

### Backup/restore vocabulary with settings

You can back up and restore all user settings, including pronunciation exceptions, abbreviations, and learning word prediction and all profiles within vocabularies.

To get started, choose **Menu > Application Settings > System > User Backup/Restore**. The User Backup/Restore menu will open. Insert the USB flash drive into your device's USB port. Note: If the device's file manager opens, use the device's **Back** arrow ↶ to close it.

#### Backing up user data on a device

1. From the User Backup/Restore menu, select **User Backup**. A keyboard page will open with a default name for the backup.
2. Change the name as needed.
3. Choose **Save** from the keyboard page. The Android File Manager will open.
4. Click on the icon in the upper left corner. Be sure that the USB drive is selected.
5. A backup screen will show the backup file name and "Save". Choose **Save**.
6. When "The backup completed successfully" appears, choose **OK** to close the message and remove the USB drive from the device.

#### Restoring user data to a device

**Important!** User Restore will overwrite existing user data on the device.

1. From the User Backup/Restore menu, select **User Restore**. Select the USB drive if it isn't already selected.
2. Select the user backup file and choose **Save**.
3. Choose **Yes** to complete the process.

### Turning data logging on or off

1. Choose **Menu > Application Settings > Data Logging**. The first time you use Data Logging, the following message will appear: Data logging collects personal communication. You may now set up a privacy password to protect your communications from being shared without your permission.
2. Choose **Continue** to close the message and open a keyboard for creating a privacy password.
3. Enter a password and choose **Next**. Press **Skip** if you do not wish to set a password.
4. Enter the password again to confirm it and choose **Save**. The Data Logging menu will open. From the Data Logging menu, select **Data Logging**. A green checkmark will appear to indicate that data logging is turned on.

#### Lock/unlock the application

If you have a non-dedicated device:

1. With the application open, choose **Menu > Application Settings**.
2. Select **System**, and check Kiosk Mode.
3. Select **Back** until you reach until you reach the vocabulary home page..

#### Lock access to menus

1. Choose **Menu > Application 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.

### Need more help?

Link to our online resources and youtube videos or download the NovaRugged User Guide



