

Quick Reference Guide

ALT-Chat DesktopChat^{SE}



www.saltillo.com
1-800-382-8622

Load a Vocabulary File

1. Tap **File**
2. Tap **Vocab File**
3. Tap **Load Vocab File**
4. Choose the **Vocab File** desired and tap **OK**

All default Vocabulary Files are marked as *Original* and cannot be modified. To use a default vocabulary file see Option A in Create a New Vocabulary File below.

Create a New Vocabulary File:

Note: A single user generally has one Vocabulary File.

OPTION A: From an Existing Vocabulary File

1. Tap **File**
2. Tap **Vocab File**
3. Tap **Load Vocab File**
4. Choose the **Vocab File** desired and tap **OK**.
5. Tap **File**
6. Tap **Vocab File**
7. Tap **Save Vocab File As (this will take some time)**
8. Type a new Name for your Vocab File
9. Tap **Save**

OPTION B: A Brand New Vocabulary File

1. Tap **File**
2. Tap **Vocab File**
3. Tap **New Vocab File, choose Continue**
4. Type a Name for your Vocabulary File
5. Tap **Create**

You **must** Set a Home Page for New Vocabulary Files, See instructions below.

To Enter Edit Mode

1. Tap **Edit** on Menu Bar
2. Tap **Edit Mode** (Checkmark displayed)

To Exit Edit Mode

1. Tap **Edit** on Menu Bar
2. Tap **Edit Mode** (No Checkmark)

When editing, on the device, you will need to **open the keyboard** at the bottom of the page by tapping on the keyboard icon in the Menu Bar

Create a New Page (*In Edit Mode*):

1. Tap **Edit Menu**
2. Tap **Modify Vocabulary**
3. Tap **Create**
4. Tap **New Page**
5. Type a Name for your New Page (open keyboard)
6. Select the number of Rows and Columns (tap on triangles for choices)
7. Tap **Create**

Set Home Page (*In Edit Mode*):

1. Tap and Hold on desired Home Page
2. Tap **Page**
3. Tap **Set as Home of the Current Vocab File**

No Home Page Warning - When a Vocabulary File without a Home Page is loaded, a blank page is displayed.

4. Tap **View** on the Menu Bar
5. Tap **Go To**, then tap **Page**
6. Tap on the **Desired Page**, then Tap **Choose**
7. Follow Steps above to **Set Home Page**

Create a New Speaking Button on Page (*In Edit Mode*):

1. Tap and Hold in Display area for new button
2. Tap **Create New Button**
3. **Type a Label** for your New Button (open keyboard)
4. **Type a Message** for your New Button (if different from the label)
5. Tap **Search**
6. Tap **Symbol Name(s)** to Preview Symbol Image(s)
7. Tap **Select**
8. Tap **Add**

Create Linking & Speaking Button (*In Edit Mode*):

1. Follow Steps 1-7 in Create a New Speaking Button on Page
2. Tap the **ACTIONS** Tab
3. Tap **Triangle** next to "add -ed"
4. Tap **Navigate**
5. Tap **Add**
6. Tap **Desired Page** (Page to Link To)
pages are listed in alphabetical order
7. Tap **Choose**
8. Tap **OK**

Change the Function of a Button (*In Edit Mode*):

1. Tap and Hold on the Button
2. Tap **Edit Button**
3. Tap the **ACTIONS** Tab
4. Tap **Triangle** next to "add -ed"
5. Choose **Desired Button Action**
6. Tap **Add**, depending on the action chosen, you may be asked to perform another task
7. Tap **OK**

Remove an Action by tapping and highlighting the action, and Tap **Remove**

To Hide the Menus on the device:

1. Tap the **Tools** button on the top/face of the device
2. Tap the **Tools** button again to bring the menus back for editing

If a password is needed to keep the menus hidden:

3. Choose **Advanced Settings** from the Edit Menu
4. Choose the **Full Screen** tab
5. Check the **Password-protect Full Screen Mode** box
6. Choose **Set password** and enter a password

Change a Button's Picture (*In Edit Mode*):

A minimal set of icons are provided on the ALT-Chat device, the DesktopChat provides a more complete set of icons.

1. Tap and Hold on the Button
2. Tap **Edit Button**
3. Tap **Search**
4. **Type Symbol/Search** Name
5. Tap **Find** (try a different name if your picture isn't found)
7. Tap **Symbol Name(s)** to Preview Symbol Image(s)
8. Tap **Select** or **Find** and type a new name to search on

Choose **Browse** to search for icons through their folders.

To add digital pictures to buttons, you must use the DesktopChat while Editing. The pictures need to be saved on your computer. Follow steps 1 & 2 above and then:

1. Tap **Import**
2. Find the picture on your computer
3. choose **Open**, if the picture looks OK
4. choose **OK**

Change the Appearance of a Button (*In Edit Mode*):

1. Tap and Hold on the Button
2. Tap **Edit Button**
3. Tap on the **Style** tab (between **General** and **Actions**)
4. Modify **Colors, Border, Font, Shape, Label Position** as desired
5. Tap **OK**

Change the Appearance of All Buttons:

1. Tap **Edit** on the Menu Bar
2. Tap **General Settings**
3. Tap **Style** tab
4. Modify **Button Style** as desired
5. Tap **OK**

Change the Speech Display Bar Appearance:

To Show or Hide the Speech Display Bar:

1. Tap **Edit** on the menu bar
2. Tap **General Settings**
3. Tap **Speech Display Bar**
4. Check or uncheck **Visible** (Displayed when Checked)

To Change the Speech Display Bar Settings:

1. Tap **Edit** on the Menu Bar
2. Tap **General Settings**
3. Tap **Speech Display Bar** tab at bottom
4. Change **Settings** as desired
5. Tap **OK**

To Choose Location of the Speech Display Bar:

1. Tap **View** on the menu bar
2. Tap **Speech Display Bar**
3. Tap **On Top** (Top of Display when Checked)

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Rename a Page or Vocab File *(In Edit Mode)*:

Open the vocabulary file or page to rename. Once showing on the screen:

1. Tap **Edit**
2. Tap **Modify Vocabulary**
3. Tap **Rename**
4. Tap *Desired Resource* type (e.g., Page)
5. *Type Desired Name*
6. Tap **Save**

Create a Button to Play an Audio File *(In Edit Mode)*:

1. Tap and Hold on the Button
2. Tap **Edit Button**
3. Tap the **ACTIONS** Tab
4. Tap **Triangle** next to "add - ed" and chose **Play Audio**
5. Tap **Add**
6. Tap **Record, Import From File** for an audio file on your PC hard drive, or Tap **Use a Resource** for an audio file already in your Vocabulary File library
7. Tap **OK**
8. Tap **Apply**
9. Tap **OK**

Use the "Quick Re-Record" Feature *(In Edit Mode)*:

This simple function allows you to re-record a message.

First, create the button (see **Create a Button to Play an Audio File**). When you recorded a message it was labeled "Untitled audio", to make things easier rename that file:

Second, Create Button to Quickly Record Audio File

1. Tap and hold on the Button
2. Tap **Edit Button**
3. Tap the **ACTIONS** Tab
4. Tap **Triangle** next to "add - ed" and choose **Record Audio**
5. Tap **Add**
6. Tap **Use a Resource**
7. Choose the sound file that you just renamed
8. Tap **choose**
9. Tap **Apply**
10. Give your button a label, icon or both
11. Tap **OK**

To quickly re-record

1. Tap on the "Record" Button
2. Tap **Record**
3. **Record your message** and Tap **Stop**
4. To hear your recording, tap **Play**
5. Tap **OK**

Adjust the Touchscreen Sensitivity:

1. Tap **Edit** on the Menu Bar
2. Tap **General Settings**
3. Modify the **Acceptance and Release Times**
4. Tap **OK**

Transferring a Vocabulary File TO the PC:

DesktopChat must be installed onto your PC prior to starting this process.

1. Connect the USB thumb drive to the right side of the device
2. On the ALT-Chat tap **File**, then **Export**
3. Choose the Vocabulary File that is being copied
4. Tap **Export**
5. When finished, unplug the thumb drive from the device and plug into the computer
6. Within 90 seconds the DesktopChat will start receiving the file
7. When finished, choose **File>Vocab File>Load Vocab File**

NOTE: it is best Not to use your other computer applications while a transfer is taking place.

Transferring a Vocabulary File FROM the PC:

8. Connect the USB thumb drive to your computer
9. Choose DesktopChat shortcut and open the program on the PC
10. Tap **File**, then **Export**
11. Choose to save the vocabulary to the attached USB drive
12. Choose the Vocabulary File that is being copied
13. Tap **Export**, copying the file might take some time
14. When finished, remove the USB drive from the computer and plug it into the device
15. within 90 seconds the ALT-Chat will start receiving the file
16. when finished, choose **File>Vocab File>Load Vocab File**

It is strongly recommended that editing is done on the DesktopChat. If this isn't possible, export modified vocabulary files to the DesktopChat on a regular basis.

Back Up a Vocabulary File:

ALT-Chat provides a way to make a backup of the library on the device itself.

1. Choose **Library** from the File Menu
2. Choose **Backup Library**

Change the speaking voice:

1. Choose **General Settings** from the **Edit Menu**
2. Choose the **Voice** tab
3. Choose the voice , speed, volume and pitch and **OK**

Sharing pages from other vocabulary files:

There are times that pages are already created in other vocabulary files that would be of value to the current vocabulary file. With the current vocabulary file open:

1. Tap **Modify Vocabulary** from the Edit Menu
2. Tap **Import Pages**
3. Tap the vocabulary file the pages exist
4. Highlight all of the pages to share, select **Choose**

The system now puts copies of each of the highlighted pages into the currently open vocabulary file, to see these, choose **View>Go To>Page**

Now, to Link the New pages with the existing pages - Create a button on an existing page to navigate to the new pages:

5. Tap and Hold (right click) in Display area for new button
 6. Tap **Create New Button** or **Edit Button**
 7. Type a **Label** for your new button
 8. Tap **Search** or **Browse** for an icon
 9. Tap **Select**
 10. Tap the **ACTIONS** Tab
 11. Tap **Triangle** next to "add -ed"
 12. Tap **Navigate**
 13. Tap **Add**
 14. Tap *Desired Page* (New Page to Link To)
- pages are listed in alphabetical order
15. Tap **Choose**

If you want the button to speak the Label tap **OK**

If you don't want the button to speak:

16. Tap **Speech Message** in the Action listing
17. Tap **Remove**
18. Tap **OK**

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