



## Quick Reference Guide

Applies to Via Pro and Via Mini devices

### Setting Up for AAC (non-dedicated devices)

When an individual is first learning to communicate, Guided Access® can be helpful to restrict access to other distracting programs on the iPad®.

1. On the iPad, select the **Settings** icon.
2. In the list of the left of the screen, select **Accessibility**.
3. Scroll down on the right of the screen and select **Guided Access**. Turn it **on**. You'll be prompted to set a passcode.
4. When in the app, triple click the device sleep/wake button to activate Guided Access. Triple click again to end Guided Access.

### Closing vs. Minimizing the Application (non-dedicated devices)

Closing applications while not in use helps preserve battery life. Swiping up from the bottom of the screen minimizes the app while continuing to allow it to run in the background. To close an app:

1. Swipe up from the bottom of the screen to minimize the app.
2. Swipe up slowly from the bottom of the screen. Thumbnails of open apps will appear on the screen.
3. Swipe up on the thumbnail of an app to close it. Repeat for all open apps.
4. Select a thumbnail to open that app or tap elsewhere on the screen to return to the home screen.

### Preventing Unauthorized Vocabulary Editing

The **Menu** button can be locked so that no changes can be made to the app.

1. From the app, select **Menu** then select **Settings**.
2. Enter a passcode and select **Done**.
3. In the **Editing** section, slide the button by **Use Menu Passcode** to **On**.

The Menu button will now require a passcode to be accessed. Use a word you can remember easily. If necessary, write it down and place it somewhere safe.

*Non-dedicated devices:* If you forget the passcode, turn this feature off in iPad Settings by scrolling down on the left of the screen to the app and select it. Turn Use Menu Passcode to **Off**. The menu buttons may also be hidden using a tool within Guided Access.

### Copying a Default Vocabulary File to Modify

A copy of an original file must be made before editing or using Vocabulary Builder.

1. Select **Vocab** and then select **Choose New Vocab**.
2. Select **Menu** and then select **Copy a Vocab**.
3. Select the vocabulary file you want to copy.
4. Provide a **New Title** and **New Description**.
5. Select **Save**.

### Adding a Word to a Page

To add a word, an existing button may be edited or a new button may be created.

1. Navigate to the page where the new word will be added.
2. Select **Menu**, then select **Edit Page**.
3. Select the button for the new word. If it is *blank*, select **Create New Button**; otherwise select **Edit This Button**.
4. Enter button preferences such as label, message, picture, button color, or actions.
5. When finished, select **Save**.
6. Select **Done** in the top left of the page to exit edit mode.

### Sound Setting: Voice and Clicks

#### Turning Button Clicks On and Off

Turning the Button Click Sound **On** can give a client feedback that a button has been selected.

1. From the app, select **Menu**, then select **Settings**.
2. In the **Navigation** section, find **Button Click Sound** and slide it to **On** or **Off**.
3. Select **Done**.

#### Changing the Voice

1. From the app, select **Menu**, then select **Settings**.
2. In the **Speech** section, find **Voice** to select any of the available voices.
3. *LAMP WFL:* If you are using the bilingual vocabulary, in the **Speech** section, select a **Secondary Language Voice** to have a voice for each language.
4. Select **Done**.

### Creating a New Page

1. From the app, select **Menu**, then select **Edit Page**.
2. Select **Menu**, then select **Add New Page**. If using TouchChat®, select **New Blank Page**.
3. Name the page to represent its content.
4. Select **Save**.
5. Add words to the blank page or select **Done**.

### Creating a Button that Links to a New Page

Navigate to the page where you wish to create the link.

1. Select **Menu**, then select **Edit Page**.
2. Select the button that will link to the new page.
3. If the button is blank, select **Create New Button**; otherwise select **Edit This Button**.
4. Label the button (all capital letters). This automatically populates the **Button Message** field, so clear that text. Select an image and any Body Color (if needed).
5. Scroll down to the **Button Action** area and select **Add**.
6. Add a **Visit** action.
7. Select the page to link to or create a new page by selecting the “+” symbol.
8. Remove the **Speech Message** action by selecting **Edit** and choosing the “minus” button. Select **Delete**.
9. Select **Save**, then select **Done**.

