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# Get Started

DocsPlus helps struggling writers in middle / high schools with age-appropriate support across the curriculum.

It features:

- a [talking](#) word processor
- context-sensitive [word prediction](#)
- [Voice Notes](#) and [comments](#) to record memos and instructions
- [Wordbars](#) to support vocabulary
- [WorkSpaces](#) to help with planning and mind mapping
- [DocReaders](#) to hear worksheets / exam papers spoken aloud
- [Exam Mode](#) to comply with exam regulations

There are extensive [accessibility options](#) for writers with physical challenges or low vision.




DocsPlus works on computers and tablets running Windows, and on Macs. There's also a corresponding [DocsPlus App](#) for iPads and Chromebooks.

# Ribbon

The **ribbon** is the tabbed toolbar positioned at the top of the DocsPlus window.

You can hide / show the ribbon by clicking the current tab.

Each ribbon tab contains a set of tools:

-  **Document:**
  - create, open, save and print Documents
  - get [writing support](#)
  - insert a [picture](#)
  - [format text](#)
  - undo / redo
-  **Smart Tab:**
  - create, open, save and print Smart Tabs
  - spell check the current Smart Tab
  - view information about the current Smart Tab
  - undo / redo
-  **View:**
  - zoom in / out of the Document
  - choose the paper size and orientation
  - view corrected spellings, pasted text, and other Document [statistics](#)

- turn Full Screen mode on / off

-  **Options:**

- adjust user preferences
- make DocsPlus [more accessible](#)
- [change the pronunciation](#) of certain words
- turn [Exam Mode](#) on / off
- program settings

-  **Help:**

- contact Support
- program log
- version number and partial serial number

# Open and Save Files






The **Explorer** window appears when opening / saving files.

To open a file, click  in the **Document** or **Smart Tab** ribbon tabs.

To save a file, click  in the **Document** or **Smart Tab** ribbon tabs.

## Locations

In Explorer, the following locations appear on the left:

-  **Shared Files** - the default folder for storing files.  
  
It may be [located](#) on the computer or the network (depending how DocsPlus was installed).
-  **LearningGrids** - download free [Wordbars](#) directly from our [LearningGrids](#) website.
-  **Desktop** - browse your Desktop and other locations on the computer / network.
-  **My Documents** - browse your My Documents folder.
-  **Removable** - browse removable drives (only visible if connected).

## Manage Files and Folders

You can manage files and folders in a similar way to Finder:

- To copy a file, right-click it and choose **Copy**. Browse to your desired location, right-click the background and choose **Paste**.
- To email a file, right-click it and choose **Email**.

- To rename or delete a file / folder, right-click it and choose **Rename** or **Delete**.
  
- To create a new folder, right-click the background and choose **New Folder**.

## Shortcuts

To create a shortcut to a particular file / folder, right-click the background and choose **New Shortcut**.

## Safe Folder







The **Shared Files** location contains a  **Safe** folder.

To prevent a file being overwritten, save it in this folder (or right-click an existing file and choose **Copy to Safe**).

If someone then tries to edit the file in the Safe, they'll be forced to save a copy instead.

# Grid Tools

Use the **Grid Tools** while writing in the Document with an [on-screen keyboard](#) or [Wordbar](#):

-  **Delete** - delete the last word / phrase.
-  **New Line** - start a new line.
-  **Sound Shift** - turn [Sound Shift](#) on / off.
-  **Keyboard** /  **Wordbar** - switch between the keyboard and current Wordbar.
-  **Hide** - click to hide / show the bottom grid area. Drag vertically to resize it.



# Write Documents

Write into the Document using your device's keyboard, an [on-screen keyboard](#), or a [Wordbar](#).

Use the [Document Tools](#) to:





- change the font style and size
- use bullet / number points
- access [writing support](#) tools
- illustrate work with [pictures](#)
- [comment](#) on selected text
- undo / redo changes

Use the [Grid Tools](#) to delete text, start a new line, or use [Sound Shift](#).


# Document Tools

These tools appear in the **Document** ribbon tab.

## File

-  **New** - create a new Document.
-  **Explorer** - open a Document from your computer or network.
-  **Favorites & Recents** - open a favorite or recent Document.
-  **Save** - save the current Document.




To save a copy, click the ▼ and choose **Save Document As**.

-  **Print** - print the current Document.







## Support

-  [Speak](#) - speak the Document.

To change the voice, click the ▼.






-  [Predictor](#) - turn word prediction on / off.
-  [Spell Checker](#) - spell check the Document.
-  [Voice Note](#) - record a thought or idea before writing.

## Insert

-  **Picture:**
  -  **Browse** - browse or search your picture files.
  -  **Photo** - take a photo.
-  **Insert:**
  -  **Hyperlink** - insert a web or email address.
  -  **Date** - insert the current date.

## Format

These tools can apply to new or selected text.

-  **Text:**
  - **Heading** - choose a heading type.
  - **Font** - choose a font from your computer.  
  
DocsPlus includes the **Dyslexie** font.
  - **Font size** - choose the font size.
  -  **B Bold** - make text **bold**.
  -  **I Italics** - make text *italicised*.
  -  **U Underline** - make text underlined.
  -  **Color** - choose a **font color**.


-  **Highlight Color** - choose a **highlight color**.

-  **Superscript** - make text <sup>superscript</sup>.

-  **Subscript** - make text <sub>subscript</sub>.

-  **Layout:**


-  **Align Left** - align text to the left.

