Mind Express manual

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Chapter 1 - Introduction

1.1 What is Mind Express?

Mind Express is a multimedia program that allows you to develop vocabularies, unique exercises and games for communication, therapeutic and educational purposes. These exercises and games are cast into the form of communication grids. A communication grid is a file that consists of one or more Mind Express pages.

With Mind Express, you can teach others fundamental communication skills. You can practise basic skills such as colour recognition, arithmetic, and reading, or you can use Mind Express to build games. The possibilities are next to endless.

However, Mind Express has even more to offer. It can help you along in the often difficult search for an appropriate means of communication. You can use Mind Express to experiment until you reach a suitable vocabulary, find the optimal set of symbols and the most efficient selection method. Step by step, you can create a communication grid that meets your personal requirements, and practise its use until Mind Express becomes your personal means of communication.

You will notice at once that Mind Express is a user-friendly tool with a wide range of possible applications, ensuring that you too can find solutions for alternative and augmentative communication.

1.2 Windows environment

Mind Express operates in the user-friendly and familiar Windows environment. As a result, you will find mastering the program an easy thing to do.

1.3 Working with Mind Express

You can use Mind Express with the following input devices:

- mouse
- trackball
- touch screen
- joystick or multiple switch
- scanning with 1 or 2 keys
- headtracking
- eyetracking

The different options available for each of the above input devices are explained in detail elsewhere in this User Manual.

1.4 Mind Express and speech

Mind Express is available with:

- Realspeak
- Brightspeech (Acapela)

Mind Express is also SAPI-compliant. This means that you can use Mind Express with any text-to-speech system that supports SAPI4 or SAPI5.

1.5 Who should read this User manual?

This User Manual is intended for therapists, teachers and parents who wish to use Mind Express to create a vocabulary. This vocabulary can be used for purely communicative purposes, but just as well for therapeutic and educational purposes.

Also, disabled people can find useful tips in this User Manual that will allow them to expand their vocabulary independently.

1.6 How to use this User Manual?

This User Manual is mostly task-oriented. This means that the tasks you execute most frequently are described in detail. Apart from this, there is a Reference chapter that covers the remaining functionality of Mind Express. Finally, this User Manual also contains a description of the Bliss Editor, an accessory to Mind Express that allows you to create your own Bliss symbols.

1.7 Installing Mind Express and Bliss Editor

To install Mind Express and Bliss Editor, you should insert the Mind Express cd-rom into the cd-rom drive. If the installation does not start automatically, click Start > Run and start the program Setup from the cd-rom. You are guided through the installation procedure by the Mind Express installation wizard. Follow the on-screen instructions to install both programs correctly.

1.8 System requirements

In order to be able to use Mind Express efficiently, you should make sure that your system meets a number of minimum system requirements.

The minimum system requirements for Mind Express are the following:

- Pentium PC 350 MHz
- 128 MB RAM or more
- MS Windows 2000 sound card (preferably 16 bit), compatible with Multimedia system (MMSYSTEM).
- Pentium PC (300MHz) or more

1.9 Security

Mind Express is protected by either hardware or software protection.

- If your version contains a hardware key (HASP dongle), you should insert it into your PC's USB port.
- If your version features software protection, a window displaying a code appears when you start Mind Express. Mail this site code to Jabbla at the following e-mail address: unlock@jabbla.com. You will then receive a new code that allows you to unlock the program.

Chapter 2 - Getting Started with Mind Express

This chapter describes the basic procedures that you need to master in order to be able to work with Mind Express in a correct and efficient way. Take the time to execute the procedures listed here: they are an ideal basis for further experiments.

This chapter covers the following topics:

- Starting Mind Express
- Creating a new communication grid
- Completing the cells in a communication grid
- Opening an existing communication grid
- Saving a communication grid
- Printing a communication grid
- Closing Mind Express.

2.10 Starting Mind Express

To start Mind Express:

1. Click the **Start** button at the bottom left corner of the screen.
2. Move the pointer to **Programs**.
3. Hold the pointer over **Programs** until the list of available programs appears.
4. Click **Mind Express**.

The start-up screen appears, and Mind Express starts.

You can also start Mind Express directly by double-clicking the Mind Express icon on the desktop.

2.11 Creating a new communication grid

As soon as you have started Mind Express, you are ready to create Mind Express files or communication grids. A communication grid is a vocabulary that you can compose yourself by using symbol, and optionally, text charts. A communication grid can consist of several pages.

When you create a new communication grid, you have to enter the number of cells you want to use per page in the **Grid** dialog box. This setting can differ from page to page within the same communication grid. This means that you can have several pages with different cell sizes, colours and spacing. In addition, you can assign a name and background image to each of the pages in the grid.

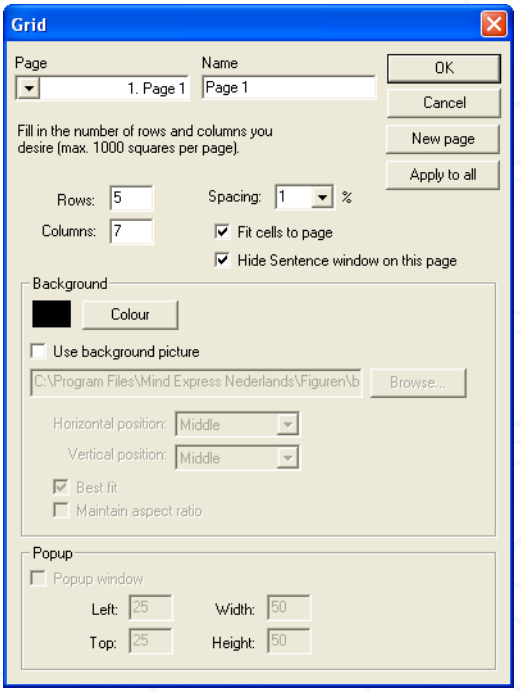
To create a new communication grid:

1. Start Mind Express.

See also "Starting Mind Express" on page 3.

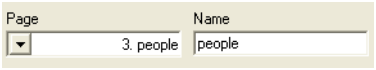
2. Click **File > New.**

The **Grid** dialog box appears.



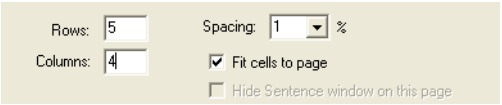
3. The communication grid currently contains one page. You can give this page a name by entering text in the **Name** box.

If, for example, you want to work around the people theme, you could call this page “people”. You can assign a different name to every page in a file.



4. You can now decide how many cells, both horizontally and vertically, you want to include in your communication grid. Also, you can determine the spacing between the cells.

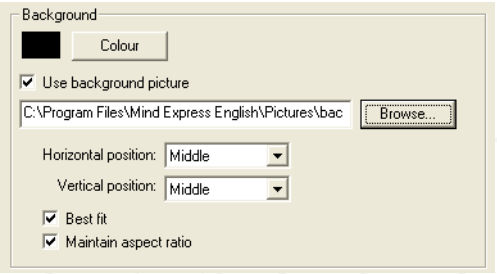
An example: If you want to create a grid with 5 cells across and 4 down, and with a 1% spacing between the individual cells, you complete the fields in the Grid dialog box as shown below.



Click **Apply to all** if you want to apply this lay-out to all pages in the file.

Click **New page** to create a new page, possibly with a different number of cells.

5. You can choose the **background colour** that is used between the cells in the grid, or you can choose a **background image**.

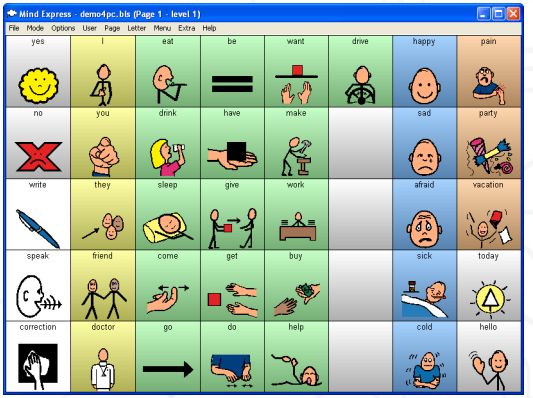


- Click **Colour** to choose a background colour. A colour palette appears from which you can select the colour of your preference.
- Click **Browse** to find the image you want to use as a background image. You can modify the image’s position and dimensions in the grid.

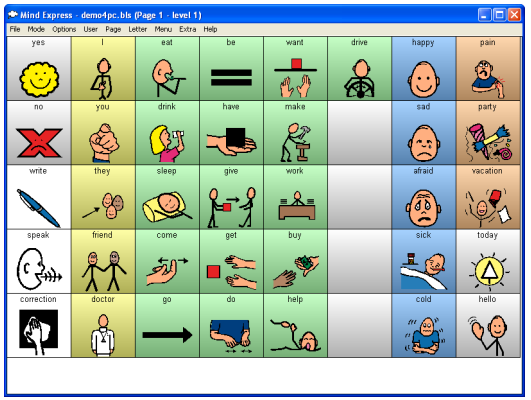
To modify the background colour of the cells themselves, see “To modify the background of the cells in a grid:” on page 21.

6. The option **Fit cells to page** allows you to fill the full Mind Express window with cells. The size of the cells will be adjusted so that there is no free space left within the window. When this option is disabled, the cells remain cell.

Cells fit to page

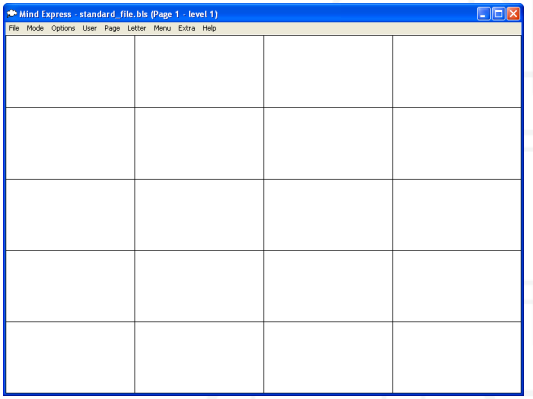


Cells not fit to page:



7. The option **Hide sentence window on this page** makes it possible for you to display the sentence window on some pages and to hide it on others.
8. Click **OK** to confirm your changes.

After finishing this procedure, your communication grid will be ready for use. It looks like the grid shown below:



To modify the lay-out of the grid after you created it (to change the number of cells across, for example), click **Options > Grid**. *The* **Grid** *dialog box appears, in which you can make the required changes.*

2.12 Completing the cells in a communication grid

The procedure below contains the basic rules for completing a communication grid. By executing this procedure, you take your first steps in designing your own communication grid.

To complete the cells in a communication grid:

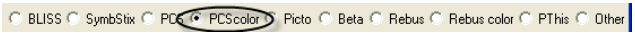
1. Choose **File > New.**

   The **Grid** dialog box appears.
2. Create a new communication grid as described in the procedure “To create a new communication grid:” on page 4.
3. Choose **Mode > Edit.**

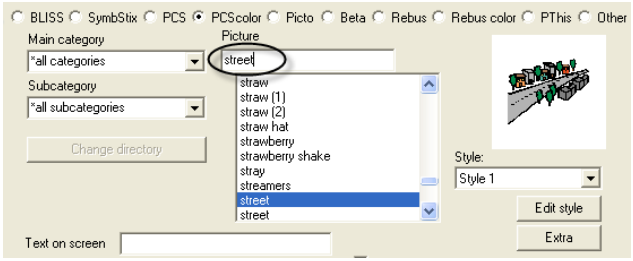
4. Double-click or right-click one of the empty cells in the grid.

   The **Contents** dialog box appears.

5. Select one of the symbol sets at the top of the **Contents** dialog box.

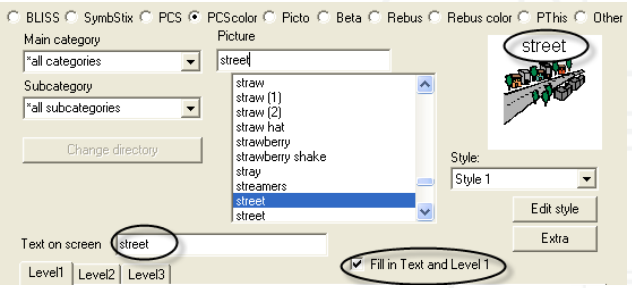


   Select the symbol of your choice from the list of symbols, or enter the name of the symbol you want to use in the **Picture** box.



6. Click the selected symbol in the Picture list.

   The text “street” appears above the symbol in the preview area (Only if the option Fill in Text and Level 1 is selected)..(



7. Proceed to the second part of the Contents dialog box and:

   - Select the **Message** option.
   - Enter a sentence in the message text box, for example “This is my street”.
   - Select the word class **Other**.

8. Click **OK**.

   You have now entered all the information needed to complete your first cell in the communication grid.

9. Choose **Mode > Mouse** and click the newly completed cell.

You will now hear the message “This is my street”.

Follow this procedure to complete all the cells in your communication grid.

2.13 Opening an existing communication grid

At any time, you can open a vocabulary that you made earlier. Mind Express will set the parameters for this vocabulary automatically.

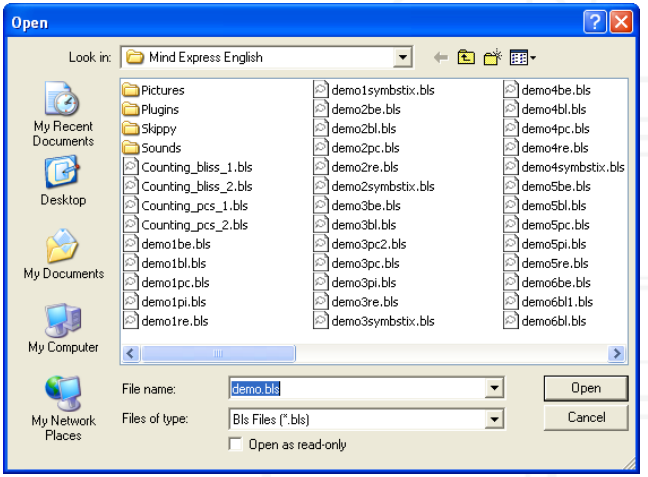
To open an existing file:

1. Choose **File** > **Open**.

   The **Open** dialog box appears.

2. Select the communication grid you want to open and click **Open**.

   In this case, the grid “colour” is opened.



3. You can now use this communication grid, or you can modify it further if necessary.

2.14 Saving a communication grid

You can save the changes that you have made to a communication grid. You can also save a grid with a new, different name. If you save a communication grid, all the parameters you have set (scanner settings, preferences, colour settings, font settings, etc.) are stored with the grid.

An example: you can choose to save a single communication grid with two different names, because the grid will be used by two persons who work with different scanner settings.

To save a communication grid:

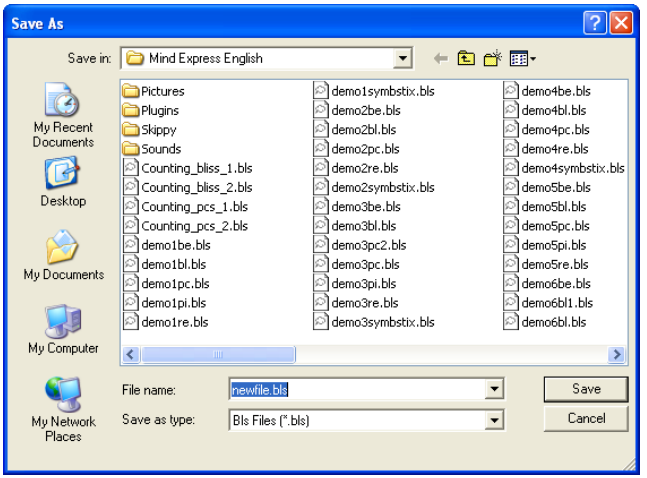
1. Do one of the following:

- Choose **File > Save** to save the communication grid with the same name. You can, for example, do this after modifying the grid's parameters.

  The changes to the file are saved.

- Choose **File > Save as** to save the communication grid under a different name.

  The **Save as** dialog box appears.



2. Enter the new file name in the File name box and click **Save**.

You have saved the communication grid under a new name.

2.15 Printing a communication grid

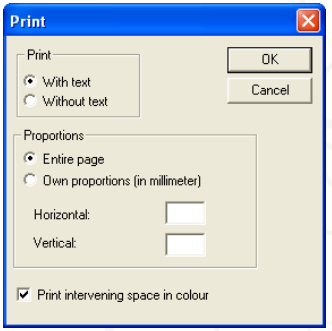
As soon as you have created a communication grid, you can print it. Mind Express offers you the following print options before you print the grid:

- You can print the communication with or without text.
- You can print the complete page or you can enter customised page dimensions. Mind Express will resize the cells in the grid for the best possible fit. Also, the grid is centred on the page.
- You can print communication grids with or without the spacing between the cells. If you choose not to print the spacing, the space between the cells is left blank.

To print a communication grid:

1. Choose **File > Print**.

   The **Print** dialog box appears.

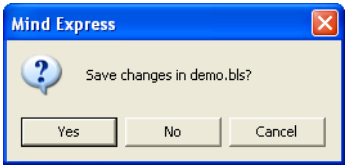


2. Select the print options of your choice.
3. Click **OK**.

   The standard Windows **Print** dialog box appears and you can now print the communication grid.

2.16 Closing Mind Express

Before you leave Mind Express, a dialog box appears, prompting you to confirm whether you wish to leave the program without saving the current communication grid. To save the grid and leave Mind Express, click Yes.



To exit Mind Express:

1. Choose **File** > **Exit**.
2. Indicate whether you want to exit Mind Express with or without saving the current grid.

Mind Express exits.

Chapter 3 - The Contents Dialog Box

As soon as you have created a communication grid as described in the procedure “To create a new communication grid:” on page 4, you are ready to determine the contents of the grid. Mind Express offers you a number of options to enter information in the cells of a communication grid. Each of these options is covered in detail in this chapter.

3.1 The lay-out of the Contents dialog box

You can find nearly all of the options to enter information in a communication grid in the **Contents** dialog box. You will find this to be the most important tool for creating useful grids in Mind Express.

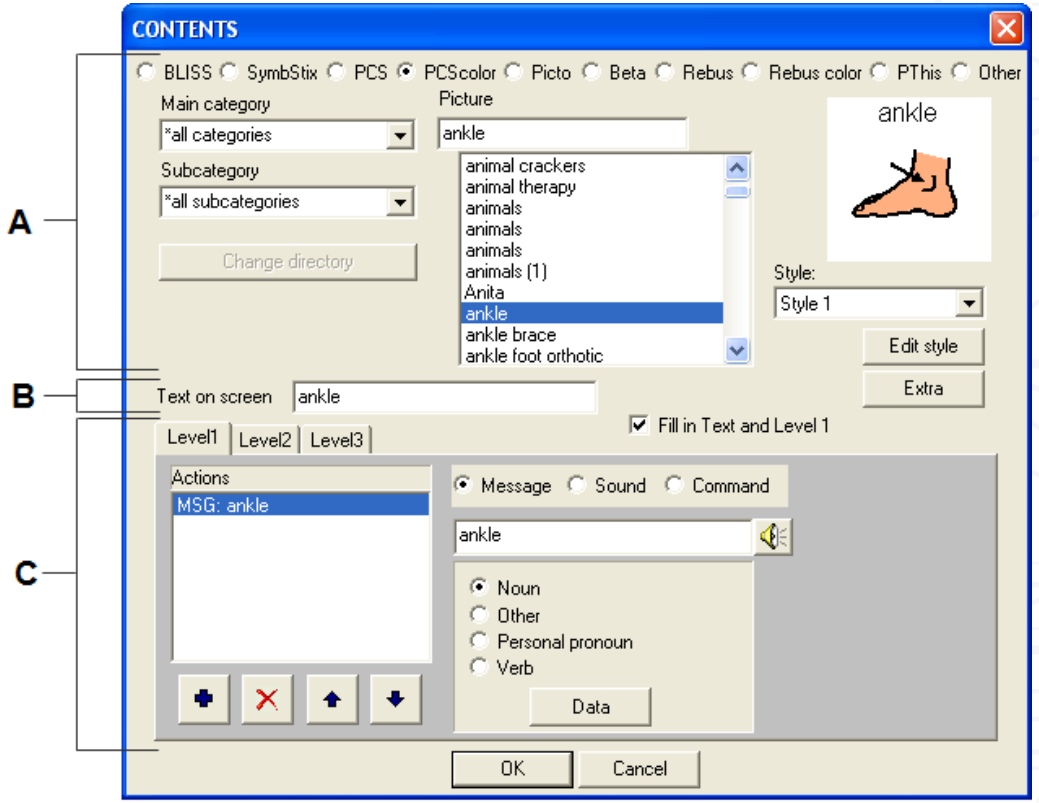
You can also access the Contents dialog box by right-clicking a cell while in mouse mode. See also “Options > Preferences” on page 78.

To open the Contents dialog box:

1. Choose **Mode** > **Edit**.
2. Double-click or right-click one of the empty cells in the communication grid.

   The **Contents** dialog box appears.

The illustration below offers a global overview of the three main functions in the Contents dialog box. These functions are described in detail at a later point in this chapter.



A. Symbols b. Text C. Levels

3.2 Symbols

Mind Express contains a number of symbol sets that contain true symbols as well as images and drawings. Apart from the symbols included in these sets, you can also create your own symbols for use in Mind Express.

3.2.1 Symbol sets

The symbols you use to complete your communication grid are selected from a number of lists. You can choose a list of symbols (a symbol set) by selecting the set of your choice from the list at the top of the Contents dialog box, as indicated below:

You can choose one of the following symbol sets:

- **BLISS**: the BLISS symbol set consists of a long alphabetical list of symbols. This standard set is part of the Mind Express basic package. In addition, you can use the BLISS editor to create new BLISS symbols.

For more information on the BLISS editor, see "Bliss Editor" on page 89.

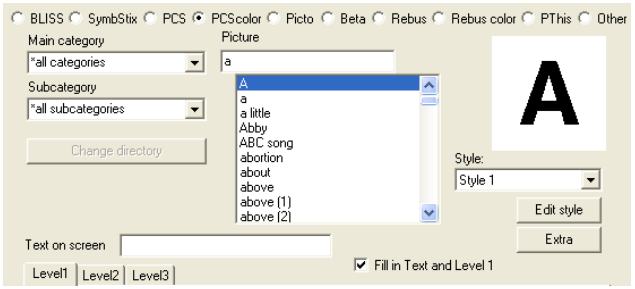
- **PCS**: PCS stands for Picture Communication Symbols. The set includes a list of 200 sample symbols. The complete PCS symbol set consists of over 7500 symbols and is available as an extra option from your Mind Express dealer.
- **Picto**: Picto stands for Pictogram. The sample list included in Mind Express contains 25 symbols. The full list of over 900 Picto symbols can be obtained from your Mind Express dealer.
- **Beta**: The demo set of Beta symbols included in Mind Express contains 100 symbols. Once again, the complete symbol set (2400 symbols) can be obtained from your Mind Express dealer.
- **Rebus**: The sample set of Rebus symbols included in Mind Express has 100 symbols.
- **Pthis**: Picture This is a pictures database. The set includes a list of 100 sample pictures. The complete list with 1800 pictures . The full list with all 1800 pictures is available as an extra option from your Mind Express dealer.
- **Other**: You can create your own symbols in any graphic package, or you can use existing illustrations. It is important that these images are saved in one of the following formats: WMF (Windows Metafile), BMP (Bitmap), GIF (Graphics Interchange Format) or JPG (Joint Photographic Experts Group).

The symbol sets described above have been divided into different categories. This allows you to filter the main symbol list so that you can find the symbol of your choice quickly.

To select a symbol from a symbol set:

1. Choose **Mode** > **Edit**.
2. Double-click or right-click the cell in the communication grid to which you want to assign a symbol.
3. The **Contents** dialog box appears.
4. Select a symbol set at the top of the dialog box by clicking the radio button preceding the set name.

The symbol list now displays the symbols from the selected set.



5. You can select a category and subcategory from the **Main category** and **Subcategory** lists to filter the symbol list.

   The **Symbol list** is updated immediately and displays only the selected category of symbols.

6. Do one of the following:

   - Select a symbol from the symbol list.
   - Enter the name of the symbol of your choice in the **Picture** text box.

   The selected symbol appears in the preview area to the right of the symbol list.

7. Click **OK**.

   The **Contents** dialog box closes and the selected symbol appears in the communication grid.

For more information on changing the look of the cells in a communication grid, see "The Lay-out of a Communication Grid" on page 19.

3.3 Using other symbols

Mind Express allows you to use symbols other than those included in the default symbol sets. For example, you can use photo's or your own drawings and illustrations. Remember to save the images you want to use in Mind Express in one of the following formats:

- WMF (Windows Metafile)
- BMP (Bitmap)
- GIF (Graphics Interchange Format)
- JPG (Joint Photographic Experts Group).

Store your customised images and illustrations in a new subfolder of the images folder that was created during Mind Express installation. For example, you could save your own images in the folder: C:\Tni\Mind Express English\Pictures\My Pictures.

This folder is added to the **Main category** list. If you add subfolders to your own folder, these are listed in the **Subcategory** list.

To use other symbols:

1. Use a drawing progr am (such as Windows Paint) to create your own new pictures, or save existing illustrations and photographs in JPEG-, GIF-, BMP- or WMF-format in the default picture folder, or in a new subfolder of the default folder.

2. Do one of the following:

   - Choose **File** > **Open** to open an existing communication grid.
   - Choose **File** > **New** to create a new communication grid.

For more information on creating a new communication grid, see also "Creating a new communication grid" on page 3.

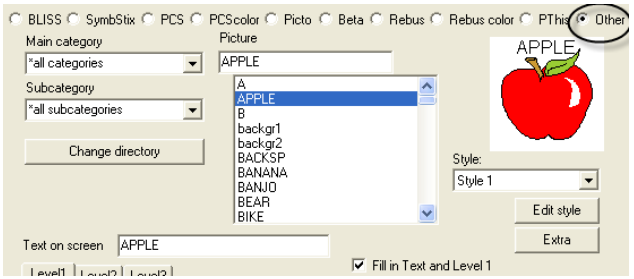
3. Choose **Mode** > **Edit**.

4. Double-click or right-click the cell in the communication grid where you want to use the new symbol.

The **Contents** dialog box appears.

5. Select the **Other** option from the symbol sets list at the top of the dialog box.

   The symbols in the Pictures folder appear in the **Symbol** list.

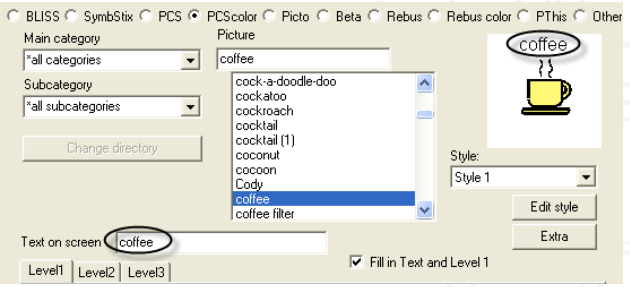


   The symbols in your personal folder appear in the main **Symbol list** and you can now select them for use in your communication grid.

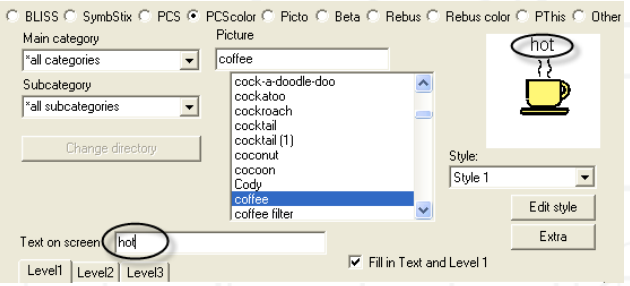
3.4 Text

Mind Express not only allows you to work with symbols, illustrations and photographs, but also with text.

If you select a symbol from one of the symbol sets, the text associated with it automatically appears in the **Text on screen** box, as shown in the illustration below:



If you want to display another text caption for the symbol than the one offered by default, simply enter the new text in the **Text on screen** box. For example, if you want to display the text “hot” with the coffee symbol, instead of the default text “coffee”, enter “hot” in the **Text on screen** box.



If you enter an on-screen text that is too long to fit in the grid cell, the text is split over two lines as soon as there is a space in the text. Make sure that the text does not overlap with the used symbol.

