

# Mind Express

## manual



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## Introduction

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Mind Express is an easy to use computer program that has everything a speech therapist or teacher needs to create new communication grids and exercises. A huge variety of symbols, pictures, speech, music and sounds can be used to make interesting and stimulating methods of communication.

Mind Express allows people to form words and sentences by selecting pictures and symbols, which can be spoken out loud using a clear, high quality speech engine. Mind Express also has among other things, a built in grammar module, which provides automatic conjugations of verbs.

An extensive range of symbols and icons are available for use in Mind Express. They can be used to create communication grids and games and can also be extended with your own drawings, photos or new symbols.

Mind Express can be accessed via touch screen, mouse, trackball, head mouse, eye tracking system and 1 or 2 switch scanning. The appropriate access method enables the user to work independently, often increasing self-esteem and providing stimulation for creativity and development.

This manual consists of three main parts:

- The first part is intended for the end user, the persons with a communication disability in their daily living. This part of the manual explains how the user can work with the Mind Express software. Refer to “Using the Application” on page 7.
- The second part of the manual explains how the therapist, teacher or parent of the user can edit the application and adapt it to the individual needs of the user. In this part of the manual, you can find instructions to create a communication grid and to change the layout of the application. Refer to “Editing the Application” on page 51.
- The third part of the manual contains all add-ons of Mind Express. It is explained in detail how they can be used by the user and how they should be edited by the therapist, parent or teacher. Refer to “Special Features” on page 91.



## Installation

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### 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:

- Windows XP or higher
- 256 MB RAM or more
- 1 GB of free disk space
- DVD-drive

### 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.
- Follow the instructions on the registration card.

### Installing Mind Express

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



# I. Using the Application



## Chapter 1 - Getting started with Mind Express

This chapter describes the basic menu options that you need to master in order to be able to work with Mind Express in a correct and efficient way.

- Starting Mind Express
- How to use the sample files
- Using Mind Express 3 files in Mind Express 4
- Using the Media library
- Entering document properties
- Importing and exporting files
- Closing Mind Express

### 1.1 Starting Mind Express

#### To start Mind Express

1. In the Windows Start menu, go to **Programs > Mind Express 4 > Mind Express**.

Alternatively, start Mind Express directly by double-clicking the Mind Express icon on your desktop.



The start-up screen appears while Mind Express is loading.

When finished loading, the me4\_eng start file opens.



## 1.2 How to use the sample files


If you have installed the Mind Express 4 application, you will automatically have installed a couple of sample files. You can access these sample files via the Mind Express 4 start window.




# Mind Express 4



communication




keyboards




words

And It The  
WORDS  
Up

computer




games




calendar

CALENDAR		
JAN	FEB	MAR
APR	MAY	JUN
JUL	AUG	SEP
OCT	NOV	DEC

multimedia



quick start





You can now choose one of the 8 categories to go to the corresponding demo files.

**Table 1: ME4 Demo files**

Category	Description
communication	Select <b>communication</b> to get a list of preconfigured communication grids that can be used to express your feelings or thoughts.
keyboards	Select <b>keyboard</b> to open a keyboard. You can choose a keyboard with word prediction, with symbol prediction, etc.
words	Select <b>words</b> to open communication grids based on common words.
computer	Select <b>computer</b> to get a list of computer tools you can use, e.g. the calculator, e-mail, Windows control, etc.
games	Select <b>games</b> to get access to a couple of educational games, e.g. to learn new words and practise counting.
calendar	Select <b>calendar</b> to check your calendar or day planner.
multimedia	Select <b>multimedia</b> to watch a movie, listen to music, to get an example of a slideshow of photographs, etc
quick start	Select <b>quick start</b> to get some tips and tricks on how to quickly perform a couple of basic actions in Mind Express.

To return to the main page, click the Mind Express icon.

## 1.3 Using Mind Express 3 files in Mind Express 4

Even though the Mind Express 4 files are in .xml or .jmm format, the old Mind Express 3 .bls files can easily be imported and used in Mind Express 4.

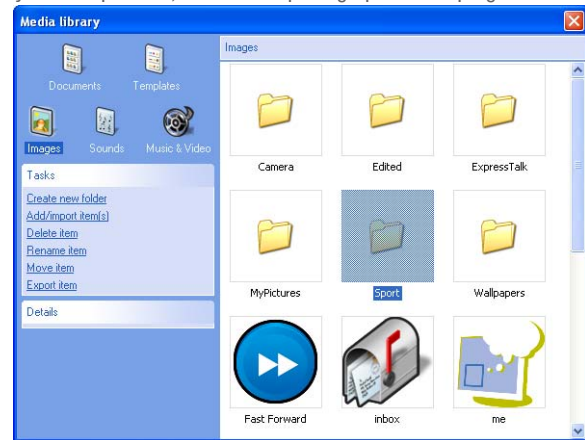


*Importing Mind Express 4 files into Mind Express 3 is not possible*

For more information, refer to “Importing documents” on page 15.

## 1.4 Using the Media library

Go to **File > Media library** to open the Media library. You have to use the library to add your own pictures, sounds and photographs to the program.



In the top left corner you can filter your media to only documents, templates, images, sounds or music and video.

You can select different folders or items at the same time by using the Shift or Ctrl key on your keyboard.

In the **Tasks** pane, you can find tasks that can be performed. If you click an item in the right window, more tasks are added to the list.

**Table 2: All media types**

Task	Description
Create new folder	To create a new folder in your Media library.
Add/import item(s)	To add/import an item to your library.
Delete item	To delete an item from your library.
Rename item	To change the name of a media item. You can also click the name of the folder or item twice and type a new name for it.
Move item	To move an item to another place in the library.
Export item	To export an item from your library.

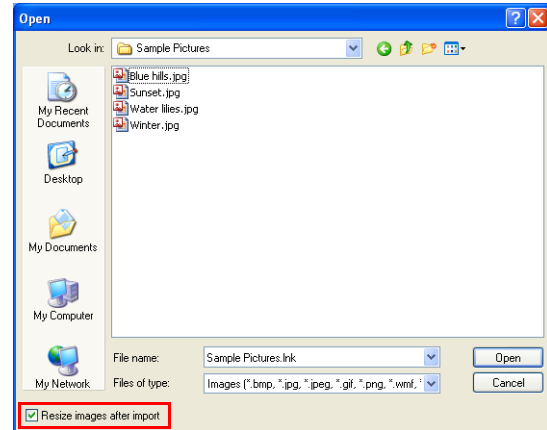
### To import items into the library

1. Go to **File > Media library**.

The Media library opens.

2. In the top left corner, select the type of file you want to import.
3. Click **Add/Import item(s)**.

The **Open** window appears.



4. Browse to the file you want to import and click **Open**.

In case of images, it is recommended to enable the **Resize images after import** option, for large images are not necessary to fill in cells. Moreover, large images will slow down the import notably. If you select the check box, the images will be automatically resized. Only in case of a background image it might be better to let this option unselected.

Images should be saved in one of the following formats: WMF (Windows Metafile), BMP (Bitmap), GIF (Graphics Interchange Format), PNG (Portable Network Graphics) or JPG (Joint Photographic Experts Group).

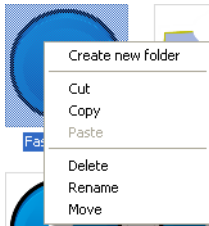


*If their file format is supported, you can also add sounds or pictures to the library by dragging them from another window into the media library window. A copy of the sounds/pictures will be made.*

**Table 3: Sounds and Music & Video only**

Task	Description
Play sound	To listen to a sound.
Stop sound	To stop playing a sound from your library.

You can also right-click a folder or item in the list to change it.




**Table 4: Media library - Right-click menu**

Option	Description
Create new folder	To create a new folder in your media library.
Cut	To cut a specific item or folder to paste it on another place.
Copy	To make a copy of a specific item or folder.
Paste	To paste the item you copied before.
Delete	To delete an item from your library.
Rename	To change the name of a media item. You can also click the name of the folder or item twice and type a new name for it.

**Table 4: Media library - Right-click menu**

Option	Description
Move	To move an item to another place in the library.



*When browsing through the media library, you can use the bread crumbs at the top of the screen to go back to the top folder.*

[Music & Video](#) > Music samples

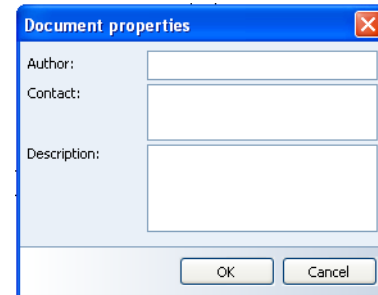
## 1.5 Entering document properties

You can enter document properties to a document. This is particularly useful when you want to export the document later on.

### To enter properties to the current document

1. Click **File > Properties**.

The **Document properties** window opens.



2. Enter the author, contact and description and click **OK**.

The document properties are saved.

## 1.6 Importing and exporting files

Mind Express enables you to easily exchange files with colleagues and friends. You can also download demo files from the Jabbla website ([www.jabbla.com](http://www.jabbla.com)) without much effort. Whereas in Mind Express 3 you had to pass on pictures, sounds and photographs separately, in Mind express 4 files are exported with pictures and sounds automatically included.

### 1.6.1 Exporting documents

Mind Express 4 documents are exported as .jmm files.

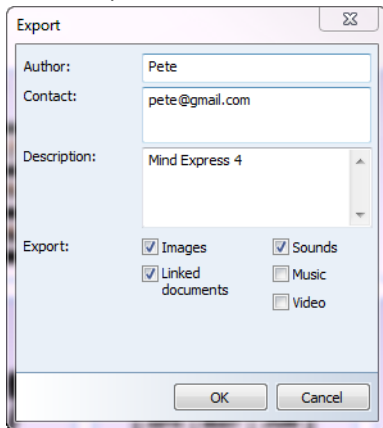
#### To export a document

1. Go to **File > Export > Current document**.

The **Save As** window opens.

2. Enter a name and select a directory for the export file.
3. Click **OK**.

The **Export** window opens.



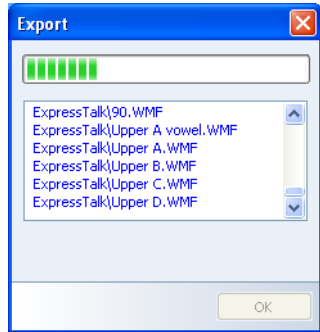
4. If desired, fill in the **Author**, **Contact** and **Description** fields.

5. Indicate if you want to export the images, sounds and/or linked documents as well.

Images	If you enable this option, all media library images will be exported along with the file. If you disable this option, the images will not be exported.
Sounds	If you enable this option, all media library sounds will be exported along with the file. If you disable this option, the sounds will not be exported.
Linked documents	If you enable this option, all documents linked to the exported document will also be exported. This means that if cells in the exported document open other documents, these other documents will also be exported. If you enable the <b>Images</b> and <b>Sounds</b> options too, the images and sounds of these other documents will also be exported.
Music	To export the music files that are used in the documents. The export files may be very large if you check this option.
Video	To export the movie files that are used in the documents. The export files may be very large if you check this option.

6. Click **OK**.

The **Export** window opens.



7. Click **OK**.

The file is exported as .jmm file and can be found in the chosen directory. Another Mind Express user can now import the file if needed.

### 1.6.2 Importing documents

In Mind Express 4 you can import .bls files (Mind Express 3 files), .jmm files (export files from Mind Express 4, Grid 2 Bundle files and Zingui files from the Zingui device.

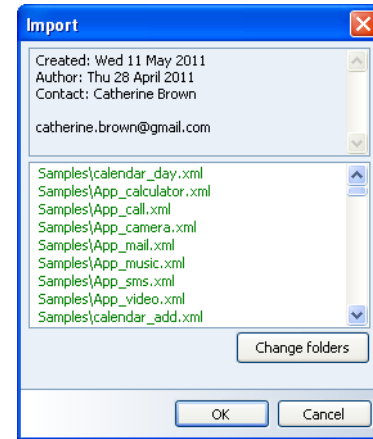
#### To import a document

1. Go to **File > Import > Document (\*.bls, \*.jmm) or Grid 2 bundle (\*.bdl) or From Zingui...**

The **Open** window appears.

2. Browse to the file you want to import and click **Open**.

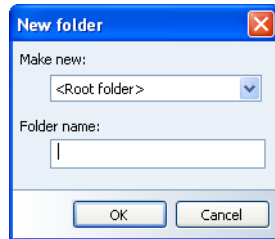
The **Import** window opens.



3. Click **Change folders** if you want to modify the destination folder of the documents, images and sounds. When you import a document into Mind Express 4, the images and sounds used in the document will also be imported. You can choose where those files will be stored. For each type of file you can choose a specific folder.

- **Original location:** Original location is the default folder where the files will be stored. This means it will be saved in the same folder as the folder it was saved in before the import. If the folder doesn't exist in the Media Library, it will be created.
- **Root folder:** The files will be saved in the Root folder. The imported sounds will be stored in the folder Sounds in the Media Library. The images in the folder Images. The documents in the folder Documents.
- Select an existing folder in the media library

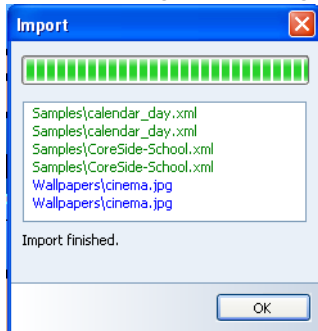
- Click **New** to create a new folder. The window **New folder** appears.



Select Root folder if you want to create a new folder under the Root folder or another folder if you want to create a new folder under the selected folder.

4. Click **OK** to confirm.
5. Click **OK** to start the import.

The **Import** window opens showing the import progress.



6. When the importing procedure is finished, click **OK**.

The document has been imported into Mind Express.

#### To open the imported file

1. Go to **File > Open**.

The **Open** window appears.

2. Select the imported document in the list and click **Open**.

The imported document opens.

### 1.6.3 Exporting stylesets

You can export all styles used in a specific document to be able to reuse these styles in another document later on.

#### To export a styleset

1. Go to **File > Export > Current stylesets**.

The **Save As** window opens.

2. Browse to the place on your computer where you want to save the stylesets and enter an appropriate name.
3. Click **Save**.

The styles are exported and the stylesets file has the extension `.sty`.

### 1.6.4 Importing stylesets

You can import stylesets into Mind Express. This way, there is no need to repeat the time consuming style creation process.

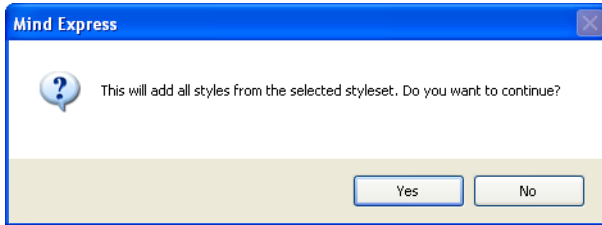
#### To import a styleset

1. Go to **File > Import > Styleset**.

The **Open** window appears.

2. Browse to the `.sty` file you want to import and click **Open**.

The following window appears.



3. Click **Yes**.

The new styles are now available in the style list.

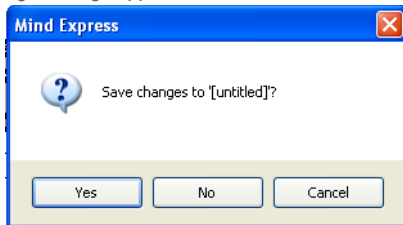
## 1.7 Closing Mind Express

When closing the application, if changes were made, you will be asked whether you want to exit Mind Express with or without saving the current grid.

### To exit Mind Express

1. Click **File > Exit**.

The following message appears.



2. Indicate whether you want to save the changes made to the current communication grid before closing Mind Express or not.

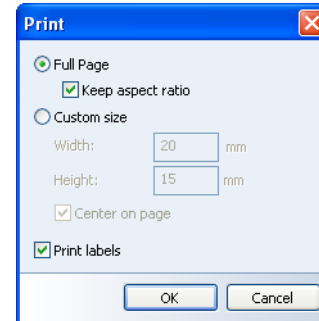
Mind Express closes.

## 1.8 Printing pages and messages

If necessary communication grids and messages can be printed.

### To print pages:

1. Go to **File > Print** and select **Print pages**.



2. The pages can be printed as full pages, the aspect ratio will be kept. This option means that the pages will be printed on A4 paper and that the proportion between the rows and columns will be held.
3. Select **Custom size** if you want to print the grid on a custom size. You can enter the width and the height in mm. Check **Center on page** if you want to have the grids centered on the page.
4. Check **Print labels** if you want the labels to be printed. If this option is disabled, only the symbols will be printed.

### To print messages:

1. Go to **File > Print** and select **Print Message**. Select the printer and click **OK**.





## Chapter 2 - User Settings

To set or change preferences and options on user level, you should use the **Tools** menu.

This chapter covers the following topics:

- Selecting a user
- Creating a login file
- User modes
- Speech preferences
- Options

### 2.1 Selecting a 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.



*When opening a document, the system will first look for specific selection preferences and if found, these settings will be used. If no selection preferences are specified, the user selection settings will be used.*

#### To set up user profiles

1. Go to **Tools > Select user**.

The **Select user** window opens.

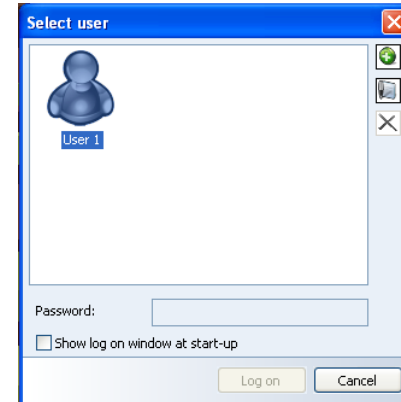


Table 5: Select user




Option	Description
	To add a new user.
	To edit the profile of the selected user.
	To delete the selected user.
Password	If the user profile is secured, enter the password to log in or to change the specific user settings.

Table 5: Select user

Option	Description
Show log on window at start-up	If you activate this option, the <b>Select User</b> window will appear when starting Mind Express.

- Double-click User 1 to change the profile of the user.  
Alternatively, click User 1 and then click the edit button.  
The **User** window opens.

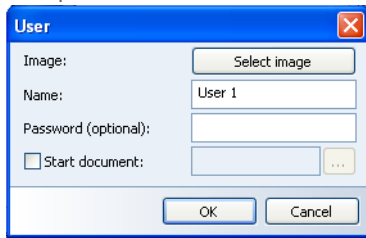


Table 6: User profile

Option	Description
Select Image	You can add an image or a photograph to the user profile. Click the button and select an image from the catalog.
Name	To add or change the name of the user.
Password (optional)	You can enter a password to secure Mind Express. No password is set when Mind Express is installed.
Start document	If you enable this option, you can select a document that will always be opened as soon as this user opens the Mind Express application.

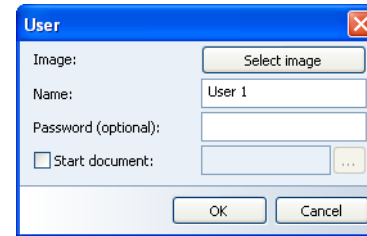
- Set or change the preferences of the user and click **OK**.

## 2.2 Creating a login file

### To make a login file

- Go to **Tools > Select User**.
- Select a specific user and click the edit button.

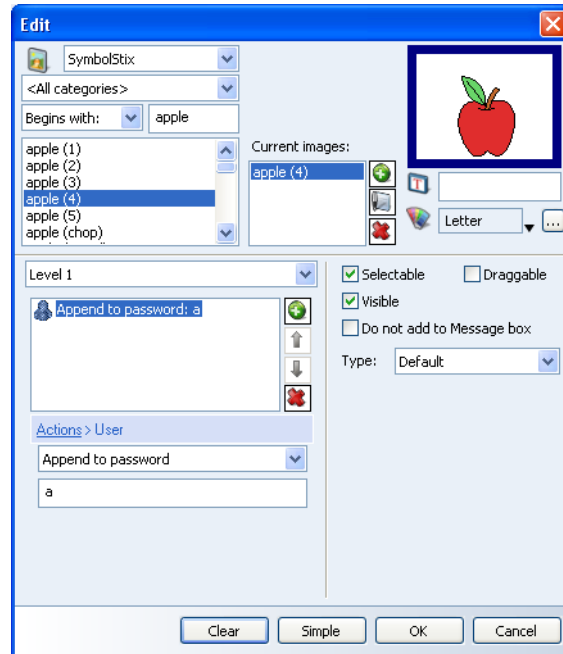
The **User** window opens.



- Fill in the password of the selected user, for example “tea”.

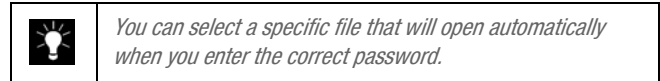
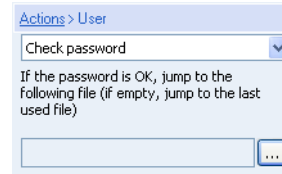
When you open Mind Express, you have to select the cells tree (t) - elephant (e) - apple (a).

4. To make a cell containing the letters of a password, open the **Edit** window of a cell and choose the action **User > Append to password** and for example fill in the 'a' of 'apple'. The **Edit** window of apple looks like this:



5. Use the same procedure to complete the other cells.

6. To make a cell for checking the password, open the **Edit** window of a cell and choose the action **User > Check password**.



7. Make a cell to reset the entered password and start again. Open the **Edit** window of a cell and choose the action **User > Reset password**.




## 2.3 User modes

You can use Mind Express with the following input devices:

- mouse
- trackball
- touch screen
- scanning with 1 or 2 switches
- head tracking
- eye tracking
- joystick

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

1. Mouse mode: 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 an action.

	<i>The settings that are relevant for the mouse also apply to the trackball and the touch screen.</i>
---	---

2. Scanning mode: Mind Express can also be used with a 1- or 2-switch scanning system.
3. Joystick.

For more detailed information on the preferences of these two user modes, refer to Chapter 5 Scanning and Mouse Selection.

## 2.4 Speech preferences

The speech output speaks out the messages that you assign to the cells in the communication grid.


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

To modify the speech output settings in the **Speech** window, go to **Tools > Speech...**

**Table 7: Speech window**

Option	Description
Language	To select the language you prefer to hear.
Voice	To select the voice you want to hear.
Voice volume	To change the volume of the voice.
General Volume	To change the general volume of the computer.

**Table 7: Speech window**





Option	Description
Speed	To change the speed of speech.
<input type="text" value="1 2 3 4 5"/> 	Enter a sentence or words and click the speaker button to check the results of your settings.

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

### To compose a pronunciation dictionary

1. Go to **Tools > Speech dictionary**.  
The **Speech dictionary** window opens.
2. Do one of the following:

**Table 8: Speech dictionary**

Option	Description
	Select the word list you want to use/edit.
	Click the add button to create a new dictionary and enter a name for it in the <b>New list</b> window.
	To delete the selected word list.
	To copy the selected dictionary and enter a name for it in the <b>New list</b> window.

3. To enter a new item in the word list, click the add button at the bottom of the window.
4. In the **Word** field, enter the word that is pronounced incorrectly and add its correct pronunciation in the **New pronunciation** field.
5. To check the new pronunciation, click the speaker button.
6. To delete an item from the word list, click the delete button at the bottom of the window.
7. To confirm your changes, click **OK**.

Select the **Phonetic** option if you want to enter a phonetic transcription of a word in the **New pronunciation** field. The phonetic script used in Mind Express has been listed in tables for your reference. Refer to the Appendix “Phonetic Script” on page 175.

## 2.5 Options

In the **Options** window, you can set a couple of user specific settings. To open the **Options** window, go to **Tools > Options**.

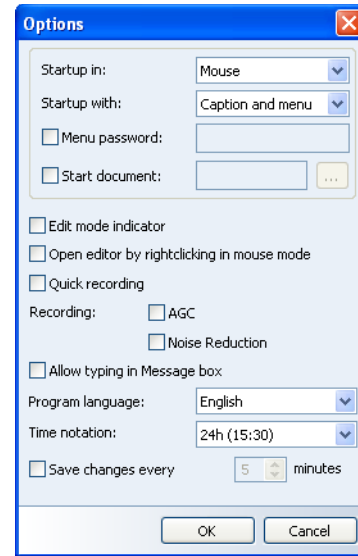


Table 9: Options window

Option	Description
Startup in	Indicate in which mode you want Mind Express 4 to start up.
Startup with	To indicate if caption and menu bar should be shown on startup of Mind Express or not. Possibilities are: <ul style="list-style-type: none"> <li>• Caption and menu</li> <li>• Caption only</li> <li>• No caption/No menu</li> </ul>

Table 9: Options window


Option	Description
Menu password	If you select this option, you can enter a password that will be needed to make the menu bar reappear.
Start document	If you enable this option, you can select which document should be opened each time you start the Mind Express application.
Edit mode indicator	If you enable this option, you can choose the color of the bar that will blink intermittently at the bottom of the screen when being in edit mode. 
Open editor by right-clicking in mouse mode	If you enable this option, you can also open the <b>Edit</b> window by right-clicking in mouse mode.
Quick recording	If you select this option, you can start recording in mouse mode by clicking the cell for the indicated number of seconds.
AGC	Automatic Gain Control: Select this option to make sure all recordings will have about the same volume.
Noise Reduction	To remove noise from your recordings. Because of this, hissing sounds may also get lost.

Table 9: Options window

Option	Description
Allow typing in Message box	To enable you to type directly into the message box with your keyboard.
Program language	To select the language of your menus.
Time notation	To change the time notation method.
Save changes every ... minutes	If you enable this option, you can set the time interval after which changes will automatically be saved.

## Chapter 3 - Writing Messages

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

In this chapter you will learn how to write a message in Mind Express.

This chapter contains the following sections:

- Writing a message
- Saving messages

### 3.1 Writing a message

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

#### To write a message

1. Choose **File > Open**.

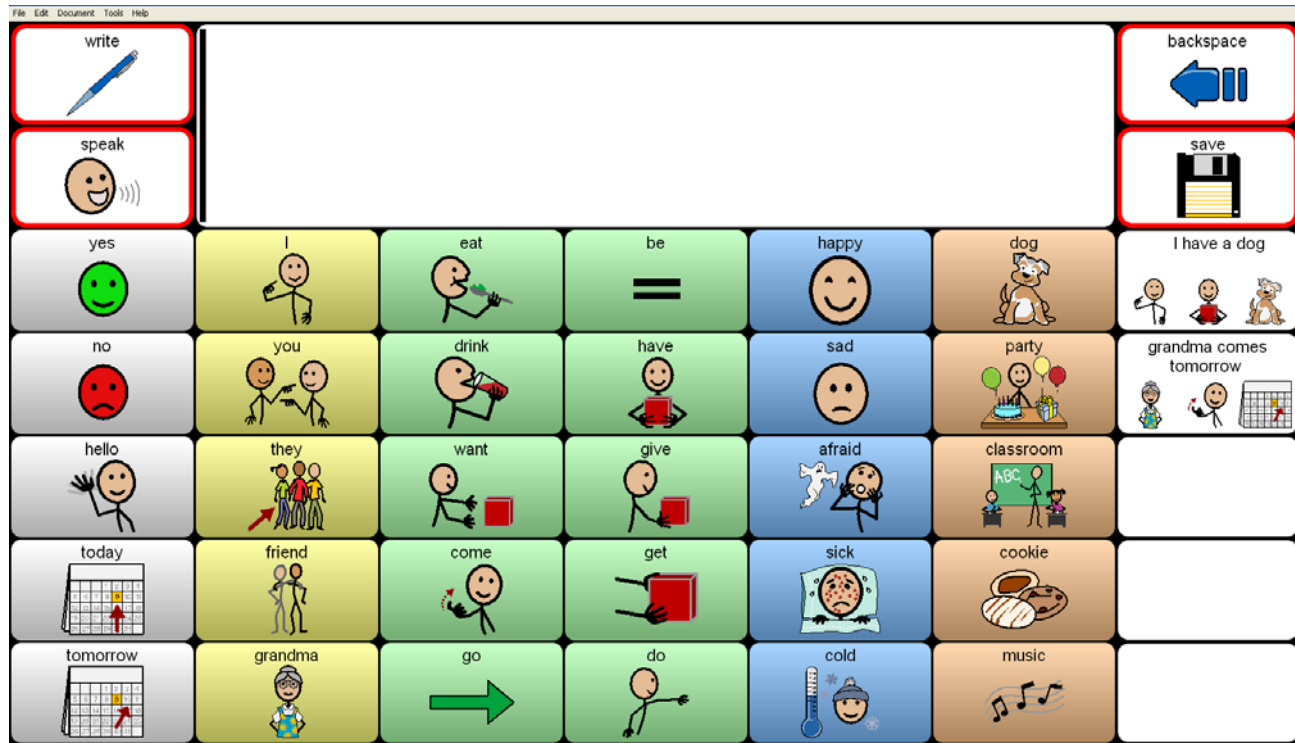
The **Open file** window appears.

