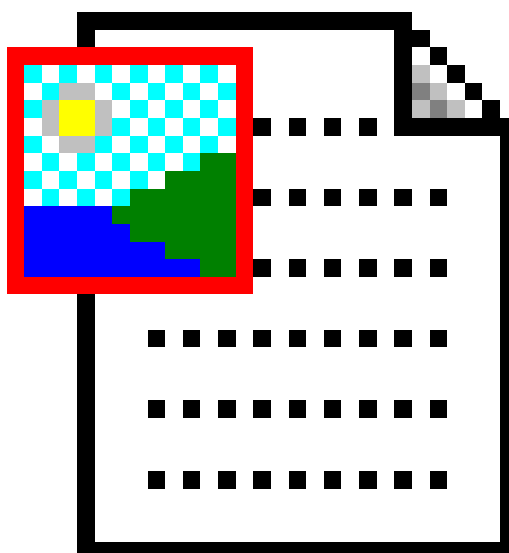


Symbol for Windows

Document Maker

(Version 3.1)



Contents

1. The Document Maker main screen.....	6
1.1 Caption, menu and pop-up menus	6
1.2 Toolbar	7
1.3 Command bar	7
1.4 Vocabulary	7
1.4.1 <i>Open, close and show/hide the Vocabulary</i>	8
1.4.2 <i>Create or change a Vocabulary</i>	8
1.4.3 <i>Show/hide symbol names in the Vocabulary and choose font</i>	9
1.4.4 <i>Browse files (images or sounds) using the Vocabulary window</i>	9
1.4.5 <i>Moving, docking and resizing the Vocabulary</i>	10
1.4.6 <i>Browsing the Vocabulary</i>	10
1.5 The document	11
1.5.1 <i>Zoom in or out</i>	11
1.5.2 <i>Show/hide markers</i>	11
2. Page settings.....	13
2.1 Margins	13
2.2 Paper format	14
2.3 Layout	14
2.4 Separator between symbol text and extra text	14
2.5 Symbols and symbol labels	15
3. How to adjust the program to a symbol user.....	16
3.1 Insert a User Vocabulary	16
3.2 Input: default, scanning or joystick	16
3.3 Use Bliss images on the Command bar buttons	16
3.4 Use fewer and different commands in the Command bar	16
3.4.1 <i>Presets</i>	17
3.4.2 <i>Backspace (delete previous), space, new line</i>	17
3.4.3 <i>Special commands</i>	17
3.4.4 <i>Talk commands</i>	17
3.4.5 <i>Indicators</i>	18
3.4.6 <i>Full screen</i>	18
3.4.7 <i>Cursor movement</i>	18
3.4.8 <i>Block commands</i>	18
3.4.9 <i>Print commands (submenu)</i>	19
3.4.10 <i>Disk commands</i>	19
3.4.11 <i>Quit commands (submenu)</i>	19
3.5 Use fluent text output (FlexLex)	19
3.6 Save and load settings for a user	19
3.6.1 <i>Save settings</i>	19
3.6.2 <i>Load settings</i>	20
3.6.3 <i>Delete settings</i>	20
4. Scan options.....	21
4.1 Switch connection types	21
4.1.1 <i>Switches on printer port</i>	21
4.1.2 <i>Joystick buttons</i>	21
4.1.3 <i>Switches on serial port</i>	21
4.1.4 <i>Keys (keyboard)</i>	21
4.1.5 <i>Mouse buttons</i>	21
4.2 Switch number and function (scan technique)	22
4.2.1 <i>Option: balanced input</i>	22
4.3 Cursor movement (scan strategy)	22
4.4 Default action after selection	23
4.5 Timer settings	23
5. Creating documents (mouse and keyboard input).....	25

5.1 Placing symbols by typing	25
5.2 Placing symbols: Select symbol dialog	25
5.2.1 <i>Select symbol dialog</i>	25
5.2.2 <i>Placing symbols</i>	26
5.3 Placing symbols: Vocabulary	26
5.3.1 <i>Finding symbols in a Vocabulary</i>	27
5.3.2 <i>Zoom in on a symbol</i>	27
5.4 How to import pictures	28
5.5 Drawing options per symbol or image	28
5.6 Placing text between the symbols	29
5.7 Other elements in the symbol text	29
5.8 Editing labels	29
5.9 Deleting symbol text	30
5.10 Moving symbol text	30
5.11 Copying symbol text	30
5.12 Extra (alphabetic) text	31
5.12.1 <i>Switch Auto Text on/off</i>	31
5.12.2 <i>Insert, edit or delete alphabetic text</i>	31
5.12.3 <i>Group text</i>	31
5.13 Managing files	32
5.13.1 <i>Create a new document</i>	32
5.13.2 <i>Open a previously saved document</i>	32
5.13.3 <i>Save a document</i>	32
5.13.4 <i>Using Document Maker files on other computers</i>	32
5.14 Printing a document	33
6. Creating documents (switch access).....	34
6.1 Move the cursor in the document	34
6.2 Show/Hide the Vocabulary	34
6.3 Write and edit symbol text	34
6.3.1 <i>Find and place symbols</i>	34
6.3.2 <i>Insert a space</i>	35
6.3.3 <i>Insert a line end or a page break</i>	35
6.3.4 <i>Delete symbol text</i>	35
6.3.5 <i>Indicators (only for Bliss symbols)</i>	35
6.3.6 <i>Block commands</i>	35
6.4 Managing files	36
6.4.1 <i>Open a previously saved document</i>	36
6.4.2 <i>Create a new document</i>	36
6.4.3 <i>Save a document</i>	36
6.4.4 <i>View a list of previously saved documents; delete documents</i>	37
6.5 Print a document	37
7. Talk options	38
7.1 Speech synthesizer	38
7.2 Talk - Vocabulary	38
7.3 Talk - document	38
7.4 Switch to the Personal Communicator	39
8. Extra options.....	40
8.1 Choose another language for the labels	40
8.2 Translate a document into another symbol language	40
8.3 Change default file locations	40
8.4 Finding symbols in a document	40
8.5 Export a document as HTML file	40
9. Menu.....	41
10. Toolbar.....	47
11. Keyboard shortcuts.....	49

12. Annex 1: Word Prediction.....	50
12.1 Starting and using Word Prediction	50
12.2 Settings	51
12.2.1 <i>Show word endings</i>	51
12.2.2 <i>Lexicon size</i>	51
12.2.3 <i>Maximum number of results</i>	51
12.2.4 <i>Minimum word length</i>	51
12.2.5 <i>Prediction font</i>	51
12.2.6 <i>Output font</i>	51
12.2.7 <i>Restore defaults</i>	51
12.2.8 <i>Language</i>	51
13. Annex 2: Grammar Guided Writing.....	52
13.1 Navigation file	52
13.2 Speech output	52
13.3 Preview row	52
13.4 Action history row	52
13.5 Input for Concept-To-Text conversion	52
13.6 Concept-To-Text result	53

Introduction

The Document Maker is one of the programs in the **Symbol for Windows** software series. Symbol for Windows software is designed to support communication, learning, and rehabilitation etc. using symbol languages. Each program in this coherent set of applications gives access to multiple symbol databases, such as PCS, Bliss, Beta and Pictogram.

The series grows, as new databases and new applications are added to the family.

The Symbol for Windows **Document Maker** is a text processor for symbols. With this program symbol language users can write letters, poems, stories etc. in their own language. They can print the documents or save, reopen and change them, and send or receive them through e-mail (optional).

The Document Maker can add alphabetic text as the user chooses the symbols. This alphabetic text can be placed line by line, at the right side or at the bottom of each page, and can be edited afterwards.

Page layout

With the different page layouts you can give every type of document the perfect look. The symbol size, distance between the symbols and page margins are adjustable.

The program is also very useful for non-handicapped symbol language users, such as teachers and therapists. They can use it to make all kind of material.

Adaptable to the user's needs

The Document Maker can be adjusted to the capacities of every single user.

- In the 'scanning' mode, the user operates the program via one or two switches or a joystick.
- Fewer buttons on the special button bar for symbol language users make the program less complex.
- An individual symbol 'vocabulary' makes writing a lot easier.*

*Use the Vocabulary Maker to compose individual vocabularies.

Installation

The Symbol for Windows CD-ROM will normally auto-play the setup program on the CD. If this feature is disabled on your computer, run SfW_Setup.exe from the root of the CD-ROM. This will run the Setup Assistant. Once this program runs, please follow the instructions on your screen.

After a few initial questions where you select the language of the user interface of the Setup Assistant, you will see the Setup Assistant wizard. Check the information in each page, accept the license agreement, and select the applications and databases you want to install.

On the last page you can change the location on your harddisk where the applications and databases are installed. We would like to advise you not to change the suggested locations.

Warning! Some databases are very large. If you have limited space on your hard disk, select only those databases that you want to use. You can always remove an installed database with the setup assistant.

Languages

The Symbol for Windows software is available in Danish, Dutch, English, Swedish, Finnish, German, Italian, Spanish and Polish and partly in Norwegian. Other languages will follow.

This also applies to the symbol names and the category structure in all applications. For up-to-date information, please visit our website or contact your local dealer.

Standard vocabularies

Standard vocabularies with all the symbols of each database are available for free and distributed on the CD.

Purchasing a license

You can run the programs without a license. However, the functionality of the applications will be limited (e.g. printing and saving is not possible) and only a few symbols from most of the databases are visible. (COMPIC and an older version of the Bliss database are free of charge.)

Applications as well as databases can be ordered from your local dealer. You can apply for either a software registration or a dongle.

Registration codes (software keys)

With software licensing, you get registration codes ('software keys') based on a unique computer ID for your computer. The Setup Program generates this computer ID. To find it press the button 'Registration' on the menu tab 'Dongle/Codes'.

The computer ID has to be sent to your dealer. You get one registration code for each module and for each database that you have purchased. Press the button 'Registration' on the menu tab 'Dongle/Codes' again to install the licenses obtained from your dealer.

Dongle

With a dongle the licenses are stored on a small hardware device that must be attached to the printer port of your computer. You can install the software on multiple computers and attach the dongle to the computer that you're using. If you wish to use this option, you need to install a driver for the dongle first.

Upgrades

When you have bought the Document Maker and installed the software from the cd-rom, you can always download any newer versions (upgrades) from Handicom's website: www.handicom.nl. They are free for licensed users.

For training, setup and customizations please contact your local dealer.

1.The Document Maker main screen

The Document Maker window contains the following elements.

- At the top you can see the standard caption. The caption is the topmost bar with the title of the window and some buttons.
- Under the caption, the menu that gives access to all the program's facilities.
- Beneath the menu a toolbar is found, with buttons providing access to the most commonly used functions of the program.
- At the left you can also see the Command bar, with buttons that give the symbol user access to (a selection of) the program's facilities.
- If the Vocabulary is visible, it provides access to all symbols in one symbol database. The Vocabulary window can be moved up and down, enlarged or made smaller and the floating window can be docked on the left side or on the lower half of the screen.
- The remainder of the window shows the document you are working on.

Each of these parts will be described below.

Focus

When you are working with the Document Maker, your keystrokes will be sent to either the document, or the Vocabulary (if visible), or the Command bar (if visible). The focussed part will react to the signals, such as keystrokes, that you send to the computer.

Exceptions are the [Alt] + <letter> combinations of the menu.

You can always see which part of the window has the focus because that part will have a red border or indicator.

Using the keyboard

You can move the focus to another part of the window counterclockwise using the [Tab] key. Use [Shift] + [Tab] to move the focus the other way around.

Note: the Vocabulary can't get the focus unless it is docked (see chapter 1.4.5, Moving, docking and resizing the Vocabulary).

Use the arrow keys to select an item within the focused part; press Enter to select it.

Using the mouse

With the mouse you can click on any item in the window. The clicked item will get the focus. If it is a button or menu item, the corresponding function is triggered.

Most of the times, using the mouse is much faster than the keyboard: point and click does the same as the Tab, cursor and Enter key together.

Sometimes the keyboard is faster, for instance when entering text, or when using the 'type + place' method to place symbols in the document.

1.1Caption, menu and pop-up menus

At the top of the window you will find the caption of the window and a menu. If you don't know how to use a Windows caption or menu, please refer to the MS-Windows documentation for full details.

Through the menu you can control the program. If a menu item is not available, it looks dimmed. For example if there is no symbol selected, a number of items in the Edit menu is disabled.

Some menu items can be activated through a shortcut (a special key combination you press to perform the command). You will find the shortcut next to the menu item.

To hide/show the caption and/or menu,

- Click under **View** (in the menu) on the element(s) that you want to (un)hide
- Use keyboard shortcuts:
 - [Ctrl] + [Alt] + c to (un)hide the caption
 - [Ctrl] + [Alt] + m to (un)hide the menu
- Or click with the right mouse button somewhere on the document (be careful not to click on a symbol or text). In the pop-up menu that appears you can choose the element that you want to (un)hide.

