To use the speech shortcut:

Select **Menu**. The Speech shortcut appears in the Quick Menu.

Select the shortcut to toggle speech on or off.

When **Speech is ON**, each word is spoken as you select it. When you select the message window, the entire message is spoken.

When **Speech is OFF**, words are not spoken as you select them. When you select the message window, the entire message is spoken.

Note: To speak messages, **Speak Message Window** must be turned on in the Message Window Settings.

1. Select **User Settings** > **Message Window & Multi-bar** > **Message Window**.
2. Select the **Settings** tab.
3. Turn **Speak Message Window** ON.

Changing the Appearance of the Multi-bar

To modify the multi-bar, select **User Settings** > **Message Window & Multi-bar** > **Multi-bar**.
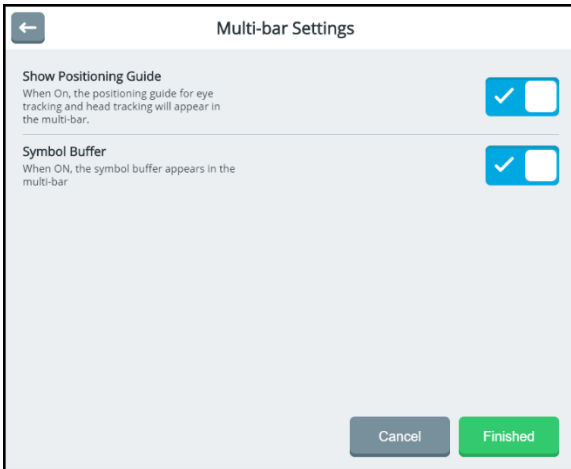
Show Positioning Guide

Turn Show Positioning Guide on or off. When **Show Positioning Guide** is turned on, a miniature version of the positioning guide is displayed in the multi-bar to help you use eye tracking and head tracking. In addition, this can be used to pause and resume eye tracking with the touch of a finger.

Symbol Buffer

Turn Symbol Buffer on or off. When **Symbol Buffer** is turned on, the symbol buffer appears in the multi-bar.

Working with Users

Users allow you to save collections of settings configured for specific users. When multiple users use the same device, you can sign out one user and select another user. For example, an evaluator may create a user for an adult with amyotrophic lateral sclerosis (ALS) or a child using eye tracking. The Sign in page allows you to create users, switch between users, delete users, and exit the application.

Signing in

Each time you open the application, the Sign In page is displayed.
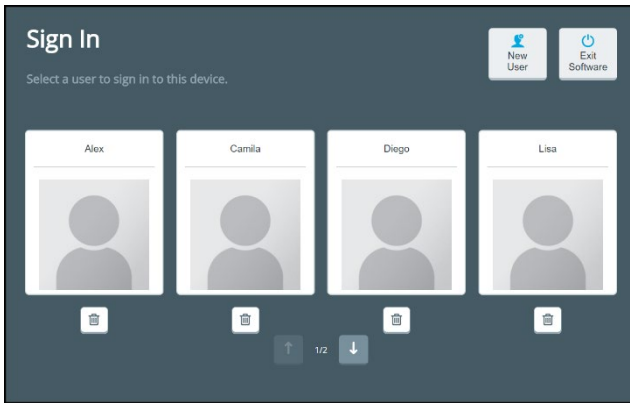
Select the user who will use the device next or a user whose settings you want to change. When necessary, use the arrows to move between pages of users.
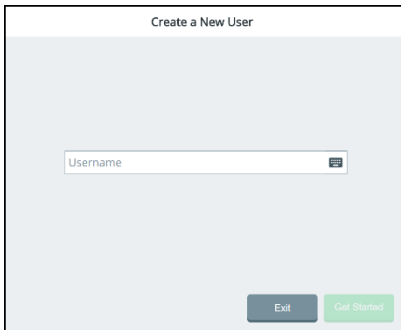
Switching between Users

When you change and save settings for any user, those settings are retained for that user only. When you set up multiple users on the device, you can sign out one user and select another user. The settings configured for that user will be active.

1. Select **Menu** > **Toolbox > User Settings** > **Users**.

2. Select **Sign Out**. The Sign In page opens.

3. When necessary, use the arrows to move between pages of users. Select the user who will use the device next.

4. The application opens to the default vocabulary page and the settings you configured for that user are active.

Creating a New User

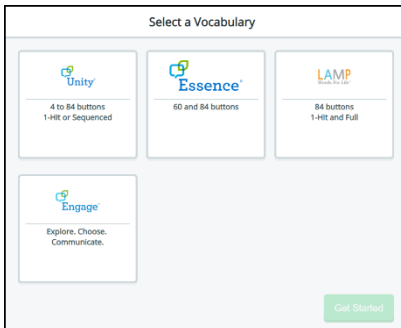To create a new user, you first need to sign out the current user.

1. Select **Menu** > **Toolbox > User Settings** > **Users**.

2. Select **Sign Out**. The Sign In page opens.

3. Select **New User**. You will be prompted to create a new user.

4. Select the Username box, use the keyboard to enter a user name, and select **Finished**. The name you enter will appear in the Username box.

   Note: The keyboard only includes characters that can appear in user names—letters, numbers, and the symbols **+** (plus sign) **@** (at sign) **_** (underscore) **-** (hyphen) and **.** (period). You cannot enter spaces, so there is no spacebar.

5. Select **Next**. You will be prompted to select a vocabulary for the user.

6. Select a vocabulary language to display a list of available vocabularies.

7. Select a vocabulary and select **Finished**. The new user appears in the Sign In window.

Deleting Users

1. Select **Menu** > **Toolbox > User Settings** > **Users**.

2. Select **Sign Out**. The Sign In page opens.

3. When necessary, use the arrows to move between pages of users.

4. Select the Delete button 🗑 for the user you want to delete.

5. Select **OK** at the confirmation prompt.

Closing the Application

To close the application:

1. Select **Menu** > **Toolbox > User Settings** > **Users**.

2. Select **Sign Out**. The Sign In page opens.

3. Select **Exit Software**.

   Note: On a dedicated device, **Exit Software** closes the application and shuts down the device.

Configuring Cursor, Dwell, and Selection Feedback

To configure cursor, dwell, and selection feedback, select **Menu** > **Toolbox > User Settings > Cursor, Dwell & Selection Feedback**. The Cursor, Dwell & Selection Feedback window allows you to adjust the appearance of the cursor/pointer and configure dwell feedback and selection feedback settings.
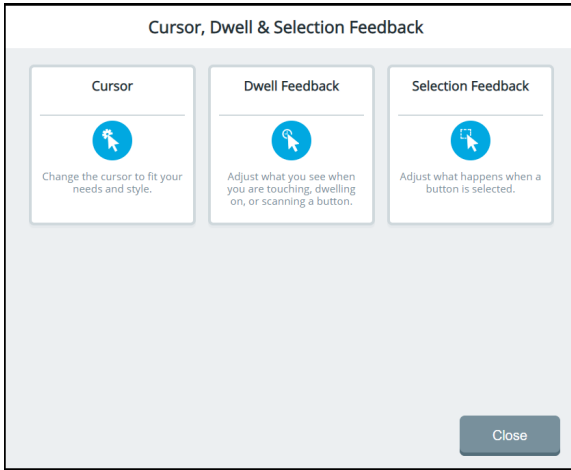
Cursor

Use the cursor settings to change the look of the cursor to fit your needs.

Dwell Feedback

Use the dwell feedback settings to adjust what you see when you dwell on, scan, or touch a button.

Selection Feedback

Use the selection feedback settings to adjust how the system indicates that you have selected a button. You can set visual and audio feedback.

Configuring the Cursor

Use the cursor settings to change the look of the cursor to fit your needs.
Select **Menu** > **Toolbox** > **User Settings** > **Cursor, Dwell & Selection
Feedback** > **Cursor**. The Settings tab on the left is selected by default.
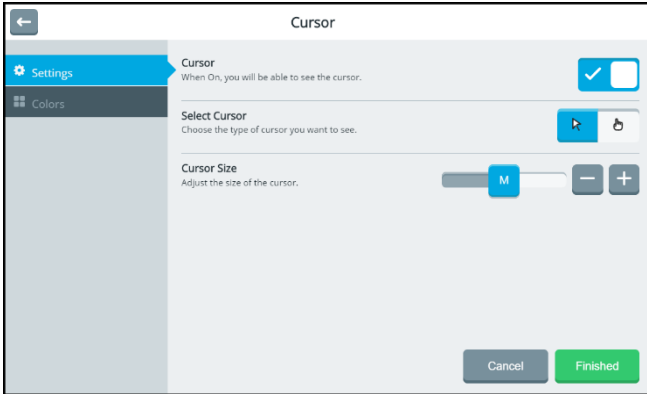
Cursor

Toggle the cursor on or off by selecting the on/off toggle.

Select Cursor

When the cursor is turned on, select the arrow pointer or hand
pointer.

Cursor Size

When the cursor is turned on, adjust the size of the cursor.
Available sizes are S (small), M (medium), and L (large).

Changing the Cursor's Basic Color

Use the cursor settings to change the color of the cursor.

1. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Cursor**.

2. Select the **Colors** tab on the left.
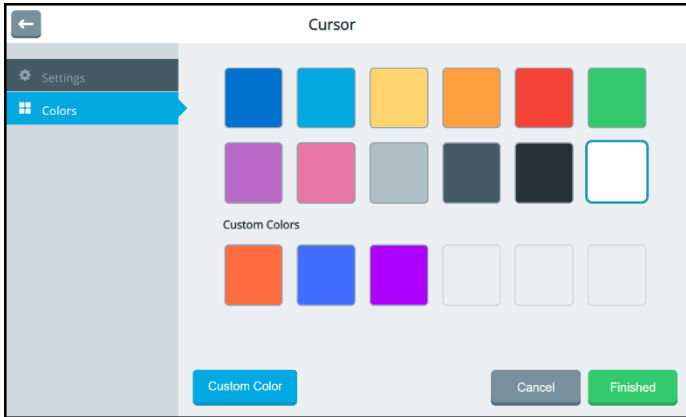
3. Select a basic color or custom color for the cursor.
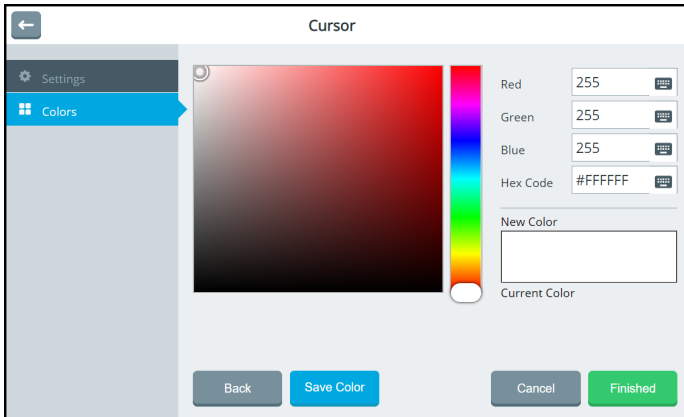
4. Select **Finished**.

> *Hint:* To create your own colors, select the **Custom Color** button and follow the instructions under "Customizing the Cursor's Color" on the next page.

Customizing the Cursor's Color

Use the cursor color settings to change the color of the cursor. You can find RGB color codes and hex color codes on the internet.

1. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Cursor**.

2. Select the **Colors** tab on the left.

3. Select the **Custom Color** button.

4. Create a custom color by using any of the following methods.

   - Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.

   - Select the Hex Code field, use the keyboard to enter a new hex value, and select **Finished**. The RGB and slider values will change accordingly.

   - Move the color gradient slider or move the cursor in the color gradient box.

5. The custom color will appear in the New Color/Current Color box.

6. If you are not satisfied with the color, continue making adjustments until you create the color you want.

7. Select **Save Color**. The New Color/Current Color box will show your custom color.

8. When you finish changing colors, select **Finished**.

   Note: Your new color(s) also appear under Custom Colors in the basic colors window to select for future use.

Configuring Dwell Feedback Settings

Use the dwell feedback settings to adjust how the system reacts when you dwell on a button. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Dwell Feedback**. The Feedback Type tab on the left is selected by default. The preview box shows how the selections you make will look.

Selecting a Dwell Feedback Pointer

To set the type of pointer that will appear when you dwell on a button, select None, Circle, or Square.

Preview box
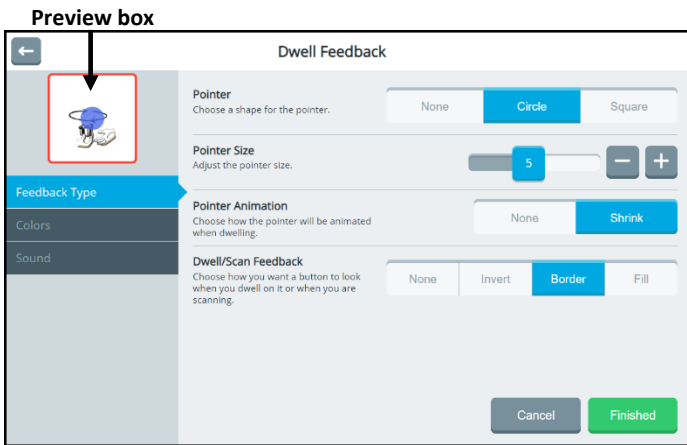
None

The pointer will not be visible when you dwell on an item.

Circle

A small circle will be visible when you dwell on an item. Pointer Size will be available, allowing you to set the size of the dwell pointer. The Colors tab will also be available, allowing you to set the color of the circle.

Square

A small square will be visible when you dwell on an item. Pointer Size will be available, allowing you to set the size of the dwell pointer. The Colors tab will also be available, allowing you to set the color of the square.

Adjusting the Dwell Feedback Pointer Size

Adjust the size of the selected pointer by either moving the slider button or selecting the **+** and **–** buttons to increase or decrease the number one increment at a time. Settings range from 1 to 10.

Adding Animation to a Dwell Pointer

None

The circle or square will not change as you dwell on a button.

Shrink

The circle or square will first appear at the size you set and then shrink as you dwell on a button.

Selecting the Dwell or Scan Feedback Type

To set how a button will look when you dwell on or scan it, select **None**, **Invert**, **Border**, or **Fill**. If you select **Border** or **Fill**, the Color tab will be available. The preview box shows how the selected setting will affect a button's appearance.

None

No feedback will be visible when you dwell on a button.

Invert

Black and white elements will be reversed when you dwell on a button.
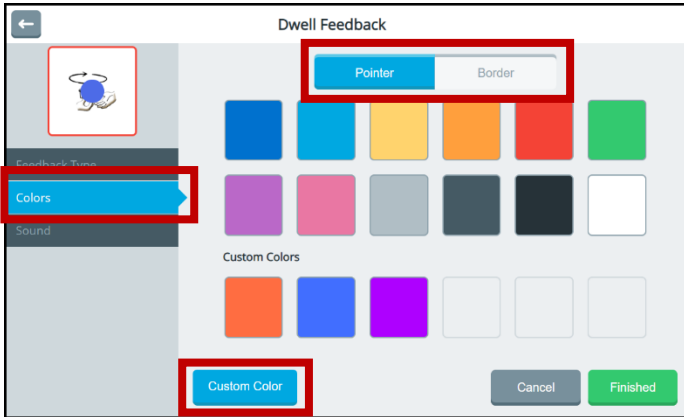
Border

A border will be added to a button when you dwell on it. Select the **Colors** tab to change the border color.

Fill

A button's background will be filled with a color when you dwell on it. Select the **Colors** tab to change the fill color.

Changing Dwell Feedback Basic Colors

1. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Dwell Feedback**.

2. Select the **Colors** tab.

   Tabs will only appear at the top of this window if you selected a pointer and a dwell feedback type from the Feedback Type tab. In this example, Pointer and Border tabs are available because Pointer and the Border dwell feedback type were selected.

3. Select a tab and then select a basic or custom color for the pointer and/or selected dwell feedback type. You can apply the same color to both or different colors to each.

4. Select **Finished**.

   Hint: To create your own colors, select the **Custom Color** button and follow the instructions under "Customizing Dwell Feedback Colors" on the next page.
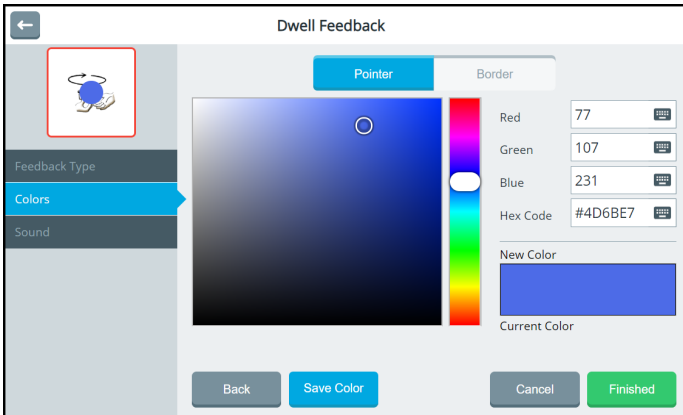
Customizing Dwell Feedback Colors

You can find RGB color codes and hex color codes on the internet.

1. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Dwell Feedback**.

2. Select the **Colors** tab.
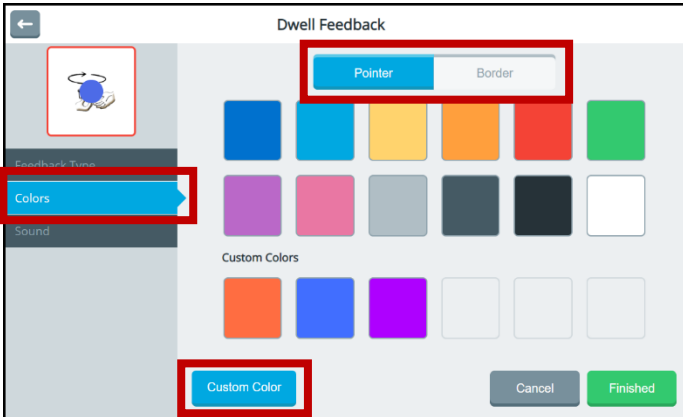
Tabs will only appear at the top of this window if you selected a pointer and a dwell feedback type from the Feedback Type tab. In this example, Pointer and Border tabs are available because Pointer and the Border dwell feedback type were selected.

3. Select a tab and then select the **Custom Color** button.

4. Create a custom color by using any of the following methods.

- Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.

- Select the Hex Code field, use the keyboard to enter a new hex value, and select **Finished**. The RGB and slider values will change accordingly.

- Move the color gradient slider or move the cursor in the color gradient box.

5. The custom color will appear in the New Color/Current Color box.

6. If you are not satisfied with the color, continue making adjustments until you create the color you want.

7. Select **Save Color**. The preview box will show the change, and the New Color/Current Color box will show your custom color.

8. When you finish changing colors, select **Finished**.

   Note: Your new color(s) also appear under Custom Colors in the basic colors window to select for future use.

Selecting Dwell Feedback Sound

Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Dwell Feedback**. Select **Sound**.
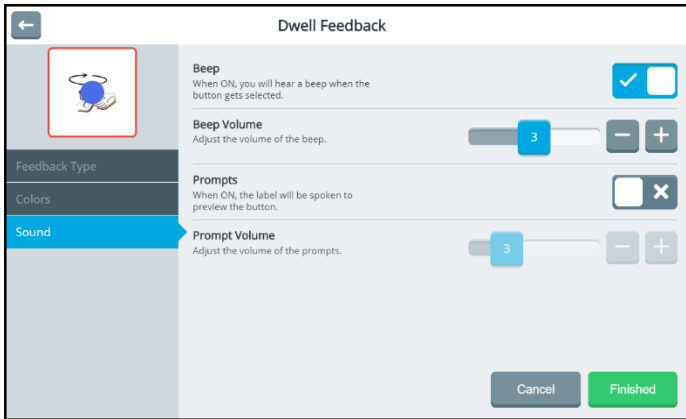

Beep

When Beep is turned on, you will hear a beep when you dwell on a button.

Beep Volume

When Beep is turned on, you can also adjust the volume of the beep. Adjust the beep volume by either moving the slider button or selecting the **+** and **–** buttons to increase or decrease the number one increment at a time. The number on the slider button will show the current setting. Settings range from 1 to 5.

Prompts

When Prompts is turned on, the label will be spoken to preview the button.

Prompt Volume

When Prompts is turned on, you can also set the volume of the prompts. Adjust the Prompts Volume by either moving the slider button or selecting the **+** and **–** buttons to increase or decrease the number one increment at a time. The number on the slider button will show the current setting. Settings range from 1 to 10.

Configuring Selection Feedback Settings

Use the selection feedback settings to configure how the system shows that you have selected a button. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Selection Feedback**. The preview box shows how the selections you make will look.

Selecting the Selection Feedback Type

To set how a button will look when you select it, select **None**, **Invert**, **Border**, or **Fill**. If you select **Border** or **Fill**, the Colors tab is available. The button preview shows how the selected setting will affect the selected button's appearance.

Preview box
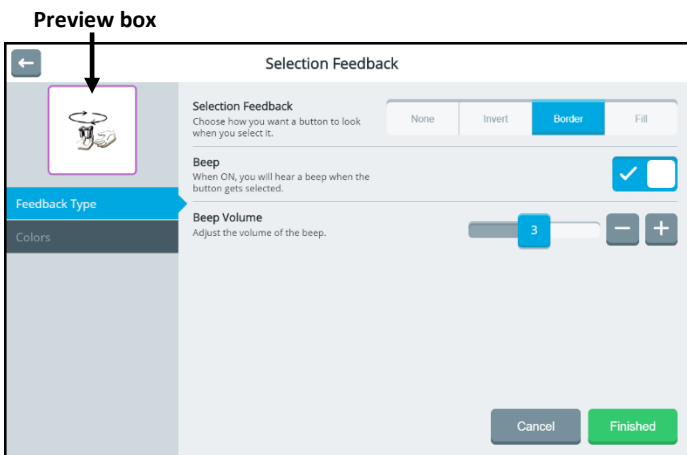
Selection Feedback

None: No feedback will be visible when you select a button.

Invert: Black and white elements will be reversed when you select a button.

Border: A border will be added to a button when you select it. Select the Colors tab to change the border color.

Fill: A button's background will be filled with a color when you select it. Select the Colors tab to change the fill color.

Beep

When Beep is turned on, you will hear a beep when you select a button.

Beep Volume

When Beep is turned on, you can also adjust the volume of the beep. Adjust the beep volume by either moving the slider button or selecting the **+** and **–** buttons to increase or decrease the number one increment at a time. The number on the slider button will show the current setting. Settings range from 1 to 5.

Changing Selection Feedback Basic Colors

1. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Selection Feedback**. If you selected **Border** or **Fill** as the feedback type, the Colors tab is available.

2. Select the **Colors** tab.
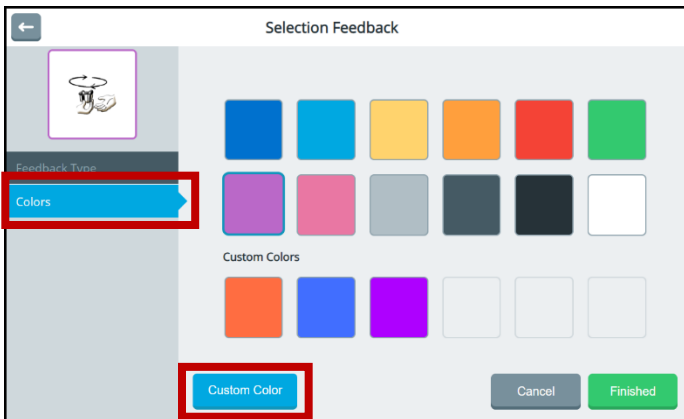
3. Select a basic or custom color for the border or fill. You can apply the same color to both or different colors to each.

4. Select **Finished**.

Hint: To create your own colors, select the **Custom Color** button and follow the instructions under "Customizing Selection Feedback Colors" on the next page.

Customizing Selection Feedback Colors

You can find RGB color codes and hex color codes on the internet.

1. Select **Menu** > **Toolbox > User Settings** > **Cursor, Dwell & Selection Feedback** > **Selection Feedback**. If you selected **Border** or **Fill** as the feedback type, the Colors tab is available.

2. Select the **Colors** tab.


3. Select the **Custom Color** button.

4. Create a custom color by using any of the following methods.

   - Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.

   - Select the Hex Code field, use the keyboard to enter a new hex value, and select **Finished**. The RGB and slider values will change accordingly.

   - Move the color gradient slider or move the cursor in the color gradient box.

5. The custom color will appear in the New Color/Current Color box.

6. If you are not satisfied with the color, continue making adjustments until you create the color you want.

7. Select **Save Color**. The preview box will show the change, and the New Color/Current Color box will show your custom color.

8. When you finish changing colors, select **Finished**.

   Note: Your new color(s) also appear under Custom Colors in the basic colors window to select for future use.

Restricting Access to the Toolbox

When you restrict access to the Toolbox, it is "locked", preventing access to settings. A password or a file on a USB flash drive is required to "unlock" the Toolbox temporarily. To restrict access to the Toolbox, select **Menu** > **Toolbox > User Settings** > **Restrictions**.
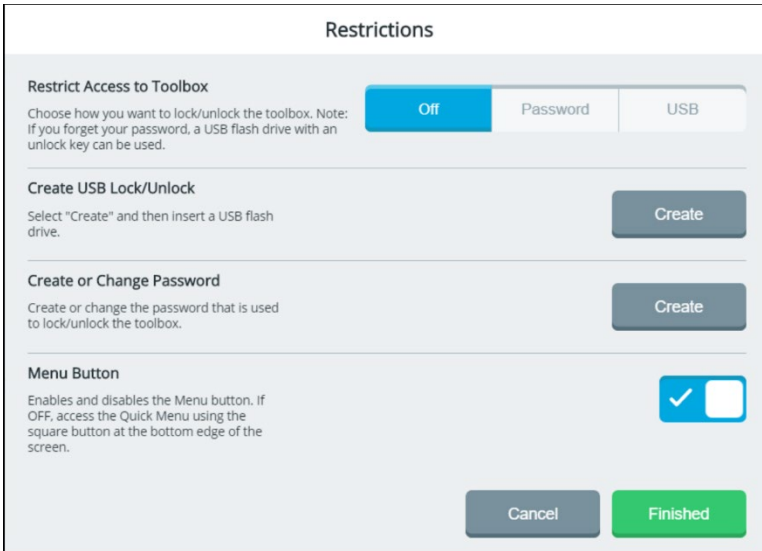
Restricting Access

The Restrict Access to Toolbox settings operate as follows.

Setting	Description
Off	The Toolbox is unlocked. No password or USB file is required even if you previously created a password or file.
Password	A password is required to lock or unlock the Toolbox. See "Creating or Changing a Password".
USB	A file on a USB flash drive is required to lock or unlock the Toolbox. See "Creating a File on a USB Flash Drive". *Note:* If you didn't create a USB file previously, you will be prompted to create one when you select **USB**.

Creating a File on a USB Flash Drive

Use this procedure to create a file on a USB flash drive to lock or unlock the Toolbox.

Recommendation: Create an unlock file even if you use a password to lock the Toolbox. You might forget or lose the password.

1. Select **Menu** > **Toolbox > User Settings** > **Restrictions**.

2. Select the Create USB Lock/Unlock **Create** button. You will be prompted to insert a USB flash drive.

3. Insert a USB flash drive in the device and select **OK**.

4. When "Unlock key successfully created" appears, the unlock file is complete. Select **Finished** and remove the USB drive.

5. Label the USB drive so you will remember that it contains the toolbox unlock file.

   Any time you want to modify settings when the Toolbox is locked, insert this USB drive into your device and modify the settings. When you finish, remove the USB drive.

Creating or Changing a Password

Use this procedure to create or change a password to lock or unlock the Toolbox.

1. Select **Menu** > **Toolbox > User Settings** > **Restrictions**.

2. Select the Create or Change Password **Change** button. A keyboard will open.

3. Enter the password you want to use and select **Change**. If you previously created a password, edit the password and select **Change**.

4. Select **Finished**. When Menu is selected, a keyboard with a Password prompt will open. Enter the password and select **Done** or insert the USB flash drive with the unlock file to unlock the Toolbox.

Recommendation: Try to make all your changes in the Toolbox at the same time. When you exit the Toolbox, you will need to enter your password again to unlock it even if you don't close the application.

Working with Vocabularies

The Vocabulary screen provides access to features that allow you to

- select or change your current vocabulary
- turn on Vocabulary Builder to start with a few words and then grow vocabulary
- modify vocabulary settings
- modify, copy, and paste buttons using the Editor
- customize vocabulary
- set up word prediction and add or exclude predicted words
- collect data to measure how an individual uses vocabulary

To display the Vocabulary screen, select **Menu** > **Toolbox > Vocabulary**.
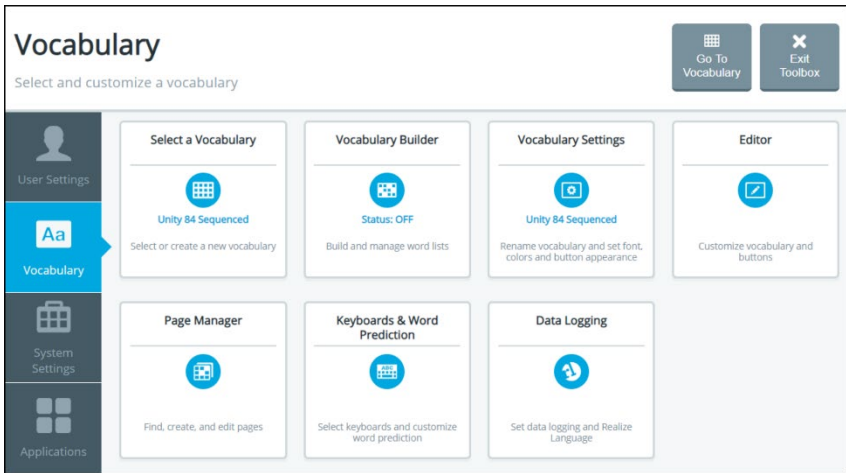
Selecting a Vocabulary

The Select Vocabulary window lists the vocabularies available on your device. As you customize vocabularies, they are automatically saved and listed under My Vocabularies.

1. Select **Menu** > **Toolbox > Vocabulary** > **Select a Vocabulary**. The Select a Vocabulary window lists available vocabulary language systems and highlights the current language system or My Vocabularies. When **My Vocabularies** is highlighted, a customized vocabulary is the current vocabulary.
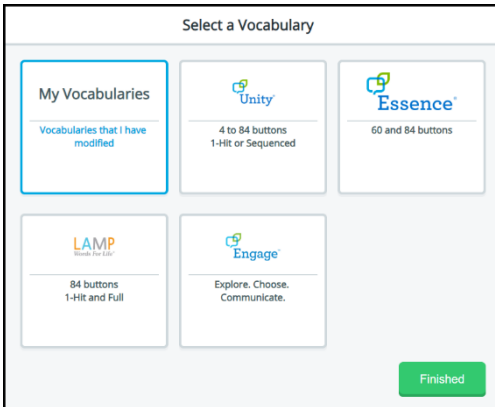
2. Select a language system. The Vocabulary Programs window lists the vocabularies that are available in that language system. If you select **My Vocabularies**, all customized vocabularies that have been saved are listed. The current vocabulary is followed by a checkmark. The other vocabularies are followed by Choose buttons.
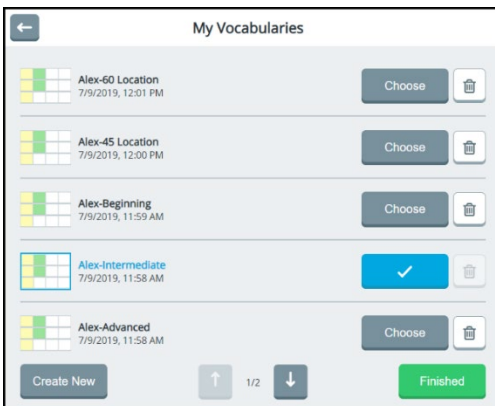
3. When the list includes more than one page, use the paging arrows to move between the pages.

4. Select the **Choose** button for the vocabulary you want to open.

   Note: To delete a vocabulary, select the delete icon 🗑 for the vocabulary you want to delete.

5. Select **Finished**. The vocabulary you selected is now active.

Creating a New Vocabulary

1. Select **Menu** > **Toolbox > Vocabulary** > **Select Vocabulary** > **My Vocabularies**.
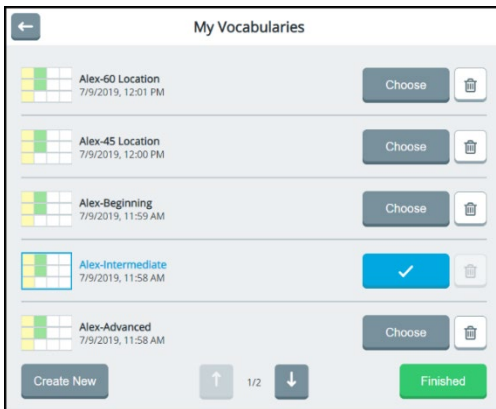
2. Select **Create New**.
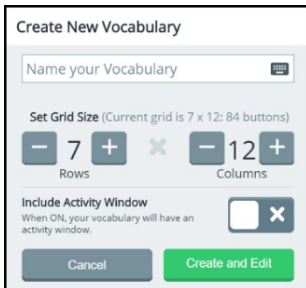
3. Select the Name your Vocabulary box to display a keyboard. Enter a name for your vocabulary and select **Finished**.

