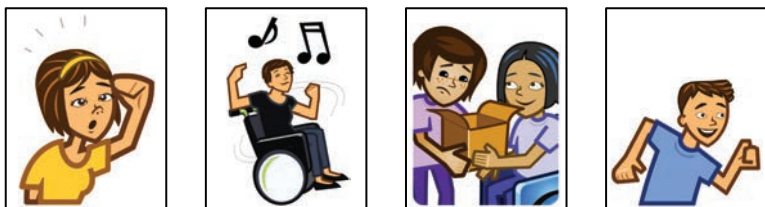
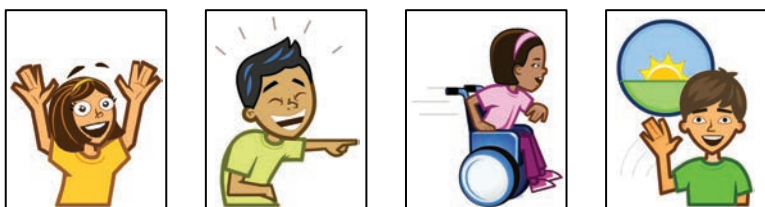




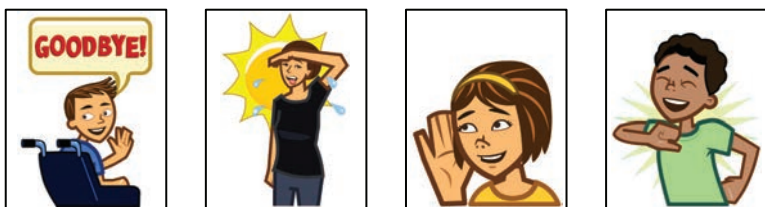
Eight powerful communication modes



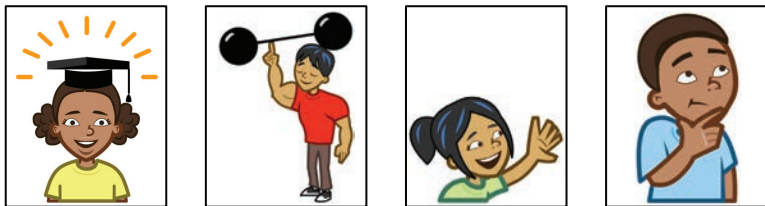
Easy and intuitive editing



Fantastic resources to help you learn



Don't just communicate. Connect!



do more

# Welcome to Talk Suite!

---

Talk Suite isn't just an app. It's a powerful communication environment.

To really make the most of the experience, check out our website. But you can also find the info and instruction you want in this manual. In fact, you might want to read it cover to cover. Because it's organized to be easy to read, to get you going quickly, and to be fun!

It's divided into the following sections:

- Setting up.
- Let's just talk a bit!
- Communication Modes
- Editing and creating new content
- Settings and customizations
- Bonus thoughts and ideas

We hope you actually **enjoy** reading the bite-sized pages as you master the basics, progress through advanced areas, and start talking!

PRO TIP: This Manual is also designed to be used as individual pages. So print out the ones you use most - and take them on a wall!

# Why did we create Talk Suite?

---

## AAC is hard.

If it wasn't, people would use it more. And they'd use it better.

Right?

But it doesn't have to be as hard as it is.

Talk Suite was created to make AAC easier and more effective. We've looked at communication a bit differently.

Certainly we understand, embrace and include all the thinking from academic studies. But we've also looked at communication in the context of how all of us use it in today's modern world! And how smart communicators use communication to market *themselves*!

Think of how **you** communicate?

Don't **you** talk differently when you know people and when you don't? Don't **you** speak differently to different people and in different situations? Don't you use many different approaches?

Also, if you look at how you really spend your time talking...., don't **you** tell certain stories over and over and over - to everyone? Don't **you** love to show pictures on your phone? Sometimes when **you** talk, isn't it thoughtful? And sometimes don't **you** just horse around? And, consciously or subconsciously, isn't the way **you** think about **your** words different in each circumstance?

*Well, if that's so, why do most devices start with a grid of words that someone is supposed to use for everything?!?!?*

We want to start by asking.... **what's the goal of what you're going to say!**

Talk Suite starts from that different place. We start by asking.... "What's the best way to communicate at any given moment?" And then we make sure you have as many communication tools as possible to get yourself heard in each of those situations.

And, to be honest, Talk Suite was kinda designed to be fun. Serious fun... but fun, nonetheless. Our many communication modes are cool. The images are engaging. The language organization is fun and clear. Because fun is a good thing! And when fun makes learning easier.... it's a great thing! And when it lets you achieve your goals, and gets people to pay more attention, it's... well, wow!

We even think editing should be fun! So we've made sure people who support communication have a great set of editing tools that are easy to understand, easy to use, and.... fast! Because, let's face it, no one has enough time to edit into the night.

Isn't that the biggest issue we all have? That this all is hard. And that progress comes slowly.

Well, that is just how it is. We can't fully change it. But we can bring some new thinking to it... but looking at how people talk today: with bit size phrases. With emoji's. With stories we tell over and over - on the Internet, in writing, or in life.

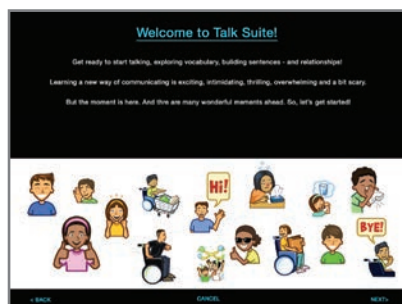
Talk Suite has incorporated all that thinking into the app, so they work for individuals who require tech to speak, and for the families, teachers, caregivers and friends who support them. And we've designed not just the app, but a comprehensive approach - our app, our site and our weekly emails - to bring these ideas to the field and to let us all do more.

That's why we're here! To bring some more innovation and lightness to our world. So read on! And see if you agree. :)

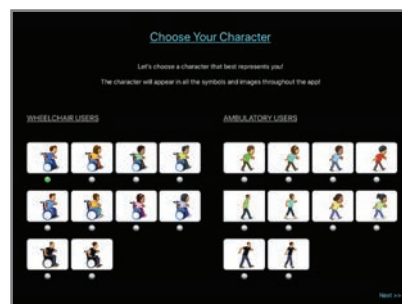
# First, let's personalize your Talk Suite!

The very first thing to do with Talk Suite is to make it feel right for you! And we've made that easy. The first time you turn on Talk Suite, it will take you through a wizard that gives you a bit of information, and lets you pick what's right for you. We hope you've done that already. But, if not, take a minute and do it now! This is what it will look like.

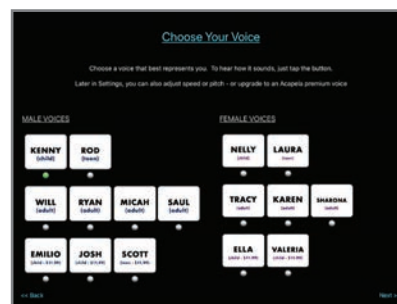
## 1. Welcome to Talk Suite



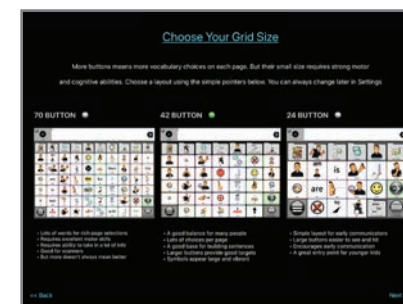
## 2. Choose Your Character



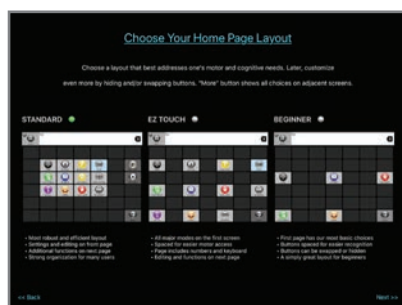
## 3. Choose Your Voice



## 4. Choose Your Grid Size



## 5. Choose Your Home Page Layout



## 6. Choose Your Keyboard



## 7. One More Thing!



## 8. Now... Let's Go To Talk Suite!



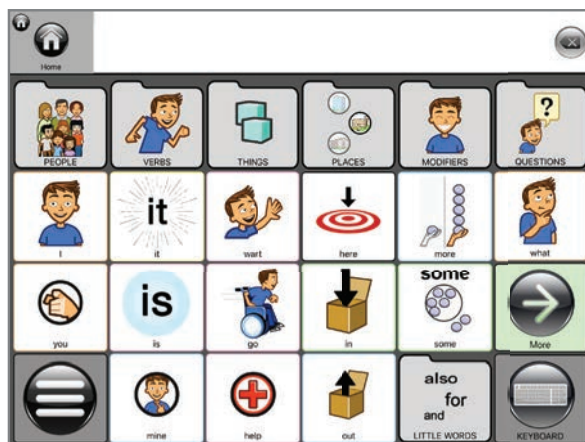
PRO TIP: There are also many other settings you should consider you might want to consider. You'll learn about them in just a bit, in the Settings section.



# Different Grid Sizes

We offer three sizes. This manual will use the 42 button ( 7 x 6 ) version for our examples.

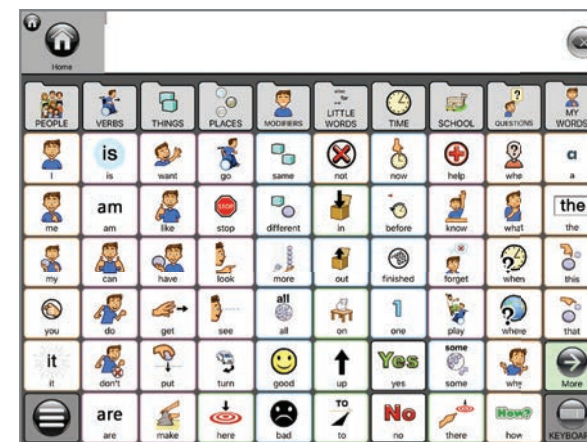
24 Button



42 Button



70 Button



# Some Fun Exercises

---

Discover how easy it can be to start talking. Let's just start with some easy things!

There's plenty to learn about Talk Suite - from the many different ways to communicate to all the settings that add so much personalization.  
**But there's time for that.**

For now, let's just try saying a few things!!

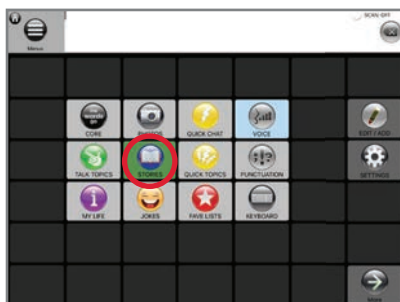
We think you'll love it!



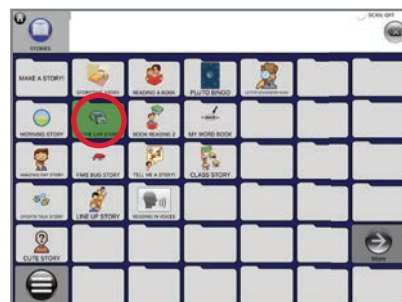
# First, Let's Tell A Story!

Stories are designed to stimulate engagement and to quickly share interests or ideas. Try some out. Then create some of your own!

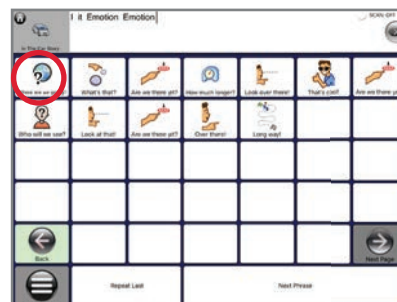
Press **Stories Button**



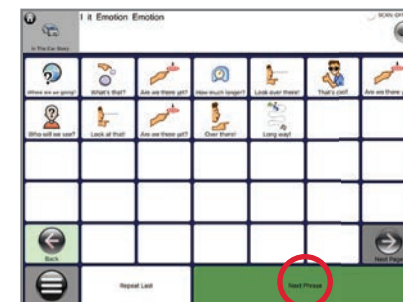
Press **In the Car Story Folder**



Press either the First Button or...



Or Hit the Next Phrase bar



Just keep hitting next

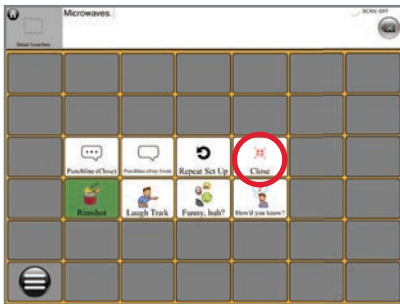


And enjoy being a storyteller!



Talk Suite comes with 9 great stories created by Caroline Musselwhite, one of the most preeminent social language experts in the field of AAC!

Press Jokes Button

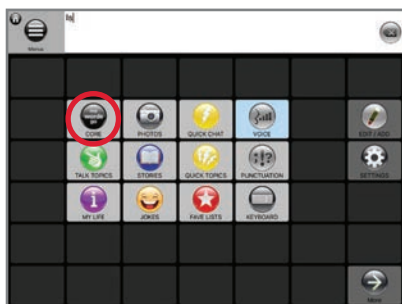


Jokes are a terrific way to get young kids interested in talking. They're easy to use and get reactions from people. In other words, as you learn how to communicate, jokes are serious business

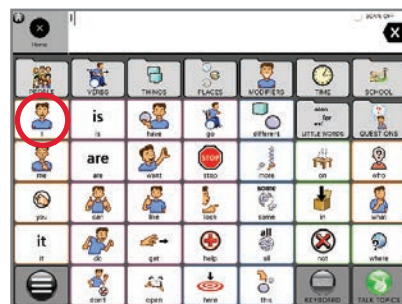
# Now, Let's Make a Short Sentence.

Let's create the sentence, "I like my dog!"

1. Press **Core Button**



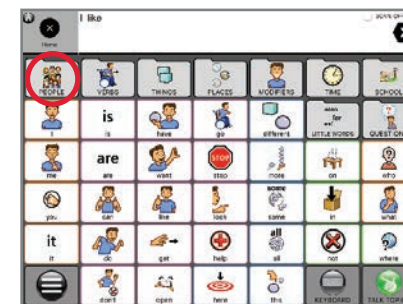
2. Press **"I"**



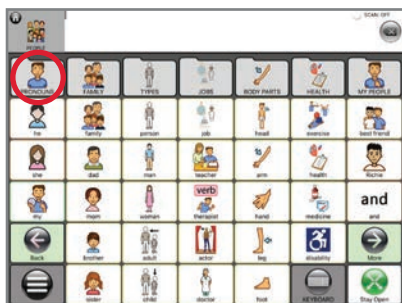
3. Press **"like"**



4. Press **People Folder**



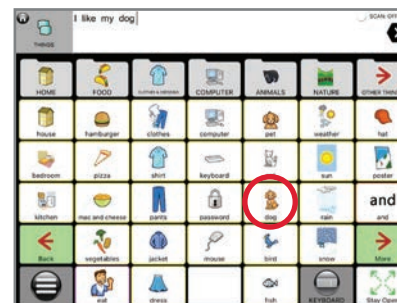
5. Press **Pronouns Folder**



6. Press **Things Folder**



7. Press **Dog**



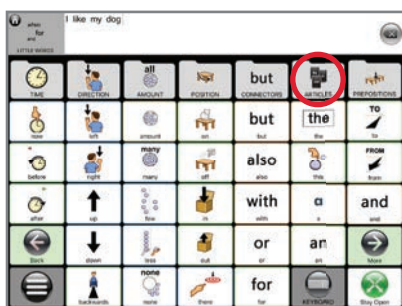
Congratulations. And nice work! BTW... if you don't have a dog, go out and get one!



# Now, let's make this a longer sentence!

Let's add "but I love my family."

9. Press **Little Words Folder**



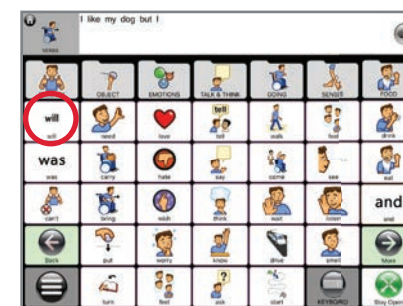
10. Press **"but"**



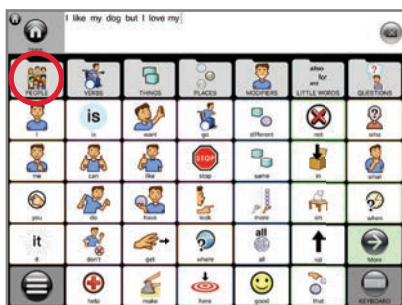
11. Press **"I"**



12. Press **Verbs Folder**



13. Press **"love"**



14. Press **People Folder**



15. Press **"my"**



16. Press **People Folder**



17. Press **"family"**



18. Press **Talk Suite Home**



19. Press **Punctuation Folder**



20. Press **"Period"**





A screenshot of a mobile phone screen. At the top, there is a status bar with a signal strength indicator, a battery icon, and the time '10:45 AM'. Below the status bar is a text input field containing the text 'I like my dog but I love my family'. Below the text input field is a numeric keypad. The keypad has a grid of buttons. The button with the ampersand (&) symbol is highlighted with a red circle. Other buttons on the keypad include numbers 0-9, symbols like \*, #, ., @, (, ;, %, , !, .com, ), \$, =, :, /, \, #, +, and a 'Back' button with a left arrow. There is also a 'Send' button with a right arrow and a 'More Options' button with a three-dot icon.

[illegible]

BRAVO!!

Now you've got a sense of what Talk Suite feels like.

It's time to start learning about all it has to offer!



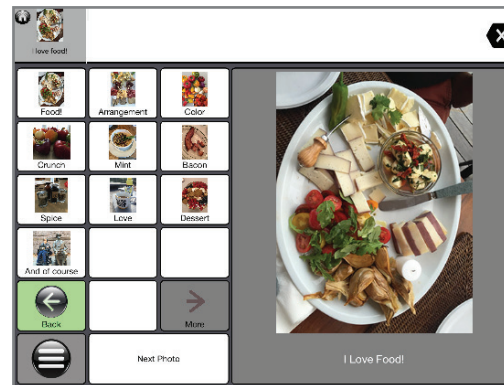
# COMMUNICATION MODES

# Overview of the Communication Modes

Talk Suite has so many different ways to talk and write. First, here's a quick overview.



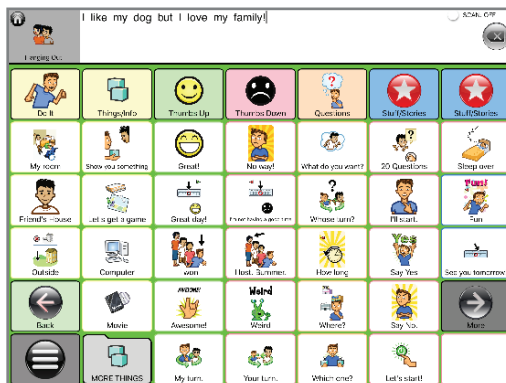
**CORE COLUMNS** – Build sentences word-by-word. The ultimate in saying exactly what you want.



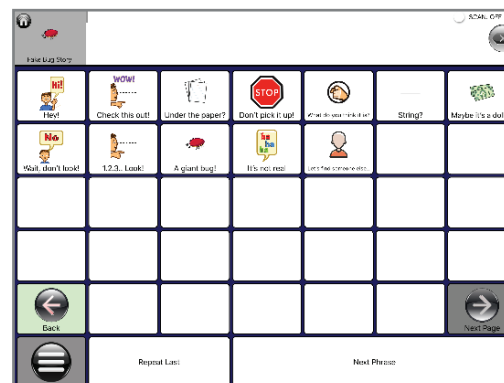
**PHOTOS** – Take Photos, add what you want to say, and share!



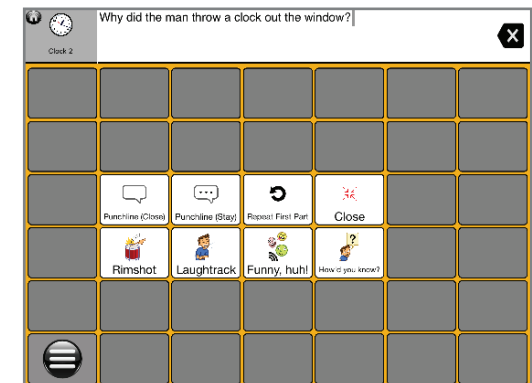
**QUICK TALK** – Short, easy phrases you need all the time, all in one place.



**TALK TOPICS** – Smartly organized phrases, based on communication intent to be used in specific settings.



**STORIES** – A super-efficient way to share a story, or make a presentation.

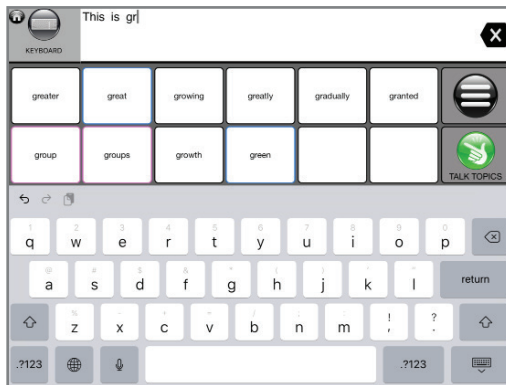


**JOKES** – There's no better way to break the ice than with a good (or even bad) joke!

Different moments call for different approaches to communication. We'll explore that with you in the following pages.

## Overview of the Communication Modes (2)

Here are more of our modes.



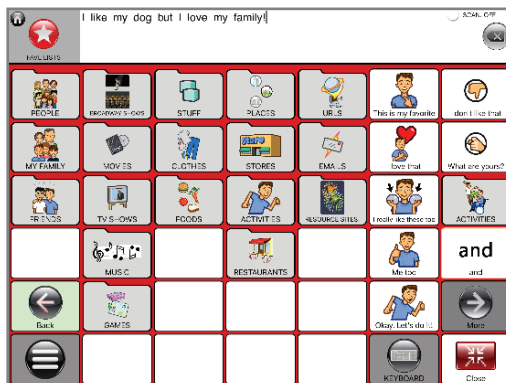
**KEYBOARD** – Choose from one of six keyboards to support communication.



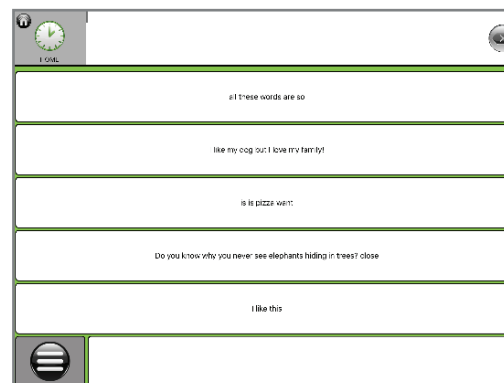
**MY LIFE** – A great place to store the important information about yourself, and the things you love



**QUICK TOPICS** – There are many simple things you need for reference over and over again. They're all here!



**FAVE LISTS** – Folders of so many of the things you love to share - or need to share - over and over again.



**RECENTS** – Here are the last six things you said in case you want to repeat them, or add one as a button.

To see our Modes in action, check out our video-laden website. [Talk-Suite.com](http://Talk-Suite.com).

# The Talk Suite Home Page

Here's where you'll find all Talk Suite's communication modes and key features. It allows you to really consider the best approach for communication at any given moment.

