CLICK2 SPEAK

EXPRESS YOURSELF

User Manual

November 2018 - 1.9.70.0

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Getting Started

Introduction

Click2Speak is an augmentative alternative communication (AAC) on-screen keyboard software designed for PCs and tablets running on Windows OS. Click2Speak serves as a communication center that allows people with motor impairments, who cannot use a standard keyboard, to communicate easily regardless of their physical limitations.

Click2Speak is powered by SwiftKey's leading language prediction engine, which enables faster typing combined with low margin of error. Click2Speak learns writing patterns, so it can quickly suggest to the user the most common words they use while typing.

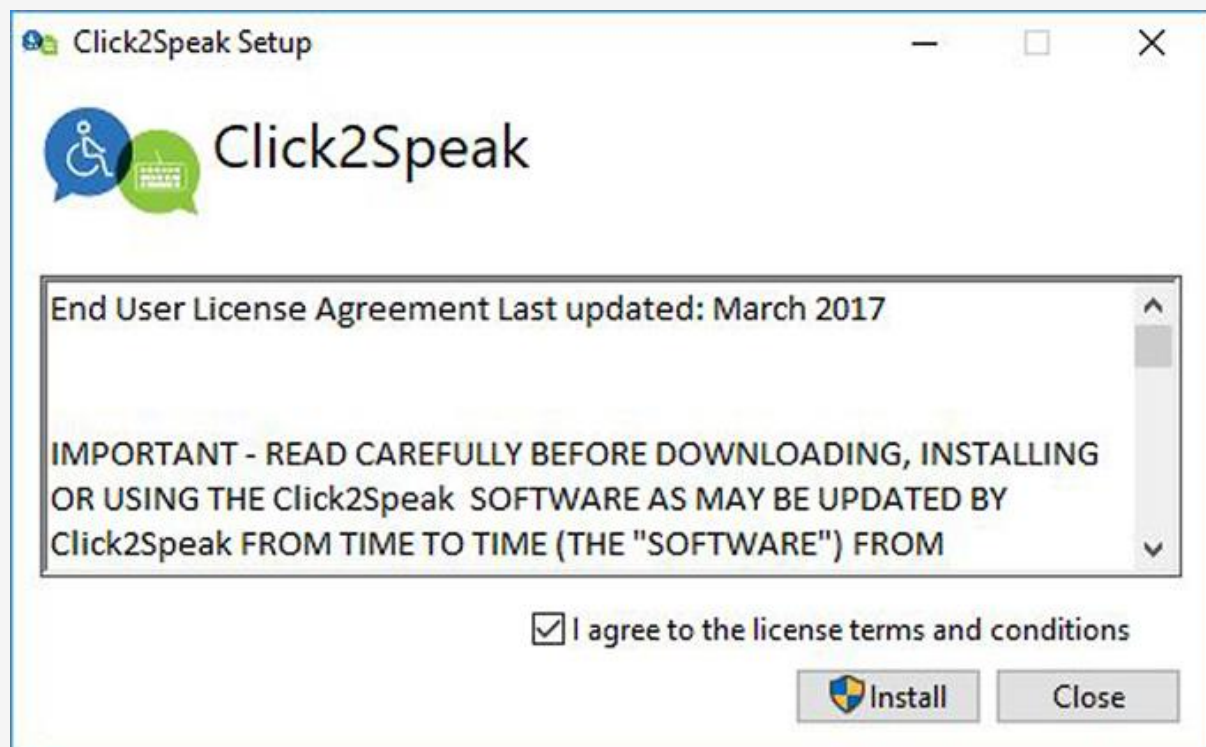## System Requirements

Any PC, laptop or tablet running on Windows 7, 8, 8.1, or Windows 10.
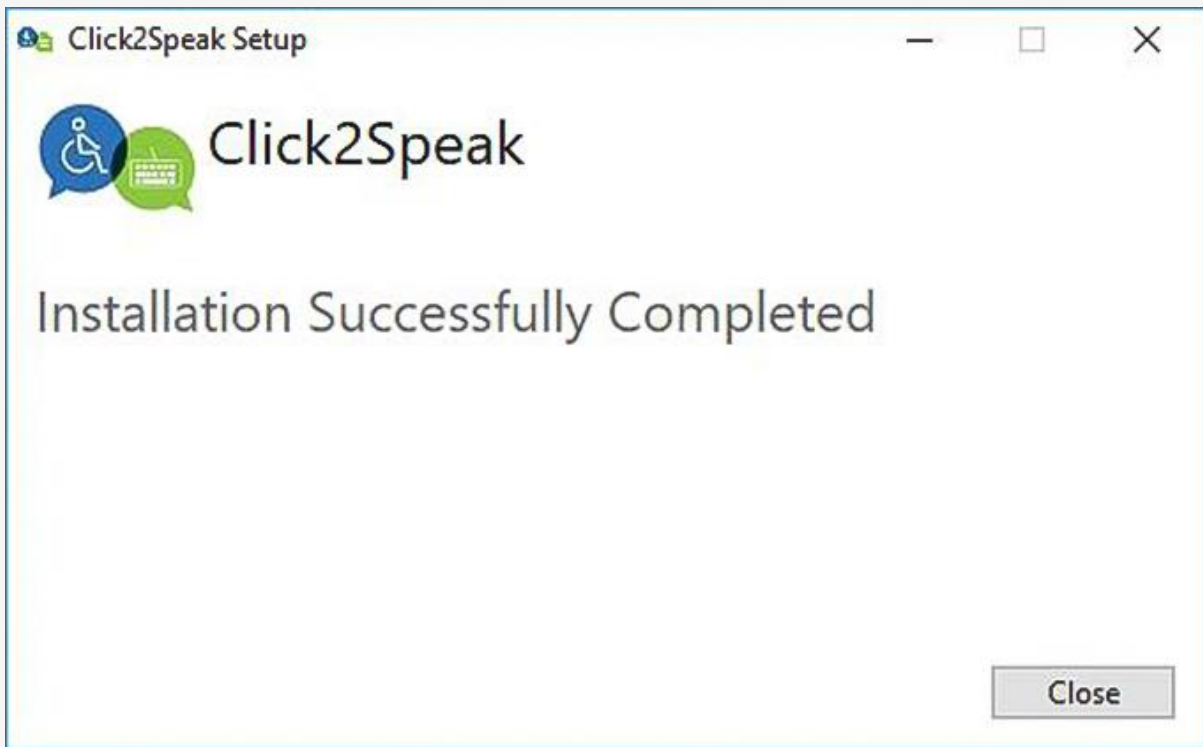2GB+ Memory (RAM) recommended.

Installation Process

First, download the latest version of the software from our website -
www.Click2Speak.net.
Then, open the installation file (*Click2Speak.exe*) and follow the installation wizard.

User Agreement Confirmation

Installation Successfully Completed

Supported Languages

The user interface of Click2Speak (including the 'Settings' section) is available in English, German, Spanish (Spain), Portuguese (Brazil), Russian, Italian, French, Hebrew and Arabic.

Language Packs

Click2Speak offers keyboard layout and word predictions of more than 100 languages. After a successful installation process, the keyboard will automatically download the language packs based on the languages installed on your Windows.

Note: Make sure you have an active Internet connection in order to perform this process. In case of unsuccessful connection attempt, Click2Speak will retry downloading the language packs the next time you start the software.

Switch Language

Once you have the language packs installed, you can switch between languages by clicking the 'earth' icon key and choosing one of the languages from the opened menu.


