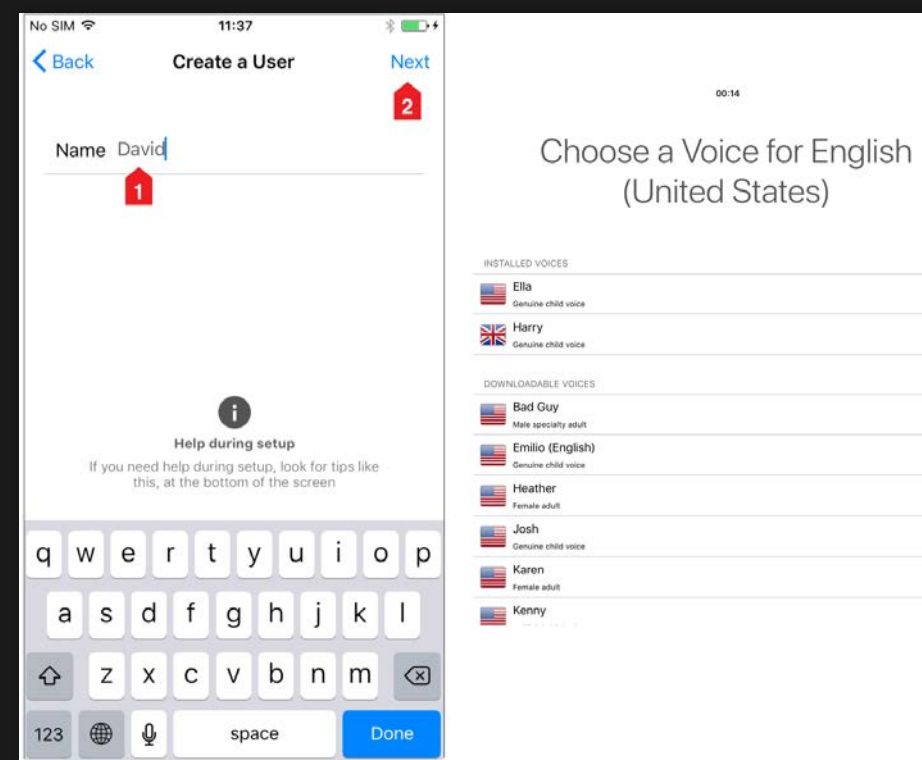




Setting Up & Using Proloquo4Text Type. Speak. Communicate.

Learn more about [PROLOQUO4TEXT](https://www.assistiveware.com/) products
at <https://www.assistiveware.com/>

If you have not done so already, please take a moment to setup your profile using the Startup Wizard.



1. Select the **Create a User Name** during the Startup Wizard.
2. Enter the **Name** of the user, then tap the **Next** button.
3. Select an installed voice or downloadable voice from the scroll list by tapping on the **Voice** you prefer.
4. Tap **Next**.
5. Tap **Finish** to exit the Startup Wizard.



LEARNING OBJECTIVES

By the end of the training, you will be able to:

- Identify individuals who would benefit from this app
- Set-up and personalize categories
- Maximize use of the app for phone communication