4. Define the number of buttons for the vocabulary by using the Rows and Columns **+** and **–** buttons.

5. If you want the vocabulary layout to include an activity window, turn on Include Activity Window.

6. Select **Create and Edit**. A message indicates that the vocabulary was created successfully and the vocabulary layout you defined opens in the Editor.
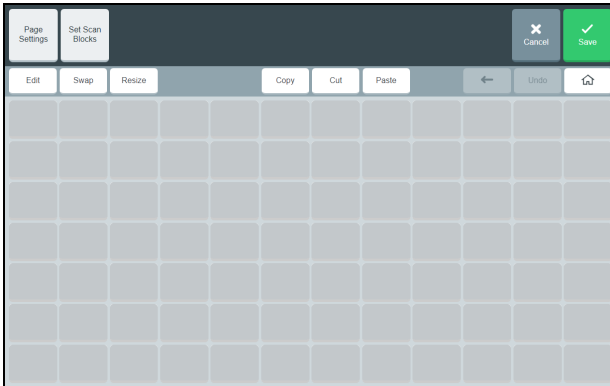
7. Use the Editor features to add content to your page. For example, select **Edit**, select a button location, and add a message, label, symbol, and action and set the colors you want. For details on using the Editor, see "Using the Editor" on page 147.

8. When you finish adding content or need to save your work in-progress to come back to later, select **Save**. Your new vocabulary will be listed in the My Vocabularies window.

Using Vocabulary Builder

Vocabulary Builder is a therapeutic tool designed to teach new vocabulary by creating and managing word lists. Show only the words you want and hide the rest. This allows the user to build his or her vocabulary gradually while keeping learned motor plans consistent. As the user is ready to learn more vocabulary, gradually add more words to your list so they are visible.

Note: Vocabulary Builder works with Unity vocabularies and LAMP Words for Life vocabularies only.

Turning Vocabulary Builder On from the Quick Menu

Hint: For another way to turn Vocabulary Builder on, see "Turning Vocabulary Builder on from the Toolbox" on page 133.

Select **Menu** to display the Quick Menu.
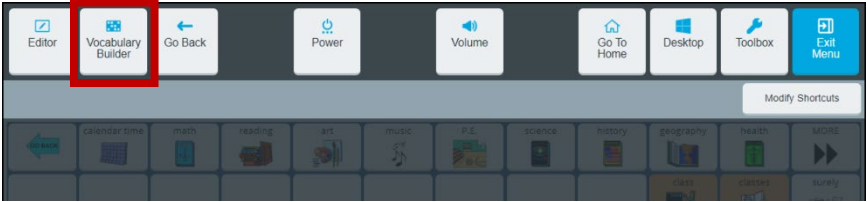
Select **Vocabulary Builder**. Select the on/off toggle to turn Vocabulary Builder on.
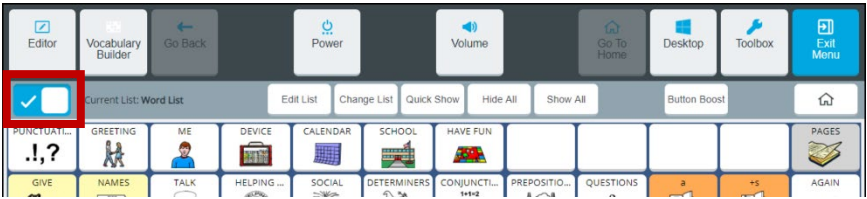
Button	Description
	The on/off toggle turns Vocabulary Builder on or off. The name of the current word list is displayed to the right of the button.
Edit List	Create, rename, manage, and clear word lists.
Change List	If you have multiple word lists, you can switch between them. In addition, you can rename, duplicate, merge, and delete lists.
Quick Show	Quickly show specific words on the page. Type the words you want to show, separated by commas.
Hide All	Hide all the buttons and links on the page.
Show All	Show all the buttons and links on the page.
Button Boost	Temporarily enlarge a button when teaching how to use it.
	Return to your home screen.

Creating a Word List by Selecting Words to Show

With Vocabulary Builder turned on from the Quick Menu, decide if you want to start with all words hidden or all words shown. Select **Hide All** or **Show All**. For example:
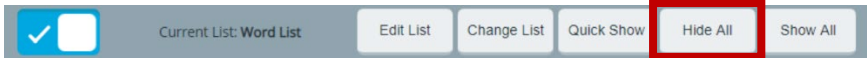
1. Select **Hide All**. The following confirmation prompt will appear.
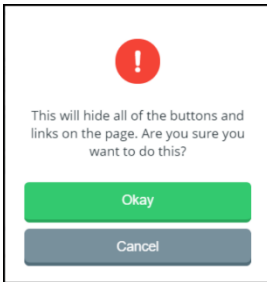
2. Select **Okay**. All the buttons on the page will be hidden.
3. Select each button you want to make visible.
   - In a sequenced vocabulary, select the linked buttons that lead to each word that you want to make visible. Select the home button 🏠 when you need to return to your home screen.
   - If you select a button by mistake, select it again to hide it.
4. When you finish selecting buttons, select **Exit Menu**. Your word list will be saved. Only the buttons you selected will be visible. For example:
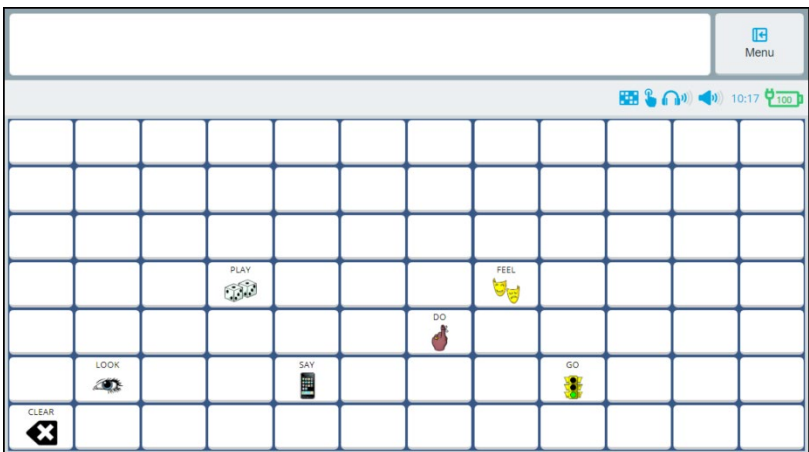
5. When the individual learns these words and you want to add more, turn on Vocabulary Builder and select the words you want to add.

    Hint: You can also add words by selecting **Edit List** and entering words.

6. To show all buttons on the page, do one of the following.

    - Turn off Vocabulary Builder. When you want to limit the display, turn Vocabulary Builder back on. If you created more than one word list, select the list you want to use.

    - With the word list displayed, select **Show All**. A message will warn that all buttons and links will be shown.
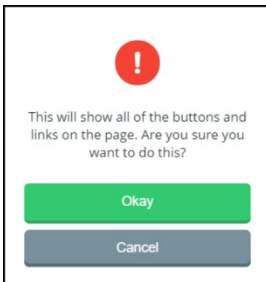
    Important! Select **Okay** *only* if you want to clear all words from the current word list. The next time you select this list, all buttons will be shown and you will need to select buttons to hide.

Creating a Word List by Entering Words

1. From the Quick Menu, select **Edit List.** (From the Vocabulary Builder window, select the text entry field to open the keyboard.)

2. Enter a word or multiple words separated by commas.

3. Select **Finished**. A message will confirm that the words were added.

4. Select **Okay** to close the message. The words will be listed below the text entry field with the path to each word.

5. Add more words as needed.

- To change the name of the list, select Change to open a keyboard and enter a new name.
- When a list includes more than one page, use the paging arrows to move between the pages.
- To list words by most recently entered or alphabetically, select **Sort**.
- To delete a word from the list, select the delete button ⊠.
- To delete all words from the list, select **Clear List**.

6. When you finish adding and arranging words in the list, select **Finished** and select **Exit Menu**. Your word list will be saved. Only the words in the active list will be selectable in the current vocabulary.

Managing Word Lists

From the Quick Menu, select **Change List**. (From the Vocabulary Builder window, select **Manage Lists**.) The Manage Lists window opens to the My Lists tab.

My Lists: My Lists contains customized word lists. The currently selected word list shows a checkmark.

Default Lists: To view 25 First Words, 50 First Words, activity-specific lists, and other default lists, select the **Default Lists** tab.
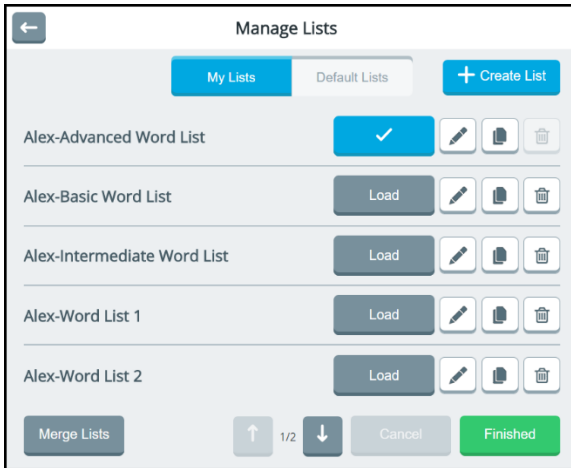
Buttons are available for each list.

Load	Make the list active
✓	The active list (cannot be deleted)
✏	Edit the list
▣	Copy the list
🗑	Delete the list

When the Manage Lists window includes more than one page, use the paging arrows at the bottom of the window to view additional lists.

Making a Word List Active

1. From the Quick Menu, select **Change List**. (From the Vocabulary Builder window, select **Manage Lists**.) The Manage Lists window lists all available word lists. The currently selected word list shows a checkmark.

2. Select the **Load** button for the list you want to make active. The Load button will change to a checkmark.

3. Select **Finished**. When you go to your vocabulary, only the words in the active word list will be displayed.
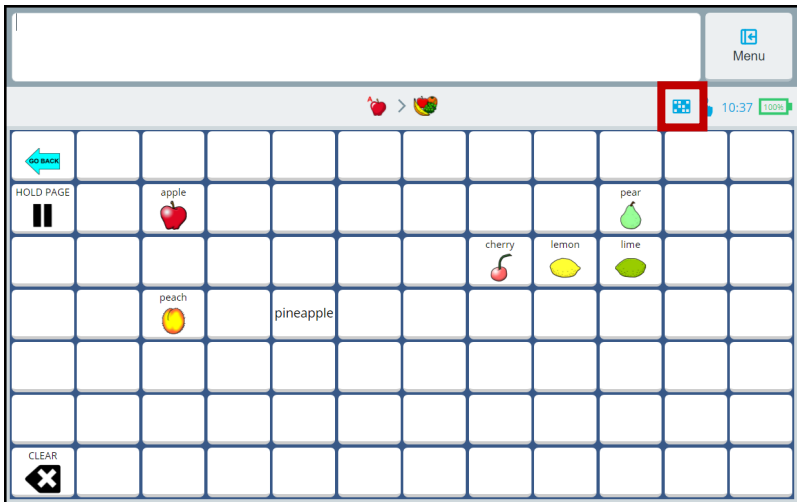
Note: The Vocabulary Builder icon in the multi-bar shows that Vocabulary Builder is turned on.

Copying a Word List

To make a copy of an existing word list, select the copy button ⬚ to the right of the list you want to copy. A copy of the list will open with "(copy)" showing after the title. Change the title as needed.

Deleting a Word List

Note: You cannot delete the active word list. If you want to delete the active word list, make another list active, then delete the list you want to remove. From the Vocabulary Builder window, select the **Delete** button ⬚ and select **Yes** at the confirmation prompt.

Merging Two or More Word Lists

1. From the Quick Menu, select **Change List**. (From the Vocabulary Builder window, select **Manage Lists**.)

2. From the Manage Lists window, select **Merge Lists**. A checkbox precedes each list.

3. Select the lists you want to merge. The Merge Lists button shows the number of lists you selected.
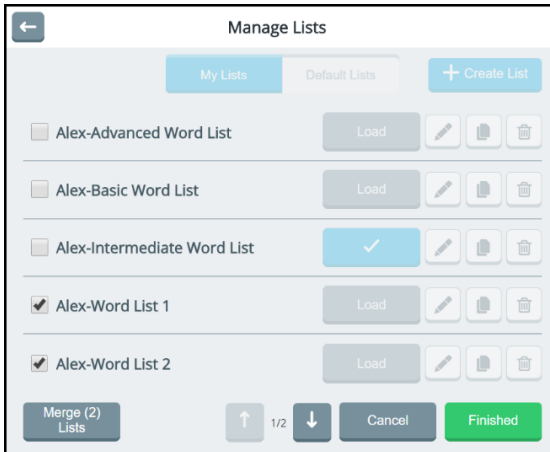

4. Select **Merge (2) Lists**. The merged list will appear in the Manage Lists window.

5. If you no longer need the lists that you merged, select the **Delete** button 🗑 for each list you want to delete.

6. When you finish making changes, select **Finished**.

Temporarily Enlarging a Button

When teaching an individual to use a button, use the Button Boost shortcut to temporarily enlarge the button to make it easier to select.

1. Select **Menu** to display the Quick Menu.

2. Select **Vocabulary Builder** and select the on/off toggle to turn Vocabulary Builder on.

3. Select **Button Boost**. The Button Boost button turns blue.
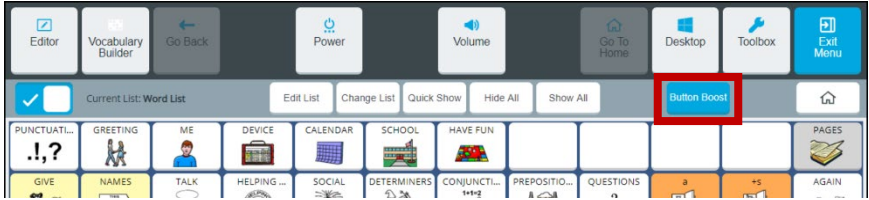
4. Select the button you want to enlarge. The button enlarges to three times its original size.
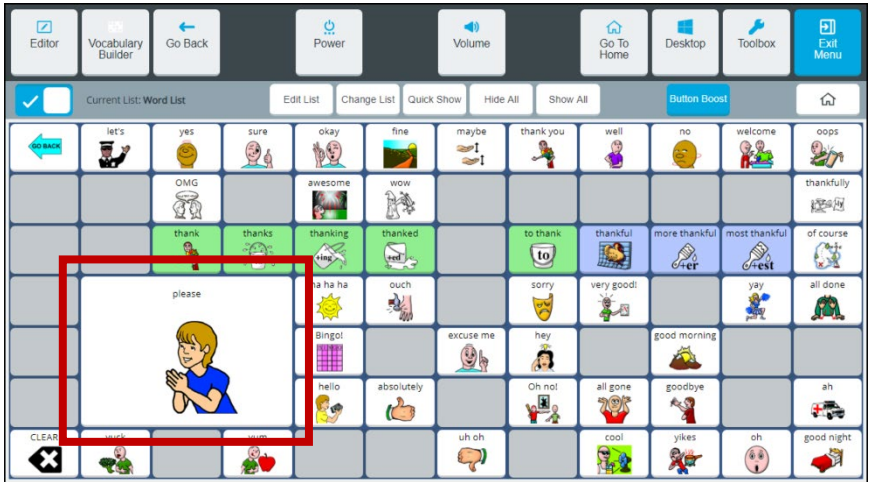
- The second time you select the button, it decreases to two times its original size.
- The third time you select the button, it decreases to one-and-a half times its original size.
- The fourth time you select the button, it returns to its original size.

As long as Button Boost remains selected (blue) you can select additional buttons to enlarge them.
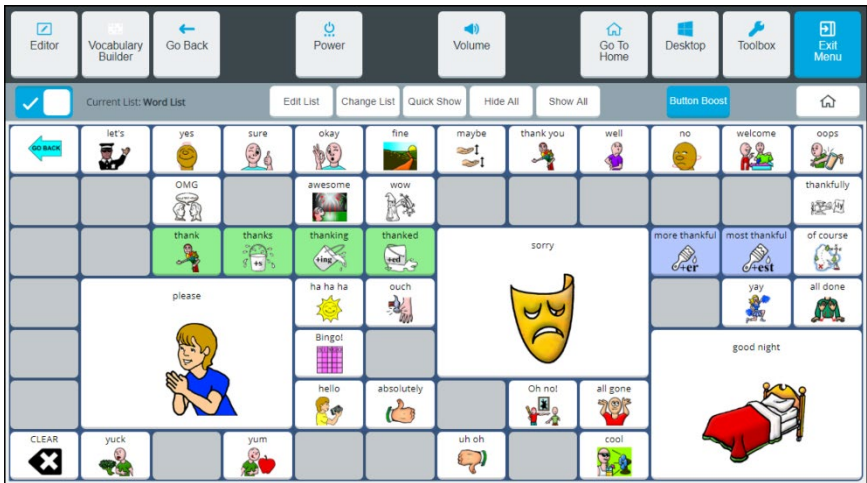
To toggle Button Boost off, select **Button Boost** again. Any enlarged buttons will remain enlarged.

