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I. Preface

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

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

Make sure to have all MS Office Programs closed and execute the Tiger Software Suite 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 'OK' to proceed.

The next window is the Welcome screen, where you can click 'Next' 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 the 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.
Check the box to install MathType after TSS 6. Simply click 'Install' to begin the installation of your selected software. 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'.

![Setup Wizard Window](image)

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 the program's 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. Tiger Software Suite Activation

III.A. 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 an active internet connection, and one for computers without an internet connection.

The procedures below are described using activation features from the MS Office Word Add-in. The same procedures can be carried out using activation commands from MS Excel Add-in, or from the Tiger Designer program found under Windows programs list.

!! Please do NOT use ViewPlus Translator for TSS activation

III.A.1. Activating with an internet connection

To activate online follow these instructions (you must have local administrative access):

1. Locate Microsoft Word on the desktop or in the start menu.
2. Right click on the Microsoft Word icon and click 'Run as Administrator'.
3. If you are not the local administrator, then you will have to log in with an administrator account.
4. In Microsoft Word Click on the Tiger tab.
5. Then click on the 'Activate Online' button in the Help section of the Tiger ribbon.
6. 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.

7. If desired, enter an email address and select "I wish to receive product updates and information from ViewPlus."

8. Click the 'Activate Online' button.

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

NOTE: If error occur during activation, you are probably not running Microsoft Word as an administrator. Simply running MS Word from an administrator account might not be sufficient on Windows 8/8.1 and Windows 10.
III.A.2. Activating without an 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 TSS. Follow these instructions to do so:

1. Locate Microsoft Word on the desktop or in the start menu and run it.
2. Locate the Tiger Tab and click on it.
3. Click on the 'Activate by File' button in the Help section of the Tiger ribbon.

4. 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.

5. 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.
6. If desired, enter an email address and select "I wish to receive product updates and information from ViewPlus."
7. Click the 'Generate Activation' button at the bottom left of the window.
8. An activation request file titled "ActivationRequest" will be saved to your documents folder. Transport this file to a computer with an internet connection.
10. Upload the file "ActivationRequest" to the ViewPlus online activation form and click the 'Submit' button.
11. If activation is successful, click the 'Download' button to download the activation response file titled "ActivationResponse.dat"
12. Transfer the Activation Response file to the computer you wish to activate TSS 6 on.
13. Locate Microsoft Word on the desktop or in the start menu.
14. Right click on the Microsoft Word icon and click 'Run as Administrator'.
   a. If you are not the local administrator, then you will have to log in with an administrator account.
15. In Microsoft Word Click on the Tiger Tab.
16. Click on the 'Activate by File' button, and then click 'Yes' in the pop-up window, asking whether you have received a response file.
17. A file browser window will open, then select the "ActivationResponse.dat" file and click the 'Open' button.
18. TSS6 will finish activating.
NOTE: If error occur during activation, you are probably not running Microsoft Word as an administrator. Simply running MS Word from an administrator account might not be sufficient on Windows 8/8.1 and Windows 10.

III.B. Deactivation

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 an active internet connection, and one for computers without an internet connection.

The procedures below are described using deactivation features from the MS Office Word Add-in. The same procedures can be carried out using deactivation command from MS Excel Add-in, or from the Tiger Designer program found under Windows programs list.

!! Please do NOT use ViewPlus Translator for TSS deactivation

III.B.1. Deactivating with an internet connection

To deactivate online follow these instructions (you must have local administrative access):

1. Locate Microsoft Word on the desktop or in the start menu.
2. Right click on the Microsoft Word icon and click 'Run as Administrator'.
   a. If you are not the local administrator, then you will have to log in with an administrator account.
3. In Microsoft Word click on the Tiger tab.
4. Then click on the 'Deactivate Online' button in the Help section of the Tiger ribbon.
5. A pop-up window will open to confirm that you wish to deactivate your software. Click 'Yes' to complete the process.

