



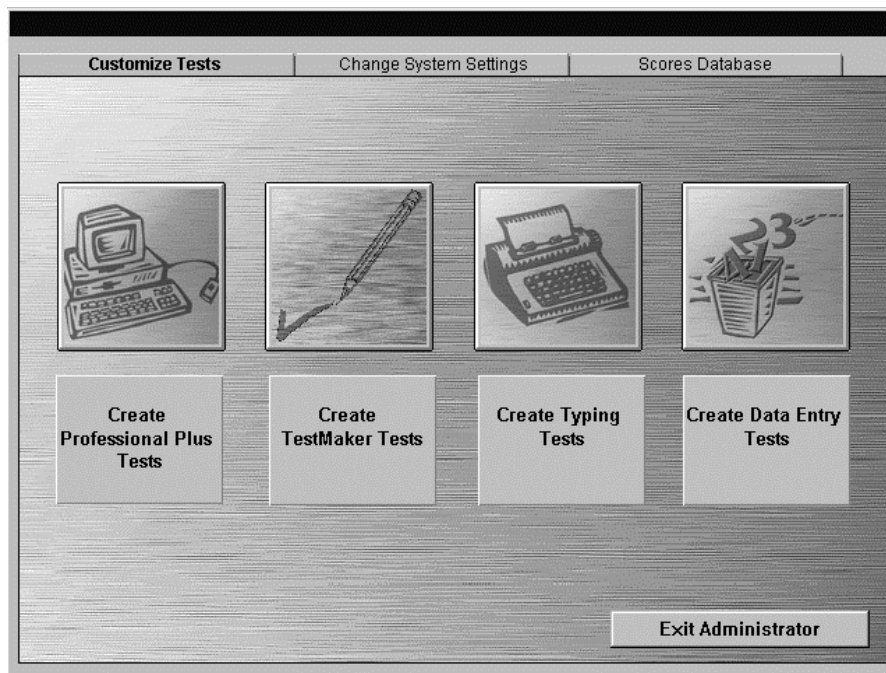
The SkillCheck Professional Typing TestMaker

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The SkillCheck Professional Typing TestMaker

The *SkillCheck Professional Typing TestMaker* allows you to customize the *SkillCheck Professional* standard Typing Test or create your own customized typing test based on your own texts. Tests can either be typed directly into the *Typing TestMaker* or imported from a text file. When you create and save a typing test, following the instructions below, the new test is listed as available in the *SkillCheck Professional TestCenter*. In the *TestCenter* it can be selected and given to an examinee alone or in series with any other tests installed on your SkillCheck testing system. (See the *TestCenter* documentation for complete instructions.)

To open the *Typing TestMaker*, first start the *SkillCheck Professional Test Administrator*. (See the *Test Administrator* documentation for instructions on opening the program.) The *Test Administrator* screen shown below appears. Then click the **Create Typing Tests** button to start the *Typing TestMaker*.



"Test Administrator" Screen with "Customize Tests" Tab Selected

Creating a New Test

To create a new typing test, follow the instructions below.

Step 1	<ul style="list-style-type: none"> From the File menu, select New or Hold Control and press N. 	The Test Settings dialog box (pictured below) appears. (Note: To open an existing typing test, see page 4.)
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“Test Settings” Dialog Box

Step 2	Specify settings for the new test.	See the table below. (Once a test is open, you can alter these settings by selecting Change Test Settings from the Test menu.)
Step 3	When all test settings are entered, click OK .	A dialog box appears with the name of the test and the message: “Text for typing test.”

