DocsPlus

Training guide

CrickSoftware

/cricksoft @cricksoft USsales@cricksoft.com Toll-free: 1 866 332 7425 www.cricksoft.com

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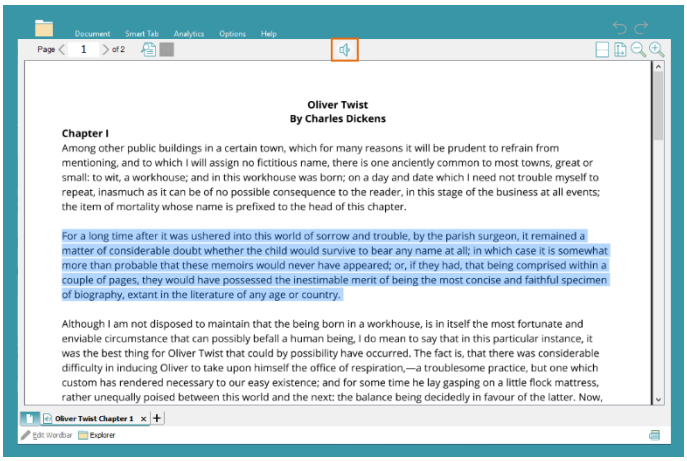
Overview:

Get Started



Reading

Hear text in PDFs or Microsoft Word documents read out:

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

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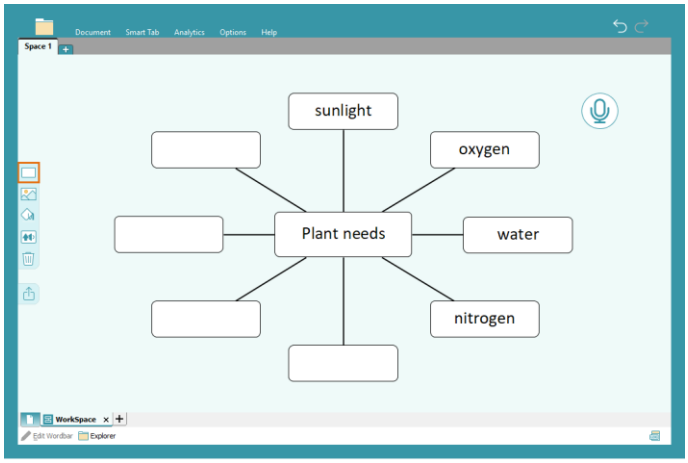
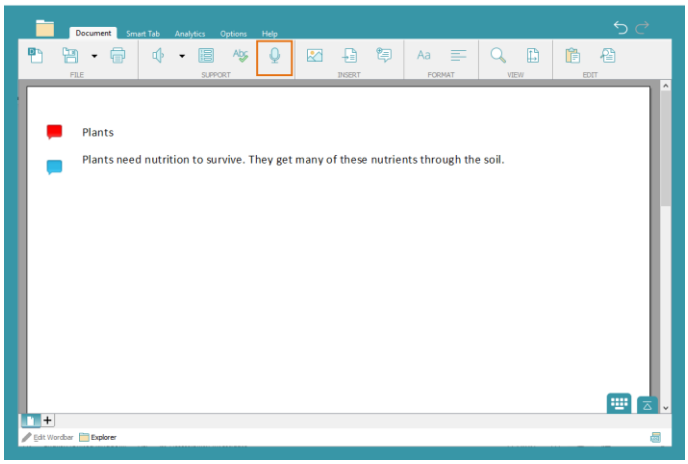
Planning

Use DocsPlus to plan out your ideas and prepare for writing with WorkSpace and Voice Notes:





- Use WorkSpace to plan out ideas visually:
  - Go to in the Smart Tab ribbon and go to the Planning Boards tab to choose a template.
  - Click a cell and type to add your ideas.
  - Add Voice Notes to organize your initial ideas and key information:
    - Go to and drag onto the WorkSpace to add a Voice Note.
    - Double-click it to open the sound recorder.

      Select to start and end your recording then choose Done.
    - Click to hear your recordings.
- Voice Notes are also available in the Document. Select to create a new Voice Note in the Document:
  - Click to start and end 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.

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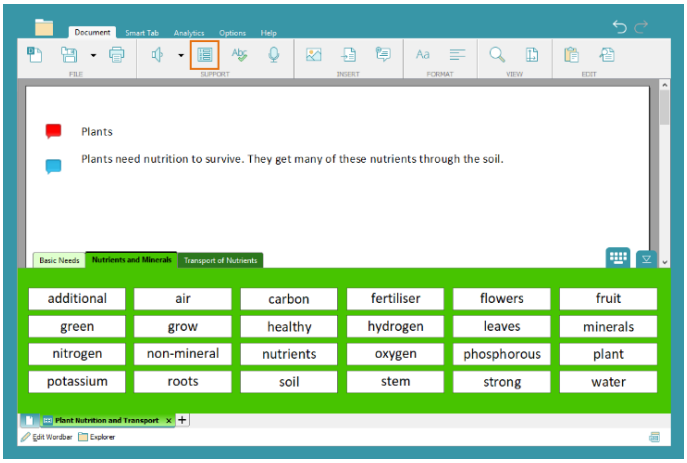
Writing

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 words or phrases from the Wordbar to add them to your Document.
- Use the Spell Check to make corrections to your writing:
  - Right-click a misspelled 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:
  - Add end punctuation to hear your sentence.
  - Select with the text cursor - | - at the bottom of your page to hear your work.

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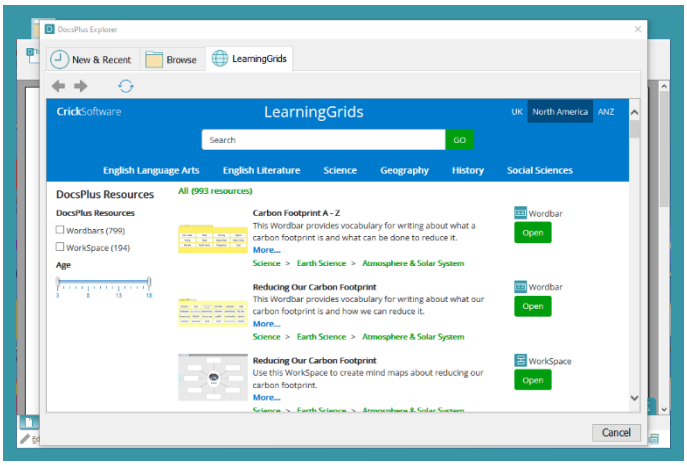

LearningGrids

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

- Select and then choose LearningGrids to browse these resources.
- Click Open on any resource to use it immediately.

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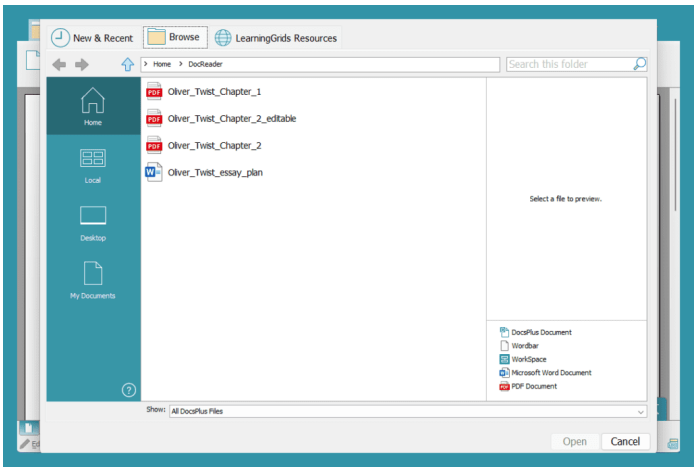
Read:

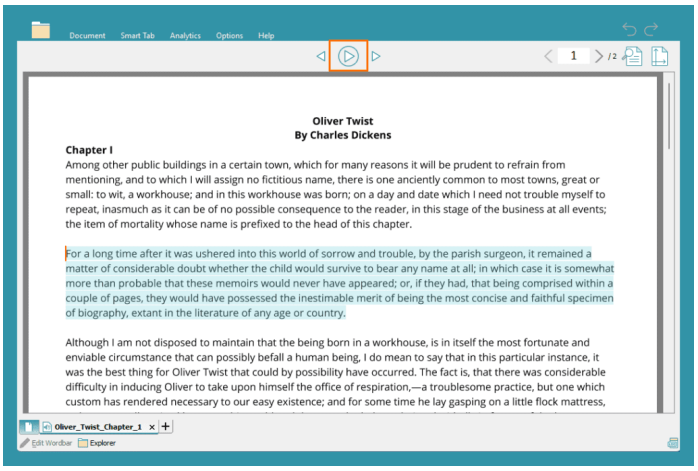
Use the DocReader

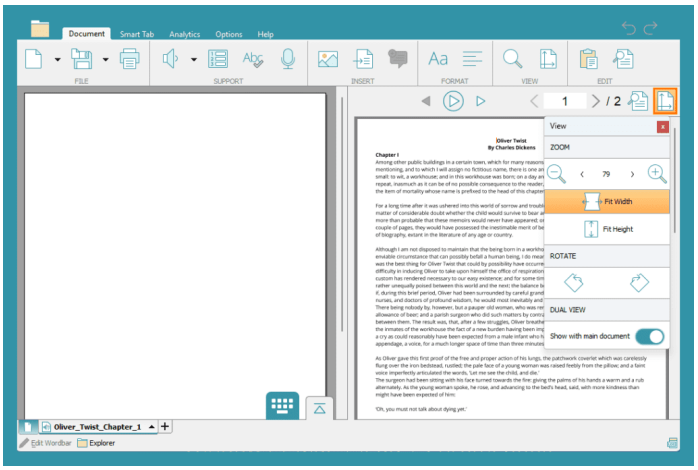


Open a document

Open a document in the DocReader for support accessing text:

- Open your file explorer and navigate to the document you want to open. The file must be a PDF or DOCX file type.