2. To open the Mind Express 4 start window, click **me4\_eng**.

3. Click **communication**.

4. Select an existing communication grid in which you want to compose a message.

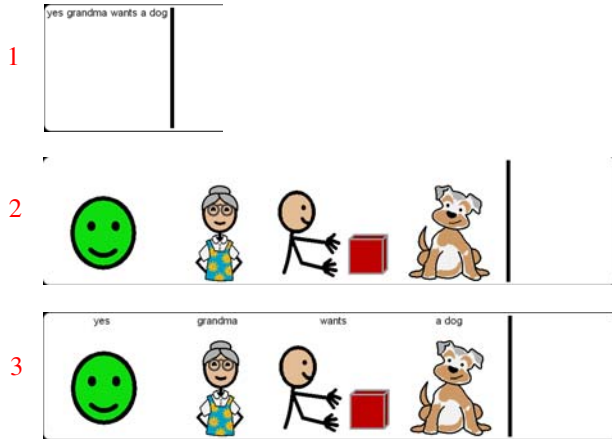
The chosen file opens.



5. To activate the message box, click **write**.
6. In the communication grid, select the cells you want to use in the message by clicking them.

Depending on the message box settings (in the advanced part of the **Edit** window), the text (1), the symbols (2), or both the text and the symbols (3) will appear in the message box.





You can use the message box functions included in the communication grid (in the form of action cells). For more information on using message box functions, see “Using Message functions” on page 81.

### 3.2 Saving messages

With the action **Store in cell** you can save the letter or a sentence. With the action cell **Save message as**, you can save the message as a file linked to a cell. With the action **Save message as ‘x’** you can save the message under a specific name.

#### To save a message with a “Store in cell” action cell

1. Write a message.

For more information on writing a message, see also “Writing a message” on page 25.

2. Select the action cell **Store in cell**.
3. If desired, select a level.

4. Click the cell to which you want to assign the message.

The message is stored in the cell. If the option **Put symbols when storing Message in cell** is activated, the first symbols of the message are also shown in the cell. For more information, refer to “Document preferences” on page 76.

5. To open the message, click the cell under which the message is stored.

#### To save a message with the “Save message as” action cell

1. Write a message.

For more information on writing a message, see also “Writing a message” on page 25.

2. Select the action cell **Save message as**.

3. Click a cell, for example the cell **apple**.

The message is now saved.

4. To open the message, click the action cell **Open message** and select the cell under which the message is stored.

#### To save a message with the “Save message as x” action cell

1. Write a message.

For more information on writing a message, see also “Writing a message” on page 25.

2. Select the action cell **Save message as x**.

The message is now saved.

3. To open the message, click the action cell **Open message ‘x’**.



## Chapter 4 - Scanning and Mouse Selection

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

- Mouse mode
- Scanning mode
- Joystick mode



*When opening a document, the system will first look for specific selection preferences and if found, these settings will be used. If no selection preferences are specified, the user selection settings will be used.*

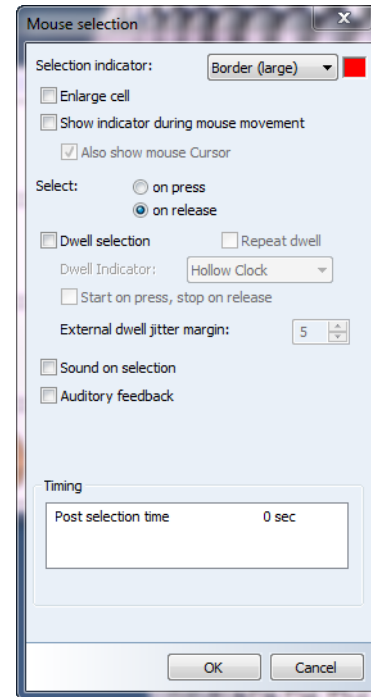
### 4.1 Mouse mode

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 an action.


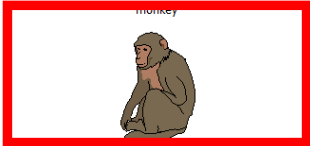

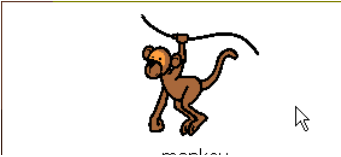


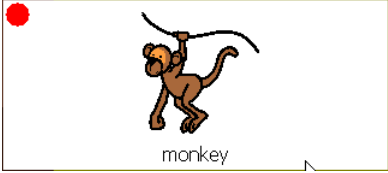

*The settings that are relevant for the mouse also apply to the trackball and the touch screen.*

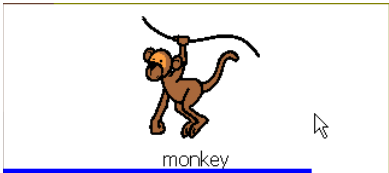
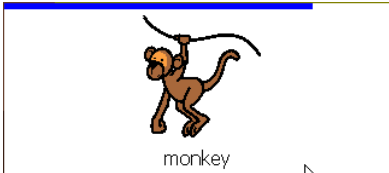
Go to **Tools > Mouse selection** to set the preferences of the mouse mode.

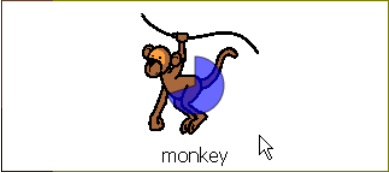




The table below gives an overview of the different mouse preference settings and their functions:

Setting	Description
Selection indicator	<p>You can indicate a cell is selected, by</p> <p><b>None</b></p> <p><b>a border</b></p>  <p><b>Border large</b></p>  <p><b>the inverse</b></p>  <p><b>a circle at the bottom</b></p> 

Setting	Description
	<p>a circle at the top</p> 
<p>Enlarge cell</p>	<p>When you select a cell, the cell is magnified. You can set how many times the cell should be enlarged when selecting the cell (up to 10 times).</p> 
<p>Show indicator during mouse movement</p>	<p>To show the selection indicator when you move the pointer over a cell. If both the <b>Enlarge cell</b> option and this option are selected, the cell is magnified when you move the pointer over the cell.</p>
<p>Also show mouse Cursor</p>	<p>The mouse cursor stays visible, even though there is already an indicator shown during mouse movement.</p>
<p>Select on press/on release</p>	<p>The cell is selected as soon as the left mouse button is pressed or the cell is selected on release of the left mouse button.</p>
<p>Dwell selection</p>	<p>If you enable this option, the cell over which the pointer has been positioned is automatically selected after a set period of time. In the <b>Timing</b> section of the mouse selection window, you can set the dwell time. For example, if you enter 2 sec. and you hold the pointer over a cell for longer than 2 seconds, that cell is automatically selected.</p>

Setting	Description
Repeat dwell	<p>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.</p>
Dwell Indicator	<p>If this option is enabled, the time that has passed in the dwell selection interval is indicated by:</p> <p><b>a bar on bottom</b></p>  <p><b>a bar at the top</b></p> 

Setting	Description
	<p data-bbox="589 217 716 236"><b>a full circle clock</b></p> <div data-bbox="834 240 1219 413">  <p data-bbox="992 388 1060 406">monkey</p> </div> <p data-bbox="589 433 699 452"><b>a hollow clock</b></p> <div data-bbox="834 458 1219 631">  <p data-bbox="992 606 1060 624">monkey</p> </div>
<p data-bbox="126 656 326 675">External dwell jitter margin</p>	<p data-bbox="589 656 1430 706">Defines how big the area is in which a dwell-user can move the mouse pointer without breaking the current dwell. Handy for users which tend to shake while moving the mouse.</p>
<p data-bbox="126 734 350 753">Start on press, stop on release</p>	<p data-bbox="589 734 1459 784">Dwelling starts on press and stops on release of your pointer / finger of the screen. If dwell time has passed, the cell will be selected.</p>
<p data-bbox="126 812 266 831">Sound on selection</p>	<p data-bbox="589 812 1019 831">A default sound can be heard to indicate a cell is selected.</p>

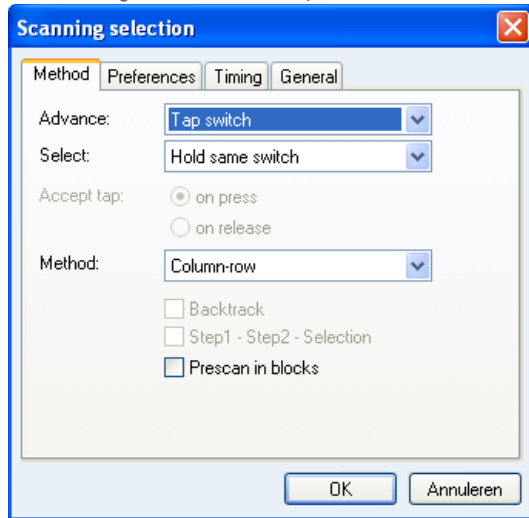
Setting	Description
<p>Auditory feedback on mouse movement</p>	<p>The scanword of each cell, row or column is pronounced whenever you move your pointer over it. If no scanword has been set, the &lt;Text&gt; action of each cell will be pronounced. If you enable the option <b>Use label if no scanword is specified</b> the label of the cell will be pronounced instead of the &lt;Text&gt; action.</p> <p>For more information on scanwords see "Auditory scanning" on page 44.</p> <p>To set up the Voice settings click Voice. The window Speech appears on your screen. Choose the Voice settings and click OK.</p> 
<p>Timing</p>	<p>Click <b>Post selection time</b> to change the time interval that should pass before you can select another cell.</p> <p>Click <b>Acceptance time</b> to change how long you should click and hold a cell before your selection is accepted.</p> <p>Click <b>Dwell time</b> to change how long you should position the pointer over a cell before it is automatically selected.</p>



## 4.2 Scanning mode

Mind Express can also be used with a 1- or 2-switch scanning system, depending on the user's skills and your scanning preferences.

Go to **Tools > Scanning selection** to set the preferences of the scanning mode.



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

## 4.2.1 The Method tab

You can select one of the following advance, selection and scanning methods:

**Table 10: Scanning selection - method tab**

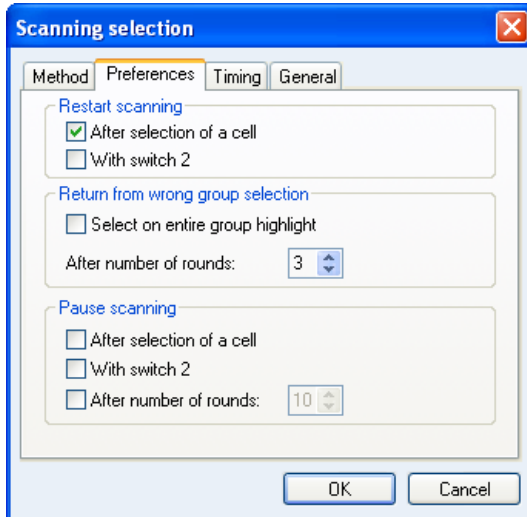
Setting	Options	Description
Advance	Automatic	Scanning advances automatically.
	Tap switch	Scanning advances each time you press switch 1.
	Hold switch	Scanning advances when you keep the switch pressed down.
Select	Tap switch	The current cell, column or line is selected as soon as you press the switch.
	Tap switch 2	The current cell, column or line is selected as soon as you press switch 2.
	Automatic (after timeout)	When a set time interval has elapsed during which you do not press or hold the switch, the current cell, row or column is selected.
	Hold same switch	Hold the switch you also use for scanning. When a set time interval has elapsed, the cell is selected.
	Release same switch	Scanning stops when you release the switch, at which point the cell, line or column that was scanned when you released the switch, is selected.
	Tap same switch	Selection is made when you click the same switch you also use for scanning.
Accept tap	on press	A cell, row or column is selected when pressing down the switch.
	on release	A cell, row or column is selected when releasing the switch.

Table 10: Scanning selection - method tab

Setting	Options	Description
Method	Linear	All the cells are scanned in a linear fashion, from left to right, starting at the top line.
	Linear (column)	All the cells are scanned in a linear fashion, from top to bottom, starting at the top left.
	Snake	The first row of the grid is scanned from left to right, the second from right to left, and so on.
	Snake (column)	The first column of the grid is scanned from top to bottom, the second from bottom to top, and so on.
	Row-column	Mind Express first scans all the rows in the grid and then the cells in the selected row.
	Column-row	Mind Express first scans all the columns in the grid and then the cells in the selected column.
Back track		The first time you select, scanning continues in reverse order (from right to left or from bottom to top).
Step 1 - Step 2 - Selection	Only with Column - Row and Row - column	Scanning starts with switch 1, selection is made with switch 2. Scanning restarts with switch 2 and selection is made with switch 1. Scanning restarts with switch 1 and selection is made with switch 2. Scanning continues while alternating the function of the switches that way.
Prescan in blocks		The communication grid is scanned in blocks. If you enable this option, you can set the size of the blocks used.

## 4.2.2 The Preferences tab

Depending on your choices on the Method tab page, the Preferences tab will have a different appearance and different options.



Depending on whether you are using 1- or 2-switch scanning, you can set a number of scanning preferences.

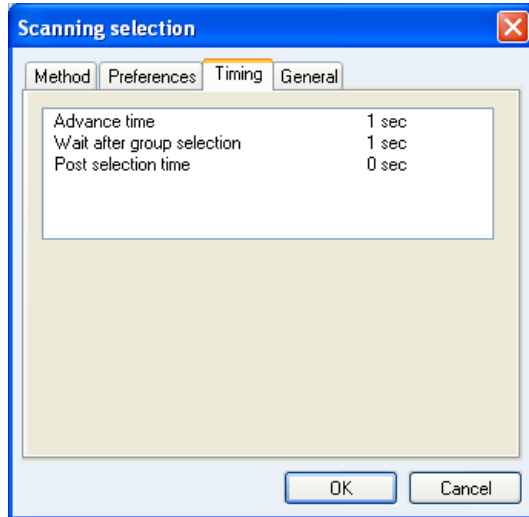
The following table gives an overview of the scanning preferences.

**Table 11: Scanning selection - Preferences tab**

Section	Option	Description
Restart scanning	After selection of a cell	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.
	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.
Return from wrong group selection	Select on entire group highlight	When activated, the entire group will highlight when the scanning has run through all the cells of that group. Press the switch to jump to the next group.
	After number of rounds	The cells of a row or column that is selected will be scanned for a specific number of rounds. After that number of rounds, scanning jumps to the next row, column or group.
Pause scanning	After selection of a cell	If you enable this option, scanning is temporarily interrupted when the user has made a selection. To resume scanning, press a switch.
	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.
	After 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.

4.2.3 The Timing tab

Which items appear on the **Timing** tab, depends on the choices you made on the **Method** tab.



Depending on the set scanning and selection methods, the **Timing** tab can have one or more of the following 6 options.

Table 12: Scanning selection - Timing tab

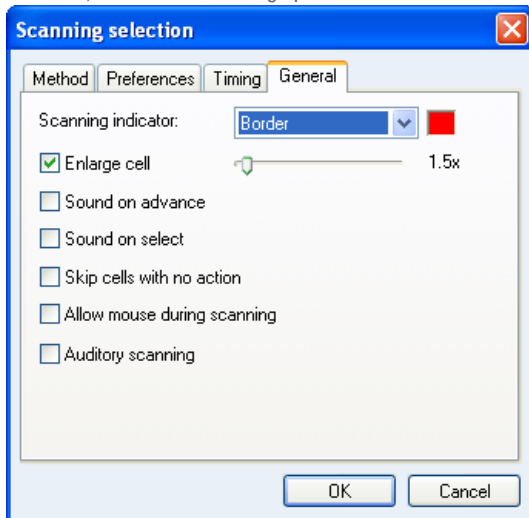
Option	Description
Backward step time	When the back track option is enabled on the <b>Method</b> tab, you can change the backward step time, the time interval elapsing between scanning of one cell/row/column and the following cell/row/column.
Wait after group selection	You can change the time interval elapsing before continuing scanning after having selected a row, column or group.
Post selection time	After a selection, all switch input will be ignored for this time interval.
Hold time	You can change the time you need to hold the switch before selection is made. The hold time can only be set when <b>Hold same switch</b> is the active selection method (on the <b>Method</b> tab).
Auto select time	When <b>Automatic (after timeout)</b> is set as the selection method, you can change the auto select time, the timeout interval before automatic selection.

Table 12: Scanning selection - Timing tab

Option	Description
Advance time	When scanning is set to advance automatically, you can change the time interval elapsing between scanning of one cell/row/column and the following cell/row/column.

## 4.2.4 The General tab

On the **General** tab, some extra scanning options can be set.



The table below clarifies these extra options by means of an example.

Table 13: Scanning selection - General tab

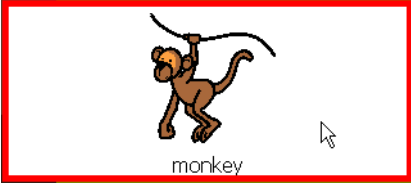

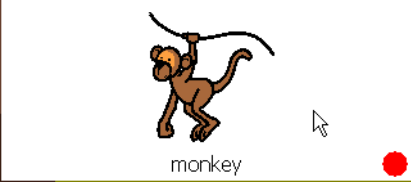
Option	Description
Scanning indicator	<p>The scanned cell/row/column can be indicated by</p> <p><b>a border</b></p>  <p><b>the inverse</b></p>  <p><b>a circle at the bottom</b></p> 



Table 13: Scanning selection - General tab

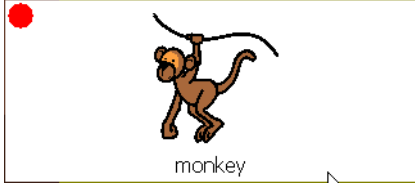


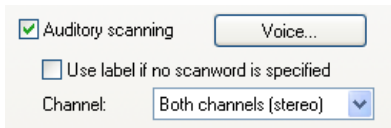
Option	Description
	<p>a circle at the top</p> 
<p>Enlarge cell</p>	<p>The indicated cell is magnified. In case of a full row or column, only the first cell is magnified. You can set how many times the cell should be enlarged (up to 10 times).</p> 
<p>Sound on advance</p>	<p>Each time a new cell/row/column is scanned, a sound can be heard.</p>
<p>Sound on select</p>	<p>When a cell/row/column is selected, you can hear a sound.</p>
<p>Skip cells with no action</p>	<p>If you enable this option, empty cells in the grid are automatically skipped.</p>

Table 13: Scanning selection - General tab

Option	Description
Allow mouse during scanning	You can move the mouse and use it to select cells in scanning mode.   If you enable this option, you can no longer use the mouse buttons as switches to select a cell, column or row while scanning.
Auditory scanning	If you enable this option, the text for every cell is read out when the cells are scanned.

**Auditory scanning**

You can have Mind Express read out the text assigned to the cells when they are scanned. If you select the Auditory scanning option on the **General** tab, the following options appear on the tab page.




You can select the channel of the scanning (Left channel - Right channel - Both channels (stereo)). If for example you select **left channel**, you will hear the scanwords through the left speaker and all other voice through the right speaker.

If you want to modify the voice of the auditory scanning, click the **Voice** button. In the **Speech** window, the language, voice and speed can be edited.

Table 14: Speech window

Option	Description
Language	To select the language you prefer to hear.
Voice	To choose the voice you want to hear.

Table 14: Speech window

Option	Description
Voice volume	To change the volume of the voice.
Speed	To change the speed of speech.
<input type="text" value="1 2 3 4 5"/> 	Enter a sentence or words and click the speaker button to check the results of your settings.

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

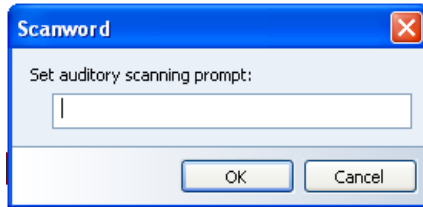
If you enable the option 'Use label if no scanword is specified', you will hear the label of a cell if no scanword has been assigned to that cell instead of the <Text> action. The auditory scanning will first look for a scanword. If no scanword is specified it will look for a <Text> action, unless this option is enabled, then the label will be used as scanword.

For more information on labels see "Symbol - Label" on page 53.

## To assign a keyword for auditory scanning to a cell

1. In edit mode, right-click the cell in the communication grid to which you want to assign a scanword.
2. In the right-click menu, go to **Scanword > Current cell**, **Current row** or **Current column** depending on the item you want to assign a scanword to.

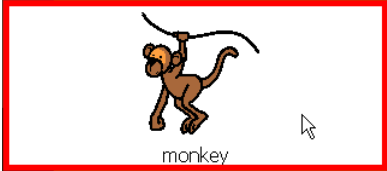

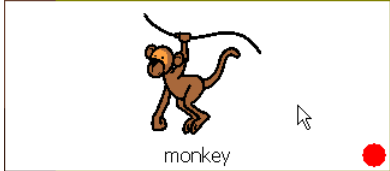
The **Scanword** window opens.

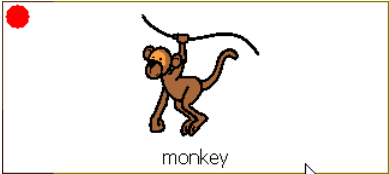
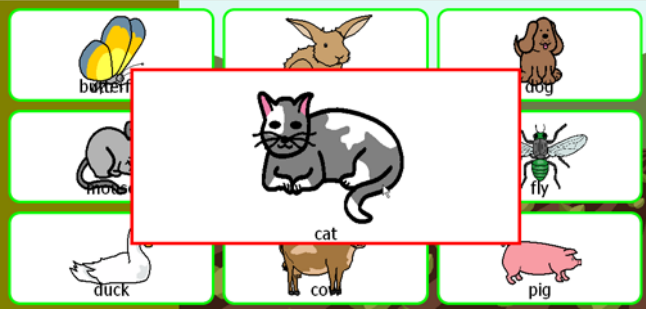


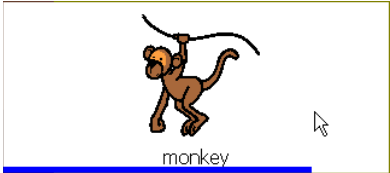
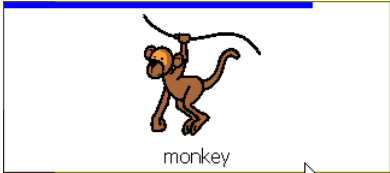
3. Enter a keyword for auditory scanning in the text box.
4. Click **OK**.

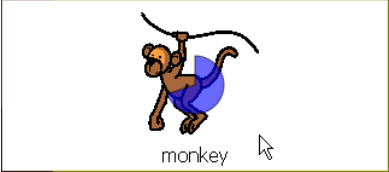

### 4.3 Joystick

For more information on connecting a joystick, see your Windows manual and the manual of your joystick. Select **Tools > Joystick selection** in the menu. The window **Joystickselection** appears on the screen.

Setting	Description
<p>Selection indicator</p>	<p>You can indicate a cell is selected, by</p> <p><b>a border</b></p>  <p><b>the inverse</b></p>  <p><b>a circle at the bottom</b></p> 

	<p>a circle at the top</p> 
<p>Enlarge cell</p>	<p>When you select a cell, the cell is magnified. You can set how many times the cell should be enlarged when selecting the cell (up to 10 times).</p> 
<p>Auto wrap</p>	<p>If you enable the <b>Joystick auto wrap</b> 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.</p> <p>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.</p>
<p>Select on press/on release</p>	<p>The cell is selected as soon as the selection button is pressed or the cell is selected on release of the selection button.</p>

<p>Dwell selection</p>	<p>If you enable this option, the cell over which the pointer has been positioned is automatically selected after a set period of time. In the <b>Timing</b> section of the mouse selection window, you can set the dwell time. For example, if you enter 2 sec. and you hold the pointer over a cell for longer than 2 seconds, that cell is automatically selected.</p>
<p>Repeat dwell</p>	<p>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.</p>
<p>Dwell Indicator</p>	<p>If this option is enabled, the time that has passed in the dwell selection interval is indicated by:</p> <p><b>a bar on bottom</b></p>  <p><b>a bar at the top</b></p> 

	<p>a full circle clock</p>  <p>a hollow clock</p> 
<p>Sound on selection</p>	<p>A default sound can be heard to indicate a cell is selected.</p>
<p>Step repeat</p>	<p>If the joystick is moved in a certain direction, the indicator will automatically continue moving in this direction as long as the joystick is pointing into this direction.</p>
<p>Timing</p>	<p>Click <b>Post selection time</b> to change the time interval that should pass before you can select another cell.</p> <p>Click <b>Acceptance time</b> to change how long you should click and hold a cell before your selection is accepted.</p> <p>Click <b>Dwell time</b> to change how long you should position the pointer over a cell before it is automatically selected.</p> <p>Click <b>Step repeat</b> time to set up the step time between successive steps with the option Step repeat.</p>





## II. Editing the Application



## Chapter 1 - Editing a cell

Before you can edit or complete cells in Mind Express, you need to open an existing document or create a new one.

### To create a new file in Mind Express

1. Click **File > New**.

The **New file** window opens.

2. Indicate if you want to create an empty document using a default or specific style set or if you want to use an existing template.

You can save the first page of a document as a template. This way, you can create a new document starting from an existing template (in which some settings are already defined) instead of starting from an empty document. This can save you a lot of work and allows you to create different documents with common features.

3. Click **OK**.

If you chose to create an empty document, the **Page settings** window opens.

4. Select the page type you want to use: a grid or freestyle.

If you use a communication grid, you should start from a fixed number of cells. In freestyle you can draw your own cells.

5. Enter all other page settings and click **OK**.

For more information on the other page settings, refer to “Page settings” on page 74.

A new file is created.

6. Define the layout of the grid.

In Mind Express, there are different tools to complete and edit the cells of your communication grid. In any case, you need to be in edit mode.

To activate the edit mode, go to **Edit > Edit mode** or press F2 on your keyboard.

To exit edit mode, go to **Edit > Mouse**, **Edit > Scanning** or **Edit > Joystick** depending on your preferred working method or press F2 again.

For more information on mouse mode, refer to “Mouse mode” on page 29. For more information on scanning mode, refer to “Scanning mode” on page 35.

For more information on joystick mode, refer to “Joystick” on page 46.