Languages menu key

Layout

After successful installation the default keyboard's layout will be displayed on the screen. Click2Speak layout consists of 3 panels: The keyboard panel, Windows access and shortcuts panel and mouse emulator panel.

Click2Speak default keyboard

The Keyboard Panel

Contains all the keys and letters found on a standard keyboard, along with a prediction bar that offers quick insert of predicted words as you type. You can change the layout of the letters and choose which keys to display through the settings screen.
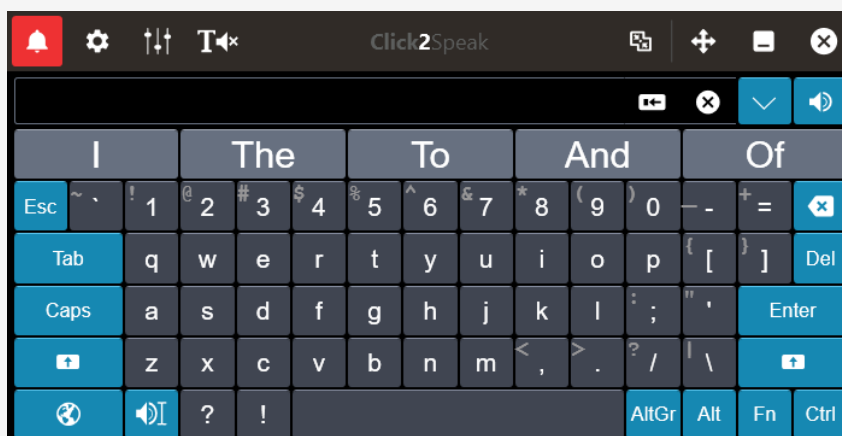
The keyboard panel

Locked Keys
The modifier keys (CTRL, ALT and SHIFT) have three modes of behavior: static (default), clicked, and locked.

A single click on a modifier key keeps it pressed until you click on another key (one keystroke). A second click on a modifier key 'locks' it, and it is released when clicked again (multiple keystrokes).
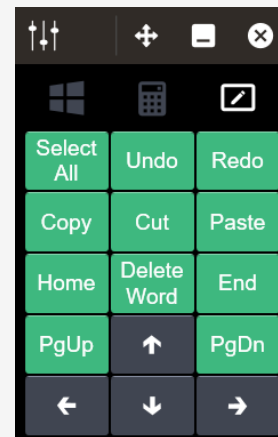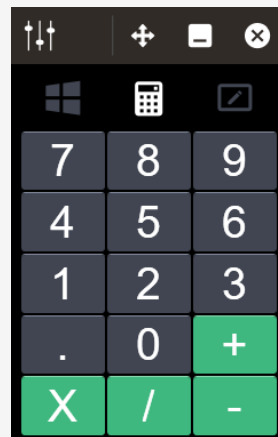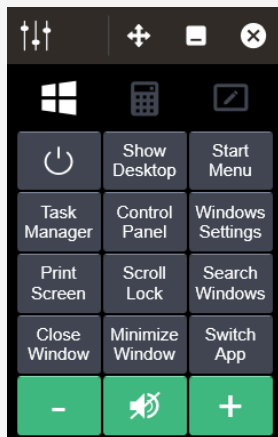

SHIFT key – Clicked mode

SHIFT key – Locked mode

Windows Access and Shortcuts Panel

This panel contains 3 different screens:
- Windows Control Panel
- Calculator (Numeric keypad)
- Extra Functions Panel

Mouse Emulator Panel

This panel is a full emulator of the computer mouse. The panel contains left and right click buttons, scroll up and down, middle click, and drag. In addition, the panel offers a shortcut key to a screen magnifier and a Dwell mode toggle key.
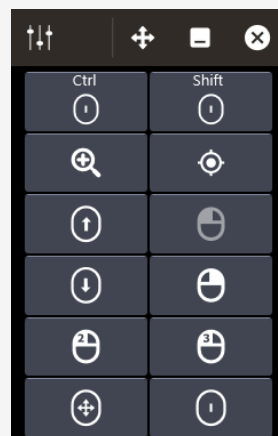

Mouse emulator panel

The access to all the emulator's keys is made only with a left mouse click. For example, in order to perform a right click action, select first the Right-click key. Then, while the key is pressed, make a left click with your mouse on the desired point to apply the right click action.

*Note: This process is true for all other keys in the panel.*

Top Bar Options

1 2 3 4   **5 6 7 8**
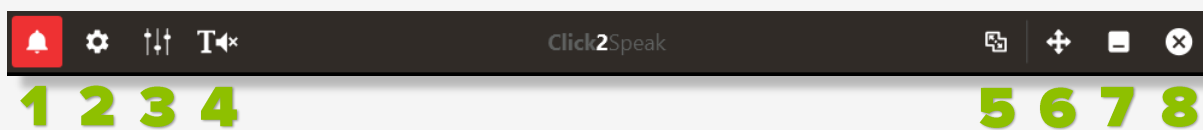
The top bar menu of the keyboard offers various options:
1. Call for assistance – Clicking the bell icon plays a call for help sound.

2. Settings - Opens the settings screen of Click2Speak.

3. Show Quick Settings – Allows access to popular settings like changing the keyboard size, setting key enlargement on hover, changing keyboard's position, and Dwell animation speed.
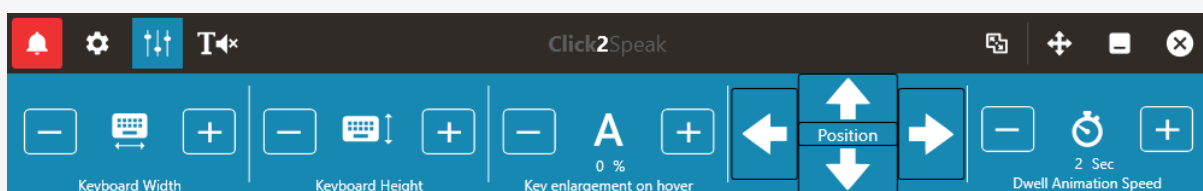
4. Text-to-Speech box - Shows and hides the text reading panel. In this box, you can type any text or use available predefined sentences, and the keyboard will read it aloud using Windows Text-to-Speech engine.
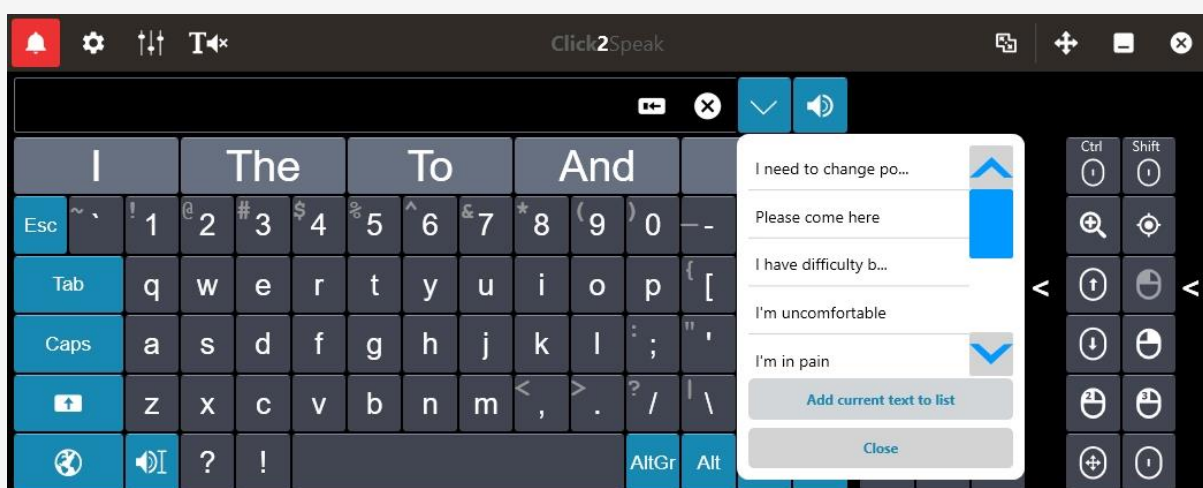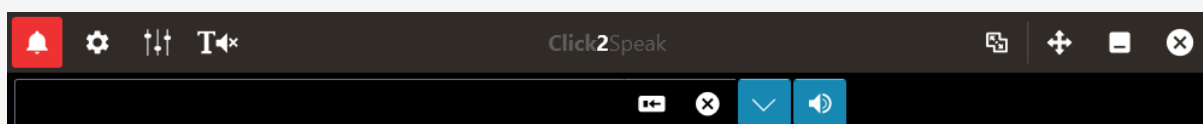
Predefined sentences menu

