

Keyboarding Pro™ 6

Student User's Guide

For use with

College Keyboarding, 18e

Lessons 1-25



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TECHNICAL SUPPORT

Full user documentation is available in the User's Guide on the *Keyboarding Pro 6* CD-ROM. For further technical support on this product, please visit our technical support website at: www.cengage.com/support

You will also find current software patches and other helpful information at the product website. Select *Word 2010* and then *Keyboarding Pro 6*.
www.collegekeyboarding.com

SYSTEM REQUIREMENTS

The following are *minimum* system requirements that are necessary to run *Keyboarding Pro 6* on your computer. *Recommended* configurations are listed in parentheses.

- 500 MHz Pentium III or compatible processor
- 256 MB of RAM (512 MB RAM)
- Hard Drive with 1 GB free disk space
- 8X CD-Rom Drive
- Windows®-compatible sound card
- 600 x 800 screen with 24-bit color (1024 x 768 with 32-bit color)

INSTALL KEYBOARDING PRO 6

1. Insert *Keyboarding Pro 6 (KP6)* into the CD-ROM drive. The program should automatically open a **Files Currently on the CD** window. Double-click **Keyboarding Pro 6-Single.EXE**. If the window does not automatically open, go to the Start menu and choose Run. Browse to your CD-ROM drive and click **Keyboarding Pro 6-Single.EXE**. Click OK.

2. The Installation Option displays three options:

Standard: Program files will be installed on the hard drive; the movies will remain on the CD.

Full: Program files and movies will be installed to the hard drive. This is the recommended installation.

Custom: You can choose the options you want to install. For advanced users only.

3. The **Options** screen lets you specify whether to install Regular Error Diagnostics; this is recommended.

GET STARTED

On the Start button, select the **Programs** and choose **South Western Keyboarding**. Select **Keyboarding Pro 6—Single**. Your program will launch and take you to the Log In menu.

KP6 has options for transporting your student record between home and school with either a flash drive or via the Web Reporter. If you use the Web Reporter feature, you will transmit your student record using your browser; a flash drive is not necessary. **To use the Web Reporter feature, you need a high-speed connection to the Internet.**

Below are listed five different ways you might use *KP6*. Determine which working arrangement you will be using, and then proceed to the page that has directions tailored to you.

1. **I'll work only at home and use the Web Reporter to transmit my work.** (page 7)
2. **I'll work at both school and home. I'll use the Web Reporter to transport my work between the two.** (page 9)
3. **I'll work only at school and save my work to the school's server.** (page 11)
4. **I'll work at both school and home. I'll use a flash drive as temporary storage to transport my work between the two.** (page 12)
5. **I'll save my work only to a flash drive.** (page 15)

Watch the video: Need more explanation? Videos are available that review each of the options listed above. To view the video right for you, from the Main menu, select *Reference* tab, *Tutorials*, and then the name of the tutorial.

1. I'll work only at home and use the Web Reporter to transmit my work.

Situation: You will create your student record and work only at home. You will use Web Reporter to transfer your files from your computer to the Web Reporter for your instructor.

CREATE STUDENT RECORD

1. At the Log In screen, click **New User**.
2. Enter **First Name, Middle Initial, Last Name, User Name** (such as first initial and last name—jappleseed), **Password, Security Question, Security Answer,** and **Email** details.

Class: Leave this field empty. It will populate after the class code is entered.

Class Code. Locate the class code you received from your instructor and copy it here.

Notice the data location where your student record will be saved (next to the folder icon.)

3. Save your class code, security question, and security answer to a separate document in a program such as *Notepad* or *Word*. Save the document as **My Info**. You will need this information if you ever want to download your student record to a second computer. Click OK to continue.
4. The software will display your Student ID. Copy your Student ID into the **My Info** document you created in Step 3.
5. Click **OK** to create the student record.

