

## VIA/iOS – USING LAMP WORDS FOR LIFE ON THE IPAD



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### SETTING UP FOR AAC

When an individual is first learning to communicate, it can be helpful to restrict access to other distracting programs in the iPad.

#### On the iPad

1. Select the **SETTINGS** icon > **ACCESSIBILITY**.
2. Select **GUIDED ACCESS** > **PASSCODE SETTINGS**.
3. Set a passcode (tip: avoid choosing a combination like 1-2-3-4-5-6). A six-digit code that will be memorable, but not easily guessed works best.
4. Press the home button to return to the home screen.
5. Open the LAMP WFL app and once loaded, triple click the home button so that the Guided Access screen appears.
6. Press Start. Guided Access mode will begin, and your device will be locked down in the LAMP WFL app.
7. To end Guided Access and regain full use of the iPad, triple click the home button again, enter your chosen passcode and select End (top left corner).

### Within the App

Preventing Unauthorized Vocabulary Editing

The **MENU** button located at the top right of the keyboard can be modified so that no changes can be made to the app.

1. From the app, select **MENU** > **SETTINGS**.
2. In the **EDITING** section, enter a passcode. Caution - If passcode is not accessible, the app will need resetting to default settings.
3. Slide the button by **USE MENU PASSCODE** to **ON**.
4. Select **DONE**.

The Menu button will now require a passcode to be modified.

### MODIFYING A VOCABULARY FILE

In order to edit an original vocabulary file, a copy of it must be made and that file edited. This keeps the original files in place in case they are needed at a later time.

1. Obtain the list of available vocabulary files by selecting **VOCAB**, then **CHOOSE NEW VOCAB** from the drop-down menu.
2. Select **MENU** (on the top left) > **COPY A VOCAB**.
3. Select the vocabulary file you want to copy.
4. Provide a **NEW TITLE** and **NEW DESCRIPTION**.
5. Select **SAVE**.

### WORD FINDER

Searching for a new word is quick and easy with Word Finder. To utilise this feature:

1. From the app, select **MENU** or the **KEYBOARD**.
2. Select **WORD FINDER**.
3. Type the word you want to find. If the word is not stored, the **FIND** button will remain greyed out and you will not be able to select it.
4. Select the **FIND** button.
5. The window will identify which keys to press to activate the word.
6. Select **CANCEL** to close the Word Finder feature.

### MODIFYING VOCABULARY - Adding a Word to a Page

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

1. Firstly, use the **WORD FINDER** to check whether the desired word is already stored within the vocabulary file.
2. Access the page where the new word will be added.
3. Select **MENU** > **EDIT PAGE**.
4. Select the key for the new word. If it is **BLANK**, select **CREATE NEW BUTTON**; otherwise select **EDIT THIS BUTTON**.
5. Enter button preferences such as label, message, picture, font type, size & style and/or change button colour, border or actions.
6. When finished, select the blue **SAVE** button.
7. Select **DONE** in the top left of the page to exit edit mode.

### MODIFYING VOCABULARY - Creating a New Page and Linking this Page to a Button

**NOTE:** Allow Editing must be **ON**

1. Go to the page that you wish to create the **LINK** button from.
2. Select **MENU** > **EDIT PAGE**.
3. Press and hold down the button that you wish to use as your **LINK** button. If it is **BLANK**, select **CREATE NEW BUTTON**; otherwise select **EDIT THIS BUTTON**.
4. Add a **LABEL** (name) for your new Page - name the page to represent its content. (Leave the Message field empty).
5. Add an image to the button that represents your New page.
6. Scroll down to the **BUTTON ACTIONS** area and select **ADD**.
7. Select the **NAVIGATE** action. (If you wish the linked page to close after you press a button within the page, then select **VISIT** action).
8. Create a **NEW PAGE** by selecting the "+" symbol.
9. Name the **NEW PAGE** and then select **SAVE**.
10. If you don't want this button to speak, remove the **SPEECH MESSAGE** action by selecting **EDIT** and then pressing the "minus" button next to **SPEECH MESSAGE**.
11. Select **SAVE** and then **DONE** to exit Edit Page.
12. You may now navigate to your New Page and edit.

### MODIFYING VOCABULARY – Copy from An Existing Button

Useful for copying the **CLEAR**, **GO BACK**, **DEL WORD**, **CORE**, etc. buttons

1. Access the page that you wish to add your button to.
2. From the app, select **MENU** > **EDIT PAGE**
3. Press and hold down the button that you wish to use as your **LINK** button. If it is **BLANK**, select **COPY EXISTING BUTTON**.
4. From the list that appears, select a page with the buttons you require. **TIP:** the 84 **SPELL** pages all have the default function buttons that you may require.
5. A list of all the words and functions on the page will be displayed; Select the desired **FUNCTION**.
6. Select **DONE** to exit Edit Page.

### MODIFYING VOCABULARY - Hiding a Word

There may be a rare occasion when a word, or words, will need to be quickly hidden without changing the current list set-up for Vocabulary Builder. To do this:

1. Access the page of the word or words to be hidden.
2. Select **MENU** > **EDIT PAGE**.
3. Select the button of the word/picture to be hidden.
4. Select **EDIT THIS BUTTON**.
5. Scroll to the **VISIBLE** setting and slide the toggle to **OFF**.
6. Select **SAVE** and then **DONE**. The button will be hidden.