5. Separate panels - Separates the three main panels of Click2Speak so that each one of them can be placed at different screen locations. Use the same button to reconnect them.

6. Move - Allows you to move the keyboard and reposition it. Click this button to lock the keyboard into dragging mode. After moving it to the desired position, release it by clicking again.

Reposition mode

7. Minimize - Minimizes the keyboard to the taskbar.

8. Close – Exits Click2Speak.

Typing Methods

Mouse Click

Click2Speak default mode allows you to type by clicking with your pointer on the keyboard's keys. You can use a regular mouse or any other pointing device, such as head mouse, mouth mouse, eye tracking devices, joysticks etc.

Dwell

Dwell mode allows you to type, use applications, and access any window without clicking on the mouse buttons. You simply hover with the mouse pointer for a few seconds on any keyboard key or any object outside of it, and Click2Speak will perform an automatic click action for you.

When the Dwell is on, you will notice a blue circle animation running clockwise each time you make a mouse movement. This circle indicates how much time is left to perform the click action.

Dwell – Blue circle indicator

Note: Turn the Dwell on and off and adjust its behavior from Settings – Dwell Options

Scanning

Scanning allows you to access every key on the keyboard and every point on your screen by using only one or two buttons without any mouse movement. All you need is to make a click action, using your mouse, your keyboard, or a single/double switch.

Keyboard scanning mode

When the scanning mode is on, a yellow frame will scan through the keyboard and highlight certain areas. In order to select a specific key (e.g., the letter 'y'), click and stop the frame on the key's area, then select the relevant key group within the area, and finally select the key within this group.

Scanning – Selecting area

Scanning – Selecting row

Scanning – Selecting key

Scanning methods

There are two options in which the yellow frame can move – Automatically or Manually.

On Auto mode, the frame moves to the next area using constant intervals as defined in the settings. While on Manual mode you control the scanning speed, so you use two buttons – one for moving the frame to the next area and another for selecting the highlighted area.

Deselect an area

In case you accidentally selected the wrong area, or you wish to return one level up, wait for a dashed line frame to appear at the end of each scanning cycle and perform a click.


Scanning – Deselecting area

Mouse Click

To perform a mouse-click outside of the keyboard, navigate the highlighting frame to the mouse emulator panel and select one of the following mouse actions: Left-click, Right-click, Double-click, or Triple-click.
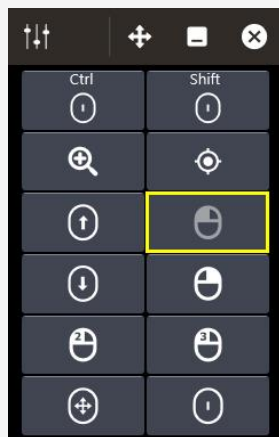
Scanning Left click on the mouse emulator panel

After selecting the key, vertical and horizontal guide lines run across the screen one after the other. The crossing point of these two lines determines the click location.

In order to set the precise clicking point, two guides run on each direction. The first, axis in bluish color, roughly determines the desired point's area. Once you click and select the area, a second line, in red, runs within this area to help refine the exact position of the point.
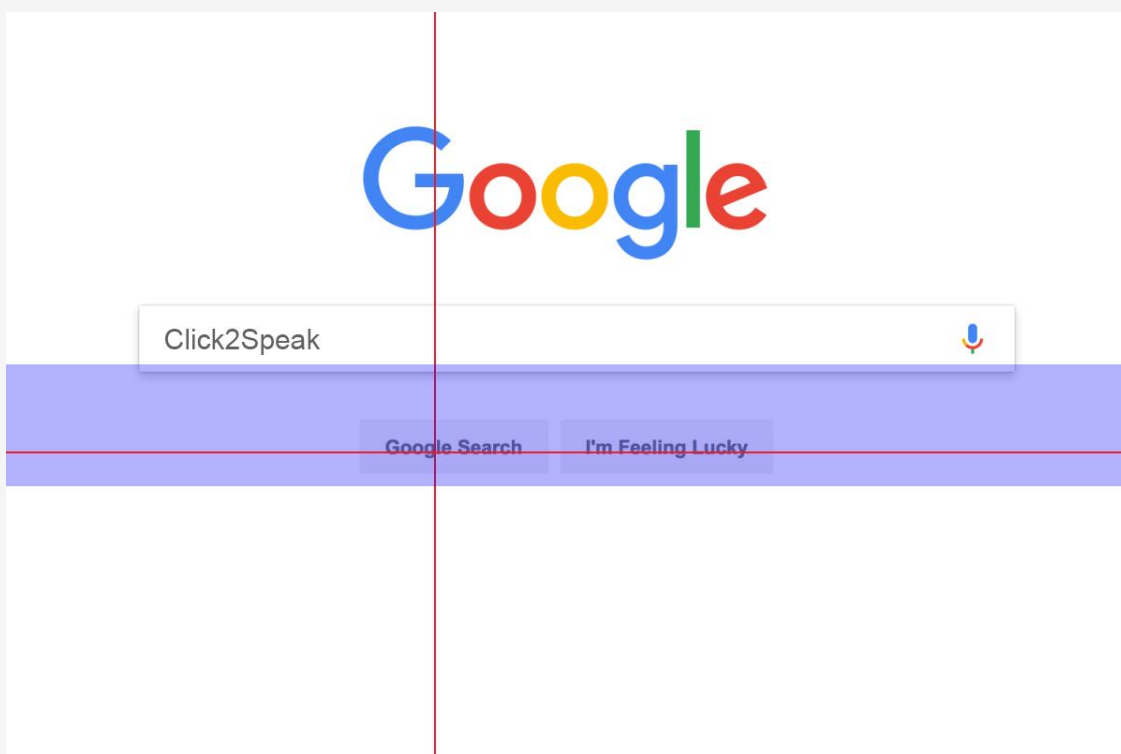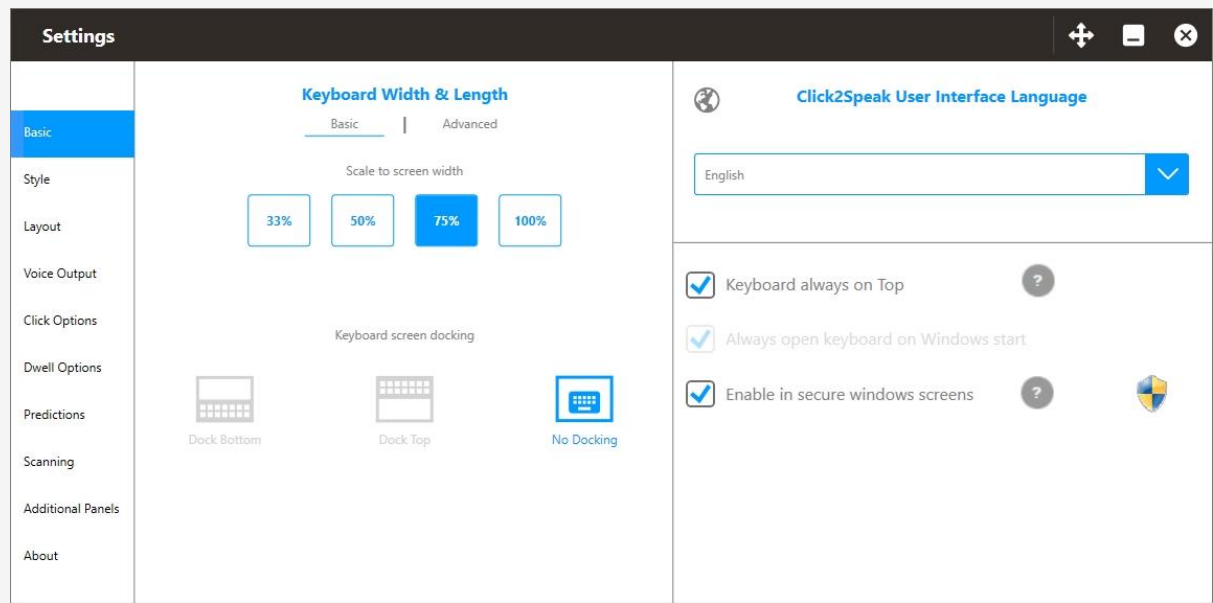

