

DocsPlus App

Training guide

CrickSoftware



/cricksoft



@cricksoft

✉ info@cricksoft.com

📞 01604 671691



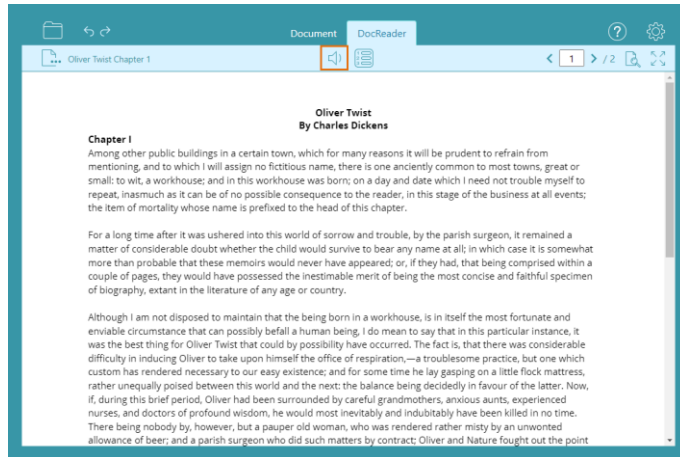
www.cricksoft.com

Registered Office: Crick House, Boarden Close, Moulton Park, Northampton, NN3 6LF. Registered in England No 3263172. VAT Reg No 670 9840 08.

Contents

Overview:	3
Get Started	3
Read:	6
Use the DocReader	6
Plan:	8
Introduction to WorkSpace	8
Write:	10
Voice Notes	10
Create and edit a Wordbar	11
Settings:	13
Accessibility	13
Tailor the Features	17
Saving DocsPlus files	20
iPad	20
Chromebook	22
Sharing DocsPlus files	24
iPad	24
Chromebook	28
Top tips for saving, sharing, and printing	30
iPad	30
Chromebook	32

Overview: Get Started



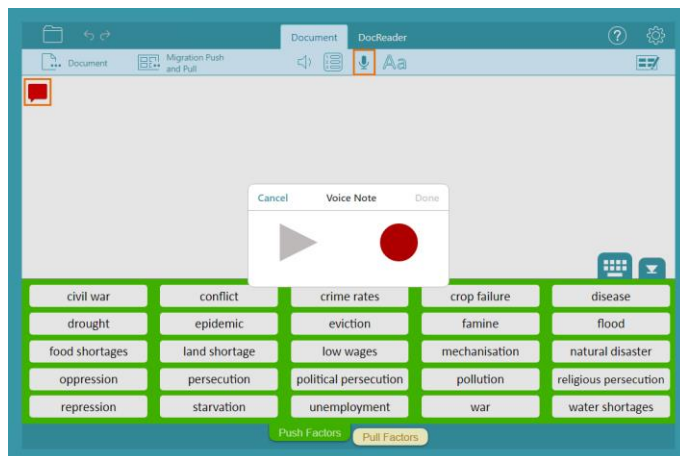
Reading

Hear text in PDFs read out:

- Go to  and select My Files. Navigate to the document you want to open. The file must be a PDF file type.
- Highlight a section of text and go to  to hear it.

Planning

Use DocsPlus to plan out your ideas and prepare for writing:



- Use Voice Notes to organise your initial ideas and key information:

○ Select  to create a new Voice Note in the Document.

○ Click  to make your recording then choose Done.

○ Completed Voice Notes appear as a speech bubble to the left of the Document. Click a Voice Note to listen to your recording.

Writing

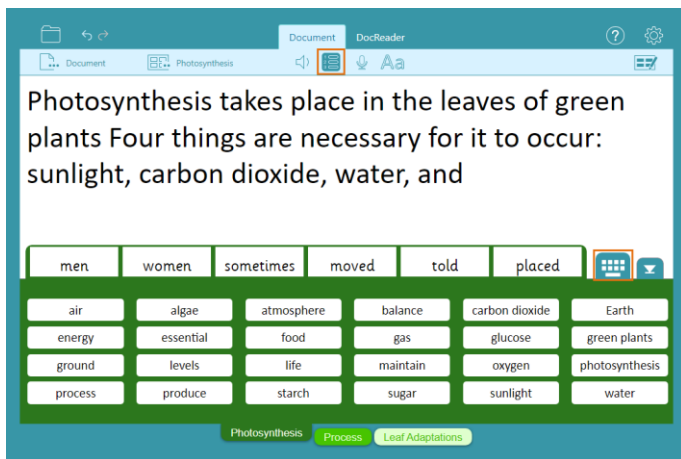
Use the tools and resources available in the Document to support writing:

- Use the Predictor for writing and spelling support:

- Select  to turn on the Predictor.
- Choose from the words offered to add them to the Document.

- Use Wordbars for a selection of subject-specific vocabulary:

- Choose  to toggle between the on-screen keyboard and open Wordbar.
- Choose words or phrases from the Wordbar to add them to your Document.

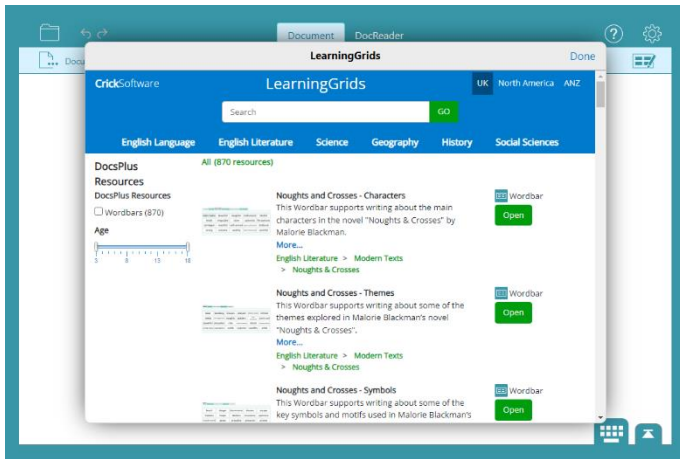


- Use the Spell Check to make corrections to your writing:

- Click a misspelt word to open the Spell Check.
- Choose from the words offered by the Spell Check to make corrections.

- Speech feedback supports proof-reading your work:

- Enter a full stop to hear your sentence.
- Select  with the text cursor at the bottom of your page to hear your work.

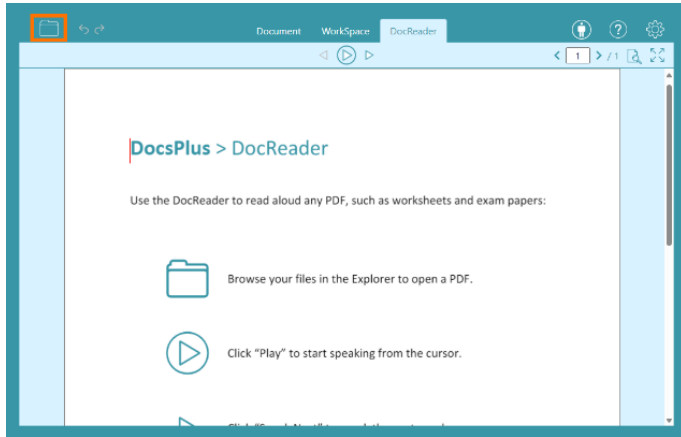


LearningGrids

LearningGrids is an ever-expanding bank of free pre-made DocsPlus resources to support writing across different subject areas:

- Select  then choose LearningGrids to browse these resources.

Read: Use the DocReader



Open a document

Open a PDF in the DocReader for support accessing text:

- Go to  and select My Files.
- Navigate to the document you want to open. The file must be a PDF file type.
- It will open in the DocReader tab.

Use the DocReader

Navigate the document in the DocReader and use speech to hear the text:

- Highlight a section of text and select



to hear it.

