Nuffield Centre Dyspraxia Programme NDP3®

NDP3® Speech Builder

User guide

Thank you!

Thank you for choosing NDP3® Speech Builder. We hope that you will find it a very useful therapy resource.

Installing the software takes just a few minutes and you'll be able to start creating engaging, targeted materials straight away.

If you have any comments or suggestions, we would be delighted to hear from you at info@ndp3.org.

Web Help   www.ndp3.org/ndp3-speech-builder-help/

Download NDP3   You can install Speech Builder from the CD or
Speech Builder   using the downloads on the Web Help page -
                             please follow the guide in the section "Installing
                             NDP3 Speech Builder for the first time."

Email Help   info@ndp3.org

                             **Please note: technical support is provided
                             most effectively online or by email.**

How to install NDP3 Speech Builder
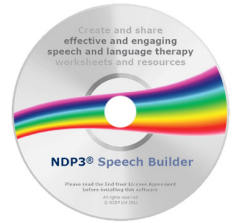
This software is for Windows and Mac.

Please read the End User License Agreement at the back of this user guide.

You can install the software from the CD or from the downloads on our web site at:

www.ndp3.org/ndp3-speech-builder-help/

See the section "Installing NDP3 Speech Builder for the first time."

The CD is not required to run the software.

Windows

- Insert the CD (or use the downloads).
- Locate the file **AdobeAIRInstaller.exe** and double-click it. Follow the on-screen instructions.
- Once Adobe AIR is installed, locate the file: **NDP3_Speech_Builder_113.AIR**.
- Right-click the file and click on the 'Install' option. Follow the on-screen instructions.
- Windows will add a Speech Builder icon to your desktop.

Mac OS X

- Insert the CD (or use the downloads).
- Locate the file **AdobeAIR.dmg** and double-click it. Follow the on-screen instructions.
- Once Adobe AIR is installed, locate the file: **NDP3_Speech_Builder_113.AIR**.
- Right-click the file, click 'Open With' and choose 'Adobe AIR Application Installer'. Follow the on-screen instructions.
- The software is installed into the Applications folder. You can add it to the dock by dragging it from the Applications folder to the dock.

Register Speech Builder

After approximately 28 days of use, or when prompted by Speech Builder, you will need to type in your License key. This is printed on the reverse of the user guide or provided on your receipt/invoice or order confirmation email.

This process registers your installation of Speech Builder and entitles you to free updates of the software.

- **Your computer will need to be connected to the internet** when you type in your license key. If you have no access to an internet connection, please contact us.

- **If you need to login** to use Speech Builder, the license key must be entered under your login (not, for example, the network administrator).

- **You can enter your license key at any time** by clicking the Extras button, followed by the Register button in the lower left of the Extras window.

- **If you need to reallocate a license or reset it because your system has been upgraded/updated** please email info@ndp3.org with a note of your key and details of the request.

You're ready to start creating

The software launches itself after installation. Thereafter, to launch NDP3 Speech Builder:
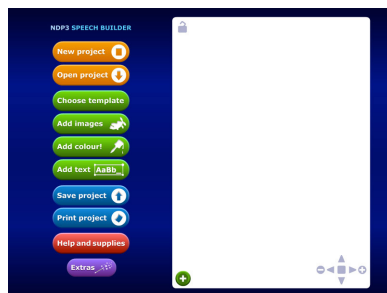
- Windows PC: Double-click the NDP3 icon on your desktop.

- Mac: Double-click the NDP3 Speech Builder application in your Applications folder or the icon in your dock.

The work area

Start NDP3 Speech Builder by clicking the speech bubble icon on your desktop.

The white area on the right is called the stage. It's where the templates and images are added and coloured in.

Choose a template

Most projects will be based on one of the pre-installed templates – for worksheets, stickers and cards – but you may also wish to use a blank page.

- To add a template, click the 'Choose template' button.

- To view just the templates of a certain type, click the appropriate 'Show' button at the top of the window.

- To see all of the templates, click the 'All' button.

- To scan up and down the list of templates, use the arrows and slide bar to the right of the window.

