typeassist

User guide

Contents

1. Typeassist

The new way to type and communicate using only 16 large onscreen keys.

- Use your cursor, the touchscreen or switch access to achieve fast and accurate word selections.

- Intelligent word prediction and completion.

- Speak out your text using the voices installed on your PC or tablet, or visit our website to view additional voices available.

- Save your text to a USB memory stick for printing.

The **Typeassist** 'beginners' option provides a simplified system, offering only four word predictions and is ideal for those still developing their literacy skills.

You can change the appearance of **Typeassist**, and the way it works, using the same 16 large onscreen keys to guide you through the process.

You will never need to select small Windows icons, you will not need a keyboard or a lengthy instruction manual! All of the functions of **Typeassist** can be accessed by the user from within the programme itself.

Typeassist has been designed to be simple and intuitive – after using **Typeassist** for a few minutes you will find out just how quick and easy it is to use!

As well as the following **Typeassist** handy tips, please also take a look at the built in 'Help' mode, making **Typeassist** work in the way that suits you best.

Typeassist is ready to load and go ! No setting up required !

2. Top Tips:

Getting the best out of Typeassist

The 'STAR' cell

These instructions for the 'Star' cell, found at the bottom right of your screen, are the only instructions you really need! It has 3 important functions. **>**

Important
Please use capital letters for the names of places and people to get the best word prediction possible

Change case
A red STAR indicates upper case for capital letters, and the STAR will be black when lower case letters are used.

Return to the home page
Select the STAR cell once or sometimes twice to return to the home page.

Word completion
Select STAR and a predicted word to see words related to that prediction.

Tips for speed

- You can easily create a bank of your own most frequently used phrases, using the '**letters to phrases**' cell. Find out how by going to the 'Help' cell.

- Use the '**un-delete**' cell to recover text you might have accidentally deleted. Repeated selection of the 'un-delete' cell switches between your current and previous text.

Speech output

You can speak out the text entered in the text bar at the top of your screen in 3 ways:

- Touch the text bar – touch the text bar again to stop the speech.

- Select '**controls**' then '**speak**'.

- Select '**controls**' then '**text and speech**' for more options.

Speak out your text as your words are typed or only when you select '**speak**'.

Words can be spelled back phonetically or by their letter name.

A range of voices are available and key click sounds can be switched on or off.

The text can be shown full screen and can also be saved on a memory stick for printing or transfer to another PC.

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3. Guide to options available:

What Typeassist can offer and where to find it

Home Page:

Endings:	Add s, or 's, a hyphen	
Symbols:	Numbers and grammatical symbols, commas, semi colons etc.	
Delete:	Delete a letter, a word or all of the written text	
Edit:	Un-delete:	Recover deleted text
	Caps change;	Changes the capital letter of the current word
	Edit text:	Selects the point where your text can be edited and other editing options
Controls:	Speak:	Speaks out the current text
	Text & Speech:	Options to view, hear and save text
	System Changes:	Change the appearance of the Typeassist screen, how it works and sounds

Extras/Help:	Letters to Phrases:	Refer to 'Help' guide on how to create and store your frequently used phrases
	Extras:	Help guide, Time and Date, Save Text to Removable drive, additional volume control

Speak: Home Page > Controls > Speak

Speaks out written text

Text and Speech: Home Page > Controls > Text and Speech

Show all Text:	View text in full screen
Speak:	Speak out text
Volume:	Set preferred volume
Spell-back:	Spell the last word phonetically or by letter name
Save text:	Save text to removable drive
Help:	Help guide

System Changes: **Home Page > Controls > System Changes**

Words Spoken as Typed: As each word is completed it can be spoken out

Words Silent As Typed Words are silent as they are typed and the 'speak' cell or 'text bar' is selected to speak them out when the text has been entered

Volume: Set preferred volume

Typeassist Guide: Help: A further set of Help topics

Words: Add/Remove: Add or remove your own words from the installed dictionary (these would usually be names of places or people)

Letter to Phrases: Add/Remove: Add or remove your most frequently used stored phrases, accessed using a single letter

Change System Settings: Change the look and feel of the Typeassist set up
Make Changes:

Return to Default Settings: Automatically returns to Typeassist standard set up

Exit: Switch off Typeassist

4. Guide to making changes:

Change how Typeassist looks onscreen and the way it works. Typeassist's onscreen cells prompt and guide the user through making the changes.

Make Changes > Change Appearances

Cells Customise: Select your choice of cell colour, and type of cell border, text colour and font.

Textbar Customise: Select your text size for optimum visibility, and choose black on white or white on black text.

Change Word Predictions: Select 8, 4 or 0 onscreen predictions. Add or remove words from the dictionary.

Access Method: Choose your preferred access method (Help guide needs changing).

Access Speeds: Select your preferred access speed.

Speech and sounds: Key click sounds on/off, select or change the voice for speech output, change the way a word is pronounced.

Change date and time

You are now ready to start using Typeassist!

If you need further information or support please give us a call on **01886 884188** or email **enquiries@assistivecontrol.com**

Help guide easily accessed on each page of Typeassist – the Help guide will exit automatically after .... seconds or touch anywhere on the screen to exit the Helpguide

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