

User Manual

Tellus smart



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Introduction

The Tellus smart is a handheld dynamic display device for augmentative and alternative communication. The Tellus smart is a Windows CE based computer platform with high quality stereo speakers.

Tellus smart uses Mind Express CE. This is a powerful software program for graphically based communication.

For an optimal use of the Tellus smart we advice to read the manual before using the device.

General characteristics

- Intel® PXA processor based on Intel® XScale™
Microsoft Windows® Mobile™
- 1 USB 1.1 port (slave)
- Brilliant 3,5" VGA transfective TFT screen (480 x 640), with 65.536 colors and LED backlight
- Touch screen
- Internal batteries
- Weight : 0.66 lbs
Dimensions in (L x H x W): 5.3" x 3" x 0.9"_{min} – 1.4"_{max}

How to turn on the Tellus smart



Turn on the Tellus smart by pressing the *on/off button* until the screen turns on.

To **turn off** the Tellus smart, press the *on/off button* until the screen turns off.

To save power the screen will automatically turn off after 30 seconds of inactivity. Tap on the screen to turn on the screen again. This setting can be changed in the Windows Mobile system settings.

After 2 minutes of inactivity the Tellus smart will turn itself off. This setting can be changed in the Windows Mobile system settings. Data will not be lost.

Reset

To reset the Tellus smart gently move the stylus in the reset opening until you feel the reset switch at the end. Push the stylus a little further to generate the reset.

Connectors and buttons



DC plug

The power adapter is connected via the DC plug to the Tellus smart. The adapter will charge the internal battery of the Tellus smart. Do not use another adapter than the one delivered with the device!

On/off button

The on/off button is used to turn on and off the Tellus smart.

Reset

The reset switch allows you to reset the device in case of a dead-lock.



USB port

The USB port is used to connect the Tellus smart with a PC. A USB cable is delivered with the device. Connect the Tellus smart with a computer to transfer communication pages that were built on the PC.

Left button

This button can be programmed to:

- Show the previous page in the communication book
- decrease the volume
- read date
- read time
- stop all sound

Right button

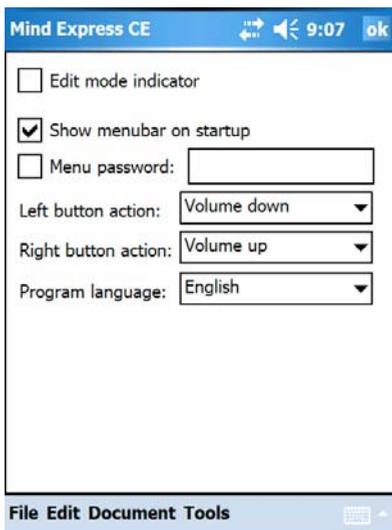
This button can be programmed to:

- Show the next page in the communication book
- increase the volume
- read date
- read time
- stop all sound

When you press both left and right buttons the menu bar will appear/disappear.

To program the left and right button action, go to *Tools > Options*.

Choose the action in the corresponding button action list box.

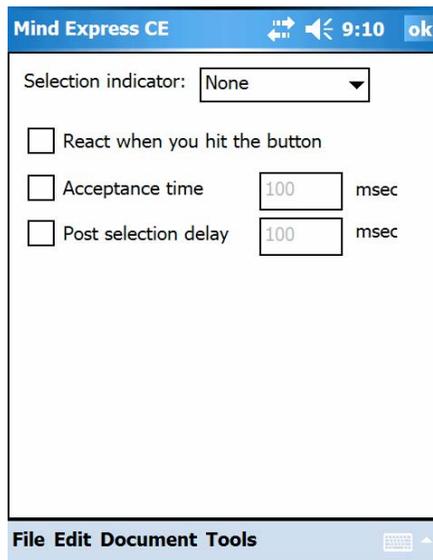


Touch screen

The Tellus smart has a touch screen that can be operated with a stylus or with your finger. Avoid using any sharp object.

Finger selection requires slightly more pressure compared to the stylus.

You can optimize the selection characteristics. Go to *Tools > Selection*.



Choose a *Selection indicator* by tapping on the list box: *none*, *border* or *inverse*. The color of the border can be set when you choose for *border*.

By default a selection will be accepted when you lift your finger or stylus from the touch screen.

Enable *React when you hit the button* if you want the Tellus smart to accept the selection as soon as you hit the screen.

Enable *Acceptance time* and fill in the time in milliseconds if you only want to accept a selection after the specified period of time. This will avoid unwanted selections caused by coincidental or short uncontrolled screen touches.

Enable *Post selection delay* and fill in the time in milliseconds if you want the Tellus smart not to accept new selections during the specified period of time after a selection. This will avoid unwanted multiple selections caused by tremor.

On-screen keyboard

The Tellus smart has an on-screen keyboard.

In case the on-screen keyboard would not automatically open when editing is needed, you can open the keyboard by tapping on the keyboard icon  in the right bottom corner of the Tellus smart.

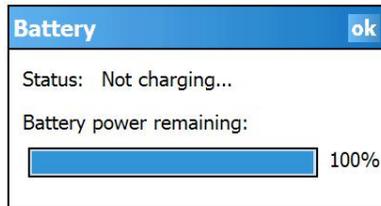


Battery and charging

The Tellus smart has two internal batteries: one for the internal hardware platform and one for the stereo audio amplifier. The Tellus smart is designed to operate approximately 8 hours based on an average use. Of course the autonomy of the battery depends on the frequency of usage, the audio volume and the settings of the power management.

A frequent user should charge the Tellus smart every day or every two days. Use only the adapter that is delivered with the Tellus smart to charge the battery. The battery can be charged while the device is in use. In that case it will take longer to charge the battery.

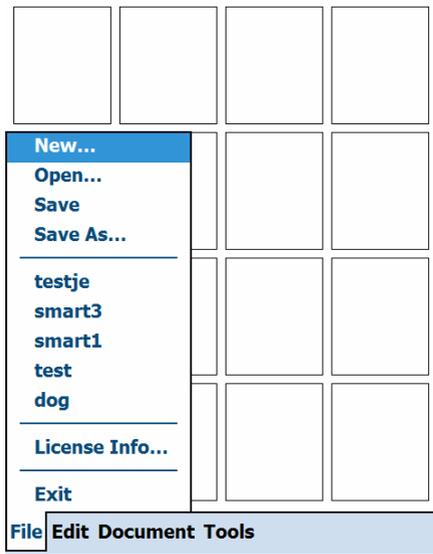
Go to *Tools > Battery* to see the status of the battery of the internal computer platform. The battery that powers the audio amplifier has no indication. Normally the computer platform battery will run out before the audio battery.



How to create a communication book

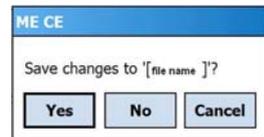
Tellus smart runs the powerful communication program Mind Express. This version also allows you to easily create communication pages on the device itself. But you can also build pages on a PC and transfer the pages to the Tellus smart via its USB port. (See *Creating a communication book on PC*).