- To use a template, click on it so that it becomes highlighted, then click on the 'Use selected' button.

- To use a different template, just click on the 'Choose template' button again. Each new template will replace the template already on the stage. Any images on the stage will remain.

- To use the images already on the stage without a template, click on 'Choose template' and select a blank template.

- To delete the template and images on the stage, click on the 'New project' button. The template and all of the images on the stage will be cleared. You will be prompted to save any unsaved changes in the current project.
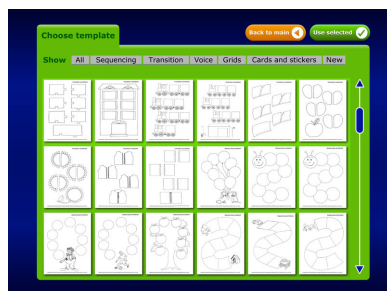
Add colour to a template

You can add colour to all of the templates. Templates are 'locked' when first added to the stage to prevent accidental colouring while painting images.

- To 'unlock' the template, click the padlock icon in the top left of the stage.

- Click the 'Add colour' button.

- Click on a palette colour. Then click on the part of the template that you'd like to paint.

- Each template has a fixed number of areas that can be painted. Some of these areas are 'linked' and colouring one part of the template will also change the colour of the linked part.

- **TIP: To paint small areas of the template** you can 'zoom in' using the buttons in the bottom right of the stage. Click the '+' and '-' buttons to zoom and the arrow buttons to move around the stage. Click the centre square to reset the zoom to normal.
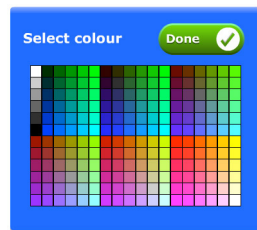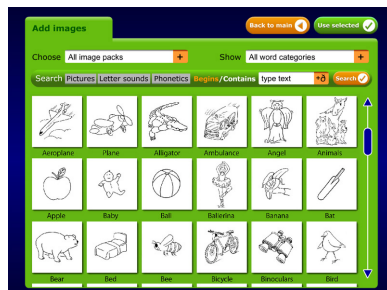
Add images

NDP3 Speech Builder includes a powerful search feature to help you find exactly the right images quickly and easily.

- To add an image to the stage, click the 'Add images' button. You can simply scroll down the list of images or filter them.

- You can choose to show images by group - NDP3, Jolly Phonics, etc

- You can show words of a certain type - vowel, consonant, CVC, multisyllabic, etc

- Underneath each image, you can choose to display 'Picture' (title), 'Letter sounds' or 'Phonetics' using the Pictures/Letter sounds/ Phonetics buttons.

Search for images

- To search for an image - first choose whether you wish to search for Pictures (image titles), Letter sounds or Phonetics.

- Choose whether your search should 'begin' with or 'contain' the search term. Your search term should match your choice of Pictures/Letter sounds/Phonetics - use phonetic symbols when searching phonetics and simple sounds to search letter sounds.

- Type the characters you wish to search for in the search box.

- To add phonetic symbols, click on the orange 'phonetics' icon to the right of the text box. A phonetic palette will appear. Click the symbols you wish to add, then click 'Done'.

- Click the search button. Images matching your search will be displayed.

- To use an image, click on it so that it becomes highlighted, then click on the 'Use selected' button.

- **TIP: to clear the search and show all images, delete any text in the search box and click the search button.**
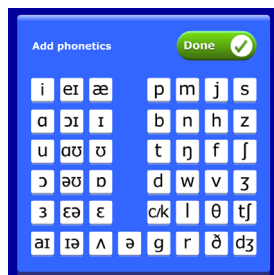
Move, resize, rotate, and delete images

- Click on an image on the stage. It will be highlighted by a box with eight control points.

- To move the image, click and hold on any part of the image and move your mouse to drag the image around the stage.