**NOTE:** If error occur during activation, you are probably not running Microsoft Word as an administrator. Simply running MS Word from an administrator account might not be sufficient on Windows 8/8.1 and Windows 10.

### III.B.2. Deactivating without an 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. Locate Microsoft Word on the desktop or in the start menu and run it.
2. Right click on the Microsoft Word icon and click 'Run as Administrator'.
   a. If you are not the local administrator, then you will have to log in with an administrator account.
3. Locate the Tiger tab and click on it.
4. Click on the 'Deactivate by File' button.

   ![Deactivate by File button](image)

5. A pop-up window will open, asking whether you would like to generate a deactivation request file. Click 'Yes' to generate the file.
6. The deactivation request file titled "DeactivationRequest" will be saved to your documents folder.
7. Transport this file to a computer with an internet connection.
8. On the computer with an internet connection open your preferred internet browser and direct to https://viewplus.com/viewplus-support/deactivate/
9. Upload the file "DeactivationRequest" to the ViewPlus online deactivation form and click the 'Submit' button.
10. You will receive a message confirming successful deactivation of your TSS license.
11. Now you can activate this license on a different computer.
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 for TSS are:
Arabic, Czech, German, English, Spanish, French, Italian, Japanese, Korean, Latvian, Malay, Bokmal, Dutch, Polish, Portuguese, Brazilian 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 with TSS 6 are:

Arabic, Cymraeg (Welsh), Czech, Danish, Dutch Belgium, Dutch Holland, English American, English British, English Unified, Estonian, Finnish, French, French (American BANA), French Quebec, German, German (American BANA), German (Switzerland), Greek, Hebrew, Hindi, Icelandic, IPA, Italian, Latvian, Lithuanian, Malay, Mongolian, Norwegian, Polish, Portuguese, Russian, Slovak, Slovenian, Spanish, Spanish (American BANA), Swedish, Thai, 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).
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.

![Profile Settings dialog window](image)

**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 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 "Primary Language" selected within field "Choose a Language Setting:". This can be selected from the drop down list within this field.

In Primary 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 primary 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.
Primary 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.

![Profile Settings - default](image1)

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, like "Micro Braille" does in the picture below.

![Profile Settings - default](image2)
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, or VP Columbia 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 "Primary 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 "Primary Braille Options:" list box. Pictures above, showing Primary Language set to "English American" are not showing any Primary Braille options.
2. Settings for Braille translation of bilingual documents

It is possible to translate bilingual 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 two languages to two 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 bilingual text to Braille conversion to succeed, it is also important to not place text of both 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.)

![Example of bilingual text](image)

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

- Use two different screen fonts, one assigned to each language
- Do not mix both languages within the same paragraph

If these requirements are given, proceed to adjust Profile Settings as follows.
Within the Braille Settings tab, choose the "Primary Translatable Font" from the drop down list according to what screen font your primary language is formatted to in the Word document. From the example above, the Primary Language is English American with Primary Translatable Font set to "Arial".

Once you change Primary Translatable Font from "<any>" to a specific font name, the "Translate Secondary Language" option with checkbox at the top right corner becomes enabled.

Check this box to give command for translation of two languages. If left unchecked, secondary language will be ignored and left to standard black text within the document when performing any translation command, where primary language is converted to Braille.

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

![Profile Settings - default](image)

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.

So, if running into any problem with text from a document not being translated, please check the 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, just as displayed on screen 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 in the same way as it looks 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 the printer driver of corresponding ViewPlus embosser/printer has to be installed on your system before this embosser/printer model will appear in this list to choose from. Therefore, the list might also 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 ViewPlus embosser/printer. Please refer to the embosser user manual for further description of its printer properties.

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 you to define a paper size that is not available from the list of predefined paper formats.
If you select "Custom Size" within the drop down list for "Paper Size", fields "Width" and "Length" will become available to enter custom values corresponding to the dimensions of your custom print media.

