



# Mind Express 5

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This document is a translation of the original Dutch user manual.

Version 20220124

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# A Getting started with Mind Express

## 1 Installing Mind Express (default setup)

1. Click on the setup link you received by e-mail.
2. The **User account control** dialog may appear (depending on the computer's security level). Click **Yes**.
3. Choose **Standard installation**.  
This is the recommended method for installing the program.
4. Click **Next >**.
5. Select the language you want to use for Mind Express.
6. Click **Next >**.
7. Select the symbol sets you do want to use in Mind Express.
8. Click **Next >**.
9. As required, select the additional tasks you want performed during the installation:
  - **Create a desktop shortcut**, this option is selected by default to ensure a Mind Express icon is placed on the desktop so you can quickly start up the program.
  - **Overwrite existing files**, do NOT select this option if you already have Mind Express and you want to save your files.
10. Click **Next >**.  
A list is displayed of the language, voices, symbol sets, sample files, language of the sample files, and the additional tasks.
11. Click **Install**.  
The installation is started up and may take some time.
12. Click **Finish**.

### See also

- [Installing Mind Express \(custom setup\)](#) on page 9
- [Starting up a Mind Express demo](#) on page 10
- [Activating Mind Express](#) on page 10

## 2 Installing Mind Express (custom setup)

1. Click on the setup link you received by e-mail.
2. The **User account control** dialog may appear (depending on the computer's security level). Click **Yes**.
3. Choose **Custom installation**.
4. Click **Next >**.
5. Select the language you want to use for Mind Express.
6. Click **Next >**.
7. Select the symbol sets you do want to use in Mind Express.
8. Click **Next >**.
9. Select the devices you want the example files for.
10. Select the languages for the example files.
11. Click **Next >**.
12. Select the voices you want to use in Mind Express.
13. Click **Next >**.
14. Select the additional tasks you want performed during the installation:
  - **Create a desktop shortcut**, this option is selected by default to ensure a Mind Express icon is placed on the desktop so you can quickly start up the program.
  - **Overwrite existing files**, do NOT select this option if you already have Mind Express and you want to save your files.

15. Click **Next >**.

A list is displayed of the language, voices, symbol sets, sample files, language of the sample files, and the additional tasks.

16. Click **Install**.

The installation is started up and may take some time.

17. Click **Finish**.


### See also

[Installing Mind Express \(default setup\)](#) on page 9

## 3 Starting up a Mind Express demo

You can try out Mind Express for 60 days. You need an Internet connection to use the demo version.

1. Make sure that Mind Express is installed. See [Installing Mind Express \(default setup\)](#) on page 9.

2. On the Windows task bar, choose .

3. Start typing the word Mind Express until  Mind Express appears.

4. Choose  Mind Express.

5. Choose **Start demo**.

6. Choose **Add profile**.

7. Enter your name.

8. Select your voice from the drop-down list.

Choose  to listen to the voice. You can customize the voice afterwards in the voice settings.

9. Choose your profile picture.






To use a picture from your device as a Profile picture, select . To take a picture using your webcam and to use it as your profile picture, choose .

You can customize the picture later.



10. Choose **Done**.

11. Choose the profile you have created.

12. Select the category for the pagesets you want in your portal:

-  **Symbol communication**
-  **Text communication**
-  **Games and music**
-  **Education**
-  **Apps**

13. Select the pagesets.

As required, use the  **Select all** and/or  **Deselect all** buttons. A selected pageset has a green border. A number of selected pagesets appears in the category.



14. Repeat from step 12 to select pagesets in a different category.

15. Choose **Import pagesets**.

The portal appears with all the imported pagesets.

16. Select a pageset and get started.

### See also

[Installing Mind Express \(default setup\)](#) on page 9

[Activating Mind Express](#) on page 10

## 4 Activating Mind Express

Before you can activate your Mind Express, you need to create an account to manage your license.

1. Open Mind Express.
2. Choose **Activate**.
3. Enter your account's user name and password.  
Select **Remember this account** to start up Mind Express next time without signing in.
4. Choose **Log in**.
5. Choose a profile.

### See also

Installing Mind Express (default setup) on page 9

Starting up a Mind Express demo on page 10




Creating an account on page 223

Updating Mind Express on page 11


Starting up Mind Express on page 12

## 5 Updating Mind Express

It is recommended to have Mind Express automatically check for updates and install them. Existing pagesets, images, sounds or voices are always saved during an update. You can also receive beta updates of Mind Express. You can still manually check for updates and install them immediately.

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **Update settings** options group, specify the following:

Settings	Procedure
<b>Automatically check for updates</b>	<p>Every time you start up your Mind Express, it checks whether there are any updates.</p> <p>Disabling this setting is not recommended.</p> <p>If there are new updates, a message appears to install the new updates. In this case, choose one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Yes:</b> the update is installed immediately.</li> <li>• <b>No:</b> the update is not installed and you will not be reminded of it.</li> <li>• <b>Later:</b> the update is not installed and you will be reminded again the next time you start up Mind Express.</li> </ul>
<b>Try new features with Beta updates</b>	<p>Here you can install updates that have not yet been officially released. It will then allow you to test new functions and give feedback to improve them.</p> <p>You can only allow beta updates if you automatically check for updates.</p>

Settings	Procedure
<b>Search for updates</b>	<p>Choose  to find updates and to install them.</p> <p>You can run this command if you have canceled an update and still want to install it. Or if you don't run the check for updates automatically and decide to check and run updates manually.</p>




**See also**

Activating Mind Express on page 10

## 6 Starting up Mind Express

By default, Mind Express starts up with the profiles window. You can set up that Mind Express starts with a specific profile, see [Choosing the profile Mind Express starts with](#) on page 85.

If you choose a profile or start up with a specific profile, by default the portal is displayed with the pagesets in the profile. You can set one of these pagesets to open instead of the portal, see [The portal or pageset a user chooses to start up a profile](#) on page 85.

1. On the Windows task bar, choose .
2. Start typing the word Mind Express until  Mind Express appears.
3. Choose  Mind Express.

**See also**

[The portal or pageset a user chooses to start up a profile](#) on page 85

[Starting Mind Express with full screen](#) on page 85

[Activating Mind Express](#) on page 10


## 7 Closing Mind Express

Choose  in the title bar and as required confirm if you want to save the changes.

## 8 The Mind Express window

Depending on how you use Mind Express, you can choose a different view of the Mind Express window:


- As a portal. This view displays a list of all the profile's pagesets. You can also organize the pagesets in the portal to suit your preferences.
- In user view of a pageset. In this view, the end user can use the pageset.
- In edit view of a pageset. In this view, the instructor can edit the pageset.






 **TIP** When Mind Express is displayed in full screen, some parts of a display are not visible. You can exit full screen using **ESC** on your input panel. On a tablet, this can be done via the on-screen keyboard. Many Jabbla devices have a separate escape button.

The Mind Express title bar has similar functions to that of an ordinary Windows window. The title shows:

- in portal view: 'Portal - profile name'
- in a pageset's edit or user view: 'Pageset name - page name'



No.	Area	Explanation
1	 <b>Menu</b>	Opens the menu with the available functions in the current view.

No.	Area	Explanation
2		Saves all changes. The icon changes to the same color as the title bar:  .
3		The window is minimized.
4		The window switches between maximum size and user-defined size.
5		Mind Express is exited.

### See also

The portal on page 29

The user view of a pageset on page 13

The edit view of a pageset on page 14

Displaying full screen on page 16

Exiting full screen on page 16

## 9 The user view of a pageset

The pageset's user view is the view of the pageset as the user will ultimately use it to communicate with others, play games, browse, call and so on. The user will do this by selecting cells in the different pages of the pageset with the most appropriate control method for him or her.

If you choose a pageset in the portal, you go to the user view of that pageset and you see the first set home page of the pageset. You can use the menu to return to the portal.

By going to the menu or using the **F2** function key, from user view you can enable the pageset's edit view and also return to user view.



### TIP

Use the menu to display the pageset to the user in full screen mode. You can exit full screen using **ESC** on the keyboard. On a tablet, this can be done via the on-screen keyboard. Many Jabbla devices have a separate escape button.

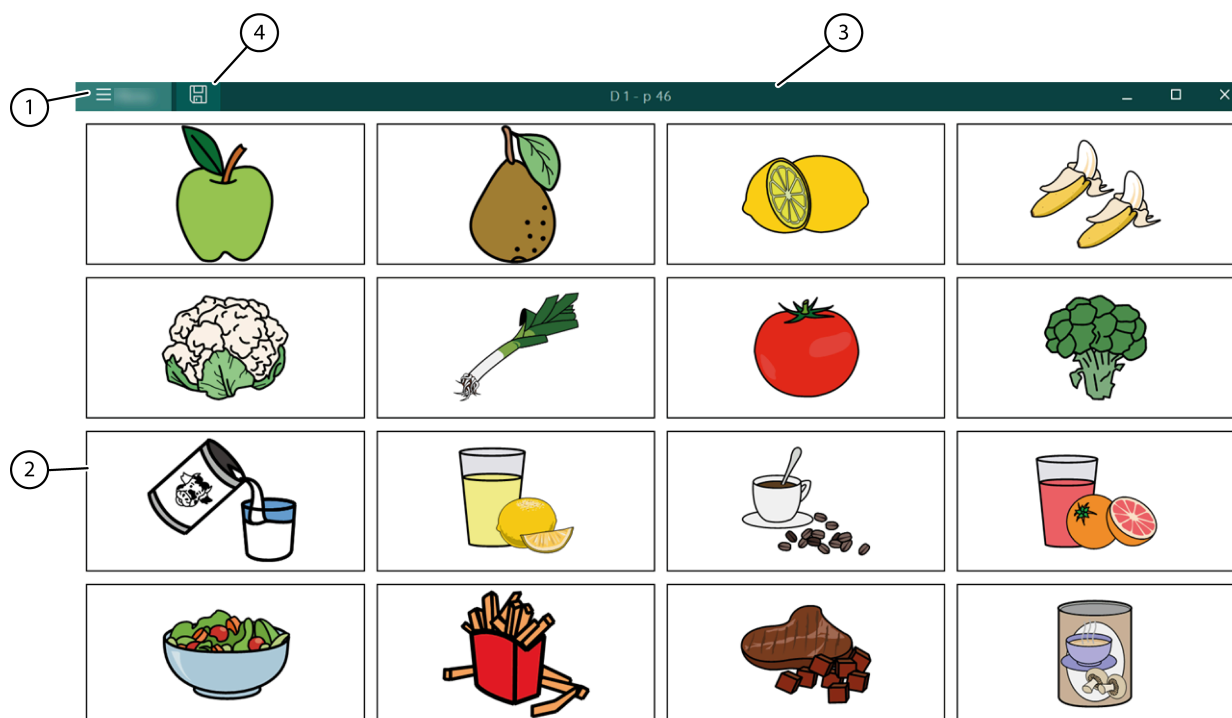




Figure 1: The Mind Express window in the user view of a pageset

No.	Area	Explanation
1	 <b>Menu</b>	From the menu you can: <ul style="list-style-type: none"> <li>• return to the portal</li> <li>• go to the pageset's edit view</li> <li>• choose the control method</li> <li>• display full screen</li> <li>• print a page or note</li> <li>• change the settings</li> <li>• search for a word and show the path to the word</li> <li>• open webhelp</li> <li>• change the profile or add a new profile</li> </ul>
2	The main window	Shows the pageset's active page.
3	Title bar	The title bar displays the 'pageset name - page name'.
4	 Save	You can save the changes.

**See also**

- The Mind Express window on page 12
- The edit view of a pageset on page 14

## 10 The edit view of a pageset




The pageset edit view is the view of the pageset that allows you to edit the pageset, the pages and the cells. The edit panel is always visible on the right side

By going to the menu or using the **F2** function key, from user view you can enable the pageset's edit view and also return to user view.



Figure 2: The Mind Express window in the pageset's edit view



No.	Area	Explanation
1	 <b>Menu</b>	From the menu you can: <ul style="list-style-type: none"> <li>• stop editing</li> <li>• save the pageset</li> <li>• change the settings</li> <li>• open the tutorial</li> <li>• open webhelp</li> </ul>
2	The page name	The page name is displayed here. You can change the page name here. After you have saved the changes, the page name in the title bar will also change.
3	The main window	Displays the edit window of the active page of the pageset.
4	The navigation bar 	The navigation buttons allow you to quickly navigate to the page you want to edit.
5	The edit panel	The edit panel contains the following three tabs: <ul style="list-style-type: none"> <li>• <b>Cell</b></li> <li>• <b>Page</b></li> <li>• <b>Pageset</b></li> </ul>
6	Title bar	The title bar displays the 'pageset name - page name'.
7	 Save	Use this button to save the changes.

**See also**

- The Mind Express window on page 12
- The user view of a pageset on page 13

## B Functions in Mind Express






### 1 Choosing the (current) control method

You can always adjust the control method by which the user selects a cell: mouse/touch, scanning switches, joystick or eye control.



#### TIP

All of these control methods can be adapted to the individual needs and wishes of the user.

1. Go to the user view or the portal.
2. Choose  **Menu** > **Choose access method**.
3. Choose one of the following methods:
  -  **Mouse/Touch**
  -  **Joystick**
  -  **Scanning**
  -  **Eye tracking**



#### See also

Actions: Access > Access method on page 167

Choosing the startup control method on page 39

Selecting and setting up a pageset-specific control method on page 40

### 2 Displaying full screen

Choose  **Menu** >  **Full screen**.

#### See also

The Mind Express window on page 12

Exiting full screen on page 16

### 3 Exiting full screen

Choose one of the following options:

- On a device that is connected to a physical keyboard: press **ESC**.
- On the device itself: use the **ESC** button provided to exit full screen.
- Drag your finger from the top of the touchscreen to the bottom.



#### NOTE

If a password has been set in order for a user to leave full screen, then the correct password must be entered first.

#### See also

The Mind Express window on page 12

Displaying full screen on page 16




Setting up a password for exiting full screen in user view on page 16

Restoring forgotten password for full screen on page 17

### 4 Setting up a password for exiting full screen in user view

To prevent a user from using the menu by exiting full screen by pressing **ESC**, you can set up a password in Mind Express.

1. Go to the Mind Express portal.

2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. In the **Profile settings** options group, in **Use menu password**, choose **Yes**.
5. In **Password**, enter a password to be used to exit full screen.
6. Choose **OK**.

#### See also

[Exiting full screen on page 16](#)

[Restoring forgotten password for full screen on page 17](#)

## 5 Restoring forgotten password for full screen

If you have protected full screen exit for the user with a password and you have forgotten the password, then follow the procedure below:

Choose one of the following options:

- The user does not automatically start up in full screen view: read the forgotten password, change it or disable its use in the profile settings,
- The user starts up automatically in full screen view:
  1. Enter the emergency password `jabblaservice` to exit full screen mode.
  2. Read the forgotten password, change it or disable its use in the profile settings.



#### See also

[Exiting full screen on page 16](#)

[Setting up a password for exiting full screen in user view on page 16](#)

## 6 Print one or more pages

Pages can only be printed in user view. The pages are printed using the default printer set up in Windows.



1. Choose  **Menu** >  **Print** > **Page**.  
The **Print settings** dialog appears.
2. In **Size**, from the drop-down list, select one of the following options:
  - **Full page** to print the page on a full page.  
In **Keep aspect ratio**, choose **No**, if both the width and height of the page are to be fully utilized. Choose **Yes** if the width/height ratio is to be maintained.
  - **Custom size**: enter the **Width** and **Height** of the print on the page. If you have specified sizes in the pageset preferences, then these are automatically copied.  
In **Center on page**, choose **No** if you want to print the page in the top left instead of centering it on the page.
3. In **Print labels**, choose **Yes** if the cell labels can be printed.
4. Choose **OK**.  
The **Print** dialog appears.
5. If you want to print multiple pages, then set the **Print Range**.
6. Specify the other settings for printing and select **Print**.  
The pages are printed.

#### See also

[Printing a message on page 17](#)

## 7 Printing a message

The message can only be printed in user view or via the **Print** message action, see [Actions: Most used > Message Box > Edit](#) on page 149. The message is printed using the default printer set up in Windows.



1. Choose  **Menu** >  **Print** > **Message Box Content**.  
The **Print settings** dialog appears.
2. In **Size**, from the drop-down list, select one of the following options:
  - **Full page**: the full content of the message is printed on a full page.
  - **Custom size**: enter the **Width** and **Height** of the print on the page. If you have specified sizes in the pageset preferences, then these are automatically copied.In **Center on page**, choose **No** if you want to print the message in the top left instead of centering it on the page.
3. In **Scale**, set the slider to specify the size of the printed message content.
4. Choose **OK**.  
The **Print** dialog appears.
5. Specify the settings for printing and select **Print**.  
The message is being printed.

### See also

[Print one or more pages on page 17](#)

## 8 Finding a cell or path to a cell in a pageset in user view



In user view you can search for a cell in the pageset based on the label or a word from a **Type text** action. In edit view, the search options are more extensive (ID, style, script, **Go to page** action).

1. Choose  **Menu** >  **Find**.  
A **Find** pop-up window appears.
2. In the input field , type part of a word you are looking for.  
In the preview window, the cells (with the page name below them) that match the characters you entered, will appear.
3. To find a path to a specific cell in the preview window on the current page, select the cell and the cell containing the path will be displayed in color in the current page.

### See also

[Finding a cell in a pageset in edit view on page 20](#)

## 9 Opening Mind Express online help

1. Choose  **Menu** >  **Help**.  
The support window with your Mind Express serial number and version appears.
2. Choose **Online help** and choose **OK**.




### See also

[Tutorial on reviewing basic editing on page 20](#)

[Requesting remote support on page 18](#)

## 10 Requesting remote support

Contact the helpdesk of your Mind Express dealer by phone. If necessary, the helpdesk assistant will give you the following instructions to temporarily take over your device.



1. Choose  **Menu** >  **Help**.  
A window with your Mind Express serial number and version appears.
2. Choose  **Remote support** and choose **OK**.  
The support window with your ID and password will appear.
3. Provide the helpdesk assistant with your ID and password.  
The helpdesk employee can now solve the problem remotely.



**See also**

Opening Mind Express online help on page 18

Tutorial on reviewing basic editing on page 20

**11 Switching profile**

If multiple profiles have been created in Mind Express, there is the option to switch profile. You can recognize your own backed up (and possibly shared) profiles by the  icon. The profile that another user has shared with you can be recognized by the  icon.

1. Go to the portal.
2. Choose  **Menu** >  **Change profile**.  
The profiles window appears.
3. Select a different profile.  
The portal of the other profile appears.

**See also**

Types of profile on page 82

**12 Uploading changes to a profile shared with you**

When you carry out modifications remotely (add, delete or change pagesets, pages or cells) in a profile shared with you, you can upload these modifications whenever you wish.




You can also publish the changes immediately if you are asked to do so, when switching to another profile.

These uploaded changes are logged.

Choose  **Menu** >  **Upload changes**.

**13 Making a quick sound recording**

Making a quick sound recording in this way is only possible if

- this option is activated (see [In a pageset activating quick sound recording for a cell](#) on page 113)
  - if in the **Mouse/Touch** control settings, in **Select**, the **When releasing** option is activated.
1. Continue to press the cell (long touch or long press of the mouse button in user view).  
After the set time, the recording window appears.
  2. Continue to press  to start recording and release to stop recording.
  3. Choose  to listen to the recording, and  to stop listening.

**See also**



Actions: Audio and video > Audio on page 164

**14 Functions in edit view****14.1 Stopping edit**

There are a number of functions in the edit panel that are common to all tabs: Most are also available via the Windows keyboard shortcuts or the Windows taskbar.



Figure 3: Common functions in the edit panel

Choose  in the edit panel or choose  **Menu** > **Done edit**.




## See also

Undoing an action on page 21

Redoing an action on page 21

## 14.2 Saving a pageset

Choose one of the following options to save all changes in the pageset:

- In the title bar, choose 
- In edit view, choose  **Menu** >  **Save**
- Press **Ctrl + S**.

In the title bar, the  icon darkens to .

## See also







Copying a pageset on page 37

## 14.3 Finding a cell in a pageset in edit view

In edit view, you can find a cell in the pageset based on:

- the cell's label
- a word from an action **Type text**
- an ID
- a style
- a script
- an action **Go to page**

The search options are more limited in user view.



1. Choose  **Menu** > **Edit F2**.
2. Choose one of the following options:
  - Choose the **Pageset** tab in the edit panel where the search box  appears.
  - Choose  **Menu** >  **Find**. The **Find** pop-up window appears with a search box.
3. In the search box, enter one of the following search options:
  - part of the text of a label or of an action Text
  - style:name of the searched style, for example style:style 1
  - ID:name of the searched ID
  - script:name of the searched script
  - gotopage:name of the searched page
4. Choose  or **OK** or press **Enter**.  
The first search result is displayed.
5. Choose  or press **F3**, to find the next cell with the same search action or enter a different search action.

## See also


Finding a cell or path to a cell in a pageset in user view on page 18

## 14.4 Tutorial on reviewing basic editing

The first time you open the edit view for a new profile, a short tutorial is shown. You can watch this tutorial again.

1. Choose  **Menu** >  **Quick tutorial**.

2. Choose one of the following options:

- **Next** to go to the next tip.
- A page button (  ) to navigate to another page
- **Skip** to stop.

#### See also

[Opening Mind Express online help on page 18](#)

[Requesting remote support on page 18](#)

### 14.5 Opening Mind Express online help

1. Choose  **Menu** >  **Help**.

The support window with your Mind Express serial number and version appears.

2. Choose **Online help** and choose **OK**.

#### See also

[Tutorial on reviewing basic editing on page 20](#)


[Requesting remote support on page 18](#)

### 14.6 Undoing an action

The edit panel contains some general functions: most of them are also available via the Windows keyboard shortcuts or the Windows taskbar.



Figure 4: Common functions in the edit panel

Choose  or **Ctrl + Z**.

#### See also

[Redoing an action on page 21](#)

[Stopping edit on page 19](#)

### 14.7 Redoing an action

There are a number of functions in the edit panel that are common to all tabs: Most are also available via the Windows keyboard shortcuts or the Windows taskbar.



Figure 5: Common functions in the edit panel

Choose  or **Ctrl + Y**.

#### See also

[Undoing an action on page 21](#)


[Stopping edit on page 19](#)

### 14.8 Opening the on-screen keyboard

There are some functions in the edit panel that are common to all tabs. Most are also available via the Windows keyboard shortcuts or the Windows taskbar.








Figure 6: Common functions in the edit panel

Choose  in the edit panel or in the Windows taskbar.

On a device with a touchscreen, you can specify an icon to open the on-screen keyboard in the Windows taskbar, see the Windows settings for all possible options.

### 14.9 Navigating in a pageset

In edit view you can navigate between pages. You can also use the navigation keys on the input panel.

Button	Input panel	Explanation
	<b>Page Down</b>	Go to the next page.
	<b>Page Up</b>	Go to the previous page.
	<b>Home</b>	Go to the first page.
	<b>End</b>	Go to the last page.
	<b>Ctrl + G</b>	Go to page... In the <b>Choose a page</b> window you can sort, search and choose the pages.



## 14.10 The Cell tab in the edit panel

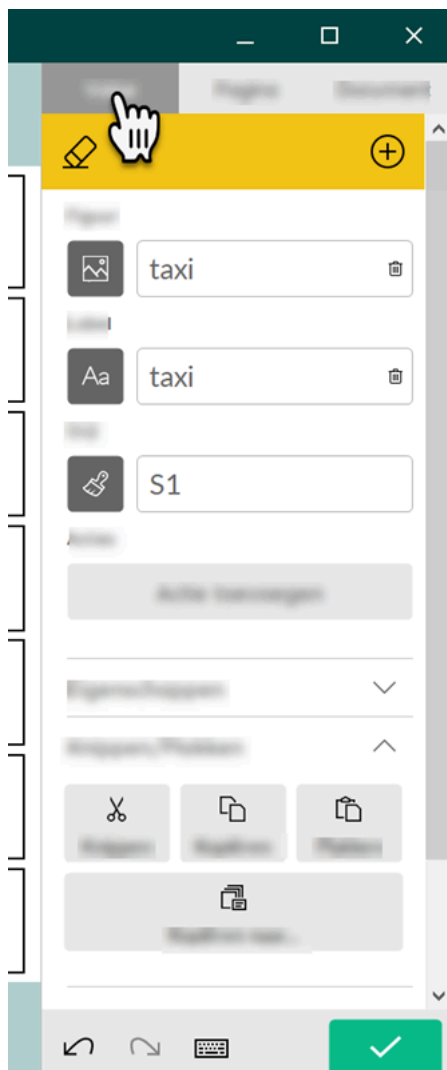


Figure 7: The **Cell** tab in the edit panel

You can choose the **Cell** tab if you first go to the edit view of the pageset with the **F2** key or via **Menu > Edit**.

Area	Explanation
Tabs: <ul style="list-style-type: none"> <li>• <b>Cell</b></li> <li>• <b>Page</b></li> <li>• <b>Pageset</b></li> </ul>	The <b>Cell</b> is open in the picture.
<b>Delete (Del)</b>	Step-by-step you can delete the content of a cell, the style of a cell or the actual cell (Freestyle).
<b>Add cell</b> (only in Freestyle)	You can add a new cell.
<b>Image</b> options group	You can choose, change or delete a picture.
<b>Label</b> options group	You can choose, change or delete the label of a picture.
<b>Style</b> options group	You can change the style or create a new one.
<b>Actions</b> options group	You can or change an action.

Area	Explanation
<b>Properties</b> options group	You can do the following: <ul style="list-style-type: none"> <li>• show or hide a cell</li> <li>• make a cell selectable or unselectable</li> <li>• make a cell draggable or undraggable</li> <li>• add or not add a cell's action text to a message</li> </ul>
<b>Cut/Paste</b> options group	You can cut, copy (to...) or paste the content of a cell.
<b>Multiple cells</b> options group	You can do the following: <ul style="list-style-type: none"> <li>• select multiple cells</li> <li>• select all cells</li> <li>• sort cells</li> <li>• fill multiple cells</li> </ul>
<b>Scanning</b> options group	You can do the following: <ul style="list-style-type: none"> <li>• set the scan word for a cell, scan group, row or column</li> <li>• add the cells to a scan group</li> </ul>
<b>Position</b> options group	You can do the following: <ul style="list-style-type: none"> <li>• position cells with the left, right, top and bottom side relative to each other</li> <li>• make cells the same size in length, width or length and width</li> <li>• position cells on top or in the background relative to each other</li> </ul>
↶ <b>Undo (Ctrl+Z)</b>	You undo the previous actions. You can perform this function multiple times consecutively.
↷ <b>Again (Ctrl+Y)</b>	You can redo the action/s you have undone.
⌨ <b>Open on-screen keyboard</b>	You open the on-screen keyboard.
✔ <b>Done edit</b>	You finish editing. The editing actions are not saved.

**See also**

The Page tab in the edit panel on page 24

The Pageset tab in the edit panel on page 27

Working with cells on page 117








### 14.11 The Page tab in the edit panel



Figure 8: The **Page** tab

You can choose the **Page** tab if you first go to the edit view of the pageset with the **F2** key or via **Menu** > **Edit**.

Area	Explanation
Tabs: <ul style="list-style-type: none"> <li>• <b>Cell</b></li> <li>• <b>Page</b></li> <li>• <b>Pageset</b></li> </ul>	The <b>Page</b> is open in the picture.
<b>+</b> , <b>New page (Ins).</b>	You can add a new page.
<b>+</b> <b>Add a copy of the current page after the current page or at the end of the pageset</b>	You can add a copy of the current page at the back of the pageset.

Area	Explanation
 <b>Page settings (F8)</b>	<p>You can change settings per page or for multiple pages depending on whether you choose the <b>Grid</b> page type or <b>Freestyle</b>:</p> <ul style="list-style-type: none"> <li>• page name</li> <li>• page type: Grid or Freestyle</li> <li>• number of rows (Grid)</li> <li>• number of columns (Grid)</li> <li>• the space between the cells (Grid)</li> <li>• the background color</li> <li>• the background picture</li> <li>• the size of the background picture.</li> <li>• the aspect ratio of the background picture (not maintained when filling the background)</li> <li>• show the page as a pop-up window</li> <li>• after a selection on a page, always have Mind Express automatically return to the previous page</li> </ul> <p><b>NOTE</b>   Before you make any changes to the settings of this/these page/pages, you can first:</p> <ul style="list-style-type: none"> <li>• search</li> <li>• sort</li> <li>• select</li> </ul> <p>and also:</p> <ul style="list-style-type: none"> <li>• delete the page/s</li> <li>• adding a new page</li> </ul>
 <b>Delete page</b>	You can delete the current page.
<b>Current page</b> options group	You can change the name of the current page.
Options group <b>Row</b> (Grid)	<p>You can do the following:</p> <ul style="list-style-type: none"> <li>• add a row above a selected cell</li> <li>• add a column below a selected cell</li> <li>• delete a row</li> </ul>
Options group <b>Column</b> (Grid)	<p>You can do the following:</p> <ul style="list-style-type: none"> <li>• add a column to the left of a selected cell</li> <li>• add a column to the right of a selected cell</li> <li>• delete a column</li> </ul>
 <b>Undo (Ctrl+Z)</b>	<p>You undo the previous action.</p> <p>You can perform this function multiple times consecutively.</p>
 <b>Again (Ctrl+Y)</b>	You can redo the action/s you have undone.
 <b>Open on-screen keyboard</b>	You open the on-screen keyboard.
 <b>Done edit</b>	You finish editing. The editing actions are not saved.

**See also**

The Cell tab in the edit panel on page 22

The Pageset tab in the edit panel on page 27

Page on page 203

## 14.12 The Pageset tab in the edit panel

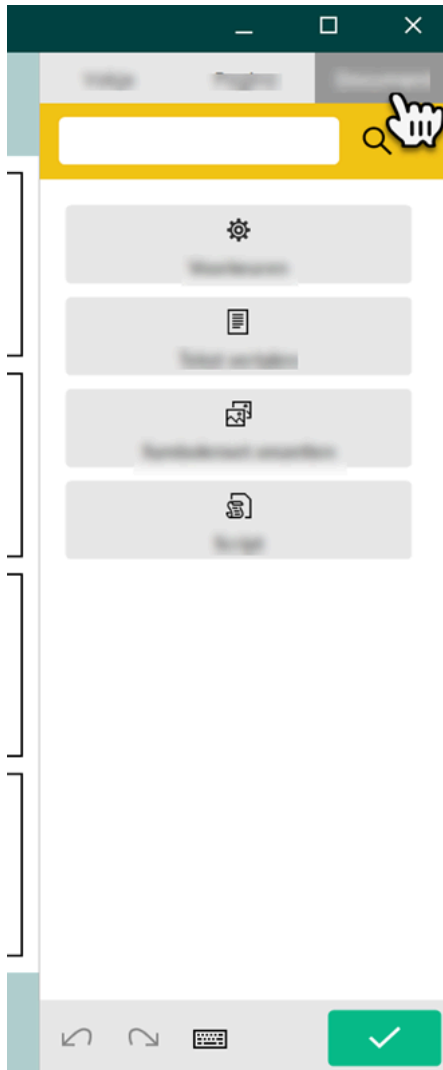







Figure 9: The **Pageset** tab

You can choose the **Pageset** tab if you first go to the edit view of the pageset with the **F2** key or via **Menu** > **Edit**.

Area	Explanation
Tabs: <ul style="list-style-type: none"> <li>• <b>Cell</b></li> <li>• <b>Page</b></li> <li>• <b>Pageset</b></li> </ul>	The <b>Pageset</b> tab is opened.
<input type="text"/> <b>Search (Ctrl+F)</b>	You can search for a cell by typing in (part of) the label or the picture name.
<b>Advanced programming</b>	Advanced users are able to program actions. Each pageset can contain one script for programming various commands in Python ( <a href="http://www.python.org">www.python.org</a> ). The commands in the script can be triggered by a particular event (for example opening a page) or they can be called using the <b>Advanced programming</b> action assigned to a cell.
<b>Settings</b>	You can set the <b>Pageset preferences</b> .
<b>Translate text</b>	You can translate the text of the whole pageset or of the current page.

Area	Explanation
 <b>Convert symbol set</b>	You can convert the symbol set to another set in the whole pageset or on the current page.
 <b>Undo (Ctrl+Z)</b>	You undo the previous action. You can perform this function multiple times consecutively.
 <b>Again (Ctrl+Y)</b>	You can redo the action/s you have undone.
 <b>Open on-screen keyboard</b>	You open the on-screen keyboard.
 <b>Done edit</b>	You finish editing. The editing actions are not saved.

**See also**

- The Cell tab in the edit panel on page 22
- The Page tab in the edit panel on page 24
- Pageset on page 210
- Working with pages on page 202

# C The portal

## 1 The portal

The Mind Express portal gives an overview of the user's available pagesets.



### TIP

Use the menu to display the portal to the user in full screen mode. You can exit full screen using **ESC** on the keyboard. On a tablet, this can be done via the on-screen keyboard. Many Jabbla devices have a separate escape button.

Mind Express starts up as a portal or with the user view of a start pageset. Using the menu you can return to the portal from the user view of a pageset. If you are in a pageset's edit view, you must first stop editing.

You can organize the portal using the menu.

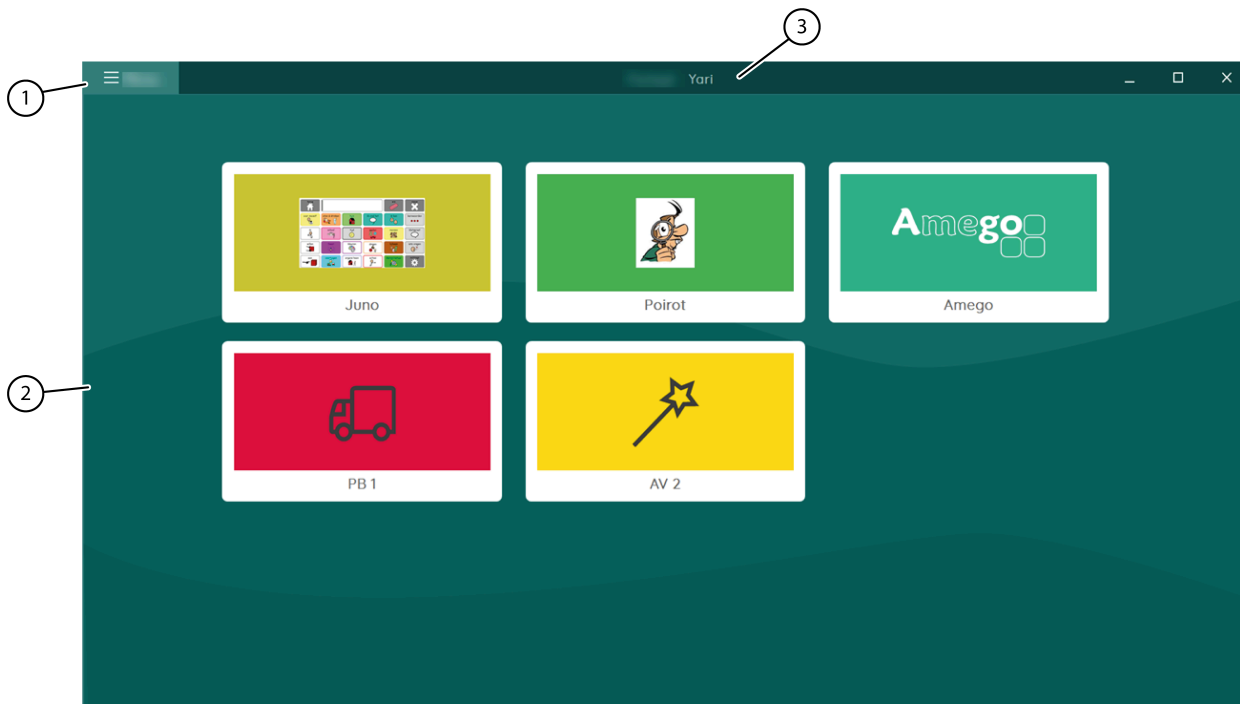



Figure 10: The Mind Express window as the portal

No.	Area	Explanation
1	 <b>Menu</b>	From the menu you can: <ul style="list-style-type: none"> <li>• create a new pageset</li> <li>• organize the portal</li> <li>• choose the control method</li> <li>• display full screen</li> <li>• export pagesets</li> <li>• import pagesets</li> <li>• change the settings</li> <li>• open webhelp</li> <li>• change the profile or add a new profile</li> </ul>
2	The main window	This window shows the available pagesets.
3	Title bar	The title bar displays 'Portal' and the name of the profile.

## See also

The Mind Express window on page 12

Opening the portal on page 30

## 2 Portal functions

### 2.1 Opening the portal


You can display the Mind Express window as follows:

- As a portal. This view displays a list of all the user's pagesets. You can also organize the pagesets in the portal to suit your preferences.
- In user view. In this view, the end user can use the pageset.
- In edit view. In this view, the instructor can edit the pageset.



#### TIP

When Mind Express is displayed in full screen, some parts of a display are not visible. You can exit full screen using **ESC** on your input panel. On a tablet, this can be done via the on-screen keyboard. Many Jabbla devices have a separate escape button.

1. If you are in a pageset's edit view, choose  **Menu** > **Done edit F2**.

You are now in user view.

2. Choose  **Menu** >  **Portal**.

## See also

The portal on page 29

### 2.2 Creating a new pageset

When creating a new pageset, you can choose the page type: Grid or Freestyle. You can change this later. In the Grid type, the cells have a fixed position on the page in rows and columns, in contrast to the Freestyle type, where the cells can be moved freely.


1. Choose  **Menu** > **+** **New**.

The **Create new pageset** window appears.

2. In the **title** field, enter a unique pageset name.

3. Next to the **title** field, choose the cell to select a background color from the color picker.

4. Choose one of the following actions to add an image to the pageset:

- Choose an image from the list.
- Choose , navigate to an image and choose **Open**.

5. Choose **Next**.

The **Choose a page type** window opens in the **Grid** tab.

6. Choose one of the following options:

- Do not leave the **Grid** tab, choose the number of lines and columns and as required add a message bar to the first page. A message bar consists of a cell with the **Message Box** action, a cell with the **Clear content** action and a cell with the **Read content** action, see [Actions: Most used > Message Box > Message Box](#) on page 146.
- Choose the **Freestyle** tab.
- Do not leave the **Grid** tab, choose the number of lines and columns and as required add a message to the page, see [Actions: Most used > Message Box > Message Box](#) on page 146.
- Choose the **Freestyle** tab.

7. Choose **Create pageset**.

The first page of the new pageset is immediately opened in edit view.



**See also**

- Opening a pageset on page 31
- Importing a pageset from another profile onto your device on page 31
- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33
- Importing a ready-to-use pageset on page 214

**2.3 Opening a pageset**



1. Open the portal.
2. Navigate to the page with the folder containing the pageset or to where the actual pageset can be found.
3. As required, select the folder containing the pageset.
4. Select the pageset.

**See also**

- Creating a new pageset on page 30
- Reopening a pageset on the last page on page 115
- Reopening a pageset in the last position of the dynamic list on page 116

**2.4 Importing a pageset from another profile onto your device**

If you have other profiles in Mind Express, then it is easy to import pagesets from another profile to the current profile.



1. Choose  **Menu** >  **Import**.  
The **Import** window appears.
2. Choose **From another profile**.  
The **Choose profile and pageset to import** window appears.
3. Select a profile.
4. Select a pageset.
5. Choose **Import file**.  
The pageset is imported and opens immediately.

**See also**

- Creating a new pageset on page 30
- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33
- Importing a ready-to-use pageset on page 214
- Exchanging pages between pagesets on page 205

**2.5 Exporting a pageset**

You can export a user's pageset in order to import it later on another device. To import a pageset from another user on the same device, you do not need to export it first.

1. Open the user's portal.
2. Choose  **Menu** >  **Export**.
3. Select the pageset.
4. Choose **Export pageset**.  
The Windows window **Save as** appears.
5. Browse to the location on a drive where you want to save the pageset, enter a **Filename** and choose **Save**.

## See also

- Creating a new pageset on page 30
- Importing a pageset from another profile onto your device on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33
- Importing a ready-to-use pageset on page 214
- Exchanging pages between pagesets on page 205
- Exported/imported pageset details on page 32

## 2.6 Exported/imported pageset details

### 2.6 Is exported/imported

What was actually placed in a cell:

- pictures in cells in the pageset itself
- sounds, music and videos programmed into a pageset through the actions **Play file, Play sound, Sound recording, ...**

### 2.6 Is NOT exported/imported

- By browsing in a folder, what has to be shown:
  - sound or video files played through the actions **Display content, Playlist, Shuffle playlist, ...**
  - camera images
  - photos, pictures, ... in a slideshow
- All settings associated with the user's profile, for example the contacts, pronunciation dictionary, etc.

## See also

- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32



## 2.7 Importing a pageset from a drive


You can import an exported pageset or a user.



### NOTE

- *Only what was actually placed in a cell will be exported/imported:*
  - *pictures in cells in the pageset itself*
  - *sounds, music and videos programmed into a pageset through the actions **Play file, Play sound, Sound recording, ...***
- *By browsing in a folder, what will NOT be exported/imported must be shown:*
  - *sound or video files played through the actions **Display content, Playlist, Shuffle playlist, ...***
  - *camera images*
  - *photos, pictures, ... in a slideshow*
- *All settings associated with the user's profile are NOT exported/imported, for example the contacts, pronunciation dictionary, etc.*

1. Open the user's portal.
2. Choose  **Menu** >  **Import**.  
The **Import** window appears.
3. Choose **From disk**.  
The Windows window **Open** appears.
4. Browse to the location on a drive where the pageset has been saved, select it and choose **Open**.  
The **Choose a page type** window appears.

5. Enter a unique name and choose a symbol and background color for the pageset. You can use the  button to add an image of your own.
6. Choose **Import file**.  
The pageset is imported and opens immediately.

### See also

Creating a new pageset on page 30

Importing a pageset from another profile onto your device on page 31

Exporting a pageset on page 31

Importing a pageset from the Mind Expresswebsite on page 33



Importing a ready-to-use pageset on page 214

Exchanging pages between pagesets on page 205

Exported/imported pageset details on page 32

## 2.8 Importing a pageset from the Mind Expresswebsite

You can import a number of ready-made pagesets from the Mind Express website for a user. After creating a new profile and opening the blank portal, you are also prompted to import Pagesets.

1. Open the user's portal.
2. Choose  **Menu** >  **Import**.  
The **Import** window appears.
3. Choose **Online pagesets**.
4. Choose one of the following categories on the left:
  - **Symbol communication**
  - **Text communication**
  - **Games and music**
  - **Education**
  - **Apps**
5. (Option) Choose **Most used** to only display the most used pagesets.
6. (Option) Fold open the **More search options** menu to filter on **Language**.
7. Select one or more pagesets on the right.



### NOTE

Choose **Read more** for more information about the pageset.

8. Choose **Import pagesets**.  
The selected ready-to-use pagesets are imported and displayed in the last position of the portal's last page. If you overwrite an already existing pageset with the same name, you will lose it irretrievably.

### See also

Creating a new pageset on page 30

Importing a pageset from another profile onto your device on page 31



Exporting a pageset on page 31

Importing a pageset from a drive on page 32

Importing a ready-to-use pageset on page 214

Exchanging pages between pagesets on page 205

## 2.9 Opening Mind Express online help

1. Choose  **Menu** >  **Help**.  
The support window with your Mind Express serial number and version appears.
2. Choose **Online help** and choose **OK**.

## See also

- Tutorial on reviewing basic editing on page 20
- Requesting remote support on page 18

## 2.10 Requesting remote support

Contact the helpdesk of your Mind Express dealer by phone. If necessary, the helpdesk assistant will give you the following instructions to temporarily take over your device.

1. Choose **Menu** > **Help**.  
A window with your Mind Express serial number and version appears.
2. Choose **Remote support** and choose **OK**.  
The support window with your ID and password will appear.
3. Provide the helpdesk assistant with your ID and password.  
The helpdesk employee can now solve the problem remotely.

## See also

- Opening Mind Express online help on page 18
- Tutorial on reviewing basic editing on page 20

## 3 Organizing the portal

### 3.1 Creating a new folder

1. Go to the portal.
2. Choose **Menu** > **Organize**.
3. Navigate to an empty cell in the actual portal or in a folder in the portal and select it.



Figure 11: Empty and selected cell in the portal

4. Choose **Create a portal folder**.  
The **Create a portal folder** window appears.
5. In the **Type a name** field, enter a unique folder name.
6. Choose **OK**.
7. Choose **OK** to end organizing the portal.




## See also

- Deleting a pageset or folder on page 35
- Moving or switching around a pageset or folder on page 36
- Copying a pageset on page 37
- Changing the name of a pageset or folder on page 34
- Changing the image of a pageset on page 35
- Changing the background color of a pageset on page 35

### 3.2 Changing the name of a pageset or folder

While organizing the portal you can always open a folder by selecting it and choosing **Open folder**.


1. Go to the portal.





2. Choose  **Menu** >  **Organize**.
3. Select the pageset or folder.
4. Choose .  
The **Edit this portal item** window appears.
5. Overwrite the name with a new unique name.
6. Choose **OK**.
7. Choose **OK** to end organizing the portal.

#### See also

- Creating a new folder on page 34
- Changing the image of a pageset on page 35
- Changing the background color of a pageset on page 35

### 3.3 Changing the image of a pageset


While organizing the portal you can always open a folder by selecting it and choosing .




1. Go to the portal.
2. Choose  **Menu** >  **Organize**.
3. Select the pageset or folder.
4. Choose .  
The **Edit this portal item** window appears.
5. Choose one of the following actions to change the image:
  - Choose a new image from the list.
  - Choose , navigate to a new image and choose **Open**.
6. Choose **OK**.
7. Choose **OK** to end organizing the portal.

#### See also

- Creating a new folder on page 34
- Changing the name of a pageset or folder on page 34
- Changing the background color of a pageset on page 35

### 3.4 Changing the background color of a pageset

While organizing the portal you can always open a folder by selecting it and choosing .

1. Go to the portal.
2. Choose  **Menu** >  **Organize**.
3. Select the pageset or folder.
4. Choose .  
The **Edit this portal item** window appears.
5. Next to the name field, choose the cell to select a new background color with the color picker.
6. Choose **OK**.
7. Choose **OK** to end organizing the portal.

#### See also

- Creating a new folder on page 34
- Changing the name of a pageset or folder on page 34
- Changing the image of a pageset on page 35




## 3.5 Deleting a pageset or folder

If you delete a pageset or a folder containing all the pagesets, then this is final and all content such as imported images, sounds, music and videos is also deleted!



### TIP

You can create a recycle bin folder in the portal so you can first copy the pagesets and folders you want to delete to the recycle bin. You can always empty the recycle bin later.

1. Go to the portal.
2. Choose  **Menu** >  **Organize**.
3. Select the pageset or folder.
4. Choose .
5. Choose **Delete** if you are sure you want to delete the pageset or folder containing all pagesets as well as all imported images, sounds, music and videos for these pagesets.
6. Choose **OK** to end organizing the portal.

### See also

[Creating a new folder on page 34](#)

[Moving or switching around a pageset or folder on page 36](#)

[Merging pagesets and folders on page 37](#)

## 3.6 Moving or switching around a pageset or folder

You can move pagesets and folders or switch them around by dragging and dropping them.

While organizing the portal you can always open a folder by selecting it and choosing .



1. Go to the portal.
2. Choose  **Menu** >  **Organize**.
- 3.
4. Choose one of the following options:
  - Drag the pageset or folder to an empty portal cell (surrounded by dotted lines).



Figure 12: Empty portal cell while organizing the portal

- Drag the pageset to a folder.
- Drag the pageset to another pageset to change around their positions.
- Drag the folder to another folder to change around their positions.
- Drag the folder to a pageset to change around their positions
- Drag the pageset or folder to a navigation button (arrow surrounded by dotted lines) to move them to the next page, for example.



Figure 13: The Next navigation button while organizing the portal

### See also

[Creating a new folder on page 34](#)

[Deleting a pageset or folder on page 35](#)

### 3.7 Copying a pageset



#### TIP

You can also copy a pageset in the edit view of the pageset: **Menu** > **Save as**.

Also, in **Save pagesets**: you can then choose to save only one of the merged pagesets.

While organizing the portal you can always open a folder by selecting it and choosing .

1. Go to the portal.
2. Choose **Menu** > **Organize**.
3. Select the pageset or folder.
4. Choose .

The **Copy this pageset** window appears. The name of the pageset is automatically **[original name] - copy**

5. As necessary, overwrite the name with a new unique pageset name.
6. Choose **OK**.
7. Choose **OK** to end organizing the portal.

#### See also

[Creating a new folder on page 34](#)

[Saving a pageset on page 20](#)

### 3.8 Merging pagesets and folders

You can merge pagesets in a folder into one pageset. The first pageset, the recipient, will receive all the pagesets from the folder. All pagesets that have been merged, including the recipient, are now linked pagesets.



#### TIP

Take a copy of all the pagesets you want to merge before you start. Remember, merging pagesets is very drastic and cannot be undone.

You can allow the user to navigate from one linked pageset to another, via the **Go to...** action **To pageset**, see [Actions: Most used > Go to...](#) on page 145.

While organizing the portal, you can set up which linked pageset you want a merged pageset to start up with, see [Setting up the startup pageset of linked pagesets](#) on page 37.

1. Go to the portal.
2. Choose **Menu** > **Organize**.
3. Select the folder you want to merge.
4. Move the pageset, that you want to merge the other pagesets with, to the first position in the folder. See [Moving or switching around a pageset or folder](#) on page 36.
5. Choose .

A new window will show which folder has been merged (in front of the arrow) and which the pageset has received everything (behind the arrow).

6. Choose **Merge**.
7. Choose **OK** to confirm and to exit organizing the portal.


#### See also

[Deleting a pageset or folder on page 35](#)

[Setting up the startup pageset of linked pagesets on page 37](#)

### 3.9 Setting up the startup pageset of linked pagesets

1. Go to the portal.
2. Choose **Menu** > **Organize**.

3. Select the pageset with the linked pagesets and choose .  
The **Edit this portal item** window appears.
4. In **Start pageset**, choose the linked pageset the user should start up with from the drop-down list, and choose **OK**.
5. Choose **OK** to end organizing the portal.

### See also

[Merging pagesets and folders on page 37](#)



# D Mind Express settings

## 1 Choosing the control method, selection method and settings






### 1.1 Choosing the (current) control method

You can always adjust the control method by which the user selects a cell: mouse/touch, scanning switches, joystick or eye control.



#### TIP

All of these control methods can be adapted to the individual needs and wishes of the user.

1. Go to the user view or the portal.
2. Choose  **Menu** > **Choose access method**.
3. Choose one of the following methods:
  -  **Mouse/Touch**
  -  **Joystick**
  -  **Scanning**
  -  **Eye tracking**

#### See also

Actions: [Access > Access method](#) on page 167








[Choosing the startup control method](#) on page 39

[Selecting and setting up a pageset-specific control method](#) on page 40

### 1.2 Choosing the control method in edit view




You can set up the control method for the way the user selects cells: via the mouse, or the touchscreen, via scanning switches, with a joystick or via eye tracking.

In edit view, you cannot directly select the control method from the menu, such as in the user view or in the portal. This can be done via **Settings**.





1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **General**.
4. In **Current access method**, choose one of the following methods from the drop-down list:
  -  **Mouse/Touch**
  -  **Joystick**
  -  **Scanning**
  -  **Eye tracking**
5. Choose **OK**.

### 1.3 Choosing the startup control method

You can set which control method Mind Express should always start with: mouse/touch, scanning switches, joystick or eye control.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **General**.

4. In **Start up with**, choose one of the following methods from the drop-down list:

-  **Mouse/Touch**
-  **Joystick**
-  **Scanning**
-  **Eye tracking**

5. Choose **OK**.

### See also

[Choosing the \(current\) control method on page 16](#)

[Selecting and setting up a pageset-specific control method on page 40](#)

## 1.4 Selecting and setting up a pageset-specific control method

You can select a specific control method for a pageset (mouse/touch, scanning switches, joystick or eye tracking) and choose the corresponding control settings. The pageset-specific control method has priority over the current or start-up control method.

1. Choose  **Menu** >  **Settings** >  **Pageset**.







### TIP

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **General pageset preferences** options group, in **Use specific access settings**, choose **Yes**.

3. In **Method**, choose a control method from the drop-down list:

- , **Mouse/Touch**.
- , **Joystick**.
- , **Scanning**.
- , **Eye tracking**.

4. Choose **Access settings**.

The control settings tab for the selected control method opens with a warning that you are changing the pageset-specific control method and settings here!

5. Here, (and as required in other tabs), set the pageset-specific control settings, see [Choosing the control method, selection method and settings on page 39](#).

6. Choose **OK**

### See also

[Choosing the \(current\) control method on page 16](#)

[Choosing the startup control method on page 39](#)

## 1.5 Selection settings

There are a large number of settings for customizing the selection of cells to meet the user's needs. The selected cell can be outlined in a specific color, it can be enlarged, a selection can be made by pressing or releasing, a dwell selection can be set up, it is even possible to play a sound and display audible feedback for the selection.

A number of specific settings are available for certain control methods, for example:

- When using the joystick, the selection indicator can continue to move in steps in the direction indicated by the joystick.
- If the user scans using one or two switches, then you can set a number of preferences to make scanning as convenient as possible to meet the user's needs.
- You can use the settings to enable the user to dwell via touch.

Mind Express can also be used with a 1 or 2 switch scanning system. Mind Express offers a number of scanning methods, preferences and options that allow you to configure your scanning to best suit the needs and skills of the user.



