



SignWriter® v.4.4

Lessons in SignWriter

Valerie Sutton

**SignWriter Computer Program
Instruction Manuals**
version 4.4

Manual Two

Lessons In SignWriter®

By
Valerie Sutton

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by Richard Gleaves

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...not enough memory...



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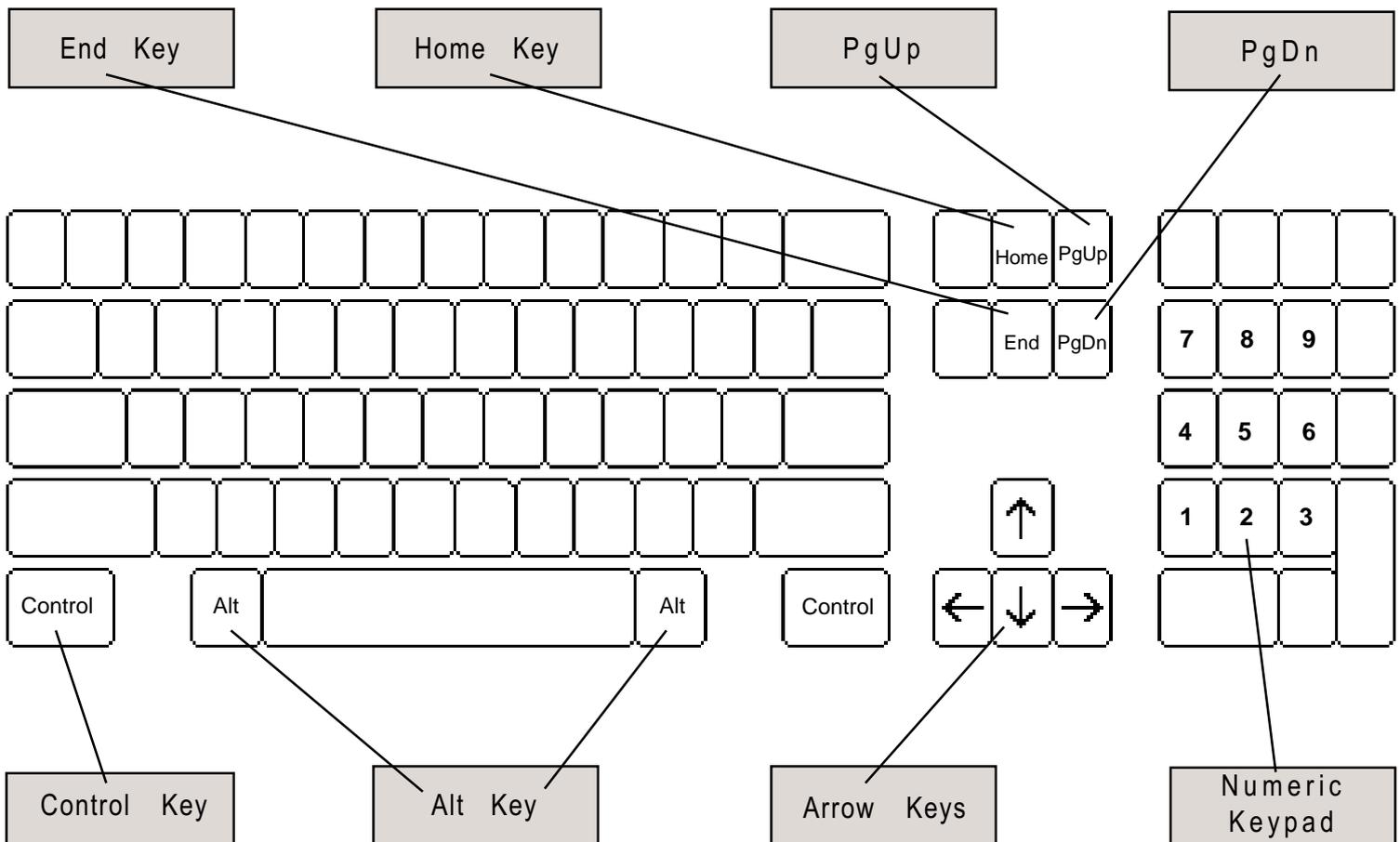
Part 1: Your Keyboard

Commonly-Used Keys

You should become familiar with your keyboard. SignWriter uses ten commonly-used keys:

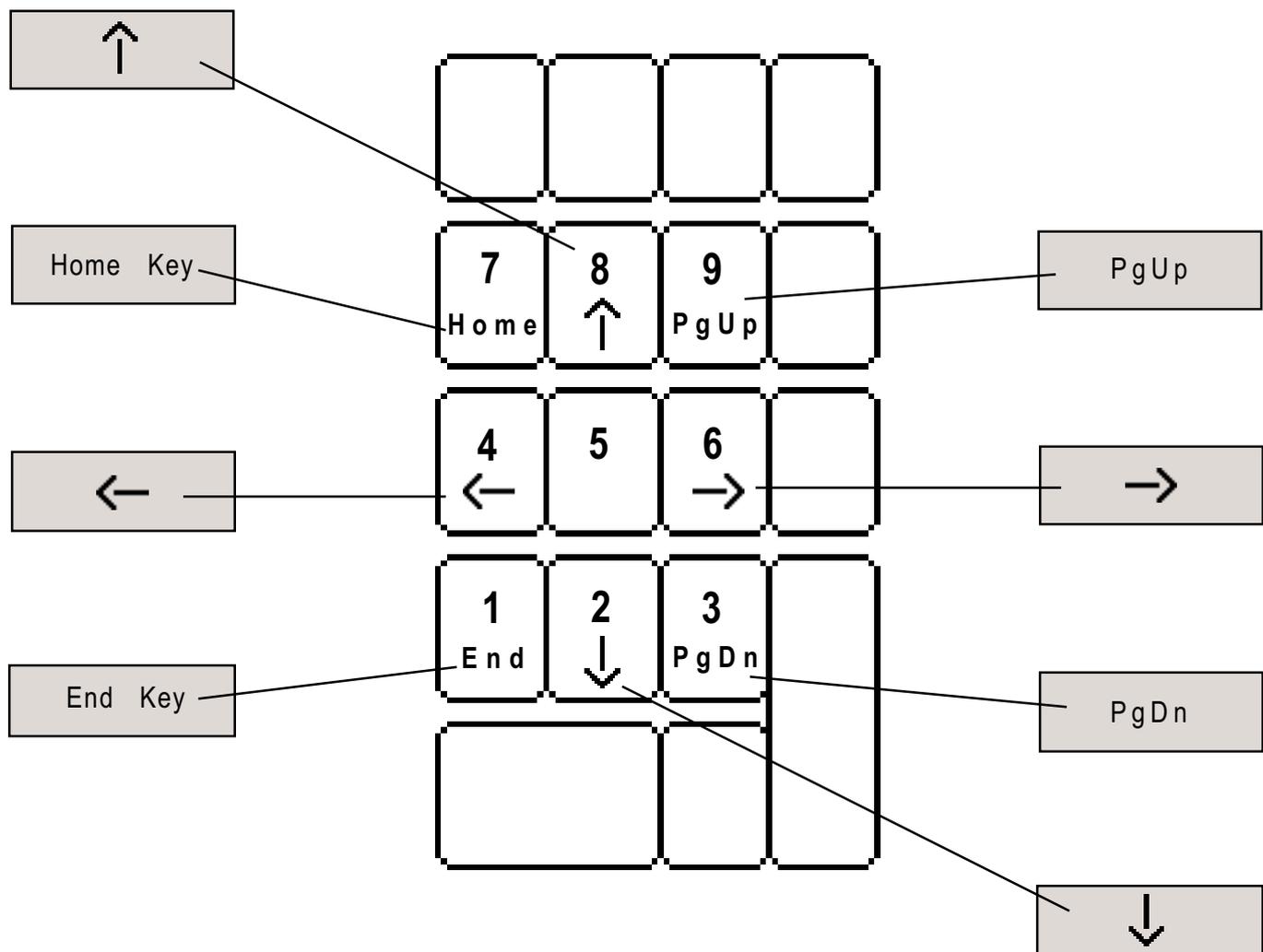
Alt Key
Home Key
End Key
Page Up (PgUp)
Page Down (PgDn)

Control Key
Up Arrow Key
Down Arrow key
Side-Right Arrow Key
Side-Left Arrow Key



The Numeric Keypad

Does your keyboard have a Numeric Keypad? It is the special group of keys designed to act like a calculator, usually on the keyboards's right side. Not all keyboards have a Numeric Keypad...but...if you do...then you can use the Numeric Keypad to access eight of the commonly-used keys:



Attention Laptop Users

If you are using a laptop computer (for example, the Macintosh PowerBook) which does not have a Numeric Keypad, you can possibly turn the number keys on the top row of your keyboard into a Numeric Keypad by changing to Keypad Mode. Instructions on how to change to Keypad Mode are located in the manuals that came with your computer.

The Macintosh Keyboard & The Numeric Keypad

In the year 2001, modern Macintosh keyboards are able to access all the keys necessary to run SignWriter.

On older Macintoshes, it may be necessary to have a Numeric Keypad on your keyboard. Why? Because to run SignWriter on your Macintosh, you are using another piece of software, SoftPC or VirtualPC, and in the past, those programs did not always give older Macintoshes access to certain keys. The Numeric Keypad, on the other hand, works on all Macintoshes, old or new.

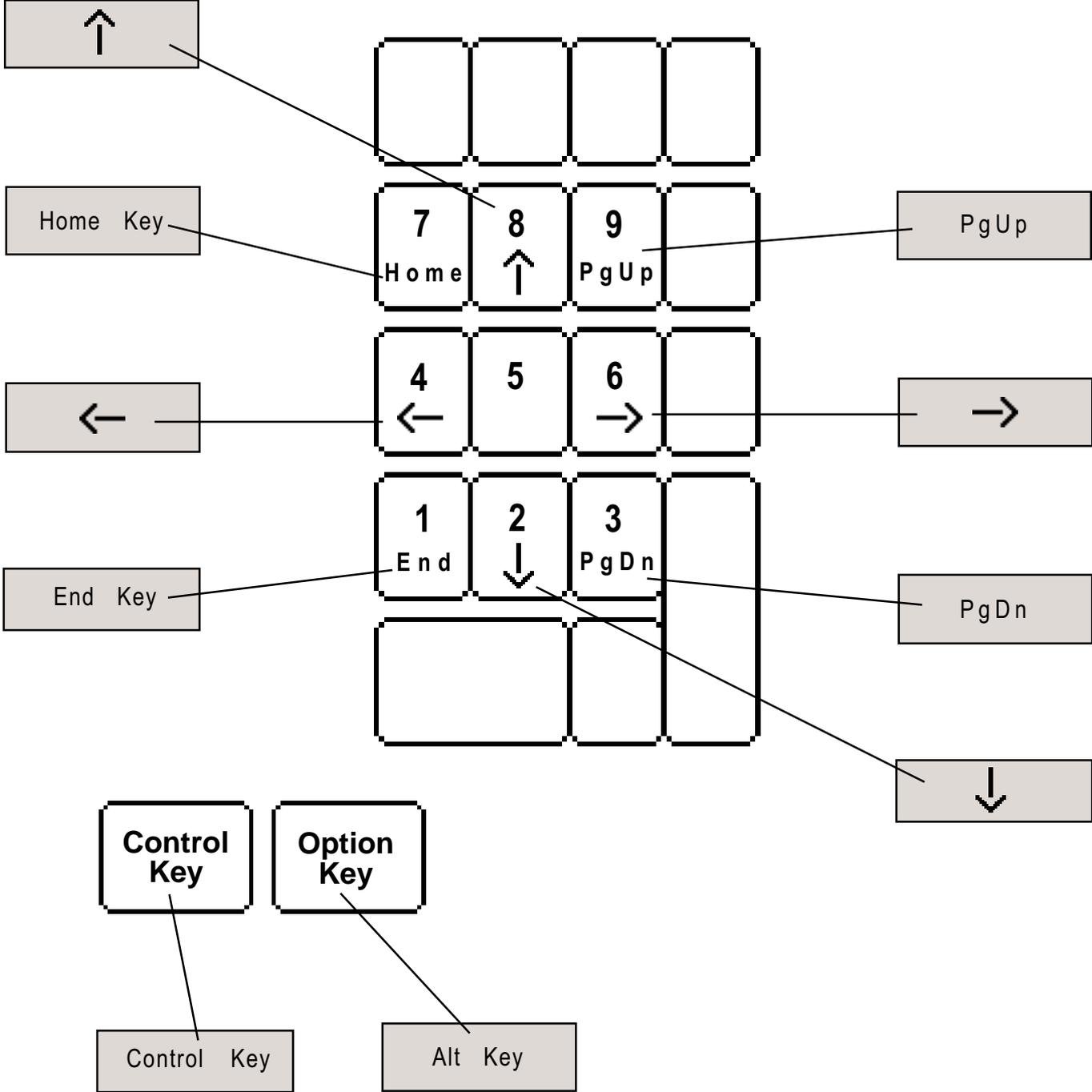
For example, if you are using the Macintosh Extended Keyboard, it has the keys for Home, End, PgUp, PgDn, and the four arrow keys, as well as the Numeric Keypad. Even though all those keys work with SignWriter, there may be times when the Numeric Keypad works the best anyway. Why? Because sometimes there can be software conflicts between computer formats and other software that you might be using simultaneously. The Numeric Keypad is the most problem-free solution in that case.

