

DEPARTMENT OF COMPUTATION, UMIST

Software for Microsoft Windows 98, Me, 2000 & XP

EdWord

Version 1.0

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SYSTEM REQUIREMENTS


PC compatible with Windows 98, Me, 2000 and XP.


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Introduction

ICON KEY

 Valuable information

 Floppy disc /
CD / Hard
Disk

 Mouse

 Keyboard

This manual uses the icons above to highlight the actions and content of the accompanying diagrams and text.

EdWord is a simple to use, talking, symbol-word processor. It has the basic functionality of a word processor. EdWord can also be configured to produce speech and/or display text as symbols.

The user interface of the editor can be customised so that it meets the user's needs. EdWord supports user profiles so that these customisations can be saved and used again without having to change the settings for each different user.

Installation



EdWord can be downloaded from the Sense web site at:
<http://www.sense.org.uk/NOF>

Running the Installer

1. Download the installer from the Sense web site and save it on your machine.
2. When the download is complete, **Setup.exe** will be on your machine. This is the installer
3. Close all running applications and run **Setup.exe** by double clicking on it.



Actions during the Installation

The setup program will provide a set of on-screen instructions, please follow these. The following sections explain some unclear instructions.

Replacing Newer Files

There are some cases where the installation tries to replace newer versions of files already in the system with older ones from the installer. In that case, if you are a Windows 98 user you might see a message like the one shown in Figure 1:

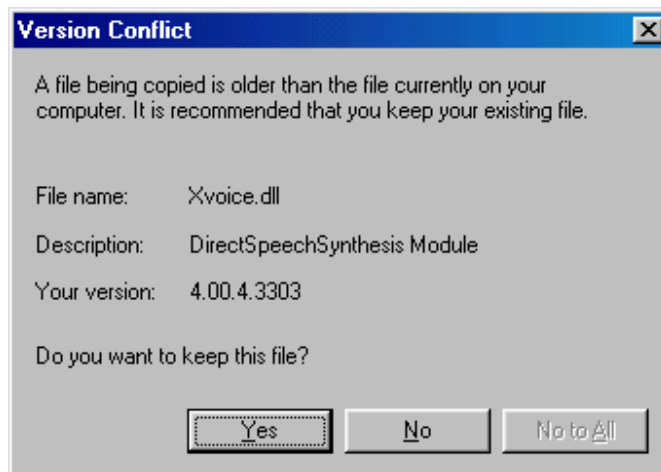


Figure 1

INSTALLATION

Windows 98: Just click on **YES** to tell the installer to keep the newer version of the file that is in your system. The installation will resume normally.

The Windows XP version of this message is shown in Figure 2

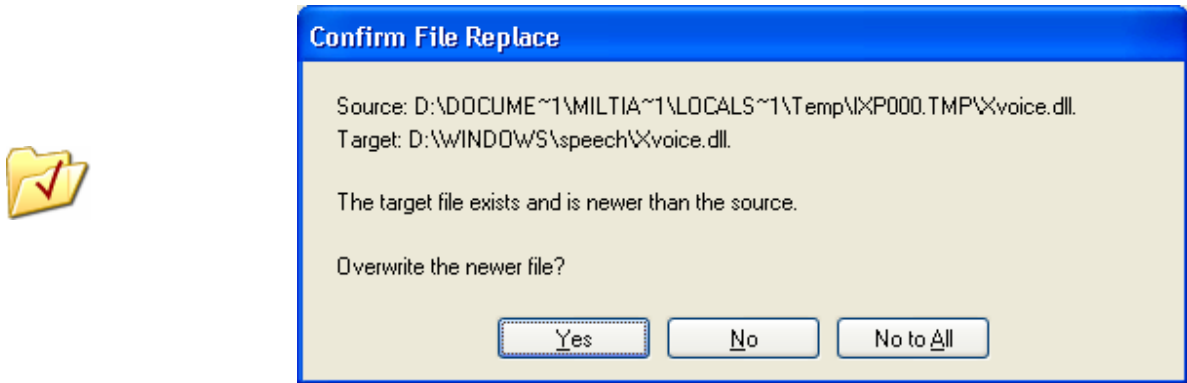


Figure 2

Windows XP: In this case click on **NO** to state that you don't want the newer file to be overwritten. Again, the installation will resume normally.

Restarting the System (Windows 98/Me)

The system needs to be restarted when the installation has finished. (although, sometimes this might not be necessary). However, there is a chance, during the last phase of the installation, that the user might be prompted to restart before the installation has finished. This is likely to occur on **Windows 98** systems and the prompt looks like that shown in Figure 3



Figure 3

Click on **NO** and the installation will resume normally updating the system settings and it will finally ask you to restart the system, as shown in Figure 4

INSTALLATION

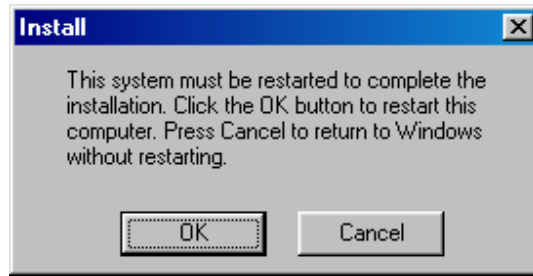


Figure 4

Click **OK** to restart the system and complete the installation.

Quick Start



After installing **EdWord** you can run it by clicking the **Start** button, then **Programs**, then **Sense**, then **EdWord and EdWeb** and then **EdWord**. **EdWord** will now run and you should see the screen shown in Figure 5.

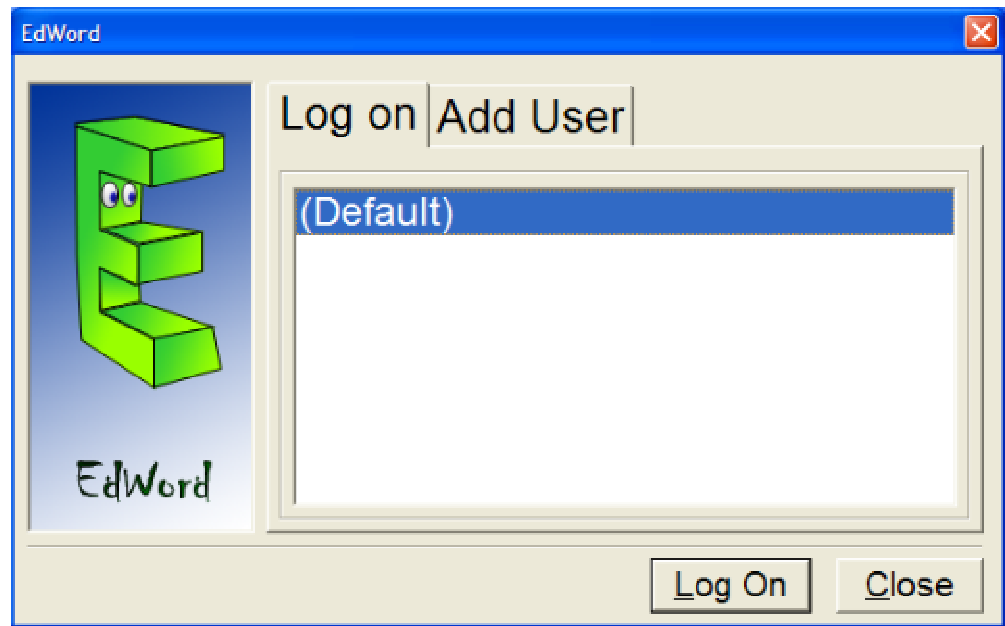


Figure 5

Start with Default settings



To start using EdWord click on the **Log On** button situated at the bottom of the window. The program will start with the default settings and you can start typing your document. Alternatively, you can click on **Close** or the **X** button at the top of the window to exit the program. You can also choose the **Add User** tab to manage the users of the system, this is explained later.

QUICK START

The Editor Window

When starting with default settings, the editor is shown in Figure 6.

