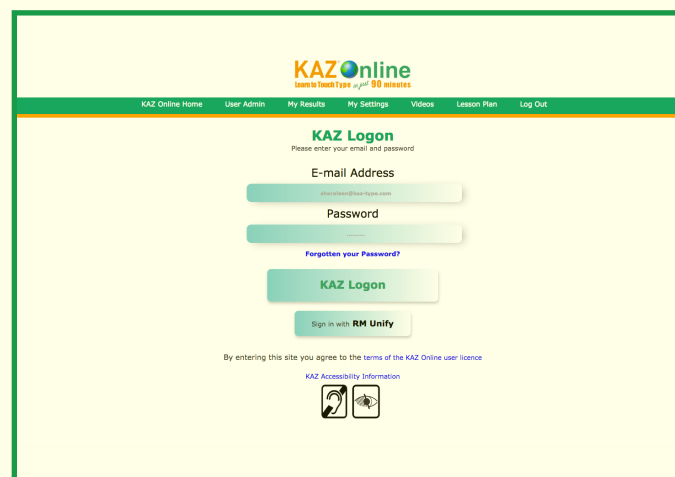


KAZ Online - Screenshot Guide for Family use

Please note: Administrators **only** have access to the Admin Panel and will need to create a license to use the course themselves.

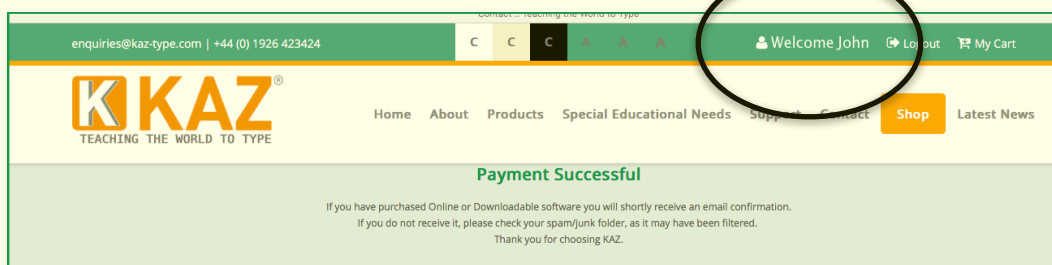
Dyslexic family members should use the 'Preference Screen' to obtain their preferred settings. **Non dyslexic members** should simply begin the course on the pre-set default settings.

1. Go to: <http://kaz.kaz-type.com/kazLogOn.aspx>

A screenshot of the KAZ Online login page. The page has a green header with the KAZ Online logo and navigation links: KAZ Online Home, User Admin, My Results, My Settings, Videos, Lesson Plan, and Log Out. The main content area is white and contains the 'KAZ Logon' section. It prompts the user to enter their email and password, with input fields for 'E-mail Address' and 'Password'. There is a 'Forgotten your Password?' link, a 'KAZ Logon' button, and a 'Sign in with RM Unity' button. At the bottom, there is a small section for 'KAZ Accessibility Information' with icons for a person and a screen.

or login via 'Shop Login' at the top of our website and then click on your name.

Click on name to enter admin panel.



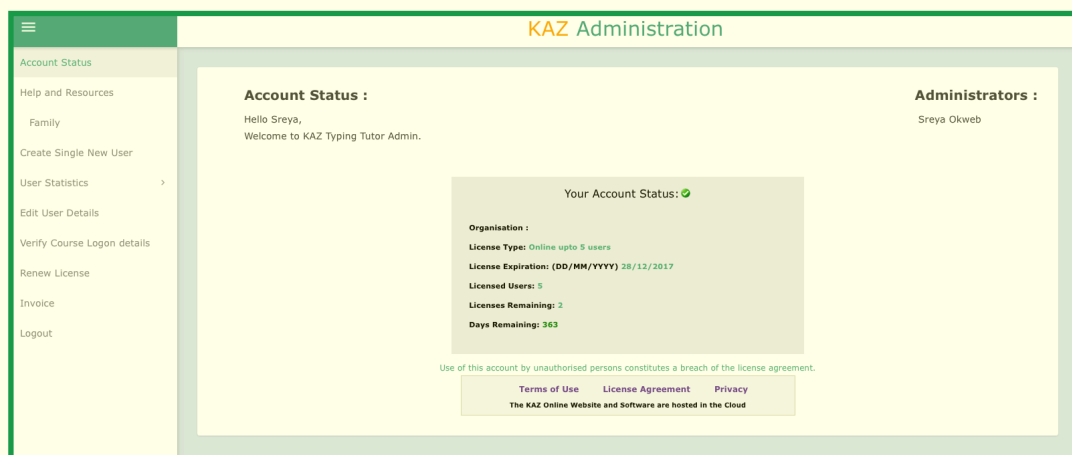
Enter your email address and password and click the KAZ LOGON button (the password is case sensitive).

2. Once logged in, you will be presented with the following administration panel which confirms the details and validity of your account and is **only** seen by the Administrator(s).

This screen is your 'home' page and from here you will be able to obtain all the resources you may need to create and view the progress of all users currently in your 'enterprise'. You can create, edit and delete users.

