

Activity 1 Introduction to Writing with Symbols 2000 Using the on-screen tutorial

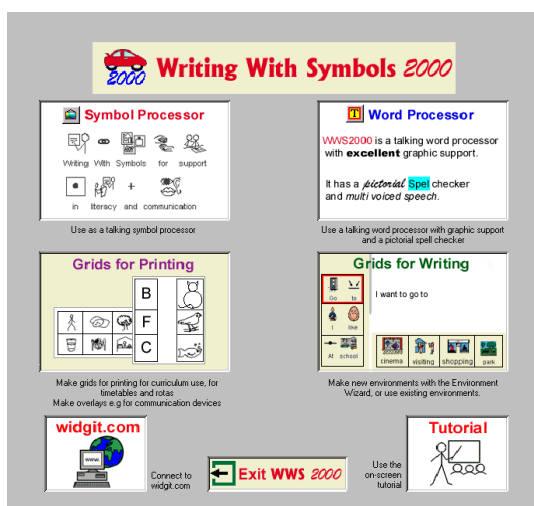
This worksheet is designed for people who have not used symbol writing software. It gives an overview of the main features of the program. It does not go into great depth on any point, as each aspect of the program is followed up in other activity sheets.

It is recommended that for this activity, you keep to the activities described, and do not get sidetracked. There will be opportunities to experiment during later Activities. This will allow you to get the feel for the range of the program before running out of time.

1. Starting

Open **WWS2000**. It can be found in the Widgit tab on the Programs list.

The front screen has buttons for the four main ways of using the program, and a button to the On-Screen Tutorial.



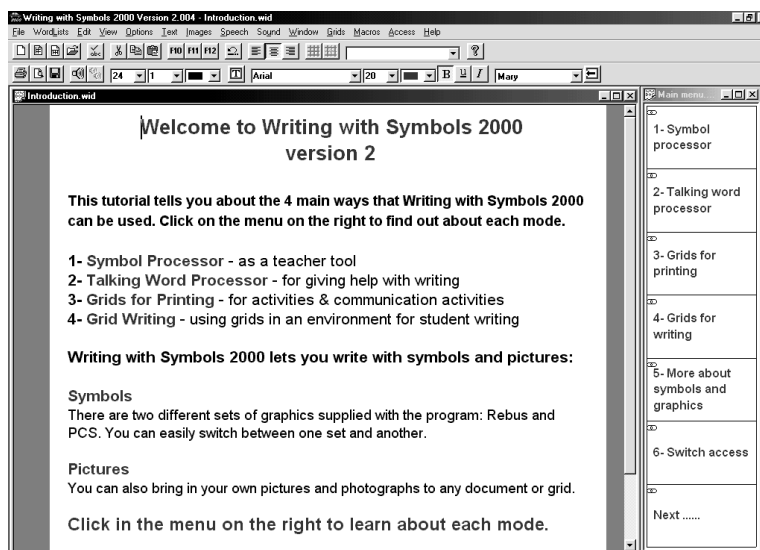
The four ways in which you can use the program are:

- As a symbol processor – in which you can type, and the words are automatically illustrated with a graphic as far as possible.
- As a talking word processor – in which you can write as in a standard word processor, but with the facility to add pictures when required.
- Making grids to print out and use off screen – create a grid and then type in it in either or both symbol and text modes
- Using and creating grids to support writing. This section has a wizard to help you make groups of on-screen grids to use with your selected writing document.

There is an on-screen tutorial which will explain each of these modes, and introduce you to the main features of each aspect of the program. This worksheet suggests the order in which you may look at each section of the tutorial and some short follow up activities. Each aspect of the program is then taken in greater depth through the remaining activities and help sheets.

2. The On-Screen tutorial

There is the minimum amount of text on each screen, and most screens do not need to be scrolled to read the contents. However, it is recommended that you do read all of the text at each stage.



On this front page to the tutorial there is an introduction and a vertical menu. Clicking on each cell on this menu will take you to a different aspect of the program.

