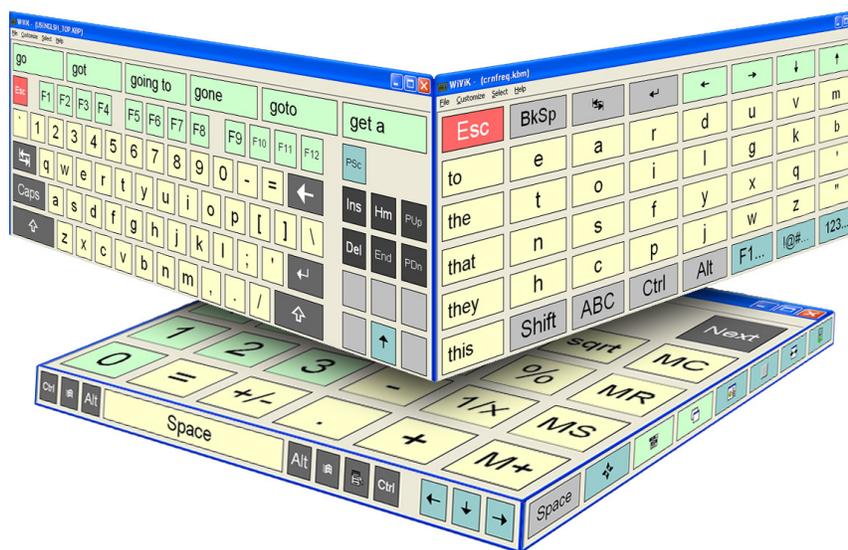


# User Guide



## *WiViK On-screen Keyboard*

Version 3 / Microsoft® Windows®



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# Introduction and Installation

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## What is WiViK?

WiViK® is an on-screen keyboard that enables people with physical disabilities to access any application within Microsoft Windows XP/Vista. The WiViK keyboard is displayed within a window that you can move and size.

### Pointing access

Using any pointing device (e.g., mouse, trackball, touchpad, and headpointer) you can select the WiViK on-screen keys.

All keys work just as they would if you were typing on a physical keyboard. Select a key and WiViK sends it to a word processor, e-mail message, web page or other text-based application you may be using. Keyboards can contain any keys you want, can be moved anywhere on the screen and can be any size. WiViK also has a unique expanding quadrant keyboard for those with limited pointing abilities.

### Scanning access

With switch-based scanning, a highlight moves or scans across the keyboard. Select the switch to choose the key you want and WiViK sends it to a word processor, e-mail message, web page or other text based application you may be using. With WiViK you can also use the switch to open menus, edit text, move or resize windows, jump to other applications or move the mouse pointer.

While there are several standard scanning strategies available, WiViK also lets you define your own unique strategy based on your abilities and preferences. By choosing the number of switches (1 – 6), the basic scanning method (automatic, directed, inverse/step etc.) and the pattern of scanning movement you prefer (item, row/column, quadrant) you create your own personal scanning strategy which will make accomplishing your tasks easier and faster.

## Word prediction and abbreviation-expansion

WiViK includes WordQ® state-of-the-art word prediction and abbreviation-expansion that saves time and energy. Word prediction incorporates user vocabularies to predict which word is being typed. Begin typing a word. When it appears in the WiViK keyboard, choose it and WiViK will finish typing it for you. This way, there is no need to type the whole word. With abbreviation-expansion two or three letters can expand into phrases or full sentences. Both features help reduce the number of keystrokes needed for typing and can make writing more productive.

## Text-to-speech

To help you with your writing and editing, you can have letters, words, and sentences spoken as you type. This helps you confirm that you have selected the correct character, word, or combination of words and punctuation.

A special reading mode allows you to proofread your text. When Microsoft Word, Outlook, WordPad, or Notepad is used, your text is highlighted and read word-by-word within the application. If you prefer to proofread at your own pace, you have the option to read a word or a sentence at a time. Web browsers and non-standard writing applications can also be read but without highlighting word-by-word.

Some applications will further allow Window items such as menus, lists, icons and buttons to be spoken as you use them.

## Speech recognition

While not included with WiViK, WiViK ver. 3.2 and newer versions support the installation of SpeakQ™ speech recognition plug-in to WordQ software. This can be purchased separately. WiViK keyboards are now included that feature the necessary SpeakQ control buttons. While SpeakQ is itself not a hands-free accessibility solution, it offers additional productivity gains for WiViK users who have speaking abilities.

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## What you need to get started

To install and use WiViK, you need:

- A Windows® PC with 800 MHz or higher processor speed
- Windows® XP, Vista
- 1 GB RAM or more
- 300 MB+ of available hard-disk space
- Sound card and speakers or a headset (optional for text-to-speech feature)
- USB port OR 15-pin joystick port which is typically found on your sound card. Connect either the PRC USB switch box or the PRC two-switch connector.

WiViK software has been designed for individual PCs. Only one user may run a single copy of WiViK software at a time. However, that copy may be used by more than one user, each with a different user vocabulary file.

Make sure that your Windows user account has administrator privileges before proceeding with the installation.

WiViK software may be installed directly on an individual PC or on a network with a separately licensed copy in each user's network workspace (user drive) or on a standardized drive image (see Appendix C). On a network, WiViK software must be installed by the System Administrator who must ensure the user has full read and write privileges within the **\Program Files\WiViK** subdirectory and the **\Program Files\WordQ2** subdirectory

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## Install from WiViK CD

1. Insert the WiViK software CD.
2. If the CD Autoplay feature is turned on, you will be prompted to choose **Install WiViK** or to cancel the installation.
3. If the CD Autoplay feature is turned off, view the contents of the CD by double-clicking on **My Computer** and then on the **WiViK CD** icon. Then double-click on the **Setup.exe** file.
4. Follow the online instructions that are presented.
5. The following software will be installed:
  - WiViK® application
  - WordQ® 2 application
  - Acapela® Text-to-speech Engine (optional)

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## Backup

Keyboard settings and your vocabulary files are automatically saved whenever WiViK software is properly shutdown. You can also manually save your vocabulary files.

Topic lists are included within your vocabulary but may be exported and saved as simple text files for sharing with other users.

Typically, vocabulary files are stored within a subdirectory of the **...\WordQ2** directory.

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## Uninstall WiViK

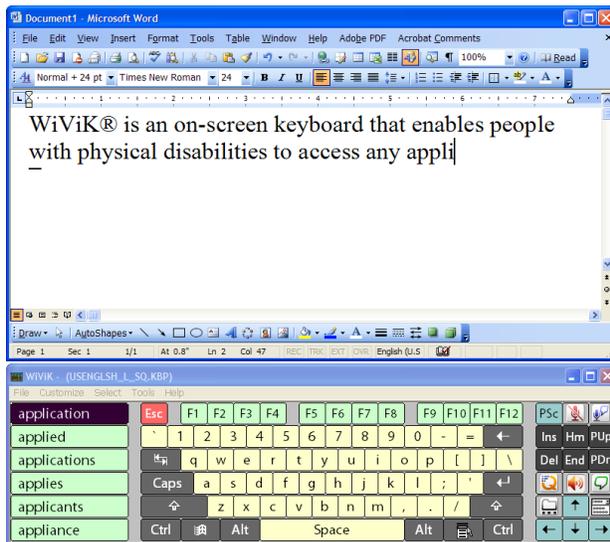
Uninstall WiViK by using the **Add/Remove Programs** applet located in the **Control Panel**.

# Basic WiViK Operations

## Using WiViK for the first time

1. Choose WiViK from the Start menu (**Start>Programs>WiViK>WiViK**) or double-click the WiViK desktop icon created during installation.

A standard style keyboard is displayed the first time you use WiViK. This keyboard supports word prediction and contains most of the keys found on a physical keyboard.



2. When you first use WiViK, you must create your own WordQ user vocabulary file to use with word prediction. This involves selecting the writing vocabulary that you want to use, and then naming your user vocabulary file.

To learn how to create a new user vocabulary file, see **Create a user vocabulary**.

3. Start the application (e.g., word processor) that you want to use with WiViK.

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*If you intend to use WiViK frequently, consider adding WiViK and your word processing application to the StartUp folder so that they will run automatically when you start Windows.*

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4. Size and position WiViK and your application so that they do not overlap one another.
5. Select your application to make it active. Notice the WiViK keyboard remains on top.

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*WiViK requires a document or application to be active to receive keystrokes.*

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6. Begin typing into your application by pointing at or clicking on the WiViK keys.

The selected characters will be typed into your document.

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*Information about selection options and alternative methods for selecting keys are described in **Click Selection, Dwell Selection, and Scanning Selection***

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7. Select a predicted word by pointing and clicking on a desired word. If the word that you want is not shown, continue typing.

## Closing WiViK

1. Select the WiViK keyboard and make its menu active.
2. Select **Exit** under the **File** menu, or  
Click the **Close**  button on the WiViK keyboard.

3. If you have loaded a different keyboard layout since the last time you quit WiViK, you will be prompted to save or ignore the change.

The next time you use WiViK, it will be restored to the state that it was last used. Information about the keyboard layout, position, and selection method is stored in the **wivik3.ini** file located in your **\windows** directory.

4. Your word prediction vocabulary and abbreviation-expansion set will also be stored.

## StickyKeys (Shift, Ctrl, Alt)

WiViK includes a “StickyKey” feature that enables you to type two or more keystroke combinations through single key selections.

### To type two keystroke combinations

1. Select the modifier key (**Shift, Ctrl, Alt**) *once* if you want to combine it with another key. For example, the **Alt** key can be combined with a letter to pop-up a menu.

The modifier key remains selected until the key combination is completed. When the **Shift** key is selected, the keyboard displays uppercase characters.

2. Select the key that follows the modifier key.

Depending on the key combination, an uppercase character is typed into your application, or an action is performed. The selection highlight is removed from the modifier key, and the keyboard returns to its original state.

### To type multiple keystroke combinations

1. Select the modifier key (**Shift, Ctrl, Alt**) *twice* in a row if you want to hold it down for multiple keystroke combinations.

The modifier key remains selected. A small square appears in the bottom-left corner of the key to indicate that it is “latched.”



