



Using Other CubeWriter Features

[Adding Users \(Profiles\)](#)
[Scanning with Switches](#)
[Adding Information to Word Lists](#)
[Prioritizing Words in Word Lists](#)
[Editing Information on Keys](#)
[Deleting Information on Keys](#)
[Changing Word Pronunciation](#)
[Using Custom Word List](#)
[Adding and Using Other Programs](#)
[Sharing Profiles/Word Lists](#)
[Searching Words in Word Lists](#)

ADDING Users (Profiles):

CubeWriter allows users to be added to the profile list. Profiles are not limited to user names and can be created for word banks, programs, subjects, etc. Access to the Administrator screen can be prohibited on new profiles by using the “Password Protect” feature. Password Protect is **NOT** available on “default profiles” (Write, Teach and Type).

Adding a user:

Click **Add** on Profile screen
Type **(User’s Name)**
Click **OK**

After adding a user, go to the Administrator screen to choose settings that meet their individual needs.

Password Protect Feature: IF denying a user access to the Administrator Screen, click the box in front of “Password Protect” and type a password into the text box.

Saving individual profile/user documents:

Individual documents may be saved and automatically opened by following these steps.

After opening and writing into a default “Writer” file (Notepad or Word):

In document toolbar menu - Click **File**

Click **Save As** (Save As window appears)

Delete **Writer** in File Name - *Do NOT delete .txt OR .doc

Type **user’s name** to replace “Writer”

Click **Save**

After saving the new file:

On CubeWriter keyboard - Click **Qu**

Click **Edit** on Profile screen

In Administrator screen - go to Programs section

Click **Add**

Double Click directly under the last program name in text box

Click **Edit**

<p>NOTE: A window appears with the following items: Program, Window Name, Run Command, Print Command, and Save Command.</p>
--

Program - Type: **(user name)**

Window Name - Type: **(user name) - Notepad**

(some computers also display “.txt” after the user’s name)

OR if using Word:

(User name) - Microsoft Word (some computers also display “.doc” after the user’s name)

Run Command - Type: **C:\(user name).txt**

OR if using Word: **C:\(user name).doc**

Print Command - Type: **^p{ENTER}**

Save Command - Type: **^s**

Close Edit Programs window

Double Click directly under last program ON new program name

Close Administrator screen

Close Notepad or Word document

Click **Run Keyboard** to open the new document

Download “Screen Shots (PDF)” from our website for samples (#7 and #8) of adding new programs. Contact us at techsupport@cubewriter.com if you need assistance!

<p>WARNING: IF CubeWriter is <u>uninstalled</u>, all new/added profiles and their associated Word Lists will be deleted.</p>

That is adding/setting up new users (profiles) and saving individual documents.

SCANNING with Switches:

CubeWriter offers the option of using a single switch (auto scan) or double switch (step scan) in place of conventional input devices such as keyboards or the mouse. Include phrases, verses individual words, in the user's Word List to speed up the scanning and writing process. How Use Key Scanning works:

Single Switch (Auto Scanning): Use a single switch programmed with **any letter** OR the **Space** command to operate auto scanning. Pressing any **letter key** OR the **Space bar** on a keyboard will also run auto scan. Mouse clicks over-ride scanning.

Double Switch (Step Scanning): Use two switches to operate step scanning. Program switch 1 with the **Tab** command to manually go through scan options. Program switch 2 with the **Space** command to make choices. Pressing the **Tab** key and **Space bar** on a regular keyboard will also run step scanning. Mouse clicks over-ride scanning.

CubeWriter scanning begins by dividing the main keyboard (Cube 1) into two sections, "Letters" and "Keys". After choosing one of the sections, vertical row scanning begins at the top row and moves downward, reading (with "Read while scanning" on) "row one", "row two", etc. After choosing a row, horizontal scanning begins - one letter (or word) at a time, from left to right. When the final choice is made, CubeWriter enters the information directly into the document.

Using **Key Scanning** and **Read while scanning** with Frequency of Use (FOU) keyboard layout. Go to the Administrator screen to select settings.

In Options section - Choose **Use key scanning**
Choose **Single Switch**
Set Scan Speed to **2200**
Choose **Read while scanning**
In Mode section - Choose **Write**
In Key layout section - Choose **Frequency Of Use (FOU)**
Close Administrator screen

***Note: If no choice is made in two scanning cycles – scanning backs up one step**

Click **Run Keyboard** on Profile screen

Use the keyboard **Space bar** (or switch with **Space** command) to scan/type:
This is how it works!

Scan to **Re** (Return)
Scan to **Qu** (Quit)

To use Double Switch scanning, return to the Administrator screen, choose Double Switch, and repeat scanning process using the Tab and Space commands as indicated in the directions above.

