ViewPlus Software Suite 6.1.21
User Manual
Revision: 2019 July

Contents

I. Preface *3*

II. Tiger Software Suite - Program Installation *4*

II.A. Installation **4**

II.B. Uninstallation **9**

III. VP License Manager *9*

III.A. Software Activation **10**

III.A.1. Activation on computer with internet connection 11

III.A.2. Activation on computer without internet connection 12

III.B. Deactivation of Tiger Software Suite **15**

III.B.1. Deactivation on computer with internet connection 15

III.B.2. Deactivation on computer without internet connection 16

IV. Tiger Software Suite MS Office Add-in *17*

IV.A. Introduction **17**

IV.B. Languages **17**

IV.B.1. User interface language 17

IV.B.2. Braille translation language 18

IV.C. Operation in MS Office Word **18**

IV.C.1. Profile Settings dialog 19

IV.C.1.1. Braille Settings tab 20

1. Settings for Braille translation of monolingual documents 21
2. Settings for Braille translation of bilingual, or trilingual documents 23
3. Converting Math equations to Braille 26

IV.C.1.2. Ink Settings tab 27

IV.C.1.3. Page Layout tab 28

IV.C.1.3.1. Page Layout Advanced button dialog 31

IV.C.1.4. Document Settings tab 34

IV.C.2. Managing Tiger Profiles 37

IV.C.3. Translate ribbon section 39

IV.C.4. Display ribbon section 41

IV.C.5. Print ribbon section 42

IV.C.6. Help ribbon section 43

IV.D. Operation in MS Office Excel **43**

IV.D.1. Profile Settings Dialog 45

IV.D.1.1. Braille Settings tab 46

IV.D.1.2. Page Layout tab 47

IV.D.1.3. Document Settings tab 47

IV.D.2. Managing Tiger Profiles 49

IV.D.3. Translate ribbon section 49
IV.D.3.1. Translation of Charts and Graphs 51
IV.D.3.2. Braille and Ink worksheets 52
IV.D.4. Display ribbon section 54
IV.D.5. Print ribbon section 55
IV.D.6. Help ribbon section 56
IV.E. Ribbon Section 'Help' in MS Word and MS Excel 57
IV.F. List of hot keys for TSS Office Add-ins 57
V. Tiger Designer 58
V.A. Introduction 58
V.B. Using Tiger Designer 58
V.C. Tiger Designer File Formats 60
V.D. Tiger, and TigerPlus embossing technologies 61
V.E. Command menus 61
V.E.1. File menu 61
V.E.2. Edit menu 67
V.E.3. View menu 69
V.E.4. Navigation menu 70
V.E.5. Color menu 71
V.E.6. Tool menu 72
V.E.7. Transform menu 76
V.E.8. Help menu 78
VI. ViewPlus Braille Translator 78
VI.A. Using ViewPlus Translator 78
VI.A.1. Setup for translation 79
VII. ViewPlus Support 82

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.

Additional MathType features in MS Word make conversion of equations to Braille math easy.

NOTE: To use math capabilities of TSS, MathType 5.0 or higher is required. It must be compatible to your MS Office version. MathType is available from Design Science or from ViewPlus.

The Tiger Software Suite consists of three 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

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

- **The ViewPlus Translator**
  A Braille translation program to translate text to Braille from other Windows applications outside of MS Office Word and Excel

TSS is compatible with current Windows operating systems, both 32 and 64 bit. TSS 6 is also compatible to both 32 and 64 bit MS Office versions, starting at Office 2007.

All products were developed exclusively by ViewPlus Technologies, Inc.

II. Tiger Software Suite - Program Installation

II.A. Installation

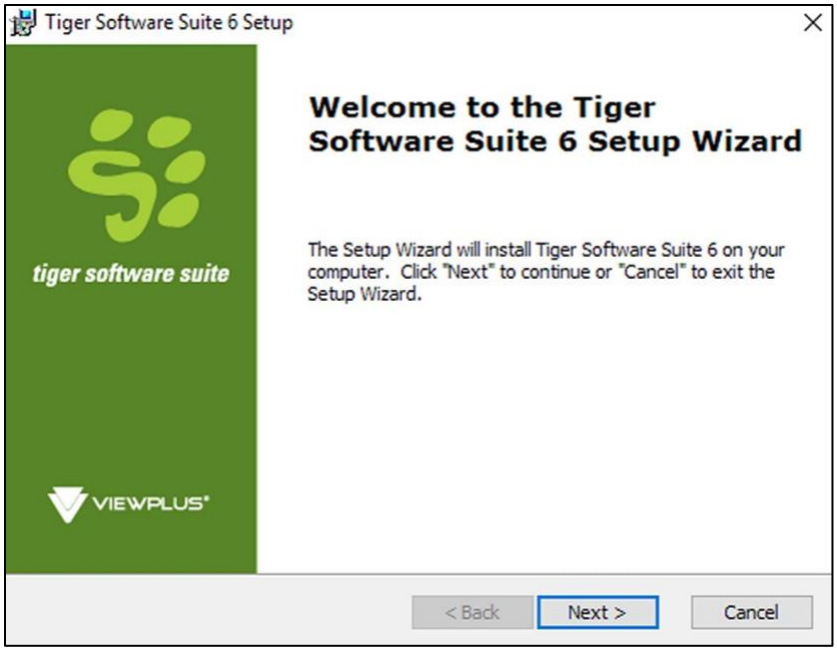
Before updating Tiger Software Suite (TSS) from a former version, please make sure to uninstall any previous version from your computer.

Make sure to have all MS Office Programs closed and execute the TSS Version 6 installation file on your Windows system with administration rights.

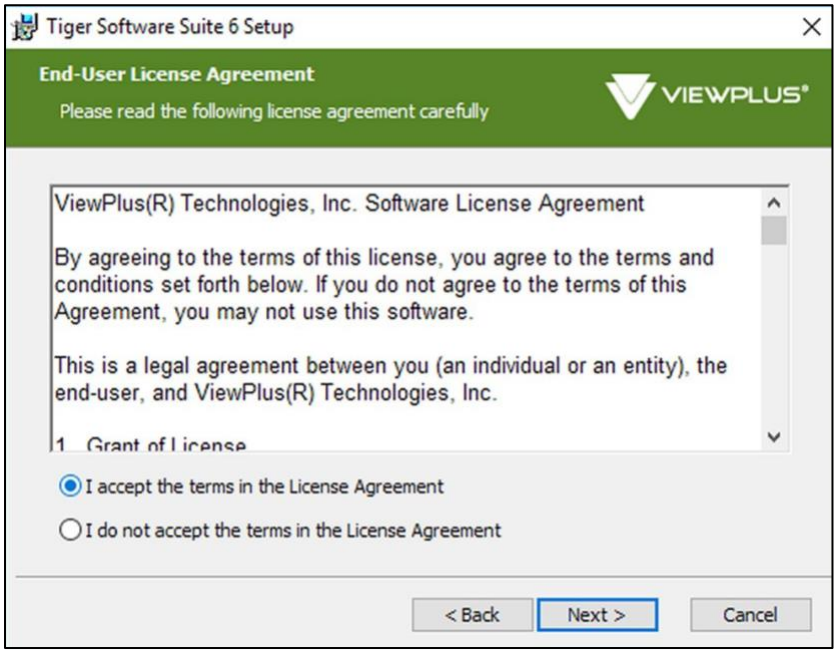
If the setup program prompts you to download and install Microsoft Visual C++ Distributable, or Microsoft .NET, you must complete those installations before TSS can proceed.

The first screen prompts you to select your language. If your preferred language is not pre-selected, select it from the drop-down menu. Press Enter or click 'Next' to proceed.

The next 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 through before you can proceed. Press A or click 'I accept the terms of the License Agreement' underneath, before pressing Enter, or clicking 'Next' to continue with the installation process.

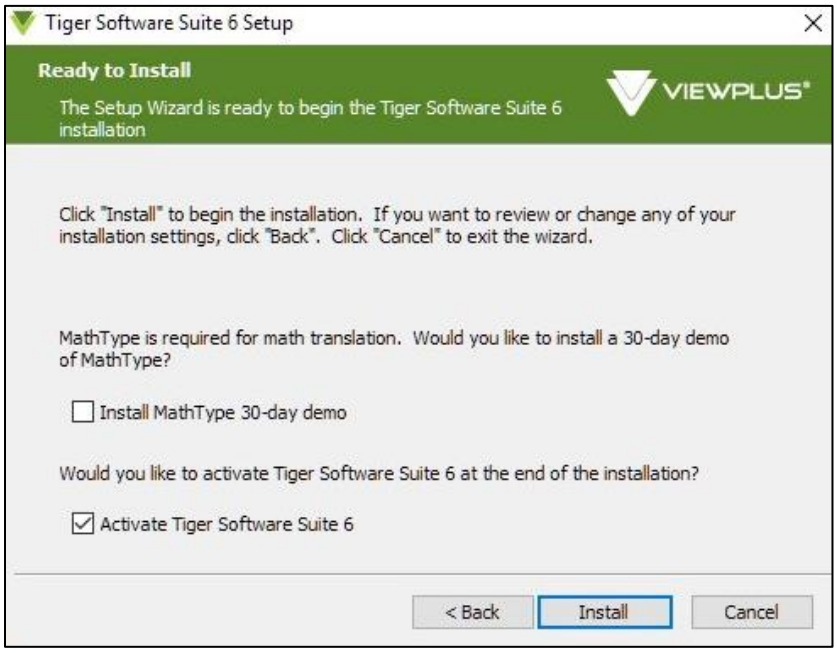


Before clicking 'Install' on the following screen, you may want to select the check box for installation of MathType 30-day demo application. MathType is a third party program, provided by Design Science and is used within MS Office Word, allowing you to insert math equations and have those translated to Braille math by TSS.

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.

If TSS is not activated, it will function for 30 days.

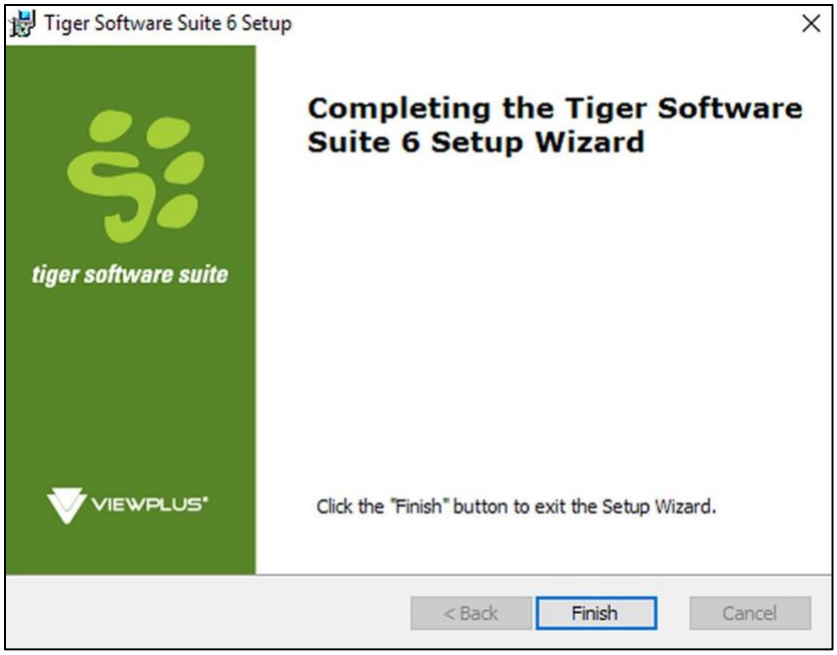
Simply click 'Install' to begin installation according to your selection. You may also click 'Back' or 'Cancel'.



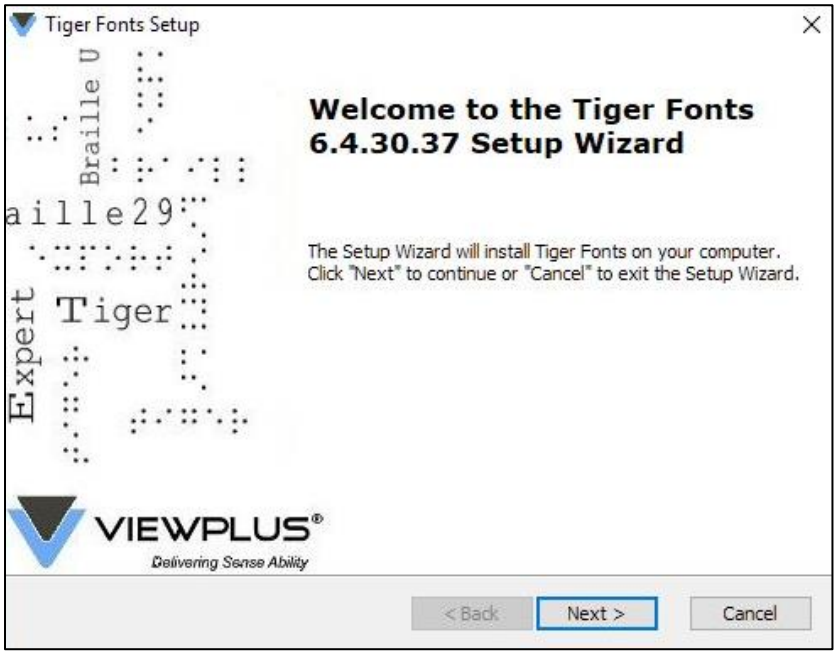
You may be asked to close certain applications during the Tiger Software Suite installation process. This will be necessary to ensure successful installation of TSS, so please follow the request.

You will see a progress indicator during program setup.

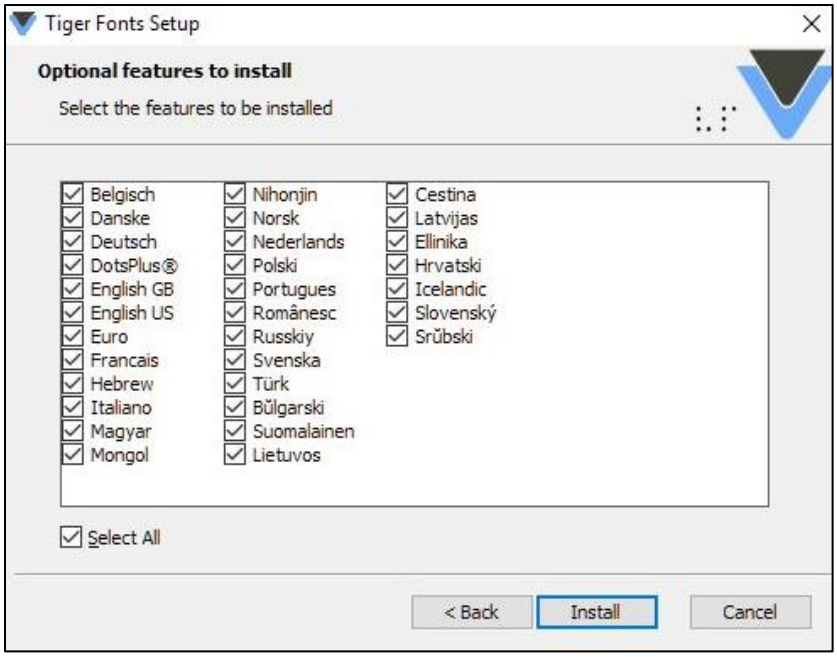
Once it is completed, you will get the following window, asking you to exit the setup wizard with button 'Finish'.



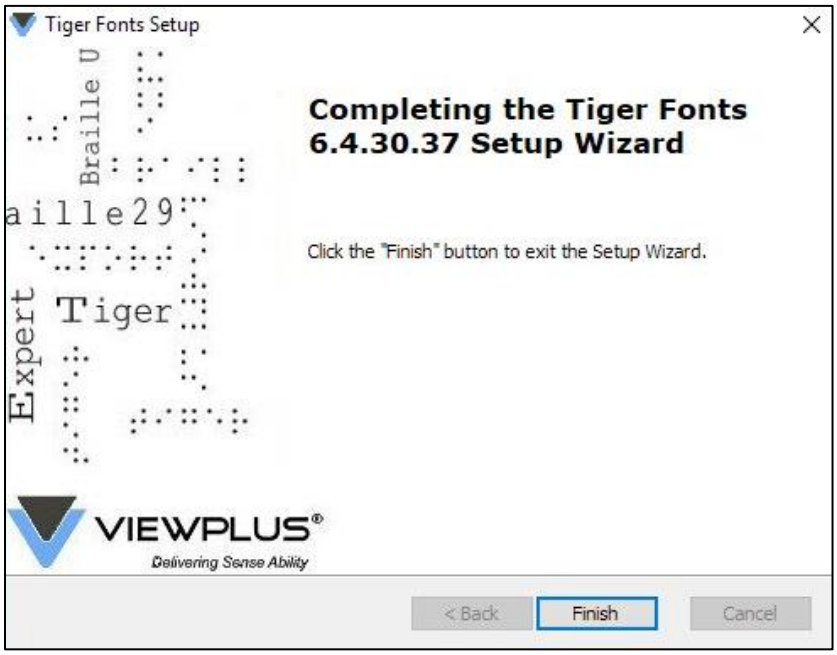
Depending on current installed font set on your computer, the Tiger Fonts Setup Wizard might show consecutive to TSS installation. Tiger Fonts, or Braille fonts respectively, are required for any text to Braille translation using TSS.



After proceeding from first screen, you will get a list of all Braille fonts available for text to Braille translation. Check 'Select All' at the bottom, or select specific fonts to be installed from the list. Proceed by clicking 'Install'.



Successful installation will be confirmed by a final dialog. Press '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, along with Tiger Designer and ViewPlus Translator being added to the start list of Windows programs on your PC.

Should the 'Tiger' ribbon not show within MS Office Word, or Excel program, please check the Add-ins section under Word options, and make sure the "Tiger Software Suite Office Addin" is listed under active

application add-ins. If it is not, go to manage your COM Add-ins in order to activate "Tiger Software Suite Office 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 de-installation of Tiger Software Suite to complete successfully.

After Tiger Software Suite has been uninstalled, all parts of it will be gone 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

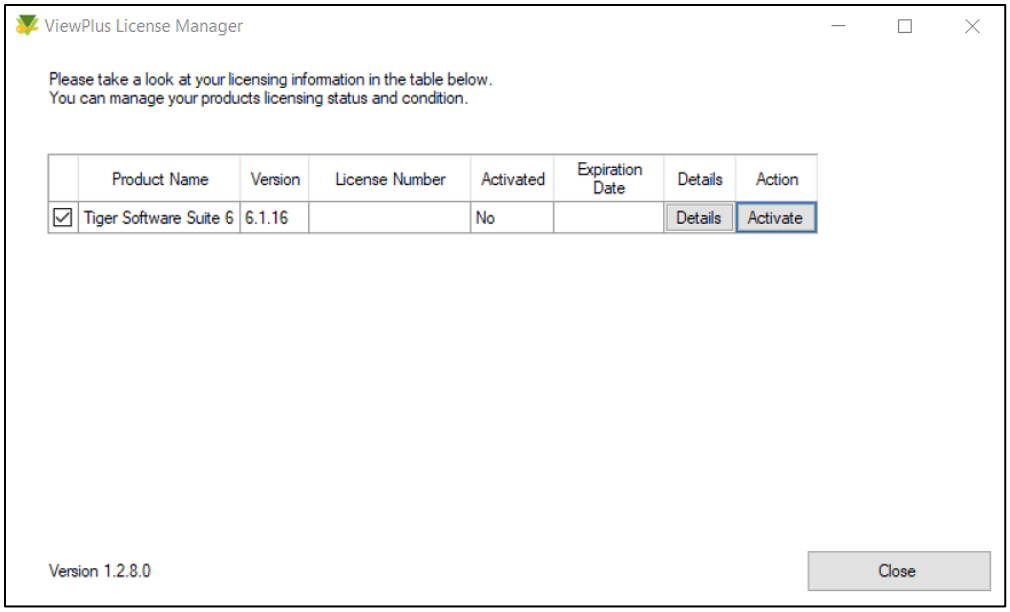
ViewPlus Software licenses are managed through the VP License Manager. This application starts automatically when choosing any activation, or deactivation function through TSS software user interfaces, which is Tiger ribbon in MS Office Word, or Excel, or stand alone Tiger Designer program. VP License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

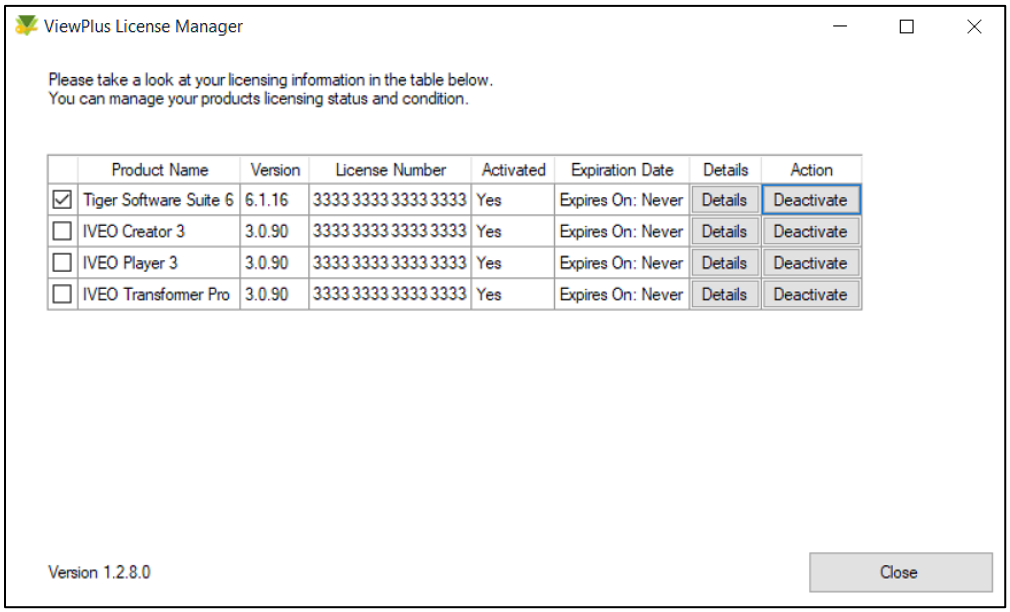
Please make sure to run VP License Manager with administrator rights!

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'.



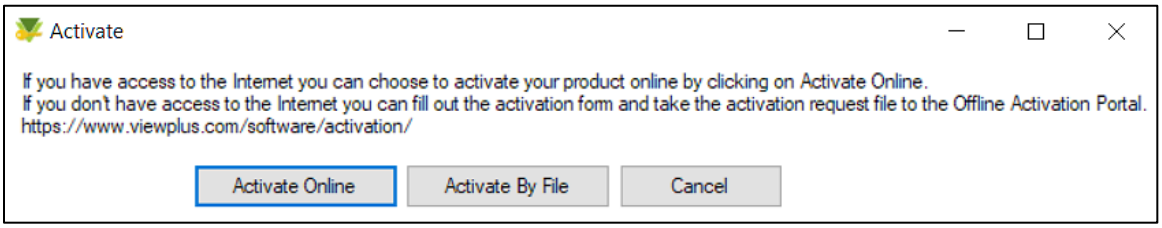


III.A. Software Activation

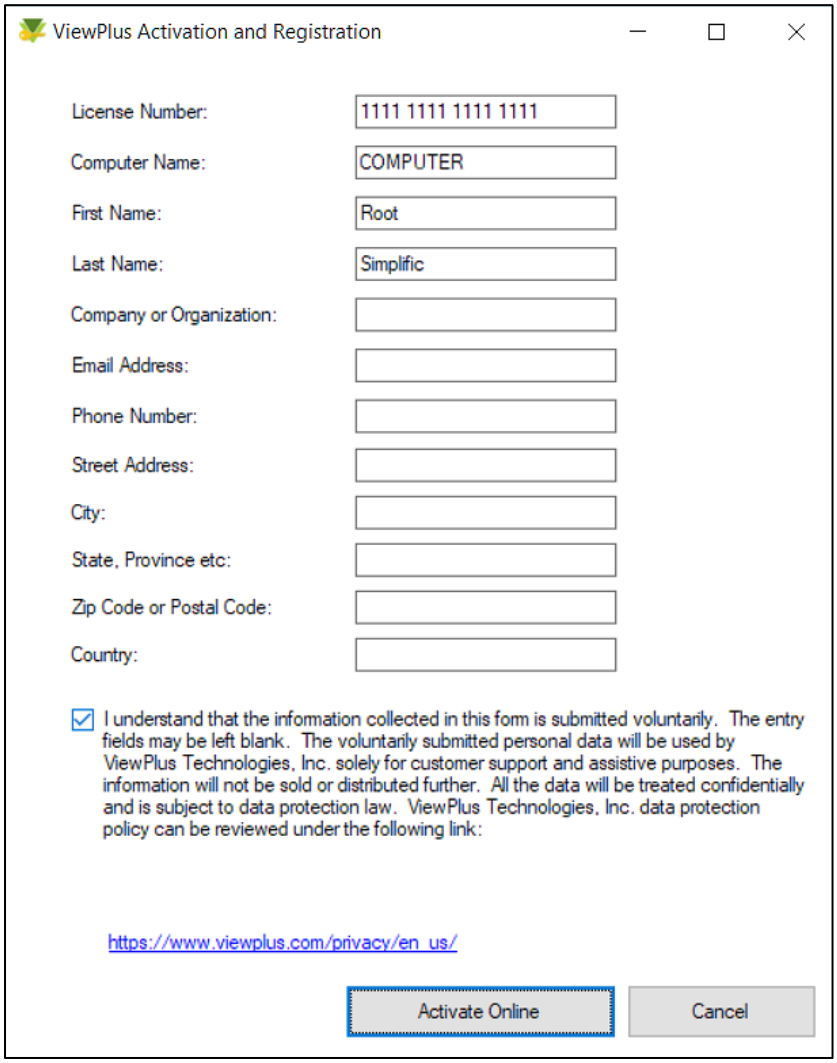
After installation of the Tiger Software Suite, it must be activated online. There are two methods for activating the software: one method for computers with active internet connection, and one for computers without internet connection.

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

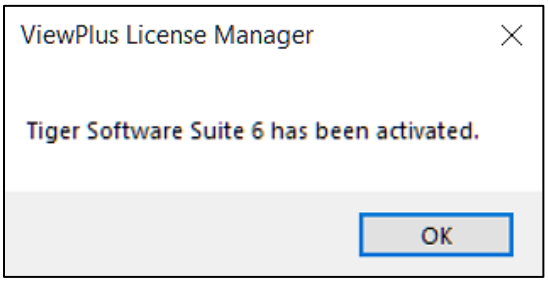
1. From the Tiger Software Suite list item in VP License Manager, select button 'Activate'.
2. Then select 'Activate Online' from the next dialog window that pops up.



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'.



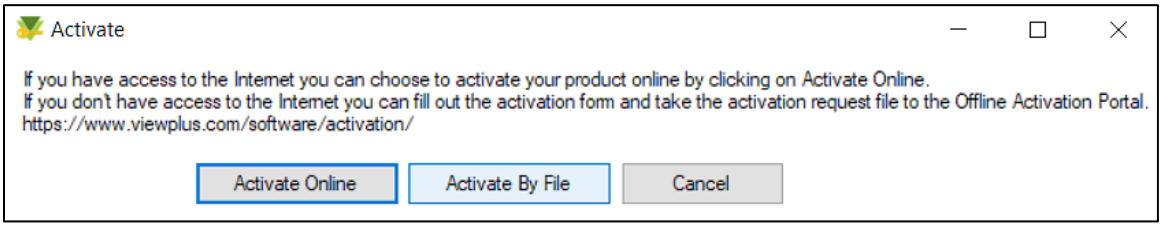
5. A pop-up window will confirm successful activation.