LOG OUT AND SEND FILES TO THE WEB REPORTER

1. Complete your work in Lesson 1. When you're ready to log out, click the **Log Out** button. Answer **Yes** when asked *Do you want to logout?*
2. Click **Yes** again when asked *Do you wish to send your data files to the web server?* Your student record will upload to the Web Reporter.
3. If you're asked *Do you want to transfer [export] your data to another location?*, answer **No**.

LOGGING IN AFTER THE FIRST TIME

On subsequent uses of the program, select your name from the Log In screen. Enter your password.

If you're asked *Do you want to update [Import] your data from another location?*, answer **No**.

2. I'll work at school and home. I'll use the Web Reporter to transport my work between the two.

Situation: You will create your student record and complete lessons at school, and then use your browser to transfer your files to the Web Reporter. You will download your student record to your home computer once. Thereafter each time you log into the software, your student record will synchronize with the Web Reporter.

Follow all the steps in the “I’ll work only at home and use the Web Reporter to transmit my work” section on page 7. Then continue for information on downloading your student record to your home computer.

DOWNLOAD STUDENT RECORD TO HOME COMPUTER

The purpose of downloading the student record is to transfer it from the Web Reporter to your home computer. The download process is a one-time operation. Thereafter, you simply send your files to the Web Reporter when logging out.

1. Ensure that your computer is connected to the Internet.
2. Open your **My Info** document to find your class code and Student ID.
3. Launch **KP6**. Your name will not appear at the Log In screen because the student record that you created at school is not yet on your home computer. You will download your student record from the Web Reporter.

Do not choose *New User*; you want to have only one student record and yours is already out on the Web Reporter.

4. From the Log In box, click **Locate online student**.

From your **My Info** document, copy the class code and Student ID into the **Locate online student** window and click OK.

Your name should now be listed in the Log In box. This confirms that your student record has been downloaded to your home computer.

5. When you're ready to quit, click the **Log Out** button and answer **Yes** when asked *Do you wish to send your data files to the web server?*
6. The next time you log into the software at school or at home, your name will appear on the Log In screen.

LOGGING IN AFTER THE FIRST TIME

1. If you are in a class or lab, select your class from the Class drop-down list.
2. Select your name from the Log In screen. Enter your password.

If you forgot your password, click **Forgot Password**. You will be prompted to select your Security Question.

If you're asked *Do you want to update [Import] your data from another location?*, answer **No**.

3. I'll work only at school and save my work to the school's server

Situation: You will create your student record at school and work only at school. You do not intend to use a flash drive or the Web Reporter to transport your files between home and school.

CREATE STUDENT RECORD

1. At the Log In menu, click **New User**.
2. Enter **First Name, Middle Initial, Last Name, User Name** (such as first initial and last name—jappleseed), **Password, Security Question, Security Answer,** and **Email** details.

Class: Click the drop-down arrow to select your class. If a class is not available, continue; you can join one later.

Leave the **Class Code** empty.

Notice the data location where your student record will be saved (next to the folder icon.)

3. Record your password, security question and security answer in a safe location; you won't have access to your security answer again.
4. Click **OK** to create your student record.

LOGGING IN AFTER THE FIRST TIME

1. Select your class from the Class drop-down list.
2. Select your name from the Log In screen. Enter your password.

4. I'll work at both school and home. I'll use a flash drive as temporary storage to transport my work between the two.

Situation: You will create your student record at school, then export or transfer your data to a flash drive so that you can continue to work at home.

CREATE STUDENT RECORD

1. At the Log In menu, click the **New User** button.
2. Enter **First Name, Middle Initial, Last Name, User Name** (such as first initial and last name—jappleseed), **Password, Security Question, Security Answer,** and **Email** details.

Class: Click the drop-down arrow to select your class. If a class is not available, continue; you can join one later.

Leave the **Class Code** empty.

Notice the data location where your student record will be saved (next to the folder icon.)

3. Record your password, security question and security answer in a safe location; you won't have access to your security answer again.
4. Click **OK** to create your student record.