OR

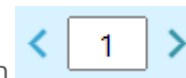
- Click or tap where you want the DocReader to start reading and then



select

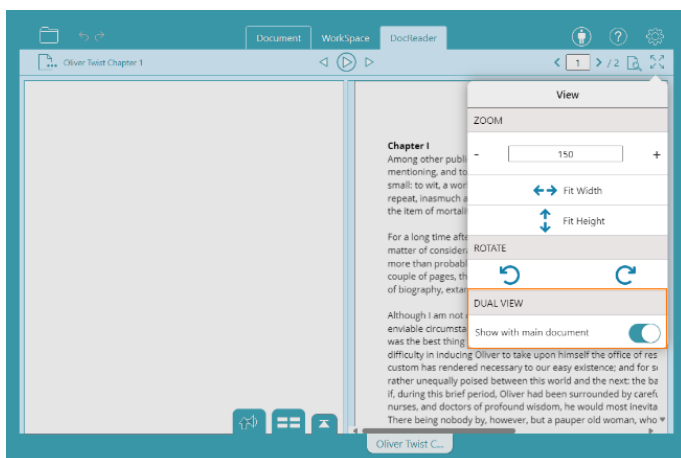
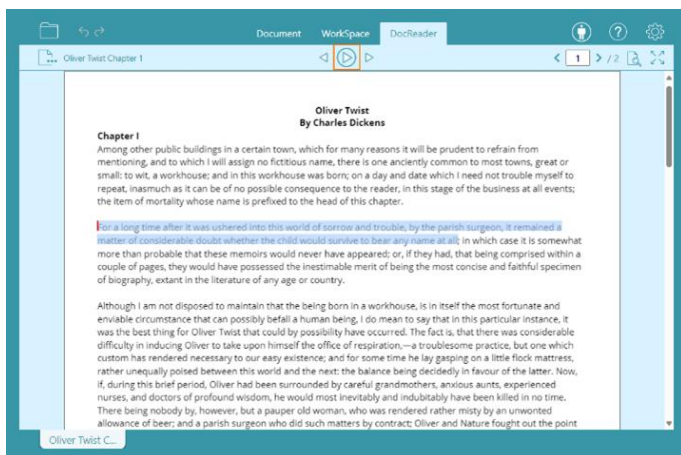


- Select to stop the speech.
- Listen to one word at a time by using the previous  and next  arrows.
- Use the arrows in the top-right of the



screen or scroll to move between pages.

- Move between the Document and the DocReader with the tabs at the top of the screen.



- Adjust the page view with



- Toggle on Dual View to view both the DocReader and the Document at the same time.
- Toggle it off to return to the full-page view.
- Zoom in or out on the page with
- +

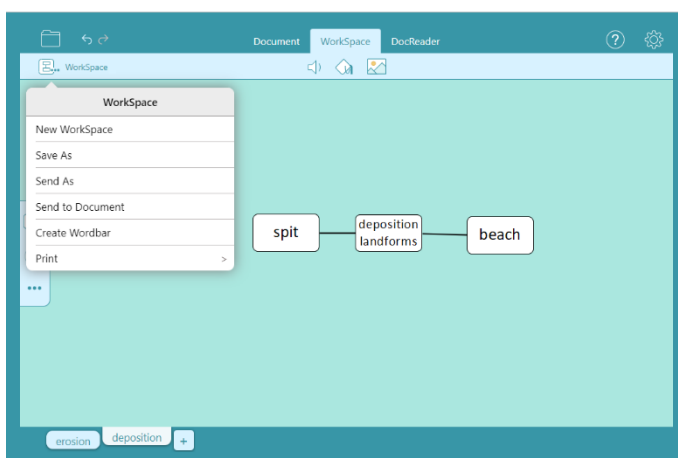
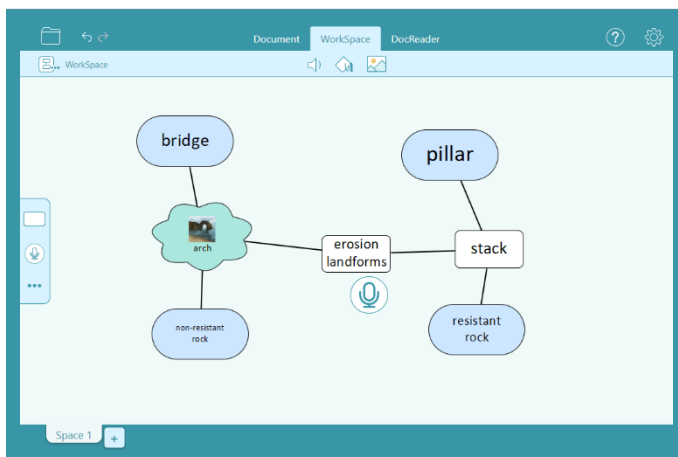
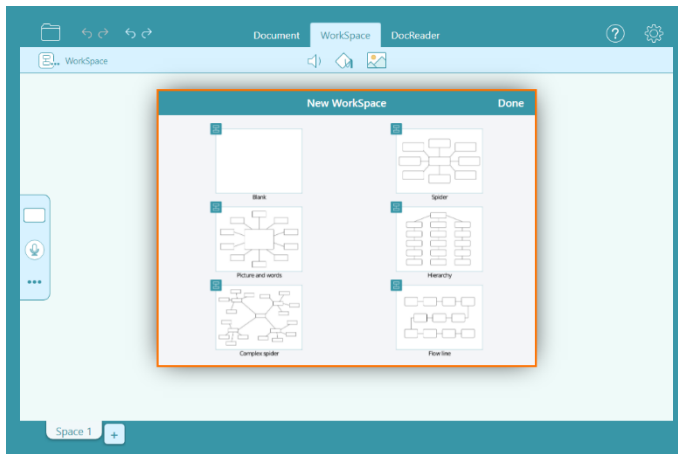
- Select editable text boxes to type in interactive PDFs.
 - Select  to access the Predictor while writing in an interactive PDF.
 - Go to  and choose Save As to save changes to an interactive PDF.
-

Plan:

Introduction to WorkSpace

Create a WorkSpace

Use a WorkSpace to help students plan and develop ideas before writing:



- Select the WorkSpace tab.
- Select  in the top toolbar, then choose New WorkSpace.
- Choose a template to get started.
- There are different ways to add a cell to your WorkSpace:

- Drag  on to the WorkSpace.
- Double-click on the WorkSpace.
- Drag from the round handles highlighting a previously placed cell to create a new cell linked to the first.
- Drag  on to the WorkSpace to add a Voice Note. Select  in the top toolbar to make a recording.

- Double-click a cell to add text.
- Link two cells by dragging from the round handle on to another cell.
- Select  to add a new page to the WorkSpace:
 - Move between the tabs to create or access more content.
 - Double-click a tab to rename it.
- Send your mind map to the Document to support writing in different ways:

- Go to  .
- Choose Send to Document to send your mind map to the Document as a diagram or text.
- Select Create Wordbar to turn your WorkSpace into a Wordbar.

Edit a WorkSpace

Edit a WorkSpace to organise ideas more clearly:

- Drag the square handles to re-size a cell.
- In the left toolbar:

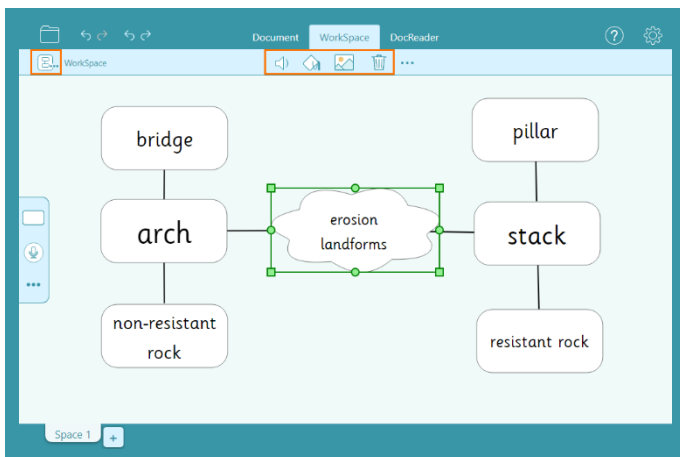
- Click  with a cell selected to choose a new shape for the cell.

- In the top toolbar:

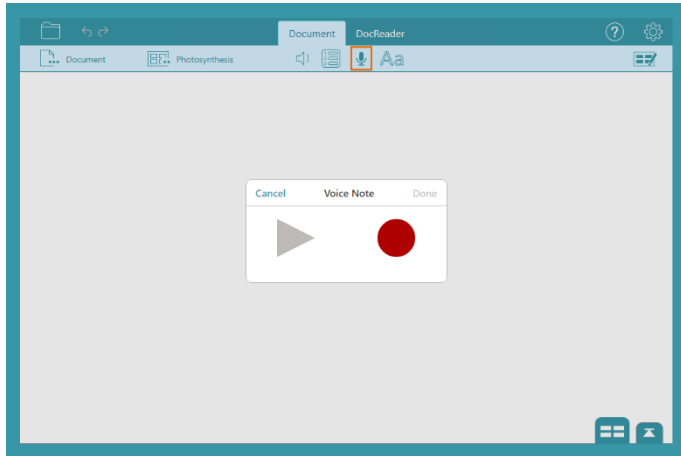
- Go to  with a cell selected to add a picture to the cell.
- Go to  with a cell selected to change the colour of the cell.

- Select multiple cells to change their appearance or move them at the same time. To do this:

- On a Chromebook, click cells while holding ctrl.
- On an iPad, tap Select in the top toolbar, tap cells to select them, then tap Select again.