This chapter covers the following topics:

- Symbol - Label
- Fast Input
- Using the edit toolbar
- Using the Edit menu
- Using the editor
- Using the right-click menu

## 1.1 Symbol - Label

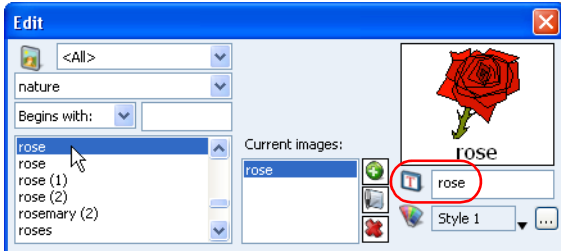
### 1.1.1 Symbol

The symbols you use to complete your communication grid are selected from 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.

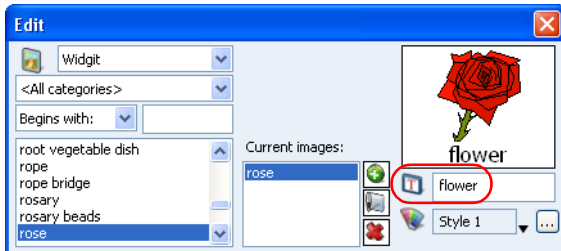
For more information, refer to “Symbol Catalog” on page 60 and “Using other symbols” on page 61.

### 1.1.2 Label

If you select a symbol from one of the symbol sets, the text associated with it automatically appears in the label field, as shown below:



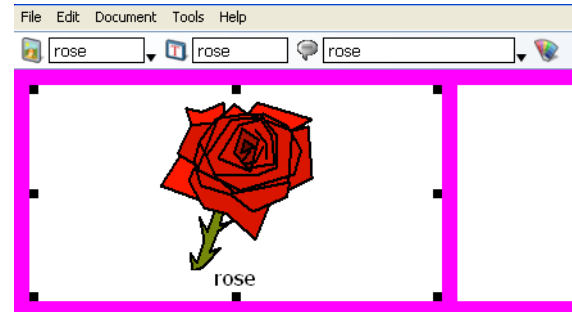
If you want to display another text caption for the symbol than the one offered by default, simply enter the new one in the field next to the label icon. For example, if you want to display the text “flower” with the rose symbol, instead of the default text “rose”, enter “flower” in the label field.




For more information, refer to “Setting a Label” on page 62.

### 1.2 Fast Input

The easiest way to complete the cells of a communication grid is to click the cell you want to fill and type directly in it. The word you type is automatically entered in the symbol field, the label field and the speech field. Refer to the image below.



Repeat this action for each cell to complete the whole communication grid.

	<i>You can edit or complete several cells at the same time. Use the Shift and/or Control keys to select a number of cells and start typing.</i>
---	---

A lot of shortcuts can be used to complete the communication grid more quickly. You can find an overview in the table below.

**Table 15: Keyboard shortcuts**

Shortcut	Description
Arrow keys	To move through the communication grid.
Tab	To go through the communication grid forwards (from the top left to the bottom right).

Table 15: Keyboard shortcuts

Shortcut	Description
Shift-tab	To go through the communication grid backwards (from the bottom right corner to the top left corner)
Insert	To add a new page. The new page will have the same page settings as the current one.
Shift + Insert	To add a new page and add a "Go to page" action to the selected cell(s).
F2	To switch between edit mode and mouse mode.
F4	To open the <b>Choose symbols</b> window. This function enables you to select a couple of symbols very quickly. For more information, refer to "Using the Choose symbols window (F4)" on page 55.
F5	To open the <b>Edit</b> window of the selected cell.
F6	To open the symbol window to choose from all symbols related to the one you entered at first.
F7	To open the actions window, to see which actions are listed for a specific cell or to edit the actions list for that cell.
F8	To open the <b>Page settings</b> window.
Ctrl + x	To cut a cell. The content of the cell is moved to the clipboard.
Ctrl + v	To paste what you have cut or copied before to the selected cell.
Ctrl + c	To copy the selected cell.
Del	To clear the selected cell. The content of the cell is lost, except if you undo the action of deleting.

Table 15: Keyboard shortcuts

Shortcut	Description
Backspace	To delete the label of the selected cell. The symbol and action(s) are not deleted. You can now type a new label directly in it.
Ctrl + m (*)	To change the (spoken) message of the selected cell. You can type the new message directly in it.
Ctrl + i (*)	To directly change the image (symbol) of the selected cell.
Ctrl + l (*)	To change the label of the selected cell. You can type the new label directly in it.
Ctrl + arrow up/down	To scroll through the symbols list.
Ctrl + arrow left/right	To scroll through the different cell styles.
Ctrl + a	To select all cells of the communication grid. Now you can edit all cells at the same time, e.g. change the style of the cells by using the Ctrl + arrow left/right combination.
Ctrl + z	To undo your latest action.
Ctrl + y	To redo the action undone before.

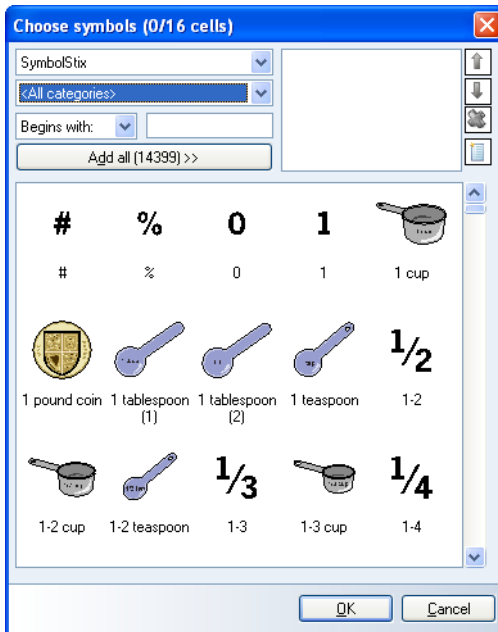
(\*): Shift + backspace clears the content of the cell.

### Using the Choose symbols window (F4)

You can use the **Choose symbols** window to add various symbols to your communication grid very quickly.

1. Select one or more cells in the communication grid and press F4 on your keyboard.

The **Choose symbols** window opens.



2. Use the search tools to get the symbols you might want to use to appear below.
3. If desired, click **Add all** to add all symbols in the results list to the communication grid.  
 Otherwise, click the symbols you want to use.  
 The symbols you selected are listed in the top right corner of the window.
4. Click **OK**.

The symbols are added to the cells in your communication grid.

*If you selected more symbols than the number of cells available, only the first symbols from the list will be inserted.*

### 1.3 Using the edit toolbar

The procedure below shows how you can complete a communication grid by using the edit toolbar. By executing this procedure, you take your first steps in designing your own communication grid.

#### To complete the cells in a communication grid by using the edit toolbar

1. After having created or opened a communication grid, click **Edit > Edit mode** to activate the edit mode.  
 Alternatively, use the shortcut key F2 on your keyboard.

At the top of the communication grid, the edit toolbar appears.



**Table 16: Edit toolbar**

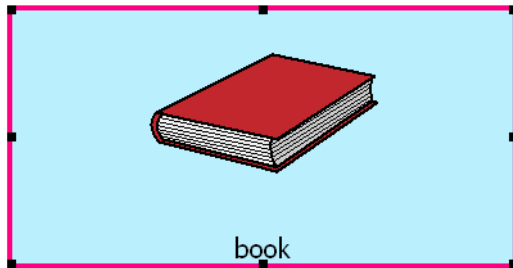
No.	Description
1	To choose a symbol for the selected cell.
2	To open the symbol window.
3	To enter the label for the selected cell.
4	To show the first action for the selected cell.

Table 16: Edit toolbar

No.	Description
5	To open the action window and add, edit or delete actions for the selected cell.
6	To set the color and style for the selected cell.

- In the communication grid, click the cell you want to fill.
- In the edit toolbar, type the name of a symbol, enter a label and/or a speech action.

The cell is filled accordingly.

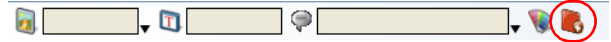


You can click the arrow next to the symbol field to choose another picture that corresponds to the label.

- Click the color and style icon at the right of the edit toolbar to select a specific cell style from the list or create a new style by clicking **New style** in the list.

Refer to “Style settings” on page 75 for more information on creating a new cell style.

In freestyle, the edit toolbar contains an extra button which should be activated to draw your own cells on the page.



When the button has been activated, it turns green. Now you can start drawing your own cells on the page.

In freestyle, cells can have different sizes and they may even overlap.

You can use the Ctrl and Shift keys on your keyboard to select some or all cells at the same time. This way, you can change the style or position of the selected cells at once.

For more information, refer to “Right-click menu - freestyle” on page 70.



*You can resize cells by clicking the cell (in edit mode) and then clicking one of the black squares that appear. Hold your mouse and drag to the desired size.*

## 1.4 Using the Edit menu

The table below gives an overview of the functions in the **Edit** menu in order of their appearance in the menu.

Table 17: Edit menu

Menu item	Description
Mouse	To activate the mouse mode.
Scanning	To activate the scanning mode. For more information on scanning, refer to “Scanning mode” on page 35.
Edit mode	To activate the edit mode.
Undo	To undo your latest action.

Table 17: Edit menu

Menu item	Description
Redo	To redo the action undone before.
Cut	To clear (the symbol, label and action(s) of) the selected cell. The content of the cell is moved to the clipboard.
Copy	To copy the selected cell.
Paste	To paste what you have cut or copied before to the selected cell.
Delete	To clear the selected cell. The content of the cell is lost, except if you undo the action of deleting.
Select All	To select all cells in the communication grid. This can help you to copy a full page.



*You can use the Shift and/or Control keys to select several cells at the same time and perform one of the standard Windows commands mentioned above on all selected cells at the same time.*

## 1.5 Using the editor

The Mind Express editor allows for more advanced functions, compared to the edit toolbar.

### 1.5.1 Basic Workflow

You can use the editor to edit the image, label (style) and actions of a cell.

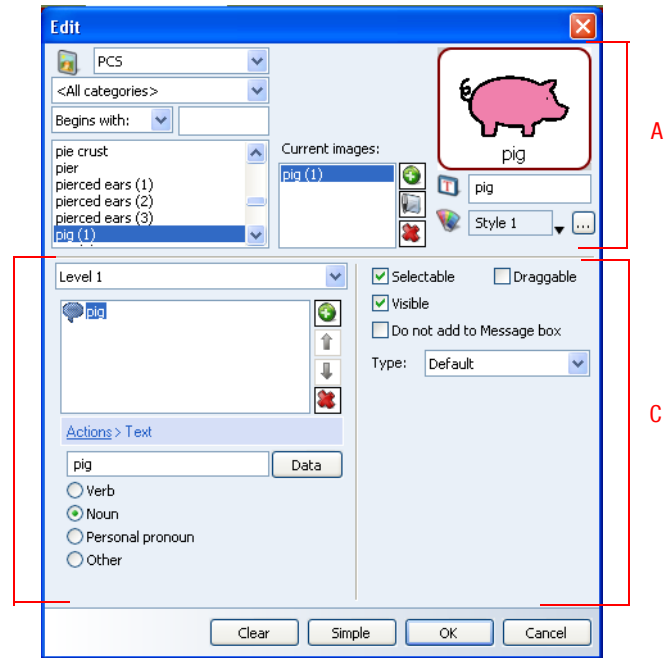
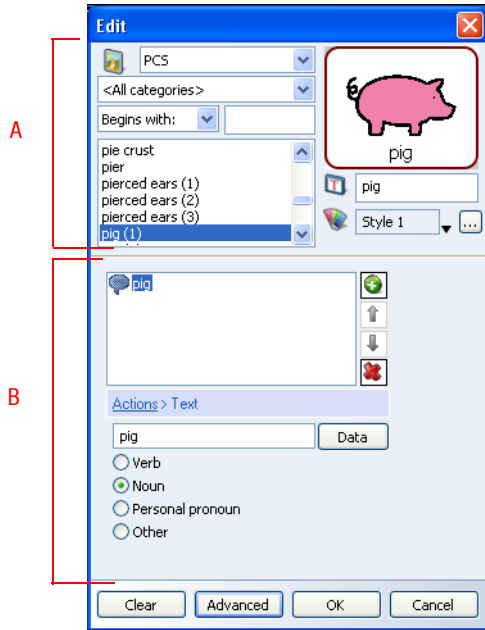
#### To use the editor to complete or change a cell

- In edit mode, right-click a specific cell.
- In the menu that appears, select **Go to editor**.  
Alternatively, press F5 on your keyboard or double-click a cell.  
The **Edit** window opens.
- Select one of the symbol sets next to the symbol icon.
- Optionally, select a category and search for the symbol you want to add to the cell.
- Click the chosen symbol in the list.  
Symbol, label and action are filled in automatically.
- If needed, next to the label icon, enter the word(s) you want to appear in your cell and select the style you want to use.
- Verify or change the action assigned to the cell and click **OK**.  
The cell is completed or modified.



1.5.2 The layout of the Edit window

There are 2 different layouts of the **Edit** window: the simple and the advanced. You can switch between these two layouts by clicking the corresponding button at the bottom of the **Edit** window. The simple version contains the basic functions that are most often used. The advanced version is a bit more extensive, containing some extra functions. In the simple version, click **Advanced** to get access to the advanced options.



A. Symbols and Label

B. Actions

C. Advanced features and cell types

You can use the **Clear** button at the bottom of the **Edit** window to reset the settings of the selected cell. A message will appear asking you to confirm you want to reset the currently selected cell(s).

### 1.5.3 Symbols and Label

Mind Express contains a number of symbol sets including true symbols as well as images and drawings.

#### Symbol Catalog

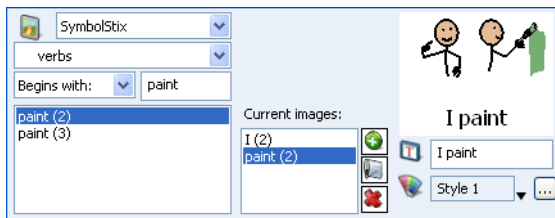
You select the symbols you want to use to complete your communication grid from a number of lists. You can choose a list of symbols (a symbol set) by selecting the set of your choice from the list next to the symbol icon in the **Edit** window.

All symbols of the selected symbol set are shown in the list.

The symbol sets described above have been divided into different thematic categories, as for example location, medical, nature,.... This allows you to filter the main symbol list so that you can find the symbol of your choice more quickly.

You can also search for items by one of the following search criteria: begins with, contains and ends with. Automatically all symbols with its name beginning with, ending with or containing the letters you entered, are shown.

You can add more than one symbol to a cell. In the advanced **Edit** window, click the add button underneath **Current images** and select an image in the symbol catalog.

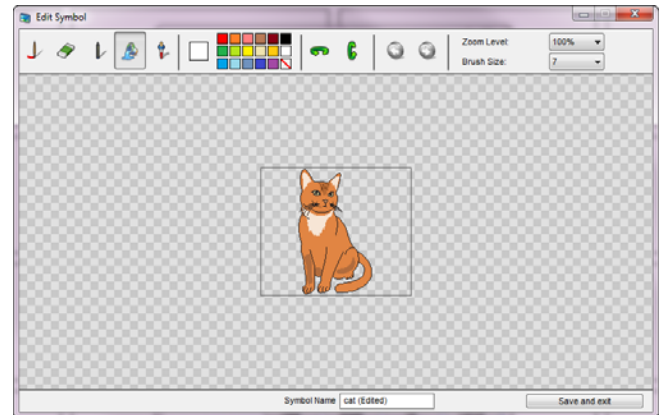


The second image will be added to the cell at the right.

*To activate or deactivate symbol sets go to Tools > Symbolsets. This can be useful when you do not want to use or to update a specific symbol set.*

#### Creating a new symbol based on an existing one

You can create a new symbol starting from an existing symbol from the catalog. In the **Edit** window, right-click the symbol preview box and click **Edit symbol**. In the advanced **Edit** window, you can also click the edit button underneath **Current images**. The **ImageEditor** window opens containing the symbol you want to edit.



If you selected a Bliss symbol from the catalog, Mind Express automatically opens Bliss Editor.

You can now make changes to the symbol using the available tools, listed in the table below.

Table 18: ImageEditor


Tool	Description
	To start drawing on the symbol.

Table 18: ImageEditor










Tool	Description
	To erase parts from the symbol.
	To draw lines on the symbol.
	To color specific parts of the symbol.
	To copy the color of a specific area of the symbol to paste it to another area.
	To select the color you want to use. You can also select transparent.
	To rotate the symbol horizontally for 180 °.
	To rotate the symbol vertically for 180°.
	To undo a change you made.
	To redo a change undone before.

Table 18: ImageEditor

Tool	Description
Zoom level	To zoom in or out on the symbol.
Brush size	To set the brush size.
Symbol Name	To give the symbol a name. The default name is the originally name of the symbol with ' edited' appended to it, e.g. Cat (Edited).

Click the close button and confirm you want to save the changes you made to the symbol.

**Using other symbols**

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

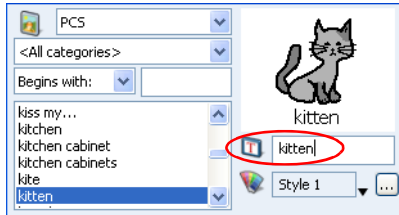
- WMF (Windows Metafile)
- BMP (Bitmap)
- GIF (Graphics Interchange Format)
- JPG (Joint Photographic Experts Group).
- EMF (Enhanced Metafile Format)
- PNG (Portable Network Graphics)

Import your images into Mind Express by using the Media library.

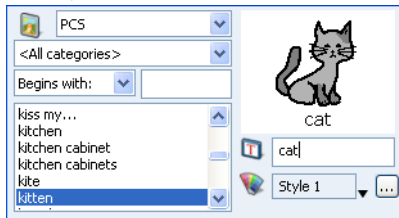
For more information, refer to “Using the Media library” on page 11.

### Setting a Label

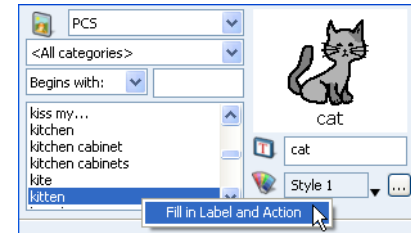
If you select a symbol from one of the symbol sets, the text associated with it automatically appears in the field next to the label icon, as shown in the illustration below.



If you want to display another label for the symbol than the one offered by default, simply enter the new label in the field next to the label icon. For example, if you want to display the label “cat” with the kitten symbol, instead of the default label “kitten”, enter “cat” in the label field.



You can right-click the symbol name in the list and click the **Fill in Label and Action** option to reset the default label and action to the image.



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. You can also add 'enters' yourself. Add “##” in the label field at the position where you want to place an enter.


When you click OK, all changes are saved.

### Modifying Styles

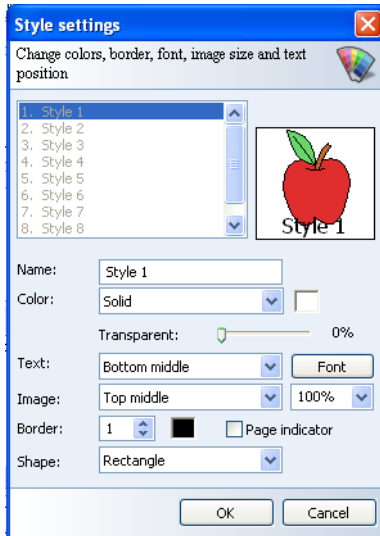
Every time you create a new communication grid, Mind Express automatically uses the default styles.

You can modify the style of your cells by changing for example the text font and position, the image position and scale and the cell color.

#### To modify the cell style

1. In the **Edit** window, select the style you want to use from the drop down list next to the style icon.
2. To view or change the specific style characteristics, click the  button.

The **Style settings** window opens.



The table below explains all functions that can be found and changed in the **Style settings** window.

**Table 19: Style settings**

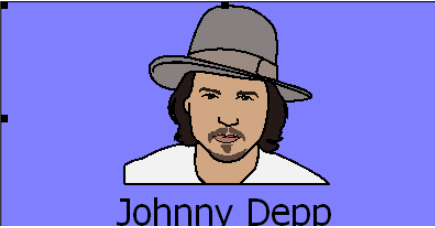

Style setting	Description	Example
Name	To enter a new name for the specific style.	
Color	You can select the background color of the cell from a standard Windows color palette and choose between a solid or gradient fill.	
Transparent	You can make a cell more or less transparent. This might be useful if you are using a background image in the grid. To get more information on setting a background image, refer to "Page settings" on page 74.	

Table 19: Style settings


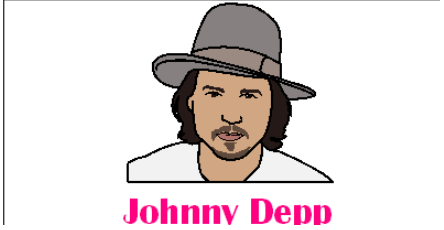




Style setting	Description	Example
Text	<p>You can change the position of the text in the cell:</p> <ul style="list-style-type: none"> <li>• Top left</li> <li>• Top middle (as in the example)</li> <li>• Top right</li> <li>• Middle left</li> <li>• Center</li> <li>• Middle right</li> <li>• Bottom left</li> <li>• Bottom middle</li> <li>• Bottom right</li> </ul>	 <p style="text-align: center;">Johnny Depp</p>
Font	<p>In the <b>Font</b> window you can change the font, size and color of the text. You can also indicate you want the text to be in italic, bold, underlined or strikethrough.</p>	 <p style="text-align: center;"><b>Johnny Depp</b></p>
Image	<p>You can change the position of the image in a cell or change its scale. The image can be centred horizontally in the cell, or can be aligned with the left or right edge of the cell.</p> <p>The image can be centred vertically, or can be aligned with the top or bottom edge of the cell.</p> <p>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.</p>	 <p style="text-align: right;">Johnny Depp</p>

Table 19: Style settings

Style setting	Description	Example
Border	You can adapt the border width and color around the images.	
Page indicator	If a cell contains the action <b>Go to page</b> , you can use page indicators. In the top right corner an arrow appears to indicate the link to another page.	
Shape	You can select the shape of the cell: rectangle, rounded rectangle or circle.	

3. Edit the style characteristics as desired and click **OK** to save your changes.



## 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 non-adjacent cells: Press the Ctrl key and select the cells with one left click.
- To select a block of cells, press the Shift key and select the first and the last cell with a left click. All the cells in between will be selected.

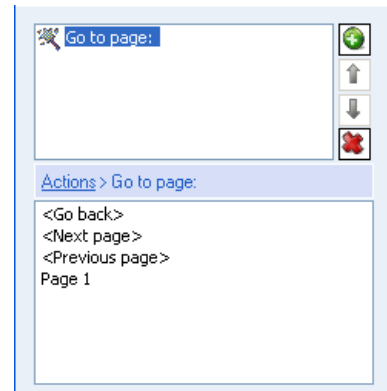
Right-click one of the selected cells in the grid and choose **Styles** to apply a new/another style to the selected cells.

For more information on the right-click menu, refer to “Using the right-click menu” on page 69.

## 1.5.4 Actions

To each cell in a communication grid, you can assign three information levels. Each level can contain one or more actions.

These actions can be message box options, grammatical options or other commands. Most of these actions contain a number of subactions.



If you assign an action 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.

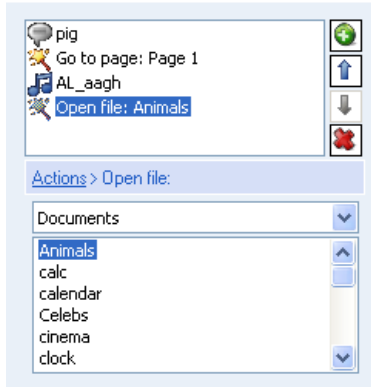
For more information on working with actions, see also “Working with Actions” on page 83.

### Switching levels





You can attach information to the cells in a grid on three different levels. To switch between levels, it suffices to create a new cell in your grid to which you attach the action **Go to level 2** or **Go to level 3**. In fact, you are creating “action cells” in your grid, that help you activate the different information levels.

**Multiple actions per level**

You can define an unlimited number of actions per level. One level may contain, for example, four actions.



**Table 20: Multiple actions per level**

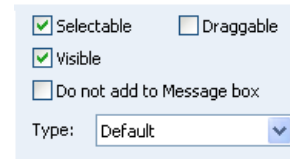
Button	Description
	Add a new action.
	Move selected action up.
	Move selected action down.
	Delete the selected action.



To copy an action in the action list: click the action to select it and press **Ctrl** and click .

**1.5.5 Advanced features and cell types**

A third part of the **Edit** window contains the advanced functions that can be assigned to cells.



**Table 21: Cell types**

Option	Description
Selectable	The user can or cannot select a certain cell.
Draggable	If selected, the user can move the cell in mouse mode. The option should be selected if you want the user to solve a sliding puzzle.
Visible	To determine whether the cell is visible to the user or not.
Do not add to Message box	If this option is selected, the cell will not be added to the message box when it is selected. The actions of the cells will be executed, but the message box will remain unchanged.

Table 21: Cell types

Option	Description
Type	<p>To indicate the specific type of the cell. The following types are available:</p> <ul style="list-style-type: none"> <li>• Default</li> <li>• Address book</li> <li>• Agenda</li> <li>• Battery</li> <li>• Calculator</li> <li>• Camera</li> <li>• Clock</li> <li>• Dynamic list</li> <li>• E-mail</li> <li>• Message box</li> <li>• Music And Video</li> <li>• Phone functions</li> <li>• Prediction</li> <li>• Slideshow</li> <li>• Time indicator</li> </ul> <p>For more information, refer to part IV “Special Features” on page 91.</p>

## 1.6 Using the right-click menu

Most of the editing functions can also be accessed by right-clicking a cell in the communication grid.

Table 22: Right-click menu

Option	Description
Go to Editor	Click to open the <b>Edit</b> window. For more information, refer to “Using the editor” on page 58.

Table 22: Right-click menu

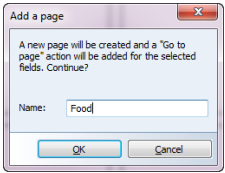
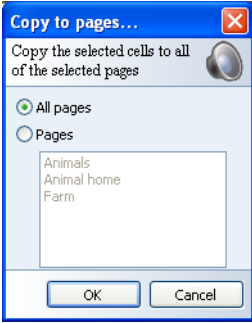
Option	Description
Edit style ‘Style 1’	Click to open the <b>Style settings</b> window. You can now modify the current style of the selected cell(s). For more information on editing styles, refer to “Modifying Styles” on page 62.
Styles	Shows the list of available styles. You can select one or click <b>New style</b> to create a new style in the <b>Style settings</b> window. A new style is automatically created. You should define its settings and click <b>OK</b> to save the new style.
Go to <New page>	To add a new page and add a “Go to page” action to the selected cell(s).
Go to <new page>	<p>To add a new page and add a “Go to page” action to the selected cell(s). You will be prompted to give a name to the new page.</p> 
Fill cells	To open the <b>Symbol</b> window. This function enables you to select a couple of symbols very quickly. For more information, see “Dynamic lists” on page 151.
Cut	To clear (the symbol, label and action(s) of) the selected cell. The content of the cell is moved to the clipboard.
Copy	To copy the selected cell.