1.2 Toolbar

The Toolbar is located at the top of your window by default. It can be hidden if you don't use it or if you want to see more of the document.

The Toolbar buttons all are equivalent to one of the menu items.

The buttons can only be activated with the mouse (or a device that works like a mouse), not with keys.

To hide/show the toolbar,

- Click under **View** (in the menu) on **Toolbar**
- Use the keyboard shortcut [Ctrl] + [Alt]+t
- Or click with the right mouse button somewhere on the document (be careful not to click on a symbol or text). In the pop-up menu that appears you can choose **Toolbar**.

1.3 Command bar

Just like toolbar buttons and menu items, the buttons on the Command bar refer to certain functions. Symbol users can operate the Document Maker independently, using the Command bar, because it is used with scanning.

To hide/show the command bar,

- Click on **Command Bar** under **View** (in the menu)
- Or click with the right mouse button somewhere on the document (be careful not to click on a symbol or text). In the pop-up menu that appears you can click on **Command Bar**.

Command Bar Location and Size settings

Choose **Options – Command Bar** to change the location of the Command Bar and the size and shape of the buttons.

The Command Bar can be located to the right or to the left of the document.

You can set the width of the buttons in pixels.

By default the buttons are square. If you choose the option 'Stretch', the buttons are stretched so that they use all the space in the Command Bar. They will become stretched out.

Read more about the Command bar in:

chapter 3.3, Use Bliss images on the Command bar buttons

chapter 3.4, r in the menu; under 'Button images' click on 'default'. and

chapter 6, Printing... and checkmark the option Alternative printing.).

1.4 Vocabulary

A Vocabulary (also called a **selection set**) provides access to a set of symbols, images, files and/or text.

Fields can also act like buttons.

The Vocabulary can give the user access to:

- A *standard vocabulary* with all symbols in one symbol database (presuming he has a license for it). The symbols are arranged according to the standard Symbol for Windows category structure. **Tip: with the *Image Manager* you can make new Symbol for Windows databases and build vocabulary files for those databases.**
- A *special user vocabulary*
- *files* (such as images and sounds) on the computer in one or more folders.

The Vocabulary can also change into a grid for **Word Prediction** or **Grammar Guidance**; see the annexes.

1.4.1 Open, close and show/hide the Vocabulary

Open a Vocabulary

Choose **Vocabulary – Display** and select **Concept category**. The COMPIC database will be opened; symbols arranged according to the Symbol for Windows category structure.

If you want the Concept browser to start with another database by default, right-click on a field in the vocabulary and choose **Viewer Properties**. Now you can select a database from a list.

If you want to open another vocabulary, choose **Vocabulary - Load**, from the menu. Vocabulary files have the extension .mnu. Files with the extension .pcc can also be opened as vocabulary. Select a Vocabulary and click **OK** or press Enter.

Only one vocabulary can be open at a time.

If you don't have a license for the symbol database the Vocabulary gives access to, you only see a sample selection of the symbols.

Close the Vocabulary

When hidden, the Vocabulary remains present in the random access memory of the computer. Via the menu, **Vocabulary – Close**, you can remove the Vocabulary from the computer's memory. This can make the program run a bit faster.

If you only want more space on the screen, you can better hide the Vocabulary.

Hiding and showing the Vocabulary

You can hide the Vocabulary and make it visible again

- by clicking on the toolbar button **Vocabulary**
- via the menu **View – Vocabulary**.
- by clicking on the Command bar button *Split screen*.



1.4.2 Create or change a Vocabulary

Creating a User Vocabulary with the Vocabulary Maker

In the Vocabulary Maker you can drag-and-drop symbols, images (or image files) and entire pages or sets of pages from a vocabulary to the User Vocabulary. You can also print the Vocabulary.

When you have made a user vocabulary, it can be applied to Document Maker. Click on the menu item **Vocabulary – Load...** and select the file that you have made for the user.

Creating or editing a User Vocabulary in the Document Maker

In the Document Maker it is not possible to fill the user vocabulary using another vocabulary, but it is very well possible to make or edit a Vocabulary in the Document Maker.

First, click on **Vocabulary** in the menu and then on **Allow editing**.

Note: Take care to switch off this facility before the end user starts working with Document Maker. The user could accidentally change the individual vocabulary.

Right-click on the vocabulary to edit it.

Tip: You can open the manual 'How to make a selection set' directly from the Document Maker. Right-click on the vocabulary and choose **Vocabulary – Help**. Alternatively, you can also find the manual (Menu.doc and Menu.pdf) in the directory ProgramFiles/Handicom/SymforWin/Manuals and open it with Word or with the Adobe Acrobat Reader.

1.4.3 Show/hide symbol names in the Vocabulary and choose font

You can show or hide the names in the Vocabulary and choose a font for them. This can only be done via the Vocabulary Settings dialog; choose **Vocabulary – Properties** from the menu. Check the option 'Special font for names' and then click on the button *Font*. Choose a font and click on OK.

The chosen font will be used for all fields in the Vocabulary.

1.4.4 Browse files (images or sounds) using the Vocabulary window

Choose **Vocabulary - Display** in the menu and click on **Explore folder** to view and place images or **Sound player** to browse and play sound files.

The vocabulary window will now show the contents (images or sounds) of one folder on the computer.

The default folder for images is \Program Files\Handicom\Symforwin\Images.

The default folder for sounds is \Program Files\Handicom\Symforwin\Sounds

You can also choose another folder if you want, changing the *content properties* of the viewer

You can also change how the folders are shown: how many (rows and columns) are seen at a time, with what background colour, et cetera. To do this, change the *layout properties* of the viewer.

A subfolder field has a folded corner and it shows the first two images that are present in the underlying folder. If you want the folder to be represented by another image, rename the image into **Folder.xxx** (xxx being a valid graphical extension: .bmp, .gif, .jpg, .jpeg, .wmf or .emf) and place it in the underlying folder.

Changing viewer properties

Before you can change the viewer properties, you have to switch to the viewer type that you want to change: choose **Vocabulary – Display** and then **Explore folder** or **Sound player**.

Viewer properties: content

Right-click on a field in the graphic menu and choose **Viewer properties** from the pop-up menu.

In the window that appears you can choose

- which folder will be shown first
- If the user is allowed to view subfolders as well
- The highest folder level that the user can look in.
- If only images or sounds should be shown or only files with a certain extension
- What other information becomes visible: name of the folder, file name, extension.

Finally click on OK. The settings will be saved and will be used even the next time you run the Document Maker.

The Sound player shows the same image for all sound files.

To make the sound player show a particular image for a particular sound file, you have to place an image with the same name (but with its own extension) as the sound file in the same folder. E.g. if a sound file "dog.wav" and an image "dog.gif" exist in the same folder, the Sound player will use the image "dog.gif" to represent the sound file "dog.wav".

Viewer properties: layout

First make sure that the graphic menu is editable. Right-click on a field in the graphic menu and choose **Editable** in the pop-up menu.

Then right-click on a field in the graphic menu and choose **Page properties** from the menu.

You can now change a number of settings.

On the tab menu Page:

- The number of rows and columns
- The background colour of the page; this will only be visible when there is a space between the fields
- The space between the fields
- The colour and the width of the borders around the fields
- The background colour of the fields that refer to another folder.

On the tab menu Field:

- The background colour of the fields
- Font, placing and scaling of the label (this is the file name)
- Scaling of the image.

Finally click on OK.

Note: the 'page' settings determine the way all folders look.

It is not possible to make different layouts for different folders.

The settings will be saved and will be used even the next time you run the Document Maker.

1.4.5 Moving, docking and resizing the Vocabulary

The Vocabulary window can float above the chart. You can resize this window and move it, like all other windows.

It can also be docked on one of the sides of the Document Maker window

The window can be docked or made floating using the mouse or the menu.

1. With the mouse

To dock the Vocabulary window when it is floating, click on the caption and move it to one of the edges of the program window, until the grey rectangular shape that shows each move gets shaped differently. Then release the mouse button.

To undock the Vocabulary window, left-click on the ribbed part of the docked window (below the x) and move the mouse a little, before releasing the mouse button.

2. Via the menu

Choose **Vocabulary - Settings**, in the menu.

Under **Position**, tick **Floating**, **Bottom docked**, **Left docked**, **Right docked** or **Top docked**.

How to resize the docked Vocabulary

There are two ways to resize the Vocabulary when it is docked.

1. Use the Splitter

The Splitter is the gray border between the Vocabulary and the chart. Left-click on it and keep the mouse button pressed down and move the mouse to make the Vocabulary bigger or smaller. Release the mouse button when you are satisfied with the new size.

2. Use the menu

Choose **Vocabulary - Settings** from the menu.

Set the height of the Vocabulary by entering a new value (max. 75 percent).

1.4.6 Browsing the Vocabulary

The Vocabulary is structured like a grid of boxes. Each box in the grid can have three states:

1. It can be empty
2. It can hold one or more symbols, images and texts. When the Vocabulary is used to view files on the computer, each field contains only one file.
3. It can hold a reference to another page (sub-menu) with symbols.

The boxes with a reference to another page have a folded edge like a paper page, or they have a corner cut off (at the top right).

When you click on a field that links to another page in the vocabulary or to another folder, the other page or the other folder is shown. When the field has a folded corner, the content of the field will not be placed in the document. If the field has one corner cut off, its content will be added to the document *and* the page that the field links to will be shown.

In submenu's, the box in the top left corner returns you to the previous menu. In the main menu of the concept browser and the folder explorer, the top left box refers to the user vocabulary, if a user vocabulary is opened.

You can select a box by clicking with the mouse on it, or by using the cursor keys and pressing [Enter]. If you have selected a box with a reference to another page, the other page will be displayed.

1.5 The document

The remainder of the screen shows the document that you are making. If you want to see more of the document, you can hide the Vocabulary and the Command bar. You can also zoom in and zoom out using the three toolbar *Set Scaling* buttons. If only part of the document is visible, you can look at other parts using the arrow keys. Move the cursor up or down, to a part that is not visible. That part will become visible. You can also use the scrollbars, with the mouse.

1.5.1 Zoom in or out

You can zoom in or out using the toolbar or the menu.

The toolbar

The toolbar contains two Zoom buttons (zoom in, zoom out) and three *Set scaling* buttons. Each of the scaling buttons represents a zoom level.



Scale to text width. You can see the left and the right border of the text.



Scale to page width. Now you are able to see the left and the right edge of the page.



Scale to 'full page'. Click this button to see the top and the bottom of a page.

Menu

If you want to change the scaling to another value, choose **Options – Set Scaling**, from the menu.

If you want to see more details and fewer symbols at one time, choose a higher scaling percentage (with a maximum of 400).

If you want to get a better overview, choose a lower percentage.

1.5.2 Show/hide markers

Markers give on-screen information about the layout of a document. Markers are seen in the document as light gray lines and codes. They won't be printed when you print out the document.

To make the markers visible, choose **View** from the menu and checkmark the option **Markers**.

To hide the markers, clear the checkmark before **Markers**.

What do these codes mean?

A thin gray line shows the edge of a margin. The four lines form a square in which text can be entered.

T: Each symbol to which additional text is connected, is marked with a gray T on the top right side.

S: Spaces are marked with S.

SRet: this code marks the end of a line in a symbol sentence that is longer than one line.

Hret: this marks the end of a paragraph.

Spage: this marks the end of page, in a text that goes on on the next page.

Hpage: this marks the end of a page.

2. Page settings

When you start writing, you usually will know what kind of document you want to make. It could be course material, or a letter to a friend, or a story that is going to be published in a magazine?

These documents require a different layout. Adjust the page settings before you start writing. Note that these settings will be applied to every page in the document.



To change the page setup,

- Click the *Page setup* button in the toolbar or
- choose **Options - Page setup** from the menu.

The *Page setup* dialog will appear.

This dialog has four or five menu tabs; four if you don't want to place extra text, five if you do.

1. *Margins* - to change the margins around the symbols and text
2. *Paper format* - to change the paper size and the paper orientation
3. *Layout* - to change the settings for the extra text
4. *Separator* - to change and/or move the separator.
5. *Symbols* - to change the symbol height and the space between the lines of symbols, and to position and layout the symbol labels.

Explanation about each of these menu tabs will follow in separate paragraphs.

On every menu tab you see:

- options at the left
- a preview of the document at the right
- buttons (at least OK and Cancel), under the preview.

When you have finished changing the settings, you can click on the OK button. The settings will be applied to the document. If you want to leave the dialog without applying the new settings, click the Cancel button.