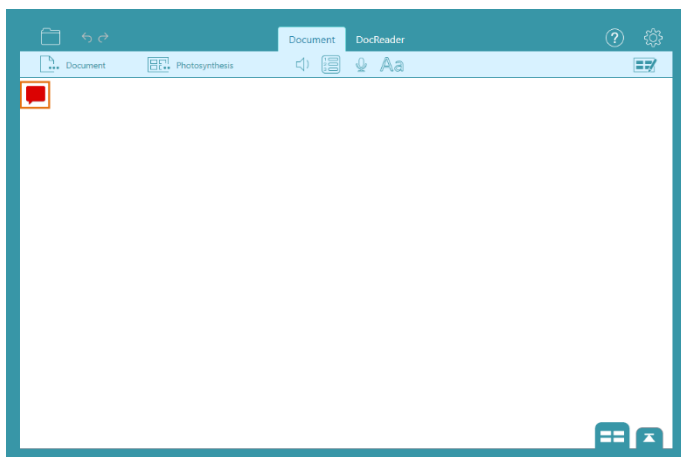
Write: Voice Notes



Record Voice Notes

Record writing ideas using Voice Notes:

- Click  to open the speech recorder.
- Click  to start recording, click it again to stop recording.
- Click Done when you've finished.
- Up to six Voice Notes can be added to a Document.



Play Voice Notes

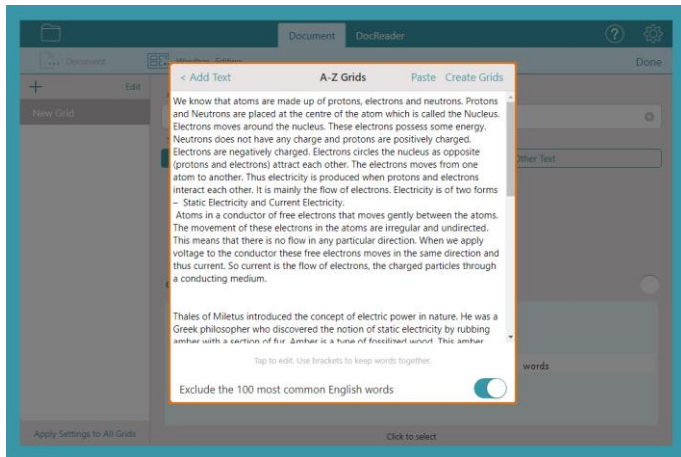
Play Voice Notes at any time while writing:

- Each Voice Note appears as a coloured speech bubble to the left of the document.
- Select a Voice Note to hear it.
- Right-click or long-tap a Voice Note to re-record or delete it.

Create and edit a Wordbar

Create a Wordbar

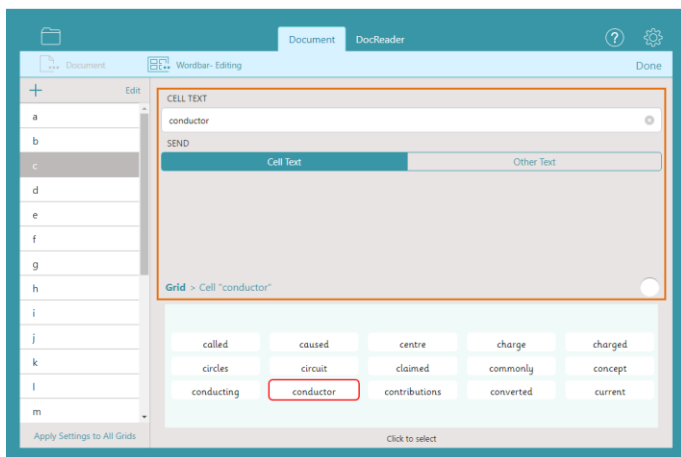
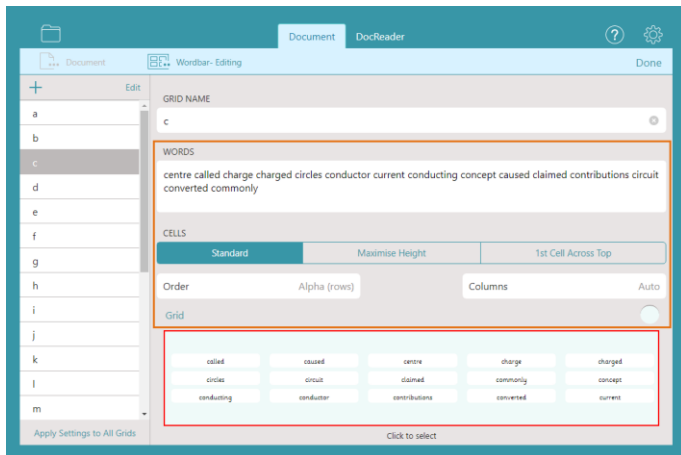
Create grids to support students' writing:



- Go to  and choose New Wordbar.
- Go to  and select Add Multiple Grids. Choose whether to sort vocabulary into Topic grids or Alphabetical grids.
- Type or paste text into the text box to make your Wordbar and choose whether to filter out the 100 most common English words. Add brackets around words to group them in a cell.
- Click Create Grids to create your Wordbar.
- Click Done to use your Wordbar.

Edit a Wordbar

Edit a Wordbar to provide different levels of support for students:



- Go to  to open Edit View.
- Add or delete vocabulary offered in a grid by typing in the Words text box.
- Select the Order drop-down box to change the order cells appear in the grid.
- Change the Cells setting from Standard to Maximise Height or 1st Cell Across Top to change the appearance of cells in the grid.
- Select the Columns drop-down box to change the number of columns in a grid.
- Select  and choose from the colour palette to change the colour of a grid.
- Select a cell to change its appearance or to add other text to the Document when the cell is selected.
- Go to  and choose Add New Grid to create a new grid.
- Select Edit then drag grids in the sidebar to reorder them.
- Choose Apply Settings to All Grids if you want changes to be applied to the whole Wordbar.

Settings:

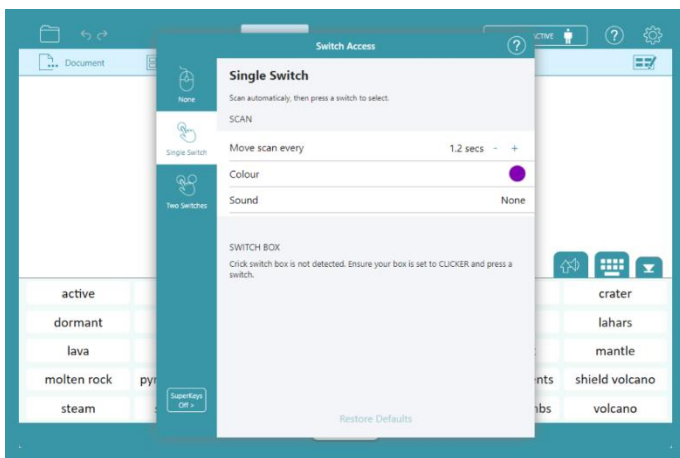
Accessibility

Use the Switch Access Tool to change how learners access DocsPlus:



1. Select  from the toolbar to open the Switch Access Tool.
2. On the left, select your chosen access method.
3. Adjust the settings to change how the access method behaves.

Single Switch



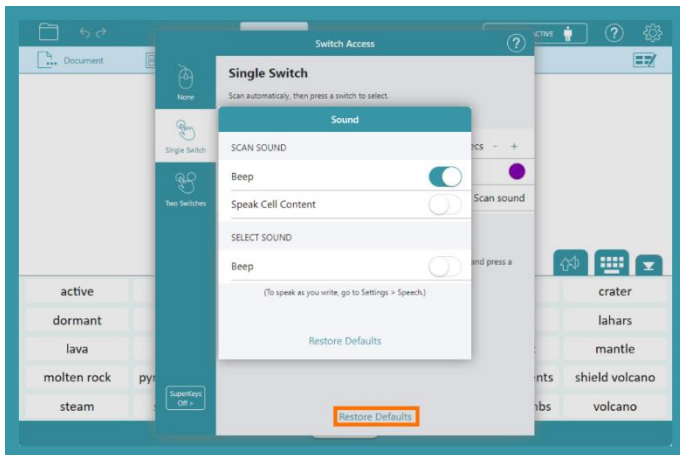
- Choose **Single Switch** in the Switch Access Tool to access DocsPlus with a single switch.
- Adjust the speed of the scan highlight by using the **-** and **+** buttons.
- Select the **Colour** circle to choose a scan highlight colour.
- Select **Sound** to turn on auditory feedback.
- In Scan Sound:

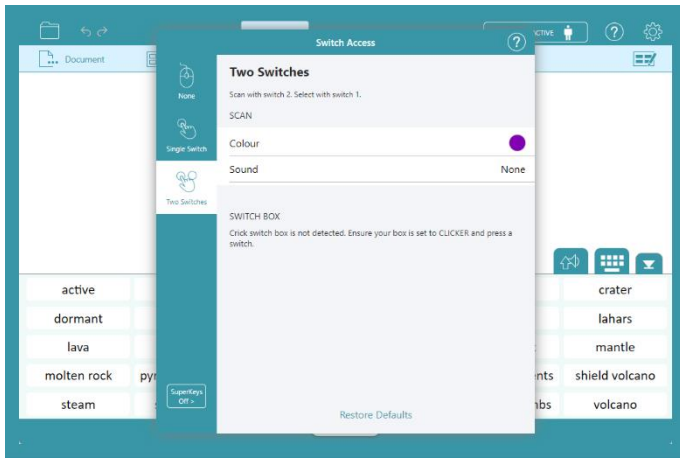
- Toggle on **Beep** to have a sound played when an item is scanned.
- Toggle on **Speak Cell Content** for the content of a cell to be read aloud as it is scanned.