### NOTE

When you open a pageset, Mind Express will search for pageset specific control preferences. If there are no pageset-specific preferences, Mind Express will use either the current or the start-up operation method.



#### NOTE

When you open a pageset, the system will first search for pageset-specific selection preferences. If no selection preferences are specified in the pageset, the user settings will be used for selection.

#### See also

Mouse/touch selection

Scanning selection on page 50

Joystick selection on page 63




Eye tracking on page 67





## 1.6 Mouse/Touch selection settings

### 1.6.1 Setting up selection by pressing/touching on mouse/touch selection

In the **When pressing** selection method, you select a cell the moment you press the mouse button or touch the cell on the screen. You can set various options.

Increasing the acceptance time can be useful to avoid users making a selection through involuntary movements.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Mouse/Touch**.
4. In the **Select** options group, choose **Select, When pressing** from the drop-down list.
5. Set the following options:

Option	Procedure
<b>Acceptance time</b>	<p>Set up the amount of time a user must touch or press the mouse button before the input is accepted. For example, if the acceptance time is set for 2 seconds, the user must touch or press the mouse button for 2 seconds before the selection is activated</p> <p>Drag the slider to set the acceptance time. You can fine-tune the acceptance time with  and .</p>
<b>Delay time after selection</b>	<p>After a selection, all input is ignored for a set period of time. This option prevents a user from selecting the same cell multiple times. If, for example, the delay time is set to 2 seconds, after selecting a cell the input will be ignored for 2 seconds.</p> <p>Drag the slider to set the delay time. You can fine-tune the delay time with  and .</p>


6. Choose **OK**.

#### See also

Setting up selection when releasing on mouse/touch selection on page 41

### 1.6.2 Setting up selection when releasing on mouse/touch selection

In the **When releasing** selection method, you select a cell only after you release the mouse button/screen after tapping/touching it.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.

3. Choose **Mouse/Touch**.
4. In the **Select** options group, choose **Select, When releasing** from the drop-down list.
5. Set the following option:

Option	Procedure
<b>Delay time after selection</b>	<p>After a selection, all input is ignored for a set period of time. This option prevents a user from selecting the same cell multiple times. If, for example, the delay time is set to 2 seconds, after selecting a cell the input will be ignored for 2 seconds.</p> <p>Drag the slider to set the delay time. You can fine-tune the delay time with <b>+</b> and <b>-</b>.</p>

6. Choose **OK**.

**See also**


Setting up selection by pressing/touching on mouse/touch selection on page 41

**1.6.3 Settings for selecting by dwelling**




Dwelling in Mind Express means selecting a cell by positioning the mouse pointer for a set time over the cell.

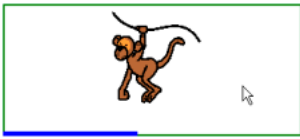
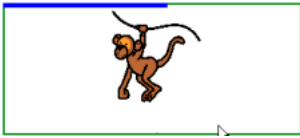

When using the **Dwell** selection method, the indicated cell is automatically selected after the specified dwell time, without pressing a button.


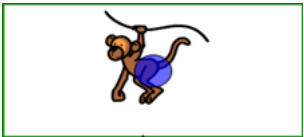


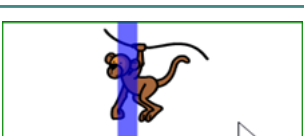
For example: if you point to the same cell for 2 seconds, then that cell is automatically selected after 2 seconds.

 **TIP** The **Dwell via touch** option is available for dwelling with touch.

You can set various options.





1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Mouse/Touch**.
4. In the **Select** options group, choose **Select, Dwell** from the drop-down list.
5. From **Dwell indicator** choose one of the following visual indicators for the dwell time progress from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Dwell indicator	Example
<b>None</b>	There is no visual indicator for the dwell time. A dot briefly lights up after expiration of the dwell time.
<b>Bar at the bottom</b>	
<b>Bar at the top</b>	
<b>Full-circle clock</b>	

Dwell indicator	Example
<b>Hollow clock</b>	
<b>Dot (when selected)</b>	
<b>Shrinking dot</b>	
<b>Fill</b>	
<b>Scanline</b>	

6. Set the remaining options:

Option	Procedure
<b>Dwell time</b>	Drag the slider to set the dwell time. You can fine-tune the dwell time with <b>+</b> and <b>-</b> .
<b>Repeat dwell</b>	When using repeat dwell, once an action has been selected, the output will be repeated at the end of the set dwell time. If, for example, the dwell time is 2 seconds, the cell with the mouse pointer will be activated every 2 seconds until you move the mouse pointer to a different cell. Choose <b>Yes</b> to enable repeat dwell.
<b>External dwell - jitter margin</b>	To use dwell outside of Mind Express, it's necessary to set the size of the dwelling area (in pixels). The mouse pointer must stay in this area to perform a dwell selection. If the mouse pointer moves outside of the dwelling area, the dwell time will start again. Drag the slider to set the number of pixels. You can fine-tune the number of pixels with <b>+</b> and <b>-</b> .

Option	Procedure
<b>Dwell memory time</b>	<p>The dwell memory time is used in combination with dwell selection. It is useful for users who struggle to stay on a cell with the mouse pointer for the entire dwell time. If a dwell memory time is set, the dwell time is paused when the user moves the mouse pointer away from a target. When the user moves the mouse pointer back to the target before the dwell memory time expires, dwell time will not restart from the beginning but will resume from the pause.</p> <p>Drag the slider to set the dwell memory time. You can fine-tune the dwell memory time with  and .</p>
<b>Show more dwell times</b>	<p>You can assign a different dwell time to various cells. For example, you can use a shorter dwell time for cells with 1 letter and a longer dwell time for cells with sentences. When editing a cell, Scanning/Dwelling allows you to link the dwell time to the cell.</p> <p>Choose <b>Yes</b> to show other dwell times, to set with the slider and if necessary to enable repeat dwell.</p>
<b>Delay time after selection</b>	<p>After a selection, all input is ignored for a set period of time. This option prevents a user from selecting the same cell multiple times. If, for example, the delay time is set to 2 seconds, after selecting a cell the input will be ignored for 2 seconds.</p> <p>Drag the slider to set the delay time. You can fine-tune the delay time with  and .</p>




7. Choose **OK**.



**See also**

- Actions: Access > Dwell (mouse/touch/eye tracking) on page 168
- Setting the selection indicator options on mouse/touch selection on page 46
- Setting up different dwell times for cells on page 46
- Settings for selecting by dwelling via touch on page 44

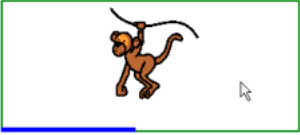
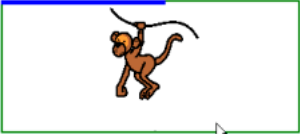


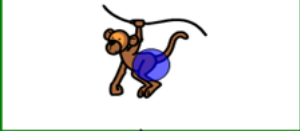
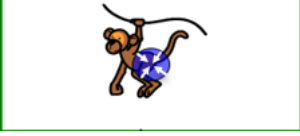
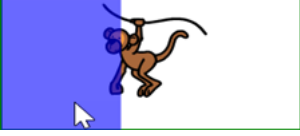
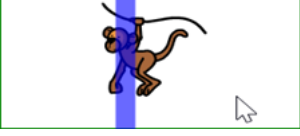
**1.6.4 Settings for selecting by dwelling via touch**

Dwell via touch makes it possible to dwell via the touchscreen.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Mouse/Touch**.
4. In the **Select** options group, choose **Select, Dwell via touch** from the drop-down list.
5. Set the following option:



Option	Procedure
<b>Dwell time</b>	<p>Drag the slider to set the dwell time. You can fine-tune the dwell time with  and .</p>

6. From **Dwell indicator** choose one of the following visual indicators for the dwell time progress from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Dwell indicator	Example
<b>None</b>	There is no visual indicator for the dwell time. A dot briefly lights up after expiration of the dwell time.
<b>Bar at the bottom</b>	
<b>Bar at the top</b>	
<b>Full-circle clock</b>	
<b>Hollow clock</b>	
<b>Dot (when selected)</b>	
<b>Shrinking dot</b>	
<b>Fill</b>	
<b>Scanline</b>	

7. Set the remaining options:

Option	Procedure
<b>Repeat dwell</b>	<p>When using repeat dwell, once an action has been selected, the output will be repeated at the end of the set dwell time. If, for example, the dwell time is 2 seconds, the cell with the mouse pointer will be activated every 2 seconds until you move the mouse pointer to a different cell.</p> <p>Choose <b>Yes</b> to enable repeat dwell.</p>

Option	Procedure
<b>Show more dwell times</b>	<p>You can assign a different dwell time to various cells. For example, you can use a shorter dwell time for cells with 1 letter and a longer dwell time for cells with sentences. When editing a cell, Scanning/Dwelling allows you to link the dwell time to the cell.</p> <p>Choose <b>Yes</b> to show other dwell times, to set with the slider and if necessary to enable repeat dwell.</p>
<b>Delay time after selection</b>	<p>After a selection, all input is ignored for a set period of time. This option prevents a user from selecting the same cell multiple times. If, for example, the delay time is set to 2 seconds, after selecting a cell the input will be ignored for 2 seconds.</p> <p>Drag the slider to set the delay time after selection. You can fine-tune the delay time after selection with  and .</p>

8. Choose **OK**.

#### See also

Actions: Access > Dwell (mouse/touch/eye tracking) on page 168


Setting the selection indicator options on mouse/touch selection on page 46

Settings for selecting by dwelling on page 42

Setting up different dwell times for cells on page 46

### 1.6.5 Setting up different dwell times for cells

It may be useful for a user to have different dwell times depending on the nature of the cells. For example, it is useful to assign a longer dwell time to a cell showing a word prediction than to a cell with the letter of a keyboard.

1. Choose  **Menu** > **Edit F2**.
2. Navigate to the required page.
3. Choose the **Cell** tab in the edit panel.
4. Select the cells you want to assign a different dwell time to.
5. Fold open the **Scanning/Dwelling** options group.
6. In the **Scanning/Dwelling** options group, in the **Dwelling** category, choose a dwell time from the drop-down list.

#### See also

Actions: Access > Dwell (mouse/touch/eye tracking) on page 168




Settings for selecting by dwelling on page 42

Settings for selecting by dwelling via touch on page 44

### 1.6.6 Setting the selection indicator options on mouse/touch selection

You can specify how a cell should be visually highlighted when you select it and/or point at it.

Depending on the type of mouse/touch selection, some indicator options may or may not be available.

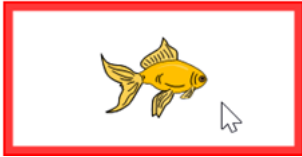
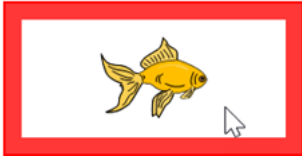
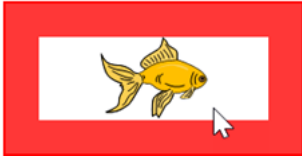

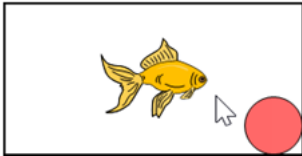
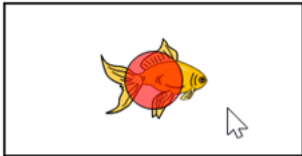
1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Mouse/Touch**.

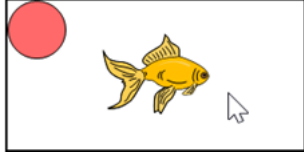


4. In the **Indicator** options group, specify the following options:

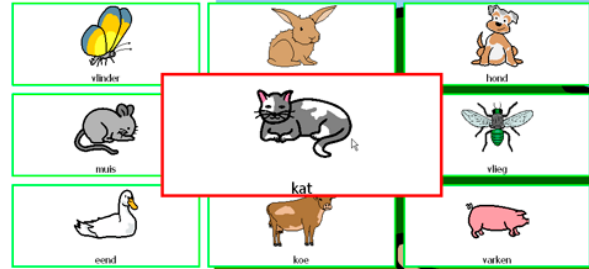
Option	Procedure
<b>Choose mode</b>	From the drop-down list, choose one of the following options: <ul style="list-style-type: none"> <li>• <b>When selecting:</b> shows the indicator only when you select the cell.</li> <li>• <b>When pointing:</b> shows the indicator when you point to or select the cell.</li> </ul>
<b>Hide the mouse pointer</b> (only with <b>Choose mode &gt; When pointing</b> )	You can choose to hide the mouse pointer so that only the indicator of the cell is visible when pointing at it.

5. In the **Indicator** options group, in **Visual indicator**, select one of the following visual views for the cell indicator from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Visual indicator	Example
<b>None</b>	No indicator is displayed.
<b>Border</b>	
<b>Border (wide)</b>	
<b>Border (extra wide)</b>	
<b>Color background</b>	
<b>Dot (bottom)</b>	
<b>Dot (middle)</b>	

Visual indicator	Example
<b>Dot (top)</b>	

6. In the **Indicator** options group, specify the remaining options:

Option	Procedure
<b>Enlarge cell</b>	<p>You can enlarge the cell that is highlighted.</p> <p>Drag the slider to set the enlargement of the cell. You can fine-tune the magnification with <b>+</b> and <b>-</b>.</p> 
<b>Sound when selecting</b>	Choose <b>Yes</b> to hear a short sound during the selection process.

7. Choose **OK**.

**See also**

- Settings for selecting by dwelling on page 42
- Settings for selecting by dwelling via touch on page 44




**1.6.7 Setting the auditory feedback on mouse/touch selection**

If you select auditory feedback, the scanword in each cell, row column or scan group is said aloud when your mouse pointer moves over the word. If a scanword has not been specified, the text of the cell is said aloud. If there is no text, the label of the cell is said aloud. You can opt to have the label of the cell said aloud instead of the text, if a scanword has not been specified.

The options only become visible when auditory feedback is enabled.

- Choose **Menu** > **Settings**.
- Choose **Access**.
- Choose **Mouse/Touch**.
- In the **Auditory feedback** options group, specify the following options:




Option	Procedure
<b>Auditory feedback</b>	Choose <b>Yes</b> to enable auditory feedback and make the corresponding options visible.
<b>Voice</b>	From the drop-down list, choose a language with a corresponding voice.
<b>Volume</b>	Drag the slider to set the volume. You can fine-tune the volume with <b>-</b> and <b>+</b> .





Option	Procedure
<b>Speed</b>	Drag the slider to set the pronunciation speed. You can fine-tune the pronunciation speed with  and  .
<b>Test voice</b>	Choose  to test the pronunciation settings.
<b>Channel</b>	From the drop-down list, select one of the following options: <ul style="list-style-type: none"> <li>• <b>Left</b>, if you want to hear the scan words through the left speaker and all other voice messages through the right speaker.</li> <li>• <b>Right</b>, if you want to hear the scan words through the right speaker and all other voice messages through the left speaker.</li> <li>• <b>Both channels (stereo)</b>, if you want to hear the scan words and all other voice messages through both speakers.</li> </ul>
<b>Use label if no scan word is specified</b>	Choose <b>Yes</b> , if the cell label needs to be said aloud instead of the text, if no scan word is available.

5. Choose **OK**.

### 1.6.8 Setting up the external zoom on mouse/touch

External zoom actions can be used to zoom in on an area of your screen to make selections easier outside of Mind Express.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Mouse/Touch**.
4. In the **External zoom** options group, specify the following options:

Option	Procedure
<b>Magnification</b>	Drag the slider to set the zoom magnification. You can fine-tune the magnification with  and  .
<b>Speed</b>	Drag the slider to set the zoom speed. You can fine-tune the speed with  and  .
<b>Mouse pointer</b>	Choose one of the options from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Normal</b>.</li> <li>• <b>Dot</b>.</li> <li>• <b>Large dot (red)</b></li> <li>• <b>None</b>.</li> </ul>

5. Choose **OK**.

### See also




Actions: [Access > External zoom \(mouse/touch/eye tracking\)](#) on page 169





### 1.6.9 Setting head control for mouse/touch

A user can move the mouse pointer through head movements by using the device's camera or a by using a camera connected to the device. The user can use actions to change the eye tracking settings.

This add-on must first be activated.

Head control is only available through a paid-for license.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Mouse/Touch**.
4. In the **Head tracking** options group, specify the following options:

Option	Procedure
<b>Enabled</b>	Choose <b>Yes</b> to enable head control for the user.
<b>Horizontal sensitivity</b>	Increase the sensitivity of the camera for horizontal head movements by increasing the value, i.e. the higher the value, the faster the mouse pointer moves.  Drag the slider to set the sensitivity. You can fine-tune this with  and  .
<b>Vertical sensitivity</b>	Increase the camera's sensitivity for vertical head movements by increasing the value, i.e. the higher the value, the faster the mouse pointer moves.  Drag the slider to set the sensitivity. You can fine-tune this with  and  .
<b>Mirror camera image horizontally</b>	Choose <b>Yes</b> if the horizontal direction of movement of the mouse pointer is opposite to the direction of the head movement.
<b>Mirror camera image vertically</b>	Choose <b>Yes</b> if the vertical direction of movement of the mouse pointer is opposite to the direction of the head movement.

5. Choose **OK**.

### See also

Actions: [Access > Head tracking > Head control](#) on page 171  
[De/activating add-ons](#) on page 92

## 1.7 Scanning selection settings




### 1.7.1 Scanning selection

Mind Express can be used with a 1 or 2 switch scanning system. Mind Express offers a number of scanning methods, preferences and options that allow you to configure your scanning to best suit the needs and skills of the user.





### See also

[Selection settings](#) on page 40

### 1.7.2 Setting the step pattern on scanning selection

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.

4. In the **Scanning** options group, from **Scanning pattern** specify the following options:

Option	Procedure
<b>Pattern</b>	<p>Choose one of the following patterns according to which the cells will be scanned:</p> <ul style="list-style-type: none"> <li>• <b>Linear</b>: the first row of cells is scanned from left to right, then the second row also from left to right, etc.</li> <li>• <b>Linear (column)</b>: the first column of cells is scanned from top to bottom, then the second column is also scanned from top to bottom, and so on.</li> <li>• <b>Snake</b>: the first row of cells is scanned from left to right, then the second row from right to left, etc.</li> <li>• <b>Snake (column)</b>: the first column of cells is scanned from top to bottom, then the second column is scanned from bottom to top, and so on.</li> <li>• <b>Row-column</b>: first the grid is scanned row by row and then the cells in the selected row are scanned.</li> <li>• <b>Column-row</b>: first the grid is scanned column by column and then the cells in the selected column are scanned.</li> </ul>
<b>Use scan groups</b>	<p>Up to 16 scan groups can be defined on a page. Any selection of cells can be added to a group. When the page is scanned, the groups are scanned according to the number assigned to them (from 1 to 10). Cells not assigned to a group will not be included in scanning.</p> <p>Choose <b>Yes</b> to enable this function.</p>
<b>Prescan in blocks</b>	<p>With this option, the page can be divided into blocks and the user can specify the size of the blocks. Scanning goes through the blocks in a linear pattern. Once a block is selected, the set scan pattern (e.g. Row column) is performed in the selected block.</p> <p>Choose <b>Yes</b> to enable this function.</p>
<b>Number of blocks vertical</b>	<p>With prescan you can set the number of blocks you want to divide the pageset in vertically.</p> <p>Drag the slider to set the number of blocks vertically. You can fine-tune this with  and .</p>
<b>Number of blocks horizontal</b>	<p>With prescan you can set the number of blocks you want to divide the pageset in horizontally.</p> <p>Drag the slider to set the number of blocks horizontally. You can fine-tune this with  and .</p>

5. Choose **OK**.


#### See also







Choosing the step settings in scanning selection on page 51

### 1.7.3 Choosing the step settings in scanning selection

In the step settings you can set the step method and the corresponding options. Once you choose a step method, the options are made visible.

1. Choose  **Menu** >  **Settings**.

2. Choose  **Access**.
3. Choose **Scanning**.
4. From the **Scanning settings** options group, choose a step method and corresponding options for the steps. With the automatic scanning step method, the **Pause scanning** options group appears with pause options that you can specify.
  - Step and pause settings in automatic scanning

Scanning method and options	Explanation
<b>Scanning method</b>	<p><b>Automatic:</b> The consecutive cells or series of cells in the step pattern are provided automatically at an adjustable pace (see <b>Advance time</b> below).</p> <p>Choose this step method from the drop-down list.</p>
<b>Advance time</b>	<p>How long the scanning indicator stays on a cell before moving to the next item.</p> <p>Drag the slider to set the step time. You can fine-tune the step time with  and .</p>
<b>Backtrack</b>	<p>When backtrack is enabled, pressing a switch will cause the scanning indicator to reverse direction. The next switch activation will select the cell that is highlighted.</p> <p>Choose <b>Yes</b> to enable backtracking.</p>
<b>Backtrack time</b>	<p>The time between moving from one cell/row/column to the previous cell/row/column when backtracking.</p> <p>Drag the slider to set the backtracking time. You can fine-tune the backtracking time with  and .</p>
<b>Start scanning from the beginning with switch 2</b>	<p>During automatic stepping, you can quickly return to the starting position of the steps.</p> <p>Choose <b>Yes</b> to enable this option.</p>
<b>Skip cells that have no actions in them</b>	<p>During automatic stepping you can skip actionless cells.</p> <p>Choose <b>Yes</b> to enable this option.</p>
<b>Return after several rounds</b>	<p>Indicate how many times the cells of a selected row or column are scanned during a specific number of rounds. If after the specified number of rounds a selection still has not been made, then scanning will continue with the next row, column or group.</p> <p>This option is not available for linear or zigzag step patterns, see <a href="#">Setting the step pattern on scanning selection</a> on page 50.</p> <p>Drag the slider to set the number of rounds. You can fine-tune the number of rounds with  and .</p>
<b>After selection of a cell</b>	<p>Scanning is interrupted temporarily after the user has made a selection. To resume scanning, press a switch.</p> <p>Choose <b>Pause scanning, Yes</b> from the options group, to enable this option.</p>
<b>With switch 2</b>	<p>Scanning is paused by pressing switch 2 and resumed by pressing switch 1.</p> <p>Choose <b>Pause scanning, Yes</b> from the options group, to enable this option.</p>

Scanning method and options	Explanation
<b>After several rounds</b>	<p>Scanning stops automatically if no selection is made after the specified number of rounds.</p> <p>Choose <b>Pause scanning, Yes</b> from the options group, to enable this option and drag the slider to set the number of repeats.</p> <p>You can fine-tune the number of repeats with <input type="button" value="+"/> and <input type="button" value="-"/>.</p>

- Scanning step settings by pressing switch 1 to step

Scanning method and options	Explanation
<b>Scanning method</b>	<p><b>If you press switch 1.</b></p> <p>The next cell or series of cells is displayed when switch 1 is pressed.</p> <p>Choose this step method from the drop-down list.</p>
<b>Delay after steps</b>	<p>After a step, all input from switch 1 (mover) is ignored for the specified time. This option can be used to avoid quick unintentional successive steps.</p> <p>Drag the slider to set the post step delay time.</p> <p>You can fine-tune the delay time with <input type="button" value="+"/> and <input type="button" value="-"/>.</p>
<b>Skip cells that have no actions in them</b>	<p>You can skip actionless cells while stepping.</p> <p>Choose <b>Yes</b> to enable this option.</p>
<b>Automatic first step</b>	<p>If this setting is turned on, the scanning indicator is automatically displayed on the first item to scan. If the setting is off, the user needs to activate switch 1 (mover).</p> <p>Choose <b>Yes</b> to enable this option.</p>

Scanning method and options	Explanation
<b>Return after several rounds</b>	<p>Indicate how many times the cells of a selected row or column are scanned during a specific number of rounds. If after the specified number of rounds a selection still has not been made, then scanning will continue with the next row, column or group.</p> <p>This option is not available for linear or zigzag step patterns, see <a href="#">Setting the step pattern on scanning selection</a> on page 50.</p> <p>Drag the slider to set the number of rounds. You can fine-tune the number of rounds with <b>+</b> and <b>-</b>.</p>

- Scanning step settings while pressing and holding switch 1 to step

Scanning method and options	Explanation
<b>Scanning method</b>	<p><b>As long as you press and hold switch 1.</b></p> <p><b>Automatic:</b> The consecutive cells or series of cells are offered as long as you press and hold switch 1. The speed at which this happens is determined by the <b>Advance time</b> (see below).</p> <p>Scanning advances as long as you hold switch 1.</p> <p>Choose this step method from the drop-down list.</p>
<b>Advance time</b>	<p>How long the scanning indicator stays on a cell before moving to the next item.</p> <p>Drag the slider to set the step time. You can fine-tune the step time with <b>+</b> and <b>-</b>.</p>
<b>Backtrack</b>	<p>When backtrack is enabled, pressing a switch will cause the scanning indicator to reverse direction. The next switch activation will select the cell that is highlighted.</p> <p>Choose <b>Yes</b> to enable backtracking.</p>
<b>Backtrack time</b>	<p>The time between moving from one cell/row/column to the previous cell/row/column when backtracking.</p> <p>Drag the slider to set the backtracking time. You can fine-tune the backtracking time with <b>+</b> and <b>-</b>.</p>
<b>Skip cells that have no actions in them</b>	<p>During automatic stepping you can skip actionless cells. Choose <b>Yes</b> to enable this option.</p>
<b>Return after several rounds</b>	<p>Indicate how many times the cells of a selected row or column are scanned during a specific number of rounds. If after the specified number of rounds a selection still has not been made, then scanning will continue with the next row, column or group.</p> <p>This option is not available for linear or zigzag step patterns, see <a href="#">Setting the step pattern on scanning selection</a> on page 50.</p> <p>Drag the slider to set the number of rounds. You can fine-tune the number of rounds with <b>+</b> and <b>-</b>.</p>

5. Choose **OK**.



**See also**

Actions: Access > Scan on page 172




Setting up automatic selection after auto-selection time in scanning selection on page 57

Setting the step pattern on scanning selection on page 50

Setting the selection indicator options on scanning selection on page 59

**1.7.4 Setting up selection by releasing switch 1 on scanning selection**

Selecting by releasing switch 1 is only possible with the step method: **As long as you press and hold switch 1.**




1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In the **Select** options group, choose **Access method**, **When you release switch 1** from the drop-down list.
5. Set the following options:



Option	Procedure
<b>Use mouse while scanning</b>	This allows an instructor to select cells with the mouse while scanning. Choose <b>Yes</b> to enable this option.
<b>Return to beginning</b>	After the selection, scanning starts again at the first cell or series of cells. Choose <b>Yes</b> to enable this option.

6. Choose **OK**.

**1.7.5 Setting up selection by short press and then releasing switch 1 on scanning selection**

Selecting by short press and then releasing switch 1 is only possible with the step method: **As long as you press and hold switch 1.**

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In the **Select** options group, choose **Access method**, **Briefly press and release switch 1** from the drop-down list.
5. Set the following options:

Option	Procedure
<b>Use mouse while scanning</b>	This allows an instructor to select cells with the mouse while scanning. Choose <b>Yes</b> to enable this option.
<b>Return to beginning</b>	After the selection, scanning starts again at the first cell or series of cells. Choose <b>Yes</b> to enable this option.
<b>Delay time after selection</b>	After a selection, all input from switch 2 (selector) is ignored for a set period of time. This option prevents a user from activating involuntary multiple selections. Drag the slider to set the delay time after selection. You can fine-tune the delay time after selection with  and  .

6. Choose **OK**.




**1.7.6 Settings for selecting by pressing switch 2 on scanning selection**




Selecting by pressing switch 2 on scanning, can only be enabled with the following step methods:



- **As long as you press and hold switch 1**
- **If you press switch 1**

Some options only become visible when you choose one of the following step patterns:

- **Row-column**
- **Column-row**

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In the **Select** options group, choose **Access method, If you press switch 2** from the drop-down list.
5. Set the following options:




Option	Procedure
<p><b>Invert switch 1 (mover) and switch 2 (selector) while scanning</b></p>	<p>You move between items with switch 1. You then select the group/row/column with switch 2 and after that continue to advance using switch 2. Then select using switch 1, etc.</p> <p>This option is only can only be enabled if the following 2 conditions are met:</p> <ul style="list-style-type: none"> <li>• In the <b>Scanning</b> options group, in <b>Scanning pattern</b> from the <b>Pattern</b> drop-down list, select <b>Row-column</b> or <b>Column-row</b>.</li> <li>• In <b>Scanning settings</b> select <b>If you press switch 1</b> from the <b>Access method</b> drop-down list.</li> </ul> <p>Choose <b>Yes</b> to enable this option.</p>
<p><b>Perform action</b></p>	<p>From the drop-down list, select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>When pressing:</b> the selection is made when the switch is pressed. You can also set the <b>Acceptance time</b> (choose  for more info) by dragging the slider or by fine-tuning with  and .</li> <li>• <b>When releasing:</b> the selection is made when the switch is released.</li> </ul>
<p><b>Scan the entire row/column/group after advancing through the row/column/group.</b></p>	<p>After you have advanced through the row, column or group, it will be completely marked before you can continue.</p>
<p><b>Use mouse while scanning</b></p>	<p>This allows an instructor to select cells with the mouse while scanning.</p> <p>Choose <b>Yes</b> to enable this option.</p>
<p><b>Return to beginning</b></p>	<p>After the selection, scanning starts again at the first cell or series of cells.</p> <p>Choose <b>Yes</b> to enable this option.</p>

Option	Procedure
<b>Delay time after selection</b>	<p>After a selection, all input from switch 2 (selector) is ignored for a set period of time. This option prevents a user from activating involuntary multiple selections.</p> <p>Drag the slider to set the delay time after selection. You can fine-tune the delay time after selection with  and .</p>

6. Choose **OK**.




### 1.7.7 Switching between step and selection switches while scanning



Switching between step and selection switches during scanning can be useful for example, if a user has difficulty scanning using head movements. The user starts stepping with switch 1, selects a row/column/group with switch 2 and can then step again with the same switch 2. He or she can then select using switch 1, etc.






1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In the **Scanning** options group, in **Scanning pattern**, select one of the following options from the **Pattern** drop-down list:
  - **Row-column**
  - **Column-row**
5. In the **Scanning** options group, in **Scanning settings** from the **Scanning method** drop-down list, select **If you press switch 1**.
6. In the **Select** options group, in the **Access method** drop-down list, choose **If you press switch 2**.
7. In the **Select** options group, in **Invert switch 1 (mover) and switch 2 (selector) while scanning**, choose **Yes**.
8. Choose **OK**.

### 1.7.8 Setting up automatic selection after auto-selection time in scanning selection

Automatic selection after a user-defined auto-selection time is only available with the following step methods:

- **As long as you press and hold switch 1**
  - **If you press switch 1**
1. Choose  **Menu** >  **Settings**.
  2. Choose  **Access**.
  3. Choose **Scanning**.
  4. In the **Select** options group, choose **Access method, Automatic (after auto selection time)** from the drop-down list.
  5. Set the following options:

Option	Procedure
<b>Auto select time</b>	<p>The cell is automatically selected after the specified time, unless you continue to advance before the time has expired.</p> <p>Drag the slider to set the auto-select time. You can fine-tune the auto-select time with  and .</p>

Option	Procedure
<b>Perform action</b>	<p>From the drop-down list, select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>When pressing:</b> the selection is made when the switch is pressed. You can also set the <b>Acceptance time</b> (choose  for more info) by dragging the slider or by fine-tuning with  and .</li> <li>• <b>When releasing:</b> the selection is made when the switch is released.</li> </ul>
<b>Use mouse while scanning</b>	This allows an instructor to select cells with the mouse while scanning. Choose <b>Yes</b> to enable this option.
<b>Return to beginning</b>	After the selection, scanning starts again at the first cell or series of cells. Choose <b>Yes</b> to enable this option.
<b>Delay time after selection</b>	<p>After a selection, all input from switch 2 (selector) is ignored for a set period of time. This option prevents a user from activating involuntary multiple selections.</p> <p>Drag the slider to set the delay time after selection. You can fine-tune the delay time after selection with  and .</p>

6. Choose **OK**.




**See also**



Choosing the step settings in scanning selection on page 51

**1.7.9 Settings for selecting by pressing switch 1 on scanning selection**

Selecting by pressing switch 1, is only available with the step method **Automatic**.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In the **Select** options group, choose **Access method, Automatic** from the drop-down list.
5. Set the following options:

Option	Procedure
<b>Perform action</b>	<p>From the drop-down list, select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>When pressing:</b> the selection is made when the switch is pressed. You can also set the <b>Acceptance time</b> (choose  for more info) by dragging the slider or by fine-tuning with  and .</li> <li>• <b>When releasing:</b> the selection is made when the switch is released.</li> </ul>
<b>Use mouse while scanning</b>	This allows an instructor to select cells with the mouse while scanning. Choose <b>Yes</b> to enable this option.
<b>Return to beginning</b>	After the selection, scanning starts again at the first cell or series of cells. Choose <b>Yes</b> to enable this option.

Option	Procedure
<b>Delay time after selection</b>	<p>After a selection, all input from switch 2 (selector) is ignored for a set period of time. This option prevents a user from activating involuntary multiple selections.</p> <p>Drag the slider to set the delay time after selection. You can fine-tune the delay time after selection with  and .</p>




6. Choose **OK**.





#### See also

Choosing the step settings in scanning selection on page 51

#### 1.7.10 Setting up selection as long as switch 1 is pressed on scanning selection

Selecting as long as you press switch 1 is only available with the step method **If you press switch 1**.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In the **Select** options group, choose **Access method, Press and hold switch 1** from the drop-down list.
5. Set the following options:

Option	Procedure
<b>Press time</b>	<p>If you hold the switch for this amount of time, a cell/row/column is selected.</p> <p>Drag the slider to set the time of pressing. You can fine-tune the time for pressing with  and .</p>
<b>Use mouse while scanning</b>	<p>This allows an instructor to select cells with the mouse while scanning. Choose <b>Yes</b> to enable this option.</p>
<b>Return to beginning</b>	<p>After the selection, scanning starts again at the first cell or series of cells. Choose <b>Yes</b> to enable this option.</p>
<b>Delay time after selection</b>	<p>After a selection, all input from switch 2 (selector) is ignored for a set period of time. This option prevents a user from activating involuntary multiple selections.</p> <p>Drag the slider to set the delay time after selection. You can fine-tune the delay time after selection with  and .</p>

6. Choose **OK**.

#### See also

Choosing the step settings in scanning selection on page 51

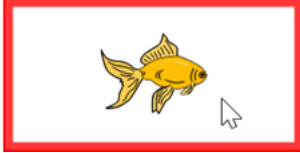



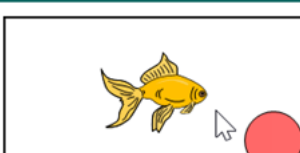
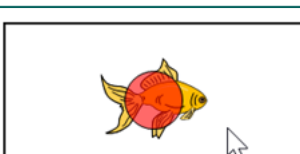
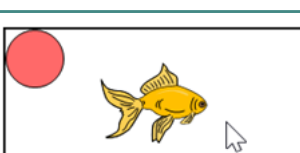
#### 1.7.11 Setting the selection indicator options on scanning selection

You can set how a cell or series of cells should be visually indicated when scanning.

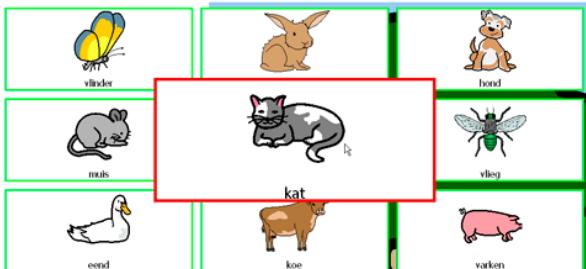
Depending on the type of mouse/touch selection, some indicator options may or may not be available.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.

3. Choose **Scanning**.
4. In the **Indicator** options group, in **Visual indicator**, select one of the following visual views for the cell indicator from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Visual indicator	Example
<b>None</b>	No indicator is displayed.
<b>Border</b>	
<b>Border (wide)</b>	
<b>Border (extra wide)</b>	
<b>Color background</b>	
<b>Dot (bottom)</b>	
<b>Dot (middle)</b>	
<b>Dot (top)</b>	

5. In the **Indicator** options group, specify the remaining options:

Option	Procedure
<b>Enlarge cell</b>	<p>You can enlarge the cell shown with the indicator:</p> <ul style="list-style-type: none"> <li>• Drag the slider to the right to increase the size of the cell.</li> <li>• Drag the slider to the left to decrease the size of the cell.</li> <li>• Drag the slider all the way to the left to ensure the size of the cell is not increased.</li> </ul> 
<b>Sound when moving</b>	Choose <b>Yes</b> to hear a short sound during the step process.
<b>Sound when selecting</b>	Choose <b>Yes</b> to hear a short sound during the selection process.

6. Choose **OK**.




### See also





Choosing the step settings in scanning selection on page 51


#### 1.7.12 Setting the auditory feedback on scanning selection

When auditory feedback is turned on, the scan word associated with the currently highlighted item (cell, row, column, group) is spoken out loud.

The options only become visible when auditory feedback is enabled.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Scanning**.
4. In **Auditory feedback**, set the following options:

Option	Procedure
<b>Auditory feedback</b>	Choose <b>Yes</b> to enable auditory feedback and make the corresponding options visible.
<b>Voice</b>	From the drop-down list, choose a voice with the corresponding language. This is the voice that will be used during scanning and can therefore be different from the voice used for communication.
<b>Volume</b>	Drag the slider to set the volume. You can fine-tune the volume with  and  .
<b>Speed</b>	Drag the slider to set the pronunciation speed. You can fine-tune the pronunciation speed with  and  .

Option	Procedure
<b>Test voice</b>	Choose  to test the pronunciation settings.
<b>Channel</b>	From the drop-down list, select one of the following options: <ul style="list-style-type: none"> <li>• <b>Left</b>, if you want to hear the scan words through the left speaker and all other voice messages through the right speaker.</li> <li>• <b>Right</b>, if you want to hear the scan words through the right speaker and all other voice messages through the left speaker.</li> <li>• <b>Both channels (stereo)</b>, if you want to hear the scan words and all other voice messages through both speakers.</li> </ul>
<b>Use label if no scan word is specified</b>	Choose <b>Yes</b> , if the cell label needs to be said aloud instead of the text, if no scan word is available.

5. Choose **OK**.


**See also**

Actions: [Access](#) > [Scan](#) on page 172

**1.7.13 Setting a scan word for a cell, scan group, row or column**

If you select auditory feedback, the scan word in each cell, row column or scan group is said aloud when the cell or series of cells is displayed. If a scanword has not been specified, the text of the cell is said aloud. If there is no text, the label of the cell is said aloud. You can opt to have the label of the cell said aloud instead of the text, if a scanword has not been specified.

If scan words have been set for cells and rows or columns or scan groups, speaking the scan word of a scan group takes precedence over rows or columns. Rows or columns take precedence over cells.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select a cell.
5. Fold open the **Scanning/Dwelling** options group.
6. In the **Scanning/Dwelling** options group, choose one of the following options:

Option	Procedure
Scan word for a cell	<ol style="list-style-type: none"> <li>1. Select the cells for which you want to set the same scan word.</li> <li>2. In the <b>Scan word</b> category, in the <b>Cell</b> field, you enter the scan word.</li> </ol>
Scan word for a scan group	<ol style="list-style-type: none"> <li>1. Select a scan group cell.</li> <li>2. In the <b>Scan word</b> category, in the <b>Scan group</b> field, you enter the scan word.</li> </ol> <p>You can only set a scan word for a scan group if there are already cells that belong to a scan group.</p>
Scan word for a row	<ol style="list-style-type: none"> <li>1. Select a cell from the row.</li> <li>2. In the <b>Scan word</b> category, in the <b>Row</b> field, you enter the scan word.</li> </ol>




Option	Procedure
Scan word for a column	<ol style="list-style-type: none"> <li>1. Select a cell from the column.</li> <li>2. In the <b>Scan word</b> category, in the <b>Column</b> field, you enter the scan word.</li> </ol>

### 1.7.14 Adding cells to a scan group

If you choose auditory feedback, the scan word for each cell, row, column or scan group is said aloud as the cell or series of cells appear.


You can only set a scan word for a scan group if there are already cells that belong to a scan group.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells you want to add to the scan group.
5. Fold open the **Scanning/Dwelling** options group.
6. In the **Scanning/Dwelling** options group, in the **Scan group** category, choose a scan group from the drop-down list.

## 1.8 Joystick selection settings

### 1.8.1 Joystick selection

The joystick can be used to navigate from one cell to another in the pageset. A single press of the joystick button will produce a sound, word or sentence, or perform an action.




 **NOTE**  
Alternatively, you can use the arrow keys on the input panel as a joystick. Use the Enter key or space bar as the selection key.



#### See also

[Selection settings](#) on page 40

### 1.8.2 Setting up steps on joystick selection

You can set up how to step over the cells.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Joystick**.
4. In **Joystick control**, set the following options:




Option	Procedure
<b>Auto repeat</b>	<p>With auto repeat turned on, the joystick presses will be repeated automatically until the joystick is released.</p> <p>Choose <b>Yes</b> to enable this function.</p>
<b>Repeat time</b>	<p>Specify the time between presses.</p> <p>Drag the slider to set the repeat time. You can fine-tune this with  and .</p>





Option	Procedure
<b>Auto wrap</b>	<p>With auto wrap turned on, when the selection indicator reaches the end of a row or a column, it will automatically jump to the first cell of that row or column and vice versa</p> <p>Choose <b>Yes</b> to enable this function.</p>

5. Choose **OK**.

### 1.8.3 Setting up selection via switch on joystick selection

You can select cells with a joystick by dwelling and/or using a switch. Selection via a switch can be done by pressing or when releasing the switch.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Joystick**.
4. From the **Select** options group in **Selection with joystick button**, select one of the following options from the drop-down list:
  - **When pressing** to be selected when the switch is pressed.
  - **When releasing** to be selected when the switch is released.
5. Set the following options:

Option	Procedure
<b>Acceptance time</b> (only when pressed)	<p>Set up the amount of time a user must press the joystick button before the input is accepted. For example, if the acceptance time is set for 2 seconds, the user must press the joystick button for 2 seconds before the selection is activated.</p> <p>Drag the slider to set the acceptance time. You can fine-tune the acceptance time with  and .</p>
<b>Delay time after selection</b>	<p>After a selection, all input is ignored for a set period of time. This option prevents a user from selecting the same cell multiple times.</p> <p>Drag the slider to set the delay time. You can fine-tune the delay time with  and .</p>

6. Choose **OK**.


#### See also

- Setting up the selection indicator options on joystick selection on page 66
- Settings for selecting by dwelling with joy stick selection on page 64

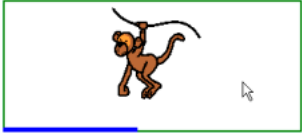
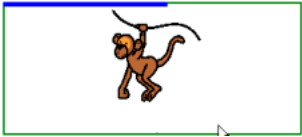

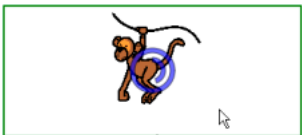
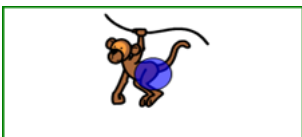
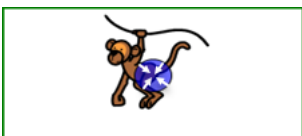
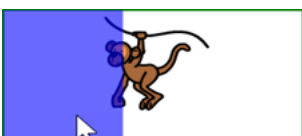
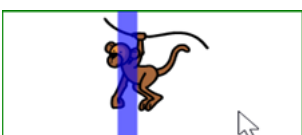
### 1.8.4 Settings for selecting by dwelling with joy stick selection

You can use a joystick to navigate to a cell and then remain there for a while. If you choose to select by dwelling, it suffices to remain (dwell) on the cell for a certain, adjustable time to select it.

You can set various options.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Joystick**.

4. In the **Select** options group, in **Dwell selection, Yes**.
5. From **Dwell indicator** choose one of the following visual indicators for the dwell time progress from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Dwell indicator	Example
<b>None</b>	There is no visual indicator for the dwell time. A dot briefly lights up after expiration of the dwell time.
<b>Bar at the bottom</b>	
<b>Bar at the top</b>	
<b>Full-circle clock</b>	
<b>Hollow clock</b>	
<b>Dot (when selected)</b>	
<b>Shrinking dot</b>	
<b>Fill</b>	
<b>Scanline</b>	

6. Set the remaining options:

Option	Procedure
<b>Dwell time</b>	Drag the slider to set the dwell time. You can fine-tune the dwell time with <b>+</b> and <b>-</b> .

Option	Procedure
<b>Repeat dwell</b>	The selection is repeated each time the specified dwell time has elapsed. For example, if the dwell time is 1 second, the cell you're positioned on will be selected each time after a second, until you move the cell away. Choose <b>Yes</b> to enable repeat dwell.

7. Choose **OK**.




**See also**

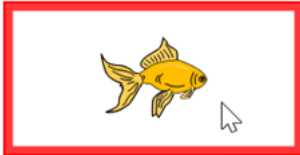
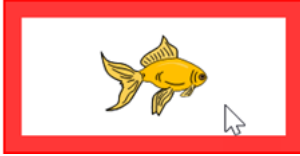

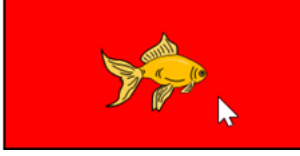

Setting up the selection indicator options on joystick selection on page 66

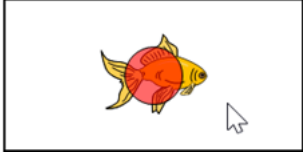
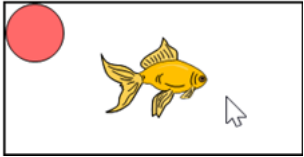
Setting up selection via switch on joystick selection on page 64

**1.8.5 Setting up the selection indicator options on joystick selection**

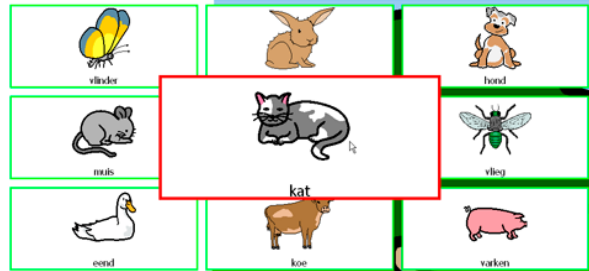
You can specify how a cell should be visually highlighted when you select it and/or point at it.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose the **Joystick** tab.
4. In the **Indicator** options group, in **Visual indicator**, select one of the following visual views for the cell indicator from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Visual indicator	Example
<b>None</b>	No indicator is displayed.
<b>Border</b>	
<b>Border (wide)</b>	
<b>Border (extra wide)</b>	
<b>Color background</b>	
<b>Dot (bottom)</b>	

Visual indicator	Example
<b>Dot (middle)</b>	
<b>Dot (top)</b>	

5. In the **Indicator** options group, specify the remaining options:

Option	Procedure
<b>Enlarge cell</b>	<p>You can enlarge the cell shown with the indicator:</p> <ul style="list-style-type: none"> <li>• Drag the slider to the right to increase the size of the cell.</li> <li>• Drag the slider to the left to decrease the size of the cell.</li> <li>• Drag the slider all the way to the left to ensure the size of the cell is not increased.</li> </ul> 
<b>Sound when selecting</b>	Choose <b>Yes</b> to hear a short sound during the selection process.

6. Choose **OK**.

### See also

Settings for selecting by dwelling with joy stick selection on page 64

Setting up selection via switch on joystick selection on page 64

## 1.9 Eye tracking settings

### 1.9.1 Eye tracking

Eye tracking is a technology in which the user can control software, in this case Mind Express, with one or both eyes.


Mind Express supports various manufacturers. In the **Camera** options group, consult the **Model** drop-down list for a list of the different manufacturers.

### See also




Selection settings on page 40

### 1.9.2 Choosing the camera model for eye tracking

1. Choose  **Menu** >  **Settings**.

2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **Camera** options group, in **Model**, choose a camera model from the drop-down list.  
The **Eye tracking status** changes to the new status. If the camera cannot be found, check all the cables and connections and choose **Restart eye tracking**. If you receive the message the eye tracking cannot be found, close Mind Express, install the eye tracking software and restart Mind Express.
5. Choose **OK**.

**1.9.3 Choosing the eye that follows the eye tracking camera**




1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **Camera** options group, in **Camera follows**, choose one of the following options from the drop-down list:
  - **Left eye only**.
  - **Right eye only**.
  - **Both eyes**.
5. Choose **OK**.

**See also**

- Changing the calibration settings for eye tracking on page 68
- Calibrating the camera for eye tracking on page 70
- Adjusting the eye position relative to the eye-tracking camera on page 69

**1.9.4 Changing the calibration settings for eye tracking**

You can change the default settings to make calibration more accessible to specific users.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **Camera** options group, in **Calibration settings** specify the following options:

Option	Procedure
<b>Calibration point</b>	Select from the drop-down list: <ul style="list-style-type: none"> <li>• A <b>Small circle</b>, <b>Circle</b> or <b>Large circle</b> with colors you can customize.</li> <li>• An image or an animation.</li> <li>• <b>Choose your own image...</b> to add a customized image (*.png, *.bmp). It is best to limit the size of the image to approximately 110 x 110 pixels. A screenshot the size of the large circle in the drop-down list meets these conditions.</li> </ul>
<b>Colors</b> (only for circles)	Set the three colors of the circles using the color picker.
<b>Number of calibration points</b>	Choose <b>5</b> , <b>9</b> or <b>16</b> calibration points. The more points, the more accurate the calibration will be.
<b>Distribution of the calibration points</b>	From the drop-down list, choose what percentage of the screen is to be taken up for distribution of the calibration points. This may facilitate accessibility for some users.
<b>Speed</b>	In the drop-down list, select the speed at which successive calibration points are presented.

Option	Procedure
<b>Manual calibration</b>	Choose <b>Yes</b> to enable manual calibration. You can guide the user through the calibration process. Successive calibration points are not presented automatically in this case. Showing the next calibration point can be done with a mouse click, touching the screen or pressing any key on an input panel.
<b>Random order</b>	Choose <b>Yes</b> to allow the points to be distributed randomly.

5. Choose **OK**.

### See also

Calibrating the camera for eye tracking on page 70

Adjusting the eye position relative to the eye-tracking camera on page 69

Choosing the eye that follows the eye tracking camera on page 68

### 1.9.5 Adjusting the eye position relative to the eye-tracking camera

The eye monitor makes it possible to check whether the user is correctly positioned in front of the camera. The ideal position is obtained when the eyes are in the center of the eye monitor.

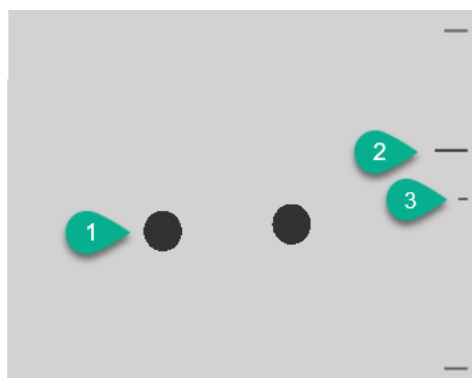


Figure 14: Eye position

Number	Explanation
1	Position of the eyes.
2	This line visualizes the distance of the eyes from the screen. The ideal position is when this line is in the center (3). The further away the eye is from the screen, the lower the stripe.
3	The ideal distance of the eye to the screen.

1. Choose **Menu** > **Settings**.
2. Choose **Access**.
3. Choose the **Eye tracking** tab.
4. From the **Eye monitor settings** options group, for **Camera image** select one of the following options:
  - **Camera image** to show a real camera image. Green crosses are placed in the center of the pupils if the camera detects the eyes properly.
  - **Dots** to display the screen as a gray area. The eyes are visualized as black dots moving along with the head. If one of the eyes is not found, the dots change into circles or they disappear.
5. In **Show the distance**, choose **Yes** to show the distance of the eyes from the screen on the right side of the screen.
6. In the **Camera** options group, in **Show the eye monitor**, choose **Show**.  
The position of the eyes is shown in the eye monitor.




- Adjust the eye position relative to the eye-tracking camera or vice versa. You can now also calibrate, see [Calibrating the camera for eye tracking](#) on page 70.
- Choose **OK**.

### See also

- [Changing the calibration settings for eye tracking](#) on page 68
- [Calibrating the camera for eye tracking](#) on page 70
- [Adjusting the eye position relative to the eye-tracking camera](#) on page 69
- [Choosing the eye that follows the eye tracking camera](#) on page 68

### 1.9.6 Showing the eye monitor in a cell with the Pause eye tracking action





Very often a monitor cell is created for an eye tracking user so that he or she can adjust the position of their eyes in relation to the eye tracking camera, see [Actions: Access > Eye tracking](#) on page 170. If there is little space on a page to provide a monitor cell, you can show the eye monitor in a cell with the **Pause** eye tracking action.

- Choose  **Menu** >  **Settings**.
- Choose  **Access**.
- Choose the **Eye tracking** tab.
- In the **Eye monitor settings** options group, in **Pause cell contains eye monitor**, choose **Yes**.
- Choose **OK**.