Just click on each tab and follow the on screen instructions.

KAZ USER Administration Screen:



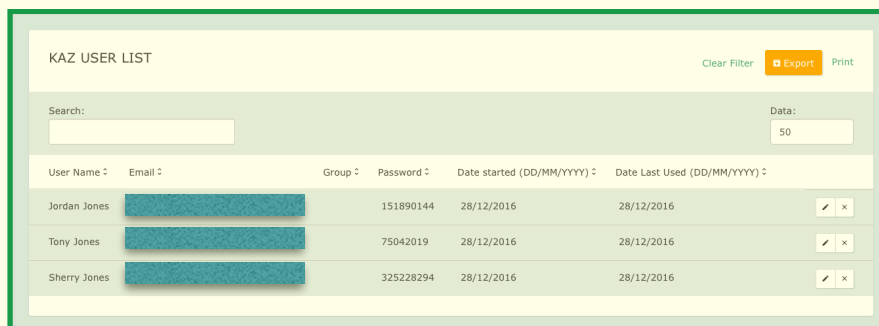
a. **Account Status-** displays your account details.

b. **Help and Resources** - includes all documentation needed to implement KAZ within your environment - Video and this Quick Start Guide.

c. **Create Single New User** - allows you to create or set up an individual new user(s). 'Password' field is optional. Leaving the 'Password' field blank will result in a system generated password being generated. If you are using a pseudo email id, click on 'Save'. If the email id is 'real', click on 'Save and Send Email', and the email will automatically be sent to your family member.

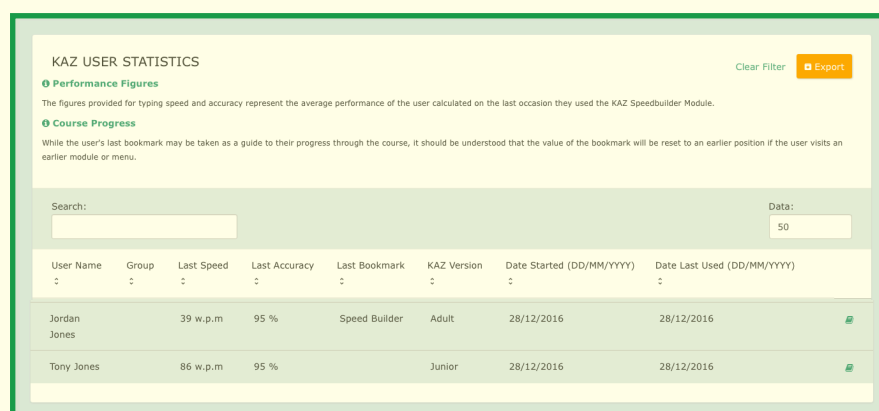
d. **User Statistics** - allows you access to all data. You can view your family member list, monitor progress, usage and statistics - which can be sorted by the fields listed i.e. 'User name' or 'Date last used'.

User List - clicking on the X will delete the user listed and clicking on the pencil symbol will allow you to edit and update the user information.



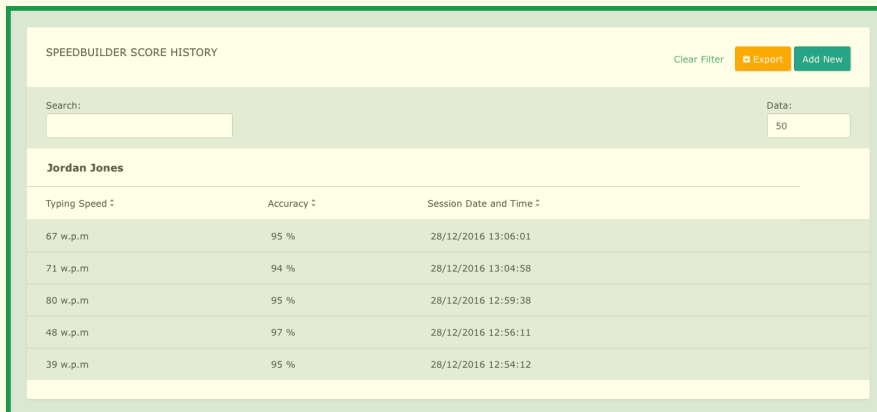
User Name	Email	Group	Password	Date started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)		
Jordan Jones			151890144	28/12/2016	28/12/2016		X
Tony Jones			75042019	28/12/2016	28/12/2016		X
Sherry Jones			325228294	28/12/2016	28/12/2016		X

Stats for all Users - displays a full list of all users with their last SpeedBuilder results.



User Name	Group	Last Speed	Last Accuracy	Last Bookmark	KAZ Version	Date Started (DD/MM/YYYY)	Date Last Used (DD/MM/YYYY)	
Jordan Jones		39 w.p.m	95 %	Speed Builder	Adult	28/12/2016	28/12/2016	
Tony Jones		86 w.p.m	95 %		Junior	28/12/2016	28/12/2016	

Clicking on the 'book' icon will display all the individual User's statistics.



