




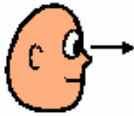

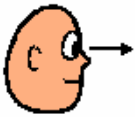



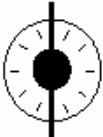



# Symbol

# Processors

						
Brown Bear	Brown Bear	what	do	you	see?	
						
I	see	a	Red Bird	looking	at	me.

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# Writing with Symbols 2000 (Version 2.519)

**Symbol Processor:** a word processor that displays a symbol for each word that is typed

**Word Processor:** a standard word processor with speech feedback

**Grids for Printing:** useful for making simple worksheets or communication boards

**Writing Environments:** a collection of grids that are arranged so that the user can write by making selections from the symbols in the grids

**Tutorial:** an interactive tutorial that teaches the basic skills of Writing with Symbols

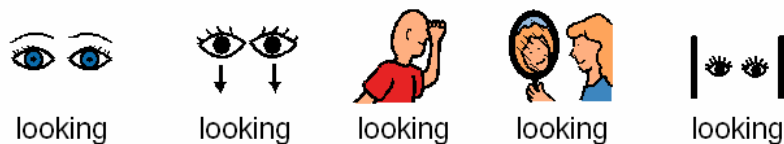
## 9. Opening the Program

- a. Click the **Symbol Processor** button on the **Front Screen**.
- b. Type the following sentence:  
**John is swimming in the ocean.**
- c. Press the **space bar** when you are finished so the symbol for ocean appears.



## 10. Changing The Symbol For A Word

- a. To change the symbol for a word, click in the word you want to change and press **F12**. Continue to press **F12** to scroll through the symbols associated with that word.
- b. Type the word “**looking**” and press the space bar. Click the word, press **F12** to scroll through the different symbols for “**looking**”.

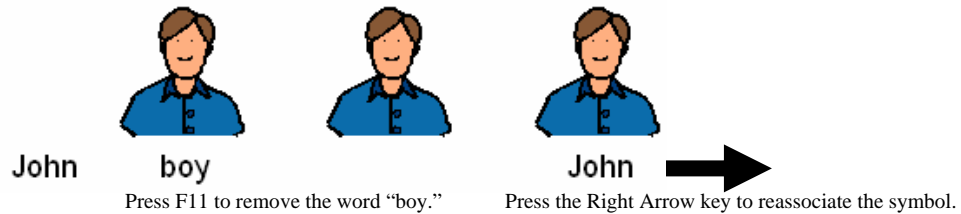


**NOTES:** You can have no symbol associated with a word. Some students may be able to read words without symbol prompting.

If you use the **F12** to make adjustments in the symbol word association, the program will remember the new association until the program is ended. If you want the change to be permanent, click the **Images** menu and select **Save F12 Adjustments**.

## 11. Changing the Word Associated with the Symbol

- a. You can change the associated word of a symbol.
  - Type the word “**boy**” and press the space bar.
  - Press the **F11** key. The word “**boy**” will disappear.
  - Type the word “**John**” and press the **Right Arrow** key.
  - **You must complete this step to finish the association. If you hit the space bar and continue typing, the picture will center over the entire sentence.**



## 12. Splitting Compound Words and Phrases

- a. Compound words can be split into two words and two symbols.
  - Type the word “**rainbow.**”
  - Click between the words “**rain**” and “**bow.**”
  - Press the **spacebar** to separate “rainbow” into two words and two symbols.



- b. To change back to the compound word, press the **Backspace** key.
  - Many of the symbols are attached to phrases such as “**I want.**”
  - Type the phrase “**I want.**”
  - Follow the steps above to separate the phrase into two words with two symbols



- To go back to one symbol, press the **Delete** key. The **Backspace** will not restore the phrase to one symbol.

### 13. Moving the Text Position

- a. The text can appear either under the symbols or over the symbols. To change this feature, click on the **Options** menu and select **Text on top**.



### 14. Hiding Text

- a. The text can be hidden so that only the symbols appear. Click on the **Text** menu and select **Hide Text**.
- b. To make the text reappear, click on the **Text** menu and select **Show Text**.

### 15. Formatting Text and Symbols

- a. The formatting of text is done the same way text is formatted in any word processor.
- b. Symbols can also be formatted just like text. You can change the size, line thickness, and line color.




