

Macros

Help Sheet 18

Macros are commands that can be added to a grid cell.

These can be commands to change the format of text or graphics, they can be functions which the program can perform, or they may simply be key presses which are sent to the document rather than typing them from the keyboard. A list of the commands supplied with the program is included at the end of this help sheet.

You can add a series of these commands to a single cell. A macro is one or more commands in a cell. You can also save the list of commands for a cell as a combined macro to use later.

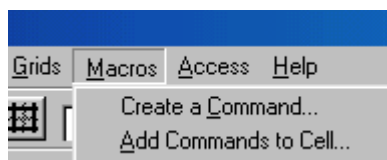
When commands are added to a cell, instead of sending the graphic and text from that cell to the document, the cell is set to perform the commands set in the macro. This means that the text or graphic will not be sent, unless a command is specifically added to do this.

The easiest way to explore the use of macros is through a few examples.

Example 1: Adding Speech buttons to a grid

A switch user may want to activate speech from a grid. In which case, a grid cell needs to be designated and a speech command added to it. The speech command is added from the **Macros** menu.

First, enter some text or symbol into the cell to indicate the action (e.g. Speak). Click into the cell and then go to the **Macros** menu, and select **Add Commands to a Cell**.



This gives you the Dialog box where you can select commands that can be actioned from a cell.

There are 4 tabs in the dialog box. **Macros**, **Key Strokes**, **Functions** and **Formatting**. Each tab gives you a different set of commands that you can add to a cell.

On the right is a list of the commands attached to the cell.

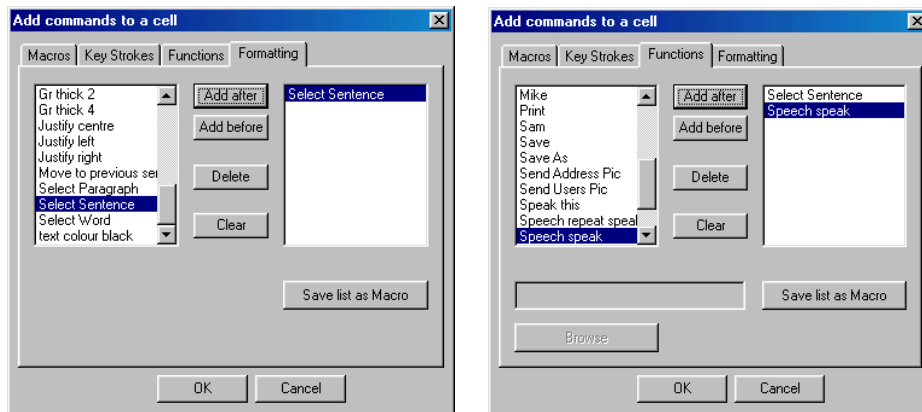
You may find that there is a command already there, such as 'format as doc'. This is the default setting, and means that normally the contents of the cell will be sent to the document, and formatted in the same style as the current paragraph (this means that it will have the same graphic size and font details as the document, not as the cell).

If you are adding your own commands to a cell, you will probably want to remove any existing commands. Do this by clicking on the **Clear** button first.

For this cell we want to select the CURRENT sentence, and then speak it.

Select the **Formatting** tab, and find **Select Sentence** (or word or paragraph, depending on what you want to have spoken).

Now click one of the **Add** buttons. Then click on the **Functions** tab, and select the **Speech speak** command and then **Add after** button.



Click **OK** to add it to the cell.

Set the grid to be a send grid. Make sure that speech is set to be switched ON for the document window, and then you can try the macro. Clicking in this cell will speak the speech for the current sentence.

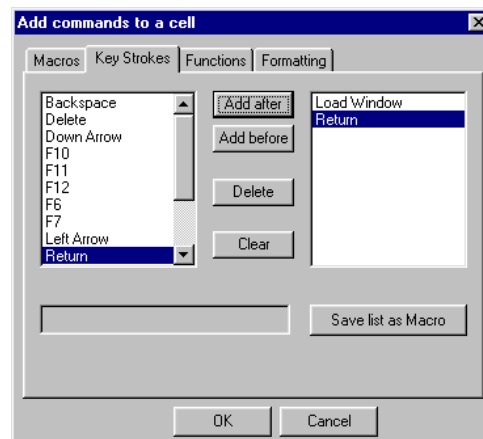
You can go back to the macro dialogue box to edit a macro if the sequence of commands does not do exactly what you expected. For example, if there is a possibility that the user may have pressed a return after the sentence and therefore will not be in the sentence you want to speak, you could put a **Left Arrow** BEFORE the **Select Sentence** command, to place the cursor back one space.