- In Select Sound:

- Toggle on **Beep** to have a sound played when an item has been selected.

- Select **Restore Defaults** at the bottom of the window at any point to restore the default settings.





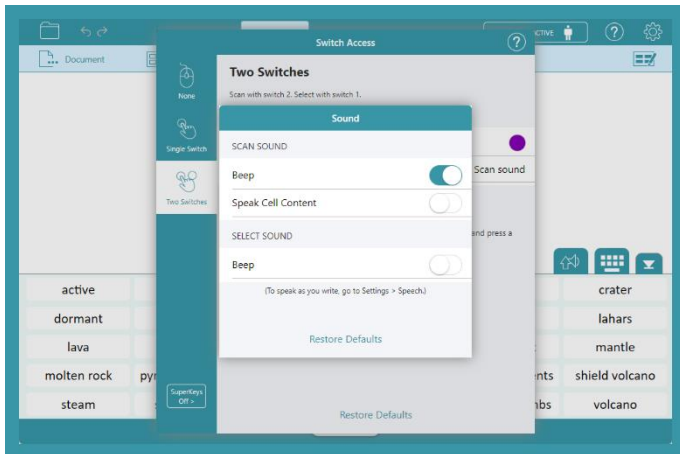
Two Switches

- Choose **Two Switches** in the Switch Access Tool to access DocsPlus with two switches.
- Select the **Colour** circle to choose a scan highlight colour.
- Select **Sound** to turn on auditory feedback.
- In Scan Sound:

- Toggle on **Beep** to have a sound played when an item is scanned.
- Toggle on **Speak Cell Content** for the content of a cell to be read aloud as it is scanned.

- In Select Sound:

- Toggle on **Beep** to have a sound played when an item has been selected.

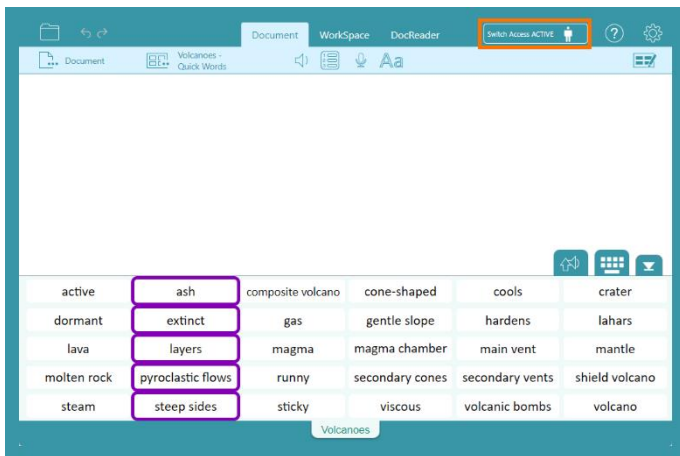
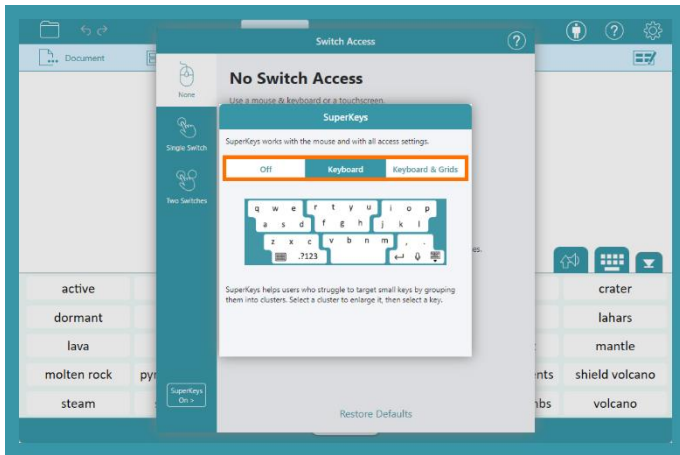


SuperKeys

SuperKeys is helpful for learners with fine motor control difficulties. SuperKeys is a setting that groups letters in the on-screen keyboard and cells in Wordbars into clusters. Select a cluster to enlarge it, then choose a key.

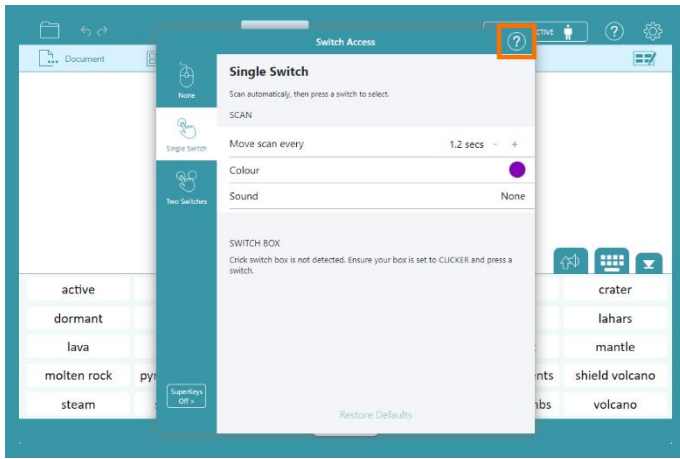
To turn on SuperKeys:

- Select **SuperKeys** in the Switch Access Tool.
 - Choose **Keyboard** to group letters in the on-screen keyboard into clusters.
 - Choose **Keyboard and Grids** to group letters in the on-screen keyboard and cells in the Wordbars.



Switch Access Icon

- The icon will show Active when switch access has been turned on.
- Select the icon again to reopen the Switch Access Tool.



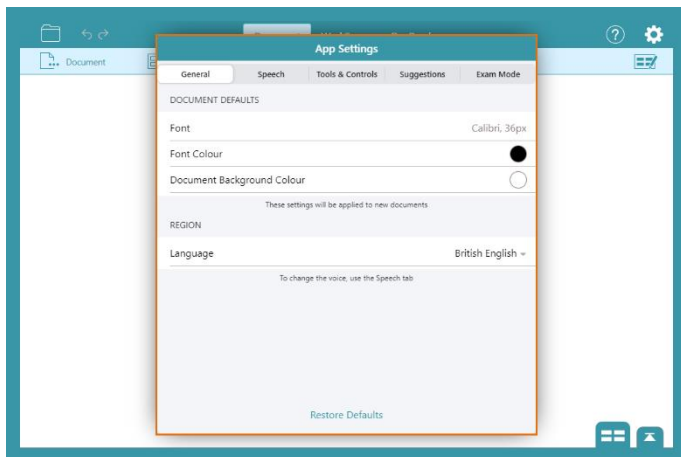
Help button

- The Help button opens the Help at the Switch Access page.

Tailor the Features

General

Adjust the General settings to change general DocsPlus App Settings:



- Select  to open the App Settings. It will open the General page:

- Change the Document Default settings to apply new settings to any new Document you create:

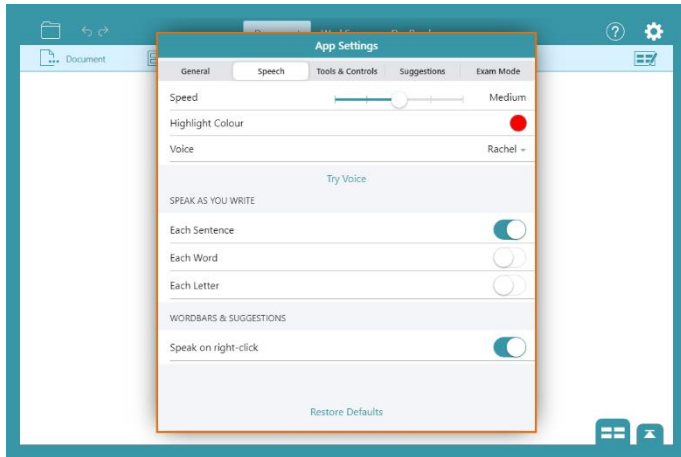
- Select Font to change the default font style and size.
- Select Font Colour to change the default font colour in the document.
- Select Background Colour to change the default background colour of the document.

