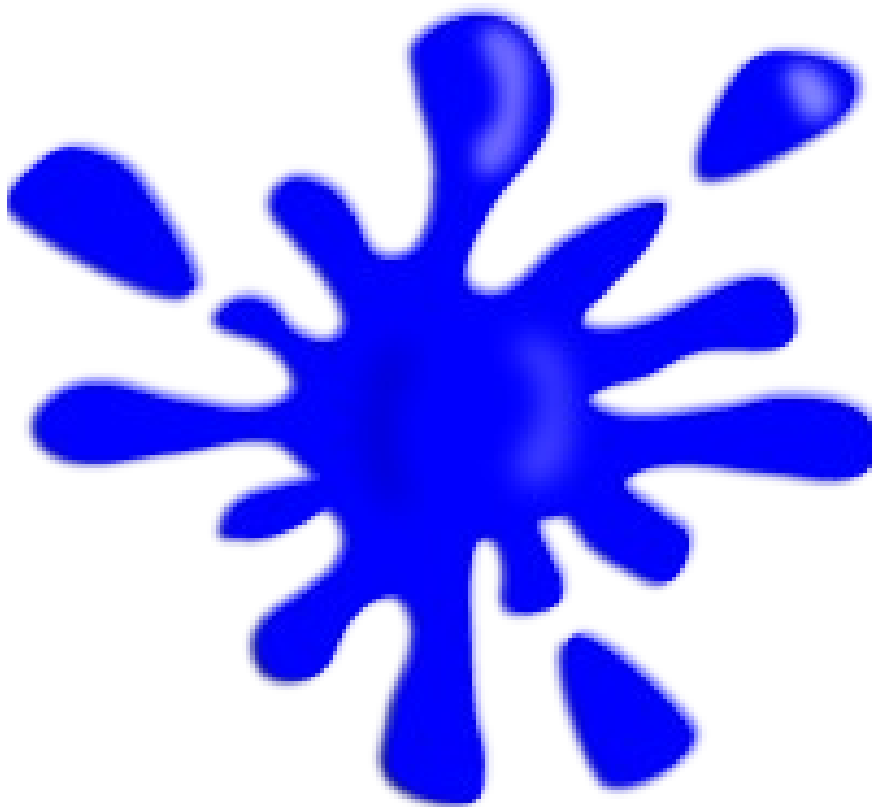


Setting up and configuring users in Splash!



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Introduction

This Guide

This guide describes how teachers and other facilitators can optimize Splash! for an individual user's needs, either for different activities, specific curriculum subjects, or accessibility characteristics. There are three main ways that Splash! can be configured for users:

- Changing what appears on the user's menu page
- The accessibility options
- The main work screen configuration

There is also potential overlap between access settings in terms of accessibility and the tools selected for certain activities and worksheets.

There are 2 separate guides for *using* Splash for users who predominantly use keyboard or pointer-type devices. If you have not already done so it would make more sense to have a look at whichever of those is appropriate first



User profiles

Splash can store multiple user profiles. Typically when installed it will create 2 (or more) default profiles (called something like "KS3-5"). If you have one student using the software on computer, you can just use one of these. With more students, it is best to create a named profile for each user.

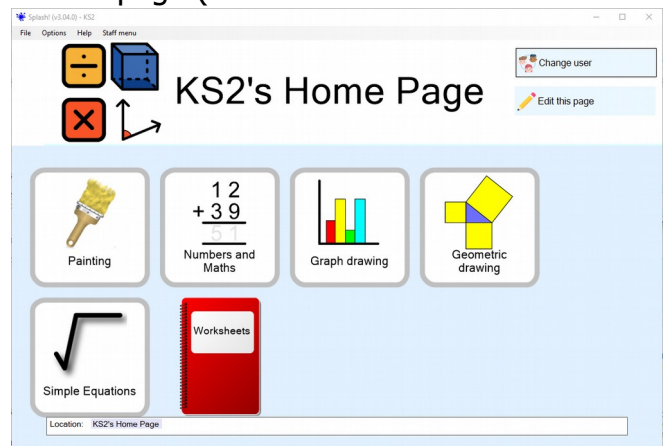
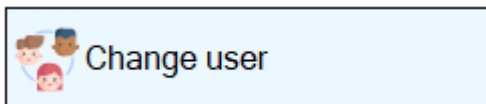
Settings changes, as well as any content added to their menu, or automatically saved by Splash is specific to the current student and will not affect other students. So as well as different accessibility students can have completely different screen layouts, and different options available on their menu pages.

We will start with the steps to set up a new user profile from scratch:

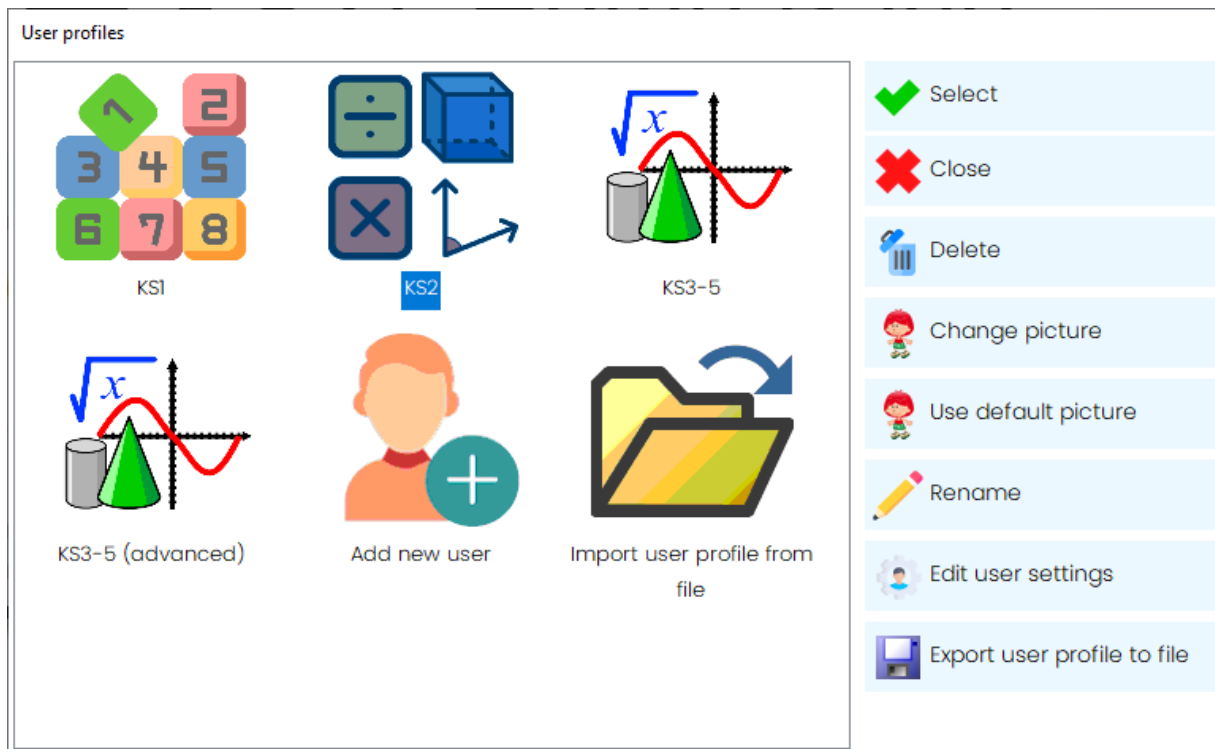
Creating a new profile and managing profiles

When Splash is started it opens at the current user's menu page (if there is more than one profile it will be the profile used last time).

For the functions regarding profiles, such as changing profile, making a new user profile, modifying, importing or exporting them, click the "Change User" button, top right:



This will open the User Profiles screen:



On the left are listed all the current profiles, and options to add a new one. The buttons on the right affect the profile selected on the left. Pressing the "Select" button returns to the software with this profile active.

Although there is an "Edit user settings" button in this screen, you can also edit the settings for the current user directly from the menu and work screens.

New profile

To make a new profile, select "Add new user" on the left and click the "Select" button. You will then be asked for 3 pieces of information:

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Add new user

Enter name to display for user

Select which version of Splash is most appropriate for the

KS1 KS2 KS3-5 KS3-5 (advanced)

The profile will initially be created with the default settings and worksheets for this version.



Alternatively, you can [load a user profile](#) which was exported from another computer

Enter the name for the user at the top. Below this select the general level at which they are working (which of these are available will depend on the version of Splash that you have). This will broadly configure the options and tools that the user sees. The KS3-5 Advanced will include most functionality that is normally visible only in Teacher mode.

Finally you can choose a picture/avatar for the user. This is displayed on their menu page, in the user selection screen, and in the main screen on the User button if the User/Teacher mode selection is visible on the toolbar. Clicking Change Picture will open a Splash folder with some generic images, but you can select any image file from your disc in a common image format (such as JPEG or PNG).

