



ViewPlus Software Suite 9.0

User Manual

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I. Preface

Welcome to the Tiger Software Suite (TSS), your complete solution for making your documents accessible to the visually impaired. The Tiger Software Suite harnesses the full power of MS Office Word and Excel for easy Braille and tactile graphics production. The press of a button makes your document accessible to everyone without having to know Braille.

The Tiger Software Suite consists of following components:

- ❖ **The Tiger Software Suite Office Add-in**

- Braille translation engine and Braille document formatter with direct plug-in to MS Office Word and Excel

- ❖ **Tiger Designer**

- A preview and editor program for VP print files, visualizing emboss output on the screen

- ❖ **ViewPlus Translator**

- Braille translation program to translate text to Braille from other Windows applications outside of MS Office Word and Excel

- ❖ **Quick Paw**

- 8-Key entry for typing Braille dot patterns on any standard PC keyboard

TSS is compatible with current Windows operating systems, both 32 and 64 bit, as well as both 32 and 64 bit MS Office versions, starting at Office 2010.

All products were developed exclusively by ViewPlus Technologies, Inc.

II. Tiger Software Suite - Program Installation

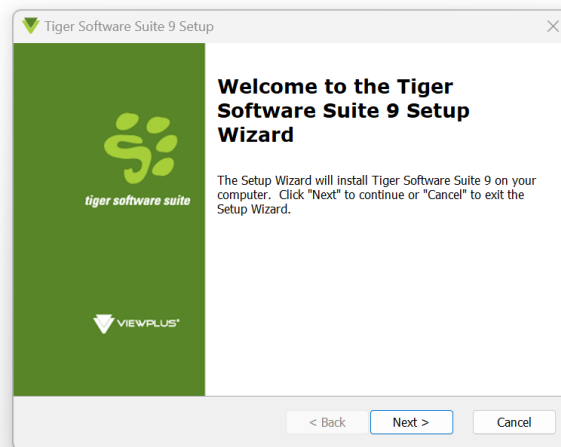
II.A. Installation

Before updating Tiger Software Suite (TSS) from a former version, please make sure to uninstall any previous version from your computer.

Make sure to have all MS Office Programs closed and execute the TSS Version 8 installation file on your Windows system with administration rights.

If the setup program prompts you to download and install Microsoft Visual C++ Distributable, or Microsoft .NET, you must complete those installations before TSS can proceed.

The first window is the Welcome screen, where you can click 'Next' to proceed with the installation, or click 'Cancel' to cancel the process and exit the Tiger Software Suite setup wizard.

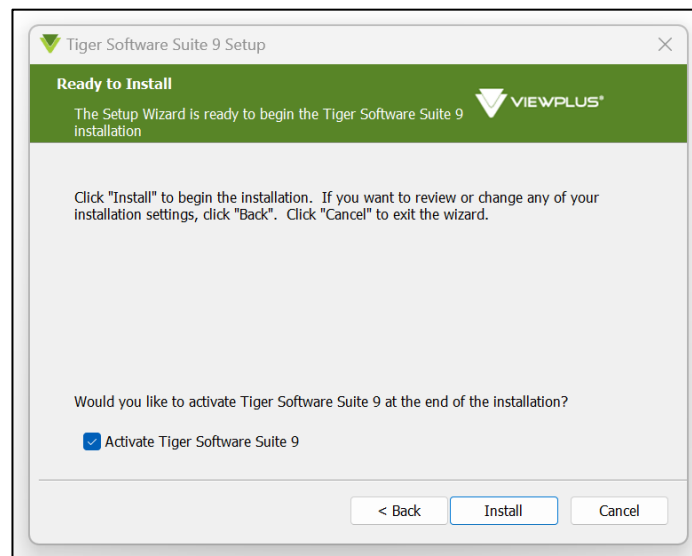
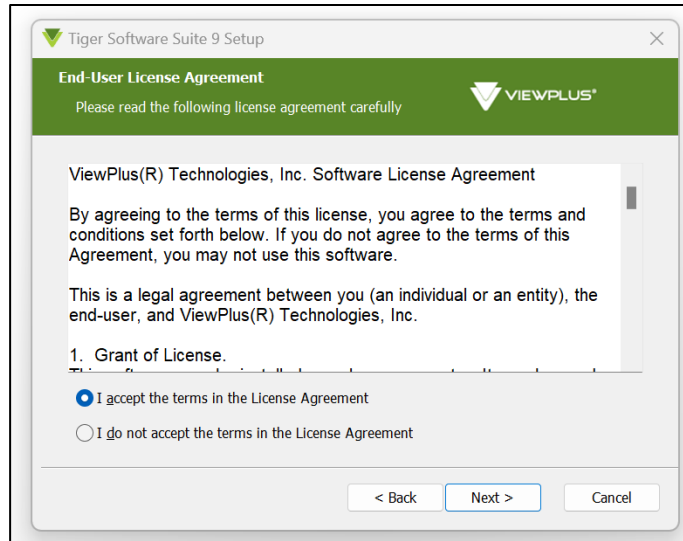


The next screen is your End-User License Agreement. You need to scroll down before you can proceed. Press A or select 'I accept the terms of the License Agreement', before pressing Enter, or selecting 'Next' to continue with the installation process.

You may also want to check the box to activate TSS with installation. This will call VP License Manager at the end of the installation process. Please see chapter III. below for more information about VP License Manager.

TSS will function for 30 days before requiring activation of a valid license number.

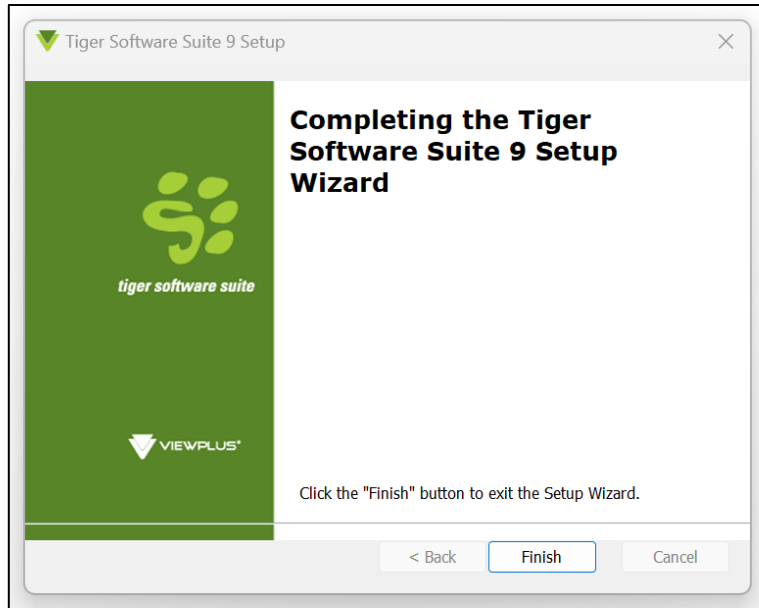
Select 'Install' to begin installation according to your selection. You may select 'Back' or 'Cancel' instead.



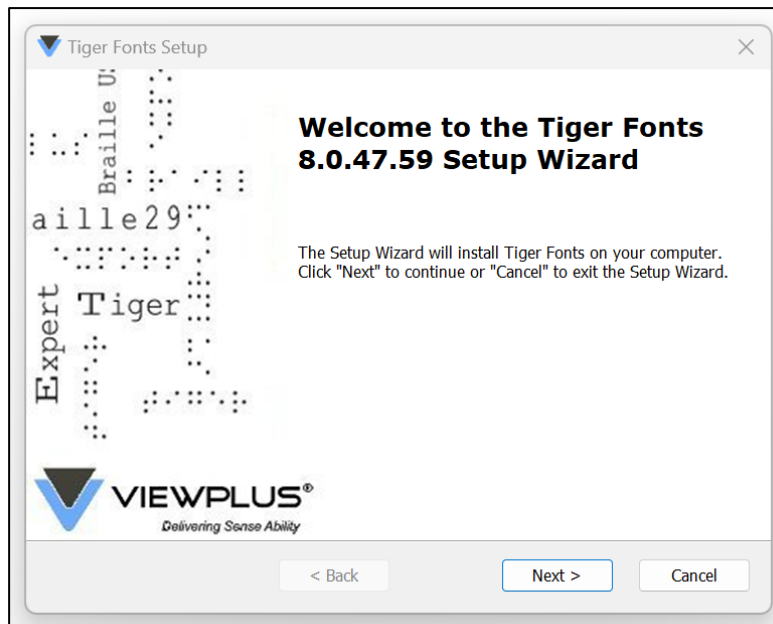
During installation of Tiger Software Suite you may be asked to close certain applications. This will be necessary to ensure successful installation of TSS, so please follow the request.

You will see a progress indicator during program setup.

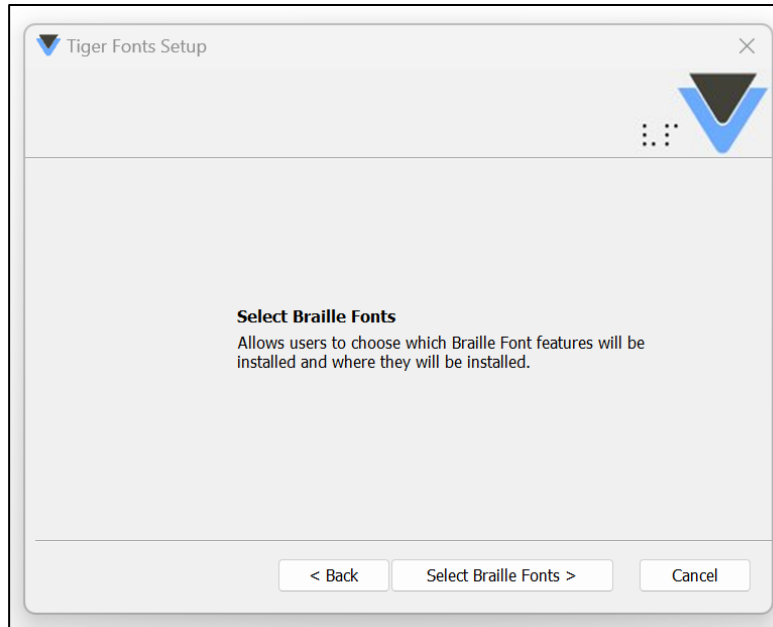
Once it is completed, you will get the following window, asking you to exit the setup wizard with button 'Finish'.



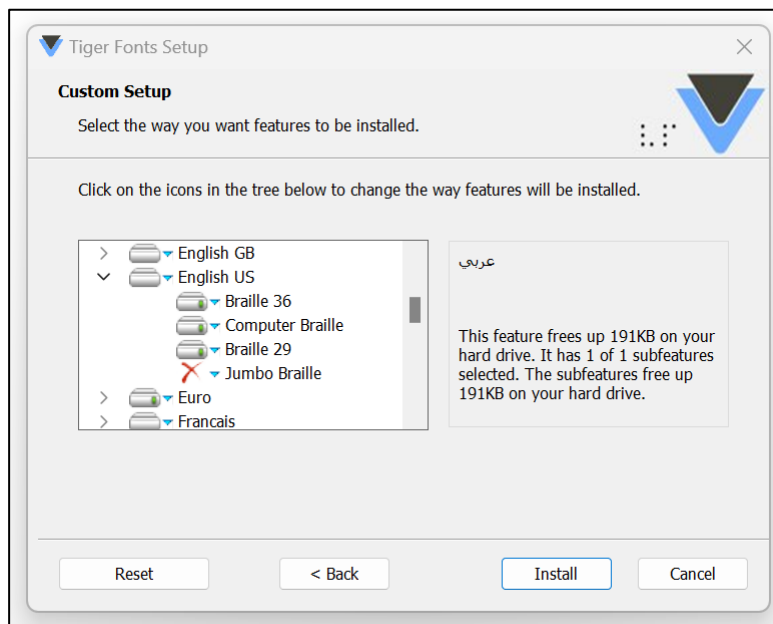
Depending on current installed font set on your computer, the Tiger Fonts Setup Wizard might show consecutive to TSS installation. Tiger Fonts, or Braille fonts respectively, are required for any text to Braille translation using TSS.



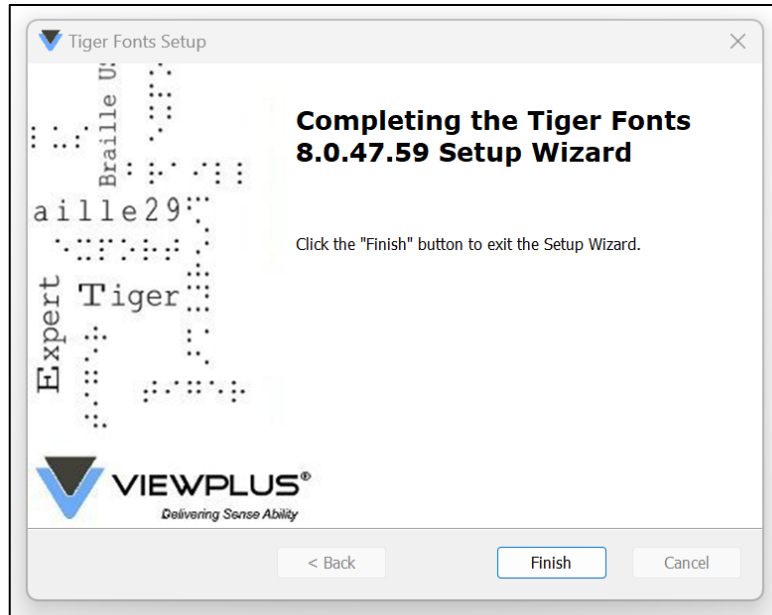
After proceeding from first screen, you will get to select localized Braille fonts available for text to Braille translation. Select fonts for any language that might be applicable in your use cases.



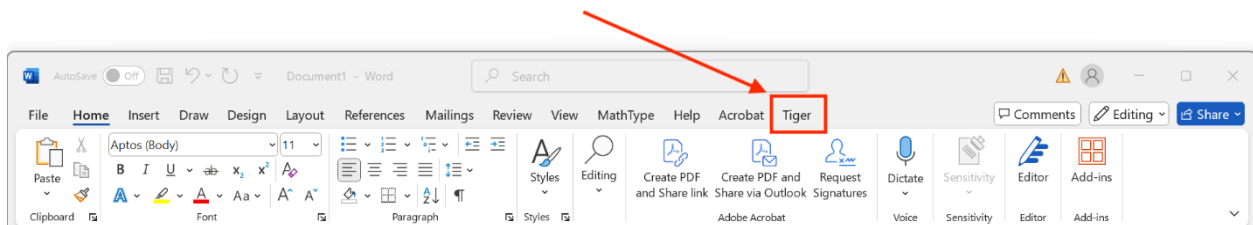
A display field next to the Braille fonts selection tree will tell you how the feature will be installed on your system and how much disk space it will require. When done with your selection of all desired fonts, proceed by selecting 'Install'.



Successful installation will be confirmed by a final dialog. Select 'Finish' to exit Tiger Fonts Setup Wizard.



After installation, the Tiger Software Suite Office Add-in, in form of a ribbon called “Tiger”, should be visible in MS Office Word and Excel. Additionally, Tiger Designer and ViewPlus Translator should have been added to the start list of Windows programs on your PC



Should “Tiger” ribbon not show within MS Office Word, or Excel program, please check the Add-ins section under Word, or Excel options, and make sure the "ViewPlus Tiger Software Suite 9 Word AddIn" (or Excel respectively) is listed under active application add-ins. If it is not, go to manage your COM Add-ins to activate Tiger Software Suite AddIn.

Please find further help on the web about how to manage MS Office Add-ins, or contact ViewPlus support should you have problems with the 'Tiger' ribbon functionality.

II.B. Uninstallation

To uninstall, find the Tiger Software Suite in your programs/apps and features list on your computer and select the uninstall option to execute the request. Please allow this app to make changes to your PC and close any MS Office application for the removal of Tiger Software Suite to complete successfully.

After Tiger Software Suite has been uninstalled, all parts of it will be removed from the list of programs/apps and features of your Windows system, and also the Add-ins in MS Office Word and Excel will be gone.

III. VP License Manager

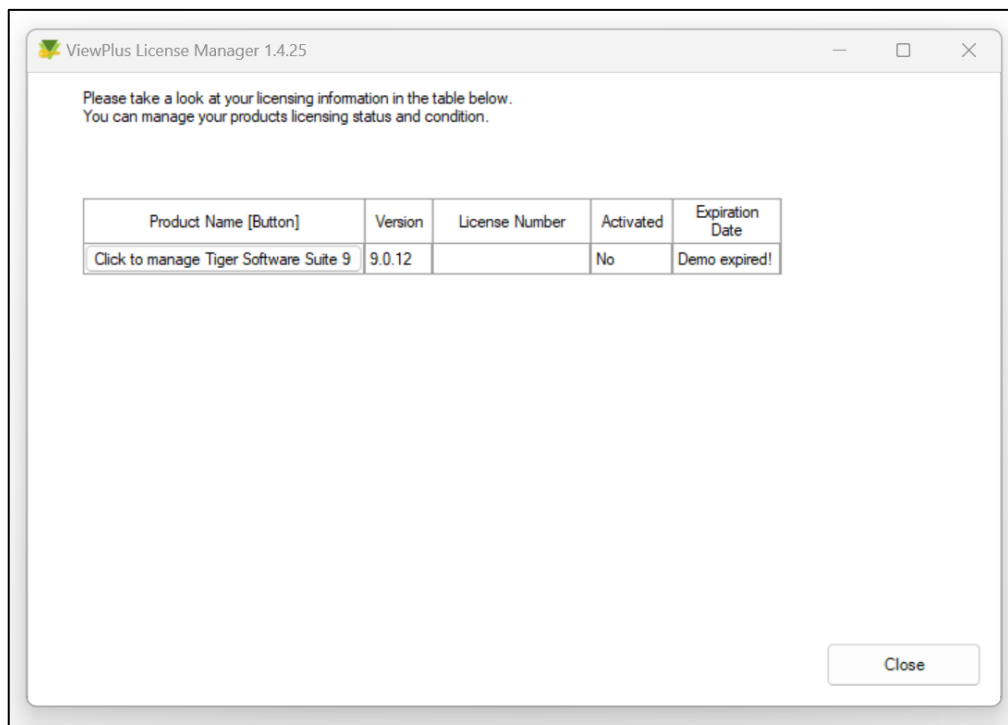
ViewPlus Software licenses are managed through the VP License Manager. This application starts automatically when choosing any activation, or deactivation function through TSS software user interfaces, which is Tiger ribbon in MS Office Word, or Excel, or stand alone Tiger Designer program. VP License Manager will also start stand alone when called from Windows start menu in list of ViewPlus programs.

Please make sure to run VP License Manager with administrator rights!

Depending from where the license manager was called, and which ViewPlus software products are installed on the system, the application wizard may show only Tiger Software Suite, or more ViewPlus products listed.

Depending on current activation status, the information within columns of list item will be filled, like license number, activation status, and expiration date. Each list item provides a button 'Details', which will lead to registration and activation details if any exist yet.

Additionally, in last column on list, a button is provided which will lead to either activation, or deactivation procedure. If TSS is not currently activated, the button will be labelled 'Activate'. If TSS is currently activated, the button will be labelled 'Deactivate'.

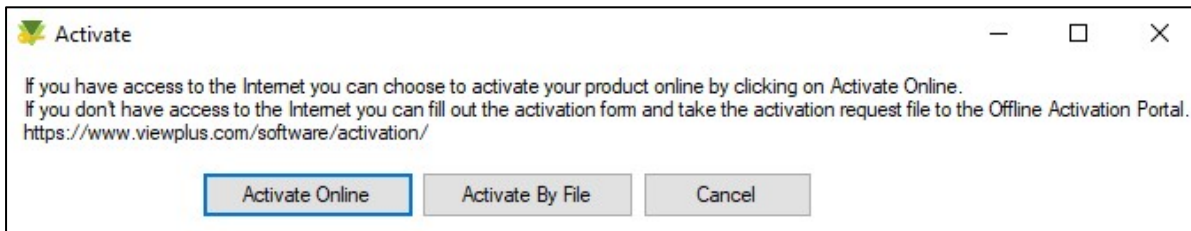


III.A. Software Activation

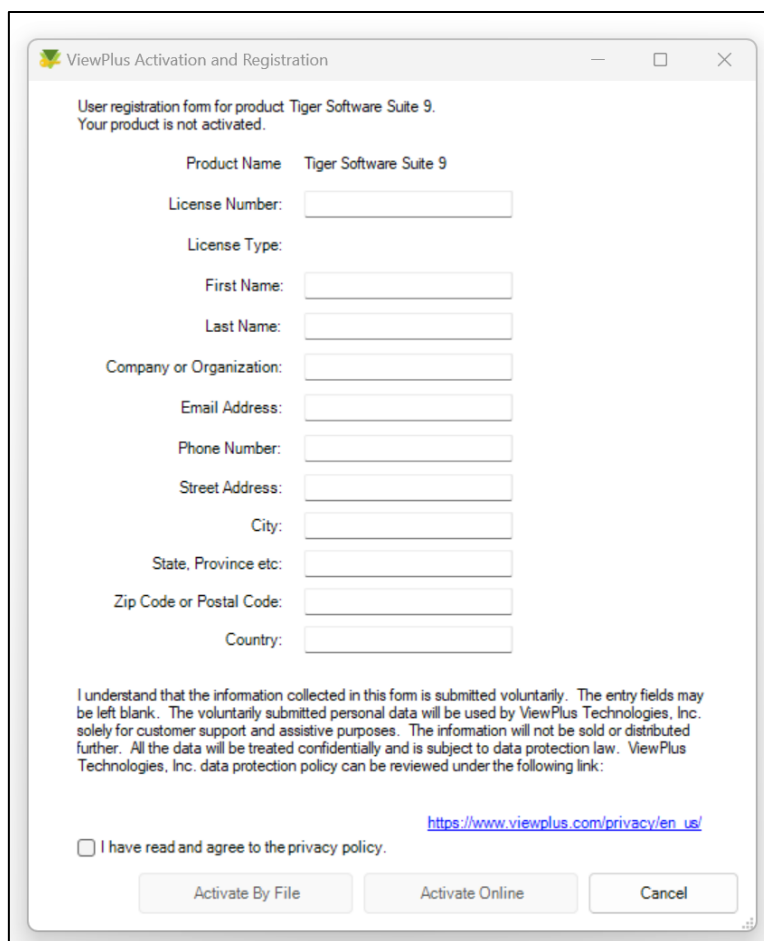
After installation of the Tiger Software Suite, it must be activated online. There are two methods for activating the software: one method for computers with active internet connection, and one for computers without internet connection.

III.A.1. Activation on computer with internet connection

1. From the Tiger Software Suite list item in VP License Manager, select button 'Activate'.
2. Then select 'Activate Online' from the next dialog window that pops up.



3. Within the “Viewplus Activation and Registration” window enter AT LEAST the license number provided by ViewPlus. A company name, first name, and last name are useful for support but not required.
4. Please read and check data protection policy note and then select button 'Activate Online'.



ViewPlus Activation and Registration

User registration form for product Tiger Software Suite 9.
Your product is not activated.

Product Name: Tiger Software Suite 9

License Number:

License Type:

First Name:

Last Name:

Company or Organization:

Email Address:

Phone Number:

Street Address:

City:

State, Province etc:

Zip Code or Postal Code:

Country:

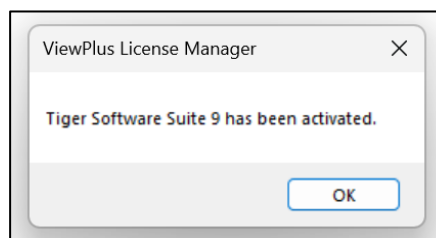
I understand that the information collected in this form is submitted voluntarily. The entry fields may be left blank. The voluntarily submitted personal data will be used by ViewPlus Technologies, Inc. solely for customer support and assistive purposes. The information will not be sold or distributed further. All the data will be treated confidentially and is subject to data protection law. ViewPlus Technologies, Inc. data protection policy can be reviewed under the following link:

https://www.viewplus.com/privacy/en_us/

☐ I have read and agree to the privacy policy.

Activate By File Activate Online Cancel

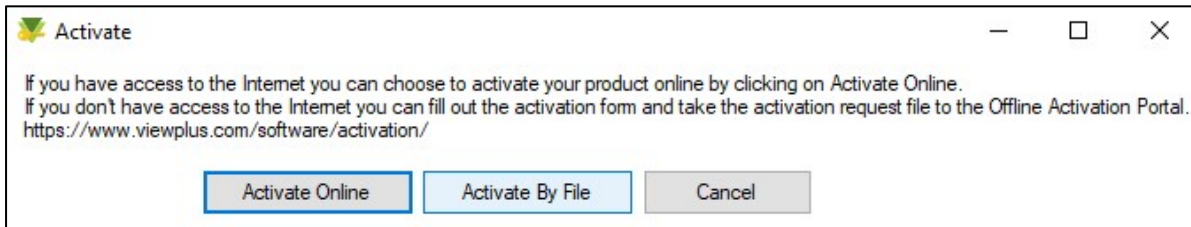
5. A pop-up window will confirm successful activation.



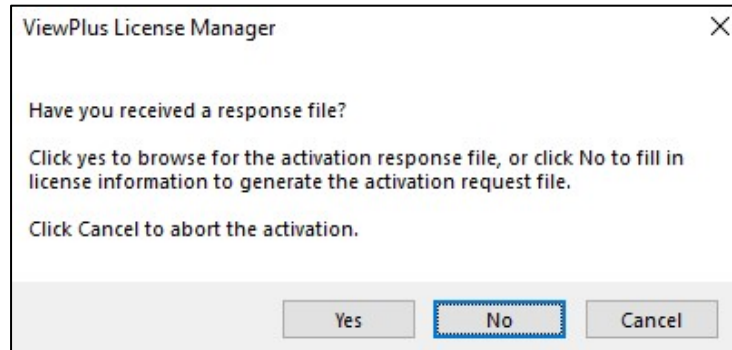
III.A.2. Activation on computer without internet connection

To activate when you are offline you must generate an activation request, transfer it to a computer with internet, and then provide the activation response file to the license manager. Follow these instructions:

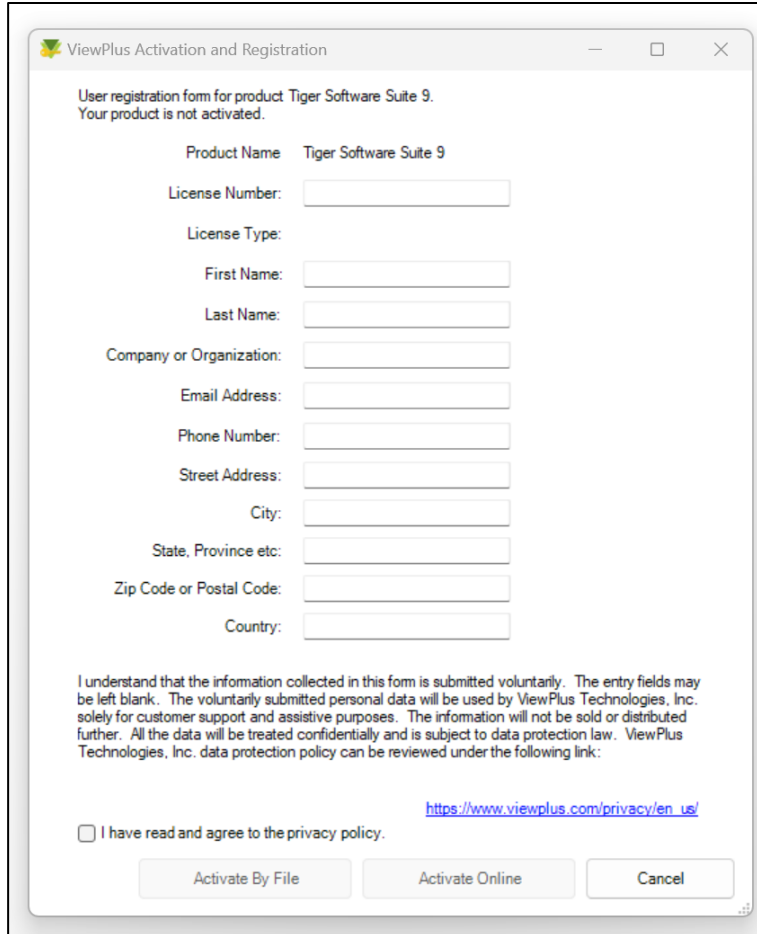
1. From the Tiger Software Suite list item in VP License Manager, select button 'Activate'.
2. Then select 'Activate By File' from the next dialog window that pops up.



3. A pop-up window will open, asking whether you have received a response file. Click 'No' at this point to proceed to the activation and registration window.



4. Within the "Viewplus Activation and Registration" window enter AT LEAST the license number provided by ViewPlus. A company name, first name, and last name are useful for support but not required.
5. Please check data protection policy note and then select button 'Generate Activation File'.



ViewPlus Activation and Registration

User registration form for product Tiger Software Suite 9.
Your product is not activated.

Product Name: Tiger Software Suite 9

License Number:

License Type:

First Name:

Last Name:

Company or Organization:

Email Address:

Phone Number:

Street Address:

City:

State, Province etc:

Zip Code or Postal Code:

Country:

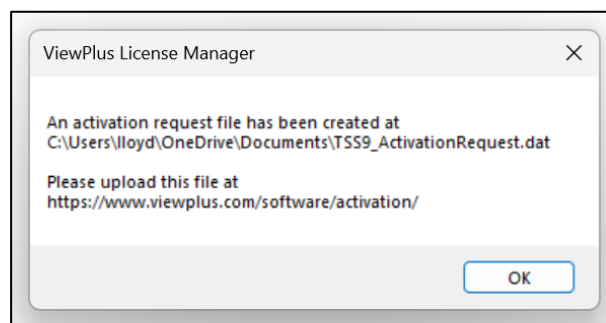
I understand that the information collected in this form is submitted voluntarily. The entry fields may be left blank. The voluntarily submitted personal data will be used by ViewPlus Technologies, Inc. solely for customer support and assistive purposes. The information will not be sold or distributed further. All the data will be treated confidentially and is subject to data protection law. ViewPlus Technologies, Inc. data protection policy can be reviewed under the following link:

https://www.viewplus.com/privacy/en_us/

☐ I have read and agree to the privacy policy.

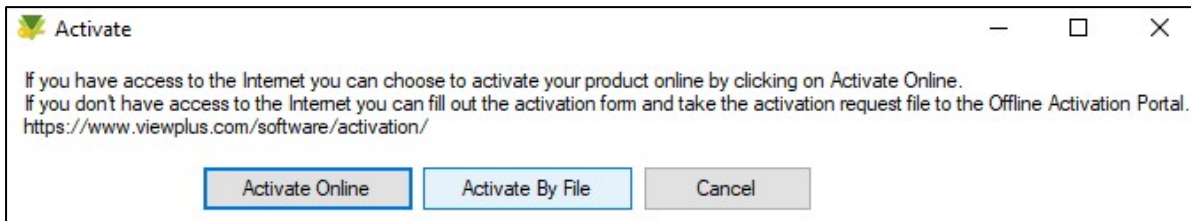
Activate By File Activate Online Cancel

6. The next pop-up will inform you, that an activation request file has been created in your documents folder.
7. Transport the file named "TSS9_ActivationRequest.dat" to a computer with internet connection.

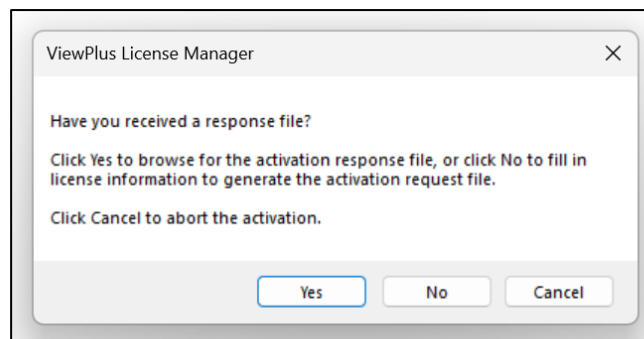


8. On a computer with internet connection open your preferred internet browser and go to webpage at following address: <https://viewplus.com/software/activation/>
9. Select 'Manual Activation' button from this webpage.
10. On next form browse to your TSS9_ActivationRequest file in your documents folder and click 'Open' on browser window. Then select 'Submit' on this form.

11. An activation file will be generated, which you need to download using 'Download' button of next page. Save the file titled "ActivationResponse.dat".
12. Transfer file "ActivationResponse.dat" to the computer where TSS 9 is required to be activated.
13. On the computer where you would like to activate TSS 9, open VP License Manager if not open currently. Open it from Windows start menu ViewPlus section, making sure to choose 'Run as administrator'.
14. From the Tiger Software Suite list item in VP License Manager, select button 'Activate'.
15. Then select 'Activate By File' from the next dialog window that pops up.



16. Within next pop-up window, asking whether you have received a response file, select 'Yes'.



17. Browse to the file in next browser dialog and select 'Open'.
18. ViewPlus License Manager dialog window should show Tiger Software Suite being activated now.

NOTE: Make sure to perform Tiger Software Suite activation on your computer with administrator rights. Otherwise there might be problems showing disabled functionality when trying to use program features.

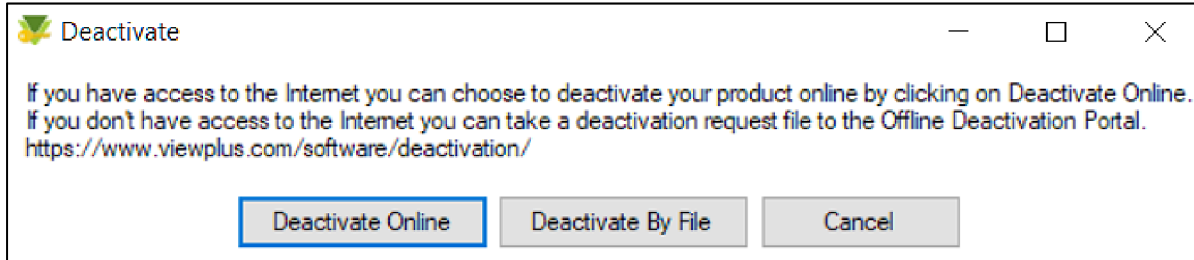
III.B. Deactivation of Tiger Software Suite

To enable a person to access TSS at home as well as school or work, the TSS license key can be used to activate Tiger Software Suite on up to two different computers at the same time. To transfer your software to another computer you must deactivate the original computer before attempting to activate the software on your new computer. The process for deactivation is similar to activation. There are also two methods for deactivation: one method for computers with active internet connection, and one for computers without internet connection.

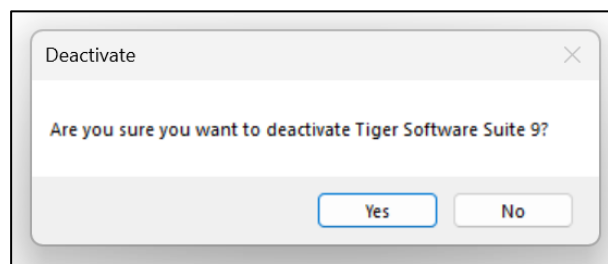
III.B.1. Deactivation on computer with internet connection

1. From the Tiger Software Suite list item in VP License Manager, select button 'Deactivate'.

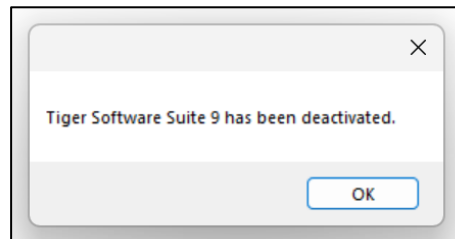
2. Then select 'Deactivate Online' from the next dialog window that pops up.



3. A pop-up window will open to confirm that you wish to deactivate your software. Select 'Yes' to complete the process.



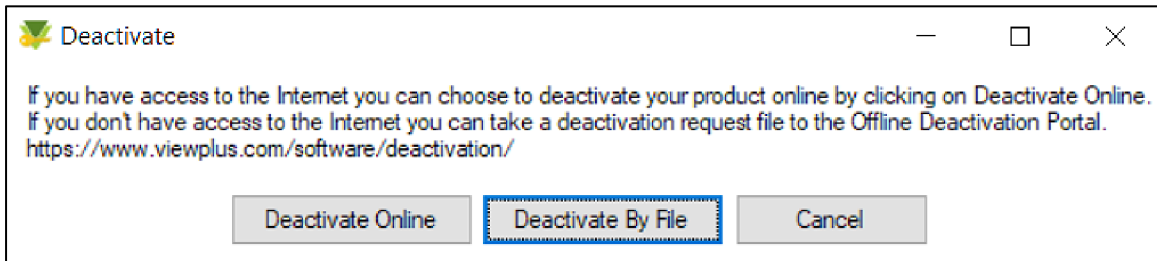
4. Another pop-up window will confirm successful deactivation and Tiger Software Suite in list of ViewPlus License Manager dialog window should show not activated now.



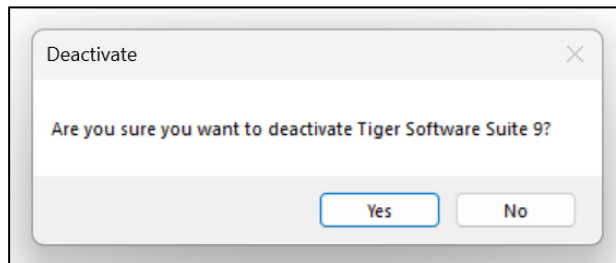
III.B.2. Deactivation on computer without internet connection

To deactivate offline, you must generate an activation request, transfer it to a computer with internet, and then provide the deactivation response file to TSS. Follow these instructions:

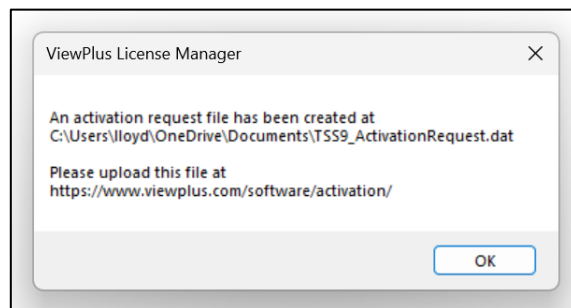
1. From the Tiger Software Suite list item in VP License Manager, select button 'Deactivate'.
2. Then select 'Deactivate By File' from the next dialog window that pops up.



3. A pop-up window will open, asking whether you are sure you want to deactivate. Select 'Yes'.



4. The next pop-up will inform you, that a deactivation request file has been created in your documents folder.
5. Transport the file named "TSS9_DeactivationRequest.dat" to a computer with internet connection.



6. On a computer with internet connection open your preferred internet browser and go to webpage at following address: <https://viewplus.com/software/deactivation/>
7. Select 'Manual Deactivation' button from this webpage.
8. On next form browse to your TSS9_DeactivationRequest file in your documents folder and select 'Open' on browser window. Then select 'Submit' on this form.
9. Now you should get a confirmation message that your software has become deactivated. Your Tiger Software Suite license number is now free for activation on any other computer again.

IV. Tiger Software Suite MS Office Add-in

IV.A. Introduction

Standard contracted Braille is a code without a one-to-one relationship to screen characters. Consequently, it is necessary to translate text if contracted Braille is desired. ViewPlus Tiger Software Suite contains a text-to-Braille translator and formatter for MS Office Word and MS Office Excel. The features include:

- One-step translation of monolingual or bilingual documents
- Display of original text along with Braille characters
- Maintenance of your special text formatting & graphics
- Automatic adjustment of character size and line spacing

The TSS Add-in is not an independent executable program. On computers running supported Microsoft Office 2010 or higher, Tiger commands will appear on Tiger ribbon in Word and Excel after installation of Tiger Software Suite.

Selecting 'Tiger' ribbon tab in MS Office Word, or Excel will show all TSS command options. Pressing Alt on your keyboard will lead to available hot keys. Please also refer to section E. of this chapter IV. for a list of available hot keys.

IV.B. Languages

IV.B.1. User interface language

Available user interface languages in TSS 9.0.12 and above are:

Arabic, Bulgarian, Czech, German, English, Spanish, French, Hungarian, Italian, Japanese, Korean, Lithuanian, Latvian, Malay, Bokmal, Dutch, Polish, Brazilian Portuguese, Portuguese, Russian, Swedish, Thai, and Ukrainian.

If you find a language not completely localized within TSS program interfaces, or should you have a request for additional languages, please don't hesitate to contact ViewPlus.