SPEEDBUILDER SCORE HISTORY

Clear Filter [Export](#) [Add New](#)

Search: Data:

Jordan Jones

Typing Speed ↕	Accuracy ↕	Session Date and Time ↕
67 w.p.m	95 %	28/12/2016 13:06:01
71 w.p.m	94 %	28/12/2016 13:04:58
80 w.p.m	95 %	28/12/2016 12:59:38
48 w.p.m	97 %	28/12/2016 12:56:11
39 w.p.m	95 %	28/12/2016 12:54:12

e. **Search User Details** - Search here when 'Password' or 'Email Login' information has been lost or needs amending. By leaving this field blank, the user list will be displayed.

f. **Verify Course Logon details** - Enter system generated license details here to verify access. Please note: Administrators will need a license to access the course.

g. **Renew Licence** - Allows you to easily renew your KAZ Annual License by simply clicking in box provided.

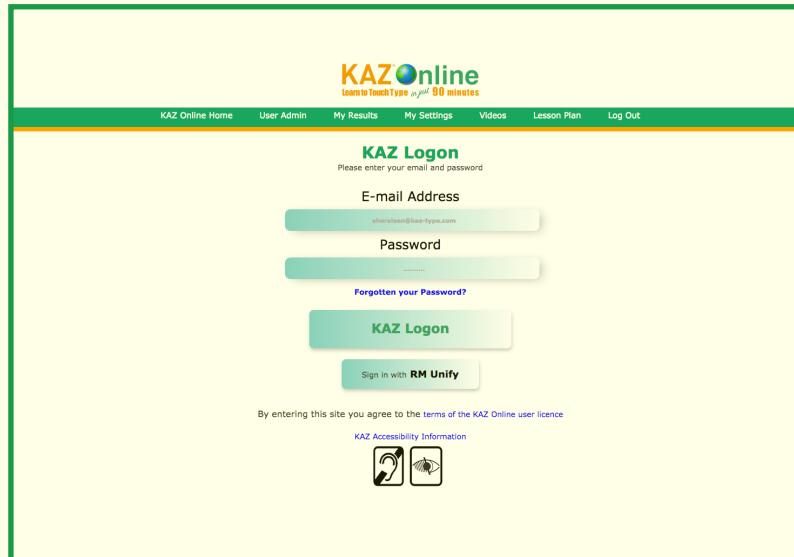
h. **Invoice** - View and print your Invoice.

Use of the Course:

Please note: this information is available to all users taking the course and is located in their admin panel.

- a. Enter your credentials via our 'Course Login' button on our website or by clicking on the following link:

<http://kaz.kaz-type.com/kazLogOn.aspx>



The screenshot shows the KAZ Logon page. At the top is the KAZonline logo with the tagline 'Learn to Touch Type in just 90 minutes'. Below the logo is a navigation bar with links: KAZ Online Home, User Admin, My Results, My Settings, Videos, Lesson Plan, and Log Out. The main heading is 'KAZ Logon' with the instruction 'Please enter your email and password'. There are two input fields: 'E-mail Address' and 'Password'. Below the password field is a link 'Forgotten your Password?'. A large green button labeled 'KAZ Logon' is centered. Below it is a button labeled 'Sign in with RM Unify'. At the bottom, there is a small text line: 'By entering this site you agree to the terms of the KAZ Online user licence' and a link 'KAZ Accessibility Information' with two icons representing accessibility.

Once logged in you will be presented with the KAZ Preference Screen©.



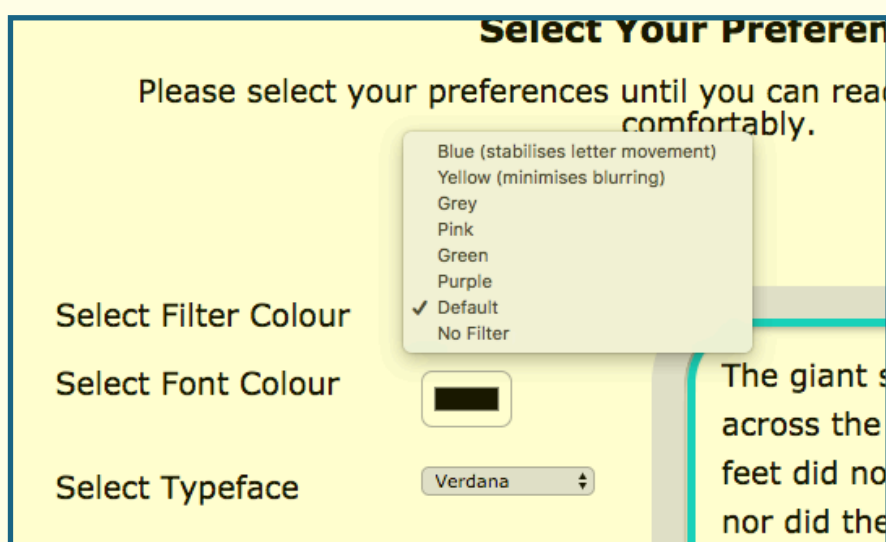
The screenshot shows the 'Select Your Preferences' screen. At the top is the KAZonline logo. Below it is a navigation bar with links: KAZ Online Home, User Guides, My Results, Admin, and Log Out. The main heading is 'Select Your Preferences' with the instruction 'Please select your preferences until you can read the text in the box below comfortably.' There are five settings: 'Select Filter Colour' (Default), 'Select Font Colour' (black), 'Select Typeface' (Verdana), 'Select Font Size' (A), and 'Select Keyboard' (black on white). A large box on the right contains sample text: 'The giant speckled frog leapt right across the pond to the other side. His feet did not touch a single lilly pad, nor did they skim the water. He wasn't in a rush. He wasn't late. He was just showing off!'. Below the settings are two buttons: 'DEFAULT SETTINGS' and 'BEGIN COURSE'. At the bottom, there is a text line: 'Preferences will be automatically saved and applied to the course. To amend settings, 'EXIT' to the main menu and click 'Admin' in the blue banner.' and a copyright notice: '© Copyright KAZ Type Limited 1995-2017. All Rights Reserved.'