Note: everything entered here can be changed later. The name and image are changed in the "User Profiles" screen (above). The general Splash version for the user can be reset using a link on the introduction page of the main Settings screen.

Clicking OK will return to the profile selection – select the new profile and click "Select" in there to continue.

Once the profile has been created the next step will usually be to set up the basic accessibility settings...

Settings – basics

In version 3 there are 2 places to change settings. All settings can be modified in the settings screen. There is now also an alternate interactive editor for changing what appears on the screen in the work area. We will describe the main settings screen basics first, and the accessibility settings; and then the new content editor, and the finally the other options available in the main settings.

Opening the settings

All user settings are modified in the "Edit settings" screen. This can be opened from various places:

- in the main work screen, from the menu *Options > Edit settings > Edit settings for (name)*.
- in the user's menu screen, from the menu *Options > Edit settings for user*.
- In the User Profiles screen, described above.

It is usually better to do so from the main work screen as this gives Splash more context regarding what you want to change.

Scope of changes

Although some changes are relevant for a user throughout the software (such as accessibility), some other changes such as adding/removing tools, palettes or functions are usually only relevant to one activity within Splash.

In Splash, changes to settings can generally be applied to:

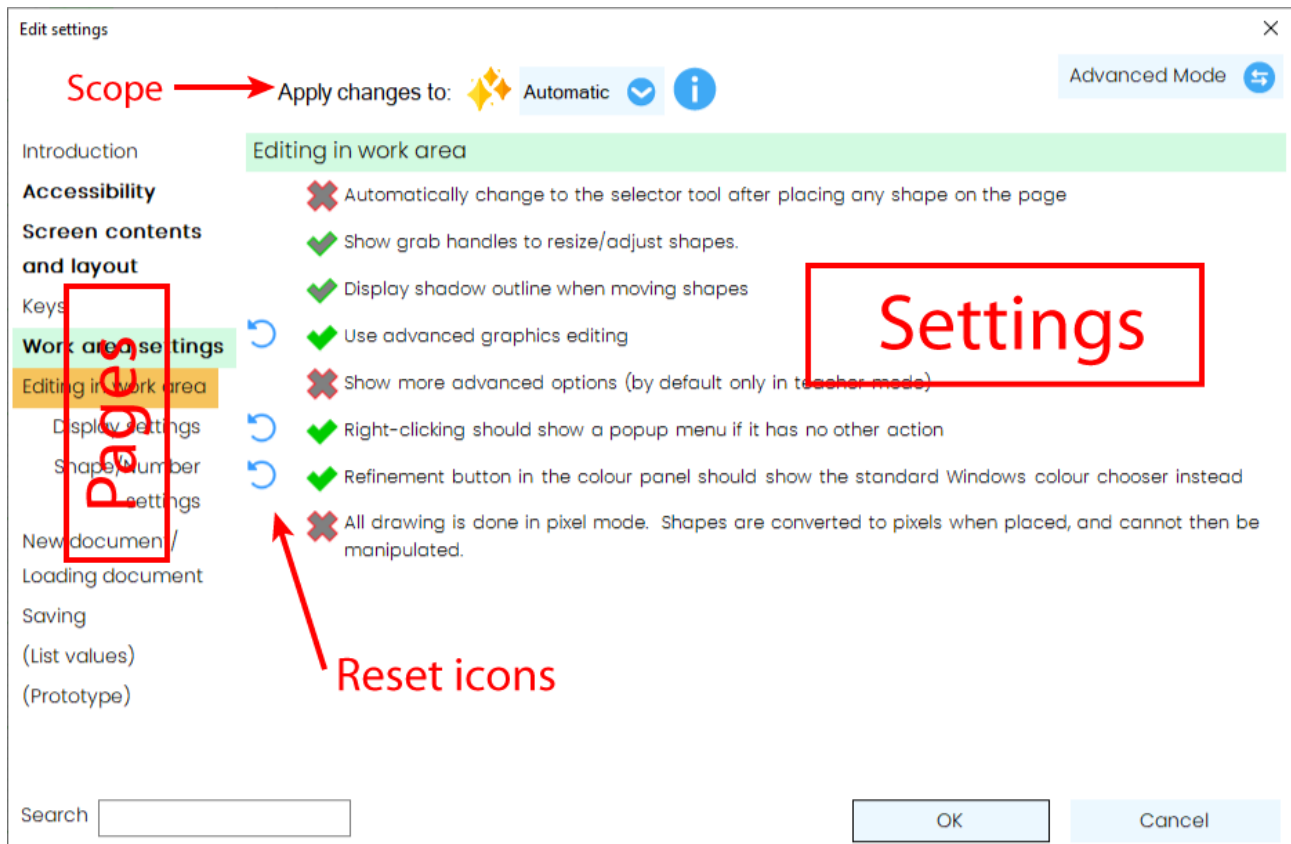
- The user, generally
- The current activity (such as Arithmetic, or Geometric drawing) for the current user.
- The current document only. In this case you can also select for the settings to apply only for the user, or when viewed in both user and teacher modes (for example you could hide a tool that shouldn't be used for an exercise from user mode only, leaving still accessible if you switch to teacher mode).

It is also possible to modify the system default settings (applying to all users where no custom setting has been set), and the default for an activity (applying to all users when using that activity); however it's rarely necessary to do so.

In Splash versions 1 and 2 it was necessary often to select where changes should be applied. Version 3 has an "automatic" scope which will make any changes in the obvious manner – so accessibility changes apply for the user everywhere; adding/removing tools applies only to the current activity for them. You can usually just stick to the automatic

scope, unless you want to change something for one document only, in which case you will need to explicitly change to document-only.

Settings screen basics



There are several pages of settings, listed down the left hand side – click on these to switch between pages. The pages in bold have sub-pages which are listed when they are selected.

At the top of the screen it shows the scope where changes will be applied - as described above. This can usually be left on "Automatic" unless you want to make changes for the current document only. This is only displayed if the settings screen is opened from the main work screen, otherwise this top part is hidden (since no document or activity is selected which can be updated).

The individual settings appear in the body of the page. If any setting has been set, a "reset" icon appears in the left margin. Clicking this will clear the setting, and the default will be used. In this case the value of the setting is still displayed.

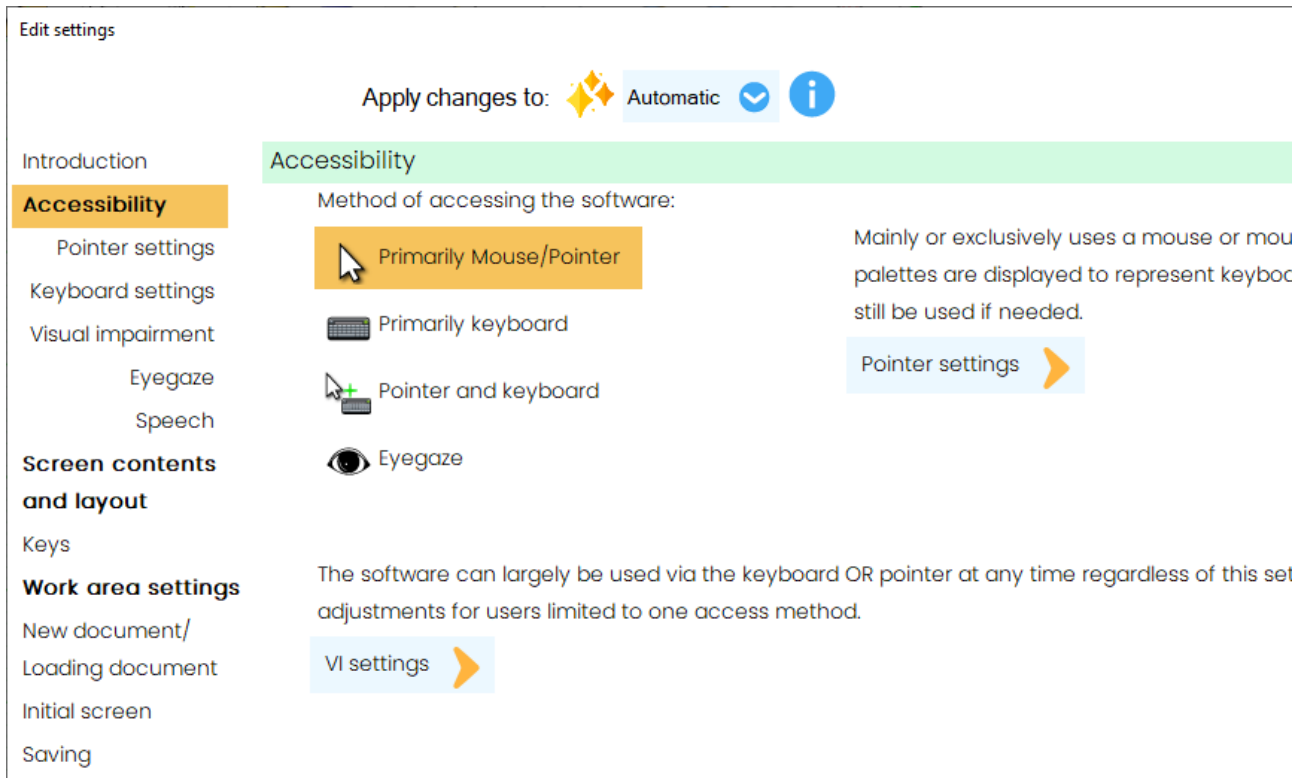
So, for example, in the screenshot above, on the 2nd and 3rd lines there is a green/grey tick – indicating the option is on, but it's not explicitly been set for this user: that's using the default. On the next line there is a brighter green tick, and the blue reset icon to its left. This option has been specifically enabled for this user (or document if that's the settings being adjusted).

