

Quick Reference Guide

ChatPC

DesktopChat



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**
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 lower right corner).

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** (see **Button Action Options**)
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**

Change the Menu Options:

1. Tap **View** on the Menu Bar
2. Tap **Screen**
3. Tap **Desired Screen Option**
Pocket PC for ChatPC Menu Bar at bottom of screen and the Pocket PC Menu Bar at the top
Normal for ChatPC Menu Bar only
Full Screen for no displayed Menu Bars

A screen appears giving the option to add a password

Add a password or just hit OK

4. To exit from **Full Screen**, double tap the envelope button

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

A minimal set of icons are provided on the ChatPC 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)
5. Tap **Symbol Name(s)** to Preview Symbol Image(s)
6. Tap **Select** or search for a different picture

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 Button, Page, Vocab File (*In Edit Mode*):

1. Tap **Edit**
2. Tap **Modify Vocabulary**
3. Tap **Rename**
4. Tap **Desired Resource** type (e.g., Page)
5. If a listing appears you will need to choose the option from the list
6. **Type Desired Name**
7. 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 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:

1. Tap **Edit** menu
2. Tap **Modify Vocabulary**
3. Tap **Rename**
4. Tap **Audio**
5. Tap "Untitled Audio"
6. Tap "Choose"
7. Rename the file i.e. "message from Mom"
8. Choose **Save**

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

1. Connect the **ChatPC** to your PC using the provided USB cable
2. ActiveSync may open on it's own on the PC, if not open it from the Programs listing, choose **CANCEL**, this should connect the ChatPC as a guest to your PC
3. Open the DesktopChat program on the PC
4. On the **ChatPC** tap **File**, then **Export**
5. Choose the Vocabulary File that is being copied
6. Tap **Export**
7. within 90 seconds the DesktopChat will start receiving the file
8. when finished, choose **File>Vocab File>Load Vocab File**
9. when unplugging the cable from your ChatPC, you will be asked to restart the system, choose OK and it will restart on it's own

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

Transferring a Vocabulary File FROM the PC:

1. Connect the **ChatPC** to your PC using the provided USB cable
2. ActiveSync may open on it's own on the PC, if not open it from the Programs listing, choose **CANCEL**, this should connect the ChatPC as a guest to your PC
3. Open the DesktopChat program on the PC, Tap **File**, then **Export**
4. Choose to save the vocabulary to the attached ChatPC device
5. Choose the Vocabulary File that is being copied
6. Tap **Export**, copying the file might take some time
7. within 90 seconds after copying the file the ChatPC will start receiving the file
8. when finished, choose **File>Vocab File>Load Vocab File**
9. when unplugging the cable from your ChatPC, you will be asked to restart the system, choose OK and it will restart on it's own

Back Up a Vocabulary File:

It is strongly recommended that Vocabulary Files are saved to the DesktopChat on a regular basis.

1. Follow instructions for **Transferring a Vocabulary File TO the PC** to back up your Vocabulary File(s).

Button Action Options:

Speech Message
Speak Message Only
Speak Label Only
Add Message to Display
Play Audio
Navigate
Navigate Back
Navigate to Home
Visit
Visit Exception
Clear Display
Clear last word
Speak
Stop
Speak Last
Record Audio
Volume Up
Volume Down
Toggle Mute/Unmute
Save Display
Load Display
Backspace Key
Shift Modifier
Control (CTRL) Modifier
CAPS Modifier
Num Modifier
Static Word Prediction
Dynamic Word Prediction
Static Character Prediction
Dynamic Character Prediction
Battery Status
Add Time/Date to Display
No Operation
Add -s
Add -ed
Add -ing
Add -en
Add -er
Add -est
Cancel Visit