The screen will be set with our Default settings - arrived at through testing and research. However, if you cannot read the sample text in the box clearly and comfortably, select alternate settings until you can. You can always click on 'Default' to restore factory settings.

Once you begin the course you can always return to the 'Preference Screen' page by simply returning to the main menu, clicking on 'Admin' in your top blue tab bar and selecting 'Change Preferences'. The 'Preference Screen' offers a selection of options to choose from in order to tailor make the course.

We suggest that if the course is bought for a child, a parent or adult supervises their first navigation around this screen.

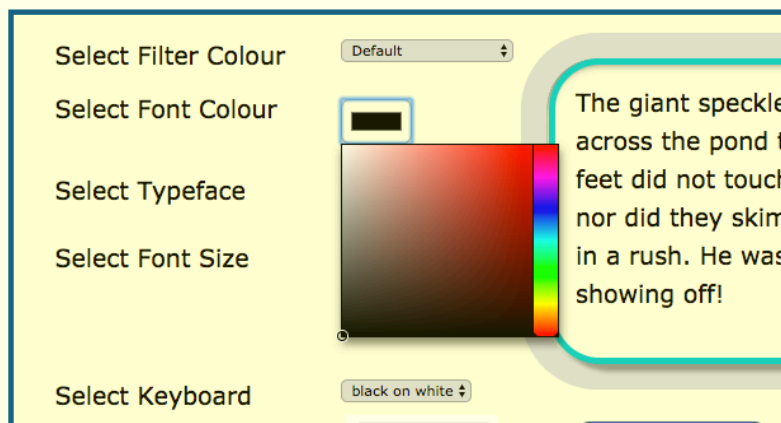
The first choice offered are 'filter colours'.



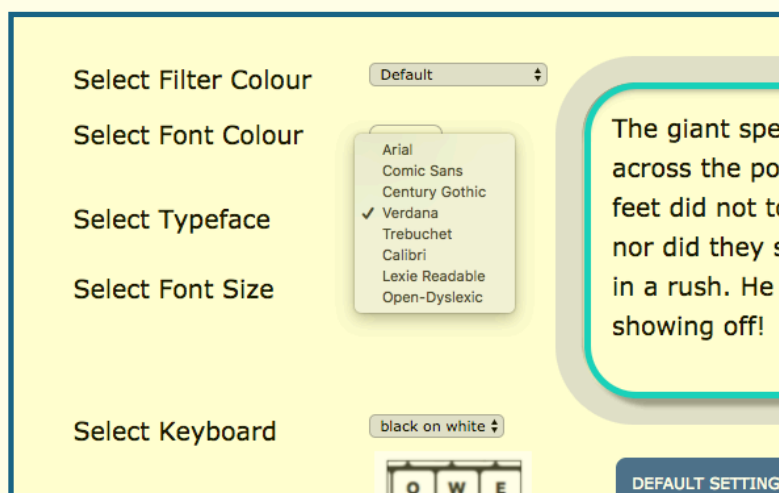
Selecting one of the bottom 4 filter colours will simply help minimise glare. Selecting 'No Filter' will provide the user with a white background. This option is here should the user rely on one of the specially selected Dyslexisa typefaces.

Selecting the specific shade of blue filter will aid in steadying letter movement and selecting the specific shade of yellow filter will help minimise blurring.

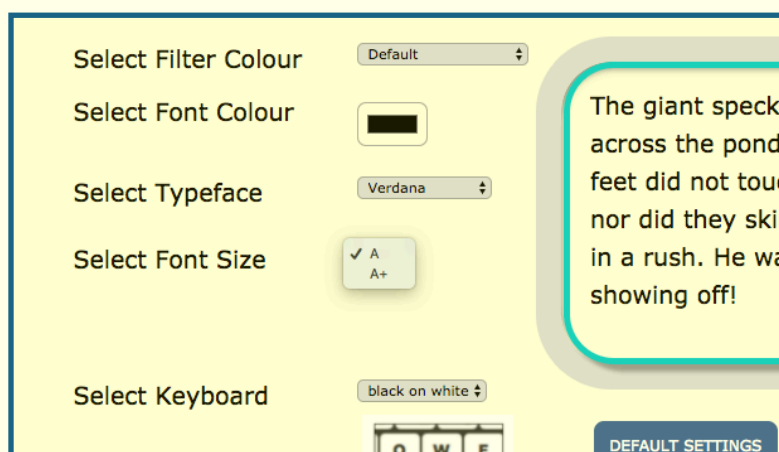
Font colour can be selected here by simply clicking on the guide and selecting the colour best suited.



