

Quick Start Guide

VERSION 2.0



TM

Proloquo4Text

Type. Speak. Communicate.

By ©  AssistiveWare



Proloquo4Text™ contact:
support@assistiveware.com

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Proloquo4Text app and Quick Start Guide
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Manual version 2.0



AssistiveWare
Laurierstraat 193
1016 PL Amsterdam
The Netherlands
fax: +31-20-6128266
www.assistiveware.com

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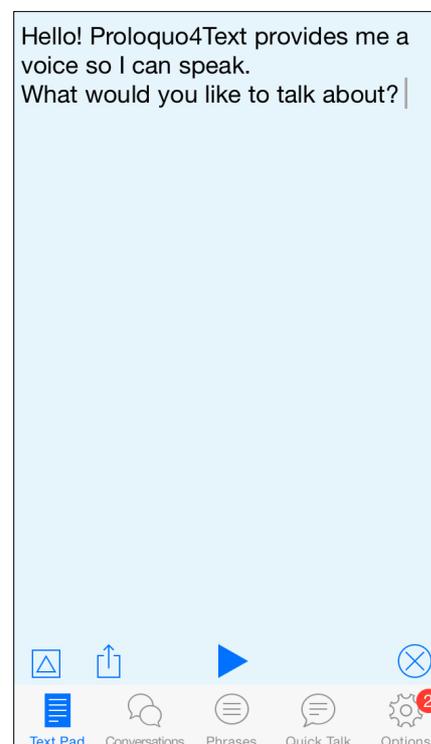
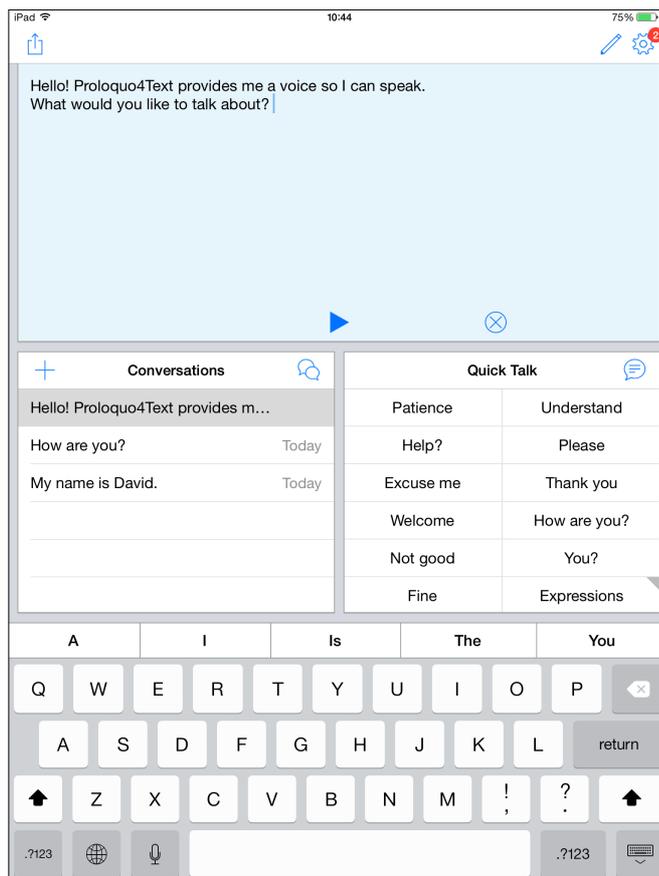
Proloquo4Text™ is a text-based Augmentative and Alternative Communication (AAC) app designed for people who cannot speak or have difficulty making themselves understood. Proloquo4Text is designed for rapid, flexible text-based communication and supports multilingual users.

The Text Pad is the central hub of Proloquo4Text. Using the keyboard you can type anything you want to be spoken into the Text Pad. Word and sentence prediction can help you communicate with less effort. Access the History to say something again without retyping. Organize commonly used phrases in the Phrases block for quick access. Use the Quick Talk block for quick interjections during a conversation. With the Conversations block you can easily switch between conversations.

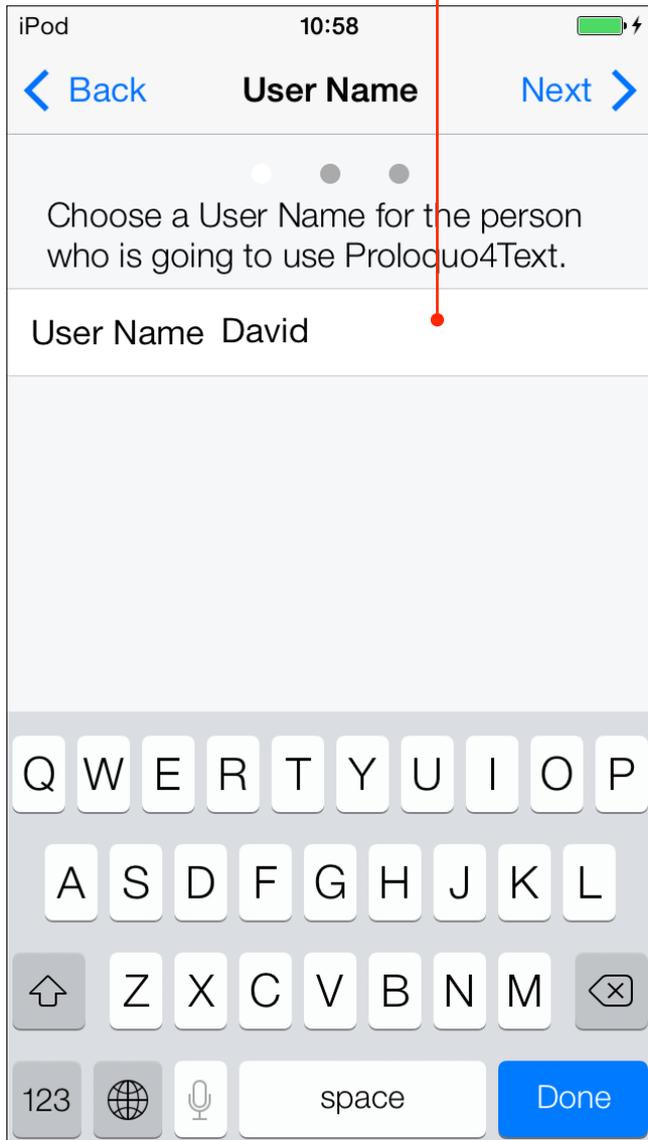
If you speak multiple languages and use multiple iOS keyboards, Proloquo4Text will automatically change the language of the word prediction, the phrases and other content when you switch between keyboards. If you prefer to use one iOS keyboard for all languages you speak, Proloquo4Text allows you to manually configure the languages in the Options and will show a Language Toggle to allow you to switch between languages.

Learn more about how to use and configure Proloquo4Text in this Quick Start Guide.

