

Wordbar instructions – basic.

Wordbar works with any word processing software to provide on-screen word selection to users who find it difficult or slow to type using just the keyboard. The words are presented in a grid of cells at the bottom of the screen, when a cell is selected with a left mouse click, the word is copied into the user's document.


Opening grids.

Wordbar can be started at any time by clicking on the 'W' symbol in the system tray (normally bottom right of the screen). Wordbar will open the last grid used, so if a grid is set up for a particular user, this will automatically open each time Wordbar is used.

New grids can be opened in two different ways:

By clicking on the 'Explorer' tab and then using the back and forward buttons to find the required grid.

By using the menu and clicking *File – Open* and then navigating to the required grid.

The menu can be reached by clicking on this symbol  on the top left side of Wordbar. Clicking on it again returns you to the grid tabs.

Wordbar contains some sample grids, but more can be downloaded from the Crick website (more on this later).

Editing grids.

The words in the cells can easily be edited by *left clicking* on the cell while pressing the *shift key*. If you want the changes to be permanent, the grid will have to be saved,

File – Save

The tab labels can also be changed by *left clicking* on the tab while pressing the *shift key*. An options box will come up where the grid name and background colour can be changed.

Making a new grid.

Clicking on *File – New*, will bring up a 'New File Templates' box where you can select what type of grid you want to make. Clicking on the one you want will create a new blank grid which can then be edited as above. Once the grid is as you want it, save it by clicking *File – Save* and choosing a file name and save location. Depending on how your computer or network is set up, you may not be permitted to save in the default location. If this is the case, save the grid in your *My Documents* folder.

Downloading grids.

Crick software have developed lots of free grids for download from their website at:

www.learninggrids.com. Click on the *UK Site* button.

Click on the *Wordbar* icon on the left and then either use the menus on the left to browse, or use the search box in the top right hand corner of the page. Once you have found what you want click on the *download* button – new users will be asked to register, just follow the instructions.

Once the download button has been clicked you will be prompted to save a file, click on *Save File*. Depending on what browser you are using and the security settings, you may be warned about saving or running 'exe' files. Confirm that you wish to carry out this operation – this then starts an installation program to put the resources in the correct place on your computer, simply follow the instructions as prompted.

Once the install is complete, you should be able to find the resources using Explorer (see 'opening grids' above).