

# Proloquo2Go

Communication on the Go for  
iPhone and iPod touch



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*Manual version 1.1*

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# Basic Use

*Proloquo2Go is very easy to use. This article introduces basic navigation as well as the different communication views.*

## Speaking and Navigation



*Home Screen*

Press any item to let Proloquo2Go speak that item. To navigate to other categories press one of the folder-style items. Depending on the settings the label of the folder-style item will be spoken.



*Message Window*

Press the Message Window at the top of the display to the speak the currently displayed message. If the message is too long to fit you can scroll it by sliding it with your finger. To delete an item in the Message Window press the delete button on the right side of the Message Window. To clear the whole message double tap the delete button.

To go back one level tap the button on the left side of the navigation bar. To go back to the Home screen from any level just tap the image and title shown in the navigation bar.

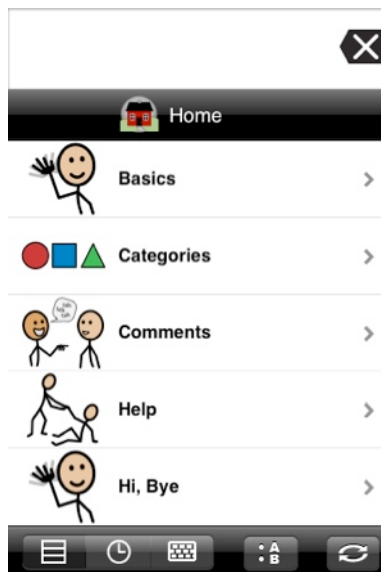
## Views

We have already seen the Grid View in the images above. Here is the complete overview of views.



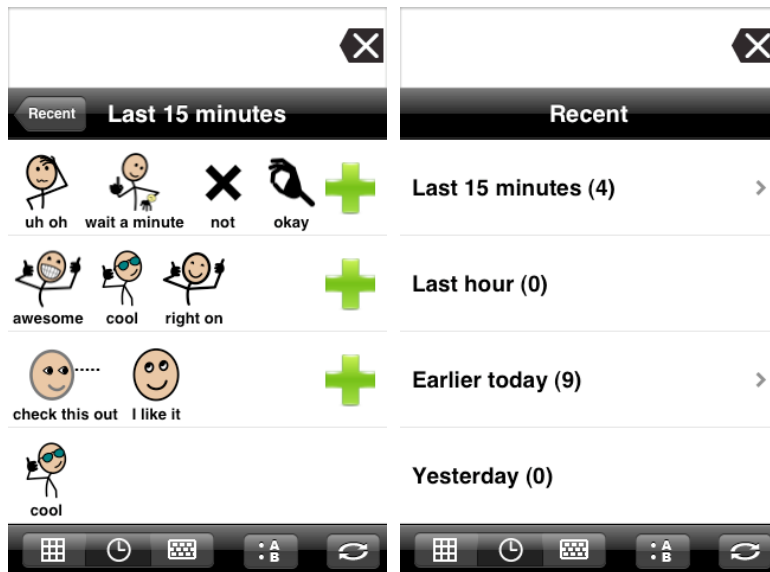
*Grid View*

This is the default view when the Proloquo2Go is used for the first time. In the Proloquo2Go part of the iPhone/iPod Settings App you can control the number of items shown, all the way from 1 to 36 per page. For most people the default 4 x 4 grid with 16 items works well.



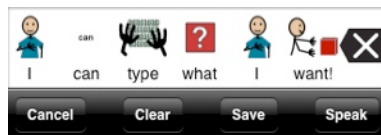
*List View*

In the Proloquo2Go part of the iPhone/iPod Settings App you can toggle between the Grid View and the List View. Most users will want to use the default Grid View, but for those who prefer the List View is available as an option.