The set of pages of a communication book is stored into a file. If you want to build a new set of pages for a new communication book you need to create a new file.

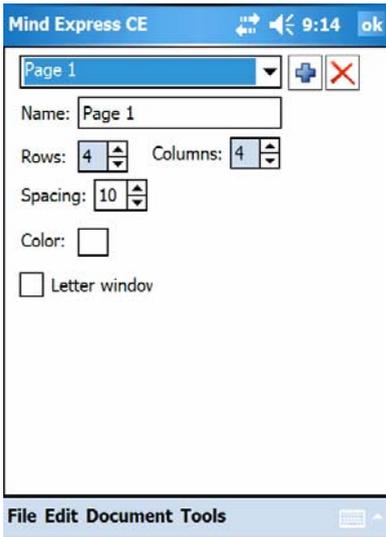


Create a new File.

1. Select *File*.
2. Select *New*.
3. Save changes of the previous file if necessary.



The page setup screen will now appear on the Tellus smart.



Create your first page

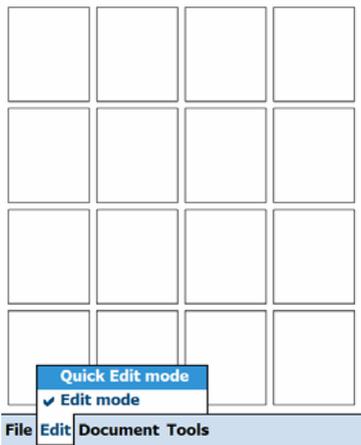
1. Give the page a *Name*.
2. Fill in the number of *Rows* and *Columns* for that page. For instance 4 rows and 4 columns.
3. Choose the amount of *Spacing* between the cells.
4. Tap on the color box to define the background color of the page.
5. Decide if you want a *Letter window* on this page. The letter window displays the sequence of symbols you have selected.

The settings of the letter window can be changed in Document Settings (see page ...).

6. Tap on  if you want to add another page and continue from step 1.
7. Tap **ok** when you are ready.

The first page with 16 empty cells (4 by 4) appears on the Tellus smart.

The following explains how to define the content of a cell. The content of a cell consists of an image/symbol and an action. The action can be a word, a message, a sound or a command.



Fill in the content of a cell: the symbol

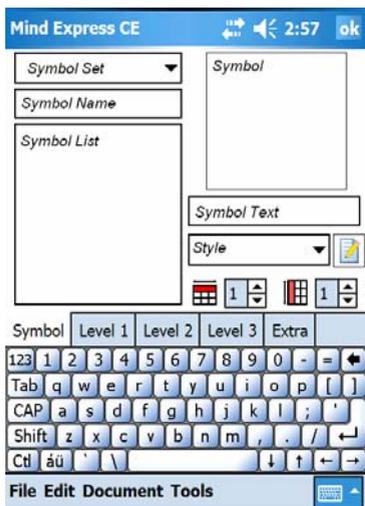
1. Select *Edit*
2. Select *Edit mode*

The Tellus smart is now in *Edit mode* allowing you to change the content of the cells.

To return to *User mode* select *Edit mode* again.

Quick Edit mode allows you to change the content of just one cell.

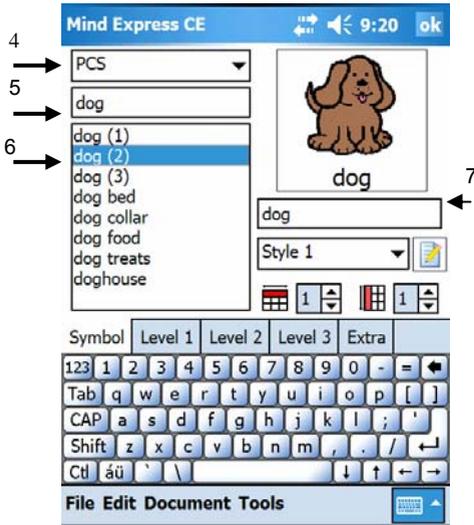
3. Tap on a cell to open the content window.



In this window you can choose the *Symbol* that you want to see in the cell.

Level 1, 2 and 3 are the different sets of messages, words or commands that can be linked to that specific cell.

In *Extra* you can set the cell to be a word prediction cell or a default (symbol or text) cell.



4. Choose the *Symbol Set* you want to work with in the *Symbol Set* list box



5. Type the name of the symbol in the *Symbol Name* window

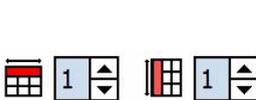
The Tellus smart will show the available symbols in the *Symbol List* window.

6. Select the symbol by tapping on its name. The symbol will appear in the *Symbol* window.

7. Delete, change or add text to the cell in the *Symbol Text* window.

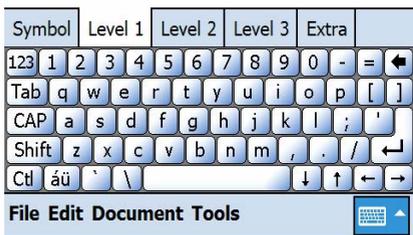
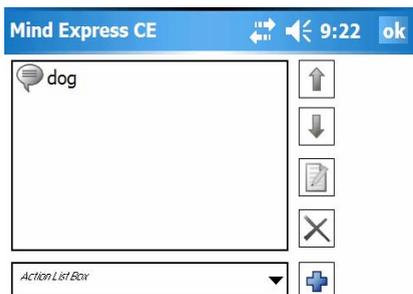
8. Choose the style of the cell in the *Style* list box.

Tap on  to edit a style.



The width setting  allows you to change the width of a cell. Each step is 1 cell unit. The cell width increases from left to right.

The height setting  allows you to change the height of a cell. Each step is 1 cell unit. The cell height increases from top to bottom.



Fill in the content of a cell: the action: message, text or command

1. Tap *Level 1* to define the action that you want to link with the chosen symbol.

The default action in this example will be the spoken message “dog”.

2. Make a choice from the *Action list box* if you want to add a new action to the action sequence for this cell.

3. Tap  to add your choice. Tellus smart will ask for additional information if needed.

4. Tap **ok** when you are ready.

You can add multiple actions to a cell. The sequence of actions will be displayed in the *Action sequence window*.

Select an action in the *Action sequence window*

to move it up  or down ,

to change it 

or to delete it .

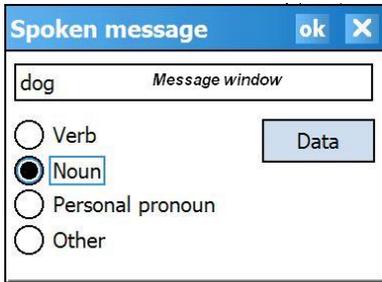
Overview of the different actions

The following list gives you an overview of the different actions that can be linked to a specific cell.

Spoken message	stop all sound
Sound	volume up
Go to page	volume down
Open file	say date
Go to Level	say time
Grammar	say day of week
Letter functions	

Spoken message

Choose *Spoken message* in the *Action list box* to add a text-to-speech message and then tap on .