IV.B.2. Braille translation language

Available language codes for text to Braille translation in TSS 9.0.12 and above are:

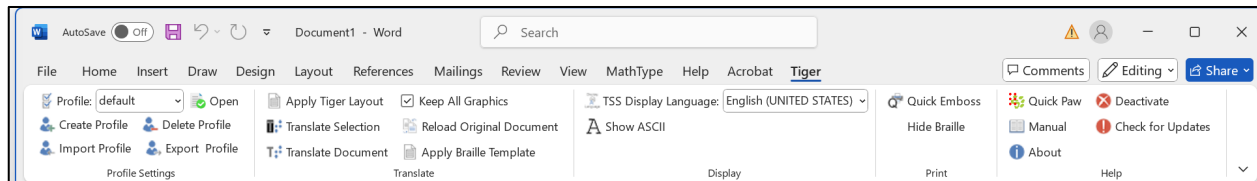
Afrikaans (South Africa), Arabic, Bulgarian, Chinese (Simplified), Croatian, Cymraeg (Welsh), Czech, Danish, Dutch (Belgium), Dutch (Holland), English (American), English (British), English (Unified), Estonian, Finnish, French (American BANA), French (France), French (Quebec), Georgian, German, German (American BANA), German (Liblouis), German (Switzerland), German (Switzerland)(Liblouis), Greek, Hungarian, Icelandic, Indian (Hindi), Indian (Telugu), IPA, Italian, Korean, Latvian, Lithuanian,

Malay, Mongolian, Norwegian, Polish, Portuguese, Rumanian, Russian, Serbian, Slovak, Slovenian, Sotho (South Africa), Spanish (American BANA), Spanish (Spain), Swedish, Thai, Tshivenda, Tswana, Turkish, Ukrainian, and Uzbek.

Should you find a language not completely localized within TSS program interfaces, or should you have a request for additional languages, please don't hesitate to contact ViewPlus.

IV.C. Operation in MS Office Word

The picture below shows the Tiger ribbon in MS Office Word.



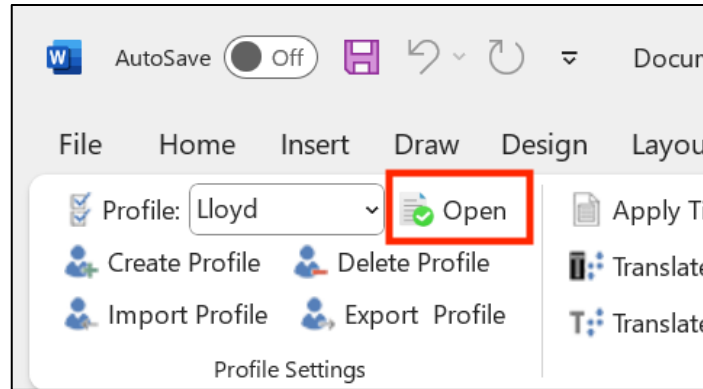
Command and options will be explained in the following.

Profile Settings first!

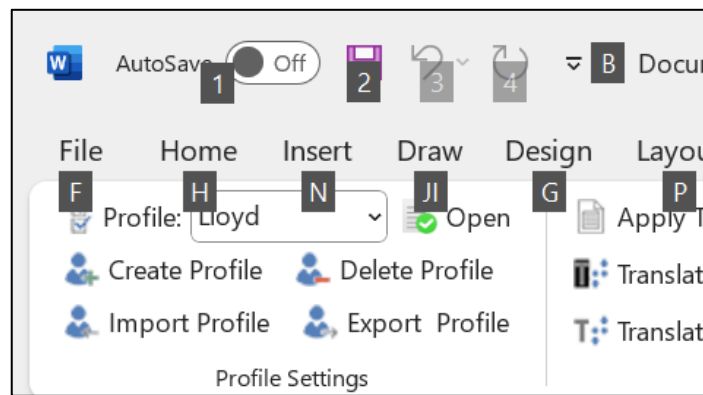
The user can define and set their personal settings for applied language, Braille code, and document formatting on Braille translation/document conversion procedures. These settings can be accessed through ribbon section “Profile Settings”.

Before using any commands from the “Translate” or the “Print” ribbon section, it is recommended to work through the dialogs under “Profile Settings” first. Otherwise the default settings that were loaded during installation of TSS will be applied.

To open the Profile Settings dialog use button 'Open' from “Profile Settings” ribbon section as shown in pictures below. To use hotkeys for calling Tiger ribbon and commands, press 'Alt' on your keyboard to enter the hotkey mode. Then type 'Y3' to call the Tiger ribbon, then 'O' to open the Profile Settings dialog. (Hotkey to call Tiger ribbon might be different on different Office versions, or due to other Add-ins installed at the same time).

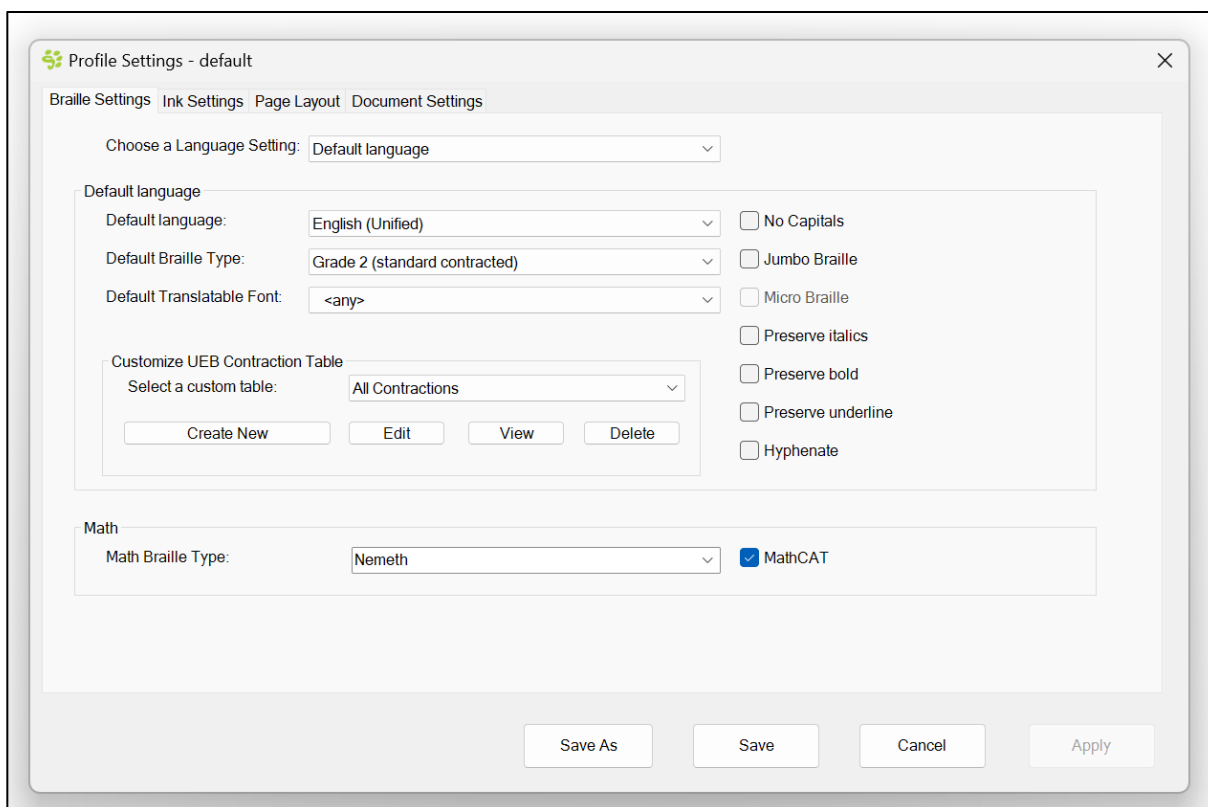


In the below diagram the Tiger ribbon section “Profile Settings” is displayed with hotkeys:



IV.C.1. Profile Settings dialog

The picture below shows the Profile Settings dialog window with four settings tabs. “Braille Settings” will be in focus first when opening the dialog. The controls within all tabs are explained in the following subsections.



IV.C.1.1. Braille Settings tab

With the Braille Settings controls the user specifies the Braille table (language) and further Braille code options to be applied with text to Braille conversion.

Find step by step instructions below going through Braille Settings, differentiating two types of application:

1. Converting text to Braille in monolingual documents, applying the same Braille table to all text within the document
2. Converting text to Braille in bilingual, or trilingual documents, applying different Braille tables to each of two, or three languages within the document

And concluding this section will be a description about:

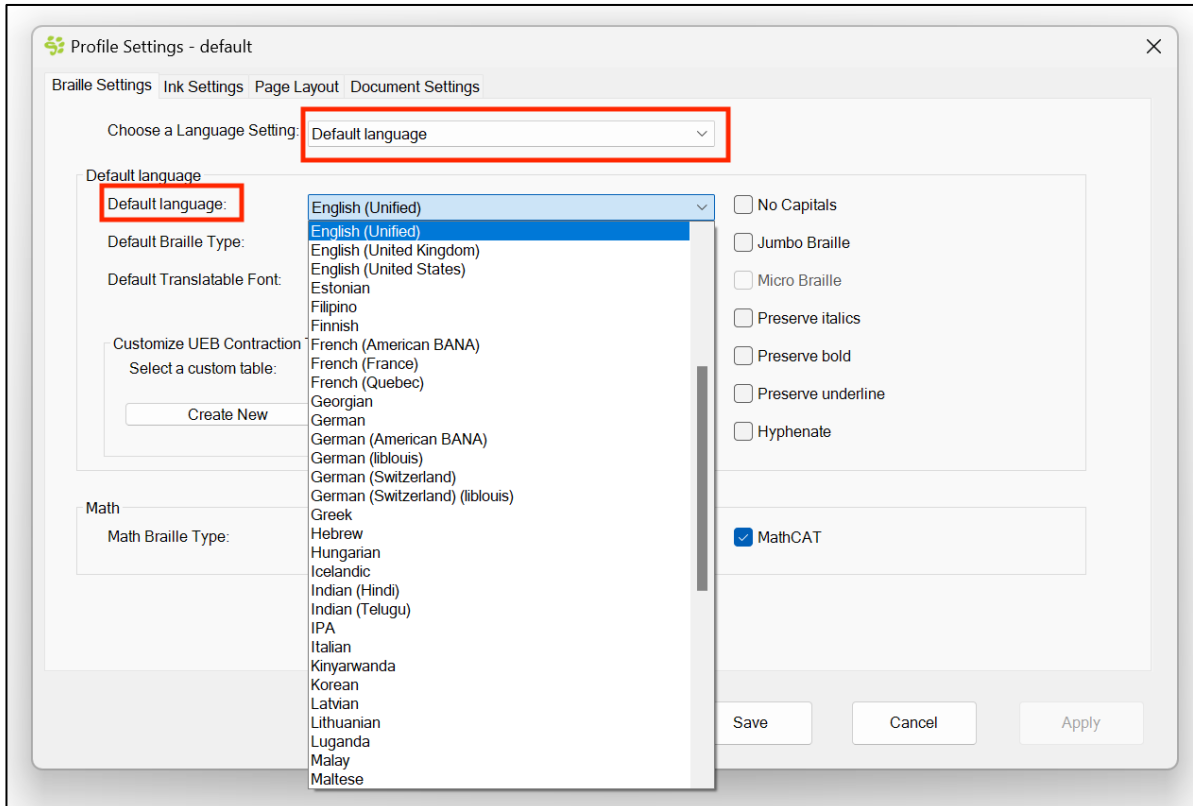
3. Math Braille Type

1. Settings for Braille translation of monolingual documents

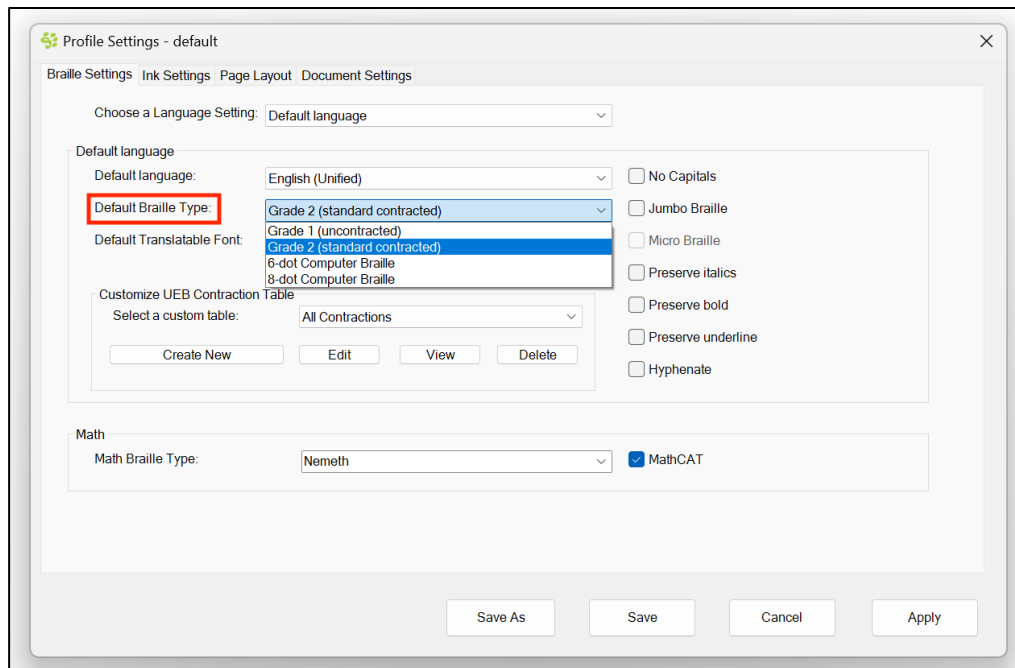
Make sure to have 'Default Language' selected from the drop-down list field of "Choose a Language Setting:" at the top of "Braille Settings" tab in "Profile Settings" dialog.

From the list for "Default Language:" below, choose the desired Braille translation language to translate text to Braille from current Word document. Some languages, like English, might have multiple entries. In

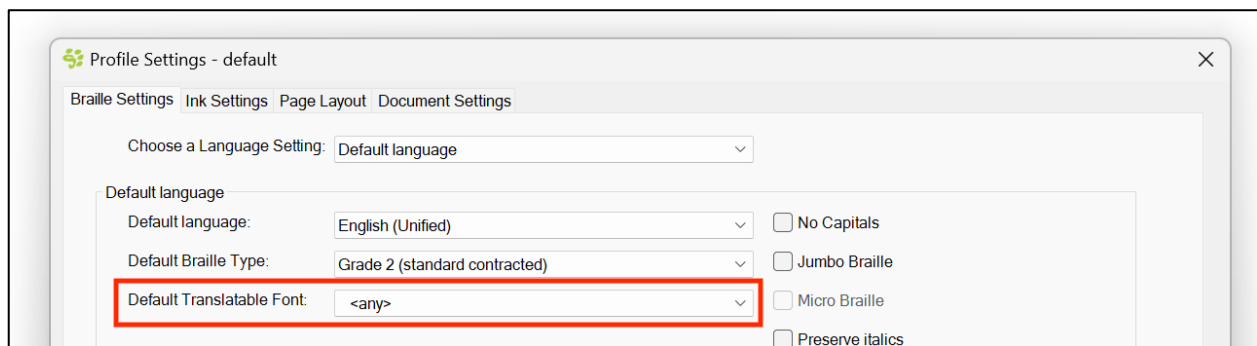
this case "English (American)", "English (British)", and "English (Unified)" appear in the list. The language name refers to corresponding Braille table to be applied with text to Braille translation.



Next field down you select the "Braille Type" to be applied. All available Braille types will show in the drop-down list of this field, availability depends on the language chosen above. Most common Braille types to choose from are contracted, or uncontracted Braille, or Computer Braille.

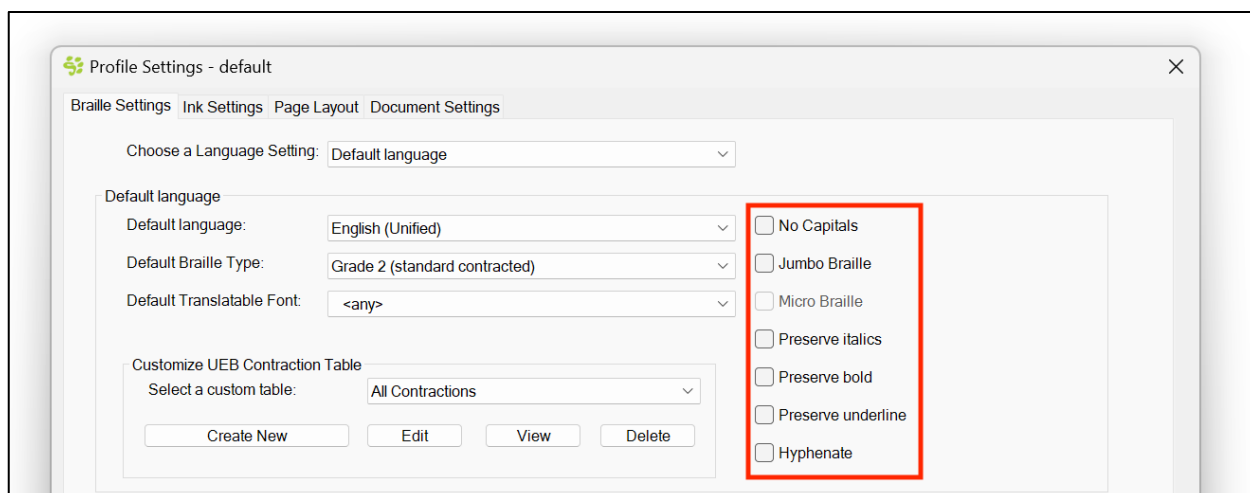


In "Default Translatable Font:" make sure '<any>' is selected from the drop-down list to have all text from current Word document translated according to your language settings above. Always leave the translatable font setting at '<any>' for monolingual document translation. This setting is needed for multilingual text to Braille translation within one document as explained further down in this manual.



Common Braille options are listed with check boxes to the right of language selection. When checked, corresponding formatting will be applied to the Braille code with text to Braille translation.

If there is a dependency to other settings that don't allow certain Braille options, then these will be disabled and appear greyed out within this dialog.



The following common Braille options are available:

No Capitals: When checked, all capitalization marks are removed from the translated Braille document.

Jumbo Braille: When checked, the Braille output will be converted to Jumbo Braille, meaning double spacing between the dots.

Micro Braille: When checked, the Braille output will be converted to Micro Braille. Please be aware that Micro Braille can only be applied when using the VP EmBraille, VP Columbia, VP Delta, or VP Rogue embossers.

Preserve italics: When checked, emphasis marks for italics formatting from the original text will be inserted into Braille translation according to the rules of the selected language.

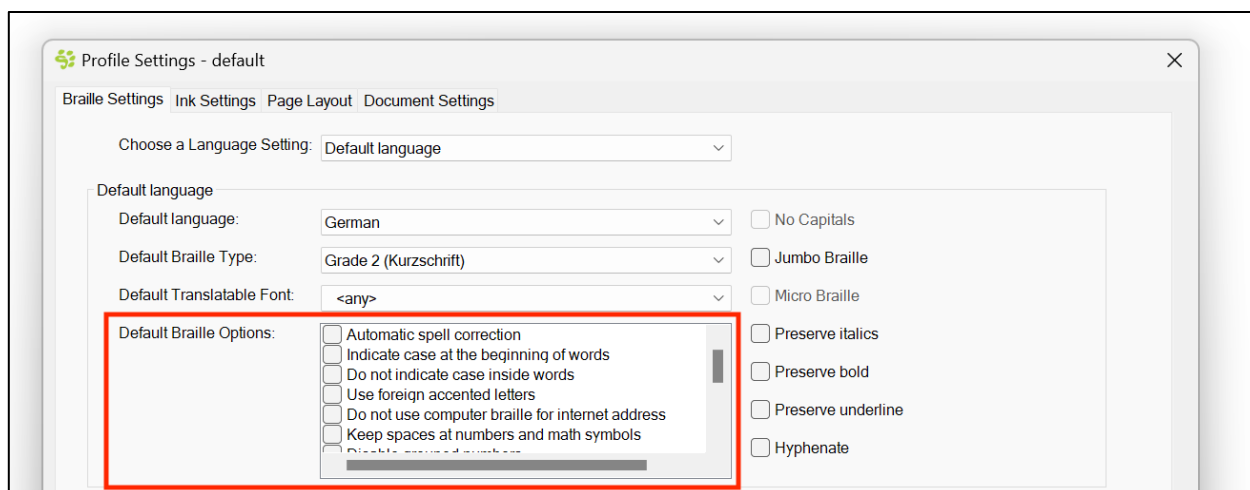
Preserve bold: When checked, emphasis marks for bold formatting from the original text will be inserted into Braille translation according to the rules of the selected language.

Preserve underline: When checked, emphasis marks for underlined text from the original text will be inserted into Braille translation according to the rules of the selected language.

Hyphenate: This option allows hyphenation of Braille text according to the rules of the selected language.

An additional field within "Braille Settings" tab might appear depending on selected language for text to Braille translation. This field, containing a list of further Braille options, will only show if further Braille options are available for the selected Braille language. If this is not the case, field "Default Braille Options:" with corresponding list box will not show at all.

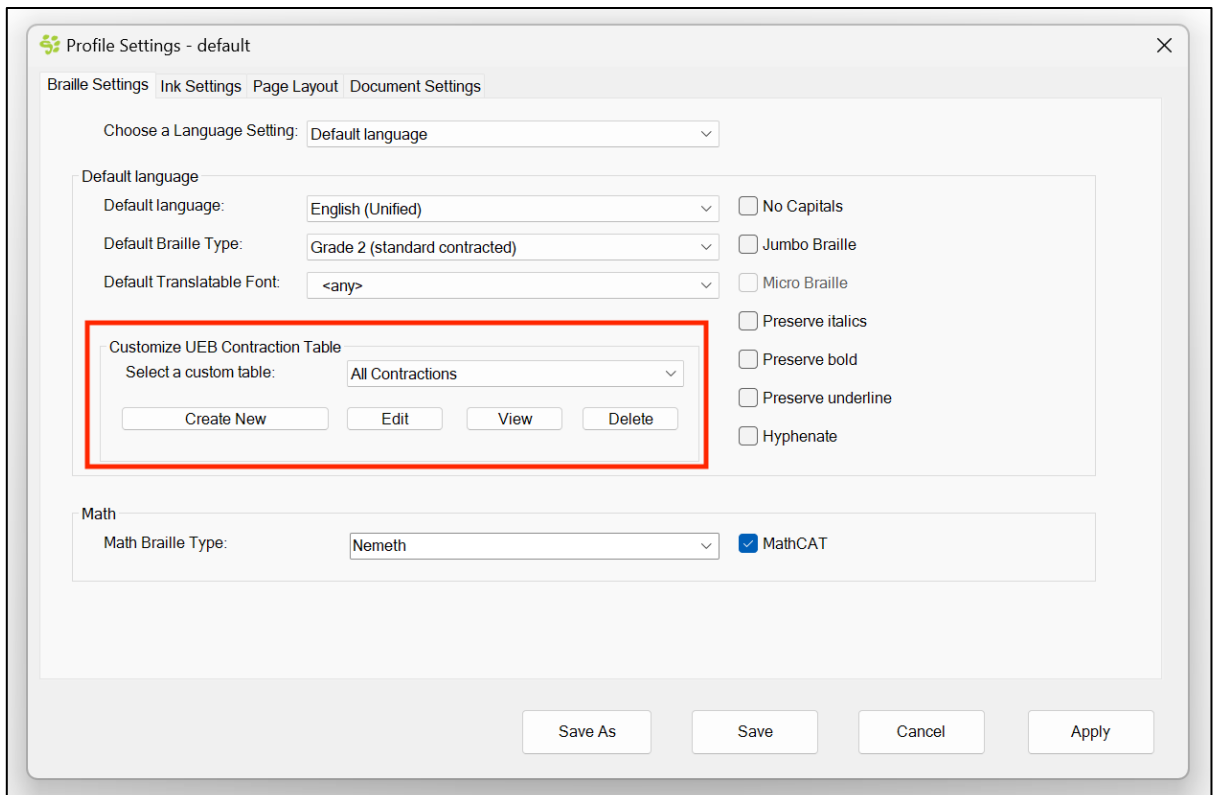
For example, the picture below shows a number of additional Braille options for German Braille translation, which can be checked, or left unchecked within the "Default Braille Options" list box. These options include for example to no indicate letter case inside words, or to use foreign accented letters. Pictures above, showing "Default Language" set to 'English (Unified)' are not showing this field.



2. Customizable Unified English Grade 2 Tables

If selecting 'English (Unified)' in list of languages under "Braille Settings" tab, along with "Braille Type" 'Grade 2 (standard contracted)' a new section within this dialog window will appear which enables to customize contracted Unified English Braille table to be applied with text to Braille translation of current Word document.

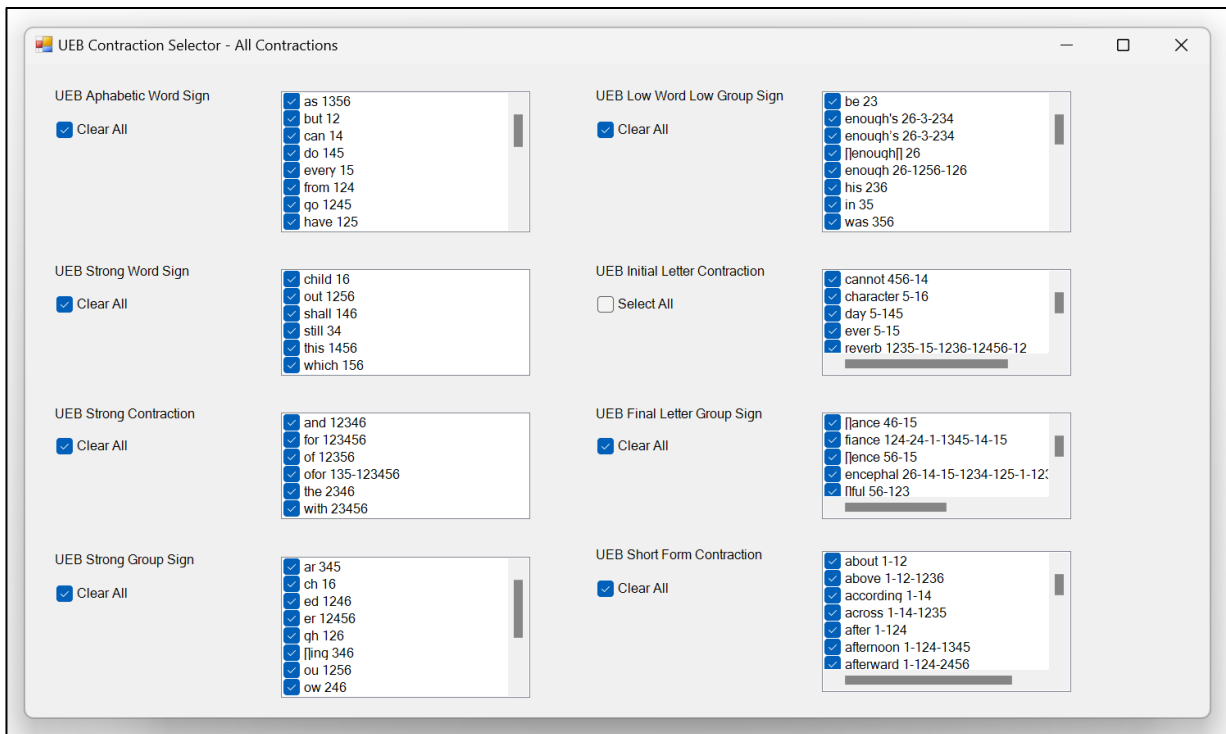
The picture below shows this new section "Customize UEB Contraction Table" within "Braille Settings" tab of "Profile Settings" window.



The list box of "Select a custom table:" will show 'None' at first after installation, as there is no custom table available yet. To create a table, select "Create New" button below.

A UEB Contraction Selector window will open as shown in the image below. It has categories "UEB Alphabetic Word Sign", "UEB Strong Word Sign", "UEB Strong Contraction", "UEB Strong Group Sign", "UEB Low Word Low Group Sign", "UEB Initial Letter Contraction", "UEB Final Letter Group Sign", and "UEB Short Form Contraction".

For each of these categories you find a list box, listing all individual contractions that belong to this category. You can 'Select All' at once, or 'Clear All' at once using a check box toggle switch available for each category. You can also go into the list on each category and switch any individual contraction separately ON, or OFF using check box control on each list item.



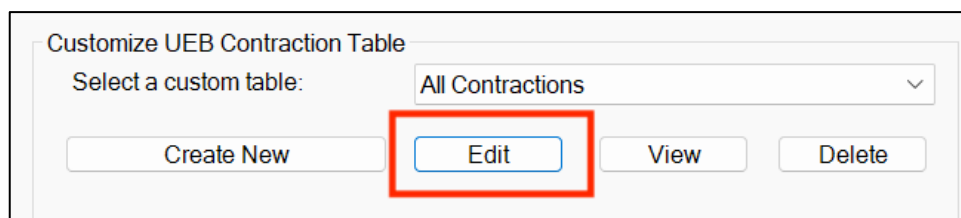
When done with your selection, use button "OK" to receive the next window with entry field to enter a name for this customized UEB grade 2 table according to your selections just made.

Use "Cancel" button control to abort current process and discard any selections, or entries you made within current window.

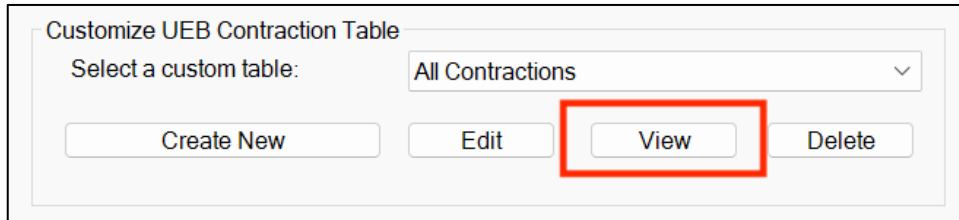
If you entered a name for a new table and confirmed with "OK", the new table by name will be added to the list of selectable tables in list field "Select a custom table:" in "Braille Settings" tab of profile settings dialog window.

To make changes to an existing table, select this table by name from the list of UEB customized contraction tables, and use button "Edit" as indicated in picture below. The window with contraction categories and selections will open again, containing all selections made for the table currently selected. You may now change selections and confirm with "OK" to receive the entry field for contraction table name again. The name of currently selected table will show within this entry field now. To save your changes to this table just use button "OK" to confirm.

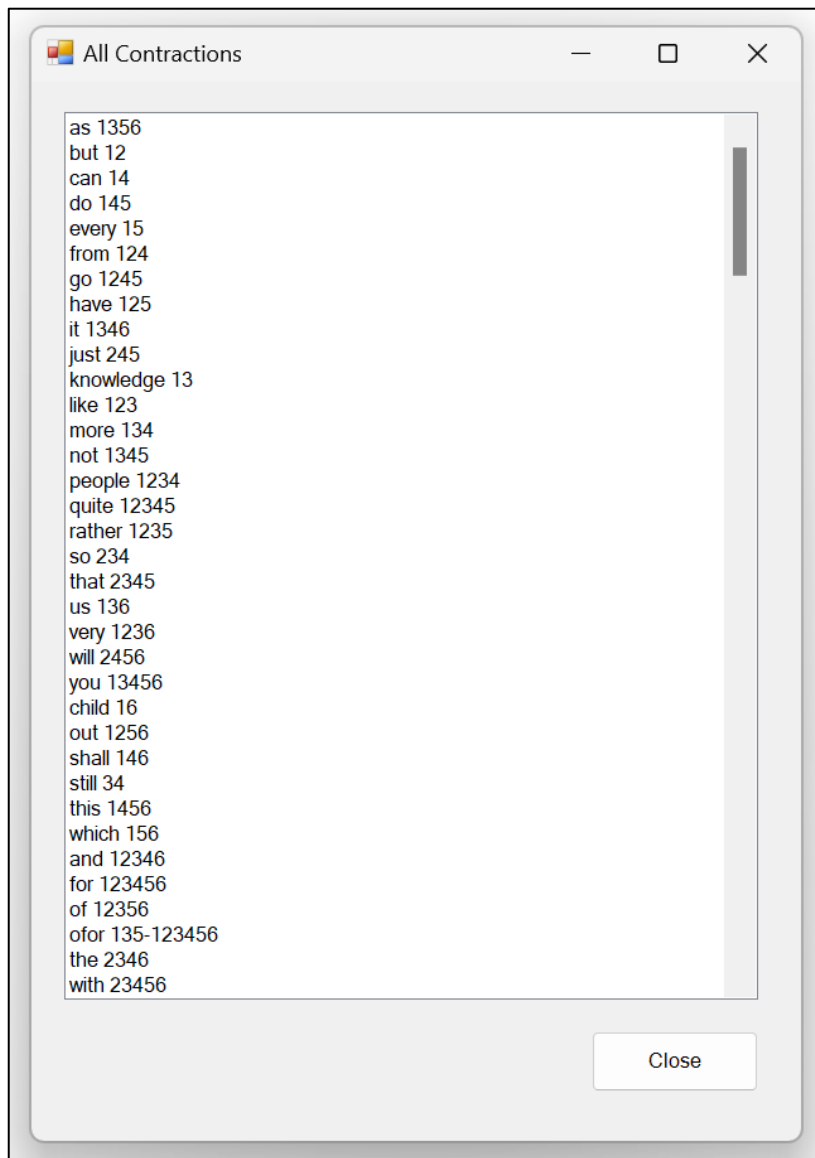
If you rather save the changes just made to a new table, edit the name for the table and then select "OK". This will add a new table with this name to the list of available custom UEB contraction tables.



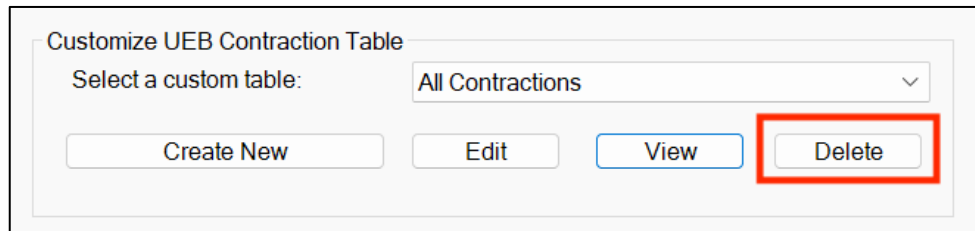
A list of all contractions within currently selected table will be displayed if using button "View" underneath selection of table name.



The picture below shows an example of a list of all contractions that would be applied when translating current Word document to Braille using 'English (Unified)' Braille language, 'Grade 2' Braille type, and 'Partial1' customized UEB contraction table as defined by the author of this manual.



If using button "Delete" underneath the list selection of customized UEB contraction table as indicated in picture below, the table with currently selected name will be deleted and will not be available anymore.

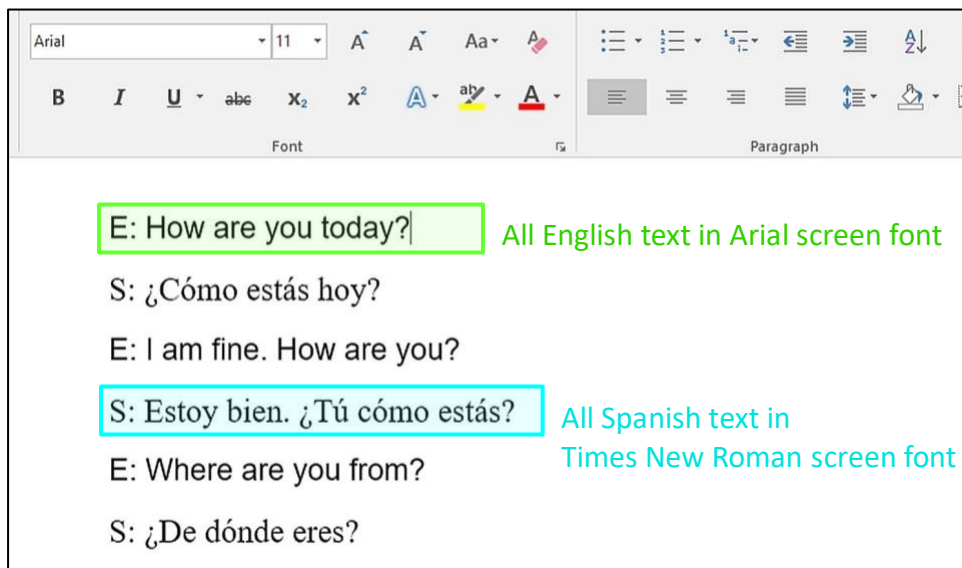


3. Settings for Braille translation of bilingual, or trilingual documents

It is possible to translate bilingual, or trilingual documents with the click of a button, applying individual Braille code to each of the languages. The requirement for this is, to format the text of the different languages to different screen fonts within the Word document before translation.

For example, the picture below shows a bilingual document with English text all written in Arial screen font, and Spanish text all written in Times New Roman screen font.

For multi-lingual text to Braille conversion to succeed, it is also important to not place text of different languages within the same paragraph. (A new paragraph is created in Word every time a new line is started using the Enter, or carriage return key.)



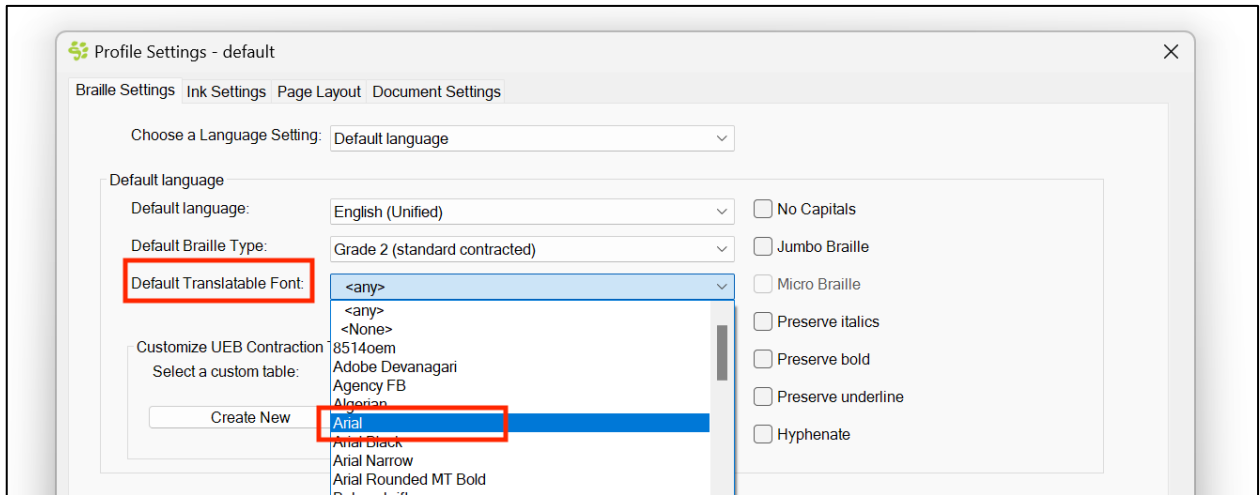
Once again, there are two requirements for multi-lingual text to Braille translation to succeed. Within the original Word document make sure these two requirements are given:

!!! Use different screen fonts, one specific font assigned to each language

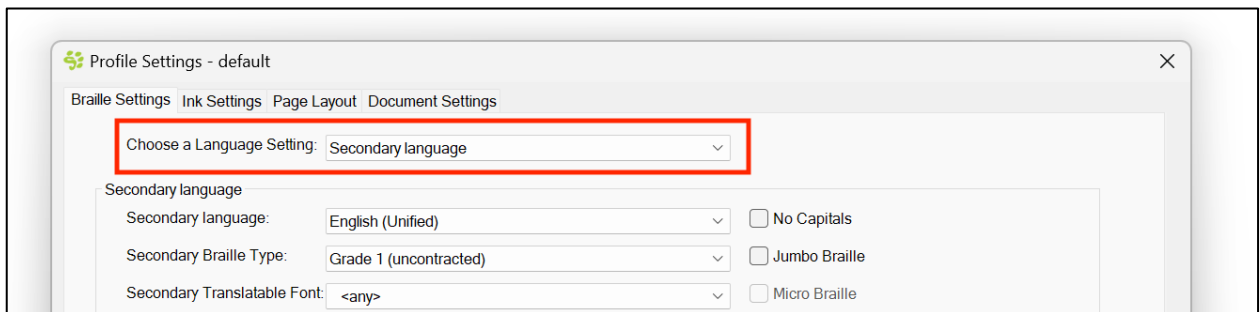
!!! Do not mix languages within the same paragraph

If these requirements are given, proceed to adjust Profile Settings as follows.