3.4.1 Fill in Text and Level 1

If you select the option **Fill in Text and Level 1**, by clicking the check box corresponding to this option,

, the on-screen text is added to the symbol automatically as soon as the symbol is selected in the symbol list. Also, the level one information for this cell is automatically completed. This is a useful option if you want to quickly create communication grids in which the symbols display their default text.

If this option is disabled, the text is not added to the symbol in the cell automatically, and the level one information is not automatically included.

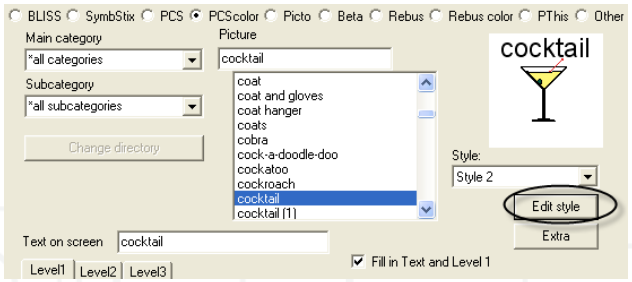
3.4.2 Modifying text styles

Mind Express offers you a number of options to modify the font and position of the text in the cells of your communication grids.

To modify the text style:

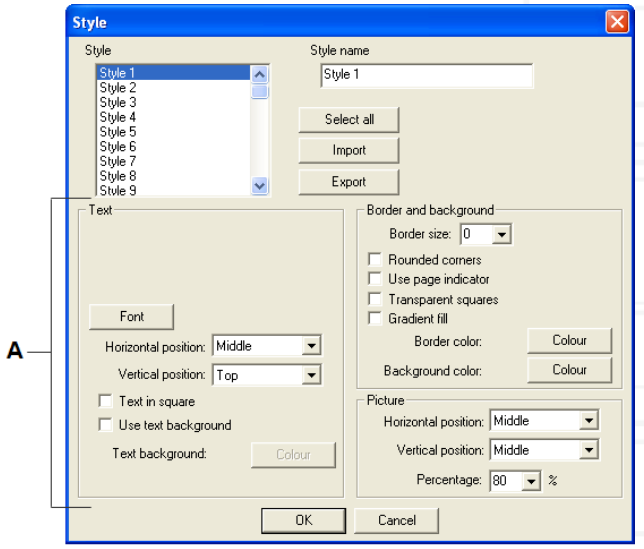
1. Choose **Mode** > **Edit**.
2. Double-click or right-click the cell in the communication grid for which you want to modify the text style.

   The **Contents** dialog box appears.



3. Click **Edit style**.

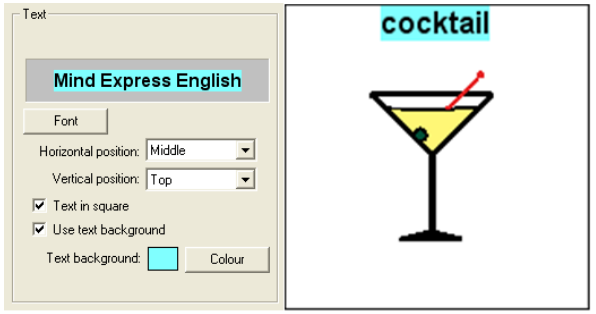
The **Style** dialog box appears:



A. Text area

4. Make all the required changes to the settings in the **Text area**. You have the following options:
   - Change the text font. To do this, click **Font**. A standard Windows font modification dialog box appears, in which you can select the font family, style, and size of your choice.
   - Change the **Horizontal** and **Vertical position** of the text in the cell.
   - Place the text inside or outside the symbol's cell.
   - Use background colour for the text.

A few examples:

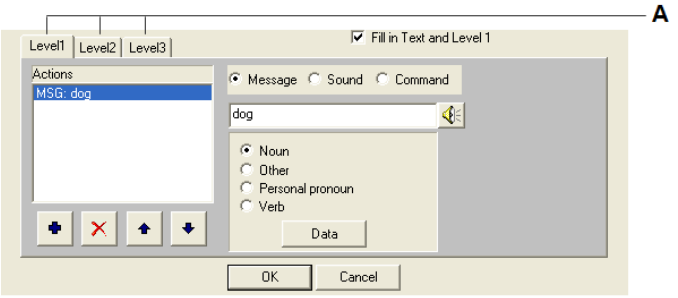


5. Click **OK**.

   The changes to the text style are applied to the text in the current cell, and to all other cells using the same style.

3.5 Levels

The third area of the Contents dialog box contains three tab pages, each corresponding to one of the three information levels that you can assign to a cell in a communication grid. Each level can contain one or more actions. For example, to the cell “strawberry”, you can assign the level one message “strawberry”. On the second level, you can enter “red” and on the third level, you can include the sentence “I like strawberries”.



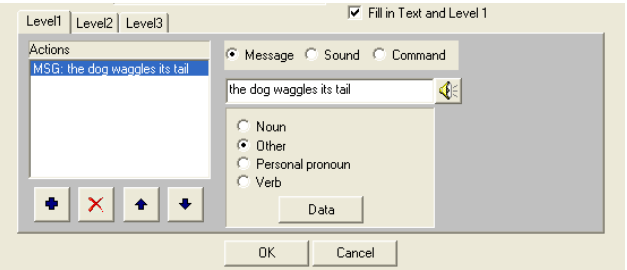
Level tabs

If you change levels by clicking a different level tab, the colour of the tab pages changes. The level 2 tab page is green and the level 3 tab page is blue.

An example

To the cell “dog” in a communication grid, you can assign different messages on different levels:

- **level 1**: if the cell “dog” is selected at level 1, the message “the dog waggles its tail” is produced by the speech synthesis engine. In other words, a message has been assigned to level 1.



- **level 2**: if the cell “dog” is selected at level 2, you hear the message “the dog is called Blacky”.

- **level 3**: if the cell “dog” is selected at level 3, you hear the question “where is my dog?”.

Although this example only included messages, you can also assign sounds and commands to cells at each of the three levels.

For more information on using actions and working with levels, see also “Working with Actions and Levels” on page 41.

For more information on assigning messages, sounds and commands, see also:

- “Message” on page 41
- “Sound” on page 44
- “Quick recording” on page 45.

3.5.1 Multiple actions per level

You can assign one or more actions to a cell per information level. This means that you can link one or more messages, sounds or commands to a cell for the three levels.

You can assign a maximum of 5 actions per level (1, 2 or 3).

For a detailed explanation of how to work with actions and levels, see “Working with Actions and Levels” on page 41.

Chapter 4 - The Lay-out of a Communication Grid

To make sure that you get the feel of creating communication grids, this chapter will expand on the many options Mind Express offers you when building a communication grid.

This chapter covers the following topics:

- Grid settings
- Modifying styles
- Applying styles
- Editing cells

Working with communication grids that have a pleasant lay-out is more fun for the user. Mind Express offers you various options to create an attractive lay-out for your communication grids.

Most of the lay-out commands in Mind Express can be accessed through the **Options** menu.

4.1 Grid settings

You can determine the overall structure of your communication grid in the **Grid** dialog box. This dialog box appears automatically when you choose **File** > **New**. When creating a new communication grid, you need to decide in advance:

- Of how many cells the grid will consist (down and across).
- How much space should be left between the cells and what colour this free space should be.
- Whether you want to use a background image.

It is recommended to limit the number of cells in a grid to ensure that it remains clearly legible and comprehensible. For more information on the **Grid** dialog box, see also “Creating a new communication grid” on page 3.

You can also use the **Extra** button in the **Contents** dialog box to merge certain cells in the communication grid.

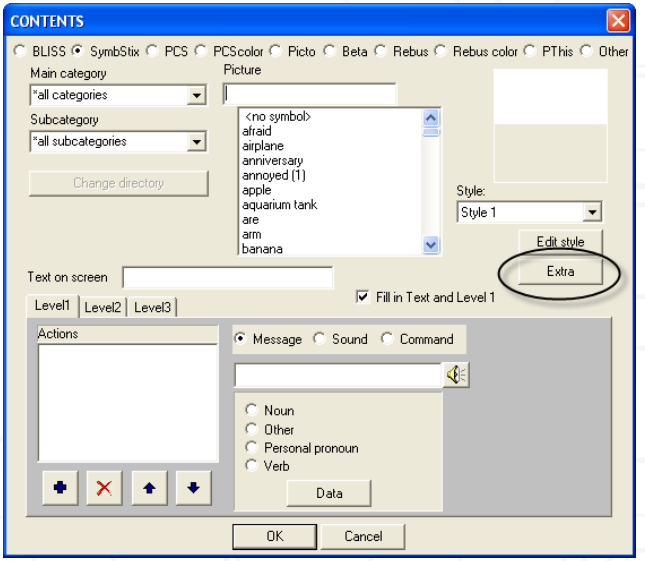
To merge cells in a communication grid:

1. Create a new communication grid.

For more information on creating new communication grids, see “Creating a new communication grid” on page 3.

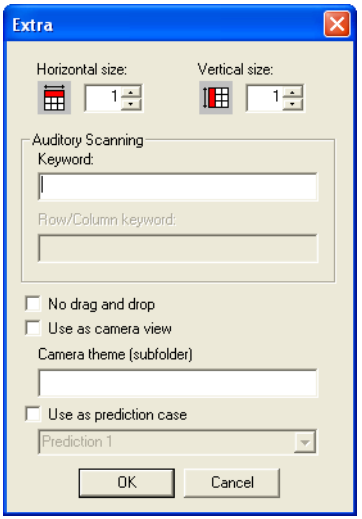
2. Choose **Mode** > **Edit**.
3. Double-click or right-click an empty cell in the grid.

   The **Contents** dialog box appears.

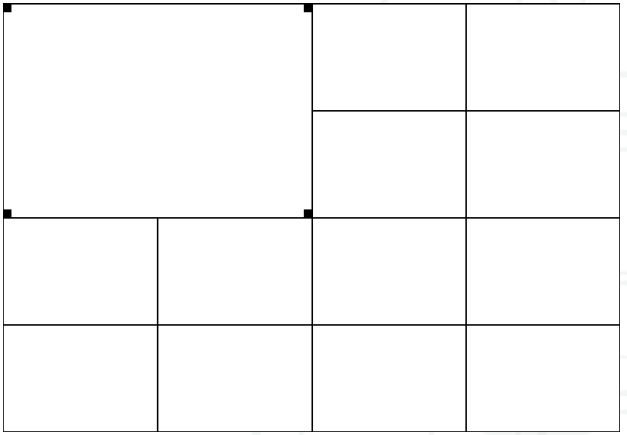


4. Click **Extra**.

The **Extra** dialog box appears.



5. Enter the new horizontal and vertical dimensions you want to assign to the cell. If you enter 2 in both the **Horizontal** and **Vertical size** boxes, the selected cell becomes twice as large as the other cells in the grid, as shown below:



6. Click **OK**.

   The **Extra** dialog box closes and the **Contents** dialog box reappears.

7. Click **OK**.

   Your changes are applied to the grid.

4.2 Modifying styles

When you first use Mind Express, you will notice that it contains 50 styles. You can redefine these styles and adapt their properties as you see fit. Every time you create a new communication grid, Mind Express automatically uses the styles from the last file you worked with.

To modify styles:

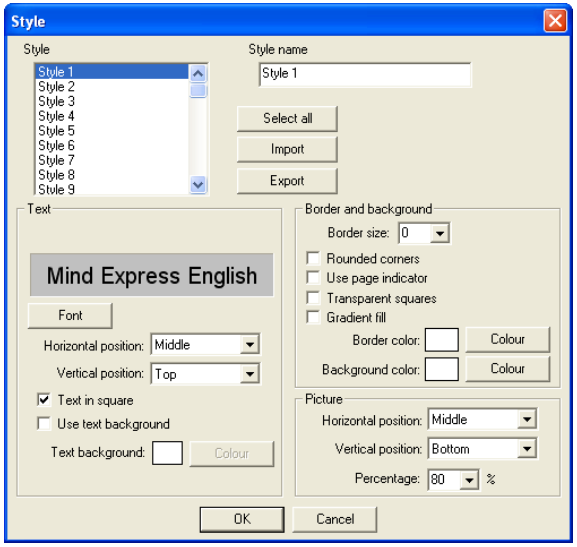
1. Do one of the following:
   - Choose **File** > **Open** to open an existing communication grid.

- Choose **File** > **New** and create a new grid.

For more information on creating a new communication grid, see also "Creating a new communication grid" on page 3.

2. Choose **Options** > **Style**.

   The **Style** dialog box appears:



3. You can now select one or more styles from the list of existing styles, and modify one of the following properties:

   - Text
   - Background
   - Picture.

   Use the Shift and/or Control keys to select several styles at once in the **Style** list.

You can also import and export existing styles. This is especially useful if you work with different computers and want to maintain style consistency. If you export and import your defined styles, there is no need to repeat the time-consuming style creation process. Use the following buttons to select all 50 styles, to import styles, or to export styles.

- Select all
- Import
- Export

4.3 Modifying the text style

If you create communication grids with symbols and text, or with text only, you can use the **Style** dialog box to modify the properties of that text.

For more information on modifying text styles, see "Modifying the text style" on page 21.

4.3.1 Changing the background

The Background area of the **Style** dialog box offers you the following options to modify the background properties of the selected cell:

- You can adapt the border width around the pictures in the cells.
- You can make the cells transparent. This is useful if you are using a background image in the grid.
- You can choose for rounded cells.
- You can use page indicators.
- You can set the cell's background colour.
- You can choose for a gradient fill

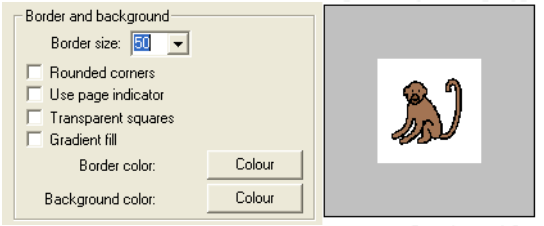
To modify the background of the cells in a grid:

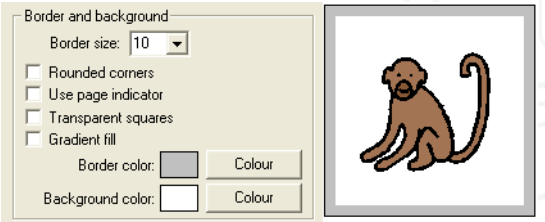
1. Choose **Options** > **Style**.

The **Style** dialog box appears.

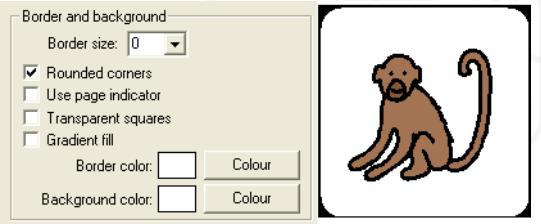
2. Select the style that you want to modify.
3. Select a border width from the **Border size** list or enter a value from 0 to 99 in the box.

A border size of 50 results in a broad border around the image, whereas a border size of 10 results in a rather small border. The examples below illustrate this principle:





4. Select **Rounded corners** if you prefer rounded corners for the cells.

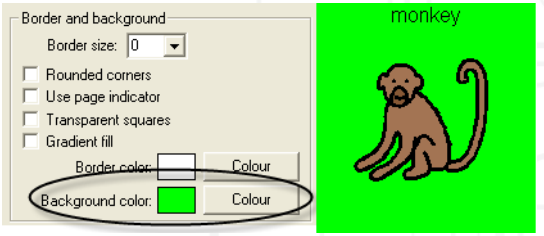


5. If a page contains the command Go to page, you can use **Page indicators**. The top of the right corner will get an other color to indicate the link to another page.

6. Select the option **Transparent cells** if you do not want to use a background colour, but want to use a background image instead.

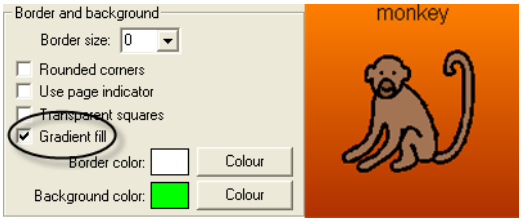
*Choose **Options** > **Grid** to select a background image. For more information on selecting a background image, see "Creating a new communication grid" on page 3.*

7. Choose a background colour for the cells by clicking **Colour**.



A standard Window colour palette appears, from which you can select a background colour for the selected cell.

8. Choose for a **Gradient fill** if you prefer a gradient colour fill for the cells.



1. Click **OK**.

   Your changes are applied to the lay-out of the communication grid.

4.3.2 Changing the position of the image in the cell

In the Picture area of the **Style** dialog box, you can change the position of the image in the cell. You can choose one or more of the following options:

- **Horizontal position**: the image can be centred in the cell, or can be aligned with the left or right edge of the cell.
- **Vertical position**: the image can be centred vertically, or can be aligned with the top or bottom edge of the cell.
- **Percentage**: the percentage of the cell that is covered by the image can be set. At 100%, the entire cell is covered by the image, while at 50% only half the surface of the cell is covered.

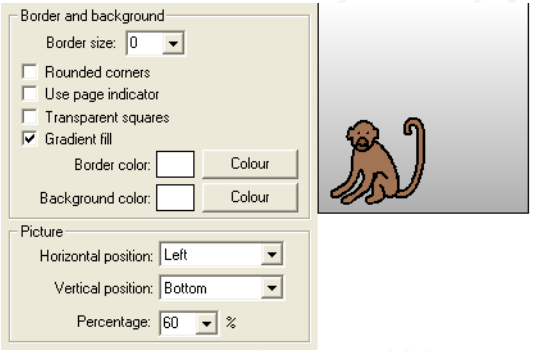
To change the position of the image in the cell:

1. Choose **Options** > **Style**.

   The **Style** dialog box appears.

2. Select the style you want to modify from the **Style** list.
3. In the Picture area, select the appropriate **Horizontal** and **Vertical position** settings for the image in the cell.
4. Select a percentage from the **Percentage** list or enter a value from 20 to 99 in the box.

The example below shows an image that is aligned with the left bottom edge of the cell, and covers 60% of the cell's surface.



1. Click **OK**.

   Your changes are applied to the communication grid.

4.3.3 Applying styles

As soon as you have defined a number of styles, you can apply them when creating or modifying communication grids.

To apply a specific style:

1. Do one of the following:
   - Choose **File** > **Open** to open an existing communication grid.
   - Choose **File** > **New** and create a new grid.

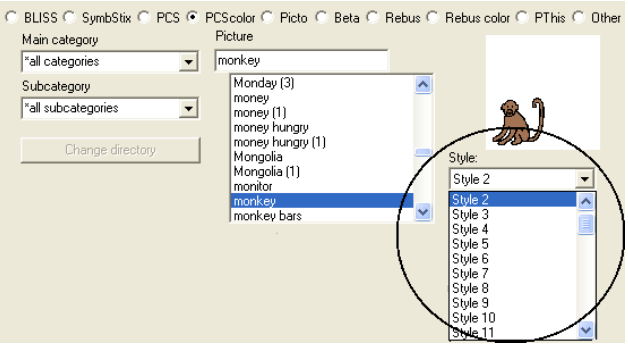
For more information on creating a new communication grid, see also "Creating a new communication grid" on page 3.

2. Choose **Mode** > **Edit**.
3. Double-click or right-click one of the cells in the grid.

   The **Contents** dialog box appears.

4. Select a style from the **Style** list.

   The style you selected is applied to the preview image directly above the Style list.



5. If necessary, click **Edit style** to modify the style you selected.

For more information on modifying styles, see "Modifying styles" on page 20.

6. Click **OK**.

The style is applied to the selected cell in the communication grid.

4.3.4 Applying a style to multiple cells

You can select several cells at the same time, by using the Shift and/or Control keys. You can use this option to apply a style to a number of cells in a single action.

- To select a number of cells: Press the Ctrl key and select the cells with one left click.
- To select a bloc of cells, press the Shift key and select the first and the last cell with a left click. All the cells inbetween will be selected.

Select a number of cells and right-click the selected area in the grid. The **Select style** dialog box appears, where you can select the style you want to apply to the selected cells in the grid.

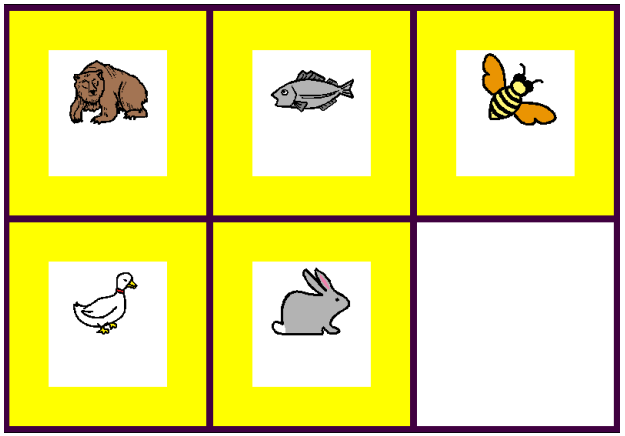
4.4 Editing cells

After you have created a communication grid, you can still modify its general properties (number of cells) as well as the position of the cells in the grid. The following standard Windows commands are available in Mind Express from the **Mode** menu, or you can also use the corresponding short-cut keys:

Command	Short-cut key
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select all	Ctrl + A
Delete	Delete

You can only use these commands while in edit mode. Select **Mode** > **Edit** *to go into edit mode.*

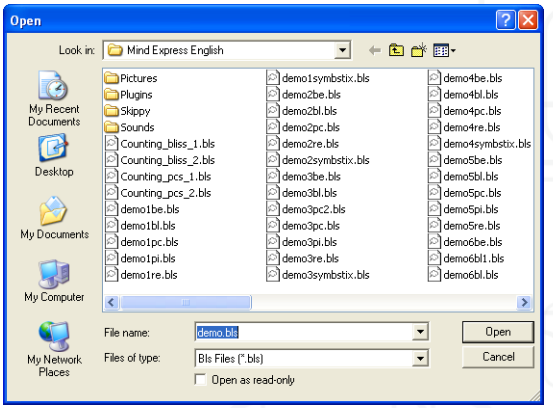
Follow the procedure below to find out how to repeat the bear cell in the empty cell, or how to move the bear cell to the empty cell.



To edit the cells in a communication grid:

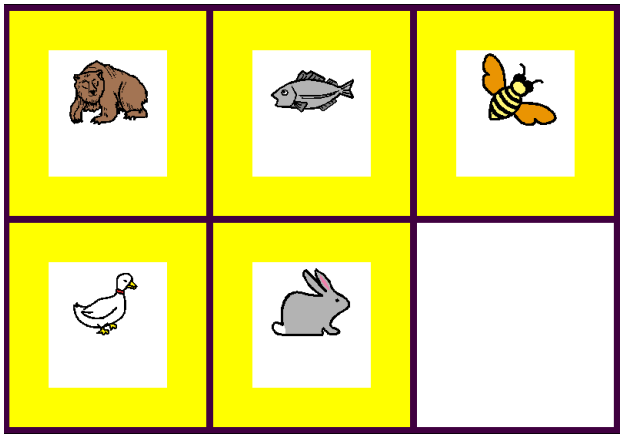
1. Choose **File** > **Open**.

The **Open** dialog box appears.

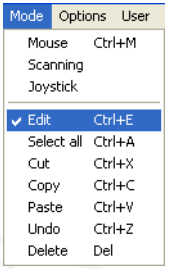


2. Select the communication grid of your choice and click **Open**.

The selected communication grid appears.

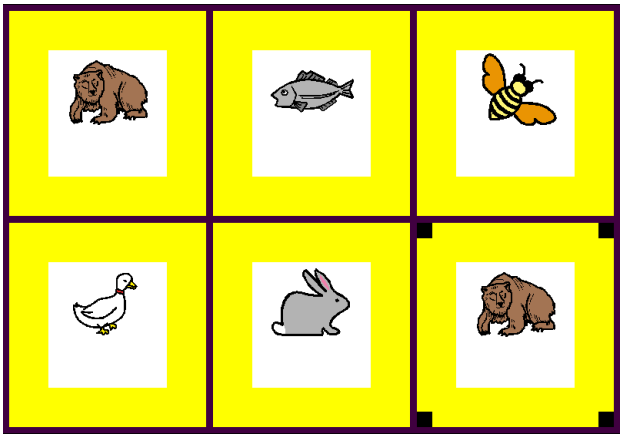


3. Choose **Mode** > **Edit**.

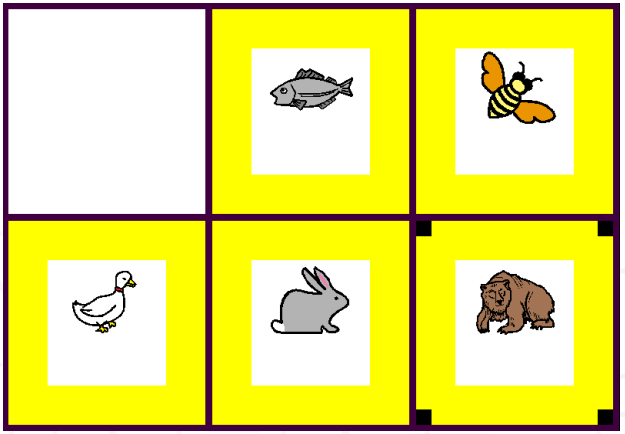


4. Do one of the following:

- Select the bear cell and choose **Mode** > **Copy** (or press Ctrl+C). Then select the empty cell and choose **Mode** > **Paste** (or press Ctrl +V).



- Select the bear cell and drag it to the empty cell with the pointer.



5. Do one of the following:
   - Choose **File** > **Save** to save the file under its original name.
   - Choose **File** > **Save as** to save the file under a new name.

You can use the Shift and/or Control keys to select several cells at the same time, and copy them to different pages in the same file, or even to another Mind Express file.

4.4.1 Select all

When Mind Express is in the **Edit Mode**, you can use **Mode > Select all** to select all cells of the page. This can help you to copy a full page.

To copy a full page:

1. Choose **Mode > Edit**.
2. Choose **Mode > Select all** or use the shortcut Ctrl+A to select all cells.
3. Choose **Mode > Copy** or use the shortcut Ctrl+C to copy the cells.
4. Go to the page you want to paste the cells on or create a new page through **Page > Add new page**.
5. Choose **Mode > Paste** or use the shortcut Ctrl+V to paste the cells on the new page.

4.5 How to make a pop-up window?

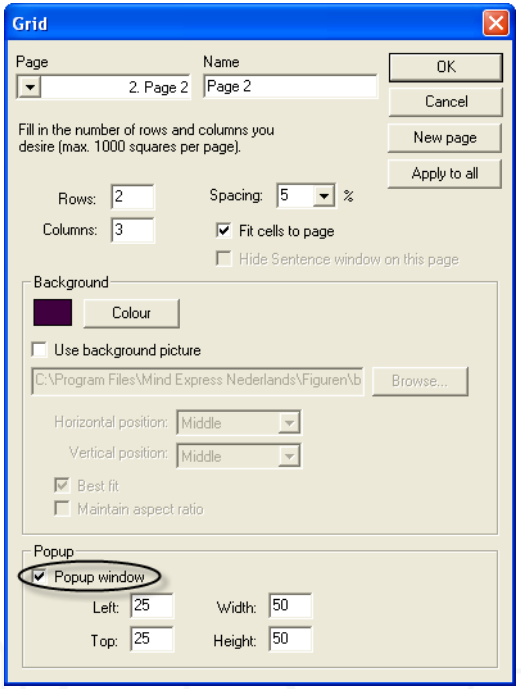
A pop-up window can be very usefull to maintain the headpage. If the user selects 'vegetables' you can make a list of vegetables appear in a pop-up window. After the user has selected the vegetable of his choice, the window can be closed automatically.

To insert visual or auditive feedback in games or exercises, you can use pop-ups.

You can also instaure a pop-up window that asks for confirmation before the user decides to quit Mind Express.

How to make a pop-up window?

1. Open a new page in a document
2. Go to **Options > Grid** or to **Page > Add new page** in the edit mode.
3. Select **Popup** in the Grid window.



