

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 screenshot shows a 'Select a Vocabulary' screen with a grid of five vocabulary cards. The 'My Vocabularies' card is highlighted with a blue border and contains the text 'Vocabularies that I have modified'. The 'Unity' card is also visible, showing '4 to 84 buttons' and '1-Hit or Sequenced'. Other cards include 'Essence' (60 and 84 buttons), 'LAMP' (84 buttons, 1-Hit and Full), and 'Engage' (Explore. Choose. Communicate.). A green 'Finished' button is at the bottom right. Annotations with arrows point to the 'My Vocabularies' and 'Unity' cards.

The modified vocabulary is available from “My Vocabularies” and ...

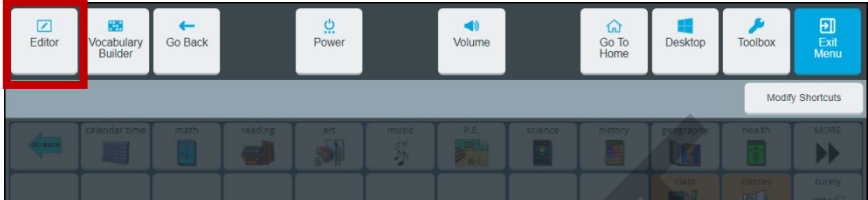
the original vocabulary is still available from “Unity”.

Finished

Opening the Editor

To open the Editor from the Quick Menu:

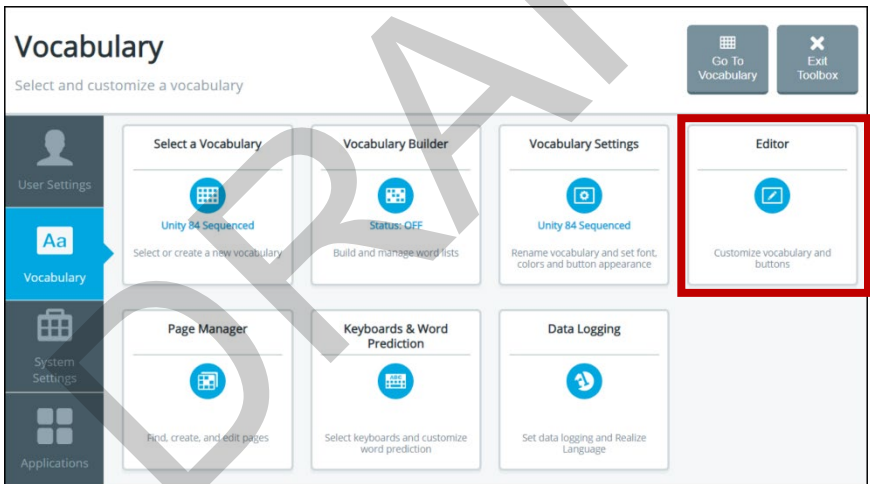
To open the Editor quickly, select **Menu** to open the Quick Menu. An Editor button is displayed.



Select **Editor** to display the Editor buttons. See “Using the Editor Buttons” on page 149.

To navigate to the Editor:

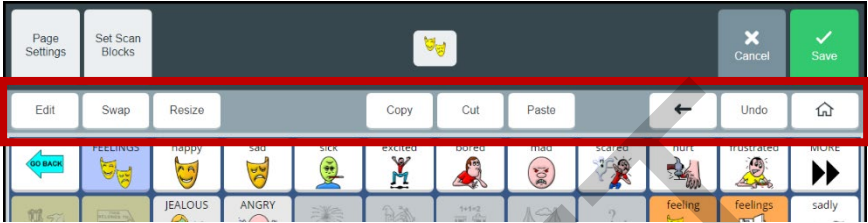
To navigate to the Editor, select **Menu > Toolbox > Vocabulary**.



Select **Editor** to display the Editor buttons. See “Using the Editor Buttons” on page 149.

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.



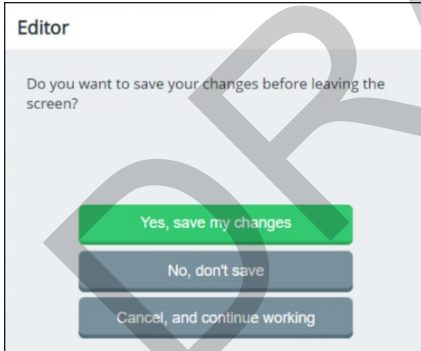
Operations of the Editor Buttons

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 .
Set Scan Blocks	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.
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.

Button	Description
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.
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:

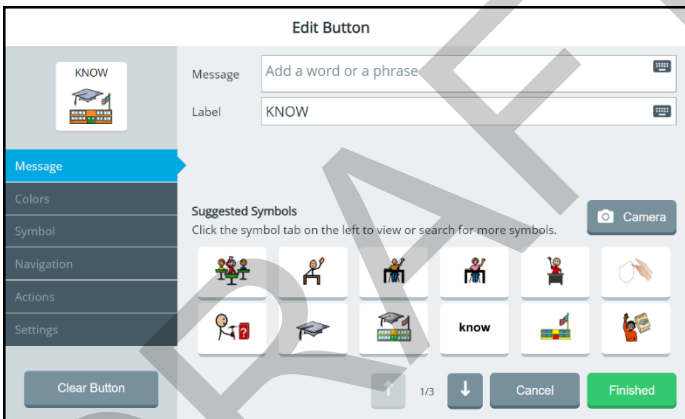


Select the appropriate option to save or discard your changes.

- 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.

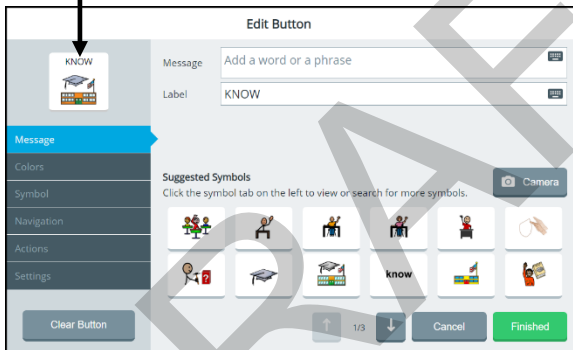
To add or change a message:

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

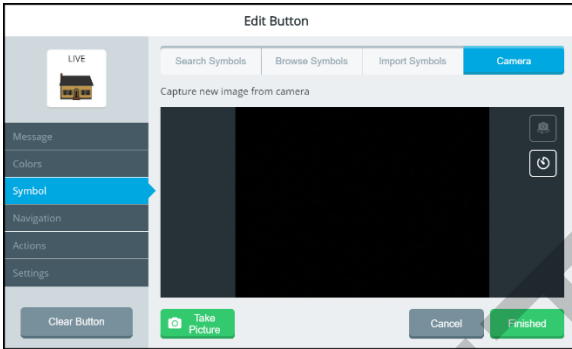


To replace the button's symbol with a suggested symbol:

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 .



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

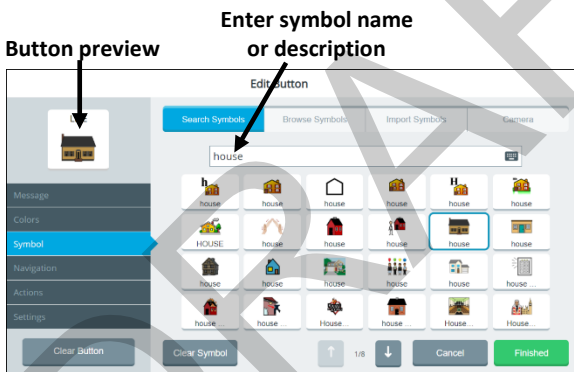
To search for, browse for, or import a symbol for a button, select **Menu > Editor**. Select **Edit** and choose the button you want to modify. The Edit Button window opens to the Message tab. Select the **Symbol** tab.

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.

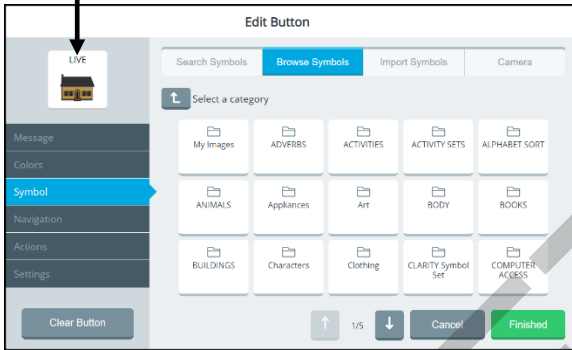


4. Select **Finished** and then select **Save**.

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**.

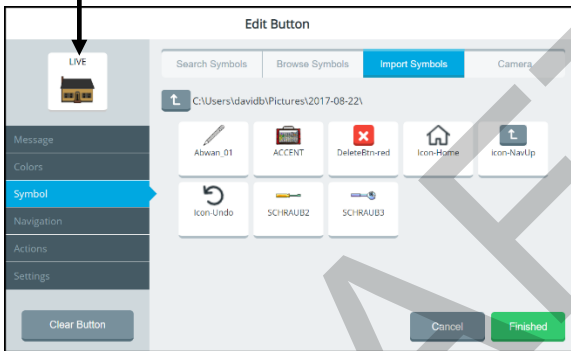
To import a symbol:

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

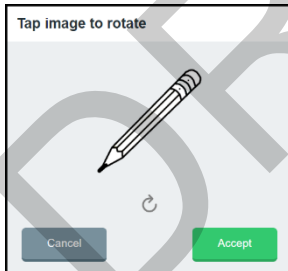
Hint: If necessary, use the Up One Level button  to navigate to a different location. If multiple pages of image folders are available, use the arrows to page through the folders.

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.

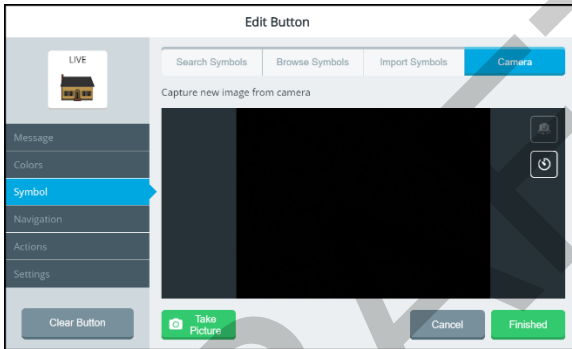
4. Select **Accept**. The symbol appears in the Edit Button window's button preview.
5. Select **Finished** and then select **Save**.