Within the Braille Settings tab, choose the "**Default Translatable Font**" from the drop-down list according to what screen font your main language is formatted to in the Word document. From the example above, the "Default Language" is 'English (American)' with "Default Translatable Font" set to 'Arial'.



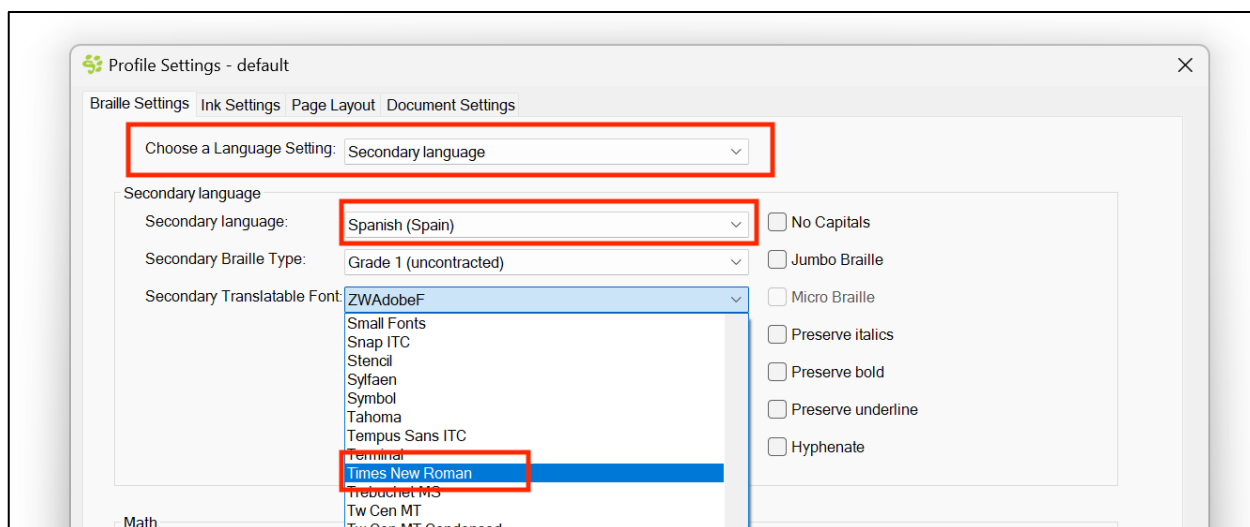
To adjust settings for the Secondary Language, select '**Secondary Language**' from the drop-down list control of field "Choose a Language Setting:"



In "Secondary Language" drop down list select the language that is the secondary language in your bilingual document. From the example above, 'Spanish' is selected to translate as secondary language.

In "Secondary Translatable Font" drop down list select the screen font that all text from your secondary language is formatted to within your Word document.

As shown in the picture below, "**Secondary Translatable Font**" is set to 'Times New Roman' as all Spanish text in the example above was formatted to Times New Roman screen font.



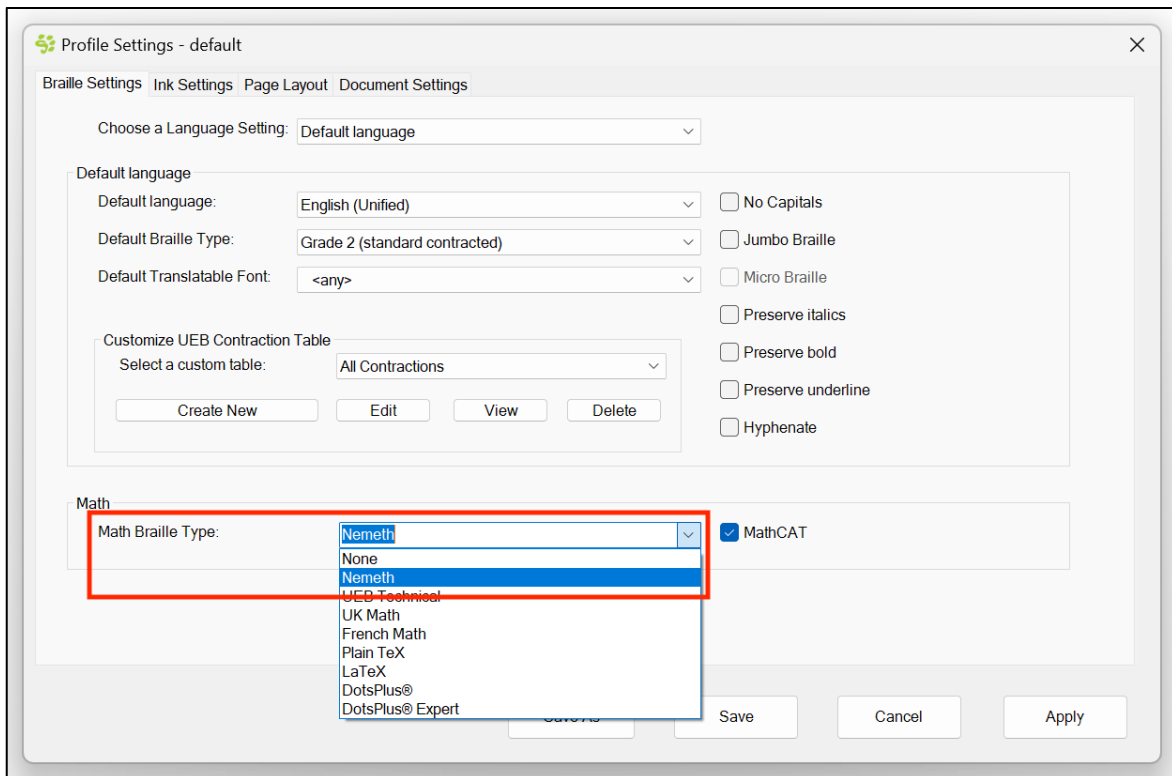
In the same manner a **third language** can be treated within the document. Format text of third language to yet another screen font and assign this font in "**Tertiary Translatable Font**" setting, also adjusting corresponding Language settings.

NOTE: Tiger translation will not translate any text written in other screen font than specified, as soon as you change Translatable Font from "<any>" to a specific font name.

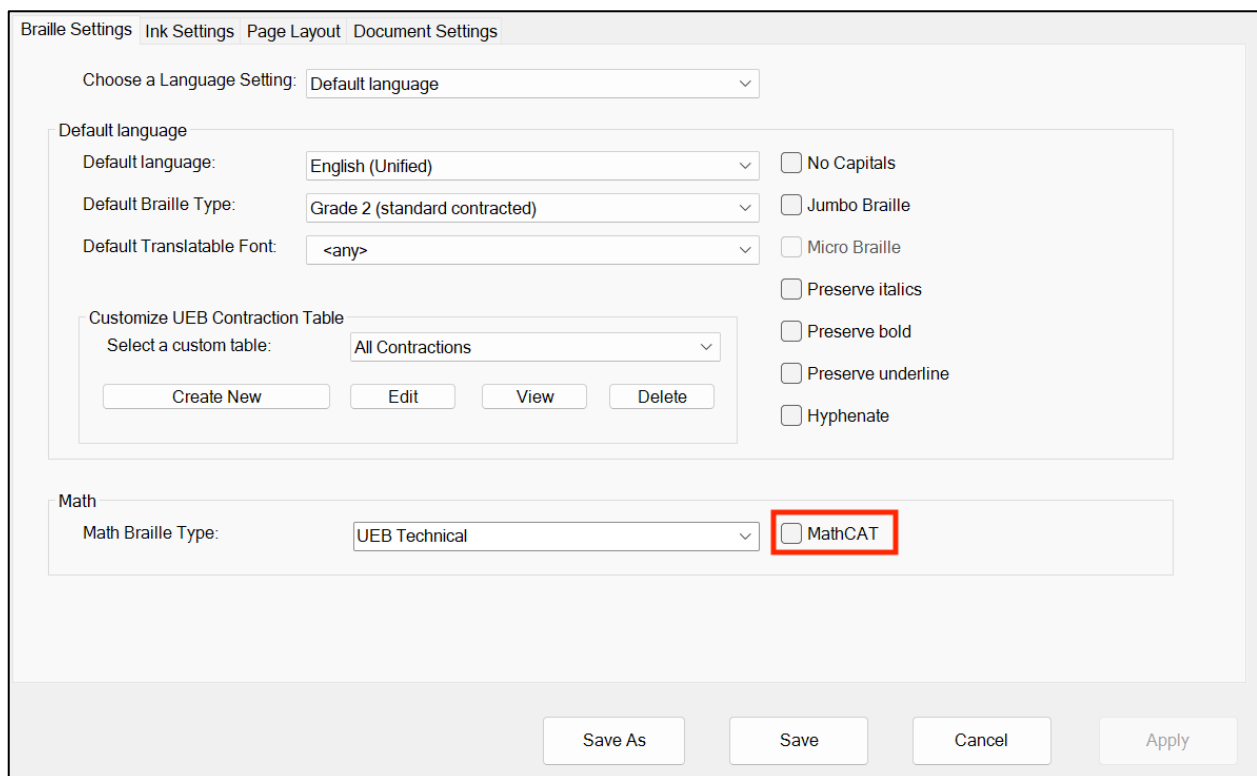
Consequently, if running into problems with text from a document not being translated, please check translatable font setting first.

4. Translatable Font setting

To avoid any undesired text to Braille translation, possibly applying Braille tables that are not suitable for document language, it is recommended to make use of list item '**<None>**' for the "Translatable Font:" setting on any of the three languages which would not to be utilized for text to Braille translation of current document.



Selecting the checkbox for MathCAT will allow you to use the MathCAT translation tables instead of the LibLouis tables that are by default.



IV.C.1.2. Ink Settings tab

The TSS features in Word include to have black print text accompanying the Braille text after text to Braille translation. Even if the translated document would only be printed on an embosser that would not print black text, for some users it might be helpful to read the original text of the document in standard black text side by side with the Braille. Also, the black text could still be printed on a color printer from the same document that would be send to the embosser for Braille output.

The picture below shows the "**Ink Settings**" tab within Profile Settings dialog. One of three options can be selected by clicking the radio button to turn it on.

The functionality of the three options is as described below. Note, that the difference between the first two options is only noticeable when printing to a ViewPlus Emprint SpotDot, or Premier/Elite embosser with ink printing capabilities (InkConnect).

No Ink: After translation, only Braille text will be represented on screen. Even when printing to a ViewPlus Emprint SpotDot, or Premier/Elite embosser with InkConnect, no color will be printed on the embossed Braille output.

Print Braille Screen Font: After translation, only Braille text will be represented on screen, but when printing to a ViewPlus Emprint SpotDot, or Premier/Elite embosser with InkConnect, the output on paper will show black ink on top of the Braille. It will show either the Braille dots in black ink, or the ASCII representation of the Braille signs printed in black on top of the embossed Braille, this depends on current display mode on screen. It prints the same as displayed at time of printing. Please refer to section C.4. within this document to find more information about Braille display options.

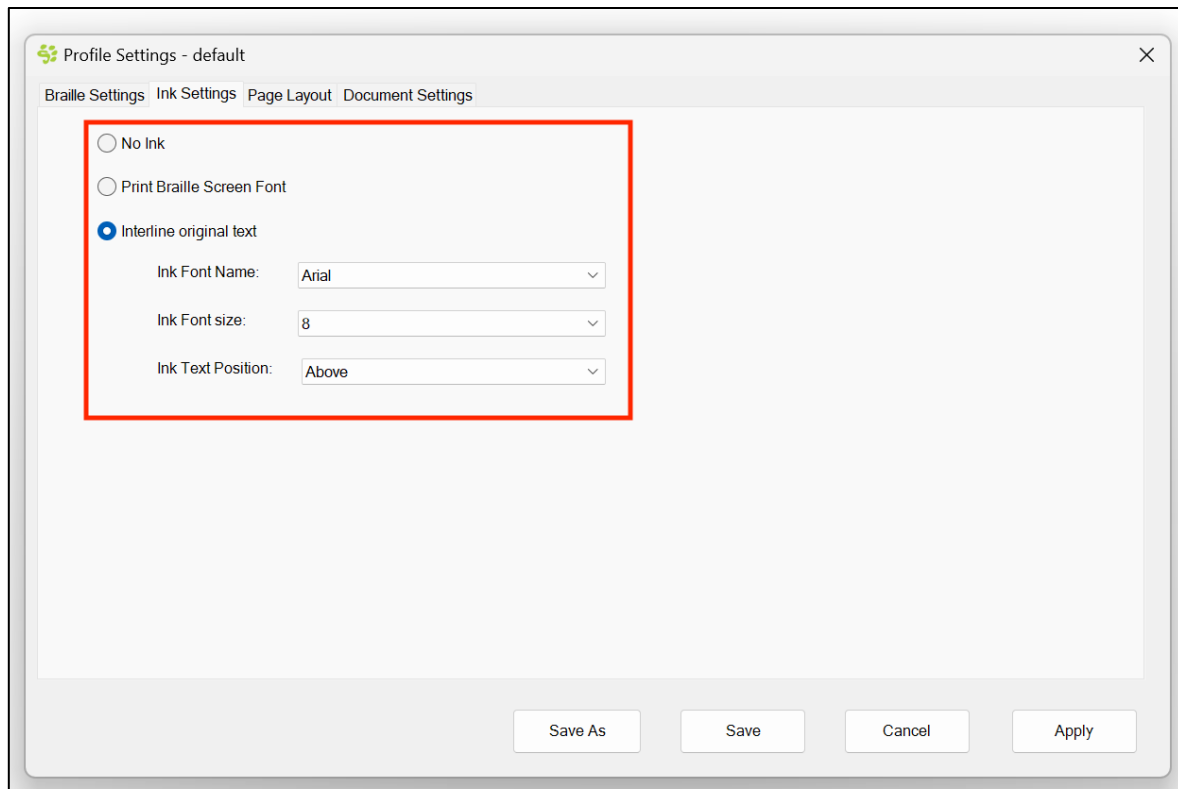
Interline Original Text: After translation, the original text from before translation will be shown on screen in standard black screen font, accompanying each line of Braille. When printing to a ViewPlus Emprint SpotDot, or Premier/Elite embosser with InkConnect, these standard text lines will also be printed on paper in combination with the embossed Braille text as displayed on screen.

The characteristics of the interlined black text can be defined using following three settings.

Ink Font Name: Choose a screen font by name from the drop-down list of this control field.

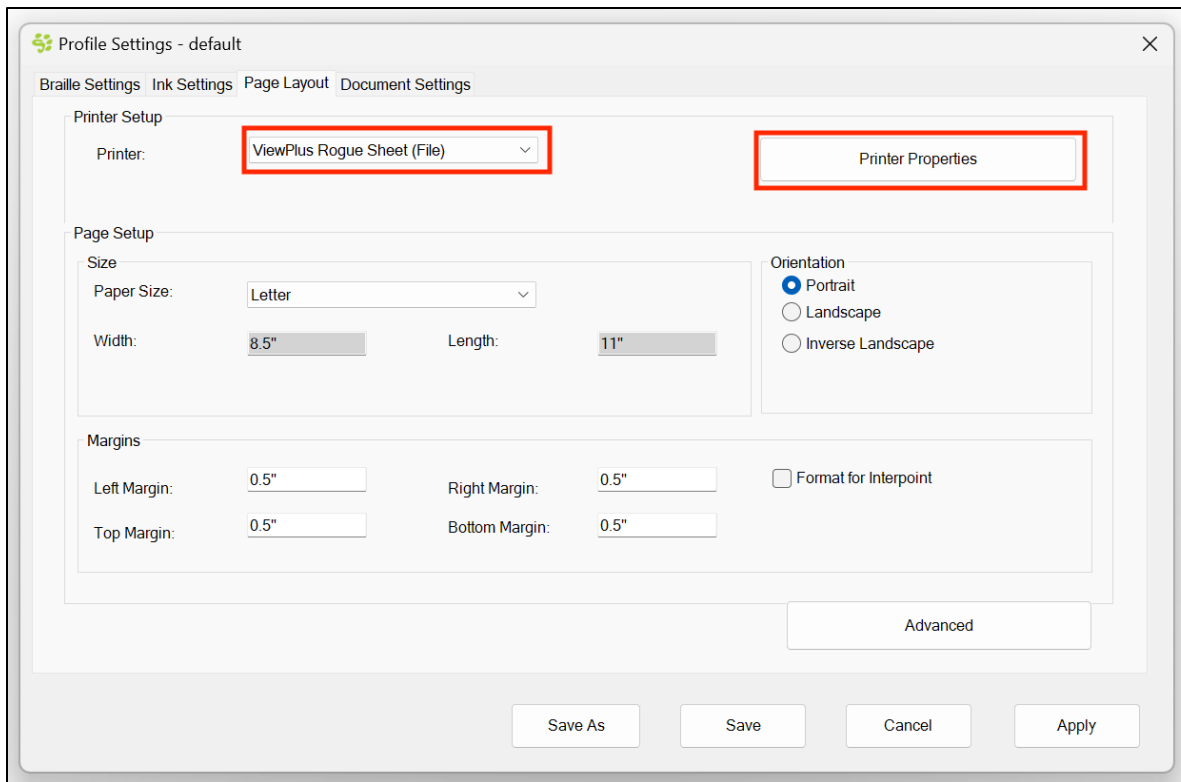
Ink Font Size: Select the desired text size between point size 8 to 28.

Ink Text Position: Choose the desired text position, above, on top, or below each Braille line. "On Top" here means overprinting the embossed Braille dots, where "Above" and "Below" will be interlining black text to embossed Braille lines (above, or below the Braille line respectively).



IV.C.1.3. Page Layout tab

This tab provides options to select the embosser for which the translated document should be prepared, plus options for paper size and page layout, which is somewhat dependent on the embosser you use for output.



Field "Printer" in "**Printer Setup**" section provides a drop down list to choose the ViewPlus embosser/printer model for which the document is supposed to be prepared. ! **PLEASE NOTE** that specific embosser/printer models will only be available after the printer driver has been installed to your system. Therefore, the list might only contain one item if you have only one ViewPlus embosser/printer model installed on your system.

The '**Printer Properties**' button to the right will open Windows system printer properties dialog for the selected printer. Please refer to the embosser user manual for further description of properties settings.

Within section "**Page Setup**", first chose the desired paper size for the translated Braille document. It will be selected from a drop-down list control as well. The options available for paper size will depend on the selected printer above. Option 'Custom Size' will allow to define custom width and length for paper size.

Page Setup

Size

Paper Size: Letter

Width: 8.5" Length: 11"

Orientation

☒ Portrait
☐ Landscape
☐ Inverse Landscape

Margins

Left Margin: 0.5" Right Margin: 0.5"
Top Margin: 0.5" Bottom Margin: 0.5"

☐ Format for Interpoint

The units for dimensions will depend on your Word option settings.

Page Setup

Size

Paper Size: Custom Size

Width: 8.5" Length: 11"

Orientation

☒ Portrait
☐ Landscape
☐ Inverse Landscape

Additional, in section "**Orientation**", chose which paper orientation the resulting Braille page layout should show. Per radio button select 'Portrait', 'Landscape', or 'Inverse Landscape'. Inverse Landscape is useful when printing banner type documents on fanfold paper.

Page Setup

Size

Paper Size: Custom Size

Width: 8.5" Length: 11"

Orientation

☒ Portrait
☐ Landscape
☐ Inverse Landscape

Below paper sizing options you find entry fields for "**Margins**". Use entry fields to set values for Left, Right, Top, and Bottom Margin. These will be applied to the translated Braille document.

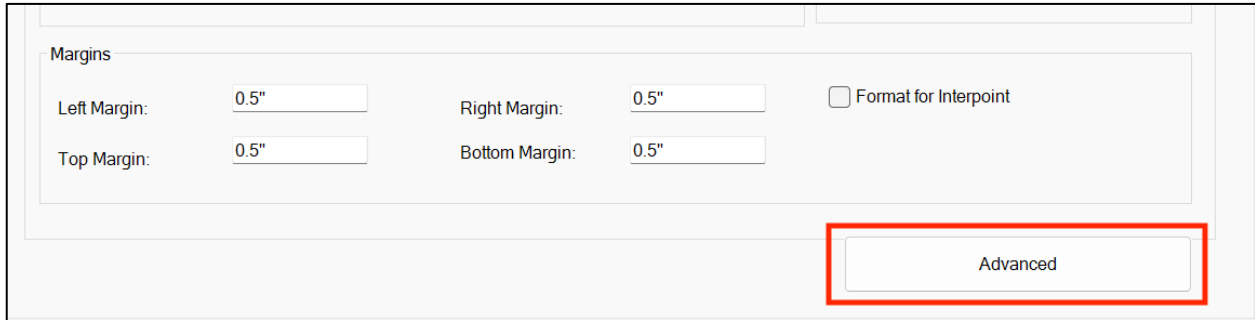
Margins

Left Margin: 0.5" Right Margin: 0.5"
Top Margin: 0.5" Bottom Margin: 0.5"

☐ Format for Interpoint

IV.C.1.3.1. Page Layout Advanced button dialog

At the bottom of the "**Page Layout**" tab within Profile Settings dialog, you will find a button labeled '**Advanced**'. Using this button will open another dialog containing further options for document formatting.



The screenshot shows the 'Page Layout' tab of the Profile Settings dialog. The 'Margins' section contains four input fields: 'Left Margin: 0.5"', 'Right Margin: 0.5"', 'Top Margin: 0.5"', and 'Bottom Margin: 0.5"'. To the right of these fields is a checkbox labeled 'Format for Interpoint'. At the bottom right of the dialog, the 'Advanced' button is highlighted with a red rectangle.

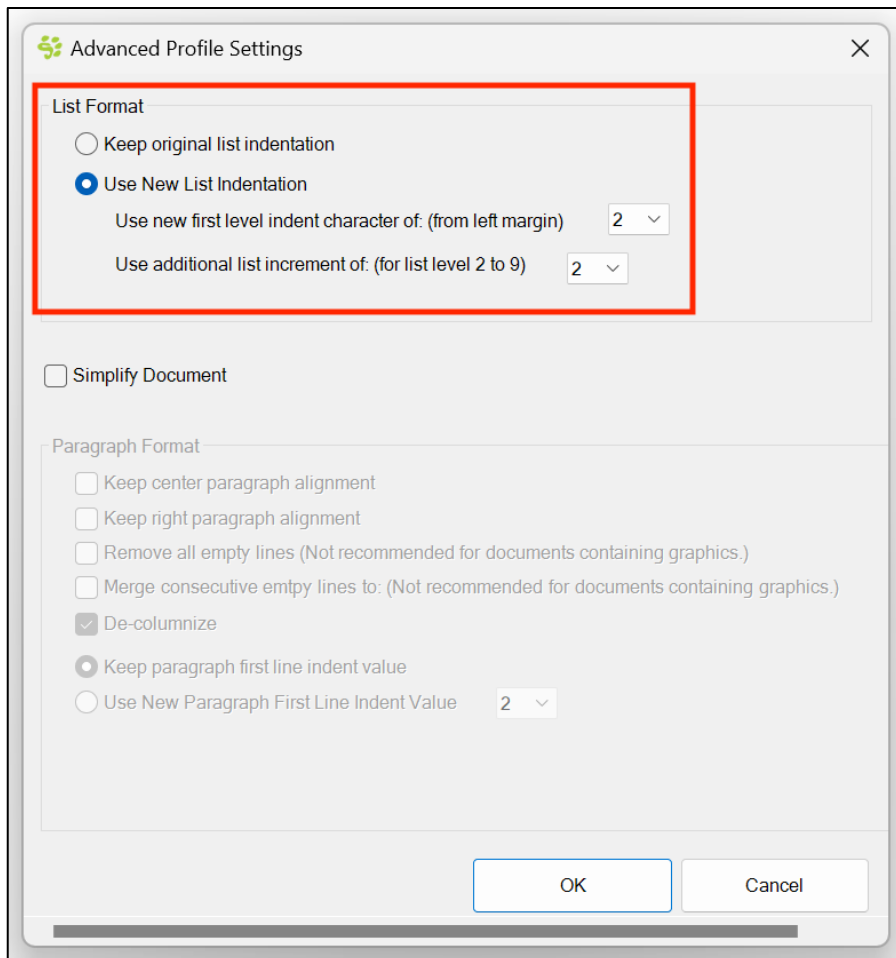
In the top section of the "Advanced Profile Settings" dialog as seen below, you choose per radio button an option for converting list formatting from the original document to the translated Braille document.

Keep original list indentation: When this option is checked, original list formatting with indentations as in original document before translation will be kept for the resulting Braille document.

Use New List Indentation: When this option is checked, lists in translated Braille document will be formatted as defined in following.

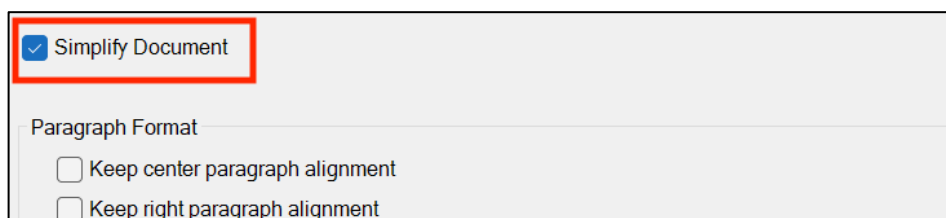
Use new first level indent character of (from left margin): From the drop-down list select a number that will define first list level indentation in number of characters (referring to Braille characters with 0.25 inch each in standard US Braille spacing).

Use additional list increment of (for list level 2 to 9): From the drop-down list select a number that will define incrementally subsequent list level indentation in number of characters (referring to Braille characters with 0.25 inch each in standard US Braille spacing).



At the center left you find a check box within the "Advanced Profile Settings" dialog labeled 'Simplify Document'.

When '**Simplify Document**' is checked, MS Word Normal paragraph formatting will be applied to the whole document when converting to a braille document. Selected options from the "**Paragraph Format**" section below will overwrite Normal formatting, giving the chance to customize Normal paragraph formatting and retain options from the original document.



If '**Simplify Document**' is not checked, all formatting will be retained from the original document.

Following options, as seen in picture below, are available if '**Simplify Document**' is checked to rule paragraph formatting in resulting Braille document:

☒ Simplify Document

Paragraph Format

☐ Keep center paragraph alignment

☐ Keep right paragraph alignment

☐ Remove all empty lines (Not recommended for documents containing graphics.)

☐ Merge consecutive empty lines to: (Not recommended for documents containing graphics.)

☒ De-columnize

☒ Keep paragraph first line indent value

☐ Use New Paragraph First Line Indent Value 2 ▾

Keep Center Paragraph Alignment: Paragraphs that are aligned to the center within the original document will keep that alignment in the translated Braille document.

Keep Right Paragraph Alignment: Keep paragraphs to right alignment when translating.

Remove All Empty Lines: When this option is checked, all empty lines in between text will be eliminated from the translated Braille document. **! PLEASE NOTE**, that this will also delete graphics if those are anchored to an empty line, even though option 'Keep All Graphics' might be checked within Tiger ribbon section "Translate". To avoid deletion of a graphic during translation of the document, make sure to wrap it "In Line with Text" using MS Office Word "Wrap Text" options for formatting this object.

Merge consecutive empty lines: When this option is checked, all consecutive empty lines will be merged to the number of empty lines specified from the drop down list to the right. **! PLEASE NOTE**, that this will also delete graphics if those are anchored to an empty line. See item description above for further information.

De-columnize: This option will take out columns from the original document layout when converting to a Braille document. It is checked by default, because due to the size of Braille text and method of tactile reading in general the separation of text in 2, or more columns is rather impractical.

At the bottom of the paragraph formatting options, select one of the following two options:

Keep Paragraph First Line Indent Value: Keep first line indentation of paragraphs as in original document.

Use New Paragraph First Line Indent Value: Changes first line indentation of paragraphs to the defined number of characters (one character equals 0.25 inch in standard US Braille spacing). Point of origin for this count is the left margin.

If all selections on this Advanced Profile Settings dialog are done, use the 'OK' button to save these settings and go back, or use the 'Cancel' button to get back without changing last settings and revert back to former settings, at the state when the dialog was opened.

☐ Merge consecutive empty lines to: (Not recommended for documents containing graphics.)
☒ De-columnize
☒ Keep paragraph first line indent value
☐ Use New Paragraph First Line Indent Value 2 ▾

OK Cancel

IV.C.1.4. Document Settings tab

The "Document Settings" tab provides options for handling of content from header and/or footer during document translation, as well as options for insertion of page numbers, and an option to have the document file name changed automatically upon translation.

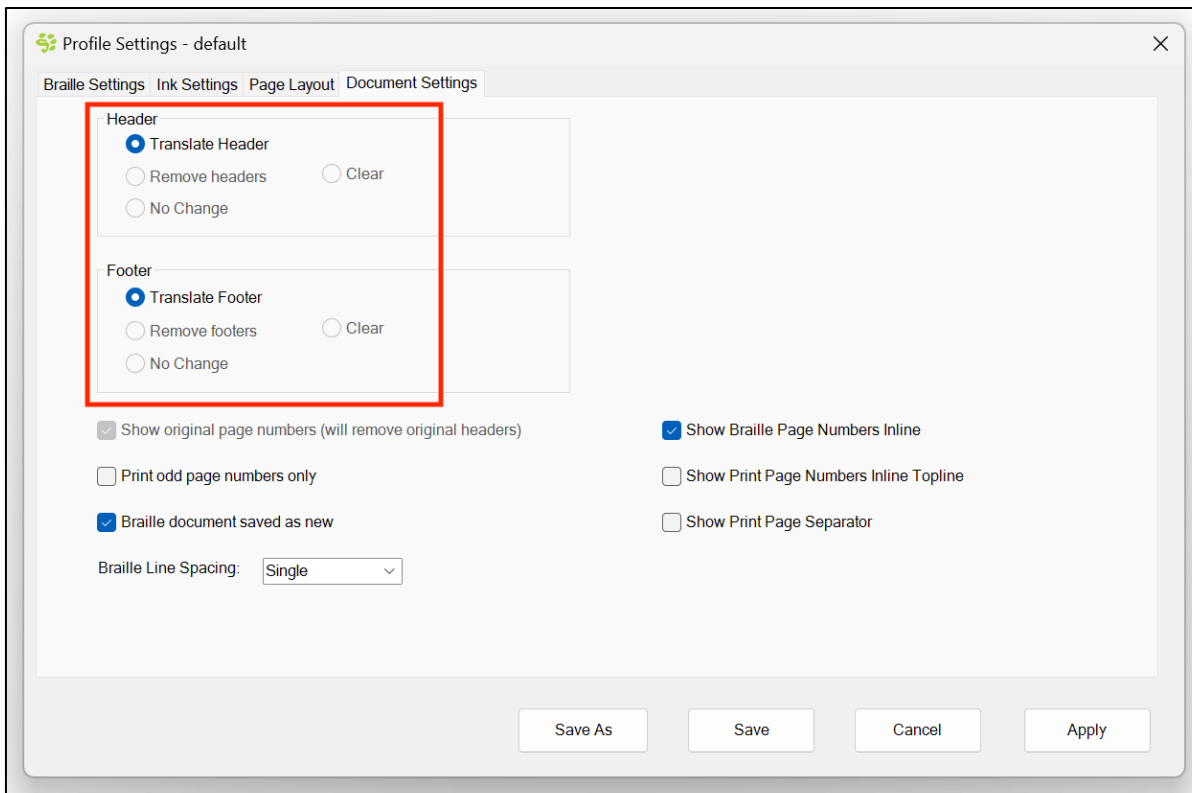
Going top down on this tab you first find three radio buttons each for header and footer treatment. Header options first, then Footer.

Translate Header or Translate Footer: When this option is checked, headers and/or footers respectively will be translated if data is present in the original document. If page numbers need to be shown in the translated Braille document, the original document must already contain page numbers in header, or footer, and this option must be checked accordingly.

Remove headers or Remove Footers: When checked, this will delete headers and/or footers respectively from the original document before translation. This can be useful if it contains data which is not suitable for translation to Braille, or which would require too much space in the translated document.

No change: When checked, for either headers, or footers, respectively no change will occur during document translation, and the content will transfer unchanged to the resulting Braille document.

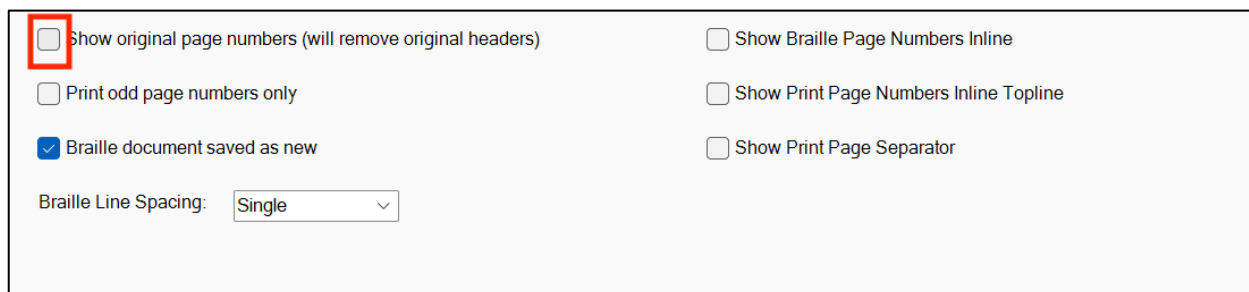
Clear: When checked, this will remove content of headers and/or footers respectively from the original document but will leave empty header and/or footer in original size within page layout.



Underneath radio button sections you find three options with check boxes.

Show original page numbers: When checked, page numbers will be added within document header of the translated Braille document, that are referring to the page number of the original print text within original print document. Since Braille text takes up more room than print text, there might be several pages within the Braille document referring to the same page of the original document. Please note, that original header content will be removed at the same time.

If a translated Braille page contains text from two pages of the original document, a horizontal line will be inserted to show the page break from one to the next page of the original document with new page number to the right.



NOTE: If both, Original Page Numbers, as well as Braille document page numbers are desired to show within the translated Braille document, it is required to include page numbering in the footer of the original document before translation and have 'Show Original Page Numbers' checked.

Print odd page numbers only: When checked, page numbers will only be printed within the footer of odd pages of the translated Braille document. Page numbers within the footer of even pages will be removed.

<input type="checkbox"/> Show original page numbers (will remove original headers)	<input type="checkbox"/> Show Braille Page Numbers Inline
<input type="checkbox"/> Print odd page numbers only	<input type="checkbox"/> Show Print Page Numbers Inline Topline
<input checked="" type="checkbox"/> Braille document saved as new	<input type="checkbox"/> Show Print Page Separator
Braille Line Spacing: <input type="text" value="Single"/>	

NOTE: To use this feature, the footer of the original document needs to contain page numbers and 'Translate Footer' must be checked also.

Braille document saved as new: When checked, two new files are created with document translation. One file contains the translated document indicated by "_BRL" extension of the original file name. The other file, indicated by file name extension "_TGR", contains the document in condition as resulting from command 'Apply Tiger Layout' (see document section C.3. about this command).

By default, this box is checked. When unchecked, the filename sticks to the original name during document translation and there is a risk of accidentally overwriting the original document if saving without renaming after translation.

<input type="checkbox"/> Show original page numbers (will remove original headers)	<input type="checkbox"/> Show Braille Page Numbers Inline
<input type="checkbox"/> Print odd page numbers only	<input type="checkbox"/> Show Print Page Numbers Inline Topline
<input checked="" type="checkbox"/> Braille document saved as new	<input type="checkbox"/> Show Print Page Separator
Braille Line Spacing: <input type="text" value="Single"/>	

Finally you will find adjustment for **"Braille Line Spacing"** on "Document Settings" tab.

Braille Line Spacing: The value for line spacing in translated Braille document can be set to **Single**, **1.5**, or **Double** through selection within drop down list.

<input type="checkbox"/> Show original page numbers (will remove original headers)	<input type="checkbox"/> Show Braille Page Numbers Inline
<input type="checkbox"/> Print odd page numbers only	<input type="checkbox"/> Show Print Page Numbers Inline Topline
<input checked="" type="checkbox"/> Braille document saved as new	<input type="checkbox"/> Show Print Page Separator
Braille Line Spacing: <div><div>Single</div><div>Single</div><div>1.5</div><div>Double</div></div>	

Select the **“Show Braille Page Numbers Inline”** option if you would like the page numbers to be part of the last line of text. This option will create space and allow more text per page.

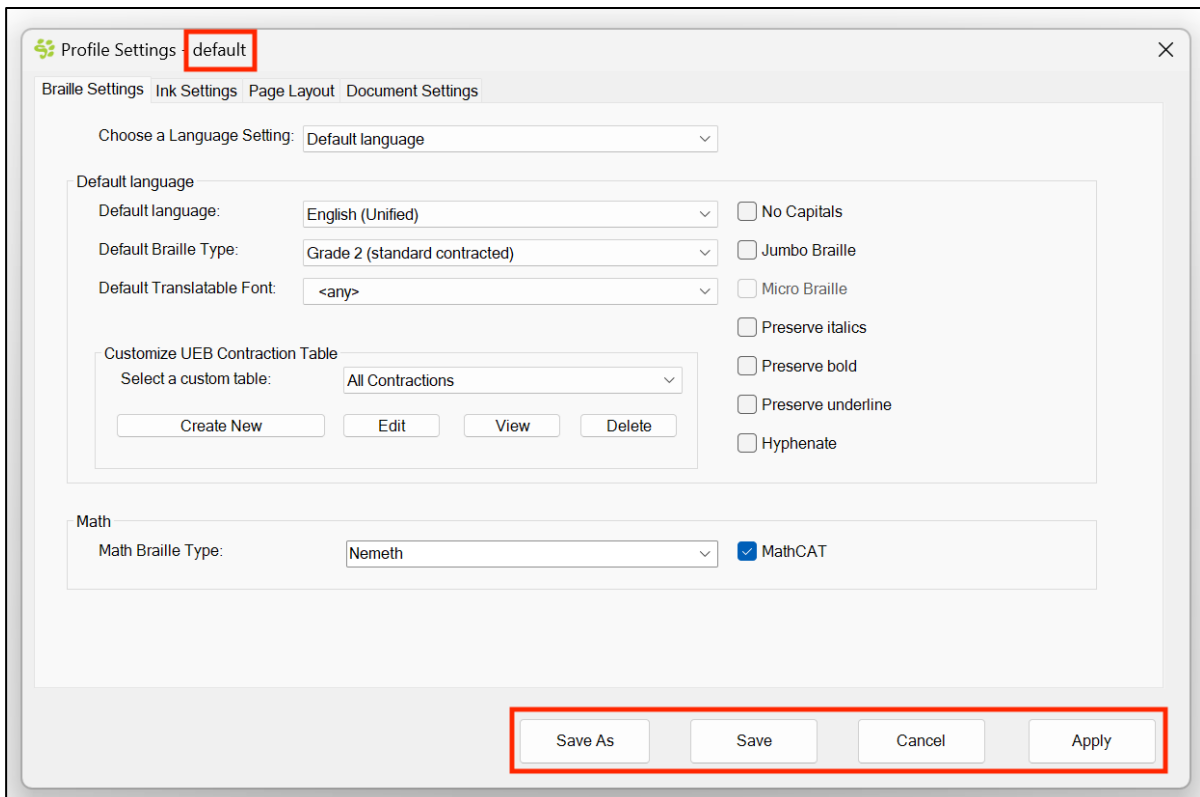
The screenshot shows the 'Document Settings' tab of the 'Braille Settings' dialog box. The 'Header' section has three radio buttons: 'Translate Header', 'Remove headers', and 'No Change' (selected). The 'Footer' section has three radio buttons: 'Translate Footer', 'Remove footers', and 'No Change' (selected). Below these are four checkboxes: 'Show original page numbers (will remove original headers)' (unchecked), 'Show Braille Page Numbers Inline' (checked and highlighted with a red box), 'Show Print Page Numbers Inline Topline' (unchecked), and 'Show Print Page Separator' (unchecked). There is also a checkbox for 'Print odd page numbers only' (unchecked) and a checked checkbox for 'Braille document saved as new'. At the bottom left, 'Braille Line Spacing' is set to 'Single'. At the bottom right are four buttons: 'Save As', 'Save', 'Cancel', and 'Apply'.

Show Print Page Numbers Inline Topline Check this box to also print page numbers on the top line inline with the text instead of just at the bottom.

Show Print Page Separator If you are using continuous feed paper you can check this to print the page separators for your document.

IV.C.2. Managing Tiger Profiles

The entity of all options and settings done within the four tabs of the Tiger Profiles main dialog window will be saved under a certain Tiger Profile name. The name of current Tiger Profile is given at the top, showing profile name "default" in the picture below. The four buttons below the tabs section in this dialog window serve following functionality.



Save As: Use button 'Save As' to save current settings from the dialog to a new Tiger Profile name. It will save changes from all four settings tabs, no matter which one is in focus currently. You will be prompted to enter a new Tiger Profile name.