Test Setting	This Option Specifies
Name of Test	The name that will appear in the <i>TestCenter</i> when you have finished creating the test. (This name may be different from the file name you specify when you save the test.)
Error Multiplier	The multiplication factor used to calculate net typing speed. (See the <i>Typing Test</i> documentation for more information on the error multiplier.)
Test Duration	The number of minutes a typing test will last.
Show Timer	Whether a timer will appear at the top of the screen during a typing test.
Double-spaced Text	Whether the test will appear on the screen with double spacing. (If this option is not selected, the test will appear single-spaced on the screen.)
Password	Whether the test will be protected by a password. (If you choose this option, when the test is selected in <i>Typing TestMaker</i> , a password dialog box will appear. To open the test, the correct password must be entered. The password is unnecessary for administering the test through the <i>TestCenter</i> .) If you enable this option by checking the Password box, enter a password for the test.

Entering Text for a New Typing Test

- Enter the text that will be used for the typing test in the field labeled **Text for Typing Test**.

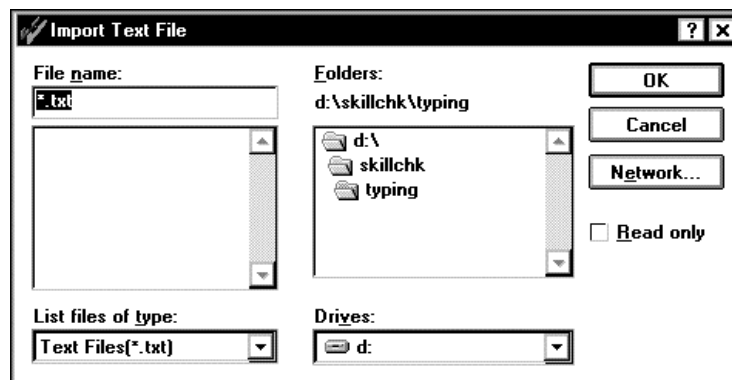
or

- Import an existing text file to be used as text for the new typing test. To do this, select **Import Text File** from the **File** menu.

Use the **Import Text File** dialog box to search for and select the text file to be imported into *Typing TestMaker*. Click **OK** when you have highlighted the text file to be imported.

The **Import Text File** dialog box (pictured below) appears.

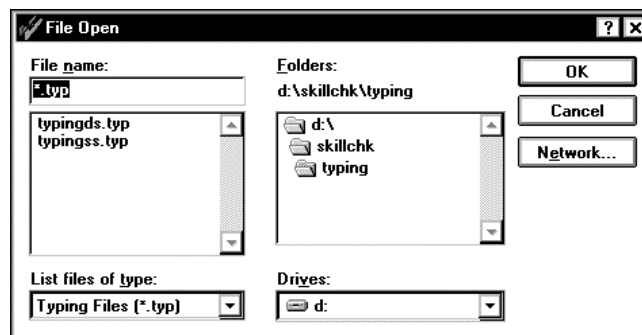
The text appears in the field labeled **Text for Typing Test**.



“Import Text File” Dialog Box

To edit text that has been entered or imported, see page 5.

Opening an Existing Typing Test



“File Open” Dialog Box

In addition to creating new typing tests, you can also open and edit existing tests. This function allows you to change the text used in an existing typing test, change the test duration, change how the test is scored, or choose other options. To open a test, follow these instructions:

Step 1	From the File menu, select Open .	The File Open dialog box (pictured above) appears. The names of all previously created tests will appear in the list labeled File Name .
Step 2	Double-click the file name of the test you would like to open.	The selected test appears on the screen. If the test to be opened is password-protected, a dialog box appears asking you to enter the password. (See the illustration below.)



“File Open Password” Dialog Box




Step 3	If a password is required, type in the password and press Enter .	If the password is entered correctly, the selected test will open. (For more information on password-protected tests, see the Installing/Uninstalling documentation.)
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Once the test is open, you can change test settings (such as whether the detailed text will print in the report or whether the text appears double-spaced) by selecting **Change Test Settings** from the **Test** menu. Other options for editing follow.