Notes:

1. You can enter the values by typing in the edit boxes, or by clicking the up and down arrows next to the edit boxes. If you click on the up and down arrows, the values change by certain increments. If you enter values by typing, you can add a value with higher precision. This is especially useful for e.g. spacing between symbols, where 1 or 2 mm makes a real difference.
2. The values you enter are assumed to be in cm (centimeters). You can also enter values in inches or millimeter. To do this, add the unit to the number, like 1.5i or 1.5" for inches, or 12 mm for millimeters. The Document Maker converts the values you enter to cm. Internal precision is 0.1 mm.

2.1 Margins

Margins are set on the first menu tab of the page setup dialog (in the menu: **Options - Page setup**). On this menu tab you can determine how much room on each page is reserved for symbols and text. The margins are measured from the edge of the symbols or text to the edge of the paper.

Type a distance or use the spinbutton to set the margin. The preview will show the effects of the values you enter for each margin as soon as you press [Tab] or click on another field.

- You can set the margins as wide or as narrow as you want. Your printer imposes the only restriction here. Laser printers usually can print very close to the edges (5 mm); ink-jet printers usually cannot print the bottom 1.5 cm of a page.

If you try to print a document that contains text outside the printer's margins, Windows will give an alert. When you command the printer to continue, it will print the page but ignore the text that is typed outside the printer's margins.

2.2 Paper format

The tab menu Paper format can be used to change the size and the orientation of the paper (choose **Options – Page setup**, in the menu).

Paper size

Under 'Paper size' a number of popular paper formats are listed. These are pre-defined paper formats. Click the left mouse button on the downward pointed arrow, or move the focus to this field and press the downward arrow key. Select the paper format you want.

You can also define your own paper format.

1. Choose 'User defined' in the list of pre-defined paper formats.
2. Enter the width of your paper and press [Tab] or click on the next field.
3. Enter the height of your paper.
4. Choose 'portrait' or 'landscape' for the orientation of your paper. If you forget this, the orientation will be 'portrait' by default.

Paper orientation

There are two paper orientations to choose from: 'portrait' or 'landscape'.

Click with the left mouse on the option you want or press [Tab] and use the arrow keys to select one of the options.

2.3 Layout

You can use the third tab menu in the Page setup dialog (**Options – Page Setup**, in the menu) to change the way the symbols and additional text are arranged on the pages. On this menu tab you can choose if you want to have additional text in the document and you can change it's location, font, size, color and style.

Include or exclude additional text

If you don't want extra text in the document, choose 'Symbols only'.

If you do want to add extra text, you have to choose one of the other options. At the same time you choose where the extra text will be located: at the right side of the page, at the bottom of the page or below the lines of symbols.

Choose a font for additional text

To change the font from the additional text, click on this button. A Windows dialog appears. Now you can choose one of the fonts that are available on your computer, the style and the size. You can apply special effects by checkmarking the box for an option. You can also choose a color. Note that if your printer can't print colors, it will convert the chosen color to a gray.

2.4 Separator between symbol text and extra text

You can tell how much symbol text and how much additional text you want, on the fourth menu tab in the Page setup dialog (in the menu: **Options – Page Setup**). This menu tab is not visible if you have chosen 'Symbols only' on the third menu tab.

Position of the separator

Type another value to move the separator, giving more room to either the symbols or the extra text.

Margins on both sides of the separator

Type a value to make the margins on both sides of the separator bigger or smaller. Note that the width of both margins is the same.

Show or hide the separator

The separator doesn't have to be visible. Checkmark the option 'Show separator' if you do want it to be visible.

Color

You can color the separator, only if it is visible of course. Click on the colored box and select a color. Then click on the OK button. If the color that you want is not available, you can define a new color.

The background of the colored box turns into the chosen color.

Note that if your printer can't print colors, it will convert the chosen color to a gray.

Width

Type a value to make the separator wider or smaller.

2.5 Symbols and symbol labels

The layout of the symbols (height, margins etc.) is set at the fifth menu tab of the Page settings dialog (choose **Options – Page Setup**, in the menu).

Symbol height

You can only change the symbol height. The program calculates the width of the symbols.

Horizontal spacing

The horizontal spacing is the spacing between the symbols on one line.

Vertical spacing

The vertical spacing is the space between the lines.

Font for text between the symbols

You can type text between the symbols. The font of the text is set here. Click on the Font button.

Show labels

Checkmark this option to make the labels of the symbols in the document visible.

Space between symbols and labels

You can move the labels downward or upward.

Font for symbol labels

Click on the button Font to choose a font for the symbol labels.

Place label above symbol

Checkmark this option to place all labels above the symbols.

Force symbols black-and-white

Checkmark this option to display all symbols in black-and-white.

3.How to adjust the program to a symbol user

To make the Document Maker work for a symbol user, you will have to change some more settings, apart from the page setup and the screen layout.

You can:

- Insert another vocabulary and/or change it
- Change the 'input mode' if the user isn't able to use a standard keyboard or mouse.
- Change the Command bar.

The settings for each user can be saved.

3.1 Insert a User Vocabulary

If the standard Vocabularies are too complicated to use for the symbol user, use an individual Vocabulary. Click on the menu item **Vocabulary – Load...** and select the file (with the extension .mnu).

You can change the User Vocabulary or make an entirely new one; see chapter 1.4, Vocabulary.

3.2 Input: default, scanning or joystick

The default input method is mouse and keyboard.

If physical handicaps make it impossible to use the default keyboard and mouse, switch access is the solution.

The user can operate the Document Maker with one or two switches. This is called 'scanning'.

Both input methods can be fine-tuned for a specific user.

First you have to connect the hardware to the computer. Then you need to change the settings in the Document Maker: go to **Options – Input...** in the menu and click on 'Standard' (mouse and keyboard input) or 'Scanning'. Click on the button 'Options'.

If you chose for 'Scanning', turn to chapter 4, but with the icon of a small computer; delete the file. to learn all about the scanning options.

If the user can handle a mouse, you can set the input mode to standard. It may be necessary to set a tremor delay and a debounce delay for the mouse buttons, to prevent reactions when the user clicks the mouse by accident (for instance because of a tremor). Click the button 'Options'.

- The program does not react to mouseclicks, which are shorter than the **tremor delay**.
- After a mouseclick, the program doesn't notice mouseclicks for the time of the **debounce delay**.

The third input method is **Joystick**. It depends on the driver for the joystick how well this input method works with the software.

3.3 Use Bliss images on the Command bar buttons

For Bliss users you can replace the default images on the Command bar buttons by Bliss images. Go to **Options – Command bar** in the menu. Under 'Button Images' click on 'Bliss-like'.

If you want to switch back to the default images go to **Options – Command bar** in the menu; under 'Button images' click on 'default'.

3.4 Use fewer and different commands in the Command bar

You can make the program much simpler for a user by placing fewer buttons or other commands for the Command bar. Click on **Options - Commands** in the menu.

Below the five preset buttons (see the next paragraph), you see the names of all commands. You can add a command to the Command bar by checkmarking its name. A button on the Command bar or in a submenu will represent the command.

A submenu is a set of buttons that appears when you click in the Command bar on a button that has a folded corner.

Every submenu will automatically contain a switch button. The switch button gives the user the possibility to leave the submenu without having to select one of the other buttons in the submenu.

Notes:

- You can omit submenus or make them smaller, but you can't make new submenus.
- E-mail commands can not be switched off. If you have a license for the e-mail, the e-mail button will be visible in the Command bar.

3.4.1 Presets

There are five presets. Every preset button represents a Command bar, varying from 'very simple' to 'full'. The 'very simple' Command bar contains very few buttons. The 'simple' Command bar has a few more, and so on. The 'full' Command bar gives access to all commands.

The presets are made as a help for you, not as a bodice. You can add and remove as many commands from the Command Bar as you like. The changes that you make will affect the Command bar itself, not the preset.

3.4.2 Backspace (delete previous), space, new line

Backspace

The cursor in the document moves one step to the left, deleting one symbol, space, piece of text, line end or page end. Text and symbols that stand beyond the cursor are moved one step back too.

Space

This command inserts a space in the document, pushing the cursor and the symbols beyond one step to the right.

New line

The cursor moves to the next line. Symbols and text that stands beyond the cursor are moved together with the cursor.

Note:

The position of the *Backspace*, *Space* and *New line* button depends on the amount of free space on the Command bar. If there is a lot of room on the Command bar (for instance if you select just a few commands, or if the screen resolution is 1024x768 or higher) they are placed on the Command bar itself. If there is not so much room on the Command bar, they come under the submenu Special commands.

3.4.3 Special commands

New page: Insert a page break; move the cursor, and all the symbols and text that follow the cursor, to the next page.

Delete: Delete the item (a symbol, image, space, line end, page break, piece of text or space to the right of the cursor. Items beyond the cursor will move one step to the left.

3.4.4 Talk commands

The user can command a speech synthesizer to pronounce a whole document, a line in the document or a symbol in the Vocabulary (not in the document).

Note that you need a speech synthesizer to make these commands work. If you check one or more Talk commands but you don't have a speech synthesizer, the *Talk* button on the Command bar will start the Personal Communicator. The **Talk** submenu will remain

invisible.

There are three different options.

1. **Select talk and/or write.** When you check this option you get three buttons in the submenu Talk: Talk only, Write only, and Write and Talk.
Talk only: every symbol that the user selects in the Vocabulary is sent to the speech synthesizer. It is NOT placed in the document.
Write only (default): every symbol that the user selects in the Vocabulary, is placed in the document. It is NOT sent to the speech synthesizer.
Talk and write: every symbol that the user selects in the Vocabulary is placed in the document AND sent to the speech synthesizer.
2. **Talk whole document.** When you check this option, the user can command the speech synthesizer to read the whole document.
3. **Talk line.** When you check this option you get these buttons in the submenu Talk:
Whole line: the speech synthesizer reads the line the cursor stands on (in the document)
Line by Line: the speech synthesizer reads the line that the cursor stands on (in the document) and the cursor moves to the next line.
Talk sentence. Check this option to give the user the possibility to hear the sentence, from where it starts to where it ends with a dot, exclamation mark, question mark, line break or page break.

Which text will you hear?

First, the Document Maker searches for extra text that belongs to the symbol. If that is the case, it sends the extra text to the speech synthesizer.

If you have not linked extra text to a symbol, the Document Maker will send the label to the speech synthesizer instead.

When there's no label, the symbol name will be sent to the speech synthesizer.

3.4.5 Indicators

Check the option **Indicators** to give the user the possibility to place an indicator on a Bliss symbol or replace the indicator on a Bliss symbol by another one. There are fourteen indicators: Action, Thing, Plural, Description, Description After The Fact, Description Before The Fact, Past Action, Future Action, Present Action, Conditional, Past Conditional, Future Conditional, Active, Passive.

Finally, there's a fifteenth button to remove an indicator.

3.4.6 Full screen

With the *Full screen* button the user can hide the Vocabulary. When the user clicks this button, the button is replaced by another button: Split Screen. With the *Split Screen* button the user can unhide the Vocabulary; at the same time, the *Full screen* button will be put in the place of the *Split screen* button.

3.4.7 Cursor movement

The Cursor movement submenu consists out of four buttons. With these buttons the user can move the cursor in the document in four directions: up, down, right, left.

Note that you can't have block commands without the cursor movement buttons!

3.4.8 Block commands

Checkmark this option to give the user the possibility to select a block and do something with the selection.

Block commands are rather complicated. You need to take at least two steps, sometimes three; for every step there is another submenu (see chapter 6.3.6, ators submenu you will find the button Delete Indicator.).

Moving or copying a block is more difficult than printing or deleting a block.

3.4.9 Print commands (submenu)

If 'All' is the only option that you check, you will get a *Print all* button in the Command bar. This button represents the command to print the entire document.

When you check the option 'Text or symbols', you get a *Print* button in the Command bar with a submenu that consists out of two buttons:

Print text – to print the entire document, labels and additional text, without symbols.

Print symbols – to print the entire document, symbols only. No labels or additional text will be printed.

If the option 'Print all' is checked together with one of the other options, the *Print all* button will be placed in the submenu.

3.4.10 Disk commands

When you check more than one option or only the option *Load/save* you get a *Disk commands* button in the Command bar with a submenu containing the checked options.

The *Dir* button represents a command to show all saved files. The user can look at the list, but he can't open or delete a file.

The *Delete* button represents a command to show all previously saved files, giving the user the opportunity to select and delete files.

Load is a command to open a file from disk. The list of saved files is shown. The selected file will be opened.

With the *Save* button the user can save a document. The user can select the name of a previously saved file or insert a new name, using symbols.

3.4.11 Quit commands (submenu)

If there is more than one option checkmarked, you get a *Quit commands* button in the Command bar with a submenu containing the checked options.

The *Quit* button represents a command to exit the program without saving the current document.