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 the Paper Size options you find entry fields to enter Left, Right, Top, and Bottom Margin. Use those entry fields to set the desired page margins for the translated Braille document.

The "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".

As front and back pages of a document prepared for double sided printing will show side by side on screen, the inner margin in screen representation will alternate from left to right, and the 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, original list formatting will change from the original document to the translated Braille document according to the specified values below.

**Use New First Level Indent Character of (from Left Margin)**: From the drop down list select a number to specify the width of indentation you would like created on first level indent in number of characters (one character equals 0.25 inch in standard US Braille spacing).

**Use Additional List Increment of (for List Level 2 to 9)**: From the drop down list select a number to specify the added width of indentation on each subsequent list level in in number of characters (one character meaning 0.25 inch 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.
The options available within section Paragraph Format are as follows:

**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 number of characters specified in the entry field to the right (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 header and/or footer content during document translation operations, and insertion of page numbers, as well as the last option on this tab to have the translated document saved under a new file name by default when this option is checked.

But going top down on this tab you first find two boxes with three radio buttons each. One box contains options on how to handle document headers during conversion to Braille, and the second box contains options on how to handle footers during document conversion.

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 either 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 document headers and/or footers respectively no change will occur during document translation, and the content will transfer unchanged to the resulting Braille document.
Underneath the boxes with radio button you find three more 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 at which the same text of the current page is found within the original 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 set all options as shown above, "Remove Headers", "Translate Footer", and "Show Original Page Numbers" all 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, the Formatter creates two new files during 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, no renamed copy of the file will be created during document translation and there is a risk of accidentally overwriting the original document.

---

**IV.C.2. Managing Tiger Profiles**

The entity of all options and settings done within the four tabs of the Tiger Profiles main dialog window will be saved under a certain Tiger Profile name. The name of the current Tiger Profile, which the dialog reflects, 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 and add the new name to the list of available Tiger Profiles. The Profile Settings dialog will close, and this new profile will be applied as currently selected profile immediately.

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

Save: Button "Save" will save current settings from all four tabs of the dialog to the currently selected Tiger Profile name and close the Profile Settings dialog.

Cancel: Button "Cancel" will restore to previous settings and close the window.

Apply: Button "Apply" will save currently selected parameters from all four settings tabs to the current profile, and will leave Profile Settings dialog open.
When the Profile Settings dialog window is closed, Tiger ribbon will be back in focus.

Within Profile Settings section of the Tiger ribbon as seen in picture below, the name of the 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.

When clicking "OK" in this prompt, the Profile Settings dialog will open, reflecting settings from the current Tiger Profile at the time when the request was started with "Create Profile". Only when then "OK" is clicked within the Profile Settings dialog window, the new profile will be available from the list of available Tiger Profiles and will show as Current Tiger Profile in Tiger ribbon "Profile Settings" section.

Clicking "Cancel" on the Tiger Profile name prompt will close the request without any changes.
Delete Profile: Use this button to delete the current Tiger Profile from the list of available profiles. A prompt will open asking whether you are sure to delete the selected profile from your computer. Click "Yes" to confirm, or "No" to cancel and abort this process.

![Delete Profile Prompt](image)

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

**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 at the left site within 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: 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.
IV.C.5. Print ribbon section

To create output of your Braille document, you have two commands available 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.
Quick Emboss: This command is an option to perform "Translate Document" command from ribbon section "Translate" and the "Emboss/Print" command from this ribbon section 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 with current document settings and printer properties settings. One copy of the whole document will print after the document translation process is done.

Emboss/Print: This command opens a standard Windows 7 print dialog, where options can be chosen, and printer properties can be accessed before sending the print job off to the printer.

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 translation charts and graphs is to move them to a new chart 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 enable to translate fonts within the chart.