Mouse click action on scanning mode

Settings ⚙

The Click2Speak settings window is opened by clicking the gear icon at the top bar menu. This screen allows vast customization of the keyboard keys and other functionalities.
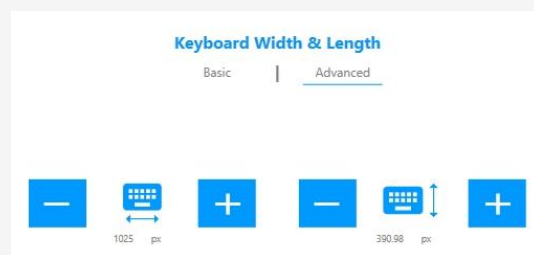
Basic

Settings screen – Basic

Keyboard Width & Length
Allows you to set the dimensions of the keyboard relatively to the screen width (Basic) or by specific height and width values in pixels (Advanced).

Advanced keyboard size setting

Keyboard screen docking
This mode attaches the keyboard to the top or bottom of the screen so that it does not interfere with your computer's ongoing work. This mode can be disabled by clicking 'No Docking'.

Click2Speak User Interface Language

On this dropdown menu you can choose the interface language of the settings' window.

Note: This does not alter the keyboard layout and prediction language.

Keyboard always on top

Keeps Click2Speak permanently on top of other opened windows.
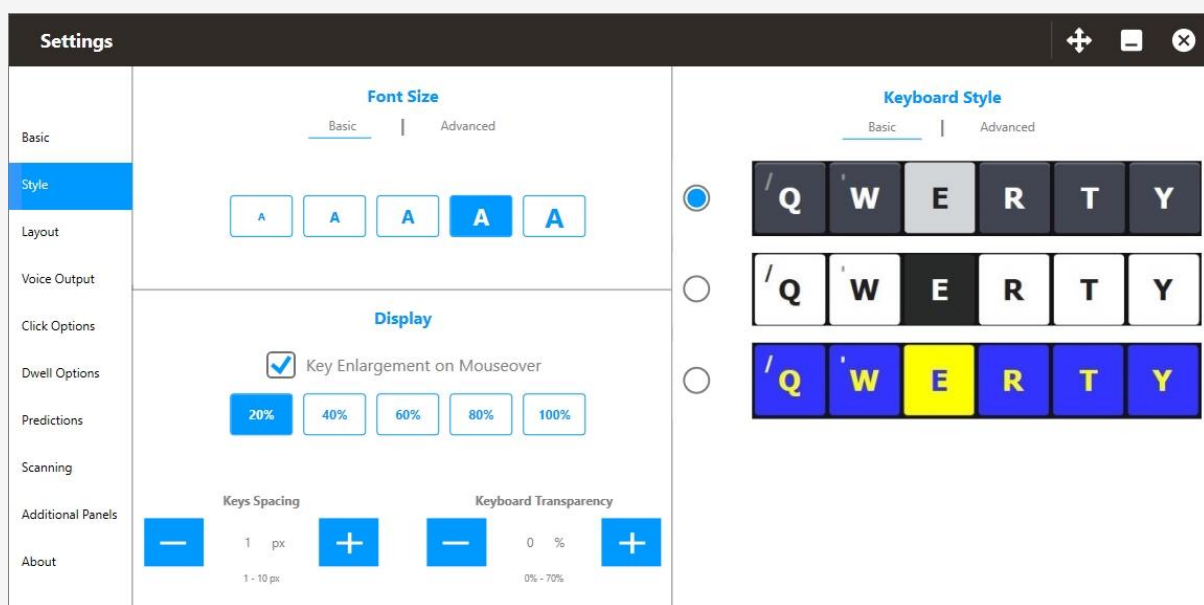
Always open keyboard on Windows start

Ensures that Click2Speak launches on Windows startup.

Enable in secure Windows screens

Allows Click2Speak to run on the secured screens of Windows. For example, enabling this mode will allow the keyboard to be used on the Windows login screen.

Style

Settings screen – Style

Font Size

Selects the font size of the keys. You can select one of the predefined sizes (Basic) or set a specific value (Advanced).

Advanced font size setting

Key Enlargement on Mouseover

Enable this in order to increase keyboard keys size when the mouse hovers over them. You can set the scaling percentage in the range of 20%-100%.
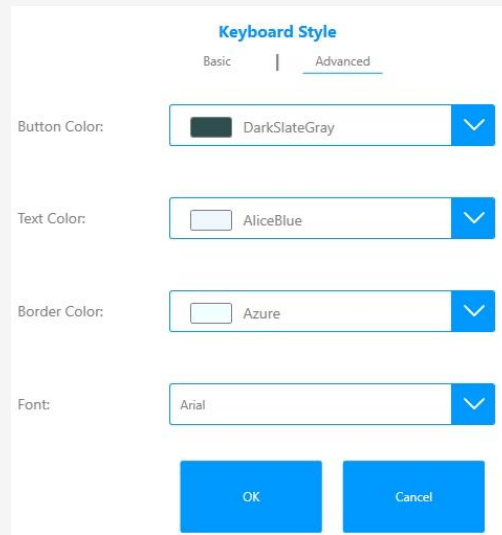
Key Spacing

Sets the space between the keys by adding a frame around each one of them (in pixels).

Keyboard Transparency

Setting a transparency of the keyboard allows you to see the contents behind the keyboard. The transparency percentage can be set from 0% (full opacity) to 70% (high transparency).

