

VIA DEVICES: Quick Reference Guide



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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 on the left, select **Accessibility**.
3. Scroll down the right side of the screen and select **Guided Access**.

4. Turn it **ON**. You will be prompted to set a passcode.
5. 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 exit 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 maximise an 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 > Settings**.
2. In the **Editing** section, slide the button by **Use Menu Passcode to ON**.
3. Enter a passcode and select **Done**.

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.

Hint - non-dedicated devices: If you forget the passcode, turn this feature off in iPad **Settings** by scrolling down 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 > Choose New Vocab**.
2. Select **Menu > Copy a Vocab**.
3. Select the vocabulary file you want to copy.
4. Give the vocabulary file 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 > 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 colour, 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 > 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 > Settings**.
2. In the **Speech** section, find **Voice** and select any of the available voices.
3. If you are using a 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 > Edit Page**.
2. Select **Menu > 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

1. Navigate to the page where you wish to create the link.
2. Select **Menu > Edit Page**.
3. Select the button that will link to the new page.
4. If the button is blank, select **Create New Button**; otherwise select **Edit This Button**.
5. Label the button (all capital letters). This will automatically populate the **Button Message** field: clear this text.
6. Select an image and any Body Colour (if needed).
7. Scroll down to the **Button Action** area and select **Add**.
8. Add a **Visit** action.
9. Select the page to link to, or create a new page, by selecting the **+** symbol.
10. Remove the **Speech Message** action by selecting **Edit** and choosing the "minus" button. Select **Delete**.
11. Select **Save > 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 button.
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 greyed 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.

Vocabulary Builder (LAMP Words for Life Only)

Creating a List of Words to Teach

1. From the app, select **Menu > Vocab Builder**.
2. Slide the **On/Off** button at the bottom to **ON**.
 - a. Type a word you want to teach in the search window, then check the box next to that word in 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.
3. Select **Save > Done**.

Saving a List

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

1. From the app, select **Menu > Vocab Builder**.
2. Select **Save List**.
3. Give the list a name in the **Word List File Name** field.
4. Select **Save**.
5. Once complete, you will be notified "File Saved Successfully" - select **Okay**.
6. 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 > Vocab Builder**.
2. Select **File List**.
3. Select the list to be loaded, then select **Load File**.
4. Slide the **On/Off** button at the bottom to **ON**.
5. Select **Done** to exit the Vocabulary Builder menu.

For Additional App Support

TouchChat: <https://touchchatapp.com>

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

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

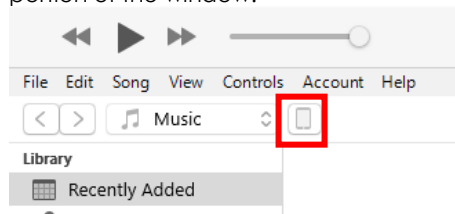
Backing up a Vocabulary File to a USB-C Drive

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

Important! If you don't see the USB-C drive listed in Save to Files then 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.

Backing up a Vocabulary File using iTunes

1. Connect the device to your computer using a USB cable.
2. Click **Trust** if prompted on the iPad device.
3. Open iTunes on your computer.
4. In the app, select **Vocab > Choose New Vocab**.
5. Select **Menu > Import/Export Vocab > Export to iTunes**.
6. Select the vocabulary file to export and tap **Save**.
7. In iTunes, click the small device icon in the upper left portion of the window.



8. In the window that opens, click **File Sharing** on the left.
9. In the Apps column, select your communication app.
10. In the column under the app **Documents**, select the vocabulary file you are exporting.
11. Click **Save** on the bottom right – a Save window will open.

12. Navigate to the folder in which you want to save the file and click **Select Folder**.

13. 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.

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

Important! Wi-Fi must be turned on.

Updating the App using iTunes

If you have iTunes version 12.6 or older, you can update the app with the device connected to a computer running iTunes. If you have iTunes version 12.7 or newer, you must use the procedure shown above under "Updating the App using the App Store Icon".

Important! If you have a dedicated device, **DO NOT** update iTunes to version 12.7 or newer. If you do, you will not be able to update TouchChat.

1. Connect the device to your computer and launch iTunes on your computer.
2. Go to the **Apps** section of iTunes.
3. Scroll to the Updates section and select "Check for Updates" in the bottom right corner of the screen. **Note:** The location of the Updates option depends on the version of iTunes you are using.
4. Enter the Apple ID you received with your Via device. The update will download & install when prompted.