PROLOQUO4TEXT IN ACTION

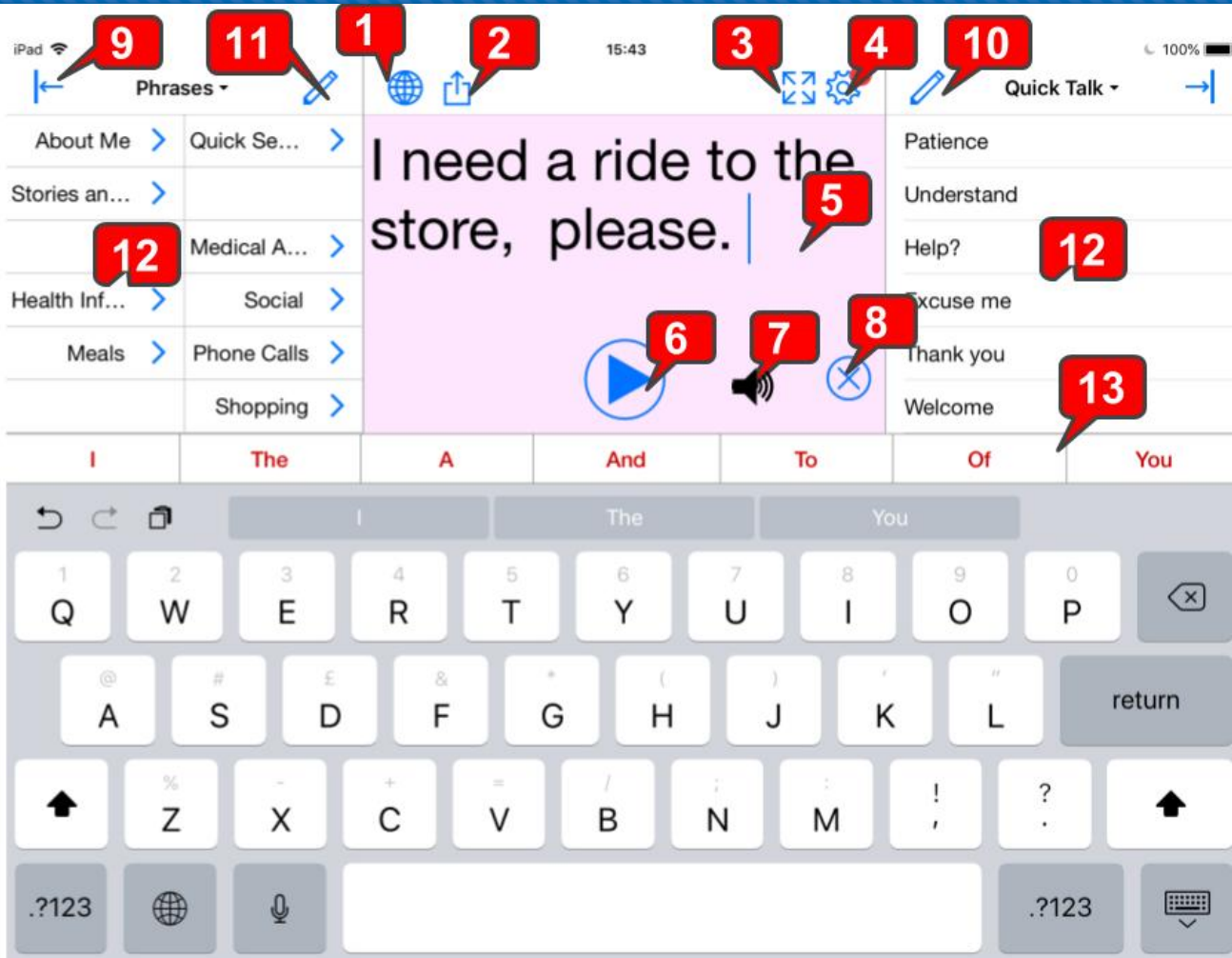


CONSIDERATIONS FOR SELECTION



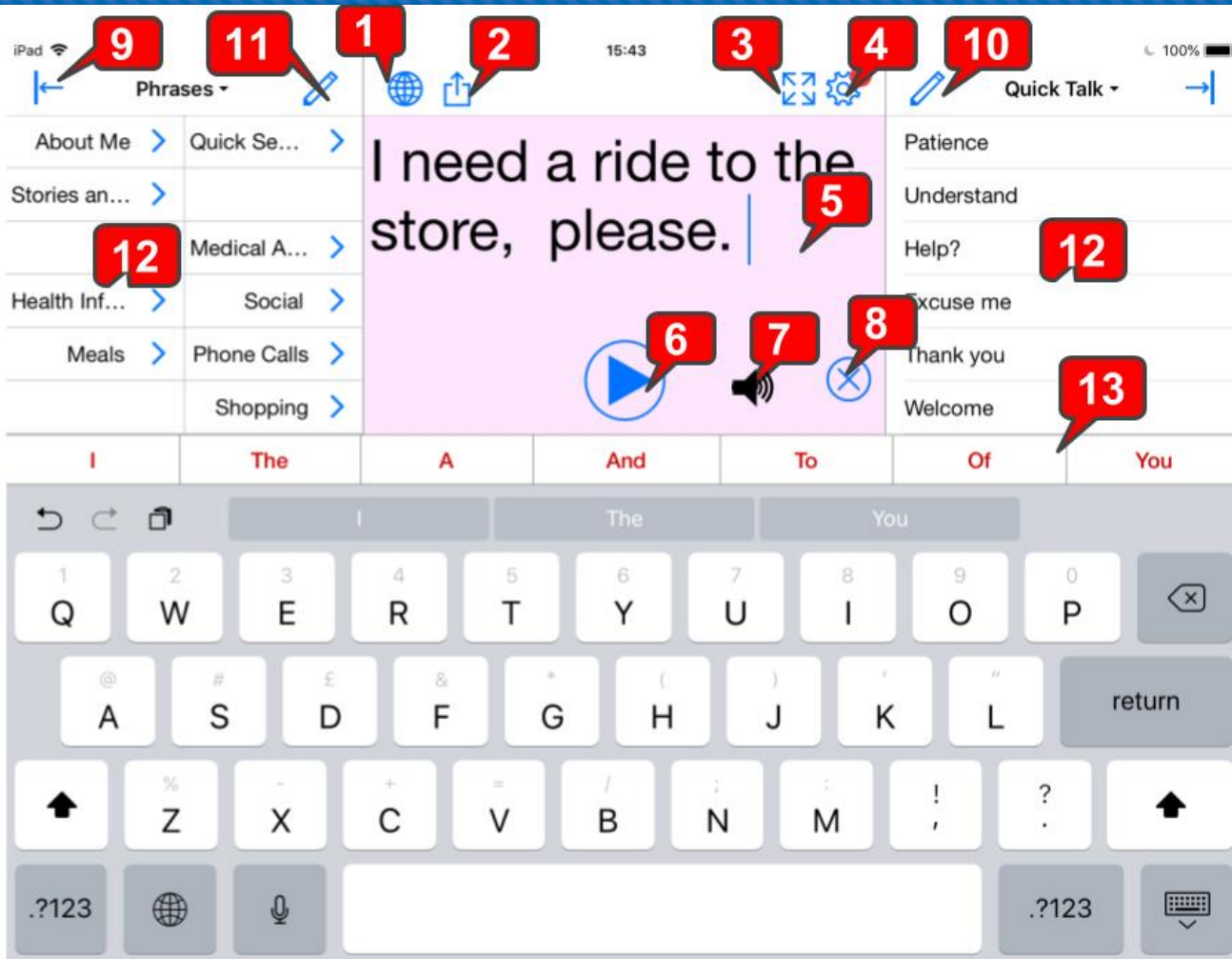
- Literate
- Comfortable with text-based communication
- Prefers direct select and/or use on-screen or external keyboard
- Uses the keyboard to enter text in other apps or online searches
- Relies on word-prediction to reduce keystrokes

THE INTERFACE – Part 1



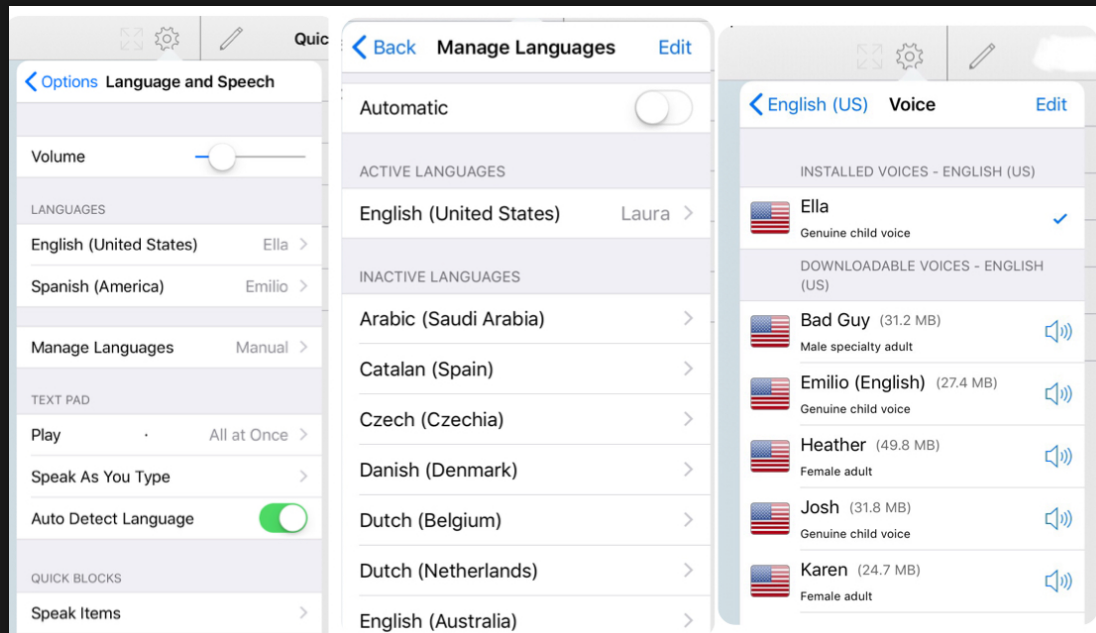
1. Language Toggle
2. Share
3. Full Screen
4. Options
5. Text Pad
6. Play/Pause
7. Sound Indicator

THE INTERFACE – Part 2



- 8. Clear Text Pad
- 9. Block Visibility Toggle
- 10/11. Add/Edit Messages
- 12. Phrases/Sentence Prediction/Conversations and Quick Talk/History
- 13. Word/Sentence Prediction
- 14. Hide Keyboard