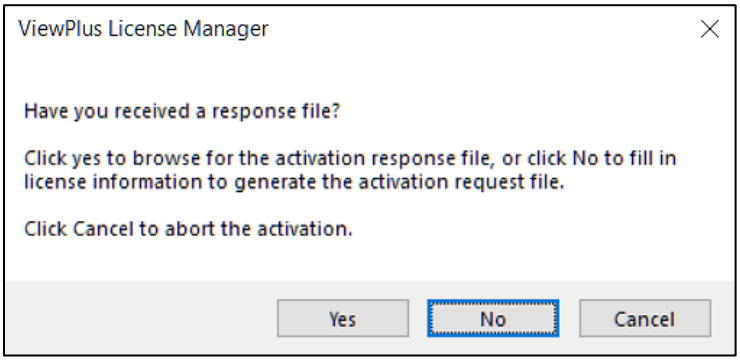
III.A.2. Activation on computer without internet connection

To activate 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:

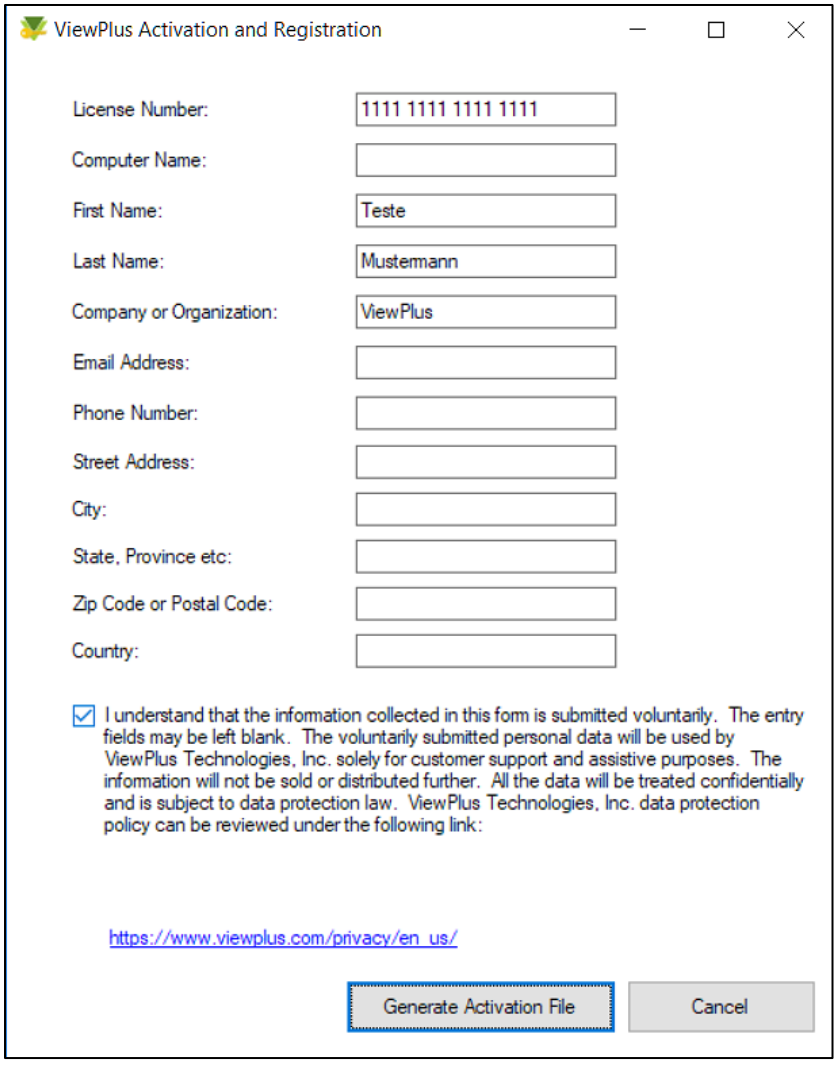
1. From the Tiger Software Suite list item in VP License Manager, select button 'Activate'.
2. Then select 'Activate By File' from the next dialog window that pops up.



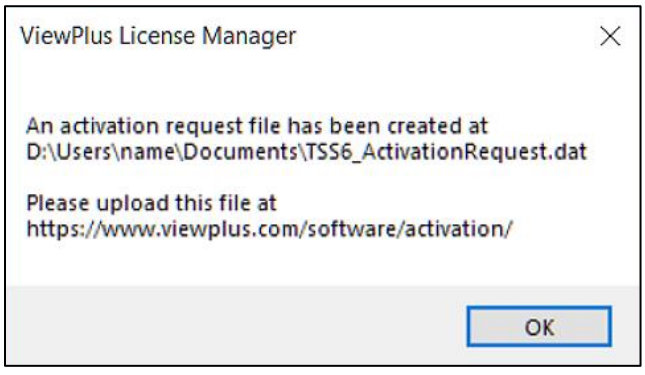
3. A pop-up window will open, asking whether you have received a response file. Click 'No' at this point to proceed to the activation and registration window.



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'.



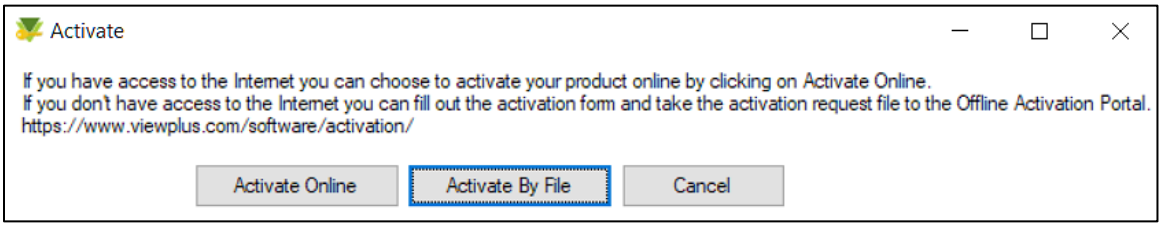
6. The next pop-up will inform you, that an activation request file has been created in your documents folder.
7. Transport the file named "TSS6_ActivationRequest.dat" to a computer with internet connection.



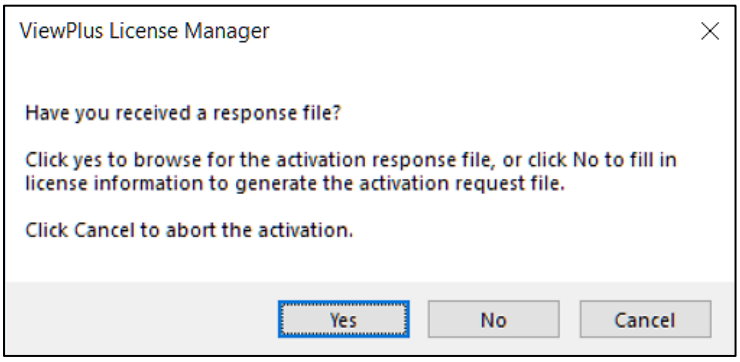
8. On a computer with internet connection open your preferred internet browser and direct to https://viewplus.com/software/activation/

9. Select 'Manual Activation' button from this webpage.
10. On next form browse to your TSS6_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 6 is supposed to be activated.

13. On the computer where you like to activate TSS 6, 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. A pop-up window will open, asking whether you have received a response file. Click 'Yes' at this time.



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

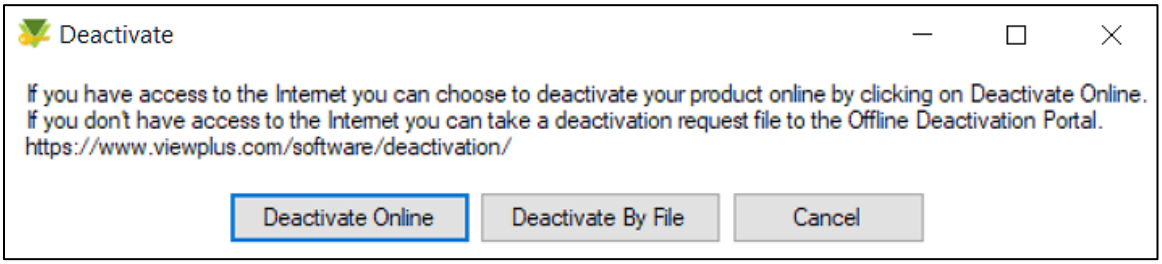
NOTE: Make sure to perform Tiger Software Suite activation on your computer with adminstrator rights. Otherwise there might be problems showing disabled functionality.

III.B. Deactivation of Tiger Software Suite

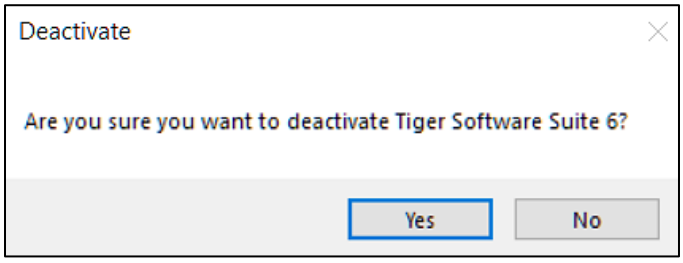
To transfer your software to another computer you must deactivate the original computer before attempting to activate the software on your new computer. The process for deactivation is similar to activation. There are also two methods for deactivation: one method for computers with active internet connection, and one for computers without internet connection.

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

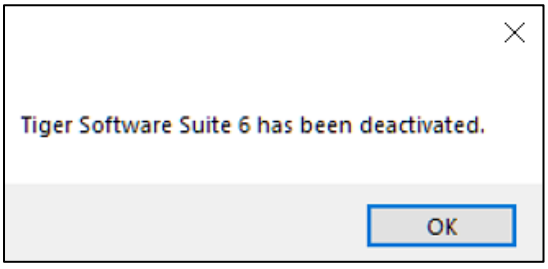
1. From the Tiger Software Suite list item in VP License Manager, select button 'Deactivate'.
2. Then select 'Deactivate Online' from the next dialog window that pops up.



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



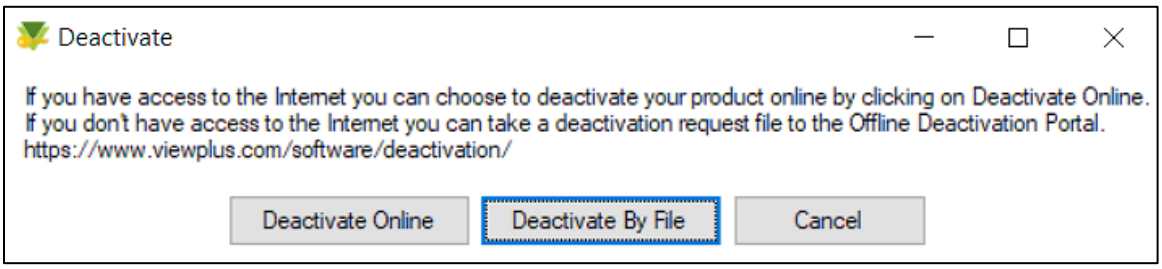
4. Another pop-up window will confirm successful deactivation and ViewPlus License Manager dialog window should show Tiger Software Suite in status deactivated now.



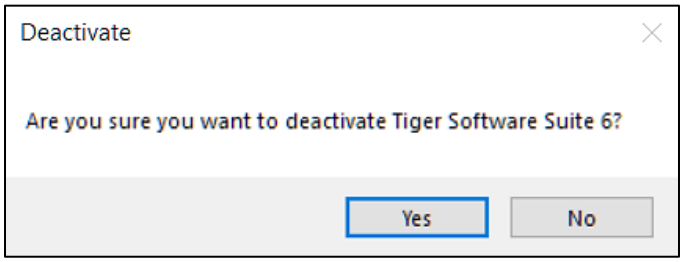
III.B.2. Deactivation on computer without internet connection

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:

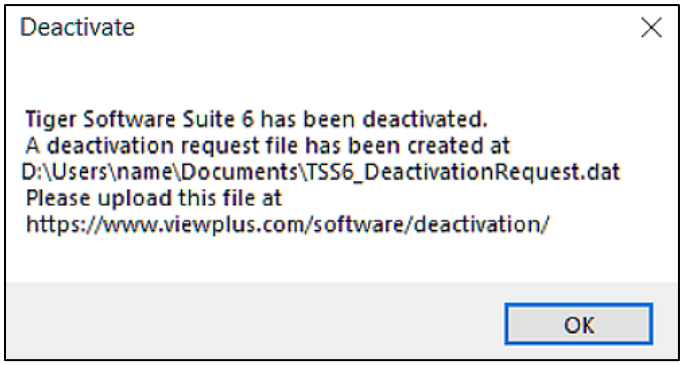
1. From the Tiger Software Suite list item in VP License Manager, select button 'Deactivate'.
2. Then select 'Deactivate By File' from the next dialog window that pops up.



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 "TSS6_DeactivationRequest.dat" to a computer with internet connection.



6. On a computer with internet connection open your preferred internet browser and direct to https://viewplus.com/software/deactivation/
7. Select 'Manual Deactivation' button from this webpage.

8. On next form browse to your TSS6_DeactivationRequest file in your documents folder and click '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 Version 6 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 2007 or higher, Tiger commands will appear on the new Tiger ribbon in Word and Excel after installing the Tiger Software Suite.

Clicking on the '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 6.1.16 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, and Thai.

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.B.2. Braille translation language

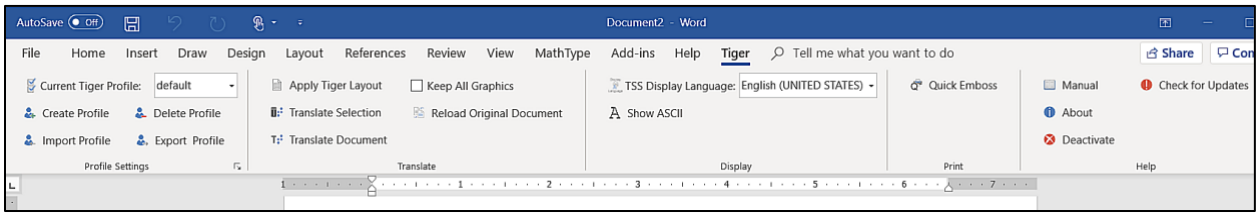
Available language codes for text to Braille translation in TSS 6.1.16 and above are:

Africaans, Arabic, Bulgarian, Croatian, Cymraeg (Welsh), Czech, Danish, Dutch Belgium, Dutch Holland, English American, English British, English Unified, Estonian, Finnish, French, French (American BANA), French Quebec, Georgian, German, German (American BANA), German (Switzerland), Greek, Hebrew, Hindi, Hungarian, Icelandic, IPA, Italian, Korean, Latvian, Lithuanian, Malay, Mongolian, Norwegian, Polish, Portuguese, Rumanian, Russian, Serbian, Slovak, Slovenian, Sotho, Spanish, Spanish (American BANA), Swedish, Telugu, Thai, Tswana, and Turkish.

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.



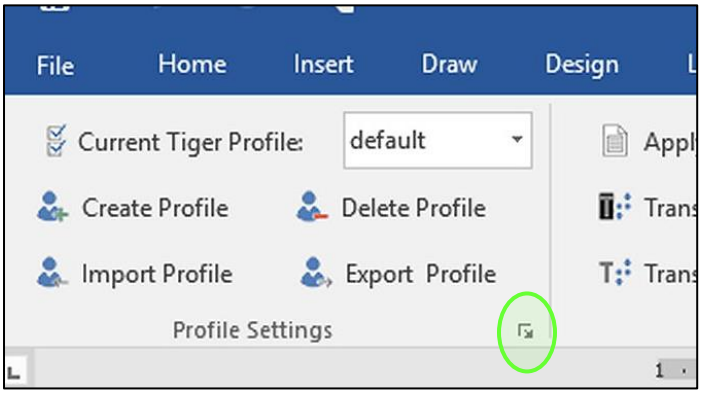
Command and options will be explained in the following.

Profile Settings first!

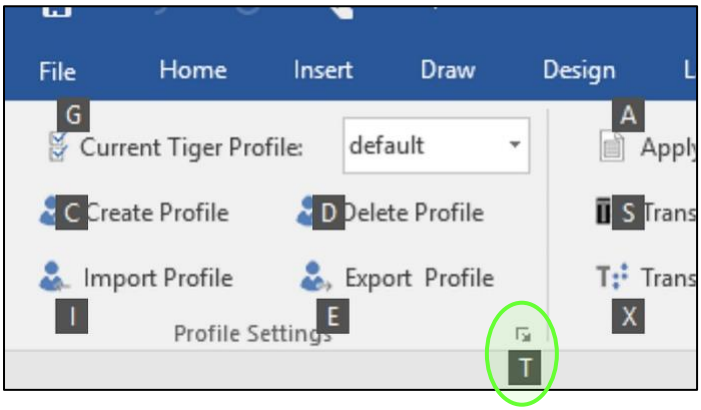
The user has the opportunity to define settings for applied language, Braille code, and document formatting on Braille translation/document conversion procedures. These settings can be accessed through ribbon section "Profile Settings".

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 click on the bottom right corner of the "Profile Settings" ribbon section, or press Alt on your keyboard to enter the hotkey mode, then Y2 to call the Tiger ribbon, then T 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).

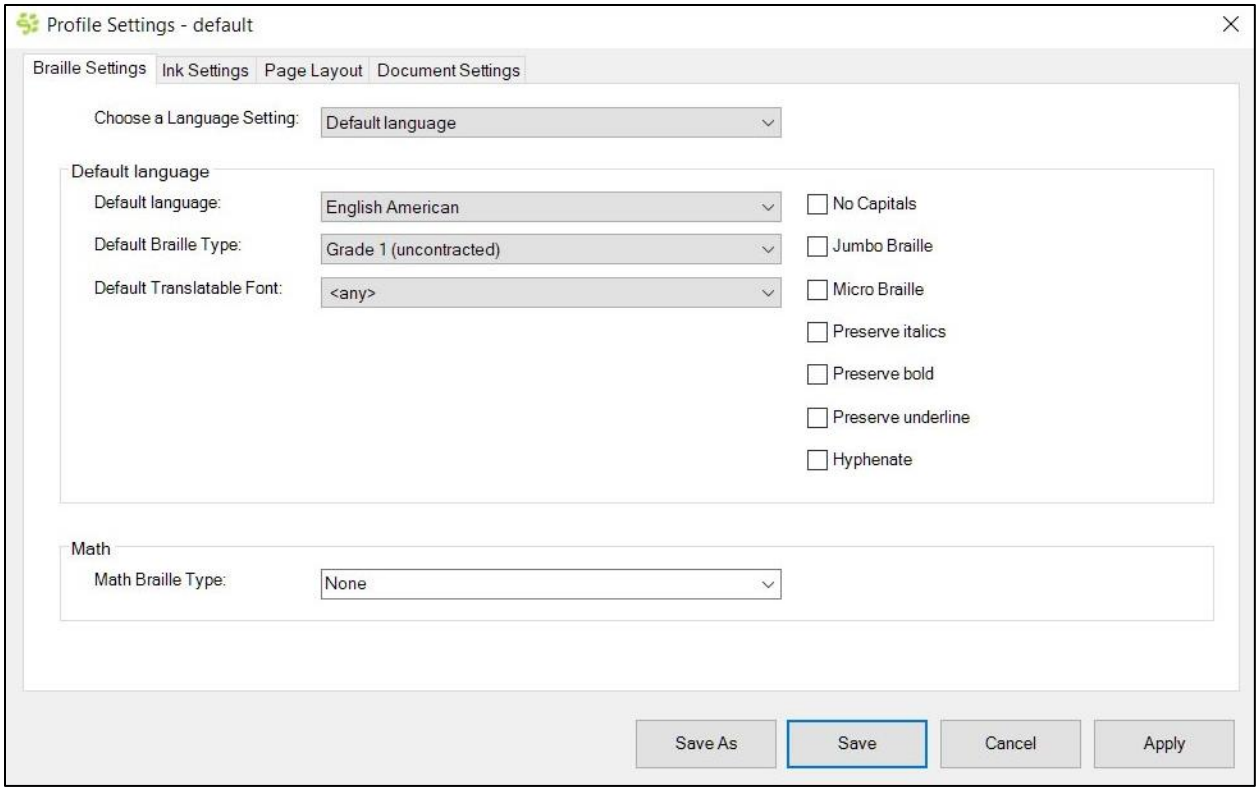


Tiger ribbon section "Profile Settings" shown with display of hotkeys:



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 languages within the document

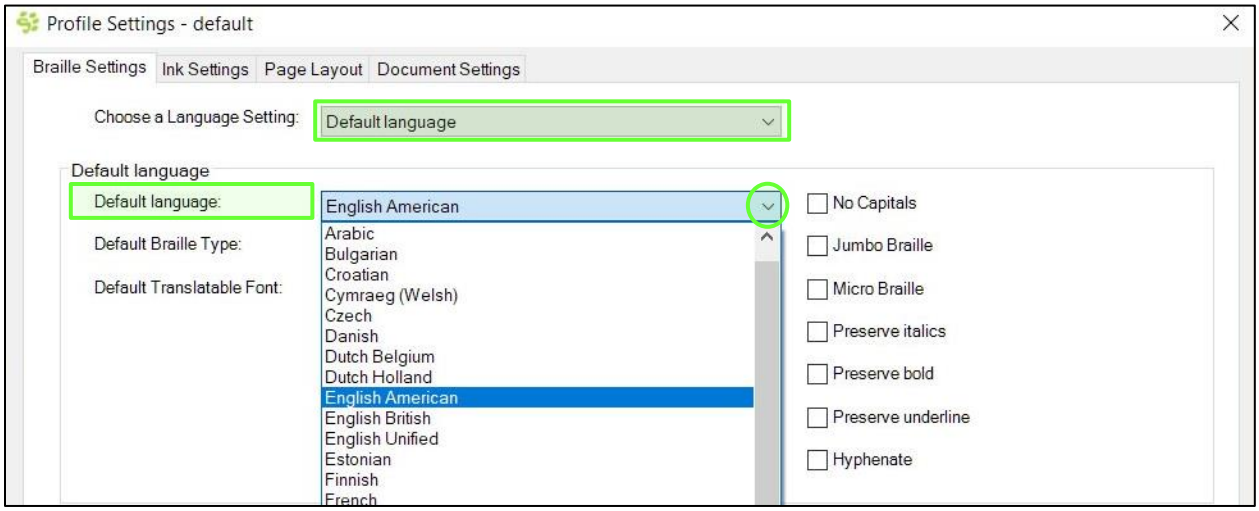
And concluding this section will be a description about:

3. Math Braille Type

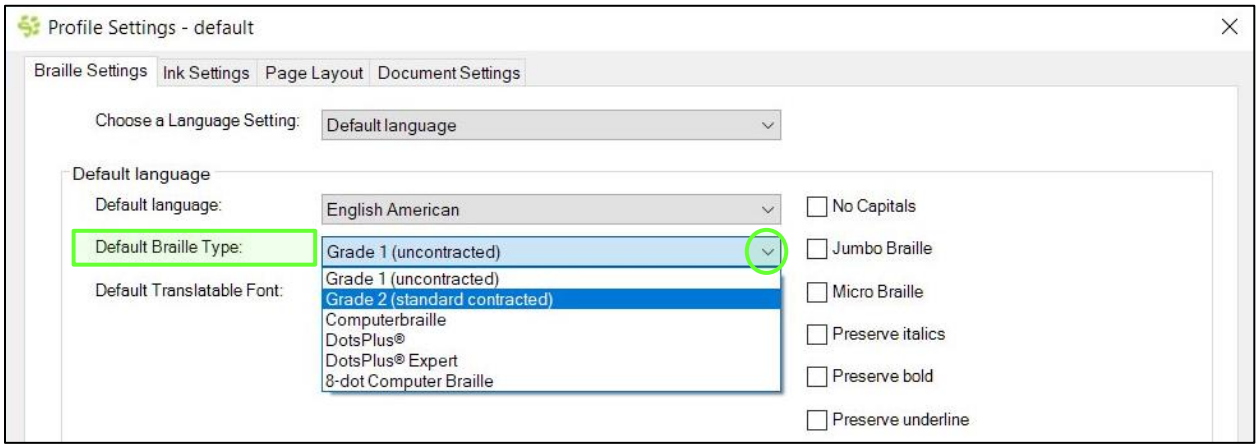
1. Settings for Braille translation of monolingual documents

Make sure to have "Default Language" selected within field "Choose a Language Setting:". This can be selected from the drop down list within this field.

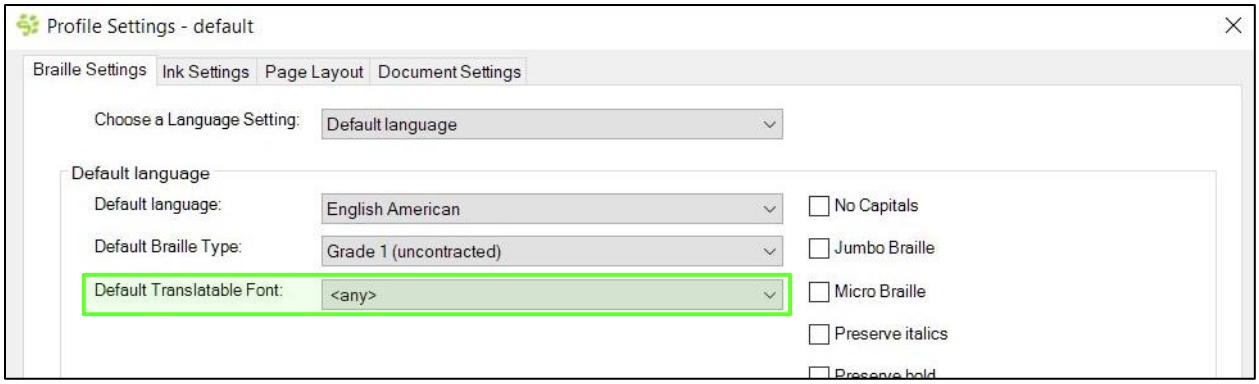
In Default Language, choose the desired Braille translation language from the drop down list. Some languages, like English, might have multiple entries. In this case "English American", "English British", and "English Unified" appear in the list. The language name refers to corresponding Braille table to be applied with text to Braille translation.



Next field down you select the Braille type to be applied to the default language. All available Braille Types will show in the drop down list of this field, availability depending on the chosen language. Most common Braille Types to choose from are contracted, or uncontracted Braille, or Computer Braille.

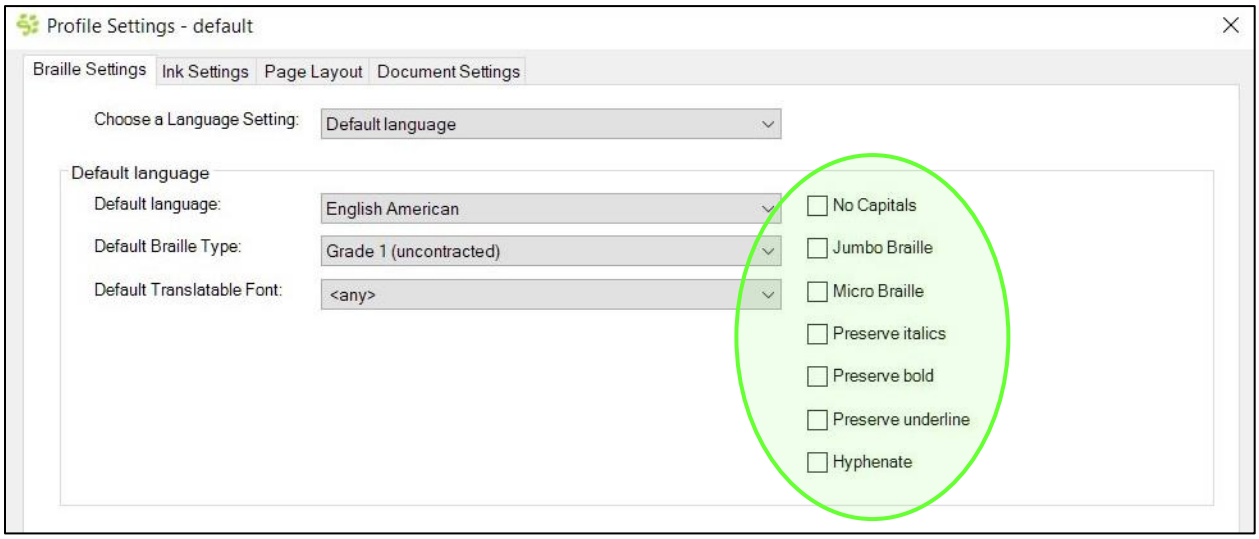


Default Translatable Font needs to be left at "<any>" to make sure all text from the document is being translated according to primary language settings. The next section about bilingual translation will talk about changing this setting.