4. Define the number of cells and the spacing.
5. Open the Contents window of Mind Express.
6. Edit the style if needed.

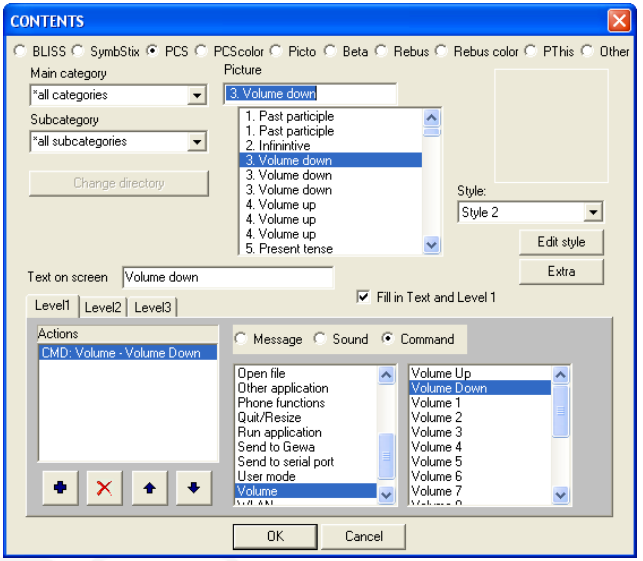
For more information on editing styles see "Modifying the text style" on page 14 and "Modifying styles" on page 20.

7. Fill in the contents.
8. Save the page.

Chapter 5 - Working with commands

You can create command cells in your communication grids.

At the top of the **Picture** list in the **Contents** dialog box, in the symbol sets BLISS and PCS, you will find symbols for most of the commands listed above. If you select one of these symbols, the corresponding action is linked to the cell automatically.



Of course, you can also assign a command to any cell, containing any symbol of your choice.

In the following paragraphs you will find an overview of the main commands and their subcommands, in the order in which they are presented in the **Contents** dialog box.

5.1 Calculator

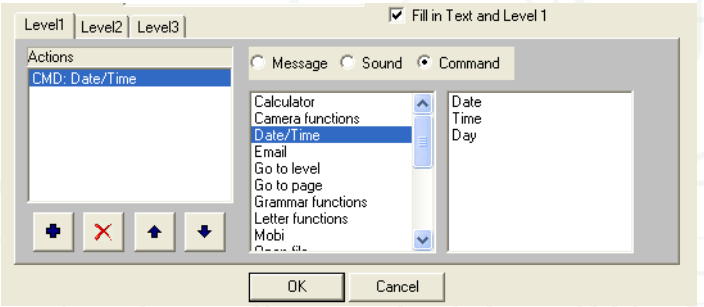
For more information on making or using a calculator see Chapter 14 - The calculator on page 125.

5.2 Camera

For more information on using of using the camera see Chapter 12 - Camera on page 111.

5.3 Date and time

The commands Date and Time have Mind Express pronounce the current date, time or day as soon as you select the cell in question.



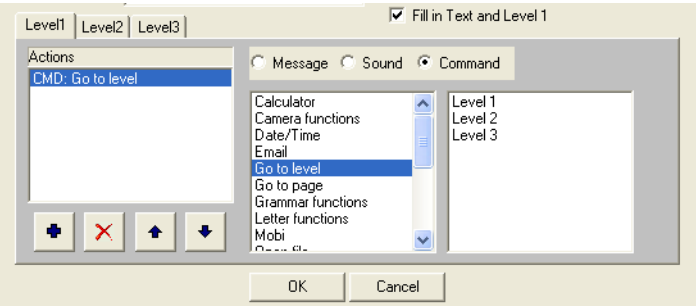
5.4 Email

For more information on using the Email functions see Chapter 11 - E-mail in Mind Express on page 31.

5.5 Go to level

By assigning the command **Go to level 1**, **2**, or **3** to a certain cell in a grid, you can use the contents of the different cell levels.

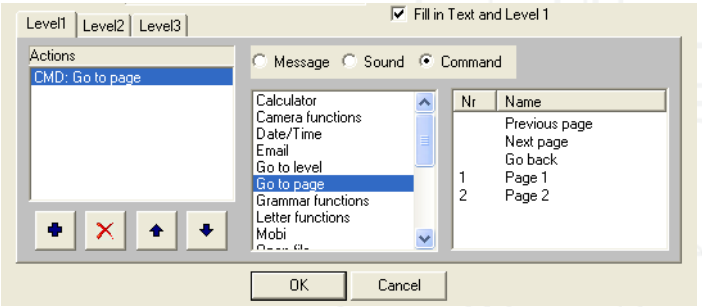
If you have enabled the **Automatic return to level 1** option in the **Preferences** dialog box, the new level will only be enabled for the next cell you select.



5.6 Go to page

By assigning the command **Go to page** to a specific cell in a grid, you can jump to another page in your communication grid.

If you enabled the option **Automatic return to main page (page 1)** in the **Preferences** dialog box, you will return to the main page after performing an action on the other page.



5.7 Grammar functions

You can assign the following grammar functions to a cell in a communication grid:

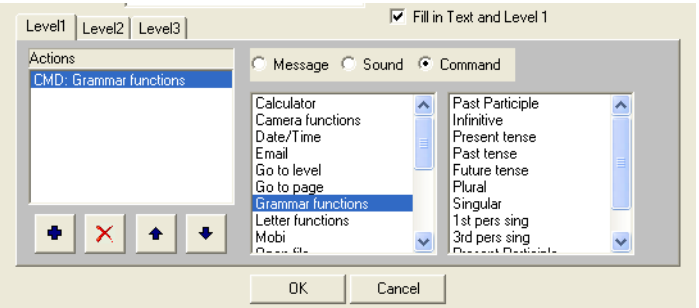
- **Past participle/Infinitive/Present tense/Past tense/Future tense**: Choose one of these functions to conjugate the selected verb in the corresponding tense.

  If you have enabled the option **Automatic return to present tense** in the **Preferences** dialog box, only the first verb you select will be conjugated in the selected tense. Any following verbs you select will revert to the present tense.

- **Plural/Singular**: Choose one of these options to put the next noun you select in the corresponding number.

  If you have enabled the option **Automatic return to singular** in the **Preferences** dialog box, only the first noun you select will be in the indicated number, and any following nouns will be singular.

- **1st/3rd pers. sing.**: Choose one of these functions to use a verb in either the first or third person singular. This option is very useful if you want to create a question in which the verb precedes the personal pronoun.



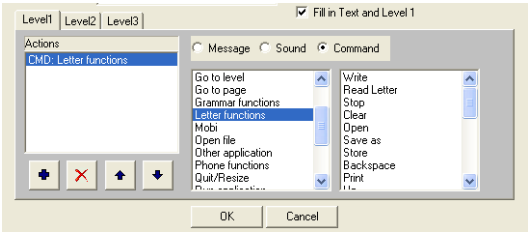
5.8 Letter functions

If you select the **Letter functions** command, a list of subcommands for use in letters appears.

For more information on letters, see also "Working with Letters" on page 51.

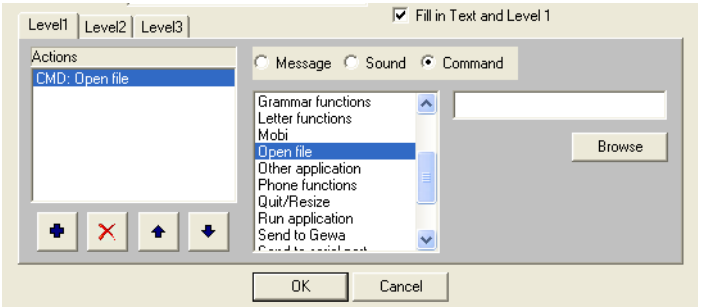
- **Write**: Start writing.
- **Read Letter**: The content of the letter is read.
- **Stop**: Stop writing.
- **Clear**: Entire letter is cleared.
- **Open**: Open an existing letter.
- **Save as**: Save a letter as a Brf. document.
- **Store**: Save a letter under a cell.
- **Backspace**: Clear the last entry.
- **Print**: Print the letter.
- **Up**: Set the cursor in the previous line of the letter.
- **Down**: Set the cursor in the next line of the letter.
- **Left**: Set the cursor one position to the left.
- **Right**: Set the cursor one position to the right.
- **Home**: Set the cursor at the beginning of the letter.
- **End**: Set the letter cursor at the end of the letter.
- **New line**: Set the cursor at the beginning of a new line in the letter.
- **Space**: Place a spacemark in the letter.
- **Full stop**: Place a full stop in the letter.
- **Question mark:** Place a question mark in the letter.
- **Exclamation mark**: Place an exclamation mark in the text.
- **Read Sentence**: Mind Express reads the sentence that precedes the cursor or the sentence where it is located.
- **Read Word**: Mind Express reads the word that precedes the cursor.
- **Echo off:** To stop the repetition of the last entry.

- **Echo on**: Every entry that is added to the letter is read.



5.9 Open file

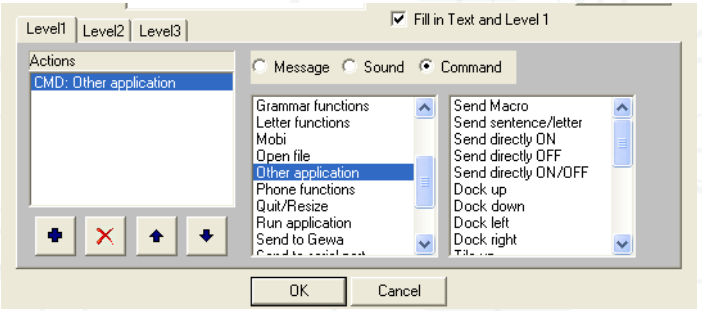
You can use this command to open a file in Mind Express. Click the **Browse** button to search for the file you want to use.



5.10 Other application

- **Send macro**: To send a macro to another application.
- **Send sentence/letter**: To send a sentence/letter to an other application, for example to a text editor.
- **Send directly ON**: All text will be sent to the other active application.
- **Send directly ON/OFF**: To start or stop the 'send directly' command with the same cell.

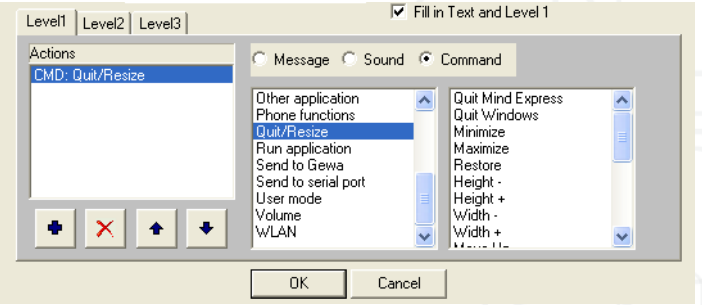
- **Dock up**: The Mind Express window is docked up to the other application.
- **Dock down**: The Mind express window is docked down to the window of the other application.
- **Dock left**: The Mind Express window is docked left under the window of the other application.
- **Dock right**: The Mind Express window is docked right to the window of the other application.
- **Tile up**: The window of the other application is tiled up to the Mind Express window.
- **Tile down**: The window of the other application is tiled down to the Mind Express window.
- **Tile left**: The window of the other application is tiled left to the Mind Express window.
- **Tile right**: The window of the other application is tiled right to the Mind Express window.
- **Height -** : To reduce the height of the window of the other application.
- **Height +** : To increase the height of the window of the other application.
- **Width -** : To reduce the width of the other application.
- **Width +**: To increase the width of the window of the other application.
- **Move up**: To move up the window of the other application.
- **Move down**: To move down the window of the other application.
- **Move left**: To move the window of the other application to the left.
- **Move right**: To move the window of the other application to the right.



5.11 Quit/Resize

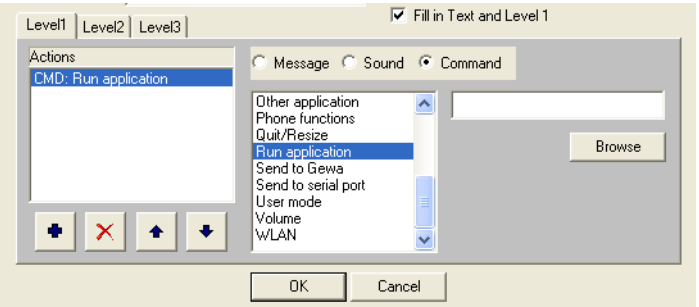
This command has five subcommands that you can attach to a cell in your communication grid:

- **Quit Mind Express**: Assign this command to the cell you want to use to close Mind Express.
- **Quit Windows**: Assign this command to the cell you want to use to exit Windows.
- **Minimize** and **Maximize**: This command allows the user to easily minimize the Mind Express window and run another application. This makes it easy to swiftly switch between KeyVit and Mind Express. KeyVit is the software keyboard that can be used to operate the mouse by means of 1 or 2 switches.
- **Restore**: This command restores the previous size of the Mind Express window.
- **Height -** : This command reduces the height of the Mind Express window.
- **Height +** : This command increases the height of the Mind Express window.
- **Width -** : This command reduces the width of the Mind Express window.
- **Width +** : This command increases the width of the Mind Express window.
- **Move Up**: This command moves the Mind Express window up.
- **Move Down**: This command moves the Mind Epxress window down.
- **Move Left:** This command moves the Mind Express window to the left.
- **Move Right**: This command moves the Mind Express window to the right.
- **Top left corner**: This command moves the Mind Express window to the top left corner.
- **Top right corner**: This command moves the Mind Express window to the top right corner.
- **Bottom left corner**: This command moves the Mind Express window to the bottom left corner.
- **Bottom right corner**: This command moves the Mind Express window to the bottom right corner.



5.12 Run application

With the command **Run application**, you can start other applications. Apart from that, you can also open files when that type of file is linked to an application. You can immediately play MP3 files with your default MP3 application.



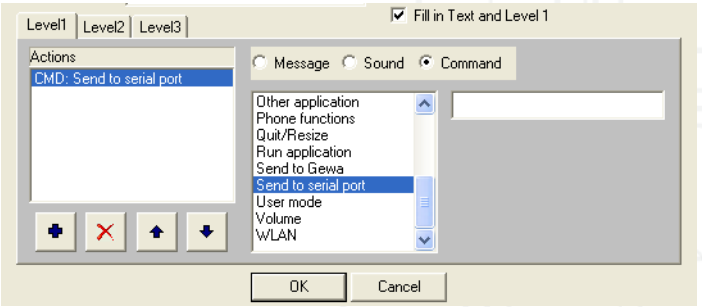
5.13 Send to Gewa

For more information on sending Gewa-codes see Chapter 15 - GEWA on page 127.

5.14 Send to Serial port

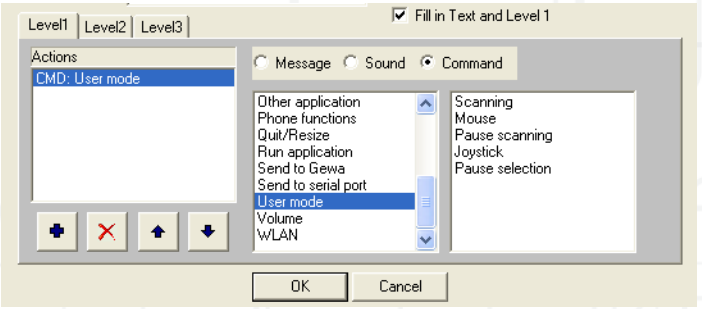
You can use Mind Express in combination with environmental control tools. This command allows you to determine the information that should be sent to the serial port.

For more information on using the serial port, see "Options > Serial port" on page 80.



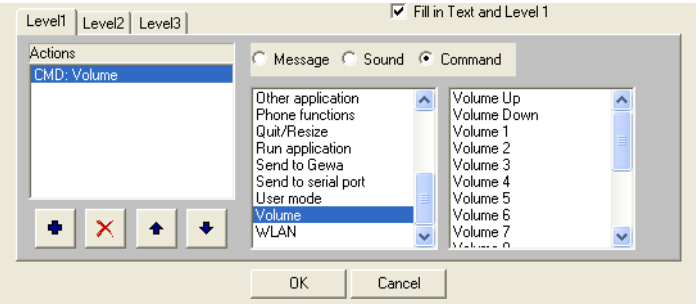
5.15 User mode

This command allows the user to switch from one user mode to another.



5.16 Volume

With the **Volume** command, you can raise or lower the volume. This will only affect the volume of the speech output. If you wish to change the general volume so that the volume of the sounds is higher or lower, you can use the commands **Master volume up** and **Master volume down**. You can switch the sound on or off with the **Master volume on** or **Master volume off**.

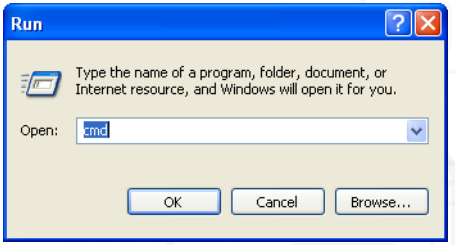


5.17 Wlan

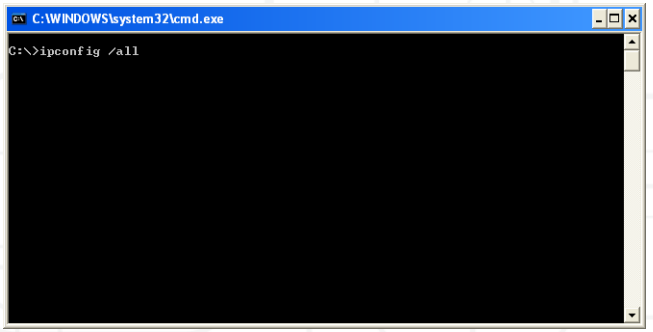
The WLAN allows you to send commands to an other computer. Both computers need to be connected to the same network. Those commands are sent to a server installed on the other computer. Both computers need a fixed IP-address. First of all, you need to know the IP-address of the server.

5.17.1 To find the IP-address of the server

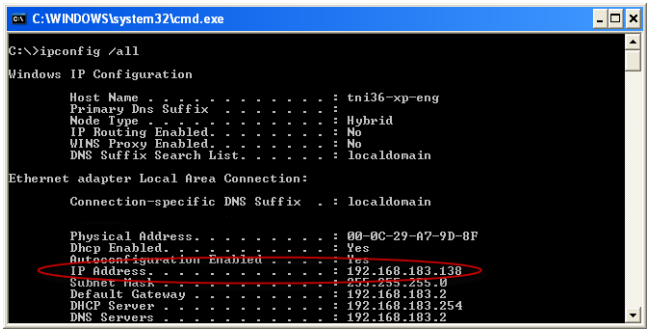
1. Go to the Windows start button and choose **Run**. Fill in **cmd** in the Run window.



2. A black MS Dos window appears. Type **ipconfig /all** in this window and press enter.



The window with the information appears as in the picture shown below. .

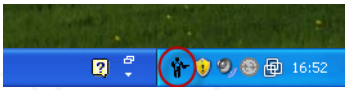


5.17.2 Installing WLAN on the server

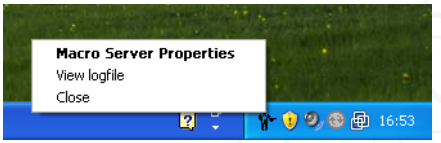
1. First you need to copy the files macrosrv.exe and macromaker.dll from the Mind Express directory (C:\Program Files\Mind Express English\MacroServer) to the server.

The client must be able to reach port 11350 on the server.

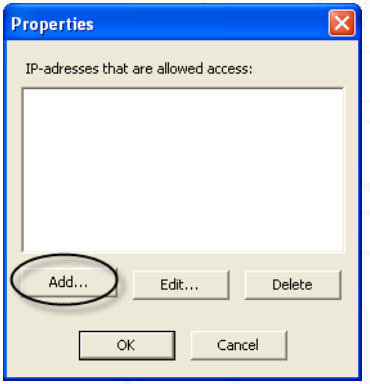
2. Double-click the macrosrv.exe icon, when MacroServer is started an icon appears in the systemtray (next the clock).



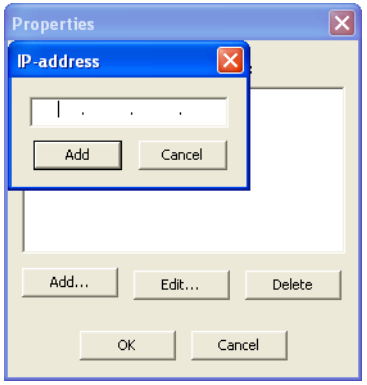
3. Right-click the icon in the systemtray and select **Macro Server Properties**.



4. The window **Properties** appears:



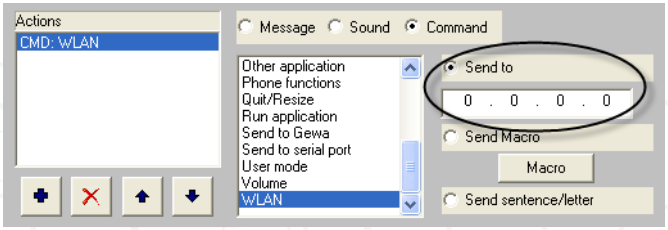
3. Click **Add** to add the client (the user's portable) to the server. After clicking **Add** the window IP-address appears on the screen. Fill in the client's IP-address.



4. To delete or modify an IP-address, click the IP-addresst in the Properties window and click **Delete** to delete it or **Edit** to modify it.

5.17.3 Sending a WLAN command

1. Open the content dialogue box of a cell.
2. Choose as Command **WLAN** and select **Send to**. Fill in the IP Address of the server. This is a combination of 4 groups of 3 numbers.



3. Click to add a new action. Choose **Send Macro** if you want to send a macro to the other computer. Choose **Send sentence/letter** if you want to send the content of the letter window to the other computer.
4. Click OK to confirm.

   The command you have linked to the cell will be sent to the other computer.

5.18 Prediction cells

When you dispose of the word prediction program Skippy, you can have the predictions appear in Mind Express.

Skippy is a module of Eurovocs Suite and predicts words as you are typing. When you have typed only one letter, Skippy shows a list of frequently used words that start with that letter. When you see the word you want to type in that list, you can select the word so that it appears in your document automatically. That way, you can save a lot of key strokes. When the word is not in the prediction list, you just type another letter and Skippy alters the prediction list. After the selection of a word or after typing a full word, Skippy shows you a list of words that could come next.

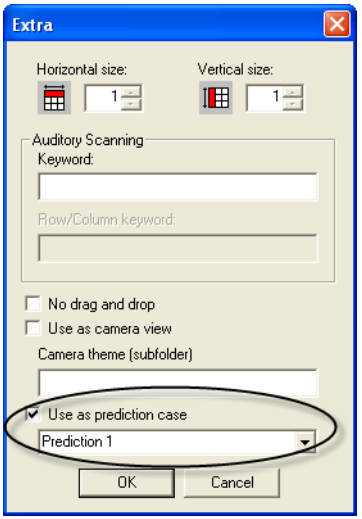
You can have these predictions appear in the Mind Express cells. This enables the Mind Express user to select these predictions in order to type words or sentences much faster. As soon as the user selects a letter or word in the communication grid, the predictions appear in the Mind Express prediction cells.

To make it possible for Mind Express to use the Skippy predictions, go to **Options > Directories** and enter the path of the directory in which Skippy has been installed.

To make a prediction cell in Mind Express:

1. Choose **Mode > Edit**.
2. Double-click or right-click on one of the cells so that the **Contents** dialog box appears.
3. Click **Extra**.

The **Extra** dialog box appears.

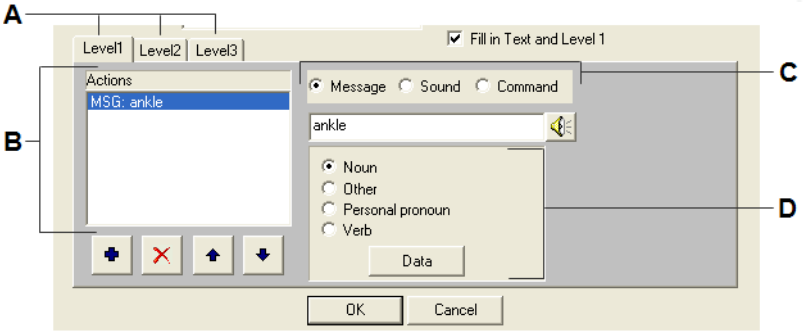


4. Enable the **Use as prediction case** option.
5. In the list under this option, choose the prediction that is to appear in this cell. **Prediction 1** is the first prediction in Skippy's list, etc. Mind Express can use up to 10 Skippy predictions, depending on the settings in the Skippy program.

Chapter 6 - Working with Actions and Levels

Mind Express allows you to attach several actions to every cell in your communication grid. Three levels are available for use in every cell. Within a level, you can define the following types of actions:

- Message
- Sound
- Command



A. Level tabs B. Action list C. Action types D. Word classes

Each of the types of actions mentioned above is detailed further in this chapter.

This chapter examines the third part of the **Contents** dialog box.

*For more information on the **Contents** dialog box, see also "The Contents Dialog Box" on page 11.*

6.1 Message

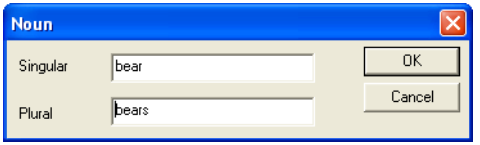
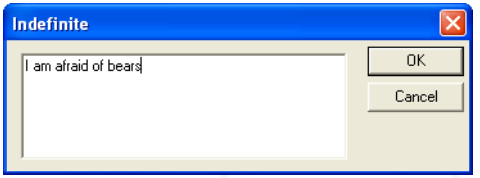
If you complete a cell in your communication grid, you can choose to listen to the text that goes with the picture at once. You can assign one message per level to every cell. Also, this message can be anything you like, because you can modify the default text that comes with the selected symbol. For example, you can assign an entire sentence to a certain cell.

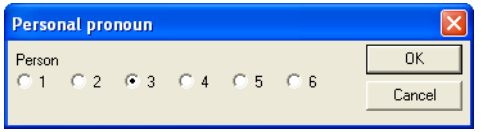
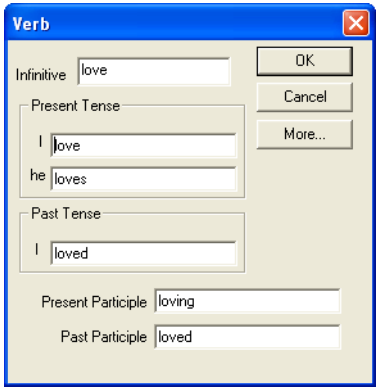
You can assign messages to a cell on all three information levels (1, 2, and 3).

When assigning a message to a cell, Mind Express offers you a number of options concerning the message's word class.

6.2 Word class

You can choose from a number of word classes when entering a message in Mind Express. This allows you to conjugate verbs, define plural forms, and use personal pronouns. The table below gives you an overview of the word classes available in Mind Express and of the dialog boxes you use to enter their details. You can open these dialog boxes by clicking **Data** in the Contents dialog box.

Word class and options	dialog box
Noun: Select Noun if you entered a noun in the message box and you wish to use the plural form of the noun.	
Indefinite: Select this option if you want to enter a sentence in the message box. You can also enter the sentence of your choice in the Indefinite dialog box.	

Word class and options	dialog box
Personal pronoun: The pronouns “I, you, he/she, we, you, they” are all personal pronouns. You can also designate proper names as personal pronouns, to make sure that these proper names are used with the proper verb form.	
Verb: Select Verb if the word you entered in the message box is a verb and you wish to use its conjugation. Mind Express will automatically enter the correct conjugation in the Verb dialog box.	

To assign a message to a cell:

1. Do one of the following:
   - Choose **File** > **Open** to open an existing grid.
   - Choose **File** > **New** and create a new communication grid.

For more information on creating a new communication grid, see also "Creating a new communication grid" on page 3.

2. Choose **Mode** > **Edit**.
3. Double-click or right-click one of the empty cells in the grid.

   The **Contents** dialog box appears.
4. Select a symbol, for example "bear".
5. Click one of the level tabs to select the level to which you want to assign the message.

6. Enter the information you want to assign to the cell in the message box in the Contents dialog box. For example: "brown bear".
7. Select the appropriate word class.
8. Click **Data** to view the details on the selected word class.

   The dialog box corresponding to the selected word class appears.
9. If you want to listen to the message you entered, click the speaker button to the right of the message box. The speech synthesis engine immediately produces the message you entered.
10. Click **OK**.
11. Choose **Mode** > **Mouse**.