- ① Set graphic size  
 ② Set line thickness  
 ③ Set symbol line color  
 ④ Select font  
 ⑤ Set font size  
 ⑥ Set font color  
 ⑦ Set font style

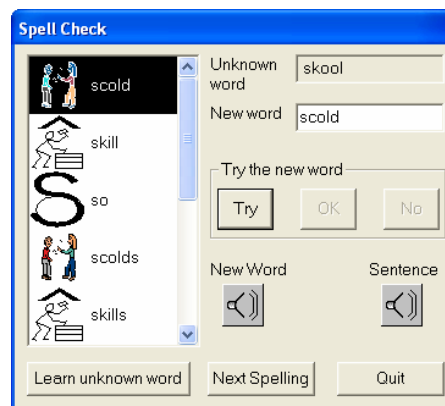
### 16. Setting Speech Options

- a. Speech is turned on by default as well as **Speak after Word** and **Show Highlighter**.
- b. To change the speech settings, click on the **Speech** menu and choose one of the following:
- **Speak after Letter** – speaks after every letter is typed.
  - **Speak after Word** – speaks after every word is typed.
  - **Speak after Sentence** – speaks after every sentence is typed.

- c. The speech option can also be turned off for those students who may not need the auditory feedback. Click on the **Speech** menu and select **Turn Speech Off**.

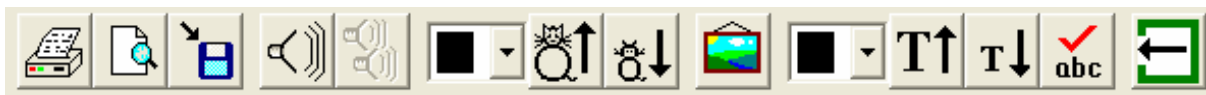
## 9. Talking Symbol Spell Checker

- a. The spell checker will mark words that are spelled incorrectly, speak all word choices, and show symbols for word choices.
  - **Mark Spelling Errors** - click on the **Text** menu and select **Mark Spelling Errors**. This causes a visible mark to appear around spelling errors. 
  - **Hear Spelling Errors** – click on the **Text** menu and select **Hear Spelling Errors**. This causes an audible warning of any spelling errors.

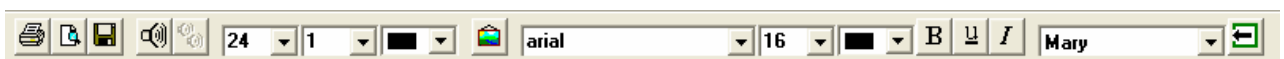


## 10. Toolbars

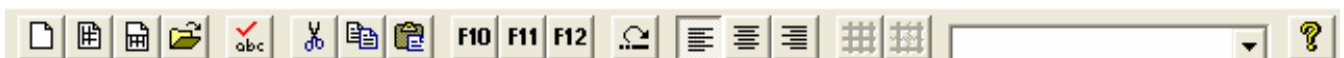
- a. **Simplified Toolbar** – has larger icons and limited features for younger students.



- b. **Normal Toolbar** – has more features such as printing, saving, speech, and formatting than Simplified Toolbar



- c. **Additional Toolbar** – has more of the standard word processor features and the F10, F11, and F12 functions



## 11. Wordlists

Writing with Symbols contains different wordlists. A wordlist determines exactly what graphics appear when you type a particular word. You can have up to 3 wordlists open at the same time. It is not recommended to have multiple large wordlists open at the same time. It is better to combine the wordlists into a single list using the **Resource Manager**.

- a. **Open Wordlist** – this allows you to open a wordlist  
Click on **Wordlist** menu and select **Open Wordlist**.
- b. **Replace Wordlist** – this allows you to replace a wordlist that you are using  
Click on **Wordlist** menu and select **Replace Wordlist**
- c. **Show Wordlist** – this allows you to see a wordlist that you are using  
Click on **Wordlist** menu and select **Show Wordlist**.
- d. **Remove Wordlist** – this allows you to remove a wordlist that you are using  
Click on **Wordlist** menu and select **Remove Wordlist**

