MegaBee

Electronic hand-held writing tablet

Using Pictures and Symbols on MegaBee

Contents

Using Pictures and Symbols on MegaBee

 MegaBee can be used in two modes: 'Text' or 'Pictures'. For people with low literacy skills or cognitive problems pictures or symbols can be used as an effective means of communicating. MegaBee provides a means for users to generate their own personalised set of pictures and print them on pre-cut labels on a normal computer colour printer.

The process has 6 stages:

1.
Choose the pictures
or symbols

2.
Prepare the labels
using the templates
provided

3.
Print the labels on the
pre-cut sheets

4.
Apply the labels to
your MegaBee

5.
Prepare the phrases
associated with the pictures
on your computer

6.
Download the phrases from
the computer to your MegaBee

Stage 1; Choose the pictures or symbols

Any symbols, pictures, cartoons, photographs or drawings can be used. A good source of symbols which have an open source license (you can use them for free) is http://straight-street.com/help.php. However and graphic that can be presented as a typical picture file on a computer can be used. Photographs can be scanned in.

There are 36 locations available on MegaBee so you need to have 36 images and their corresponding phrases ready.

# Stage 2; Prepare the labels using the templates provided

The layout of the pictures is assisted by using templates available on your CD. These are provided for various commercially available programs such as Microsoft Word, CorelDRAW, OpenOffice.org Draw, etc. Examples are given for each program in this appendix.

Each time you make a set of labels, two pages have to be printed; one for the reader (button side), one for the writer. These two pages are different. The templates are clearly marked as to which side you are working on by outline drawings of the MegaBee:

Page 1
(Writer)

Page2
(Reader)(Buttons)
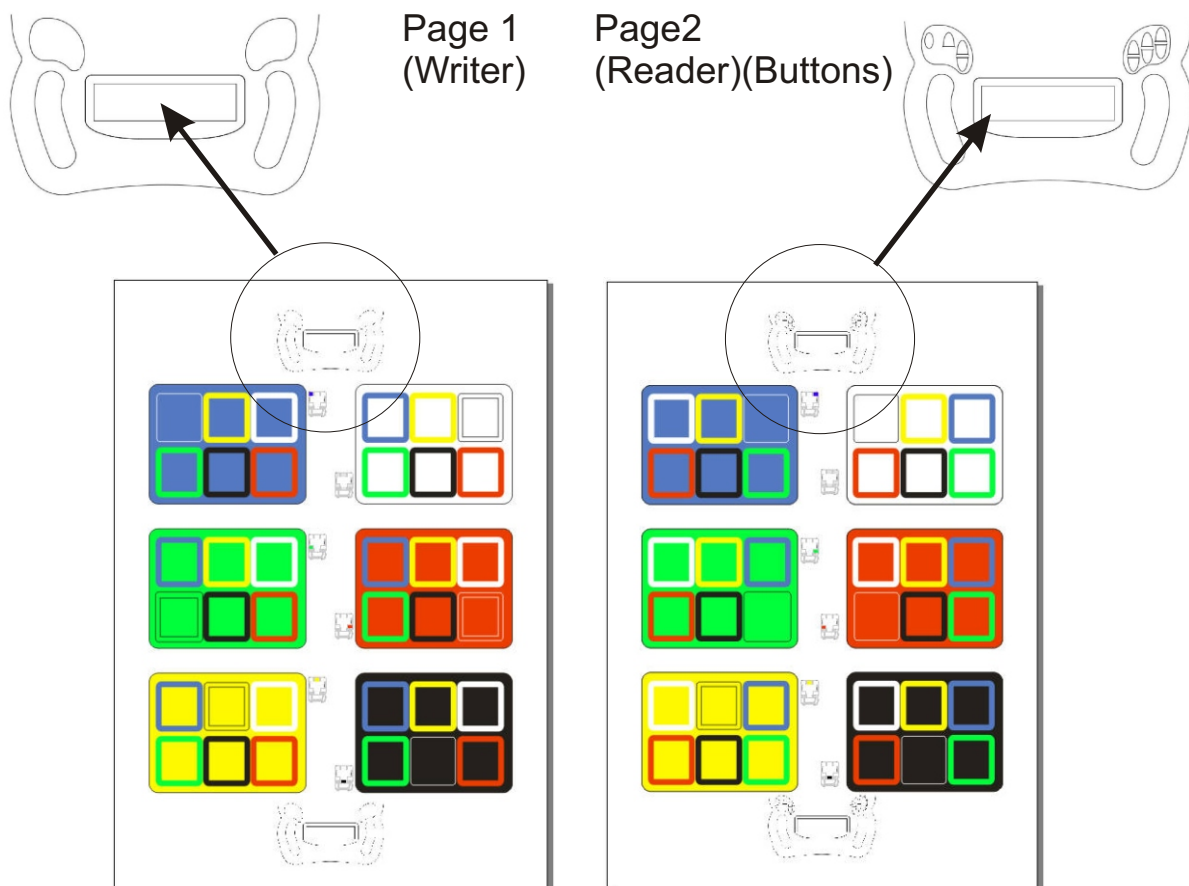
Strict placement of the pictures has to be observed. This is not as complicated as it may sound and is easily illustrated.

Using the Blue block for example. On Page 1 (Writer side) we could fill out the block like this:
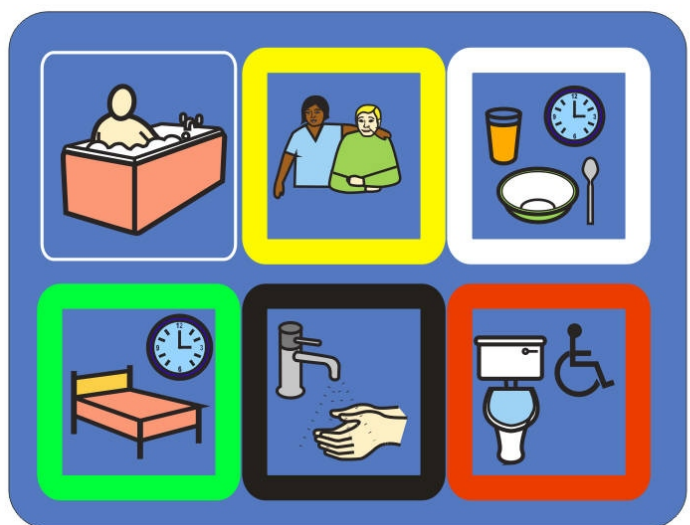
We know this is the writer's side because the small icon has _no_ buttons and the blue block is in the top left hand corner.

On Page 2 (Reader side) we need to insert the same images, but in reverse order on the rows
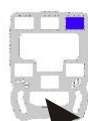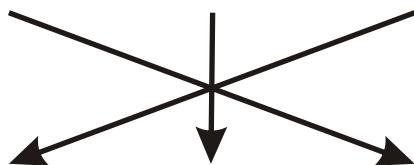

We know this is the reader's side because the small icon has buttons and the blue block is in the top right hand corner.

Stage 3; Print the labels on the pre-cut sheets

Once both pages of templates have been populated with pictures print off your own self-adhesive labels. To achieve this packs of pre-cut labels are available from your supplier which allow accurate printing and easy use. They come in pack of ten pre-cut sheets, suitable for printing on (Part Number PN-369-036)

Stage 4; Apply the labels to your MegaBee

When you have printed your labels, peel them off and place them over the corresponding text label.
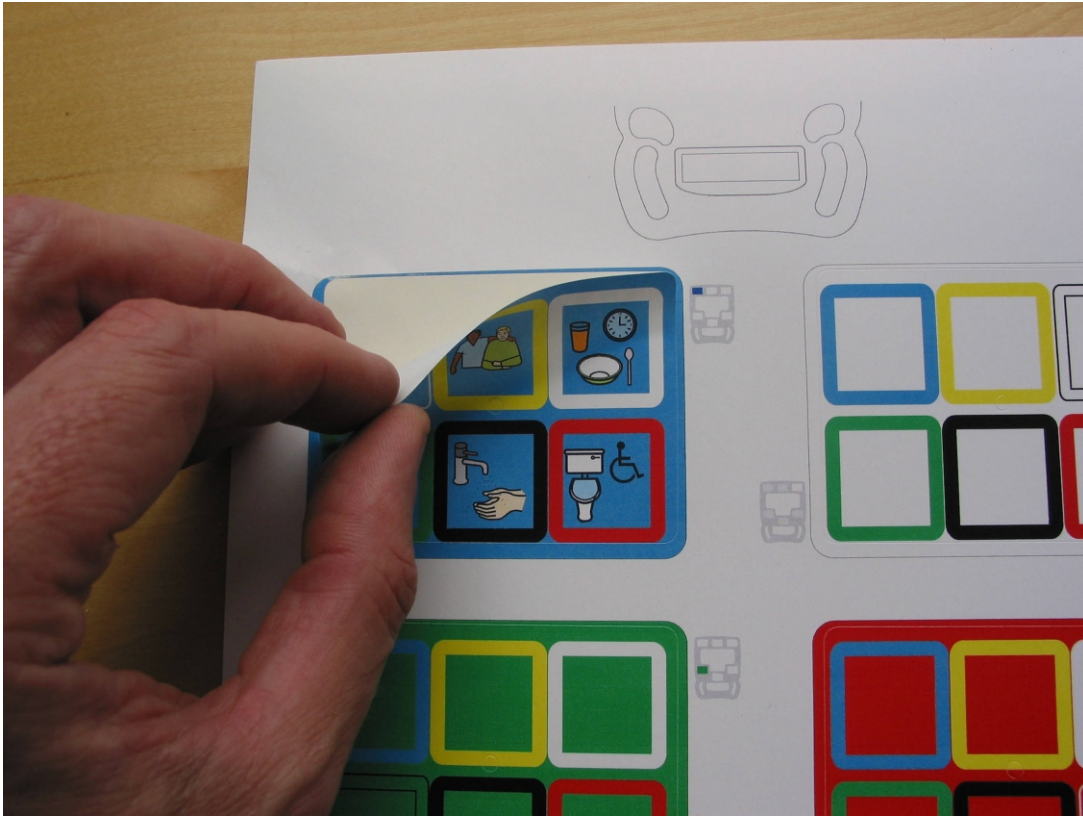

Ensure that both the colour of the block, and the colour of the smaller frames on the label correspond to the existing label and colour of the letters on MegaBee.

Stage 5; Prepare the phrases associated with the pictures on your computer

For the 36 labels you should have 36 corresponding phrases or meanings. Please remember the maximum number of characters in a phrase is twenty letters. A good tip is to include a space at the end of a phrase - it provides a gap with the next phrase.

If a set of phrases have been previously prepared they can be loaded using the' Load' option in the file menu. Similarly new phrases can be saved for later use, or use in particular situations, or for several people, by using the 'Save' option.
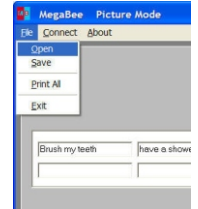
Alternatively, new words can be added directly from the screen. For example, let us assume we have made some labels using the templates (See the Appendix). You will have two sheets of labels; one for either side of MegaBee. Referring to *the side with the buttons*, for the blue block we might have:

'Button' side

Blue block
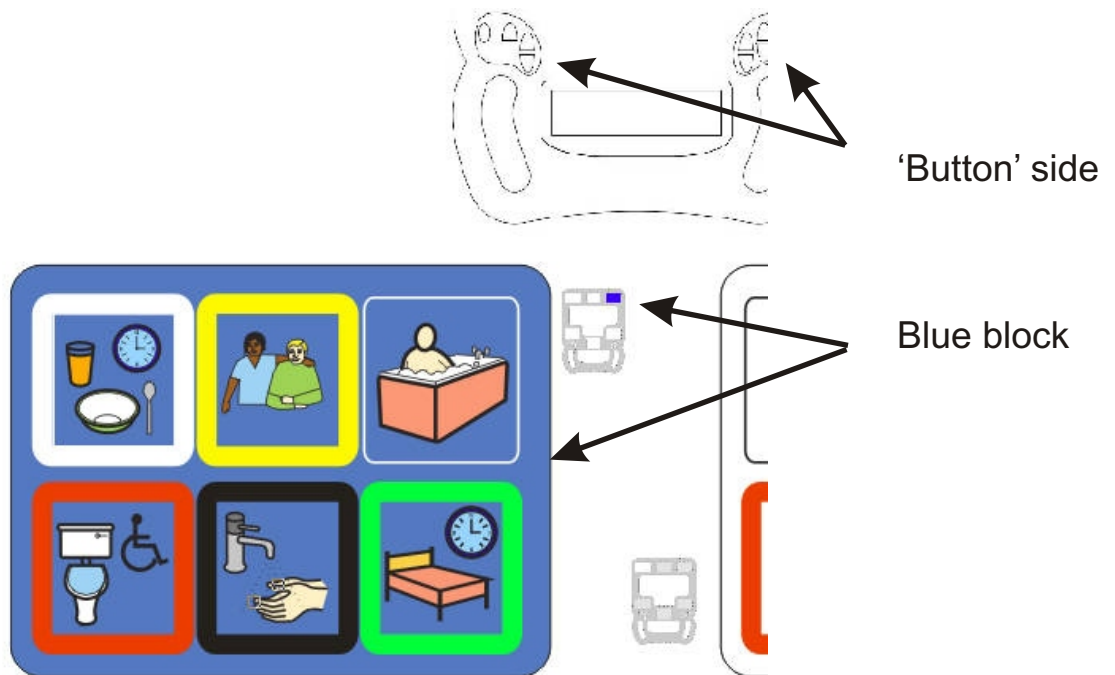
Here we have six symbols for: mealtime, help me to, bathe, toilet, wash, bedtime. What we now need to do is type these phrases into the relevant locations on the computer screen. Each phrase can be up to 20 letters long.