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 showing in grey color.



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 will only emboss correctly when using the VP EmBraille, VP Columbia, or VP Delta embosser.

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.

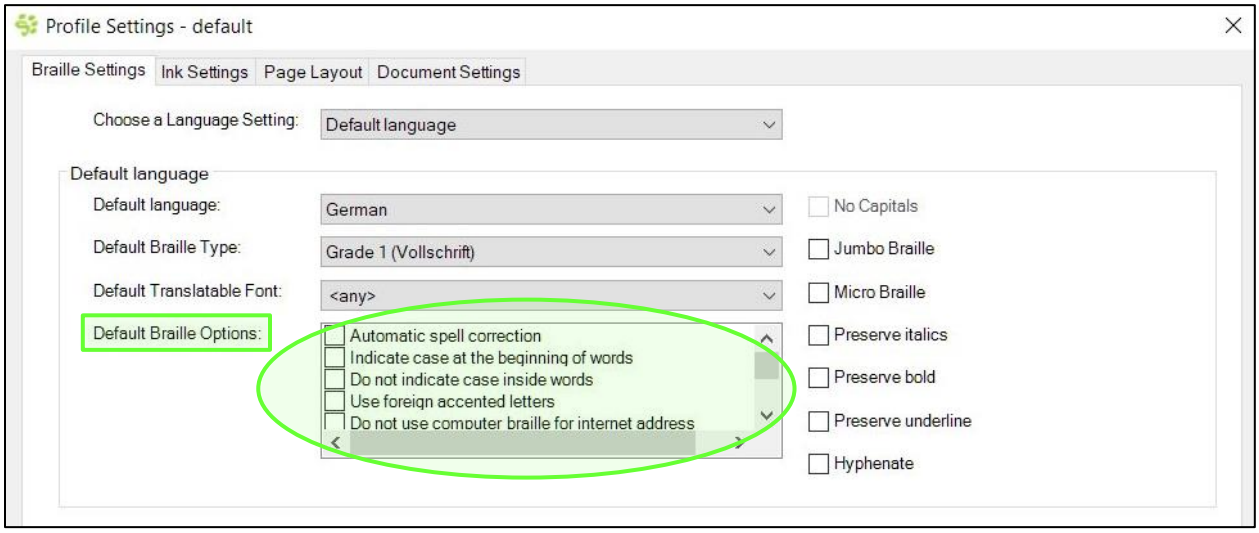
Preserve bold: When checked, emphasis marks for bold formatting from the original text will be inserted into Braille translation according to the rules of the selected language.

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 on this control tab will show further Braille options, if any 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. Pictures above, showing Default Language set to "English American" are not showing any Default Braille options.

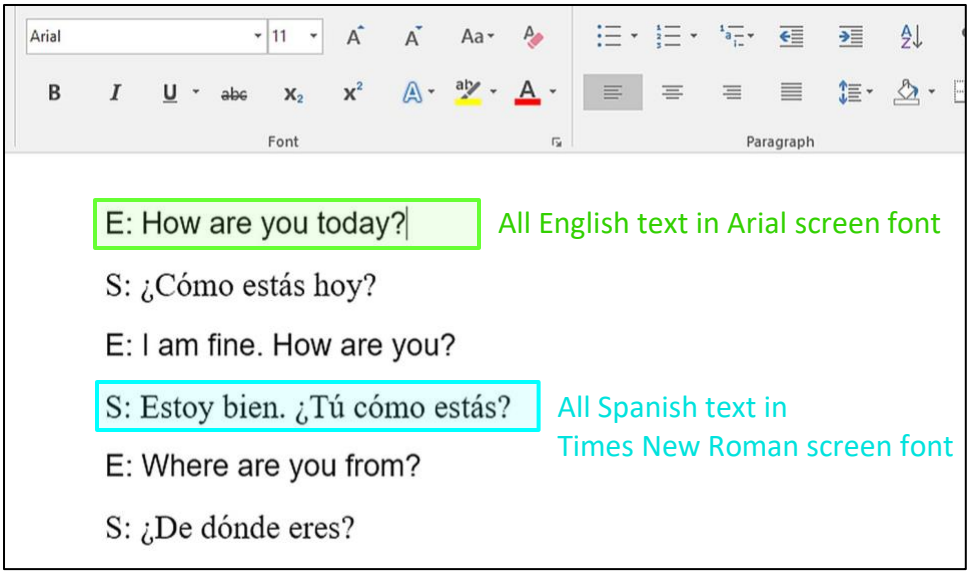


2. Settings for Braille translation of bilingual, or trilingual documents

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.)



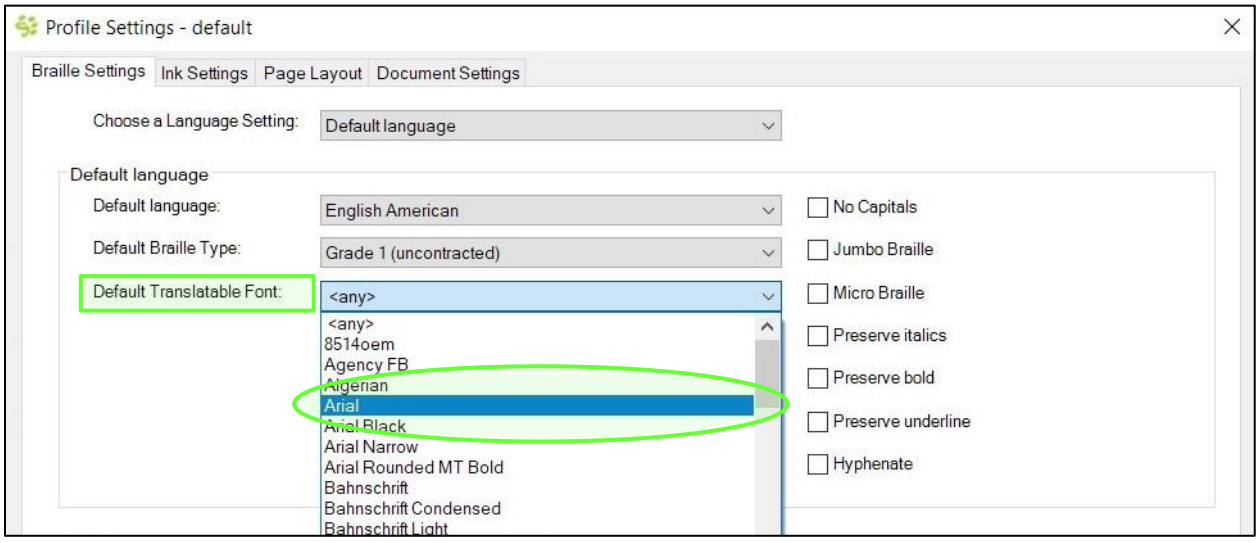
Once again, there are two requirements for multi-lingual text to Braille translation to succeed. Within the original Word document make sure these two requirements are given:

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

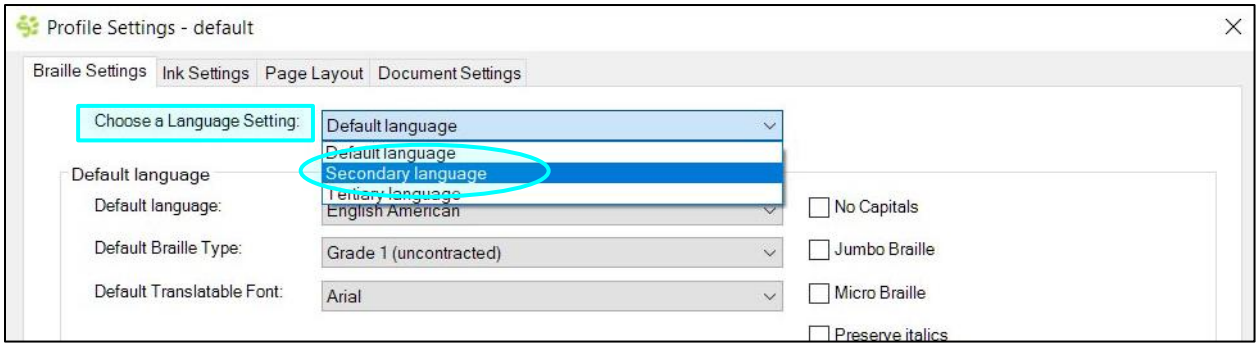
!!! Do not mix languages within the same paragraph

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".



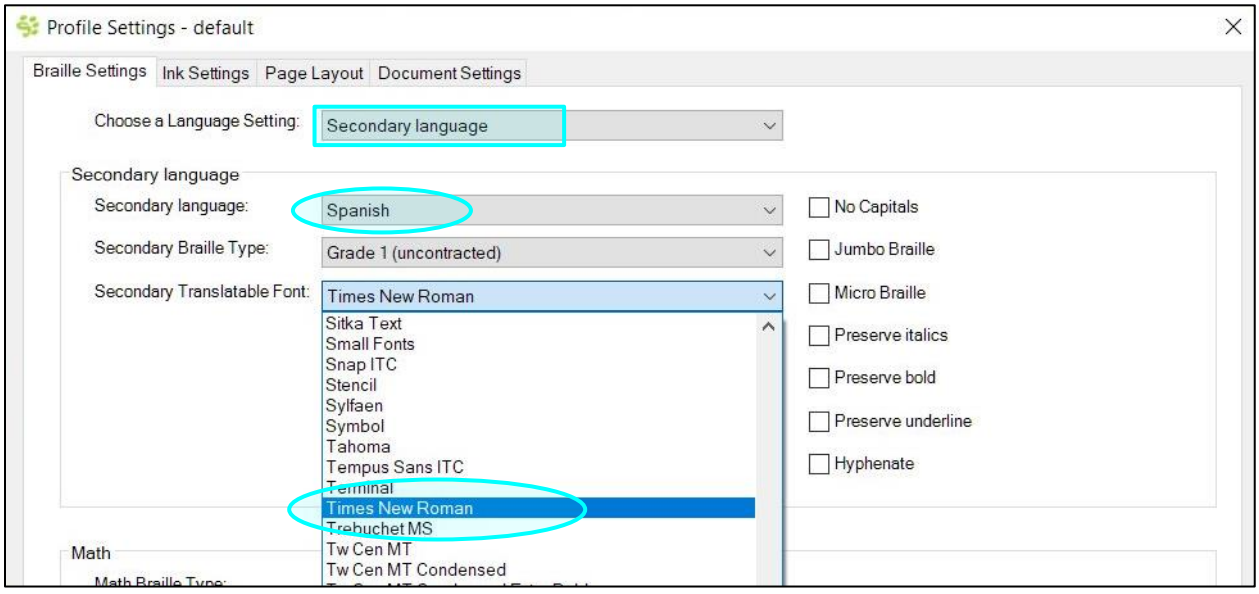
To adjust settings for the Secondary Language, select "**Secondary Language**" from the drop down list control of field "Choose a Language Setting:"



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 as shown in the screen shot picture below.

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: Please be aware of the fact that Tiger translation will not translate any text written in other screen font as soon as you change Translatable Font from "<any>" to a specific font name.

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

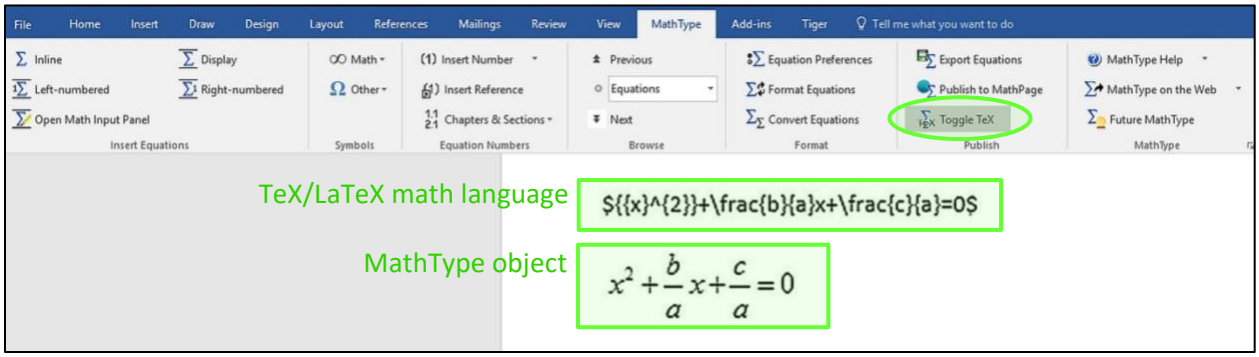
3. Converting Math equations to Braille

TSS will work in conjunction with MathType objects for translating equations to Braille math. Therefore MathType equation editor has to be installed to your computer additional to Tiger Software Suite.

MathType will show in MS Office Word as an additional Add-in.

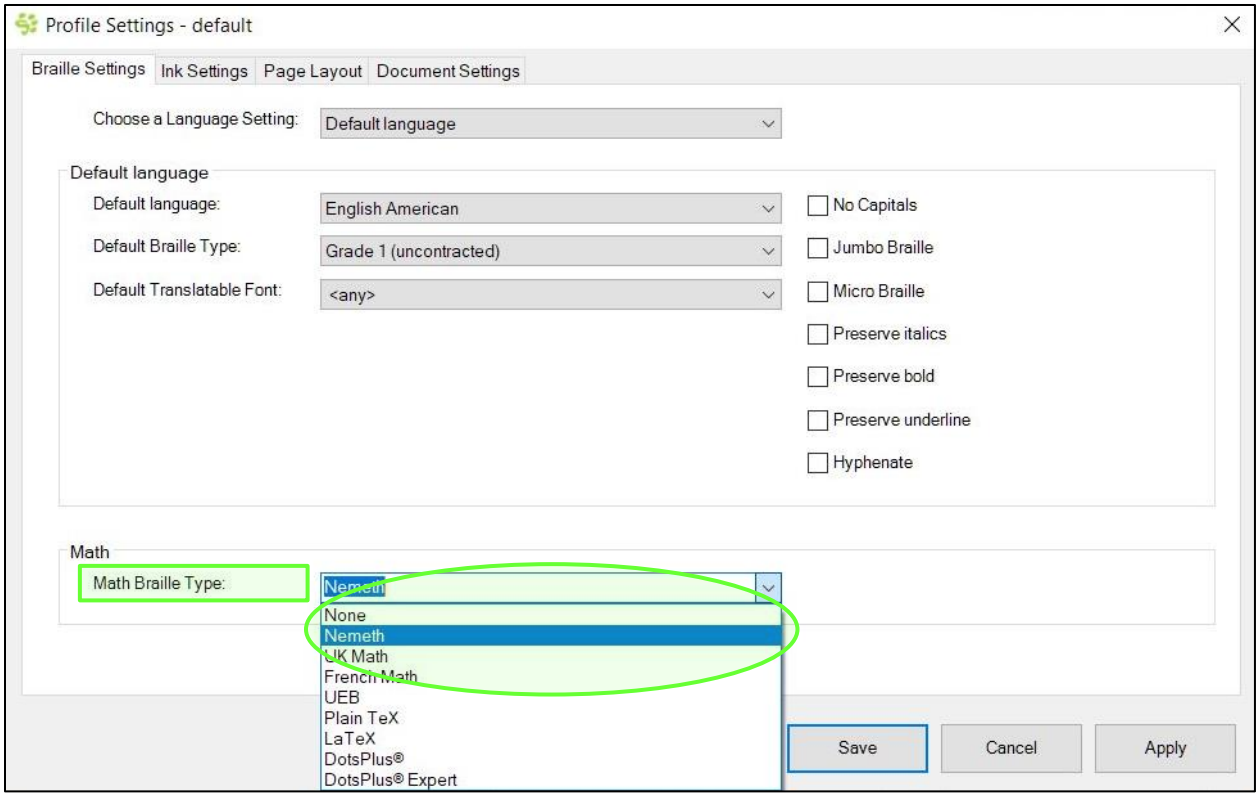
The picture below shows the MathType ribbon in Word, MS Office Version 2016, and a MathType equation object in the document.

Please refer to MathType user instructions on how to use the equation editor to create, edit, and include MathType objects in your Word document, but here is one hint: If you are able to type an equation in TeX/LaTeX language, like the highlighted line from the document in the picture below, you can use a switch from the MathType ribbon to have this automatically turn into a MathType object and back. For Tiger Add-in to translate correctly to the desired Braille math language, it needs to be a MathType object.



The selection of the Braille math code to be applied to MathType object with document translation is done within the Braille settings tab of the Profile Settings dialog.

The "Math Braille Type" with drop down list to select desired Braille math language, will define the Braille math code applied to MathType objects with document translation to Braille.



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.

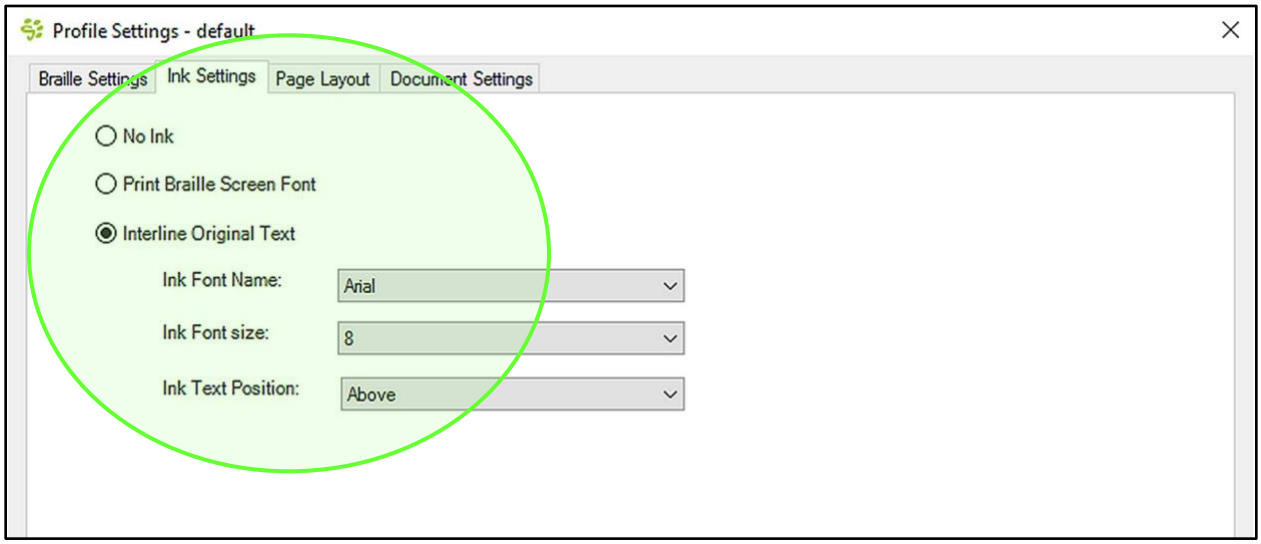
Interline Original Text: After translation, the original text from before translation will be shown on screen in standard black screen font, accompanying each line of Braille. When printing to a ViewPlus Emprint SpotDot, or Premier/Elite embosser with InkConnect, these standard text lines will also be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

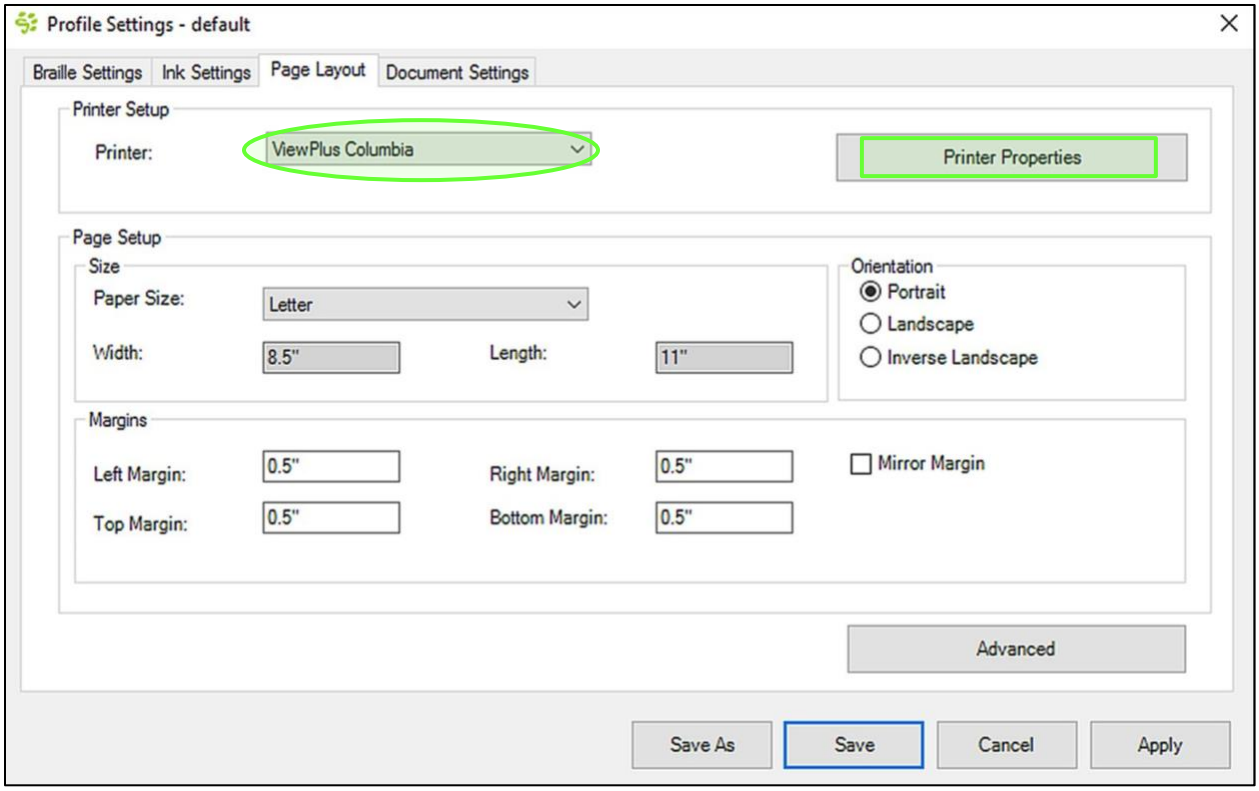
Ink Font Size: Select the desired text size between point size 8 to 28.

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

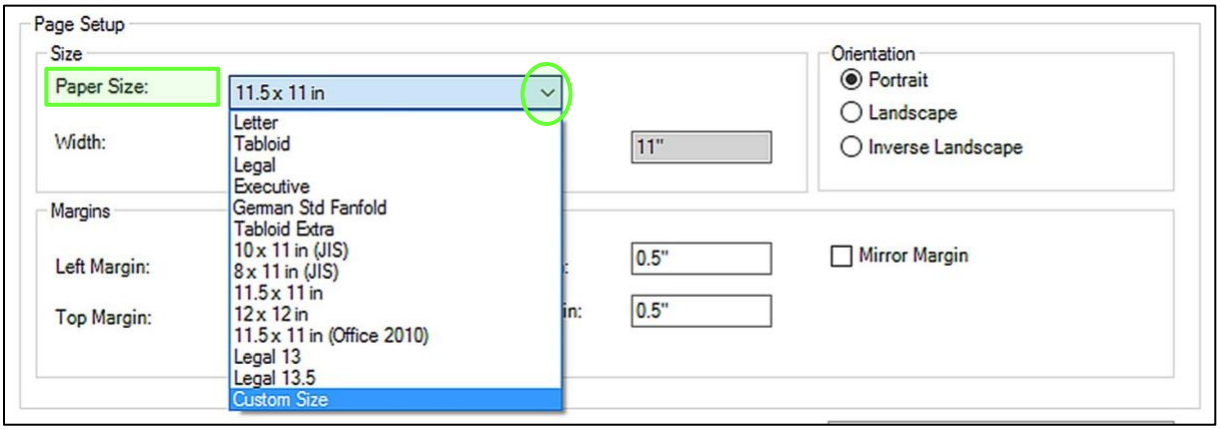
This tab provides options to select the embosser for which the translated document should be prepared, plus options for paper size and page layout, which is somewhat dependent on the embosser you use for output.



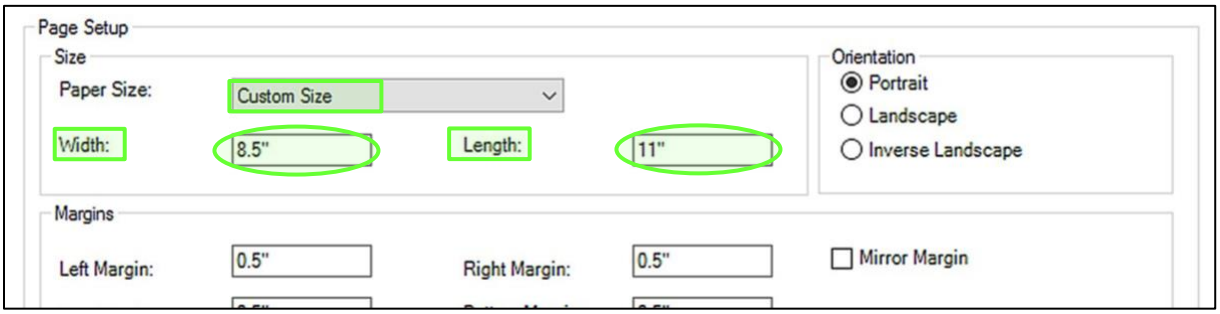
Field "Printer" in "Page Setup" section provides a drop down list to choose the ViewPlus embosser/printer model for which the document is supposed to be prepared. Note, that specific embosser/printer models will only be available after the printer driver has been installed to your system. Therefore, 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.