Note that inside the app, you can access this guide by going to the Options (gear icon), and then in the top right corner pressing the green Help button. In the Help view, you can navigate from section to section using the arrow buttons, go to the table of contents and even export the Help to iBooks.



Choose User name

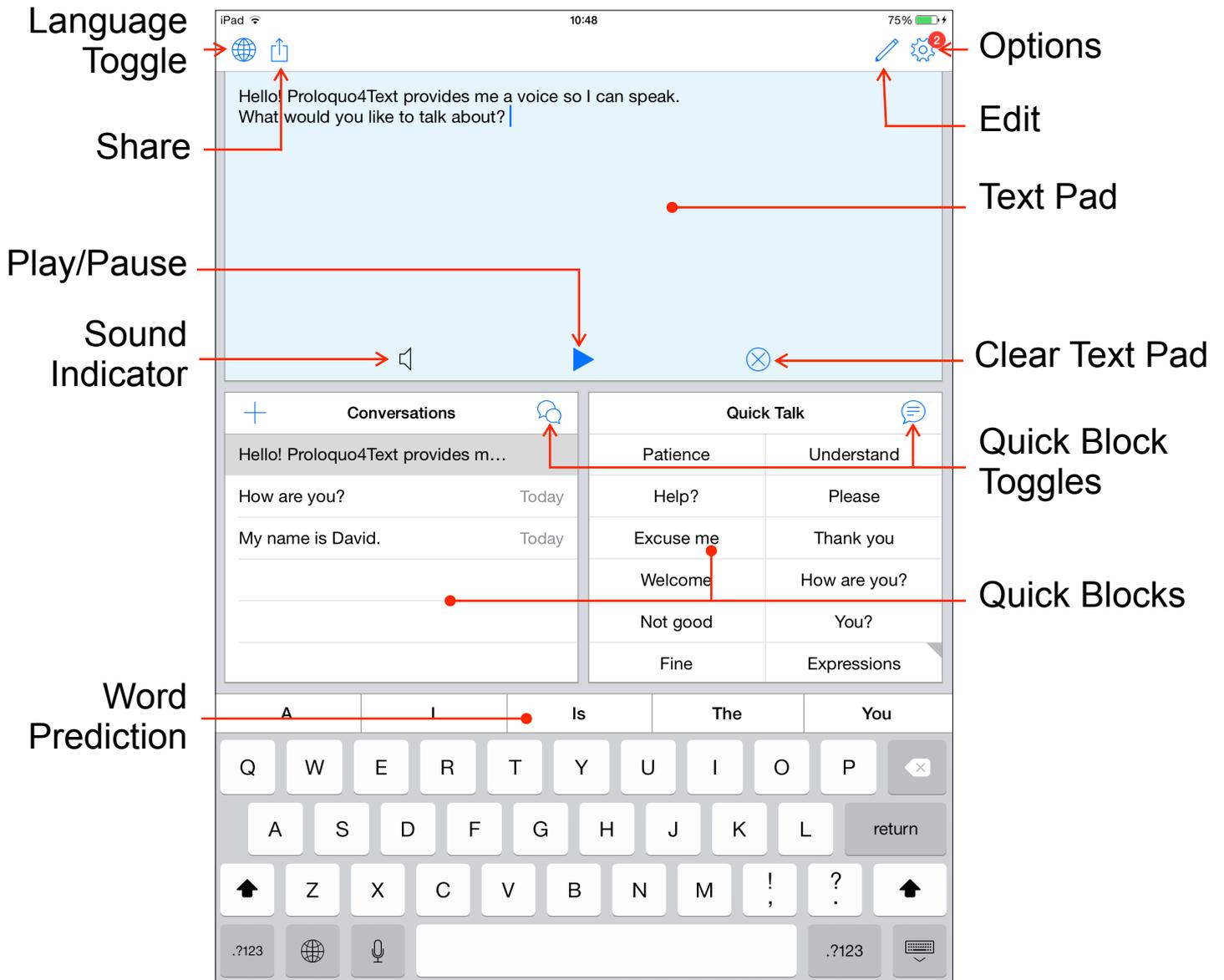


Pick a Voice



When you first launch Proloquo4Text, a wizard will guide you through the initial configuration. Enter the **name** of the user, and tap the **Next** button. Now, pick a **Voice**, which will be downloaded as soon as you finish the wizard and tap the **Next** button.

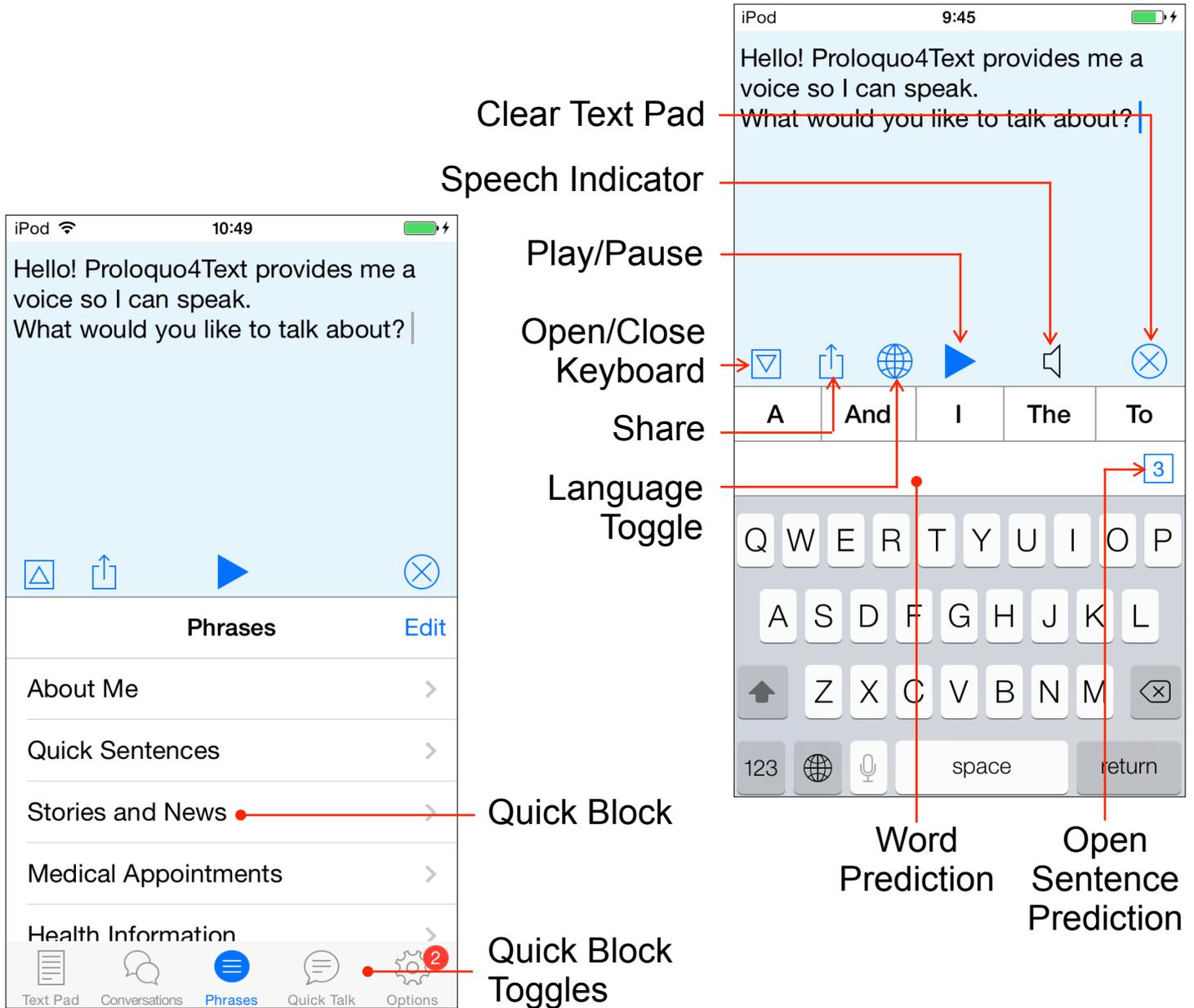
Later you can go to the Proloquo4Text options to create additional users or add additional languages and voices.