## 12. Linking to External Graphics

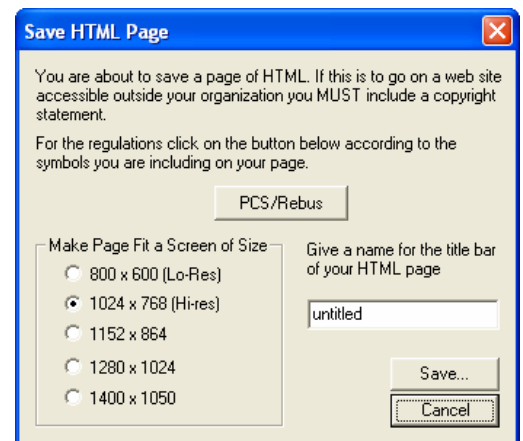
You can import graphics such as scanned photos, digital pictures, drawings, or clipart and add them to a wordlist.

- a. Select **Link to External Graphic** from the **Images** menu.
- b. Click the **Find a graphic** button and locate the graphic you want to import.
- c. Double click on the graphic.
- d. In the dialog box, type the text you want associated with the graphic in the **What to type** box. The text cannot be more than 3 words. To attach more words, you must use the **Resource Manager**.
- e. Click **Ok**.
- f. To save this graphic, click the **Images** menu and select **Save Wordlist Changes**.
- g. Click the word in the **Words to export** box and its graphic will appear in the box at the right.
- h. Click **Add**.
- i. Click **Close**.

## 13. Saving a File as HTML

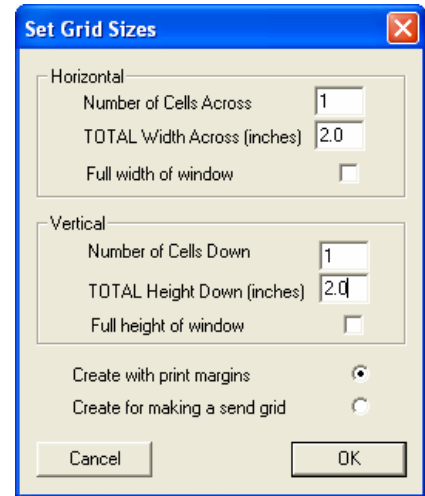
This program allows you to save a document as a HTML page (web page).

- a. Once you have completed your activity, click **File** and then **Save As HTML**.
- b. The page will have a **copyright statement** on it from the company.
- c. Choose the **size** of the **page**.
- d. Type in a **name** for your web page.



**14. Creating Grids for Printing.**

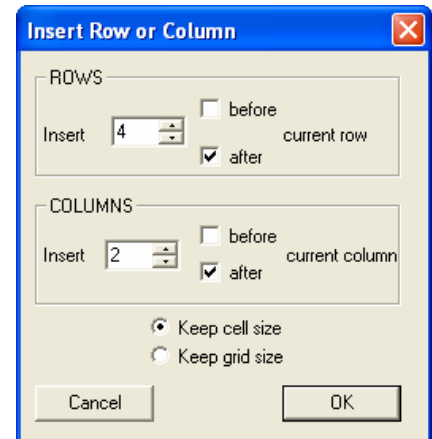
- a. Click on **File** menu and select **New Grid**.
- b. To make symbol icons 2" x 2":
  - Number of Cells Across = **1**
  - Total Width Across = **2.0**
  - Full width of window = **leave blank**
  - Number of Cells Down = **1**
  - Total Height Down = **2.0**
  - Full height of window = **leave blank**
  - Create with print margins = **click**
  - Create for making a send grid = **leave blank**
  - Click **Ok**.



- c. Click on **Grid** menu and select **Insert Row or Column**.

- d. **Rows:** Set **insert** to **4**
- e. **Column:** Set **insert** to **2**
- f. Select **keep cell size**.
- g. Click **Ok**.

**NOTE:** This keeps the specified cell size. Writing with Symbols will default to keep the grid size which reduces your cell size.



# PixWriter

The **Pixwriter** screen is divided into two sections. The top section is the **Paper** and the bottom section is the **Button Setup** or **Vocabulary Array**.

Type the vocabulary you want in the **Paper** section. The buttons will appear automatically in the bottom section. When you have finished entering the text, click **ESC** to remove the words in the **Paper** section. The buttons can now be used to compose sentences. The keyboard is also available to type words that are not in the list.