ONLINE  
RESOURCES



YOUTUBE  
VIDEOS



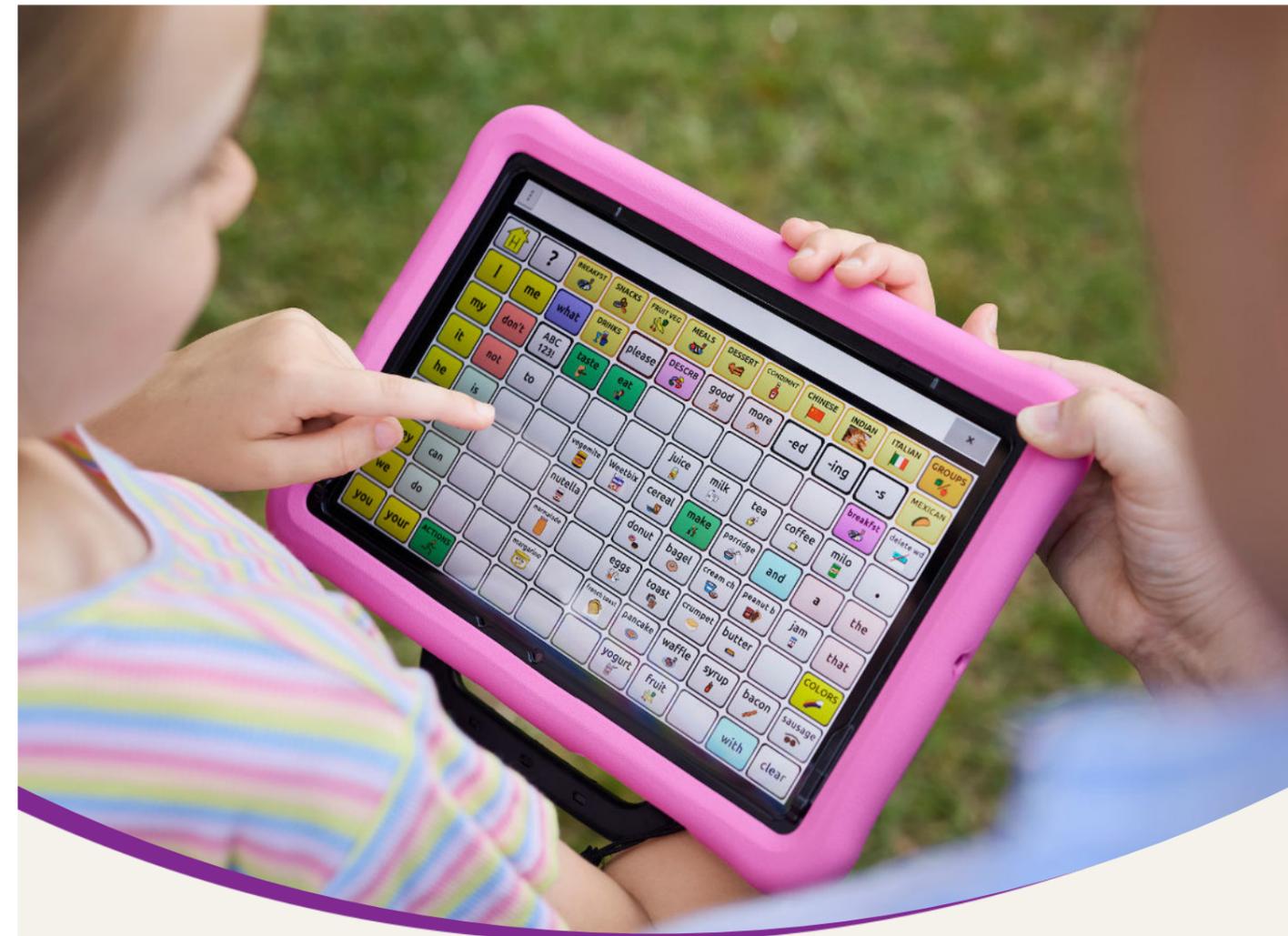
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### Contact us

Our Customer Service staff are available Monday to Friday for general information, technical support, or queries.

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# NovaRugged™ Quick Reference Guide

This quick reference guide will help you get started with your NovaRugged device.

**To get started**, turn on the device by pressing the power button located at the top or side of the device.



## Access the menus

Tap **Menu** to select a vocabulary file or change settings. You can access **Menu** by swiping right from the left of the screen, pressing and holding the physical back button, or pressing the 3 dots in the speech display bar.

## Choose a vocabulary

Your device was pre-loaded with vocabularies. Usually the speech and language pathologist (SLP) who completed the evaluation recommended a specific vocabulary, but that selection has not yet been set up on your device. What should you do?

**Option #1:** Contact your SLP or local consultant.

**Option #2:** Explore the vocabularies on your own:

1. Choose **Menu > Library**.
2. Scroll through the list of vocabularies and tap on one of the files.
3. Choose **Open** and explore the file.
4. Repeat until you find the vocabulary you want.

Once you know which vocabulary file to use, the next step is to make a copy of it to customise.

## Copy a vocabulary to customise

To personalise a vocabulary, you must first create a copy.

1. Choose **Menu > Library**.
2. Choose the vocabulary file to copy.
3. Choose **Duplicate**.
4. Type a name for the file and choose **Save**.
5. Choose the new file from the list and choose **Open**.

## Choose a Voice

1. Choose **Menu > Application Settings > Speech Output > Voice > Voice Settings**.
2. Select the voice list arrow ▼.



3. Select a voice and select **Test**.
4. Continue selecting and testing voices until you find the one you want. Then select **Save**.

## Customise a vocabulary

It is important to customise the vocabulary for the person who will use the device. Good places to start might include adding important people, favourite things (food, drink, leisure items), or importing personal information on the About Me page (often located under Social or Chat).

### Turn edit mode on

To edit a vocabulary file or any resource linked to it (pages, buttons, etc.), you must first activate Edit Mode.

Choose **Menu > Edit Mode**.