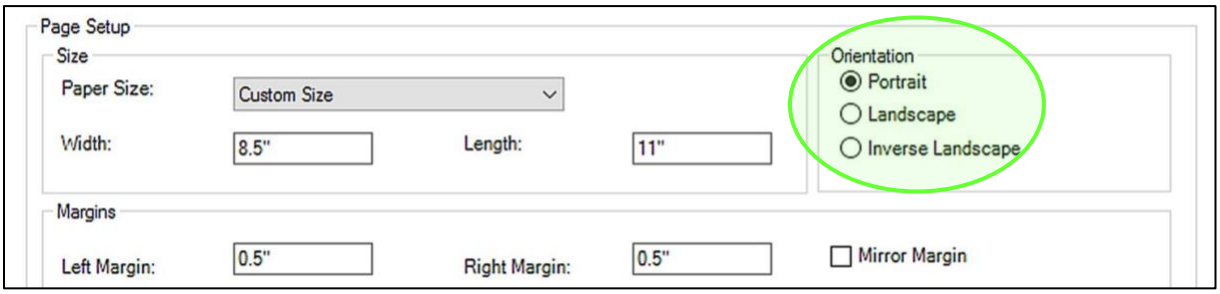
Within section "Page Setup", first chose the desired paper size for the translated Braille document. It will be selected from a drop down list control as well. The options available for paper size will depend on the selected printer above. Option "Custom Size" will allow to define custom width and length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



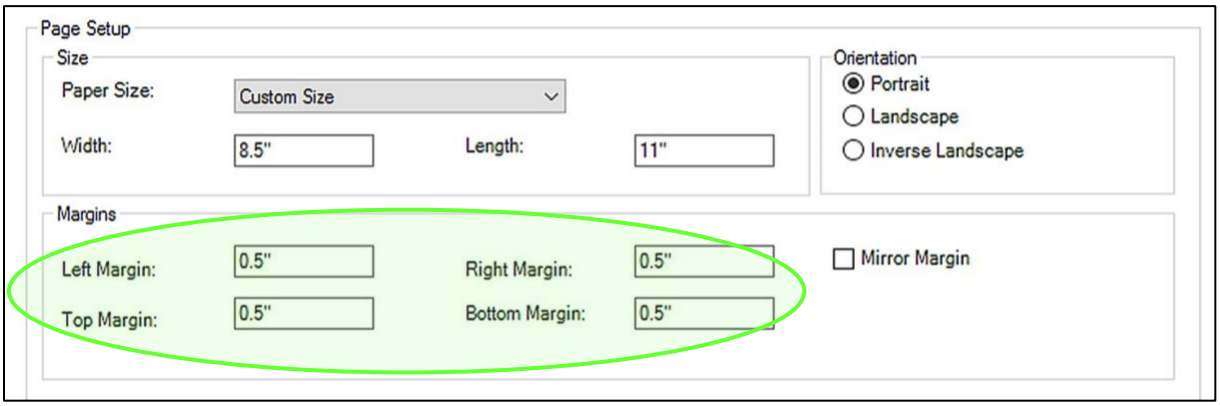
The units for dimensions will depend on your Word option settings.



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.

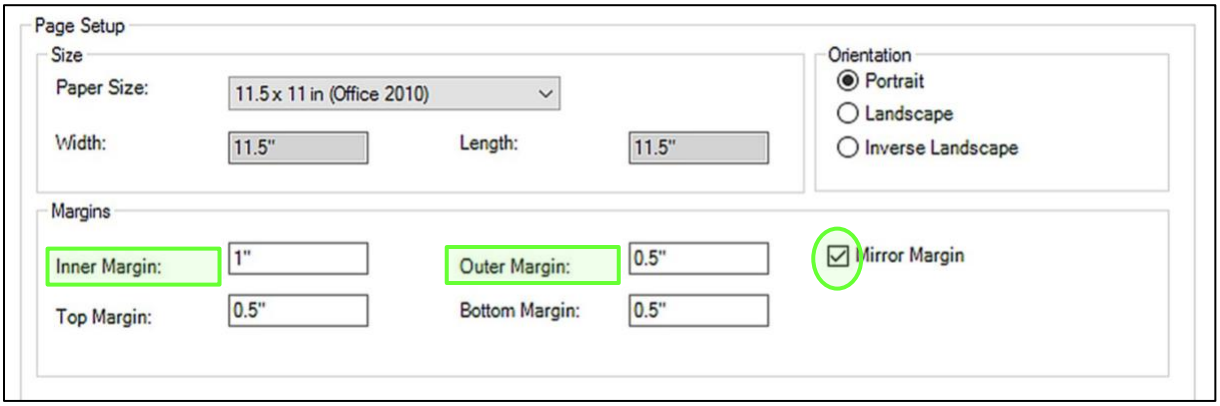


Below paper sizing options you find entry fields for margins. Use entry fields to set values for Left, Right, Top, and Bottom Margin. These will be applied to the translated Braille document.



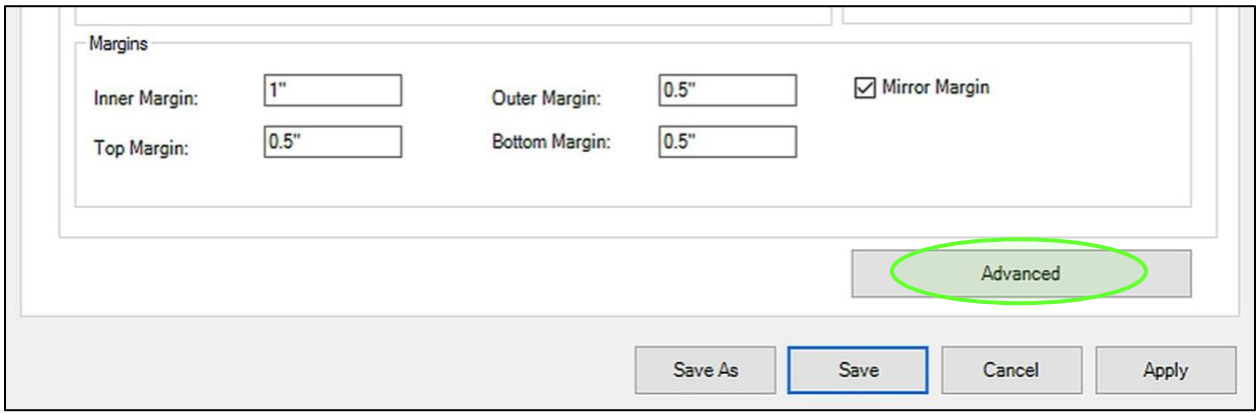
"Mirror Margin" to the right is useful when creating documents for double sided Braille printing and book binding. When this option is checked as in picture below, "Left Margin" will be renamed to "Inner Margin", which would be the binding margin on resulting book pages, and "Right Margin" will be renamed to "Outer Margin".

Front and back pages of a document prepared for double sided printing will show side by side on screen, which has the effect, that inner margin in screen display will alternate from left to right, and outer margin vice versa.



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". Clicking this button will open another dialog containing further options for document formatting.



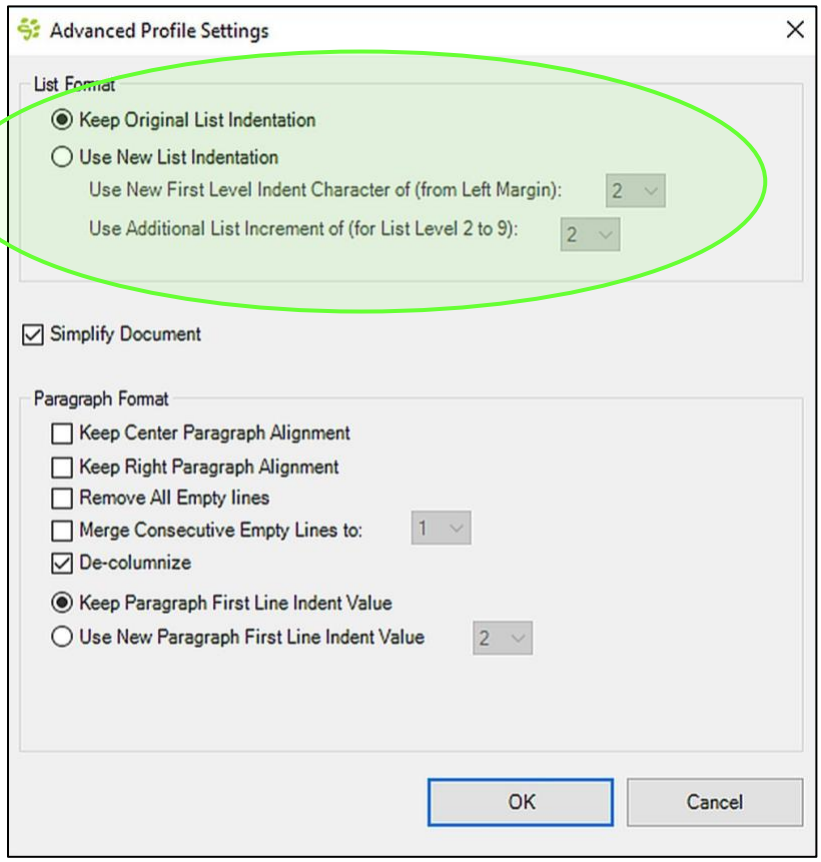
In the top section of the Advanced Profile Settings dialog as seen below, you choose per radio button an option for converting list formatting from the original document to the translated Braille document.

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).

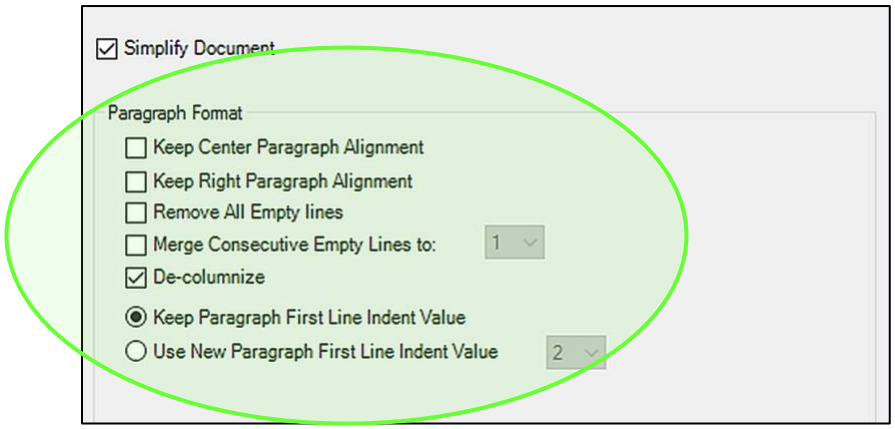


At the center left you find a check box within the Advanced Profile Settings dialog labeled "Simplify Document".

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 are available to rule paragraph formatting in resulting Braille document:



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 paragraph, 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 picture, or drawing tools submenu "Wrap Text".

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.

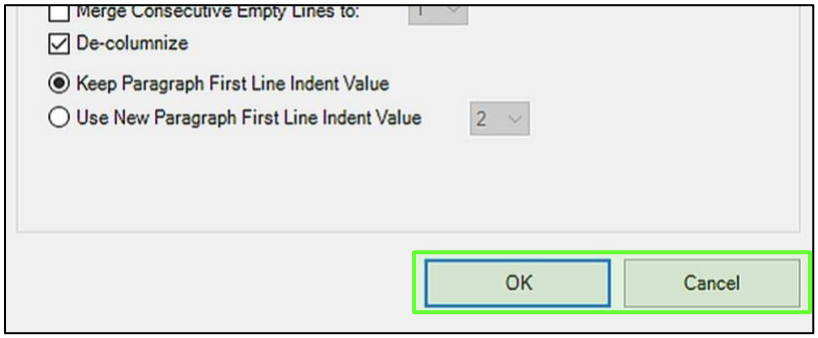
De-columnize: This option will take out columns from the original document layout when converting to a Braille document. It is checked by default, because due to the size of Braille text and method of tactile reading in general the separation of text in different columns is rather impractical.

At the bottom of the paragraph formatting options one of the following two options will be selected per radio button:

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.



IV.C.1.4. Document Settings tab

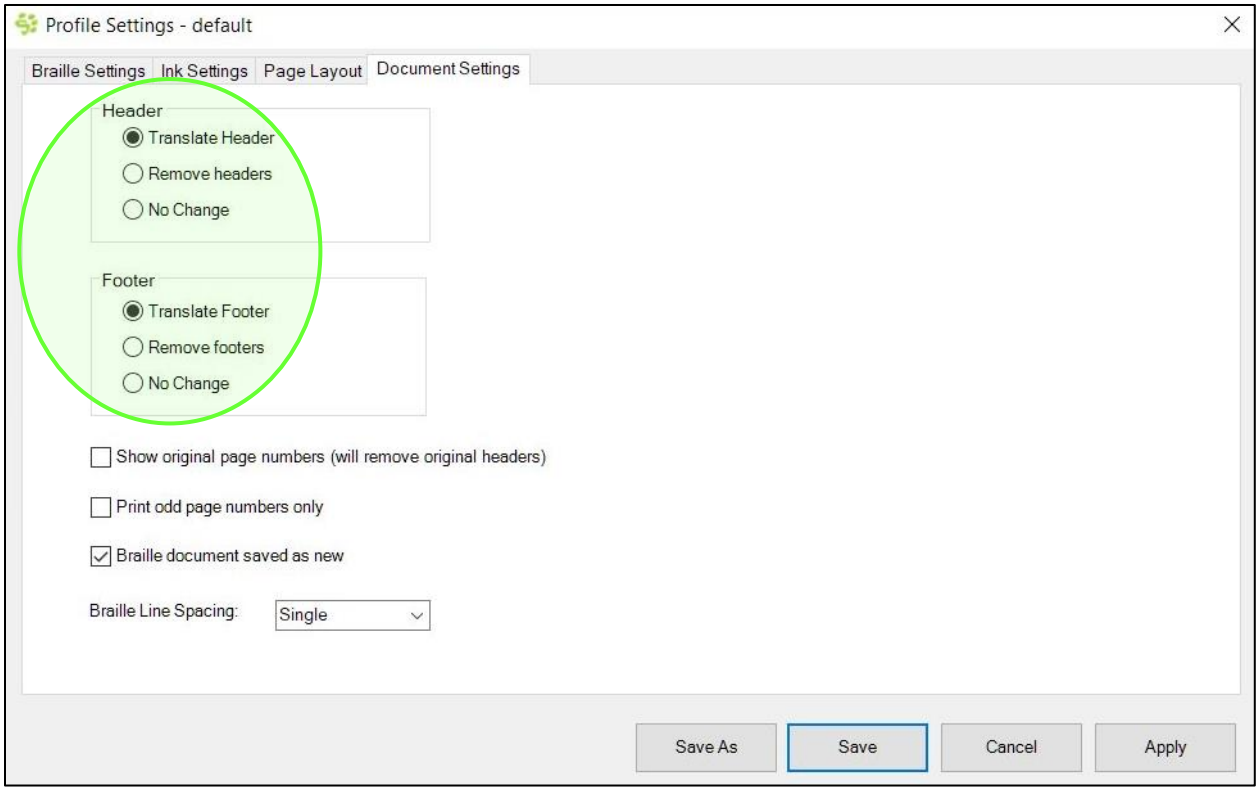
This tab provides options for handling of content from header and/or footer during document translation, as well as options for insertion of page numbers, and an option to have the document file name changed automatically upon translation.

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 has to 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.

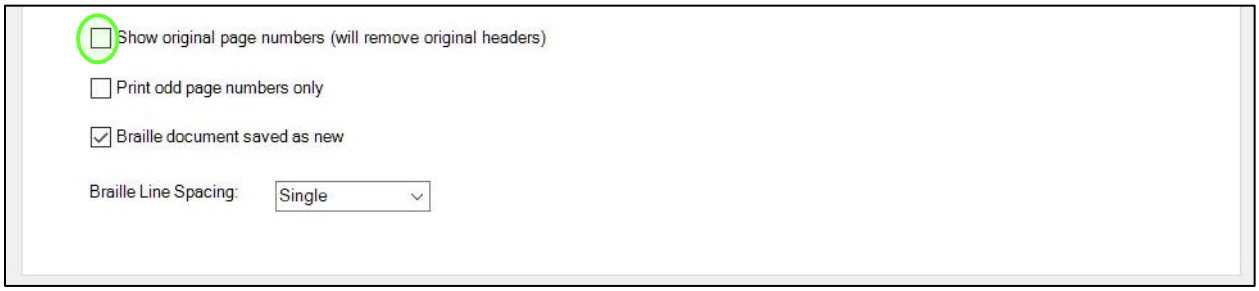
No change: When checked, for either headers, or footers, respectively no change will occur during document translation, and the content will transfer unchanged to the resulting Braille document.



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

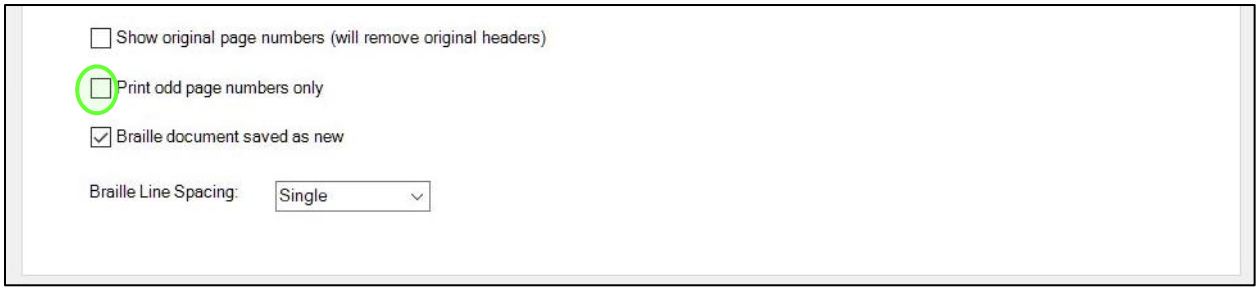
Show original page numbers: When checked, page numbers will be added within document header of the translated Braille document, that are referring to the page number of the original print text within original print document. Since Braille text takes up more room than print text, there might be several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

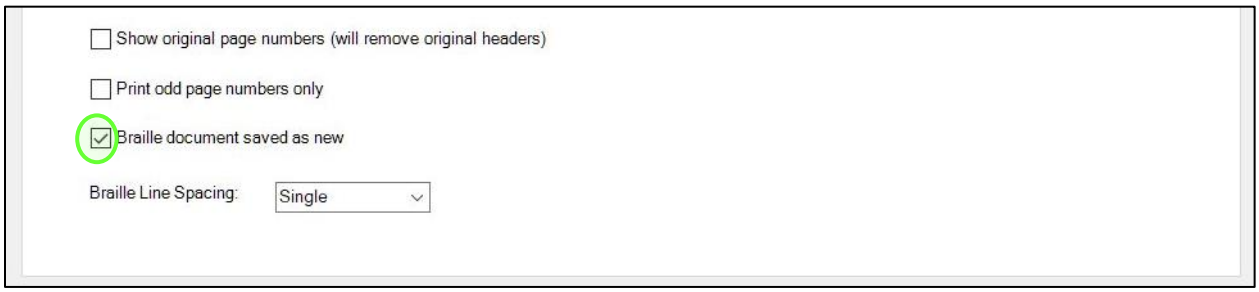
Print odd page numbers only: When checked, page numbers will only be printed within the footer of odd pages of the translated Braille document. Page numbers within the footer of even pages will be removed.



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

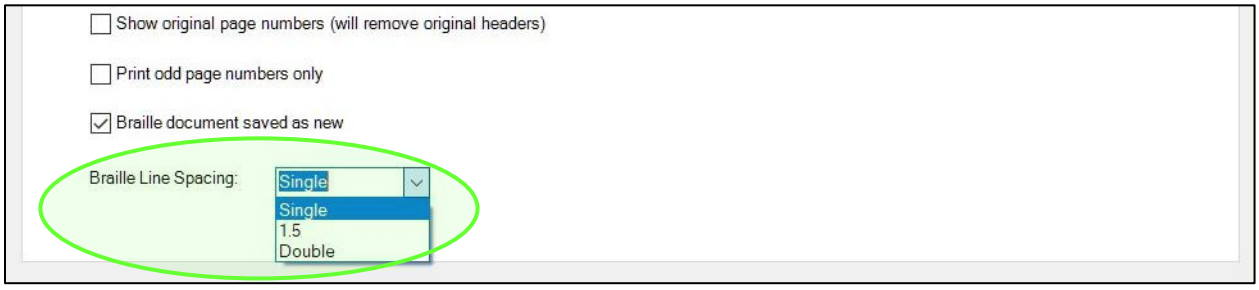
Braille document saved as new: When checked, two new files are created with document translation. One file contains the translated document indicated by "_BRL" extension of the original file name. The other file, indicated by file name extension "_TGR", contains the document in condition as resulting 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.



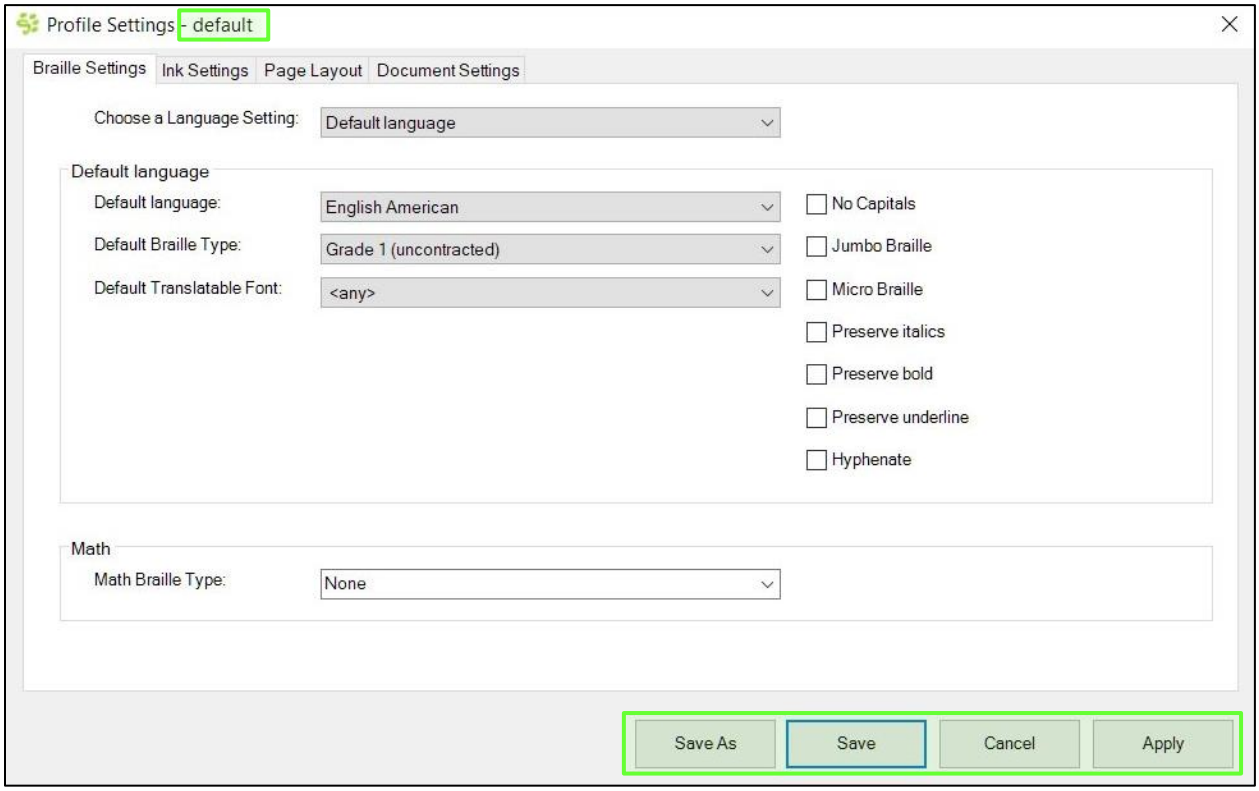
Last but not least you will find adjustment for **Braille Line Spacing** on Document Settings tab.

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.



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.

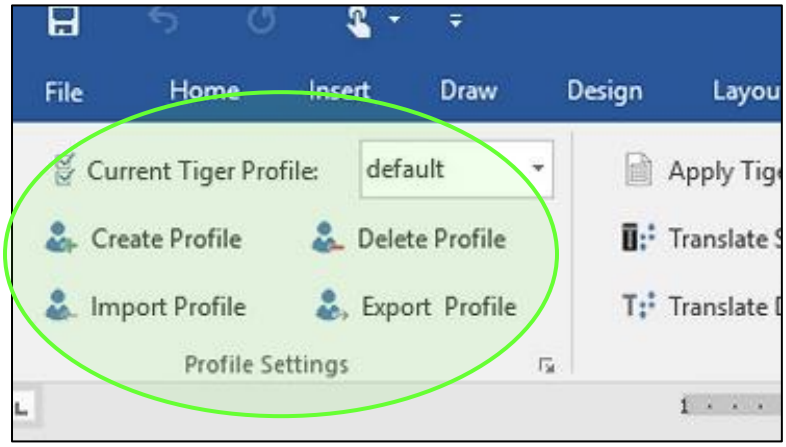
Save: Current settings from all four tabs of the dialog will be saved to currently selected Tiger Profile name and Profile Settings dialog will be closed.

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.

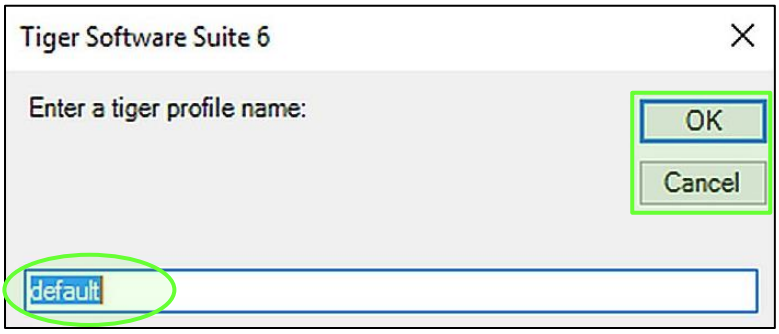


The four buttons within "Profile Settings" ribbon section will help manage and maintain the list of available Tiger profiles.

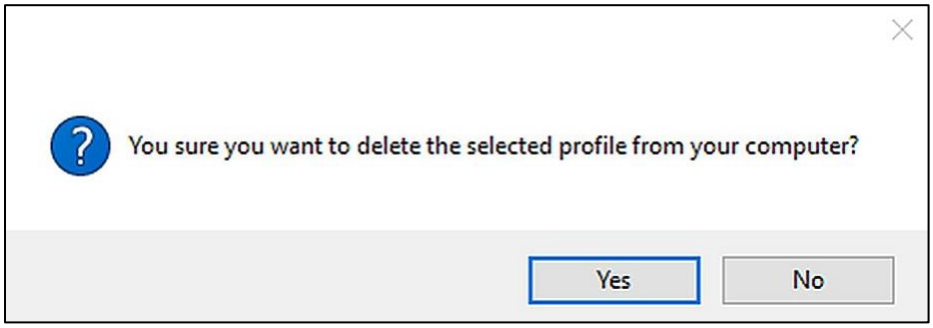
Create Profile: When clicking this button you will be prompted to enter a name for a new Tiger Profile to be created. The entry field will show the current profile name. Edit this name, or enter a completely new name.

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. Click "Yes" to confirm, or "No" to cancel and abort this process.



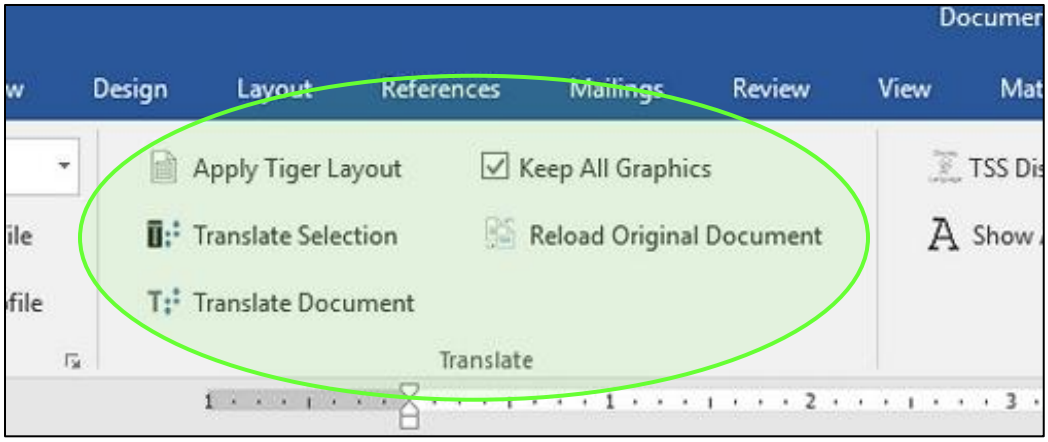
Tiger Profiles, containing a set of all profile settings each, will be saved on your computer in files with extension ".tgr". The two buttons "Import Profile", and "Export Profile" will allow to share profiles between different computers by loading a *.tgr file from a custom location, or saving it to 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 clicking "OK" the imported Tiger Profile will open within Profile Settings dialog window. Clicking "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 if 'Simplify Document' is checked within advanced Profile 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 current Tiger Profile settings to page layout 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 actual text.