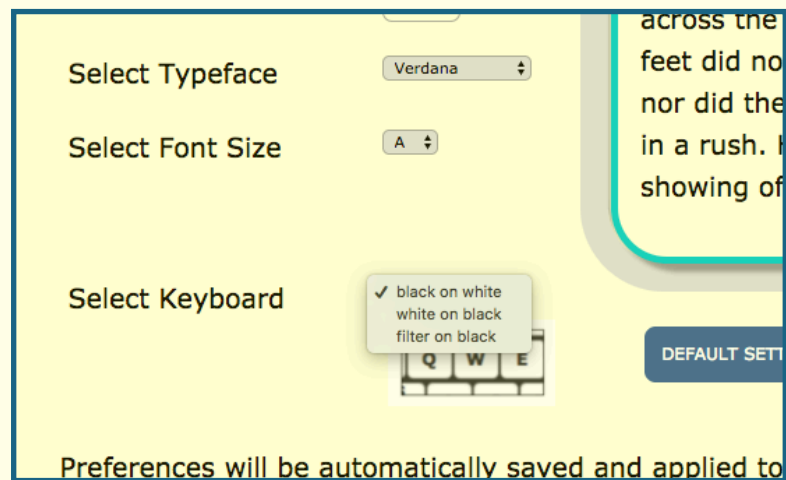
and typeface can be selected from this drop down menu. Simply select and view.



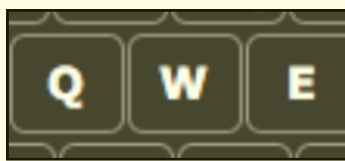
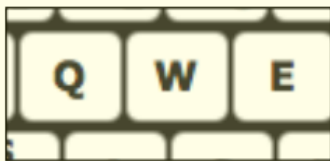
A choice of font sizes are available of either A or A+. The standard default of A is 19pt and A+ 20pt.



Finally, the users preferred choice of keyboard can be selected by clicking on either of the images –



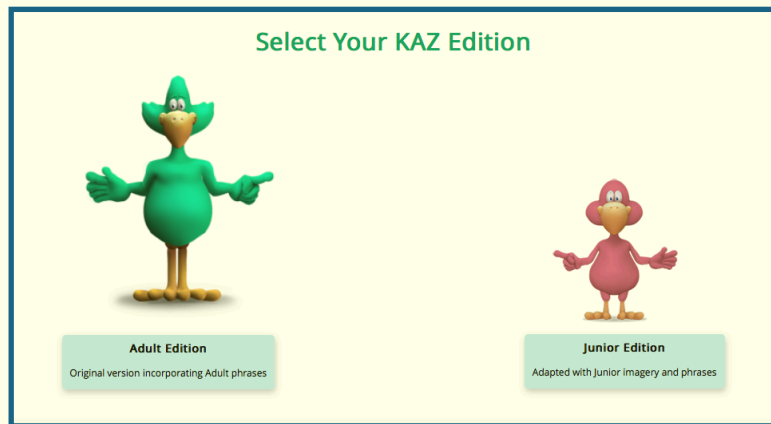
black keys on a white keyboard, white keys on a black keyboard or the filter colour selected as the background of the keys.



Once the user has selected their preferences and can read the sample text comfortably, all they have to do is click 'save', the selected options will be applied throughout the course and they can then click 'Begin Course' and navigate their way through the course, working through each module in order.

b. Select your preferred edition - KAZ or the new Junior Editon. The chosen version will display related imagery and phrases.

c. Select your preferred Keyboard - UK or US. The chosen version will contain appropriate accents and vocabulary.



d. You will then be asked to select between a choice of the available versions of KAZ.



Choose: KAZ WITH SOUND if your computer has a sound card and speakers / headphones, or

Choose: KAZ TEXT VERSION if you want to work quietly or if your internet access tends to be slow. Alternatively,

Choose: the AD (AUDIO DESCRIPTIVE VERSION) if visually impaired.

