





# **Setting Up & Using Proloquo4Text**

**The Interface: Onscreen Tools**

shows the following tools. 
1 language toggle. 2 share, 3 full screen. 4 option. 5 text pad. 6 play pause. 7 sound indicator, 8 clear txtpad. 8 block visability toggle. 10 add a conversation. 11 edit quick block. 12 quick blocks. 13 word prediction.


## **Set Up**

When you first launch Proloquo4Text, a **Setup Wizard** will guide you through the initial configuration**.**

Start-Up Wizard: Create New User

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
4. Tap on the **Voice** you prefer.
5. Then press **Next.**
6. Then select **Finish** to exit the Startup Wizard.

Setting Up/Personalizing Language and Voice

1. To **change** a voice, tap on the **Options** menu icon (gear).
2. Select **Language and Speech.**
3. Select **Manages Languages**, toggle **Automatic** off.
4. Select desired language. **English** and **Spanish** come active in the app.
5. If your desired language is not English or Spanish select your language, tap **Voice.**
6. To listen to the installed voice, tap **Voice**, tap on the checked name.
7. To preview downloadable voices by tapping on the **Speaker** icon.
8. When ready to download a voice tap on the name, then tap **Download.**
9. Select your new voice and a check mark will appear at the right.
10. Go back to the language menu, tap the top left arrow next to your selected language.
11. Toggle **Active** to green.
12. This language menu provides options to alter speech rate and pitch.
13. To exit settings menu, tap on the **text pad.**

Deactivate A Language

1. Tap **Options** menu icon, tap **Language and Speech.**
2. Tap **Manage Languages** under the Languages section.
3. Toggle **Automatic** to grey to view or edit other languages available.
4. To deactivate a language, select an active language and toggle **Active** to grey.
5. If you are bilingual multiple languages and keyboard can be active.
6. See **Setting Up/Personalizing Language and Voice** for activating a language.

Changing Keyboard Languages

A user can have separate User files for different language settings or a User can have multiple languages available within one User file. To add languages, see the Language and Speech settings section.

1. To edit Keyboard settings, tap on the text pad to view the keyboard, press down on the globe until the keyboard list appears, select Keyboard Settings.
2. To add a new keyboard in the iOS Keyboards Menu, select **Keyboards**, tap **Add New Keyboard**, scroll down and select a new keyboard language.
3. Press the home button on the iPad to exit iOS settings.
4. Tap on Proloquo4Text open the app.
5. Tap on the keyboard globe to switch the keyboard or press and hold the globe to open the keyboard list, select the keyboard.
6. Create a message with a different language, ensure the **User Profile** has downloaded the correct languages and activated them (See **Setting Up/Personalizing Language and Voice**).
7. Press **Play** in the text pad to speak a bilingual message.

**Navigation**

Basic Commands for Text Pad

1. Tap on the **Text Pad** and type to enter a message.
2. Tap the **Play/Pause** button (triangle) to **speak** the message.
3. Tap the **X** icon to **clear** the text pad.
4. Tap the **X icon with four arrows** (expansion view button) to make the text pad fit the **full screen.**
5. In full expanded view tap the **hourglass** icon to return to flip the message to face the conversation partner.
6. Tap the **X** icon to exit full screen mode.
7. Tap on **Options** icon to edit settings within the app.
8. **Word** and **Sentence** **Prediction** appear at the top of the **keyboard.**
9. To hide the keyboard, tap on the **keyboard** icon.
10. Tap on the **circular arrow** to make to most recently deleted message reappears on the **text pad.**

Six Quick Blocks: Speed Up Conversations

Give rapid access to customizable categories.

1. Quick Block #1, on the left, is comprised of **Phrases**, **Conversations**, and **Sentence** **Prediction**.
2. Quick Block #2, on the right, is comprised of **History** and **Quick Talk.**
3. **Word Prediction** can be used both to the right or abovethe keyboard for most commonly used words.
4. To **switch** between the Quick Blocks, tap on the titles.

Quick Blocks 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 and Conversations**

Adding/ Editing

1. Tap the **pencil** icon in the **Phrases** **Quick Block.**
2. Select the category you wish to edit or tap **Add** to add an **Item.**
3. In the **Text to Speak** text box, type the message.
4. Tap the **keyboard** icon to exit the keyboard or scroll through the **Item** menu with your finger.
5. Give the Item a name within **Label.**
6. Within the **Item** menu, you will be able to edit the message, label, background color, whether it is hidden or not, and voice properties specific for that category.
7. Select **Done** when you are finished editing the **Item.**

Phrases: Store Text Pad Messages

1. Type a message in the **text pad.**
2. Press and hold on the text.
3. Tap **Select All**, or **Select**, widen or narrow the selection with the blue highlight cursor.
4. Tap **Create Phrase.**

Phrases: Deleting

1. Enter the **Phrase** **Quick Block.**
2. Tap the **pencil** icon in the **Phrases** **Quick Block.**
3. Press **Select**, tap a category label, tap **Action**, then **Delete.**
4. Select **Done** in the Phrase Block and **Done** in the top right corner to exit **edit** mode.