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.

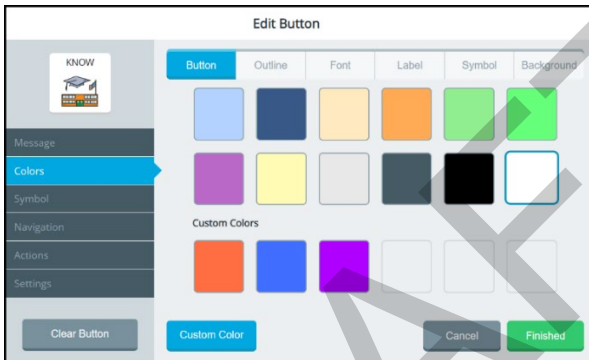
3. When you're satisfied with the picture, select **Finished**. The photo will appear on the button.
4. Select **Save**.

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

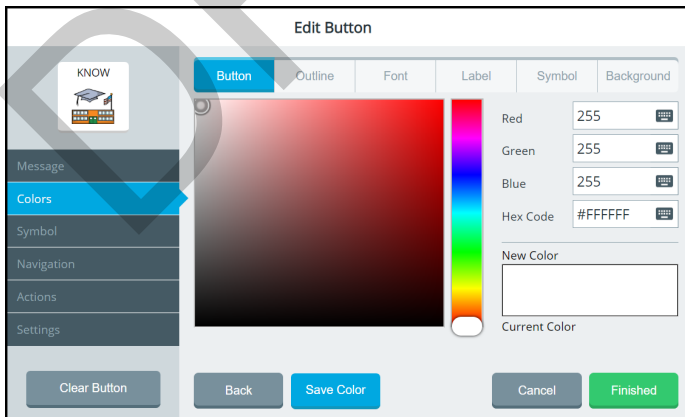
Font: Change the color of the button's label

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

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

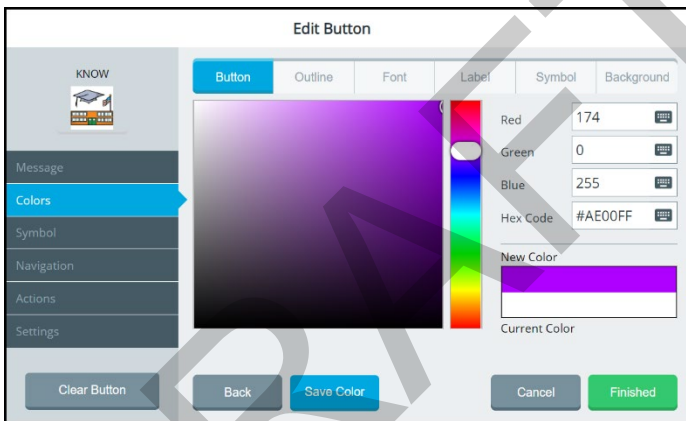
Background: Add a colored background to the button

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.



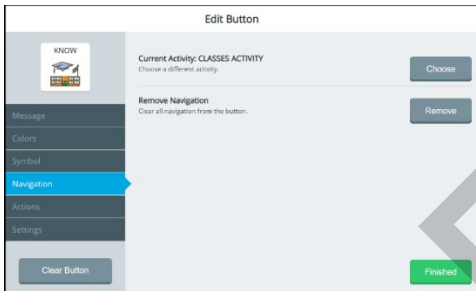
8. If you are not satisfied with the color, continue making adjustments until you create the color you want.
9. Select **Save Color**. The button preview will show the change, and the New Color/Current Color box will show your custom color.
10. To change additional colors for the button, repeat steps 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.



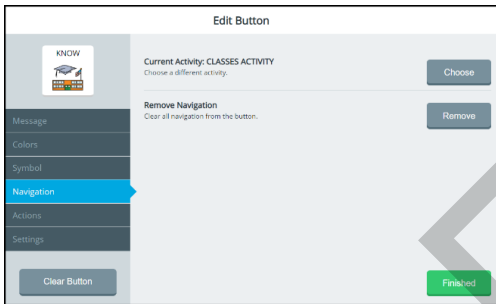
Hint: You can also scroll through the list of pages using the arrows or select **Add New** and create your own page.

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.

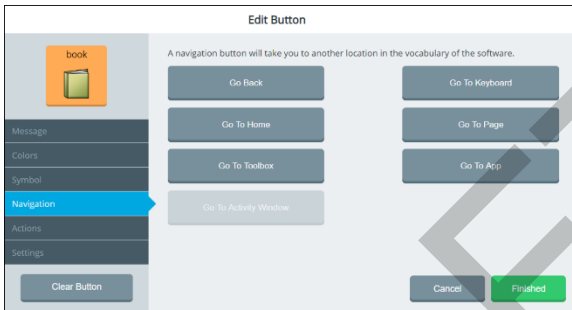


5. Select a different navigation location.
 - If you select **Go To Page** or **Go To Activity Window**, a window will list available pages and activities. Choose the page or activity you want the button to navigate to. Or add a new page. Then select **Finished** and **Save**.
 - If you select **Go To App**, a window will list apps available from the **Menu > Toolbox > Applications**. Select the location you want. Select **Finished** and **Save**.

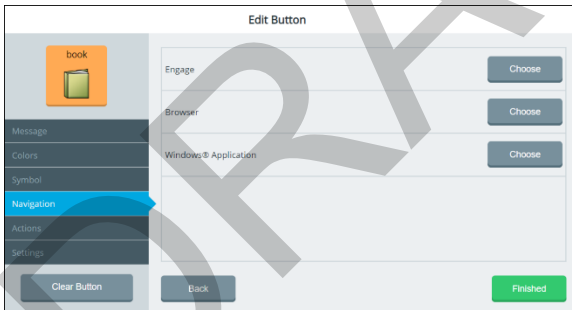
Setting up a Button to Navigate to a Website

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**.

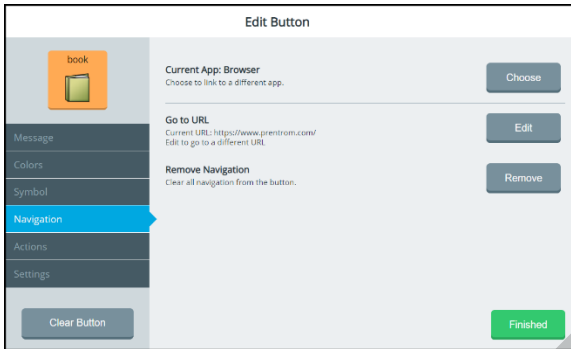


Engage: Allows you to link the Engage app to the button.

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.

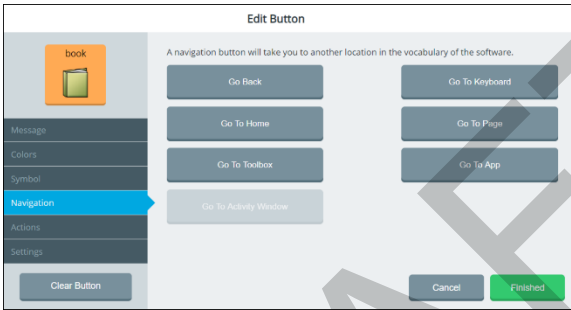


7. On the keyboard, select **Delete Word** and enter the URL of the website you want.
8. Select the keyboard **Finished** button. The URL you entered will appear below Go to URL in the Edit Button window.
9. Select **Finished** and then select **Save**. When you press the button, the website will open in the Web Browser app.

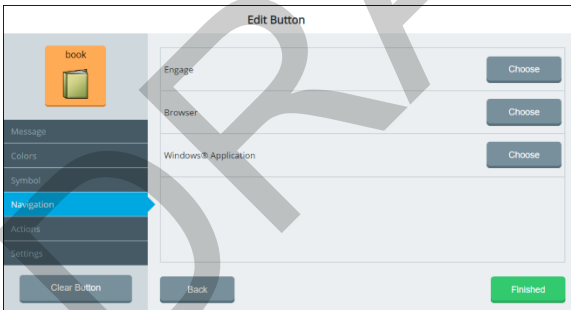
Setting up a Button to Navigate to a Windows Application

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**.

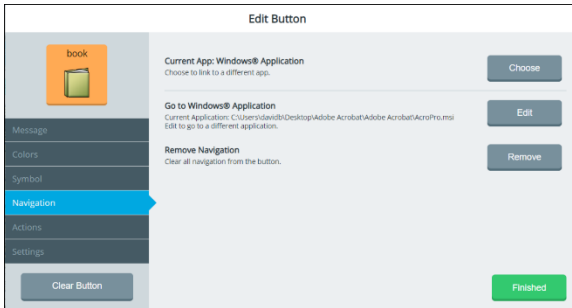


Engage: Allows you to link the Engage app to the button.

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.



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.

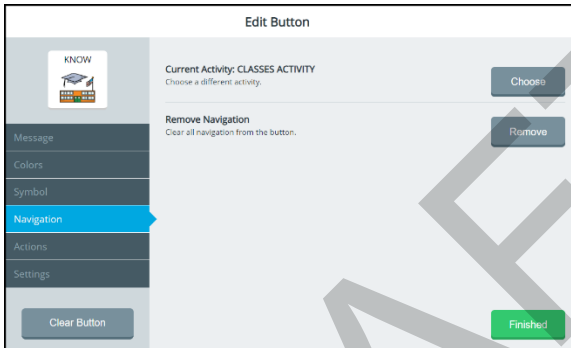
Remove Navigation: Allows you to remove all navigation from the button.

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.

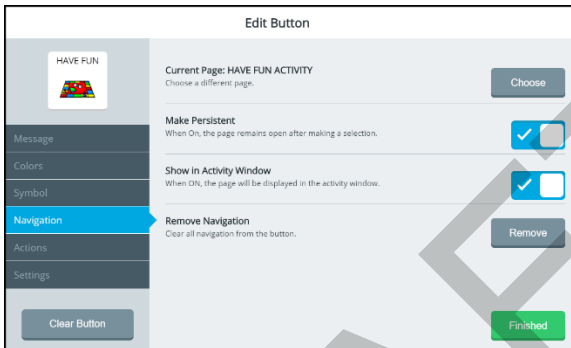
1. Select **Menu > Editor**.
2. Select **Edit** and choose the button you want to modify.
3. Select the **Navigation** tab on the left. The navigation options are displayed.



