

## Finding Informing on Head Tracking

If your device includes a head tracking module, the *NuPoint User's Guide* came with the module. The user's guide is also available from <https://www.prentrom.com/support/devices/nupoint---empower/download-nupoint-head-tracking-system-users-guide-accent-devices-running-ansuz-software>

## Finding Information on Eye Tracking

Eye Tracking appears as a selection in the Empower software only if you have an eye tracking module connected to your device. If your device includes an eye tracking module, the *Look User's Guide* came with the module. The user's guide is also available from <https://www.prentrom.com/support/devices/look-empower/manuals/download-look-users-guide-accent-devices-empower-software>

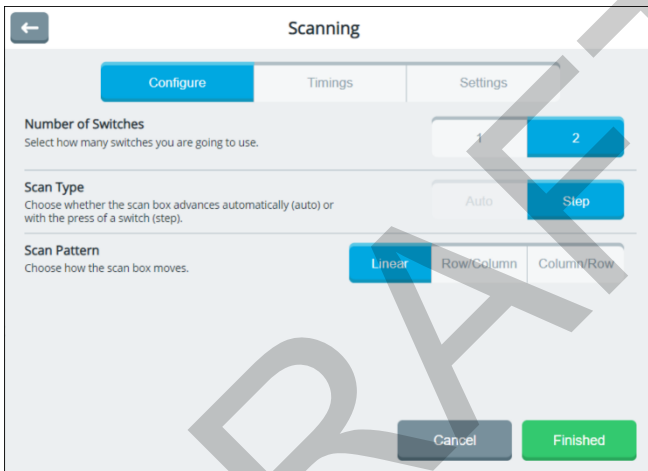
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## Setting up Scanning

As an alternative to directly selecting each button on the screen, the application offers switch scanning.


### Setting the Number of Switches, Scan Type, and Scan Pattern

To access the options for customizing a scanning technique, select **Menu > Toolbox > User Settings > Access Method > Scanning**. The Scanning window opens to the Configure tab.



After making your selections, select **Finished**.

To close the Access Methods window without saving your changes, select **Cancel**.

To return to the Access Methods selection window without saving your changes, select the return arrow .

## Number of Switches

- 1:** Use a single switch to scan to any button in your vocabulary. Plug a switch into either switch jack A or switch jack B on your device. When 1 switch is selected, the Auto scan type is available.
- 2:** 2-switch scanning uses two switches to scan from left to right and top to bottom to any button in your vocabulary. Plug two switches into switch jack A and switch jack B on your device.

## Scan Type

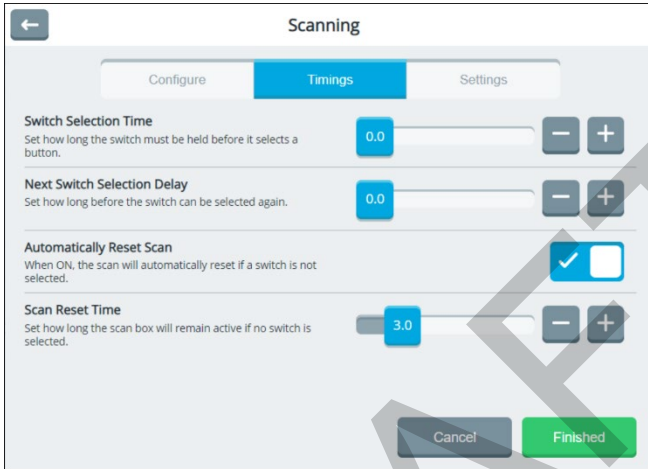
- Auto:** When the auto scan method is selected, the scan box advances automatically. Auto is available when 1 switch is selected.
- Step:** When the step scan method is selected, you must activate your switch each time you want to move the scan box to a different button in your vocabulary.

## Scan Pattern

- Linear:** Each button is scanned one by one moving from left to right and top to bottom. This type of scan pattern requires the most amount of time to get to the bottom right hand corner of the grid; however, it is easy to understand.
- Row / Column:** The row/column scan highlights each row of buttons beginning with the top row and moving down the screen. When the row that contains the button you want is highlighted, activate your switch. The scan then highlights the separate buttons in the row you selected, moving from left to right across the screen. When the button you want is highlighted, activate your switch.
- Column / Row:** The column/row scan highlights the columns first instead of the rows, moving from left to right across the screen. When the scan reaches the column that contains the button you want, activate your switch. The scan then begins to highlight each button in that row. When the button you want is highlighted, activate your switch.

## Adjusting Scan Timing

When the auto scan method is selected, your device scans your vocabulary automatically. To adjust auto scan timing, select **Menu > Toolbox > User Settings > Access Method > Scanning**. The Scanning window opens to the Configure tab. Select **Timings**.



### Scan Speed

Adjust how fast the scan box moves. Scan speed ranges from 0.1 second to 10 seconds. The scan type on the Configure tab must be set to **Auto** to activate Scan Speed setting. If you select the Step scan type, Scan Speed is not available.

### Switch Selection Time

Adjust how long you must hold the switch to make a selection. Acceptance time ranges from 0 to 10 seconds. For example, if the acceptance time is set to 0.5, you must hold the switch for one-half second to make a selection.

### Next Switch Selection Delay

Adjust how long you must wait after releasing the switch before making your next selection. Selection delay ranges from 0 to 10 seconds.

## Automatically Reset Scan

Set scans to reset automatically if a switch is not selected.

## Scan Reset Time

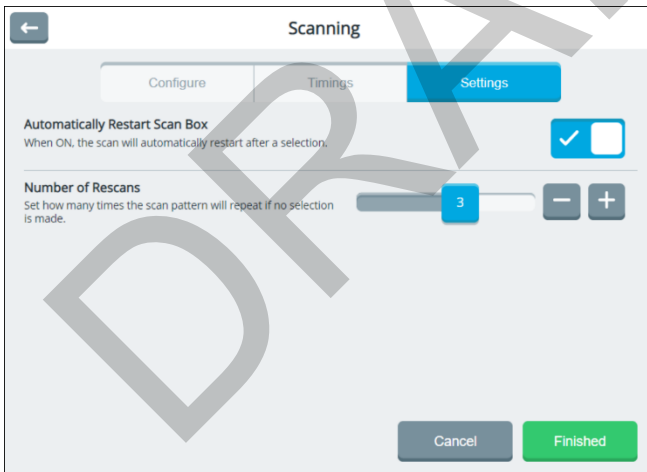
Adjust how long the scan box will remain active if no switch is selected. Available times range from 0.1 to 15.0 seconds. Scan Reset Time is available only when Automatically Reset Scan is turned on.

## Setting up Automatic Scan Restarts and Rescans

When the auto scan method is selected, your device scans your vocabulary automatically.

To set the auto scan to restart automatically after a selection and to set the number of rescans when you make no selection, select **Menu > Toolbox > User Settings > Access Method > Scanning**. The Scanning window opens to the Configure tab.

Select the **Auto** scan type and then select **Settings**.



*Note:* If you select the Step scan type, these settings are not available.

## Automatically Restart Scan Box

Turn this setting on if you want scans to restart automatically after a selection.

## Number of Rescans

Set how many times the scan pattern will repeat if you make no selection. Select a number between 1 and 5. When an auto scan reaches the number of rescans you set, the scan will stop until you activate a switch to start it again. If you don't want auto scans to repeat, select **0**. Adjust the number of rescans by moving each slider button until the number you want is displayed or by selecting the + and – buttons to change the number one digit at a time.

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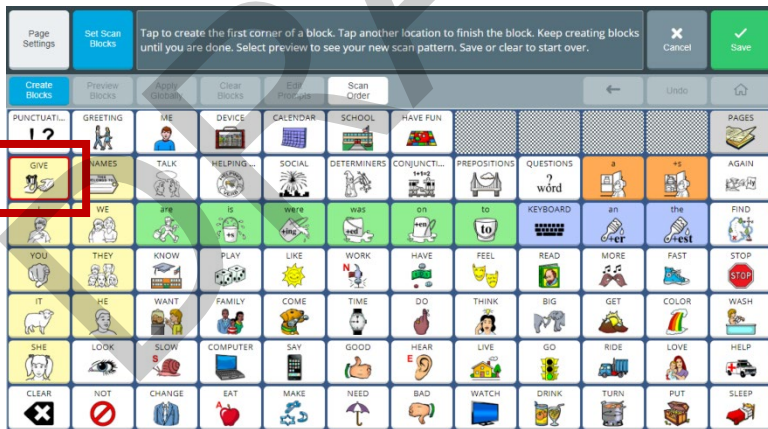
## Creating a Customized Scan Pattern

Use the Set Scan Blocks settings to create customized scan patterns: Create, preview, and clear scan blocks; apply scan blocks globally; add or modify scan block prompts; include or exclude the Menu button and Message Window from scans; change the order in which items are scanned.

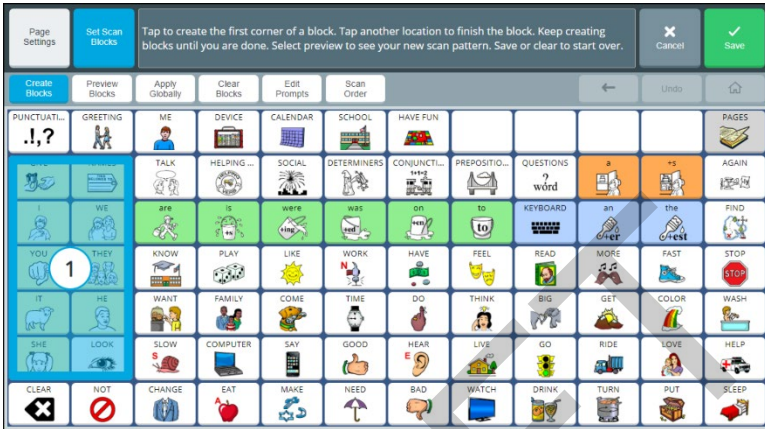
1. Go to the vocabulary page on which you want to set up a scan pattern.
2. Select **Menu > Editor > Set Scan Blocks**.
3. Select **Create Blocks**. The Create Blocks button turns blue, indicating it is active.

*Note:* As long as the Create Blocks button remains active, you can create a numbered sequence of scan blocks on the page. If you select **Create Blocks** again before selecting **Save**, the blocks you created will be lost and you'll need to create them again.