Keyboard Style

Allows you to set the keyboard layout by selecting either a preset design (Basic) or customizing the keyboard's colors and font (Advanced). You can always reset the changes by selecting again the default design.
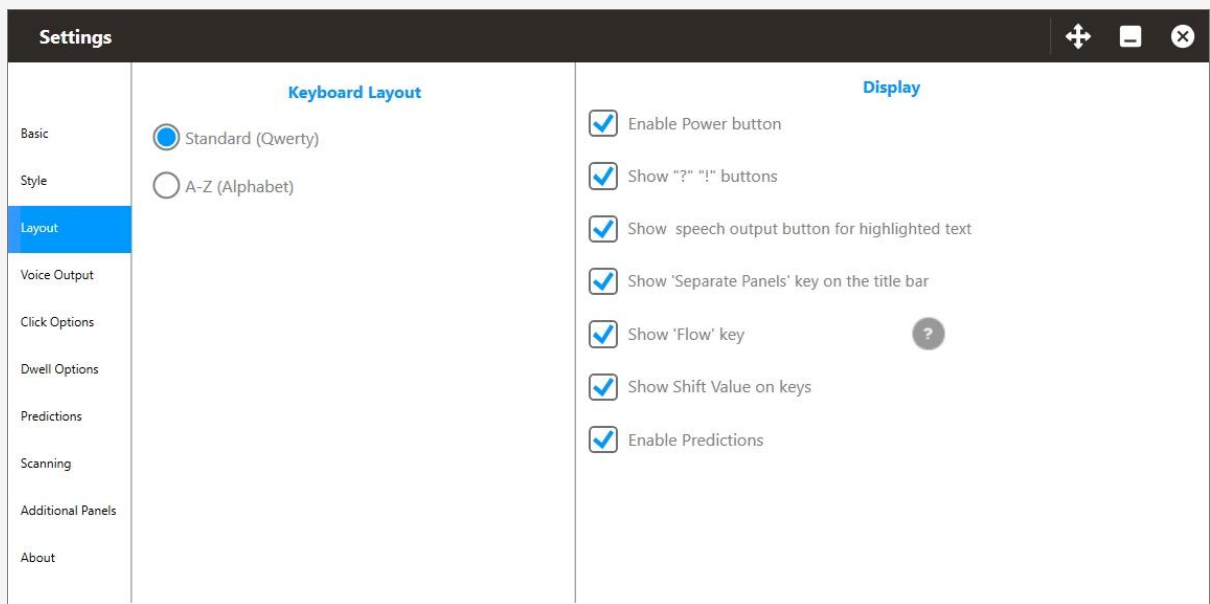

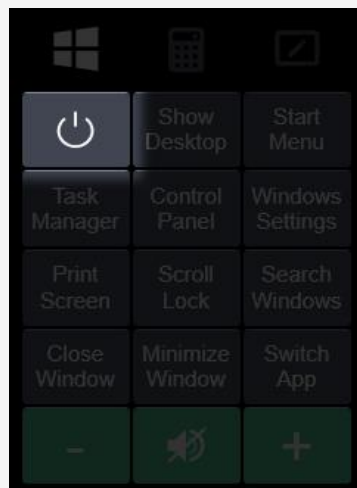*Advanced keyboard style settings*

Layout

Settings screen – Layout

Keyboard Layout
Click2Speak allows you to choose between the two common keyboard layouts - Standard QWERTY or Alphabetic order (A to Z).

Enable Power Button
Enables and disables the Windows power button in the Windows Control panel.

Windows power button

Show "?" "!" buttons

Displays or hides the exclamation point and question mark hotkeys on the keyboard.

'?' and '!' hotkeys

Show speech output button for highlighted text

Displays or hides the speech output key on the keyboard. Clicking this key reads any highlighted text on most programs, using a text-to-speech engine.

Speech output key

Show 'Separate Panels' key on the title bar

Displays or hides the top bar menu button that allows the separation of the 3 main panels of Click2Speak.

Show 'Flow' key

Turns Flow mode on and off.

Flow mode allows quick typing of words by gliding your mouse pointer on the keyboard, without clicking the mouse buttons repeatedly. To start typing, click on the first letter of the first word and keep sliding through the rest of the letters in the desired word. Once you see the word you are looking for, just click again and the word will be automatically completed.
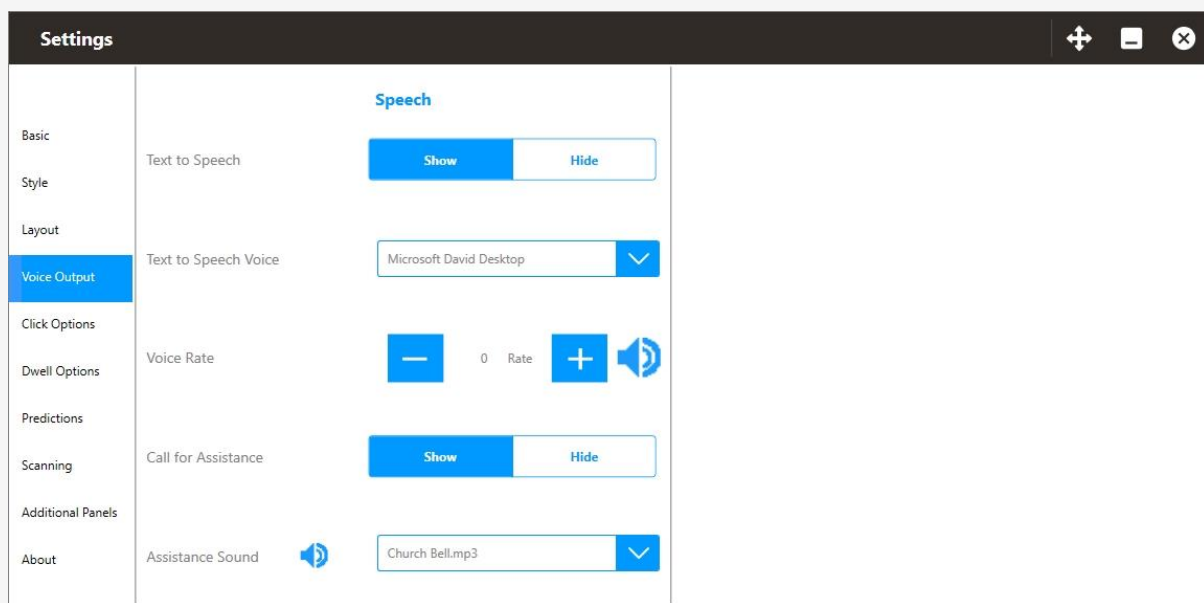
Flow key

Show Shift values on keys

Displays or hides the preview values of the keys after pressing one of the Shift keys.

Enable Predictions

Enables or disables Click2Speak word predictions.

Voice Output

Settings screen – Voice Output

Text to Speech
Displays or hides the text-to-speech panel on the keyboard.

Text to Speech Voice
This dropdown menu allows you to select the voice of the reading text. The voices on this list are the those installed in your operating system, and you can add and remove voice packages from the control panel of Windows.
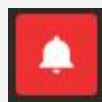
Note: After installing a new voice package in Windows, you have to restart Click2Speak in order to add the voice to the TTS voices menu.

Voice Rate
Allows you to adjust the speech rate of the reading text.