- To make an image bigger or smaller, move the mouse pointer over any one of the corner control points until you see a diagonal arrow. Then click and hold the left mouse button and drag towards or away from the image centre.
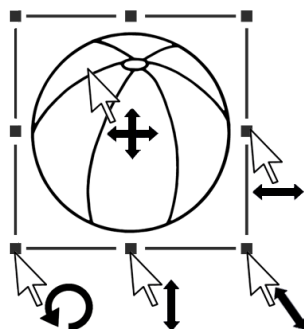
- To rotate an image, move your mouse over a corner control point until you see a circular arrow. Click and hold your left mouse button and move your mouse to rotate the image.

- To distort an image, move your mouse pointer over one of the side control points until you see a horizontal or vertical arrow. Then click and hold your left mouse button and drag your mouse towards or away form the image centre.

- To delete an image, click on it to highlight it, then press your computer's Delete key. Repeat this step to delete further images.

- **TIP: If you're using a laptop without a Delete key, you may need to hold the [Fn] or [Shift] key and press [Backspace] to delete images. Please refer to your computer user guide.**

Add colour to images

- Click the 'Add colour' button. The mouse will change to a paintbrush and the 'Select colour' palette will appear.

- Click on a colour, then click on the part of the image you'd like to paint - just one click applies the colour.

- Each image has a fixed number of areas that can be painted. Some of these areas are 'linked' so that colouring one part of the image will change the colour of the linked part (the wheels on a car, for example).

- There is no 'undo' button. So if you change your mind or use the wrong colour, just paint that area again with the colour you want to use.

- You can move the palette around the stage by clicking on its blue border and dragging it.

- When you've finished painting, close the colour palette by clicking the 'Done' button.
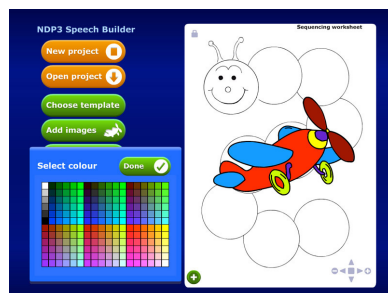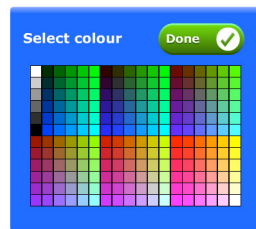
Create multiple painted images

If you need several copies of the same painted image, start by adding one instance of the image to the stage.

Paint the image in the colours of your choice and resize and rotate it as required. When you're happy with it, duplicate it as follows:
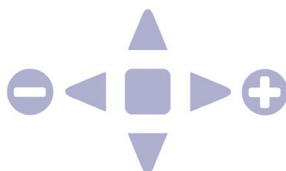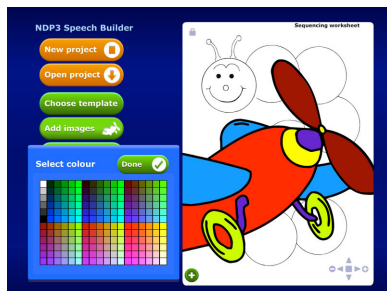
- Click on the image. It will become highlighted by a box with eight control points.
- Click on the green '+' button in the lower left of the stage. The duplicate is placed in the centre of the stage. You can then move, resize, rotate and re-paint it as required.

Paint small image areas

If the parts of an image you are painting are small, there are two ways to make colouring easier:

- **Enlarge the image:** click on the image. It will become highlighted by a box with eight control points.
- Move your mouse pointer over one of the control points until you see a double-ended arrow. Click and drag your mouse away from the image centre to enlarge it.
- With the image now larger, you can paint smaller areas more easily. You can move the image around the stage as required as you add colour. When done, reduce the image back to the required size.

- **Zoom in on the image or template:** You can 'zoom in' on images or the template using the buttons in the bottom right of the stage.
- Click the '+' and '-' buttons to zoom in and out and the arrow buttons to move around the stage. Click the centre square to reset the zoom to normal.

Add text

You can add text to any part of the project – from single characters to whole paragraphs, including phonetic characters.

Add text `AaBb`

- Click the 'Add text' button.

