

Welcome to The Grid 2

Thanks for choosing The Grid 2! These training cards will help you learn about The Grid 2, providing step-by-step instructions for the key skills you will need and introducing the included resources.



What does The Grid 2 do?

It enables people with physical and sensory disabilities to access a computer without a keyboard and mouse. Your computer can be used for voice output communication and other computer based tasks such as email.

What are grids?

Grids are pages of buttons, called cells. Most cells are used to talk, write sentences, or jump to other grids.

Access for everyone

The Grid 2 has been designed to be universally accessible. It is accessible to people across a broad ability range, allowing you to take control with a mouse, touchscreen, joystick, head pointer, eye gaze or switches.



What you can do...

The area where you write sentences is called the workspace. There are many workspaces available for different tasks.



The Grid 2



Face-to-face communication

The **Symbol Chat** workspace is for writing symbol sentences. The **Text Chat** workspace is for literate users who want to talk. **Text Chat + Messages** adds a message store, so you can save a message that might be useful in the future. All 3 of these workspaces are designed for writing sentence to be spoken aloud.



Remote communications

The **Email**, **Mobile Phone** and **Skype** workspaces are for talking and sending messages (including SMS) to people who are not nearby.



More workspaces

The **Web Browser** workspace takes you online to view websites. Budding authors can use the **Word Processor** workspace to write and format simple documents, and save work to read later.



There is a **Music Player** and a **DVD Player** which let you play CDs, DVDs or music saved on your computer.



The **Computer Control** workspace is the one that lets you interact with other Windows programs. There are other workspaces too, including a clock, a simple calculator and one for viewing current settings.



You can switch workspace from the menu above the grids. Cells can also change workspace.



The colour of the workspace links to the colour of the commands you can use with that workspace.



Installing The Grid 2

This card summarises how to install The Grid 2.



The Grid 2

Installing The Grid 2

1) Insert the Grid 2 CD into your computer's CD drive to start the installation.

If the installation does not start automatically, locate the CD drive in My Computer and double-click on the setup icon.

2) Click **Next** a few times.

For most people all the default options are fine, so just click Next on each screen until it starts installing.

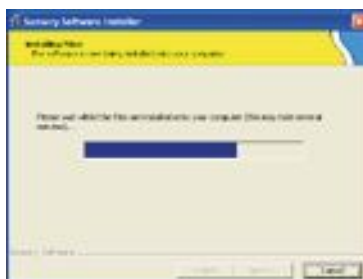
3) Click **Finish** when the installation is complete.

Adobe Acrobat Reader

If you wish to view the manuals on your computer (recommended) you will need to install Adobe Acrobat Reader.

Speech installation

After The Grid 2 has been installed, you should install some voices. The Acapela voices are installed from the included CD.



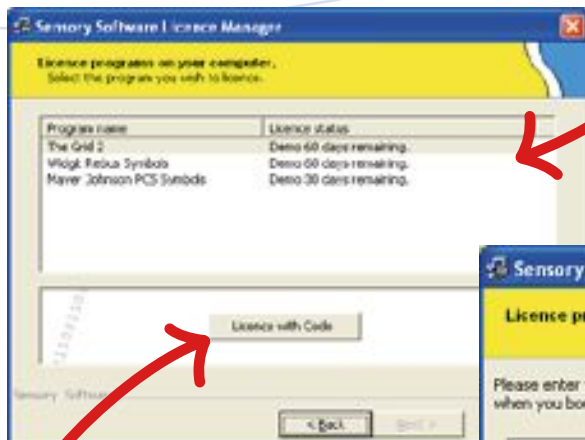
Licencing The Grid 2



The Grid 2

If you have purchased The Grid 2 you will have a Licence Code. This card explains how to activate your licence.