LOG OUT AND EXPORT TO FLASH DRIVE

When you are ready to exit the software and log out, click the **Log Out** button from the navigation bar and answer **Yes** when asked *Do you want to logout?*

1. Insert your flash drive and answer **Yes**. Browse to locate your flash drive.
2. After you see the location of your data file displayed, click **Export** to begin transferring your data to the flash drive.
3. Click the **Cancel** button to exit.

TRANSFER STUDENT RECORD TO HOME COMPUTER

The first time you work at home, you will log into the flash drive and export your student record to your computer's hard drive.

1. Insert your flash drive and launch **KP6**. When you see your name, select it, enter your password, and log in.
2. When you're asked *Do you want to update [Import] your data from another location?*, click **No**.
3. Without doing any work, click the **Log Out** button to begin the log out process.
4. Answer **Yes** when asked *Do you want to logout?*
5. Click the **Browse** button and select the default location for your student



record (`c:\Program Files\Keyboarding Pro 6-Single\Students`).
Click the **Export** button. Your student record is now on the hard drive in a secure location.

6. Click the **Quit** button to exit the software. You can remove your flash drive.

LOGGING IN AFTER THE FIRST TIME

1. If you are in a class or lab, select your class from the Class drop-down list.
2. Select your name from the Log In screen. Enter your password.
3. If you have new data on your flash drive from working at home (or school), click **Yes** when asked *Do you want to update [Import] your data from another location?*
The file on the flash drive will merge with the file in the program.

5. I'll save my work only to a flash drive.

Situation: You will create your student record directly on the flash drive and work from the flash drive whether you're working at school or at home. You will make a backup copy of your student record either at school or at home.



CREATE STUDENT RECORD

1. Insert your flash drive into the computer's USB port.
2. Answer **Yes** when asked *You have a flash drive connected. Do you want to set the flash drive as the default location?*
3. At the Log In window, select **New User**.
4. Enter **First Name, Middle Initial, Last Name, User Name, Class, Password, Security Question, Security Answer** and **Email details**. Print and save this information elsewhere, such as in a *Notepad* file or *Word* document, on both your desktop and flash drive, for future reference.

Class: If classes are available, select a class from the list. If not, continue.

Leave the **Class Code** field empty unless this is a distance learning class.

5. Click **OK** to create the student record.

LOG OUT WITH THE FLASH DRIVE

1. After completing your work, click the **Log Out** button.
2. Answer **Yes** when asked *Do you want to logout?*
3. If you're asked *Do you want to transfer [export] your data to another location?*, answer **No** unless you are making a backup copy of your file. (See *Back Up Your Work*, page 17.)

LOGGING IN FROM THE FLASH DRIVE

1. Start **KP6**.
2. Insert your flash drive into the computer's USB port.
3. Answer **Yes** when asked *You have a flash drive connected. Do you want to set the flash drive as the default location?*
4. Your name will appear in the Log In window. Highlight your name and click **OK**.
5. Enter your password.
6. If you're asked *Do you want to update [Import] your data from another location?*, answer **No**.

BACK UP YOUR WORK

TIP: In case you would misplace your flash drive, it is very important to back up your student record frequently, if not daily, to a computer either at home or school. The backup can be done as part of the log out procedure:

1. After completing your work, click the **Log Out** button.
2. Answer **Yes** when asked *Do you want to logout?*
3. Answer **Yes** when asked *Do you want to transfer [export] your data to another location?*

4. Browse to the proper folder on your home or school computer and click **Select**. Depending on your computer's operating system, the default path may be **C:\Program Files\Keyboarding Pro 6-Single\Students**. You could also back it up to a folder within My Documents.
5. Select **Export**. You will be prompted when the data has been exported. Click OK.
6. Answer **Yes** when asked *You have a flash drive connected. Do you want to set the flash drive as the default location?*

FLASH DRIVE USERS: LOG IN AFTER THE FIRST TIME — AT HOME OR AT SCHOOL

This information summarizes the comments for users who create their student record on the hard drive or server and use a flash drive to transport their files between the two. Each time you log into the program either at school or at home after the first time, you will perform these same steps:

1. If you are in a class or lab, select your class from the Class drop-down menu. Select your name from the list displayed. At home, your name will automatically be displayed. Enter your password.
2. If you have new data on your flash drive from working at home (or school), click the **Yes** button to import your data from the flash drive to the program. The file on the flash drive will merge with the file in the program.