mealtime   help me to   bathe
toilet   wash   bedtime
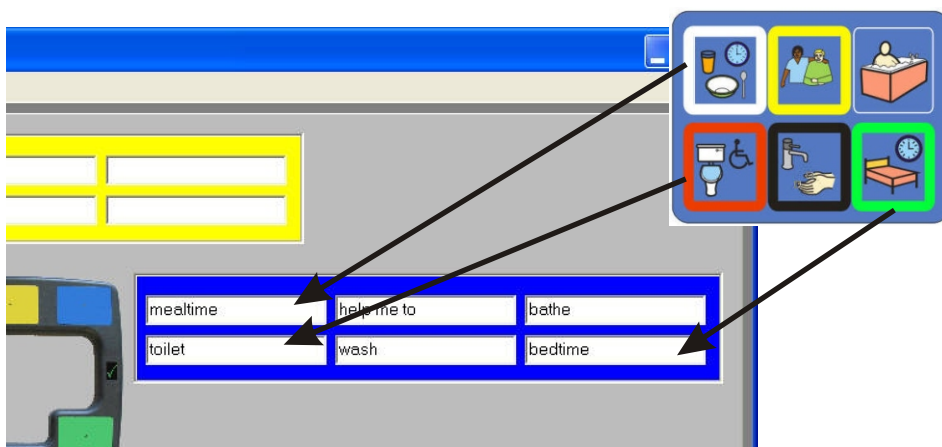
When all the relevant phrases have been typed in then save them from the 'File' menu.

To complete the operation, these phrases need to be transferred to MegaBee.

Stage 6; Download the phrases from the computer to your MegaBee

To start the software suite click on the MegaBee icon or select 'MegaBee' from the program list. A small selection screen will appear from which you must choose 'Display', 'Vocabulary', or 'Pictures'. Select 'Pictures'..

The final stage is transferring the phrases associated with the pictures into the MegaBee. (It is very similar to the VOCABULARY function)

The first operation is to connect to MegaBee. On the MegaBee itself go to the vocabulary menu and ensure it is set to 'ACTIVE'.
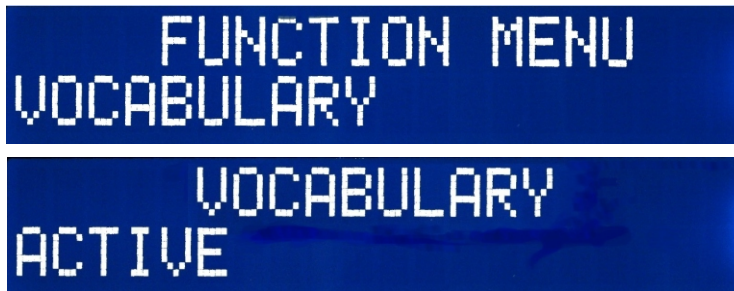
Stay in the 'ACTIVE' mode (Do NOT press the enter key).

Now the computer needs to connect with your MegaBee. This is done by clicking on the connect menu. The following pop-up screen appears:
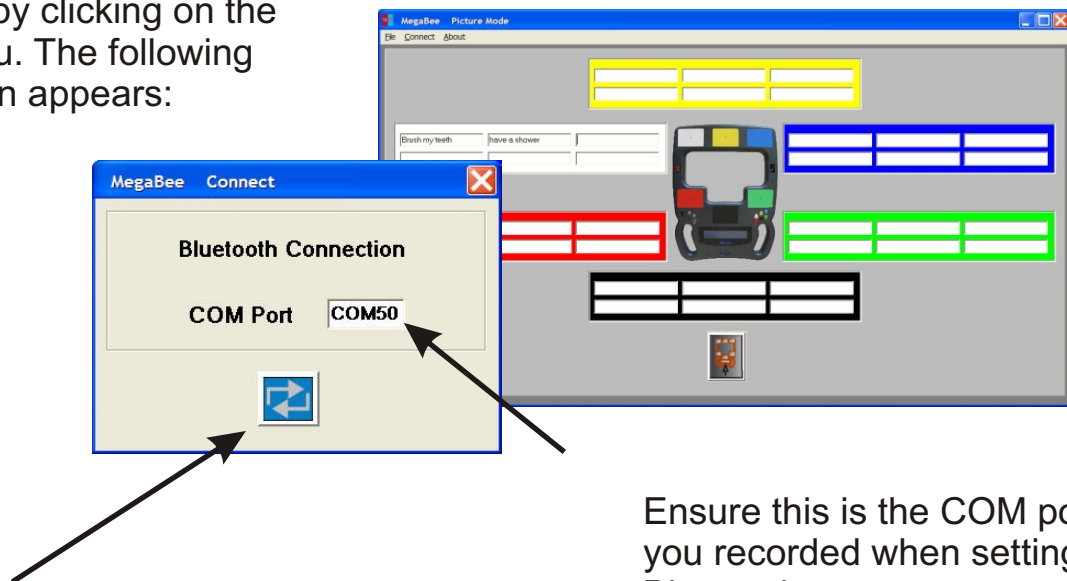
Ensure this is the COM port you recorded when setting up Bluetooth

Press to connect. This screen will disappear and the main display is ready to use.

Ensure the 'VOCABULARY' function is ACTIVE on the MegaBee unit, and that the Bluetooth link is connected.
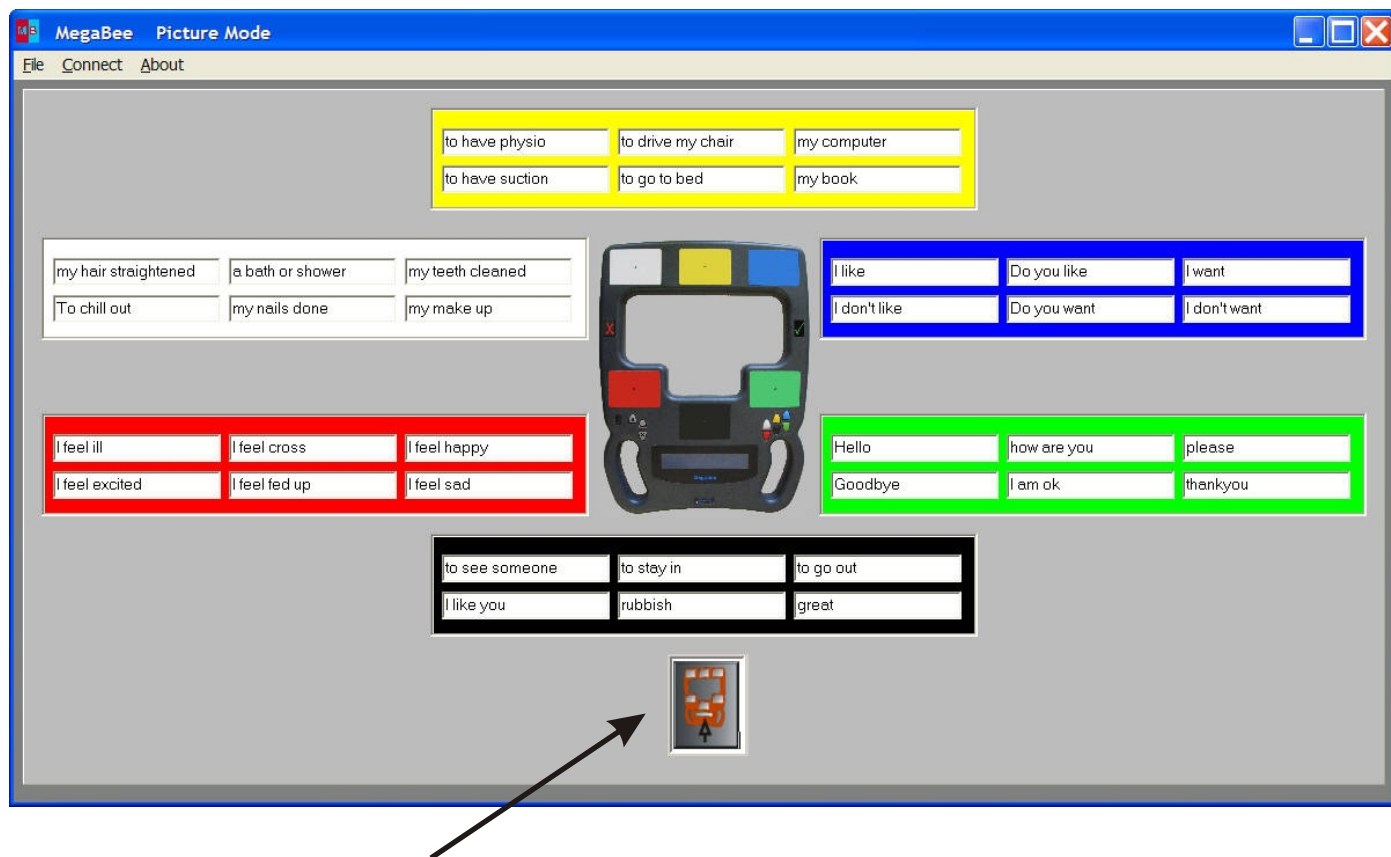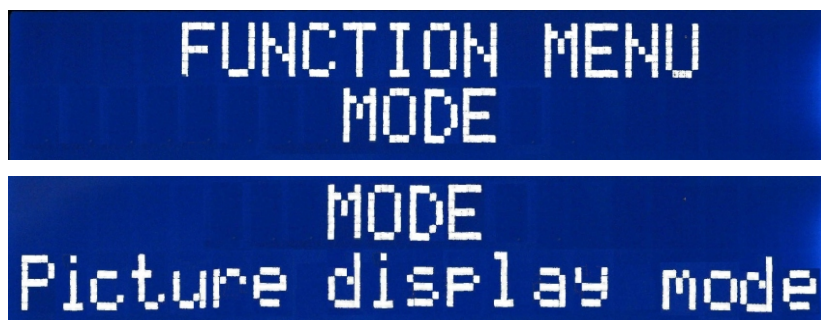

Click on the upload button on the computer screen, and the phrases will be sent over the link.

On the MegaBee unit:
The screen will indicate upload in progress and completed.

Ensure that the 'MODE' function is set to 'Picture display mode'.

Press the function button to exit.

Appendix 1 - Microsoft word template

Various templates are provided for preparing your labels. This section is for people who use Microsoft Word.

A template is provided on the MegaBee CD called MegaBeeSymbolTemplate.dot. If you open this file and then 'Save As' a template then Word will then include it in its list of templates.

To produce your labels in Word:

From the File Menu choose 'New', then select 'General Templates' from beneath the 'New From Template' list on the right hand side of your screen. The Template pop-up will appear.
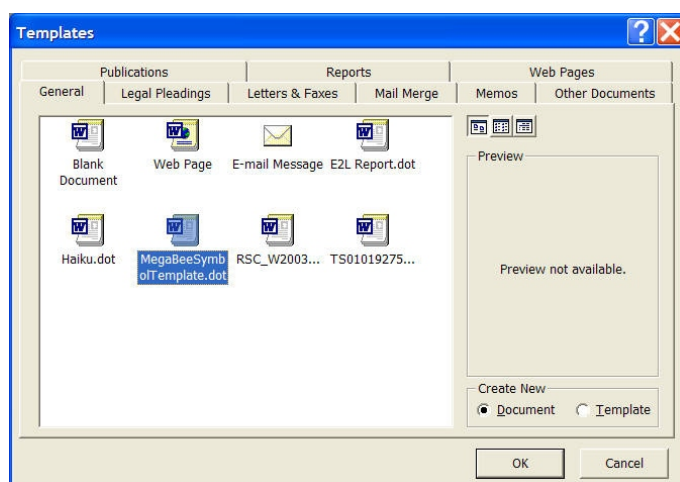
Select MegaBeeSymbolTemplate.dot and press OK.