Use the DocReader

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

- Highlight a section of text and click to hear it.
- Click where you want the DocReader to start reading and then click .
- Click 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.
- Click to open your page view options.

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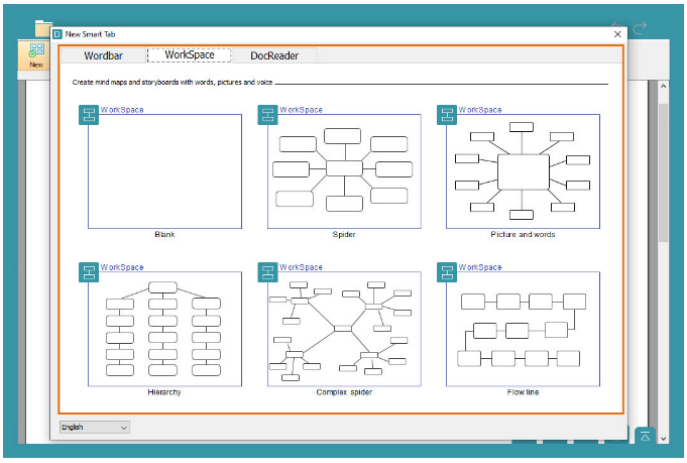
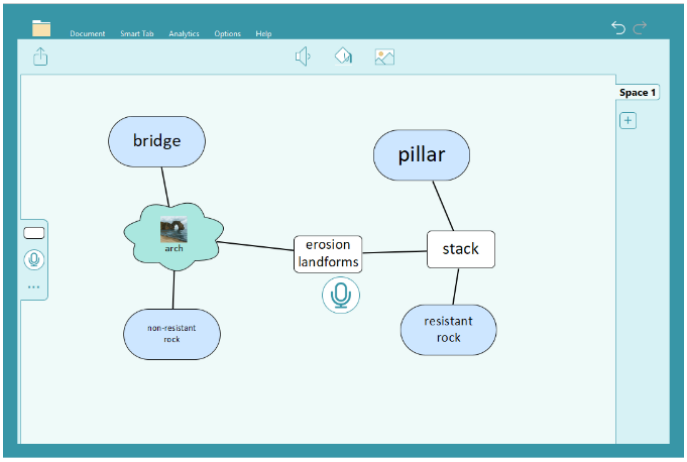
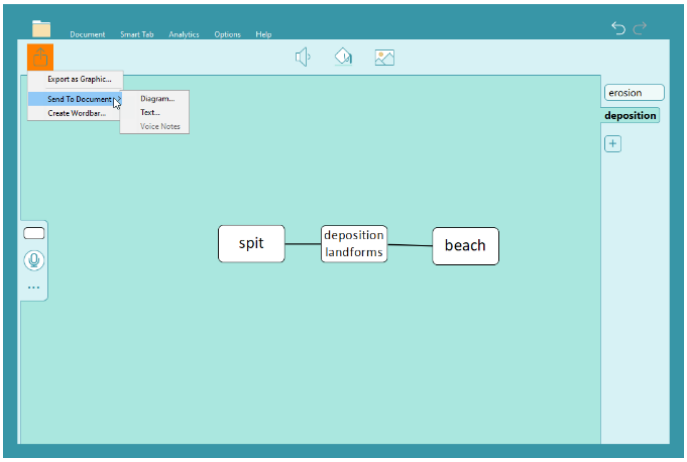
- Toggle on Dual View to view both the DocReader and the Document at the same time. Toggle it off to return to the full-page view.
- Zoom in or out on the page with .
- If using an editable PDF, click the editable text boxes to type. Click to access the Predictor.
- Click in the Smart Tab ribbon to save changes to an editable PDF.

Plan:

Introduction to WorkSpace







Create a WorkSpace

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

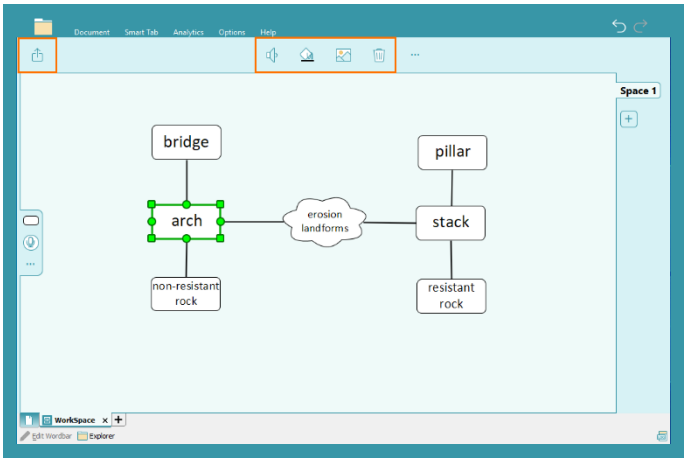
- In the Smart Tab ribbon, click New.
- Select the WorkSpace tab and choose a template.
- There are different ways to add a cell to your WorkSpace:
  - Drag from in the left toolbar on to the WorkSpace.
  - Double-click the background of the WorkSpace where you want a cell to appear.
  - Drag from the 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. Double-click the Voice Note to make a recording.
- Double-click a cell to add text.
- Link two cells by dragging from the round handle on one cell to another cell.
- Click 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.
- Click to send your mind map to the Document to support writing in different ways:

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

- In the Smart Tab ribbon, click Save to save your WorkSpace.

Edit a WorkSpace

Edit a WorkSpace to organize ideas more clearly:



- Drag the square handles to re-size a cell.
- In the left toolbar:
  - Go to ⋯ with a cell selected and then choose a new shape for the cell.
- In the top toolbar:
  - Click with a cell selected to add a picture to the cell.
    - Choose from images saved on your device or take a photo with your webcam.
  - Click with a cell selected to change the color of the cell.
- Select multiple cells to change their appearance or to move them at the same time. To do this, click them while holding Ctrl.

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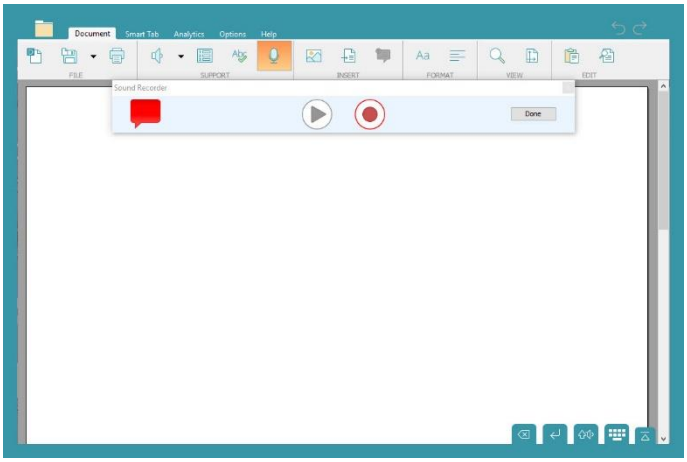
Write:

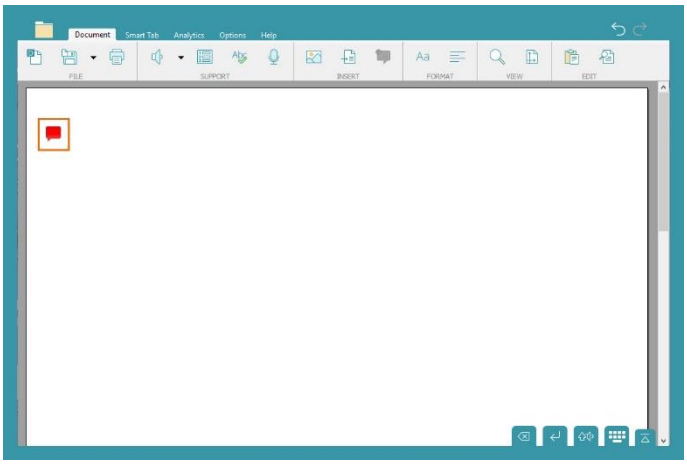
Voice Notes



Record Voice Notes

Record writing ideas as Voice Notes:

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



Play Voice Notes

Play Voice Notes at any time while writing:

- Each Voice Note appears as a colored speech bubble to the left of the document.
- Click a Voice Note to hear it.
- Right-click a Voice Note to re-record or delete it.

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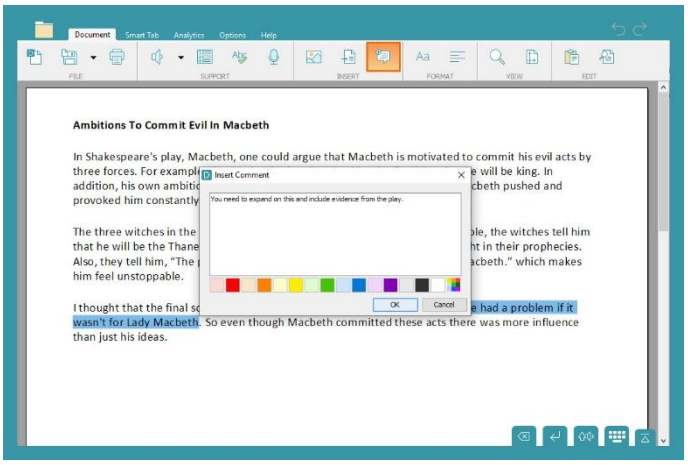
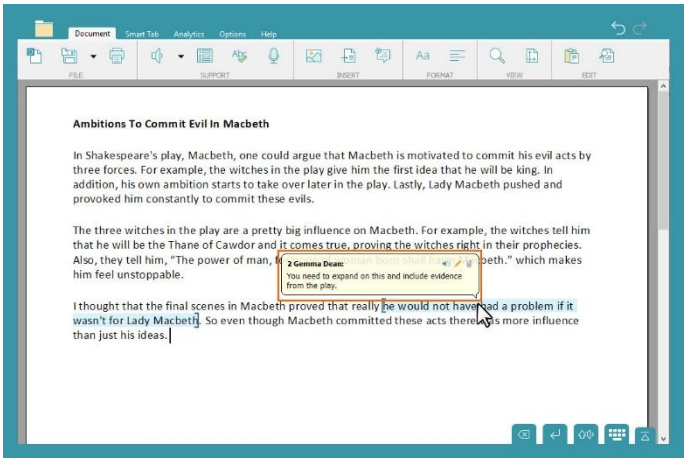
Add Comments and Notes



Add a Comment

Leave feedback for students on their writing in the Document:

- Highlight a section of text in the Document.
- Click and then type your comment.
- Change the color of the highlight using the color palette.
- Click OK to add your Comment.
- Comments are saved with the Document.