Editing a Typing Test

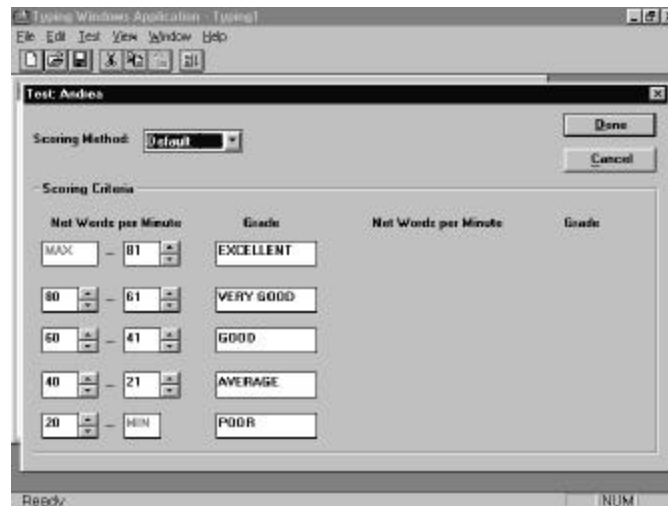
After typing or importing a text file, you should carefully review and edit the text to make sure it is error-free. In addition, your document should be long enough so that a fast typist is unlikely to finish typing the entire document before the specified test duration. **Note:** The document should have at least 120 words for each minute of the test. (For example, a five-minute test the document should have 600 or more words.)

The following options are available when editing text in the *Typing TestMaker*:

Option	Menu, Keyboard, and Toolbar Command
Cut highlighted text. (The selected text is saved on the clipboard.)	<ul style="list-style-type: none">• Select Cut from the Edit menu or <ul style="list-style-type: none">• Hold Control and press X or <ul style="list-style-type: none">• Click .
Delete highlighted text without saving the text to the clipboard.	Press Delete .
Copy highlighted text. (The selected text is saved on the clipboard and can be pasted elsewhere in the document.)	<ul style="list-style-type: none">• Select Copy from the Edit menu or <ul style="list-style-type: none">• Hold Control and press C or <ul style="list-style-type: none">• Click .
Paste previously cut or copied text from the clipboard.	Place your cursor where you would like to paste the text and then <ul style="list-style-type: none">• Select Paste from the Edit menu or <ul style="list-style-type: none">• Hold Control and press V or <ul style="list-style-type: none">• Click .

Scoring a Typing Test

Step 1	When you have edited the typing test, select Test Scoring from the Test menu. The Scoring Method dialog box lets you specify categories for different typing speeds.	The Scoring Method dialog box (shown below) appears.
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“Scoring Method” Dialog Box

Step 2	<p>To change the scores, click the arrow next to Scoring Method and select a scoring method from the menu that appears. (The available options include Default, None, or Custom.)</p> <p>If you choose Custom, designate the desired number of scoring criteria (up to 10) in the field labeled Custom Number of Criteria.</p>	<p>The appropriate scoring breakdown appears next to Scoring Method. If you choose None, the test will be scored numerically, with no additional scoring criteria. If you choose Custom, a field labeled Custom Number of Criteria appears.</p> <p>The appropriate scoring breakdown appears in the Scoring Criteria dialog box.</p>
Step 3	To change the numbers in any of the Net Words per Minute settings, click the up/down arrows next to the number boxes.	<p>Note: When you change one setting, other Net Words per Minute settings will change, depending on what values are being increased or decreased. For example, if you changed the 81 in the Excellent category in the sample shown above to 71, the first value in the Very Good category would automatically change to 70.</p>
Step 4	To change the name of each scoring category, double-click on the existing Grade setting and enter a new name.	<p>Example: You could double-click Excellent in the illustration above and type “SUPERB” to change the name of this scoring category to Superb.</p>
Step 5	When you are finished, click Done .	The Text for Typing Test dialog box appears.

Previewing a Typing Test

The SkillCheck *Typing TestMaker* gives you the option to preview the new test. The preview operates in an identical fashion to the actual typing test.