Each section has a similar vertical menu bar giving access to a number of information pages, many of which invite you to try something. You can click on the **green** cell to return to the section introduction, or click on the **Back** cell to return to the introduction to the tutorial.

To leave the tutorial you can either click on the Return to Front Screen icon



Or select front Screen from the File Menu

You cannot save your work within the tutorial, and so you cannot mess it up for subsequent users.

3. Symbol processor

Symbol processing is writing so that the writing is automatically illustrated as you type.

There are pages of information on:

1. Seeing symbols as you type
2. Finding alternative symbols
This introduces the **F12** key
3. Checking the symbol has the right meaning
This deals with the word to graphic matching. There is more information on this in Activity 1
4. Renaming a symbol
This introduces the **F11** key
5. Practice writing with symbols - This gives you a clean page to experiment writing.
Why not experiment to see the symbols available and to check out alternatives.
To clear this page and start again simply click on the green cell to return to the front, and then select this item again.

4. Word processing

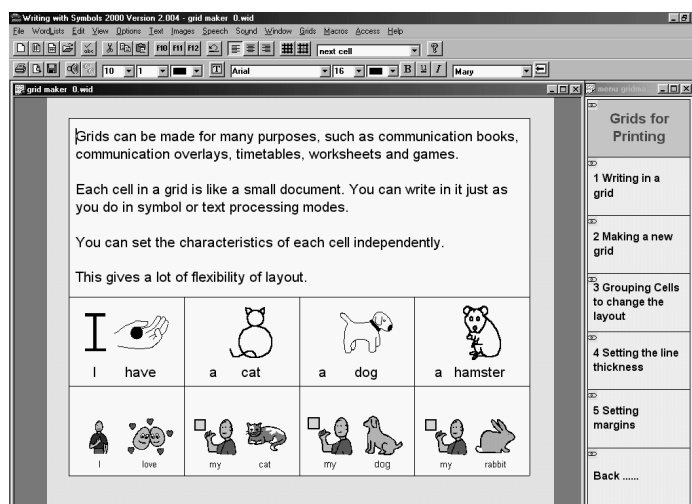
The text and speech features described in the word processing section will also apply to formatting text and using speech in any other part of Writing with Symbols 2000.

The items in this section are:

1. Formatting the text
As well as standard formatting, as you would expect from any word processor, this section describes the different toolbars available.
2. Using the speech features
You can use speech features in either symbol or text processing. This is where you get the basic information on it.
3. Spell checking
The spell checker has symbols that can also help with language support.
4. Seeing a symbol in a text document
When word processing the writing is not automatically illustrated, but you can get the symbols using the F12 key. You can also turn the symbol off again. This is very useful as a support for a text user, to confirm the meaning of a word.

A document does not have to be entirely in text or symbol modes, and you will learn more about that later on.

5. Grids for Printing



The information pages for grids for printing take you through making a grid

1. Writing in a grid
Writing in a grid is similar to writing in a document, except that you have a fixed space to do it. This shows how to manage you writing and making the content fit the cell.
2. Making a new grid
This shows you how to set up a grid the size you want it, and introduces the grid menu item on the top menu bar. The grid that you make in this part is then used in the subsequent items for varying the layout and appearance of your grid.
3. Grouping cells to change the layout
4. Setting the line thickness of the cell walls
5. Setting the margins
- so that your grid prints where you want it on the paper. You can of course always look at the document in Print Preview to check the layout and appearance of your document on the page.

6. Grids for Writing

Grids for Writing describe the terms '**send**' grid, where you can click on a grid cell and 'send' the contents to your writing document, and '**environment**' which is a collection of grid(s) and your writing document.