### See also

- [Actions: Access > Eye tracking](#) on page 170

### 1.9.7 Calibrating the camera for eye tracking

- Set up the correct eye position. See [Adjusting the eye position relative to the eye-tracking camera](#) on page 69.
- Choose  **Menu** >  **Settings**.
- Choose  **Access**.
- Choose **Eye tracking**.
- In the **Camera** options group, in **Calibrate**, choose .  
The calibration point that was selected and set up in **Calibration settings**, is moving over the screen.
- The user follows the movements of the calibration point until it stops moving and remains at specific positions (5, 9 or 16) for a short time. At these positions it is important that the user focuses on the calibration point. The results of the calibration are displayed.
- Follow the on-screen instructions to improve and complete the calibration as necessary.
- Choose **OK**.




### See also

- [Changing the calibration settings for eye tracking](#) on page 68
- [Adjusting the eye position relative to the eye-tracking camera](#) on page 69
- [Choosing the eye that follows the eye tracking camera](#) on page 68

### 1.9.8 Settings for selecting by dwelling with eye tracking

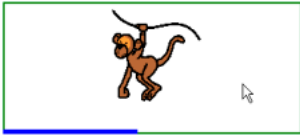
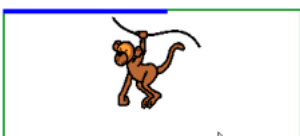

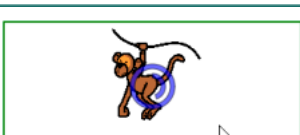

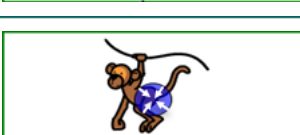
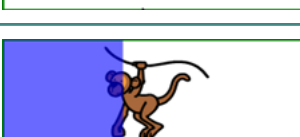

You can select cells with eye tracking by dwelling, by blinking the eyes and by means of a switch. At least one selection method must be chosen. When dwelling, the user selects a cell by looking at it for a customizable period of time (the dwell time). The progress of this time is visualized by the dwell indicator.

You can set various options for the dwell selection.

- Choose  **Menu** >  **Settings**.
- Choose  **Access**.
- Choose **Eye tracking**.
- In the **Select** options group, in **Dwell selection**, **Yes**.







5. From **Dwell indicator** choose one of the following visual indicators for the dwell time progress from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Dwell indicator	Example
<b>None</b>	There is no visual indicator for the dwell time. A dot briefly lights up after expiration of the dwell time.
<b>Bar at the bottom</b>	
<b>Bar at the top</b>	
<b>Full-circle clock</b>	
<b>Hollow clock</b>	
<b>Dot (when selected)</b>	
<b>Shrinking dot</b>	
<b>Fill</b>	
<b>Scanline</b>	

6. Set the remaining options:

Option	Procedure
<b>Dwell time</b>	Drag the slider to set the dwell time. You can fine-tune the dwell time with <b>+</b> and <b>-</b> .

Option	Procedure
<b>Repeat dwell</b>	<p>When using repeat dwell, once an action has been selected, the output will be repeated at the end of the set dwell time. If, for example, the dwell time is 2 seconds, the cell you are looking at will be activated every 2 seconds, until you look away from the cell.</p> <p>Choose <b>Yes</b> to enable repeat dwell.</p>
<b>External dwell - jitter margin</b>	<p>To use dwell selection outside of Mind Express, on your desktop for example, you can define the area to look at (in pixels), so a new dwelling starts when leaving the defined area.</p> <p>Drag the slider to set the number of pixels. You can fine-tune the number of pixels with  and .</p>
<b>Dwell memory time</b>	<p>The dwell memory time is used in combination with dwell selection. It is useful for users who struggle to stay on a cell with their eyes for the entire dwell time. If a dwell memory time is set, the dwell time is paused when the user looks away from a target. When the user looks back to the target before the dwell memory time expires, dwell time will not restart from the beginning but will resume from the pause.</p> <p>Drag the slider to set the dwell memory time. You can fine-tune the dwell memory time with  and .</p>
<b>Show more dwell times</b>	<p>You can assign a different dwell time to various cells. For example, you can use a shorter dwell time for cells with 1 letter and a longer dwell time for cells with sentences. When editing a cell, Scanning/Dwelling allows you to link the dwell time to the cell.</p> <p>Choose <b>Yes</b> to show other dwell times, to set them with the slider and if necessary to enable repeat dwell.</p>

7. Choose **OK**.

### See also

Actions: Access > Dwell (mouse/touch/eye tracking) on page 168




Setting the selection indicator options on eye-tracking selection on page 74

Setting up selection by blinking in eye tracking on page 72

Setting up selection via switch when eye tracking on page 73

### 1.9.9 Setting up selection by blinking in eye tracking

With eye tracking, you can select cells by dwelling, blinking and by using a switch. At least one selection method must be chosen. If the user selects by blinking, then this is achieved by closing the eyes for an adjustable time.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **Select** options group, in **Select by blinking**, **Yes**.

5. Set the following options:

Option	Procedure
<b>Minimum blink time</b>	<p>The user must close the eyes for at least the minimum blinking time to make a selection. Increase this time if spontaneous blinking with the eyes unintentionally selects a cell.</p> <p>Drag the slider to set the minimum blinking time. You can fine-tune the minimum blinking time with <b>+</b> and <b>-</b>.</p>
<b>Maximum blink time</b>	<p>If closing the eyes takes longer than the maximum blinking time, the cell is not selected. This prevents the user from selecting a cell when closing the eyes due to fatigue, for example.</p> <p>Drag the slider to set the maximum blinking time. You can fine-tune the maximum blinking time with <b>+</b> and <b>-</b>.</p>

6. Choose **OK**.

#### See also




Settings for selecting by dwelling with eye tracking on page 70

Setting the selection indicator options on eye-tracking selection on page 74

Setting up selection via switch when eye tracking on page 73

#### 1.9.10 Setting up selection via switch when eye tracking

With eye tracking, you can select cells by dwelling, blinking and by using a switch. At least one selection method must be chosen. Selection via a switch can be done by pressing or releasing the switch.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **Select** options group, in **Select using a switch**, **Yes**.
5. In **Perform action**, select one of the following options from the drop-down list:
  - **When pressing** to be selected when the switch is pressed.
  - **When releasing** to be selected when the switch is released.
6. Set the following options:

Option	Procedure
<b>Acceptance time</b> (only when pressed)	<p>The switch must be pressed for at least this amount of time to make a selection. This avoids unintentional selections.</p> <p>Drag the slider to set the acceptance time. You can fine-tune the acceptance time with <b>+</b> and <b>-</b>.</p>
<b>Delay time after selection</b>	<p>You can't make new selections before this time expires. This avoids unintentional successive selections because of a tremor, for example.</p> <p>Drag the slider to set the delay time. You can fine-tune the delay time with <b>+</b> and <b>-</b>.</p>

7. Choose **OK**.




**See also**

- Settings for selecting by dwelling with eye tracking on page 70
- Setting up selection by blinking in eye tracking on page 72
- Setting the selection indicator options on eye-tracking selection on page 74

**1.9.11 Setting the selection indicator options on eye-tracking selection**

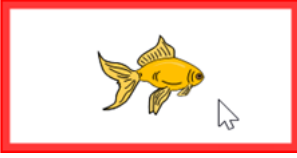

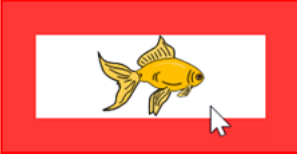
You can specify how a cell should be visually highlighted when you select it and/or point at it. Depending on the type of eye-tracking selection, some indicator options may or may not be available.

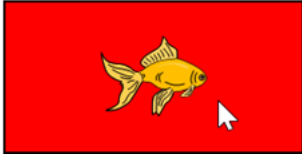

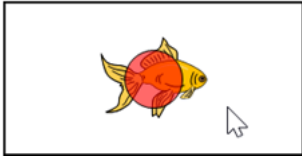
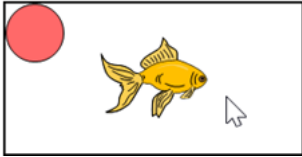
**i NOTE** For setting the type of dwell indicator and its color, see [Settings for selecting by dwelling with eye tracking on page 70](#).

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **Indicator options** options group, specify the following options:

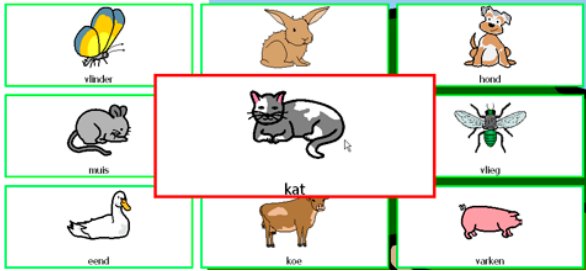
Option	Procedure
<b>Show</b>	From the drop-down list, choose one of the following options: <ul style="list-style-type: none"> <li>• <b>When selecting:</b> shows the indicator only when you select the cell.</li> <li>• <b>When pointing:</b> shows the indicator when you look at the cell.</li> </ul>
<b>Hide the mouse pointer</b>	You can choose to hide the mouse pointer so that only the indicator of the cell is visible.

5. In the **Indicator options** options group, in **Visual indicator**, select one of the following visual views for the cell indicator from the drop-down list. To change the color of the indicator, choose the color cell next to the drop-down list.

Visual indicator	Example
<b>None</b>	No indicator is displayed.
<b>Border</b>	
<b>Border (wide)</b>	
<b>Border (extra wide)</b>	

Visual indicator	Example
<b>Color background</b>	
<b>Dot (bottom)</b>	
<b>Dot (middle)</b>	
<b>Dot (top)</b>	

6. In the **Indicator** options group, specify the remaining options:

Option	Procedure
<b>Enlarge cell</b>	<p>You can enlarge the cell shown with the indicator:</p> <ul style="list-style-type: none"> <li>• Drag the slider to the right to increase the size of the cell.</li> <li>• Drag the slider to the left to decrease the size of the cell.</li> <li>• Drag the slider all the way to the left to ensure the size of the cell is not increased.</li> </ul> 
<b>Sound when selecting</b>	Choose <b>Yes</b> to hear a short sound during the selection process.




7. Choose **OK**.





**See also**

- Settings for selecting by dwelling with eye tracking on page 70
- Setting up selection by blinking in eye tracking on page 72
- Setting up selection via switch when eye tracking on page 73

## 1.9.12 Setting up the external zoom on eye tracking selection

External zoom actions can be used to zoom in on an area of your screen to make selections easier outside of Mind Express.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Access**.
3. Choose **Eye tracking**.
4. In the **External zoom** options group, specify the following options:

Option	Procedure
<b>Magnification</b>	Drag the slider to specify the magnification factor. You can fine-tune the magnification with  and  .
<b>Speed</b>	Drag the slider to set the zoom speed. You can fine-tune the speed with  and  .
<b>Mouse pointer</b>	Choose one of the options from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Normal.</b></li> <li>• <b>Dot.</b></li> <li>• <b>Large dot (red)</b></li> <li>• <b>None.</b></li> </ul>

5. Choose **OK**.




### See also






Actions: Access > External zoom (mouse/touch/eye tracking) on page 169

## 2 Choosing the voice settings

### 2.1 The reading voice settings

You can choose the language and reading voice the user will speak with when, for example, selecting a cell. You can set the volume and speed and test how the voice will sound with these settings.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Speech**.  
The **Speech** tab appears.
3. In the **Speech** options group, choose from the following options:

Option	Procedure
<b>Voice</b>	From the drop-down list, choose the language with the corresponding voice.
<b>Volume</b>	Drag the slider to set the volume. You can fine-tune the volume with  and  .
<b>Speed</b>	Drag the slider to set the pronunciation speed. You can fine-tune the pronunciation speed with  and  .
<b>Test voice</b>	Choose  to test the selected reading voice settings.

**See also**

- Actions: Voice > Reading voice on page 193  
 Setting up the voice for auditory feedback on page 77

**2.2 Setting up the voice for auditory feedback**

You can choose the language and voice as auditory support (for making the right selection and/or when there is also a visual impairment) when scanning or when using mouse/touch control on a cell. You can set the volume and speed and test how the voice will sound with these settings.

**NOTE**

*These settings are only visible if auditory feedback is enabled for scanning or mouse/touch.*

1. Choose **Menu** > **Settings**.
2. Choose **Speech**.  
The **Speech** tab appears.
3. In the **Audio feedback** options group, choose from the following options:

Option	Procedure
<b>Voice</b>	From the drop-down list, choose the language with the corresponding voice.
<b>Volume</b>	Drag the slider to set the volume. You can fine-tune the volume with  and .
<b>Speed</b>	Drag the slider to set the pronunciation speed. You can fine-tune the pronunciation speed with  and .
<b>Test voice</b>	Choose  to test the auditory feedback voice settings.

**See also**


- Actions: Voice > Audio feedback on page 194  
 The reading voice settings on page 76

**2.3 Changing the pronunciation of a word**

You can change the pronunciation of a word by adding it to the speech dictionary and choosing a substitute word. This can be useful, for example, to have an abbreviation pronounced in full or to have a name pronounced with a different accent. You can also use the phonetic characters of the specified text-to-speech voice.

There is a speech dictionary for each chosen voice/language.

1. Choose **Menu** > **Settings**.
2. Choose **Speech**.  
The **Speech** tab appears.
3. Choose the **Speech dictionary** tab.
4. In the **Speech dictionary** options group, choose . A pop-up window appears.
5. Enter the word you want pronounced differently in the **Word** field.
6. In the **Replacement** field, perform one of the following options:
  - Rewrite the word to make the pronunciation sound better. For example, if a 'd' needs to sound like a 't', then rewrite the word replacing the 'd' with a 't'.
  - Rewrite the word with [Phonetic characters](#) on page 230:
    1. (Only for Acapela) Put a space between each phonetic character.
    2. In **Phonetic**, choose **Yes**.

- Choose  to test if the pronunciation is satisfactory.
- Choose **OK**. The word is now included in the list.









**NOTE**

You can delete an existing word from the list or change the pronunciation of the word.

## 2.4 Exchanging the speech dictionary with another user

You can add the words from another user's speech dictionary to your own speech dictionary. Your own speech dictionary will absolutely not be removed by this procedure. When words are the same in both lists, the pronunciation of your dictionary is preserved. The reverse procedure is of course also possible.

- Open Mind Express on the other user's device.
- Choose  **Menu** >  **Settings**.
- Choose , **Speech**.  
The **Speech** tab appears.
- Choose the **Speech dictionary** tab.
- In the **Speech dictionary** options group, choose **Export list** . The Windows window **Save as** appears.
- Navigate to the folder on the information carrier that the user can share with you, enter a name and choose **Save**.
- Open Mind Express on your device.
- Choose  **Menu** >  **Settings**.
- Choose , **Speech**. The **Speech** tab appears.
- Choose the **Speech dictionary** tab.
- In the **Speech dictionary** options group, choose **Import list** . The Windows window **Save as** appears.
- Navigate to the folder the user shared with you, and select the \*.dic file with the correct name
- Choose **Open**. The speech dictionary of the other user has now been added to your dictionary.
- Choose **OK**.

## 2.5 Deciding on the speech settings of a pageset

You can set up a number of speech settings to apply to the whole pageset.

- Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

- In the **Speech** options group, specify the following options:

Option	Procedure
<b>No speech when adding to message box</b>	Choose <b>Yes</b> to prevent Mind Express from speaking the text that you are adding to a message.
<b>Waiting for speech to end before page change</b>	Choose <b>Yes</b> to wait for speaking a complete message to end, before jumping to the next page.

- Choose **OK**.

## 3 Settings for word and sentence prediction

**See also**

Actions: Prediction on page 194



### 3.1 Word and sentence prediction

Mind Express can predict words, word groups and/or whole sentences for the user when entering a message. This increases the speed of communication considerably for the user. This is done through prediction actions.

You can also choose which symbol sets to use in word prediction and when searching for a picture for a cell. You can also set the search order for the symbol sets.

There are different ways to enable the user to communicate more efficiently:

Improvement function	Related tasks
Choosing a different word prediction list that is more suitable for the user.	Activating a word prediction list on page 79
Creating a new empty word prediction list for adding highly specific words for or by the user.	Adding a new empty word prediction list on page 80
Predicting words or word groups (quicker) by adding them to the active word prediction list for the user.	Adding a word to or deleting a word from a word prediction list on page 80
Predicting words, phrases, sentences (quicker) by enabling them to be added by the user.	Actions: Prediction on page 194
Mind Express to learn words, word pairs or sentences you want predicted.	<ul style="list-style-type: none"> <li>Enabling learn words on page 80</li> <li>Enabling learn word pairs on page 81</li> <li>Enabling learn sentences on page 81</li> </ul>
Enable the user to delete words or word groups the user does not want predicted.	Adding a word to or deleting a word from a word prediction list on page 80
Enable the user to change or delete sentences the user does not want or are incorrectly predicted.	Changing or deleting a sentence from the sentence prediction list on page 81
Enable the user to delete words and sentences the user does not want predicted.	Actions: Prediction on page 194
Set which symbol sets to use in word prediction and when searching for a picture for a cell and set what the search order is for the symbol sets.	Choosing symbol sets for a pageset on page 111

#### See also




Actions: Prediction on page 194

### 3.2 Activating a word prediction list

When using word prediction, words are predicted that can be used while creating the messages. This speeds up the writing the message and can help in finding a word.

Word prediction uses vocabulary lists for this purpose.

**i NOTE** *The active list is used to predict words or word groups. In addition to the default language, other word prediction lists may be available for your language. You can also add an empty list. There are various ways in which the active list can be supplemented with words and word groups.*

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. In the **Word prediction** options group, choose a list from the **Choose list** drop-down list.
4. Choose **OK**.

## See also




Actions: Prediction on page 194

Adding a word to or deleting a word from a word prediction list on page 80

Enabling learn words on page 80





## 3.3 Adding a new empty word prediction list

Instead of choosing an existing word prediction list, you can create a new list.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. In the **Word prediction** options group, next to the **Choose list** drop-down list, choose +.
4. In the **Name of the word list** pop-up window, enter the name of your new empty list.
5. Choose **OK**.





## 3.4 Permanently deleting a word prediction list

You can permanently delete the lists supplied with Mind Express.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. In the **Word prediction** options group, select the list you want to delete from the **Choose list** drop-down list, and choose .
4. In the pop-up window with the **This word list will be permanently deleted. Continue?** question, choose **Yes**. The word list has now been permanently deleted.
5. Choose **OK**.

## 3.5 Adding a word to or deleting a word from a word prediction list

You can add a word (or word combination) to an existing word prediction list. If you add the same words (or combinations of words) several times, the chance that they will be predicted increases. You can also delete words (or combinations of words) that are unwanted predictions from the prediction lists.




1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. In the **Word prediction** options group, in the **Choose list** drop-down list, choose the list you want to add a word to or delete it from.
4. In the **Word prediction** options group, in **Word** enter a word (or word combination) and choose one of the following options:
  - + to add the word (or word combination).
  -  to delete the word (or word combination).
5. Choose **OK**.

## See also

Actions: Prediction on page 194




## 3.6 Enabling learn words

You can have new words automatically added to the word prediction list. The more these words are used, the more likely they are to be predicted. You can also delete words (or combinations of words) that are unwanted predictions from the prediction lists.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. In the **Word prediction** options group, in **Learn words**, choose **Yes**.
4. Choose **OK**.





### 3.7 Enabling learn word pairs

You can have new word pairs automatically added to the word prediction list. For example, if 'I am' was once formed and **Learn word pairs** was active, then the next time the user chooses the word 'I', the word 'am' will immediately be predicted as well. The more these word pairs are used, the more likely they are to be predicted. You can also delete words (or combinations of words) that are unwanted predictions from the prediction lists.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. In the **Word prediction** options group, in **Learn word pairs**, choose **Yes**.
4. Choose **OK**.

### 3.8 Adding a sentence to the sentence prediction list

You can add a sentence to the sentence prediction list






1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. Choose the **Sentence prediction** tab.
4. In the **Sentence prediction** options group, choose .
5. Enter the sentence and choose **OK**.
6. Choose **OK**.

#### See also

Actions: [Prediction](#) on page 194




### 3.9 Changing or deleting a sentence from the sentence prediction list

You can change or delete a sentence that Mind Express predicts from the sentence prediction list and that you don't want.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. Choose the **Sentence prediction** tab.
4. In the **Sentence prediction** options group, in the magnifying glass field, start typing the sentence you want to change or delete to find it quicker.
5. Select the sentence.
6. Choose one of the following options:
  - , change the sentence and choose **OK**.
  -  to delete the sentence.
7. Choose **OK**.

### 3.10 Enabling learn sentences

You can enable Mind Express to predict much used sentences much quicker. This increases the speed of communication considerably for the user.

1. Choose  **Menu** >  **Settings**.
2. Choose , **Prediction**.  
The **Word prediction** tab appears.
3. Choose the **Sentence prediction** tab.
4. In the **Sentence prediction** options group, in **Learn new sentences**, choose **Yes**.
5. Choose **OK**.

## 4 Profile settings

### 4.1 Types of profile





The list of profiles on your device can be found via  **Menu** >  **Change profile**.

Table 1: Types of profile

Icon	Explanation
None	Your own profile, added yourself, not backed up and consequently not shared.  Even a backed up profile from another device that you add onto a new device is only a copy and therefore does not have an icon on the new device.
	Your own profile backed up in the cloud on this device.  A backed up profile from another device that you add onto this device is a copy and therefore is not given an icon.
	A profile shared with you via the cloud by another profile that you add onto this device.  You can make changes remotely (add, delete or modify pagesets, pages or cells) in the shared profile. You can upload these modifications whenever you wish. The user will be notified of these uploaded changes.





#### See also

- Cloud backup: overview on page 86
- Creating your own new profile on page 82




### 4.2 Creating your own new profile

You can add profiles for different users.

The first time that you subsequently open the blank portal, you can import a number of ready-to-use online pagesets. Uncheck **Most used** to see additional pagesets.

1. Choose  **Menu** >  **Change profile**.
2. Choose the  **Add profile** tile.  
The **Welcome - Create your profile** window appears.
3. Choose **Create a new profile**.
4. In the **Your name** field, enter a name that has not yet been used.
5. In the **Voice** field, choose a language and corresponding voice.
6. Choose  to test the language and the voice.
7. Choose **Next**. The **Profile picture - Choose your profile picture** window appears.

8. Choose one of the following options:

Option	Procedure
Choose a suggested picture.	Select your favorite avatar.
Choose an image from a file.	<ol style="list-style-type: none"> <li>1. Choose . The Windows window <b>Open</b> appears.</li> <li>2. Browse to the desired image and choose <b>Open</b>.</li> </ol>
Take a picture with the camera on your device.	<ol style="list-style-type: none"> <li>1. Choose . The <b>Take picture</b> window appears.</li> <li>2. Choose  <b>Take picture</b>. Your device's camera takes the picture and it will be set as your profile picture.</li> </ol>

9. Choose **Done**.

The new profile has been added. The profiles are arranged alphabetically. The first time you select this new profile, you can choose the pagesets you want in your portal from the different categories, see [Importing a ready-to-use pageset](#) on page 214.

### See also

[Deleting a profile](#) on page 84

[Linking a profile to a Google account and backing it up](#) on page 87

[Adding a shared profile to your profiles](#) on page 89

[Types of profile](#) on page 82

## 4.3 Adding starting pagesets to a profile






When you open a newly added profile for the first time, you can select Mind Express starting pagesets for your portal. These are pagesets that are supplied as standard with Mind Express. You can also add these starting pagesets to an existing profile afterwards.

1. Choose one of the following options:



- Open Mind Express with a new profile.
- Open the portal of an existing profile. Choose  **Menu** >  **Import**. Choose **Ready-made pagesets**.

The **Select the pagesets you want to display in your portal**. window appears.

2. Select the category for the pagesets you want in your portal:

-  **Symbol communication**
-  **Text communication**
-  **Games and music**
-  **Education**
-  **Apps**

3. Select the pagesets by clicking/tapping on them.

As required, use the  **Select all** and/or  **Deselect all** buttons. A selected pageset has a green border. A number of selected pagesets appears in the category.





4. Repeat from step 2 to select pagesets from another category.



5. Choose **Import pagesets**.

The portal appears with all the imported pagesets.

6. Select a pageset and get started.

#### 4.4 Switching profile



If multiple profiles have been created in Mind Express, there is the option to switch profile. You can recognize your own backed up (and possibly shared) profiles by the  icon. The profile that another user has shared with you can be recognized by the  icon.

1. Go to the portal.
2. Choose  **Menu** >  **Change profile**.  
The profiles window appears.
3. Select a different profile.  
The portal of the other profile appears.

**See also**

[Types of profile](#) on page 82

#### 4.5 Deleting a profile



1. Go to the portal.
2. Choose  **Menu** >  **Change profile**.  
The profiles window appears.
3. Choose **Customize profile**.  
The profiles window switches to edit mode.
4. Select the profile you want to delete.  
The **Edit this profile** window appears.
5. Choose **Delete profile**.  
The **Are you sure you want to delete this profile?** dialog appears.
6. If the profile is backed up to the cloud, you can delete the backup by selecting **Remove cloud backup**.
7. Choose **Yes**.
8. Choose **Done**. You can now exit the profiles window.


#### 4.6 Changing the image of a profile





**TIP**

To change only the image of the active profile, choose  **Menu** >  **Settings** >  > **My Profile** and choose an image.

1. Go to the portal.
2. Choose  **Menu** >  **Change profile**.  
The profiles window appears.
3. Choose **Customize profile**.  
The profiles window switches to edit mode.
4. Select the profile you want to change the image of.  
The **Edit this profile** window appears.
5. Choose one of the following options:

Option	Procedure
Choose a suggested picture.	Select your favorite avatar.
Choose an image from a file.	<ol style="list-style-type: none"> <li>1. Choose . The Windows window <b>Open</b> appears.</li> <li>2. Browse to the desired image and choose <b>Open</b>.</li> </ol>

Option	Procedure
Take a picture with the camera on your device.	<ol style="list-style-type: none"> <li>1. Choose . The <b>Take picture</b> window appears.</li> <li>2. Choose  <b>Take picture</b>. The camera of your device takes the picture and it will be set as your profile picture.</li> </ol>



6. Choose **Save**.

#### 4.7 Changing the name of a profile







##### TIP

To change only the name of the active profile, choose  **Menu** >  **Settings** >  **My Profile**, enter a different **Name** and choose **OK**.

1. Go to the portal.
2. Choose  **Menu** >  **Change profile**.  
The profiles window appears.
3. Choose **Customize profile**.  
The window with profiles switches to edit mode.
4. Select the profile with the name you want to change.  
The **Edit this profile** window appears.
5. In the **Your name** field, enter a new name.
6. Choose **Save**.

#### 4.8 The portal or pageset a user chooses to start up a profile




1. Go to the profile's portal.
2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. In the **Profile settings** options group, in **Start up with** select one of the following options from the drop-down list:
  - , **Portal**.
  - The pageset you want to start up with.
5. Choose **OK**.

##### See also

Starting up Mind Express on page 12

#### 4.9 Starting Mind Express with full screen

For a profile you can specify that Mind Express always starts in full screen.



1. Go to the profile's portal.
2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. In the **Profile settings** options group, in **Start with full screen**, choose **Yes**.
5. Choose **OK**.

##### See also

Starting up Mind Express on page 12

#### 4.10 Choosing the profile Mind Express starts with

1. Go to the portal of the profile you want to start up Mind Express with.




2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. In the **Profile settings** options group, in **Start Mind Express with this profile**, choose **Yes**.
5. Choose **OK**.

### See also

Starting with a specific profile on page 91

### 4.11 Setting up a password for exiting full screen in user view

To prevent a user from using the menu by exiting full screen by pressing **ESC**, you can set up a password in Mind Express.

1. Go to the Mind Express portal.
2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. In the **Profile settings** options group, in **Use menu password**, choose **Yes**.
5. In **Password**, enter a password to be used to exit full screen.
6. Choose **OK**.

### See also

Exiting full screen on page 16

Restoring forgotten password for full screen on page 17

## 5 Cloud settings

### 5.1 Cloud backup: overview



#### NOTE

The cloud backup privacy policy can be found in the general privacy policy of Mind Express (see <http://www.mindexpress.be/privacy.php>) which also refers to the privacy policy of Google (<http://www.google.com/policies/privacy>).

You can upload a profile of a Mind Express user to the cloud using a Google account. The profile will have an initial cloud backup in the Google Drive connected to the Google account. You can make the next backups manually or specify automatic daily backups at a set time. See [Linking a profile to a Google account and backing it up](#) on page 87

The cloud backup includes the entire profile, that is both its pagesets and settings. Only what is displayed in a folder when browsing, is not backed up:

- sound or video files played through the actions **Display content**, **Playlist**, **Shuffle playlist**, ...
- photos, pictures, ... in a slideshow

You can use the cloud backup to:

- Make a copy of the uploaded profile on another or a new user's device by downloading the cloud backup onto the new device. See [Adding your own backed up profile to your profiles on a different device](#) on page 88.



- If required, have an instructor perform remote operations (add, delete or modify pagesets, pages or cells) in the profile. To do this:
  - the instructor must have their own Mind Express.
  - the uploaded profile must be shared with the instructor. See [Sharing a backed-up profile](#) on page 89.
  - the instructor must add the uploaded profile to Mind Express on the instructor's own device. See [Adding a shared profile to your profiles](#) on page 89.
  - the instructor must have an Internet connection while editing. This is necessary in order to be able to verify that the instructor has the right to access the profile's portal and edit the pagesets remotely. The user of the profile can revoke these rights at any time, see [Stopping sharing of a backed up profile](#) on page 89.

The instructor can also edit licensed content in edit view (e.g. the SCORE symbol vocabulary, of Jabbla), but cannot use it in the user view.

If the instructor makes changes (adds, deletes or modifies pagesets, pages or cells - the instructor never has the right to view or change the profile's settings) from his or her device in the profile shared with him or her, he or she can

- then upload these changes at any time, see [Uploading the changes to the profile in a profile shared with you](#) on page 90.
- when switching profile or exiting Mind Express, choose to upload it to the other profile **Now** or **Later**. The instructor is made aware of this at all times. The advantage of this is that the instructor can make a whole series of changes before effectively uploading the finished product to the profile.

You can disable automatic backup, see [Stopping automatic backup of a profile](#) on page 88.

You can also permanently disconnect the Google Account at any time and delete the cloud backup, see [Unlinking a profile from a Google Account and deleting backup](#) on page 88.

If you delete a backed up profile, you can choose to retain or delete the data in the cloud. See [Deleting a profile](#) on page 84.

### See also

[Types of profile](#) on page 82




## 5.2 Linking a profile to a Google account and backing it up

You can link a Mind Express user profile to his or her Google account and upload it there as a backup.


Backed-up profiles are marked in the list of profiles with the  icon (via  **Menu** >  **Change profile**).

After performing this procedure in the Google Drive of the selected Google account, you can check that there is a Mind Express folder containing a new backup folder for this profile.

If you return to this profile's **Cloud settings** after carrying out this procedure, you can share the profile with another user, for example with an instructor. The instructor can then download this profile and add, delete or change pagesets, pages or cells. The instructor can choose when he or she uploads these changes. These changes are logged.

1. Go to the profile's portal or pageset.
2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. Choose the **Cloud settings** tab.
5. If the profile is already linked to a Google account, go to step 10.
6. In the **Cloud settings** options group, in **Create backup**, choose **Sign in with Google**.  
A new tab opens in your default browser.
7. In your browser, select the Google Account you want to use for backing up.
8. In your browser, you **MUST** give all requested permissions and finally confirm them all again.  
You will be notified via your Google Account's Gmail and asked to confirm again that you have actually given permission. Give your permission once again.
9. Close your browser window and return to Mind Express.  
After some time, the profile is linked to the Google account and the first backup has been made. This will be specified with the **Backup status**.

10. Choose one of the following options to create new backups:

- A manual backup: choose  **Create a new backup**.
- An automatic daily backup: in **Automatic backup**, choose **Yes** and in **Every day at** set the time in hh:mm, for example 18:45. To do this, Mind Express must be active and logged in with this user. Otherwise, the backup will be executed automatically at the next log-in with this user.

11. Choose **OK**.

### See also




[Stopping automatic backup of a profile on page 88](#)

[Unlinking a profile from a Google Account and deleting backup on page 88](#)

[Adding your own backed up profile to your profiles on a different device on page 88](#)

[Sharing a backed-up profile on page 89](#)





## 5.3 Stopping automatic backup of a profile

1. Go to the profile's portal or pageset.
2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. Choose the **Cloud settings** tab.
5. In **Automatic backup**, choose **No**.
6. Choose **OK**.

### See also

[Linking a profile to a Google account and backing it up on page 87](#)

## 5.4 Unlinking a profile from a Google Account and deleting backup





1. Go to the profile's portal or pageset.
2. Choose  **Menu** >  **Settings**.
3. Choose  **My Profile**.
4. Choose the **Cloud settings** tab.
5. Choose  **Disconnect**.
6. In the dialog, choose **No** if you want to be able to download the backup at a later time and use it on a new device, for example. Choose **Yes** to permanently delete the backed-up data.
7. Choose **OK**.

### See also

[Linking a profile to a Google account and backing it up on page 87](#)

## 5.5 Adding your own backed up profile to your profiles on a different device

After backing up your own profile on one device, you can download and add it onto another device.

1. Choose  **Menu** >  **Change profile**.
2. Choose  **Add profile**. The **Welcome - Create your profile** window appears.
3. Choose  **Download backup from the cloud**.  
The **Download backup from the cloud** window appears.
4. If you are already logged into Google, go to step 7.
5. Choose **Sign in with Google**.

- In the newly opened browser window, select the email address of the shared profile and award all the requested permissions.

The following message appears **You are correctly logged in. You may close this browser window and return to Mind Express.**

In Mind Express the **Choose a user profile to download from the cloud.** window appears

- Select the required profile and choose **Done**.  
You will be notified that the profile data is being requested, that it is being downloaded and finally that the download is complete.
- Choose **Done**.




### See also

[Linking a profile to a Google account and backing it up on page 87](#)

## 5.6 Sharing a backed-up profile

After a user has backed up a profile in the cloud using their Google account, the user can share the backed-up profile with another Mind Express user, for example with the instructor.

The instructor can then download this profile later and add, delete or change pagesets, pages or cells. The instructor can choose when to upload these changes.

- Go to the profile's portal or pageset.
- Choose  **Menu** >  **Settings**.
- Choose  **My Profile**.
- Choose **Cloud settings**.
- In **Remote edit**, choose **+**.
- In the **Google accountname** input field, enter the Google email address of the person with whom the profile is to be shared and choose **OK**.

The email address appears in the list below **Remote edit**.

The profile is now shared with the other person's Google account. This person will receive an invitation from this Google account via email to collaborate. He or she can now add your shared profile to his or her Profiles.

### See also

[Linking a profile to a Google account and backing it up on page 87](#)





[Adding a shared profile to your profiles on page 89](#)

[Stopping sharing of a backed up profile on page 89](#)

[Uploading the changes to the profile in a profile shared with you on page 90](#)

## 5.7 Stopping sharing of a backed up profile


After you have shared a backed up profile with another user, you can stop sharing this profile by deleting it.

- Go to the profile's portal or pageset.
- Choose  **Menu** >  **Settings**.
- Choose  **My Profile**.
- Choose **Cloud settings**.
- In the **Remote edit** list, select the profile.
- Choose  and choose **Yes** in the pop-up window if you are sure.
- Choose **OK**.

### See also





[Sharing a backed-up profile on page 89](#)

## 5.8 Adding a shared profile to your profiles

After a user has shared a backed-up profile with you, you can add it to your profile. A profile shared with you, that you have added, can be recognized by the  icon.


When you carry out modifications remotely (add, delete or change pagesets, pages or cells) in a profile shared with you, you can upload these modifications whenever you wish. You can also publish these changes immediately if you are asked to do so, when switching to another profile or when exiting Mind Express. These uploaded changes are logged. You can also edit licensed content in the edit view, but you cannot use it in the user view.

**i NOTE** *You need an Internet connection to carry out modifications remotely, in order to be able to verify that you have the right to access the profile's portal and edit the pagesets remotely. After all, the user can revoke these rights at any time by stopping sharing a backed-up profile. You never have the right to view or change the settings of a profile shared with you.*

1. Choose  **Menu** >  **Change profile**.
2. Choose  **Add profile**. The **Welcome - Create your profile** window appears.
3. Choose  **Remote edit**.  
The **Remote edit** window appears.
4. If you are already logged into Google, go to step 7.
5. Choose **Sign in with Google**.
6. In the newly opened browser window, select the email address of the shared profile and award all the requested permissions.

The following message appears **You are correctly logged in. You may close this browser window and return to Mind Express.**

In Mind Express the **Choose a user profile to download from the cloud.** window appears

7. Select the required profile and choose **Done**.  
You will be notified that the data is being requested, that it is being downloaded and finally that the download is complete.
8. Choose **Done**.  
The shared profile has been added to your list of profiles and can be recognized by the highlighted  icon.

### See also

[Stopping sharing of a backed up profile on page 89](#)

[Uploading the changes to the profile in a profile shared with you on page 90](#)


[Sharing a backed-up profile on page 89](#)

## 5.9 Uploading the changes to the profile in a profile shared with you

When the instructor makes adjustments (add, delete, or change pagesets, pages, or cells) to a shared profile, the instructor can make these changes:

- when switching profile or exiting Mind Express, choose to upload it to the other profile **Now** or **Later**. The instructor is always made aware of this when changing the profile or when exiting Mind Express.
- upload at any time to the other profile. This is described below.

These uploaded changes are logged.

1. Choose  **Menu** >  **Change profile** to switch to the shared profile.
2. Choose  **Menu** >  **Upload changes**.
3. Choose **Now** to confirm.

### See also

[Adding a shared profile to your profiles on page 89](#)




[Sharing a backed-up profile on page 89](#)

## 6 System settings

### 6.1 Setting up the language of the user environment (interface)

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Mind Express interface language**, choose a language from the drop-down list.
4. Choose **OK**.




### 6.2 Starting with a specific profile

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Start with a specific profile**, choose **Yes**.
4. In **Name of this profile**, choose a contact from the drop-down list.
5. Choose **OK**.

#### See also




Choosing the profile Mind Express starts with on page 85

### 6.3 Starting Mind Express when launching Windows

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Start Mind Express at Windows startup**, choose **Yes**.
4. Choose **OK**.




### 6.4 De/activating open editor by right-clicking in mouse mode

By default open editor by right-clicking in mouse mode is activated.

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Edit by right-clicking in mouse mode**, choose one of the following options:
  - **No** to deactivate open editor by right-clicking.
  - **Yes** to activate open editor by right-clicking.
4. Choose **OK**.

### 6.5 Setting up auto save changes

You can enable auto save changes and specify the time interval.




1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Save changes automatically**, drag the slider to the right to auto save the changes. The time interval is adjustable to between one and 15 minutes. Drag the slider all the way to the left (**Off**) to disable auto save.

4. Choose **OK**.




### 6.6 The time format settings

There are three time formats available:




- 24-hour format, for example 15:30
- 12-hour format, for example 3:30
- English language 12-hour time format, for example 3:30 PM (afternoon), 3:30 AM (morning).

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Time format**, choose one of the following options:
  - **24h (15:30)**
  - **12h (3:30)**
  - **AM/PM (3:30 PM)**
4. Choose **OK**.

### 6.7 Setting up the unit dimensions (mm or inch)




1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Unit dimensions**, choose one of the following units:
  - **mm**
  - **inch**
4. Choose **OK**.

### 6.8 Activating noise reduction for audio recordings

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Noise reduction for audio recordings**, choose **Yes**.
4. Choose **OK**.

### 6.9 Not sending anonymous data to improve the software

By default, anonymous data to improve the software is sent to Jabbla. These is data such as screen sizes or search terms used in settings.

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **System settings** options group, in **Forward anonymous data to Jabbla to improve the software**, choose **No**.
4. Choose **OK**.




### 6.10 De/activating add-ons

Various add-ons or plug-ins are available. Each add-on can be activated or deactivated separately. If you have a Jabbla device, then the most suitable add-on is activated by default.

If you want to create pagesets for a user with a Jabbla device on your laptop or PC, then activate the add-on on that Jabbla device.




- Camera Smart/Zingui
- Eddy
- Hey\_
- Mobi 3
- Smart 3
- Phone
- Tellus 5
- Zingui 2

To use your device's camera for head control of the mouse pointer, you must activate the **StarNav Head tracking** plugin. Head control is only available through a paid-for license.

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. Choose the **Add-ons** tab.
4. Choose **Yes** to activate an add-on.
5. Choose **No** to deactivate an add-on.
6. Choose **OK**.
7. Close Mind Express.
8. Restart Mind Express to implement the changes.

### 6.11 Displaying license information for Mind Express





You can display the serial number, version, device code, options...

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. Choose the **License** tab.  
The license information is displayed.

#### See also

- Adding a user on page 223
- Signing out of Mind Express on page 93
- Assigning multiple licenses to a user on page 225
- Adding an administrator on page 223
- Editing the user details on page 224
- Adding a group on page 224
- Reserving a license for a user on page 225
- Time limit on using the software (user) on page 226
- Assigning administrative rights to a user on page 227

### 6.12 Signing out of Mind Express




1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. Choose the **License** tab.  
The license information is displayed.
4. In **Log out**, choose .
5. Choose **OK**.

## See also

Adding a user on page 223

Displaying license information for Mind Express on page 93

## 6.13 Displaying the battery level and status




1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. Choose the **Battery** tab.  
The battery information is displayed.
4. Choose **OK**.


## See also

Actions: Devices > General > Battery on page 157

## 6.14 Updating Mind Express

It is recommended to have Mind Express automatically check for updates and install them. Existing pagesets, images, sounds or voices are always saved during an update. You can also receive beta updates of Mind Express. You can still manually check for updates and install them immediately.

1. Choose  **Menu** >  **Settings**.
2. Choose  **System**.  
The **Settings** tab appears.
3. In the **Update settings** options group, specify the following:




Settings	Procedure
<b>Automatically check for updates</b>	<p>Every time you start up your Mind Express, it checks whether there are any updates.</p> <p>Disabling this setting is not recommended.</p> <p>If there are new updates, a message appears to install the new updates. In this case, choose one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Yes:</b> the update is installed immediately.</li> <li>• <b>No:</b> the update is not installed and you will not be reminded of it.</li> <li>• <b>Later:</b> the update is not installed and you will be reminded again the next time you start up Mind Express.</li> </ul>
<b>Try new features with Beta updates</b>	<p>Here you can install updates that have not yet been officially released. It will then allow you to test new functions and give feedback to improve them.</p> <p>You can only allow beta updates if you automatically check for updates.</p>
<b>Search for updates</b>	<p>Choose  to find updates and to install them.</p> <p>You can run this command if you have canceled an update and still want to install it. Or if you don't run the check for updates automatically and decide to check and run updates manually.</p>



**See also**

Activating Mind Express on page 10

**7 Email and Internet settings****7.1 Setting up the email login details**

1. Choose  **Menu** >  **Settings**.
2. Choose  **Email and Internet**.  
The **Email** tab appears.
3. In the **Login details** options group, complete the following fields:

Field	Procedure
<b>Name</b>	Enter your name as you would like it to be displayed when sending an email.
<b>Email address</b>	Enter your email address.
<b>Login name</b> This field only appears if you want to set the login details manually, see below.	Usually this is your email address. See the instructions from your provider.
<b>Password</b>	Enter the password for your email account.

4. In **Use default settings for this provider** choose **No** if you want to manually set up the server details (see the user's provider) and complete the following fields:


Field	Procedure
<b>Incoming email server</b>	Enter the name of the server for incoming email. This depends on the user's provider.
<b>Port</b>	Enter the port number for incoming email. This depends on your Internet provider.
<b>This server requires a secure connection (SSL)</b>	Choose <b>Yes</b> if a secure connection is required for this server.
<b>Outgoing email server</b>	Enter the correct server for outgoing email. This depends on the user's provider.
<b>Port</b>	Enter the port number for outgoing email. This depends on the user's Internet provider.
<b>This server requires a secure connection (TLS)</b>	Choose <b>Yes</b> if a secure connection is required for this server.
<b>Authentication required for outgoing emails</b>	Select <b>Yes</b> if the server also requires the login details for sending emails.

5. Choose **OK**.




**7.2 Blocking unknown email addresses**

If you block unknown email addresses, the user for this profile will only receive emails from contacts in their contact list.




1. Choose  **Menu** >  **Settings**.

2. Choose  **Email and Internet**.  
The **Email** tab appears.
3. In the **Block unknown email addresses** options group, in **Block unknown email addresses**, choose **Yes**.
4. Choose **OK**.

### 7.3 Setting up email notifications

1. Choose  **Menu** >  **Settings**.
2. Choose  **Email and Internet**.  
The **Email** tab appears.
3. In the **Notifications** options group, in **Received email** specify the following:
  - In **Play sound**, from the drop-down list, choose a sound the user wants to hear when an email is received.
  - In **Display message**, choose **Yes** if a message is to be displayed on the screen when an email is received.
4. In the **Notifications** options group, in **Sent email** specify the following:
  - In **Play sound**, from the drop-down list, choose a sound the user wants to hear when an email is sent.
  - In **Display message**, choose **Yes** if a message is to be displayed on the screen when an email is sent.
5. In the **Notifications** options group, in **Error message on sending** specify the following:
  - In **Play sound**, from the drop-down list, choose a sound the user wants to hear when the email cannot be sent.
  - In **Display message**, choose **Yes** if a message is to be displayed on the screen when an email cannot be sent.
6. Choose **OK**.

### 7.4 Setting up the browser start page

1. Choose  **Menu** >  **Settings**.
2. Choose  **Email and Internet**.  
The **Email** tab appears.
3. Choose the **Internet** tab.
4. In the **Start page** field, enter the website address to start up the browser, for example [www.jabbla.com](http://www.jabbla.com).
5. Choose **OK**.





### 7.5 Adding websites to favorites (bookmarks)

You can quickly search the list of websites by entering part of the website name or URL in the search field.



#### TIP

You can select a website from a list and choose  to change the details of the website or  to delete a website.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Email and Internet**.  
The **Email** tab appears.
3. Choose the **Internet** tab.
4. In the **List of favorite websites** options group, choose .  
A pop-up window appears.
5. In the **Name** field, enter a name for the website, for example `Jabbla`.
6. In the **URL** field, enter the URL of the website, for example `www.jabbla.com` or variants such as `jabbla.com`, `https://www.jabbla.com`.
7. Choose **OK**.  
The website appears in the list of favorites.

#### See also

Actions: [Internet > Favorites](#) on page 191





## 7.6 Adding a list of safe or unsafe websites

You can quickly search the list of websites by entering part of the website name or URL in the search field.



### TIP

You can select a website from a list and choose  to change the details of the website or  to delete a website.







1. Choose  **Menu** >  **Settings**.
2. Choose  **Email and Internet**.  
The **Email** tab appears.
3. Choose the **Internet** tab.
4. From the **Safe browsing** options group, for **Internet access** select one of the following options from the drop-down list:
  - **All websites allowed** to allow the user to visit all websites.
  - **Safe websites** to be able to add a list of websites that can be visited by the user. This makes visiting other sites impossible.
  - **Blocked websites** to be able to add a list of websites that cannot be visited by the user. All other sites can be visited.
5. Choose .  
A pop-up window appears.
6. In the **URL** field, enter the URL of the website, for example `www.jabbla.com` or variants such as `jabbla.com`, `https://www.jabbla.com`.
7. Choose **OK**.  
The website will appear in the list.




## 8 Device settings

### 8.1 Setting the devices to make calls or send/receive text messages

To be able to make calls or send/receive text messages using a device with Mind Express, a number of things need to be configured first. This usually involves Bluetooth settings.

Choose one of the following three options:

Option	Procedure
An internal SIM card can be used in the Mind Express device.	<ol style="list-style-type: none"> <li>1. Insert the SIM card into the Mind Express device. Please refer to the device's manual on how to do this.</li> <li>2. In Mind Express, choose  <b>Menu</b> &gt;  <b>Settings</b>.</li> <li>3. Choose  <b>Devices</b>. The <b>Phone</b> tab appears.</li> <li>4. In <b>Connect with</b>, choose <b>[naam Jabbla toestel] Internal phone</b> from the drop-down list</li> <li>5. In <b>Show extra information</b>, choose <b>Yes</b> to display a progress bar on the user screen when performing phone actions that take some time.</li> </ol>
There is no internal SIM card available or possible in the Mind Express device. The device does have Bluetooth. Mind Express can then use a Bluetooth enabled mobile phone to send/receive text messages using phone actions. Calls cannot be made this way.	<ol style="list-style-type: none"> <li>1. In Mind Express, choose  <b>Menu</b> &gt;  <b>Settings</b>.</li> <li>2. Choose  <b>Devices</b>. The <b>Phone</b> tab appears.</li> <li>3. For <b>Connect with</b>, choose <b>Bluetooth smartphone</b> from the drop-down list.</li> <li>4. In <b>Show extra information</b>, choose <b>Yes</b> to display a progress bar on the user screen when performing phone actions that take some time.</li> <li>5. Enable Bluetooth on both the telephone and the Mind Express device and connect the two. For more information, consult the manuals or the operating systems of the devices.</li> </ol>




Option	Procedure
<p>On some Jabbla devices, the user can also make calls and send/receive text messages with phone actions via an app on an Android smartphone and with a Bluetooth connection:</p>	<ol style="list-style-type: none"> <li>1. Install the Jabbla BT App on the smartphone. For more information, see <a href="http://www.jabbla.com/faq/jabbla-bt-app">www.jabbla.com/faq/jabbla-bt-app</a>.</li> <li>2. In Mind Express, choose  <b>Menu</b> &gt;  <b>Settings</b>.</li> <li>3. Choose  <b>Devices</b>. The <b>Phone</b> tab appears.</li> <li>4. In <b>Connect with</b>, choose <b>[naam Jabbla toestel] External phone</b> from the drop-down list.</li> <li>5. For <b>Bluetooth name</b>, enter a unique name for the Bluetooth connection to be made, for example ME5BT.</li> <li>6. In <b>Show extra information</b>, choose <b>Yes</b> to display a progress bar on the user screen when performing phone actions that take some time.</li> <li>7. On the page with telephone actions in Mind Express, the user (or their instructor) can now select the <b>Connect</b> action.</li> <li>8. Enable Bluetooth on both the smartphone and the Mind Express device and connect both using the user-defined name ME5BT from the example. For more information see the manuals or the operating systems of the devices.</li> <li>9. On the smartphone, open the Jabbla BT app and select the chosen name, ME5BT from the example.</li> </ol>

The user can now choose the **Connect** action, and use the phone actions to make a call and send/receive text messages.

**See also**

Actions: Phone and Text messaging > Connection on page 163





**8.2 Setting the partner display of a Jabbla device**

1. Choose  **Menu** >  **Settings**.
2. Choose  **Devices**.
3. Choose the **Jabbla device** tab.
4. In the **Text on second display** options group, specify the following options:




Option	Procedure
<b>Show text on second display</b>	Choose <b>Yes</b> to show text on the partner display.
<b>Show text in uppercase</b>	Choose <b>Yes</b> to show text on the partner display in printed letters.



5. Choose **OK**.

**8.3 Updating a Jabbla device firmware**

1. Choose  **Menu** >  **Settings**.
2. Choose  **Devices**.
3. Choose the **Jabbla device** tab.
4. In the **Update firmware** options group, in **Start update**, choose .
5. Choose **OK** from the pop-up window. The Windows window **Open** appears.
6. Browse to the update file (\*.hex), select it and choose **Open**. The Jabbla logo appears at the end of the screen when the firmware is updated.
7. Choose **OK**.

## 8.4 The Hey\_ settings

1. Connect the Hey\_ to your device, see Hey\_ user manual.
2. Activate the Hey\_ add-on application, see [De/activating add-ons](#) on page 92.
3. Choose  **Menu** >  **Settings**.
4. Choose  **Devices**.
5. Choose the **Hey\_** tab.
6. In the **Settings** options group, specify the following options:

Option	Procedure
<b>Show text on display</b>	Choose <b>Yes</b> to show text on the display.
<b>Write in capital letters</b>	Choose <b>Yes</b> to show text on the display in printed letters.
<b>Number of text lines on display</b>	Drag the slider or use  and  to specify the number of text lines on the display.
<b>Play sound when a connection is made</b>	Choose <b>Yes</b> to play a sound on the <b>Hey_</b> once it is connected to your device.




7. Choose **OK**.

### See also

Actions: [Devices](#) > [Jabbla](#) > [Jabbla device](#) > [Hey\\_](#) on page 158

## 8.5 Changing the camera

You can specify a different camera. You can choose a second camera from your device or connect an external camera (Windows will usually configure this for your device first).






1. Choose  **Menu** >  **Settings**.
2. Choose  **Devices**. The **Phone** tab appears.
3. Choose the **Camera** tab.
4. In the **Select camera** options group, in **Select camera**, select a different camera from the drop-down list.
5. Choose **OK**.

### See also












Actions: [Devices](#) > [General](#) > [Camera](#) > [Camera](#) on page 157

## 9 Contact settings

### 9.1 Adding a contact to the contact list

1. Choose  **Menu** >  **Settings**.
2. Choose  **Contacts**.  
The **Contact list** tab appears.
3. In the **Contacts** options group, choose .  
The contact form appears.
4. In the **Name** field, enter the name of the contact.
5. Choose .  
The **Choose image** dialog appears.