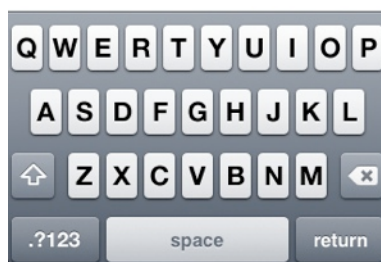
### Recents View

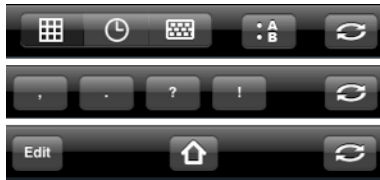
Using the toolbar at the bottom you can switch to Recents View. Recents View gives quick access to any sentence that was pressed in the Message Window or spoken in the Typing View some time during the last week. Recent messages are divided into those used during the last 15 minutes, the last hour, earlier today, yesterday, day before yesterday and earlier than that. Tap any of these items and you will get a detailed list of all the message in the selected time interval. If there are many messages scroll up and down by sliding with your finger. Tap a message to speak it. Tap the green plus button to add the message permanently to your vocabulary.



### Typing View

Using the toolbar at the bottom you can switch to Typing View. In Typing view you can use the regular iPhone keyboard to type a longer message. Using the toolbar at the top you can Cancel to hide the keyboard and reveal the bottom toolbar, Clear to clear the current text, Save to save the typed text to the Message Window and hide the keyboard, or Speak to just speak the typed text without saving it.





### *Proloquo2Go Toolbars*

Proloquo2Go has 3 toolbars that can be toggled using the right most button. The first toolbar is used to switch between the major views: Grid/List Recents, Typing and Options. The second toolbar gives access to punctuation. The third toolbar is used for editing and also has a home button that takes you to the home screen instantly. Note that depending on the restrictions set in the iPhone/iPod Settings App not all buttons may be present in the toolbars.

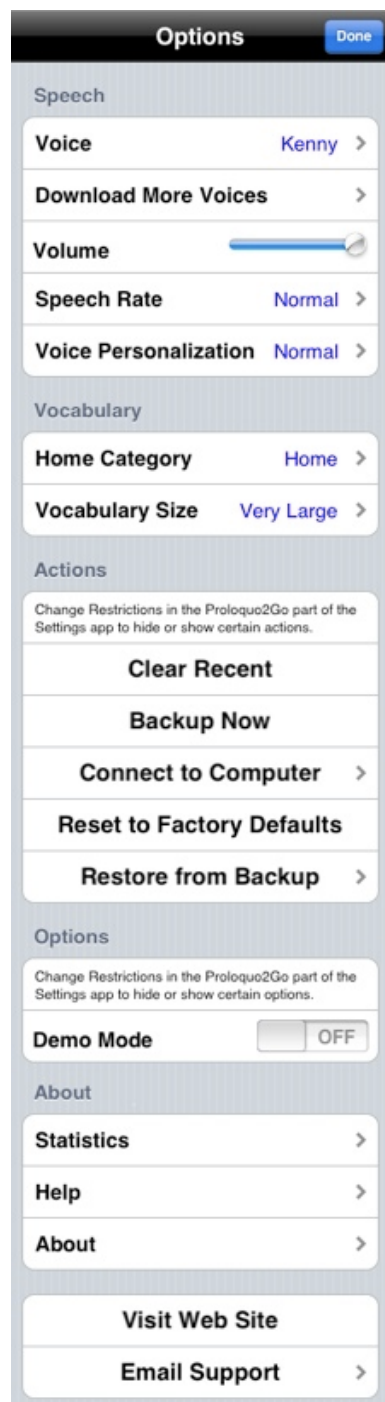


# Options and Settings

*Proloquo2Go has many options and settings that allow a full customization to the needs of the user. There is no need to learn the ins-and-outs of each option or setting, but it is good to have a basic idea of what the customization potential is so that you can get most out of it.*

## Options View

The Options View can be accessed using the Views toolbar at the bottom of the screen. Just press the button with the A and B letters on it. In the Proloquo2Go section of the iPhone/iPod Settings App you can restrict access to the Options view.



The Options View provides access to a whole range of options. You can set speech characteristics such as voice, volume and speech rate. You can download more voices when connected to the internet. You can customize the voices with Voice Personalization.

You can also set vocabulary related options, such as what category will be used as the Home category and whether to use a large or smaller vocabulary. A smaller vocabulary excludes less commonly used words and vocabulary elements without the need for any programming.