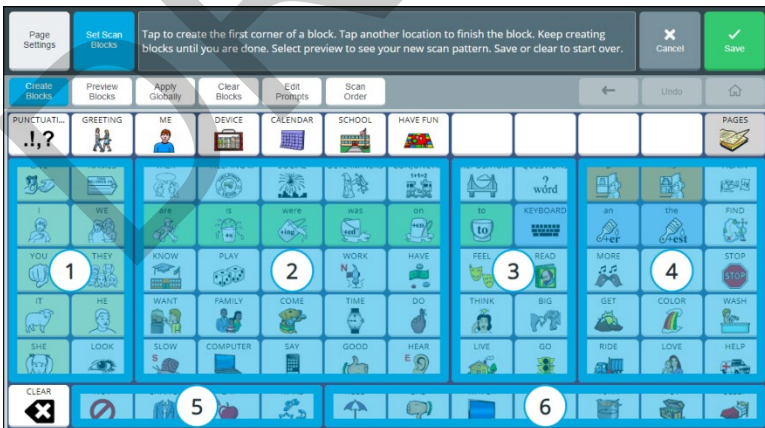
4. Select the button to include in the upper left corner of your first scan block. A red border will appear around the button.



- Select the button to include in the lower right corner of your first scan block. A block of buttons will be highlighted, and the number 1 will appear in the middle of the block.

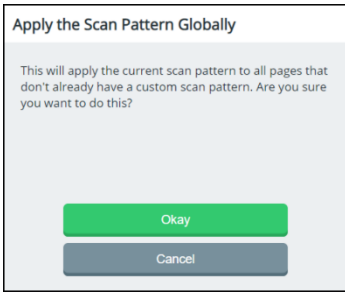


- Select the button to include in the upper left corner of your second scan block. A red border will appear around the button.
- Select the button to include in the lower right corner of your second scan block. A block of buttons will be highlighted, and the number 2 will appear in the middle of the block.
- Continue to create scan blocks.



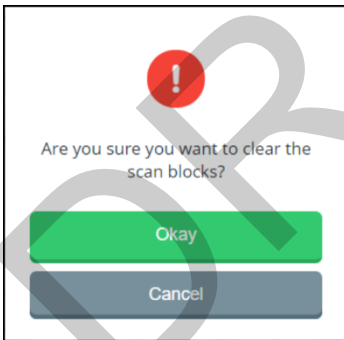


- To see how the page will be scanned, select **Preview Blocks**. The scan pattern you created will run automatically three times. To stop the preview, select **Preview Blocks** again.
- To apply the scan pattern to all pages that do not already have a custom scan pattern, select **Apply Globally** and select **Okay** at the confirmation prompt.

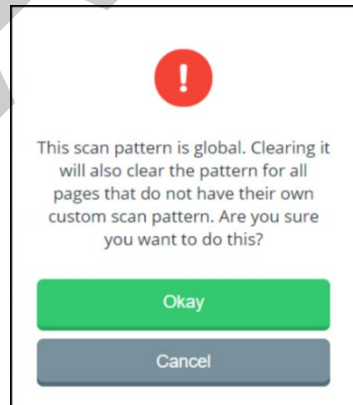


- If you decide to make major changes and find it's easier to start over, select **Clear Blocks** and select **Okay** at the confirmation prompt.

**If you applied the scan pattern to one page only:**



**If you applied the scan pattern to all pages:**

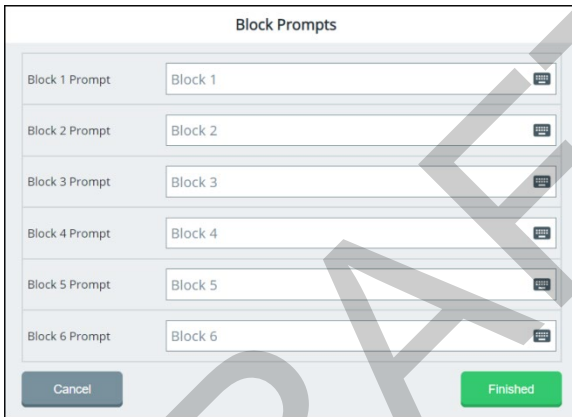


- When you complete the scan pattern, select **Save**. "Successfully saved" will be displayed.

## Adding or Modifying Prompts for a Customized Scan Pattern

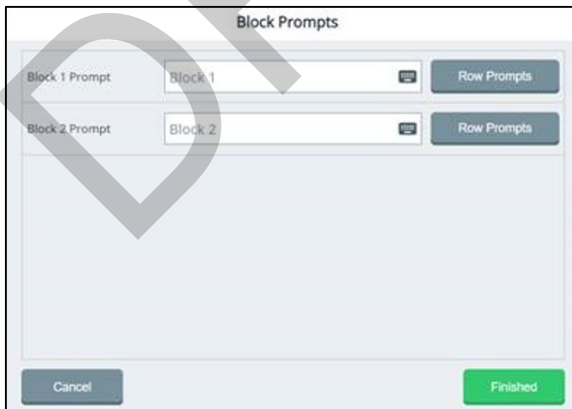
*Note:* Ensure that prompts are turned on. Select **Menu > Toolbox > User Settings > Cursor, Dwell & Selection Feedback > Dwell Feedback**. Select **Sound**. Turn the **Prompts** setting on.

1. Go to the vocabulary page to which you applied the scan pattern.
2. Select **Menu > Editor > Set Scan Blocks**.
3. Select **Edit Prompts**. The Block Prompts window will open.



The screenshot shows a window titled "Block Prompts" with a list of six prompts. Each prompt is in a separate row, with a text input field containing the prompt name and a small icon to the right. The prompts are: Block 1, Block 2, Block 3, Block 4, Block 5, and Block 6. At the bottom of the window, there are two buttons: "Cancel" on the left and "Finished" on the right.

*Example:*



The screenshot shows the "Block Prompts" window with two prompts: "Block 1" and "Block 2". Each prompt has a "Row Prompts" button to its right. The "Block 1" button is highlighted. At the bottom of the window, there are two buttons: "Cancel" on the left and "Finished" on the right.

4. To add or modify a prompt for a scan block, select the keyboard icon for that block.



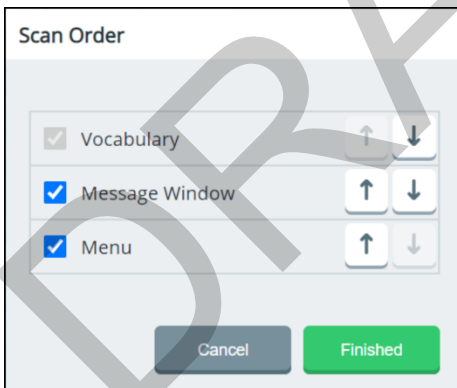
5. Enter or modify the prompt. Repeat for the remaining scan blocks.
6. When you finish adding or modifying prompts, select **Finished**.

*Note:* You can also set the order in which these items are scanned. See the next section, “Setting the Scan Order for a Customized Scan Pattern”.

## Setting the Scan Order for a Customized Scan Pattern

You can include or exclude the Menu button (including the Quick Menu) and the Message Window when scanning the home screen of your vocabulary.

1. Select **Menu > Editor > Set Scan Blocks**.
2. Select the **Scan order** button to open the Scan Order window.



3. Select or deselect the checkbox to the left of **Menu**, **Message Window**, or both to include or exclude them when scanning. **Vocabulary** is always selected and cannot be deselected.
4. To change the order in which items are scanned, use the arrow buttons to the right of each item to move it up or down in the window.
5. When you finish setting the scan order, select **Finished**.

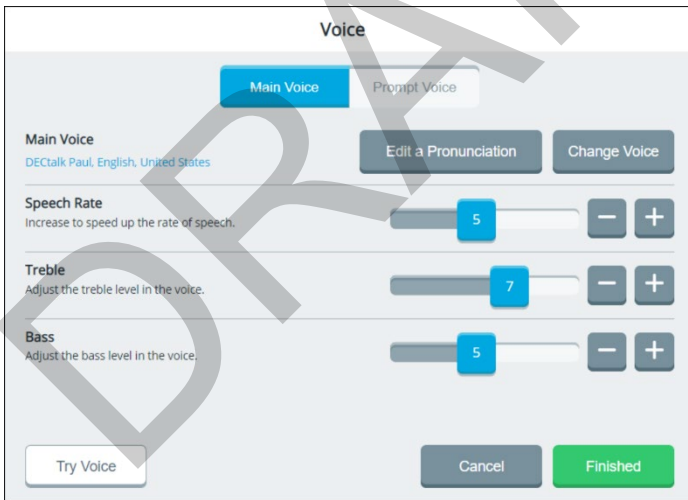
# Configuring a Voice

To access the options for configuring voices, select **Menu > Toolbox > User Settings > Voice**. The Voice window allows you to change the pronunciation of words and phrases, change the main voice, change the prompt voice, adjust how fast or slow you want to speak, and adjust the treble and bass level of the selected voice. You can select different voices for the main voice and prompt voice.

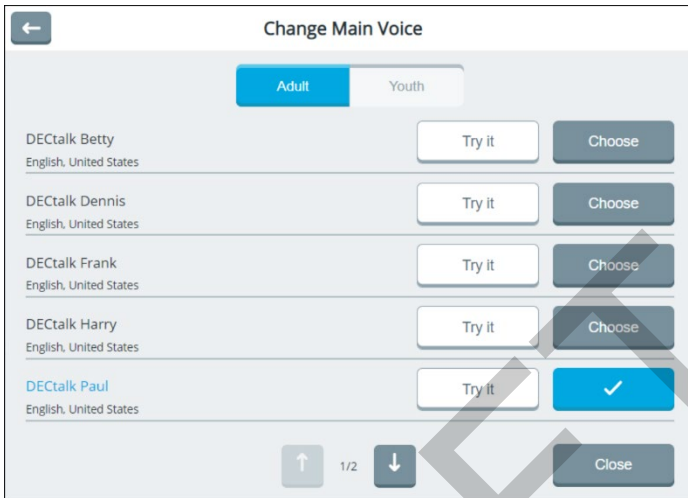
## Changing the Main Voice or Prompt Voice



The voice settings allow you to choose the voice that you want your device to use for speaking messages and the voice that you want your device to use for auditory prompts. Although you can choose the same voice for speaking messages and prompts, you may find it best to choose a different voice for prompts.