- Change the Language setting for different regional options.

- Select Restore Defaults at the bottom of the window to restore the default App Settings.
- Select  in the lower Toolbar to change text formatting options in the document you currently have open.

Speech

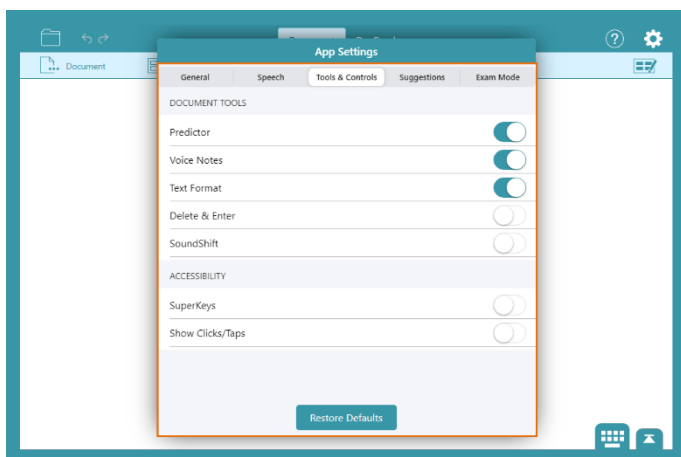
Adjust the Speech settings to change the voice and when DocsPlus speaks:



- Select  and choose Speech:
 - Adjust the slider to change the speed of the voice.
 - Select Highlight Colour to change how text is highlighted when it's read out.
 - Open the Voice drop-down box to change the voice DocsPlus uses and download new voices.
 - Try Voice lets you hear a sample of the voice you currently have selected.
 - Use the Speak As You Write and Wordbars & Suggestions switches to change when DocsPlus speaks.

Tools & Controls

Adjust the Tools & Controls settings to change which tools are available and to improve accessibility:

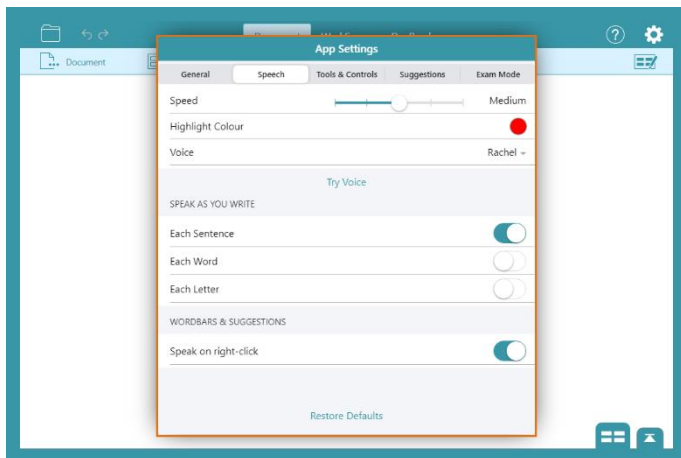


- Select  and choose Tools & Controls:
 - Use the Document Tools switches to change which tools offered while writing in the Document.
 - Use the Accessibility switches to turn on SuperKeys and to choose whether clicks or taps are displayed on the screen.

Suggestions

Adjust the Suggestions settings to change the level of support provided by the Predictor and Spell Check:

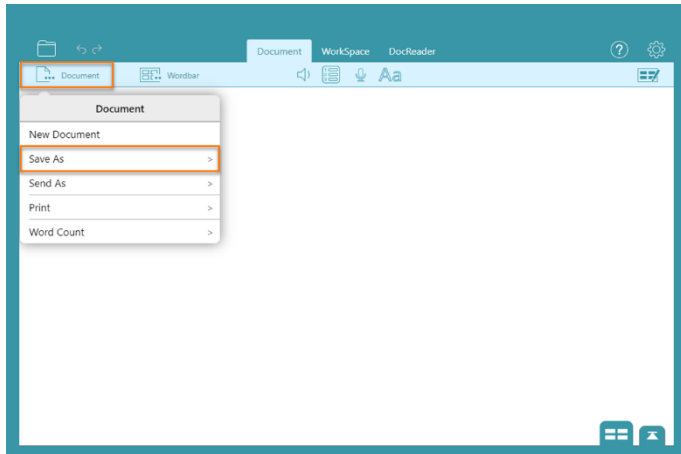
- Select  and choose Suggestions:



- Change the number of words offered by the Predictor and Spell Check.
- Use the Size drop-down box to change the size the Predictor and Spell Check are displayed on the screen.
- Use the Spell Check switch to choose whether Spell Check is turned on or off.
- Turn automatic capitalisation for first letters of sentences and names on or off with the switches.
- Use the Predict Next Word switch to change whether the Predictor offers words before any letters are typed in the document.
- Use the SoundsLike Prediction drop-down box to change the priority given to phonetic spellings of words.
- Use the Vocabulary Database drop-down box to change the size of the database the Predictor uses for vocabulary.

Saving DocsPlus files

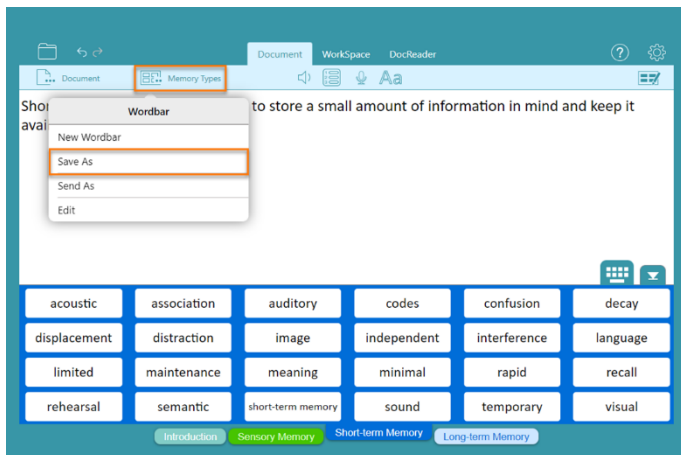
iPad



Save a Document

Save a student's DocsPlus Document to continue their writing later:

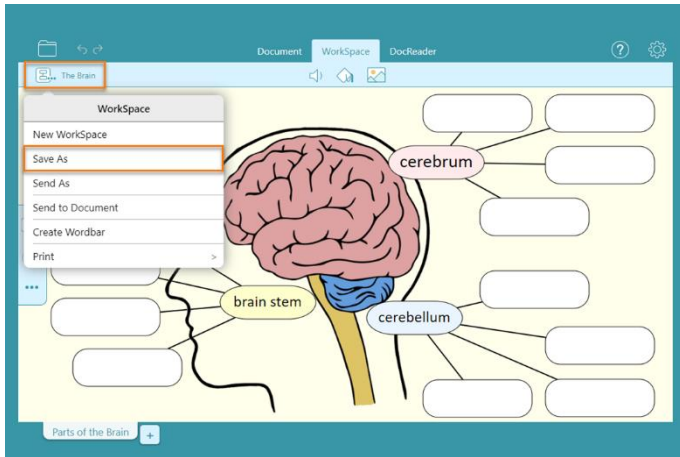
- Tap  and choose Save As.
- Choose in which format you want to save the Document.
- Navigate to your local storage or cloud storage to choose where your Document will be saved.
- Tap  and select My Files to open a previously saved Document.



Save a Wordbar

Save a Wordbar that you've created or edited:

- Tap  and choose Save As.
- Navigate to your local storage or cloud storage to choose where your Wordbar will be saved.
- Tap  and select My Files to open a previously saved Wordbar.