The section shows

- a simple writing grid
- a set of linked grids which give you access to more vocabulary, using pictures
- a set of linked grids in an environment, in word processor mode
- how to make a grid 'send' to your writing document

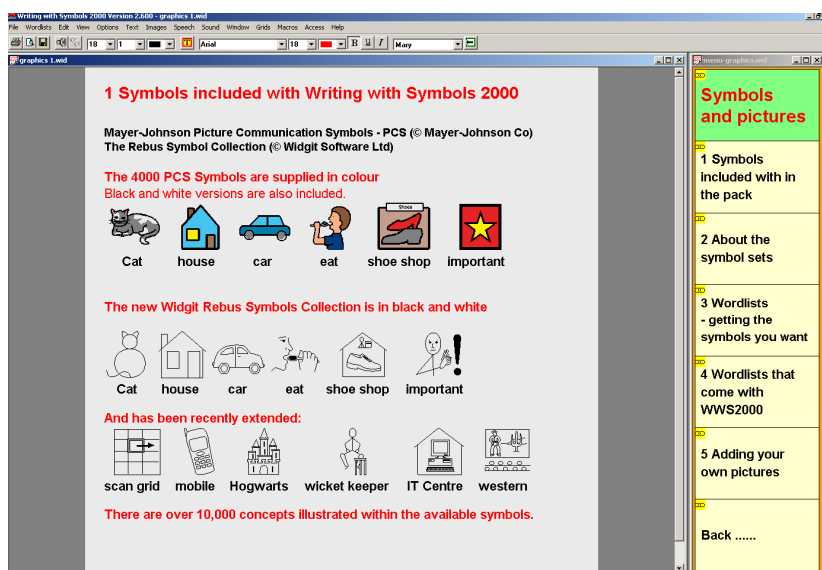
Grids for writing is perhaps the most important part of Writing With Symbols 2000, because this will give access to writing for many users who are not able to handle text easily.

The design of the grid writing part of the program is extremely flexible, and to illustrate that there are several example writing environments provided with the program. These examples show you some of the things that can be done, and may give you ideas for things to make for yourself.

The easiest way to make an environment for writing is to use the Environment wizard, although very simple grid structures can be quickly and easily made from the main symbol or text writing sections. Activities 8 and 9 take you through the process of using the Wizard following two different worked examples.

7. More about symbols and graphics

A really important part of Writing with symbols are the graphics that you can use.



This section

- explains how to change the size of the graphics
- shows you the symbols included with the program
- explains more about these symbol sets
- explains about wordlists and how to change the symbol set you use at any time
- gives a list of the main wordlists that come with the program
- shows you how to add your own pictures and clip-art

The next section talks about switch access and about macros.

Macros are really useful in writing grids. Even if you do not need switch access, we recommend that you go to the last item in the next section for more information on adding macros and commands to your grids.

8. Switch Access

Users who will be using switches with Writing with Symbols should look through this section to get an overview of switch access.

It introduces:

- different access methods, and the different ways you might connect your switches
- setting up keyboard alternatives for switch access via the keyboard or a keyboard interface
- turning switch scanning on and off from the keyboard with **CTRL+Y**
- the different scanning modes, and how to select the one you want, including setting the scan rate for single switch users
- auditory scanning, where the cell contents are automatically spoken as the grid is scanned

The section then explains about setting up an environment of more than one grid for switch scanning, so that the scan cursor automatically jumps to the correct grid when necessary.

9. Macros

Finally it introduces macros. These are commands added to cells so that when the cell is selected a number of commands can be performed. This section is useful for all users of writing grids.

The macros shown in the tutorial show you how to make cells or buttons that

- put a 'return' button on a grid
- delete by whole words
- speak the last sentence
- emphasize a word by making it larger and have bold text

10. Next

The rest of the activities in this pack show you how to do use all of these aspects of the program in greater detail. When you have covered all of these activities you will have a good understanding of the program and its essential features.

The final three activities (14 and 15) relate specifically to Switch use. You do not need to look at these if you do not need to make resources for switch users.

There are also a number of Help Sheets, in Section 4, which give greater detail on specific topics mentioned in these Activities, and include help with basic Windows functions, in case you are unsure of these.