-  **Align Center** - align text to the center.


-  **Align Right** - align text to the right.

-  **Number Points** - create a numbered list.

-  **Bullet Points** - create a bulleted list.


-  **Increase Indent** - move text towards the right.







-  **Decrease Indent** - move text towards the left.

-  **Line Spacing** - set the distance between lines.


## Edit


-  **Clipboard:**

-  **Cut** - copy and remove selected content.




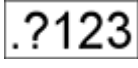





-  **Copy** - copy selected content.
-  **Paste** - insert copied content.
  
-  **Find** - search the Document for keywords.
-  **Comments** - add a [comment](#) to a section of text.
-  **Undo** - undo the previous action.
-  **Redo** - redo the previous action.

# Type with a Keyboard

Type in the Document using your device's keyboard, or click  to use the on-screen keyboard.

You can also use [Wordbars](#) to send topic-specific vocabulary to the Document. Click  to show the current Wordbar.

## On-screen Keys

- Click a key to type it.
- To capitalize the next letter, click . To use Caps Lock, click .
- To delete a character, click .
- To access numbers and punctuation symbols, click . To return to letters, click .
- To move the text cursor, click  and  on the numbers keyboard.
- To move the text cursor a word at a time, click  and  on the numbers keyboard.

## Choose a Keyboard

DocsPlus includes several on-screen keyboards with different layouts.

Some display [word predictions](#) along their top, regardless of whether the Predictor is turned on / off.

To choose another on-screen keyboard, see [Keyboard Preferences](#).

## Accessibility

All on-screen keyboards can be accessed with **switches** or **eye tracking technology**.





People who have difficulty clicking smaller targets can also enable **SuperKeys**.

To learn more, see [Accessibility](#).

# Writing Support Tools

DocsPlus provides several writing support tools to help writers improve the quality and quantity of their work.

These tools appear within the **Document** ribbon tab:

-  [Text-to-Speech](#) - hear text spoken in realistic voices.
-  [Predictor](#) - see and hear word predictions.
-  [Spell Checker](#) - see and hear suggested corrections.
-  [Voice Notes](#) - record initial thoughts and ideas before writing.


## Text-to-Speech


DocsPlus includes realistic voices that can speak a writer's words back to them (other voices installed on your device can also be used).

The speech feedback draws attention to mistakes and helps writers to choose the right punctuation.

### Document

By default, words are spoken when clicked and sentences are spoken automatically when completed with end punctuation.

To speak the Document from the text cursor position, click  in the **Document** ribbon tab.

To speak the whole Document, move the text cursor to the beginning / end of your writing before clicking .

### Right-click

To speak these items, right-click them:

- words in the [Predictor](#) and [Spell Checker](#)
- words in a [Wordbar](#) and [WorkSpace](#)
- tools in the [ribbon](#) and [above the grid](#)


### Sound Shift

When **Sound Shift** is enabled, you can speak the above items with a normal click (instead of right-click).

It also provides more ways to speak Document text:


- To speak a sentence, double-click it.
- To speak a paragraph, triple-click it.



To enable Sound Shift, click  (once for single use; double-click to keep it enabled).

When using a [Workspace](#), click  in the left toolbar.

## Customize

To choose a different voice, click the ▾ beside .

To change various preferences, such as text highlighting and what gets spoken automatically, see [Speech Preferences](#).

To define how a certain word is pronounced, see [Word Pool](#).

## Exam Mode

Speech can be disabled entirely when [Exam Mode](#) is enabled.

If speech is allowed, text is spoken very basically to comply with exam regulations.

Example	Normal	Exam Mode
02/07/1989	"the second of July, nineteen eighty nine"	"oh two, oh seven, one thousand and eighty nine"
cm	"centimeters"	"see em"
7 < 8	"seven less than eight"	"seven eight"
tsp	"teaspoon"	"tee ess pee"

# Predictor

The **Predictor** provides intelligent word prediction.

As you type, the Predictor displays:

- words that begin with the typed letters  
e.g. typing 'wal' predicts words like 'walk' / 'walked' / 'walking'
- words that begin with the phonetic sounds of the typed letters  
e.g. typing 'sor' predicts words like 'saw' / 'source' / 'sword' alongside words like 'sort' / 'sorry'

Additionally, after a word is completed with a space, the Predictor suggests suitable words to use next.

## Document

To turn the Predictor on / off, click  in the **Document** ribbon tab.

Predictions appear in a floating window that follows the text cursor. To move it elsewhere, drag its bottom bar. To resize it, drag its bottom-right corner.

Click a prediction to send it to the Document.

To speak a prediction, right-click it, or use [Sound Shift](#).

## Smart Tabs

Writers can use the Predictor while writing in a [WorkSpace](#) or a [DocReader](#) containing an editable PDF.

## Number Keys

To turn number keys on / off, click  at the bottom of the Predictor.

When enabled, pressing a number key will send the corresponding prediction to the Document.

You can also click a prediction's number to speak it (helpful if using a touch screen).

## On-screen Keyboard

DocsPlus includes several [on-screen keyboards](#) with different layouts.

Some display predictions along their top, regardless of whether the Predictor is turned on / off.

To choose an on-screen keyboard, see [Keyboard Preferences](#).


## Customize

To customize various aspects of the Predictor, including database size, appearance, and whether to include phonetic predictions, see [Predictor Preferences](#).

# Spell Checker

## Document

By default, DocsPlus checks the spelling of words and underlines any misspellings in red.