Proloquo4Text is all about expressing yourself easily and efficiently. Tap in the **Text Pad** to begin typing. Use the on-screen keyboard with advanced, self-learning PolyPredix™ **Word Prediction** or use a bluetooth keyboard. **Quick Blocks** give rapid access to customizable categories of Phrases, Quick Talk (common words and phrases), Conversations (switch between conversations), Sentence Prediction, vertical Word Prediction, and History. In **Options** you can configure which **Quick Blocks** to use and where they will appear, as well as customize colors, fonts, and much more.

Text can be spoken while you type, or tap the **Play** button when you are done typing (configure this behavior in the **Options**). Use the **Share** button to share your text through Email, Messages, Facebook, Twitter and the clipboard.

Tap the **Edit** button to edit the Phrases and Quick Talk contents, or to delete specific entries in the History list.



Proloquo4Text also runs on iPhone and iPod touch using an optimized interface to support the smaller screen. You have access to the same features Proloquo4Text offers on iPad.

To access the **Quick Blocks** and **Options**, you need to hide the keyboard using the **Open/Close keyboard** toggle at the bottom of the Text Pad.

To access **Sentence Prediction**, tap the little square which shows the number of matching sentences on the second **Word Prediction** row.

Phrases	
About Me	>
Quick Sentences	>
Stories and News	>
Medical Appointments	>
Health Information	>
Social	>

Phrases

Quick Talk	
Patience	Understand
Help?	Please
Excuse me	Thank you
Welcome	How are you?
Not good	You?
Fine	Expressions

Quick Talk

History
Last 15 minutes
I need help, please.
Which do you think I should get?
How much is it?
Can you understand me?
Last hour
Hello! Proloquo4Text provides me a voi...

History

Conversations	
+ Search	
Have a great day!	
I'm fine.	Today
Hello! Proloquo4Text provides m...	Today
How are you?	Today
My name is David.	Today

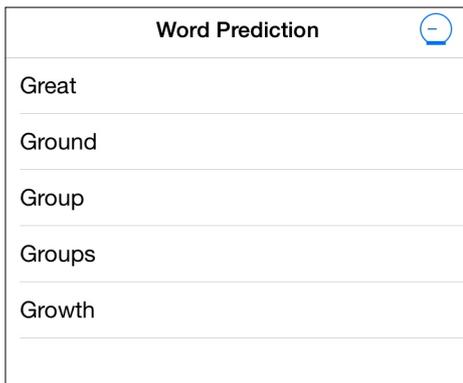
Conversations

There are a total of 6 **Quick Blocks** available on iPad to help you speed up your conversation: **Conversations**, **Phrases**, **Quick Talk**, **History**, **Word Prediction** and **Sentence Prediction**. The last two are not available as Quick Blocks on the iPhone and iPod touch because there they are integrated into the **Word Prediction bar**.

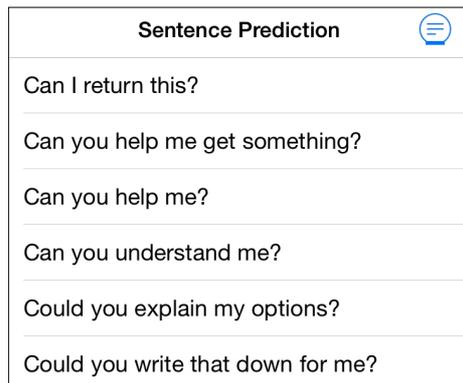
Use **Phrases** to store common phrases, sentences and even paragraphs. Add a new phrase to the current category by selecting text in the Text Pad and tapping on Create Phrase in the edit menu. Alternatively, tap the Edit button in the Navigation bar to edit your phrases or to add or delete phrases. You can organize the content in categories. You can also assign abbreviations to each item so that you can type the abbreviation to insert the item's text into the Text Pad.

Use **Quick Talk** for the most common words and expressions that you want quick access to while communicating.

Use **Conversations** to easily switch between conversations.