    As soon as you click the bear cell in the grid, you will hear the message "brown bear".

6.3 Sound

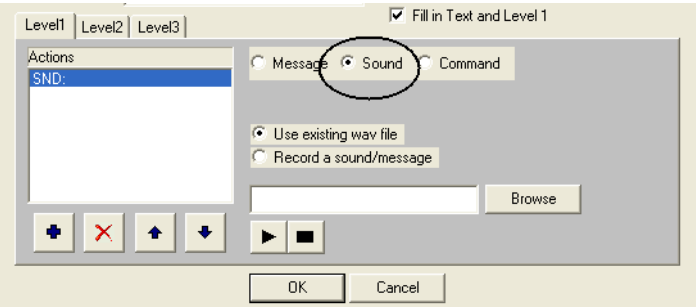
You can also link the cells in your communication grid to a sound. That sound may be an existing *.wav file, or a sound file that you record in Mind Express. To record sounds, you will need a microphone.

You can assign sounds to a cell on the three information levels.

To assign a sound to a cell:

1. Repeat 1. to 5. of the procedure "To assign a message to a cell:", but choose level 2 instead of level 1.
2. Select the **Sound** action type.

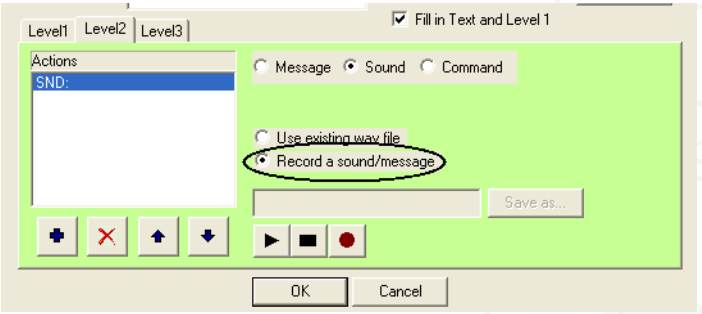
The Contents dialog box now looks like this:



3. Do one of the following:

- Select the option **Use existing wav file** and click **Browse** to search for the appropriate sound file.

- Select the option **Record a sound/message** and record the sound of your choice by clicking the button. You can save the recorded sound by clicking the **Save as** button.



4. Click **OK**.

   You have now assigned a sound on level 2 to the selected cell. If you click the bear cell in the grid at level 2, you will hear the selected or recorded sound.

6.3.1 Quick recording

1. Select **Quick recording** in **Options** > **Preferences**.
2. After holding the left mouse button during 5 seconds on a cell the window **Quick recording** appears.

3. Click on the record button to start recording. To stop recording click the stop button. To listen to the take click play. The sound will automatically be saved under this cell.

6.4 Commands

Finally, you can also attach commands or functions to cells in a communication grid. These commands can be letter options, grammatical options, or other commands. Mind Express offers 19 main commands. Each of these commands contains a number of subcommands, as shown below.

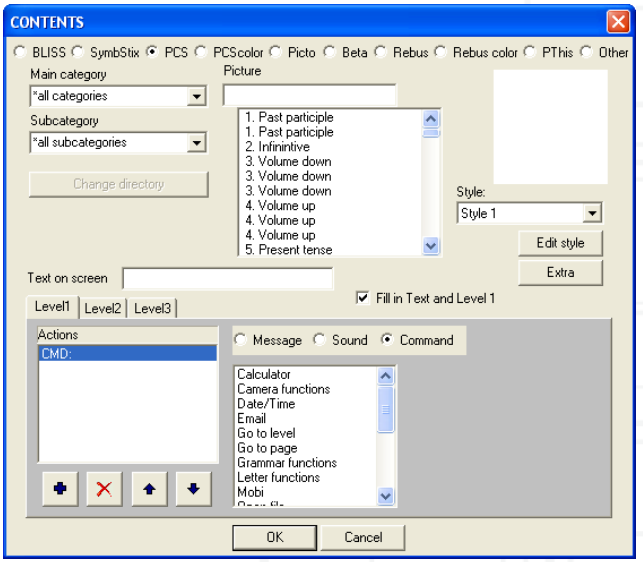
If you assign a command to a cell, you can use that cell in the grid as a navigation tool, or for other functions. You can use it to go to a different page in the grid, or to activate a different level.

For more information on working with commands, see also "Working with commands" on page 31.

To assign a command to a cell:

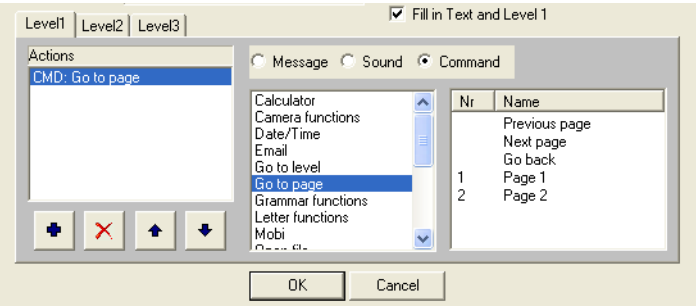
1. Repeat 1. to 5. of the procedure "To assign a message to a cell:" on page 44.
2. Select the **Command** option.

The Contents dialog box now looks like this:

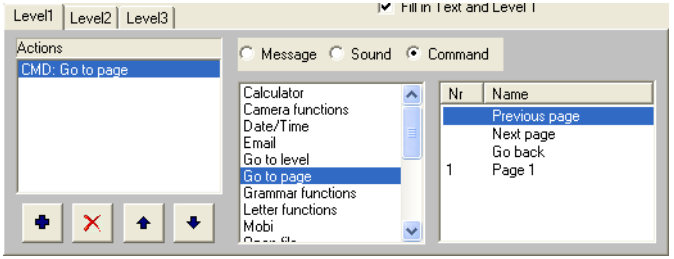


3. Select a command from the list.

The list of subcommands appears in the area to the right of the main command list.



4. Select a subcommand from the list.



5. Click **OK**.

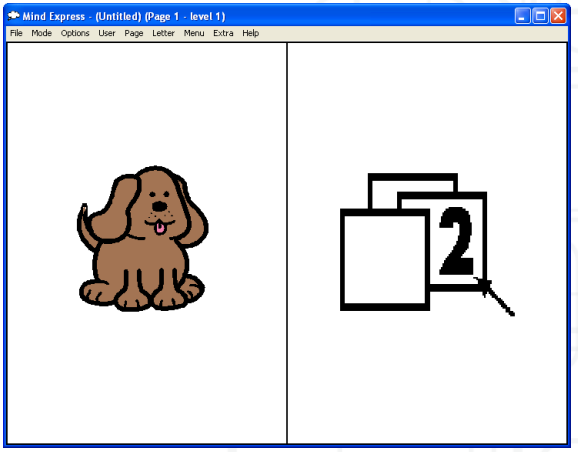
If you click the cell in the grid to which you assigned this action, Mind Express will automatically jump to the previous page.

6.5 Switching levels

You can attach information to the cells in a grid on three different levels. But how can you switch between levels 1 and 2, and between levels 2 and 3?

It suffices to create a new cell in your grid to which you attach the command **Go to level 2** or **Go to level 3**. In fact, you are creating "command cells" in your grid, that help you activate the different information levels.

The example and procedure below illustrate this clearly:



To build the communication grid depicted above:

1. Do one of the following:
   - Choose **File** > **Open** to open an existing grid.
   - Choose **File** > **New** and create a new communication grid.

For more information on creating a new communication grid, see also "Creating a new communication grid" on page 3.

2. Choose **Mode** > **Edit**.
3. Double-click or right-click an empty cell in the grid.

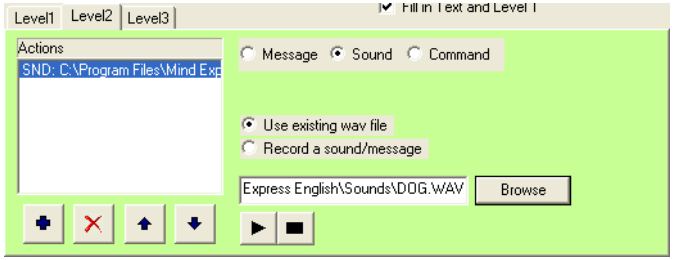
The **Contents** dialog box appears.

Select dog from the **PCS color** symbol set, as shown below, or enter the word "dog" in the **Picture** text box.

4. Assign the message "dog" to this cell at level 1.

For more information on assigning messages to cells, see "Message" on page 41.

5. Select the **Level 2** tab.
6. Select the **Sound** option.
7. Select **Use existing WAV file** and click **Browse** to search the Mind Express sounds folder for the dog sound. Click OK when you have selected the dog sound.

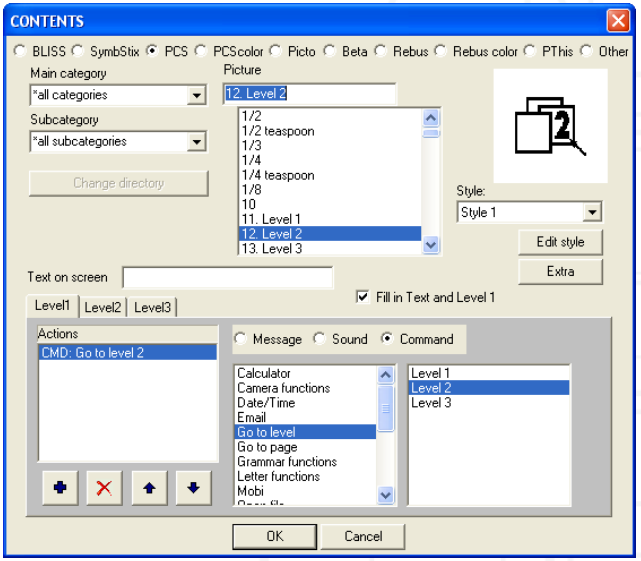


The dog cell now contains information on two levels (1 and 2).

For more information on assigning sounds to a cell, see "Sound" on page 44.

8. Click **OK**.
9. Double-click or right-click an empty cell in the grid.

   The **Contents** dialog box appears.
10. Select a second symbol from the **PCS** symbol set.
11. Assign the main command **Go to level** and the subcommand **Level 2** to this cell.



For more information on assigning commands to a cell, see "Quick recording" on page 45.

12. Choose **Mode** > **Mouse**.
13. Click the dog cell.

    You hear the message "dog".
14. Click the 2 cell in the grid to activate level 2, then click the dog cell once more.

    You hear the sound of a dog barking.

6.6 Multiple actions per level

You can define multiple actions per level. One level may contain, for example, two commands. There is a maximum of five actions per information level per cell.

An example: to the dog cell, you can assign both the message “dog” and the barking sound at level 1.

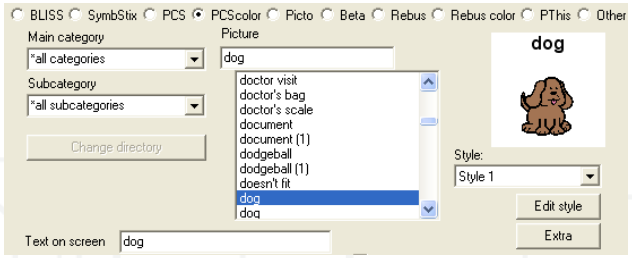
To assign multiple actions at the same level to a cell:

1. Do one of the following:
   - Choose **File** > **Open** to open an existing grid.
   - Choose **File** > **New** and create a new communication grid.

For more information on creating a new communication grid, see also “Creating a new communication grid” on page 3.

2. Choose **Mode** > **Edit**.
3. Double-click or right-click an empty cell in the grid.

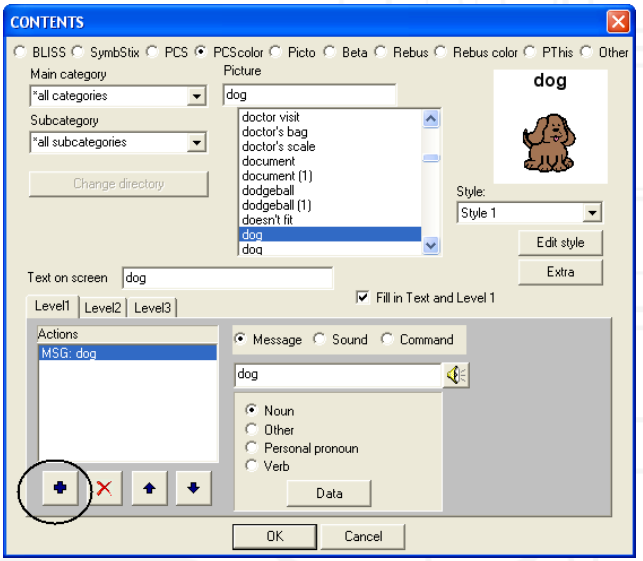
   The **Contents** dialog box appears.
4. Select dog from the **PCS color** symbol set or enter the word “dog” in the **Picture** text box.



5. Assign the message “dog” to the cell at level 1.

For more information on assigning messages, see “Message” on page 41.

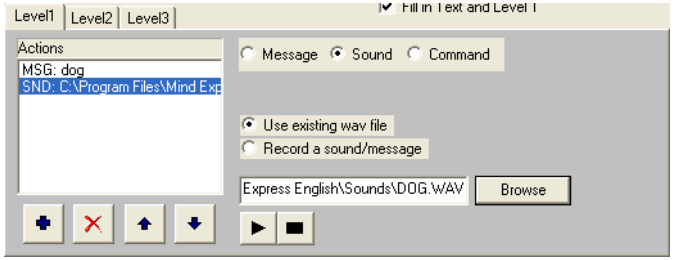
6. Stay at level 1 and click the **New action** button.



7. Select the **Sound** option and browse the Mind Express sounds folder for the sound of a dog barking. Once you have selected this sound, click **OK**.

For more information on assigning sounds to a cell, see “Sound” on page 44.

The dog cell now contains two actions at level 1.



8. Click **OK**.
9. Choose **Mode** > **Mouse**.
10. Click the dog cell.

    You hear first the message “dog” and then the sound of a dog barking.

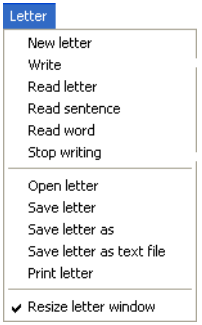
*If you want to remove an action, select the action from the **Actions** list at the left of the dialog box, and then click* .

Chapter 7 - Working with Letters

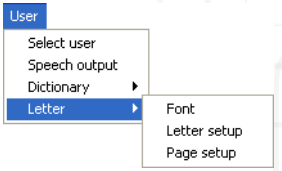
Mind Express allows you to create letters. A letter can consist of a series of symbols, of a text, or both. Thanks to the speech synthesis engine, the letter can be read out loud.

Letters are recorded in the sentence window at the bottom of the Mind Express window, underneath the communication grid. You can resize the sentence window as you see fit, depending on how much space you wish to reserve for viewing the letter.

You can find all the letter-related commands on the Letter menu in the Mind Express menu bar.



The User menu also contains 3 additional letter-related user settings, as shown below:



In this chapter, you will find a detailed overview of each of the letter commands and you will learn how to record a letter in Mind Express.

This chapter contains the following sections:

- Preferences for the sentence window
- Hide sentence window on this page
- User settings
- Writing a letter.

7.1 Preferences for the sentence window

Before you start writing a letter, you should first determine the preference settings of your choice for the sentence window. The sentence window is the area on the screen in which you will compose your letter.

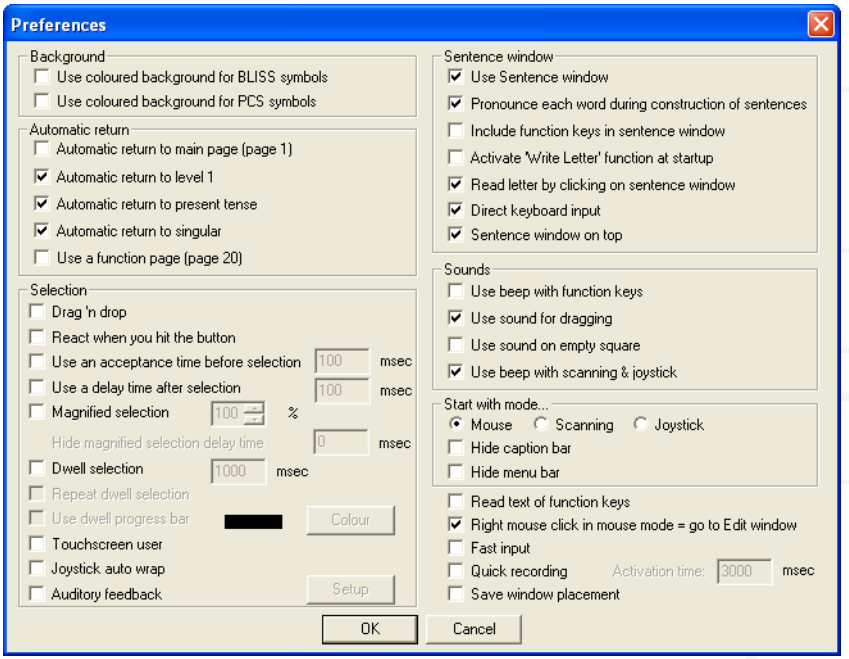
Your preference settings are saved along with the file.

To change the sentence window preference settings:

1. Choose **Options** > **Preferences**.

   The **Preferences** dialog box appears. This dialog box contains, amongst others, the preference settings for the sentence window, as shown below.

2. Enable the settings of your choice by selecting the corresponding check boxes.



3. Click **OK**.

The preference settings you selected are applied to the current communication grid.

The table below lists the preference settings for the sentence window and their effects:

Setting	Description
Use sentence window	If this option is enabled, the sentence window is displayed in the Mind Express window, underneath the communication grid. If this option is disabled, the sentence window is not shown.
Pronounce each word during the construction of sentences	If this option is enabled, every word you select in the communication grid is pronounced via speech synthesis at once.
Include function keys in sentence window	If this option is enabled, the command cells you use in your letters (for example, to use the plural form of a noun) are displayed in the sentence window. This allows an extra check on the correct usage of the command cells.
Activate “Write letter” function at start-up	If this option is enabled, you can start writing your letter as soon as Mind Express has started. This means that you do not need to choose Letter > Write to start recording this letter.
Read letter by clicking the sentence window	If this option is enabled, clicking the sentence window triggers the reading of the letter.
Direct keyboard input	This option makes it possible for the user to type text in the sentence window using a default keyboard.
Sentence window on top	The sentence window is put on top of the communication grid.

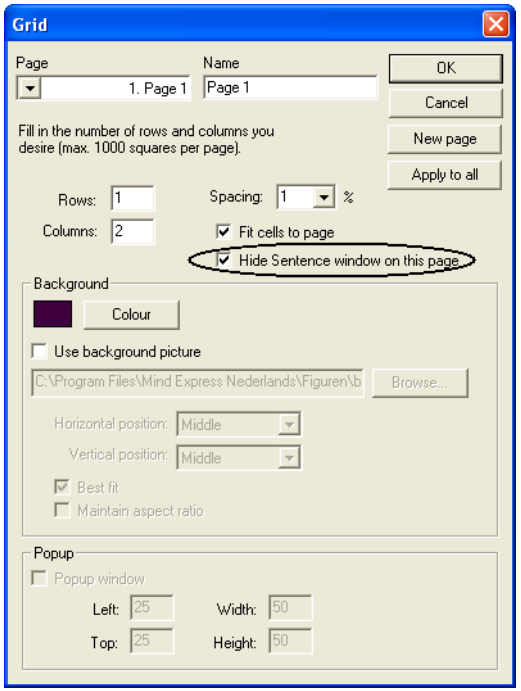
7.2 Hide sentence window on this page

The option **Hide sentence window on this page** makes it possible for you to display the sentence window on some pages and to hide it on others.

To display the sentence window on some pages and to hide it on others:

1. Choose **Options > Preferences.**
2. Enable **Use sentence window**.
3. Click **OK**.
4. Choose **Options > Grid**.
5. In the list under **Page**, select the page on which you want Mind Express to hide the sentence window.

6. Enable the **Hide sentence window on this page** option.



7. Repeat action 5 and 6 of this procedure for the other pages on which you wish to hide the sentence window.

7.3 User settings

Mind Express offers you the following user settings, which allow you to configure the writing process even more precisely to meet your personal needs:

- Font
- Letter setup
- Page setup.

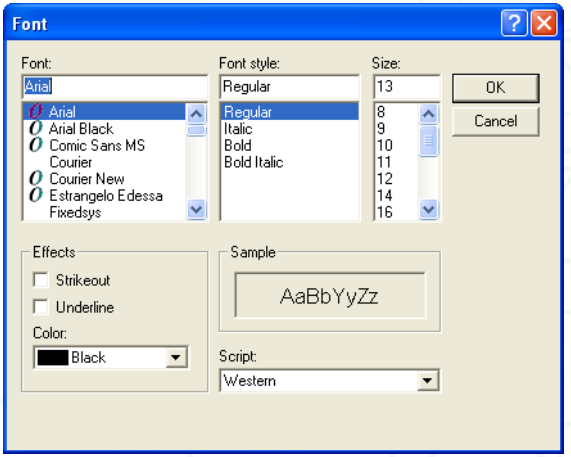
7.3.1 Font

You can change the look of the text in your letters. This means that you can change the font family, size, style, etc. to suit your preferences.

To set the font type for your letter:

1. Choose **User > Letter > Font**.

   The standard Windows **Font** dialog box appears.



2. Select the font options of your choice.
3. Click **OK**.

   These settings are applied as soon as you start writing a letter.

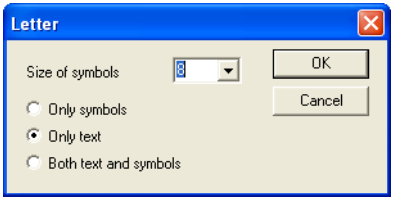
7.3.2 Letter setup

In the **Letter setup** settings, you can determine whether you want to include only the symbols, only the text, or both in your letters.

To modify the letter setup settings:

1. Choose **User** > **Letter** > **Letter setup**.

   The **Letter** dialog box appears.



2. Select the appropriate option to determine whether you want to include in your letters only the symbols, only the text, or both text and symbols.
3. If you are using symbols in your letters, enter a symbol size in the **Size of symbols** box. Enter a value between 1 and 30.

   A symbol size value of 5 results in very small symbols, while a value of 30 results in very large symbols.
4. Click **OK**.

   The letter setup settings are applied as soon as you start writing a letter.

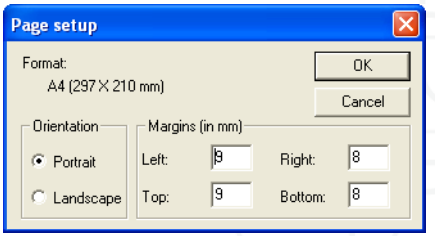
7.3.3 Page setup

In the Page setup settings, you can determine the page margins you want to use, and in what orientation you wish to print the letter (portrait or landscape).

To modify the page setup settings:

1. Choose **User** > **Letter** > **Page setup**.

   The **Page setup** dialog box appears.



2. By default, the page format is set to A4. You can modify:
   - The page orientation, to print the letter in either landscape or portrait lay-out.
   - The margins from the edges of the paper.
3. Click **OK**.

   These settings are applied as soon as you print a letter.

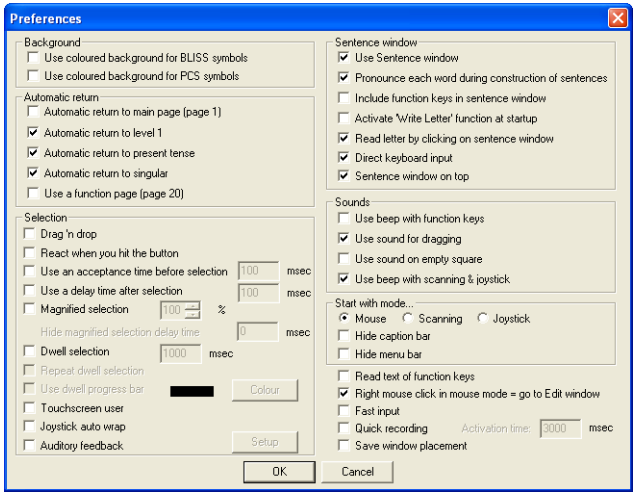
7.4 Writing a letter

Follow the procedure below to learn how to write a letter in Mind Express. The step by step instructions provide you with the ideal basis for further experiments.

To write a letter:

1. Choose **File** > **Open** and open an existing grid with which you want to compose a letter.

2. Choose **Options** > **Preferences** and enable the appropriate sentence window options in the **Preferences** dialog box.



For more information on the preference settings for the sentence window, see "Preferences for the sentence window" on page 51.

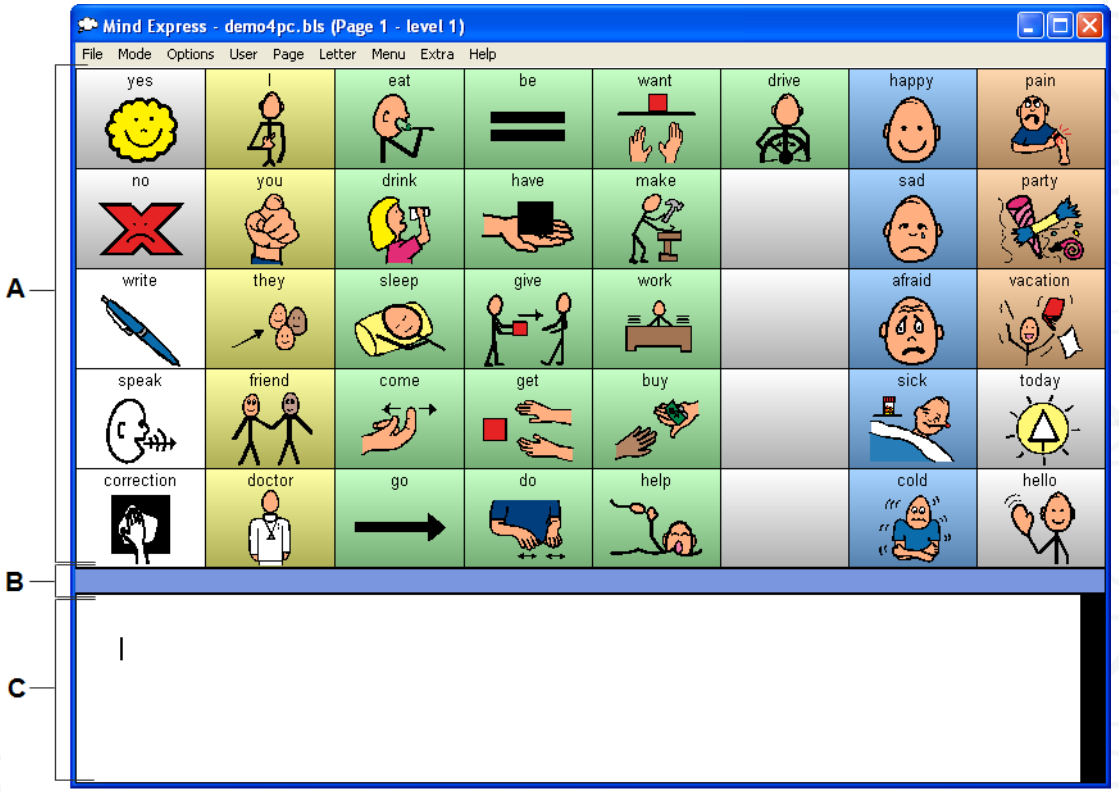
3. Choose **Letter** > **New letter**.

   You are now ready to start writing a new letter.

4. Choose **Letter** > **Resize letter window**.

   You can now determine the size of the sentence window. Click the blue horizontal bar at the top of the sentence window and drag it up or down.

The bar dividing the communication grid and the sentence window is blue when it is selected, and grey when it is not.

