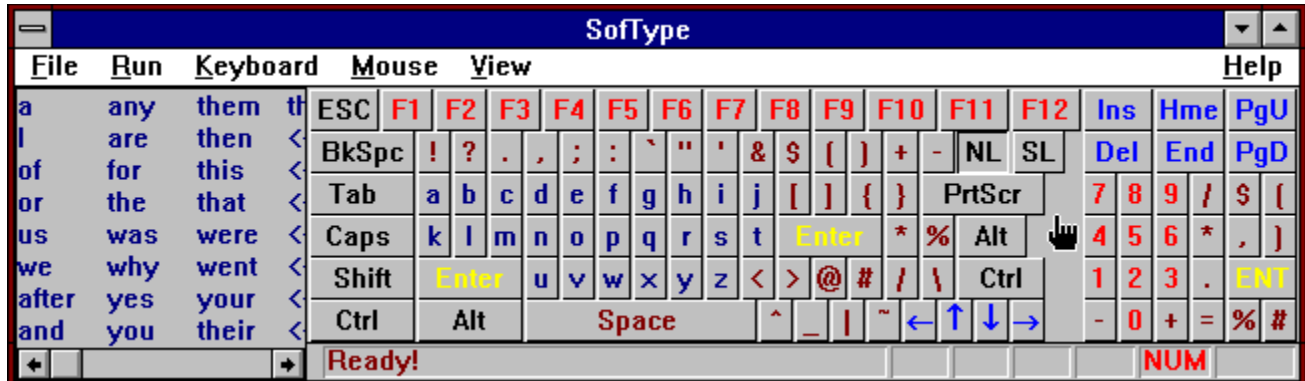


## SofType Help Index

- [Using SofType](#)
- [Using Dragger](#)
- [Using Scan](#)
- [User Notes](#)
- [Editing Keyboard Layouts](#)
- [Access Technology](#)

### Click For Help on the SofType window...

(click a window part or menu heading below)



**Very Important:** The application you want to type information into **must be** the active application!

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## **File menu commands**

The File menu offers the following commands:

<u>Load Layout</u>	Loads a different keyboard layout.
<u>Save Word</u>	Saves the word currently displayed in the <u>status bar</u>
<u>Trim Words</u>	Edit, delete, and add words to the Word Bar.
<u>Reset Frequency</u>	Resets the frequency count of all words. (Softype Elite only)
<u>Convert Old Word</u>	Converts old format word files to the new format word file.
<u>Exit</u>	Exits Softype.

## **Run menu command(s)**

The Run menu (Available **only** in SoftType Pro & Elite.) offers the following command(s):

Edit Run                      Add or edit entries of the Run menu.

**Please Note:** As you add programs to run from the Run menu they will be added to the end, or bottom, of this menu and to the Blackhand menu. You may add up to 10 programs to run.

## Keyboard menu commands

The Keyboard menu offers the following commands:

<u>Key Sizer</u>	Sizes and spaces keys.
<u>Colors</u>	Color settings for the various key groupings.
<u>Fonts</u>	Fonts used on the keys.
<u>Show Case</u>	Show case of keys.

**Please Note: Key Sizer, Colors, and Fonts** settings are saved in the currently loaded Keyboard Layout. This allows Softype to display different settings for each layout you may use.

## **Mouse menu commands**

The Mouse menu offers the following commands:

<u>AutoClick</u>	Settings for the AutoClick feature.
<u>Repeat Click</u>	Settings for Repeat Click.
<u>Dragger</u>	Settings for Dragger. (Softype Elite only)
<u>Scan</u>	Settings for the Scan feature. (Softype Pro & Elite only)
<u>Big Cursor</u>	Toggles the Big Cursor off and on.

## **View menu commands**

The View menu offers the following commands:

<u>Word Bar</u>	Settings for the Word Box.
<u>Status Bar</u>	Settings for the Status Bar.
<u>Title &amp; Menu</u>	Hides the Softype Title and Menu bar.
<u>Snug Window</u>	Resize Softype to exactly fit the keyboard.
<u>Always On Top</u>	Makes Softype always visible.

## **Help menu commands**

The Help menu offers the following commands, which provide you assistance with this application:

<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using</u>	Provides general instructions on using help.
<u>Help</u>	
<u>About</u>	Displays the version number of this application.

This allows you to select the disk drive where your SoftType keyboard layout (\*.kys) files are.

Although this dialog can display any file type, it is intended only to load SofType keyboard layout (\*.kys) files.

You are here!



Press **Cancel** to tell SofType to *ignore* the changes you have made in this dialog box.

Press **Defaults** to reset this dialog boxes values to SofType's "out-of-the-box" defaults.

Press **OK** to tell SofType to *accept* the changes (if any) you have made in this dialog box.

Select the directory where your keyboard layout files are stored. This directory is normally where SofType is stored.

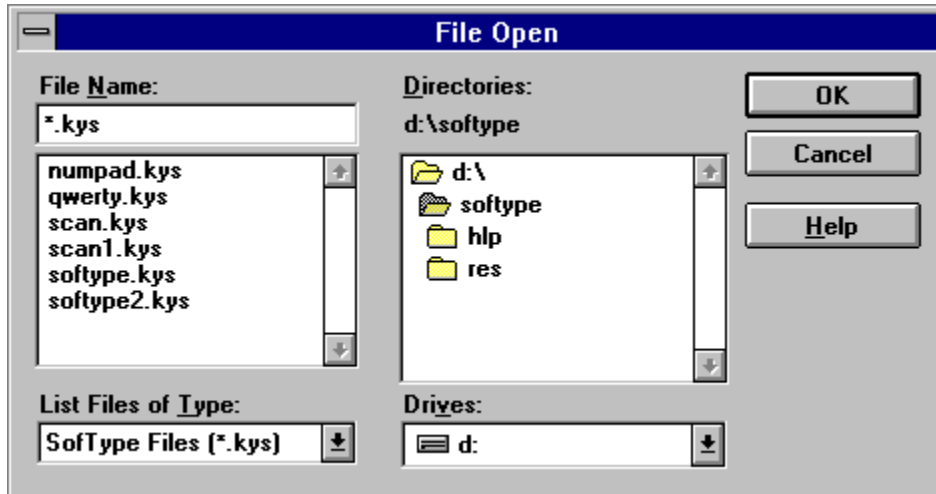
Enter a file name for a keyboard layout or select one from the list provided.

## Load Layout

Use this command to open a different keyboard layout.

**NOTE:** You can use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



Enter or edit a word in this edit field.

- Word entries are restricted to 128 characters in length.
- A word entry **does not** have to be limited to only letters. You may enter any printable characters including spaces.
- A word entry **does not** have to consist of only one word. You may enter phrases and sentences.
- If <- are the first two characters in your word entry, SofType will print a backspace before your word is typed into another application.

**Note:** The first letter of your word entry should be the same letter as the name of the current word list displayed in the Trim Words dialog. If **COMMON** is the current word list, any letter may be the first letter of your word entry.

**Number of characters** displays the length (number of characters) of the current word entry.

**Note:** Word entries are restricted to 128 characters in length.

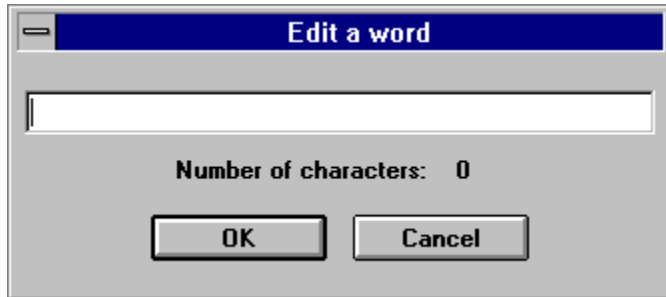


## Insert or Edit Word

Use this dialog to Insert or Edit a word in your word file.

**NOTE:** You can use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



The **Word List** box displays the name of each list in your word file.

The **Number of Words** box displays the number of words in each list.

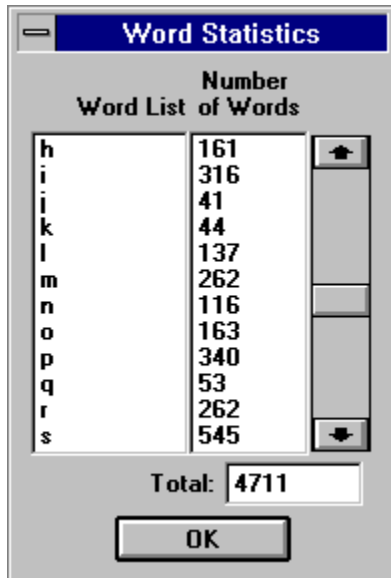
Use this scrollbar to scroll *both* the Word List and Number of Words list boxes.

**Total** shows the total of *all* words in your word file.

## Statistics dialog

**NOTE:** You can use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



Press **Edit** to edit the currently highlighted word in Words.