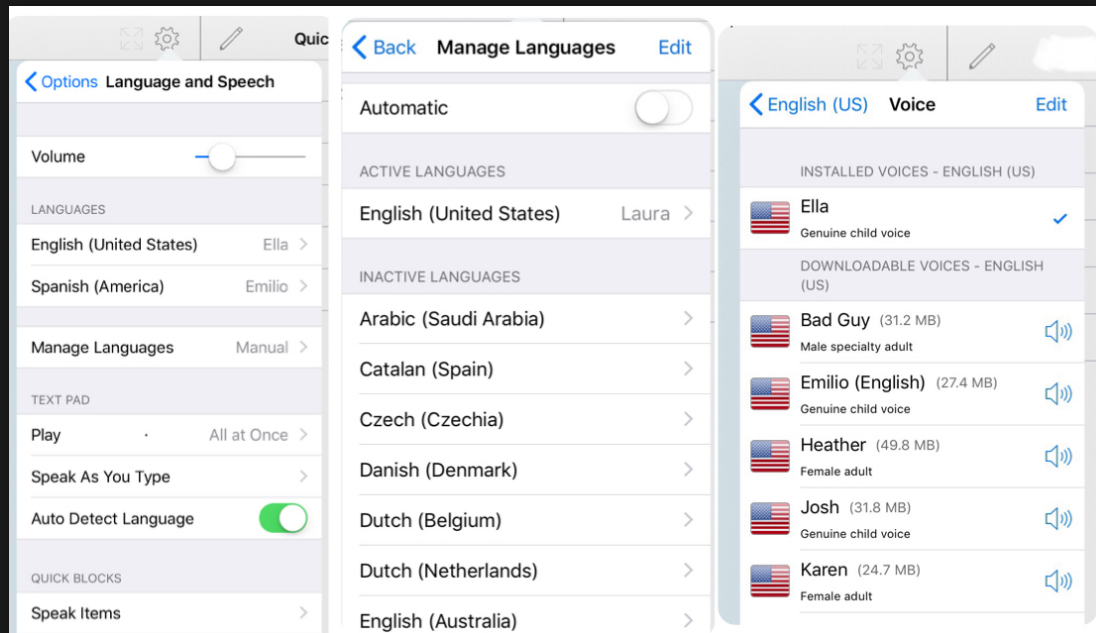
PERSONALIZE LANGUAGE & VOICE



1. To change a voice, tap on the **Options** menu icon.
2. Select **Language and Speech**.
3. Select **Manage Languages**, toggle **Automatic** off.
4. Select the desired language and tap **Voice**.
5. Listen to installed voices
6. Preview downloadable voices by tapping the speaker icon.

PERSONALIZE LANGUAGE & VOICE

continued



7. Once you select your voice, a check mark will appear to the right.
8. At the top of the menu, next to **Voice**, tap the left arrow next to your selected language.
9. Toggle **Active** to blue, if needed.
10. You can also alter speech rate, pitch, and customize word pronunciation.
11. To exit the settings menu, tap on the **text pad**.

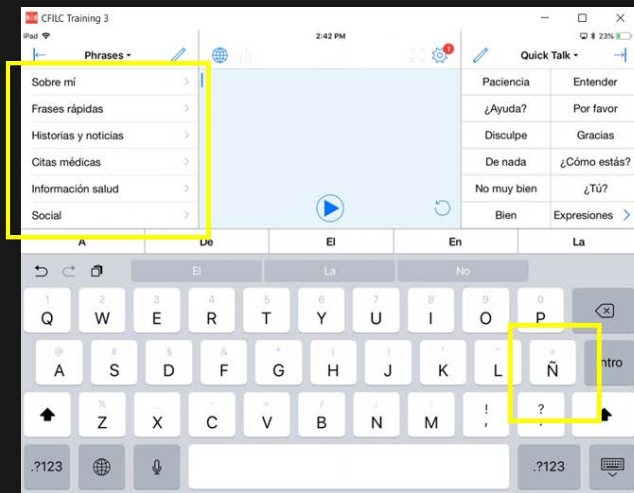
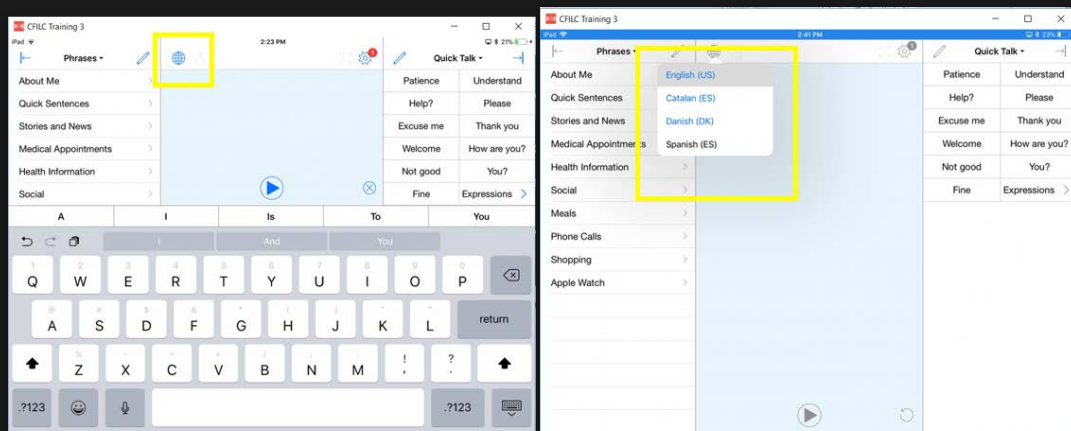


KEYBOARD LANGUAGES

NOTE:

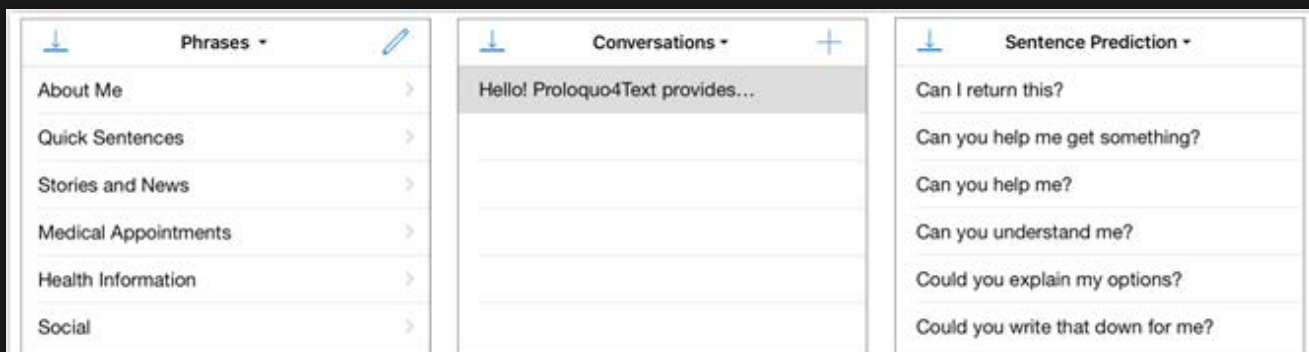
To change the keyboard language, **you must have chosen at least one other language** when you personalized your language and voice in previous activity.

CHANGING KEYBOARD LANGUAGES



1. Tap the **text pad** to view the keyboard.
2. Press the **language toggle (globe)** until the language choice appears.
3. Tap the **language** you want to use.
4. The language and keyboard are now changed.