Call for Assistance
Displays or hides the call for assistance button (red bell) at the top bar menu.
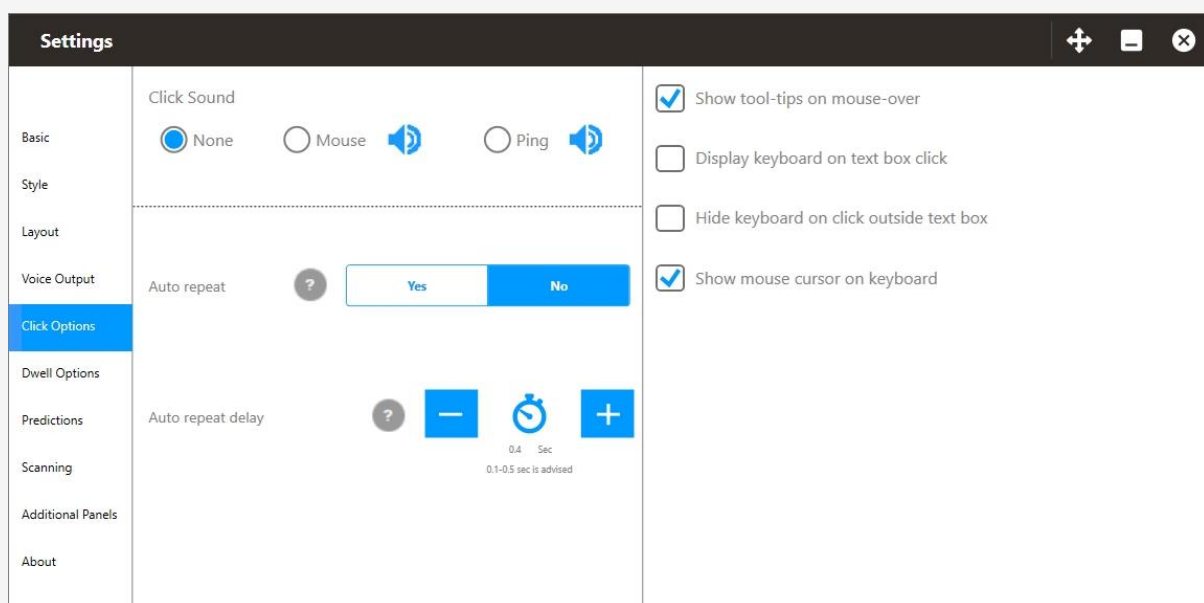

Call for assistance button

Assistance Sound
Selects the sound of the 'call for assistance' button. You can choose one of the predefined sounds or use an audio file from your computer by clicking on 'Upload custom file... '.

Click Options

Settings screen – Click Options

Click Sound
Sets the sound played after each click on any of the keyboard's keys.

Auto repeat
This option allows you to make a continuous use of the same key by pressing and holding it without having to tap the mouse button repeatedly.

Auto repeat delay
Sets the time rate between each use of a key on auto repeat mode.

Show tool-tips on mouse-over
Displays or hides a small information box about certain keys while you hover over them with the mouse.

Display keyboard on text box click
Check this option if you want to popup the keyboard every time you click on a text box, even if the keyboard is minimized.
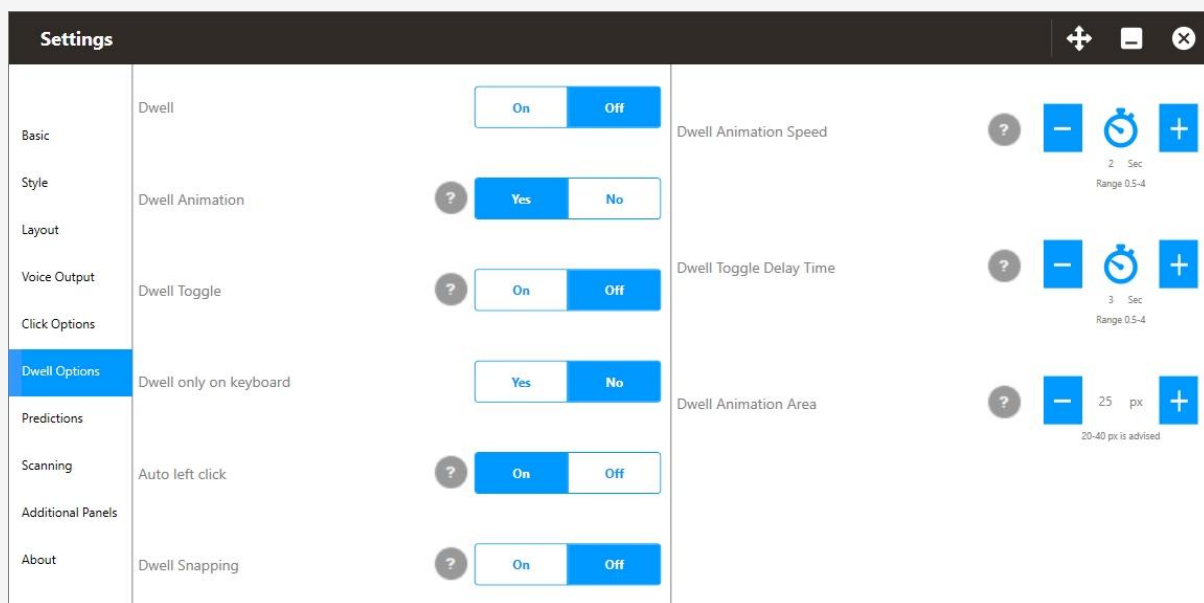
Hide keyboard on click outside text box
Check this option to hide Click2Speak if you are not in a typing mode and the cursor is not in a text input field.

Show mouse cursor on keyboard
Displays or hides the cursor of your mouse when you hover over the keyboard keys.
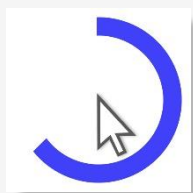
Dwell Options

Settings screen – Dwell Options

Dwell

Turns Dwell mode on and off.

Note: See more information on Typing Methods – Dwell

Dwell Animation

Displays or hides the blue circle animation around the mouse pointer when the Dwell is on.

Dwell animation around the pointer

Dwell Toggle

Enables or disables a quick start of the Dwell mode by hovering over the dwell key which is located at the mouse emulator panel. Just place your mouse pointer on this key for a few seconds and the Dwell mode will turn on.
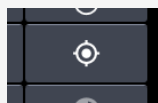
Dwell toggle key on the mouse emulator

Dwell only on keyboard
This option allows you to choose if the Dwell mode works everywhere on the screen or only within the keyboard.

Auto left click
Turn this option on if you want to enable an automatic mouse click on Dwell mode when the cursor is outside the keyboard. Otherwise, you should use the Left-click key which is located in the mouse emulator panel when you wish to preform mouse click on Dwell mode.

Left-click key on the mouse emulator

Dwell Snapping
Enable this option if you want Click2Speak to detect any clickable items on the screen and automatically "snap" the pointer to the nearest object.