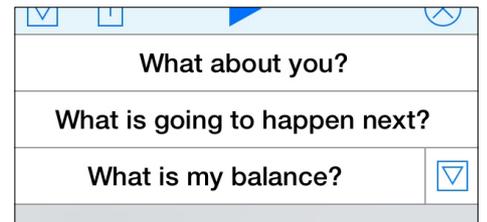
Word Prediction



Sentence Prediction



Word Prediction bar

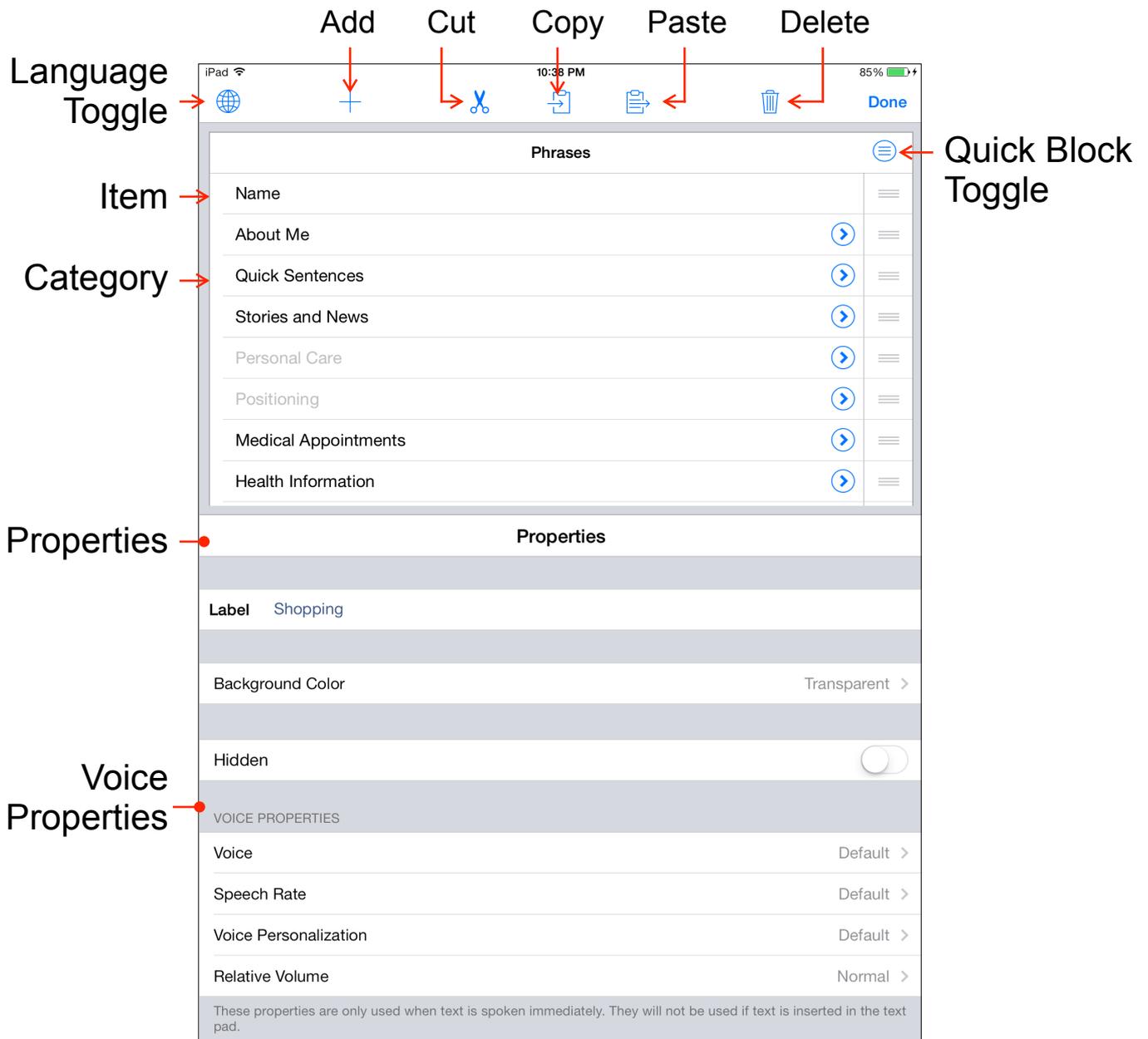


Sentence Prediction bar

Use **Word Prediction** to have quick access to the most commonly used words that start with the characters you have typed.

Use **Sentence Prediction** to have quick access to the most commonly used sentences that start with the text you have typed. **Sentence Prediction** includes recently typed sentences as well as your phrases.

Note that by default a “single tap” on a **Phrase**, **Quick Talk** item or **History** item will insert the text in the Text Pad while a “touch and hold” will speak the text immediately without putting it in the Text Pad. You can change this behavior in the Speech section of the Options.

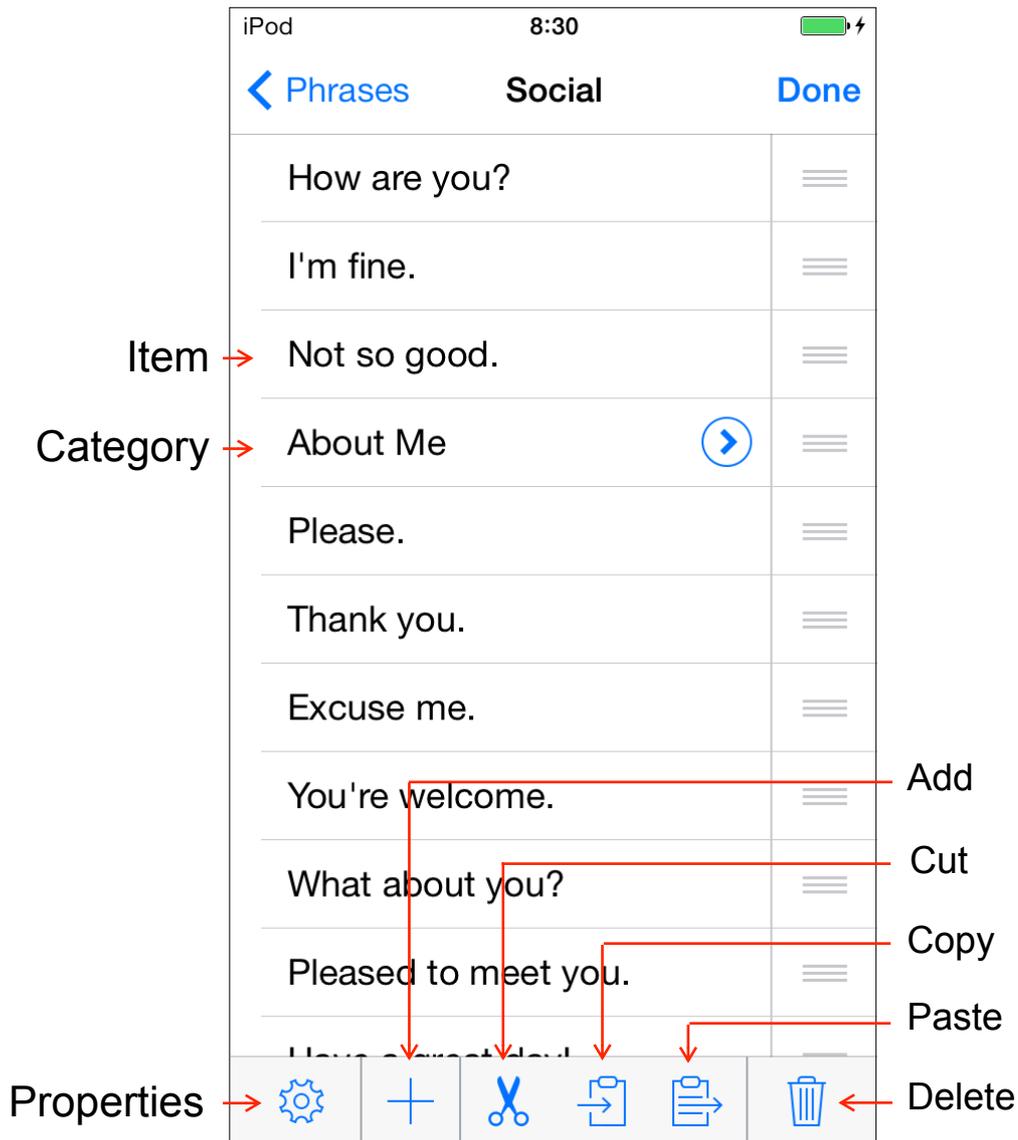


To edit items in Phrases or Quick Talk, tap the **Edit** button in the navigation bar to enter Edit mode. In Edit mode you can **Add** new categories and items, **Cut**, **Copy**, and **Paste** content, **Delete** content and edit existing content. Note that you can create items quickly by pasting a list of sentences (one sentence per line) from another app.