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At the bottom left is a search option – if you type in here the screen will navigate to, and highlight, the first item in the settings screen containing the text. Press Enter while typing in the search box to cycle through other matches, if any.

Accessibility Settings

It is really important to set up accessibility options for each user. These are changed in the main settings screen (see p8). In that screen click on the Accessibility page – the second entry on the left:



The main choice is the predominant input method. Note that no matter what is selected, all input methods are still *possible* – so if you select the keyboard option, the mouse/pointer can still be used. However this will make various changes to suit the main input method. So, with "Primarily pointer" selected a button is added to replicate doing shift + click to select multiple things on the page; whereas with "Pointer and Keyboard" selected this is not shown, on the assumption the user can use shift + click.

The main Splash manual is split into 2 versions - for using Splash with a pointer or from the keyboard, and these describe *how* the software is used with each input type, and the special features available.

Further settings

There are some further accessibility settings for specific access methods – these are viewed by clicking on the further pages listed on the left (or via the buttons in the main accessibility page which link to the relevant ones)

The settings for pointer access should be self-explanatory. Note that much of the behaviour of the pointer itself is configured in Windows (or perhaps in the device itself if

using some alternative). For example how fast you click to double-click, or the speed and sensitivity of the movement of the pointer. This would typically already be configured to suit the student after using other software, but if not, then these are adjusted in the normal Windows settings.

Keyboard users

For keyboard users, it is important to set the movement of the pointer on the "Keyboard settings" page. The arrow keys move the pointer, and the user can switch between small/medium/large steps per key-press using F2/F3/F4. You can configure the size of these steps – it is the first thing on the "Keyboard settings" page. The smallest step should usually be very small (1 or 2 pixels), but the others can be adjusted to suit the user.

There are also a couple of unconventional options which can be switched on in the "Keyboard settings" sub-page to benefit keyboard-only users:

- **Use separate keyboard drawing cursor:** If this is ticked Splash! displays a separate cursor which is controlled by the arrow keys (and Space to click), and the mouse pointer responds only to the mouse. Otherwise both keys and mouse move the same pointer. This option can be useful, for example, with a very young keyboard user who can move the pointer around the screen to draw, but cannot cope with the key combinations to select tools, or perhaps change colours. With this option an assistant can use the mouse to make some of these selections, without disturbing the user's drawing cursor.
- **Display automatic mouse jump short-cuts in document:** If this is ticked, the F5-F8 keys are used to jump directly around the document. The destinations are displayed as small flags when the user moves around the document to give short-cuts to places they might want to move to, such as the centre of shapes, grab-handles etc. See the "Using Splash (keyboard users)" manual for more info.

Note also that you can reassign all keys and key combinations in Splash, and this may be particularly important for a user who only/mostly uses the keyboard. This is on its own page ("Keys") in the settings screen. See p20

Saving

For users who cannot access the normal Windows file saving etc, this can be simplified on another page in the settings. See p23.

Screen contents

The next important step for adjusting the software to suit a student is ensuring that they have the items in the main work-screen that they need, in places they can access, and without excess clutter taking up space.

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The "Screen contents and layout" section in the settings screen can be used to change this, but it's now best done within the work-screen itself as described in the next section...

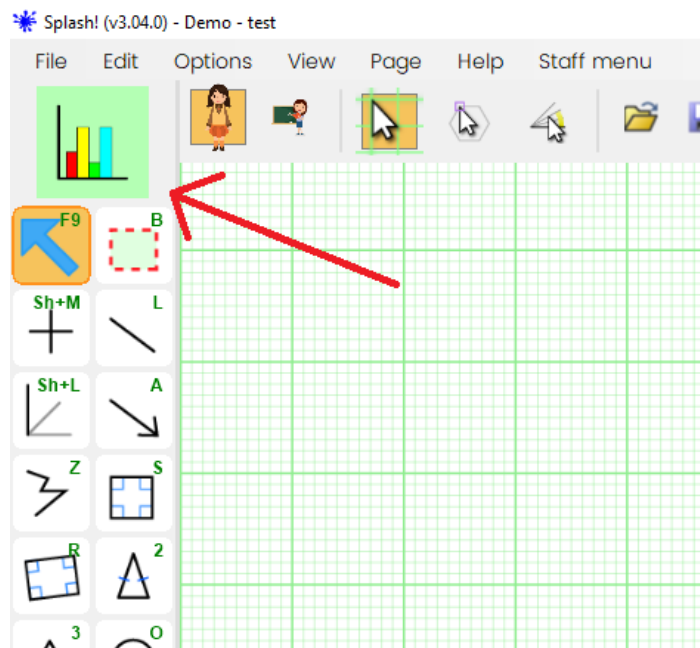
If you are in the settings screen, click OK or Cancel to close it.

Changing screen contents

Almost all parts of the main work-screen can be added or removed, and in many cases moved or resized to suit the user.

Activities

The different activities in Splash will display different functionality. If the user wants to access tools, for example, that are not currently visible the easiest way is to switch to a different activity using the button at the top left of the work-screen:



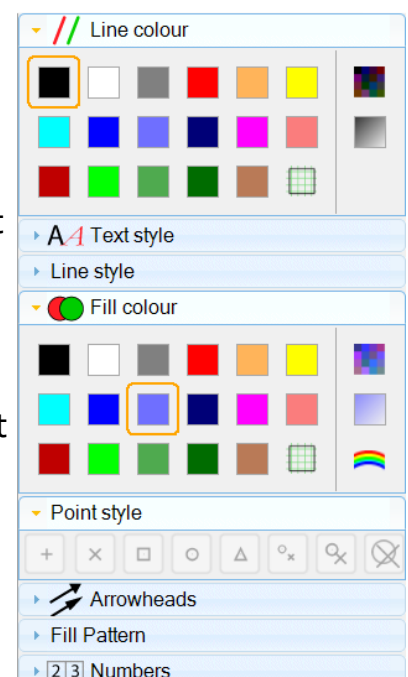
Palettes

The palettes, which start on the right hand side of the screen, provide style selections (colours, line thicknesses, etc) and further options for some tools (eg content for equations).

These can be moved by dragging their titles. They usually start docked in a column, but can be moved away to make them freely-floating, or docked again by moving them back to the side.

If free floating they can be resized by dragging the bottom right corner. If in a column, the entire column can be resized by dragging the edge of it.

This is often done by a teaching assistant, but can be done by the student, and can be done via the keyboard. A full