The *Save* button represents a command to save the current document and exit the program.

The *New* button represents a command to start a new document without saving the current one.

3.5 Use fluent text output (FlexLex)

When the user writes with symbols, both the labels and the alphabetic text can be converted into fluent text. To activate the fluent text output you have to check the option **Fluent text output**, in the menu **Options**.

Note: this option only works if you have a FlexLex license. If you don't have a license the fluent text output will stop after a few sentences.

3.6 Save and load settings for a user

3.6.1 Save settings

Click on **Options – Select a user**, in the menu.

Click on the *New* button if you haven't saved settings for this user before. Fill out the name of the user and click on OK.

Next, you have to adjust the program to the user. You can:

- Hide elements
- Load the user's individual vocabulary
- Select an input method and adjust it to the user
- Change the Command bar, so that the user will be able to work with it.

All these settings will be saved when you close the program or when you select another user.

You can repeat this procedure for every user.

3.6.2 Load settings

Click on **Options – Select a user**, in the menu. In the dialog that pops up, you see the name of one user. Click on the small arrow to see a list of users. Select the name of the user and click on OK.

Note: If you want the Document Maker to start up automatically with the settings of one user, you can do as follows:

1. Make a shortcut for the program on your desktop.
2. Right-click on the shortcut and click on **Properties**; choose 'Shortcut'.
3. The 'target' is the file that the computer uses when the program is started. Click next to this filename; be careful not to delete a character. Type a space and type /up= and (without space, directly behind the =) the name of the user.
4. Click on OK.
5. Double-click on the shortcut to run Document Maker.

3.6.3 Delete settings

You can do this for instance when a user will no longer be working with the program. Run the Document Maker and load the settings for *another* user. Then close the program and open the Windows Explorer (press the Windows-key + E; or right-click on the icon My computer, on your desktop, and choose 'Explore'). In this directory: Program Files\Handicom\SymForWin\Users\ you will find the settings files. Look for the name of the user, without an extension, but with the icon of a small computer; delete the file.

4. Scan options

Scanning enables end users to operate Symbol for Windows software (such as the Document Maker and Personal Communicator) by themselves. All they need is one or two switches.

4.1 Switch connection types

The switch(es) can be connected to the printer port or the serial port of the computer. Joystick buttons, mouse buttons and keyboard keys can also be used as switches; generally they will only be brought into action for testing purposes. After connecting the switch(es), joystick, mouse or keyboard to the computer, select the correct kind of switches in the Scanning Options dialog.

4.1.1 Switches on printer port

For switches connected to the printer port you need to give the port number.

Advanced settings

Note for technicians: the *Advanced* settings button opens up a dialog to change the switch input connection type. For each switch you can choose from: <N.C.>, DNS, OOP. We've already put out the settings for Handicom's printer port connector. Click the button of the same name to adjust the settings to this connector type.

4.1.2 Joystick buttons

To be able to use joystick buttons as switches, you have to fill out the correct port number.

4.1.3 Switches on serial port

For switches connected to the serial port, you have to give the port number.

Advanced settings

Note for technicians: press the *Advanced* settings button to open a dialog about the switch input connection type. For each switch you can choose from: <N.C.>, RLSD, RI, DSR, CTS. Output signals can be DSR and/or CTS. When you are using Handicom's serial port connector, the Chameleon 3 or the Wivik connector, you can press the button of the same name. The settings will be adjusted automatically. (The button for the Wivik connector is disabled because we don't have all the technical specifications for this connector type yet.)

4.1.4 Keys (keyboard)

To fill in a key that should be used as a switch, press the key once.

Notes:

- In running mode the Symbol for Windows software responds only to those keyboard keys which are indicated as 'switches'. It won't react to other keys. However, Alt + F10 can still be used to switch to the facilitator mode.
- When you switch to another program while the Symbol for Windows program is running in running mode, the other program behaves in precisely the other way: it responds to all keys like it normally does, except to the two keys which are indicated as 'switches'. Despite it's being put into the background, the Symbol for Windows program still responds to those two keys.

4.1.5 Mouse buttons

No further information is needed if the mouse buttons are used as switches.

Note: When the mouse is used for scanning purposes, the mouse pointer disappears in running mode. The program only reacts to mouseclicks, not to the moves of the mouse. Meanwhile, the mouse can't be used in other programs, since the Symbol for Windows program reacts to the mouseclicks!

4.2 Switch number and function (scan technique)

One or two switches can be used to operate this Symbol for Windows program. In both cases there are two scanning techniques to choose from. Each scan technique has its own characteristics. It depends on the user which scan technique will be best.

In the '2 Switch' scan techniques, it can't be said beforehand which task will be assigned to which switch. This will show as soon as you start to use the program in the scanning mode.

1 Switch auto scan: The cursor moves automatically. The user must push the switch at the right moment to make a selection.

1 Switch user scan: The user must press the switch and keep it pressed down to move cursor. To make a selection, the user must stop pressing the switch at the right moment.

2 Switch single step: The first switch is used to move the cursor, step by step. With the other switch the user can select the column/row/field etc. that the cursor indicates.

2 Switch user scan: The cursor moves automatically as long as the first switch is pressed down. It stops when the user releases the switch. The second switch must be used to confirm the selection.

4.2.1 Option: balanced input

For users who use two switches it is recommendable to use the *balanced input* method. With this method you use one switch per scan level.

Normally one switch is used to move the cursor. The other switch is used to make a selection or confirm a selection.

With the balanced input method, the switches change functions as soon as a selection is made or confirmed. So then the other switch is used to move the cursor and the first switch is used to make a selection or confirm a selection.

This method prevents overburdening of one hand (or foot, or neck, or whatever body parts are used to handle the switches) because the user has to use both switches about as many times.

There is a checkbox in the bottom left of the scan settings dialog. Check this to activate the balanced input method.

4.3 Cursor movement (scan strategy)

The cursor always starts by indicating the elements in the main window of the program. This is scan level 0.

In the Document Maker scan level 0 means that the cursor alternatively indicates the command bar and the Vocabulary.

In the Personal Communicator scan level 0 means that the cursor indicates the chart, the command bar and the sentence bar (including scroll buttons), in that order.

In Memory it means the cursor indicates the charts area, the Restart button (if visible) and the Player's area (if there are two players who don't change turns automatically).

Level 1 to 4

Every time when the user makes a selection, the next scanning level is activated (level 1-4). For instance, on scan level 0 the user selects the chart. The cursor enters the chart and the next scanning level becomes active.

On every scan level (higher than 0) the cursor can indicate either...

- **halves** – the chart is divided in halves. It can split the chart in two halves horizontally (check this option if you want that) or vertically.
- **rows or columns** – the cursor goes on by indicating rows, or columns. When the option 'Row first' is checked, the cursor starts by scanning the rows (a vertical movement).
- **fields** – the cursor always ends doing a linear scan, giving the user the possibility to select a field.

For every scan level you can determine what the cursor must do.

Halves can be divided in half

If a chart is very big, it might be a good idea to use half-scanning on two or more successive scan levels. For instance, choose half scanning for level 1 (split vertically) and half-scanning – split horizontally on level 2. The user will now be able to select e.g. the right half of the chart first; next, the right half is divided in two halves horizontally and the user can select the upper or lower half.

Linear scanning follows row/column scanning

If the cursor is instructed to indicate rows or columns on a certain level, it must do a linear scan on the next scan level. The user selects a row or a column; logically the next step is to choose a field in that row or column.

Maximum number of rounds

Set a maximum number of rounds for each level. When the maximum number of rounds is reached before the user makes a selection the cursor returns to the previous scanning level.

Note: the user might have to wait a long time before the cursor has returned to scan level 0, if the number of rounds is high on all levels, and if the default action after selection is not 'go outmost' (see the next paragraph).

4.4 Default action after selection

Where does the cursor go after the user has made a selection? This depends on the setting for the 'default action after selection'.

The cursor can...

- **stay at the currently active point;** this means the cursor stays at the same scan level and it resumes the linear scan, moving on from the field the user selected.
- **go home;** the cursor stays at the same scan level and it resumes the linear scan, but it doesn't move on from the selected field; it returns to the start of that scan level.
- **go out;** the cursor falls back to the previous scan level and moves on from the point where the user made the previous selection.
- **go out then home;** the cursor falls back to the previous scan level, but it starts at the beginning of that level instead of moving on from the point where the user made the previous selection.
- **go outmost;** the cursor returns to scan level 0.
- **go outmost and in again;** the cursor returns to scan level 1.

Note:

If the user wants to return to scan level 0 (e.g. in the Personal Communicator if he wants to select the sentence bar) and the cursor does not return to that scan level 0 after a selection, the user can stop making selections. The cursor will do the maximum number of rounds on the current level; it will then fall back to the previous level, do the maximum number of rounds on that level; etceteras. The user might have to wait a long time before the cursor has returned to scan level 0.

4.5 Timer settings**Step time (in milliseconds)**

The Step time is the time the cursor takes for every step. For instance, if the step time is 500 milliseconds, the cursor waits half a second on every item (the button bar, the sentence bar, a button, the chart, a half, a row, column, or a field).

Restart extra scan time (percentage)

The 'Restart extra scan time' is the time added to the step time for the first step at each scan level. For instance if the step time is 1000 milliseconds (1 second) and the restart extra scan time is 100 percent, the cursor waits 2 seconds on the first step of each level.

Tremor delay and Debounce delay (in milliseconds)

Some users who have a tremor can press a switch by accident. If the program would react to those accidental movements, it would cost the user a lot of time to undo what the program does next.

If you set a **tremor delay**, the program does not react when the switch is pressed shorter than the time for the tremor delay.

If you set a **debounce delay**, the program stops 'listening' to the switches after a selection until the time for the debounce delay is over.

If there are two switches the tremor delay and debounce delay will be the same for both.

5. Creating documents (mouse and keyboard input)

Switch access users and mouse and keyboard users will write their documents in a totally different way. This chapter helps mouse and keyboard users.

5.1 Placing symbols by typing

Symbols can be inserted very easily by just typing.

Open the Select Symbol dialog once (see the next paragraph) to select a database.

Check two settings before you start typing:

- Under **Options – Add on Typing**, **Symbol** must be chosen; this option becomes grey when it is activated
- Under **Options – Add on Typing** the option **Show Dialogs** must be checked.

Now you can start typing.

As soon as you hit the space bar or the Enter key, the Document Maker will try to find a symbol in the selected database for the word that you've just typed.

Tip: type whole words. Inflected words are not recognized (yet).

Next or previous concept

If the word that you have typed has several meanings, and if the symbol that appears has the wrong meaning, try pressing F5 to find the first symbol that is linked to the next concept with the same word.

Press Shift + F5 to find the first symbol that is linked to the previous concept with the same name.

Next or previous image synonym

If there are several symbols linked to the same concept, you can get the next symbol by pressing F6. Press Shift + F6 to get the previous symbol.

Tip! Fluent text

Both the labels and the alphabetic text can be converted automatically into fluent text. To activate the *fluent text output* check the option **Fluent text output**, in the **Options** menu. Note that this option only works if you have a FlexLex license. If you don't have a license the fluent text output will stop after a few sentences.

5.2 Placing symbols: Select symbol dialog

You can open the Select symbol dialog in several ways:

1. start typing (note that under **Options – Add on Typing**, 'Symbol' must be chosen; this option will become gray when it is activated. The option Show Dialogs – in Options, Add on Typing – must also be checked.).
2. Select **Edit - Select symbol**, in the menu.

5.2.1 Select symbol dialog

- **Concept names and synonyms**

The list in the middle contains not symbol names but concepts instead. Of one database, several symbols can be linked to one concept. For instance, if there are several symbols for the concept 'house', they are all linked to the concept 'house'.

When you click on a concept name in the list in the middle, only the first symbol that is linked to the concept is shown in the preview box to the right. If there are more symbols available for the chosen concept, the buttons Show Previous Synonym and Show New Synonym will be enabled. Below the preview you find the synonym number and the total number of synonyms available for this concept.

- **Symbol databases**

On the right, a list shows which database is currently selected. You can choose another database, selecting one from the list that unfolds when you click the small arrow key at the right of the list. The list will only show names of databases that are available for you.

- **Categories**

On the left you see the Symbol for Windows category structure. When you click on the name of a category, the list in the middle fills with all concepts that occur in that category and in the chosen database.

A [+] placed before the name of a category means that there are sub-categories. Click with the left mouse button on the [+] to unfold a category. Now you can select one of the sub-categories to be able to browse a smaller selection.