To turn **Key Scanning** and **Read while scanning** options **OFF**:

Click **Edit** on Profile screen

Click **Use mouse only** in Options section

Close **Administrator** screen

That is Key Scanning and Read while scanning options.

ADDING Information to Word Lists:

CubeWriter is able to add **ANY** information into keys – in any Word List. This includes personal information such as proper names, addresses, phone numbers, websites, e-mail addresses, academic information, etc. Adding information into one user's Word List does **NOT** alter other Word Lists.

Add personal information by following these steps:

Add your name as a new profile (see “Adding Users” section)

Click **Edit** on Profile screen

Choose **Level 2** in Word List section

Click **Edit**

Column 1 (Cube 1) - **Click**: first letter of your first name

Column 2 (Cube 2) - **Click**: first two letters of your first name

Note: IF the first 2 letters of your name are not in Cube 2 column:

- 1. Click anywhere in Cube 2**
- 2. Click Add**
- 3. Type the first two letters of your first name**
- 4. Click OK**

Column 3 (Cube 3) - **Click**: anywhere

Click **Add**

Type **your first name**

Click **OK**

Continue to add more information using this same process. There are two ways to add information:

1. Add information in the conventional way, corresponding with the beginning letters/numbers.
2. Add information relating to Cube 3 into Cube 4, such as adding your last name, phone number, address, etc. into Cube 4, when your first name is highlighted in Cube 3.

To add information using method #2:

Click **your name in Cube 3**

Click anywhere in **Cube 4**

Click **Add**

Type **your last name**

When adding multiple items in same Cube: hit **Enter** twice

Type **your phone number**

Click **OK**

Close Edit Words screen

Close Administrator screen

To see and write this additional information:
Click **Run Keyboard** on Profile screen
Write **your personal information**
Click **Qu** (Quit)

That is adding information on keys.

PRIORITIZING Words in Word Lists:

CubeWriter allows users to organize **their Word List** according to **their** most frequently used words. This is done by rearranging words within cubes.

Assuming your personal information will be used frequently, relocate your first name in Cube 3.

Return to Administrator screen
Click **Edit** in Word List section
Beginning in Cube 1 column - **Find and Click on your first name**
Click/Drag the button in front of your name to **TOP of Word List**
Click **Save** (you **must** always save when rearranging words)
Close Edit Words screen
Close Administrator screen

<p>Note: When relocating words in Word Lists, all Cube 4 information will move with the corresponding word in Cube 3</p>

To see and write changes:
Click **Run Keyboard**
Write **your first and last name**
Click **Qu** (Quit)

That is prioritizing words in Word Lists!

EDITING Information on Keys:

CubeWriter quickly edits information in Word Lists, including pre-programmed words in Level 1, Level 2, and Level 3.

To edit your personal information:
Click **Edit** on Profile screen
Click **Edit** in Word List section
Click on **your first name** in Cube 3
Click **Edit**
Type **your middle name** after **your first name**
Click **OK**
Close Edit Words screen

To see the change:

Close Administrator screen
Click **Run Keyboard**
Click/Write **your first and middle name**
Click **Qu** (Quit)

That is editing key information!

DELETING Information on Keys:

CubeWriter quickly deletes information from Word Lists, including preprogrammed word lists.

To delete ALL of your personal information:

Click **Edit** on Profile screen
Click **Edit** in Word List section
Click **your first/middle name** in Cube 3
Click **Delete**
Click **Yes** (in “Are you sure....” window)
Close Edit Words screen
Close Administrator screen

***Note - Deleting information in Cube 3 automatically deletes all related information in Cube 4.**

That is deleting key information!

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 a word phonetically, etc.). CubeWriter default Word Lists read two-letter combinations in Cube 2 as **two separate letters** verses one word. For instance when “Read while scanning” is on, the two-letter combination “on” reads “o” “n” verses “on”. When a phonetic spelling has been changed in new word lists, an asterisks (*) appears after that letter or word.

***TIP: To change the sound of an “a” to a long “a” - use the phonetic spelling “aye”**

As it is spelled, Tschida is pronounced incorrectly by computers. Add this word to your Word List then change the phonetic spelling.

To add Tschida:

Click on **your name/profile** on Profile screen

Click **Edit**

Click **Edit** in Word List section

Cube 1 column - Click **T**

Cube 2 column - Click **anywhere**

Click **Add**

Type **ts** if not in Cube 2 column

Click **OK**

Change how “ts” will be pronounced:

Double click on **ts**

Type **t** (space) **s**

Click **OK** (NOTE – an asterisks will appear after “ts”)

Add the Word “Tschida”: (make sure “ts” is highlighted in Cube 2 column)

Cube 3 column - Click **anywhere**

Click **Add**

Type **Tschida**

Click **OK**

Close Edit Words window

To hear the phonetic differences:

Go to the text box below “Read while scanning” (Options)

Delete **all words currently in box**

Type **Tschida** into text box

Choose **Read while scanning** (check mark indicates “on”)

Click **Test**

That pronunciation is incorrect!