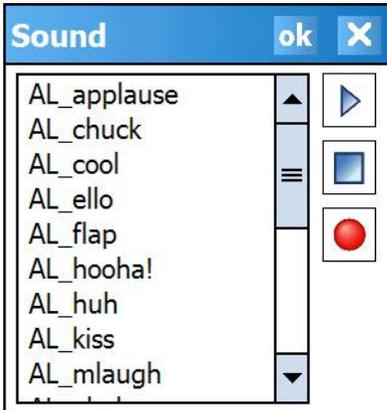
The screenshot shows a dialog box titled "Spoken message" with "ok" and "X" buttons. Inside, there is a "Message window" containing the text "dog". Below the window are four radio button options: "Verb", "Noun", "Personal pronoun", and "Other". The "Noun" option is selected. To the right of these options is a "Data" button.

1. Write the message you want to link with the cell in the *Message window*.
2. Choose *Verb*, *Noun*, *Personal* or *Other* depending on the part of speech of the message. Tellus smart uses this information for its grammar engine.
3. Complete data if necessary.
4. Tap , Tellus smart will ask for more data if needed.

Tap  when you made a mistake.

Sound

Choose *Sound* in the *Action list box* to add a sound or to add a recording and then tap on .



Use an existing sound.

1. Choose one of the sounds in the sound list box.

Tap  if you want to listen to the sound first.

Tap  to stop playing.

2. Tap **ok** when you are ready.

Record a sound.

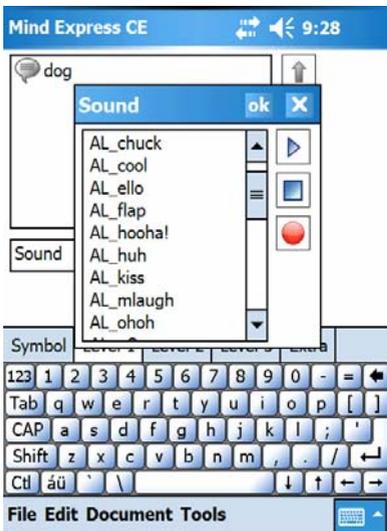
1. Tap  to make a recording. The record button will turn into green while recording.

2. Tap  to stop recording. Tellus smart automatically gives a new recording a name *sndx*, where *x* is a number.

3. To change the name of the recorded sound tap its filename and edit it.

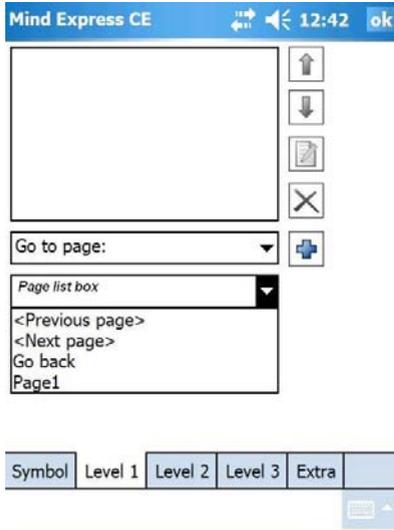
4. To delete the sound tap and hold its filename and select *Delete*.

5. Tap **ok** when you are ready.



Go to page:

Choose *Go to page:* in the *Action list box* to make a link to another page.



1. Choose a specific page in the list in the *Page list box*. In that list the name of the pages will appear.

<Previous page> links to the previous page if available.

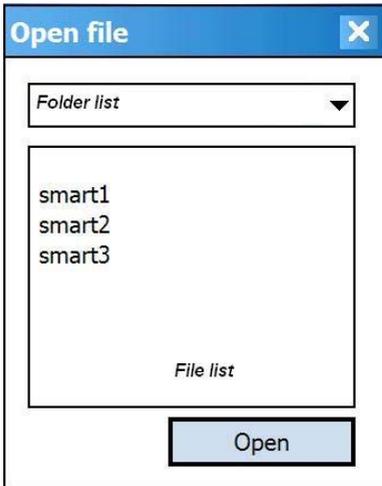
<Next page> links to the next page if available.

Go back links to the last page you have consulted.

2. Tap  to add the action to the action sequence.

Open file:

Choose *Open file* in the *Action list box* to make a link to another file and then tap on .



1. Choose the folder where the file is located.
2. Choose the file you want to link to.
3. Tap on the Open button.

Go to level:

The level command is used when you want to access a second or third message that can be linked to the symbol.

For instance a second meaning of the symbol and message “I” could be my name. Often one uses on a second or third level a related message with the symbol that is on the first level.

Choose *Go to level:* in the *Action list box* to activate another level and then tap on .

Go to level: ▼

Choose the level you want.

Level list box ▼

Level 1
Level 2
Level 3

Grammar:

Mind Express CE has a grammar module that helps you to make correct sentences. For example, verbs are conjugated automatically. You can also add specific grammar functions to certain symbols. You could add the grammar function *Past Tense* to the symbol 'yesterday' to automatically go into the past tense when the symbol 'yesterday' was selected.

Choose *Grammar:* in the *Action list box* to add a grammar function.

Grammar: ▼

Choose the grammar function in the *Grammar function list box*.

Grammar function list box ▼

Infinitive ▲
Present Tense
Past Tense ≡
Future Tense
Present Participle
Past Participle
Singular
Plural ▼

For instance choose *Present Participle* if you want the next verb in its Present Participle form.

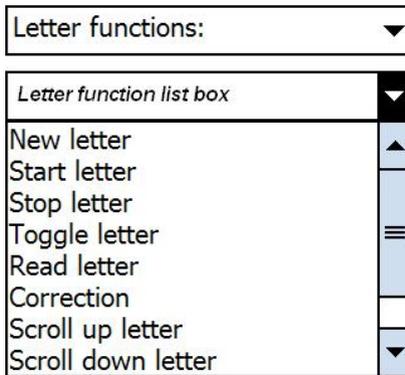
For instance choose *Plural* if you want the next noun in its plural form.

Tap on  to add the action to the action sequence.

Letter functions:

Tellus smart allows you to create and to prepare sentences. You can get a visual feedback of the message you are creating in the letter window. Both text and symbols can be displayed.

Choose *Letter functions:* in the *Action list box* to add a letter function.



Choose a letter function in the *Letter function list box*.

To add a letter window on a specific page activate the *Letter window* parameter in the Document > *Page settings* menu.

Tap on  to add the action to the action sequence.

Clear Clear the letter window and start a complete new sentence or letter.

Start letter Activate the letter window so you can start adding symbols to the letter.

Stop letter Stop writing.

Toggle letter Activate/deactivate the letter window.

Read letter Read out loud the sentence or letter completely.

Backspace Delete the last entry.

Scroll up Display the next line in the letter.

Scroll down Display the previous line in the letter.

Left Set the letter cursor one position to the left.