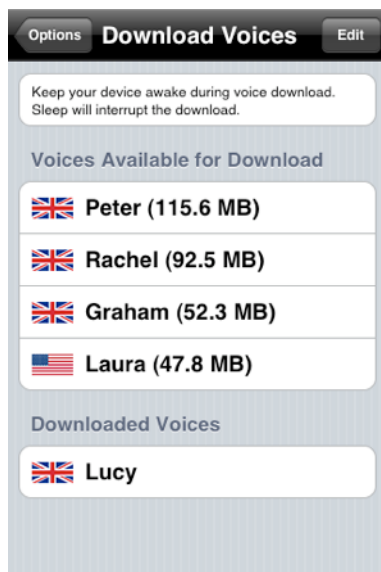
**Important Note:** Some Actions and Options are only available if enabled in the Restrictions section of the Proloquo2Go part of the Settings application. To show those Actions and Options you thus may need to exit Proloquo2Go and go to the Settings application (this is explained in the next section of the manual).

For privacy it can sometimes be useful to clear the recent items. Reset to Factory Defaults will essentially erase all vocabulary and settings changes ever made and return Proloquo2Go to its original state. Restore from Backup allows you to restore to a previous version of vocabulary and settings. This is useful, for example, if you have accidentally erased some of the vocabulary.

Demo Mode lets Proloquo2Go automatically revert to the default vocabulary, options, and settings each time you quit Proloquo2Go or each time at midnight. Whether it is each time you quit or at midnight can be set in the Demo Mode section of the Proloquo2Go part of the Settings application. Demo Mode can be practical for assessment centers to be sure every client starts with a clean slate.

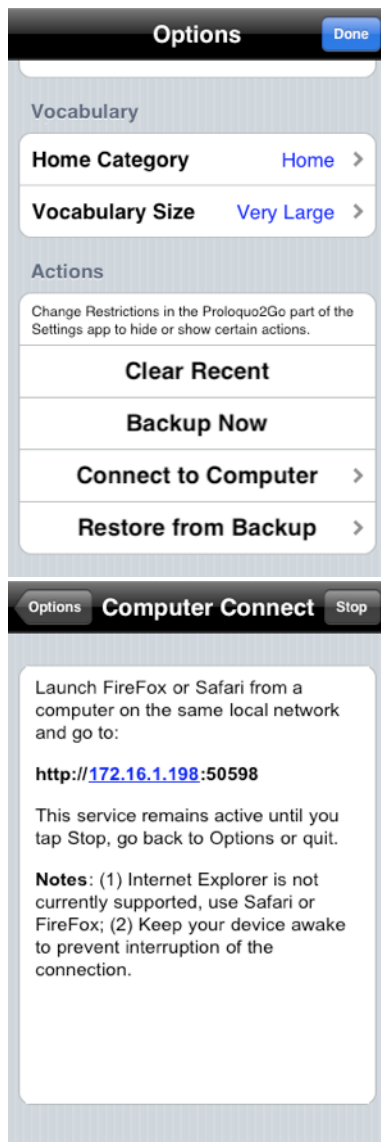
In the About part of the Options you can view Vocabulary statistics, access the Help in the form of a visual quick start guide, and in the About see the credits and version of Proloquo2Go.

From the Options Views you can also launch the Proloquo2Go web site in Safari or email support in Mail. If you do not want a user to be able to exit Proloquo2Go it is therefore a good idea to restrict access to the Options view. How to do that is one of the things discussed in the Settings section.



## Download Voices

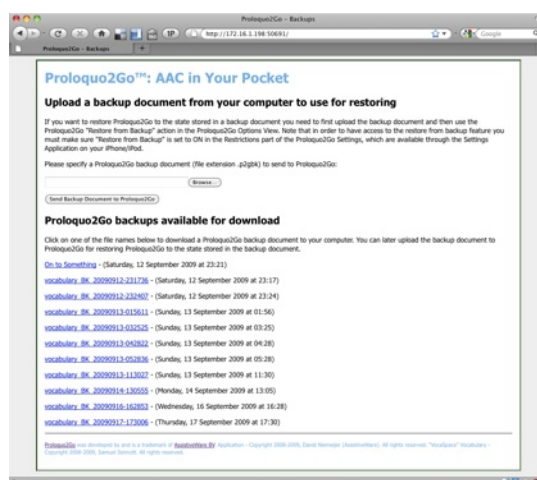
Additional voices can be downloaded when connected to the internet. In Options, you tap the Download Voices item and then tap the voice you would like to download. Voices that have been downloaded are displayed under Downloaded Voices. To switch to a downloaded voice, go back to Options and select Voice to choose the voice you want.



