



# Symbol for Windows

# Bliss Editor

( Version 4 )

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## 1. Introduction

With the Bliss Editor you can create and change private Bliss databases and symbols. The standard Bliss symbols can't be changed, but they can be re-used as part of a new Bliss symbol.

The private Bliss symbols made with the Bliss Editor will be visible in all Symbol for Windows programs.

### **Installation**

Follow the installation procedure for Symbol for Windows.

All programs, and all databases except COMPIC and an old version of the Bliss database, function as a demo until you have bought a registration code or dongle for the program or database.

When the Bliss Editor works as a demo you can't save symbols in the database.

You can buy programs and/or databases from your local dealer.

## 2. Main screen of the Bliss Editor

In the main screen of the Bliss Editor you see the following elements.













- At the top there is a blue caption with the name of the program and some standard Windows buttons.
- Below that, the menu.
- Below the menu, the toolbar. The toolbar buttons provide access to the functions that are used most.
- On the lower half there are 2 tab menus. The first contains the Bliss draw elements (at the left), the indicators (at the right of the middle) and the punctuation marks (at the right). The second tab menu shows a graphic menu with all Bliss symbols, categorised on subject according to the Symbol for Windows category structure.
- In the middle there's the matrix on which the new symbol is drawn.

### 2.1 Toolbar

Using the toolbar buttons you can use the basic functions of the program.

To activate a function you have to click on a button. For some buttons there is also a keyboard shortcut. Depending on the situation, one or more buttons will be greyed, showing that that function is not available at that moment.

The function of the toolbar buttons is as follows.

- |   |   |
|---|---|
|    | <b>Create a new symbol.</b> This is always activated when you run the program.  |
|    | <b>Edit an existing symbol.</b> Select a Bliss symbol to change it. The standard symbols can't be changed!  |
|  | <b>Edit gloss.</b> Link one or more meanings to the symbol that you are creating or editing.  |
|  | <b>Delete symbol.</b> Select a Bliss symbol to delete it from the database. The standard symbols can't be deleted!  |
|  | <b>Text.</b> Enter text and/or numbers in a symbol.   |
|  | <b>Print a symbol.</b> Print the symbol on paper.   |
|  | <b>Expand.</b> Make the selected element in the matrix bigger. You can also press the <E>-key (expand) to activate this function.   |
|  | <b>Shrink.</b> Make the selected element in the matrix smaller. You can also press the <C>-key (collapse) to activate this function.  |
|  | <b>Rotate.</b> Rotate the selected element in the matrix to the left, in steps of 45°. You can also press the <R>-key (rotate) to activate this function.   |
|  |   |
|  | <b>Segmentate.</b> Cut out one of the lines of the selected element in the matrix. When you press the same button again, the line that was cut out will be visible again and the next line will disappear. You can't cut out more than one line of an element. You can also press the <S>-key (segmentate) to activate this function. |
|  | <b>Delete element.</b> Remove the selected element from the matrix. Automatically the next element in the matrix will be selected. You can also press the <Delete>-key to activate this function.   |

## **2.2 Matrix**

The matrix in the middle of the screen is a grid of points on which the symbols can be made and edited. It helps you draw Bliss symbols according to the Bliss drawing rules.

## **2.3 Basic elements, indicators and punctuation marks**

The fields in the tab menu at the left, on the lower half of the screen, each contains a basic element, indicator or punctuation mark.

You can select a field by clicking on it or by pressing the Enter key. The chosen element, indicator or punctuation mark will be added to the matrix.

## **2.4 Bliss database**

The graphic menu with the Bliss database can be found on the second tab menu on the lower half of the screen. Each field in this menu can contain a Bliss symbol, either a standard Bliss symbol or a private symbol.

Fields that refer to another page in the menu are green and the upper right corner is folded.

You can select a field by clicking on it or by pressing the Enter key. The chosen element, indicator or punctuation mark will be added to the matrix.

The chosen symbol will be added to the matrix. Or, if the field refers to another page, the other page will be shown.

## **2.5 Symbol Development Centre: develop symbols together**

On the third tab menu on the lower half of the screen you can find the Symbol Development Centre (SDC).

The Symbol Development Centre is useful for groups developing symbols together. One person can draw symbols using the Bliss Editor. The others need a program with which they can see the proposed symbols (three at the most) and with which they can chat with each other and with the designer.

In reaction to the comments of the others the designer can modify a symbol and show it again.

Contact Handicom if your group of symbol developers would like to use the Symbol Development Centre.

### 3. Private Bliss databases

#### 3.1 Create a new database

It is easy to create separate databases for different users.

Directly after starting up the program you see a window with a list of names. These are names of private Bliss databases. You can open the same window via **Database – Open database**, in the menu.

When there is no private database yet, the list will be empty.

To create a new, empty database, click on the button *New* under the list. Enter a name for the new database and click on *OK*. The new name will appear in the list.

To open it, select it and click on *OK*.

When you open a database you will always see the private symbols plus all standard Bliss symbols. When using the export function you can see only the private symbols that are present in the database.

#### 3.2 Open another database

Choose **Database – Open database**, in the menu.

From the list of private Bliss databases that you get to see, you can choose one. You can also make a new database (see the previous paragraph).

When you open a database you will always see the private symbols plus all standard Bliss symbols. When using the export function you can see only the private symbols that are present in the database.

#### 3.3 Import a symbol

First open the database in which you want to import the symbol.

Then click on **Symbol – Import**, in the menu.

Using the window that appears you can browse your computer, looking for files in which one or more Bliss symbols are saved. The extension of such files is *.sef* (symbol export file). Select a file and click on *OK*.

Now you see – at the left – the meanings of the symbols in the file.

Click on a meaning and then on the button with the arrow to the right, to select a symbol for import.