- **Options**

The two options below the category structure can make it easier to search the categories:

1. If the first option is activated, the category structure functions as follows. When you click on the name of a category that contains subcategories, the list in the middle fills with all the concepts that occur in the chosen database as well as in the chosen category, **and in all its sub-categories**. (This is *always* the case when you click on the main category, whether this option is activated or not.)
2. When a symbol database doesn't contain many symbols, a lot of categories and sub-categories will be empty or almost empty. Check this option to remove the empty categories from the category structure and to place the contents of very small sub-categories in their 'parent'-category. When you choose another symbol database, the category structure will be adapted to that database.
3. The option 'Remember current category' makes the dialog remember which category was open when the dialog is closed. Next time you open the dialog, it will open with the same category.

- **Find buttons**

You can use the Find- and Find Next button to look for a word or the part of a word. The (part of the) word is looked for in all categories. If a name is found in which the (part of the) word occurs, the category-list shows to which category it belongs, adding a gray background to the name of that category.

5.2.2 Placing symbols

First you have to find the symbol. Click in the list or in the box on top of that list. Now you can browse the list in the middle very quickly by typing the first letters of the concept/symbol you look for.

If you can't find it this way, use the category structure or the Find buttons.

Note: Keep in mind that the names of concepts can differ from the original symbol names that are used within each database. And, if you are looking for a particular symbol, don't forget to check for synonyms!

When you have found the symbol, you can press Enter or click OK to place it in the document. Click Cancel or press Esc to return to the chart.

5.3 Placing symbols: Vocabulary

You can also use the Source Vocabulary to find and place symbols. Click on a symbol in the Vocabulary and keep the button pressed down.

Move the mouse to the place in the document where you want to insert the symbol. Release the mouse button.

Note:

Default vocabularies provide access to one symbol database at a time. The symbols are arranged according to the Symbol for Windows category structure.

You can use and/or change a personal Vocabulary instead, see chapter 3.1, Insert a User Vocabulary.

Chapter 1.4, Vocabulary explains how you can open and close, show or hide, or move a Vocabulary.

5.3.1 Finding symbols in a Vocabulary

If you don't know where to find the symbol that you want to place, you can search the Vocabulary by browsing through it; see chapter 1.4.6, Browsing the Vocabulary.

There is another way to quickly go to another page: Click on **Vocabulary – Go to page...** in the menu. The Document Maker shows a list of all the pages in the Vocabulary. When you select one and click on OK, the page is shown immediately.

You can also use the *Find* function.

- Select **Find – Find in Vocabulary** from the menu, or
- right-click on the Vocabulary and select **Find** from the popup menu.

With the dialog that appears you can look for symbols (first two pages) or for images (last page).

1 Type a name

On the first tab card you can type the name of the symbol you are looking for, or just a few characters that must form part of the name of the symbol.

2 Browse the categories

When you press the button with the text 'Select a symbol' the dialog with the category structure will be opened. The use of this dialog is explained in chapter 5.2, Placing symbols: Select symbol dialog.

3 Find an image (look for a certain file)

Individual Vocabularies might contain imported images. You can look for imported images if you know the file name. Type the name of the file or use the browse button to look on the hard disk, a floppy or a CD.

When you press [Enter], the dialog disappears; the Vocabulary displays the first page that contains a symbol with the given name (method 1), the selected symbol (method 2) or the given file name (method 3).

Find next, Find previous

The symbol, symbol name or file name may occur in the Vocabulary more than once, on different pages. To make the Vocabulary display the next or previous match,

- Choose **Find – Find next in Vocabulary** or **Find previous in Vocabulary**, from the menu, or
- right-click on the Vocabulary and choose **Find next** or **Find previous** from the popup menu.

Zoom in on a symbol

You can zoom in on the symbols in the Vocabulary; see chapter 1.

5.3.2 Zoom in on a symbol

You can zoom in on the symbols in the Vocabulary:

- press [F12], or
- right-click on it and choose **Zoom picture** from the pop-up menu or
- select a symbol and choose **Field** from the menu **Zoom**.

A window pops up with an enlarged view of the symbol. You can re-size this window to see the symbol even larger.

Clicking the mouse or pressing any key will remove the pop-up.

5.4 How to import pictures

You can import images and symbols that are available to you in a digital form, in the document.

You can do this using the Vocabulary or using the Import function.

Using the Vocabulary

This method is the quickest, especially if there are several images in files on the computer that you want to place in the document.

1. First make sure that the Vocabulary shows the files in a folder on the computer. Choose **Display** in the menu **Vocabulary** and click on **Explore folder**. Paragraph xxx explains how to change which file type(s) and which folder become visible and which folders can be browsed as well.
2. Place the focus in the document where you want to import the file.
3. Click on the image in the Vocabulary to place it in the document.

Using the Import function

Move the cursor in the document to the position where you want to place the imported image or symbol. Then

- Select **Edit - Import Picture**, in the menu, or
- Press down the keys [Ctrl] + i.

In the File-open dialog, enter the filename or select the file containing the image or symbol. Note that you can only import *.BMP files (Bitmaps), *.WMF or *.EMF files (Windows Metafiles), *.JPG or *.JPEG files and *.ICO files (icons).

Notes:

Symbols and images are not stored in the document file. That would make the file much too big. So...

1. Do not move, delete or rename an image file after importing it in a document. The Document Maker won't be able to find deleted, moved or renamed imported images the next time you open the document.
2. If you want to use a document that includes imported symbols on another computer, you have to copy the image files to the other computer as well and place them in the same directory as on the first computer. (See also chapter 5.13.4, e. Otherwise the existing document will be overwritten..)
Tip: copy or move the image file to the program's directory, *before* importing it into the document. Then import it. When you want to use this document on another computer, you can place the image to the program's directory on the other computer - wherever that directory is.

5.5 Drawing options per symbol or image

There are some drawing options to be set per symbol or image.

You can

- change the size of the symbol, image or photo
- convert a colored symbol to a black-and-white symbol
- add an 'opposite' indicator.

Right-click on the symbol, image or photo. From the pop-up menu that appears, choose **Draw options**.

Or click on a symbol (or image, or photo) and choose **Representation - Draw options** from the **Edit** menu.

Size

The size and shape of a symbol or photo can change if you choose 'Stretch'. By default, every image in a cell keeps its own aspect ratio.

Color

An originally colored symbol can be drawn in black-and-white.

The opposite is not possible (draw a black-and-white symbol with colors).

Opposite indicator

By adding a white, red or black cross or line to the image or symbol, you can make the symbol or image express the opposite meaning.

5.6 Placing text between the symbols

You can insert text at the position where usually symbols and images will appear.

Move the cursor in the document to the position where you want to insert the text.

Now you can start typing; note that under **Options – Add on Typing**, 'Text' must be checked.

Otherwise you must choose **Edit - Insert text**, in the menu.

You can type the text in the small dialog that appears (if it doesn't appear you have to check the option **Options – Add on Typing – Show Dialogs**). Click OK or press [Enter] to place the text in the document.

5.7 Other elements in the symbol text

Move the cursor in the document to the position where you want to insert a space, line break or page break.

Space

- Click on the button *Space* in the toolbar, or
- press the space bar on the keyboard.

Line break

- Click on the button *New line*, in the toolbar, or
- press [Enter].

Page break

- Click on the button *New page*, in the toolbar, or
- press [Ctrl]+ [Enter].

5.8 Editing labels

You can edit the labels that belong to symbols in the document, on the condition that the labels are visible.

To edit a label,

- Double-click on the symbol, or
- select **Edit - Change label**, in the menu, or
- right-click on the symbol and select **Edit label**, in the pop-up menu.

You can type the new label in the dialog that appears.

Press [Enter] or click on OK to insert the new label in the document.

Next label synonym, previous label synonym

Many concepts have several label synonyms, for instance "1" and "one" are label synonyms for the same concept.

When you choose a symbol, the synonym that you have chosen becomes the label (if labels are visible, and if the label is not identical to the symbol – e.g. a number or punctuation mark).

You can change the label into another synonym for the same concept.

Press Shift + F7 at the same time to switch to the previous label synonym, or right-click on the symbol and choose **Previous label synonym** from the pop-up menu.

Press F7 to switch to the next label synonym, or right-click on the symbol and choose **Next label synonym** from the pop-up menu.

Notes:

1. Read chapter 2.5, Symbols and symbol labels if you want to make the labels visible or to change their layout.

2. You can also change the labels in the Vocabulary; see chapter 3.1, Insert a User Vocabulary.

5.9 Deleting symbol text

There are different ways to delete symbol text.

Symbol text means the symbols plus other elements, such as text and spaces, and the extra text that is linked to the symbols.

- Move the cursor in the document to the RIGHT of the element that you want to delete; press [Backspace], or
- Move the cursor in the document to the LEFT of the element that you want to delete; press [Delete], or
- select the symbol or space or a group of symbols/spaces/etc.: drag over it with the mouse, keeping the left mouse button pressed down; or press the [Shift] key and select it using the arrow keys. Then,
 - press [Delete], or
 - click on the button *Cut* in the toolbar, or
 - press [Ctrl]+X, or
 - select **Edit - Delete**, or **Edit - Cut**, in the menu.

5.10 Moving symbol text

Select the symbol or space or the group of symbols/spaces/etc. that you want to move: drag over it with the mouse, keeping the left mouse button pressed down; or press the [Shift] key and select it using the arrow keys.

There are different ways to move the selection.

1. With the mouse.

Point at the selection; press the left mouse button and keep it pressed down while dragging the selection to another place in the document. You will see a small rectangle close to the mouse. Then release the mouse button.

2. With keyboard shortcuts.

Press [Ctrl]+X, or [Shift]+[Delete] to cut the selection. Then move the cursor in the document to the place where you want to move the selection to. Press [Ctrl]+V, or [Shift]+[Insert] to paste the selection back in the document.

3. With toolbar buttons.

Click on the button *Cut*. Move the cursor in the document to the place where you want to move the selection to. Click on the button *Paste*.

4. Using the menu.

Select **Edit - Cut**. Move the cursor in the document to the place where you wanted to move the selection to. Select **Edit - Paste**.

Note:

When you move a symbol, you move the label and the extra text that belong to the symbol as well.

5.11 Copying symbol text

Select the symbol or space or the group of symbols/spaces/etc. that you want to move: drag over it with the mouse, keeping the left mouse button pressed down; or press the [Shift] key and select it using the arrow keys. Then,

- Press [Ctrl]+C, or [Shift]+[Insert] to copy the selection. Then move the cursor in the document to the place where you want to copy the selection to. Press [Ctrl]+V, or [Shift]+[Insert] to paste the selection back in the document.
- Click on the toolbar button *Copy*. Move the cursor in the document to the place where you want to copy the selection to. Click on the toolbar button *Paste*.

- Select **Edit - Copy**, in the menu. Move the cursor in the document to the place where you want to copy the selection to. Select **Edit - Paste**.
- Right-click on the selection and choose **Edit - Copy**, in the pop-up menu. Move the cursor in the document to the place where you want to copy the selection to. Select **Edit - Paste**.

5.12 Extra (alphabetic) text

You can't have extra text in a document without reserving a part of all pages for the extra text. Read chapter 2, Page settings, to get explanation about this.

5.12.1 Switch Auto Text on/off

The labels of symbols that you place in the document can be added *automatically* to the additional text at the same time. This option is called 'Auto Text'.

To switch Auto Text **ON**, choose **Options** in the menu, and checkmark 'Auto Text'.

To switch Auto Text **OFF**, choose **Options** in the menu and clear the checkmark before 'Auto Text'.

Automatically added symbol labels can be a good starting point for the additional text, but of course you don't want symbol labels only in the additional text. The text can be edited. Also it can be very useful to have the added texts (not the symbol labels) of a group of symbols joined in one text.

If you have placed some symbols while Auto Text was switched off, then their labels cannot be added automatically to the additional text any more. If you want the labels in the additional text, you will have to type them yourself.

Note: You can change the font, size and style of the additional text any time you want. Turn to chapter 2, Page settings, to find out how.

5.12.2 Insert, edit or delete alphabetic text

Automatically added symbol labels can be a good starting point for the additional text. But of course, you don't want symbol labels only in the additional text. So you have to edit the text.

Insert text

Additional text always has a link with one symbol. So, to insert text you have to right-click on the *symbol* that you want to link the text to.

A pop-up menu appears; choose **Edit text block**.

In the dialog that appears, you can type any text you want - the symbol label is filled in automatically, but you can delete that if you want.

Click on OK to insert the text in the extra text. The position of the text is derived from the position of the symbol the text has a link with.

Edit text

To change a text block,

- double-click on the text that you want to edit, or
- right-click on the symbol the text is linked to, and choose **Edit text block** from the pop-up menu that appears.

Delete text

To delete text, you can edit the text, removing all text from the Edit dialog box.

However, there is a faster way. Right-click on the text and choose Delete text block, from the pop-up menu.

5.12.3 Group text

It can be very useful to put the extra texts that belong to a group of symbols in one text.