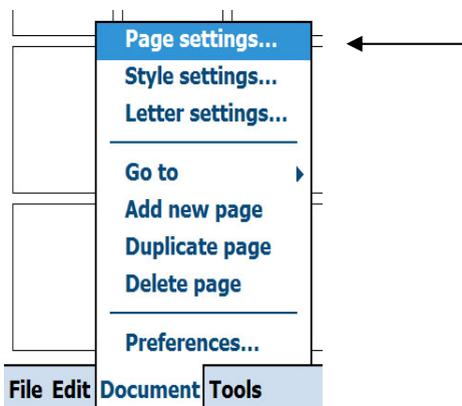
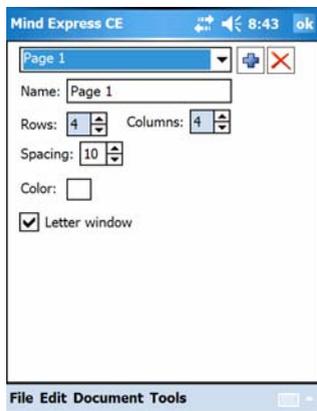
Right Set the letter cursor one position to the right.

Home Set the letter cursor at the beginning of the letter.

End Set the letter cursor at the end of the letter.

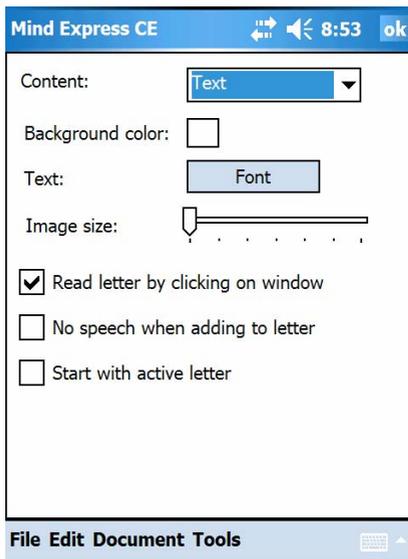
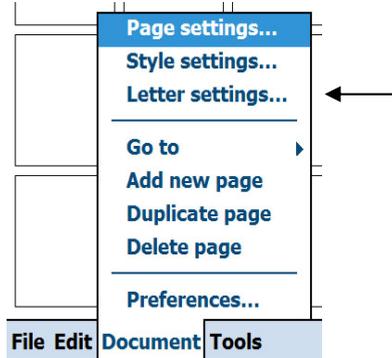
The letter window

Each page can have a letter window.



Select in the menu *Page > Settings* and enable the *Letter window* box.

Select *Document > Letter settings* to define specific letter parameters.



The *Content* of the letter window can be only text, only images or both text and images.

Set the Background color of the letter window by tapping on the *Background color* box.

Set the Font of the Text in the letter window via the *Font* button.

The *Image size* slider allows you to change the size of the images that are displayed in the letter window.

Enable *Read letter by clicking on window* if you want the Tellus smart to speak out loud the sentence in the letter window by tapping on the

letter window.

Enable *No speech when adding to letter* when you do not want auditory feedback while creating a letter or sentence.

Enable *Start with active letter* to activate the letter window upon loading the file.

Stop all sounds

Choose *Stop all sounds* in the *Action list box* to make the Tellus smart to stop speech or sound playback and then tap on .

Volume up

Choose *Volume up* in the *Action list box* to increase the volume of the Tellus smart and then tap on .

Volume down

Choose *Volume down* in the *Action list box* to decrease the volume of the Tellus smart and then tap on .

Read date

Choose *Read date* in the *Action list box* to let the Tellus smart say the date and then tap on . To set the date go to Tools > Date/Time.

Read time

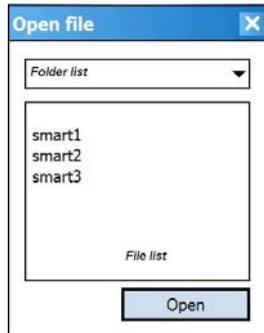
Choose *Read time* in the *Action list box* to let the Tellus smart say the time and then tap on . To set the time and the time notation go to Tools > Date/Time.

Remarks

Completing the content of a cell on Level 2 and Level 3 is similar to completing the content of a cell on Level 1. To open the content window of a specific Level, tap on its corresponding level tab.

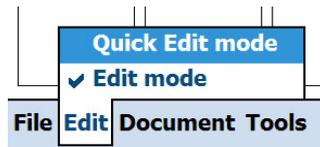
Save your file when you are ready or when you want to stop editing. Use *File > Save as* when you want to give your file a new name. Use *File > Save* to save it with its existing name.

Use *File > Open* to open an existing file. Choose the file you want to open in the *File list* box.

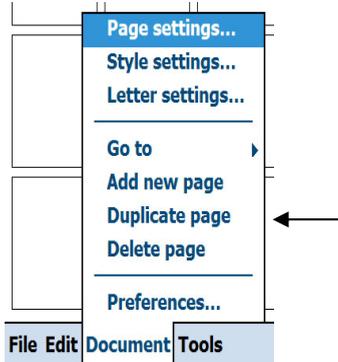


Deactivate *Edit mode* (by tapping on it) to return to User mode.

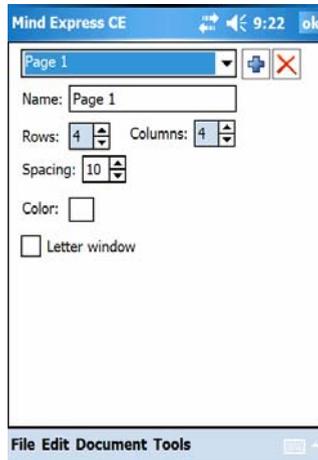
You can use the *Quick Edit mode* to edit just one cell. After editing the Tellus smart automatically returns to the User mode.



To add a new page to your file go to *Document > Add new page*. A new page with the same characteristics as the previous page will be added to the end of your file. *Duplicate page* will duplicate the current page and add it at the end of your file.



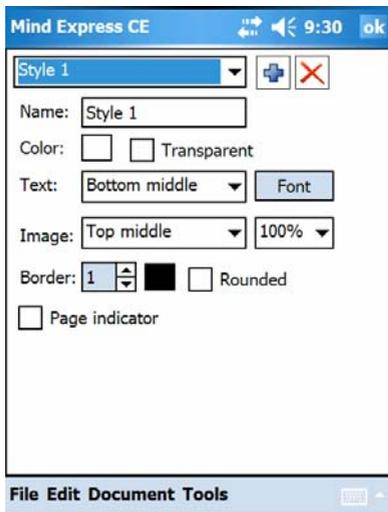
Go to *Document > Pagesettings* to change the name of a page, the number of cells, the spacing between the cells and the background color of a page.



Styles

A cell can have a specific style that defines its background color, text font, shape etc. This visual information brings more structure into the page and gives extra information about the nature of a cell. It shows you that a specific cell is a page link, a function, a specific type of message ...

Go to *Document > Style settings* to define the different styles.