Change how the computer pronounces Tschida:

Delete **Tschida** in text box

Type **chide-a** into text box

Click **Test**

This is correct!

Now change the phonetic spelling of Tschida in the Word List:

Click **Edit** in Word List section

Cube 1 column - Click **T**

Cube 2 column - Click **ts**

Cube 3 column - Double Click **Tschida**

Delete **Tschida**

Type **chide-a**

Click **OK** (Note asterisk)

Close Edit Words window

To hear the phonetic change:

- Choose **Use key scanning** in Options section
- Choose **Single Switch**
- Close Administrator screen
- Click **Run Keyboard** on Profile screen
- Scan to/Write the word **Tschida**
- Click **Qu** (Quit)

That is changing the phonetic spelling of information.

USING 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 word list, word banks, spelling word lists, etc. In the Custom Word List, **only Cube 1** contains pre-entered information, with the exception of the keyboard function keys (punctuation, numbers and more keys). If no information is added to Cube 2, letters will enter into documents as capital letters when using a mouse or switch. Letters will enter as lower case letters when using the keyboard option in Auto-fill.

Teaching individual letters AND/OR spelling words from Custom list:

SAMPLE: To “Teach” how to spell “boy”:

- Click **Add** on Profile screen
- Type **Spelling**
- Click **OK**
- Click **Edit**
- Choose **Use keyboard** and **Autofill words** in Options section
- Click **Custom** in Word List section
- Type vertically into “Teach List” box: **b** (enter) **o** (enter) **y**
- Enter **2** in **Repeat** text box
- Click **Repeat Group** to teach letters as a group/word
- Click **Teach** in Mode section
- Close Administrator screen
- Click **Run Keyboard** on Profile screen

*Note lower case letters appear in document as it teaches

When Teach finishes:

- Mouse Click on letters (or use switch)** - for upper case letters
- Type letters from keyboard** - for lower case letters
- Click **Qu** when finished

Contact us at mktech@bis.midco.net if you need assistance with changing upper case to lower case for mouse/switch use.

SAMPLE: To add information into the Custom Word List.

- Click **your name** on Profile screen
- Click **Edit**
- Click **Custom** in Word List section
- Click **Edit**

Add information and change phonetic spellings:

Add “it”:

Cube 1 column - Click **I**
Cube 2 column - Click **anywhere**
Click **Add**
Type **it**
Click **OK**

Change the phonetic spelling of “it”:

Double Click on **it**
Type **i, (space) t...it**
Click **OK**

Add “it is”:

Cube 3 - Click **anywhere**
Click **Add**
Type **it is**
Click **OK**

Add “is”:

Cube 2 column - Click **anywhere**
Click **Add**
Type **is**
Click **OK**

Change the phonetic spelling of “is”:

Double Click on **is**
Type **i, (space) s...is**
Click **OK**

Add “is it”:

Cube 3 - Click **anywhere**
Click **Add**
Type **is it**
Click **OK**

Add a phone number:

Cube 1 column - Scroll to and Click on **# (number sign)**
Cube 2 column - Click **5**
Cube 3 column - Click **anywhere**
Click **Add**
Type **555-1234**
Click **OK**

Change how the number is read/pronounced:

Double Click on **555-1234**
Type **5 5 5 1 2 3 4** (space between each number)
Click **OK**

Close Edit Words screen

To hear how this added information is read:

Choose **Use key scanning** in Options section

Choose **Single Switch**

Set Scan Speed to **2450**

Choose **Read while scanning**

Set Read Speed to **145**

Close Administrator screen

Click **Run Keyboard** on Profile screen

Scan/Write information from Custom list

Click **Qu** (Quit)

That is building a Custom Word List and teaching from a Custom Word List.

ADDING and USING Other Programs:

CubeWriter will add ANY text-based program into the list of usable programs. This includes Microsoft programs such as Excel, Outlook and Access, along with other word documents installed in the computer. There are two options for adding programs:

- 1) Add a program to automatically open when you click Run Keyboard (like Notepad and Word)

OR

- 2) Open a program manually and use CubeWriter to type/write into that program.

