Welcome to The Grid 2

Thanks for choosing The Grid 2! This guide will help you learn about The Grid 2, providing step-by-step instructions for common tasks such as editing and changing user settings.

Contents

Welcome to The Grid 2 ........................................................................................................................... 1
Installing The Grid 2 ................................................................................................................................ 2
First look: Grid Explorer and your users ................................................................................................. 3
Workspaces ............................................................................................................................................. 11
Speech and access: making grids sets work for you ............................................................... Error! Bookmark not defined.
Editing: Making changes to grids ........................................................................................................ 3
Find out more........................................................................................................................................ 22

What does The Grid 2 do?

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

What are grids?

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

Access for everyone

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

Workspaces

The Grid 2 has a number of workspaces, which are like small programs or apps within your grids. The most commonly used workspaces are for composing sentences for voice output communication, whilst there are also workspaces for emailing, web browsing, Skype, playing music or DVDs, and more.

There are also workspaces that allow you to use The Grid 2 to access other software on your computer.
Installing The Grid 2

Installing The Grid 2 is straightforward: just insert the CD or DVD into your computer and follow the instructions on screen.

You might have more than one disk, with extra voices, grid sets or other resources. If this is the case, install The Grid 2 first, and then these other resources. Again, simply follow the instructions on-screen.

Your software evaluation
You can evaluate a complete working version of The Grid 2 for 60 days. Your evaluation period starts when you install the software onto your computer, and you can use all the features of the software during this trial.

Once the evaluation period has expired, you need to activate a licence to continue using the software. Some parts of the software, such as additional symbol libraries, voices or grid sets, require further licences which must be purchased separately.

Licencing The Grid 2
When you are ready to licence The Grid 2, or a component such as a symbol library, voice or grid set, run Licence Manager from the Windows Start menu. Follow the on-screen instructions to activate your licence.

Licence agreement
Please ensure you read the licence agreement that governs the use of The Grid 2. Installing the software implies that you agree to abide by the licence agreement.
First look: Grid Explorer and your users

When you start The Grid 2, you will see Grid Explorer. Grid Explorer allows you to select which user you want to activate, and also provides tools for managing users.

What is a user?
Each item in Grid Explorer represents a “user”. Each user is a combination of a number of grids together with user settings, such as the voice used for speech and options for access such as switch input.

Starting a user
Firstly, try several of the ready-made users to get a feel for the range of possibilities in The Grid 2. To start a user, simply double-click on the user icon. The user’s start grid will open and you’re ready to go.

TIP: Try clicking on the view button to see different layouts

Making a new user
To create a new user, click the “new user” button in the grid explorer toolbar.

Alternatively, you can copy an existing user which can then be customised for an individual to use. To do this, click once on the user that you want to copy, and click “clone user” in the explorer bar (on the left side of the grid explorer window).

TIP: We strongly recommend that you begin with a copy of an existing user as creating a complete Grid Set from scratch can be a big task.

Users are grouped in a number of tabs, for ease of use. Within a tab there might be just one or a large number of users.
Additional Grid Sets

The separate Grid Sets booklet gives more information about many of the communication and computer access Grid Sets that are for The Grid 2.

Next in this guide, we’re going to see how to change user settings such as your voice or your input options (for using switches, for example).

Later on we will see how to alter grids and make new ones.
The Workspace
The workspace is the area of the screen where your sentences are composed.

In The Grid 2 the workspace is also the area where The Grid 2’s built in apps are displayed.

Chat workspaces
The Symbol Chat workspace is for writing symbol sentences. When writing from symbol grids, words appear in the sentence bar with the associated symbols.

The Text Chat workspace is for writing text sentences. Text appears in the workspace and can be edited or spoken.

Text Chat + Messages adds a message store, so you can save a message that might be useful in the future. To find a saved message, type any of the words from the message and it will be located for instant communication.

Communication workspaces
The Email and SMS workspaces are for sending messages. You can write messages using symbols or plain text and all messages can be read aloud.

The Skype workspace allows you to make calls with Skype, and also to send and receive instant messages (IM).