To move a chart to a new chart sheet in MS Excel 2007 for example, select the chart area, and from the 'Design' tab in the '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 also in other versions 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, 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).
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 the same as in Word, only that options that 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. Converting text to Braille in monolingual documents/worksheets, applying the same Braille table to all text within the document/worksheet
2. Converting text to Braille in bilingual documents/worksheets, applying different Braille tables to each of two 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 settings tab holds the same controls as Page Layout tab of Profile Settings in 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 header and/or footer content during document translation.

You find two boxes with three radio buttons each. One box contains options on how to handle headers, and the second box contains options on how to handle footers during document conversion.

**Translate Header** or **Translate Footer**: When headers and footers are included in document translation, 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.

**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 the resulting Braille document.
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, which the dialog reflects, 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.

![Profile Settings](image)

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 using Tiger Add-in 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 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 you where the chart should be placed. Select "New sheet" here, and optional 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 active in the main MS Excel window 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 window for printing Braille and Ink sheets will open as seen in the picture below.
The description of controls within the different sections of the Print dialog are as follows:

**Printer:**
- **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.

**Print What:**
- **Active sheets:** Choose this option to print all selected sheets of the current workbook.
- **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.

**Print Mode:**
- **Emboss:** The Braille version of the selected area/sheet(s) will be embossed.
- **Ink:** The ink version of the selected area/sheet(s) will be printed in color.
- **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.

**Copies:**
- **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 controls from the "Help" section will turn into deactivation controls. Please also see chapter III of this document about activation and deactivation. These controls will not be described further at this point.

Online Help: This button launches the Tiger Software Suite product page of the ViewPlus website in the user's default web browser.

Manual: This button will open the TSS product manual.

About: This button opens 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hotkey in Word</th>
<th>Hotkey in Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiger Ribbon</td>
<td>T or Y2</td>
<td>G</td>
</tr>
<tr>
<td>Open Profile Settings dialog</td>
<td>T</td>
<td>G</td>
</tr>
<tr>
<td>Open Current Tiger Profile list</td>
<td>G</td>
<td>T</td>
</tr>
<tr>
<td>Create Profile button</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>Delete Profile button</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Import Profile button</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>Export Profile button</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>Apply Tiger Layout button</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Translate Selection button</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Translate Document button</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Keep All Graphics checkbox</td>
<td>K</td>
<td>--</td>
</tr>
<tr>
<td>Reload Original Document button</td>
<td>R</td>
<td>--</td>
</tr>
<tr>
<td>Refresh Ink Sheet button</td>
<td>--</td>
<td>R</td>
</tr>
<tr>
<td>Open TSS Display Language list</td>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>Show Braille/ASCII toggle button</td>
<td>W</td>
<td>W</td>
</tr>
<tr>
<td>Quick Emboss button</td>
<td>Q</td>
<td>--</td>
</tr>
<tr>
<td>Emboss/Print button</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Online Help button</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Manual button</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>About button</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>Activate/Deactivate Online button</td>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>Activate/Deactivate by File button</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Check for Updates button</td>
<td>U</td>
<td>U</td>
</tr>
</tbody>
</table>
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, or 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 content 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 content 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 are shown 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 D. below talks more about different emboss data resolutions when using a Tiger, or TigerPlus printer model.

The status bar at the bottom of the Tiger Designer window shows the general status of the program on the very left. 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 will ask whether to convert this file to TDSX before opening. An open PRN file 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 dot quality setting in printing preferences when creating the print file by printing from a Windows application yielding to more true shapes on tactile graphics. Accuracy of dot placement and resolution for dot placement when drawing in Tiger Designer is 100 DPI.

ViewPlus printer developed with TigerPlus technology is:
- VP EmBraille
- VP Columbia

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.

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**V.E. Command menus**

**V.E.1. File menu**

The picture below shows the File menu in Tiger Designer.
**New:** See the picture of the dialog that opens when choosing to create a new file in Tiger Designer below. 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'.