To see suggestions for a single misspelling, right-click it. To check them all in sequence, click  in the **Document** ribbon tab.

Click a suggestion to replace the misspelled word.

To speak a suggestion, right-click it, or use [Sound Shift](#).

To see the history of spelling corrections in the Document, see [Analysis](#).

## Smart Tabs

To check the spelling of a [Wordbar](#) or [WorkSpace](#), click  in the **Smart Tab** ribbon tab.

When writing in a [DocReader](#) containing an editable PDF, misspellings are underlined and can be right-clicked to show suggestions.

## Customize

To disable automatic spell checking and capitalization, see [Document Preferences](#).

To specify misspellings for a particular word, see [Word Pool](#).

# Voice Notes




Writers can use **Voice Notes** to record thoughts and ideas before writing. Teachers can also use them to deliver instructions and prompts.

Up to six one-minute Voice Notes can be recorded per Document.

[Comments](#) are a visual alternative to Voice Notes.

## Record

To record a Voice Note, click  in the **Document** ribbon tab:

1. To start recording, click  .
2. To stop recording, click  .
3. To hear the recording, click  .
4. To finish, click **Done**.

## Play

Recorded Voice Notes appear as colored speech bubbles in the Document's left margin.







Click a Voice Note to play it.

Right-click a Voice Note to re-record or delete it.


# View Tools

These tools appear in the **View** ribbon tab.

## Document

-  **Zoom:**
  -  **Decrease Zoom** - zoom out of the Document.
  -  **Increase Zoom** - zoom into the Document.
  -  **Page Width** - zoom until the Document width fits the window.
-  **Page Setup** - choose a paper size and orientation.
-  **Analysis** - view the history of corrected spellings, pasted text, and other Document statistics.

## Window

-  **Full Screen** - make DocsPlus fill the screen. To exit, press the **F11** key while holding  $\mathbb{F}$ .

To always launch DocsPlus in Full Screen mode, see [Program Management](#).

# Analysis

To analyse the Document, click  in the **View** ribbon tab:


- **Statistics** - see data about words, characters and sentences.
- **History** - see when changes were made, who made them, and how long they took.
- **Pasted Text** - see any text that was pasted into the Document, who did it, and when.
- **Spelling Corrections** - see an alphabetical list of spelling corrections. Click a correction to see it in context.



To save this information as a webpage, click **Save**.

To print this information, click **Print**.

# Pictures


## Insert

To insert a picture into the Document, click  in the **Document** ribbon tab:

-  [Browse](#) - browse or search your picture files.
-  [Photo](#) - take a photo.

You can also drag pictures into the Document from a Finder window or the Internet.

## Change

To change a picture in the Document, select it, and then click  in its top-right corner.

## Move and Resize

Drag a picture to move it around the Document.

To position a picture independently of text, right-click it, hover on **Position**, and then choose **Left**, **Right**, or **Center**.

To resize a picture, select it and drag its green handles.

## Caption and Save

Right-click a picture to see these options:


- **Add Caption** - write a caption beneath the picture.
- **Speak Caption** - speak the picture's caption (if present).
- **Save Picture** - save the picture as a file on your device.






# **Comments**

**Comments** can be left at any point in the Document.

They're an effective way for others to leave targeted feedback on a writer's work. Writers can also leave comments for themselves as a visual alternative to [Voice Notes](#).



To leave a comment, click and drag to select a section of Document text, and then click  in the **Document** ribbon tab.

To show comments, hover the mouse over text sections that are **[highlighted blue]**:

-  **Speak** - speak the comment.
-  **Edit** - rewrite the comment.
-  **Delete** - delete the comment.

# Save as Word Document or PDF

By default, Documents are saved as **DocsPlus Document** files.




To save a Document as a **Microsoft Word Document**, open the **Document** ribbon tab, click  beside  and choose **Save Document As**. In the [Explorer](#) window, click the **Save as type** box and choose your desired type.

To set the default file type used for all new Documents, see [Document Preferences](#).

To save a Document as a **PDF**, click , click **PDF** and choose **Save As PDF** (you must have a printer installed).

# Use Smart Tabs



Smart Tabs are a unique feature in DocsPlus that provide assistance with reading, planning and writing:

-  [Wordbars](#) - receive topic-based vocabulary support while writing.
-  [WorkSpaces](#) - use text, pictures, and sounds to create mind maps, storyboards, and diagrams.
-  [DocReaders](#) - open Microsoft Word Documents / PDF files and hear them spoken aloud.





# Smart Tab Tools


These tools appear in the **Smart Tab** ribbon tab.


## Edit / Run


-  **Edit** /  **Run** - edit / run the current [Wordbar](#).



## File

-  **New** - create a new Smart Tab.
-  **Explorer** - open a Smart Tab from your computer, network or the Internet.
-  **Favorites & Recents** - open a favorite or recent Smart Tab.
-  **Close** - close the current Smart Tab.


To close all Smart Tabs, click the  and choose **Close All Smart Tabs**.

-  **Save** - save the current Smart Tab.



To save a copy, click the  and choose **Save As**.

-  **Print** - print the current Smart Tab.
-  **Spell Checker** - spell check the current [Wordbar](#) / [WorkSpace](#).

## Information

-  **Information** - read / write notes about the current Smart Tab and change its properties.

## Undo / Redo

-  **Undo** - undo the previous action.
-  **Redo** - redo the previous action.

# Wordbars

A **Wordbar** sits beneath the Document and provides vocabulary support.