2. Select keys to combine with the modifier key. Each subsequent keystroke will be modified.

Depending on the key combination, an uppercase character is typed into your application, or an action is performed. *The selection highlight remains until you unlatch the modifier key.*

3. To release the modifier key, select the key once again.

## On top feature

When appropriate, the WiViK keyboard automatically hides behind other windows that you are using. This ensures that the information you desire is always in view. Dialog boxes that are hidden by the WiViK keyboard are moved where they can be seen.

### To bring your document on top

1. If the WiViK keyboard partially covers your document, click on the title bar or border of your document window to bring it to the top.
2. Point within the keyboard area to return WiViK to the top.

### To bring menus and dialog boxes on top

1. When the WiViK keyboard obscures a menu or dialog box, point to the menu or dialog box to bring it to the top.
2. Point within the keyboard area to return WiViK to the top.

### To bring WiViK back on top

When WiViK is partially hidden by another window, point within the keyboard area and WiViK will move to the top.

### To always display WiViK on top

Select **Always on Top** under the **Control** menu.

This option ensures that the WiViK keyboard remains visible when another window is selected. Your keyboard remains on top and is never hidden behind other windows.



✓ A check mark beside the **Always on Top** command indicates that this feature is active.

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## Choose a keyboard

A number of WiViK keyboards are available to you when you install WiViK. These keyboards contain different keys and layouts. When you use WiViK for the first time, the keyboard **USEENGLISH\_TOP.kbp** is active. This keyboard is generally used for typing and editing text, and contains most of the keys found on a physical keyboard. You may open more than one WiViK keyboard at the same time.

### Types of keyboards

WiViK presently supports different types of keyboard files — standard international keyboards, macro keyboards, quadrant macro keyboards, and standard prediction keyboards.

#### *Standard (.kbd)*

Standard keyboards are considered typical keyboards without word prediction keys. They are created with special key codes that should not be modified.

#### *Standard Prediction (.kbp)*

Standard keyboards are considered typical keyboards with word prediction keys. They are created with special key codes that should not be modified.

#### *Macro (.kbm)*

Macro keyboards contain functions that extend the standard keyboards. They can be customized for different applications or activities. For example, a macro keyboard may contain keys that control your word processing application, type entire phrases, or perform a combination of operations.

#### *Quadrant (.kbq)*

Quadrant keyboards are a variation of macro keyboards that have keys organized in quadrants. When a keyboard of this type is selected, the expanding quadrant selection method automatically becomes active. See **Expanding Quadrant Selection**.

### To open a keyboard

1. Select **Open Keyboard...** under the **File** menu.
2. Locate and select a keyboard file from either `...\wivik\standard` or `...\wivik\macro` subdirectory

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## Change international settings

WiViK has a number of international keyboards that allow you to select characters unique to a language. When using an international keyboard, you must select the appropriate Windows keyboard and input locale setting for that language. Keyboard properties are located in the Windows Control Panel.

### To change settings in Windows XP

1. Open the international WiViK keyboard that you want to use.
2. Select **Start>Control Panel>Regional and Language Options**.
3. From the **Language** page, select the **Text services and input languages>Details...** button to set the appropriate language and keyboard layout.
4. To specify the language that you want to use whenever you start up Windows, select the language and then the **Set as Default** button.
5. Press **Enter** or click **OK** when done.

# Your WiViK Keyboard

## Hide/Show the menu and title bars

### To hide or show the menu bar

1. Select **Hide Menu Bar** under the **Control** menu to hide the menu bar.



2. Select **Show Menu Bar** under the **Control** menu to show the menu bar.

### To hide or show the title bar

1. Select **Hide Title Bar** under the **Control** menu to hide the title bar along with the menu bar.



2. Double-click any border to show the title bar.

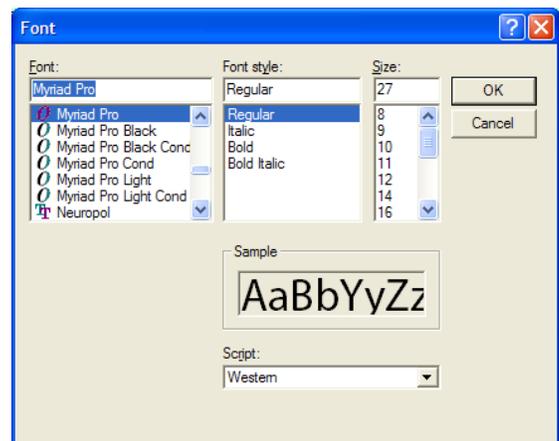
## Choose a font

You can change the type and style of font that appears on the labels of your keys.

*Changing the font in WiViK does not change the font used by your application.*

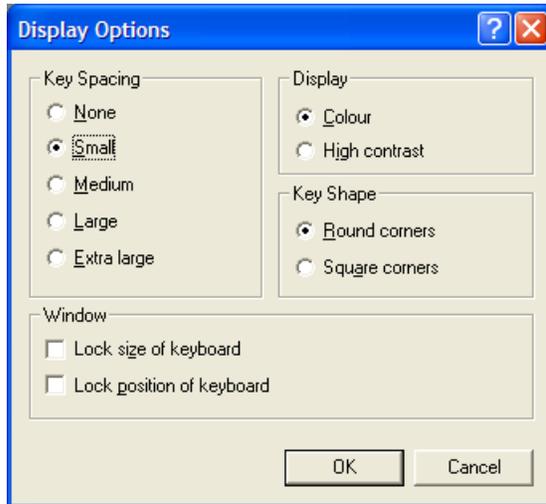
### To change the font of the key labels

1. Select **Font...** under the **Customize** menu.
2. Select the type and style of font from the Font dialog box.



## Adjust the appearance

Select **Display Options...** under the **Customize** menu.



### To adjust the keyboard spacing

☉ Select **None**, **Small**, **Medium**, **Large**, or **Extra Large** to set an appropriate key spacing.

### To choose color or high contrast display

☉ Select **Color** or **High contrast** to alternate between keyboard display modes. The high contrast mode displays white keys with black text.

### To choose key shape

☉ Select **Round corners** or **Square corners** to change the key shape.

### To lock the window size and position

**Lock size of keyboard.** Select this to lock WiViK's window so that it is not accidentally re-sized; otherwise you can freely size WiViK by dragging any border.

**Lock position of keyboard.** Select this to lock WiViK's window so that it is not accidentally moved; otherwise you can freely move WiViK by dragging its titlebar.

## Enable key selection feedback

Select **Key Click...** under the **Customize** menu to enable a key clicking sound that confirms a key selection.

# Click Selection

## Enable click selection

*Click selection* allows you to point to a key and activate a pointing device's button or switch to indicate your selection.

### To enable click selection method

1. Select **Click** from the **Select** menu.
2. It is suggested that **Key Click** under the **Customize** menu is enabled to provide auditory feedback as you select keys.

## Set click options

There are several options that you can set to enhance the use of click selection. Select **Options** under the **WiViK Select** menu; then set your desired options.

### To change the way keys are highlighted

Select the radio button indicating the desired highlighting mode in the **Click Options** dialog.



**Highlight keys that you click.** This is the typical mode where a key is highlighted when you first push down on a button or switch. If you move off the key while still pressing down, the highlight goes away and if you then release the button no key will be selected.

**Highlight keys while dragging.** This is a typical mode for a touchscreen user. Keys are highlighted as you drag over them and selected when you release the button.

**Highlight keys while pointing or dragging.** Keys are highlighted as you point or drag over them. Keys are selected when you release the button.

### To enable additional click options

Click one or more check boxes to enable the following additional options.

**Double-click to shift/capitalize a key.** This enables you to quickly shift keys from lower to uppercase by double-clicking on a key with your button or switch.

**Select key on click down.** This is available if you choose **Highlight keys that you click**. It is useful if you want to send a keystroke immediately upon activating the button when there is a delay before the button is released. Some sip and puff switches may have such a delay.

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*Repeating keys are not available with the Click selection method.*

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# Dwell Selection

## Enable dwell selection

*Dwell selection* allows you to point to a key and select by pausing or dwelling for a specified period of time.

### To enable dwell selection method

1. Select **Dwell** from the **Select** menu.
2. It is suggested that **Key Click** under the **Customize** menu is enabled to provide auditory feedback as you select keys.

## Set dwell options

There are several options that you can set to enhance the use of Dwell selection. Select **Options** under the **WiViK Select** menu; then set your desired options.

### To adjust the dwell time

Slide the **Dwell time** scroll bar in the **Dwell Options** dialog to adjust the dwell time.



### To enable additional dwell options

Click one or more check box to enable the following additional options in the **Dwell Options** dialog.

**Predict the desired key when pointing is unsteady.** This special function averages the dwelling time to make it easier to select a key if your pointing is imprecise or you have a slight tremor. This means that you can move off and on a key during the dwell time period; the key that is dwelled on for the total amount of time equal to the dwell time will be selected.

**Allow key to repeat.** This allows a key to be repeated by continuing to dwell over it. The repeat rate equals the dwell time.

**Stop repeating key when mouse is motionless.** This is used along with the auto repeat function. If the cursor remains perfectly still, that is, when you are no longer in contact with the pointing device, the auto repeat is inactive.

# Scanning Selection

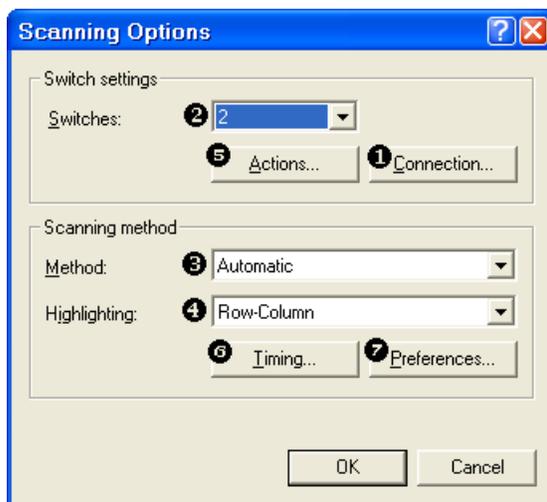
## Enable scanning selection

*Scanning selection* allows you to select WiViK keys to type and manipulate the Windows interface using 1–6 switches.