## Connect to Computer

When your device and a computer are connected to the same Wi-Fi network, you can choose Connect to Computer, enabling backing up and restoring outside of iTunes. Press start to initiate the connection. Then using the Safari or Firefox web browsers, type the url that is listed into your computer.

You will see the backup and restore page displayed in your browser. You can download Proloquo2Go backups to your computer or upload a backup document from your computer to use for restoring. Make sure to keep your device awake while uploading or downloading a backup. Once you have uploaded a backup to your device, you need to use the Restore from Backup in Options View to restore from that backup. If you do not see this option, make sure you go to the Proloquo2Go Settings and enable Restore from Backup in the Restrictions part.



## Settings



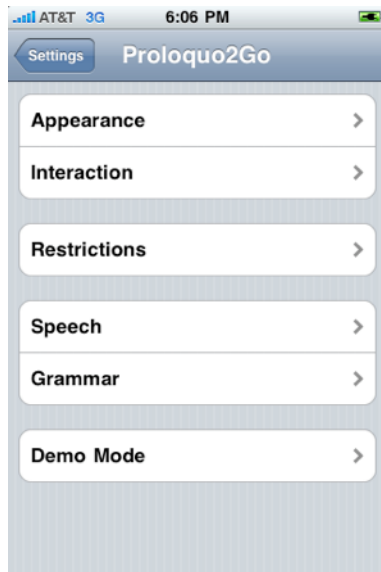
### *iPhone Home Screen*

To access the Proloquo2Go settings you need to exit Proloquo2Go and go to the iPhone/iPod home screen. From there you tap on the icon of the Settings application. This is for two reasons: (1) it is the Apple recommended location for settings on the iPhone and (2) it is great way to prevent users from making accidental changes in Proloquo2Go itself.



### *Inside iPhone Settings*

In the Settings application you need to scroll down to get to the Proloquo2Go settings. Next, tap onto the Proloquo2Go row to access the Proloquo2Go settings.



## *Proloquo2Go Settings*

Proloquo2Go has six types of settings: Appearance, Interaction, Restrictions, Speech, Grammar, and Demo Mode



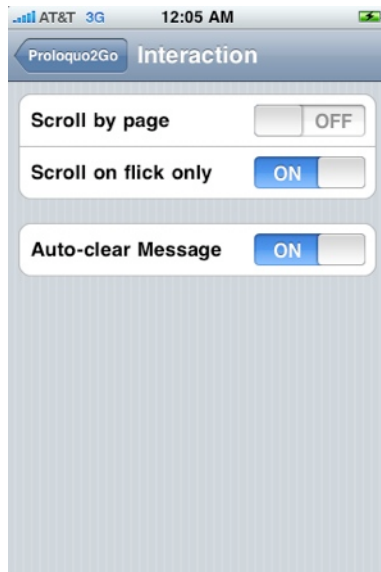
## *Appearance Settings*

In the appearance settings offers many settings. You can choose whether or not to display the Message Window. You can also switch between List and Grid View and choose your preferred item size, ranging from Very Small with a 6 x 6 matrix to Extreme with a single item. Note that if the Message Window is not displayed one extra row of items will be shown at the top.

There are several coloring options. The text and background color can be set independently. You can also turn color-coding for the items on or off. Color coding is based on the word type.

For text display there are two settings. You can have text appear below the images or above the images. You can also let Proloquo2Go use two lines of text for a vocabulary element when the text is too long to fit on a single line.

You can choose to show images in the List/Grid View, in the navigation bar and in the Message Window.