If you are using a laptop, such as the Powerbook, there is no problem, because the numbers on the top row of your keyboard can turn into a Numeric Keypad by changing to Keypad Mode. Refer to your manuals that came with your computer to learn how to change to Keypad Mode.

The Macintosh Keyboard & The Numeric Keypad

The **Option Key** on the Macintosh keyboard becomes the **Alt Key**.

The Numeric Keypad can be used for all Arrow keys, Home, End, PgUp and PgDn:





Part 2

Basic Tasks

Before you begin...

These lessons assume that SignWriter is already installed on your hard disk. If you have not done this, refer to Manual One: Getting Started. It is also assumed that you have exited Windows, and are working in MS-DOS. Be sure you are in the **SW** directory in MS-DOS. Need to know more about MS-DOS? There are several ways to learn: Ask someone who knows. Read the Help Menu in Windows. Refer to the Getting Started Manual, or email us at: DAC@SignWriting.org!

Starting The Program

1. Type **sw** and then **Return** (or Enter on some machines). This will start SignWriter.
2. When the program is open, this will appear on your screen:

```
MS-DOS Prompt - SW
Auto
C:\SW
deaf1
deaf2
email
fall95
fall96
germany
grammar
hamburg
keyboard
norway
spring96
spring97
swbody
swcont
swdynam

Sign Writer

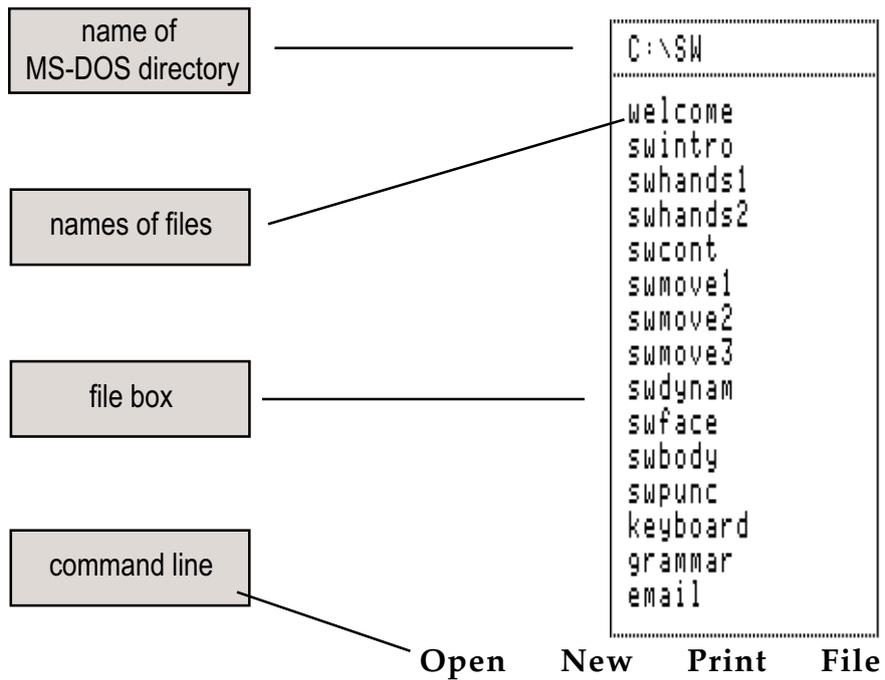
4.4 © 2000

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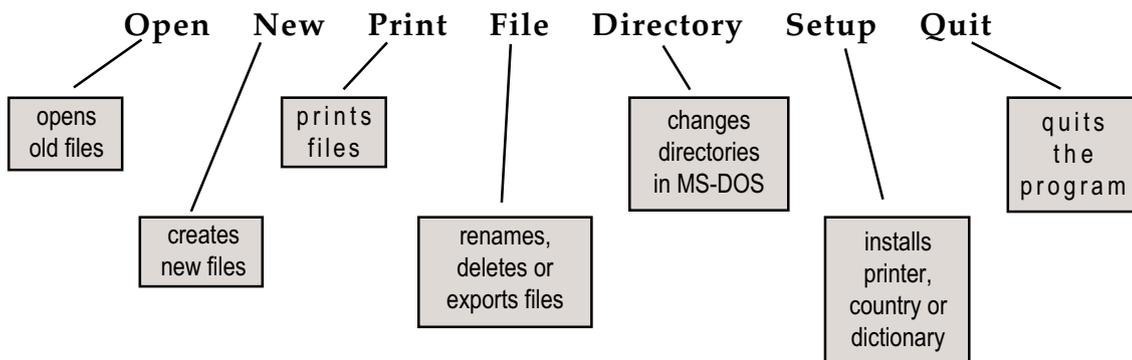
Open New Print File Directory Setup Quit
```

3. Notice the long rectangular box on the screen. This is called the **file box**. The file box lists all of the files you have in SignWriter. As you can see, you have lots of files listed.

4. Notice the line of words at the bottom of the screen. This is called the **command line**:



5. The commands are used for the following:



Opening A File

1. Look at your keyboard and find the **Alt** key.
2. To use a command, hold one finger on the **Alt** key, and at the same time press the **first letter** of the command you wish to use. For example, to use the **Open** command, type **Alt-o**:

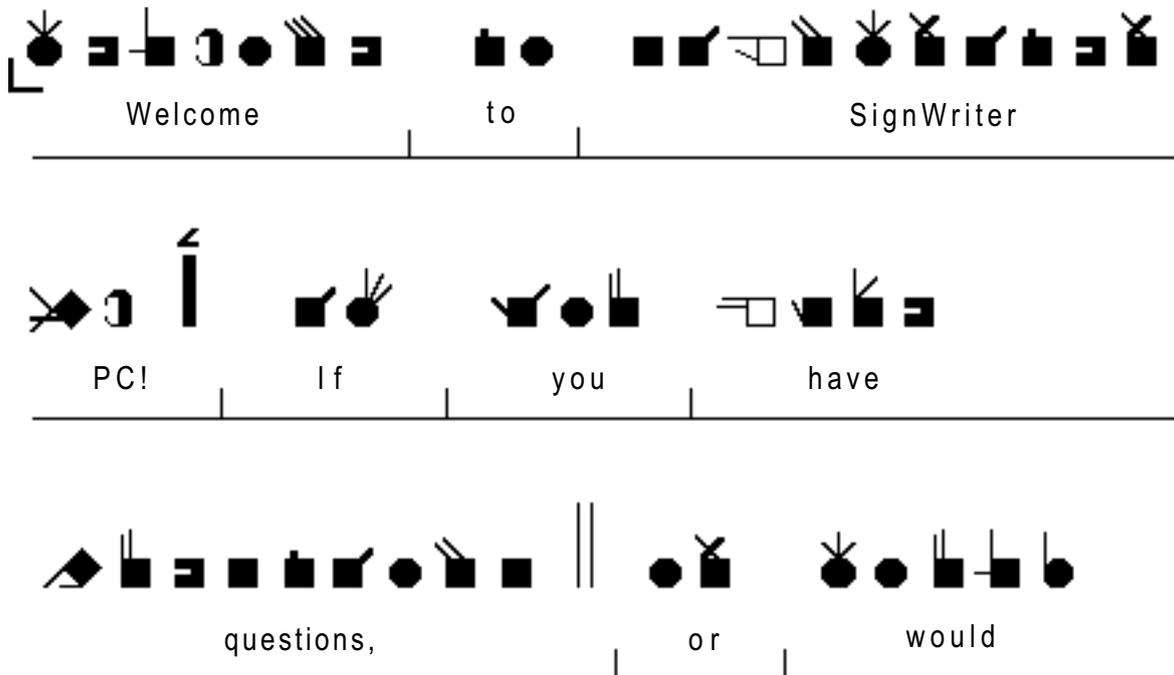


3. This appears on your screen:

Open what file?

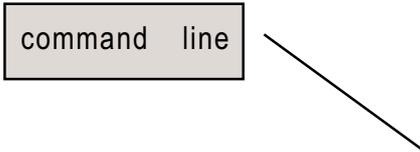
4. Type the name of the file you wish to open. In this case, type **welcome**. Press **Return**.
5. The file named **welcome** now opens. You see three lines of fingerspelling on the screen:

blinking
cursor



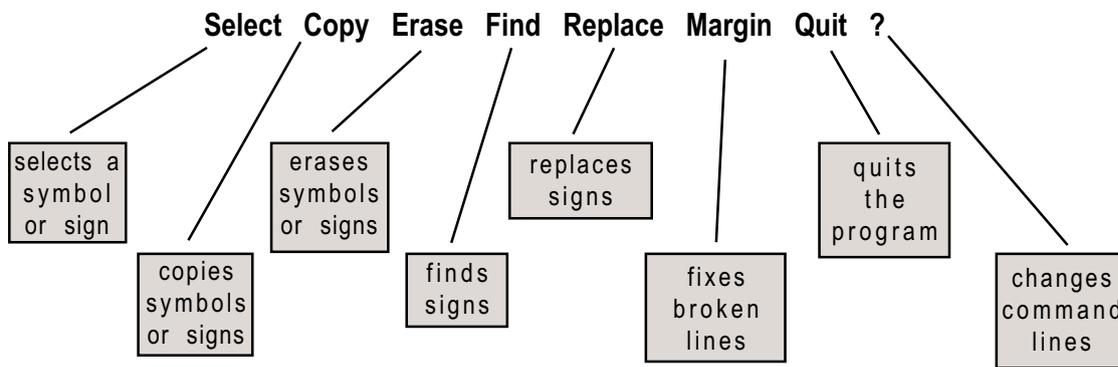
Basic Commands

1. Look at the bottom of your screen. Notice the line of words at the bottom of the screen. This is a new **command line**:

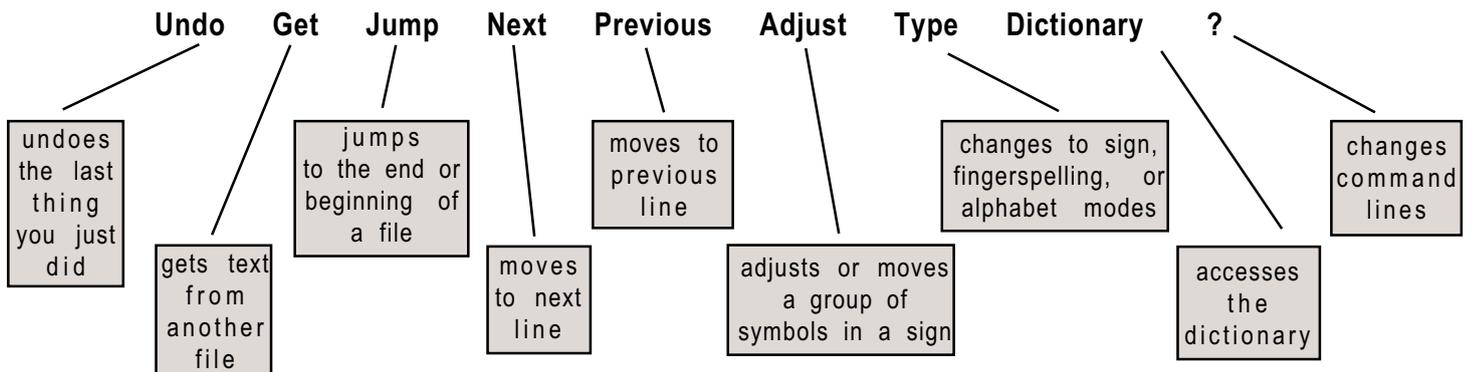


Select Copy Erase Find Replace Margin Quit ?

2. These new commands are used for the following:



3. Type **Alt-?**. This changes the command line to a **second** row of commands. The commands in the second row are used for the following:



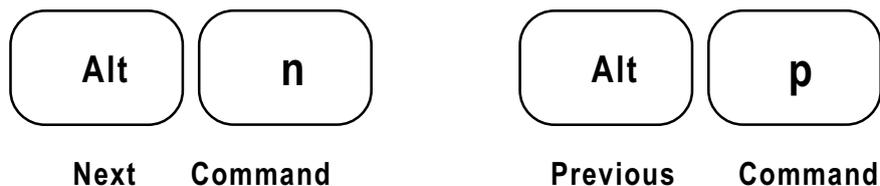
Browsing Through A File

1. The last lesson finished looking at this command line at the bottom of your screen:

Undo Get Jump Next Previous Adjust Type Dictionary ?

2. Notice the **Next** and **Previous** commands. They can be used to browse through a file.

3. To use a command, hold one finger on the **Alt** key, and at the same time press the **first letter** of the command you wish to use. For example, to use the **Next** command, type **Alt-n**. To use the **Previous** command, type **Alt-p**:



4. The **Next** command moves you forward one line at a time. The **Previous** command moves you back one line at a time. Try this for practice.

5. A faster way to browse through a file is to use the **PgDn** and **PgUp** keys. Find them on your keyboard. **PgDn** stands for **Page Down**. **PgUp** stands for **Page Up**:



6. The **PgDn** key moves you forward three lines (one whole screen) each time you press the key. The **PgUp** key moves you back three lines. If you hold your finger down, it will scroll very quickly.

Closing A File

1. To close a file, you must quit the file. To do this, use the **Quit** command. Type **Alt-q** for Quit:



2. This appears on your screen:

Quit | Save Write Backup Exit

3. Since we only browsed through the file, making no changes, we have nothing to save. Type **e** for Exit. This appears on your screen:

Exit without saving changes? (Y/N)

4. If you type **y** for yes, then you will leave the file without saving anything. The file will remain the same as before you opened it. If you type **n** for no, SignWriter will put you back into the file.

5. Since we know we want to leave, type **y**. You are now back at the file box:

```
C:\SW
welcome
swintro
suhands1
suhands2
swcont
swmove1
swmove2
swmove3
swdynam
surface
subody
swpunc
keyboard
grammar
email
```

Open New Print File Directory Setup Quit

Before you print...

SignWriter needs to be setup to work with your printer. If you have not done this yet, refer to **Setting Up SignWriter**, in **Getting Started** in the first section of this notebook.

Printing A File

1. Your screen looks like this:

```
C:\SW
welcome
swintro
swhands1
swhands2
swcont
swmove1
swmove2
swmove3
swdynam
swface
swbody
swpunc
keyboard
grammar
email
```

Open New Print File Directory Setup Quit

2. Turn on your printer.

3. Type **Alt-p** for Print:



The program will ask: **Print what file?**

4. Type **welcome** and press **Return**. The file named **welcome** should now print.

Note: For more advanced printing techniques, including different page formats, page numbers, varying lines per page, printing dictionaries, and printing when using the Macintosh, refer to the other manuals that came with SignWriter.

Starting A New File

1. When you first open SignWriter, your screen looks like this:

```
C:\SW
welcome
swintro
swhands1
swhands2
swcont
swmove1
swmove2
swmove3
swdynam
swface
swbody
swpunc
keyboard
grammar
email

| Open  New  Print  File  Directory  Setup  Quit
```

2. Type **Alt-n** for New:



3. The program will ask you: **Name of new file?**

4. Type the name you want, up to 8 letters or numbers, such as **myfirst** (for "my first file"). Then press **Return**.

5. A brand new file opens. You are now looking at a blank file, with a **blinking cursor** in the upper left corner of the screen.

blinking
cursor

L

Changing To Fingerspelling Mode

1. There are three typing modes: **Sign**, **Fingerspelling** and **Alphabet**. When a file first opens, it is automatically in Sign mode. To type fingerspelling, you need to switch to **Fingerspelling** mode.

2. To change typing modes, use the **Type** command. Type **Alt-t** for Type. This will appear:

Type | Sign Fingerspell Alphabet

This marks
Fingerspelling
mode

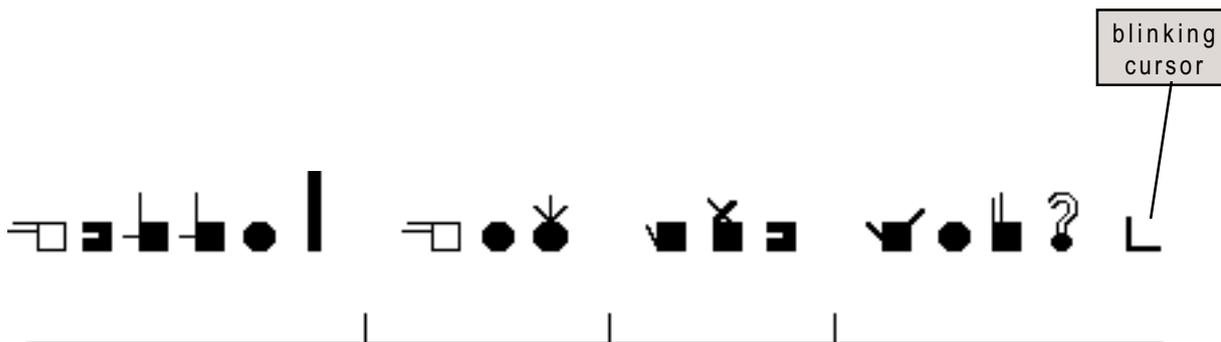


3. Press **f** for fingerspell. The bottom of your screen now looks like this:

Select Copy Erase Find Replace Margin Quit ?

4. Notice the symbol  appears at the bottom left of your screen. This is the fingerspelling symbol for the letter **f**. This tells you that you are now in **Fingerspelling** mode.

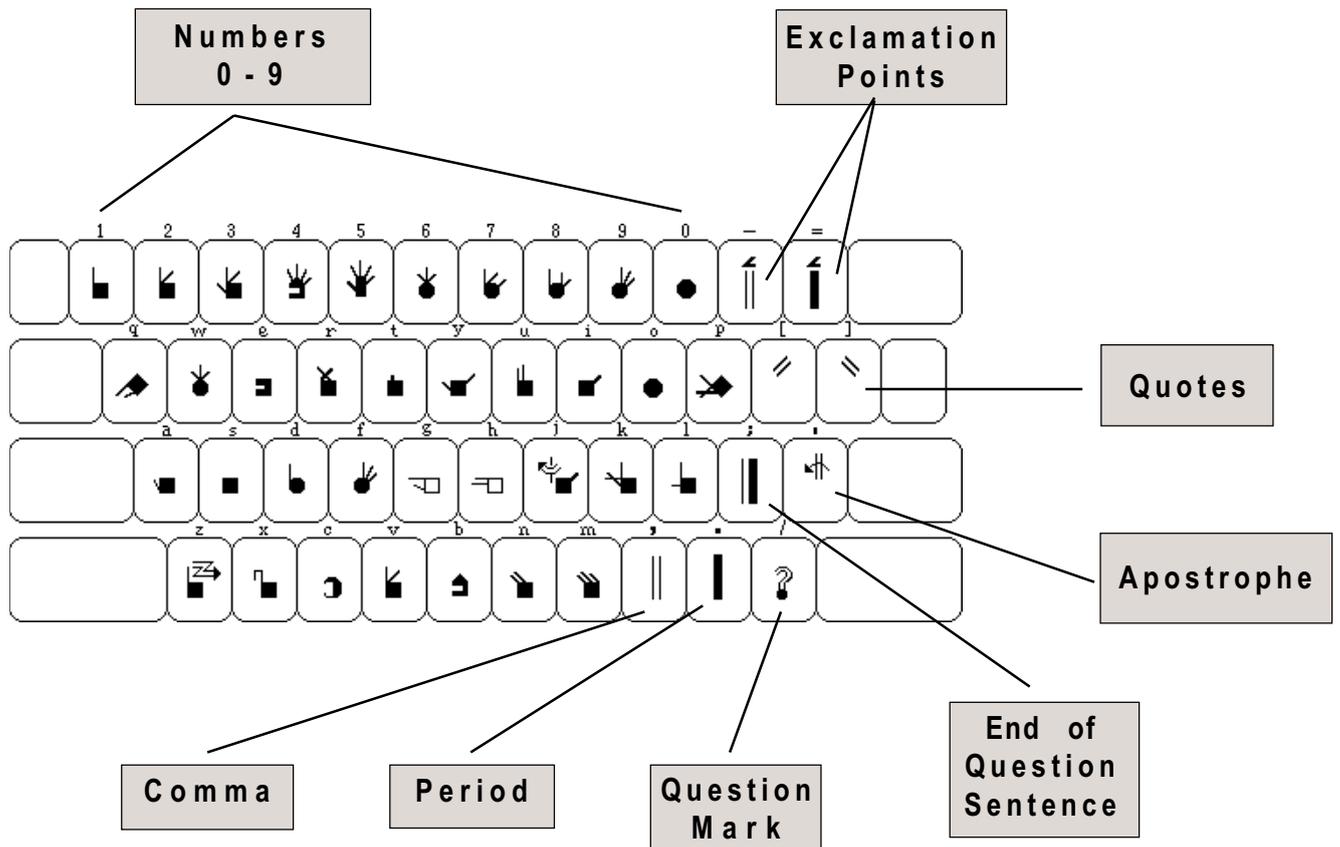
5. Now type the English sentence: **Hello. How are you?** Fingerspelling symbols automatically appear:



Fingerspelling Keyboard

1. Find the **keyboard card** for your country. It came with your SignWriter package in two places. First, your **keyboard card** is in the inside flap of your notebook. It can be placed next to your computer while you are working. Second, you will find the keyboards for all countries in **SignWriter-At-A-Glance** under the section entitled Keyboards.