Table 22: Right-click menu

Option	Description
Paste	To paste what you have cut or copied before to the selected cell.
Paste image	To past an image iimmediately in a cell. The image will automatically be added to the Media library.
Clear	To delete the selected cell. The content of the cell (symbol, label and actions) is lost, except if you undo the action of deleting.
Copy to pages	To copy the selected field(s) to all or to the selected pages. 
Delete	You can delete the current row or the current column.
Insert	You can insert a row or column before or after the current one.
Scanword	You can enter a scanword for the current cell/row/column. Refer to "To assign a keyword for auditory scanning to a cell" on page 45.

In freestyle, the right-click menu looks somewhat differently.

Table 23: Right-click menu - freestyle

Option	Description
Go to Editor	Click to open the <b>Edit</b> window. For more information, refer to "Using the editor" on page 58.
Edit style 'Style 1'	Click to open the <b>Style settings</b> window. You can now modify the current style of the selected cell(s). For more information on editing styles, refer to "Modifying Styles" on page 62.
Styles	Shows the list of available styles. You can select one or click New style to create a new style in the <b>Style settings</b> window. A new style is automatically created. You should define its settings and click <b>OK</b> to save the new style.
Go to <New page>	To add a new page and add a <b>Go to page</b> action to the selected cell(s).
Fill cells	To open the <b>Symbol</b> window. This function enables you to select a couple of symbols very quickly. Refer to "Using the Choose symbols window (F4)" on page 55.
Cut	To clear (the symbol, label and action(s) of) the selected cell. The content of the cell is moved to the clipboard.
Copy	To copy the selected cell.
Paste	To paste what you have cut or copied before to the selected cell.
Paste image	To past an image iimmediately in a cell. The image will automatically be added to the Media library.
Delete	You can delete the current cell(s).

Table 23: Right-click menu - freestyle


Option	Description
Order	To put the selected cell in front or in back of the others, click <b>Bring to front</b> or <b>Send to back</b> .
Format	<p>If you select two or more cells, you can change the format and alignment of the selected cells. The cell with the black markers (the cell you selected last) is used as reference.</p> <ul style="list-style-type: none"><li>• Align top</li><li>• Align bottom</li><li>• Align left</li><li>• Align right</li><li>• Make same size</li><li>• Make same width</li><li>• Make same height</li></ul>



## Chapter 2 - Layout, Document and Page settings

To change characteristics and options on the document level, you should use the **Document** menu.

**Table 24: Document menu**

Menu item		Description
Page settings		Click to open the <b>Page settings</b> window. For more information on page settings, refer to "Page settings" on page 74.
Style settings		Click to open the <b>Style settings</b> window. For more information on style settings, refer to "Style settings" on page 75.
Go to	First page	To navigate to the first page of the document.
	Previous page	To navigate to the previous page in the document.
	Next page	To navigate to the next page in the document.
	Last page	To navigate to the last page in the document.
	Page...	Click to go to a certain page in the document. You can select the desired page in the list. 

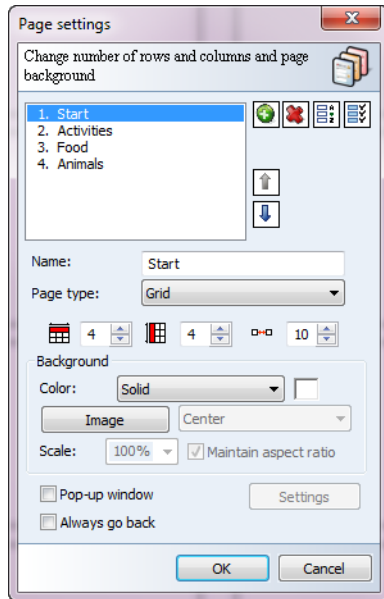
**Table 24: Document menu**

Menu item	Description
Add new page	Click to add a new page to the document. The new page is automatically opened and can now be edited.
Duplicate page	Click to add a copy of the current page at the end of the document. A confirmation message will appear.
Delete page	Click to delete the current page.
Preferences	To open the <b>Document preferences</b> window. For more information on the document preferences, refer to "Document preferences" on page 76.

This chapter covers the following topics:

- Page settings
- Style settings
- Document preferences

## 2.1 Page settings



In the **Page settings** window, you can determine the overall structure of your communication grid. This window opens automatically when you start creating a new communication grid (**File > New**). When creating a new communication grid, you need to decide in advance:

- Whether you want to use a fixed number of cells or draw your own cells (“freestyle”).
- In case of a fixed number of cells: of how many cells the grid will consist (down and across) and how much space should be left between the cells.
- What the background of the page should look like.

While working in Mind Express, when you need to change the page settings or when you want to add a new page to your document, you can also use the **Page**

**settings** window. Go to **Document > Page settings**. Alternatively, click F8 on your keyboard.

The table below gives you an overview and description of all the options you can change on the **Page settings** window.

Table 25: Page settings

Option	Description
	Window that shows an overview of the pages in the document.
	To add a new page. Each page can have a different number of cells.
	To delete an existing page from the document.
	To sort the order of the pages alphabetically.
	To select all the pages of the document.
	To move selected pages up or down in the list.



Table 25: Page settings




Option	Description
Name	To give a specific name for the selected page. You can assign a different name to every page in a file.
Page type	You can choose to use a fixed number of cells (a grid) or to draw your own cells (freestyle).
	You can indicate how many cells, rows and columns, both horizontally and vertically, you want to include in your communication grid.
	To determine the spacing between the cells.
Background color	<p>By default, the background color of the communication grid is white. Click the white box to choose another background color. A color palette appears from which you can select the color you prefer.</p> <p>The background color can be solid or gradient (horizontally or vertically). This way you can make one color flow over in another color.</p>
Image button	To select the image you want to use as a background image. You can change the position of the image in the drop down list next to the Image button.
Scale	To change the scale of the background image.
Maintain aspect ratio	Select this option to keep the original aspect ratio of the image.

Table 25: Page settings

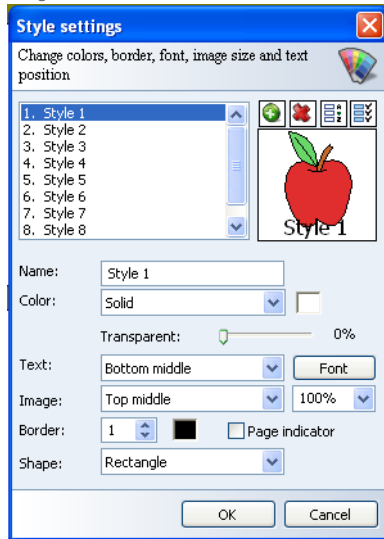
Option	Description
Always go back	After a selection, always return to the previous page.
Popup window	<p>Select the check box to indicate the page you created should be used as a popup window. If needed, change the size and place of appearance of the popup window.</p> <p> Page 1 can never be a popup window.</p>





## 2.2 Style settings

Mind Express comes with different style sets. A specific style set contains a couple of defined properties regarding text font, text position, background color, image scale, image position, cell shape, etc. You can redefine these styles.

To modify styles, go to **Document > Style settings**.

The **Style settings** window opens.



In the top part of the window, you can add a new style , delete a style , sort the styles alphabetically or by number  or select all styles at once . Refer to Table 19, “Style settings” on page 64 to get more information on the other functions that can be found and changed in the **Style settings** window.



*You can use the Shift and/or Control keys to select several styles at the same time and edit these selected styles simultaneously.*

You can also import existing stylesets into Mind Express via the File menu. For more information, refer to “Importing stylesets” on page 16.

## 2.3 Document preferences

You can set a couple of preferences for the current document. To open the **Document preferences** window, go to **Document > Preferences**.

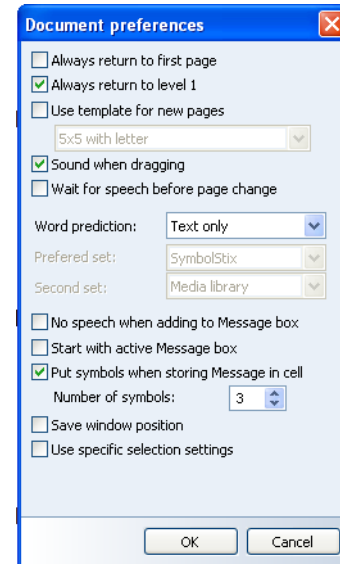


Table 26: Document preferences

Setting	Description
Always return to first page	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.
Always 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.
Use template for new pages	If this option is enabled, the selected template will be used for each new page you create.
Sound when dragging	If this option is enabled, the user will hear a sound when dragging.
Wait for speech before page change	Another page will only be opened when speech of the current page has ended.
Word prediction	Word prediction can occur on text and/or on symbol level: <ul style="list-style-type: none"> <li>• Text only: word prediction on text level</li> <li>• Text (with symbols): prediction cells with text and, if available, symbols.</li> <li>• Symbols only: prediction on symbol level if symbols are available.</li> <li>• Symbols (with text): prediction cells with symbols and text if symbols are available.</li> </ul>
Preferred set	Indicate which symbol set should preferably be used during symbol prediction.

Table 26: Document preferences

Setting	Description
Second set	Indicate which symbol set should be used when no symbol could be found in the preferred set.
No speech when adding to Message box	If this option is enabled, the words you select in the communication grid while writing a message are not pronounced via speech synthesis.
Start with active Message box	If this option is enabled, you can start writing your message as soon as this document is opened.
Put symbols when storing Message in cell	When storing a message in a cell, also show the first symbols. Enter a maximum number of symbols to be shown in the cell.
Save window position	To save the current position and size of the window.
Use specific selection settings	When this option is enabled, the current document uses specific selection settings, regardless of your user settings. Choose between mouse and scanning selection and click <b>Settings</b> to open the <b>Mouse selection</b> window or <b>Scanning selection</b> window. For more information on the mouse selection settings, refer to “Mouse mode” on page 29. For more information on the scanning selection settings, refer to “Scanning mode” on page 35.



## Chapter 3 - Working with Messages

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

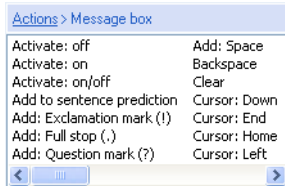
Messages are written in a message box you should add to your communication grid. Double-click the cell you want to use as message box and in the advanced part of the edit window, select the cell type Message box. Indicate the number of lines and whether the message box should display only text, only symbols or both.

You can resize the message box to your needs, depending on how much space you wish to reserve for viewing the message.



*You can resize your message box by clicking the cell (in edit mode) and then clicking one of the black squares that appear. Hold your mouse and drag to the desired size.*

You can find all the message-related actions in the Mind Express **Edit** window.



In this chapter, you will find a detailed overview of each of the message box actions.

This chapter contains the following sections:

- Message options
- Message style settings
- Using Message functions

### 3.1 Message options

Before you start writing a message, you should first determine the specific message options.



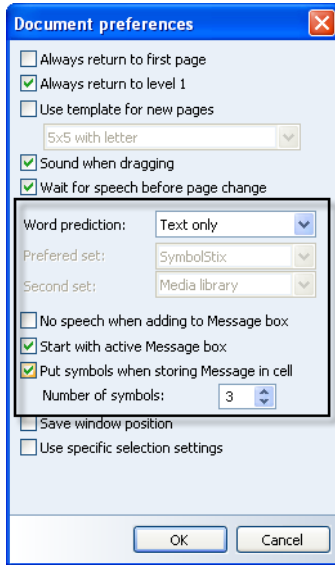
*Your preference settings are saved along with the file.*

#### To change the message options

1. Go to **Document > Preferences**.

The **Document Preferences** window appears. This window contains, amongst others, the preference settings for the message, 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 message box and their effects:

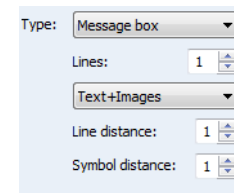
Setting	Description
No speech when adding to Message box	If this option is enabled, words added to the Message box are not pronounced at once.
Start with active Message box	If this option is enabled, you can start writing your message as soon as the document is opened.
Put symbols when storing Message in cell	The cell will display the first symbols of the message. Enter a maximum number of symbols to be shown in the cell.

### 3.2 Message box cell

The selected message items can be visualised in the Message box type cell.

#### To create a Message box cell

1. Open the content window of the cell.
2. Select **Message Box** next to Type.



3. Define the lay-out of the Message box: number of line, Text and/or Images, Line distance and symbol distance.

### 3.3 Message style settings

In Mind Express you can configure the writing process to meet your personal needs.

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

#### To set the style of your message

1. Double-click the message box cell and in the **Edit** window, select the style you want to use for your message.

You can also select **New style** to create a new style for your message.

For more information on style settings, refer to “Style settings” on page 75.

### 3.4 Using Message functions

The table below gives an overview of all the message box functions that can be attributed to a cell.

Table 27: Message box functions


Function	Description
Activate: off	The writing of the message is stopped, and the message box is disabled.  You can use this option to temporarily stop composing the message, to use the communication grid without including the selected cells in the message.
Activate: on	Start writing.
Activate: on/off	Toggle/switch between start writing (active) and stop writing (not active).

Table 27: Message box functions

Function	Description
Add to sentence prediction	Add the sentences of the message box to the sentence prediction list.  For more information, refer to “Sentence Prediction” on page 97.
Add: Exclamation mark (!)	Add an exclamation mark to your message.
Add: Full stop (.)	To add a full stop to your message.
Add: Question mark (?)	To add a question mark to your message.
Add: Space	To add a space to your message.
Backspace	To delete the word/symbol added last to the message box.
Clear	The entire message is cleared.
Cursor: Down	To set the cursor in the next line of the message.
Cursor: End	Set the cursor at the end of the message.
Cursor: Home	Set the cursor at the beginning of the letter.
Cursor: Left	Move the cursor one position to the left.
Cursor: Right	Move the cursor one position to the right.
Cursor: Up	To set the cursor in the previous line of the letter.
Delete character	To delete the character/letter before the cursor position.
Delete sentence	To delete the sentence before the cursor position.
Delete word	To delete the word before the cursor position.

Table 27: Message box functions

Function	Description
Echo off	To stop pronouncing each word/item when you add it to the message.
Echo on	To activate the echo function to pronounce each word/item you add to the message immediately.
New line	To set the cursor at the beginning of a new line in the message.
Open message	To open an existing message, only in combination with the Save message as option. Refer to “Saving messages” on page 27.
Open Message x	To open an existing message stored under a specific given name (for example Message 1). This name is defined in the action ‘Save message as ‘x’.
Print message	To print the content of the Message box.
Read all	The content of the message is read.
Read sentence	The sentence on the cursor is read.
Read word	The word on the cursor is read.
Save message as	Save a message as a separate file. Refer to “Saving messages” on page 27.
Save message as ‘x’	To save a message under a specific name. When selecting the action in the action list you will be prompted to fill in a name.
Store in cell	Place the whole message in a cell. For more information, refer to “Saving messages” on page 27.

Table 27: Message box functions

Function	Description
Switch items	To switch the two last entered items in the message box.
Undo	To undo the last message box actions (10 actions).

You can enable the Mind Express user to save his messages. To allow the user to do this, you need to include action cells with the **Message box** subactions **Store in cell** or **Save message as** in the communication grid.

	<i>Enter in message box with regular keyboard = read last sentence.</i>
---	---



## Chapter 4 - Working with Actions

Apart from a symbol and a label, you can assign actions to cells in your communication grid.

### To assign an action to a cell

1. In the bottom part of the **Edit** window, click the add button.
2. In the **Actions** field, click the action you want to add.

A list of subactions appears.

3. If present, click the desired subactions and click **OK**.

The selected subaction is assigned to the cell.

In the following paragraphs you will find an overview of the main actions and their subactions, in the order in which they are presented in the **Actions** field of the **Edit** window.

- <Text>
- Address book
- Agenda
- Battery
- Calculator
- Camera
- Date/time
- Dynamic list
- E-mail
- GEWA
- Go to level
- Go to page
- Grammar
- Message box
- Music And Video
- Open document
- Phone functions
- Phonetic

- Run application
- Slideshow
- Sound
- User
- Volume
- Windows Control

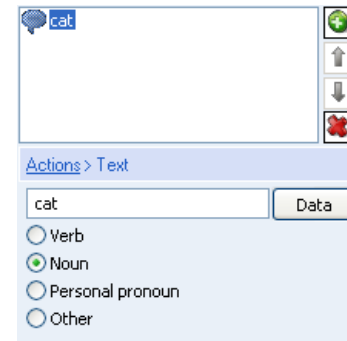


*Via **Tools > Add-ons**, you can turn off some of the add-ons to make working in Mind Express easier.*

### 4.1 <Text>

This is the message that is pronounced when you click a specific cell. This text 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.

In the **Actions** part of the **Edit** window, indicate you want to add spoken text to a cell.



You can choose from a number of word classes when entering text 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 windows you use to enter their details. You can open these windows by clicking **Data** in the **Edit** window.

Table 28: Word classes

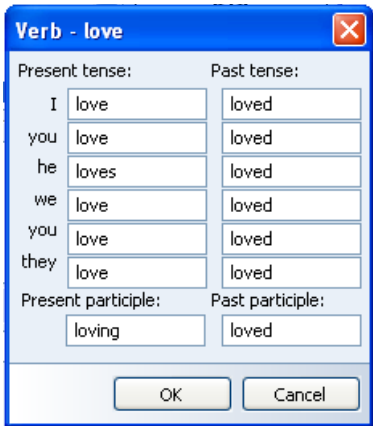
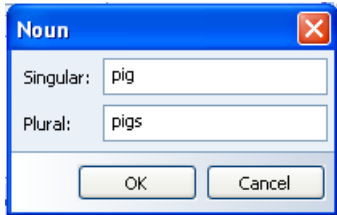
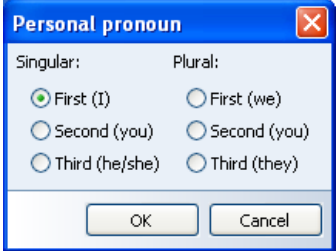
Word class and options	Window
<p><b>Verb:</b></p> <p>Select <b>Verb</b> if the word you entered in the text box is a verb and you wish to use its conjugation. If available, Mind Express will automatically enter the correct conjugation in the <b>Verb</b> window. If not available, Mind Express will ask you to add the conjugation yourself.</p>	
<p><b>Noun:</b></p> <p>Select <b>Noun</b> if you entered a noun in the text box and you wish to use the plural form of the noun.</p>	

Table 28: Word classes

Word class and options	Window
<p><b>Personal pronoun:</b></p> <p>The pronouns “I, you, he/she, we, you, they” are all personal pronouns.</p>	
<p><b>Other:</b></p> <p>No grammatical information will be used.</p>	<p>not applicable</p>

## 4.2 Address book

In Mind Express, you can collect all addresses of your friends and contacts in a directory (address book). Via the **Edit** window, you can add the following address book subactions to your communication grid.

Table 29: Address book - subactions

Subaction	Description
Scroll next	To scroll through the items in your address book.
Scroll previous	To scroll backward through the items in your address book.
Scroll to beginning	To scroll to the first item in your address book.
Clear list of recipients	To clear all contact persons from the List of recipients cell. Refer to 'Address book cell' on page 106.

For more information on using the address book, refer to 'Address book" on page 128.

### 4.3 Agenda

Mind Express contains an agenda function, so you can order your appointments and activities.

For more information on making or using an agenda, refer to Chapter 15 "Agenda" on page 159.

### 4.4 Battery

In Mind Express you can create battery level indicator to show the current level of the battery at any time.

For more information on making or using a battery level indicator, refer to Chapter 10 "Battery level" on page 143.

### 4.5 Calculator

In Mind express you can make a calculator or use the standard calculator already available in the software.

For more information on making or using a calculator, refer to Chapter 9 "Calculator" on page 141.

### 4.6 Camera

The camera module in Mind Express enables you to take your own pictures.

For more information on making or using a camera, refer to Chapter 7 "Camera" on page 133.

### 4.7 Date/time

You can make a cell to hear the current day/date/time spoken out loud when you click it.

**Table 30: Date/time subactions**

Subaction	Description
Say date	Click this cell to hear the current date.
Say day	Click this cell to hear the current day.
Say time	Click the cell to hear the current time.

### 4.8 Dynamic list

In Mind Express, dynamic lists can be created and used.

For more information on making or using a dynamic list, refer to Chapter 13 "Dynamic lists" on page 151.

### 4.9 E-mail

In Mind Express you can send each message or letter you created to any e-mail address.

For more information on using the e-mail functions, refer to Chapter 6 "E-mail in Mind Express" on page 121.

### 4.10 GEWA

Mind Express can be optionally equipped with a programmable infrared remote control unit.

For more information on using GEWA, refer to Chapter 11 "GEWA" on page 145.

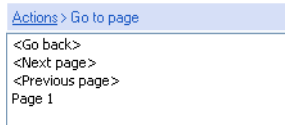
## 4.11 Go to level

By assigning the action **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 **Always return to level 1** option in the **Document preferences** window, the new level will only be enabled for the next cell you select. For more information on the document preferences, refer to "Document preferences" on page 76.

## 4.12 Go to page

By assigning the action **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 **Always return to first page** in the **Document preferences** window, you will return to the first page after performing an action on the other page. If not, you need to create a cell to go back to the first page (or page of your choice). For more information on the document preferences, refer to "Document preferences" on page 76.

## 4.13 Grammar

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

- **Past participle/Infinitive/Present tense/Present participle/Past tense/Future tense:** Choose one of these functions to conjugate the selected verb in the corresponding tense.
- **Plural/Singular:** Choose one of these options to put the next noun you select in the corresponding number.
- **1st/2nd/3rd pers. sing.:** Choose one of these functions to use a verb in either the first, second or third person singular.

- **1st/2nd/3rd pers. plural:** Choose one of these functions to use a verb in either the first, second or third person plural.

## 4.14 Message box

If you select the **Message box** action, a list of subactions for use in messages appears.

For more information on messages, refer also to "Using Message functions" on page 81.

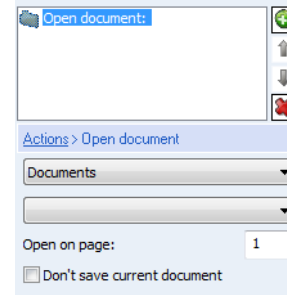
## 4.15 Music And Video

In Mind Express, you can create music and video files to listen to your favourite music and watch your videos.

For more information on music and video, refer to Chapter 3 "Music and Video" on page 99.

## 4.16 Open document

You can use this action to open a file in Mind Express. Select a specific directory from the list. A list of available documents is displayed.



Set a specific page if you want the document to be opened on a specific page.

If you select the option **Don't save current document**, you will open the desired document without saving changes made to the current file.

### 4.17 Phone functions

In Mind Express, you can make and receive phone calls and send messages via the phone module.

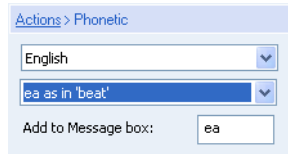
For more information on using the phone module, refer to Chapter 5 “Phone functions” on page 109.

### 4.18 Phonetic

You can make letters and diphthong be pronounced through recordings (WAVE files of phonetic sounds).

#### To make a phonetic action cell

1. Double-click a cell.
2. In the Actions part of the **Edit** window, select **Phonetic** and select the language you are working in.
3. From the drop down list, select a specific phonetic sound.



The letters shown in the **Add to Message box** field will appear in the message box.

4. Enter an appropriate label and/or symbol.
5. To confirm, click **OK**.

You can now click the cell to add the chosen letter/diphthong to the message box.

### 4.19 Run application

With the Run application command, 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 for example immediately play MP3 files with your default MP3 application.

### 4.20 Slideshow

If you select the **Slideshow** action, a list of subactions for use in a slideshow appears

Table 31: Slideshow - subactions

Subaction	Description
Next	To go to the next series of slides.
Next (jump 1)	Jump to the next slide.
Previous	To go to the previous series of slides.
Previous (jump 1)	Jump to the previous slide.
Go to begin	Go to the first slide.
Start Autoscroll	To start scrolling the slideshow automatically.
Stop Autoscroll	To stop the automatic scroll.

For more information on creating a slideshow, refer also to Chapter 12 “Slideshow” on page 147.




### 4.21 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 select a sound from the list or record your own sound by clicking the record button at the right. To stop recording, click the stop button. The recorded sound is added to the list. To listen to the take, select the sound in the list and click play. To change the name of a sound, click the name twice and type the new name. Right-click a sound in the list and click **Delete file** to delete the selected sound.

Table 32: Sound

Button	Description
	To listen to the selected sound.
	To stop the sound playing.
	To record a new sound.

## 4.22 User

The **User** actions can be used when logging in to Mind express as a specific user.

**Table 33: User - subactions**

Subaction	Subaction	Description
Selection	Go to mouse mode	To switch to mouse mode.
	Go to scanning mode	To switch to scanning mode.
	Go to Joystick mode	To switch to Joystick mode.
	Pause mouse selection	To pause the mouse selection.
	Toggle external dwelling	To toggle the external dwelling.
	External dwelling on	To activate the dwelling.
	External dwelling off	To deactivate the dwelling.
	External dwell right click	To make a right click with the external dwell.
	External dwell double click	To make a double click with the external dwell.
	External dwell drag and drop	To drag and drop with the external dwell.
	Increase dwell time	To increase the dwell time.
	Decrease dwell time	To decrease the dwell time.
	Increase scan time	To increase the scan time.
	Decrease scan time	To decrease the scan time.
Change voice	-	To change the voice. Click Select voice to select the voice you want.

Table 33: User - subactions

Subaction	Subaction	Description
Append to password	-	To add a character to the password.
Reset password	-	To reset your password.
Check password	-	To check your password.
Change user	-	To switch to another user.
Pause mouse selection	-	To disable mouse selection until you click this cell again.

### 4.23 Volume

The volume action allows you to adjust the volume to your preference.

#### To create volume action cells

1. Double-click a cell.
2. In the **Actions** part of the window, select **Volume** and choose one of the subactions (see table below).

Table 34: Volume - subactions

Subaction	Description
Stop all sound	To stop speech/sound.
Volume down	To lower the volume of the sound.
Volume up	To raise the volume of the sound.

3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

### 4.24 Windows Control

In Mind Express you can send commands to other applications.

For more information on Windows Control, refer to Chapter 16 “Windows Control” on page 167.



## III. Special Features



## Chapter 1 - Word Prediction

When the user is able to use text, offering word prediction can increase the communication speed significantly.

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 use a cell as word prediction cell

1. Double-click a cell.
2. In the advanced part of the **Edit** window, select the cell type **Prediction**.
3. Click **OK**.
4. If desired, enable sentence prediction by selecting the **Sentence prediction** check box.

For more information on sentence prediction, refer to “Sentence Prediction” on page 97.

### 1.1 Setting the word prediction options

A couple of options can be set to determine how word prediction should be used.

#### To set the word prediction options

1. Go to **Tools > Word prediction**.

The **Prediction** window opens.

2. Click the **Options** button.

The **Options** window opens.

**Table 35: Prediction - Options window**

Option	Description
Case-sensitive	Enable this option when you want the prediction engine to be case sensitive.
Minimal length	To define the minimal number of characters the word predictions will be longer than the current written word.
Maximum repetitions	To define how many times a word prediction will be suggested. If it hasn't been chosen by then, the prediction will no longer be shown but will be replaced by another prediction.
Recency priority	You can choose between <b>None - Low - Normal - High</b> . To define whether recently used words will obtain higher probabilities.
Auto-learn	This parameter defines whether new words and/or word pairs will be added to the prediction list or not. This will also affect the probability of the words in the list.

## 1.2 Editing the word prediction list

You can edit the word prediction list, add and delete words, change frequencies.

### To edit word prediction lists

1. Go to **Tools > Word prediction**.

The **Prediction** window opens.

