

## 4 tips to type Vietnamese fast

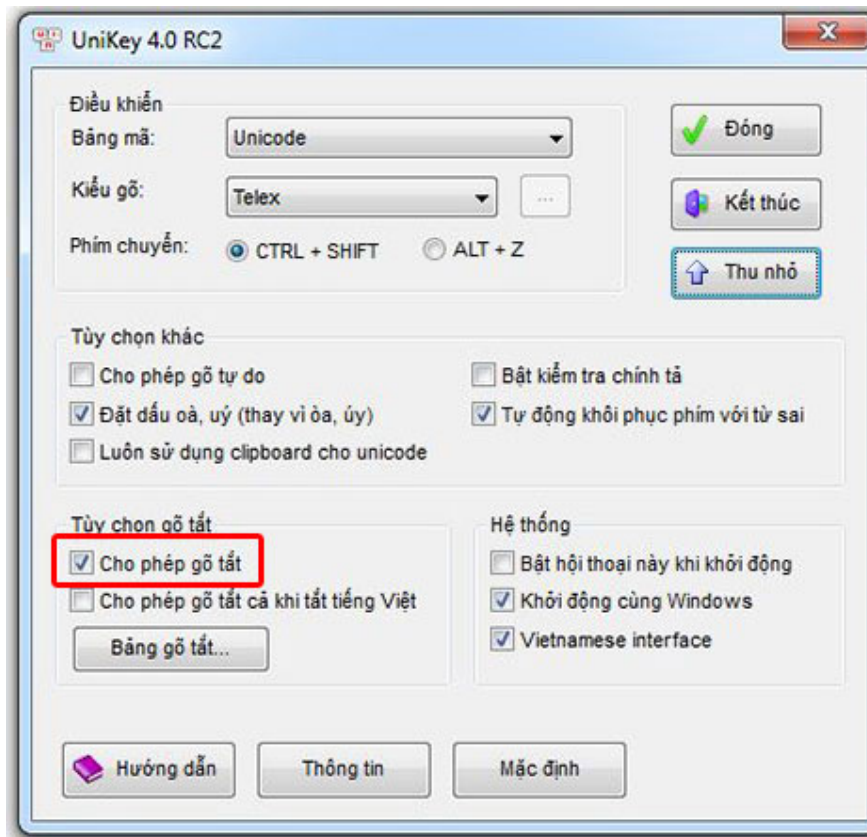
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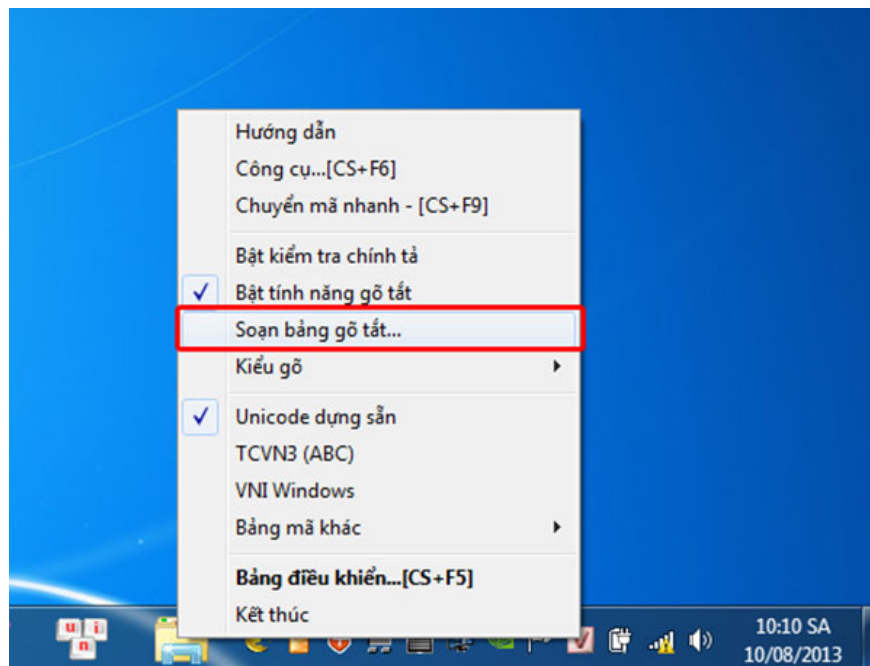
### 1. Use Unikey's shortcut feature

**Unikey** is one of the most popular Vietnamese Unicode typing programs in Vietnam. This free software allows Vietnamese Unicode typing in Word, Excel and many other programs on all Windows operating systems. However, there are still many office computer users who know the useful shortcut feature of this free program.