Selecting **Exit Menu** or any other Quick Menu feature will save the buttons that are currently enlarged.

Hints on Using Button Boost

- When you temporarily enlarge a button, it does not delete the buttons it covers.

- If you enlarge buttons that are close to each other, they may overlap. To eliminate the overlap, select one or both of the buttons to decrease their size.

- When you are using the Editor, any buttons that have been enlarged will appear in their original size for editing. When you close the Editor, enlarged buttons will still be enlarged.

- When you export a vocabulary, enlarged buttons will be exported with the Vocabulary Builder list. When re-imported, they will remain enlarged.

- If you turn your device off and back on, enlarged buttons will remain enlarged.

Turning Vocabulary Builder on from the Toolbox

Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Builder**. Select the on/off toggle to turn Vocabulary Builder on.
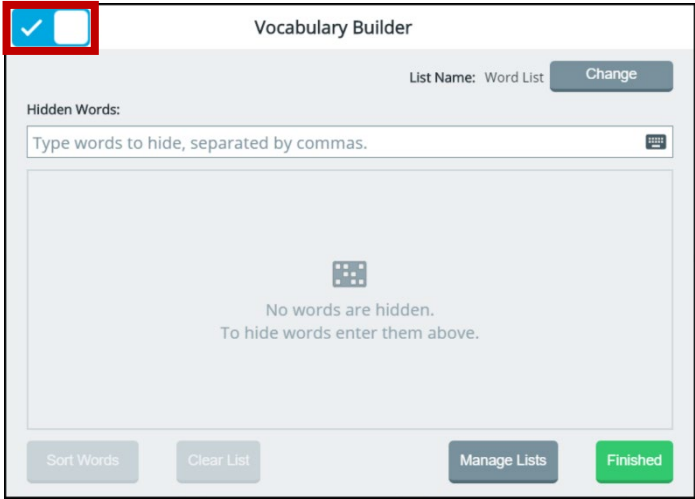
Feature	Description
✓ / ✕	Turn Vocabulary Builder on or off.
List Name/ Change	The name of the current word list is displayed. Select **Change** to open a keyboard and change the name.
Type Words	Enter words, separated by commas, that you want to hide. These words will be added to the current word list.
Sort Words	Arrange the words in the current list by most recently entered or alphabetically.
Clear List	Delete all the words from the current list.
Manage Lists	Select a different word list, create a new word list, or merge two or more word lists to create a new list.

Using Word Finder

When you don't know where a word is located in a Unity or LAMP Words for Life vocabulary, use Word Finder to search for the word.

1. From your vocabulary, select the keyboard button to open the keyboard.

2. Select **Word Finder**. "Find this word" appears at the top of the keyboard.

3. Enter the word you want to find. As you enter letters, predicted words are displayed. If you see the word you want, select it. It will appear after "Find this word", eliminating the need for you to enter the entire word.
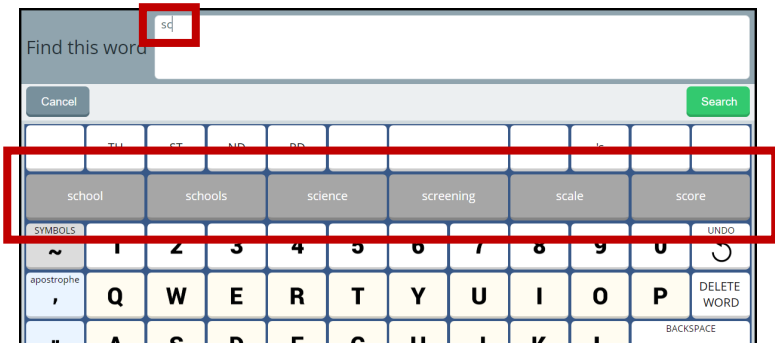
4. Select **Search**. The Search Result window will show one or more matching sequences for the word.
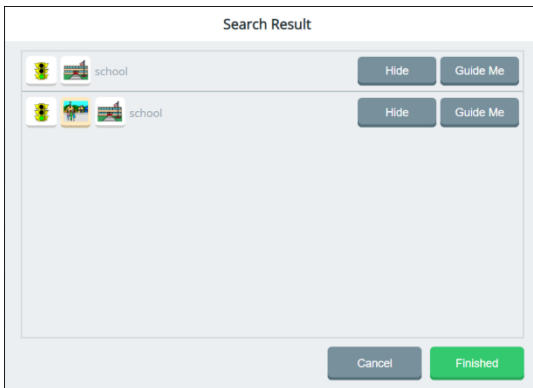
Hint: If you need help learning a sequence, select **Guide Me**. The software will step you through the sequence by highlighting the first key in the sequence. When you select the key, the next key in the sequence is highlighted. When you select that key, the next key is highlighted, and so forth until reaching the end of the sequence.

Hint: To temporarily hide a sequence, select **Hide**. The Hide button will change to "Show" To redisplay the sequence, select **Show**.

5. Learn the sequence and then select **Finished** to return to your home page.

Customizing Settings for a Vocabulary

To customize settings for a specific vocabulary, you can

- change the home page, software language, and vocabulary screen mode
- modify the font and font size
- modify the background colors
- set your preferences for button appearance and actions

Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**. The settings window for the current vocabulary opens to the Button Preferences tab.

Setting Your Preferences for Button Appearance and Actions

Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**. The Button Preferences tab displays options to change the appearance and actions of empty buttons, show button labels, change button symbols, and increase or decrease the space between buttons.
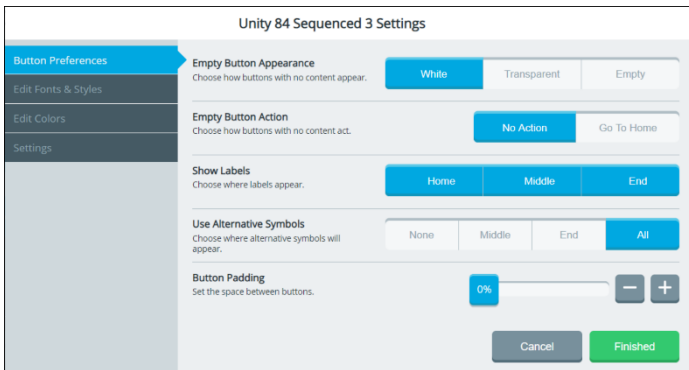
Empty Button Appearance

If you select **White**, buttons that do not contain any content will appear white with borders. If you select **Transparent**, buttons that do not contain any content will appear gray with borders. If you select **Empty**, buttons that do not contain any content will appear without borders.

Empty Button Action

If you select **No Action**, nothing will happen when you select an empty button. If you select **Go to Home**, selecting an empty button will take you to your home vocabulary page. If the empty button is in the activity window, selecting it will take you to the home activities.

Show Labels

If you select **Home**, only the home screen buttons will display a label. If you select **Middle**, the button in the middle of a path to a word will display a label. If you select **End**, the button at the end of a path will display a label. Select all three, any two, or any one of these buttons. If you deselect all three, no buttons in a path will display labels.

Use Alternative Symbols

If you select **None**, only the default core symbols will be displayed in a button path; no core symbols will be replaced by alternative symbols. If you select **Middle**, the default symbol(s) in the middle of a button path will be replaced. If you select **End**, the symbol at the end of a button path will be replaced. If you select **All**, all symbols in a button path will be replaced.

Button Padding

Set the amount of empty space that separates buttons from each other. To change the padding, move the slider or use the **+** and **–** buttons to select the percentage you want. Set the percentage in increments of 4 from 0% to 40%. The amount of padding will increase or decrease consistently and be the same around all buttons. Button sizes will change proportionately. For example:

At 12% padding
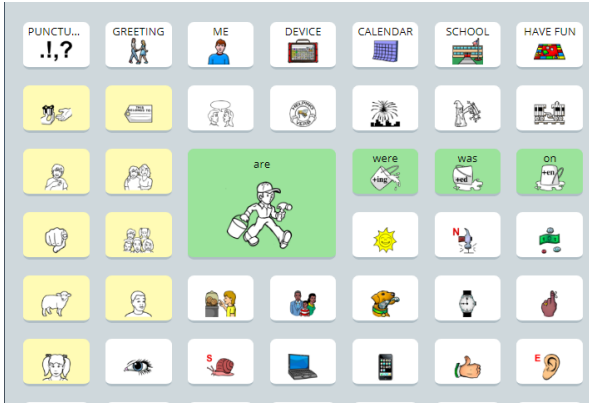
At 40% padding

You may need to change the padding percentage several times until you get the empty space and button sizes the way you want them.

Finished

When you finish changing these settings, select **Finished**.

Changing the Font and Font Size

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Edit Fonts & Styles** tab. The current font is highlighted.
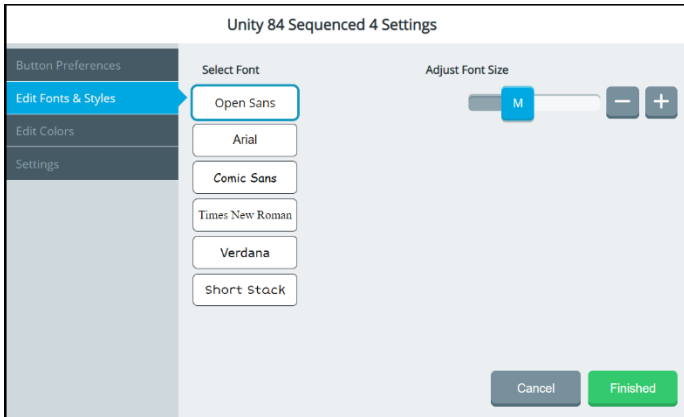
3. If appropriate, select a different font.

4. To change the font size, move the slider or use the **+** and **–** buttons to select the size you want. Available sizes are S (small), M (medium), L (large), and XL (extra large).

5. Select **Finished**.

Changing Background Basic Colors

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Edit Colors** tab.

3. Select either **Home Background** or **Activity Window Background**.
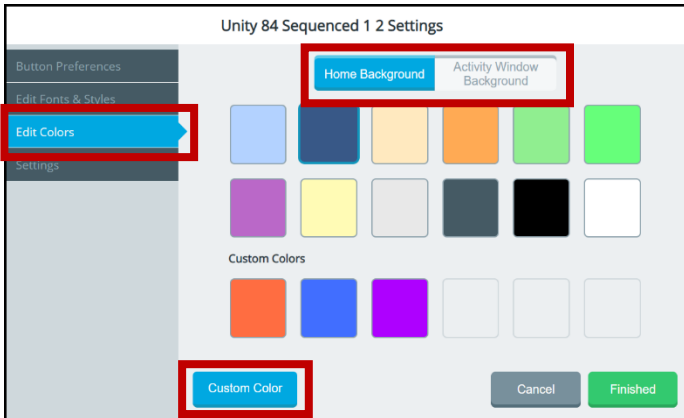
4. Select a basic or custom color for the selected background. You can apply the same color to both or different colors to each.

   Hint: To create your own colors, select the **Custom Color** button and follow the instructions under "Customizing Background Colors" on the next page.

5. Select **Finished**.

Customizing Background Colors

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Edit Colors** tab.

3. Select either **Home Background** or **Activity Window Background**.

4. Select the **Custom Color** button.
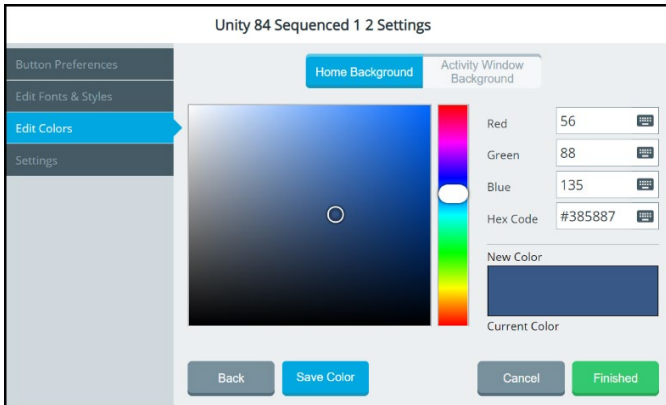
5. Create a custom color by using any of the following methods.

   • Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.

   • Select the Hex Code field, use the keyboard to enter a new hex value, and select **Finished**. The RGB and slider values will change accordingly.

   • Move the color gradient slider or move the cursor in the color gradient box.

6. The custom color will appear in the New Color/Current Color box.

7. If you are not satisfied with the color, continue making adjustments until you create the color you want.

8. Select **Save Color**. The New Color/Current Color box will show your custom color.

9. When you finish changing colors, select **Finished**.

   Note: Your new color(s) also appear under Custom Colors in the basic colors window to select for future use.

Renaming a Vocabulary

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Settings** tab.
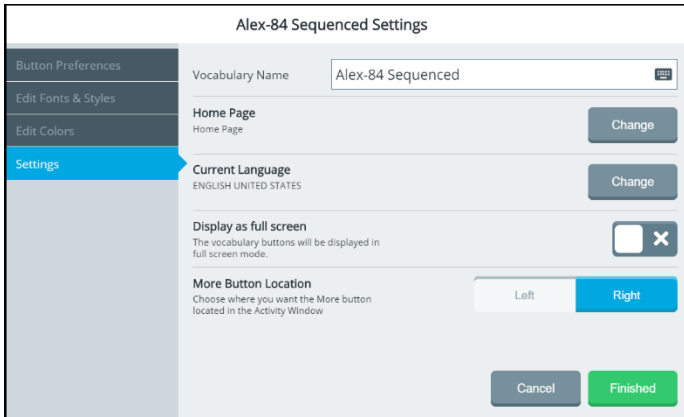
3. Select the Vocabulary Name field and use the keyboard to enter a new name.

4. Select the keyboard **Finished** button. The new name will appear in the Vocabulary Name field.

5. Select **Finished**.

Changing Your Home Page

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Settings** tab.

3. Select the Home Page **Change** button. A list of available pages in the current vocabulary opens.

4. Use the arrows to scroll through the pages.
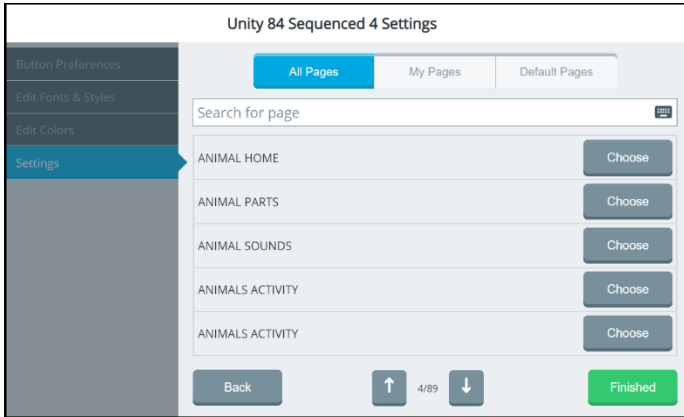
5. Select **Choose** for the page you want.

6. Select **Finished**.

Changing the Language Used with Vocabularies

This setting changes the language used with vocabularies. To change the toolbox language, see "Changing the Toolbox Language" on page 58.

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Settings** tab.

3. Select the Current Language **Change** button.
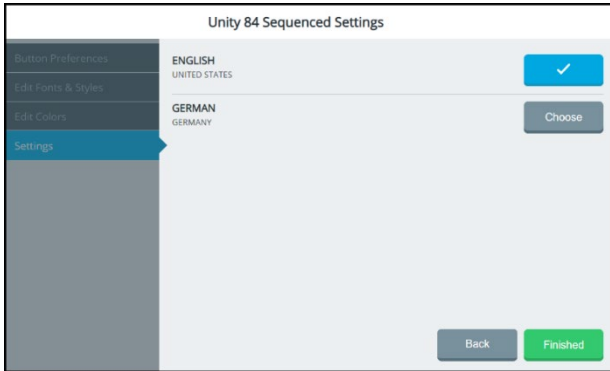
4. Select **Choose** for the language you want.

5. Select **Finished**.

Expanding Vocabulary Buttons to Fill the Entire Screen

Use the full-screen option to expand vocabulary buttons to fill the entire screen, covering the message window and multi-bar.

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Settings** tab.

3. Select the Display as Full Screen on/off toggle.

   Vocabulary pages will be displayed with the message window and multi-bar.

   Vocabulary pages will be displayed in full-screen mode.

4. Select **Finished**.

To temporarily reduce full-screen mode, select the **Menu** button at the top right corner of the page.