Table 36: Prediction window

Option	Description
	You can select the prediction list you want to use or edit in the list.
New	To make a new word prediction list. You can add words manually, but you can also use the auto learn function. The word prediction will automatically learn words while using it.
Copy	To make a copy of an existing prediction list and save it with a new name.
Delete	To delete the current word prediction list.
Edit	To edit the current word prediction list. Refer to "Editing words" on page 94.
Abbreviations	To add new abbreviations to the list.
Start words	Words that will be shown in the prediction cells at the beginning of a new sentence. You can add start words to this list by typing them directly in the field with the list of start words.

Table 36: Prediction window

Option	Description
	To set the word prediction options. Refer to "Setting the word prediction options" on page 93.

### 1.2.1 Editing words

You can edit the words of the prediction list.

#### To edit words

1. In the **Prediction** window, click **Edit**.

The **Edit** window opens.

2. In the search field, enter (part of) the word you are looking for and click the button next to it.

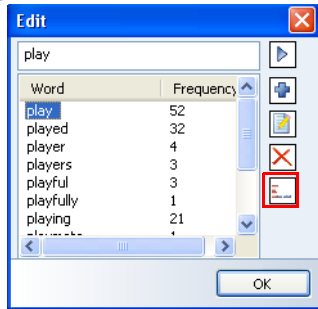
A list of words and their corresponding frequency will appear.

Table 37: Edit words

Option	Description
	Click this button to add a word to the list. In the <b>Add new</b> window you can enter the new word and its frequency. To set a frequency, compare with existing frequencies of similar words.
	Select a word and click this button to change the frequency of the word.
	Select a word and click this button to delete the word from the list.

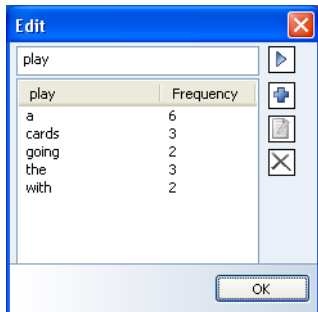
3. Select a word from the list.

At the right, the word pair icon appears. Word pairs are word that often appear together.



- Click the word pair button.

The following window opens.

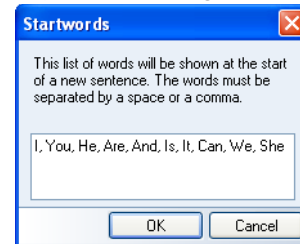


Words that have already been used next to the selected word are listed. They will appear in word prediction.

### 1.2.2 Startwords

You can edit the list of words that will be shown at the beginning of a new sentence.

Go to **Tools > Word prediction** and in the **Prediction** window, click **Start words**. In the **Startwords** window you can add, change or delete words.



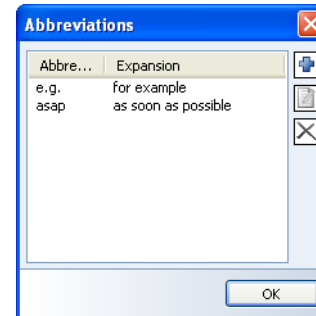
### 1.2.3 Abbreviations

You can add abbreviations to the word prediction list.

#### To add abbreviations to the word prediction list




- In the **Prediction** window, click **Abbreviations**.

The **Abbreviations** window opens.



2. Do one of the following:

**Table 38: Abbreviations window**

Option	Description
	Select an abbreviation from the list and click this button to change its expansion.
	Select an abbreviation and click this button to delete the abbreviation from the list.
	Click this button to add an abbreviation and its expansion to the list.

3. Click OK.

## Chapter 2 - Sentence Prediction

When the user is able to use text, offering sentence prediction can increase the communication speed significantly.

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. Sentence prediction searches for sentences that include the word(s) or word part(s) you are typing. If you enter the word 'tea', sentence prediction will for example come up with the sentence 'I like a cup of tea'.

When first using Mind Express, sentence prediction is empty.

### To add sentences to sentence prediction

1. Double-click a cell.
2. In the **Actions** part of the **Edit** window, click the action **Message box** and the subaction **Add to sentence prediction**.
3. Click **OK**.

If this option is enabled, sentences will automatically be added to the sentence prediction list.

You can also add sentences to the prediction list manually by using the add button in the **Sentence Prediction** window. Refer to table 41 "Sentence Prediction window".

### To use a cell as sentence prediction cell

1. Double-click a cell.
2. In the advanced part of the **Edit** window, select the cell type **Prediction** and select the **sentence prediction** check box.
3. Click **OK**.





## 2.1 Editing the sentence prediction list

You can edit the sentence prediction list, add and delete sentences, change frequencies.

### To edit sentence prediction lists

1. Go to **Tools > Sentence prediction**.  
The **Sentence Prediction** window opens.
2. Do one of the following:

Table 39: Sentence Prediction window

Option	Description
	You can search for items in the sentence prediction list.
	To add a new sentence and its frequency (Count) to the prediction list.
	To change the frequency of the selected sentence.
	To delete the current sentence from the prediction list.
Add sentences when Message box is read	When this option is selected, the prediction sentences are also learnt when the Read all action is selected.

3. Click **OK**.





## Chapter 3 - Music and Video

This chapter covers the following topics:

- Using the music sample file
- Making a music file
- Using the video sample file
- Making a video file

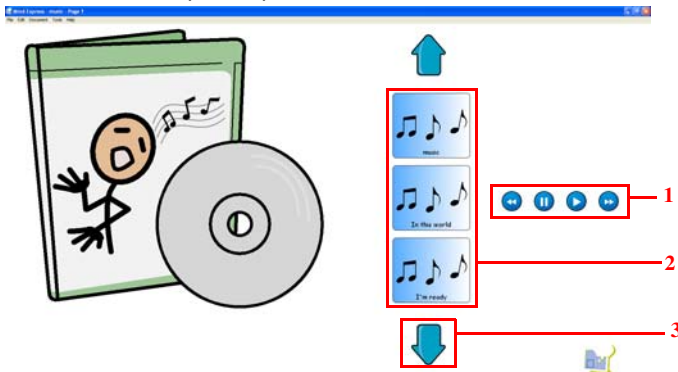
### 3.1 Using the music sample file

Mind Express contains a music sample file that can be used to listen to your favorite music without having to create a music module from scratch.

#### To use the music template in Mind Express

1. Go to **File > Open**.  
The **Open file** window appears.
2. To open the Mind Express 4 start window, select **me4\_eng**.
3. Click **multimedia** and then click **music**.

The music sample file opens.






1. Music action cells. Refer to 3.2.2 Creating music action cells.
2. Music playlist cells. Refer to 3.2.3 Creating music playlist cells.
3. Music playlist action cell. Refer to 3.2.4 Creating music playlist action cells.

4. Click one of the following icons.

Table 40: Music template

Icon	Description
	To select the song you want to hear.
	To start playing the selected song.
	To stop playing the selected song.
	To pause the selected song.
	To move backward in the selected song.

**Table 40: Music template**

Icon	Description
	To move forward in the selected song.
	To go to the previous music items.
	To go to the next music items.

### 3.2 Making a music file

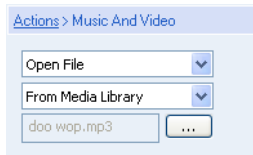
Making a music file is very similar to making a simple communication grid. Refer to “To create a new file in Mind Express” on page 53.

#### 3.2.1 Creating music cells

Create a cell in which a specific song will appear.

##### To make a music cell

1. In edit mode, double-click the cell you want to use as music cell.
2. In the **Actions** part of the window, select **Music and Video** and choose the subaction **Open file**.



3. Indicate the place where the music file is stored (Media library or directory).
4. Click  and select the music file you want to be opened.
5. Click **OK**.

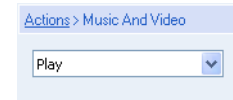
Repeat this procedure until you created all the music cells you need.

#### 3.2.2 Creating music action cells

Music action cells are used to control the selected song.

##### To make music action cells

1. In edit mode, double-click the cell you want to use as music action cell.
2. In the **Actions** part of the window, select **Music and Video** and choose the desired subaction.



**Table 41: Music actions**

Music actions	Description
Play	To start playing the selected music file.
Pause	To pause the song currently playing.
Stop	To stop the music file currently playing.
Forward	To move forward in the currently playing song.
Backward	To move backward in the currently playing song.

3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

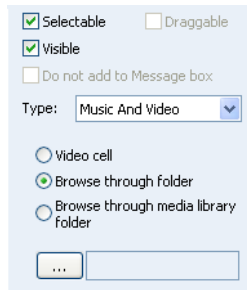
Repeat this procedure until you created all the music action buttons you need.

### 3.2.3 Creating music playlist cells

You can also make a list of songs you can browse through. A music playlist cell displays an arbitrary song from the list.

#### To make a music playlist

1. In edit mode, double-click the cell you want to use as music playlist cell.
2. In the advanced part of the **Edit** window, select the cell type **Music and Video**.



3. Select the option **Browse through folder** or **Browse through media library folder** depending on the place where the music files are stored.

Only if the songs are not imported into the media library, you should use the **Browse through folder** option.

4. Browse through the correct (media library) folder.
5. Click **OK**.

### 3.2.4 Creating music playlist action cells

Music list action cells are used to control the playlist.

#### To make a music list action

1. In edit mode, double-click the cell you want to use as music action cell.

2. In the **Actions** part of the window, select **Music and Video** and choose the desired subaction.

Table 42: Music actions (part 2)

Music commands	Description
Play stream	To play MP3 or radio players from the internet. Enter the link in the field.
Start Playlist	Start track one of the playlist.
Scroll forward	To scroll forward in the list of music files.
Scroll backward	To scroll backward in the list of music files.
Scroll to beginning	To scroll to the first music file in the list.

3. Indicate the place where the music files are stored.
4. Add an appropriate label and/or symbol to the cell.
5. Click **OK**.

Repeat this procedure until you created all the music list action buttons you need.

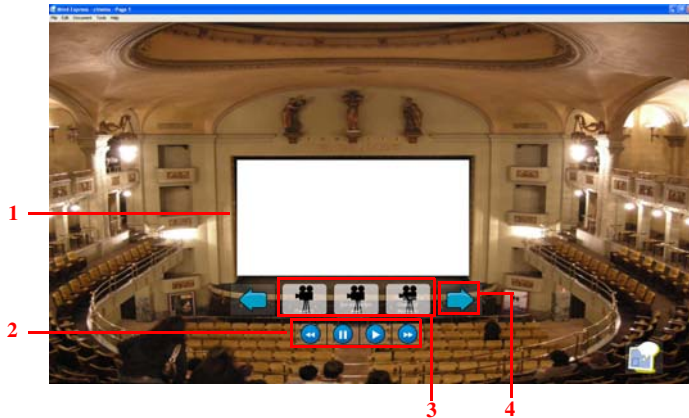
## 3.3 Using the video sample file

Mind Express contains a video template that can be used to watch your favorite movies without having to create a video module from scratch.

#### To use the video template in Mind Express

1. Go to **File > Open**.  
The **Open file** window appears.
2. Select **me4\_eng** to open the Mind Express 4 start window.
3. Click **multimedia** and then click **movies**.

The video template opens.



1. Video cell. Refer to 3.4.1 Creating a video cell.
  2. Video action cells. Refer to 3.4.2 Creating video action cells.
  3. Video playlist cells. Refer to 3.4.3 Creating a video playlist.
  4. Video list action cells. Refer to 3.4.5 Creating video list action cells.
4. Click one of the following icons.

Table 43: Video template

Icon	Description
	To select a specific video you want to watch.
	To start playing the selected video.

Table 43: Video template

Icon	Description
	To pause the video.
	To move backward in the selected video.
	To move forward in the selected video.
	To go to the previous video.
	To go to the next video.

### 3.4 Making a video file


Making a video file is very similar to making a simple communication grid. For more information, refer to “To create a new file in Mind Express” on page 53.

#### 3.4.1 Creating a video cell

First of all, you should decide which cell you are going to use as viewing screen. In the video cell, the video you selected will be displayed.

**To make a video cell**

1. In edit mode, double-click the cell you want to use as video cell.
2. In the advanced part of the **Edit** window, select the cell type **Music and Video**.
3. Select the option **Video cell**.
4. Click **OK**.

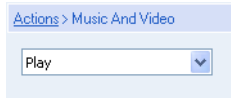
	<i>You can resize your video cell by clicking the cell (in edit mode) and then clicking one of the black squares that appear. Hold your mouse and drag to the desired size.</i>
---	---

**3.4.2 Creating video action cells**

Video action cells are used to control the selected video.

**To make video action cells**

1. In edit mode, double-click the cell you want to use as video action cell.
2. In the **Actions** part of the window, select **Music and Video** and choose the desired subaction.



**Table 44: Video actions**

Video actions	Description
Play	To restart playing the selected video after it was paused.
Pause	To pause the video currently playing.
Stop	To stop the video playing.

**Table 44: Video actions**

Video actions	Description
Forward	To move forward in the currently playing video.
Backward	To move backward in the currently playing video.

3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

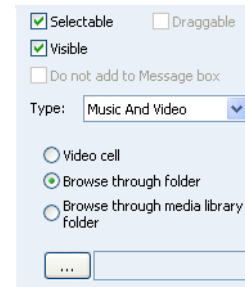
Repeat this procedure until you created all the video action buttons you need.

**3.4.3 Creating a video playlist**

You can also make a list of videos you can browse through. A video playlist cell displays an arbitrary video from the list.

**To make a video playlist**

1. In edit mode, double-click a cell you want to use as video playlist cell.
2. In the advanced features part of the **Edit** window, select the cell type **Music and Video**.



3. Select the option **Browse through folder** or **Browse through media library folder** depending on the place where the video files are stored.

Only if the video files are not imported into the media library, you should use the **Browse through folder** option.

4. Browse to the correct (media library) folder.
5. Add an appropriate label and/or symbol to the cell.
6. Click **OK**.

### 3.4.4 Creating video preview cells

Create a cell in which (the name of and/or a picture from) a specific video will appear.

#### To make a separate video preview cell

1. In edit mode, double-click the cell you want to use as video preview cell.
2. In the **Actions** part of the window, select **Music and Video** and choose **Open file**.
3. Browse to the specific (media library) file.
4. Add an appropriate label and/or symbol to the cell.
5. Click **OK**.

### 3.4.5 Creating video list action cells

Video list action cells are used to control the video playlist.

#### To make a video list action cell

1. In edit mode, double-click the cell you want to use as video list action cell.
2. In the **Actions** part of the window, select **Music and Video** and choose the desired subaction.

Table 45: Video actions

Video actions	Description
Scroll backward	To scroll backward in the video playlist.
Scroll to beginning	To scroll to the first video in the list.

3. Indicate the place where the video files are stored.
4. Add an appropriate label and/or symbol to the cell.
5. Click **OK**.

Repeat this procedure until you created all the video list action buttons you need.

Table 45: Video actions

Video actions	Description
Scroll forward	To scroll forward in the video playlist.

## Chapter 4 - Address book

This chapter covers the following topics:

- Using the address book
- Creating an address book cell
- Creating address book action cells

### 4.1 Using the address book

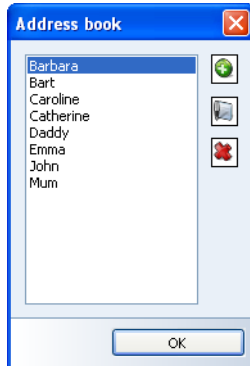
You can specify in the Address book whether you prefer to send an e-mail with or without a JPEG as attachment. You can also join a photograph of the contact person.

#### 4.1.1 Adding a contact person

To add a contact person

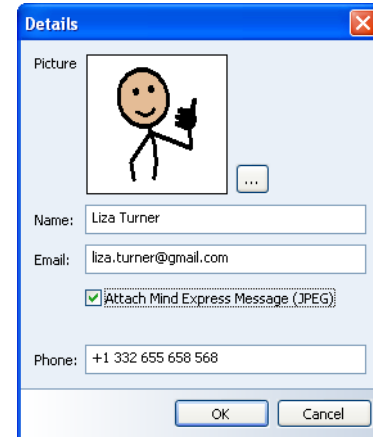
1. Go to **Tools > Address book**.

The **Address book** window appears.



2. Click the add button.

The **Details** window appears:



3. To add a picture or image click **...**.

The **Symbol** window opens.

4. Select a symbol or picture from the list and click **OK**.
5. Fill in the details of the person.

Depending on the setups of your contacts you can:

- Send an e-mail with only text.
- Send an e-mail as JPEG. The text will be sent to the inbox of the receiver, the message with symbols will be received in attachment.

6. Click **OK**.

4.1.2 Editing a contact person

To edit a contact person

1. Go to **Tools > Address book**.

The **Address book** window appears.

2. Select a contact person and click the edit button.

The **Details** window appears:



3. If needed, change the data.
4. Click **OK** to save the settings and to close the window.

4.1.3 Deleting a contact person

To delete a contact person

1. Go to **Tools > Address book**.

The **Address book** window appears.

2. Select a contact person and click the delete button.

The contact person is deleted from your address book.

3. Click **OK**.

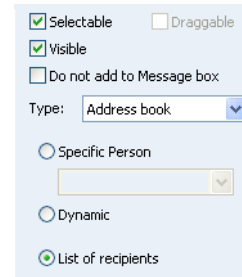
4.2 Creating an address book cell

To create an address book cell

1. Double-click the cell you want to use as address book cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **Address book**.



3. Below the cell type, you can choose between:

Table 46: Address book cell

Option	Description
Specific Person	If you select this option, indicate the specific contact person that should be shown in the cell.
Dynamic	The cell will show one of the contact persons from your address book.
List of recipients	This cell will display the contact persons you select. If you select a specific contact person a second time, it will be deleted from the list of recipients.



## 4.3 Creating address book action cells

If you created dynamic address book cells, to move through the items in your address book, you need to create action cells.

Via the **Edit** window, you can add the following address book subactions to your communication grid.

**Table 47: Address book - subactions**

Subaction	Description
Scroll next	To scroll through the items in your address book.
Scroll previous	To scroll backward through the items in your address book.
Scroll to beginning	To scroll to the first item in your address book.
Clear list of recipients	To clear all contact persons from the List of recipients cell.



## Chapter 5 - Phone functions

Thanks to the Phone module, you can send sms messages and call from your communication grid. Messages are constructed and sent using symbol pages and received text messages are read out via the speakers in the Tellus or computer. You can also make calls, receive calls and hang-up the phone when finished.

This chapter explains how such a communication grid works and is made.

- Settings
- Using the Phone module
- Making a phone file
- Using the sms sample file
- Making an sms file

### 5.1 Settings

#### 5.1.1 On the computer

Before using the Phone module you should connect your mobile phone to the computer. You can do this with a cable or wireless (Bluetooth).

#### 5.1.2 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 phone settings in Mind Express.

1. Go to **Tools > Phone functions > Settings**.

The **Phone Settings** window opens.

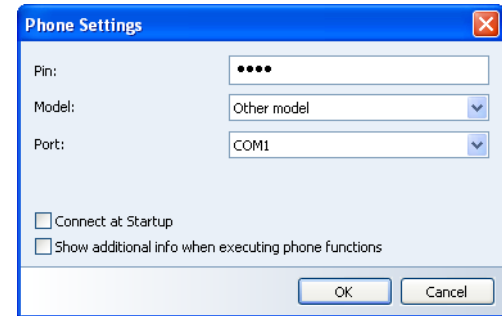


Table 48: Phone settings

Option	Description
Pin	You only need to enter a pin code when you are working with a built-in phone or SIM card. If you are working with a Bluetooth connection you don't need to fill in a PIN code.
Model	In case of a Nokia, choose "Nokia Suite" (even if the model appears in the list). In case of a Mobi, choose "Mobi". If you are working with a Sierra Wireless Aircard, select "Sierra Wireless Aircard".
Port	Enter the COM Port. In case of a Mobi, choose "COM 1".
Nokia PC Suite (optional)	Enter the COM Port. This option does not exist for Mobi devices and PCMCIA cards.

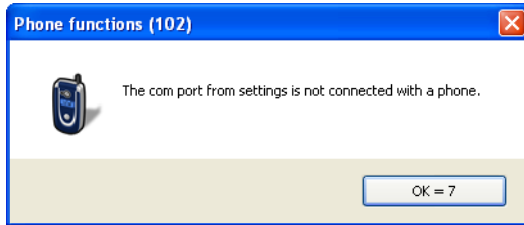
Table 48: Phone settings

Option	Description
Connect at Startup	Select this option if you want to start connecting to the phone automatically when opening Mind Express.
Show additional info when executing phone functions	Select this check box to see all information on for example connecting the phone, etc.

3. Click **computer** and then **phone**.

2. Fill in the settings of the **Phone Settings** window and click **OK**.
3. Go to **Tools > Phone functions > Initialize/Reset**.

If there is no connection with a phone set, the following message appears instead.



4. Click **Ok**.

## 5.2 Using the Phone module

To open the Phone sample file

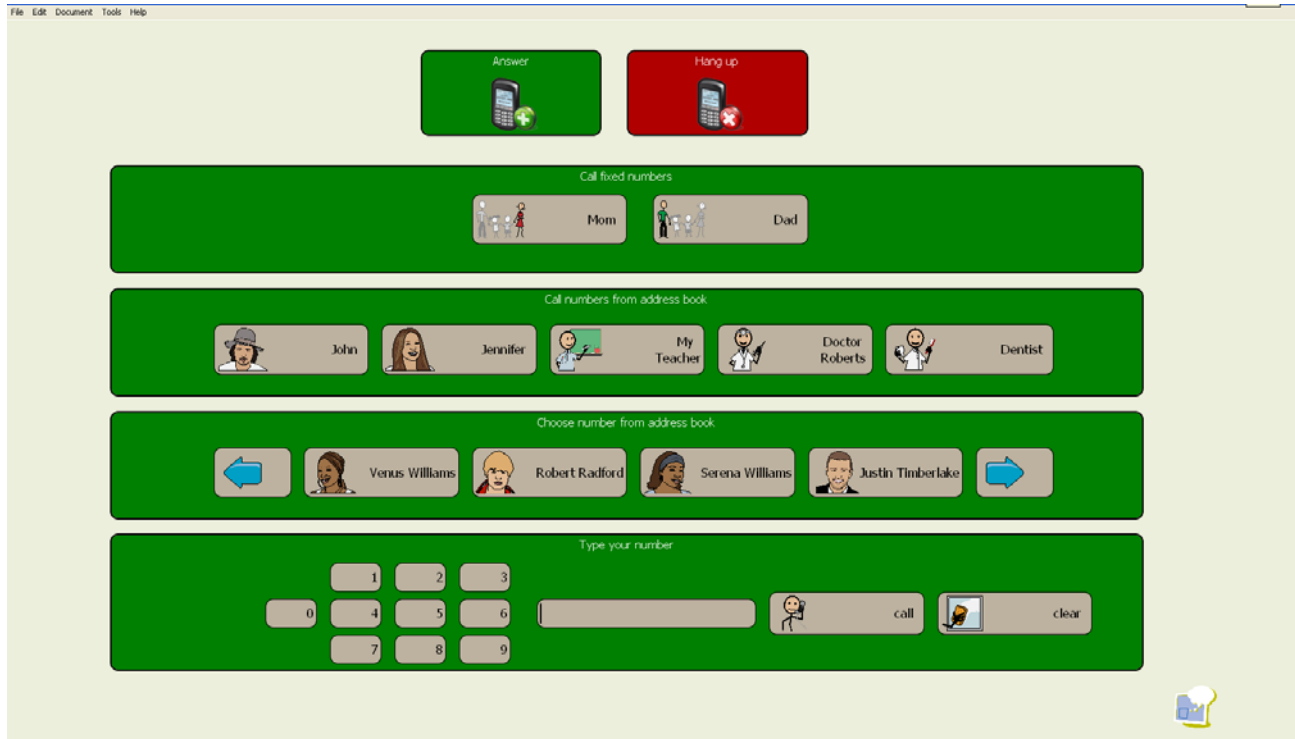
1. Go to **File > Open**.

The **Open file** window opens.

2. Select **me4\_eng**.



The Mind Express start window opens.

The Phone module opens.



You can now:

**Table 49: Phone functions**

Option	Description
	Click to answer the phone.
	Click to hang up the phone.
Call fixed numbers	Click a cell to call a specific number.
Call numbers from address book	Calls a specific contact person from your address book.
Choose number from address book	Browse through your address book and select the contact person you want to call. A dynamic list of contact persons is shown.
Type your number	Dial the number of a contact person and click the <b>call</b> button. Refer to “Phone numbers” on page 112.

## 5.3 Making a phone file

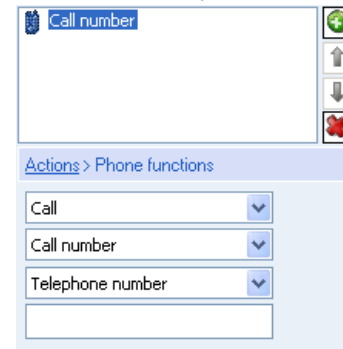
Making a phone file is very similar to making a simple communication grid. For more information, refer to “To create a new file in Mind Express” on page 53.

### 5.3.1 Calling

#### Contact persons

For frequently called persons, or if the user is not able to remember or to compose a phone number, make a cell with a contact person. The person will be called automatically when selecting this cell.

In the **Actions** part of the **Edit** window, select **Phone functions** and choose the subcommands **Call**, **Call number** and **Telephone number**.



From now on you only need to click the cell to call the specific contact person.

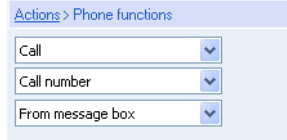
#### Phone numbers

To call a number immediately, you can also make a numeric keypad. The composed number will be displayed in the message box. To call the number, click the **Call** button.

#### To make a cell for calling

1. Double-click a cell.

2. In the **Actions** part of the window, select **Phone functions** and choose the subactions **Call**, **Call number** and **From message box**.



3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

### 5.3.2 Creating cells for answering a call

#### To make a cell for answering a call

1. Double-click a cell.
2. In the **Actions** part of the window, select **Phone functions** and choose the subactions **Call** and **Answer**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

### 5.3.3 Creating a cell for hanging up the phone

#### To make a cell for hanging up the phone

1. Double-click a cell.
2. In the **Actions** part of the window, select **Phone functions** and choose the subactions **Call** and **Hang up**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

## 5.4 Using the sms sample file

The sms template allows you to send and receive phone text messages.

### 5.4.1 Opening the sms sample file

#### To open the sms sample file

1. Go to **File > Open**.

The **Open file** window opens.

2. Select **me4\_eng**.

The Mind Express start window opens.

3. Click **computer** and then **text message**.

The sms sample file opens.





You can now:

Table 50: Sms functions















Button	Description
 <p>Check for new messages </p>	To check for new messages received.
	To consult previous messages.
	To consult next messages.
 <p>New message </p>	To start writing a new message.
 <p>Read </p>	To read a message aloud.
 <p>Stop </p>	To stop reading a message.
 <p>Reply </p>	To answer the last read message.

