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## CubeWriter Quick Start Tutorial

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### **Loading CubeWriter software:**

There are two ways to load CubeWriter software, either download the free 45 day demo at [www.cubewriter.com](http://www.cubewriter.com) or obtain a free 45 day demo disc from MK Technologies.

Download from website:

Go to - [www.cubewriter.com](http://www.cubewriter.com)

Click on - **“Click Here”** (Free 45 Day Trial section)

**OR**

After receiving a free demo disc from MK Technologies, place the disc in your CD drive. This will activate the drive and open a window that displays the CubeWriter setup file. If it DOES NOT automatically open:

Double Click – **My Computer icon** (on desktop)

Double Click – **Drive containing CD** (My computer folder)

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## Installing CubeWriter software:

- Double Click – **CubeWriter Setup** (in CD folder)
- Click – **Next** (Install window)
- Fill in – **Customer Information window**
- Click – **Next**
- Click – **Install**
- Click – **Yes**
- Click – **Yes**
- Click – **Finish**
- Close CD Drive window** (“x” at top of window)

CubeWriter is installed in your programs file AND is a shortcut on your desktop. IF you prefer to only have CubeWriter available through your Start menu, delete the shortcut from your desktop. To uninstall, go to Start, Control Panel, and Add and Remove Programs.

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## Getting Started:

- Double Click – **CubeWriter** (shortcut on desktop)
- OR**
- Double Click - **Start**
- Click - **Programs**
- Click - **CubeWriter**

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**Demo Window** - appears with the following information:

- Text - explaining our demo version and terms
- Purchasing information to fill out when purchasing CubeWriter
  - User Name (name of purchaser/institution)
  - Software Key (registration information needed at purchase)
  - OK (click after purchase information has been entered)

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Click – **Continue using demo** (until purchased)

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## Profile Screen:

CubeWriter opens to the profile screen with three “default profiles” - Write, Teach and Type. These profiles are available to all users, as guest profiles, and CAN NOT BE DELETED. Guest users can choose or change settings within the Administrator screen, but no changes/edits can be made to the word lists. These profiles are designed for the following purposes:

- Write** – functional writing program
- Teach** – teaching tool
- Type** – typing program

User names or “profiles” can be added as needed, and/or can include names of specific word lists such as “spelling words”, “sight words”, or program names such as Excel, etc. All added profiles can easily be edited (renamed) or deleted.

Add - adds a profile/user name to list of users

Edit - edits profile information

Delete - deletes profiles (except Write, Teach and Type)

**That is the profile screen.**

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**TYPE:**

Type allows users to do just that - type, like keyboarding. The user types letter by letter, spaces between words, and uses the function keys (shift, return, #, and punctuations, etc.) as if keypunching on a regular keyboard.

To begin typing in **Type Mode:** Choose - **Type** (profile screen)

Click - **Run Keyboard**

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**Notepad Program: Opens along with Main Keyboard or “Cube 1”**

CubeWriter is preprogrammed to open Notepad or Microsoft Word, programs in the Microsoft software packages. Other text based programs in your system may be added to this list such as Excel, Access, Outlook or other special software in computers.

**\*See “Screen Shots” at [www.cubewriter.com](http://www.cubewriter.com) for suggestions on how to arrange documents with the CubeWriter keyboard.**

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**Cube 1 - Letters and Keys:**

Cube 1 (main keyboard) is divided into two sections, “Letters” and “Keys. Users can choose to have letters in an “Alphabetical (ABC)” layout or “Frequency of Use (FOU)” layout. ABC layout is recommended for early learners, or beginning writers. FOU layout is recommended for experienced writers or switch users.

“Keys” refers to functional keys such as space, backspace, return, shift, etc., the number keys, and punctuation keys. Letters or characters indicate the purpose as follows:

- = punctuations (goes to Cube 2 for more choices)
  - Re** = Return
  - Sh** = Shift
  - Bs** = Backspace
  - #** = Numbers (goes to Cube 2 for number choices)
  - Sa** = Save
  - Sp** = Space
  - Pr** = Print
  - Qu** = Quit
  - >>** = More Keys (goes to Cube 2 for more functions)
- .....

Using a mouse, begin typing/clicking to write:

**This is how it works!**

When finished: Click – **Qu** (Quit- function keys) - closes Cube 1, back to Profile screen

## **That is Type Mode in ABC layout.**

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### **Administrator Screen:**

On Profile screen: Click - **Edit**

Administrator screen offers a variety of options/settings for users. Settings are selected based on individual abilities. Once the user's settings are selected, they are automatically saved. This allows the user to simply click on their name, click Run Keyboard and they are ready to begin typing/writing.