ADDITIONAL: If a graphic is anchored to an empty paragraph, 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, graphical elements will be removed from the translated Braille document, leaving only plain text 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.

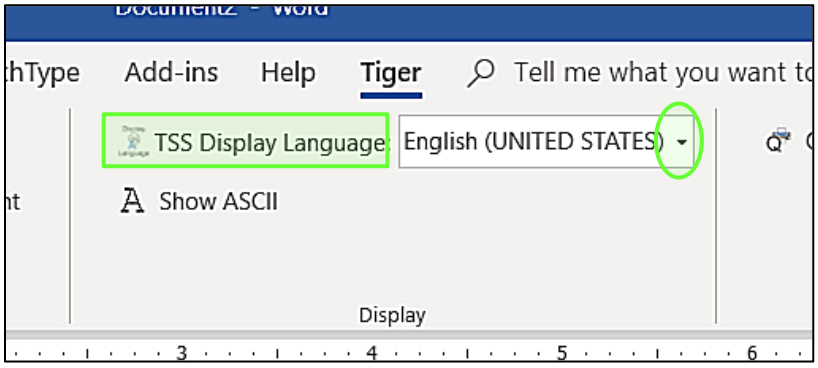
NOTE: This command can only revert back to the last saved state of the document before any Tiger conversion. Any unsaved changes from before document conversion will not be recovered.

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.

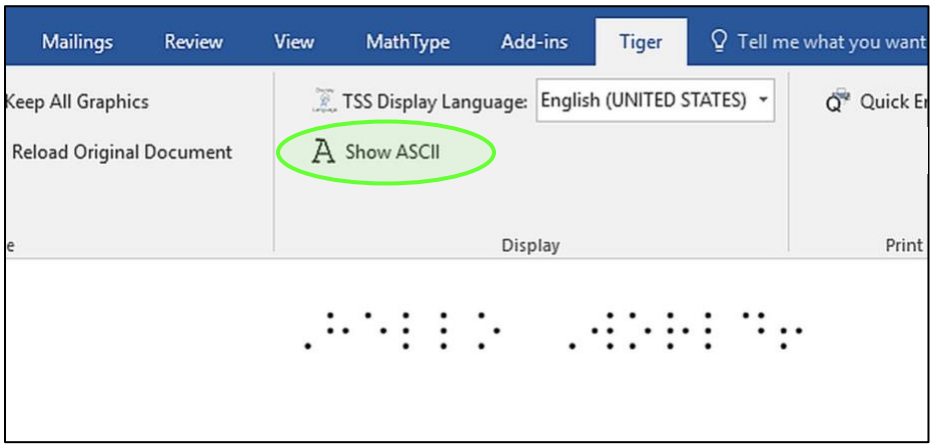
TSS Display Language: Allows the user to select the language in which Tiger ribbon items and dialogs will be displayed. A list of all available languages will expand when clicking the down arrow on the right. The currently selected language will show in the list field when collapsed.



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

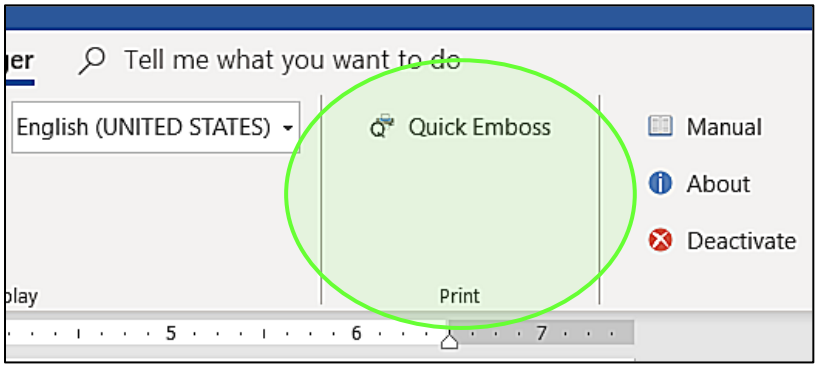
Click on 'Show Braille Dots' to switch the screen display to showing Braille text in Braille dot patterns as seen in the next picture below.

If you see 'Show ASCII' displayed, this means your translated document is showing Braille text in Braille dot patterns as seen in the picture below. Click on 'Show ASCII' to switch the screen display to showing Braille text in ASCII representation again as seen in the picture above.



IV.C.5. Print ribbon section

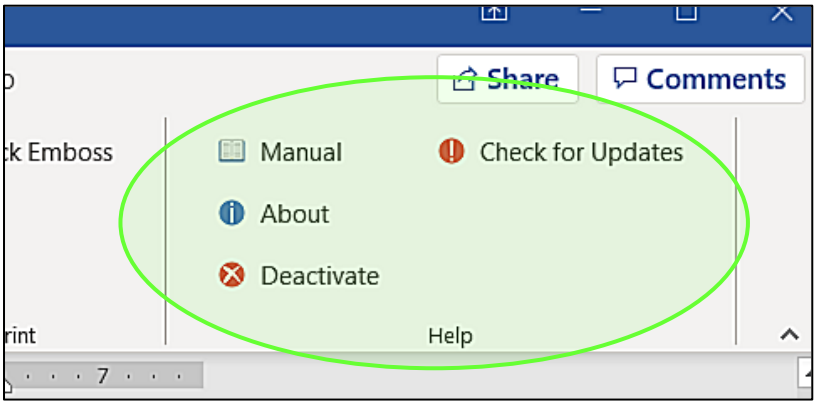
Tiger ribbon provides one option in Print section.



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 currently selected printer in profile settings. One copy of the whole document will be printed automatically 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.

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. Please refer to MS Office help options to get more information about moving charts to a new sheet if it differs from this description in your version of MS Excel.

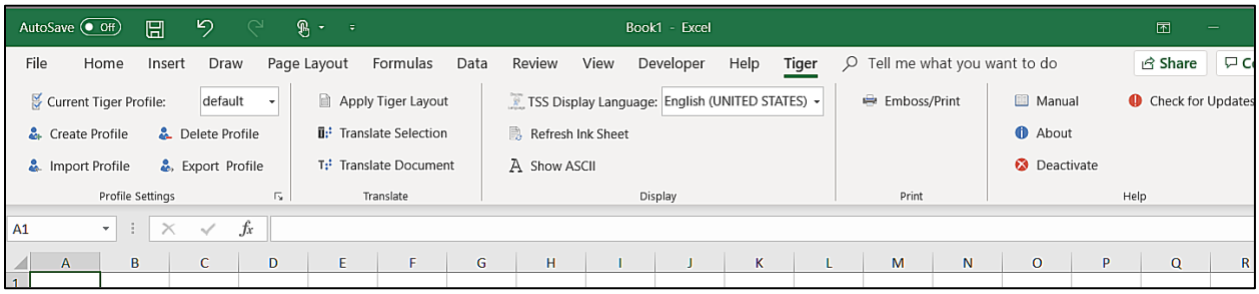
Tiger Add-in is able to perform the following actions in separate chart sheets:

- 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 is NOT able to:

- 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.

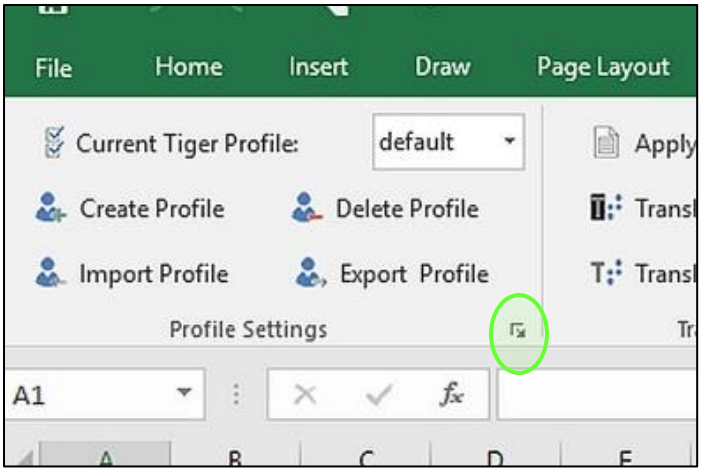


Profile Settings first!

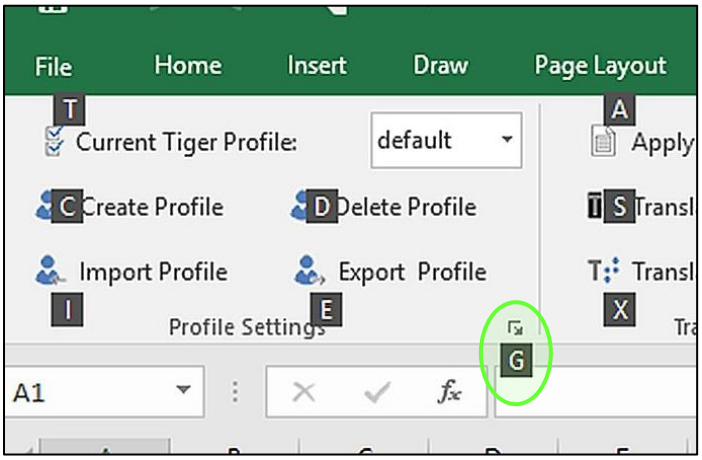
As described in document section IV.C., the user has the opportunity to define settings for applied language, Braille code, and document formatting on Braille translation/document conversion procedures. These settings can be accessed through ribbon section "Profile Settings".

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 click on the bottom right corner of the "Profile Settings" ribbon section, or press Alt on your keyboard to enter the hotkey mode, then G to call the Tiger ribbon, and G again to open the Profile Settings dialog. (Hotkey to call Tiger ribbon might be different on different Office versions).

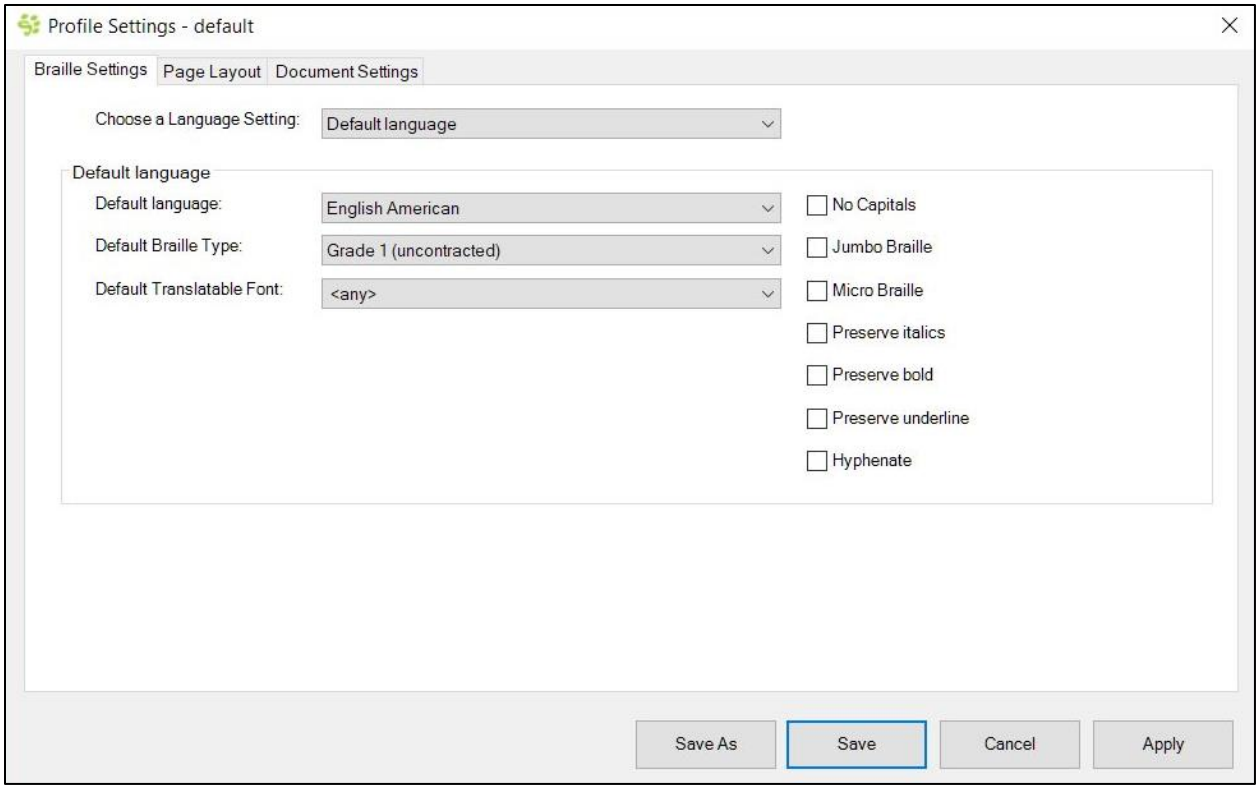


Tiger ribbon section "Profile Settings" shown with display of hotkeys:



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 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.

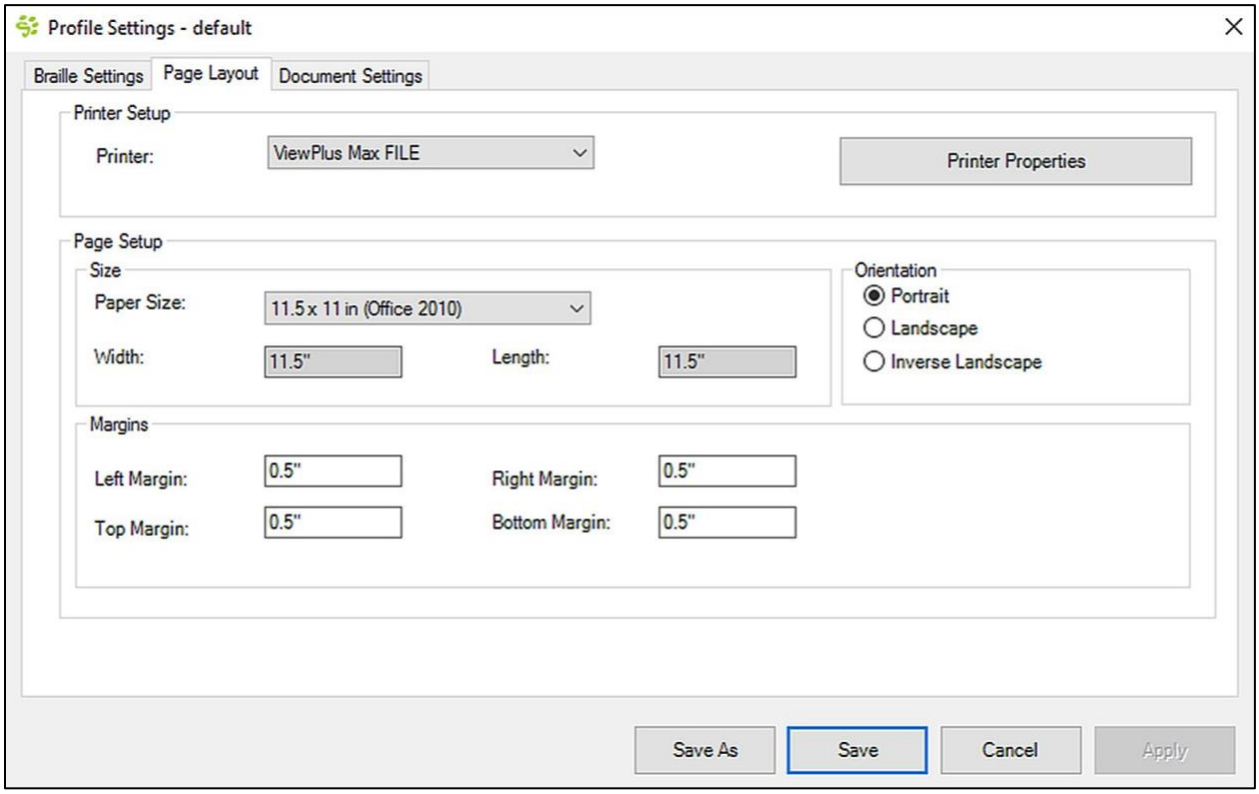
In Excel this refers to all text found within a data table worksheet, or chart sheet. The settings within Braille Settings tab are the same as in Word, with the exception that the Braille math selection is not available as it is not applicable in Excel.

Please refer to section IV.C.1.1. 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

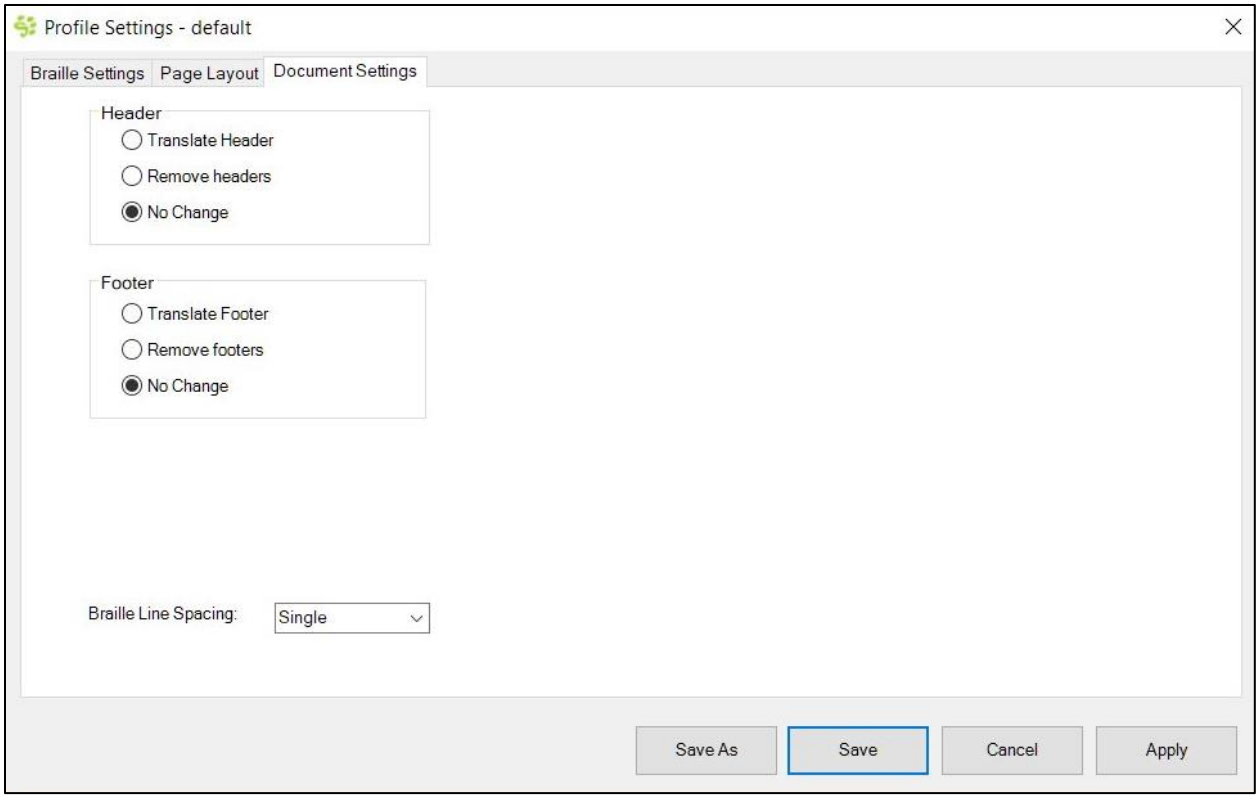
This tab provides options to select the embosser for which the translated document should be prepared, plus options for paper size and page layout, which is somewhat dependent on the embosser you use for output.



As this tab holds the same controls as in Tiger Add-in of MS Office Word, please refer to section IV.C.1.2 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.

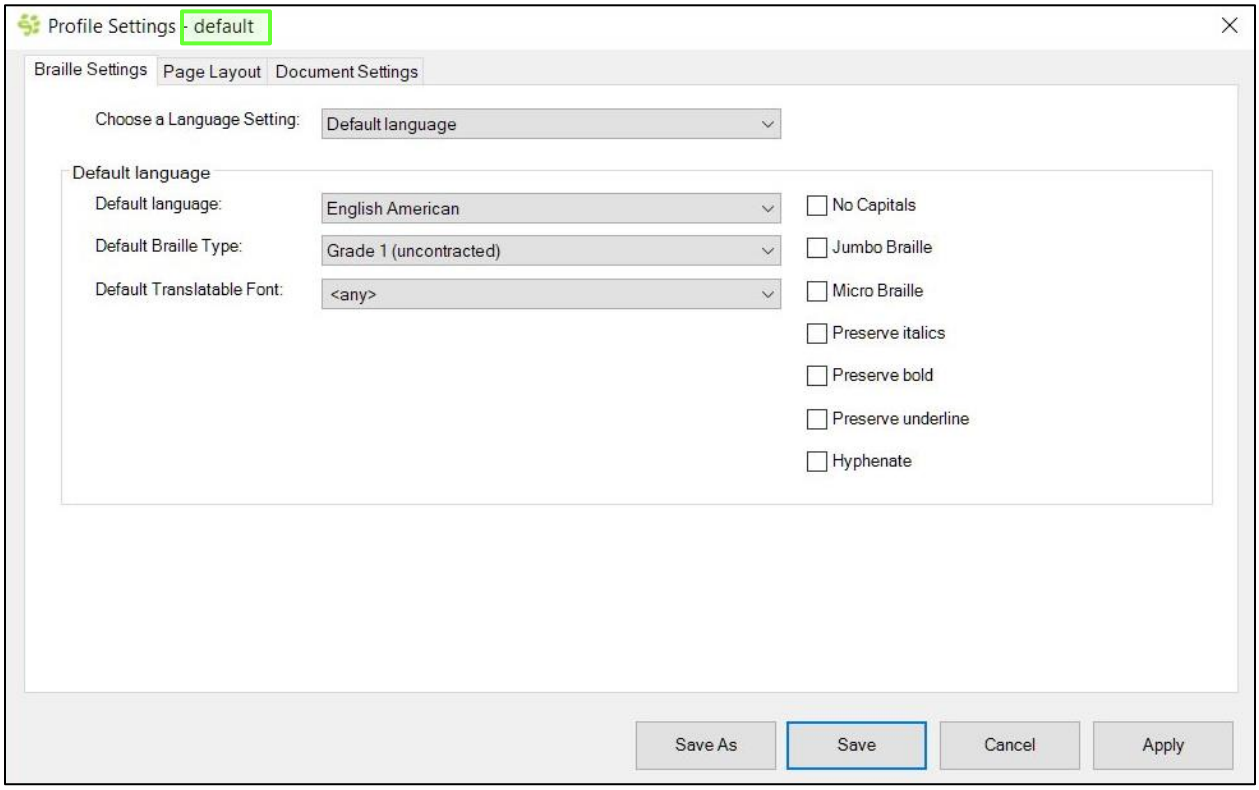
No change: When checked, for either headers and/or footers respectively no change will occur during document conversion, and the content will transfer unchanged to printed output in ink.

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

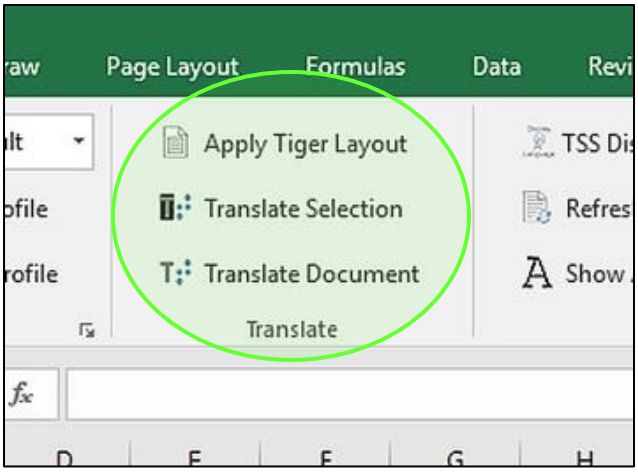
The entity of all options and settings done within the three tabs of the Tiger Profiles main dialog window will be saved under a certain Tiger Profile name. The name of the current Tiger Profile is given at the top, showing profile name "default" in the picture below.

The controls for managing and maintaining the list of available Tiger Profiles is the same in MS Office Excel as in MS Office Word, and therefore please refer to section IV.C.2. for further information about functionality of the four buttons below the tabs section in this dialog window, and also about functionality of buttons within Profile Settings ribbon section.



IV.D.3. Translate ribbon section

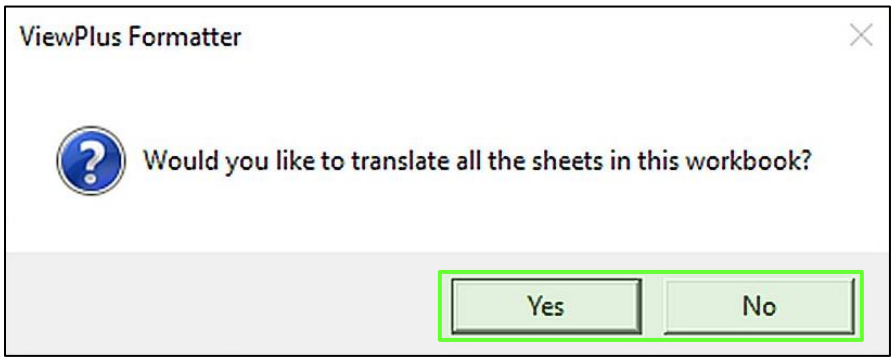
After Tiger Profile settings are done to user preference, the next step would be to convert the document using one of the Tiger translation command buttons from the Tiger ribbon section. Please see description of all controls of ribbon section "Translate" below.



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 if 'Simplify Document' is checked within advanced Profile 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.