To edit a single item, select it. To edit multiple items at once, select them all, but note that you can only edit some properties for multiple items at once. If you want to access the contents of a category, tap the blue navigation button.

Set categories or items to Hidden if you do not want them to be visible during normal use. Note that hidden items can still be used for abbreviation expansion.

You can also change the appearance and voice properties of an item. Note that the voice properties only apply to text spoken immediately rather than inserted into the Text Pad.

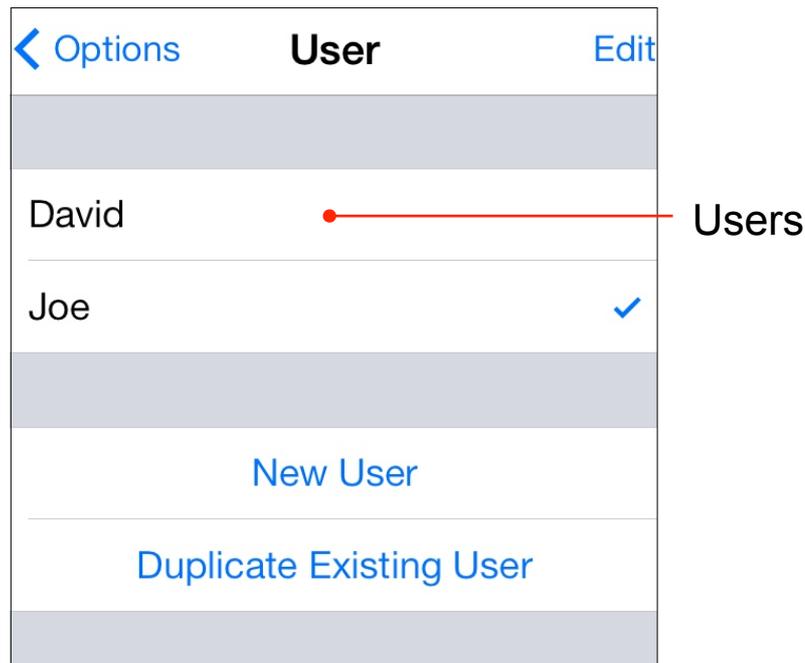


On iPhone and iPod touch, you have access to the same editing features as on iPad. The main difference is that you need to tap the **Properties** button to edit the properties of the selected items.

Options	Help	
USERS		
User	Joe >	
JOE'S OPTIONS		
Appearance	>	
Language and Speech	>	
Prediction	>	
Restrictions		>
Privacy		>
GENERAL OPTIONS		
Backup		>
Lock Options		OFF >
About		>
Support		>
News		

On iPad you access the **Options** from the top navigation bar, while on iPhone and iPod touch, you need to close the keyboard and access **Options** from the bottom toolbar. In Options you can create additional **Users**, configure the **Appearance** of Proloquo4Text, configure **Languages and Speech**, and adjust **Prediction**. In **Restrictions** you can restrict access to certain features, and there is also a section to control **Privacy**.

There are also a number of general options applying to all users, including **Backup**, **Lock Options** (set a password so that a student or child cannot not change the options), **About** (learn more about Proloquo4Text), **Support** (discover learning resources or contact support) and **News** (updates from AssistiveWare).



In the **Users** section of the Options, you can create multiple user configurations.

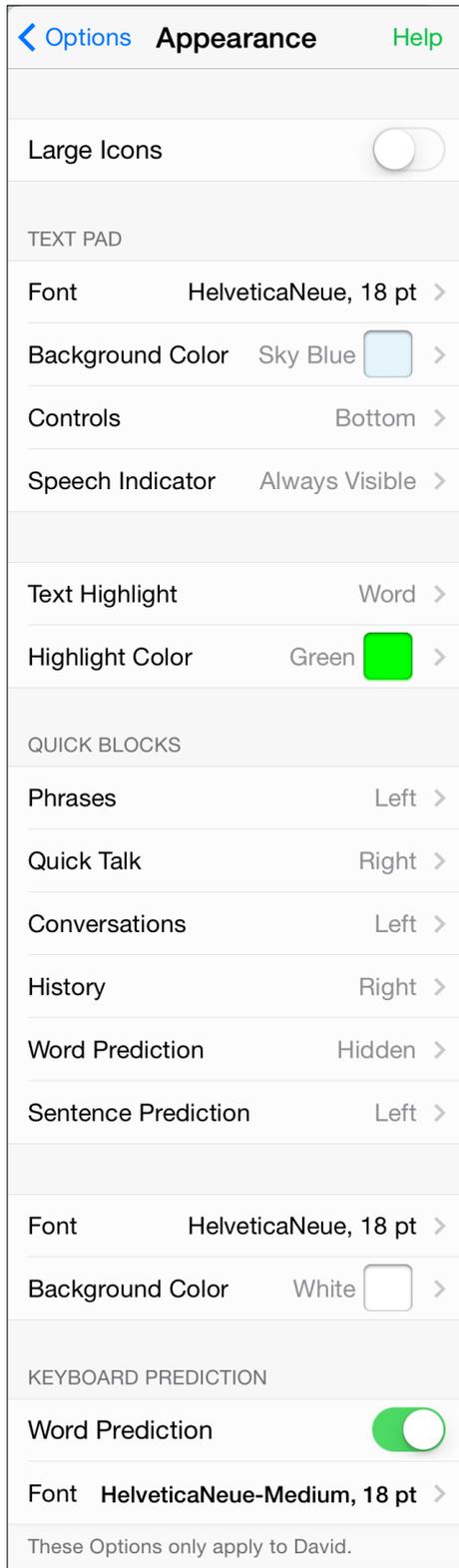
Each user can have their own settings controlling the voice used, the appearance options, etc. This can be used in classroom settings where a device is shared by multiple students but can also be practical for a therapist assessing Proloquo4Text with clients with very different needs.

Tap **New User** to start with a clean slate and default values, or tap **Duplicate Existing User** to base the new user on an existing one.