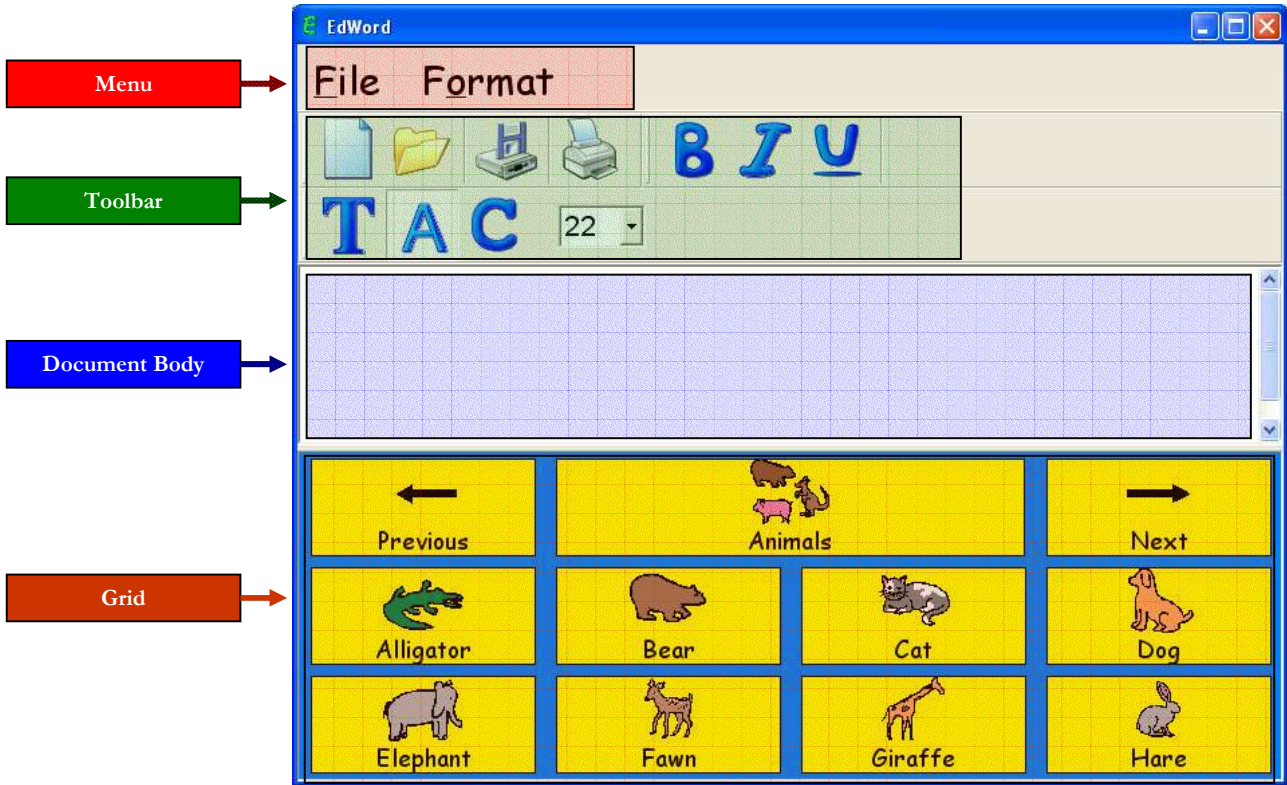


Figure 6

The window can be logically divided into four sections: The **menu**, the **toolbar**, the main **document body** and the **grid**. You can start typing right away and almost every word you type will be converted to symbols¹. You can explore the menu and toolbar options by yourself but for a more detailed explanation please read the Step By Step section of the manual.

¹ Provided you have installed/created a symbol set (see Page 18)

Step By Step – User Management

In this section, we will look at the creation, deletion and configuration of users.

Getting Started

From the logon screen, click on the Add User tab. You will see the screen shown in Figure 7.

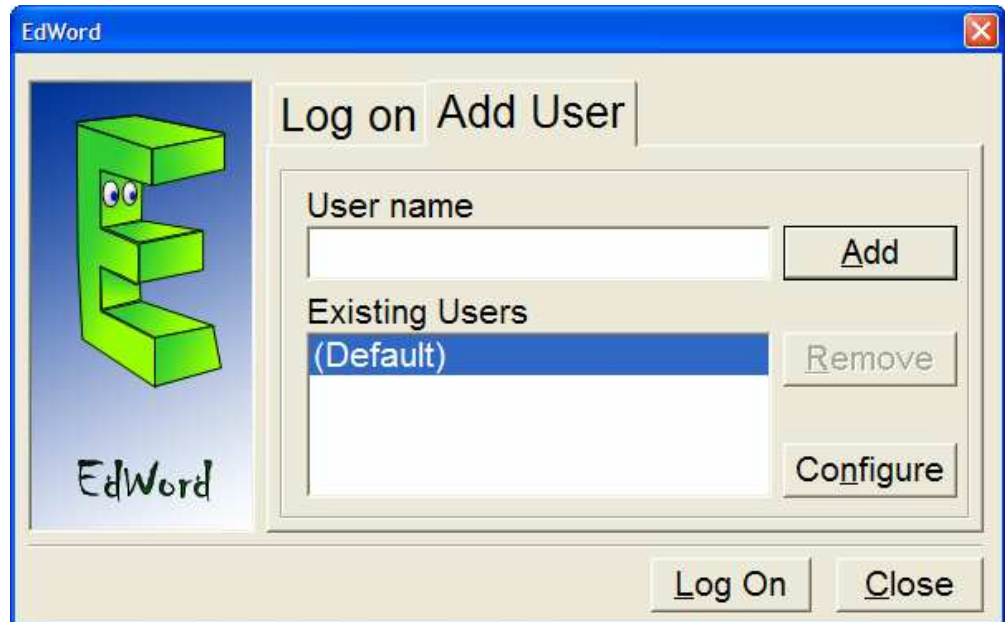


Figure 7

This gives three options:

- **Add** a user. This will add a user to the list of users and create a new folder which will contain the user's documents. You can select the new user from the list and log on as this new user.
- **Remove** a user. Use this option when you want to delete the selected user. When you click on Remove, a new window will ask you for confirmation of deletion. The (Default) user cannot be deleted. Any other user can be deleted.
Note: When deleting a user, the documents that were saved in the user's

STEP BY STEP - USER MANAGEMENT

folder will be deleted as well. See later for information about how to keep documents after a user has been deleted.

- **Configure** a user. This option will show a new window which will help you to configure the selected user.

Adding Users

To add a user, type a user name and click on **Add** - see. Figure 8

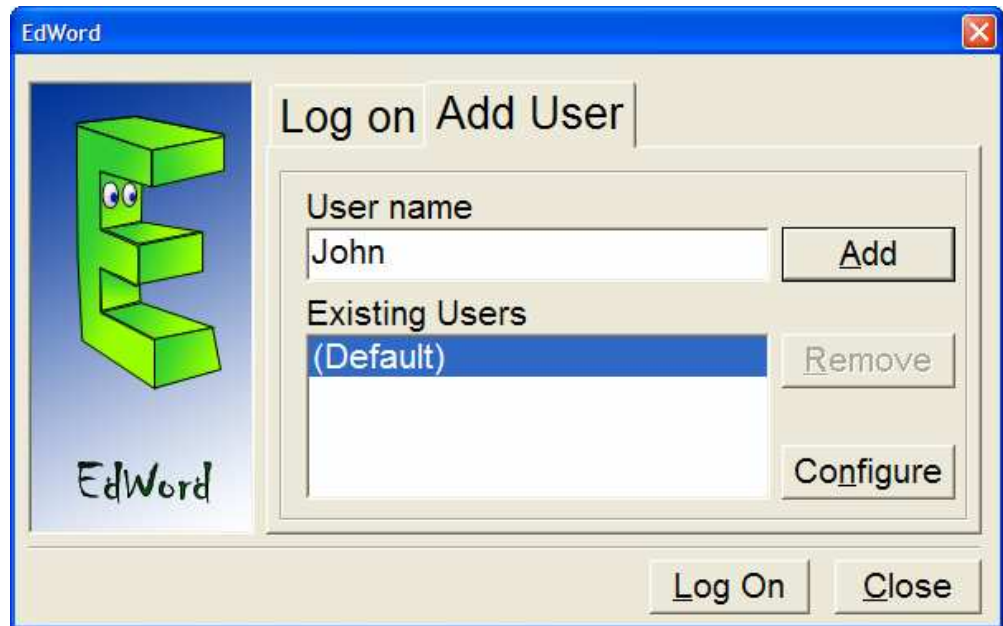


Figure 8



This will result in the creation of a folder with the same name as the username under the 'Users' folder in the installation directory. For example, when **Add** is clicked, John will be added on the list and at the same time a new folder will be created in: **C:\Program Files\Sense\EdWord\Users\John**. The user name will appear in the Existing Users list – see Figure 9.

