Speak For Yourself Augmentative and Alternative Communication (AAC) App- Programming Guide Version 3.0 10/5/18

Hardware iPad	These directions are based on the home button being on the right hand side.
	On/Off Switch (Sleep/wake button) – press the Switch on the left hand side. Slide to unlock. **Off** – Press the Button to turn off.
	Opening Speak for Yourself – Find the app and open.
	Closing Speak for Yourself App – Press the home button
Utilizing Online Resources	**Website** https://www.speakforyourself.org
	Facebook page (Speak for Yourself) https://www.facebook.com/pages/Speak-for-Yourself/144662282312988?sk=wall
	Speak for Yourself Facebook Users Group https://www.facebook.com/groups/273873326092019/
	YouTube Tutorials Go to Youtube and search for Speak for Yourself AAC The website and Facebook pages also link Tutorials. 30 minute introduction to Speak for Yourself: Follow along and get to know the app! https://vimeo.com/228563003

Editing Functions Not for the child's eyes	You need to exit out of the App and go into the iPad settings to manually turn on the Editing Function. This is a great feature because it is intended to be used only by someone who has Authorization. **Turn on Editing** 　　　*Tap Settings. (It may be in the Utilities folder.) 　　　*On the left scroll down until you see the Speak4Yourself App. 　　　*Under Programming section, select the Enable Programming button by swiping it to ON. 　　　*Close the Settings functions by hitting the home button. (Right hand side on device) 　　　*Close this section by hitting the home button again. 　　　*Scroll to the Speak4Yourself App. Now you are ready to make programming changes. You will notice that the Top bar is Purple. You can only make changes when the bar is Purple.
Using Safari to add symbols to the photo album.	Type in the Web address that you want to go to and start browsing. This is how you can download images. You can also search for images. Select Images. Search for the picture that you want and hold it down to Save.

Main Screen Editing	**Note that the Purple bar is on the top.**
	Tap Edit in the upper left hand corner.
	Tap the button you wish to edit.
	On the main page, the only editing functions available are the ability to change the image and change the button color (version 1.2 and above). You can also "Link to a secondary screen." This would link the main screen button to a page to allow additional vocabulary to be programmed. To do this, turn the switch "On."
	Tap done.
Editing on a secondary screen	**Make sure that you are on the page that you want to edit.**
	Tap Edit.
	Tap a button.
	Add Image (You can use Image options to Use a photo from the iPad photo album or Take a photo).
	If the image name is the same as the word you would like to speak, select done.
	Enter the Word to Speak, as well as Label if different.
	If correct pronunciation is questionable, test the pronunciation by pressing "Speak word" within the editing box. Enter the phonetic spelling until you have the desired pronunciation.
	You can also change the cell color.
	Select done and then test the button.
Adding Pictures	You can either search the web via Google or use Gmail or Web mail and download pictures from your e-mail. Once you open the picture, highlight tap and hold it and a menu will appear, tap SAVE IMAGE.

| **Finding a Word in the Vocabulary (Version 1.3 and above)** | Tap the search symbol in the upper left hand corner. A pop up will appear. Tap in the text area (that says "search").
Type the word you want to say. It is case sensitive. When you begin typing the word, the app will begin to search the vocabulary and display word options accompanied by the symbol. At any time, you can touch your target word.
As soon as you touch the word, the app will highlight the main screen button with a bluish purple outline. Touch the highlighted button.
The app will navigate to the secondary screen and highlight your targeted word. Touch the button and the word will be spoken.
    *If your target word is closed, the app will open the main screen word and your target word on the secondary screen. In addition, it will open the core word on the secondary screen that corresponds to the main screen button. For example, if you are searching for "juice," and the "DRINK" button is closed, the app will open "DRINK" on the main screen, "drink" on the secondary screen and "juice."
    **Touching anything outside of the pop up or anything other than the highlighted button will end the search. |

