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Adding a NEW Word

1. Insert the USB to unlock the device if locked.
2. Go to the page where you wish to add your word.
3. Select **TOOLS > EDIT/SETUP KEY**.
4. Select the button where you want to add the new word.
5. Select **CHANGE PICTURE**.
6. Select **SPELL ICON TO FIND**.
7. Type the name of the picture you want, then select **OK**.

8. Choose a picture.
 - a. If you want the spoken message to be different:
 - i. Select **ADD MESSAGE OR INSERT TOOL**.
 - ii. Select **CLEAR**.
 - iii. Type new message (*remember a space at the end*).
 - iv. Select **OK**.
9. Once finished, select **OK** to complete.

Editing a Word or a Phrase

1. Insert the USB to unlock the device if locked.
2. Go to the page where you wish to edit your word/phrase.
3. Select **TOOLS > EDIT/SETUP KEY**
4. Select the button you want to change.
5. Select **ADD MESSAGE OR INSERT TOOL**.
6. Select **CLEAR**.
7. Type new message (*remember a space at the end*).
8. Select **OK**.
9. Once finished select **OK** to complete.

Adding a Word with a Photo

1. Insert the USB to unlock the device if locked.
2. Go to the page where you wish to add your word.
3. Select **TOOLS > EDIT/SETUP KEY**.
4. Select the button where you want to add the new word.
5. Select **CHANGE PICTURE > TAKE A PICTURE**.
6. Choose the front or rear camera by selecting **CHOOSE CAMERA**.
7. Select **TAKE PICTURE > SAVE AS ICON > RENAME PICTURE**.
8. Select **CLEAR DISPLAY** and type the name for your picture, then **OK**.
 - a. If you want the spoken message to be different:
 - i. Select **ADD MESSAGE OR INSERT TOOL**.
 - ii. Select **CLEAR**.
 - iii. Type new message (*remember a space at the end*).
 - iv. Select **OK**.
9. Once finished, select **OK** to complete.

Deleting a Word or a Phrase

1. Insert the USB to unlock the device if locked.

2. Go to the page where you wish to delete your word.
3. Select **TOOLS > EDIT/SETUP KEY**.
4. Select the button you want to delete.
5. Select **CLEAR BUTTON CONTENTS**.
6. Select **OK** to finish.

Changing How a Word is Spoken

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > TOOLBOX > PRONUNCIATIONS**.
3. Select **MAIN VOICE**.
4. Select **ADD PRONUNCIATION**.
5. Type the word with the correct spelling, then select **OK**.
6. Type the word phonetically (how it sounds).
7. Press the Text Area to test the pronunciation.
8. Adapt if necessary or select **OK**.
9. Select **OK** several times to exit.

Swapping to Another Vocabulary

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > TOOLBOX > VOCABULARY OPTIONS > CHANGE VOCABULARY**.
3. Choose the Vocabulary to go to (e.g. LAMP Words for Life UK).
4. Select **OK** several times to exit.

Using Vocabulary Builder to Create a Set of Visible Words

This allows you to choose the words to display and hide the remaining words.

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > VOCABULARY BUILDER**.
3. Make sure the right-hand side of the screen is tan coloured by tapping it.
4. Select **SPELL TO UNMASK**.
5. Type word(s) to unmask, using commas to separate words and/or phrases, e.g. *go, more, stop, play*.
6. Select **OK** several times to complete.

NOTE: All the words you have chosen will now appear in the left grey column. If some of the word(s) are missing this is likely because the word(s) are not stored in the vocabulary.

Vocabulary Builder – Masking On the Fly

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > VOCABULARY BUILDER**.
3. Select **GO TO MASKING ON THE FLY**.
4. Select **NAVIGATE** and press the page you want to go to.
5. Choose the buttons to reveal.
6. Select the text area to exit.

Show CLEAR DISPLAY Button in Vocabulary Builder

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > VOCABULARY BUILDER**.
3. Select **GO TO MASKING ON THE FLY** and press the **CLEAR** or **CLEAR DISPLAY** button if it is greyed out.
4. Select the text area to exit.

How to save a Sequence Sets

If you want to keep a selection of word(s) you have built (known as a Sequence Set), you need to SAVE them.

1. Select **TOOLS > VOCABULARY BUILDER**.
2. Select **SAVE AS SEQUENCE SET**.
3. Type the name for the Sequence Set.
4. Select **OK** twice to exit.

NOTE: You may save as many sequence sets as you wish. This is particularly useful if you are using the Accent device with multiple students, or if you want to retrieve a set of words quickly.

How to load a Sequence Sets

After creating a Sequence Set, it can be retrieved from the Vocabulary Builder Menu.

1. Select **TOOLS > VOCABULARY BUILDER**.
2. Select **ADVANCED OPTIONS > USE SEQUENCE SET > LOAD SEQUENCE SET**.
3. Choose the required set.
4. Select **OK** twice.

Changing Access to Touch & Adjusting Settings

1. Select **TOOLS > TOOLBOX > ACCESS**.
2. Select **CHANGE ACCESS e.g. Touch, Switch etc.**
3. Select **Touch**
4. Change settings if necessary (see note below) then select **OK**.

NOTE: Observe performance of the user while using the factory defaults and any recommended keyguards or touch guides. This information will help you decide if adjustments to the touch screen are necessary. Note any difficulties. A variety of settings can be adjusted to change how and when the screen reacts when touched.

The following is an explanation of settings available in the Access menu:

ACCEPTANCE TIME [DEFAULT = .01]

Acceptance time is the amount of time needed to touch the key until it activates **(.01 to 5.0)**. Typically, the acceptance time is increased if miss hits occur.

RELEASE TIME [DEFAULT = .01]

Release time is the amount of time the key will remain depressed **(.01 to 5.0)**. Subsequent selections on the key will be ignored. Typically, the release time is increased if double hits on the same key are observed.

Tip: Adjust acceptance or release time in .10 increments, then observe performance. If miss hits or double hits are still occurring, readjust until suitable.

ACTIVATE BUTTON WHEN... [DEFAULT = Pushed]

Pushed: A key will activate when pushed.

Released: A key will activate when the finger (or stylus etc.) is taken off the key. This allows a user to drag a finger across the screen and release when the desired key is reached.

Importing an Individual Vocabulary

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > TOOLBOX > IMPORT/SAVE...**
3. Select **IMPORT A VOCABULARY**.
4. Select the area in which you want to load the new vocabulary into.
5. Choose the location of your file by selecting **CHOOSE ANOTHER FOLDER** and selecting the source.
6. Select the file to load and the **WAIT (Transfer in Progress)** dialogue box appears.
7. Once complete, select **OK** several times to return to the home screen.

Saving Your Individual Vocabulary

1. Insert the USB to unlock the device if locked.
2. Select **TOOLS > TOOLBOX > IMPORT/SAVE...**
3. Select **SAVE A VOCABULARY**.
4. Select the user area to save (this will be one of the 6 listed, usually marked **CURRENT AREA**).
5. Choose the location of your save by selecting **CHOOSE ANOTHER FOLDER** and selecting the source, then select **OK**.
6. Type the name for your save (e.g. Client NameDDMMYY).
7. Select **OK** and the **WAIT (Transfer in Progress)** dialogue box appears.
8. Once complete, select **OK** several times to return to the home screen.