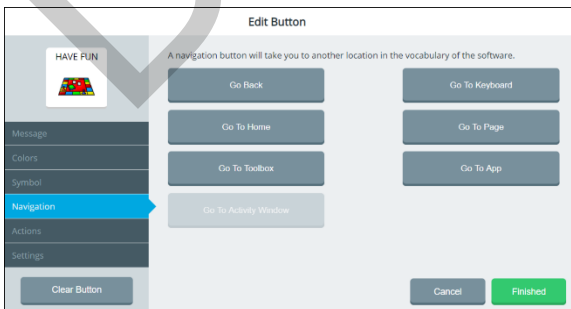
4. Select the Remove Navigation **Remove** button. A list of navigation locations opens.
5. Select **Finished** and **Save** without selecting a new navigation location.

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.

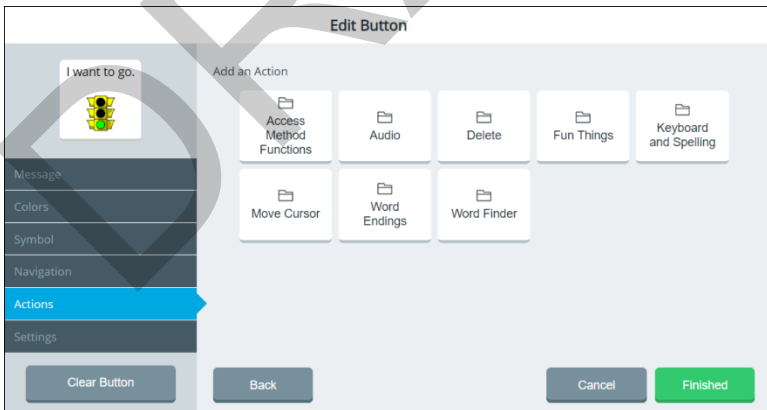


- To change the navigation, select a different navigation location.
 - If you select **Go To Page**, a window will list available pages and activities. Choose the page or activity you want. Or create a new page. Then select **Finished** and **Save**.
 - If you select **Go To App**, a window will list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

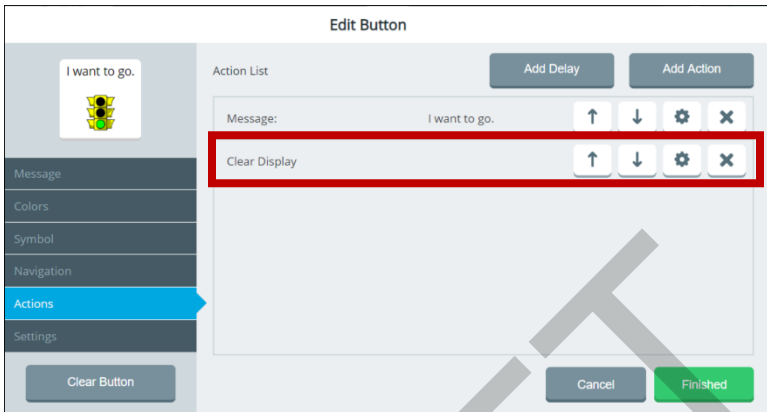
- Select **Menu > Editor**.
- Select **Edit** and choose the button you want to modify.
- Select the **Actions** tab on the left. The Action List is displayed.
- Select **Add Action**. Action categories are listed.



Note: If you need to redisplay the Action List to see which actions you already selected, select **Back**.

- 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.

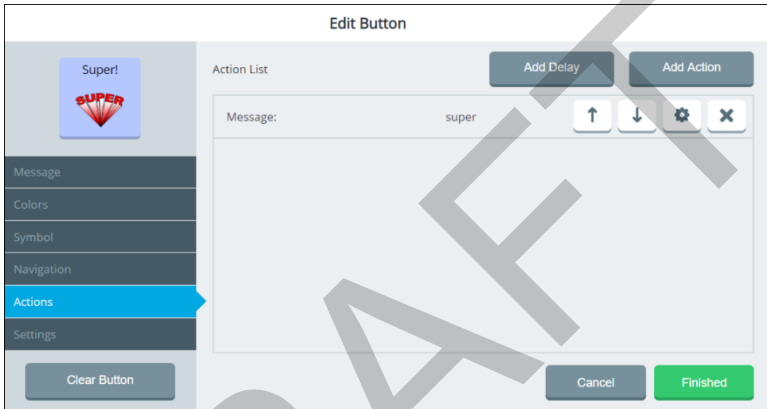
8. When you finish adding actions, select **Finished** and then select **Save**.

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 265.

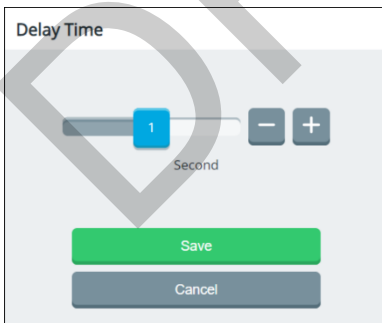
Adding a Delay between Button Actions

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.



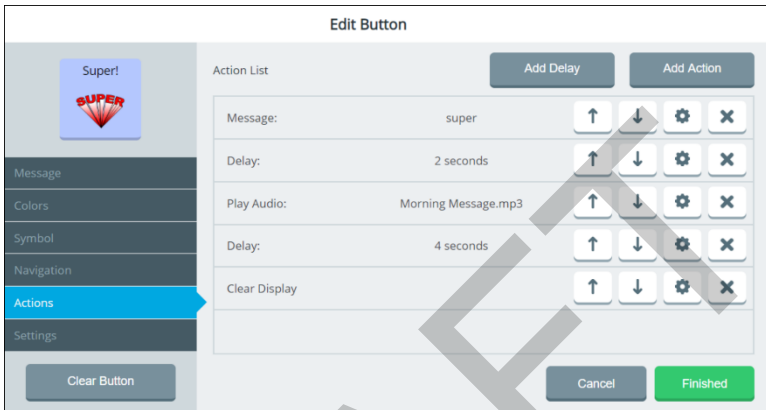
4. Add an action. See “Adding an Action to a Button”.
5. Select **Add Delay**. The Delay Time window opens.



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.

The screenshot shows the 'Edit Button' interface. The 'Content Button Settings' tab is active. The left sidebar shows the 'Settings' category selected. The main content area displays the following settings:

- Message:** When ON, the message will appear in the message window. (Toggle: ON)
- Speech:** When ON, the message will be spoken. (Toggle: ON)
- Always Show Button Label:** Show the label for this button regardless of the vocabulary label setting. (Toggle: OFF)
- Alternate Pronunciation:** Change how the message is pronounced on this button by entering a phonetic spelling. Example: read = red. (Input field: empty)
- Alternate Prompt:** If using button prompts, enter your own prompt instead of using the default label. (Input field: empty)

Buttons at the bottom: Clear Button, Reset Button, Cancel, Finished.

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.

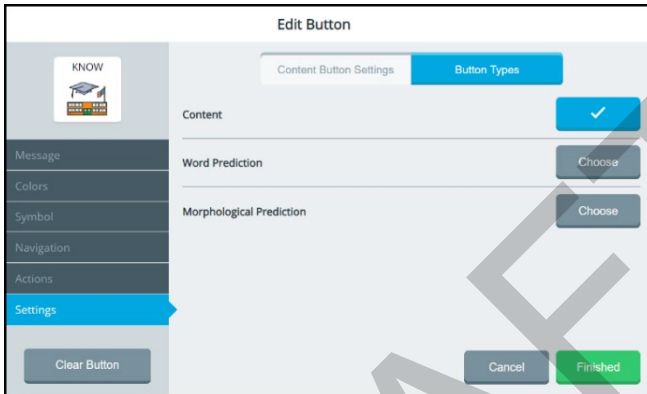
Alternate Prompt

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

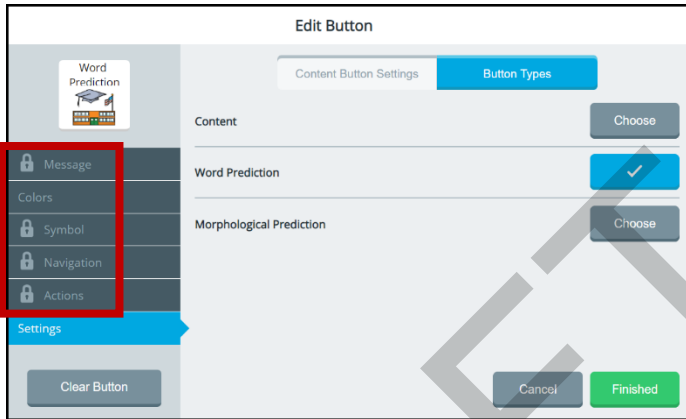
Set the button to predict the next word you want to speak.

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.



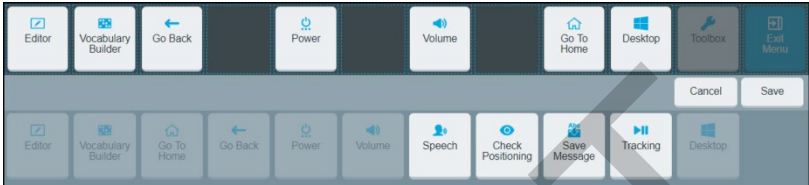
The Message, Symbol, Navigation, and Actions tabs display lock icons when you select Word Prediction or Morphological Prediction.

Saving a Message to a Button

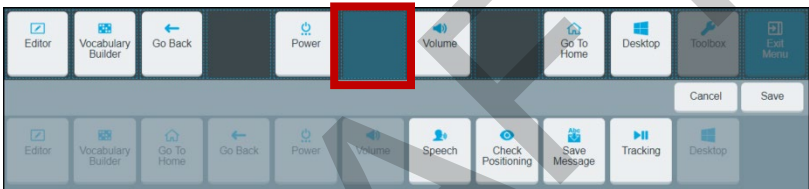
Use the Save Message shortcut to save the message currently displayed in the message window to a button.

