

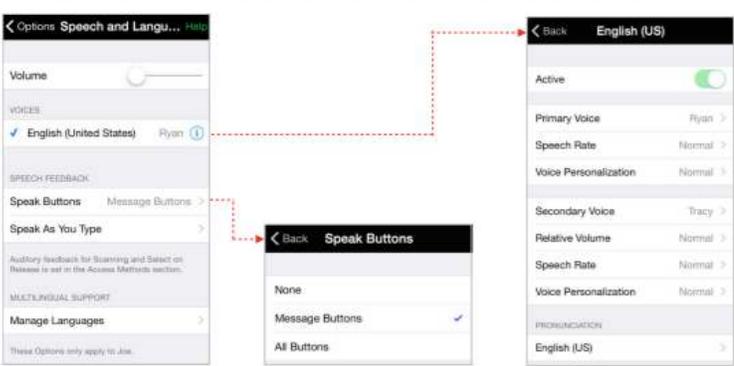


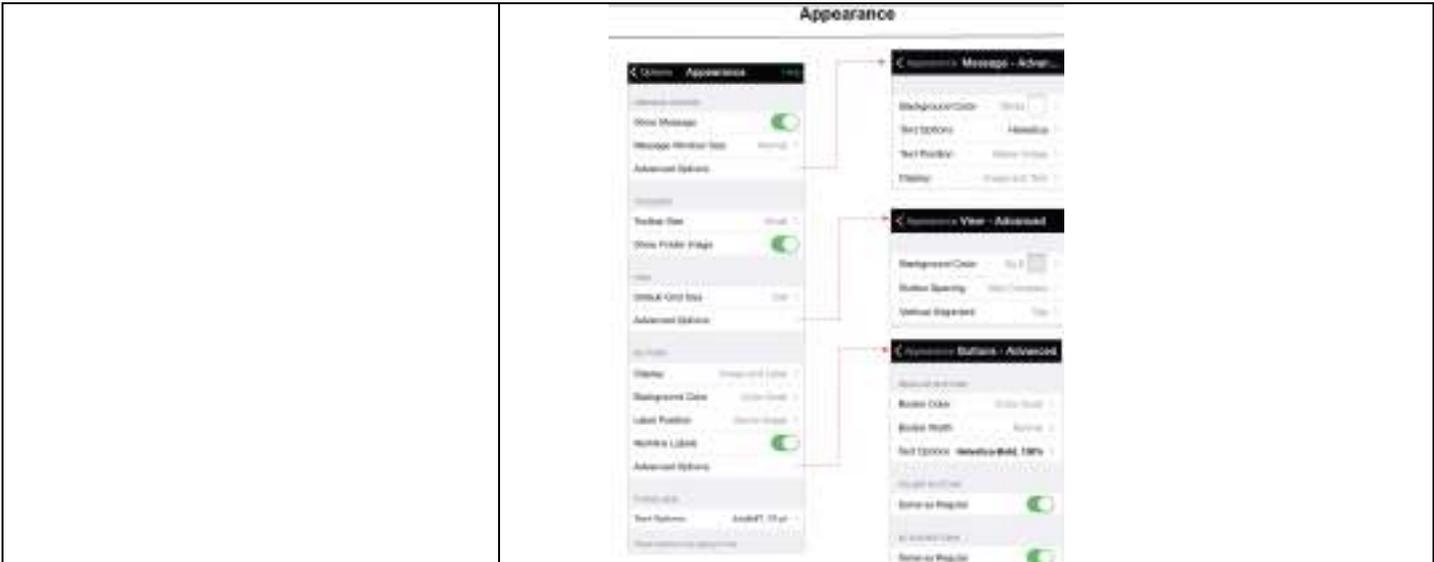
AT Quick Reference Guide



Proloquo2Go

Version 5 (iOS 10.2+)	
Grid View	
Typing View	
Add options (gears) and edit (pencil) buttons to toolbar	<ul style="list-style-type: none"> ➤ Select the Settings icon on your Apple device. ➤ Select Proloquo2Go from the list of apps on the left. ➤ Toggle show options button ON. ➤ In Options of P2G, select Restrictions, then toggle Edit Mode to ON. ➤ (Your restrictions have been preset by your OCPS team: Typing view, Restore from Backup are typically the only <p>buttons left ON)</p>