Phrases: Duplicating and Relocating

1. Tap the **pencil** icon in the **Phrases** **Quick Block.**
2. Press **Select**, tap a category label, tap **Action**, tap **Copy.**
3. To relocate the copied item to a different category or quick block, tap **Back,** tap on the **blue arrow** next to the category name,then tap **Action**, tap **Paste.**
4. To copy the category within the same category, tap **Action**, tap **Paste.**
5. Tap **Done.**

Phrases: Hide Categories

1. Within Phrase Quick Block press **Select.**
2. Then select the category you wish to edit from the scroll menu, a **checked blue circle** will appear upon selection.
3. Toggle the **Hidden** settings to green to Hide a category.
4. Toggle the settings to grey to unhide a category.
5. Tap **Done.**

Conversations: Editing

Conversations are created within the **Text Pad** and can be used to store longer messages.

1. Tap on the **text pad** and use the keyboard to type a new message.
2. Tap the **Plus** icon to add the current text pad content to the Conversation Quick Block.
3. To create a conversation with stored Phrases, tap the **phrase** you wish to enter the text pad.
4. Then press the **Plus** icon.
5. To **delete** a conversation, select the conversation within the Conversation Quick Block to appear in the Text Pad.
6. Then tap the **X** icon to delete the text pad and conversation from the Quick Block.

Switching Between Phrases and Conversation

1. Start by selecting a message from the **phrase** or **conversation** quick blocks or typing within the text pad.
2. Toggle between Conversation Quick Blocks by tapping on **Conversation.**
3. Then **Sentence Prediction** Quick Block will appear.
4. Tap on **Sentence Prediction** to enter the **Phrases** Quick Block.
5. When the message appears in the text pad, you can tap on the text pad to begin typing more to the message.
6. Tap the **Play** (triangle) button to speak the message presented in the text pad.

**Quick Blocks**

Quick Talk

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

1. By default, a tap on a **Quick Talk** item speaks immediately and does not insert the text into the **Text Pad**.
2. Touch and hold for a popup with a list of **Quick Blocks** to quickly switch to a specific one.
3. You can change this behavior in the **Speak Items** section of the **Language and Speech Options.**

History Quick Block

Use History to easily say something you said before.

1. Tapping will insert text in the **Text Pad.**
2. Touching and holding will speak it immediately.
3. You can change this behavior in the **Speak Items** section of the **Language and Speech Options.**

**Rate Enhancement**

Prediction Settings

Select **Quick Talk** to use the most common **words** and **expressions.**

1. Tap on the **Options** icon.
2. Select **Appearance.**
3. Scroll down to keyboard prediction section.
4. Edit text **font** size, color, and style.
5. **Word prediction** can be set to learn all words, correctly spelled words, or off.
6. You can change the **max suggestions** from two words to **as many as fit.**
7. **Sentence prediction** can be arranged alphabetically and by likelihood.
8. Alter the **max suggestions** from two words to **as many as fit.**

**Appearance**

Modifying Appearance: Color Contrast

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.

**Backups**

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.

We will be focusing on using Dropbox.

1. Backups and Restoring Users are done through a Dropbox account.
2. To **back up** the device, go into **Options.**
3. Tap on **Backups.**
4. Select Backup **All Users** or the current **User**.
5. This creates an internal backup onto the device.
6. To **restore** an existing back, use Restore and Backup.

Export and Import Backups using Dropbox

Regularly export a backup to Dropbox to avoid losing customizations of Quick Boxes. To Backup to Dropbox, a Dropbox account must already be created on the device within the Dropbox app.

1. To link Proloquo4Text with Dropbox, tap the **Options** menu, then **Backups**, and toggle **Dropbox integration** to green.
2. To **Export** a file to Dropbox, tap **Export Backups**, select the backup file to exported, then select **Export to Dropbox.**
3. To **Import** a backup from Dropbox, tap **Import Backups**, tap **Dropbox**, select the document file (.p4tbk) in the Dropbox menu, tap **Import.**

## **Resources**

For more information on Proloquo4Text please visit https://www.assistiveware.com/support/proloquo4text/tutorials

For product support within the app access Support Options by tapping on the Options menu icon (gear) and select Support.

For more information, or to view instructional videos for this app, visit https://www.youtube.com/user/assistiveware/search?query=Proloquo4Text

Information in this guide was gathered and assimilated for the Voice Options project by CTEC, Communication Technology Education Center or visit [www.ctecaac.org](http://www.ctecaac.org)