**NOTE:** This button is disabled if no word is highlighted in Words.

Press **Insert** to insert a new word into the current word list displayed in Words.

- If no word is highlighted when you press Insert, the word will be inserted at the top of the list.
- If a word is highlighted when you press Insert, the word will be inserted at the highlight.



Press **Next** to display the next word list in your word file.

Press **Previous** to display the previous word list in your word file.

Press **Delete** Words to delete all the words in To Delete.

- Press Add to add words to To Delete.

**NOTE:** This button is disabled if no words are in To Delete.

Press **Statistics** to display the statistics of your word file.

Press **Done** when you are finished editing, adding, and/or deleting words and wish to save the changed word file to disk.

Press **Undo All** to remove, *without* deleting, all words in from To Delete.

**NOTE:** This button is disabled if no words are in To Delete.

Press **Remove** to remove, *without* deleting, a highlighted word from To Delete.

- To Highlight a word either click it with your mouse or use SofType's keyboard.

**NOTE:** This button is disabled if no word is highlighted in To Delete.

Press **Add** to add the highlighted word in Words to To Delete.

- To Highlight a word either click it with your mouse or use SofType's keyboard.

**NOTE:** This button is disabled if no word is highlighted in Words.



The **To Delete** list box contains words you select for deletion.

- Highlight a word in the Words list box and press the Add button to add the word to To Delete.
- Press Delete Words to delete all words in To Delete.
- Press Remove to remove, *without* deleting, a highlighted word from To Delete.
- Press Undo All to remove all words, *without* deleting them, from To Delete.

The **Words** list box displays individual word lists from your word file.

- Use the Next & Previous buttons to navigate through the different word lists of your word file.
- Use the scrollbar to scroll through the word list currently in the Words.
- Highlight a word you wish to delete in Words then press the Add button to copy it to To Delete.

## Trim Words

Use this command to edit, delete, or add words to the Word Box.

**NOTE:** You can use SoType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



## **Save Word**

Use this command to save the word currently displayed in the status bar.

**Note:** If there is currently no word to save Save Word will be disabled in the File Menu and absent from the Blackhand Menu.

## **Reset Frequency**

When using word prediction (SoftType Elite only), use **Reset Frequency** to reset the frequency count of *all* words to 1.

Word prediction uses a frequency count to sort words in your word file.

**Note:** Word prediction and Reset Frequency are only available in SoftType Elite.

## **Convert Old Word**

Use this command to convert previous version (SoftType v1.x or any version of SoftKBD) word files to the new single file format.

**Note:** If you don't have a version of SoftType prior to version 2, or you have already converted and deleted your old word files, this command will be disabled.

**Exit (File) menu command**  
**Quit SofType (Blackhand) menu command**  
**Close (Control) menu command.**

Use this command to end your SofType session.

Select, or type in, the name of the program your are interested in, then press OK.



From this list you select the directory where the program you are interested in resides.

From this drop down list you select the disk drive where the program you are interested in resides.

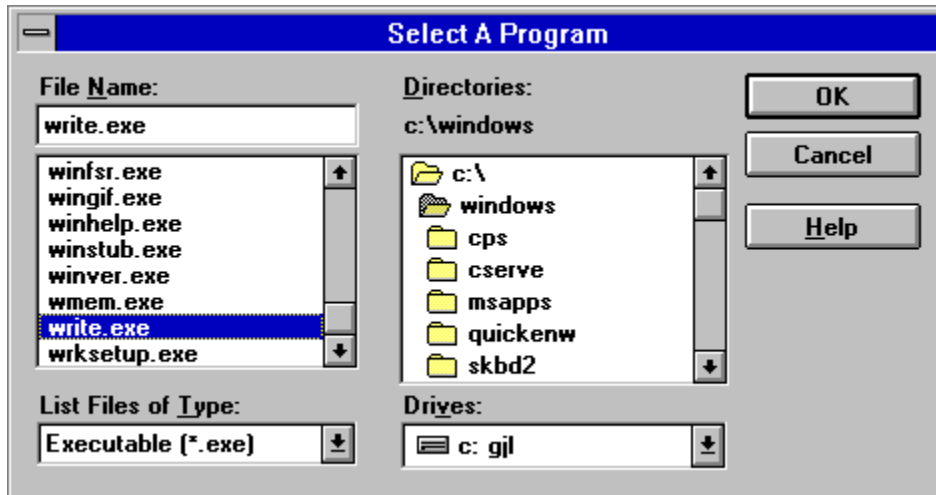
Select a file type from this drop down list. If the file type you want is not provided, select All Files (\*.\*) to display all type of files.

## Select A Program

Use this dialog to select an application or data file to add to the Run menu. (Available **only** in SofType Pro & Elite.)

**NOTE:** You can use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



You may add many different file types.

**Run Menu Contents** contains all the entries of applications you can run, or launch, from the Run menu.

- Press Add to add up to 10 entries.
- To highlight an entry, click it.
- Press Delete to delete the highlighted entry.
- Press Move Up or Move Down to reorder the highlighted entry.

Press Add to add a new entry to the Run Menu Contents list box.

- You may **Add** up to 10 entries.
- You may add a program (.exe), PIF (\*.pif for DOS programs), or program data files if they are associated with a program, i.e. **Adding** README.TXT would load and run Notepad with README.TXT displayed.
- Most programs can be Auto Sized.

**Please Note:** For more information about associating data files with their programs, refer to your Windows manual, or File Manager's on-line help: Associate Files with Applications.

Press **Delete** to delete the current selection in the Run Menu Contents list box and Run menu.

**Note:** If there are no entries in Run Menu Contents, **Delete** will be disabled.

Press **Move Up** to move the current selection in the Run Menu Contents list box up in the list

**Note:** If the current selection is already at the top of the list, **Move Up** will be disabled.



Press **Move Down** to move the current selection in the Run Menu Contents list box down in the list

**Note:** If the current selection is already at the bottom of the list, **Move Down** will be disabled.

When **Auto Size This Application** is checked for the current selection in the Run Menu Contents list box, the application, when run from the Run menu, will be resized by SofType. This causes the application to fill the portion of the screen not covered by SofType.

- Auto Size entries on the Run menu are denoted by the first letter being underlined.

**Warnings:**

- Do not add DOS programs with the .COM extension! For .COM files Windows prompts you, with a System Dialog, for parameters.
- Do not select a DOS .EXE file for Auto Sizing.
- Do not select a PIF file for Auto Sizing.

**Solutions:**

- Set up DOS programs (EXE, COM, and BAT) to execute via PIF files as "Windowed".
- **Add** the PIF file to the Run menu.
- Select the Run menu entry to execute the DOS program.
- From the Blackhand menu select Resize Active App.

**Command Line** is the location of the current selection in the Run Menu Contents list box.

**Note:** You cannot fill out or edit this field; it is filled out automatically when you use the Add button.

**Menu Text** is an edit field that contains the text of the current selection in the Run Menu Contents list box.

- You may enter any text, up to 18 characters, you want for an entry.
- If the first character of an entry is an ampersand (&), the corresponding program is run with Auto Sizing. **Example:** If you change "&Notepad" to "My favorite Editor", when you select My favorite Editor from the Run menu Notepad will be run without Auto Sizing.

**Arguments** is an edit field that contains any arguments, or parameters, that an application you add to the Run Menu may need.

Some applications allow you to specify a data file as an argument. In these cases the application will start up with the specified data file loaded for you.

**Note:** Some applications may require you to supply arguments or the application may not run. Consult the documentation of any application that will not run from the Run Menu for information.

**Default Directory** is an edit field that contains the location of the directory you want to work in with the application.

## Edit Run

Use this command to edit, delete, or add programs to the Run and Blackhand menus. (Available **only** in SofType Pro & Elite.)

**NOTE:** You can use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)

**Edit Run Menu**

**Run Menu Contents:**

- &Notepad

**Buttons:** Add..., Delete, Move Up, Move Down, OK, Cancel, Help

**Auto Size This Application**

**Command Line:** C:\WINDOWS\notepad.exe

**Arguments:** setup.txt

**Menu Text:** &Notepad

**Default Directory:** C:\WINDOWS

**Key Gap x:** defines the number of pixels that separate a key on the left and right. This sets the gap between keys.

**Default:** 1



**Key Gap y:** defines the number of pixels that separate a key on the top and bottom. This sets the gap between keys.

**Default:** 1

**Key Size y:** defines the number of pixels that are above and below the text of the key. This sets how tall the key is.

**Default:** 5

**Key Size x:** defines the number of pixels to the left and right of the text of the key. This sets how wide the key is.

**Default:** 8

## Key Sizer

Use this dialog to select the size and spacing of keys.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



Select the **Color Group** you wish to change and use the scrollbars to modify the colors.