<p>Create or change a User</p>	<ul style="list-style-type: none"> ➤ Select Options (gears) and enter password if needed ➤ Select USER from top of Options menu ➤ Select Add User or Duplicate Existing User ➤ Type in User Name (ex. Jesse basic)-Next-Choose English (United States)- Next-choose an installed voice or download one-Next-choose a vocabulary set-choose vocabulary level-choose orientation (portrait or landscape) and then choose grid size-Next-choose options from list-Next-Go To New User-wait for it to open.
<p>Changing the Voice:</p>	<ul style="list-style-type: none"> ➤ Open P2G and select Options (enter password if needed) ➤ Under Options select Speech and Language, then the information button  (circled i) next to the checked line under Voices. Adjust Primary Voice. Download others as needed from menu (Josh is young boy, Ella is young girl) Secondary voice can be used for grammar preview or a second language. <p style="text-align: center;">Speech and Language - Voices</p> 
<p>Change the page Appearance</p> <p>(Note: any changes/edits made in the Options such as appearance, voice, restrictions, grammar support, etc. effect the entire user)</p>	<ul style="list-style-type: none"> ➤ From the Options menu, select Appearance. ➤ To change number of buttons on the page, under View select Grid size. ➤ To change the color or font of the text area, under Message Window select Advanced Options and select new Background Color, or in Text Options change the font. ➤ Toolbar size can be enlarged to make the Back and Home buttons more accessible. ➤ To highlight folders, under Buttons select Advanced Options, Folder Buttons, toggle Same as Regular OFF, then change border color / width.



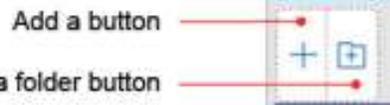
Editing a Page:

- Switch to edit mode by tapping the pencil icon
- A panel of editing tools appears in the middle of the screen. If you touch the green circled question mark in the line below, balloon labels are added to these functions.



Creating a new button:

- Once in edit mode, assure Button tab is highlighted in left column. Tap **Add a button** (box with +).



- In button menu, tap Text to Speak field to enter text you want the button to speak.



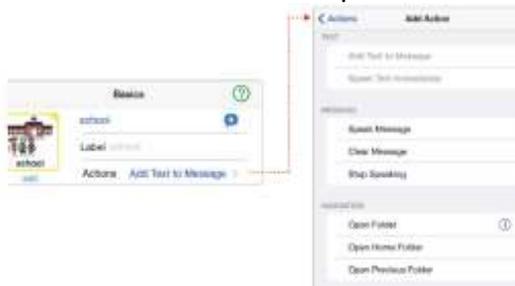
- Tap Label field if you want the label (usually 1-2 words) to be different than the text to speak
- Symbols are suggested as you go. To choose a different suggested symbol, tap it. To choose a symbol not included

among those suggested tap the button preview, and select from the following options:

- *Delete Symbol*: use this to create a button with no symbol
- *Choose a Symbol*: search Proloquo2Go's SymbolStix database for the symbol you want.
- *Choose a Picture*: choose an image from the photo library on your device.
- *Take a Picture*: if your device has a built in camera, you can use it to take a photo for your button.

If *Choose a Symbol* is selected, spell a word into the searchbox to find a different symbol.

- A button can have more than one action. The default is *Add Text to Message*. Two actions can be configured with a secondary trigger (dbl tap, tap &hold) set up in Interactions section of Options.



- Customize other features as needed.
- Select the Done button at top right when finished.

Modifying a button or a folder within a folder

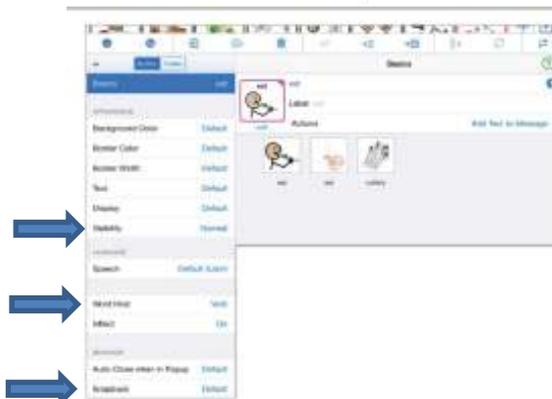
Visibility-use to hide or dim buttons

Word Kind-manually change grammar color

Snapback- set to automatically return to Home or Previous page

- Select edit mode by tapping the pencil icon. On the left hand menu make sure the "Button" tab is selected.
- Tap the button or folder you want to edit. A small blue checkmark will appear on the button or folder. Depending on your choice (button or folder) you will have different editing options.

Button Properties



- To edit a different button, deselect current button and tap on the next button you want to change.
- Select the Done button at top right when finished.

Modifying a folder

These changes affect this folder only.

Can also use Quick Options.

- Select edit mode by tapping the pencil icon. On the left hand menu make sure "Folder" is selected. Now you should see the name and symbol of the primary folder at the top of your page.



- Once you have finished making changes to your folder properties (including changing the template type if desired), select the Done button at top right.

Adding a new page by creating a Folder Button.