The Home Page area has three screens.

The first has the key communication modes, plus editing and settings.

The second has many other powerful modes, functions, and settings. The Third has libraries.

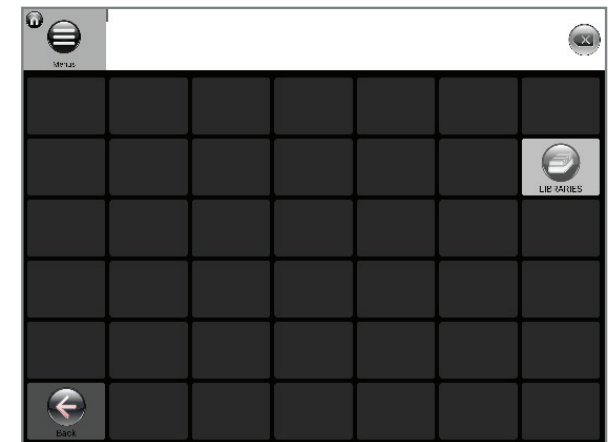
You can swap and/or hide any of these buttons, to get your most important buttons to the front screen - and fully customize what's best for you.



Screen 1



Screen 2



Screen 3

*This brochure shows you everything in the 42 button grid. However, the idea is exactly the same on the other sized grids.*

PRO TIP!! Because different people use Talk Suite, there are different arrangements of the Home Page. See them all on the next page.



# Alternative Home Page Arrangements

If you feel there are too many buttons on the first screen, simply choose one of these set-ups.



## EZ Access



## Beginner

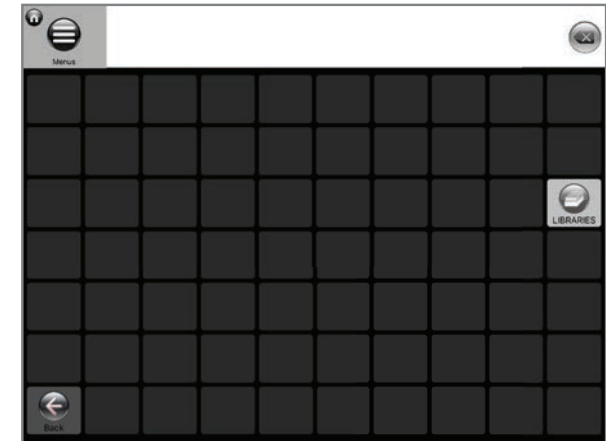
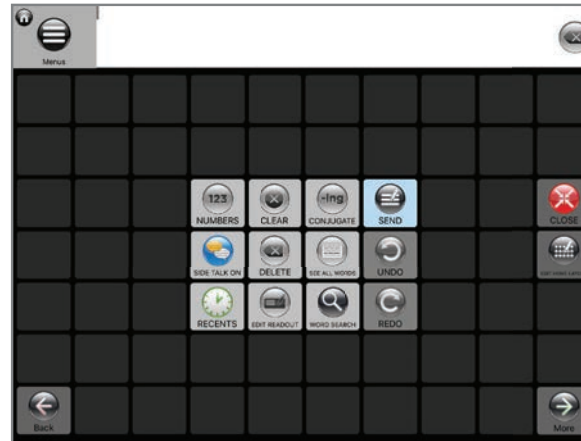
These ready-to-use set-ups are good starting places. But you can organize the home page in any way it works best for you.

# Home Page on Other Grid Sizes

The Home Page follows the same layout no matter what grid size you're using.



70 button home pages



24 button home pages



Sorry, Images were not there in folder

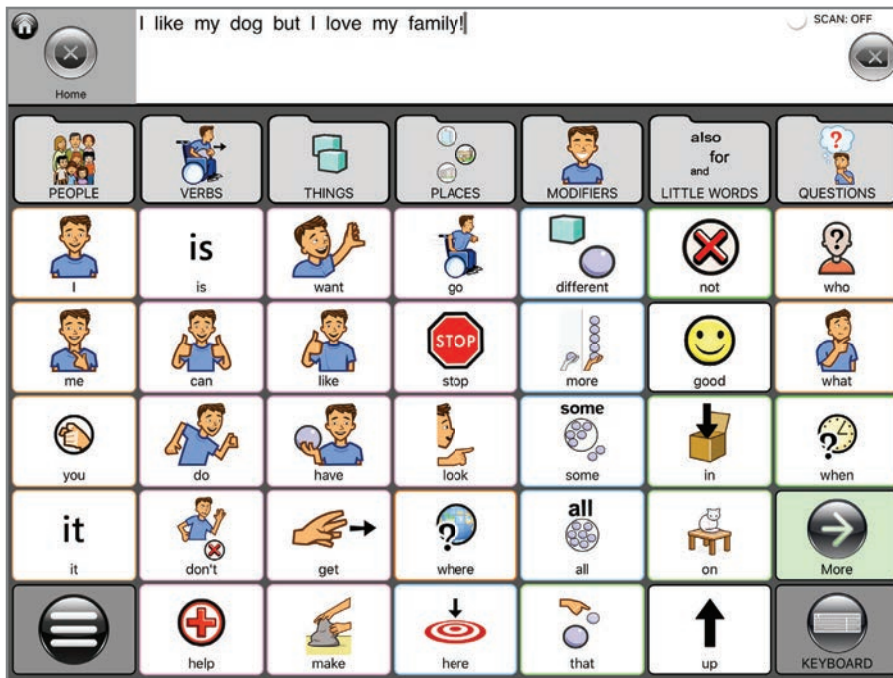


## COMMUNICATION MODES AND HOW (AND WHY) TO USE THEM



Now, let's look in detail at all the power of our approach!

# Core Columns



Core Columns provide the building blocks of word-by-word language for when you want to be as precise as possible.

Core Columns include the most frequently used words, called Core (ie: have, you, go, here). as well as access to fringe words (such as baseball, pizza, happy, etc.) Put together core and fringe words - and you get sentences!

The Core Columns structure is incredibly intuitive - for new and advanced users. And... it grows with you.

Here's the first page where things are organized.

**Each column** is the "People" column starts with a folder which defines its content. Below the folder are a handful the most frequently used words in that category. And in the folder, you'll see page of less frequently used words.

When you go into a folder, you'll again see the same language organization. Pages start with columns, and words flow downward.

For example, in People, you'll see new columns called Pronouns, Family, Body Parts, etc.) and then frequently used words.

Touch buttons with words combinations of Core and Fringe ... and build a sentence that appears in the readout. Then just touch the Readout to speak. Or, if you're scanning, go to Speak.

# Talk Topics



Talk Topics are groups of phrases organized to be used in specific situations, like in a playground, or when going to bed. They can't let you say everything, but they let you say a lot... quickly!

Talk Topics contain a wide variety of robust phrases, so a person can say much of what they want, get understood, and feel empowered.

**Talk Topics organize language by intent of what you want to say.**

For example, open Meeting People

1. **Column 1** Phrases about things you want **to do**. Great ways to start.
2. **Column 2** Phrases about items or information – for requests.
3. **Column 3** Positive comments, so you can quickly guide the experience
4. **Column 4** Negative comments, so you can quickly guide the experience
5. **Column 5** Key questions to support engagement and share interests
6. **Column 6** A short relevant story to tell over and over. Or Other phrases you find important if they don't fit anywhere else.
7. **Column 7** An extra column to use like column 6.

Try using the general Talk Topics that come with the app and see how much power there is anticipating conversations you'll have in any given situation.

And then.... make some of your own!



# Photos

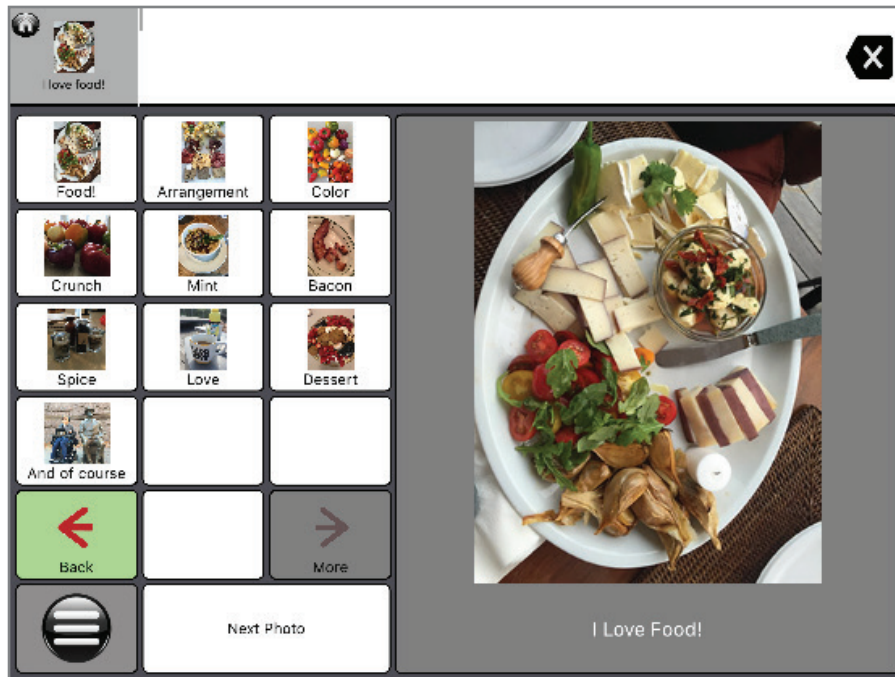
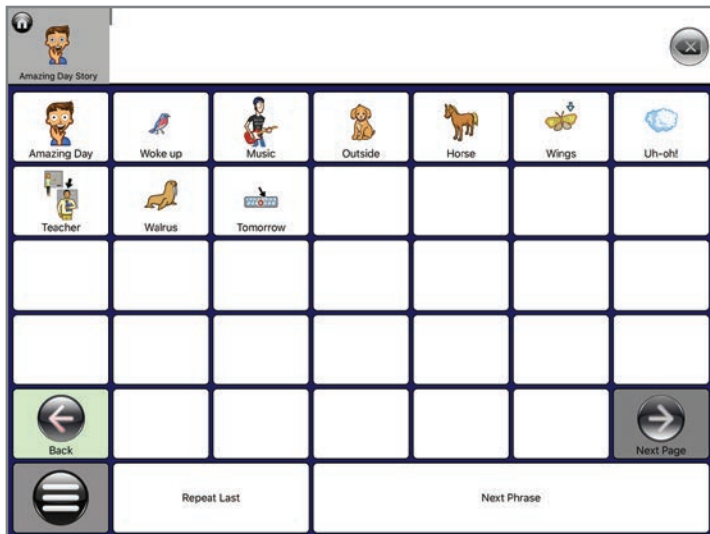


Photo Albums are great for sharing important moments, and helping people really envision your life and interests.

1. From the Photo Home Page, choose a Photo Album
2. Once in an album... Touch "Next Photo." The first phrase will speak to describe the photo.
3. Just continue to touch "Next Photo" and you'll go through the entire album.
4. You can also touch any button out of sequence.
5. Note: As each phrase is spoken, the button will gray out so you know where you are.



# Stories



Stories are designed to smartly support the story telling we all do over and over.

Stories let you really create engagement! And we define Stories in the broadest sense. A story about your life. A story you heard on the radio. A way to quickly get attention at a family gathering. A presentation to a class. Even lines in a play!

When telling a story we usually share one line after another. Because we know what we're going to say. But **telling a story well** means also trying to make eye contact and showing emotions. Really **delivering** the story!

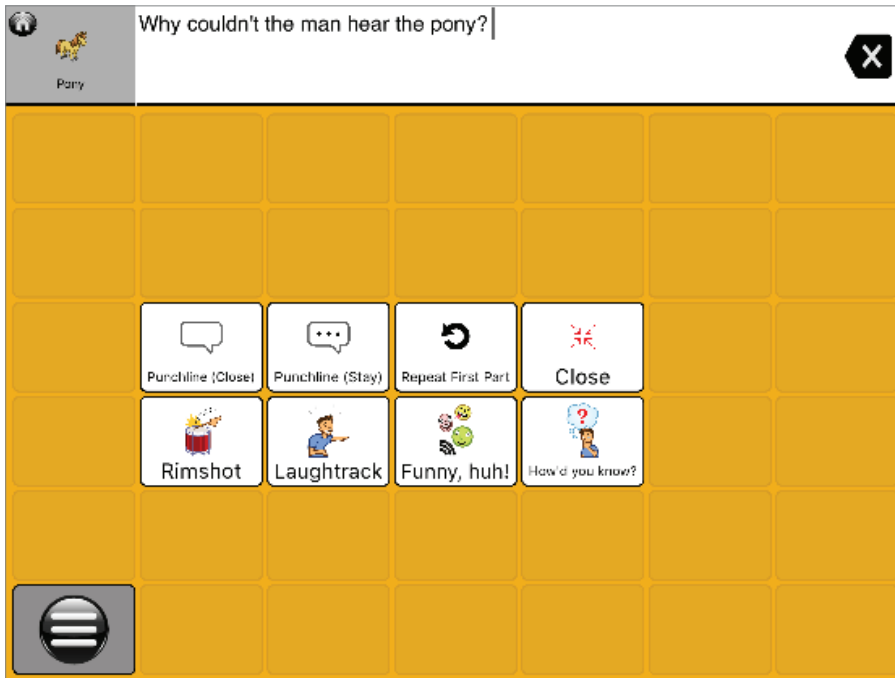
By having a “next phrase” button right on the bottom of every screen, we’re lessening the load of remembering which button comes next and coordinating the body to hit it. That means a person can spend more time focusing engaging by giving physical and emotional cues to others!

Stories pages can also be adjusted to have bigger buttons. You can even get a page size where hitting anywhere advances the story. That won’t give much opportunity to go back or forwards – but it sure makes it easy to simply share what you’ve prepared.

Use stories to engage others with those fantastic things happening in your life.... Or to give a presentation. But **do** use them! And see how powerful they can be!

1. **From the Stories Home Page, choose a story to tell**
2. **On the page, touch “Next Phrase.”** The first phrase will speak. Continue to touch “Next Phrase” and you’ll go through your entire story.
3. **You can also speak out of sequence.** Just touch any button.
4. **Repeat Last.”** Touching this button will repeat the last phrase - in case someone missed it.
5. **Note:** As each phrase is spoken, the button will gray out so you know where you are.

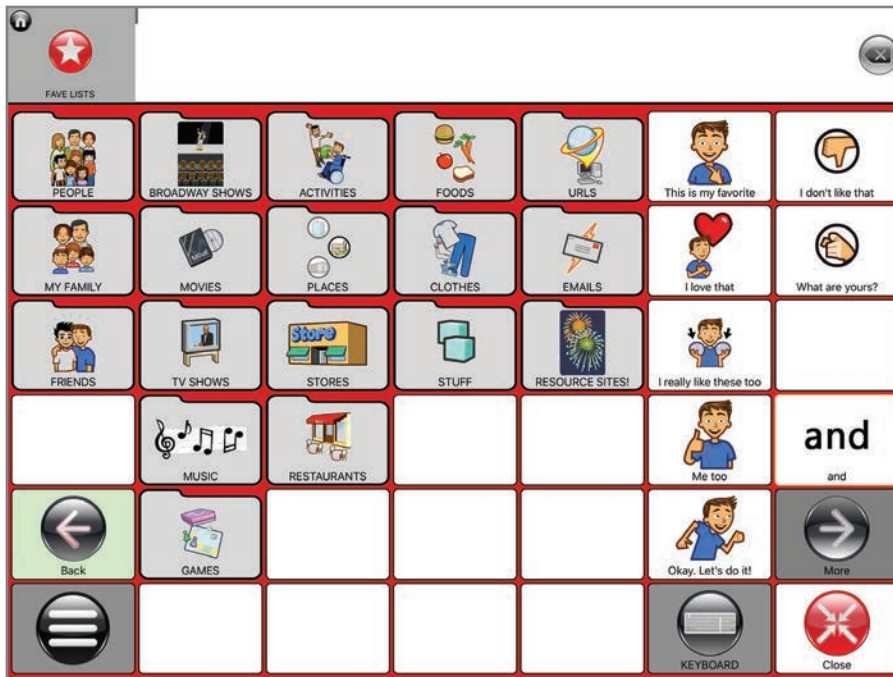
# Jokes



Jokes are ultimate ice-breakers. They show intelligence, a sense of humor, and a sense of fun. And, they're easy to use. That's why we've created a great way to deliver them! Try to make jokes part of your communication skills!

1. **From the Jokes Home Page, choose a Joke**
2. **It brings up this cool screen.**
3. **Tap Punchline (close)** To simply tell the punchline.
4. **Tap Punchline (stay)** This way you can make the moment more special, by adding laughter, a rimshot, or comments.

# Fave Lists



Favorite Lists provide a quick and easy way to communicate items you want.

With AAC, it often takes a long time to create a sentence. But truth is, there are lots of times it's not worth all that effort.

Like when you want to simply choose clothes. Or pick a movie. Or decide which people to invite to a party.

When you just want to say those things. just go here. And share what you want! Clever people keep a lot of lists!!!

1. **From the Favorites Home Page, choose a List**
2. **On the page.** Just tap the button you want to share.

# My Life



Whether young or old, there are things we talk about over and over. Family. Hobbies. Sports teams. Music. On and on.

Those are the things that make you, you! So you know yours.

We're talk about our own stuff over and over. So, we made it easy to find them. It's a good way to be sure your remind yourself that this is the stuff others are interested in. That even if people don't always have the patience to wait for you to say things exactly... many people are really interested in what you have to say.

In other words, My Life is how you how learn about others, tell about yourself, and start making deeper relationships.

# Quick Chat

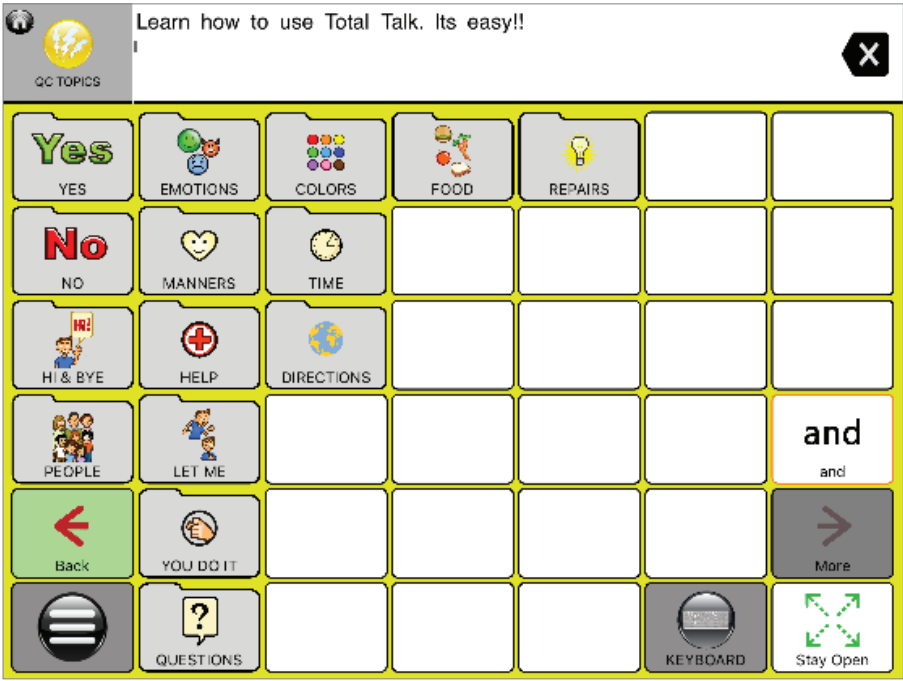


No matter what we're saying, we often need to interrupt ourselves with phrases like "Thank you." "Hi." Or "I need some help."

Here, you find all that in one easy-to-access page. You can of course edit the page, or even add to it, so you can make it exactly yours, whether you love to say "LOVE THAT!", "Booyah!" or "Barf!"

Quick Chat is a "pop up." That means once you say something, the page closes and you go right back to where you were. If you want to say more than one thing... simply first hit the "stay open" button.

# Quick Chat Topics



Quick Chat Topics are there because there are a lot of things we need to say all the time. Like manners, colors, or ways to say hi!

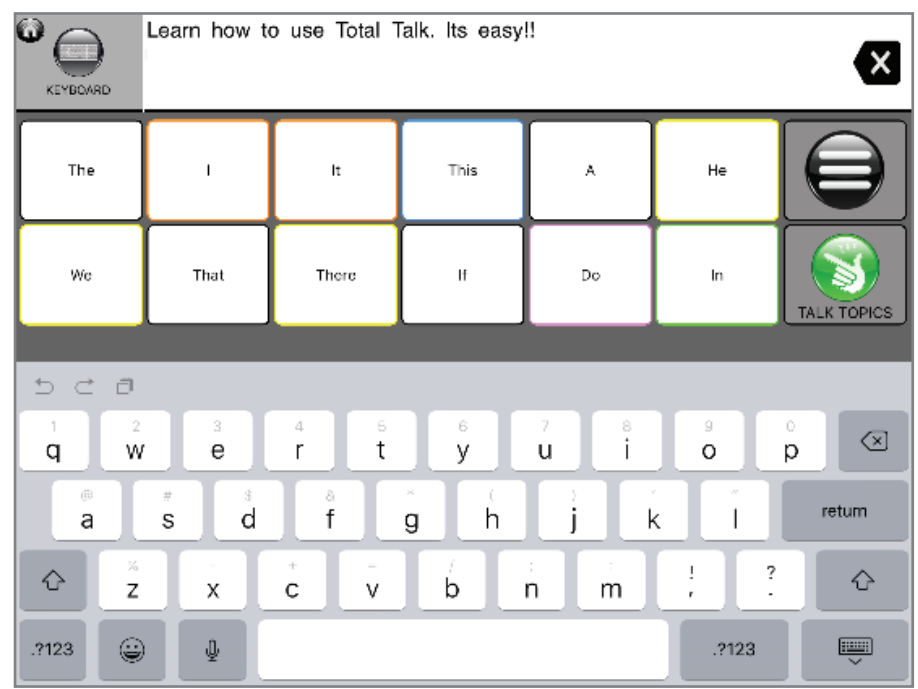
We so often need to bring up quick things. Like manners, colors, or ways to say hi. And we use these same things in a million different environments.

We choose colors. We tell how we're feeling. We ask for food. Share directions. And so on.

You can get to all of those things quickly - in Quick Chat Topics.



# Keyboards



Use a keyboard to type things out and then say them. Or to learn to spell better. Talk Suite offers easy to access spelling. And fantastic word prediction!

You can use the Apple Keyboard (or any downloaded keyboard from the APP STORE) with our powerful word prediction.

Or choose one of simpler, scan-able keyboards that come with Talk Suite.

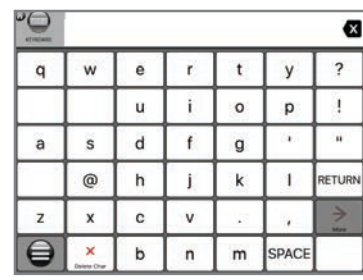
**Talk Suite's Word Prediction** offers a high level of flexibility.

You can choose word prediction with 6, 12, or 18 words. You can also use it with or without symbols.