**Default Colors:**

Groups:	Red:	Green:	Blue:
Punctuation	191	0	0
Letters	0	0	191
Numbers	255	0	0
F-Keys	255	0	0
Movement	0	0	255
Enter	255	255	0
Controls	0	0	0
Background	192	192	192
Key Face	192	192	192

**RGB (Red, Green, Blue)** values of a color and range from 0 to 255. This gives a possible 16,777,216 colors (256 x 256 x 256). Most likely your video adapter cannot display this many colors. Windows will try to approximate the color you choose.

Use this scrollbar to adjust the **Red** component of the selected Color Group's RGB setting. The number to the right of the scrollbar represents its current setting (0-255).

Use this scrollbar to adjust the **Green** component of the selected Color Group's RGB setting. The number to the right of the scrollbar represents its current setting (0-255).

Use this scrollbar to adjust the **Blue** component of the selected Color Group's RGB setting. The number to the right of the scrollbar represents its current setting (0-255).



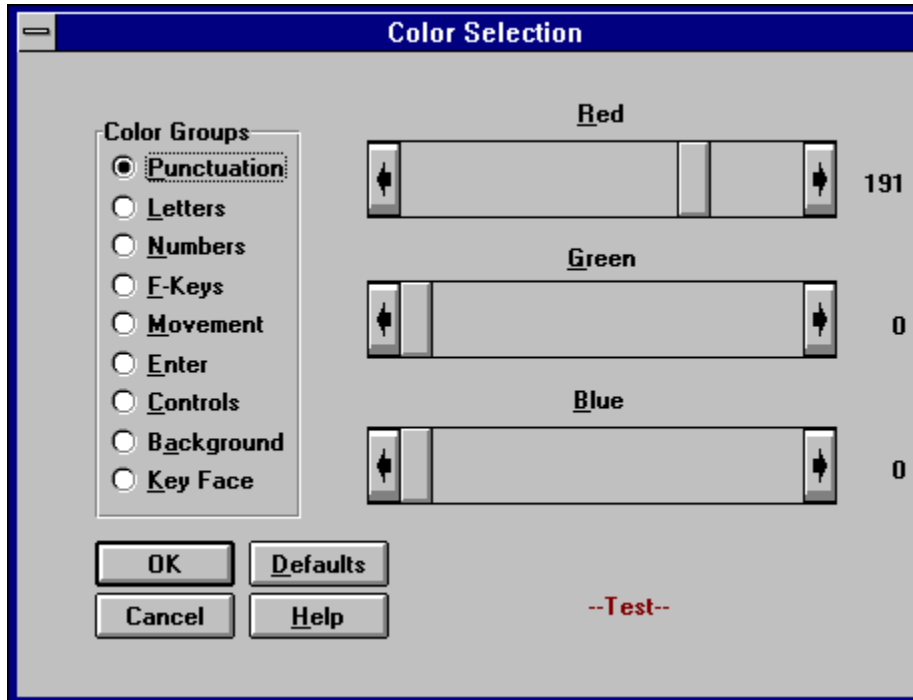
This **Test** area gives you an approximation of the Color Group you are adjusting.

## Color Settings

Use this dialog to select the color of individual key groups.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



Select the **Size** of the selected font.

**Default:** 10.

Use **Font Style** to select a style for the selected font.

**Default:** Bold.

Use the **Font** box to select a font.

**Default:** System.

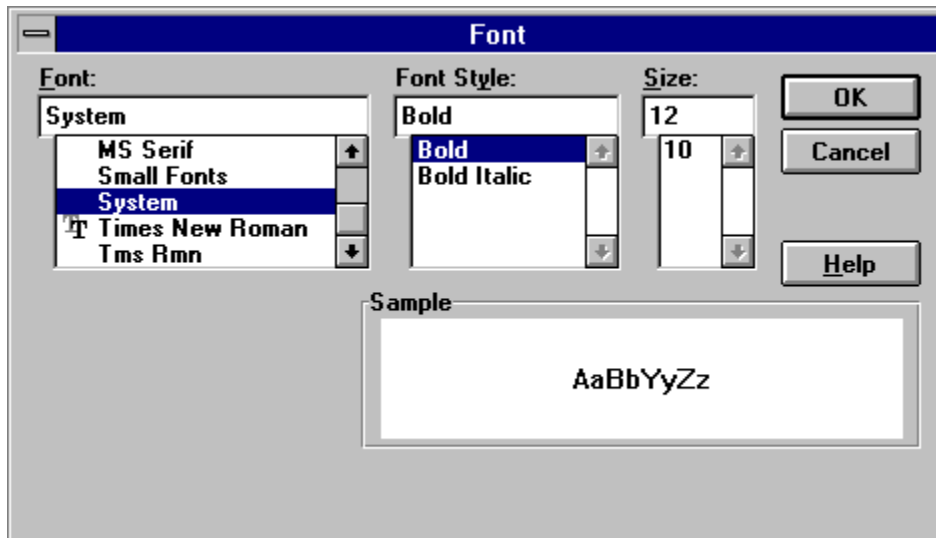
**Sample** gives you a visual representation of the font you have defined.

## Font Settings

Use this dialog to select a font for the keyboard.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



## **Show Case**

Selecting the Show Case command either checks (√) or unchecks it; it is a toggle command.

When checked the text of the alphabetic keys reflect the state of the Caps Lock and Shift keys. When unchecked, the text of the alphabetic keys is *a/ways* upper case.

**Default:** √ Show Case.



**Jitter Box Size** is provided for users who have difficulty holding their mouse cursor still long enough to perform an AutoClick. The Jitter Box feature only comes into play when AutoClick is **On**.

Select Off or a size (1-25) from the provided choices.

**How size is determined:**

The Jitter Box is pixel based, but a size of 7 will not give you Jitter Box 7 x 7 pixels square. A size of 7 will give you a Jitter Box of 15 x 15 pixels square. The size of the Jitter Box is: size you choose x 2 + 1.

**Important Note:**

When you are using a pointing device, such as HeadMouse, and have AutoClick **On** and a Jitter Box size defined, you may use SofType's status bar to activate the AutoClick Rest dialog to temporarily deactivate AutoClick so you can rest.

**Default:** Off.

If **Beep On AutoClick** is checked, AutoClick will beep when a click is performed for you. If not checked there is no beep on an AutoClick.

**Default:** On.

If **AutoClick On** is checked the AutoClick feature is enabled. If not checked it is off.

**Default:** Off (unchecked).

**Auto Click Delay** allows you to adjust the amount of time between your moving the mouse cursor and a click being sent. Use the scrollbar to set the delay from very short, 0.5 seconds, to very long, 10.0 seconds, in 0.1 seconds increments.

Set this delay depending on your needs.

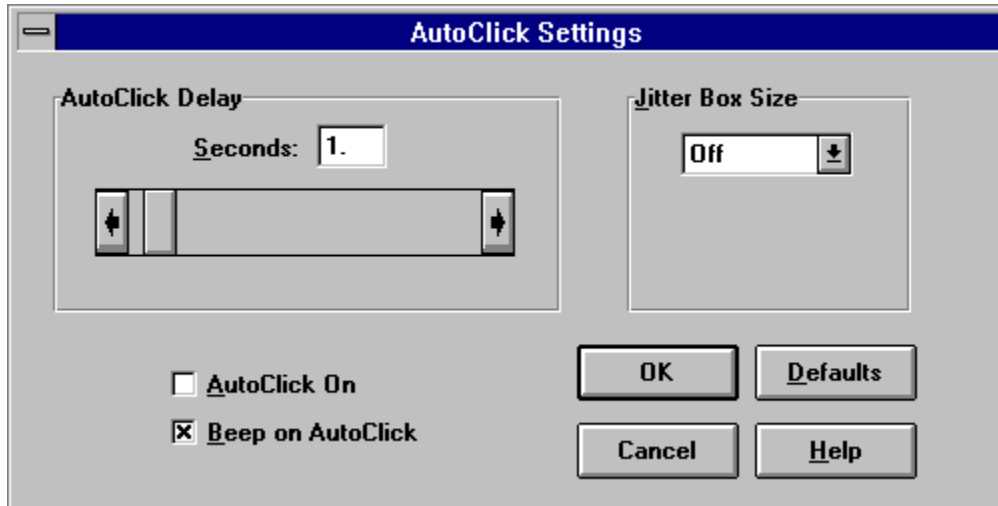
**Default:** 1 second.

## AutoClick settings

Use this dialog to select AutoClick Settings.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



**Key Repeat** determines how quickly a key is repeated while it is being held down by the mouse button.

Use the scroll bar to adjust this figure; adjusts by hundredths of a second.

**Key Down Delay** determines how long you must hold down the mouse button before Softype starts repeating the key. Use the scroll bar to adjust this figure; adjusts by hundredths of a second.

If checked **Repeat Click On** causes Softype's keyboard to behave like a normal keyboard: if you hold down the left mouse button on a key it will repeat until you release the left button.