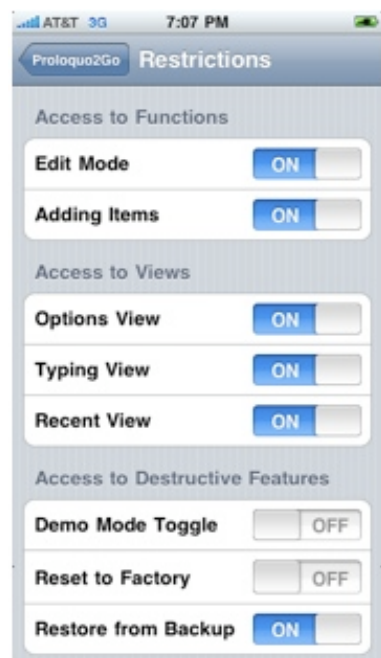


### *Interaction Settings*

You can have Proloquo2Go scroll by page instead of fluently. For some users this will work better.

Scroll on flick allows users to access tapping of items easier, by preventing accidental scrolling. By default this is on.

You can let Proloquo2Go automatically clear the Message Window the next time you tap an item after the text in the Message Window was spoken. This is the default setting and means that after you have built a sentence and tapped the Message Window the text will be spoken but remain in the Message Window in case you want to repeat it by tapping again or want to add it to your vocabulary by hitting the plus button. Yet, when you now start constructing a new sentence the Message Window will clear automatically.



### *Restrictions Settings*

You can restrict access to the Edit mode and to Adding new items. For some users Adding items is fine, but you do not want them to accidentally delete items so you can disable Edit Mode for that purpose.

You can also block access to the Options View, Typing View and/or Recent View.

You can restrict access to the Destructive Features of Proloquo2Go, including Demo Mode, Reset to Factory, and Restore from Backup. This is very important to manage well, as vocabulary and customization can be deleted when these settings are on. Note that turning them on or off does nothing by itself. It is when you use these functions in the Options View (discussed in the previous section) that the actions actually take place.



### *Speech Settings*

The speech settings allow you to determine when Proloquo2Go will speak. If you only want Proloquo2Go to speak when you are done building a sentence and tap the Message window you should turn on Speak message only. If Speak all items is on even items that are purely for navigation and not part of the actual sentence you want to build will speak when tapped. This serves as a confirmation of the user's choice. If you prefer to only have Proloquo2Go speak for items that are part of the sentence construction turn this option off.

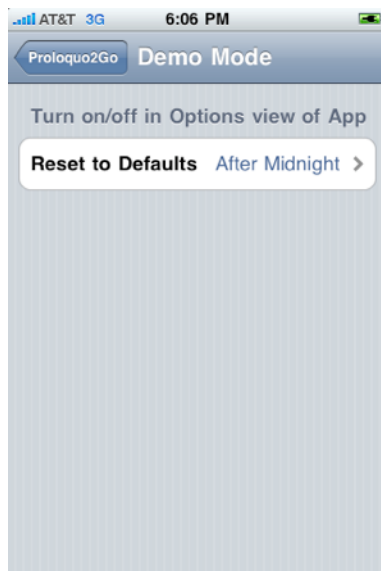


### *Grammar Settings*

You can turn the automatic conjugation and pluralization feature off by turning off grammar support.

You can determine what trigger will be used to activate the grammar features and what the timing should be for that trigger. Note that if you choose double tap as a trigger, the longer the double tap interval is the longer all interaction will take because Proloquo2Go will have to wait and see if there is going to be a second tap before it undertakes any further action on the initial tap.

If you turn off advanced grammar fewer conjugations will be shown and for nouns the possessives will not be displayed.



### *Demo Mode*

Demo mode enables you to automatically restore Proloquo2Go to the default vocabulary, options, and settings. You can choose to let Proloquo2Go reset itself after quitting Proloquo2Go (i.e. each time you quit) or after midnight (i.e. once a day). To run in demo mode you need to take two steps. First, you need to go to the Restrictions part of the Proloquo2Go settings to turn on the Demo Mode Toggle (see above). Second, you need to turn Demo Mode on in the Options View (discussed in the previous section).