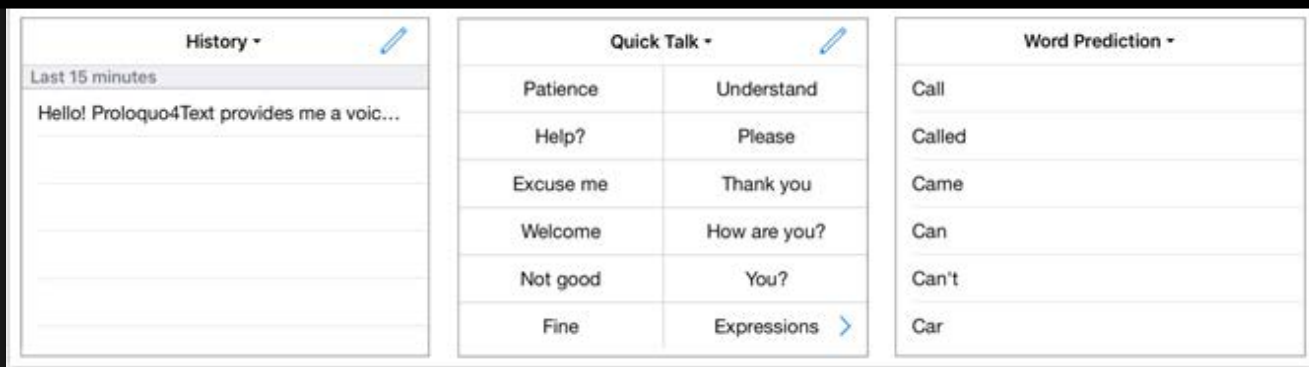
6 QUICK BLOCKS



Quick Block 1: Phrases

Quick Block 2: Conversations

Quick Block 3: Sentence Prediction

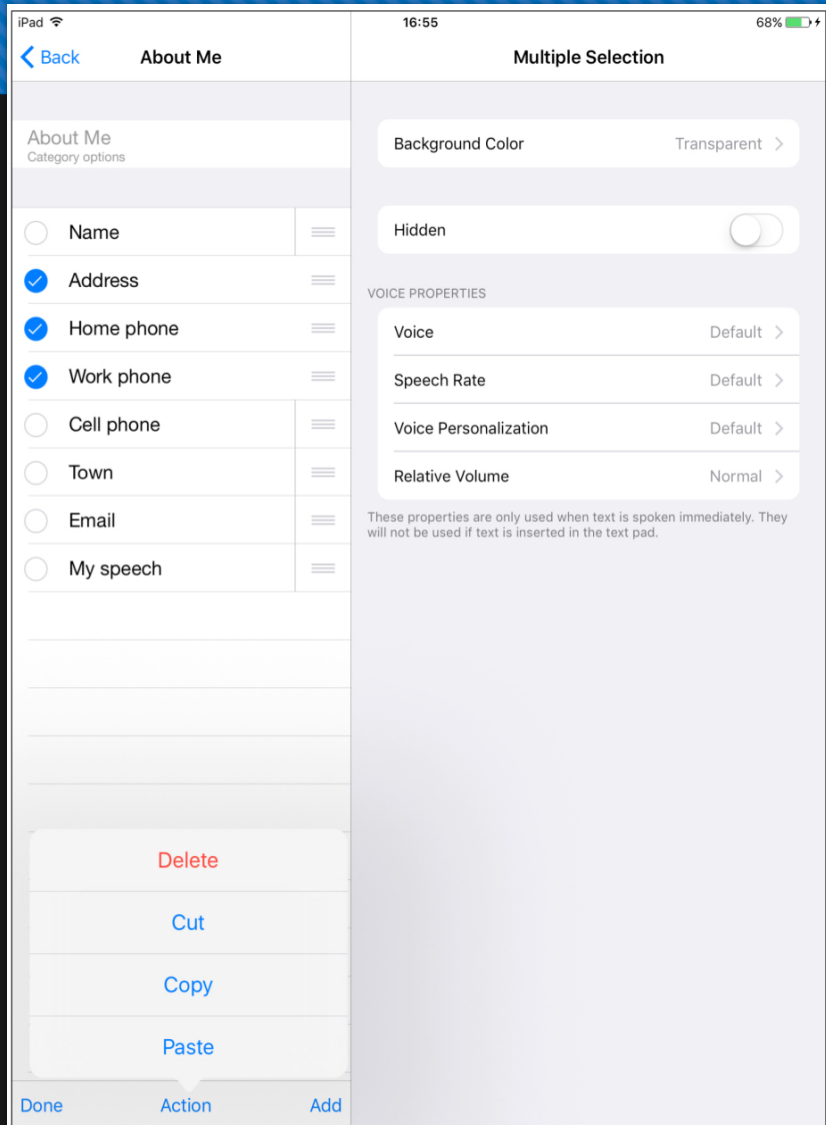


Quick Block 4: Quick Talk

Quick Block 5: History

Quick Block 6: Word Prediction

QUICK BLOCKS: BASIC COMMANDS



1. Tap the **Pencil icon** to edit labels
2. Tap **Add** to add labels, item, and categories
3. Tap **Select** to be able to delete or move items
4. Tap the **Arrow icon** to hide and retrieve the Quick Block window
5. Tap the **Plus icon** to store text pad content into a new conversation

PHRASES: ADD/EDIT

About Me

About Me
Category options

- Name
- Address
- Home phone
- Work phone
- Cell phone
- Town
- Email
- My speech

My speech

Text to Speak

I understand everything you say, but I need to use this program to talk because my speech is hard to understand.