Choosing the More Button Location in the Activity Window

Use the More Button Location setting to locate the More button on the left or right end of the activity window.

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Vocabulary Settings**.

2. Select the **Settings** tab.

3. Select the More Button Location **Left** or **Right** button.
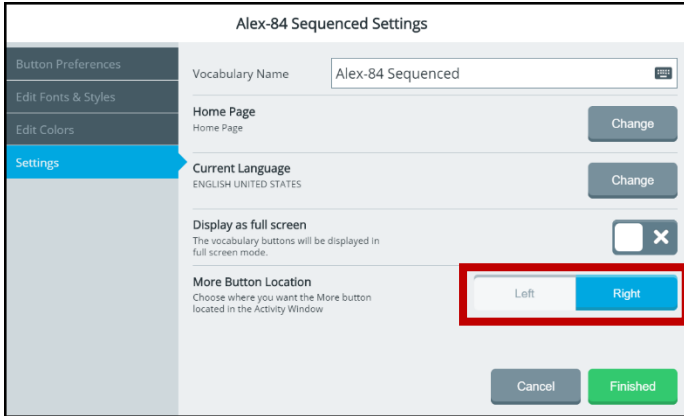
4. Select **Finished**.

Using the Editor

The Editor allows you to modify a vocabulary. When you make a change to a vocabulary and save it, the modified vocabulary is saved in My Vocabularies, which you can open from **Menu** > **Toolbox** > **Vocabulary** > **Select a Vocabulary** > **My Vocabularies**.

The original default vocabulary is preserved and is still available. For example, if you open Unity 84 Sequenced from the "Unity" category, make changes to the vocabulary, and save them:

The modified vocabulary is available from "My Vocabularies" and …

the original vocabulary is still available from "Unity".
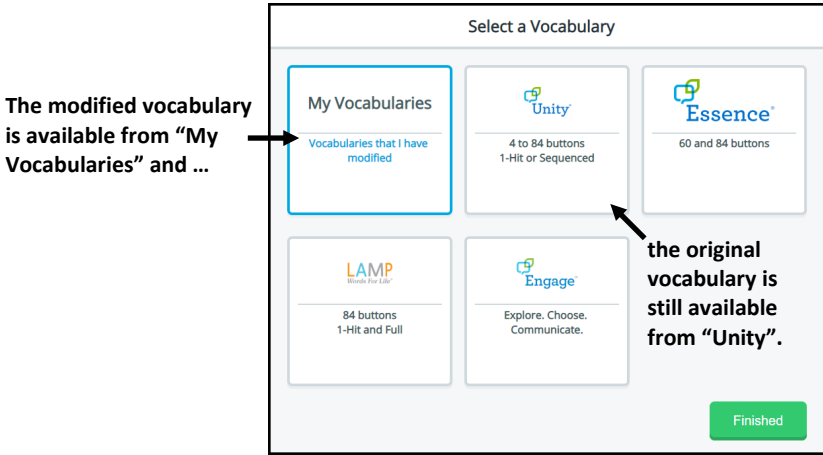
To open the Editor from the Quick Menu:

To open the Editor quickly, select **Menu** to open the Quick Menu. An Editor button is displayed.
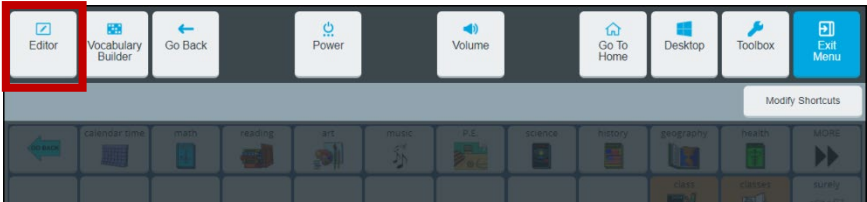
Select **Editor** to display the Editor buttons.

To navigate to the Editor:

To navigate to the Editor, select **Menu** > **Toolbox** > **Vocabulary** > **Editor**. The Editor buttons are displayed.

Using the Editor Buttons

When you select an Editor button, it turns blue to indicate it is active. The button will remain active—indicated by the blue highlight—until you select it again or until you finish making changes and select **Save**. As long as a button remains active you can perform that operation on multiple buttons, one after another.
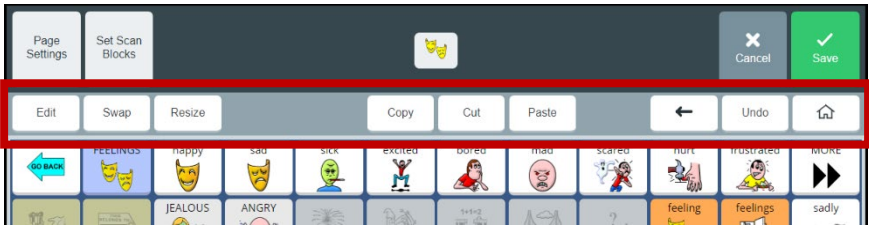
Operations of the Editor Buttons

Button	Description
Page Settings	Rename the current page. Select **Page Settings**, select the Page Name field to open a keyboard. Enter the new name and select **Finished**. Then select **Apply**.
Edit	Select **Edit**. Then select the button you want to modify. Change the message, label, symbol, action(s), colors, navigation, and other settings or clear the button's contents.
Swap	Select **Swap**. Then select the first button; a red border will surround the selected button. Select the second button. The two selected buttons will swap places.
Resize	Make a button larger or smaller.
Copy	Make an existing button larger or smaller. You can also change its position.
Cut	Move a button by removing it from its current location to paste in a different location.
Paste	Paste a cut or copied button to a location.
←	Return to the previous page.

Button	Description
Undo	Undo your most recent change.
⌂	Return to home.
Cancel	Leave the current screen without saving your changes. You will be prompted to confirm what you want to do.
Save	Save the changes you made.

Saving Changes

When using the Editor, select **Save** after you make a change and verify that you want to keep the change. However, if you try to leave a screen without saving your changes, the following prompt will appear:
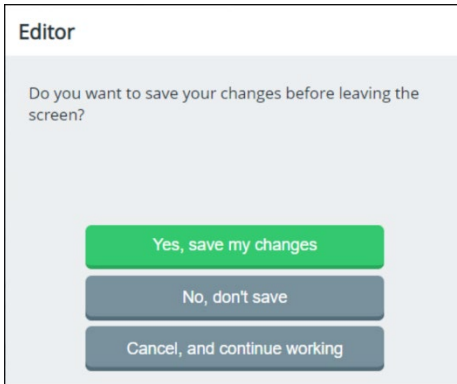
Select the appropriate option to save or discard your changes.

- Select **Yes, save my changes** to save all changes you made since the last time you selected **Save**.

- Select **No, don't save** to discard all changes you made since the last time you selected **Save**.

- Select **Cancel, and continue working** to continue working without saving or discarding your changes at this time.

Editing a Button

1. Do either of the following:

    - Open the Editor by selecting **Menu** > **Toolbox** > **Vocabulary** > **Editor**. Once you are looking at the button you want to edit, select **Edit**. The "Edit" button changes color. Select the button you want to modify.

    - Open the Editor by selecting **Menu** > **Editor**. Once you are looking at the button you want to edit, select **Edit**. The "Edit" button changes color. Select the button you want to modify.

2. Using either method, the Edit Button window opens.
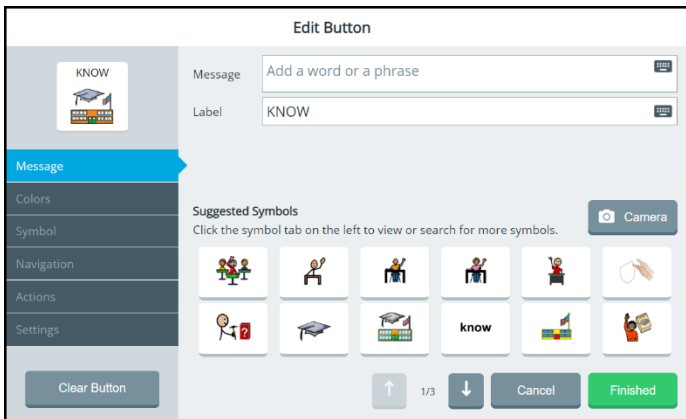
    Note: Do **not** select Clear Button unless you intend to remove the message, label, symbol, actions, colors, and navigation from the button.

3. Select tabs to make the changes you want.

   Message: Change a button's message and label. When you enter message or label text, the software will suggest symbols you might want to use for the button.

   Colors: Change the color of a button or its background, border, symbol background, label background, or font color.

   Symbol: Change a button's symbol, import symbols, or take a photo with the device's camera.

   Navigation: Add a navigation action to a button.

   Actions: Add an action to a button.

   Settings: Set whether or not to display and/or speak the text on a button; to always show button label; to enter an alternate pronunciation or prompt for the button.

4. When you finish making changes, select **Finished** and then select **Save**.

   Hint: If you select **Finished** before you make all the changes you want, simply select the button again and continue making changes.

Changing a Button's Message, Label, and Symbol

Select **Menu** > **Editor.** Then select **Edit** and choose the button you want to modify. The Edit Button window opens to the Message tab.

To add or change a message:

Select the Message field to open a keyboard. Enter a word or phrase that will be spoken when the button is selected and select the keyboard **Finished** button.

To add or change a label:

Select the Label field to open a keyboard. Enter a label for the button and select the keyboard **Finished** button.

Button preview
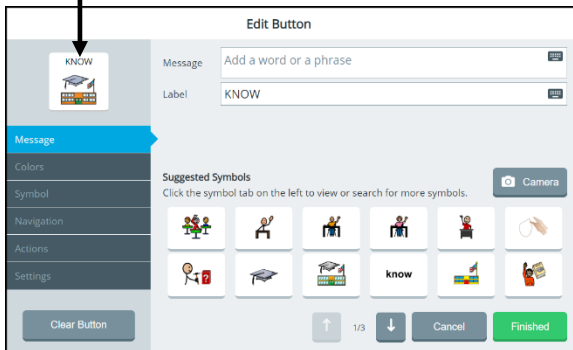
To replace the button's symbol with a suggested symbol:

Select the symbol you want from the Suggested Symbols. It will appear in the button preview.

To replace the button's symbol with a photo:

1. Select the **Camera** icon ⬚ Camera .
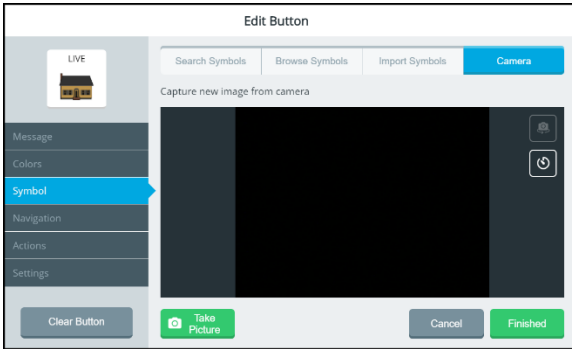
2. Select **Take Picture**. A preview of the photo appears in the camera window and the button preview. Try Again replaces the Take Picture button.

   Note: If you're not satisfied with the picture, select **Try Again** and then select **Take Picture** again.

3. When you're satisfied with the picture, select **Finished**. The photo will appear on the button.

   Note: You can also take a photo from the Symbol tab.

When you finish making changes to the button:

Select **Save**.

Finding a Different Symbol for a Button

To search for, browse for, or import a symbol for a button, select **Menu** > **Editor.** Select **Edit** and choose the button you want to modify. The Edit Button window opens to the Message tab. Select the **Symbol** tab.

To search for a symbol by name or description:

1. Select the **Search Symbols** tab at the top of the window and select the **Search for symbols** field. A keyboard opens.

2. Enter a symbol name or description and select **Finished** to display available symbols.

    Hint: When multiple pages of images are available, use the arrows to page through the symbols.

3. Select the symbol you want. It will be displayed in the button preview.

Button preview   **Enter symbol name or description**
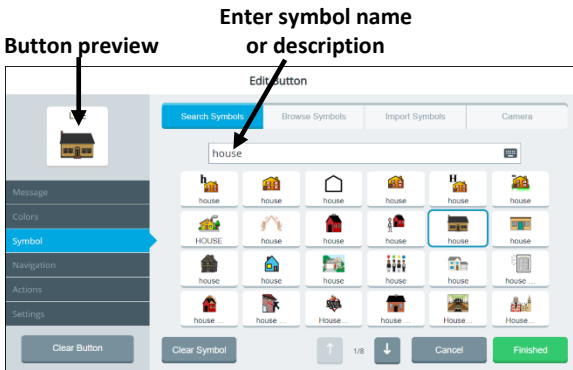
4. Select **Finished** and then select **Save**.

To browse for a symbol:

1. Select the **Browse Symbols** tab at the top of the window. A list of categories opens.

Button preview
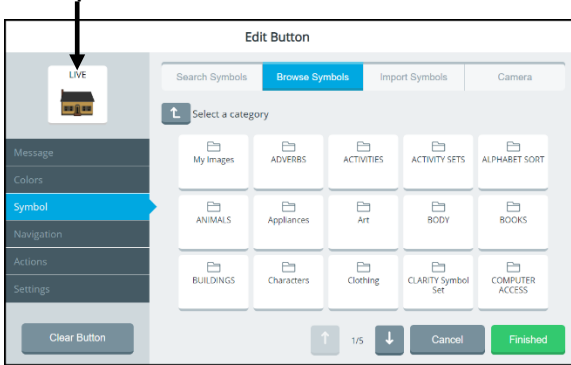
> *Hint:* When multiple pages of categories are available, use the arrows to page through the categories.

2. Select a category. If a list of subcategories opens, select a subcategory. A list of specific symbols opens.

> *Hint:* If you don't find the symbol you want in a particular subcategory, use the Up One Level button ⬆ to return to the previous level and select a different category or subcategory.

3. Select the symbol you want. It will be displayed in the button preview.

4. Select **Finished** and then select **Save**.

To import a symbol:

1. Select **Import Symbols** tab at the top of the window. A list of folders opens.

   Hint: If necessary, use the Up One Level button to navigate to a different location. If multiple pages of image folders are available, use the arrows to page through the folders.

2. Select a folder to display the symbols in the folder.

   Button preview
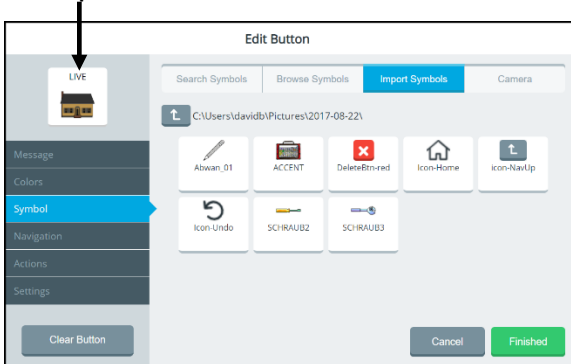
3. Select a symbol to open a preview image that you can rotate.
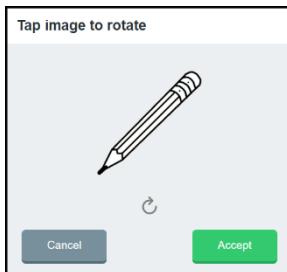
   If necessary, select the preview image one or more times to rotate it.

4. Select **Accept**. The symbol appears in the Edit Button window's button preview.

5. Select **Finished** and then select **Save**.

Taking a Picture to Use on a Button

The device front and rear cameras allow you to take pictures to use on buttons. These pictures help personalize an individual's communication. For example, a picture of the individual's mom could be used on a "Mom" button.

To take a picture to use on a button, select **Menu** > **Editor.** Once you are looking at the button you want to edit, select **Edit**. Choose the button you want to modify.

1. Select the **Symbol** tab on the left and then select the **Camera** tab at the top of the window.
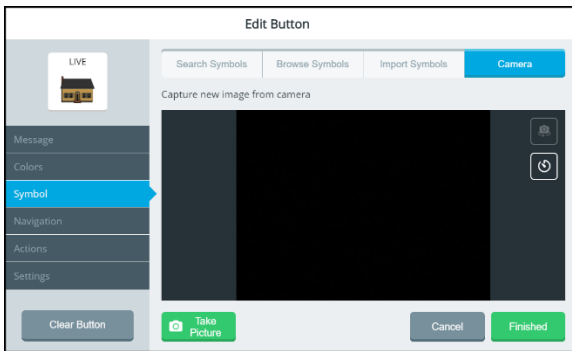
2. Select **Take Picture**. A preview of the photo appears in the camera window and the button preview. Try Again replaces the Take Picture button.

   Note: If you're not satisfied with the picture, select **Try Again** and then select **Take Picture** again.

3. When you're satisfied with the picture, select **Finished**. The photo will appear on the button.

4. Select **Save**.

   Hint: If you realize you're not satisfied with the photo after all, select **Cancel** instead of Save. Then select **No, don't save** at the confirmation prompt. The button will display the original symbol instead of the photo.