Table 50: Sms functions

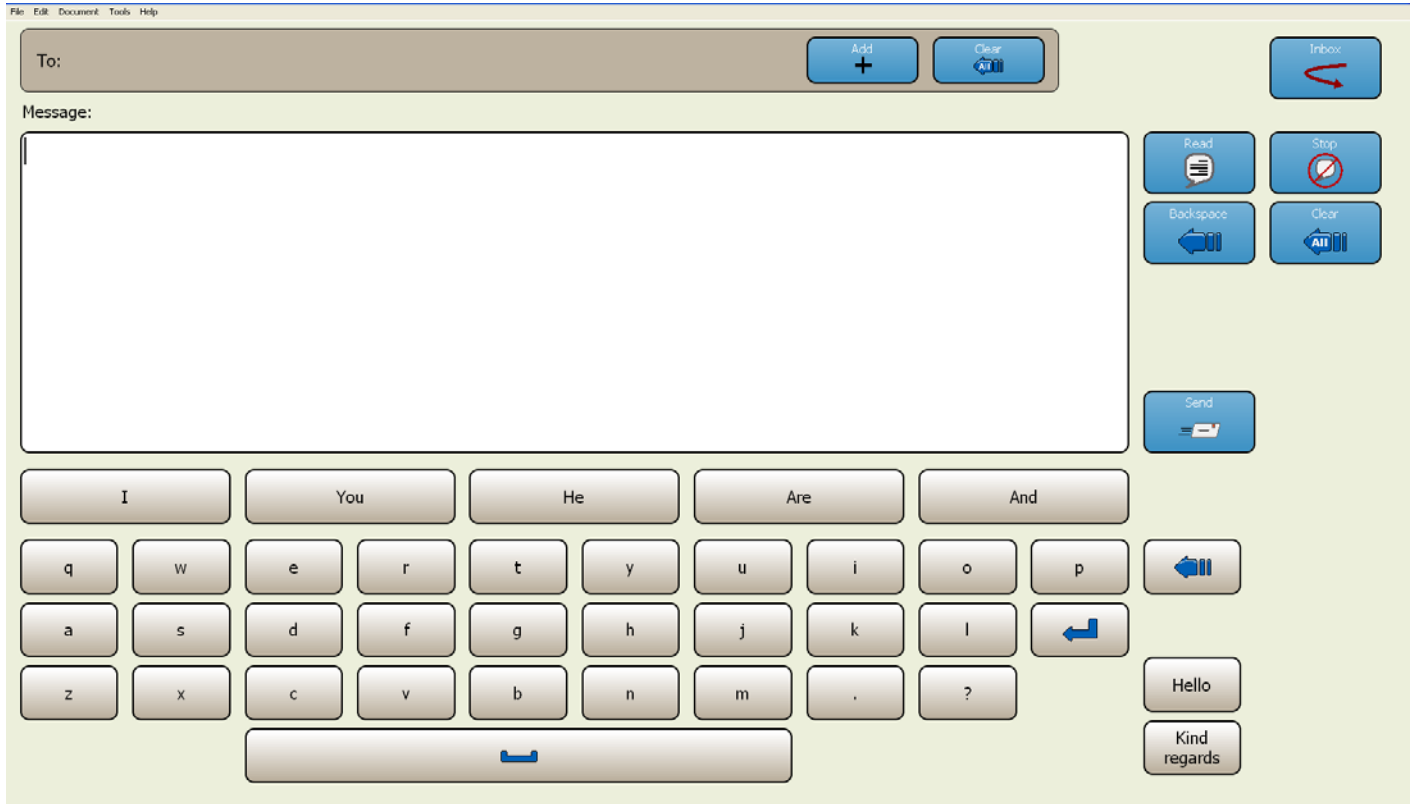
Button	Description
 <p>Delete </p>	To delete the last read message.

## 5.4.2 Writing a message

### To write a new message

1. In the sms sample file, click the **New message** button.

The following screen appears.



2. Write a message using the keyboard with word prediction.
3. You can now:

Table 51: Writing phone message









Button	Description
	To add a contact person from your address book to the list of recipients.  If you select a specific contact person a second time, it will be deleted from the list of recipients.
	To clear the list of recipients.
	To return to the inbox.
	To read the composed phone message.
	To stop reading the composed phone message.
	To delete the last entered item.

Table 51: Writing phone message

Button	Description
	To clear the message box.
	To send the composed message to the list of recipients.

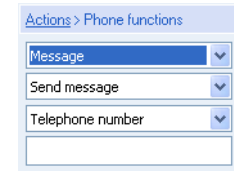
## 5.5 Making an sms file

Making an sms file is very similar to making a simple communication grid. For more information, refer to “To create a new file in Mind Express” on page 53.

### 5.5.1 Creating a cell for sending messages

#### To make a cell for sending messages

1. Open the **Edit** window of a cell.
2. In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Send message**.



- From the third drop down list, select one of the following options.

Table 52: Send message

Option	Description
Telephone number	If you select this option, enter a telephone number in the field that appears below.
Address book	If you select this option, a list of all address book recipients will appear below. Choose the contact person you want to send a message to.
List of recipients	If you select this option, the message will be sent to the contact person(s) you added to the list of recipients.

- Add an appropriate label and/or symbol to the cell.
- Click **OK**.

### 5.5.2 Creating cells for reading messages

#### To make a cell for reading a message from the list

- Double-click a cell.
- In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Read selected message**.
- Add an appropriate label and/or symbol to the cell.
- Click **OK**.

#### To make a cell to show the previous or next messages in the list

- Double-click a cell.
- In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Show previous** or **Show next**.
- Add an appropriate label and/or symbol to the cell.

- Click **OK**.

### 5.5.3 Creating a cell for deleting a message

#### To make a cell for deleting the last read message

- Double-click a cell.
- In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Delete message**.
- Add an appropriate label and/or symbol to the cell.
- Click **OK**.

### 5.5.4 Creating a cell for answering messages

#### To make a cell for answering a message

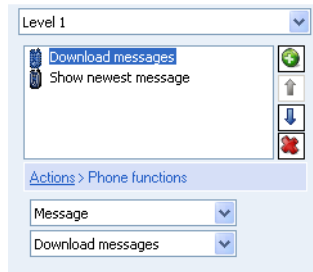
- Double-click a cell.
- In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Reply to message**.
- Add an appropriate label and/or symbol to the cell.
- Click **OK**.

### 5.5.5 Creating a cell for checking for new messages

#### To make a cell for checking for new messages

- Double-click a cell.
- In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Download messages**.
- Click the add button to add another action to the cell.

- In the **Actions** part of the window, select **Phone functions** and choose the subactions **Message** and **Show newest message**.



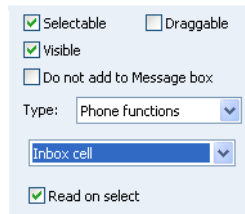
- Add an appropriate label and/or symbol to the cell.
- Click **OK**.

### 5.5.6 Creating phone inbox cells

These cells display the title or first lines of received messages.

#### To create a phone inbox cell

- Double-click a cell.
- In the advanced part of the **Edit** window, select the cell type **Phone functions**.
- In the drop-down list underneath, select **Inbox cell**.



- Indicate whether or not you want the message to be spoken aloud when clicking the cell.

- Click **OK**.

### 5.5.7 Creating a phone message content cell

This cell displays the content of the selected phone message.

#### To create a phone message content cell

- Double-click a cell.
- In the advanced part of the **Edit** window, select the cell type **Phone functions**.
- In the drop-down list underneath, select **Show message content**.
- Indicate whether or not you want the content of the message to be spoken aloud when clicking the cell.
- Click **OK**.

### 5.5.8 Creating a phone message sender cell

This cell displays the sender of the selected phone message.

#### To create a phone message sender cell

- Double-click a cell.
- In the advanced part of the **Edit** window, select the cell type **Phone functions**.
- In the drop-down list underneath, select **Show message sender**.
- Indicate whether or not you want the name of the sender to be spoken aloud when clicking the cell.
- Click **OK**.

### 5.5.9 Creating a phone message date cell

This cell displays the date the selected phone message was sent.

#### To create a phone message date cell

- Double-click a cell.

2. In the advanced part of the **Edit** window, select the cell type **Phone functions**.
3. In the drop-down list underneath, select **Show message date**.
4. Indicate whether or not you want the date to be spoken aloud when clicking the cell.
5. Click **OK**.

### 5.5.10 Creating a number of phone messages cell

This cell displays the number of phone messages in your inbox.

#### To create a number of phone message cell

1. Double-click a cell.
2. In the advanced part of the **Edit** window, select the cell type **Phone functions**.
3. In the drop-down list underneath, select **Number of messages**.
4. Indicate whether or not you want the number of messages to be spoken aloud when clicking the cell.
5. Click **OK**.

## Chapter 6 - E-mail in Mind Express

Mind Express offers a simple and efficient e-mail solution. You can send any message or letter created in Mind Express to any e-mail address, as text or text and symbols. Received messages can be opened and displayed or read aloud.

This chapter covers the following topics:

- E-mail settings
- Using the E-mail sample file
- The Inbox
- Making an e-mail file

### 6.1 E-mail settings

Before using the e-mail module you have to configure the e-mail settings.

To open the **E-mail** window, go to **Tools > E-mail > Settings**.

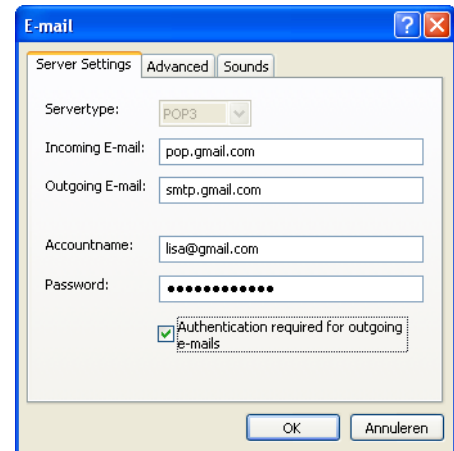
#### 6.1.1 Server Settings

On the **Server Settings** tab, enter your server settings. These settings depend on the specific provider.

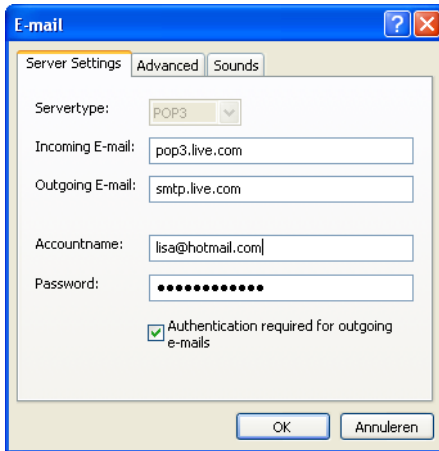
Setting	Description
Servertype	Mind Express only works with POP-3 accounts.
Incoming e-mail	Enter the correct incoming server depending on the user's provider.
Outgoing	Enter the correct outgoing server depending on the user's provider.
Accountname	Enter the e-mail address of the user.
Password	Enter the password of the e-mail account.

Setting	Description
Authentication required for outgoing e-mails	The password required for incoming e-mails is also required for outgoing e-mails. Depends on the provider.

When using Gmail, the following server settings should be used.



When using Hotmail, the following server settings should be used.



### 6.1.2 Advanced

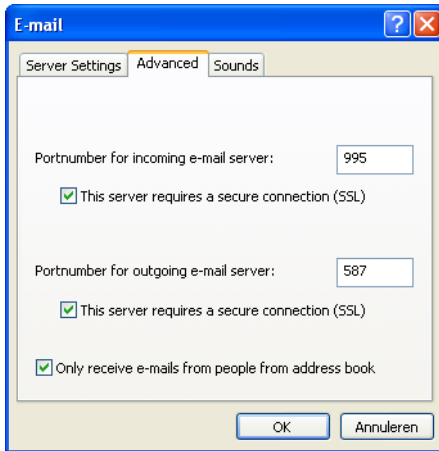
On the **Advanced** tab page, enter the required advanced settings.

Setting	Description
Portnumber for outgoing e-mail server	Enter the portnumber for outgoing e-mail depending on your Internet provider.
This server requires a secure connection (SSL)	Indicate whether the server requires a secure connection or not.
Portnumber for incoming e-mail server	Enter the portnumber for incoming e-mail depending on your Internet provider.
This server requires a secure connection (SSL)	Indicate whether the server requires a secure connection or not.
Only receive e-mails from people from address book	When you enable this option, you will only receive e-mails from your contact persons of your Mind Express Address book. E-mails from unknown senders will be blocked, but they will be available in the inbox. Go to <b>Tools &gt; E-mail &gt; Inbox</b> .

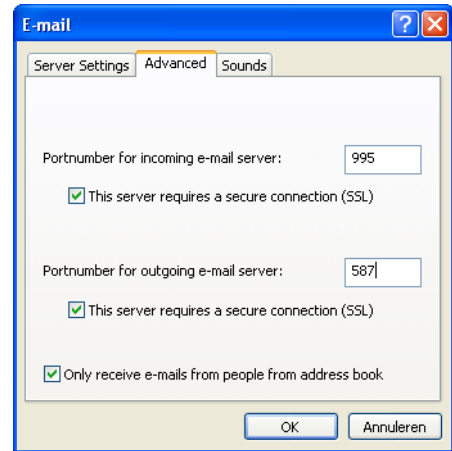
After entering these settings, the e-mail module is ready for use.



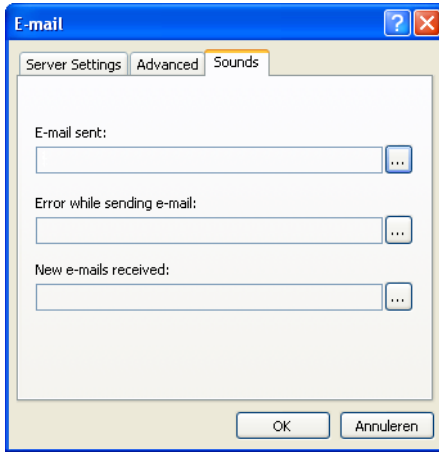
When using Gmail, the following advanced settings should be used.




When using Hotmail, the following advanced settings should be used.



## 6.1.3 Sounds

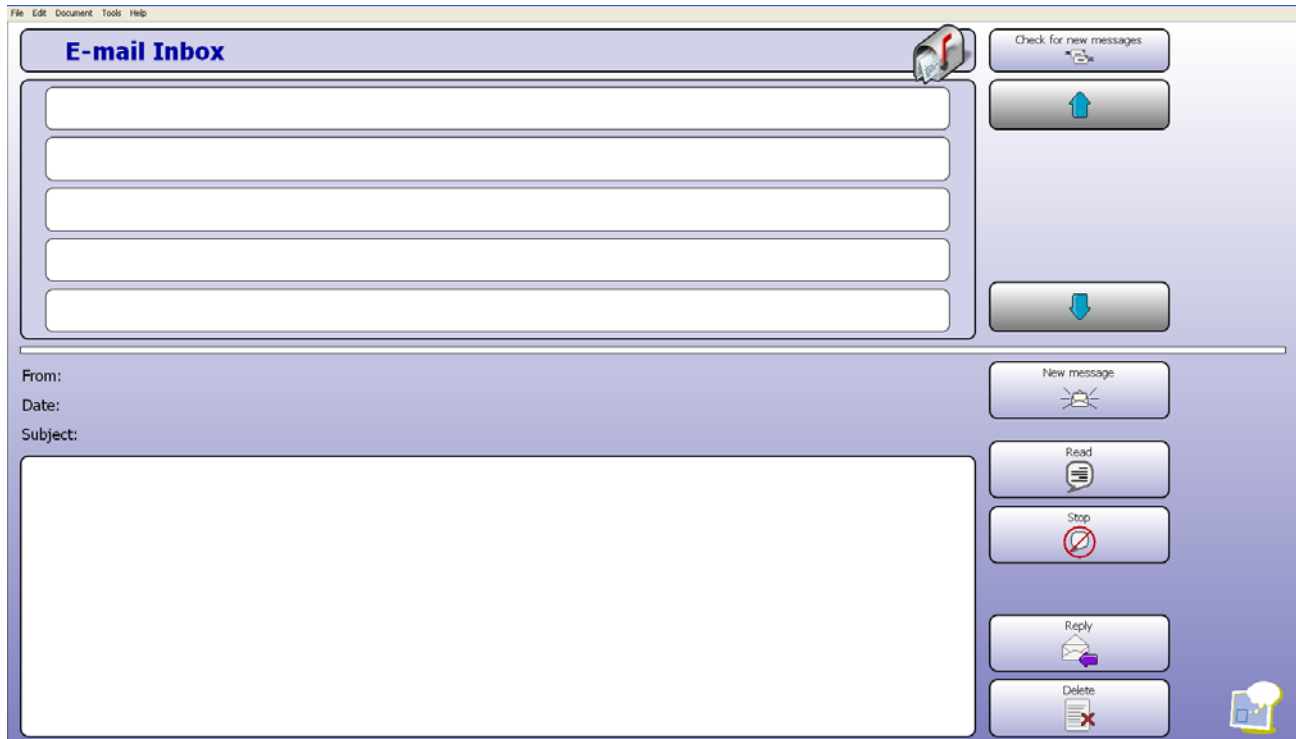


On the **Sounds** tab, click  to choose a sound for the confirmation of **E-mail sent**, **Error while sending e-mail**, **New e-mails received**.

## 6.2 Using the E-mail sample file








You can access the e-mail sample file via the Mind Express 4 start window. Click **computer** and then select **e-mail**.



The e-mail sample file opens.



To create your own e-mail file, see “Making an e-mail file” on page 130.

You can now:

<p>Check for new messages</p> 	<p>To download the e-mails in Mind Express.</p>
	<p>To show the next e-mails.</p>
	<p>To show the previous e-mails.</p>
<p>New message</p> 	<p>To start writing a new message.</p>
<p>Read</p> 	<p>To hear the content of the currently selected e-mail.</p> <p>E-mails are read automatically when opening. Select <b>Read</b> to hear the e-mail once again or to hear the content of the message box.</p>
<p>Stop</p> 	<p>To stop reading the content of the e-mail.</p>
<p>Reply</p> 	<p>To send a reply to the currently selected e-mail.</p>

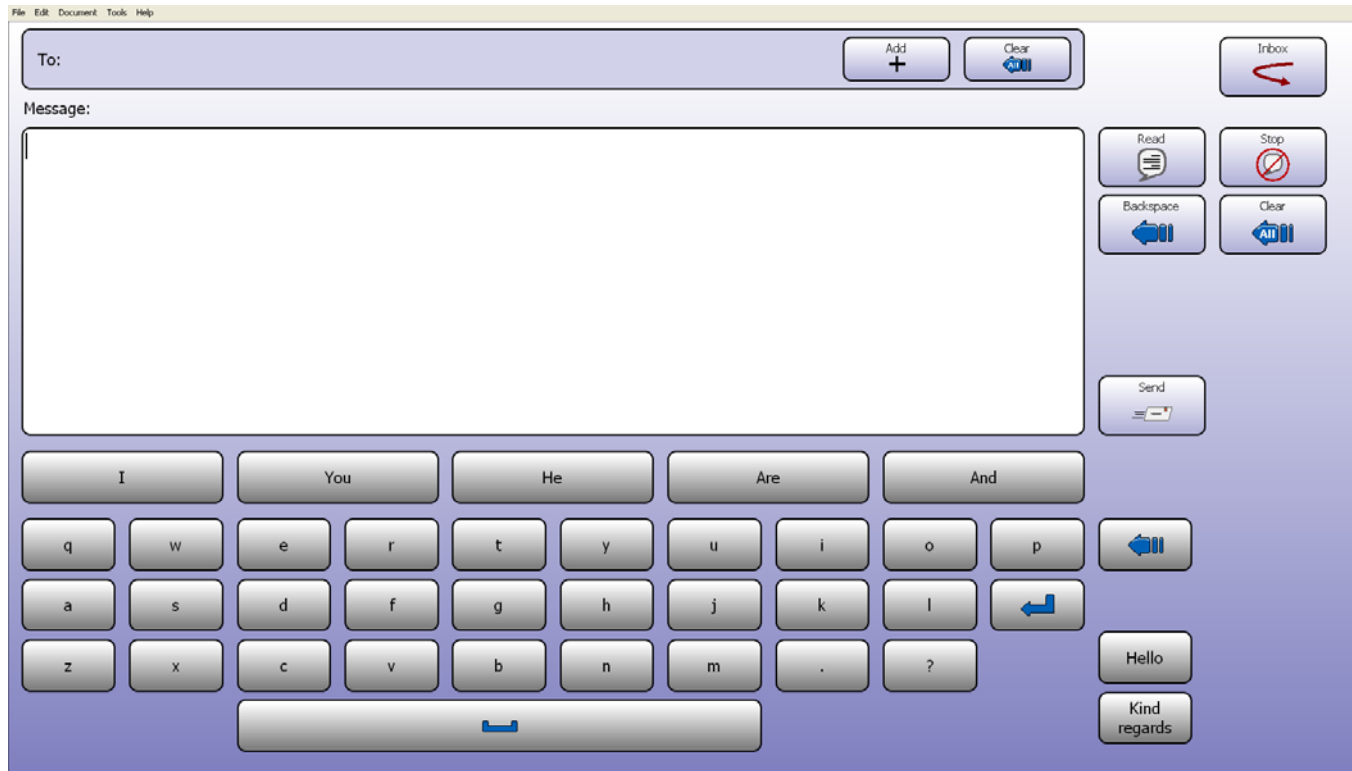
<p>Delete</p> 	<p>To delete the currently selected e-mail.</p>
	<p>To go back to the Mind Express 4 start window.</p>

## 6.2.1 Writing and sending an e-mail

### To send an e-mail

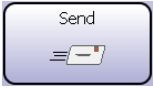





1. In the E-mail sample file, click the **New message** button.

The following screen appears.





2. Write your message in the message box, using the keypad with word prediction.
3. You can now:

**Table 53: Writing an e-mail**

Button	Description
	To send the composed e-mail to the indicated recipient(s).
	To add a contact person from your address book to the list of recipients. These contact persons will appear in the <b>To</b> field.  If you select the same contact person a second time, it will be deleted from the list of recipients.
	To clear the list of recipients for this e-mail.
	To return to the e-mail inbox.
	To read the e-mail out loud, to check it.
	To stop reading the e-mail.

**Table 53: Writing an e-mail**

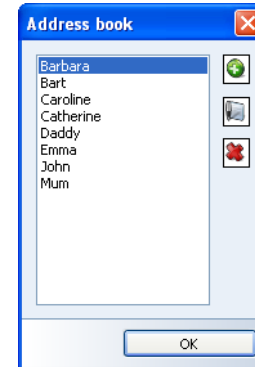
Button	Description
	To delete the last entered item from your e-mail.
	To clear your e-mail message.

### 6.2.2 Address book

In the Address book, you can specify whether you prefer to send an e-mail with or without a JPEG as attachment.

1. Go to **Tools > Address book**.

The **Address book** window appears.



2. Select a contact person and click the edit button.

The **Details** window appears:



Here you can indicate whether you want to:

- Send an e-mail with only text.

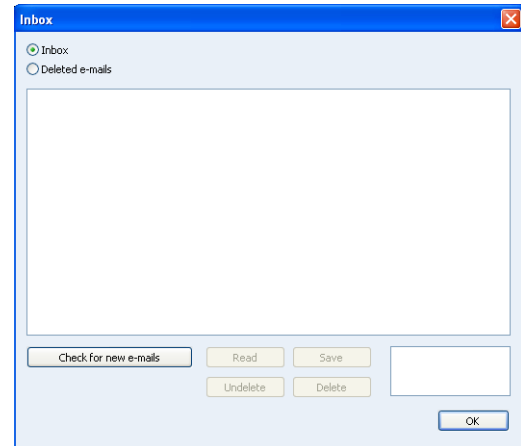
For more information on using the address book, refer to “Address book” on page 105.

### 6.3 The Inbox

The **Inbox** and the **Deleted e-mails** can also be consulted.

1. Go to **Tools > E-mail > Inbox**.

The **Inbox** window appears:



The attachments appear in the right corner below.

2. Select **Inbox** or **Deleted e-mails**.
3. To select a certain message, click it.

Choose one of the following options:

Option	Description
Check for new e-mails	To see newly received e-mails.
Read	To read the selected e-mail message.
Save	To save a message.
Undelete	To undelete a deleted message.
Delete	To delete an e-mail from the inbox or to delete an already deleted e-mail permanently.

## 6.4 Making an e-mail file

Making an e-mail file is very similar to making a communication grid. For more information, refer to “To create a new file in Mind Express” on page 53.

### 6.4.1 Creating an e-mail content cell

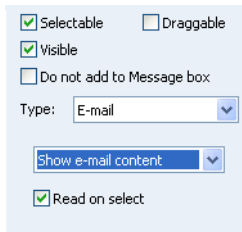
This cell will show the content of the e-mail message.

#### To create an e-mail content cell

1. Double-click the cell you want to use as e-mail content cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **E-mail**.



Selectable     Draggable  
 Visible  
 Do not add to Message box  
 Type: E-mail  
 Show e-mail content  
 Read on select

3. Below the cell type, select the option **Show e-mail content**.
4. Indicate whether or not you want the e-mail content to be read aloud when clicking the cell.
5. Click **OK**.

### 6.4.2 Creating an e-mail inbox cell

This cell will show the sender and the subject the e-mails you received in your inbox.

#### To create an e-mail inbox cell

1. Double-click the cell you want to use as e-mail inbox cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **E-mail**.
3. Below the cell type, select the option **Inbox cell**.
4. Indicate whether or not you want the inbox cell content to be read aloud when clicking the cell.
5. Click **OK**.

### 6.4.3 Creating an e-mail sender cell

This cell will show the name of the sender of the selected e-mail.

#### To create an e-mail sender cell

1. Double-click the cell you want to use as e-mail sender cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **E-mail**.
3. Below the cell type, select the option **Show e-mail sender**.
4. Indicate whether or not you want the name of the sender to be read aloud when clicking the cell.
5. Click **OK**.

### 6.4.4 Creating an e-mail date cell

This cell will show the date on which the selected e-mail was sent.

#### To create an e-mail date cell

1. Double-click the cell you want to use as e-mail date cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **E-mail**.
3. Below the cell type, select the option **Show e-mail date**.
4. Indicate whether or not you want the date on which the selected e-mail was sent to be read aloud when clicking the cell.



5. Click **OK**.

### 6.4.5 Creating an e-mail subject cell

This cell will show the subject of the selected e-mail as indicated by the sender.

#### To create an e-mail subject cell

1. Double-click the cell you want to use as e-mail subject cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **E-mail**.
3. Below the cell type, select the option **Show e-mail subject**.
4. Indicate whether or not you want the subject of the selected e-mail to be read aloud when clicking the cell.
5. Click **OK**.

### 6.4.6 Creating a number of (new) e-mails cell

This cell will display the number of (new) e-mails in your inbox.

#### To create a number of (new) e-mails cell

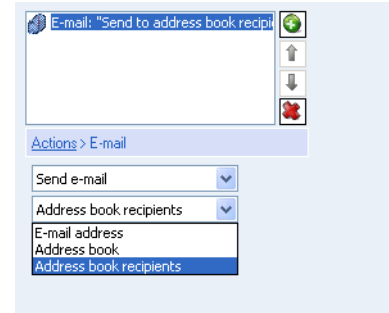
1. Double-click the cell you want to use as number of (new) e-mails cell.  
The **Edit** window appears:
2. In the advanced part of the **Edit** window, select the cell type **E-mail**.
3. Below the cell type, select the option **Number of (new) e-mails**.
4. Indicate whether or not you want the number of (new) e-mails to be read aloud when clicking the cell.
5. Click **OK**.

### 6.4.7 Creating a cell for sending e-mails

#### To make a Send e-mail action cell

1. In edit mode, double-click the cell you want to give the **Send e-mail** action.

2. In the **Actions** part of the window, select **E-mail** and choose the subaction **Send e-mail**.



3. From the second drop-down list, select one of the following options:

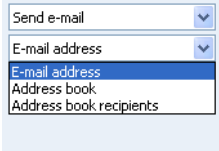
**Table 54: Send e-mail**

Option	Description
E-mail address	If you select this option, enter an e-mail address in the field that appears below.
Address book	If you select this option, a list of all address book recipients will appear below. Choose the contact person you want to send an e-mail to.
Address book recipients	If you select this option, the e-mail will be sent to the contact person(s) you added to the list of recipients.