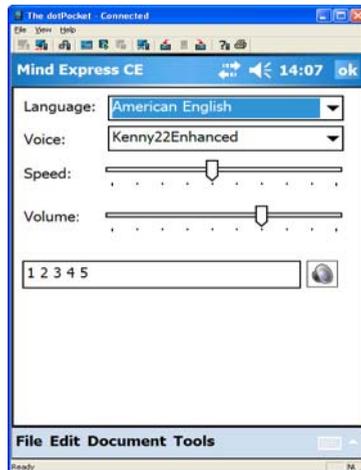
1. Tap  to add a new style.
Tap  to delete the selected style in the list box.
2. Give the style a *name*.
3. Define the background color by tapping on the *Color* box. You can make a cell transparent. A transparent cell shows the background color of the page.
4. Define the position and font of the text in the cell.
5. Define the position and size of the image in the cell
6. Define the border and border color of the cell. Enable the *Rounded* box if you want a cell with rounded corners.
7. Enable the *Page indicator* box. This will only affect cells that link to a page. These cells will have a flipped over right top corner.



Speech settings

Tellus smart uses high quality text-to-speech engines. The speech settings allow you to change the language and voice (if more than one is available), the volume and the speed.

Go to *Tools > Speech*.

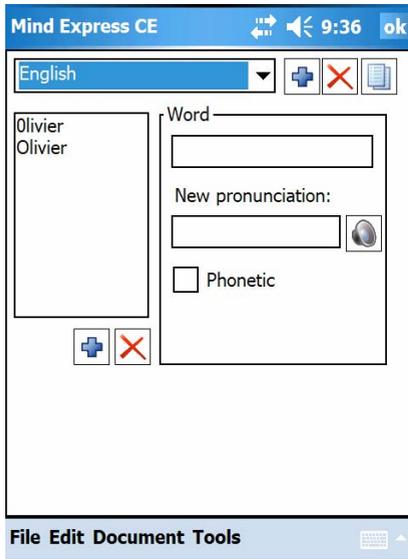


Tap  to test the chosen settings. Write something else in the test box when you want to hear another phrase.

Tap **ok** when you are ready.

Some words might have a wrong pronunciation. This can happen with words from another language or with names.

You can change the pronunciation in the speech dictionary. Go to *Tools > Speech dictionary* to open the dictionary.



1. Write the word with the wrong pronunciation in the *Word* window.
2. Write a new pronunciation in a 'sounds as' way or with phonetic characters (enable *Phonetic* in that case) in the *New pronunciation* window.

3. Tap  to evaluate the result.

4. Tap  to add the entry to the *Word list*

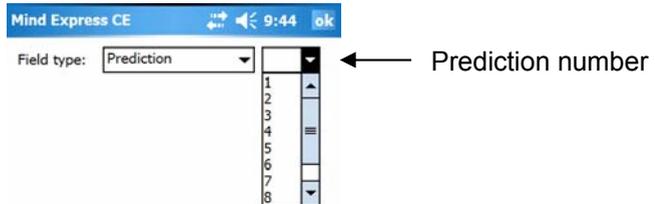
To delete a word in the *Word list*, first select the word, then tap .

5. Tap  when you are ready.

Word prediction

When the user is able to use text, offering word prediction can increase the communication speed significantly. The word prediction engine in the Tellus smart is context based, it predicts current and next word.

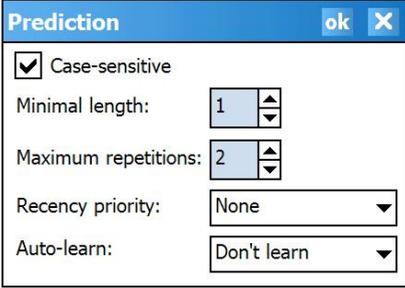
The pages on the Tellus smart can contain cells that show word predictions. To make this happen a cell must be defined as a word prediction cell. The content window of a cell has a tab called *Extra* in which you can change the *Field type* to define whether a cell contains a symbol/text (the default) or a *Prediction*.



Also define the Prediction number: 1 has the highest probability. The bigger the number the lower the probability of the corresponding prediction.

Word prediction Settings

Go to *Tools > Word prediction options*.

The image shows a dialog box titled "Prediction" with "ok" and "X" buttons in the top right corner. Inside the dialog, there are five settings: 1. "Case-sensitive" with a checked checkbox. 2. "Minimal length:" with a numeric input field containing "1" and up/down arrow buttons. 3. "Maximum repetitions:" with a numeric input field containing "2" and up/down arrow buttons. 4. "Recency priority:" with a dropdown menu showing "None". 5. "Auto-learn:" with a dropdown menu showing "Don't learn".

Prediction ok X	
<input checked="" type="checkbox"/> Case-sensitive	
Minimal length:	1 ▲ ▼
Maximum repetitions:	2 ▲ ▼
Recency priority:	None ▼
Auto-learn:	Don't learn ▼

Enable *Case-sensitive* when you want the prediction engine to be case sensitive.

The *Minimal length* parameter defines the minimal number of characters the word predictions will be longer than the current written word.

The *Maximum repetitions* parameter defines how many times a word prediction will be suggested. If it hasn't been chosen by then, the prediction will no longer be shown but will be replaced by another prediction.

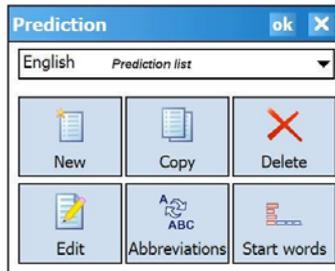
The *Recency priority* (None – Low – Normal – High) defines whether recently used words will obtain higher probabilities.

The *Auto-learn* setting (Don't learn –learn words – learn word pairs-learn all) defines whether new words and/or word pairs will be added to the prediction list or not. This will also affect the probability of the words in the list.

Editing the word prediction list

Tellus smart uses a word prediction list of about twenty thousand words. You can edit the list, add and delete words, change frequencies.

Go to *Tools > Word prediction list* to edit the currently selected prediction list.



In the *Prediction list* box you can choose a prediction list.



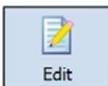
Create a new list of predictions. Fill the list manually (use *Edit*) or activate the auto-learn function to build the list automatically while using the device.



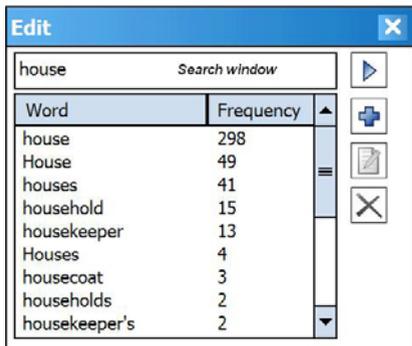
Duplicate the current word prediction list. You will be asked to give the list a new name.



Delete the current word prediction list.

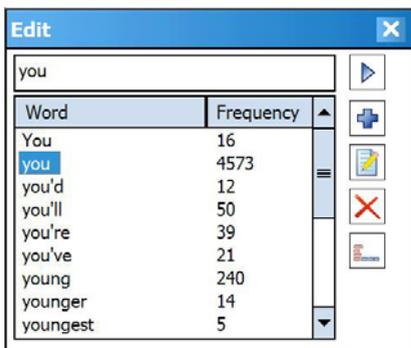


Edit the current word prediction list.