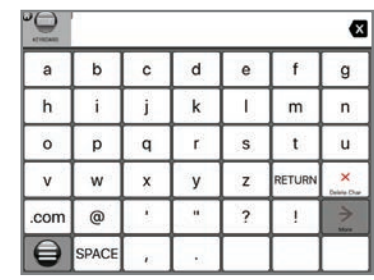
Finally, you can choose to have recommended words arranged by alphabetical order or by frequency.



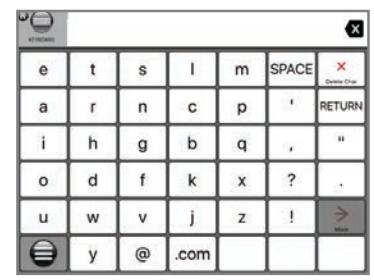
QWERTY Keyboard



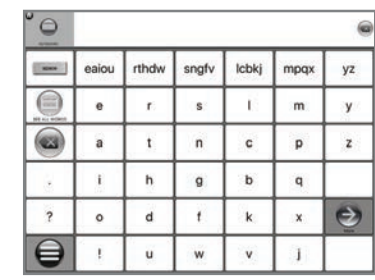
ABC Keyboard



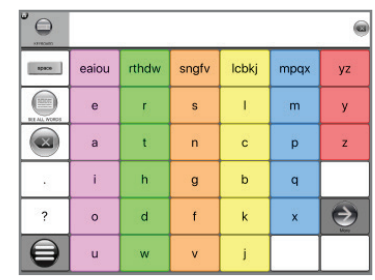
Efficiency Keyboard



Scanning



Scanning with Color



# BTW. Here's what to call areas on the pages.

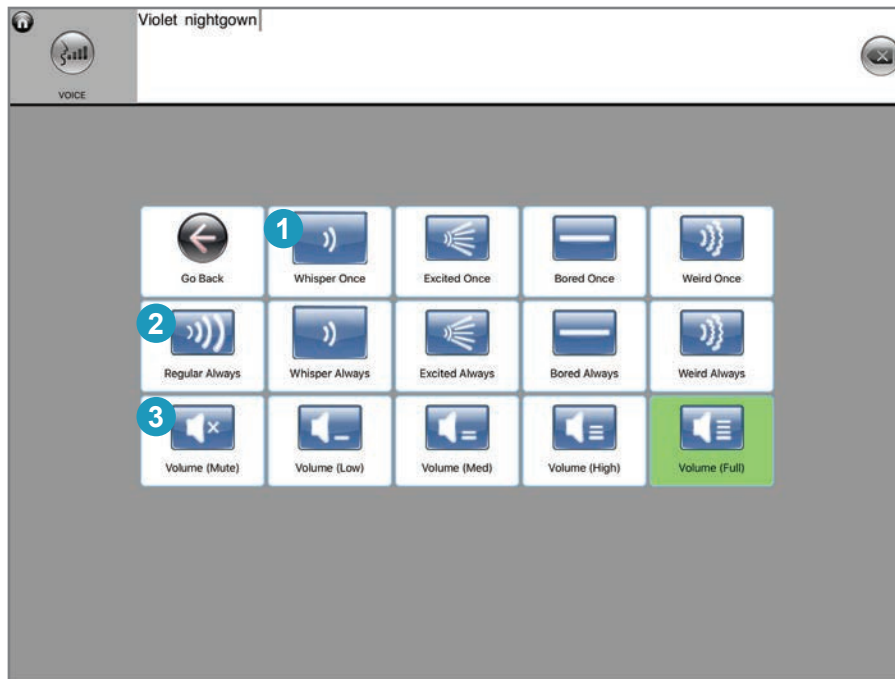


Before we go further, let's name areas of the screen!

1. Home/Navigation Button
2. Readout
3. Grid
4. Talk Suite Button
5. Folder
6. Button

# ADDITIONAL HOME PAGE FUNCTIONS

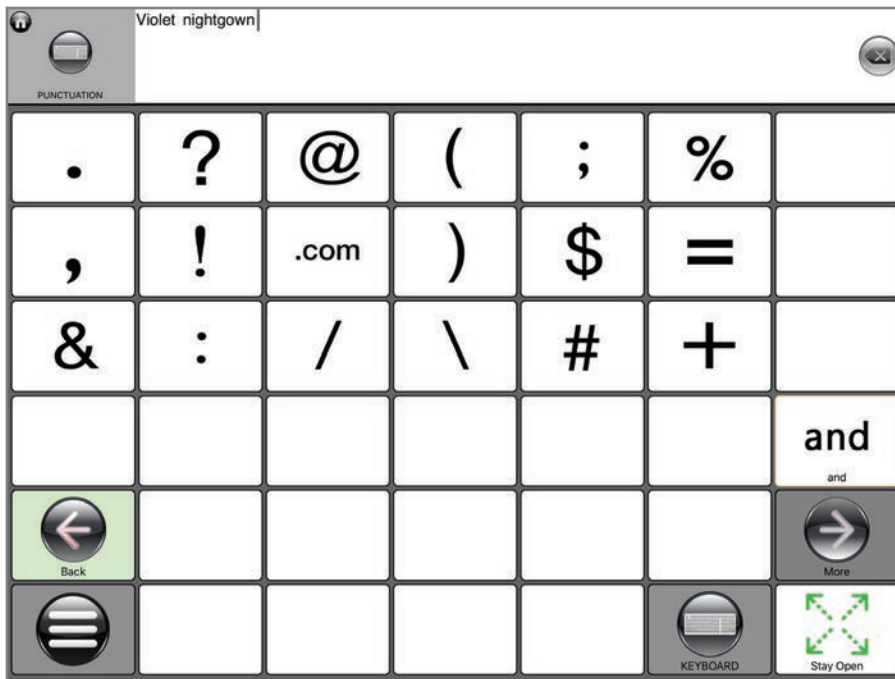
# Voice



Just because someone speaks with tech, doesn't mean they shouldn't be able to change their voice now and then. Whisper when you have a secret. Scream if you're fed up! Express yourself!

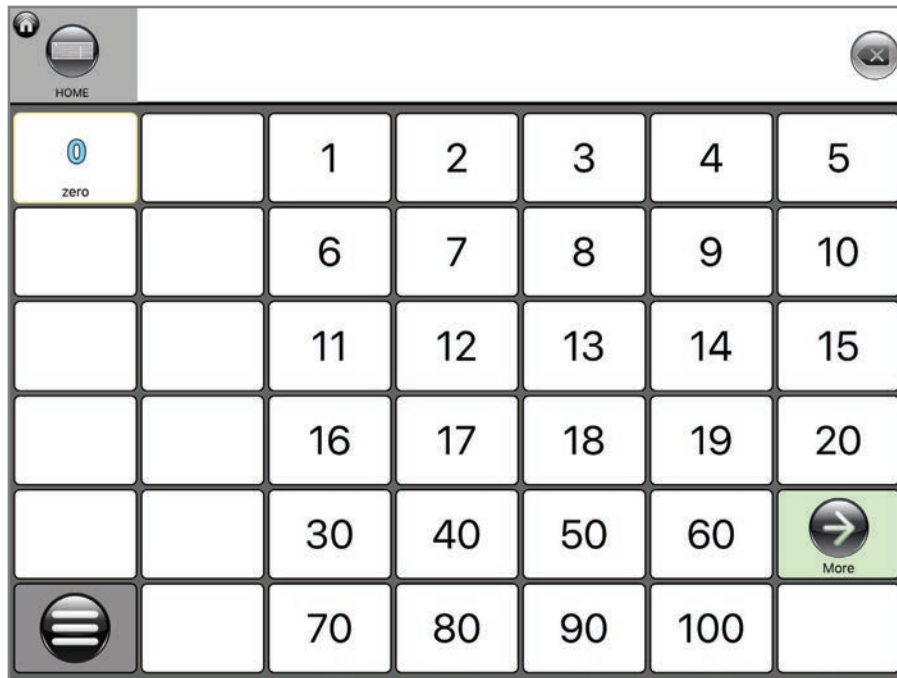
1. Tap a button in the top row to change the volume/tone of only the next thing you say
2. Tap in the second row to change the volume/tone of what you'll be speaking going forward
3. Tap in the third row to change the overall volume.

# Punctuation



There's a full page of punctuation. You don't need us to tell you more than that.... do you?

# Numbers



All your numbers. All in one place. It's easy as A, B, C. Wait? Make that 1, 2, 3!



# Delete and Clear

---

Talk Suite includes these key buttons on the Home Page. You can also have one in the Readout.

## DELETE



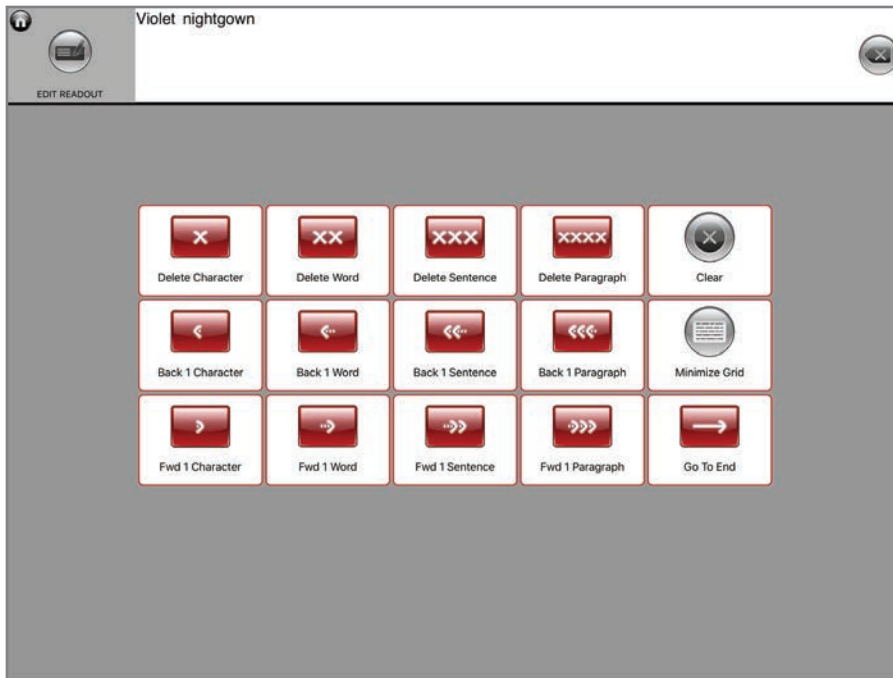
Deletes last entry, whether letter, word, or phrase

## CLEAR



Clears entire readout, no matter what is there.

# Edit Readout

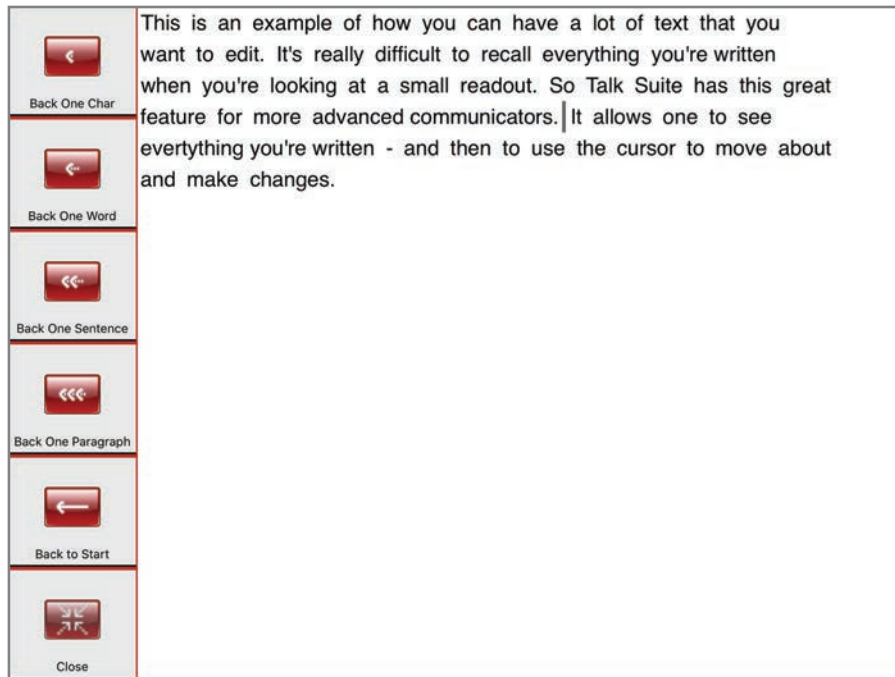


Talk Suite has a cursor. So you can edit anything in the message window without having to delete everything else you've written the comes after that word!

1. Hit Edit Readout
2. You'll see the following Screen
3. Choose to move the cursor forwards or backwards and delete words or add new ones.
4. Close out and bring up the keyboard or a language page when you're ready to do some more writing.
5. When you're done, move the cursor to the end of where you were.
6. Hit the upper left hand HOME button to return to where you were in the Talk Suite

# See All Words

---



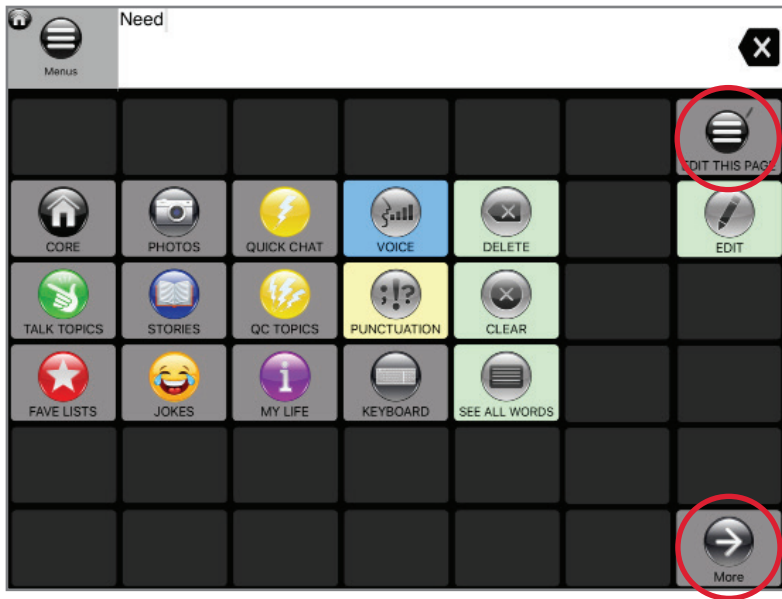
Talk Suite also provides a function to let advanced users edit long blocks of copy.

See an entire screen of your writing. Move between words and sentences. Delete, clear, and add copy. What a great way to see all your work and edit it.

Seeing all the words is also a really important support with which to track your thinking!

1. Hit Minimize Grid
2. The Readout Window will grow to fill the entire screen.
3. On the left side of the screen you'll find folders with all the editing commands you'll need.
4. Navigate around, delete words, add words, move forward or backwards.
5. Close out when you're ready to do some more writing.
6. When you're done, move the cursor to the end of where you were.
7. Hit the upper left hand HOME button to return to where you were in the Talk Suite

# Edit This Page



Edit This Page allows you to design your Home Page exactly how you like it.

You can swap buttons or hide them. And you can also work with a second page by using the more button.

1. Hit the “Hit This Page” button.
2. You’ll see a Swap button and a Hide/Add button in the top bar.
3. Simply choose buttons and press DONE when you’re done.



Don't forget to make use of the second screen. It allows you to move less frequently used items off your radar. Or, bring everything to the first screen for the ultimate in efficiency.

# Edit



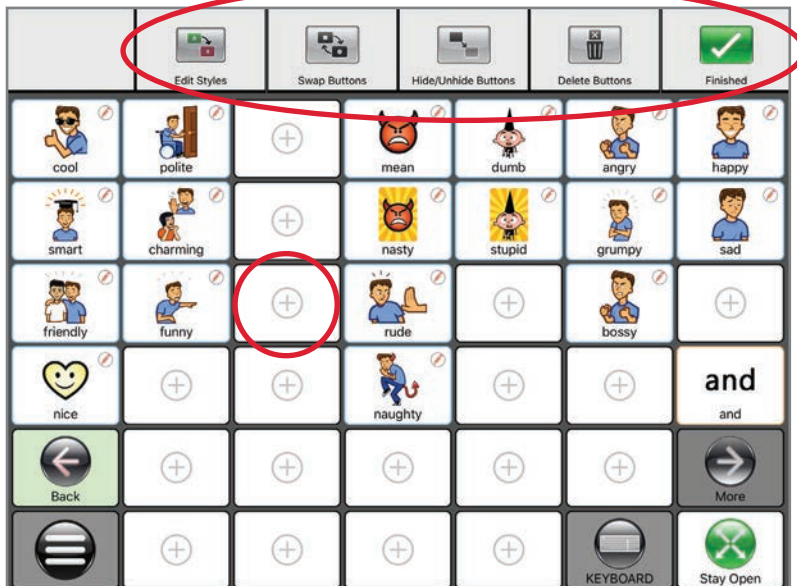
The Edit button opens a world of customization power. Here's a quick overview of all you can do.

Wherever you are on Talk Suite, just hit the Talk Suite button that's always in the bottom left corner. Then hit Edit / Add.

You'll be taken back to the page you were on, but you'll see the following buttons along the top and you'll see all blank buttons with "+" symbols.

Full details on Edit are in the next section, but here's an overview of what you can do!

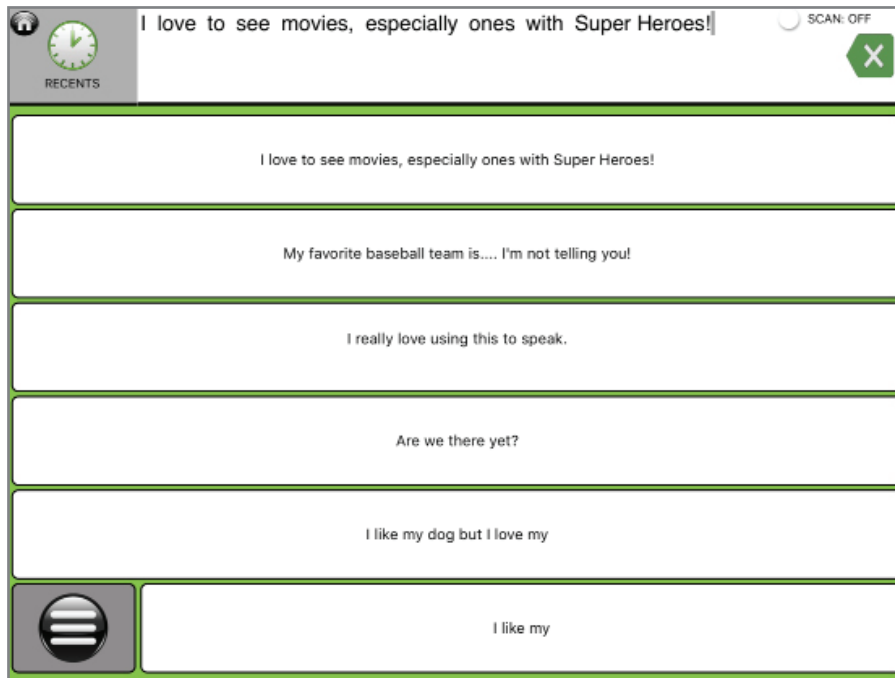
- Add a new button
  - For example, Emotions onto a page about morning.
- Add one of the other communication mode buttons to the page
  - For example, stories, etc.
- Add a function button (ie: Delete) to the page
- Edit the styles of one or multiple buttons
- Swap Buttons on the page
- Hide buttons on the page.
- Delete buttons on the page.



To learn more about editing, go the later Section

PRO TIP! It's tempting to try to really add a lot to pages. But don't! Talk Suite is designed especially for smart navigation. Too often devices get organized in the craziest way, because it seemed to make sense at the moment. But follow our lead. We're looking at the best LONG TERM organization strategies!

# Recents



Talk Suite keeps track of the last 6 things you've said.

It's easy to forget the last thing you just said. (And it can be time-consuming to say it again.)

And sometimes, people miss hearing you.

That's why Talk Suite stores the last six things that have been in the Readout – whether they've been spoke or erased.

Just go to Recents... and tap what the phrase you want to speak.

PRO TIP: You can also use Recents to create new buttons. Just go to Recents. Speak a phrase so it goes into the Readout. Then use "Copy From Readout" when you create a new button.

Don't miss storing all the interesting things you say. Trust us, they're likely to be interesting again!



# Side Talk



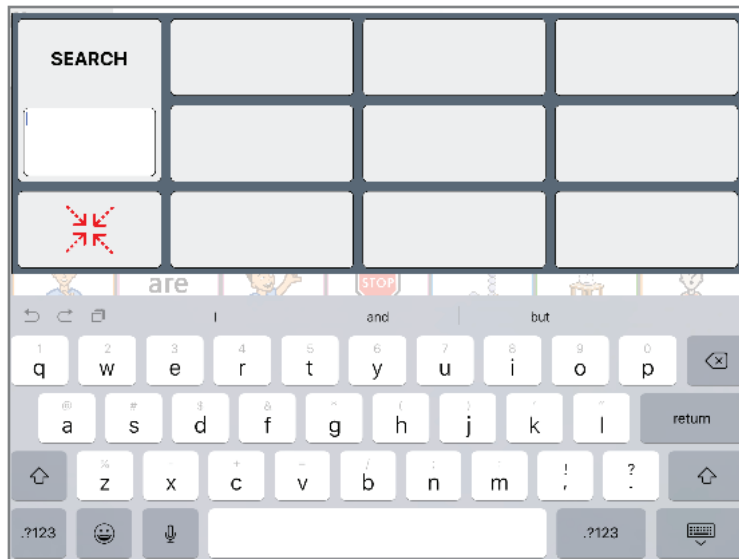
Side Talk isn't really a mode – it's a revelation! Use it to hold two conversations at once!

Side Talk brings up a different Readout Window. And when you use Side Talk, the language you're building in the other window stays that.

It's a smart support for multi-taskers!. You work on composing something longer – maybe a letter, or a poem, or whatever - and break away for a quick side conversation... without losing all that work you've been doing!

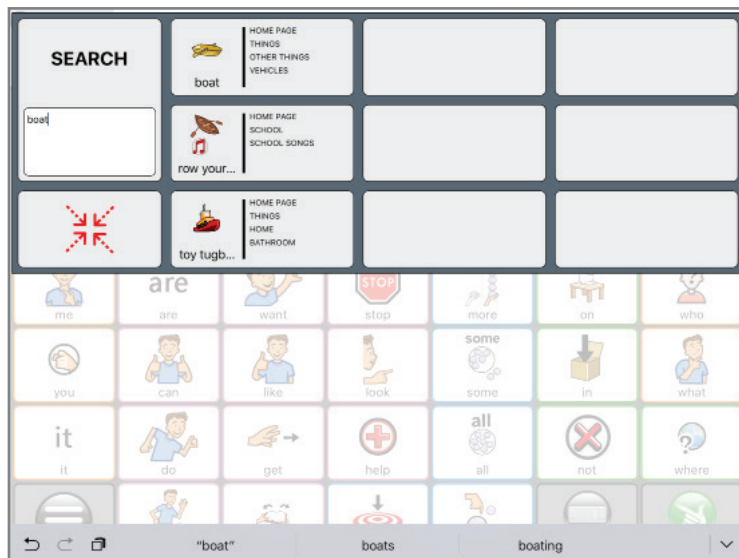
Everything you had in Side Talk stays there when you go back.

