



## Helpful Hints for Using CubeWriter

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### ***Typing with a mouse - in Write Mode:***

When using a mouse in Write mode, the user is able to **type** a word that is not in the word list. This is done by using/clicking the single letters in the top left corner of Cube 2. Things to remember when typing with a mouse in Write mode:

1. Single letters “a” and “i” are auto formatted to have a space behind them because they are one-letter words. Therefore, backspace needs to be used when entering “a” or “i” in the middle of a word.
2. Remember to use the space (Sp) key to add a space after the word that is typed, just like typing.

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### ***Read while Scanning:***

Read while scanning is a default feature for CubeWriter. If the user does NOT need the read out loud option, go to the administrator screen and turn this default feature OFF.

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### ***Using numbers:***

When typing/writing numbers, numbers 1-9 in Cube 2 do not have spaces added behind them. It was designed this way to allow the user to access numbers like they do on a keyboard. However, numbers that are added to word lists (i.e. frequently used numbers - phone numbers, addresses, etc.) will have a space after them when added in Cube 3. If a number(s) are added to Cube 2, there will be no space behind them when they are entered into a document.

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### ***Using Word Lists:***

The pre-programmed word lists are “beginning” word lists, or starter vocabulary for users. These lists are based on frequency of use by age levels. The word lists are best utilized when information is added to customize the lists. This includes adding personal information or academic information as it is learned. For instance, adding spelling words, sight words, or scientific terms as users learn them. In order to use the word lists most efficiently, it is recommended that the user moves to the next word list level when:

- a) Words the user wants to write are frequently NOT in the word list.
- b) Words are frequently being added to the user’s word list.
- c) User moves to the next stage of writing - such as moving from writing single words to writing/building sentences.

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### ***Custom Word Lists:***

*(Note: Slow “read while scanning” down when reading from these word lists)*

The Custom word list may be used for specific writing situations, such as using “phrases” for switch scanning, using it to create categories, or teaching phonetically. Samples of these uses are as follows:

1. **Using Phrases** - program keys to include any phrase such as:
  - a. I went
  - b. to school
  - c. on the bus.

This will speed the writing process up for switch users and decrease the amount of energy required for written communication. Use the same “adding information” process for adding phrases as is used for adding words or personal information. Contact us at [mktech@bis.midco.net](mailto:mktech@bis.midco.net) for suggestions or questions on adding phrases.

2. **Creating categories:**

When teaching categories, use Cube 2 keys for the category name and Cube 3 for items within the categories. Samples would be

**Cube 2 key = animals**  
**Cube 3 keys = bear**  
cat  
dog  
horse

3. **Teaching phonetically:** (sample of word families)

When using the phonetic teaching method, use the same approach as with categories - only use Cube 2 and Cube 3. Samples would be:

**Cube 2 key = at** (phonetic spelling = aye, t...at)  
**Cube 3 keys = cat** (c, aye, t...cat)  
fat (f, aye, t...fat)  
sat (s, aye, t...sat)

\*\* OR place each category name in it’s correct corresponding first letter, but teach it with the category or phonetic sound (i.e. teach list would be listed as: “at” “cat” “fat” “sat”)

**\*Remember to slow “read while scanning” down to hear sounds/words.**

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***Benefits for Switch Users:***

Switch users receive MANY benefits from using CubeWriter software. Some of these benefits are listed below:

1. It is consistently faster than other scanning programs.
2. The frequency of use layout takes the “guessing” or “predicting” out of writing so the user is more accurate overall when “selecting” words.
3. Frequency of use layout reduces actual scan time so it:
  - a. Keeps switch user involved in the writing process
  - b. Reduces wait time
  - c. Reduces frustration

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***Word Banks:***

CubeWriter can be used as a “Word Bank”, storing information for easy writing and access. This allows the user to type reports, correspondence, etc. at their own typing speed, but pull up pre-programmed information quickly. Pre-programmed information can include word lists or personal information that has been added to customize a user’s word list. Simply “minimize” CubeWriter’s keyboard during the typing process, and “maximize” it as needed.

Word banks are also being used in test and worksheet situations within the school setting. By using the “Custom” word list to store specific information (i.e. science terms), words from a worksheet or book can be the only words in the word bank. When accessing the word bank, students can simply click on the word or type it with the word displayed on the screen verses the worksheet.

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