Words

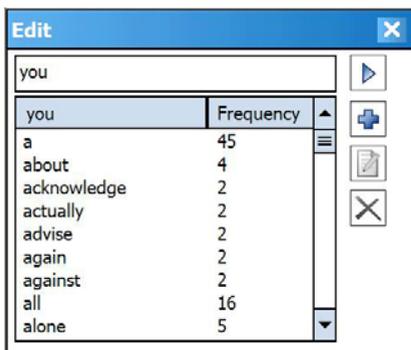
1. Write (part of) the word you are looking for in the *Search window* and tap . A list of words with their corresponding frequency will appear.
 2. Select a word and tap to change its frequency.
 3. Select a word and tap to delete it.
 4. Tap to add a word to the list.
- Fill in the new word and the frequency. Compare with existing frequencies of similar words.
4. Tap **ok** when you are ready.



Word pairs

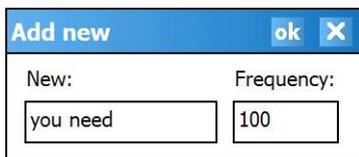
1. Write the word you are looking for in the *Search window* and tap . For instance the word 'you'. A list of words with their corresponding frequency will appear.

2. Select the word ('you') and tap to display the list of words that can be combined with the word 'you'.



3. Select a word and tap to change the frequency of the word pair 'you + the selected word'.

4. Select a word and tap to delete the word pair from the word pair list.



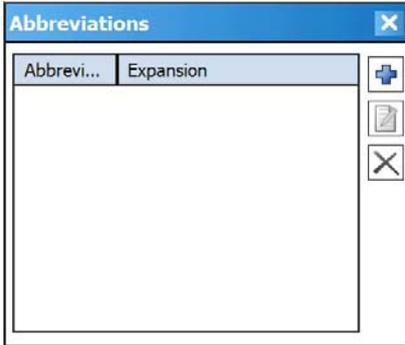
5. Tap to add a word pair to the list.

Fill in the new word that can be combined with the word 'you' and add the frequency of the new word pair. Compare with existing frequencies of similar word pairs.

6. Tap **ok** when you are ready.



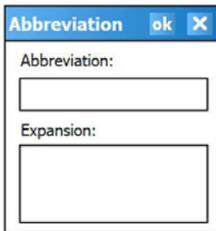
The word prediction list can be extended with abbreviations.



Select an abbreviation in the list and:

tap  delete it.

tap  to edit it.

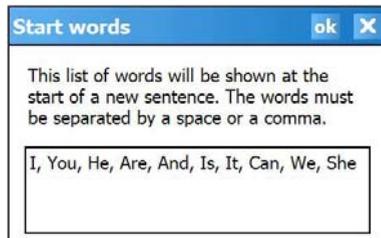


Tap  to add an abbreviation and its expansion to the list.

Tap **ok** when you are ready.



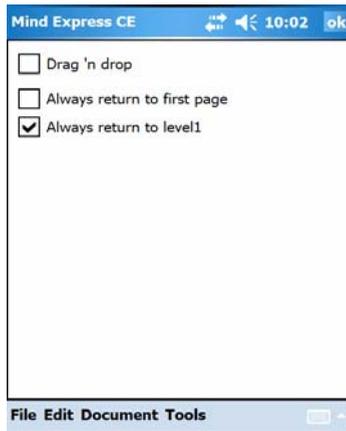
These words will appear in the prediction cells when you start a new sentence. You can add words to the list.



Other settings

Some settings that affect the use of the Tellus smart can be set in the document preferences.

Go to *Document > Preferences*. These settings are file-specific.

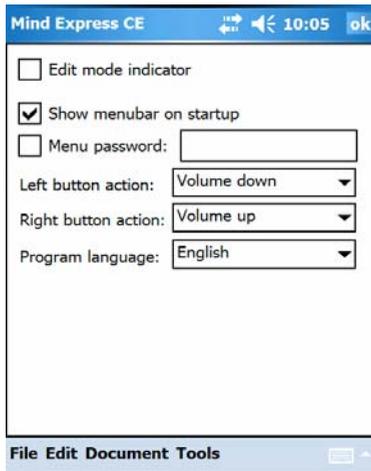


Enable *Drag 'n drop* when you want to be able to drag and drop cells in the communication pages. You can always drag and drop in edit mode but for games or exercises it could be useful to be able to drag and drop in User mode. This setting is off by default.

Enable *Always return to startpage* when you want to return automatically to the start page after the selection of a cell on another page. This setting is off by default.

Enable *Always return to level 1* when you want to return automatically to level 1 after selection of level 2 or 3 of a specific cell. This setting is on by default.

Go to *Tools > Options*. These settings are general settings.



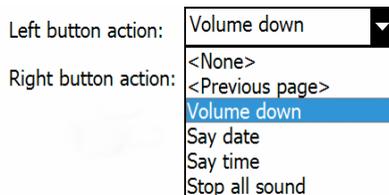
Enable *Edit mode indicator* to add a flashing bar to the screen to inform you that you are in edit mode. The color of that bar can be changed.

The setting *Show menu bar on startup* is on by default. In this case the menu bar will always be displayed on the screen.

This setting can be turned off and the menu bar can be locked with a password. This setting can be useful to limit the access of users to other menus of the Tellus smart.

By pressing left and right buttons of the Tellus smart simultaneously you can also turn the display of the menu bar on/off.

Go to *Tools > Options* change the function of the left and right button of the Tellus smart.



Go to *Tools > Date/Time* to set the date and time.

Creating a communication book on PC

The Tellus smart is delivered with the software Mind Express smart that allows you to create a communication book and/or exercises on a PC. With the software you can also transfer the created files to the Tellus smart via the USB port.

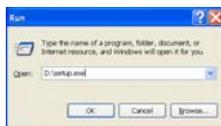
Installing Mind Express smart

Insert the Mind Express smart CD-ROM in your CD-ROM drive and follow the instructions of the setup procedure.

In case the setup procedure does not start automatically select Start > Run.



Type D:\setup.exe and press <Enter> or click OK (where D is the letter of your CD-ROM drive)



The first time you launch Mind Express smart a prompt on the screen will ask for a registration code.



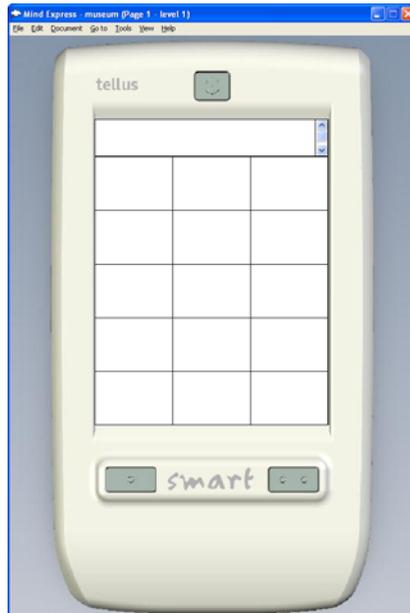
You can find the code on the CD-ROM box. The format of the registration code is

MC□□□□ - □□□□□□□□

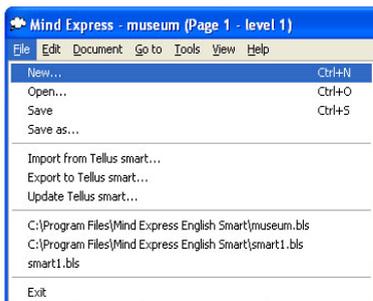
Using Mind Express smart

Double click the Mind Express smart icon on your desktop or launch the software using Start > All Programs > Mind Express smart.