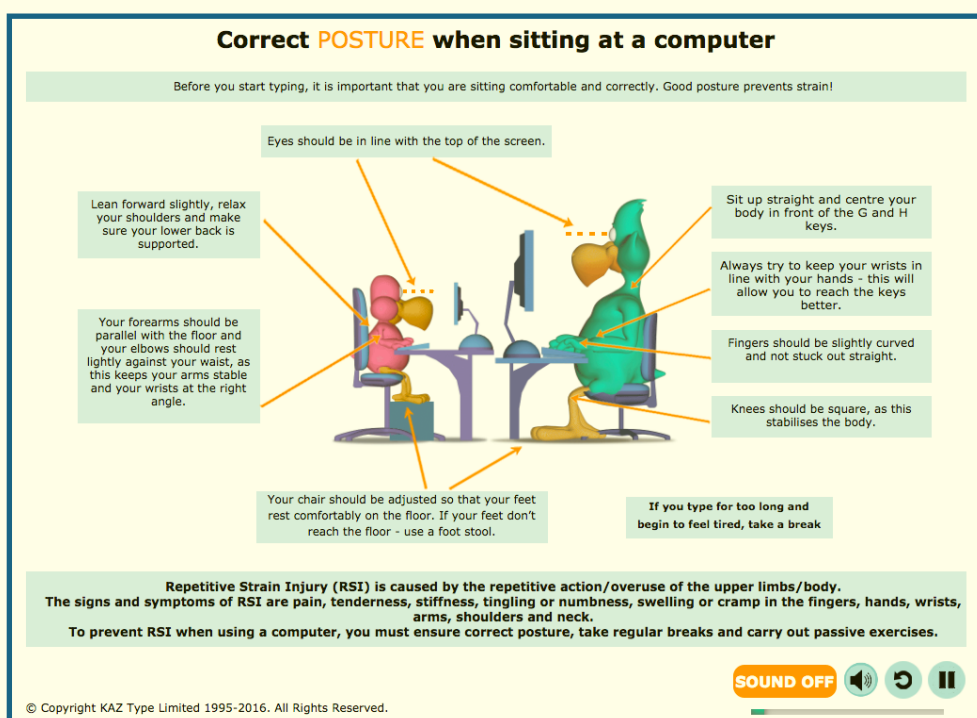
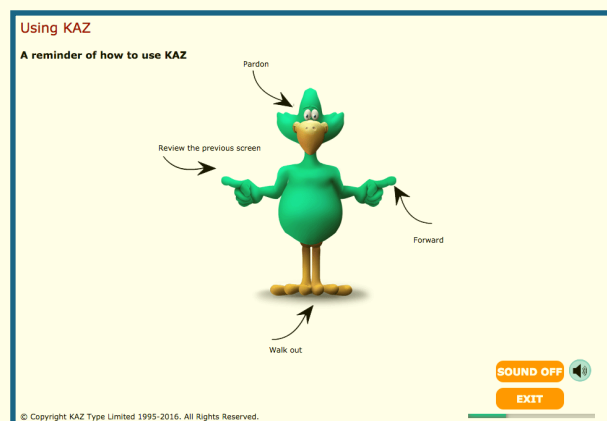
The Course: (We have only displayed KAZ graphics in this manual but to confirm, both KAZ and Junior Versions **will be** accessible - please see Screenshot demo in Junior section of website showing Junior graphics).

You will initially be presented with the main menu, comprising of 5 modules. We suggest you work through these modules progressively, in order to gain maximum benefit from the course.



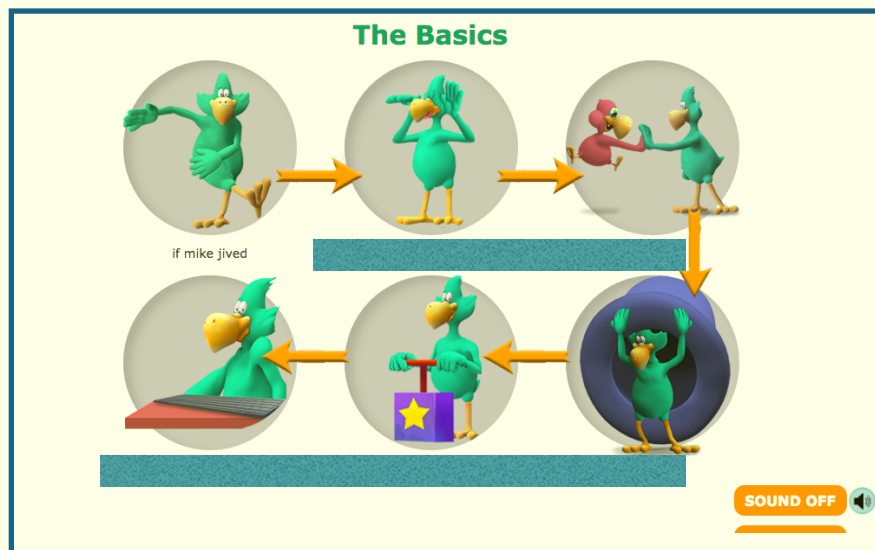
a. Flying Start - is a short introductory module giving a brief overview on how to use the course, introduces KAZ bird (our

navigation tool) and covers the important topic of correct posture. It is very important that you finish this module before returning back to the main menu.