- Choose a font by clicking the orange '+' icon. You can choose from semi-script, sans, serif and Phonetics.

- Type the text you need by clicking in the white box within the 'Edit text' window. Please note: Text can't be edited directly on the stage.

- Change the text alignment and choose bold or italic characters by clicking the corresponding icons.

- Change the size of the text by clicking and dragging the green button on the 'Aa-Aa' slide bar.

- Change the text colour by clicking the colour palette icon and clicking on your colour of choice.

- Distort the text by clicking and dragging the side control points of the text box to stretch or squeeze the text horizontally and vertically.

Any text and phonetics

- Add phonetic characters by choosing Phonetics from the font selector. Click on the characters you wish to add. Click 'Done' to close the palette.

- When you've finished editing the text, click 'Done'.

- To move the text around the stage, click on it and drag it.

- TIP: Don't worry if the edges of the text box go outside of the stage, as long as the text itself remains within.

- **TIP: You can move the Edit text window by clicking on its blue border and dragging it.**

Add a Title and Notes

You can add a Title and Notes to your project using the orange tab in the corner of the stage.

- To add a Title and Notes, click on the orange tab. Type the information you wish to add in the Title and Notes boxes.

- You can add phonetic characters by clicking the symbol in the lower left of the flyout

- Click the small chevrons to close the tab.

- Your Title will be used as the project name when it is saved. If you choose to save the project with a different name, this will appear in the Title box.

- When you click on a project in the Open Project window, your notes will be shown towards the bottom of the window.
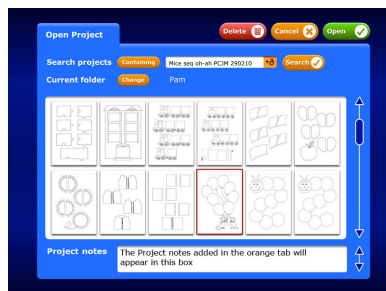
Print a project

You can print worksheets, cards and stickers on any inkjet or laser printer. Make sure your printer can handle any special paper or card you wish to use.

- To print an open project, click the 'Print project' button.

- The Print adjust window will open. (If your printed project is slightly offset on the page, use the Print adjust feature to shift the print output up/down and left/right and adjust scale.)

- Click the 'Print project' button in the Print adjust window.

- TIP: If you are using special media, such as perforated cards or kiss-cut stickers, make sure that it is properly orientated in your printer's feed tray. You may wish to print a 'test' page first.

- Follow the instructions in your computer's print dialogue window to print the worksheet. Make sure your printer is set to A4.

- TIP: If you have any trouble printing, please refer to your printer's instruction manual.

Work with a project 'full-screen'

Once a project is ready to use, you can work with it 'full-screen' - just the project, none of the buttons.

- Click the full-screen button in the top right of the stage. To rotate the page (if you're using a landscape project), click the rotate button.
- Click the full-screen button again to return to the work area.

Save a project

You can save any project to use again later.

- Click the 'Save Project' button.
- If you have added a Title to this project in the orange tab, this will be used as the project name for saving. If you type in a new name, the Title in the orange tab will change to this name.
- Type the name of the project in the 'Project name' box. If you want to overwrite an existing project, click on it so that its name appears in the 'Project name' box.
- You can edit the Project notes at the bottom of the window.
- Click the 'Save' button, or click 'Cancel' if you decide not to save.
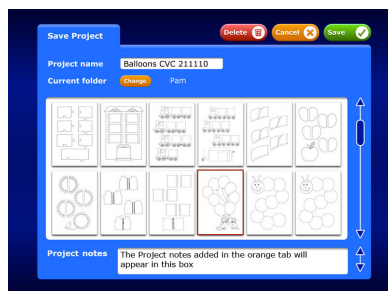
Delete a project

Please note: once a project has been deleted, it cannot be recovered.

- Click the 'Open project' or 'Save project' button.
- Click on the project you wish to delete, so that its title appears in the 'Project name' text box.
- Click the 'Delete' button. Click 'Yes' to confirm the deletion, or click 'Cancel' to keep the project.
- To return to the main stage, click the 'Cancel' button.

