speed tests, the progress bar.
- Disabled: Clock and progress bar will not be shown.

Accept two spaces between sentences

- Enabled: KeyBlaze will accept two spaces between sentences
- Disabled: Typing can continue as usual.

Printing

Use A4 paper (default is Letter)

- Enabled: When a certificate is awarded, it will be printed on A4 paper if desired.
- Disabled: Standard letter size paper will be used.

Font Size

- Use the up and down arrows to select a font size that will be used for the displayed text.
- A sample will be displayed in the edit box to the right of the arrow buttons and the main text displays will accommodate the font size.

Preferences - Sounds

Sound Assignments

You can configure what sounds are played when awards are received and when mistakes are made in the Sounds page of the Preferences dialog. A list of events is displayed with the currently assigned sound and default sound for each.

- Assign a sound by selecting from the dropdown list in the "Assigned Sound" column for the selected event.
- You can preview a sound by selecting a sound for an event and pressing the "Preview Selected Sound" button.
- You can reset all assigned sounds to their defaults by pressing the "Reset to Defaults" button.

Play Award Sounds

- Select this option to have KeyBlaze play sounds when awards are received.

Play Error Sounds

- Select this option to have KeyBlaze play sounds when mistakes are made.

Preferences - Reports

Report Format

- Reports are saved in comma separated values (CSV) format.
- These may be viewed with an editor program such as Excel, Word or Notepad.
- You can specify the folder in which you would like your reports stored by using the browse button and edit control.
- The Reports dialog gives you a list of all saved performance reports.
- You can open, rename or delete report files from the Reports dialog.

Screen References - Print Preview

The Preview window displays each page of the document as it will be printed by the printer.

Print (if available)

You can print the document by clicking the Print button.

This will open the printer selection and settings dialog where you can select which pages of the document to print.

Previous and Next

Use the Previous and Next buttons to view each page of the document when there is more than one page to print.

Close

The Close button closes the window.