4. If desired, enter an appropriate label and/or image.
5. Click **OK**.

## To make e-mail action buttons

1. Double-click a cell and in the **Edit** window, select the action **E-mail**.
2. Select a subaction from the drop-down list.

<p>Send e-mail</p> 	<p>To send an e-mail to:</p> <ul style="list-style-type: none"> <li>• <b>E-mail address:</b> To send an e-mail to a specific e-mail address.</li> <li>• <b>Address book:</b> To send an e-mail to a contact person from your Mind Express Address book.</li> <li>• <b>Address book recipients:</b> To send an e-mail to the contact person(s) added to the list of recipients.</li> </ul>
<p>Show previous</p>	<p>To show the previous list of headings of e-mails.</p>
<p>Show next</p>	<p>To show the next list of headings of e-mails.</p>
<p>Show newest e-mail</p>	<p>To show the headings of the last received e-mails.</p>
<p>Download inbox</p>	<p>To download the content of the inbox in the Mind Express grid.</p>
<p>Delete e-mail</p>	<p>To delete the last read e-mail. You can find deleted e-mails by selecting <b>Deleted e-mails</b> in the menu <b>Tools &gt; E-mail &gt; Inbox</b>.</p>
<p>Read selected e-mail</p>	<p>To read the selected e-mail out loud.</p>
<p>Select previous e-mail</p>	<p>To select the previous e-mail.</p>
<p>Select next e-mail</p>	<p>To select the next e-mail.</p>
<p>Reply to e-mail</p>	<p>To reply to the selected e-mail.</p>
<p>Add content to message</p>	<p>To add the content of the e-mail to the message box.</p>

## Chapter 7 - Camera

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With the Camera module you can take your own pictures.  
First of all you need to connect a web cam to your computer.

### 7.1 Working with the Camera module

To open the Camera sample file

1. Go to **File > Open**.

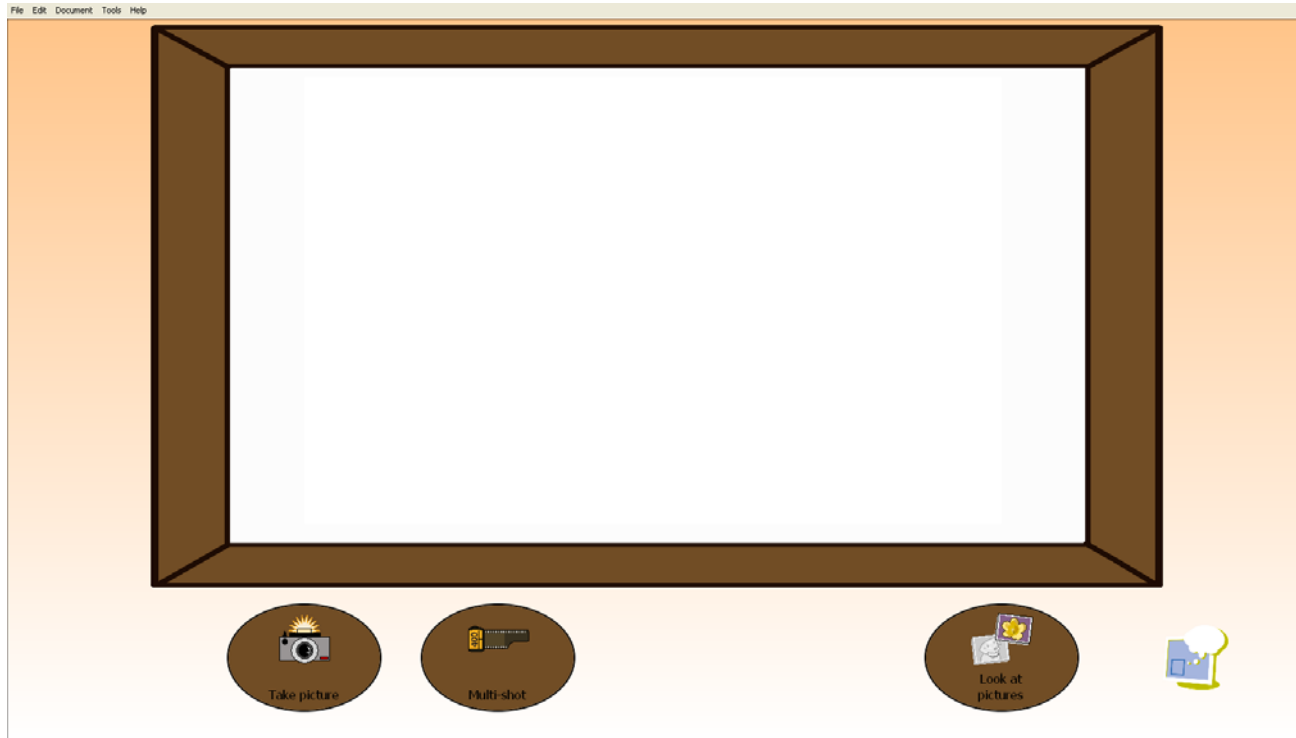
The **Open file** window appears.

2. Select **me4\_eng** and click **Open**.

The Mind Express 4 start window opens.

3. Click **multimedia** and then **camera**.




The Camera module opens.



4. Click the camera cell to activate the camera.

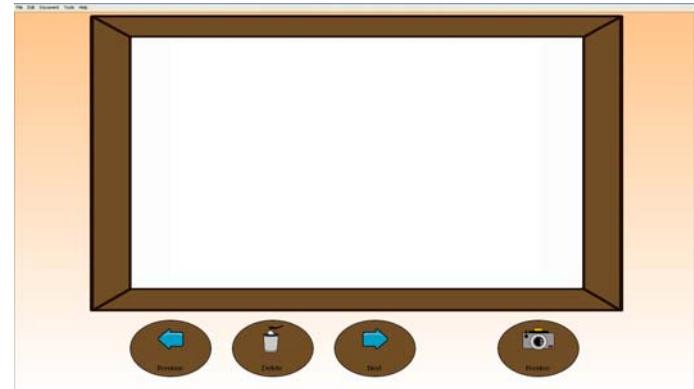
5. Do one of the following:

Table 55: Camera options

Button	Description
	To take a picture.
	To take a multi-shot (automatically taking three pictures, one immediately after the other). When done, the next page automatically opens.
	To go to the next page of the camera sample file where you can look at the pictures already taken.

6. To look at the pictures you have taken, click the **Look at pictures** button.

The next page of the camera sample file opens.



7. You can now:

Table 56: Camera - Look at pictures



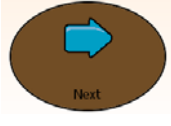

Button	Description
	To scroll to the previous photograph.
	To delete the selected photograph.

Table 56: Camera - Look at pictures

Button	Description
	To scroll to the next photograph.
	To return to the first page of the camera sample file where you can take pictures.

## 7.2 Making a camera file

Making a camera file is not complicated and is very similar to making a simple communication grid.

For more information about making communication grids see “To create a new file in Mind Express” on page 53.

### 7.2.1 The camera viewing cell

This cell will display the pictures you have taken.

#### To create a camera viewing cell

1. Select the cell you want to use as camera viewing cell and open the **Edit** window.
2. In the advanced part of the **Edit** window, choose the cell type **Camera**.
3. Click **OK**.

You now have made a cell in which the pictures taken by the web cam will appear.



*You can resize your camera cell by clicking the cell (in edit mode) and then clicking one of the black squares that appear. Hold your mouse and drag to the desired size.*



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

### 7.2.2 The snapshot cell

#### To create a cell to take pictures

1. Double-click a cell.
2. In the **Actions** part of the window, select **Camera** and choose the subaction **Take snapshot**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

### 7.2.3 Previous and next picture

#### To create cells to move from one picture to another

1. Double-click a cell.
2. In the **Actions** part of the window, select **Camera** and choose the subaction **Previous picture** or **Next picture**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

### 7.2.4 Cell for deleting a picture

#### To make a cell to delete pictures

1. Double-click a cell.

2. In the **Actions** part of the window, select **Camera** and choose the subaction **Delete picture**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

## 7.2.5 Cell to stop the camera

By clicking this cell you will switch off the camera and the camera viewing cell will appear, so you can have a look at the pictures you have taken.

### To create a cell to stop the camera

1. Double-click a cell.
2. In the **Actions** part of the window, select **Camera** and choose the subaction **Stop**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.

## 7.2.6 The camera preview cell

Make a camera preview cell to activate the camera again.

### To create a camera preview cell

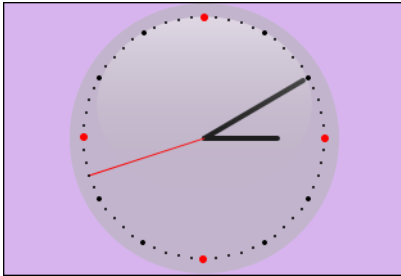
1. Double-click a cell.
2. In the **Actions** part of the window, select **Camera** and choose the subaction **Preview**.
3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.





## Chapter 8 - Clock

In Mind Express you can add a clock to your communication grid to see the current time whenever you want. You can choose between different layouts when creating the clock.



### To make a clock in Mind Express

1. Double-click the cell you want to use as a clock.
2. In the advanced part of the **Edit** window, select the cell type **Clock**.

3. Choose between an analog and digital view.
4. Indicate whether you want the seconds to be shown or not.
5. Click **OK**.

The clock is created.

It is possible to hear the current day/date/time spoken out loud when you click the clock.

1. Double-click the cell.
2. In the **Actions** part of the **Edit** window, click **Date/time** and then select one of the following subactions.

**Table 57: Date/time subactions**

Subaction	Description
Say date	Click this cell to hear the current date.
Say day	Click this cell to hear the current day pronounced out loud.
Say time	Click the cell to hear the current time.

3. Click **OK**.



## Chapter 9 - Calculator

Mind Express 4 contains a calculator sample file. You can insert the calculator in an existing file or create a new one.

This chapter covers the following topics:

- Using the calculator sample file
- Making a calculator

### 9.1 Using the calculator sample file

#### To use the calculator sample file

1. Go to **File > Open**.

The **Open file** window opens.

2. Select **me4\_eng** to open the Mind Express 4 start window.
3. Click **computer** and then click **calculator**.

The calculator opens.



You can now use the calculator.

### 9.2 Making a calculator

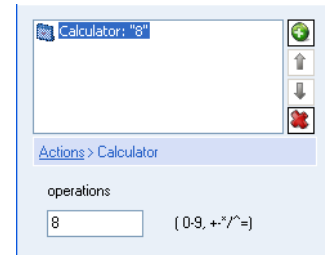
#### To make a calculator

1. Create a new file.

For more information, refer to “To create a new file in Mind Express” on page 53.

2. To make cells for the numbers:

- Open the **Edit** window.
- Choose the **Calculator** action and for each cell enter a number from 0-9 in the operations field. In the end, you have 10 cells with numbers.



3. To make cells for the operations:

- Open the **Edit** window.
- Choose the **Calculator** action and for each cell enter an operation symbol in the operations field.

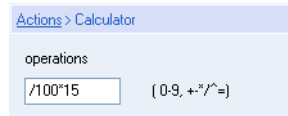
Table 58: Calculator - operation symbols

Operation	Symbol
difference	-
sum	+
quotient	/

Table 58: Calculator - operation symbols

Operation	Symbol
product	*
to the power of	^
cell root	@
fraction 1/x	R
equal to	=
+/-	i

If you often need to do the same calculation, you can make a cell with a fixed operation, for example “15%”.



4. Click OK.
5. Make a cell that will function as result cell for the calculator.
  - Double-click the cell.
  - In the advanced part of the **Edit** window, select the cell type **Calculator**.

You can select the following options.

Table 59: Calculator - type

Option	Description
Show Result Only	Only the result of the operation is shown. If this option is not selected, the complete operation appears in the result cell.

Table 59: Calculator - type

Option	Description
Read out operations	The operations made are read out loud.
Reset at Pageload	The calculator is reset when loading the page.
Write result in the message box	The result of the operation will be written in the message box after selecting the result cell.

Note that it can be useful to make the cell for the results larger than the other cells.

6. Click OK.
7. Make cells to delete signs and to delete the content of the display.
  - Open the **Edit** window.
  - Choose the **Calculator** action and for each cell enter an operation symbol in the operations field

Table 60: Calculator - operation symbols 2

Operation	Symbol
Delete a sign or a number	B
Clear the display	C

- Click **OK**.

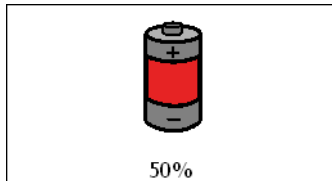
You can now start using the calculator.

## Chapter 10 - Battery level

There are two ways to get informed about the status of the battery of your computer: a spoken message or visual information in a cell.

### 10.1 Battery level message

1. In edit mode, double-click a cell to open the **Edit** window.
2. In the **Actions** part of the window, select **Battery**.
3. Select a symbol if necessary.
4. Click **OK**.



From now on the level of the battery will be spoken out loud when you select this cell.

You can use this cell in combination with a battery cell.

### 10.2 Creating a battery cell

It is possible to make a battery cell. This means that you will create a cell that displays the level of the battery.

1. In edit mode, double-click a cell.
2. In the advanced part of the **Edit** window, select the cell type **Battery**.
3. Add an appropriate symbol to the cell.
4. Click **OK**.

In edit mode, in the top left corner of the cell, a battery symbol appears indicating the cell type.

The label of the cell mentions the percentage of the battery load.



## Chapter 11 - GEWA

If you are using a Tellus or a Mobi, Mind Express can be optionally equipped 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.

### 11.1 Programming infrared codes

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

#### To program infrared codes

1. Select **Tools > GEWA > Record**.

The **Gewa** window opens:

Choose one of the codes gw1 till gw150 to link with a specific IR code. You can enter a more appropriate name in the **Name** box, 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 **Record** to start the procedure.
4. The status line in the Gewa window will display in dark blue: **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 light blue **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 light blue **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 displays **OK** and will turn green.

If an error occurred, then the status line displays in red **Error**.

You can click **Test** to check if the new code works properly.

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

### 11.2 Transmitting IR codes

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

1. To open the Mind Express editor, go to **Edit > Edit mode** and double-click the cell you want to link.
2. In the editor, click **Actions** and from the actions list, choose **GEWA**.
3. From the drop-down list, select a specific code and fill in its **Repeat** frequency underneath. This can be useful, for instance in the case of volume control.

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 between consecutive IR codes.

If you are familiar with the Gewa command structure you can also type the gewa commands directly in the **Type command** window. For example !S 01 S01.

## 11.3 Making a backup file of the GEWA commands

This option is meant as a backup function of the GEWA commands. If any problem occurs, you can restore the GEWA commands with your backup file.

This can also be useful in case you want to use different GEWA command sets for different locations. You can program the GEWA with the commands for location A and make a backup file once it is programmed for location A. You can do the same for location B. Using backup and restore, this allows you to switch the GEWA command set based on your location.

### To make a backup of the GEWA commands

1. Go to **Tools > GEWA > Back up**.

The following window, asking to give the backup file a name, appears.

2. Enter a name for this backup file, for example gewa\_home.
3. Click **OK**.

The following message appears:

4. Click **Yes**.

A sandglass appears while the files are being saved.

### To restore the GEWA backup

1. Go to **Tools > GEWA** and select **Restore Backup**.

The **Restore** window appears on the screen.

2. Select the backup you want to restore and click **OK**.

A sandglass will be displayed on the screen. When restoring is finished, the window disappears.



## Chapter 12 - Slideshow

In Mind Express you can make a slideshow to view images or photographs stored in a (library) folder.

This chapter gives more information on:

- Using the slideshow module
- Making a slideshow file

### 12.1 Using the slideshow module

#### To use the slideshow template

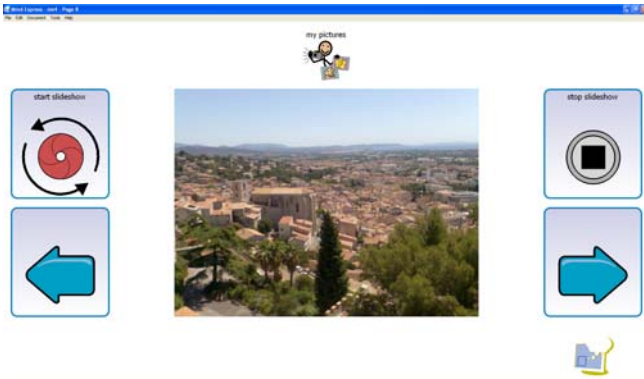
1. Go to **File > Open**

The **Open file** window opens.

2. Select **me4\_eng** to open the Mind Express 4 start window.





3. Click **multimedia** and then click **pictures**.

The slideshow template opens.



4. Click one of the following icons.

**Table 61: Slideshow template**

Icon	Description
	Click to start the slideshow. All pictures stored in the given folder are shown. After the last picture, the slideshow automatically starts again.
	To stop the slideshow.
	To view the previous picture.
	To view the next picture. Alternatively, click the picture itself.

## 12.2 Making a slideshow file

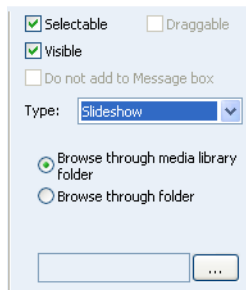
Making a slideshow file is very similar to making a simple communication grid. For more information, refer to “To create a new file in Mind Express” on page 53.

### 12.2.1 Creating a slideshow viewing cell

Slideshow viewing cells display the images from the selected folder arbitrarily.

#### To make a slideshow viewing cell

1. Select the cell you want to use as slideshow cell and open the **Edit** window.
2. In the advanced part of the **Edit** window, choose the cell type **Slideshow**.



3. Indicate whether you want to scroll through images stored in a media library folder or in a folder on your computer.
4. Browse to the specific folder or to a media library folder.
5. If you want to view the next picture when clicking the slideshow window, add the action **Slideshow** and the subaction **Next** to the slideshow cell.
6. Browse to the specific folder again.
7. Click **OK**.



*You can resize your slideshow cell by clicking the cell (in edit mode) and then clicking one of the black squares that appear. Hold your mouse and drag to the desired size.*

12.2.2 Creating slideshow action cells

Slideshow action cells allow you to scroll through the pictures in the folder.

To make a slideshow action cell

1. Double-click the cell you want to use.
2. In the **Actions** part of the window, select **Slideshow** and choose the subaction you want to add to your grid.

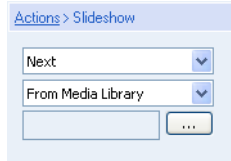


Table 62: Slideshow subactions

Subaction	Description
Next	In case of more than one slideshow cell, use this subaction to view the next x pictures of the folder.
Next (jump 1)	To view the next picture of the folder.
Previous	In case of more than one slideshow cell, use this subaction to view the previous x pictures of the folder.
Previous (jump 1)	To view the previous picture of the folder.
Go to begin	To jump to the beginning of the slideshow.
Start autoscroll	To start the slideshow. It automatically scrolls through all items in the specified folder. In case of more than one slideshow cell, each time, x new pictures will appear at once.
Start autoscroll (jump 1)	To start the slideshow. It automatically scrolls through all items in the specified folder.

Table 62: Slideshow subactions

Subaction	Description
Stop autoscroll	To stop the slideshow.

3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.



## Chapter 13 - Dynamic lists

In Mind Express you can create and use dynamic lists. This chapter covers the following main topics:

- Using the dynamic lists sample file
- Making a dynamic list

### 13.1 Using the dynamic lists sample file

You can access the dynamic lists template via the Mind Express 4 start window. Click **communication** and then select **dynamic lists**.



The sample file contains 6 dynamic lists: persons, verbs, feelings, colors, fruit and vegetables. Click the plus icon to see the three (in case of colors, fruit and vegetables) or four (in case of persons, verbs and feelings) next items of the list appear.

### 13.2 Making a dynamic list

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

Refer to “To create a new file in Mind Express” on page 53.

#### 13.2.1 Dynamic lists

First of all, you should enter the data of the dynamic lists you want to create.

##### To enter the data of a dynamic list

1. Go to **Tools > Dynamic list**.

The **Dynamic list editor** window opens.

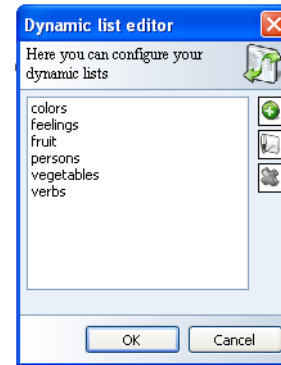


Table 63: Dynamic list editor




Button	Description
	To add a new dynamic list.
	To edit the selected dynamic list.

Table 63: Dynamic list editor

Button	Description
	To delete the selected dynamic list.

- To add a new dynamic list, click the add button.  
The **New dynamic list** window opens.
- Enter the name of the dynamic list you want to add (e.g. clothes) and select where you want to store the dynamic list: in the **Current document** or in **Mind Express**. If you select **Current document**, the dynamic list will only be disponsible in the current document, if you select Mind Express, the dynamic list can be used in any file in Mind Express.
- Click **OK**.

The following window opens.

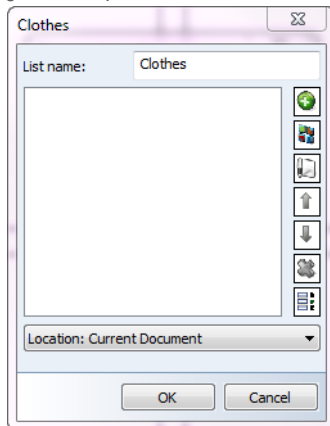









Table 64: New dynamic list

Button	Description
	Click this button to open the <b>Edit</b> window to add a new item to the dynamic list.
	To create multiple items and add them to the list at once.
	To edit the selected item from the list. (*)
	To go to the previous item in the list. (*)
	To go to the next item in the list. (*)
	To delete the selected item from the list. (*)
	To sort the order of the dynamic lists alphabetically.

(\*): You can use the Shift and Ctrl keys to select and edit several items at the same time..

- To add new items to the list, do one of the following:
  - Click the add button and in the **Edit** window, create a new item.
  - Click the create multiple items button.

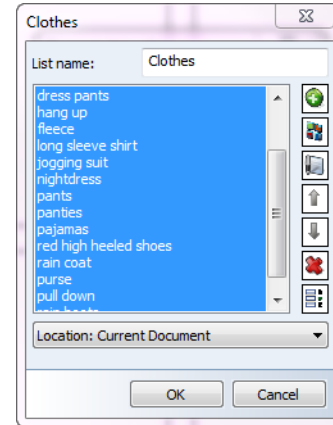
If you chose the second option, the **Choose symbols** window opens.

6. Use the search tools and select all useful items from the results list.



7. Click OK.

All selected items are added to the dynamic list.



8. To save the (changes made to the) dynamic list, click OK.

The data of your dynamic list are saved.

### 13.2.2 Dynamic list cells

You can make as much dynamic list cells as you want.

#### To create a dynamic list cell

1. Double-click a cell.
2. In the advanced part of the **Edit** window, select the cell type **Dynamic list**.
3. Select the list you want to be displayed.
4. Indicate whether you want the list items to appear in random order or not.
5. Click **OK**.

A dynamic list cell is created. Repeat this procedure as many times as needed.

13.2.3 Dynamic list action cells

To create dynamic list action cells

1. Double-click a cell.
2. In the **Actions** part of the **Edit** window, select **Dynamic list** and choose the subaction you want to use.

Table 65: Dynamic list - Subactions

Subactions	Description
Next	To show the next x items of the dynamic list. Indicate which list this subaction should apply to.
Next (jump 1)	Each dynamic list cell will show the next item of the list. Indicate which list this subaction should apply to.
Previous	To show the previous x items of the dynamic list. Indicate which list this subaction should apply to.
Previous (jump 1)	Each dynamic list cell will show the previous item of the list. Indicate which list this subaction should apply to.
Go to begin	To go to the beginning of the dynamic list. The first dynamic list cell will show the first item of the list, the second dynamic list cell will show the second item, etc. Indicate which list this subaction should apply to.

Table 65: Dynamic list - Subactions

Subactions	Description
Start Autoscroll	To start the dynamic list cells to move automatically through all items of a specific list. Enter the number of seconds that should go by before the next x items of the list are shown.  Indicate which list this subaction should apply to.
Start Autoscroll (jump 1)	To start the dynamic list cells to move automatically through all items of a specific list. Enter the number of seconds that should go by before each dynamic list cell shows the next item of the list.  Indicate which list this subaction should apply to.
Stop Autoscroll	To stop the dynamic list cells to move automatically through all items of a specific list.  Indicate which list this subaction should apply to.
Add message box to list	To add the content of the message box to the dynamic list.  Indicate which list this subaction should apply to.  This option can only be active if the <b>Put symbols when storing Message in cell</b> option is enabled. Refer to page 77.

3. Add an appropriate label and/or symbol to the cell.
4. Click **OK**.  
A dynamic list action cell is created.



In case of the clothes example, the dynamic list can look as follows.





## Chapter 14 - Dynamic pages

The cell type **Dynamic pages** allows you to load a page (grid) into a field of a page. One of the advantages of this fieldtype is that you can make a static and a dynamic part in your grid.

Dynamic page cells can not be used in Freestyle documents.

### How to make a dynamic page cell:

1. Double-click a cell.
2. In the **Type** part of the **Edit** window, select the cell type **Dynamic page** and enter the name of the dynamic page cell.

You can insert severnal dynamic page cells on the same page. This is why you have to give each cell a specific name.

Selectable     Draggable  
 Visible  
 Do not add to Message box  
 Type: **Dynamic page**  
 Name: test  
 Start page:  
 About me

3. Select the page that first will be displayed in the dynamic page cell in **Start page**.

### How to make dynamic page action cells:

To display a page in a dynamic page cell instead of opening the new page.

1. Double-click a cell.

2. In the **Action** part of the **Edit** window, select the action **Go to page** and select the page you want to load in the dynamic page cell.
3. Select the name of the dynamic page cell next to **In**.

Level 1  
 Go to page: About me  
 Actions > Go to page  
 11. Chat  
 12. Clothes  
 13. Animals  
 14. Transport  
 15. Numbers  
 16. About me  
 17. Food  
 In: Test

4. Click OK to confirm.

The page will now be displayed in the dynamic page cell after selecting this cell.



The number of cells of the dynamic page cell must be equal to the number of cells of the page that will be displayed in the dynamic page cell.



## Chapter 15 - Agenda

In Mind Express you can organize your appointments by using the agenda. You can also use it to remind birthdays of your friends and family.

This chapter consists of two main parts:

- Using the agenda
- Editing the agenda
- Making an agenda file

### 15.1 Using the agenda

#### 15.1.1 Consulting today's appointments

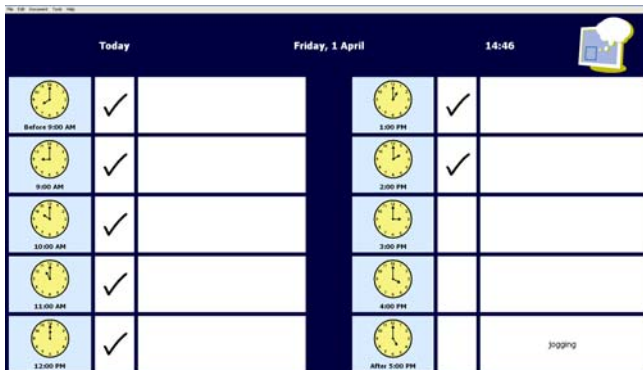
To look at your appointments and planning of the current day

1. Go to **File > Open**.

The **Open file** window appears.