2. Notice there are two keyboards on your keyboard card: the **Sign** keyboard and the **Fingerspelling** keyboard. Look at the **Fingerspelling** keyboard:



Saving A File

1. To save a file, you must first leave the file. To do this, use the **Quit** command. Type **Alt-q** for Quit:

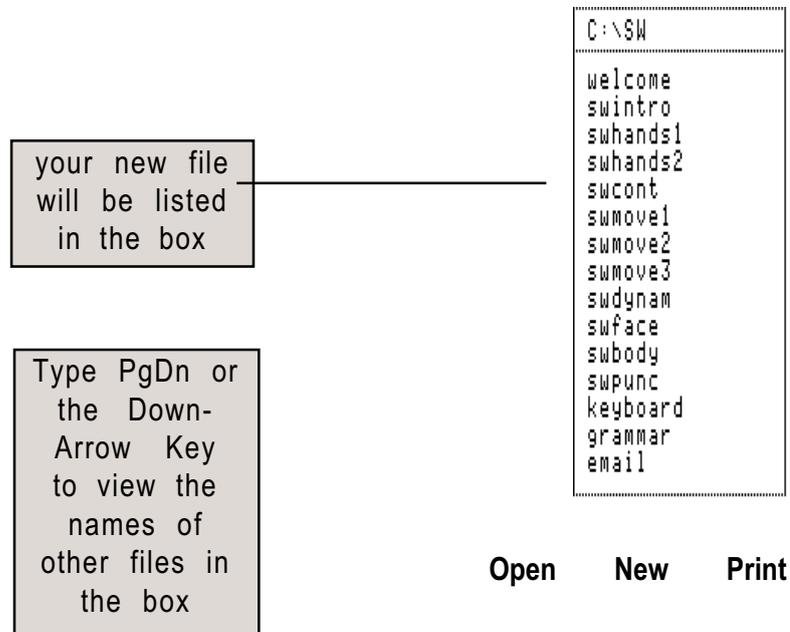


2. This appears on your screen:

Quit | Save Write Backup Exit

3. To save the file, type **s** for Save.

4. You are now back at the file box:

The diagram illustrates a file box interface. On the right, a rectangular box with a dotted border contains the text "C:\SW" at the top, followed by a list of files: "welcome", "swintro", "swhands1", "swhands2", "swcont", "swmove1", "swmove2", "swmove3", "swdynam", "swface", "swbody", "swpunc", "keyboard", "grammar", and "email". Below this list are the words "Open", "New", and "Print". To the left of the file box, there are two grey rectangular boxes with black text. The top box says "your new file will be listed in the box" and has a horizontal line pointing to the top of the file list. The bottom box says "Type PgDn or the Down-Arrow Key to view the names of other files in the box".

5. When you type PgDn, or the Down-Arrow key, you will see the names of other files available to you. This is called the second File Box. You will see your new file named **myfirst** listed in the second file box.

Before you begin this section...

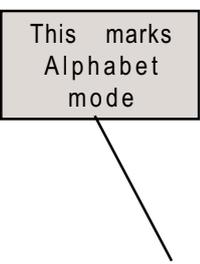
In Part 2, you started a new file named **myfirst**, in which you typed the fingerspelling sentence **Hello. How are you?** Please open the file **myfirst** before you start this lesson.

Changing To Alphabet Mode

1. There are three typing modes: **Sign**, **Fingerspelling** and **Alphabet**. When a file first opens, it is automatically in Sign mode. To type English words, you need to switch to **Alphabet** mode.
2. To change typing modes, use the **Type** command. Type **Alt-t** for Type. This will appear:

Type | Sign Fingerspell Alphabet

This marks
Alphabet
mode

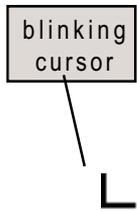


3. Press **a** for alphabet. The bottom of your screen now looks like this:

A | Select Copy Erase Find Replace Margin Quit ?

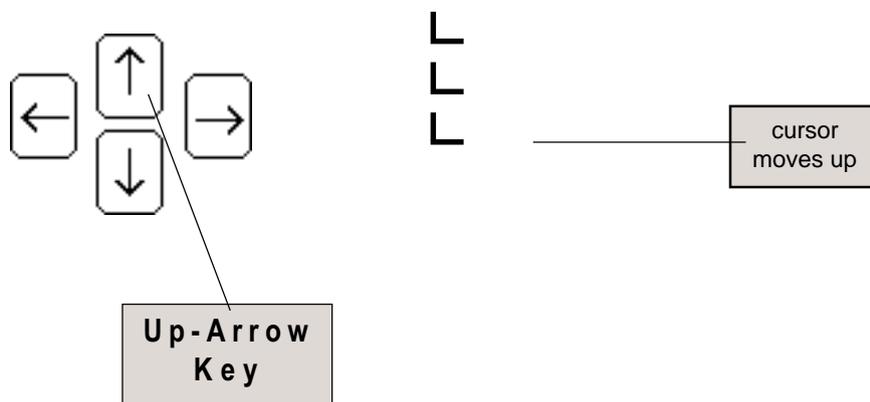
4. Notice the letter **A** appears at the bottom left of your screen. This tells you that you are now in **Alphabet** mode.
5. Before you begin typing words, follow the instructions on the next four pages.

Moving The Cursor

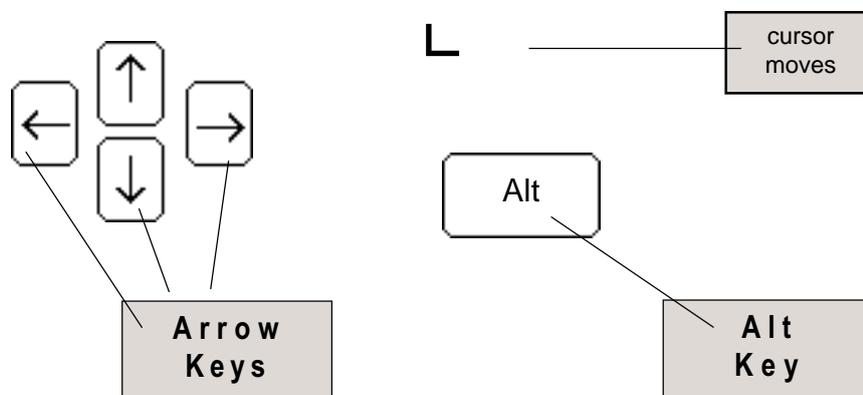


1. When a file is first opened, the cursor is blinking in the upper left corner of your screen:

2. Look on the back of your **keyboard reference card**. Diagrams show different ways to move the cursor. As you can see, tapping on the **Arrow** keys can move the cursor. Now find the **Arrow** keys on your keyboard. Tap several times on the **Up-Arrow** key. The cursor moves up:

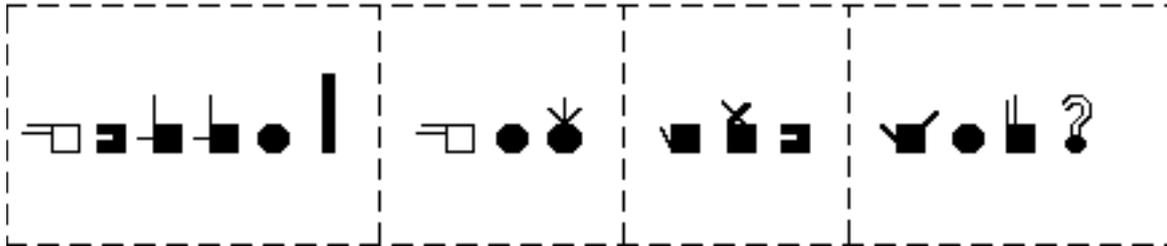


3. Tap several times on the **Down-Arrow** key. The cursor moves down. Try moving the cursor to the right and to the left with the **Side-Right** and **Side-Left Arrow** keys for practice. Then hold the **Alt** key down, and at the same time tap on the different **Arrow** keys. The cursor moves faster:



Imaginary Box

1. There is an **Imaginary Box** surrounding every sign or fingerspelled word:

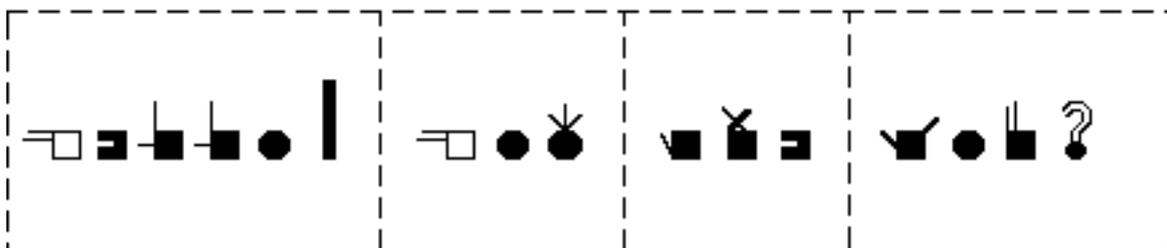


2. This **Imaginary Box** is created every time you press the space bar in either Sign mode or Fingerspelling mode.

3. Look closely at the fingerspelling on your screen. Notice the **tiny lines** or markers under the fingerspelled words:



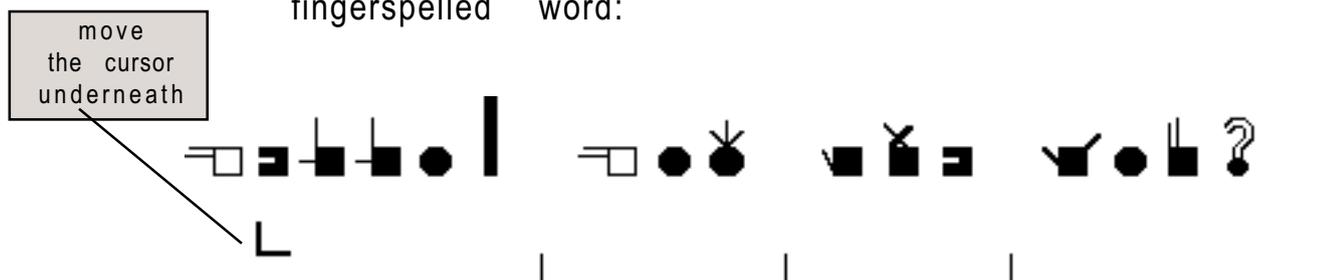
4. These little lines mark the **beginning** of the sign or fingerspelled word. They are the **left wall** of the **Imaginary Box**:



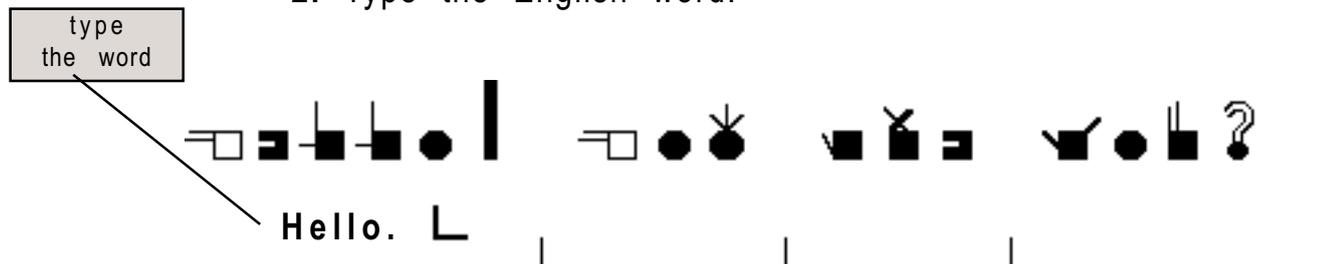
Typing Glosses

Typing one (or a few) English words under signs or fingerspelled words is called a **gloss**. Glosses explain what each sign or fingerspelled word means in English. To type English glosses, you must be in **Alphabet** mode. Follow this sequence:

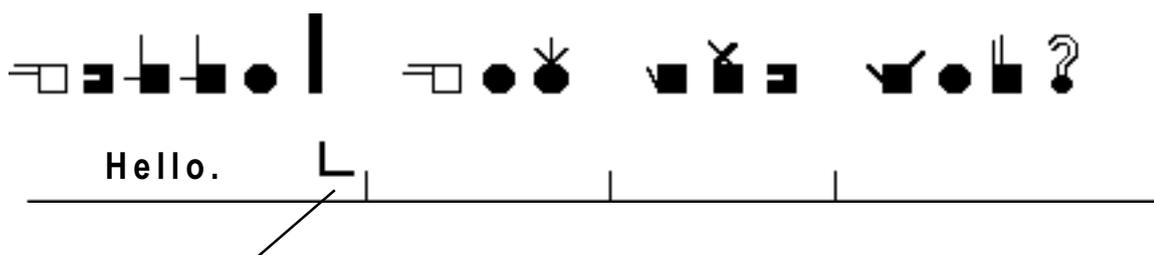
1. Move the cursor directly under the sign or fingerspelled word:



2. Type the English word:



3. Press the **Tab Key**. The cursor jumps to the next marker (the beginning of the Imaginary Box surrounding the next sign or fingerspelled word):



The Tab key places the cursor a little to the left of the beginning of the next sign or fingerspelled word.

4. To type the next gloss, repeat steps 1, 2, and 3.

Typing Paragraphs

There are two ways to type paragraphs:

1. Large Spaces Between Words And Lines. If you type **Alt-Space** between words, the program puts **one** Imaginary Box around **each** word. You do not have to press Return to go to the next line. The program automatically word-wraps. However, there will be a **large** space between words, and very **large** spaces between lines:

Welcome to SignWriter

PC! If you have

2. Normal Spacing Between Words And Lines. If you press the **space bar** between words (the standard way of typing), the program puts **one** Imaginary Box around the **entire** paragraph. Using this method, the program will **not** automatically word-wrap. When you come to the end of the line, press **Alt-Return**:

For example, a topic is basically what the sentence is about. In ASL, there is a special construction in which the topic is placed at the beginning of the sentence

type
Alt-Return
to move to the
next line

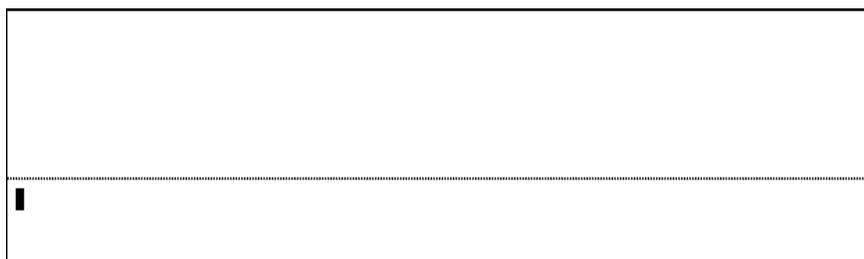
Note: An Imaginary Box cannot be longer than **one** line. If you keep typing without using Alt-Return, you will **bump into** the **right wall** of the Imaginary Box. When this happens, the screen will **blink** in the lower left corner to tell you that you can type no further. When the box blinks, the program says: **Sign too long. Press Return.** Press Return. To continue your paragraph, type **Alt-Return** and continue typing.

Dictionary Command

1. To access the dictionary, use the **Dictionary** command. Type **Alt-d** for Dictionary:

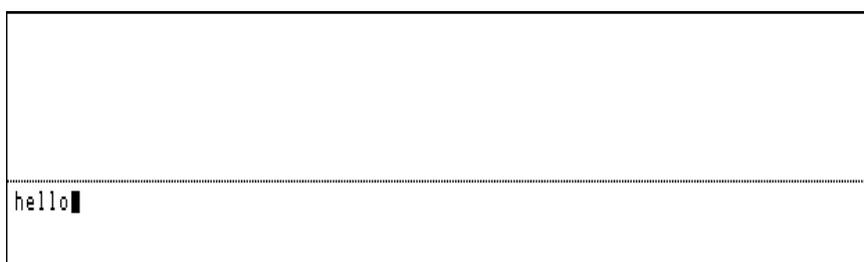


2. This appears on your screen:

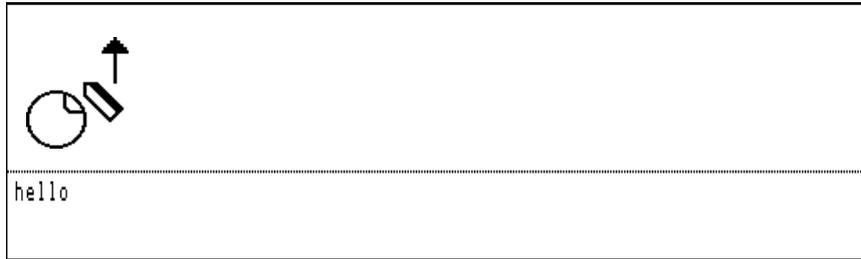
A rectangular box representing a dictionary interface. A horizontal dotted line is near the bottom. A vertical cursor bar is positioned at the beginning of the line.

Dict | Enter name of sign and press Return.

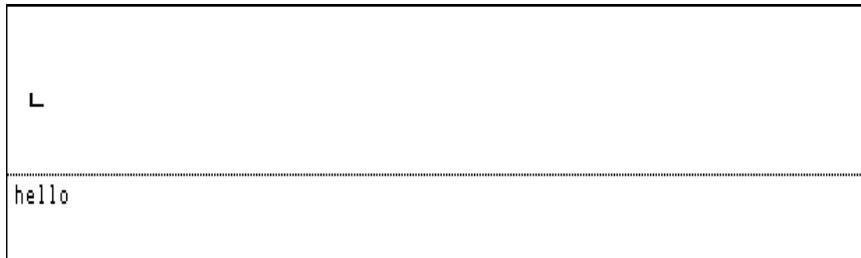
3. Type the **name** of the sign. Press **Return**.

A rectangular box representing a dictionary interface. A horizontal dotted line is near the bottom. The word "hello" is typed at the beginning of the line, followed by a vertical cursor bar.

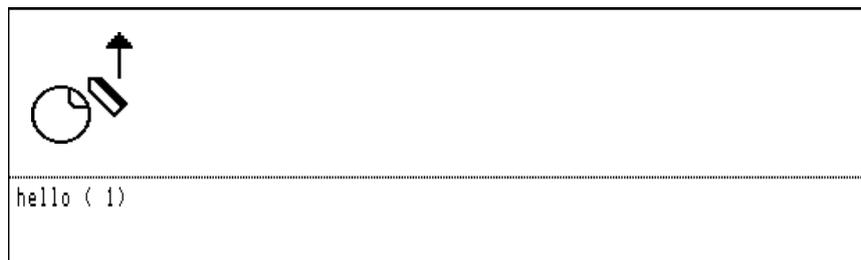
4. If the sign is listed in the dictionary under the **exact name** you typed, then after you press Return a box will appear with the sign in it:



5. If the sign is listed in the dictionary under a **different name**, or perhaps it has a number (1) or (2) after it in the dictionary...in other words...if it is **entered differently** in the dictionary than you typed...then after you press Return a blank box will appear:



6. The blank box does not mean that the sign does not exist in the dictionary. Press the **PgDn** key. You will see several signs with that name:



Continue to scroll until you find the version of the sign you want. To scroll down, use the **PgDn** key or **Alt-n** (Next command). To scroll up, use the **PgUp** key or **Alt-P** (Previous command).

7. When you have found the sign you want, press **Return**. The sign is pasted into your document.

Before you begin this section...

In Part 3, you were working in the file named **myfirst**. Please close the file, and open a new file named **mysecond**. You are now looking at a blank screen with the blinking cursor in the upper left corner.

Pasting Sentences

1. The goal of this lesson is to complete the sentence **I want to buy that car.** without typing! We will paste our sentence together, sign by sign. By the way, the gloss for the sentence is **That car there, want buy.**

2. First, search for the sign **that** in the dictionary. Type **Alt-d** for Dictionary. Name of sign? Type **that**. Press **Return**. You will see a blank box. Do not worry...the sign for **that** is in the dictionary, but because there are several variations, the sign is listed in the dictionary like this: **that(1)**, **that (2)**, **that (3)** and so forth.

3. Scroll down by using **Alt-n** or **PgDn**. You will see the different variations listed in the dictionary.

4. When you find the variation you want, press **Return**. The sign is now pasted into your sentence.

5. Repeat this process, pasting the signs **car** and **there**. Your screen now looks like this:



6. We now need to type a comma, or pause. Typing punctuation is taught in the next lesson. Turn to the next page to complete the sentence...

Typing Punctuation

Continuing from the previous page, our sentence is only half done. We need to type a pause (a comma) after the sign **there**.

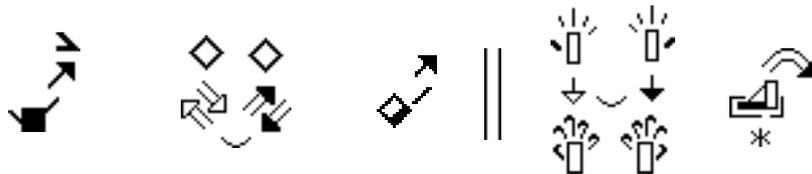
1. To type a comma, type space **z** **s** **a** m . Your comma appears after the sign **there**:

Space bar

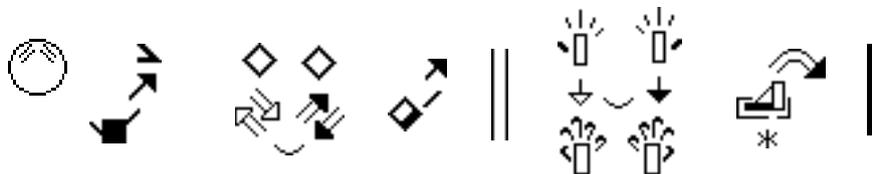
Cursor key



2. Continue to paste the rest of the sentence:



3. A period is needed at the end of our sentence. To type a period, type space **z** **a** m . The symbol used for a period is a thick line. Your sentence is now complete:



Note: The sentence **That car there, want buy.** starts with a Topic Marker. Topic Markers are a part of sign language grammar. They are marked by a facial expression with the eyebrows up. You will learn more about grammar later, but for the sake of accuracy, we have placed the proper facial expression in the completed sentence above.