3. If you have new data on the hard drive/server that you want to transfer to the flash drive, insert your flash drive into the USB port. Click **Export** to begin transferring your data to the flash drive. As a result of exporting your file, the file on the flash drive is now updated from the file on the server/hard drive. To work at home, see Step 1.
4. Click **Quit**.

MAIN MENU

After you have logged in to **KP6**, the Main menu will appear. When you complete a lesson, a checkmark is placed next to the lesson name. At the top left of the screen is the Main Menu Toolbar, which will help you administer the program.

EDIT MENU

The **Preferences** option enables you to change various program options if the instructor has not locked these options. If you are using the Web Reporter, click the **Distance Learning** tab. The default is to **automatically send data files each time the student logs in/out**. You must be connected to the Internet for this to work properly. If you do not want this upload to occur automatically, remove the checkmark.

REPORTS MENU

- **Summary Lessons 1-25** displays results of the Skills Analysis, a summary of Lessons 1-25, Keypad Lessons Summary and Keypad Timed Writing Summary. Hyperlinks take you to individual Lesson Reports.
- **Skill Building Report** summarizes results for the 20 accuracy and speed lessons, the Assessments within these lessons, the speed and accuracy Technique Drills, and the number of lines keyed within Quick Review.
- **Timed Writings** lists the results of your best timings at each length and the last 40 timed writings from either timings taken within a lesson or from the Timed Writing tab . The accuracy requirement must be met to qualify as a best timed writing.
- **Performance Graphs** displays results of various activities.
- **Grade Book Report** displays your final report in the class.

TIPS FOR USING KEYBOARDING PRO 6

- Create only one student record so that the results of everything you do will be saved in this single file. Once you create a student record, you will never have to worry about saving your files; they are saved automatically.
- Documents and timed writings created in the word processor must be saved if you wish to retrieve them. They will have the file extension .kos.
- **Lessons.** Begin by selecting the Lessons tab and a lesson. The software directs you through the lesson, encouraging you and providing feedback. Many lessons include a Textbook Keying or Timed Writing activity, which direct you to key an exercise from the textbook.
- After completing each lesson, click Lesson Report to view your results. Results of Textbook Keying and Timed Writings are available by clicking the hyperlink.

FREQUENTLY ASKED QUESTIONS

I receive a *Check Your Internet Connection* error message but I have a valid connection.

This error is most commonly due to a missing SOAP Toolkit program. To determine whether this program is installed, go to:

START / Settings / Control Panel / Add or Remove Programs

Scroll down the list and look for **SOAP Toolkit**.

The program seems to stop working when learning a new key or while keying drill lines.

Make sure that CAPS LOCK is not enabled when entering alphabetic keys. Turn CAPS LOCK off and then try striking the key (a to z). While using the keypad, the NUM LOCK option should be on.

How do I uninstall the *Keyboarding Pro 6*?

To uninstall *KP6*, select **Remove Keyboarding Pro 6-Single** from the South-Western Keyboarding Program group in your Windows Start menu. If files remain after you run the uninstall, simply delete all of the files and subdirectories in the Keyboarding Pro 6 directory. Delete the student files, too.

Can I add a Class Code after I have already created my student record?

Yes, if you are not a member of a class, you will be asked if you would like to join a class each time you log in to the program. You may enter your **Class Code** then.

What if I don't have a Class Code?

Instructors must provide your **Class Code**. You will need to contact your instructor.



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