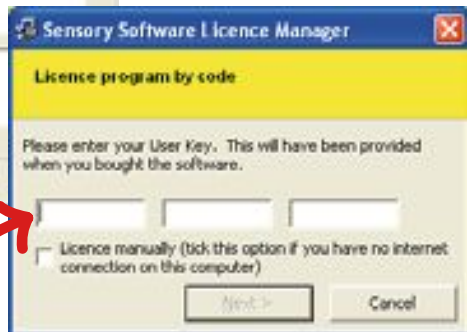
- Run Licence Manager from the start menu:
Start > Programs > Sensory Software > Licence Manager
- Click **Licence with Code**.
- Enter you Licence Code and click **Next**.
- Your software is now licenced, so click **Finish**.



Here you can see the programs that are installed.

Click on Licence with Code...

... then type in your licence code and click Next.



Licence Manager connects to the internet to activate your licence. If your computer is not connected to the internet, tick the box and follow the instructions on screen.

Free software evaluation

If you have not yet purchased The Grid 2, you can evaluate the software for 60 days. During this evaluation period, feel free to contact us if you have any questions.



Grid Explorer

You can view and manage Users in Grid Explorer. This card shows you the different areas of the Grid Explorer window.



The Grid 2

When you start The Grid 2 you see the Grid Explorer window. You can see a list of users in Grid Explorer, along with common tasks for the selected user.

Users in The Grid 2 have their own grids and settings. This allows many people with different requirements to use The Grid 2 on the same computer.

These are the users available.

This bar displays common tasks.



You can see the grids for a user by selecting that user and then choosing **Explore Grids**. A new Grid Explorer window will open showing the user's grids.

Try clicking on the View button in the toolbar to see different layouts.



Included Users

These Users are included with The Grid 2 for you to use and modify as required.



The Grid 2

Stalk

Stalk is a set of grids for instant communication. The grids are a fun way to introduce key concepts such as symbol sentences and jumping between grids.



Dynamic Screen Starter

Dynamic Screen Starter is a simple communication vocabulary for symbol users. These grids provide a structured starting point for developing a larger, personalised communication system.



Grid Talk

Grid Talk is a communication vocabulary for people who rely on symbols to identify words but can usually identify the first letter of a word. The front page provides core vocabulary and hundreds more words are one click away.



Star Talker

Star Talker allows literate writers to speak quickly using a keyboard with prediction. Any message can be saved and quickly recalled. You can also send email and SMS text messages from Star Talker.



Computer Control

Computer Control lets you take control of your computer, with on screen keyboard and mouse grids, along with grids for many popular applications such as Word.



You can find many more grids at grids.sensorysoftware.com.





The Grid 2

Additional Users

These Users have been developed by speech therapists, and contain vocabularies of many thousands of words.

Ingfield Dynamic Vocabularies 2



Ingfield Dynamic Vocabularies (IDV) are topic based grids for symbol users. On each grid are the building blocks for a sentence, with colour coding to help identify cells.

IDV has four levels, A-D, so you can select the right level to start at and later add extra vocabulary when ready.

IDV 2 was developed by Sally Connor and Janet Larcher

CALLtalk



CALLtalk is designed for more advanced symbol users. Words are arranged by topic, and on each page there are pop-up grids for sentence starters, verbs and small words. This provides quick access to core vocabulary that is consistent across all the grids.

The level of vocabulary in CALLtalk grids is similar to IDV levels C and D.

CALLtalk was developed by Janet Larcher and Sally Millar

WordPower



WordPower uses a keyboard, picture prediction and core vocabulary to allow most words to be written from one page.

WordPower, Picture WordPower and Scanning WordPower are all included in the WordPower package.

WordPower was developed by Nancy Inman and adapted for The Grid 2 by Gillian Hazell.



Editing grids

This card introduces using Edit Mode. You can make changes to grids and cells in Edit Mode.