Access Comments

Students can access and respond to comments in different ways, enabling them to act on feedback effectively:

- Hover the mouse cursor over the highlighted text.
- Read the comment in the speech bubble that appears.
- Click to hear the Comment.
- Click to edit the Comment.
- Click to delete the Comment.

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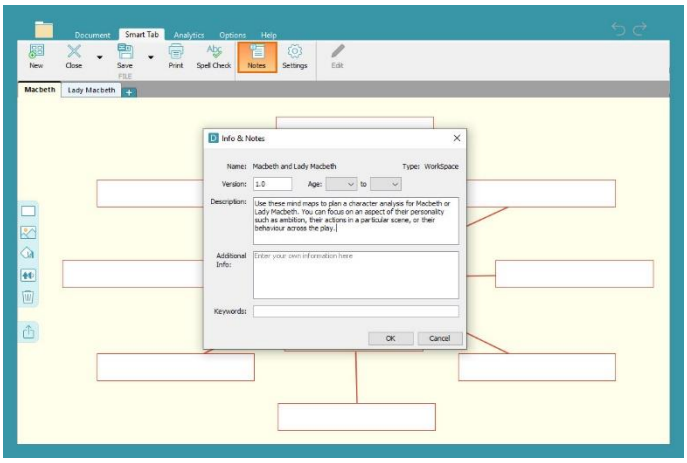

Use Notes

Notes provide instructions or guidance on using a Smart Tab:

- Go to the Smart Tab ribbon after opening or creating a Wordbar or WorkSpace.
- Click to open Notes.
- If the Smart Tab has had Notes added previously, these are now displayed.
- Type or paste text to add or edit notes.
- Notes are saved with the Smart Tab resource.

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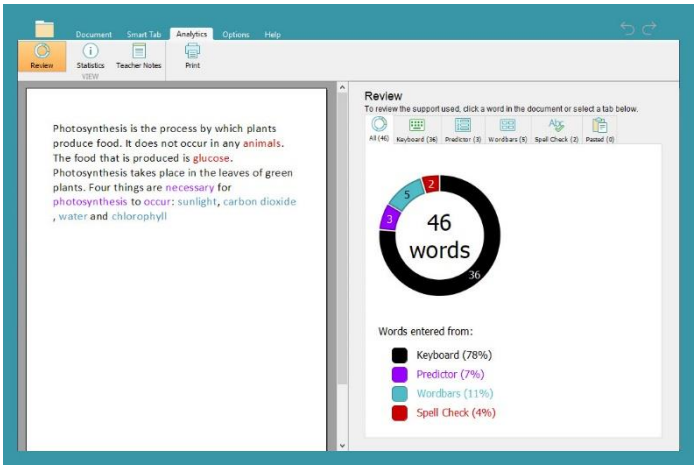
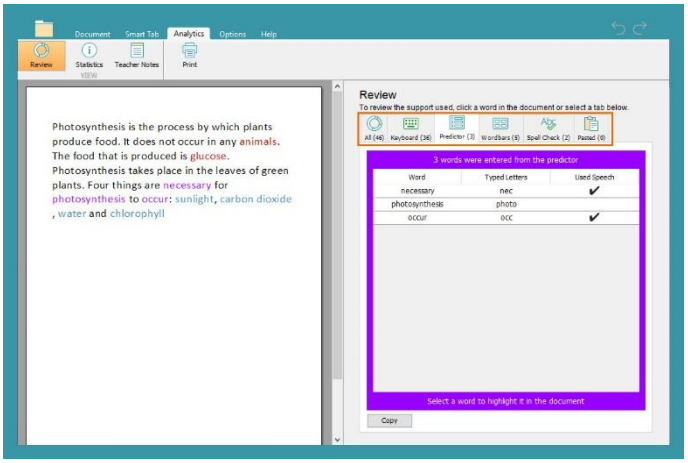
Use DocsPlus Analytics



Overview

Use Analytics to see how a student has put together a piece of writing:

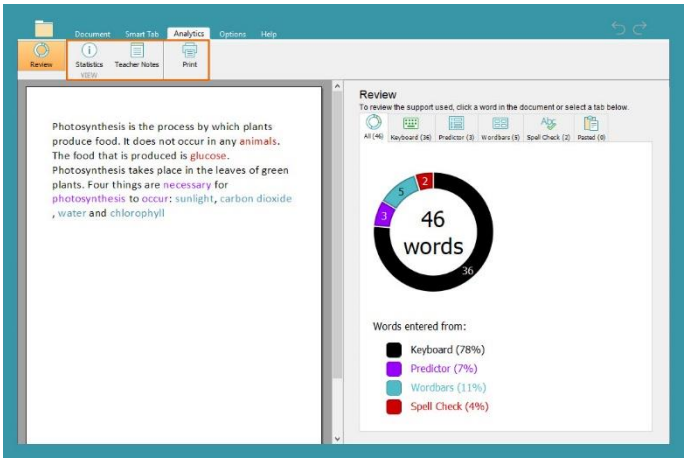
- Go to the Analytics ribbon tab.
- On the right is a chart showing how text has been entered into the document.
- On the left the words in the document are colored according to how they were entered.



Drill down

Get more detail about how each word was input:

- Use the tabs on the right to see all the words input from a particular source.
- Click words in the Document on the left to view more information on the right.



More tools in the Analytics ribbon:

- Click Statistics to see date and structure information.
- Click Teacher Notes to add or view notes.
- Click Print to print the document and Analytics.

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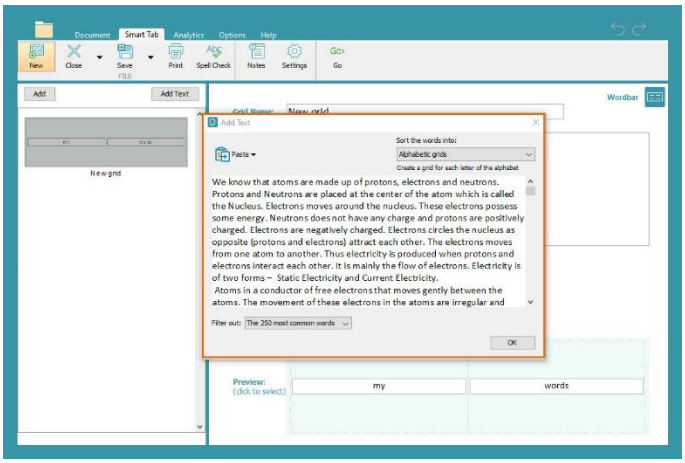
Create and edit a Wordbar



Create a Wordbar

Create grids to support a student's writing using subject specific vocabulary:

- In the Smart Tab ribbon, click New.
- Choose whether to sort vocabulary into topic tabs or alphabetical tabs or create a writing frame.
- Type or paste text into the text box to make your Wordbar. Choose how many common words you want to filter out with the drop-down box. Click OK to create your Wordbar.
- Add brackets around words to group them in a cell.
- Click Go to use your Wordbar.
- In the Smart Tab ribbon, click Save to save your Wordbar.

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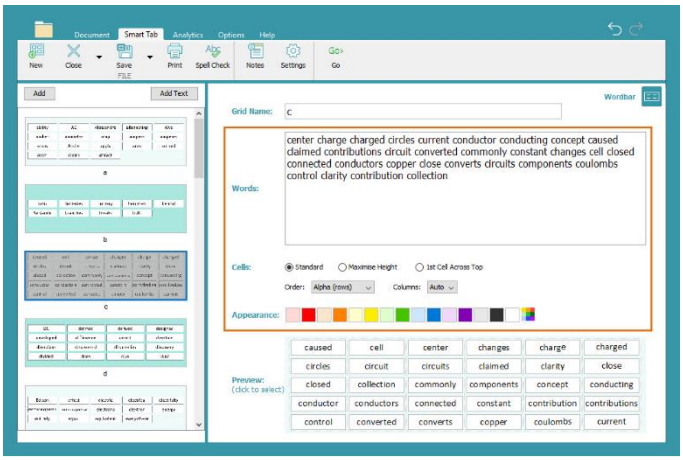

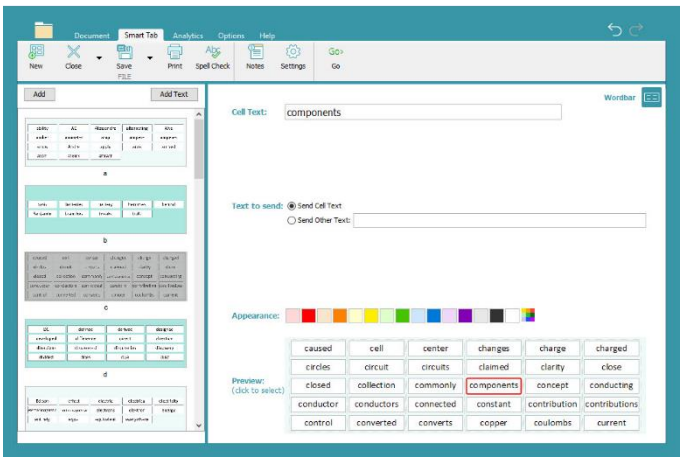

Edit a Wordbar

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

- In the Smart Tab ribbon, click Edit to open Edit View.
- Add or delete vocabulary offered in a grid by typing in the 'Words' text box.
- Click the 'Order' drop-down box to change the order cells appear in the grid.
- Change the Cells setting from 'Standard' to 'Maximize Height' or '1st Cell Across Top' to change the appearance of cells in the grid.
- Click the Columns drop-down box to change the number of columns on a grid.
- Choose from the color palette to change the color of a grid.
- Select a cell to change its appearance or to add other text to the Document when the cell is selected.
- Click Add to create a new grid.
- Click Add Text to create multiple grids.
- Click and drag grids in the sidebar to reorder them.