First you need to enable the shortcut feature by opening the Unikey program, selecting the **Extension** tab . Then tick **Allow to type off** in the **Options to type shortcut**. When done, press Close to save the program.

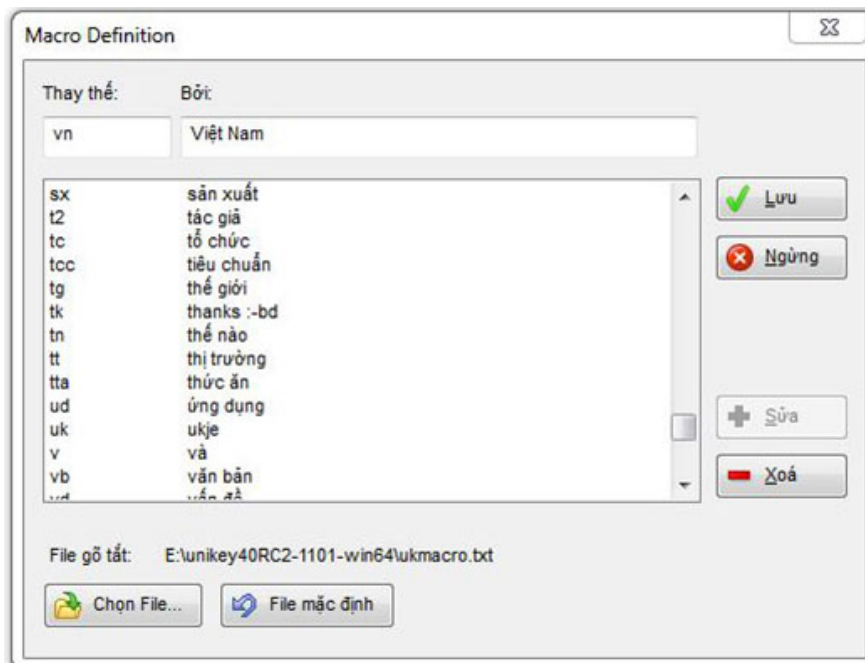


Next, you start assigning the word shortcut by right-clicking on **the V symbol** and selecting **Compose Shortcut Table**.



In the **Macro Definition** dialog box , enter the keyword you want to assign to the **Replace** box, from the shortcut to the **By** box . For example, here you want to type "**Vietnam**" off by typing "**vn**" then you need to enter the word "**vn**" in the **Replace** and "**Vietnam**" box in the **By** box. Once done, press **Save** to Unikey to make a shortcut.

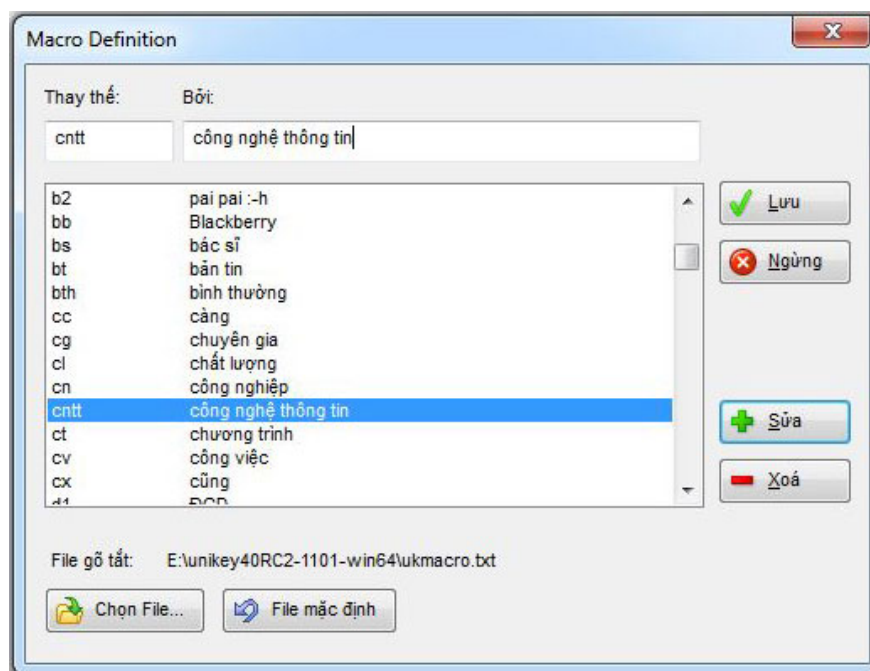
**Note:** *Shortcut typing only contains unsigned letters or numbers. Shortcut sequences are case sensitive.*



Simple to use but to achieve "*super speed*" , you need to remember a large number of acronyms. However, this is not too difficult to do, readers only need to note the following points:

