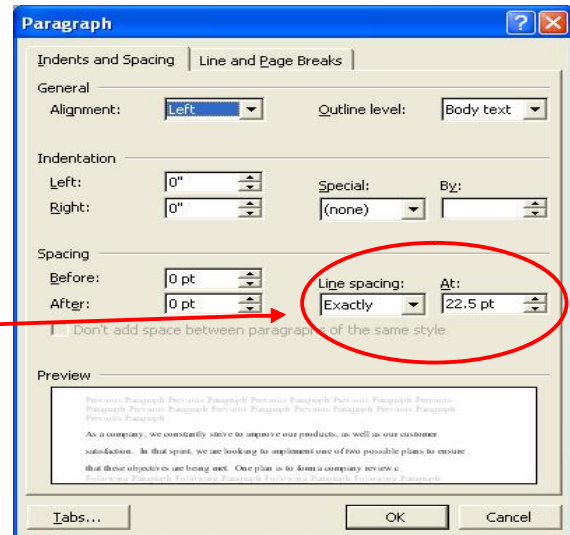




TechTip #15 - Creating a “single space after full stop” typing test (PC/ Network Users)

Here is the step-by-step procedure to create a “single space after full stop” typing test.

1. Start Microsoft Word on any PC.
2. Type the text you want to have in the new test. Be careful to use only “words commonly used in everyday business practice”. See AS2708-2001 (Standards Australia) for more information.
3. Take care to **not** use any formatting - no indents; no paragraphing; no italics or bold text and be sure to only leave **one space after all full stops** in your document.
4. You should use Courier New 12.5 pitch typeface, or alternatively, Times Roman 12 pitch. Set line spacing at “exactly 22.5 pt”.
5. You need to type at least two full pages of text for a standard five minute test.
6. After completing the text, spell check it and make sure you have only one space after every full stop.
7. Press the **F12** key or **FILE-SAVE AS** and save your text as a “text only” file with a “TXT” file extension to a floppy disk or USB Flash drive as well as in your Word documents folder. You will need to be able to take the file to your PC where SkillCheck is installed - floppy disk or USB Flash Drives are easy ways to “transport” the file.
8. Open the SkillCheck TestCentre. Go to **ADVANCED ADMINISTRATION** from the **FILE** menu.
9. Open the “Create Typing TestMaker” Utility.
10. Click on the **NEW** icon on the icon bar.
11. Give your new test a name - **Typing - Custom** or **Typing - One Space** might be suitable.
12. Click on **FILE - IMPORT TEXT FILE** and then browse to your file you saved in step #7 above.
13. Click on the **SAVE** icon. Give your test a name - **SingleSp** is a good name and just the right length - 8 characters! Use the default **TYP** file extension and save the file in the folder **C:\PROGRAM FILE\SKILLCHECK\TYPING**
14. Close the Typing TestMaker Utility and Exit Administrator. Your new test will appear on the “Available Tests” menu in the name you gave it in step #11 above.



You will also find this information in your User’s Guide Section #6.

After you have created your new test in SkillCheck, you may want to go back to Word, re-open the file and add a heading (instructions) similar to the SkillCheck default test, and save it as a Word document. You can then print it for use by candidates.