First select the symbols to which the extra texts belong that you want to put together in one text.

Then right-click on one of the selected symbols.

Choose from the pop-up menu: **Group texts**.

These texts will be put together in one text block.

The text is linked to the last symbol in the selection. If you check **View - Markers** in the menu, you can see to which symbol each text block is linked.

The text will move when the connected symbol is moved - not when other symbols are moved. It will not be deleted when the connected symbol is deleted; instead it will be connected to the next 'last' symbol in the original selection.

The text will be removed together with the symbol, if the deleted symbol is the only one left from the selection.

It is not possible to 'ungroup' texts. If you want to split it up again, you will have to insert new text for every symbol in the group.

Notes:

1. Grouping text has no effect on symbols without a connected additional text.
2. You can edit and delete grouped text just like you edit and delete non-grouped text.

5.13 Managing files

5.13.1 Create a new document

To create a new document,

- Select **File - New**, from the menu, or
- press [Ctrl]+N on the keyboard or
- click on the toolbar button *New*.

If the current document in the Document Maker has changed, you will be asked if you want to save these changes.

5.13.2 Open a previously saved document

- Select **File - Open**, from the menu, or
- press [Ctrl]+O, or
- click on the toolbar button *Open*.

Select the document that you want to open.

You can choose **File - Reopen**, if you want to open one of the five most recently opened documents.

5.13.3 Save a document

- Select **File - Save**, from the menu, or
- press [Ctrl]+S, or
- click on the toolbar button *Save*.

Select **File - Save as** (in the menu) if you want to save the document using another name. Otherwise the existing document will be overwritten.

5.13.4 Using Document Maker files on other computers

In the document file, all the settings of the document are stored, such as the margins and the place of the additional text. The symbols and imported images themselves are *not* stored in the document file. That would make the file much too big. Instead, the document *refers* to the symbols and imported images.

A Document Maker on another computer can read any Document Maker files as long as all the symbol databases and all the imported images that the document refers to are present on the computer as well.

5.14 Printing a document

Check the printer settings before you start printing. Select **File - Printer setup** from the menu to open the standard printer setup dialog. Check the name of the printer, the paper orientation and paper size. If you have a color printer, it is often also important to check the printer options settings.

If you want to start printing immediately,



- press [Ctrl]+P on the keyboard, or
- press the *Print* button on the Toolbar.

Otherwise, select **File - Print**, from the menu.

A window appears in which you can instruct the printer to print the entire document, or only some pages, or a selection. You can also press the *Settings* button to change the printer settings.

-
- To print the *entire document*, select 'All pages' and press OK.
- To print a *selection*, checkmark 'Selection' and press OK. You must have made a selection first.

To print only *some pages*, enter a range of pages. If you want to print page 2 and 3 only, enter 2 in the 'From:' box, and 3 in the 'To:' box. If you want to print only page 2, enter 2 in both boxes. You can only set which pages to print if your document has more than one page.

Problems when printing Bliss symbols

Some printers print Bliss symbols wrongly. For those printers there is a special printing option in the Document Maker. If your printer has problems printing Bliss symbols correctly, choose **Options – Printing...** and checkmark the option **Alternative printing**.

6. Creating documents (switch access)

This chapter explains how to create documents when the input mode is set to 'scanning', because a switch user will handle the program in a totally different way than other users do.

We assume here that the switch user has a full Command bar at his or her disposal and one or two switches.

6.1 Move the cursor in the document

In the scanning mode, the focus isn't put on the document, only on the Command bar and the Vocabulary. Yet it is possible to move the cursor in the document.

Select the button *Cursor Movement* in the Command bar. Then you press repeatedly one of the four buttons in the submenu (*Up, Right, Down, Left*). This will move the cursor in the document one place to the left or the right or one line up or down. Do this until the cursor is in the right position.

6.2 Show/Hide the Vocabulary

Select the button *Full Screen* in the Command bar, to hide the Vocabulary.

Select the button *Split Screen* (that replaces the Full Screen button when the Vocabulary is hidden) to bring the Vocabulary back on screen.

6.3 Write and edit symbol text

6.3.1 Find and place symbols

1. *Select a row or column in the Vocabulary.*

Initially, the cursor moves either up and down or to the right and back. When the option 'Select a column first' has been checkmarked in the 'Scan options' dialog box, the cursor moves to the right and back.

By pressing a switch, the user can change the direction of the cursor.

If the cursor was moving up and down, a row has been selected. The cursor starts moving to the right and back.

If the cursor was moving to the right and back, a column has been selected. The cursor is now moving down and up again.

2. *Make a selection.*

Select a box in the chose row or column by pressing the switch again. (You have to confirm the selection if you are using two switches.) The box can contain a symbol or a reference to another page in the Vocabulary.

Other pages

If the selected box refers to another page in the Vocabulary, the other page will be displayed. On this page you can again select box, just like you did on the first page. Except for the page that you see when you open the Vocabulary, the reference in the top left corner brings you back to the previous page. This reference is always in the top left corner. Select this box if you want to return to the previous page.

Symbol

If there is only one switch in use and the selected box contains a symbol, the symbol will be placed in the document immediately. The cursor then starts moving again like it did at the start.

If two switches are used, the user must confirm the selection to place the symbol into the document and make the cursor start moving like it did at the start.

If the user doesn't select a box (or doesn't confirm the selection) the cursor will start to move like it did at the start, after the expiration of the 'maximum waiting time'.

Note: When the scanning starts over, it depends on the setting of the 'Default action after selection' where the restart is made (see chapter 4.4, election is not 'go outmost' (see the next paragraph).).

If you want the symbol labels to be visible in the document, see chapter 2, Page settings.

6.3.2 Insert a space

Move the cursor in the document to the place where you want to insert a space; use the cursor movement buttons in the Command bar. Then select the button *Space* in the Command bar.

6.3.3 Insert a line end or a page break

Move the cursor in the document to the place where you want to insert a line end or page break; use the cursor movement buttons in the Command bar.

To start a new line, select the button *New line* in the Command bar.

To start a new page, select the button *New page* in the Command bar.

6.3.4 Delete symbol text

Move the cursor in the document to the right or the left of the symbol (or space, line end, etc.) that you want to delete; use the cursor movement buttons in the Command bar.

Then,

- select the button *Backspace* (delete previous) to delete the symbol, space etc. at the LEFT of the cursor.
- select the button *Delete* to delete the symbol, space etc. at the RIGHT of the cursor.

Delete all symbols

The easiest way to delete all symbols (including spaces, line breaks etc.) is to create a new document without saving the current one. See chapter 6.4.2, the program directory). Choose a document from the list..

6.3.5 Indicators (only for Bliss symbols)

Bliss symbols can be combined with a lot of indicators. In a Document Maker document you can place an indicator on a Bliss symbol or replace one indicator by another.

Place an indicator

Move the cursor in the document to the Bliss symbol that needs the indicator; use the cursor movement buttons in the Command bar. Then select the button *Indicators* in the Command bar. You can choose out of fourteen indicators.

You can't place more than one indicator on a Bliss symbol.

Delete an indicator

Move the cursor in the document to the Bliss symbol with the indicator that you want to delete; use the cursor movement buttons in the Command bar. Then select the button *Indicators* in the Command bar. At the right end of the *Indicators* submenu you will find the button *Delete Indicator*.

6.3.6 Block commands

Via the 'block commands' you can copy, move, print or delete a whole block of symbols (including spaces, line ends etc. and the extra text). This takes two or three steps. First you have to select a block.

Then you must choose a command, telling the program what to do with the block.

If you chose print or delete, the command will be performed immediately.

If you chose copy or move, you must tell the program where you want the block to be moved or copied.

Select a block

Move the cursor in the document to the first or the last symbol that you want to move, copy, print or delete.

Select the button *Block commands* in the Command bar. The *Cursor movement* submenu opens automatically. Now move the cursor to the other end of the symbol text that you

want to select. You will see that when you move the cursor, all the symbols between the original position and the new position of the cursor will get selected. Leave the submenu by selecting the switch button in the Cursor movement submenu. The submenu Block operations opens automatically.

Block operations

Every button in the submenu Block operations stands for an operation that can be performed with the selected block.

Copy: copies the selected block to the clipboard. At first sight nothing changes in the document, but the Cursor movement submenu opens automatically again. Move the cursor in the document to the place where you want to copy the selected symbols to. Leave the submenu by selecting the switch button in the Cursor movement submenu. Now a copy of the block will be pasted into the document. The submenu Block commands is closed.

Move: deletes the selected block from the document and places it on the clipboard. The Cursor movement submenu opens automatically again. Move the cursor in the document to the place where you want to move the selected symbols to. Leave the submenu by selecting the switch button in the Cursor movement submenu. Now the block will be pasted into the document. The submenu Block commands is closed.

Print: print the selected block immediately. The submenu Block commands is closed.

Delete: deletes the selected block. The submenu Block commands is closed.

If you have selected a block, but you don't want to do something with the selection, you can select the switch button in the submenu Block commands, to leave this submenu.

6.4 Managing files

6.4.1 Open a previously saved document

Select the button *Disk* in the Command bar. In the submenu that appears, select the button *Open*. The Document Maker shows a list of previously saved files (all located in the program directory). Choose a document from the list.

6.4.2 Create a new document

Every time when you run the program, you see a white sheet (a new document) on screen.

If you want to start a new document, first save the document (see chapter 6.4.3, oose the changes that you have made during this session.). Then select the *Quit* button in the Command bar. In the submenu that appears you can select the *New* button.

Note that if you don't save the current document, you will loose the changes that you have made during this session.

6.4.3 Save a document

Select the button *Save* in the Command bar. From the submenu that appears, select the button *Save*. The Command bar changes and you see a blue bar on the screen.

Compose a name, selecting symbols from the Vocabulary.

With the button *Delete Previous* you can delete the last symbol that you have placed in the name of the document.

With the switch button you can cancel the saving operation.

Select the *Save* button if you have finished composing the name. You can also select the blue bar.

The blue bar will disappear and the Command bar changes back to normal.

Note: it is also possible to save the document and leave the program directly after that. Select the button *Quit* in the Command bar. From the submenu that appears, choose the button *Save*. If the document already had a name, it is saved and the program closes. If the document did not have a name yet, you have to compose a new name. When you

finish the saving operation by selecting the blue bar or the *Save* button in the Command bar, the program will save the document and then close down.

6.4.4 View a list of previously saved documents; delete documents

You can view a list of previously saved documents.

Select the *Save* button from the Command bar. From the submenu that appears, choose the button *Dir*. The Document Maker shows a list of all previously saved documents. No files can be deleted or loaded from this list. If the current document was saved to disk before, the name of the current file has a red background instead of a blue.

If you want to delete files as well, select the button *Delete* from the submenu (after selecting the *Save* button in the Command bar). You can delete a file simply by selecting it.

6.5 Print a document

If there are multiple print options available to the user, the Command bar contains a *Print* button with a submenu.

From the submenu, select...

- *Print all*, to print all pages
- *Print text*, to print the entire document, text only (additional text and labels)
- *Print symbols* to print out the entire document, symbols only.

When the input mode is set to scanning (switch access) it is not possible to print a selection of the pages in a document. However you can print a block, using the *Block* commands.

7. Talk options

7.1 Speech synthesizer

As long as you don't give the Document Maker information about your speech synthesizer, the program will act as if you don't have a speech synthesizer. The **Talk** options aren't available and the *Talk* button is not present in the Command bar (even if you have added the Talk commands to the Command bar).

So if you have a speech synthesizer and you want to use it in the Document Maker,

1. Select **Talk - Synthesizer**, in the menu.
2. Select your speech synthesizer and click OK. If you choose <none>, you can't use the **Talk** options, and the *Talk* button in the Command bar remains invisible.

7.2 Talk - Vocabulary

You can send the name of every symbol to the speech synthesizer at the moment when you select it in the Vocabulary.

In the **Talk** menu (or in the **Talk** submenu in the Command bar, see chapter 3.4.4, Items beyond the cursor will move one step to the left.) you will find the following options:

Talk only: every symbol that the user selects in the Vocabulary is sent to the speech synthesizer. It is NOT placed in the document.

Write only (default): every symbol that the user selects in the Vocabulary, is placed in the document. It is NOT sent to the speech synthesizer.

Talk and write: every symbol that the user selects in the Vocabulary is placed in the document AND sent to the speech synthesizer. When the user inserts a period, question mark or exclamation mark – as a symbol, not as text - the speech synthesizer reads the sentence from the document.

7.3 Talk - document

It is also possible to make the speech synthesizer read the whole document or to read it line by line. Choose **Talk** in the menu or click on the *Talk* button in the Command bar. You can select one of the options below:

Document: When you check this option, the user can command the speech synthesizer to read the whole document.