# Word Search



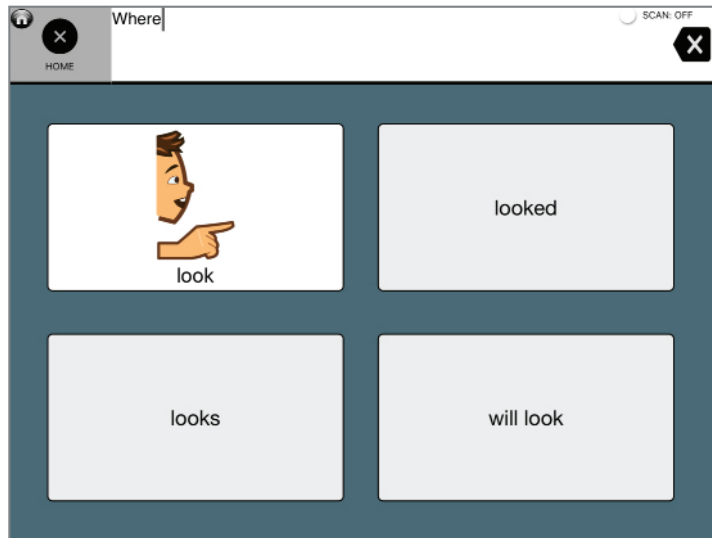
Can't find a word? Now you can!

1. Can't remember where to find a word in Core Vocabulary? Simply do a word search.
  - a. You can find words we've put in there
  - b. You can find words you've created on your own.
2. Once you select the word, Word Search will take you step by step from the Core Home Page to get to the location of the word
3. Our Language Organization is intuitive, but everyone needs support now and then. And now you have it.
4. Word Search is also a great way to help early communicators learn how to navigate AAC!



# Conjugate : Simple and Advanced

## Simple version



Change the tense of verbs. Change a noun to its plural or possessive. Change an adjective into a comparative or superlative. If you use our advanced version, you can even create the start of full sentences around the word!

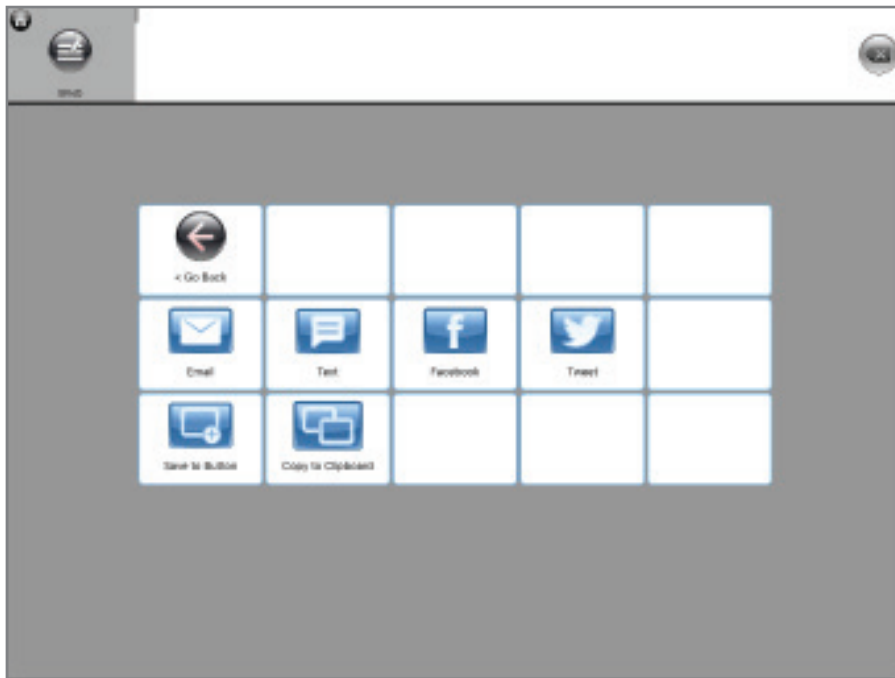
1. Before choosing a word, tap the Talk Suite Button.
2. Then tap conjugation.
3. Now, the next button you touch will bring up one of these powerful pages!
4. You can also conjugation by touching and holding a button on any Core Word screen.

## Advanced version



# Send

---



Communication isn't just for talking. Embrace the power of our digital world by sending your message window to a text, email, FB post or whatever. It's so easy to use!!

1. Touch The Send Button
2. Choose any one of these options.
3. Your message will go right into that application
4. You can also use this to copy your text to your iPad's clipboard, to add to Notes, Reminders, or another app.
5. You can also save what's in the message window to copy to another button in Talk Suite.

PRO TIP: In order to use these functions, You need to have that app (i.e.: FB, Twitter, etc.) installed on your iPad

# Undo an Redo

---

Talk Suite comes with the power to Undo multiple items. Or to redo them again if you'd like.

## UNDO



Undoes your last action, whether letter, word, or phrase.

## REDO



Puts back your last action, whether letter, word, or phrase.

# EDITING FEATURES



# Editing Features

Talk Suite is designed to make editing not only easy, but also fun! We know. That's hard to believe.

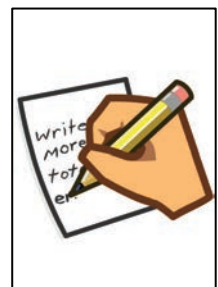
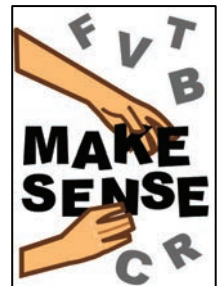
But our editing is so intuitive that while you do the work, you'll literally feel the power and enjoyment the language will bring. Focus on it. Again, focusing on joy - even in moments its hard to find - is a great way to go through life. It changes the way you do things. And, seriously, editing can be joyful. And it can be collaborative!

In these pages you'll learn how to

- Edit and/or create Buttons
- Edit and/or create pages
- Link to existing buttons or pages
- Turn your readout into a button
- Swap buttons
- Hide buttons and/or pages and change how much they get hidden!
- Delete buttons and/or pages
- Manage libraries of buttons that you've created, imported, or deleted.
- Think about the style and organization of your buttons and pages
- Add one mode inside of another area

You'll also learn to appreciate how each area has its own editing features.

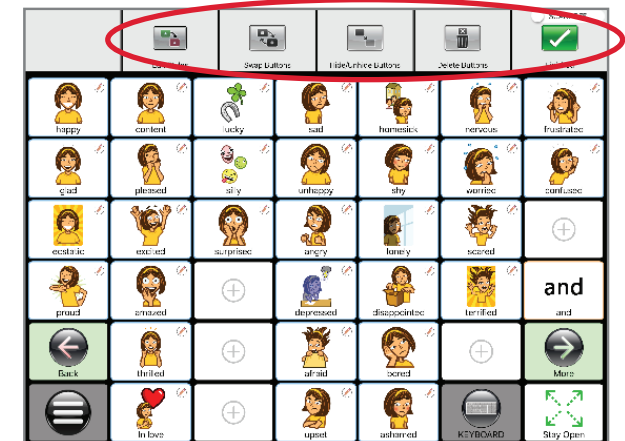
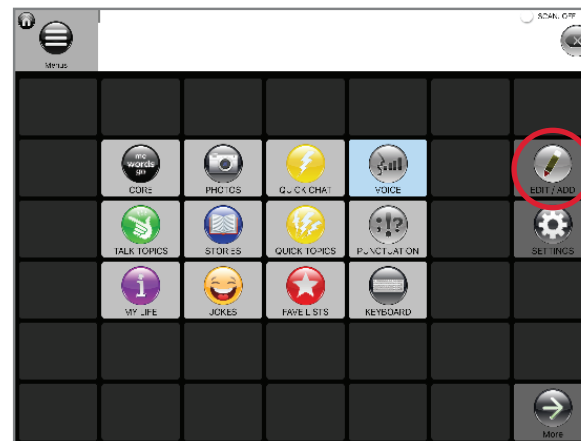
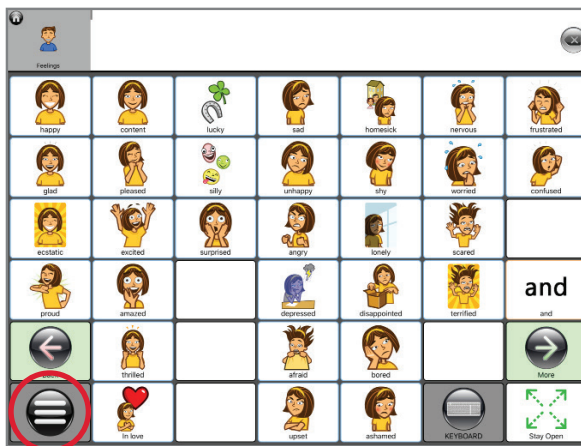
Our User Interface is intuitive and always looks the same... but you'll enjoy how it seems to know just what you want to do... and makes it easy to do it.



# The Talk Suite Editing Interface

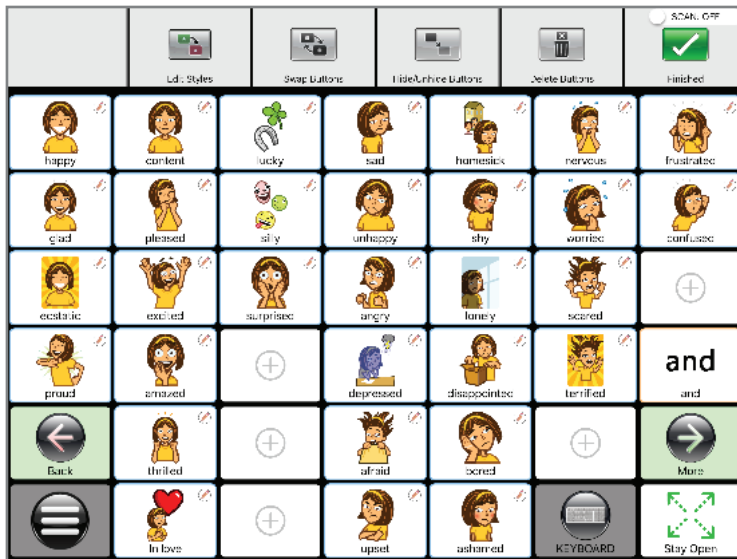
Our Edit Button opens up a world of personalization and power!  
On the following pages, you'll see all the ways you can edit! You always start the same way.

1. Go to a page you want to edit. Then **hit the Talk Suite Home Button**.
2. Hit the **Edit Button**
3. All the **Edit Options** are in the top bar.



**PRO TIP:** Once you enter Edit Mode, you can create and edit buttons or edit the layout of the page. You can do all this editing without ever leaving the area! You'll love how easy it is.

# Adding Buttons and Adding Pages



Create new content as you use Talk Suite.  
We've made it super easy!

1. To edit a button, touch any existing icon. (They all have the "edit" symbol.)
2. To create a new button, touch any open space that has the "+" icon and you'll see the following options:

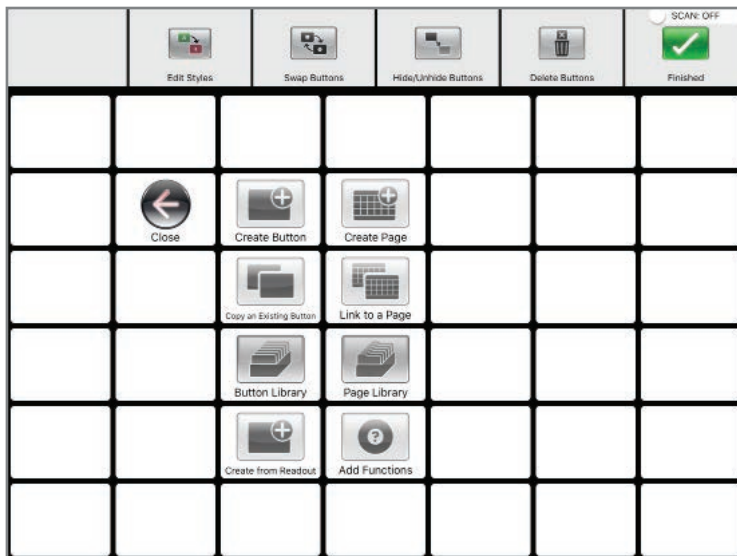
Column One offers options for adding a **new button**:

- Create a brand new button
- Copy an existing button
- Copy a button from the Button Library
- Create a button from the words in the readout

Column Two offers options for adding a **new page**:

- Create a brand new page
- Link to an existing page
- Copy a page from the Page Library
- Add one of the other Talk Suite Modes (ie: Jokes, Numbers, etc.)

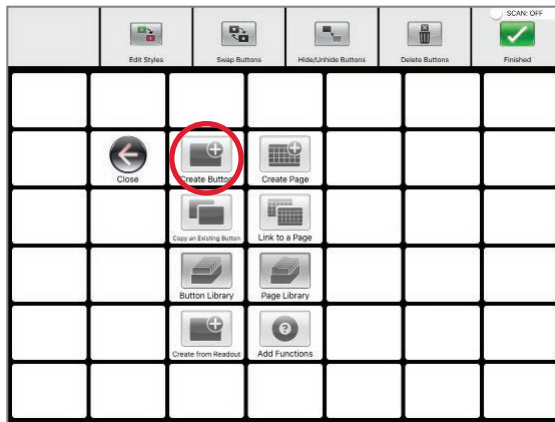
The following section give instructions on how to do each of these.  
After that, we'll show you how to edit *existing* pages and buttons.



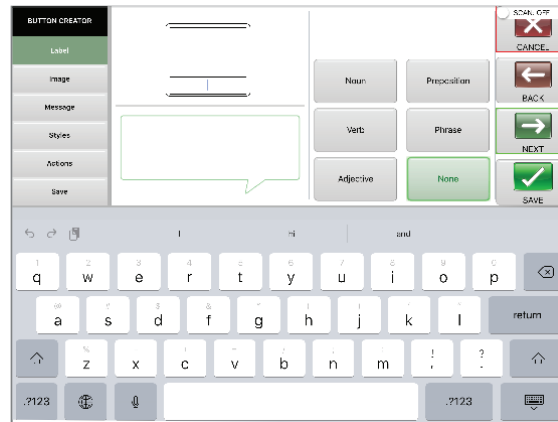
# Creating Brand New Buttons

When you see the edit options, follow these easy steps to start making Talk Suite your own!

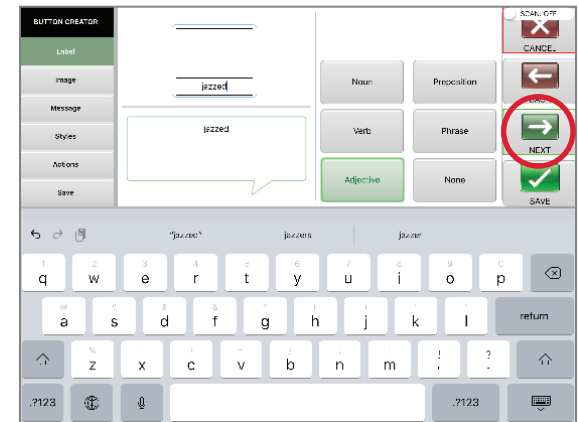
Touch the icon that says “Create Button.”



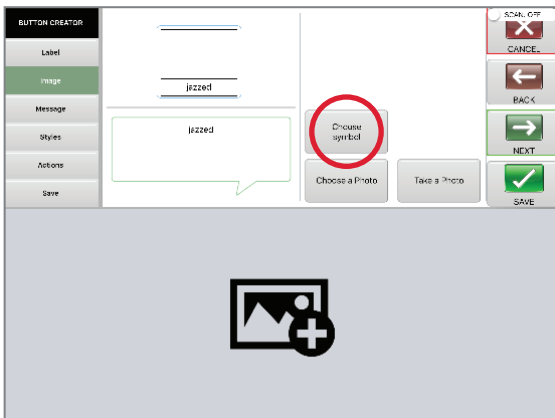
You'll see our “Real Time Edit Interface”



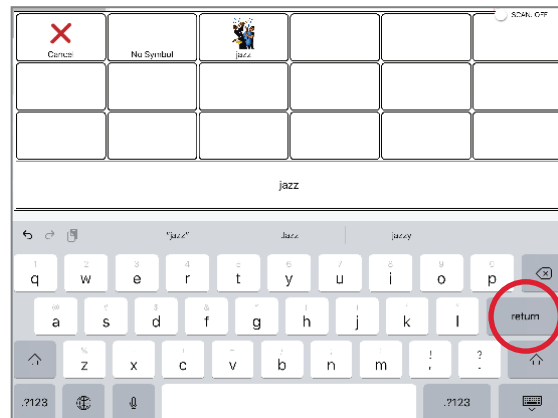
Type in the title of your button. Hit Next.



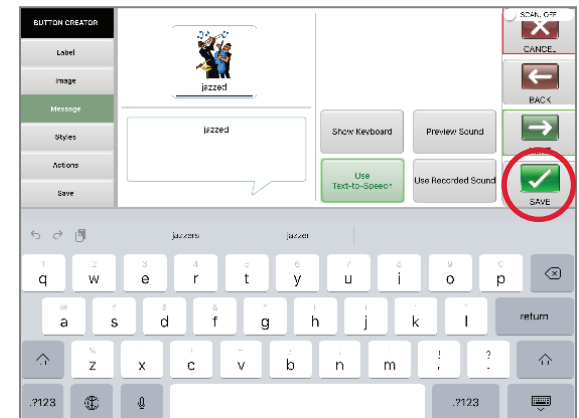
Choose Symbol or Photo or Take Photo



For symbols, just type in and search



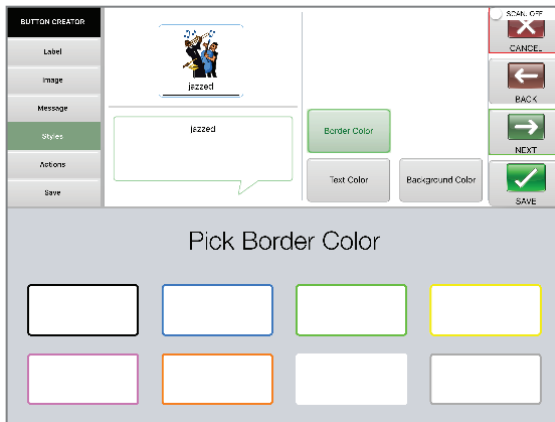
If you're not adding a phrase. Hit Save.



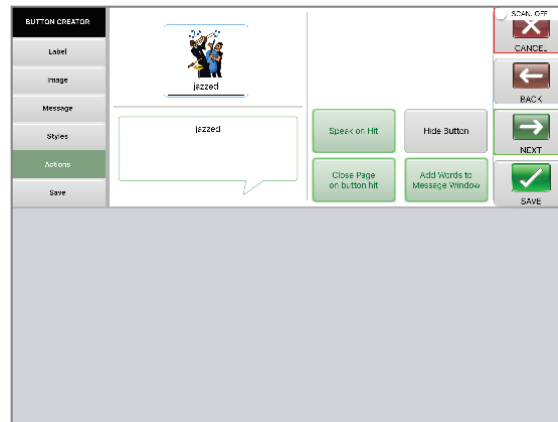
# Creating a new button (2)

Keep going. Let's make a few more choices!

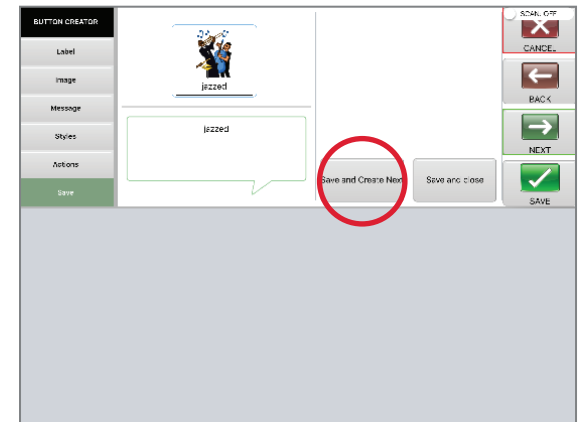
Add color to border, text or background.



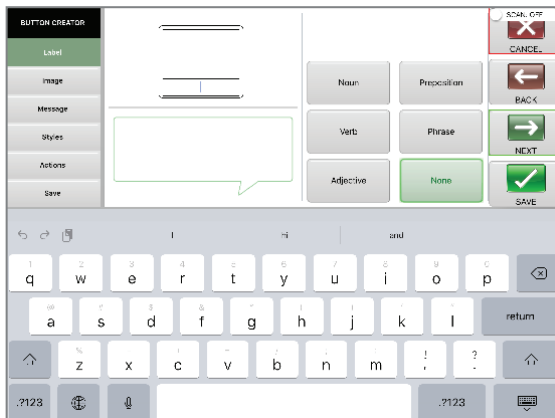
Choose to change typical button actions



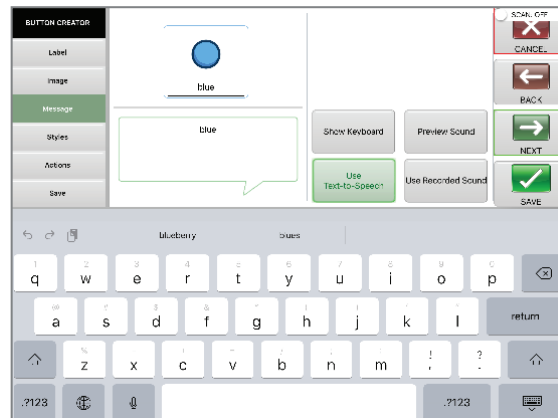
To do more, Hit Save and Next



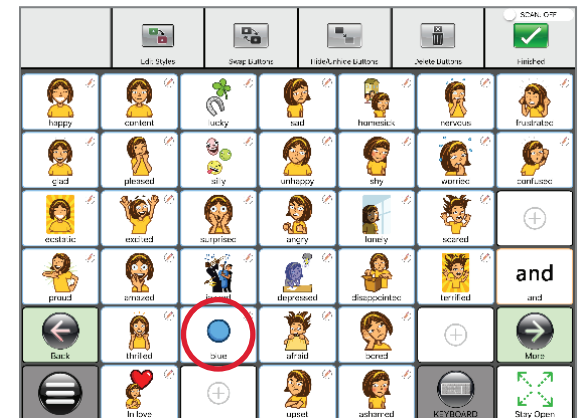
Once again, you'll see the Edit Interface



Again, type in a label.