Rename folders and create new folders

You can organise your projects into folders - perhaps by child, project type, or some other scheme. Please note: folder names can be a maximum of 20 characters and cannot contain spaces - we recommend using dashes '-' or underscores '_'.

- Start by clicking on the Open project or Save project buttons.

- To choose an existing folder, click the folder above its name to highlight it, then click the 'Open' button.

- To select a different folder, click the 'Change' button and follow the previous step.

- To create a new folder, click on the words 'ADD FOLDER' below the '+' folder icon. Type your folder name (no spaces) and click the green plus. A new folder will be created.

- **TIP:** (When the folder is not selected, or highlighted in green) you can change the name of any folder by double-clicking on its name so that its title text becomes highlighted. Then type its new name and click on the folder above its name.

- **TIP: As your library of projects grows, you should make full use of the folder system to divide projects into manageable categories and use a consistent project naming convention.**

- NOTE: Speech Builder does not currently allow the 'one-click' deletion of folders to guard against entire sets of projects being accidentally deleted. If you need to remove folders, please refer to the Speech Builder support pages at www.ndp3.org.

Start a new project

To clear everything from the stage and start a new project, click the 'New project' button. If you already have an unsaved project on the stage, you'll be prompted to save it.

Open an existing project

You can save your Speech Builder projects and re-use them at any time. You can also use them as the basis for a new project.
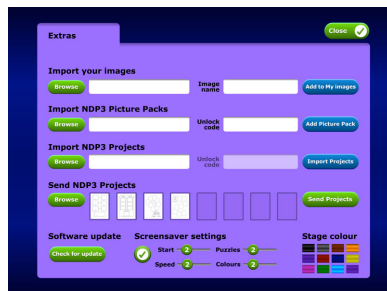
- To open a previously saved project, click the 'Open project' button.
- Choose the Folder where the project is stored.
- Click on the project you wish to open, so that it's highlighted.
- Click the 'Open' button in the top right of the window. The project will open on the stage.
- To return to the main stage without opening a project, click the 'Cancel' button
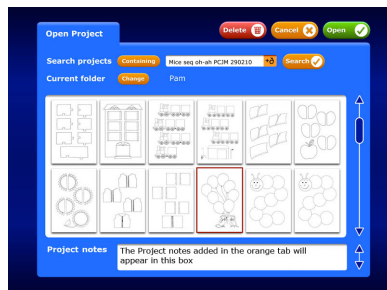
Import your own images

You can import your own (or a child's) JPEG images into Speech Builder and use them in your projects.

- To import an image, click on the Extras button.
- Click the 'Browse' button in the 'Import your images' section. An 'explorer' or 'finder' window will open.
- Locate the image you wish to add and click 'OK'.
- Type an 'Image name' for the picture to be called within Speech Builder.
- Click 'Add to my images'.
- **Your images will be added to the 'My images' section in the Add images window.**
- TIP: As these images are not in a Speech Builder format, you can't change their colour, but you can scale, distort, rotate and duplicate them on the stage.

Share NDP3 projects

You can send NDP3 projects to other people as JPEG images.

- To send an NDP3 project, click on the Extras button.

- Click the 'Browse' button in the 'Send NDP3 Projects' section.

- Locate the NDP3 project/s you wish to add and click 'OK'. To add further projects, click Browse again.
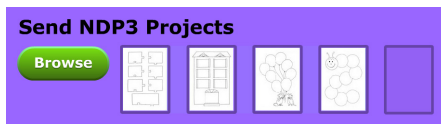
- When you've chosen the projects you wish to send, click the Send projects button. Projects will be saved as JPEG files into a folder on your computer desktop. Each project's notes will be saved to a text file in the same folder. **Note the folder name shown on the screen.**

- To send the projects and/or notes, create a new email in your usual email application. Locate the projects and notes you just saved to the desktop. Add them as attachments to your email and send in the usual way.

Update the software

As we continue to develop and enhance Speech Builder, we will offer the opportunity to update your software. Free updates are available to users who have registered the software with their License key.