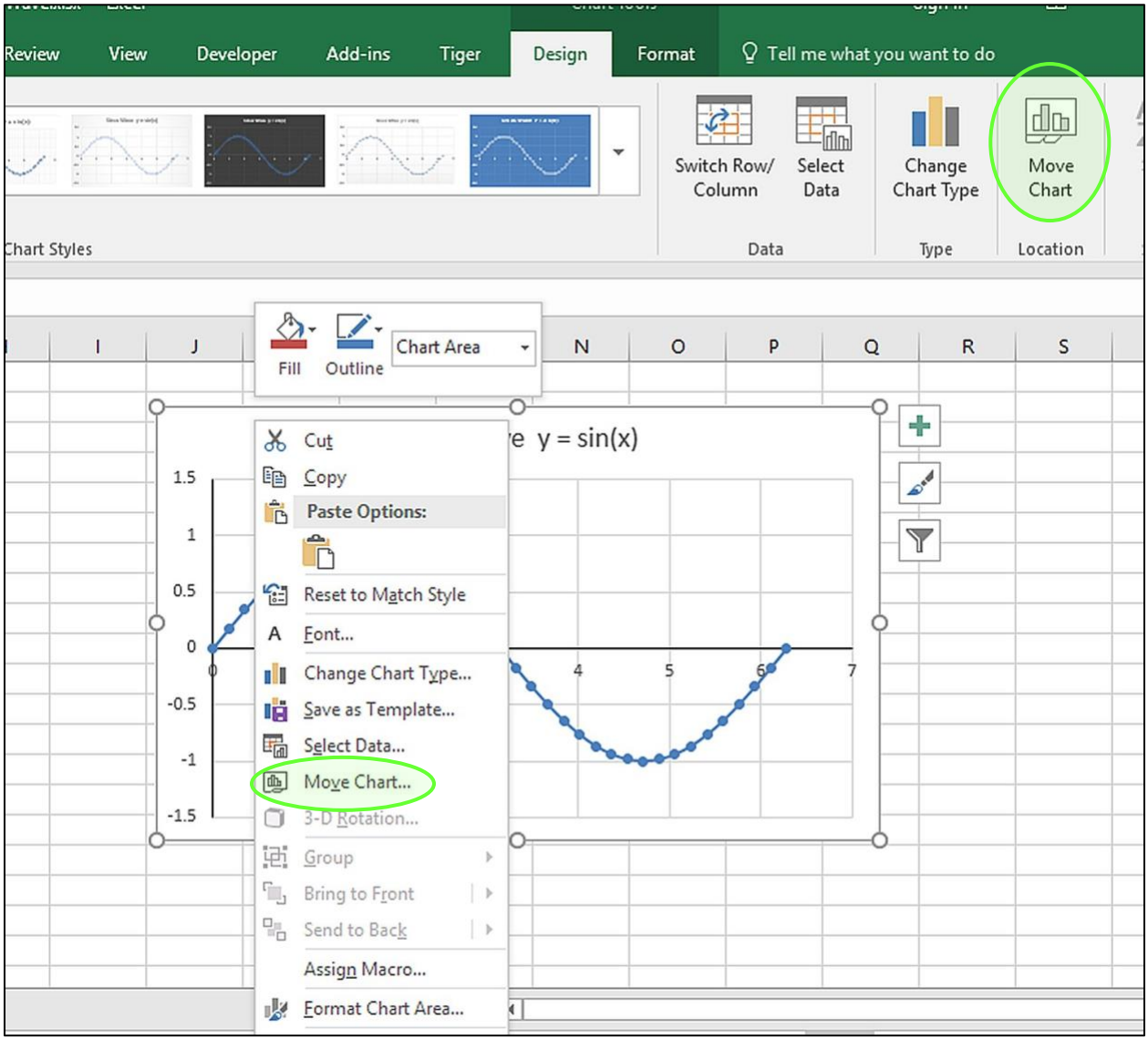
Translate Selection: With this option, only currently selected data, or text from the active worksheet, or chart sheet will be translated. This operation can be performed within already translated sheets, which will be updated with the translation of current selection, or this operation can be performed 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. If clicking "Yes", all worksheets/chart sheets that contain data within the Excel file will be translated, if clicking "No", only the current active worksheet will be translated.

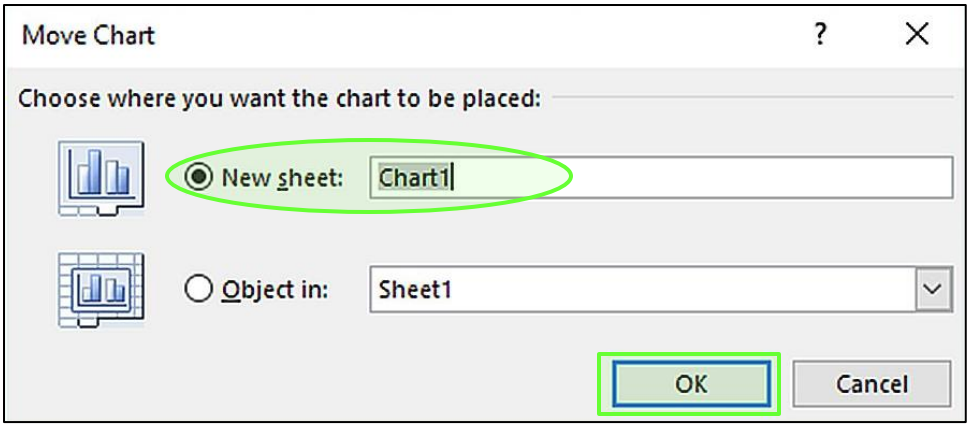


IV.D.3.1. Translation of Charts and Graphs

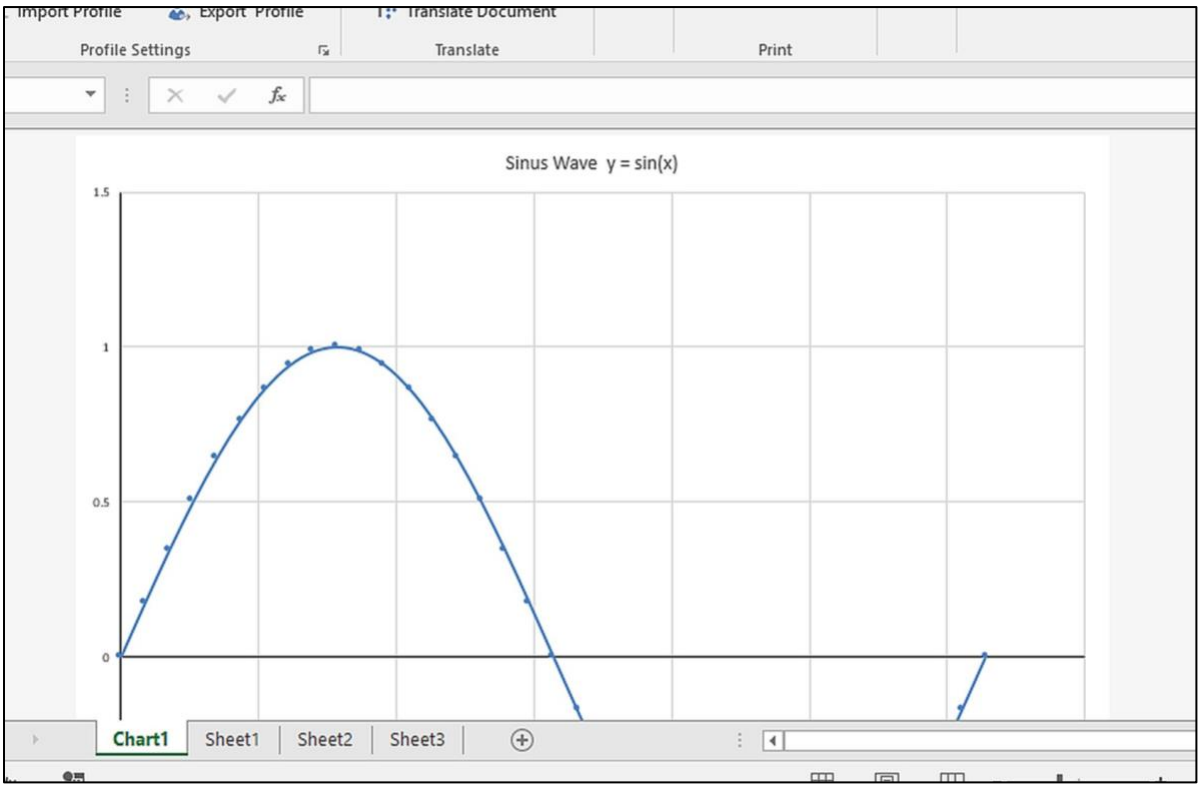
Charts and Graphs in Excel will only translate after they have been moved to their own worksheet. So the mandatory step is to move a floating chart area to a new sheet. To do so, select the chart/graph area and find the "Move Chart" command in Excel chart tools "Design" ribbon, or under the context menu 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 clicking "OK" to confirm.

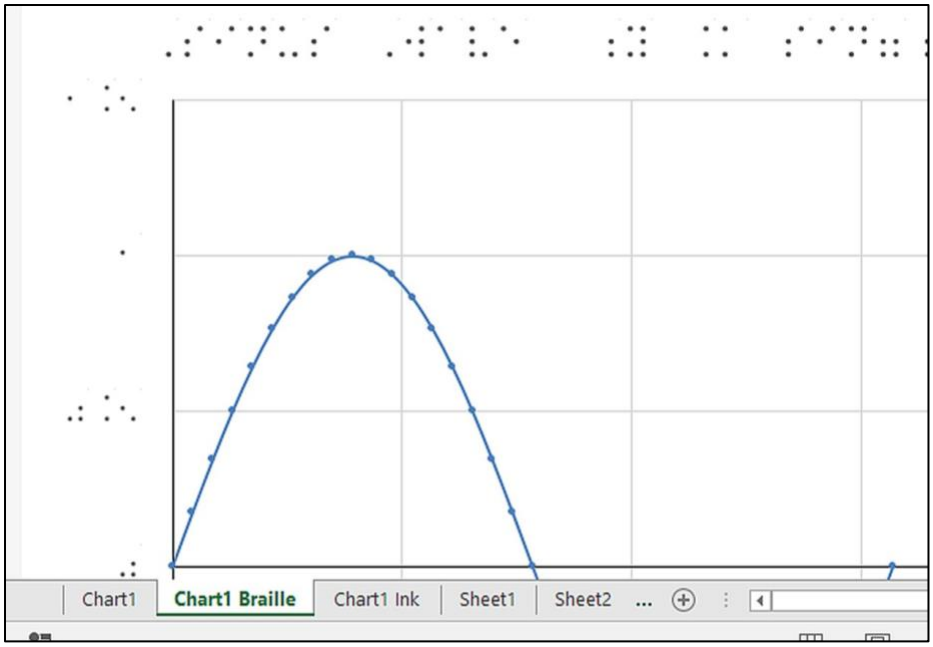


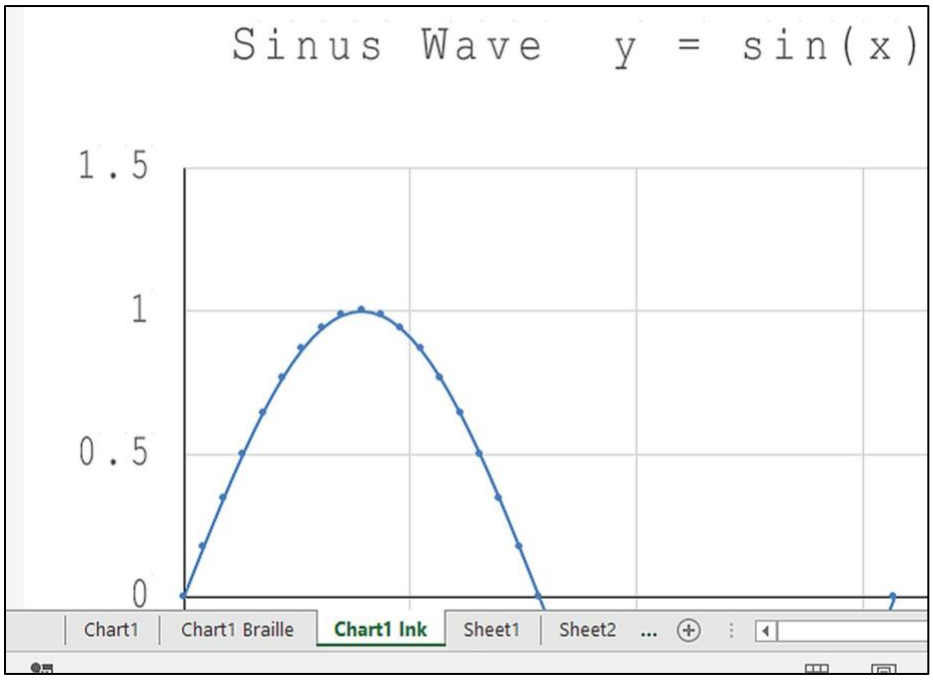
The picture below shows the graph from the example on its own worksheet "Chart1". Now a Tiger translation command should be called to convert this sheet to Braille.



IV.D.3.2. Braille and Ink worksheets

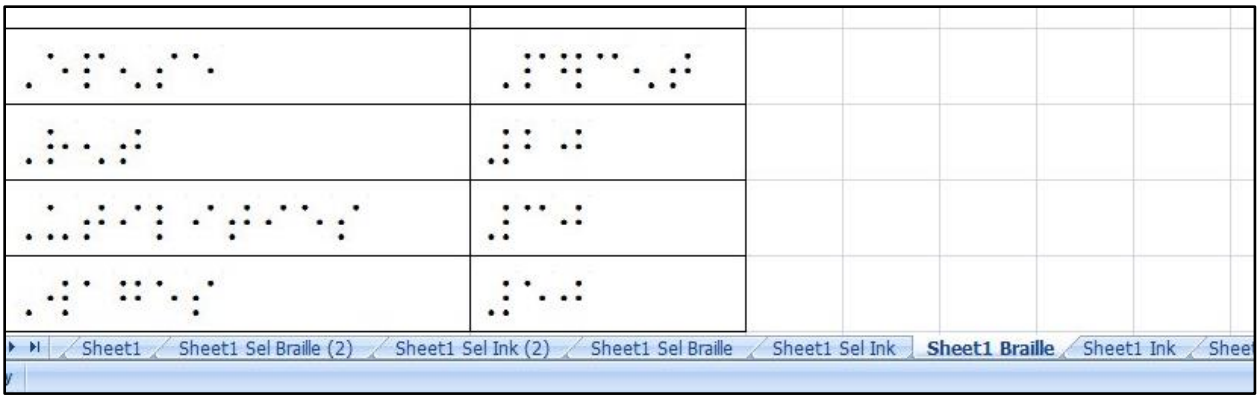
Once a translation is performed in Excel, a copy of the original sheet will be saved. Additionally, there will always be two new sheets for the data that has been translated, a Braille sheet, adding "Braille" to the sheet name, and an ink sheet, adding "Ink" to the sheet name. See the pictures below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



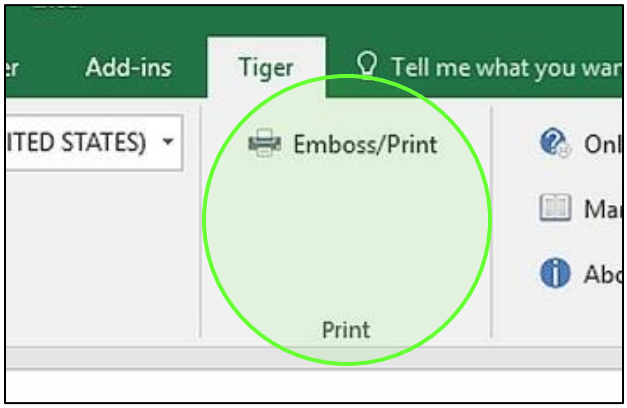
IV.D.4. Display ribbon section

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. to get further information about Display ribbon options "TSS Display Language", and "Show Braille Dots/ Show ASCII".

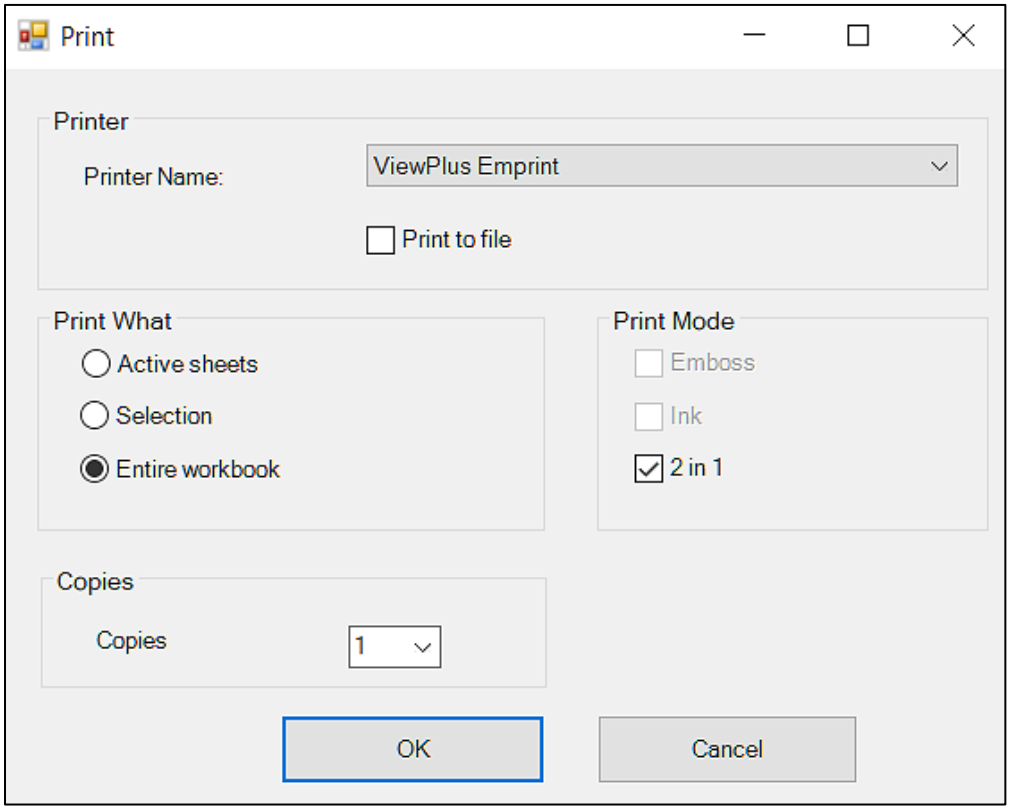
Refresh Ink Sheet: Whenever the layout of a Braille sheet is changed, this option allows corresponding adjustments to the related Ink sheet layout. A Braille sheet has to be currently in focus for this option to perform. Running this option will ensure an exact overlay of embossed and color printed output when printing to a ViewPlus embosser with ink printing capabilities.

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 "Emboss/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.



Emboss/Print: When using this button a customized printer dialog will open for printing Braille and Ink sheets.



Printer Name: Choose the desired ViewPlus printer from the drop down list.

Print to File: Check this box to create a Tiger print file (*.prn), which can be previewed and edited with TigerDesigner 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 the Braille version of selected data with color print from the ink version of selected data on one page. An overlay of the embossed print with ink.

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.

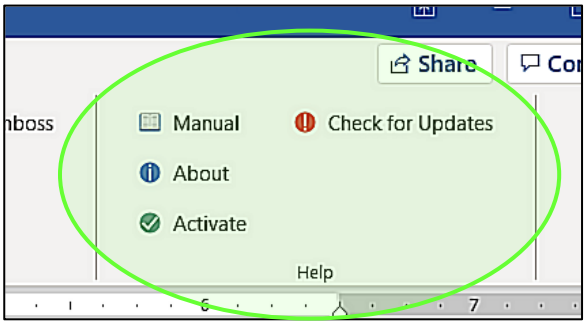
IV.D.6. Help ribbon section

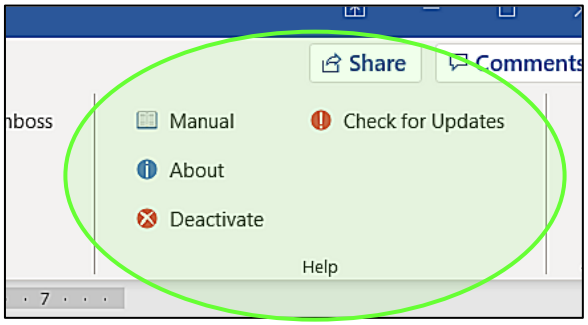
The help section is the same in MS Excel as well as in MS Word and therefore described only once in document section E. below.

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.

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 hotkeys to use Tiger Add-in 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 Y2	G
Open Profile Settings dialog	T	G
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	--
Refresh Ink Sheet button	--	R
Open TSS Display Language list	L	L
Show Braille/ASCII toggle button	W	W
Quick Emboss button	Q	--
Emboss/Print button	--	P
Manual button	M	M
About button	B	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.

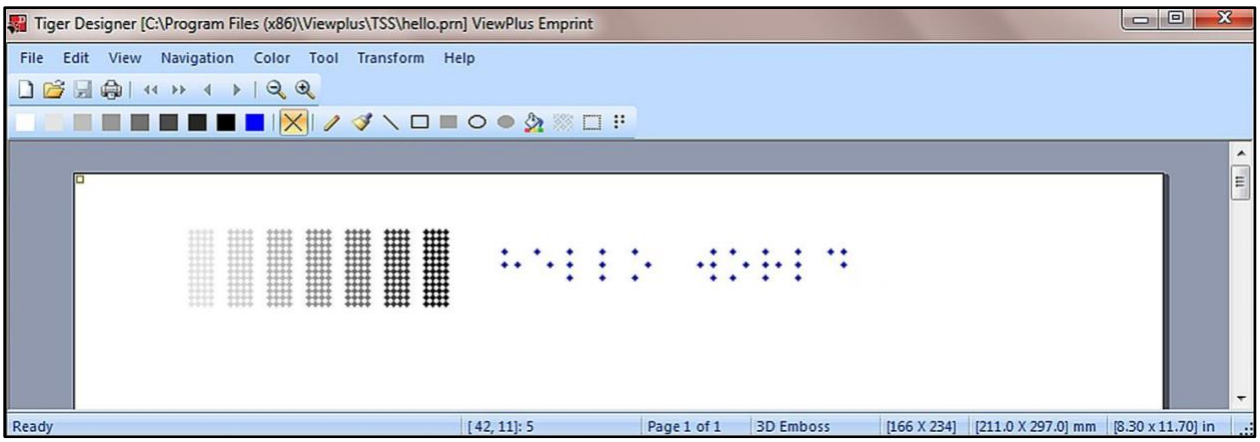
Tiger Designer offers a preview of the embosser output in combination with the corresponding color output if applicable, and provides tools for editing, similar to a paint program.

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.

The Tiger Designer can be found under ViewPlus section in Windows start menu, and it also opens automatically when double clicking a Tiger Designer compatible file in Windows explorer.

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 case of a PRN file, the name of the compatible ViewPlus printer model is shown as well.

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 print layout of single pages from the current open print file. If the file contains both emboss as well as color print data, the active view will show first the color data representation and then the emboss data representation of the same page when navigating through the document. A combined view is possible, but the focus will still switch between the two versions of the page.

The color data page is only editable when using TDSX file format. Additional to the editing tools in Tiger Designer the user has the opportunity to 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.

The emboss data page shows representation of each single tactile graphics dot depending on its dot height, one through seven, in a lighter to darker shade of grey. As darker the dot shows on screen, as higher the actual embossed dot height on paper. Braille text dots show in blue. They will emboss in Braille dot height, low, normal, or high, depending on the printer properties setting.

The resolution of the emboss data page will depend on the printer model in use, or TDSX file format. Section V.D. below talks more about different emboss data resolution when using Tiger, or TigerPlus printer models.

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.
The **second field** shows the current coordinates [x,y] of the cursor, and the height of the dot that the cursor points to (on emboss data page only).
The **third field** shows how many pages the document contains, and which page is displayed currently.
The **fourth field** shows the type of the page containing data to emboss, or data for color output.
The **fifth field** shows the page size in embosser resolution [x,y], followed by the page size in mm [x,y], followed by page size in inch [x,y].

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.

- Set up your ViewPlus printer to print to port FILE in printer properties. Printing to that printer from a Windows program will generate a PRN file under the specified location.
- 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.
- When the printer is set up to print to a port other than 'FILE', check the "Preview" option within the printer properties, and after the print preview opened when printing from a Windows program, go to the 'File' menu to save the PRN file under the specified location. You can then still print to the ViewPlus printer, or cancel to close the print preview without actual printer output.

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 TigerDesigner. When opening a PRN file through double clicking in Windows explorer, TigerDesigner might ask whether to convert this file to TDSX before opening. Already opened PRN files can be saved as TDSX within TigerDesigner, or a new empty TDSX file can be created using the 'new file' command.

V.D. Tiger, and TigerPlus embossing technologies

ViewPlus offers printers using different embossing technologies that effect the emboss resolution on 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 printers developed with traditional Tiger technology are:
  - VP Pro
  - VP Emfuse
  - VP Elite and Premier
  - VP Emprint or SpotDot
  - VP Max, Cub, and Cub Jr.

  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,** but 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 printers developed with TigerPlus technology are:
  - VP EmBraille
  - VP Columbia and VP Delta

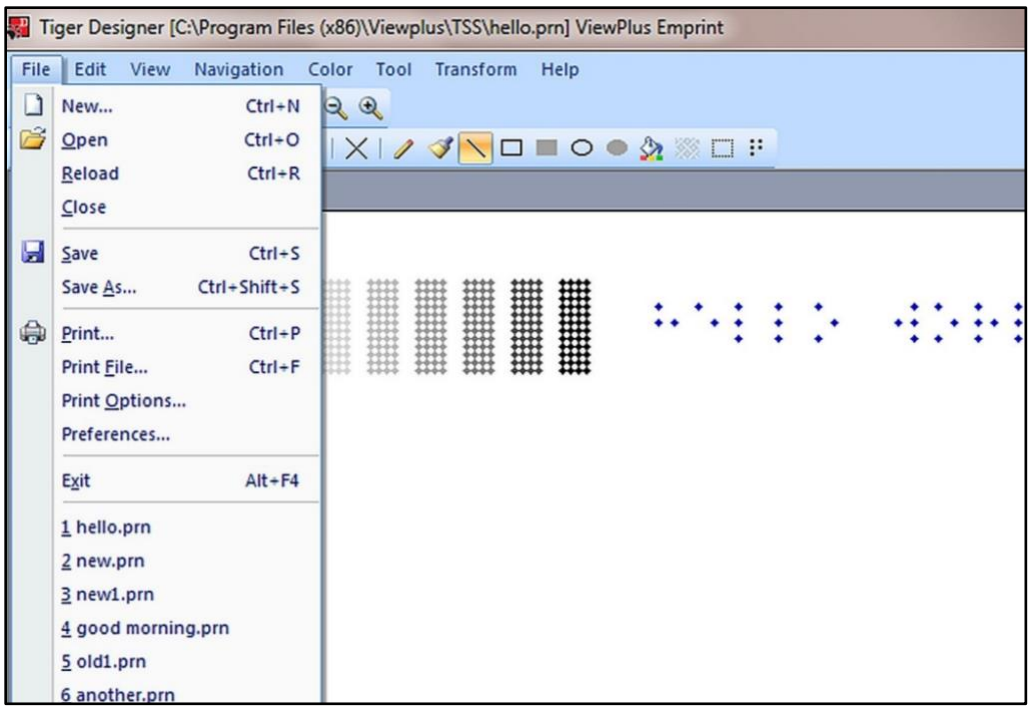
  When working with files created for TigerPlus technology embossers, the emboss data page resolution will adjust to 100 DPI, counting 100 increments per inch on x and y coordinates.

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.



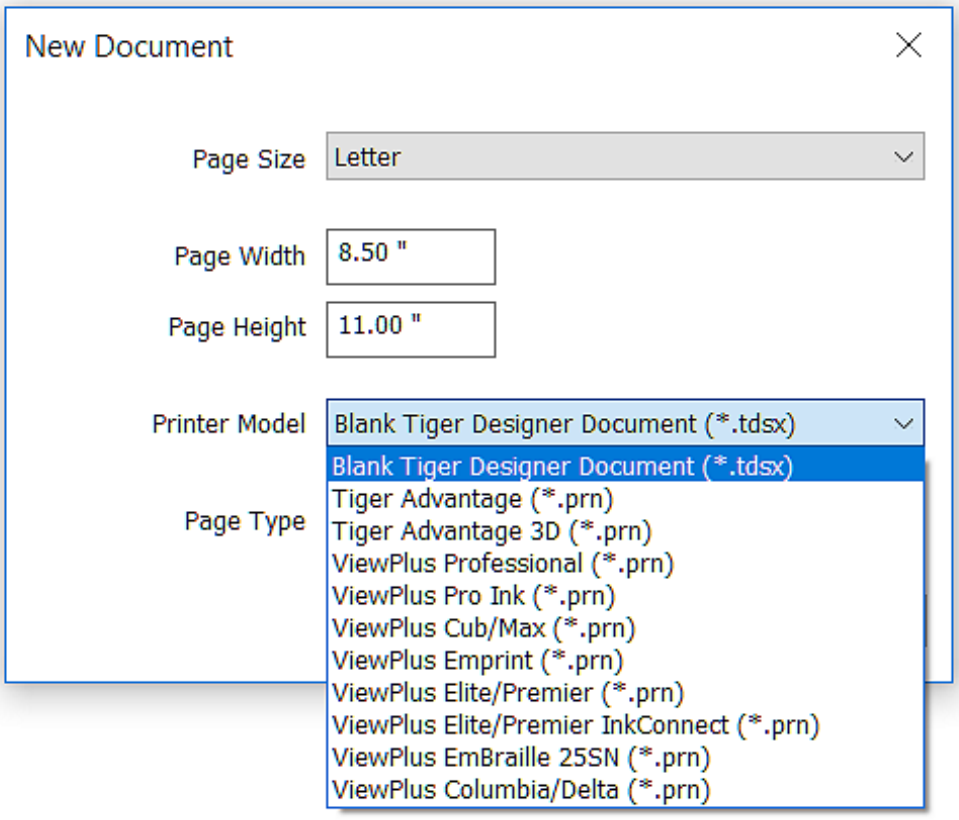
New: See below picture of the dialog that opens when choosing to create a new file in Tiger Designer.