SAMPLE: Adding Excel, to automatically open with CubeWriter's keyboard:

Open Excel and save the blank document as "Teacher":

To open Excel and save the file:

Click **Start** from desktop Task bar

Click **Programs**

Click **Microsoft Office**

Double Click **Microsoft Excel** (opens Excel)

Click **File** in document toolbar menu

Click **Save as**

Click **Local Disc (C:)** (drop-down list beside "Save in")

Delete **Book1** (File name at bottom of window) *Do not delete .xls

Type **Teacher.xls** in File name

Click **Save**

NEXT: Click **Add** on CubeWriter Profile screen

Type **Teacher**

Click **OK**

Click **Edit**

Go to Programs section in Administrator Screen

Click **Add**

Double Click directly under the last program in text box list

Click **Edit**

NOTE: A window appears with: Program, Window Name, Run Command, Print Command, and Save Command displayed.

Program - Type: **Excel**
Window Name - Type: **Microsoft Excel – Teacher.xls**

***NOTE: Not all computers display extensions (“.xls”). If your computer DOES NOT display extensions, remove the .xls so it matches the file name (See Screen Shots at www.cubewriter.com)**

Run Command - Type: **C:\Teacher.xls**

Print Command - Type: **^p{ENTER}**

Save Command - Type: **^s**

Close Edit Programs window

Double Click directly under the last program name **ON new program**

* “Excel” now appears in the list of available programs.

Close Administrator screen

NOTE: The Excel file name (top) should read: “Microsoft Excel - Teacher.xls”, an EXACT MATCH with information typed into the “Window Name” in the Edit Programs screen. These two names need to be an exact match including capital letters, hyphens, etc.) OR CubeWriter will not enter information into the Excel document and you will get an error message saying CubeWriter cannot find the document. If your computer does not display extensions, it will read “Microsoft Excel - Teacher”. See “Screen Shots” at www.cubewriter.com OR contact us at techsupport@cubewriter.com for assistance if needed.

Close Excel document

Click **Run Keyboard**

“Teacher” file opens and is ready to enter information from CubeWriter’s keyboard.

Use the Tab and Arrow keys to navigate from cell to cell in Excel. When finished:

Click – **Qu** (Quit – function key)

.....
ADDING Microsoft Outlook - open manually for use with CubeWriter keyboard.

SAMPLE: To open Outlook:

Click **Start** on desktop Task bar

Click **Programs**

Click **Microsoft Office**

Click **Microsoft Outlook** (opens Outlook)

Click **New** in Outlook toolbar (Do not click drop-down button)

Untitled Message now appears in the Title bar (top)

***Note:** You may also create a new document from your personal Outlook

NEXT: Set up CubeWriter

Click **Teacher** on Profile screen (or create a new profile - Teacher)

Click **Edit**

Click **Add** in Programs section

Double Click directly under last program in text box list

Click **Edit**

NOTE: A window appears with: Program, Window Name, Run Command, Print Command, and Save Command displayed.

Program - Type: **E-mail**

Window Name - Type: **Untitled Message**

Close Edit Programs window

Double Click directly under the last program name **ON new name**

Close Administrator screen

Click **Run Keyboard**

*The new (“Untitled Message”) e-mail message is now available to write/type into.

NOTE: When information is entered into the “Subject” line of the new message, the “Title Name” automatically changes and “Untitled Message” will no longer MATCH your program window name. Therefore, “Subject” needs to be the last item entered into the e-mail message before sending. See “Screen Shots” at www.cubewriter.com OR contact us at techsupport@cubewriter.com for Assistance, if needed.

That is adding other programs to CubeWriter.

SHARING Profiles/Word Lists:

Profiles and Word Lists can be shared between computers that have registered CubeWriter licenses. Contact us at techsupport@cubewriter.com for assistance with this process.

SEARCHING for Words in Word Lists:

CubeWriter allows users to search for specific words in any Word List, including Custom Word Lists. A quick and easy way to do this is by entering information into the “Teach List” textbox, then either click “Teach” in the Mode section or close the window.
*NOTE: The user will go to the Profile screen after clicking Teach or closing the Administrator window. If Run Keyboard is clicked, the user be in Teach mode. If adding words, click Edit on the Profile screen to add new words into the word list (see Adding Information to Word Lists).

SAMPLE: To check if the word “swan” is in the **Level 1 Word List:**

Click **your name/profile** on Profile screen

Click **Edit**

Choose **Level 1** in Word List section

Type **swan** into Teach List textbox

Close the Administrator screen

IF “swan” has never been added to your Level 1 Word List, an error message window will appear with the following message:

**“The following words were not found or were not valid
function keys: swan”**

This message indicates that that specific word is **NOT** in the Word List.

Click **OK** (Note: “swan” is deleted from the Teach List textbox)

<p>NOTE: Information needs to be typed EXACTLY as it appears in the word list or the search will be unsuccessful</p>
--

The user may search for multiple words or any information in this manner. If you need assistance with this process, contact us at techsupport@cubewriter.com .

That is Searching for Words in Word Lists.