Label My speech

Abbreviation Abbreviation

Background Color Transparent >

Voice Personalization Default >

Done Action Add

Create item or category

- Add Category
- Add Item
- Add Item from Text Pad

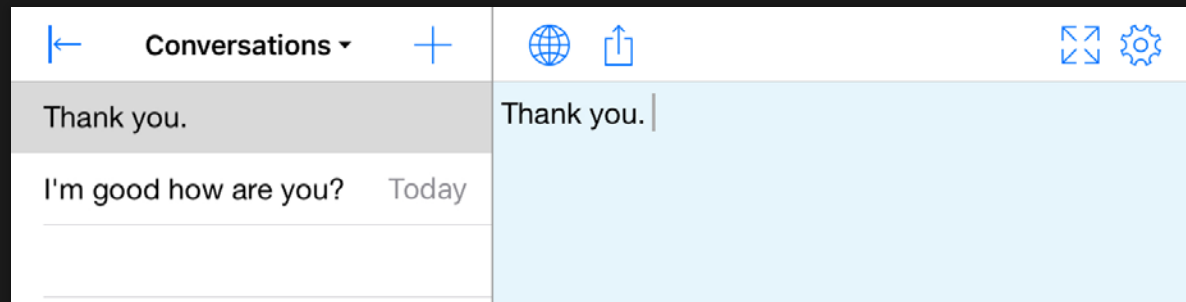
Editing

- Label
- Abbreviation
- Background color
- Hidden or not

Voice Properties

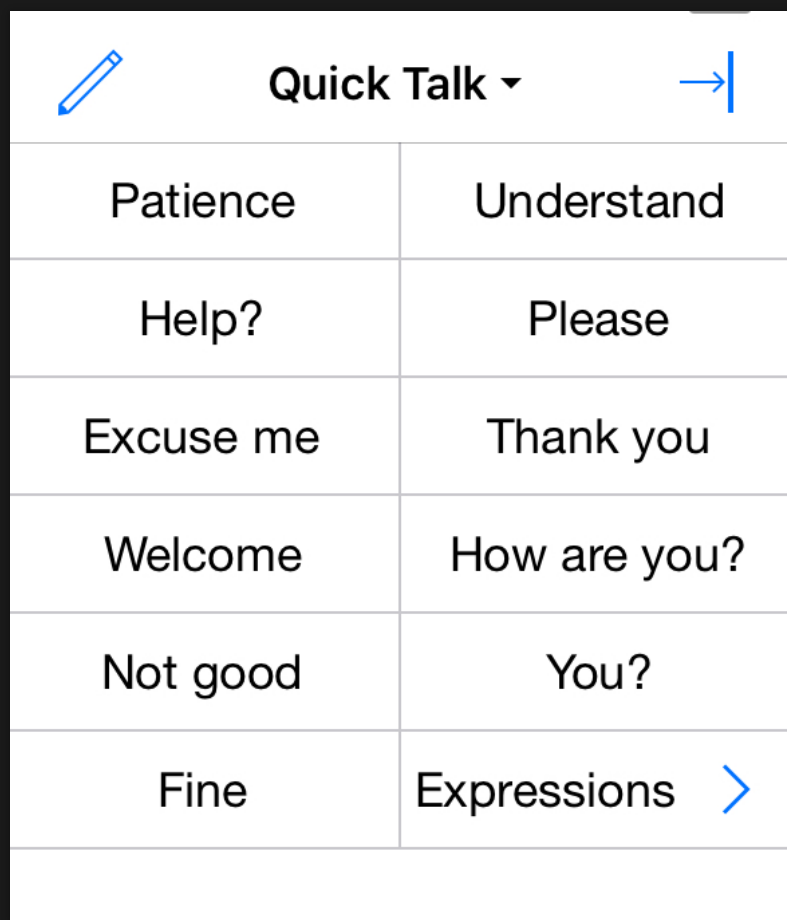
- Voice
- Speech Rate
- Voice Personalization
- Relative Volume

CONVERSATIONS: EDITING



- Conversations are created within the **Text Pad** and can be used to store longer messages
- Easily switch between two or more **conversations**. This makes it easy to, for example, answer a question in a second conversation, without disrupting what you were typing in the first one.

QUICK TALK

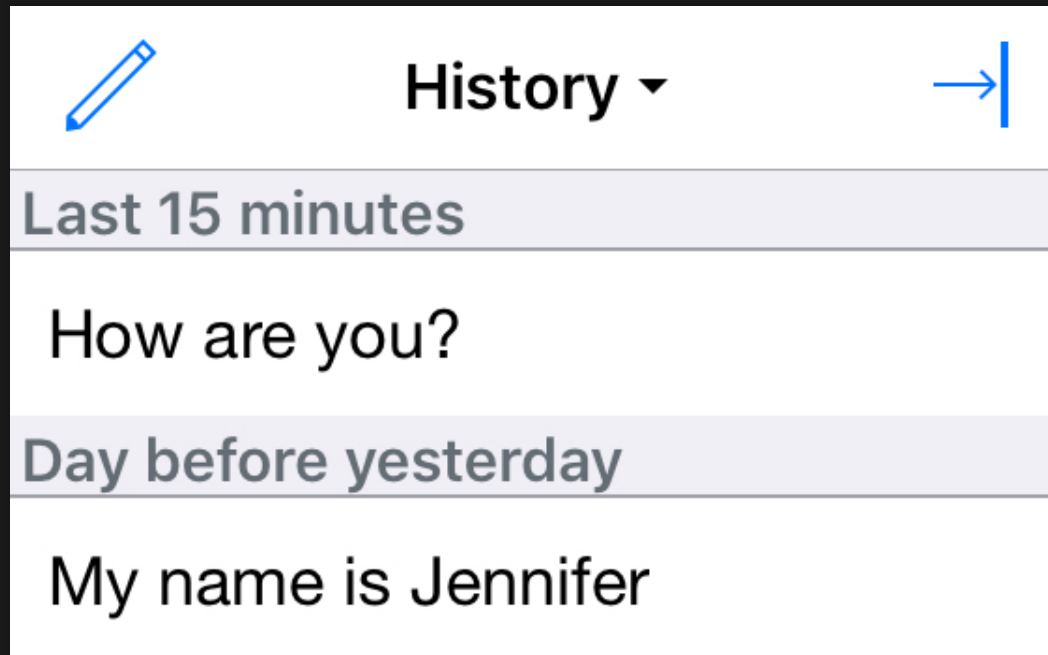


Quick Talk ▾ →	
Patience	Understand
Help?	Please
Excuse me	Thank you
Welcome	How are you?
Not good	You?
Fine	Expressions >

Use **Quick Talk** for interjections and expressions that you want quick access to while communicating.

- A tap on a **Quick Talk** item speaks immediately and does not insert the text into the **Text Pad**.
- Touch and hold any Quick Block title to make a popup list appear allowing you to switch directly to a specific **Quick Block**.

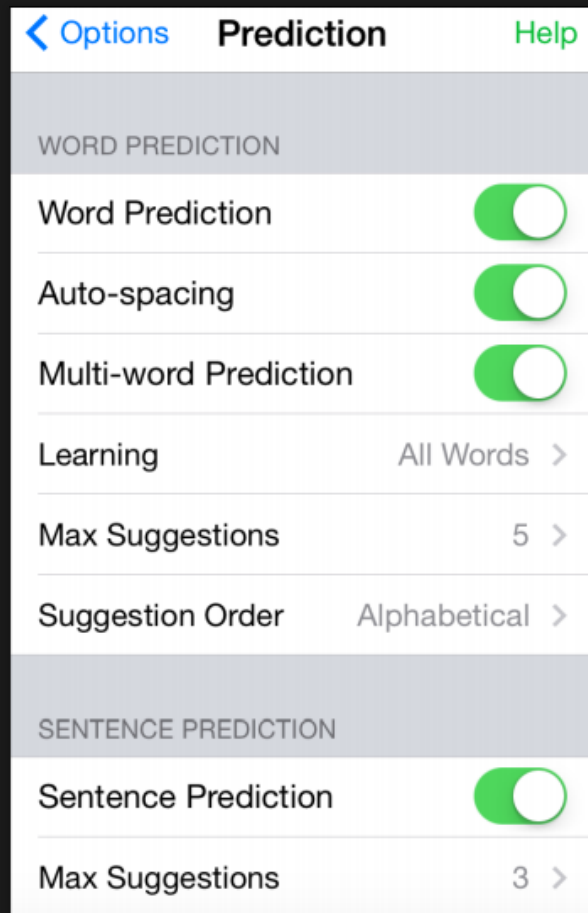
HISTORY



Use the **History Quick Block** to easily say something you have said before

1. Tapping the text will insert it in the **Text Pad**.
2. Tap and hold the text to speak it immediately.
3. Text is added to the **History Quick Block** any time you use the **Play Button**.