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.

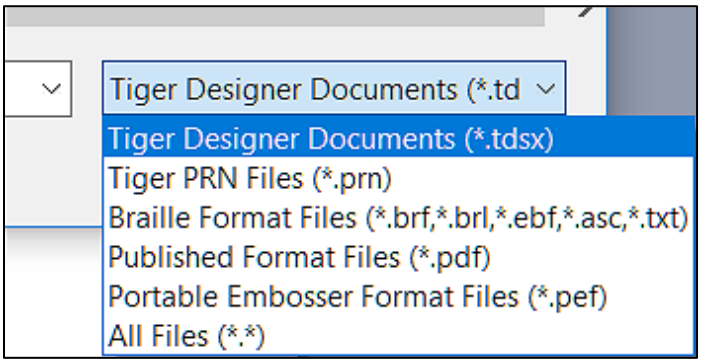
The **Printer Model** that you choose will define which page sizes will be available. The picture below shows the expanded list of available printer models. This includes 'Blank Tiger Designer Document', 'Tiger Advantage', 'ViewPlus Professional', 'ViewPlus Pro Ink', 'ViewPlus Cub/Max', 'ViewPlus Emprint', 'ViewPlus Elite/Premier', 'ViewPlus Elite/Premier InkConnect', 'ViewPlus EmBraille 25SN', 'ViewPlus Columbia/Delta'.

Apart from specific PRN file types for specific ViewPlus printer models, a generic Tiger Designer document with extension TDSX can be created. In this case choose the TDSX document option 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 choice on this will be limited to the capabilities of the selected printer model.



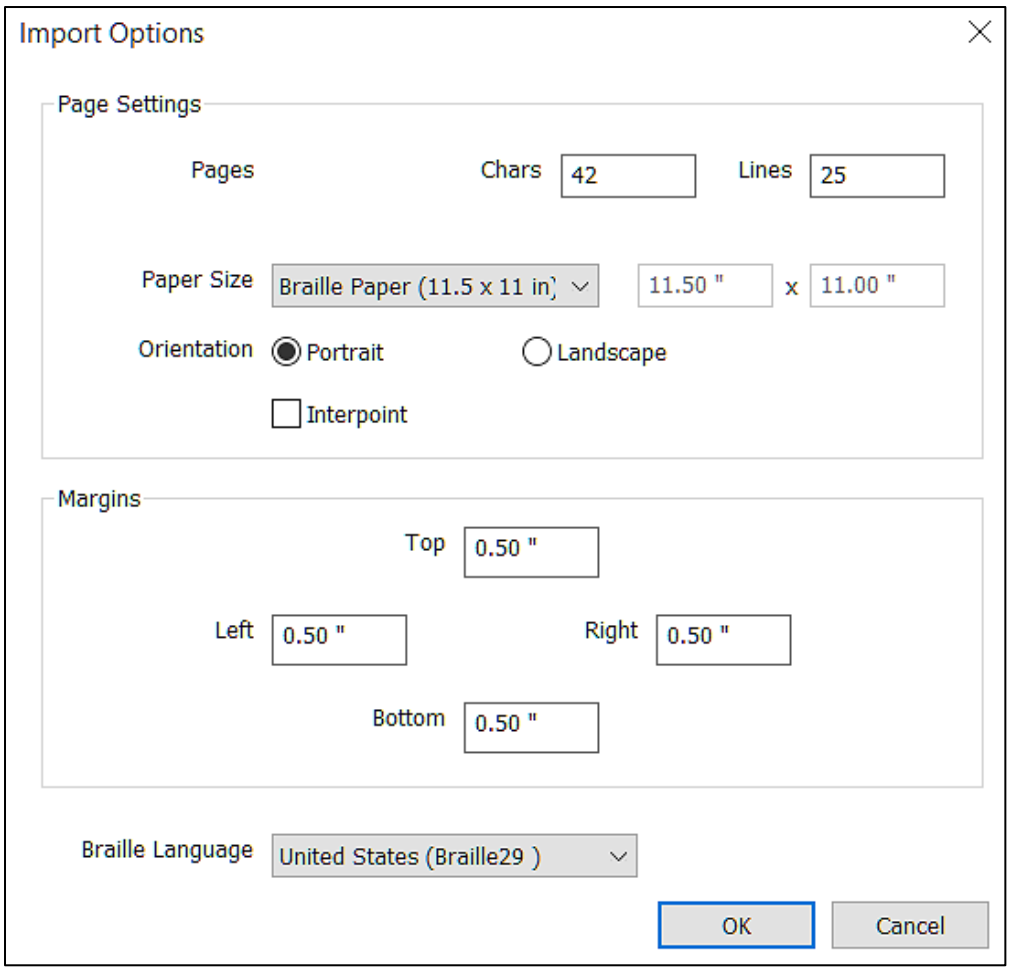
Open: This option will call a standard file browser dialog for file opening. The pull down list to the right of the file name entry field will show compatible file types. Along with PRN and TDSX files, this includes Braille file formats, like BRF, BRL, EBF, ASC, and TXT, as well as PDF and PEF files.



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.

Within this dialog, page settings can be adjusted before the file content is fit to pages correspondingly. Please note, that there is a dependency between characters per line **(Chars)** and lines per page **(Lines)** settings, and **paper size** and **margin** settings.

Text from the imported file will be converted to Braille corresponding to **Braille Language** setting at the bottom.



Back to file menu items:

Reload: This will reload the currently opened file at the last saved stage. Changes since last file save will be lost.

Close: The currently opened file will be closed.

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 TDSX file type.

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

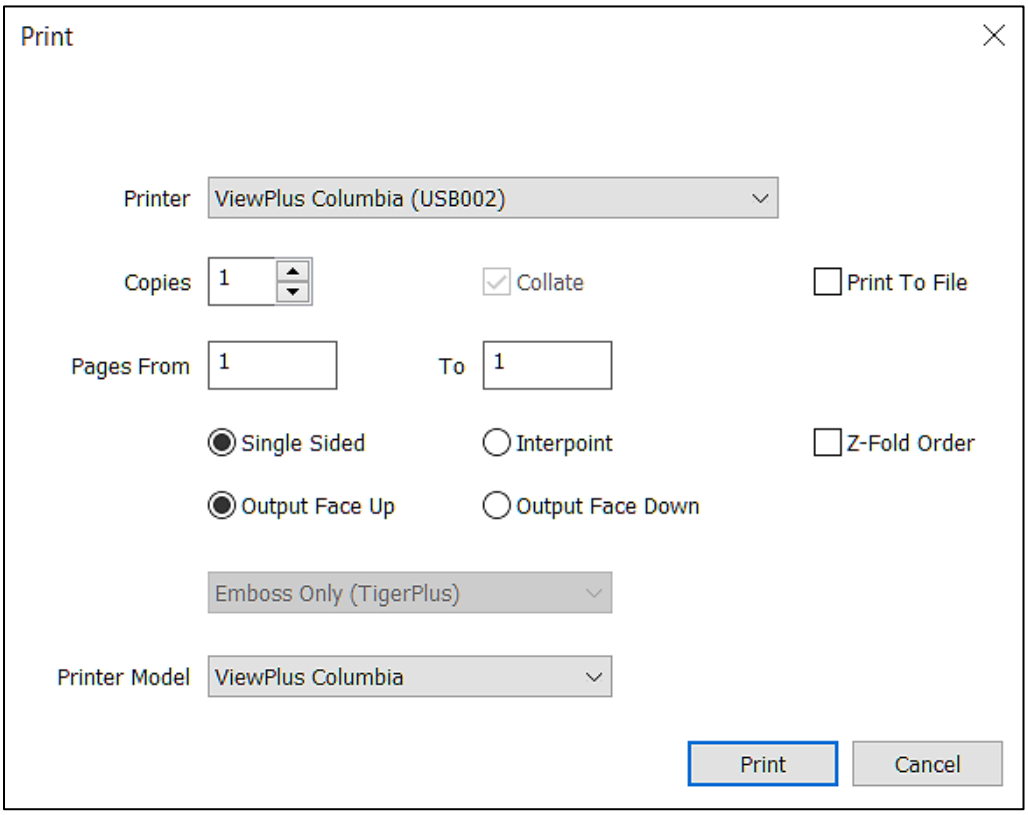
Choose the **printer** from the drop down list. The choice will be limited to available printers that are compatible to the file type. When printing TDSX files, all installed VP printers will appear in this list. In this

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 through 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**.

Also depending on capabilities of the chosen printer model is the choice of print output to include **color print** and **embossing**, both, or just one or the other.



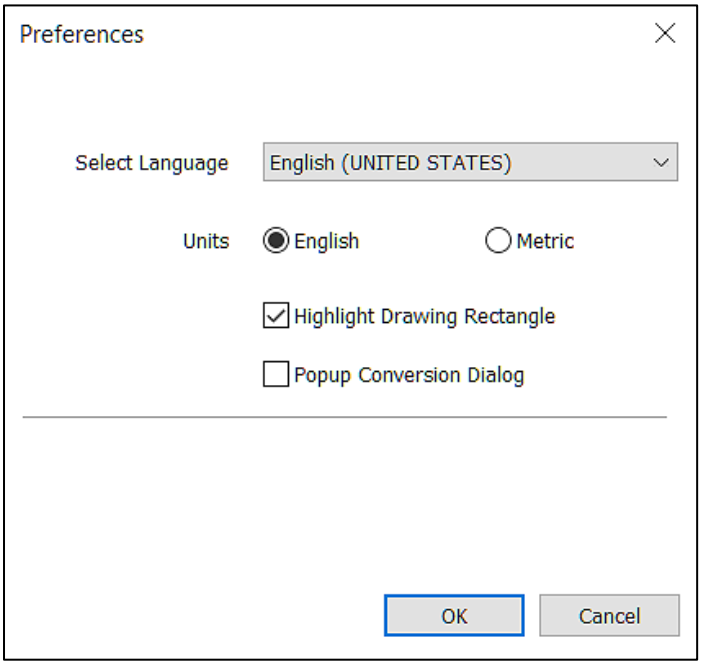
Print file: This option of the file menu will open a dialog window, where the user can choose a certain print file (PRN) to be sent to the specified ViewPlus printer for output with desired number of copies. Please note that the specified printer must be compatible to the chosen print file, otherwise nothing will actually happen.

Print Options: When printing a PRN file from Tiger Designer, the Windows printer properties settings for the printer will actually have no effect, but instead certain print options like media type setting, and Braille dot height setting can be accessed through here and changed if desired.

Preferences: This opens a dialog where the user can choose the desired **language** for Tiger Designer user interfaces from a drop down list and also the preferred units of measure for the grid rulers that can be enabled for the page view window. Choose either **English**, or **Metric** units for measurements.

If **Highlight Drawing Rectangle** from this dialog is checked, the outline of selected area or drawn shapes will show in bright red lines on display. If unchecked the outline will show in light grey lines.

If **Popup Conversion Dialog** from this dialog 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.



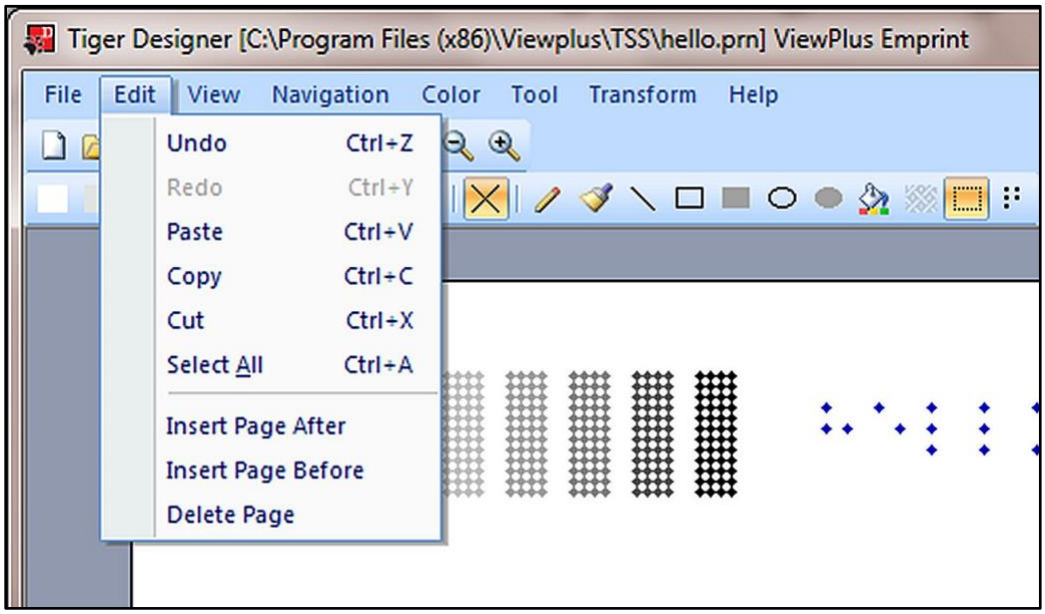
Back to File menu items:

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: Below all file menu items a section shows a list of the last opened files going top down from the most recent.

V.E.2. Edit menu

The picture below shows the Edit menu in Tiger Designer.



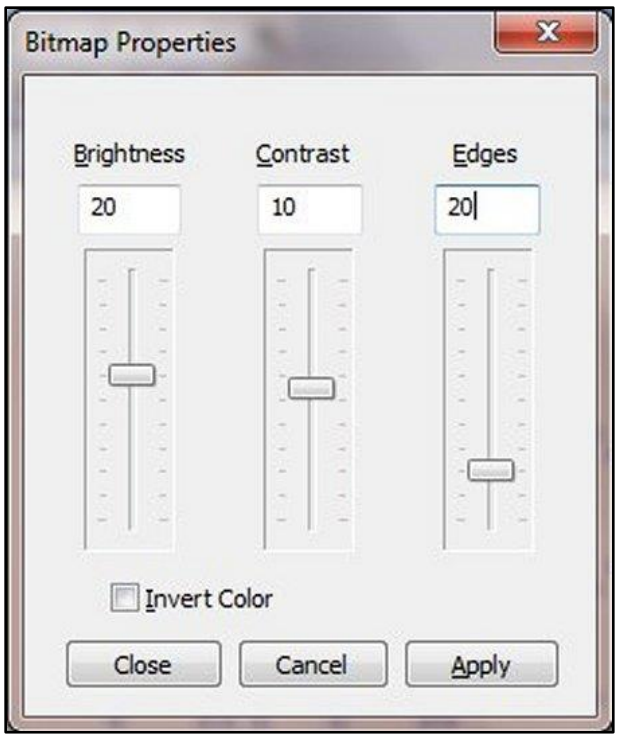
Undo: This command undoes the most recent action.

Redo: This command redoes the most recent action that was undone.

Paste: This command will insert data from the clipboard. The clipboard may contain data that was copied to it from selection within the same file in Tiger Designer, or pictures (bitmaps or jpegs) from other applications that are copied to clipboard. Important is that the data was copied to clipboard immediately before trying to past it in Tiger Designer. Repeated paste actions of the same copy to clipboard do not work.

Pasting data to a color page is possible when using TDSX file format only, pasting to an emboss page is possible in TDSX, or PRN file format.

When pasting picture data to an emboss page within Tiger Designer, an editing tool pops up allowing the user to adjust the brightness, contrast and edge enhancement of the picture bitmap before final posting.



Copy: This command copies the currently selected data to the clipboard, leaving the original selection within Tiger Designer document.

Cut: Cuts the currently selected data from Tiger Designer document and copies it to the clipboard.

Select All: All data on currently viewed sheet is selected.

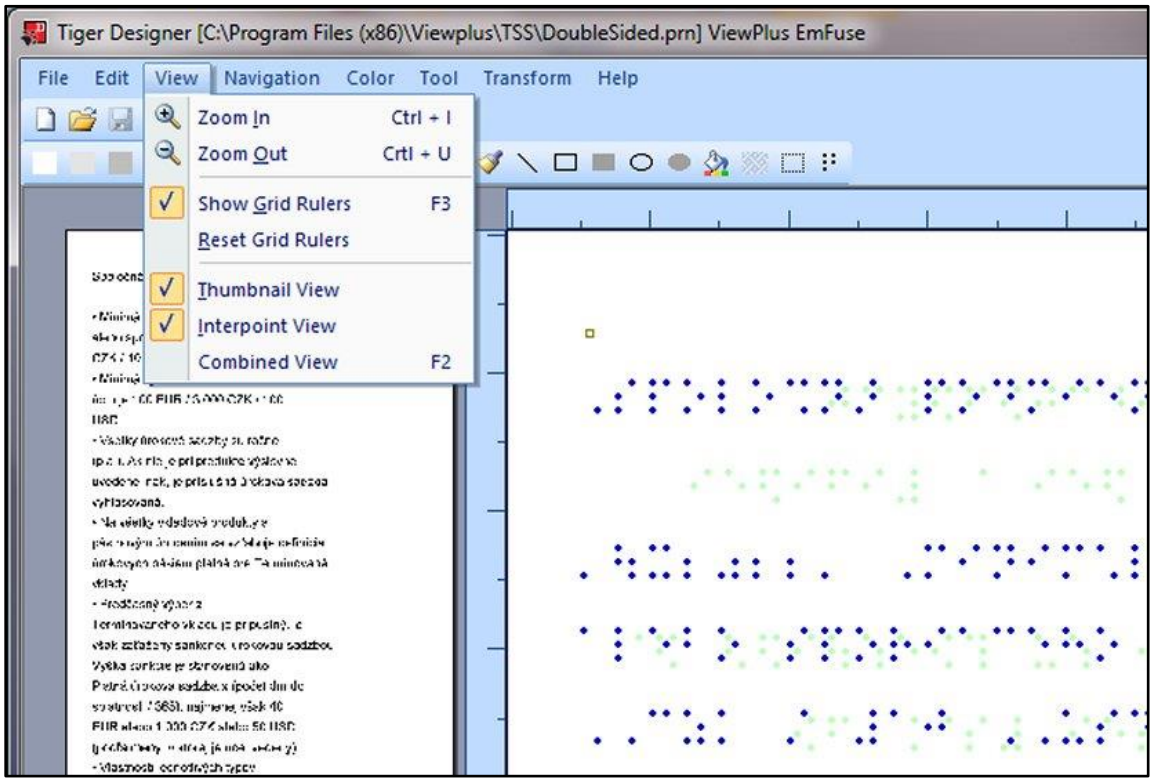
Insert Page After: Use this command to insert a page to the document after the page that is currently displayed.

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.

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 has the opportunity to set reference lines across the page through 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: Click this command to have all reference lines across the page disappear.

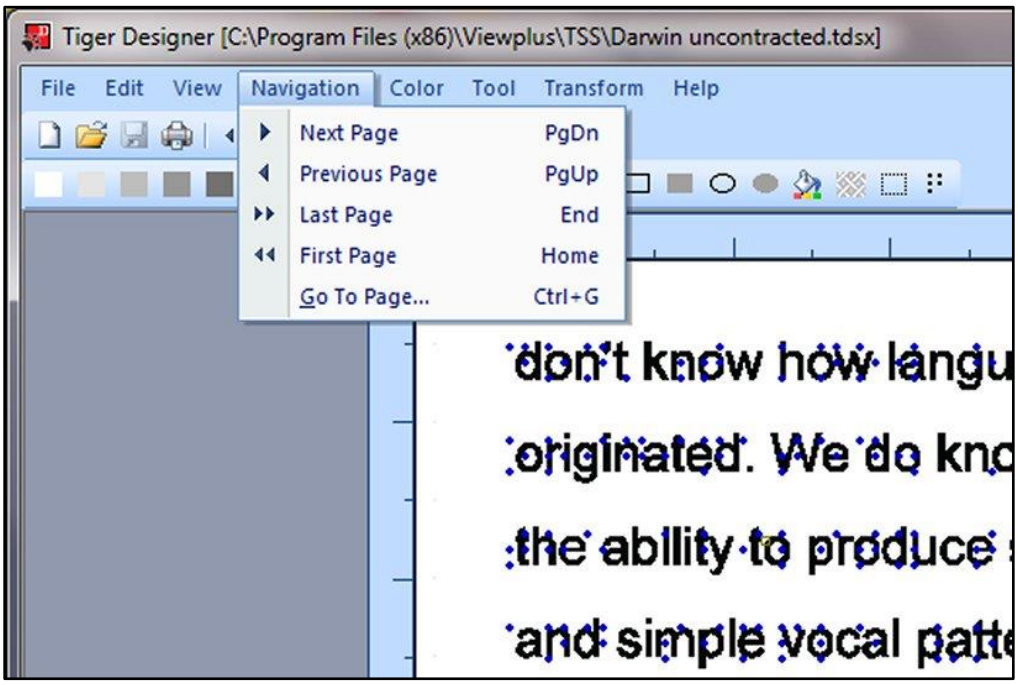
Thumbnail View (activated in picture above): If the current view is showing a Color page, activating the Thumbnail View will create a small preview of the Emboss page on the right side within the main viewing area. If the current view is showing an Emboss page, activating the Thumbnail View will create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

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, or choose to not print the file using interpoint.

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.

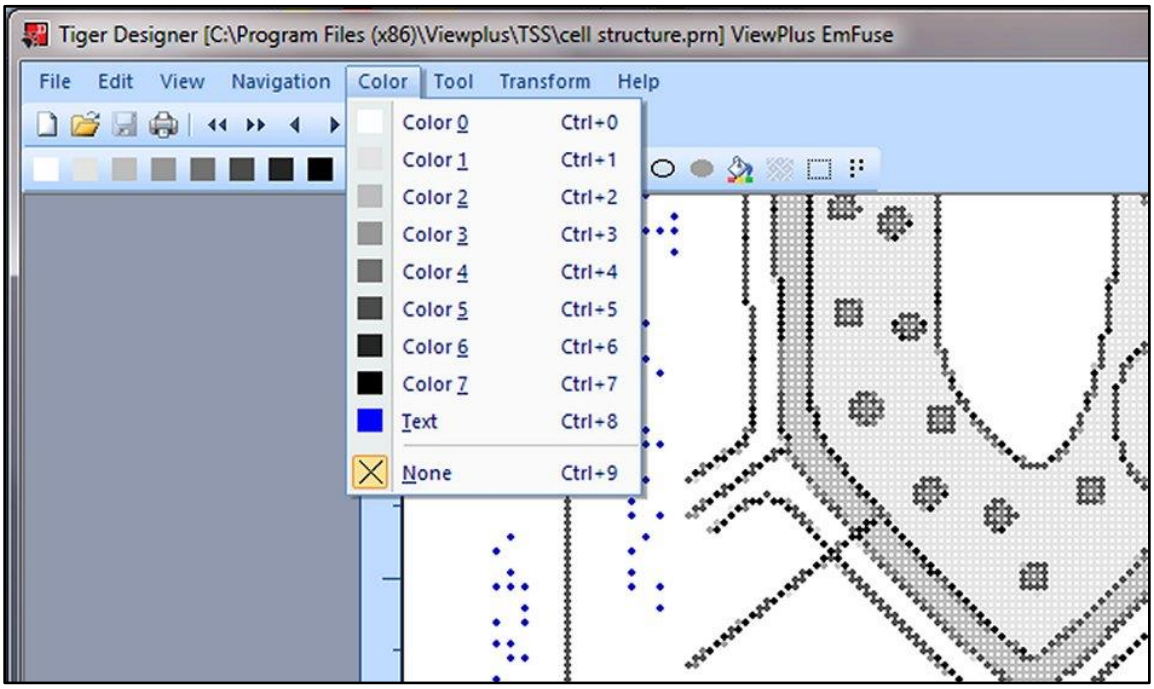
Last Page: This option will switch the view to the last page of the document view.

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

Go To Page: Use this option to jump view to a specified page within the whole 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. Color menu

The picture below shows the Color menu in Tiger Designer.



Color 0 through Color 7: Choose a color from here to draw within the emboss data page. Color 1 through 7 represent embossed dots from lowest to highest graphic dot. Color 0, which is white, can be used similar to an eraser tool.

Text: Text color will emboss in Braille dot height, which can be adjusted to low, normal, or high within ViewPlus printer properties.

None: The mouse pointer will deposit no color when clicking anywhere within the page data. Switch to color "None" to avoid any undesired drawing, or erasing with the mouse pointer when just browsing over the page, or wanting to select data rather than draw anything.

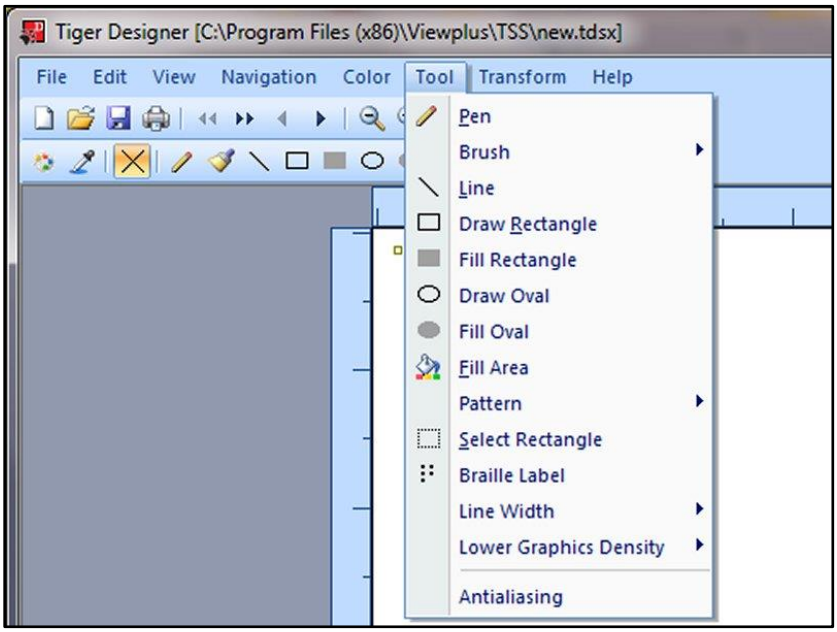
When editing Color pages, the commands of this menu will show no effect. In this case choose the drawing color through the tool icons from the command bar **'choose a color'**, or **'pick a pixel color'**.

Choose a color: This command is only accessible through the icon within the command bar. 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. It provides a picking tool to pick a color from a pixel of the current displayed color page.

V.E.6. Tool menu

The picture below shows the Tool menu in Tiger Designer.



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

Brush: 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.

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.