1. **Note first that you should assign shortcuts for common words** in Vietnamese like "*but, those, many .*" and commonly used phrases for work like "*today, content, activity, development, production plan...*".
2. **Secondly, you should put the shortcut words under 3 characters** and need to put these shortcut words in the same way as the "*old days*" when you do the practice of copying the lesson. Example assign "*hn*" to "*Hanoi*", "*vn*" for "*Vietnam*", "*cv*" for "*jobs*", "*pt*" for "*development*", "*ns*" for "*productivity*", "*nd*" for "*content*".
3. **Another note is that if you want to pause typing** without having to exit Unikey, type **Pause / Break** . In case you want to type 1 blank after the shortcut type "**vn**" but don't want "**vn**" to be changed to "**Vietnam**" , you can **hold down the SHIFT key before typing Space (space key)**.

To edit the shortcut words, you also open the **Create keyboard shortcut** menu , select the word to edit, in the replacement box enter new keywords, then press **Edit** , end you also select **Save** to close the dialog box.



And to delete a shortcut, you do the same as when editing: Select the word you want to remove then click **Delete**, click **Save** to Unikey to execute the command.

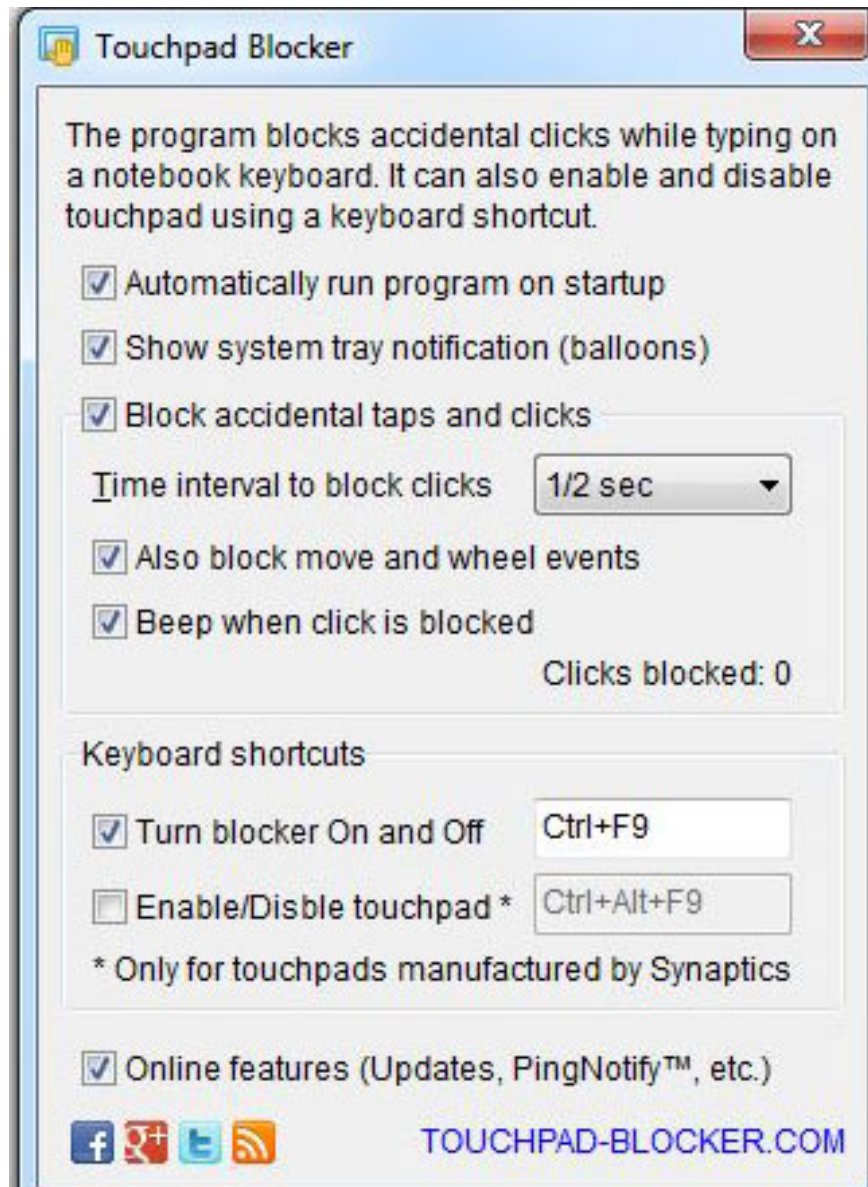
## 2. Disable the touchpad on the laptop

The touchpad (touchpad) on the laptop sometimes makes the user feel annoyed because just a slight touch is the cursor moved, causing the characters to be typed to change the appearance, the editing The text will last with manipulations to correct the typed words.