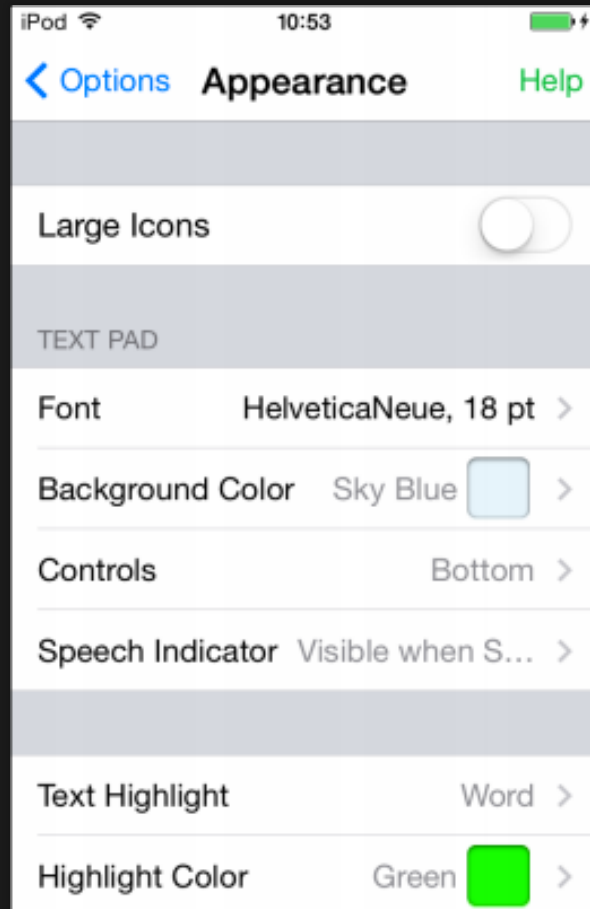
PREDICTION SETTINGS



There are many options available for **Word Prediction**

- Learn all words, learn correctly spelled words, automatic spacing after selecting a suggestion, single-word or multi-word prediction, the max number of suggestions, and the order of suggestions

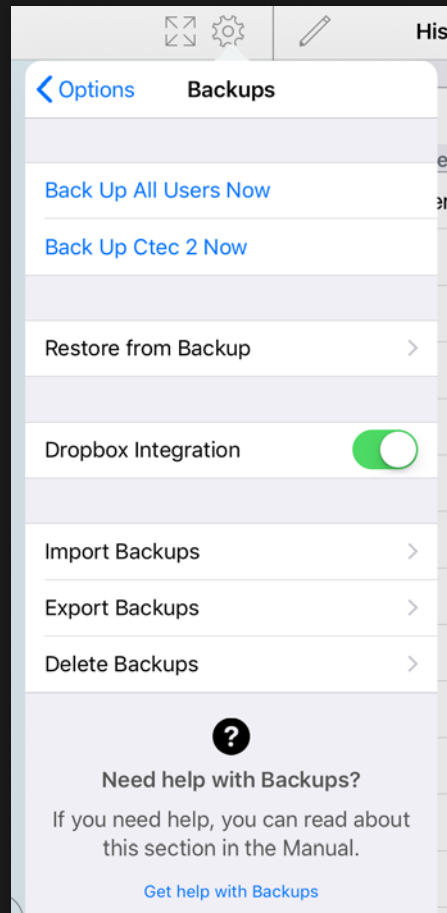
MODIFYING APPEARANCE



There are many options available for modifying the appearance of the text.

1. Tap the **Options** icon.
2. Select **Appearance**.
3. You can edit the font, background color, location of controls, and text highlight.
4. Tap the **Text Pad** to exit the **Options** menu.

BACKUP AND RESTORE



It is important to regularly make backups to store outside of your device.

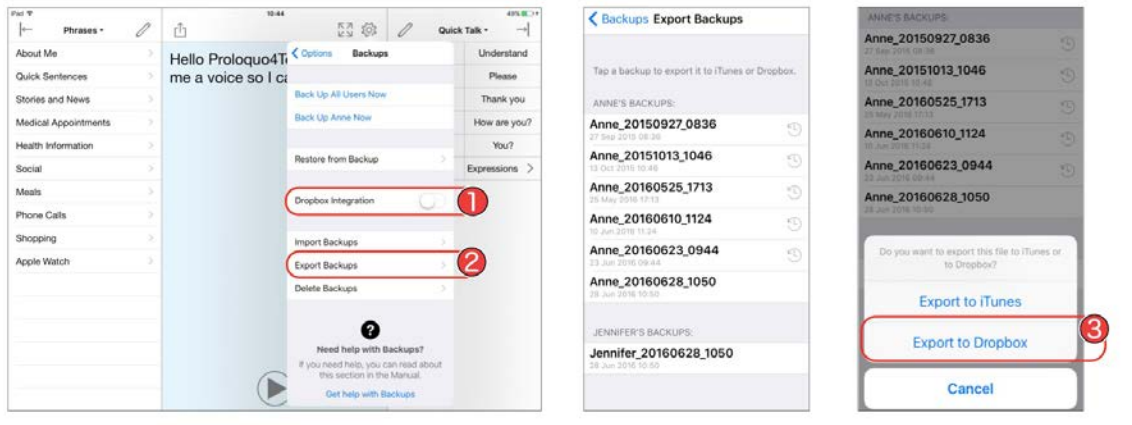
- There are multiple options for backing up and restoring previous backups of the device.

EXPORTING BACKUPS

Save and Restore Backups using Dropbox



Exporting Backups to Dropbox



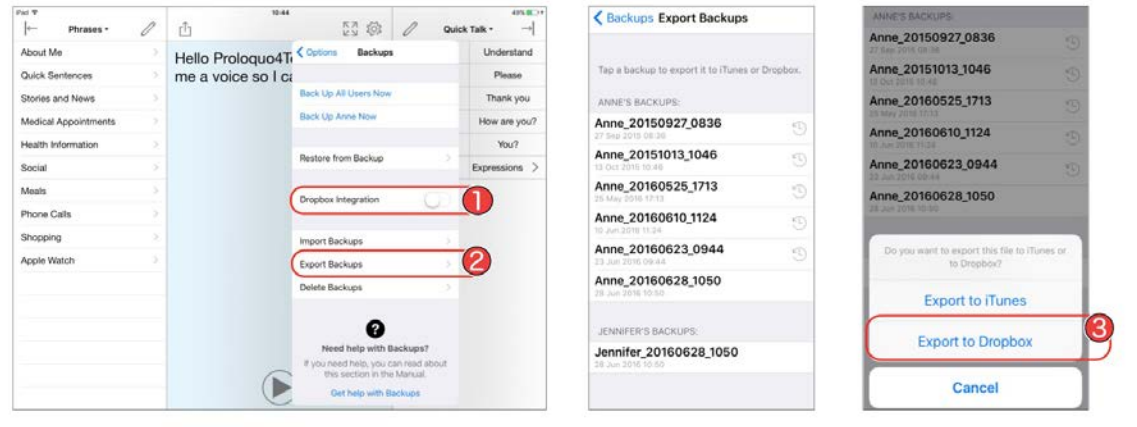
- Regularly export backups to avoid losing application customizations.
- To Backup to Dropbox, a **Dropbox account** must already be created on the device within the Dropbox app.