Dwell Animation Speed
Adjusts the time taken by` the mouse pointer to hover over the same place in order to make a mouse click action.
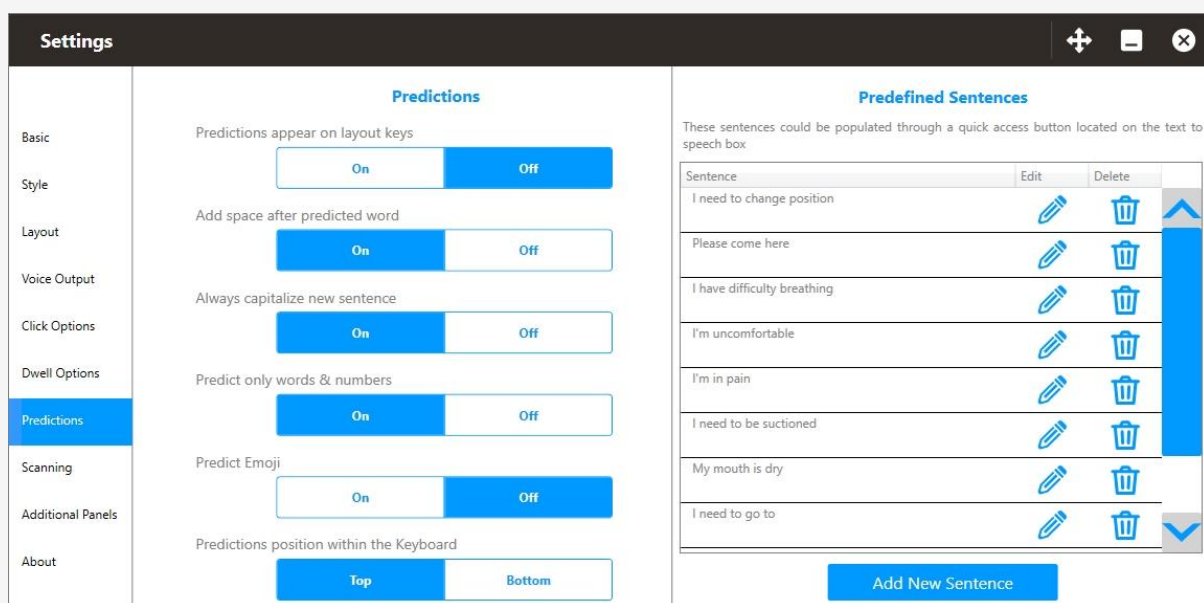
Dwell Toggle Delay Time
Adjusts the time needed for the mouse pointer to hover over the Dwell key in order to toggle it on.

Dwell Animation Area
Adjusts the blue circle diameter to determine the size of the area of every Dwell.

Predictions

Settings screen – Predictions

Prediction appear on layout keys
Shows the first suggested prediction based on the last letter you typed.

Add space after predicted word
Adds a space automatically after each predicted word you insert.

Always Capitalize new sentence
Allows the keyboard to automatically offer capitalized predictions at the beginning of every new sentence.

Predict only words & numbers
Turn this option on and off to set whether Click2Speak suggests only words and numbers, or also punctuation marks and other non-alphanumeric characters.

Predict Emoji
Turn this option on and off if you want Click2Speak to suggest commonly used Emojis on the prediction bar.

Predictions position within the Keyboard
Sets the position of the prediction bar – above or below the keys' layout.

Predefined Sentences
This table allows you to set predefined sentences that you could quickly access from the 'Text to Speech' box and have them typed with one click. You can edit each sentence on the list by clicking its pencil icon, or add your own customized sentences using the 'Add New Sentence' button.

Scanning
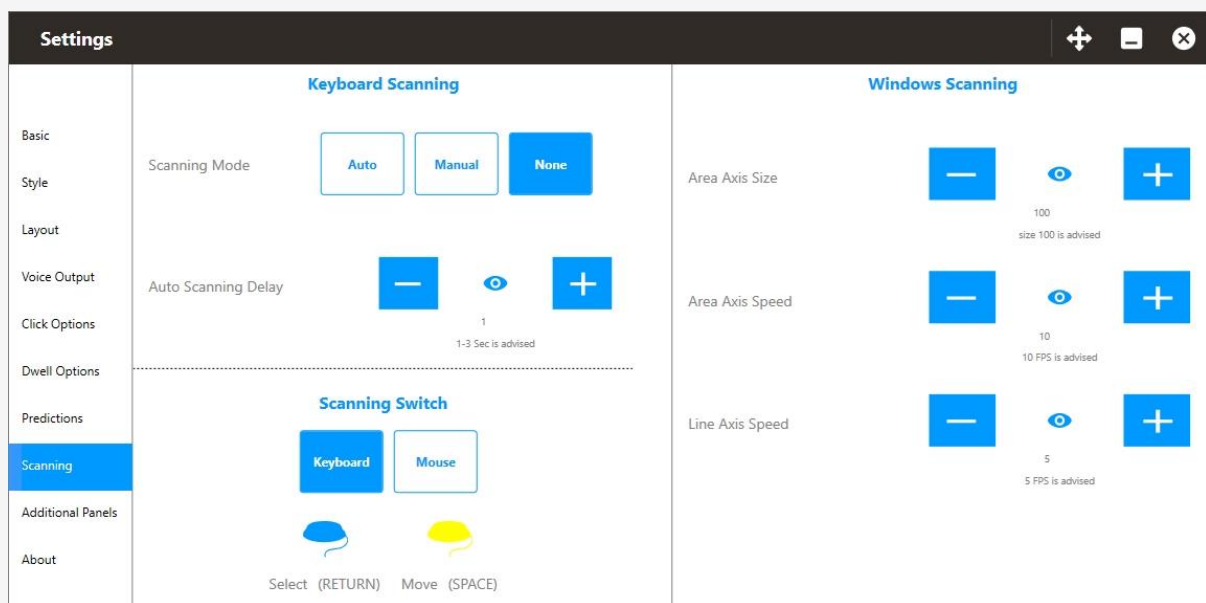
Settings screen – Scanning

Scanning Mode
Activates the Scanning mode by selecting the scanning method – Auto or Manual. This determines how the highlighting yellow frame moves forward.

Note: See more information on Typing Methods - Scanning

Auto Scanning Delay
Sets how many seconds the highlighting frame stays on each area when the scanning mode is set to Auto.

Scanning Switch
Choose your preferred input device (Keyboard or Mouse) and buttons to control the scanning operation. In order to change the 'Select' and 'Move' buttons click on their switch icons (blue or yellow).
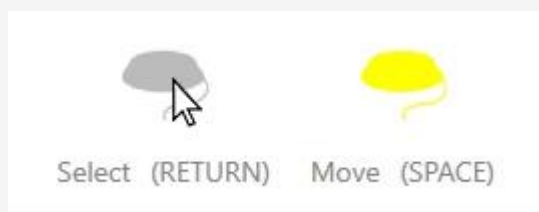
Scanning – Select switch to change its key

Then, while the following popup message appears, press and set the new key.
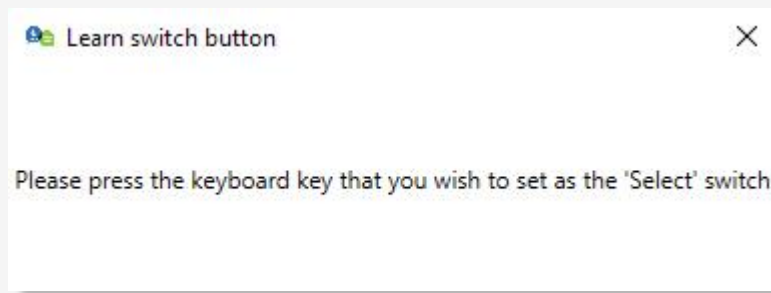
Scanning – Set a new switch key