# Auto-Morphology

*Auto-Morphology is a powerful feature that provides auto-conjugation for verbs and auto-plurals and auto-possessives for nouns. It applies not just to the built in vocabulary elements but also works on user defined nouns and verbs.*



## Automatic conjugation

The Auto-conjugation feature can help you transform verbs quickly and powerfully. Press and hold on a verb is the default trigger, but in the Proloquo2Go section of the iPhone/iPod settings application you can change this to double tap if you prefer. You can also set the hold or double tap duration there.



## Automatic pluralisation

The Auto-plural and auto-possessive feature makes working with nouns easy. Press and hold on a verb is the default trigger, but in the Proloquo2Go section of the iPhone/iPod settings application you can change this to double tap if you prefer. You can also set the hold or double tap duration there.

## Adding and Editing

*Adding new vocabulary items and editing existing vocabulary items can be done right on the iPhone or iPod touch. Adding and editing is extremely easy and does not require any special "programming" skills.*

*There are various ways in which you can add new items to your vocabulary. You can add from the Message Window, add from the Recents list and add in editing mode. In the first two cases you are adding a message that has already been written. In the last case you create a completely new item that can hold any text you like.*

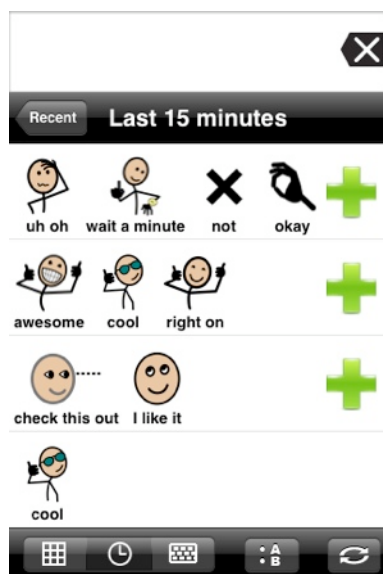
*Note that if you do not see the Add or Edit buttons these may have been turned off in the Proloquo2Go section of the iPhone/iPod Settings application. See the Options and Settings part of the manual for more details.*

### Creating an item from an existing message



#### Adding the Current Message

To add the current text in the Message Window to your vocabulary simply navigate to the category in which you would like to place the new item and then press the plus button on the right side of the navigation bar.



#### Adding a Recent Message

To add a recently used message, go to the Recents View by tapping on the recents button in the bottom toolbar and then navigate to the message you would like to add. Next press the green plus button.



Cancel
Add Item

uh oh
 wait a minute
 not
 okay

Select category to add to:

Comments ✓

Quick Sets

Not Yet Organized

Home

Select image to use:

✓

Choose symbol...

Choose picture...

Take picture...

Add

Add as New Category

Add and Edit

### *Add an Existing Message*

When you add an existing message you will see the first part of the message shown at the top. Below that you can choose what category to add the new item too.

Proloquo2Go tries to make an educated guess of what the most likely categories would be to add the new item to. All you need to do is pick the one you find most appropriate.

Next, you need to decide what image you would like to use. Proloquo2Go will let you choose one of the images that were part of the message you are adding or you can choose a new symbol from the symbol library, choose a picture from your photo library, or on an iPhone, take a picture.

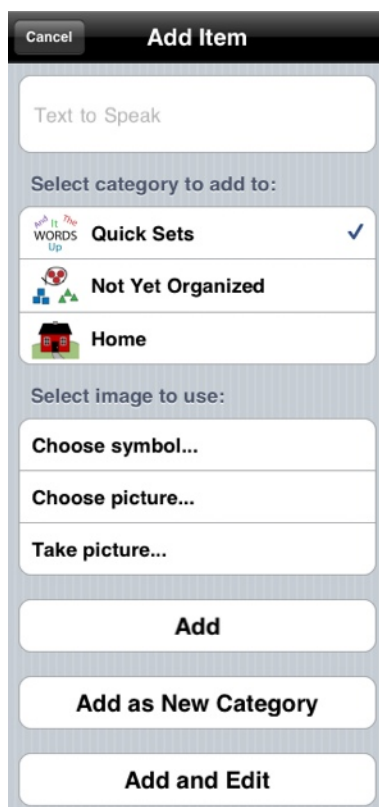
Finally, you can choose to simply Add the item or Add it as a New Category (in which case it becomes a folder in which you can deposit other items), or if you want to do some further fine-tuning you can choose Add and Edit.