The Grid 2

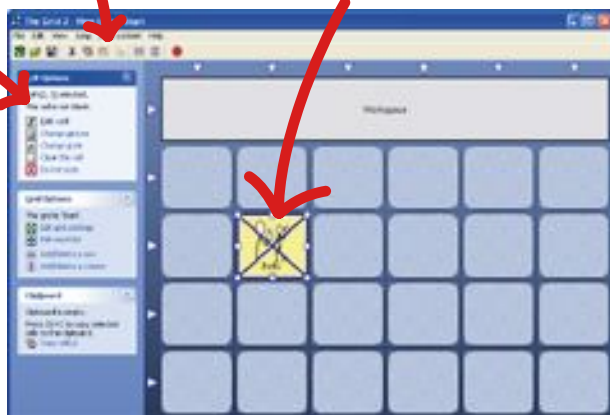
You can make changes to your grids by going into Edit Mode. To get into Edit Mode, press **F11** or select **Edit > Edit Mode** from the menu.

When you are in Edit Mode, simply click on a cell to select it. When a cell is selected, it has a blue cross in it.

This is the toolbar, with buttons for new grid, save and stop editing.

Selected cells have a blue border with a cross through the middle.

Useful tasks are shown in this bar.



The Cell Options bar on the left side of the screen displays useful tasks. These change to be relevant to the cell(s) that you have selected.

When you have finished editing, you can click on the **disk icon** in the toolbar to save your changes. Click on the **red stop icon** (or press **F11**) to leave Edit Mode and use your grid.



Making a vocab cell

Vocab cells write into the current sentence. This card describes how to create new vocab cells.



The Grid 2

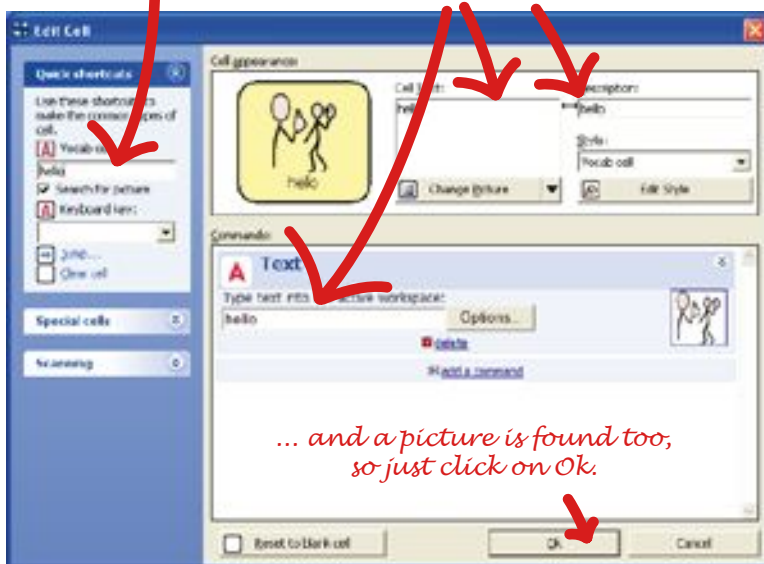
To make a simple vocab cell:

- Press **F11** to go into Edit Mode.
- Choose a blank cell, and **double click** on it.
- Type the word(s) that you want to appear in the cell.

When you type into the Vocab Cell box on the left, your text is copied to several other boxes, and a picture is found for you.

- Press **Enter** or click on **Ok**.

Type the word(s) here... and they are copied here for you...

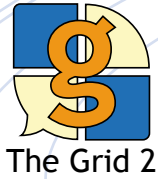


Vocab cells can contain more than one word, and you can also specify the picture.



Changing a picture

Cells can display symbols, photographs or other pictures. This card explains how to change the picture displayed in a cell.



The Grid 2

- Press F11 to go into Edit Mode.
- Double click on a cell to change the picture.
- Click on **Change Picture**.

Type into the search box to look for a picture.

The tabs let you look through installed symbol libraries.