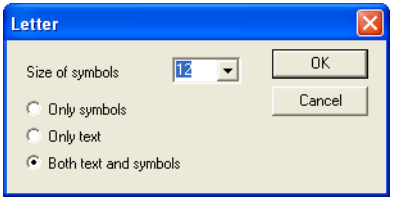


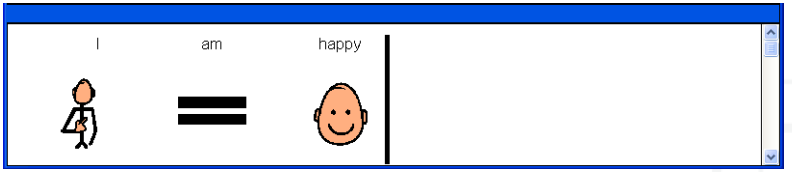
A. Communication grid B. Sentence window resizing bar C. Sentence window

4. Choose **Letter** > **Write**.

5. Select the cells in the communication grid that you want to use in the letter by clicking them.

   Depending on the letter settings, the text, the symbols, or both the text and the symbols will appear in the sentence window.





6. Choose **Letter** > **Read**.

   The letter is read out.

7. Choose **Letter** > **Stop**.

   The recording of the letter is stopped, and the sentence window is disabled. You can use this option to temporarily stop composing the letter, to use the communication grid without including the selected cells in the letter.

8. Do one of the following:

   - Choose **Letter** > **Save** to save the letter.
   - Choose **Letter** > **Save as** to save the letter under a different name or under a different cell.

   The Windows standard **Save** dialog box appears.

9. Choose **Letter** > **Print**.

   The Windows standard **Print** dialog box appears.

The user can use the letter functions if these were included in the communication grid (in the form of command cells). For more information on using commands, see "Working with commands" on page 31.

7.5 Saving letters

7.5.1 Saving letters via the menu bar

In Mind Express, you can save any letters you composed by choosing **Letter > Save**, just as you would do for any other type of file.

You can choose **Letter > Save** as to save letters under a different name.

7.5.2 Saving letters in the communication grid

You can enable the Mind Express user to save his letters. To allow the user to do this, you need to include command cells with the Letter functions subcommands **Store** or **Save as** in the communication grid. With the command cell Store you can save the letter or a sentence in an empty level of a cell of your choice. An empty level is a level to which you have not assigned any information via **Mode > Edit**. With the command cell **Save as**, you can save the letter as a file linked to a cell.

To save a letter with a "Store" command cell:

1. Write a letter.

For more information on writing a letter, see also "Writing a letter" on page 55.

2. Select the command cell **Store**.
3. Select a level.
4. Click the cell to which you want to assign the letter.

   The cell's colour changes to green if the letter has been saved, or to red if no empty level is available for the selected cell.

*If you do not select a level when using the **Store** function, Mind Express will store the letter in the first empty level for the selected cell.*

To save a letter with the "Save as" command cell:

1. Write a letter.

For more information on writing a letter, see also "Writing a letter" on page 55.

2. Select the command cell **Save as**.
3. Click a cell, for example the cell **apple**.

   The letter is now saved as **apple.brf**.

Chapter 8 - User Modes

Mind Express offers you a number of user modes that allow you to configure your communication grids to best suit the needs and skills of the users:

1. Mouse
2. Scan with 1 or 2 switches
3. Joystick or multiple switch.

In this chapter, you will find detailed descriptions of the options available for each of these three modes, enabling you to select the most suitable combination of options for the user.

8.1 Mouse

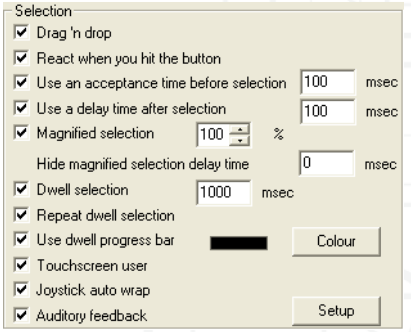
Using the mouse, you can click the cells in the communication grid. A single click can trigger a sound, produce a word or a sentence, or execute a command.

The settings that are relevant for the mouse, also apply to the trackball and the touch screen.

8.1.1 Mouse preferences

Choose **Options > Preferences** to access the Preferences dialog box.

In the **Selection** area of the Preferences dialog box, you can find a number of mouse settings, as indicated below.



These preference settings apply also to the joystick.

The table below gives an overview of the different mouse preference settings and their functions:

Setting	Description
Drag 'n drop	You can drag the cells in a grid to a different location with the mouse. To do this, click the cell and drag it to its new location while holding down the left mouse button. Release the left mouse button when the cell has reached its new location.
React when you hit the button	As soon as the left mouse button is pressed, the cell is selected. If this option is disabled, the cells are selected on release of the left mouse button.
Use an acceptance time before selection: ... msec	The cell will only be selected after pressing the mouse button for a certain time interval. To enable this option, the **React when you hit the button** option should be enabled.
Use a delay time after selection: ... msec	After the selection of a cell, all mouse clicks are ignored for the predefined delay time.
Magnified selection	When you move the pointer over a cell, the cell is magnified. You can set a magnification percentage. This percentage should be over 100 %.
Dwell selection	If you enable this option, the cell over which the pointer has been positioned is automatically selected after a set period of time. For example, if you enter 2000 msec and you hold the pointer over a cell for longer than 2 seconds, that cell is automatically selected.
Repeat dwell selection	If you enable this option, dwell selection is repeated every time the selected period passes. For example, when a dwell selection time of 2 seconds has been set, the cell over which you hold the pointer will be automatically selected every two seconds, until you move the pointer to a different cell.

Setting	Description
Use dwell progress bar	If this option is enabled, a progress bar appears at the bottom of the cell, indicating the time that has passed in the dwell selection interval.
Touchscreen user	When this option is enabled, dwell selection or magnified selection will only start as soon as you touch the screen. When you remove your hand from the screen, dwell slection stops and magnified selection stops.
Joystick auto wrap	If you enable the **Joystick auto wrap** option, the joystick indicator will jump back to the first cell of a row when you have reached the end of the row; when you have reached the end of a column, it will jump back to the first cell of that column. On the other hand, when you have reached the beginning of a row or column, the joystick indicator will jump to the last cell of that row or column.
Auditory feedback	When you move the pointer over a cell, the **Keyword for auditory scanning** or the content of the cell is produced by the speech engine. When you use this auditory feedback, you can use an other voice than the voice used for the selection of a cell.

To use the mouse:

1. Choose **File > Open** and open a communication grid of your choice.
2. Choose **Mode** > **Mouse**.

   You can now use the communication grid with the mouse, trackball or touchscreen.

You can determine in which user mode Mind Express will start. For more information on preference settings, see also "Options > Preferences" on page 78.

8.2 Scanning

Mind Express can also be used with a 1- or 2-switch scanning system.

To work with a scanner:

1. Choose **File > Open** and open the communication grid of your choice.
2. Choose **Mode > Scan**.

   You can now scan the communication grid.

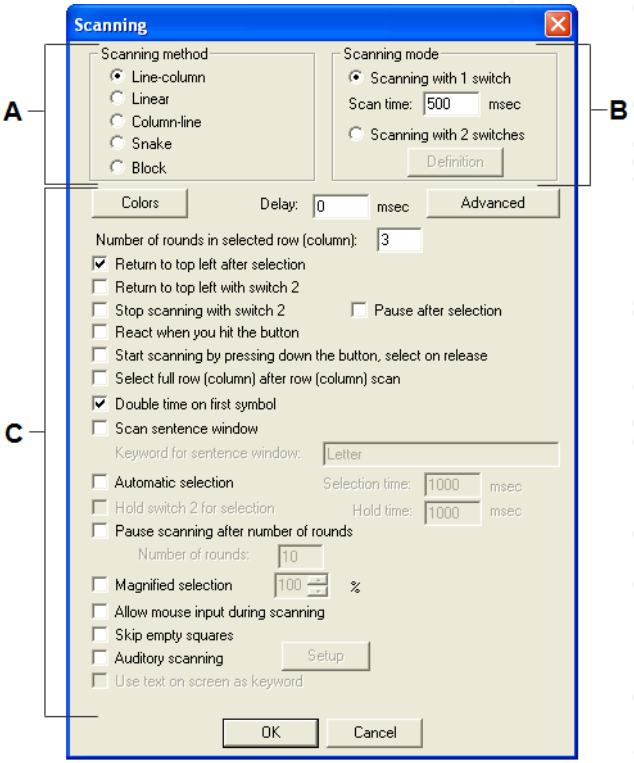
You can determine in which user mode Mind Express will start. For more information on preference settings, see also "Options > Preferences" on page 78.

Mind Express offers you a number of scanning methods, modes and options that allow you to configure grid scanning to best suit the user.

To set the scanner options:

1. Choose **Options** > **Scanning**.

The **Scanning** dialog box appears.



A. Scanning methods B. Scanning modes C. Scanning preferences

2. Select a scanning **method**.

For more information on the different scanning methods, see "Scanning methods" on page 65.

3. Select a scanning **mode**.

For more information on the different scanning modes, see "Scanning modes" on page 65.

4. Select the scanning **preferences** of your choice.

For more information on the different scanning preferences, see "Scanning preferences" on page 67.

5. Click **OK**.

   Your scanning settings are stored with the current communication grid.

6. Choose **Mode** > **Scan**.

   The scanning settings you selected in the **Scanning** dialog box are applied.

To quit scanning mode, press Escape (Esc).

8.2.1 Scanning methods

You can choose one of the following scanning methods:

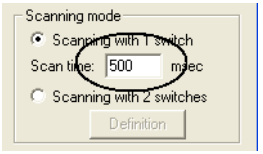
Scanning method	Description
Line-column	Mind Express first scans all the lines in the grid, and then the cells in the selected line.
Linear	All the cells are scanned in a linear fashion from left to right, starting at the top line.
Column-line	Mind Express first scans all the columns in the grid and then the cells in the selected column.
Snake	The first row of the grid is scanned from left to right, the second from right to left, and so on.
Block	The grid is divided into blocks. When you select one of these blocks, it is divided into to new, smaller blocks. This process is repeated until your selection has narrowed down to a single cell.

8.2.2 Scanning modes

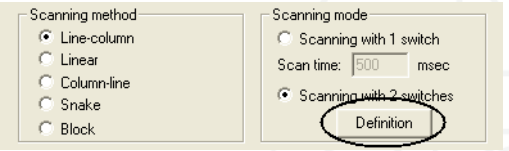
You can choose one of two scanning modes: scanning with 1 switch or scanning with 2 switches, depending on the user's skills and your scanning preferences.

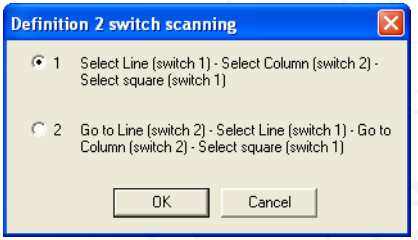
- **Scanning with 1 switch:** In this scanning mode, the next line, column or cell is scanned automatically. The speed with which the selection moves through the grid can be set by entering the scanning time (in milliseconds)

in the **Scanning mode** area. At a scanning time of 2000 msec, for example, there will be a two second interval before the next cell or line is scanned.



- **Scanning with 2 switches:** You can also scan a grid with 2 switches. For Column-line and Line-column scanning, you can define both scanning switches by clicking Definition. The **Definition 2 switch scanning** dialog box appears.





The following switches can be set up as scanning switches:

Key 1	Key 2
Left mouse button	Right mouse button
Down arrow	Right arrow
“f” key	“j” key
space bar	
Enter	

8.2.3 Scanning preferences

Depending on whether you are using 1- or 2-switch scanning, you can set a number of scanning preferences.
The following tables give an overview of the scanning preferences used specifically with 1-switch scanning, and the preferences used for other purposes.

- **Scanning preferences for 1 switch scanning**:

Preference setting	Description
Return to top left with switch 2	If you enable this option, the user can use switch 2 (for example, the right mouse button) to return to the first cell in the grid. If this option is disabled, and the user scans beyond the cell of his choice, he/she needs to scan the entire grid once more before being able to return to the cell of his/her choice.
Stop scanning with switch 2	If you enable this option scanning is temporarily interrupted when the user presses switch 2. This option can only be used in 1 switch scanning mode. To resume scanning, press switch 1.
Double time on first symbol	If you enable this option, the interval between scanning the first and second cells in the grid is doubled. This applies only to Line-column and Column-line scanning with 1 switch.
Start scanning by pressing down the button, select on release	If you enable this option, scanning begins as soon as you press the switch, and stops when you release it, at which point the cell, line or column that was scanned when you released the switch is selected.
Automatic selection	This option is only available in the 1 switch scanning mode. Instead of scanning automatically and selecting through switch 1, the user has to press switch 1 for scanning. Selection then automatically occurs when the predefined **Selection time** has elapsed.This makes it possible for the user to determine the scanning speed himself.
Pause scanning after a number of rounds	If you enable this option, scanning stops automatically when no selection has been made within a set number of rounds through the grid. Scanning resumes when you press switch 1.

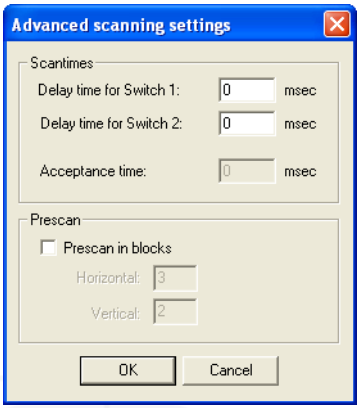
- **Scanning preferences for 1 and 2 switch scanning**:

Preference setting	Description
Number of rounds in selected row (column)	If you enable this option, and you enter for example 3 in this box, the selected row or column is scanned 3 times before moving on to the next column or line (unless you select a cell in the line or column).
Return to top left after selection	If you enable this option, scanning resumes from the top left cell (or the first row/column, depending on the current scanning method) in the grid after you have made a selection. This means that you do not need to wait until the entire communication grid has been scanned to make your next selection.
React when you hit the button	If you enable this option, the current cell, column or line is selected as soon as you press the switch. If this option is disabled (the default setting) the selection is made when you release the switch after pressing it.
Select full row (column) after row (column) scan	If you enable this option, the full row or column is selected after the current row or column has been fully scanned. This means that you can press the switch to move to the next row/column when the entire row/column is selected. This option applies only to Line-column and Column-line scanning.
Scan sentence window	When this option is enabled, the sentence window is also included in the scanning pattern. When the user selects the sentence window, the content of the sentence window is produced by the speech engine. In the **Keyword for sentence window** you can fill in a keyword that will be used with auditory scanning.
Hold switch 2 for selection	This option is only available in the 2 switch scanning mode, yet allows you to scan with 1 switch. The **React when you hit the button** option cannot be enabled if you wish to use the **Hold switch 2 for selection** option. For scanning, use switch 2; for selection, use switch 1 or simply hold switch 2. When a set time interval has elapsed, the cell is selected. Thus, you can fully operate the scanning with switch 2. You can set the time interval in the **Hold time** window.
Magnified selection	The indicated cell is magnified. In case of a full row or column, only the first cell is magnified. You can set a magnification percentage. This percentage should be over 100 %.
Allow mouse input during scanning	If you enable this option, someone can operate the mouse while the user is using the scanning mode.

Preference setting	Description
Skip empty cells	If you enable this option, the empty cells in the grid are skipped automatically.
Auditory scanning	If you enable this option, the text for every cell is read out when the cells are scanned.
Use text on screen as keyword	In the auditory scanning mode, Mind Express uses the **Keyword for auditory scanning** as default if there is a defined keyword in the **Extra** dialog box of the **Content** window. Otherwise Mind Express will use the content (action) of the cell as keyword. When you prefer to use the **Text on screen** as keyword, you have to enable this option.

8.2.4 Advanced scan times

In the **Delay** box you can set a time interval. After a selection, all switch input will then be ignored for this time interval.



Press the **Advanced** button if you want to use different delay times for switch 1 and switch 2. In this window you can also set an Acceptance time. This is the minimum time you need to press a switch before it is accepted as a valid switch click. This **Acceptance time** can only be used if the **React when you hit the button** option is enabled.

8.2.5 Auditory scanning

You can have Mind Express read out the text assigned to the cells when they are scanned. The volume and speed of speech for auditory scanning can be set to your preferences.

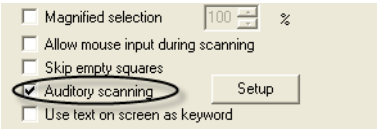
To activate the auditory scanning option:

1. Choose **Options** > **Scanning**.

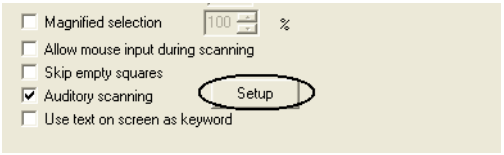
   The **Scanning** dialog box appears.

2. Select the **Auditory scanning** option by clicking the corresponding check box.

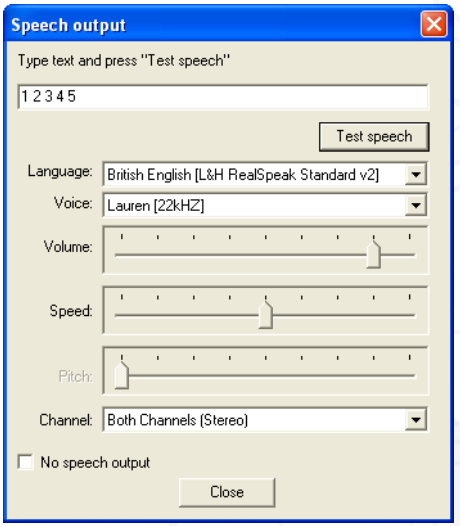
The auditory scanning option is now enabled.



3. Click **Setup**.



The **Speech output** dialog box appears.



4. If necessary, modify the **Voice**, **Volume** and **Speed** settings.
5. Click **Test speech** to check the results of your settings.
6. Click **Close**.
7. Click **OK**.

When scanning your communication grid, you hear the text for every scanned cell.

8.2.6 Auditory scanning with keyword

When scanning purely auditory, it can be annoying to have to listen to the full text message for every cell.

Mind Express offers you the option of assigning short keywords to the cells in a communication grid. You could, for example, assign the keyword “monkey” to the cell with the message “the monkey likes to eat bananas”. When using auditory scanning, you will only hear the keyword “monkey”, allowing you to scan the grid more quickly and efficiently.

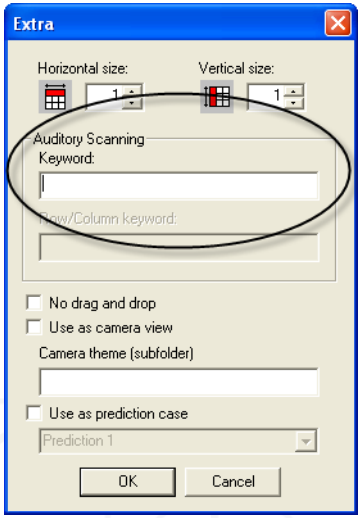
To assign a keyword for auditory scanning to a cell:

1. Double-click or right-click the cell in the communication grid to which you want to assign a keyword.

   The **Contents** dialog box appears.

2. Click **Extra**.

   The **Extra** dialog box appears.



3. Enter a keyword for auditory scanning in the text box.
4. Click **OK**.

   When you scan this cell with auditory scanning, only the keyword is produced by the speech engine, and not the full message.

8.2.7 Row/Column keyword for auditory scanning

If you use the Row-column or Column-row scanning method with auditory feedback (auditory scanning), you can use a seperate keyword for the row or column.

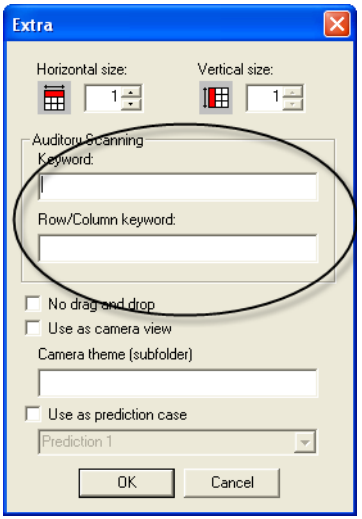
To define a Row/Column keyword:

1. Choose **Mode > Edit**.
2. Double-click or right-click on the cell you want to assign a keyword to. Only the first cell of a row or column can be used for this.

   The **Contents** dialog box appears.

3. Click **Extra**.

The **Extra** dialog box appears.



4. Enter a Row/Column keyword in the text box.
5. Click **OK**.

When you scan a full row or full column through auditory scanning, the Row/Column keyword of the first cell in that row or column is produced by the speech engine.

8.3 Joystick or multiple switch

Finally, you can also use Mind Express with a joystick. You can connect the joystick to your sound card's game port.

For more information on connecting a joystick, see your Windows manual and the manual of your joystick.

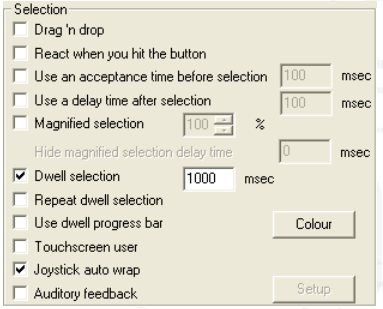
The preference settings that apply to the mouse, can often be used to determine how the joystick is used. For more information, see also "Mouse preferences" on page 61.

You can also use the arrow keys on the keyboard to simulate a joystick. In this case, use the Enter key or the Space Bar as the selection key.

8.3.1 Dwell selection

If you choose to use the joystick mode, you can use the same **Dwell selection** as in the mouse mode. The cell that is indicated will then automatically be selected when a predefined period of time has elapsed (Dwell time). You can also enable or disable the **Repeat dwell selection** and the **Use dwell progress bar** options.

To enable or disable these options, go to **Options > Preferences**.



8.3.2 Auto wrap

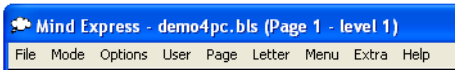
If you enable the **Joystick auto wrap** option, the joystick indicator will jump back to the first cell of a row when you have reached the end of the row; when you have reached the end of a column, it will jump back to the first cell of that column. On the other hand, when you have reached the beginning of a row or column, the joystick indicator will jump to the last cell of that row or column.

If you disable this option, the joystick indicator will remain on the last cell of a row, even if you keep moving the joystick to the right. The same goes for all other directions.

To enable or disable this option, choose **Options > Preferences**.

Chapter 9 - Reference

This chapter contains a description of the menu items that have not yet been discussed in this User Manual. The menu items are dealt with in order of appearance on the caption and menu bar. This means that the Mind Express icon (cloud) is the first item on the list.

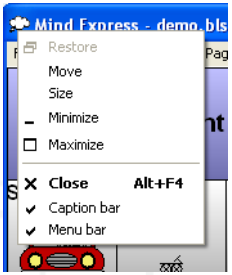


In this chapter you will find procedures as well as descriptions of the commands and options on the menus. In addition, you will encounter frequent references to procedures that were dealt with elsewhere in this User Manual.

9.1 Mind Express icon

9.1.1 Caption bar and menu bar

In order to use a full screen, you can hide the Mind Express caption bar and/or menu bar. To do this, click the small Mind Express cloud in the top left corner of the caption bar. The system menu then appears.



You can uncheck **Menu bar** to hide the menu bar. If you want the menu bar reappear, simply go back to the system menu.

You can uncheck Caption bar to hide both the caption bar and the menu bar. Note that, if you want Mind Express to hide the caption bar, the program will also hide the menu bar. If you want both bars to reappear, simply press the Escape key of the keyboard.

To hide the caption and/or menu bar at startup:

1. Choose **Options > Preferences**.
2. Check the **Hide caption bar** option if you wish to hide both caption bar and menu bar at startup. Check the **Hide menu bar** option if you wish to hide only the menu bar at startup.

If you want the caption bar to reappear, press the Escape key of the keyboard.

9.2 File

9.2.1 File > Export list

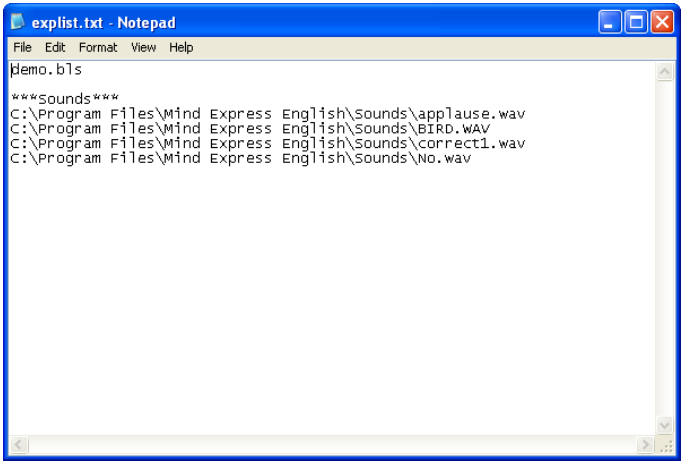
If you want to copy Mind Express files to a different PC, it is very important that you also copy the sound and image files that were used in the file to the new destination. To find out exactly which sound and image files were used in the Mind Express file, you can use the **export list**.

The export list is a text file (*.txt) containing the paths to all the image files and sound files that were used in the Mind Express file. It may also contain references to any other programs that were linked to cells in the communication grid. If, for example, you assigned the command **Run application** to a specific cell in the grid, you should make sure that the application you linked to the cell is also installed on the PC to which you are copying the file.

To review the export list:

1. Choose **File > Export list**.

The export list text file appears.



Use the information in this text file to copy all the external files used in the communication grid to all other PCs on which you would like to use the grid.

9.3 Mode

The entire **Mode** menu has been discussed earlier in this User Manual.

For more information, see:

- “Mouse” on page 61
- “Scanning” on page 63
- “Joystick or multiple switch” on page 72
- “Editing cells” on page 25
- “Select all” on page 28.

9.4 Options

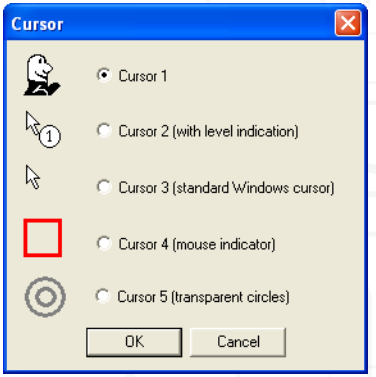
9.4.1 Options > Cursor

Mind Express offers you a number of cursor (pointer) options.

To choose another pointer:

1. Choose **Options** > **Cursor**.

   The **Cursor** dialog box appears.



2. Select the option of your choice.
3. Click **OK**.

   The pointer of your choice is used immediately.

9.4.2 Options > Indicator

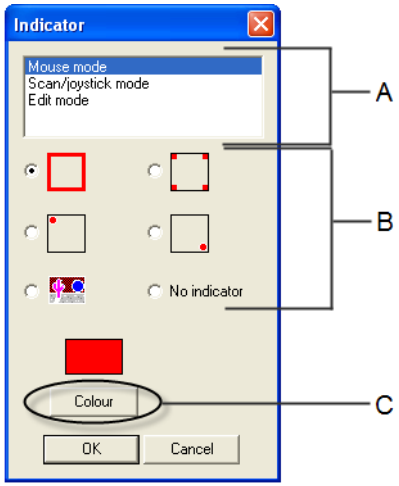
You can determine how Mind Express will indicate the cells in the communication grid. Also, you can set different indicators for three different user modes:

- Mouse mode
- Scanning/joystick mode
- Edit mode.

To set the indicator:

1. Choose **Options** > **Indicator.**

   The **Indicator** dialog box appears.



A. User modes B. Indicator options C. Colour button

2. Select one of the following modes:
   - Mouse mode
   - Scanning/joystick mode
   - Edit mode.
3. Select one of the indicator options by clicking the corresponding radio button.
4. If necessary, change the indicator colour by pressing the **Colour** button.
5. A standard Windows dialog box appears in which you can select a new colour for the indicator.
6. Click **OK**.

   Your indicator settings are now applied in the corresponding mode.

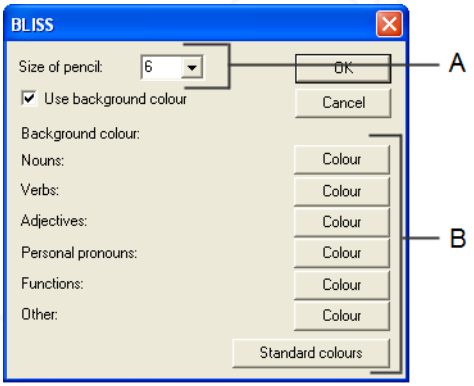
9.4.3 Options > Symbol sets > Bliss

Mind Express offers you a number of extra customisation options for the Bliss symbol set.