Using templates

Templates are built-in pre-made layouts that have appropriate core words in the same location as they appear on the home page

Template buttons:

(dimmed with a green T)

Can only be moved or changed by editing template in Vocabulary section of Options

Placeholder buttons:

Specific to activity, serve as hints, can be button or folder, can only be changed by editing template.

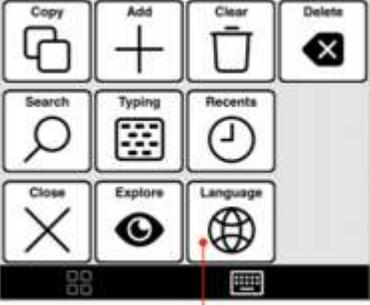
- Select edit mode by tapping the pencil icon. On the page you want to link from, tap the Add Folder icon (folder with a +).



- Select New Folder to create a new folder or select Link to Existing Folder or Duplicate Existing Folder if you want to link to a folder that has already been created (you can then select from a list of existing folders.)
- You will then be asked to choose a template. Select between one of the noun, situational, activity, or grammar templates OR select No Template. You will see a thumbnail of a page with the core words added. Select Next. Select Done on New Folder Properties tool bar.

	 <ul style="list-style-type: none"> ➤ Tap Folder Name text field to add name of new folder. ➤ Select a symbol. Tap arrows to right or left end of the row of symbol suggestions for more symbols. ➤ Select the Done button at top right when finished.
<p>Moving icons</p>	<ul style="list-style-type: none"> ➤ In edit mode, press and hold the button you want to move until it starts to pulse, then: <ul style="list-style-type: none"> Drag: drag button so it moves between two buttons, causing all buttons to shift on the screen OR Swap: <ol style="list-style-type: none"> 1. Drag to swap- drag button on top of another button causing the buttons to switch without moving other buttons 2. Use the swap button - tap two buttons you want to swap, each will have a blue checkmark. Tap the swap button (circular arrows) in the edit tool menu. The buttons will change position. ➤ Select the Done button at top right when finished.
<p>Copy, paste, delete</p> <p>(Note: You can copy and paste buttons and folders from one page/ user to another.)</p>	<ul style="list-style-type: none"> ➤ To copy: In edit mode, individually tap the buttons you want to copy; a checkmark appears in the top-right corner. When all buttons are checked, tap Copy button in tool menu  A message will appear confirming the operation. ➤ To paste: Navigate to the page where you want to paste your copied items. In edit mode, tap the Paste button in the tool menu  and the buttons you copied will appear. Folder buttons and their contents can be copied and pasted but only one level deep (not folders within the folder.) ➤ To delete: In edit mode, tap the buttons you want to delete, a checkmark appears in the top right corner. Tap

	<p>the Delete button (trash can). Choose if you want to permanently delete or move to storage.</p> <ul style="list-style-type: none"> ➤ Select the Done button at top right when finished
<p>Change Pronunciation</p>	<ul style="list-style-type: none"> ➤ Open Options, select Speech and Language. Tap the information button (circled i) by voices. At the bottom of the resulting menu tap the arrow in the Pronunciation area. Tap the arrow next to Edit Pronunciation. Tap the + in the top right corner. In the text box labeled Original Text type the word the way it is actually spelled. <p>In the text box labeled Pronunciation, type an alternate spelling that sounds like the true pronunciation. Test it out by tapping Speak. When finished, tap back to the main options menu and Done OR touch the main screen of the program to exit Options.</p>
<p>ExpressivePower</p> <p>Sounds and expressions are recorded and available in most child voices and some adult voices</p>	<ul style="list-style-type: none"> ➤ In the editing menu when Buttons is selected, you will see the <i>Speech Code</i> button (chat bubble with a plus sign) located at the end of the top <i>Text to Speak</i> area. This can be used to access built in sounds (noises, laughs, etc.) expressions (more inflection), and macros (battery charge level). Once you tap the <i>Speech Code</i> button, sounds are found under the first tab, expressions under the second tab, and macros under the third. To hear sound and expression samples, tap the speaker icon next to the name. Those sounds or expressions not available for that user voice show the icon crossed out. Your selection is placed in the <i>Text to Speak</i> area surrounded by # icons. You can add additional words before or after it. <p>Using Expressions and Sounds with ExpressivePower™</p> <hr/>  <p>The screenshot shows the app's interface with a grid of icons for various sounds and expressions. A red arrow points to a specific icon in the grid, which is labeled 'Expressions, sounds and macros'.</p>