- Each time you start Speech Builder (if connected to the Internet) it will check to see if a newer version is available.

- If a newer version is available, you will be offered the choice to install it.
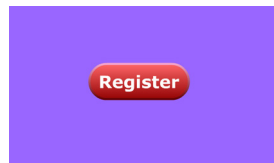
Import NDP3 Picture Packs and Projects

This feature will be activated in a future release.

Change the stage background

- Click on the Extras button. Click any of the colours shown in the lower right corner of the screen to change the background colour behind the stage.

Change screensaver settings

NDP3 Speech Builder incorporates a screensaver that can automatically start after a set period of inactivity. If this feature is not active in your copy of Speech Builder, it will be added in a future update.

- To review the screensaver settings, click on the Extras button.

Close Speech Builder

- To close Speech Builder, first save any changes to any open project that you want to keep, then click on the red cross or circle in the very top left or right of the Speech Builder window.

NDP3 Speech Builder License Agreement - PLEASE READ before installation

Our aim is to make the resources of NDP3 as accessible and affordable as possible. If someone unfairly copies our materials, it reduces our ability to invest in the Programme and raises the cost for other users.

Please do not install multiple copies of single-user license Software. If you need to install additional copies of Speech Builder, please contact us at www.ndp3.org and we will be pleased to offer you a multi-user license that meets your needs.

By installing or otherwise using NDP3 Speech Builder (the 'Software'), you agree to be bound by the terms of this agreement. If you do not agree to these terms, please contact Nuffield Centre Dyspraxia Programme Ltd (NCDP) at www.ndp3.org to arrange a refund and return of the Software.

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3. Termination of the Agreement

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4. Limitation of liability

Neither NCDP nor its subsidiaries or partners shall be liable for loss or damage of any kind resulting from the use of the Software, including, but not limited to, loss of data, computer failure or malfunction, or any consequential loss or damages of any kind. In no event will NCDP be liable to you for any indirect, incidental, special, exemplary or consequential damages. Some countries and regions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you.

5. Fair remedy

You hereby agree that NCDP shall be entitled, without bond, other security, or proof of damages, to appropriate equitable remedies with respect to breaches of this Agreement, in addition to such other remedies as NCDP may otherwise have available to it under applicable laws. In the event any legal action is brought by either party in connection with this Agreement, the prevailing party shall be entitled to recover from the other party all costs and expenses incurred in the course of such action.

6. Privacy and data protection

During the process of downloading or installing the Software and any associated resources, computer systems used by NCDP may automatically log your computer's Internet Protocol address. This information remains anonymous and confidential and is used to confirm the validity of the Software license. NCDP will not voluntarily disclose, sell or trade your Personal Information to any third party without your consent.

7. Changes to the Agreement

NCDP reserves the right to change, modify, add to or delete any of the terms and conditions of this Agreement at any time including at the point of supplying upgraded or modified Software to you. NCDP will advise such changes and provide any other information relevant to this Agreement on the web site www.ndp3.org. Your continued use of the Software and installation of any upgrades or modifications will indicate your acceptance of the updated Agreement. If any such future changes to this Agreement are unacceptable to you or cause you to no longer be in compliance with the Agreement, you may terminate the Agreement in accordance with Section 3.

NCDP may change, modify, suspend, or discontinue any aspect of the Software at any time. NCDP may, with good reason, impose limits on certain features or restrict your access to parts or all of the Software without notice or liability. You have no interest, monetary or otherwise, in any feature or content contained in the Software.

8. Miscellaneous

This Agreement shall be deemed to have been made and executed in the United Kingdom. Any dispute arising hereunder shall be resolved in accordance with the laws of the United Kingdom. You agree that any claim asserted in any legal proceeding by one of the parties against the other shall have its jurisdiction and be maintained in the United Kingdom.

In the event that any provision of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be unenforceable, such provision will be enforced to the maximum extent permissible and the remaining portions of this Agreement shall remain in full force and effect.

By installing and using the Software you agree to be bound by the terms of this Agreement.

www.ndp3.org