

## UNITY AAC: Quick Reference Guide



### Technical Support:

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### Regional AAC Consultants:

If you wish to speak to your Regional AAC Consultant, please call +44 (0)1733 370 470 (Option 3)

For app support visit [www.unityaacapp.com](http://www.unityaacapp.com)

For implementation support, check out

[www.aaclearningjourney.com](http://www.aaclearningjourney.com)

### Using Guided Access

1. On the iPad, select the Settings icon.
2. In the General settings, select Accessibility.
3. Scroll down and select Guided Access. Turn it on. You'll be prompted to set a passcode.
4. When in the Unity AAC app, triple click the Home or Side button to activate Guided Access®. Triple click again to end the Guided Access session.

For additional information on using Guided Access, visit

<https://support.apple.com/en-us/HT202612>

### Copying a Vocabulary File to Edit

A copy of an original file must be made before editing or using Vocabulary Builder. This keeps the original files in place in case they are needed at a later time.

1. Tap **Vocab > Choose New Vocab**.
2. Select the vocabulary file, then **Customize**.

3. Give the file a new name and description.
4. Tap **Save**.
5. The new file will open automatically.

### Blocking and Restoring Access to the Editing Menus

There may be times when you need to block access to the Editing menus by requiring a password.

#### To Password-Protect the Editing Menus:

1. In Unity AAC, select **Menu > Settings**.
2. Under "Editing", turn **Use Menu Passcode** on.
3. Tap in the Passcode field, enter your password, and tap **Done**.

**NOTE:** If you forget the password, use 72584556 to overwrite the existing password.

#### To Remove Password Protection from the Editing Menus:

1. Tap **Menu** or **Vocab** to display a password prompt.
2. Enter your password and turn **Use Menu Passcode** off.
3. Tap in the Passcode field and enter the password to remove.
4. Tap **Done** on the keyboard, then tap **Done** in Settings.

#### To Remove Editing from the Navigation Bar:

1. Leave the Unity AAC app, go to **iOS Settings**.
2. Tap **Unity AAC** on the left panel.
3. Disable **Allow Editing**.
4. Return to Unity AAC. The Vocab and Menu text will disappear.

### Adding a Word to a Page

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

1. Navigate to the page where the new word will be added.
2. Tap **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, tap **Save**.
6. Tap **Done** in the top left of the page to exit edit mode.

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

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

1. Tap **Menu > Edit Page**.
2. Select the button that will link to the new page. If the button is blank, select **Create New Button**; otherwise select **Edit This Button**.
3. Give the button a label and, if needed, an icon and make any style changes you want.
4. Scroll down to the **Button Actions** area and tap **Add**.
5. Tap **Navigate** and tap your new page.
6. Tap an animation or **No Animation**.
7. If you don't want this button to speak, remove the Speech Message action: tap the **Edit** button, **Delete**, and **Done**.
8. Tap **Save**.

### Using Word Finder

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

1. From the app, select **Menu** or tap 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 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.

### Changing the Voice

1. From the app, select **Menu > Settings**.
2. In the **Speech** section, tap your voice to open the voice settings.
3. From the voice settings, tap the Voice to open a list of available voices.
4. Select your preferred voice. Some voices require a free download by tapping the download icon.
5. Select **Back**, then **Done**.

## Add or Change a Pronunciation

1. Tap **Menu > Edit Pronunciations**.
2. Tap **+**
3. Under **Word**, type the **correct** spelling.
4. Under **Pronounce As**, type the word **phonetically** (as it should be pronounced).
5. Tap **Save**, then **Done**.

## Using Vocabulary Builder

### Creating a List of Words to Teach

1. From the app, select **Menu > Vocab Builder**.
2. Enable the **On/Off** button at the top left.
3. Tap in the **Search** field to open the keyboard
4. Type a word (or partial word) you want to teach in the search window. Select the word you want from the list or tap 'Search' on the keyboard.
5. You can display the Keyboard or Word Finder button by enabling Keyboard or Word Finder in the menu.
6. Select **Done** to return to the vocabulary.

### Managing Lists

At any time, a list may be saved, loaded, and shared.

1. From the app, select Menu > Vocab Builder

#### Save a List

- a. Select **Save**
- b. Give the list a name in the **Exported Text** field.
- c. Select **Move**.

#### Load a List

- a. Select **Load**
- b. Select the preferred list to load from the **Files** menu

#### Share a List

- a. Select **Share** to share the currently loaded list.
  - b. Select the method to share/back up the file.
2. Select **Done** to return to the vocabulary.

## Backing Up a Customized Vocabulary File

### Using AirDrop® or Email

1. On the app, select **Vocab > Choose New Vocab**.
2. Select **Menu > Import/Export Vocab**.
3. Select **Export and Share**.
4. Select the vocabulary you would like to export.

5. Select **Done**, then select the method you would like to use to share your file.
  - a. **AirDrop:** Bluetooth® and Wi-Fi® must be active. You will see the nearby devices that have AirDrop on and can accept your file. Choose the desired device.
  - b. **Email:** Requires an email account set up on the iPad and access to Wi-Fi.

### Using iTunes®

It's a good idea to keep a copy of all custom files on a computer for safekeeping.

1. Connect your device to a computer using a USB cable.
2. Open iTunes on the computer.
3. In Unity AAC, tap **Vocab > Choose New Vocab**.
4. Tap **Menu > Import/Export Vocab > Export to iTunes**.
5. Select the vocabulary file 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** on the left.
8. In the Apps column, select the **Unity AAC** app.
9. From the column under **Unity AAC Documents**, select the vocabulary file you are exporting.
10. Click **Save** on the bottom right. A Save window will open.
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 Unity AAC

1. Ensure Wi-Fi is turned on and select the App Store®.
2. Tap on **Updates** on the bottom right of the screen, or account icon in top right of the screen.
3. Unity AAC will be listed under **Updates**.
4. Select **Update All** to update all your apps, or tap **Update** to the right of Unity AAC.
5. If prompted, enter the Apple® ID that you used to purchase Unity AAC previously. The update will start downloading.