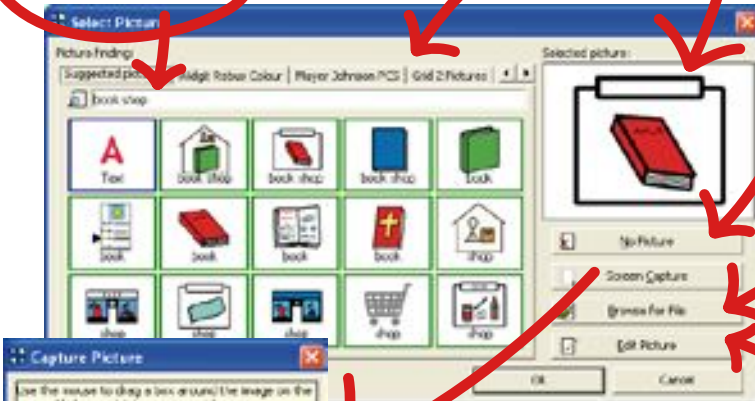
Preview of the selected picture.

Do not display a picture in this cell.

Browse for a picture saved on your computer.

Change this picture in the picture editor.

Capture a picture taken on a digital camera or found on the internet.



Capturing a picture

The Grid 2 will disappear and the Capture Picture window will be shown.

- Get the photo that you want to use onto the screen.
- Click **Capture**.
- Drag a box around the area of the screen that you want to capture.

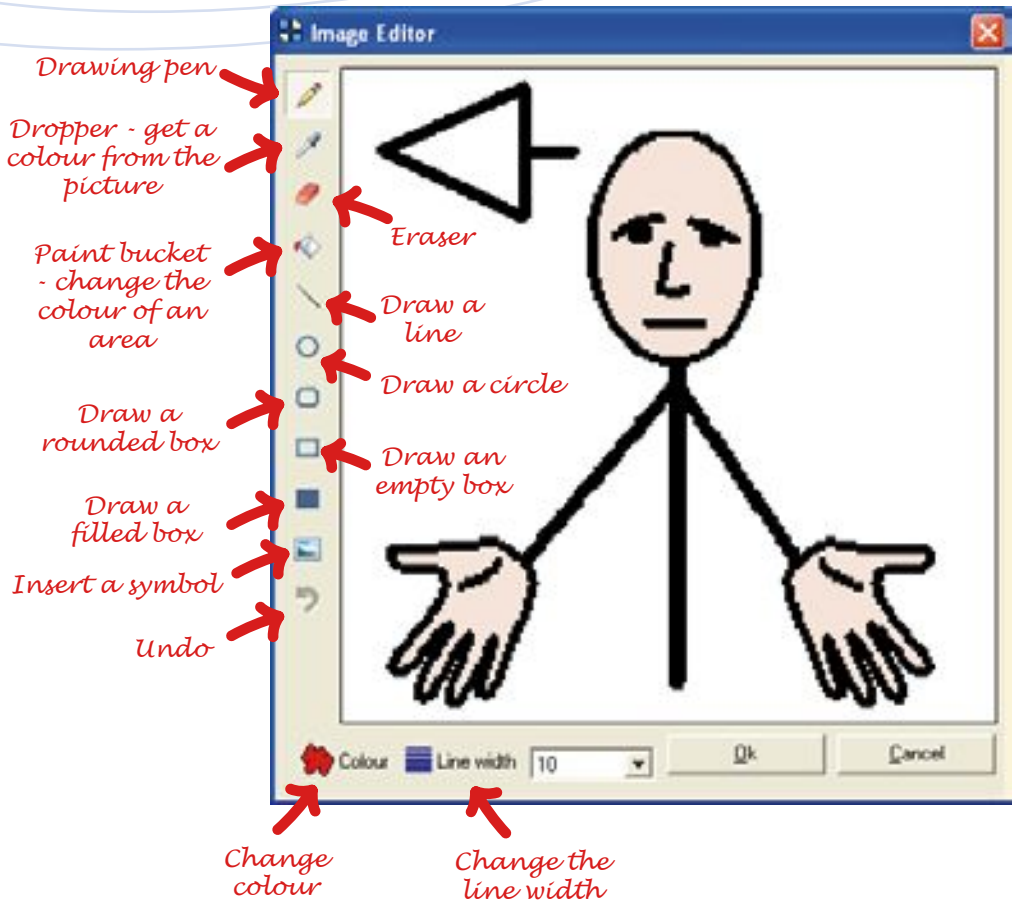


Picture Editor

The picture editor allows you to modify symbols to better suit the meaning of a word or phrase.