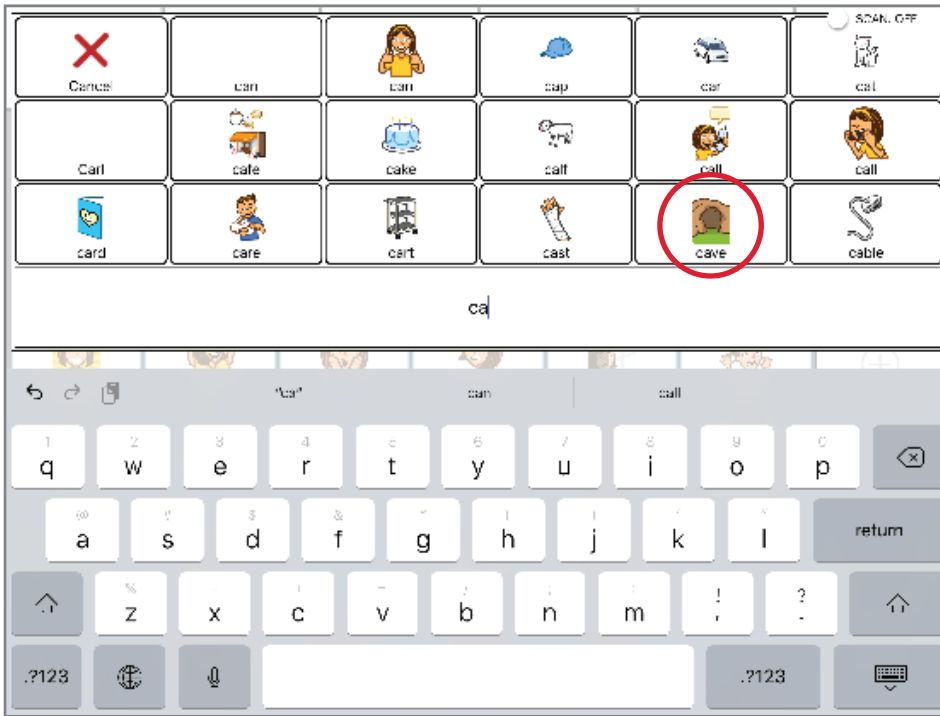
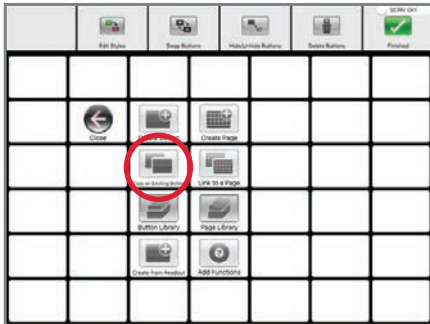


Go thru. Hit Save & Close. There you go!



# Copy an Existing Button

When in Core Columns, just tap Copy Existing Button, search for a word, and copy it over!

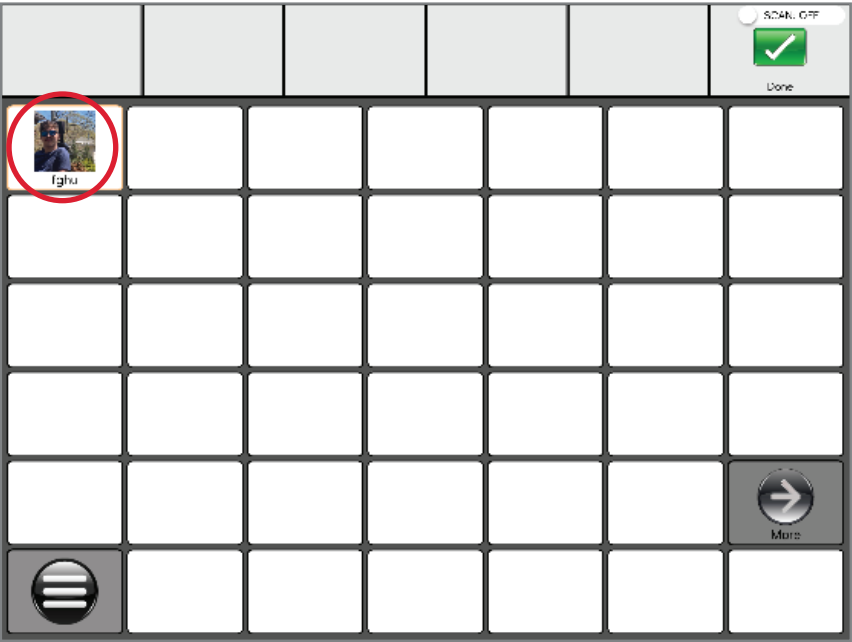
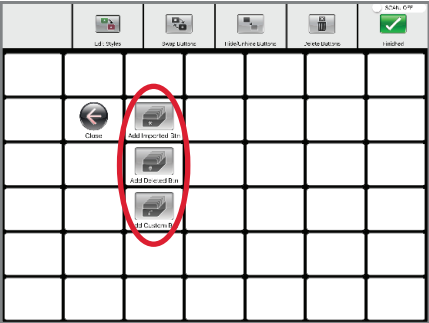




# Add from Button Libraries

Import buttons you’ve already created, you’ve deleted, or you’ve imported from other folks.

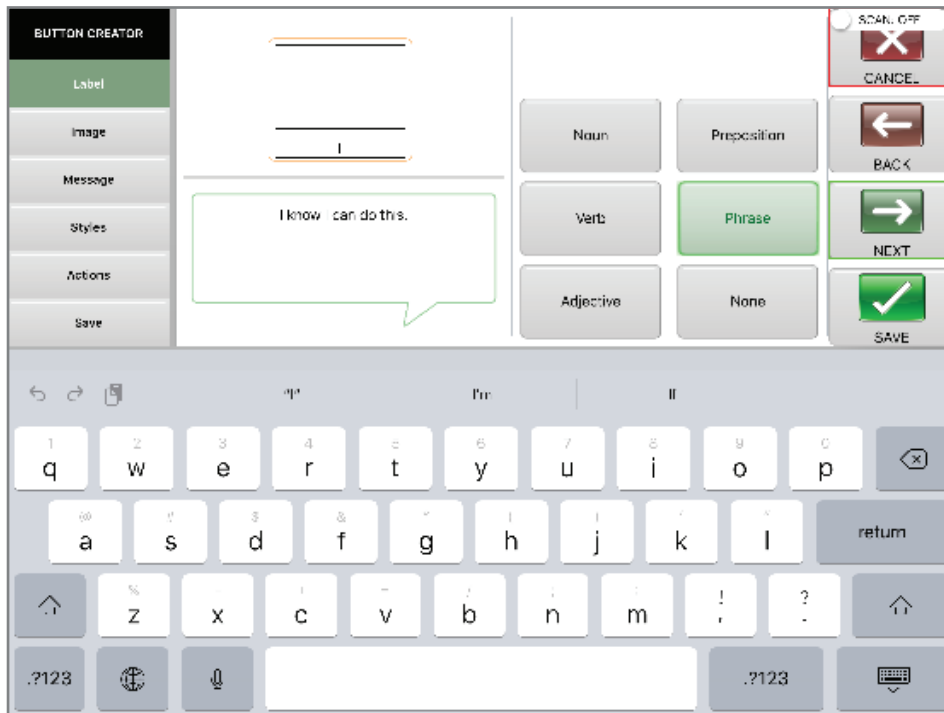
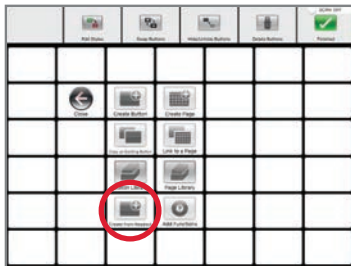
Simply go to the button libraries (It’s on the last screen in Settings.) Then select the Button Library you want: **Imported Buttons** (buttons someone sent you.) **Deleted Buttons** (one’s you deleted but want back), or **Custom Buttons** (ones you’ve created on your own).” After you choose a specific library, you’ll be able to scroll through all the available buttons.



# Create a button from the Readout

Just said something that's important enough to always have on hand  
Here's a simple way to add it to Talk Suite.

Make sure the words you want are in the readout. Then navigate to the page where you want to add the phrase. Go into edit.  
Hit the Create from Readout button. The words will appear in the phrase. Then just create a label and image that go with it.



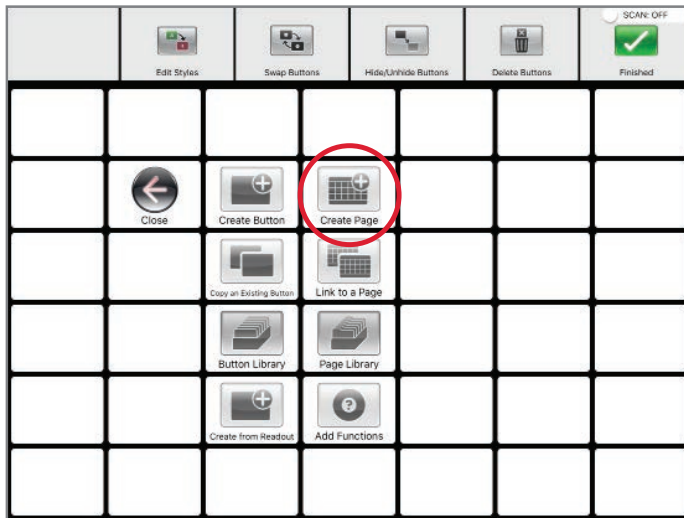
# Wow. Look at all you've already done!

Creating content is just that simple. And you never have to leave the page you're on. Try creating some buttons today! The more you do, the better and more enjoyable it gets!



Next, let's look at **creating pages!**

# Creating a Brand New Page



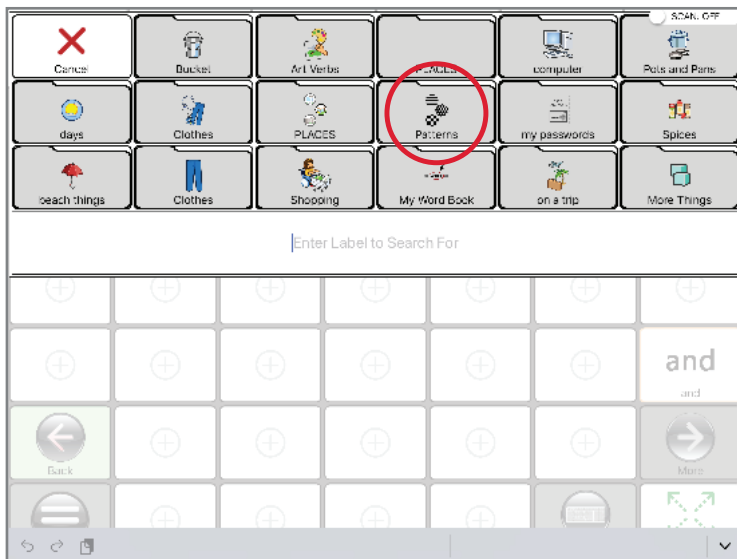
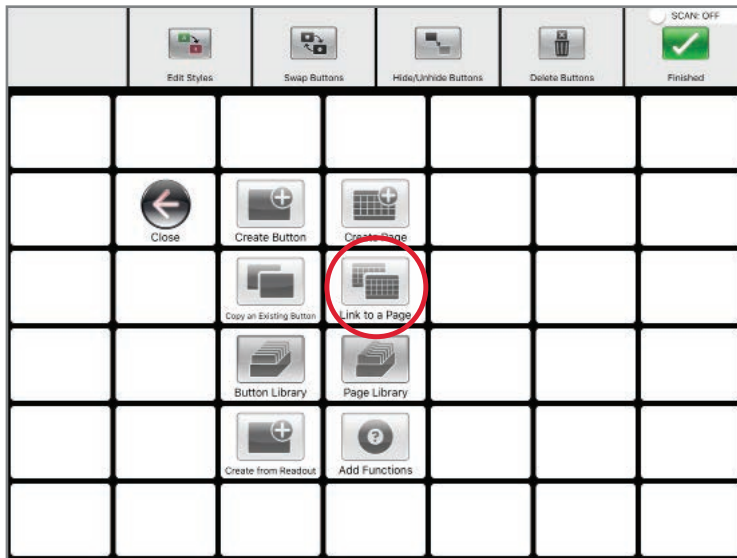
1. Creating a New Page is just like creating a New Button.
2. Do the same steps: create a Label, Image, and Message (if you want one)
3. Once you're done, you'll have an entire new page (also called a folder)
4. Then you can go into the folder to create its contents!



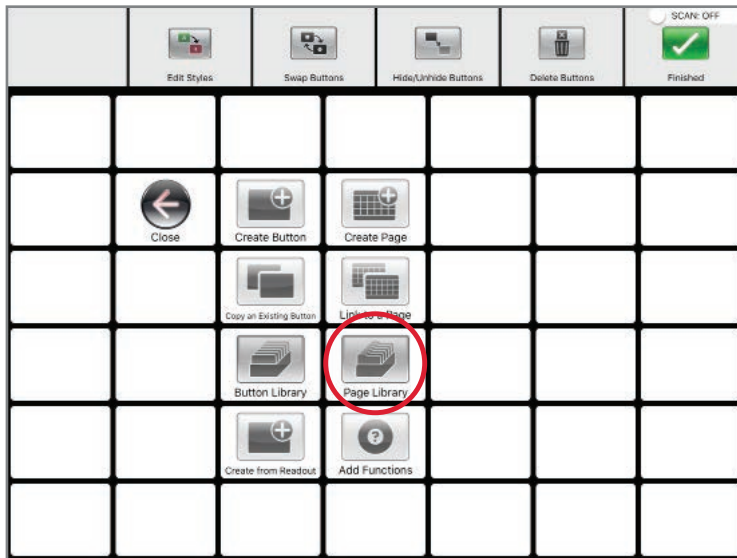
PRO TIP: After you've created a folder, you don't need to leave the Edit Interface to start creating its contents. Just do a long hold on the folder you've created and you'll be taken into it - where you can then immediately start to create its contents.

# Copying an Existing Page to a New Location

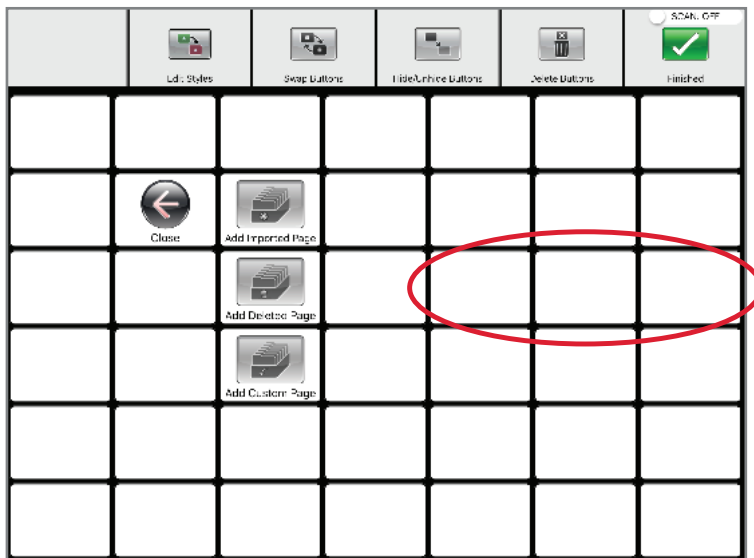
1. Tap "Link to a Page"
2. You'll see a screen that let's you search through the current pages.
3. If the page is there, you'll find it listed!
4. Tap the folder you want. It will be copied to the button you'd chosen.



# Adding a Page from the Page Libraries

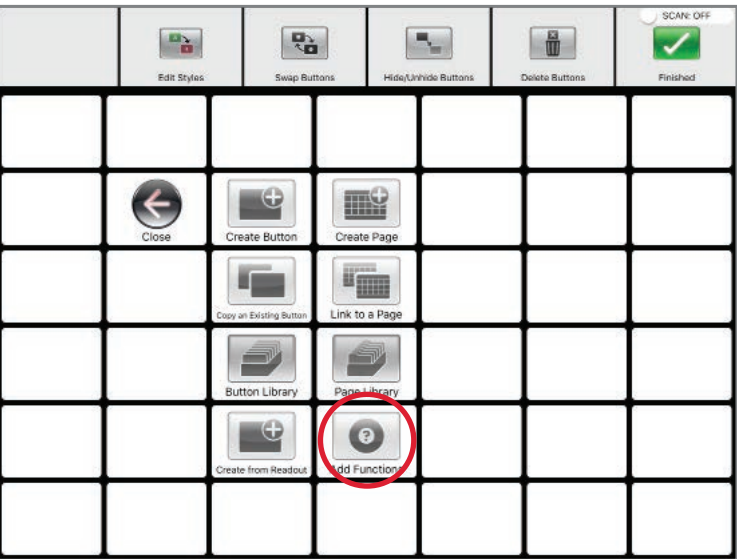


1. After you go into edit, hit Page Library
2. You'll be taken to a page where you can choose from the libraries
  - **Imported Pages** (pages someone sent you.)
  - **Deleted Pages** (pages you deleted but want back)
  - **Custom Pages** (pages you've created on your own)."
3. After you choose a specific library, scroll through all the available pages.
4. Simply touch the Page you want to copy.
5. It will appear in the spot you'd chosen.



# Add a Communication Function to the Page

You can really enhance pages by adding other functionality for easy access.



You can add many of our higher end functions to most of the pages in Talk Suite.

However, we don't think you should do it that often.

Too much copying and linking of pages can turn the thoughtful organization of our communication approach into "word spaghetti: that's a situation where everything leads everywhere.

That being said, now and then, you might want add easy access to a keyboard, to get to Quick Chat, maybe, Punctuation Marks, or whatever.

Here's where you can add them!





# EDITING EXISTING PAGE LAYOUTS

# Editing the Page Layout

Fully personalize pages by swapping, hiding, or deleting buttons.

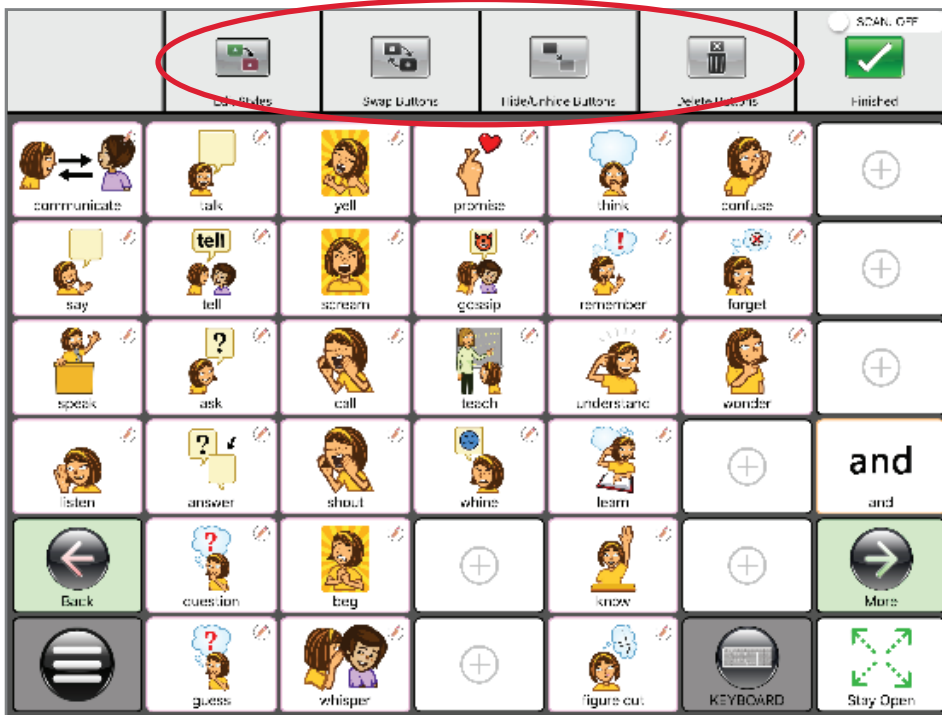
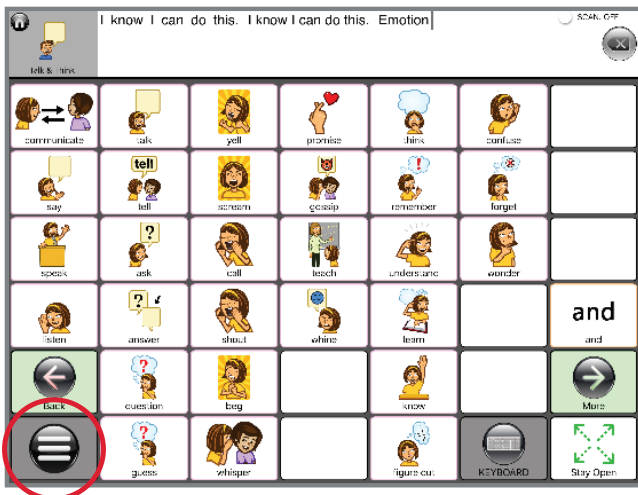
To edit the contents of a Page:

1. Go to the page you want to edit.
2. Hit the Talk Suite Home Button
3. Select Edit from the Talk Suite Home
4. You'll see the Page Edit Bar appear at the top of the page.

Use the Page Edit Bar to do any of the following

- Edit the colors of one or multiple buttons
- Swap the location of buttons
- Hide or unhide buttons
- Delete Buttons

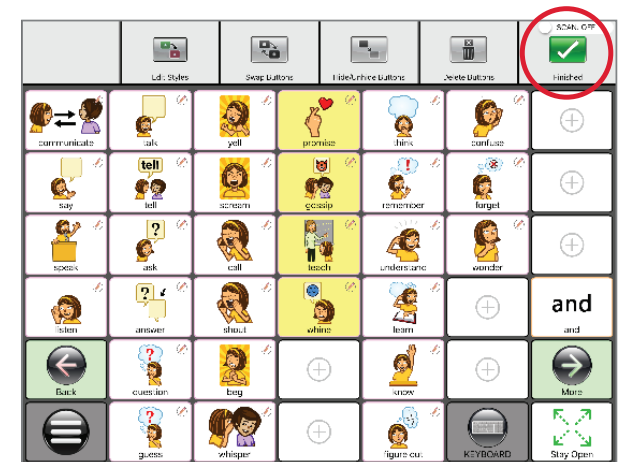
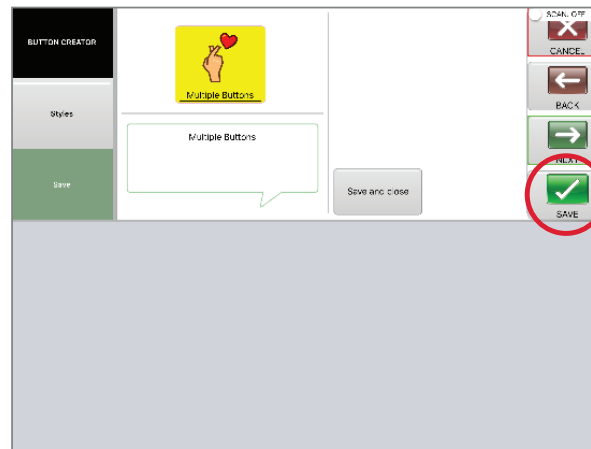
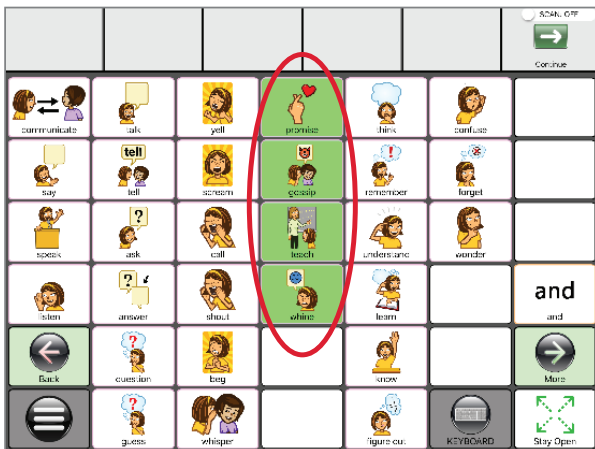
In the next pages, we show you how to do each of these.