<p>To preview the test,</p> <ul style="list-style-type: none">Click the preview button . <p>or</p> <ul style="list-style-type: none">Select Run Test from the Test menu.	<p>The <i>Typing Test Warm-Up Instructions</i> screen appears.</p> <p>(Note: See the <i>Typing Test</i> documentation for more details on running a complete typing test.)</p>
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Printing a Typing Test

When you have finished creating and reviewing a new typing test, the next step is to print the test. This will create the hard copy of the text that an examinee will type from when taking the test. The test name and typing instructions will appear at the top of the document. To print the test text:

<p>From the File menu, select Print Test. (Make sure your printer is turned on, is on-line, and has paper before you select Print Test.)</p>	<p>The test document prints.</p>
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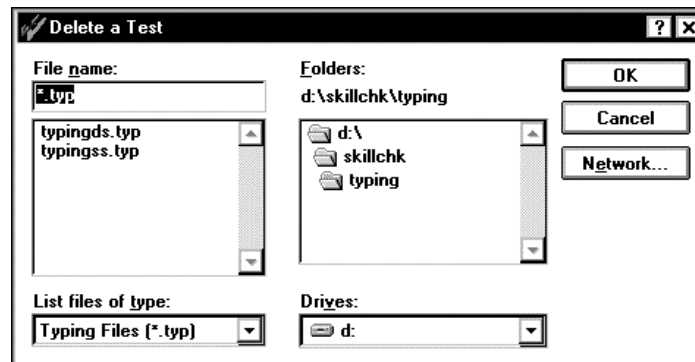
Saving a Typing Test

When you have finished creating a new typing test, save it following the instructions below. Each test you create must be saved under a unique file name. (**Note:** The name you give the test file will be different from the “Name of Test” specified in Step 2 on page 2. It is recommended that you save the test under an easily recognizable name. For example, a typing test that was named “Stan 2 could be saved as STANDARD.TYP.)

Step 1	<p>To save a test,</p> <ul style="list-style-type: none"> From the File menu, select Save <p>or</p> <ul style="list-style-type: none"> Hold Control and press S To save an existing test under a new name, select Save As from the File menu. Enter a name for the test. The name can be up to eight characters long (letters and numerals only). Note: Typing TestMaker will automatically add a .TYP file extension. 	<ul style="list-style-type: none"> If the test has not been saved before, the File Save As dialog box appears. If the file has been saved before, selecting Save from the File menu simply saves the latest version of the test. <p>The File Save As dialog box appears.</p> <p>Important Note: Do not use any file extension other than .TYP when naming a file. Examples of Correct Names: TYPING1.TYP, 1997TYPE.TYP, or LEGAL.TYP.</p> <p>While you can change the directory where the file is stored, it is highly recommended that you only save test files in the default SKILLCHK/TYPING directory, where the <i>Typing TestMaker</i> is stored.</p>
Step 2	Click the OK button.	The test is saved under the specified name.
Step 3	<ul style="list-style-type: none"> To close the test on the screen but keep the <i>Typing TestMaker</i> running, select Close from the File menu. To exit the <i>Typing TestMaker</i>, select Exit from the File menu. 	<ul style="list-style-type: none"> The test is cleared from the screen. (The <i>Typing TestMaker</i> continues to run.) The <i>Typing TestMaker</i> closes, and the <i>Test Administrator</i> screen reappears.

Deleting an Existing Typing Test

To delete an existing test, follow the instructions below. **Warning:** Deleted tests cannot be retrieved.



“Delete a Test” Dialog Box

Step 1	From the File menu, select Delete Test .	The Delete a Test dialog box (shown above) appears. All available tests are listed in the dialog box.
Step 2	Double-click the file name of the test to be deleted.	A message appears asking you to confirm that you want to delete the test.
Step 3	<ul style="list-style-type: none">To delete the test, click Yes.If you decide not to delete the test, click No.	<ul style="list-style-type: none">The selected test is deleted. The test file is erased from disk and the test name will no longer appear in the <i>TestCenter</i>.The test is not deleted.