Changing a Button's Basic Colors

When changing a button's colors, you can apply basic colors to any or all of the following: the entire button, its outline, font, label, symbol, and background. If you prefer to create your own colors, see "Customizing a Button's Colors" on the next page.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Colors** tab on the left.
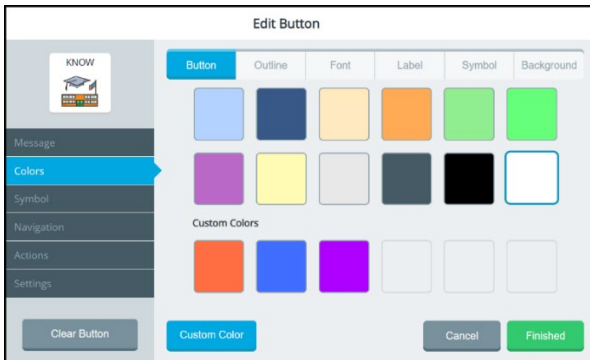
4. Select the applicable tab at the top of the window.

   Button: Change the color of the entire button

   Outline: Add a colored border to the button

   Font: Change the color of the button's label

   Label: Add a colored background to the button's label

   Symbol: Add a colored background to the button's symbol

   Background: Add a colored background to the button

5. Select any of the basic colors. If you previously created any custom colors, they will also be available to select. The button preview will show the change.

   Hint: To create your own colors, select the **Custom Color** button and follow the instructions under "Customizing a Button's Colors" on the next page.

6. When you finish changing colors, select **Finished** and then select **Save**.

Customizing a Button's Colors

When changing a button's colors, you can customize the colors of any or all of the following: the entire button, its outline, font, label, symbol, and background. When you create a custom color, it will appear under Custom Colors in the basic colors window to select for future use.

You can find RGB color codes and hex color codes on the internet.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Colors** tab on the left.

4. Select the applicable tab at the top of the window.

   Button: Change the color of the entire button

   Outline: Add a colored border to the button

   Font: Change the color of the button's label

   Label: Add a colored background to the button's label

   Symbol: Add a colored background to the button's symbol

   Background: Add a colored background to the button

5. Select the **Custom Color** button.
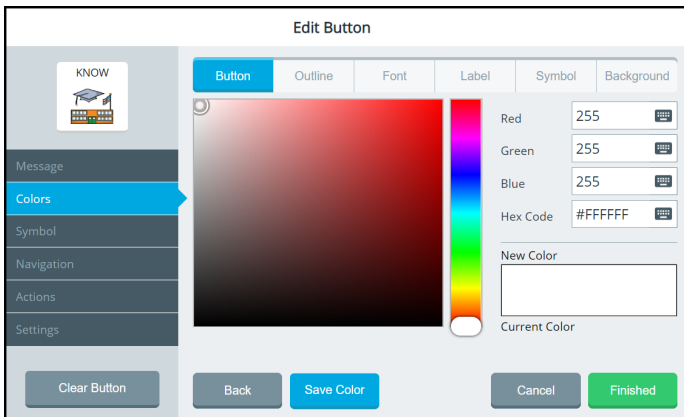
Note: If you decide to apply a basic color instead of a custom color, select the **Back** button.

6. Create a custom color by using any of the following methods.

- Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.

- Select the Hex Code field, use the keyboard to enter a new hex value, and select **Finished**. The RGB and slider values will change accordingly.

- Move the color gradient slider or move the cursor in the color gradient box.

7. The custom color will appear in the New Color/Current Color box.
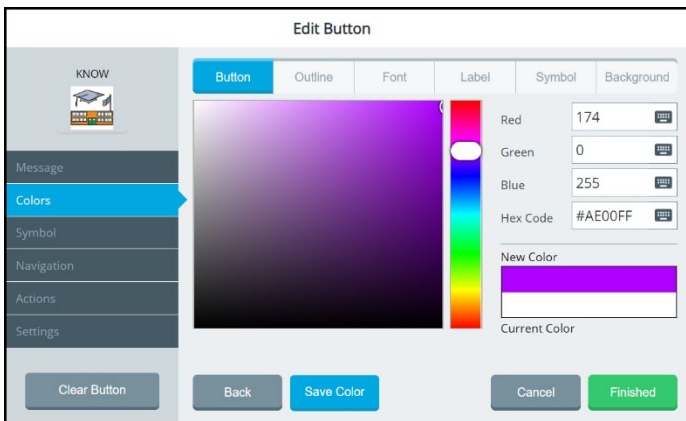
8. If you are not satisfied with the color, continue making adjustments until you create the color you want.

9. Select **Save Color**. The button preview will show the change, and the New Color/Current Color box will show your custom color.

10. To change additional colors for the button, repeat steps 4 through 9.

11. When you finish changing colors, select **Finished**.

12. The button will show the new color(s) on the vocabulary page.

- If you are satisfied with the button colors, select **Save**. The new color will be available under

- If you are not satisfied with your changes, select **Cancel** and **No, don't Save**. The button will revert to its previous colors.

Note: Your new color(s) also appear under Custom Colors in the basic colors window to select for future use.

Changing the Page a Button Navigates to

A navigation button takes you to another page or location in a vocabulary. You can change the page the button navigates to.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Navigation** tab on the left.
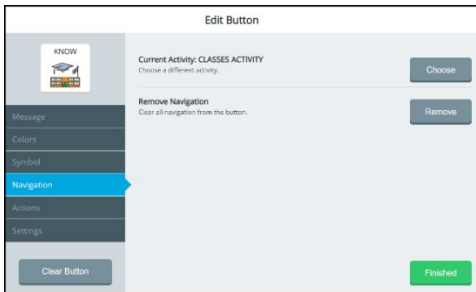
4. Select the Current Activity **Choose** button. A list of pages opens.

5. Search for the page you want and select **Finished**. A list of pages matching your search criteria is displayed.
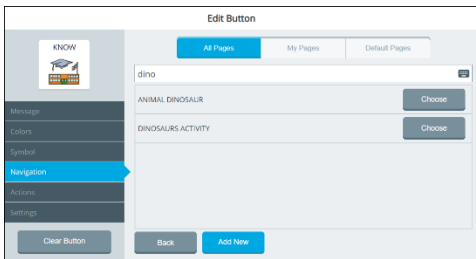
   Hint: You can also scroll through the list of pages using the arrows or select **Add New** and create your own page.

6. Select **Choose** to the right of the page name you want. The page name appears after "Current Activity".

7. Select **Finished** and **Save**.

Changing the Location a Button Navigates to

A navigation button takes you to another page or location in a vocabulary. You can change the location the button navigates to.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Navigation** tab on the left.
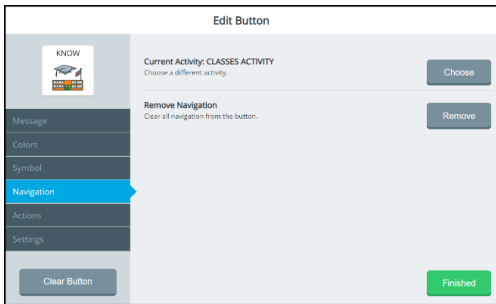
4. Select the Remove Navigation **Remove** button. A list of navigation locations opens.
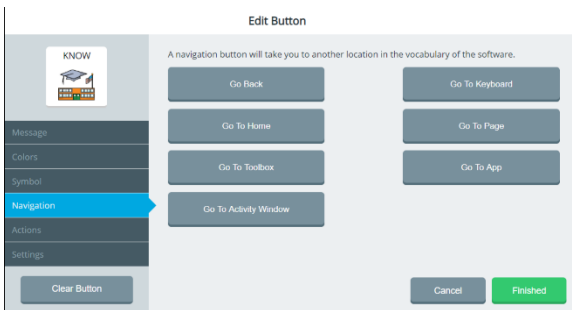
5. Select a different navigation location.

   - If you select Go To Page or Go To Activity Window, a window will list available pages and activities. Choose the page or activity you want the button to navigate to. Or add a new page. Then select **Finished** and **Save**.

   - If you select Go To App, a window will list apps available from the **Menu** > **Toolbox** > **Applications**. Select the location you want. Select **Finished** and **Save**.

Setting up a Button to Navigate to a Website

If you want to set up a button to take you directly to a specific website, do the following:

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Navigation** tab on the left.
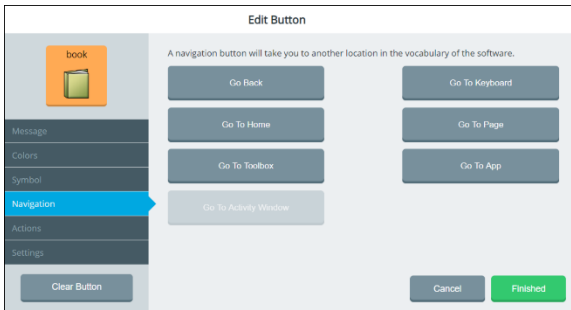
4. Select **Go To App**.
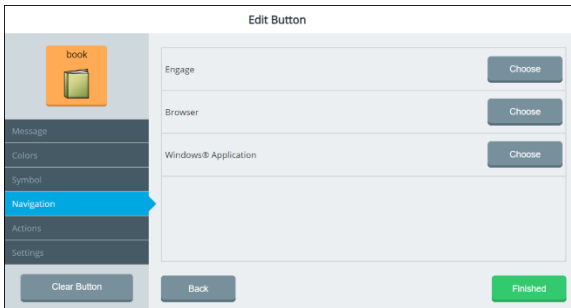
Engage: Allows you to link the Engage app to the button.

Browser: Allows you to link a browser and URL to the button.

Windows Application: Allows you to link a Windows application to the button.

5. Select the Browser **Choose** button.
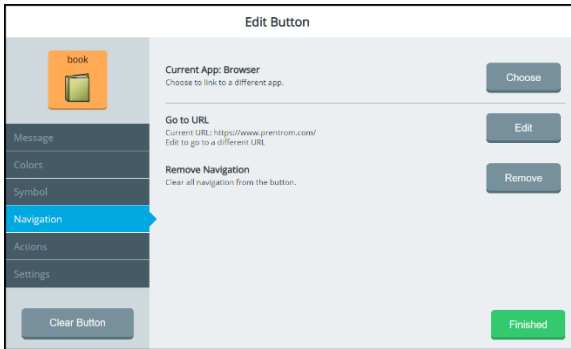
Current App: Shows that you selected Browser as the Go To App option in the previous step.

Go to URL: Shows the default URL or a URL you previously set up.

Remove Navigation: Allows you to remove all navigation from the button.

6. Select the Go to URL **Edit** button. A keyboard shows the current URL.
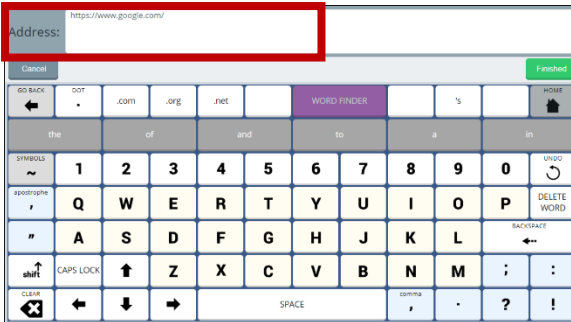
7. On the keyboard, select **Delete Word** and enter the URL of the website you want.

8. Select the keyboard **Finished** button. The URL you entered will appear below Go To URL in the Edit Button window.

9. Select **Finished** and then select **Save**. When you press the button, the website will open in the Web Browser app.

Setting up a Button to Navigate to a Windows Application

If you want to set up a button to take you directly to a specific Windows application, do the following:

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Navigation** tab on the left.
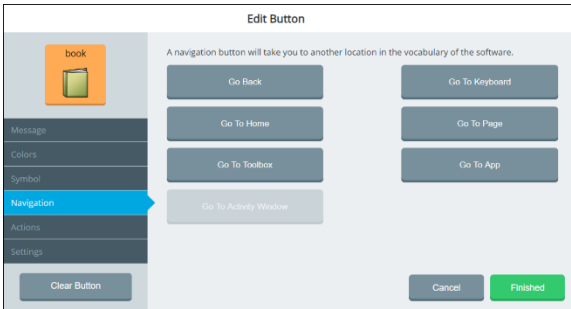
4. Select **Go To App**.
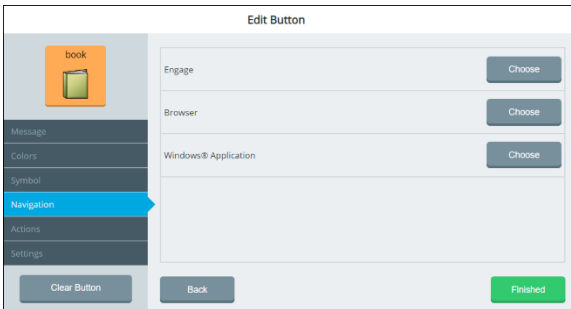
Engage: Allows you to link the Engage app to the button.

Browser: Allows you to link a browser and URL to the button.

Windows Application: Allows you to link a Windows application to the button.

5. Select the Windows Application **Choose** button. A list of folders opens. Select a folder to display the Windows application options.
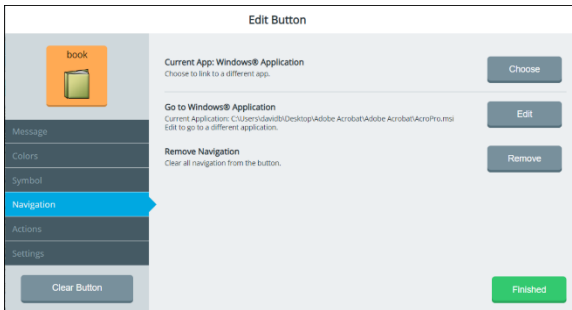
Current App: Windows Application: Allows you to select a Windows application to link to the button.

Go to Windows Application: Shows the Windows application currently selected and allows you to select a different application.

Remove Navigation: Allows you to remove all navigation from the button.

6. Select the Go to Windows Application **Edit** button. Folders on the Windows desktop are displayed.

7. Navigate to the application you want to link to the button.

8. Select **Finished** and then select **Save**. When you press the button, the website will open in the Web Browser app.

Removing a Button's Navigation

A navigation button takes you to another page or location in a vocabulary. You can remove all navigation from the button.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Navigation** tab on the left.

4. Select **Go To App**.

5. Select the Windows Application **Choose** button.

6. Select the applicable folder to display the Windows application options.

7. Select the Remove Navigation **Remove** button. A list of navigation locations opens.

8. Select **Finished** and **Save** without selecting a new navigation location.

Changing or Removing an Activity Window Button's Navigation

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button in the activity window you want to modify.

3. Select the **Navigation** tab on the left.
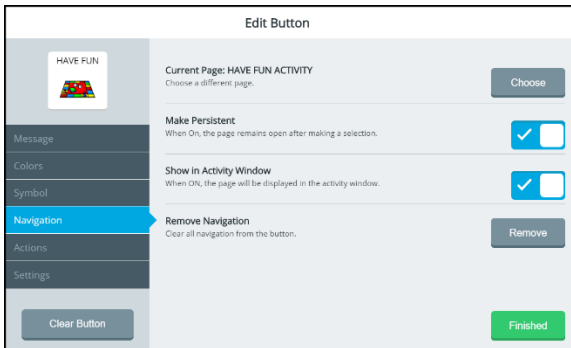
4. To change the current page, select **Choose** and search for, select, or create a page.

5. To set the page to remain open after you make a selection, turn **Make Persistent** on.

6. To set the page to be displayed in the activity window, turn **Show in Activity Window** on.

7. To change or remove the navigation, select **Remove**. A list of Navigation locations will open.
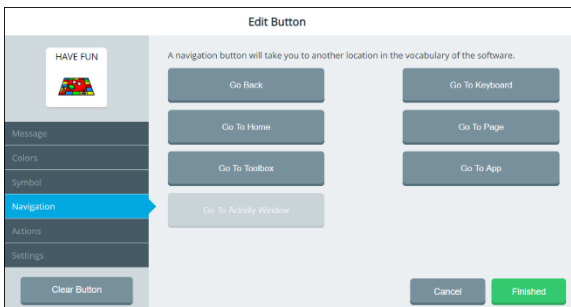
8. To change the navigation, select a different navigation location.

- If you select Go To Page, a window will list available pages and activities. Choose the page or activity you want. Or create a new page. Then select **Finished** and **Save**.

- If you select Go To App, a window will list apps available from the **Menu** > **Toolbox** > **Applications**. Select the location you want. Select **Finished** and **Save**.

- To remove all navigation from the button, select **Finished** and **Save** without selecting a new navigation location.

Adding an Action to a Button

Actions are commands you can add to a button to perform specific functions. You can add one or more actions to a button that will be initiated when the button is selected.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Actions** tab on the left. The Action List is displayed.