Type your desired Tiger Profile name within the edit field and click 'OK' to save. The "Profile Settings" dialog will close, and this new profile will be applied as currently selected profile immediately and be added to the list of available Tiger Profiles.

Click 'Cancel' on the prompt to abort the process and get back to the "Profile Settings" dialog without any change.

Save: Current settings from all four tabs of the dialog will be saved to currently selected Tiger Profile name and "Profile Settings" dialog will be closed.

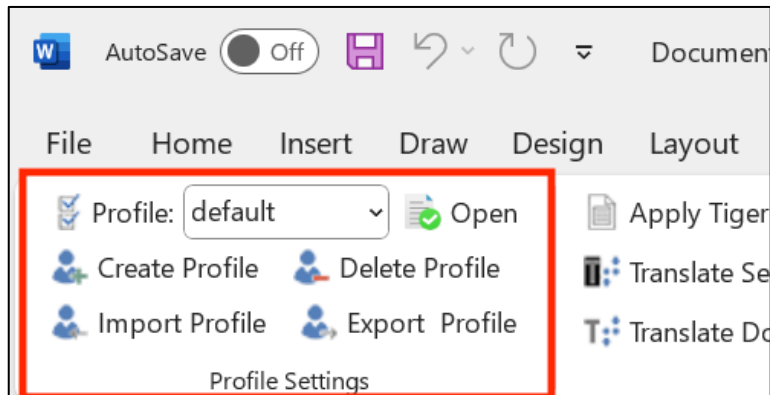
Cancel: Previous settings will be restored and the dialog will close.

Apply: Currently selected parameters will be applied to current profile, and the "Profile Settings" dialog will remain open.

When the "Profile Settings" dialog is closed, Tiger ribbon will be back in focus.

Within "**Profile Settings**" section of the **Tiger ribbon**, the name of current Tiger Profile is given within a drop-down list field. The expanded list will show all names of currently available Tiger Profiles. Different Profiles are useful for quick access to different settings, without having to go through the "Profile Settings"

dialog again. For example, when using different sets of settings for different types of documents, or if different users work on the same computer.

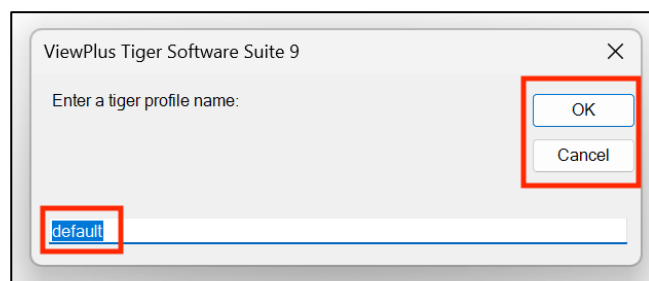


The four buttons within "Profile Settings" ribbon section will help manage and maintain the list of available Tiger profiles.

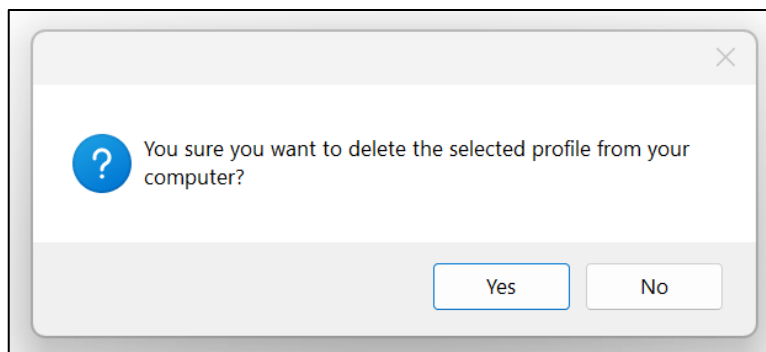
Create Profile: When clicking this button you will be prompted to enter a name for a new Tiger Profile to be created. The entry field will show the current profile name. Edit this name, or enter a completely new name.

With **'OK'** in this prompt, the Profile Settings dialog will open, reflecting settings from currently selected Tiger Profile at the time 'Create Profile' was started. Now profile settings may be changed and upon saving this new profile will add to the list of available profiles.

With **'Cancel'** on the Tiger Profile name prompt, the request will close without any changes.



Delete Profile: Use this button to delete the current Tiger Profile from the list of available profiles. A prompt will open to ask whether you are sure to delete the selected profile from your computer. Select **'Yes'** to confirm, or **'No'** to cancel and abort this process.



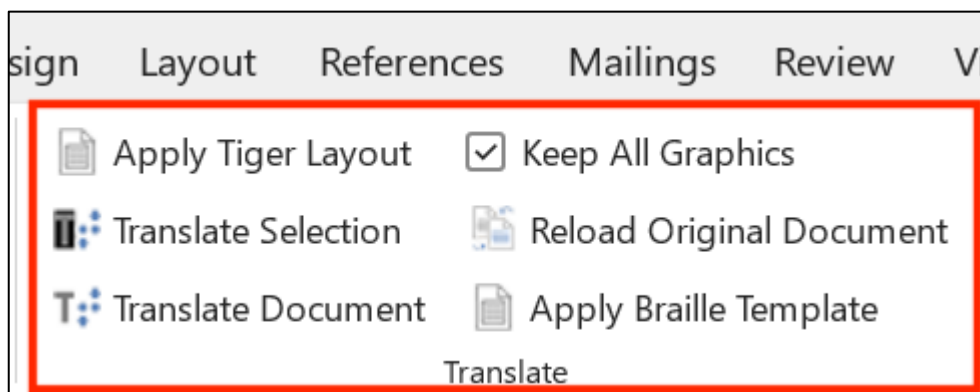
Tiger Profiles, containing a set of all profile settings each, will be saved on your computer in files with extension ".tgr". The two buttons 'Import Profile', and 'Export Profile' will allow to share profiles between different computers by loading a *.tgr file from a custom location, or saving it to a custom location.

Import Profile: Clicking this button will open a file browser window to select a Tiger Profile file from any location. After selecting the file and confirming with 'OK' the imported Tiger Profile will open within Profile Settings dialog window. Button 'Cancel' on the file browser window will abort the process without any change and close the window.

Export Profile: Clicking this button will open a file browser window to select a location on your computer, and a file name for saving the current Tiger Profile under a known location. From this location it can be copied to another computer for example, and imported into Tiger Office Add-in there.

IV.C.3. Translate ribbon section

After Tiger Profile settings are done to user preference, the next step would be to convert the document using one of the Tiger translation command buttons. Please see description of all controls of ribbon section "Translate" below.



Apply Tiger Layout: This command will apply current Profile settings, but without actually converting text to Braille and without inserting any interline ink text. It applies the user's page size and margin options to the document and any options that might be applied under the Advanced in Page Layout settings. Text is

resized to the size that Braille will take. This simple operation gives the user a "preview" of the final document to see if any of the formatting options need to be changed.

Translate Selection: This command will apply paper size and margins from current Tiger Profile and will translate selected text parts of the document to Braille.

Translate Document: This command will apply the entity of current Tiger Profile settings to the whole document, and translate all text within the document to Braille.

NOTE: Previously translated text will not be affected when running 'Translate Document' command again, and also text that is formatted to any "BRAILLE", or "TIGER" screen font will not be affected as these fonts will already emboss in Braille when printing to a ViewPlus embosser.

Keep All Graphics - CHECKED: When this option is checked, graphics will remain within the translated Braille document, and true text within graphics, like text from Word text boxes, will also be translated to Braille.

NOTE: Text as part of a picture, such as text contained in a bitmap or jpeg image, will not be translated because this is a picture of text, not editable text.

ADDITIONAL: If a graphic is anchored to an empty line, it will be removed even if 'Keep All Graphics' is checked, if within Advanced Profile Settings option "Remove All Empty Lines" is checked also.

Keep All Graphics - UNCHECKED: When this option is not checked, all graphical elements will be removed from the document, resulting in a plain Braille text document after translation.

Reload Original Document: This command will revert back to the last saved state of the original document before any translation command was performed from this ribbon section. This is useful, if the result of document conversion from using a Tiger translation command is not satisfactory.

NOTE: This command can only revert back to the last saved state of the document. Any unsaved changes from before document conversion will not be recovered.

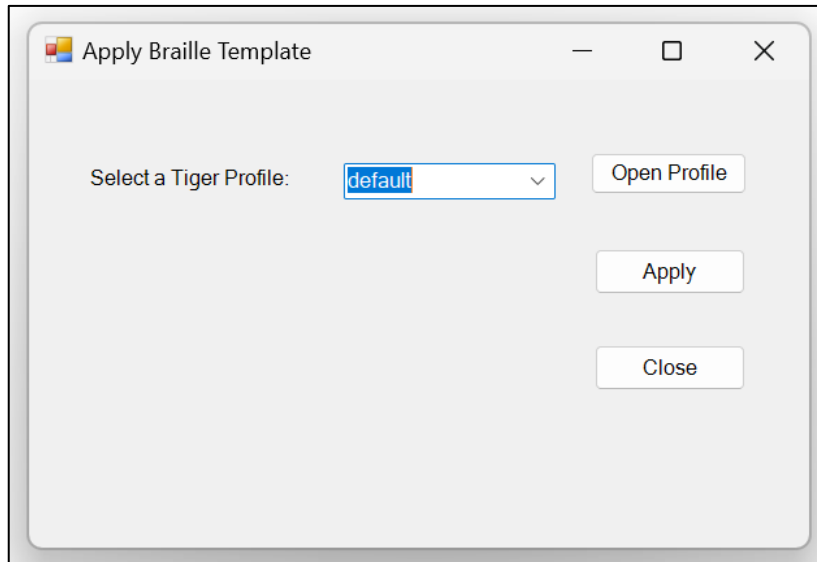
Apply Braille Template: Using this command, the current document in Word will be re-formatted according to the chosen Tiger Profile. Additional to what 'Apply Tiger Layout' would do, with 'Apply Braille Template' also the text will be re-formatted to the Braille font applicable to selected Braille language in Tiger Profile, and resized correspondingly. No text to Braille translation will take place, but only changing of the font.

This is useful when importing documents, like a BRF file, or pasting text from clipboard, that has been translated to Braille previously using a different text to Braille translation engine.

A dialog as shown in picture below will open upon selecting command 'Apply Braille Template'. Select a Tiger Profile from the drop-down list containing all profile names currently available. The top button at the right, 'Open Profile', will open the "Profile Settings" dialog. You have the chance of double checking the content of this profile, or make changes before applying as Braille template. Don't forget to save if you do so.

The second button from top at the right, button '**Apply**' will execute the conversion of current Word document to change page layout according to Tiger Profile settings, and to change all text to Braille font in Braille size according to Braille settings within selected profile.

The third button, '**Close**', will cause the dialog to close without any further action.



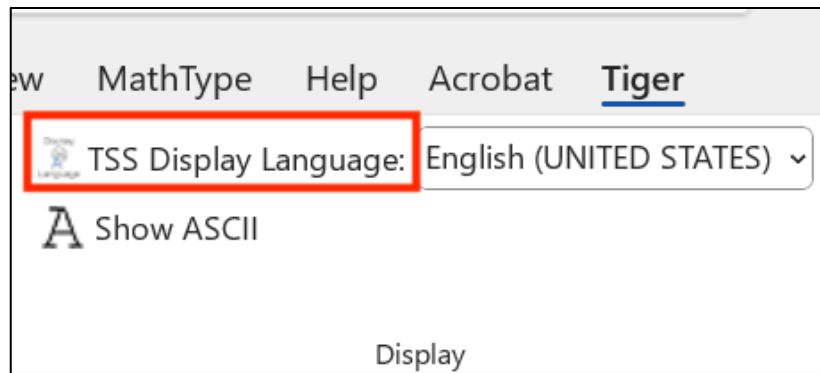
IV.C.4. Display ribbon section

This ribbon section contains only two controls, one for choosing the language of Tiger ribbon commands and further user dialogs, and one to choose a display mode for showing Braille text within the document.

NOTE: Actual document conversion, or translation to Braille is not affected by these display options.

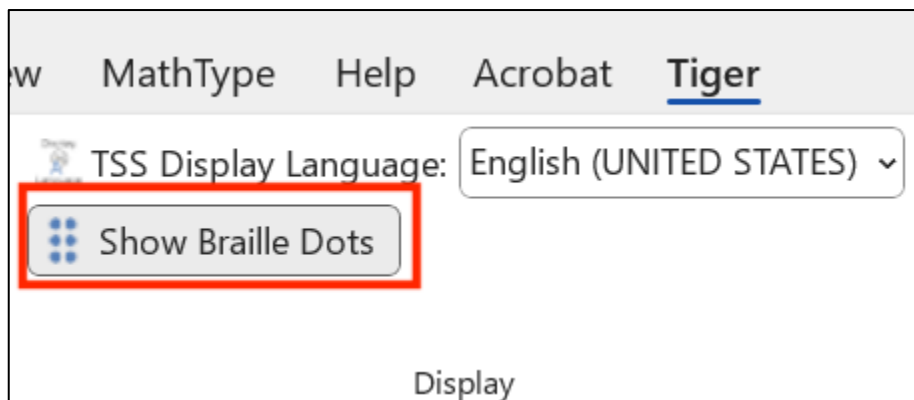
TSS Display Language: Allows the user to select the language in which Tiger ribbon items and dialogs will be displayed. A list of all available languages will expand when clicking the down arrow on the right. The currently selected language will show in the list field when collapsed.

Find a list of available display languages in section IV.B.1 of this document above.

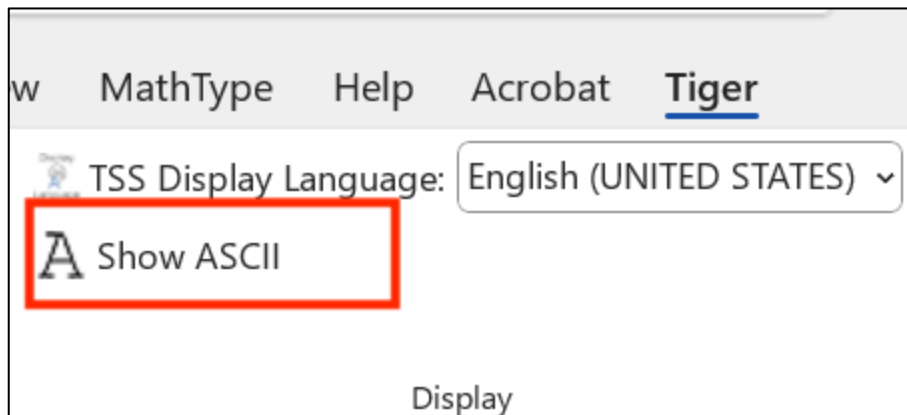


Show Braille Dots / Show ASCII: Either one of these options will be active. If the control reads 'Show Braille Dots', this means your translated document is showing Braille text in ASCII characters on screen currently as seen in the picture below.

Select 'Show Braille Dots' to switch the screen display to showing Braille text in Braille dot patterns as seen in the next picture below.

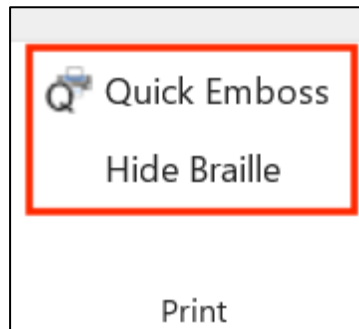


The control will read 'Show ASCII' as soon as the text in document switched to show in Braille dot patterns as seen in the picture below. Select 'Show ASCII' to switch back to show Braille text within current document in ASCII representation again as seen in the picture above.



IV.C.5. Print ribbon section

Tiger ribbon section "Print" provides options 'Quick Emboss', and 'Hide Braille'. See explanation below.



Quick Emboss: This command is an option to perform 'Translate Document' command from ribbon section "Translate" and printing in one step. With one click the document is converted to a Braille document applying current Tiger Profile settings, and sent to the specified ViewPlus printer. Make sure the printer is connected and turned ON, to receive one hard copy of the whole document directly subsequent to document translation.

NOTE: At least one ViewPlus embosser/printer has to be installed to your Windows system to be able to perform this command.

Hide Braille / Show Braille: This is a toggle switch to hide all Braille text in document, or to show all Braille text if it is currently hidden. In other way, it turns display of Braille text in document ON, or OFF. This is effective on Braille text displayed in Braille dots, or in ASCII. The purpose is to hide the Braille text when printing the document to a mainstream color printer using file print option in MS Office Word. When Braille is hidden, you get a clean print showing only standard print text (interline text, or any untranslated text), and any graphical content.

IV.C.6. Help ribbon section

The help section is the same in MS Office Word as it is in MS Office Excel and therefore described only once in document section IV.E. below.

IV.D. Operation in MS Office Excel

Operation of the Tiger Add-in in MS Office Excel differs somewhat from operation in Word.

Excel spreadsheets will translate and automatically resize to fit Braille text.

One important step when translating charts and graphs, is to move them to a new sheet before they can be translated. Charts that are part of the original data sheet cannot be translated. Moving the chart to a new sheet will enable the Tiger Add-in to find it on a different tab and enable to translate fonts within the chart.

To move a chart to a new data sheet in MS Excel, select the chart area, and from the 'Design' tab in 'Chart Tools' select the 'Move Chart' option. Find more information about this in section IV.D.3.1. below. Refer to MS Office help options if moving charts to a new sheet in your version of MS Excel differs from the description within this manual.

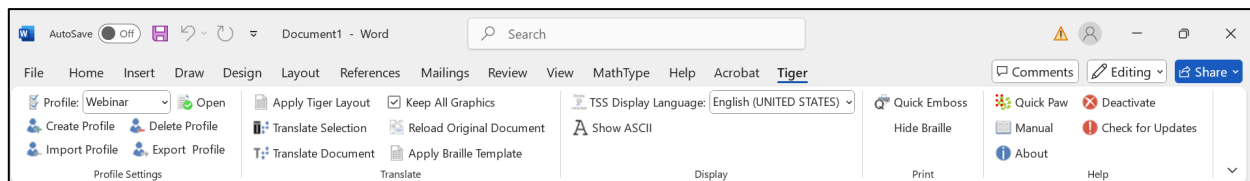
Tiger Add-in can perform the following actions within chart sheets:

- Translate Column, Bar, Line, Pie, Scatter, Doughnut and Radar charts.
- Translate Chart Titles, x-Axis Title, y-Axis Title, Data Labels, x-Axis category names in Column Chart, y-Axis category names in Bar Chart.

Tiger Add-in can NOT:

- Translate values or legends. The part that is not translated will be shown in uncontracted Braille ASCII font.
- Translate the original headers or footers. When headers and footers are included in document translation, upon printing the translated file name will be inserted in the center header, the translated sheet name into the left footer and the translated page number into the right footer.

The picture below shows the Tiger ribbon in MS Office Excel.

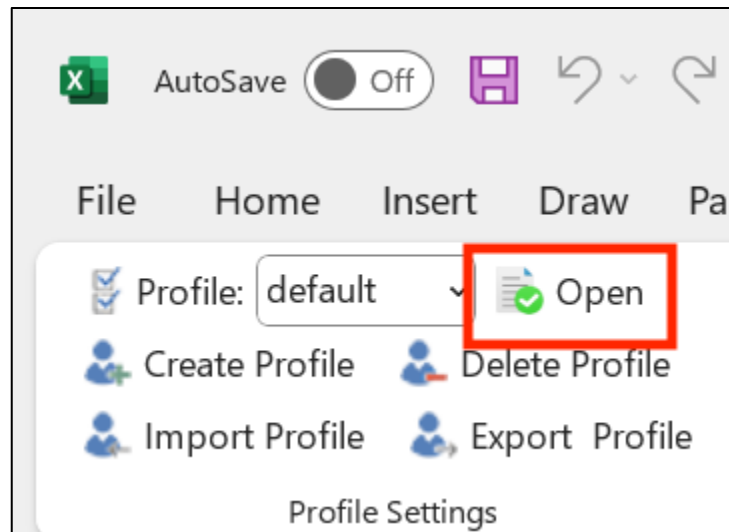


Profile Settings first!

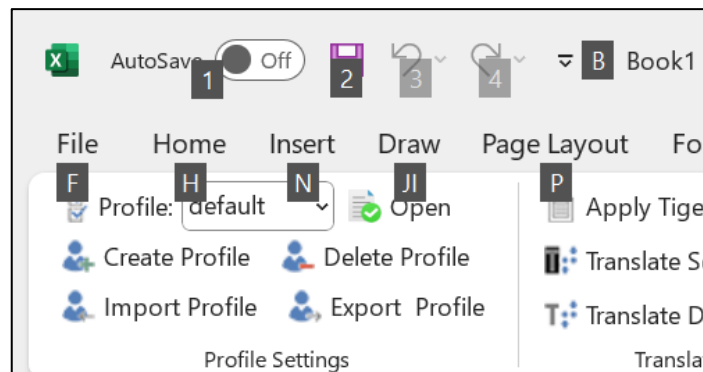
As described in section IV.C., the user could define settings for applied language, Braille code, and document formatting on Braille translation/document conversion procedures. These settings can be accessed through ribbon section "Profile Settings".

Before using any commands from the "Translate" or the "Print" ribbon section, it is recommended to work through the dialogs under "Profile Settings" first. Otherwise the default settings that were loaded during installation of TSS will be applied.

To open the Profile Settings dialog use button 'Open' from "Profile Settings" ribbon section as shown in picture below, or press 'Alt' on your keyboard to enter the hotkey mode, then type 'G' to call the Tiger ribbon, then 'O' to open the Profile Settings dialog. (hotkey to call Tiger ribbon might be different on different Office versions, or due to other Add-ins installed at the same time).

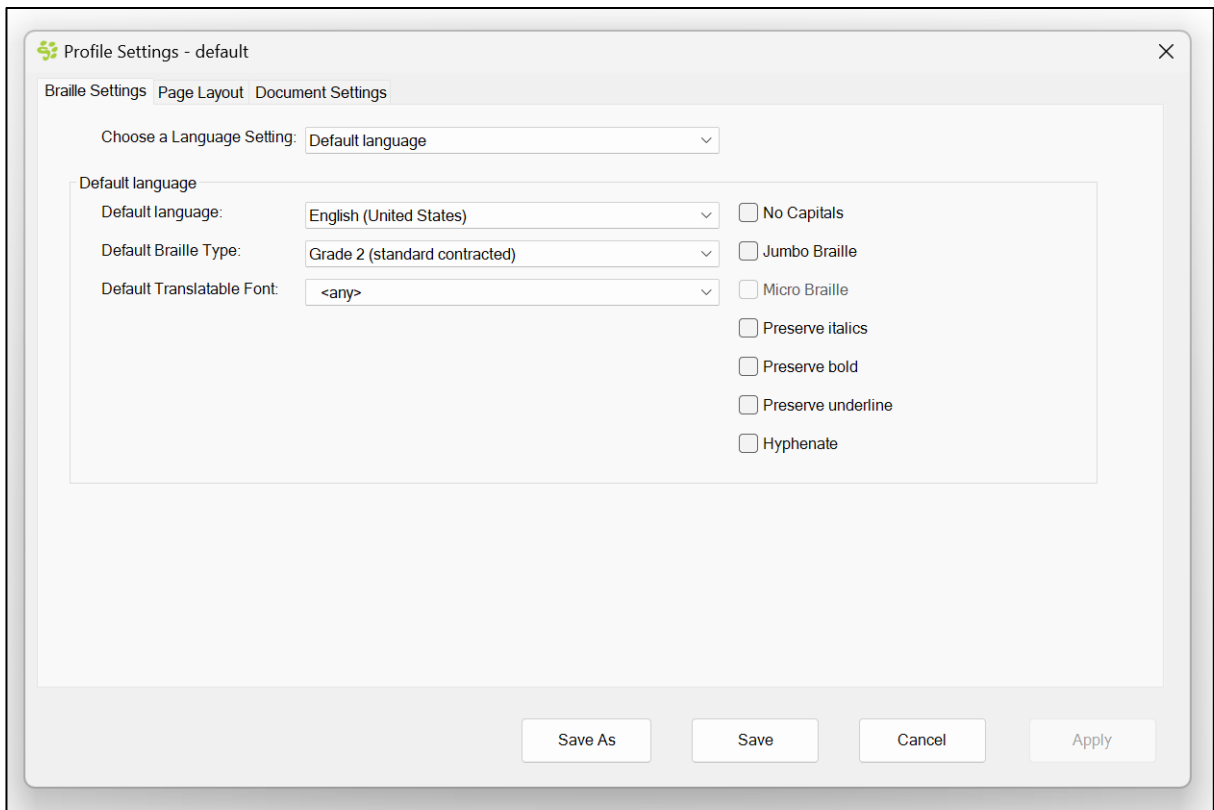


The next picture shows Tiger ribbon section "Profile Settings" in Excel with display of hotkeys:



IV.D.1. Profile Settings Dialog

The picture below shows the "Profile Settings" dialog window as it appears in Excel with three settings tabs. In general, this is the same as in Word, only that options which do not apply in Excel are removed from the dialog here. "Braille Settings" will be in focus first when opening the dialog. The controls within all tabs are explained in the following document subsections.



IV.D.1.1. Braille Settings tab

With the "Braille Settings" tab the user specifies the Braille table (language) and further Braille code options to be applied with text to Braille conversion.

In Excel this refers to all text found within a data table worksheet, or chart sheet. The settings within Braille Settings tab are the same as in Word, with the exception that the Braille math selection is not available as it is not applicable in Excel.

Please refer to section IV.C.1.1. above on how to use the Braille Settings options to:

1. Convert text to Braille in monolingual documents/worksheets, applying the same Braille table to all text within the document/worksheet
2. Convert text to Braille in bilingual, or trilingual documents/worksheets, applying different Braille tables to different languages within the document/worksheet (for example a vocabulary table could be such application in Excel).

IV.D.1.2. Page Layout tab

This tab provides options to select the embosser for which the translated document should be prepared, plus options for paper size and page layout, which is somewhat dependent on the embosser you use for output.

Profile Settings - default

Braille Settings Page Layout Document Settings

Printer Setup

Printer: ViewPlus Rogue Sheet (File) Printer Properties

Page Setup

Size

Paper Size: Letter

Width: 8.5" Length: 11"

Orientation

☐ Portrait

☒ Landscape

☐ Inverse Landscape

Margins

Left Margin: 0.5" Right Margin: 0.5"

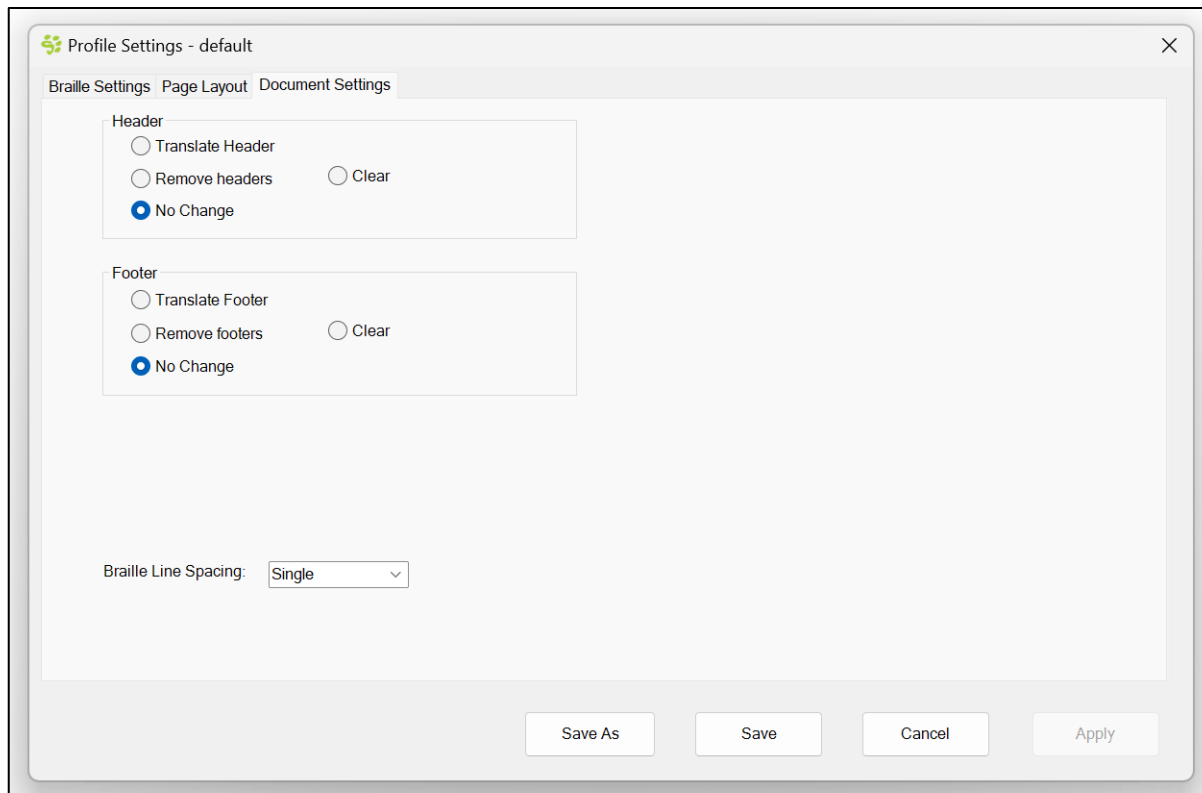
Top Margin: 0.5" Bottom Margin: 0.5"

Save As Save Cancel Apply

This tab holds the same controls as in Tiger Add-in of MS Office Word. Therefore, please refer to section IV.C.1.2 above for further explanation. The options that don't apply in Excel (Mirror Margin option, and Advanced Profile Settings) are simply removed here because they are not applicable with document conversion in Excel.

IV.D.1.3. Document Settings tab

This tab provides options for handling of content from header and/or footer during document translation, as well as the choice of line spacing in resulting Braille document.



There are three radio button each for header handling, and footer handling respectively.

Translate Header or Translate Footer: Tiger Add-in is not able to translate original content of header and/or footer, but instead will insert following data in print output: Translated file name will be inserted in center header, translated sheet name will be inserted in left footer, translated page number will be inserted in right footer.

Remove headers or Remove Footers: When checked, this will delete headers and/or footers respectively from the sheet before translation.

No change: When checked, for either headers and/or footers respectively no change will occur during document conversion, and the content will transfer unchanged to printed output in ink.

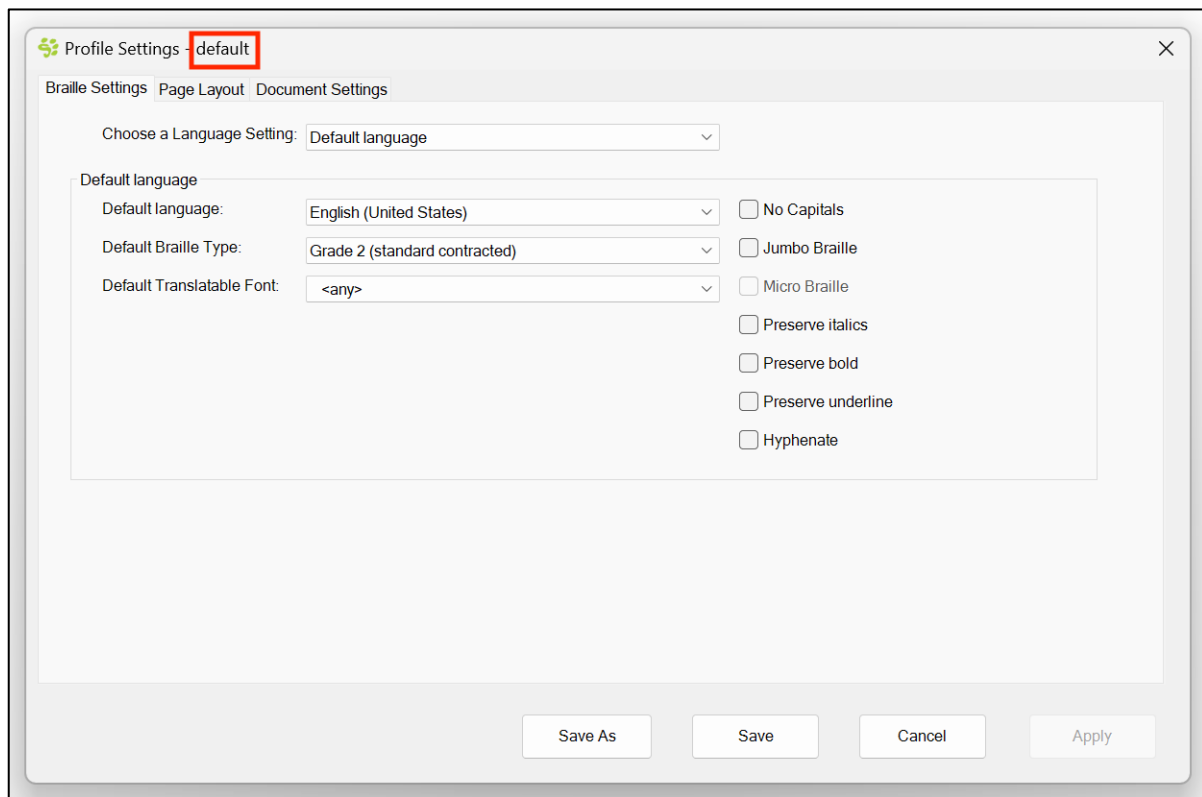
Clear: When checked, this will remove content of headers and/or footers respectively from the original document, but will leave empty header and/or footer in original size within page layout.

Braille Line Spacing: Also within this tab, like in MS Office Word, you can choose the value for 'Braille Line Spacing' from a drop down list. The line spacing for translated text in Braille can be set to **Single**, **1.5**, or **Double**.

IV.D.2. Managing Tiger Profiles

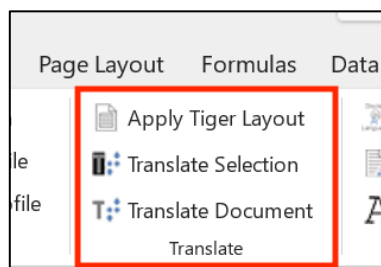
The entity of all options and settings done within the three tabs of the Tiger Profile main dialog window will be saved under a certain Tiger Profile name. The name of the current Tiger Profile is given at the top, showing profile name "default" in the picture below.

The controls for managing and maintaining the list of available Tiger Profiles within Tiger ribbon section "Profile Settings" is the same in MS Office Excel as it is in MS Office Word. Therefore, please refer to section IV.C.2. above for further information on button functionality of this ribbon section, as well as about the functionality of the buttons at the bottom of the Tiger Profiles main dialog window as shown below.



IV.D.3. Translate ribbon section

After Tiger Profile settings are done to user preference, the next step would be to convert the document using one of the Tiger translation command. Please see description of all controls of ribbon section "Translate" below.

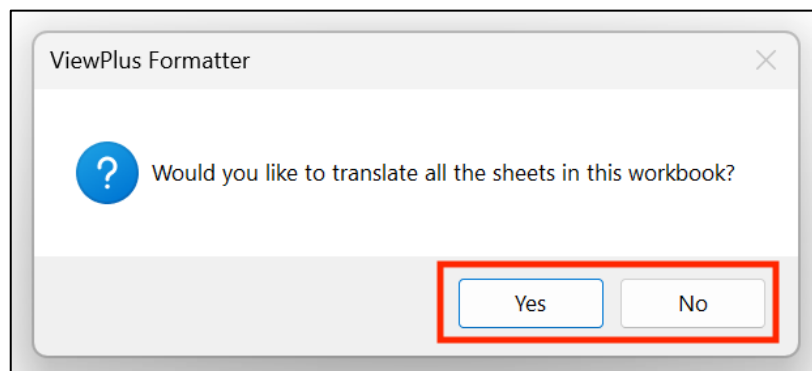


Apply Tiger Layout: This command will apply current Profile settings, but without actually converting text to Braille and without inserting any interline ink text. It applies the user's page size and margin options to the document and any options that might be applied under the Advanced in Page Layout settings. Text is resized to the size that Braille will take. This simple operation gives the user a "preview" of the final document to see if any of the formatting options need to be changed.

Translate Selection: With this option, only currently selected data, or text from the active worksheet, or chart sheet will be translated. This operation can be performed within already translated sheets, which will be updated with the translation of current selection, or this operation can be performed within untranslated data sheets, which will create new Braille and Ink data sheets containing only the translated selected data (see also subsection IV.D.3.1. below).

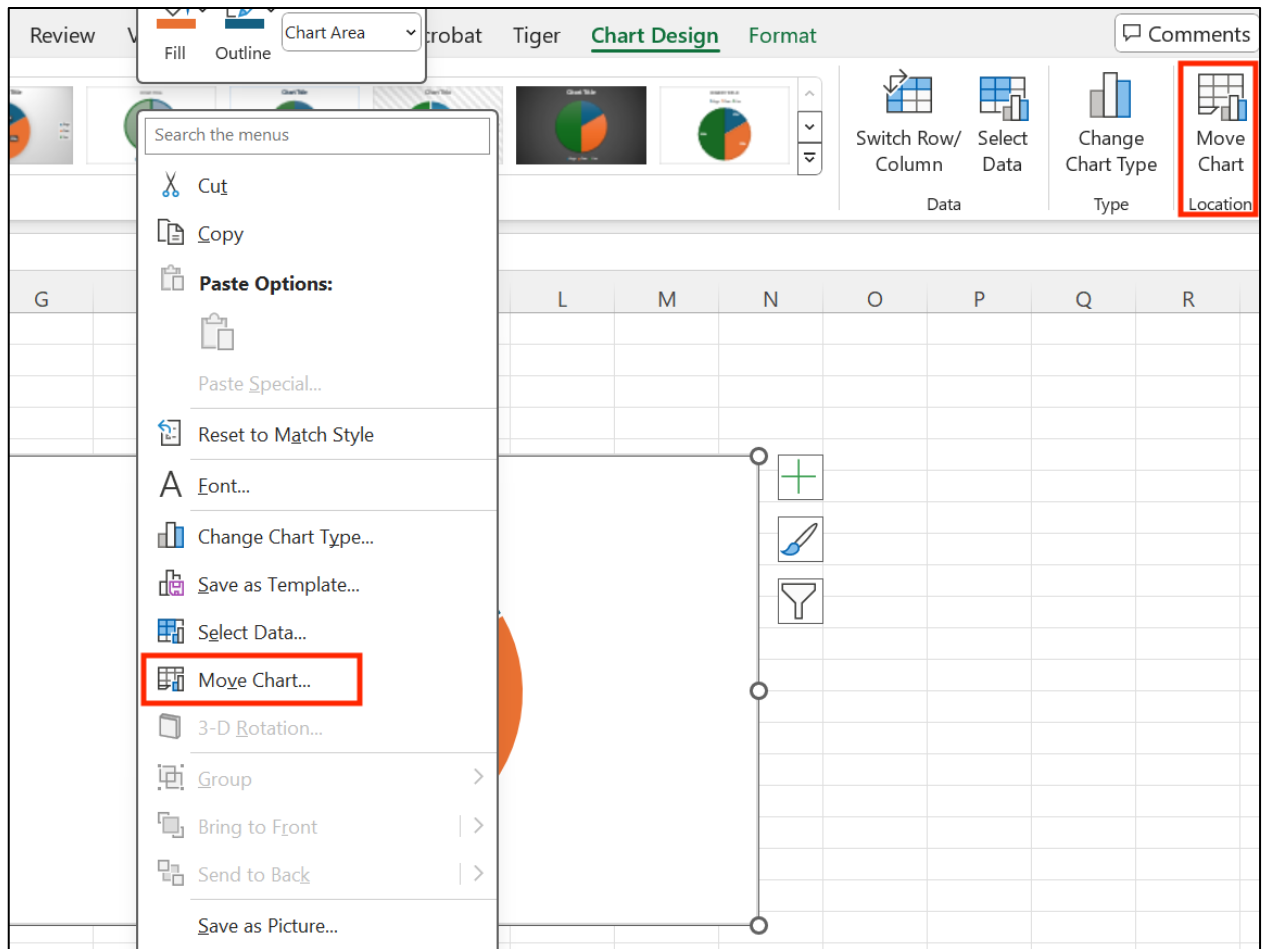
Translate Document: This option will translate the whole worksheet/chart sheet according to Profile Settings. If multiple worksheets contain data, the user will be asked, whether the whole workbook should be translated. Select 'Yes' to translate all worksheets/chart sheets that contain data within the Excel file.

Select 'No' to translate current active worksheet only.