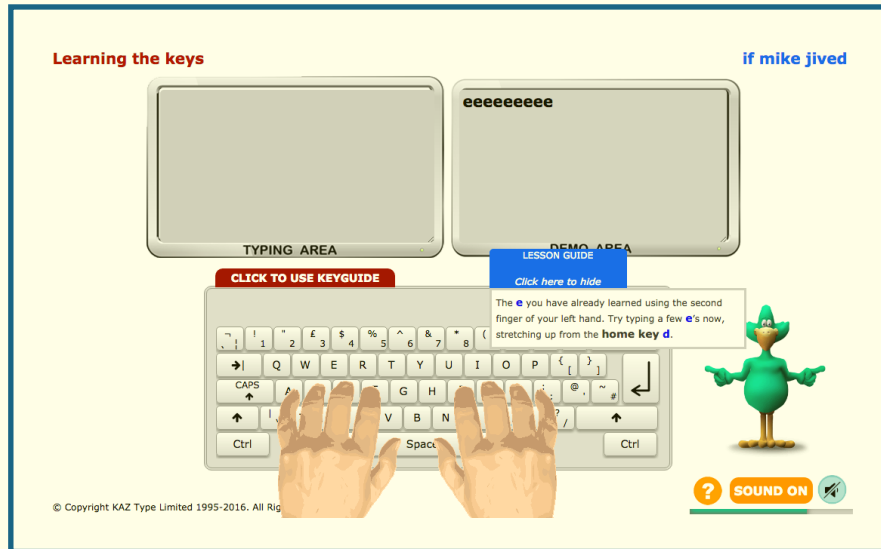
Once you have returned to the main menu - choose 'The Basics':-

b. The Basics - is the most important section of the course and using KAZ's scientifically developed phrases and method, teaches the A-Z keys in an average of just 90 minutes.



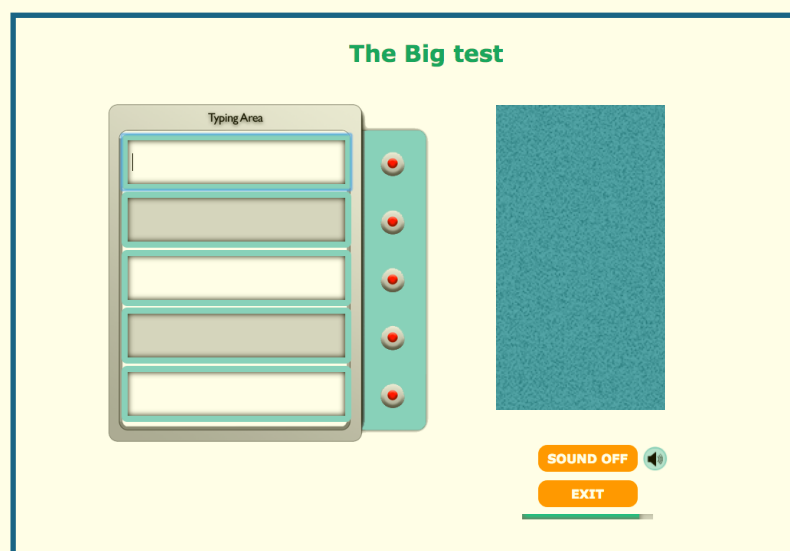
Start with the first, then progress through the rest of the phrases in order until this section is complete. Do not miss out any phrases. Remember, though some phrases may sound a little bizarre, they have been scientifically structured and specifically designed to teach the fingers of both hands to work symmetrically and simultaneously.

Below is the standard KAZ interface you will see throughout the entire course. At the bottom is the keyboard (or key guide) which demonstrates the correct fingers to use for each letter and above it sit two screens. The right demo screen displays the text you need to type and the left screen displays what you type in.

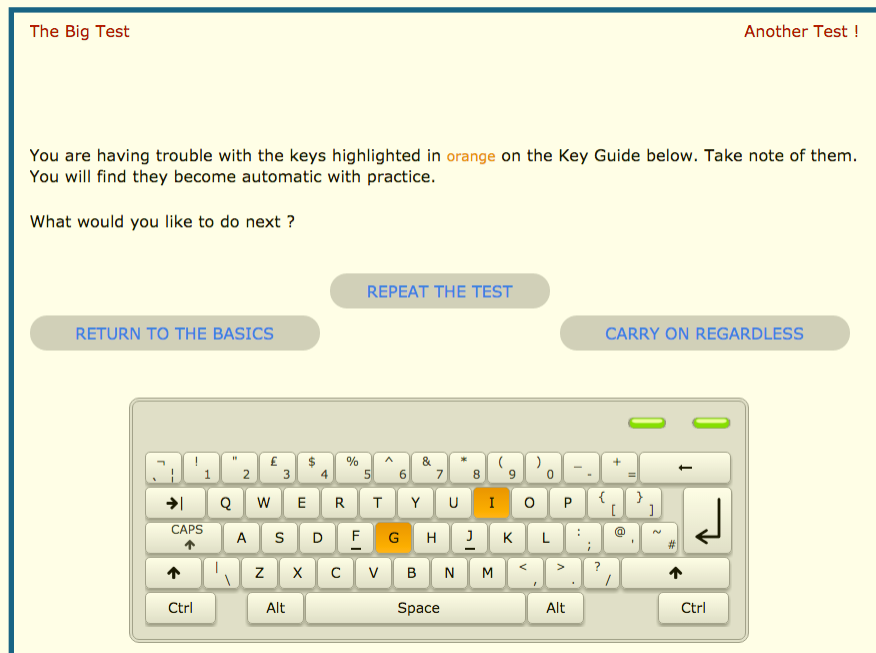


If at any time you forget which finger to use for a key, place your cursor anywhere on the keyboard (on the screen) and click with your left mouse button and the 'Keyguide' sign will appear. Then, on **YOUR** keyboard, press the key you are unsure about and you will be shown which finger to use. To exit the Keyguide, simply put your cursor anywhere on the screen and left click your mouse and you will return to where you were in the course.