6. Choose one of the following options to add a picture:





Options	Procedure
To choose a picture from the available symbol sets	<ol style="list-style-type: none"> <li>1. Choose  <b>Symbols</b>.</li> <li>2. Choose <b>Choose symbol sets</b> to select symbol sets and to change the search order in the sets.</li> <li>3. Start typing in the search field. The more you type, the more visible and selective the pictures become.</li> <li>4. Choose the picture you want to add.</li> </ol>
To choose a picture from the Internet	<ol style="list-style-type: none"> <li>1. Choose  <b>Web search</b>.</li> <li>2. Enter your search term in the search field and choose .</li> <li>3. Choose the picture you want to add.</li> </ol>
To add a picture from your gallery	<p>The gallery contains all the pictures you have already added to the pageset.</p> <ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose the picture you want to add.</li> </ol>
To add a picture from internal and external storage media: the hard drive of your PC, a memory card, a CD or DVD, a USB stick, ...	<ol style="list-style-type: none"> <li>1. Choose  <b>From disk</b>.</li> <li>2. Search for the picture using the Windows navigation pane.</li> <li>3. Choose the picture you want to add.</li> <li>4. Choose <b>Open</b>.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To add a screenshot	<ol style="list-style-type: none"> <li>1. Choose  <b>Screenshot</b>.</li> <li>2. Select the desired area with the crosshair.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To take and add a picture	<ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose <b>Take picture</b>.</li> </ol> <p>You can switch cameras first by pressing .</p> <p>The picture will immediately appear in the cell.</p> <p>If you want to add extra pictures or further edit the cell, you have to select  again.</p>

7. In the **Date of Birth** field, select the date of birth (you can also type the date of birth).
8. In the **Email** field, enter a valid email address.
9. In **Add the message box content as an attachment**, choose **Yes** if the user wants to add the content of the message as a picture in the attachment.
10. In the **Phone** field, enter the telephone number of the contact.
11. Choose **OK**.

**See also**

Actions: [Contacts > Display](#) on page 173




## 9.2 Deleting a contact from the contact list

1. Choose  **Menu** >  **Settings**.
2. Choose  **Contacts**.  
The **Contact list** tab appears.
3. In the **Contacts** options group, find the contact in the contact list and select the contact.
4. Choose  and choose **Yes** to confirm.
5. Choose **OK**.

### See also

Actions: [Contacts > Display](#) on page 173





## 9.3 Finding a contact in the contact list

1. Choose  **Menu** >  **Settings**.
2. Choose  **Contacts**.  
The **Contact list** tab appears.
3. In the **Contacts** options group, start typing the name in the search field.  
The more you type, the more selective the contact list becomes.
4. Choose **OK**.

### See also

Actions: [Contacts > Navigate](#) on page 174

## 9.4 Changing the contact details of a contact

1. Choose  **Menu** >  **Settings**.
2. Choose  **Contacts**.  
The **Contact list** tab appears.
3. In the **Contacts** options group, find the contact in the contact list and select the contact.
4. Choose .  
The contact form appears.
5. Enter the changes.  
See [Adding a contact to the contact list](#) on page 99 for more details on the different fields and options.
6. Choose **OK**.

### See also

Actions: [Contacts > Display](#) on page 173



Actions: [Contacts > Customize](#) on page 174





## 10 Agenda settings


### 10.1 Adding an appointment to the user's agenda














#### TIP

You can select an appointment from the list and choose  to change the details of the appointment or  to delete an appointment.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Agenda**.  
The **Agenda** tab appears.
3. Choose .  
The appointment form is displayed.


4. In the **Event** field, enter a name for the appointment.
5. Choose  .  
The **Choose image** dialog appears.
6. Choose one of the following options to add a picture:

Options	Procedure
To choose a picture from the available symbol sets	<ol style="list-style-type: none"> <li>1. Choose  <b>Symbols</b>.</li> <li>2. Choose <b>Choose symbol sets</b> to select symbol sets and to change the search order in the sets.</li> <li>3. Start typing in the search field. The more you type, the more visible and selective the pictures become.</li> <li>4. Choose the picture you want to add.</li> </ol>
To choose a picture from the Internet	<ol style="list-style-type: none"> <li>1. Choose  <b>Web search</b>.</li> <li>2. Enter your search term in the search field and choose .</li> <li>3. Choose the picture you want to add.</li> </ol>
To add a picture from your gallery	<p>The gallery contains all the pictures you have already added to the pageset.</p> <ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose the picture you want to add.</li> </ol>
To add a picture from internal and external storage media: the hard drive of your PC, a memory card, a CD or DVD, a USB stick, ...	<ol style="list-style-type: none"> <li>1. Choose  <b>From disk</b>.</li> <li>2. Search for the picture using the Windows navigation pane.</li> <li>3. Choose the picture you want to add.</li> <li>4. Choose <b>Open</b>.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To add a screenshot	<ol style="list-style-type: none"> <li>1. Choose  <b>Screenshot</b>.</li> <li>2. Select the desired area with the crosshair.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To take and add a picture	<ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose <b>Take picture</b>.</li> </ol> <p>You can switch cameras first by pressing .</p> <p>The picture will immediately appear in the cell.</p> <p>If you want to add extra pictures or further edit the cell, you have to select  again.</p>

7. In **Entire day**, choose one of the following options:
  - **Yes**.
  - **No** and enter the start and end time of the appointment in the **From** and **Until** fields.
8. In **Starting day**, choose ▼ and select the date of the (first) appointment. You can also enter the date using the (screen) keyboard.



9. In **Time or how often**, choose one of the following options from the drop-down list:
- **Once**
  - **Every day**
  - **Every working day**
  - **Every week**
  - **Every month**
  - **Every year**
10. For an appointment that will be repeated, in **Ending day**, choose ▼ and select the date on which you want the repeat to be stopped.
11. In **Alert**, choose **Yes** if you want the user to be notified of the appointment and set the following options:





Option	Procedure
<b>When</b>	From the drop-down list, choose when the user should be notified.
<b>Speak</b>	Choose <b>Yes</b> if you want the appointment said aloud to the user.
<b>Show message</b>	Choose <b>Yes</b> if the appointment is to be shown as a pop-up to the user.
<b>Sound</b>	Choose a sound from the drop-down list.  Choose  to test the selected sound.

12. Choose **OK**.

#### See also

Actions: Agenda and time > Agenda > Edit agenda on page 150

### 10.2 Deleting an appointment from the user's agenda

1. Choose  **Menu** >  **Settings**.
2. Choose  **Agenda**.  
The **Agenda** tab appears.
3. In **Show**, choose one of the following options from the drop-down list to limit the list:
  - **This week**
  - **This month**
  - **This year**
4. Select an appointment from the list and choose .
5. Choose **Yes** in the pop-up window if you are sure that you want to delete the appointment.
6. Choose **OK**.

#### See also


Actions: Agenda and time > Agenda > Edit agenda on page 150

### 10.3 Changing an appointment in the user's agenda

1. Choose  **Menu** >  **Settings**.
2. Choose  **Agenda**.  
The **Agenda** tab appears.

3. In **Show**, choose one of the following options from the drop-down list to limit the list:

- **This week**
- **This month**
- **This year**

4. Select an appointment from the list and choose .  
The appointment form is displayed.

5. Change the appointment settings, for more information see [Adding an appointment to the user's agenda](#) on page 101.

6. Choose **OK**.



**See also**

Actions: [Agenda and time](#) > [Agenda](#) > [Edit agenda](#) on page 150

**10.4 Adding a message to the user's agenda**




**TIP**

You can select a message from the list and choose  to change the details of the message or  to delete a reminder.


1. Choose  **Menu** >  **Settings**.

2. Choose  **Agenda**.  
The **Agenda** tab appears.

3. Choose the **Alerts** tab.

4. Choose .  
The message form appears.

5. In the **Message** field, enter a name for the message and set the following options:

Option	Procedure
<b>Speak</b>	Choose <b>Yes</b> if you want the message said aloud to the user.
<b>Show message</b>	Choose <b>Yes</b> if the message is to be shown as a pop-up to the user.
<b>Sound</b>	From the drop-down list, select a sound to be played for the message.  Choose  to test the selected sound.

6. In **When**, enter the time of the message.

7. In **Time or how often**, choose one of the following options from the drop-down list:

- **Once**
- **Every day**
- **Every working day**
- **Every week**
- **Every month**
- **Every year**

8. In **Starting day**, choose ▼ and select the date of the (first) appointment. You can also enter the date using the (screen) keyboard.





9. For a message that will be repeated, in **Ending day**, choose ▼ and select the date on which you want the message to be stopped.

10. Choose **OK**.

**See also**

Actions: [Agenda and time](#) > [Agenda](#) > [Edit agenda](#) on page 150





## 10.5 Deleting a message from the user's agenda

1. Choose  **Menu** >  **Settings**.
2. Choose  **Agenda**.  
The **Agenda** tab appears.
3. Choose the **Alerts** tab.
4. In **Show**, choose one of the following options from the drop-down list to limit the list:
  - **This week**
  - **This month**
  - **This year**
5. Select an appointment from the list and choose .
6. Choose **Yes** in the pop-up window if you are sure that you want to delete the message.
7. Choose **OK**.

### See also

Actions: Agenda and time > Agenda > Edit agenda on page 150

## 10.6 Changing a message in the user's agenda


1. Choose  **Menu** >  **Settings**.
2. Choose  **Agenda**.  
The **Agenda** tab appears.
3. Choose the **Alerts** tab.
4. In **Show**, choose one of the following options from the drop-down list to limit the list:
  - **This week**
  - **This month**
  - **This year**
5. Select a message from the list and choose .  
The message form appears.
6. Change the message settings, for more information see [Adding a message to the user's agenda on page 104](#).
7. Choose **OK**.

### See also

Actions: Agenda and time > Agenda > Edit agenda on page 150

## 11 Settings for data collection

### 11.1 Collecting user data




 **NOTE** *Request permission to collect data and handle it with care. Please respect the local rules of privacy.*

You can register (log) and visualize (show) the frequency of cell selection by the user. You can export the collected data and delete it completely and permanently from Mind Express.

The data (from each selection) that is displayed is:

- date and time
- pageset name
- page name
- row and column number
- labels or text and notes that were registered via the **Log text** and **Log message box content** actions

1. Choose  **Menu** >  **Settings**.

2. Choose  **Log**.  
The **Log** window appears.
3. In **Activate log**, choose **Yes** to register the user selection behavior in the log.
4. In **Show Frequency in the pageset**, choose **Yes** to visualize the frequency with which the cells were selected. The darker the box, the more they were selected.
5. In **Delete log**, choose  and **OK** to completely delete the log. If there is no data, this function is no longer available.
6. In **Export log**, choose  to export and save the log.  
Exported data is saved in a CSV file. This is a table file that you can open in a spreadsheet such as Microsoft Excel, LibreOffice Calc, Apache OpenOffice Calc, etc.

### See also

Actions: [Log > Selection frequency](#) on page 176

Actions: [Log > Log](#) on page 175





Actions: [Log > Mouse movement](#) on page 176

## 11.2 Clearing the log

You can register (log) and visualize (show) the frequency of cell selection by the user, and export the data. You can also delete the data completely and permanently from Mind Express.

This procedure will not delete exported data. To do so, you need to delete the saved CSV file.

You can also give the user or yourself control over clearing or stopping the registration of the user's data through actions.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Log**.  
The **Log** window appears.
3. In **Delete log**, choose  and **OK** to completely delete the log. If there is no data, this function is no longer available.

### See also

Actions: [Log > Log](#) on page 175





Actions: [Log > Selection frequency](#) on page 176

Actions: [Log > Mouse movement](#) on page 176

## 11.3 Exporting the log

You can register (log) and visualize (show) the frequency of cell selection by the user. You can also export this collected data.

Request permission to collect data and handle it with care. Please respect the local rules of privacy.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Log**.  
The **Log** window appears.
3. In **Export log**, choose . This function is not available if no data is available.  
The Windows window **Save as** appears.
4. Browse to the location on a drive where you want to save the pageset, enter a **Filename** and choose **Save**.

### See also

Actions: [Log > Log](#) on page 175

## 12 Environmental control settings

## 12.1 Environmental control

There is the option to use your Mind Express device to control appliances remotely. For example, you can switch lights and sockets on or off, operate a television or radio, control shutters and so on.

Mind Express 5 can use one of the following protocols:

- **Z-Wave:** you can connect a USB controller to your Mind Express device. See also <https://www.z-wave.com/> and <https://z-wavealliance.org/>. The controller is already integrated into some Jabbla devices.

Mind Express supports lighting and sockets for Z-Wave.

The available functions of added Z-Wave modules are automatically available and can be tested.

In order for a user to control Z-Wave appliances, you must

- enable the Z-Wave environmental control
- add Z-Wave modules to the network
- Z-Wave add appliances
- add actions from the **Environmental control** category to a page
- **Jabbla-IR:** your Mind Express device can be equipped or fitted with an infrared transmitter/receiver, for example, to control your television with Mind Express. You can enable the appliance to learn and test various functions.

In order for a user to control Jabbla-IR appliances, you must

- enable the Jabbla-IR environmental control
- Jabbla-IR add appliances
- learn Jabbla-IR codes
- add actions from the **Environmental control** category to a page

### See also

[Actions: Environmental control](#) on page 191

[Enabling Z-Wave environmental control](#) on page 107

[Adding a Z-Wave module to the network](#) on page 108

[Adding a Z-Wave appliance](#) on page 108

[Enabling Jabbla-IR environmental control](#) on page 109

[Adding a Jabbla-IR appliance](#) on page 110

[Learning and testing a Jabbla-IR code](#) on page 111

## 12.2 Enabling Z-Wave environmental control




Mind Express supports for Z-Wave only lighting and sockets.

1. Close Mind Express.
2. Connect a Z-Wave controller to your Mind Express device's USB port.



### NOTE

A Z-Wave controller is already integrated in some Jabbla devices. Please refer to your device's manual.

3. Open Mind Express.
4. Choose  **Menu** >  **Settings**.
5. Choose  **Environmental control**.  
The **Configuration** tab appears.
6. In **Use Z-Wave**, choose **Yes**.  
Z-Wave is enabled. If required, you will still need to select the **Com port** from the drop-down list.
7. Choose **OK**.

### See also

[Environmental control](#) on page 106

[Adding a Z-Wave module to the network](#) on page 108





[Adding a Z-Wave appliance](#) on page 108

[Testing a Z-Wave appliance function](#) on page 109

### 12.3 Adding a Z-Wave module to the network


Mind Express supports for Z-Wave only lighting and sockets.

You must first add a Z-Wave module to the network before you can control an appliance that is connected to the Z-Wave module. We call this kind of appliance a Z-Wave appliance.

1. Enable the Z-Wave environmental control, see [Enabling Z-Wave environmental control](#) on page 107.
2. Choose  **Menu** >  **Settings**.
3. Choose  **Environmental control**.  
The **Configuration** tab appears.
4. In **Add module to network**, choose .
5. Follow the instructions: **Press the control button of the home automation device three times to add it, or follow the manual of the home automation device.**



#### NOTE

In Z-Wave terms, you are now in *inclusion mode*. To cancel, in **Stop adding**, choose .

The Z-Wave module is now added to the network. The Z-Wave appliance can now be added.

6. Choose **OK**.

#### See also

[Environmental control](#) on page 106





[Deleting a Z-Wave module from the network](#) on page 108

[Enabling Z-Wave environmental control](#) on page 107

### 12.4 Adding a Z-Wave appliance

Mind Express supports for Z-Wave only lighting and sockets.

Before you can add a Z-Wave appliance to Mind Express, you first need to add the Z-Wave module to the network.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Environmental control**.  
The **Configuration** tab appears.
3. Choose a category, for example **Lights**.
4. Choose .
5. In **Communication system used**, choose **Z-Wave**.
6. In **Device name**, enter a name for the appliance, for example **Desk light**.
7. In **Z-Wave module**, from the drop-down list, choose the module you want to connect to your appliance and choose **OK**.  
The device and the Z-Wave module are now connected. The available functions of the appliance are also immediately available and do not need to be taught, as with IR environmental control.
8. Choose **OK**.




#### See also


[Environmental control](#) on page 106

[Testing a Z-Wave appliance function](#) on page 109


[Enabling Z-Wave environmental control](#) on page 107

### 12.5 Deleting a Z-Wave module from the network

1. Enable the Z-Wave environmental control, see [Enabling Z-Wave environmental control](#) on page 107.
2. Choose  **Menu** >  **Settings**.
3. Choose  **Environmental control**.  
The **Configuration** tab appears.

- In **Remove module from network**, choose .
- Follow the instructions that appear.

**NOTE**

In Z-Wave terms, you are now in *exclusion mode*. To cancel, in **Stop removing**, choose .






The Z-Wave module is deleted from the network.

- Choose **OK**.

**See also**

[Adding a Z-Wave module to the network](#) on page 108




**12.6 Testing a Z-Wave appliance function**

- Choose  **Menu** >  **Settings**.
- Choose  **Environmental control**.  
The **Configuration** tab appears.
- Choose the category for your appliance, for example **Lights**.
- Choose the Z-Wave appliance.
- Choose .
- Choose the function you want to test.
- Choose the  test button to test the function.
- Choose **OK**.

**See also**

[Adding a Z-Wave appliance](#) on page 108

**12.7 Enabling Jabbla-IR environmental control**

- Choose  **Menu** >  **Settings**.
- Choose  **Environmental control**.  
The **Configuration** tab appears.
- In **Use Jabbla-IR**, choose **Yes**.  
Jabbla-IR is enabled.
- Choose **OK**.

**See also**

[Environmental control](#) on page 106

[Adding a Jabbla-IR appliance](#) on page 110

[Learning and testing a Jabbla-IR code](#) on page 111

[Importing infrared codes from Mind Express 4 to Mind Express 5](#) on page 109


**12.8 Importing infrared codes from Mind Express 4 to Mind Express 5**

If you are already using IR environmental control on your device with Mind Express 4, and you want to upgrade to Mind Express 5, then you can import the existing infrared codes. This means that each individual code does not have to be learned.

**NOTE**

Please note that the codes you import all fall under the category **Other device** with their original name from Mind Express 4. If you want to classify them under a specific category, you will have to re-learn them one by one.

- Choose  **Menu** >  **Settings**.
- Choose  **Environmental control**.  
The **Configuration** tab appears.

3. In **Import infrared codes**, choose .  
The Windows window **Open** appears.
4. Use the search field to find the `PluginsIR.xml` file on your device, select it and choose **Open**.
5. Choose **OK**.  
The infrared codes are imported and can be found in the **Other device** category.

### See also

[Enabling Jabbla-IR environmental control](#) on page 109





## 12.9 Adding a Jabbla-IR appliance

Here, it was decided as an example to add a radio set in the **Stereo** category.

The following other basic categories are available:

- **Lights**
- **Power outlet**
- **TV**
- **Curtains**
- **Door**
- **Window**
- **Shutter**
- **DVD player**
- **Digital TV-box**

Via the **Other device** category you can keep adding another function for an appliance, for example **Heating**. This can also be an appliance that is in the list but for which a particular function is not in the list, for example **3D-button television**.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Environmental control**.  
The **Configuration** tab appears.
3. Choose a category, for example **Stereo**.
4. Choose .
5. In **Communication system used**, choose **Jabbla-IR**.
6. In **Device name**, enter a name for the appliance, for example **Radio living room**.
7. Choose **OK**.  
You can now learn the infrared codes for the different functions of the appliance, e.g. the code for the appliance's **power** button, see [Learning and testing a Jabbla-IR code](#) on page 111.

### See also





[Environmental control](#) on page 106

[Deleting a Jabbla-IR appliance](#) on page 110

[Testing a Z-Wave appliance function](#) on page 109

[Enabling Jabbla-IR environmental control](#) on page 109








## 12.10 Deleting a Jabbla-IR appliance

1. Choose  **Menu** >  **Settings**.
2. Choose  **Environmental control**.  
The **Configuration** tab appears.
3. Choose the category for your appliance, for example **Stereo**.
4. Select the appliance you want to delete.
5. Choose  and choose **Yes** in the **Are you sure you want to delete this item?** pop-up window.
6. Choose **OK**.



## 12.11 Learning and testing a Jabbla-IR code

An existing appliance that you have already added can learn new infrared codes.

1. Choose  **Menu** >  **Settings**.
2. Choose  **Environmental control**.  
The **Configuration** tab appears.
3. Choose the category for your appliance, for example **Stereo**.
4. Select the appliance that is going to learn the codes.
5. Choose .  
The appliance can now learn the infrared codes for the different functions, e.g. the code for - the appliance's **power** button.
6. Choose a function, for example **power**.
7. Choose the record button .  
The text **Learning ...** is now flashing under the function and the **Press and release the button on your remote control.** instruction appears at the bottom
8. Carry out the instruction.  
Once the code has been learned, the function symbol changes from gray to black and the **Infrared code was recorded correctly.** message appears. If learning has failed, then the message **Infrared code could not be recorded. Try again.** and you can try again by choosing the  record button again.
9. Choose the  test button to test whether the learned infrared code is working.
10. Choose **OK**.
11. Repeat from step 6 until all the infrared codes for the required functions have been learned.
12. Choose **OK**.

### See also

Environmental control on page 106

Enabling Jabbla-IR environmental control on page 109

Importing infrared codes from Mind Express 4 to Mind Express 5 on page 109

## 13 Pageset preference settings

### 13.1 Setting up the pageset language

The pageset language determines, among other things, which grammar and grammar rules are linked to a pageset. If **Language-independent** is selected, no grammar rules apply to this pageset and the pageset is therefore language-independent.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. From the **General pageset preferences** options group, select one of the following options from the **Pageset language** drop-down list:
  - One of the available languages.
  - **Language-independent**.
3. Choose **OK**.

### 13.2 Choosing symbol sets for a pageset

You can choose which symbol sets to use in word prediction and when searching for a picture for a cell. You can also set the search order for the symbol sets.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **General pageset preferences** options group, in **Symbol sets** choose **Choose symbol sets**. The **Symbol sets** dialog appears.
3. Select the symbol sets you want to search.
4. Drag a symbol set to a higher/lower position to increase/decrease its search priority.
5. Choose **OK**.





### 13.3 Selecting and setting up a pageset-specific control method

You can select a specific control method for a pageset (mouse/touch, scanning switches, joystick or eye tracking) and choose the corresponding control settings. The pageset-specific control method has priority over the current or start-up control method.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **General pageset preferences** options group, in **Use specific access settings**, choose **Yes**.
3. In **Method**, choose a control method from the drop-down list:
  - , **Mouse/Touch**.
  - , **Joystick**.
  - , **Scanning**.
  - , **Eye tracking**.
4. Choose **Access settings**.  
The control settings tab for the selected control method opens with a warning that you are changing the pageset-specific control method and settings here!
5. Here, (and as required in other tabs), set the pageset-specific control settings, see [Choosing the control method, selection method and settings](#) on page 39.
6. Choose **OK**.

#### See also

[Choosing the \(current\) control method](#) on page 16

[Choosing the startup control method](#) on page 39

### 13.4 Returning to the first page from any cell in the pageset

For the entire pageset you can specify to return to the first page of the pageset after selecting a cell.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **General pageset preferences** options group, in **Always return to first page**, choose **Yes**.
3. Choose **OK**.

### 13.5 Making a sound while dragging a cell in a pageset

You can set up a sound for the whole pageset so that a sound is made when you drag a cell.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **General pageset preferences** options group, in **Sound when dragging**, choose **Yes**.

3. Choose **OK**.

#### See also

Making a sound recording for a cell on page 141

### 13.6 In a pageset activating quick sound recording for a cell



If you activate this option, after a set time the user can press a cell via mouse/touch, record a sound, if the **Mouse/Touch** control settings in **Select, When releasing** option are enabled.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **General pageset preferences** options group, in **Quick sound recording**, choose **Yes**.
3. In **Show sound recording window after**, use the slider to specify how long you need to press and hold the cell. You can fine-tune this with  and .
4. Choose **OK**.

#### See also

Making a sound recording for a cell on page 141

### 13.7 Setting the number of pictures when saving a message in a cell



When a user places the contents of a message in a cell via the **Save in cell** or **Save in cell with ID** actions, by default three pictures are also saved. You can change this number.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. From the **General pageset preferences** options group, in **Number of symbols when saving message in cell**, use the slider to specify how many pictures you want to save. You can fine-tune this with  and .
3. Choose **OK**.

### 13.8 Activating changing of labels according to grammar

You can activate cells with a speech message (**Type text** action) to change their label according to the grammar.

#### Examples



#### NOTE

Depending on the language, certain examples below may or may not apply

- The cell label with a noun changes to the plural form.
- The cell label with a verb changes to the past tense.
- (Not in Swedish, Danish) If the user first selects a cell with a personal pronoun, the labels of the cells with a verb will change to the verb form corresponding to the personal pronoun.

A specific example: a cell has the **Label 'he'** and **Grammatical category 'Personal pronoun'**. Another cell has the **Label 'walk'** and **Grammatical category 'Verb'**. If the user selects the cell with the **Label 'he'**, the label of the cell with the **Label 'walk'** changes to **'walks'**.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **General pageset preferences** options group, in **Change labels according to grammar**, choose **Yes** to have the labels automatically change.
3. Choose **OK**.

### 13.9 Page layout settings for a pageset

You can adjust the layout of the pages in a pageset based on:

- your device’s screen dimensions or
- the paper size on which you want to print pages

If you change the setting retrospectively, then the change applies to all pages in the pageset.

You can adjust the size and background color settings of the pages and choose a template to create a new page.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **Layout** options group, choose from the following options you want to perform:

Option	Procedure
To make optimal use of the Mind Express window: the pageset takes up all available space.	In <b>Modified size</b> , choose <b>No</b> .
To choose a portrait or landscape paper size and a background color for the pageset.	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Size</b>, choose one of the available paper sizes from the drop-down list.</li> <li>3. In <b>Size</b>, choose the color picker next to the drop-down list to modify the background color.</li> </ol>
To choose a portrait or landscape picture size of a Jabbla device and a background color for the pageset.	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Size</b>, choose one of the available picture sizes of a Jabbla device from the drop-down list.</li> <li>3. In <b>Size</b>, choose the color picker next to the drop-down list to modify the background color.</li> </ol>
To choose your own size and background color for the pageset.	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Size</b>, choose from the drop-down list, <b>Custom size</b></li> <li>3. Enter the <b>Width</b> and the <b>Height</b>.</li> <li>4. In <b>Size</b>, choose the color picker next to the drop-down list to modify the background color.</li> </ol>
<p>A template for creating a new page.</p> <p>If you want the same layout for a number of pages in a pageset, for example with a message box and buttons to navigate to the next and previous page, then create one such page and then use it as a template to create new pages.</p>	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Use template</b>, choose <b>Yes</b>.</li> <li>3. Choose <b>Choose page</b>. The <b>Choose a page</b> window appears.</li> <li>4. Select a page (or create a new page that can be modified afterwards).</li> <li>5. Choose <b>OK</b>.</li> </ol>

3. Choose **OK**.

### 13.10 Deciding on the speech settings of a pageset

You can set up a number of speech settings to apply to the whole pageset.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

- In the **Speech** options group, specify the following options:

Option	Procedure
<b>No speech when adding to message box</b>	Choose <b>Yes</b> to prevent Mind Express from speaking the text that you are adding to a message.
<b>Waiting for speech to end before page change</b>	Choose <b>Yes</b> to wait for speaking a complete message to end, before jumping to the next page.

- Choose **OK**.

### 13.11 Activating Windows control for a pageset


You can use Mind Express to control other Windows applications. A pageset/page in Mind Express then serves as a sort of customized on-screen keyboard.





- Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

- Choose the **Pageset** tab in the edit panel.
- Choose  **Preferences**.
- In the **Windows Control** options group, choose the options you want to specify:

Option	Procedure
<b>Windows Control</b>	Choose <b>Yes</b> to control other Windows applications by activating the pageset.
To hide the title bar of the Mind Express window when opening the pageset	In <b>Show the title bar</b> choose <b>No</b> to hide the title bar.
The position of the Mind Express window when opening the pageset.	In <b>Position</b> choose the position of the Mind Express window from the drop-down list.
Setting the width of the Mind Express window when opening the pageset.	Drag the slider to set the <b>Width</b> as a percentage of the display width. You can fine-tune the width with  and  .
Setting the height of the Mind Express window when opening the pageset.	Drag the slider to set the <b>Height</b> as a percentage of the display width. You can fine-tune the height with  and  .

- Choose **OK**.

### 13.12 Reopening a pageset on the last page

You can arrange for pagesets to be reopened on the page they were closed on.

- Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

- In the **Previously opened settings** options group, in **Save the current page and display it the next time the pageset is opened.**, choose **Yes**.
- Choose **OK**.

#### See also

Reopening a pageset in the last position of the dynamic list on page 116

Opening a pageset on page 31

### 13.13 Reopening a pageset in the last position of the dynamic list

On reopening, you can set a pageset to open on all pages with dynamic lists in the last position of these lists.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **Previously opened settings** options group, in **Save the status of the current dynamic list and display it the next time the pageset is opened.**, choose **Yes**.
3. Choose **OK**.

#### See also

Actions: Dynamic content > Dynamic list - most used on page 177

Reopening a pageset on the last page on page 115

Opening a pageset on page 31

### 13.14 Adding author's information to a pageset

1. Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **Author's information** options group, complete the required information in the following fields:
  - **Author**
  - **Contact**
  - **Description**.
3. Choose **OK**.

# E Working with cells, pages and pagesets

## 1 Working with cells

### 1.1 Cell

Mind Express contains one or more pagesets. Each pageset contains one or more pages. Cells can be added to each page.

You can fill cells with a picture, a label and link a style to it that determines the layout of the cell. You can also add an action to a cell. When the user selects the cell, the action is carried out.

In the example you can see a cell with:

- Picture (🖼️ in the edit panel): taxi.
- Label (Aa in the edit panel): Taxi.
- Style (👉 in the edit panel): S1 is characterized by a yellow and orange background, a purple border and a blue label in the top left corner.
- Action speech (🗨️ in the edit panel): when the user selects the cell, the word taxi is said aloud.

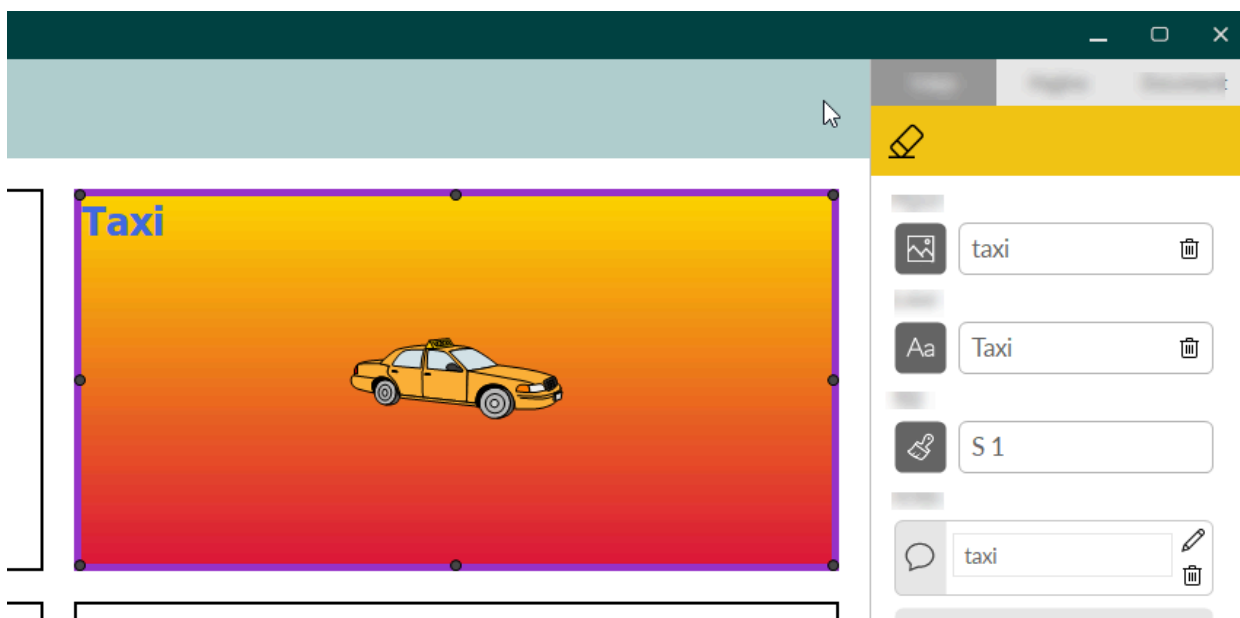


Figure 15: A cell

### 1.2 Adding a new cell to a Freestyle page

A separate new cell can only be added with the Freestyle page type.


1. Open the pageset in the portal.
2. Choose **Menu > Edit F2**.
3. Choose the **Cell** tab in the edit panel.
4. Navigate to the required page.
5. Choose one of the following options:
  - Press and hold **Ctrl** and click and drag the mouse to a cell on the page.
  - Choose **+** **Add cell** if you have not yet selected any cells.
  - Choose **+** if you have already selected a cell.


#### See also



[Deleting a cell from a Freestyle page on page 118](#)

### 1.3 Deleting a cell from a Freestyle page

Deleting one or more cells is only available for Freestyle type of pages. The Grid page type does allow you to delete a whole row or column.

 **TIP** You can start by creating Grid type of page and convert it later on to Freestyle (and vice versa) in order to be able to delete or freely move cells.

1. Open the pageset in the portal.
2. Choose  **Menu** > **Edit F2**.
3. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
4. Navigate to the required page.
5. Select the cells you want to delete.
6. Choose one of the following methods and follow these steps:

Method	Procedure
Via the edit panel (touch-friendly option)	<ol style="list-style-type: none"> <li>1. Choose  to clear the cell's picture and label. The style remains.</li> <li>2. Choose  to delete the cell.</li> </ol>
Via the input panel	<ol style="list-style-type: none"> <li>1. Press <b>Delete</b> to clear the cell's picture and label. The style remains.</li> <li>2. Press <b>Delete</b> to delete the cell.</li> </ol>
By right-clicking with the mouse	<ol style="list-style-type: none"> <li>1. Right-click the &gt; <b>Delete Del</b> cell to clear the cell's picture and label. The style remains.</li> <li>2. Right-click the &gt; <b>Delete Del</b> cell to delete the cell.</li> </ol>


**See also**

- Making a cell visible/invisible for the user on page 130
- Quickly deleting the picture and the label from one or more cells on page 121
- Adding a new cell to a Freestyle page on page 117
- Page settings on page 207

### 1.4 Selecting and deselecting cells




You can select one or multiple cells at the same time. There are both touch and mouse friendly methods.

 **TIP** You can combine different methods for quick selections. For example, you can first select all the cells and then deselect some of them.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Choose what you want to select and follow these steps:

Selection	Procedure
To select one cell	Click or tap on a cell.



Selection	Procedure
To select multiple adjacent cells at the same time	Choose one of the following options: <ul style="list-style-type: none"> <li>Press and hold <b>Shift</b> and click on the first and last cell that you want to select.</li> <li>Only in Freestyle: click next to the first cell and drag over the adjacent cells you want to select.</li> </ul>
To select multiple (possibly non-adjacent) cells at the same time	Choose one of the following options: <ul style="list-style-type: none"> <li>Press <b>Ctrl</b> and select the cells by left-clicking.</li> <li>In the edit panel, in the <b>Cell</b> tab, fold open the <b>Multiple cells</b> options group, choose  <b>Select</b> and click or tap on the cells you want to select.</li> </ul>
To select all cells	Choose one of the following options: <ul style="list-style-type: none"> <li>Press <b>Ctrl + A</b>.</li> <li>In the edit panel, in the <b>Cell</b> tab, fold open the <b>Multiple cells</b> menu, choose  <b>Select all</b>.</li> </ul>
To deselect all cells	Click or tap on a random cell. Only this cell remains selected.
To deselect one or more cells	Choose one of the following options: <ul style="list-style-type: none"> <li>Press <b>Ctrl</b> and deselect the cells by left-clicking.</li> <li>In the edit panel, in the <b>Cell</b> tab, fold open the <b>Multiple cells</b> menu, choose  <b>Select</b> and click or tap on the cells you want to select.</li> </ul>

## 1.5 Quickly fill one or more cells


If you quickly enter a picture in a cell, the label will be completed automatically and the action text will be added to the cell:


- The action text is said aloud when the user selects the cell.
- By default, the action text is the label text.
- For most pictures that are provided by default, the type of word for the text is already set correctly.





### TIP

The on-screen keyboard is always available in the edit panel via the  button.

- Choose  **Menu** > **Edit F2**.
- Navigate to the required page.
- Choose one of the following options to fill cells:

Option	Procedure
Quick Fill one cell	<ol style="list-style-type: none"> <li>Select an empty cell.</li> <li>Start typing: as a word is formed, suggestions from pictures and labels appear in the cell.  If the cell is not empty, then only the label of the existing cell is changed.  If no suitable picture is found, choose the <b>Cell</b> tab in the  edit panel to switch to the <b>Choose image</b> dialog.</li> <li>Press <b>Enter</b> to confirm and to go to a next cell.</li> </ol>

Option	Procedure
<p>Quick fill multiple cells simultaneously with the same picture</p>	<ol style="list-style-type: none"> <li>1. Select the cells.</li> <li>2. Start typing: as a word is formed, suggestions from pictures and labels appear in the cells.  If the cell is not empty, then only the label of the existing cell is changed.  If no suitable picture is found, choose the <b>Cell</b> tab in the  edit panel to switch to the <b>Choose image</b> dialog.</li> <li>3. Press <b>Enter</b> to confirm.</li> </ol>
<p>Quick fill multiple cells simultaneously with the different pictures</p>	<ol style="list-style-type: none"> <li>1. Select the cells.</li> <li>2. Choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Right-click &gt; Fill cells F4</b></li> <li>• Press <b>F4</b>.</li> <li>• In the edit panel, in the <b>Cell</b> tab, in the <b>Multiple cells</b> options group, select .</li> </ul> <p>The <b>Quick fill</b> window appears.</p> </li> <li>3. Type the first word and press <b>Enter</b>, type the second word and press <b>Enter</b>, etc.</li> <li>4. Choose <b>OK</b>: you have now filled the same number of cells as words you have entered. If there isn't a picture available for a certain word, then that cell is filled with only a label.</li> </ol>


**See also**



Quickly clear one or more cells on a Grid page on page 120

Quickly deleting the picture and the label from one or more cells on page 121

**1.6 Quickly clear one or more cells on a Grid page**

It is easy to quickly clear one or more cells on a page of the Grid type. In the first step, the cell will no longer have a picture or label, and in the second step it will return to the (customizable) default style.

1. Open the pageset in the portal.
2. Choose  **Menu > Edit F2**.
3. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
4. Navigate to the required page.
5. Select the cells you want to clear.
6. Choose one of the following options to clear the cells:

Option	Procedure
<p>Via the edit panel (touch-friendly option)</p>	<ol style="list-style-type: none"> <li>1. Choose  to clear the cell's picture and label. The style remains.</li> <li>2. Choose  to return to the page's default style.</li> </ol>
<p>Via the input panel</p>	<ol style="list-style-type: none"> <li>1. Press <b>Delete</b> to clear the cell's picture and label. The style remains.</li> <li>2. Tap <b>Delete</b> to return to the page's default style.</li> </ol>

Option	Procedure
By right-clicking with the mouse	<ol style="list-style-type: none"> <li>1. Right-click the &gt; <b>Delete Del</b> cell to clear the cell's picture and label. The style remains.</li> <li>2. Right-click the &gt; <b>Delete Del</b> cell to return to the page's default style.</li> </ol>



**See also**

Quickly deleting the picture and the label from one or more cells on page 121

Quickly fill one or more cells on page 119

**1.7 Quickly deleting the picture and the label from one or more cells**

You can quickly delete the picture and label of one or more cells while maintaining the style.

1. Open the pageset in the portal.
2. Choose  **Menu** > **Edit F2**.
3. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
4. Navigate to the required page.
5. Select the cells you want to clear.
6. Choose one of the following options:
  - Via the editing panel (touch friendly): select .
  - Via the input panel: press **Delete**.
  - Right-click with the mouse: Right-click on the > **Delete Del** cell.

**See also**

Quickly clear one or more cells on a Grid page on page 120

Deleting a cell from a Freestyle page on page 118

Quickly fill one or more cells on page 119

**1.8 Adding a picture to a cell**

You can fill cells with one or more figures from the available symbol sets, on the web, in your gallery, from disk, via a screenshot or via the camera.



If you select multiple cells at the same time, they will be filled with the same pictures and the same label. This can be customized afterwards.

If you enter a picture in a cell, the label will be completed automatically and the action text will be added to the cell:

- The action text is said aloud when the user selects the cell.
- By default, the action text is the label text.
- For most pictures that are provided by default, the type of word for the text is already set correctly.












**TIP**


You can quickly fill the cells, even with different pictures, without using the **Choose image**, see [Quickly fill one or more cells on page 119](#).


1. Choose  **Menu** > **Edit F2**.
2. Navigate to the required page.
3. Choose one of the following options:
  - Choose the **Cell** tab in the edit panel, select the cell you want to fill and choose . If you select more than one cell, they will be given the same pictures and the same label.
  - Double-click or double-tap on the cell you want to fill.

The **Choose image** dialog appears.

4. Choose one of the following options to add a picture:

Options	Procedure
To choose a picture from the available symbol sets	<ol style="list-style-type: none"> <li>1. Choose  <b>Symbols</b>.</li> <li>2. Choose <b>Choose symbol sets</b> to select symbol sets and to change the search order in the sets.</li> <li>3. Start typing in the search field. The more you type, the more visible and selective the pictures become.</li> <li>4. Choose the picture you want to add.</li> </ol>
To choose a picture from the Internet	<ol style="list-style-type: none"> <li>1. Choose  <b>Web search</b>.</li> <li>2. Enter your search term in the search field and choose .</li> <li>3. Choose the picture you want to add.</li> </ol>
To add a picture from your gallery	<p>The gallery contains all the pictures you have already added to the pageset.</p> <ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose the picture you want to add.</li> </ol>
To add a picture from internal and external storage media: the hard drive of your PC, a memory card, a CD or DVD, a USB stick, ...	<ol style="list-style-type: none"> <li>1. Choose  <b>From disk</b>.</li> <li>2. Search for the picture using the Windows navigation pane.</li> <li>3. Choose the picture you want to add.</li> <li>4. Choose <b>Open</b>.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To add a screenshot	<ol style="list-style-type: none"> <li>1. Choose  <b>Screenshot</b>.</li> <li>2. Select the desired area with the crosshair.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To take and add a picture	<ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose <b>Take picture</b>.</li> </ol> <p>You can switch cameras first by pressing .</p> <p>The picture will immediately appear in the cell.</p> <p>If you want to add extra pictures or further edit the cell, you have to select  again.</p>

5. Choose  to add an extra picture.

6. You can edit the picture by selecting it in the preview window and choosing .

7. Choose **OK**.

The cell has now been filled with:



- The chosen pictures.
- In certain cases with a label:
  - The name of the last chosen symbol.
  - The Internet search term.
- The default style.

**See also**


- Adding an animated GIF to a cell on page 123
- Deleting a picture from a cell on page 123
- Quickly replace pictures with pictures from a different symbol set on page 220

**1.9 Adding an animated GIF to a cell**

You can add an animated GIF to a cell for the user to play back. There are also actions that allow the user to play, pause and stop an animated GIF once or continuously, see [Actions: Interactive > Animated GIF](#) on page 186.

1. Use your Internet browser to find an animated GIF and save the GIF file, for example on your hard drive.
2. Choose  **Menu > Edit F2**.
3. Navigate to the required page.
4. Choose one of the following options:
  - Choose the **Cell** tab in the edit panel, select the cell you want to add the animated GIF to and choose .
  - Double-click or double-tap on the cell you want to fill.

The **Choose image** dialog appears.

5. Choose  **From disk**.
6. Browse to the animated GIF via the Windows navigation window.
7. Select the animated GIF.
8. Choose **Open**.
9. Choose **OK**.

The cell has now been filled with the animated GIF. The user shows the animation when the cell is selected:

**See also**

- [Actions: Interactive > Animated GIF](#) on page 186
- Adding a picture to a cell on page 121
- Deleting a picture from a cell on page 123

**1.10 Deleting a picture from a cell**

You can delete one or more pictures from a cell.

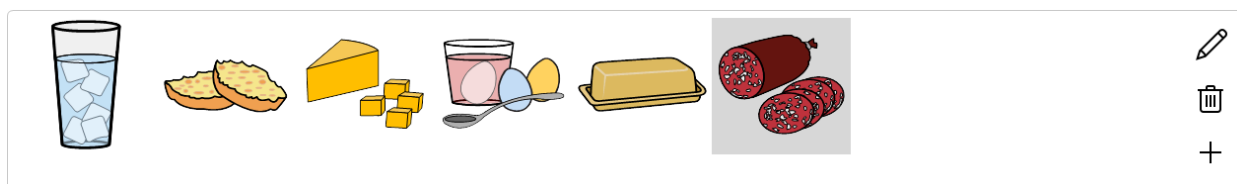







Figure 16: Choosing cell preview in the Select Picture window

To quickly delete a picture and the label from a cell and from a page of the Grid type, see [Quickly clear one or more cells on a Grid page](#) on page 120.

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Choose one of the following options to delete a picture from a cell:

Option	Procedure
Delete all pictures from a cell	<ol style="list-style-type: none"> <li>1. Select the cells.</li> <li>2. In , choose .</li> </ol>

Option	Procedure
Delete one picture from a cell	<ol style="list-style-type: none"> <li>1. Select the cell.</li> <li>2. Choose .</li> <li>3. Select the picture you want to delete from the cell preview in the <b>Choose image</b> dialog.</li> <li>4. Choose .</li> </ol>

5. Choose **OK**.




#### See also

Adding a picture to a cell on page 121

Adding an animated GIF to a cell on page 123

### 1.11 Customizing the label text of a cell

If you fill a cell with a picture, the label text will automatically be given the name of the picture. If a picture is not available, then only the label text is filled in with the entered text. You can customize the label text.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cell with the label you want to edit. If you select multiple cells, they are all given the same label.
5. Choose one of the following options:
  - Choose . The **Label** dialog appears. Type the new label and choose **OK**. Press **Enter** between each line.
  - Type the label next to , in the input field. To separate the lines, type **##** as a separator, for example: water##lemonade##milk.



#### TIP

If you want to change the font or position of the label, see [Customizing the style of a cell on page 126](#).




#### See also

Deleting the label of a cell on page 124

Sorting cells according to label on page 124

### 1.12 Deleting the label of a cell

If you fill a cell with a picture, the label will automatically be filled in with the name of the picture. If a picture is not available, the label is filled in with the entered text. You can delete this label.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells with the label you want to delete.
5. Next to , choose .

#### See also

Customizing the label text of a cell on page 124




Sorting cells according to label on page 124

### 1.13 Sorting cells according to label

You can sort cells alphabetically by label.

- They can be sorted first by row and then by column or vice versa.
- The picture, label, style and ID are moved.

- The size and position of the cells remain the same.

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select the cells you want to sort.
4. In the edit panel, in the **Cell** tab, fold open the **Multiple cells** options group.
5. Choose one of the following options:
  - Choose  **Sort**: they are sorted first by row and then by column.
  - Press and hold **Ctrl** and choose  **Sort**: they are sorted first by column and then by row.

### See also

[Customizing the label text of a cell on page 124](#)

[Deleting the label of a cell on page 124](#)

[Assigning an ID to a cell on page 133](#)

## 1.14 Working with styles

### 1.14.1 Styles

A style allows you to record the way you format the cells. Once the style has been defined, it can be applied to other cells. By using a style you obtain:

- a consistent cell layout
- substantial time-savings

The following items can be defined by using a style:

- the color and transparency of the cell
- the position and font of the label
- the position and size of the picture
- the color and thickness of the border
- the shape of the cell
- the use of a page indicator in the cell (indicating the link to another page)

### 1.14.2 Find, sort and choose the style of a cell

You can choose a style from a list of styles. You can first sort the list and then search the list by name.

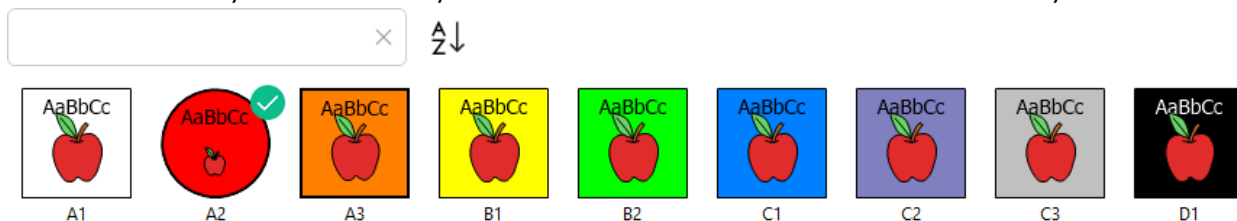





Figure 17: List of styles with search field and sort button

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you are using the input panel or right-click.
3. Navigate to the required page.
4. Select the cells you want to assign the same style to.
5. Choose one of the following options:
  - Choose  **Style**.
  - Press **F9**.
  - Use your mouse to right-click > **Choose style F9**.

The style dialog opens in the **Choose style** tab.

6. You can search for a style by name in the search field or sort the style list with .



7. Choose one of the following options:
  - Select a style from the list and choose **OK**.
  - Double-click or double-tap on a style.



**See also**

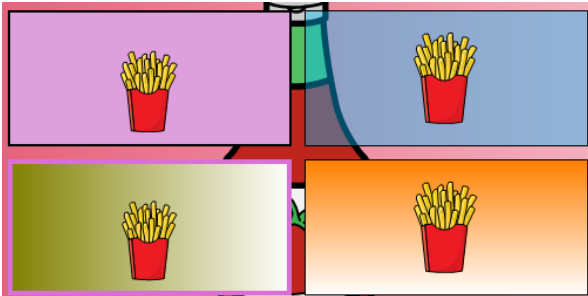
- Customizing the style of a cell on page 126
- Adding a new style to the list for a cell on page 128

**1.14.3 Customizing the style of a cell**

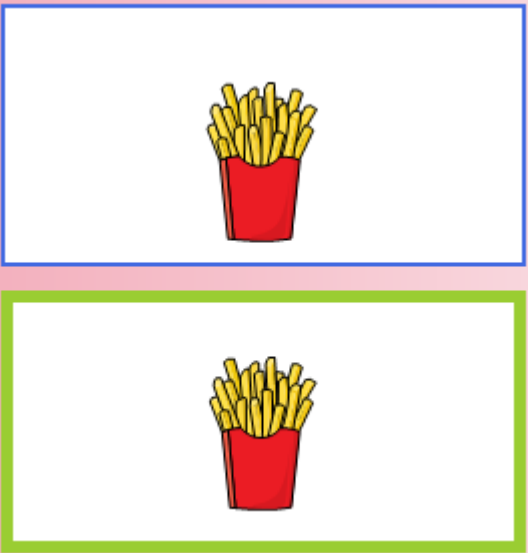
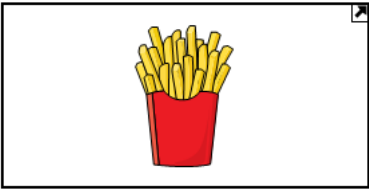
You can customize the style of one or more cells.


1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. Navigate to the required page.
4. Select the cells with the style you want to customize.
5. Choose one of the following options:
  - Choose  **Style** and select the **Edit style** tab in the dialog.
  - Press **F9** and select the **Edit style** tab in the dialog.
  - Use your mouse to right-click > **Edit style**.
6. Choose one of the following options:
  - Choose a style in the list you want to edit.
  - Choose **New** if you want to add a new style.
7. Choose one or more style changes:

Style change	Procedure
The name of the style	Type the new name in the <b>Name</b> field.
The shape of the cell	Choose a shape from the <b>Shape</b> drop-down list.
The background color of the cell	<p>From the <b>Color</b> drop-down list, you choose from (the picture shows examples, arranged from left to right and from top to bottom):</p> <ul style="list-style-type: none"> <li>• <b>Solid</b>.</li> <li>• <b>Transparent</b>: you can use the slider to set the degree of transparency and fine-tune it with  and .</li> <li>• <b>Gradient (horizontal)</b> to set a horizontal gradient between two colors of your choice.</li> <li>• <b>Gradient (vertical)</b> to set a vertical gradient between two colors of your choice.</li> </ul>







Style change	Procedure
<p>The cell border</p> 	<p>In <b>Border</b>, set the border thickness and color for the cell's style.</p>
<p>The font for the cell's label</p> <p>Automatically adjust the label below or above the picture</p>	<p>In <b>Font label</b> select the font for the cell's style.</p> <p>In <b>Automatically adjust</b> choose <b>Yes</b> and for <b>Label position</b> one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>At the top</b></li> <li>• <b>At the bottom</b></li> </ul>
<p>Adjust the position and size of the label and the picture yourself.</p>	<p>In <b>Automatically adjust</b> choose <b>No</b> and specify the following options:</p> <ul style="list-style-type: none"> <li>• <b>Label position</b>: choose the label position in the cell from the drop-down list.</li> <li>• In <b>Adjust label size to fit cell</b> choose <b>Yes</b> to automatically reduce the size of the label to fit inside the cell.</li> <li>• <b>Image size</b>: you can use the slider to set the picture size and fine-tune it with <input type="button" value="+"/> and <input type="button" value="-"/>.</li> <li>• <b>Margin</b>: you can set the margin relative to the border of the cell using the slider and fine-tune with <input type="button" value="+"/> and <input type="button" value="-"/>.</li> </ul>
<p>Show a Go-to action of a cell with an indicator arrow in the cell.</p> 	<p><b>Page indicator</b>: Choose <b>Arrow</b> from the drop-down list.</p>

Style change	Procedure
<p>Show a Go-to action of a cell by displaying the shape of the cell as a folder.</p> 	<p><b>Page indicator:</b> Choose <b>Folder</b> from the drop-down list.</p>



### See also

- Find, sort and choose the style of a cell on page 125
- Adding a new style to the list for a cell on page 128

#### 1.14.4 Changing the order of the styles

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select a random cell.
4. In the **Style** options group, choose .
5. Choose the **Edit style** tab.
6. Drag the styles to the required order. This does not change the style of the selected cell.
7. Choose **OK**.