All the buttons are outlined, and the words “**Edit Mode**”, followed by the current vocabulary and page names, appear in red across the bottom row of keys.

### Customise a button

1. Choose **Menu > Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using ChatEditor™).
3. Choose **Edit Button**.
4. Change the label or message: Tap in the Label or Message box to display the keyboard and enter text in the box.
5. Change the image: Choose **Find** (on the device) or **Search** or **Browse** (in the Editor).
  - Choosing **Find** opens a list of categories. Choose a category to open a list of images. Then choose the image you want. The image will be displayed in the Button Properties.
  - Choosing **Search** allows you to search for icons with the label name. If you don't find an appropriate image, enter a new item in the text box, choose Search, and choose a different image.
  - Choosing **Browse** allows you to browse for images. Select a category to view the images in that category. Choose the image you want.
6. Choose **Save**.

### Copy and paste a button

Buttons can be copied and pasted to new locations. If you modify a copy of a button, you will edit only the copy.

1. Press and hold on the button you want to copy.
2. Choose Copy.
3. Press and hold on the new location.
4. Choose Paste.

## Change a button's background or outline colour

1. Choose **Menu > Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using ChatEditor).
3. Choose **Edit Button**.
4. Choose the **Style** tab.
5. To change the background colour, select **Body** and select a colour.
6. To change the outline colour, select **Border** and select a colour.
 

*Note:* Adding a different colour border may help as a visual prompt.
7. When you finish making changes, choose **Save**.

## Hide buttons

1. Choose **Menu > Edit Mode > Menu > Hide Mode**.
2. Select the buttons to hide. They will turn grey.
3. Choose **Menu > Hide Mode** to exit Hide Mode.
4. Choose **Menu > Edit Mode** to exit Edit Mode and hide the buttons.
 

*Note:* To redisplay the buttons, choose **Menu > Edit Mode > Menu > Hide Mode** and select the grey buttons to redisplay them. Then choose **Menu > Hide Mode > Menu > Edit Mode** to exit.

## Change the way the device pronounces a word

1. Choose **Menu > Application Settings > Speech Output > Voice > Pronunciations**.
2. Choose **Menu > New**.
3. Type the word in the Pronounce box and choose **Next**.
4. Type the word's phonetic spelling in the **Pronounce As** box.
5. Test the word by choosing **Pronounce It**.
6. Once the word is pronounced properly, choose **Done**, and then choose **Save**.

To edit or delete a word from within the dictionary, press and hold on the entry and choose the appropriate option.

## Transfer vocabulary files using a USB flash drive

One end of the USB flash drive provided with your device plugs into the device and the other end plugs into a computer.

1. Connect the USB drive to the USB port on your device.
 

*Note:* If the device's file manager opens, use the device's **Back** arrow ↶ to close it.
2. On the device, select **Menu > Library > Menu > Import/Export**.
 

*Note:* A different file management screen may open. Depending on your device, select or navigate to the USB drive, choose the folder you want, and choose **Select** or **OK**.

3. A window will list the customised files under Device on the left. Any files already on the USB drive are listed under Backup Folder on the right.

*To transfer files from your device to the USB drive:*

- Select each file on the device that you want to copy to the USB drive.
- Select **To Backup**, which is now highlighted. The files will be copied to the USB drive. When the files finish copying, they will be listed under Backup Folder.

*To transfer files from the USB drive to your device:*

- Select each file on the USB drive that you want to copy to the device.
  - Select **To Device**, which is now highlighted. The file(s) will be copied to the device. When the files finish copying, they will be listed under Device.
4. When you finish transferring files, disconnect the USB drive from your device and store it in a safe location and/or copy the files from the USB drive to a computer.

## Transfer vocabulary files between your device and ChatEditor

ChatEditor is free companion software for computers. To get ChatEditor, download it from <https://santillo.com/products#chat-editor>.

1. On your computer, start ChatEditor.
2. Connect a USB cable to the device and the computer. The device screen will display “Transfer Mode”.
3. In the Editor, select **Library** and then choose **Transfer**.
4. Choose **Vocabs to/from Device**.

From the Transfer screen, copy customised vocabulary files from the device to the Editor or from the Editor to the device.