<p>Grammar Support</p> 	<p>➤ Grammar support is available for all parts of speech. The default is ON. You can turn it OFF under Options or</p>  <p>you can limit the parts of speech. A solid colored upper right corner indicates the button has grammar support enabled. When a supported button is held for several seconds, the morphological endings pop up. A preview button allows the user to hear it before entering it into the message bar. A secondary voice can be set up under Speech and Language so the preview voice is different than the normal speaking voice.</p>
<p>Promote and demote Tap the level you want the button to move to : 1=primary, 2= secondary, file drawer=storage</p>	<p>➤ By assigning words to three different priority levels, the vocabulary can be organized by frequency of use.</p> <p>➤ To promote or demote a button from primary or secondary, get into edit mode by tapping the pencil icon. Tap the buttons you'd like to move, a blue checkmark will appear. The priority level tools are in the middle of the top toolbar.</p>
<p>Tools popup Search, Second language, and Progressive language operations can be toggled from this toolbar</p>	
<p>Search Find word in the vocabulary</p>	<p>From the tools popup, tap the magnifying glass. Type the word you are searching for. Tap the symbol to see the path OR by tapping the start of the row, it takes you through the path from the Home page.</p>
<p>Progressive Language (only in Intermediate or Advanced Crescendo) Allows gradual un hiding in developmental progression while keeping buttons in the same location</p>	<p>To set up:</p> <ol style="list-style-type: none"> 1. Decide on and set up ultimate grid size (larger is better) 2. From Options, select Vocabulary, Progressive Language, toggle ON 3. Choose step # <ul style="list-style-type: none"> ➤ Regularly increase step to add new vocabulary ➤ From the tools popup, select the Explore icon to temporarily show hidden icons on the page.



Adding a Second Language
Create a bilingual user

- When setting up a new user, toggle Include Additional Language to ON and select language and region.
- If adding a second language to an existing user, go to Options-Speech and Language-Manage Languages-activate second language
- Toggle between languages from the tools popup by selecting the language icon.

Manage Languages – Activating Multiple Languages

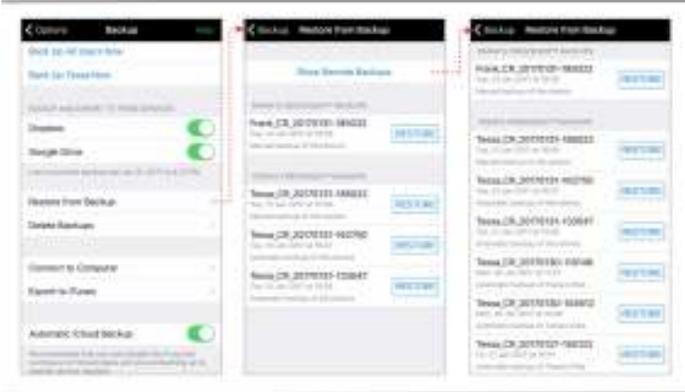


See manual for sharing content between languages in fringe pages such as People, Places, Food, Thing

Backing up

- in the device
- to a computer thru Dropbox, Safari, iTunes

- In Options, choose backup. Backup user when you have finished a lot of customizing. That will save the pages to the device itself.
- In the event something happens to the program itself, you'll want to have a stored copy of the user somewhere OFF the device. You can enable (toggle ON) automatic backups to Dropbox or to Google in the Backup section of Options. If you are on the same local wifi network, you can also use Connect to Computer and follow screen prompts for saving to Safari or Firefox.

	<p style="text-align: center;">Backup</p> 
<p>Lock it down!!</p>	<ul style="list-style-type: none"> ➤ Assure that deleting apps is toggled OFF (no green showing) in your device Settings under Restrictions. ➤ From device Settings select <i>General</i>➤<i>Accessibility</i>➤<i>Guided Access</i>➤ ON. Triple click home when P2G is active, pw:3504(in OCPS), start/end <p>Turn hardware buttons (lower left of screen) to ON (green showing) to enable sleep and volume while <i>Guided Access</i> is active (when setting up for the first time).</p> <p>***Note: If the battery charge gets very low, <i>Guided Access</i> defaults OFF and you have to triple click the home button again to reactivate it.</p> <ul style="list-style-type: none"> ➤ Once you have finished editing the app, open <i>Options</i>, select <i>Restrictions</i>, then toggle edit mode to OFF (the pencil will be gone) ➤ Password protect changes to the app in <i>Options</i> by selecting <i>Lock Options</i> (under general options) and toggle <i>Lock</i> ON (green). Select <i>Change Password</i> (ocps is our district password) if you are setting this up for the first time. 
<p>Help Master P2G restrictions password: vygh-phi-rhy-mo Screen shots: fdlrsregion3dynamicdisplaypages.wikispaces.com</p>	<p>At the bottom of the <i>Options</i> menu under <i>General Options</i>, tap <i>Support</i>. This includes a user's manual, tutorials, and support videos (if you have online access). You can adjust the screen to full screen. Tap the <i>Help</i> button in the top right menu corner if you need info on any tool in the options menu.</p>