STEP BY STEP - USER MANAGEMENT



Figure 9

Deleting Users

When you click on **Remove**, you will see the window shown in Figure 10:

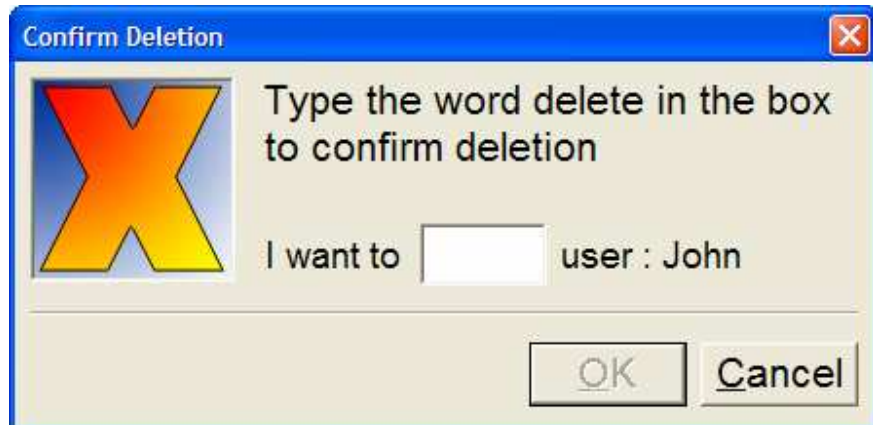


Figure 10



Type the word: **delete** in the box and the **OK** will be enabled – see Figure 11.

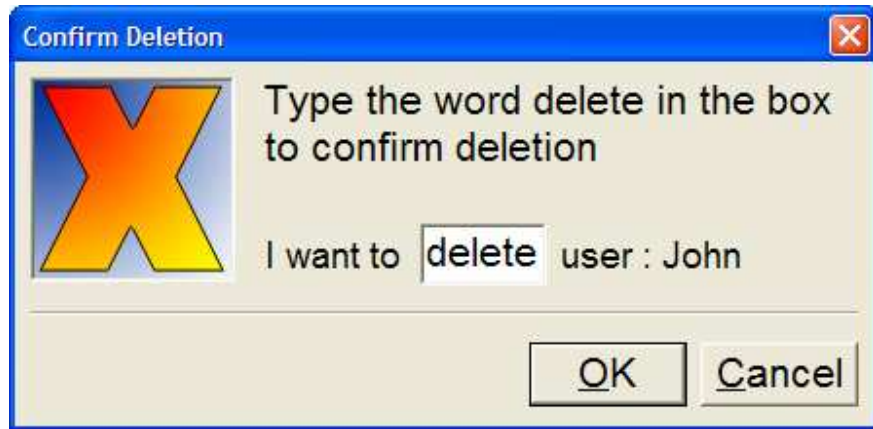


Figure 11

Click on **OK** to delete the user. You can click **Cancel** if you do not want to delete the user. We think this confirmation method will help in avoiding accidental deletions.

As noted earlier, when deleting a user, the user's folder is deleted. This results in the deletion of all the documents created by this user. If you need to delete a user and save the documents, documents can be saved manually from **C:\ProgramFiles\Sense\EdWord\Users\User Name**. They can be later copied into a user directory and will appear as documents of that user.

Configuring Users

When you click on **Configure**, you will see the window in Figure 12. This window is divided into three sections:

1. **Level Selection.** Here you can select the level of user interface complexity. There are three predefined levels: **Level 1**, **Level 2**, **Level 3** and there is a fourth level: **Level C** which allows you to set the user interface complexity as it suits the users. The **default** for new users is **Level 1** (basic features)
2. **Level Configuration.** This area has a list of check boxes which state whether a feature should be present or not in the user interface. For Levels 1 to 3 these features cannot be changed. Only in **Level C** users can select any of these features.
3. **General Settings.** This section controls other general settings of the editor such as the default font, menu font, colours, voice, symbol settings and initial grid.

STEP BY STEP - USER MANAGEMENT

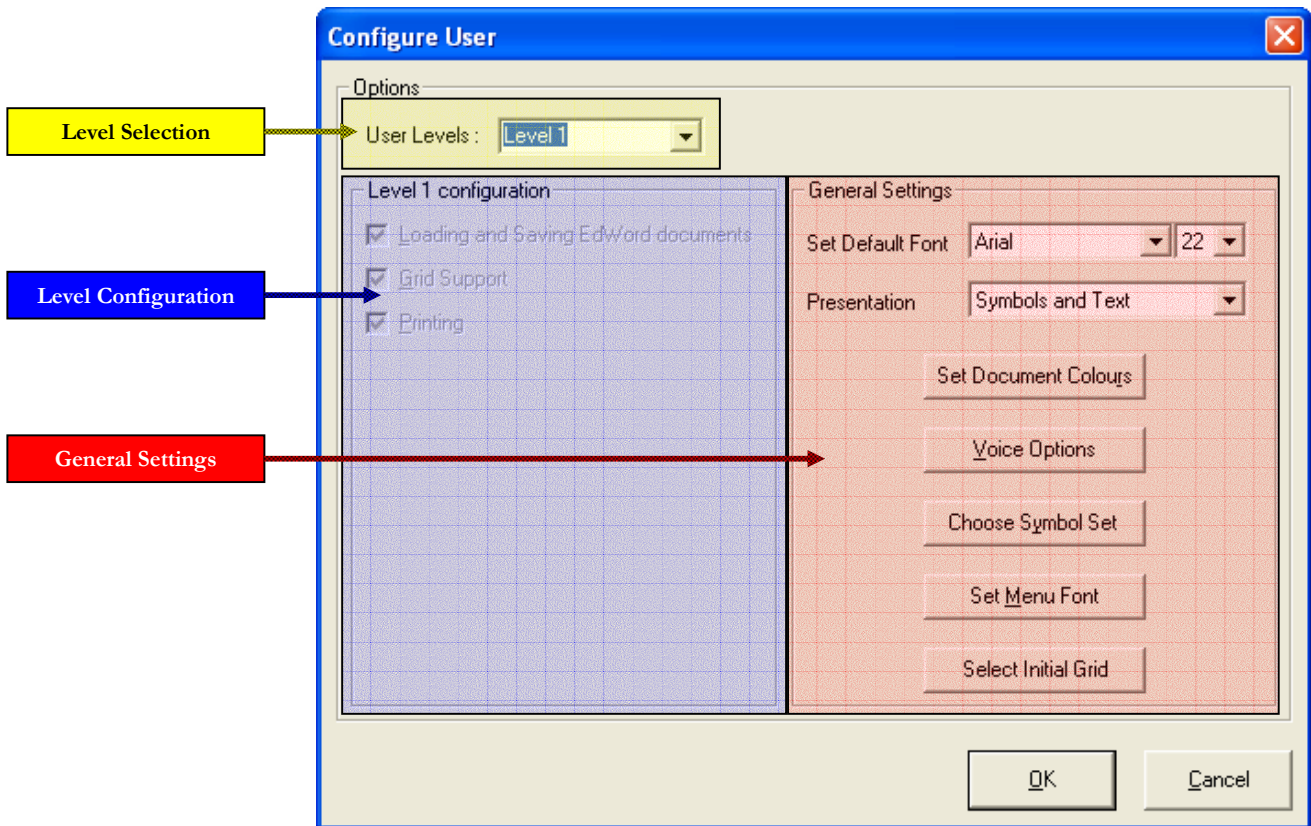


Figure 12

Level Selection

You can set the user interface level of complexity by selecting one of the four options of the list – see Figure 13.



1. **Level 1** loads the editor with the basic features.
2. **Level 2** introduces some more advanced features and
3. **Level 3** has all the features enabled.
4. **Level C** lets you customise the user interface complexity.

Note: A feature that is enabled in a lower level will also be enabled in a higher level.