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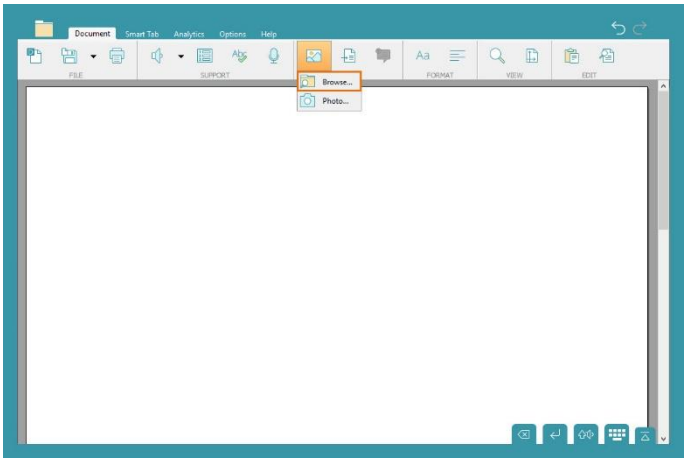
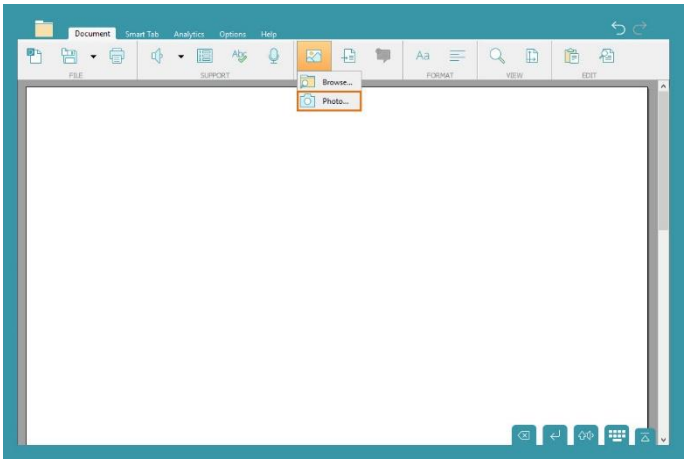
Add pictures to the Document



Browse for a picture

Search through pictures saved on your computer:

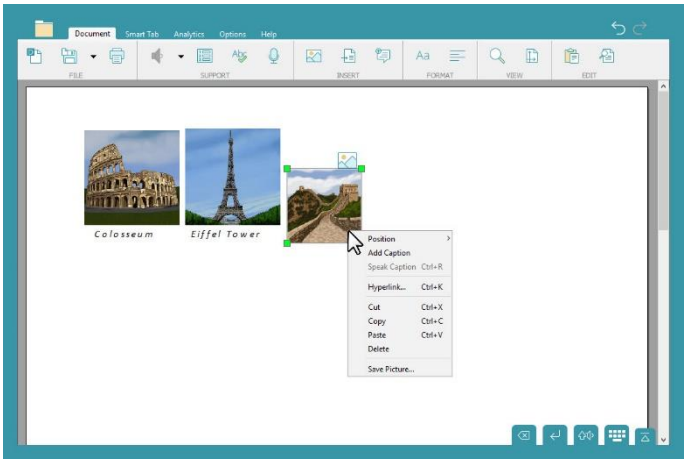
1. Go to the Document ribbon and click .
2. Choose Browse... from the menu.
3. Navigate the file explorer to find the picture you want to use.



Take a photo

Use a webcam to take a photo:

1. Go to the Document ribbon and click .
2. Choose Photo... from the menu.
3. Click to take a photo.



Other options

Resize pictures and add a caption or hyperlink:

- Click and drag the corner handles to resize a picture.
- Right-click a picture and choose from the menu to add a caption or a hyperlink.

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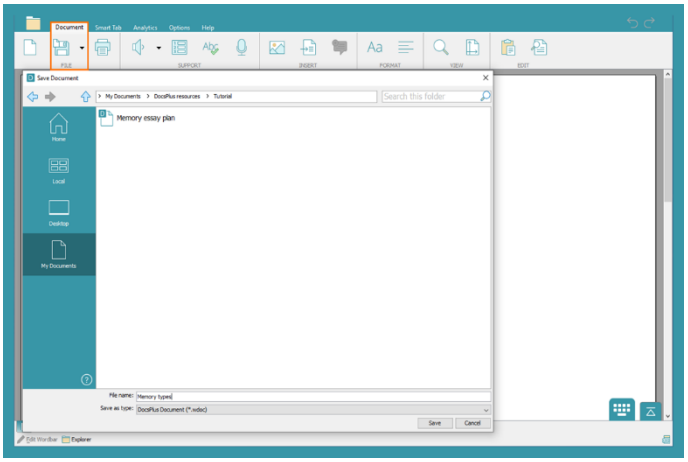
Settings:

Saving DocsPlus files

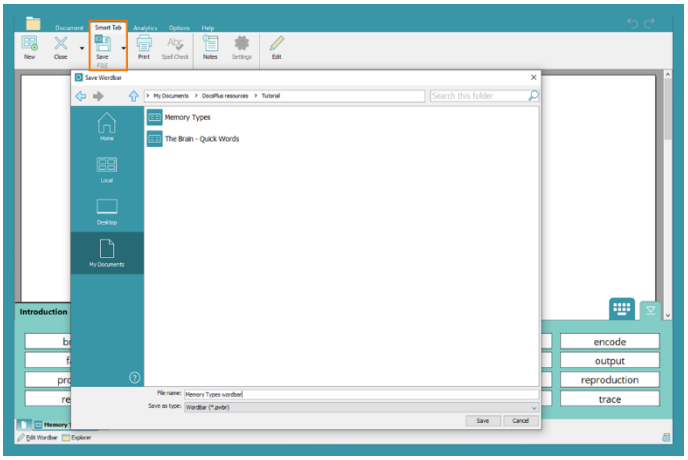
Save DocsPlus files to work on or use later.



Save a Document

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

- Go to the Document ribbon and click .
- Choose where you want to save your file.
- Enter a file name and click Save.



Save a Smart Tab

Save a Wordbar or WorkSpace that you've created or edited:

- Go to the Smart Tab ribbon and click .
- Choose where you want to save your file.
- Enter a file name and click Save.

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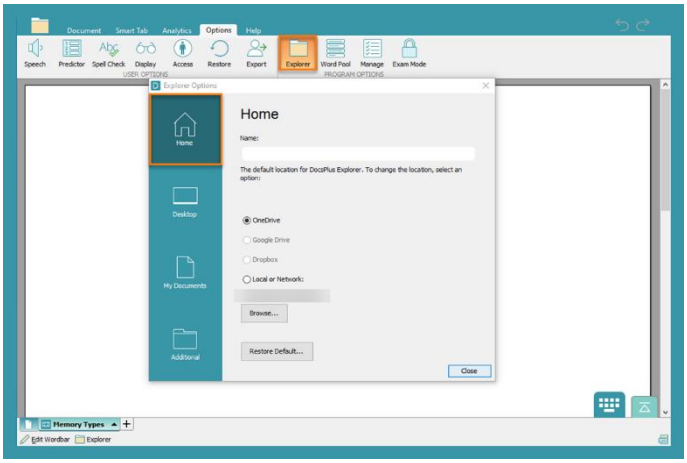
Sharing DocsPlus files

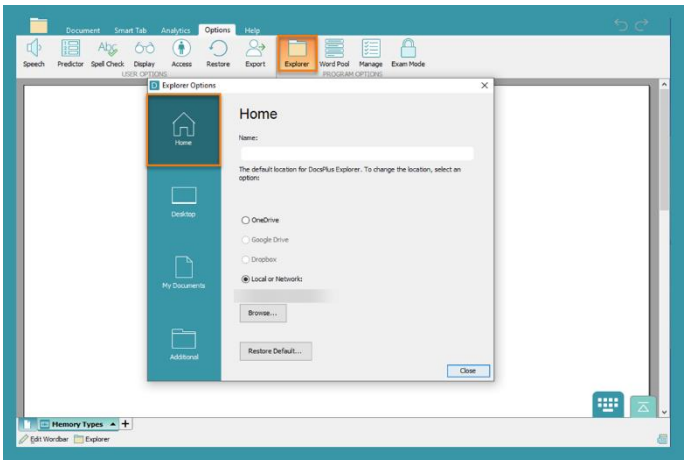
Share a DocsPlus file to open it on another device or make it available to other staff and learners.



Share via cloud storage

Use cloud storage, such as Google Drive or OneDrive, to share your DocsPlus files:

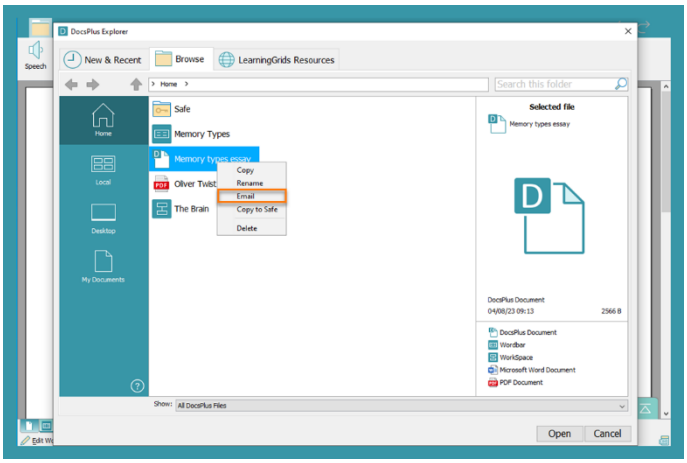
- Cloud storage can be set as the default file location for your Home folder in Options. Ask your IT team to set this up – Set up cloud sharing in DocsPlus.
- Save files in the Home folder to automatically share them.