1. Select **Menu > Toolbox > User Settings > Voice**. Then select **Main Voice** or **Prompt Voice**.



2. Select **Change Voice**. Select **Adult** or **Youth**. The current voice shows a checkmark.

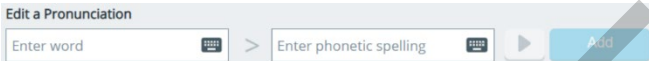


3. Select **Try it** for a voice you want to try. Try additional voices until you find the one you want.  
*Hint:* Use  and  to try available voices on other screens.
4. When you find the voice you want, select **Choose** for that voice.
5. Adjust the speech rate, treble, and bass. Values for each range from 1 to 10.
6. To test the voice after making changes, select **Try Voice**.
7. Continue to change settings and test the results.
8. When you are satisfied with the voice, the speech rate, and the treble and bass levels, select **Finished**.

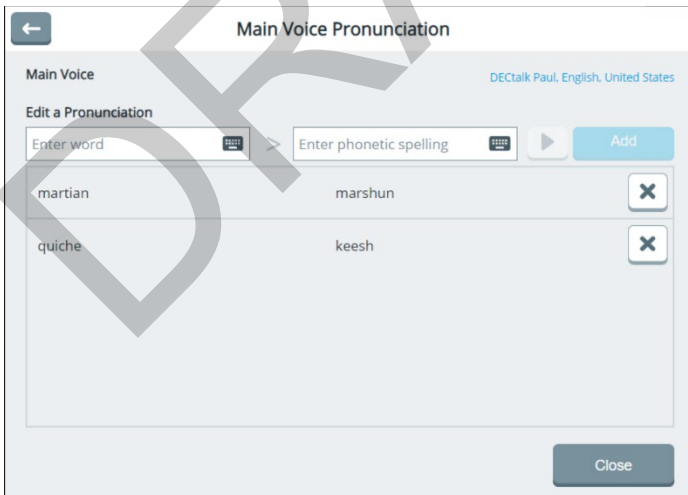
## Changing the Pronunciation of Words

If the synthesized voice is pronouncing a word incorrectly, you can change it. This procedure changes pronunciations for the current voice. If you select a different voice, the changes will not apply to the new voice.

1. Select **Menu > Toolbox > User Settings > Voice**. Then select **Main Voice** or **Prompt Voice**.
2. Select **Edit a Pronunciation**.



3. Select the **Enter word** field to open a keyboard. Enter the word you want to correct and select the keyboard **Finished** button.
4. Select the **Enter phonetic spelling** field to open a keyboard. Enter a phonetic spelling for the word. Select the keyboard **Finished** button. To listen to the pronunciation, select **▶**.
5. Select **Add**. The word and its phonetic spelling will appear below the entry fields.
6. Repeat steps 3, 4, and 5 for each pronunciation you want to add.

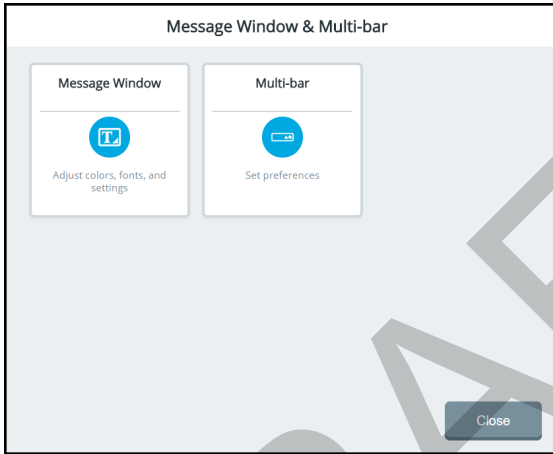


*Note:* If you need to remove a pronunciation, select **x**.

- When you finish adding pronunciations, select **Close** to close the Pronunciation window.
- Select **Finished** to close the Voice window.

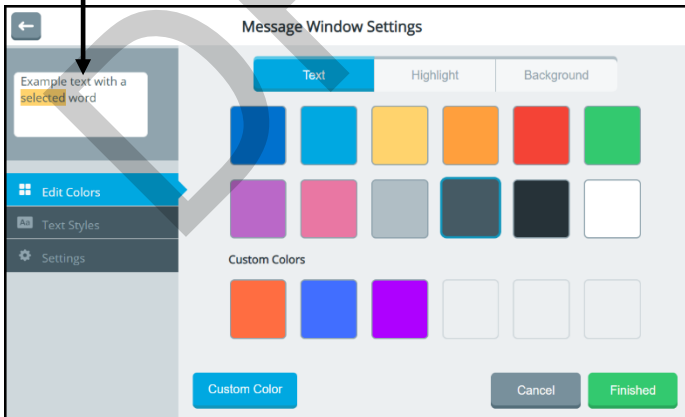
## Changing Message Window Settings

Select **Menu > Toolbox > User Settings > Message Window & Multi-bar**.



Select **Message Window**. The text preview shows how the selections you make will look.

### Text preview



## Text/Highlight/Background

Select a tab to change the color of the text, highlight, or background of the message window.

## Edit Colors/Text Styles/Settings

**Edit Colors:** Change the colors in the message window by selecting a basic color or custom color.

**Text Styles:** Change the font and size of text in the message window.

**Settings:** Turn message window autoformatting, speak message window, and clear message window options on or off.

## Custom Color

Create your own colors for the message window.

## Cancel

Close the message window settings without saving your changes.

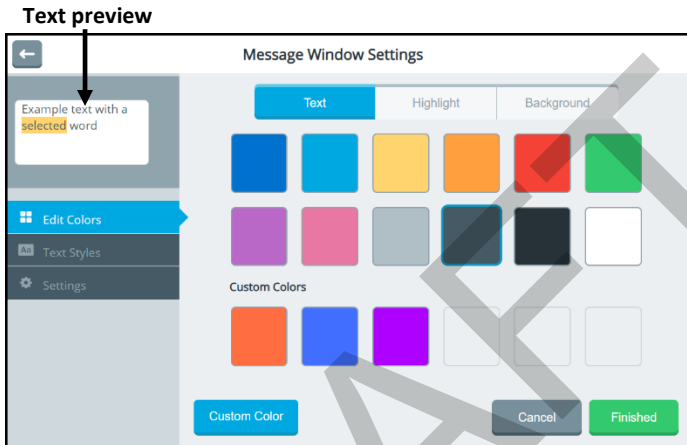
## Finished

When the text preview shows how you want the message window to appear, select **Finished** to save your changes and close the message window settings.



## Changing Message Window Basic Colors

1. Select **User Settings > Message Window & Multi-bar > Message Window**.
2. Select the **Edit Colors** tab on the left.
3. Select **Text**, **Highlight**, or **Background** at the top of the window.



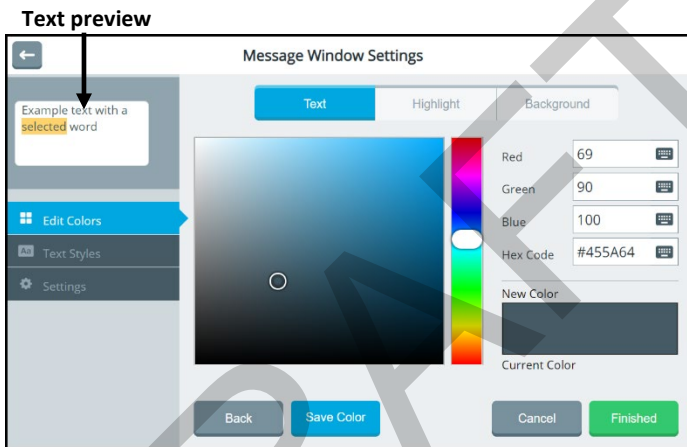
4. Select the basic color or custom color you want. The text preview will show the change.
5. When you finish making changes on the Text, Highlight, and Background tabs, select **Finished**.

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

## Customizing Message Window Colors

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

1. Select **User Settings > Message Window & Multi-bar > Message Window**.
2. Select the **Edit Colors** tab on the left.
3. Select **Text, Highlight, or Background** at the top of the window.
4. Select the **Custom color** button.



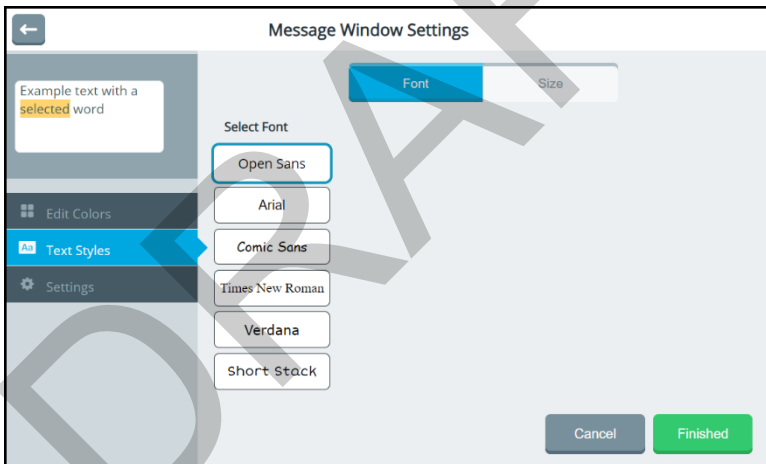
5. Create a custom color by using any of the following methods.
  - Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.
  - Select the Hex 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 text preview will show the change, and the New Color/Current Color box will show your custom color.
9. When you finish making changes on the Text, Highlight, and Background tabs, select **Finished**.

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

## Changing the Message Window Font

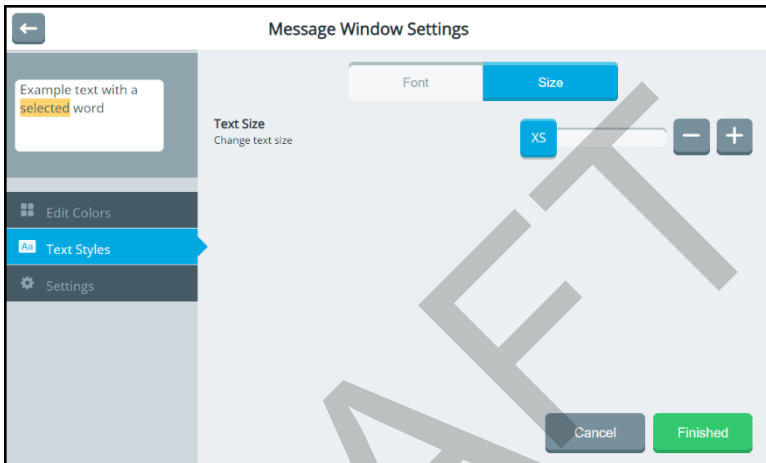
1. Select **User Settings > Message Window & Multi-bar > Message Window**.
2. Select **Text Styles** on the left and **Font** at the top of the window.