STEP BY STEP - USER MANAGEMENT

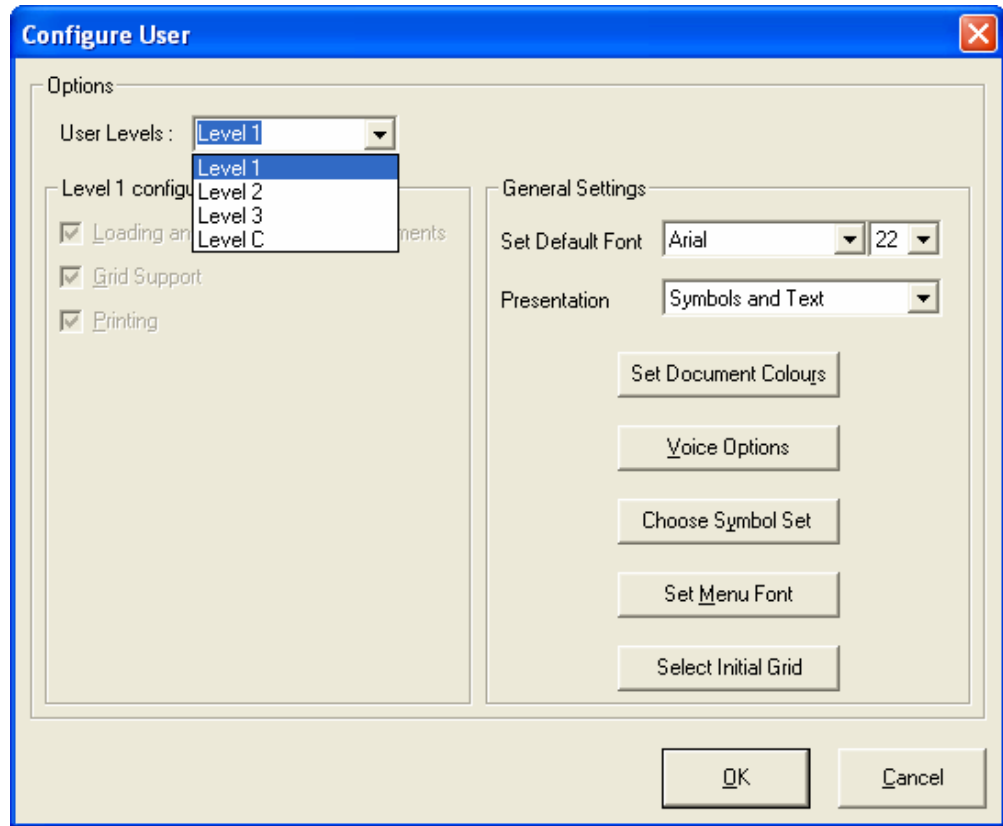


Figure 13

Level Configuration

When you select **Level C**, the checkboxes are enabled and you can now select features by checking or un-checking a box – see Figure 14.

The following list explains each feature:

1. **Loading and Saving EdWord Documents:** This option will allow the user to Open and Save EdWord documents. These features are available from the **File menu** and the **toolbar**.
2. **Grid Support:** This option allows the user to use grids. The grid is displayed under the **document body** in the editor window. Grids are explained later.
3. **Printing:** This option allows the user to print the documents. Printing can be accessed from the **File menu** and the **toolbar**.
4. **Bold Italic Underline font settings:** This option allows the user to change the font style. This can be done by clicking on icons on the **toolbar**.

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5. **Font Selection:** By checking this option, the user can select among three fonts: **Times New Roman**, **Arial** and **Courier New**. The font size can also be adjusted as well. These options are available from the **Format menu** and the **toolbar**.
6. **Paragraph Alignment:** This option allows the user to set alignment of the paragraph to **Left**, **Centre**, **Right** and **Justified**. This feature can be found on the **toolbar**.
7. **Clipboard operations (Copy, Cut and Paste):** This option allows the user to copy cut and paste a selection. The three commands can be found under the **Edit menu**
8. **Voice Settings:** This option gives access to voice settings from the editor. The Voice Settings can be found under the **Settings menu**. This option is explained in detail later.
9. **Colour Selection:** This option allows the user to change the background and font colours of the document. It can be found under the **Format menu** and is explained in detail later.

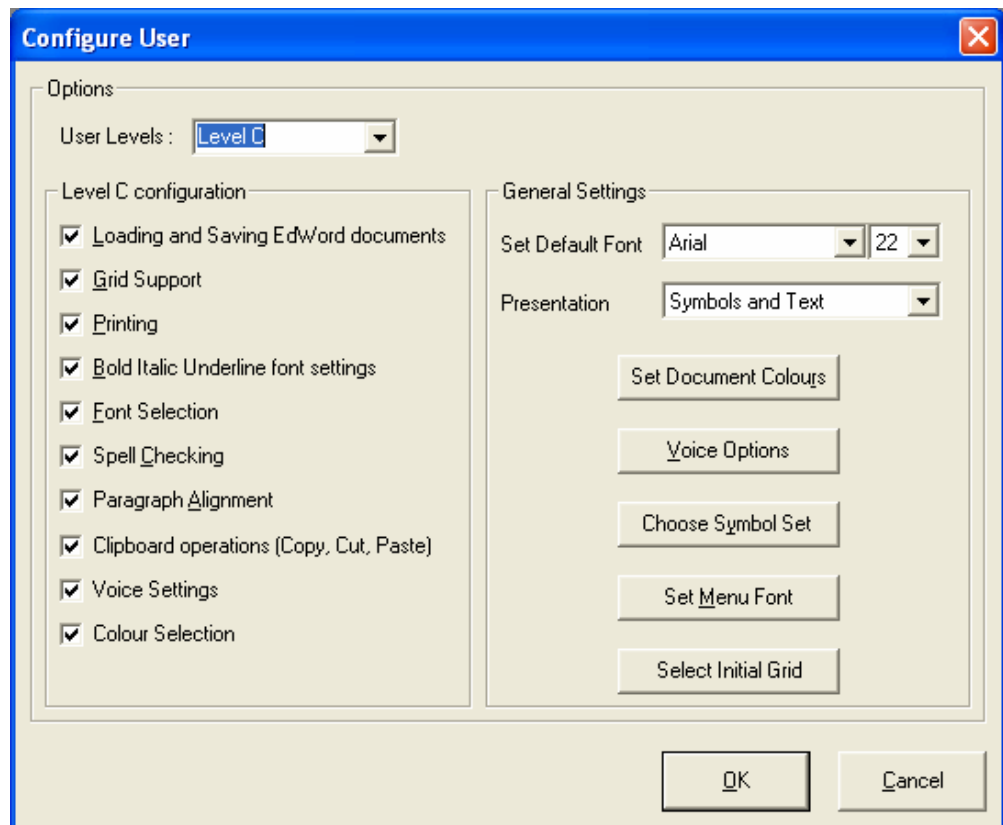


Figure 14

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Figure 15 shows where you can find each feature

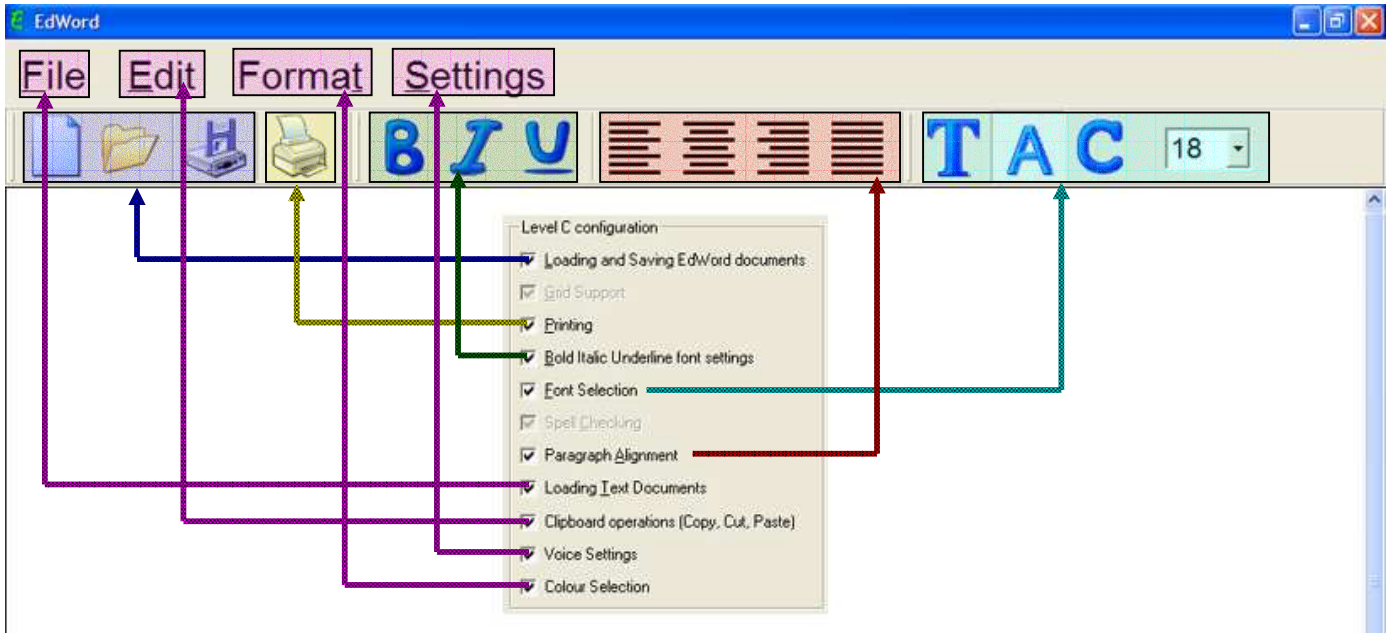


Figure 15

General Settings

Here (see Figure 16) you can change the general settings of the Editor.