1. Select **Scan** from the **Select** menu.

## Set scanning options

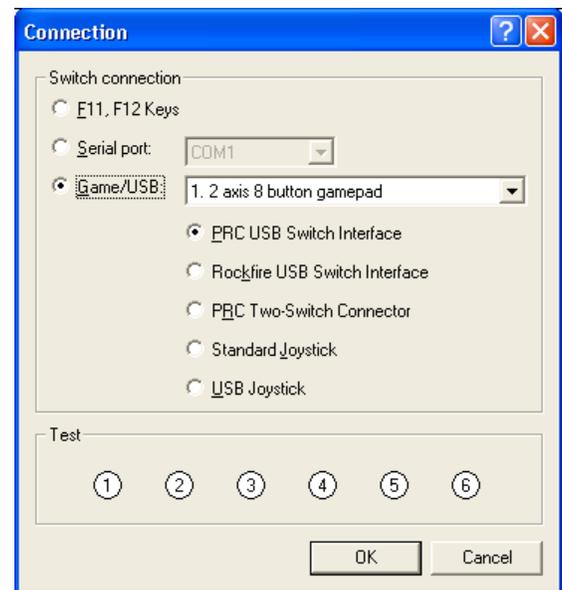
1. Select **Options** from the **Select** menu after choosing **Scan** as the selection method.



2. It is suggested that you set scanning options in the following order.
  - 1 Choose switch interface connection.
  - 2 Select number of switches.
  - 3 Choose automatic, inverse or directed scanning method.
  - 4 Select highlighting style with automatic and inverse scanning.
  - 5 Assign specific actions to switches.
  - 6 Set timing options.
  - 7 Set scanning preferences.

## Switch connection

This dialog specifies how the switches are connected. Initially, the **F11** and **F12** keys are selected instead of switches. You will need to change the interface setting for the particular switch connection you are using. Test the switches in this dialog. As you press a switch, the corresponding switch number will highlight.



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## Scanning methods

### Automatic

In *automatic* scanning, groups or items are automatically highlighted or scanned in sequence. The highlight pauses at each group/item for a preset time.

When you activate (press and release) the *select* switch, scanning begins across smaller groups or individual items. If you click the *select* switch when an individual item is highlighted, that item is selected. One or two switches are usually used with automatic scanning with *select* and *cancel* actions assigned to switches.

You must be able to activate the switch within the preset time to make a selection.

### Inverse

With *inverse* scanning you advance the highlight by holding the *select* switch down. While the switch is held down, the highlight pauses at each item for a preset time.

*Step* scanning is a variation where you advance by repeatedly activating the *select* switch. Sometimes, *step* and *inverse* scanning are combined.

The advantage of *inverse/step* scanning is that timing is not as critical as with *automatic* scanning. Groups or items are selected with a *select* switch or by *dwelling*. Typically two or three switches are used with *move*, *select* and *cancel* actions assigned to switches.

### Directed

*Directed* scanning matches separate switches with moving the highlight across individual keys. These switches are used in a *step* or *inverse* fashion.

The switches are often housed in a gated joystick, allowing users to *direct* the scanning cursor as they would drive an electric wheelchair. Items are selected by activating the *select* switch, or by *dwelling* for some period. Directed scanning requires the greatest degree of control.

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## Highlighting styles

### Row-column

Rows of items are highlighted from the top down one at a time. A selected row is then highlighted column-by-column (item-by-item) until the desired item is reached and selected. The highlighting returns to the first row after a selection.

### Row-group-item

Groups of items in a selected row are highlighted until a group containing the desired item is selected. Then items within that group are highlighted until the desired item is reached and selected. The highlighting returns to the first row after a selection.

### Column-row

Columns of items are highlighted one at a time. A selected column is then highlighted row-by-row (item-by-item) until the desired item is reached and selected. The highlighting returns to the first column after a selection.

### Column-group-item

Groups of items in a selected column are highlighted until a group containing the desired item is selected. Then items within that group are highlighted until the desired item is reached and selected. The highlighting returns to the first column after a selection.

### Quadrant scanning

The keyboard is divided into quadrants. Each quadrant is highlighted in succession. Sub-quadrants within a selected quadrant are highlighted and the process continues until individual items are highlighted.

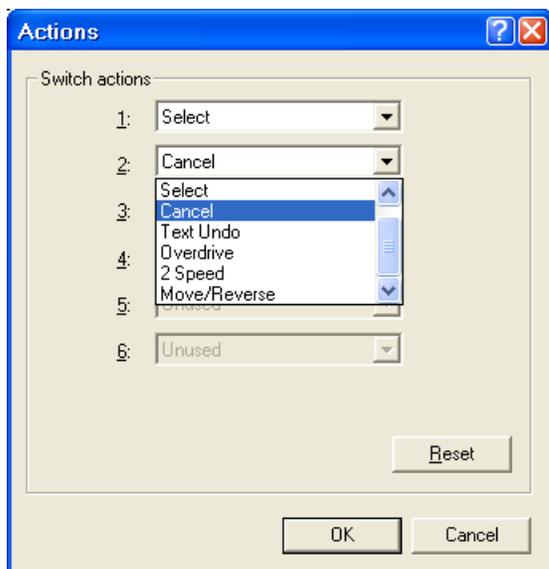
### Item scanning

Each item is highlighted one at a time, usually from left-to-right and top-to-bottom until an item is selected. After a selection, highlighting begins again with the first item and repeats scanning. Element scanning is typically limited to less than 15 items.

## Automatic switch actions

For each available switch, assign an appropriate action after choosing **Actions** from the **Scanning Options** dialog.

*At least one switch must be defined as a **Select** switch. You can repeat a key by holding down the **Select** switch.*



<b>Select</b>	Starts scanning initially; makes selection of row/column, group, or item; repeats selection if switch is held down.
<b>Cancel</b>	Stops scanning; control is switched to the next open WiViK keyboard when switch is activated twice in a row.
<b>Overdrive</b>	Advances the highlight faster according to <b>Time</b> adjusted by the <b>Speed Factor</b> while switch activation is maintained.
<b>2 Speed</b>	Toggles between scan <b>Time</b> and scan <b>Time</b> adjusted by the <b>Speed Factor</b> .
<b>Move/Reverse</b>	Toggles direction of scanning.

## Inverse switch actions

For each available switch, assign an appropriate action after choosing **Actions** from the **Scanning Options** dialog.

*At least one switch must be defined as a **Move**-style switch. You can repeat a key by holding down the **Select** switch. If a **Select** switch is not defined, keys are automatically selected by **dwelling**.*

<b>Select</b>	Selects item.
<b>Cancel</b>	Stops scanning; control is switched to the next available scanning WiViK keyboard when switch is activated twice in a row.
<b>Overdrive</b>	Modifies speed associated with <i>Move</i> switch according to <b>Time</b> adjusted by the <b>Speed Factor</b> .
<b>Move, Reverse</b>	Advances highlight when you hold the switch down or repeatedly activate the switch.
<b>Move fast, Reverse Fast</b>	Advances highlight when you hold this switch down using the scan <b>Time</b> adjusted by the <b>Speed Factor</b> .
<b>Move 2 speed, Reverse 2 Speed</b>	Advances highlight when you hold the switch down using the standard scan <b>Time</b> interval until you release the switch; then when you next hold down the switch the highlight advances according to the <b>Time</b> adjusted by the <b>Speed Factor</b> ; this action toggles.
<b>Move/Reverse</b>	Advances highlight when you hold the switch down until the switch is released; moves highlight in reverse direction when you next activate the switch; this action toggles.
<b>Move/Rev fast</b>	Advances highlight when you hold the switch down using the scan <b>Time</b> adjusted by the <b>Speed Factor</b> until you release the switch; moves highlight in reverse direction when you next activate the switch; this action toggles.

## Directed switch actions

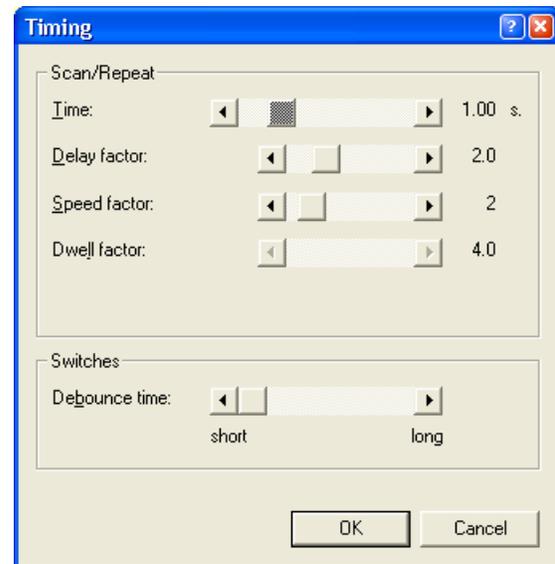
For each available switch, assign an appropriate action after choosing **Actions** from the **Scanning Options** dialog.

*At least two switches must be defined for horizontal and vertical movement. You can repeat a key by holding down the **Select** switch. If a **Select** switch is not defined, keys are automatically selected by **dwelling**.*

<b>Select</b>	Selects item.
<b>Cancel</b>	Stops scanning; control is switched to the next available WiViK keyboard when switch is activated twice in a row.
<b>Right, Left, Up, Down</b>	Moves highlight in the switch direction when you hold the switch down or repeatedly activate the switch.
<b>Right, Left, Up, Down Fast</b>	Moves highlight in the switch direction when you hold the switch down using the scan <b>Time</b> adjusted by the <b>Speed Factor</b> .
<b>Right/Left</b>	Moves highlight in the switch direction when you hold the switch down; moves highlight in the opposite direction when you next activate the switch; this action toggles.
<b>Right/Left Fast Up/Down Fast</b>	Moves highlight in the switch direction when you hold the switch down using the scan <b>Time</b> adjusted by the <b>Speed Factor</b> until you release the switch; moves highlight in the opposite direction when you next activate the switch; this action toggles.

## Timing settings

*Timing is the most important aspect of scanning access. WiViK incorporates several timing settings that accommodate wide ranging abilities. All are based on the setting of a basic scan interval.*



The following timing settings are set within each scanning strategy.

**Time.** This is the time interval that the highlight pauses at one location before advancing while switch activation is maintained; also, the time interval between repeating keystrokes. This should be set so that you can hit or release the switch before the highlight passes the desired row, group or item. When step scanning is used, this should be set high so that the highlight does not advance over more than one item with each hit.