A two page document will be presented with dull blank labels:
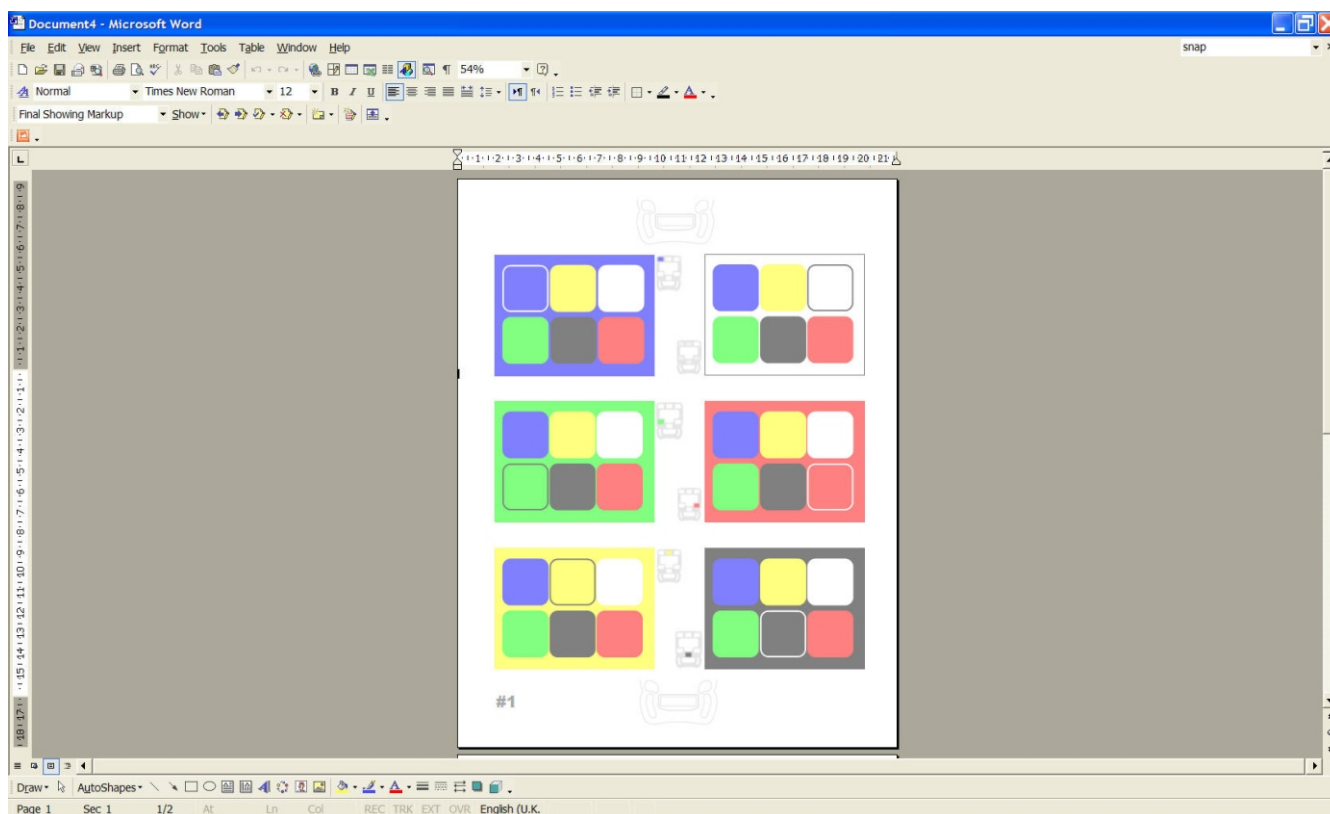
Appendix 1 - Microsoft word template (...)

To add pictures or symbols go to the Insert menu and select 'Picture'. Then select your source of pictures - usually 'From File' or 'Clip Art'.
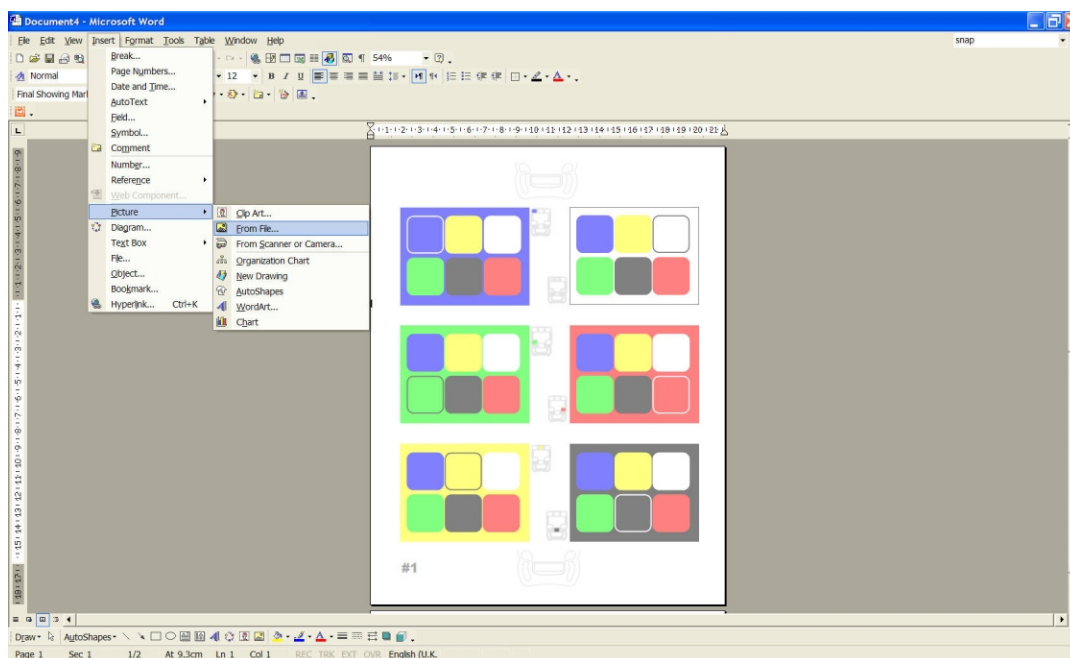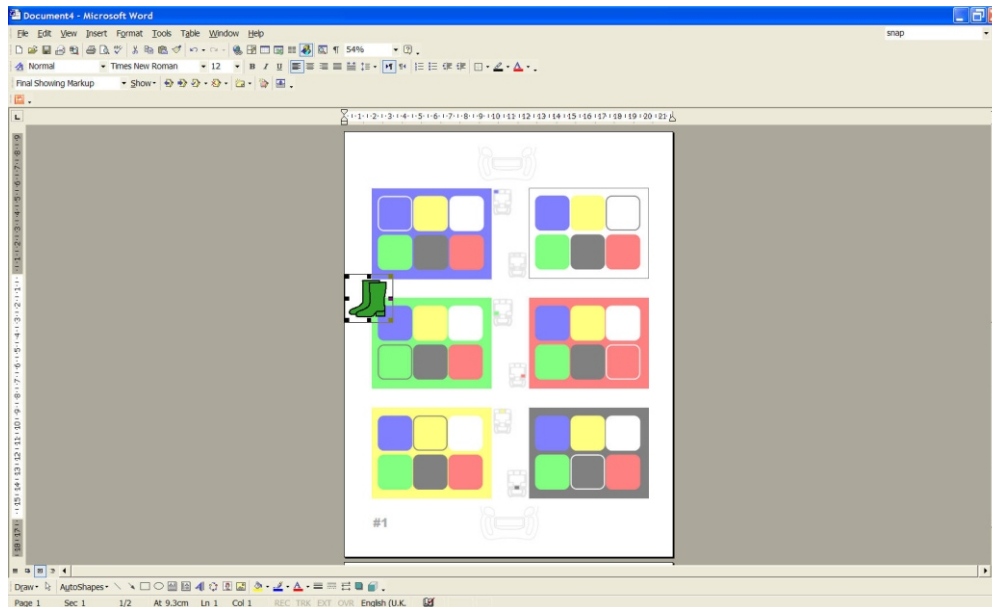

In this example we will use a pair of boots. The selected image will appear on top of the labels:
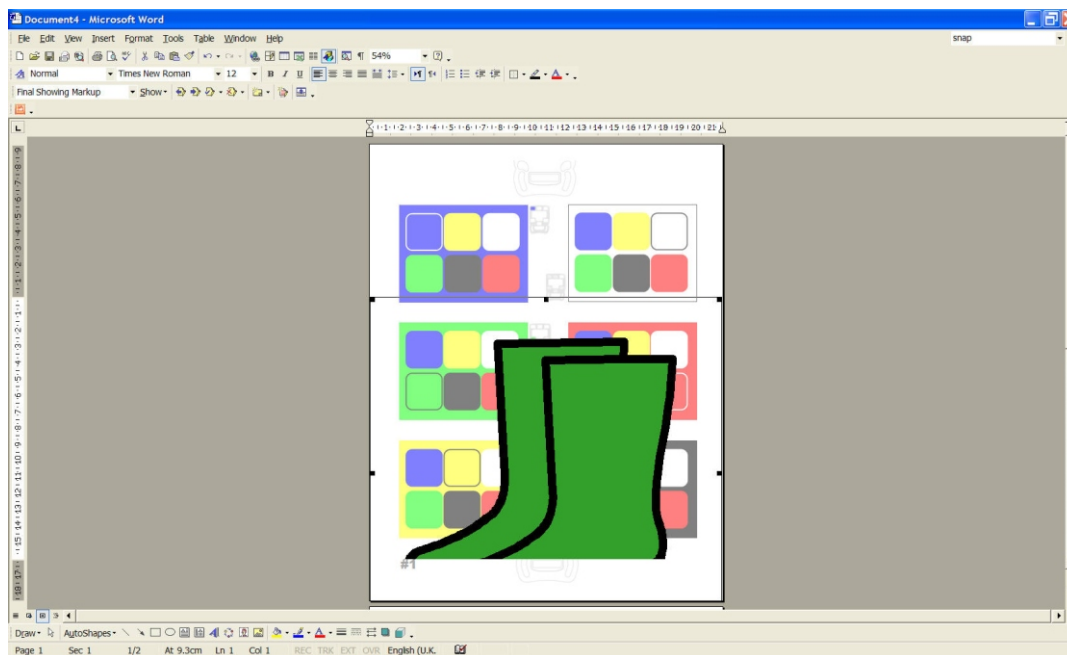
Appendix 1 - Microsoft word template (...)

Obviously this image is too large so we need to resize it by pointing to one of the black squares in the corner of the image, press and hold the left mouse button, and dragging the corner so that we have a smaller image.

Now right click on the image and select 'Properties', and then select the 'Layout' tab.
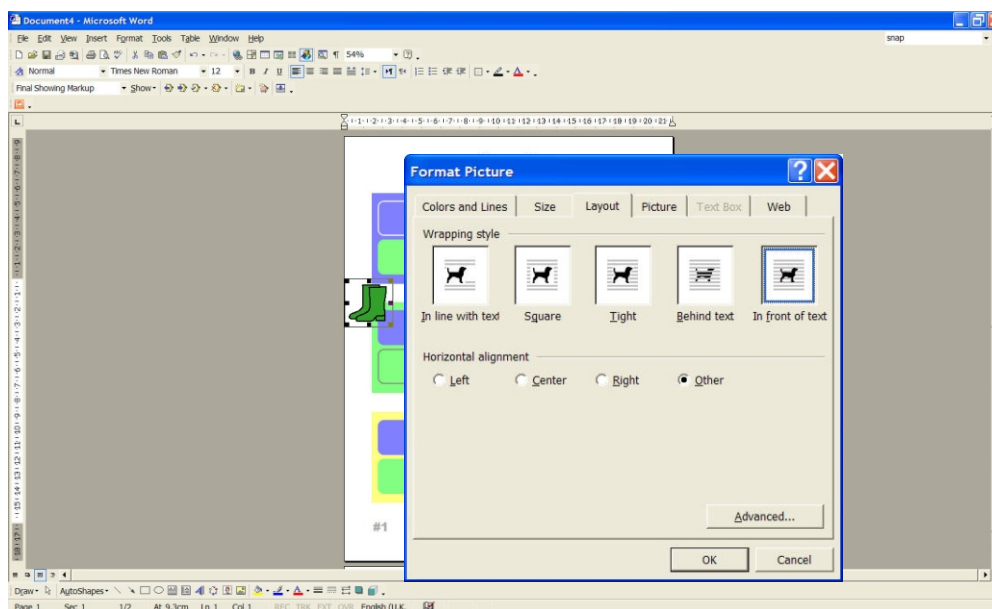
Select 'In Front of Text' and click OK.

Appendix 1 - Microsoft word template (...)