4. Select **Add Action**. Action categories are listed.
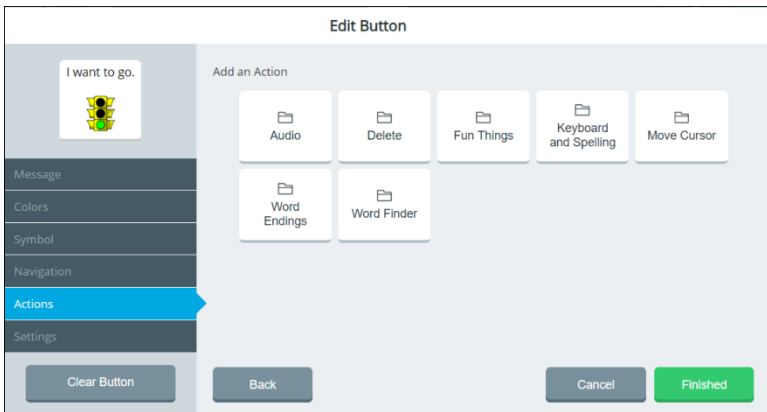
   Note: If you need to redisplay the Action List to see which actions you already selected, select **Back**.

5. Select the category you want.

6. Select **Choose** for the action you want. The Action List shows the action you selected.
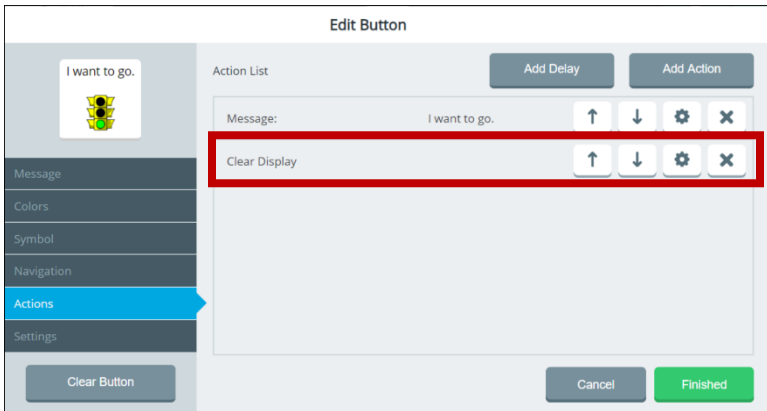
7. To select an additional action for the button, select **Add Action** and select **Choose** for another action. The Action List now shows both actions you selected.

   Note: Use the arrows to move an action higher or lower in the list. Select the delete button ☒ to delete an action from the button.

8. When you finish adding actions, select **Finished** and then select **Save**.

   If you add multiple actions and need to add a delay between them, see "Adding a Delay between Button Actions". For information on creating a List-O-Matic button action, see "Appendix D: Creating a List-O-Matic Button Action" on page 263.

Adding a Delay between Button Actions

When a button includes more than one action, you can add a delay between the actions and specify the delay time. The delay prevents other vocabulary buttons from being selected during the delay time.

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Actions** tab on the left. The Action List is displayed.
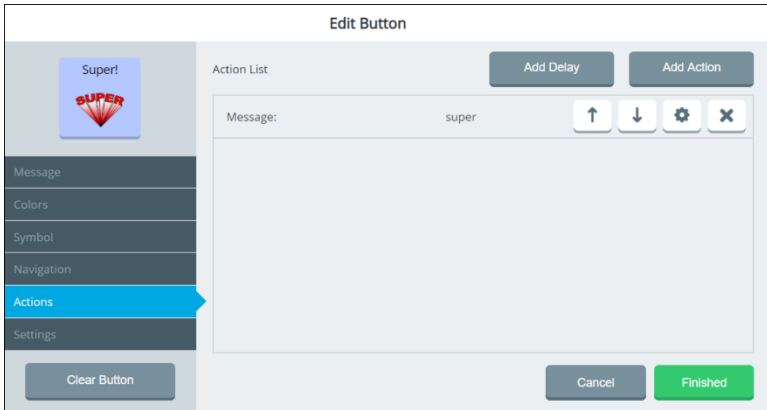
4. Add an action. See "Adding an Action to a Button".

5. Select **Add Delay**. The Delay Time window opens.
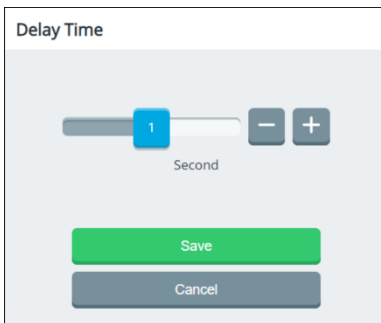
6. Adjust the delay time by either moving the slider button or selecting the **+** and **−** buttons to increase or decrease the number one increment at a time. The number on the slider button will show the current setting. Times range from 0.1 to 10 seconds.

7. Select **Save**. The delay time will appear on the Action List.

8. To move the delay in the Action List, use the up arrow ⬆ or down arrow ⬇. To change a delay time, use the ⚙ button.

   You can add multiple delay times to a button. For example:
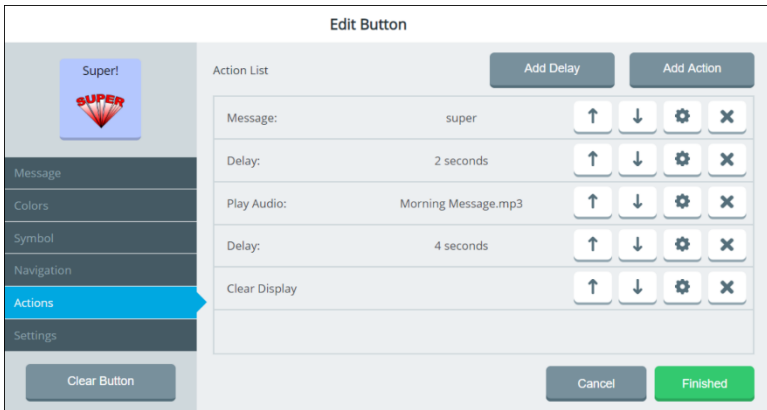
   Hint: To create a delay time longer than 10 seconds, set a 10-second delay and add another delay immediately after it on the Action List.

9. Select **Finished** and select **Save**. "Successfully Saved" will appear.

Changing Button Message, Label, and Prompt Settings

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Settings** tab on the left.

4. Select the **Content Button Settings** tab.

Important! **If you select the Button Types tab and then select Word Prediction or Morphological Prediction, these content button settings cannot be selected.**

Message

Choose whether or not the message text will be displayed in the message window. Select the on/off toggle: ✔️ = the text will be displayed; ✖️ = the text will not be displayed. Select **Finished** and select **Save**.

Speech

Choose whether or not the message text will be spoken. Select the on/off toggle: ✔️ = the text will be spoken; ✖️ = the text will not be spoken.

Always Show Button Label

Choose whether or not the label will be always be displayed. Select the on/off toggle: ✔️ = the label will always be displayed; ✖️ = the label will not always be displayed.

Alternate Pronunciation

Change the pronunciation of the message.

1. Select the Alternate Pronunciation field. A keyboard opens.

2. Enter phonetic spellings for the words in the message.

3. Select **Finished** to display the text in the Alternate Pronunciation field. Select ▶ to hear the words.

4. Select **Finished** and select **Save** to save the phonetic pronunciation.

Alternate Prompt

If you are using auditory prompts, change the text that is spoken when the button is selected.

1. Select the Alternate Prompt field. A keyboard opens.

2. Enter the text you want spoken.

3. Select **Finished** to display the text in the Alternate Prompt field. Select ▶ to hear the prompt.

4. Select **Finished** and select **Save** to save the prompt.

Changing the Button Type

1. Select **Menu** > **Editor**.

2. Select **Edit** and choose the button you want to modify.

3. Select the **Settings** tab on the left.

4. Select the **Button Types** tab.
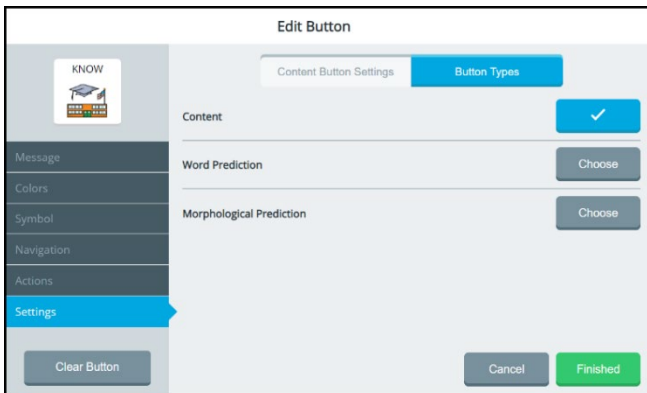
Content

Set the button to select words normally.

Word Prediction

Set the button to predict the next word you want to speak.

Morphological Prediction

Set the button to predict the next word ending you want.

If You Select Word Prediction or Morphological Prediction:

If you select **Word Prediction** or **Morphological Prediction**, the Message, Symbol, Navigation, and Actions tabs and the content button settings cannot be selected.
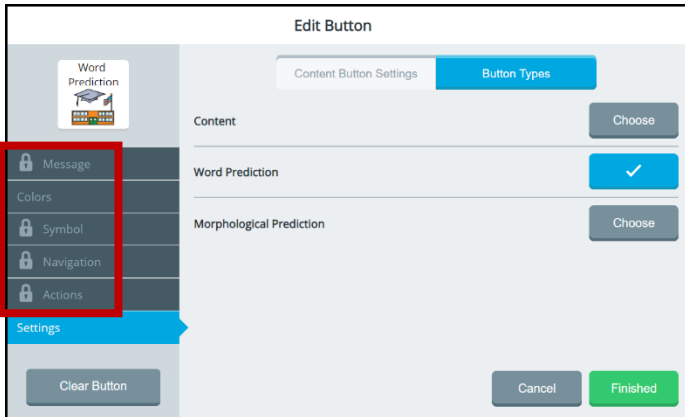
The Message, Symbol, Navigation, and Actions tabs display lock icons when you select Word Prediction or Morphological Prediction.

Saving a Message to a Button

Use the Save Message shortcut to save the message currently displayed in the message window to a button.

Adding the Save Message Shortcut to the Quick Menu

1. Select **Menu** and then select **Modify Shortcuts** from the Quick Menu.
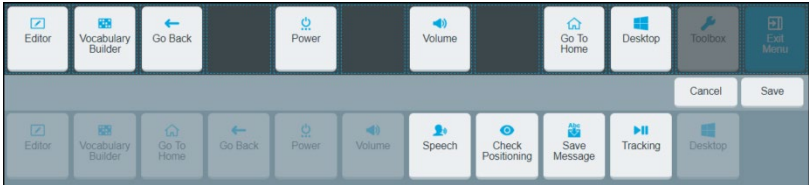
2. Select the space where you want the Save Message shortcut to appear.
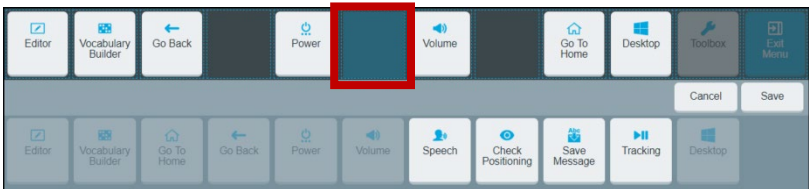
3. Select the **Save Messag**e shortcut from the lower section of the menu.
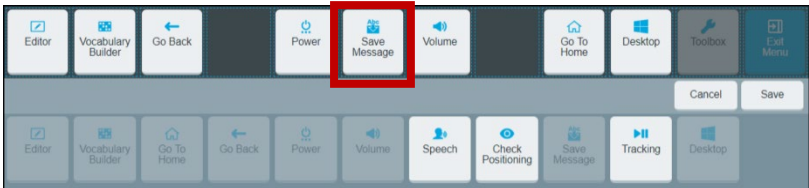
4. Select **Save**.

Saving the Current Message to a Button

Note: The Save Message shortcut will be darkened and not selectable if no message appears in the message window.

1. With the message displayed in the message window, navigate to the page that includes the button you want to use.

2. Select **Menu** and select the **Save Message** shortcut in the Quick Menu. You will be prompted to select where you want to save the message.
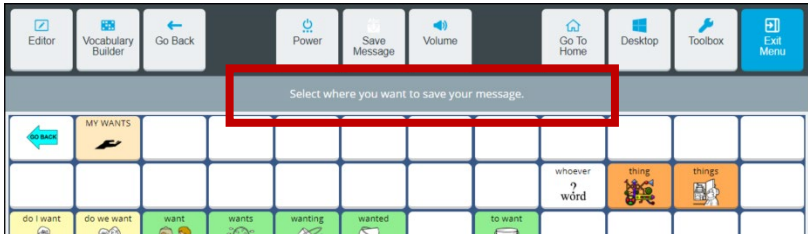
3. Select a button or empty button location. "Message Window Text: Successfully Saved" will appear.

   Important! If you select an existing button, the message will replace the current button label and message.

4. When you select the button, your message will be spoken.

Recording a Message to a Button

1. Edit a button: Either go to the Editor and select a button or right-click a button and select **Edit**.

2. The Edit button window will open to the Message tab.

3. Add a label and symbol to the button.

4. Select the **Actions** tab and select **Add Action**.

5. Select **Audio** and then select **Choose** for **Play Audio**.

   Note: Playing the message is what the button will do when saved.

6. Select the **Record Audio** tab, enter a filename for the message, and select **Finished**.
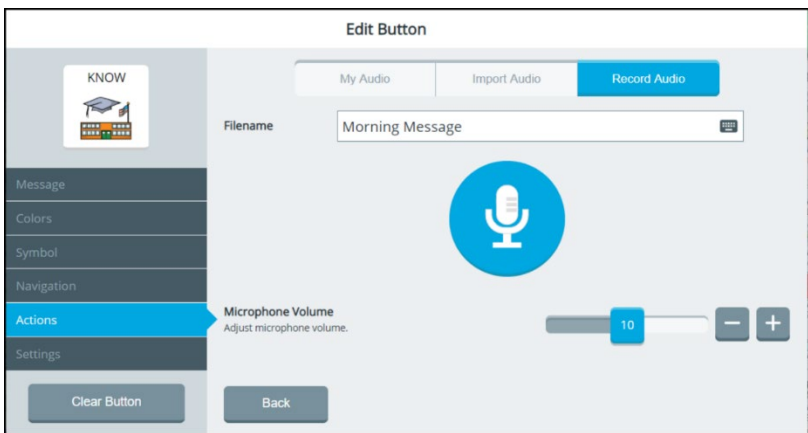
7. Select the microphone button 🎤 to start recording. The time will count down 3, 2,1 and then a stop button 🔴 will appear.

8. Record your message. When you finish, select the stop button 🔴. A play button ▶️ will appear.

   Note: The time limit for recording a message is five minutes. If you exceed five minutes, the software will stop recording and the play button ▶️ will appear.

9. Adjust the Microphone Volume slider if necessary.

10. Select the play button ▶ to listen to your message. Select the pause button ⏸ if necessary. If you are not satisfied with the message, select the **Try Again** button.

11. When you are satisfied with the message, select **Save**.

12. Record multiple messages to the button if want. Select **Save** for each message. When you finish recording messages or making changes to the button, select **Finished**.

13. Select **Save** to save all the messages to the button.

14. When you select that button, all messages you recorded for the button will be played.

To make changes to your messages:

Your recorded messages will listed on the **My Audio** tab. The messages will play in the order in which they are listed from top to bottom.
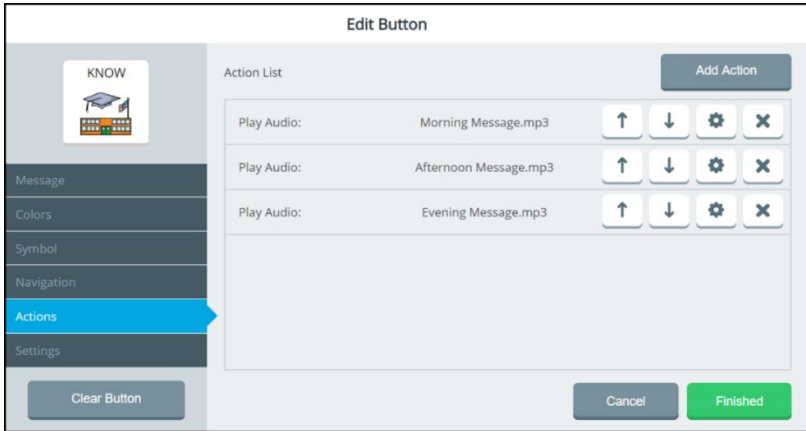

↑	Move the message higher in the list so it will play before one or more of the other messages.	
↓	Move the message lower in the list so it will play after one or more of the other messages.	
⚙	Change or replace the message.	
✕	Delete the message from the Action List.	
Clear Button	Select **Clear Button** only if you want to remove all messages, the label, symbol, actions, and settings for the button.	
Finished	When you finish making changes, select **Finished**.	