## Word Finder (LAMP Words for Life® Only)

Searching for a word is easy with Word Finder.

1. From the app, select **Menu** or the **Keyboard**.
2. Select **Word Finder**.
3. Type the word you want to find.
4. Select **Find**. If the word is not stored, the **Find** button will remain grayed out and you will not be able to select it.
5. The window will identify which keys to press to activate the word.
6. Touch the icons to practice the motor plan.

See your user's guide to learn how to use Word Finder in the TouchChat or Dialogue® AAC apps.

## Using Vocabulary Builder (LAMP WFL Only)

### Creating a List of Words to Teach

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Slide the **On/Off** button at the bottom to **On**.
4. Either (a) type a word you want to teach in the search window and then check the box next to that word on the list **or** (b) select **Quick Edit** at the bottom left of the window and type in each word, selecting **Add Word** after each entry.
5. Select **Save**, then select **Done**.

### Saving a List

At any time, active words in Vocabulary Builder can be saved as a list.

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Select **Save List**.
4. Give the list a name in the Word List File Name field.
5. Select **Save**.
6. Once complete, you will be notified "File Saved Successfully." Select **Okay**.
7. Select **Done** to exit the Vocabulary Builder menu.

## Loading a List

At any time, a list may be loaded that was previously saved or imported via iTunes®.

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Select **File List**.
4. Select the list to be loaded.
5. Select **Load File**.
6. Slide the **On/Off** button at the bottom to **On**.
7. Select **Done** to exit the Vocabulary Builder menu.

## Backing up a Vocabulary File to a USB-C Drive

1. Plug the smaller connector on the USB-C flash drive into your device.
2. In the app, tap **Vocab** and then tap **Choose New Vocab**.
3. Tap **Menu** and select **Import/Export Vocab**.
4. Tap **Export and Share**.
5. Choose the vocabulary file you want to export.
6. Rename the file if you want and tap **Done**.
7. Tap **Save to Files**.
8. Select the USB-C drive to export the file to.

**Important!** If you don't see the USB-C drive listed in Save to Files, unplug the drive from the device, turn the drive over, and plug it back in with the opposite side facing up. It can take up to 10 seconds for the USB-C drive to be recognized. Once recognized, it will be an option in Save to Files and you can complete step 8.

9. Tap **Save** at the top right corner.



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### For Additional App Support

**TouchChat:** <https://touchchatapp.com>

**LAMP WFL:** <https://lampwflapp.com>

**Dialogue AAC:** <https://dialogueaacapp.com>

## Backing up a Vocabulary File using iTunes

1. Connect the device to the computer.
2. Open iTunes on the computer.
3. In TouchChat, select **Vocab** and **Choose New Vocab**.
4. Select **Menu, Import/Export Vocab, and Export to iTunes**.
5. From the menu that opens, select the vocabulary file you want to export and select **Save**.
6. In iTunes on the computer, click the small device icon in the upper left portion of the window.
7. In the window that opens, click **File Sharing**.
8. In the Apps column, select your communication app.
9. From the **Dialogue Documents, TouchChat Documents, or Word for Life Documents** column, select the vocabulary file you are exporting.
10. Click **Save** on the bottom right. A Save window opens.
11. Navigate to the folder in which you want to save the file and click **Select Folder**.
12. Click **Done** and exit from iTunes.

## Updating the App

### Updating the App using the App Store® Icon

When an update is available, the App Store icon appears with a number on the right corner of the icon.

**Important!** Wi-Fi® must be turned on.

1. Tap the App Store icon.
2. Tap **Updates** on the bottom right of the screen.
3. Your communication app will be listed under Updates.
4. Tap **Update** to the right of your app.
5. Enter the Apple ID you received with your Via Pro. The update will start downloading.