When selecting a picture, you can click on **Picture Editor** to modify the selected picture.



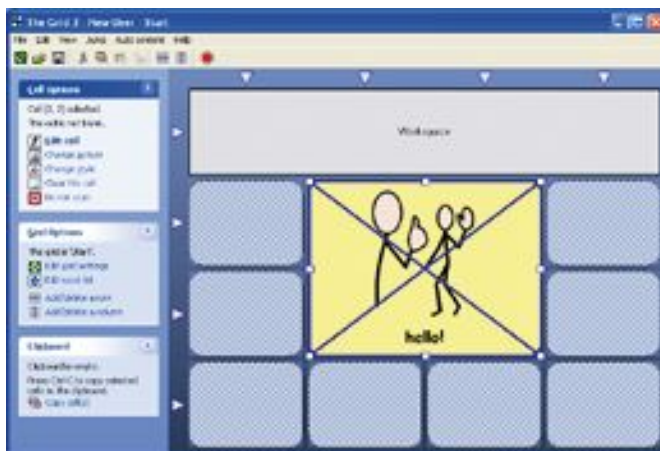
Moving and resizing cells

Cells can be easily moved around on a grid, and the size of cells can be changed.



The Grid 2

- Press **F11** to enter Edit Mode.
- To select a cell, click on it. The cell will get a blue box around it with a cross through the middle.
- To move a cell, drag it with the left mouse button held down. Release the button when the cell is in the position that you want it.
- To resize a cell, drag the white boxes that appear around the edges of a selected cell.



Selecting more than one cell

To select more than one cell, hold the **Shift** key whilst clicking on cells.

*You can also hold the **Ctrl** key and drag a box over the cells you want to select.*



Rows and columns

You can easily add or remove entire rows and columns of cells from your grid.



The Grid 2

- Press **F11** to enter Edit Mode.
- Click on one of the triangles at the start of a row or column.
- Select the option to add or remove cells.

Click on a triangular marker to show the menu...

...or choose an option here if you have lots to change.

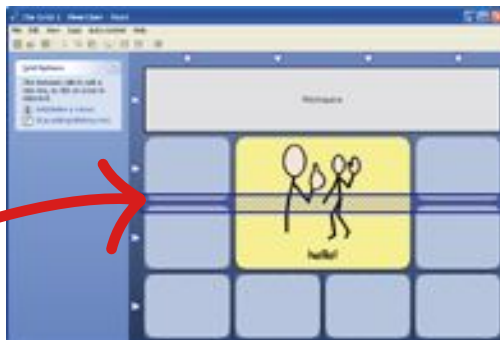


You can add several rows or columns at a time using the mouse.

- Select **Add/delete a row** or **Add/delete a column** from the Grid Options on the left.
- Click between cells to insert a new row or column. The cursor will turn **blue**.
- Click in the middle of a cell to delete a row or column. The cursor will turn **red**.

The blue highlight means that new cells will be inserted.

A red highlight means that cells will be deleted.



Action cells

Action cells are the ones that act on the sentence, such as **Speak**, **Clear** and **Delete Word**.



The Grid 2

- Press **F11** to enter Edit Mode.
- Choose the cell that you want to make an action cell, and **double click** on it.
- Click on **Add a command...** in the command list area of the window.
- Select the action that you want to add:



Speak: Speak the text in the workspace.



Stop speaking: Stop speech.



Clear: Clear the workspace.



Delete Word: Delete the last word from the workspace.



Undo: Undo the last Clear or Delete Word action.