The following window will appear on your screen.



Now you can start creating a communication book. The set of pages of a specific communication book are stored into a file. If you want to build a new set of pages for a new communication book you need to create a new file first, go then to *File > New*. You can of course also open an existing file and edit it, go then to *File > Open*.

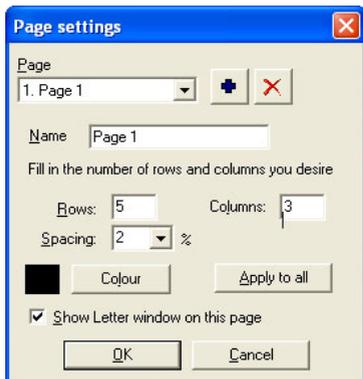


Create a new File.

1. Select *File*.
2. Select *New*.
3. Save changes of the previous file if necessary.

Create your first page.

1. Give the page a *Name*.
2. Fill in the number of *Rows* and *Columns* for that page.
3. Choose the *Spacing* between the cells.
4. Click on the color button to define the background color of the page.
5. Decide if you want to use a *Sentence window* on this page. The *Sentence window* displays the sequence of symbols you have selected during message creation.

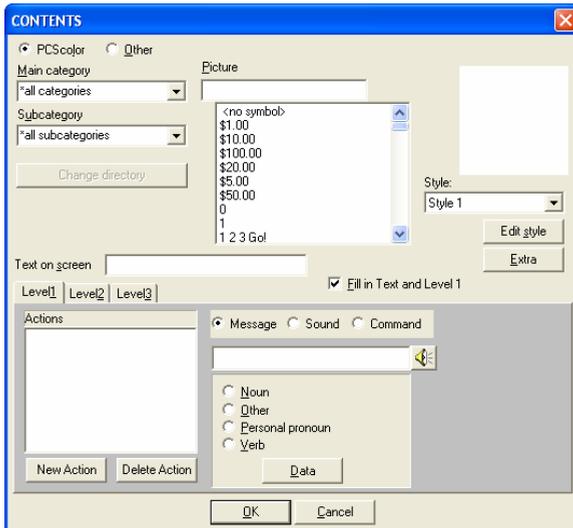


The settings of the *Sentence window* can be changed in the menu item *Document > Letter settings*.

6. Click  or go to *Document > Add new page* if you want to add another page and continue from step 1.
7. Click *OK* when you are ready.

The following explains how to define the content of a cell. The content of a cell exists of an image/symbol and an action. The action can be a word, a message, a sound or a command.

Fill in the content of a cell: the symbol



1. Select in the menu bar *Edit > Edit*
2. Double click on a cell to open the contents window.

In the contents window you can choose the *Picture* that you want to appear in the cell.

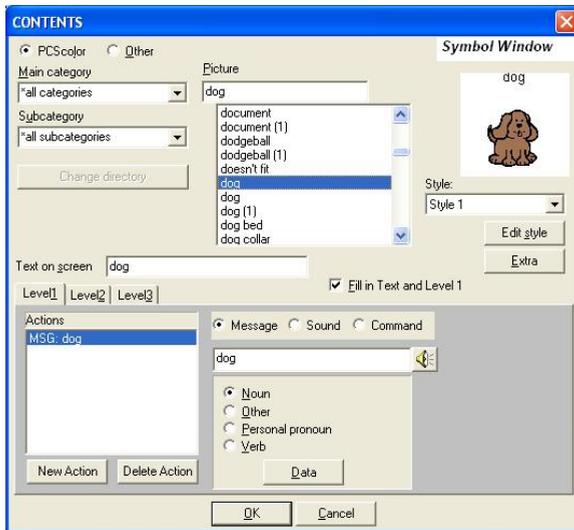
Level 1, 2 and 3 are the different sets of messages, words or commands that can be linked to that specific cell.

In Extra you can choose the cell to be a word prediction cell. A

cell is by default a symbol or text cell. You can also change the size of a cell.

The *Style* list box allows you to choose a style for that cell. The style defines the color and shape of the cell, the position of the symbol and text and the font of the text.

3. Choose the *Symbol Set* you want to use. Mind Express smart will show the available symbols.
4. Type the name of the symbol in the *Picture* window.
5. Click on the symbol you want to use. The symbol will appear in the *Symbol* window.



6. Delete, change or add text to the cell in the *Text on screen* window.
7. Choose the style of the cell in the *Style* list box.

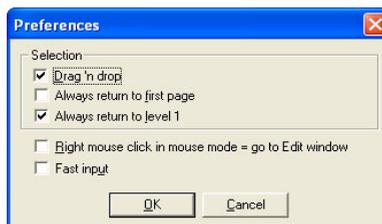
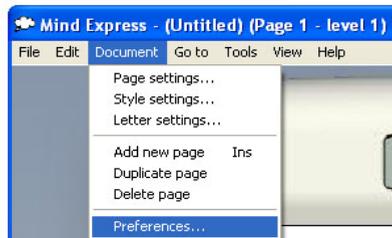
Click  to edit a style.

8. Click  to change the size of a cell.

The width setting  allows you to change the width of a cell. Each step is 1 cell unit. The cell width increases from left to right.

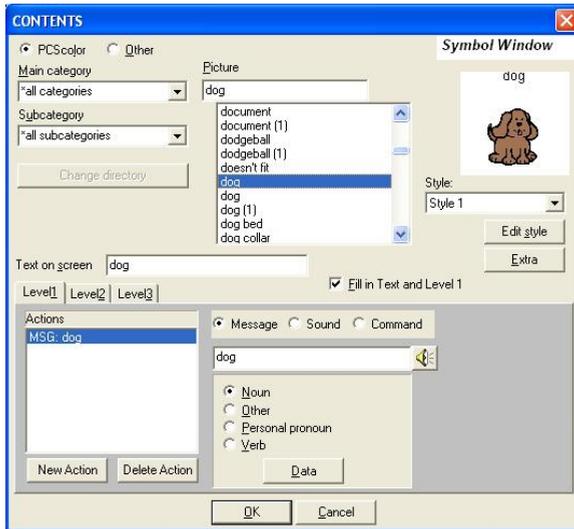
The height setting  allows you to change the height of a cell. Each step is 1 cell unit. The cell height increases from top to bottom.

- To open the content window of a cell quickly go to *Document > Preferences* and select 'Right mouse click in mouse mode = go to Edit window'.
- Activate 'Fast input' to type immediately a word in the cell without making the dialogue window appear. Select *Edit > Edit*, choose a cell and introduce the text.