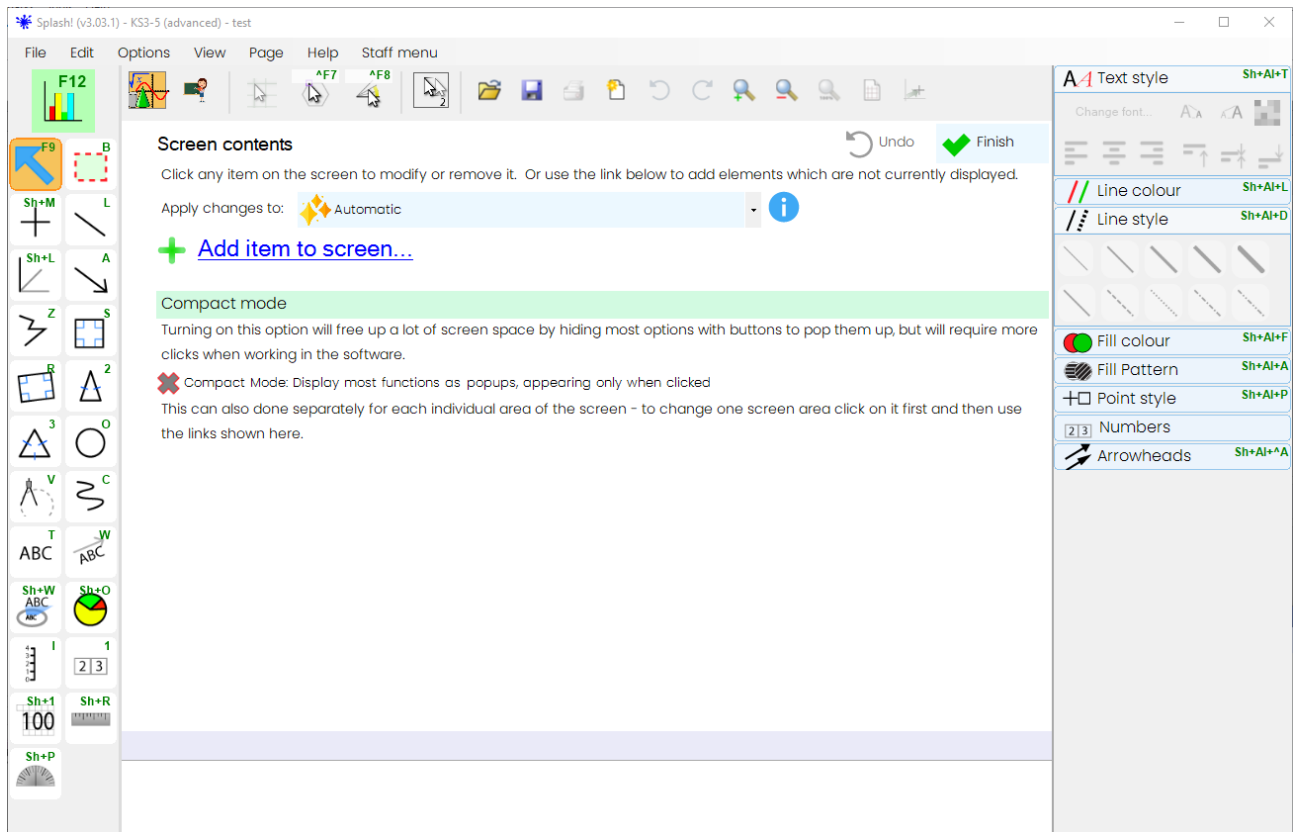
description is in the main Splash manuals – both pointer and keyboard versions.

The screen content editor

Hint: the view is configured separately for User and Teacher modes. Generally teacher mode displays almost the entire Splash interface. If you are a teacher or assistant wanting to temporarily use some feature which is not currently displayed, the easiest way is to switch to teacher mode.

Version 3 contains a new function to easily change what is shown on the screen. It is possible to hide or show all the main areas of the screen, the palettes, and the individual tools on the left and individual buttons on the toolbar at the top.

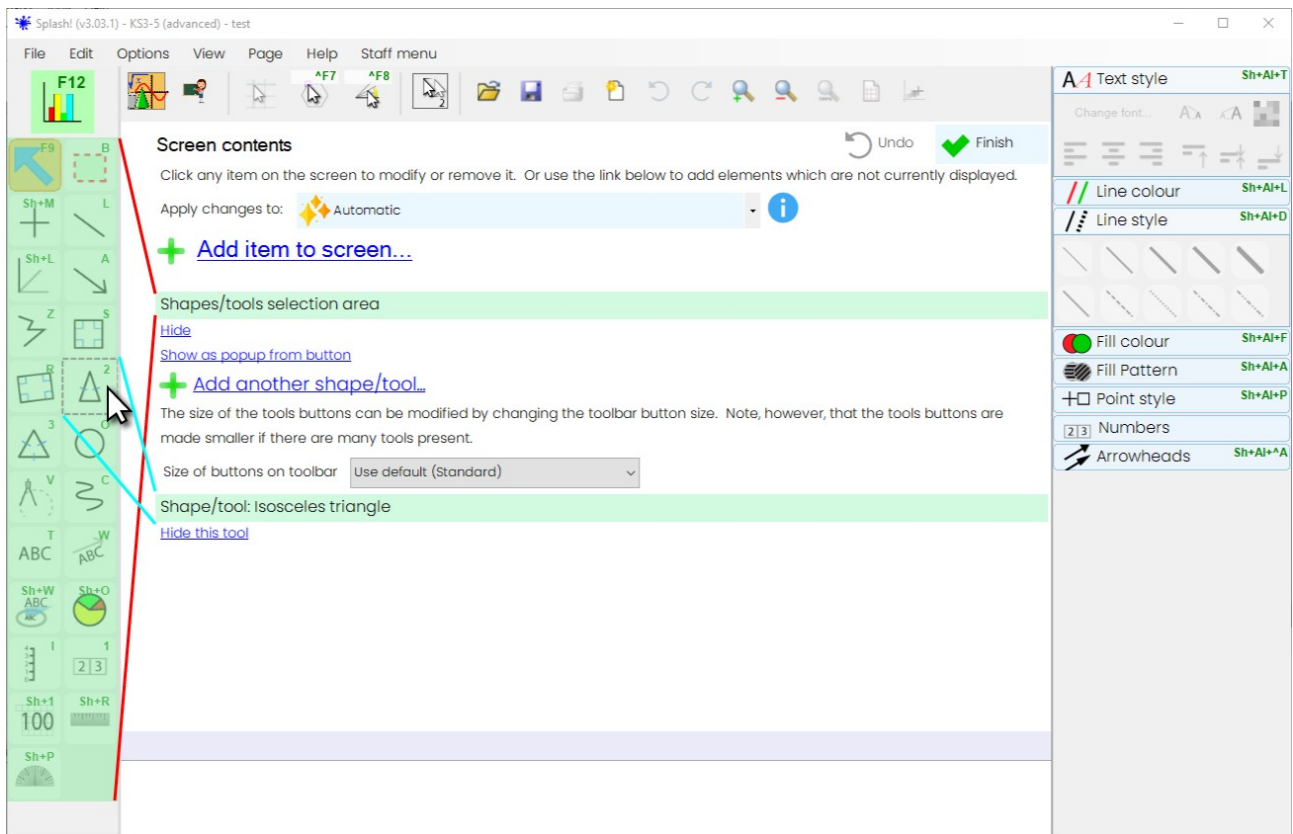
In the main work area, press F10 to display the screen content editor: (pressing F10 again closes it).



To add something which is not currently displayed, use the "Add item to screen" link. This will show a menu of screen areas and tools.

To modify or remove something, click on it first. While this content editor is open all of the rest of the Splash screen becomes inactive – instead the content editor will highlight and show options to modify whatever you click on:

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As in the screenshot above, this may show options both for the general part of the screen (the tools area in this case), and for the specific button. The red and cyan lines added to the screenshot illustrate how the headings relate to the content. So in this case it's possible to hide the tool button selected, or to hide/modify the entire tools area. The exact options available depend on what was selected.

To close the content editor press F10 again, or click the "Finish" button.

The best way to see what is possible is to try it out. There is an undo button top right in the F10 screen which can reverse any changes made. Also, even once the F10 screen is closed, the normal Undo will still work to reverse changes made in here (until you change documents or make too many other changes).

The main parts of the screen can also be changed in *Settings > Screen contents and layout > Screen contents*, however generally the F10 screen is easiest.