Share via a network

Use your organization's network to share your DocsPlus files:

- Your organization's network can be set as the default file location for your Home folder in Options. Ask your IT team to set this up – Set up network sharing in DocsPlus.
- Save files in the Home folder to automatically share them.



Share via email

Send DocsPlus files as email attachments to share them:

- Open the file explorer.
- Browse to the file you want to share, right-click the file, and choose Email:
  - This will open a blank email with the file attached ready for you to send.

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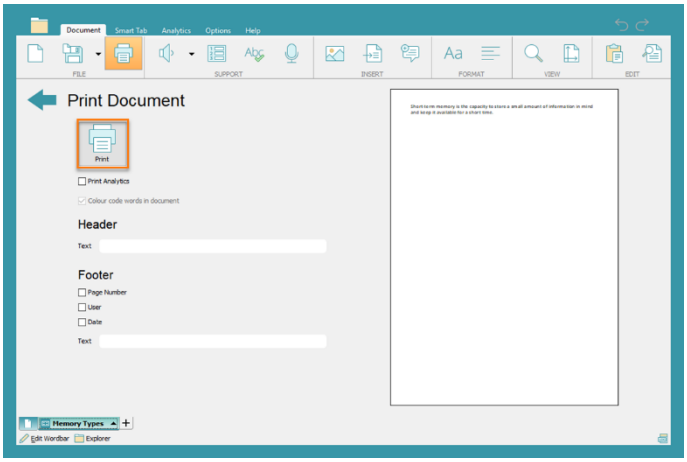
Printing DocsPlus files

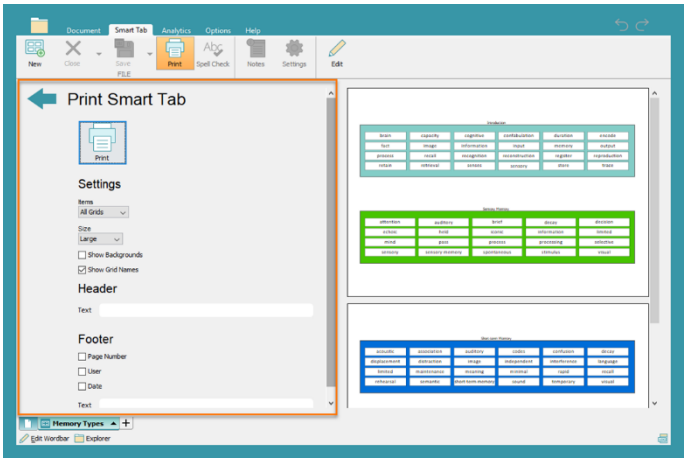
Print DocsPlus Documents or Smart Tabs.



Print a DocsPlus Document

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

- Go to the Document ribbon and click .
- Choose from the options provided.
- Click the Print button to send the Document to your printer.



Print a Smart Tab

Print a resource to use away from the computer:

- When a Smart Tab is open:
  - Go to the Smart Tab ribbon and click .
  - Choose how much of the resource you want to print and how they'll be displayed.
  - Click the Print button to send the Smart Tab to your printer.

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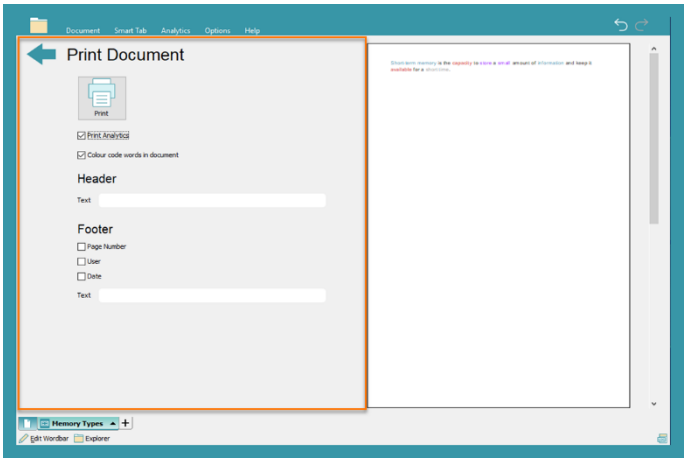
Top tips for saving, sharing, and printing

More useful information on saving, sharing, and printing DocsPlus files.

Managing the file explorer

Create folders and shortcuts to organize your DocsPlus files:

- Click to open the file explorer.
- Right-click in the folder to create a new folder or shortcut.
- See our Tailor the Features tutorial for more information on customizing your file explorer.



Printing tips

Change the settings when printing a DocsPlus Document or Smart Tab:

- Check the Print Analytics box to print data from Analytics alongside the Document.
- Change headers and footers to include dates, subjects, names, or other information to help with record keeping.
- Turn off Smart Tab backgrounds when printing to save ink.

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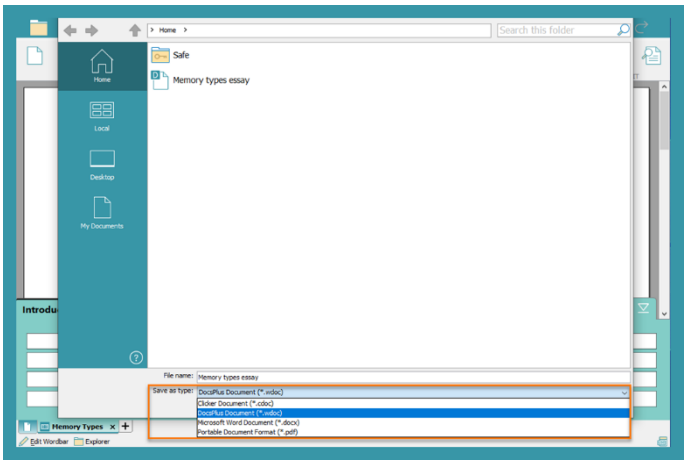
Saving tips



Click the Save as type drop-down box to save your Document in different formats:

- DocsPlus Documents can be accessed on other PCs with DocsPlus installed and iPads or Chromebooks with the DocsPlus App installed.
- Save as a DocsPlus Document to retain Analytics information and 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 DocsPlus files 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 DocsPlus files via Microsoft Teams

- If the file you want to share is available in your computer's file explorer, drag it into a message or the Files tab in a Teams Channel.
- You can also share by selecting Attach beneath the new message box:
    - Select the file and then select Share or Open. This will upload a copy of your original file.
    - All the files you share in a chat are available in the Files tab at the top of your chat.

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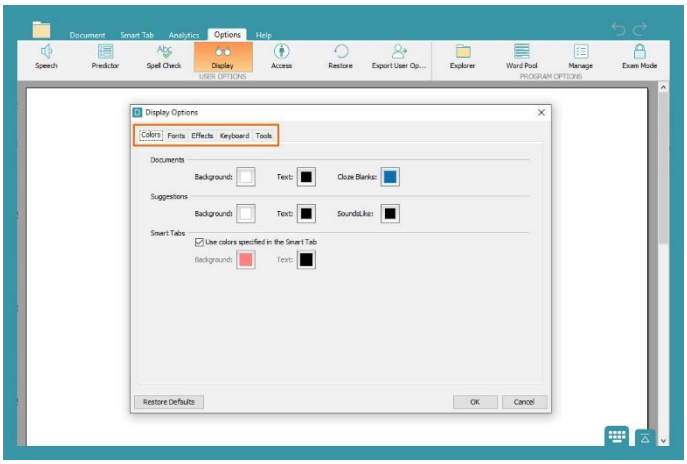
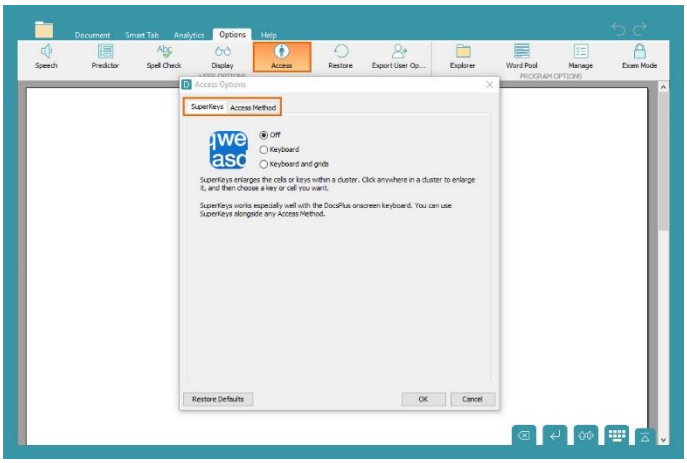
Accessibility



Display

Adjust the Display settings to change the appearance of DocsPlus features:

- Go to the Options ribbon and select Display.
- In Colors, change the appearance of the Document, Suggestions, and Smart Tabs.
- In Fonts, change the default font style and size.
- In Effects, change what happens when a cell is highlighted or selected.
- In Keyboard, change the layout of the on-screen keyboard.
- In Tools, change the size and appearance of the tools and which are offered.



Access

Adjust the Access settings to change how learners access DocsPlus:

- Go to the Options ribbon and select Access.
- In SuperKeys, choose whether to use SuperKeys and when it's active.
- In Access Method, choose whether DocsPlus should use input from eye gaze, one or two switches, and how these access methods behave.