Line: The speech synthesizer reads the line the cursor stands on (in the document).

Line by line: The speech synthesizer reads the line that the cursor stands on (in the document) and the cursor moves to the next line, so that the next line will be heard when the user repeats this command.

Sentence: The speech synthesizer reads the sentence, from the first character or symbol to the first line ending (., !, ?, hard return, page break). When the user inserts a period, question mark or exclamation mark – as a (Bliss) symbol, not as text -, the speech synthesizer also reads the sentence from the document.

Talk last again: repeat the last speech output.

Which text will you hear?

First, the Document Maker searches for extra text that belongs to the symbol. If there is a text block that is linked to the symbol, it sends the extra text to the speech synthesizer. If there is no text block linked to the symbol, the Document Maker will send the label to the speech synthesizer instead.

When there's no label, the symbol name will be sent to the speech synthesizer.

Tip: to stop the speech synthesiser when it is reading, press the **Esc** button or click again on the *Talk* command button.

7.4 Switch to the Personal Communicator

The Symbol for Windows Personal Communicator is designed to communicate via spoken language. If this program is present on the computer, it is possible to switch directly between the Document Maker and the Personal Communicator. The Document Maker has a menu item for this: **Talk - Personal Communicator**.

8.Extra options

8.1 Choose another language for the labels

The labels in the Vocabulary are presented to you in the computer's default language, or in English. So is the extra text that is placed in the document when the option Auto Text is on.

It is possible to choose another language.

Go to **Options - Language...** in the menu and select a language.

The labels in the Vocabulary and the text that was placed automatically will be translated into the chosen language (as far as you haven't changed those labels and text).

8.2 Translate a document into another symbol language

You can translate all symbols in a document into one other symbol database.

Choose **Options – Translate document...**

Many symbol systems have a lot of symbols in common, but they are never exactly the same. Symbols (or in fact: meanings) can be present in one symbol system and be absent in the other.

When you translate a document into another symbol language, you have to choose what the Document Maker should do with those symbols: leave them as they are, omit them, or 'translate them anyway'.

'Translate anyway' means that the Document Maker omits the symbol, but it keeps the information about the symbol. When you translate the document back to the original symbol language, it will find the omitted symbol again.

8.3 Change default file locations

You can change the default locations for user files (documents and other), images and shared files. Select **Options - File paths** in the menu. Click on the *Browse* button to select another directory, if you want to change a directory.

8.4 Finding symbols in a document

Select **Find - Find...** in the menu.

With the dialog that appears you can look for symbols (first two pages) or for images (last page). See for explanation chapter 5.3.1, Finding symbols in a Vocabulary; to find symbols in a Vocabulary the same sort of dialog can be used.

Find next, Find previous

The symbol, symbol name or file name may occur in the document more than once.

To make the Document Maker display the next match, choose **Find – Find next**.

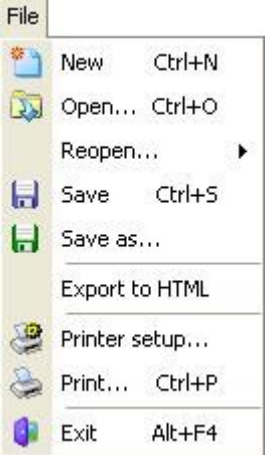
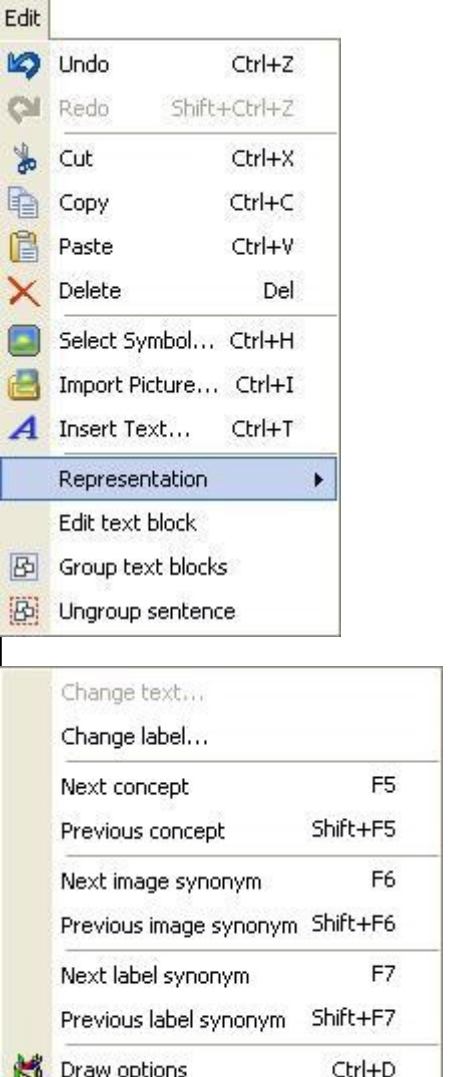
To make the Document Maker display the previous match, choose **Find – Find previous**.

8.5 Export a document as HTML file

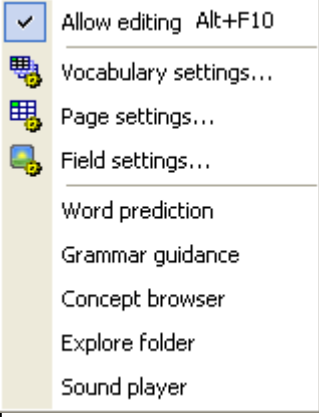


Holders of a license for the e-mail module can use the option to export a document to a HTML file. HTML means Hyper Text Mark-up Language and is a common format for web pages.

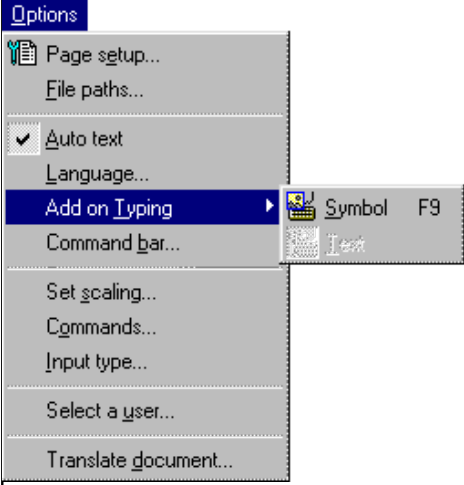
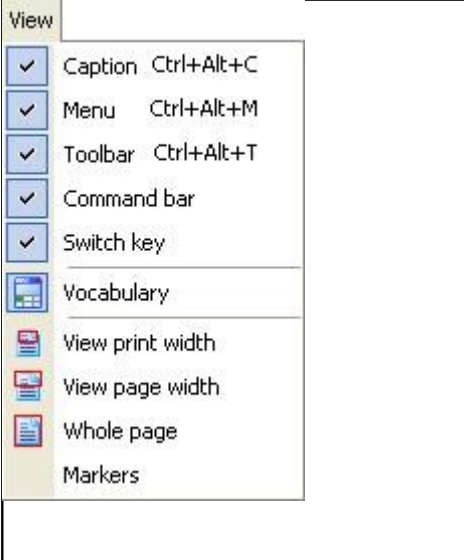
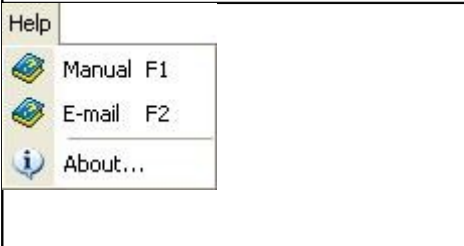
9.Menu

The menu contains the following items.

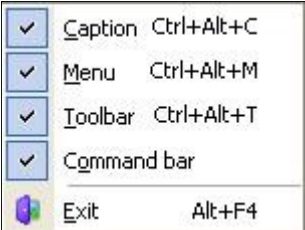
	<p>In the File menu you will find options to make a new document, or to save, open or print a document.</p> <ul style="list-style-type: none"> • New - create a new document. • Open... - open a previously saved document. • Reopen... – open one of the 5 most recently opened documents again • Save - save the document, overwriting the old version. If it is a new document you will be prompted to enter a filename. • Save as... - save the document using another filename. • Export to HTML – save the current document in HTML format (works only with e-mail license) • Printer settings... - change the paper size and orientation and the printer. • Print... - print the document. You can print the whole document, a selection, or one or more pages. • Exit - close the Document Maker.
	<p>The Edit menu contains the following commands:</p> <ul style="list-style-type: none"> • Undo – undo the most recent action • Redo – redo the most recent undo-action • Cut - cut the selection and put in on the clipboard • Copy - copy the selection to the clipboard • Paste - paste the contents of the clipboard in the document • Delete - delete the selection • Select symbol... - select a symbol from a SfW database • Import picture - read an image from a file (.BMP, .WMF, .EMF, .ICO, .JPG or .JPEG format) • Insert text... - type text between two symbols • Representation: <ul style="list-style-type: none"> • Change text - change text between the symbols • Change label... - change the label of a symbol • Next concept – find the next concept with the given text • Previous concept – find the previous concept with the given text • Next image synonym – show the next image of the same symbol database that represents the same concept • Previous image synonym- show the previous image of the same symbol database that represents the same concept • Next label synonym – show the next label for the same concept • Previous label synonym – show the previous label for the same concept








	<p>Draw options – change the color and/or scaling of the symbol or image and/or add an 'opposite' indicator</p> <ul style="list-style-type: none"> • Edit text block... - edit the text block that belongs to the selected symbol • Group texts - group the text blocks that belong to the selected symbols • Ungroup sentence •
<p>The screenshot shows the 'Find' menu with the following items: Find... (Ctrl+F), Find next (Ctrl+L), Find previous (Ctrl+Alt+L), Find in vocabulary..., Find next in vocabulary, Find previous in vocabulary, and Go to page... (Ctrl+G).</p>	<p>The Find menu provides access to commands to find symbols in the Vocabulary and in the document, and to place a symbol in the document:</p> <ul style="list-style-type: none"> • Find... - find a symbol in the document • Find next – display the next match if there is one • Find previous – display the previous match if there is one • Find in vocabulary... - find a symbol in the vocabulary • Find next in vocabulary... - display the next match if there is one, in the vocabulary. • Find previous in vocabulary... - display the previous match if there is one, in the vocabulary. • Go to page... – choose a page in the vocabulary to go to
<p>The screenshot shows the 'Vocabulary' menu with the following items: New, Open..., Save..., Close, Display (with a submenu arrow), Properties..., and Settings (with a submenu arrow). The submenu for 'Display' includes: User vocabulary (checked), Concept browser, Explore folder, and Sound player.</p>	<p>The Vocabulary menu:</p> <ul style="list-style-type: none"> • New - create a new vocabulary • Load - open a vocabulary • Save – save the vocabulary • Close - close the Vocabulary and remove it from the computer's working memory • Display: <ul style="list-style-type: none"> User vocabulary – show the vocabulary Concept browser – show all symbols of a particular database using the SfW category structure Explore folder – show files in a directory on the computer Sound player – show and play sound files in a directory on the computer • Properties – change the height of the Vocabulary and show or hide the symbol names • Settings: <ul style="list-style-type: none"> Allow editing - allow the user to edit the vocabulary after right-clicking on the vocabulary Vocabulary settings... - edit the default settings, such as the number of rows and columns and the startpage Page settings - edit the page settings such as the number of rows and columns and the use

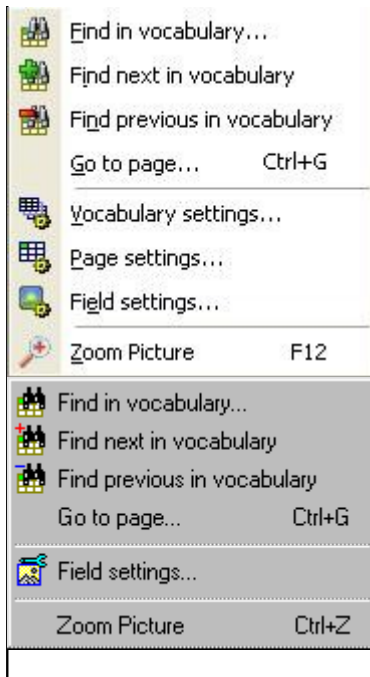
	<p>of colour</p> <p>Field settings – edit the content, layout, commands or link of a field.</p> <p>Word prediction – change the settings for the word prediction</p> <p>Grammar guidance – change the settings for the grammar guidance</p> <p>Concept browser – change the settings for the concept browser</p> <p>Explore folder – change the settings for exploring folders</p> <p>Sound player – change the settings for the sound player</p>
	<p>The menu Talk:</p> <ul style="list-style-type: none"> • Synthesizer - choose a synthesizer and a voice • Volume up • Volume down • Talk only - make the name of symbols heard instead of placing them into the document • Talk and write - do both; make the names of symbols heard and place them into the document • Write only - just place symbols into the document • Document - read the document aloud • Line – read this line aloud • Line by line – read the whole document aloud, line by line • Sentence – read the sentence, from the first symbol to the sentence ending or line break • Repeat last – repeat the last utterance • Personal Communicator - switch to the Personal Communicator, without closing the Document Maker
	<p>Through the menu Options you can change the following settings:</p> <ul style="list-style-type: none"> • Page setup – change the page layout • File paths – check or change the default file locations • Printing • Auto Text – switch the Auto Text function on or off • Fluent text output • Language: choose a language, for the labels • Add on Typing... - choose whether you want to select concepts or insert text, using the keyboard; check the option Show dialogs if you want to see the corresponding dialog • Command bar: switch between default and Bliss images on the Command bar buttons • Set scaling... - zoom in or out • Commands - select commands for the Command bar • Input type... - change the way the program is operated (default or switch access) • Cursor appearance – change the appearance

