

DRAFT - NOT FOR DISTRIBUTION

Ngbaka Keyboard User Guide for use with Keyman Desktop 10.0

Introduction

This keyboard is designed for use with desktop computers using macOS or Windows 7 to 10. It is not designed for Linux systems or for tablets and smartphones. We hope it enables you to type easily in your language.

Requirements

You should first have installed Keyman Desktop 10.0. You can download it for free from this website:

Keyman for macOS [Keyman for macOS](#)

Keyman Desktop [Keyman for Windows](#)

Make a note of where you save the download file on your computer.

You should also have installed at least one Unicode font on your computer. The installation package also adds fonts in case you cannot find suitable fonts.

How To - Install Keyman for Windows

Keyman Desktop 10 installs in just three steps.

1. Find the installation file you downloaded and open it to get this (varies according to which Windows version you have):



2. Another box will appear:



3. Finally you can choose to start Keyman right away, or change the settings (configuration).



How To - Install Keyman for macOS

Keyman for macOS is available for download as a standard Mac disk image (.dmg) file. It should be installed according to the following instructions.

- Double click the DMG file and drag and drop the Keyman app into the 'Input Methods' folder.
- Go to "System Preferences", then "Keyboard" and select the "Input Sources" tab. Or, click on the input menu (usually a country flag or language icon) that appears on the right hand side of the menu bar, then select "Open Keyboard Preferences". (This step may differ slightly depending on the OS version.)
- Click on "+", then find Keyman under Multi-Language and double click that entry to add as an input method.

- Click the input menu and switch to Keyman. Click the input menu again to see the installed keyboards in Keyman:Keyboards menu. You may also switch to another keyboard from this menu.
- Now you can start typing with the selected keyboard in any text editor or application that uses standard OS X input methods.

Install the Ngbaka keyboard - Windows

1. The Keyman Desktop installation program put an icon like this on your desktop



Click on this button to start Keyman Desktop 10.0.

2. When the program has started click on **Configuration**.
3. Click on **Install keyboard**.
4. Find the **ngbaka.kmp** file where you saved it. Click on the file, then on **Open**.
5. Click on **Install**.
6. When it asks you, allow the Keyman program to make changes to your computer.
7. Click **OK** and you have installed your keyboard.

Install the Ngbaka keyboard - macOS

How To - Download and Install a Keyman Keyboard

You must have a Keyman keyboard installed to type with Keyman for macOS in your language.

Downloading & Installing a Keyman Keyboard within Keyman for macOS

Here's how to download and install a Keyman keyboard within Keyman for macOS:






1. Choose Keyman from the Input menu in the menu bar.
 2. Open Keyman Configuration, from the Configuration link under Keyman in the Input menu.
- Note: If you just installed Keyman and the Configuration menu is not available, please restart the computer.



3. Select the Keyboard Layouts tab.
4. Click Download keyboard....
5. From the dropdown boxes, find a language associated with your keyboard and click Search.
6. Click Install Keyboard for the keyboard you want to install.

Tip

The icons to the right of each keyboard name show valuable information about what the keyboard includes:

-  – means that the keyboard is a Unicode keyboard.
-  – means the keyboard has a virtual On Screen Keyboard.
-  – means the keyboard contains help documentation.
-  – means the keyboard comes with fonts.
-  – means the keyboard has introductory help.

Note

If the keyboard you want doesn't have an Install Keyboard button, then the keyboard has been made available from a third-party site. You can download the keyboard by following the links provided. If the keyboard doesn't install automatically, follow the instructions below to [install a keyboard from your computer](#).

7. Click Done. The keyboard will be installed automatically and you will see a Keyboard/Package Info window.

Tip

The Keyboard/Package Info window includes some helpful information about the keyboard you have installed. In addition to the name and version of the keyboard, the dialog may also show:

- Fonts installed with the keyboard.
- Author name and contact information.
- Specific help and readme information (under the readme tab).
- Other details.

Note

Keyman keyboards are installed for the current user only. You can find the installed keyboards in 'Documents/Keyman-Keyboards' folder; however, you should not delete or modify this folder or its contents.

8. To enable/disable a keyboard; click on the check box next to the keyboard.
9. You can now select a Keyman keyboard from the Keyboards menu under Keyman in the Input menu.

Note

Only enabled keyboards will be displayed in the Keyboards menu under Keyman in the Input menu.

Installing a Keyman Keyboard from a Folder on Your Computer

There are two ways to install a keyboard from your computer. The easiest way (on macOS 10.8 and later) is simply to find the keyboard package (.KMP file) on your computer using Finder and double-click. When prompted whether or not to install the package, click Yes. (If you don't see the dialog box, it might be hiding behind your Finder window.)