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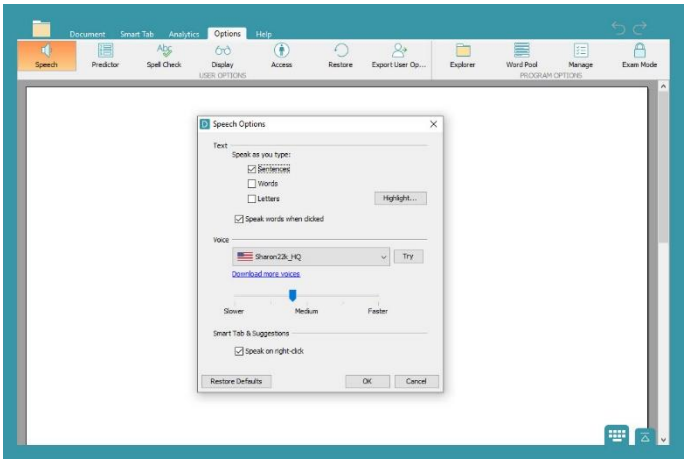
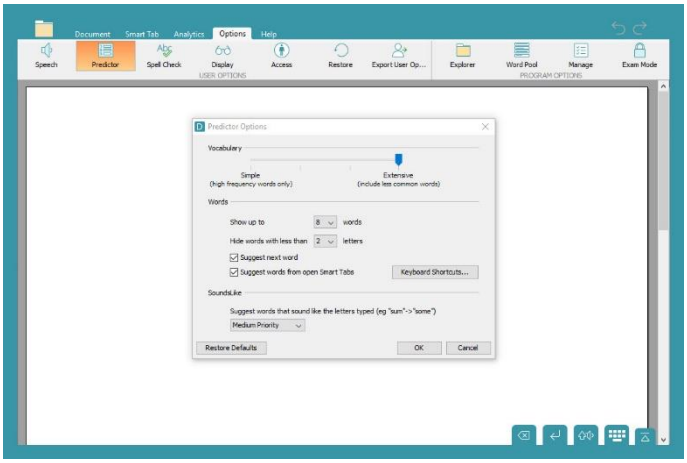
Tailor the Features



Speech

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

- Go to the Options ribbon and select Speech.
- Check the Text checkboxes to change when DocsPlus speaks.
- Click 'Highlight…' to change how text is highlighted when it's read out.
- Click the drop-down box to change the voice.
- Adjust the slider to change the speed of the voice.
- Check the Speak on right-click checkbox for DocsPlus to read Suggestions or text in Smart Tabs when right-clicked.



Predictor

Adjust the Predictor settings to change the level of support provided by the Predictor:

- Go to the Options ribbon and select Predictor.
- Adjust the slider to change the complexity of vocabulary offered.
- Click the drop-down boxes to change the number of and length of words offered.
- Check the checkboxes to change whether DocsPlus offers words in the Predictor before any letters are typed and whether words in open Smart Tabs are offered.
- Click the SoundsLike drop-down box to change the priority given to phonetic spellings of words.

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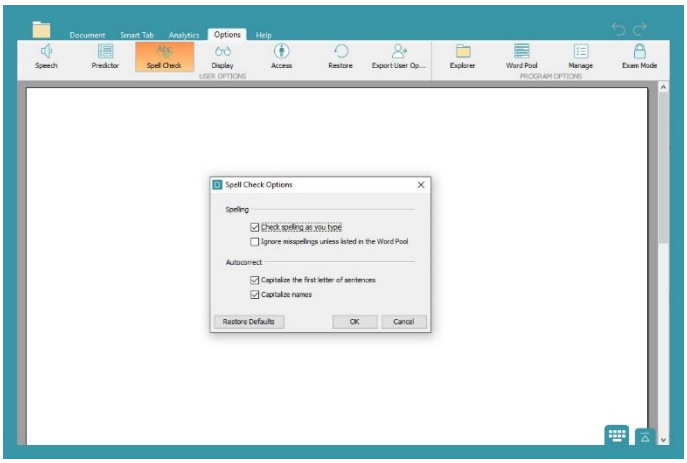
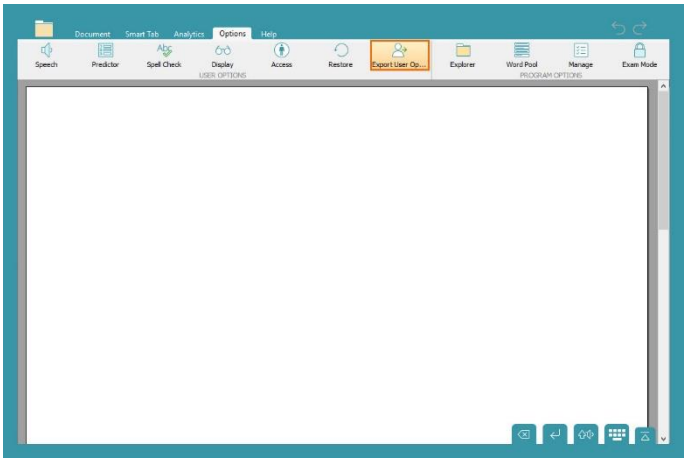


Spell Check

Adjust the Spell Check settings to change the support provided by the Spell Check:

- Go to the Options ribbon and select Spell Check.
- Choose whether misspelled words are highlighted.
- Change whether Spell Check only applies to words in the Word Pool.
- Change the automatic capitalization settings.



Export

Save your user settings to use with other students:

1. Go to the Options ribbon and select Export.
2. Choose where you want to save the current settings.

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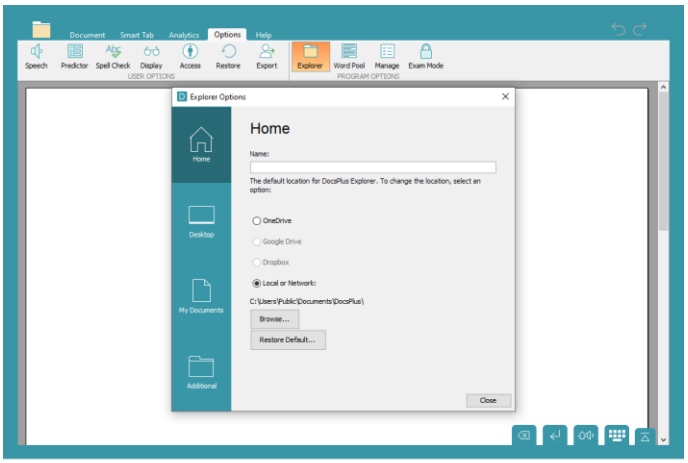
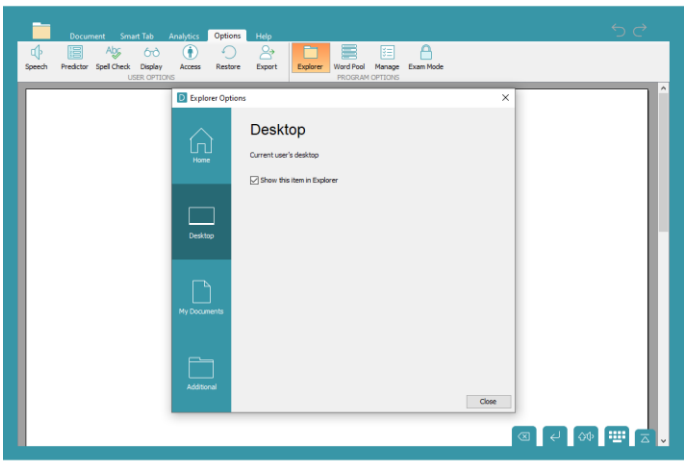
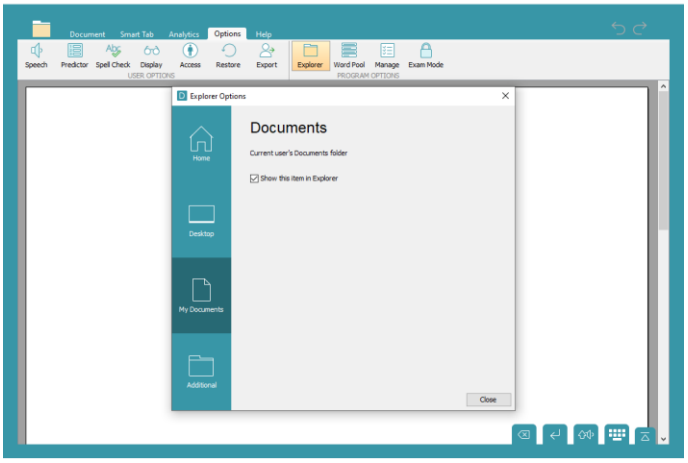
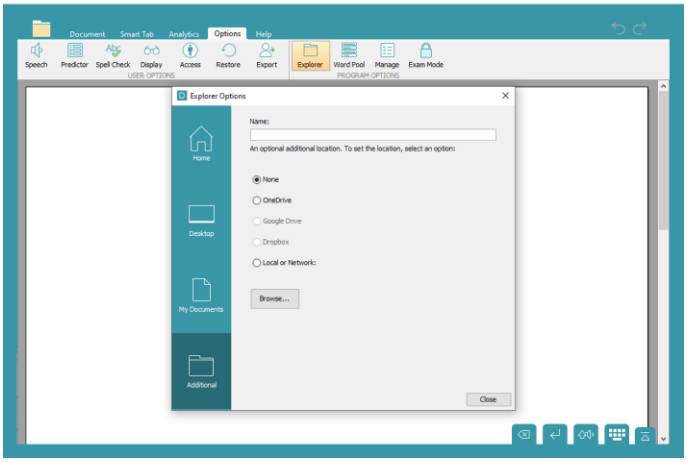