Adding the Save Message Shortcut to the Quick Menu

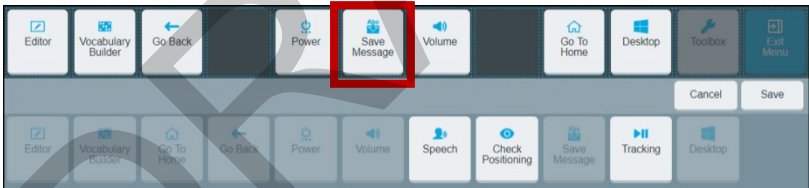
1. Select **Menu** and then select **Modify Shortcuts** from the Quick Menu.



2. Select the space where you want the Save Message shortcut to appear.



3. Select the **Save Message** shortcut from the lower section of the menu.

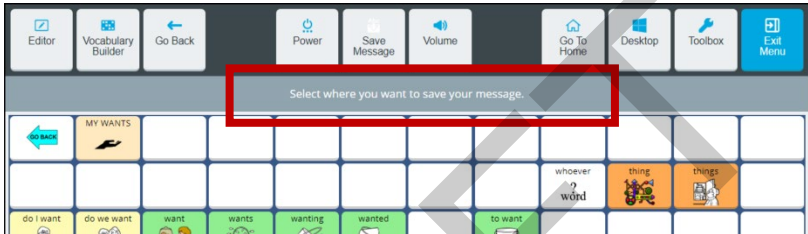


4. Select **Save**.

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.



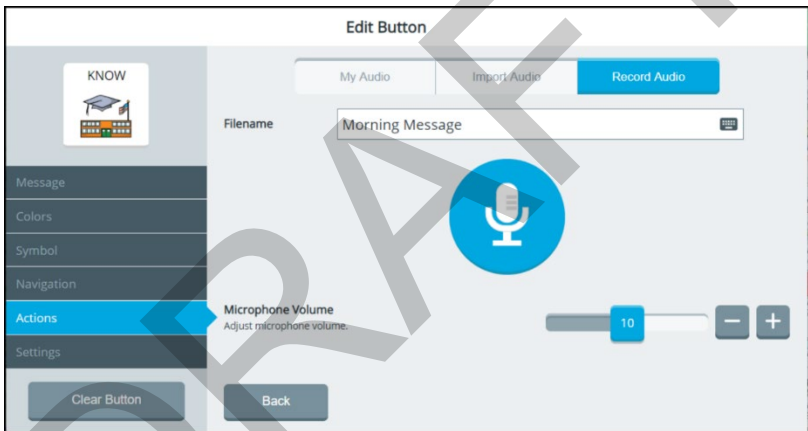
3. Select a button or empty button location. “Message Window Text: Successfully Saved” will appear.





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.

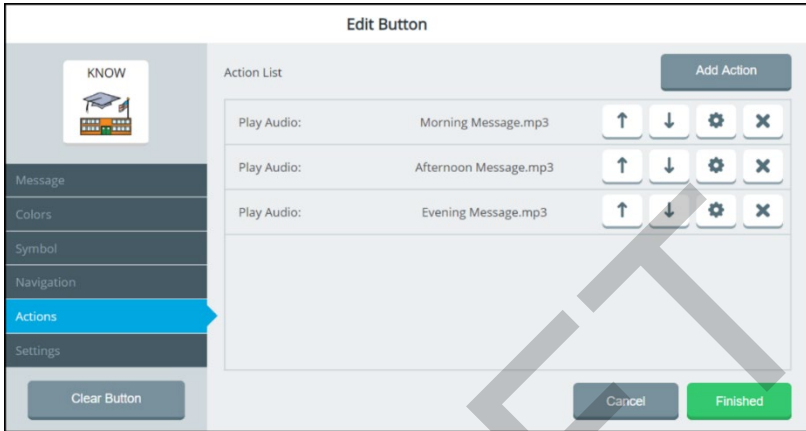
9. Adjust the Microphone Volume slider if necessary.





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.

DRAFT

To make changes to your messages:

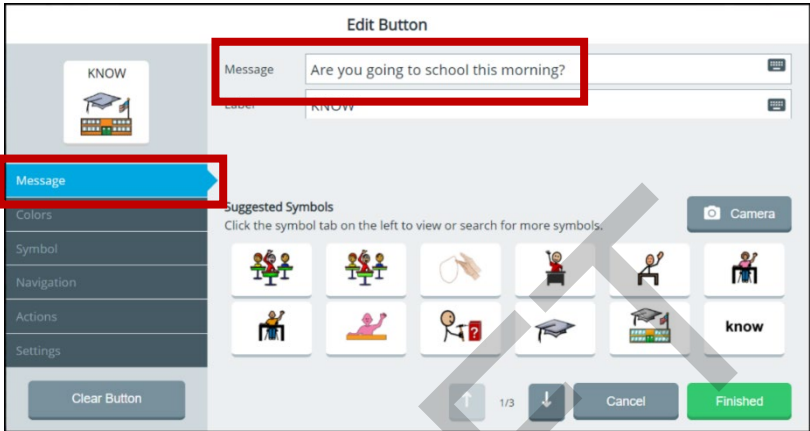
Your recorded messages will listed on the **My Audio** tab. The messages will play in the order in which they are listed from top to bottom.



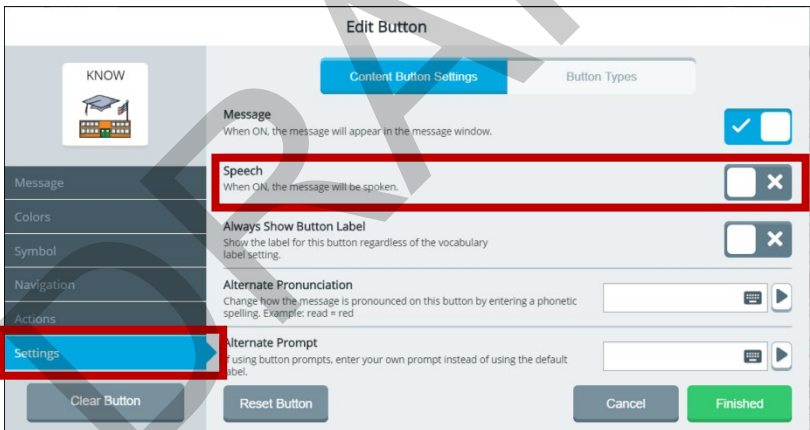
	Move the message higher in the list so it will play before one or more of the other messages.
	Move the message lower in the list so it will play after one or more of the other messages.
	Change or replace the message.
	Delete the message from the Action List.
Clear Button	Select Clear Button only if 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.

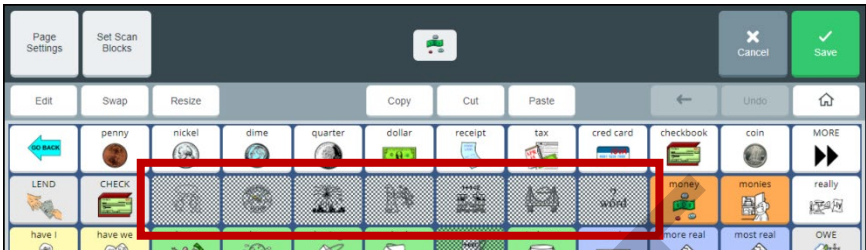


2. In the **Settings** tab, turn the Speech off for this button.



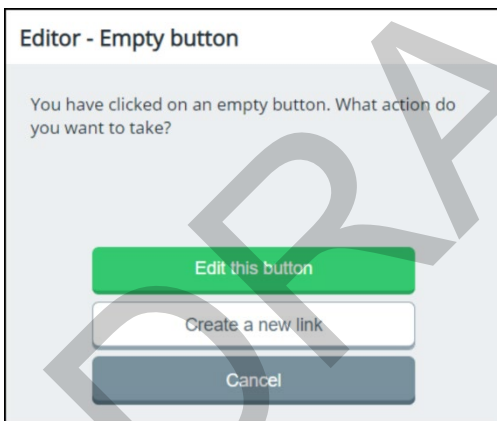
Editing an Empty Button

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.

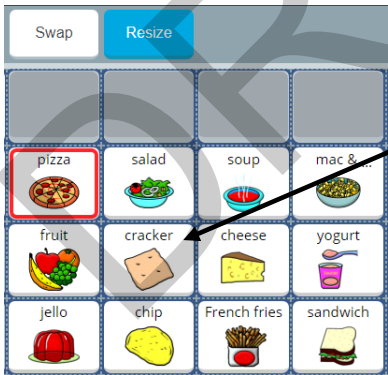
Resizing a Button

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.

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



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

Copying and Moving Buttons

To create a copy of a button:

- Select **Menu > Editor**.
- Select **Copy**.
- Select the button you want to copy.
- Select **Paste**.
- Select the location to which you want to copy the button.
- Select **Save**.

To move a button to a different location:

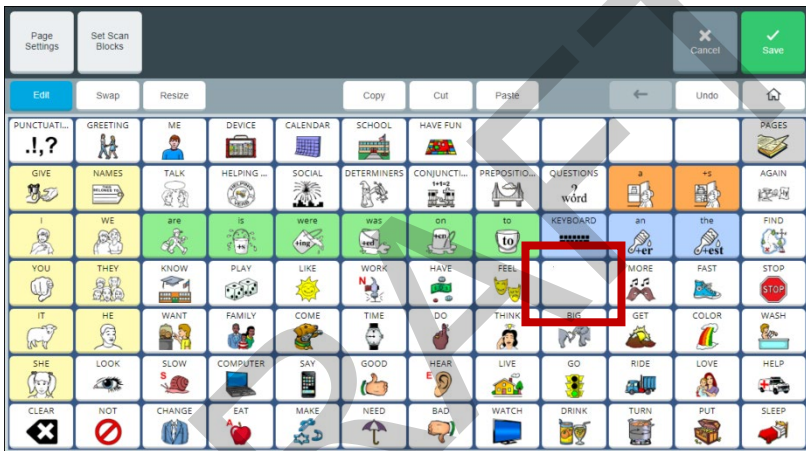
- Select **Menu > Toolbox > Vocabulary > Editor**.
- Select **Cut**.
- Select the button you want to move.
- Select **Paste**.
- Select the location to which you want to move the button.
- Select **Save**.