If you would like the message to appear in the Message Window, but not be spoken by the speech synthesizer:
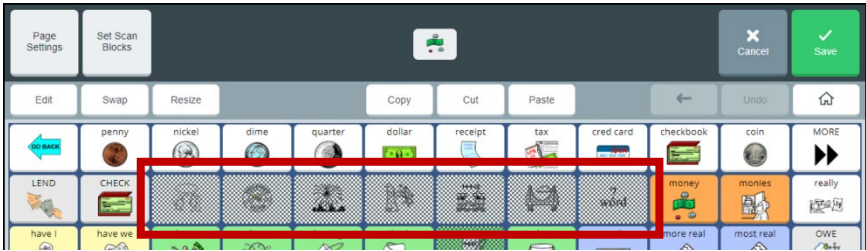
1. Add a message in the **Message** tab.
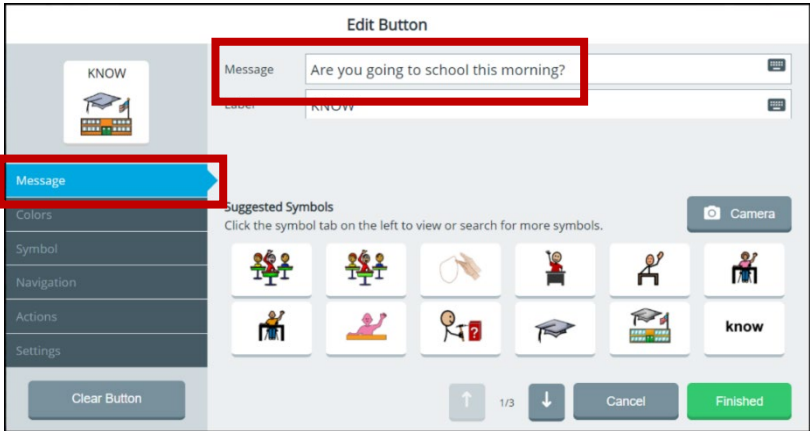
2. In the **Settings** tab, turn the Speech off for this button.
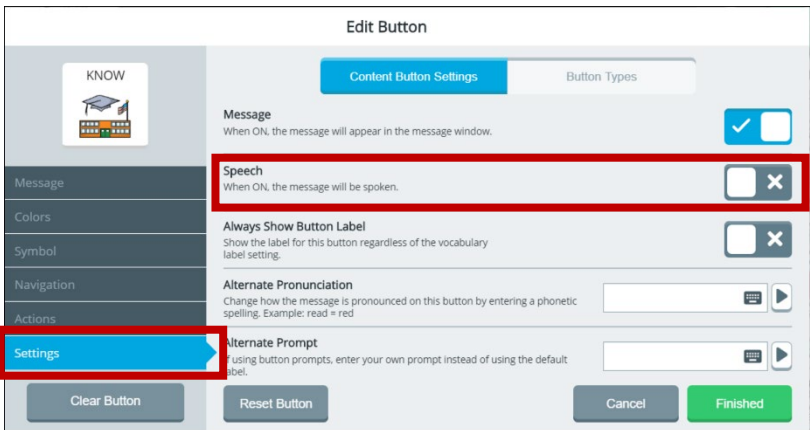
Editing an Empty Button

When a button has no content and the Editor is turned on, buttons that have no content appear with a black and white checkerboard pattern.

If you select one of these empty buttons when **Edit** is highlighted in blue, you can add content to the button and make other changes.

If you select one of these empty buttons when **Edit** is not highlighted in blue, the Editor - Empty button window opens.
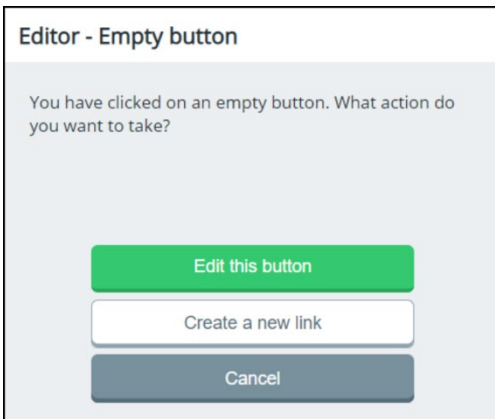
- Select **Edit this button** to open the Edit Button window and add content and make other changes.
- Select **Create a new link** to link the button to another page.

# Swapping, Resizing, Copying, and Moving Buttons

The Editor Swap, Resize, Copy, Cut, and Paste buttons allow you to move and resize buttons.

Swapping Buttons

1. Select **Menu** > **Editor**.

2. Select **Swap**. The Swap button turns blue to indicate it is active.

   Note: The Swap button will remain active until you select it again or until you finish making changes and select **Save**.

3. Select the first button; a red border will surround the selected button.
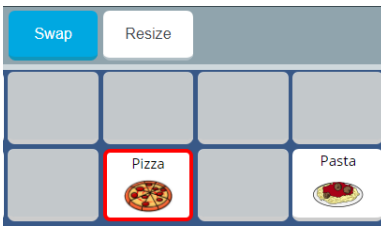
4. Select the second button. The two selected buttons will exchange places.

5. To swap additional buttons, repeat steps 3 and 4. If you want to make additional changes, select **Swap** again to deactivate it or select another Editor button.

6. Select **Save**. A message will confirm that your changes have been saved.
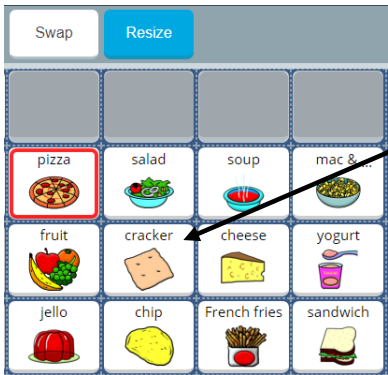
Resizing a Button

Important! When possible, only resize a button that has blank buttons or space around it. If you expand a button onto spaces that contain buttons, those buttons will be deleted permanently and you will not be able to use them.

1. Select **Menu** > **Editor**.

2. Select **Resize**. The Resize button turns blue, the vocabulary changes in appearance, and the prompt "Select a button you wish to resize" appears in the message window.

3. Select the button you want to resize. A green border surrounds the button and the prompt "Tap to create the first corner for your button" appears.

4. Select the button. The border changes to red and the following prompt appears:

   Tap to create the second corner for your button. The button will be created in the rectangle defined by your two selections. Buttons within this rectangle will be covered and not accessible.

5. Select another button to define the second corner.

Example: Select this button for the second

Note: If you select a button that is linked to other buttons, a message will warn you. Select **OK** to continue defining the button's size and delete the other buttons. Or select **Cancel** to stop resizing the button.

6. If you continue, the button will fill the area you defined and any buttons you covered will be deleted.

7. Select **Save**. A message will confirm that your changes were saved.

Copying and Moving Buttons

To create a copy of a button:

1. Select **Menu** > **Editor**.

2. Select **Copy**.

3. Select the button you want to copy.

4. Select **Paste**.

5. Select the location to which you want to copy the button.

6. Select **Save**.

To move a button to a different location:

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Editor**.

2. Select **Cut**.

3. Select the button you want to move.

4. Select **Paste**.

5. Select the location to which you want to move the button.

6. Select **Save**.

# Resetting a Button to Its Factory Defaults

When you want to remove all the changes you have made to a vocabulary button and return it to its original state, use the Reset Button feature to restore the button to its factory defaults.

Important! If the button was linked, resized, swapped, cut, or copied, only that button will be restored to it original state. To restore the related buttons, reset each one individually.

To reset a button to its factory defaults, select **Menu** > **Editor.** Select **Edit** and choose the button you want to reset. For example:
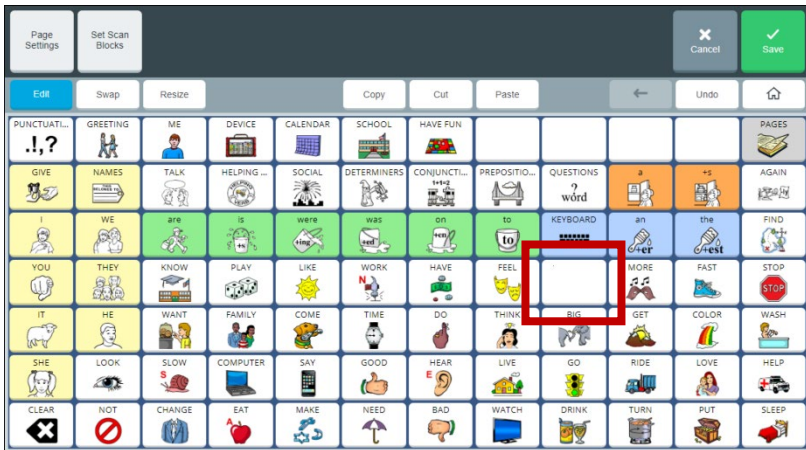

The Edit Button window opens. Select the **Settings** tab.
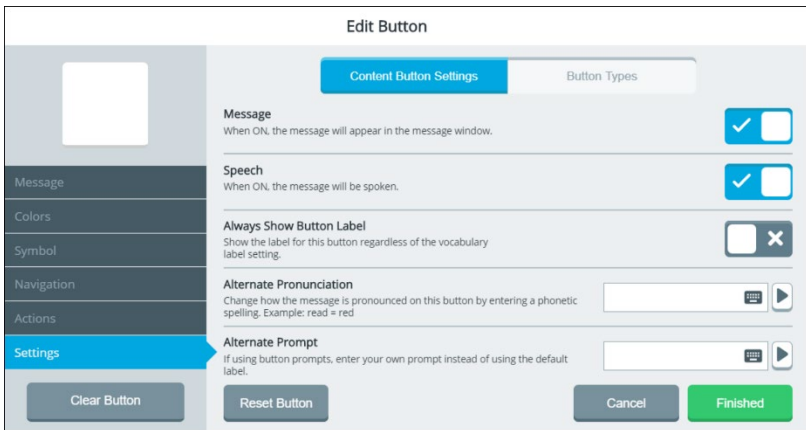
Note: When Reset Button displays a light gray background, Reset Button is not available. This indicates that the button you selected is already at its default settings.

Select **Reset Button**. A confirmation message appears.
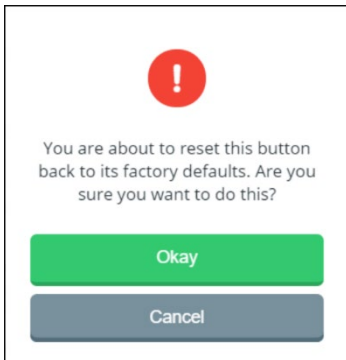
Select **Okay** and then select **Save**. "Successfully saved" will appear, and the button will be restored to its factory defaults.
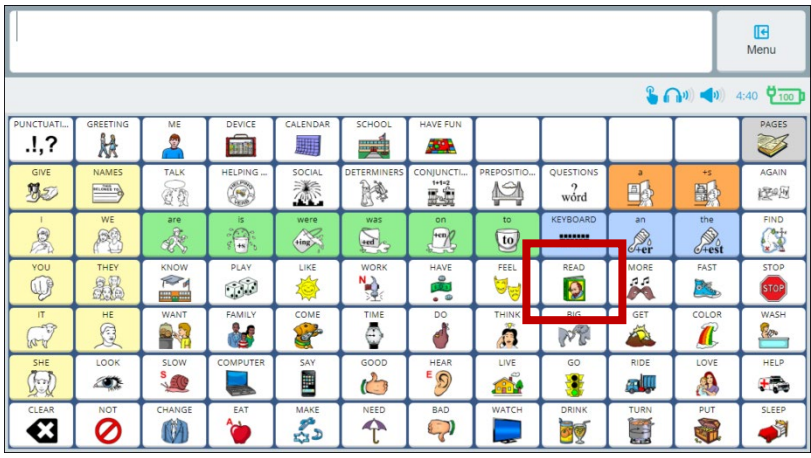
Creating, Copying, Modifying, and Deleting Pages

The Page Manager allows you to find, create, and modify pages. To open the Page Manager, select **Menu** > **Toolbox** > **Vocabulary** > **Page Manager**. The Page Manager window opens to the **All Pages** tab.
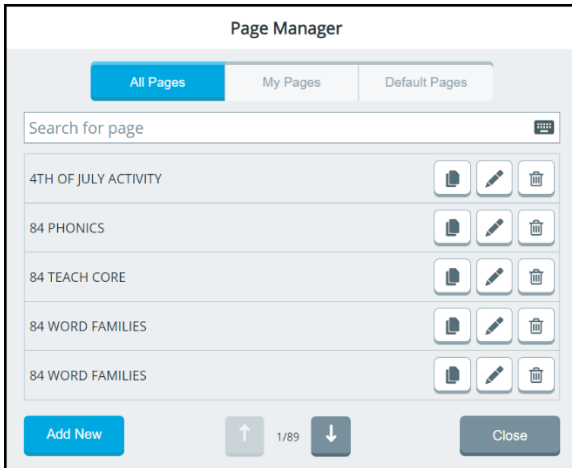
To display only customized pages, select the **My Pages** tab. To display only default pages, select the **Default Pages** tab. Procedures for working with pages are the same on all three tabs.

Creating a New Page

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Page Manager**. Select **Add New**.

2. Select the Name Your Page field, use the keyboard to enter a page name, and select **Finished**.

3. Define the number of buttons on the page by using the Rows and Columns **+** and **–** buttons. The number of buttons you define appears after "Current grid is".
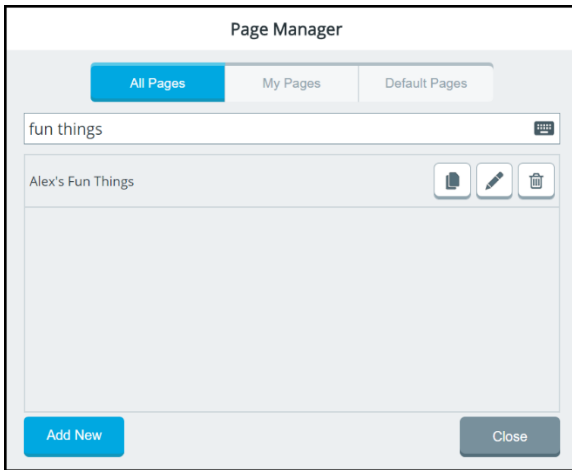

4. Select **Create**. The page you defined opens in the Editor. The page name appears in "Now Editing … page".

5. Use the Editor features to add content to your page. For example, select **Edit**, select a button, and add a message, label, symbol, and action and set the colors you want. For details on using the Editor, see "Using the Editor" on page 147.

6. When you finish adding content or need to save your work in progress to come back to later, select **Finished** and then select **Save**.
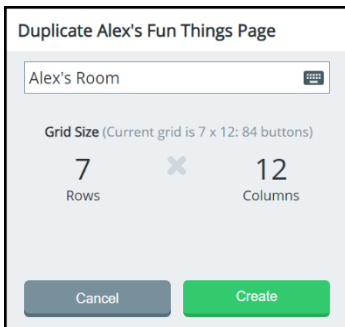
   Note: Your new page is not linked to a button yet.

Copying a Page

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Page Manager**.

2. To find the page you want from the list of pages, select the Search for Page field, use the keyboard to enter a partial page name, and select **Finished**. All page names with the characters you entered will be listed.

3. Find the page name you want. It will be displayed with copy, edit, and delete buttons.

4. Select the Copy button.

5. Select the Name Your Page field and enter a name for the new page.

6. Select **Create**. The copied page opens in the Editor. The new page name appears in "Now Editing … page".

7. Use the Editor features to modify your page. For example, select **Edit**, select a button, and change the message, label, symbol, and/or action and change the colors if you want. For details on using the Editor, see "Using the Editor" on page 147.

8. When you finish making changes or need to save your work in progress to come back to later, select **Finished** and then select **Save**.

   Note: Your new page is not linked to a button yet.

Modifying a Page

1. Select **Menu** > **Toolbox** > **Vocabulary** > **Page Manager**.

2. To find the page name you want from the list of pages, select the Search for Page field and enter a partial page name. All page names with the characters you entered will be listed. Find the page you want. It will be displayed with copy, edit, and delete buttons.

3. Select the Edit button. The page opens in the Editor. The page name appears in "Now Editing … page".

4. Use the Editor features to modify your page. For example, select **Edit**, select a button, and change the message, label, symbol, and/or action and change the colors if you want. For details on using the Editor, see "Using the Editor" on page 147.

5. When you finish making changes or need to save your work in-progress to come back to later, select **Finished** and then select **Save**.