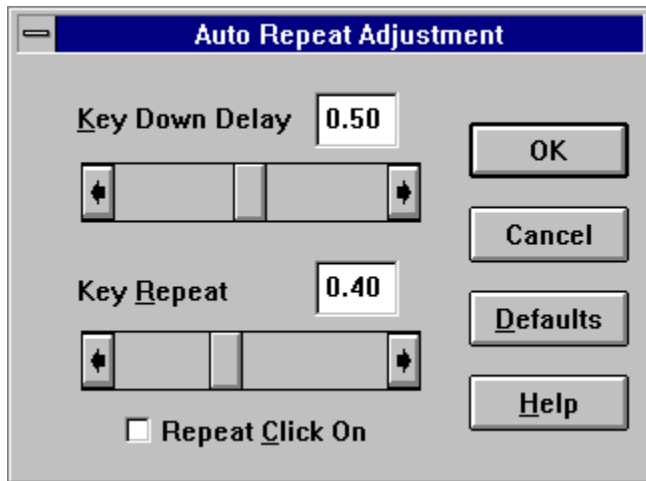


## Repeat Click settings

Use this dialog to select Repeat Click Settings.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



When **Right Button On** is checked you can quickly initiate a drag by clicking the right mouse button outside of the SofType window. If **Right Button On** is checked you cannot use Dragger's send a right click with left click feature. See Using Dragger for details.

**Default:** Off (unchecked).

When **Dragger On** is checked the Dragger functions are enabled.

**Default:** Off (unchecked).

**Dragger Bar Location** allows you to select where, within SofType's window, you want the Dragger Bar positioned.

**Default:** Right.

## Dragger settings

Use this dialog to select settings for Dragger. (Available **only** in SofType Elite.)

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



See Also

[Using Dragger](#)

When **Scan On** is checked, the Scan feature of SofType is enabled.

**Default:** Off (unchecked).

Use **Scan Bar Location** to set the location, within SofType, of the Scan Bar.

**Default:** Right.

The **Scan Interval** determines the speed with which Softype scans. Use the scrollbar to adjust the time from 0.5 to 10 .0 seconds in 0.1 seconds increments.

**Default:** 1 second.

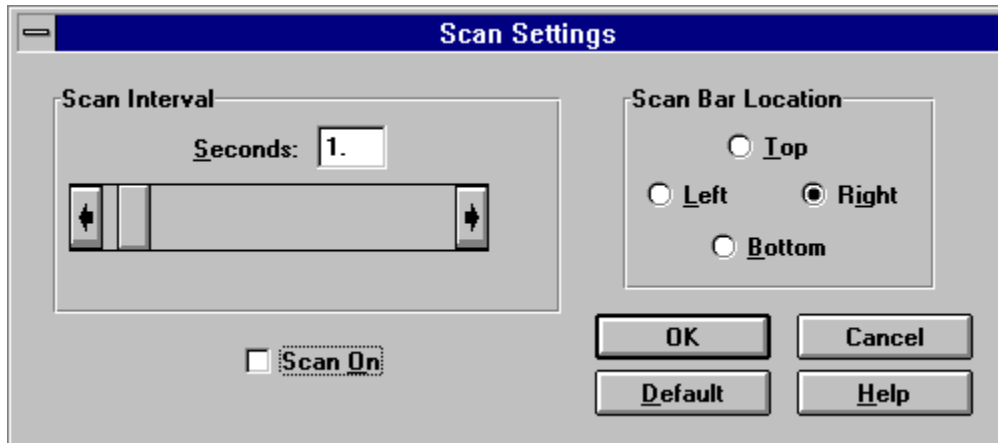


## Scan settings

Use this dialog to select settings for the Scan feature. (Available **only** in SofType Pro & Elite.)

**NOTE:** You can use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)

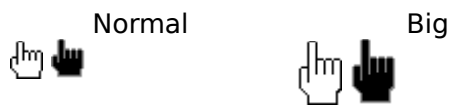


See Also

[Using Scan](#)

## Big Cursor

When the **Big Cursor** menu option is checked (✓) SofType displays its bigger cursors:



**Note:** Currently **Big Cursor** only affects the above cursors, not any provided by Windows or other applications.

**Default: Big Cursor** (unchecked, normal size).

When the cursor is  you can use SofType to type, select words, etc.

When the cursor is  you can activate the Blackhand command menu.

Use **Save Words** to determine when and how often you want the SofType word file saved. The settings you choose here are only effective when Completion Mode is set to Prediction. **Save Words** settings are used to keep Word Prediction statistics up to date in the word file.

**On Exit:** When checked, the word file will only be saved when you quit SofType.

**Every x Selections:** The word file will be saved every number (1-20) of selections from the Word Box and when you quit SofType.

**Defaults:** **On Exit**, On. **Every 5 Selections**.

**Note:** The **Save Words** group of settings is only available in SofType Elite.

Use **Size** to set the size of the Word Box.

**Columns:** Select the number (1-10) of columns you want to have in the Word Box.

**Rows:** Select the number (1-10) of rows you want to have in the Word Box.

**Default:** 4 columns, 4 rows.

**Notes:**

- When the Word Bar Location is set to Top or Bottom, only the value in **Rows** applies. The value of **Columns** is then determined by the width of the SofType window.
- When the Word Bar Location is set to Left or Right, only the value in **Columns** applies. The value of **Rows** is then determined by the height of the SofType window.

Use **Word Bar Location** to set the location within Softype of the Word Bar/Box.

**Default:** Top.

When **Scrollbar** is checked, the Word Box will contain a scrollbar you can use to scroll through the current word list.

**Default:** On.

**Note:** You may want to try unchecking **Scrollbar** to turn it off. This allows more words to be visible in the Word Box.

When **Words On** is checked the Word Box is visible.

**Default:** On.

**Note:** When you turn off (uncheck **Words On**) the Word Box is invisible and the word file is not loaded in memory.

**Completion Mode** allows you to switch between Alphabetic and Prediction word completion modes. When you switch modes, SofType resorts all words in your word file.

**Default:** Alphabetic.

**Note:** Prediction is only available with SofType Elite.

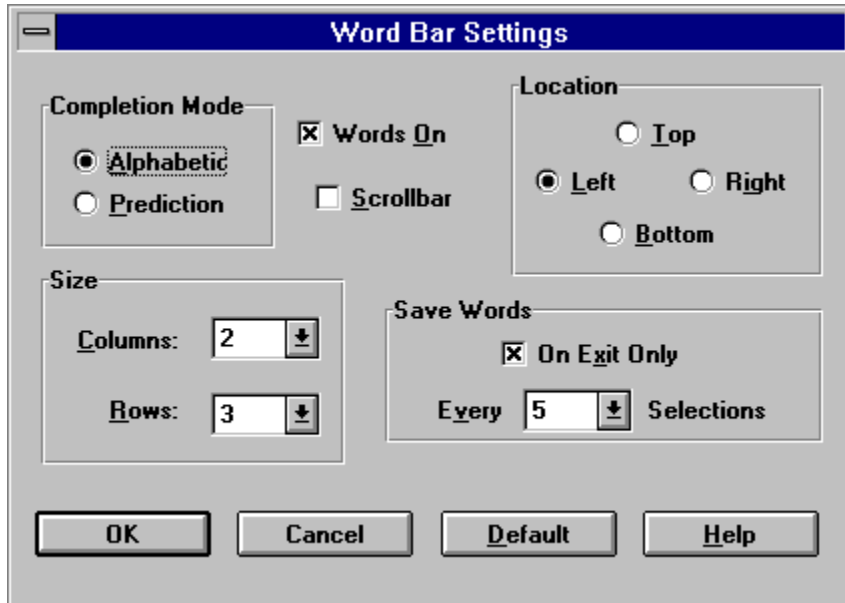


## Word Bar settings

Use this dialog to select settings for the Word Box.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



The image shows a dialog box titled "Word Bar Settings". It contains several sections for configuring the word bar:

- Completion Mode:** Two radio buttons are present: "Alphabetic" (selected) and "Prediction".
- Words On:** A checked checkbox labeled "Words On".
- Scrollbar:** An unchecked checkbox labeled "Scrollbar".
- Location:** Three radio buttons: "Top", "Left" (selected), and "Right". A fourth radio button, "Bottom", is also present but not selected.
- Size:** Two spinners: "Columns" set to 2 and "Rows" set to 3.
- Save Words:** A checked checkbox labeled "On Exit Only". Below it, a spinner labeled "Every" is set to 5, followed by the word "Selections".

At the bottom of the dialog are four buttons: "OK", "Cancel", "Default", and "Help".

Use **Status Bar Location** to set the location within Softype of the Status Bar.

**Default:** Bottom.

When **Status Bar On** is checked, the Status bar is visible.