Now the image can be dragged and dropped (click and hold on the image and drag it with the mouse) to your chosen label location.
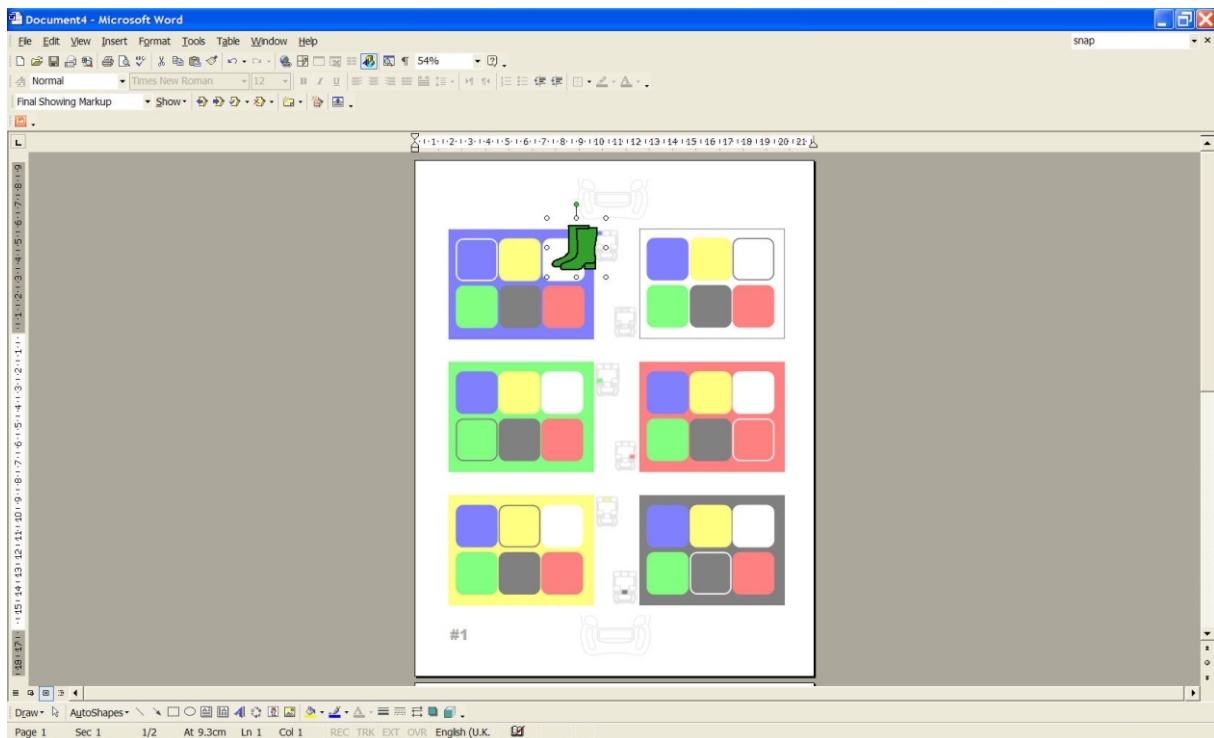
The image can be resized using the corner guides, and finally positioned into place (in this example, the white square in the blue block).
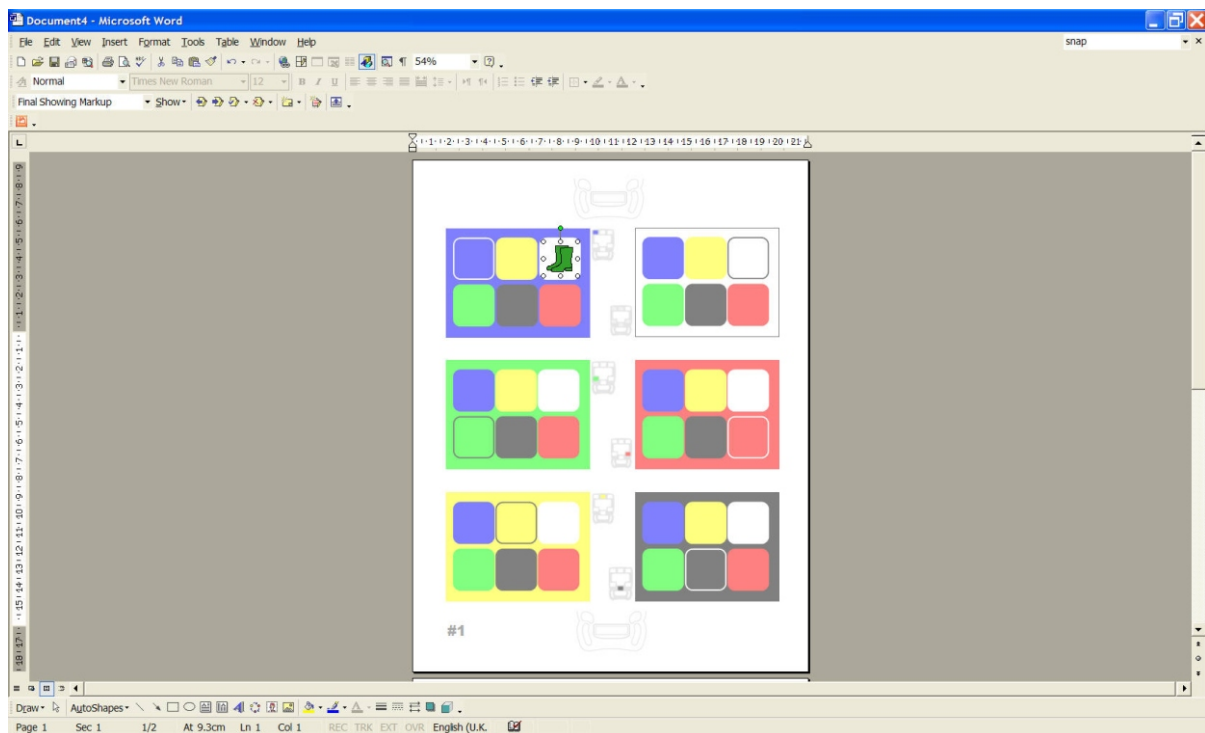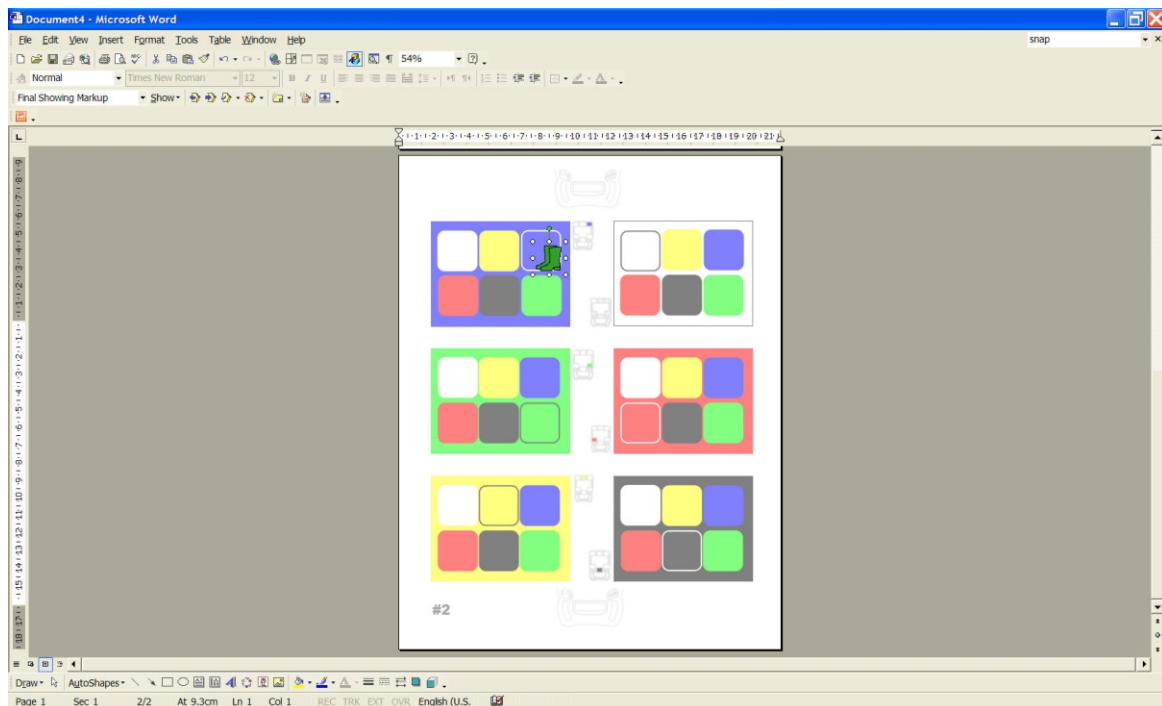
Appendix 1 - Microsoft word template (...)

We now have to copy the image to the corresponding position on page #2. In this example the white square in the blue block. To do this, select the image (click on it with the mouse) then go to the 'Edit' Menu and select 'Copy' (Shortcut is Control-C)
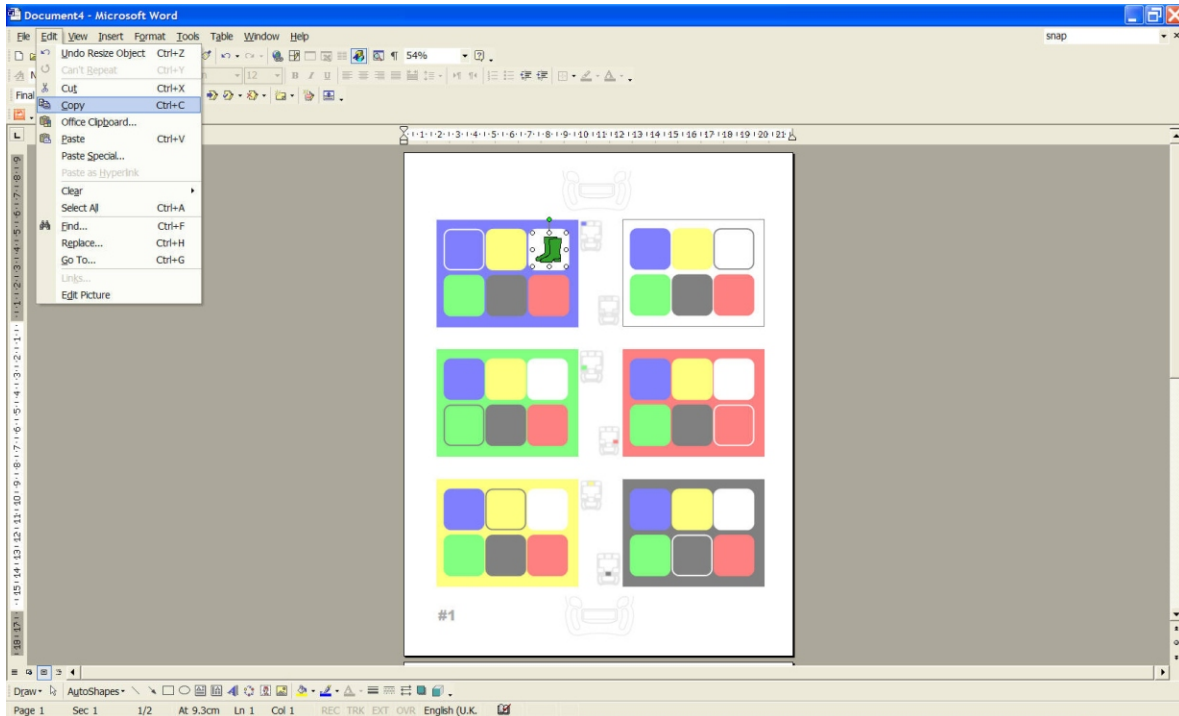
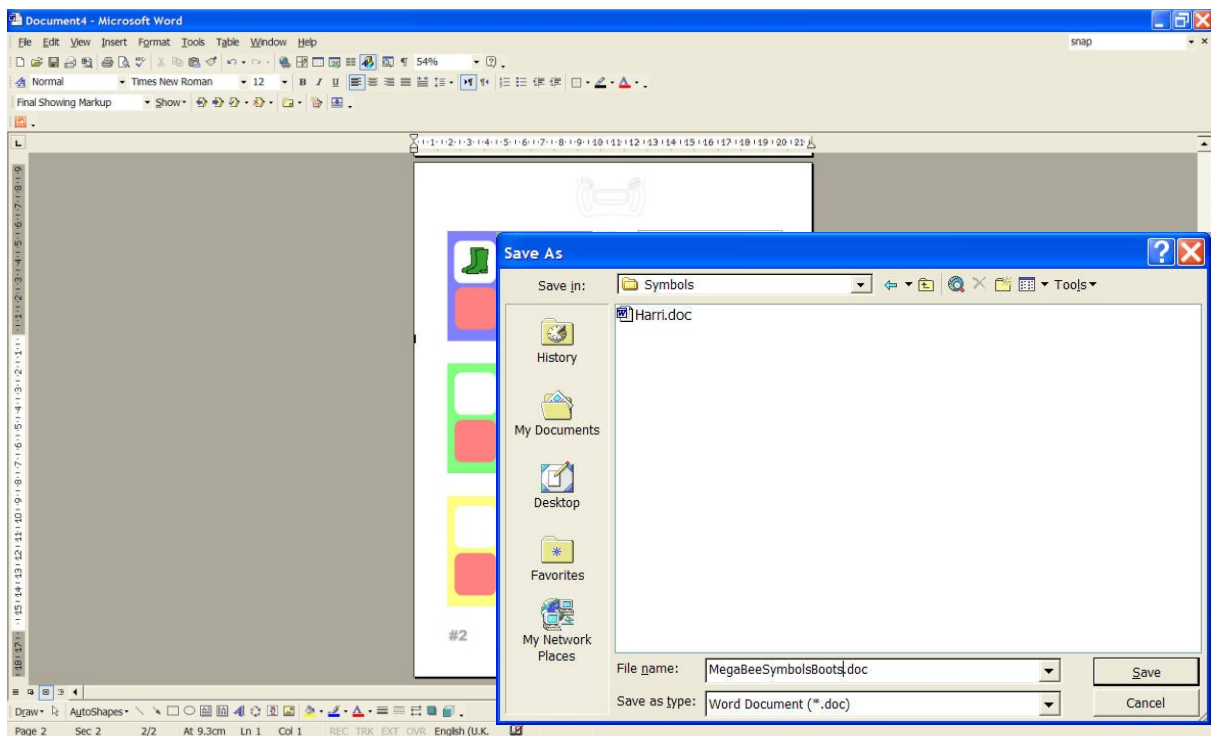Scroll down to page 2 and paste the image from the 'Edit' menu (Shortcut is Control-V)

Appendix 1 - Microsoft word template (...)