3. To change the text style, select a different font. The text preview will show the change.
4. Select **Finished**.

## Changing Text Size in the Message Window

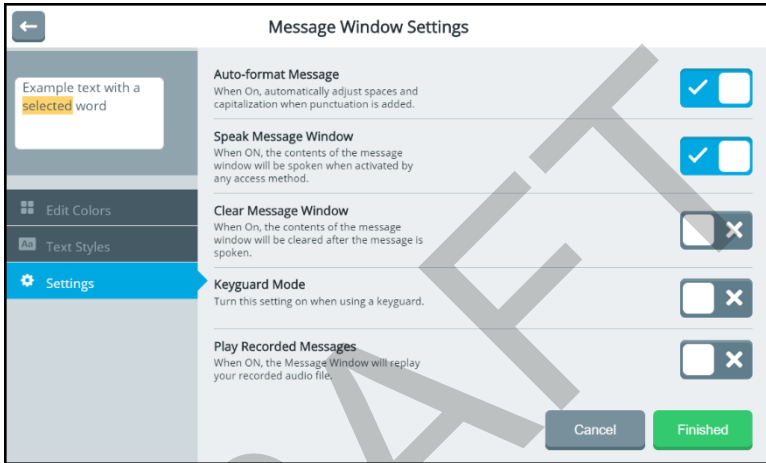
1. Select **User Settings > Message Window & Multi-bar > Message Window**.
2. Select **Text Styles** on the left and **Size** at the top of the window. The text size is set to M (medium) by default.



3. Change the text size as needed. Available sizes are XS (extra small), S (small), M (medium), L (large), and XL (extra large). The text preview will show the change.
4. Select **Finished**.

## Turning Message Window Features On or Off

1. Select **User Settings > Message Window & Multi-bar > Message Window**.
2. Select **Settings** on the left. Options for adjusting spaces and capitalization automatically, speaking the contents of the message window, and clearing the contents of the message window are displayed.



3. Toggle each option on or off by selecting the on/off toggle.

### Auto-format Message

When Auto-format Message is turned on, spacing and capitalization adjust automatically when you add punctuation. For example, when you add a period and start to enter additional words, a space is inserted and the first letter of the next word is capitalized automatically.

### Speak Message Window

When Speak Message Window is turned on, you can speak the contents of the message window by touching or dwelling on the message window using any access method.

### Clear Message Window

When Clear Message Window is turned on, the contents of the message window will be cleared after the message is spoken once.

## Keyguard Mode

Turn Keyguard Mode on when you are using a keyguard with the device. Keyguard Mode will remain turned on when you change access methods. To turn the setting off, select **Keyguard Mode** and select **Finished**.

## Play Recorded Messages

When Play Recorded Messages is turned on, the message window will play an audio file that you recorded.

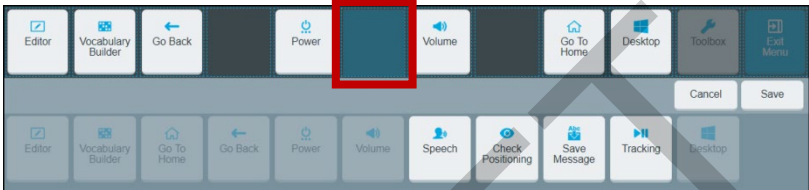
4. When you finish making changes, select **Finished**.

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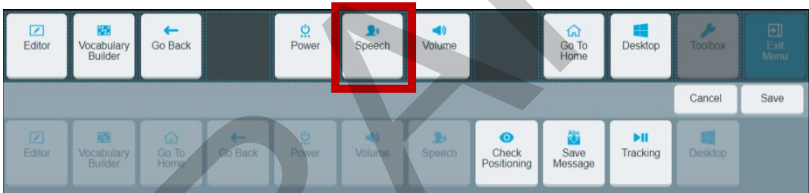
## Using a Shortcut to Turn Speech On and Off

### To add the shortcut to the Quick Menu:

1. Select **Menu** to open the Quick Menu.
2. Select **Modify Shortcuts**.
3. Select the space to which you want to add the Speech shortcut. The space will change color.



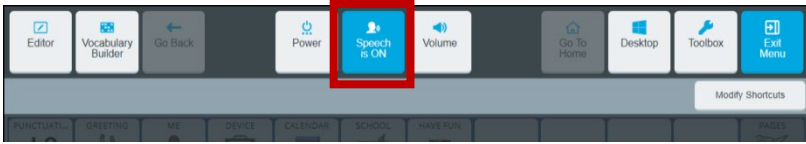
4. Select the **Speech** shortcut. The shortcut will appear in the selected space.



5. Select **Save**. The Speech shortcut will be available from the Quick Menu any time you select the **Menu** button.

## 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.

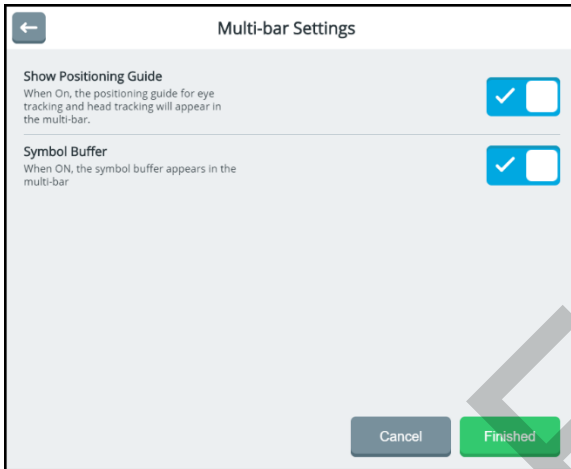
*Note:* To speak messages, **Speak Message Window** must be turned on in the Message Window Settings.

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

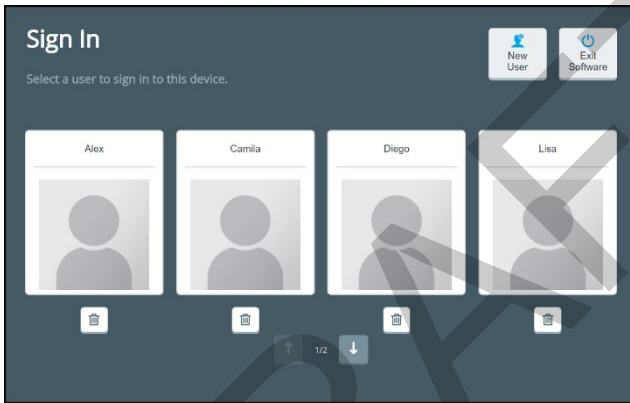
Turn Symbol Buffer on or off. When **Symbol Buffer** is turned on, the symbol buffer appears in the multi-bar.

# 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

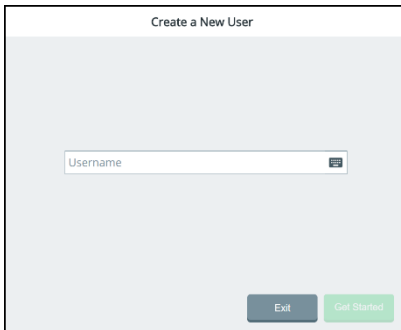
When you change and save settings for any user, those settings are retained for that user only. When you set up multiple users on the device, you can sign out one user and select another user. The settings configured for that user will be active.

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.

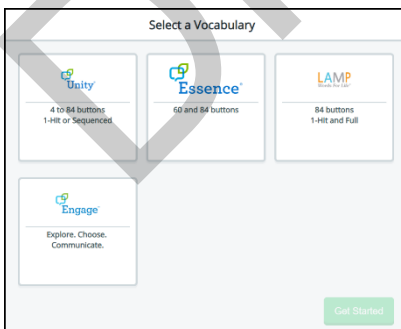


The screenshot shows a window titled "Create a New User". Inside the window, there is a text input field with the placeholder text "Username". Below the input field, there are two buttons: a grey "Exit" button and a green "Get Started" button.

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.




The screenshot shows a window titled "Select a Vocabulary". It contains four selectable options, each with a logo and a description:

- Unity**: 4 to 84 buttons, 1-Hit or Sequenced
- Essence**: 60 and 84 buttons
- LAMP**: 84 buttons, 1-Hit and Full
- Engage**: Explore, Choose, Communicate.

A green "Get Started" button is located at the bottom right of the window.

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

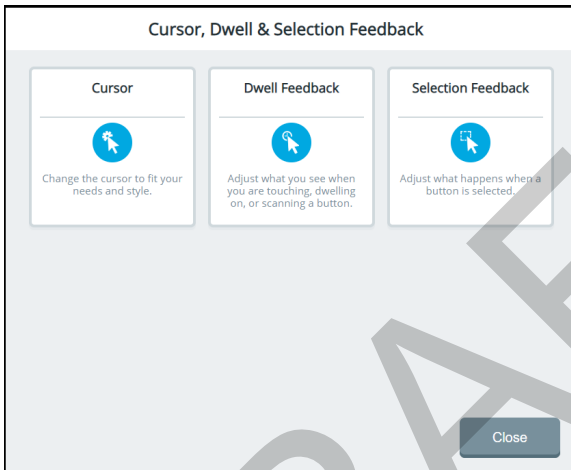
To close the application:

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

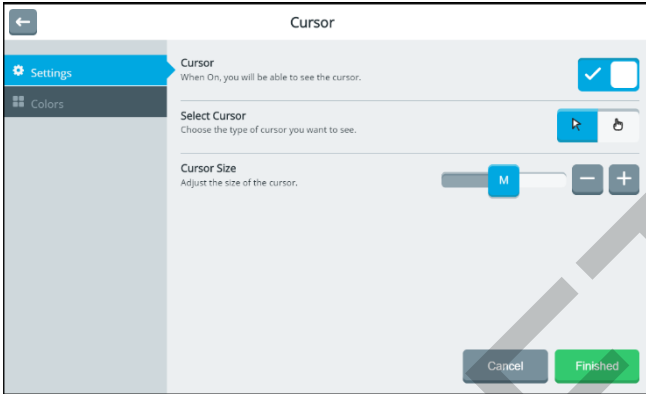
Use the dwell feedback settings to adjust what you see when you dwell on, scan, or touch a button.