#### 1.14.5 Adding a new style to the list for a cell


1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. Navigate to the required page.
4. Select at least one cell you want to create the new style for.
5. Choose one of the following options:
  - Choose  **Style**.
  - Press **F9**.
  - Right-click with the mouse > **Edit style** or **Choose style**.
6. Choose **New**.  
The new style has now acquired the default style (the first style when you open the dialog). See [Customizing the style of a cell](#) on page 126 to change the style to your preferences.


### See also

- Find, sort and choose the style of a cell on page 125
- Customizing the style of a cell on page 126
- Deleting a style for a cell from the list on page 128

#### 1.14.6 Deleting a style for a cell from the list

You cannot delete a style that is being used by a cell.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. Navigate to the required page.
4. Select at least one cell.


5. Choose one of the following options:
  - Choose  **Style** and select the **Edit style** tab in the dialog.
  - Press **F9** and select the **Edit style** tab in the dialog.
  - Use your mouse to right-click > **Edit style**.
6. Choose a style from the list that is not being used in the pageset.
7. Choose **Delete**.

#### See also

- Adding a new style to the list for a cell on page 128
- Deleting duplicate styles on page 129

#### 1.14.7 Deleting duplicate styles

Importing styles in a pageset, or creating and adding your own styles may result in styles occurring with the exact same properties. You can delete these duplicate styles. This is only available via the (on-screen) keyboard.

1. Choose  **Menu** > **Edit F2**.
2. Select at least one cell.
3. Press **Shift + Ctrl + F8**.
4. Select **Yes** from the **All duplicate styles will be removed. Continue?** dialog.
5. Select **OK** from the **All duplicate styles were removed.** dialog.

#### See also

- Deleting a style for a cell from the list on page 128

#### 1.14.8 Exporting a style set

You can export all styles used in a pageset. This allows the styles to be reused in another pageset at a later time, see [Importing a style set](#) on page 129.

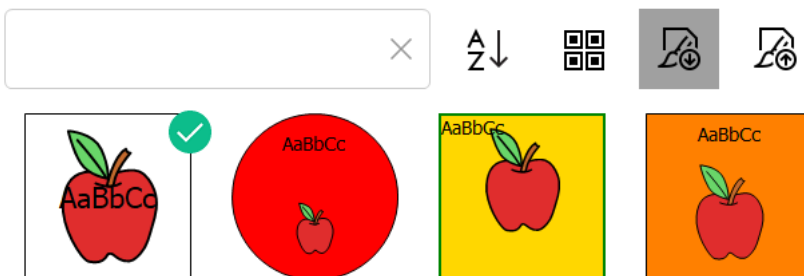





Figure 18: Style list with search field, sort button, select-all button and import and export buttons

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. Select at least one cell.
4. Choose one of the following options:
  - Choose  **Style** and select the **Edit style** tab in the dialog.
  - Press **F9** and select the **Edit style** tab in the dialog.
  - Use your mouse to right-click > **Edit style**.
5. Choose .
6. In the Windows **Save as** dialog, choose a location, enter a **Filename** and choose **Save**.

#### See also

- Importing a style set on page 129

## 1.14.9 Importing a style set

You can import a style set from another pageset to save time. To start exporting a style set, see [Exporting a style set](#) on page 129.

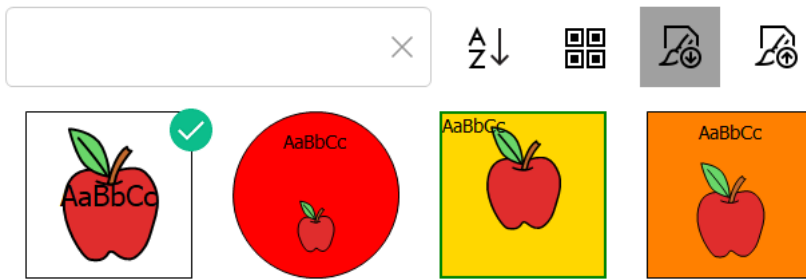


Figure 19: Style list with search field, sort button, select-all button and import and export buttons

1. Choose **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. Select at least one cell.
4. Choose one of the following options:
  - Choose **Style** and select the **Edit style** tab in the dialog.
  - Press **F9** and select the **Edit style** tab in the dialog.
  - Use your mouse to right-click > **Edit style**.
5. Choose **Open**.
6. In the Windows **Open** dialog, browse to the location with your imported style sets, choose the desired set and select **Open**.
7. In the Mind Express dialog, choose **Yes**.

### See also

[Exporting a style set](#) on page 129

## 1.15 Making a cell visible/invisible for the user

You can show/hide cells to the user for a variety of reasons:

- The user starts with cells that have a simple content and only gets to see the more complex cells later.
- The user starts with cells within a certain category.
- You don't want to show unused cells, to keep the page layout more attractive.
- You want to show an underlying cell (in Freestyle).

Cells that are set to invisible, will have a red (slanted) cross in edit view.

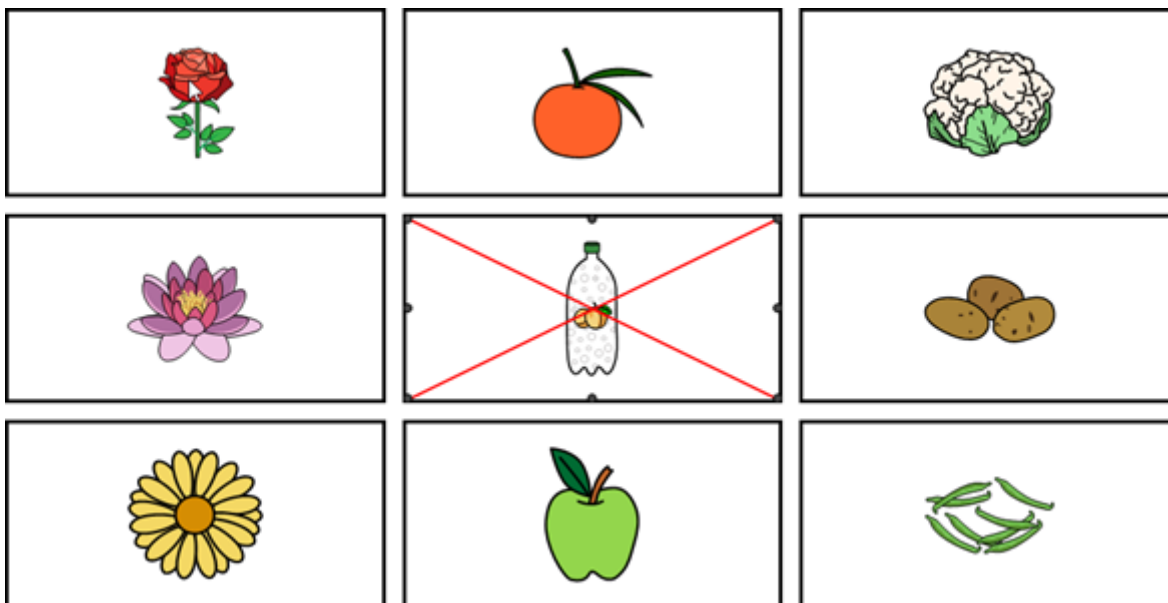


Figure 20: Invisible in edit view

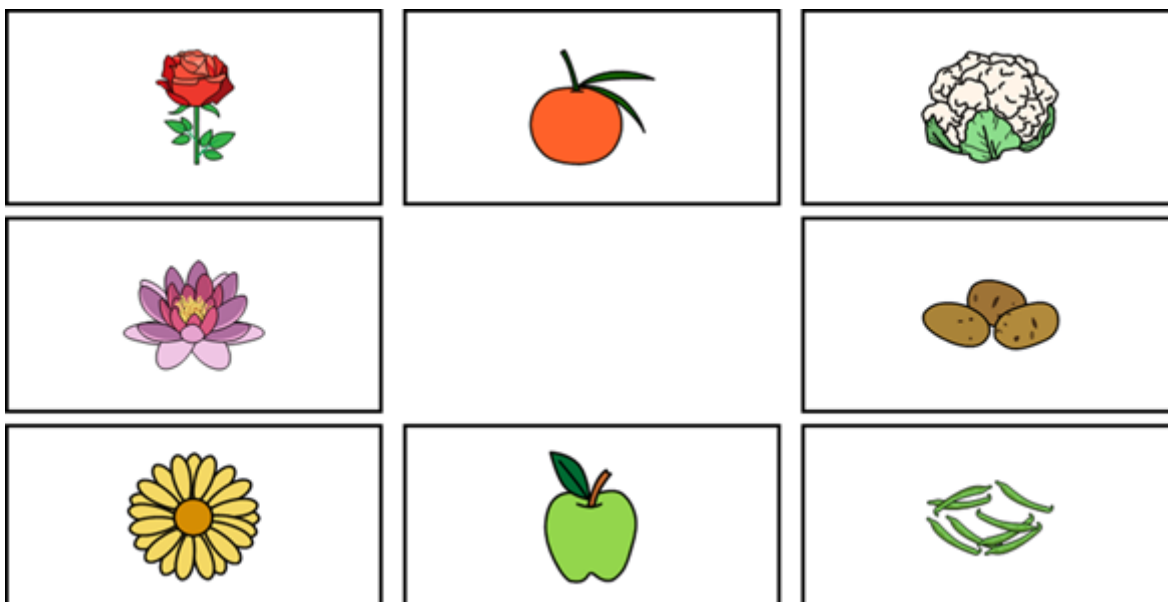




Figure 21: Invisible in user view

**TIP**

You can use the **Ctrl + Shift + I** shortcut key in Edit view to show/hide the cell.

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells you want to show/hide.
5. Fold open the **Properties** options group.
6. In the **Properties** options group, choose  **Visible**.

The visibility of the cell changes. If the cell is invisible, there will be a red cross through the cell in edit view.

**See also**

Actions: Interactive > Properties on page 186

Deleting a cell from a Freestyle page on page 118

Making a cell selectable/unselectable for the user on page 132

Making a cell draggable/undraggable for the user on page 132

### 1.16 Making a cell selectable/unselectable for the user

By default, cells are selectable. However, there are several reasons to make cells unselectable for a user:

- Title cells.
- Cells that are only used for layout.
- Cells that can be skipped when scanning for more efficient scanning.

Unselectable cells can be recognized in edit view by the  symbol in the bottom-right corner.

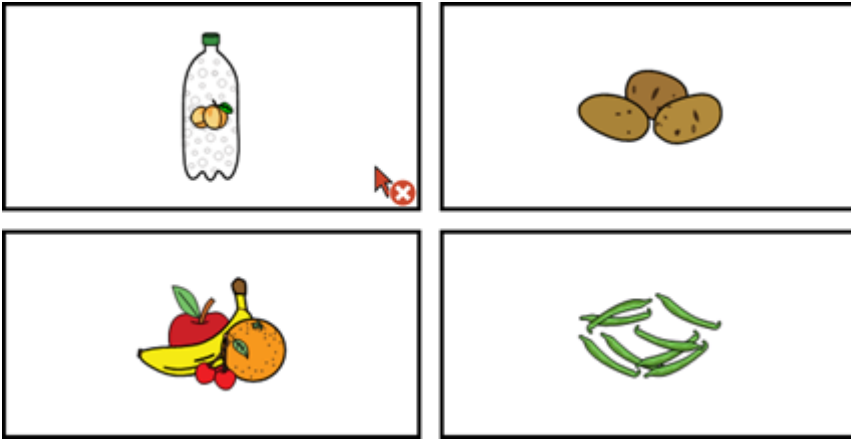





Figure 22: Selectability of a cell



**TIP**

You can use the **Ctrl + Shift + U** shortcut key in edit view to make the cell selectable/unselectable.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells you want to make selectable/unselectable.
5. Fold open the **Properties** options group.
6. In the **Properties** options group, choose  **Selectable**.

The selectability of the cell changes. If the cell is unselectable, the, in edit view, the  symbol can be seen in the bottom-right corner of the cell.

**See also**

- Actions: [Interactive > Properties](#) on page 186
- [Making a cell visible/invisible for the user](#) on page 130
- [Making a cell draggable/undraggable for the user](#) on page 132

### 1.17 Making a cell draggable/undraggable for the user

With mouse/touch it can be useful for the user to be able to drag a cell. If the user drags a cell to another cell, the entire content will be switched.

By default, cells are undraggable.

Draggable cells can be recognized in edit view by the  symbol in the top-right corner.



**TIP**

You can specify for the whole pageset that a sound is played when you drag a cell, see [Making a sound while dragging a cell in a pageset](#) on page 112.

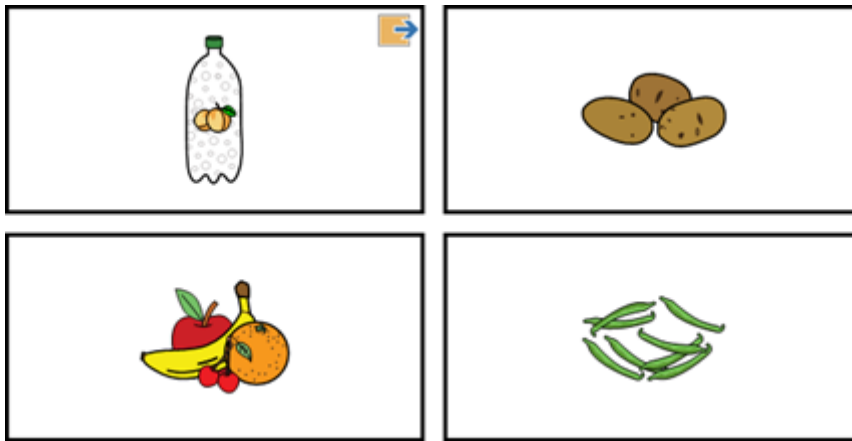





Figure 23: Draggability of a cell

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells you want to make draggable/undraggable.
5. Fold open the **Properties** options group.
6. In the **Properties** options group, choose  **Draggable**.  
The selectability of the cell changes. If the cell is draggable, then, in edit view, the  symbol can be seen in the top-right corner of the cell.

#### See also


Actions: Interactive > Properties on page 186

Making a cell visible/invisible for the user on page 130

Making a cell selectable/unselectable for the user on page 132

### 1.18 The text of a cell with the action Do not add text to a message


By default, the text of a cell with the action Text added to a message box. Sometimes it is useful to disable this function. For example: the user can have short texts said aloud, such as "Please wait, I am busy typing a message", without the text of the cell being added to the message box.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells that should not be added to the message.
5. Fold open the **Properties** options group.
6. In the **Properties** options group, choose **Add to message box**.  
If the text of the cell is not added to the message box, the **Add to message box** button will be gray. If the text of the cell is added, the button will be green.

### 1.19 Assigning an ID to a cell

You can assign an ID to cells, so that based on the ID, you can assign properties to a cell (e.g. make a cell invisible), compare cells, control cells through a script action, ...



1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Navigate to the required page.
4. Select the cells you want to assign the same ID to.
5. Fold open the **Properties** options group.
6. In the **Properties** options group, **ID** input field, you can enter an ID.  
As you enter the ID, it will appear in a yellow bar.

**See also**

Actions: [Interactive](#) > [Animated GIF](#) on page 186


**1.20 Copying and pasting a cell**



You can work more quickly and efficiently by copying cells. The result depends on the type of page of the source page and the target page:

From page type ...	To page type ...	Result of copying
Grid	Grid	Everything (picture, label, style and actions) is copied from one cell to another cell.  If multiple cells are copied, then they are pasted in the same pattern starting from the cell you selected for pasting.  If there is not sufficient space on the right or below the cell, then the cells are not copied.
Grid	Freestyle	New cells with the same sizes, picture, style and actions are created in the Freestyle page.
Freestyle	Freestyle	New cells with the same sizes, picture, style and actions are created in the Freestyle page.  If copying is performed within the same page, then the new cells are placed in front of the original cells and are shifted slightly relative to the original cells.
Freestyle	Grid	The picture, label, style and actions of the first selected cell in the Freestyle page are copied to the Grid page.  You can copy only one cell

If you copy a cell from a source pageset to a target pageset, the style of the target pageset is retained. If the name of the style is present in both the source and target pageset, then the style of the target pageset will be used.



1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. To copy, choose one of the following options:

Option	Procedure
Touch-friendly	<ol style="list-style-type: none"> <li>1. Fold open the <b>Cut/Paste</b> options group.</li> <li>2. Select the cells you want to copy.</li> <li>3. Choose  <b>Copy</b>. The cells have now been copied to the clipboard.</li> <li>4. Select a cell/page to copy the content of the clipboard to.</li> <li>5. Choose  <b>Paste</b>.</li> </ol>
Via the input panel	<ol style="list-style-type: none"> <li>1. Select the cells you want to copy.</li> <li>2. Press <b>Ctrl + C</b>. The cells have now been copied to the clipboard.</li> <li>3. Select a cell/page to copy the content of the clipboard to.</li> <li>4. Press <b>Ctrl + V</b>.</li> </ol>
By right-clicking with the mouse	<ol style="list-style-type: none"> <li>1. Select the cells you want to copy.</li> <li>2. Right-click &gt; <b>Copy Ctrl+C</b> The cells have now been copied to the clipboard.</li> <li>3. Select a cell/page to copy the content of the clipboard to.</li> <li>4. Right-click &gt; <b>Paste Ctrl+V</b>.</li> </ol>

### See also

- Moving or cutting and pasting a cell on page 135
- Switching around two cells in a Grid page on page 136
- Moving a cell within the same Freestyle page on page 137


## 1.21 Moving or cutting and pasting a cell



You can work quickly and efficiently by moving or cutting and pasting cells. The result depends on the type of page of the source page and the target page.

From page type ...	To page type ...	Result of move
Grid	Grid	<p>Everything (picture, label, style and actions) is moved from one cell to another cell.</p> <ul style="list-style-type: none"> <li>• If multiple cells are moved, then they are pasted in the same pattern starting from the cell you selected for pasting.</li> <li>• If there is not sufficient space on the right or below the cell, then the cells are not moved.</li> </ul>
Grid	Freestyle	New cells with the same sizes, picture, style and actions are created in the Freestyle page.

From page type ...	To page type ...	Result of move
Freestyle	Freestyle	New cells with the same sizes, picture, style and actions are created in the Freestyle page.  If this is done in the same page, you won't see any difference with the options described below. For that, see: <a href="#">Moving a cell within the same Freestyle page</a> on page 137.
Freestyle	Grid	The picture, label, style and actions of the first selected cell in the Freestyle page are moved to the Grid page.

If you move a cell from a source pageset to a target pageset, the style of the target pageset is retained. If the name of the style is present in both the source and target pageset, then the style of the target pageset will be used.

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
3. To copy, choose one of the following options:


Option	Procedure
Touch-friendly	<ol style="list-style-type: none"> <li>1. Fold open the <b>Cut/Paste</b> options group.</li> <li>2. Select the cells you want to move (slide).</li> <li>3. Choose  <b>Cut</b>. The cells have now been moved to the clipboard.</li> <li>4. Select a cell/page to copy the content of the clipboard to.</li> <li>5. Choose  <b>Paste</b>.</li> </ol>
Via the input panel	<ol style="list-style-type: none"> <li>1. Select the cells you want to copy.</li> <li>2. Press <b>Ctrl + X</b>. The cells have now been copied to the clipboard.</li> <li>3. Select a cell/page to copy the content of the clipboard to.</li> <li>4. Press <b>Ctrl + V</b>.</li> </ol>
By right-clicking with the mouse	<ol style="list-style-type: none"> <li>1. Select the cells you want to copy.</li> <li>2. Right-click &gt; <b>Cut Ctrl+X</b>. The cells have now been copied to the clipboard.</li> <li>3. Select a cell/page to copy the content of the clipboard to.</li> <li>4. Right-click &gt; <b>Paste Ctrl+V</b>.</li> </ol>

**See also**

- Copying and pasting a cell on page 134
- Switching around two cells in a [Grid page](#) on page 136
- Moving a cell within the same [Freestyle page](#) on page 137

**1.22 Switching around two cells in a Grid page**

You can work more quickly and efficiently if you can switch around two cells. The complete content of the cells (picture, label, style and actions) are switched.


1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Drag one of the cells to the place of the other cell.

**See also**

- Copying and pasting a cell on page 134
- Moving or cutting and pasting a cell on page 135

**1.23 Moving a cell within the same Freestyle page**

You can manually move (slide) cells within a Freestyle page.

1. Choose  **Menu > Edit F2**.
2. Select the cells you want to move.
3. Choose one of the following options:
  - Use the mouse to drag the cells.
  - Use the arrow keys on the (on-screen) keyboard.

**See also**

- Actions: Access > Freestyle drag on page 173
- Actions: Interactive > General on page 184
- Moving a cell within the same Freestyle page on page 137
- Copying and pasting a cell on page 134
- Moving or cutting and pasting a cell on page 135
- Aligning cells in a Freestyle page on page 137
- Give cells the same size in a Freestyle page on page 138
- Moving a cell on top or to the background in a Freestyle page on page 139

**1.24 Aligning cells in a Freestyle page**

You can align cells in relation to a reference cell (the first cell selected).

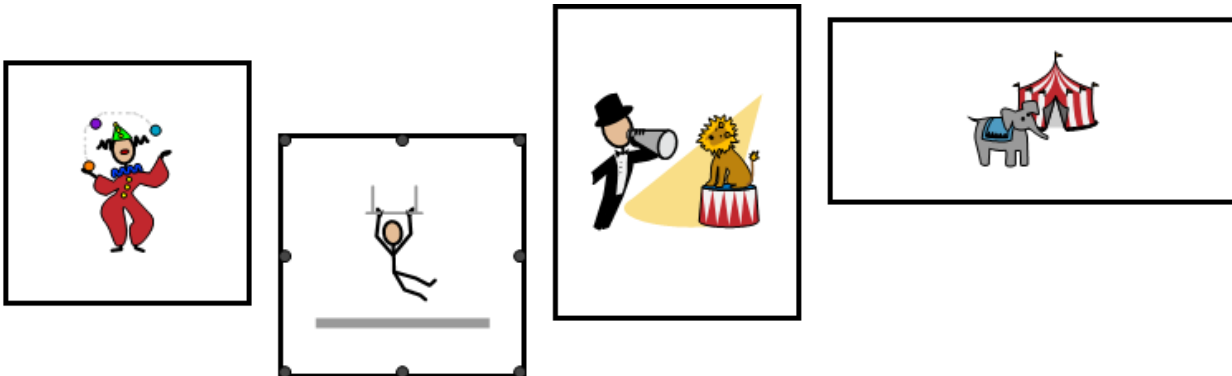


Figure 24: Selection of a reference cell

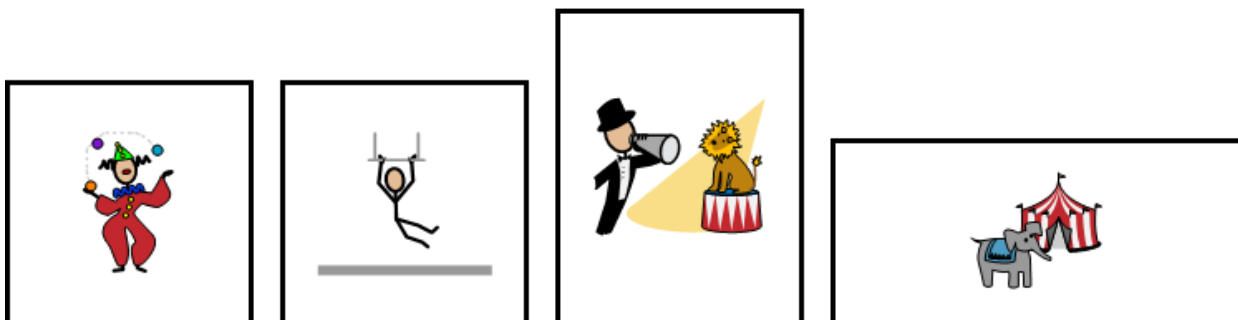







Figure 25: Aligned with the bottom of the reference cell

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.

3. First select the cell you want to use to align with. This is the reference cell.
4. Extend your selection with cells you want to align in relation to the reference cell.
5. Fold open the **Position** options group.
6. Choose one of the following alignment options:

Alignment options	Explanation
 <b>Left</b>	The cells are aligned to the left in relation to the reference cell.
 <b>Right</b>	The cells are aligned to the right in relation to the reference cell.
 <b>Top</b>	The cells are aligned to the top in relation to the reference cell.
 <b>Bottom</b>	The cells are aligned to the bottom in relation to the reference cell.

**See also**

- Moving a cell within the same Freestyle page on page 137
- Give cells the same size in a Freestyle page on page 138
- Moving a cell on top or to the background in a Freestyle page on page 139

**1.25 Changing the size of a cell**

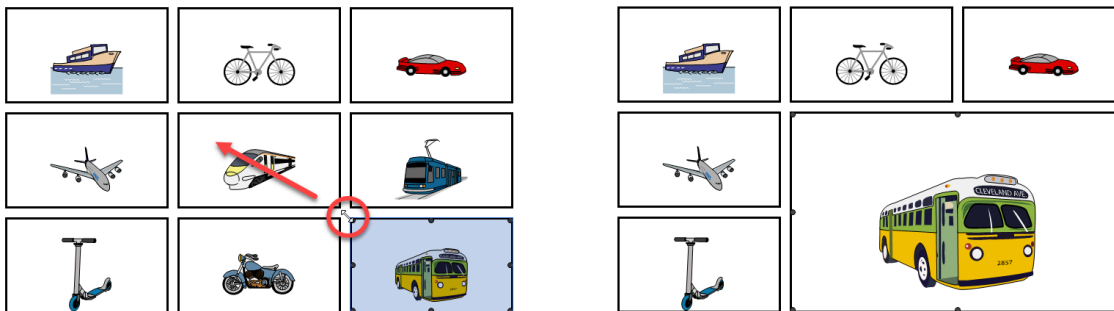



Figure 26: Enlarging a cell in a Grid page

1. Choose  **Menu** > **Edit F2**.
2. Navigate to the required page.
3. Select the cell
4. Click or tap one of the squares in the corners or in the center of the edges of the cell and drag to the desired size.

**NOTE**

- On a **Grid** page, when enlarging the cell, the content of the other cells that are being pushed off the grid, disappears.
- On a **Freestyle** page, you are free to change the size of the cell without affecting the other cells.

**1.26 Give cells the same size in a Freestyle page**

The width and height (or both) of a cell can be given the same size as a reference cell (the first selected cell).






Figure 27: Selection of a reference cell



Figure 28: Cells have the same size as the reference cell

1. Choose **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. First select the cell you want to adjust the size of. This is the reference cell.
4. Expand your selection with the cells you want to make the same size as the reference cell.
5. Fold open the **Position** options group.
6. Choose one of the following options:

Options	Explanation
 <b>Size</b>	The cells are given the same size as the reference cell.
 <b>Width</b>	The cells are given the same width as the reference cell.
 <b>Height</b>	The cells are given the same height as the reference cell.

### See also

Moving a cell within the same Freestyle page on page 137

Aligning cells in a Freestyle page on page 137

Moving a cell on top or to the background in a Freestyle page on page 139

1.27 Moving a cell on top or to the background in a Freestyle page

You can move the cells on top or to the background.

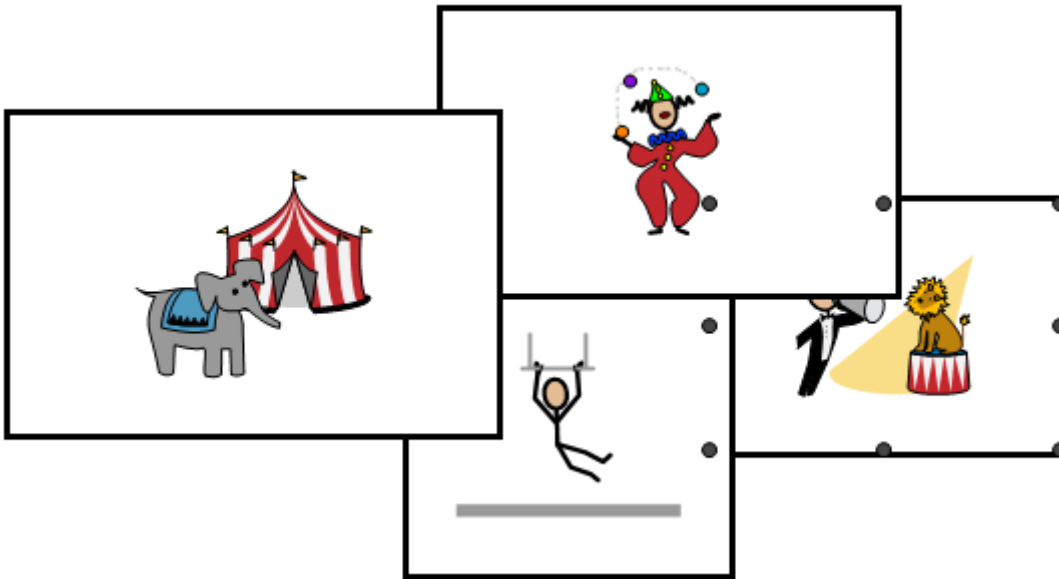


Figure 29: Selected cell in the background that you want to move on top

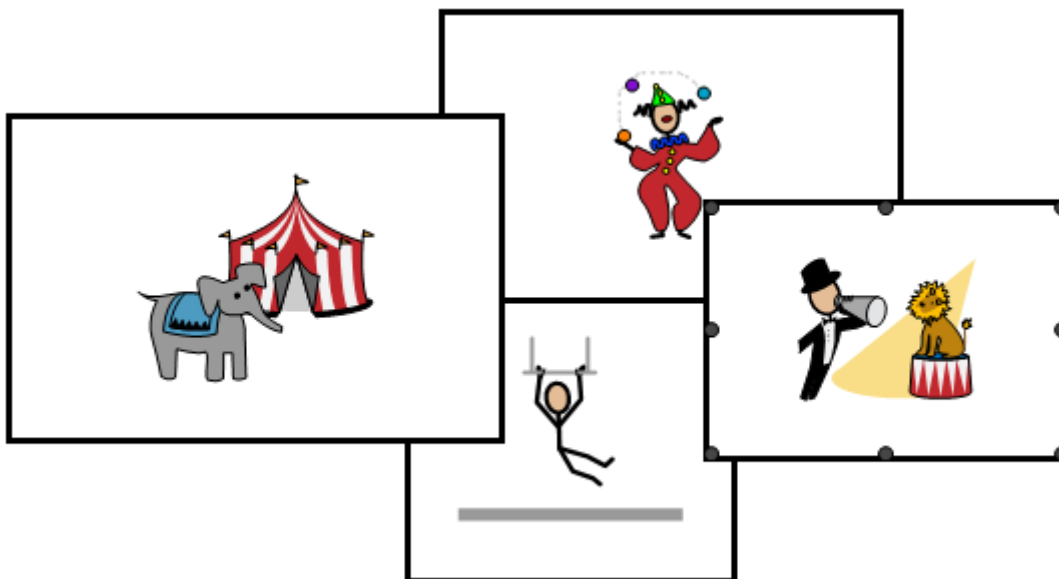





Figure 30: The cell has been moved on top

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select the cells you want to move on top or to the background.
4. Fold open the **Position** options group.
5. Choose one of the following options:

Options	Explanation
 <b>To the front</b>	The cells move to the top.
 <b>To the back</b>	The cells move to the background.

**See also**

- Moving a cell within the same Freestyle page on page 137
- Aligning cells in a Freestyle page on page 137
- Give cells the same size in a Freestyle page on page 138

**1.28 Making a sound recording for a cell**





You can record a sound for a cell. For example, as an instructor of a user, you can leave a message for a contact of the user. When the user selects the cell, the message is played.

**TIP**

You can delete the sound in edit view by selecting the cell and in **Actions**, delete the **Audio and video Sound recording** action.

The first two steps need to be done only once.

1. Activate **Quick sound recording**, see [In a pageset activating quick sound recording for a cell](#) on page 113. You can set up a delay time via **Show sound recording window after**.
2. Set the selection method to **Mouse/Touch** and **When releasing** Mouse/touch, see [Setting up selection when releasing on mouse/touch selection](#) on page 41.
3. In user view, press the cell for longer than the delay time. The record window appears.
4. Use one or more of the following buttons:



Button	Explanation
	Press to start recording and release to stop recording.
	Play the sound recording.
	Confirm the sound recording. The sound recording has now been added to the cell as an action.
	Cancel the sound recording. You can start recording again.

**See also**

- [In a pageset activating quick sound recording for a cell](#) on page 113
- [Making a sound while dragging a cell in a pageset](#) on page 112

**1.29 Finding a cell or path to a cell in a pageset in user view**

In user view you can search for a cell in the pageset based on the label or a word from a **Type text** action. In edit view, the search options are more extensive (ID, style, script, **Go to page** action).

1. Choose  **Menu** >  **Find**.  
A **Find** pop-up window appears.
2. In the input field, type part of a word you are looking for.  
In the preview window, the cells (with the page name below them) that match the characters you entered, will appear.
3. To find a path to a specific cell in the preview window on the current page, select the cell and the cell containing the path will be displayed in color in the current page.

**See also**

- [Finding a cell in a pageset in edit view](#) on page 20

### 1.30 Programming your own command for an action

Advanced users are able to program actions in Mind Express. Each pageset can contain one script for programming various commands in Python ([www.python.org](http://www.python.org)). The commands in the script can be triggered by a particular event (for example opening a page) or they can be called using the **Advanced programming** action assigned to a cell.

1. Choose **Menu > Edit F2**.
2. Choose the **Pageset** tab in the edit panel.
3. Choose **Advanced programming**.  
The **Advanced programming** dialog appears. You can also press **F10** in the edit view to open this dialog.
4. Paste the commands from the script into the window.
5. Choose **Test** to test the script. An explanation on errors that may occur appears in the bottom of the dialog. Resolve the errors.
6. Choose **OK**.

#### See also

Actions: Interactive > General on page 184

## 2 Working with actions

### 2.1 Action

In edit view you can add actions to a cell. The actions that are added are executed in user view when the user selects the actions. If you fill a cell quickly with, for example, the word 'bread', then by default, the 'bread' label, a picture of bread and the action text are added to the cell. When the user selects this cell, the word 'bread' is read aloud.

#### See also

Types of actions on page 142

Quickly fill one or more cells on page 119

Adding an action to a cell on page 143

### 2.2 Types of actions

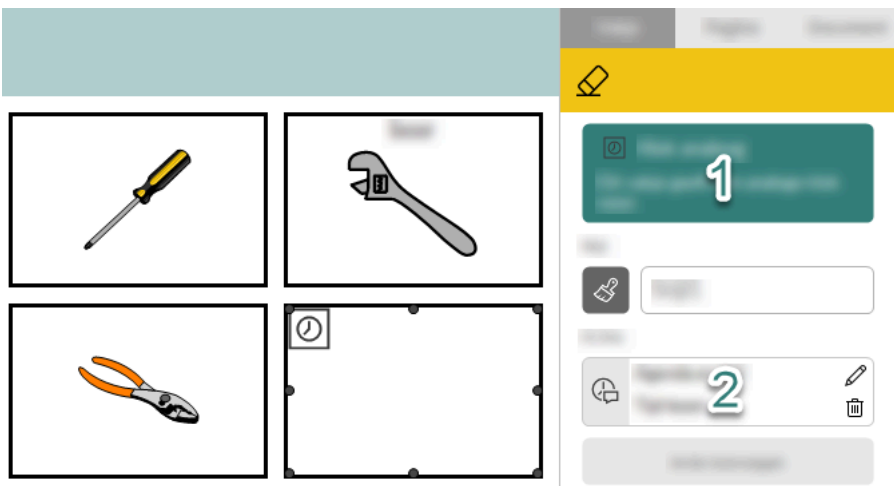


Figure 31: Types of actions in edit view

There are two types of actions:



- Actions that display something in a cell such as a clock, the content of an email.

These actions are shown in green at the top of the edit view (1 in the figure).

When adding these actions to a cell, they are recognizable in the **Available actions** window through a white background and a border around the action icon.

By adding these actions, certain functions can disappear from the **Cell** tab in the edit view.

- Actions that do something other than display something, such as reading aloud the current time or opening an email.

When adding these actions to a cell, they are recognizable in the **Available actions** window through a gray background.


These actions are displayed in edit view in the **Actions** options group (2 in the figure).

### See also

Action on page 142

## 2.3 Adding an action to a cell

You can add two types of actions to a cell, see [Types of actions](#) on page 142.

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select the cell you want to add an action to.
4. In the **Actions** options group, choose **Add action**.  
The **Available actions** dialog appears with all categories of actions in folders. The most commonly used categories and the **Type text** action are at the top.
5. Scroll to the desired action and select it.
6. Choose **OK**.  
There are two possible results:
  - The action is immediately added to the cell and appears in the edit panel, and depending on the type of action, in the **Actions** options group or on a green background at the top in the edit panel.
  - A dialog appear to specify options, depending on the chosen action. You can then confirm with **OK**. The view in the edit panel is as in the previous case.

### See also

Action on page 142

Deleting an action from a cell on page 143

Editing the action settings of a cell on page 144




Changing the action of a cell to another action on page 144

Changing the order of actions on page 144

## 2.4 Deleting an action from a cell

You can delete two types of actions from a cell, see [Types of actions](#) on page 142. The method of deleting them varies.


When you delete an action, you do not delete the picture from the cell (the symbol of the action is automatically added to the cell as a picture). To delete them, see [Deleting a picture from a cell](#) on page 123.

1. Choose  **Menu > Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select the cell with an action you want to delete.
4. Choose one of the two options depending on the type of action:
  - For ordinary actions in the **Actions** options group, choose  next to the action you want to delete.
  - For actions colored green, at the top of the edit panel, choose  or press **Delete**. This empties the entire cell.

### See also




Adding an action to a cell on page 143

## 2.5 Changing the order of actions

1. Choose  **Menu** > **Edit F2**.
2. In the **Actions** options group, drag the actions to the required order.

## 2.6 Editing the action settings of a cell

**i NOTE** *If you change the action into another action according to the method described below (in order to customize the action settings), then the picture on the cell will not change! This picture is often the symbol of the action you are replacing. This means that the user may misinterpret the symbol of the action. To avoid this, remove the action first and only then add the new action.*

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select the cell with an action you want to edit.
4. Choose one of the two options depending on the type of action:
  - For ordinary actions in the **Actions** options group, choose  next to the action you want to edit.
  - For actions colored green, at the top of the edit panel, choose .



The dialog of the selected action appears.

5. Adjust the action settings and choose **OK**.

### See also


Changing the action of a cell to another action on page 144

## 2.7 Quickly duplicating a cell action

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Cell** tab in the edit panel.
3. Select the cell with an action you want to duplicate.
4. Press and hold **Ctrl** and choose  next to the action you want to duplicate.

## 2.8 Changing the action of a cell to another action

This is the recommended method to change the action of a cell to another action!

1. Delete the action with , see [Deleting an action from a cell](#) on page 143.
2. Add new action to the cell with **Add action**, see [Adding an action to a cell](#) on page 143.


### See also

Editing the action settings of a cell on page 144

## 2.9 Performing an action immediately when opening a pageset

In certain cases it is useful that a number of actions are performed immediately when a pageset is opened. For example:

- retrieving new email messages
- clearing the result window of a calculator
- switching on the camera
- starting a game

1. Open the pageset.
2. Choose  **Menu** > **Edit F2**.
3. Choose the **Cell** tab in the edit panel.

4. In any cell without an ID on a random page (for example, an extra page that a user cannot go to):

1. Give the cell the ID `onloaddocument`.
2. Add the actions to be performed when the pageset is opened.

The next time the pageset is opened, all actions of the cell with the `onloaddocument` ID are performed.

#### See also

Assigning an ID to a cell on page 133

## 2.10 Installing Macro Server

The Macro Server application allows the user to use a different Windows device via the Windows Control actions.

1. Enter the address `www.mindexpress.be/macroserversetup` in the address bar of a browser (Chrome, Firefox, Edge, Opera, etc.) on the second Windows device and choose **Enter**. The program is downloaded.
2. Install the program by opening the downloaded file **MacroServerSetup.exe**. The **Select extra tasks** dialog appears.
3. Select the second checkbox if the Macro Server program can be started up automatically.
4. Choose **Yes** each time in the pop-up windows that show Windows messages to make changes. The **Properties** program window opens after completing the installation. You can now adjust any permissions as required.

#### See also

Actions: Windows Control > Send on page 196

## 2.11 Actions: Most used > Text

The **Text** action reads the entered text out loud for the user.



#### NOTE

*If you quickly enter a picture in a cell, the label will be completed automatically and the **Text** action will be added to the cell. By default, the text that is read out loud to the user, is the text from the label. For most pictures that are present by default, the word type of that text is already set correctly.*

Action	Description	Settings
<b>Text</b>	The entered text is read out loud to the user	<ul style="list-style-type: none"> <li>• In the <b>Type</b> textfield, enter the text to be read out loud.</li> <li>• In the <b>Grammatical category</b> field, you can enter the word type so that Mind Express can take the grammar rules into account.</li> </ul>

#### See also

Quickly fill one or more cells on page 119

## 2.12 Actions: Most used > Go to...

The **Go to...** actions are divided into three sub categories and allow the user to:

- navigate in the same pageset
- go to the portal
- go to another pageset

Action	Description	Settings
<b>Go to page</b>	The user goes to a page of your choice.	Select the page.
<b>Next page</b>	The user goes to the next page.	
<b>Previous page</b>	The user goes to the previous page.	

Action	Description	Settings
<b>Back</b>	The user goes to the previously opened page.	
<b>Portal</b>	The user goes to the portal.	
<b>Different pageset</b>	The user goes to another specified pageset.	In <b>Choose pageset</b> , from the drop-down list, choose a pageset from the portal.
<b>Previous document</b>	The user returns to the previous pageset (or to the portal if he or she came from there).	
<b>To pageset</b>	The user opens the specified linked pageset on the specified page.	<ol style="list-style-type: none"> <li>1. In <b>Choose pageset</b>, choose a linked pageset from the drop-down list.</li> <li>2. In <b>Save current pageset</b>, choose <b>Yes</b> if the changes are to be saved in the current pageset being exited by this action.</li> <li>3. In <b>Go to page</b>, enter the page number of the page you want the linked pageset to be opened at.</li> </ol>

### 2.13 Actions: Most used > Message Box > Message Box

You can use messages in Mind Express. A message can consist of a series of symbols, text or both. The message can be said aloud. Using other actions, users can save the message and retrieve it and either partially or completely clear it, print it, ...

**i NOTE** You can only add one message box to a page by adding the **Message Box** action to a cell. If you add this action to another cell on the page, the action disappears into the other cell.

Action	Description	Settings
<b>Message Box</b>	The user can add text and/or symbols in this cell by choosing a cell with text and/or a symbol or by using the on-screen/keyboard.	<ul style="list-style-type: none"> <li>• <b>Content:</b> in the drop-down list, choose whether to allow only text, only symbols or both.</li> <li>• <b>Number of lines:</b> set up the number of lines to allow in the message box.</li> <li>• <b>Line spacing:</b> set up the spacing between the lines.</li> <li>• <b>Symbol distance:</b> set up the distance between the letters/symbols.</li> <li>• <b>Alignment:</b> set up how to align the content in the cell.</li> <li>• <b>Highlight while reading:</b> choose <b>Yes</b> if you want to highlight the text while reading. In the drop-down list you can choose whether to color the text or the background and which color to use.</li> </ul>

**See also**

Actions: Most used > Message Box > Read on page 147

Setting the number of pictures when saving a message in a cell on page 113

**2.14 Actions: Most used > Message Box > Read**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

There are several read aloud actions available for the user of a message. There are also actions that allow the user to enable or disable reading aloud:

Action	Description
<b>Read item</b>	Mind Express says aloud for the user the item in front of the cursor. This can be a word, a character...
<b>Read word</b>	Mind Express says aloud the word in front of the cursor.
<b>Read sentence</b>	Mind Express says aloud the sentence in front of the cursor.
<b>Read paragraph</b>	Mind Express says aloud the paragraph in front of the cursor.
<b>Read content</b>	Mind Express says aloud for the user the full content of the message.
<b>Speech on</b>	While entering a message the voice is enabled.
<b>Speech off</b>	While entering a message the voice is disabled.

**2.15 Actions: Most used > Message Box > Delete**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

The user can carry out various clear **Delete** actions for a message or undo changes to a message:

Action	Description
<b>Backspace</b>	The user deletes the last added item via a cell or the on-screen/ keyboard.
<b>Delete character</b>	The user deletes the last character added to the message.
<b>Delete word</b>	The user deletes the last added word from the message.
<b>Delete sentence</b>	The user deletes the last added sentence from the message. Sentences are separated by a period or Enter.
<b>Clear content</b>	The user deletes the entire contents of the message.
<b>Undo</b>	The user undoes the last changes in the message box. He or she can undo 10 steps.

**2.16 Actions: Most used > Message Box > Save and open**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

There are a number of ways in which the user can copy content from a message to the memory of a cell and later retrieve this content from the memory to the message:

Action	Description	Settings
<b>Save in cell</b>	The user first chooses <b>Save in cell</b> to copy the message, and then chooses an empty cell to paste the message into the cell (the user can use this cell to do it all again). The entire text is merged into one label and only the first three pictures are pasted. The user can also cancel this action if the <b>Cancel save</b> action is available.	
<b>Save as</b>	The user chooses <b>Save as</b> and selects a cell that is not empty to save the message in the cell's memory. (The <b>Open as</b> action can be used to open the saved message again in the message box.)	
<b>Open as</b>	(The user selects <b>Save as</b> and chooses a cell that is not empty to save the message in the cell's memory). The <b>Open as</b> action can be used to open the saved message again in the message box. The user can also cancel this action if the <b>Cancel save</b> action is available.	
<b>Save as 'x'</b>	Using the <b>Save as 'x'</b> action the user saves the message in the cell's memory where 'x' is a user-defined name. At a later time, user can open the message by choosing the cell with the <b>Open 'x'</b> action, where 'x' is the same name as the one specified by the user.	In the <b>Specify a name</b> field, you enter the same name as the name you enter in the analog field next to the cell with <b>Open 'x'</b> action.
<b>Open 'x'</b>	The user opens a previously saved message in the cell using the <b>Save as 'x'</b> action, where the same name was specified for 'x'.	In the <b>Specify a name</b> field, you enter the same name as the name you enter in the analog field next to the cell with <b>Save as 'x'</b> action.
<b>Save in cell with ID</b>	The user copies the message and immediately pastes it into the cell with the specified ID. The entire text is merged into one label and only the first three pictures are pasted.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell the message is to be copied to when the user selects the cell with the <b>Save in cell with ID</b> action.
<b>Cancel save</b>	The user cancels the <b>Save as</b> or <b>Save in cell</b> actions.	

**See also**

Assigning an ID to a cell on page 133

**2.17 Actions: Most used > Message Box > Prediction**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

From the **Prediction** category, you can add these actions to cells, which can be selected by the user, to add useful word or phrase predictions or to delete annoying predictions.

Action	Description
<b>Add to word prediction.</b>	The user adds all words in the message to the word prediction list.
<b>Delete from word prediction.</b>	The user deletes all words in the message from the word prediction list.
<b>Add to sentence prediction.</b>	The user adds all sentences in the message to the sentence prediction list.
<b>Delete from sentence prediction.</b>	The user deletes all sentences in the message from the sentence prediction list.

**See also**

Actions: Prediction on page 194

**2.18 Actions: Most used > Message Box > Move the cursor**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

There are several ways the user can move the cursor in a message with the **Move the cursor** actions:

Action	Description
<b>Beginning</b>	The user moves the cursor to the beginning of the message.
<b>End</b>	The user moves the cursor to the end of the message.
<b>Left</b>	The user moves the cursor one position to the left.
<b>Right</b>	The user moves the cursor one position to the right.
<b>Up</b>	The user moves the cursor up one position.
<b>Down</b>	The user moves the cursor down one position.

**2.19 Actions: Most used > Message Box > Activate**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

The user can activate or deactivate showing the message:

Action	Description
<b>Message box active</b>	The user ensures that the message that is being compiled, is displayed. (This is the default state of a message).
<b>Message box inactive</b>	The user ensures that the message that is being compiled, is not displayed. If it is not displayed, it is read aloud regardless of the voice settings.
<b>Message box active/inactive</b>	The user ensures that the message being compiled is displayed or not. If it is not displayed, it is read aloud regardless of the voice settings.

**2.20 Actions: Most used > Message Box > Edit**

You can use messages in Mind Express. A message can consist of a series of symbols, text or both.

The user can edit the message (new line, add punctuation marks, switch capital letters on and off, merge or switch words, copy and paste using the clipboard, print):

Action	Description
<b>New line</b>	The user moves to a new line in the message.

Action	Description
<b>Full stop</b>	The user adds a full stop to the message.
<b>Space</b>	The user adds a space to the message.
<b>Exclamation mark</b>	The user adds an exclamation mark to the message.
<b>Question mark</b>	The user adds a question mark to the message.
<b>Capital on</b>	The user replaces the first letter of the letter combination in front of the cursor by a capital. For example 'jabbla' becomes 'Jabbla'.
<b>Capital off</b>	The user replaces the first letter of the letter combination in front of the cursor by a letter in lowercase. For example 'Jabbla' becomes 'jabbla'.
<b>Capital on/off</b>	The user switches the first letter of the letter combination in front of the cursor by a capital or a lowercase letter. For example 'jabbla' becomes 'Jabbla' or 'Jabbla' becomes 'jabbla'.
<b>Join previous words</b>	The user joins the two items in front of the cursor.
<b>Switch Words</b>	The user switches the position of the two items (words and/or pictures or letters) in front of the cursor. If the items in the example are 'I have', consisting of the words 'I' and 'have', then these are switched to 'have I'. If the last two items in 'I have' are the letters 'v' and 'e', because you entered the words from the input panel (on the screen), then these change to 'I haev'. A space is also considered an item.
<b>Copy</b>	The user copies the text of the message to the clipboard.
<b>Paste</b>	The user pastes the text on the clipboard to the message.
<b>Print</b>	The user immediately prints the text and pictures. Printing can only be executed if there is a default printer with the latest print settings active on his/her device.

## 2.21 Actions: Agenda and time > Agenda > Most used

With the **Most used** actions, today's day and date are displayed to the user. The user can also have an agenda cell read aloud.

Action	Description	Settings
<b>Today</b>	This cell shows the user today's date as it has been set.	In <b>Date format</b> , from the drop-down list choose a way to display the date. For example: Thursday, August 3 or 03/08/1967
<b>Read cell out loud</b>	If you add this action to an agenda cell, the contents of this agenda cell is read out loud to the user when this cell is selected. An agenda cell is a cell with, for example, the <b>Monday (this week)</b> action.	

## 2.22 Actions: Agenda and time > Agenda > Edit agenda

With the **Edit agenda** actions the user can schedule new appointments and notifications in their agenda.



Action	Description	Settings
<b>Add events</b>	The user adds the content of the notification to the agenda.	In <b>Add to agenda</b> , choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Indicate start and end times</b>: the user can customize the start and end times with actions such as <b>Edit start time</b> and <b>Edit end time</b>.</li> <li>• <b>Indicate in the agenda</b>: this allows the user to select the place in the agenda.</li> </ul>
<b>Delete events</b>	The user deletes the appointment from the agenda according to start and end time or by indicating the appointment in the agenda.	In <b>Delete from the agenda</b> , choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Indicate start and end times</b></li> <li>• <b>Indicate in the agenda</b></li> </ul> For a further explanation, see also the settings in <b>Add events</b> in this table.
<b>Cancel delete events</b>	The user cancels the <b>Delete events</b> action.  An appointment can be deleted in two steps: <ol style="list-style-type: none"> <li>1. The user selects a cell using the <b>Delete events</b> action.</li> <li>2. The user selects the appointment in the agenda.</li> </ol> The <b>Delete events</b> action only works after the first step.	
<b>Add alerts</b>	The user adds the content of the notification to the agenda.	In <b>Add to agenda</b> , choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Indicate start time</b>: the user sets the start for the current day. The last-mentioned can be customized by the user with actions such as the <b>Edit start time</b> action.</li> <li>• <b>Indicate in the agenda</b>: the user selects the place of the current day in the agenda.</li> </ul>

**See also**

- Actions: Agenda and time > Agenda > Edit time on page 154
- Adding an appointment to the user's agenda on page 101
- Deleting an appointment from the user's agenda on page 103
- Changing an appointment in the user's agenda on page 103
- Adding a message to the user's agenda on page 104
- Deleting a message from the user's agenda on page 105
- Changing a message in the user's agenda on page 105

**2.23 Actions: Agenda and time > Agenda > View agenda**

Cells with the **View agenda** actions show the user their appointments in the agenda.