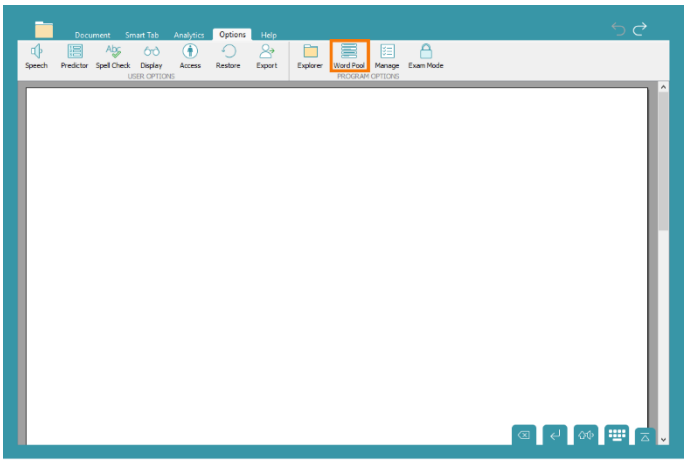


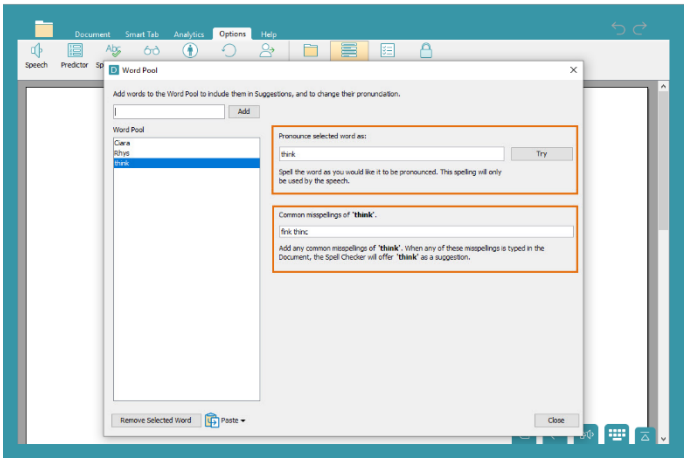


Explorer

Change file settings to change where students can save their work:

- Go to the Options ribbon and select Explorer.
- Click 'Home' to change the default location for DocsPlus Explorer:
    - Type in the text box to give it a name.
    - Select a cloud storage option from the suggestions listed or
    - Select a local or network folder location.
    - Click 'Browse…' to navigate to your preferred default file location.
- Click 'Desktop' to decide whether to display Desktop files in the Explorer.
- Click 'Documents' to decide whether to display the current user's Documents files in the Explorer.
- Click 'Additional' to add another file location to the Explorer:
    - Type in the text box to give the file location a name.
    - Select a cloud storage option from the suggestions listed or
    - Select a local or network folder location.
    - Click 'Browse…' to navigate to your preferred default file location.





Word Pool

Add words to the Word Pool to adjust their pronunciation or to add common misspellings:

- Go to the Options ribbon and select Word Pool.
- To change the pronunciation of a word:
    - Type the word in the text box and click 'Add'.
    - In the 'Pronounce selected word as:' text box, type the word phonetically.
    - Click 'Try' to make sure you're happy with the new pronunciation.
- To add common misspellings:
    - Type the correct spelling of the word in the text box and click 'Add'.
    - In the 'Common misspellings of' text box, type any misspellings. Separate each with a space.

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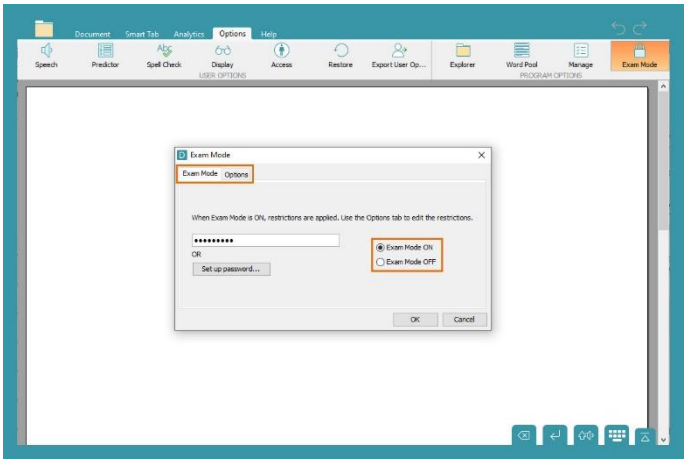
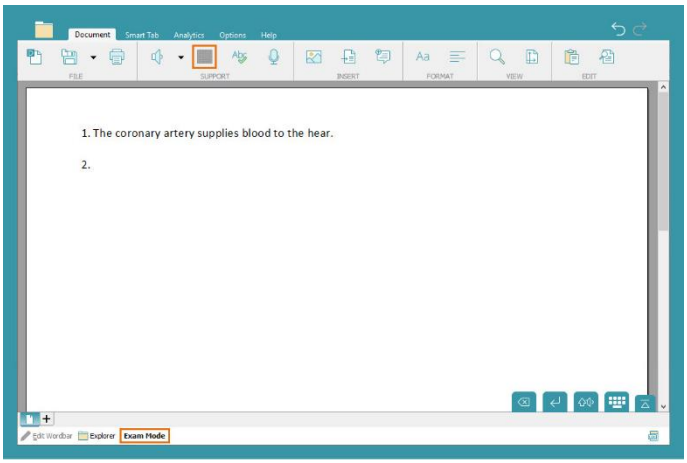
Exam Mode

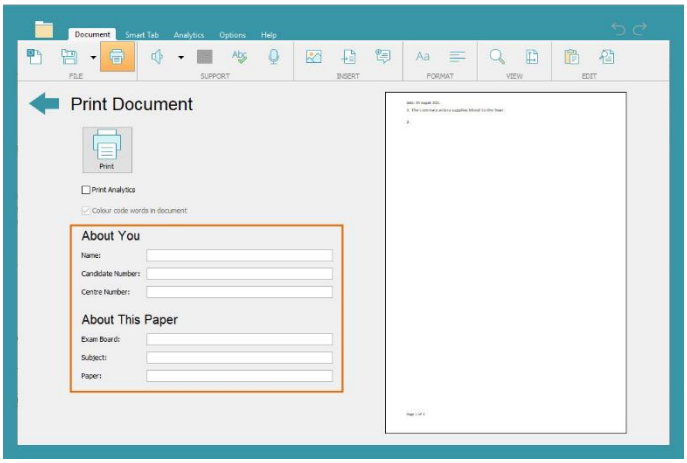


Set up Exam Mode

Set up Exam Mode so that students can use DocsPlus as part of their testing accommodations in exams:

- Go to the Options ribbon and select Exam Mode.
- Enter your password to turn Exam Mode on or off. If you have not already set up a password, it will be your serial number by default.
- Turn Exam Mode on or off once you've entered your password.
- Go to the Options tab to choose which features of DocsPlus are disabled while Exam Mode is on.





Use Exam Mode

When in Exam Mode, DocsPlus initiates a range of features to make exam access as simple as possible:

- While in Exam Mode, any disabled features will be grayed out and not accessible.
- "Exam Mode" will appear in the bottom left of the screen to show that it has successfully activated.
- DocsPlus automatically saves the document every minute.
- When you print in Exam Mode, there is space to enter Candidate information which will be added to every page of the document. It will automatically add the date and page numbers as well.

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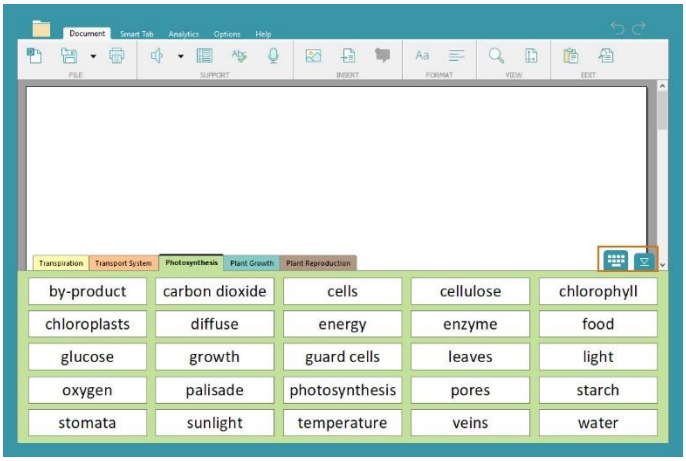
Grid/Ribbon tools:

Grid tools



Grid tools

Use the grid tools to help learners writing in the document:

- Use this to open the on-screen keyboard or swap between the keyboard and a Wordbar.
- Use this to hide or show a Wordbar or the on-screen keyboard.

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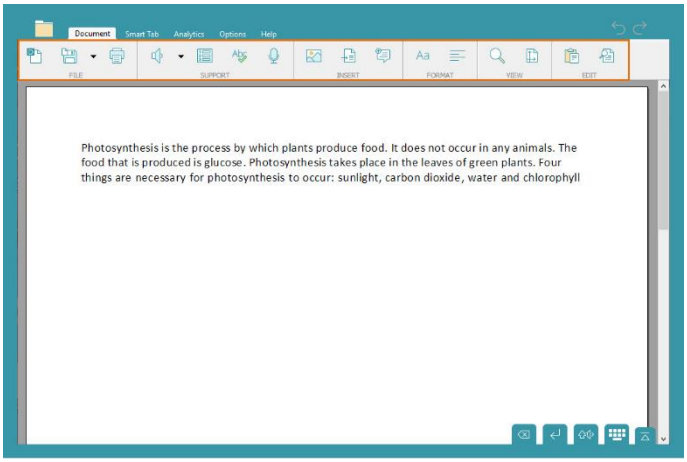
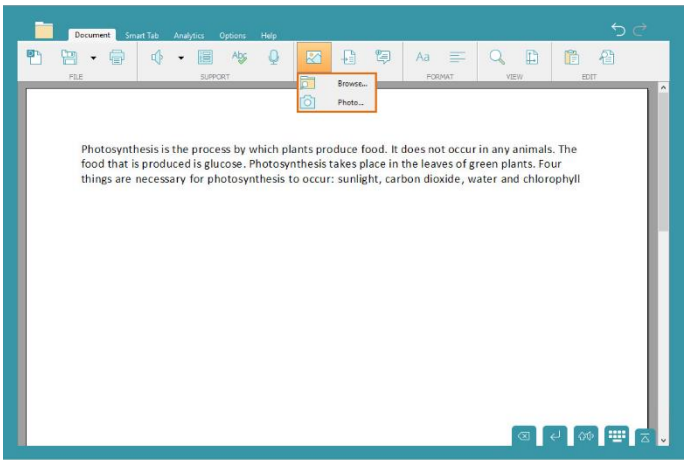
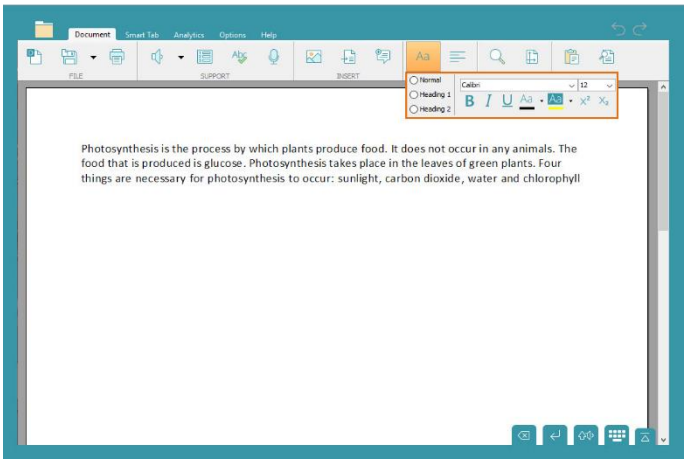
Ribbon tools