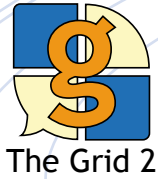
Print: Print the sentence.

- Click **Ok** to complete the changes to the cell.



Command lists

Each cell has a command list: a list of actions that will be performed when the cell is selected.



- Press F11 to enter Edit Mode.
- Double click on a cell.

You can see the commands that will be carried out when the cell is activated.

For each command you see the name and picture for the command at the top.

Under this is a description of the command, and any settings for this command.

Type here to search for the command you need.

Move up/down to change the order, or Delete to remove a command from the list.

You can add commands by clicking **Add a command** (or press **Insert**), and you can delete or change the order of commands.

Many commands have settings that can be changed once they have been added to the command list.



Jump cells and new grids

Jump cells are used to go to different grids. You can create a cell to jump to an existing grid, or create a new grid.



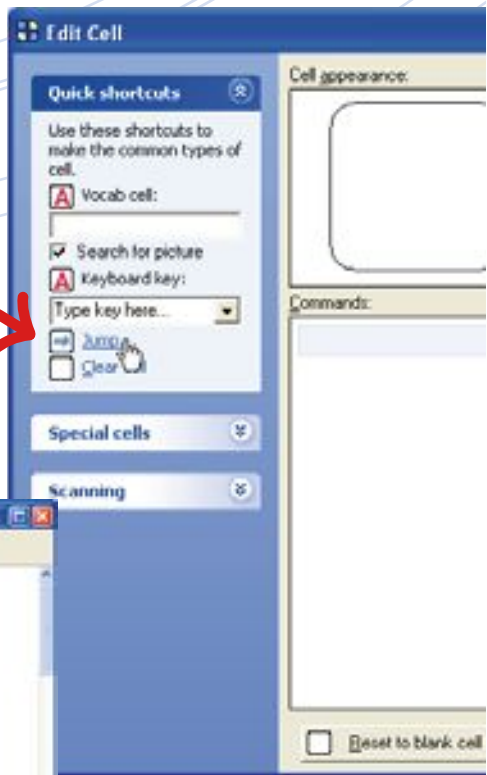
The Grid 2

- Press F11 to enter Edit Mode.
- **Double-click** on the cell that you want to make into a jump cell.
- Select **Jump...** from the options on the left.

Create a new grid with this button on the toolbar.

Click here to make a jump cell...

...then select which grid to jump to.



- If you want to make a new (blank) grid, click the **New Grid** button in the toolbar and type the name for the grid.
- Select the grid that you want the cell to jump to, and click **Open**.



Cell styles

Styles are used to change the shape, colour and font for cells.



You can apply the same Preset Style to many cells on different grids. This allows you to change the style of all these cells together.

- Press **F11** to enter Edit Mode.
- **Double click** on a cell.
- Click on **Change Style**.
- Select a Preset Style from the list. Your changes will affect all cells that use this preset style.

Preset styles are listed here.

Create a new preset by clicking here.

Play with all these options to see how they change the cell style.

Occasionally, you may want a cell to have a unique style that is different from all the other cells. To do this, select **Specify this cell style individually**. This cell will not be affected by any changes to preset styles.



Word lists

Word lists are a good way to create vocabulary cells. This is easier and faster than editing individual cells when you have lots of words.



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First you need to make some cells display from a word list:

- Press **F11** to enter Edit Mode.
- Select the cell(s) that will display from the word list.
- Click on **Clear cell** (or press **Delete**) to remove anything in the cells.
- Click on **Auto Content** in the bar on the left, and select **Word List** from the menu.

Vocab from the word list is arranged on the grid automatically.

Next you need to add some words to the word list:

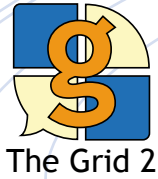
- Select **Auto Content > Word List** from the menu to show the word list editor.
- Press **Enter** and type a new word to add it to the list.

Note that each grid has its own word list.