There are 4 preset buttons:



**Erase:** will erase the last word from the Paper



**Shhh:** will stop the computer reading the document



**Speak:** will read the entire document



**Punctuation:** can be selected while composing or editing

## 1. Customizing Buttons

- a. **Erasing a Button:** Hold down the **CTRL** key and click on the button
- b. **Move a Button:** Hold down the **Shift** key, click and drag the button to the new position

## 2. Copying and Pasting

- a. **Copy:** This feature will copy any selected word. If nothing is selected it will copy all text. (The text can be used in another application, the pictures do not copy.)
- b. **Paste:** This feature will paste any text or picture in the clipboard. The text pasted will automatically have pictures attached to them.

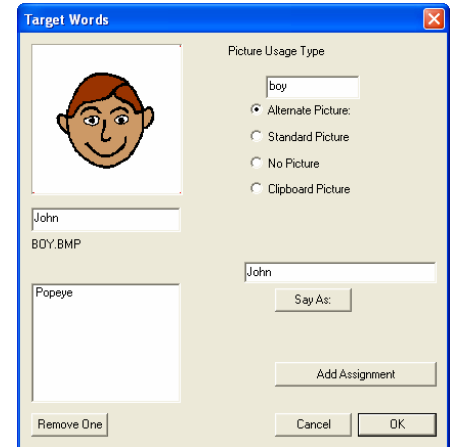
### 3. Target Words

- a. This feature allows you to import graphics and assign pictures to words that are not in the library. (ex: names) These changes will not be saved in the PixWriter Library. They will be saved as part of your setup and can be accessed through the original file you created.

- b. Click on the **Edit** menu and select **Target Words** or press **Ctrl T**.

- c. To change the word associated with a graphic:

- Type new word here.
- Type the word you want to substitute.
- Click the **Alternate Picture** button to see the picture associated with the word you typed.
- Click **Say As** to check pronunciation.
- Click **Add Assignment** to save the association.



- d. To add a picture from the clipboard:

- Type the word associated with the copied graphic.
- Click on the **Clipboard** button. The picture will appear in the window.
- Click **Say As** to check pronunciation.
- Click **Add Assignment** to save association.

- e. You can have one button speak several words by typing these words into the **Say As** box. The button will only show one word.
- f. To assign several words to a button, type the two – three word phrase in the **Target Words** field.

**NOTE:** You must click the Add Assignments button after each Target Word change in order to save the changes.

### 4. Locking the Buttons

- a. To protect the buttons from being edited by the students, click the **Edit** menu and select **Locked Button Setup**. Repeat these steps to unlock the buttons.

### 5. Removing the Buttons Section

- a. You can use PixWriter as a symbol processor by removing the buttons. This will give you a whole page to type on.
- b. Click on **View** menu and select **Buttons Visible**. Repeat to add the buttons back.

## 6. Removing the Animated Character

- a. If you do not want the animated character to appear on the screen, click on the **View** menu and select **Animation Visible** to remove the checkmark. The program will still talk when the animated characters are not visible.

## 7. Changing the Size of Graphics

- a. Press **Ctrl 1** to make the pictures smaller.
- b. Press **Ctrl 2** to make the pictures larger.
- c. These controls do not change the font size.

## 8. Choosing a Button Array

- a. You can choose 3 different setups for the buttons:
  - 16 buttons
  - 36 buttons (default setting)
  - 64 buttons
- b. The more buttons you have the smaller the button, the picture and the word will be.

## 9. Speech Options

- a. To adjust the rate of speech, click on the **Speech** menu and select either **Slower** or **Faster**.
- b. To adjust the pitch, click on the **Speech** menu and select either **Lower Pitch** or **Higher Pitch**.

## 10. Importing Graphics using the Paste Feature

- a. Copy your graphic from another graphic program.
- b. Type the word to be associated with the copied graphic in the PixWriter window and hit the spacebar. This will create a button.
- c. Select the word in the document and click the **Edit** menu and select **Paste**. The clipboard graphic will appear above the selected word, on the button and in the **Target Words** list.