Action	Description	Settings
<b>View events day 'x'</b>	This cell shows the user the appointments in the agenda on the selected day.	Choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Only events that last the entire day (birthdays, ...)</b></li> <li>• <b>Time interval</b> and enter times for <b>Edit start time</b> and <b>Ending time</b>.</li> </ul>
<b>Monday (this week)</b>	This cell shows the user the appointments on Monday.	
<b>Tuesday (this week)</b>	This cell shows the user the appointments on Tuesday.	
<b>Wednesday (this week)</b>	This cell shows the user the appointments on Wednesday.	
<b>Thursday (this week)</b>	This cell shows the user the appointments on Thursday.	
<b>Friday (this week)</b>	This cell shows the user the appointments on Friday.	
<b>Saturday (this week)</b>	This cell shows the user the appointments on Saturday.	
<b>Sunday (this week)</b>	This cell shows the user the appointments on Sunday.	
<b>This month</b>	This cell shows the user the appointments for the selected month.	Choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Only events that last the entire day (birthdays, ...)</b></li> <li>• <b>Time interval</b>.</li> </ul>
<b>Today</b>	This cell shows the user the appointments for today.	Choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Only events that last the entire day (birthdays, ...)</b></li> <li>• <b>Time interval</b> and enter times for <b>Edit start time</b> and <b>Ending time</b>.</li> </ul>

**See also**

Actions: Agenda and time > Agenda > Titles on page 152

**2.24 Actions: Agenda and time > Agenda > Titles**

The **Titles** actions allow you to create the calendar titles, for example the day and date of the Wednesday above the cells with appointments for the Wednesday.

Action	Description	Settings
<b>Day 'x'</b>	This cell shows the user the selected day (e.g. in a daily calendar) according to the set format.	In <b>Date format</b> , choose the date format you want displayed from the drop-down list. For example: Thursday, August 3 or 03/08/1967. With this action you can also create different cells and from the drop-down list choose only the day in one cell and the month, and the year in the other cells, ...
<b>Monday (this week)</b>	This cell shows the user the date for this Monday (e.g. in a weekly calendar) according to the set date format.	
<b>Tuesday (this week)</b>	This cell shows the user the date for this Tuesday (e.g. in a weekly calendar) according to the set date format.	

Action	Description	Settings
<b>Wednesday (this week)</b>	This cell shows the user the date for this Wednesday (e.g. in a weekly calendar) according to the set date format.	
<b>Thursday (this week)</b>	This cell shows the user the date for this Thursday (e.g. in a weekly calendar) according to the set date format.	
<b>Friday (this week)</b>	This cell shows the user the date for this Friday (e.g. in a weekly calendar) according to the set date format.	
<b>Saturday (this week)</b>	This cell shows the user the date for this Saturday (e.g. in a weekly calendar) according to the set date format.	
<b>Sunday (this week)</b>	This cell shows the user the date for this Sunday (e.g. in a weekly calendar) according to the set date format.	
<b>This month</b>	This cell shows the user the selected month (for example in a monthly calendar) according to the set month format	In <b>Date format</b> , choose the month format you want displayed from the drop-down list. For example: August, Aug or Aug 2020.

### See also

Actions: Agenda and time > Agenda > View agenda on page 151

## 2.25 Actions: Agenda and time > Agenda > View events

The **View events** actions allow the user to navigate through their agenda.

Action	Description	Settings
<b>Next day</b>	The user updates the agenda to the next day for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Previous day</b>	The user updates the agenda to the previous day for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Today</b>	The user updates the agenda to today for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Next week</b>	The user updates the agenda to the next week for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	

Action	Description	Settings
<b>Previous week</b>	The user updates the agenda to the previous week for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>This week</b>	The user updates the agenda to this week for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Next month</b>	The user updates the agenda to the next month for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Previous month</b>	The user updates the agenda to the previous month for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>This month</b>	The user updates the agenda to this month for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Next year</b>	The user updates the agenda to the next year for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Previous year</b>	The user updates the agenda to the previous year for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>This year</b>	The user updates the agenda to this year for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> .	
<b>Month 'x'</b>	The user updates the agenda to the set month (for example August) for cells with actions from the <b>View agenda</b> and <b>Titles</b> categories in <b>Agenda and time &gt; Agenda</b> . Typically, for the user, you add a label to this cell that indicates this month for example August, Aug, ...	In <b>Change month to</b> , choose one of the months of the year from the drop-down list.

## 2.26 Actions: Agenda and time > Agenda > Edit time

The **Edit time** actions allow the user to set the start and end times for a new appointment or reminder.

Action	Description	Settings
<b>Start time</b>	A cell with this action shows the user the start time of a new appointment to be scheduled. The user can customize this by selecting cells with other actions from this table.	
<b>End time</b>	A cell with this action shows the user the end time of a new appointment to be scheduled. The user can customize this by selecting cells with other actions from this table.	
<b>Start time +30'</b>	The user increases the start and end time by 30 minutes, so that the appointment is scheduled 30 minutes later in the agenda, but takes the same amount of time.	
<b>Start time -30'</b>	The user decreases the start and end time by 30 minutes, so that the appointment is scheduled 30 minutes earlier in the agenda, but still takes the same amount of time.	
<b>Start time +5'</b>	The user increases the start and end time by five minutes, so that the appointment is scheduled five minutes later in the agenda, but still takes the same amount of time.	
<b>Start time -5'</b>	The user decreases the start and end time by five minutes, so that the appointment is scheduled five minutes earlier in the agenda, but still takes the same amount of time.	
<b>Edit start time</b>	Depending on the setting, the user will set the start and end time <ul style="list-style-type: none"> <li>• by increasing it by a set amount of time</li> <li>• by decreasing it by a set amount of time</li> <li>• by setting it to the same specified time</li> </ul>	<ol style="list-style-type: none"> <li>1. In <b>Change</b>, choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Later (+)</b></li> <li>• <b>Earlier (-)</b></li> <li>• <b>Specific time</b></li> </ul> </li> <li>2. In <b>Enter time</b>, choose how much later, earlier or the specific time.</li> </ol>
<b>End time +30'</b>	The user only increases the end time by 30 minutes, so that the appointment lasts 30 minutes longer.	
<b>End time -30'</b>	The user only decreases the end time by 30 minutes, so that the appointment lasts 30 minutes shorter.	
<b>End time +5'</b>	The user only increases the end time by five minutes, so that the appointment lasts five minutes longer.	
<b>End time -5'</b>	The user only decreases the end time by five minutes, so that the appointment lasts five minutes shorter.	

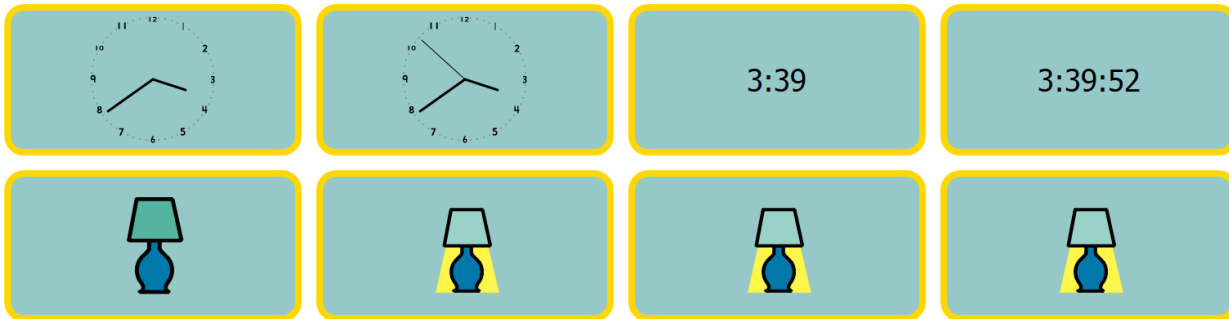
Action	Description	Settings
<b>Edit end time</b>	<p>Depending on the setting, the user will only set the end time</p> <ul style="list-style-type: none"> <li>by increasing it by a set amount of time</li> <li>by decreasing it by a set amount of time</li> <li>specify a set time</li> </ul>	<ol style="list-style-type: none"> <li>In <b>Change</b>, choose one of the following options: <ul style="list-style-type: none"> <li><b>Later (+)</b></li> <li><b>Earlier (-)</b></li> <li><b>Specific time</b></li> </ul> </li> <li>In <b>Enter time</b>, choose how much later, earlier or the specific time.</li> </ol>

**See also**



Actions: Agenda and time > Agenda > Edit agenda on page 150

**2.27 Actions: Agenda and time > Show time**

With the **Show time** actions you can show the user different types of clocks or use images to show how much time has already elapsed and how much time remains.



Action	Description	Settings
<b>Analog clock</b>	This cell shows the user the current time on an analog clock.	
<b>Analog clock with seconds</b>	This cell shows the user the current time on an analog clock with seconds.	
<b>Digital clock</b>	This cell shows the user the current time on a digital clock in hours and minutes.	
<b>Digital clock with seconds</b>	This cell shows the user the current time on a digital clock in hours, minutes and seconds.	

Action	Description	Settings
<b>Use image as time indicator</b>	<p>This cell shows one set image from 0:00 until before a set time, and another set image after this time until 23:59.</p> <p>Example: you could make a series of these cells for a user going to school, who has difficulty reading the clock. The <b>Image before</b> is always a light that is on, the <b>Image after</b> is always a light that is off. The pictures in the first cell change at the beginning of the day at 08:00, the second at 09:00, the third at 10:00, and so on. The user then sees more and more lights switch off as the day progresses. Once all lights are switched off, the school day is over.</p>	<ol style="list-style-type: none"> <li>In <b>Select at what time the image should change</b>, enter the time.</li> <li>In <b>Image before</b>, choose  to select a picture.</li> <li>In <b>Image after</b>, choose  a second picture.</li> </ol>

**See also**

Actions: Agenda and time > Read on page 157

Adding a picture to a cell on page 121

**2.28 Actions: Agenda and time > Read**

The **Read** actions can be used to read the current time, date and day to the reader. Naturally you can combine these actions into one cell and have first the day and then the date read aloud.

Action	Description
<b>Read time</b>	The user has the current time read aloud.
<b>Read date</b>	The user has the current date read aloud.
<b>Read day</b>	The user has the current day read aloud.

**2.29 Actions: Devices > General > Battery**

The **Battery** actions allow the user to display or read the battery level aloud.

Action	Description
<b>Display battery level</b>	This cell shows the user the battery level.
<b>Read battery level out loud</b>	The battery level of your computer or device is read out to the user.

**See also**

Displaying the battery level and status on page 94

**2.30 Actions: Devices > General > Camera > Camera**

The **Camera** actions allow the user to use the camera, show or delete captured photos and select another camera. For specific Jabbla devices additional **Camera control** actions can be used.

Action	Description	Settings
<b>Camera</b>	This cell shows the image of the camera and the photos taken. A page can only contain one camera cell.	
<b>Camera on</b>	The user switches on the camera and shows the image of the camera in the cell with the <b>Camera</b> action.	
<b>Camera off</b>	The user disables the camera image. The camera is still active within Mind Express and cannot be used by other applications on your device. (See also lower in this table for the <b>Camera hardware off</b> action.) In the cell with the <b>Camera</b> action the last photo displayed is shown.	
<b>Take photo</b>	The user takes a photo. In the cell with the <b>Camera</b> action the photo is displayed.	
<b>Next</b>	The user will see the next photo in the cells with the <b>Camera</b> action.	
<b>Previous</b>	The user shows the previous photo in the cells with the <b>Camera</b> action.	
<b>Delete photo</b>	The user deletes the photo that is displayed in the cell with the <b>Camera</b> action.	
<b>Next camera</b>	The user activates another camera installed on his or her device.	
<b>Select camera</b>	The user activates the set camera.	In <b>Select camera</b> , choose an installed camera from the drop-down list.
<b>Camera hardware off</b>	The user disables the camera within Mind Express so it can now be used by other applications on your device.	

**See also**

Changing the camera on page 99

**2.31 Actions: Devices > Jabbla > Jabbla device > Hey\_**

The actions allow the user to clear or to enable or disable text on the display of the Hey\_, to display messages, set the number of text lines, and display the text in uppercase or lowercase letters. In Mind Express you can also create a cell to show the user the battery level of the Hey\_.

Action	Description
<b>Display battery level</b>	This cell shows the user the Hey_'s battery level.
<b>Clear text</b>	The user clears the text on the Hey_ display.
<b>Screen on</b>	The user enables showing the text on the Hey_ display.
<b>Screen off</b>	The user disables showing the text on the Hey_ display.
<b>Screen on/off</b>	The user enables or disables showing the text on the Hey_ display.
<b>1 text line</b>	The user displays one text line on the Hey_ display.



Action	Description
<b>2 text lines</b>	The user displays two text lines on the Hey_ display.
<b>3 text lines</b>	The user displays three text lines on the Hey_ display.
<b>Uppercase</b>	The user displays the text on the Hey_ display in uppercase.
<b>Lowercase</b>	The user displays the text on the Hey_ display in lowercase.

### See also

The Hey\_ settings on page 99

## 2.32 Actions: Devices > Jabbla > Jabbla device > Mobi/Tellus/Vibe

The actions in the **Mobi/Tellus/Vibe** options group allow the user to set up the sound settings and the display brightness of the Mobi, Tellus or Vibe 12 him/herself.

Action	Description
<b>Headphones on</b>	The user enables the headphones (or external speakers) connected to the device.
<b>Headphones off</b>	The user disables the headphones (or external speakers) connected to the device.
<b>Speakers on</b>	The user enables the device's internal speakers.
<b>Speakers off</b>	The user disables the device's internal speakers.
<b>Microphone on</b>	The user enables the device's internal microphone.
<b>Microphone off</b>	The user disables the device's internal microphone.
<b>Brightness 25%</b>	The user sets the device's display brightness to 25%.
<b>Brightness 50%</b>	The user sets the device's display brightness to 50%.
<b>Brightness 75%</b>	The user sets the device's display brightness to 75%.
<b>Brightness 100%</b>	The user sets the device's display brightness to 100%.

## 2.33 Actions: Devices > Jabbla > Jabbla device > Second Display

The actions in the **Second Display** options group allow the user to clear or to enable or disable text on the partner display of the Jabbla device, to display messages and set the number of text lines.

Action	Description
<b>Clear text</b>	The user clears the text on the partner display of the Jabbla device.
<b>Screen on</b>	The user enables showing the text on the Jabbla device's partner display.
<b>Screen off</b>	The user sets showing the text on the Jabbla device's partner display.
<b>Screen on/off</b>	The user sets showing the text on the Jabbla device's partner display.
<b>Show message box content on</b>	The user ensures that each character, once entered in the message, is shown on the Jabbla device's partner display.

Action	Description
<b>Show message box content off</b>	The user ensures that the text of the message is only shown on the Jabbla device's partner display, when the user selects a cell with a read action from the <b>Message Box &gt; Read</b> category.
<b>Show message box content on/off</b>	The user switches between the <b>Show message box content on</b> and <b>Show message box content off</b> actions. See elsewhere in this table for more information about these actions.
<b>1 text line</b>	The user displays one text line on the Jabbla device's partner display.
<b>2 text lines</b>	The user displays two text lines on the Jabbla device's partner display.
<b>3 text lines</b>	The user displays three text lines on the Jabbla device's partner display.

### 2.34 Actions: Phone and Text messaging > Most used

The **Most used** actions allow the user to send emails and to refresh the inbox.

Action	Description	Settings
<b>Refresh messages</b>	If the user selects this cell, then new messages are retrieved.	
<b>Send</b>	The user sends the message as a text message. See also Settings on the right.	<p>Choose one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Specific number</b> and in <b>Select person</b>, from the drop-down list, choose a name from the contact list.</li> <li>• <b>Specific number</b>, and in <b>Specify number</b> enter a phone number.</li> <li>• <b>Person/s selected by the user (from the contact list)</b>: the user can now choose a contact person via cells with actions from the <b>Contacts &gt; Display</b> category.</li> </ul>

#### See also

Actions: Contacts > Display on page 173

### 2.35 Actions: Phone and Text messaging > Call

The **Call** actions allow the user to answer, end, make and receive phone calls and, during a call to an automatic answering machine (e.g. from a company's helpdesk), to select numbers from a suggested drop-down menu (DTMF).

Action	Description	Settings
<b>Call number</b>	The user makes a call to a specific person or number that has been set.	<p>Choose one of the following options:</p> <ul style="list-style-type: none"> <li>• In <b>Select person</b>, from the drop-down list, choose a person from the contact list.</li> <li>• In <b>Specify number</b>, enter a phone number.</li> </ul>

Action	Description	Settings
<b>Call contact</b>	The user calls someone from their list of contacts who he or she can choose via cells with actions from the <b>Contacts &gt; Display</b> category.	
<b>Call number from message box</b>	The user calls the number he or she entered in the message.	
<b>Use keys</b>	If a user calls a company's help desk, for example, then the user may be asked (by the automatic answering service) to make a choice using a number, hash (#) or asterisk (*) from a drop-down menu. This action allows the user to enter the set number or character. You use this action to create a cell for each number or character.	In <b>Key</b> , choose a number or character from the drop-down list.
<b>Answer</b>	The user answers the call.	
<b>Hang up</b>	The user ends the call.	

### 2.36 Actions: Phone and Text messaging > Received messages

The **Received messages** actions show the user the received text messages and allow the user to reply to the messages.

Action	Description	Settings
<b>Message</b>	The sender and the content of the message are displayed to the user. The user can have the message read aloud. For example, if you use this action to place five cells one below the other on a page, the user will see a list of five consecutive text messages.	In <b>Read message content out loud</b> , choose <b>Yes</b> to have the message said aloud when the user selects the cell.
<b>Newer</b>	If the user selects this cell, cells with the <b>Message</b> action will show previously received text messages.	
<b>Older</b>	If the user selects this cell, cells with the <b>Message</b> action will show text messages received later.	
<b>Recently received</b>	If the user selects this cell, cells with the <b>Message</b> action will show the last received text messages.	
<b>Delete all</b>	The user deletes ALL received messages, not just those that appear in a list.	

#### See also

Actions: Phone and Text messaging > Sent messages on page 162

### 2.37 Actions: Phone and Text messaging > Selected message

The **Selected message** actions shows the user information about a selected text message. The user can also have the selected message read aloud or deleted. A user selects a message by selecting a cell with the **Message** action from the **Received messages** category or with the **Sent** action from the **Sent messages** category. Some of these cells form a list of received messages or sent messages.

Action	Description
<b>Number of messages</b>	This cell displays the total number of messages received.
<b>From:</b>	This cell shows the sender of the selected message.
<b>Date</b>	This cell shows the date of the selected message.
<b>Content</b>	This cell shows the content of the selected message.
<b>Next</b>	The user selects the next message from the list of received or sent messages.
<b>Previous</b>	The user selects the previous message from the list of received or sent messages.
<b>Read out loud</b>	The user has the next selected message read aloud.
<b>Reply</b>	The user immediately sends the content of the message to the sender of the selected message.
<b>Delete</b>	The user clears the selected message.

**See also**

Actions: Phone and Text messaging > Sent messages on page 162

**2.38 Actions: Phone and Text messaging > Sent messages**

The **Sent messages** actions show the user information about the sent text messages or enable him or her to navigate through them.

Action	Description
<b>Sent</b>	This cell shows the user one item of the sent text messages (with recipient and message). For example, if you use this action to place five cells one below the other on a page, the user will see a list of five consecutive text messages.
<b>Next</b>	If the user selects this cell, cells with the <b>Sent</b> action will show previously received text messages.
<b>Previous</b>	If the user selects this cell, cells with the <b>Sent</b> action will show text messages received later.
<b>Recently sent</b>	If the user selects this cell, cells with the <b>Sent</b> action will show the last received text messages.

**See also**

Actions: Phone and Text messaging > Received messages on page 161

**2.39 Actions: Phone and Text messaging > Chats**

The **Chats** actions allow you to show text messages to the user, for example on a smartphone: a list of the latest chats with contacts. You can have the user open these chats to display all chat messages with these contacts.

Action	Description	Settings
<b>Chat</b>	For example, if you position a number of cells with this action one below the other, the user will see a list of chats with different contacts. If the user selects this cell, then, in the cell with the <b>Chat message</b> action, the last chat message of the chat is displayed (and optionally said aloud). The <b>Older chat</b> and <b>Newer chat</b> actions enable the user to navigate through the list of chats.	In <b>Read message content out loud</b> , choose <b>Yes</b> to have the last chat message said aloud when the user selects this cell.
<b>Chat message</b>	Create two columns with a series of these cells for the user. In the left column, the user sees the chat messages from the contact, in the right column the chat messages from the user himself/herself.	In <b>Read message content out loud</b> , choose <b>Yes</b> to have the chat message said aloud when the user selects this cell.
<b>Older chat</b>	If the user selects this cell, cells with the <b>Chat</b> action will show earlier chats.	
<b>Newer chat</b>	If the user selects this cell, cells with the <b>Chat</b> action will show more recent chats.	
<b>Most recent chat</b>	If the user selects this cell, cells with the <b>Chat</b> action will show the most recent chats.	
<b>Older chat message</b>	If the user selects this cell, cells with the <b>Chat message</b> action will show earlier chat messages.	
<b>Newer chat message</b>	If the user selects this cell, cells with the <b>Chat message</b> action will show more recent chat messages.	
<b>Most recent chat message</b>	If the user selects this cell, cells with the <b>Chat message</b> action will show the most recent chat messages.	

## 2.40 Actions: Phone and Text messaging > Connection

The **Connection** actions allow the user to establish a Bluetooth connection to call or send and receive text messages.

**i** **NOTE** Before the user can use the **Phone and Text messaging** actions, he or she must ensure that their Mind Express device and, as necessary, their mobile phone or smartphone are set up correctly, see [Setting the devices to make calls or send/receive text messages on page 97](#).

Action	Description
<b>Connect</b>	The user establishes a Bluetooth connection for calling or sending/receiving text messages.
<b>Disconnect</b>	The user disconnects the Bluetooth connection for calling or sending/receiving text messages.

### See also

[Setting the devices to make calls or send/receive text messages on page 97](#)

### 2.41 Actions: Audio and video > Volume

The **Volume** actions allow the user to adjust or mute the volume of audio and video files being played. They also allow all sound (and possibly all actions) to be stopped.

Action	Description	Settings
<b>Volume +</b>	The increase the Windows volume.	
<b>Volume -</b>	The user decreases the Windows volume.	
<b>Set volume</b>	The user sets the Windows volume to the volume you have set in the settings of this action. For example, you can create cells to make the Windows sound quiet or loud.	In <b>Volume</b> drag the slider to set the volume. You can fine-tune the volume with <input type="button" value="+"/> and <input type="button" value="-"/> .
<b>Volume on</b>	The user can reactivate the Windows volume after muting it with the <b>Volume off</b> action (see below).	
<b>Volume off</b>	The user mutes the Windows sound. The file will continue to play.	
<b>Stop all sound</b>	The user mutes all sound in Mind Express: voice, audio and video, auditory feedback, ...	
<b>Stop all sound and actions</b>	The user mutes all sound in Mind Express and all actions still in progress by selecting the cells containing these actions.	
<b>Mind Express volume +</b>	The increase the Mind Express volume.	
<b>Mind Express volume -</b>	The user decreases the Mind Express volume.	
<b>Set Mind Express volume</b>	The user sets the Mind Express volume to the volume you have set in the settings of this action. For example, you can create cells to make the Mind Express sound quiet or loud.	In <b>Volume</b> drag the slider to set the volume. You can fine-tune the volume with <input type="button" value="+"/> and <input type="button" value="-"/> .

#### See also

[Actions: Audio and video > Audio](#) on page 164









[Actions: Audio and video > Music and video](#) on page 165

### 2.42 Actions: Audio and video > Audio

**Audio** actions allow the user to play a WAV type audio file that you:

- add from a hard drive, a USB stick, ...
- can choose from a number of categories, e.g. Animal Sounds.
- record yourself.

You can play other file types using the **Play file** action, see [Actions: Audio and video > Music and video](#) on page 165.

Action	Description	Settings
<b>Play sound</b>	The user plays the audio file you add from a hard disk, USB stick, ...	<ol style="list-style-type: none"> <li>1. In <b>Browse</b>, choose . The <b>Open</b> dialog appears.</li> <li>2. Navigate to a WAV type audio file, select it and choose <b>Open</b>.</li> <li>3. Choose  to test the selected sound and  to stop the test.</li> <li>4. Choose  to change the name of the audio file.</li> <li>5. Choose <b>OK</b>.</li> </ol> <p>In <b>Recent sounds</b> you can select a sound from the drop-down list.</p>
<b>Sound effect</b>	The user plays a sound that you can choose from a number of existing categories, for example Animals & nature, Instruments & music, Feedback: positive, ...	<ol style="list-style-type: none"> <li>1. From the drop-down list in <b>Category</b>, select a category, for example <b>Instruments</b>.</li> <li>2. From the drop-down list in <b>Name</b>, select a sound, for example <b>Flute</b>.</li> <li>3. Choose  to test the selected sound.</li> <li>4. Choose <b>OK</b>.</li> </ol>
<b>Sound recording</b>	The user plays a recording you have made yourself.	<ol style="list-style-type: none"> <li>1. In <b>Start recording</b>, choose . The recording starts.</li> <li>2. Choose  to stop the recording.</li> <li>3. Choose  to test the recorded sound.</li> <li>4. Choose <b>OK</b>.</li> </ol> <p>From the drop-down list in <b>Recent sounds</b> you can select a previous recording.</p>

**See also**

Actions: Audio and video > Volume on page 164

Actions: Audio and video > Music and video on page 165

Making a quick sound recording on page 19

**2.43 Actions: Audio and video > Music and video**


Actions **Music and video** allow you to create a media player for the user.

Possible extensions are: AIF, AVI, CDA, MKV, MOV, MP3, MP4, MPEG, MPG, WAV, WMA, WMV, WMA.

To play playlists, you have to create the folders yourself, see **Playlist** and **Shuffle playlist** in the table. PLS or M3U cannot be used for playlists.

You can also play a music stream.

Action	Description	Settings
<b>Music and video</b>	This cell shows the user the video image of the video or the name of the sound file with the playback time.	

Action	Description	Settings
<b>Display content</b>	<p>This cell shows a file (or subfolder) from the folder you have specified.</p> <p>For example, on this page you can create five cells, one below the other.</p> <p>When a user selects a cell containing a file, it is then played back.</p> <p>If a user selects a subfolder, its files are then shown in the other cells. The cell that was selected, shows a return symbol. If the user selects this, the parent folder and subfolders are shown again in the cells.</p>	<ol style="list-style-type: none"> <li>1. Choose <input type="text"/>. The <b>Select Folder</b> dialog appears.</li> <li>2. Browse to the folder that contains the files (and any subfolders) the user should be able to choose, select the folder and choose <b>OK</b>.</li> <li>3. Choose <b>OK</b>.</li> </ol>
<b>Next</b>	<p>The following audio or video files are displayed in the cells with the <b>Display content</b> action.</p> <p>This action cannot be linked to the playlist actions.</p>	<ol style="list-style-type: none"> <li>1. Choose <input type="text"/>. The <b>Select Folder</b> dialog appears.</li> <li>2. Browse to the folder that contains the files you chose for the <b>Display content</b> action and what you want to use this <b>Next</b> action for. Select the folder and choose <b>OK</b>.</li> <li>3. Choose <b>OK</b>.</li> </ol>
<b>Previous</b>	<p>The previous audio or video files are displayed in the cells with the <b>Display content</b> action.</p> <p>This action cannot be linked to the playlist actions.</p>	<ol style="list-style-type: none"> <li>1. Choose <input type="text"/>. The <b>Select Folder</b> dialog appears.</li> <li>2. Browse to the folder that contains the files you chose for the <b>Display content</b> action and what you want to use this <b>Previous</b> action for. Select the folder and choose <b>OK</b>.</li> <li>3. Choose <b>OK</b>.</li> </ol>
<b>First</b>	<p>The sound or video files, starting from the first file, are shown in the cells with the action <b>Display content</b>.</p> <p> <b>NOTE</b> <i>This action cannot be linked to the playlist actions.</i></p>	<ol style="list-style-type: none"> <li>1. Choose <input type="text"/>. The <b>Select Folder</b> dialog appears.</li> <li>2. Browse to the folder that contains the files you chose for the <b>Display content</b> action and what you want to use this <b>First</b> action for. Select the folder and choose <b>OK</b>.</li> <li>3. Choose <b>OK</b>.</li> </ol>
<b>Play file</b>	<p>The specified audio or video file is played back.</p>	<ol style="list-style-type: none"> <li>1. In <b>Select file</b> choose <input type="text"/>. The <b>Open</b> dialog appears.</li> <li>2. Browse to the folder that contains the file that the user should be able to play, select the file and choose <b>OK</b>. You can also select a recently selected file from the drop-down list.</li> <li>3. Choose <b>OK</b>.</li> </ol>
<b>Play</b>	<p>The audio or video file is played back.</p>	
<b>Pause</b>	<p>The audio or video file that is being played back, is paused.</p>	



Action	Description	Settings
<b>Stop</b>	The audio or video file that is being played back, is stopped.	
<b>Fast Forward</b>	The audio or video file that is being played back, is fast forwarded.	
<b>Rewind</b>	The audio or video file that is being played back, is rewound.	
<b>Play music stream</b>	The specified music stream is played back.	Paste the stream file's URL in the <b>Stream URL</b> field. This is not an ordinary web address. You can use this example file for testing: <a href="http://icecast.vrtcdn.be/klaracontinuo-high.mp3">http://icecast.vrtcdn.be/klaracontinuo-high.mp3</a>
<b>Playlist</b>	<p>If the user selects this cell, then the audio or video files in the specified folder are played back in sequence. This allows you to create different playlists, for example with music from different decades.</p> <p>If the user selects the cell once again, then the next file is played.</p>	<ol style="list-style-type: none"> <li>1. Choose <input type="button" value="..."/>. The <b>Select Folder</b> dialog appears.</li> <li>2. Browse to the folder that contains the files for the playlist, select the folder and choose <b>OK</b>.</li> <li>3. Choose <b>OK</b>.</li> </ol>
<b>Shuffle playlist</b>	<p>If the user selects this cell, then the audio or video files in the specified folder are played back in random order. This allows you to create different playlists, for example with music from different decades.</p> <p>If the user selects the cell once again, then a different random file is played.</p>	<ol style="list-style-type: none"> <li>1. Choose <input type="button" value="..."/>. The <b>Select Folder</b> dialog appears.</li> <li>2. Browse to the folder that contains the files for the playlist, select the folder and choose <b>OK</b>.</li> <li>3. Choose <b>OK</b>.</li> </ol>

**See also**

Actions: Audio and video > Volume on page 164

Actions: Audio and video > Audio on page 164

**2.44 Actions: Access > Access method**

You can allow the user to choose and pause their own control method:

Action	Description
<b>Mouse/Touch</b>	The user selects the Mouse/Touch control method.
<b>Scanning</b>	The user selects the Scanning control method.
<b>Joystick</b>	The user selects the Joystick control method.
<b>Eye tracking</b>	The user selects the Eye tracking control method.
<b>Pause mouse selection</b>	The user pauses the Mouse/Touch control method. He or she must select the cell once again to continue.
<b>Pause scanning</b>	The user pauses automatic scanning. He or she must select the cell once again to continue.

**See also**

Choosing the (current) control method on page 16

## 2.45 Actions: Access > Dwell (mouse/touch/eye tracking)

You can allow the user to enable or disable dwell and set dwell options:

Action	Description	Settings
<b>Dwell on</b>	The user enables dwell.	
<b>Dwell off</b>	The user disables dwell.	
<b>Dwell time</b>	The user specifies the set (normal) dwell time for cells with the (normal) dwell time. For example, you can create two dwell cells for the user and set different dwell times for each, such as 200 ms and 400 ms. It is advisable to change the labels of these cells to, for example, 'fast' and 'slow'. If the user selects the 'slow' dwell cell, then from now on each cell with this (normal) dwell will be selected with a dwell time of 400 ms. For Mouse/Touch selection, there are in addition to the (normal) dwell time, a Dwell time 2 and a Dwell time 3.	In the <b>Time (in milliseconds)</b> field, specify the dwell time for the action.
<b>Dwell time +100 ms</b>	The user increases the (normal) dwell time by 100 ms.	
<b>Dwell time -100 ms</b>	The user decreases the (normal) dwell time by 100 ms.	
<b>Dwell time 2</b>	For Mouse/Touch selection there are three possible dwell times in a pageset. The user specifies the second dwell time.	In the <b>Time (in milliseconds)</b> field, specify the second dwell time for the action.
<b>Dwell time 2 +100 ms</b>	The user increases the second dwell time by 100 ms.	
<b>Dwell time 2 -100 ms</b>	The user decreases the second dwell time by 100 ms.	
<b>Dwell time 3</b>	For Mouse/Touch selection there are three possible dwell times in a pageset. The user specifies the third dwell time.	In the <b>Time (in milliseconds)</b> field, specify the third dwell time for the action.
<b>Dwell time 3 +100 ms</b>	The user increases the third dwell time by 100 ms.	
<b>Dwell time 3 -100 ms</b>	The user decreases the third dwell time by 100 ms.	

### See also

[Actions: Access > External dwell \(mouse/touch/eye tracking\)](#) on page 168

[Setting up different dwell times for cells](#) on page 46

[Settings for selecting by dwelling on](#) page 42

[Settings for selecting by dwelling via touch](#) on page 44

[Settings for selecting by dwelling with eye tracking](#) on page 70

## 2.46 Actions: Access > External dwell (mouse/touch/eye tracking)

You can allow the user to de/activate external dwell actions themselves, enabling the user to perform click and drag actions in Windows applications outside of Mind Express:

Action	Description
<b>External dwell left click</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, the user can perform the left-click mouse action once by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color), then, in a Windows application outside of Mind Express, the user can continue to perform the left-click mouse action by dwelling until the he or she selects this cell again.</li> </ul>
<b>External dwell right click</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can perform the right-click mouse action once by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color again), then, in a Windows Windows application outside of Mind Express, he or she can continue to perform the right-click mouse action by dwelling until the user selects this cell again.</li> </ul>
<b>External dwell double click</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can perform the double-click mouse action once by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color), then, in a Windows Windows application outside of Mind Express, the user can continue to perform the double-click mouse action by dwelling until the he or she selects this cell again.</li> </ul>
<b>External dwell drag and drop</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can perform the drag mouse action once by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color again), then, in a Windows Windows application outside of Mind Express, he or she can continue to perform the drag mouse action by dwelling until the user selects this cell again.</li> </ul>
<b>External dwell off</b>	If the user selects this cell, then, in a Windows application outside of Mind Express he or she cannot perform anymore mouse actions by dwelling.

### See also

Actions: Access > Dwell (mouse/touch/eye tracking) on page 168

Actions: Access > External zoom (mouse/touch/eye tracking) on page 169

## 2.47 Actions: Access > External zoom (mouse/touch/eye tracking)

You can allow the user to de/activate external zoom actions themselves, enabling him or her to perform click and drag actions using zoom in Windows applications outside of Mind Express:

Action	Description
<b>Zoom with left-click</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can zoom in once and perform the left-click mouse action by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color), then, in a Windows application outside of Mind Express, he or she can zoom in and continue to perform the left-click mouse action by dwelling until the user selects this cell again.</li> </ul>
<b>Zoom with right-click</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can zoom in and perform the right-click mouse action once by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color again), then, in a Windows application outside of Mind Express, he or she can zoom in and continue to perform the right-click mouse action by dwelling until the user selects this cell again.</li> </ul>
<b>Zoom with double-click</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can zoom in once and perform the double-click mouse action by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color), then, in a Windows application outside of Mind Express, he or she can zoom in and continue to perform the double-click mouse action by dwelling until the user selects this cell again.</li> </ul>
<b>Zoom by dragging</b>	<ul style="list-style-type: none"> <li>If the user selects this cell once (the cell changes color), then, in a Windows application outside of Mind Express, he or she can zoom in and perform the drag mouse action once by dwelling.</li> <li>If the user selects this cell twice consecutively (the cell changes to a different color again), then, in a Windows application outside of Mind Express, he or she can zoom in and continue to perform the drag mouse action by dwelling until the user selects this cell again.</li> </ul>

**See also**

Actions: Access > External dwell (mouse/touch/eye tracking) on page 168

Setting up the external zoom on mouse/touch on page 49

Setting up the external zoom on eye tracking selection on page 75

**2.48 Actions: Access > Eye tracking**

You can allow the user to calibrate, start, close eye tracking. You can also allow the user to enable or disable selection via a switch or blinking and to enable or disable dwelling.

Action	Description
<b>Calibrate</b>	The user starts the calibration process.

Action	Description
<b>Monitor</b>	The cell shows the user the screen with the eye position if they are in the vicinity of the eye tracking camera. A full circle means that the eye is properly observed. A hollow circle means that the eye is not observed by eye tracking. If in <b>Menu</b> > <b>Settings</b> > <b>Access</b> > <b>Eye tracking</b> > <b>Eye monitor settings Camera image</b> , <b>Camera image</b> was chosen, then a real image of the user's eyes is displayed. Properly observed eyes are marked with a green cross.
<b>Pause</b>	The user pauses eye tracking and the eyes are displayed in the cell, so he or she can check whether the eyes are properly detected by the eye tracking camera. A full circle means that the eye is properly observed. A hollow circle means that the eye is not observed by eye tracking. If the user selects this field, eye tracking is paused until the user selects this cell again. The cell is displayed in red if eye tracking is paused. Displaying the eyes in the pause cell does NOT work with Alea eye tracking. If in <b>Menu</b> > <b>Settings</b> > <b>Access</b> > <b>Eye tracking</b> > <b>Eye monitor settings Camera image</b> , <b>Camera image</b> was chosen, then a real image of the user's eyes is displayed. Properly observed eyes are marked with a green cross.
<b>Start eye tracking</b>	The user starts eye tracking.
<b>Close eye tracking</b>	The user stops eye tracking.
<b>Dwelling on</b>	The user enables dwell.
<b>Dwelling off</b>	The user disables dwell.
<b>Dwelling on/off</b>	The user enables or disables dwell.
<b>Blink on</b>	The user enables selection by blinking.
<b>Blink off</b>	The user disables selection by blinking.
<b>Blink on/off</b>	The user enables or disables selection by blinking.
<b>Switch on</b>	The user enables selection via switch.
<b>Switch off</b>	The user disables selection via switch.
<b>Switch on/off</b>	The user enables or disables selection via switch.

#### See also

Showing the eye monitor in a cell with the Pause eye tracking action on page 70

### 2.49 Actions: Access > Head tracking > Head control

You can allow the user to enable or disable, pause, and set the sensitivity of the head control.

This add-on must first be activated.

Head control is only available through a paid-for license.

Action	Description
<b>Show camera image</b>	This cell shows a camera image to enable the user to set his or her head correctly.
<b>Start head tracking</b>	The user enables the default camera for head control and starts the head control.

Action	Description
<b>Stop head tracking</b>	The user disables the default camera for head control and stops the head control.
<b>Pause head tracking</b>	The user pauses head control until it is resumed.
<b>Resume head tracking</b>	The user resumes the paused head control.
<b>Increase horizontal sensitivity</b>	The user increases the sensitivity of the camera for horizontal head movement, i.e. the mouse pointer moves faster.
<b>Decrease horizontal sensitivity</b>	The user decreases the sensitivity of the camera for horizontal head movement, in other words the mouse pointer moves more slowly.
<b>Increase vertical sensitivity</b>	The user increases the sensitivity of the camera for vertical head movement, i.e. the mouse pointer moves faster.
<b>Decrease vertical sensitivity</b>	The user decreases the sensitivity of the camera for vertical head movement, in other words the mouse pointer moves more slowly.

**See also**

Setting head control for mouse/touch on page 49  
De/activating add-ons on page 92

**2.50 Actions: Access > Scan**

You can allow the user to set their own scanning options:

Action	Description	Settings
<b>Scan time</b>	The user specifies the set step time. For example, you can create 2 step time cells for the user and set different step times for each, for example 500 ms and 1,000 ms. It is advisable to change the labels of these cells to, for example, 'fast' and 'slow'. If the user then selects the 'slow' step time cell, it will be scanned with a step time of 1,000 ms from now on.	Set up the step time in the <b>Time (in milliseconds)</b> field.
<b>Scan time +100 ms</b>	The user increases the step time with 100 ms.	
<b>Scan time -100 ms</b>	The user decreases the step time with 100 ms.	
<b>Auditory feedback on</b>	The user enables auditory feedback. The scan word of each cell, group, row or column is said aloud while scanning.	
<b>Auditory feedback off</b>	The user disables the auditory feedback. The scan word of each cell, group, row or column is not said aloud while scanning.	
<b>Auditory feedback on/off</b>	The user enables or disables auditory feedback. The scan word of each cell, group, row or column is/is not said aloud while scanning.	

**See also**

- Choosing the step settings in scanning selection on page 51
- Setting the auditory feedback on scanning selection on page 61

**2.51 Actions: Access > Freestyle drag**

In Freestyle pages and Grid pages you cannot make a cell draggable/undraggable. If you make a cell draggable, then the user can drag a cell to another cell, switching the content around.

In a Freestyle page you can also allow the user to move these draggable cells using **Freestyle drag on**. If the user then tries to drag the cell to another cell, the content of the cell is not switched with that of another cell, but the cell is positioned in front of or behind that cell.

Action	Description
<b>Freestyle drag on</b>	The user can move a draggable cell in a Freestyle page.
<b>Freestyle drag off</b>	The user cannot move a draggable cell in a Freestyle page.
<b>Freestyle drag on/off</b>	The user can/not move a draggable cell in a Freestyle page.

**See also**

- Making a cell draggable/undraggable for the user on page 132
- Moving a cell within the same Freestyle page on page 137

**2.52 Actions: Contacts > Display**

The **Display** actions allow the user to display and add their email, call and text message contacts to the To field in a variety of ways.

Action	Description	Settings
<b>Display contact</b>	This cell displays to the user a specified contact from the contact list. If the user selects this cell, then the specified contact is added to the To field.	Choose a contact from the drop-down list in <b>Contact</b> .
<b>All contacts</b>	This cell displays to the user a contact from the contact list. Any contact from the list can be displayed. If the user selects this cell, then the contact is added to the To field.	In <b>Show data</b> , choose <b>Yes</b> to also display the email address and phone number in the cell.
<b>Telephone contacts</b>	This cell displays to the user a contact from the contact list. Any contact from the list with a phone number can be displayed. If the user selects this cell, then the contact is added to the To field.	In <b>Show data</b> , choose <b>Yes</b> to also display the phone number in the cell.
<b>Email contacts</b>	This cell displays to the user a contact from the contact list. Any contact from the list with an email address can be displayed. If the user selects this cell, then the contact is added to the To field.	In <b>Show data</b> , choose <b>Yes</b> to also display the email address in the cell.

Action	Description	Settings
<b>To</b>	This cell shows the contacts added by the user to the To field.	

**See also**

- Adding a contact to the contact list on page 99
- Deleting a contact from the contact list on page 101
- Changing the contact details of a contact on page 101

**2.53 Actions: Contacts > Navigate**

The **Navigate** actions allow the user to navigate in their contact list.

Action	Description
<b>Next</b>	The next contact from the list of contacts is shown in the cells with the actions <b>All contacts</b> , <b>Telephone contacts</b> or <b>Email contacts</b> .
<b>Previous</b>	The previous contact from the list of contacts is shown in the cells with the actions <b>All contacts</b> , <b>Telephone contacts</b> or <b>Email contacts</b> .
<b>First</b>	The first contact from the list of contacts is shown in the cells with the actions <b>All contacts</b> , <b>Telephone contacts</b> or <b>Email contacts</b> .

**See also**

- Finding a contact in the contact list on page 101

**2.54 Actions: Contacts > Customize**

The **Customize** actions allow the user to customize the contact data, delete contacts and cancel this, and to delete a contact in the To field.

Action	Description
<b>Erase To cell</b>	The user deletes all data in the To field.
<b>Add email address</b>	The user adds the sender's email address from an opened email to a contact: <ol style="list-style-type: none"> <li>1. The user opens the email.</li> <li>2. The user enters the correct name of the contact in the message box.</li> <li>3. The user selects the <b>Add email address</b> action.</li> </ol>
<b>Add telephone number</b>	The user adds the sender's phone number from an opened text message to a contact: <ol style="list-style-type: none"> <li>1. The user opens the text message.</li> <li>2. The user enters the correct name of the contact in the message box.</li> <li>3. The user selects the <b>Add telephone number</b> action.</li> </ol>
<b>Add message box content</b>	The user adds the content of a message, for example an email address or phone number, to the To field.
<b>Delete contact</b>	The user deletes a contact from the contact list by first selecting this action and then selecting the cell with the contact.



Action	Description
<b>Cancel delete contact</b>	The user cancels the <b>Delete contact</b> action, which perhaps was selected by mistake. It is only possible to cancel if the user has not yet selected a cell with a contact person.
<b>Add all data</b>	The user adds new data to a contact. To do this, he or she first enters the name of the contact in a message, and any further data (email address, phone number) that he or she may want to add on separate lines.

**See also**

Changing the contact details of a contact on page 101

**2.55 Actions: Contacts > Reply**

The **Reply** actions allow the user to reply to current email or text messages.

Action	Description
<b>Use email address</b>	The user replies to the current email.
<b>Use number of text message</b>	The user replies to the current text message.

**2.56 Actions: Log > Log**

The **Log** actions allow the user (or yourself from the pageset) to de/activate collecting data, clear data, export and add text to the data.

Action	Description	Settings
<b>Log on</b>	The user enables registering the selection of cells.	
<b>Log off</b>	The user disables registering the selection of cells.	
<b>Log on/off</b>	The user enables/disables registering the selection of cells.	
<b>Delete log</b>	The user clears the data in the log.	
<b>Log text</b>	The user adds the specified text to the log instead of the cell label.	In <b>Text</b> , enter the text to be registered in the log.
<b>Log message box content</b>	The user adds the content of the note to the log. This allows you or the user to add comments in the log.	
<b>Export</b>	The log is exported as a CSV file. This is a table file that you can open in a spreadsheet such as Microsoft Excel, LibreOffice Calc, Apache OpenOffice Calc, etc. If you select this cell in the user view, then the <b>Save as</b> dialog opens. Enter a <b>Filename</b> and choose <b>Save</b> .  For example, add the actions on the last page of the pageset where there is no navigation action and so is not available to the user.	




**See also**

- Actions: Log > Selection frequency on page 176
- Actions: Log > Mouse movement on page 176
- Clearing the log on page 106
- Collecting user data on page 105
- Exporting the log on page 106

**2.57 Actions: Log > Selection frequency**

The **Selection frequency** actions allow the supervisor to visualize the selection frequency of cells by the user in user view: the more cells that are selected, the darker they are colored.

**i NOTE**  
*The selection frequency of a cell is only recorded when logging is enabled. You can set this up in settings or via an action:*

- via  **Menu** >  **Settings** >  **Log** > **Activate log**
- via the **Log on** action or **Log on/off**

**i NOTE**  
*If you want to reset the selection frequency, this can only be done by deleting the log. Keep in mind that all data from the log will be cleared.*

Action	Description
<b>Turn on frequency analysis</b>	If you select this cell, the selection frequency will be visualized.
<b>Turn off frequency analysis</b>	If you select this cell, the selection frequency will no longer be visualized and the user will be able to continue working again.
<b>Tun on/off frequency analysis</b>	If you select this cell, you can toggle between visualizing the selection frequency and not visualizing it again.

**See also**

- Actions: Log > Log on page 175
- Actions: Log > Mouse movement on page 176
- Collecting user data on page 105
- Clearing the log on page 106

**2.58 Actions: Log > Mouse movement**

The **Mouse movement** actions allow you to visualize the mouse movements the user makes. This is also useful for monitoring a user with eye tracking.

Action	Description
<b>Heatmap on</b>	The user enables registration of the mouse movements. The mouse movements can be displayed by the <b>Show Heatmap</b> action, see further down in this table.
<b>Heatmap off</b>	The user disables registration of the mouse movements.
<b>Heatmap on/off</b>	The user enables/disables registration of the mouse movements.
<b>Show Heatmap</b>	If this cell is selected by the user (or the supervisor), then the recorded mouse movements are displayed graphically in a heatmap. The redder the color, the more often the mouse is registered in that position.

**See also**

- Actions: Log > Log on page 175
- Actions: Log > Selection frequency on page 176
- Clearing the log on page 106
- Collecting user data on page 105

**2.59 Actions: Dynamic content > Dynamic list - most used**

The **Dynamic list - most used** actions allow you to show the user cells in a page (target page) that are from a different page (source page). A cell that displays a cell from another page is called a dynamic cell. This series of cells, for example tiled below each other, is called a dynamic list.

For example, on the target page you first create a dynamic list of five dynamic cells for the user. Here he or she can see the first five cells of the source page. The user can then use other dynamic list actions (e.g. **Next**) to display five other cells from the source page

Action	Description	Settings
<b>Show cell from other page</b>	This cell in the target page shows the user a cell from another, set page (the source page). Use several of these cells to display the contents of the source page as a dynamic list.	In <b>Select page</b> , choose the source page.
<b>Show random cell from other page</b>	This cell in the source page, shows the user one random cell from a source page. Depending on the setting, with or without repetition, if the user selects a cell with <b>Next</b> action.	<ol style="list-style-type: none"> <li>1. In <b>Select page</b>, choose the source page.</li> <li>2. In <b>Type</b>, choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Random</b></li> <li>• <b>Random without repeat</b></li> </ul> </li> </ol>
<b>Next</b>	The user can now make sure that the next series of cells in the dynamic list is displayed.	In <b>Select page</b> , choose a source page from the drop-down list. For each dynamic list with another source page, you will need a new <b>Next</b> action.
<b>Previous</b>	The user can now make sure that the previous series of cells in the dynamic list is displayed.	In <b>Select page</b> , choose a source page from the drop-down list. For each dynamic list with another source page, you will need a new <b>Previous</b> action.

**See also**

- Actions: Dynamic content > Dynamic list - other on page 177

**2.60 Actions: Dynamic content > Dynamic list - other**

The **Dynamic list - other** actions offer you a variety of, often more complex, actions for the use of dynamic lists.

Action	Description	Settings
<b>First</b>	In the dynamic list, the user displays the first series of cells of the set source page.	In <b>Select page</b> , choose the source page.
<b>Start presentation</b>	Selecting a cell using this action will automatically show the user the next series of cells with a set time interval.	<ol style="list-style-type: none"> <li>1. In <b>Select page</b>, choose the source page.</li> <li>2. Set the <b>Time interval</b>.</li> </ol>

Action	Description	Settings
<b>Stop presentation</b>	This action stops the next series of cells being shown to the user. See <b>Start presentation</b> in this table	In <b>Select page</b> , choose the source page.
<b>Add message box content</b>	This action adds the content of the message (from the set source page) to the bottom of the dynamic list.	In <b>Select page</b> , choose the source page.
<b>Add cell</b>	<p>This action adds the contents of the cell with the set ID (for example <code>BFF</code>), as the last cell in the set source page to be used for a dynamic list.</p> <p>For example, the user can add photos taken by his or her best friend using the camera of the Mind Express device, to the source page of a dynamic list:</p> <ol style="list-style-type: none"> <li>1. Give the <code>BFF</code> ID to a cell with the <b>Camera</b> action.</li> <li>2. Create a cell with the <b>Add cell</b> action and in the settings, choose the following for this action: <ul style="list-style-type: none"> <li>• for <b>Select page</b>: select the source page containing the photos of the user's best friend</li> <li>• for <b>Cell ID</b>: <code>BFF</code></li> </ul> </li> <li>3. In the page where the user wants to browse through the photos of his or her friends, create a dynamic list of cells that refer to the source page with that friend's photos. For more information, see <a href="#">Actions: Dynamic content &gt; Dynamic list - most used</a> on page 177.</li> </ol>	<ol style="list-style-type: none"> <li>1. In <b>Select page</b>, choose the source page.</li> <li>2. From <b>Cell ID</b>, enter the cell's ID, for example <code>BFF</code>.</li> </ol>
<b>Other page</b>	This action allows a different set page to be shown in the dynamic list. Other actions, such as <b>Next</b> are now also allocated to this dynamic list.	<ol style="list-style-type: none"> <li>1. In <b>Select page</b>, choose <b>Choose page</b>, select the other source page to be shown and select <b>OK</b>.</li> <li>2. In <b>In this list</b>, in the drop-down list, choose the dynamic list (target) in the page where the source is to be shown.</li> </ol>
<b>Reset</b>	This action restores all the modifications that were made with the <b>Other page</b> action (see above in this table).	
<b>Delete</b>	<p>This action allows the user to delete cells from a dynamic list. The user must first use this action to select the cell and then also select the cell to be deleted from the dynamic list.</p> <p>This action deletes the cell not only from the dynamic list but also irrevocably from the source page. So you can only recreate this cell for the user in edit view.</p>	

Action	Description	Settings
<b>Cancel delete</b>	This action allows the user to cancel the <b>Delete</b> action if the cell to be deleted has not yet been selected. See the <b>Delete</b> action above in the table.	

**See also**

Actions: Dynamic content > Dynamic list - most used on page 177

Assigning an ID to a cell on page 133

**2.61 Actions: Dynamic content > Dynamic page**

The **Dynamic page** actions allow you to show the user the full content of other pages (the source page) in a cell of a page (the target page).

**TIP**

*If you double-click this cell in edit view, then the last page displayed is opened.*

Action	Description	Settings
<b>Create 'dynamic page' cell</b>	This cell in the target page shows the user the complete content of another page (the source page). You need to ensure this cell has as many rows and columns high as the source pages you want to display in it. The first time, this page shows the set source page. After that, with the <b>Page to display</b> action, you can show the user other source pages than the first one, see below in this table. You cannot display a Freestyle page in this cell.	<ol style="list-style-type: none"> <li>1. In <b>Name</b>, enter the name for this dynamic cell.</li> <li>2. In <b>Start page</b>, choose the <b>Choose page</b> button and select the (source) page you want to display in the cell in the target page and confirm with <b>OK</b>.</li> </ol>
<b>Page to display</b>	The user shows the set source page in the cell with the <b>Create 'dynamic page' cell</b> action. This replaces the previous source page that was displayed in the cell.	<ol style="list-style-type: none"> <li>1. In <b>Show this page</b>, choose the <b>Choose page</b> button and select the source page to be displayed.</li> <li>2. In <b>In the 'dynamic page' cell with this name</b>, from the drop-down list select the cell of the target page where the source page is to be displayed.</li> </ol>

**2.62 Actions: Dynamic content > Slideshow**

The **Slideshow** actions allow you to show the user images as a slideshow from a selected folder in a cell of a page. They are displayed in alphabetical order according to the file name. Multiple slideshows in a page are possible.