## USING VOCABULARY BUILDER TO TEACH MOTOR PATTERNS

### Creating a List of Words to Teach by Selecting the Words

1. From the app, select **MENU > VOCAB BUILDER**.
2. Select **DISABLE ALL** from the bottom right of the window showing a list of words.
3. Scroll through the list and check off the words you want to teach.
4. Select **SAVE LIST** then name word list.
5. Select **SAVE** and slide the **MASK BUTTONS** to **ON**. This will turn on Vocabulary Builder.
6. Select **DONE**.
7. A window will appear that will notify you the app is "**Updating Buttons**". Once that disappears, only buttons for the words selected will appear.

### Creating a List of Words to Teach by Using the QUICK EDIT Function

1. From the app, select **MENU > VOCAB BUILDER**.
2. Select **DISABLE ALL** from the bottom right of the window showing a list of words.
3. Select the **QUICK EDIT** key at the bottom left of the window and type in each word, selecting **ADD WORD** after each entry.
4. Select **SAVE** to save the list.
5. Slide the **MASK BUTTONS** to **ON**. This will turn on Vocabulary Builder.
6. Select **DONE**.
7. A window will appear that will notify you the app is "**Updating Buttons**". Once that disappears, only buttons for the words selected will appear.

### Including Actions to your Unmasked vocabulary

1. From the app, select **MENU > VOCAB BUILDER**.
2. At the Top of your display just below the **SEARCH BOX** and above the letter A, select **VISIBLE ACTIONS**.
3. Scroll through the list and check off the **ACTIONS** you want to make available.
4. Slide the **MASK BUTTONS** to **ON** if this is not already **ON**.
5. Select **DONE**.

## VOCABULARY BUILDER - Saving a List

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 that "**File Saved Successfully**". Select **OKAY**.
6. Select **DONE** to exit the Vocabulary Builder menu.

## VOCABULARY BUILDER - 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 **LOAD LIST** and select the list to be loaded.
3. Slide the **MASK BUTTONS** to **ON** to turn on Vocab Builder.
4. Select **DONE** to exit the Vocabulary Builder menu

### SOUND SETTING: VOICE AND CLICKS

When a vocabulary is being used that requires more than one selection to activate a word, turning the Button Click Sound ON gives 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 to **ON** or **OFF**.
3. Select **DONE**.

### CHANGING THE VOICE

1. From the app, select **MENU > SETTINGS**.
2. In the **SPEECH** section, select **VOICE**.
3. Press one of the available voices. If the voice had not previously been used, the device will ask you if you wish to "**download this voice now?**", select **YES**. This takes about 5 minutes and requires a Wi-Fi connection.
4. The New Voice will be displayed. Select **Ok** and **DONE**.

### BACKING UP USING ITUNES

To save a vocabulary file requires two steps: the first involving your iPad and the second using your iTunes software.

#### BACK UP - From Your iPad to your iTunes Account

1. Select the **Vocab > Choose New Vocab**.
2. Touch the **Menu** button and select **Import/Export to iTunes**.
3. Select **EXPORT A VOCAB** and from the menu that pops up, select the vocabulary you want to save.
4. Give the file a name then hit the blue **SAVE** button.
5. Connect your iPad and run iTunes. (This should automatically sync files between your iPad and PC. Manually sync if this doesn't happen).

#### BAC KUP - From Your iTunes Account to a folder on Your PC

1. In iTunes, look for the **Devices** tag on the left-hand column and click on your device's name.
2. Click on the **Apps** menu at the top.
3. Scroll down to the section called **FILE SHARING** and in the **Apps** column, select the **LAMP WFL** app.
4. From the column under **App Documents**, choose the vocabulary file you want to save.
5. Select the **Save to...** button at the bottom right and browse to the folder (within your pc) where you want to save the file.
6. Select the **OK** button and the file will be saved.

#### BACK UP - Using Airdrop from One iPad to Another

You could do this if you have AirDrop on both iPads, Google Drive, or Dropbox on the original iPad (or are able to download the latter 2 without a password).

1. Ensure that in your Settings on both iPads, it allows you to see any Apple device by selecting **General > Airdrop > Everyone** (is ticked).
2. Within the LAMP app, go to the **Vocab Menu** and select **MENU > IMPORT/EXPORT > EXPORT A VOCAB**.
3. Choose your file to export. (Name file if necessary and select **DONE**).
4. **EXPORT AND SHARE** and select the AirDrop icon
5. Choose your other iOS device in the Airdrop sharing window
6. **ACCEPT** the Airdrop on that device when prompted.

#### BACK UP - WFL to Dropbox or Google Drive

1. Turn on Bluetooth on both your iPad with WFL and your iPhone or another iPad that has Dropbox or Google Drive.
2. Go to the Vocab Menu and select **MENU > IMPORT/EXPORT**
3. **EXPORT** with Airdrop and choose your file to export.
4. Name file if necessary and select **DONE**.
5. Choose your other iOS device in the Airdrop sharing window and **ACCEPT** the Airdrop on that device when prompted.
6. Select **OPEN WITH....** Dropbox, Drive, or whatever other cloud storage app you use.
7. Your file is now in Dropbox or Drive.

#### BACK UP – from Dropbox or Google Drive

Ensure Dropbox or Google Drive is installed on your iPad with WFL.

1. Open Dropbox or Google Drive.
2. Select the file to load.
3. Click the 3 dots:
  - a. Dropbox - they are in the upper right
  - b. Drive - they are to the right of the file
4. Choose **EXPORT > OPEN IN....** LAMP WFL.