## Creating an item from scratch



### *Switching to Edit Mode*

To add a completely new vocabulary item holding any text you want you need to switch to Edit Mode. To switch to Edit Mode first go to the editing toolbar by tapping the toolbar switch button on the right side of the bottom toolbar. Then tap the Edit button. In both grid and list view you will see that the appearance for the grid /list changes when you enter the Edit Mode. Once you are in Edit Mode you can tap the Add button to add a new vocabulary item.



### *Adding an Entirely New Item*

When you create a completely new item you need to type the text that needs to be spoken in the top row. Tap that field and the keyboard will appear allowing you to enter the text. Tap the Done button on the keyboard when you are done with the text.

Next, select the category to add the new item too. You will have a number of categories to choose from, some standard ones as well as the category you were in when you tapped the Add button.

Now you need to choose a symbol or picture, or on the iPhone take a picture if you want.

Finally, you can choose to simply Add the item or Add it as a New Category (in which case it becomes a folder in which you can deposit other items), or if you want to do some further fine-tuning you can choose Add and Edit.

## Editing an existing item

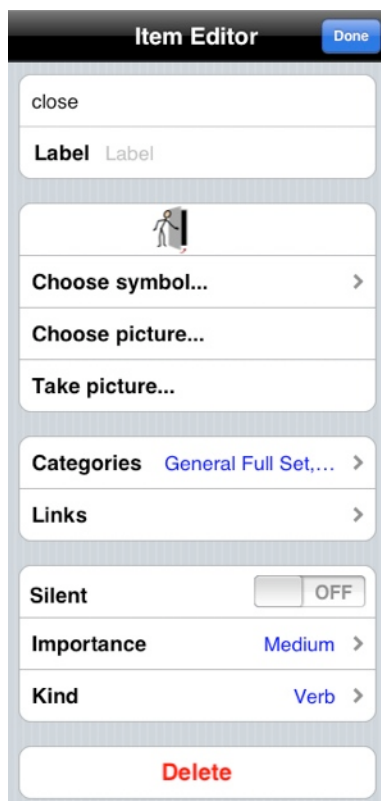
To edit an existing you first need to switch to Edit Mode. To switch to Edit Mode first go to the editing toolbar by tapping the toolbar switch button on the right side of the bottom toolbar. Then tap the Edit button. In both grid and list view you will see that the appearance fo the grid /list changes when you enter the Edit Mode.



### Accessing the Item Editor

Once you are in Edit Mode you can tap on the item you want to edit. You can then choose to Cut, Copy or Edit the item. In this case choose Edit.

Note that to cancel you need to press the Cancel button a little higher than you would expect.



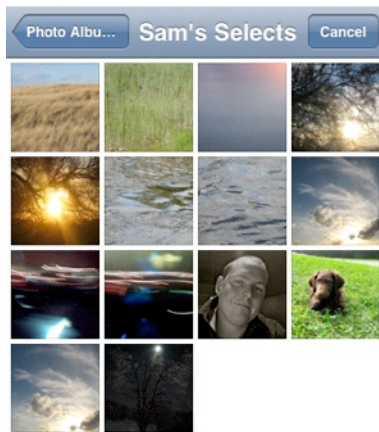
### The Item Editor

In the Item Editor you can change the text to speak, this text is shown at the top. You can also assign a label to the item that will be displayed but is different from the text that will be spoken.

Next, you can change the symbol or picture used for the item. If you tap "Choose picture..." an image picker will appear giving you access to the image library on your device (see screen shot on next page). On the iPhone you also have the option to take a picture with the built-in camera (see screen shot on next page).