Action	Description	Settings
<b>Slideshow</b>	This cell shows the images from the selected folder in alphabetical order by filename.	<ol style="list-style-type: none"> <li>1. Choose the ... to select a folder on your device</li> <li>2. In <b>Read filename</b>, choose <b>Yes</b> if the filename of the image must be read aloud when the user selects the cell.</li> </ol>
<b>Next</b>	In each case the user shows the next image in the folder.	Choose ... to select the folder on your device that refers to the folder for the slideshow.

Action	Description	Settings
<b>Previous</b>	In each case the user shows the previous image in the folder.	Choose ... to select the folder on your device that refers to the folder for the slideshow.
<b>Go to beginning</b>	The user shows the first image in the folder.	Choose ... to select the folder on your device that refers to the folder for the slideshow.
<b>Start slideshow</b>	The user starts an automatic continuous slideshow based on a set time interval.	<ol style="list-style-type: none"> <li>1. Choose the ... to select a folder on your device</li> <li>2. Set the <b>Time interval</b> between successive images.</li> </ol>
<b>Stop slideshow</b>	The user stops an automatic continuous slideshow.	Choose ... to select the folder on your device that refers to the folder for the slideshow.
<b>Delete picture</b>	<p>The user deletes the image that is currently visible in the slideshow from the cell with the set ID. You thus have to first enter an ID in this cell, see <a href="#">Assigning an ID to a cell</a> on page 133.</p> <p># The image is not only deleted from the slideshow, but the file itself is also permanently deleted.</p>	In <b>ID of cell</b> , enter the ID of the cell with the <b>Slideshow</b> action for which you wish to delete the displayed images.

### 2.63 Actions: Email > Most used

The **Most used** actions allow the user to send emails and to refresh the inbox.

Action	Description	Settings
<b>Send/Receive emails</b>	The user refreshes the inbox. All new incoming emails are received.	

Action	Description	Settings
<b>Send</b>	The user sends the message as an email. See also Settings on the right.	<ol style="list-style-type: none"> <li>Choose one of the following options: <ul style="list-style-type: none"> <li>In <b>specific email address</b>, enter a valid email address.</li> <li>In <b>person from contact list</b>, select a contact from the drop-down list.</li> <li><b>to the list of people the user selects in Mind Express</b>: this allows the user to add contacts to an email address via the <b>Contacts</b> actions.</li> </ul> </li> <li>In <b>(optional) ID of cell with subject as label</b>, enter the ID of the cell to enable the user to save a subject for the email via the <b>Save in cell with ID</b> action.</li> <li>In <b>(optional) ID of cell with attachment as image</b>, enter the ID of the cell to enable the user to add a picture as an attachment via: <ul style="list-style-type: none"> <li>the actions in <b>Dynamic content</b></li> <li>the <b>Camera</b> action in the <b>Devices &gt; General &gt; Camera</b> category.</li> </ul> </li> </ol>

**See also**

Actions: Contacts > Display on page 173

Assigning an ID to a cell on page 133

**2.64 Actions: Email > Received emails**

The **Received emails** actions show the user information about the emails received or allow the user to navigate through the email.

Action	Description	Settings
<b>Inbox</b>	This cell shows the user one item of the inbox (with sender and subject). For example, if you use this action to place five cells one below the other on a page, the user will see a list of five consecutive emails.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the sender and subject of the displayed item must be said aloud when the user selects the cell.
<b>Number of emails</b>	This cell shows the user the number of emails in the entire inbox.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the number of emails must be said aloud when the user selects the cell.
<b>Number of new emails</b>	This cell shows the user the number of unread emails in the inbox.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the number of unread emails must be said aloud when the user selects the cell.
<b>Next</b>	If the user selects this cell, cells with the <b>Inbox</b> action will show previously received emails.	

Action	Description	Settings
<b>Previous</b>	If the user selects this cell, cells with the <b>Inbox</b> action will show emails received later.	
<b>Recently received</b>	If the user selects this cell, cells with the <b>Inbox</b> action will show the last received emails.	

**See also**

Actions: Email > Sent emails on page 183

**2.65 Actions: Email > Selected email**

The **Selected email** actions show the user information about a selected email or allow the user to perform actions with the email.

Action	Description	Settings
<b>From</b>	This cell shows the user the sender of the selected email.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the sender of the selected email is said aloud when the user selects the cell.
<b>To</b>	This cell shows the user the recipients of the selected email.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the recipients of the selected email are said aloud when the user selects the cell.
<b>Date</b>	This cell shows the user the date of the selected email.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the date of the selected email is said aloud when the user selects the cell.
<b>Subject</b>	This cell shows the user the subject of the selected email.	In <b>Read content when you select the cell</b> , choose <b>Yes</b> if the subject of the selected email is said aloud when the user selects the cell.
<b>Content</b>	This cell shows the user the content of the selected email.	
<b>Attachment indicator</b>	This cell shows the user a paper clip if the selected email has an attachment.	In <b>Only pictures</b> , choose <b>Yes</b> if the paper clip is only shown when the attachment is a picture. An attachment that is not a picture, can only be opened with a different Windows application.
<b>Read out loud</b>	The user has the selected email read aloud.	
<b>Add content to message box</b>	The user adds the content of the selected email to the message box. For example, the user can use the text to forward or modify it and reply to the email.	
<b>Reply</b>	The user immediately sends the content of the message to the sender of the selected email.	
<b>Delete</b>	The user deletes the selected email.	



Action	Description	Settings
<b>Deselect</b>	The user deselects the selected email.	

### 2.66 Actions: Email > Selected attachment

The **Selected attachment** actions show or open the attachments.

Action	Description	Settings
<b>Attachment</b>	This cell shows the user a sample picture if the attachment is a photo. For other attachments, depending on the setting, the file name is displayed in this cell.	In <b>Only pictures</b> , choose one of the following options: <ul style="list-style-type: none"> <li>• <b>Yes</b> if this cell does not display a file name if the attachment is not a picture.</li> <li>• <b>No</b> if this cell also displays the file name if the attachment is not a picture.</li> </ul>
<b>Next</b>	The user shows the next picture or file name of other attachments in the cell with the <b>Attachment</b> action.	
<b>Previous</b>	The user shows the previous picture or file name of other attachments in the cell with the <b>Attachment</b> action.	
<b>Open attachment</b>	The user opens the attachment in the suitable Windows application.	

### 2.67 Actions: Email > Sent emails

The **Sent emails** actions show the user information about the sent emails or enable the user to navigate through them.

Action	Description
<b>Sent</b>	This cell shows the user one item of the sent emails (with recipient and subject). For example, if you use this action to place five cells one below the other on a page, the user will see a list of five consecutive emails.
<b>Next</b>	If the user selects this cell, cells with the <b>Sent</b> action will show previously received emails.
<b>Previous</b>	If the user selects this cell, cells with the <b>Sent</b> action will show emails received later.
<b>Recently sent</b>	If the user selects this cell, cells with the <b>Sent</b> action will show the last received emails.

#### See also

Actions: Email > Received emails on page 181

### 2.68 Actions: Phonetic

You can add an action to a cell which will speak a letter or diphthong phonetically and add it to the message. The action enables you to playback a recording (wav file) of the phonetic sound of the letter or diphthong. You can choose the language the phonetic sound occurs in. If the user has the message read aloud afterwards, the text will then not be spoken phonetically.



**TIP**  
The **Phonetic** actions can be used for creating phonetic keyboards.



**NOTE**  
A phonetic sound in a specific language may be pronounced differently from the language that has been specified in **Menu > Settings > Speech > Voice!**

Action	Description	Settings
<b>Deutsch (Mann)</b>	The user has the letter or diphthong spoken phonetically and adds it to the message.	<ol style="list-style-type: none"> <li>In the <b>Sound</b> field, choose a sound from the drop-down list.</li> <li>In the <b>Add to message box</b> field, as required, change the proposed text to be added to the message.</li> </ol>
<b>Deutsch (Frau)</b>		
<b>English</b>		
<b>Français</b>		
<b>Italiano</b>		
<b>Nederlands</b>		
<b>Nederlands (Vlaams)</b>		
<b>Svenska</b>		

### 2.69 Actions: Grammar > Pre functions

Actions **Grammar** are language-dependent functions and vary for each specified **Pageset language**. For this reason we will only discuss its general use here.



**NOTE**  
Actions **Grammar** are not visible if the **Pageset language** is set to **Language-independent**.


Actions **Grammar** should be used by the user in a different order depending on the category:

- **Pre functions:**
  1. The user selects the cell with the grammar action.
  2. The user selects the cell that the action will be applied to.
- **Post functions:**
  1. The user selects the cell the grammar action will be applied to.
  2. The user selects the cell with the grammar action.

#### See also

Setting up the pageset language on page 111

### 2.70 Actions: Interactive > General

Action	Description	Settings
<b>Execute advanced programming</b>	You can program actions in Mind Express, see <a href="#">Programming your own command for an action</a> on page 141. The user executes the set script.	Enter the name of the function in the <b>Advanced programming</b> field. In <b>Open advanced programming</b> , choose  to open the script (possibly in the location of a name that has been entered).

Action	Description	Settings
<b>Compare pages</b>	The user compares two pages and depending on whether they are the same or not performs certain actions. This action is useful for games.	In <b>If page</b> , choose the first page, in <b>is the same as page</b> the second page. In <b>perform actions from cell with ID</b> and <b>otherwise, perform actions from cell with ID</b> enter the required IDs of the cells with the action you want to let perform at equality or inequality of the pages.
<b>Compare cells</b>	The user compares two cells and depending on whether they are the same or not performs certain actions. This action can be useful for games.	In <b>If cell with ID</b> choose the ID of the first cell, in <b>is the same as cell with ID</b> the ID of a second cell. In <b>perform actions from cell with ID</b> and <b>otherwise, perform actions from cell with ID</b> enter the required IDs of the cells of which you want to let perform the actions at equality or inequality of the cells with the first and the second ID.
<b>Perform action</b>	The user selects a cell and by doing this performs the action of another cell. This action can be useful for games.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell to have the action performed.
<b>Replace</b>	The user replaces the entire content of a cell with a first ID, with the contents of a cell with a second ID. This action can be useful for games.	In the <b>Specify the cell ID</b> field you enter the ID of the first cell and in the <b>Replaced with a cell with ID</b> field, the ID of the second cell.

**See also**

- Moving a cell within the same Freestyle page on page 137
- Programming your own command for an action on page 141
- Assigning an ID to a cell on page 133

**2.71 Actions: Interactive > Wait**

The **Wait** actions allow the user to enter user-defined pauses between actions.

Action	Description	Settings
<b>Wait 1 second</b>	Mind Express waits 1 second before the next action is performed. For example between two text actions <b>Text</b> of a cell you can leave a pause of 1 second.	
<b>Wait 2 seconds</b>	Mind Express waits 2 seconds before the next action is performed. For example between two text actions <b>Text</b> of a cell you leave a pause of 2 seconds.	
<b>Wait x milliseconds</b>	Mind Express waits x milliseconds before the next action is performed. For example between two text actions <b>Text</b> of a cell you leave a pause of 3,000 milliseconds (3 seconds).	In the <b>Waiting time (in milliseconds)</b> field, enter the number of milliseconds (1,000 ms = 1 s).

Action	Description	Settings
<b>Wait for sound to finish</b>	The user must wait until all voice and sound actions (NOT music and video) have been performed before the next action is carried out.	

## 2.72 Actions: Interactive > Properties

The **Properties** actions allow the user to change the visibility, selectability and druggability of cells.

Action	Description	Settings
<b>Change visibility</b>	The user can change a (mostly different) cell that is visible, to invisible or vice versa.	<ol style="list-style-type: none"> <li>1. In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which the user wants to change the visibility.</li> <li>2. Choose whether the cell should be made visible or invisible with this action.</li> </ol>
<b>Change selectability</b>	The user can change a (mostly different) cell that is selectable, to unselectable or vice versa.	<ol style="list-style-type: none"> <li>1. In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which the user wants to change the selectability.</li> <li>2. Choose whether the cell should be made selectable or unselectable with this action.</li> </ol>
<b>Change druggability</b>	The user can change a (mostly different) cell that is draggable, to undruggable or vice versa.	<ol style="list-style-type: none"> <li>1. In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which the user wants to change the druggability.</li> <li>2. Select whether the cell should be made draggable or undruggable with this action.</li> </ol>

### See also

Making a cell visible/invisible for the user on page 130

Making a cell selectable/unselectable for the user on page 132

Making a cell draggable/undruggable for the user on page 132

Assigning an ID to a cell on page 133

## 2.73 Actions: Interactive > Animated GIF

The **Animated GIF** action allows the user to play an animated GIF once or continuously, to pause it and to stop it.

You first add an animated GIF to the cell and give it an ID.

Action	Description	Settings
<b>Play once</b>	The user plays the GIF once in the cell with the set ID.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell with the animated GIF.
<b>Play continuously</b>	The user plays the GIF continuously (resumed) in the cell with the set ID.	
<b>Pause</b>	The user pauses GIF playback. If the user then selects the <b>Play once</b> action cell, the GIF will continue to play.	

Action	Description	Settings
<b>Stop</b>	The user stops playback of the GIF.	

**See also**

Adding an animated GIF to a cell on page 123

Assigning an ID to a cell on page 133

**2.74 Actions: Interactive > Pageset**

The **Pageset** actions allow the user to do the following:

- Print the current page.
- Save the current pageset. This is also useful if you want a user to save a modified pageset after a certain (series of) action/s, so he or she doesn't have to remember to do this. For example, the user performs a number of actions on one page and then selects a cell to return to the previous page. If you add the **Save pageset** action to the cell that is used to return to the previous page, then the changes the user has made are also immediately saved.

Action	Description
<b>Print page</b>	The user prints the current page immediately using the default printer on their device.
<b>Save pageset</b>	The user saves the current pageset.

**2.75 Actions: Interactive > Label**

The **Label** actions allow the user to change a label, to use a label as a counter or to scroll in a label.

Action	Description	Settings
<b>Change label</b>	The user replaces the label of a cell (with the set ID) with the set label.	In the <b>Specify the cell ID</b> field, you enter the cell ID and in the <b>New label</b> field you enter the replacement label.
<b>Counter</b>	The user increases or decreases the label of a cell in steps or changes the number in the label of a cell with a certain ID to a certain value. For example, the user can increase or decrease the '50 percent' label in steps of 5 percent or reset it to 0 percent.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell you want to use as a counter, and in the <b>New label</b> field you enter the following example, '+5', '-5' or '=0'.
<b>Beginning</b>	The user scrolls to the beginning of the label text (which is too long, for example) in the cell with the set ID.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which you want to scroll to the beginning of the label.
<b>End</b>	The user scrolls to the end of the label text (which is too long, for example) in the cell with the set ID.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which you want to scroll to the end of the label.
<b>Up</b>	The user scrolls up in the label text in the cell with the set ID. This is useful if the label is too long to be displayed in full.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which you want the label to scroll up.
<b>Down</b>	The user scrolls down in the label text in the cell with the set ID. This is useful if the label is too long to be displayed in full.	In the <b>Specify the cell ID</b> field, you enter the ID of the cell of which you want the label to scroll down.

**See also**

Assigning an ID to a cell on page 133

**2.76 Actions: Internet > Browser window**

The **Browser window** actions allow the user to show, scroll down and zoom in and out of a web page.

Action	Description
<b>Web page</b>	This cell shows the user the web page. With this action you can only create one cell per page. If you add this action to multiple cells on a page, then the web page is only shown in the cell where this action was last created.
<b>Up</b>	The user slides the displayed web page up. This is useful, for example, if the web page does not completely fit in the cell and if <b>Zoom out</b> reduces the text too much.
<b>Down</b>	The user slides the displayed web page down. This is useful, for example, if the web page does not completely fit in the cell and if <b>Zoom out</b> reduces the text too much.
<b>Left</b>	The user slides the displayed web page to the left. This is useful, for example, if the web page does not completely fit in the cell and if <b>Zoom out</b> reduces the text too much.
<b>Right</b>	The user slides the displayed web to the right. This is useful, for example, if the web page does not completely fit in the cell and if <b>Zoom out</b> reduces the text too much.
<b>Zoom in</b>	The user zooms in on the web page shown in a cell.
<b>Zoom out</b>	The user zooms out of the web page shown in a cell.
<b>Zoom to 100%</b>	The user displays the web page in the original format of the web page owner. However, the size of the cell with the <b>Web page</b> action also determines how much of a web page is displayed at 100%.




**See also**

Actions: Internet > Surfing on page 188

Actions: Internet > Navigate the web page on page 189

**2.77 Actions: Internet > Surfing**

The **Surfing** actions allow the user browse the Internet using the address bar.

Action	Description	Settings
<b>URL</b>	This cell shows the user the Internet address (URL) of the loaded web page, similar to the address bar in a Windows browser.	
<b>URL</b>	The user visits the specified Internet address (URL) of a website.	In the <b>URL</b> field, enter the Internet address of the website. You can also copy and paste it from your Windows browser.
<b>Start page</b>	The user can go to the Start page, if this has been set via  <b>Menu</b> >  <b>Settings</b> >  <b>Email and Internet</b> >, <b>Internet</b> > <b>Start page</b> tab.	

Action	Description	Settings
<b>URL in message box</b>	The user goes to the web page that has been entered as the Internet address (URL) in the message.	
<b>Next</b>	The user navigates to the next web page already visited.	
<b>Previous</b>	The user navigates to the page previously visited.	
<b>Stop</b>	The user stops further loading of the web page he or she is navigating to. It can be useful to stop the page from loading, if a page is very slow to load due to, for example, a slow Internet connection.	
<b>Refresh</b>	The user refreshes the current web page. This is useful if your web page has been loaded for a while and new content may be available, for example new posts on Facebook, new videos on YouTube, ...	

### See also


Actions: Internet > Browser window on page 188

Actions: Internet > Navigate the web page on page 189

## 2.78 Actions: Internet > Navigate the web page

The **Navigate the web page** actions allow the user to click or double-click on the required element of a web page.

Action	Description	Settings
<b>Hyperlink</b>	This cell shows the user a clickable element on the web page in the cell with the action. For example, if you place five cells with this action under each other on a page, the user will see a list of five consecutive clickable elements.	
<b>Next on list</b>	If the user selects this cell, cells with the <b>Hyperlink</b> action will show the following clickable elements of the web page. See <b>Hyperlink</b> in this table for more information.	
<b>Previous on list</b>	If the user selects this cell, cells with the <b>Hyperlink</b> action will show the previous clickable elements of the web page.	
<b>Next</b>	The user allows the next clickable elements to be highlighted on the web page. See <b>Hyperlink</b> in this table for more information.	
<b>Previous</b>	The user allows the previous clickable element to be highlighted on the web page.	

Action	Description	Settings
<b>To the left</b>	The user allows the element to the left of the currently shown element in the web page to be highlighted.	
<b>To the right</b>	The user allows the element to the right of the currently shown element in the web page to be highlighted.	
<b>Up</b>	The user allows the element above the currently shown element in the web page to be highlighted.	
<b>Down</b>	The user allows the element below the currently shown element in the web page to be highlighted.	
<b>Click</b>	The user clicks on the currently highlighted element in the web page.	
<b>Double-click</b>	The user double-clicks on the currently highlighted element in the web page.	
<b>Read</b>	The user allows the currently highlighted element in the web page to be read aloud.	
<b>Click on item with focus</b>	The user clicks on the element in the web page where the cursor is positioned.	
<b>Specific element on web page</b>	The user highlights a specific clickable element of a web page. The main page of a website can be accessed by clicking or tapping  . This clickable element may be named Home.  To check the correct name of the clickable element, you use cells with <b>Hyperlink</b> and <b>Next on list</b> actions.	In the <b>Highlight element with this name</b> field, enter the name of the clickable element. In the example this is Home.
<b>Refresh</b>	The user refreshes all cells with the <b>Hyperlink</b> action, see <b>Hyperlink</b> in this table for more information.	

**See also**

Actions: Internet > Browser window on page 188

Actions: Internet > Surfing on page 188

**2.79 Actions: Internet > Type**

The **Type** actions allow the user to perform actions on the web page, which would usually be done with a keyboard.

Action	Description	Settings
<b>Send key</b>	The user sends the specified key, that executes a command on the website, to the web page. On Facebook, for example, you can use the <b>L</b> key to like or dislike something, <b>C</b> to comment on the selected report, and so on. You can often close a pop-up window with <b>ESC</b> .	Choose a key from the drop-down list in <b>Key</b> .



Action	Description	Settings
<b>Send text</b>	The user sends the specified text to the web page. You can set letters or frequently used words or whole sentences to send to an input field, for example.	In the <b>Send text</b> field, enter the text to be sent.
<b>Keyboard on</b>	From now on, when selecting a cell with the <b>Text</b> action, the user ensures that he or she enters the text of this cell where the cursor is found on the web page. For example, if you create an input panel with <b>Text</b> actions, then by using the input panel the user can enter text directly into, for example, the Google or Bing search field.	
<b>Keyboard off</b>	From now on, when the user selects a cell with the <b>Text</b> action, he/she will not enter the text of this cell where the cursor is found on the web page. See also <b>Keyboard on</b> in this table	
<b>Keyboard on/off</b>	The user switches between the <b>Keyboard on</b> and <b>Keyboard off</b> actions. See above in this table.	
<b>Copy message box content to input field</b>	The user copies the complete message to the active input field on the web page.	
<b>Copy URL into message box</b>	The user copies the Internet address (URL) of the current web page to the message box.	

## 2.80 Actions: Internet > Favorites

The **Favorites** actions allow the user to add, delete and visit their favorite websites.

Action	Description
<b>Favorite</b>	This cell shows the user a favorite website. When the user selects the cell, he or she will navigate to this favorite.
<b>Next favorite</b>	The user shows the next favorite from the list of favorite websites in the cell with the <b>Favorite</b> action.
<b>Previous favorite</b>	The user shows the previous favorite from the list of favorite websites in the cell with the <b>Favorite</b> action.
<b>Add to favorites</b>	The user adds the current website in the cell to the list of favorites with the <b>Web page</b> action.
<b>Delete from favorites</b>	The user deletes the current website in the cell from the list of favorites with the <b>Web page</b> action.

### See also

[Adding websites to favorites \(bookmarks\) on page 96](#)

## 2.81 Actions: Environmental control

The actions in the different categories of **Environmental control** allow the user to control set appliances such as television, radio, lighting, sockets, etc.

You can create a page with control cells for an appliance if you have first added the appliance via **Menu > Settings > Environmental control** > choose a category > choose **+** > choose a **Communication system used** and a **Device name**.

The **Control lights** sub-category is show below. All other sub-categories of the **Environmental control** actions have an analog setup.

Action	Description	Settings
<b>Control lights</b>	The user performs the specified action for the lighting.	<p>In <b>Select device</b> choose an appliance from the drop-down list.</p> <p>In <b>Select action</b> choose an action from the drop-down list. Selected actions indicate that the code has already been learned or that the added module supports the action. You can choose unselected actions, so that you can proactively create a page with action cells and have the codes learned afterwards.</p> <p>(In case of an infrared control) In <b>Behavior</b> choose from the drop-down list</p> <ul style="list-style-type: none"> <li>• <b>Send once</b> if you want to quickly send an IR code once</li> <li>• <b>Keep pressed</b> if you want to continue to send an IR code for several seconds</li> </ul>

**See also**

Environmental control on page 106

**2.82 Actions: Calculator**

With the **Calculator** actions you can create a calculator for users.



Action	Description	Settings
<b>Results window</b>	This cell shows the user the calculator screen with the displayed result.	<ul style="list-style-type: none"> <li>• <b>Reset at pageload:</b> choose <b>Yes</b> if the cell can be cleared when the user reopens the page.</li> <li>• <b>Read operation:</b> choose <b>Yes</b> if the operation is read when he or she selects the cell with the <b>Results window</b> action.</li> <li>• <b>Show only the result:</b> choose <b>Yes</b> if only the result should be shown in the result window (and not the operation).</li> <li>• <b>Write the result in the Message Box:</b> choose <b>Yes</b> if the result should appear in the message box when the user selects the result window.</li> </ul>
<b>Clear All</b>	The result window is cleared when the user selects this cell.	

Action	Description	Settings
<b>Delete</b>	The last character in the result window is deleted.	
<b>Read</b>	The content of the cell with the <b>Results window</b> action is said aloud.	
Numbers from <b>0</b> to <b>9</b>	The user enters a number from 0 to 9.	
<b>Sum</b>	The user enters the sum operation.	
<b>Difference</b>	The user enters the subtract operation.	
<b>Multiplication</b>	The user enters the product operation.	
<b>Division</b>	The user enters the divide operation.	
<b>Power</b>	The user enters the to the power operation.	
<b>Equals</b>	The user performs the calculation of the operation and displays the result in the result window.	
<b>Square root</b>	The user enters the square root operation.	
<b>Reciprocal</b>	The user enters the multiplicative inverse operation.	
<b>Opposite</b>	The user changes the character of the entered number.	

### 2.83 Actions: Voice > Reading voice

The **Reading voice** actions allow the user to choose a different reading voice and set its volume and speed.

Action	Description	Settings
<b>List of voices</b>	This cell shows the user one of the available reading voices. If the user selects the cell, the displayed reading voice becomes active. The <b>Previous</b> and <b>Next</b> actions enable the user to show other reading voices.	
<b>Previous</b>	The user will see the previous reading voices in the cells with the <b>List of voices</b> action.	
<b>Next</b>	The user will see the next reading voices in the cells with the <b>List of voices</b> action.	
<b>Change voice</b>	The user changes the reading voice to the specified language, voice, volume and speed.	<ul style="list-style-type: none"> <li>• <b>Voice:</b> choose a language and voice from the drop-down list.</li> <li>• <b>Volume:</b> set the volume of the reading voice using the slider or use <input type="button" value="-"/> and <input type="button" value="+"/>.</li> <li>• <b>Speed:</b> set the speed of the reading voice using the slider or use <input type="button" value="-"/> and <input type="button" value="+"/>.</li> </ul>

Action	Description	Settings
<b>Change the volume</b>	The user changes the volume to the set volume.	Set the <b>Volume</b> of the reading voice using the slider or use <input type="button" value="-"/> and <input type="button" value="+"/> .
<b>Volume +</b>	The user increases the volume of the reading voice.	
<b>Volume -</b>	The user decreases the volume of the reading voice.	
<b>Faster</b>	The user increases the speed of the reading voice.	 <b>NOTE</b> Do not use the <b>Faster</b> action together with the <b>Text</b> action in the same cell.
<b>Slower</b>	The user decreases the speed of the reading voice.	 <b>NOTE</b> Do not use the <b>Slower</b> action together with the <b>Text</b> action in the same cell.

**See also**

Actions: Voice > Audio feedback on page 194

The reading voice settings on page 76

**2.84 Actions: Voice > Audio feedback**

The actions **Audio feedback** allow the user to choose a different voice for auditory feedback and set the volume and speed.

Action	Description	Settings
<b>Change voice</b>	The user changes the auditory feedback voice to the specified language, voice, volume and speed.	<ul style="list-style-type: none"> <li>• <b>Voice:</b> choose a language and voice from the drop-down list.</li> <li>• <b>Volume:</b> set the volume of the auditory feedback voice using the slider or use <input type="button" value="-"/> and <input type="button" value="+"/>.</li> <li>• <b>Speed:</b> set the speed of the auditory feedback voice using the slider or use <input type="button" value="-"/> and <input type="button" value="+"/>.</li> </ul>
<b>Change the volume</b>	The user changes the volume to the set volume.	Set the <b>Volume</b> of the auditory feedback voice using the slider or use <input type="button" value="-"/> and <input type="button" value="+"/> .
<b>Volume +</b>	The user increases the volume of the auditory feedback voice.	
<b>Volume -</b>	The user decreases the volume of the auditory feedback voice.	
<b>Faster</b>	The user increases the speed of the auditory feedback voice.	
<b>Slower</b>	The user reduces the speed of the auditory feedback voice.	

**See also**

Actions: Voice > Reading voice on page 193

Setting up the voice for auditory feedback on page 77

## 2.85 Actions: Prediction

You can also find the **Prediction** actions related to messages in the **Most used > Message Box** category.

You can add these **Prediction** actions to cells, which can be selected by the user, to add useful word or phrase predictions or to delete annoying predictions.

You can use the other **Prediction** actions to add **Word prediction**, **Alternative prediction** or **Sentence prediction** actions to cells to help the user to communicate faster. For example, depending on whether the user enters letters in the message cell or selects words using other cells, the cells with these actions will show the user words, word corrections or sentences. The user can then choose this cell to have the word read out and/or add it to a message cell.

Action	Description	Settings
<b>Word prediction</b>	This cell displays a word prediction to the user, depending on the letters already selected or on the previous word.	In <b>Show a symbol with the prediction</b> choose one of the following options: <ul style="list-style-type: none"> <li>• <b>No</b></li> <li>• <b>Yes, if available</b></li> <li>• <b>Yes, only predictions with symbols</b></li> </ul>
<b>Alternative prediction</b>	Depending on the letters already entered by the user (e.g. 'komp'), this cell shows a correction suggestion (e.g. 'computer').	In <b>Show a symbol with the prediction</b> choose one of the following options: <ul style="list-style-type: none"> <li>• <b>No</b></li> <li>• <b>Yes, if available</b></li> <li>• <b>Yes, only predictions with symbols</b></li> </ul>
<b>Sentence prediction</b>	This cell displays a sentence prediction to the user, depending on the letters or words already entered.	
<b>Add to word prediction</b>	The user adds all words in the message to the word prediction list.	
<b>Delete from word prediction</b>	The user deletes all words in the message from the word prediction list.	
<b>Add to sentence prediction</b>	The user adds all sentences in the message to the sentence prediction list.	
<b>Delete from sentence prediction</b>	The user deletes all sentences in the message from the sentence prediction list.	

### See also

Word and sentence prediction on page 78



Adding a word to or deleting a word from a word prediction list on page 80

Adding a sentence to the sentence prediction list on page 81

Settings for word and sentence prediction on page 78

## 2.86 Actions: Windows Control > Start program

You can allow the user to start up a specified Windows program.



Action	Description	Settings
<b>Start program</b>	The user starts up the specified program.	<ol style="list-style-type: none"> <li>1. Choose . The <b>Open</b> dialog appears.</li> <li>2. Navigate to the program that is to be executed by this action, for example C:\Program Files\Mozilla Firefox\firefox.exe which starts up a web browser.</li> <li>3. Select the file.</li> <li>4. Choose <b>Open</b>. The full path to the program has now been pasted in the <b>Start program</b> field.</li> <li>5. Choose <b>OK</b>.</li> </ol>
<b>Start file</b>	The user opens the set file with the device's default Windows program.	<ol style="list-style-type: none"> <li>1. Choose . The <b>Open</b> dialog appears.</li> <li>2. Browse to the file to be opened with this action.</li> <li>3. Select the file.</li> <li>4. Choose <b>Open</b>. The full path to the file has now been pasted in the <b>Start file</b> field.</li> <li>5. Choose <b>OK</b>.</li> </ol>

### 2.87 Actions: Windows Control > Send

The **Send** actions allow the user to simulate the keys on the keyboard in order to control Windows programs (other than Mind Express). You can even enable the user to control a different Windows device.

Action	Description	Settings
<b>Send on</b>	The user activates the option to send keys to the active Windows program. If the user now chooses the <b>Start program</b> action, the program that has been set to start up will be activated. see <a href="#">Actions: Windows Control &gt; Start program</a> on page 195. To activate a different program, you can create cells for the user with the <b>Make window active</b> action, see <a href="#">Actions: Windows Control &gt; Customize active window</a> on page 199.	
<b>Send off</b>	The user deactivates the <b>Send on</b> action.	
<b>Send: on/off</b>	The user switches between the <b>Send on</b> and <b>Send off</b> actions.	In <b>Change the color of the cell when sending is activated.</b> , choose <b>Yes</b> so user can see if sending is activated or not.

Action	Description	Settings
<b>Send key</b>	<p>The user sends the specified key or key combination to the active Windows program.</p> <p>This will enable you to allow the user close most Windows programs using the key combination <b>Alt + F4</b>, for example.</p>	<ol style="list-style-type: none"> <li>Choose one of the following options: <ul style="list-style-type: none"> <li>Choose <b>Send letter</b> and enter the character (letter, number, ...) to be sent. You can even enter multiple characters.</li> <li>Choose <b>Send specific key</b> and from the drop-down list, select a key to perform a function, such as, <b>Esc, Home, Page Up, End, Tab, Enter, F2, Alt, ...</b></li> </ul> </li> <li>In <b>Perform action</b>, choose one of the following options from the drop-down list: <ul style="list-style-type: none"> <li><b>press + release</b> to create a cell <b>Enter</b> key depresses and subsequently releases after 2s</li> <li><b>press</b> to create a cell that, for example, depresses the <b>Enter</b> key (but does not yet release it)</li> <li><b>release</b> to create a cell that, for example, releases the <b>Enter</b> key after you had depressed the key (see just above)</li> <li><b>Ctrl/Alt/... +</b> and choose <b>Yes</b> for one or more of the following keys <ul style="list-style-type: none"> <li><b>Shift</b></li> <li><b>Ctrl</b></li> <li><b>Alt</b></li> <li><b>Windows key</b></li> </ul> <p>for example, to create a cell with the <b>Ctrl + Shift + Enter</b> key</p> </li> </ul> <p>See also <b>Sticky key</b> in this table if you want the user to combine the keys.</p> </li> </ol>
<b>Send message box content</b>	<p>The user sends the message from Mind Express to the active Windows program, for example a word processor.</p>	
<b>Pause</b>	<p>This action adds a pause time in between two actions. This can be useful in between the <b>Start program</b> (see <a href="#">Actions: Windows Control &gt; Start program</a> on page 195) and <b>Send key</b> actions (see above in this table), as starting up a Windows program may take some time.</p>	<p>In <b>Time</b>, enter the pause time in milliseconds (1,000 ms = 1 s).</p>

Action	Description	Settings
<b>Sticky key</b>	This action allows the user to use the <b>Shift</b> , <b>Ctrl</b> , <b>Alt</b> and Windows keys. If the user selects a cell once with this action, then the button is activated once. If the user selects this cell twice, the button remains active. If a selection is made a third time, the key is deactivated.	<ol style="list-style-type: none"> <li>1. In <b>Key Change the color of the cell when sticky key is activated.</b>, choose <b>Yes</b> so the user can see whether sticky key is active or not.</li> </ol>
<b>Send to other computer</b>	This action allows the user to control another Windows device (device 2) with specified IP address, using actions from the Windows Control category on the Mind Express device (device 1).	<ol style="list-style-type: none"> <li>1. Install the Macro Server application on device 2, see <a href="#">Installing Macro Server</a> on page 145.</li> <li>2. If Macro Server does not start up automatically, then open the application manually on device 2.</li> <li>3. In the Windows task bar, right-click the Macro Server icon  &gt; <b>Info</b> (if the Macro Server icon is not visible in the task bar, then first click ). The <b>Macro Server</b> info panel opens.</li> <li>4. Write down the IP address given (this changes when you change networks).</li> <li>5. On device 1, in the settings of the <b>Send to other computer</b> action in the <b>Address</b> field, enter the IP address you have written down.</li> <li>6. Choose <b>OK</b>.</li> </ol>

**See also**

[Installing Macro Server](#) on page 145

**2.88 Actions: Windows Control > Move active window**

The actions in the **Move active window** category allow the user to move the active window of another Windows application. To do this, the user must enable Windows Control with the **Send on** or **Send on/off** action, see [Actions: Windows Control > Send](#) on page 196.

Action	Description	Settings
<b>Up</b>	The user moves the active window up by the specified number of pixels.	In <b>Distance</b> , enter the number of pixels that the window must be moved by. By default the window moves by 100 pixels.
<b>Down</b>	The user moves the active window down by the specified number of pixels.	
<b>Left</b>	The user moves the active window to the left by the specified number of pixels.	
<b>Right</b>	The user moves the active window to the right by the specified number of pixels.	



Action	Description	Settings
<b>Up (%)</b>	The user moves the active window up by the set percentage of the screen height.	In <b>Distance</b> , drag the slider to the percentage that the window should be moved or use <input type="button" value="-"/> and <input type="button" value="+"/> .
<b>Down (%)</b>	The user moves the active window down by the set percentage of the screen height.	
<b>Left (%)</b>	The user moves the active window left by the set percentage of the screen width.	
<b>Right (%)</b>	The user moves the active window right by the set percentage of the screen width.	

### See also

Actions: Windows Control > Customize active window on page 199

Actions: Windows Control > Move Mind Express window on page 200

## 2.89 Actions: Windows Control > Customize active window

The actions in the **Customize active window** category allow the user to change the size and position of the active window of another Windows application in several ways. The user can also activate other windows.

To do this, the user must enable Windows Control with the **Send on** or **Send on/off** action, see [Actions: Windows Control > Send](#) on page 196.

Action	Description	Settings
<b>Top</b>	The user increases or decreases the active window at the top with the set number of pixels.	In <b>Distance</b> , choose one of the following options: <ul style="list-style-type: none"> <li>Enter a positive number of pixels to enlarge the screen.</li> <li>Enter a negative number of pixels to decrease the screen.</li> </ul> The default change is 100 pixels.
<b>Bottom</b>	The user increases or decreases the active window at the bottom with the set number of pixels.	
<b>Left side</b>	The user increases or decreases the active window on the left side with the set number of pixels.	
<b>Right side</b>	The user increases or decreases the active window on the right side with the set number of pixels.	
<b>Smart positioning</b>	The user positions the active window on the side of the Mind Express window that fits best.	In <b>Fill out</b> , choose <b>Yes</b> to force the active window to take up as much space as possible.
<b>Link top</b>	The user positions the active window at the top of the Mind Express window.	
<b>Link bottom</b>	The user positions the active window at the bottom of the Mind Express window.	
<b>Link left</b>	The user positions the active window to the left of the Mind Express window.	
<b>Link right</b>	The user positions the active window to the right of the Mind Express window.	
<b>Minimize</b>	The user minimizes the active window.	

Action	Description	Settings
<b>Maximize</b>	The user maximizes the active window.	
<b>Restore size</b>	The user restores the size of the window to the size it was before minimizing or maximizing.	
<b>Make window active</b>	The user makes the window active. If a window has not been set, then the next window becomes active.	In the <b>Window</b> field, enter the (complete or partial) title name of the window you want to make active.

### See also

Actions: Windows Control > Move active window on page 198

Actions: Windows Control > Customize Mind Express window on page 201

## 2.90 Actions: Windows Control > Move Mind Express window

The actions in the **Move Mind Express window** category allow the user to move the Mind Express window. To do this, the user must enable Windows Control with the **Send on** or **Send on/off** action, see [Actions: Windows Control > Send](#) on page 196.

Action	Description	Settings
<b>Up</b>	The user moves the Mind Express window up by the specified number of pixels.	In <b>Distance</b> , enter the number of pixels that the window must be moved by. By default the window moves 100 pixels.
<b>Down</b>	The user moves the Mind Express window down by the specified number of pixels.	
<b>Left</b>	The user moves the Mind Express window to the left by the specified number of pixels.	
<b>Right</b>	The user moves the Mind Express window to the right by the specified number of pixels.	
<b>To top left corner</b>	The user moves the Mind Express window to the top left corner of the screen.	
<b>To top right corner</b>	The user moves the Mind Express window to the top right corner of the screen.	
<b>To bottom left corner</b>	The user moves the Mind Express window to the bottom left corner of the screen.	
<b>To bottom right corner</b>	The user moves the Mind Express window to the bottom right corner of the screen.	
<b>Up (%)</b>	The user moves the Mind Express window up by the set percentage of the screen height.	In <b>Distance</b> , drag the slider to the percentage that the window should be moved or use <input type="button" value="-"/> and <input type="button" value="+"/> .
<b>Down (%)</b>	The user moves the Mind Express window down by the set percentage of the screen height.	

Action	Description	Settings
<b>Left (%)</b>	The user moves the Mind Express window to the left by the set percentage of the screen width.	
<b>Right (%)</b>	The user moves the Mind Express window to the right by the set percentage of the screen width.	

### See also

Actions: Windows Control > Move active window on page 198

Actions: Windows Control > Customize Mind Express window on page 201

## 2.91 Actions: Windows Control > Customize Mind Express window

The actions in the **Customize Mind Express window** category allow the user to change the size, position and order of the Mind Express window in many different ways.

To do this, the user must enable Windows Control with the **Send on** or **Send on/off** action, see [Actions: Windows Control > Send](#) on page 196.

Action	Description	Settings
<b>Top</b>	The user increases or decreases the window at the top with the set number of pixels.	In <b>Distance</b> , choose one of the following options: <ul style="list-style-type: none"> <li>Enter a positive number of pixels to enlarge the screen.</li> <li>Enter a negative number of pixels to decrease the screen.</li> </ul> The default change is 100 pixels.
<b>Bottom</b>	The user increases or decreases the window at the bottom with the set number of pixels.	
<b>Left side</b>	The user increases or decreases the window on the left side with the set number of pixels.	
<b>Right side</b>	The user increases or decreases the window on the right side with the set number of pixels.	
<b>Adjust size</b>	The user adjusts the size of the window according to the set height and width.	In <b>Height</b> and <b>Width</b> , drag the sliders to adjust the height and width of the window to a percentage of the height and width of the screen or use <input type="text" value="-"/> and <input type="text" value="+"/> .
<b>Minimize</b>	The user minimizes the window.	
<b>Maximize</b>	The user maximizes the window.	
<b>Restore size</b>	The user restores the size of the window to the size it was before maximizing.	
<b>Save position</b>	The user saves the current position of the display. See also the <b>Display saved position</b> action in this table.	
<b>Display saved position</b>	The user restores the position of the display to the saved position with the <b>Save position</b> action (see above).	
<b>Always on top: on</b>	The user enables always displayed on top in the Mind Express window.	

Action	Description	Settings
<b>Always on top: off</b>	The user disables always display on top in the Mind Express window.	
<b>Always on top: on/off</b>	The user dis/enables always on top in the Mind Express window.	

**See also**

Actions: Windows Control > Move Mind Express window on page 200

Actions: Windows Control > Customize active window on page 199

**2.92 Actions: Windows Control > Mouse control**

The actions in the **Mouse control** category allow the user to simulate mouse movements and mouse clicks.

To do this, the user must enable Windows Control with the **Send on** or **Send on/off** action, see [Actions: Windows Control > Send](#) on page 196.

Action	Description	Settings
<b>Up</b>	The user moves the mouse pointer up by the set number of pixels.	In <b>Distance</b> , enter the number of pixels the mouse pointer should move. By default, the mouse pointer moves by 100 pixels.
<b>Down</b>	The user moves the mouse pointer down by the set number of pixels.	
<b>Left</b>	The user moves the mouse pointer by the set number of pixels to the left.	
<b>Right</b>	The user moves the mouse pointer by the set number of pixels to the right.	
<b>Click</b>	The user left-clicks with the mouse.	
<b>Double-click</b>	The user double-clicks with the mouse.	
<b>Right-click</b>	The user right-clicks with the mouse.	
<b>Drag on/off</b>	The user enables/disables dragging with the mouse.	

**2.93 Actions: Windows Control > Shut down**

The actions in the **Shut down** category allow the user to shut down Mind Express or Windows.

To do this, the user must enable Windows Control with the **Send on** or **Send on/off** action, see [Actions: Windows Control > Send](#) on page 196.

**TIP**

You can enable the user to shut down most Windows programs with the **Send key** action, with the following settings (both are required):

- Choose **Send specific key** and from the drop-down list select **F4**.
- In **Alt**, choose **Yes**.

Action	Description
<b>Exit Mind Express</b>	The user shuts down Mind Express.
<b>Exit Windows</b>	The user shuts down Windows.

**3 Working with pages**

### 3.1 Page

Mind Express contains one or more pagesets. Each pageset contains one or more pages. Cells can be added to each page.

You can set two page types:

- **Grid:** the cells are arranged in rows and columns. The position and size of the cells is determined by the grid.
- **Freestyle:** you can place the cells in any position on the page and they can be of any size.

#### See also

The [Page tab in the edit panel](#) on page 24  
[Adding a new page](#) on page 203

### 3.2 Adding a new page



#### TIP

If you are already in the **Page settings** dialog, then you can also add a page with the **New** button. See [Page settings](#) on page 207.

1. Choose **Menu** > **Edit F2**.
2. Choose the **Page** tab in the edit panel.
3. Choose . The **Add page** dialog appears.
4. As required, change the page name in the **Name** field.
5. In **Where do you want to add the page?**, choose one of the following options from the drop-down list:
  - **After the current page**
  - **After the last page**
6. In **Add message box**, choose **Yes** to add a message bar to the page. A message bar consists of a cell with the **Message Box** action, a cell with the **Clear content** action and a cell with the **Read content** action, see [Actions: Most used > Message Box > Message Box](#) on page 146.
7. Choose **OK**.
8. Now choose the page settings, see [Page settings](#) on page 207.

#### See also

[Page](#) on page 203  
[Deleting a page](#) on page 203  
[Exchanging pages between pagesets](#) on page 205


### 3.3 Duplicating a page




1. Choose **Menu** > **Edit F2**.
2. Choose the **Page** tab in the edit panel.
3. Navigate to the page you want to copy.
4. Choose . The **Add page** dialog appears.
5. As required, change the page name in the **Name** field.
6. Choose one of the following options:
  - Select **After the current page** to add the page to the original.
  - Select **After the last page**, to add the page as the last page of the pageset.
7. Choose **OK**.

#### See also

[Exchanging pages between pagesets](#) on page 205

### 3.4 Deleting a page

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Page** tab in the edit panel.
3. Choose one of the following options:


Option	Procedure
Delete the current page immediately.	<ol style="list-style-type: none"> <li>1. Navigate to the page you want to delete.</li> <li>2. Choose  and confirm with <b>Yes</b>.</li> </ol>
Delete one or more pages via page settings.	<ol style="list-style-type: none"> <li>1. Choose  or press <b>F8</b>. The <b>Page settings</b> dialog appears.</li> <li>2. Select the page you want to delete. You can select multiple pages by pressing <b>Shift</b> or <b>Ctrl</b> on the (on-screen) keyboard. The  button allows you to quickly select all the pages.</li> <li>3. Choose <b>Delete</b> and confirm with <b>Yes</b>.</li> <li>4. Choose <b>OK</b> if you want to exit <b>Page settings</b>.</li> </ol>

**See also**



[Adding a new page on page 203](#)

### 3.5 Changing the name of a page

If you are already in the **Page settings** dialog, you can also change the page name of a selected page in the **Name** field.

1. Choose  **Menu** > **Edit F2**.
2. Choose one of the following options:
  - Position your mouse pointer on the page name, change the name and confirm by clicking/tapping outside the input field.
  - Select the **Page** tab in the edit panel, enter the new page name in the **Current page** field and confirm by clicking/tapping outside the input field.

### 3.6 Changing the order of the pages

1. Choose  **Menu** > **Edit F2**.
2. Choose one of the following options:
  - 1. Choose the **Page** tab in the edit panel.
  - 2. Choose .
  - Press **F8**.

The **Page settings** dialog appears with a page overview.

3. Drag the page.
4. Choose **OK** if you want to exit **Page settings**.

**See also**

[Temporarily sorting pages to find a page on page 204](#)

### 3.7 Temporarily sorting pages to find a page


To quickly find a page in a pageset you can temporarily sort the pages in the page overview.

1. Choose  **Menu** > **Edit F2**.

2. Choose one of the following options:


- 1. Choose the **Page** tab in the edit panel.
- 2. Choose .
- Press **F8**.

The **Page settings** dialog appears with a page overview.

3. Choose . You cannot save the new order (alphabetically and per number).



**TIP**

Choose  to return to the original order.

4. Select the page you are looking for and choose **OK** if you want to exit **Page settings**.

**See also**


[Changing the order of the pages on page 204](#)

[Finding a page in a pageset on page 205](#)

### 3.8 Finding a page in a pageset



**TIP**


To quickly find a page in a pageset you can temporarily sort the pages in the page overview using the  button, see [Temporarily sorting pages to find a page on page 204](#).

1. Choose  **Menu** > **Edit F2**.

2. Choose one of the following options:

- 1. Choose the **Page** tab in the edit panel.
- 2. Choose .
- Press **F8**.

The **Page settings** dialog appears with a page overview.

3. In the search field in front of , you can enter a random part of the page name.

As you type, the page overview becomes more selective.

4. Select the page you are looking for and choose **OK** if you want to exit **Page settings**.

**See also**

[Temporarily sorting pages to find a page on page 204](#)

### 3.9 Exchanging pages between pagesets

You can export pages from a pageset to then import them into another pageset. All settings, styles, ..., necessary files such as images and sound and video files are automatically adopted.

Pages from a pageset that is protected with a **Pageset code**, can only be imported into a pageset with the same **Pageset code**. These protected pagesets can be purchased from Jabbla or one of the Mind Express dealers.


1. Open the pageset that you want to export the pages from.






2. Choose  **Menu** > **Edit F2**.


3. Choose one of the following options:

- 1. Choose the **Page** tab in the edit panel.
- 2. Choose .
- Press **F8**.

The **Page settings** dialog appears with a page overview.

4. Select the page you want to export. You can select multiple pages by pressing **Shift** or **Ctrl** on the (on-screen) keyboard. The  button allows you to quickly select all the pages.



5. Choose .  
The Windows window **Save as** appears.
6. Browse to the folder where you want to save the file, enter a name for the file in **Filename** and choose **Save**.  
The pages have now been exported.
7. Choose **OK** to exit **Page settings**.
8. Choose  in the edit panel or choose  **Menu** > **Done edit**.
9. Open the pageset (if necessary from a different user) you want to import the file into.
10. Choose  **Menu** > **Edit F2**.
11. Choose one of the following options:
  - 1. Choose the **Page** tab in the edit panel.
  - 2. Choose .
  - Press **F8**.


The **Page settings** dialog appears with a page overview.
12. Choose .  
The Windows window **Open** appears.
13. Navigate to the folder with the saved file, select it and choose **Open**.  
The pages are added to the end of the pageset.
14. Drag the pages to the desired location and choose **OK** to exit **Page settings**.




**See also**

- Importing a pageset from another profile onto your device on page 31
- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33
- Adding a new page on page 203
- Duplicating a page on page 203




**3.10 Adding rows or columns to or deleting from a page**

-  **TIP**  
*In the **Page settings** dialog you can specify the number of rows or columns of a Grid page.*
-  **TIP**  
*If a Freestyle page consists more or less of rows and columns (for example if it started as a Grid page, which you then converted to a Freestyle page), you can change the page type back to a Grid page and then specify the number of rows and columns.*

1. Choose  **Menu** > **Edit F2**.
2. Navigate to the page you want to customize.
3. Choose the **Page** tab in the edit panel.
4. Choose one of the following options:

Options	Procedure
To add a row above a row	Choose a cell from the row that you want to add a row above, and in the <b>Row</b> options group, choose  <b>Add above</b> .
To add a row below a row	Choose a cell from the row that you want to add a row below, and in the <b>Row</b> options group, choose  <b>Add below</b> .
To delete a row	Choose a cell from the row that you want to delete, and in the <b>Row</b> options group, choose  <b>Delete row</b> .





Options	Procedure
To add a column to the left	Choose a cell from the column that you want to add a column to the left of, and in the <b>Column</b> options group, select  , <b>Add to the left</b> .
To add a column to the right	Choose a cell from the column that you want to add a column to the right of, and in the <b>Column</b> options group, choose  , <b>Add to the right</b> .
To delete a column	Choose a cell from the column that you want to delete and in the <b>Column</b> options group, choose  <b>Delete column</b> .

### See also

Page settings on page 207

## 3.11 Page settings

1. Choose  **Menu** > **Edit F2**.
2. Choose one of the following options:
  - 1. Choose the **Page** tab in the edit panel.
  - 2. Choose .
  - Press **F8**.

The **Page settings** dialog appears with a page overview.

3. Select the page with the settings you want to change. The name can only be changed per page.




#### TIP

You can select multiple pages by pressing **Shift** or **Ctrl** on the input panel (on the screen). The  button allows you to quickly select all the pages.

4. Set the following options (some options are only available for a Grid page, others only if a background picture has been selected for the page).

Option	Procedure
<b>Name</b>	Enter a name for the page.
<b>Page type</b>	Select the type from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Grid</b></li> <li>• <b>Freestyle</b></li> </ul>
<b>Rows</b>	Adjust the number of rows.
<b>Columns</b>	Adjust the number of columns.
<b>Spacing</b>	Adjust the spacing between the cells.
<b>Color</b>	<ol style="list-style-type: none"> <li>1. Choose one of the options from the drop-down list: <ul style="list-style-type: none"> <li>• <b>Solid</b></li> <li>• <b>Gradient (horizontal)</b></li> <li>• <b>Gradient (vertical)</b></li> </ul> </li> <li>2. Adjust the color/s.</li> </ol>



Option	Procedure
<b>Image</b>	Choose  to open the <b>Choose image</b> dialog. See <a href="#">Adding a background picture to a page</a> on page 208 to explore all options in the dialog.
<b>Image size</b>	Choose a percentage from the drop-down list to adjust the size of the page's background picture.
<b>Maintain aspect ratios</b>	<ul style="list-style-type: none"> <li>Choose <b>No</b> to customize the page's background picture to the aspect ratio of the screen.</li> <li>Choose <b>Yes</b> to maintain the original ratio aspects of the page's background picture .</li> </ul>
<b>Pop-up page</b>	<p>Choose <b>Yes</b> to display the page to the user as a pop-up window. You can select more than one if you press <b>Ctrl</b>.</p> <p>You can adjust the position and size of one or more pop-up pages at a time by selecting them and specifying the <b>Position left</b>, <b>Position top</b>, <b>Width</b> and <b>Height</b> sliders. The percentages are taken in relation to the screen used.</p>
<b>Always return to previous page</b>	Choose <b>Yes</b> if you want the user to return to the previous page each time after selecting a cell.