Drag and drop the image into the white square in the blue block:
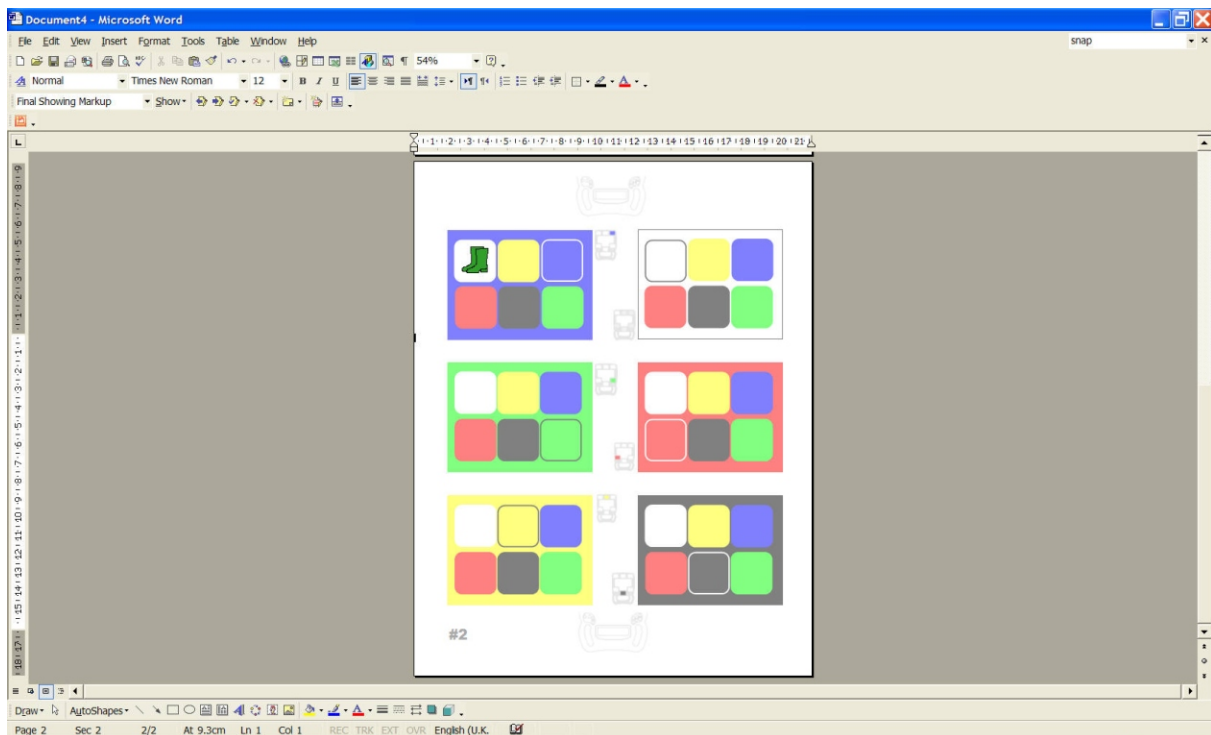
Repeat this process for all your pictures, and then save as a document:

Printing this document will produce two sheets of self adhesive labels. The meaning of the symbols should be transferred to MegaBee as detailed in the 'Pictures' section earlier in this manual.
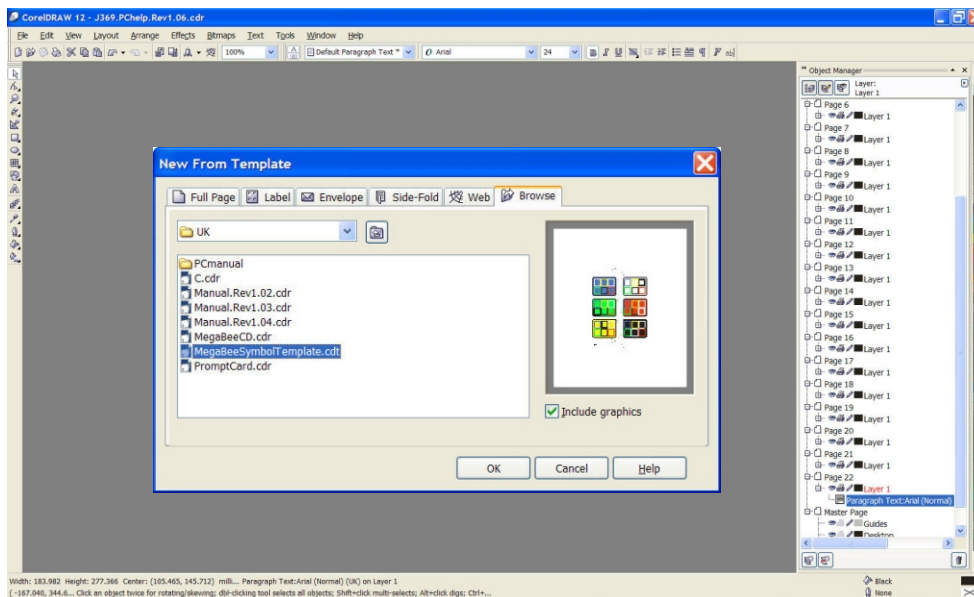
Appendix 2 - CorelDRAW template

Various templates are provided for preparing your labels. This section is for people who use CorelDRAW Graphics Suite.

A template is provided on the MegaBee CD called MegaBeeSymbolTemplate.cdt.

To produce your labels in CorelDRAW:

From the File Menu choose 'New from Template', then select the 'Browse' Tab, locate and select the file MegaBeeSymbolTemplate.cdt and click OK.
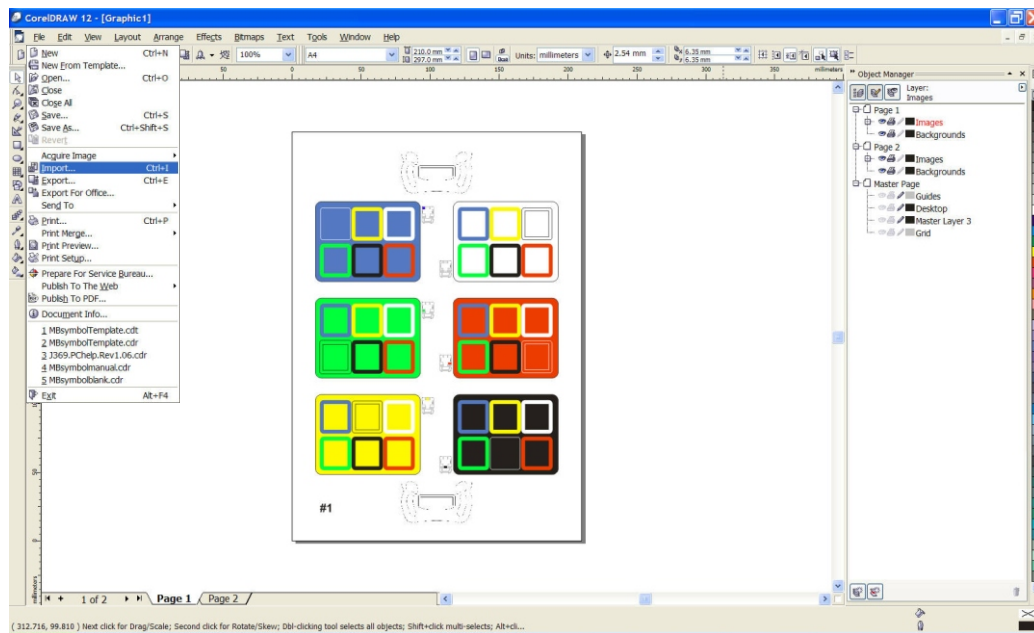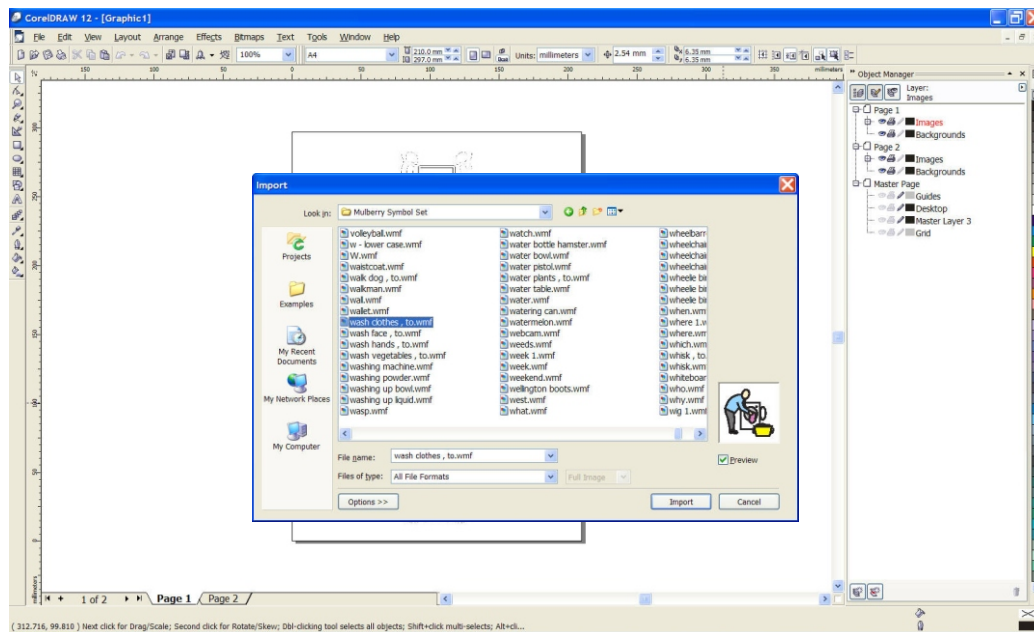

A two page document will be presented with blank labels:
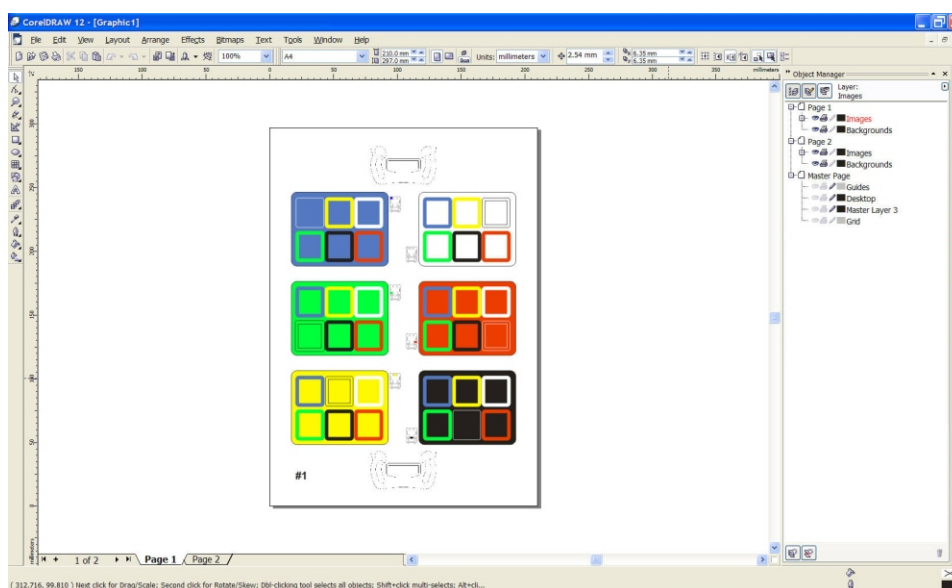
Appendix 2 - CorelDRAW template (...)