Remember, you can switch from 'Audio' to 'Text only' by simply clicking the 'SOUND ON/OFF' button.



At end of 'The Basics' you will be presented with a simple test but don't worry, this is just intended to show you the progress you have made and prove that you really can now touch type the five phrases you have learnt.



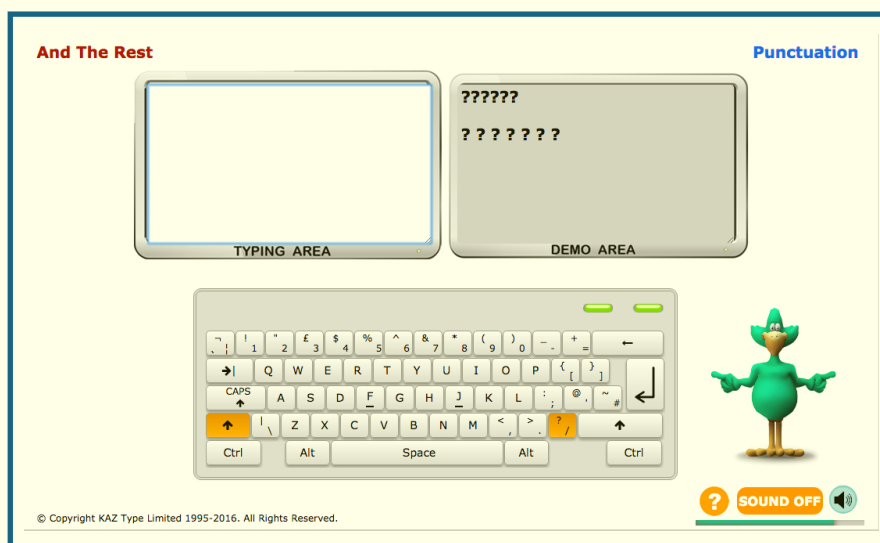
If however, you do make mistakes, the characters you are having problems with will be highlighted to you in orange and you will be given the option to repeat the test and practise the keys again.

c. Just do it - reinforces what you have just learned and builds upon that foundation, introducing you to new words, whilst improving and honing **your** newly found skill.

At the end of this section, you will be presented with another test which will prove that you can now touch type anything, **not** just the five phrases.

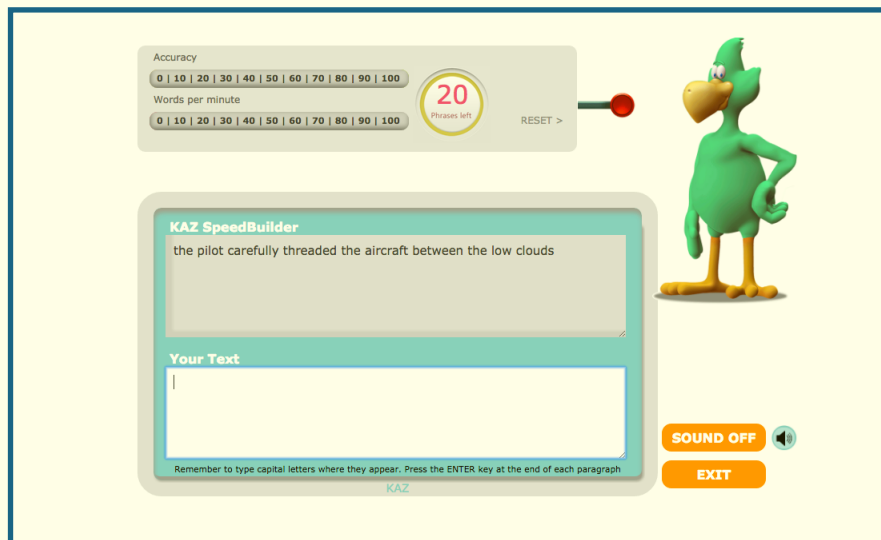


d. **And the rest** - is where you complete the keyboard - learning the punctuation keys.



e. Finally, **SpeedBuilder** - is designed for frequent use throughout the day. It helps improve your typing speed, your accuracy and develops your typing rhythm.

You will be given the option of practising either short phrases or paragraphs and the choice of using just the A-Z keys or the whole



keyboard including punctuation. Once started, 20 phrases will consecutively appear on the top screen and what you type will appear on the bottom. The scale at the top will display your accuracy and words per minute. Should you wish to reset the counter at any time, you just need to press 'Reset'.

Once you have typed 20 phrases your score will be logged into 'History' and you will be able to monitor your progress as you continue to practise.



The key is to just get going! Once you start using KAZ you will realise just how simple and easy it really is.

We are so confident in the benefits of our Typing Tutor, that we are certain when you see the results and progress of your family members, you will be too.

... and it's as simple as that!



TEACHING THE WORLD TO TYPE