Example 2: Adding a return character to a cell which also links to another grid

When you add any command to a cell, the formatting properties set in the **send** menu are no longer active, and so you need to add them to the cell a macro.

A typical situation for this would be linked grids where each grid enables a sentence to be written, but you want to start a new paragraph when returning to the key grid.

- Make the grid into an editing grid (turn '**send**' off)
- Click in the cell that links to another grid or returns to the key grid
- Go to **Add Command to cell**, under the **Macro** menu
- Select the Key Strokes tab
- Select the item **Return** from the list
- Click **Add After** to add this after the existing command Load Window (which was put there from the **Send** menu)
- Click OK



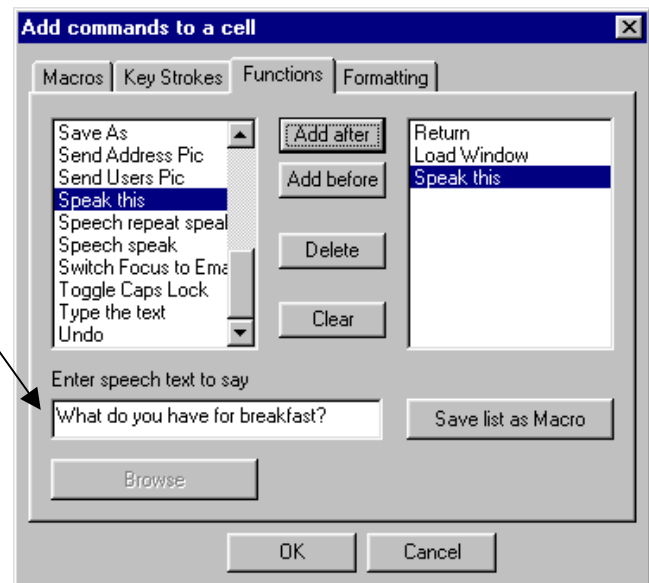
When the cell is now clicked it links to the new grid, but also sends a Return character to start a new paragraph.

Example 3: Building a sequence of commands

This will modify the environment 'I can' to give speech prompts as it changes from one grid to another. At the same time it will start a new paragraph for the writer so that they do not have to remember to click on the Enter icon in the grid.

Load the environment 'I can'

- The first grid to load is called **I can-am**. It gives vocabulary about waking up, and getting dressed, grid 2, called **I can-bfast**, has vocabulary about eating breakfast
- Click in the grid **I can-am**
- Make it into an editing window by **CRTL + Rt click**
- Click in the **More...** cell which is the cell with the command to load the other Window
- Go to the **Macro** menu and select **Add Commands to Cell**
- You will see that there is already the command Load Window in the list box
- The first command to add is a **Return** character from **Key Strokes** tab to make the new paragraph. Click **Add before** to put it before the Load Window command
- Next, Select the Functions tab, and click on Speak this
- This will give you a place to type in the text that you want to be spoken when the new window has just opened:



- Type the text What do you have for breakfast? And then click on Add after to add it to the bottom of the list
- Click OK to add this to the cell

Repeat this for the equivalent cell in the grid I can-bfast with text such as 'What do you do when you wake up?'

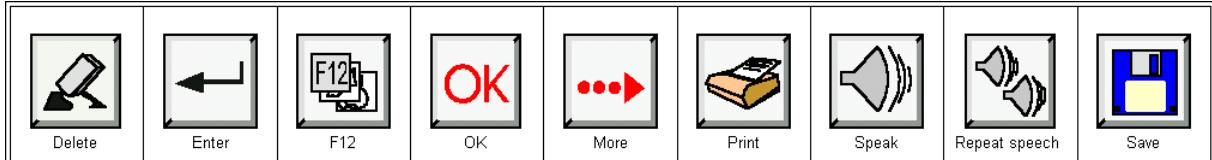
Don't forget to **Re-save All** to save your changes to the environment if you want to keep these alterations.

To save a list of commands as a macro for further use.

When you have made your macro list you can click on the button **Save list as Macro**. This will open a folder called **My Macros**, in the **Macros** folder of your **WWS2000Work** directory. Your new macro will be visible when you next click on the Macros tab in the dialogue box.

Icons for use with macro commands

There is a small wordlist in the Additional Lists folder called icons. This wordlist has graphics buttons for some of the functions (shown below). Since this list is very short you can open it at the same time as your current list. These might make suitable graphic indicators and distinguish them from ordinary cells with symbols to be sent to the writing window. Alternatively you can colour the background of function cells.