This time also controls the *repeat time* when you hold down the select key beyond the **Delay Factor**. The repeat function works as follows: Delay Factor—1st selection—Delay Factor—2nd selection—Delay Factor at Scan/Repeat time.

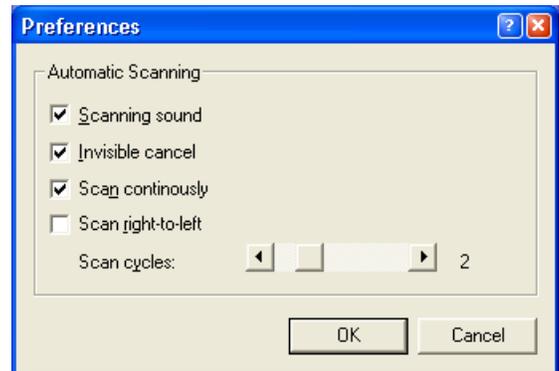
**Delay Factor.** Increases the **Time** of the first group or item scanned by this factor. This gives you a chance to seek out the next item for selection. Typically this is set to 2.

**Speed Factor.** Decreases the **Time** by this factor when using a switch defined as *Overdrive*, *2 Speed*, or *Fast*. It allows you to quickly move to the approximate location of the desired row, group or item. Typically **Speed Factor** is set to 2 or 3. You must stop before reaching the target.

**Dwell Factor.** Increases the **Time** by this factor to dwell or wait to make a selection or to cancel scanning. If no *Select* switch is defined, selection is automatically set to *dwelling*. **Dwell Cancel** is only available when a *Select* switch is defined. Typically **Dwell Factor** is set to 4 or 5 for dwell selection and 6–10 for dwell canceling.

**Debounce Time.** The time that the user must hold down a switch to activate it. It prevents double activations of the switch caused by bouncing on the switch or poor contacts within the switch.

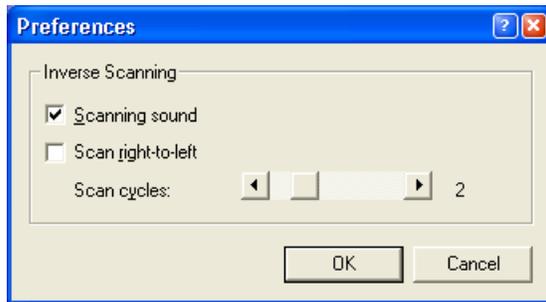
## Automatic preferences



- Scanning sound.** If checked, the computer beeps with every movement of the highlight.
- Invisible cancel.** If checked, there is an added scan interval at the end of a cycle (e.g., row) where nothing is highlighted. When the selection switch is activated, scanning stops if **Scan continuously** is not checked, otherwise scanning returns to the top level. (Used when a separate *cancel* switch is not available.)
- Scan continuously.** If checked, the scanning continues after any selection, otherwise scanning stops when a single item is selected.
- Scan right-to-left.** By default, the highlight scans left-to-right; this may be changed to right-to-left orientation.

**Scan cycles.** This adjusts the number of times that the highlight cycles through a group (e.g., all rows) before stopping and disappearing; if set to 0 then the highlight cycles indefinitely.

## Inverse preferences

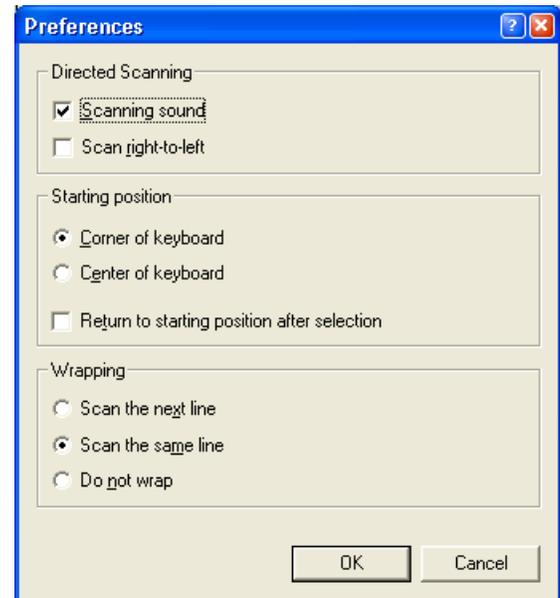


**Scanning sound.** If checked, the computer beeps with every movement of the highlight.

**Scan right-to-left.** By default, the highlight scans left-to-right; this may be changed to right-to-left orientation.

**Scan cycles.** This adjusts the number of times that the highlight cycles through a group (e.g., all rows) before stopping and disappearing. If set to 0 then the highlight cycles indefinitely.

## Directed preferences



**Scanning sound.** If checked, the computer beeps with every movement of the highlight.

**Scan right-to-left.** By default, the highlight scans left-to-right. This may be changed to right-to-left orientation.

Select either **Corner of keyboard** or **Center of keyboard** to indicate where the highlight will start scanning.

**Return to starting position after selection.** If checked, the highlight returns to its starting position after every selection.

Select **scan to the next line**, **scan the same line**, or **none** to indicate how the highlight continues when it reaches the end of a line.

# Word Prediction

---

## About WordQ word prediction

WiViK incorporates **WordQ** technology for its word prediction. WordQ is a separate application that runs at the same time as WiViK and displays predicted words within WiViK on-screen keyboards. As you type, correctly spelled words are continuously displayed. When you see the word you want to use, you can choose it with your pointing device or switch. You can also display a word with its different word endings. Using knowledge about the last word that you wrote, WordQ software also suggests relevant next words in your sentence.

A user vocabulary reflects your personal writing style. This user vocabulary continually adapts as you write and improves its performance as you use it. This vocabulary ensures words are suggested that you regularly use and understand, thus reducing confusion. A number of initial user vocabularies are included based upon starting, intermediate, and advanced writing styles. You can further customize your user vocabulary by adding novel words and by importing text files.

You can also create and use groups of words called topics, such as your favorite sport, the family pet, or general math concepts. When you write about one of your topics, its words are more likely to be suggested.

When WordQ encounters unfamiliar and misspelled words, it saves them for you to review at a later time. You can then delete a misspelled word or add a novel word to your vocabulary.

---

## Use word prediction

### To select a predicted word

Select a predicted word as you would any other key.

### Undoing a wrong selection

If you select the wrong word by mistake, you can quickly correct it by pressing **Esc**. The last word will be erased and you can now select the correct word.

### Choosing different word endings

Sometimes only part of a word you want is predicted, e.g., “start” rather than “starting.” You can easily see different endings:

1. Select the partial word, e.g., “start.”
2. Press **Backspace**. Variations of that word with different endings will appear.
3. Make your selection.

### Working with in-context prediction

Wherever you position the text cursor in your document, WordQ will show you appropriate predictions, even when the cursor is in the middle of a word.

Experiment with moving the cursor through a word to see how the predictions change. This feature is really useful to see different word endings.

If you type a letter within an existing word, the predicted words will be based on the letters that came before, including the one just typed. Selecting a predicted word will replace the existing word. Double-click or highlight a word to have it spellchecked.

## Using creative spelling

WordQ will consider creative spelling when making its predictions. Whenever there are no words in WordQ's dictionary beginning with the letters that you type, WordQ will suggest words that take into consideration possible spelling/typing mistakes. Also, when you highlight a word, creative spelling will be considered when predicting words, i.e., spellchecked.

You can turn this feature off by unchecking:

**WordQ Options>Predictions...>Predictions: Predict words based on creative spelling.**

---

## Managing Vocabularies

WordQ allows a single user to have multiple vocabularies or multiple users may use WordQ with their own vocabulary. You can also specify how new words are handled.

To access the user vocabulary features, you must first display the WordQ **Options** menu and button bar by selecting the **Options** button  on the WiViK on-screen keyboard.

### Create a new user vocabulary

1. Select **New User** from the **Options** menu on the WordQ button bar.
2. Choose a vocabulary that matches your writing level. This is only a starting point — WordQ adapts to your own writing as you use it.

**Starter:** This vocabulary is for people who are starting to write. It includes about 5,000 words commonly used by writers up to grade 3 level.

**Intermediate:** This vocabulary is for people who are writing at an intermediate level. It includes about 10,500 words commonly used by writers at a grade 2 to 8 level.

**Advanced:** This vocabulary is for people who are writing at an advanced level. It includes about 15,000 words commonly used by writers at a grade 7 level and above.

**Blank:** There are no words associated with this template. This template is used when you want to create your own list of words, rather than start from one of the other vocabularies.

**Standard Core:** This template is used when you want to start with a limited number of words. It includes function words, days, months, numbers, colors, and provinces or states.

**Function Word Core:** This template is used when you want to start with a profile that contains function words only. This template includes about 500 function words.

3. Enter a filename, such as your own name, to create a user file. Your user file will contain a copy of the vocabulary and selected options will be set for you..
4. If you wish, you can modify your vocabulary and settings, or allow WordQ to adapt to your writing style.

---

*You can have more than one user vocabulary.*

---

### Open another user vocabulary

1. Select **Open User...** from the **WordQ Options** menu.
2. Select a user vocabulary name and press **Open**.
3. You will then be asked whether you want to save any changes to the previous user file before opening the selected user file.

### Create a new user vocabulary based on the current user vocabulary

1. Select **Save User As...** from the **WordQ Options** menu.
2. Type a different user name and press **Save**.
3. The vocabulary and settings from the existing user vocabulary will be copied to the new user vocabulary. You can modify these as necessary.

### Copying a WordQ vocabulary to a different computer

The WordQ vocabularies are stored by default in the ...(\My) Documents\WordQ 2 Users folder. There are two files: one with the extension .nwp and the other with .wdq. You can copy any of these files to a flash drive, CD, or move them over a network. On the new computer place the files in the WordQ 2 Users

folder, and in WordQ select Open User... from the Options menu to load the vocabulary. To create a user vocabulary based on the current user vocabulary

### Create a user vocabulary with specific vocabulary needs

You may want to limit your writing vocabulary to the words that you know, or a specific set of words that you are learning

#### Limited vocabulary

1. Select **New User...** from the **WordQ Options** menu.
2. Begin with the Blank, Standard Core or Function Word Core.
3. Add your own words to your vocabulary, and remove any words you do not want to use.