Compact mode

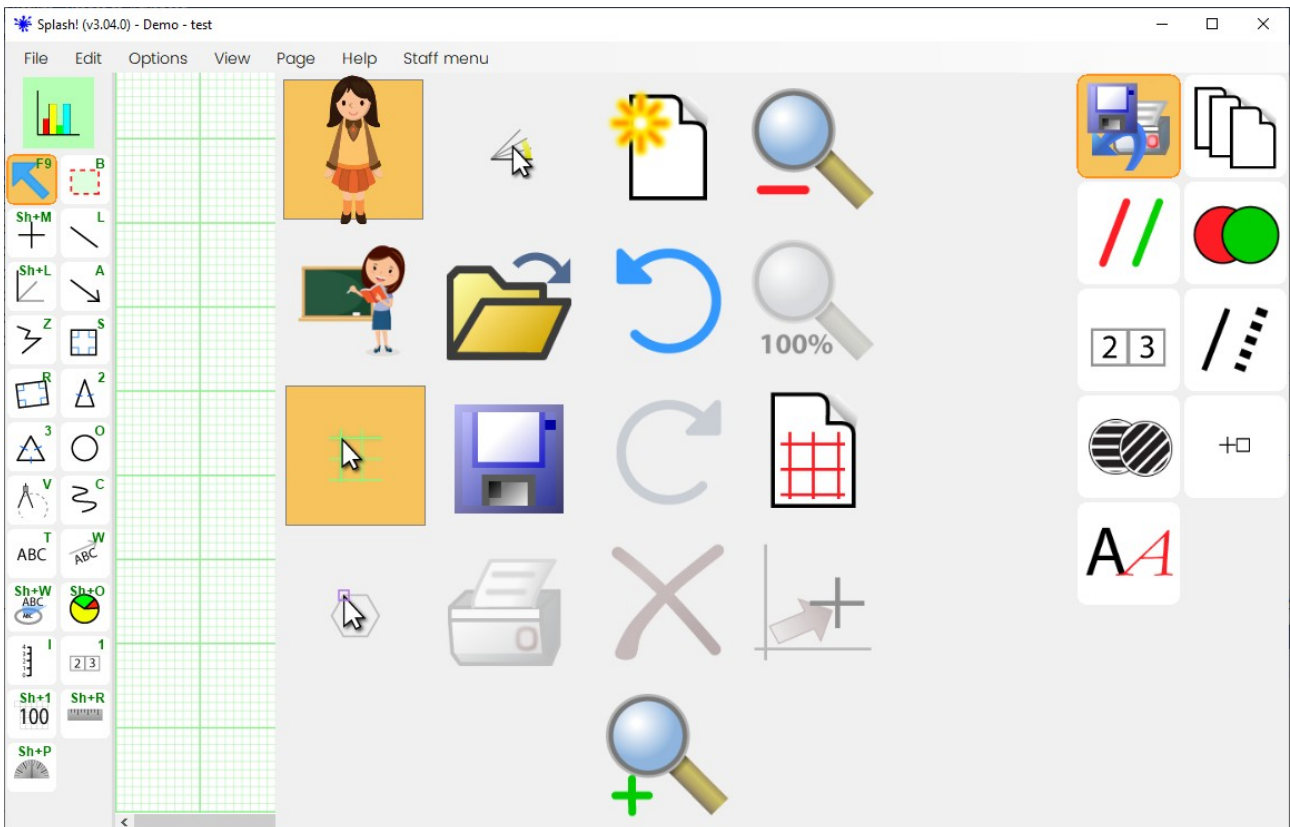
When the F10 screen is first opened there is a tick-box option, "Compact mode". This changes the layout of the screen completely, removing most of the normal functionality, and putting each group behind a header button – when this is clicked the individual options pop-up covering much of the screen.

These images show the relationship between the elements on screen in normal mode:

and compact mode:

The numbers added to the screenshots show how the screen has been re-arranged.

This can significantly increase the area of screen available for the document, especially on smaller screens. It also makes the buttons much larger. When the first button on the right is clicked, for example, which represents the buttons which were on the toolbar at the top, those buttons now pop up:



When a button is clicked the popup disappears again.

Individual configuration

The main "Compact Mode" option switches to this system for all parts of the screen except the tools on the left. However it is possible to configure this separately for each individual part of the screen. The exact options depend on what is being edited, but often there are options such as:

[Show on screen](#)

[Show as popup from button](#)

"Show on screen" or "Show always on screen" will display the element permanently on-screen, ie not in compact mode style. "Show as popup from button" will show that element in compact-mode style, even if compact is not enabled generally.

Changing available tools

In the F10 screen you can remove a tool by clicking on it to select it, and pressing the "Hide" link. You can add tools using the main "Add item to screen" link at the top. All the tools are in the "Shape/tool" sub-menu. Changes to the tools apply to the current activity for the user only.

There are some further options available in the main settings screen:

- On the page *Screen contents and layout > Order of tools* you can change the order in which the tools are listed.
- The page *Screen contents and layout > Shapes and tools* is mainly concerned with selecting which tools are displayed. However there are also options to organise the tools into folders within the tools panel. This can be useful if there's a huge number of tools present (eg if using many custom tools), or if you want to be able to use much larger buttons for the tools.

The size of the buttons for the tools can be adjusted in either the F10 screen or the main settings screen. However it does not specify an absolute size. The actual size of the buttons always depends as well on how many are to be displayed – the more buttons needed, the smaller they tend to be. The system will pick the size and number of columns which seems most efficient. If the student needs very large buttons, and you have already selected the largest size and they are not big enough – probably when there are 20+ displayed – then hiding some which are not needed may allow the remaining buttons to be displayed larger. Alternatively switching the tools to explicitly use compact mode (the default Compact mode tick box does not affect the tools area) would make the buttons much larger.

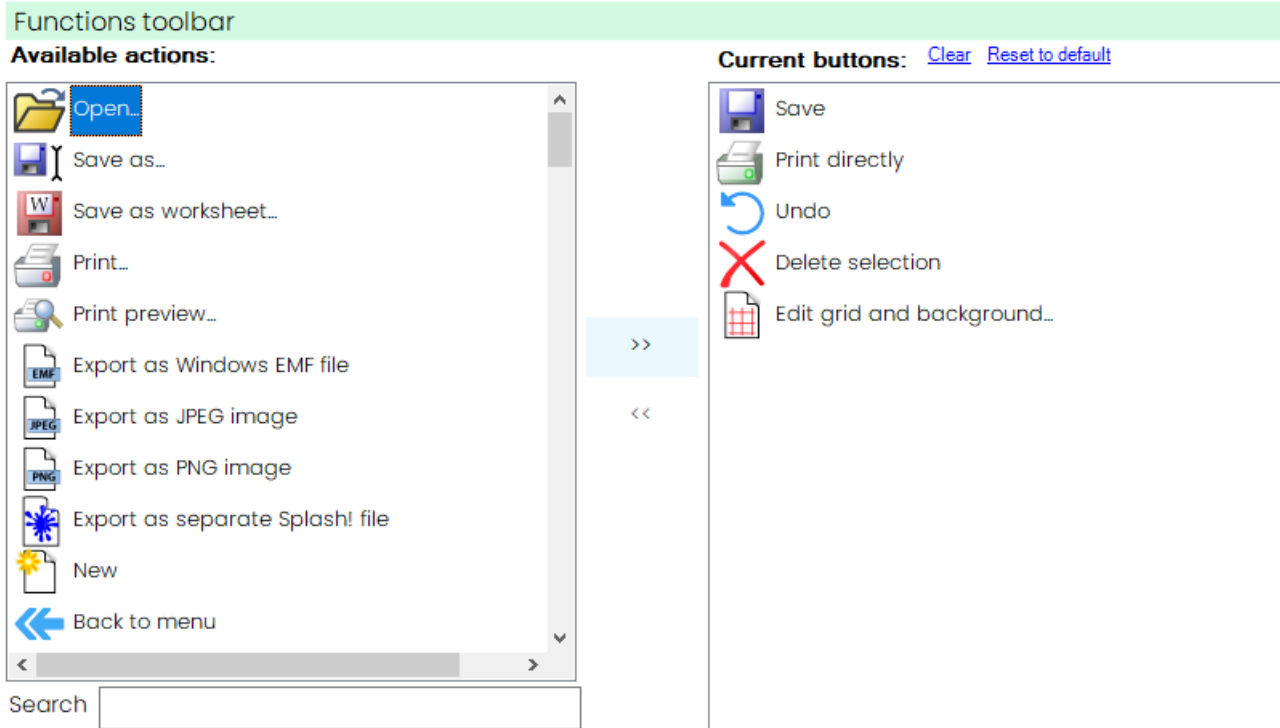
Functions toolbar

As well as showing/hiding the entire toolbar (or having it in compact mode) you can change what appears on it.

The first few things, in particular the user/teacher selection and the snapping modes, have a special status and are controlled as groups by a tick box option to display them or not (either reached by selecting the toolbar with the F10 screen open, or in *Settings > Screen contents and layout > Screen contents*).

The remaining buttons which perform functions such as save, undo etc can be individually added or removed. This is either via the "Add/remove function buttons from the toolbar" link in the F10 screen or in *Settings > Screen contents and layout > Functions toolbar*.