## 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.

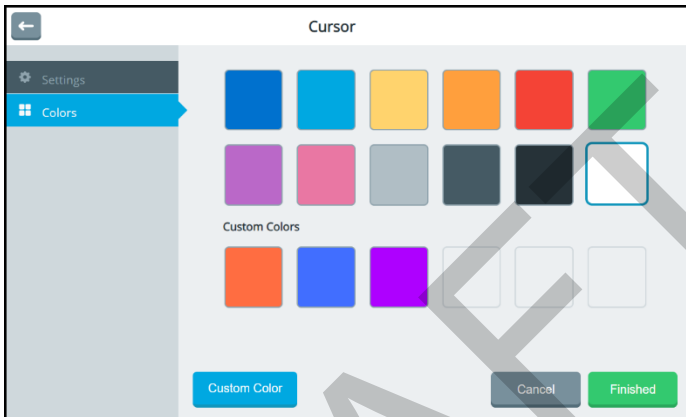
### Cursor Size

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.



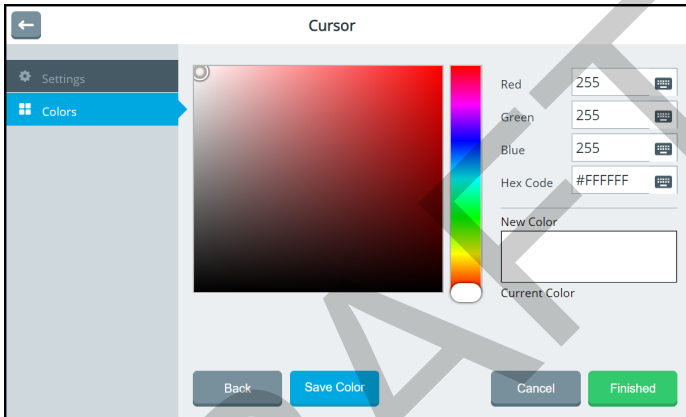
3. Select a basic color or custom color for the cursor.
4. Select **Finished**.

*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.

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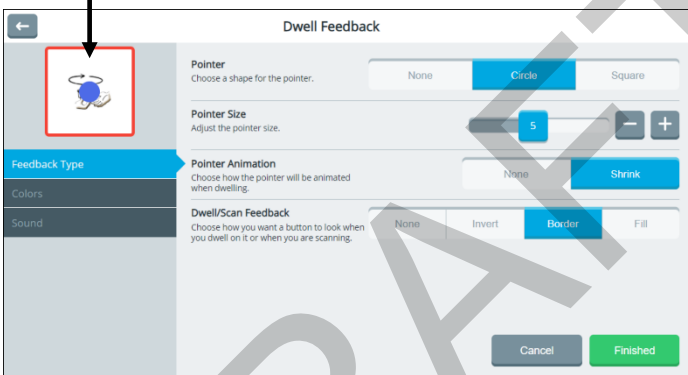
## Configuring Dwell Feedback Settings

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.

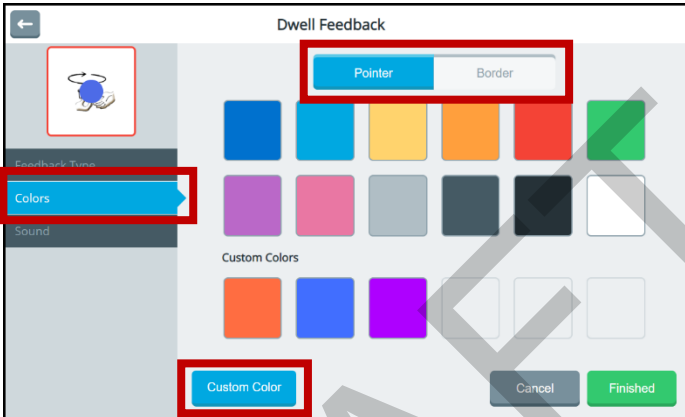
3. Select a tab and then select a basic or custom color for the pointer and/or selected dwell feedback type. You can apply the same color to both or different colors to each.
4. Select **Finished**.

*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

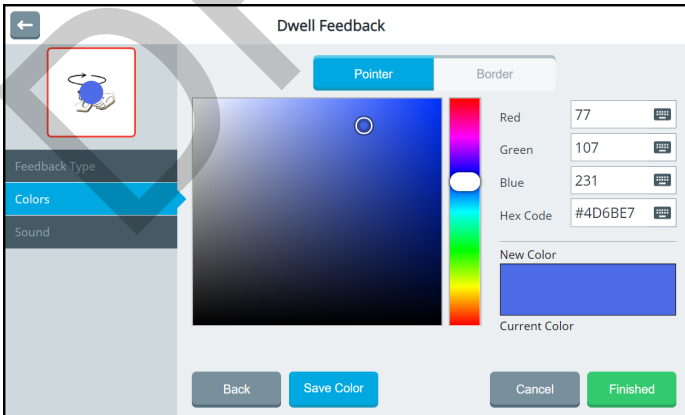
You can find RGB color codes and hex color codes on the internet.

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.

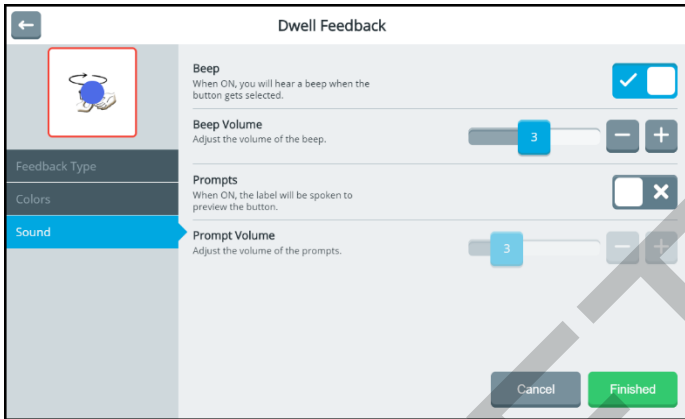


4. Create a custom color by using any of the following methods.
  - Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.
  - Select the Hex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

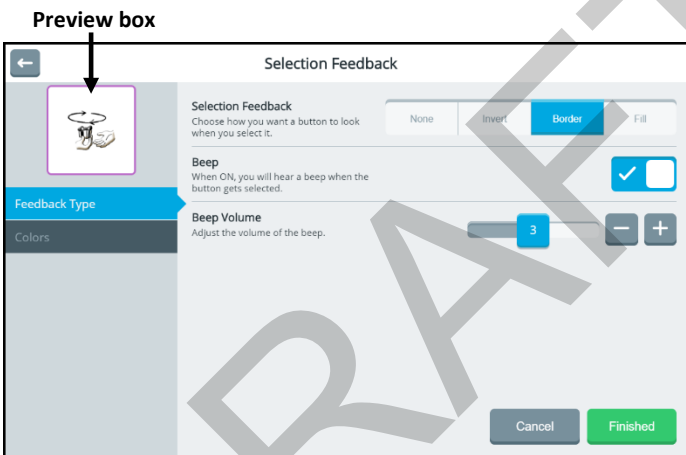
When Prompts is turned on, you can also set the volume of the prompts. Adjust the Prompts Volume by either moving the slider button or selecting the + and – buttons to increase or decrease the number one increment at a time. The number on the slider button will show the current setting. Settings range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



### 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.



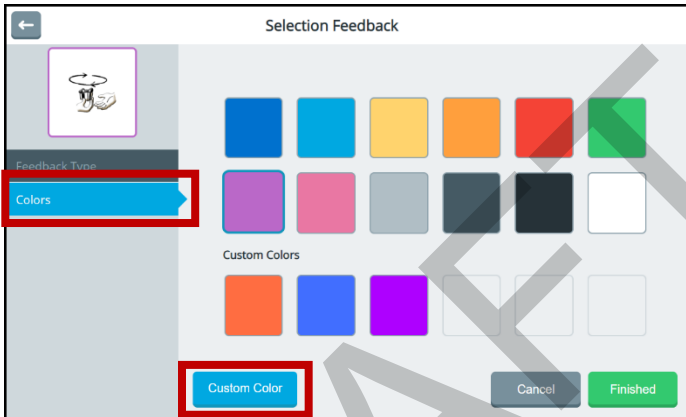
3. Select a basic or custom color for the border or fill. You can apply the same color to both or different colors to each.
4. Select **Finished**.

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

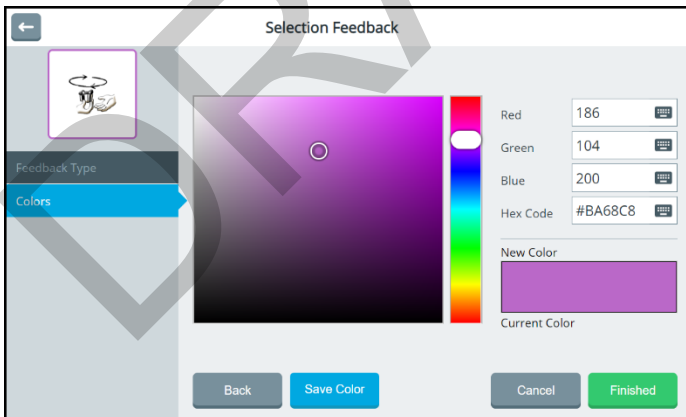
## Customizing Selection Feedback Colors

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.

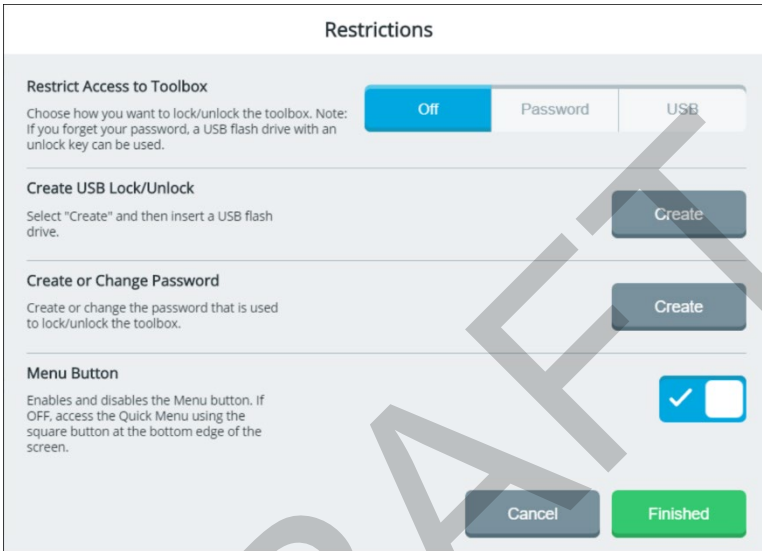


4. Create a custom color by using any of the following methods.
  - Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.
  - Select the Hex 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”. <i>Note:</i> If you didn’t create a USB file previously, you will be prompted to create one when you select <b>USB</b> .