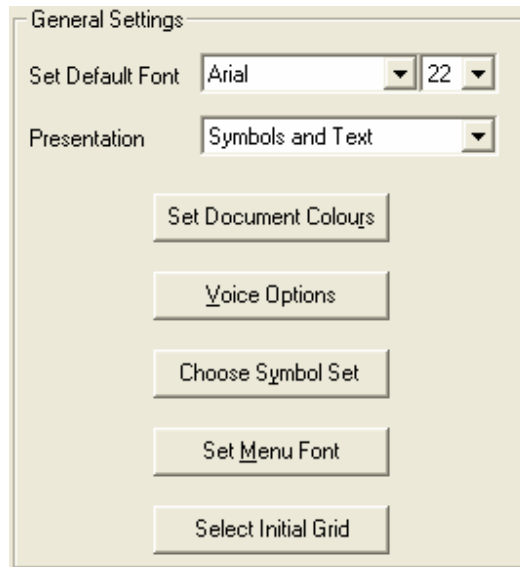


Figure 16

The list below explains the options:

1. **Set Default Font:** Here you can set the default font of the editor (This setting as well as the other settings affect only the selected user). You can select a font and its size.
2. **Presentation:** Here you have three options
 - a. **Symbols and Text:** when the user types a word, a symbol appears over that word.
 - b. **Symbols Only:** when the user types a word, the word is replaced by the symbol
 - c. **Text Only:** Words are not converted to symbols. The user can type normally as in a regular word processor.

Note: If there are no symbol sets installed, **Text Only** will be the only available choice.

3. **Set Document Colours:** This button will bring up the dialog box (Figure 17) which will help you set the document colours. The same dialog box can be accessed by clicking **Colours** under the **Format menu** in the editor (You have to enable **Colour Selection** from the **Level Configuration** for this to apply). To set the font colour make sure the **Fonts** option is selected in the **Apply To...** list and then select a colour. To set the background colour, select the **Background** option in the **Apply To...** list and select the background colour. You can see what your document will

STEP BY STEP - USER MANAGEMENT

look like in the **Preview** pane. To accept changes click on **OK**. To discard changes click on **Cancel**.

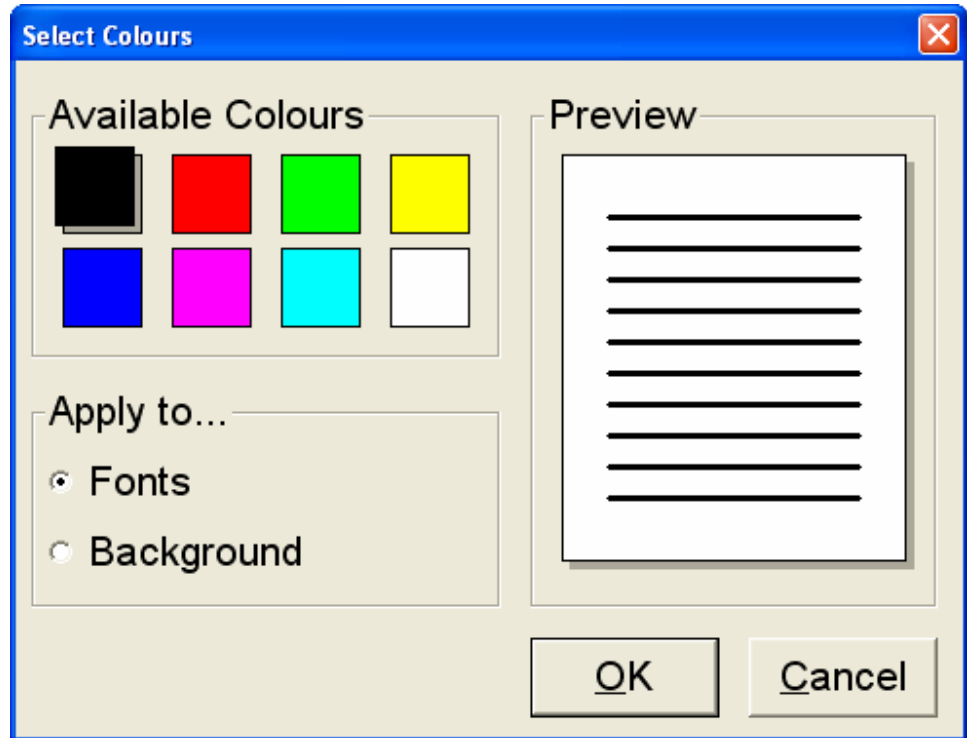


Figure 17

4. **Voice Options:** This button will bring up a dialog box (Figure 18) that will help you set the voice settings for the editor. The same dialog box can be accessed by clicking **Voice** under the **Settings menu** in the editor environment. (You have to select **Voice Settings** from the **Level Configuration** first).

You can select a **voice** from the voice list by clicking on it. You can adjust the **Pitch**, **Speed** and **Volume** from the sliders and click on the **Test** button to listen to your settings. From the **Speech Options** you can enable or disable a set of features:

- a. **Speak characters as you type:** If this feature is enabled, when the user types a character, the voice you selected will speak that character. This feature is turned off by default.
- b. **Speak words as you type:** if this feature is enabled, as soon as the user types a word followed by space, enter or tab, the selected voice will say that word.
- c. **Speak when using arrow keys:** When this feature is enabled, the user can use the arrow keys from the keyboard to move around

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the document and listen to what is at the current position. When moving left and right letters are spoken. When pressing CTRL and moving left and right words are spoken. When moving up and down the whole line is spoken.

- d. **Speak words when clicked:** This feature allows the user to click on a word/symbol and have it spoken by the selected voice.
- e. **Turn speech off:** This options turns speech off when selected and none of the above features has any effect.

You can accept the settings by clicking on **OK** or discard them by clicking on **Cancel**.

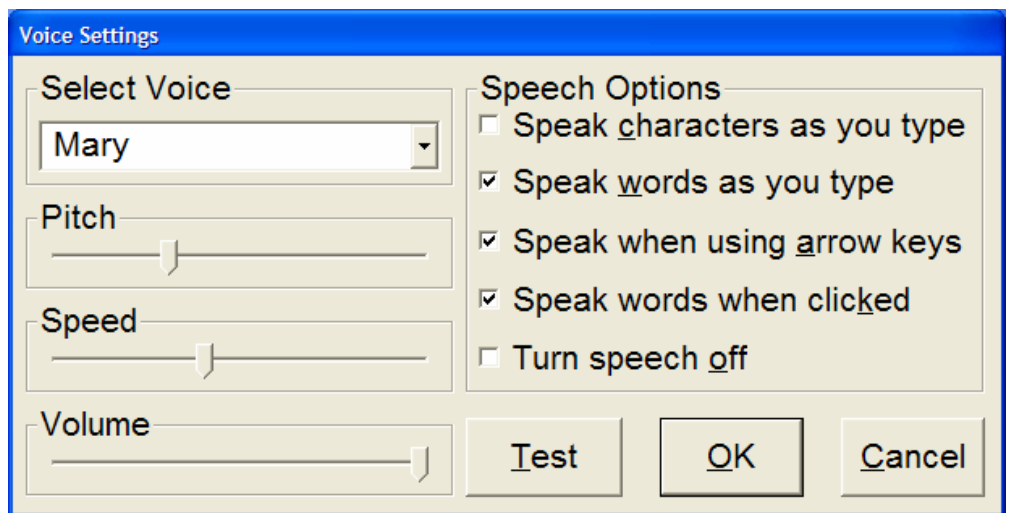


Figure 18

5. **Choose Symbol Set:** Clicking on this button will bring up the symbol set selection dialog box (Figure 19). This dialog lets you select which symbol set to use for converting words to symbols when the document **Presentation** is set to **Symbols and Text** or **Symbols Only**.

To do that select the name of the symbol set you want to use from the list, and press **OK** to apply the new settings and return to the previous dialog. You may press **Cancel** at any time to close this dialog without changing the currently selected symbol set. You must have at least one symbol set installed on your system in order to use this option. You can create your own symbol sets with **Symbol Set Wizard**, also available from the Sense web site. For more information on how to create symbols please refer to the **Symbol Set Wizard user manual**.