Resetting a Button to Its Factory Defaults

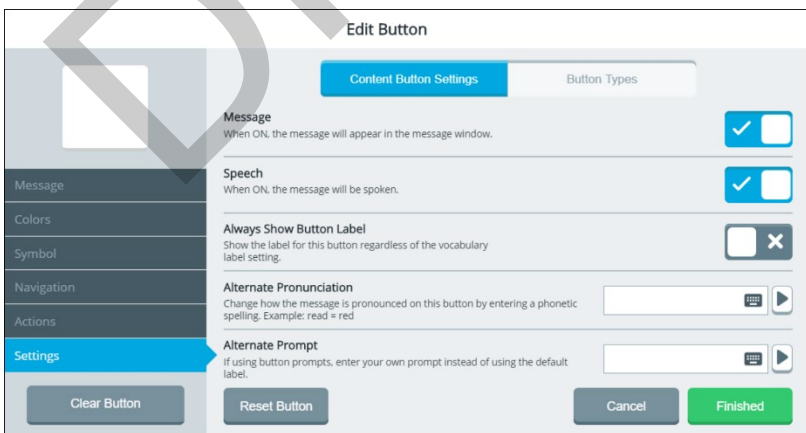
When you want to remove all the changes you have made to a vocabulary button and return it to its original state, use the Reset Button feature to restore the button to its factory defaults.

Important! If the button was linked, resized, swapped, cut, or copied, only that button will be restored to its 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:



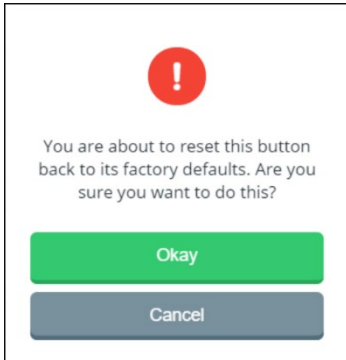
The Edit Button window opens. Select the **Settings** tab.



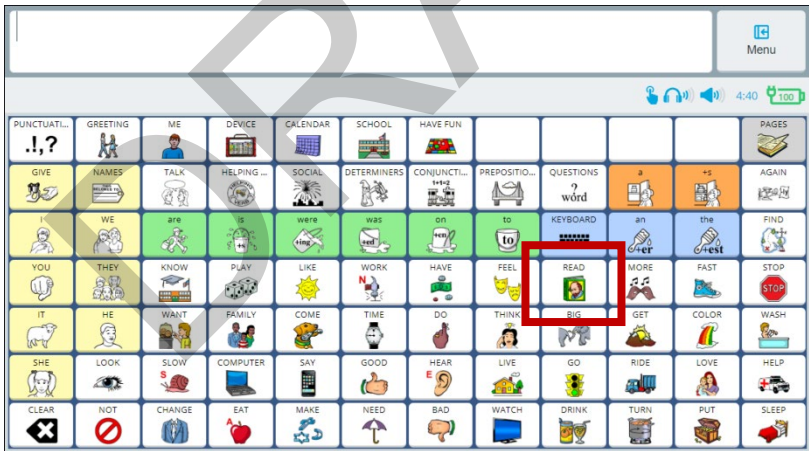
Note: When Reset Button displays a light gray background, Reset Button is not available. This indicates that the button you selected is already at its default settings.



Select **Reset Button**. A confirmation message appears.

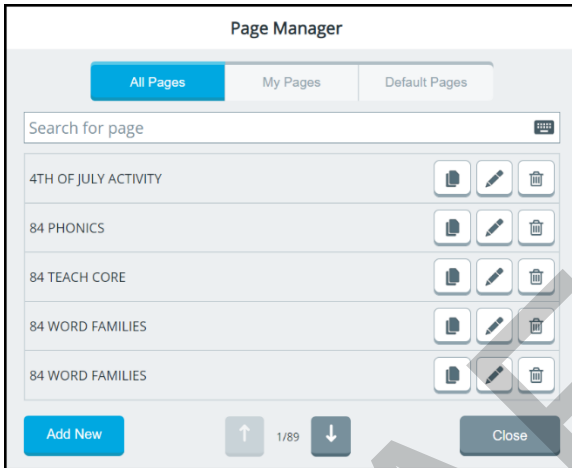


Select **Okay** and then select **Save**. "Successfully saved" will appear, and the button will be restored to its factory defaults.



Creating, Copying, Modifying, and Deleting Pages

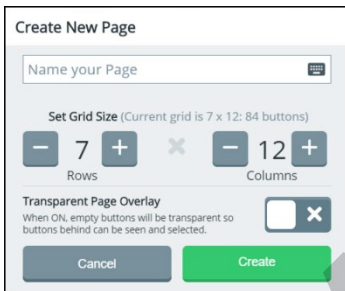
The Page Manager allows you to find, create, and modify pages. To open the Page Manager, select **Menu > Toolbox > Vocabulary > Page Manager**. The Page Manager window opens to the **All Pages** tab.



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”.



Create New Page

Name your Page

Set Grid Size (Current grid is 7 x 12: 84 buttons)

– 7 +
Rows

– 12 +
Columns

Transparent Page Overlay
When ON, empty buttons will be transparent so buttons behind can be seen and selected.

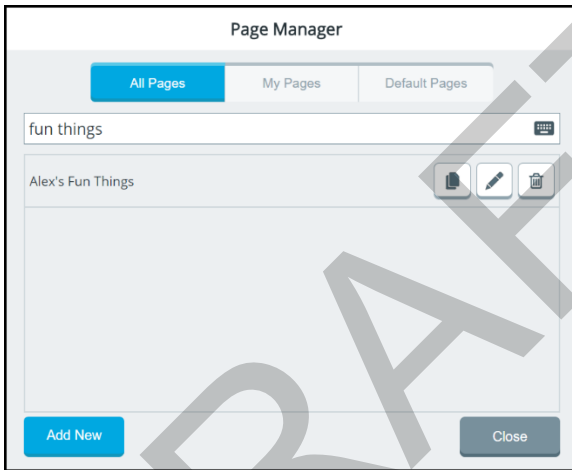
Cancel Create


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**.

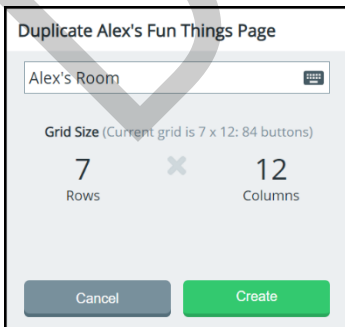
Note: Your new page is not linked to a button yet.

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.

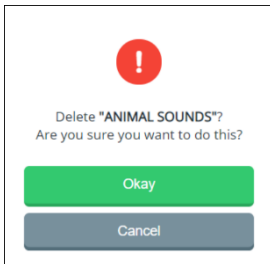
Modifying a Page

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**.

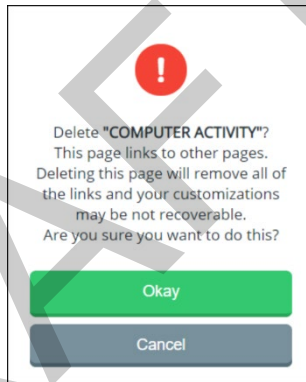
Deleting a Page

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 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 Delete  icon. You will be prompted to confirm that you want to delete the page.

If the page is not linked to any other pages:



If the page is linked to other pages:



4. If you are sure you want to delete the page, select **Okay**. The page will no longer appear on the list of available pages.
5. If you decide not to delete the page, select **Cancel**. The page will remain on the list.

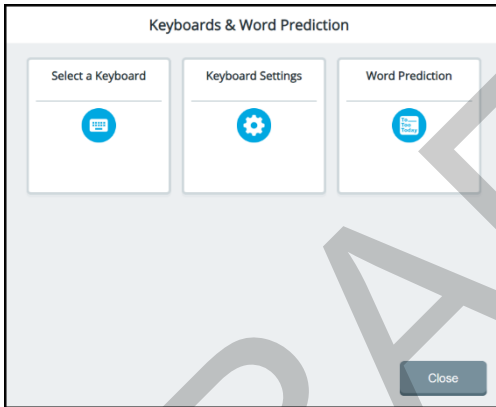
Working with Keyboards

The keyboard settings allow you to switch between keyboards, copy and modify keyboard, create a new keyboard, and set how spelling keyboards speak.

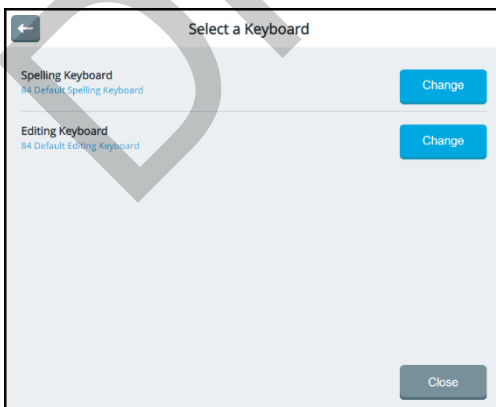
Switching to a Different Keyboard

If you don't want to use the existing keyboard, switch to a different keyboard.

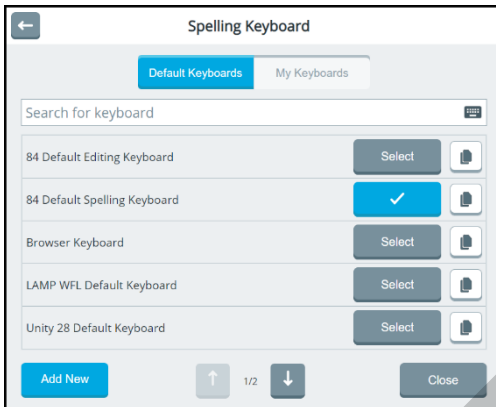
1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction.**



2. Choose **Select a Keyboard** to list the spelling and editing keyboards with **Change** buttons.



3. Select **Change** for the keyboard you want to replace. A window lists available keyboards under Default Keyboards and My Keyboards tabs.