## 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.

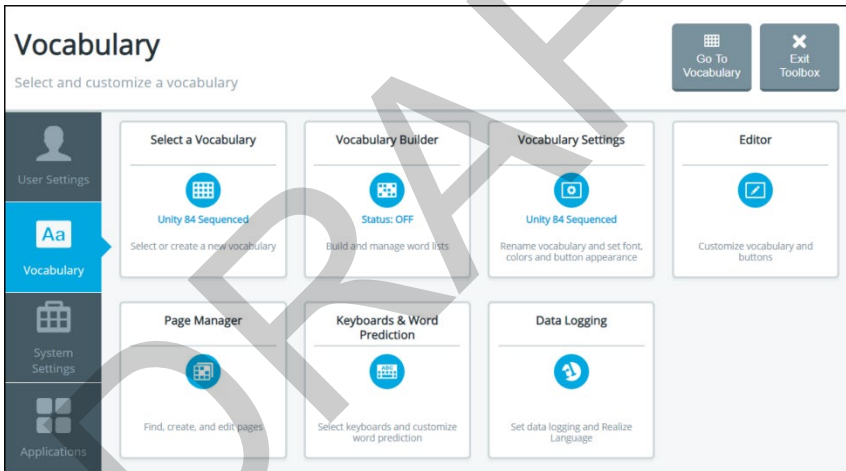
**Recommendation:** Try to make all your changes in the Toolbox at the same time. When you exit the Toolbox, you will need to enter your password again to unlock it even if you don't close the application.

# 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

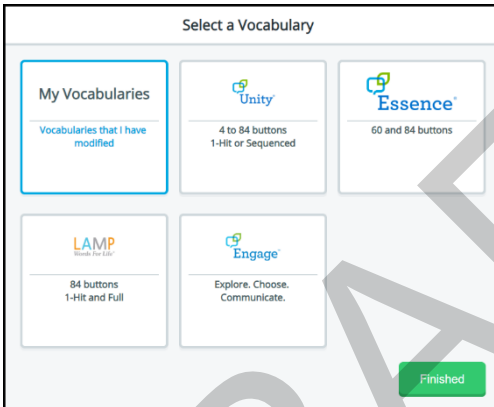
To display the Vocabulary screen, select **Menu > Toolbox > Vocabulary**.



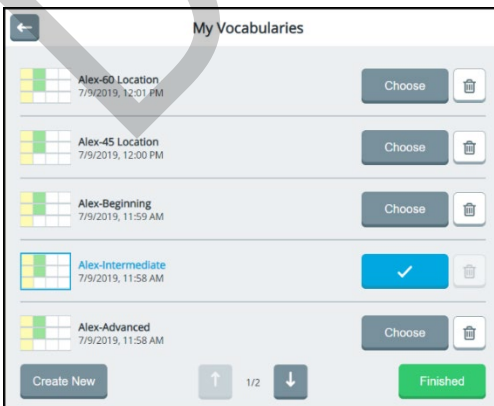
## Selecting a Vocabulary

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.

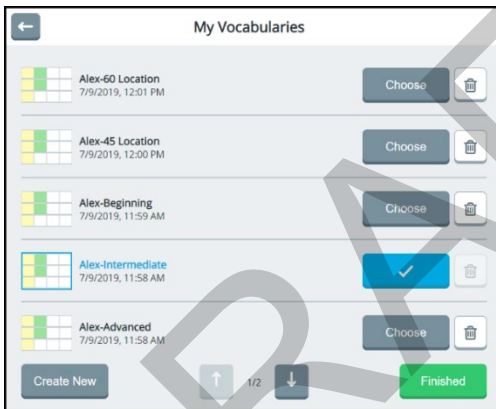
4. Select the **Choose** button for the vocabulary you want to open.

*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**.



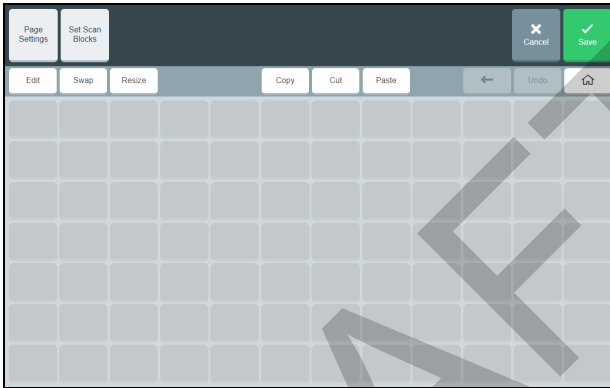
2. Select **Create New**.



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.

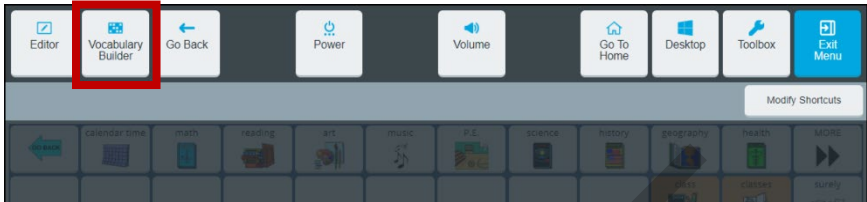
*Note:* Vocabulary Builder works with Unity vocabularies and LAMP Words for Life vocabularies only.

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## 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.



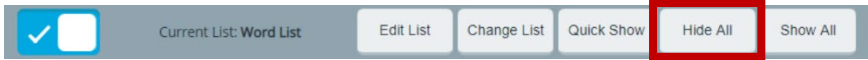
Select **Vocabulary Builder**. Select the on/off toggle to turn Vocabulary Builder on.



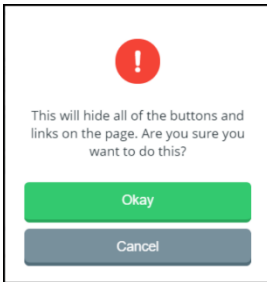
Button	Description
	The on/off toggle turns Vocabulary Builder on or off. The name of the current word list is displayed to the right of the button.
<b>Edit List</b>	Create, rename, manage, and clear word lists.
<b>Change List</b>	If you have multiple word lists, you can switch between them. In addition,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


## Creating a Word List by Selecting Words to Show

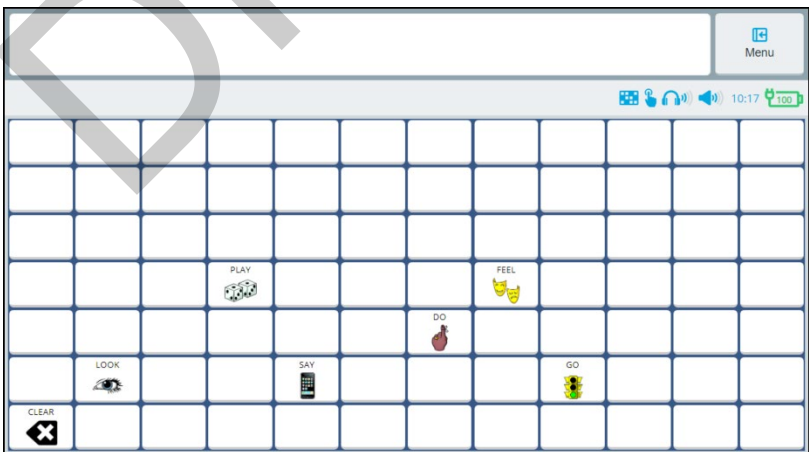
With Vocabulary Builder turned on from the Quick Menu, decide if you want to start with all words hidden or all words shown. Select **Hide All** or **Show All**. For example:



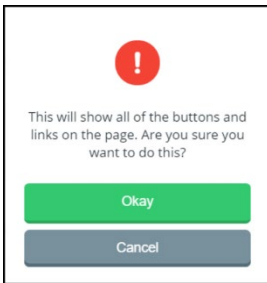
1. Select **Hide All**. The following confirmation prompt will appear.



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:



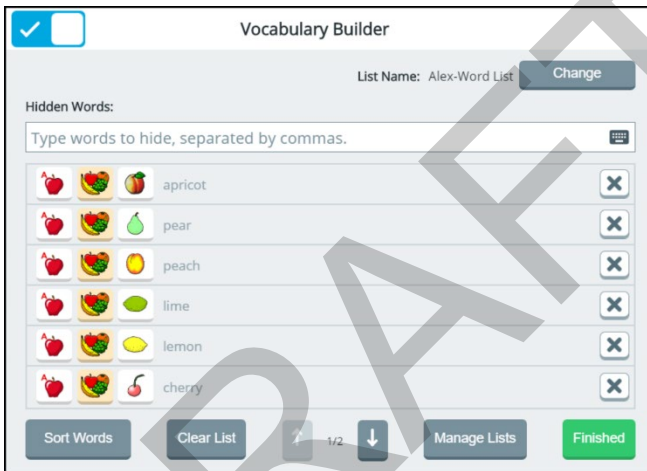
5. When the individual learns these words and you want to add more, turn on Vocabulary Builder and select the words you want to add.  
*Hint:* You can also add words by selecting **Edit List** and entering words.
6. To show all buttons on the page, do one of the following.
  - Turn off Vocabulary Builder. 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.