Each **grid** within a Wordbar contains **word cells**, which writers can click to include in their Document above.

## Create

To create a Wordbar, click  in the **Smart Tab** ribbon tab and choose **Wordbar** (or click the bottom **+** tab).

Click the top-right box and choose an option:

- **Topic grids** - a titled grid is created for each set of words.

To ensure your text is organized correctly, read the help text in the box before typing.

- **Alphabetic grids** - words are sorted into a set of A-Z grids.

Type words into the box, or click **Paste** to add text copied from elsewhere.

To include multiple words in one cell, surround them with brackets, e.g. (orange juice). This lets you include phrases and sentence starters.

To ignore common words in your text, click the **Filter out** box and choose an option.

Click **Create** to start editing your new Wordbar.

## Edit

To edit a Wordbar at any point, click  in the **Smart Tab** ribbon tab.

Grids are listed in the left sidebar. The selected grid is displayed on the right.

To change the grid's name, type it in the **Grid Name** box.

To change the grid's words, type them in the **Grid Content** box. You can also type within individual cells by clicking them in the preview.

## Word Order

To change the ordering of words on the grid, choose an option:

- **Alpha (rows)** - alphabetically by row.
- **Alpha (columns)** - alphabetically by column.
- **Fixed (rows)** - words stay in the supplied order.
- **Fixed (columns)** - words flow down the columns in the supplied order.
- **Random** - a random order is used each time the grid is viewed.

## Layout

To specify the number of columns (**Auto** by default), click the **Columns** box.

To increase the size of cells so they're easier to click, enable **Maximize cell height**.

If you want the first cell to be a title or sentence starter, enable **Place first cell along the top**.

## Color

To change the grid's background, click a color.

## Add Grids

To add a grid, click **Add**.

To add multiple grids at once, click **Add Text**. Type or paste some text and then click **Create Grids**.

## Arrange Grids

To change a grid's position in the sequence, drag it to a new location in the left sidebar.

To duplicate or delete a grid, right-click it.

## Apply Settings to All Grids

To apply the current grid's color or settings to other grids in the Wordbar, click **Apply Settings to All Grids**.

## Run

To run your finished Wordbar, click  in the **Smart Tab** ribbon tab.

To move between grids, click the tabs along the top of the grid.

To speak a cell, right-click it, or use [Sound Shift](#).

You can quickly change a cell's text content by holding the **Shift** key and clicking it.



# WorkSpaces



A **WorkSpace** provides a canvas for noting ideas and is a useful planning tool.

It can contain pictures, text, and Voice Notes, which can be linked together to form mind maps, storyboards and diagrams.

Using the bottom tabs, writers can easily switch between a WorkSpace and the Document they're working on.

WorkSpace content can also be exported to the Document or a [Wordbar](#) for direct access while writing.

## Create


To create a WorkSpace, click  in the **Smart Tab** ribbon tab and choose **WorkSpace** (or click the bottom  tab).

A WorkSpace can contain multiple **spaces**. Use the top tabs to switch between them. To create a new space, click .

Right-click a space's tab to **Duplicate**, **Delete** or **Rename** it.

## Cells

Cells can contain text and a picture.



To add a cell, click  in the left toolbar and drag your desired cell shape onto the space. Double-click anywhere to quickly add a standard cell.


To resize a cell, select it and drag its square handles.

## Writing in cells



Double-click a cell to start writing in it.

While writing, these icons appear in the cell's top-right corner:




-  **Browse** - add a picture to the cell.
-  **Keyboard** - show the [on-screen keyboard](#).

-  **Predictor** - turn the [Predictor](#) on / off.

## Voice Notes

To add a Voice Note, click  in the left toolbar and drag  onto the space.

To record a sound, double-click the Voice Note:

1. To start recording, click .
2. To stop recording, click .
3. To hear the recording, click .
4. To finish, click **Done**.

To play a Voice Note, click or right-click it.

## Linking Cells

Link cells together to create mind maps, storyboards and diagrams.

To link two cells together with a line, select one, and then drag one of its round handles towards the other.

You can also link a cell to a point on an existing line.

### Points on lines

Adding points to a line lets you control its shape, enabling the creation of complex diagrams.

To add a point, right-click the line at the desired place and choose **Add a Point**. Points appear as green handles that are only visible when a line is selected. Drag the point to change the shape of the line.

To link a point to a cell (or another point), hold the **Ctrl** key and drag the point towards your target.


To delete a point, right-click it and choose **Delete Point**.



## Line options

The following options also appear when you right-click a line:

- **Appearance** - change the style, thickness and whether each end has an arrow.
- **Color** - change the line's color.
- **Delete Line** - delete the line.

## Pictures

To add a picture to a cell, select it, and then click  in the left toolbar:


-  [Browse](#) - browse or search your picture files.
-  [Photo](#) - take a photo.


Choose  to remove an existing picture.

You can also drag pictures directly onto the space from the Picture Browser, or from a Finder window.

To change the background of the space, click  with nothing selected.

## Color

To color a cell, select it and click  in the left toolbar.



To color multiple cells, drag a selection box around them before clicking .

To color the background, click  with nothing selected.


## Sound


To speak the contents of a cell, or play a Voice Note, right-click it.

If right-clicking is tricky (e.g. you're using a tablet), use **Sound Shift** instead. Click

 in the left toolbar, and then click the cell (double-click  to keep it enabled).



## Delete

To delete a cell, select it, and then click  in the left toolbar.