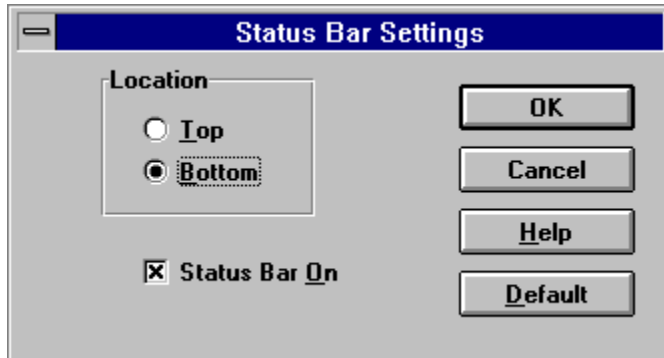
**Default:** On.

## Status Bar settings

Use this dialog to select settings for the Status Bar.

**NOTE:** You cannot use SofType's keyboard to manipulate this dialog box.

(Click on an item below for more specific help.)



## **Title & Menu**

The **Title & Menu** command is available on both the View and Blackhand menus.

Use **Title & Menu** to turn off or on SofType's title bar and menu bar. This allows more screen space for other Windows applications.

Once you turn **Off** the **Title & Menu**, you can turn it back on by the Blackhand menu.

### **Notes:**

- When **Title & Menu** is **Off**, *all* SofType menus, except Blackhand, cannot be accessed.
- The state, off or on, of **Title & Menu** is not saved in SOFTYPE.INI. This is to avoid any confusion when you next run SofType.

## **Snug Window**

The **Snug Window** command is available on both the View and Blackhand menus.

Use **Snug Window** to quickly resize the SofType window to *exactly* fit the keyboard.

## **Always On Top**

Use **Always On Top** so SofType will not be covered by other applications windows.

**Note:** It is possible that SofType's window may be covered by other "Always On Top applications".

Y coordinate of the cursor when Dragger is **On**. (SoftType Elite only.)



X coordinate of the cursor when Dragger is **On**. (SoftType Elite only.)

Indicator pane for SofType's Scroll Lock key.

When **SCRL** the Scroll Lock key is locked down.

Indicator pane for SofType's Num Lock key.

When **NUM** the Num Lock key is locked down.

Indicator pane for SofType's Ctrl key.

When **CAP** the Caps Lock key is locked down.

Indicator pane for SofType's Ctrl key.

When **CTL** the Ctrl key is in one-shot mode.

When **CTL** the Ctrl key is locked down.

Indicator pane for SofType's Alt key.

When **ALT** the Alt key is in one-shot mode.

When **ALT** the Alt key is locked down.

Indicator pane for SofType's Shift key.

When **SFT** the Shift key is in one-shot mode.

When **SFT** the Shift key is locked down.

This pane shows:

- The word you are currently typing.
- Brief descriptions of highlighted menu items.
- Error messages to you.



The Shift, Alt, and Ctrl keys can be put in one-shot mode by clicking them once. When in this mode, only the next non-Shift/Alt/Ctrl key you type is affected. Subsequent keys are not.

**Example:** To type "Jill" you

- Click Shift.
- Click J.
- Click i, l, and l.

## Status Bar

The status bar is displayed at the bottom or top of the Softype window. To display, hide, or position the status bar, use the Status Bar command in the View menu.

(Click within the panes below for descriptions.)



**Index command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using SofType and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

## **Using Help command (Help menu)**

Use this command for instructions about using Help.

**About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of SofType.

### **Size command (System menu)**

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### **Shortcut**

Mouse: Drag the size bars at the corners or edges of the window.

**Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

**Shortcut**

Mouse: Place the cursor in the title bar and drag the window.

**Minimize command (application Control menu)**  
**Minimize (Blackhand) menu command**

Use this command to reduce the SofType window to an icon.

**Shortcut**

Mouse: Click the minimize icon on the title bar.



### **Maximize command (System menu)**

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon on the title bar; or double-click the title bar.

**Close command (Control menu)**

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

**Switch to command (application Control menu)  
Switch (Blackhand) menu command**

Pops up the Windows Task List to switch applications.

## Using SofType

Getting SofType up and running is simple:

- First double-click the SofType icon



to start it running.

- Switch back to Program Manager and start the Windows application you want to use SofType with. Or select an application you have added to the [Run](#) or [Blackhand](#) menus.
- Then to "type" information into your application, simply point at the appropriate key and press (click) your [mouse](#) button.

**NOTE:** The application you want to type information into **must** be the [active application](#)!

For information on typing see:

[The Keyboard](#)

[Word Box](#)

[Using Scan](#)

## Moving and Sizing SofType:

By default SofType places itself at the top of your screen. You may, if you wish, place the keyboard display anywhere on the screen, and re-size it to fit your needs. It makes sense to place SofType at the absolute top or bottom of your screen to give other applications the most room.

SofType will save the size and position of its window in [SOFTYPE.INI](#). The next time you run SofType, it will place itself at the same location and size itself to the saved size.

Carefully consider the size you choose to make SofType. There is a trade-off between how much of your application you see and how much of SofType you can access without scrolling.

By default SofType sizes itself so you will not have to scroll it to access any part of the keyboard. When you reduce the size of SofType's window, you will have to use scroll bars to access "hidden" parts of the keyboard.

To quickly size SofType so it does not have scrollbars, select Snug Window from either the [View](#) or [Blackhand](#) menus.

**Quick Clicks:****Quick Shift a Character:**

A fast way to shift a character (alphabetic keys only) is to double-click the left button on the character you want capitalized. Example: To enter "Sam" in your application, double-click S, then click A, and finally click M.

**Quick Space:**

A fast way to send a space to your application, (with a two button mouse), is to click the right button. Your cursor must be positioned on one of SofType's keys for this to work properly; the key doesn't have to be the Space Bar.

**Quick Enter:**

A fast way to send a carriage return, or Enter, to your application, (with a two button mouse), is to double-click the right button. Your cursor must be positioned on one of SofType's keys for this to work properly; the key doesn't have to be the Enter key.

The HeadMouse is an alternative, infrared, pointing device. With a HeadMouse users control the cursor with head movements without being physically "connected" to the computer. For more information contact:

Access Technology Inc.  
8445 Keystone Crossing Ste. 165  
Indianapolis, IN 46240  
(317)465-1275

The **Title Bar** contains the name of an application.



A message box usually contains information for a user. The user responds by pushing a button in the message box.

SofType keeps track of all the settings you change while using SofType. These values are stored in your Windows directory in a file called SOFTYPE.INI.

**Demo version only:** The demo version does not save settings to SOFTYPE.INI.

In Windows the **active application** has the title bar highlighted, usually in blue. See your Windows User Guide if this is unclear to you.

To activate an application:

- Click anywhere within the application window. To make Softype the **active application** click its title bar.
- When you initially run an application it is the **active application**.

Within this document "mouse" refers to any input device that Windows "sees" as a normal mouse. This device can be a trackball, lightpen, joystick, or alternatives such as HeadMouse

A caret in a Windows program is usually a blinking vertical line. The caret is also known as an insertion point, cursor, edit point, etc.

**NOTE:** In this document "cursor" refers to the mouse cursor.

The Control Panel is a program that comes with Windows. It allows you to adjust several of Windows system settings such as colors, date/time, etc. See your Windows User Guide for more details.

In this document "cursor" refers to the on screen pointer that moves when you move your mouse.

The Control Menu is under the, usually, gray box with a white line in it to the left of the title bar. This menu is normally used to adjust the window size and location, and to close an application or switch to another. See your Windows User Guide for more details.



List Boxes provide a list of selections from which you choose. You may have to use the scroll bar to see all of the selections.

Dialog Boxes are input tools used by a Windows program. They can contain List Boxes, Edit Fields, various Buttons, etc. See you Windows User Guide for more details.

Edit Fields are where you enter information requested by a program. See the section on Using SofType, Dialog Boxes, List Boxes, Edit Fields, Etc., in this help file.

.KYS is the file extension that is used for SofType Keyboard Layout files.

A pixel is a picture element. When you see a screen resolution mentioned such as 800 X 600, it actually means 800pixels X 600pixels.

A click refers to the process of pressing and releasing a mouse button.

**Single Click:** Press and release a mouse button.

**Double Click:** Rapidly press and release a mouse button twice.

A drag occurs when you press *and* hold down a mouse button while moving the cursor.

## User Notes

### Cursor Woes:

Certain Windows applications, Windows Write and Microsoft Word for Windows, to name two, hide the mouse cursor while "typing" with SofType or a regular keyboard. This is not much of a problem as any movement of your mouse will restore the cursor.

### 386 Enhanced Mode and DOS:

SofType will work with DOS applications in a DOS Window with the following restrictions:1. The Num Lock & Caps Lock status may not be the same between SofType and the status indicator on your keyboard. This may cause you difficulties.