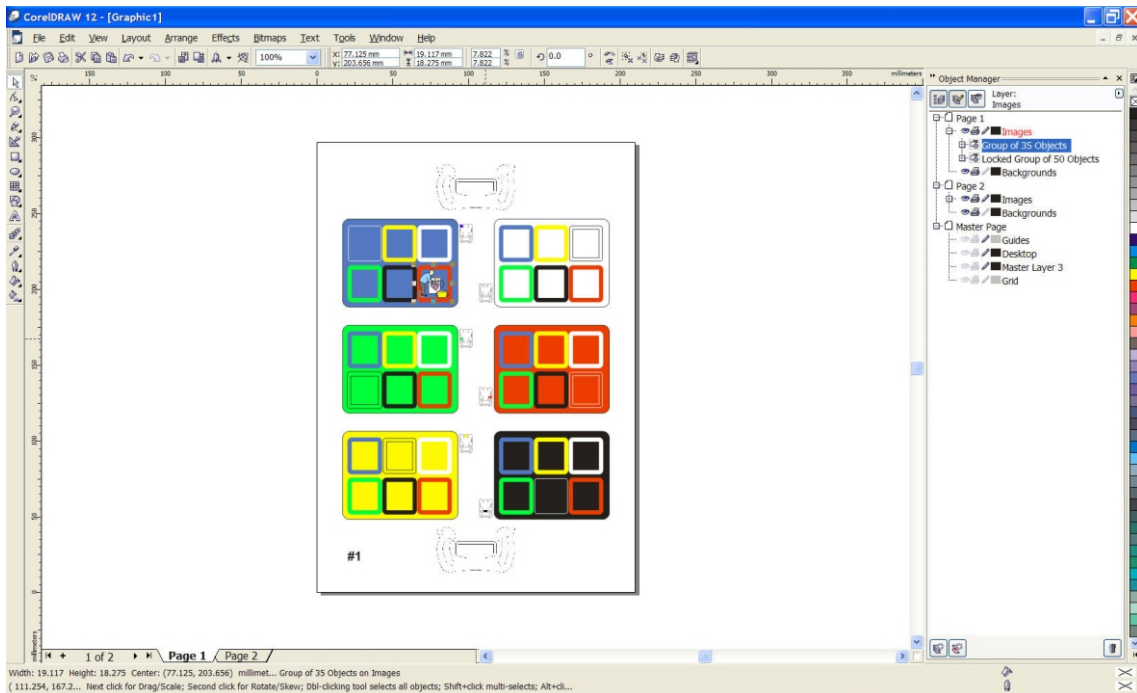To add pictures or symbols go to the File menu and select 'Import'.

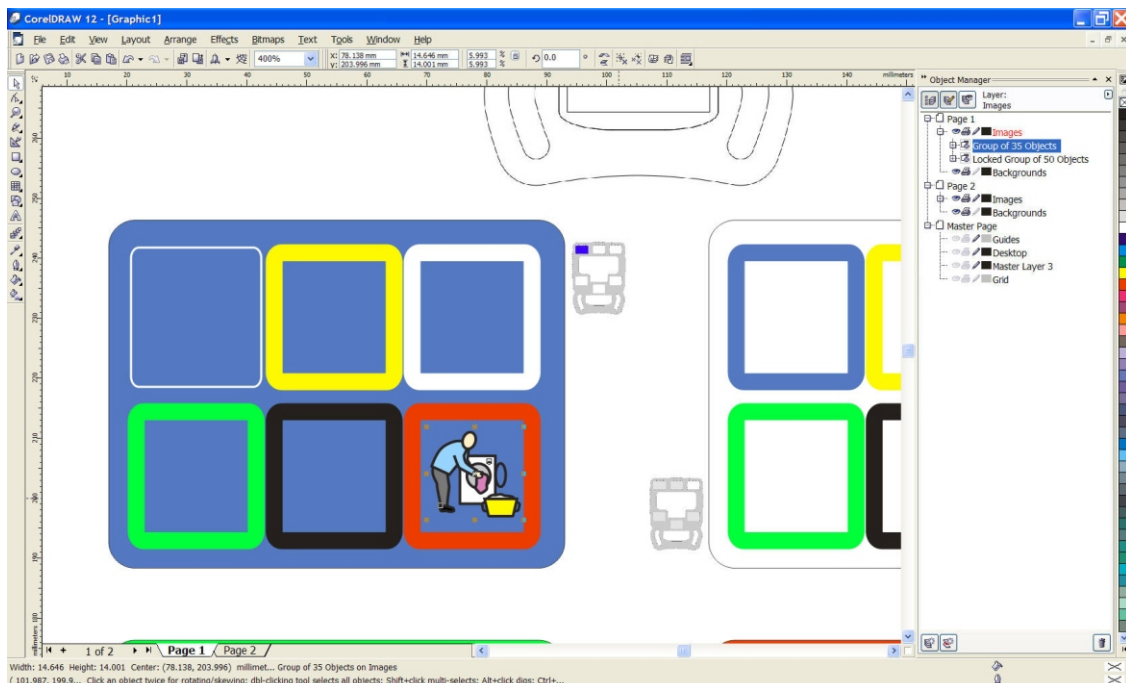In this example we will use a symbol for washing clothes.

Appendix 2 - CorelDRAW template (...)

Place the picture in the required frame using the 'click and drag' facility. In this example we will put the symbol in the red square on the blue block.
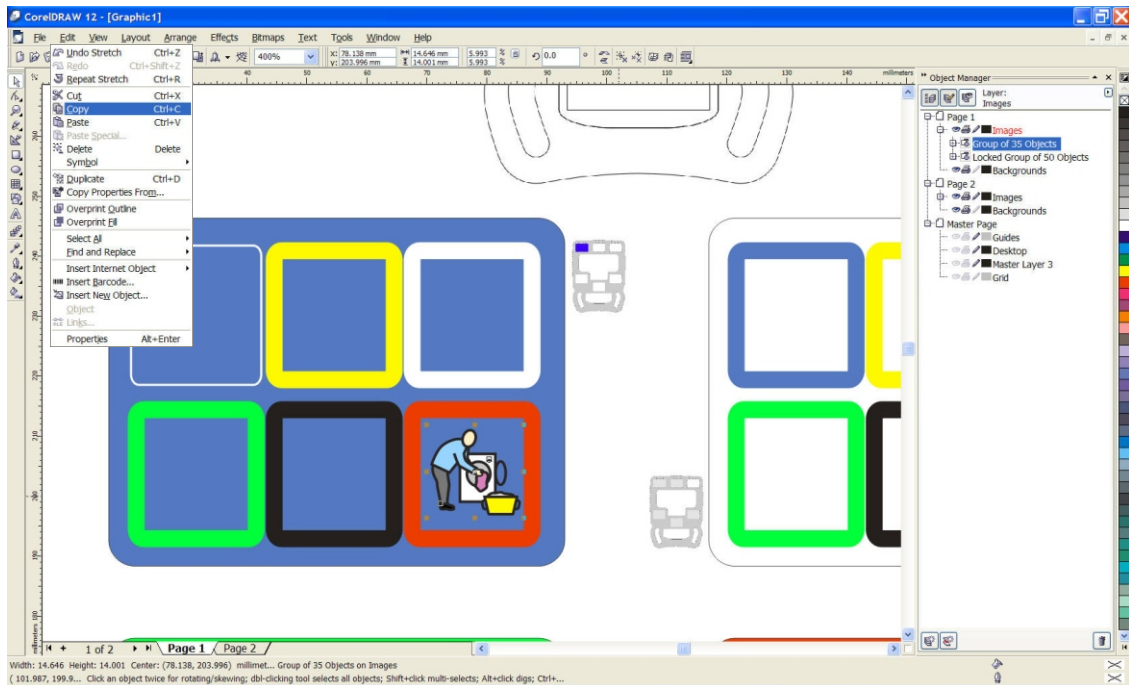

The symbol can be adjusted in size and position using the corner markers:
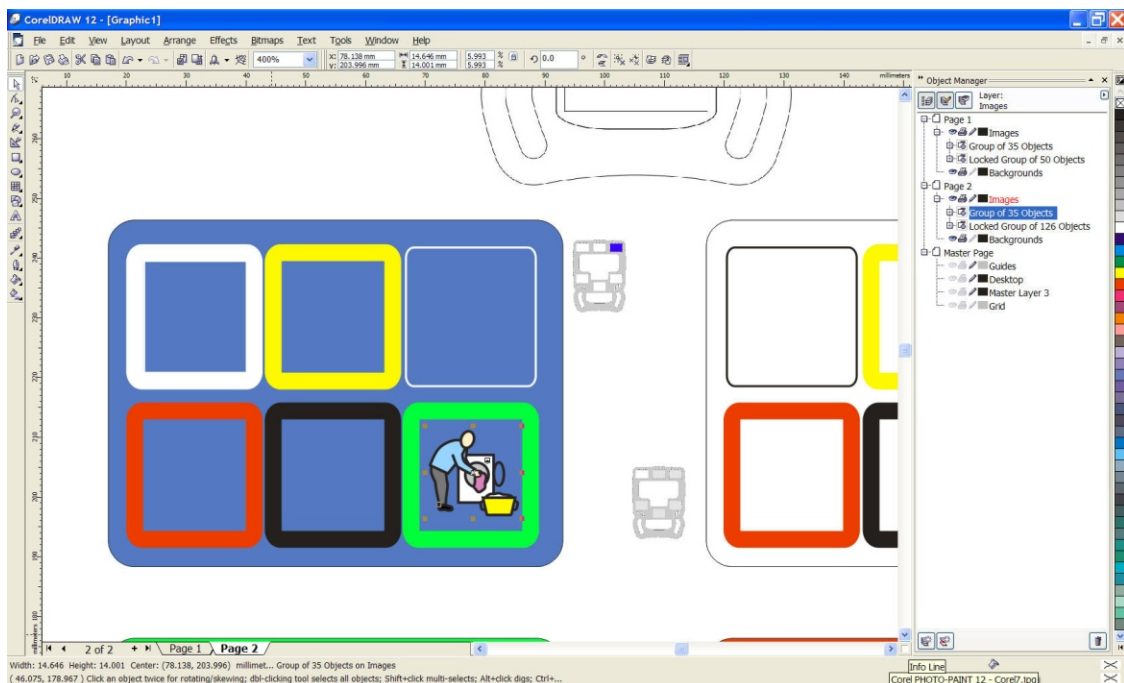
Appendix 2 - CorelDRAW template (...)