To delete multiple cells, drag a selection box around them before clicking .


You can also press the **Delete** or **Backspace** keys to delete selected cells.

## Undo / Redo

To undo / redo the previous action, click  / .

## Export to Document / Wordbar

Once you've finished planning, you can export your WorkSpace content and use it for direct support while writing.

To do this, click  in the left toolbar (or right-click the background) and choose an option:

- **Export as Graphic** - save the current space as a picture file.
- **Max font size** - text automatically scales to fit each cell. If there are drastic size differences, setting a maximum font size can help text appear more uniform.
- **Send to Document:**
  - **As Diagram** - send a picture of the current space to the Document.
  - **As Text** - send the text content of the WorkSpace to the Document.
- **Create Wordbar** - create a [Wordbar](#) using the text content of the WorkSpace.

## Advanced

To access these advanced cell actions, right-click a cell while holding the **Ctrl** or **Shift** key:

- **Align Text** - choose how text is aligned within the cell.
- **Bring to Front / Send to Back** - move the cell behind / in front of others.
- **Cut** - copy and remove the cell.
- **Copy** - copy the cell.
- **Paste** - add whatever has been copied.
- **Delete** - delete the cell.

To perform these actions on multiple cells, drag a selection box around them first. This provides three extra actions:

- **Align Cells** - position selected cells so they're aligned with a chosen edge of the last cell to be selected.
- **Distribute** - position selected cells evenly between the first and last selected cells.
- **Make Same** - make selected cells the same size, height or width as the last selected cell.



# DocReaders

A **DocReader** can open a **Microsoft Word Document** or **PDF** file and speak its contents.

Writers can open a DocReader containing a worksheet / exam paper and use it to hear the text spoken, one section at a time.

They can easily switch between their Document and a DocReader using the bottom tabs, or enable Split View to see them side by side.

## Create

To create a DocReader, click  in the **Smart Tab** ribbon tab and choose **DocReader** (or click the bottom  tab).





Browse to your file and open it by double-clicking.


If the file is a Microsoft Word Document, click **Reading** when prompted how to open it.

## Navigate


Navigate between pages by scrolling vertically, or use the **< >** buttons in the top-left corner.

To adjust the page view, click  in the top-right corner:

-  **Rotate Right** - turn the view 90° clockwise.
-  **Rotate Left** - turn the view 90° counterclockwise.
-  **Fit Vertical** - zoom until the page height fits the window.
-  **Fit Horizontal** - zoom until the page width fits the window.

To zoom in and out, click  and .

## Split View


To view the Document and DocReader side by side, click  in the top-right corner.

The DocReader will now sit beneath the Document for easy reference while writing.

To adjust the height of the DocReader, drag its top edge.

To disable Split View, click  again.

## Speech


To speak a section of text, select it by clicking and dragging, and then click  at the top.

To speak everything, click  with nothing selected.

Words are highlighted as they're spoken. To change the highlight color, or disable it, see [Speech Preferences](#).

## Write

If a PDF file contains editable text boxes, they will be **highlighted purple**. Click one to start writing in it.

To receive [word predictions](#) while writing, click  at the top.



By default, written words are spoken when clicked and sentences are spoken automatically when completed with end punctuation. To customize this, see [Speech Preferences](#).

To quickly move to the next text box, press the **Tab** key.

To save your changes, click  in the **Smart Tab** ribbon tab.

# LearningGrids

LearningGrids is a website containing free [Wordbars](#) for DocsPlus, which is regularly updated with new content.

To access LearningGrids, open the **Document** or **Smart Tab** ribbon tab, click , and then click  on the left.

You can browse by category or use the search bar to find Wordbars.



To expand a Wordbar's description and screenshot, click **More**. To open a Wordbar, click **Run Now**.

You can also visit [www.learninggrids.com](http://www.learninggrids.com) from any web browser.





## Add Pictures

To add a picture, click  and then click:

-  [Browse](#) - browse or search your picture files.
-  [Photo](#) - take a photo.






To add a picture to a [Document](#), click  in the **Document** ribbon tab.

To add a picture to a cell in a [WorkSpace](#), click  in the left toolbar with that cell selected. To add a picture to the background, click  with nothing selected.

## Browse

To add a picture file to a Document or [WorkSpace](#), click  and choose .



Double-click a source to browse its pictures:

-  **Recent** - the last 20 pictures used.
-  **Desktop** - your Desktop.
-  **Documents** - your My Documents folder.
-  **In current WorkSpace** - easily reuse pictures (only visible in WorkSpaces).
-  **Shortcuts** - any shortcuts you've created are listed (see below).

To add a picture, double-click it, or drag it into place.

To hear a picture's name, right-click it.



## Navigation and Search

To move backwards and forwards while browsing, click  and .

To return to the sources list, click .

To search within the current source, type in the search box and press the **Enter** key.

## Shortcuts

To add a shortcut, click  to return to the sources list, click  and choose **New Shortcut**.

To rename or delete a shortcut, select it and click .

## **Photo**

If your device has a camera (or one is connected), you can add a photo directly to a Document or [WorkSpace](#).

To take a photo, click  and choose  .

A window will appear showing the camera feed. Click **Take a photo**, wait three seconds, and the photo will be taken.

To retake the photo, click **Start Again**. Otherwise, click **Use this photo**.

If the camera feed covers too much of the screen, or you want to use a different camera, see [Program Management](#).