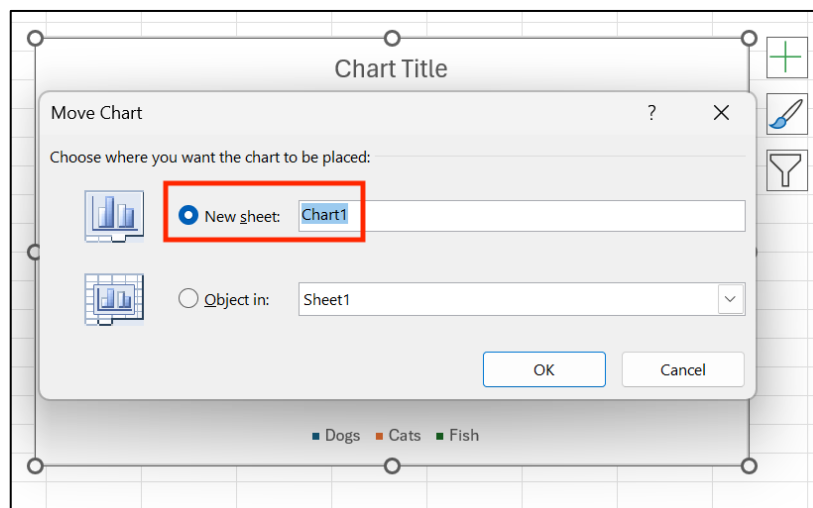


IV.D.3.1. Translation of Charts and Graphs

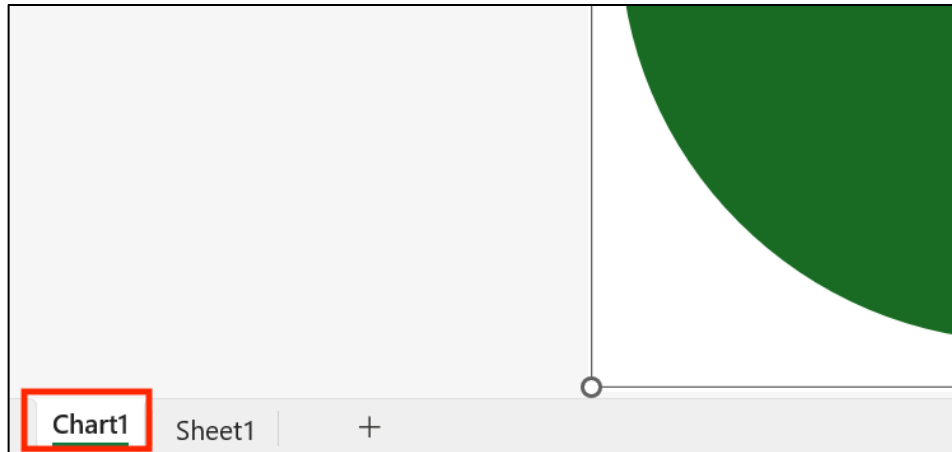
Charts and Graphs in Excel will only translate after they have been moved to their own worksheet. If you have a floating chart area, then you must first move it to a new worksheet by selecting the chart/graph area and find the '**Move Chart**' command in Excel chart tools "Design" ribbon, or under the context menu that opens with right mouse click. See picture below.



Once the '**Move Chart**' command is selected, a prompt will ask where the chart should be placed. Select '**New sheet**' here, and optionally edit the sheet name before confirming with '**OK**'.

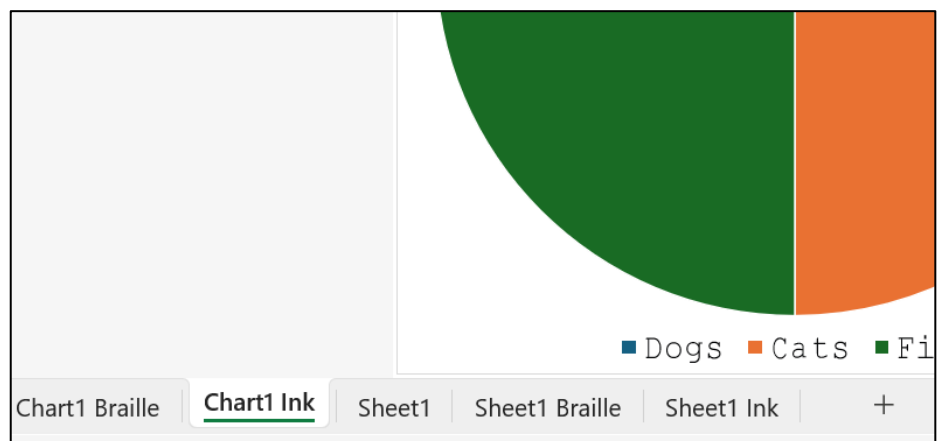
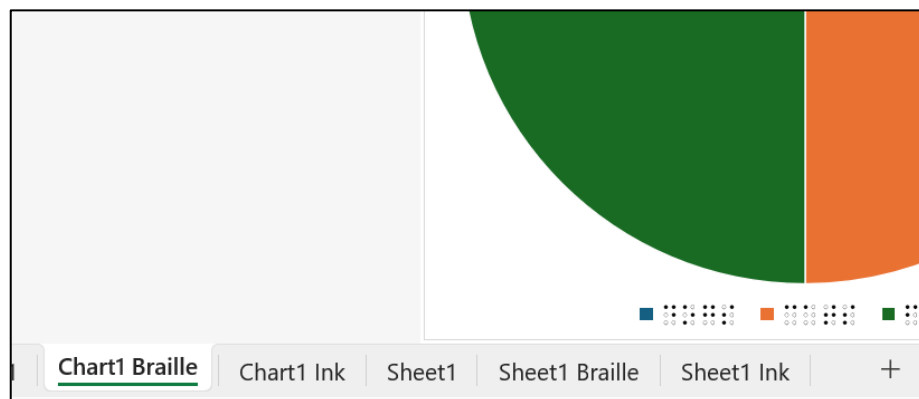


The picture below shows the graph from the example on its own worksheet "Chart1". Now a Tiger translation command should be called to convert this sheet to Braille.



IV.D.3.2. Braille and Ink worksheets

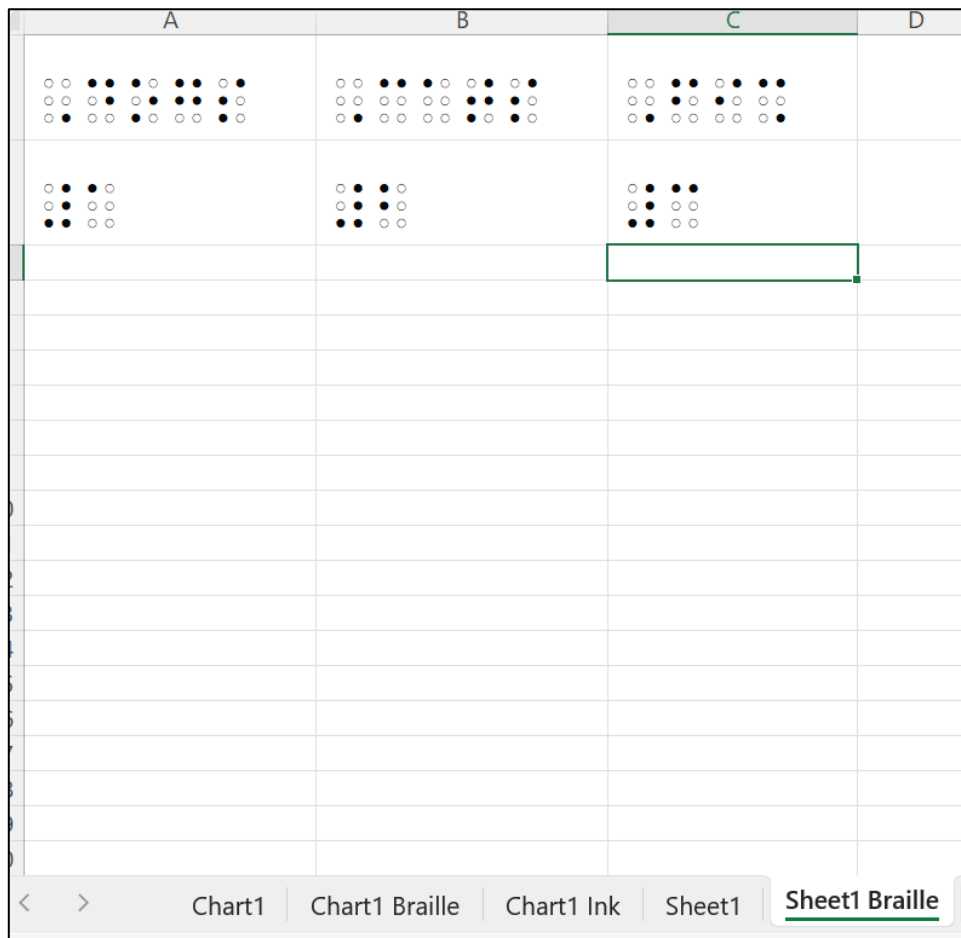
Once a translation is performed in Excel, a copy of the original sheet will be saved. Additionally, there will always be two new sheets for the data that has been translated, a Braille sheet, adding "Braille" to the sheet name, and an ink sheet, adding "Ink" to the sheet name. See the pictures below for an example, showing worksheet tabs "Chart1 Braille", and "Chart1 Ink" after translation of sheet "Chart1".



When translating a selection, the resulting sheet name will indicate this with "Sel", and if multiple selections from one worksheet are translated, numbering will be added to the name of the resulting sheets. See the picture below for an example where two different selections from the original data table have been translated. The original worksheet is "Sheet1", the translation of the entire sheet is shown in

"Sheet1 Braille" – currently active, and "Sheet1 Ink", and furthermore there are two different selections from Sheet1 that are showing in "Sheet1 Sel Braille", "Sheet1 Sel Ink", and "Sheet1 Sel Braille (2)", "Sheet1 Sel Ink (2)".

If a third selection would be translated from the same sheet ("Sheet1"), it would result in "Sheet1 Sel Braille (3)", "Sheet1 Sel Ink (3)", and so on.

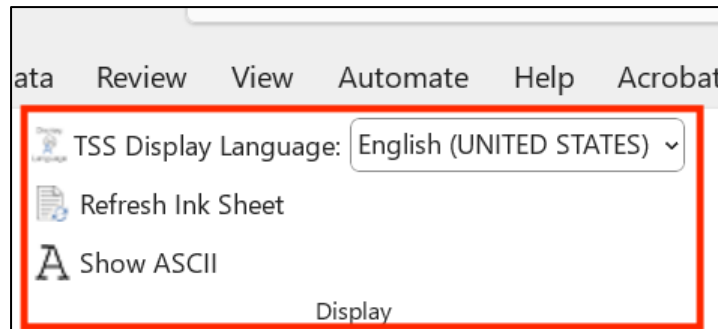


IV.D.4. Display ribbon section

This ribbon section contains three controls of which two are the same as in MS Office Word and serve the same function here in Excel. Please refer to section IV.C.4. above to get further information about "Display" ribbon options 'TSS Display Language', and 'Show Braille Dots/ Show ASCII'.

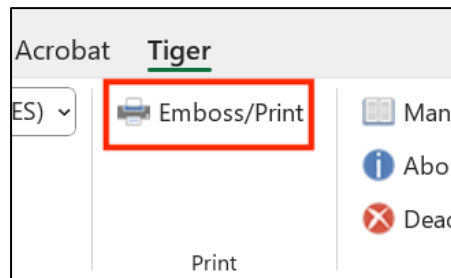
Refresh Ink Sheet: Whenever the layout of a Braille sheet is changed, this option allows corresponding adjustments to the related Ink sheet layout. A Braille sheet must be currently in focus for this option to

perform. Running this option will ensure an exact overlay of embossed and color printed output when printing to a ViewPlus embosser with combined ink printing capabilities, as in VP Emprint SpotDot, or VP Elite/Premier with InkConnect.

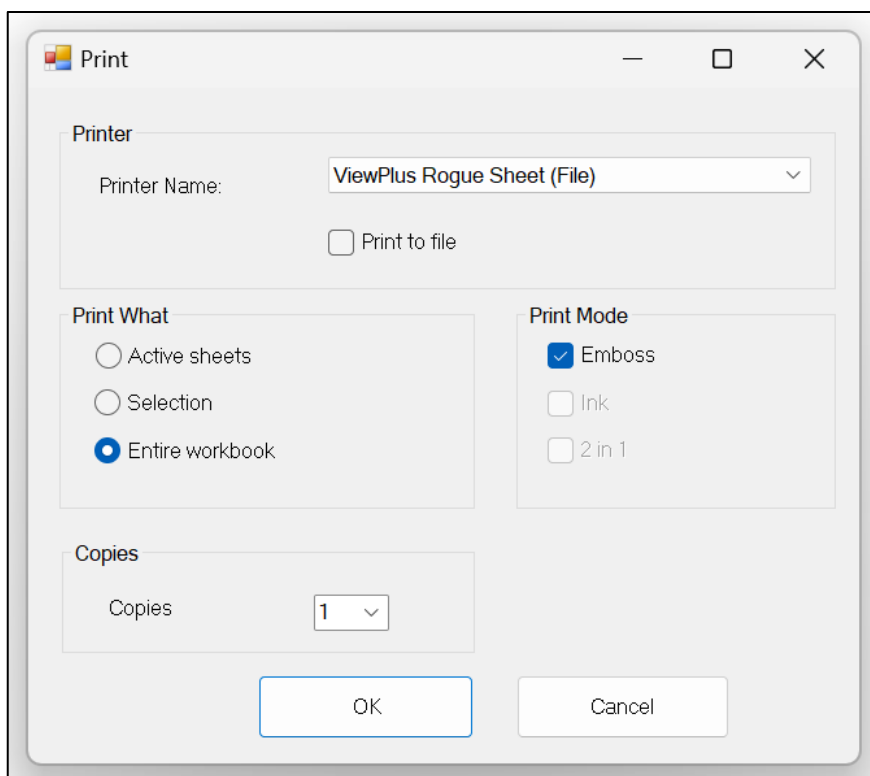


IV.D.5. Print ribbon section

To create output of your translated worksheet, you can either use the standard file print command from MS Office Excel, or use the 'Print' command button from Tiger ribbon section "Print". Please note, that at least one ViewPlus printer has to be installed properly to your Windows system in order to receive any output.



Print: When using this button a customized printer dialog as shown in picture below will open for printing Braille and Ink sheets. See description of the controls below the picture.



Printer Name: Choose the desired ViewPlus printer from the dropdown list.

Print to File: Check this box to create a Tiger print file (*.prn), which can be previewed and edited with Tiger Designer before printing to a ViewPlus embosser.

Active sheets: Choose this option to print all selected sheets of the current workbook. Select pairs of Braille sheet and corresponding Ink sheet when wanting to create combined output with ViewPlus Emprint SpotDot, or Elite/Premier with InkConnect.

Selection: Choose this option to print selected areas of selected sheets. If there are multiple selections in one sheet, each selection will be printed on a separate page.

Entire workbook: All sheets from current workbook that contain Braille or Ink data, depending on selected print mode, will print when choosing this option.

Emboss: Select this print mode, if you want emboss only output from selected area/sheet(s).

Ink: Select this print mode, if you want to print selected area/sheet(s) in color only.

2 in 1: This option will combine embossed output from current Braille sheet, or selection of Braille data, with corresponding color data from Ink sheet without having to select the ink data additionally. An overlay of the embossed output with ink will be created using VP Emprint SpotDot, or Elite/Premier embosser with InkConnect.

NOTE: Availability of print mode options will depend on capabilities of the selected ViewPlus printer.

All print modes can also be achieved by selecting corresponding options going through MS Excel file print command, but the Emboss/Print command from Tiger ribbon includes presets for best output on selected VP printer model.

Copies: Select the number of copies to be printed.

Button '**OK**' will start the print job, sending data to the selected printer.

Button '**Cancel**' will close the dialog window without any action.

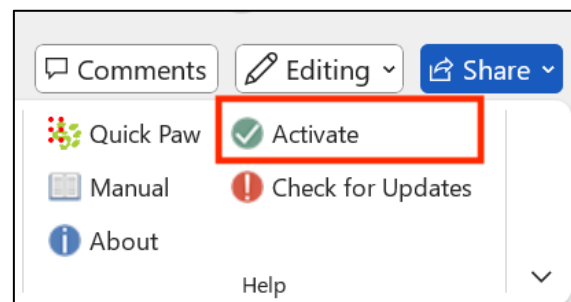
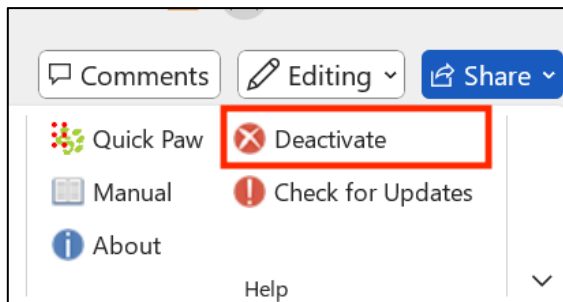
IV.D.6. Help ribbon section

The help section is the same in MS Excel as well as in MS Word and therefore described only once in document section E. below.

IV.E. Ribbon Section 'Help' in MS Word and MS Excel

The pictures below show the Help ribbon section in MS Office Word, but this section in Excel has the same options.

As soon as you activate your TSS license, the **activation** control from the "Help" section will turn into **deactivation** control. Please also see chapter III of this document about **VP License Manager**. These controls will not be described further at this point.



Manual: This button will open the TSS product manual within your internet browser application.

About: This button will open a window containing information about your Tiger Software Suite, including Tiger Add-in version number (ViewPlus Formatter), and license number of the current installation.

Check for Updates: Checks online for available TSS updates. If an update is found, the user may select to download the update or to cancel. By default, MS Word or Excel is closed when the update begins downloading to allow automatic installation of the update upon download completion. This may be prevented by unchecking the box to automatically install updates upon download on the updater screen. The user must be connected to the internet to use this feature.

IV.F. List of hot keys for TSS Office Add-ins

The following table gives an overview of most common hotkeys for navigation through Tiger Add-in in MS Office Word, or Excel. **! PLEASE NOTE**, that hotkey assignment is system dependent, and for "Tiger" ribbon might be different on your computer. To enter hotkey mode press the "**Alt**"-key on your keyboard.

Description	Hotkey in Word	Hotkey in Excel
Tiger Ribbon	T or Y3	G
Open Profile Settings dialog	O	O
Open Current Tiger Profile list	G	T
Create Profile button	C	C
Delete Profile button	D	D
Import Profile button	I	I
Export Profile button	E	E
Apply Tiger Layout button	A	A
Translate Selection button	S	S
Translate Document button	X	X
Keep All Graphics checkbox	K	--
Reload Original Document button	R	--
Apply Braille Template	Y1	--
Open TSS Display Language list	L	L
Refresh Ink Sheet button	--	R
Show Braille/ASCII toggle button	W	W
Quick Emboss button	Q	--
Hide braille	P	--
Print button	--	P
Manual button	M	M
About button	Y2	B
Activate/Deactivate button	V	V
Check for Updates button	U	U

V. Tiger Designer

V.A. Introduction

Tiger Designer is a component of the Tiger Software Suite that allows fine editing of Tiger print files. It is a useful tool for proof reading and editing documents before embossing and printing on paper.

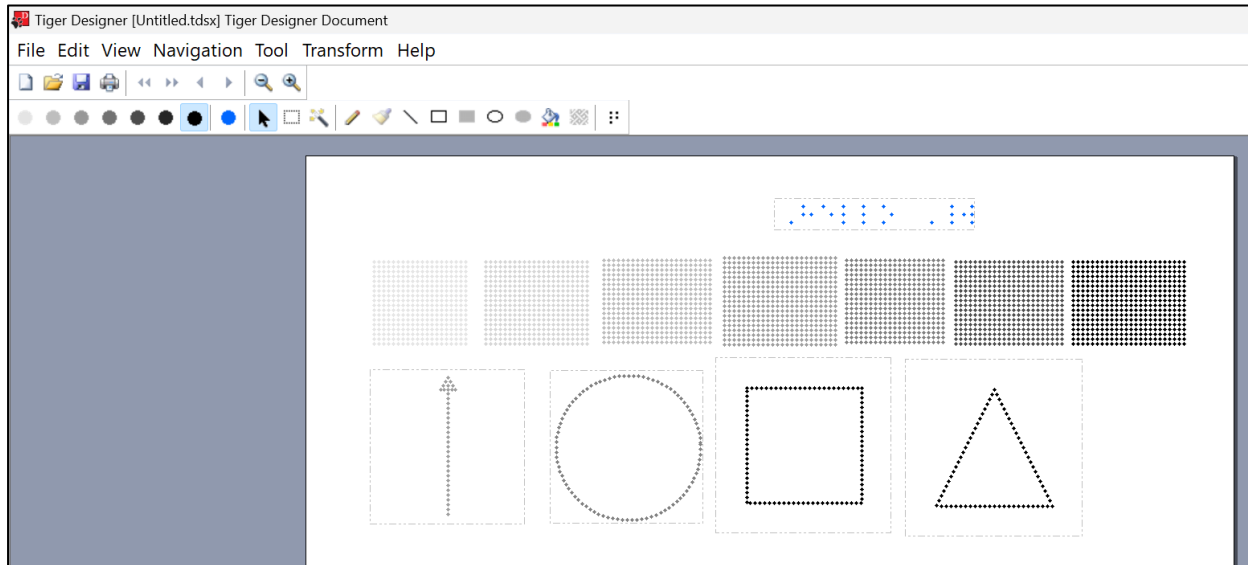
Tiger Designer offers a preview of the embosser output in combination with the corresponding color output if applicable, and provides tools for editing, similar to that of a typical paint program.

To create a Tiger Designer compatible file, print a document to file from a Windows program, using a ViewPlus printer, save a print preview to file, or create a new document in Tiger Designer. Save your edited data, and print directly to a ViewPlus printer from Tiger Designer.

Tiger Designer application can be found under ViewPlus section in Windows start menu.

V.B. Using Tiger Designer

The picture below shows the Tiger Designer application window.



The **title bar** at the top of the window shows the filename of the currently opened file. In the case of a PRN file, the name of the compatible ViewPlus printer model is shown as well. In this case 'ViewPlus Columbia/Delta'.

Tiger Designer has a standard Windows **menu bar**. The menus and commands are as described in the following sections. Most of the commands will also be accessible through icons situated within the **command bar** underneath the menu bar.

The **main viewing area** shows the representation of single pages from currently opened document. Above you see the representation of an embossed page with some Braille dots in blue and grey scale dots of tactile graphics in different dot heights.

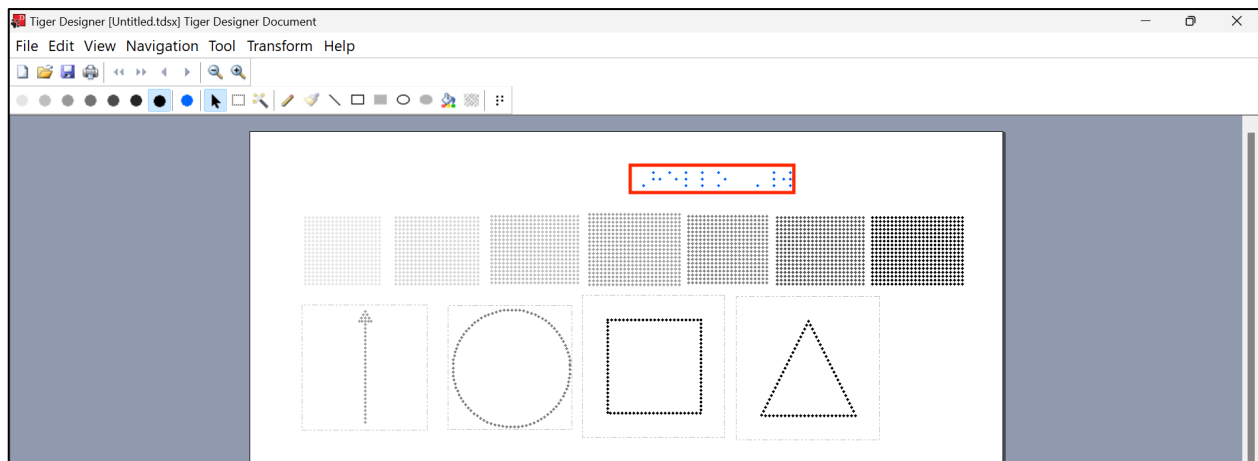
The darker the shade of grey in the dots, the higher the dots will be embossed on output. Braille dots, represented in blue in Tiger Designer, will be embossed corresponding to Braille dot height setting of printer properties.

If the print file contains color data also, as this is the case for VP Emprint SpotDot, or VP Elite or Premier with InkConnect, the view will focus on either ink output, or emboss output within the main viewing area in Tiger Designer. These views can be toggled, and a combined view is possible also. See section V.E.3 below for further explanation about the different views.

The **color data page** is only editable when using TDSX file format. Additional to the editing tools in Tiger Designer the user can open the color page image within an external editor. Therefore, when the active view is on the Color page, set the pointer drawing color to none (X-icon), then click right mouse button with cursor on page, and choose "**Open image in external editor ...**" from the context menu. This will open the color image in whatever editor is set to the default application for opening PNG files under Windows.

The color image will refresh in Tiger Designer upon saving under the external editor, but if for some reason it does not, use "**Refresh Image**" from the right mouse button context menu.

Not all editing commands in Tiger Designer are applicable when working with color data. Where different handling between emboss data page and color data page applies, corresponding explanations will be given at the end of command menu subsections within section V.E. of this document below.



The **status bar** at the bottom of the Tiger Designer window shows at the very left the general status of the program. If selecting Braille text within document view, corresponding print text will be shown here.

In the picture above the **Braille** text is **selected**, which is indicated by the red outline around it. At the very left within the status bar at the bottom you can read '**HELLO WORLD**' which is the print text of the selected Braille.

Going right within the status bar, next you find the current **coordinates** of the **cursor** given as [x,y], and the **height** of the **dot** that the cursor points to. In picture above the cursor, pointing to the yellow marked spot, is positioned at x=290, y=400, and dot height of the embossed dot at that position is 3.

Next to the right it shows how many **pages** the document contains, and which page is displayed currently. Here it is 'Page 1 of 1'.

Then you find **information** about currently displayed page containing embossing data, or ink printing data. In this case it shows a '3D Emboss' data page.

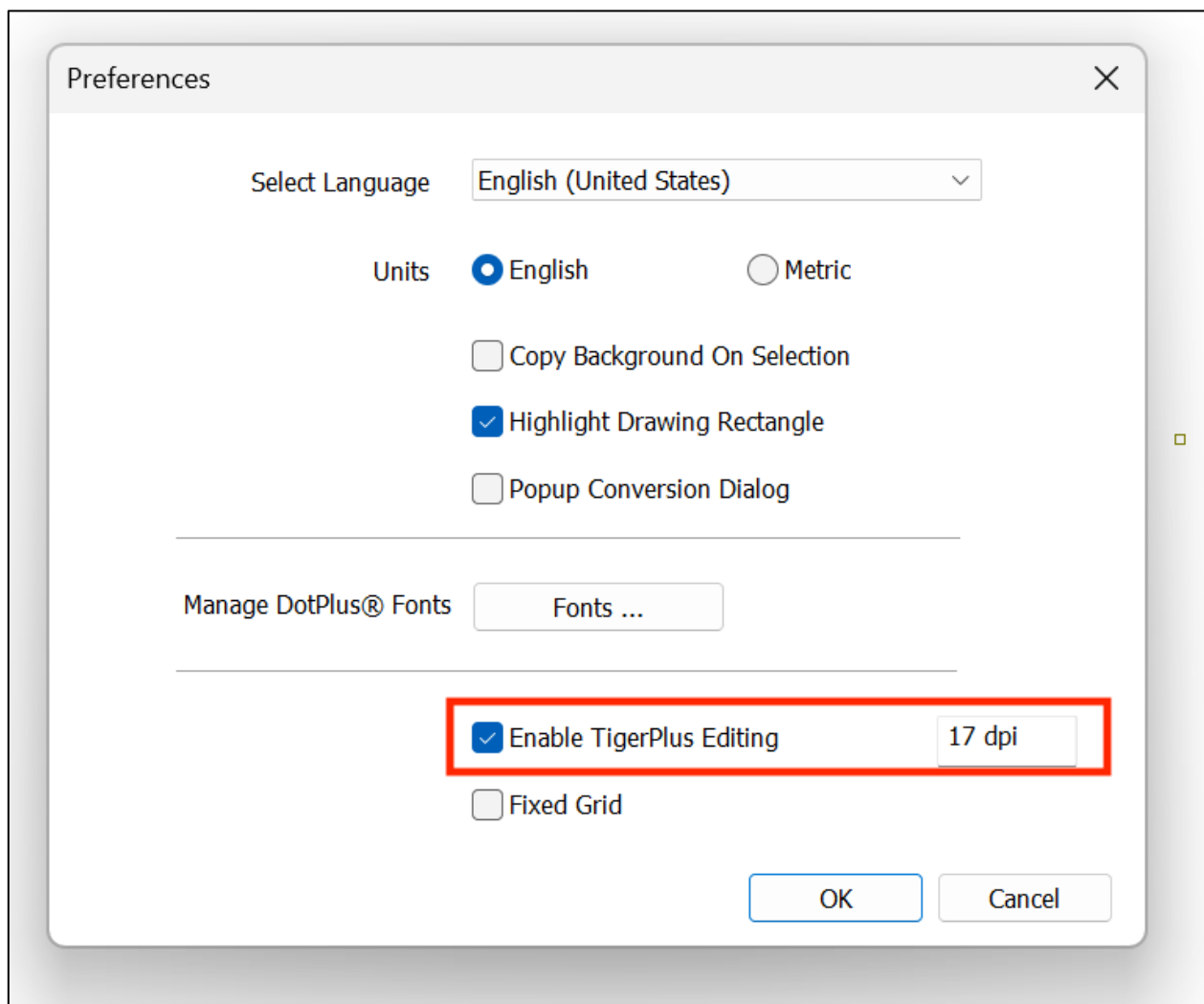
At the end of the status bar at the bottom of the Tiger Designer application window, you find the total **page size** given as [x,y] in three different dimensions.

First in embosser resolution, which is given in x=850, and y=1100 here. This refers to 8.5 inch by 11 inch multiplied by embosser resolution 100 dpi. This is the resolution of dot placement in TigerPlus technologies embossers. If you use a Tiger technologie embosser with 20 dpi resolution, the page size would be given in x=170, and y=220 respectively. See further information about different embosser technologies and embosser resolution in section V.D. below.

After page size in embosser resolution, you find also the total page size measurements in mm and in inch.

V.B.1. New File Preferences

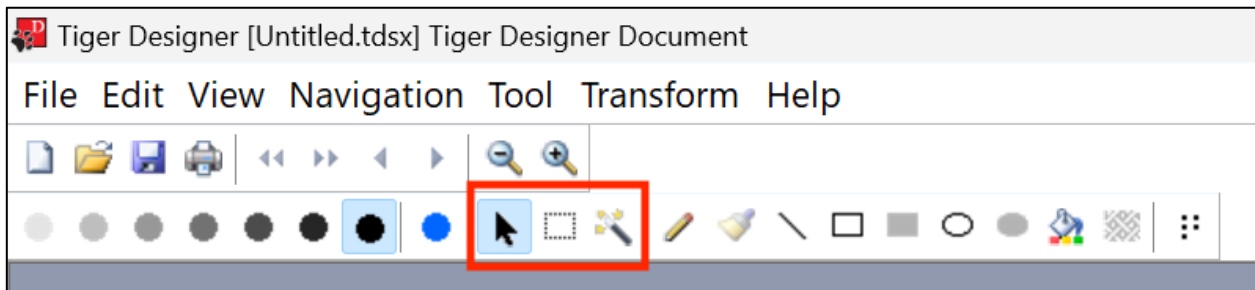
NEW FEATURE Below is an image of setting up a new Tiger Designer file. The dpi (dots per inch) can be changed at any time while making or editing a Tiger Designer file. To adjust the dpi on the file you must have “**Enable TigerPlus Editing**” selected and enabled.



V.B.2. Selection Tools

NEW FEATURE Below is an image of the selection tools available in Tiger Designer. These 3 new tools can be found on the ribbon, or under the Edit menu > Select

- The **curser (arrow) icon** is for navigation purposes and moving objects around or selecting objects.
- The **rectangle** tool allows selection of a region. Use this tool to draw around any shape to select for copy, cut or move. Use common drag and drop procedure to move the selected area, or follow common copy/cut and paste procedure like in mainstream programs. It is also possible to change ratio of sizing of the selected area by grabbing the frame with the mouse pointer and pulling while holding down the left mouse button.
- **NEW FEATURE** The **magic wand** tool is for selecting all dots in that area of the same dot height.



V.C. Tiger Designer File Formats

Tiger Designer can be used to view and edit ViewPlus printer specific PRN files, or the generic Tiger Designer files with extension TDSX.

PRN files are specific print files for a certain ViewPlus printer model containing printer specific page setup and printer properties information ready for printing. PRN files can be generated out of any Windows application.

Use one of the **following options** to **create** a ViewPlus printer **PRN file** outside Tiger Designer.

- Check the "Print to file" option in the Print dialog of the program that you are printing from and follow further instructions to save the PRN file. In MS Office Word, for example, you find the "Print to file" option at the bottom of the list of available printers when intending to print a document. Check this option and when executing the print command, a file browser will open to define location and name of the print file to be generated.
- Another possible way to generate a PRN file is to check the "Preview" option within the printer properties that you can call after selecting a VP printer from the list of available printers in your program. When executing the print command, Tiger Viewer application will open with a screen preview of the print. Use the file save option from 'File' menu of Tiger Viewer to save the PRN file on your computer. You can then still print to the ViewPlus printer using print command from Tigere Viewer, or close the application without actual hard copy output.
- Another way to generate PRN print files is to set up your ViewPlus printer to print to port FILE in Windows system printer properties instead of having it connected to a USB port. This can even be done without having any ViewPlus printer on hand. Search the web about information on how to

install a Windows printer to port FILE to find corresponding instruction. Printing to that printer from a Windows program will generate a PRN file.

TDSX files are generic print files that are compatible to any ViewPlus printer. Additionally, TDSX file format is fully editable on the color data, which is not possible using PRN files. In PRN files only the embossed data is editable, even though the file might contain color information for certain ViewPlus printer models.

TDSX files can only be **created** within Tiger Designer. When opening a PRN file by double clicking within Windows explorer, Tiger Designer might ask whether to convert this file to TDSX before opening. Already opened PRN files in Tiger Designer can be saved as TDSX, or a new empty TDSX file can be created using the 'New...' command within 'File' menu.

V.D. Tiger, and TigerPlus embossing technologies

ViewPlus offers printers using different embossing technologies, which influences the embossed resolution of tactile graphics and dot spacing on Braille text. Therefore, there are differences in handling of emboss data within Tiger Designer.

- ❖ Traditional **Tiger** technology embosses tactile graphics as well as Braille text within a **fixed grid of 20 dots per inch (DPI)**. ViewPlus embossers with traditional Tiger technology include:
 - ❖ Pro
 - ❖ Emfuse
 - ❖ Elite and Premier
 - ❖ Emprint or SpotDot
 - ❖ Max, Cub, and Cub Jr.
 - ❖ Rogue (Sheet and Trac)

When working with files created for Tiger technology embossers, the emboss data page resolution will adjust to 20 DPI, counting 20 increments per inch on x and y coordinates.

- ❖ **TigerPlus** technology embosses tactile graphics within a **variable grid of up to 17 DPI**, and Braille spacing varies depending on applied Braille Standard. Also, the density of dot placement will increase with higher graphics quality setting in printing preferences. This will yield to more true shapes, and outlines on tactile graphics when printing from a Windows program.

Accuracy of dot placement in TigerPlus print files is **100 DPI**.

ViewPlus embossers with TigerPlus technology include:

- ❖ EmBraille
- ❖ Columbia and VP Delta
- ❖ Rogue (Sheet and Trac)

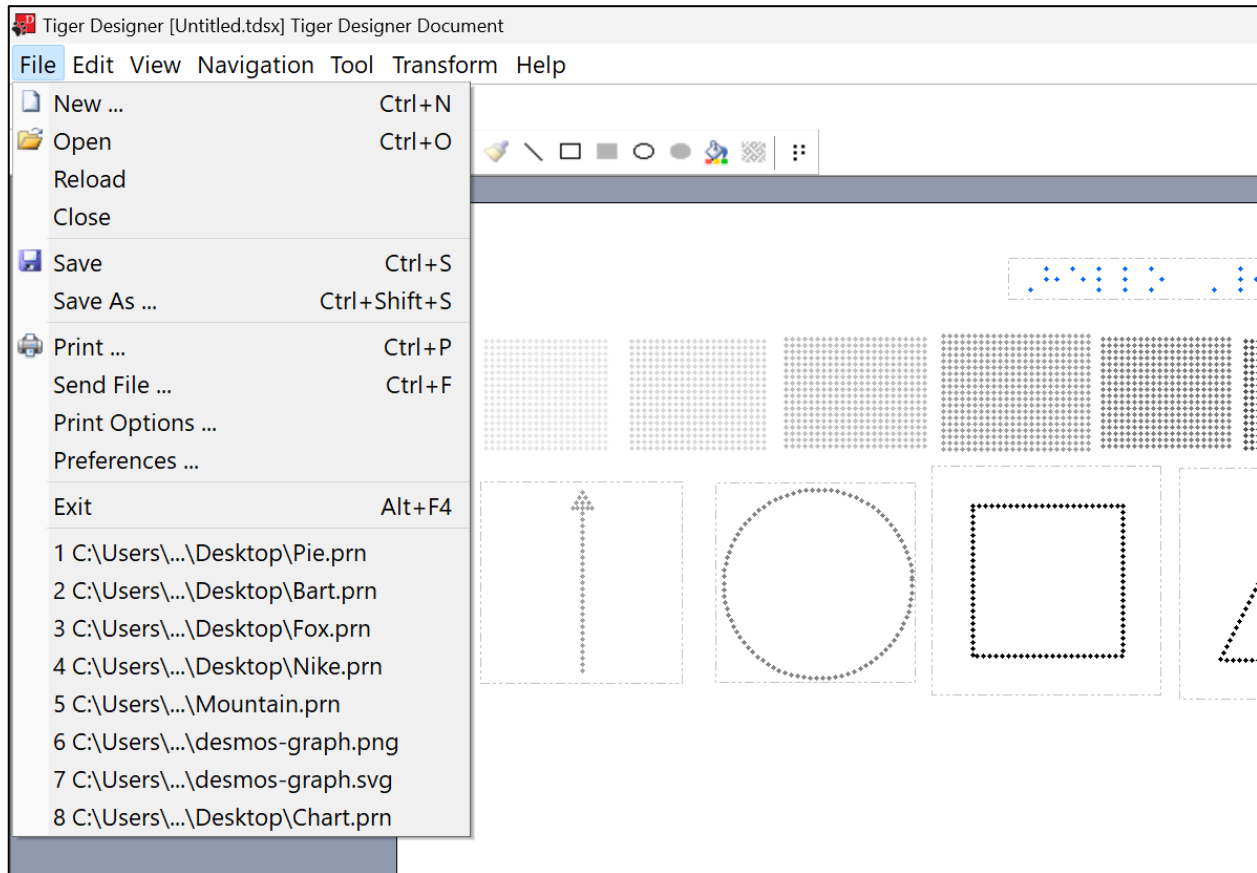
When working with files created for TigerPlus technology embossers, the emboss data page resolution will adjust to 100 DPI, counting 100 increments per inch on x and y coordinates.

NOTE: Due to different embossing density on the different Tiger technologies, dot placement could shift when converting existing print files from PRN format to TDSX format ("Save As" command), and when printing to a different printer model after converting to TDSX.

V.E. Command menus

V.E.1. File menu

The picture below shows the "File" menu in Tiger Designer.



New ... : See below picture of the dialog that opens when choosing New file in Tiger Designer.

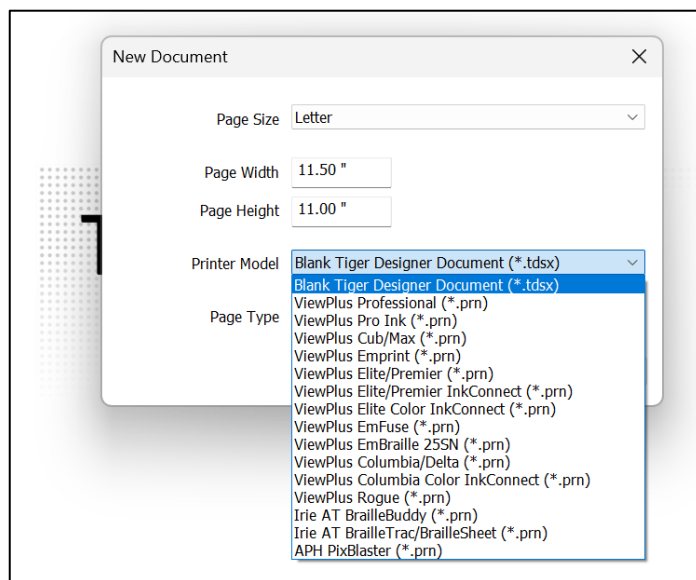
The "**Page Size**" must be specified by either choosing a predefined paper format from the pull-down menu, or by entering a certain "**Page Width**" and "**Page Height**" in inch units.