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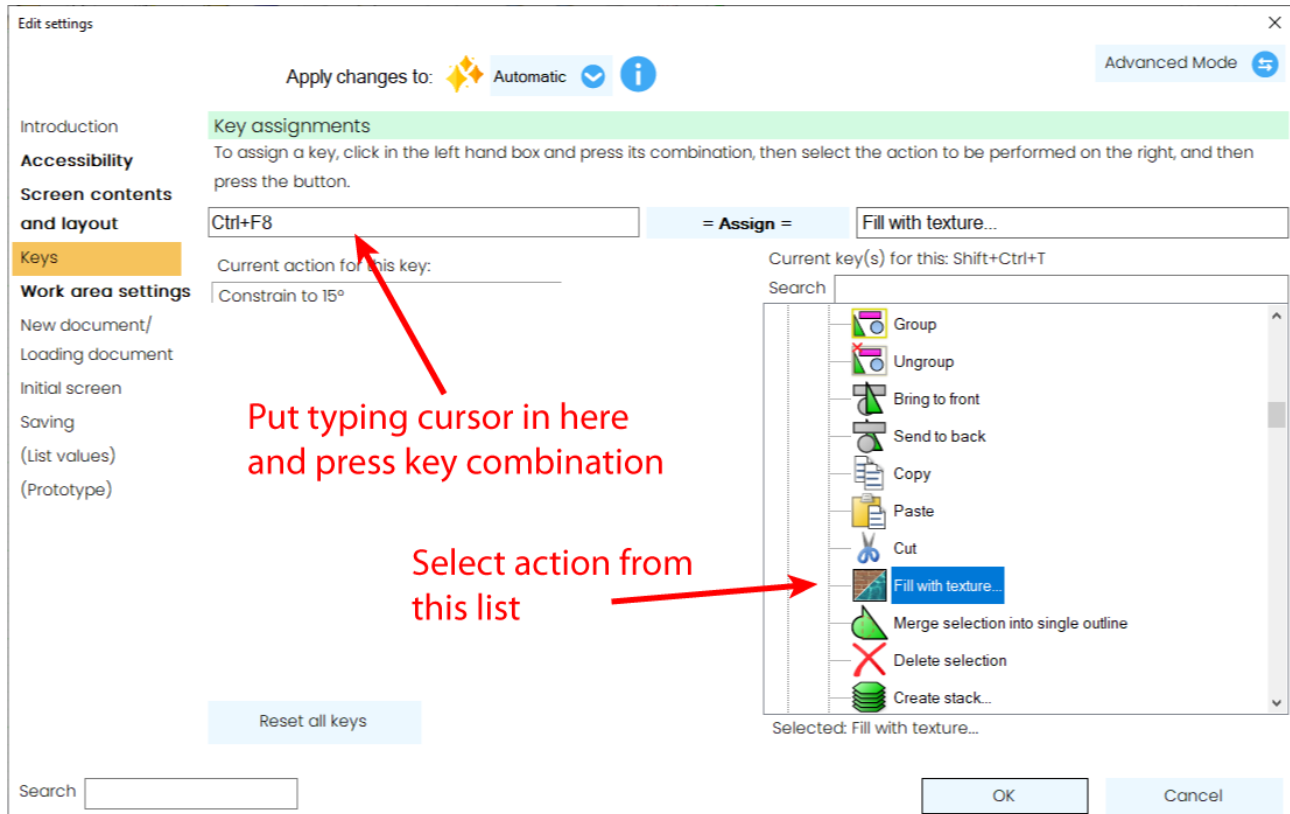
The current buttons are listed on the right. All unused buttons are listed on the left. There is a search box as the bottom of this which can be used to find items. To make changes select an entry in one of the list and click >> (to add) or << (to remove).

Other Options

Of the sections/pages in the settings screen, "Accessibility" and "Screen contents and layout" have been covered in the previous sections.

Assigning keys

All the keyboard short-cuts used by Splash! can be changed to suit either the user or a specific activity. This is done on the "Keys" page:



To assign a key combination, first put the typing cursor in the box on the left and press the key combination. It will be displayed in the box. If the key combination already has an action assigned to it, that will be shown beneath.

Then select the action from the list on the right. This list includes all tools, functions such as on the toolbar at the top, most menu items, and most items in palettes. The list is organised into groups, but you can also search for what you want by typing into the search box just above the list (press Enter to cycle through all matching options). If there are already key combination(s) which perform this action those are shown at the top, just below the name of the selected action.

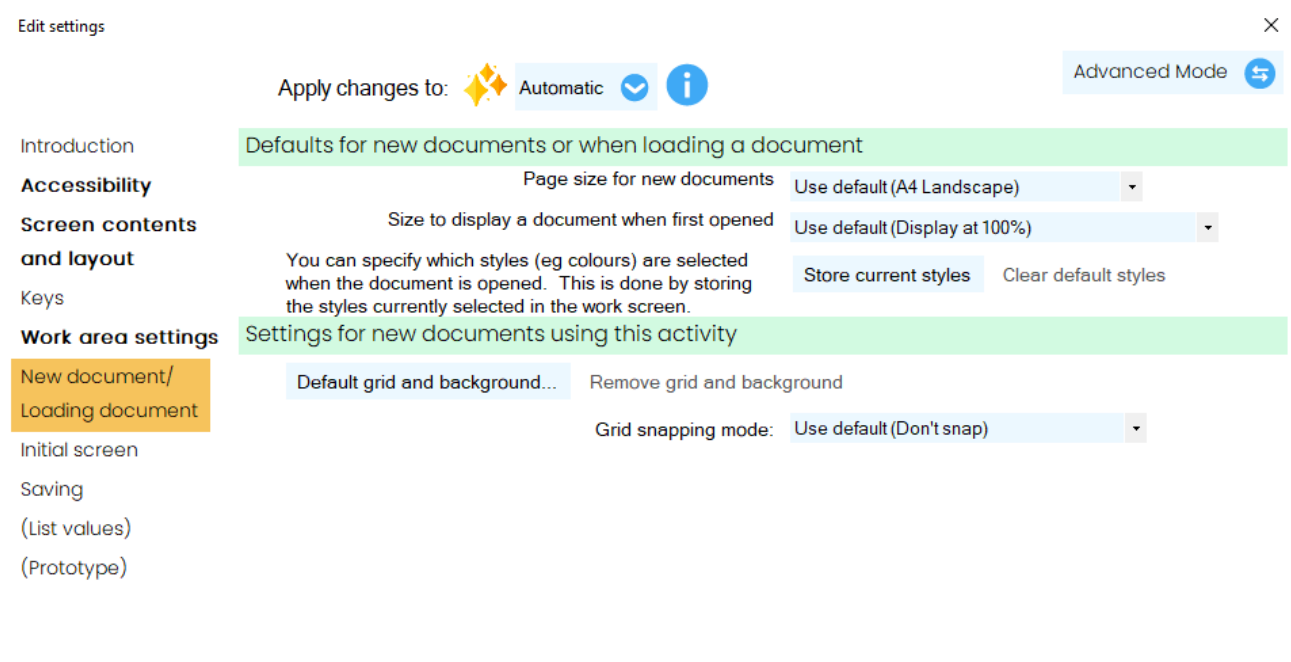
Finally click the "Assign" button to make the key perform the selected action.

Note: changes to key assignments will, by default, be stored in the user settings. This means that they will only apply in User mode and not Teacher mode (or vice versa if

changed in the Teacher mode settings). You may want to swap to Teacher mode and set the same combination.

Defaults for new documents

The page "New document/Loading document" has a number of settings that can be adjusted to change how documents are initially displayed so that they better suit the user:



The screenshot shows the 'Edit settings' dialog box with a sidebar on the left containing categories: Introduction, Accessibility, Screen contents and layout, Keys, Work area settings, New document/Loading document (highlighted in orange), Initial screen, Saving, (List values), and (Prototype). The main content area is titled 'Defaults for new documents or when loading a document' and includes the following settings:

- Apply changes to: Automatic (with a checkmark icon and an information icon)
- Advanced Mode (with a refresh icon)
- Page size for new documents: Use default (A4 Landscape)
- Size to display a document when first opened: Use default (Display at 100%)
- Text: You can specify which styles (eg colours) are selected when the document is opened. This is done by storing the styles currently selected in the work screen.
- Buttons: Store current styles, Clear default styles
- Settings for new documents using this activity
- Default grid and background... Remove grid and background
- Grid snapping mode: Use default (Don't snap)

Some of these settings apply only to new, blank documents. Some apply whenever a document is opened. These are described individually below:

- **Page size for new documents.** This only applies to blank documents opened from the user's menu. This changes the nominal size of the document itself. The most useful change is between portrait and landscape. Splash usually defaults to landscape documents – wider than they are tall, as this better fits most screens, especially without scrolling. However most Windows software, such as Word, usually starts with portrait pages – which usually need to be scrolled vertically. It will also affect how the document looks when printed. So if the student needs to make documents that will print "up-right", then switch this to A4 portrait.
Note: this setting does not take effect if "New document" is selected within the work-screen. In this case the new document is always sized to match the current one.
- **Size to display a document when first opened.** This applies to all documents, both new and loaded from a file. This sets the zoom when the document first appears. The default is 100% - the normal view. However for users who find scrolling harder, especially on a smaller screen where it might scroll more, you can opt to have it scaled to fit on the screen with no scrolling; or to fit the width, but

use vertical scrolling if needed. For VI users, you can also opt to always start at 150% size – although the user is likely to need to scroll both vertically and horizontally to see the whole document in many cases.

- **Default styles:** (this is the line with the "Store current styles" button on it). This can be used to choose what is selected in the various palettes when a document is opened. I.e. this is the colours, styles, font size etc that will initially be used when the user draws on the page. These are updated by storing the ones currently selected in the work screen. If those are not right you should close the settings screen and adjust them first.



Note: this is an option which may benefit from changing how widely using the "Apply changes to:" option at the top of the screen. By default it is applied to the user. However it may be more useful to do this for one activity only – or even for the current document – if you are setting up a worksheet in advance, especially for users with very limited access, it can be helpful to pre-select the options they will need.