Area Axis Size
Sets the size of the axes that determines the area of the mouse clicking point (in pixels).
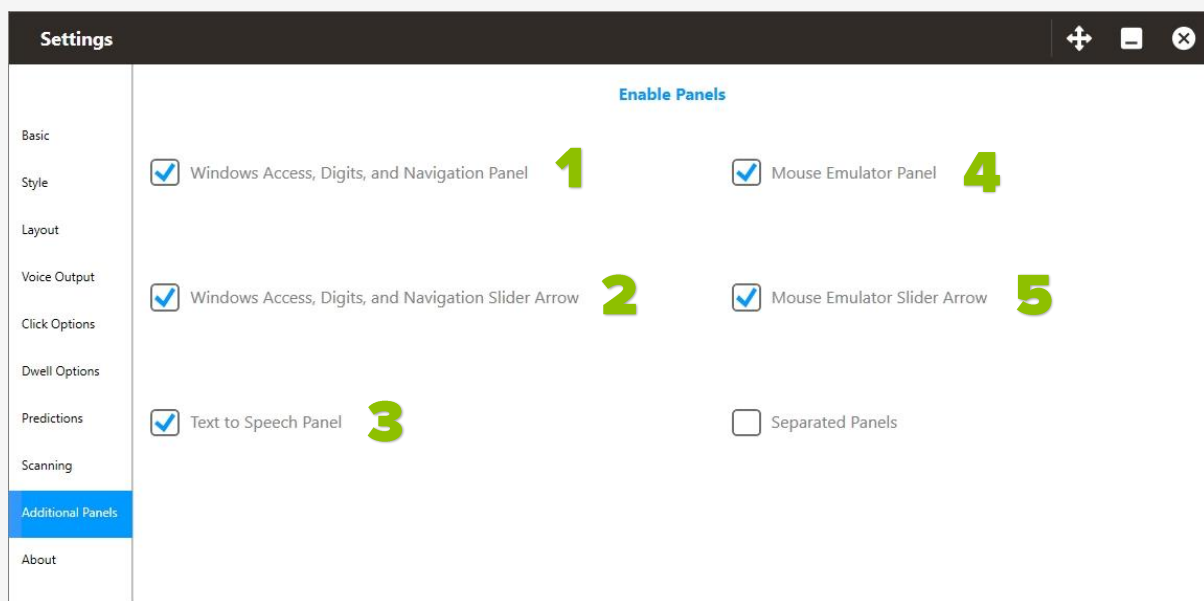
Area Axis Speed
Sets the movement speed of the axes in each direction.
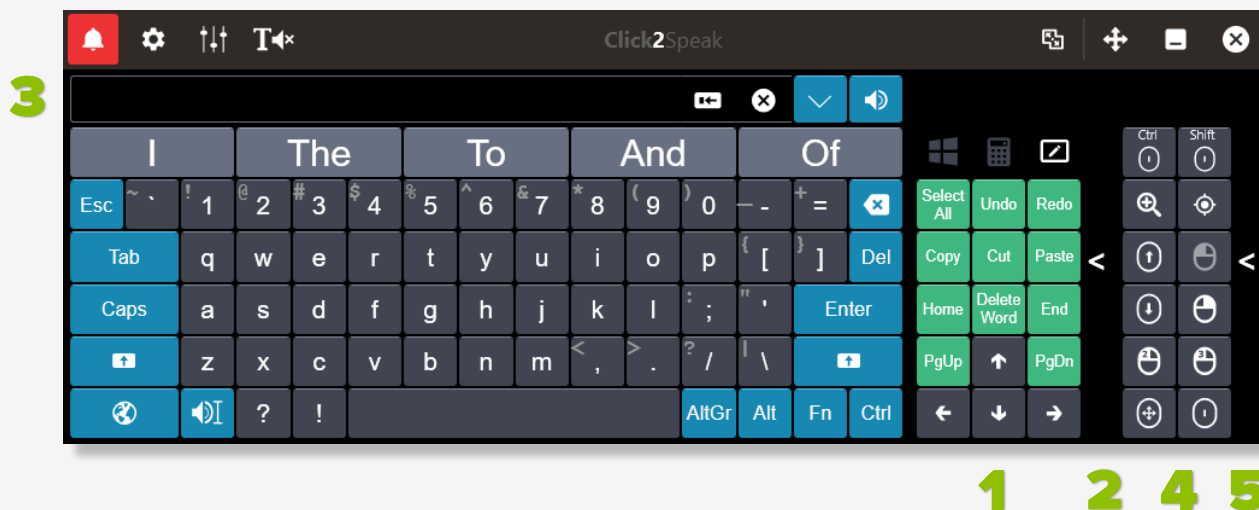
Line Axis Speed
Sets the movement speed of the refining red line which runs within the selected area.

Additional Panels

Settings screen – Additional Panels

This screen allows you to display or hide few panels within Click2Speak. Check or uncheck each checkbox to customize Click2Speak layout according to your preferences.

Updates and Support

Update the Software

We constantly try to improve and enhance Click2Speak productivity by releasing new versions of the software. It is important to stay updated with the latest version of Click2Speak so that you can enjoy its latest features and fixes.

When a new version of Click2Speak is released, you get an automatic message that prompts you to update your installed version to the latest available one. You can also manually check for updates by navigating to 'About' in the settings screen and clicking on 'Click here to check if a new version is available'.
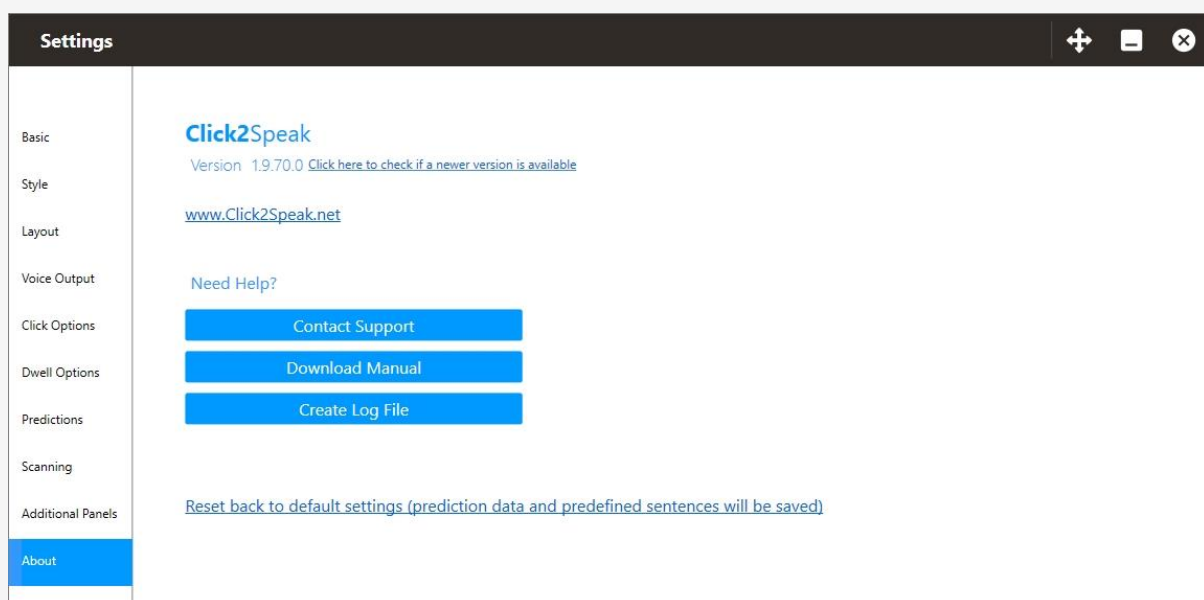
Settings screen – About

Contact Us

We are here for you. In case you didn't find an answer to one of your questions or you want to share your feedback, feel free to contact us by email to: info@click2speak.net

You can also find frequently asked questions and instructive videos on our support page: https://www.click2speak.net/support

For more information about Click2Speak visit our website or our Facebook page.