The list in "Page Size" also includes IVEO papers. These will not open completely empty, but will include tactile data for IVEO document and bar code frame.

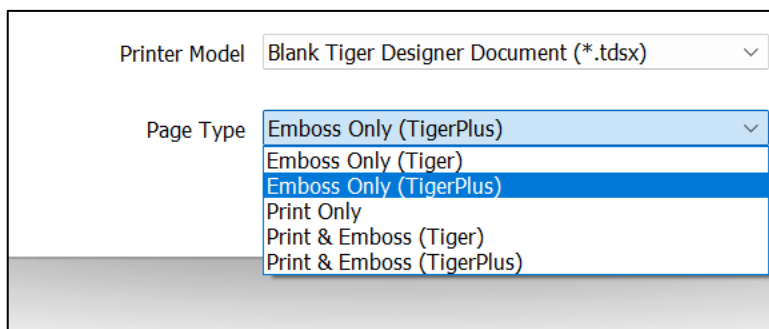
The "**Printer Model**" that you choose will define availability of certain page sizes. The picture below shows the expanded list of available printer models. This includes 'Blank Tiger Designer Document', 'ViewPlus Professional', 'ViewPlus Pro Ink', 'ViewPlus Cub/Max', 'ViewPlus Emprint', 'ViewPlus Elite/Premier',

'ViewPlus Elite/Premier InkConnect', 'ViewPlus EmBraille 25SN', 'ViewPlus Columbia/Delta', 'ViewPlus Rogue', 'Irie AT BrailleBuddy', 'Irie AT BrailleTrac/BrailleSheet', and 'APH PixBlaster'.

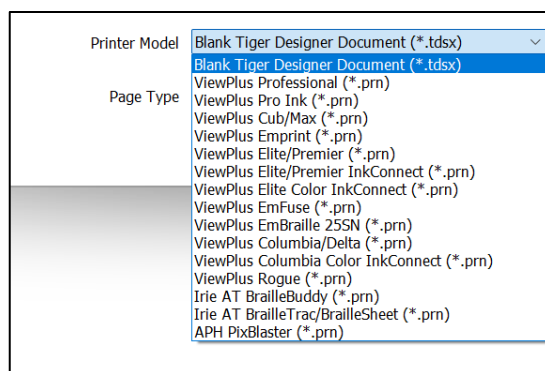
Apart from specific PRN file types for specific printer models, a generic Tiger Designer document with extension TDSX can be created. This is also selectable from the printer model list. If creating a new file for use with a ViewPlus Emfuse printer, please also choose TDSX format.



Additionally, the user will have to specify the “**Page Type**” to contain embossing data only, color print data only, or both. The technology to be applied for tactile graphics resolution must be defined, too. Therefore, the list in “Page Type” contains items ‘Emboss Only (Tiger)’, ‘Emboss Only (TigerPlus)’, ‘Print Only’, ‘Print & Emboss (Tiger)’, and ‘Print & Emboss (TigerPlus)’. The choices within this list will be constrained to the capabilities of the selected printer model. If creating a new file in TDSX format, all choices will be available in “Page Type”.



Open: This option from “File” menu will call a standard file browser dialog for selecting a file to be opened in Tiger Designer. The pull-down list to the right of the file name field will show compatible file types. Along with PRN and TDSX files, this includes Braille file formats BRF, BRL, EBF, ASC, and TXT, as well as published format PDF and portable embosser format PEF.



When opening a file that has not been generated using ViewPlus printer, or Tiger Designer itself, there will be an import options dialog that opens before the file can be displayed in Tiger Designer.

Depending on the file format to be opened, "Import Options" dialog will ask to define page layout settings for Braille text files, or "Import PDF" dialog will ask to define which Tiger document type is desired and options for import of third party tactile graphics.

Please see section V.E.1.1. below for more information about using third party ready-made Braille and tactile graphics documents in Tiger Designer, and about import dialogs that pop-up upon opening these.

Reload: This option from "File" menu will reload the file currently open in Tiger Designer to the last saved stage. Changes since last file save will be lost.

Close: The file currently open will be closed. If there has been changes since last save, a pop-up dialog will give opportunity to save again before closing.

Save: The current file will be saved to the current file name which shows in the title bar at the top.

Save As: This option will open a file browser dialog to choose file **location**, **file name**, as well as **file type** before saving. The list of selectable file types will contain different VP printer model PRN file types, as well as Tiger Designer generic file type TDSX.

Print: This option opens a print dialog to send the current file to a ViewPlus printer for printing.

Within the dialog that opens when using command 'Print' from "File" menu, choose the target **printer** from the drop-down list. The choice will be limited to available printers that are compatible to the file type.

Printing color ink data pages from Tiger Designer is not only possible to compatible ViewPlus printers, but also to mainstream inkjet, or laser printer that might be installed to your system.

When printing TDSX files, all installed VP printers will appear in this list of available target printer. In this case, printer properties can also be accessed through this dialog. Please refer to the ViewPlus printer user guide for further explanation of printer properties.

Further options to be specified within this dialog include the number of desired **copies** to print, the desired **page range** from multipage documents, whether the output of printed pages should be **collated**, and whether a **print file** (file extension PRN) should be created instead of paper output on the actual printer.

Additionally, depending on capabilities of the chosen ViewPlus printer model, the user can choose **single sided** or **interpoint** output, output in **Z-fold order**, and **output face up**, or **output face down**.

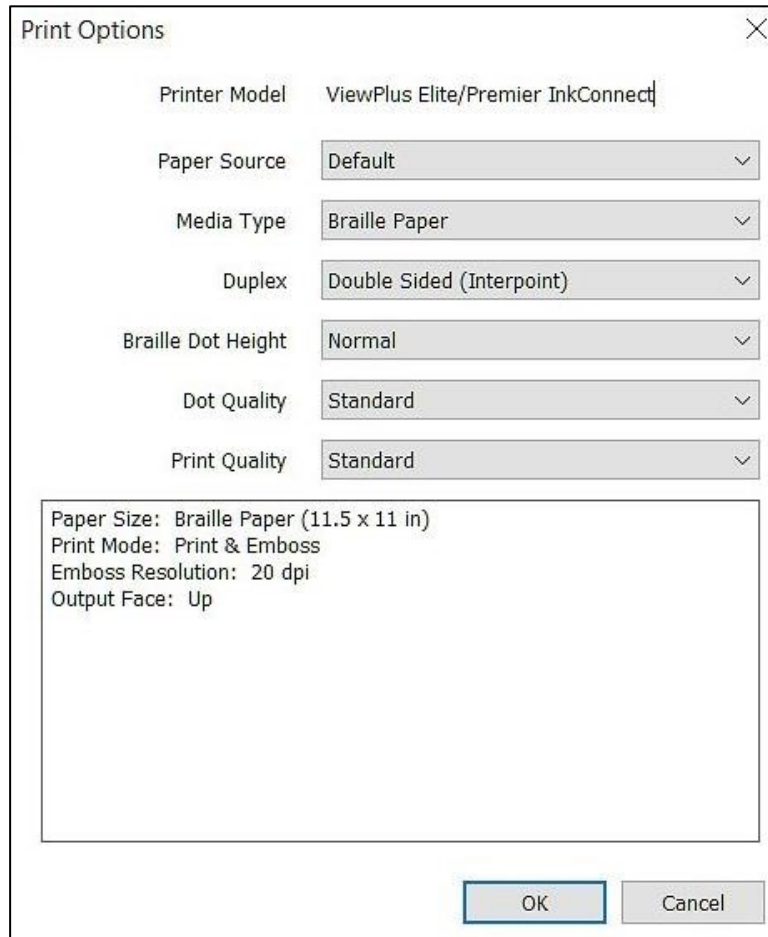
Depending on capabilities of the target printer and file type to be printed, at the bottom of the print dialog you have the choice for the print output to include **color print** and **embossing**, both, or just one or the other. And again if 'Tiger', or 'TigerPlus' technology is applied for embossed print result.

The 'Print' dialog box contains the following elements:

- Printer:** A dropdown menu showing 'ViewPlus Columbia (USB002)'.
- Copies:** A numeric spinner set to 1.
- Collate:** A checked checkbox.
- Print To File:** An unchecked checkbox.
- Pages From:** A text box containing '1'.
- To:** A text box containing '1'.
- Single Sided:** A selected radio button.
- Interpoint:** An unselected radio button.
- Output Face Up:** A selected radio button.
- Output Face Down:** An unselected radio button.
- Z-Fold Order:** An unchecked checkbox.
- Emboss Only (TigerPlus):** A dropdown menu.
- Printer Model:** A dropdown menu showing 'ViewPlus Columbia'.
- Buttons:** 'Print' and 'Cancel' buttons at the bottom right.

Print file: Menu item 'Print File...' of "File" menu in Tiger Designer will open a dialog window providing file selection, and selection of a target printer along with desired number of copies to be printed. Using button 'Print' will perform a basic copy to port functionality. The selected file will be copied to the port of the selected printer. Please note that the specified printer must be compatible to the chosen file, otherwise nothing will happen.

Print Options: When printing from Tiger Designer, the Windows printer properties settings for the printer you are printing to will have no effect, but instead the 'Print Options' you call from "File" menu will be applied. A dialog window will open, giving opportunity to select settings for 'Paper Source', 'Media Type', 'Duplex' mode, 'Braille Dot Height', 'Dot quality', and 'Print quality'. Options not available for the target printer will be greyed out. Please refer to the user manual of your embosser for further explanation on the choices from drop down lists of these settings.



The image shows a 'Print Options' dialog box with a close button (X) in the top right corner. It contains several settings:

- Printer Model:** ViewPlus Elite/Premier InkConnect
- Paper Source:** Default (dropdown menu)
- Media Type:** Braille Paper (dropdown menu)
- Duplex:** Double Sided (Interpoint) (dropdown menu)
- Braille Dot Height:** Normal (dropdown menu)
- Dot Quality:** Standard (dropdown menu)
- Print Quality:** Standard (dropdown menu)

Below these settings is a text box containing the following information:

```
Paper Size: Braille Paper (11.5 x 11 in)
Print Mode: Print & Emboss
Emboss Resolution: 20 dpi
Output Face: Up
```

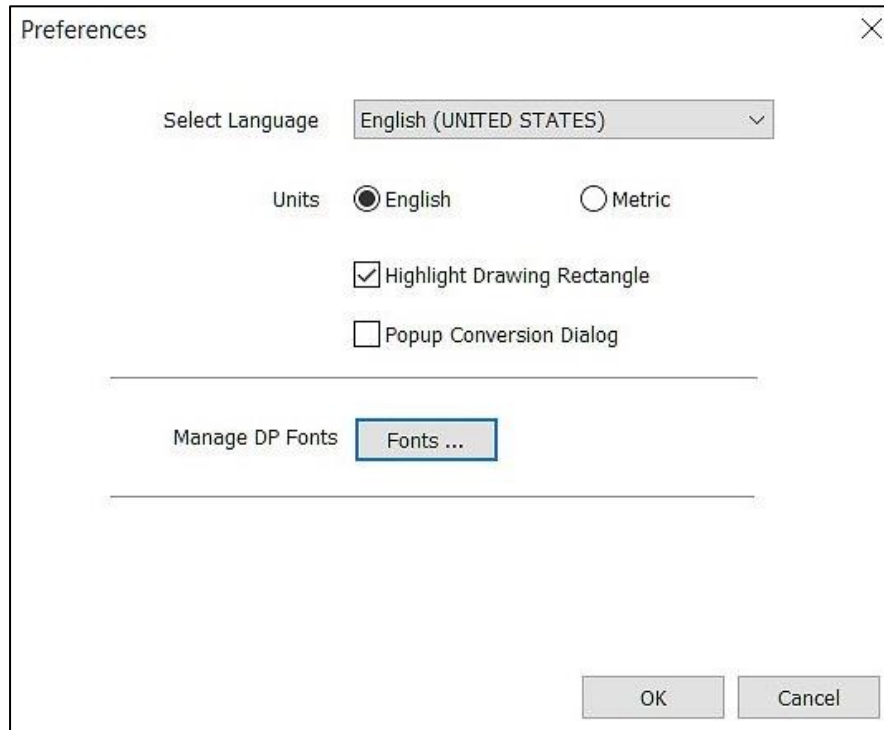
At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Preferences: This opens a dialog where the user can choose preferences applied within Tiger Designer application. The desired **language** for user interfaces can be selected from a drop-down list. The choices here include Arabic, Bokmal, Bulgarian, Czech, Dutch, English, French, German, Hungarian, Italian, Japanese, Korean, Latvian, Lithuanian, Polish, Portuguese, Russian, Spanish, Swedish, Thai, and Ukrainian.

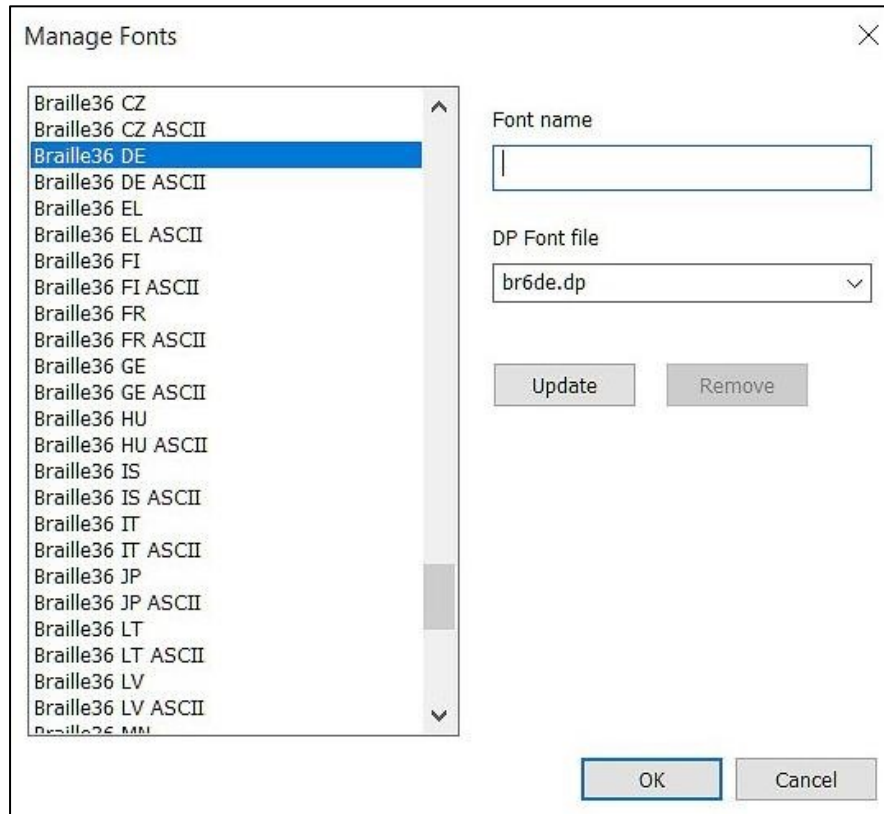
The next option to choose in “Preferences” is the units of measure for the grid rulers that can be enabled for the page view window. Choose either **English** (units of measure: inch), or **Metric** (units of measure: cm).

If **Highlight Drawing Rectangle** from this dialog is checked, the outline of selection or drawn shapes will show in bright red lines in document view. If unchecked the outline will show in light grey lines.

If **Popup Conversion Dialog** in "Preferences" is checked, a pop-up window will occur with every attempt to open PRN files in Tiger Designer, asking whether this file should be converted to TDSX format before opening.



Additional to the above, in “Preferences” you have the option to call a dialog to **Manage DP Fonts** when using button 'Fonts ...'. See a picture of this dialog below.



Dialog "**Manage Fonts**" shows a list of all system font names currently mapped to a DP font file. These are fonts that have been installed with ViewPlus printer driver, or TSS installation. When selecting any of the font in left list displayed, the associated DP font file is shown on the right in field "**DP Font file**".

You can change the font file mapped to currently selected name by selecting a different file from expanded list "DP Font file", and confirming with button '**Update**'.

Within this dialog, you can also **add other fonts** by name. This would be Braille ready fonts used within documents created through third party applications. Enter the font name, and select a DP font file to map this font to. Use button '**Update**' to save your selection to the list. Font names that were added by the user can be removed again by using button '**Remove**' when corresponding custom font name is selected in list display to the left.

An example of using the fonts manager is described in section V.E.1.1. below.

Back to "File" menu items:

Exit: This will exit and close the Tiger Designer program. If the last change in the open file was not saved yet, a dialog will pop-up asking about file save before closing.

List of recent files: At the bottom of the "File" menu a list is shown containing the names of files that have been open in Tiger Designer recently. The list is ordered chronological with the most recent file shown in first list position.

V.E.1.1. Use third party ready-made Braille and tactile graphics documents

Import options on Braille ready text files

The possibility to open pre-existing Braille text and/or tactile graphics documents, created by third party text to Braille translation software, or made for other technologies, such as PIAF, or swell paper, can help save a lot of time in creating materials for visually impaired students of all ages.

When using "**File**" menu item '**Open**' to bring in file types into Tiger Designer, such as BRF, BRL, or TXT, that contain Braille ready text, a dialog pops up first, called "**Import Options**". See a picture of this dialog below.

Within upper section "**Page Settings**" you can choose by the first check box to '**Keep original format**', which will populate the fields below with values accessible from source data of the file you are opening.

You can also change the values below separately. There is a drop-down list to choose the desired '**Paper Size**' from a drop down list, and radio buttons to choose paper **orientation** 'Portrait', or 'Landscape'. Further there is a checkbox to select formatting for double sided '**Interpoint**' embossing, and entry fields to define desired **characters per line** in field 'Chars', and **lines per page** in field 'Lines'.

Maximum number of characters per line, and Lines per page depend on paper size and also the margin settings below. In section "**Margins**" of the dialog window you can enter values for top, left, right, and bottom margin in your preferred units of measure, English, or Metric.

Sometimes you must change focus within this dialog from one entry field to another for values to adjust automatically to conform with calculations between paper size, margins and number of characters per line, and lines per page. Only if accuracy of values is correct, the "**OK**" button will become available.

Import Options [X]

Page Settings

☐ Keep original format

Pages: 6 Chars: 42 Lines: 25

Paper Size: Braille Paper (11.5 x 11 in) ▾ 11.50 " x 11.50 "

Orientation: ☒ Portrait ☐ Landscape

☐ Interpoint

Margins

Top: 0.75 "

Left: 0.50 " Right: 0.50 "

Bottom: 0.75 "

Braille Language: United States (Braille36 US) ▾

OK Cancel

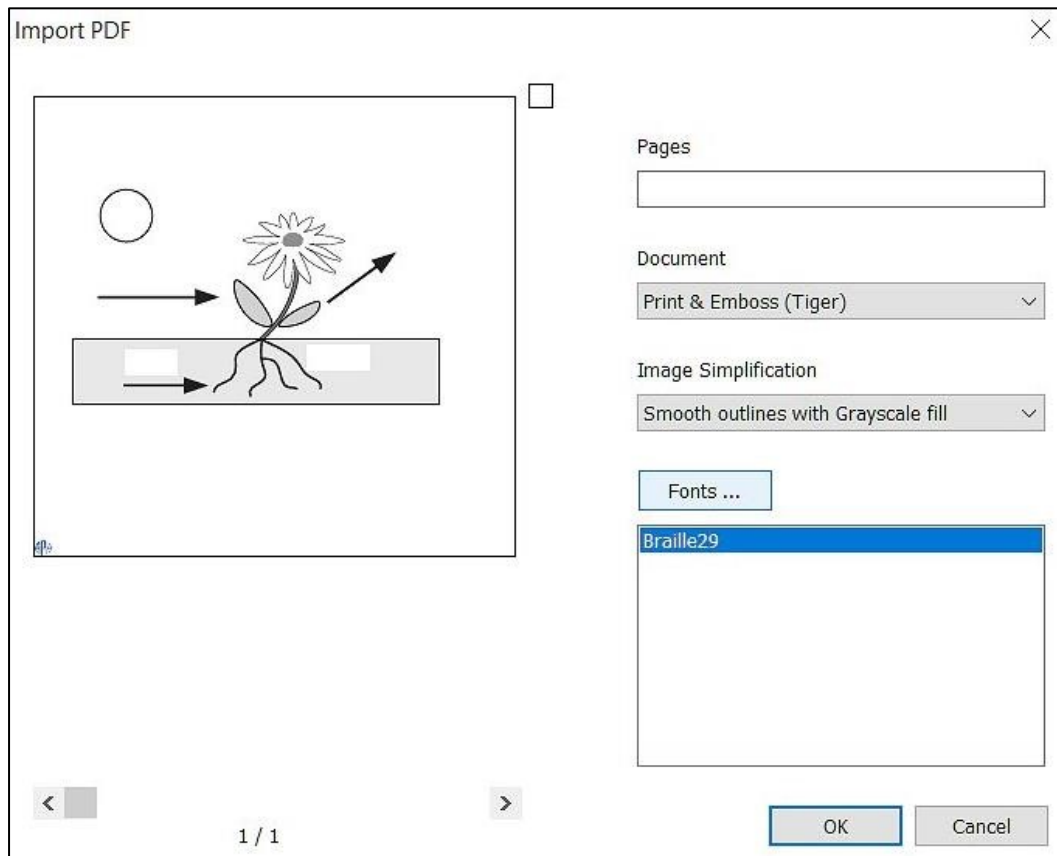
Finally on this "Import Options" dialog you can choose the **Braille language** that will apply to the text of the document you are opening. The expanded list at the bottom contains international 6 dot Braille, and 8 dot Computer Braille codes specified by the name of the country where they apply.

When all settings are correct, you can confirm with button "**OK**" at the bottom and next you will see the document opened in Tiger Designer. Or use the "**Cancel**" button to abort the process.

After opening these types of files, going through import options, the resulting document in Tiger Designer will have Tiger Designer generic file format with extension **TDSX**.

Import options on published format files

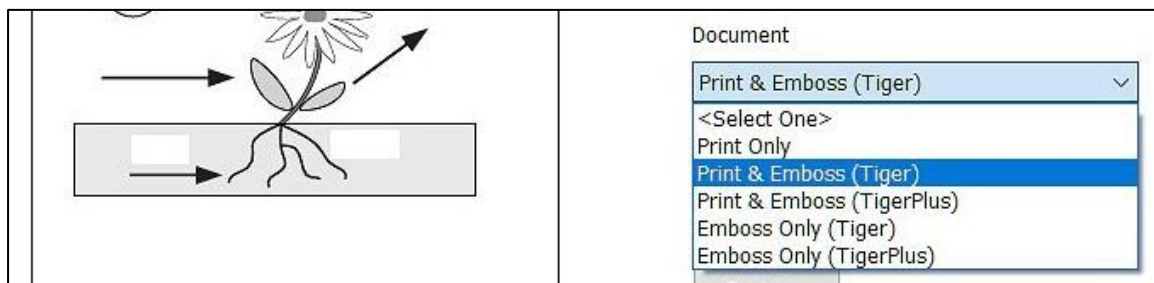
When opening files that contain graphics, such as published format files, PDF, you will get a different dialog, called "**Import PDF**". See a picture of this dialog below.



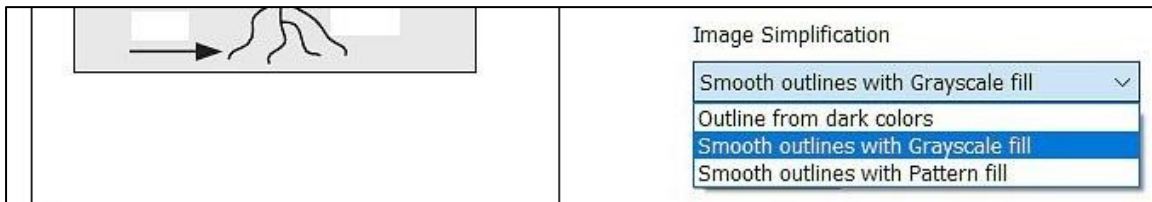
This dialog will show a **preview of document** content on the left side. Braille text will not be displayed here. The example of opening "Photosynthesis VAV.pdf" from "APH Tactile Image Library" is described in the following.

If you are opening a multi-page document, enter the number of pages you would like to import in entry field "**Pages**". If this field remains empty, only the first page of the document will be imported. Separate single page numbers with comma, a range of pages with a dash sign.

From expanded list "**Document**" you choose the type of document to create. The choices here are '**Print Only**', '**Print & Emboss (Tiger)**', '**Print & Emboss (TigerPlus)**', '**Emboss Only (Tiger)**', and '**Emboss Only (TigerPlus)**' as shown in picture below. The difference here between "Tiger", and "TigerPlus" is the resolution of tactile graphics dot placement and you should choose the type that is compatible to the ViewPlus embosser you are printing to. 'Print & Emboss (Tiger)' is selected in example here.



Another import option to choose is the "**Image Simplification**" mode. The list of choices is shown in picture below. Choose '**Outline from dark colors**' to have the imported graphics convert to high raised outlines where the original graphics show dark color outlines, and no fills at all. '**Smooth outlines with grayscale fill**' will convert outlines and fills depending on the darkness of coloring to variable tactile dot heights. Fills will be a solid fill of one tactile dot height corresponding to darkness of coloring. '**Smooth outlines with pattern fill**' will convert outlines depending on darkness of coloring to corresponding tactile dot height, and add tactile pattern fill corresponding to color to pattern mapping from currently selected data file in Tiger Designer pattern editor. 'Smooth outlines with grayscale fill' is selected in example here.



Within the bottom right area of the "Import PDF" dialog window you find **Fonts** information. The display field will populate with the names of fonts that are recognized by Tiger Designer from document to be imported.

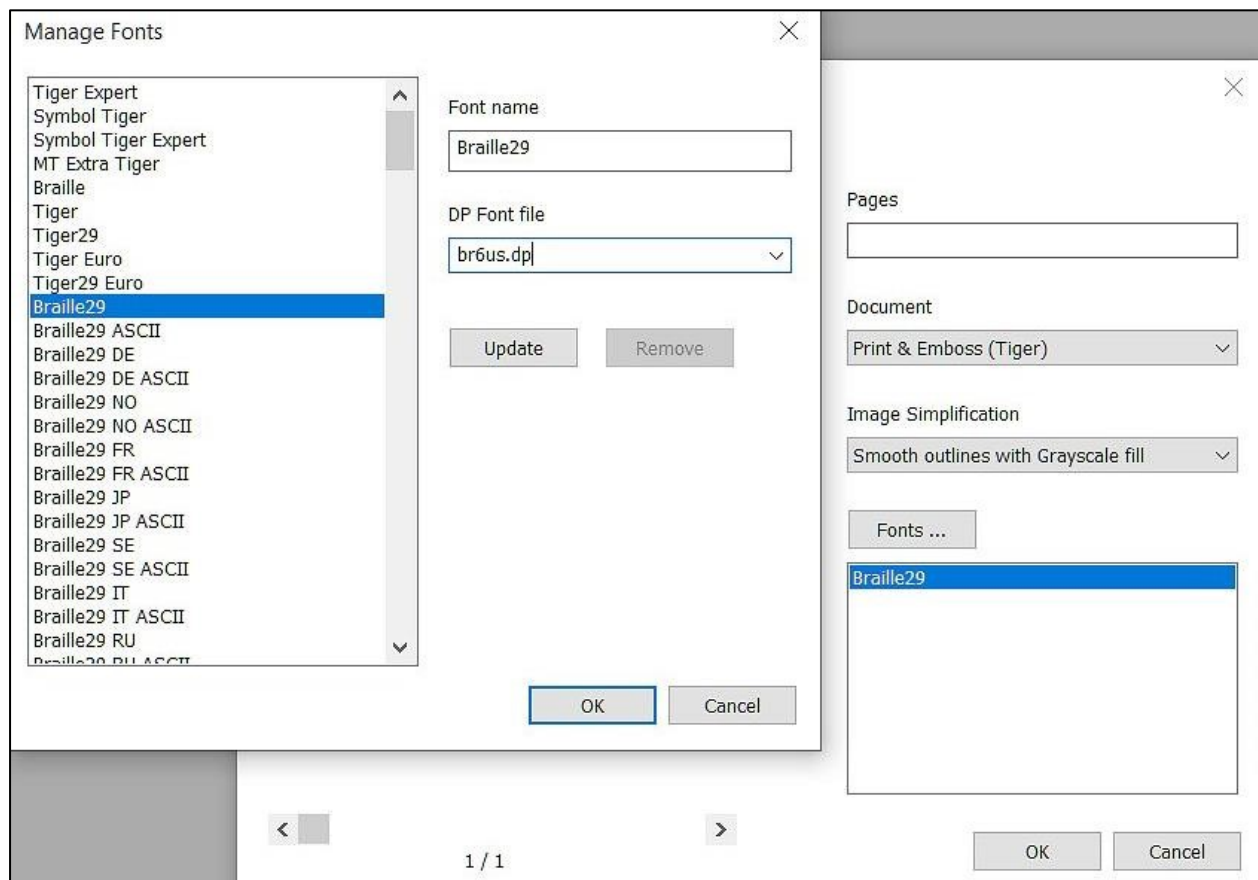
Ideally, a font name displayed here will replicate the same name that was used for the font within application from where the PDF document was created prior to the import in Tiger Designer. If not, you will see a generic font name "F" with a running number to it. In this case the result of import of such font is uncertain. The recognition of the true font name is important and additionally, it should be Braille ready fonts to ensure proper sizing and placement of braille dot patterns in Tiger Designer document after import.

The conversion of font characters from PDF document to resulting Braille dot patterns in Tiger Designer document will happen corresponding to Braille table coding of DP font file mapped to that font. This font mapping is saved in **Tiger Designer DP font manager**. To open this font manager, use button '**Fonts ...**' above the fonts display box.

The picture below shows the fonts manager window with "Braille29" font name selected, which is the only font found in PDF document to be imported here.

The fonts manager is already described in section V.E.1. above as part of Tiger Designer "Preferences" dialog, but here is the description again on this example.

The left list display in "**Manage Fonts**" window shows all Braille fonts by name that are currently available in system fonts. To the right you find an entry field "**Font name**" which displays the currently selected font name, here "Braille29". Below font name field you find "**DP Font file**" entry field.



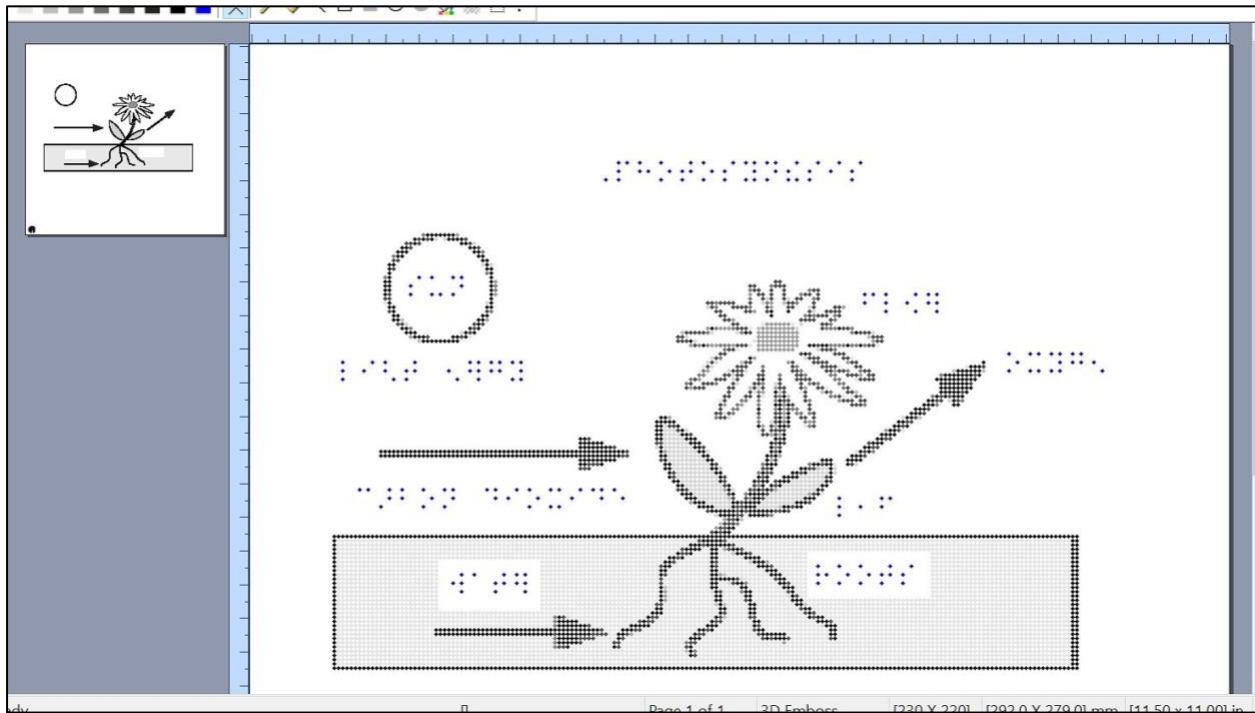
"**DP Font file**" entry field is populated with the name of the DP font file that "Braille29" is mapped to, here "br6us.dp". This is the data file defining US English 6-dot Braille patterns that will be placed for "Braille29" text characters on embosser data page.

The font file mapped to "Braille29" could be **changed** to another **DP font file** by expanding the list under "DP Font file" and selecting a different file name, for example "br6de.dp". Then select button '**Update**'. This would cause German 6-dot Braille patterns to be placed for "Braille29" text characters on embosser data page. The DP font file you choose must comply with the language used within the document.

If the document contains fonts that have not been mapped to any DP font file yet, you can **add** such by entering the name in "**Font name**" entry field from scratch. Then choose a font file from expanded list under "**DP Font file**", and select '**Update**'. Only do this for Braille ready fonts with corresponding sizing though, otherwise dot patterns will not emboss correctly.

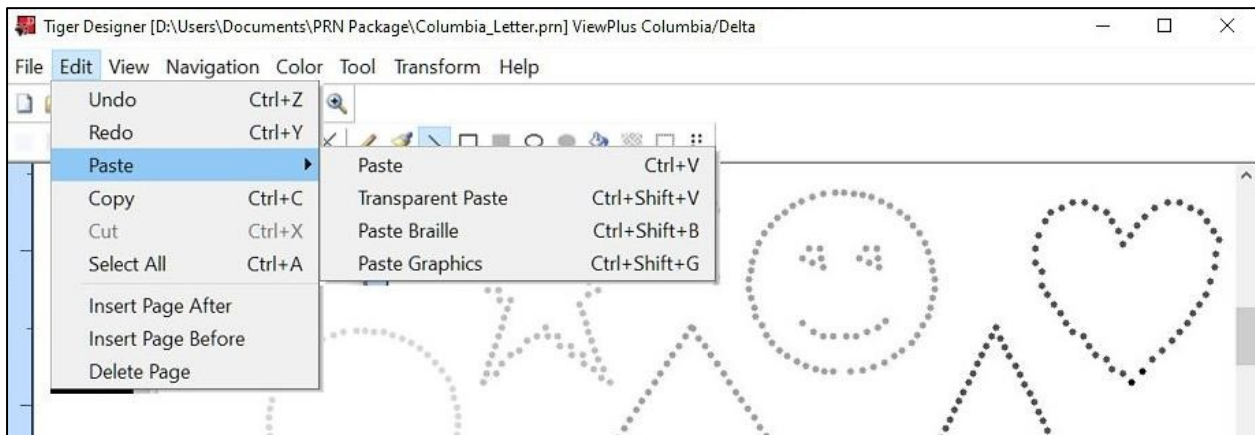
Font names that were added by the user can be removed again by using button '**Remove**' when corresponding custom font name is selected in list display to the left.

The picture below shows the imported document in Tiger Designer. In focus you see the emboss data of the document, and to the left the thumbnail view of the ink data page. The ink data page does not show any print text because the imported document did not contain any print text, only Braille text in font "Braille29".



V.E.2. Edit menu

The picture below shows the "Edit" menu in Tiger Designer and expanded submenu of menu item "Paste".



The commands of this menu are described in the following.

Undo: Command 'Undo' will reverse the last user action in Tiger Designer. Repeat this command to undo further actions.

Redo: This command brings user actions back that were undone previously.

Paste: This command will insert data from the clipboard. The data within selection frame will overwrite other data when pasting.

The clipboard may contain data that was copied to it from selection within the same document in Tiger Designer, or from selection within another Tiger Designer application window that may be open at the same time. Important is that the data was copied to clipboard immediately before trying to paste in Tiger Designer.

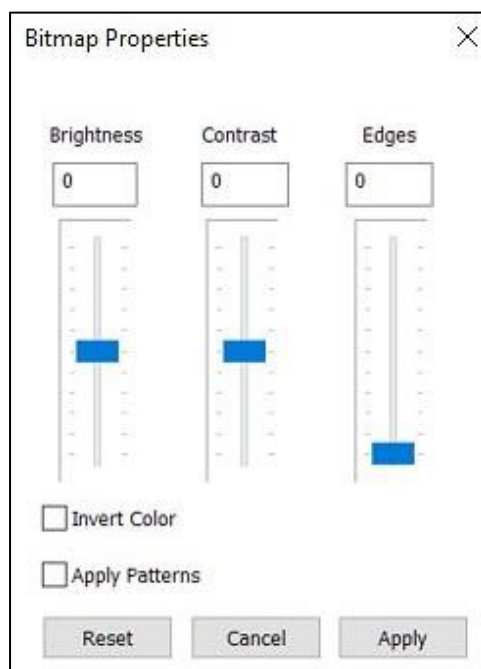
Pasting external content: The clipboard also might contain data from other applications, which will be handled in bitmap format. When pasting bitmap data **to an emboss page** within Tiger Designer, a dialog “**Bitmap Properties**” will pop up as seen in picture below. This dialog allows the user to adjust coloring characteristics of the graphic before final paste.

Bitmap Properties dialog window

Either use entry fields, or slider controls to change the value for “**Brightness**” of the image you wish to paste within the range of -100 to +100. The same value range is available for “**Contrast**”. “**Edges**” can be adjusted between 0 and +100.

Below these three controls, the dialog provides check boxes to apply “**Invert Color**”, and to “**Apply Patterns**”. Choosing “**Invert Color**” will reverse normal color to embossed dot height conversion, meaning it will cause lighter colors to convert to higher embossed dots, and darker colors to lower dots.

“**Apply Patterns**” will cause colors from original image to be replaced with tactile fill patterns instead of greyscale solid fills. The assignment of certain fill patterns replacing certain coloring is given by the current data file (extension DAT) selected within “**Pattern Editor**” found under “**Tool**” menu in Tiger Designer (see section V.E.6. below).



Button '**Reset**' at the bottom of the "Bitmap Properties" dialog will reset all values to default, button '**Cancel**' will cancel your adjustments and paste the tactile graphics without user adjustments, before closing the dialog, and button '**Apply**' will apply your adjustments to the tactile graphics being inserted into the document and will close the dialog.

Back to "Paste" submenu items:

Transparent Paste: This command will insert data from the clipboard with transparent background, leaving data visible behind the paste. Transparent paste can only be done pasting emboss data selection to emboss data page in Tiger Designer.

Paste Braille: This command will insert Braille text from clipboard content only in transparent paste mode.

Paste Graphics: This command will insert Graphic information from clipboard only in transparent paste mode.

Back to "Edit" menu items:

Copy: This command copies the currently selected data to the clipboard.

Cut: Cuts the currently selected data from Tiger Designer document and copies this to the clipboard. The selected area will be left blank after the cut.

Select All: The whole page currently in focus will be selected.

Insert Page After: Use this command to insert a page to the document after the page that is currently displayed.

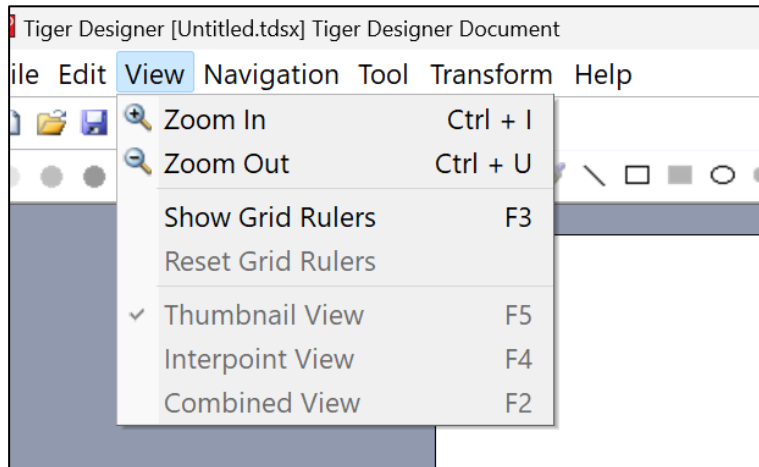
Insert Page Before: Use this command to insert a page to the document before the page that is currently displayed.