Grid Bundles

You can save one grid, many grids or an entire user as a Grid Bundle, which can easily be emailed or stored.

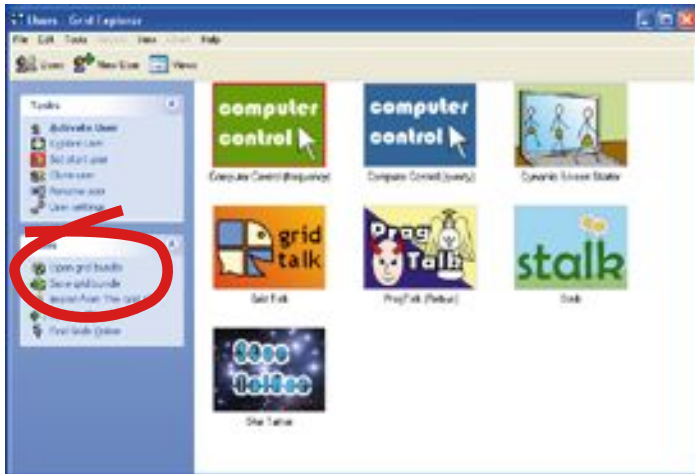


To save a grid bundle

- Open Grid Explorer.
- Select the user you want to save.
- Click on **Save Grid Bundle** from the options on the left.

You will be asked if you want to include user settings. If you are making a backup, click Yes. If you are making the grids public (for example, putting them online) then click No.

- Select the location and file name for the grid bundle, and click Ok.



To open a grid bundle

- Open Grid Explorer.
- Click on **Open Grid Bundle**.
- Locate the grid bundle file and click **Ok**.

*You will be asked if you want to add the grids to an existing user, or create a new user. If you are unsure, select **Create a New User** and click **Ok**.*



Basic switch setup

Follow these simple steps to get a standard switch configuration.



Each switch user requires unique settings for their switches, but these settings are a good starting point.

- Click on **Edit > User Settings** in the menu.
- Select **Input settings > Switch** from the categories on the left.
- Tick **Enable switch input**.

Connection page

- Select your switch adaptor and untick the 3 boxes below.

Scan pattern page

- Switch selection method: Auto scan
- Cell scanning order: Row Column scan
- Untick all boxes
- Maximum scans: 3

Switch actions page

- Switch 1: Primary switch
- Other switches: None
- Untick all boxes

Timing Page

- Time when scanning forwards: 3 seconds
- Extra time for first scan: 2 seconds
- Time when scanning backwards: 5 seconds
- Timeout when no switch pressed: 8 seconds

You can try lots of different options for switch setup. For example, the Long Hold setting allows you to make a switch do something different if you hold it for a long time.



Setting up your voice

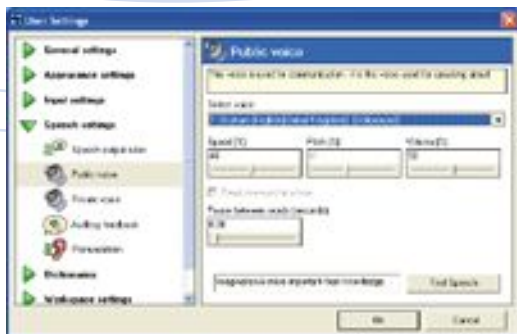
There are male and female to choose from, available in a number of languages.



The Grid 2

Click on **Edit > User Settings** in the menu.

- Select **Speech settings > Public voice** from the categories on the left.



The public voice is used to produce speech output for communication.

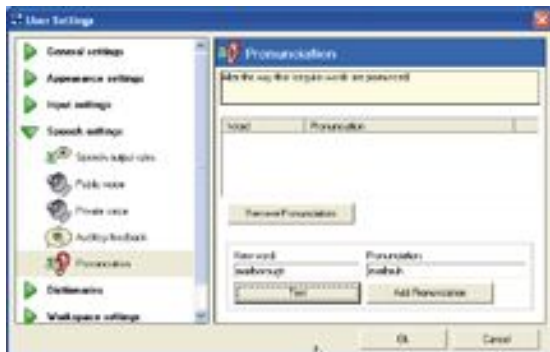
The private voice is used to provide feedback to the user.