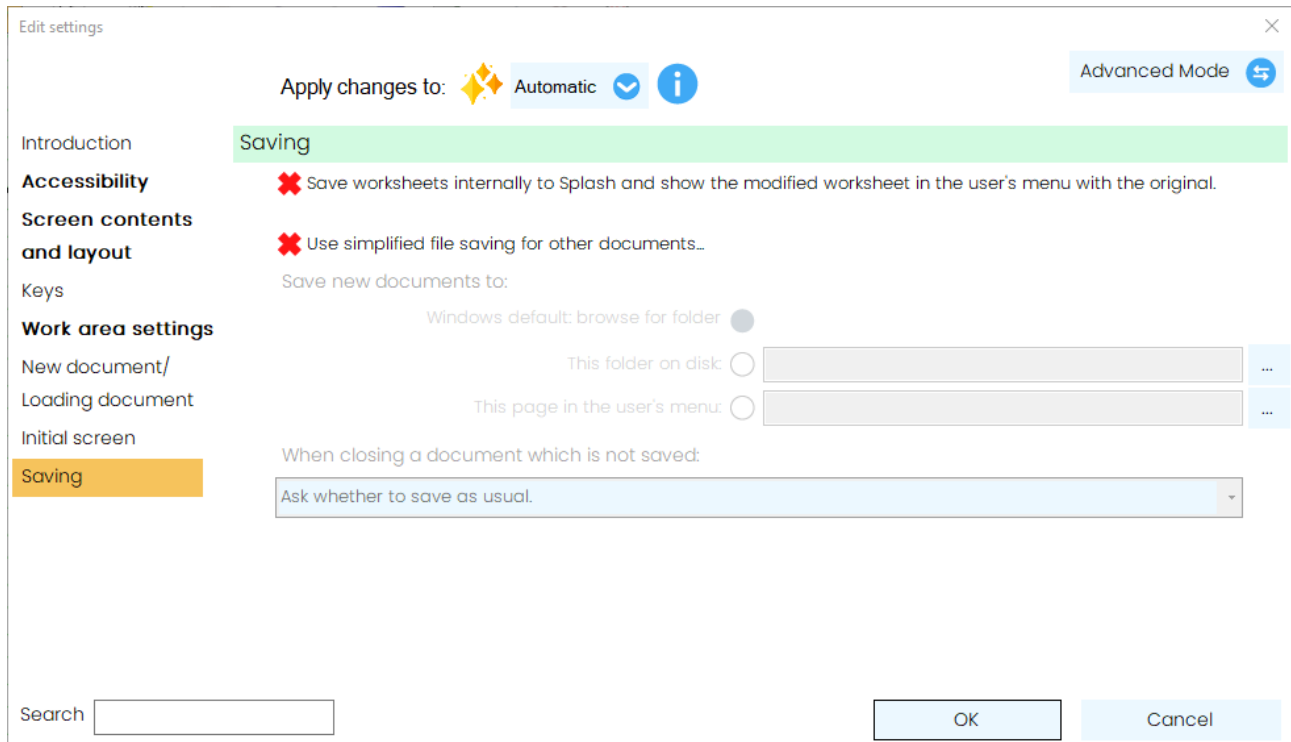
The last 2 options only apply to new, blank documents. Both are automatically saved with any existing documents and used when they are reloaded.

- **Default grid and background:** This lets you set the grid for new documents. It uses the same screen as changing the grid for the current document in the work screen. You can also set the background colour for documents, although this is less useful. You cannot set background images here (although they can be used in individual documents).
Note: by default changes here are specific to the activity and the user. So this is set separately for "Geometric drawing", "Arithmetic" etc. activities. Although you can change the "Apply change to:" at the top to set it globally for the user, this will usually be disregarded, as the activities already have individual defaults set in the system.
VI users: although changing the background colour may be useful for some VI users, it is better to do this in the VI page of the accessibility settings, which has an option to replace white backgrounds on all documents with another colour. Doing it that way will work with existing documents as well as new, blank ones.
- **Grid snapping mode:** This selects which of the snapping options (snap-to-grid, snap-to-shape, angle-snap or none of these) is selected initially when a blank document is opened.

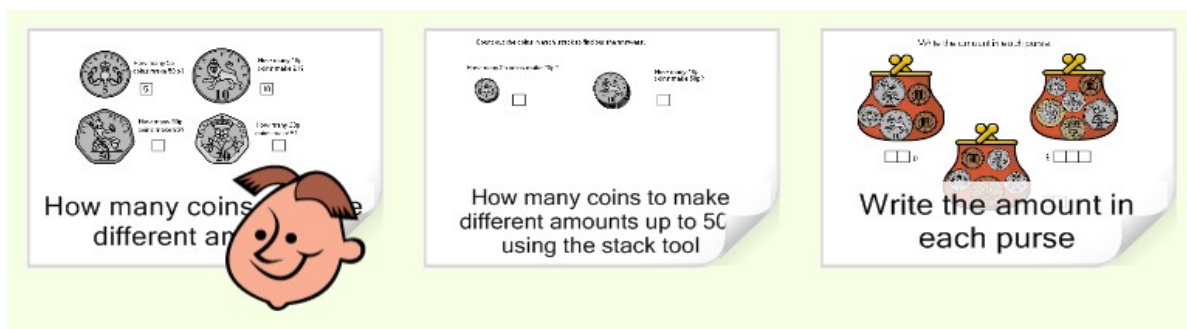
Saving documents

By default, Splash saves documents to disk much like any other software. For younger users, or users who cannot use the standard Windows file handling due to accessibility issues, this can be simplified. These options on the "Saving" page of the settings.

Technical note: unlike most settings, these can only be changed for user mode. In Teacher mode standard Windows file handling is always used, and these settings cannot be changed specifically for single documents or activities – they always apply to the user throughout the software.



The first option ("Save worksheets internally to Splash...") only affects worksheets opened from the user's menu. Usually when the user completes a worksheet and saves it, it is just saved as a file on disk. If this option is ticked, then instead the completed worksheet appears in the menu. Completed worksheets are indicated by the user's avatar displayed on them. In this screen only the first worksheet has been completed:



If this option is enabled and a worksheet opened, then the "Save" option in the file menu saves the worksheet as above. The "Save as" and "Save into user's menu" function as usual. The latter lets you save the worksheet into a different place in the user's menu.

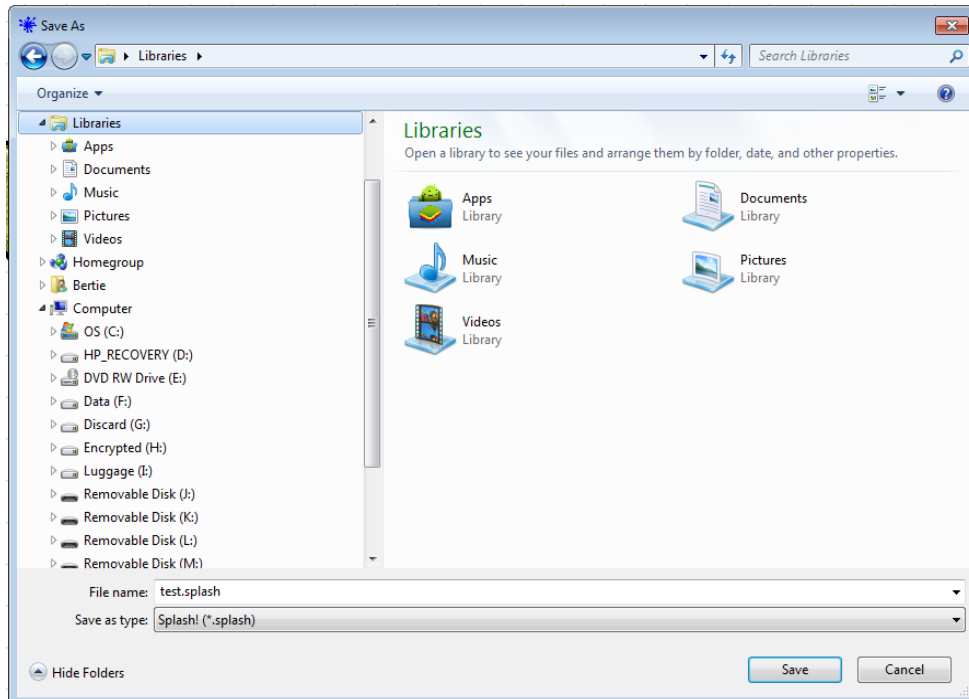
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This option has no effect if a Splash document was opened from disc, or if a blank activity was selected from the menu (the round buttons which start with a blank page)

Simplified saving

Ticking the "Use simplified file saving for other documents" option makes it possible to replace some of the normal saving document process.

Once this is ticked, the first options choose where documents are saved. The standard Windows screen to choose where to save a file...