Delete Page: Use this command to delete the currently displayed page from the document.

NOTE: Editing on color data page is only possible in TDSX format. Commands 'Undo', and 'Redo' are not available when working on color data page, and all different paste commands will behave like a normal 'Paste'.

V.E.3. View menu

The picture below shows the "View" menu in Tiger Designer.



Zoom In: Use this command to zoom the view further into the page, creating a larger appearance of the view.

Zoom Out: Use this command to zoom the view further out of the page, creating a smaller appearance of the view, but therefore an overview of a larger area of the page.

Show Grid Rulers: Check this option to show the horizontal and vertical grid rulers along the edges of the page.

When grid rulers are shown, the user can set reference lines across the page by double clicking a point within the grid rulers. A single reference line will disappear when double clicking the same point within the grid ruler again. All reference lines of the page will disappear when choosing the following command.

Reset Grid Rulers: Select this command to have all reference lines across the page disappear.

Thumbnail View (activated in picture above): If the current view is showing a Color page, activating the Thumbnail View will create a small preview of the Emboss page on the right side within the main viewing area. If the current view is showing an Emboss page, activating the Thumbnail View will create a small preview of the Color page on the left side within the main viewing area, which is the case in above picture.

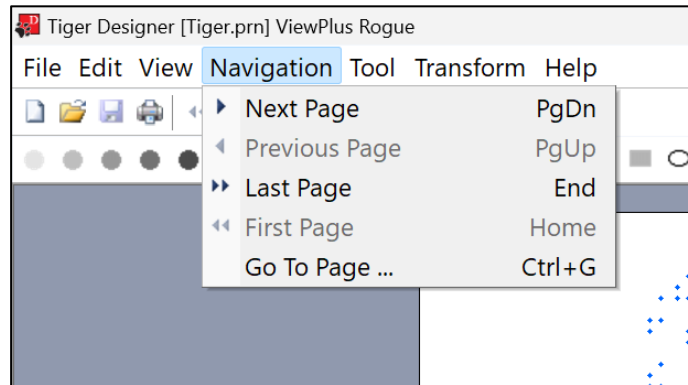
Interpoint View (activated in picture above): If working on files that can be printed double sided, this option provides a tool to see the placement of embossed dots from both sides of the paper combined.

Dots that would interfere between the top side and the back side of the page will be shown in red color. It helps to edit the data to eliminate interferences between front side and back side dots.

Combined View: This view shows a combined view of the ink and the embossed data of the same page. When activating the "Combined View", the "Thumbnail View" will automatically be deactivated.

V.E.4. Navigation menu

The picture below shows the "Navigation" menu in Tiger Designer.



Next Page: This option will switch the view to the next page of the document view.

Previous Page: This option will switch the view to the previous page of the document view.

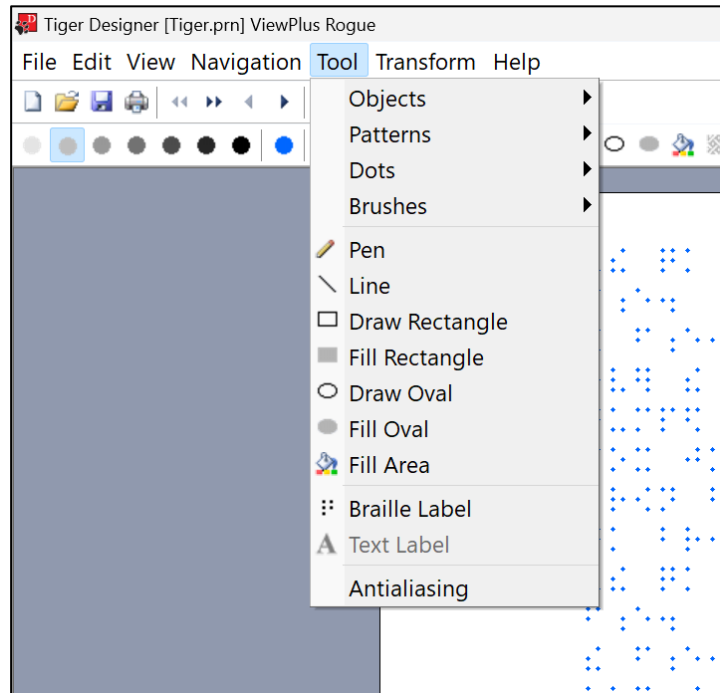
Last Page: This option will switch the view to the very last page of the document.

First Page: This option will switch the view to the very first page of the document.

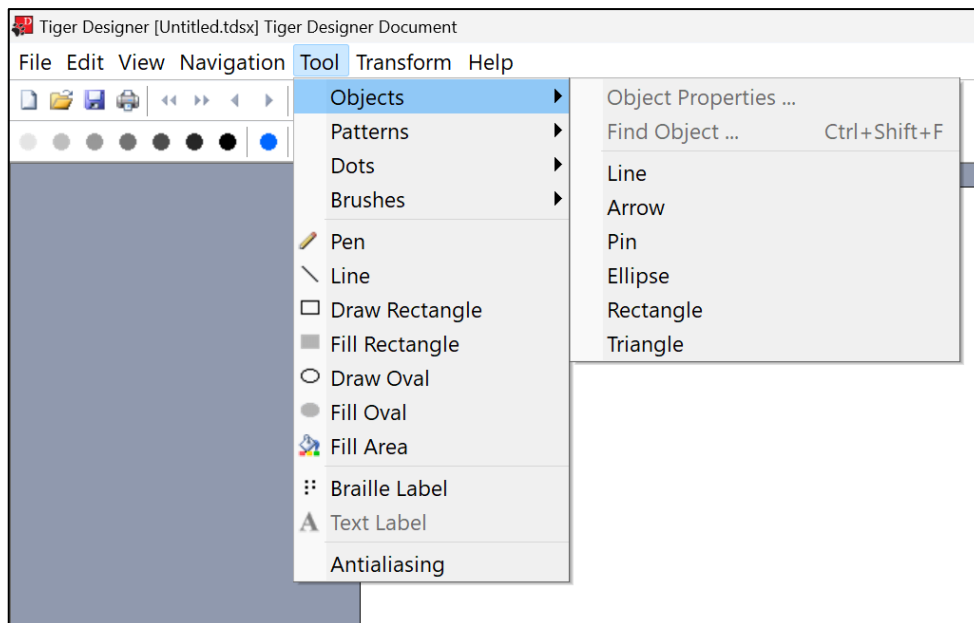
Go To Page: Use this option to jump to a specified page of the document. A window will pop-up to enter the desired page number. Please note, that the view will always switch to the Color page of the specified page number in case the document contains both color as well as emboss data.

V.E.5. Tool menu

The picture below shows the "Tool" menu in Tiger Designer and expanded submenus of item "Brush", "Pattern", "Line Width", and "Reduce Graphics Density".



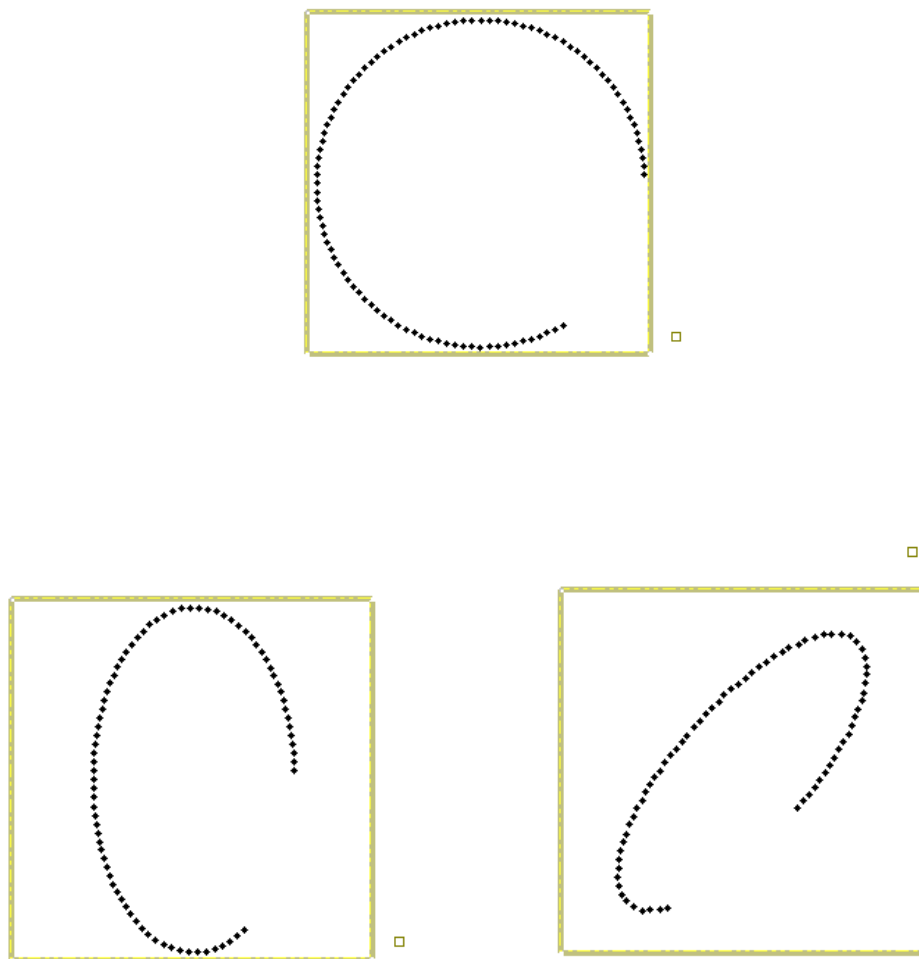
NEW FEATURE Objects: The tool menu now contains several **objects** that can be added and edited once they are placed on a page. Note: this object support only works when you are working with a **.tdsx with tiger plus format in tiger designer**.



NEW FEATURE Objects available include: Line, Arrow, Pin, Ellipse, Rectangle, and Triangle.

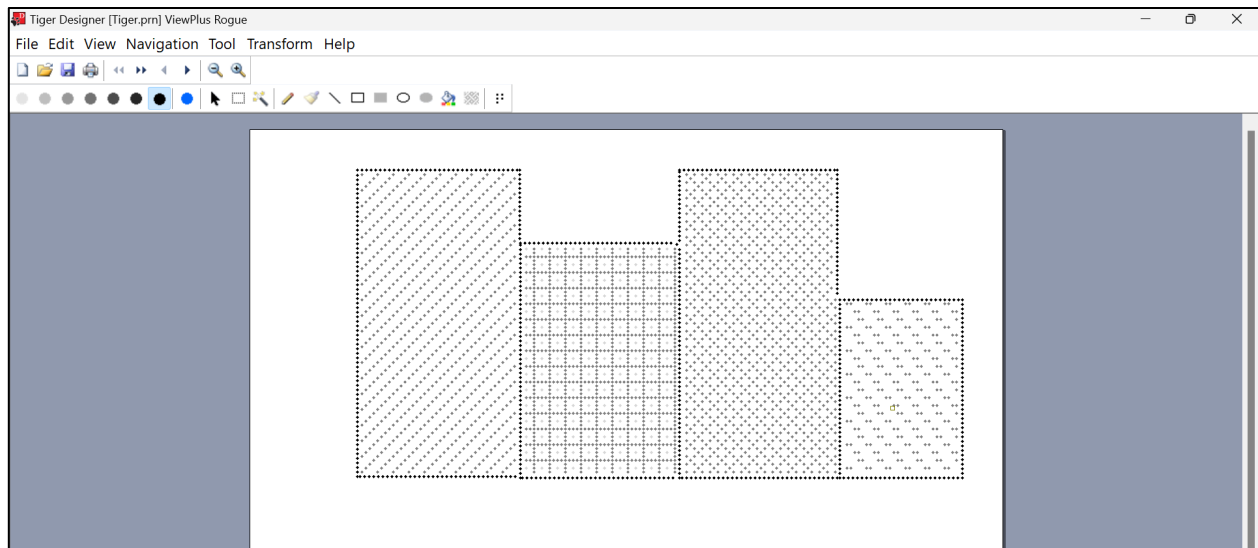
Each item can be edited for width, size, rotation, and aspect ratio by modifying the sides or corners.

Moving the mouse to each corner will allow different controls. Size is selected on the bottom edge of the object, width is on the right side, upper right corner is the rotation, and lower right corner is the amount of the object shown (for ellipse).



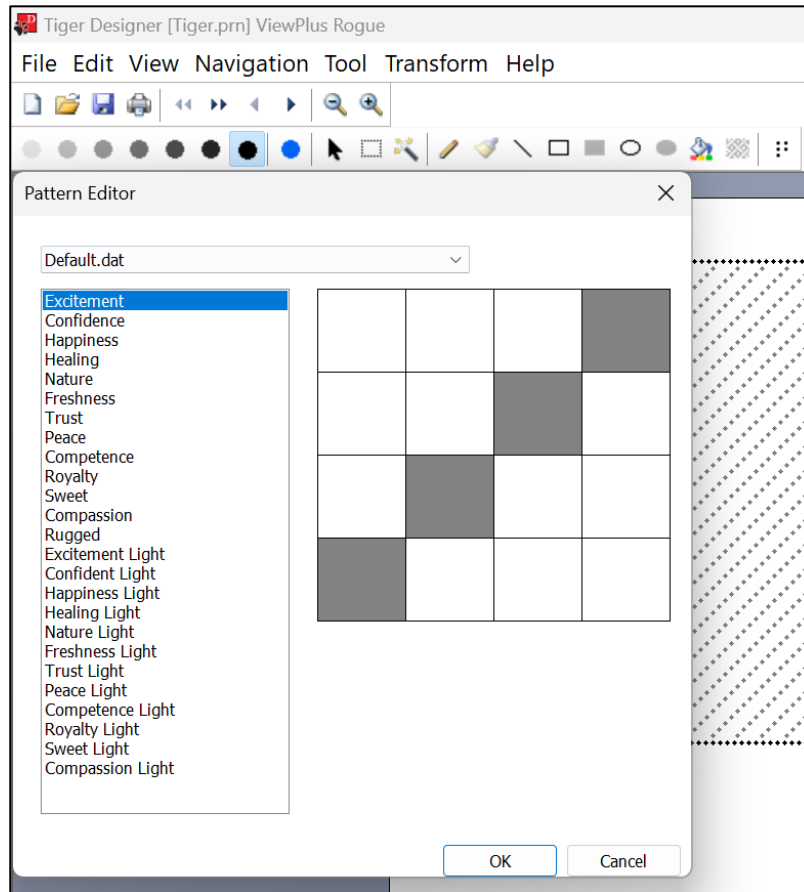
If you would like to flatten your objects once they are created this can be done from within the transform menu listed below.

Pattern: Additional to the variable dot heights on tactile graphics, tactile fill patterns provide a good way of representing different colors.



First item in Pattern submenu is the '**Pattern Fill**' tool command itself. This is also represented per icon within command tool bar of Tiger Designer application window.

When using the **pattern fill** tool, a window will occur first showing the **list of available patterns**. Select any pattern from the list and get a preview of a single pattern element to the right. Confirm your choice of which pattern to use with button '**OK**' and **click within the area** you would like to fill with this pattern in your document view. The picture below shows how the preview of one element of pattern named "Confidence" looks like, and how the filled area looks like where the preview element is repeatedly placed next to itself horizontally and vertically.



NOTE: The list of available patterns is dependent on the content of currently chosen pattern data file as explained next in item “Pattern Editor”.

Pattern Editor...: Selecting this item from “Pattern” submenu will open the “Tiger Pattern Editor” window. The first field at the top left shows the name of the **data file** containing currently displayed list of patterns below. To select a different data file, expand the list field and select item ‘**Browse ...**’. A standard file browser dialog will open to choose a different data file.

New patterns can be added to the list below by defining a **pattern name** in entry field below the data file name. Use button ‘**New**’ to add the name to the list. Then define the **size of a single pattern element** by manually changing the numbers in pixel X pixel entry fields to the right of the pattern name entry field. You can also change any other pattern from the list after selecting it by name. The currently selected pattern can be removed from the list using button ‘**Remove**’ to the right of button ‘New’.

To the right of the list field containing all names of patterns from currently selected data file, a **drawing canvas** is displayed which will show the **preview of one element** of currently selected pattern in a grid of dots defined by pixel X pixel size mentioned above.

Further to the right you will see a **preview of the pattern** as it appears when the single element is repeatedly placed next to itself horizontally and vertically within a **fill area**. To edit the appearance of the pattern, **change** the coloring of the dots **within the drawing canvas**. Select the desired color from the color bar above, representing embossed **dot heights** in **grey scale**, then select a dot within the grid on the

drawing canvas to be filled with that color. Instead of selecting the color from the color bar, you can use 'Pick' and select a dot within the drawing canvas to pick up the color from that dot. Any dot selected subsequently within drawing canvas will be filled with that color.

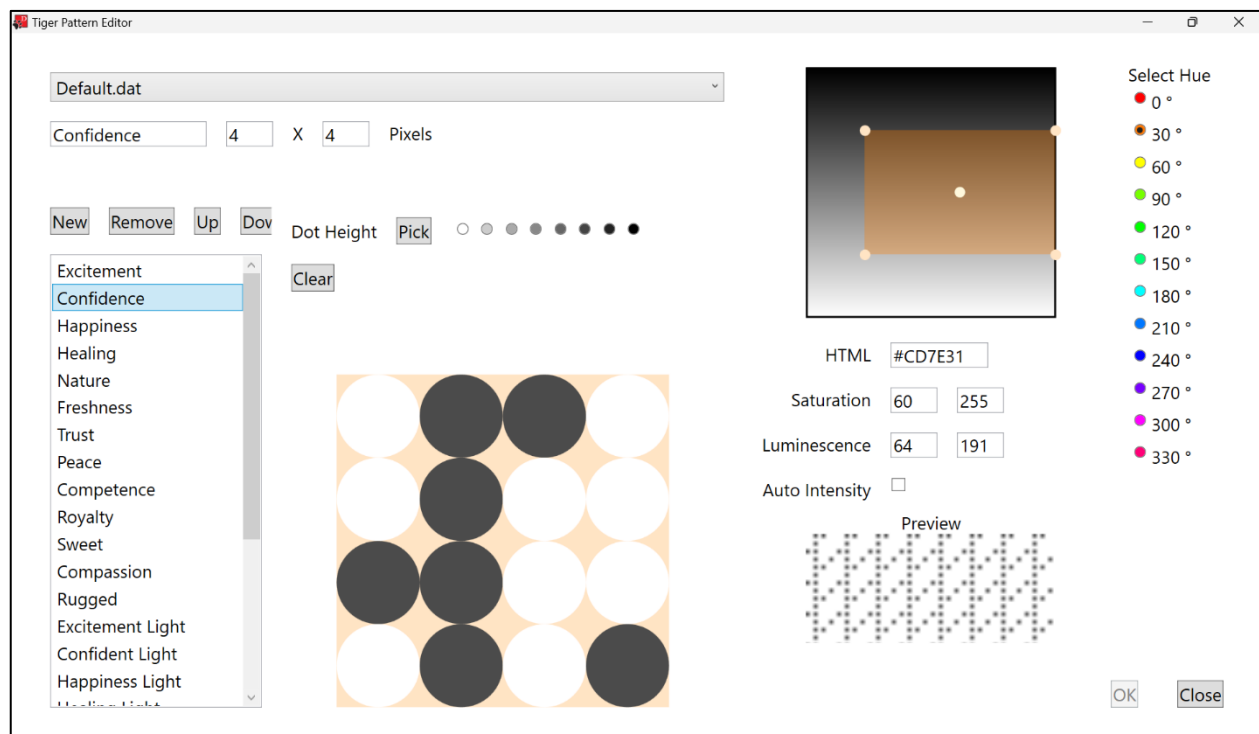
Above the preview on the right you have the opportunity to **assign** currently selected **tactile pattern** to a certain **true color**. You can adjust the applicable range of **saturation** and **luminescence** on selected **hue** by changing values From / To, or by changing the graphic color rectangle.

When 'Auto Intensity' is checked the dot height(s) within embossed tactile pattern will be adjusted to darkness of original coloring which is to be replaced by the tactile fill pattern.

The assignment of patterns to certain coloring will be saved within the data file named at the top left when using button 'OK' at the bottom right of the "Tiger Pattern Editor" window. To discard all changes made since opening the editor us button 'Close'.

The replacement of coloring with certain tactile patterns will be applied when selecting 'Apply Patterns' option upon pasting external content to an emboss data page in Tiger Designer.

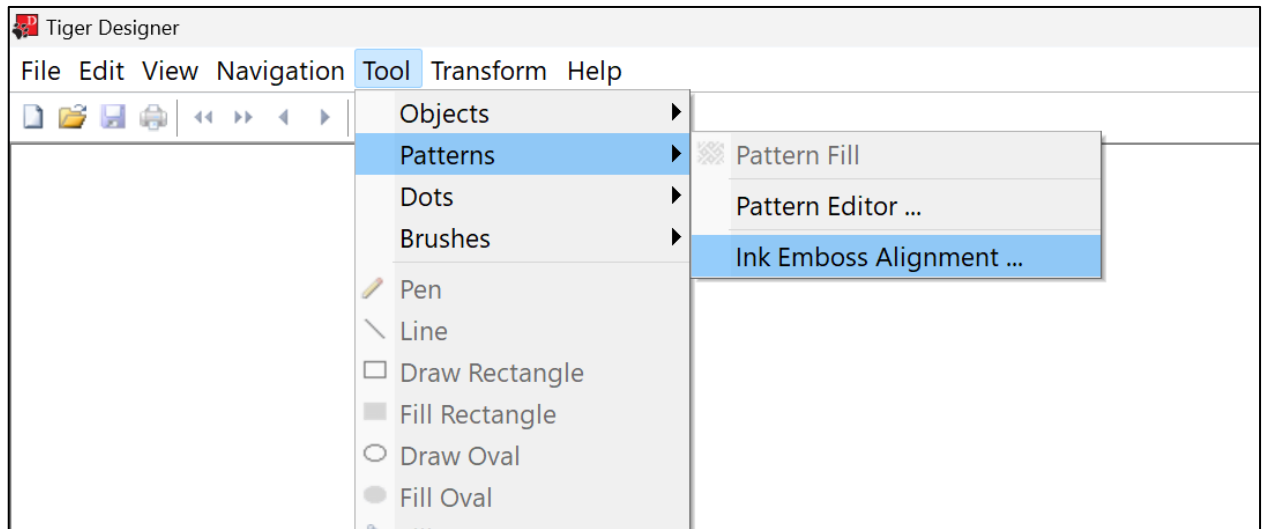
Another use case for applying patterns is when printing colored graphics to VP Rogue (both Sheet and Trac), VP Columbia, or VP Delta. Within 'More Options ...' of 'Tiger' tab in **printer properties** you can select option 'Apply Patterns' according to selected data file containing desired color mapping.



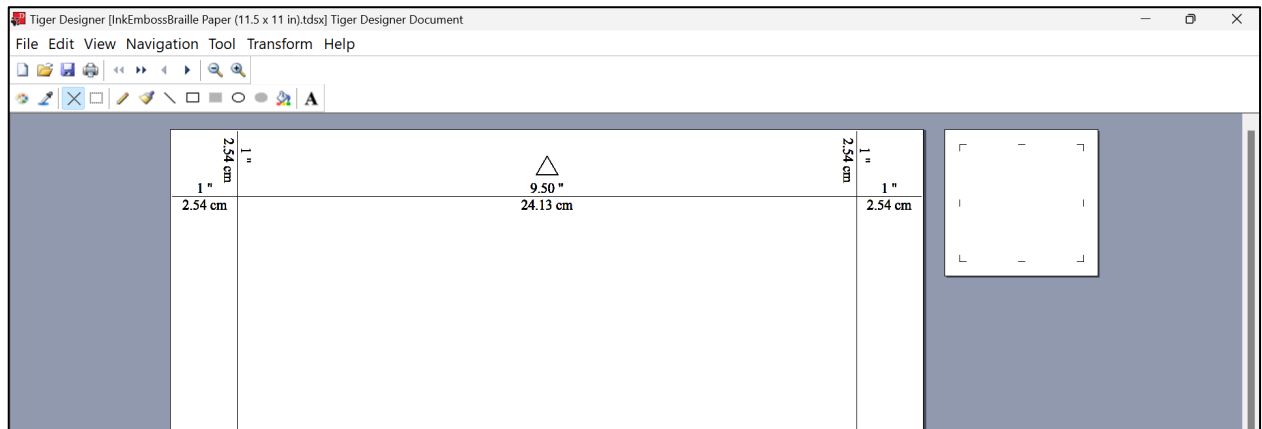
Back to "Tool" menu items:

Ink Emboss Alignment

Below is a screenshot of how to print the ink calibration page. You can find this setting under Tool > Patterns > Ink Emboss Alignment



The ink calibration page will give you an ink page and a tactile page that should align. If they do not align, you can adjust the ink page to match the tactile page by adjusting the page margins.



V.E.5.1. Dots **NEW FEATURE**

Dot Height 1 through Dot Height 7: Choose the required Dot Height from here to draw within an embossed page. Dot Height 1 through 7 represent embossed dot heights from lowest to highest graphic dot.

Text: Text color is used to represent Braille dots within an embossed page. These dots will emboss with setting "Braille dot height" from printer properties, or printing preferences applied. "Braille dot height" can be adjusted within "Tiger" settings of ViewPlus printer to 'Low', 'Normal', or 'High'.

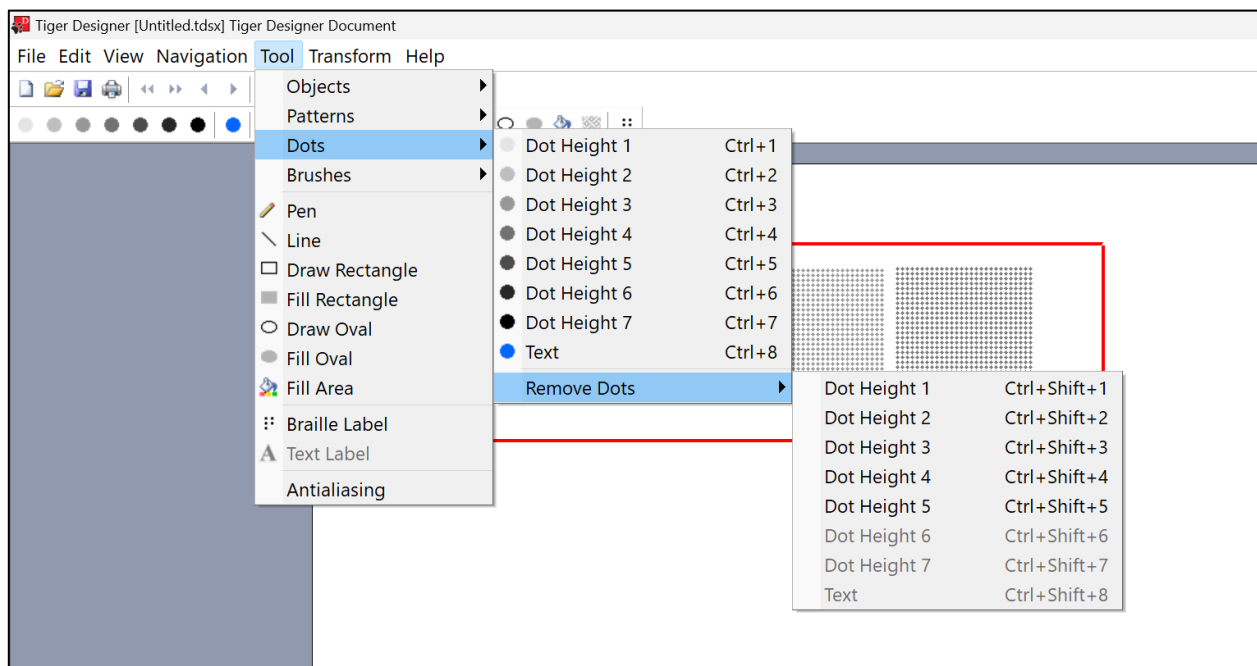
When working on color data page, the commands of this menu will show no effect. In this case choose the drawing color through the tool icons from the command bar '**choose a color**', or '**pick a pixel color**'.

Choose a color: This command is only accessible through the icon within the command bar when a color data page is in focus in Tiger Designer. It opens a separate dialog where the user can choose a drawing color out of the standard color palette or specify a custom defined drawing color.

Pick a pixel color: This command is only accessible through the icon within the command bar when a color data page is in focus in Tiger Designer. It provides a picking tool to pick a color from a pixel of the current displayed color page.

V.E.5.2. Remove Dots by Height

Removing dots by height can be found in the Tool > Dots > Remove Dots menu. This allows you to remove all dots of a specific height within a selected area.



This tool draws spots or lines of a defined width.

Within the Brush submenu, the dialog for **Brush Properties** can be opened. Select width, height, vertical and horizontal offset for the brush tool within this new window.

V.E.5.3. Other Draw Tools

Pen: This tool makes the drawing of single dots on mouse click possible. Hold the left mouse button while moving the mouse over the drawing area to create a freehand line.

Line: This tool allows the user to draw lines. While holding the left mouse button a preview of the line is shown. With release of the left mouse button the line will be drawn with current color selection.

Draw Rectangle: This tool allows the user to draw any size rectangle outline in selected dot color.

Fill Rectangle: Use this tool to draw a filled rectangle in currently selected dot color.

Draw Oval: This tool is similar to the rectangle tool, but will draw an oval outline instead.

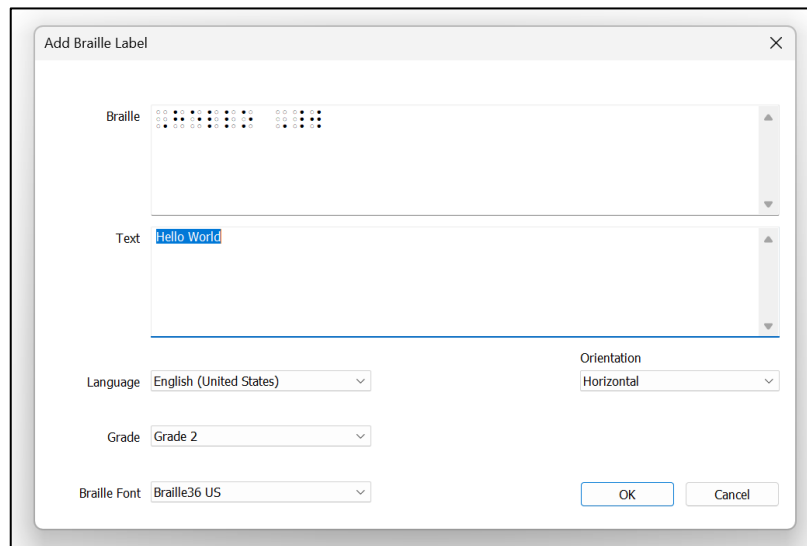
Fill Oval: This tool is similar to the fill rectangle tool, but will draw a filled oval shape.

Fill Area: Use this tool to add solid fill in currently selected dot color to any shape. This is especially useful for filling a free form shape drawn with the pen, but the outline must be completely closed. Just select this tool and click within the shape to be filled. Applicable to both the color page as well as the emboss data page.

Select Rectangle: Use this tool to draw around any shape to select for copy, cut or move. Use common drag and drop procedure to move the selected area, or follow common copy/cut and paste procedure like in mainstream programs. It is also possible to change ratio of sizing of the selected area by grabbing the frame with the mouse pointer and pulling while holding down the left mouse button.

Braille Label: A dialog window as shown in picture below will open to enter the Braille label text. Additionally, the desired **Braille Font** for text to Braille conversion should be selected from the corresponding drop down list, as well as the **Orientation** of the label to be inserted.

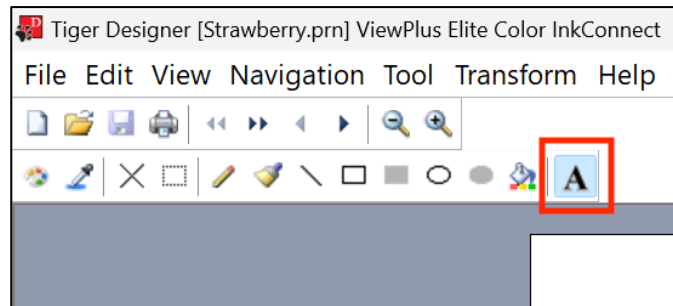
Type the desired text. To create a new line within Braille label editor press Ctrl+Enter.



Use button 'OK' to place the text in Braille within the Page view of Tiger Designer. As long as it is framed, it can be moved. When in final position, perform a mouse click pointing somewhere outside the Braille text label frame.



Added Tip: If you have an Ink layer, there is also a text label tool shown below. This allows you to add text to an ink layer similar to the braille tool for the tactile layer. To access the ink layer just click the ink page next to the tactile page to get the braille label feature added to the toolbar.



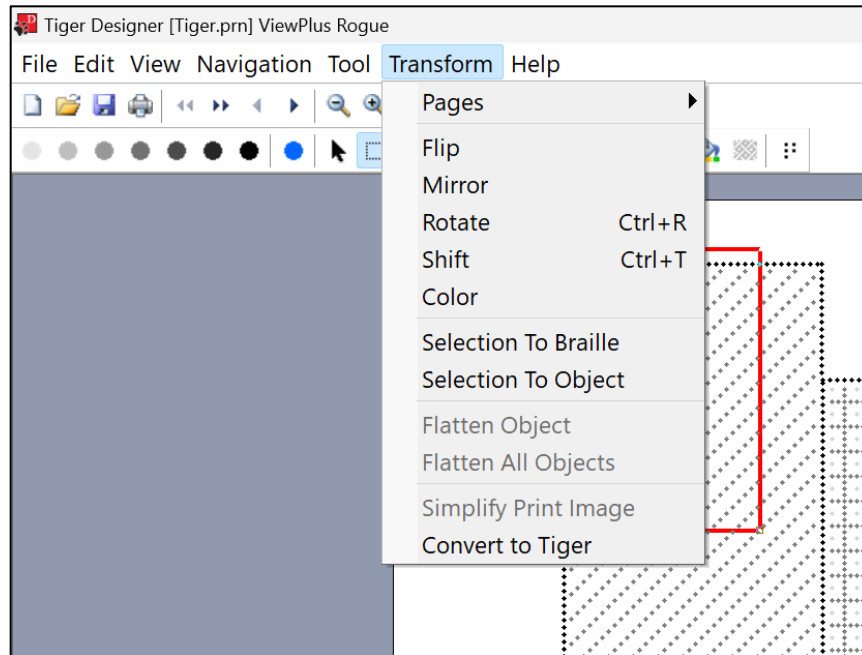
Line Width: This item has a submenu to choose the desired line width for line drawing tool or drawing tool for shape outlines. The line width can be chosen to a value between 1 and 10, which is the line width in number of embossed dots.

Lower Graphics Density: This option will lower the graphics density either on the entire page, or on selected areas. If selecting submenu item 'Entire Page' it will cause embossed dots density to reduce immediately on the entire page. If selecting submenu item 'Area' then you must select the area for the command to apply to next, for example a solid fill area where this action would reduce the density to like a chessboard pattern, only embossing every second dot alternating in each row and column.

Antialiasing: Antialiasing softens edges that otherwise might feel like hard corners due to limited resolution of the embossed dots grid. This will only apply when using drawing tools 'Pen', 'Line', 'Rectangle', and 'Oval' on emboss data page view. Use this menu item to toggle Antialiasing to be turned on or off.

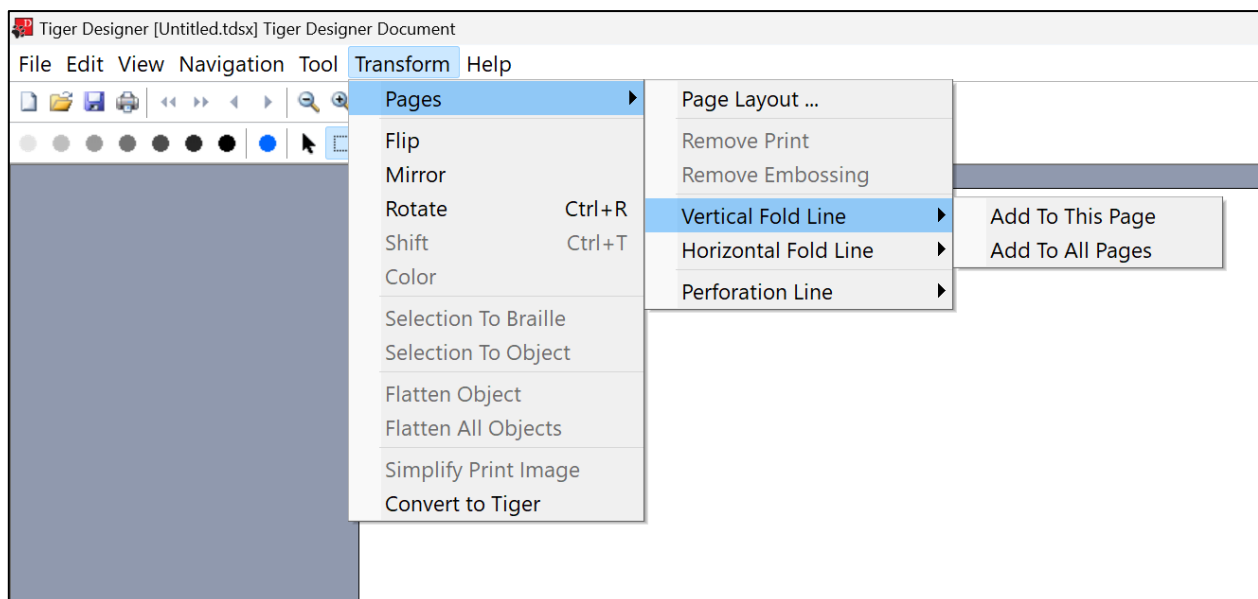
NOTE: When working on color data page, 'Pattern' tools, 'Braille Label', 'Reduce Graphics Density', and 'Antialiasing' are not applicable.

V.E.6. Transform Menu



NEW FEATURE Pages

- You can now view **Page Layout** and add a **Vertical Fold** and **Line Horizontal Fold Line** to a single page (**Add to This Page**) or **Add to All Pages**.
- Perforation Line** adds a continuous page line at the bottom of the page by default. If you have continuous tractor paper, you can add perforation lines to your page automatically. Perforation is used when you have a continuous roll of paper with



Flip: The selected area, or the whole page if there is no active selection, will be flipped over the top. The result is as if it would be mirrored on top edge.

Mirror: The selected area, or the whole page if there is no active selection, will be mirrored on left edge. The result is as if it would be flipped over the left edge.

Rotate: This will rotate the selected area, or the whole page if there is no active selection, 90 degrees in clockwise direction.

Shift: A window will pop up to enter values for the distance that the selected area should move horizontally and vertically. Positive numbers will move right, and up respectively. Negative numbers will move left, and down respectively. The user can select the units of measure between pixels, cm, and inch.