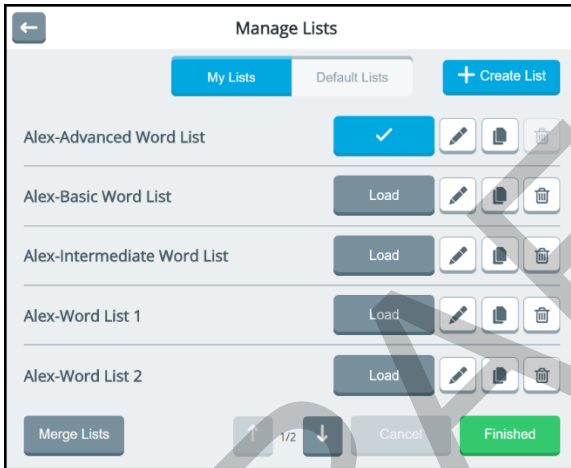
- To change the name of the list, select Change to open a keyboard and enter a new name.
  - When a list includes more than one page, use the paging arrows to move between the pages.
  - To list words by most recently entered or alphabetically, select **Sort**.
  - To delete a word from the list, select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



Make the list active



The active list (cannot be deleted)



Edit the list



Copy the list

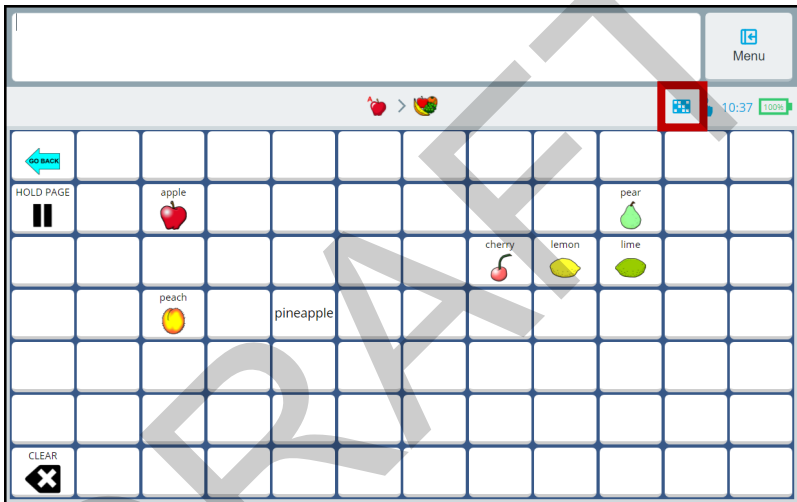


Delete the list

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.

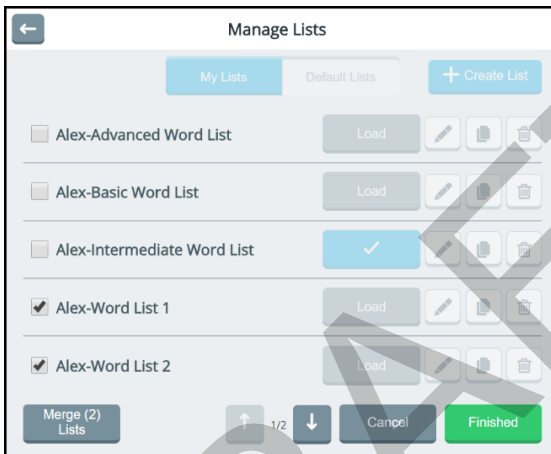
## Deleting a Word List


*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**.

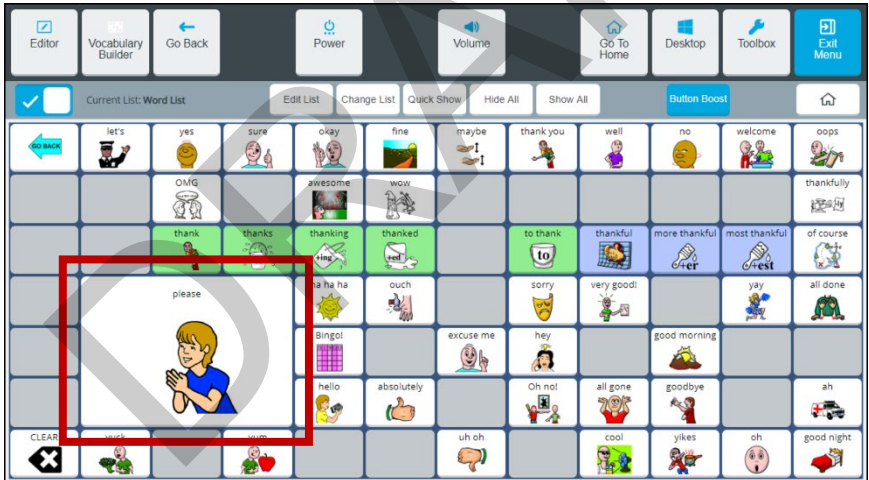
# Temporarily Enlarging a Button

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.

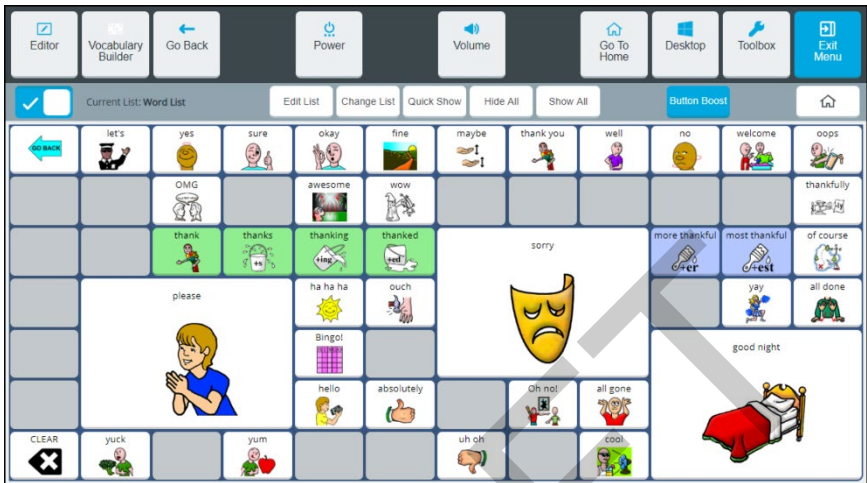


4. Select the button you want to enlarge. The button enlarges to three times its original size.



- 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.

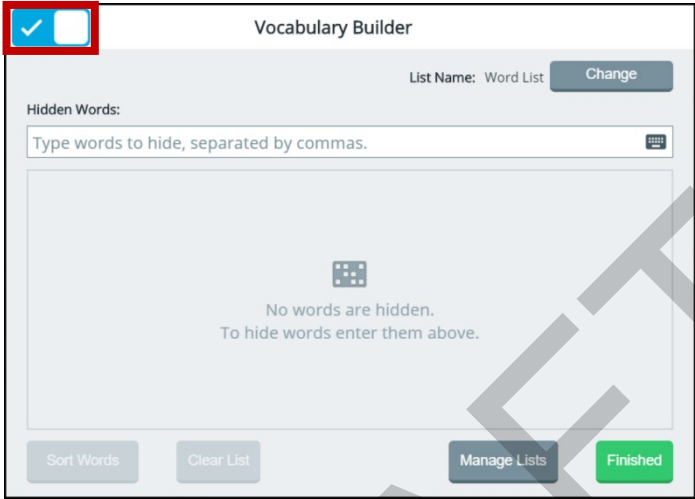
Selecting **Exit Menu** or any other Quick Menu feature will save the buttons that are currently enlarged.


### 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.

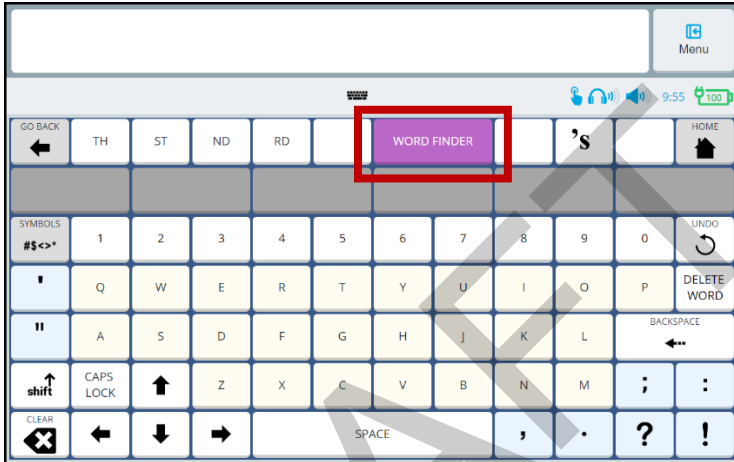


Feature	Description
	Turn Vocabulary Builder on or off.
<b>List Name/Change</b>	The name of the current word list is displayed. Select <b>Change</b> to open a keyboard and change the name.
<b>Type Words</b>	Enter words, separated by commas, that you want to hide. These words will be added to the current word list.
<b>Sort Words</b>	Arrange the words in the current list by most recently entered or alphabetically.
<b>Clear List</b>	Delete all the words from the current list.
<b>Manage Lists</b>	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

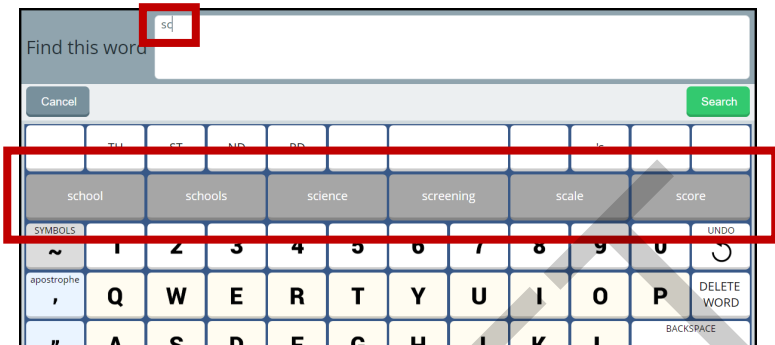
When you don't know where a word is located in a Unity or LAMP Words for Life vocabulary, use Word Finder to search for the word.