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 open a file browser dialog, that allows the user to open an existing Tiger Designer file. The compatible file types can be viewed when opening the pull down list to the right of the file name entry field.

**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 a file path and file name under which the currently opened print file will be saved when hitting the Save button. The file type option will be limited to the print file type of file origin, or TDSX.

**Print**: This option opens a print dialog to send the current open file to a ViewPlus printer for printing.
Choose the printer name from the drop down list. When printing TDSX files, the 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 of this dialog include the number of desired copies to print, a check box for collated output of printed pages, and a check box to choose whether a print file (file extension PRN) should be created instead of sending the data to the printer.

Additional the user can choose the desired page range from the document to be printed and, depending on the capabilities of the chosen ViewPlus printer model, whether the output should contain print and emboss data, color print only, or emboss output only.

**Print file:** This option of the file menu lets the user choose a certain print file (PRN) to be sent to the specified ViewPlus printer to be printed with the desired number of copies. Please note that a printer output will only result from sending a PRN file to the specific ViewPlus printer model that it was created for. If the file is not compatible to the printer 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.

Further the highlighting of drawing outline when using shape draw tools can be switched on and off within this dialog.

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

**List of recent files:** At the bottom of the file menu list a section shows the last opened files with the most recent on top to the least recent at the bottom of the list.
V.E.2. Edit menu

**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 only possible when using TDSX file format, 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.

Cut: Cuts the currently selected data and copies it to the clipboard.

Select All: All data on currently viewed sheet is selected. A dashed lined rectangle is drawn around it.

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

**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**
**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 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**
**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

**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:**

*Brush Properties:* This option opens another dialog window to select the width, height, vertical and horizontal offset of the brush.

**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 fill any shape with the currently selected solid color. 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 on the shape to be filled. Applicable on both the color page as well as the emboss data page.

**Pattern:** Additional to the variable dot heights on tactile graphics, tactile patterns provide a good way of representing different colors. Items of the 'Pattern' sub menu are described below.

This picture shows samples of fill patterns.

- **Pattern Fill:** Use this tool to fill any shape with the current active pattern.
- **Pattern 0 to 3:** Pick the current active pattern for pattern fill from this list. These 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.
Upon clicking "OK" the text will be appearing in Braille within the Page view of Tiger Designer, framed in red. Now it can be moved until the final position is confirmed by a mouse click somewhere outside the Braille text label.

**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.

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.

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**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.

**Activate/Deactivate Online:** Selecting this menu item will start the TSS activation procedure the same way it would do from "Help" section of Tiger ribbon in MS Office Word, or Excel.

**Activate/Deactivate by File:** Selecting this menu item will start the TSS activation procedure the same way it would do from "Help" section of Tiger ribbon in MS Office Word, or Excel.

! Please refer to chapter III. of this document to learn about all activation, or deactivation procedures.

**License Information:** Selecting this menu item will open the activation information screen, showing all information you entered so far with any activation procedure.
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.

VI.A.1. Setup for translation

When starting the ViewPlus Translator a setup window will appear as in the 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 is completed, paste (Ctrl+V) the translated text back into the original document.

Then, 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.

**Target Application:** This field shows a list of current open programs on the computer. Choose an application from this list if translation of entire content of the corresponding document is desired.

**Translate Application Text:** When clicking this button the Setup window will close, and the user will need to confirm translation of text within the selected application on the next window using the 'Translate' button.
• **Translate**: With the click of this button all text within the selected application will be translated and automatically inserted into the document with the correct font and font size.

**! 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 the user back to the setup window.
• **Cancel**: This button will close ViewPlus Translator.

**Help**: This button from the Setup window 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

Online help and support is provided at https://viewplus.com/viewplus-support/. This site will lead you to further resources like other 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 the Support Desk through the main ViewPlus support website, or use the following direct link https://support.viewplus.com/.

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