	<p>of the cursor (on vocabulary and command bar)</p> <ul style="list-style-type: none"> • Select a user - load the settings and individual Vocabulary for a particular user • Translate document... - Translate all symbols in the document into another symbol language
	<p>The menu View contains the following functions:</p> <ul style="list-style-type: none"> • Caption - show or hide the caption • Menu - show or hide the menu • Toolbar - show or hide the toolbar • Command bar - show or hide the Command bar • Switch key – add a switch key to submenus in the command bar • Vocabulary - show or hide the Vocabulary • View print width – show page on screen using print width • View page width – show page on screen using page width • Whole page - show whole page on screen • Markers - show or hide the markers
	<p>The Help menu contains commands to display the manual about the Document Maker, the manual about the use of e-mail in Document Maker and a command to display information such as the version and the serial number of your license.</p>

When you right-click on the screen, a pop-up menu appears. There are different pop-up menus. It depends on the clicked item, which pop-up menu appears.

	<p>When you right-click on the document (not on a symbol, not on the text) you see this pop-up menu. It contains View menu items, to hide the caption, toolbar, menu and the Command bar. It also contains a command to close the Document Maker.</p>
---	--





















<ul style="list-style-type: none"> ✓ <u>C</u>aption Alt+C ✓ <u>M</u>enu Alt+M ✓ <u>T</u>oolbar Alt+T ✓ <u>C</u>ommand bar <hr/> <ul style="list-style-type: none"> <u>E</u>xit Alt+X 		
<ul style="list-style-type: none"> <u>C</u>hange text... <u>C</u>hange label... <u>E</u>dit text block <u>N</u>ext concept F5 <u>P</u>revious concept Shift+F5 <u>N</u>ext image synonym F6 <u>P</u>revious image synonym Shift+F6 <u>N</u>ext label synonym F7 <u>P</u>revious label synonym Shift+F7 <u>A</u>dd indicator ▶ <u>D</u>elete indicator  <u>D</u>raw options Ctrl+D  <u>U</u>ngroup sentence 		<p>When you right-click on a symbol, this pop-up menu appears. It contains a number of Edit menu items, such as commands to switch to the next or previous concept or synonym (for the symbol or the label).</p> <p>The two commands: Add indicator, and Delete indicator, can only be used when you click on a Bliss symbol.</p>
<ul style="list-style-type: none">  <u>C</u>ut Ctrl+X  <u>C</u>opy Ctrl+C  <u>D</u>elete Del  <u>G</u>roup text blocks  <u>U</u>ngroup sentence <hr/> <ul style="list-style-type: none"> <u>C</u>ut Shift+Del <u>C</u>opy Ctrl+Ins <u>D</u>elete Del <hr/> <ul style="list-style-type: none"> <u>G</u>roup text blocks 		<p>When you right-click on two or more selected symbols you will see this pop-up menu, giving you the possibility to group the texts that belong to those symbols in one text block and to ungroup the selected sentence.</p>
<ul style="list-style-type: none"> <u>E</u>dit text block <u>D</u>elete text block <hr/> <ul style="list-style-type: none"> <u>E</u>dit text block <u>D</u>elete text block 		<p>When you right-click on extra text you can choose if you want to edit or delete the text block.</p>



The pop-up menu that appears when you right-click on the **Vocabulary** contains commands to

- look for symbols in the Vocabulary
- change the content, layout, commands or link of the vocabulary, a page or a field in it
- zoom in on a picture or symbol.

10. Toolbar

	New. Make a new document.
	Open. Open a previously saved document.
	Save. Save the document.
	Print. Print the document.
	Find. Find a symbol in the document.
	Find next. Display the next match.
	Hide/show Vocabulary.
	Scale to text width. Zoom in on the (symbol) text.
	Scale to text width. Zoom in on the page.
	Scale to whole page. Zoom out.
	Zoom in on the page.
	Zoom out.
	Page setup. Change the page layout.
	Cut. Cut the selection and put it on the clipboard.
	Copy. Copy the selection to the clipboard.
	Paste. Paste the contents of the clipboard into the document.
	Delete. Delete the selection.
	Space. Add a space.
	New line. Start with a new line in the document (line end).
	New page. Start with a new page (page end).

11.Keyboard shortcuts

The following keyboard combinations have a special meaning in the Document Maker:

Key(combination)	Action
Ctrl + Alt + C	Show/hide caption
Ctrl + Alt + M	Show/hide menu
Ctrl + Alt + T	Show/hide toolbar
Ctrl + C	Copy
Ctrl + D	Draw options
Ctrl+F	Find (in document)
Ctrl + G	Go to page...
Ctrl+H	Place symbol
Ctrl+I	Import picture
Ctrl+L	Find next (in document)
Shift + Ctrl + L	Find previous (in document)
Ctrl+N	New
Ctrl+O	Open
Ctrl+P	Print
Ctrl+S	Save
Ctrl+T	Insert text
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Shift + Ctrl + Z	Redo
Alt + F4	Exit
F1	Manual
F2	E-mail manual
F5	Next concept
Shift + F5	Previous concept
F6	Next image synonym
Shift + F6	Previous image synonym
F7	Next label synonym
Shift + F7	Previous label synonym
Ctrl + F8	Abort (e-mailing)
F9	Add on typing – text
Alt + F10	Allow editing (vocabulary)
Ctrl + F5	New e-mail
Ctrl + F6	Send e-mail
F10	Exchange e-mail
F11	View mailbox
Ctrl + Alt + F12	Show dialogs (on typing)
Del	Delete

12. Annex 1: Word Prediction

Word Prediction is part of FlexLex, the Symbol for Windows module for linguistic support in Symbol for Windows applications. FlexLex can support the user in a number of Symbol for Windows with word prediction, grammar help and concept to text conversion.

Scan users will be able to use the Word Prediction because it is integrated in the Vocabulary.

The Word Prediction is based on a number of word lists.

The first contains thousands of words, sorted alphabetically. A number behind every word indicates the place of that word in the list, would it be sorted by frequency of the use of the words.

The second list contains word pairs. This list helps to predict which words most often follow a given word.

There is a third list in which you can enter words yourself. Open the file NL_PR.LXS (usually this file is located in the directory C:\Program Files\Common Files\Handicom Shared\Databases\FlexLex) with a simple text processor like Notepad. Type one word on each line. The words in this list will be regarded as topmost frequent words.

12.1 Starting and using Word Prediction

When the Word Prediction is active you will see

- A row above the Vocabulary with the already chosen letters (or words)
- A column at the left side of the Vocabulary with predicted words.

The Word Prediction is activated as soon as you enter a page of the type 'word prediction' in a Vocabulary or Chart.

You get a few such pages automatically when you install the Symbol for Windows cd-rom. The files can be found in the Symbol for Windows user directory (usually C:\program files\handicom\symforwin\users).

They are called:

1. WP_ABCD.mnu, WP_QWERTY.mnu and WP_BothTypes.mnu. These are Vocabulary files.
2. WP_ABCD.vcp, WP_QWERTY.vcp and WP_BothTypes.vcp can be imported in a Personal Communicator Chart.
3. WP_ABCD.pcc, WP_QWERTY.pcc and WP_BothTypes.pcc are Personal Communicator Charts.

Besides characters, these pages also contain a few fields that act like buttons. With these buttons the user can delete a character, accept a word and enter a space, move the text to the document/chart/sentence bar, etc.

There is also a file called FlexLexDemo.pcc. When you open this you can see the Vocabulary in its different appearances.

Using the word prediction

Select a character (or two; see the Settings paragraph). The column at the left will be filled with a number of words (how many? Again, see the Settings paragraph). You can select another character or click on the field New Prediction to get more predictions with the same first letters.

When you see three dots after a predicted word, this means there are word endings.

When you select that word the column will be filled with the different forms of that word.

You can accept a predicted word by

- clicking on it
- clicking on the button Accept + New Word
- clicking on the button Accept if you want to type another word to follow the chosen word directly, without a space.

12.2 Settings

Different settings affect the Word Prediction's behaviour. You can change the settings via the menu **Vocabulary - Word Prediction**.

12.2.1 Show word endings

De Word Prediction can produce word endings for verbs, nouns and adjectives. When you check this option, there will be three dots after each word that can be inflected. After a click on that word the different forms will be shown in the word prediction column.

12.2.2 Lexicon size

The lexicon is a word list with information about the frequency of the use of the words.

With the scroll bar you can limit the size of this lexicon.

When you do this, the lexicon (with the words sorted by frequency) will be shortened. The words that are left out are less frequently used words.

12.2.3 Maximum number of results

Tell how many results you want to see at a time. The maximum is 99.

If you set the maximum to 5, you can click the New Prediction button (in the supplied alphabet pages) to see the next 5 predictions.

12.2.4 Minimum word length

Words that are shorter than the minimum word length will not be included in the prediction.

12.2.5 Prediction font

Click on this button to set the font type and size for the words in the column at the left.

Note: the font of longer words will automatically be reduced so that the word fits in the field.

12.2.6 Output font

You set the font type and size for the output – the words in the row above the Vocabulary.

12.2.7 Restore defaults

With the button Restore defaults you can set all settings back to the default settings.

12.2.8 Language

The results of the Word Prediction – and if desired, the word endings – will be in the language that has been chosen in the active application.

13. Annex 2: Grammar Guided Writing

Grammar Guided Writing is part of the module FlexLex, a module that can provide linguistic support in Symbol for Windows applications.

The Grammar Guided Writing helps users build grammatically correct sentences.

The Grammar Guided Writing is activated automatically when the Vocabulary has to open a page of the type 'Grammar Guidance'. When this happens, the Vocabulary will be replaced by a number of horizontal rows. Every row holds a different kind of information. How many rows there are depends on the settings. You can change the settings via the menu: **Vocabulary – Grammar Guided Writing**.

The row that takes up most of the space is the row in which the user has to make choices during the process of building a sentence.

The Backspace key can be used to go one step backwards in this process.

13.1 Navigation file

In the navigation file information is stored about the order of word types in one or more sentence types.

Navigation files are Personal Communicator Charts with the extension .pcc.

There are different sets of navigation files for English, Dutch, Swedish and Danish. The file with the appropriate language is automatically installed when you install the cd-rom, and can usually be found in the directory C:\Program Files\Handicom Shared\SymforWin\Users.

These sets consist out of a number of navigation files. It is intended that the user learns to work with the Grammar Guided Writing with these files. The choice of sentence types and word types is limited in the first file and extensive in the last file.

There is also a file called FlexLexDemo.pcc. Using this file you can see the Vocabulary in its different appearances.

13.2 Speech output

The Grammar Guided Writing can generate speech output (provided that you have a speech synthesizer, that the Symbol for Windows application has been instructed to work with that speech synthesizer, etc.). In the settings dialog you can check the moments on which you want speech output:

- When the sentence is complete
- When the mouse moves over a sentence or when the focus comes on a sentence
- When the focus moves to another field (using mouse or scanning).

13.3 Preview row

When the option Preview Row is checked, there will be another row below the main row in which the choices are made. When the focus comes on one of the fields in the main row, the row below shows from which possibilities you will be able to choose, after selection of the current field.

13.4 Action history row

When the option Action history row is checked, there will be an extra row that shows all the choices that have been made in the process of building the current sentence.

13.5 Input for Concept-To-Text conversion

When the option Input for C2T (concept-to-text) conversion is checked, the concept numbers that belong to the chosen symbols and other commands for the concept to text conversion will become visible on a separate row. This option is very useful for software developers and makers of navigation files, but it is not for users.

By default this row will not become visible.

13.6 Concept-To-Text result

The Grammar Guided Writing converts symbols (concepts in fact) to fluent text. When the option C2T- (concept-to-text) result is checked, the preliminary result of this conversion will be visible in a separate row.