# Edit Styles

Call attention to certain parts of the page by changing a row of buttons. Or whatever you like!

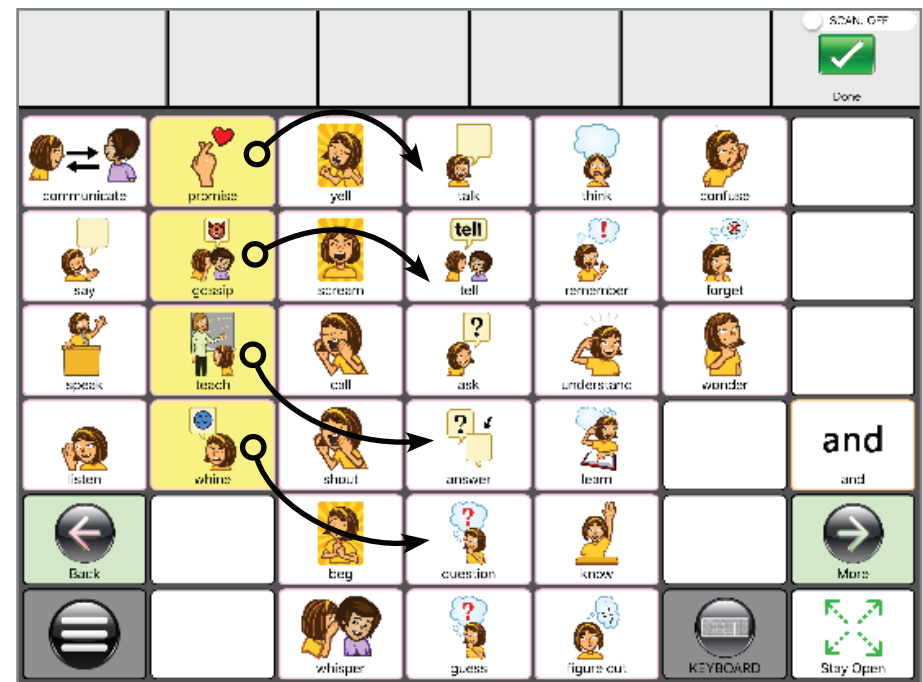
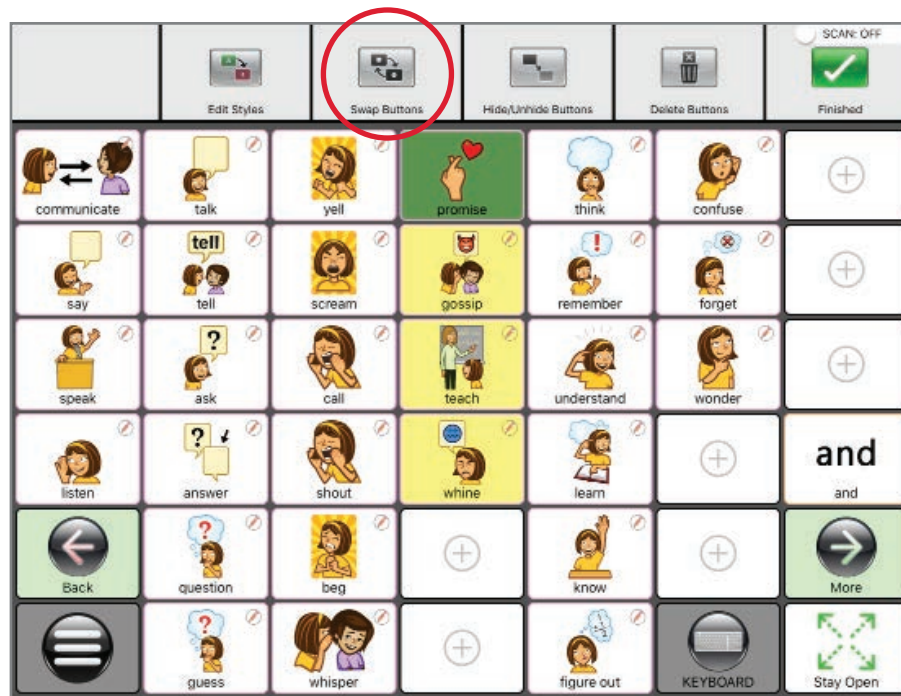
1. After you hit **Edit Styles**, select all the buttons you want to edit in the same way.
2. Hit **Continue**.
3. Use the same interface you use when creating buttons.
4. Simply select the areas you want to change in these buttons and make those changes!
5. Hit **Save and Close** in that Edit Interface.
6. Then hit **Finished** in the Page Edit Bar.



# Swap Buttons

Move your favorite items to places that are most prominent or easiest to touch.

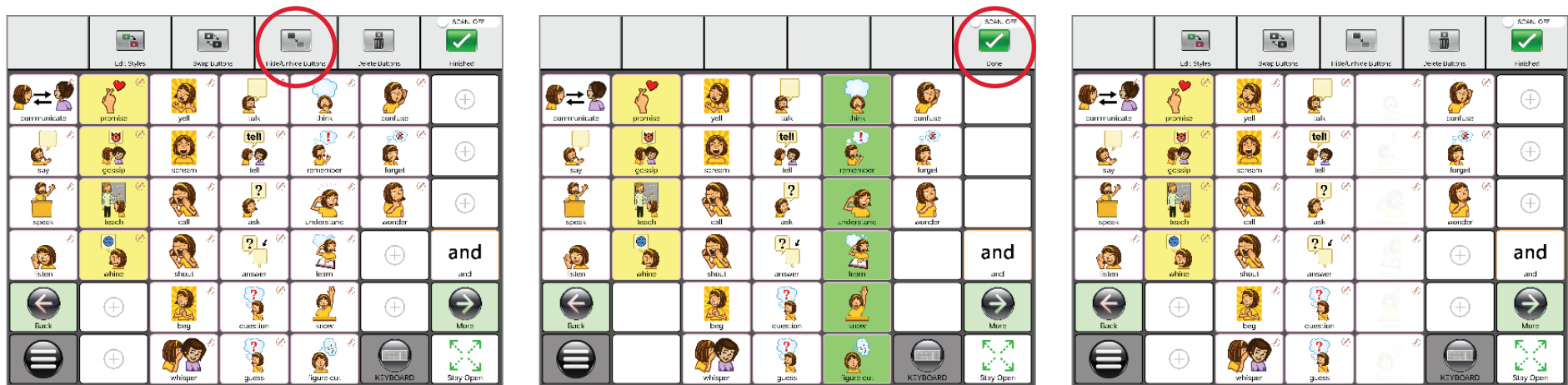
1. Hit the **Swap Buttons** symbol and you'll go back to the page you're on.
2. Just hit any button. It will turn green to show its active.
3. Then hit the button you want to swap with. The swap will happen immediately
4. Choose as many swaps as you want. (Here, we've done it four times.)
5. When you're finished swapping on the page, hit **Done** in the upper right hand corner.
6. Hit **Finished**.



# Hide/Unhide Buttons

To make pages simpler for individuals, you can hide as many buttons as you want.

1. From the Edit Menu, touch the **Hide Buttons** symbol.
2. Then select all the buttons you want to hide.
3. When you're finished selecting the buttons you want to hide, hit **Done** in the upper right hand corner.
4. All the buttons you selected will be gone.

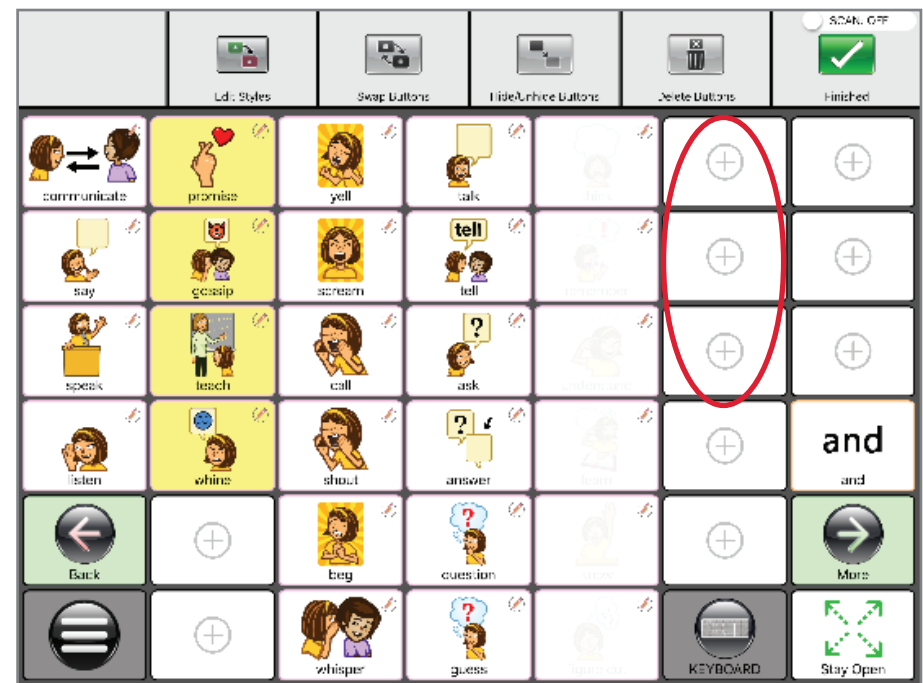
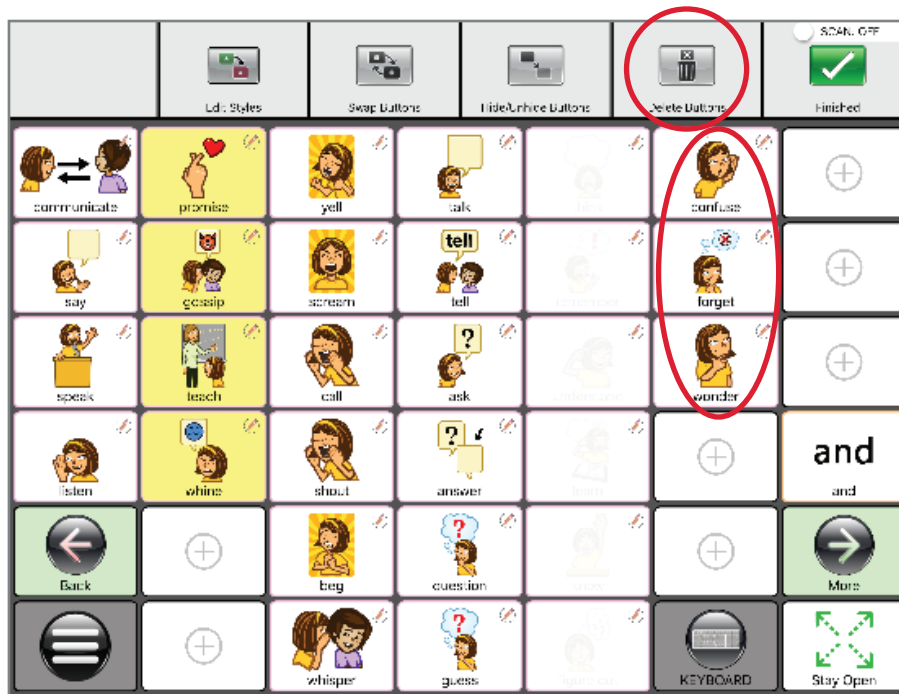


PRO TIP: When you hide a button, Talk Suite hides it... almost! We leave a faint outline, so a teacher can see that it's still there. You can easily fully hide buttons instead. Just go to **SETTINGS > GLOBAL BUTTON STYLES > HIDDEN BUTTON OPACITY**.

# Delete Buttons

If you know you no longer want a button, you can delete it.

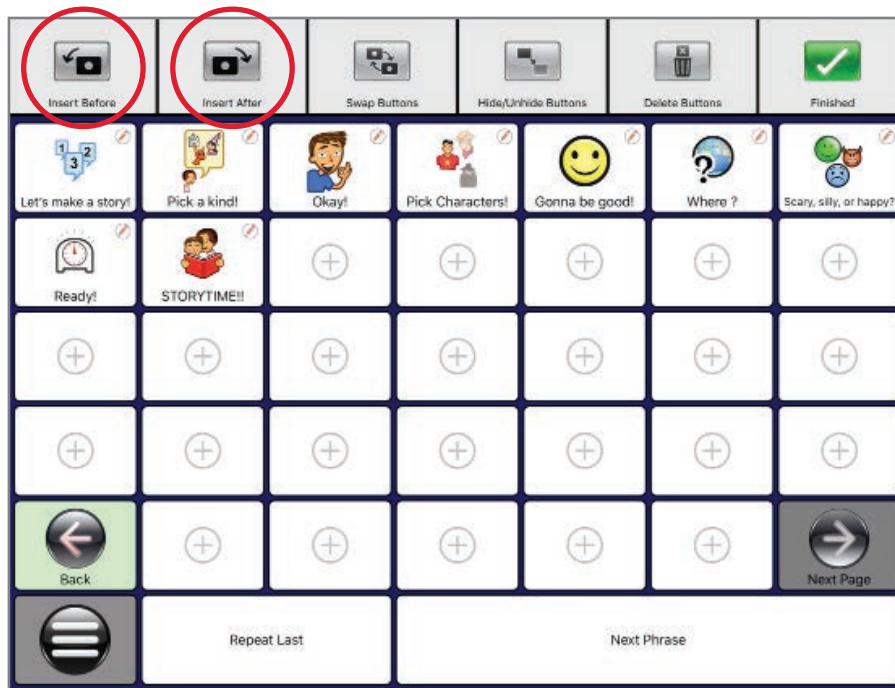
1. From The Edit Bar, hit **Delete Buttons**. Then select all the buttons you want to delete.
2. When you're finished selecting a group of buttons, hit **Done** in the upper right hand corner.
3. Be sure you want to delete these buttons. But... you can always find them in the Deleted Buttons Library.



# EDITING IN OTHER MODES



# Editing a Story: Insert Before or Insert After

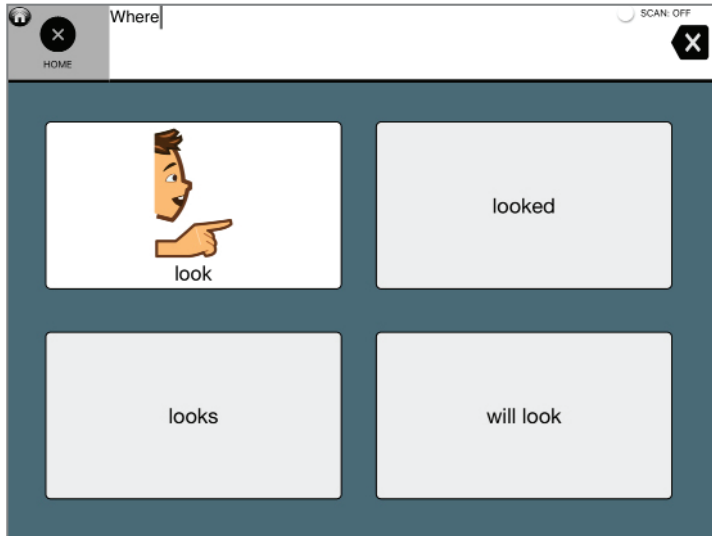


In Stories, as in any storytelling, as you evolve your story, you might want to add a new idea into the middle of the story.

1. Simply touch Insert Before or Insert After
2. Then just create your button like always.

# Conjugation : Simple and Advanced

## Simple Level



You can choose different levels of literacy support as you change the tense of verbs, change a noun to its plural or possessive, and change an adjective into a comparative or superlative

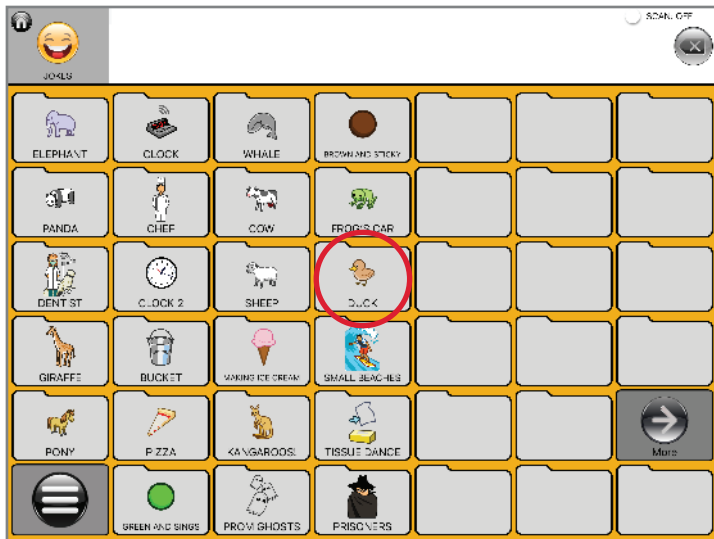
1. You can access Conjugation simply by doing a “long hold” on a word. Touch the button and keep it pressed until the conjugation window comes up.
2. If you can’t hold a button down, you can do conjugation differently.
  - a. Before choosing a word, first tap the Talk Suite Button.
  - b. Then tap conjugation. You’ll go back to your word page.
  - c. The next button you touch there will bring up conjugation page.
  - d. Choose which Level you want in Settings > Literacy > Conjugation

## Advanced Level



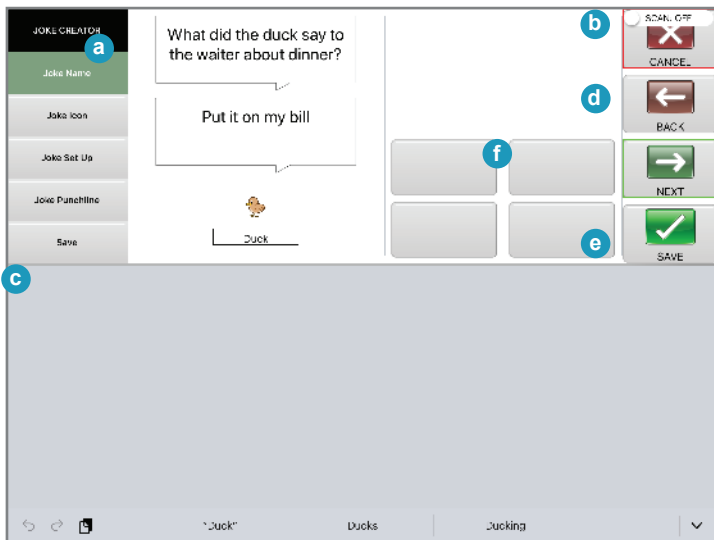
PRO TIP: Try using the advanced mode. See how powerful it can be to start with a word at the heart of your idea. And then use all the supplementary words.

# Editing a Joke

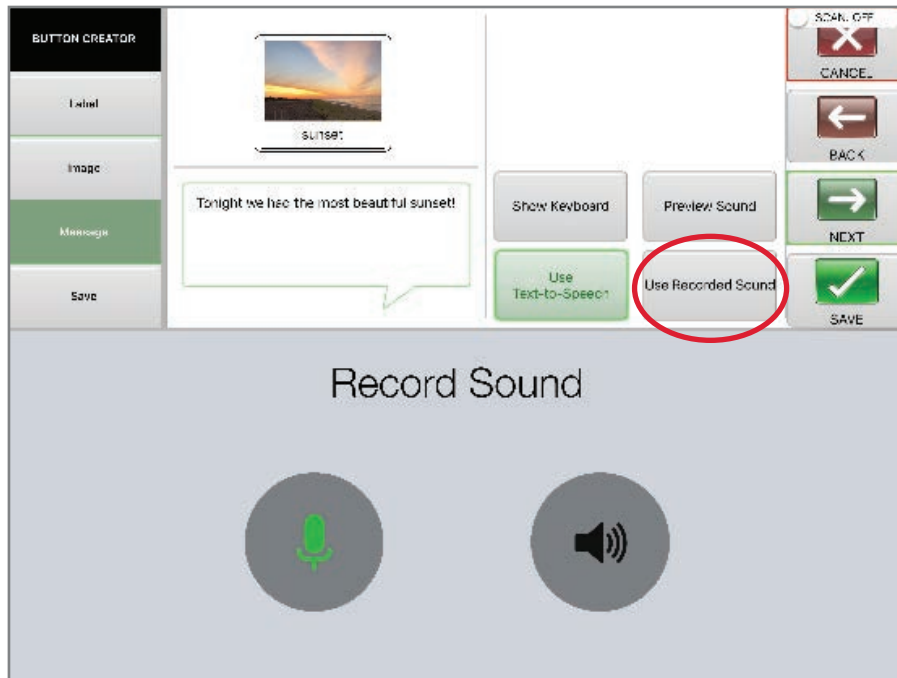


Joke Editing brings your set-up and punchline into a single screen. Get ready for maximum hilarity!

1. Go to the Jokes Home Page
2. Hit the Talk Suite Button
3. Select Edit
4. You'll see the unique Joke Interface pictured below.
5. Choose to edit Set Up, Punchline, Joke Title and/or the Joke Symbol
6. When you're done, simply hit Save.
7. You can edit multiple Jokes.
8. When you're done, hit Finished.



# Adding a Recorded Voice to a Message



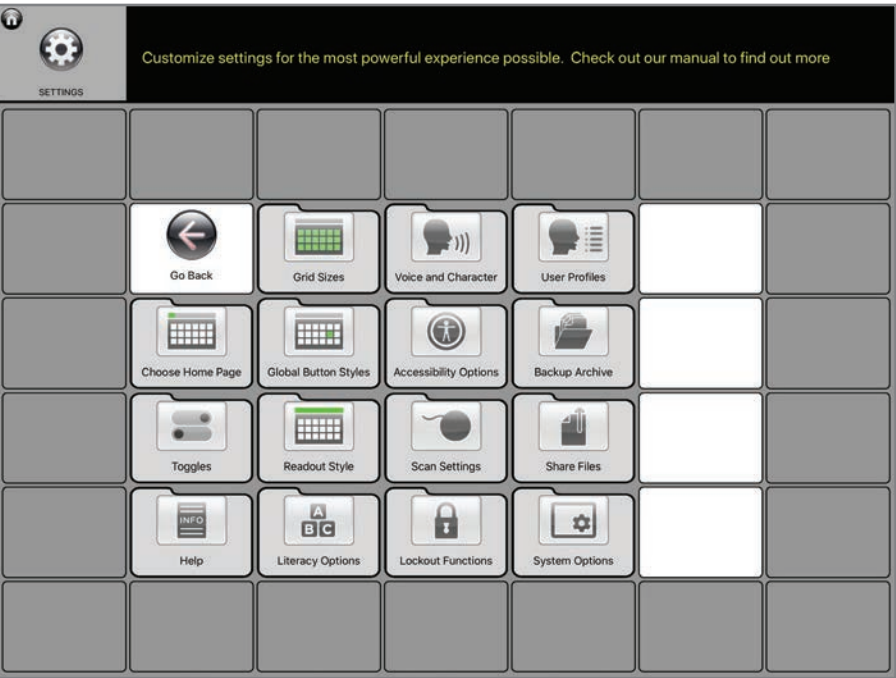
Add extra personality or variety to pages with a recorded voice.

When creating any type of button, you have the option to use a recorded voice instead of the synthesized voice.

1. While editing, when you get to the message screen, select Use Record Sound,
2. When you know what you want to say, hit the Microphone button and start talking immediately.
3. When you're done, hit the Red Stop icon which comes up once you hit the Green Microphone button
4. Preview what you said by hitting the Speaker Button.
5. You can re-record if you want to.
6. When you're happy with the recording, hit Next and continue creating the full button.