IMPORTING AND RESTORING BACKUPS

Save and Restore Backups using Dropbox



Exporting Backups to Dropbox



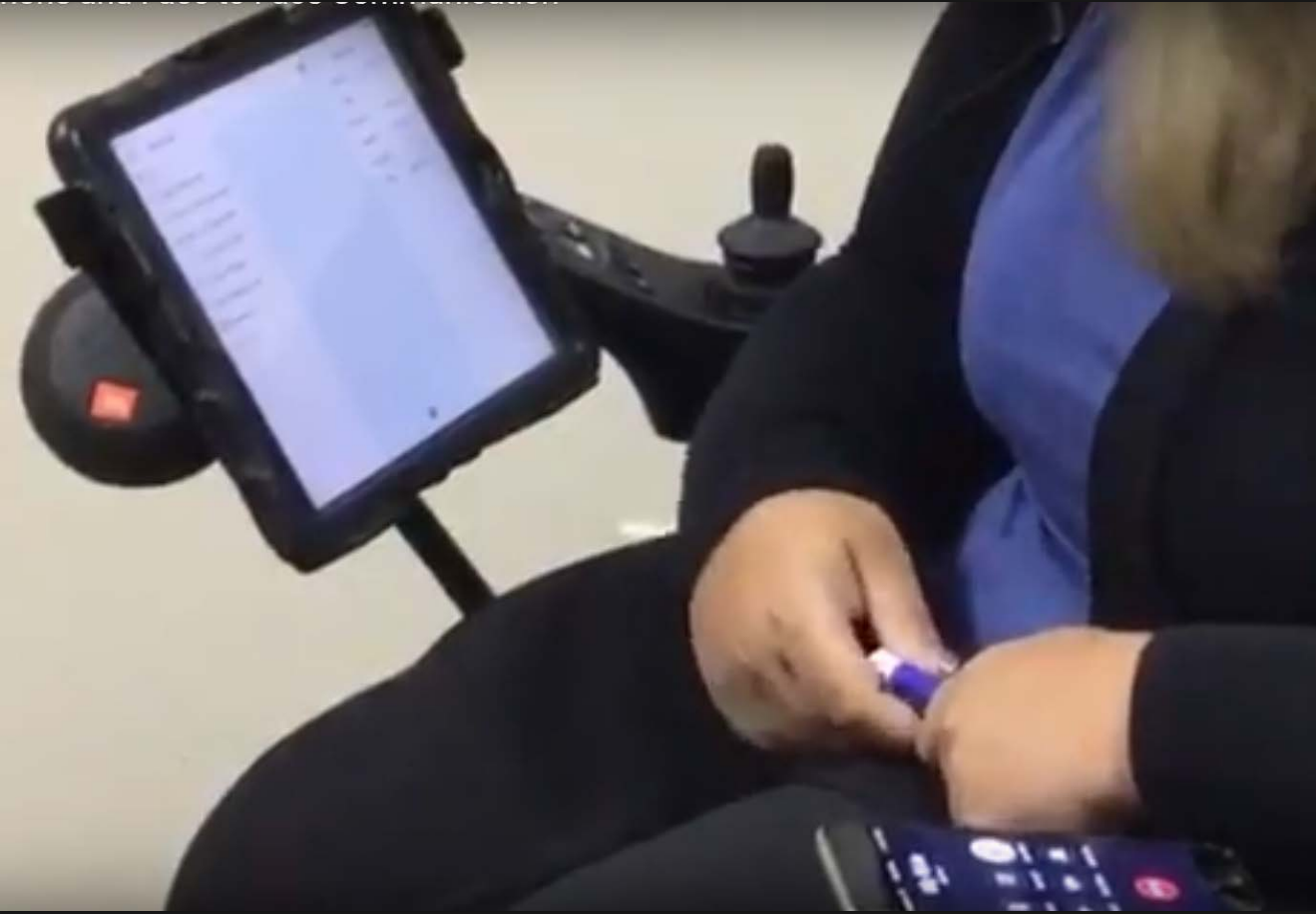
- Import and restore a backup from Dropbox and Google Drive.
- More information regarding backups available at:
https://download.assistiveware.com/proloquo4text/files/Proloquo4Text_Save_and_Restore_Backups_using_Dropbox.pdf