2. The direction keys do not work properly with DOS in this version of SofType. To use the direction keys: turn **off SofType's** Num Lock key. You'll still be able to use SofType's number pad for numbers.

### Mouse Parameters:

If you have difficulty using your mouse, for example, if the cursor moves too fast or slow, or you cannot double-click properly, use the Control Panel to adjust the Mouse Tracking Speed (how fast the cursor moves), and the Double Click Speed (the amount of time that passes between two clicks to signal a double-click).

### System Dialog and Message Boxes:

Windows provides special dialog and message boxes. These special boxes are known as System Dialog & System Message boxes. SofType **cannot** communicate with these system boxes. This includes SofType's **AutoClick** feature which will be disabled for the duration of the dialog or message box..

These "System Boxes" are presented to a user when Windows needs input from a user so it can continue processing a request.

EXAMPLE: If you make a PIF file and supply a ? in the Optional Parameters field, Windows will prompt you for parameters to run a DOS program with. This prompt is a System Dialog box and SofType cannot be used to supply parameters. There are three ways around this specific situation with a PIF:

1. From Program Manager select File, Run, then type (with SofType) the PIF name (and path if needed), a space, and then the parameters. If you wanted to run a program called "app" with "/C /f" you would type "app.pif /C /f" and then press OK.
2. If you want to run a PIF set up as an icon: Select the icon (single click it), and select File, Properties from Program Manager. In the Command Line field add the parameters to the end of the line. If you wanted to run a program called "app" with "/C /f" you would add " /C /f" to the Command Line and then press OK. Double-click the icon as normal to run the program.
3. Make an icon for each command line variant you use, supplying the proper Command Line & a descriptive Description line.

**Note:** The above methods will only work with PIF files! If you encounter any other System



Dialog boxes, you will have to enter information (if any) by your normal keyboard and press buttons with a manual click.

### **Known Problem Programs:**

**WordPerfect for Windows 5.1:** The non-alphanumeric keys, the arrows, Enter, etc., require multiple clicks to respond. They will work with AutoClick **ON** if they are AutoClicked. I do not know if there is also a problem with version 5.2 or higher.

**WordPerfect for Windows 6.0:** WordPerfect disables **AutoClick** when you click a "Power Bar" button that has a drop down list such as the Font button. Either avoid using such buttons or supply a manual click to make your choice. After the drop down list closes AutoClick will work again.

Other Word Perfect Corporation products with a "Power Bar" feature may experience similar problems.

**PCTools for Windows 2.0 File Manager:** Pressing F2 disables **AutoClick** in PCTools File Manager. Either avoid pressing F2 or supply manual clicks to do the Rename. After you complete the Rename operation by typing an Enter, **AutoClick** is reenabled.

**Crosstalk for Windows:** While Crosstalk is downloading *and* minimized **AutoClick** will not work.

**Notebook & CMPQwk:** Selecting text with **Draggers Drag** button in these two applications will not work. You can select text using SofTypes keyboard by locking the **Shift** key and using the **arrow** keys.

**Comet Busters:** The **arrow** keys do not work for ship movements.

### **SofType Helpers:**

Many thanks and undying gratitude to "**Beta Bob**", for his bug finding skills and many suggestions! Besides, anyone crazy enough to have that much betaware on his computer needs kindness. Thanx Bob, use in good health!

**Lawyers:** All programs mentioned in this file are copyright/trademark of their respective owners/companies SofType is Copyright © Access Technology, Inc. 1993, 1994.

**To Report Problems:** Please report all problems to [Access Technology, Inc.](#) Try to be as clear as possible reporting the steps to reproduce the problem and if the problem only happens with a particular program.

**Notepad** is a simple text editor supplied with Windows. See your Windows manual or [Notepad help](#) for more details on using this application.

**File Manager** is a file utility that is included with Windows. See your Windows manual or [File Manager help](#) for details on using this application.

A **PIF** (Program Information File) file provides information to Windows to help it run DOS programs more effectively. For more information on PIF files see your Windows manual or see on-line help for [PIF Editor](#).

## **Dismiss Menu command**

Select **Dismiss Menu** to close the Blackhand menu without choosing any other selections. Useful if you pop up the Blackhand menu by mistake.

## **Resize Active App menu command**

Choose **Resize Active App** to resize the active application, or window, to fill the portion of the screen not occupied by SofType.

### **Notes:**

- Some applications may not respond by resizing.
- When SofType is the active application **Resize Active App** will be disabled.
- If the active application has a dialog box open *and* active, **Resize Active App** will cause that dialog box to be resized and not the application.

## Blackhand menu commands

You call up the Blackhand pop-up command menu by a left click of your mouse on SofType's background or click Menu on the Scan button bar. (The mouse cursor will change from ■ to

■ when the cursor is on SofType's background.)

The Blackhand menu offers the following commands:

<u>Save Word</u>	Saves the word currently displayed in the <u>Status Bar</u> .
<u>Trim Words</u>	Edit, delete, and add words to the Word Box.
<u>Dismiss Menu</u>	Closes the Blackhand menu.
<u>Title &amp; Menu</u>	Turns On & Off SofType's title and menu bars.
<u>Snug Window</u>	Resize SofType to exactly fit the keyboard.
<u>Minimize</u>	Shrinks SofType to an icon.§
<u>Scan</u>	Adjust Scan settings.*
<u>Load Layout</u>	Loads a different keyboard layout.*
<u>Edit Run</u>	Add or edit entries of the Run menu.*
<u>Help</u>	Help activates SofType help for Scan users.*
<u>Resize Active App</u>	Sizes active application.
<u>Quit SofType</u>	Exits SofType.
<u>Switch To</u>	View the Windows Task List.§

\* When using scan. (Available **only** in SofType Pro & Elite.)  
§ Only when not using scan.

**Please Note:** As you add programs to the Run menu (Edit Run) they will be added to the end, or bottom, of this menu. You may add up to 10 programs to run. (Available **only** in SofType Pro & Elite.)



This icon, which will only appear when SofType is minimized and the mouse cursor is in the upper left corner of the SofType icon, allows you to left click to activate the normal Dragger drag operation. This is provided for users that have a one button mouse, or for those who wish to use the right mouse button for the application they're working in.





This icon, which only appears when SofType is minimized and the mouse cursor is in the upper right corner of the SofType icon, allows users who cannot double click their mouse to send a left double click to an application with a single left click.




This icon, which only appears when SofType is minimized and the mouse cursor is in the lower left corner of the SofType icon and Right Button ON is checked (In Dragger settings.), signifies that you cannot send a right click with a left click.



This icon, which only appears when SofType is minimized and the mouse cursor is in the lower left corner of the SofType icon, allows you to send a right click with a left click.



**Note:** If you are using the right button to initiate a drag, this icon changes to  and you are not permitted to right click with a left click. See Dragger settings for info on turning the right button ON/OFF..



This icon, which only appears when SofType is minimized and the mouse cursor is in the lower left corner of the SofType icon, enables the AutoClick rest feature.

**Note:** This icon only appears if a Jitter Box size is set and AutoClick is on. It then replaces





This icon, which only appears when SofType is minimized and the mouse cursor is in the lower right corner of the SofType icon, is the normal Windows control menu.

97  
102

This is the normal SofType icon when Dragger is **On** and is what you'll see while working in other Windows applications with SofType minimized. The coordinates of the cursor are displayed on this icon only.

Moving the mouse will cause Dragger to update these numbers. The top number is the "X" location, the bottom number is the "Y" location.

The X coordinate begins at zero in the upper left corner of your screen and increases as you move the cursor right.

The Y coordinate begins at zero in the upper left corner of your screen and increases as you move the cursor down.



## Using Dragger

With Dragger enabled, users can perform the following mouse operations with a single left click of their mouse:

- Drag without holding the left button down.
- Left double click with a single left click.
- Send a right click with a left click.

Softype allows you to use the Dragger feature two different ways:

1. When the Softype Window is open.
2. When Softype is minimized.

For best results with either method: The window you are using a Dragger feature on, or in, should be the active window.

### **Please Note:**

Dragger is only built in with Softype Elite.

**Using Dragger: When SofType is minimized**

(Click any icon here for more information.)

**Drag****Dragging:**

There are two methods to drag using Dragger when SofType is minimized:

- Initiate a drag with Dragger:
  1. With a two button mouse click the right button.
  2. With a one button mouse, or if you turn off the right click feature, click the upper left  $\frac{1}{4}$  of SofType's icon.
- Do the drag:
 

Position the cursor on the Windows element you want to manipulate, left click the mouse, move the cursor to a new location, and left click again.

**Note:** If after you drag, SofType's icon still shows the ■ icon: Left click again to complete the drag. Some applications require this extra click to complete a drag operation.