To modify the settings for the Bliss symbol set:

1. Choose **Options > Symbol sets > Bliss.**

   The **Bliss** dialog box appears.



A. Pencil size B. Colours

2. Set the pencil size with which the Bliss symbols are drawn.

The optimal pencil size depends on the resolution of your screen. If not all the parts of the symbols are clearly visible, try using a larger pencil size.

3. Set the colours for the background of the Bliss symbols by clicking the corresponding **Colour** buttons. You can set a different colour for each word class.
4. Click the **Standard colours** button to revert to the original colour settings.
5. Click **OK**.

The pencil size and background colours are applied when you use Bliss symbols in a communication grid and when you create new symbols with the Bliss Editor.

For more information on the Bliss Editor, see also "Bliss Editor" on page 89.

9.4.4 Options > Symbol sets > Rebus

As for the Bliss symbol set, you can adjust the pencil size used to draw the Rebus symbols.

To modify the pencil size for the Rebus symbol set:

1. Choose **Options** > **Symbol sets** > **Rebus**.

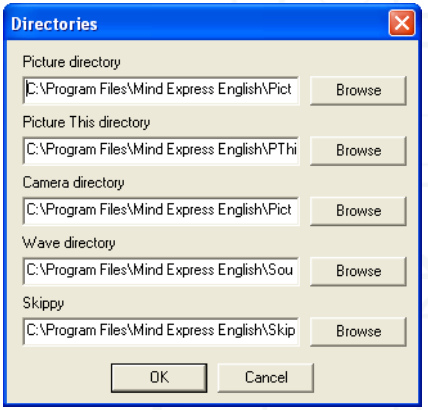
The **Line** dialog box appears.

2. Do one of the following:
   - Choose a pencil size from the **Line thickness** list.
   - Enter a pencil size of your choice in the list box.
3. Click **OK**.

The new pencil size is applied to all existing Rebus symbols in your communication grids, and when you create new Rebus symbols.

9.4.5 Options > Directories

In the **Directories** dialog box, you can specify the path to the directories that can be used by Mind Express to retrace pictures and sound files.



Picture directory

Mind Express uses this directory to add your own pictures and photographs to the program. All WMF-, BMP-, GIF- and JPG- files in this directory (or subdirectory) will appear in the Contents window in the list of symbols called Other. Use subdirectories in the picture directory to categorize the pictures.

For more information on the Directories dialog box, see also the procedure "Using other symbols" on page 14.

Picture This directory

This directory contains the Picture This database (if you dispose of this option). When the Picture This files are on the CDrom, make sure the path refers to the CD-drive. When the Picture This files have been installed on the hard drive, the path should refer to the directory on the hard drive.

Camera directory

Photographs made with the Mind Express camera module (if you dispose of this option) are saved in this directory.

Wave directory

In this directory, put all sounds that you use in Mind Express. That way, Mind Express can retrace the sounds at all times.

Skippy

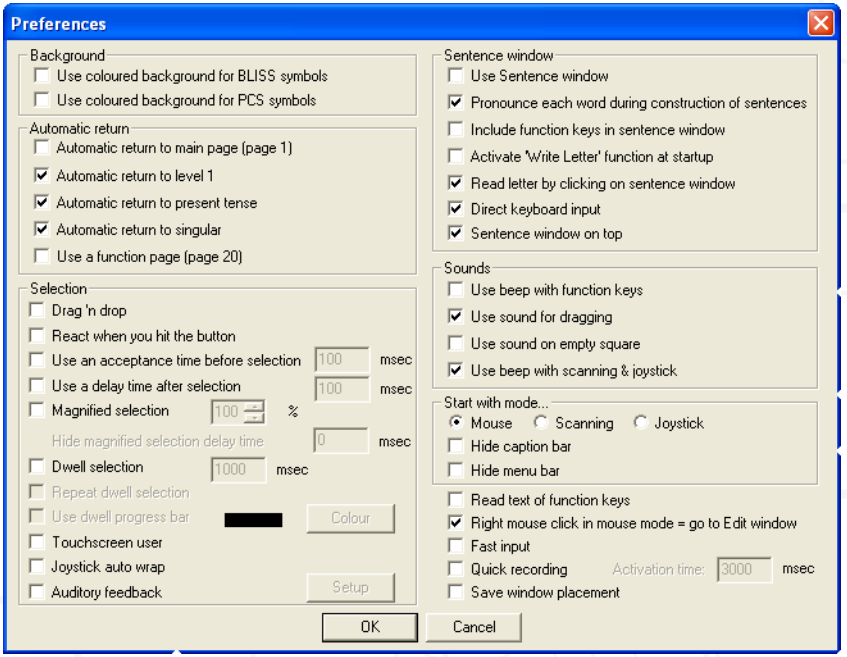
If you want to use prediction cells in Mind Express, enter the path of the word prediction program Skippy here. Mind Express uses Skippy to determine the different word predictions.

9.4.6 Options > Preferences

You can set different Mind Express preference settings for every communication grid. The preference settings for selecting items and for the sentence window have already been discussed in:

- “Mouse preferences” on page 61
- “Preferences for the sentence window” on page 51.

The functions of the other preference settings are explained in the following tables:



- **Background**

Setting	Description
Use coloured background for Bliss symbols	If this option is enabled, depending on the Bliss symbol's word class the corresponding background colour is used. For more information on the background colours used with Bliss symbols, see also "Options > Symbol sets > Bliss" on page 75.
Use coloured background for PCS symbols	If this option is enabled, the PCS symbols use the background colours from the Bliss symbol set.

- **Automatic return**

Setting	Description
Automatic return to main page (page 1)	If this option is enabled, and you are using a grid with several pages, Mind Express automatically returns to the first page after you have selected a cell on one of the other pages.
Automatic return to level 1	If this option is enabled, and you are using several information levels, Mind Express automatically returns to level 1 after you have selected one cell at level 2 or 3.
Automatic return to present tense	If this option is enabled, Mind Express automatically reverts to the present tense after you have selected one verb in a different tense.
Automatic return to singular	If this option is enabled, Mind Express automatically reverts to the singular form after you have selected a noun in the plural form.
Use a function page	If this option is enabled, you can create a function page (page 20) in your grid, that contains only command cells. You can create links to this page by including a cell on every page that moves the user to this function page. When the user selects a command or function from the function page, Mind Express automatically reverts to the previous page.

- Sounds

Setting	Description
Use beep with function keys	If this option is enabled, you hear a beep when you select a command cell.
Use sound for dragging	If this option is enabled, you hear a sound when dragging cells with the mouse.
Use sound on empty cell	If this option is enabled, you hear a sound when you select an empty cell.
Use beep with scanning and joystick	If this option is enabled, you hear a sound when Mind Express scans a block, row, column or cell.

- **Start with mode...**: Select one of these options to determine the mode which will be active when you open a file in Mind Express.
- **Read text of function key**: Select this option if you want to hear the text that is assigned to command cells.
- **Right mouse click in mouse mode = go to Edit mode**: Select this option if you want the **Contents** dialog box to appear if you right-click a cell while in mouse mode.

If you are in Edit mode (choose **Mode** *>* **Edit***), the Contents dialog box appears whenever you right-click a cell in the grid, regardless of whether this option is enabled or not.*

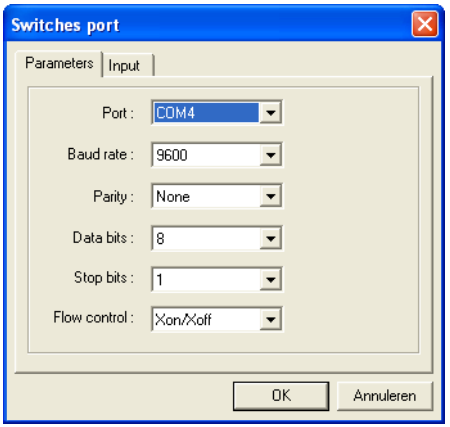
- **Fast input:** Select this option to enter text in cells without having to access the Contents dialog box. Make sure you are in edit mode (choose **Mode** > **Edit**) and select a cell. You can now enter the text directly into the cell. If you press Enter, level 1 information is filled in as well. In addition, you can use the following short-cut keys:
- Shift + left/right arrow, to cycle through the different symbol sets.
- Shift + up/down arrow, to cycle through the symbol list in alphabetic order.

9.4.7 Options > Serial port

Choose **Options > Serial port** to modify the settings for the serial port. This is important if you are using environmental control applications.

The **Serial port** dialog box appears:

Choose Settings, the dialogue box Switches port appears:



Select the settings of your choice and click **OK**.

9.5 User

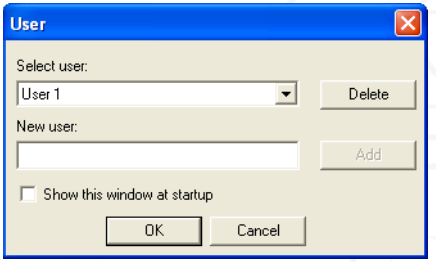
9.5.1 User > Select user

You can configure Mind Express for optimal use by more than one user. For every user, you can set different preference settings, dictionary files, letter settings, etc.

To set up the different user profiles:

1. Choose **User** > **Select user**.

The **User** dialog box appears.



2. Enter the name of the new user in the **New user** text box.
3. Click **Add**.
4. The name of the new user is added to the file.
5. Select the option **Show this window at start-up**.

   The next time you start Mind Express, the **User** dialog box appears before you can begin working.
6. Click **OK**.

9.5.2 User > Speech output

RealSpeak is the clear, qualitative voice that is optionally available with Mind Express. Mind Express version 3.1 uses RealSpeak v2 instead of RealSpeak v1. When you install Mind Express, you can choose to have a RealSpeak male voice or female voice.

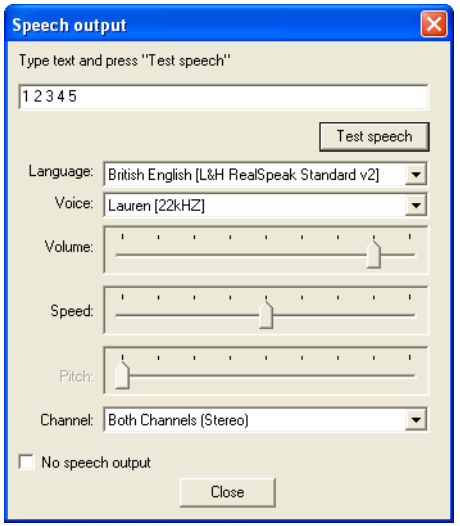
This speech output allows you to listen to the messages that you assign to the cells in the communication grid.

You can even determine the characteristics of the speech output, such as the voice, the volume and the speed of speech.

To modify the speech output settings:

1. Choose **User** > **Speech output**.

The **Speech output** dialog box appears.



2. If necessary modify the **Volume** and **Speed** settings.
3. Enter a sentence in the text box and click the **Test speech** button.

   You hear the result of your new settings.

If you decide not to use speech output in your communication grid, select the option **No speech output**.

4. Click **Close**.

   Your speech output settings take effect immediately.

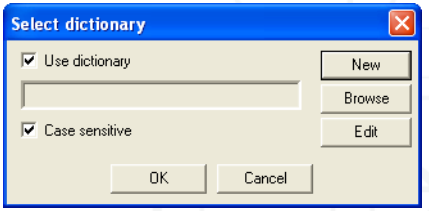
9.5.3 User > Dictionary > Select dictionary

You can link a personal dictionary file to the speech output engine. In this dictionary, you include words that are not pronounced properly by the speech synthesis engine.

To compose a pronunciation dictionary:

1. Choose **User > Dictionary > Select dictionary**.

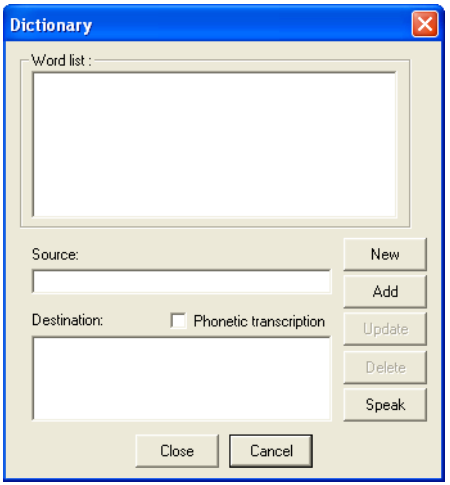
   The **Select dictionary** dialog box appears.



   Select the **Use dictionary** option.

2. Click **New** to create a new dictionary.

The **Dictionary** dialog box appears.



3. Click **New**.
4. In the **Source** text box, enter the word that is pronounced incorrectly.
5. Enter the new pronunciation in the **Destination** text box. Sometimes it may suffice to split a complex word into its component parts, but for other words (from other languages, etc.) you may need to enter a phonetic transcription.
6. Click the **Speak** button to hear both the original and the new words in succession.
7. Click **Add**.
8. Click **OK**.

   The correct pronunciation is now saved and you return to the **Select dictionary** dialog box.

9. If necessary, select the option **Case sensitive** to allow Mind Express to treat for example “mouse” and “Mouse” as different words.
10. Click **OK**.

    Use the buttons **Update** and **Delete** in the **Dictionary** dialog box to modify words in the dictionary, or to remove them.

    Select the **Phonetic transcription** option if you want to enter a phonetic transcription of a word in the **Destination** box. The phonetic script used in Mind Express has been listed in the tables below for your reference.

- **Vowels and diphthongs (UK English)**

Symbol	Transcription	As in:
i	‘bit	beat
I	‘bIt	bit
E	‘bEd	bed
@	‘m@p	map
A	‘kA	car
A+	‘pA+t	pot
^	‘b^t	but
O	‘bOt	bought
U	‘bUk	book
u	‘but	boot
$	$.’ba&Ut	about
E0	‘tE0n	turn
e&I	‘be&It	bait

Symbol	Transcription	As in:
O&I	‘bO&I	boy
a&I	‘ba&I	buy
a&U	‘da&Un	down
o&U	‘So&U	show
I&$	‘hI&$	here
E&$	‘DE&$	there
U&$	‘pU&$	poor

- **Consonants (UK English)**

Symbol	Transcription	As in:
j	‘ju	you
w	‘wIt	wit
R+	‘R+a&Id	ride
l	‘lEt	let
p	‘p@n	pan
t	‘t@n	tan
k	‘k@n	can
b	‘bO&I	boy
d	‘de&I	day
g	‘gA+t	got

Symbol	Transcription	As in:
? (glottal stop)	?it	eat
f	‘fa&In	fine
T	‘TIn	thin
s	‘sIn	sin
S	‘Sa&In	shine
v	‘va&In	vine
D	‘D@t	that
z	‘zo&Un	zone
Z	‘vI.Z$n	vision
h	‘hEd	head
t&S	‘t&SE0+t&S	church
d&Z	‘d&Z^nK.g$I	jungle
m	‘ma&I	my
n	‘no&U	no
nK	‘sA+nK	song

- Vowels and diphthongs (US English)

Symbol	Transcription	As in:
i	‘fil	feel
I	‘fIl	fill
E	‘fEl	fell
@	‘k@t	cat
A	‘gAt	got
^	‘k^t	cut
0	‘f0l	fall
U	‘fUl	full
u	‘ful	fool
$	$.’la&U	allow
E0	‘kE0R+t	curt
0	‘d0r	door
e&I	‘fe&Il	fail
O&I	‘fO&Il	foil
a&I	‘fa&Il	file
a&U	‘fa&Ul	foul
o&U	‘go&Ul	goal

- Consonants (US English)

Symbol	Transcription	As in :
j	‘jEs	yes
w	‘wa&I	why
R+	‘R+Ip	rip
l	‘llp	lip
p	‘plt	pit
t	‘tAp	top
k	‘k@t	cat
b	‘blt	bit
d	‘dIg	dig
g	‘gAt	got
? (glottal stop)	‘?it	eat
f	‘f@t	fat
T	‘Tin	thin
s	‘sil	seal
S	‘Sip	ship
v	‘v@t	vat
D	‘Den	then
z	‘zil	zeal
Z	‘li.Z$R+	leisure
h	‘h@t	hat

Symbol	Transcription	As in :
t&S	'k@t&S	catch
d&Z	'd&ZE0R+.ni	journey
m	'm@n	man
n	'n^t	nut
nK	'R+lnK	ring

9.5.4 User > Dictionary > Edit dictionary

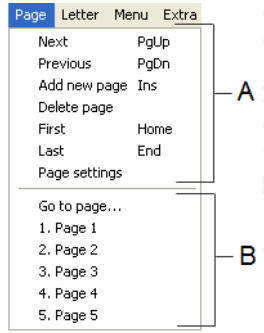
Choose **User > Dictionary > Edit dictionary** if you want to modify the active dictionary.

Use the same procedure as in "To compose a pronunciation dictionary:" on page 82.

9.6 Page

You can use the **Page** menu to navigate between the pages in the communication grid, and to create new pages with the same grid lay-out as the previous pages.

The **Page** menu is shown below:

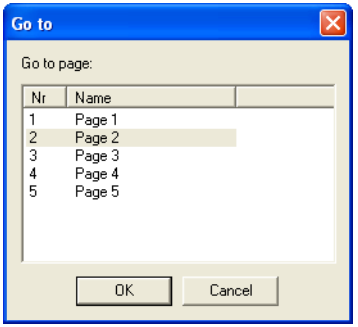


A. Part 1 B. Part 2

The Page menu can be divided into two parts:

- **Part 1** contains the commands allowing you to navigate between pages, or to create new pages. You can also apply these commands by using the corresponding short-cut keys.

- **Part 2** gives you an overview of the pages in the current communication grid. To navigate between these pages, either click the page you want to view, or click **Go to page** to open the **Go to** dialog box.



Select the page of your choice. If your communication grid covers more than 20 pages, the surplus pages are not displayed in part 2 of the **Page** menu, but you can still jump to them by using the **Go to** dialog box.

You can assign names to the pages in your grid. For more information, see "Creating a new communication grid" on page 3.

9.7 Letter

You can find all the information on the commands on the **Letter** menu in the chapter "Working with Letters" on page 51.

9.8 Menu

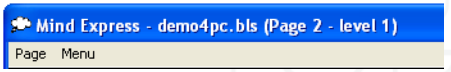
9.8.1 Menu > Restricted menu

You can activate a restricted menu in Mind Express, so that the user cannot access all the functions of the program. This means that the user can only work with the communication grid itself, and is unable to modify any settings or dictionaries.

To activate the restricted menu:

1. Choose **Menu** > **Restricted menu**.

   The restricted menu bar looks like this:



From the restricted menu bar, the user can only access the Page menu, to navigate between the pages in the grid, and the option Full menu, to revert to the normal menu bar. You can secure this option with a password.

For more information on the password, see "Menu > Change password" on page 87.

In restricted menu mode, the mouse can only be moved in the Mind Express main window. This means that the user cannot move the mouse to the title bar of the window to exit Mind Express, or run any other applications.

9.8.2 Menu > Change password

You can secure Mind Express with a password. No password is set when Mind Express has just been installed. Follow the procedure below to enter or modify the password.

To set the password:

1. Choose **Menu** > **Change password.**

The **Change password** dialog box appears.

2. Enter the old password in the **Give old password** box.

If no password has been set yet, leave this text box empty.

3. Enter the new password in the **Give new password** and **Confirm new password** boxes.
4. Click **OK**.

The password has been changed.

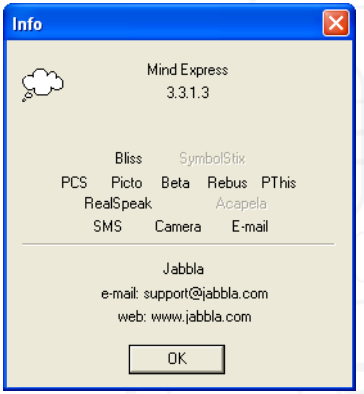
9.9 Help

1. Help > Mind Express Help

You can access the on-line help files for this User Manual by choosing **Help** > **Mind Express Help**.

2. Help > Info

Choose **Help** > **Info** to view the version information on Mind Express. The **Info** dialog box appears.



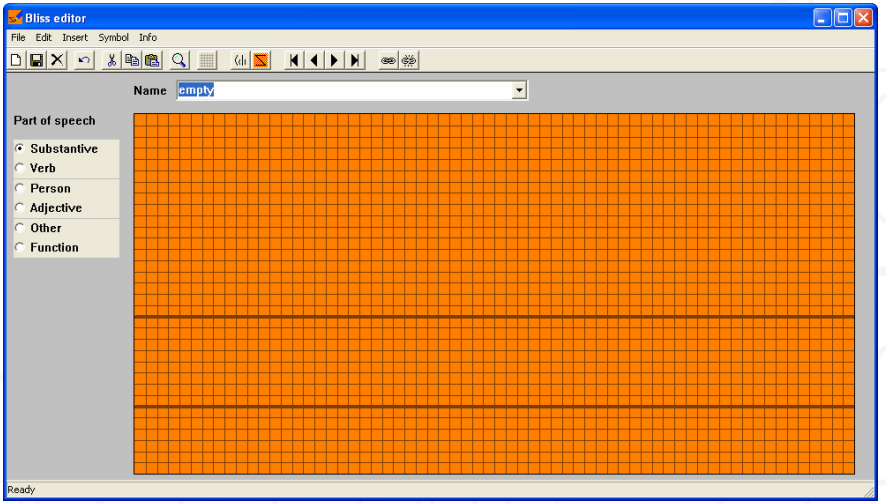
3. Click **OK** to leave this dialog box.

Chapter 10 - Bliss Editor

Bliss Editor is an accessory to Mind Express that allows you to create your own Bliss symbols. Bliss Editor is based on the standard Bliss rules. You can use the basic shapes to create new Bliss symbols or you can combine existing Bliss symbols.

To start Bliss Editor:

1. Click the **Start** button at the bottom left corner of the screen.
2. Move the pointer to **Programs**.
3. Hold the pointer over **Programs** until the list of available programs appears.
4. Hold the pointer over **Mind Express**.
5. Click **Bliss Editor** .



Read this chapter to learn how you can create a new Bliss symbol. You can also find all relevant information on the Bliss Editor functions.

10.1 Mind Express and Bliss Editor

The symbols you create using Bliss Editor automatically appear in the Bliss symbol list at the top of the Contents dialog box in Mind Express.

For more information on the Contents dialog box, see also "The Contents Dialog Box" on page 11.

You can use your own Bliss symbols to create a communication grid in the same way as you would with the other symbol sets (Beta, PCS, ...) in Mind Express.

Mind Express allows you to set the following options for the Bliss symbols:

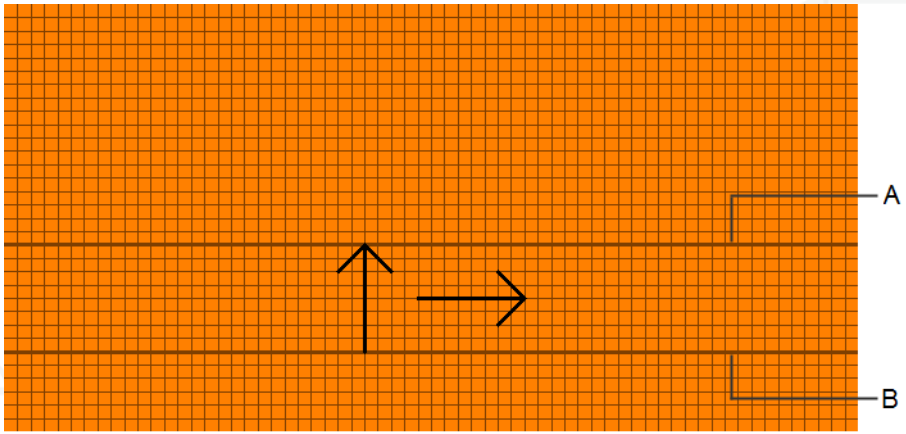
- Pencil size
- Background colour.

For more information on these settings, see also "Options > Symbol sets > Bliss" on page 75.

10.2 A few ground rules

Take the following ground rules into account when you create your own Bliss symbols:

- The standard Bliss area contains a top line and a bottom line. These are the two thick lines in the grid. The distance between these two lines is the standard distance. This means that the Bliss symbols are always placed between these two lines, except in a few cases.



A. Top line B. Bottom line

- Indicators are placed at 1/4 of the standard distance from the top line. This can also be at a quarter above the top part of the Bliss symbol if that Bliss symbol itself exceeds the top line. Indicators give a grammatical meaning to a Bliss symbol.
- Pointers are placed at 1/8 of the standard distance from the symbol. Pointers are used to "point at" a part of the symbol.

- For composite symbols, the distance between the different parts is 1/4 of the standard distance.

10.3 Creating a new Bliss symbol

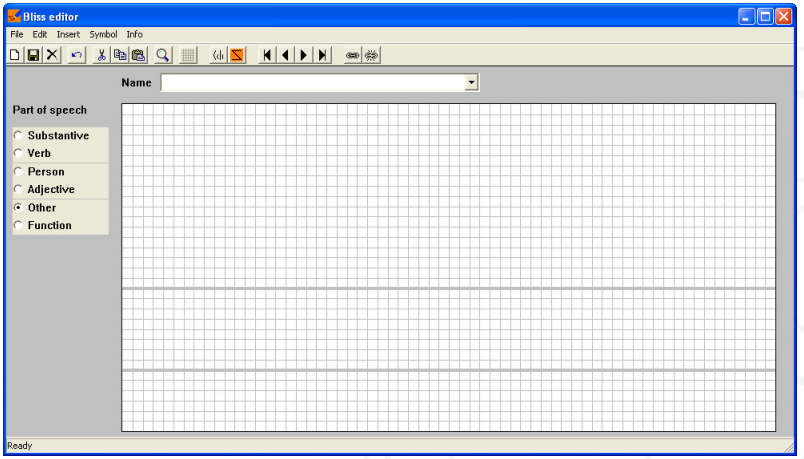
You can use Bliss Editor to create your own Bliss symbols, which you can use afterwards in your communication grids.

To create a new Bliss symbol:

1. Start Bliss Editor.

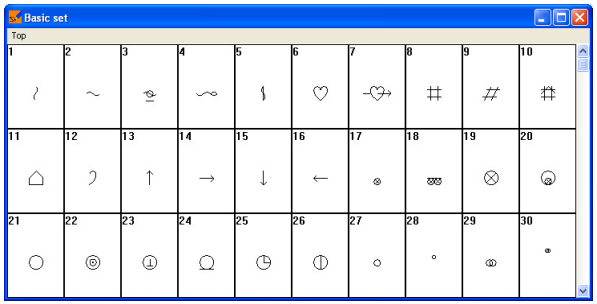
For more information on starting Bliss Editor, see also "To start Bliss Editor:" on page 89.

The **Bliss Editor** window appears.

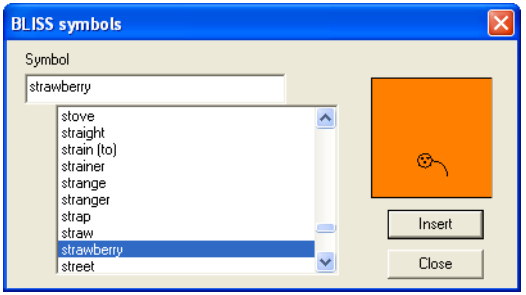


2. Do one of the following:

- Choose **Insert** > **Basic symbol** and choose a symbol from the list by clicking it.



- Choose **Insert** > **Bliss symbol**. Choose a symbol from the list or type the name of the symbol in the **Name** box. Click **Insert**.



The symbol of your choice appears in the **Bliss Editor** window.

3. Type a name for the Bliss symbol in the **Name** box of the main dialog box. This name will be used in the Mind Express Bliss symbol list.

If you want to attribute various meanings to one symbol, type all meanings in the Name box, separated by a comma.

4. Select the appropriate word class by clicking one of the radio buttons.

The grid takes on a different colour for every word class. An example: when you select Substantive, the grid turns orange.

For more information on colour settings, see also "Options > Symbol sets > Bliss" on page 75.

5. Choose **File** > **Save** or press Enter to save the Bliss symbol.

10.4 The menu bar: File

Below you find a chronological overview of the commands on the File menu.

10.4.1 File > Save

Choose **File** > **Save** to save the current symbol. Alternatively, you can also press Enter on your keyboard.