#### Keep your vocabulary from learning new words

1. Select **Prediction...** from the **WordQ Options** menu.
2. Select the Prediction tab.
  - Uncheck **Predict new words that I use**
  - Uncheck **Adapt predictions based on how I combine words**

#### Predict words from only your vocabulary

1. Select **Prediction....** from the **WordQ Options** menu.
2. Select the Prediction tab.
  - Uncheck **Predict words from the WordQ Dictionary**

### Delete a user vocabulary

1. Select **Open User...** from the **WordQ Options** menu.
2. Select a user vocabulary file name from the **Open...** dialog box and press the **Delete** key on your keyboard.

---

## Getting the best predictions

WordQ allows you to customize your vocabulary to get the best predictions for different situations.

You can improve word prediction by:

- Expanding your vocabulary by adding new words one-at-a-time or by having WordQ learn from existing files
- Focusing your vocabulary for a specialized writing project by using topics
- Limiting your vocabulary by beginning with a blank vocabulary (usually for a young learner)

### Expanding your vocabulary: Family, friends and special words

It is a good idea to add personal words or phrases to your WordQ vocabulary such as the names of family and friends.

1. Select **My Words...** from the **WordQ Options** menu.
2. Type a word or short phrase (up to 30 letters) in the **New Word** box and then select **Add** or press **Enter**.

You may add any number of words that you want. Be careful with your spelling, as words are not spellchecked now. If the word is already in the list, it will be highlighted for you.

3. Select **Close** when done.

### Expanding your vocabulary: Learn from existing documents

You can quickly expand your vocabulary by having WordQ learn words and their usage from existing documents.

For example, you can have WordQ learn from articles that you may be reading on the Internet. The first step is to copy those articles into a word processor or text editor such as Notepad. You must then save the file in a text-only format (\*.txt). You may also learn from past documents you have written that are re-saved in a text-only format.

1. Select **My Words...** from the **WordQ Options** menu.

2. Select the **Learn...** button. This displays an **Open** dialog box.

Locate the directory where your text file (\*.txt) is located, and open the desired file to learn.

WordQ will learn the words in that file and update your vocabulary.

Words will be checked for proper spelling, and misspelled and unknown words will be set aside. See *Go over misspelled and unknown words* below.

3. Repeat with as many files as you like.
4. Click **Close** when done.

### **Focusing your vocabulary: Topics for specialized writing**

You can emphasize words in the prediction by using topics. A topic is a list of words that are part of your vocabulary that will be predicted faster.

When you first use WordQ, a sample baseball topic is available for you to try out.

Topic words are best written out in advance using a word processor or Notepad and saved in text-only (\*.txt) format. Enter only one topic word or short phrase (up to 30 letters) per line. Ensure that these words are correctly spelled as they will not be spellchecked by WordQ. The folder ...\\WordQ2\\Topics initially contains sample text files for different topics that you may find useful.

#### *To use a particular topic*

1. Use your mouse to point to and select a topic from the dropdown list in the WordQ button bar or press **F12**, followed by ↓ to move through the list and Enter to select topic.
2. Click back in your writing application and return to typing.
3. You will notice that topic words are predicted faster.

#### *To turn off a topic*

1. At any time choose another topic, or choose <none> as a topic if you don't want any topic.
2. Click back in your writing application and return to typing.

#### *To create a topic list*

1. Select **My Words...** from the **WordQ Options** menu. Then click the Topics tab.
2. Click on the **New...** button.  
  
Type in a Topic Name and press OK in the pop-up dialog.
3. Add words one-by-one or from a text file as described below.

#### *To add topic words one-by-one*

1. Type a word or short phrase (up to 30 letters) in the New word box and click Add or press Enter.  
  
The word will be copied to the list and placed in alphabetical order.
2. Repeat for all topic words.

#### *To add topic words from a text file*

1. Select the **Add From...** button. This will display the **Open** dialog box.  
  
Browse to the directory where your topic file is located and select it. The directory (...\\WordQ2\\Topics\\) contains sample topics saved as text files (\*.txt).
2. Your words in the file will be added to the current topic and automatically become part of your vocabulary (without being spell checked).

### **Limiting your vocabulary: Beginning with a Blank vocabulary**

Beginning with a Blank vocabulary is a useful way to have a very limited set of words predicted that will not confuse you.

1. Select **New User...** from the **WordQ Options** menu.
2. Select a **Blank** vocabulary and save it with a descriptive name such as a lesson name.
3. Now select **My Words...** from the **WordQ Options** menu. Note that the vocabulary list is blank.
4. Type in any new words that you want to use.

Select **Add** or press **Enter** after each word that you type to add it to the vocabulary list. When done, select **Close**.

5. Select **Prediction...** from the **WordQ Options** menu. Then click the **Prediction** tab.

Uncheck all options under **Word Prediction: Choose your prediction options**. This will ensure that no additional words will be predicted.

6. Click **OK** when done.

---

## Going over misspelled and unknown words

Misspelled and unknown words are put aside for you to review. They will not be predicted until you specifically add them to your vocabulary.

Select **My Words...** from the **WordQ Options** menu. Then click the **Spelling** tab.

You will see a list of words that may be misspelled or not found in the WordQ Dictionary such as proper names and acronyms. Review this list of words for proper spelling.

1. Select the words you would like to add to your main vocabulary.  
  
You can select a range of words with the common Windows **Shift+click** action. Select separate words with **Ctrl+click**.
2. Click the **Add to Main** button to add the selected words to your vocabulary. These words will now be used in word prediction.
3. Any remaining words can be deleted with the **Delete** button after selecting them so that you don't have to review them again.
4. Click **Close** when done.

# Abbreviation-Expansion

## About WordQ abbreviation-expansion

WiViK incorporates **WordQ™** technology for its abbreviation-expansion. Abbreviation-expansion is a technique in which a combination of letters, an “abbreviation,” is used to represent a word or phrase. When you type an abbreviation followed by the **Spacebar** or **Enter** key, it expands to the assigned word or phrase.

You can create your own set of abbreviations that are easy for you to use and remember. There is no limit on the number of abbreviations that may be saved in one set. Because you must memorize each abbreviation, a small set of abbreviations is suggested. A sample abbreviation-expansion set is available for you to use to get started.

Your abbreviations will be caught as possible misspellings and held in the **Spelling** dialog (**Options>My Words...>Spelling**). You can choose to add them to your prediction vocabulary so that they will appear as predicted words. This can reduce keystrokes as well as be a helpful memory cue, especially with abbreviations of three or more characters.

*A suggestion is to begin your abbreviations with the letter “x” so that they are obvious abbreviations.*

## Use abbreviation-expansion

### To turn abbreviation-expansions on and off

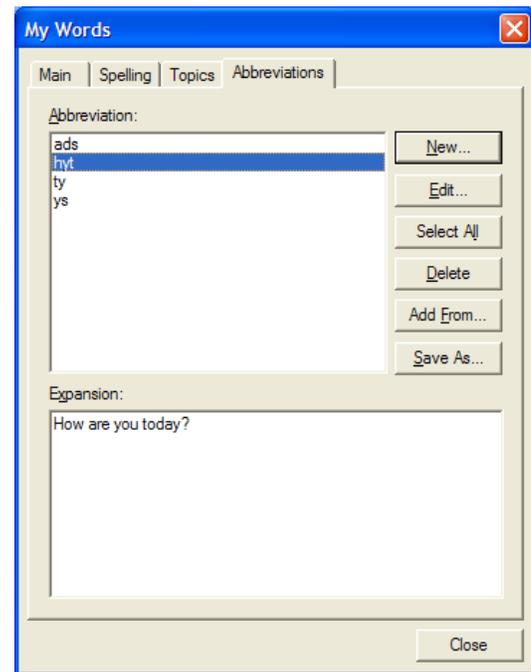
Select **Abbreviations** from the **WordQ Options** menu or from the **WiViK Tools** menu.

### To use an abbreviation-expansion

You can use an abbreviation at any time. Just type the abbreviation followed by a space, and the expanded text will be typed in its place.

## Create and edit abbreviation-expansions

Select **My Words...** from the **WordQ Options** menu. Then click the **Abbreviations** tab.



## To add abbreviation-expansions one-by-one

1. Click on the **New...** button.
2. Type in an abbreviation and press **OK** in the pop-up dialog.
3. The word will be entered in the list of abbreviations in alphabetical order.
4. Type the expanded text for the abbreviation in the **Expansion** box.
5. Repeat for all abbreviation-expansions.

*Use **CTRL+Enter** to add a line in an expansion.*

### To add abbreviation-expansions from an external file

1. Select the **Import...** button. This will display the **Open** dialog box.
2. Browse to the directory where your abbreviation-expansions file (\*.abb) is located, and then select your file.
3. Your words in the file will be merged with your current abbreviation-expansions.

### To save abbreviation-expansions to an external file

1. Select the **Export...** button. This will display the **Save As** dialog box.
2. Browse to the directory where you want to save your abbreviation-expansion file.
3. Give your file a name.
4. Your abbreviation-expansions will be saved in a specialized file with the extension ".abb" that can be opened in another user's vocabulary or on another computer.

### To delete abbreviation-expansions

1. Select words by clicking on them. Select a range of words with the common Windows **Shift+click** action. Select separate words with **Ctrl+click**.
2. Click the **Delete** button to remove selected words from the list.

### To include non-alphabetic keystrokes into an expansion

You may include non-alphabetic keystrokes into an expansion by typing the appropriate keystroke code as shown below:

Code	Keystroke
<SHIFT>	Sticky Shift
<CTRL>	Sticky Ctrl
<ALT>	Sticky Alt
<ENTER>	Enter/Return
<ESC>	Escape (Esc)
<BKSP>	Backspace
<TAB>	Tab

---

*A complete list of available keystroke codes is available in Appendix C.*

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# Speech Feedback

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## Turn speech on and off

Press the **Speech** button  to toggle speech on/off.

If there is no sound from your speakers, please ensure that they are connected and powered on. Also, ensure that the volume is adjusted both on the speakers and in Windows.

---

## Change voice settings

You may change various settings that affect how the reading voice sounds.

Select **Speech Feedback...** from the **WordQ Options** menu.

---

## Typing echo

You can have letters, words, and sentences spoken as you type. Any combination of these may be used.