The Web Browser workspace takes you online to view websites and read the aloud.

More workspaces
The Word Processor workspace can be used to write documents, format them and to save them for later.

The clock workspace tells you the time and the date.

The My Settings workspace gives information about your battery level (for portable devices) and speech volume.

The Webcam workspace lets you see the view from your webcam and take pictures.

The Music Player workspace lets you play CDs or music saved on your computer. (Use Windows Media Player to save CDs onto your computer and you can them listen to them in The Grid 2).

The DVD player workspace plays DVDs and other movies that are saved on your computer.

The calculator workspace completes the basic functions of a calculator.

Computer control and program control workspaces
The Computer Control and Program Control workspaces let you interact with other Windows programs.
When using the Computer Control workspace, your grid window becomes smaller and occupies one part of the screen. It can be used as an on-screen keyboard for typing into other programs as well as launching programs, moving the mouse, resizing windows and more.

The Program Control workspace allows you to integrate a single program with your grids. The program’s window is placed over the workspace region of your grid, and any text typed with the text command is directed to this program.
Setting up your voice

Before you begin using The Grid 2 you will need to choose a voice.

These options can be found in the User settings - select Edit > User Settings from the menu. If you are in Grid Explorer, select a user and then choose User Settings from the options on the left.

In the user settings window, the options are set out in pages, which you can select from the left hand box. A few of the most useful user settings are explained below.

Speech settings
You can choose from a number of voices and make changes to the speed and volume.

The public voice is used to speak aloud for communication, whilst the private voice is used for auditory scanning and reading back documents.

TIPS:

- The speech output rules allow you to make The Grid 2 speak automatically as you write as oppose to constructing your sentence and then reading it with a speak cell.

- The pronunciation dictionary allows you spell out words phonetically if the speech engine doesn’t get it right.
Setting up your access

You now need to choose how you are going to access The Grid 2. There are many options for this to ensure that each user can achieve maximum efficiency of access, whilst reducing frustration.

**Pointer settings (mouse, touch screen, head pointer)**

This includes any computer input device that moves the mouse pointer, such as a conventional mouse, a trackball, a touch screen or a head pointer.

To find the pointer settings, choose Input Settings > Pointer in the User Settings window.

Ensure that Enable pointer input is ticked, and then click on the Settings page. If you can select the type of pointer that you are configuring (mouse, touch screen or head pointer), The Grid 2 will only display the most relevant settings. You can also choose ‘All settings’ to see all the options.

Here are a few key options:

- Selection method – cells are selected with a click, by holding the mouse button down, or by resting the pointer over the cell (without the need to click – this is called a dwell click).
- Highlight style and colour – the options for the visual indicator that a cell is highlighted.
- Dwell click on other programs – this allows the dwell to be used with Computer Control.
- Keyguard – specify a fixed grid size for use with a keyguard.

**Switch setup**

Switches are buttons that are used by people with limited mobility to interact with The Grid 2. The cells are highlighted in turn, and when the desired cell is highlighted it can be activated by pressing a switch.

There is a huge range of options for switch input in The Grid 2. There are many options for increasing efficiency and reducing frustration when working with switches.

It is best to work through the switch input option screens in turn.

First select Input Settings > Switch, and ensure that Enable switch input is ticked.
Connection
Next, move on to the connection page, and select how your switch is connected. You will see the test lights in the bottom left change colour when you press your switch.

If you do not have any switches connected, you can use your keyboard keys or mouse buttons as switches.

You can adjust the filtering to prevent accidental switch presses from registering. You can also set a long hold of the switch to be handled differently from a shorter press of the switch.

Scan pattern
The Scan pattern page allows you to configure the scanning process.

The scan pattern is the method of scanning. As well as well known systems such as step scan and row-column, The Grid 2 includes many unique switch options. It is well worth exploring methods such as block scanning for large grids, or elimination scanning as can be more efficient for many users.