The symbol you just saved is added to the Bliss symbol list, which you can also see in Mind Express.

10.4.2 File > Exit

Choose **File** > **Exit** to close Bliss Editor.

10.5 The menu bar: Edit

Below you find an overview of the functions in the Edit menu, in order of their appearance on the menu. Use these functions to edit symbols. The changes are, however, only applied to the current symbol in the main dialog box.

10.5.1 Edit > Restore

Choose **Edit** > **Restore** to undo a change you have made to a symbol.

You can only restore changes that have not been saved.

10.5.2 Edit > Cut/Paste/Copy

These standard Windows functions allow you to select a symbol (or parts of a symbol) and to cut, copy and paste them. For this purpose, the clipboard is used, and the position of the symbol/symbol parts within the grid is saved.

10.5.3 Edit > Clear/Delete

Choose **Edit** > **Clear** to delete an entire symbol. The name, the colour and all the parts of the symbol disappear. The Bliss Editor window's work area is empty.

When you delete a symbol, it does not disappear from the symbol list. Only the symbol contents are removed. If you want to completely delete a symbol from the list, choose **Symbol** > **Remove**.

Choose **Edit** > **Delete** to delete only the selected parts of a symbol. You can select certain parts of a symbol by clicking them with the mouse. The selected parts then turn blue. You can also select several parts of a symbol at once by holding down the Shift key.

10.5.4 Edit > Select all

Choose **Edit** > **Select all** to select all parts of the current symbol. You can also use the space bar for this purpose.

10.5.5 Edit > Show grid

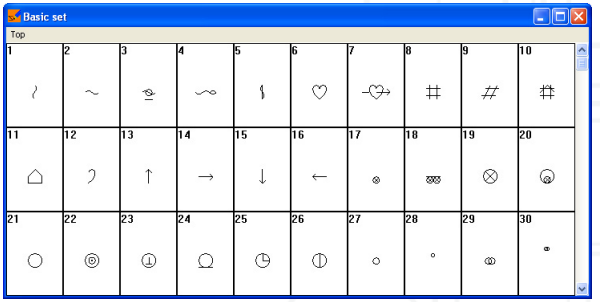
Choose **Edit** > **Show grid** to make the grid visible or to make it disappear.

10.6 The menu bar: Insert

Below you find an overview, in order of appearance, of the commands on the Insert menu.

10.6.1 Insert >

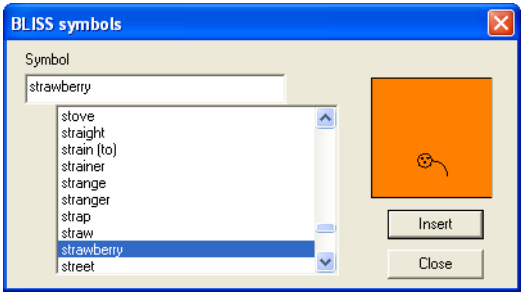
Choose **Insert** > **Basic symbol** to make the dialog box with basic symbols appear. Click one of the basic symbols to make it immediately appear in the Bliss Editor window's work area.



10.6.2 Insert > Bliss symbol

Choose **Insert** > **Bliss symbol** to make the **Bliss symbol** dialog box appear. Select a symbol from the list or immediately type the name of the symbol you

want in the **Symbol** box. Then click **Insert** to make the symbol appear in the main dialog box.



10.7 The menu bar: Symbol

Below you find an overview, in order of appearance, of the commands on the Symbol menu. This menu contains all the commands that you can apply to the symbol lists.

10.7.1 Symbol > New

Choose **Symbol** > **New** to insert a new symbol. You can also use the Insert key on your keyboard.

10.7.2 Symbol > Remove

Choose **Symbol** > **Remove** to remove a symbol from the list.

As soon as you have removed a symbol, you can no longer restore it.

10.7.3 Symbol > Next/Previous/First/Last

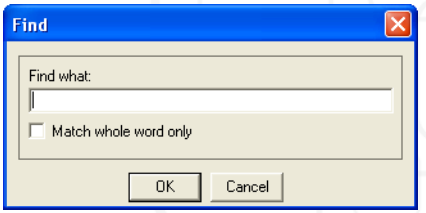
Use these functions to view the next, previous, first or last symbol in the list. You can also use the corresponding keys on the keyboard:

Function	Key
Next	Page Down
Previous	Page Up
First	Home
Last	End

10.8 Symbol > Find/Find next

Use these functions to find symbols in the list of your personal Bliss symbols.

Choose **Symbols** > **Find** to open the **Find** dialog box.



Insert the name of the symbol you are looking for in the **Find what** box. If you want the result to completely match the name of the symbol you are looking for, select the option **Match whole word only**. If you want to see all the symbols in which the word occurs, do not select this option.

Choose **Symbol** > **Find next** to find the next symbol that corresponds to your look-up criteria. For this purpose, you can also use the F3 key.

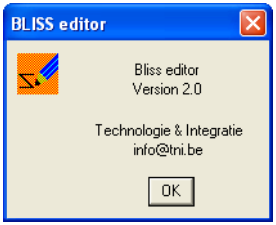
10.8.1 Symbol > Ungroup/Group

Choose **Symbol** > **Group** to group the component parts of a symbol. As soon as a symbol is grouped, you can no longer select the separate parts: clicking any of the parts of the symbol selects the entire symbol.

You can undo this operation by choosing **Symbol** > **Ungroup**.

10.9 The menu bar: Info

Click **Info** on the menu bar to make the following dialog box, containing information on Bliss Editor, appear.



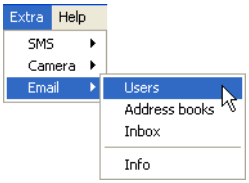
Chapter 11 - E-mail in Mind Express

Mind Express offers a simple and efficient E-mail solution. Thanks to this module, the user is able to send and to receive mail in MInd Express.

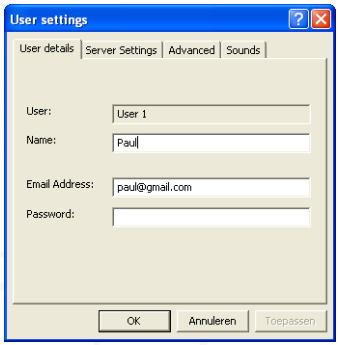
11.1 Settings

Before using the module the settings must be set up right.

Choose **Extra > E-mail > Users**



The dialogue box User settings appears:



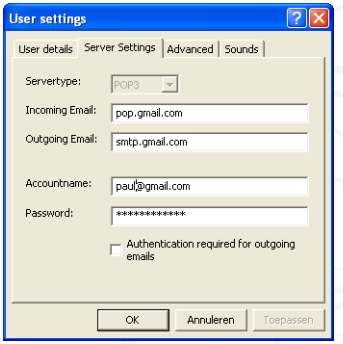
11.1.1 User details

Fill in the details:

- **User**: User 1
- **Name**: Name or pseudonym of the user
- **Email address**: Fill in the electronic addres.
- **Password**: You can leave this field empty, unless you want to secure the inbox with a password. For logging in you need to use a log grid.

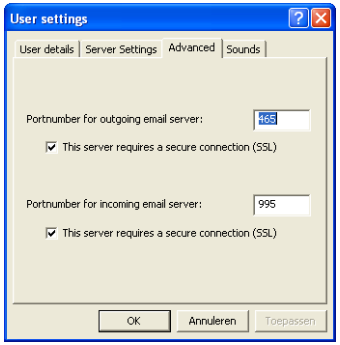
For more information on how to secure an e-mail file, see "Set up a password" on page 107.

11.1.2 Server Settings



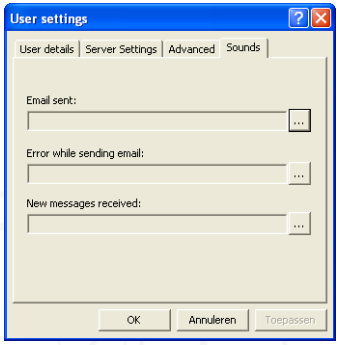
- **Servertype**: Mind Express only works with POP-3 accounts.
- **Incoming E-mail and Outgoing E-mail**: Fill in information depending on your Internet provider. The most recommended e-mail server for this module is Gmail
- **Accountname**: e-mail address of the user.
- **Authentification required for outgoing e-mails:** If you want to use the same account for outgoing e-mails, select this option.

11.1.3 Advanced



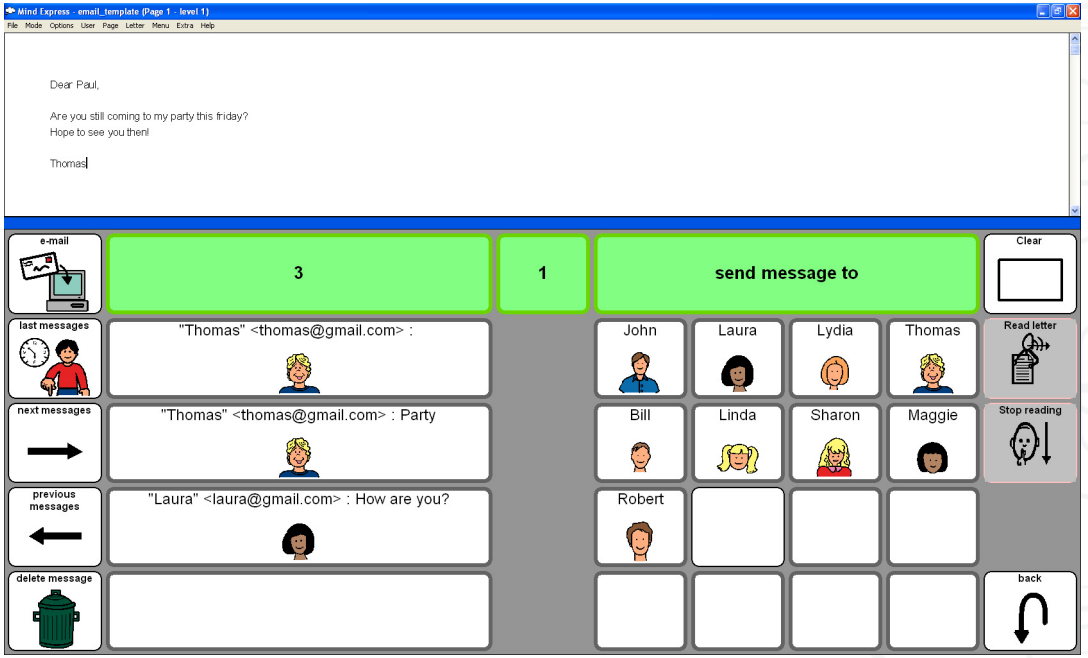
Fill in the portnumber depending on your Internet provider.
For Gmail: Outgoing e-mail: 465 - SSL is required.
Incoming e-mail: 995 - SSL is not required.
After filling in the settings, the E-mail module is ready for use.

11.1.4 Sounds



Click ... to choose a sound for the confirmation of **E-mail sent**, **Error while sending e-mail**, **New message received**.

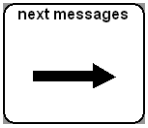
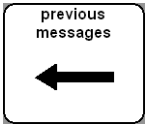
11.2 The E-mail file in Mind Express

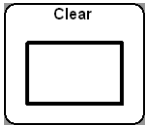
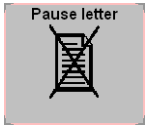
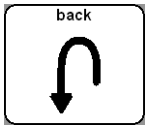


The E-mail template is ready for use and is located under C:\Program Files\Mind Express English\emailtemplate.bls.

To create your own e-mail file see "How to make an e-mail file in Mind Express" on page 105.

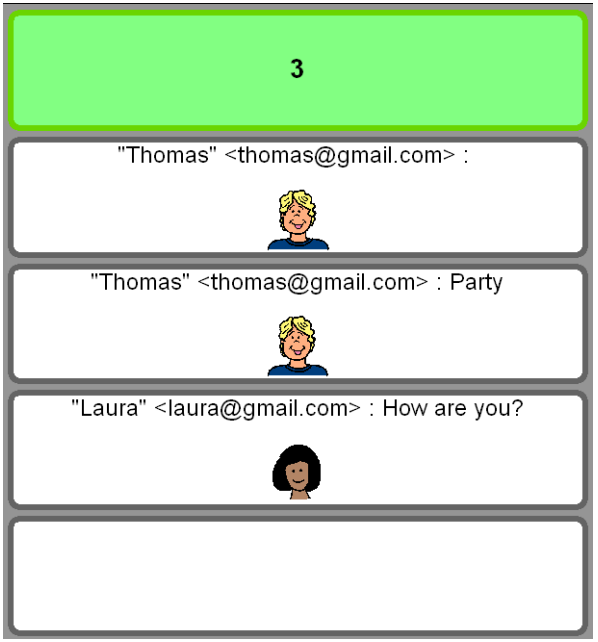
11.3 How to use the E-mail template.

	To download the messages in Mind Express.
	Show last messages.
	Show next messages.
	Show previous messages.
	Delete last read message.

	Delete the content of the Sentence window.
	To hear the content of the Sentence window. E-mails are read automatically when opening. Select Read mail to hear the mail once again or to hear the content of the Sentence window.
	Stop reading.
	Back to the previous page.

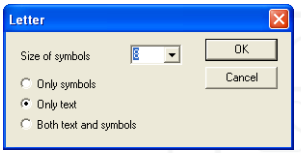
*If you have selected **Read letter by clicking on sentence window** in Preferences, the content of the sentence window will be read.*

11.3.1 To read an incoming e-mail



1. Click the mail you want to read.
2. The e-mail is displayed in the sentence window and read outloud.
3. Users of Mind Express can exchange e-mails with text, symbols or text and symbols. Select in the menu **User > Letter > Letter setup**.

The **Letter** dialogue box appears:



4. Select the setup of your choice and confirm.

If you select Both text and symbols, Mind Express will insert space for the symbols (depending on the size of the symbols) also in incoming e-mails of not-users.

11.3.2 How to send an e-mail

1. Write your message in the sentence window.
2. Click the sentence window or read mail if you want to check your message.
3. Select a contact.

The message is sent. Depending on the setups of your contacts you can:

- Send an e-mail with only text.
- Send an e-mail as a JPEG. The text will be sent to the inbox of the receiver, the letter will be received in attachment.
- Send an e-mail as BRF. This format is meant for other Mind Express users who also are using the E-mail module. The letter will be delivered in letter format in Mind Express.

11.3.3 Address book

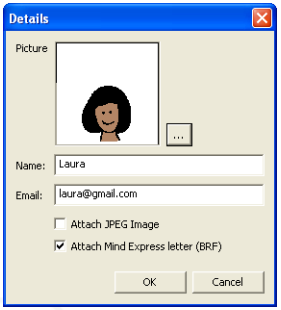
You can specify in the Address book wether you prefer to send an e-mail as JEPG or BRF. You can also join a photograph of the contact person.

1. Go to **Extra > E-mail > Address book**.

The **Address book** dialogue box appears:

2. Select a contact person and click on **Edit**.

   The **Details** box appears:

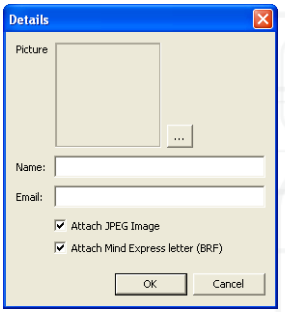


3. Click Ok to save the settings and to close the window.

11.3.4 To add a contact person

1. Go to **Extra > E-mail > Address books**.
2. Click on **Add**.

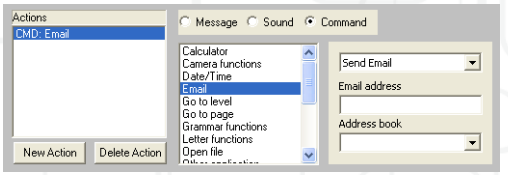
The **Details** dialogue box appears:



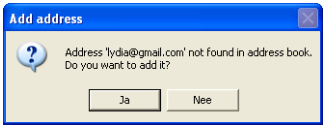
3. Fill in the details of the person,
4. To add a picture or image click ... .

11.4 cells with command Send E-mail

1. Open the **Content** dialogue box from a cell.
2. Choose **Command** > **E-mail > Send E-mail.** Fill in the mail address or choose a contact person from the Address book.



- If the address that is filled in doesn't figure in the Address book, the Add address dialogue box appears. Click YES to add the data.

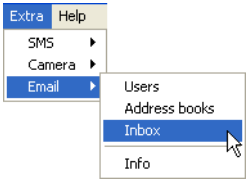


- Click Yes to add the new address and click ... to search a photo or image of the new contact person.
- Fill in the data of the contact person.
- Choose whether you want to send the contact person a BRF letter or a JPEG letter.

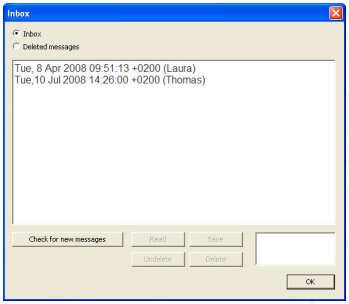
*Data of the contact person can always be modified in **Extra > Email > Adress books** and then **Edit**.*

11.5 The Inbox

1. The **Inbox** and the **Deleted messages** can also be consulted. Go to ***Extra > Email > Adress books > Inbox***.



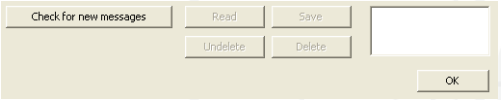
The **Inbox** dialogue box appears:



The attachments appear in the right corner below.

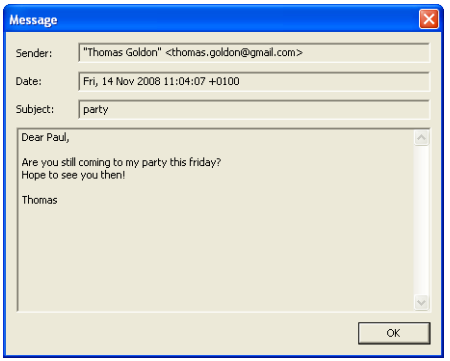
2. Choose for **Inbox** or **Deleted messages**.
3. Click on a message to select it.

Choose one of the following options:



- Click on Check for new messages to see the new messages.
- Click on Read to read a the selected message.

The **Message** dialogue box appears:



- Click on Save to save the message.
- Click on Undelete to undelete a deleted message.
- Click on Delete to delete a message from the inbox or to delete permanently a deleted message.

11.6 How to make an e-mail file in Mind Express

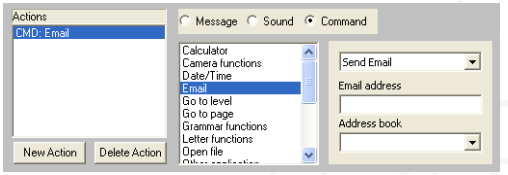
Making an e-mail file is very similar to making a communication grid.

1. Click **File > New**.

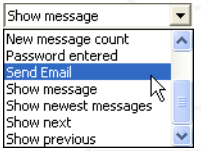
   If you prefer to make the grid for e-mail in an existing document choose **New page** in the **Grid** dialogue box, after selecting **Options > Grid**.

2. Define the lay-out of the grid. It is recommended to choose a clear lay-out, where contact persons, messages and function cells have similar colors or are grouped together.

3. Open the **Content** dialogue box of a cell and select **Command > Email**.



4. Choose a command from the selection list.



Send Email	To send an e-mail to a contact person.
Check password	To check the password of the user.
Delete message	To delete The last read message. You can find deleted messages by selecting **Deleted messages** in the menu **Extra > Email > Inbox**.
Download inbox	To download the content of the inbox in the Mind Express grid.
Message count	The number messages of the inbox appears in the cell.
New message count	The number new (unread) messages appears in the cell.
Password entered	To enter your password.

Send Email	To send an Email to a contact person.
Show message	To display a received message in the cell.
Show newest messages	To show the headings of the last received messages.
Show next	To show the next list of headings of messages.
Show previous	To show the previous list of headings of messages.

11.7 Set up a password

If several users are working on the same computer, it is possible to create passwords for every user. The inbox of every user will be protected this way.

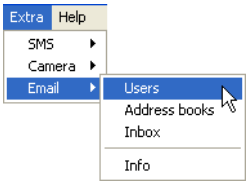
*This password is not the password of the e-mail account. The password of the e-mail account must be filled in the Password window in the menu **Extra > Email > Users**.*

How to use Login.bls?

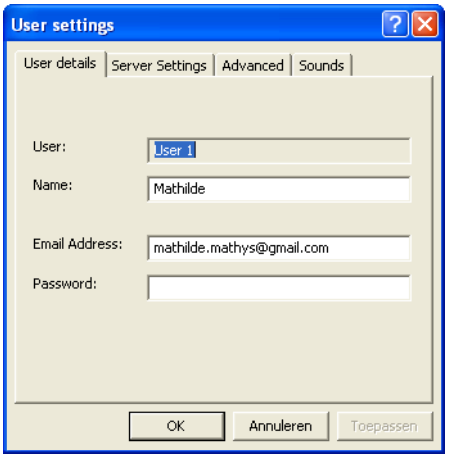
1. Choose **File > Open** and select **Login.bls**.

   The file Login.bls is opened.

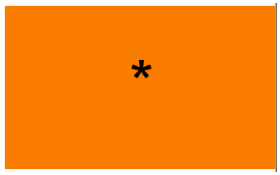
2. Go to **Extra > Email > User**.



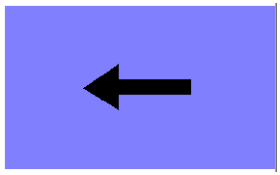
The dialogue box with the **User settings** appears:



3. Choose a password that is made up of a combination of for instande the following letters: a - t - c - i - y - o - l - m - h - e - f - s.
4. Every symbol in login.bls represents the first letter of a word. A password could be: tree - elephant - apple. If the combination of symbols is right, the user can enter his account.



With this cell you can have access to your mailbox when the password is entered correctly. When OK appears, this means the password is correct. As long as you are entering your password, you will see a * appearing for each entered letter.



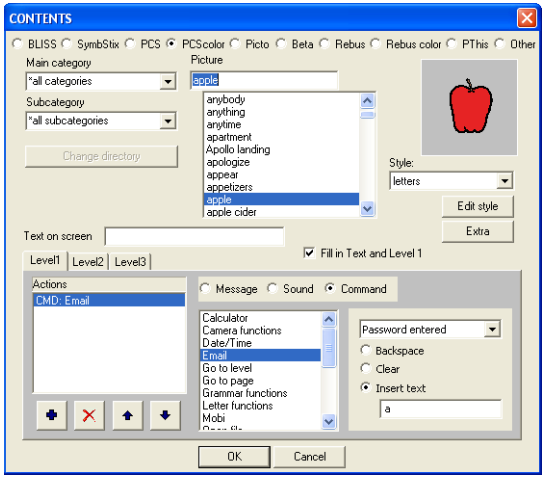
Erase the last added letter of the password.

Erase the entered password completely and start again.

How to make a login file?

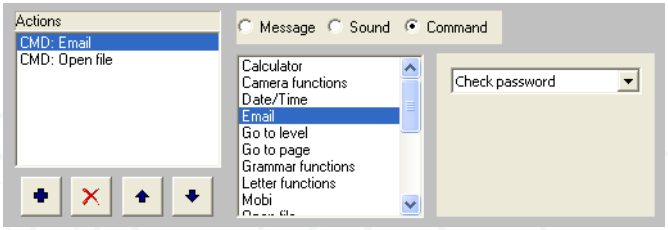
1. Go to **Extra > Email > User**.
2. The dialogue box **User Settings** appears on the screen. Fill in the password of the user. For example tea. When the user will open his email file, he will have to select the cells tree (t) - elephant (e) - apple (a).
3. To make a cell containing the letters of a password, open the content dialogue box of a cell and choose the command **Email > Password entered**

and choose **Insert text** and fill in the 'a' of 'apple' for example. The content dialogue box of apple looks like following picture:

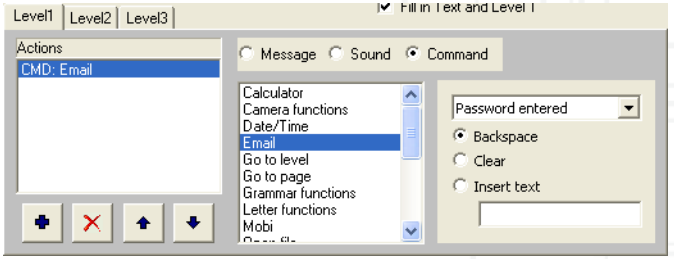


4. Use the same procedure to fill in the other cells with letters.

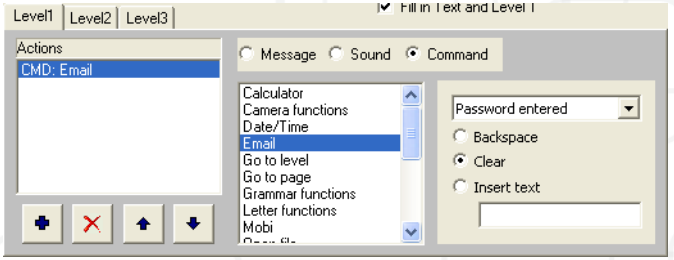
5. To make a cell for checking the password. Open the content dialogue box of a cell and choose **Command > Email > Check password**.



6. Make a cell to delete the last added letter of the password. Open the content dialogue box of a cell and choose **Command > Email > Password entered > Backspace.**



7. Make a cell to delete the entire password that was entered and start again. Open the content dialogue box of a cell and choose **Command > Email > Password entered > Clear.**

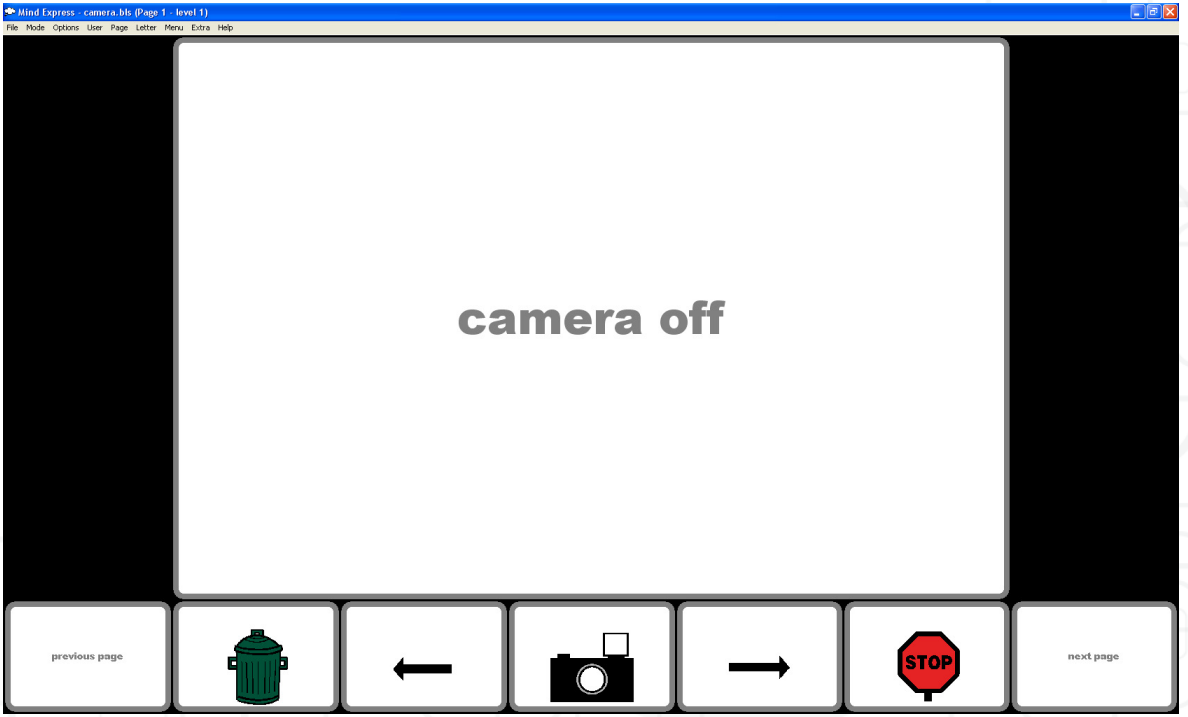


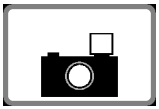
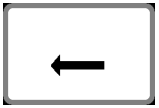
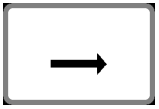
Chapter 12 - Camera

Thanks to the camera module the user has the possibility to take his own pictures.
First of all you need to connect a webcam to the computer.