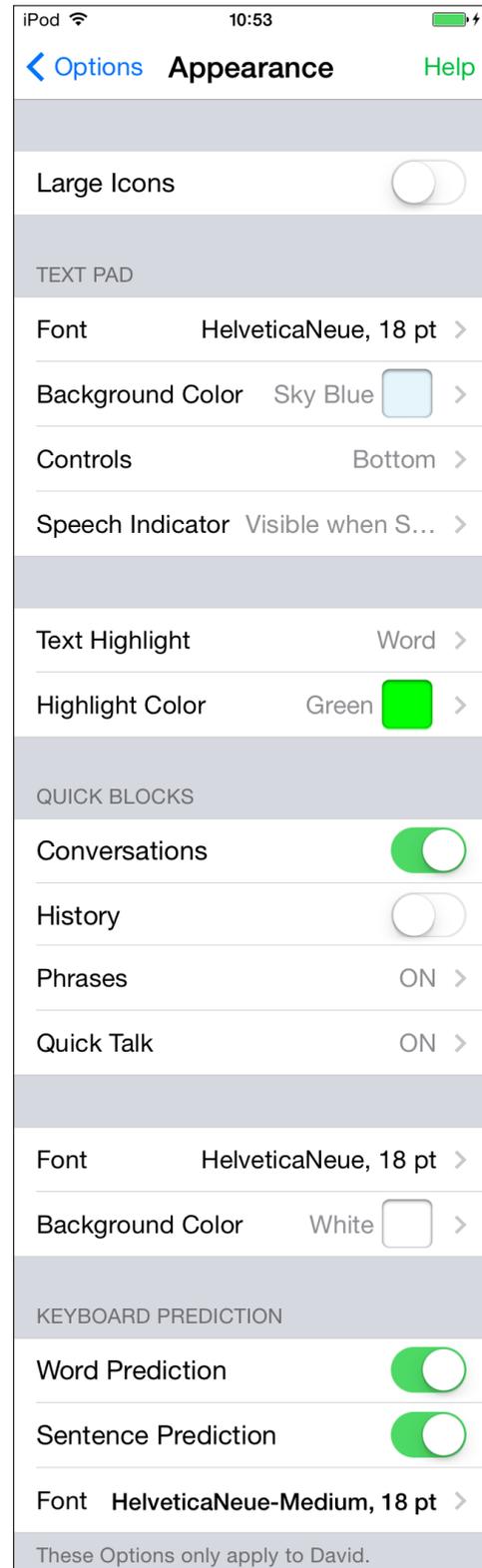
To switch between users, simply tap the name of the user you want to change to.

To remove users, tap the **Edit** button and delete the users you no longer need.

Appearance



iPad

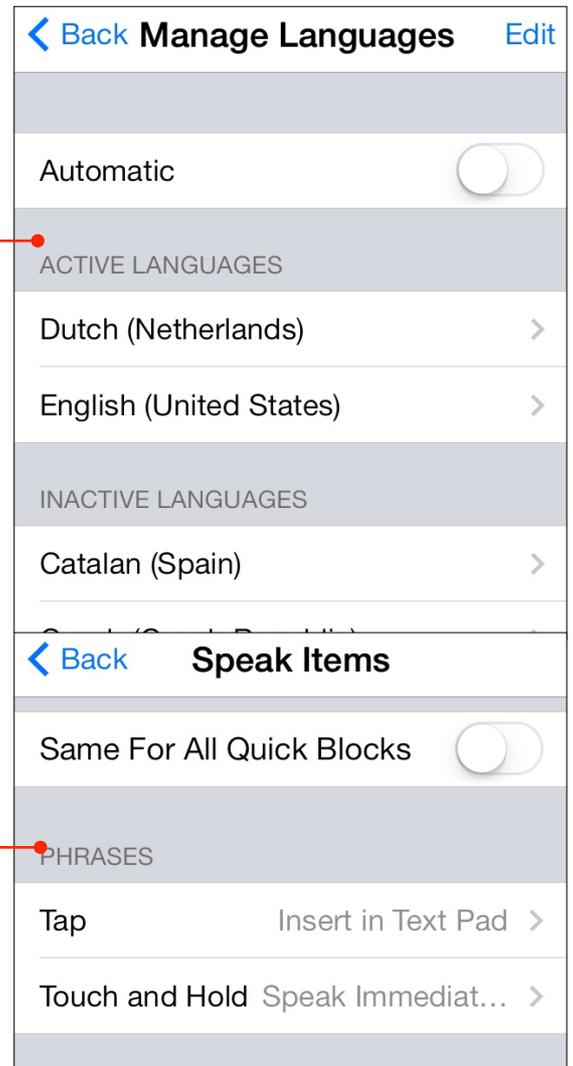


iPhone

In the **Appearance** section of the Options, you can configure the appearance of the **Text Pad** and **Quick Blocks**. For each of the Quick Blocks, you can determine if it should be **shown** or **hidden**, and on iPad you can determine whether it should be shown on the left or right side of the screen. You can set them all to be on a single side so that you have a larger Text Pad, or even set them all to hidden to have a full-screen Text Pad.

You can show or hide the **Keyboard Prediction** bar and customize the **font**.

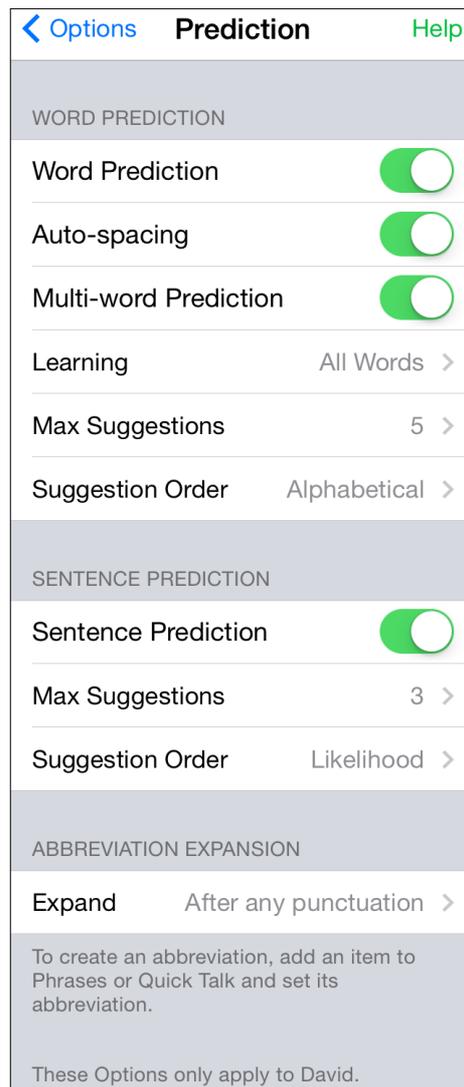
Active Languages



In the **Language and Speech** section of the Options, you can choose the voice(s) to use for each of the **Active Languages**. Set **Manage Languages** to **Automatic** if you want the available languages to be determined by the iOS keyboards you have active (as selected in the Settings app of your device). Turn off **Automatic** management of languages if you prefer to use one keyboard for all languages and want to select the languages Proloquo4Text should support from those for which Proloquo4Text has voices available.

For the Text Pad, you can control how text is spoken during typing and when the play button is tapped. Turn on **Auto Detect Language** if there are multiple active languages and you want Proloquo4Text to automatically guess the language and associated voice to use when speaking text composed of sentences from different languages.