# Customize DocsPlus

DocsPlus is highly customizable and can be tailored to suit a wide range of writers.

These settings appear in the **Options** ribbon tab.




## User Settings

These settings apply to the current Mac account.

-  **Preferences** - opens the **User Preferences** window with these tabs:
  - [Document](#)
  - [Speech](#)
  - [Keyboard](#)
  - [Predictor](#)
  - [Look and Feel](#)
-  **[Accessibility](#)** - alternative access methods, low vision display options.
-  **Restore Defaults** - revert all settings to default.
-  **Clear Favorites** - clear your list of Favorites, Recents and Recent Pictures.
-  **Export User Options** - backup your current settings to a file.


## Program Settings

These apply to the computer, so they affect everyone:

-  [Word Pool](#) - define custom pronunciation and misspellings for individual words.
-  [Program Management](#) - start DocsPlus full screen, select which camera to use.
-  [Exam Mode](#) - disable features to comply with exam regulations.



# Document Preferences

To adjust these preferences, click  in the **Options** ribbon tab, and then open the **Document** tab.


## Spelling

- **Automatically capitalize the first letter of sentences** - auto-capitalize the beginning of sentences.
- **Automatically capitalize names (proper nouns)** - auto-capitalize proper nouns.
- **Check spelling as you type (red underline)** - when disabled, misspellings won't be underlined, and will only be apparent when using the [Spell Checker](#).
- **Ignore all misspellings except those listed in the Word Pool** - only detect misspellings defined in the [Word Pool](#).

## Defaults


- **Default font** - select the font style, size and line spacing used by default for new Documents.
- **Default filetype** - select the format that new Documents will be saved in by default.

## Recent Files

- **Show recent Documents in Recent Files** - when using the  tool, show Documents recently opened by the current user.



# Speech Preferences

To adjust these preferences, click  in the **Options** ribbon tab, and then open the **Speech** tab.

## Speech

- **Voice** - select a voice.

DocsPlus includes two realistic, locale-specific voices developed by the Acapela Group.

Other voices installed on your device can also be used.

- **Speed** - make speech slower or faster.
- **Try** - hear the chosen voice speaking at the chosen speed.

## Text Highlighting

- **Highlight the text** - words briefly change color as they're spoken.
- **Block-highlight behind the text** - the space behind words briefly changes color as they're spoken.
- **Do not highlight the text** - no visual indication of speech is shown.
- **Color** - select the highlight color.

## In Document, speak

- **Letters (as you type)** - each letter is spoken when typed.
- **Words (when space is entered)** - each word is spoken when completed with a space.


- **Sentences (when punctuated at end)** - each sentence is spoken when completed with punctuation.
- **Words when clicked** - click a word to speak it.

## Smart Tabs and Predictor

- **Allow right-click to hear words** - right-click a word to speak it.
- **Allow Ctrl + number keys/keypad to hear words** - hold the **Ctrl** key and press a number to speak the corresponding [prediction](#).



# Predictor Preferences

To adjust these preferences, click  in the **Options** ribbon tab, and then open the **Predictor** tab.

## Predictor Level

Drag the slider to select a suitable level of prediction.

A description of each level is shown on the right.

To customize a level, click **Custom Level**.

## Custom Level

### Appearance

- **Show up to [ X ] predictions in the list** - select the maximum number of predictions to show.
- **Font** - select which font is used to display predictions (also affects the right-click [Spell Checker](#)).
- **Color** - select the color of predictions.

### Predictor Options

- **Workflow Database word count** - select the size of the Predictor's database. Smaller sizes contain only common words.
- **Only predict words with [ X ] or more letters** - filter out predictions below a certain length.
- **Predict words from the Smart Tab** - words in Smart Tabs are temporarily added to the Predictor until the Smart Tab is closed.
- **Predict the next word** - after typing a space, predict the next word based on what's already been typed.

## Predictor Keys

- **Use the number keys** - press a number key (top of keyboard) to choose the corresponding prediction.
- **Use the numeric keypad** - press a numeric keypad key (right of keyboard) to choose the corresponding prediction.
- **Use Alt + a number key** - hold the **Alt** key and press a number key to choose the corresponding prediction.

## SoundsLike

- **SoundsLike Priority** - select the level of phonetic prediction.
- **SoundsLike Color**- select the color of phonetic predictions.




# Keyboard Preferences

To adjust these preferences, click  in the **Options** ribbon tab, and then open the **Keyboard** tab.

- **On-screen keyboard** - select an on-screen keyboard.
- **Show my keyboard when DocsPlus starts** - your chosen keyboard opens automatically at launch.



# Look and Feel Preferences

To adjust these preferences, click  in the **Options** ribbon tab, and then open the **Look and Feel** tab.

## Document Tools

These icons correspond to the tools in the **Document** ribbon tab.

Click an icon to hide / show the corresponding tool in DocsPlus.

## Grid Tools

These icons correspond to the tools that appear above grids.

Click an icon to hide / show the corresponding tool in DocsPlus.

## Tools and Tabs Size

Make tools and tabs appear larger / smaller.

## Word Pool

If a word is mistakenly considered a misspelling, or is pronounced incorrectly, add it to the **Word Pool**.

To access the Word Pool, click  in the **Options** ribbon tab.

### Add

To add a word to the Word Pool, type the correct spelling in the top box and click **Add**.

To add multiple words at once, copy them from elsewhere and click **Paste** at the bottom.

### Spelling

Once a word is added to the Word Pool, it's no longer considered a misspelling.