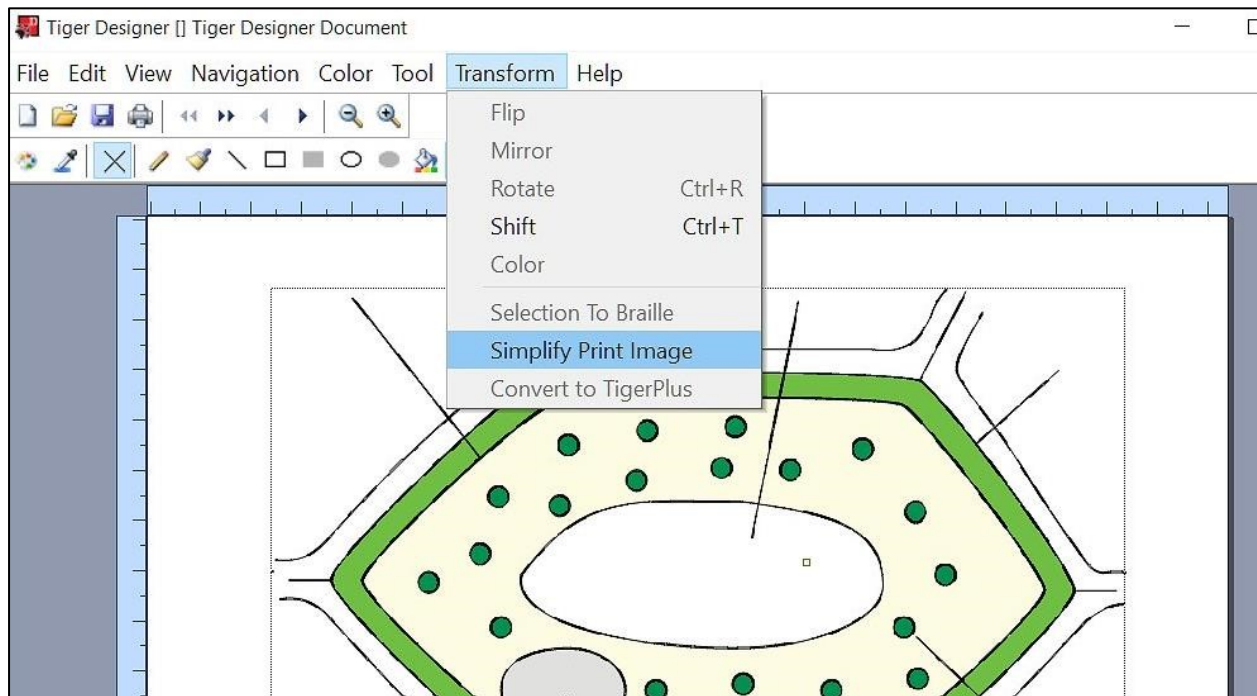
Color: This command is only active if data is selected within emboss data page in Tiger Designer. Color characteristics on selected area can be adjusted using the “Bitmap Properties” window features as already described earlier in section V.E.2. in conjunction with pasting external content, or as described again below on menu item ‘Simplify Print Image’. Please refer to either one of these two sources to learn more about the adjustments on coloring of tactile graphics.

Selection to Braille: This command will change all embossed dots within current selection on emboss data page view to show as Braille dots in blue coloring. This is useful as sometimes Braille text dots from documents that were created using third party products show in black dots in Tiger Designer, but the definition as Braille dot in blue coloring is needed for any ViewPlus embosser to apply Braille dot height setting from printer properties on hard copy output.

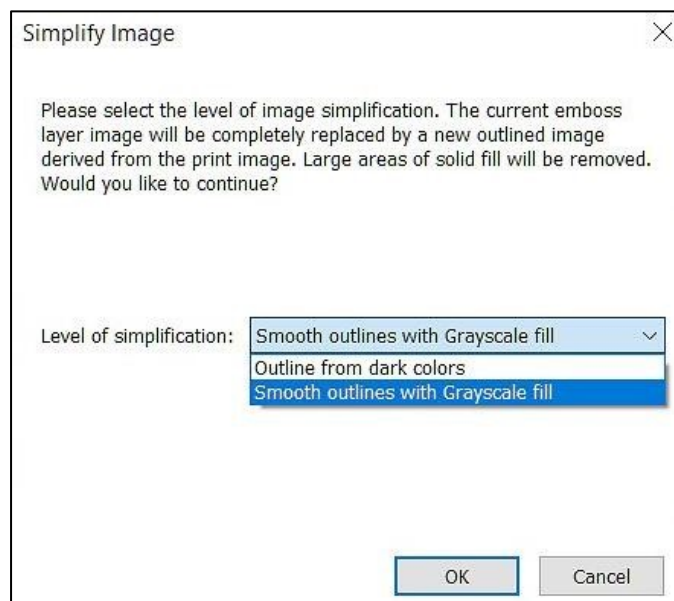
Flatten Object: If you have an object that you are happy with, you can flatten that image to the canvas to lock its ability to be edited moving forward.

Flatten All Objects: If you have several objects that you are using that you would like to combine into the canvas you can use the flatten all objects to remove the ability to edit all objects and place them all on the canvas.

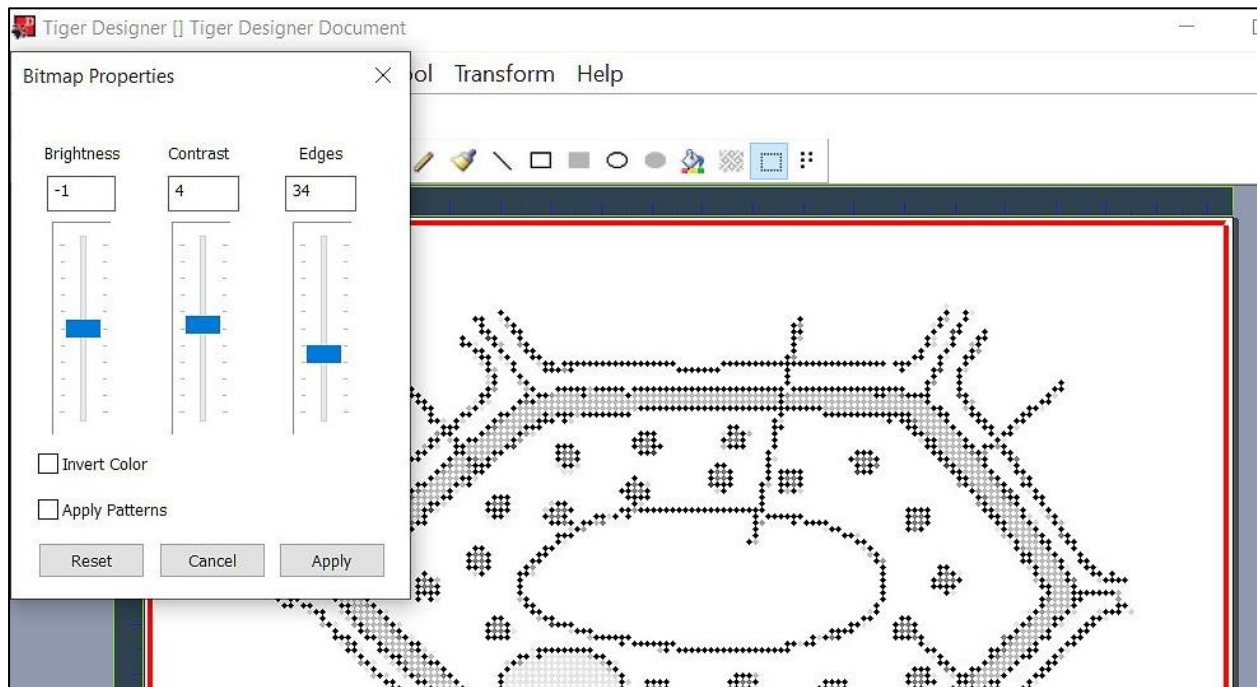
Simplify Print Image: This command is only available on TDSX documents containing both, color data page as well as emboss data page. Additional, the color page has to be in focus. A simplified image from the color page will be transformed to tactile representation on the emboss page upon choosing this command.



Upon calling command 'Simplify Print Image' a dialog window will open informing about the process of transformation. Within this dialog window as in picture below, the user needs to choose the desired "**Level of simplification**". Either choose 'Smooth outlines with Greyscale fill', or 'Outline from dark colors' which will result in black outlines only, without any fill. Select '**OK**' to confirm you choice, or select '**Cancel**' to abort the process.



Before final insertion of the simplified tactile image, window "Bitmap Properties" will pop up as seen in picture below. This dialog allows the user to adjust coloring characteristics of the graphic.



Either use entry fields, or slider controls to change the value for “**Brightness**” of the image within the range of -100 to +100. The same value range is available for “**Contrast**”. “**Edges**” can be adjusted between 0 and +100.

Below these three controls, the dialog provides check boxes to apply “**Invert Color**”, and to “**Apply Patterns**”. Choosing “**Invert Color**” will reverse normal color to embossed dot height conversion, meaning it will cause lighter colors to convert to higher embossed dots, and darker colors to lower dots.

“**Apply Patterns**” will cause colors from original image to be replaced with tactile fill patterns instead of using greyscale solid fills. The assignment of certain fill patterns replacing certain coloring is given by the current data file (extension DAT) selected within “Pattern Editor” found under “Tool” menu in Tiger Designer (see section V.E.6. above).

Button ‘**Reset**’ at the bottom of the “Bitmap Properties” dialog will reset all values to default, button

‘**Cancel**’ will cancel your adjustments and close the dialog pasting the tactile graphic as is, and button ‘**Apply**’ will apply your adjustments to the tactile graphics and will close the dialog.

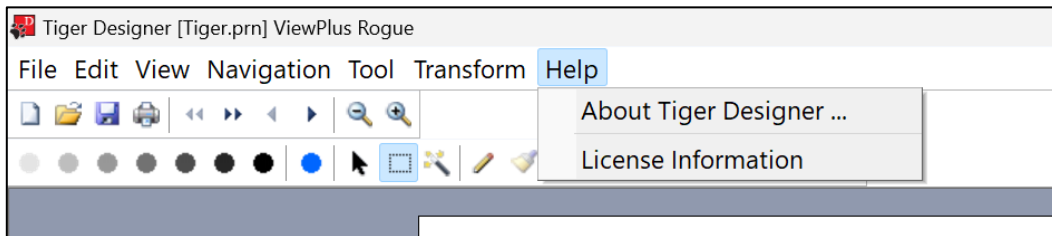
Back to “Transform” menu items:

Convert to Tiger, or Convert to TigerPlus: Depending on current canvas resolution, this command will convert the drawing canvas to 20 DPI Tiger resolution, or 100 DPI TigerPlus resolution. This is the accuracy for single dot placement. Tiger resolution allows to place dots in a fixed, square grid with 1/20 inch distance between dots. TigerPlus allows to place dots more randomly, in a loose grid with 100 DPI accuracy, but the distance between any two dots can never be less than 1/17 inch.

This option will only be enabled where applicable, and will be greyed out otherwise. A warning will occur if executing this conversion will affect your printing results.

NOTE: When working on color data page only command 'Shift', and command 'Simplify Print Image' will be available from menu "Transform".

V.E.7. Help Menu



About Tiger Designer: Selecting this menu item will open a window containing information about Tiger Designer, including version number, and TSS license number.

License Information: Selecting this menu item will open the ViewPlus License Manager where you find detailed information about your Tiger Software Suite license and activation.

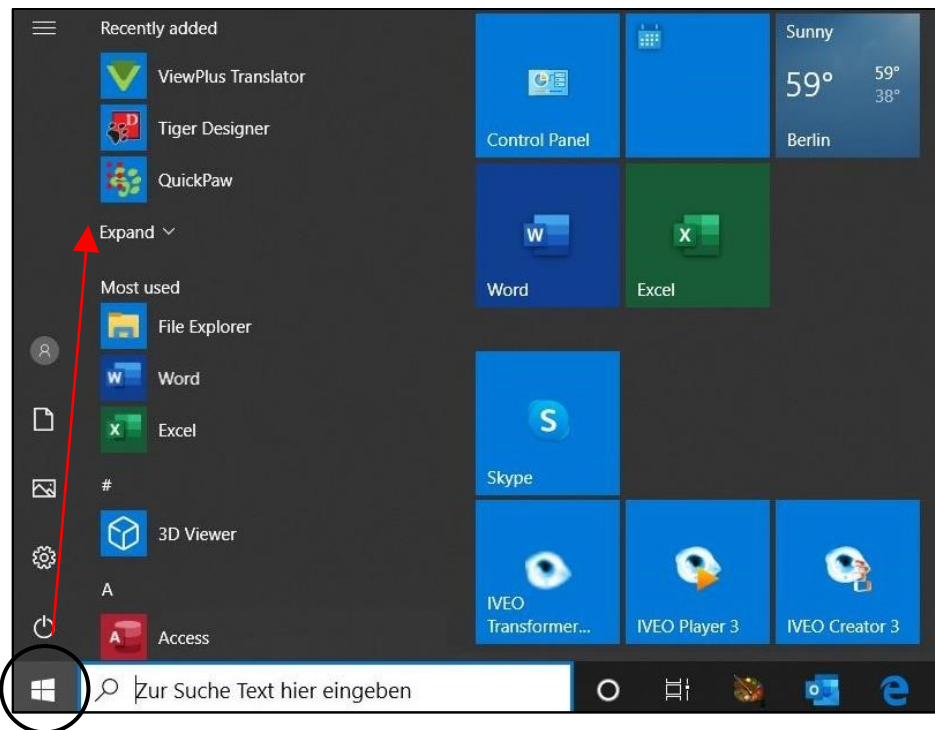
! Please refer to chapter III. of this document for instructions on how to use VP License Manager.

VI. ViewPlus Translator

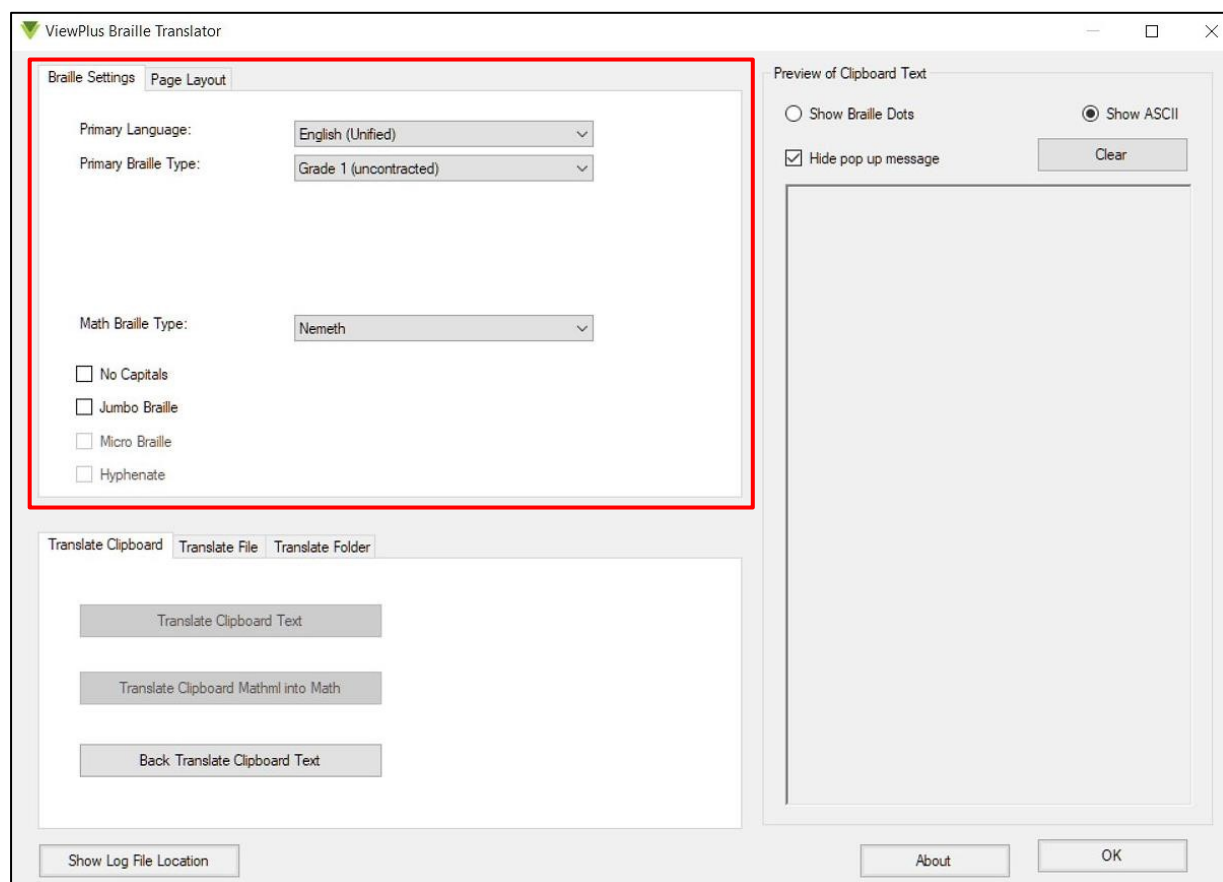
Tiger Office Add-in will be used for most text-to-Braille translations. In addition, TSS includes the ViewPlus Translator, which can be used as a text-to-Braille translator for working outside MS Office. It can translate editable text to Braille in programs not suited for Tiger Add-in. ViewPlus Translator can also convert clipboard text to Braille for pasting back into virtually any document under Windows operating system.

VI.A. Using ViewPlus Translator

After TSS installation the ViewPlus Translator can be found under ViewPlus program folder from Windows start menu, or at the top of the list under "Recently added". You may also type "Translator", or "ViewPlus Translator" within search field of Windows taskbar, which will lead to ViewPlus Translator program call.



When starting ViewPlus Translator, the main application window will appear as in picture below.



Use the first tab of upper left section of this window to define "**Braille Settings**" for upcoming translation. From list box '**Primary Language**' choose the Braille table to be applied for text to Braille translations, or Braille to text back translations. Additional '**Primary Braille Type**' offers the choice between uncontracted, or contracted Braille code, or any option available for selected Braille language. Some languages might give opportunity to define further options, which will appear accordingly in additional field.

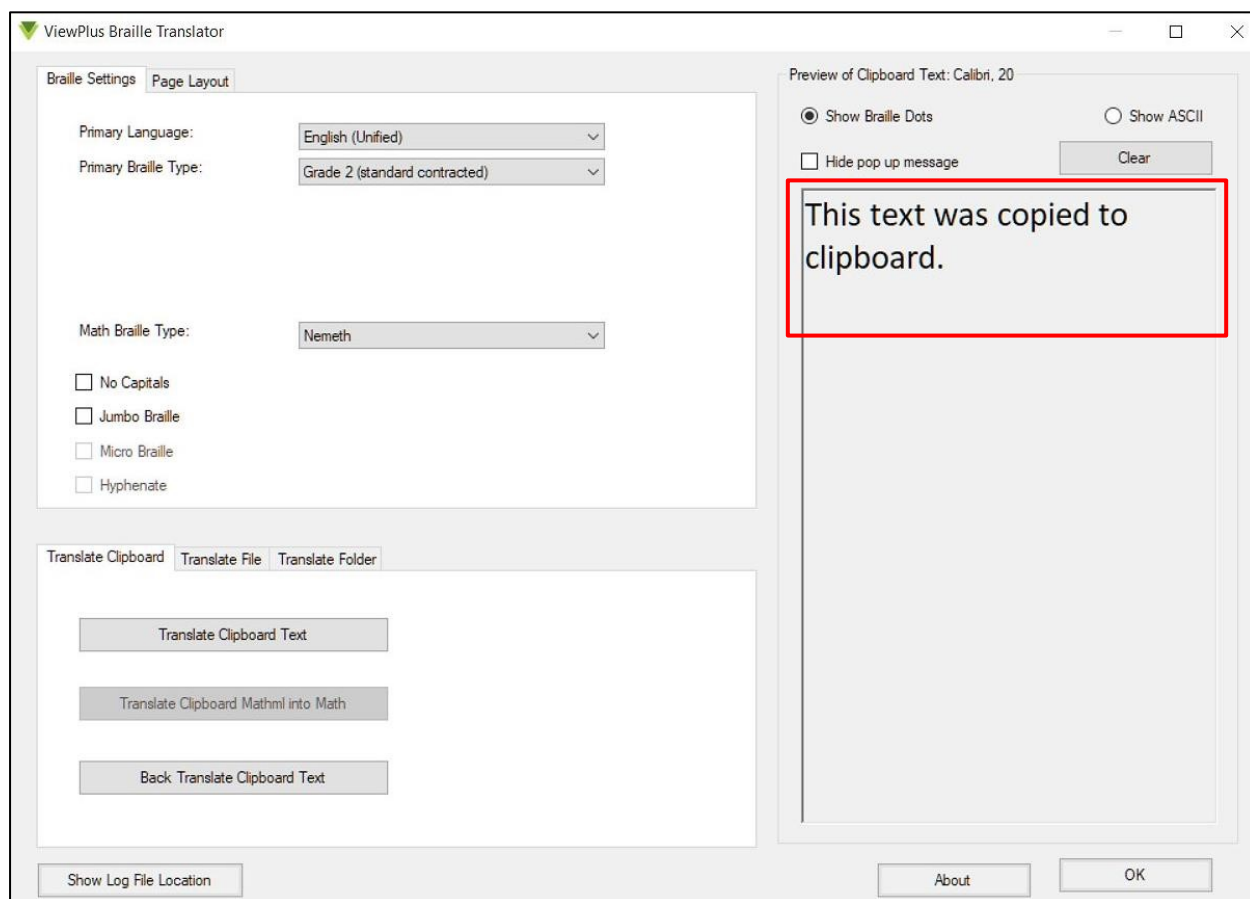
Further options for Braille output can be selected below. If desired, check option 'No Capitals', 'Jumbo Braille', 'Micro Braille', or 'Hyphenate'.

For translation of Mathml into Braille math, use setting '**Math Braille Type**' to define the desired Braille math code for translation.

If you need further information about Braille settings, please refer to section IV.C.1.1. of this manual, which talks about the same settings available within MS Office Add-in profile settings.

VI.A.1. Working with clipboard memory

One method to translate text to Braille from any Windows application is to **copy text to clipboard** using 'Ctrl+C' key combination when corresponding text is selected in application. As soon as text is copied to clipboard, it will appear in right side display field in **ViewPlus Translator** application window.

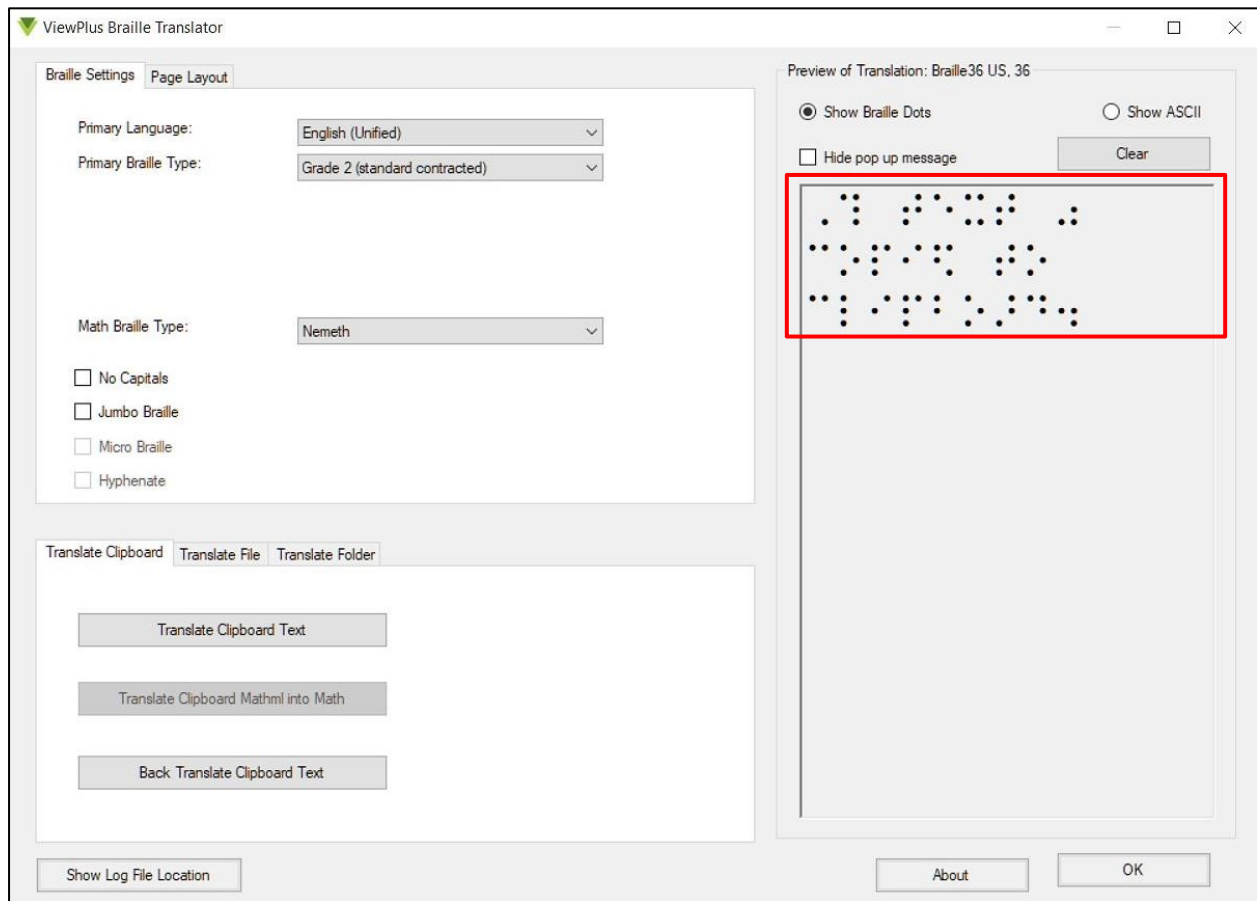


Within the bottom left area of application window, the Translator offers three function buttons on "Translate Clipboard" tab.

Translate Clipboard Text: Use this button to translate clipboard text to Braille according to selected options within "Braille Settings".

Translate Clipboard Mathml into Math: If Mathml was copied to clipboard, this button will be active to use for translating to Braille math according to "Math Braille Type" selected in "Braille Settings".

Upon using the translation function, the corresponding Braille text will be shown in display field to the right as shown in picture below.



If 'Hide pop up message' above the display field is not checked, additionally a pop-up message as shown in picture below will inform about using **paste** function (Ctrl-V) to paste the **translated text** from clipboard **back** into desired application.



Depending on selected option '**Show Braille Dots**', or '**Show ASCII**' available at the top right of the Translator application window, the translated Braille text will be shown in Braille dot pattern representation, or in ASCII character representation and will paste correspondingly into desired application. For embosser output it doesn't matter whether shown in Braille dot pattern, or ASCII character representation on screen, the embosser will produce Braille in dot pattern.

NOTE: To get correct dot spacing when printing to an embosser, make sure the font within the application you are printing from is formatted to required size for the applied Braille font, which is specified in font name, e.g. "Braille36 US" needs to be formatted to size 36.

Within the "ViewPlus Braille Translator" window, the Braille font name is given in title line of application window frame around the display field to the right. It says "**Preview of Translation:**" followed by the name of Braille font applied. This depends on Braille language settings. If the Braille in target application did not automatically paste in required font size, make sure to select all Braille text and use standard font size setting to change to size as specified in Braille font name.

Back to more controls within the "ViewPlus Braille Translator" application window:

Clear: Button at the right above text display field to clear this field.

Back Translate Clipboard Text: This third function button on tab "Translate Clipboard" within bottom left section of application window will have Braille code from clipboard translate back to standard print text. Current clipboard content is shown in display field of "ViewPlus Braille Translator". Braille code will be translated back to standard text applying Braille encoding corresponding to selections on "Braille Settings" tab.

If 'Hide pop up message' above the display field is not checked, additionally a pop-up message will inform about using **paste** function (Ctrl-V) to paste the **standard print text** from clipboard **back** into desired application.

VI.A.2. File translation

Another method to use "ViewPlus Braille Translator" for text to Braille translation is to translate entire files. Use tab "**Translate File**" from the lower left application window section to perform actions as described in the following.

Working Directory: Enter a path in entry field, or use button 'Browse' to the right to specify the working directory. The small button in between entry field and browse button will open a directory view into specified working directory.

Once a working directory is given, browse options for "Input File or Path:", and "Output File or Path:" will open file browser starting at working directory.

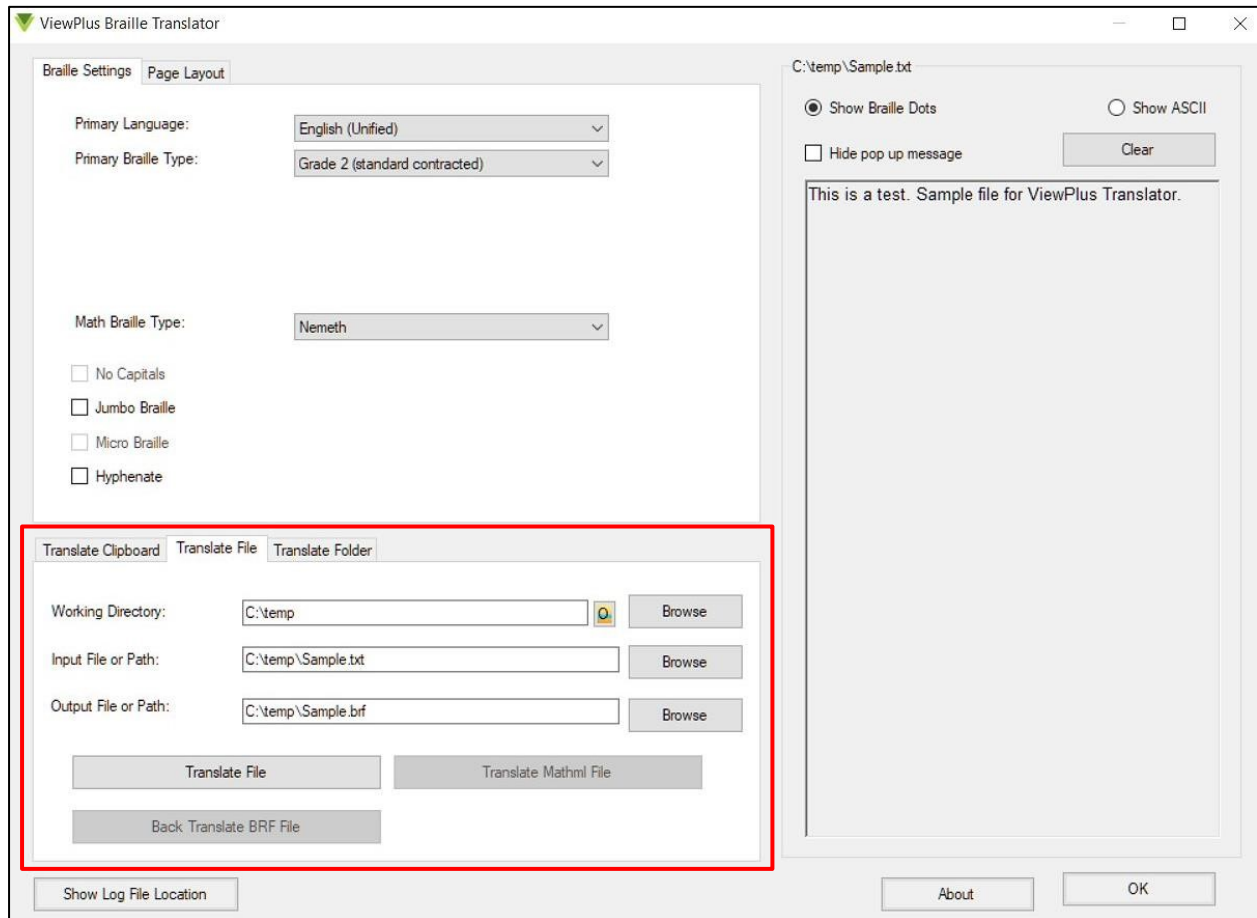
Input File or Path: Enter path and file name of input file in entry field, or use browse button to the right to specify the input file containing text that should be translated.

Use input file format *.txt if text to Braille translation from file is desired, and use input file format *.xml if translation of Mathml file is desired. Please make sure, input file encoding scheme is either 'Plain Text', or 'UTF-8'.

If back translation of BRF file is desired, use input file format *.brf.

Output File or Path: If output file text field is left empty, a default file name will be provided upon selecting the input file. Default output file name will be the input file name with added extension *.brf, *.txt, or *.xml, depending on input file format being chosen. If output file name already exist, a running number is added to the file name.

To choose a custom location to save result of file translation, enter path and file name of output file in entry field, or use browse button to navigate to desired output file location.



The picture above shows tab "Translate File". The display field on the right shows content of currently selected input file to be translated. The three function buttons on "Translate File" tab will perform translation actions as follows.

Translate File: Use this button to translate an input *.txt file to Braille text according to selected options within "Braille Settings". Resulting Braille text will be saved in output file format *.brf.

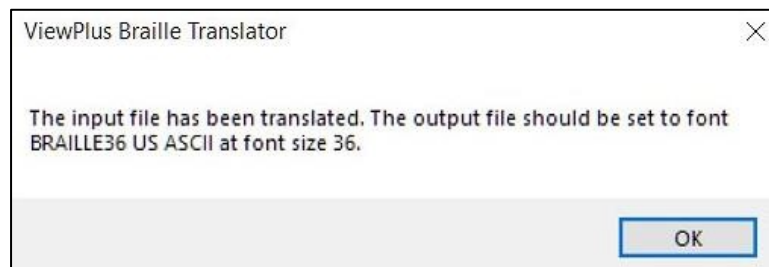
Translate Mathml File: Use this button to translate an input *.xml file containing Mathml, applying Math Braille Type according to selection under "Braille Settings". Should this button appear disabled, make sure your input file type is XML, and repeat selection of "Math Braille Type" if necessary.

NOTE: If a pop up message warns about a problem during translation, please check and make sure the input file encoding is set to 'Plain Text', or plain 'UTF-8'.

Back Translate BRF File: Use this button to back-translate from *.brf to plain text (*.txt) file. Braille code will be translated back to standard text applying Braille encoding corresponding to selections in "Braille Settings" above.

NOTE: In general when performing any of the three translation functions, if the output file already exists and you choose to overwrite this, make sure it is not still open somewhere in other application which would yield to an error.

If 'Hide pop up message' is not checked, file translation actions will also induce pop up messages to inform about necessary font formatting within output file.



Additional to the above there are general application buttons at the bottom of "ViewPlus Braille Translator" window:

Show Log File Location: This button will open file browser at log file path location. The path will also be shown to the right of this button. Log file 'TSSTranslator.log.txt' contains listing of debug messages generated by Translator program.

About: This button will open a window containing information about ViewPlus Braille Translator like version number, and TSS license number.

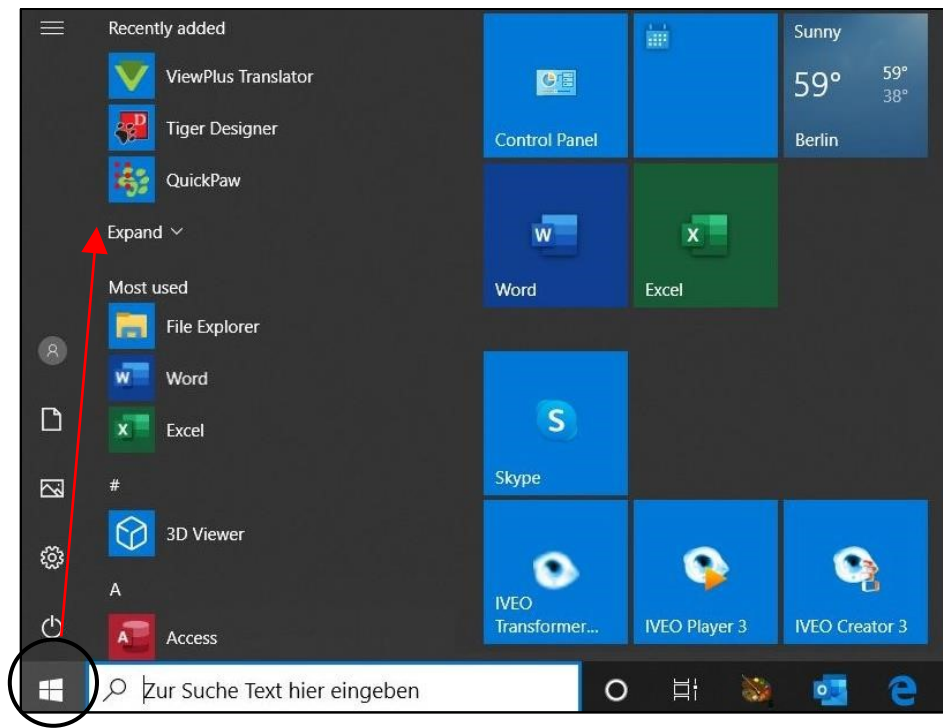
OK: Use this button to close the application.

VII. QuickPaw

QuickPaw is an 8-Key entry mode for typing Braille dot patterns on any standard PC keyboard. It utilizes keys 'f', 'd', 's', 'a' for dots 1, 2, 3, 4, and 'j', 'k', 'l', ';' for dots 5, 6, 7, 8 when typing 8-dot Braille. When typing 6-dot Braille it utilizes 'f', 'd', 's' for dots 1, 2, 3, and 'j', 'k', 'l', for dots 4, 5, 6. This refers to a standard English language computer keyboard layout.

VII.A. Using QuickPaw

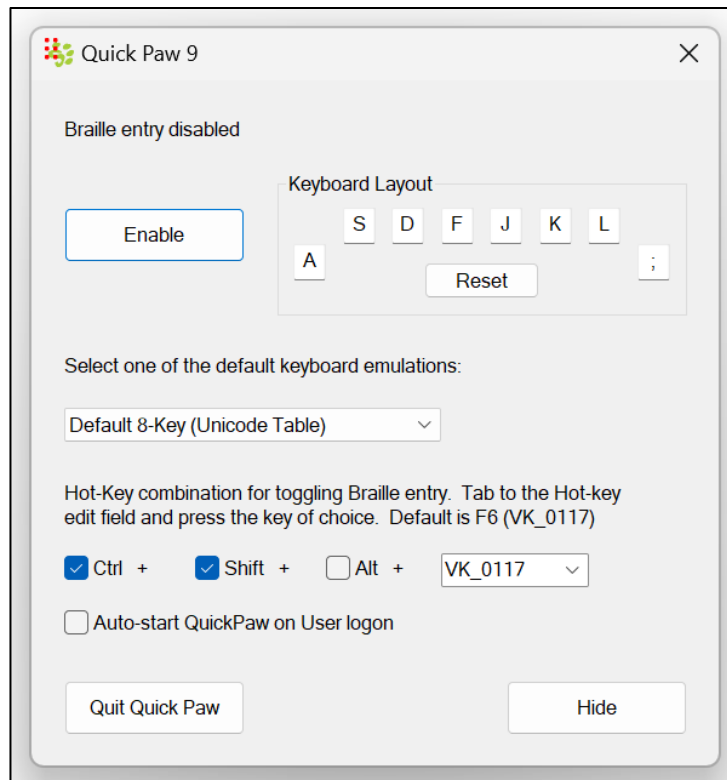
After TSS installation QuickPaw can be found under ViewPlus program folder from Windows start menu, or at the top of the list under "Recently added". You may also type "QuickPaw" within search field of Windows taskbar, which will lead to ViewPlus QuickPaw program call.



When starting QuickPaw, the main application window will appear as in picture below.

First you can read a status information about whether QuickPaw is currently disabled, or enabled. Below this status information you find a button functioning like a toggle switch to enable/disable QuickPaw.

When enabling QuickPaw entry, the keyboard entry is switched immediately to Braille dot pattern entry mode in any Windows application. Assignment of keys is as described in introduction to this chapter above.



In about the center of the application window you find a drop down list field to "**Select one of the default keyboard emulations:**". The selection from this list will define the dot pattern to ASCII character conversion of what you will be typing. Within this list you find 6-Key, or 8-Key international **keyboard emulation modes**. It's best to select the one that confirms to Braille code of the **language** you are typing.

NOTE: Make sure that QuickPaw Braille entry is disabled at the time when you switch to another keyboard emulation mode.

Additionally, within application where you type Braille code, make sure to have localized Braille screen font in size 36 selected at cursor position. Localization abbreviation in font name should be matching to the language you are typing. When typing 8-dot Braille, you need to use a Computer Braille font. When typing 6-dot Braille, you can use a Braille36 font, or a Computer Braille font. Both will need to be set to font size 36 to ensure proper dot spacing on Braille print output, and correct character recognition through screen readers.

The two pictures below show the word "Hello!" in Braille. In top picture 6-dot US Braille was used with screen font "Braille36 US", and in bottom picture 8-dot US Braille was used with screen font "Braille US Computer". Both times the font size is set to 36.

One more option to select by checkbox within QuickPaw application window is '**Auto-start QuickPaw on User logon**'. Check this if you would like QuickPaw to start automatically as soon as you log on to your computer, otherwise leave it unchecked.

At the very bottom of the application window you find two buttons.

'**Hide**' at the bottom right to hide QuickPaw in the background, leaving only an icon within the hidden icon section of Windows taskbar.

'**Quit QuickPaw**' will quit the program and disable Braille entry should it be enabled at that time.

VIII. ViewPlus Support

The support section of ViewPlus website will lead you to online information and resources like product manuals, tutorials, FAQs, or the ViewPlus knowledge base for help on specific topics.

The knowledge base can also be accessed directly at <https://support.viewplus.com/kb/index.php> .

If you need to submit a support ticket to get personal help from a ViewPlus support representative, please go to "Support Tickets" under support section of ViewPlus website and choose to open a ticket, or use this Support Desk to check on status of any current tickets that you own.

The direct link to the support ticketing system is <https://support.viewplus.com/> .

Additional training and support is available for purchase through your authorized ViewPlus distributor or from ViewPlus Technologies.

ViewPlus Technologies, Inc.

1965 SW Airport Ave.

Corvallis, OR 97333

Toll free phone number: 866.836.2184

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