Finally, for the **Quick Blocks**, you can determine whether items should be spoken rather than inserted into the Text Pad on **Tap** or on **Touch and Hold**.



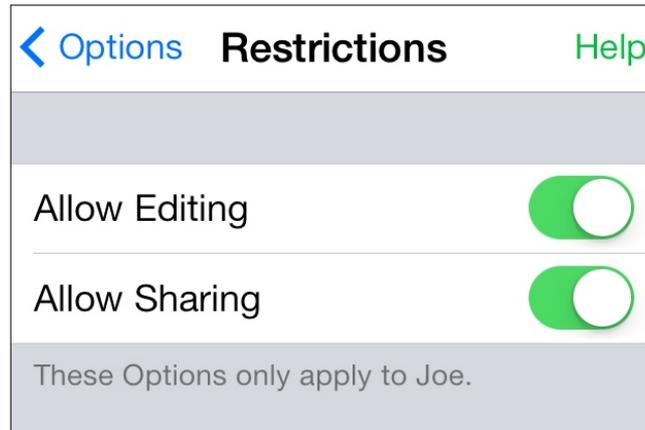
In the Prediction options, you can control the behavior of the **Word Prediction**, **Sentence Prediction** and **Abbreviation Expansion**.

Turn off **Auto-spacing** if you do not want the automatic spacing after selecting a suggestion. Turn off **Multi-word Prediction** if you want each suggestion to consist of a single word and never multiple words such as “help me”.

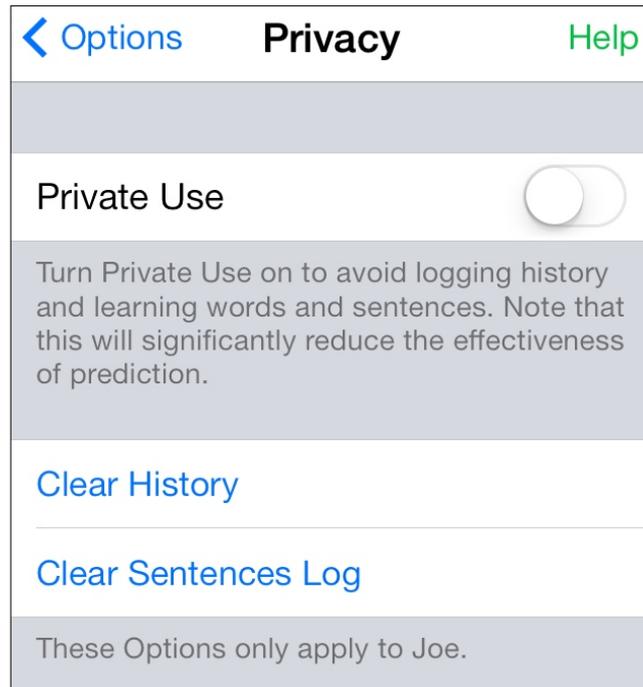
Set **Learning** to **Correctly Spelled Words** if you do not want Proloquo4Text to learn any words not in the built-in Apple dictionary, or turn **Learning** completely **Off**. Word prediction will of course work a lot better if you allow Proloquo4Text to learn **All Words**.

With the other Prediction options, you can determine how many suggestions will be offered and how they will be ordered.

Finally, by tapping Expand, you can set what should trigger the **Abbreviation Expansion**.

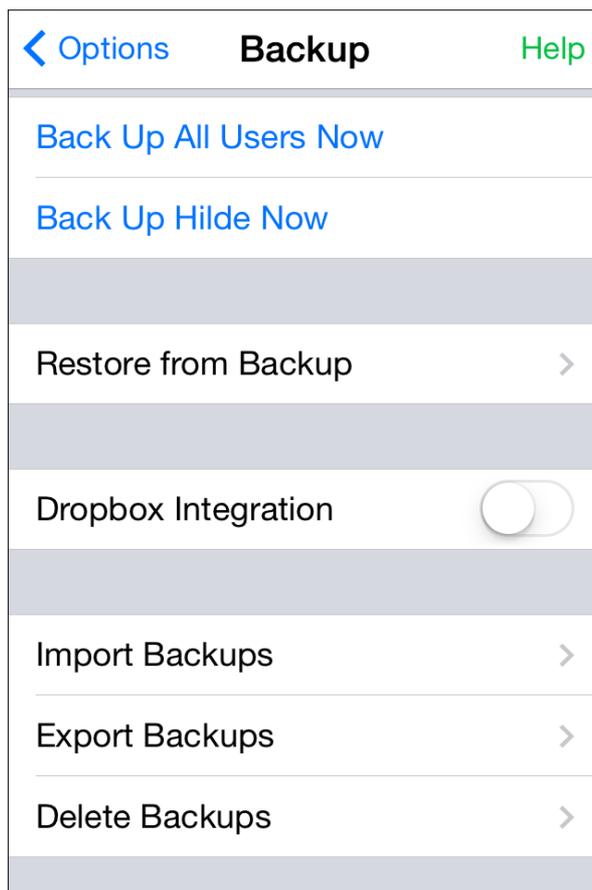


On the Restrictions page, you can turn off the ability to **Allow Editing** of Phrases and Quick Talk, or to **Allow Sharing** text in the Text Pad using Email, Messages, Facebook and Twitter. Note that to use Email, Messages, Facebook and Twitter you need to configure accounts for these services in the Settings app.



Set **Private Use** to **ON** to have an entirely private conversation in which Proloquo4Text does not store any of the words or sentences typed. This will significantly reduce the effectiveness of prediction but will ensure that if someone later accesses the app, they cannot see what was spoken.

Use **Clear History** and **Clear Sentences Log** to delete any previously stored information. Clearing the Sentences Log will affect prediction significantly, but clearing History will not.



It is important to regularly make backups to store outside of your iPad, iPhone or iPod touch. You can transfer backups to your computer using iTunes File Sharing or use the integrated Dropbox support. You can transfer backups from your computer or Dropbox to another device or email them to someone else.

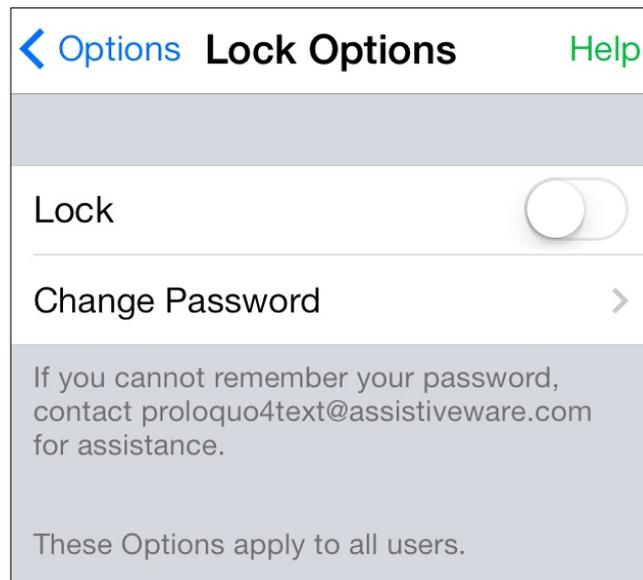
Tap **Back Up [user name] Now** to backup the data of the current user or tap **Back Up All Users Now** to backup all users of Proloquo4Text. This will produce internal backups. To make sure you do not lose your customizations you should regularly export your backups to iTunes or Dropbox.