The other way is to drag and drop a keyboard package file onto the Keyman Configuration window.

Here's how:

1. Choose Keyman from the Input menu in the menu bar.
2. Open Keyman Configuration, from the Configuration link under Keyman in the Input menu.



3. Select the Keyboard Layouts tab.
4. Find the keyboard package on your computer. Keyman keyboard packages have a file name that ends with .KMP.
5. Drag and drop the keyboard package file in the installed keyboards list in Keyman Configuration window.

Note

You can drag and drop multiple keyboard packages at once.

Note

Keyman keyboards are installed for the current user only. You can find the installed keyboards in 'Documents/Keyman-Keyboards' folder; however, you should not delete or modify this folder or its contents.

6. To enable/disable a keyboard; click on the check box next to the keyboard.
7. You can now select a Keyman keyboard from the Keyboards menu under Keyman in the Input menu.

Note

Only enabled keyboards will be displayed in the Keyboards menu under Keyman in the Input menu.

Package details

remember to add fonts - at least Charis SIL Compact and Andika Compact

LATER

Hotkeys

Splash screen + option to turn it off

upload package to Keyman Repository?

updates policy

Using the Ngbaka keyboard - Windows

1. The installation program put an icon like this on your desktop:

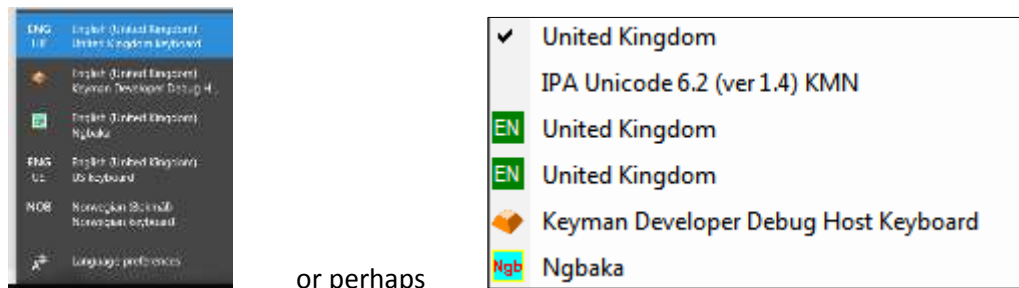


Click on this button to start Keyman Desktop 10.0. You will not see anything on the screen, but the program is now waiting for you to choose the keyboard. Click on this button to start Keyman Desktop 10.0. You will not see anything on the screen, but the program is now waiting for you to choose the Ngbaka keyboard. This is what to do:

2. Click on the Taskbar at the bottom of your screen where you see either a picture of a very small keyboard or a small white triangle. Next to the keyboard you will see something like ENG UK, or perhaps ENG US.



- a. If you click on the ENG UK or equivalent, you will see a list like this:



Click on Ngbaka and your computer will use the special keyboard.

3. To use the special keys please refer to the charts at the end of this guide. The charts show you what will happen when you use different keys:





How to add accents

How to type characters such as ε ɔ ç Ç « and »

Appendix

Keystroke Chart for Ngbaka Keyboard v.2.4

Single diacritics, lower case letters

Key	Key	Output
a		a
e		e
[[ε
i		i
o		o
]]	ɔ
u		u
a	`	à
e	`	è
[	è
i		ì
o	`	ò
]		ò
u		ù

Key	Key	Key	Output
a		/	á
e		/	é
[[/	é
i		/	í
o		/	ó
]]	/	ó
u		/	ú
a		~	ã
[[~	ẽ
i		~	ĩ
]]	~	õ
u		~	ũ

Two diacritics, lower case letters

Key	Key	Key	Key	Output
a		~	`	ã
[[~	`	ẽ
i		~	`	ĩ
]]	~	`	õ
u		~	`	ũ

Other characters

Key	Key	Output
c	`	ç
C	`	Ç
<	<	«
>	>	»

Single diacritics, upper case letters

Key	Key	Key	Output
A			À
E			È
{	{		Ê
I			Î
O			Ô
}	}		Ö
U			Ù
A		`	Á
E		`	É
{	{	`	É
I		`	Í
O		`	Ó
}	}	`	Ó
U		`	Ú

Key	Key	Key	Output
A		/	Á
E		/	É
{	{	/	É
I		/	Í
O		/	Ó
}	}	/	Ó
U		/	Ú
A		~	Ã
{	{	~	Ê
I		~	Ï
}	}	~	Ö
U		~	Û

Two diacritics, upper case letters

Key	Key	Key	Key	Output
A		~	`	Ä
{	{	~	`	Ë
I		~	`	Ï
}	}	~	`	Ö
U		~	`	Ü

Note: You may need to increase line spacing to show stacked diacritics above capital letters.