We now have to copy the image to the corresponding position on page #2. In this example the red square in the blue block. To do this, select the image (click on it with the mouse) then go to the 'Edit' Menu and select 'Copy' (Shortcut is Control-C)
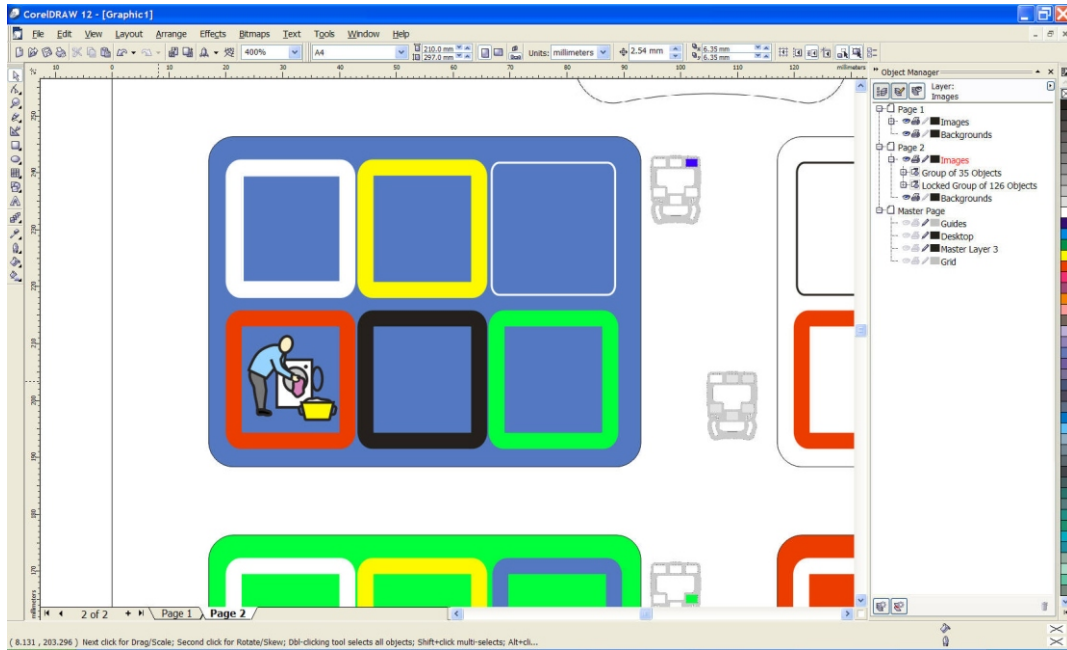

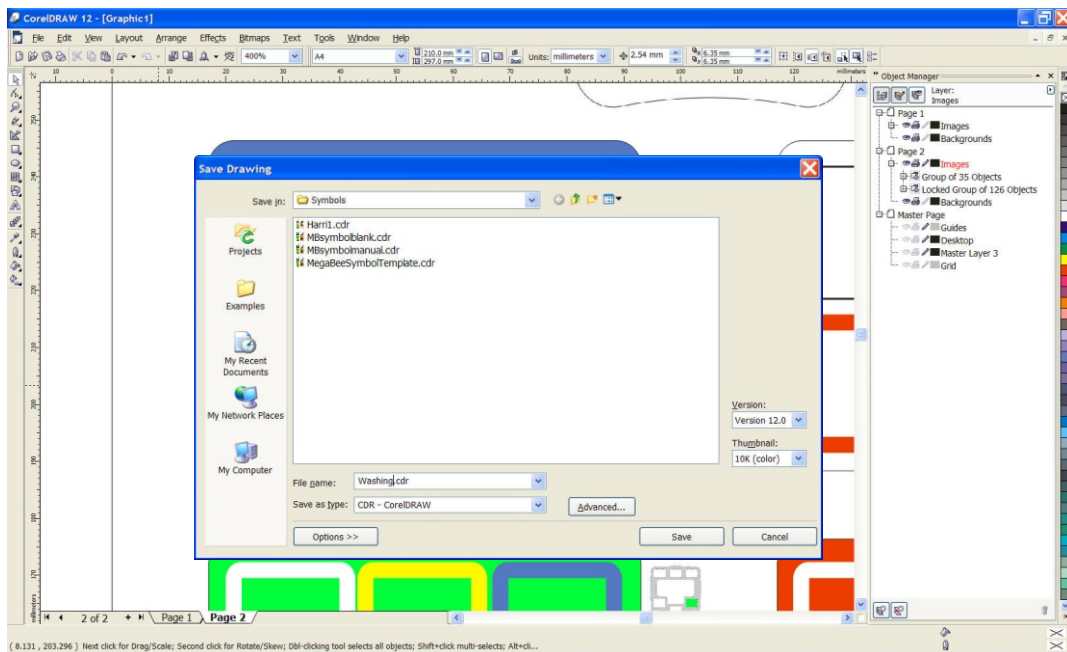Select Page 2 and paste the image from the 'Edit' menu (Shortcut is Control-V)

We now need to move the image to the red square in the blue block.

Appendix 2 - CorelDRAW template (...)

Drag and drop the image into the red square in the blue block:

Repeat this process for all your pictures, and then save as a document:

Printing this document will produce two sheets of self adhesive labels. The meaning of the symbols should be transferred to MegaBee as detailed in the 'Pictures' section earlier in this manual.
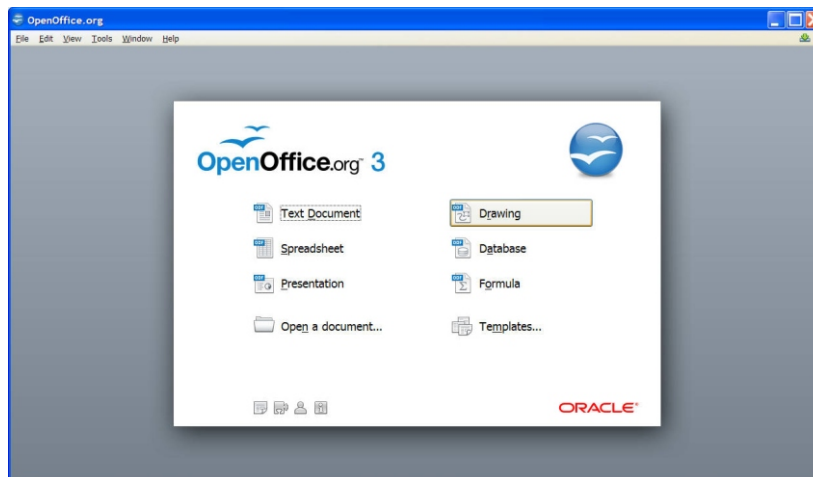
Appendix 3 - OpenOffice.org Draw template

Various templates are provided for preparing your labels. This section is for people who use OpenOffice.org program suite and utilises the Draw program.

A template is provided on the MegaBee CD called MegaBeeSymbolTemplate.otg.
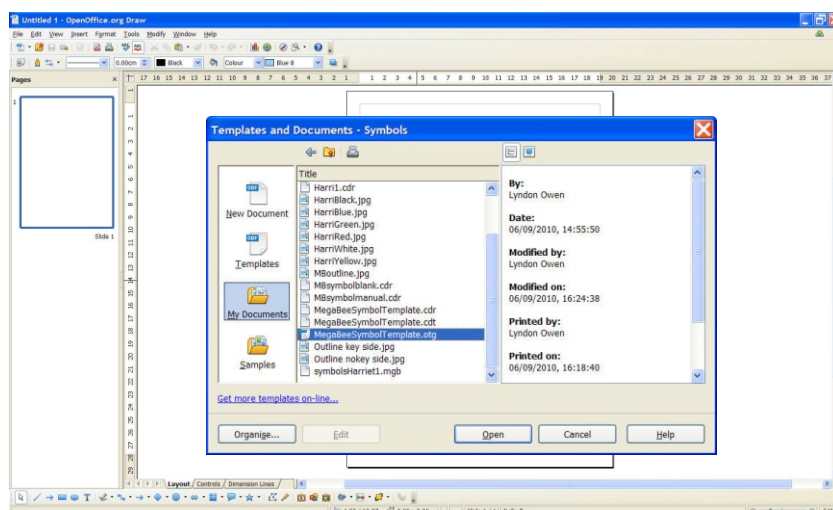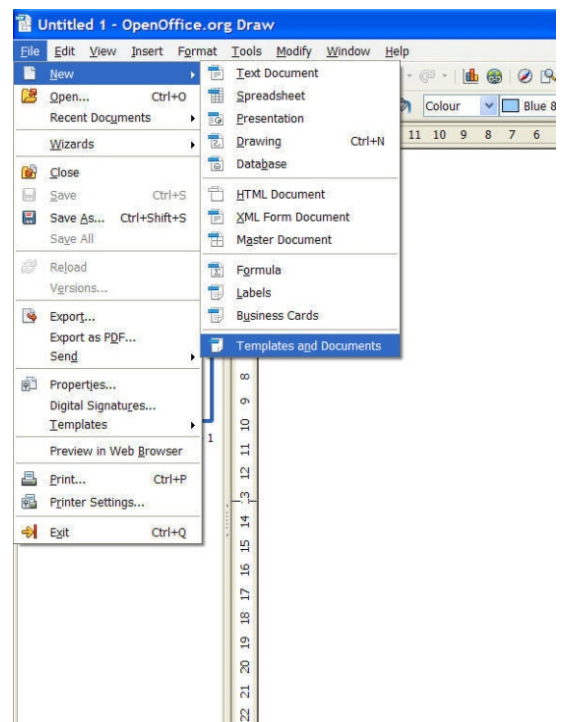
To produce your labels in OpenOffice.org:

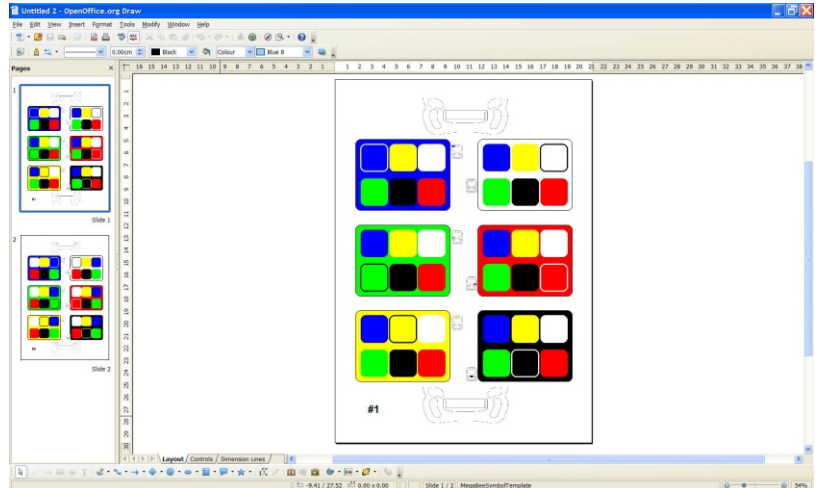Select the Drawing Feature from the opening screen.

From the File Menu choose 'New', then 'Templates and Documents'.

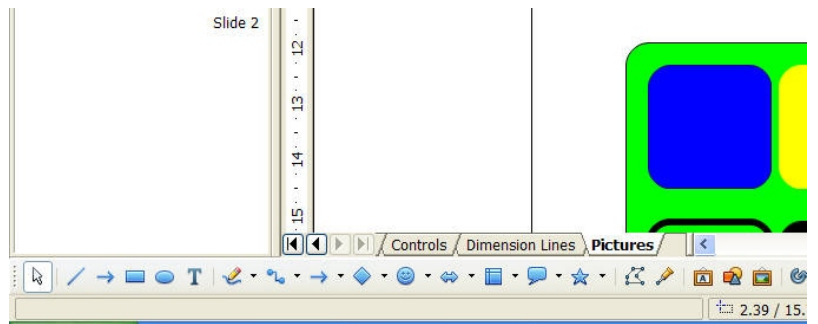Locate and select the file MegaBeeSymbolTemplate.otg and click OK.
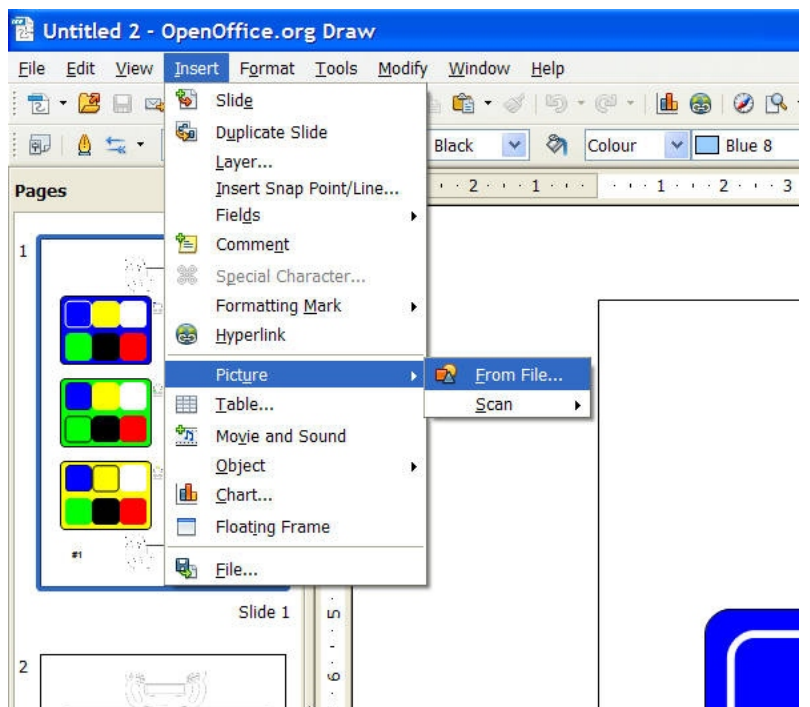
Appendix 3 - OpenOffice.org Draw (...)