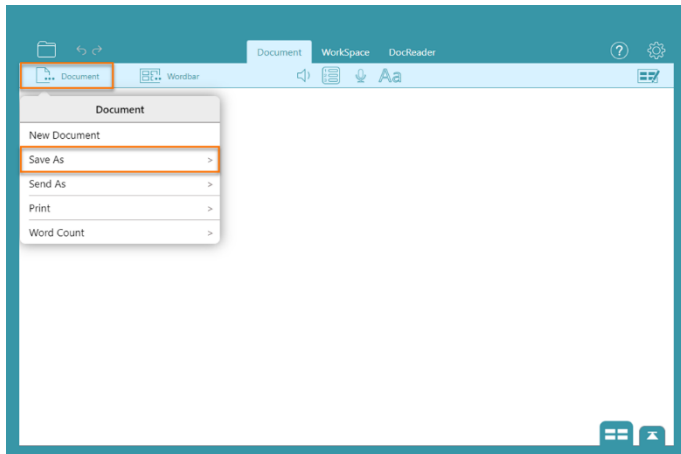
Save a WorkSpace

Save a WorkSpace that you've created or edited:

- Tap  and choose Save As.
- Navigate to your local storage or cloud storage to choose where your WorkSpace will be saved.
- Tap  and select My Files to open a previously saved WorkSpace.

Saving DocsPlus files

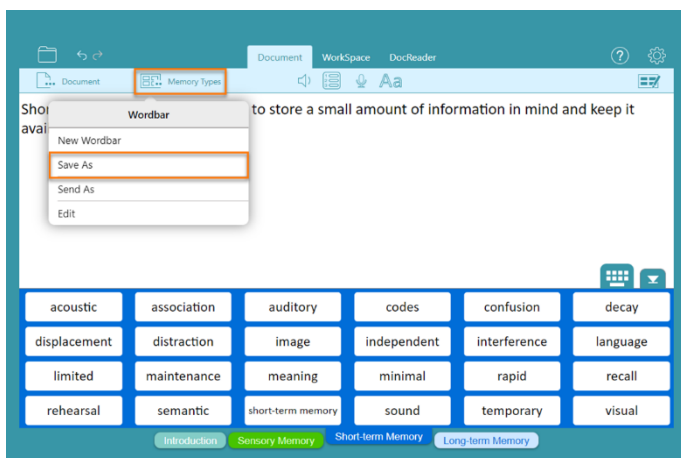
Chromebook



Save a Document

Save a student's DocsPlus Document to continue their writing later:

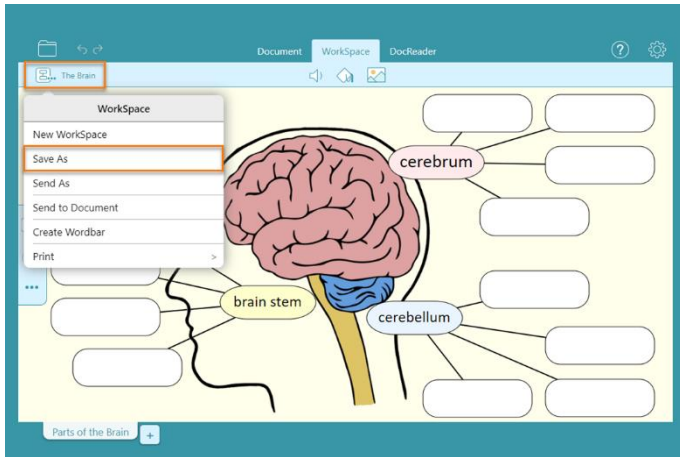
- Click  and choose Save As.
- Choose in which format you want to save the Document.
- Navigate to your local storage or Google Drive in your file explorer to choose where your Document will be saved.
- Click  and select My Files to open a previously saved Document.



Save a Wordbar

Save a Wordbar that you've created or edited:

- Click  and choose Save As.
- Navigate to your local storage or Google Drive to choose where your Wordbar will be saved.
- Click  and select My Files to open a previously saved Wordbar.



Save a WorkSpace

Save a WorkSpace that you've created or edited:

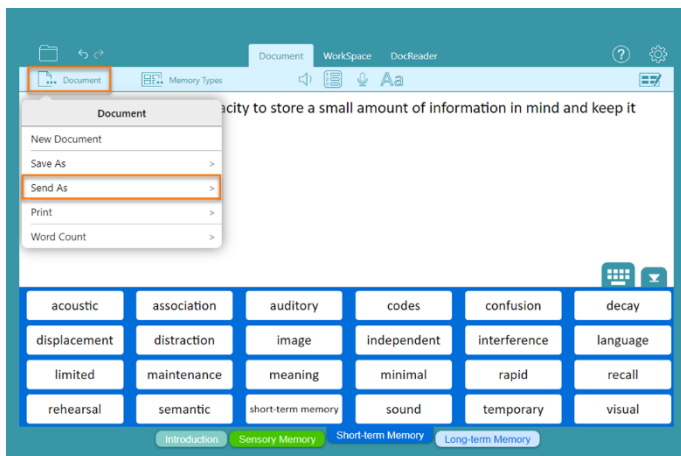
- Click  and choose Save As.
- Navigate to your local storage or Google Drive to choose where your WorkSpace will be saved.
- Click  and select My Files to open a previously saved WorkSpace.

Sharing DocsPlus files

iPad

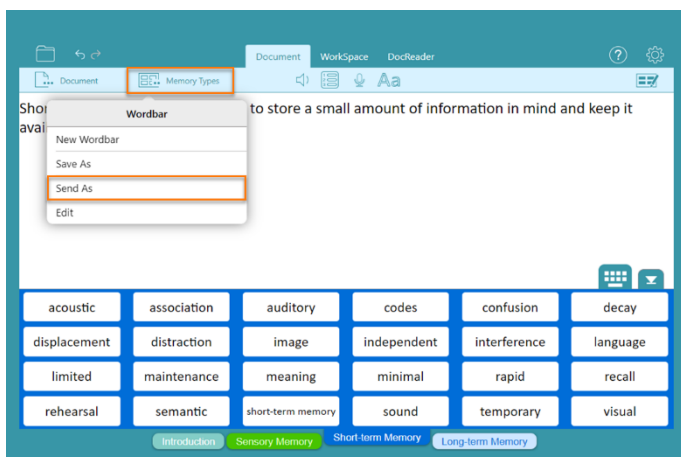
Share a DocsPlus file to open it on another device or make it available to other staff and learners.

Share via email



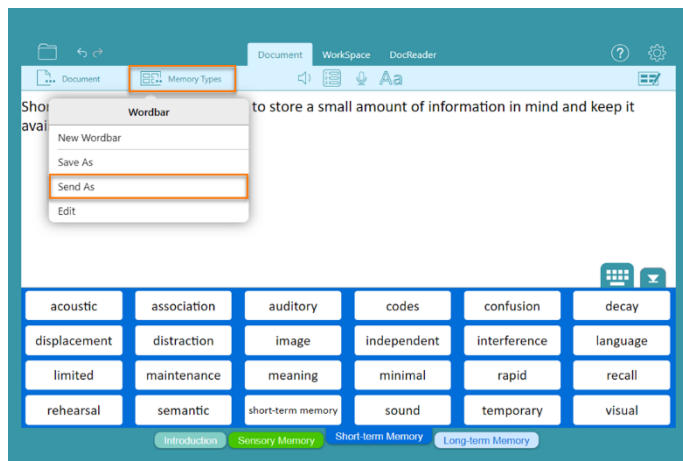
Share a Document

- Tap  and choose Send As.
- Choose in which format you want to share your Document.
- In the iPad sharing popover, choose Mail or your regular email app.
- A blank email should appear with your file attached.



Share a Wordbar

- Tap  and choose Send As.
- In the iPad sharing popover, choose Mail or your regular email app.
- A blank email should appear with your Wordbar file attached.

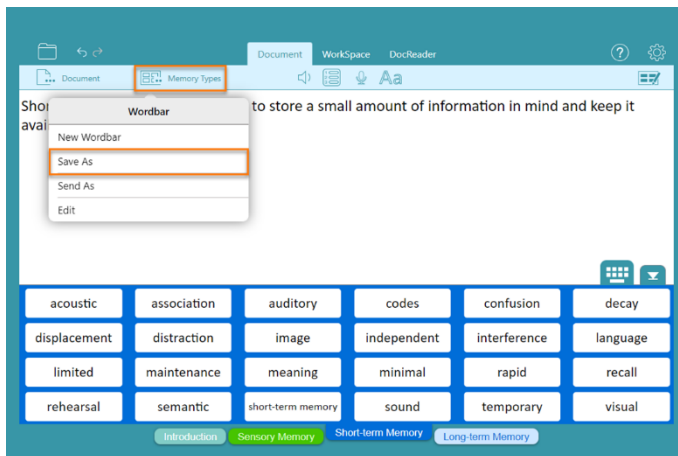


Share a WorkSpace

- Tap  and choose Send As.
- In the iPad sharing popover, choose Mail or your regular email app.
- A blank email should appear with the WorkSpace file attached.

