



How to use Wordbar

To start using Wordbar

Load a word processor e.g. Word or Talking First Word.

Load Wordbar.

To open an existing Wordbar

Click on **File, Open** and select a grid from the **Examples** folder.

Click on **Open**.

To write using Wordbar

Left click on the cell.

To hear words spoken

Right click on the cell.

To change the text within a cell

Hold down **Shift** and left click in the cell.

Key in new text.

Press **Return**.

To move to next cell press the **Tab** key.

To sort words alphabetically

Click on the **Menu button**.

Click on **Grid** and then **Grid Properties**.

Select **Sort words on grid alphabetically** and click on **OK**.

(This will not happen immediately but the next time the grid is displayed)



To create a new grid

Click on the **Menu button**.

Click on **File** and then **New**.

Select a template from the list and click on **Create**.

To colour the cells

Hold down **Shift** and right click in the cell.

Click on **Change**.

Select a colour and click on **OK**.

Click on **OK**.

To colour many cells at once:

Hold down **Control** and left click on each cell.

Hold down **Shift** and right click in one of these cells.

Click on **Change**.

Select a colour and click on **OK**.

Click on **OK**.

To change the name of a grid

Point to the grid tab.

Type in the new **Grid Name** and click on **OK**.

To add a new grid to the file

Click on the **Menu button**.

Click on **Grid** and then **Add Grid**.

Select a template from the list and click on **Add**.



To delete a grid

Select the grid you wish to delete by clicking on the appropriate tab.

Click on the **Menu button**.

Click on **Grid** and then **Delete Grid**.

You will be asked **Are you sure . . .** Click on **Yes**.

To change the order of the tabs

Point to the tab you wish to move.

Click and hold down left button. A small arrow will appear.

Using the mouse move the pointer to where you wish to insert the tab.

Release the mouse button to move the tab.

To save your grid

Click on the **Menu button**.

Click on **File** and then **Save As**.

Type in your **File Name** and click on **Save**.

To change the pronunciation of words

Hold down **Shift** and right click in the cell.

Click on **Speech** tab and then **Alter Pronunciation**.

Type in the word you wish to change.

Click on **Next**.

Type in your alternative pronunciation for the word e.g. 'oh shen' for 'ocean'.

Click on **Play** to hear the new pronunciation.

When you are happy with the result click on **Finish**.