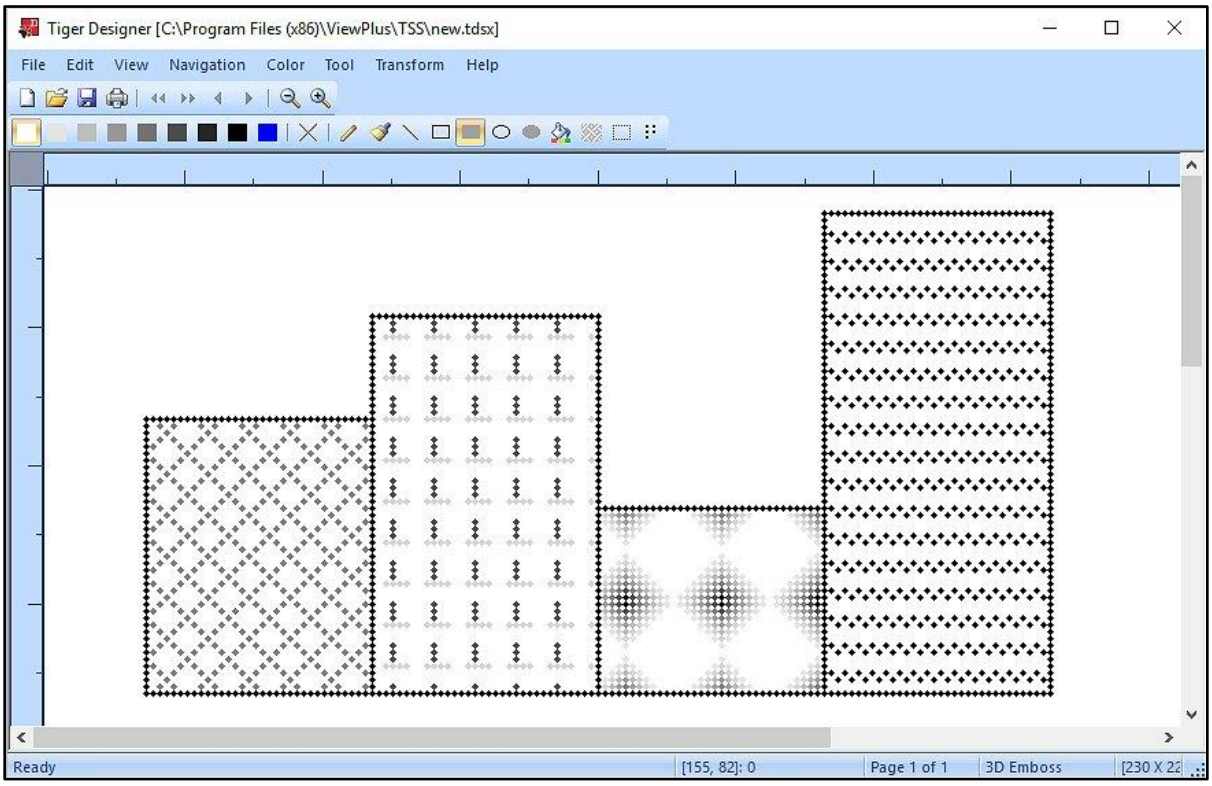
Draw Oval: This tool is similar to the rectangle tool, but will draw an oval outline instead.

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 has to 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.

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

This picture shows samples of fill patterns.



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.

Further you find a list of currently available pattern by pattern names. **Pattern 0 to 3** are predefined pattern that can be viewed with the pattern editor. Names of custom defined patterns will be added to this list once saved within the pattern editor.

Pattern Editor…: The data file shown by path and name within the top drop-down list field contains currently displayed list of patterns. The file path and name can be edited manually, or by using the file browser which opens using the **'Browse …'** button at the top right corner.

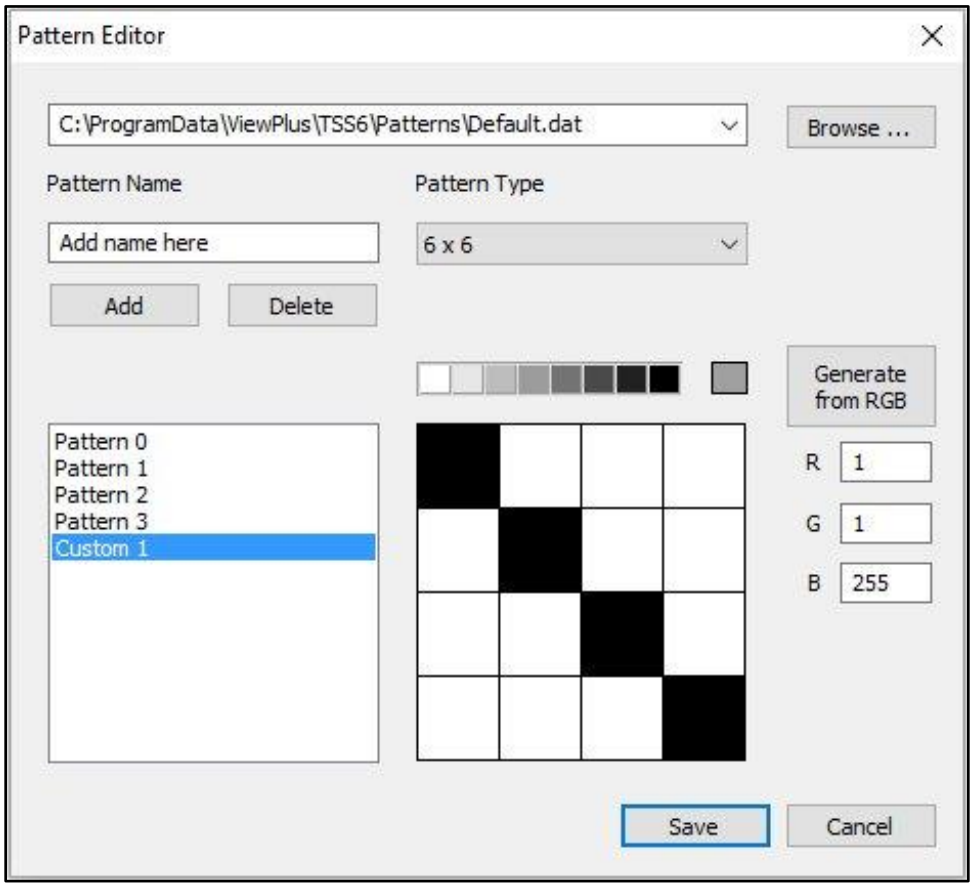
New patterns can be added to the list by defining a name within the **'Pattern Name'** field and clicking the **'Add'** button. The pattern selected in the list field below will be deleted using the **'Delete'** button.

When adding a new pattern to the list, the **'Pattern Type'** needs to be defined, too. There are several options available, which define pixel size of one pattern element. If selecting pattern type 'Auto', the added pattern will have pixel size 4x4, and will be generated automatically from the RGB values shown below. It can be edited again, once added to the list below.

All custom patterns can be edited using the tools to the right of the patterns list field. Select the pattern name, and then edit by selecting the desired color from the color bar, followed by clicking the pixel from the grid to fill it with that color. The grid shows one pattern element, which will be repeated to fill the desired area when using the pattern fill command from the 'Tools' menu.

Using the **'Generate from RGB'** option will only work on custom patterns of size 4x4. A pattern will be generated automatically upon clicking the 'Generate from RGB' button according to RGB values that are entered in the 'R', 'G', and 'B' fields.

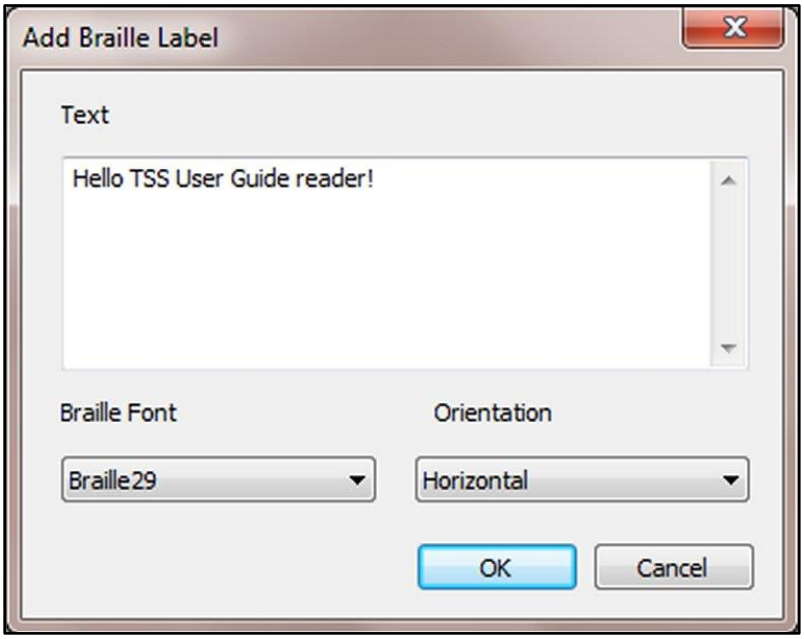
When using the '**Save'** button, the current list of pattern names with corresponding definitions will be saved within the file shown at the top. When using the **'Cancel'** button, all changes since last save will be obsolete. The pattern editor will close in both cases.



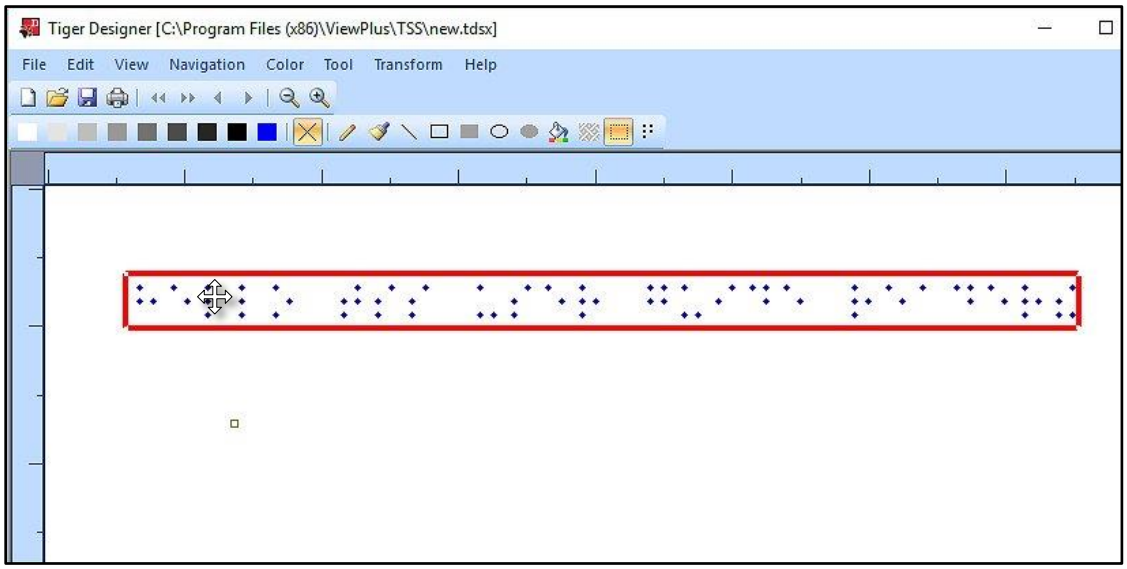
Select Rectangle: Use this tool to draw around any shape to select for copy, cut or move. Use common drag and drop procedure to move the selected area, or follow common copy/cut and paste procedure like in mainstream programs.

Braille Label: A dialog window 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.



Upon clicking **"OK"** the text will be appearing in Braille within the Page view of Tiger Designer. As long as it is framed, it can be moved. When in final position, place it steady by mouse click somewhere outside the Braille text label frame.



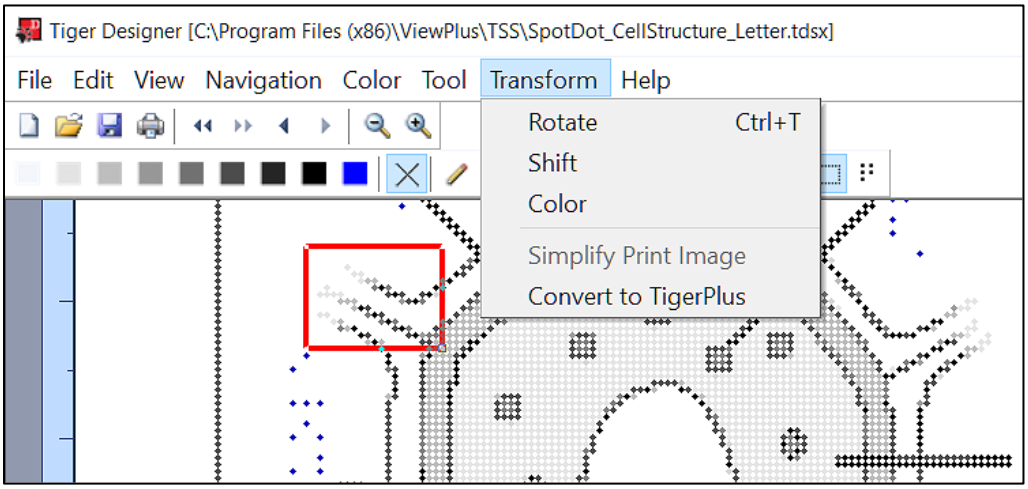
If selecting a Braille label again after it has been placed steady, corresponding print text will be shown within status bar of application window at bottom left.

Line Width: This changes the width of drawn lines or the width of the outline of unfilled shapes.

Lower Graphics Density: This option will lower the graphics density either on the entire page, or on selected areas. It can be useful to lower the density of embossed dots if the page contains areas of solid color.

Antialiasing: Antialiasing softens edges that otherwise might feel like hard corners due to limited resolution of the embossed dots grid. Use this menu item to toggle Antialiasing to be turned on or off.

V.E.7. Transform menu



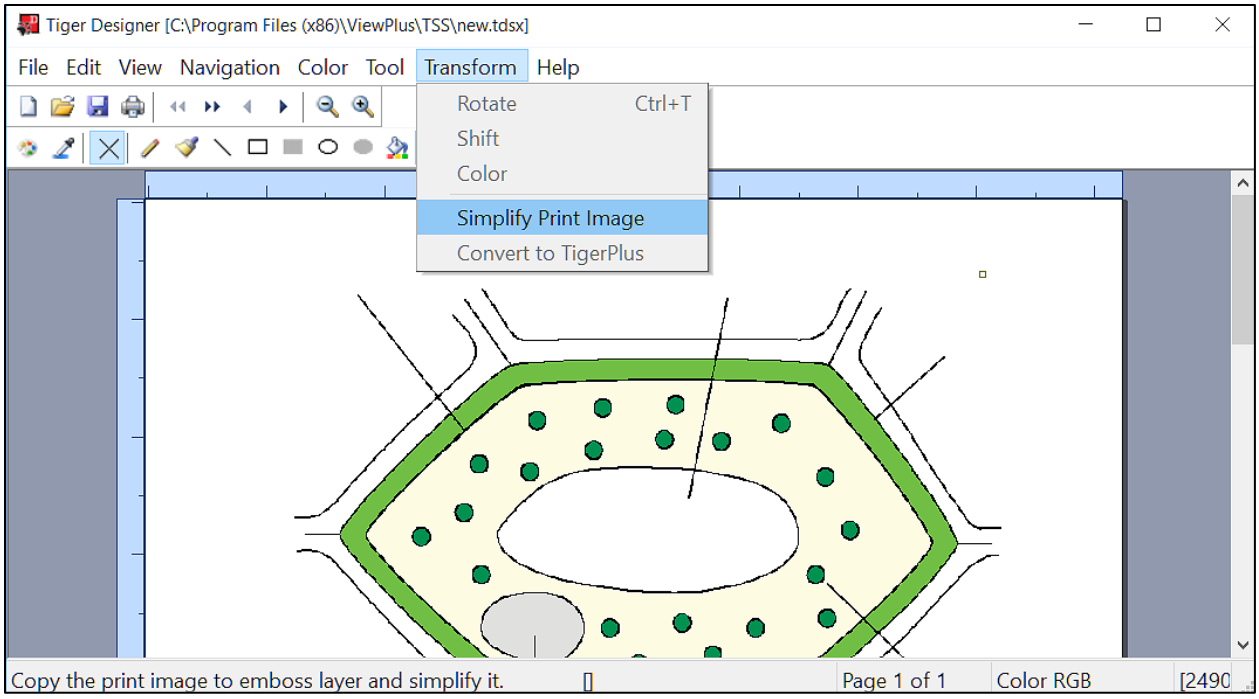
The commands rotate, shift, and color will only be available on emboss data pages, and for a selected area (Ctrl+A to select a whole page.)

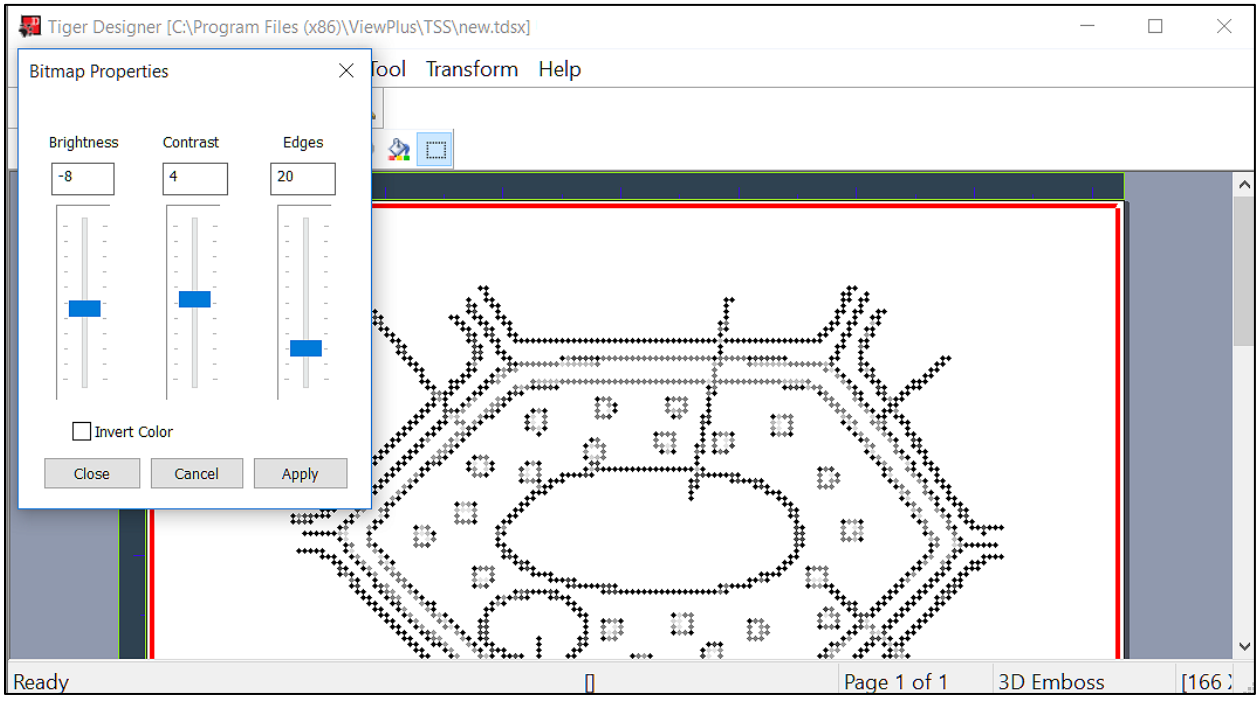
Rotate: This will rotate the selected area 90 degrees clockwise.

Shift: A window will pop up to enter the desired number of pixels for horizontal and vertical move of the selected area within the frame of selection. Negative numbers can be used to shift data left or down.

Color: A window will pop up to change brightness, contrast, and edges on selected area between 0 and 100 percent. This will be the same as in picture on next command description.

Simplify Print Image: 'Simplify Print Image' is only available within open TDSX files, and only when the Color page is in focus. A simplified image from the Color page will be transformed to tactile representation on the Emboss page upon choosing this command. Before final insertion of the simplified tactile image, a window pops up for the user to adjust brightness, contrast, and edges on the tactile representation of the image.

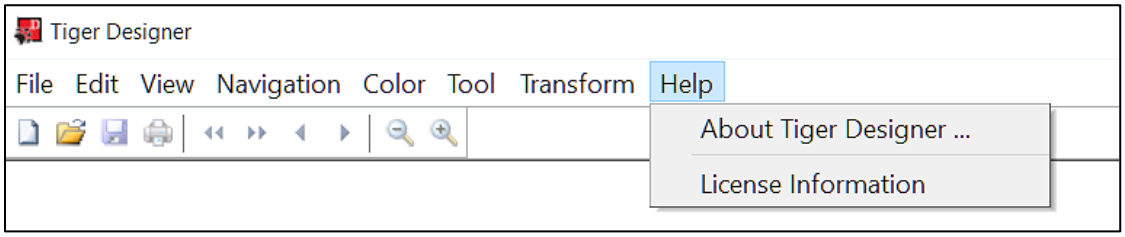




Convert to Tiger, or Convert to TigerPlus: Depending on current canvas resolution, this command will convert the drawing canvas to 20 DPI Tiger resolution, or 100 DPI TigerPlus resolution. This is the accuracy in which dots can be placed when drawing. When printing, the resolution of embossed dots will not exceed 20 DPI.

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 print file results.

V.E.8. 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.

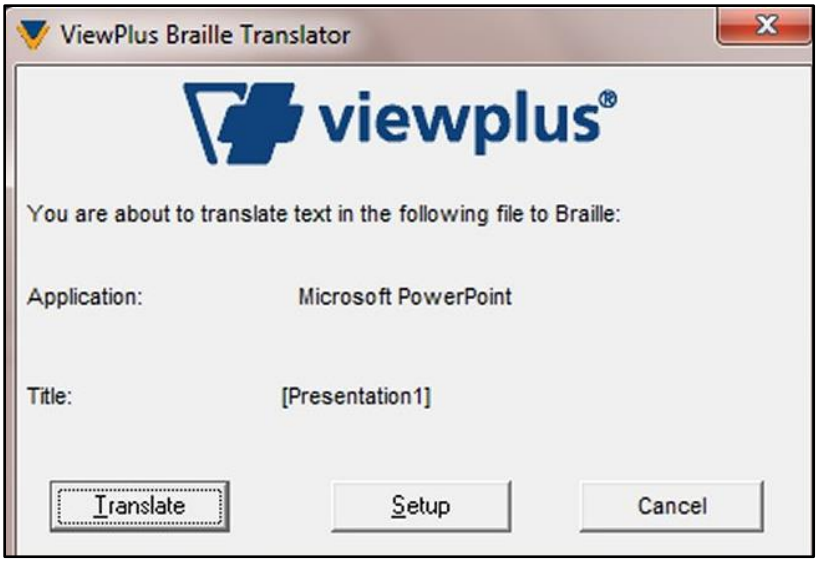
! Please refer to chapter III. of this document for instructions on how to use VP License Manager.

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



Translate: Click this button to translate all text within document as shown per application name, and document title. Translation of text to Braille will be performed according to settings within setup window. Use button "Setup" to reach the setup window. Also, if the fields above don't specify any document to be translated, or to change the selection, go to "Setup" first (see document section below for further explanation).

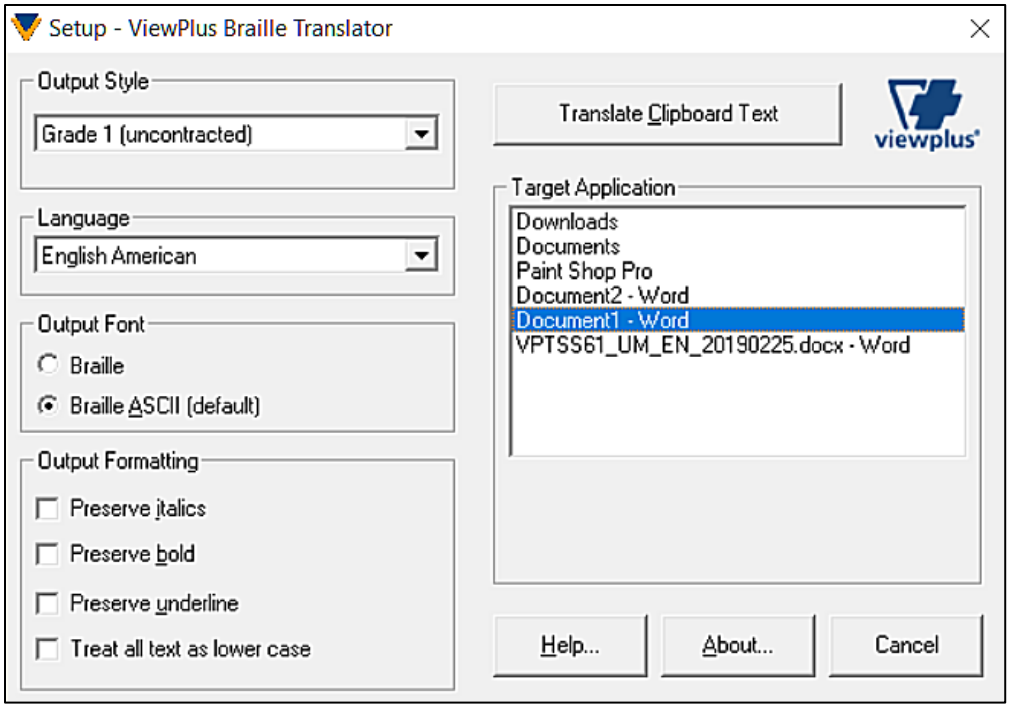
! NOTE: IF THE VIEWPLUS TRANSLATOR IS NOT ABLE TO TRANSLATE WITHIN THE SELECTED APPLICATION, PLEASE REFER TO THE "Translate Clipboard Text" OPTION.

Setup: This button will bring you to the setup window.

Cancel: This button will close ViewPlus Translator.

VI.A.1. Setup for translation

The ViewPlus Braille Translator setup window will show as in picture below. Choose your options before translating any text to Braille.



Output Style: Pick the desired Braille output style (e.g. contracted, uncontracted) from the drop down list. The output styles available in the list will depend on the selected language.

Language: Pick the language of the text to be translated from this drop down list. There are 37 languages available.

Output Font: Check one of the following two options

- **Braille:** Will show Braille in dots on the screen after text translation.
- **Braille ASCII:** Will show Braille in ASCII characters on screen after text translation.

Output Formatting: Following options are available to handle specific text formatting

- **Preserve italics:** Preserves italic formatting from original text with corresponding indications in Braille code.
- **Preserve bold:** Preserves bold formatting with corresponding indications in Braille code.
- **Preserve underline:** Preserves formatting of underlined text with corresponding indications in Braille code.
- **Treat all text as lower case:** Capital letters from original document are being neglected for Braille translation.

Translate Clipboard Text: Before using this button, mark text within any Windows application and copy it into clipboard (Ctrl+C). Then use this button to translate the clipboard text to Braille according to selected options within this window. After a message is displayed indicating that the translation completed, paste (Ctrl+V) the translated text back into the original document.

! NEXT, within the original document, highlight the translated text and change the font to the suitable Braille screen font with font size 29 for 6 dot Braille, and font size 43 for 8 dot Braille.

This step is very important in order to receive Braille dots with correct dot spacing on embosser output.

Target Application: This field shows a list of current open programs and documents on the computer. Choose an item from this list with double click if translation of entire content of the corresponding document is desired. After choosing the item here, this selection will show in ViewPlus Braille Translator main window, where translation function is available.

Help: This button will launch online help.

About: This button will open a window containing information about ViewPlus Braille Translator.

Cancel: Use this button to close the application without any action.

VII. 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.

Direct links to contact ViewPlus support are provided at https://viewplus.com/contact/contact-support/.

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

www.viewplus.com