Commands provided in the Macro Editor

Key Strokes

Backspace	Deletes 1 character behind the cursor
Delete	Deletes 1 character to the right of the cursor
Down Arrow	
F10	Toggles between text and graphic mode
F11	Performs one F11 press ready for text to be added to rename a symbol (normally used in conjunction with Formatting command Select word)
F12	Performs one F12 press
F6	Speak current word
F7	Speak current sentence
Left Arrow	
Return	Sends return or Enter key
Right Arrow	
Send this text	This shows an edit box for you to enter some text to send to the document. Used when you want to send text which is different from the text showing in the grid cell, or when want to send text and have added other commands to the cell
Space	Sends one space character
Tab	Sends one tab press
Up arrow	

Functions

Capitalise next letter	Alternative to the double action to hold Shift when pressing a letter to get the capital. Used in a macro such as New Sentence
Format as doc	The same function as selecting Format as doc from the send menu
Format as grid	The same function as selecting Format as grid from the send menu
Load window	Open a file – used for linking grids
Make Image Bigger	Increase size of highlighted graphic or for graphics from this point forward.
Make Image Smaller	Decrease size of highlighted graphic or for graphics from this point forward
Make Text Bigger	Increase text size as above
Make Text Smaller	Decrease text size as above
Mary	Set the voice to be Mary for highlighted text, or from this point forward
Mike	Set the voice to be Mike for highlighted text, or from this point forward
Print	Print the document window
RetPrevious Grid	Return to the previous grid. This is useful for navigating in complex environments when you do not necessarily know which was the last used grid
Sam	Set the voice to be Sam for highlighted text, or from this point forward
Save	Saves the file with the currently set filename
Save As	
Send Address Pic	(v 1.6 only) For Inter_Comm only, does nothing in WWS2000
Send User's Pic	(v 1.6 only) For Inter_Comm only, does nothing in WWS2000
Speak This	Allows you to enter text to be spoken only. Useful for giving prompts

Speech repeat Speak	Repeats the speech for the current sentence. This is the same function as the repeat Speech icon on the toolbar
Speech Speak	Speaks the current sentence. This is the same function as the Speech icon on the toolbar
Switch focus to email	(v 1.6 only) For Inter_Comm only, does nothing in WWS2000
Toggle Caps Lock	
Type the text	The same function as selecting Type the Text from the send menu
Undo	Performs a one step undo

Formatting

The formatting commands apply to the highlighted text, the graphics associated with highlighted text or to next entries into the document at the current cursor position. You can make other formatting commands for different sizes and colours using the Command Creator (Macros menu – Create a Command). The help file with Writing with Symbols provides instructions for use.

Font Albertus Bold	
Font Bold	
Font Colour Red	
Font Comic Sans	
Font Italic	
Font Normal	
Font size 14	
Font size 20	
Font size 24	
Font size 28	
Font Underline	
Gr Colour blue	Sets the colour of any black graphics (e.g. rebus symbols)
Gr Colour red	
Gr size 12	Sets the graphic size
Gr size 16	
Gr size 24	
Gr size 46	
Gr size 76	
Gr Thick 1	Sets the line thickness of any black graphics (e.g. rebus symbols), unless Auto thickening is checked under the Images menu
Gr Thick 2	
Gr Thick 4	
Justify Centre	
Justify left	
Justify right	
Move to previous sentence	Useful in conjunction with speech, and with the Select Sentence command for changing format
Select Paragraph	Selects the current paragraph. Useful in conjunction with speech, and for changing format
Select Sentence	
Select Word	

Ready made Macros

Addressee's pic + text	For Inter_Comm only, does nothing in WWS2000
Addressee's picture	For Inter_Comm only, does nothing in WWS2000
Big pic Centre	This places a selected graphic in the centre of a line, makes it larger, and then moves the cursor to the beginning of the next line at the normal format setting. Useful for setting a big picture at the beginning of a story
Delete word	This moved the cursor back into the previous word, selects it and deletes it
Emphasise	Makes both the text and graphics bigger for selected text
Heading 1	Sets the sentence where the cursor is to be formatted to make a heading. Settings are: Select paragraph, Gr size 46, Gr thickness 4, Font size 28, Bold, Centre justified
Heading 2	A less important heading, left justified: Gr size 24, thickness 2, Gr size 24, Bold
Heading 3	A small heading size: graphic size 16, text size 20
New paragraph	Puts a full stop at the end of the current sentence, puts a return and then capitalise next letter ready for the next text entry
New sentence	Puts a full stop, space and then set capitalise next letter ready for new typing
Sender's pic + text	For Inter_Comm only, does nothing in WWS2000
Sender's picture	For Inter_Comm only, does nothing in WWS2000
Speak sentence	This selects the current sentence and speaks it