Switch actions
On the switch actions page you can specify what happens when you press each switch.
Normally switch 1 is the Primary switch, which is used to start the scan and select with auto scan. Other switches can be programmed to perform a range of different functions.

**Timing**

Finally, the timing page allows you to specify the speed of the scan.

**Eye gaze setup**

Eye gaze technology allows people to access The Grid 2 by looking at the screen. To get started, select Input Settings > Eye gaze, and select the eye gaze device that you are using.

The selection page lets you choose which eyes are tracked and how you will select cells, whilst the highlight page provides options for the visual feedback whilst selecting cells.

You can also perform a calibration from the User Settings page. If you need to tweak the calibration or use advanced settings, please use the software provided with the eye gaze system.

**Voice recognition setup**

Grids can be controlled with voice recognition - simply read the text on a cell to activate that cell. You can also dictate directly into the workspace.
Editing: Introducing Edit Mode

Once you have loaded a user you can begin making changes to a grid. The first thing to do is start Edit Mode. To get into edit mode, you can press F11, or select Edit > Edit Mode from the menu.

When you are in edit mode, you can see a toolbar at the top of the window, and a bar on the left with useful tasks.

You can click on a cell to select it. When a cell is selected, you will see a blue cross in it and the cell options (on the left) will show ways you can change this cell.

The most common tasks when editing a grid are:

- Editing a cell, such as making a vocabulary cell or changing the picture
- Moving and resizing cells
- Changing the number of rows and columns on a grid
- Modifying the grid settings
- Making new grids and creating jumps between grids

These will be covered over the next few pages.

Editing a cell

To edit a cell, double-click on it. This will show the edit cell window.
The edit cell window is divided into three regions:

- On the left are the Shortcuts – these tools are quick ways to make common cells.

- In the top-right of the window are the Cell Appearance settings. Here you can change the way that the cell looks.

- In the bottom-right is the Command List – the commands are what dictate what will happen when you select the cell.
Making a vocab cell
A vocab cell is a cell that is set up to write text with a symbol into your sentence.

Making a vocab cell is very quick. Simply type the word(s) into the Vocab Cell box in the top left of the Edit Cell window and click Ok.

Changing the picture
If you want to change the picture for a cell, click on the Change Picture button in the Edit Cell window.

You can search for a picture from a symbol library by typing into the search box. You can also browse individual libraries using the tabs at the top of the window.

Screen capture button
This is the best way to bring in pictures from other sources, such as a digital camera, web page or a picture saved on your computer. Simply click on the Capture button then drag a box around the image you would like displayed in the cell.
The picture editor
The picture editor allows you to modify pictures by changing colours or adding extra detail.

Editing grids

Moving and resizing cells
To move a cell to a different location in a grid, simply drag it where you want it to go. Warning: if you drag it over another cell, that cell will be deleted!

You can also resize a cell by clicking once to select it, and then dragging the white boxes that appear in the corners.

You can select more than one cell at once using the shortcut keys:

- Hold shift whilst clicking on cells to select more than one.
- Hold Control and drag a box to select a group of cells.
Changing the number of rows and columns
The triangle markers that appear at the left end of each row and top of each column provide options for editing the row or column.

When you click on the marker, you get options to insert a new row or column to either side, or to delete the selected row or column.

If you want to make a lot of changes at once, try the Add/delete row and Add/delete column tools. These allow you to click on a row or column to delete it, or click between rows or columns to insert new ones.
Grid settings
In the grid settings you can change options such as the background of the grid. You can open the grid settings screen from the options on the left of the editing window.

Making new grids and jump cells between grids
A jump cell is a cell that has been set up to jump to a different grid.

To make a jump cell, use the “Create a jump cell” shortcut. This opens a window showing the available grids for the current user. If the grid that you want to jump to already exists, then select it, and click Open.

Making a new grid
Instead of jumping to an existing grid, you may wish to create a new grid. You can do this by clicking on the “New grid” button in the toolbar and entering a name for the new grid.

Jump home and jump back
There are two special types of jump that you can create. Jump home will always take you to the start page for the current user.