- Select **Speech settings > Speech Output Rules**.

As you write sentences, The Grid 2 can speak each word or sentence as it is completed. You can also use Speak cells to read out what you have written.

- Select **Speech settings > Pronunciation**.

The speech engine does not pronounce some words, such as place names, correctly. You can try spelling these words phonetically to improve the way that the speech comes out.



Grid Templates

To make a consistent set of grids with common cells in the same location, you can edit the grid template.



The Grid 2

Each Grid 2 user has a template which is copied each time you make a new grid. This grid is normally hidden, so you need to ensure that it is visible.

- Select **File > Preferences** from the menu.
- Tick **Show system grids** and click **Ok**.

The template is called “_New Grid”. You will now be able to see it and edit it.

- Open Grid Explorer.
- Select the user you want to work with.
- Click on **Explore Grids** from the options on the left.
- **Double click** on **_New Grid** to open it.
- Press **F11** to start editing.
- Save the grid when you have finished editing.



_New Grid

Once you have finished editing, new grids will be made from your template. Instructions for making a new grid can be found on an earlier training card.

There is another system grid called “_Really Useful Cells”. The cells on this grid can be easily added to any other grid when editing. This is really handy if you have cells that you reuse often.



Starting The Grid 2

You can choose to start The Grid 2 automatically when you turn on the computer, and also launch straight into a user.

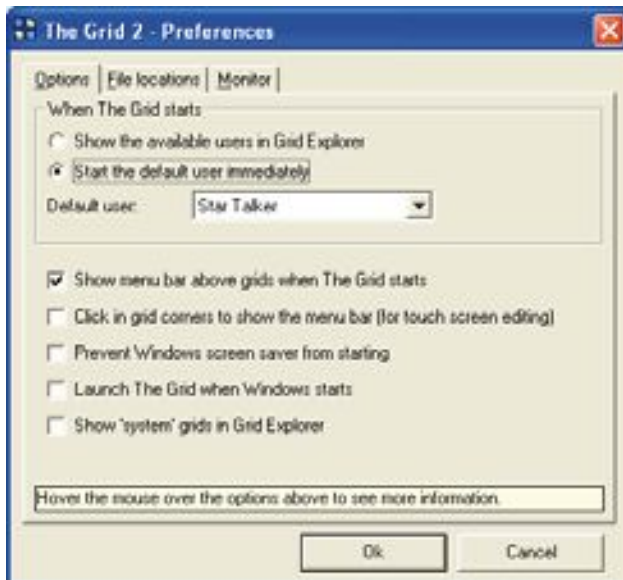


Options about how The Grid 2 starts are in the preferences window. To show this, select **File > Preferences** from the menu.

Starting with a user

The Grid 2 starts by showing Grid Explorer with your available users displayed.

You can choose to start with a user instead by selecting the



Starting The Grid 2 when you turn on your computer

To make The Grid 2 launch when your computer is turned on, tick the option **Launch The Grid when Windows starts**.



Continuing from here

We want to ensure you are successful with The Grid 2. This card explains how you can get further help from us.



The Grid 2

You have reached the end of the training cards, but we're still here to help.

The Grid 2 manual

The manual for The Grid 2 is available from the help menu.

Help > Reference Manual

Sensory Answers

Our help website has articles on commonly asked questions and suggestions for using the software.

<http://answers.sensorysoftware.com>

Grids Online



Our online grid-sharing community is a free place to download grids that others have created. If you have made grids that you others might find useful, you can share them here too.

<http://grids.sensorysoftware.com>

Telephone and email support

You can email or call us with questions or suggestions.

Our phone number and email address are:

phone: **01684 578868**

email: info@sensorysoftware.com