Share via cloud storage

Share a Document

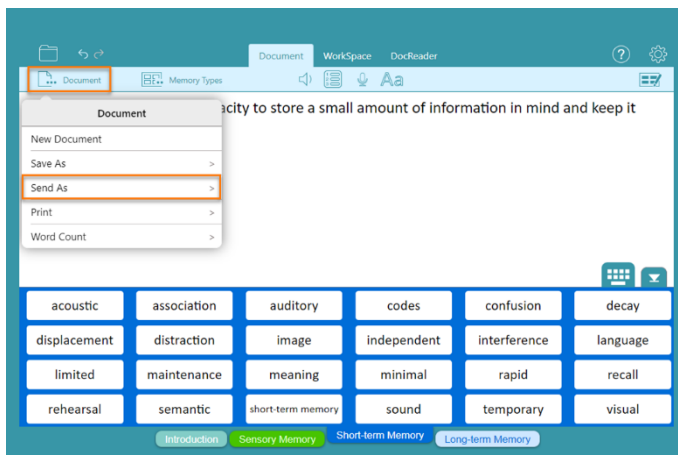


Once you have cloud storage installed on your devices, saving a file using one device will automatically sync it to the others. You'll need to [install the cloud provider's app](#) on your iPad and link the cloud app to the Apple Files app. Ask the person responsible for IT in your school to set this up.

- To share via cloud storage, choose the Save As option from the menu in the DocsPlus app.
- This will open the Files app. Navigate to your cloud folders using the options in the sidebar.

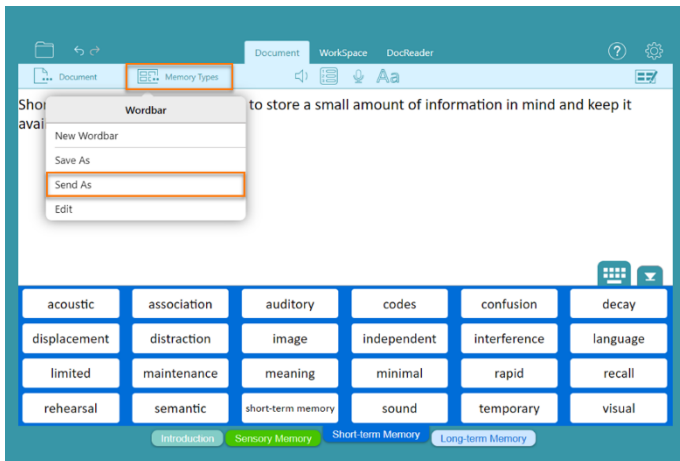
Share via AirDrop

You can use the AirDrop feature to wirelessly share files with another iPad or Mac. See our support article for more useful information on how to [share files via AirDrop](#).



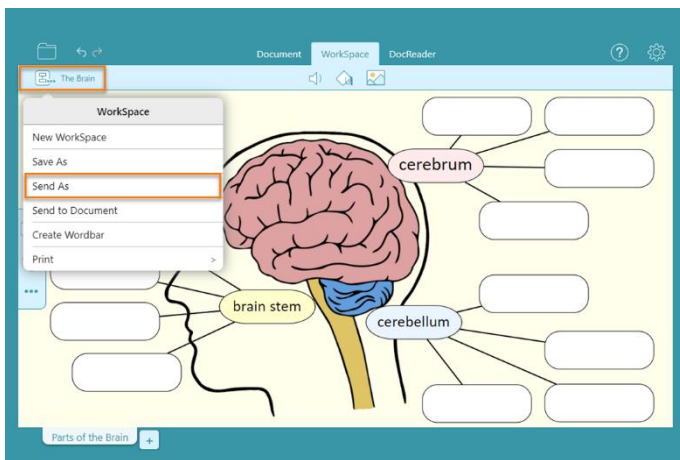
Share a Document

- Tap  and choose Send As.
- In the iPad sharing popover, choose AirDrop and choose the device to send to.



Share a Wordbar

- Tap  and choose Send As.
- In the iPad sharing popover, choose AirDrop and choose the device to send to.



Share a Workspace

- Tap  and choose Send As.
- In the iPad sharing popover, choose AirDrop and choose the device to send to.

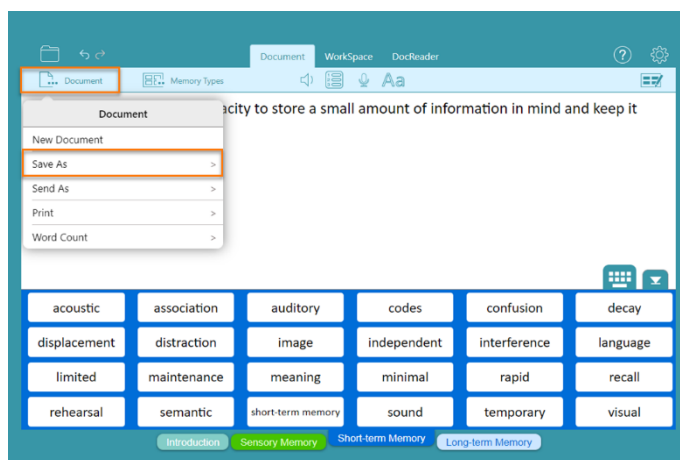
Sharing DocsPlus files

Chromebook

Share a DocsPlus file to open it on another device or make it available to other staff and learners.

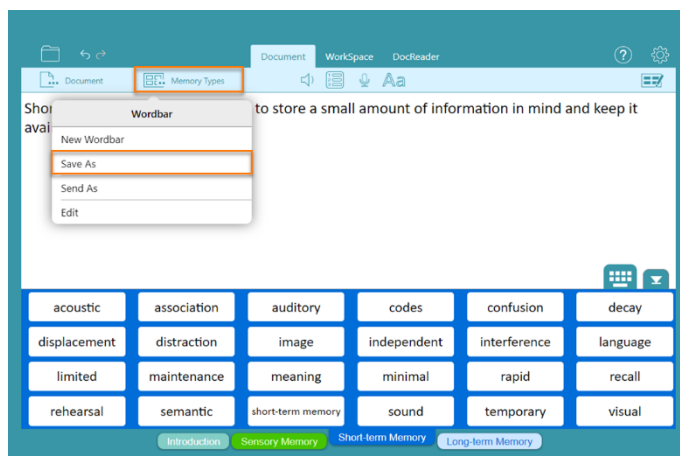
Share via cloud storage

Once you have cloud storage installed on your devices, saving a file using one device will automatically sync it to the others. Chromebooks have built-in support for Google Drive, a cloud storage service. Save in your own Google Drive or a shared Drive through the file explorer to share your DocsPlus files.



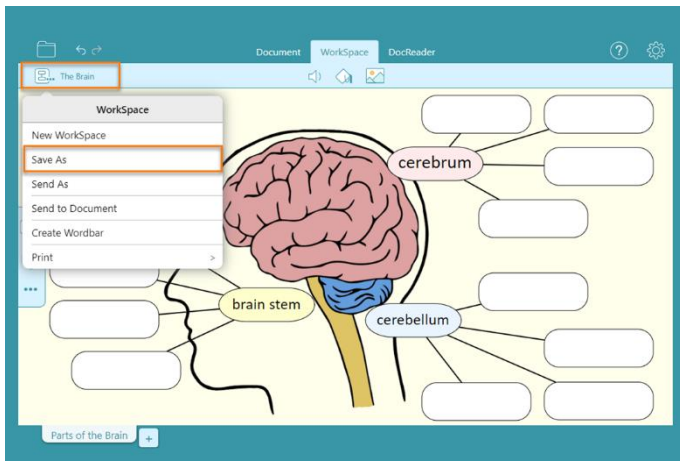
Share a Document

- Click  and choose Save As.
- Choose in which format you want to send your Document.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.



Share a Wordbar

- Click  and choose Save As.
- In the file explorer, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.



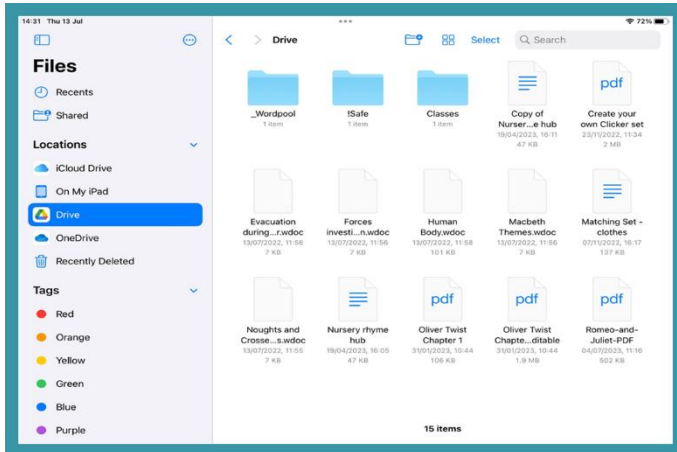
Share a Workspace

- Click  and choose Save As.
- In the Files window, select Google Drive on the left.
- Browse to a location in Google Drive and click Save.