2. Select **me4\_eng** to open the Mind Express 4 start window.
3. Click **calendar** and then click **today**.

An overview of the current day opens.



A clock indicates the current time.

The check mark (Time indicator cell) indicates the time next to it has passed.

#### 15.1.2 Consulting the monthly overview

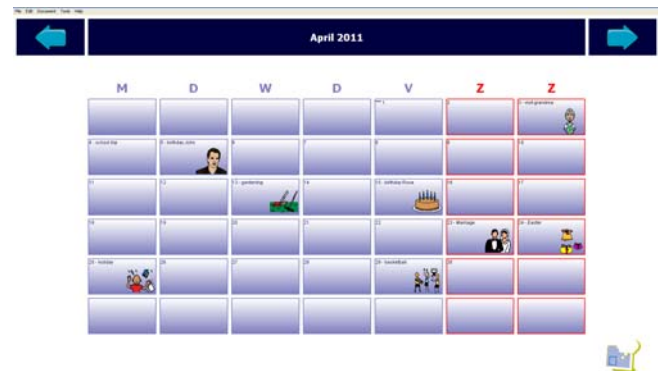
To open the agenda template

1. Go to **File > Open**.

The **Open file** window appears.

2. Select **me4\_eng** to open the Mind Express 4 start window.
3. Click **calendar** and then click **calendar** again.




The agenda template opens, showing the overview of the current month.



The current day is indicated by three stars (\*\*\*)

4. You can now:

Table 66: Month overview

Click	To
	go to the overview of the previous month.
	go to the overview of the next month.
	open the dayplanner for this specific day.

5. To return to the ME4 start window, click the ME icon.

### 15.1.3 Consulting the weekplanner

#### To open the weekplanner



- Go to **File > Open**.  
The **Open file** window appears.
- Select **me4\_eng** to open the Mind Express 4 start window.
- Click **calendar** and then click **week planner**.

The weekplanner template opens, showing the overview of the current week.



4. You can now:

Table 67: Week overview

Click	To
	go to the previous week overview.
	go to the next week overview.

5. To return to the ME4 start window, click the ME icon.

## 15.1.4 Consulting the dayplanner

To open the dayplanner

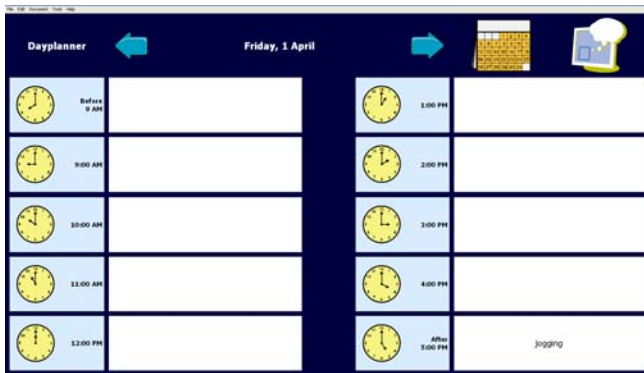
1. Go to **File > Open**.

The **Open file** window appears.

2. Select **me4\_eng** to open the Mind Express 4 start window.

3. Click **calendar** and then click **dayplanner**.

The dayplanner opens with the current day displayed.



4. You can now:

Table 68: Dayplanner




Click	To
	go to the previous day.

Table 68: Dayplanner

Click	To
	go to the next day.
	open the overview of the full month.

5. To return to the Mind Express 4 start window, click the ME icon.

## 15.1.5 Adding an appointment to the agenda

To add an appointment to the agenda

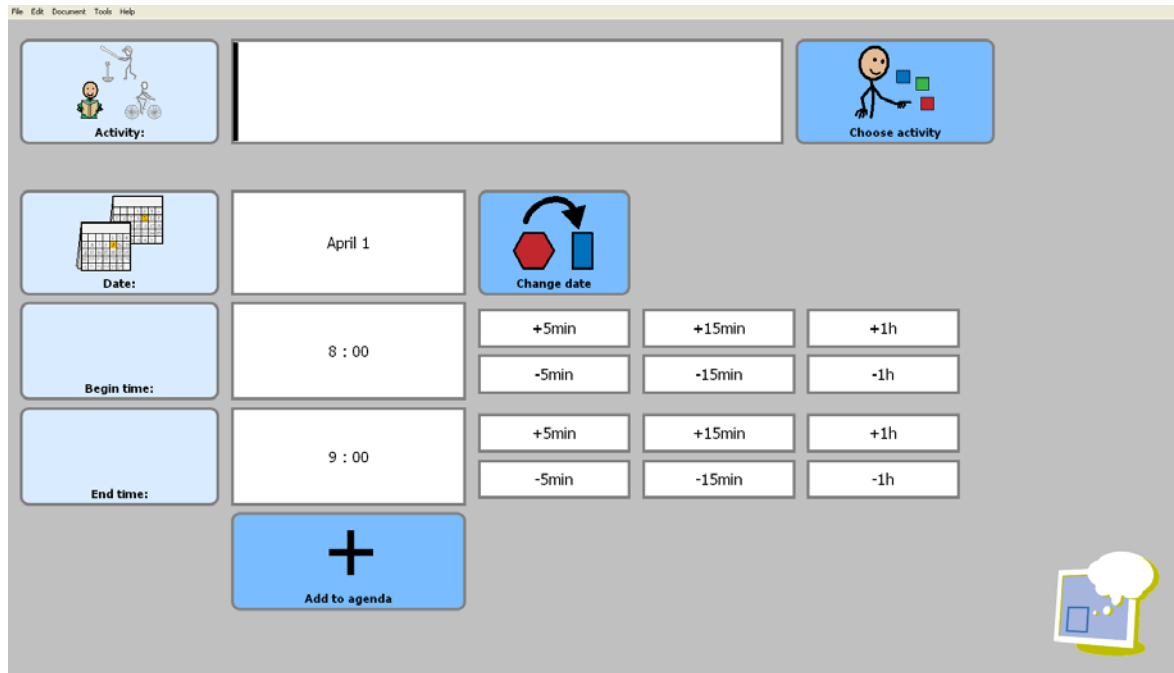
1. Go to **File > Open**

The **Open file** window opens.

2. Select **me4\_eng** to open the Mind Express 4 start window.

3. Click **calendar** and then click **add to agenda**.

The following screen appears.



4. Click the **Choose activity** button to select an activity from the list.
5. To indicate the date on which the activity will take place, click **Change date**.  
By default, the current day is entered.
6. Change the begin and end time using the buttons at the right.
7. To add the appointment to your agenda, click **Add to agenda**.

The activity is added to your agenda and the dayplanner is opened on the day for which you added a new activity.



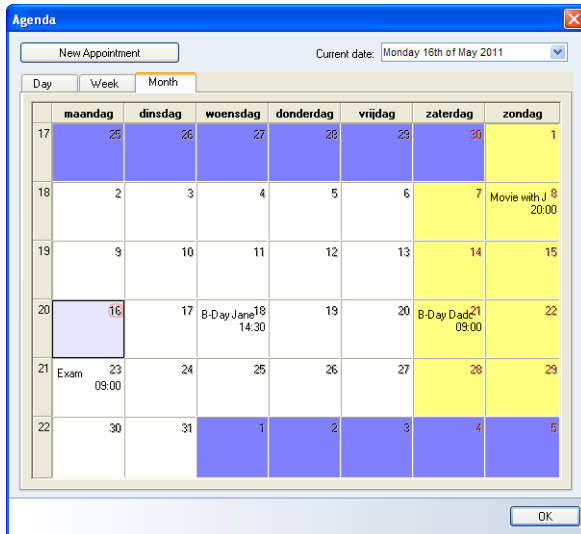
## 15.2 Editing the agenda

### 15.2.1 Adding new appointments to your agenda

#### To add a new appointment to the agenda

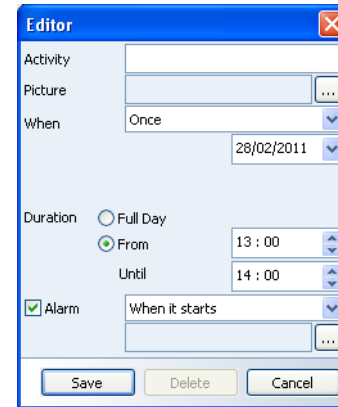
1. Go to **Tools > Agenda > Edit agenda**.

The **Agenda** window opens with the current date indicated in the top right of the screen.



2. Click the **New appointment** button.

The **Editor** window opens.




3. Add the appointment specifications.

**Table 69: Agenda - Editor window**

Item	Description
Activity	Add a name for the activity or appointment.
Picture	You can add a picture to the activity.
When	Indicate what day the activity will take place and if the activity occurs once or will repeat in time.
Duration	Indicate whether it is a full day event (for example birthday, Easter, etc.) or not. If not, indicate the time interval during which the activity takes place.
Alarm	You can set an alarm to remind you of the specific activity. Indicate when you want the alarm to go off.

4. Click **Save**.

The appointment is added to your agenda.



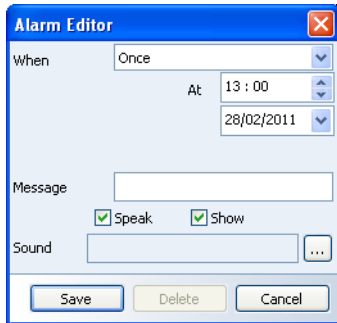
*Full day events are shown in the month overview. Appointments are shown on the week overview and on the dayplanner.*

### 15.2.2 Adding an alarm to your agenda

#### To add an alarm

1. Go to **Tools > Agenda > Add alarm**.

The **Alarm Editor** window opens.



2. Enter the alarm specifications.

**Table 70: Alarm Editor window**

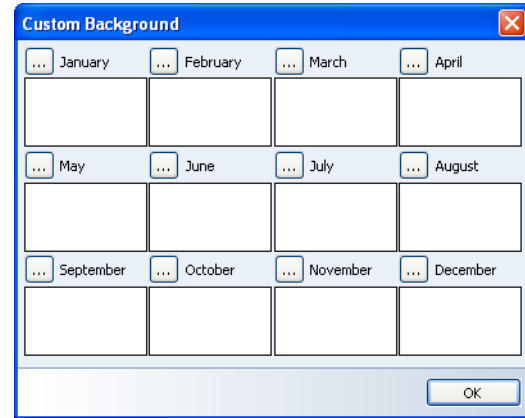
Item	Description
When	Indicate when the alarm should go off: what day, what time and if repetition is required.
Message	Enter the message you want to be displayed or spoken.
Sound	Browse to the sound you want to hear.

3. Click **Save**.

#### To add a background image to the month overview

1. Go to **Tools > Agenda > Custom background**.

The **Custom background** window opens.

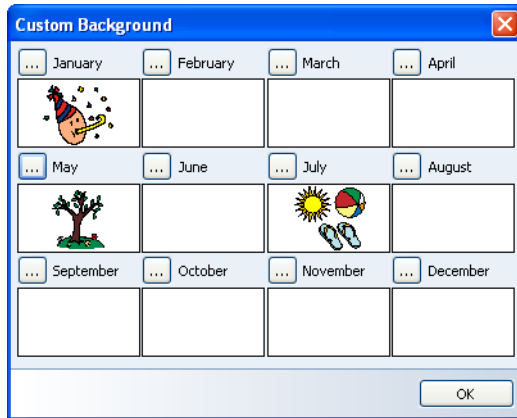


2. Click **...** next to the name of a month and select a symbol for the month.

The **Symbol** window opens.

3. From now on, the symbol selected for this specific month will automatically appear on the pages were a cell **Agenda > Show Title > Month** (specific month) is programmed.

4. Search for a symbol and click **OK**.



The symbol is used as background of the specific month.

## 15.3 Making an agenda file

To create an agenda file, you should start in the same way as making a simple communication grid.

Refer to “To create a new file in Mind Express” on page 53.

In this section, you will find out how you can make a time indicator cell and an agenda cell.

### 15.3.1 Creating time indicator cell

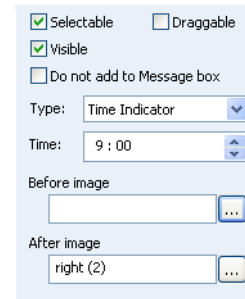
#### To create a cell with cell type Time indicator

1. Double-click the cell you want to use as time indicator cell.

For more information on cell indicator cells see

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **Time indicator**.



3. Below the cell type, indicate what time should be shown.
4. If desired, choose an image that will be shown before the indicated time has passed.
5. If desired, choose an image that will be shown after the indicated time has passed.
6. Click **OK**.

Repeat this procedure until you created all the time indicator cells you need.

### 15.3.2 Creating an Agenda cell

#### To create a cell with cell type Agenda

1. Double-click the cell you want to use as agenda cell.

The **Edit** window appears:

2. In the advanced part of the **Edit** window, select the cell type **Agenda**.

Selectable     Draggable  
 Visible  
 Do not add to Message box  
 Type:  ▼  
 Show Activity ▼  
 Day ▼  
 Only show full day events  
 Starting time:  ▲▼  
 End time:  ▲▼

3. Below the cell type, indicate if you want the cell to show the activity, the title or the timing of the agenda item.

- If you selected **Show activity**, indicate the day of which the activities should be shown and, if desired, select **Only show full day events**. Enter the start and end time of the time interval that is represented by the agenda cell.
- If you selected **Show title**, indicate the day of which the title should be shown and choose the date format to be used.
- If you selected **Timing**, indicate whether you want the **Begin hour** or **End hour** to be shown.

4. Click **OK**.

Table 71: Agenda Actions

Item	Description
Next week	To go to the next week.
Previous week	To go to the previous week.
Go to this week	To go to the actual week.
Next month	To go to the next month.
Previous month	To go to the previous month.
Go to this month	To go to the actual month.
Next year	To go to the next year.
Previous year	To go to the previous year.
Go to this year	To go to this year.
Go to specific month	To go to a specific month.
Change begin hour	To change the beginning hour of an appointment. You can increase or decrease the hour for minutes or hours.
Change end hour	To change the end hour of an appointment. You can increase or decrease the hour for minutes or hours.
Store in agenda cell	To store the content of the message in an agenda cell.
Add to agenda	To add the activity to the agenda.
read cell	To read the cell.

Table 71: Agenda Actions

Item	Description
Next day	To go to the next day.
Previous day	To go to the previous day.
Go to today	To go to the actual day.

## Chapter 16 - Windows Control

This module makes it possible to control other applications from Mind Express, e.g. Word.

**Table 72: Windows control - subactions**

Subactions	Option	Description
Send key		To send a macro to another application.
Send message		To send a sentence/message to another application, e.g. Word.
Pause		To insert a pause between two commands (for example to give the other application the time needed to open properly).
Sticky key		Click once to activate the key until another Windows control key is pressed.  Click twice to keep the key activated continuously.  Click three times to deactivate the key.

**Table 72: Windows control - subactions**

Subactions	Option	Description
Toggle sending	Start sending	To send commands to another application.
	Stop sending	To deactivate the sending of commands to another application.
	Toggle sending	To switch between <b>Send</b> and <b>Don't send</b> to the other application
	Start sending (other computer)	To start sending commands to another computer.
Active window	Move	To move the active window up/ down/to the left/to the right.
	Size	To reduce or increase the height or width of the active window.
	Dock	To dock up/down/ left/right the ME window to the active window.
	Tile	To tile up/down/left/right the active window to the ME window.
	Select next window	To switch between windows/running programs.  You can choose to enter (a part of) the name of the program(s)/ window(s) you want to select, e.g.notepad.

Table 72: Windows control - subactions

Subactions	Option	Description
Mind Express window	Move	To move the Mind Express window up/down/to the right/to the left.
	Size	To reduce or increase the height or width of the Mind Express window.
Mouse control	Move	This option is intended for scanners of Mind Express to move the mouse up/down, to the left/right.
	Click	This option is intended for scanners of Mind Express to click the mouse.
	Double click	This option is intended for scanners of Mind Express to double click the mouse.
	Right click	This option is intended for scanners of Mind Express to right click the mouse.
	Drag on/off	This option is intended for scanners of Mind Express to drag on/off items.
Exit	Mind Express	To exit Mind Express.
	Windows	To exit Windows.
Always on top		To switch between the setting always on top on/off for the Mind Express window .

## Chapter 17 - 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.

In this chapter you can find more information on:

- Starting Bliss Editor
- Mind Express and Bliss Editor
- A few ground rules
- Creating a new Bliss symbol
- The menu bar: File
- The menu bar: Edit
- The menu bar: Insert
- The menu bar: Symbol

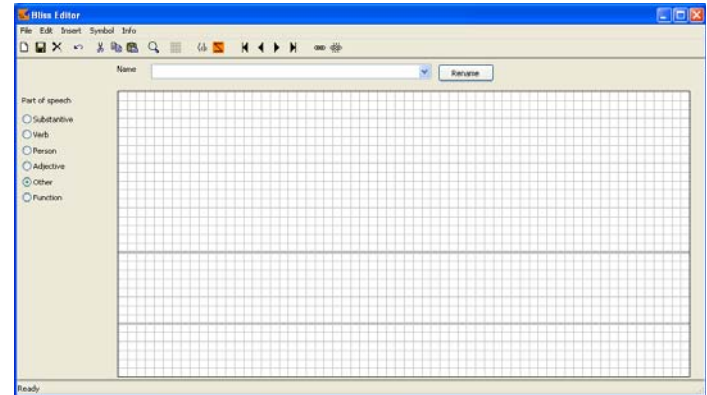
### 17.1 Starting Bliss Editor

#### To start Bliss Editor

1. In Windows, go to **Start > Programs > Mind Express 4 > Bliss Editor**.

Alternatively, in the **Edit** window, select a Bliss symbol, right-click the symbol preview box and click **Edit symbol**.

The **Bliss Editor** application opens.



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

### 17.2 Mind Express and Bliss Editor

The symbols you create using Bliss Editor automatically appear in the Bliss symbol list at the top of the **Edit** window in Mind Express.

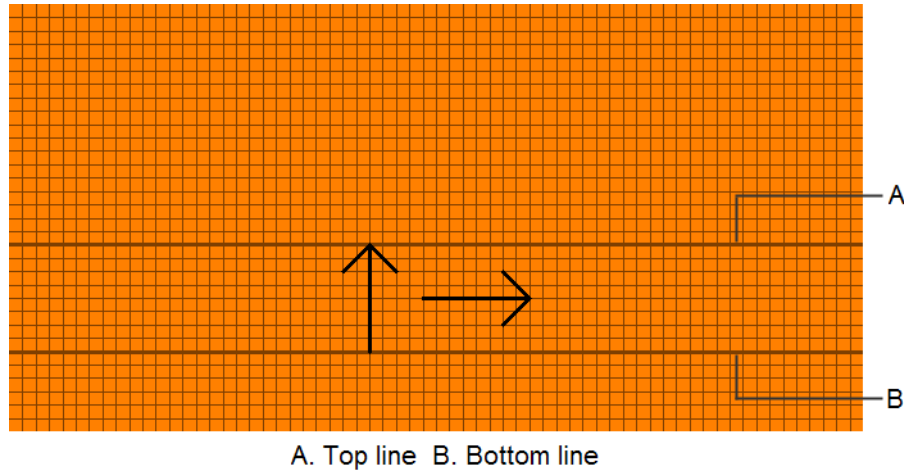
For more information on the **Edit** window, see also “The layout of the Edit window” on page 59.

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

### 17.3 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.



- 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.



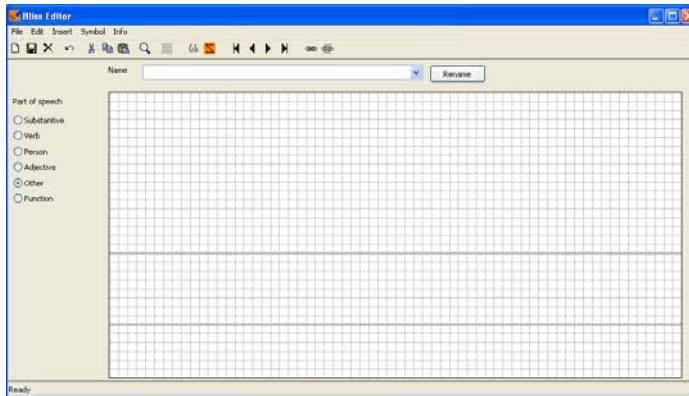
## 17.4 Creating a new Bliss symbol

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

### To create a new Bliss symbol

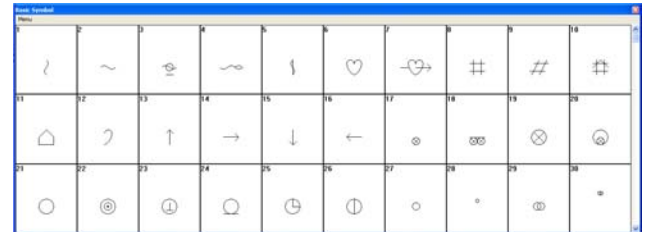
1. Start Bliss Editor.

The **Bliss Editor** window appears together with the **Basic Symbol** window.

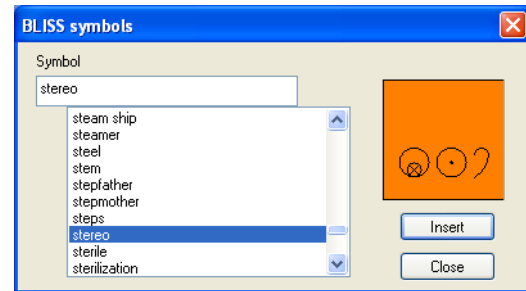


2. Click the new symbol button or press Ctrl + N and enter a name.

- 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 **Symbol** field. Click **Insert**.



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

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

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

4. To save the Bliss symbol, choose **File > Save** or click the save button in the toolbar.



The thickness of the Bliss symbols can be modified in the window **Symbol sets** under **Tools > Symbolsets**

### 17.5 The menu bar: File

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

**Table 73: File menu**

Menu option	Description
Save	To save the current symbol.
Exit	To close Bliss Editor.


### 17.6 The menu bar: Edit

Below you find an overview of the functions in the **Edit** menu, in order of their appearance in the menu. Use these functions to edit symbols. The changes are, however, only applied to the current symbol in the Bliss Editor window.

**Table 74: Edit menu**

Menu option	Description
Restore	To undo a change you have made to a symbol.
Cut	Allows you to select a symbol (or parts of a symbol) and to cut it (them).
Copy	Allows you to select a symbol (or parts of a symbol) and to copy it (them).

**Table 74: Edit menu**

Menu option	Description
Paste	Allows you to select a symbol (or parts of a symbol) and to paste it (them).
Clear	To clear an entire symbol. The color and all parts of the symbol disappear. The work area of the Bliss Editor window is made empty.   <i>When you clear 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 <b>Symbol &gt; Remove</b>.</i>
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.
Select all	To select all parts of the current symbol. You can also press Ctrl A for this purpose.
Show grid	To make the grid visible or to make it disappear.

## 17.7 The menu bar: Insert

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

**Table 75: Insert menu**

Menu option	Description
Basic symbol	To make the dialog box with basic symbols appear. Click one of the basic symbols to make it appear in the work area of the <b>Bliss Editor</b> window immediately.
BLISS symbol	To make the Bliss symbol window appear. Select a symbol from the list or immediately type the name of the symbol you want in the <b>Symbol</b> field. Then click <b>Insert</b> to make the symbol appear in the <b>Bliss Editor</b> window.

## 17.8 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.

**Table 76: Symbol menu**

Menu option	Description
New	To insert a new symbol. You can also press Ctrl N on your keyboard.
Remove	To remove a symbol from the list.
Next	To view the next symbol in the list. Alternatively, use the Right Arrow key on your keyboard.

**Table 76: Symbol menu**

Menu option	Description
Previous	To view the previous symbol in the list. Alternatively, use the Left Arrow key on your keyboard.
First	To view the first symbol in the list. Alternatively, use the Home key on your keyboard.
Last	To view the last symbol in the list. Alternatively, use the End key on your keyboard.
Find	To open the <b>Find</b> window. Insert the name of the symbol you are looking for in the <b>Find what</b> field. If you want the result to completely match the name of the symbol you are looking for, select the option <b>Match whole word only</b> . If you want to see all the symbols in which the word occurs, do not select this option.
Find next	To find the next symbol that corresponds to your look-up criteria. For this purpose, you can also use the F3 key on your keyboard.
Ungroup	To undo the <b>Group</b> operation. Alternatively, press Ctrl U on your keyboard.
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. Alternatively, press Ctrl G on your keyboard.



## Appendix - Phonetic Script

The phonetic script used in Mind Express has been listed in the tables below for your reference.

**Table 77: Vowels and diphthongs (UK English)**

Symbol	Transcription	As in:
i	'bit	beat
l	'blt	bit
E	'bEd	bed
@	'm@p	map
A	'kA	car
A+	'pA+t	pot
^	'b^t	but
0	'b0t	bought
U	'bUk	book
u	'but	boot
\$	\$. 'ba&Ut	about
E0	'tE0n	turn
e&l	'be&lt	bait
0&l	'b0&l	boy
a&l	'ba&l	buy
a&U	'da&Un	down

**Table 77: Vowels and diphthongs (UK English)**

Symbol	Transcription	As in:
o&U	'So&U	show
l&\$	'hl&\$	here
E&\$	'DE&\$	there
U&\$	'pU&\$	poor

**Table 78: Consonants (UK English)**

Symbol	Transcription	As in:
j	'ju	you
w	'wlt	wit
R+	'R+a&ld	ride
l	'lEt	let
p	'p@n	pan
t	't@n	tan
k	'k@n	can
b	'b0&l	boy
d	'de&l	day
g	'gA+t	got

Table 78: Consonants (UK English)

Symbol	Transcription	As in:
ʔ (glottal stop)	ʔit	eat
f	ˈfaɪn	fine
θ	ˈθiːn	thin
s	ˈsiːn	sin
ʃ	ˈʃaɪn	shine
v	ˈvaɪn	vine
ð	ˈðæt	that
z	ˈzoʊn	zone
z	ˈvɪ.ʒən	vision
h	ˈhɛd	head
tʃ	ˈtʃɜːtʃ	church
dʒ	ˈdʒʌŋ.ɡəl	jungle
m	ˈmaɪ	my
n	ˈnoʊ	no
n	ˈsɒŋ	song

Table 79: Vowels and diphthongs (US English)

Symbol	Transcription	As in:
i	ˈfiːl	feel
ɪ	ˈfɪl	fill
e	ˈfel	fell
æ	ˈkæt	cat
ɑ	ˈgɒt	got
ʌ	ˈkʌt	cut
ɔ	ˈfɔːl	fall
u	ˈfʊl	full
u	ˈfʊl	fool
ə	\$.ˈlaʊ	allow
ɜ	ˈkɜːrt	curt
ɔ	ˈdɔːr	door
eɪ	ˈfeɪl	fail
ɔɪ	ˈfɔɪl	foil
aɪ	ˈfaɪl	file
aʊ	ˈfaʊl	foul
oʊ	ˈgoʊl	goal

Table 80: Consonants (US English)

Symbol	Transcription	As in:
j	'jEs	yes
w	'wa&l	why
R+	'R+lp	rip
l	'llp	lip
p	'plt	pit
t	'tAp	top
k	'k@t	cat
b	'blt	bit
d	'dlg	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

Table 80: Consonants (US English)

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





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