You can see in which category the selected symbol will be placed; you can change this by clicking on another category.

When you have selected all the symbols that you want to import you can click on *OK*.

The imported symbols will automatically become visible in the graphic menu with the Bliss database and in the symbol selection dialog.

#### 3.4 Export a symbol

Click on **Symbol – Export**, in the menu.

You will get a list of meanings to which at least one private symbol is linked.

Select the meaning of the symbol(s) that you want to export to a file. You can save several symbols in one file. When you have selected all the symbols that you want to export you can click on *OK*.

You will see a window in which you can enter a name for the file and choose the directory in which it will be saved. Click on *OK* when you're done.

The file will be saved with the extension *.sef* (symbol export file).

#### 3.5 Delete a symbol from a database

Only private symbols can be deleted from a database. The symbols in the Bliss database that is supplied with the Symbol for Windows software can not be deleted.

Choose **Symbol – Delete** from the menu.

Now you can look up the symbol that you want to delete, in the symbol selection dialog.

When you click on *OK*, the selected symbol will be deleted.

## 4. Create, edit and save symbols

### 4.1 Create a new symbol



The function 'Create new symbol' is automatically activated when you run the program and when you click on the button 'New symbol'.

With the draw elements and/or existing symbols you can create a new symbol.

The symbol will be drawn in the matrix against a white background, to signal that you are creating a new symbol.

When you choose 'Create new symbol' you start with an empty matrix and without a gloss (a meaning).

Use the function 'Clear matrix' if you want to start over but don't want the gloss to be cleared.

### 4.2 Edit an existing symbol

Only private databases can be edited using the Bliss Editor. The symbols in the Bliss database that is supplied with Symbol for Windows can not be changed.



Select **Symbol – Open**, from the menu, or click on the toolbar button *Modify symbol*.

Then you can look up the symbol that you want to change, in the symbol selection dialog.

Click on OK to open the symbol.

The symbol will be drawn in the matrix against a yellow background, to signal that you are editing an existing symbol.

### 4.3 Integrating an existing symbol in a new symbol

You can use an existing symbol as part of your new symbol. Select the symbol in the graphic menu, to insert it in the matrix.

The advantage of using whole symbols in new symbols is that when you change the existing symbol, the new symbol automatically changes in the same way. This doesn't happen when you build up a symbol from draw elements only.

If you don't know where to find a symbol in the graphic menu, **start typing** the name of the symbol. The symbol selection dialog will be opened at once. Here you can look for symbols using text.

### 4.4 Enter text and numbers in a symbol

Click on the toolbar button *Add text*. Enter the text and/or numbers that you want to insert in the symbol. Click on OK. The entered letters and numbers will appear as separate elements in the symbol.

### 4.5 Edit parts of a symbol

First select a part of the symbol. You can do this by clicking on it. When there is already a symbol or element selected you can also

- Press the space bar on the keyboard to move the focus to the next symbol or element.
- Press the <Ctrl> key in combination with one of the *arrow* keys.

When you add an element or symbol to the matrix it will automatically be selected.

The selected symbol or element is coloured red. All other elements in the matrix are black.

The selected symbol or element can be edited in many ways. You can:

- **Move it** using the arrow keys on the keyboard or by dragging it with the mouse.
- **Make it bigger** by clicking on the toolbar button *Expand*.
- **Make it smaller** by clicking on the toolbar button *Shrink*.



- **Rotate it** with the <R> key on the keyboard or by clicking on the toolbar button *Rotate*.
- **Segmentate it (cut out one of the lines)** by clicking on the toolbar button *Segmentate* or with the <S> key on the keyboard.
- **Delete it** using the <Delete> key or by clicking on the toolbar button *Delete*.

What you can and can't do with an element also depends on the element itself. You can't make text and numbers bigger or smaller, or rotate or segmentate it. Other elements have a minimum and a maximum size.

#### 4.6 *Link a meaning to a symbol*

Before you can save a symbol you have to link at least one meaning to it. More is also possible.

The meaning of a standard symbol can't be changed with the Bliss Editor but it is possible to add an extra meaning to it.



Click on the button *Add gloss*. (You can do the same if you want to delete a meaning.) You will see a list of the meanings that are linked to the symbol in the matrix. To the right of it there are two buttons: *Add gloss* and *Delete gloss*.

When you click on the button *Add gloss*, a dialog will be opened that resembles the symbol selection dialog. The difference is that can't choose a symbol here, only a meaning. Select a meaning (a 'concept') and click on OK.

To delete a meaning you have to select on the meaning in the list and then on the button *Delete gloss*.

Finally click on OK to close this dialog. The chosen meaning(s) will be visible below the tab menus.

#### 4.7 *Save a symbol*



Click on the toolbar button *Save* to save the symbol in the matrix in the Bliss database. After saving the symbol automatically appears in the graphic menu and in the symbol selection dialog. Where you can find it depends on the meaning(s) that you have linked to the symbol.

Were you editing an existing symbol? Then you are asked if you want to overwrite the old one.

Is your answer *yes*, then the old one will be replaced by the new one.

Is your answer *no*, you are asked if you then want to save the changed symbol as a synonym of the old symbol. This is important when the old symbol and the new symbol have the same meaning(s).

When you say *yes*, and the symbols do have the same meaning(s), the changed symbol will come directly after the original one in the graphic menu and in the symbol selection dialog.

When you say *no*, you return to the main screen, where you can link another meaning to the new symbol.

#### 4.8 *Print a symbol*

The Bliss Editor has a simple print option to print the Bliss symbol that is drawn in the matrix.



After clicking this button you can adjust the height of the symbol between 2 and 20 centimetre.

Via the menu **File– Printer** you can change the printer settings: which printer is used, what paper format is used, the number of copies and the orientation (portrait or landscape).