# SETTINGS AND FUNCTIONS

# Overview of Settings



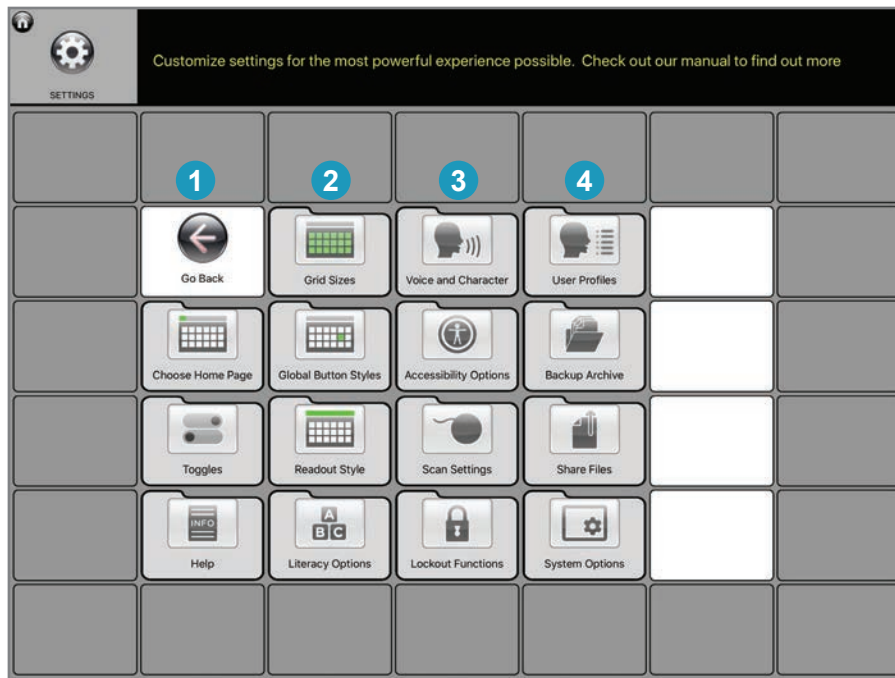
Settings are one of the most important areas to explore – as they allow you to really customize Talk Suite for your needs.

You might actually want to take a look over all these settings.

Envision how much power they give you. And notice how thoughtful they are. How they lead you to a customized user profile that will really work for you.

PRO TIP: SLPs and professionals know how much you can do with Settings. But they also know you can get too much of a good thing. Avoid tinkering too much and too often. Give settings a time to take hold and give a person time to see how they can work for them! Sometimes a good solution today is better than a great solution that happens... never.

# Overall Settings Page



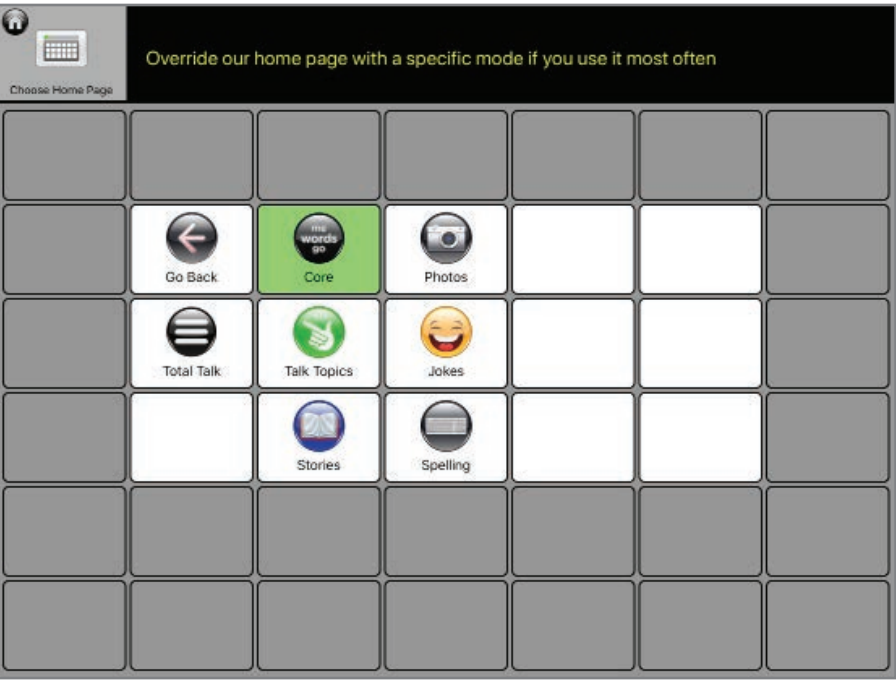
Settings are broken into four groups. As always, we have them in a column structure.

1. **Column One** – Main Communication Set Up: Your Main Home Page, Key Choices, and Help Links
2. **Column Two** –Main Appearance Choices: Choose your Grid Size, Button Style (ie.: Symbols or not, size of text) Readout style (with or without symbols, size of text, etc.) and Literacy Options
3. **Column Three** – Personalization: Choose your Persona and Voice, Basic Accessibility Options, Scanning Options (if Needed) and Lock-out Functions (if you want to limit an individual's ability to change settings, use social media, etc.
4. **Column Four** – Managing Data and the Profiles: Manage User Profiles (for SLPs or Teachers who want to share pages or use one version of Talk Suite with different students. only available in Pro Version) Manage Back-Ups, Share files (back-ups or pages or buttons), and basic System Options including Version Number.

PRO TIP: Talk Suite Pro offers powerful multi-user options as well as lock-outs and school sets. The Consumer version is designed for one individual user.



# Choose Home Page



Prioritize your favorite way to talk.

Do you often like to choose different Communication Modes?

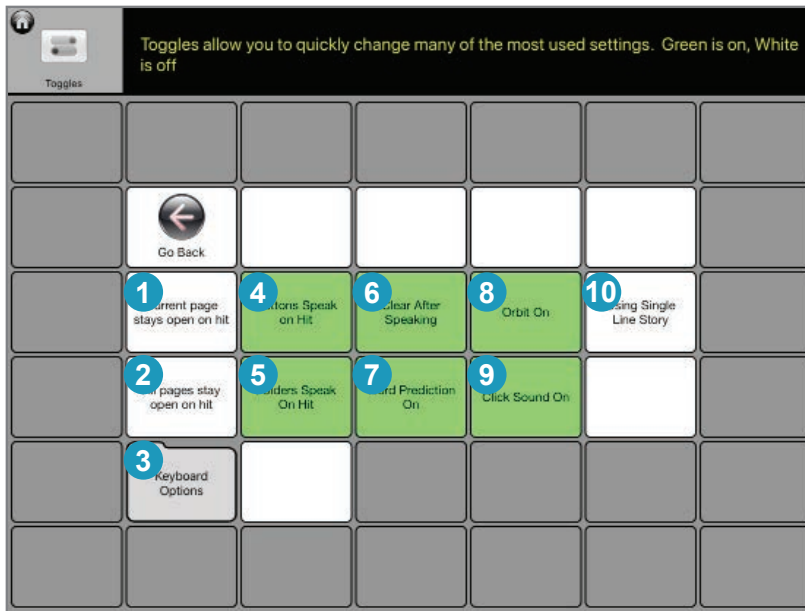
DO you usually talk with Core? Tell Jokes? Use Talk Topics?

Whatever it is, here you can make that your top choice!

This setting lets the individual choose their “HOME” page. That’s the one you go to when you hit the button in the upper-left corner of any page in Talk Suite.

We’ve set the default as the main Talk Suite page with all your Communication Mode choices. That reminds people of all the different options in Talk Suite. And reminds you that it’s powerful indeed to match up the opportunity with the approach.

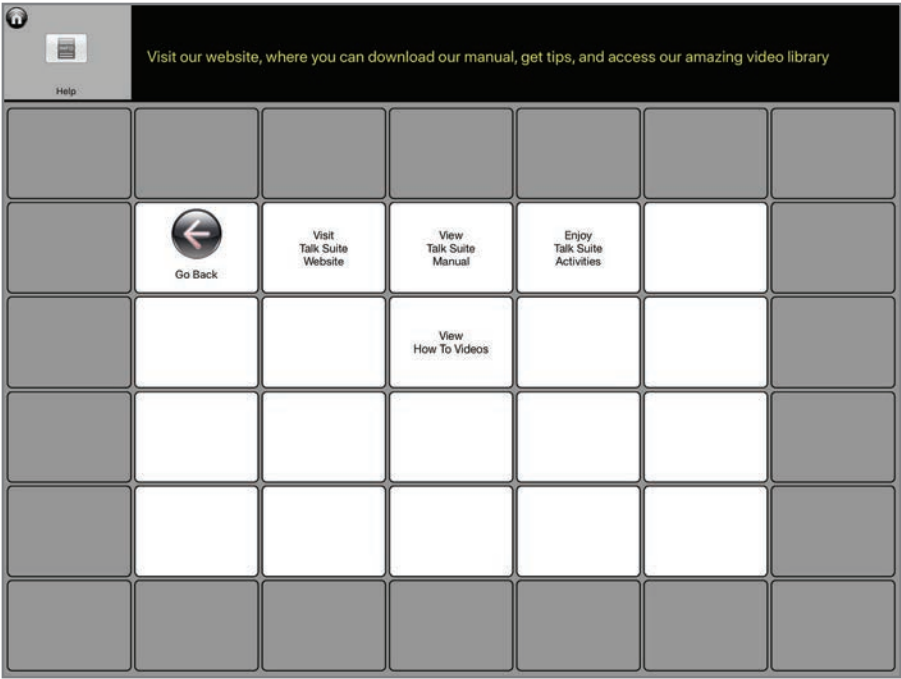
# Toggles



Here are some of the key things you'll want to choose as you gain literacy. You may want to even evolve these choices now and then. They're so important, we've given them their own area.

1. **Current Page Stay Open on Hit** If you're on a page and want to change its behavior (close on hit or stay open on a hit, here's where you can quickly do it. Just go to that page, and then click on or off.
2. **All pages stay open on hit.** This changes all the pages on Talk Suite so that they all stay open. It helps a person really think through their choices.
3. **Keyboard Options** Choose the best keyboard for your needs!
4. **Buttons Speak on Hit** Want your buttons to speak on hit? Make this green. Don't want this? Tap again until it's off
5. **Folders Speak on Hit** Want a folder to speak when you hit it? Make this green. Don't want this? Tap again until it's off
6. **Clear after Speaking** Want the Readout to clear after you speak? Make this green. Don't want this? Tap again until it's off
7. **Word Prediction On** Want word prediction on when you're spelling? Make this green. Don't want this? Tap again until it's off
8. **Orbit On** Want people to be able to use Orbit to support people whose use Talk Suite? Make this green. Don't want this? Tap again until it's off
9. **Click Sound on** Want buttons to make a click sound when you hit them? Make this green. Don't want this? Tap again until it's off
10. **Use Single Line Story** Single Line Story Lets you do Stories more easily. Wherever you hit on the screen, you'll say the next phrase. Great for those times when a person might be extra tense. Want to make this happen? Make the button green. Don't want this? Tap again until it's off

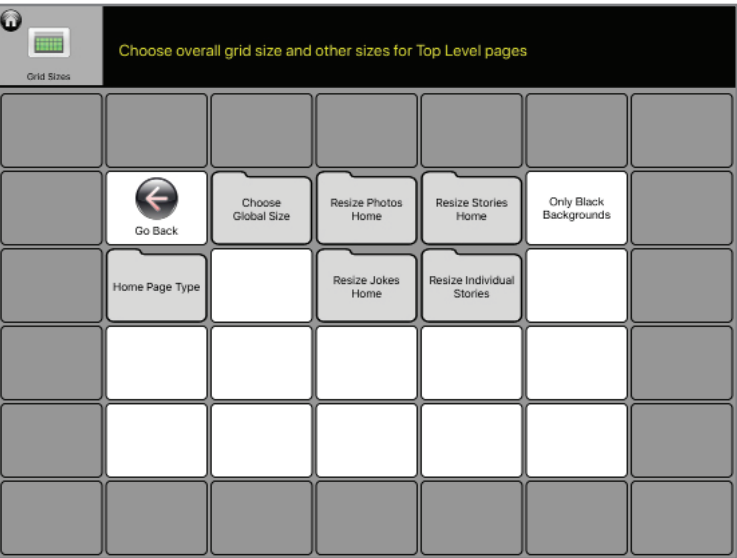
# Help



Takes you on-line to our powerful support materials.

- 1. **Visit Talk Suite site** Takes you right to our home page to explore our many powerful support materials and videos.
- 2. **View Talk Suite Manual** Go to the site where you can download our manual.
- 3. **View How To Videos** See our library of videos which take you through how to do many of Talk Suite's functions in real time!
- 4. **Enjoy Talk Suite Activities** Talk Suite isn't just an app - it's a communication environment. Here you can find many of the activities that support growing an individual's communication capability.

# Grid Sizes



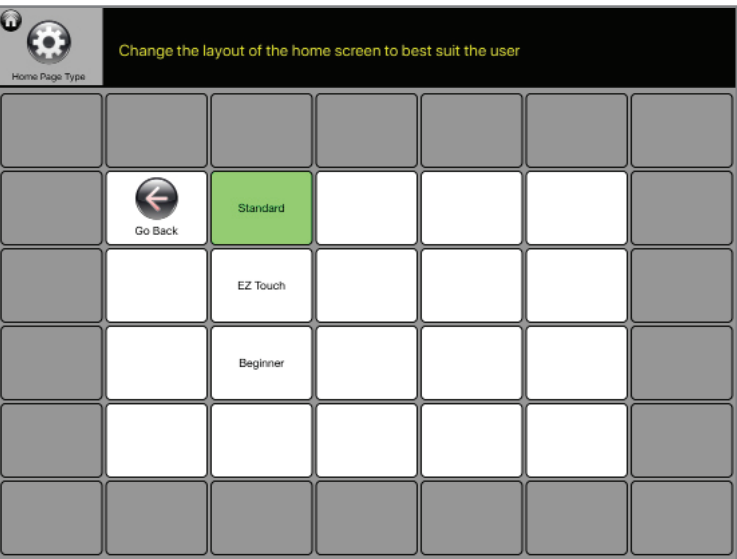
Choose the best grid size for you.

Our Main Grid can be 10x7 (70 button), 7x6 (42 button) or 6x4 (24 button).

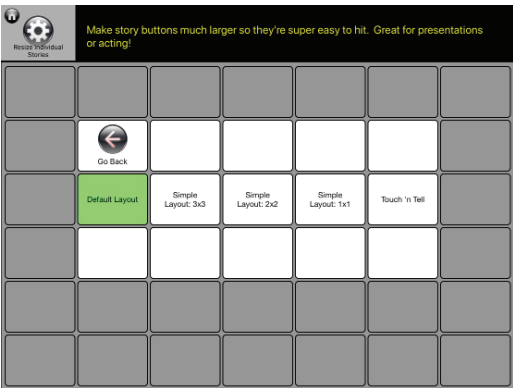
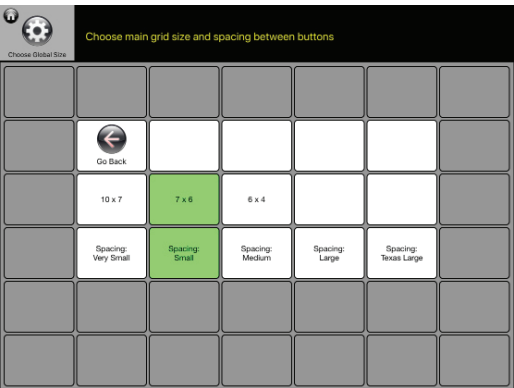
Our three sizes are chosen for optimal levels of physical and cognitive access and to allow all of us to stay within an environment that will seem familiar not only to individuals, but to teachers and professionals. We think you'll love these three choices!

You can also customize the grid by increasing or lessening the space between the buttons. You can add larger borders, etc. What's important is that all those changes maintain the app's overall organization.

This is particularly important for SLPs and professionals who deal with so many different individuals.

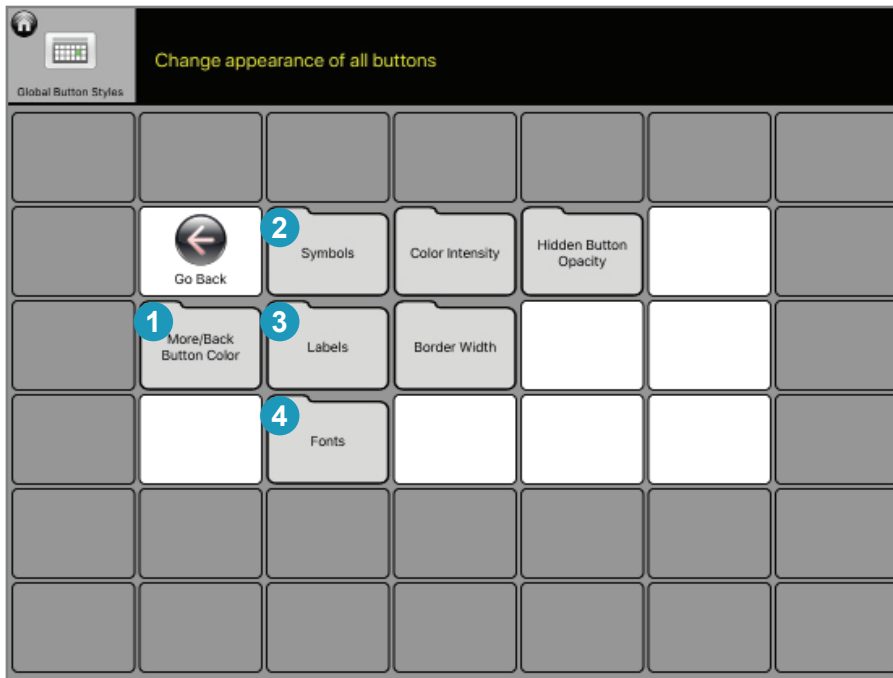


Lastly, because you might want some modes with different sizes on their top levels, where you spend less time you have the ability to change the grid sizes of those specific pages.



PRO TIP: Talk Suite features a thoughtful and deeply disciplined organization structure called Core Columns, which brings together Motor Memory and Cognitive Consistency. Too many grid sizes makes that sort of structure much more difficult. So we've created three optimized Grid Size Choices.. We think you'll agree: it's the perfect proof that "less is more!"

# Global Button Styles



Button Styles allow for two things. 1) Choices that fits your fancy, and 2) Choices that support different levels of literacy, cognitive ability, visual acuity, etc.

## 1. More/Back Button Color

- For this important navigation button, choose the color that works best for you.

## 2. Symbol Options

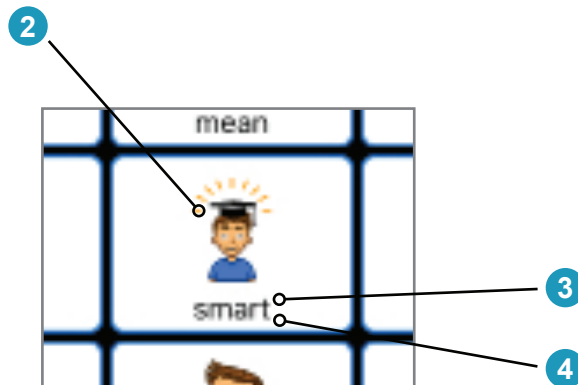
- Choose the size of your symbols in your Buttons
- For advanced users, maybe you don't even want symbols!
- Choose to get rid of symbols in stories, as it's too much work to find the right ones
- Or, choose symbols only for your jokes.

## 3. Label Options

- Choose to put labels above or below your symbols.

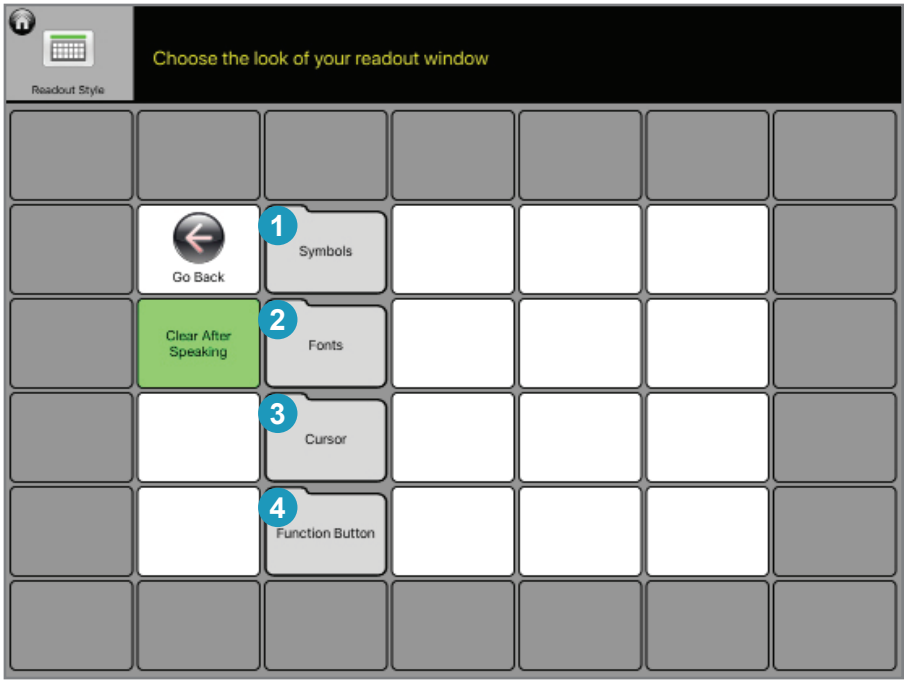
## 4. Font Options

- Choose the size of your font
- Choose the specific font you want.
- We like Helvetica Neue as it's readable and elegant. But you decide your favorite!





# Readout Styles



Choose the look of your readout

## 1. Symbol Options

- a. Choose the size of symbols in the readout: large, medium, small, or none at all.

## 2. Font Options

- a. Choose the size of the font – and the font itself.
- b. We like Helvetica Neue. It's elegant and readable. But maybe you like something different. Go for it!

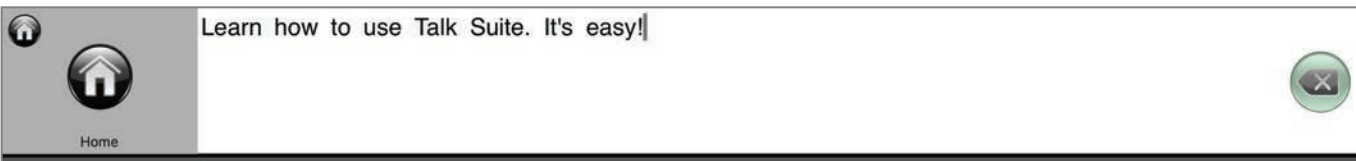
## 3. Cursor options

- a. The cursor is an important part of Talk Suite. It allows you to edit! And not many apps or products do that. Here you can choose the color and width of the cursor.... So, it can be just the way you like it!

## 4. Functions

- a. Choose what to have in the Readout. A Delete Icon or a Clear Icon
- b. Whichever you choose, you can always do the other on the HOME page.