Some laptops have a switch (or use a function key) on / off for the touchpad, by pressing the **Fn and F7 keys** simultaneously . Users should read the user guide carefully to find shortcuts specific to each type of laptop.

In addition to disabling the **touchpad**, the **touchpad Blocker** can be used. This is a powerful tool when it comes to automating the automatic mechanism to enable and disable Toudpad. Special tools are provided completely free to users.



After installing and starting, the Touchpad Blocker interface appears quite simple. There are 4 pre-marked options, **Automatically run program on startup** (automatically activate the Touchpad Blocker program when Windows starts). **Accidental block taps and clicks** (Toudpad lock when detecting fast continuous typing speed in a certain period, in milliseconds - milliseconds. The default is 300 miliseconds). Setup is complete, press **the X (Close) button** to close the program window.

### 3. Always keep the keyboard clean

The keyboard is a place of daily contact and is very susceptible to fouling due to the environment or eating habits of users. The substance clings to the surface of the key or enters the slot between the keys, causing the keyboard to be pinched or even damaging the device.

Computer keyboards are also often subject to dust and fingerprints because this is one of the devices that most office users touch in everyday life. This is also one of the main reasons for the reduction of typing speed or even the device that mistakenly recognizes characters.



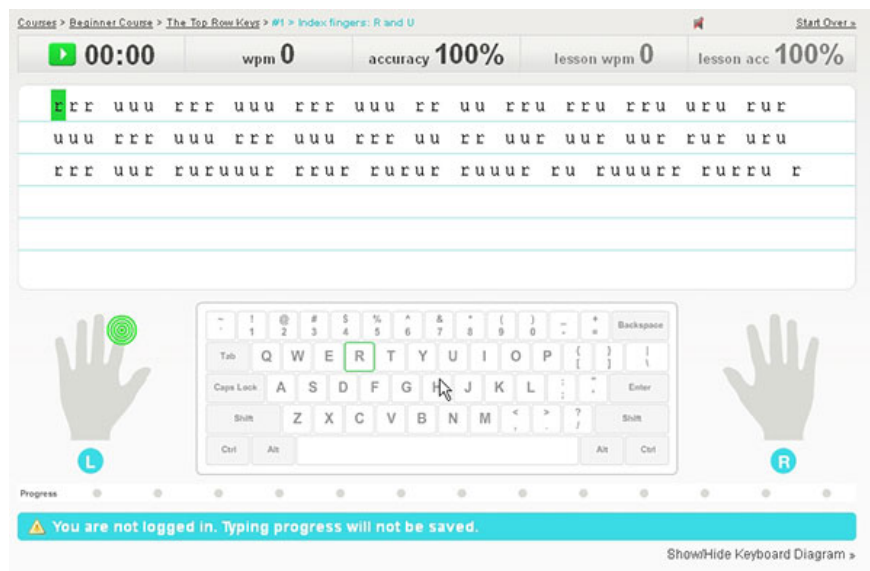
Regular keyboard cleaning will help improve usage efficiency.

To clean the computer keyboard, the simplest and fastest way to do this is to flip the device upside down and shake the dust off. You can also use a broom (usually with a laptop cleaner) to clean the keyboard, then take a cotton swab or cotton ball, alcohol-soaked soft cloth 90, and wipe it on the keyboard surface and between the crevices, Alcohol is a very effective cleaning agent.

With small slots with dust ingress that cannot be scanned with a broom, you can use a small toothbrush to pick up those stubborn dust before wiping with alcohol or towel.

## 4. Practice practicing typing online text

There are quite a number of websites that help computer users to practice and **master the** skills of "10-finger" typing , one of which is **Typingweb** . This is a free typing tutorial website with a nice and professional interface. Website will train learners 5 most important factors in typing techniques including keyboard memory, attention, typing speed, flexibility when handling text and repair skills error when typing incorrectly.



Typingweb helps users practice and evaluate their typing ability.

Through each lesson, the statistics will be displayed on the top of the website. Therefore the user will know how long he has typed for the speed and accuracy. The website also draws you charts and graphs so you can evaluate your skills in the most intuitive way.

However, you need to register for a free account at the website to limit the lessons and exercises. During the typing process, you pay attention to the picture of two hands on both sides of the keyboard to monitor how to place your fingers as well as to type correctly. Keys that are pink are the keys you type or are wrong.

See more:

1. Practice typing 10 fingers, typing fast with Mario Teaches Typing game
2. How to check typing speed, typing 10 fingers
- 3.

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