Jump back will take you to the previous grid visited. This is very similar to the back button in a web browser.

Self-closing grids
Self-closing grids are grids that automatically jump back after a cell has been selected. This is useful if you only need to select one item from a grid, because it removes the need to separately select the “jump back” cell.

To make a grid self-closing, edit the grid settings and tick the Self-closing grid option.
**Cell styles**
The Grid 2 uses styles to ensure cells to have consistent formatting. This is very important for the users as it means they can quickly identify the type of cell they are selecting. If you are familiar with styles in Microsoft Word, this is a similar system.

When editing a cell, you can choose to give it a preset style. There are some preset styles that are always available, such as Vocab Cell and Jump Cell, or you can also add your own preset styles.

When you edit a style, you will change all cells that have been assigned that style. For example, if you change the background colour of the Vocab Cell preset style, the background colour of all cells using this style will change.

Alternatively, you can choose to specify the style for a cell individually. This makes the cell unique, so it will not be affected by changes to other styles.
**Commands in cells**

Each cell in your grid has one or more commands. These tell The Grid 2 what to do when the cell is selected. For example, the “speak” command will speak your sentence, and the “clear” command will clear the sentence.

The command list is used for arranging the commands on a cell. To add a command, click the “add a command” link, or press the Insert key on the keyboard.

This opens the command window, where you can see all the commands that are available in The Grid 2. There are a lot of commands, but you can search them by typing in the box. Alternatively, you can view the commands related to a particular activity, such as emailing, by selecting a category from the list.

The following commands are frequently used:

- **Speak:** Speak the text in the workspace.
- **Stop speaking:** Stop speech.
- **Clear:** Clear the workspace.
- **Delete Word:** Delete the last word from the workspace.
- **Undo:** Undo the last Clear or Delete Word action.
- **Print:** Print the sentence.
Auto content: cells that make themselves
The Grid 2 has cells that are created dynamically for you, called auto content cells. These can change as you are using your grids: for example, prediction cells suggest words as you type.

To make auto content cells, select one or more cells and then select Auto Content from the cell options (on the left side of the edit grid window).

There are several types of auto content cells. The most commonly used are prediction and word list auto content cells.

Prediction auto content cells
Prediction offers suggestions for completing a word as you type. For example, if you type “hel” the prediction might suggest “hello” or “head”. If this is the word that you want, you can select this cell to type the rest of the word.

After you complete a word, the prediction cells will suggest a likely next word.

The Grid 2 learns from you as you type, so that it can make more relevant suggestions in the future.

The Grid 2 can also display symbols alongside suggestions to help identify when you have the correct word.

In addition to word completion, you may also see prediction cells used for:

- Sounds-like suggestions - words that sound like the one that is being typed (this is a great tool to help learn spelling).
- Spelled-like suggestions – words that have a similar spelling. For instance it will predict school when ‘skool’ is typed.
- Verb morphology – this displays the different forms of a verb to help the user find the correct conjugation.
**Word list auto content cells**
Word list auto content cells display words from a word list. Managing a list of words independently from the cells in the grid makes it easier for you to rearrange the words, add new words and remove words.

![Word list auto content cells](image)

Each grid has its own word list. You can edit the word list by selecting Auto Content > Word list for this grid from the menu.

![Word list editor](image)

The word list editor shows the list of words on the left. You can add a new word by clicking the Add new word button and typing the word. You can make changes to a word already in the list, such as changing the picture, by selecting the word in the list.

**Other types of auto content cells**
The other types of auto-content cell are:

- Contacts – used for email and SMS text messaging.
- Internet favourites
**Backing up your user**

A grid bundle is a single file that contains both grids and User Settings.

To create a grid bundle, select your user in Grid Explorer and click Save as Grid Bundle. This can be saved to a memory stick or backup drive.

To open a grid bundle in The Grid 2, drag the grid bundle file into Grid Explorer, or click Open Grid Bundle in Grid Explorer.

Grid bundles are an easy way of copying a user from one computer to another.
Finding out more

Sensory answers

Online grids

Sensory Update