### **Settings in the Administrator screen include:**

**Profile:** Name of current user

#### **Options: (Choose option by clicking in circle)**

- Use mouse only
- Use keyboard
  - Auto-fill words
  - Manual Type
- Use key scanning
  - Single Switch
    - Scan Speed (Range = 500 to 5000 \*Average = 2200)  
**(Higher numbers = slower scan speed)**
    - Read Speed (Range = 100 to 250 (wpm) \*170-Average)  
**(Higher numbers = faster read speed)**
    - Test - Hear the speed of speech or how words are pronounced. Enter words/phrases to experiment with phonetic spellings or speed of speech
  - Double Switch

**Programs:** Notepad - default setting for Write, Teach and Type: available to all users  
Word – available to all users

**\*Note: Other programs may be added (see “Adding Programs” in “Using Other Features”, at [www.cubewriter.com](http://www.cubewriter.com) )**

**Modes:** Write – **Writing program** - functional writing using word lists  
Teach – **Teaches** words and/or pathways through screens  
Type – **Types** like keyboarding

**Word Lists:** Beginning Word lists – by approximate grade levels  
Level 1 = Kindergarten through 2<sup>nd</sup> grade (Auto Default)  
Level 2 = 3<sup>rd</sup> through 6<sup>th</sup> grade  
Level 3 = 7<sup>th</sup> grade through adult  
Custom = blank word list - for individual needs  
**\*Note:** All letters in Custom appear as capital until information is entered into Cube 2.

Edit – for making changes in Word Lists

**Key Layout:** - Frequency of Use (FOU)  
- Alphabetical (ABC)

**Teach List:** - Text Box (enter information to be taught)  
- Repeat (amount of times to repeat – up to 9)  
- Repeat Group (teaches information in textbox horizontally in a group)

**Password Option:** - Password Protect (checked = YES or blank = NO)  
- Password window (enter a password)  
**(If a password is lost or forgotten, obtain a master password from [techsupport@cubewriter.com](mailto:techsupport@cubewriter.com))**

**That is the Administrator screen.**

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**Changing Keyboard Layouts:**

Click – **Frequency of Use** (key layout in Administrator Screen)  
**Close Administrator Screen** (“X” in top window)  
Click – **Run Keyboard** (profile screen)

Using the mouse, retype: **This is how it works!**

**That is Type Mode in Frequency of Use layout.**

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**Saving and Printing Documents:**

CubeWriter allows you to **save** or **print** your word documents using the Cube 1 function keys “Sa” and “Pr”.

**To save** Notepad document:  
Click – **Sa** (Save – function key)  
\*document responds quickly

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**\*Note: To save individual user’s document as separate files - look for “Saving individual user documents” under “Adding Users (Profiles) in “Using Other Features” at [www.cubewriter.com](http://www.cubewriter.com)**  
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**To print** Notepad document:  
Click – **Pr** (Print – function key)  
**(Some computers may require a second click on the “Pr” key)**

**That is saving and printing documents.**

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**CHANGING Word Pronunciations:**

CubeWriter can change how the computer pronounces words, AND allows keys to be programmed to read/say anything (i.e. spelling out a word, spelling out a word phonetically, etc.).

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**USING the Custom Word List:**

The Custom word list is a blank slate. It was designed to meet individual needs or to “build” a word list, sight words, spelling word lists, etc. Only Cube 1 contains pre-entered information. Choosing keyboard letters in Cube 1 will enter capital letters into the document. It does not go to Cube 2 (with the exception of punctuations, numbers, and more keys) until information is entered into the Cube 2 column.

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**ADDING and USING Other Programs:**

CubeWriter will add ANY text-based program into the list of programs. This includes Microsoft programs such as Excel, Outlook and Access, along with other word documents installed in computers.

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**SHARING Profiles/Word Lists:**

Profiles and word lists can be shared between computers. Once the CubeWriter database file is installed on a computer, it can be deleted and replaced with another database file from a different computer (contact us at [mktech@bis.midco.net](mailto:mktech@bis.midco.net) for assistance if needed).

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**SEARCH - Words in Word Lists:**

CubeWriter allows the user to search for words within each word list. It is fast and easy to find out if a word list contains specific words. If the desired word is NOT in the word list, it is fast and easy to add the word!