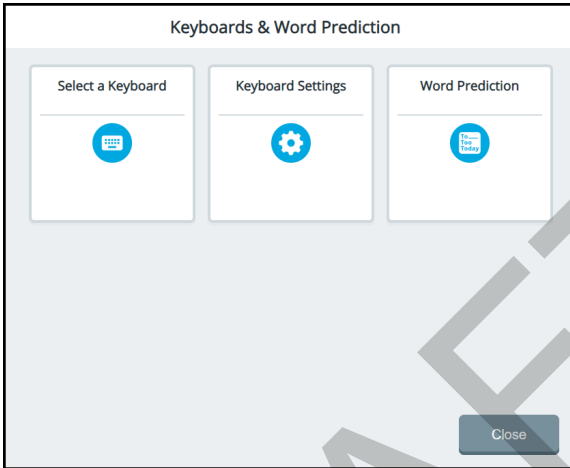
Note: To make a copy of a keyboard, see “Copying and Editing a Keyboard”.

4. If you haven't created your own keyboards, select the **Default Keyboards** tab. To find the keyboard you want, use one of the following methods:
 - Use the arrows to page through the list
 - Select the Search for keyboard field and enter a partial keyboard page name
5. When you find the keyboard you want, choose **Select**. A checkmark will replace the **Select** button.
6. Select **Close**. The keyboard you selected is now the default.

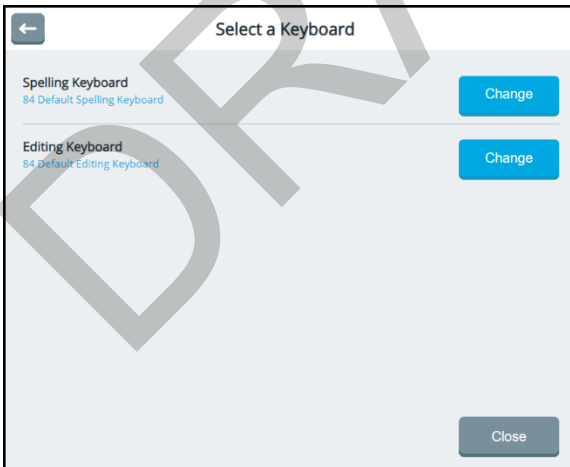
Copying and Editing a Keyboard

If you don't want to use an existing keyboard, create a new one by copying an existing keyboard and then editing the copy.

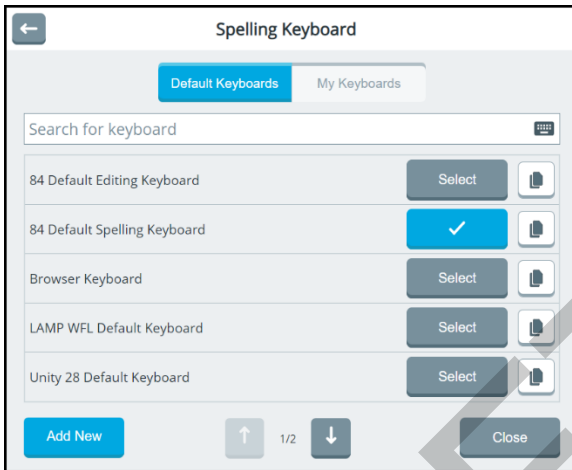
1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction.**




2. Choose **Select a Keyboard** to list the spelling and editing keyboards with **Change** buttons.



3. Select a keyboard. For example, select the Spelling Keyboard **Change** button and then select the **Default Keyboards** tab.



4. To find a keyboard to copy, use one of the following methods:
 - Use the arrows to page through the list
 - Select the Search for keyboard field and enter a partial keyboard page name.
5. When you find the keyboard you want to copy, select the duplicate button  for that keyboard.
6. In the Duplicate Keyboard window, enter a name for your new keyboard.



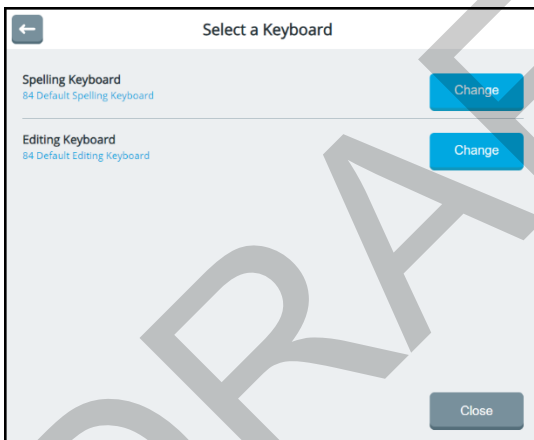
7. Select **Create**. "Successfully copied" will appear briefly and the new keyboard will open.

8. Edit the keyboard and select **Save**. The new keyboard will be added to the My Keyboards tab with a checkmark to indicate it is now the default keyboard.
9. Select **Close**. When you select the spelling keyboard in the vocabulary, the one you created will open.

Creating a New Keyboard

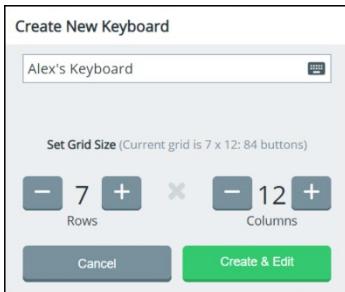
If you don't want to use any of the existing keyboards, create a new one.

1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction**.
2. Choose **Select a Keyboard** to list the spelling and editing keyboards with **Change** buttons.



3. Select the type of keyboard to create. For example, select the Spelling Keyboard **Change** button.
4. From either the Default Keyboards tab or the My Keyboards tab, select **Add New**. Enter a new keyboard name and select **Finished**.

5. Define the number of keyboard buttons by using the Rows and Columns + and – buttons.

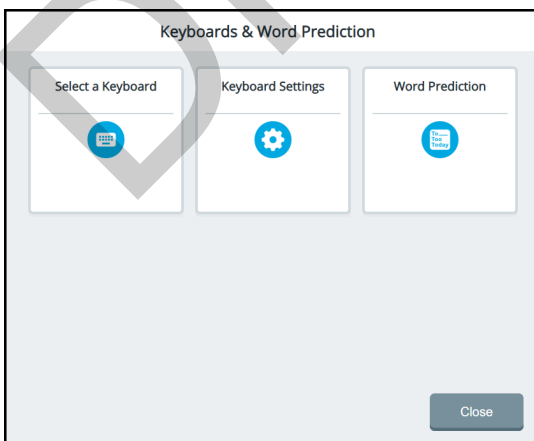


6. Select **Create & Edit**. “Successfully created” will appear briefly and the keyboard page will open.
7. Edit the new page and select **Save**. The new keyboard will be added to the My Keyboards tab with a checkmark to indicate it is now the default keyboard.
8. Select **Close**. When you select the spelling keyboard in a vocabulary, the one you created will open.

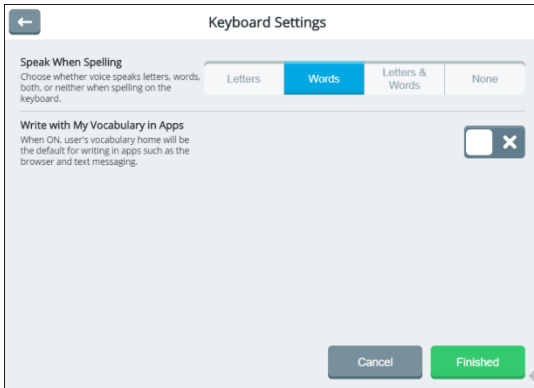
Changing How a Keyboard Speaks

You can change how your device speaks when you enter letters and words on a spelling keyboard.

1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction**.



2. Choose **Keyboard Settings**. The Keyboard Settings window opens.



3. Select a **Speak When Spelling** tab to set how your device speaks when you are spelling on a keyboard.

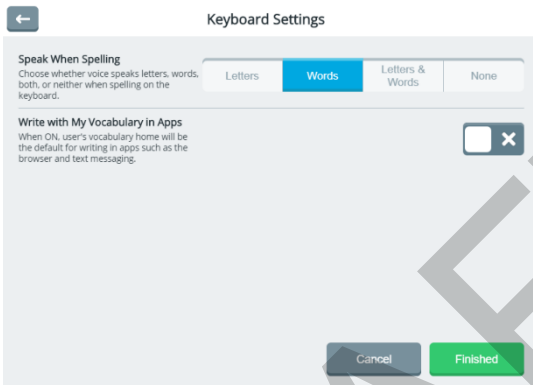
If you select ...	This will happen
Letters	Each letter will speak as you enter it
Word	Each word will speak when you finish entering it
Letters & Words	Each letter will speak as you enter it, and each the word will speak when you finish entering it.
None	No letters or words will speak

4. Select **Finished**.

Using Your Vocabulary to Enter Text in Apps

You can use the currently selected vocabulary instead of a keyboard to input text in apps such as the Web Browser and Text Messaging. To set your vocabulary's home page as the default for entering text in apps:

1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction.**
2. Choose **Keyboard Settings.** The Keyboard Settings window opens.



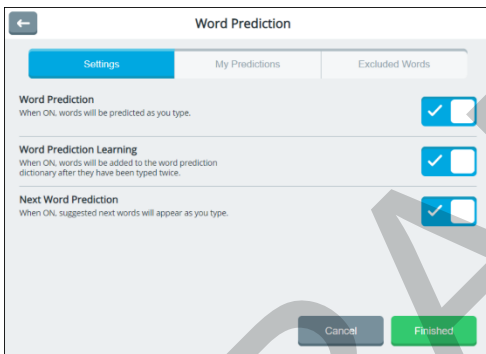
3. Select the **Write with My Vocabulary in Apps** on/off toggle to turn the setting on.
4. Select **Finished.** You can now use buttons to enter text in apps.

Using Word Prediction

Word prediction helps improve a person's ability to communicate by reducing the amount of time spent in spelling out long and/or seldom used words. The system predicts words based on *how often* (frequency) or *how recently* (recency) you have used the word or based on words that are most likely to follow the word you just entered. The system also prioritizes the words used most recently.