To ensure the selected word is suggested for certain misspellings, type them in the **Common Misspellings** box.

For example, you add 'toekeo' to **Common Misspellings** for the word 'Tokyo'. Now, whenever 'toekeo' is written, the Spell Checker will suggest 'Tokyo'.

### Pronunciation


To change the pronunciation of the selected word, type it in the **Pronounce Selected Word As** box.

Spell the word phonetically, the way you want it pronounced.

For example, 'Siobhan' spelt phonetically is 'shivawn'.

### Remove

To remove the selected word, click **Remove Selected Word**.

To remove multiple words, hold the  key while clicking them, and then click **Remove Selected Words**.

## **Network Installation**

If you have a network installation of DocsPlus, the Word Pool is stored centrally on your network.

Therefore, if a word is added to the Word Pool on one computer, it will affect all other computers running DocsPlus.




# Program Management

To adjust these program settings, click  in the **Options** ribbon tab.

## Startup

When I start DocsPlus, open the window:

- **As big as possible** - the maximized window will fill the Desktop.
- **In the center of the screen** - the window will appear in the center of the screen.
- **In Full Screen mode** - the window will fill the entire screen.

To exit, press **F11** while holding the  key (and the **fn** key if present).

## Folder Locations


This shows the location of various program components.

## Camera

- **Camera order** - to change which camera is used for taking [photos](#), move it to the top of the list.
- **Reduce webcam size** - enable this if your camera feed covers too much of the screen.

# Exam Mode

DocsPlus is ideal for use in exams, as it can be tailored to a person's additional access arrangements by disabling prohibited features.

To enable and configure Exam Mode, click  in the **Options** ribbon tab.

## Password

Type the current password in the white box. If the box is gray, a password hasn't been set yet.

To add or change the password, click **Set up password**. Supply either the current password or your serial number (exactly as it appears on the packaging).

If you're trialling DocsPlus, the password is **cricksoft1999** and can't be changed.

## Options

Having typed the password, you can then turn Exam Mode on / off, and select which features to disable on the **Options** tab:

- [Wordbars](#)
- [WorkSpace](#)
- [DocReader](#)
- [Speech](#)
- [Predictor](#)
- [Spell Check & Autocapitalization](#)
- [Edit DocsPlus Options](#)

These settings are saved per Mac user account.



## Speech

If speech is allowed in Exam Mode, text is spoken very basically to comply with exam regulations.

<b>Example</b>	<b>Normal</b>	<b>Exam Mode</b>
02/07/1989	"the second of July, nineteen eighty nine"	"oh two, oh seven, one thousand and eighty nine"
cm	"centimeters"	"see em"
7 < 8	"seven less than eight"	"seven eight"
tsp	"teaspoon"	"tee ess pee"

# Accessibility

We're committed to making our products accessible to everyone, including writers with special needs.

Therefore, DocsPlus includes a range of features to enhance its accessibility:

- [SuperKeys](#) - make it easier to click smaller targets.
- [Mouse / Touch](#) - control Smart Tabs with a mouse or touch screen.
- [Eye Gaze \(Mouse Dwell\)](#) - click things by hovering the mouse pointer over them.
- [Switch Access](#) - control [Wordbars](#) with switches.
- [Display](#) - display all Documents / Smart Tabs in a high-contrast color scheme.


# SuperKeys

**SuperKeys** helps writers who have difficulty selecting targets with precision.

It works by grouping items on the screen into clusters. This offers fewer, larger targets. Selecting a cluster enlarges it, making it easy to select an item inside.

SuperKeys affects:

- **Keys** on the [on-screen keyboard](#).
- **Cells** in [Wordbars](#).

To enable SuperKeys, click  in the **Options** ribbon tab and switch to the **SuperKeys** tab.

You can use SuperKeys alongside any access method:

- [Mouse](#) - standard point and click.
- [Touch](#) - SuperKeys works well with tablets.
- [Eye Gaze](#) - SuperKeys makes it easier for eye gaze users to click their targets.
- [Switch Access](#) - SuperKeys helps writers to focus on the cluster they are scanning.

# Mouse / Touch

By default, DocsPlus is configured for use with a mouse or touch screen.


To choose this, click  in the **Options** ribbon tab, switch to the **Access Method** tab and choose **Mouse/Touch**:

- **Enlarge cells when the pointer is over them** - emphasizes a cell when the mouse pointer hovers over it.
- **Rollover Effect** - emphasizes a cell when the mouse pointer hovers over it.
- **Select Effect** - emphasizes that a cell is being selected.

## Touch

DocsPlus is optimized for use with touch screens.

When using a touch screen device, you can:

- long-tap to right-click
- swipe up / down the right side of the Document to scroll it
- swipe when [browsing pictures](#) to scroll through them
- use [Sound Shift](#) to speak items
- drag  vertically to resize the bottom grid area

# Eye Gaze (Mouse Dwell)

**Eye Gaze** improves accessibility for people using eye tracking technology.

When enabled, hovering (“dwelling”) the mouse pointer over a target will click it after a short delay.

Before enabling Eye Gaze, we recommend setting your eye tracker to **pointer only** mode. It will control the pointer movement and DocsPlus will control the clicking.

To enable Eye Gaze, click  in the **Options** ribbon tab, switch to the **Access Method** tab and choose **Eye Gaze (Mouse Dwell)**:

- **Enlarge cells when the pointer is over them** - emphasizes a cell when the mouse pointer hovers over it.
- **Rollover Effect** - emphasizes a cell when the mouse pointer hovers over it.
- **Select Effect** - emphasizes that a cell is being selected.