Own pictures, figures and sounds can be placed in the

Fill in the content of a cell: the action: message, text or command

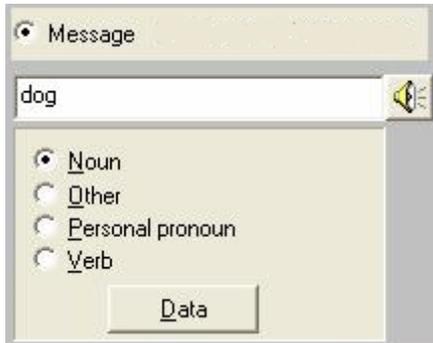


1. The default action in this example will be the spoken message “dog”. If *Fill in Text and Level 1* is enabled, Mind Express smart will automatically complete the *Text on screen*, the message on level 1 and the wordtype (Noun - Other - Personal pronoun – Verb) as soon as you click on a symbol in the list.
2. You can of course change the message, or choose for a sound or a command.
3. You can add extra actions to one specific cell (max. 5). The sequence of actions will be displayed in the *Actions* window.

Overview of the different actions

Following list gives you an overview of the different actions that can be linked to a specific cell. To add a new action click

Message



1. Write the message you want to be linked with the cell in the *Message window*.
2. Choose *Verb, Noun, Personal* or *Other* depending on the part of speech of the message. Tellus smart uses this information for its grammar engine.
3. Complete data if necessary.
4. Click OK, Mind Express will ask for more data if needed.

Sound



Use an existing sound.

1. Browse for an available sound
On your computer.
Click on  if you want to listen to the sound first.

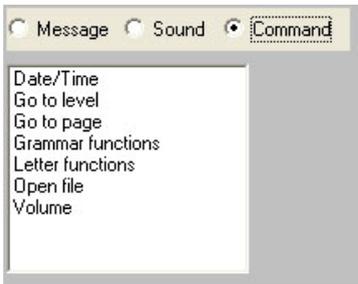
Click on  to stop playing.
2. Click OK when you are ready.



Record a sound.

1. Click on  to start recording.
2. Tap on  to stop recording. Mind Express smart automatically gives a new recording a name *SNDx*, where x is a number.
3. Change the name of the recorded sound if you want.
4. Click OK when you are ready.

Command

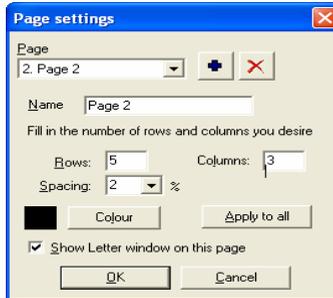


Choose a command in the command list box and complete data if necessary.

More information about the different commands can be found in ***Overview of the different actions*** on page 16.

Remarks

- Completing the content of a cell on Level 2 and Level 3 is similar to completing the content of a cell on Level 1.
- Save your file when you are ready or when you want to stop editing. Use *File > Save as* when you want to give your file a new name. Use *File > Save* to save it with its existing name.
- Use *File > Open* to open an existing file
- To add a new page to your file select in the menu *Document > Add new page* or click  after selecting *Document > Page settings*.

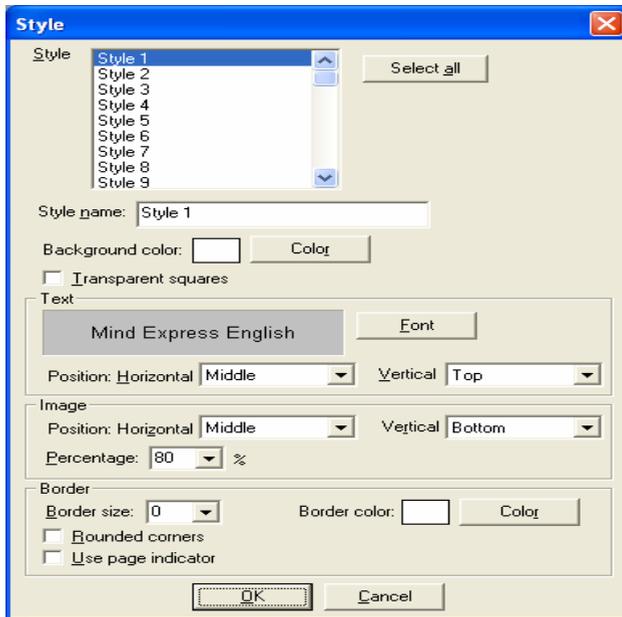


- Now you can add a page, change the name of a page, the number of cells, the spacing between the cells and the background color of a page.

Styles

A cell can have a specific style that defines its background color, text font, shape etc. This visual information brings more structure into the page and gives extra information about the nature of a cell. It shows you that a specific cell is a page link, a function, a specific type of message ...

Go to *Document > Style settings* to define the different styles.



1. Select a style from the list box.
2. Give the style a *name*.
It is recommended to keep style 1 unchanged and neutral. Every

cell has style 1 from the start. If style 1 is modified, all cells of the communication book will be changed.

3. Define the background color. You can make a cell transparent. A transparent cell shows the background color of the page.

Define the border size and color of the cell. Enable the *Rounded corners* box if you want a cell with rounded corners.

Enable *Use page indicator*. This will only affect cells that link to a page. These cells will have a flipped over right top corner.

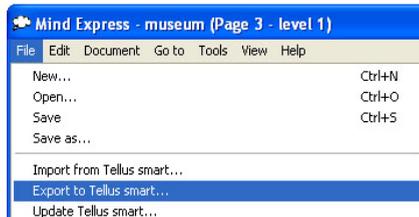
4. Define the position, color and font of the text in the cell.
5. Define the position and size of the image in the cell

Export files to the Tellus smart

When your communication book is ready finished and saved (for instance as *new file*) you can upload the file to the Tellus smart via the USB port of your computer.

Connect the Tellus smart to your computer with the USB cable that was delivered with the device. Microsoft ActiveSync will make the connection between your computer and the Tellus smart.

Go to *File > Export to Tellus smart*.



Mind Express smart will show a list of the existing files on the Tellus smart and the file that is opened in Mind Express smart.



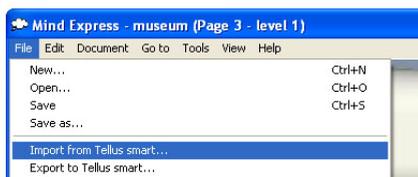
Select *Export* to transfer the *new file* to the Tellus smart.

Import files to the Tellus smart

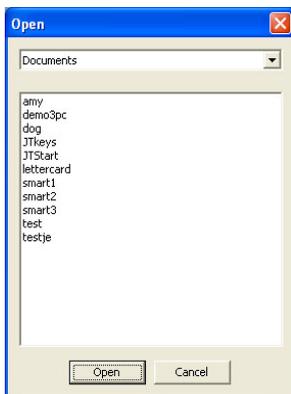
You can also import files from the Tellus smart to the computer.

Connect the Tellus smart to your computer with the USB cable that was delivered with the device. Microsoft ActiveSync will make the connection between your computer and the Tellus smart.

Go to *File > Import to Tellus smart*.



Mind Express smart will show a list of the existing files on the Tellus smart. Select the file you want to import and then select open.



Mind Express will now download and open the file you have selected.