Select **Speech...>Feedback** from the **WordQ Options** menu.

---

## Proofreading your work

WordQ offers a special proofreading mode if you are using Microsoft Word, WordPad, Notepad, or Outlook. Here the current sentence is spoken with each word highlighted word-by-word emphasizing the visual/spoken shape of each word. All of this is done directly in the application.

If you hear a mistake you can then step through the sentence word-by-word to locate the mistake. For example, you may hear two words that sound wrong together. You may have left a word out in between or one of the words may be incorrect.

When other applications are used (e.g., WordPerfect®, Internet Explorer®, or Inspiration®), word-by-word highlighting is not available and you must manually highlight the text.

## To read a sentence in Notepad, WordPad, Microsoft Office

1. Position the text cursor anywhere in the sentence.
2. Press the **Read** button. 
3. The sentence will be highlighted and the prediction box will temporarily disappear.
4. Press **Spacebar** to begin reading the sentence. Each word is highlighted as it is spoken. Listen for any mistakes.
  - Press **Spacebar** to pause/resume reading
5. The sentence is highlighted again after it has been read.
6. You may then:
  - Read individual words to locate specific errors by repeatedly pressing **→** or **←**
  - Press the **Esc** key or click in the text to resume writing and make corrections
  - Read the sentence again by pressing **Spacebar**
  - Go to the previous or next sentence by pressing **↑** or **↓**

## To read a block of text

1. Highlight the block of text to read.
2. Press the **Read** button.
3. The text is read immediately. Each word is highlighted as it is spoken.
  - Press the **Esc** key at any time to stop reading

## To read in Web browsers and non-Microsoft programs

1. Select the text to read. In a Web browser or Adobe® Acrobat Reader®, use your mouse or equivalent to select text by dragging over it.
2. Press the **Read** button.
3. The text will be spoken immediately.
 

Press the **Esc** key at any time to stop reading.

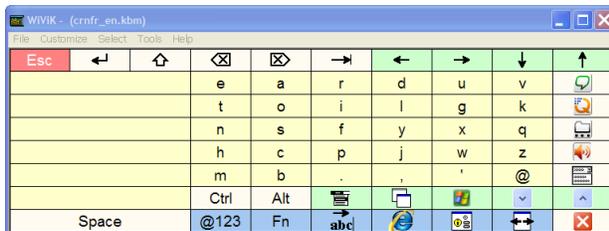
# Scanning the Desktop

## Scanning keyboard: Crnfreq.kbm

WiViK includes several keyboard layouts that are appropriate for various scanning strategies. They include commands to scroll, resize and move windows, scan menus, position the text cursor, and emulate mouse movements.

The keyboard **crnfreq.kbm** is the most commonly used scanning keyboard. It has been designed for row/column scanning with letters arranged so that frequently used letters are close to the upper left-hand corner. This keyboard, described in detail here, illustrates the features of a scanning keyboard.

All scanning keyboards include the same features described here, although the layout of keys varies. All of these are located in the subdirectory ...WiViK\macro and are shown in **Appendix A**.



## Shift/upper case

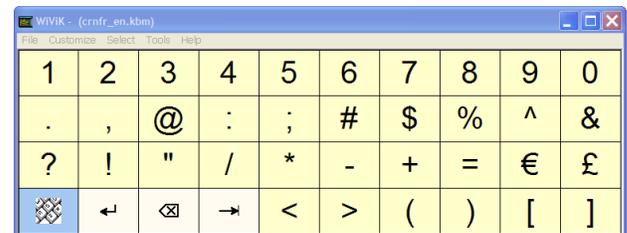
### To shift keys

1. Select  once on the initial letters page to shift the next letter. (Select **Sh** on the initial letters page on the keyboards **linabc.kbm**, **linabc2.kbm**, **linfreq.kbm**, and **linfreq2.kbm**)
2. Select  twice on the initial letters page to hold down the **Shift** key. Select  again to release **Shift**. Shifted keys are not displayed as upper case.

## Numbers and punctuation

### To display the numbers and punctuation page

1. Select @123... on the initial letters page.



2. You will automatically return to the initial letters page after selecting any punctuation.

## Function keys

### To display the function keys page

1. Select F1... on the initial letters page.



2. You will automatically return to the initial letters page after selecting any function key.

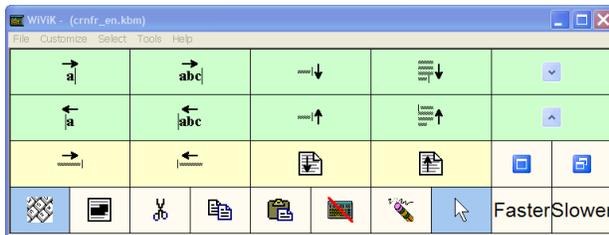
## Text cursor movement

Moving the text cursor is an essential part of editing. WiViK includes keys to move the text cursor across your text in a scanning fashion.

When you choose a text movement key, the text cursor begins scanning across the text. Stop scanning with the **Select** switch. Then choose another key if necessary. It is best to scan first by larger increments and then successively smaller increments. When “extending” a selection, the end point of the selected block appears to be scanning.

### To move through your text

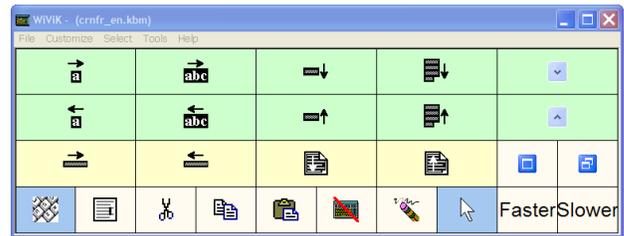
1. Select the text cursors page icon.  **abc**  
A new WiViK page will be displayed containing cursor movement keys.



2. Select a desired movement key such as Scan right by words.  **abc**
3. The text insertion cursor will begin scanning the text by words. If you are using **Inverse** or **Directed** scanning, a **Move** or **Direction** switch advances one scan step.
4. Stop scanning the text with the **Select** switch.

### To highlight your text

1. Select the **Extend Select** icon to begin highlighting your text.   
A new WiViK page will be displayed containing cursor movement keys that will highlight text.



2. Select a desired movement key such as Scan right by words.  **abc**
3. The text insertion cursor will begin scanning and highlighting the text by words. If you are using **Inverse** or **Directed** scanning, a **Move** or **Direction** switch advances one scan step.
4. Stop scanning the text with the **Select** switch.
5. Stop highlighting the text with the **Stop Extend Select** icon. 

### Key descriptions

		Scan right by characters
		Scan right by words
		Scan down by lines
		Scan down by paragraphs (limited to applications that use <b>Ctrl + ↓</b> to move to next paragraph)
		Scan left by characters
		Scan left by words
		Scan up by lines
		Scan up by paragraphs (limited to applications that use <b>Ctrl + ↑</b> to move to previous paragraph)
		End of line

		Home or beginning of line
		Page down
		Page up
		Return to initial letters page
		Extend Select/ Stop Extend select
		Cut
		Copy
		Paste
		Temporarily hide WiViK; any switch action will show WiViK again
		Undo
		Display <b>Scanning mouse</b> page
		Scroll down
		Scroll up
		Maximize window
		Restore window
<b>Faster</b>		Decrease the scan interval by 0.25 sec.s
<b>Slower</b>		Increase the scan interval by 0.25 sec.s

---

## To speed up scanning

1. Select **Faster** on the **Text Cursors** page and the scan interval will decrease by 0.25 secs.

---

## To slow down scanning

1. Select **Slower** on the **Text Cursors** page and the scan interval will increase by 0.25 secs.

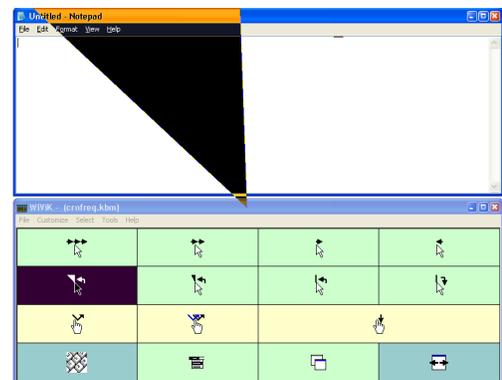
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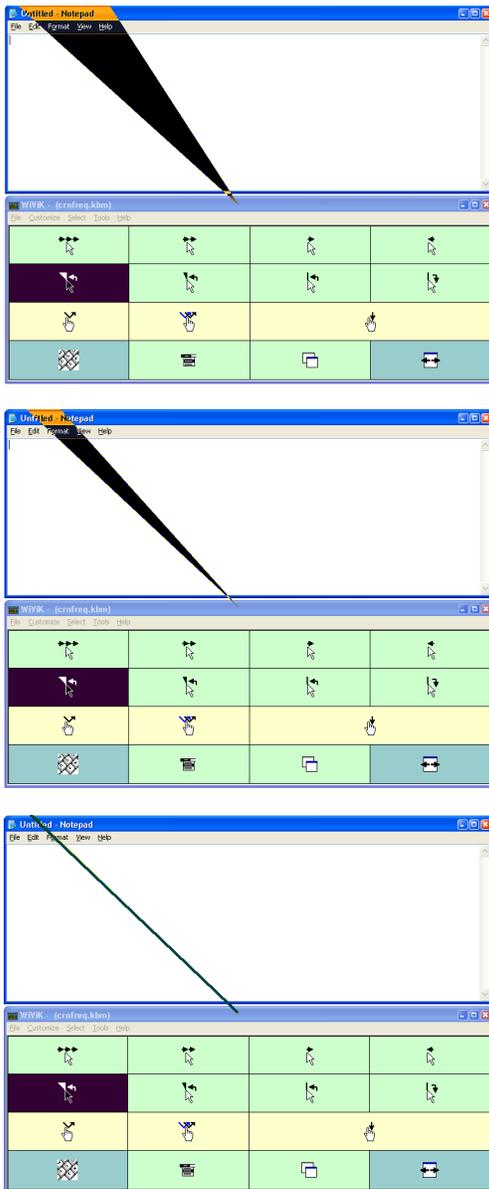
## Scanning mouse

While WiViK provides ways to directly scan menus, text cursors, scroll bars, and windows, some applications (e.g., drawing applications) require mouse input. WiViK therefore includes mouse emulation through a unique radar scanning method which rotates the cursor in scanning steps.