## Eye Gaze Settings

To fine-tune the dwell, click **Eye Gaze Settings**:

- **Click on Dwell** - a click occurs after X seconds of dwelling.
- **Right-click on Dwell** - a right-click occurs after X seconds of dwelling (usually speaks the target).
- **Wobble Distance** - after the dwell timer starts, the pointer can move X pixels without restarting it.

We recommend using the **Auto** setting – the pointer can move anywhere within the cell without restarting the timer.

- **Repeat Distance** - after a dwell, the pointer must move X pixels before the dwell can begin.

We recommend using the **Auto** setting – the pointer must move outside the cell and back in again before the dwell can be repeated.

# Switch Access

Wordbars can be controlled with switches.

When using one switch, the scan moves between items automatically. When using two switches, the second switch moves the scan.

To enable switch access, click  in the **Options** ribbon tab, switch to the **Access Method** tab and choose **One Switch** or **Two Switches**:

- **Scan Grid Tools** - include the [Grid Tools](#) in the scan.

To fine-tune scanning, click the following buttons:

## Timings

These settings only work with the Crick Switch Box (*except Auto Scanning Time*):

- **Auto Scanning Time** (*One Switch only*) - how long an item is highlighted before the scan moves on.

If a learner needs more time to make choices, increase this to slow the scan.

- **Hold Duration** - how long a switch must be held down before the press is accepted.

If a learner accidentally presses switches, increase this so that only deliberate presses are accepted.

- **Ignore Repeat** - how long before another press is accepted.

If a learner accidentally presses a switch multiple times, increase this so that presses occurring too soon after the first are ignored.

## Exit Group

- **Pause at end of group (press switch during pause to exit)** - pause after the last group item is scanned, so you can exit the group.

- **Exit group after it has been scanned** - automatically exit groups after X iterations.

## **Start Scanning** (*One Switch only*)

This defines when scanning starts in a grid / page when it opens.

- **Start scanning immediately** - scanning starts automatically.
- **Start scanning after** - the scan lingers on the first item for X seconds.
- **Press switch to start scanning** - scanning doesn't start until a switch is pressed.

## **Scan Type**

To show when a cell is highlighted:

- **Highlight the background of the cell** - the cell's background becomes your chosen color.
- **Draw a line around the cell** - outline the cell in the chosen color and thickness.
- **Enlarge the cell** - enlarge the cell by the chosen amount.
- **Don't draw a line or enlarge the cell** - don't outline or enlarge the cell.
- **Highlight Color** - choose the color of the highlight.

## **Sound**

### **Scan and Select Sounds**

When an item or group is highlighted:

- **Make a sound** - play a short beep.



- **Play the right-button sound of a cell (auditory scan)** - play the highlighted cell's right-click sound (which usually speaks its contents).

When an item or group is selected:

- **Make a sound** - play a short beep.

## Other Sounds

Make a sound:

- **As soon as a switch is pressed (If an acceptance delay is used, this may be before the switch is accepted)** - beep on each switch press.
- **After all the items in a group have been highlighted** - beep after you've scanned through a group.
- **When the item to exit a group is highlighted** - beep when scanning the last item in a group.
- **When exiting a group** - beep when exiting a group.

## Switches

These settings only work with the Crick Switch Box.

### Switch X

- **Action** - choose what the switch does.
- **Auto-repeat when switch X is held down** - repeats a switch press after the configured **Auto-repeat time**.

### Auto-repeat timing

- **Auto-repeat time** - how long before a held down switch repeats a press.

This only affects switches that have the **Auto-repeat** option enabled.

## Switch Shortcuts

To control DocsPlus with a third-party switch interface, you must configure your switch interface to use these keyboard keys:

- **F7** - Select
- **F8** - Move
- **Esc** - Exit scan group

# Display

These options are particularly helpful for learners with low vision.

DocsPlus can display all Documents / Smart Tabs in a particular color scheme (it doesn't change the files themselves, only how they look on your device).

To do this, click  in the **Options** ribbon tab and switch to the **Display** tab:

## Document

- **Default Document Magnification** - select the default zoom level.
- **Color scheme** - select a color scheme.


To design your own, select **Custom**, and then select **Background** and **Font** colors below.

- **Always use this font** - enable this to display all Documents in a particular font.

## Smart Tab

- **Color scheme** - select a color scheme.

To design your own, select **Custom**, and then select **Background** and **Font** colors below.

- **In cells, always use this font** - enable this to always display Smart Tabs in a particular font. Font size is always automatic.
- **Allow grid/document divider to be moved** - allows you to resize the grid area by dragging  .

# DocsPlus App



A corresponding **DocsPlus App** is available for iPads and Chromebooks.

The app shares many of the same features, including [text-to-speech](#), [word prediction](#), and [SuperKeys](#). It can open Documents and Wordbars created in DocsPlus and vice versa.



For more information, please visit [www.cricksoft.com](http://www.cricksoft.com).

# Get Help

These tools appear in the **Help** ribbon tab:

-  **Help** - open this User Guide.
-  **Contact Support** - visit the Support section of our website.

It contains answers to common queries, solutions to common problems, and downloadable PDF versions of this User Guide.

-  **Log** - display information that may help to diagnose a problem.
-  **About DocsPlus** - display your version number, partial serial number and install type.

Please include this information when contacting Support.