**Click  
II****Double clicking: (left button double click only)**

- Activate Dragger's double click feature by a left click of the upper right  $\frac{1}{4}$  of SofType's icon.
- Move the cursor to the window element you wish to double click.
- Left click your mouse and Dragger will perform a double click for you.
- 
- **Right Click with a Left Click:**

Clicking the lower left  $\frac{1}{4}$  of SofType's icon will allow you to send a right click with your next left click.

**Note:** If you are using the right button to initiate a drag, you will not be able to use the "Right Click with a Left Click" feature. See [Dragger settings](#).

**AC  
Rest****AutoClick Rest:**

When using AutoClick with the Jitter Box feature enabled, clicking the lower left  $\frac{1}{4}$  of SofType's icon will temporarily disable AutoClick and display the [Rest dialog](#).

**Note:** If AutoClick is On with the Jitter Box feature enabled, you will not be able to use the "Right Click with a Left Click" feature when SofType is minimized.

**Menu****Restoring SofType:**

- Left clicking the lower right  $\frac{1}{4}$  of SofType's icon will bring up the System Menu.
- Double clicking the lower right  $\frac{1}{4}$  of SofType's icon will restore SofType.

See Also

When the SofType Window is open.

Press **Icon** to minimize SofType. See [When SofType is minimized](#).

Press **Shrink** to immediately turn off SofType's title & menu bar and resize the window. This gives you the maximum amount of screen space for other applications. When you press **Shrink** the text changes to **Grow**.

Press **Grow** to immediately turn on SofType's title & menu bar and resize the window. The text will change back to **Shrink**.

Press **right** to select the right click feature. The text of this button will then change to **Right**. This feature allows you to send a right click with a left click.

Procedure:

- Press **right** to initiate.
- Position the cursor on the window element you wish to right click.
- Click the left button.

**Note:** If you are using your right button to initiate a drag, this button is disabled. See Dragger settings for info on turning the right button ON/OFF.

**Also:** This feature can be used within the SofType window.

Press **dclick** to select the double click feature. The text of this button will then change to **DClick**. This feature allows you to send a left double click with a single left click.

Procedure:

- Press the **dclick** button to initiate.
- Position the cursor on the window element you wish to double click.
- Click the left button.

**Note:** This feature is only for a left double click.

**Also:** The double click feature can be used within the SofType window.

Press **drag**, or right click to initiate a drag. The text of this button will then change to **Drag**. This feature allows you to perform a drag without holding down a button.

Procedure:

- Press the **drag** button to initiate a drag.
- Position the cursor on the window element you wish to drag.
- Click the left button to begin the drag.
- Drag (move) the cursor to a new location.
- Click the left button again to complete the drag.

**Note:** If after the last click this button still reads **Drag**, you must left click once more to complete the drag. This extra click will be "eaten" by Dragger and is not sent to the window element where the cursor is resting.

**Also:** The drag feature can be used to move and size the SofType window.



## Using Dragger: When SofType is "open"

Below is the Dragger Button bar. Click a button for details.



See Also:

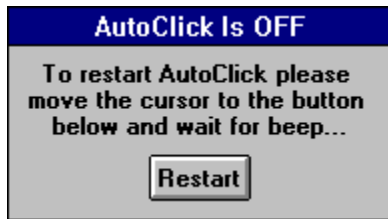
[Dragger settings](#)

[When SofType is minimized.](#)

Keep the cursor within the **Restart** button for the AutoClick delay. You will then hear a beep and the AutoClick Rest dialog will close. AutoClick will then be enabled.

## AutoClick Rest

Keep the cursor within the **Restart** button for the AutoClick delay. You will then hear a beep and the AutoClick Rest dialog will close. AutoClick will then be active.



See Also:

[AutoClick Settings](#)

The **Task List** allows you to:

- Switch between active applications.
- End (close) active applications
- Rearrange all active application windows and icons.

Press the **Bottom** button to move the SofType window to the bottom of the screen. The text of this button then becomes **Top**. Press the **Top** button to move the SofType window to the top of the screen.

Press the **Oops** button to cancel the current scan.

**Note:** The **Oops** button is disabled when you initially start SofType and when SofType is the active application.

Press the **Menu** button to pop up the Blackhand menu. Scan will then move a selection bar down the Blackhand menu. When the menu item you want to select is highlighted, click the left button.

Press the **Switch** button to activate the Windows Task List. You can then manipulate the Task List dialog by scanning the keyboard.



Press the **Save** button to save the current word you are typing. The whole word file, including the new word, is then saved to disk.

**Note:** The **Save** button is disabled and not scanned if there is no word to save.

## Using Scan

Scan allows SofType users to type even though they may not be able to move the mouse cursor. Using scan a user only need press the left mouse button (left click) to type.

Below is the Scan Button bar. Click the buttons for details.



**Note:** The Scan feature is only available to SofType Pro and Elite users.



SofType is designed to scan three portions of SofType: Scan Bar, Keyboard, and Word Box. The bullseye cursor moves between these three portions of SofType. When the bullseye is on the portion you wish to use, left click to begin scanning within that portion.

### Scan Bar:

When you select the **Scan Bar**, first start SofType, after Scan is first turned on, or when SofType is the active window the **Scan Bar** is scanned. The cursor will move to and pause on each active button. When the cursor is on the button you wish to select, left click it.

### Keyboard:

The scan of the **Keyboard** is a two step process:

- First, SofType scans for row selection.
- Second, SofType scans for the key you want to type.

To type a key you select the row that the key is on with a left click. Then select the key with a left click.

### To cancel scanning of the keyboard:

- If you have use of the right mouse button, right click to cancel.
- The very last thing scanned, while scanning for the row and/or the key, is the **Oops** button. Left click **Oops** to cancel.

When you cancel the **Keyboard** scan the bullseye cursor comes back and begins scanning SofType's three scan portions.

### Notes:

- You may open and use menus and dialog boxes in other applications via the keyboard scan.
- You may left double click a letter key to capitalize that letter but you *may not* right click or right double click a key. See Quick Clicks for details.

- With the default SofType keyboard layout (SOFTYPE.KYS), the number pad has its *own* rows. In other words, after the bottom row of the main keyboard is scanned, the top row of the number pad is then scanned. After the bottom row of the number pad is scanned, the **Oops** button is scanned then the scan repeats with the top row of the main keyboard.

### **Word Box:**

- When you scan within the **Word Box** only the visible words are scanned, not the complete contents of the **Word Box**.
- The scrollbar in the **Word Box** is not scanned.
- If you have begun typing a word, then elect to scan the **Word Box**, only the visible words beginning with what you typed are scanned. Example: You have already typed "ab". All visible "ab" words are scanned, then the **Oops** button and then the first "ab" word, etc. Any visible words beginning "aa" or "ac" are not scanned.

To select a word, when it is highlighted left click it. SofType will then finish typing it for you.

### **To cancel scanning the Word Box:**

- If you have use of the right mouse button, right click to cancel.
- The very last thing scanned, after scanning the visible words, is the **Oops** button. Left click **Oops** to cancel the scan of the Word Box.

When you cancel the **Word Box** scan the bullseye cursor comes back and begins scanning SofType's three scan portions.

**Note:** You may not use the right mouse button to capitalize the first letter of the selected word.

### **Scanning Other Applications Menus:**

When you open a menu in an application you are working on, SofType will scan the menu by moving the highlight to each menu choice. When the highlight reaches the menu selection you want, left click your mouse.

**Important Note:** The scan of other applications menus cannot be canceled with a right click, nor is the **Oops** button scanned. Once you open an application's menu, you must select a choice from that menu.

### **SofType Help & Scan:**

When you select **Help** from the **Menu** button on the Scan bar, the help window sizes to fill the screen area not occupied SofType.

To navigate SofType **Help** with scan, use SofType's Tab key move among the hotspots and Enter to select.

### **SofType dialogs that may be used with Scan:**

[Scan Settings](#)  
[Load Layout](#)  
[Trim Words](#)  
[Edit Run](#)

## Word Box

The Word Box allows you to select a word to complete typing a word you begin typing. The completed word automatically has a space added to the end of it.

**Please Note:** All selections from the Word Box are typed with a trailing space.

As you begin typing a word the Word Box fills with words from the alphabetic group you are typing.

Example: You type (click on) SofType's **a** key. The Word Box then displays words beginning with **a**. If the "a" word you want is visible in the Word Box, simply click on it.

If the word is not visible you can either:

- Use the Word Box's scrollbar (if it is on) to move through the "a" word list.
- Type the next letter and the Word Box will scroll to the first two letters you have typed. If the second letter you type is **m** Word Box displays words beginning with **am**. If the word is still not visible, type the third letter and so on. . .

**Please Note:** For clarity the examples that follow use the character "\_" to represent a space.

### Common Words:

When SofType is first started, or after each word you end with a space or punctuation, Word Box fills with its **Common Words** list. This list consists of words used frequently, "the", "it", "for", etc., suffixes, "ly", "ed", etc., and punctuation. A space is also added to the end of each selection from this list.