WiViK mouse emulation is accessed by selecting the **Mouse cursor** icon on the **Text cursor** page.

When the highlight contains the target, activate the **Select** switch and the highlight sweeps a smaller rotational segment. Repeat this until a straight line is rotating.





This is similar to row/group/item scanning. To use this technique, continue activating the switch whenever the target is highlighted until it is intersected with a straight line.

You then choose a mouse movement key to scan towards the target. Mouse movements also incorporate successively smaller movements.

When the desired location is reached, select the appropriate button (*click, double-click, or button down*).

### To use the scanning mouse

1. Select the **Mouse cursor** icon  on the *Text cursor* page

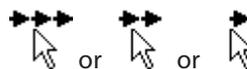
A new WiViK page will be displayed containing mouse movement keys.

2. Select a **cursor rotation** key to set the movement direction to move. Watch it rotate in a scanning steps.



Reduce and eventually stop the rotation by activating the **Select** switch.

3. Select a **cursor movement** key to move the cursor along the chosen direction. Watch it move in scanning steps.



Reduce and eventually stop the movement by activating the **Select** switch.

4. Select a **button action** key as required.



### Key descriptions



Scan move ahead by 25, 5 and 1 pixels



Scan move ahead by 5 and 1 pixels



Scan move ahead by 1 pixel



Scan move backwards by 1 pixel



Scan rotate counterclockwise by 45°, 15°, 5° and 1°

	Scan rotate counterclockwise by 5° and 1°
	Scan rotate counterclockwise by 1°
	Scan rotate clockwise by 1°
	Single click
	Double-click
	Button down/Button up
	Return to initial letters page
	Scan menus
	Scan switch applications
	Move/resize window

## Menus

### To scan the Start Menu

1. Select the **Start Menu** icon. 

The Start Menu bar will be scanned from Top-to-bottom.
2. Activate the **Select** switch to stop at a desired place. Any sub-menus will be opened and scanned.
3. Activate the **Select** switch to stop at a desired menu item. That item will then be chosen.

### To scan a menu

1. Select the **Menu** icon. 

The target application's menu bar will be scanned from left-to-right.

2. Activate the **Select** switch to stop at a desired menu. That menu will then be scanned from top-to-bottom.
3. Activate the **Select** switch to stop at a desired menu item. That item will then be chosen.

The keyboard will then show the **Dialogs** page after any menu selection allowing you to respond. (See **Dialogs** below)

*To cancel scanning menus without making a selection, activate the **Cancel** switch.*

## Switch applications

### To switch between applications

1. Select the **Application switching** icon. 

A small window will appear in the middle of the screen with the names and icons of the application displayed one-by-one in a scanning sequence. Activate the **Select** switch when the desired application name is displayed. (This is the same as repeatedly typing **Alt+Tab**.)



## Dialogs

### To control a dialog box

1. Select the **dialogs** icon. 

The following page of dialog actions is now shown:



*The dialogs page of commands is shown automatically after accessing menus.*

### Key descriptions

<b>Yes</b>	Types <b>Alt+y</b> to select Yes button
<b>No</b>	Types <b>Alt+n</b> to select No button
<b>Cancel</b>	Types <b>Esc</b> to select <b>Cancel</b> button to cancel dialog
<b>OK</b>	Types <b>Enter</b>
	Types <b>Enter</b>
	Scan between dialog tabs Use <b>Select</b> or <b>Cancel</b> switch to stop scanning
	Scan between controls or topics using <b>Tab</b> Use <b>Select</b> or <b>Cancel</b> switch to stop scanning
	Scan right a list or group
	Scan left a list or group
	Scan down a list or group
	Scan up a list or group
	Types <b>Space</b> to select a button or checkbox
<b>Help</b>	Types <b>F1</b> to select <b>Help</b>
	Return to initial letters page



Scan move window up



Scan move window down



Scan move window left



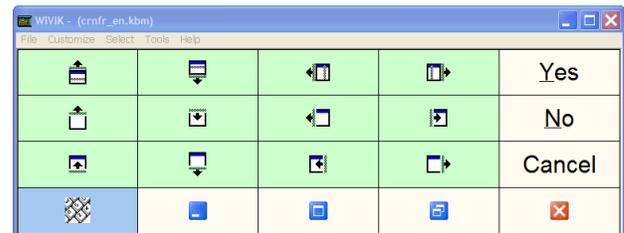
Scan move window right

## Move/resize windows

### To move/resize a window

1. Select the **Window manipulation** icon. 

The following page of manipulation keys is now shown:



2. Select a desired **move/resize** icon.  
The window will begin moving/resizing through scanning.
3. Activate the **Select** or **Cancel** switch to stop moving/resizing.

### Key descriptions



Scan move window up



Scan move window down



Scan move window left



Scan move window right

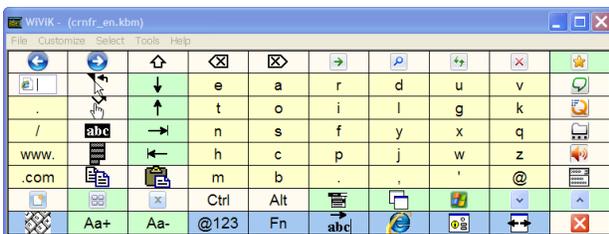
	Scan size top border up
	Scan size top border Down
	Scan size left border left
	Scan size left border right
	Scan size bottom border up
	Scan size bottom border down
	Scan size right border left
	Scan size right border right
	Return to initial letters page
	Minimize window
	Maximize window
	Restore window
	Close window

## Internet Explorer

### To control Internet Explorer

1. Select the **Internet Explorer** icon. 

The following page of manipulation keys is now shown:



### Key description

	Back
	Forward
	Go
	Search
	Refresh
	Stop (esc)
	Scan Favorites
	Enter URL Address
	Use mouse scanning to position cursor; Rotate counterclockwise by 45°, 10°, and 1°; Scan move ahead by 25 and 3 pixels
	Single-click
	Select word at cursor position
	Select paragraph at cursor position
	New window tab
	Scan across window tabs
	Close window tab
<b>Aa+</b>	Increase text size
<b>Aa-</b>	Decrease text size

## Expanding quadrant selection

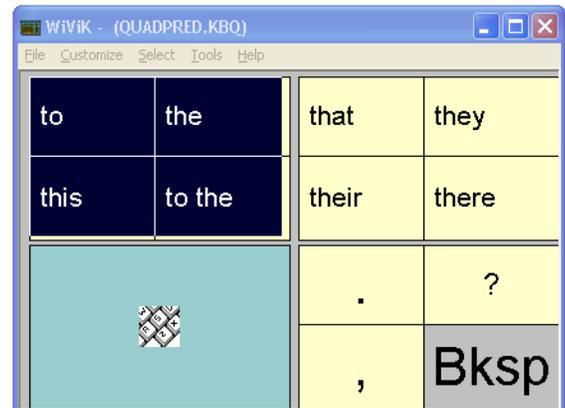
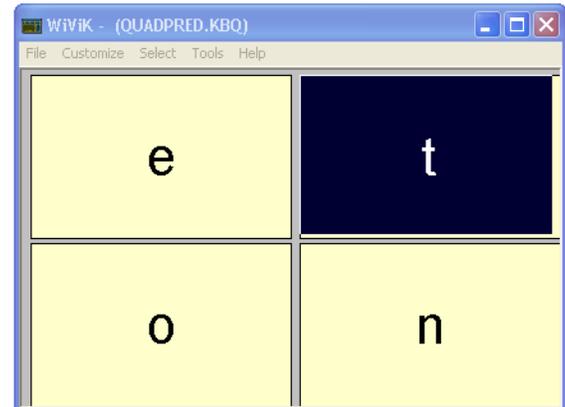
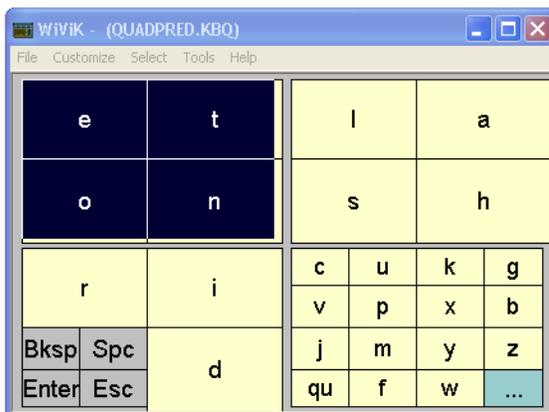
This innovative selection method has been developed for people with imprecise pointing abilities. Quadrants of a keyboard are expanded to provide larger target areas for selection.

Expanding quadrant selection requires the use of a **.kbq** type of keyboard consisting of 64 keys (4 x 4 keys in each quadrant). A quadrant is selected by either clicking or dwelling.

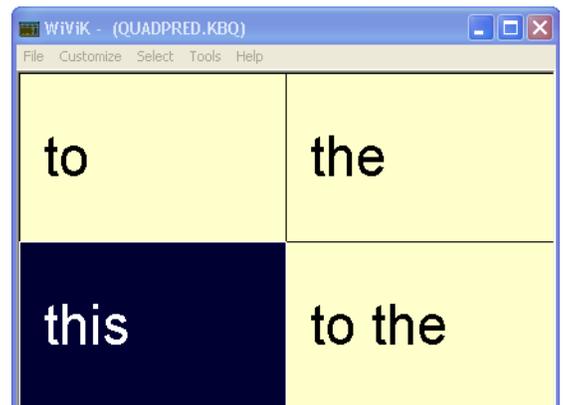
One quadrant keyboard is included — a letter frequency weighted layout with word predictions.

### To use expanding quadrant selection

1. Open quadpred.kbq located in the **\Program Files\WiViK\macro** subdirectory.
2. Point to a quadrant and select it. That quadrant expands to fill the keyboard with 4 quadrants of 2 x 2 keys.



3. At this point, words will be predicted. Use the same technique to select individual words, return to the first page of keys to type another letter, or enter a punctuation.