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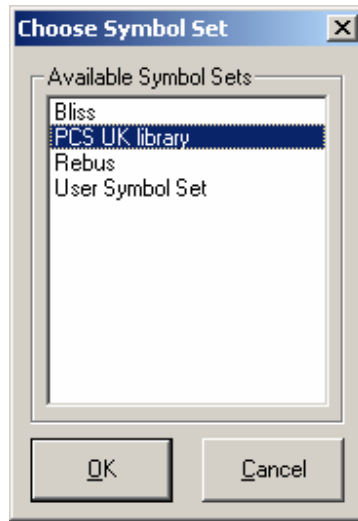


Figure 19

6. **Menu Fonts:** Clicking on this button will bring up the font selection dialog box (Figure 20). This dialog lets you set the font in which the menu will be displayed. To do that:



1. Select a font from the Font list
2. Select a font style from the Font Style list
3. Select a size from the size list between 10 and 36
4. Click **OK** to accept changes or **Cancel** to discard them

The default menu font is Arial size 22

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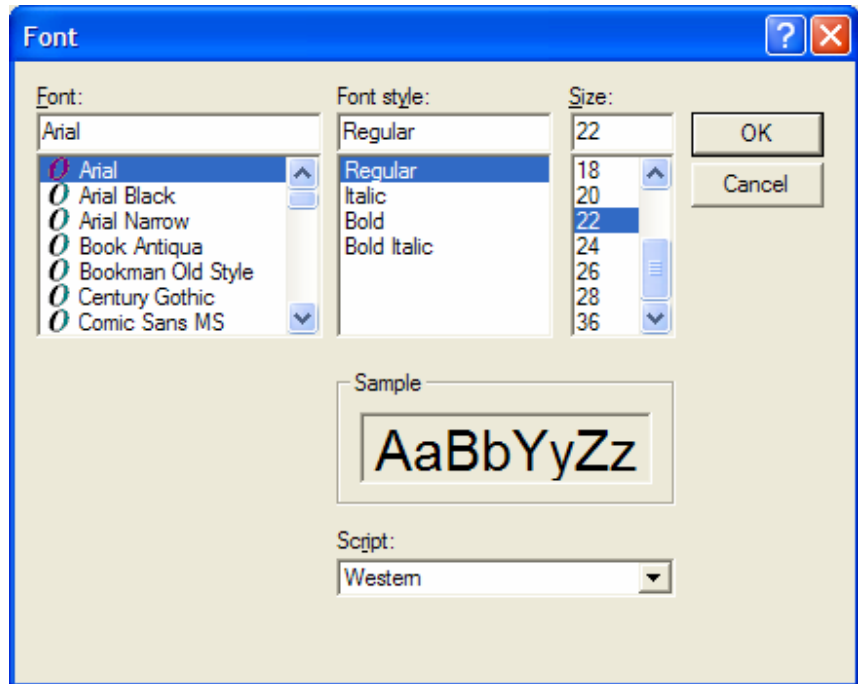


Figure 20

7. **Select Initial Grid:** Clicking on this button will bring up the Grid selection dialog box (Figure 21). This dialog box displays a list of grids installed on the system. You can select one of the grids in the list and see what it looks like in the preview. To set an initial grid:
 - a. Select it by selecting its name in the list
 - b. Press **OK** to close the dialog and set the new initial grid
 - c. Alternatively, press **Cancel** to close the dialog without changing the current initial grid



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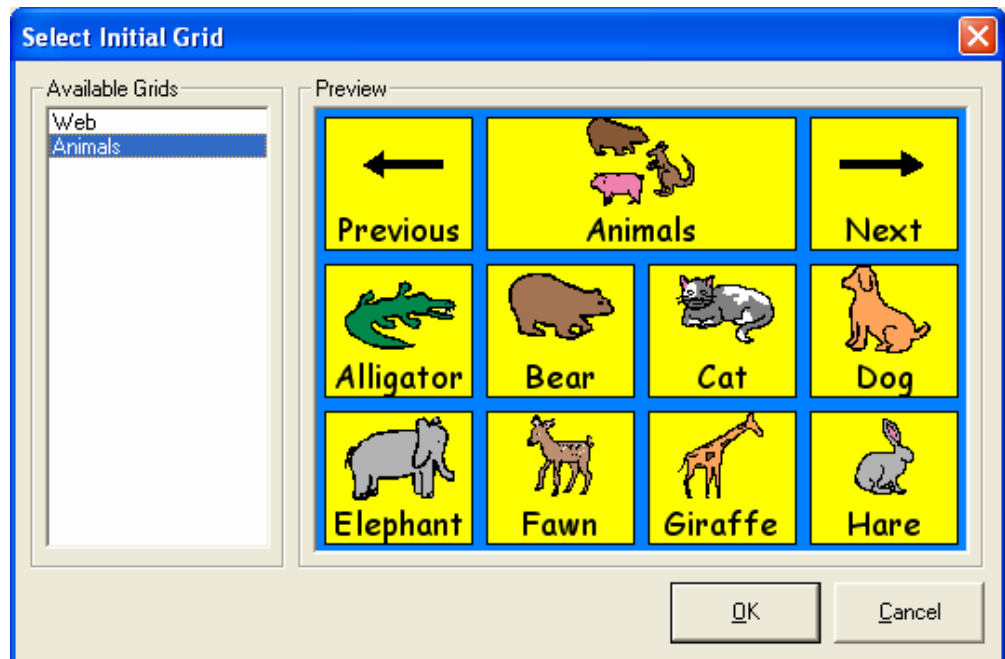


Figure 21

This completes the User Management section of Step By Step. You can now create users and change their settings according to their needs. If you have any problems refer to this section.

Step By Step – Word Processing

In this section we will take a look at the editor environment. We will go through the menu items and the toolbar buttons.

The editor environment

We will talk about Level 3 configuration to cover all the features of the editor environment. Everything covered here applies to other user interface levels as well.

When you Log On with a Level 3 user, you have access to all the features of EdWord. We can divide this window (Figure 22) into three parts: **Menu**, **Toolbar** and **Document Body**.

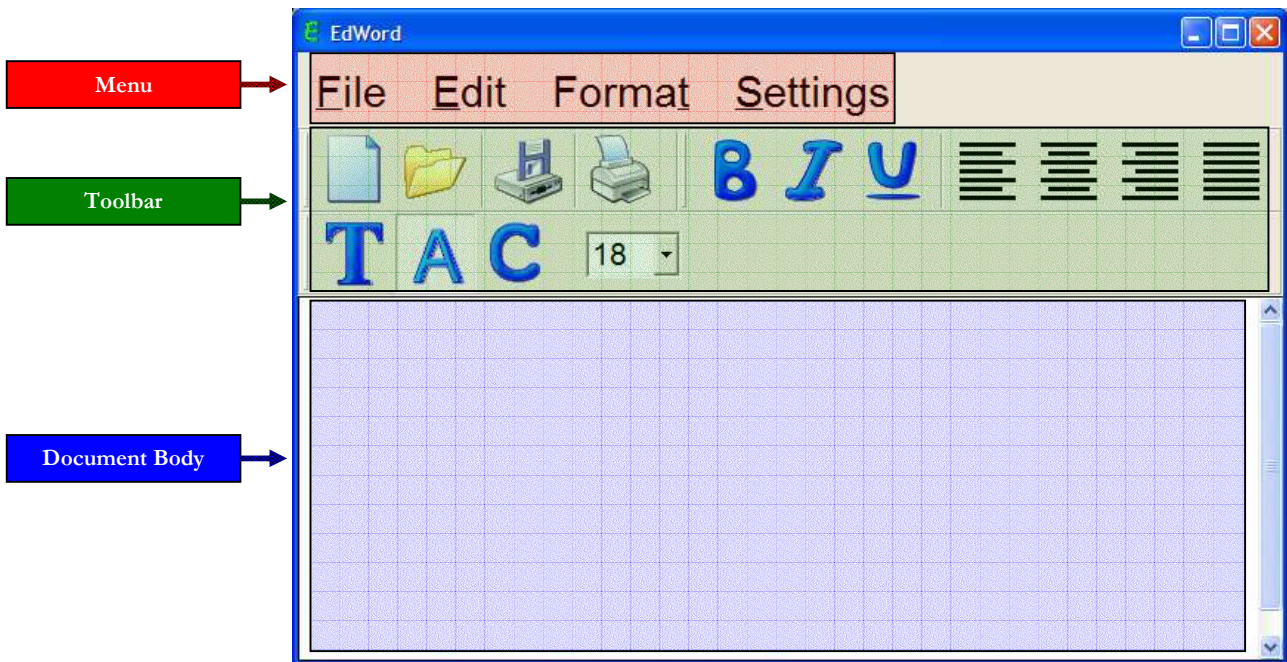


Figure 22

The Document Body

We will start with the **Document Body** as this is where the user mainly interacts with the program. When the user types a character from the keyboard, it appears in the **Document Body**. Depending on the settings, as the user types, symbols appear over

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the words or even replace them. The text is displayed in the default font which has been set from the **General Settings** (explained in **User Management Section**)

The Toolbar

The toolbar provides access to **File Management** and **Document Formatting** features. Thus, we can divide the toolbar into two parts (Figure 23).