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

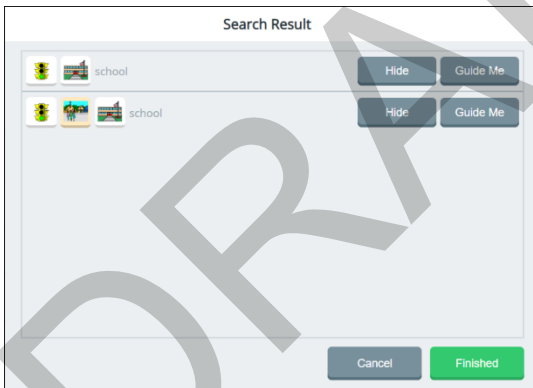


2. Select **Word Finder**. “Find this word” appears at the top of the keyboard.

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

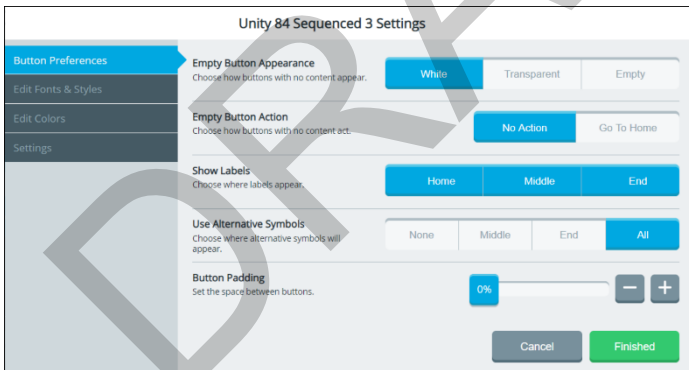
To customize settings for a specific vocabulary, you can

- 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

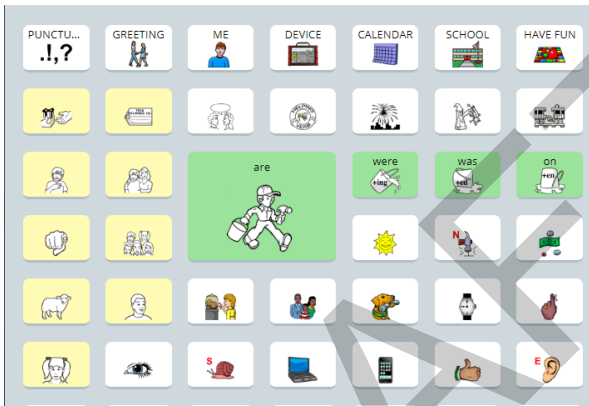
If you select **None**, only the default core symbols will be displayed in a button path; no core symbols will be replaced by alternative symbols. If you select **Middle**, the default symbol(s) in the middle of a button path will be replaced. If you select **End**, the symbol at the end of a button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



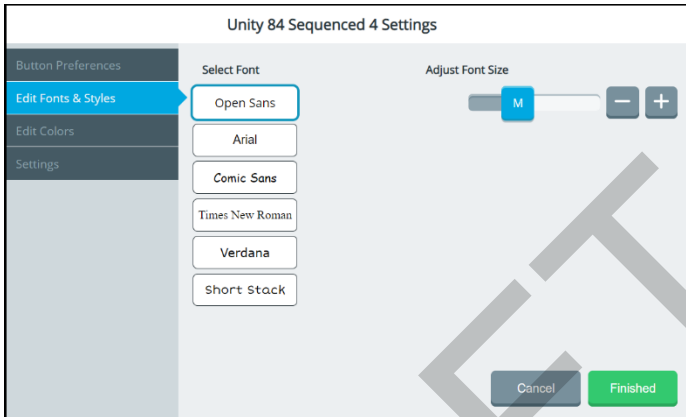
You may need to change the padding percentage several times until you get the empty space and button sizes the way you want them.

## Finished

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

## Changing the Font and Font Size

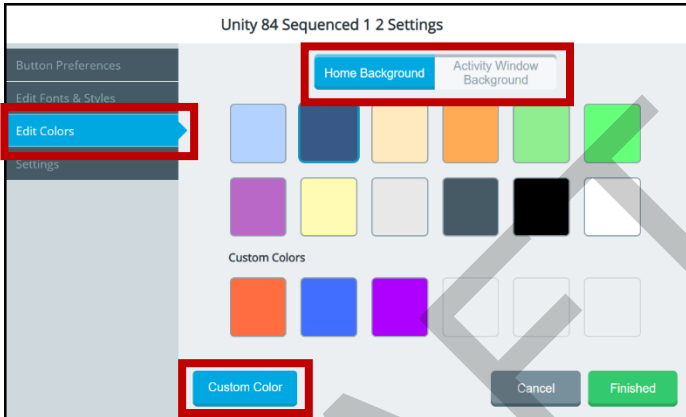
1. Select **Menu > Toolbox > Vocabulary > Vocabulary Settings**.
2. Select the **Edit Fonts & Styles** tab. The current font is highlighted.



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**.



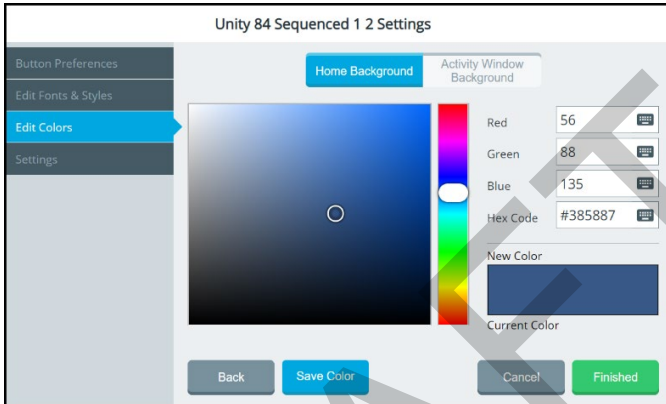
4. Select a basic or custom color for the selected background. You can apply the same color to both or different colors to each.

*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.

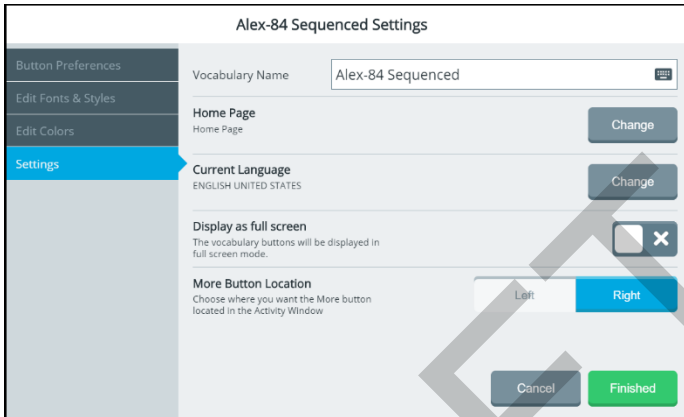


5. Create a custom color by using any of the following methods.
  - Select the Red, Green, or Blue field, use the keyboard to enter a new RGB value, and select **Finished**. If applicable, repeat for the other RGB fields. The Hex Code and color slider values will change accordingly.
  - Select the Hex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

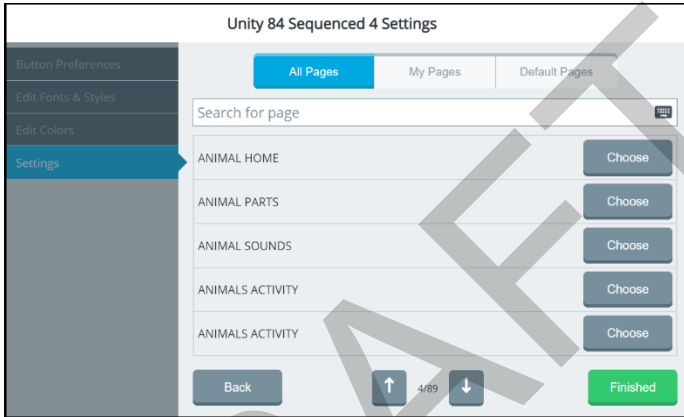
1. Select **Menu > Toolbox > Vocabulary > Vocabulary Settings**.
2. Select the **Settings** tab.



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.

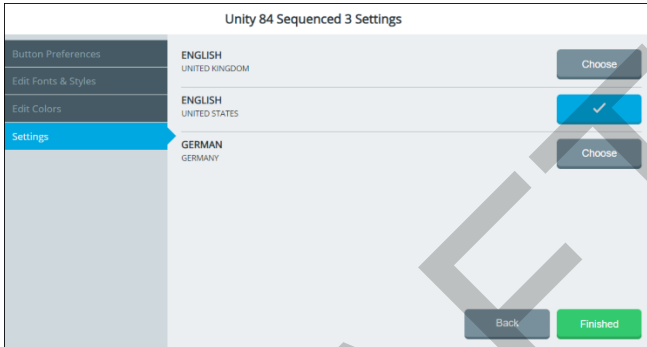


5. Select **Choose** for the page you want.
6. Select **Finished**.

## 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

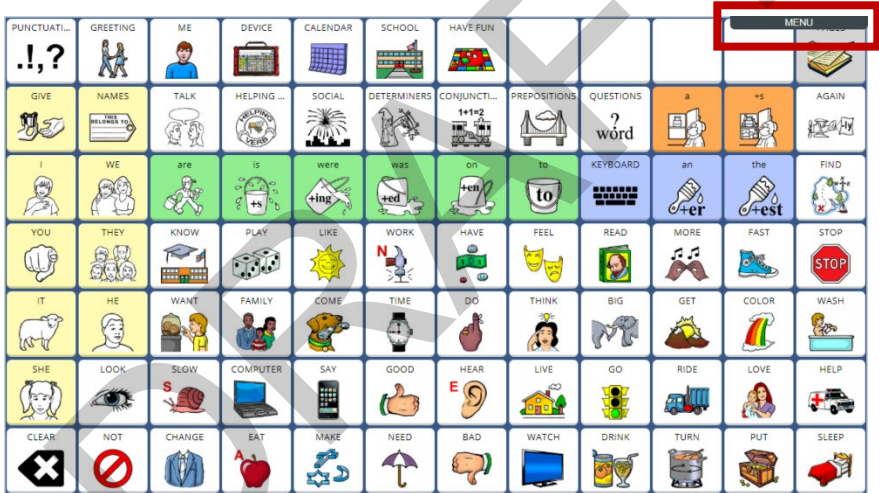
Use the full-screen option to expand vocabulary buttons to fill the entire screen, covering the message window and multi-bar.

1. Select **Menu > Toolbox > Vocabulary > Vocabulary Settings**.
2. Select the **Settings** tab.
3. Select the Display as Full Screen on/off toggle.

- x** 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.

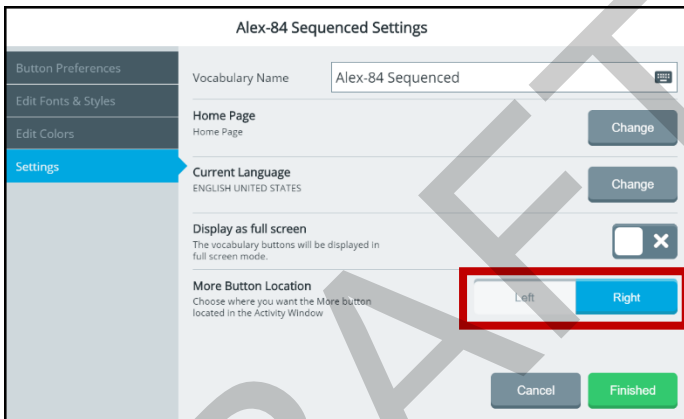




## Choosing the More Button Location in the Activity Window

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**.