Let's try out the features



COMMUNICATION OVER ANY SPEAKERPHONE



IN-PERSON VS. DISTANCE COMMUNICATION

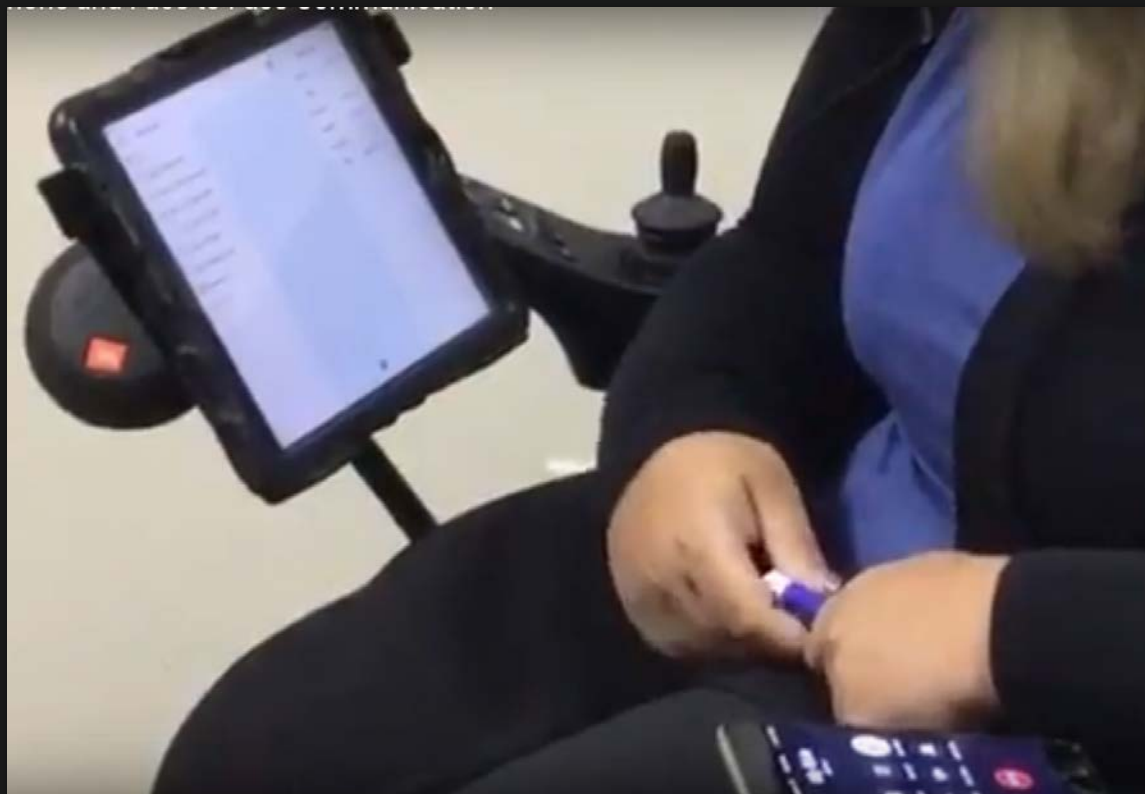


YOU CAN HEAR ME & SEE ME



- Vocalizations
- Context
- Communication device

YOU CAN ONLY HEAR ME



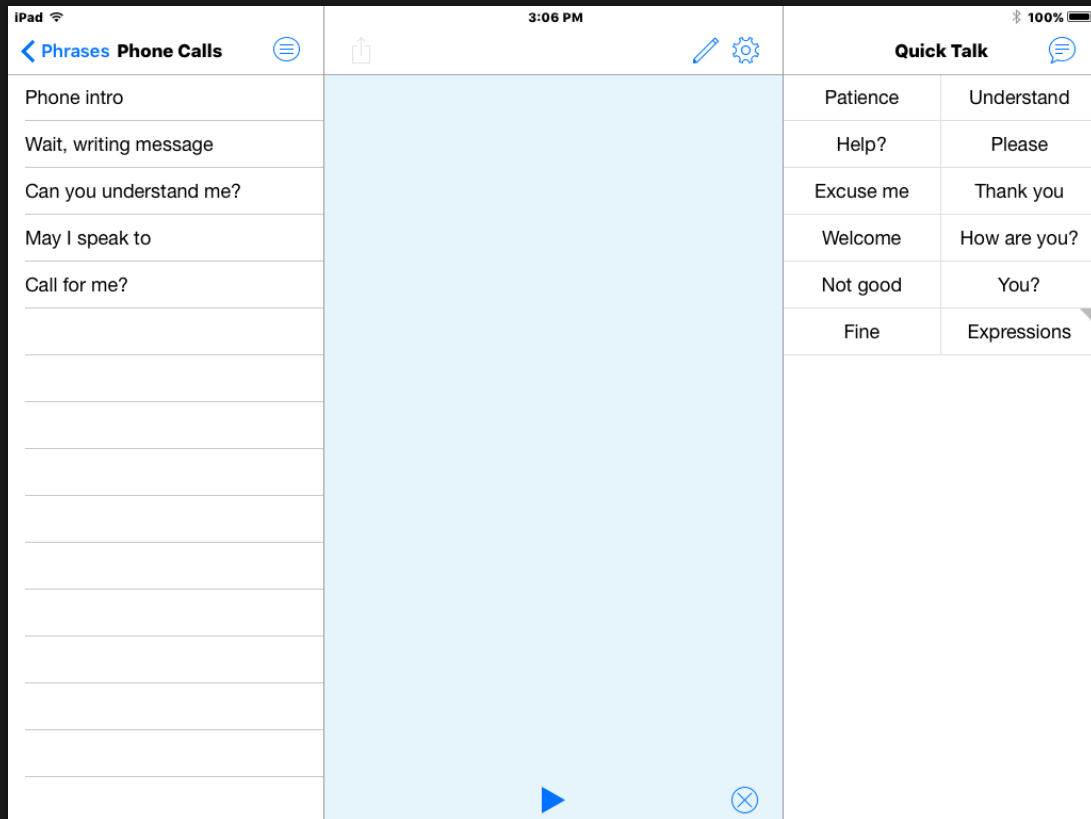
- Signs
- Facial expressions
- Gestures
- Vocalizations
- Context
- Communication device

PURPOSE OF A PHONE SCRIPT



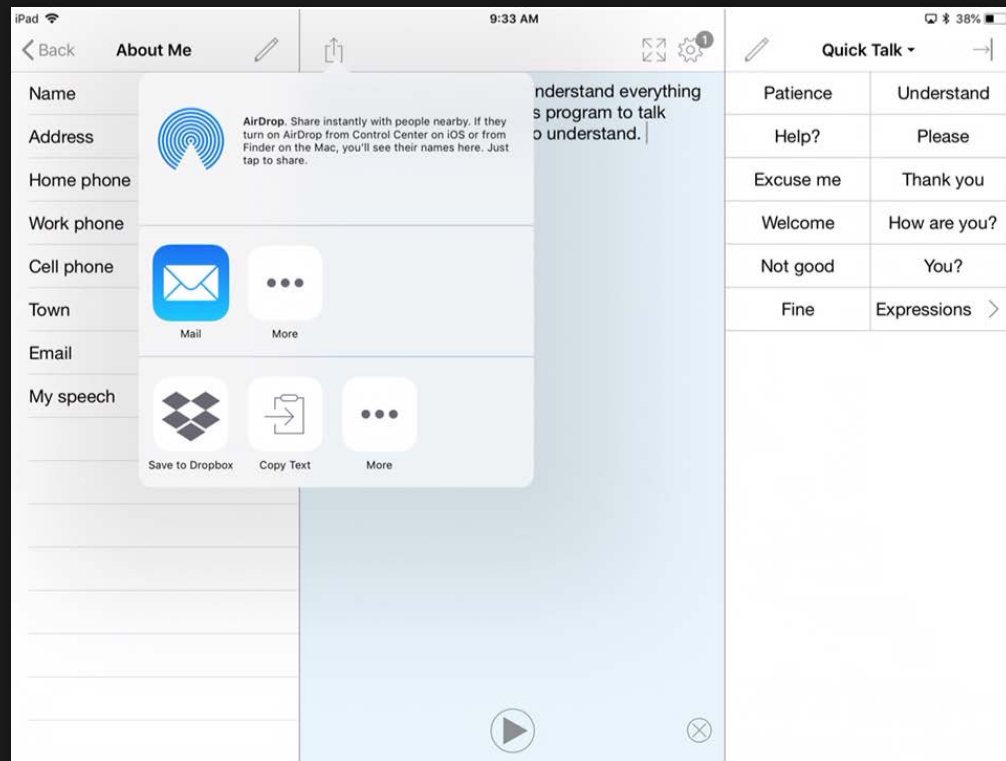
- Speed up communication
- Get the main point across accurately
- Control the conversation
- Repair conversation breakdowns

CONTENTS OF A PHONE SCRIPT



- Manage the call
- Greetings & Closings
- Repair breakdowns
- Share the main message

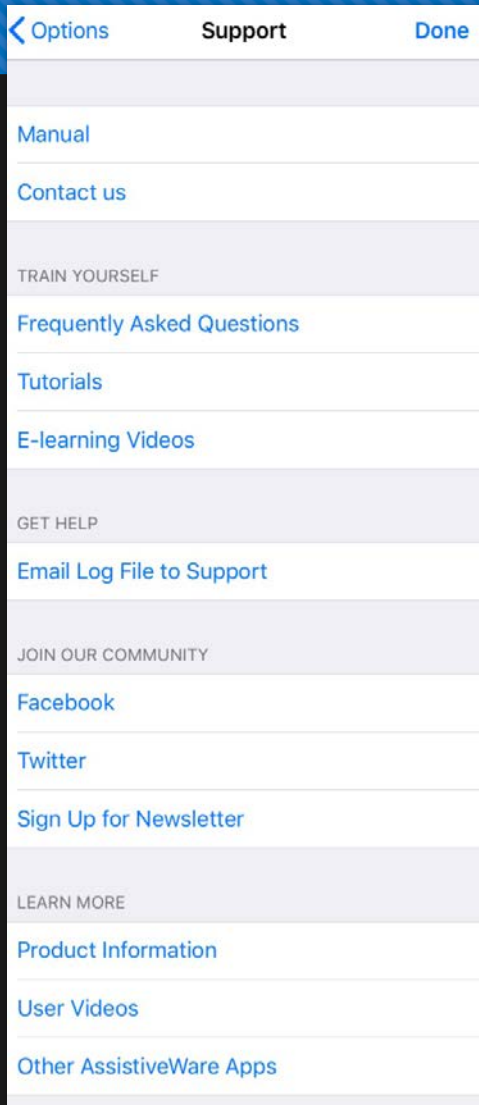
SENDING YOUR MESSAGE: EMAIL & SOCIAL MEDIA



To send a composed message via email or to a social media app:

1. Create your message
2. Press on **box with up arrow**.
3. Select the **app icon** where you want to send your message.

SUPPORT OPTIONS



To Access Support Options:

1. Tap on the Options menu icon (gear/cog)
2. Select Support

QUESTIONS??

For Additional Support:

<https://www.assistiveware.com>