Tap **Export Backups** to export a backup to iTunes or Dropbox.

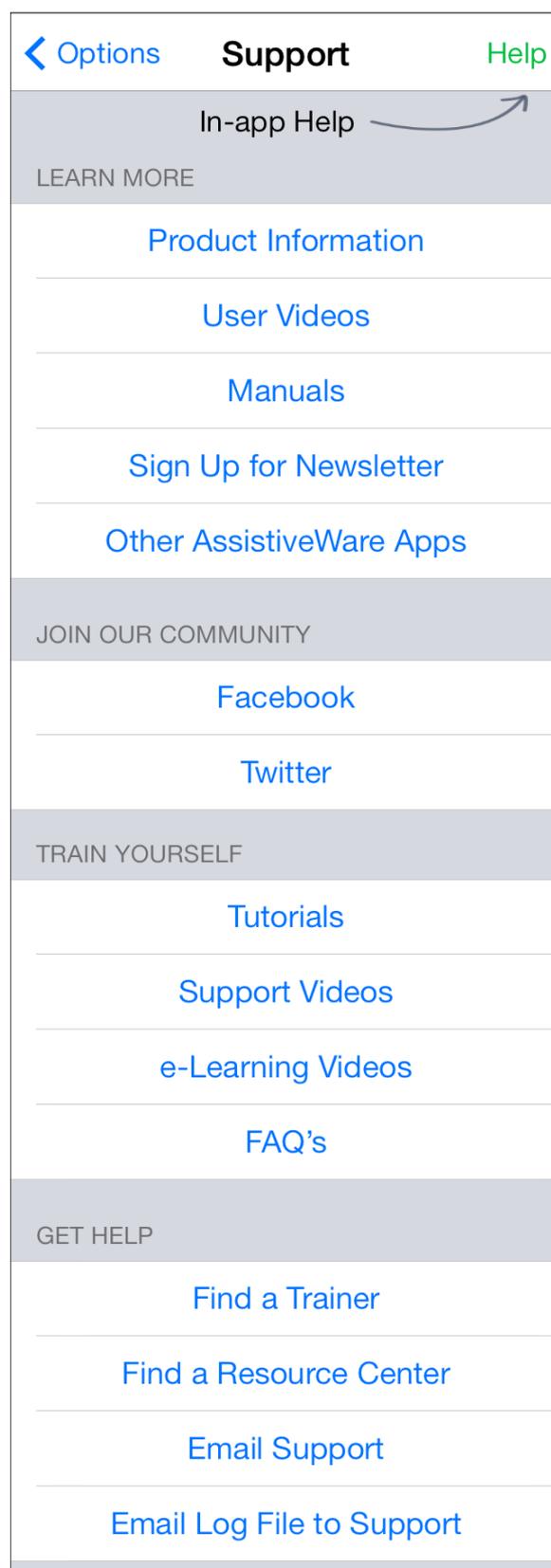
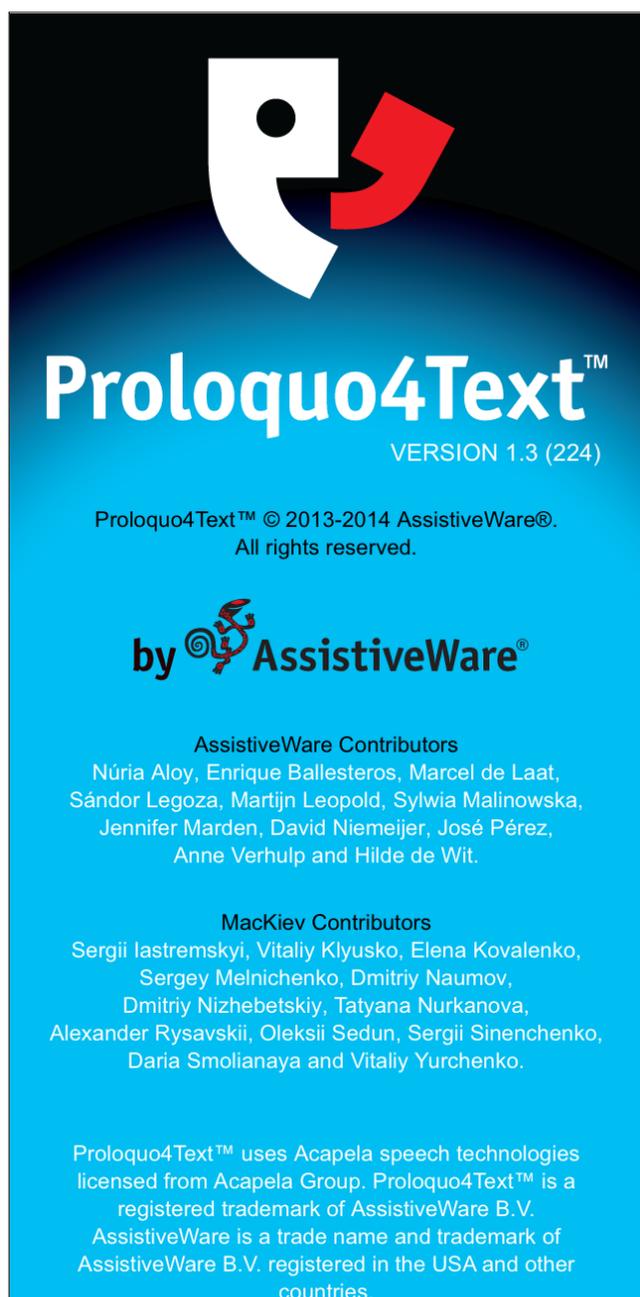
To import a backup from iTunes, tap **Import Backups**. To import a backup from your Dropbox, open the .p4tbk backup document in the Dropbox app.

To restore an existing backup, use **Restore from Backup**.

For more information see: assistiveware.com/product/proloquo4text/downloads



Set Lock option to ON to restrict access to Options using a password and prevent accidental modifications by a user. When Lock is ON, the correct password must be entered to have access to the Proloquo4Text Options.



To learn more about Proloquo4Text, access the **About** and **Support** options. In **About** you can see what version of the app you have installed. In **Support** you will find links that take you to support and community resources on our web site. Finally, on most pages in the Options, there is a green **Help** button that you can tap to learn more about that specific Option.