Saving a Vocabulary File using iTunes	Make sure you are using version 1.7 or above of Speak for Yourself. Make sure the editing is unlocked in Speak for Yourself (the top bar will be light purple). *Press the daisy/setting icon in the upper right hand corner. *Touch "Vocabulary." *Touch "Backup the Vocabulary and Photos." *Select "Send a Backup to iTunes." *When it's complete, touch done. *Press the Home button to exit the Speak for Yourself app. *Launch iTunes on your computer. (This may happen automatically when you connect your iPad to your computer). *Connect your iPad to your computer so that it syncs with iTunes. *In the left column under "devices", click on the name of the iPad. *Along the top of the screen, click on "apps" *You may have to scroll down the page to the "File Sharing" section. *Click on "Speak4Yourself" *Click on the "Vocabulary.data" file *Click "save to" on the bottom right (again you may need to scroll down) *Save it to a place in your computer that you'll remember, but don't change the name. The name has to be in that format for the iPad to recognize it. This is a good practice to do periodically so that the user's customized setting is saved.

Restore/Load the vocabulary file from iTunes into another iPad:	*Press the Daisy/settings in the top right hand corner of the Speak for Yourself app. *Touch "Vocabulary." *Touch "Restore the Vocabulary and Photos." *Select "Restore from iTunes." *Connect the iPad to the computer. *On the bottom right, click on "add" and then select the SFY file you had saved. When it asks you if you want to replace it, click yes. *Sync the iPad. ****Even if you are saving to Dropbox, we recommend saving to iTunes as well. Saving to iTunes saves a copy of the vocabulary in the iPad memory.** If you are backing up and restoring files within the same iPad, you are able to do that without a wifi connection and without connecting to a computer. However, the saved setting will NOT be stored outside of that iPad until it is connected to a computer.**
RECOMMENDED **Saving the vocabulary file using Dropbox, email, and AirDrop**	You can download the [Dropbox app from the App Store](#) and login or create a free Dropbox account, but it will still work if you have not downloaded the Dropbox app. Make sure you have a strong wifi connection. • Press the Daisy/settings in the top right hand corner of the Speak for Yourself app. • Touch "Vocabulary." • Touch "Backup the Vocabulary and Photos." • Select "Send a Backup to Dropbox, email or AirDrop." Enter recipient. • Touch "Done."

Adding Vocabulary User Areas (2.0 and above)	Vocabulary user areas can be added by going to the "daisy settings" within Speak for Yourself (SfY). *Touch the "daisy settings" *Touch "Vocabulary" *Touch "User" *Touch "+" in the upper right hand corner *Add the User's name *Touch "Done" *To switch to a different user, touch the name in the list. The number of available users will be displayed below your list of names. Speak for Yourself holds 40 user areas.
Multi-User Capability and Registration (2.0 and above)	Version 2.0 integrates multi-user capability, registration, and in-app purchasing. Registration: The registration alert will pop up three times, asking you to register. If you dismiss it all three times, you will not be alerted again. Registration is optional , but please do it. If you decide to register at a later time, you can do that by: *Going to "daisy settings" within the app. *Touch "I have SfY…now what?" *If you say "Yes" to registration, it takes less than a minute. We would like to support your implementation and use of Speak for Yourself (SfY). The purpose of the registration form is to let us know where in the world you are and the age of the AAC user in your life. We will also send periodic articles related to AAC and SfY. If you want to know more, take a look at our Privacy policy: https://www.speakforyourself.org/privacy-policy/

Design Layout	Yellow – Pronouns
	Qwerty Keyboard displays a QWERTY keyboard to allow individuals to spell words and use numbers.
	Babble On / Babble Off – When you first take a look at the App it can be overwhelming to learn and use all of the buttons all at once. The Babble On/Off features allows you to toggle between the full app vocabulary and the individual's setting. Keep it Off when you are using for Instructional purposes or in group settings. Turn it on to allow the child to explore the different options to get to the know all of the different vocabulary. Babble can be locked/enabled separate from the edit functions to allow the individual the ability to open all of the vocabulary, without allowing access to make changes.
	Main screen words that can link to a secondary screen to add vocabulary (See Main Screen Editing directions): ON, MORE, FOR, NOW, A, AM, CALL, ALL, TO, OFF, AGAIN, AND, FROM, IF, OF, WHEN, WELL, THE, MY, YOUR, HIS, HER, OUR, THERE