5. Choose **OK** if you want to exit **Page settings**.


**See also**




- [Adding rows or columns to or deleting from a page](#) on page 206
- [Adding a background picture to a page](#) on page 208









**3.12 Adding a background picture to a page**


- Choose  **Menu** > **Edit F2**.
- Choose one of the following options:
  - 1. Choose the **Page** tab in the edit panel.
  - 2. Choose .
- Press **F8**.

The **Page settings** dialog appears with a page overview.

- Choose  .  
The **Choose image** dialog appears.
- Choose one of the following options to add a picture:

Options	Procedure
To choose a picture from the available symbol sets	<ol style="list-style-type: none"> <li>Choose  <b>Symbols</b>.</li> <li>Choose <b>Choose symbol sets</b> to select symbol sets and to change the search order in the sets.</li> <li>Start typing in the search field. The more you type, the more visible and selective the pictures become.</li> <li>Choose the picture you want to add.</li> </ol>
To choose a picture from the Internet	<ol style="list-style-type: none"> <li>Choose  <b>Web search</b>.</li> <li>Enter your search term in the search field and choose .</li> <li>Choose the picture you want to add.</li> </ol>

Options	Procedure
To add a picture from your gallery	<p>The gallery contains all the pictures you have already added to the pageset.</p> <ol style="list-style-type: none"> <li>1. Choose </li> <li>2. Choose the picture you want to add.</li> </ol>
To add a picture from internal and external storage media: the hard drive of your PC, a memory card, a CD or DVD, a USB stick, ...	<ol style="list-style-type: none"> <li>1. Choose  <b>From disk</b>.</li> <li>2. Search for the picture using the Windows navigation pane.</li> <li>3. Choose the picture you want to add.</li> <li>4. Choose <b>Open</b>.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To add a screenshot	<ol style="list-style-type: none"> <li>1. Choose  <b>Screenshot</b>.</li> <li>2. Select the desired area with the crosshair.</li> </ol> <p>The picture will immediately appear in the cell. If you want to add extra pictures or further edit the cell, you have to select  again.</p>
To take and add a picture	<ol style="list-style-type: none"> <li>1. Choose .</li> <li>2. Choose <b>Take picture</b>.</li> </ol> <p>You can switch cameras first by pressing .</p> <p>The picture will immediately appear in the cell.</p> <p>If you want to add extra pictures or further edit the cell, you have to select  again.</p>

5. You can edit the picture by selecting  in the preview window.
6. Choose **OK**.
7. Now set the next new picture options:
  - **Image size:** choose a percentage from the drop-down list.
  - **Maintain aspect ratios:**
    - Choose **No** to customize the picture to the aspect ratio of the screen.
    - Choose **Yes** to maintain the original aspect ratio of the picture.

### See also

Page settings on page 207

### 3.13 Print one or more pages

Pages can only be printed in user view. The pages are printed using the default printer set up in Windows.

1. Choose  **Menu** >  **Print** > **Page**.  
The **Print settings** dialog appears.

2. In **Size**, from the drop-down list, select one of the following options:

- **Full page** to print the page on a full page.

In **Keep aspect ratio**, choose **No**, if both the width and height of the page are to be fully utilized. Choose **Yes** if the width/height ratio is to be maintained.

- **Custom size**: enter the **Width** and **Height** of the print on the page. If you have specified sizes in the pageset preferences, then these are automatically copied.

In **Center on page**, choose **No** if you want to print the page in the top left instead of centering it on the page.

3. In **Print labels**, choose **Yes** if the cell labels can be printed.

4. Choose **OK**.

The **Print** dialog appears.

5. If you want to print multiple pages, then set the **Print Range**.

6. Specify the other settings for printing and select **Print**.

The pages are printed.

### See also

[Printing a message on page 17](#)

## 4 Working with pagesets

### 4.1 Pageset

Mind Express contains one or more pagesets. Each pageset contains one or more pages. Cells can be added to each page.

You can organize pagesets into folders via the portal.

### See also

[The Pageset tab in the edit panel on page 27](#)

### 4.2 Opening a pageset

1. Open the portal.
2. Navigate to the page with the folder containing the pageset or to where the actual pageset can be found.
3. As required, select the folder containing the pageset.
4. Select the pageset.

### See also



[Creating a new pageset on page 30](#)

[Reopening a pageset on the last page on page 115](#)

[Reopening a pageset in the last position of the dynamic list on page 116](#)

### 4.3 Creating a new pageset

When creating a new pageset, you can choose the page type: Grid or Freestyle. You can change this later. In the Grid type, the cells have a fixed position on the page in rows and columns, in contrast to the Freestyle type, where the cells can be moved freely.

1. Choose  **Menu** > **+** **New**.  
The **Create new pageset** window appears.
2. In the **title** field, enter a unique pageset name.
3. Next to the **title** field, choose the cell to select a background color from the color picker.
4. Choose one of the following actions to add an image to the pageset:
  - Choose an image from the list.
  - Choose , navigate to an image and choose **Open**.

5. Choose **Next**.  
The **Choose a page type** window opens in the **Grid** tab.
6. Choose one of the following options:
  - Do not leave the **Grid** tab, choose the number of lines and columns and as required add a message bar to the first page. A message bar consists of a cell with the **Message Box** action, a cell with the **Clear content** action and a cell with the **Read content** action, see [Actions: Most used > Message Box > Message Box](#) on page 146.
  - Choose the **Freestyle** tab.
  - Do not leave the **Grid** tab, choose the number of lines and columns and as required add a message to the page, see [Actions: Most used > Message Box > Message Box](#) on page 146.
  - Choose the **Freestyle** tab.
7. Choose **Create pageset**.  
The first page of the new pageset is immediately opened in edit view.

### See also

[Opening a pageset on page 31](#)

[Importing a pageset from another profile onto your device on page 31](#)

[Exporting a pageset on page 31](#)




[Importing a pageset from a drive on page 32](#)

[Importing a pageset from the Mind Expresswebsite on page 33](#)

[Importing a ready-to-use pageset on page 214](#)

## 4.4 Saving a pageset

Choose one of the following options to save all changes in the pageset:

- In the title bar, choose 
- In edit view, choose  **Menu** >  **Save**
- Press **Ctrl + S**.

In the title bar, the  icon darkens to .

### See also

[Copying a pageset on page 37](#)

## 4.5 Copying a pageset






### TIP

You can also copy a pageset in the edit view of the pageset:  **Menu** >  **Save as**.

Also, in **Save pagesets**: you can then choose to save only one of the merged pagesets.

While organizing the portal you can always open a folder by selecting it and choosing .

1. Go to the portal.
2. Choose  **Menu** >  **Organize**.
3. Select the pageset or folder.
4. Choose .

The **Copy this pageset** window appears. The name of the pageset is automatically **[original name] - copy**

5. As necessary, overwrite the name with a new unique pageset name.
6. Choose **OK**.
7. Choose **OK** to end organizing the portal.



### See also

[Creating a new folder on page 34](#)

[Saving a pageset on page 20](#)

## 4.6 Exporting a pageset

You can export a user's pageset in order to import it later on another device. To import a pageset from another user on the same device, you do not need to export it first.

1. Open the user's portal.
2. Choose  **Menu** >  **Export**.
3. Select the pageset.
4. Choose **Export pageset**.  
The Windows window **Save as** appears.
5. Browse to the location on a drive where you want to save the pageset, enter a **Filename** and choose **Save**.

### See also




- Creating a new pageset on page 30
- Importing a pageset from another profile onto your device on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33
- Importing a ready-to-use pageset on page 214
- Exchanging pages between pagesets on page 205
- Exported/imported pageset details on page 32

## 4.7 Importing a pageset from a drive

You can import an exported pageset or a user.

### **NOTE**

- Only what was actually placed in a cell will be exported/imported:
  - pictures in cells in the pageset itself
  - sounds, music and videos programmed into a pageset through the actions **Play file**, **Play sound**, **Sound recording**, ...
- By browsing in a folder, what will NOT be exported/imported must be shown:
  - sound or video files played through the actions **Display content**, **Playlist**, **Shuffle playlist**, ...
  - camera images
  - photos, pictures, ... in a slideshow
- All settings associated with the user's profile are NOT exported/imported, for example the contacts, pronunciation dictionary, etc.



1. Open the user's portal.
2. Choose  **Menu** >  **Import**.  
The **Import** window appears.
3. Choose **From disk**.  
The Windows window **Open** appears.
4. Browse to the location on a drive where the pageset has been saved, select it and choose **Open**.  
The **Choose a page type** window appears.
5. Enter a unique name and choose a symbol and background color for the pageset. You can use the  button to add an image of your own.
6. Choose **Import file**.  
The pageset is imported and opens immediately.

**See also**

- Creating a new pageset on page 30
- Importing a pageset from another profile onto your device on page 31
- Exporting a pageset on page 31
- Importing a pageset from the Mind Expresswebsite on page 33
- Importing a ready-to-use pageset on page 214
- Exchanging pages between pagesets on page 205
- Exported/imported pageset details on page 32

**4.8 Importing a pageset from the Mind Expresswebsite**

You can import a number of ready-made pagesets from the Mind Express website for a user. After creating a new profile and opening the blank portal, you are also prompted to import Pagesets.

1. Open the user's portal.
2. Choose  **Menu** >  **Import**.  
The **Import** window appears.
3. Choose **Online pagesets**.
4. Choose one of the following categories on the left:
  - **Symbol communication**
  - **Text communication**
  - **Games and music**
  - **Education**
  - **Apps**
5. (Option) Choose **Most used** to only display the most used pagesets.
6. (Option) Fold open the **More search options** menu to filter on **Language**.
7. Select one or more pagesets on the right.

**NOTE**

Choose **Read more** for more information about the pageset.



8. Choose **Import pagesets**.  
The selected ready-to-use pagesets are imported and displayed in the last position of the portal's last page. If you overwrite an already existing pageset with the same name, you will lose it irretrievably.

**See also**

- Creating a new pageset on page 30
- Importing a pageset from another profile onto your device on page 31
- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32
- Importing a ready-to-use pageset on page 214
- Exchanging pages between pagesets on page 205

**4.9 Importing a pageset from another profile onto your device**

If you have other profiles in Mind Express, then it is easy to import pagesets from another profile to the current profile.



1. Choose  **Menu** >  **Import**.  
The **Import** window appears.
2. Choose **From another profile**.  
The **Choose profile and pageset to import** window appears.
3. Select a profile.
4. Select a pageset.
5. Choose **Import file**.  
The pageset is imported and opens immediately.

## See also

- Creating a new pageset on page 30
- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33
- Importing a ready-to-use pageset on page 214
- Exchanging pages between pagesets on page 205

## 4.10 Importing a ready-to-use pageset

Mind Express already contains a number of ready-to-use pagesets that you can assign to a user.

1. Open the user's portal.
2. Choose  **Menu** >  **Import**.  
The **Import** window appears.
3. Choose **Ready-made pagesets**.
4. Choose one of the following categories on the left:
  - **Symbol communication**
  - **Text communication**
  - **Games and music**
  - **Education**
  - **Apps**
5. Select one or more ready-to-use pagesets on the right.
6. Choose **Import pagesets**.  
The selected ready-to-use pagesets are imported and displayed in the last position of the portal's last page. If you overwrite an already existing pageset with the same name, you will lose it irretrievably.

## See also

- Creating a new pageset on page 30
- Importing a pageset from another profile onto your device on page 31
- Exporting a pageset on page 31
- Importing a pageset from a drive on page 32
- Importing a pageset from the Mind Expresswebsite on page 33

## 4.11 Setting up the pageset language

The pageset language determines, among other things, which grammar and grammar rules are linked to a pageset. If **Language-independent** is selected, no grammar rules apply to this pageset and the pageset is therefore language-independent.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



### TIP

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. From the **General pageset preferences** options group, select one of the following options from the **Pageset language** drop-down list:
  - One of the available languages.
  - **Language-independent**.
3. Choose **OK**.

## 4.12 Choosing symbol sets for a pageset

You can choose which symbol sets to use in word prediction and when searching for a picture for a cell. You can also set the search order for the symbol sets.



1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **General pageset preferences** options group, in **Symbol sets** choose **Choose symbol sets**. The **Symbol sets** dialog appears.
3. Select the symbol sets you want to search.
4. Drag a symbol set to a higher/lower position to increase/decrease its search priority.
5. Choose **OK**.





#### 4.13 Selecting and setting up a pageset-specific control method

You can select a specific control method for a pageset (mouse/touch, scanning switches, joystick or eye tracking) and choose the corresponding control settings. The pageset-specific control method has priority over the current or start-up control method.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **General pageset preferences** options group, in **Use specific access settings**, choose **Yes**.
3. In **Method**, choose a control method from the drop-down list:
  - , **Mouse/Touch**.
  - , **Joystick**.
  - , **Scanning**.
  - , **Eye tracking**.
4. Choose **Access settings**.  
The control settings tab for the selected control method opens with a warning that you are changing the pageset-specific control method and settings here!
5. Here, (and as required in other tabs), set the pageset-specific control settings, see [Choosing the control method, selection method and settings](#) on page 39.
6. Choose **OK**.

#### See also

[Choosing the \(current\) control method](#) on page 16

[Choosing the startup control method](#) on page 39

#### 4.14 Returning to the first page from any cell in the pageset

For the entire pageset you can specify to return to the first page of the pageset after selecting a cell.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **General pageset preferences** options group, in **Always return to first page**, choose **Yes**.
3. Choose **OK**.

#### 4.15 Making a sound while dragging a cell in a pageset

You can set up a sound for the whole pageset so that a sound is made when you drag a cell.

1. Choose  **Menu** >  **Settings** >  **Pageset**.

**TIP**

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **General pageset preferences** options group, in **Sound when dragging**, choose **Yes**.

3. Choose **OK**.

**See also**

Making a sound recording for a cell on page 141

**4.16 In a pageset activating quick sound recording for a cell**

If you activate this option, after a set time the user can press a cell via mouse/touch, record a sound, if the **Mouse/Touch** control settings in **Select, When releasing** option are enabled.



1. Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **General pageset preferences** options group, in **Quick sound recording**, choose **Yes**.

3. In **Show sound recording window after**, use the slider to specify how long you need to press and hold the cell. You can fine-tune this with  and .

4. Choose **OK**.

**See also**

Making a sound recording for a cell on page 141

**4.17 Page layout settings for a pageset**

You can adjust the layout of the pages in a pageset based on:

- your device’s screen dimensions or
- the paper size on which you want to print pages

If you change the setting retrospectively, then the change applies to all pages in the pageset.

You can adjust the size and background color settings of the pages and choose a template to create a new page.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



**TIP**

*In edit view, you can also open the **Pageset** tab and choose  **Preferences**.*

2. In the **Layout** options group, choose from the following options you want to perform:

Option	Procedure
To make optimal use of the Mind Express window: the pageset takes up all available space.	In <b>Modified size</b> , choose <b>No</b> .
To choose a portrait or landscape paper size and a background color for the pageset.	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Size</b>, choose one of the available paper sizes from the drop-down list.</li> <li>3. In <b>Size</b>, choose the color picker next to the drop-down list to modify the background color.</li> </ol>
To choose a portrait or landscape picture size of a Jabbla device and a background color for the pageset.	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Size</b>, choose one of the available picture sizes of a Jabbla device from the drop-down list.</li> <li>3. In <b>Size</b>, choose the color picker next to the drop-down list to modify the background color.</li> </ol>

Option	Procedure
To choose your own size and background color for the pageset.	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Size</b>, choose from the drop-down list, <b>Custom size</b></li> <li>3. Enter the <b>Width</b> and the <b>Height</b>.</li> <li>4. In <b>Size</b>, choose the color picker next to the drop-down list to modify the background color.</li> </ol>
<p>A template for creating a new page.</p> <p>If you want the same layout for a number of pages in a pageset, for example with a message box and buttons to navigate to the next and previous page, then create one such page and then use it as a template to create new pages.</p>	<ol style="list-style-type: none"> <li>1. In <b>Modified size</b>, choose <b>Yes</b>.</li> <li>2. In <b>Use template</b>, choose <b>Yes</b>.</li> <li>3. Choose <b>Choose page</b>. The <b>Choose a page</b> window appears.</li> <li>4. Select a page (or create a new page that can be modified afterwards).</li> <li>5. Choose <b>OK</b>.</li> </ol>

3. Choose **OK**.

#### 4.18 Deciding on the speech settings of a pageset

You can set up a number of speech settings to apply to the whole pageset.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **Speech** options group, specify the following options:

Option	Procedure
<b>No speech when adding to message box</b>	Choose <b>Yes</b> to prevent Mind Express from speaking the text that you are adding to a message.
<b>Waiting for speech to end before page change</b>	Choose <b>Yes</b> to wait for speaking a complete message to end, before jumping to the next page.

3. Choose **OK**.

#### 4.19 Activating Windows control for a pageset


You can use Mind Express to control other Windows applications. A pageset/page in Mind Express then serves as a sort of customized on-screen keyboard.

1. Choose  **Menu** >  **Settings** >  **Pageset**.







#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. Choose the **Pageset** tab in the edit panel.
3. Choose  **Preferences**.
4. In the **Windows Control** options group, choose the options you want to specify:

Option	Procedure
<b>Windows Control</b>	Choose <b>Yes</b> to control other Windows applications by activating the pageset.
To hide the title bar of the Mind Express window when opening the pageset	In <b>Show the title bar</b> choose <b>No</b> to hide the title bar.

Option	Procedure
The position of the Mind Express window when opening the pageset.	In <b>Position</b> choose the position of the Mind Express window from the drop-down list.
Setting the width of the Mind Express window when opening the pageset.	Drag the slider to set the <b>Width</b> as a percentage of the display width. You can fine-tune the width with  and  .
Setting the height of the Mind Express window when opening the pageset.	Drag the slider to set the <b>Height</b> as a percentage of the display width. You can fine-tune the height with  and  .

5. Choose **OK**.

#### 4.20 Reopening a pageset on the last page

You can arrange for pagesets to be reopened on the page they were closed on.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **Previously opened settings** options group, in **Save the current page and display it the next time the pageset is opened.**, choose **Yes**.

3. Choose **OK**.

#### See also

Reopening a pageset in the last position of the dynamic list on page 116

Opening a pageset on page 31

#### 4.21 Reopening a pageset in the last position of the dynamic list

On reopening, you can set a pageset to open on all pages with dynamic lists in the last position of these lists.

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **Previously opened settings** options group, in **Save the status of the current dynamic list and display it the next time the pageset is opened.**, choose **Yes**.

3. Choose **OK**.

#### See also

Actions: Dynamic content > Dynamic list - most used on page 177

Reopening a pageset on the last page on page 115

Opening a pageset on page 31

#### 4.22 Adding author's information to a pageset

1. Choose  **Menu** >  **Settings** >  **Pageset**.



#### TIP

In edit view, you can also open the **Pageset** tab and choose  **Preferences**.

2. In the **Author's information** options group, complete the required information in the following fields:

- **Author**
- **Contact**
- **Description.**

3. Choose **OK**.

#### 4.23 Quickly translating a pageset

You can quickly translate a pageset and save it in a new pageset.

1. Choose  **Menu > Edit F2**.

2. Choose the **Pageset** tab in the edit panel.

3. Choose  **Translate text**.

The **Translate pages** dialog appears.

4. In the **Translate to** field, choose from the drop-down list the language you want to translate to.

5. Choose one of the following options:

Option	Procedure
To translate the complete list using Google Translate.	<ol style="list-style-type: none"> <li>1. Choose <b>Copy</b>.</li> <li>2. Choose <b>Google Translate</b>. <b>Google Translate</b> opens in your browser.</li> <li>3. Paste the list into <b>Google Translate</b> (with <b>Ctrl + V</b>, choose the correct source and target language and copy the translated list.</li> <li>4. Return to the <b>Translate pages</b> dialog in Mind Express.</li> <li>5. Choose <b>Paste</b>.</li> <li>6. If necessary, manually edit any of the terms in the <b>To</b> column.</li> </ol>
To edit or improve some of the terms.	<ol style="list-style-type: none"> <li>1. Choose <b>Copy</b>.</li> <li>2. Choose <b>Paste</b>.</li> <li>3. Edit the terms in the <b>To</b> column.</li> </ol>

6. Choose **OK**.

The **Save as...** dialog appears.

7. Enter a title, choose a picture, a color and choose **OK**.

The file is saved in the portal under a new name and it is opened immediately. The pageset language has been changed to the language chosen so that all of the grammatical rules are applied to the entire pageset.

#### See also

Quickly replace pictures with pictures from a different symbol set on page 220


Quickly correcting text in a pageset or on a page on page 219

#### 4.24 Quickly correcting text in a pageset or on a page

There is a quick way to correct the text on labels and the **Type text** action everywhere in a pageset or on a page.

1. Choose  **Menu > Edit F2**.

2. Choose the **Pageset** tab in the edit panel.

3. Choose  **Correct text**.

The **Correct text** dialog appears.

4. In the **Pages** field, choose from the drop-down list whether you want to correct the text in **All pages** or only in **Current page**.

5. In the **To** field, change the text you want to correct.



6. Choose **OK**.  
The text has now been changed everywhere in the file or on the current page.

### See also

- Quickly translating a pageset on page 219
- Quickly replace pictures with pictures from a different symbol set on page 220

### 4.25 Quickly replacing all the pictures in a pageset with other pictures

You can quickly replace all the pictures in a file with another picture.



1. Choose  **Menu > Edit F2**.
2. Choose the **Pageset** tab in the edit panel.
3. Choose  **Replace image**.  
The **Replace image** dialog appears.
4. Choose **From**, choose the picture you want to replace and select **OK**.
5. Choose **To**, choose the picture you want your picture replaced with and select **OK**.  
The picture has now been replaced by the new picture throughout the file.

### See also

- Quickly replace pictures with pictures from a different symbol set on page 220

### 4.26 Quickly replace pictures with pictures from a different symbol set

You can quickly replace the pictures from one symbol set with pictures from another symbol set for one or all pages of a pageset.

1. Choose  **Menu > Edit F2**.
2. Choose the **Pageset** tab in the edit panel.
3. Choose  **Convert symbol set**.  
The **Convert symbol set** dialog appears.
4. In the **Convert to** field, choose from the drop-down list the symbol set you want to convert your symbols to.
5. In the **On pages** field, choose one of the following options:
  - **All pages** to convert the symbols on all the pages.
  - **Current page** to convert the symbols only on the current page.
6. In the **If no symbol is available** field, choose one of the following options:
  - **Hide cell**
  - **Delete existing symbol from cell**
  - **Leave cell unchanged**
7. Choose **OK**.

### See also

- Adding a picture to a cell on page 121
- Quickly translating a pageset on page 219
- Quickly correcting text in a pageset or on a page on page 219
- Quickly replacing all the pictures in a pageset with other pictures on page 220







### 4.27 Finding a cell in a pageset in edit view

In edit view, you can find a cell in the pageset based on:

- the cell's label
- a word from an action **Type text**
- an ID
- a style

- a script
- an action **Go to page**

The search options are more limited in user view.



1. Choose  **Menu** > **Edit F2**.
2. Choose one of the following options:
  - Choose the **Pageset** tab in the edit panel where the search box  appears.
  - Choose  **Menu** >  **Find**. The **Find** pop-up window appears with a search box.
3. In the search box, enter one of the following search options:
  - part of the text of a label or of an action Text
  - style:name of the searched style, for example `style:style 1`
  - ID:name of the searched ID
  - script:name of the searched script
  - gotopage:name of the searched page
4. Choose  or **OK** or press **Enter**.  
The first search result is displayed.
5. Choose  or press **F3**, to find the next cell with the same search action or enter a different search action.

#### See also

Finding a cell or path to a cell in a pageset in user view on page 18

### 4.28 Finding a cell or path to a cell in a pageset in user view

In user view you can search for a cell in the pageset based on the label or a word from a **Type text** action. In edit view, the search options are more extensive (ID, style, script, **Go to page** action).



1. Choose  **Menu** >  **Find**.  
A **Find** pop-up window appears.
2. In the input field , type part of a word you are looking for.  
In the preview window, the cells (with the page name below them) that match the characters you entered, will appear.
3. To find a path to a specific cell in the preview window on the current page, select the cell and the cell containing the path will be displayed in color in the current page.

#### See also

Finding a cell in a pageset in edit view on page 20

### 4.29 Programming your own command for an action

Advanced users are able to program actions in Mind Express. Each pageset can contain one script for programming various commands in Python ([www.python.org](http://www.python.org)). The commands in the script can be triggered by a particular event (for example opening a page) or they can be called using the **Advanced programming** action assigned to a cell.

1. Choose  **Menu** > **Edit F2**.
2. Choose the **Pageset** tab in the edit panel.
3. Choose  **Advanced programming**.  
The **Advanced programming** dialog appears. You can also press **F10** in the edit view to open this dialog.
4. Paste the commands from the script into the window.
5. Choose **Test** to test the script. An explanation on errors that may occur appears in the bottom of the dialog. Resolve the errors.
6. Choose **OK**.

#### See also

Actions: Interactive > General on page 184

# F Appendices

## 1 License Agreement

Please read this license agreement carefully before you install Mind Express. If you have any objections to this License Agreement, you can return the complete Mind Express package to Jabbla. Jabbla grants you the right to use this copy of Mind Express on one single computer. You are allowed to use one copy of this software for backup. The Mind Express software is the property of Jabbla and is protected under the author legislation and international copyright law.

### Copyright

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### Trademarks

- The "Bliss" symbols used in this program are derived from the symbols described in the publication "Semantography", originally copyrighted by C.K. Bliss 1949. Reviewed and approved in 1996 by inspectors from BCI.
- SymbolStix T<sup>TM</sup> © N2Y, Inc. The library of characters/logo symbols in the SymbolStix symbol set is included in this software free of charge, but can only be used for communication purposes and may not be sold, copied or otherwise commercialized for any form of profit.
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- Beta prints © Beta VZW.
- Picto/Visitaal icons ©Visitaal icons.
- Picture This © Silver Lining Multimedia, Inc.
- Mind Express<sup>TM</sup> is a trademark of Jabbla.

### Data collection

The following data collected via Google Analytics is encrypted and processed anonymously:

- search terms in actions, settings and on the Mind Express website
- screen sizes
- page dimensions

This data will not be shared with Google and the Google Analytics cookies are not used in combination with other Google services.




The collection of this data allows Jabbla to improve the software and make it more user-friendly

Users can always disable logging by going in Mind Express to  **Menu** >  **Settings** >  **System** > **System settings** options group > **Forward anonymous data to Jabbla to improve the software.**




### Mind Express interface language

A web license comes with a serial number and a user name. When logging on to a web license (Mind Express), the validity of the license is checked online ([my.jabbla.com](http://my.jabbla.com)). This happens each time you log on to a device with an Internet connection. This data is updated for a minimum of 3 years based on justified interest (e.g. to provide support and renew subscriptions).

Use of the voices is logged on [my.jabbla.com](http://my.jabbla.com) with identification data (serial number, web account name) and voice data. The voice data retained is not associated with an individual (total number of users using voices X, Y, Z, ...) and is used for reporting to the technology providers. Voice data is kept for a maximum of 3 years (justified interest to substantiate invoicing based on reporting).

When creating a profile, the name entered is saved locally (on disk). As soon as you link a profile to Google Drive (via  **Menu** >  **Settings** >  **My Profile** > **Cloud settings**) the data is shared with Google Drive. Jabbla has a processing agreement with Google. Photos uploaded by the user are stored locally. If you choose remote editing you agree that Google Drive processes this data.



Within remote editing you can allow other Google Drive users to access your data in the profile settings. This means the users always decide who is allowed to edit pagesets remotely. Users may revoke this consent at any time (via  **Menu** >  **Settings** >  **My Profile** > **Cloud settings**).

The most recent Jabbla privacy statement can always be found online at [www.jabbla.com/privacybeleid](http://www.jabbla.com/privacybeleid).

## 2 Managing the web license

### 2.1 Creating an account

In order to use the software package with the web license, you must first create an account.



1. Open the software package.  
Example: SprintPlus, Mind Express.
2. Click **Register user**.
3. Enter the serial number that was sent to you by email.  
Example: SPR12345-AB67C890
4. Enter the remaining details.
5. Click **OK**.

### 2.2 Managing your web license

You can manage your web license from [my.jabbla.com](http://my.jabbla.com). There you can view how many licenses you own and the validity period of the licenses. You can also:

- add, edit, delete users, groups, administrators
  - reserve licenses for a user or group
1. Go to [my.jabbla.com](http://my.jabbla.com).
  2. Enter your user name and password and click **OK**.

### 2.3 Adding a user

1. Log in to [my.jabbla.com](http://my.jabbla.com).
2. Open the group you want to add the user to.
3. Choose  >  **Add user**.
4. Enter the details and click **OK**.



#### See also

- [Adding an administrator on page 223](#)
- [Adding a group on page 224](#)
- [Editing the user details on page 224](#)
- [Deleting a user or a group on page 227](#)
- [Assigning multiple licenses to a user on page 225](#)
- [Assigning administrative rights to a user on page 227](#)
- [Time limit on using the software \(user\) on page 226](#)
- [Displaying license information for Mind Express on page 93](#)
- [Signing out of Mind Express on page 93](#)

### 2.4 Adding an administrator

As an administrator, you can view your product details (number of licenses and the validity period) and you can do the following in your own group and in all underlying groups:


- add, edit, delete users, groups, administrators
  - reserve licenses for a user or group
1. Log in to [my.jabbla.com](http://my.jabbla.com).

2. Open the group you want to add an administrator to.  
The administrator will only be able to manage the users within the group and in the subgroups.
3. Choose  >  **Add group admin**.
4. Enter the details and click **OK**.

### See also

- Adding a user on page 223
- Adding a group on page 224
- Editing the user details on page 224
- Deleting a user or a group on page 227
- Displaying license information for Mind Express on page 93

## 2.5 Adding a group

1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Open the group you want to add the group to.
3. Choose  >  **Add group**.
4. Enter the details and click **OK**.

### See also

- Adding a user on page 223
- Adding an administrator on page 223
- Editing the name of a group on page 224
- Reserving licenses for a group on page 226
- Time limit on using the software (group) on page 226
- Displaying license information for Mind Express on page 93


## 2.6 Adding a class

There are two ways to add a class:

- You add one user with the name of the class (for example: Computer Class), see [Adding a user](#) on page 223. You assign the necessary licenses to the user (for example: 20), see [Assigning multiple licenses to a user](#) on page 225.
- You add a group with the name of the class (for example: Computer Class), see [Adding a group](#) on page 224. You create 20 users in the group, see [Adding a user](#) on page 223.

## 2.7 Editing the user details


You can edit the user name, email address and password.

1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Click on the user of click  next to the user.
3. On the **Account** tab, edit the name of the user and click **OK**.

### See also

- Adding a user on page 223
- Adding an administrator on page 223
- Deleting a user or a group on page 227
- Displaying license information for Mind Express on page 93

## 2.8 Editing the name of a group

1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Click  next to the group.
3. Change the name of the group and click **OK**.

**See also**

Adding a group on page 224

**2.9 Viewing the number of licenses and their validity period**

1. Log in to [my.jabbla.com](http://my.jabbla.com).

2. Click  **Subscription**.

The **Product details** are displayed. The number of licenses can be found next to **Number of licenses** and the validity can be found next to **Protection**.

**NOTE**

*You can find the number of licenses and the validity of the licenses next to the serial number in the start screen.*

SPR12345

SPR12345 - 5 License(s) - valid until 29-5-2018

**2.10 Assigning multiple licenses to a user**

Example: You create a "Care Class" for a class and assign 20 licenses to the class. Simultaneously, 20 students can log in with the user name "Care class", provided that there are still 20 licenses freely available.

1. Log in to [my.jabbla.com](http://my.jabbla.com).

2. Find the user and click on  next to the user.

3. Choose the **Advanced** tab.

4. Enter the **Number of licenses**.

This number is the number of users that can log in using this user name.

5. Optional: select the **Reserve licenses** option if you always want the licenses to be prioritized.

**NOTE**

*Reserved licenses can no longer be used by other users! Licenses that have not been reserved, cannot be guaranteed, however, they remain available to other users if they are not used.*

6. Click **OK**.

**See also**

Adding a user on page 223

Reserving a license for a user on page 225

Displaying license information for Mind Express on page 93

**2.11 Reserving a license for a user**

You can prioritize the use of a license for a user by reserving a license. The reserved license can only be used by this user.

For example: you have a web license with 10 licenses. You reserve a license for two users, so these users can always use the software package. There are still eight licenses available, to be used by any of the other users.

You can also reserve multiple licenses for one user.

For example: to use the license for a full class, one user is created, to include 20 licenses that are reserved. All students log in as the same user. Each student who is logged on, uses one of the 20 reserved licenses for this user.

1. Log in to [my.jabbla.com](http://my.jabbla.com).

2. Find the user and click on  next to the user.

3. Choose the **Advanced** tab.

4. Select the **Reserve licenses** option and enter the number of licenses to reserve.

5. Select the **Expiry date for using software** option and enter the date the reserved licenses expire.

6. Click **OK**.


### See also

- Assigning multiple licenses to a user on page 225
- Reserving licenses for a group on page 226
- Displaying license information for Mind Express on page 93

### 2.12 Reserving licenses for a group

The reserved licenses can only be used by the users of this group.

For example: a school purchases 100 licenses. They create a group for each class, with 10 licenses for each group. By adding an administrator to each group, the licenses can be managed in more detail.

1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Find the group and click  next to the group.
3. Select the **Reserve licenses** option and enter the number of licenses to reserve.
4. Click **OK**.

### See also


- Adding a group on page 224
- Reserving a license for a user on page 225

### 2.13 Time limit on using the software (user)

By entering an expiration date, you can put a time limit on how long a user can use the software.

For example: A student has access to the software package until the end of the school year.

If the user has been added to a group with an expiration date, then the earliest expiration date is valid.

1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Find the user and click on  next to the user.
3. Choose the **Advanced** tab.
4. Select the **Expiry date for using software** option and enter the date after which the software can no longer be used.
5. Click **OK**.

### See also


- Adding a user on page 223
- Time limit on using the software (group) on page 226
- Displaying license information for Mind Express on page 93

### 2.14 Time limit on using the software (group)

By entering an expiration date, you can put a time limit on how long a group can use the software.

For example: A group has access to the software package until the end of the school year.

If the user has been added to a group with an expiration date, then the earliest expiration date is valid.



1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Find the group and click  next to the group.
3. Choose the **Advanced** tab.
4. Select the **Expiry date for using software** option and enter the date after which the software can no longer be used.
5. Click **OK**.

### See also

- Adding a group on page 224
- Time limit on using the software (user) on page 226

## 2.15 Assigning administrative rights to a user

The user must have administrative rights in order to manage the web licenses in a specific group. The user must also be added to the group or be at a higher level than the group in order to manage the group.



1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Find the user and click on  next to the user.
3. Choose the **Advanced** tab.
4. Select the **Administrator** option.
5. Click **OK**.  
In the list,  appears in front of the user name.

### See also

- [Adding a user on page 223](#)
- [Deleting the administrative rights of a user on page 227](#)
- [Displaying license information for Mind Express on page 93](#)

## 2.16 Deleting the administrative rights of a user

If a user no longer needs the required rights to manage the web licenses, you can delete their administrative rights. If the user no longer needs licenses, you can also delete the user.


1. Log in to [my.jabbla.com](https://my.jabbla.com).
2. Find the user and click on  next to the user.
3. Choose the **Advanced** tab.
4. Deselect the **Administrator** option.
5. Click **OK**.  
In the list,  appears in front of the user name.

### See also

- [Assigning administrative rights to a user on page 227](#)

## 2.17 Deleting a user or a group

When a group or user is deleted, this is permanent cannot be undone!

1. Click  next to the user or group.
2. Confirm in the dialog.

### See also

- [Adding a user on page 223](#)
- [Adding an administrator on page 223](#)
- [Editing the user details on page 224](#)

## 2.18 Navigate

1. Click on a group to open the group.
2. In the breadcrumbs path, click on the name of the group to return.  
Example:

 [SPR12345](#) / [Group A](#) / [Class A](#)

## 2.19 Signing out of web license management

You are automatically signed out after 5 minutes. You can also sign out yourself.

Click  **Logout**.

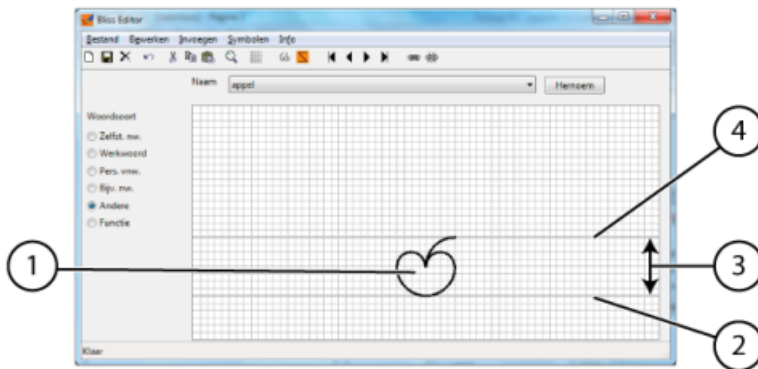
The login window is displayed.

## 3 The Bliss Editor

### 3.1 The Bliss Editor

The Bliss Editor is a Mind Express add-on that allows you to create your own Bliss symbols. The Bliss Editor is based on the default Bliss rules. You can use the basic shapes to create new Bliss symbols or you can combine existing Bliss symbols.

The images you create with the Bliss Editor are automatically added to the Bliss symbol set.



Basic rules:


- The default Bliss area contains a top (4) line and a bottom (2) line, i.e. the skyline (4) and the base line (2). These are the two thick lines in the grid. The distance between these two lines is the default distance (3). This means that the BLISS symbol (1) is always placed between these two lines, with only a few exceptions.
- Indicators are placed at 1/4 of the default distance (3) from the sky lines. This may also be a quarter above the top part of the BLISS symbol if the relevant Bliss symbol exceeds the top line. Indicators add a grammatical meaning to a BLISS symbol.
- Pointers are placed at 1/8 of the default distance (3) from the sky line. Pointers are used to "point to" a part of the symbol.
- For compound symbols, the distance between the various parts is 1/4 of the default distance (3).

#### See also

[Launching the Bliss Editor on page 228](#)

[Creating a new BLISS symbol on page 228](#)

### 3.2 Launching the Bliss Editor

1. Open Windows Explorer.
2. Navigate to Windows (C:) > Program files (x86) > Mind Express 5.
3. Double-click  BlissEd.exe.  
The **Bliss Editor** and **Basic Symbol** dialogs are displayed.


#### See also



[The Bliss Editor on page 228](#)

### 3.3 Creating a new BLISS symbol

You can create a new BLISS symbol by:

- Using the BLISS basic shapes


- Combining existing Bliss symbols
1. Launch the Bliss Editor. See [Launching the Bliss Editor](#) on page 228.
  2. Choose one of the following options:
    - Click **New symbol** .
    - Choose **Symbole** > **New**.
    - Press **Ctrl + N**.
  3. Enter the name of the new symbol in the **Rename** dialog.
  4. Click **OK**.
  5. Choose one of the following options:

Option	Procedure
Inserting a basic symbol	<ol style="list-style-type: none"> <li>1. Choose <b>Insert &gt; Basic symbol</b> or click <b>Insert Basic Symbol</b>  in the toolbar.</li> <li>2. Click on a symbol from the list.</li> </ol>
Inserting a Bliss symbol	<ol style="list-style-type: none"> <li>1. Choose <b>Insert &gt; BLISS symbol</b> or click <b>Insert Bliss Symbol</b>  in the toolbar.</li> <li>2. Choose a symbol from the list or type the name of the symbol in the <b>Symbol</b> field.</li> <li>3. Click <b>Insert</b>.</li> </ol>

6. Repeat the previous step to insert further symbols.
7. As required, move the symbols by dragging them.

**NOTE**

*If necessary, use **Cut**, **Copy** and **Paste** to create the symbol.*

8. Choose one of the following options from **Part of speech**:
  - **Verb**
  - **Substantive**
  - **Adjective**
  - **Person**
  - **Other**
9. To save the symbol, choose one of the following options:
  - Choose **File > Save**.
  - Click **Save**  in the toolbar.

**See also**

[The Bliss Editor](#) on page 228

[Grouping the elements of a BLISS symbol](#) on page 229

[Ungrouping a BLISS symbol](#) on page 230


[Deleting a BLISS symbol](#) on page 230

**3.4 Grouping the elements of a BLISS symbol**

You can group the elements of a symbol. As soon as a symbol has been grouped, you cannot select the separate elements again. If you click on part of the symbol, the complete symbol is selected.

1. Launch the Bliss Editor. See [Launching the Bliss Editor](#) on page 228.
2. Select the first element or symbol.
3. Press and hold **Shift** and select the other elements or symbols.

4. Choose one of the following options:

- Click **Group**  in the toolbar.
- Press **Ctrl + G**.
- Choose **Symbole** > **Group**


### See also

[Creating a new BLISS symbol on page 228](#)

[Ungrouping a BLISS symbol on page 230](#)

## 3.5 Ungrouping a BLISS symbol

Grouped symbol components can be ungrouped again. As soon as a symbol has been ungrouped, you can reselect the separate components again.

1. Launch the Bliss Editor. See [Launching the Bliss Editor on page 228](#).
2. Select the component or symbol.
3. Choose one of the following options:
  - Click **Ungroup**  in the toolbar.
  - Press **Ctrl + U**.
  - Choose **Symbole** > **Ungroup**.


### See also

[Creating a new BLISS symbol on page 228](#)

[Grouping the elements of a BLISS symbol on page 229](#)

## 3.6 Deleting a BLISS symbol

Only a Bliss symbol you have created yourself can be deleted. The Bliss symbols from the default symbol set cannot be deleted.

1. Launch the Bliss Editor. See [Launching the Bliss Editor on page 228](#).
2. As required, choose the symbol from the **Name** drop-down list.
3. Choose one of the following options:
  - Choose **Symbole** > **Remove**.
  - Click **Clear**  in the toolbar.
4. Confirm in the **Bliss Editor** dialog.

### See also

[Creating a new BLISS symbol on page 228](#)

## 4 Phonetic characters

There are two types of phonetic characters, which are used in Mind Express, see:

- [Acapela on page 230](#)
- [Vocalizer on page 234](#)

### 4.1 Acapela

#### 4.1 US English

Table 2: Consonants

Symbol	Transcription	As in:
b	b {1 d	bad



Symbol	Transcription	As in:
t	t {1 b	tab
4	b E1 4 r=	better
p	p A11 p	pipe
d	d E11 t	date
k	k @U1 n	cone
g	g {1 g	gag
m	m {1 n	man
n	n @U1 z	nose
r	r @U1 z	rose
l	l E1 t	let
N	r l1 N	ring
f	f {1 t	fat
v	v @U1 t	vote
s	s {1 t	sat
z	z u1	zoo
S	S l1 n	shin
tS	tS l1 n	chin
Z	m E1 Z r=	measure
dZ	dZ l1 n	gin
D	D l1 s	this
T	T l1 n	thin
w	w E11 t	wait
j	j A1 t	yacht
h	h l1 t	hit

Table 3: Vowels

Symbol	Transcription	As in:
r=	k O1 r n r=	corner
A	p A1 t	pot
O	T O1 t	thought
l	l l1 t	lit
i	n i1 t	neat
u	z u1	zoo
V	h V1 t	hut
U	p U1 t	put
{	p {1 t	pat
E	n E1 t	net
@	@ l aU1	allow

Symbol	Transcription	As in:
EI	m EI1 n	main
AI	h AI1	high
OI	b OI1	boy
@U	n @U1 z	nose
aU	p aU1 t	pout

#### 4.1 UK English

Table 4: Consonants

Symbol	Transcription	As in:
b	b {1 d	bad
t	s t Q1 p	stop
t	t @ m Q1 r @U	tomorrow
t_h	t_h Q1 p	top
p	s p O:1 t	sport
p	p @ t_h eI1 t @U	potato
p_h	p_h {1 d	pad
d	d eI1 t	date
k	s k O1 n	scone
k	k { m p_h eI1 n	campaign
k_h	k_h @U1 n	cone
g	g {1 g	gag
m	m {1 n	man
n	n @U1 z	nose
r	r @U1 z	rose
l	l e1 t	let
L	{1 d V L t	adult
N	r l1 N	ring
f	f {1 t	fat
v	v @U1 t	vote
s	s {1 t	sat
z	z u:1	zoo
S	S l1 n	shin
tS	tS l1 n	chin
Z	m e1 Z @	measure
dZ	dZ l1 n	gin
D	D l1 s	this
T	T l1 n	thin

Symbol	Transcription	As in:
w	w eɪ t	wait
j	j ɔɪ t	yacht
h	h ɪ t	hit
hj	e k s h j u: ɪ m	exhume
hl	h l { ɪ n d @ f	Llandaff
x	l ɔɪ x	loch

Table 5: Vowels

Symbol	Transcription	As in:
A:	f A: ɪ D @	father
O:	f O: ɪ	four
l	b ɪ t	bit
i:	n i: ɪ t	neat
u:	z u: ɪ	zoo
V	h V ɪ t	hut
U	p_h U ɪ t	put
{	p_h { ɪ t	pat
e	n e ɪ t	net
@	@ l a U ɪ	allow
el	m e ɪ n	main
al	h a ɪ	high
Oɪ	b O ɪ	boy
@U	n @ U ɪ z	nose
aU	p_h a U ɪ t	pout
3:	f 3: ɪ	fur
Q	d Q ɪ t	dot
l@	n l @ ɪ	near
e@	D e @ ɪ	there
U@	S U @ ɪ	sure
i	l @ U ɪ k @ l i	locally
u	p_h V ɪ N k t S u @ L	punctual
A~	r e n e ɪ s A ~ s	renaissance
E~	v E ~ ɪ	vin
O~	{ ɪ v i n j O ~	avignon
l=	b { ɪ t l = { k s	battleaxe
L=	b { ɪ t L =	battle
m=	e ɪ t i l z m =	atheism
n=	s V ɪ d n =	sudden

Symbol	Transcription	As in:
r=	h l l s t r= i	history

**See also**

Vocalizer on page 234

**4.2 Vocalizer****4.2 US English**

Table 6: Vowels and Diphthongs

Symbol	Transcription	As in:
i	'fi	feel
l	'fil	fill
E	'fE	fell
@	'k@t	cat
A	'gAt	got
^	'k^t	cut
O	'fOl	fall
U	'fUl	full
u	'ful	fool
\$	\$. 'la&U	allow
E0	'kE0R+t	curt
O	'dOr	door
e&l	'fe&ll	fail
O&l	'fO&ll	foil
a&l	'fa&ll	file
a&U	'fa&Ul	foul
o&U	'go&Ul	goal

Table 7: Consonants

Symbol	Transcription	As in:
j	'jEs	yes
w	'wa&l	why
R+	'R+lp	rip
l	'llp	lip
p	'plt	pit
t	'tAp	top
k	'k@t	cat
b	'blt	bit
d	'dlg	dig

Symbol	Transcription	As in:
g	'gAt	got
? (glottal stop)	'?it	eat
f	'f@t	fat
T	'Tin	thin
s	'sil	seal
S	'Sip	ship
v	'v@t	vat
D	'Den	then
z	'zil	zeal
Z	'li.Z\$R+	leisure
h	'h@t	hat
t&S	'k@t&S	catch
d&Z	'd&ZEOR+.ni	journey
m	'm@n	man
n	'n^t	nut
nK	'R+lnK	ring

## 4.2 UK English

Table 8: Vowels and Diphthongs

Symbol	Transcription	As in:
i	'bit	beat
l	'blt	bit
E	'bEd	bed
@	'm@p	map
A	'kA	car
A+	'pA+t	pot
^	'b^t	but
O	'bOt	bought
U	'bUk	book
u	'but	boot
\$	\$. 'ba&Ut	about
iO	'R+o&U.ziOz	roses
E0	'tEOn	turn
e&l	'be&lt	bait
O&l	'bO&l	boy
a&l	'ba&l	buy
a&U	'da&Un	down

Symbol	Transcription	As in:
o&U	'So&U	show
l&\$	'hl&\$	here
E&\$	'DE&\$	there
U&\$	'pU&\$	poor

Table 9: Consonants

Symbol	Transcription	As in:
j	'ju	you
w	'wlt	wit
R+	'R+a&ld	ride
l	'lEt	let
p	'p@n	pan
t	't@n	tan
k	'k@n	can
b	'bO&l	boy
d	'de&l	day
g	'gA+t	got
f	'fa&ln	fine
T	'Tln	thin
s	'sln	sin
S	'Sa&ln	shine
v	'va&ln	vine
D	'D@t	that
z	'zo&Un	zone
Z	'vl.Z\$n	vision
h	'hEd	head
t&S	't&SEOt&S	church
d&Z	'd&Z^nK.g\$l	jungle
m	'ma&l	my
n	'no&U	no
nK	'sA+nK	song
n%)	'dl.dn%)t	didn't
l%)	'b@.tl%)	battle

**See also**

[Acapela](#) on page 230

## 5 Keyboard shortcuts

Keyboard shortcut	Explanation
<b>Backspace</b>	Clear the label of a cell in edit view. Clear the last character in a message.
<b>Ctrl + A</b>	Select all.
<b>Ctrl + C</b>	Copy.
<b>Ctrl + F</b>	Find a label or an action.
<b>Ctrl + F4</b>	Activate the <b>Mouse/Touch</b> control method.
<b>Ctrl + F5</b>	Activate the <b>Joystick</b> control method.
<b>Ctrl + F6</b>	Activate the <b>Scanning</b> control method.
<b>Ctrl + F7</b>	Activate the <b>Eye tracking</b> control method.
<b>Ctrl + G</b>	Navigate to a chosen page. Group symbols in the Bliss Editor.
<b>Ctrl + N</b>	Create a new file in Mind Express. This keyboard shortcut is only available in the portal. Create a new Bliss symbol in the Bliss Editor.
<b>Ctrl + Left Arrow</b>	Apply the previous style to a cell in edit view.
<b>Ctrl + Right Arrow</b>	Apply the next style to a cell in edit view.
<b>Ctrl + S</b>	Save a file.
<b>Ctrl + Shift + C</b>	Take a screenshot of the page.
<b>Ctrl + Shift + F1</b>	Apply the same dimensions to all cells of a freestyle pageset in edit view.
<b>Ctrl + Shift + F2</b>	Apply the same width to all cells of a freestyle pageset in edit view.
<b>Ctrl + Shift + F3</b>	Apply the same height to all cells of a freestyle pageset in edit view.
<b>Ctrl + Shift + Up Arrow</b>	Align all cells relative to the top border of the reference cell of a freestyle pageset in edit view.
<b>Ctrl + Shift + Down Arrow</b>	Align all cells relative to the bottom border of the reference cell of a freestyle pageset in edit view.
<b>Ctrl + Shift + Left Arrow</b>	Align all cells relative to the left border of the reference cell of a freestyle pageset in edit view.
<b>Ctrl + Shift + Right Arrow</b>	Align all cells relative to the right border of the reference cell of a freestyle pageset in edit view.
<b>Ctrl + Shift + I</b>	Show/hide the cell in edit view.
<b>Ctrl + Shift + U</b>	Make the cell selectable/unselectable in edit view.
<b>Ctrl + Shift + V</b>	Paste the captured screenshot into a cell.
<b>Ctrl + U</b>	Ungroup a Bliss symbol in the Bliss Editor.
<b>Ctrl + V</b>	Paste.
<b>Ctrl + X</b>	Cut.

Keyboard shortcut	Explanation
<b>Ctrl + Y</b>	Redo.
<b>Ctrl + Z</b>	Undo.
<b>Delete</b>	Clear the content of a cell in edit view. Pressing this key again will also clear the style of the cell.
<b>End</b>	Go to the last page.
<b>ESC</b>	Exit full screen view and make the menu and title bar visible again. Exit edit view and to display the pageset in user view.
<b>F1</b>	Open Mind Express Help.
<b>F2</b>	Switch between user view and edit view.
<b>F3</b>	Find the next cell that matches the search query entered.
<b>F4</b>	Fill cells in edit view.
<b>F5</b>	Reload the current pageset.
<b>F6</b>	Open and close the <b>Symbols</b> window.
<b>F8</b>	Open and close the <b>Page settings</b> window.
<b>F9</b>	Open and close the <b>Choose style</b> window.
<b>F10</b>	Open the script editor.
<b>Home</b>	Go to the first page.
<b>Insert</b>	Add a new page in edit view.
<b>Page Down</b>	Go to the next page.
<b>Page Up</b>	Go to the previous page.
<b>Shift + Ctrl + F8</b>	Delete the duplicate styles.
<b>Shift + Insert</b>	Add a new page and create a link to this new page in edit view.
<b>Shift + Tab</b>	Select the previous cell in edit view.
<b>Tab</b>	Select the next cell in edit view.



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