Activating or Deactivating Word Prediction Options

Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction > Word Prediction**. The Word Prediction window opens to the Settings tab.



To toggle an option on or off, select the on/off toggle. Select **Finished**.

Word Prediction

When Word Prediction is turned on, words will be predicted as you enter them. When this option is turned on, Word Prediction Learning and Next Word Prediction can be toggled on or off.

Word Prediction Learning

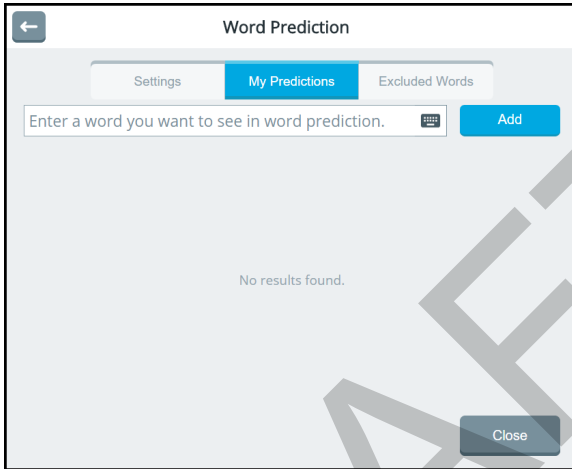
When Word Prediction Learning is turned on, words will be added to the word prediction dictionary after you type them twice.

Next Word Prediction

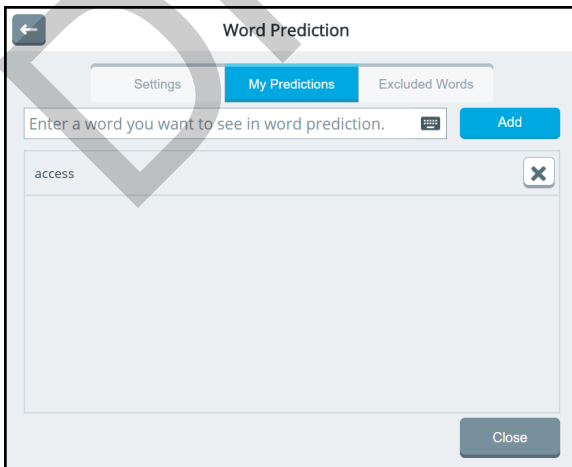
When Next Word Prediction is turned on, suggested next words will appear as you type. This may eliminate the need to start typing another word.


Adding Words that You Want Predicted

1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction > Word Prediction**. The Word Prediction window opens to the Settings tab.
2. Select the **My Predictions** tab.



3. Select the Enter a Word field, use the keyboard to enter a word that you want predicted, and select **Finished**.
4. Select **Add**. A message will confirm that the word was added, and the word will appear on your prediction list.

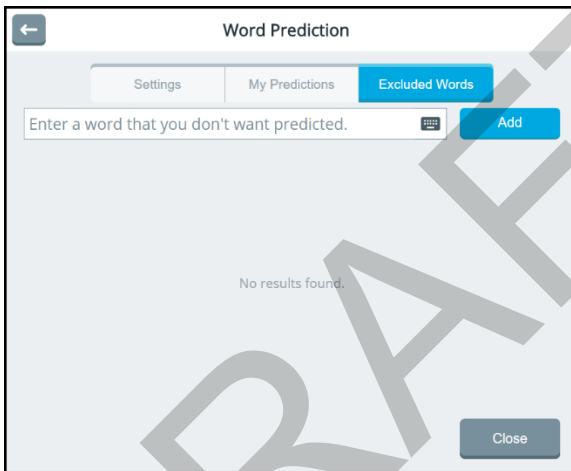


Note: To delete a word from your word prediction list, select the delete button . A message will confirm that the word was deleted.

5. Add words to your word prediction list as needed. When you finish, select **Close**.

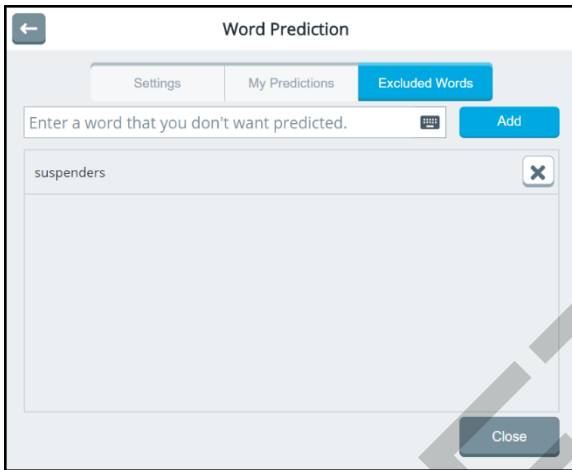
Specifying Words that You Don't Want Predicted


1. Select **Menu > Toolbox > Vocabulary > Keyboards & Word Prediction > Word Prediction**. The Word Prediction window opens to the Settings tab. Select the **Excluded Words** tab.



2. Select the Enter a Word field, use the keyboard to enter a word that you don't want predicted, and select **Finished**.

3. Select **Add**. A message will confirm that the word was added, and the word will appear on your exclusion list.



Note: To delete a word from your exclusion list, select the delete button . A message will confirm that the word was deleted.

4. Add words to your exclusion list as needed. When you finish, select **Close**.

Analyzing Language Development

Use the data logging capabilities of your device to collect data on what was said and when. To help analyze an individual's vocabulary and language development, you can upload the collected data to the Realize Language™ website for analysis.

Using the Realize Language Website

The Realize Language online service is subscription-based. It organizes and analyzes information and presents the results in easy-to-understand graphic formats that provide valuable insights into each person's language development. With this service you can

- Track the person's progress and communication development over time
- Compare different aspects of communication automatically
- Create a detailed summary of performance
- Share information with others
- Quickly create reports that anyone can understand

To learn more, go to the Realize Language website:

<https://realizelanguage.com/info/>

To view or download the Realize Language Starter's Guide, go to

<https://realizelanguage.com/info/support>

For Customer Support:

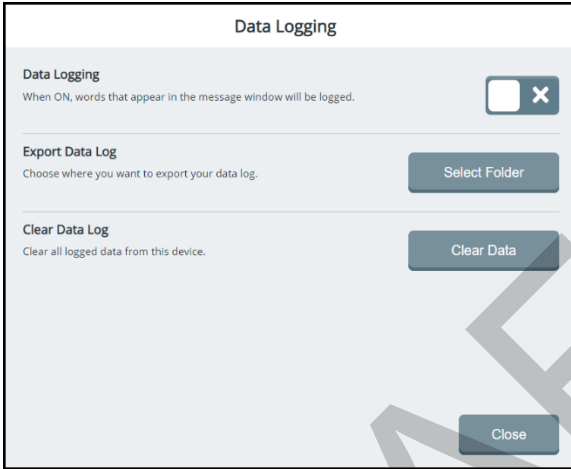
If you have a problem with the Realize Language website, email support@realizelanguage.com

If you have a problem with your device, call PRC technical support at 1-800-262-1990 or email service@prentrom.com.

Turning Data Logging on

Data Logging allows your device to collect data on what was said and when.

Select **Menu > Toolbox > Vocabulary > Data Logging** to open the Data Logging window

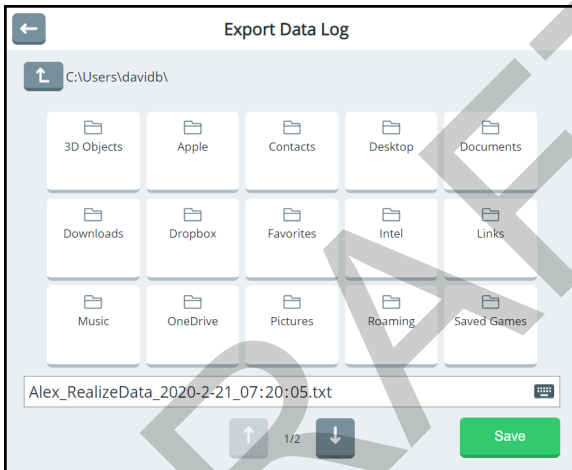


Select the on/off toggle to turn data logging on.

Exporting and Uploading Collected Data

After you turn data logging on, your device will start collecting data on what was said and when. When you want to measure how the individual is progressing, you can export the collected data to a text (.txt) file and upload it to the Realize Language website for analysis.

1. Plug a USB flash drive into the device.
2. From the Data Logging window, select the Export Data Log **Select Folder** button. The Export Data Log window displays folders that are available to save the file.



Note: When necessary, use the arrows to view additional folders.

3. To change the default file name, select the file name field, use the keyboard to enter a new name, and select **Finished**.
4. Select the folder in which to want to save the file (your USB flash drive).
5. Select **Save**. A message will confirm that the file exported successfully.
6. Upload the file to the Realize Language website.

Clearing Usage Data

After you export usage data and upload it to the Realize Language website for analysis, you can clear the data log.

From the Data Logging window, select **Clear Data**. A message will warn that all logged data will be deleted. Select **OK** to clear the data.

If you want to start a new data log, leave Data Logging turned on. If you don't want to start a new log at this time, turn Data Logging off.

Select **Close**.

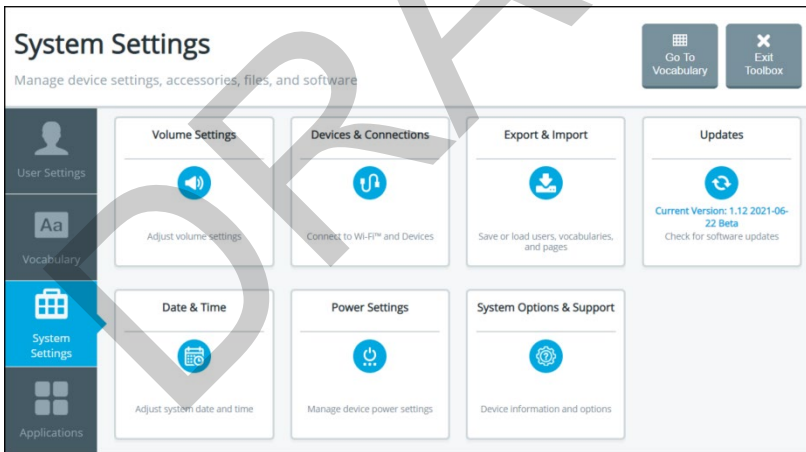
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Changing System Settings

The system settings allow you to

- mute all sounds, adjust speaker and headphones volume, allow prompts to be heard through the device's speakers as well as headphones, and turn the device's volume button on or off
- connect other devices and accessories to your device
- back up and restore the contents of your device
- export and import users, vocabularies, and pages.
- update the software
- set the date and time
- adjust device power settings
- access extended features, switch your device from Empower to NuVoice® software, upgrade the Empower software using a USB flash drive, restore the device software to factory settings, and view hardware version information

To access the system settings, select **Menu > Toolbox > System Settings**.