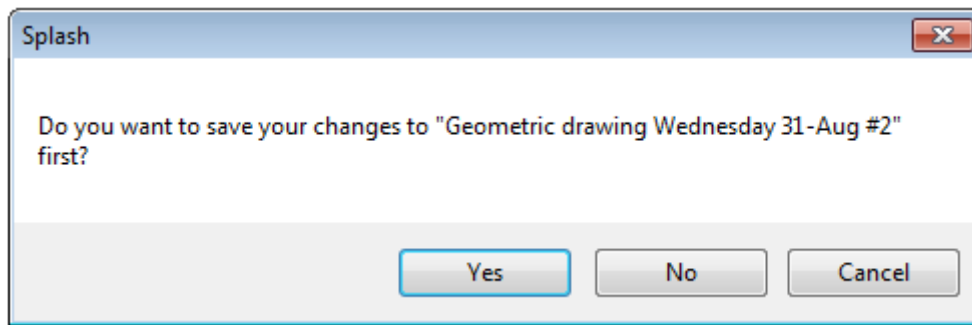
may not be appropriate for many Splash users. This is displayed if "Windows default: browse for folder" is selected.

The other two options remove any need for the user to choose a folder or filename. Instead all files are saved to a single folder, with each being given an automatic name based upon the activity and the date. Two types of folders can be used: a normal folder on the disc, or you can select a "folder" within the user's menu screen. In either case, click on the "..." button at the end of the line to select the actual folder

These options only affect the "Save" option on the file menu (or pressing Control + S). The user, or an assistant, can still manually save files in a different location, or with a different name, by selecting "Save as" from the file menu.

Unsaved documents

The last option on this page of the settings can be used to suppress the message that is normally displayed when you are about to discard a file with changes that haven't been saved:



Although accessibility is not usually a problem here, it may be confusing for younger users, or it may be difficult to read for VI users.

You can choose to have all files saved automatically, or have changes discarded without asking. The option to save automatically works best if a folder was set for all files to be saved into, above. If the first option is still to use the Windows file save, then automatically saving would pop up this box to ask where to save.

Technical note: If this is changed to automatically discard, whenever the user closes a document with unsaved changes, Splash will save a temporary copy in it's internal data folder. So if the user does accidentally lose anything important you should be able to find the file by selecting from the menu Help > Open Splash's data folder, and then navigating to the folder "Autosave/Current".

Work area settings

These three sub-pages contain various miscellaneous settings controlling the presentation and functionality within the work-screen. The Shape/Number settings page is options which apply to individual tools.

The individual settings are not described in detail as most are self-explanatory. If unsure it is best to just try them; then either Undo in the work-screen (Control-Z) or the reset icon in the settings screen can be used to reset if the change was not helpful.

The User's Menu Page



On the user's home page there will initially be a range of buttons to access the main activities in Splash: such as painting, numbers and maths, graph drawing, geometric drawing and simple equations. There is also a folder containing sample worksheets.

When the software starts it begins in the menu of the student who was using it last time, if there is more than one profile.

Skipping the menu

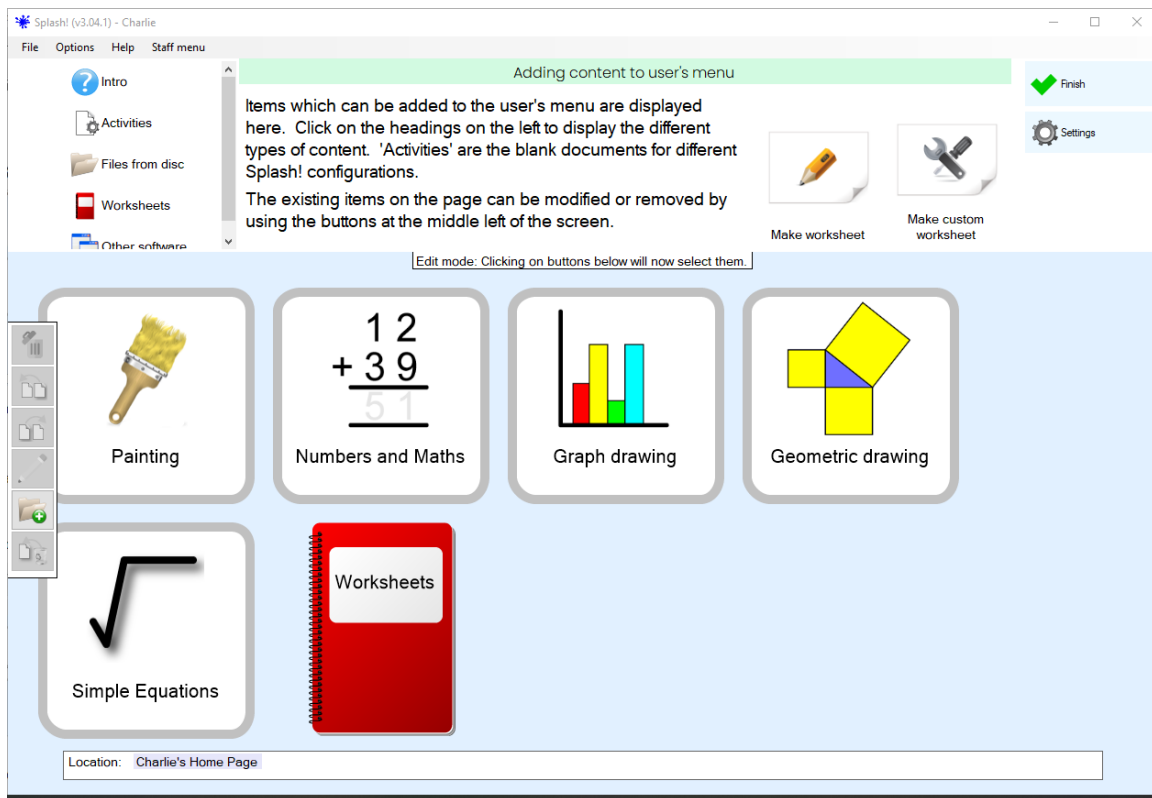
If the student is mostly using one of the activities you can opt to skip the menu and have Splash open directly in the work-screen for that user. This is done in *Settings > Initial page*. On that settings page you can choose either to use the menu, or nominate one item from the user's menu to use on startup.

Changing the menu content

You can change what appears on the student's menu. If there are multiple pages, navigate to the page you want to change first, and then click the "Edit this page" button, top right (or pressing Control + E toggles between editing and normal)







The screen now shows content across the top, and some editing buttons inset on the left:

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Changing existing buttons

To modify or remove a button, first click it, and then use one of the buttons on the left:

-  Delete
-  Move left-hand
-  Move right-hand
-  Rename a folder
-  Add a page
-  Undo delete

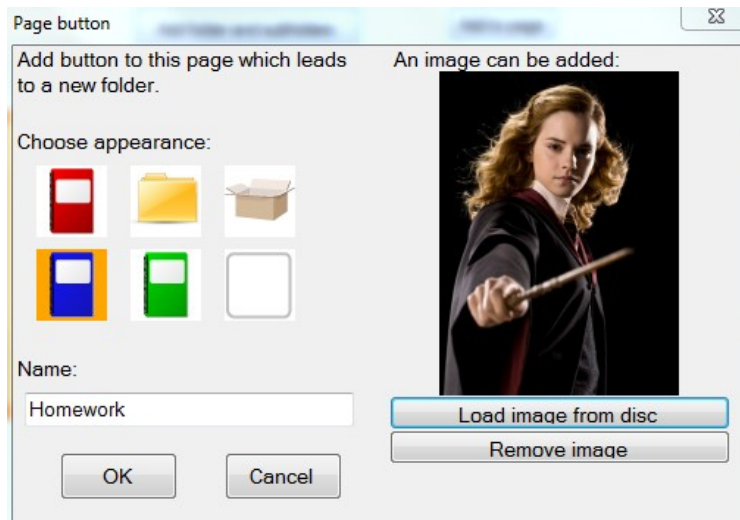
Creating new pages

You can have buttons which lead to sub-pages of the menu if there is too much to fit well on one screen.

It is also possible to have all the user's file saved automatically into a folder in their menu, if they cannot cope with the normal Windows file saving system (see p24). In this case it would be best to create an empty folder called "Saved files" or such, to use for the user's files.

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To add a new page, start on the main page and click the second-last button on the left. This brings up a screen that lets you set the appearance of the button:



You need to at least enter a name for it. You also change the appearance (by default buttons for more pages appear as note-books, but there are some alternatives provided). You can also, optionally, put an image on the button.

Adding new buttons

Options for new buttons you can add appear at the top of the screen when editing the menu. The types of content are listed on the left – the most important is the Activities section which lets you add the main functional areas of Splash such as the ones that appear on the default menu page.

You can also add individual files from disc, or worksheets built into Splash.

Finally it is possible to add buttons which will open other software on the computer, if the student is predominantly using Splash.