Top tips for saving, sharing, and printing

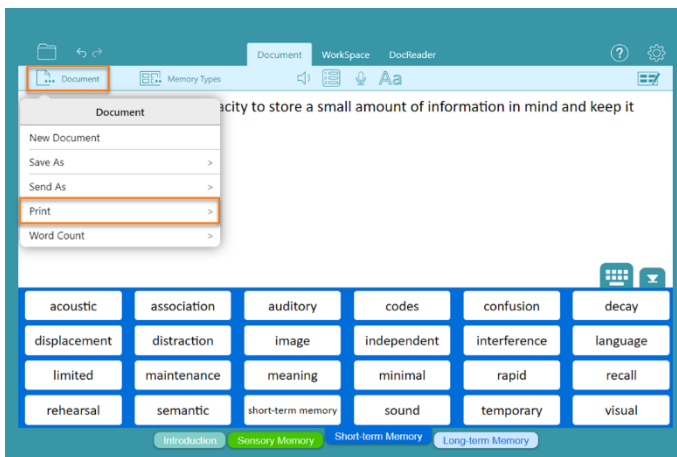
iPad

Open a Document or Smart Tab from Cloud Storage



- Open your iPad's Files App.
- In the top-left corner tap < until you see the sidebar.
- Select your cloud app.
- Browse to your file and tap to open it.

- You can also open files from within the DocsPlus App, to do this, tap  and choose My Files.
- Browse to your file and tap to open it.



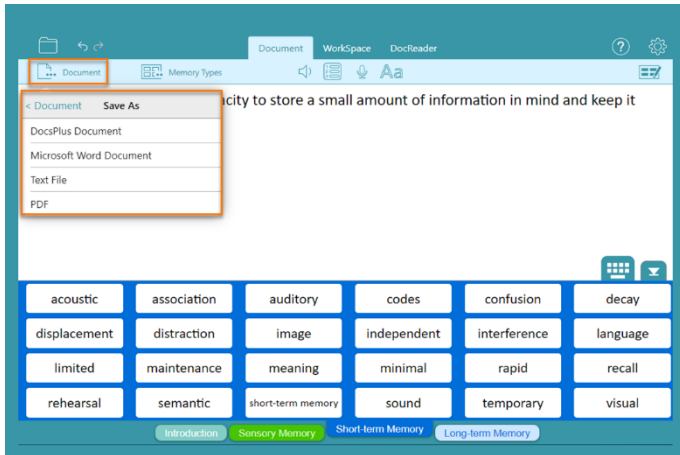
Print a Document

Print a student's work to keep a physical record of their progress:

- Select  and choose Print.
- This will then open your print options.

Save as type

- Tap  and choose Save As to save your Document in different formats:



- DocsPlus Documents can be accessed on other Chromebooks and iPads with the DocsPlus App installed and PCs with DocsPlus installed.
- Save as a DocsPlus Document to retain Voice Notes.
- Save as a Microsoft Word Document to be able to access and edit the Document on devices without DocsPlus installed.
- Save as a PDF to be able to access the Document on devices without DocsPlus installed without editing it further.

Share via Google Classroom

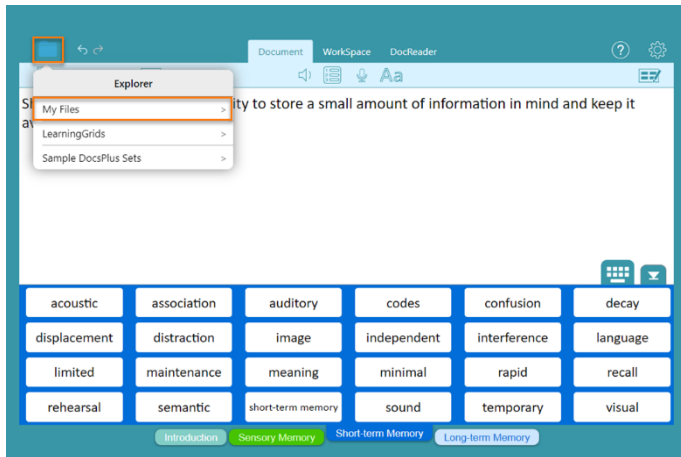
- To share a DocsPlus file using Google Classroom, you will need to attach it to the relevant assignment.
- Download the file before opening it in DocsPlus.
- See our [support article](#) for step-by-step instructions on how to do this.

Share via Microsoft Teams

- To share DocsPlus files through Microsoft Teams, choose Send As from the menu in the DocsPlus App.
- In the iPad popover menu, choose Teams.
- Search for the person or channel you want to share the file with.
- Tap the send icon in the top-right of the window.

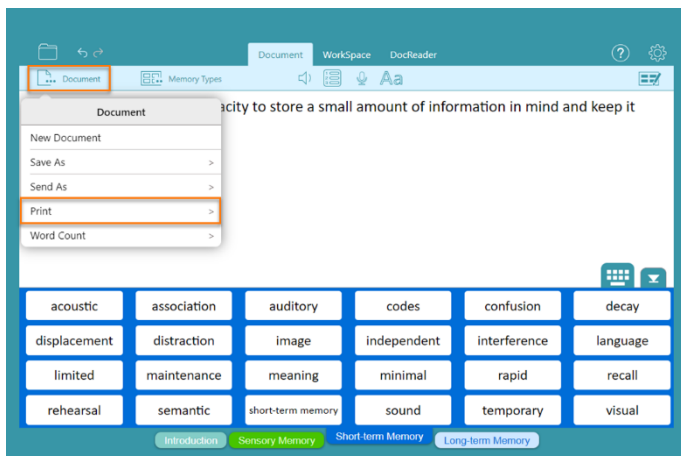
Top tips for saving, sharing, and printing

Chromebook



Open a Document or Smart Tab from cloud storage

- Click  and choose My Files.
- In the Files window, select Google Drive on the left.
- Browse to your file and double-click to open it.



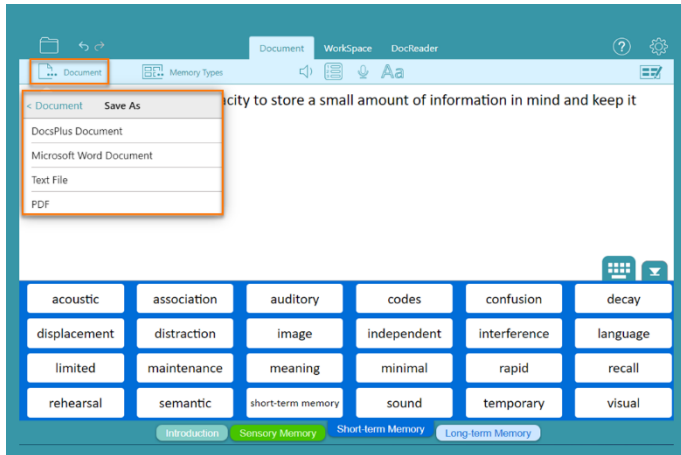
Print a Document

Print a student's work to keep a physical record of their progress:

- Select  and choose Print.
- This will then open your print options.

Save as type

- Click  and choose Save As to save your Document in different formats:



- DocsPlus Documents can be accessed on other Chromebooks and iPads with the DocsPlus App installed and PCs with DocsPlus installed.
- Save as a DocsPlus Document to retain Voice Notes.
- Save as a Microsoft Word Document to be able to access and edit the Document on devices without DocsPlus installed.
- Save as a PDF to be able to access the Document on devices without DocsPlus installed without editing it further.

Share via Google Classroom

- To share a DocsPlus file using Google Classroom, you will need to attach it to the relevant assignment.
- Download the file before opening it in DocsPlus.
- See our [support article](#) for step-by-step instructions on how to do this.

Share via Microsoft Teams

- To share DocsPlus files through Microsoft Teams, select **Attach** beneath the box where you type a message.
- Choose whether you want to attach a file from your cloud storage, or from your device.
- Select the file and then select **Share** or **Open**. This will upload a copy of your original file.
- If the file you want to share is available in your computer's file directory, you can just drag it to the message to share it.

CrickSoftware

cricksoft.com/DocsPlusApp/Tutorial



/cricksoft



@cricksoft

✉ info@cricksoft.com

📞 01604 671691



www.cricksoft.com

Registered Office: Crick House, Boarden Close, Moulton Park, Northampton, NN3 6LF. Registered in England No 3263172. VAT Reg No 670 9840 08.