A two slide document will be presented with blank labels:

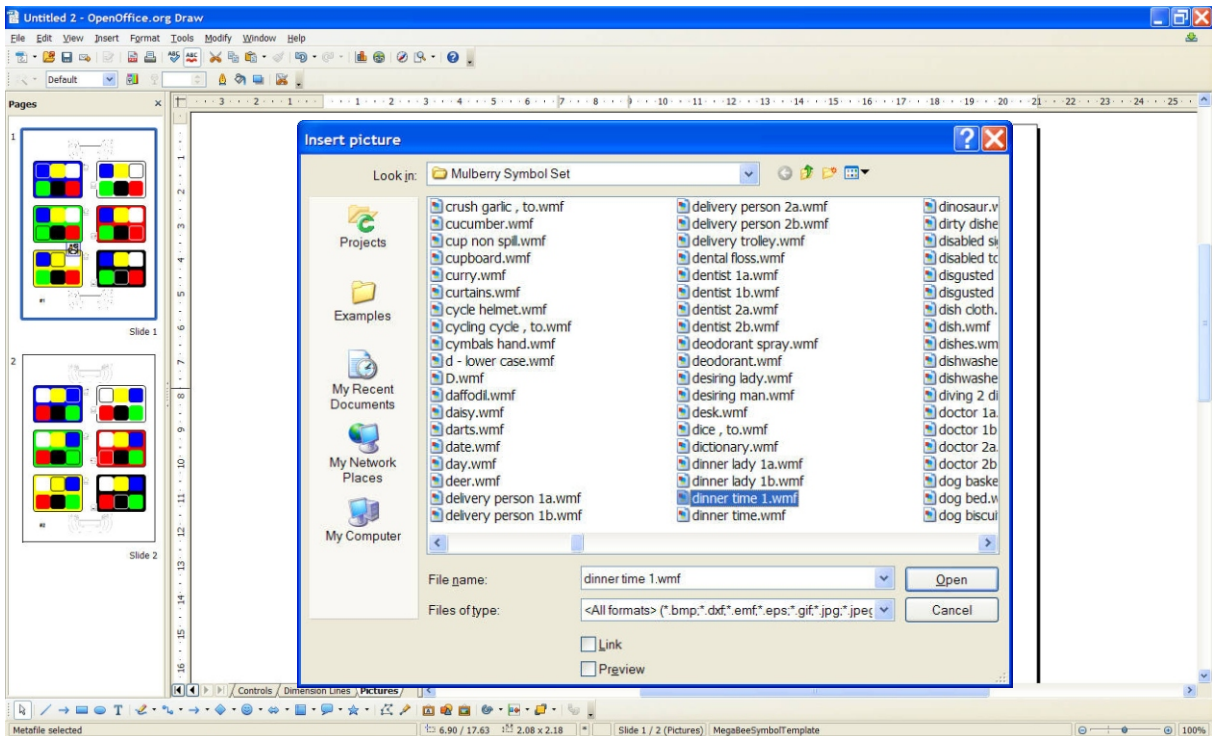Make sure the 'Pictures' tab is selected. (If it is not then no alterations will be possible)

To add pictures or symbols go to the Insert menu and select 'Picture', and then 'From File'.
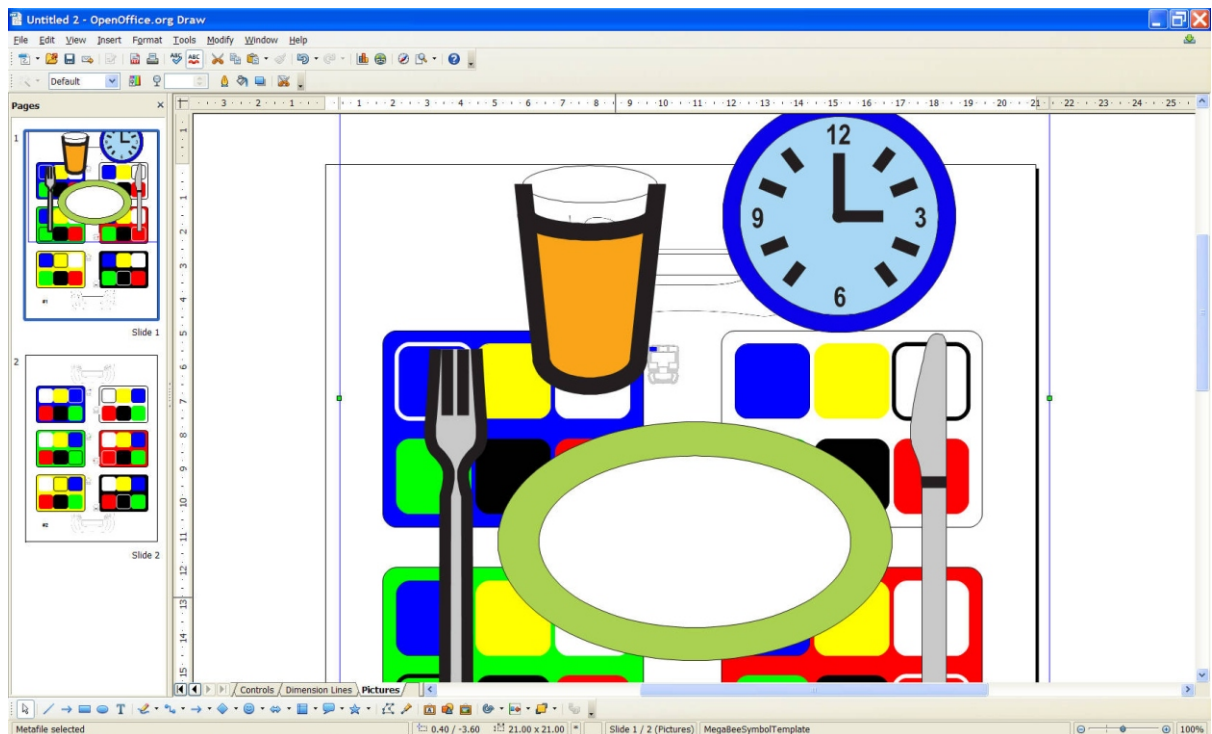
Appendix 3 - OpenOffice.org Draw (...)

Select the required pictures from the pop-up screen and press OK.
In this example we will use a symbol for 'dinner time'.

The selected image will appear on top of the labels.

Appendix 3 - OpenOffice.org Draw (...)

Resize the image by dragging the corner guides and position it in the required location. In this example we are using the white square in the blue block.

We now have to copy the image to the corresponding position on slide #2. In this example the white square in the blue block.
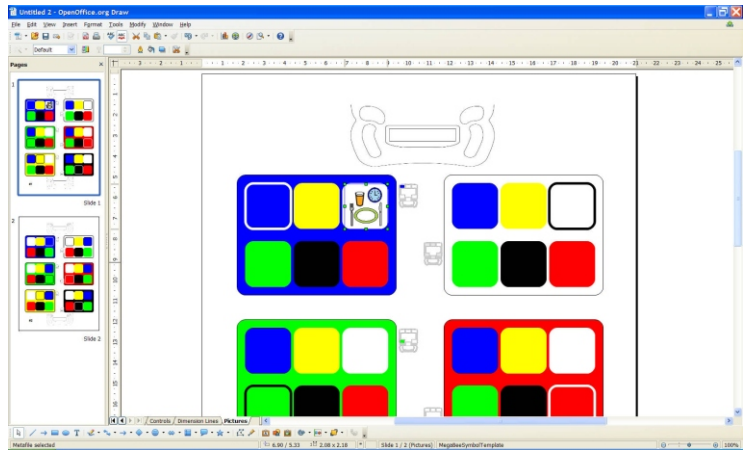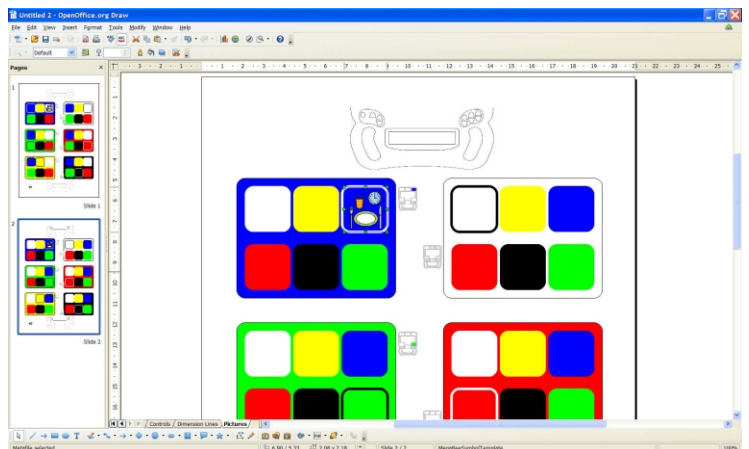
To do this, select the image (click on it with the mouse) then go to the 'Edit' Menu and select 'Copy' (Shortcut is Control-C).
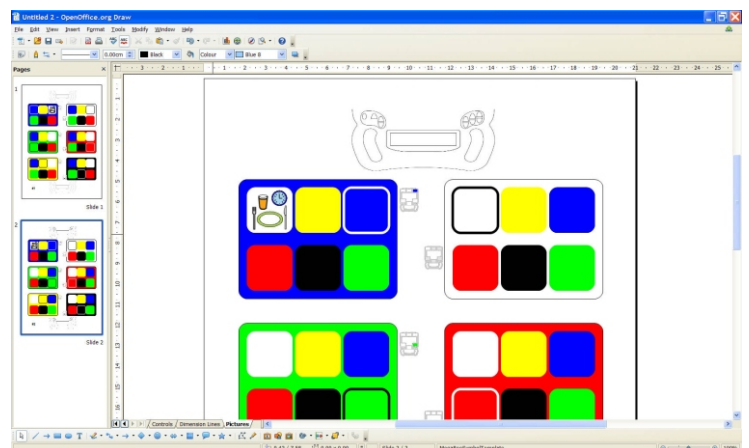
Now click on slide 2, in the pages bar on the left hand side of the screen.

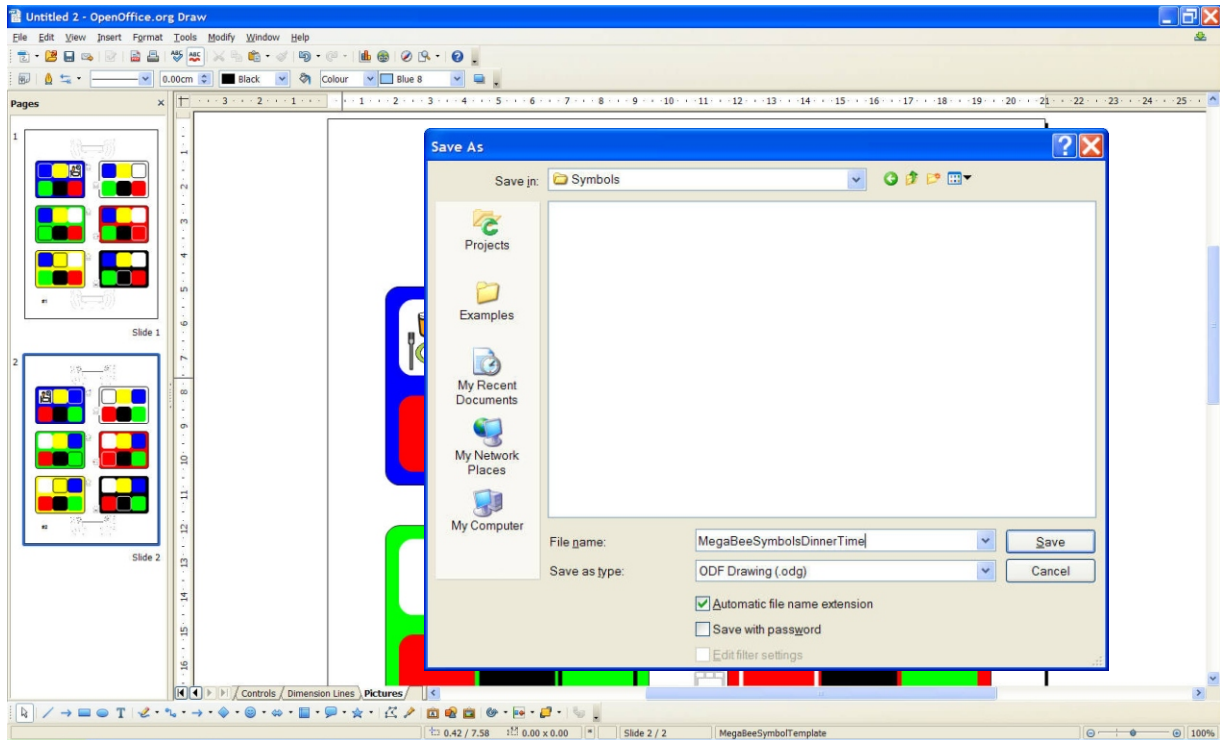Paste the image from the 'Edit' menu (Shortcut is Control-V).

We now need to move the image to the white square in the blue block.

Appendix 3 - OpenOffice.org Draw (...)

Repeat this process for all your pictures, and then save as a document:

Printing this document will produce two sheets of self adhesive labels. The meaning of the symbols should be transferred to MegaBee as detailed in the 'Pictures' section earlier in this manual.