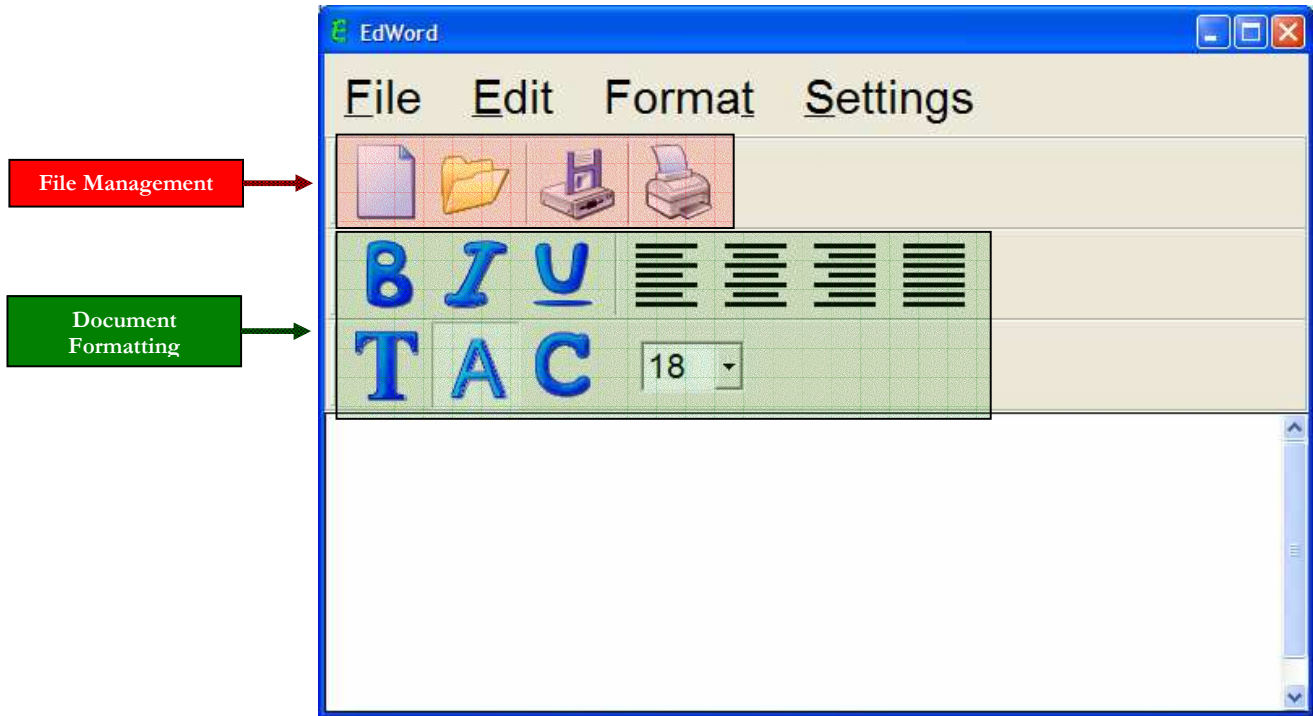


Figure 23

The **File Management** buttons provided by the toolbar are (in order of appearance):

1. **New**: Creates a new document. If the current document has changed since the last save or has not been saved at all, the user is prompted to save the changes with this message (Figure 24)

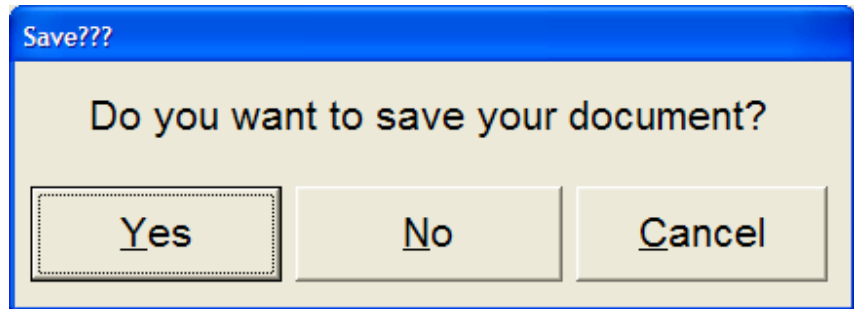


Figure 24

If **No** is selected the new document is created **without** saving the changes in the current document. If **Cancel** is selected, the dialog closes and returns to the current document without creating a new document. If **Yes** is selected, the current document is saved and a new document is created. Rules that apply to Save are explained in **3. Save** (below).

2. **Open:** This button asks the user to save the current document if it needs to be saved (explained above) and shows the dialog box in (Figure 25) :

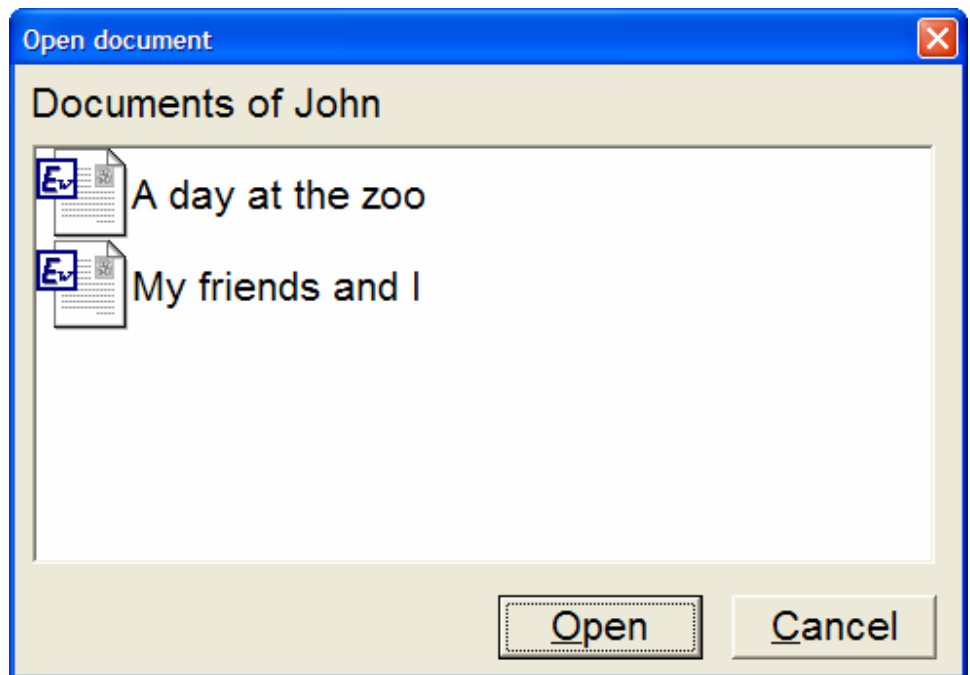


Figure 25



This dialog lists all of the logged on user's documents (in this example, John's). Select a file from the list (by clicking on it) and click **OK**. If you wish to return to the current document without opening a file, click on **Cancel**.

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3. **Save:** This button saves the current document. If the document has not been saved before, the user is prompted to give a name under which the file will be saved (see Figure 26).

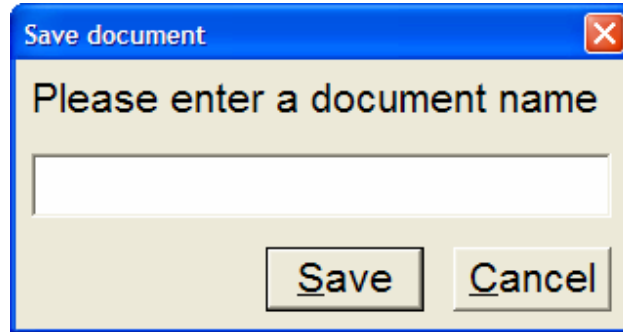


Figure 26

If the document has been saved before or opened from an already existing file, the changes are saved on that file without having to enter a document name again.