## 11. Pasting Text into PixWriter

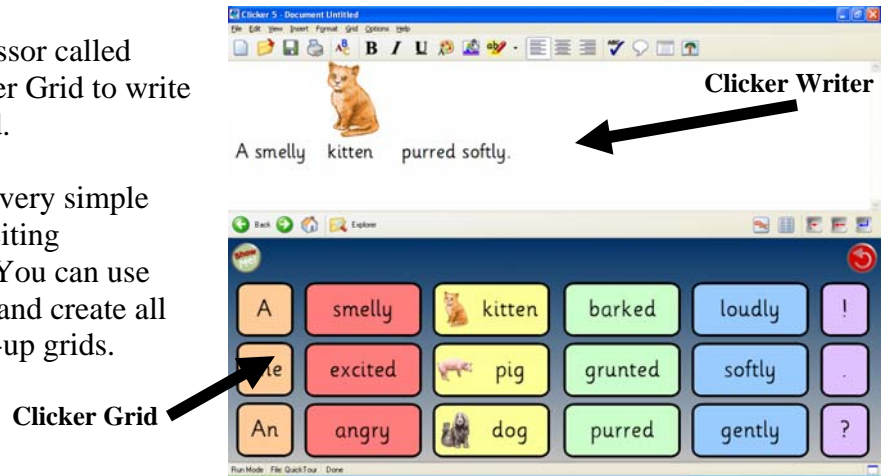
- a. Text can be copied from another digital form such as a Word document or the Internet.
- b. Click on the **Edit** menu and select **Paste**.
- c. The text will be pasted, buttons will be created and graphics will be associated with the text.

# Clicker5

Clicker is a writing support and multimedia tool for children of all abilities and people with special needs.

It has a talking word processor called Clicker Writer and a Clicker Grid to write without using the keyboard.

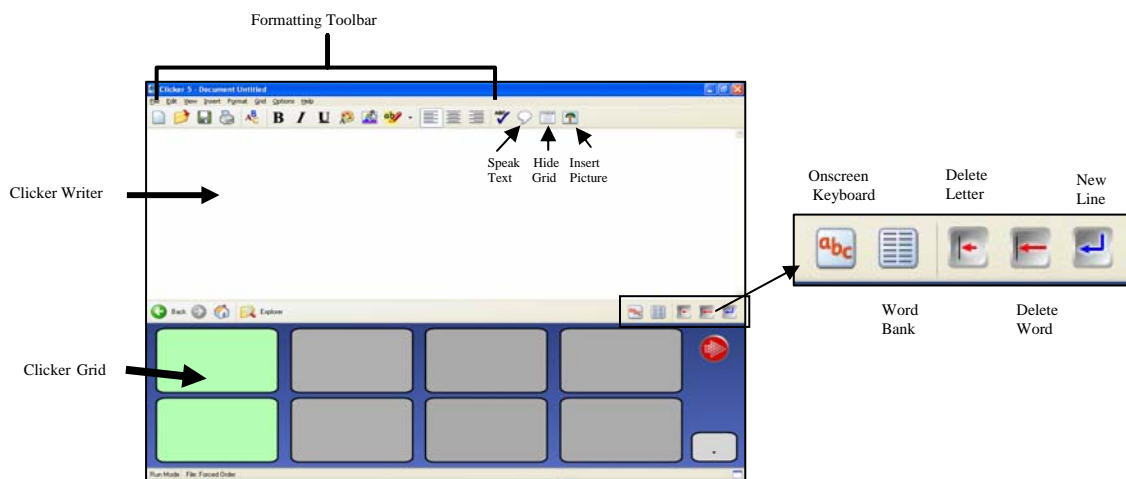
You can do anything from very simple whole-word writing, to exciting multimedia presentations. You can use sound, pictures and video, and create all sorts of activities with pop-up grids.



## 1. Creating a New Grid Set

- a. Open Clicker 5. Click on the **File** Menu then **New Grid Set**.
- b. Choose a **template** from the list. You can double click on a folder to preview the grid sets.
- c. Click on the **layout** you want and click **Create**.
- d. Your new grid will open in **Run Mode**. In order to edit the grid, it must be in **Edit Mode**.

## 2. The Grid Window



### 3. The Edit Mode Menu



- a. **Explorer** – Shows Clicker Explorer which makes it easy to find your grid sets.
- b. **Cell Palette** – Lets you add cells to the grid.
- c. **Pictures** – Lets you add pictures to cells.
- d. **Sounds** – Lets you add sounds to cells.
- e. **Grid** – Lets you change the Grid Properties
- f. **Writer** – Shows Clicker Writer settings for the current grid set.
- g. **Speech** – Lets you change the voice used for speech.
- h. **Tools** – Lets you show or hide the Clicker Writer and Grid Toolbars.