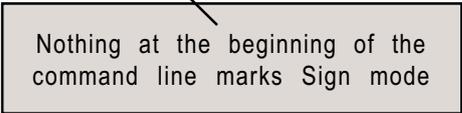
Changing To Sign Mode

1. There are three typing modes: **Sign**, **Fingerspelling** and **Alphabet**. When a file first opens, it is **automatically** in Sign mode.
2. If you are in the middle of a document, and you have changed to Fingerspelling mode or Alphabet mode, you may want to switch back to **Sign** mode to type signs.
3. To change back to Sign mode, use the **Type** command. Type **Alt-t** for Type. This will appear:

Type | Sign Fingerspell Alphabet

4. Press **s** for sign. The bottom of your screen now looks like this:

Select Copy Erase Find Replace Margin Quit ?



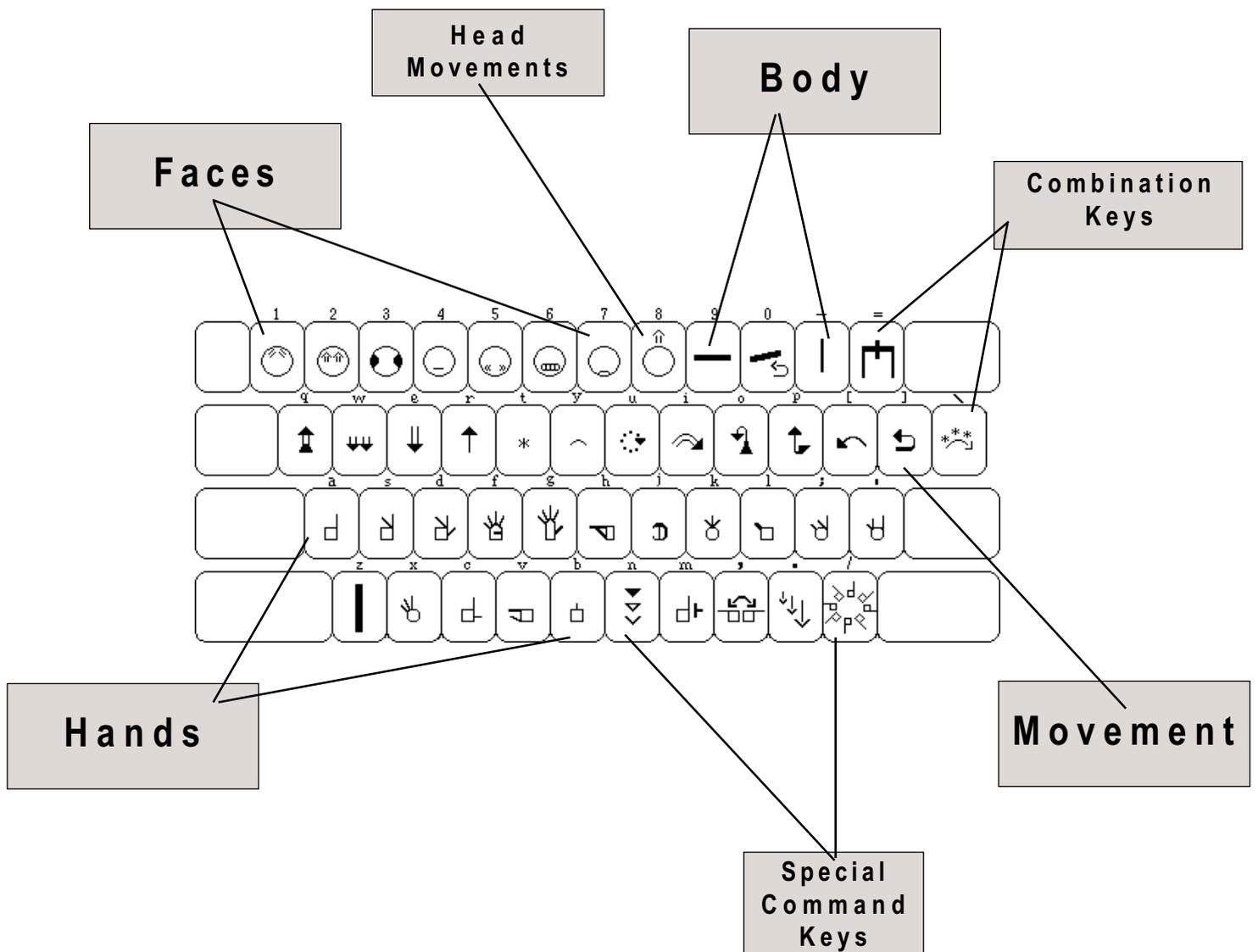
Nothing at the beginning of the command line marks Sign mode

5. Notice there is a **blank space** to the bottom left of your screen. This means you are in **Sign** mode.
6. Before you begin typing signs, follow the instructions on the next ten pages.

Sign Keyboard

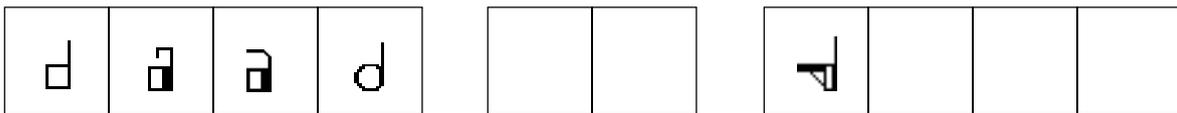
1. Find the **keyboard card** for your country. It came with your SignWriter package in two places. First, your **keyboard card** is in the inside flap of your notebook. It can be placed next to your computer while you are working. Second, you will find the keyboards for all countries in **SignWriter-At-A-Glance** under the section entitled Keyboards.

2. Notice there are two keyboards on your keyboard card: the **Sign** keyboard and the **Fingerspelling** keyboard. Look at the Sign keyboard. It is the same for every country:

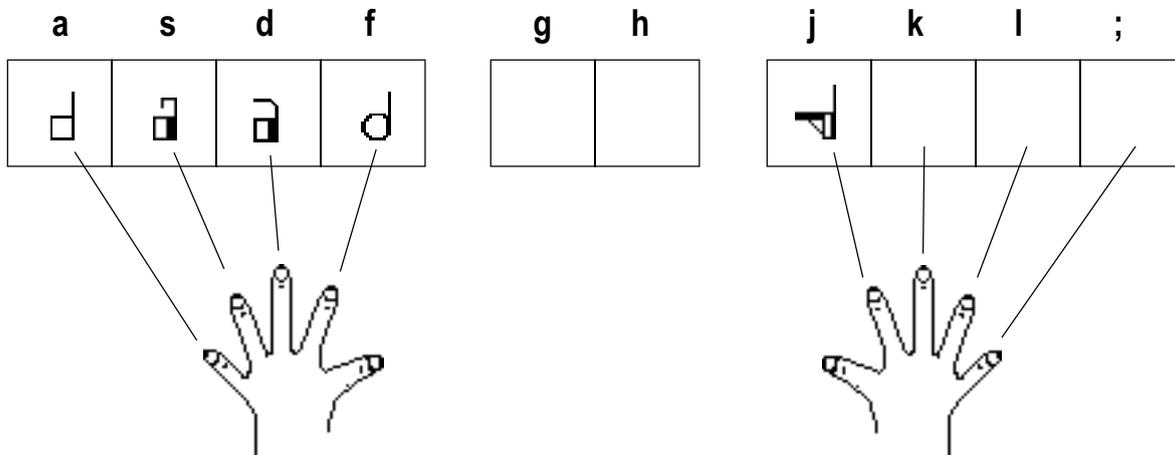


Finger Placement

1. Each key on the keyboard represents a group of symbols. For example, the symbols on the **a** key are all of the handshapes that use the **Index Finger**. Press the **a** key. Ten small boxes appear at the bottom of the screen. Inside the boxes are all of the handshapes that use the index finger:



2. The ten boxes represent the **home** keys. The **home key row** is the second row of keys on your keyboard. The home keys are: **asdf gh jkl;**

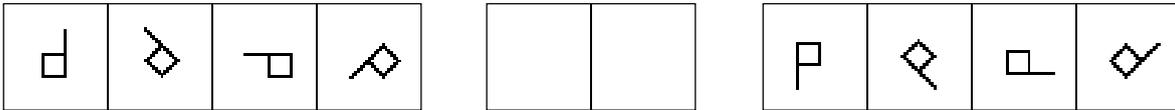


3. Your fingertips should rest gently on the **home key row** while you type Sign Writing. The fingers of your left hand should rest gently on the **asdf** keys, and the fingers of your right hand should rest gently on the **jkl;** keys. This will help you type quickly.

Special Command Keys

1. Now let's type one symbol for practice. Let's choose the first symbol in the box to the far left, located on the **a** key.

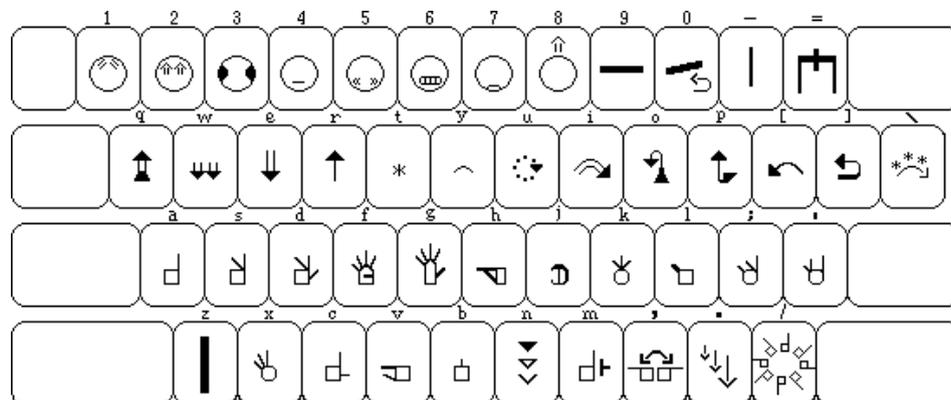
2. With your hands gently resting on the keyboard, it is your baby finger that rests on the **a** key. So press **a** with your baby finger. Presto! Eight rotations appear:



3. Which rotation do you want? Let's choose the rotation in the third box from the left. Press the **d** key with the middle finger of your left hand. The boxes disappear and your symbol is shimmering on the screen:



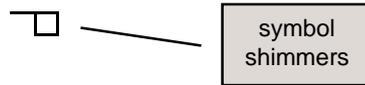
4. When the symbol shimmers it is **selected**. A **selected** symbol can be changed by just tapping on the five **Special Command Keys** located on the bottom right of your keyboard:



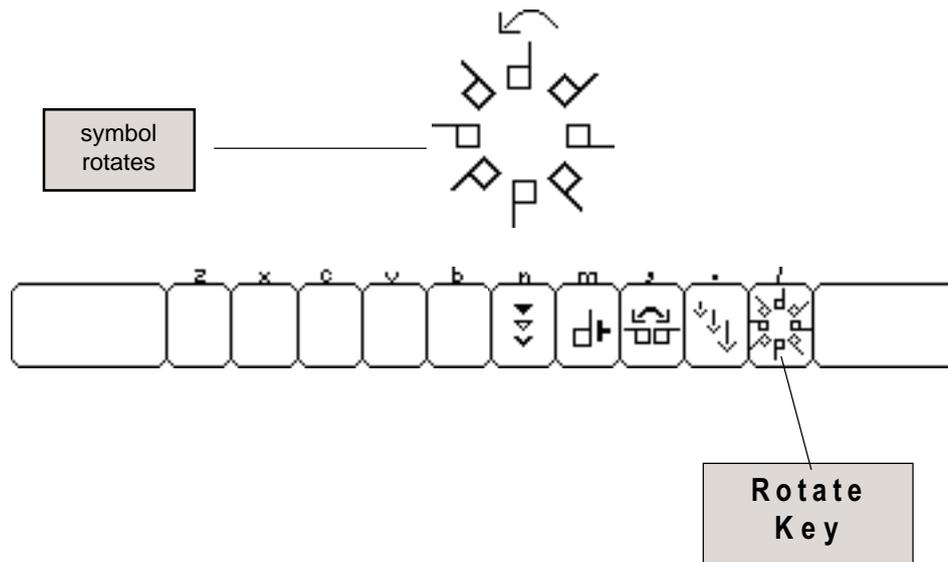
**Special
Command
Keys**

Rotate Key

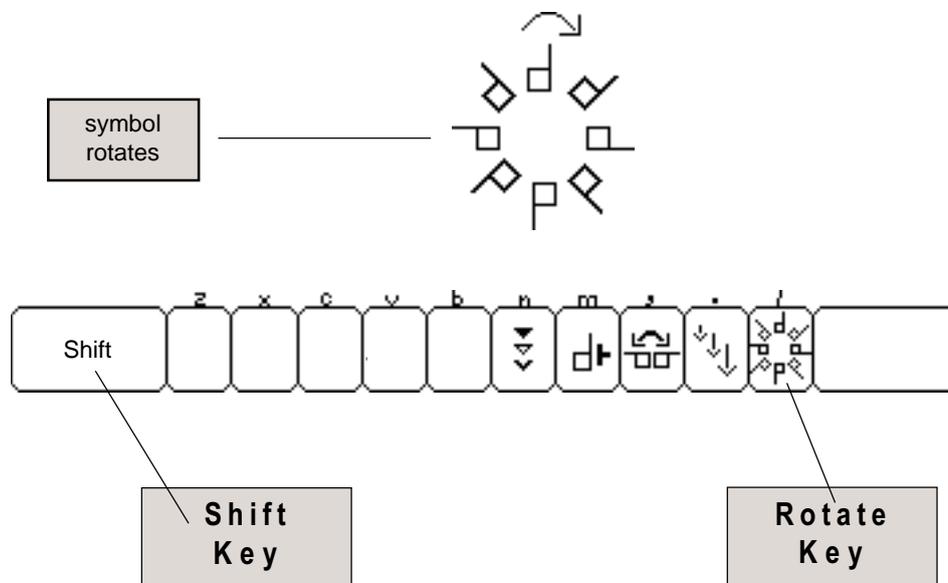
1. Your symbol is selected, shimmering on the screen:



2. Tap several times on the **Rotate** key. The symbol rotates:

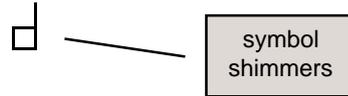


3. Hold the **Shift** key down, and continue to tap on the **Rotate** key. The symbol rotates in the opposite direction:

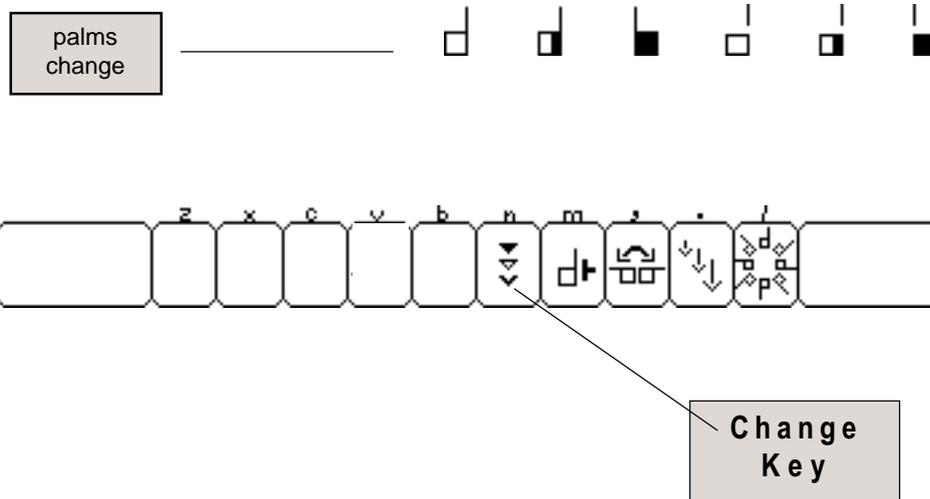


Palm Facing

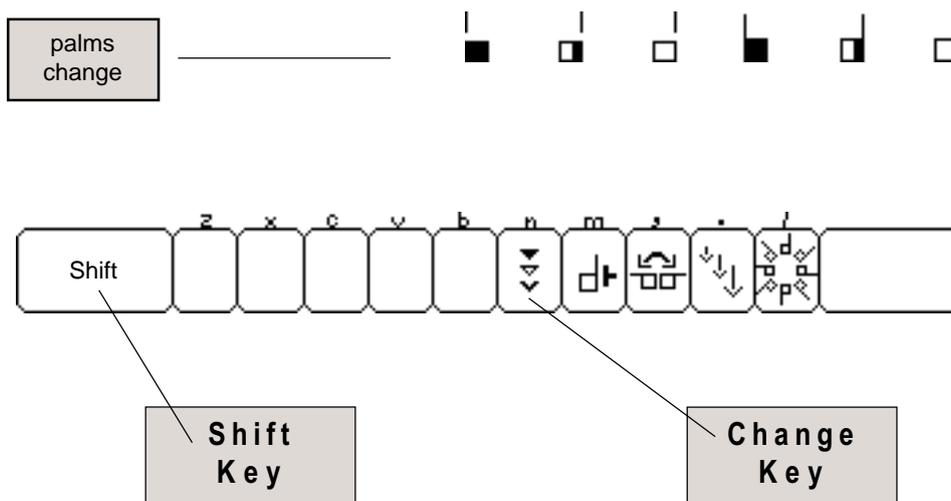
1. Your symbol is selected, shimmering on the screen:



2. The **Change** key can be used to change dark and light palm facings for hands. There are six palm facings. Tap six times on the **Change** key (the fifth key from the right). The palm facings change in this sequence:

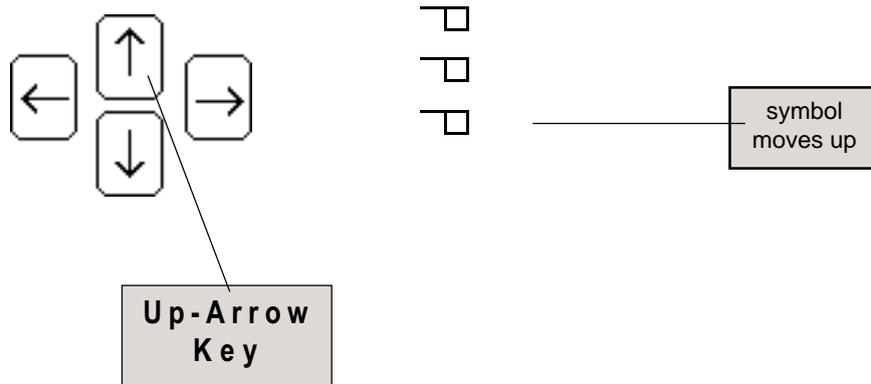


3. Hold the **Shift** key down, and continue to tap on the **Change** key. The palm facings change in the opposite sequence:

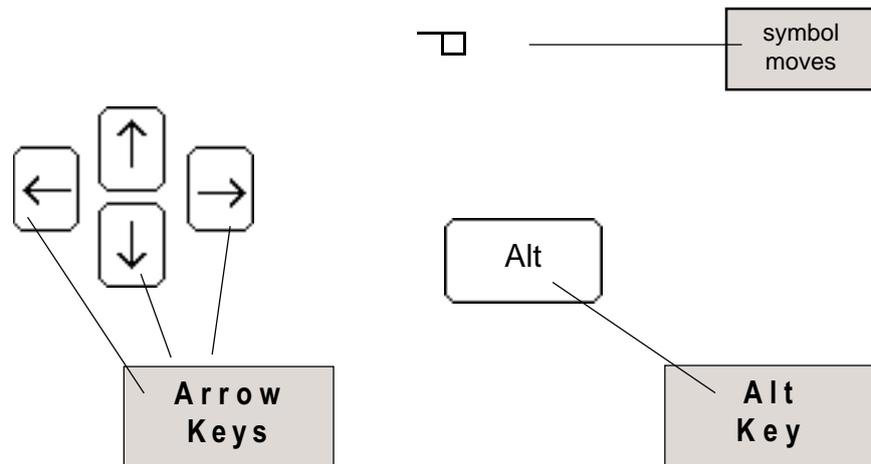


Moving Symbols

1. Look on the back of your **Sign Keyboard Card**. Diagrams show different ways to move a symbol. Look at the top diagram to the left. As you can see, tapping on the **Arrow** keys can move the symbol. Now find the **Arrow** keys on your keyboard. Tap several times on the **Up-Arrow** key. The symbol moves up:

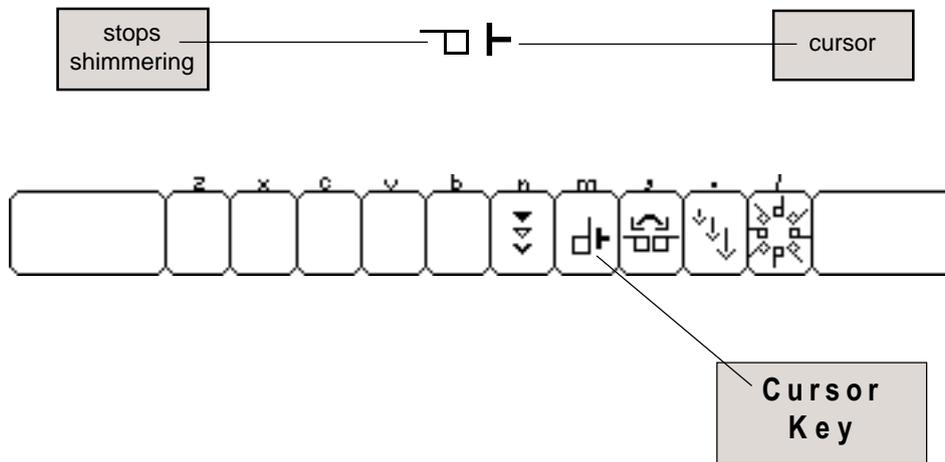


2. Tap several times on the **Down-Arrow** key. The symbol moves down. Try moving the symbol to the right and to the left with the **Side-Right** and **Side-Left Arrow** keys for practice. Then hold the **Alt** key down, and at the same time tap on the different **Arrow** keys. The symbol moves faster:

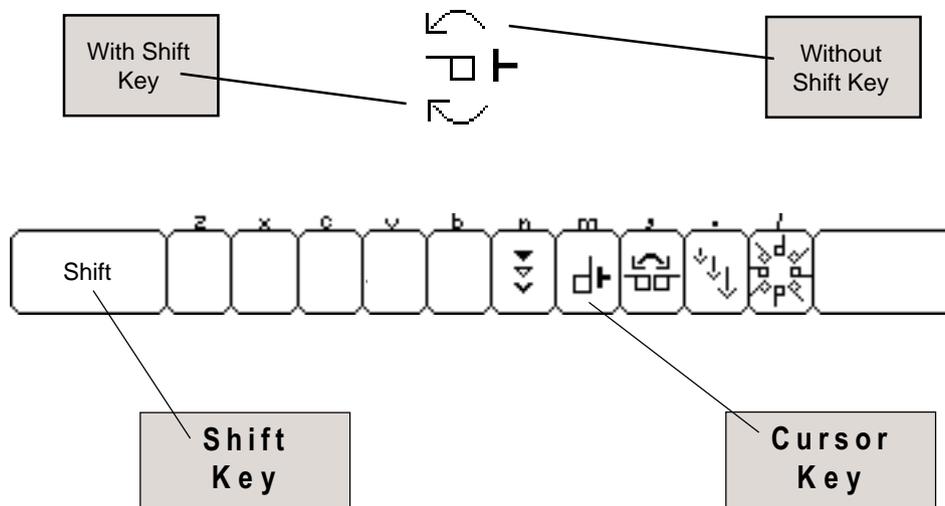


Cursor Key

1. How do you stop the symbol from shimmering? Tap once on the **Cursor** key (the fourth key from the right). The symbol stops shimmering, and a cursor is placed to the right of the symbol:



2. Continue to tap on the **Cursor** key. The cursor moves around the symbol counter-clockwise. Hold down the **Shift** key and at the same time tap on the **Cursor** key. The cursor now rotates in the opposite direction:

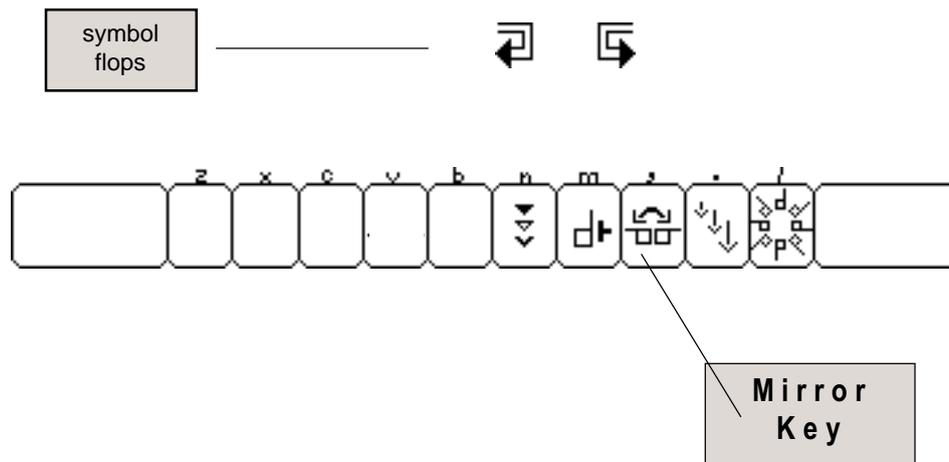


Before you begin this section...

Type the following: e j d This will put this  symbol on the screen:

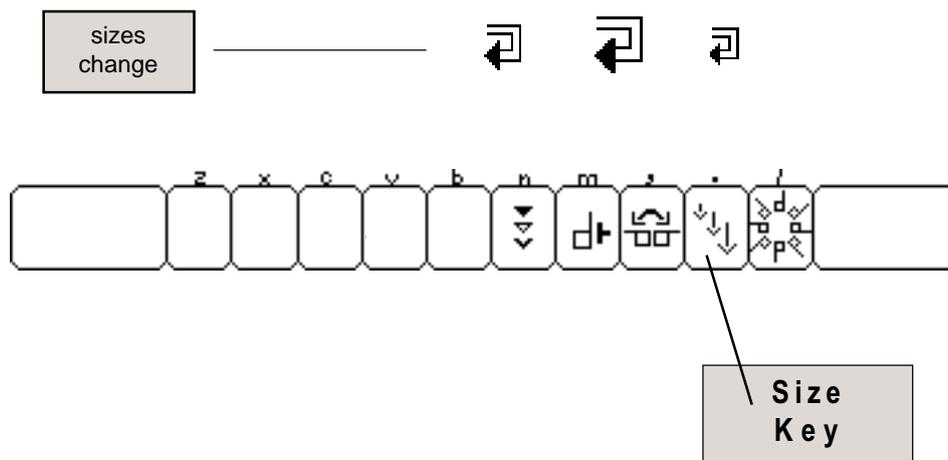
Mirror Key

1. Tap several times on the **Mirror** key (the third key from the right).



Size Key

1. Tap several times on the **Size** key (the second key from the right).

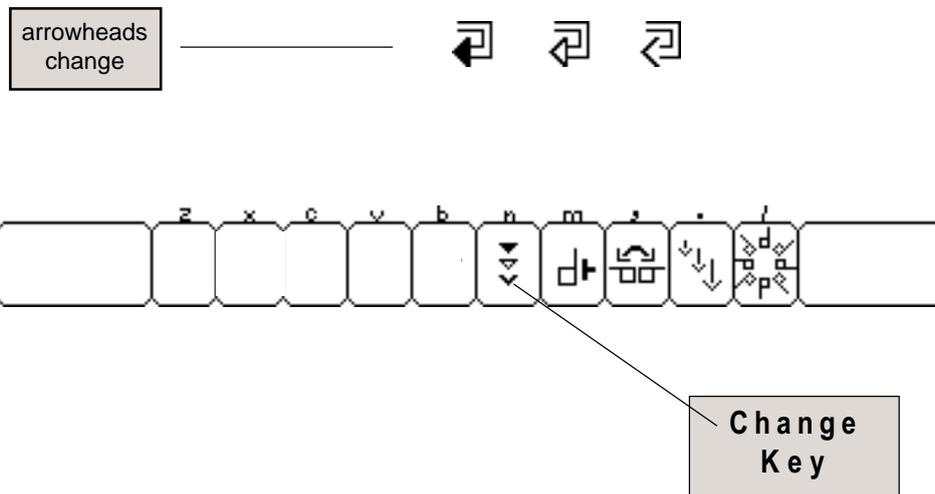


Arrowheads

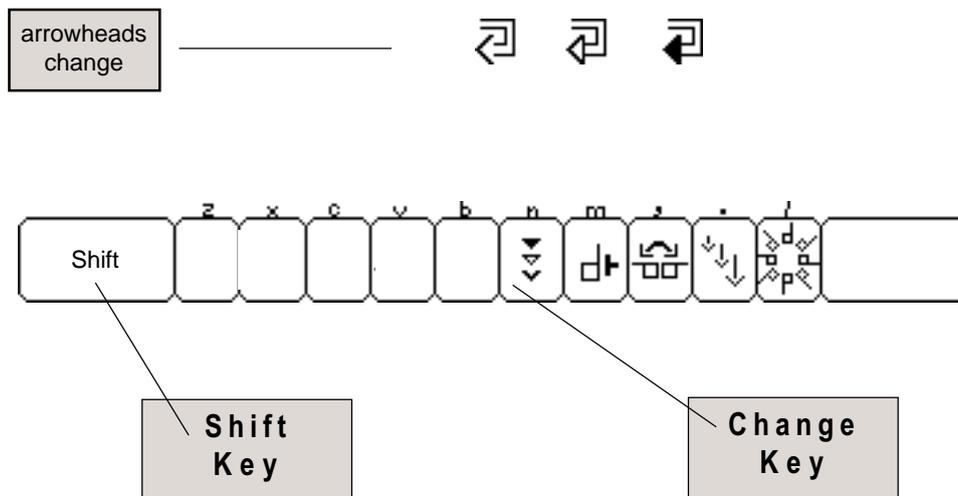
1. Your symbol is selected, shimmering on the screen:



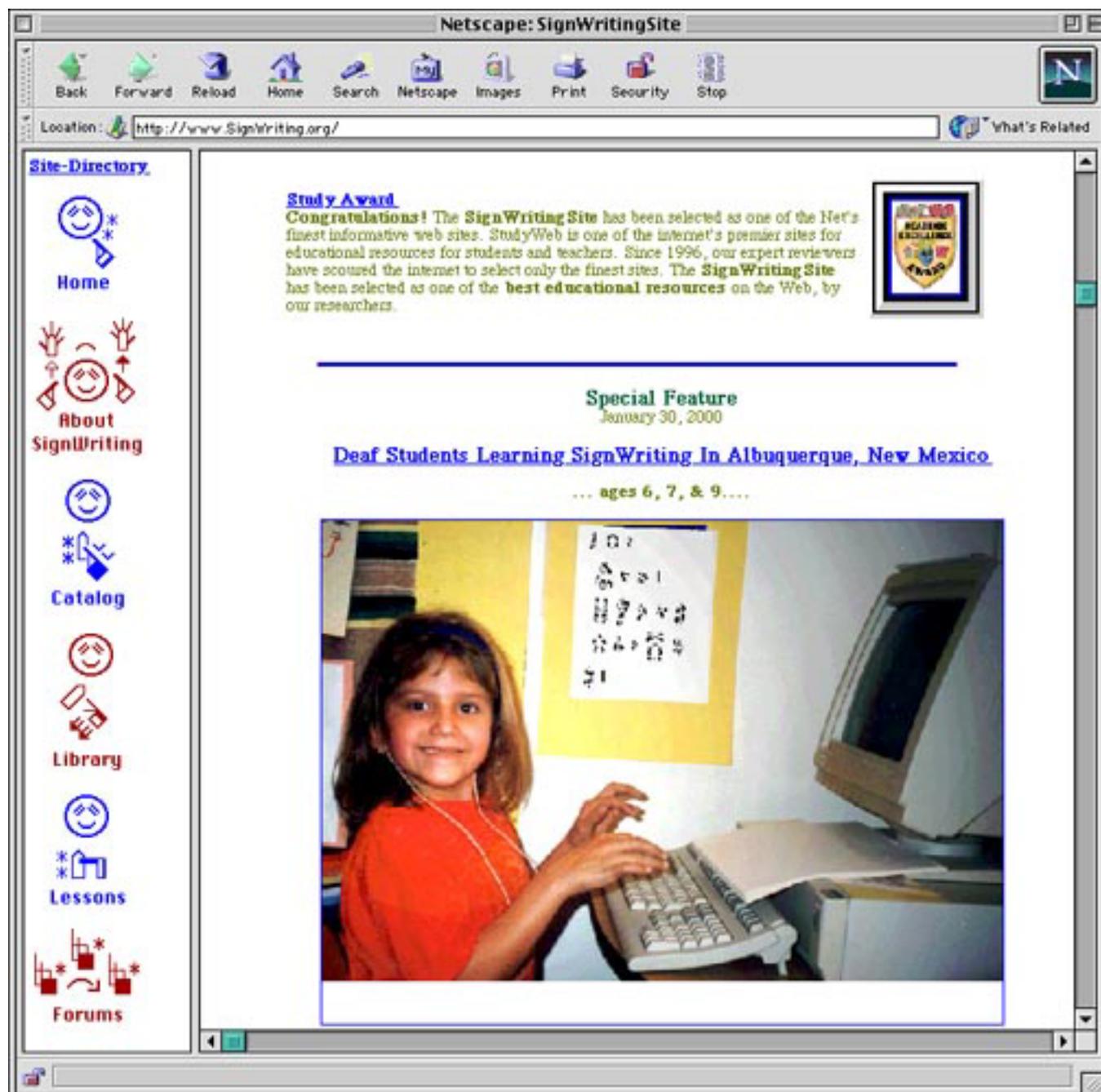
2. The **Change** key can be used to change dark and light arrowheads. There are three arrowheads. Tap three times on the **Change** key (the fifth key from the right).



3. Hold the **Shift** key down, and continue to tap on the **Change** key. The arrowheads change in the opposite sequence:



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