4. **Print:** This button prints the document at the default printer on an A4 page.

The **Document Formatting** buttons provided by the toolbar are (in order of appearance):

1. **Bold Italic Underline:** These three buttons change the font style to Bold Italic and Underline. You can click on one or more of these buttons and the next character you type will be displayed with the selected style combination.
2. **Paragraph Alignment buttons:** This button allows you to align your text in four different ways.
 - a. **Align Left** aligns the text to the left. Text extends from left to right as you type
 - b. **Centre**, centres the text in the **document body**
 - c. **Align Right** aligns the text to the right. As you type the text extends from right to left.
 - d. **Justify** spreads the text so that, lines extend from left to right evenly.
3. **Font selection buttons:** These three buttons allows the user to change the font. Just press on:
 - a. **T** for **Times New Roman**
 - b. **A** for **Arial**
 - c. **C** for **Courier New**
 - d. The dropdown list to select the **size** of the font

The Menu

The menu provides all of the functionality found in the toolbar plus some extra commands. On a Level 3 user configuration the menu is shown in Figure 27.

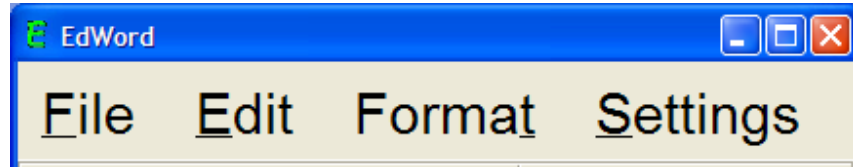


Figure 27

The **File Menu** is shown in Figure 28:

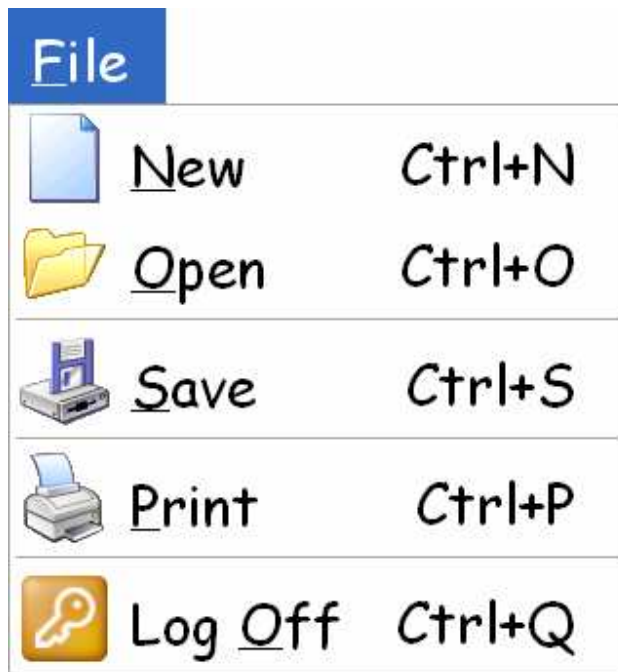


Figure 28

As you can see most of the options are available from the toolbar. The only new option is **Log Off**. **Log Off** asks the user to save the document, closes the editor environment and shows then logon screen.

The **Edit Menu** provides **clipboard operations**. Here the user can Cut, Copy, and Paste a selection. **Clipboard** is a “place in memory” where data is temporarily saved for later use. You can **select** text and symbols by holding down the **Shift** key and pressing an **arrow** key or by pressing the **mouse button** on a word and without



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releasing the mouse button **moving the mouse** to select text. The Edit menu is shown in Figure 29.

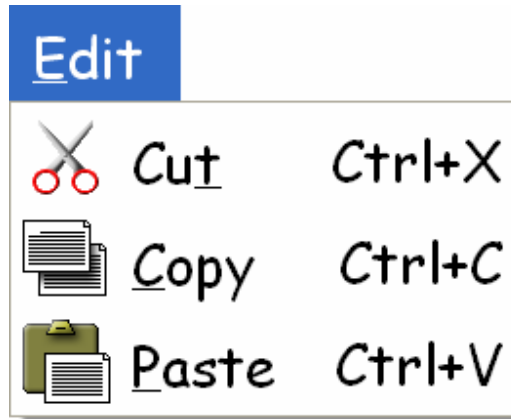


Figure 29

There are three standard clipboard operations in this menu:

1. **Cut**: This option removes the selection from the document body and places it in the clipboard.
2. **Copy**: This option copies the selection to the clipboard without removing it from the document body.
3. **Paste**: This option copies the contents of the clipboard to the current input position (indicated by the caret – blinking vertical line) in the document body. The clipboard contents are not deleted. (i.e. you can paste again without having to copy the same things because they are already in the clipboard)

The **Format menu** (Figure 30) helps you change the visual aspects of your document. From this menu you can change the **Fonts** and the **Colours** of the document.



Figure 30

This menu has two options

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1. **Font:** this option will bring up the window shown in Figure 31.

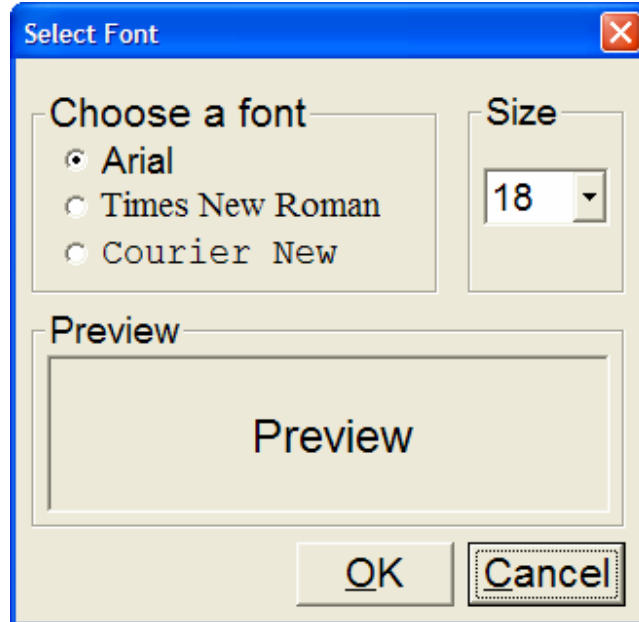


Figure 31



Here you can select one of the three fonts and the size for that font. You can check the preview panel to see what it looks like. Click **OK** to accept the changes or **Cancel** to discard the changes.

2. **Colours:** This option allows you to change the Font and background colours of the document body. For more information refer to **General Settings** in the **User Management** Section (Page 16).

The **Settings Menu** has only one item and is shown in Figure 32.

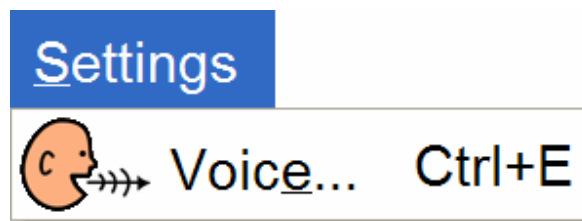


Figure 32

The **Voice** option will show the voice settings window. For more information refer to **General Settings** in the **User Management** Section (Page 16).

Note: Any changes made to the Fonts, Colours and Voice settings from the menu, will not be saved in the user profile. If you want to make changes and save them, do it from the **General Settings** in the **User Configuration**.

This concludes the **Step By Step – Word Processing** Section of the manual

Problems

In this section, we will try to answer any questions you might have during your first contact with EdWord.

Q. When I try to change the default font in the general settings, I only have three options: Arial, Times New Roman and Courier New. Why can't I see the rest of the fonts installed on my system?

A. This is because we think that we should only support a limited set of fonts. We chose Arial because it is the clearest font, Times New Roman because it is frequently used in word processors and Courier New because it is a fixed width font (all the letters have the same width).

Q. I cannot hear any sound.

A. Make sure the Turn speech off option is unchecked and the speakers of your system are properly connected and switched on. Also check the volume of the speakers and the volume of Windows.

Q. The menu is not displayed in the font I selected.

A. Some fonts whose script is other than Western might not be displayed on the menu. In that case the menu is displayed in Arial

Q. I cannot set the menu font size to a size greater than 36.

A. This is because there is a limit in the menu font size. Bigger fonts make the menu very large and there is no room for the document body.

Q. When I open a document, the words are not converted to symbols.

A. Make sure the user's presentation mode is set to Symbols or Symbols and Text, otherwise words will not be converted to symbol.