12.1 Working with the camera file

The file is located in the directory C:\Program Files\Mind Express English\Camera.bls



1. Double click the file Camera. bls to open it.
2. Click the camera cell to activate the camera.
3. Click  to take a picture.
4. Click  to see the previous picture.
5. Click  to see the next picture.
6. Click to delete the picture;
7. Click

stop to stop the camera.
8. Click

to go to the previous page.
9. Click

to go to the next page.

12.2 How to make a camera file?

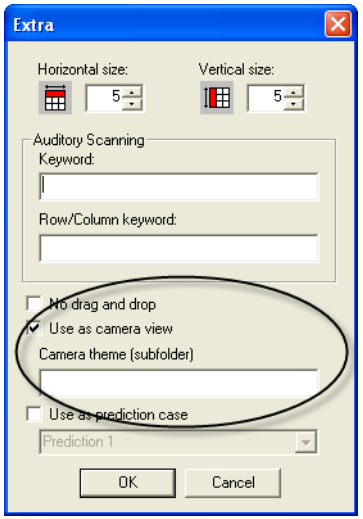
12.2.1 The camera cell.

Making a camera file is not complicated and is very similar to an usual communication grid.

For more information about making communication grids see "Creating a new communication grid" on page 3.

1. Select **File > New**.
2. Save the last file if necessary.
3. Define the number of cells and the spacing of the grid.
4. The new file is opened.
5. Open the cell you want to use as camera cell and open the **Content** dialogue box.

6. Click **Extra** and select **Use as camera view**.



7. If you want the camera to be activated when clicking on the camera window add the command **Command** > **Camera function** > **Preview** to the camera view window.
8. You can also add some text (for example Camera ON) and/or a symbol (for example a camera).
9. Click on OK.

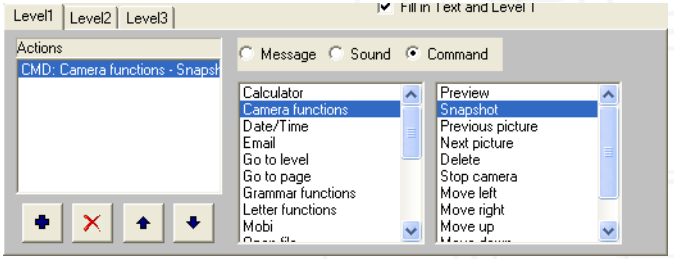
You now have made a cell in which the picture taken by the webcam will appear.

A grid can only contain 1 camera view cell per page.

12.2.2 The snapshot cell

To take pictures:

1. Open the **Content** dialogue box from a cell.
2. Choose **Command** > **Camera functions** > **Snapshot**.

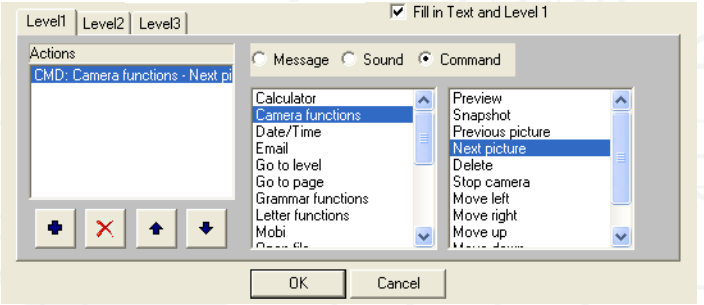


You now have made a cell to take the pictures.

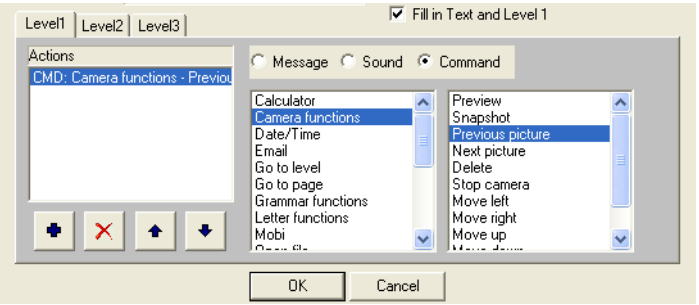
12.2.3 Previous and next picture

To jump from one picture to another:

1. Open the **Content** dialogue box of a cell.
2. Choose **Command** > **Camera functions** > **Next picture**



3. Choose **Command > Camera functions > Previous picture**.



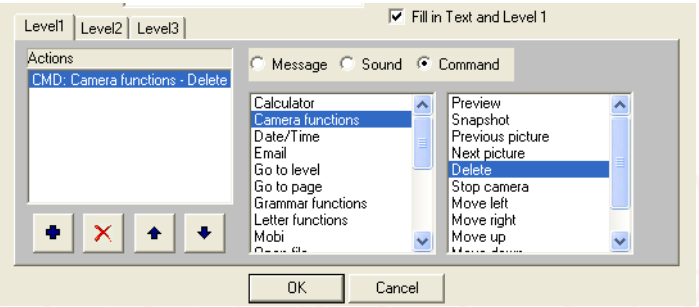
4. Choose a symbol.
5. Click Ok to confirm.

   You now have made two cells for jumping from one picture to another.

12.2.4 How to delete a picture?

To make a delete cell for pictures:

1. Open the **Content** dialogue box of a cell.
2. Choose **Command > Camera functions > Delete**.

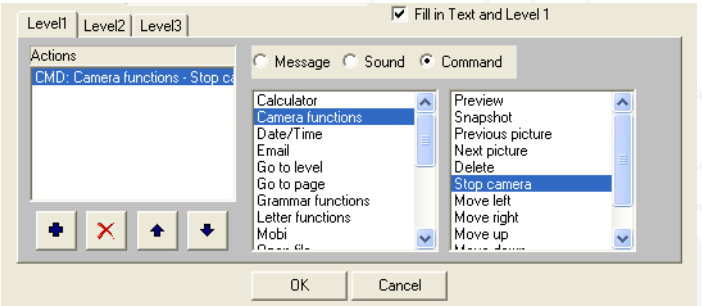


3. Click OK.

   You now have made a cell to delete pictures.

12.2.5 How to stop the camera?

1. Open the **Content** dialogue box from a cell.
2. Choose **Command > Camera functions > Stop camera**.
3. Choose a symbol.



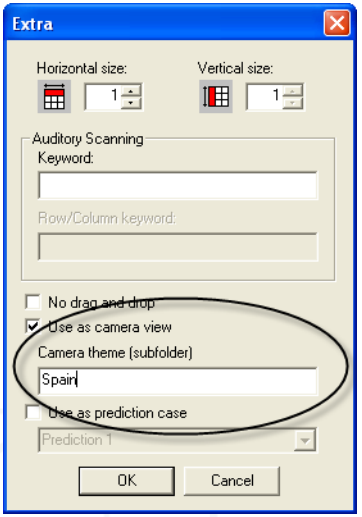
4. Click OK.

   You now have made a cell to stop the camera.

12.3 How to make a photo album in Mind Express?

If you only want to show specific pictures in the camera view cell, it is recommended to make a new page. A page can only contain one camera view cell per page. This tool can be useful to make a subdivision in the pictures. If the user only wants to show his pictures of his holiday in Spain, he only has to open the page 'Pictures Spain'.

1. Go to **Options > Grid and click New page**.
2. Give the new page a name.
3. Define the number of cells and the spacing.
4. Open the Content dialogue box of the camera view cell. Fill in the name of the Folder under **Camera theme (subfolder)**.You have to make sure that this folder is saved under C:\Program Files\Mind Express English\Pictures.



5. If you also want to take pictures on this page, you can add a the command **Camera functions > Preview** to the camera view cell or to another cell.

Chapter 13 - SMS/Phone module

Thanks to the Phone module, the user is able to call and to send messages from his communication grid. How such a file works and can be made will be explained in this paragraph.

13.1 Settings

13.1.1 On the computer

Before using the Phone module the mobile phone has to be connected to the computer. The phone can be connected with a cable or wireless (bluetooth).

To connect the phone to the computer:

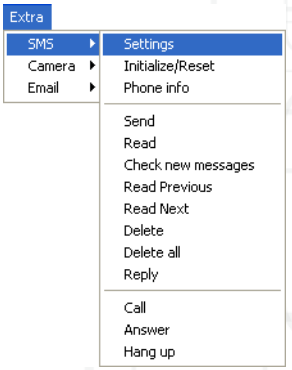
1. Make sure the phone is activated, so he is **Discoverable**.
2. Go to **Start > Control Panel > Bluetooth**.
3. Start **My bluetooth places** and search for other bluetooth devices in the neighbourhood with **Search for device in range**.
4. Choose the phone and select **Establishing pairing**.
5. You can also use a PCMCIA phonecard. In some devices the phone is buit-in, for example in the Mobi.

13.1.2 In Mind Express

Once the phone is connected to Mind Express you can start working with the phone and sms module.

There are also some settings for the phone in Mind Express.

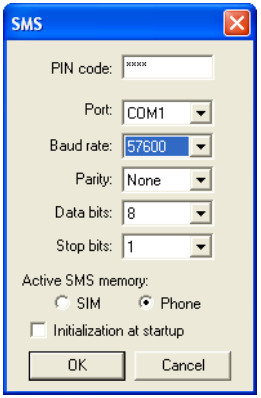
1. Go to E**xtra > Sms > Settings.**



2. The dialogue box **SMS** appears:
3. The PIN code is only necassary if you are working with a PCMCIA phonecard. If you are working with a Bluetooth connection you don't need to fill in a PIN code.
4. Select the right Port. The Port number differs from one computer to another. To know which port is used for the Bluetooth connection, go to **Start > Control panel > System > Hardware > Device Manager.**
5. Choose the right **Baud rate**. Normally 576000.
6. Select None for **Parity**.
7. Select 8 for **Data bits**.
8. Choose for 1 for **Stop bits**.
9. Depending on the phone choose for **SIM**-memory or **Phone**-memory.

10. To use the phone module the Bluetooth connection with the phone must be activated. Each time Mind Express will be started the initialization will check whether the connection is established or not. If not, an error message will appear.

    Mark Initialization at startup if you want the initialization to happen automatically when opening Mind Express.



*The initialization can also be started in the menu **Extra > SMS > Initialize/Reset**.*

11. Click Ok to confirm.

13.2 How to use the Phone template in Mind Express?

The phone template is located in the directory C:\Program Files\Mind Express English\my_phone.bls.

13.2.1 Calling

1. To make a call:
   - Click on the person you want to call, Mind Express will call this person.

     or

   - Compose the number you want to call on the numeric keypad and click

13.2.2 Sending a message

1. Compose a letter in an other file or grid and go to the my_phone template.
2. Click

and then select the person you want to send a message to.

13.2.3 Checking for new messages

Click

sms to check incoming messages.

13.2.4 Reading messages

Click

to read a message.

13.2.5 Answering messages

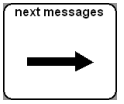
First open the message you want to answer.

1. Click CLR to delete the content of the letter. (Otherwise the content of the received message would also appear in the response).
2. Compose the message in another grid or document and go to the my_phone.bls.
3. Click

and then select the person to send your answer you can also use the reply function.

13.2.6 Reading next and previous message

1. Click

to consult the previous messages.
2. Click 

to consult the next messages.

13.2.7 To search other contact persons

1. Click
to see the next contact persons.
2. click
to see the previous contact persons.

13.2.8 Call the auxiliary services

Click help to call the auxiliary services.

13.2.9 To initialize the phone

Click Init to initialize the phone. Or go to **Extra > SMS > Initialize/ Reset**.

13.3 How to make a phone file in Mind Express?

Making a phone file is very similar to making a simple communication grid.

1. Click **File > New.**

   If you prefer to add the phone module to an existing file click **Options > Grid > New page**.

2. Define the lay-out of the grid.

A clear page division is recommended. Make sure incoming messages, contact persons, and function cells are grouped together. For more information on the lay-out of a communication grid see "The Lay-out of a Communication Grid" on page 19.

3. Make sure **Use sentence window** is marked in the **Preferences**. This way Mind Express can show received messages and letters made by the users.

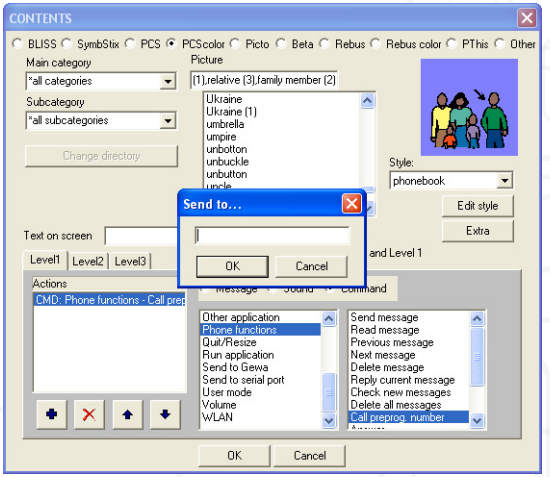
13.3.1 Contact persons

Two ways to make a call:

- Make a cell with a contact person: the person will be called automatically when selecting this cell.
- Make a numeric keypad. You can dial a number and the select the call cell to call the dialed number.

The first option is useful for frequently called persons, or if the user is not able to remember or to compose a phone number.

1. Open the **Content** dialogue box of a cell.
2. Choose **Phone functions > Call preprog. number**. The dialogue box **Send to** appears.



3. Fill in the number of the contact person and the click OK.

   Choose a symbol or picture for the cell. The picture can be found in Other.

4. If necessary mark **Fill in text and level 1**.
5. Click Ok to confirm.

From now on the user just need to select a cell to call one of his contact persons.

13.3.2 Cells for sending messages

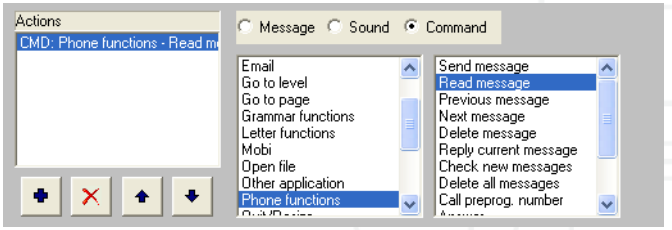
There are two possibilities:

1. A new page for sending messages
   - Choose **Options > Grid > New page**. Define the style and the number of cell.
   - Make contact person cells, choose a symbol or picture for the contact person and fill in his/her name in **Text on screen**.
   - Choose **Phone functions > Send message.**

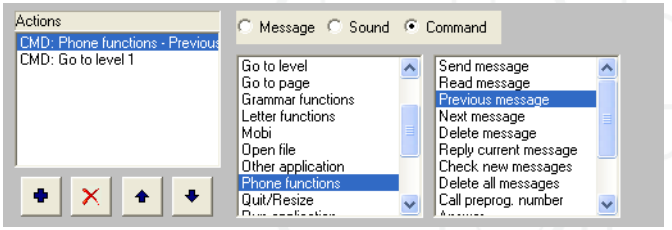
     The Send to dialogue box appears.
   - Fill in the number of the contact person and click Ok.
   - Click OK to close the window.
2. Working with levels
   - Take the page with the contact persons you already made for calling.
   - Select in edit mode on of the contacts and tab level 2.
   - Choose **Phone functions > Send message** and fill in the phone number of the contact.
   - Click Ok.
   - Repeat this for all the contact persons.
   - Create a new cell with the command **Go to level > Level 2**.
   - Give that cell an appropriate text or symbol: for instance 'send'.
   - Click Ok .

13.3.3 How to make cells for reading messages

1. Read message
   - Open the **Content** dialogue box of a cell.
   - Choose an appropriate text or symbol.
   - Choose **Phone functions > Read message**.
   - Click Ok.



2. Read previous message
   - Open the **Content** dialogue box of a cell.
   - Choose appropriate text or symbol.
   - Choose **Phone functions > Previous message.**
   - Click Ok.

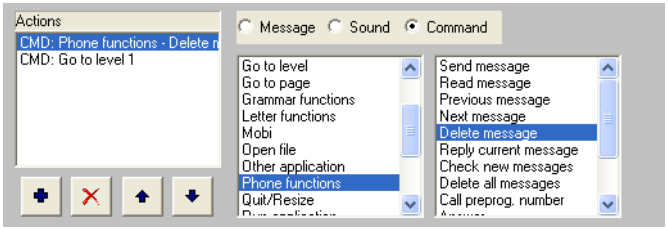


13.3.4 How to make a cell for deleting a message?

This command will delete the last read message.

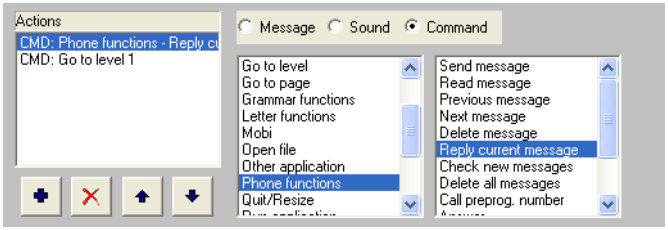
- Open the **Content** dialogue box of a cell.
- choose appropriate text or symbol.
- Choose **Phone functions > Delete message**.

- Click Ok.



13.3.5 How to make a cell for answering messages?

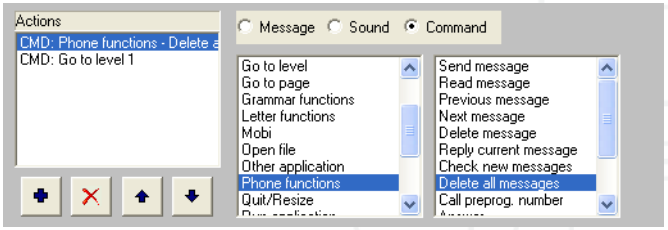
- Open the Content dialogue box from a cell.
- Choose an appropriate text or symbol.
- Choose for **Phone functions > Reply current message**.
- Click Ok.



13.3.6 How to make a cell to delete all messages?

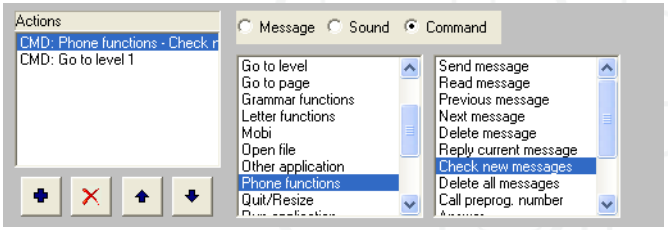
- Open the **Content** dialogue box of a cell.
- Choose an appropriate text or symbol.
- choose **Phone functions > Delete all messages**.

- click Ok.



13.3.7 How to make a cell for checking new messages.

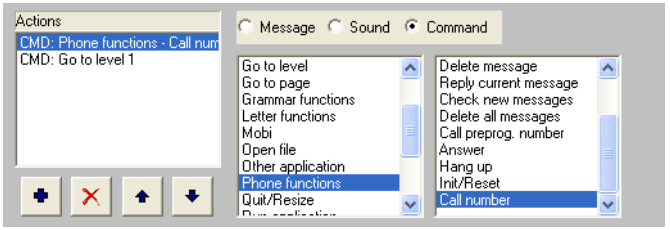
- Open the **Content** dialogue box of a cell.
- Choose an appropriate text or symbol.
- Choose **Phone functions > Check messages**.
- Click Ok.

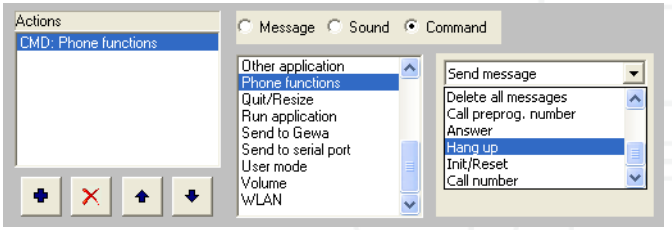


13.3.8 How to make a cell for calling a number composed by the user?

- Open the **Content** dialogue box of a cell.
- Choose an appropriate text or symbol.
- Choose **Phone functions > Call number**.

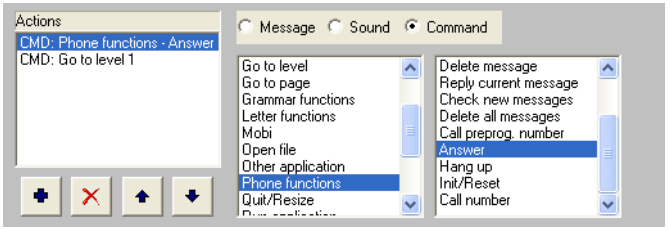
- Click Ok.





13.3.9 How to make cells for answering a call?

- Open the **Content** dialogue box of a cell.
- Choose an appropriate text or symbol.
- Choose **Phone functions > Answer.**
- Click OK.



13.3.10 How to make a cell for hanging up the phone?

- Open the **Content** dialogue box of a cell.
- Choose an appropriate text or symbol.
- Choose **Phone functions > Init/Rest**.
- Click OK.

Chapter 14 - The calculator

There are calculator templates that are delivered with the program. You can find the calculator template in directory C:\Program files\Mind Express English.

14.1 How to make a calculator

You can insert the calculator in an existing file or create a new one.

14.1.1 The numbers

1. Click **Options > Grid** and give the new page a name.

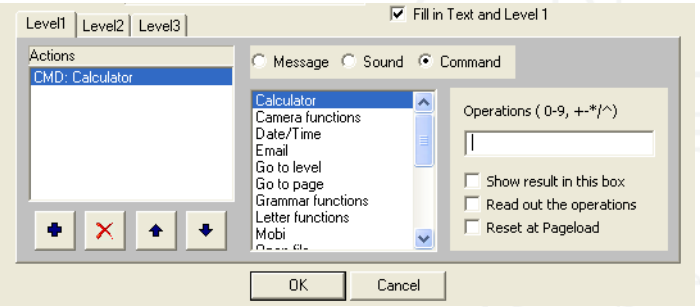
   or

   Click **File > New**.

2. Define the number of cells, the spacing and choose a Background if necessary.

For more information on how to define the lay-out of a communication grid see "The Lay-out of a Communication Grid" on page 19.

3. Select **Options > Preferences** and mark **Use sentence window** and **Sentence window on top**.
4. Make cells for the numbers:
   - Open the Content dialogue box.
   - Choose the command Calculator and fill in each cell a number from 0-9 in the operations window. You finally have 10 cells with numbers.



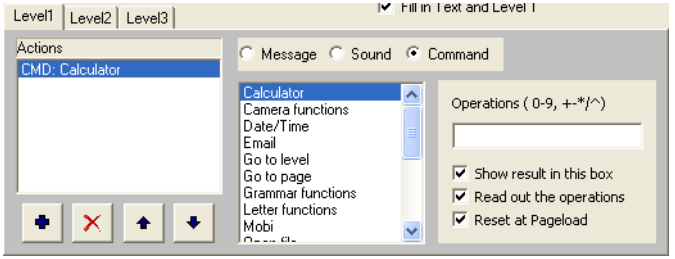
14.1.2 Operations

- substraction: Fill **-** in under **Operations**
- sum: Fill **+** in under **Operations**
- quotient: Fill **/** in under **Operations**
- product: Fill ***** in under **Operations**
- cell root: Fill **@** in under **Operations**
- fraction **1/x**: Fill R in under **Operations**
- to the power of: Fill **^** in under **Operations**

14.1.3 Display

1. Make a cell that will function as result cell for the calculator. It can be useful to make the cell for the results larger than the other cells.
2. Open the **Content** dialogue box of the cell.

3. Choose **Calculator > Show result in this box, read out the operations and Reset at Pageload**.



4. Click Ok.

14.1.4 Delete signs and delete the content of the display

- To delete a sign: Fill in **B** under **Operations**.
- To delete the display: Fill in **C** under **Operations**.

Chapter 15 - GEWA

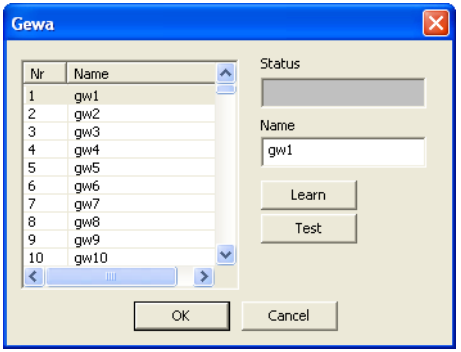
If you are using a Tellus or a Mobi Mind Express can be optionally equiped with a programmable infrared remote control unit. With this module you can learn and transmit infrared codes and control for instance your television, CD player and other machines.

15.1 Programming infrared codes

Mind express has a specific user interface to easily program the infrared module.

1. Select **Options > Gewa**.

   The **Gewa** dialogue box appears:

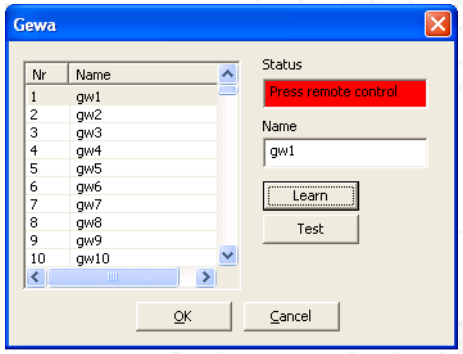


   Choose one of the codes gw1 till gw256 to link with a specific IR code. You can choose a more appropriate name , for instance “television volume up”.

2. Put your remote control (in this example it will be the remote control of your television) in front of the IR window of the device (Tellus or Mobi). The distance between your remote control and the IR window should be about two inches.

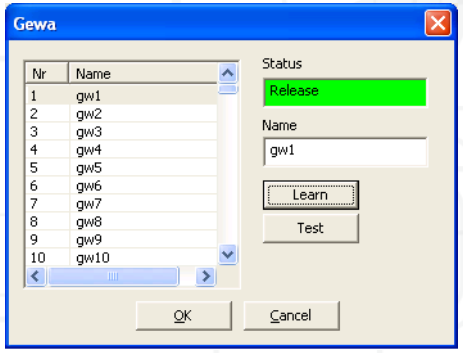
3. Click **Learn** to start the procedure.

4. The status line in the Gewa window will display in red: **Press remote control**. At the same time a red light in the IR window will turn on. The IR module now waits for the IR code that has to be learned.



5. Press the button of your remote control of the code you want the IR module to learn (in this case the IR code for television volume up).

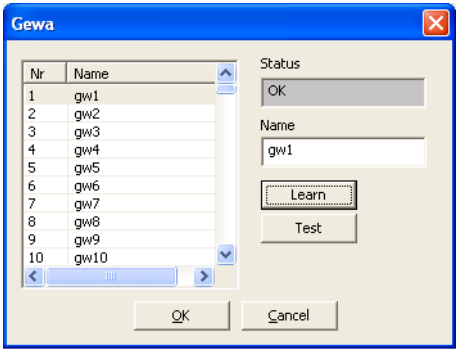
6. Keep the button pressed until the red light in the IR window goes out or the status line in the Gewa window will display in green **Release**.



This procedure will be repeated in order to learn the code for a second time: The red light in the IR window will turn on again and the status line will ask to press the (same) remote control button again. The unit is now waiting for you to send the IR code for a second time. Press the same button on your remote control again.

7. Keep the button pressed until the red light in the IR window goes out again and the status line displays in green **Release**. The IR module now has recorded the code a second time.

   The red light will blink shortly to confirm that the record procedure has been finished successfully. In the status line an OK will appear.



Repeat this procedure for all IR codes you want the computer to learn.

15.2 Transmitting IR codes

To send IR codes with Mind express you have to link the command Send Gewa to a cell from the grid.

1. To link an IR code to a specific cell in the Mind Express grid you need to choose **Mode > Edit**.
2. Choose **Select command** and press the **Select** button. Press the down arrow to get the list of available IR codes.
3. Make a choice and fill in the **Repeat** frequency of the specific code. This is useful for volume control for instance. The chosen command will now appear in the list.
4. Click OK or add another command to build a macro. This can be useful to make TV channel selections like for instance TV channel 39. The **Pause** window allows you to add a pause bewteen consecutive IR codes.

If you are familiar with the Gewa command structure you can also use the gewa commands in the **Type command** window.

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