LR10 Quick Reference Guide

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SIDE BUTTONS

Menu: Tap to display menus that allow you to select a vocabulary file, change settings etc.

Recent apps (functional in non-dedicated devices): Displays recently used apps.

Home: Tap to go to the home screen.

Back: Tap to return to the previous screen or menu. Press and hold to display an option to restart the application.

TURN THE DEVICE ON / OFF

• To turn on from complete power down, press and hold the power switch.

• To turn off for storage, press and hold the power switch until you feel a vibration. Touch **Power Off** and **OK**.

• To turn screen on & off (recommended when using device on daily basis), tap

OPEN / CLOSE THE CHAT APPLICATION

If you have a non-dedicated device: To open the Chat application from the Android home screen, choose the grey & purple NOVA Chat logo. To minimise the Chat application, choose the **Home** button to show the Android home page. To completely close the Chat application, hold down the **Back** button and answer **Yes**.

LOCK/UNLOCK THE APPLICATION

If you have a non-dedicated device:
1. With the application open, choose **Menu > Settings**.

2. Select **System**, and check **Kiosk Mode.**

3. Select **Back** until you reach WFL Home.

LOCK ACCESS TO APPLICATION MENUS

1. With the application open, choose **Menu > Settings.**

2. Select **Menu Lock, Menu Lock**.

3. Enter a password. Confirm password.

4. Select **Save,** and go **Back** until you reach home.

5. Choose **Menu > Lock** (select **More** if needed).

6. To unlock, Choose **Menu > Lock** and enter password.

CHANGING THE VOICE

1. With the application open, choose **Menu > Settings.**

2. Select **Speech Output > Voice.**

3. Select **Synthesiser.** Select **Ivona** or **Acapela.**

4. Select **Voice Settings**, and choose a voice from the drop down menu.

5. Tap **Save** to apply changes**.**

EXPLORE THE PROVIDED VOCABULARY FILES

1. With the application open, choose **Menu > Library.**

2. Select one of the available vocabulary files > **Open.** A green tick indicates the file that is open. A padlock indicates an original file that cannot be modified or deleted. To modify a file, you need to make a copy of it.

CREATE A COPY OF A VOCABULARY FILE

1. Choose **Menu > Library.**

2. Choose the file to copy, and choose **Duplicate.**

3. Type in a name to represent the file.

4. Select **Save. OR**

5. Open the file you want to copy.

6. Choose **Menu > Edit Mode,** choose **Yes**.

7. Type in a name to represent the file.

8. Select **Save.**

TURN EDIT MODE ON / OFF

To make any changes to a vocabulary file, the system must be in Edit Mode. To turn Edit Mode ON or OFF, choose **Menu > Edit Mode.** When you are in Edit Mode, a line of red text will appear at the bottom of the screen, along with the name of the vocabulary file and the name of the current page.

COPY AND PASTE A BUTTON

Buttons can be copied and pasted to new locations. If you want to modify a copy of a button, you will edit only the copy.
1. Turn **Edit Mode** ON.

2. Tap and hold the button to copy, choose **Copy**.

3. Press and hold on the new location, choose **Paste.**

CHANGE A SINGLE BUTTON LABEL / MESSAGE

1. Turn **Edit Mode** ON.

2. Tap & hold the button you want to edit. This evokes the context menu options.

3. Choose **Edit Button**. The button properties will appear.

4. Edit the button label and/or message by entering text in the appropriate box.

5. Tap **Save** to apply your changes to the button.

ADD OR EDIT A BUTTON IMAGE
1. Turn **Edit Mode** ON.

2. Tap and hold the button you want to edit.

3. Choose **Edit Button**. The button properties will appear.

4. Choose one of these options: o **Import**: Bring a picture into the library from the images you have saved to your device (see TRANSFER IMAGE FROM COMPUTER).

o **Camera**: Take a new picture with the front or rear camera on your device, and save it with an appropriate name for the image.

o **Find:** Look for a picture that exists in the library by looking in presented categories, or using the search function.

o **Remove**: Remove any image from the button so that it has text only.

5. Choose **Save** to apply your changes.

MODIFY BUTTON STYLE
1. Turn **Edit Mode** ON.

2. Tap and hold the button to modify.

3. Choose **Edit Button**. The button properties will appear.

4. Tap on the **Style** tab.

5. Use the pull-down lists, boxes and buttons to select font colour, body colour, font, size, shape, and border width for the button.

6. Check the **Label On Top** box to define the label position on the button.

7. Choosing to make a button **Transparent** might be used when creating a visual scene.

8. Choose **Save** to apply your changes.

MODIFY BUTTON ACTION
A single button can perform a number of different actions. For example: different speaking options, adding grammatical endings to words, clearing the display, going to another page.
1. Tap & hold the button to modify.

2. Choose **Edit Button**. The button properties will appear.

3. Tap on the **Actions** tab.

4. Tap the list arrow to open a list of actions and choose the action you want.

5. Remove existing actions that are not appropriate.

6. Choose **Save** to apply your changes.

Useful actions:

• **Battery Status:** keep track of battery status

• **Navigate:** link to a new page & stay there

• **Visit:** link temporarily to a new page

HIDE BUTTONS
1. Choose **Menu** > **Edit Mode** > **Hide Mode.**

2. Select buttons to hide or show, or choose **Hide All** or **Show All.**

CREATE A NEW PAGE FROM SCRATCH
Pages are levels of specific vocabulary linked together to create a vocabulary file. You can create a new blank page and edit it as you wish.
1. Turn **Edit Mode** ON

2. Choose **Menu** > **Pages,** then **Menu** > **New Page**.

3. Give the page a descriptive name.

4. Select the number of rows and columns you need

5. To change the background colour, choose **Set** and choose a colour from the palette.

6. After you tap **Save**, a new page will be created in your vocabulary file and will be ready to place buttons & link.

CREATE A PAGE FROM A TEMPLATE
Creating a new page from a template gives you pre-programmed buttons such as 'Go Back' and 'Clear'.
1. Turn **Edit Mode** ON

2. Choose **Menu** > **Pages.**

3. Choose **Menu** > **New from Template.**

4. Choose the appropriate template for your vocabulary file and choose **OK**.

5. Give the page a descriptive name and choose **Save.** **HINT:** You can also create a new page when editing the button, you want to link from. See MODIFY BUTTON ACTION, choose the **Navigate** or **Visit** actions, and create a page from new or template as prompted.

TRANSFER IMAGE FROM COMPUTER
1. Connect the device to your computer using the cable provided.

2. On your computer, navigate to the device location (select 'Open device to view files' or use Windows Explorer to locate).

3. Copy and paste the picture from its original location on your computer into the device's **Pictures** folder.
4. Disconnect the cable when finished.

TRANSFER FILES BETWEEN DEVICE AND EDITOR
1. Start Chat Editor on your computer.

2. Connect device to computer using the cable, device will go into **Transfer Mode.**

3. Choose **Library** Menu on the Editor, then **Transfer,** then **Vocab To/From Device**

4. Check the vocab file you want to transfer from one location to the other, then select **To Editor** or **To Device** as appropriate.