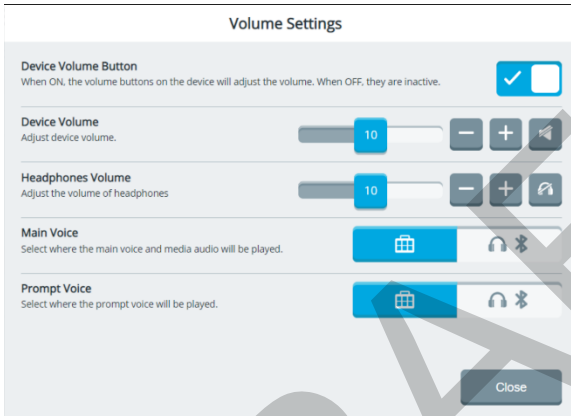


Adjusting Sound and Volume



To prevent possible hearing damage, do not listen to headphones at high volume levels for long periods.

Select **Menu > Toolbox > System Settings > Volume Settings**. From the Volume Settings window you can use the device volume button to adjust volume, adjust device volume, and allow prompts to be heard through the device's speakers as well as headphones.



Activating the Device Volume Button

Choose to adjust volume using the device volume button and software volume controls or software volume controls only. Select the Device Volume Button on/off toggle.

- You can adjust volume using the device volume button and software volume controls.
- You can adjust volume using software volume controls only.

Adjusting Device Volume

Adjust the Device Volume setting by moving the slider button until the number you want is displayed or by selecting the + and – buttons to change the number one digit at a time. Settings range from 1 to 20.



To mute the device speakers, select the mute speakers button. The button turns blue when selected. In this example, the button is blue, indicating that the speakers are muted.

Adjusting Headphones Volume

Adjust the Headphones Volume setting by moving the slider button until the number you want is displayed or by selecting the + and – buttons to change the number one digit at a time. Settings range from 0 to 20.



To mute the headphones, select the mute headphones button. The button turns blue when selected. In this example, the button is gray, indicating that the headphones are not muted.

Setting Where the Main Voice is Heard

Select an icon to hear the main voice through the device speakers or headphones. When you select the icon, it turns blue.



Hear the main voice through the device speakers.



Hear the main voice through the headphones.

Setting Where the Prompt Voice is Heard

Select an icon to hear the prompt voice through the device speakers or headphones. When you select the icon, it turns blue.



Hear the prompt voice through the device speakers.

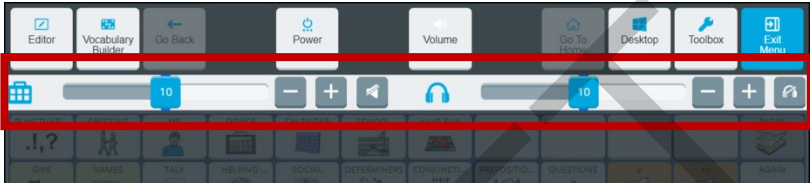


Hear the prompt voice through the headphones.

Adjusting Device and Headphones Volume using the Volume Shortcut

You can also configure device and headphones volume from the Quick Menu volume shortcut.

1. Select **Menu** to display the Quick Menu.
2. Select the **Volume** shortcut. Device volume and headphones volume options are displayed.



Adjusting Device Volume

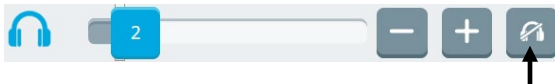
Adjust the device volume setting by moving the slider button until the number you want is displayed or by selecting the + and – buttons to change the number one digit at a time. Settings range from 1 to 20.



To mute the device speakers, select the mute button. The button turns blue when selected. In this example, the button is blue, indicating that the speakers are muted.

Adjusting Headphones Volume

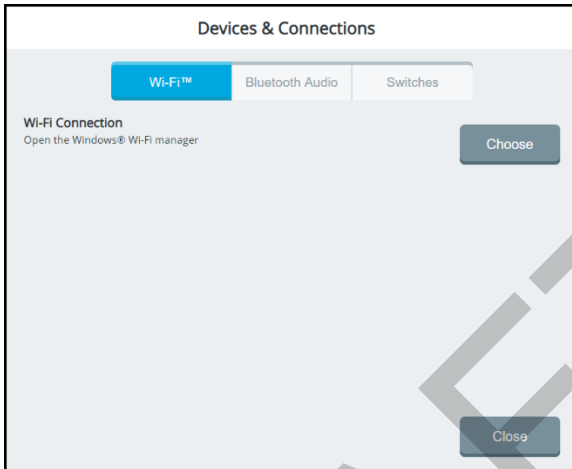
Adjust the headphones volume setting by moving the slider button until the number you want is displayed or by selecting the + and – buttons to change the number one digit at a time. Settings range from 0 to 20.




To mute the headphones, select the mute button. The button turns blue when selected. In this example, the button is gray, indicating that the headphones are not muted.

Setting Up a Wi-Fi Connection

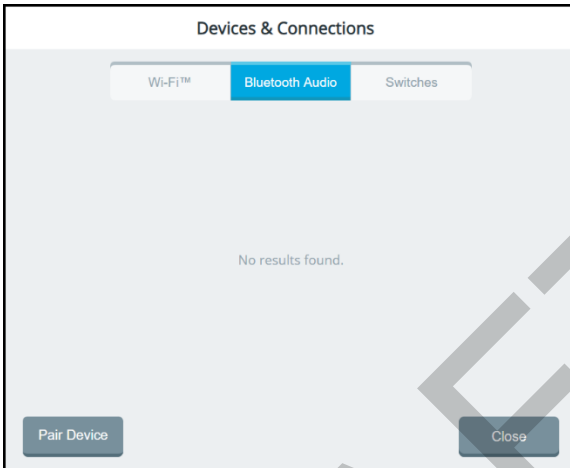
1. Select **Menu > Toolbox > System Settings > Devices & Connections**. The Devices & Connections window opens to the Wi-Fi tab.



2. Select the Wi-Fi Connection **Choose** button. The Windows Wi-Fi Manager lists available wireless networks.
3. Select the network you want to connect to.
4. Select **Connect**, enter the network password, and select **Next**.
5. When the connection is made, select **Close** to close the Devices & Connection window.
6. To return to Empower, select the PRC logo  that appears in the taskbar at the top.

Setting Up a Bluetooth Audio Connection

1. Select **Menu > Toolbox > System Settings > Devices & Connections**.
2. Select the **Bluetooth Audio** tab.



3. Select the **Pair Device** button. Available Bluetooth audio devices will be listed.
4. Select the **Pair** button for the device you want.
5. When the device is paired, a **Connect** button will appear.
6. Select **Connect** to connect the device.
7. Select **Close**.


To disconnect the device:

When the device is connected, a **Disconnect** button is displayed. Select **Disconnect** when you want to disconnect the device but not unpair it.

To reconnect the device:

When the device is disconnected, a **Connect** button is displayed. Select **Connect** when you want to reconnect the device.

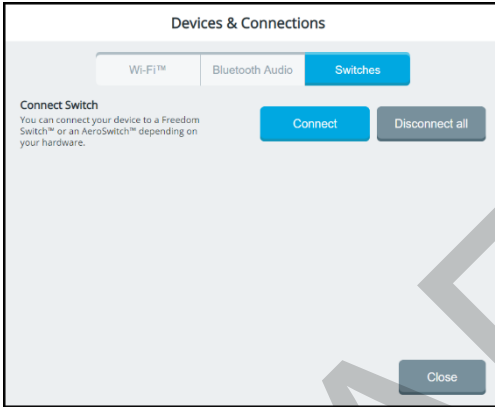
To disconnect and unpair the device:

Select the delete icon  only if you want to disconnect **and** unpair the device.

Connecting Your Device to a Switch

Use the Switches tab to connect your device to an AeroSwitch® or Freedom Switch™, depending on which Accent model you have.

1. Select **Menu > Toolbox > System Settings > Devices & Connections**.
2. Select the **Switches** tab.



3. Turn the switch on.
4. Select the “Connect Switch” **Connect** button. A message will prompt you to press the switch to pair it.
5. **Within 10 seconds**, press the switch.

Note: If you do not press the switch within 10 seconds of seeing the message, the switch will not connect to the Empower software on your device.


6. If you plan to use more than one switch, repeat steps 3 through 5 for each additional switch.
7. Select **Close**.

To disconnect (unpair) all switches:

If you want to disconnect (unpair) **all** switches from Empower on your device, select **Disconnect all**.

Important! If multiple switches are connected, you cannot disconnect only one. Selecting **Disconnect all** disconnects **all** previously connected switches.

Viewing Empower Update Notifications

When an Empower software update is available, the “update available” icon  will appear in the multi-bar status area.



When you select **Menu > Toolbox > System Settings**, the update icon will also appear in the System Settings tab. In addition, the Updates tile will display “Update is Available”.

To update your software, see the next section, “Updating the Device Software using a Wi-Fi Connection”.

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Updating the Device Software using a Wi-Fi Connection

Important! Some updates will take longer than others. You won't know how long the update will take, so we recommend that you plan downloads for when you will not need to use your device and can keep an eye on the download progress.

Step 1: Connect your device to Wi-Fi

If you need to set up a Wi-Fi connection, see “Setting Up a Wi-Fi Connection” on page 215.

Step 2: Plug in the battery charger

Step 3: Update the Software

1. Select **Menu > Toolbox > System Settings > Updates**. The updates window allows you to choose how to update your device.