## Appendix A: Macro Keyboards

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### General use macro keyboards

<b>allchar.kbm</b>	All extended ASCII characters available in Windows
<b>calc.kbm</b>	Calculator keyboard
<b>interntl.kbm</b>	Keyboard of all ANSI international characters available under Windows by entering the numeric keypad codes as described in the Windows documentation
<b>keystroke.kbm</b>	Keyboard of all possible non-character keystrokes
<b>menuaccs.kbm</b>	Keyboard that allows you to manipulate another WiViK's menus
<b>numpad.kbm</b>	Numeric keypad with cursor movement keys
<b>numpad2.kbm</b>	Numeric keypad
<b>playsnd.kbm</b>	Keyboard illustrating keys that play .wav sounds
<b>sci-calc.kbm</b>	Keyboard for use with Calculator in Scientific mode
<b>typogrph.kbm</b>	Typographical characters such as bullets, curly quotes, en and em dashes, trademark and copyright symbols
<b>wvksym.kbm</b>	Keyboard illustrating keys that use WiViK font for displaying certain keyboard symbols

---

### Automatic/inverse scanning keyboards

<b>crnabc.kbm</b>	ABC layout starting in the upper left-hand corner for <b>Automatic</b> or <b>Inverse Row-Column Highlighting</b> scanning
-------------------	---

<b>crnfreq.kbm</b>	Frequency-of-use layout starting in the upper left-hand corner for <b>Automatic</b> or <b>Inverse Row-Column Highlighting</b> scanning and with predicted words along left column
<b>crnfreqtop.kbm</b>	Frequency-of-use layout starting in the upper left-hand corner for <b>Automatic</b> or <b>Inverse Row-Column Highlighting</b> scanning and with predicted words along top row
<b>linabc.kbm</b>	Single line ABC layout for <b>Group-Item</b> scanning for <b>Automatic</b> or <b>Inverse Row-Column-Group</b> scanning
<b>linfreq.kbm</b>	Single line frequency-of-use layout for <b>Group-Item</b> scanning for <b>Automatic</b> or <b>Inverse Row-Column-Group</b> scanning
<b>simpabc.kbm</b>	Simple reduced set ABC layout starting in the upper left-hand corner for <b>Automatic</b> or <b>Inverse Row-Column</b> scanning

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### Directed scanning keyboards

<b>ctrabc.kbm</b>	ABC layout for <b>Directed</b> scanning with <b>Switch</b> selection
<b>ctrfreq.kbm</b>	Center-based frequency-of-use layout for <b>Directed</b> scanning with <b>Switch</b> selection
<b>ctrfreqtop.kbm</b>	Center-based frequency-of-use layout for <b>Directed</b> scanning with <b>Switch</b> selection and with predicted words along top row
<b>ctrfreq2.kbm</b>	Center-based frequency-of-use layout for <b>Directed</b> scanning with <b>Dwell</b> selection
<b>ctrfreq2top.kbm</b>	Center-based frequency-of-use layout for <b>Directed</b> scanning with <b>Dwell</b> selection and with predicted words along top row

- simpctr.kbm** Simple reduced set center-based frequency-of-use layout for **Directed** scanning with **Switch selection** and with predicted words along left column
- simpctrtop.kbm** Simple reduced set center-based frequency-of-use layout for **Directed** scanning with **Switch selection** and with predicted words along top row
- simpctr2.kbm** Simple reduced set center-based frequency-of-use layout for **Directed** scanning with **Dwell selection** and with predicted words along left column
- simpctr2top.kbm** Simple reduced set center-based frequency-of-use layout for **Directed** scanning with **Dwell selection** and with predicted words along top row

---

## Opening and saving select options

When you quit or exit WiViK, all of the select options settings are automatically saved. In addition, you can save the settings independently in separate files. This is useful if you are adjusting settings for several WiViK users.

### To save the select options

- Select **Save Select Options...** from the **File** menu.
- Type in a name to save the file, e.g., user's name in the **Save Select Options...** dialog.

### To open previously saved select options

- Select **Open Select Options...** from the **File** menu.
- Select a file in the **Open Select Options** dialog.

---

*All **Select Options** files have the ending **.sel**.*

*When you later close the WiViK keyboard, the settings that you opened will automatically be saved with that keyboard.*

---



---

## Select Options Files

The following is a list of the sample **Select Options** files provided in the `\wivik` subdirectory. They should be used with the keyboard configurations listed next to them. You may modify any of these settings and/or create your own **Select Option** settings.

File	Strategy Description	Switches	
<b>aut2lin.sel</b>	automatic	2	row-group-item for linear keyboards
<b>aut2quad.sel</b>	automatic	2	quadrant
<b>autcon.sel</b>	automatic	2	row-column continuous scan
<b>autstop.sel</b>	automatic	2	row-column stop scan
<b>dir3rcw.sel</b>	directed	3	return to corner toggling directions
<b>dir4rcd.sel</b>	directed	4	return to centre dwell select
<b>dir5nr.sel</b>	directed	5	no return switch select
<b>dir5rc.sel</b>	directed	5	return to centre switch select
<b>inv2lin.sel</b>	inverse	2	row-group-item for linear keyboards
<b>invdwc.sel</b>	inverse	3	row column dwell cancel move-fast switch
<b>invswc.sel</b>	inverse	3	row column cancel switch

## Appendix B: Additional wivik3.ini Settings

Several features have settings that you must manually change in wivik3.ini, located in the Windows (or WinNT) directory, if you do not like the default setting. These features are not set in any WiViK menu or dialog box. They are described below.

Feature	Setting	Description
MoveDialog	1	(Default) WiViK will attempt to move dialog boxes if they are completely obscured by WiViK, or if they completely obscure WiViK
	0	Dialog boxes are not moved by WiViK
MoveOnTop	1	(Default) WiViK will attempt to move on top of the dialog boxes and menus
	0	WiViK will not attempt to move on top
TransferFocus	1	(Default) Focus will automatically be transferred from WiViK back to the target application
	0	Focus will not be automatically transferred back
ExtraInfoMessages	1	(Default) On hiding the title bar, you will be prompted with a message indicating that double clicking any border will restore it; and when word prediction shifts to a new keyboard, you will be informed
	0	Additional message prompts will not be displayed.

QuadrantHighlight	1	Quadrants will be highlighted by being outlined
	0	(Default) Quadrants will be highlighted by being inverted

### To modify wivik3.ini

1. Open wivik3.ini using Notepad.
2. Change the desired settings.
3. Save wivik3.ini. Your changes will be in effect the next time that you open up a changed WiViK keyboard.

### Example

```
[** DEFAULT **]
```

...

```
MoveDialog=0
```

```
MoveOnTop=1
```

```
TransferFocus=1
```

```
ExtraInfoMessages=0
```

```
QuadrantRBUndoString=0
```

```
QuadrantHighlight=0
```

...

## Appendix C: Standard Keystrokes

These functions perform standard keyboard actions. You may include them in your in both key macros as well as abbreviation-expansions. \*Sticky and Toggle modifier keys are used in combination with other macro keys (without providing any visual feedback as to their state).

Macro key	Description		
<SHIFT>	*Sticky Shift	<F1>	Function Key 1
<CTRL>	*Sticky Ctrl	<F2>	Function Key 2
<RCTRL>	*Sticky Right Ctrl	<F3>	Function Key 3
<ALT>	*Sticky Alt	<F4>	Function Key 4
<RALT>	*Sticky Right Alt	<F5>	Function Key 5
<ALTGR>	*Sticky Alt Gr	<F6>	Function Key 6
<ENTER>	Enter/Return	<F7>	Function Key 7
<ESC>	Escape (Esc)	<F8>	Function Key 8
<CAPSLOCK>	*Toggle CapsLock	<F9>	Function Key 9
<NUMLOCK>	*Toggle NumLock	<F10>	Function Key 10
<SCROLLLOCK>	*Toggle ScrollLock	<F11>	Function Key 11
<PAUSE>	Pause	<F12>	Function Key 12
<PRTSC>	Print Screen	<F13>	Function Key 13
<INS>	Insert	<F14>	Function Key 14
<DEL>	Delete (forward)	<F15>	Function Key 15
<HOME>	Home	<F16>	Function Key 16
<END>	End	<KP*>	* (keypad)
<PGUP>	Page Up	<KP+>	+ (keypad)
<PGDN>	Page Down	<KP->	-(keypad)
<BKSP>	Backspace	<KP/>	/ (keypad)
<SPC>	Space	<KP0>	0 (keypad)
<TAB>	Tab	<KP1>	1 (keypad)
<UP>	Up Arrow	<KP2>	2 (keypad)
<DOWN>	Down Arrow	<KP3>	3 (keypad)
<LEFT>	Left Arrow	<KP4>	4 (keypad)
<RIGHT>	Right Arrow	<KP5>	5 (keypad)
		<KP6>	6 (keypad)
		<KP7>	7 (keypad)
		<KP8>	8 (keypad)
		<KP9>	9 (keypad)
		<KPDP>	Decimal Point (keypad)
		<KPENTER>	Enter/Return (keypad)
		<KPDEL>	Delete (.) (keypad)
		<KPINS>	Insert (0) (keypad)
		<KPEND>	End of line (1) (keypad)
		<KPDOWN>	Down (2) (keypad)
		<KPPGDN>	Page Down (3) (keypad)
		<KPLEFT>	Left (4) (keypad)
		<KPMIDL>	Middle (5) (keypad)
		<KPRIGHT>	Right (6)
		<KPHOME>	Home (7)
		<KPUP>	Up (8)
		<KPPGUP>	Page Up (9)

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Version 3 for use with Microsoft Windows

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#### 7) GOVERNING LAW

This EULA shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. You agree to submit to the non-exclusive jurisdiction of the courts of the Province of Ontario. The parties hereby exclude the applicability of the U.N. Convention on Contracts for the International Sale of Goods.

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#### ADDRESS INFORMATION

Prentke Romich Company  
1022 Heyl Road  
Wooster, OH 44691  
USA

Web site: <http://www.prentrom.com>

Bloorview Kids Rehab  
150 Kilgour Road  
Toronto, Ontario M4G 1R8  
CANADA

WiViK, WordQ and SpeakQ software were developed by Bloorview Kids Rehab with support from the Ontario Rehabilitation Technology Consortium and htx.ca The Health Exchange. May include and use text-to-speech technology licensed from Acapela.

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