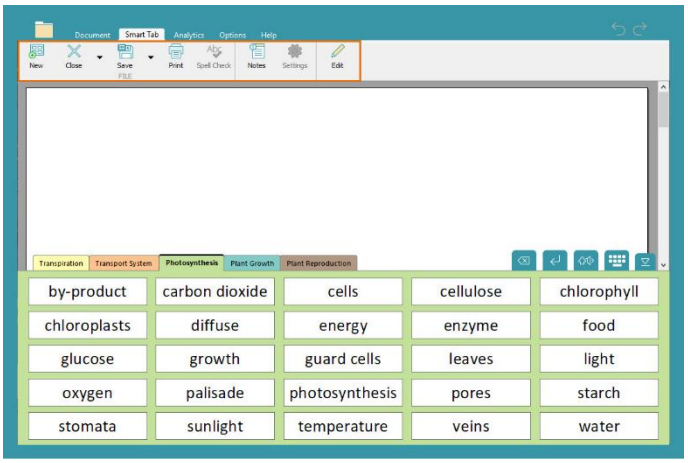


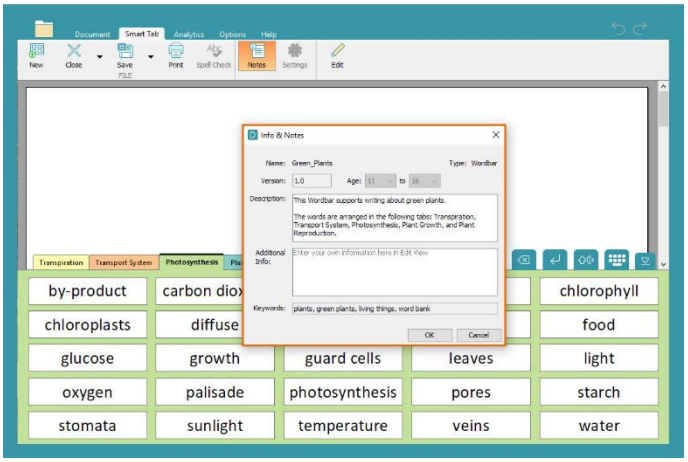
Document ribbon tab

Use the Document ribbon to make changes to the document:

- Go to the Document ribbon.
- Click to create a new DocsPlus Document.
- Click to save the Document. Select the arrow to choose between Save Document... and Save Document As...
- Click to see print options.
- Click to hear text in the document. Select the arrow to change the voice.
- Click to turn on the Predictor.
- Click to use Spell Check.
- Click to create a new Voice Note.
- Click to add a picture to the document.
- Click to insert a hyperlink or the date.
- Click to add a comment to text in the Document
- Click to change the text formatting options.
- Click to change the layout formatting options.
- Click to zoom in or out.
- Click to change the Document page set up.
- Click to cut, copy, or paste.
- Click to find words or phrases in the document.

Smart Tab ribbon tab





Use the Smart Tab ribbon to work with the Smart Tab resources:

- Go to the Smart Tab ribbon.
- Select to create a new Smart Tab.
- Click to close the current Smart Tab.
- Click to save the Smart Tab. Select the arrow to choose between Save Wordbar / WorkSpace... and Save Wordbar / WorkSpace As...., depending on the type of Smart Tab you have open.
- Click to open print options.
- Click to Spell Check the Smart tab. This is only available in Edit View.
- Click to find out more information about the Smart Tab.
- Click to make more advanced changes to the Smart Tab. This is only available in Edit View.
- Click to go to Edit View. This is only available for Wordbars.

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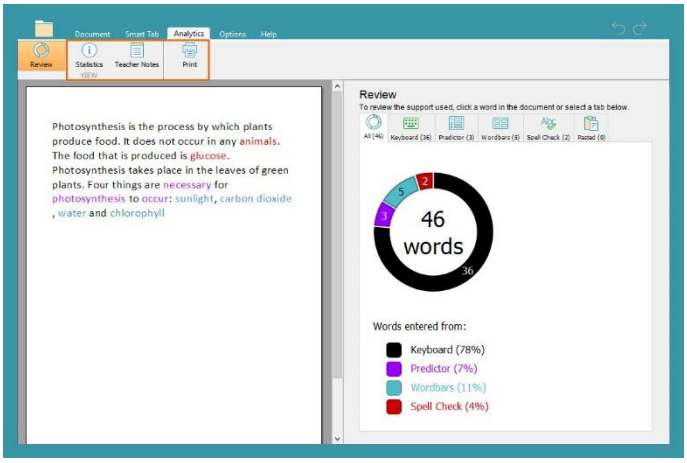
Analytics ribbon tab



Use the Analytics ribbon tab to find out detailed information on the writing in the Document and how it was produced:

- Go to the Analytics ribbon.
- When you open the Analytics ribbon, Review is already open. Here you can find a summary of how the writing was produced.
- Open to see further information on the Document such as how long it was worked on and how many words, sentences, and paragraphs have been written.
- Open to add further information.
- Click to print all of this information.

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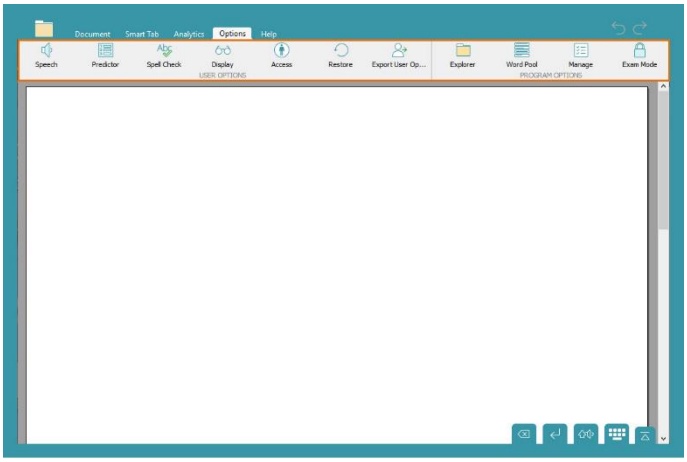
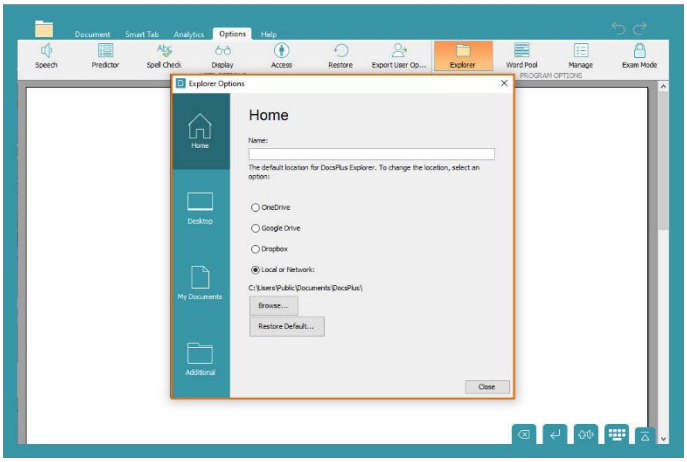
Options ribbon tab





Use the Options ribbon to personalize DocsPlus for individual learners:

- Go to the Options ribbon.
- Click to change the speech settings.
- Click to change the Predictor settings.
- Click to change the Spell Check settings.
- Click to change the Display settings.
- Click to change the Access settings.
- Click to restore the default settings
- Click to export your current user settings.
- Click to change your file explorer settings and link to cloud storage.
- Click to add to or edit the Word Pool.
- Click to access more advanced settings.
- Click to access Exam Mode settings.

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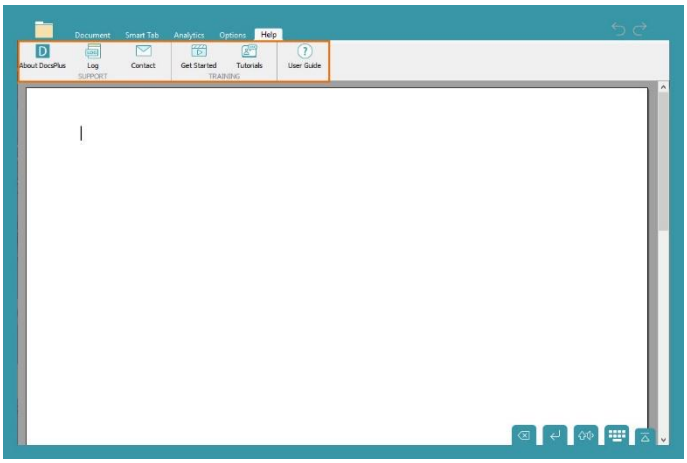
Help ribbon tab



The Help ribbon has resources to help you keep DocsPlus running properly and access training materials:

- Go to the Help ribbon.
- Click to find your serial number.
- Click to open the log.
- Click to contact our support team.
- Click to go to the Get Started video.
- Click to access our training tutorials.
- Click to open the user guide.

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