### 4. Adding Text to Cells

- a. Hold the **Shift** key and **click** on a cell. A flashing cursor appears in the cell.
- b. Type your text into the cell and press **Enter** when finished.

**NOTE:** To make editing cells quicker, use the **Tab** key to move the cursor between cells before pressing the **Enter** key.

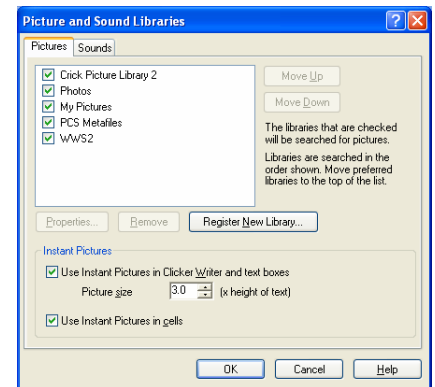
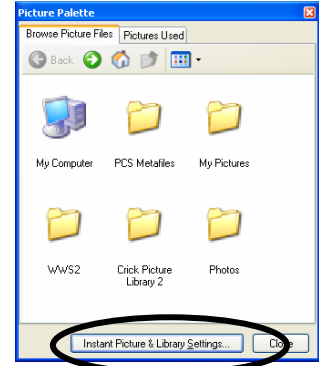
### 5. Adding Pictures to Cells

- a. Click on the **Edit** menu and select **Edit Mode**. An **Edit Toolbar** will appear.
- b. Click on the **Pictures** button. (Third from left)
- c. A popup window appears for you to locate your pictures.
- d. **Click, hold** and **drag** the picture to the cell. (The picture may not appear until you click off of the cell.)
- e. You can drag pictures from any folder or web page.
  - If there is no text in the cell, the name of the picture will also appear in the cell.
  - To prevent the picture name from appearing, hold down the **Shift** when dragging.
  - If there is text in the cell and you want to change it to the picture name, hold down the **ALT** key.

## 6. Using Instant Pictures

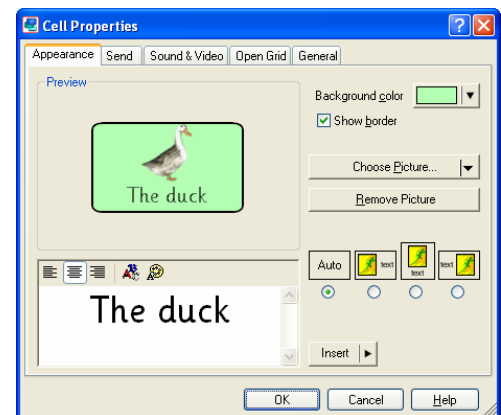
Instant Pictures allows the pictures to appear above the words that are typed. (if available) The pictures can be scrolled through by double clicking on the picture or pressing F12 on the keyboard.

- a. Click on the **Pictures** button on the **Edit Mode** menu.
- b. Click on **Instant Picture and Library Settings** and the bottom of the **Picture Palette**.
- c. This window allows you to add libraries of graphics to this grid set or all grid sets.
- d. The libraries are searched in the order that the libraries appear. If you want to move a library to the top, click on the library and click the **move up** button.
- e. To add a new library, click **Register New Library** button.
- f. Enter a **name** for the **Library** and an **Identifier**. The Identifier must be unique.
- g. To locate your folder, click on **Browse**.
- h. Choose whether the library will be **temporary** (only for this grid set) or **permanent** (all grid sets).
- i. Click **Ok** when done.



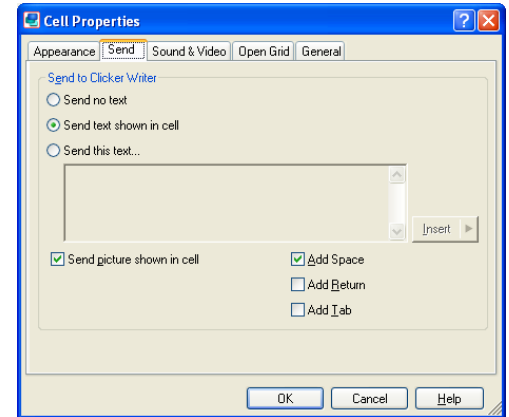
## 7. Changing a Cell's Appearance

- a. Click the **Edit** menu and select **Edit Mode**.
- b. **Right click** on the cell and select **Properties**. (You can select multiple cells and change the properties of all cells.)
- c. On the **Appearance** tab, you can change the following properties:
  - Cell Color
  - Border
  - Picture
  - Text Format
  - Text & Picture Layout