The punctuation and suffixes in **Common Words** begin with the characters "<-". This <- represents a backspace. This is why:

You type **am** and select the word "amount" from the Word Box; "amount\_" is typed for you. You then select "<-!" from the **Common Words** list; "amount\_" becomes "amount!\_". If not for the <- the final result would be "amount!\_"

### When you Left Click a word:

SofType will type, or finish typing, the word exactly as it appears.

Example: You type **am** then left click "amount". "ount\_" is typed for you.

### When you Right Click a word:

SofType will capitalize the first letter of the word. If necessary, SofType will delete a word fragment you started to type and then retype the whole word with the first letter capitalized.

Example: You type **am** then right click "amount". First **am** is deleted, then "Amount\_" is typed for you.

### When you Middle Click a word:

SofType will capitalize all the letters of the word. If necessary, SofType will delete a word fragment you started to type and then retype the whole word capitalized.

Example: You type **am** then middle click "amount". First **am** is deleted, then "AMOUNT\_" is typed for you.

**Please Note:** A right or middle click requires a two or three button mouse respectively.

### **Spell Correction:**

SofType offers rudimentary **Spell Correction** for when you mistype or change your mind about a word.

Example: You want to type "another" but mistype with **ann**. You can then left click "another" in the Word Box. The extra **n** will be deleted and the final result will be "another\_".

The first letter in a word is ignored during **Spell Correction**.

Example: If you type **n**, the left click "NASA" in the Word Box, "nASA\_" will be the final result.

The case of letters is also ignored during **Spell Correction**.

Example: If you have typed "Soft", then click "SofType" from the Word Box, "Softype\_" will be the final result.

**Please Note:** This **Spell Correction** follows all the click rules outlined above.

### **Saving (Adding) Words:**

There are two methods to add words to the Word Box's lists:

First type a *complete* word; *do not* type any punctuation or space. Look at the Word Box to see if the word is already there. If you want to add the word:

1. Left click SofType's *background* to pop up the Blackhand menu, then select Save Word. The word is added to the list then the *entire* word file (all lists/words) are saved to disk.
2. Select SofType's File menu, or left click SofType's *background* to pop up the Blackhand menu, and select Trim Words. **Note:** Trim Words is the *only* way to add words to the **Common Words** list or delete and edit words in all lists.

**Please Note:** You may also choose Save Word from the File menu. However, by using this method the application you were typing in to will have to be re-activated after you select Save Word.

**Also Note:** Whichever method you use to add words, you *do not* have to add a space. SofType automatically adds the space after you select the word for typing from the Word Box.

See Also

Using SofType  
Word Box settings  
Trim Words  
Blackhand menu  
View menu

## Keyboard

Typing with the SofType keyboard is simple: point and click your mouse on the key you wish to type.

**Very Important:** The application you want to type information into **must be** the active application!

### Shift, Ctrl, and Alt:

To use the Shift, Ctrl, or Alt key in combination with another key, click the Shift, Ctrl, or Alt key, then click the key you want to combine.

Example: in order to type "Sam" into your application, click on Shift, then click on **S**, click on **a**, then click on **m**. You will see "Sam" entered in your application.

A single click of Shift, Ctrl, or Alt puts that key into One Shot mode.

### To lock Shift, Ctrl, or Alt:

- Click the key twice. On SofType's window the key will appear held down and the state of these keys is also reflected in the Status Bar.

### To unlock Shift, Ctrl, or Alt:

- Click the key a third time.

### Quick Shift:

A fast way to shift a single character (alphabetic keys only) is to double-click the left button on the character you want capitalized. Example: To enter "Jill" in your application, double-click **j**, then click **i**, then click **I**, and finally **I** again. See Quick Clicks for other shortcuts.

### Shift, Ctrl, and Alt Combinations:

These "shift" combinations are usually used to quickly access a feature found on a menu in a Windows application. If you find it quicker to send a shift combination to an application instead of using a menu, you may use the Ctrl, Shift, and Alt keys in SofType's display.

To send a combination, such as Shift+Ctrl+Y to an application, you click both the Shift and Ctrl keys, then click Y.

### High ANSI & ASCII:

To enter characters, such as "ç", not found on your keyboard, you click an Alt key twice to lock it down then enter the numeric code on SofType's number pad, finally click Alt again to see the character.

See your Windows manual for charts of the ANSI & ASCII character sets and instructions for entering these codes.

### Dialog Boxes, List Boxes, Edit Fields, Etc.

The SofType keyboard can be used to navigate Dialog and List Boxes, and type information in Edit Fields (e.g. file names, etc.). ALT key combinations can be used within Dialog Boxes to

"press" buttons or otherwise navigate a dialog.

**Please Note:** ALT key combinations may not work within certain dialogs. It is generally faster to point & click within a dialog.

**NOTE:** Windows provides *special* dialog and message boxes. These special boxes are known as System Dialog & System Message boxes. SoftType **cannot** communicate with these system boxes. See User Notes for more information.

See Also

Word Box

Keyboard menu



## **Access Technology**

For information about other products from Access Technology call or write:

Access Technology, Inc.  
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Indianapolis, IN 46240  
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## Editing Layouts

**CAUTION:** If you cannot use your computer without SofType you may need someone who can use the computer's keyboard if you get in trouble.

**NOTE:** Select File, Print Topic, to print these directions.

The .KYS files are text files that can be loaded into Notepad and edited.

Follow these steps **before** editing a layout file:

1. Using File Load Layout determine which existing layout you want to edit.
2. Using File Manager make a copy of the .KYS file you wish to edit. Call it MYKYBD.KYS.
3. Load Notepad.
4. Load the .KYS file you just made/wish to edit into Notepad.

What You See:

**Comments:** Lines beginning with a semicolon (;) are comment lines. A comment can contain anything you wish.

**Note:** A comment line must have a ; as the very first character of the line.

**Key Lines:** A key line looks like this:

```
1,27,27,0,6,"ESC"
```

Key Lines contain information that SofType uses to represent a key to you and to other applications. Key Lines contain 6 fields:

1. Scan Code 1,
2. Virtual Key Code 27,
3. ASCII Code.27,
4. Extended Code 0,
5. Color Code 6,
6. Text that appears to you on the key face. "ESC"

Unless you understand **exactly** what fields 1-5 are, **do not** change them!

You may change the text of the key (field 6) if you desire. **Any** text for a key must appear between two quotes. Text for a quote (") would be """".

Please note that the direction keys in the .KYS file do not appear as arrows. They appear as: left=←, up=↑, right=→, down=↓.

**SPACE:** SPACE is a command to SofType to add a space or gap between keys. SofType's SPACE command's gap is one pixel. You may use more than one consecutive SPACE command. SPACE only adds a gap in the horizontal. There is no command for a vertical gap.

**NEWLINE:** NEWLINE is a command to SofType to begin a new line, or row, of keys. A new line of keys begins at the left edge of SofType's window or the left edge of the current "block".

**NEWBLOCK:** NEWBLOCK is a command to SofType to create a new block, or section, of keys. After a NEWBLOCK command is encountered SofType will align the new key block to

the right of the previous block's widest line of keys, with the top line of the new block aligned with the top line of the previous block. That may be a little confusing! The following will, hopefully, give you a better idea:

(Pseudo .KYS file)  
; first block of keys

=  
=  
=  
=  
NEWLINE

=  
=  
=  
=  
NEWLINE

=  
=  
=  
NEWBLOCK  
; second block of keys

=  
=  
=  
NEWLINE

=  
=  
=

**(= is just shorthand for a key line in this example)**

Editing:

Select a key line and Cut & Paste to move a key, or Copy & Paste to copy a key. Be sure you select all the data on a key line or range of key lines before you cut or copy and paste.

Add SPACES, NEWLINES, and NEWBLOCKS as needed.

You may comment out a key line to "hide" a key from SofType.

When you've made some changes to your .KYS file, save it and load the layout into SofType to see the result.

Most likely you won't see what you expect after your first attempt. It may take repeating the above several times before you get the desired result.

**TIP:** Before you edit any particular .KYS file, first load it into SofType. Change the size and font of the keys to your preferences and needs. Changing these after you design a layout may change the alignment on certain keys in your layout.

**Color Codes:**

(What you would see)

==== ==  
===== ==  
==== ==  
1st      2nd  
block    block

The Color codes correspond to the key groups contained in the Color settings dialog of the Keyboard menu. The **Color Code** numbers correspond to the groups as follows:

<b>Group Name:</b>	<b>Color Code:</b>
Punctuation	0
Letters	1
Numbers	2
Function Keys	3
Cursor Keys	4
Enter	5
Controls	6
Background	7
Key Face	8

**Important Notes:**

**Color Code 1** is for **Letters only**. **All Letters** should be assigned the code **1**.

**Background** is the background *under* the keyboard layout.

**Key Face** is the background of the *keys*.