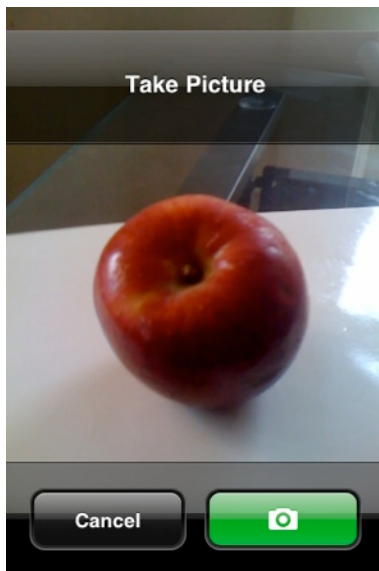
Each item is part of one or more categories and if the item is a folder it has one or more links. If you want the item to show up in specific categories you can change the categories to which the item is assigned. If you want the item to act as a folder you can link it to one or more categories. When the item is tapped it will then load those categories. You do not need to use these features unless you want to do some advanced programming.

You can make an item silent if you do not want it to be spoken when tapped. This is useful if you have created a folder item and you do not want the item itself to appear in the message window when the item is tapped.



You can set the importance of an item to determine whether it will be displayed when the vocabulary size is changed in the Options View (see the appropriate section of this manual). Items of Very High importance will show up with every vocabulary size. Items with Very Low important will not show up when the vocabulary size is reduced. This makes it possible to define a single vocabulary for different users, yet for some users have less important items be hidden by changing the vocabulary size in the Options View.

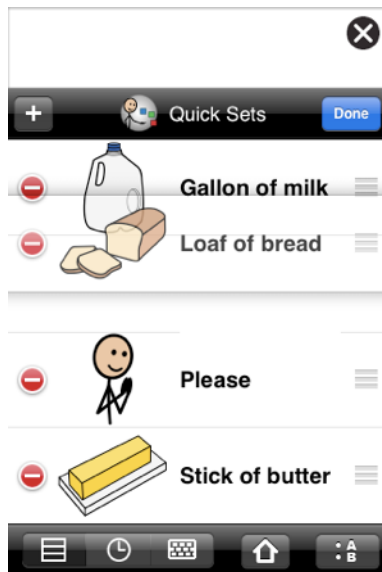
You can set the kind of item. Proloquo2Go will make an educated guess at this when you create a new item, but you can manually change it here. When an item is defined as verb or noun the automatic morphology features will be applied to it. See the appropriate section for more information n these features.



Finally, you can delete the item. If you choose to delete the item you will be given the option of just removing it from the current category or deleting it completely.

When you are done editing you scroll to the top and tap the Done button.

## Re-ordering Items



### *Re-ordering in List View*

To re-order items in the list view, tap edit. By pressing on the three lines on the right side of items, you can then drag items to a different position in the list. Tap done to make the changes stick.



### *Re-ordering in Grid View*

To re-order in the grid view, tap edit. By pressing and holding on an item it will pulse and you can then drag items to a different position in the grid. Tap done to make the changes stick.

# Copy and Paste

*Copy and Paste is one of the easiest ways to personalize your vocabulary or to quickly put together a quick access vocabulary for a particular task or situation.*

*Imagine you have created a grocery shopping category following the principles explained in the Adding and Editing section of this manual. The easiest way to fill that new category with relevant vocabulary items is to use copy and paste.*



## Switching to Edit Mode

The first step is to enter Edit Mode. To switch to Edit Mode first go to the editing toolbar by tapping the toolbar switch button on the right side of the bottom toolbar. Then tap the Edit button.



## Cut, Copy, or Edit an Item

Once you are in Edit Mode you simply tap on the items you want to copy one by one. Each time you tap on an item you will be offered the choice to Cut, Copy or Edit the item. Choose Cut if you want to remove the item from the current category and then later paste it into another category. Choose Copy if you want to keep the item in the current category but create a copy of it in another category.





### *Copy Multiple Items*

The copied items will appear dimmed in the message window.

You can copy multiple items even from different categories. Just exit Edit Mode by tapping the Done button on the left side of the bottom toolbar, navigate to another category, enter Edit Mode by tapping the Edit button on the left side of the bottom toolbar. Copy some items, etc.



### *Navigate to Paste Location*

When you have copied all the items you want to copy you exit Edit Mode by tapping the Done button on the left side of the bottom toolbar. Next, navigate to the category where you want to Paste the items.



### *The Created Shopping Category*

Tap the Paste button on the right side of the navigation bar and all the copied items will appear in the category.