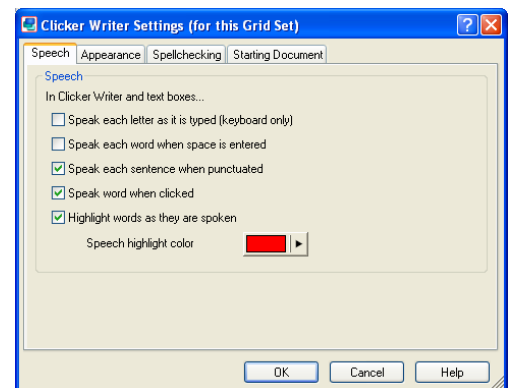
## 8. Changing What a Cell Sends to Clicker Window

- a. Click the **Edit** menu and select **Edit Mode**.
- b. **Right click** on the cell and select **Properties**. (You can select multiple cells and change the properties of all cells.)
- c. Click on the **Send** tab.
- d. There are 4 choices
  - Send no text
  - Send text shown in cell
  - Send this text – sends different text than in the cell.
  - Send picture shown in the cell
- e. You can also decide if you want a space, return, or tab after the cell information is added to the Clicker Window.



## 9. Changing Clicker Writer Settings for Current Grid Set

- a. You can change the following settings:
  - speech and highlighting
  - spell checking
  - line spacing
  - text formatting
  - voice
- b. Click the **Edit** menu and select **Edit Mode**.
- c. Click on the **Writer** button on the **Edit Mode** menu.
- d. To change speech and highlighting settings, click on the **Speech** tab.
- e. To change spell checking settings, click on the **Spellchecking** tab.
- f. To change line spacing, click on the **Appearance** tab.
- g. To format text, click on the **Starting Document** tab.
- h. To change the voice, click on the **Speech** button on the **Edit Mode** menu.



## 10. Adding Grids to a Grid Set

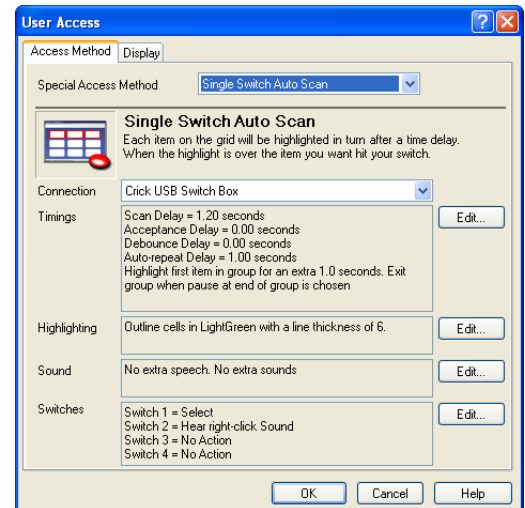
- a. Click on the **Grid** menu and select **Add Grid**.
- b. The window opens with the current grid set selected. You can choose a grid from this set or choose the drop down arrow next to **Look in:** and choose **Templates**.
- c. Choose a **location** to insert the new grid.
- d. Click **Add**.

### 11. Saving the Grid Set

- a. When you save a grid set, all grids are stored together.
- b. Click on the **File** menu and select **Save Grid Set**.
- c. Enter a **name** for your Grid Set, choose **where** you want to save it, and click **Save**.
- d. You can also save a blank grid set as a **Template**.

### 12. Setting Special Access Features – Scanning

- a. Clicker can be setup to use one switch, two switches, or an Intellikeys keyboard.
- b. Clicker will **Single Switch Auto Scan** and **Two Switch User Scan**.
- c. Click on the **Options** menu and select **User Preferences**, then the **Access Method** tab.
- d. To change any of the access options shown, click on **Edit**.



### 13. Setting Special Access – Display

- a. Click on the **Options** menu and select **User Preferences**, then the **Display** tab.
- b. The following settings can be changed:
  - Color Scheme
  - Disabling Animations
  - Font Formatting
  - Magnifying Clicker Window