### Readout without Symbols.

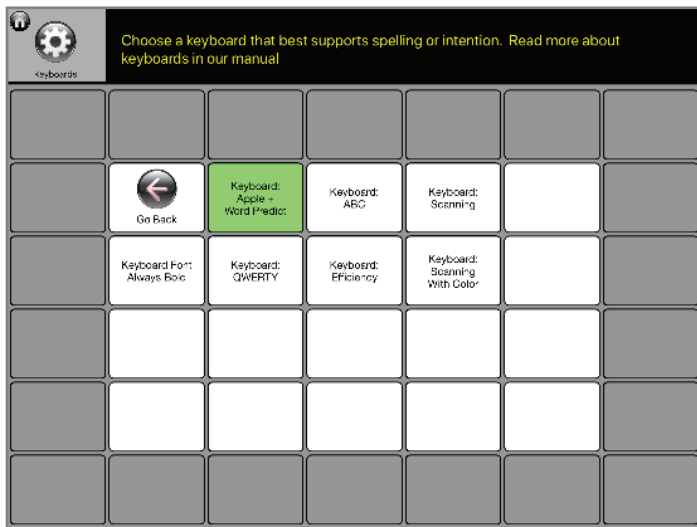
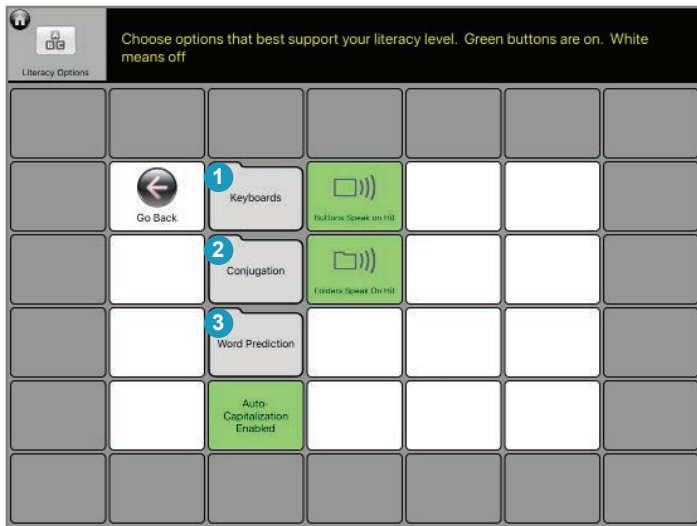


### Readout with Symbols.





# Literacy Options



Customizing Talk Suite to work for individuals with different abilities is a critical part of Settings

Here you can find the best way to support, emergent or advanced communicators. The features described below are so important, we give the first three their own pages.

## 1. Keyboard Options

- You can also find this in Toggles. Choose the best keyboard for an individual's needs

## 2. Word Prediction Options

- Choose the number of rows of words that get predicted. You can show 6, 12, or 18 words
- Choose to have symbols included or not in word prediction
- Choose to have your words sorted by frequency or alphabetically. Both have their strengths.

## 3. Conjugation Options

- Choose the best way to support advanced literacy
  - Advanced conjugation shows not only different word declensions, but also gives you supports to build sentences quickly
  - Simple conjugation gives you just the basic choices
  - Or turn conjugation off
- You can conjugate words by a "long hold" if a person can do that.... Or by using the conjugation button on the Home Screen

## 4. Buttons Speak on hit

- You can also find this in toggle. Choose to speak buttons on hit, or to have them remain silent until you speak your sentence.

## 5. Folders Speak on hit

- You can also find this in toggle. Choose to speak folders on hit, or to have them remain silent until you speak your sentence.

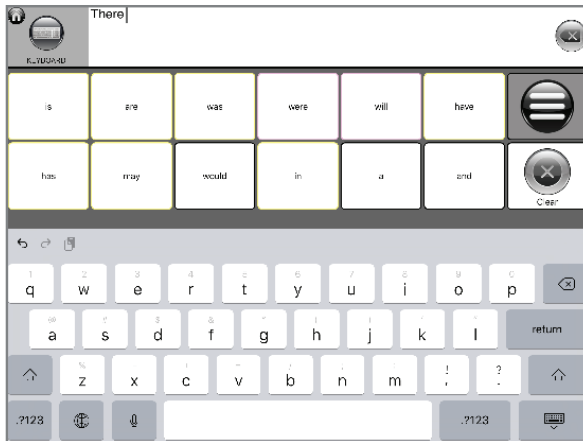
## 6. Auto Capitalization

- Using AAC is hard. Make it a bit easier with auto CAPS.

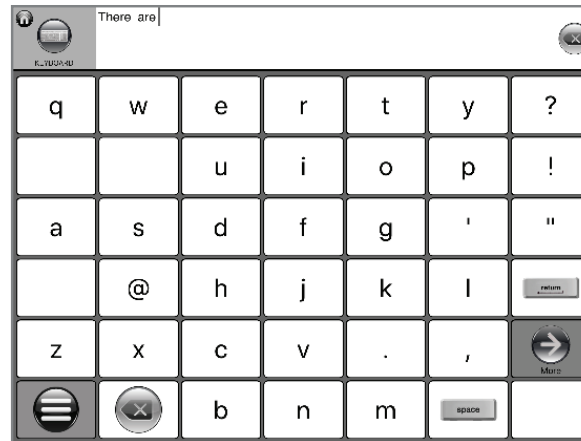
## 7. Buttons Speak on hit

# 1. Keyboard Options

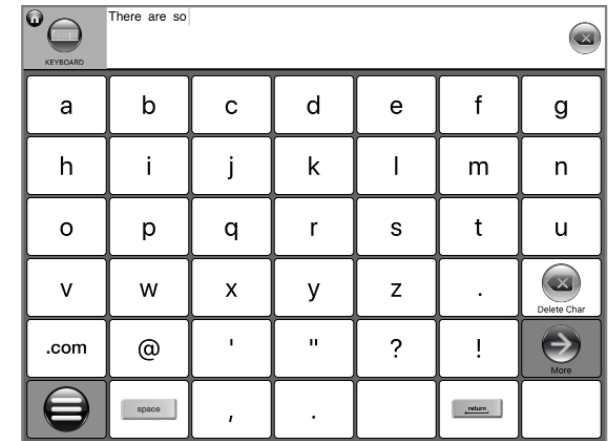
You can also find Keyboards in Toggles. Choose the best keyboard for an individual's needs.



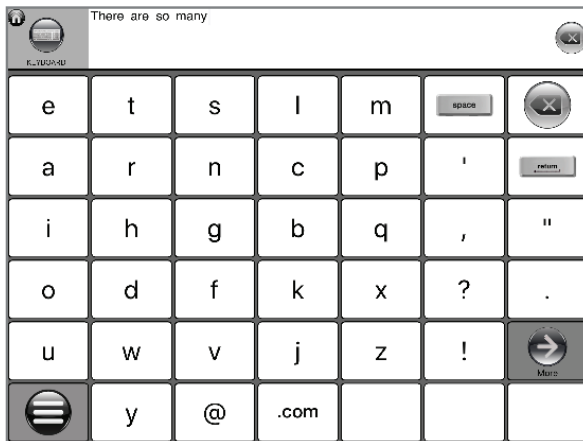
**Apple Keyboard** - Any keyboard that you can get in iOS. Works with our word prediction



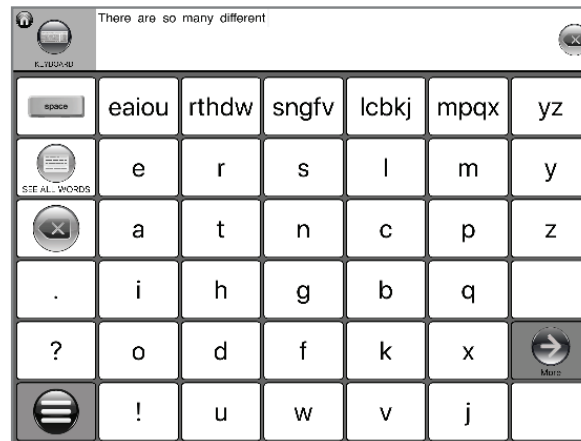
**QWERTY** - The traditional typewriter keyboard, adapted to your chosen grid size.



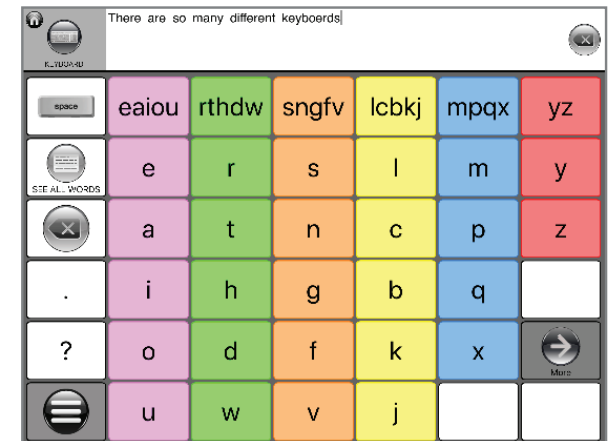
**ABC** - The letters in alphabetical order, adapted to your chosen grid size.



**Efficiency** - A unique keyboard for scanners, where the most frequent letters start top-left.



**Efficiency with Headers** - Similar to Efficiency, but with column heads for scanners.

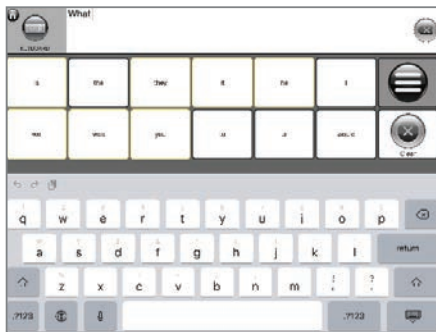


**Efficiency Header with Colors** - The ultimate for scanners.

# 2. Word Prediction Options

Using Word Prediction with your iOS keyboard can greatly increase the speed of spellers.

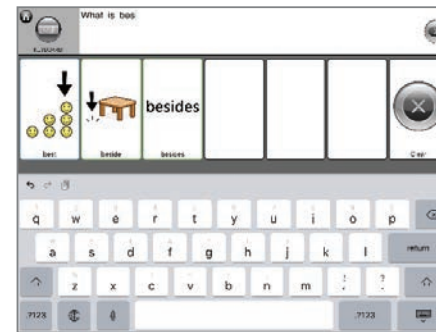
1. Choose the number of words that get predicted. You can show 6, 12 or 18 words
2. Choose to have symbols included or not included.
3. Choose to have your words sorted alphabetically or by frequency. Both have their advantages.



12 choices. No Symbols.



6 choices. No Symbols.



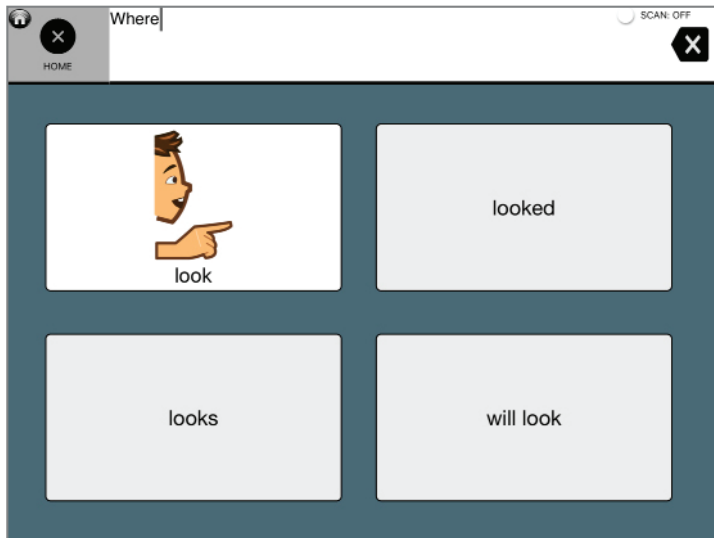
6 choices. Symbols.



18 choices. No Symbols.

# 3. Conjugation Options

## Simple version



Conjugate nouns, verbs, and adjectives.

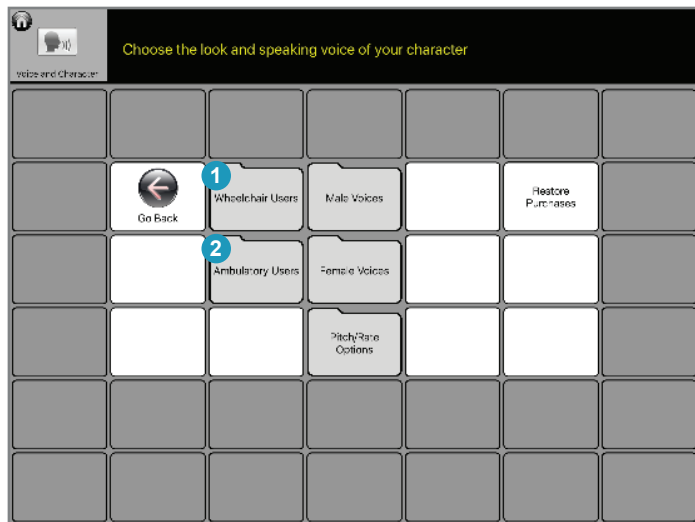
With the advanced version, you can even base full sentences around your words.

1. Before choosing a word, first tap the Talk Suite Button.
2. Then tap conjugation.
3. Now, the next button you touch will bring up one of these powerful pages!
4. You can also conjugation by touching and holding a button on any Core Word screen.

## Advanced version



# Voice and Character



In life, everything communicates! That means it's not just your words. It's your voice, your look, your smile. Everything!

Because everything communicates, it's important to have symbols that let others know you have personality. Think of your own life. What gets your attention? What gets you interested?

Design is a critical part of our world. And so it's an critical part of Talk Suite. We believe sharing sensibilities is an important part of relationships... which is, of course, what Talk Suite is all about!

## 1. Wheelchair User Characters

- Choose the character with which you feel most comfortable. In symbols with a full body, all these will appear in wheelchairs.

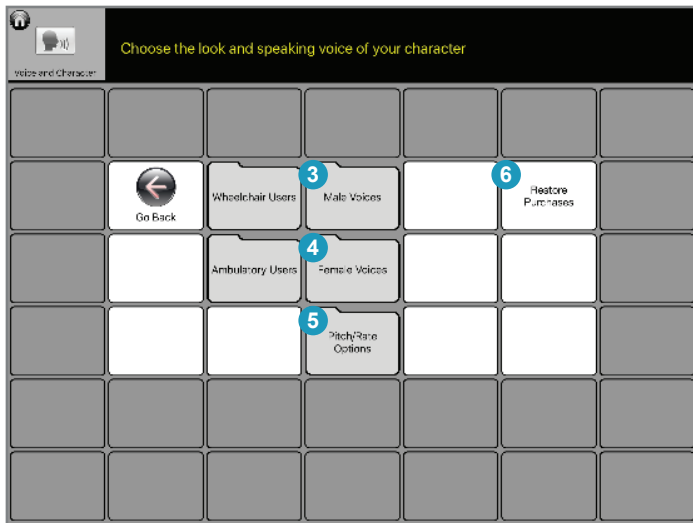
## 2. Ambulator User Characters

- Choose the character with which you feel most comfortable. In symbols with a full body, all these will be ambulatory.



PRO TIP: Some of these characters might look like a user. But probably not like too many of us. That's not the point! The point is that these characters have personality - and people relate to personality. Think of your favorite movie star or cartoon character. Do you look like them?!?! Does it matter in terms of your ability to relate?

# Voice and Character (2)



You can also choose a voice that fits you.

Talk Suite comes with many voice choices. You can also purchase premium voices from Acapela for a small charge that is required by them.

## 3. Male Voices

- Choose one of the included Acapela male voices. Or for a small fee that goes to Acapela, purchase a premium voice.

## 4. Female Voices

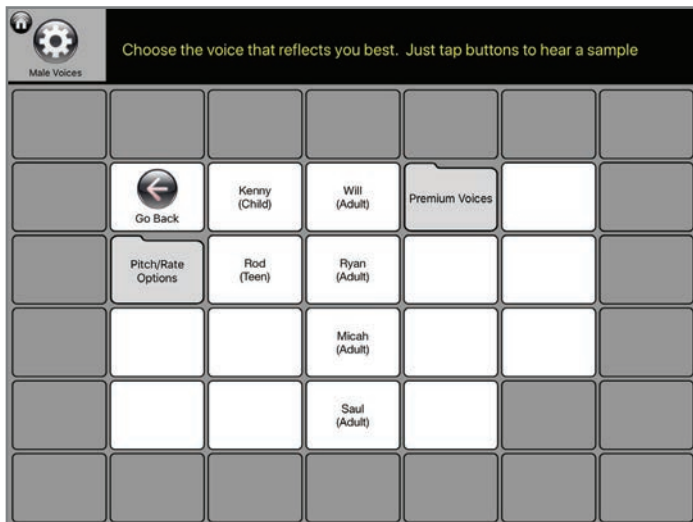
- Choose one of the included Acapela female voices. Or for a small fee that goes to Acapela, purchase a premium voice.

## 5. Pitch/Rate Options

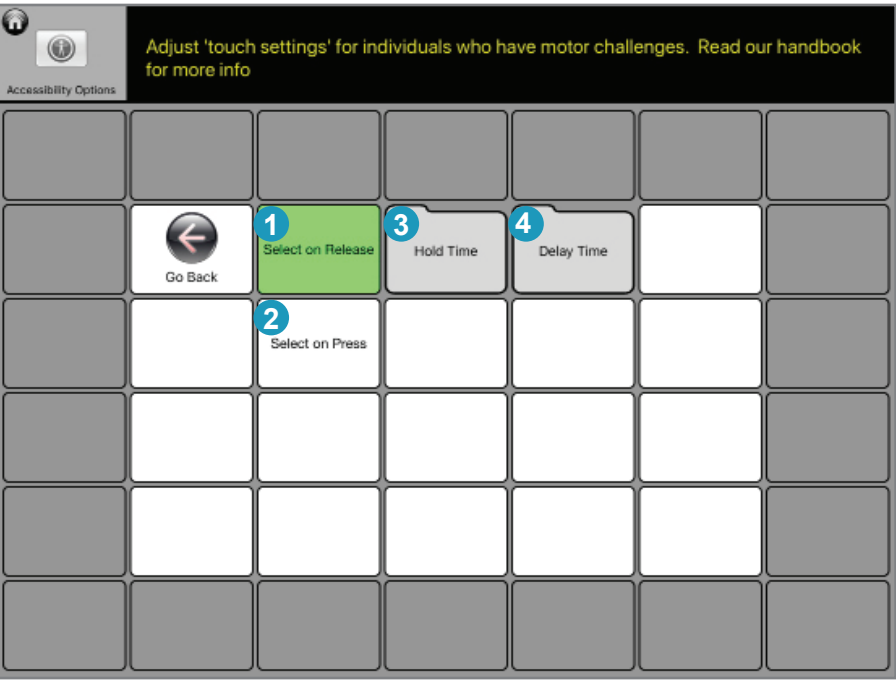
- Change the pitch or speed of your voice, to make it even more in keeping with how you want to present yourself

## 6. Restore Purchases

- If you're reloading Talk Suite, this will allow you to reload any voices you had already purchased




# Accessibility Options



Some individuals have more complex physical challenges than others. These settings are here to help lighten that load!


- 1. **Select on release**
  - a. When this is chosen, you can drag your finger or hand over the screen until you are over the button you want to activate. When you lift up, Talk Suite will make that button the selection
- 2. **Select on press**
  - a. When this is chosen, Talk Suite will choose a button
- 3. **Select with Hold Time**
  - a. This adds additional customizations for people who might have trouble accidentally hitting buttons. For example, if you have selected “choose on press” you also might want to make sure you don’t have accidental presses. Hold times make that happen. Simply choose how long you want to press the button before it activates
    - I. For example, you might want to make sure someone has a 0.25 second hold time to avoid an accidental press by someone with pretty good finger control
    - II. For someone who often hits things incorrectly, you might choose more like one second.

# Accessibility Options (2)




Hold Time

Hold time requires you to keep your finger on a button for a specified time period before it activates. This avoids accidental hits


		Off	0.75			
		0.1	1.0			
		0.25	2.0			
		0.5	3.0			

Hold Times



Delay Time

Delay time makes you wait for a specified period until you can hit another button. This avoids accidental "double hits"

		Off	0.4	2.0		
		0.1	0.5			
		0.2	0.75			
		0.3	1.0			

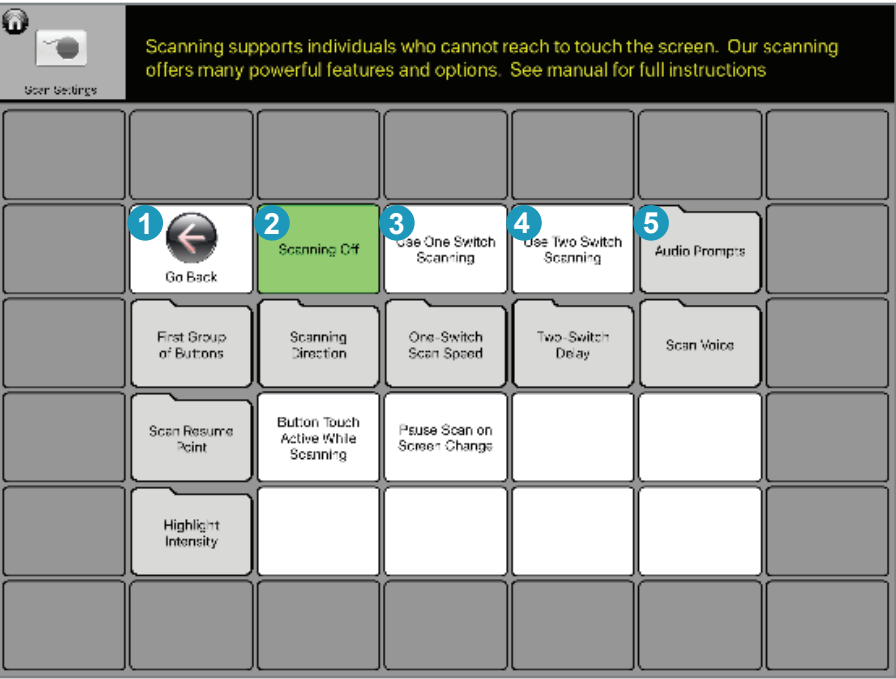
Delay Times

## 4. Add Delay Time

- a. This adds another type of customizations for people who might have trouble accidentally hitting buttons. Specifically, it creates a small pause (delay) after you hit one button, so when moving your hand, you don't accidentally hit a button that is near it. Simply choose how long you want for the delay
  - I. For example, you might want to make sure someone has a 0.25 second delay time to avoid an accidental press on a nearby button by someone with pretty good finger control
  - II. For someone who often let's their hand fall back to the screen after a button press, you might want something more like one or two seconds.



# Scan Settings



Most people who use AAC can choose buttons by tapping them.  
For those who can't.... there's scanning.

Some people with more complex motor challenges might not be able to move their hands enough to accurately touch a button. They might only be able to hit a single switch, or perhaps two switches. Those switches may be near their hands (on a tray or table) or mounted on their wheelchair, where they can reach the switch by moving their head, or perhaps near their foot, where they can press in that manner.

For this purpose, Talk Suite has created powerful scanning features.

There are three main settings: Scanning Off (the default), One Switch Scanning, and Two Switch Scanning.

Once you choose an Scanning Mode, Talk Suite will begin scanning immediately.

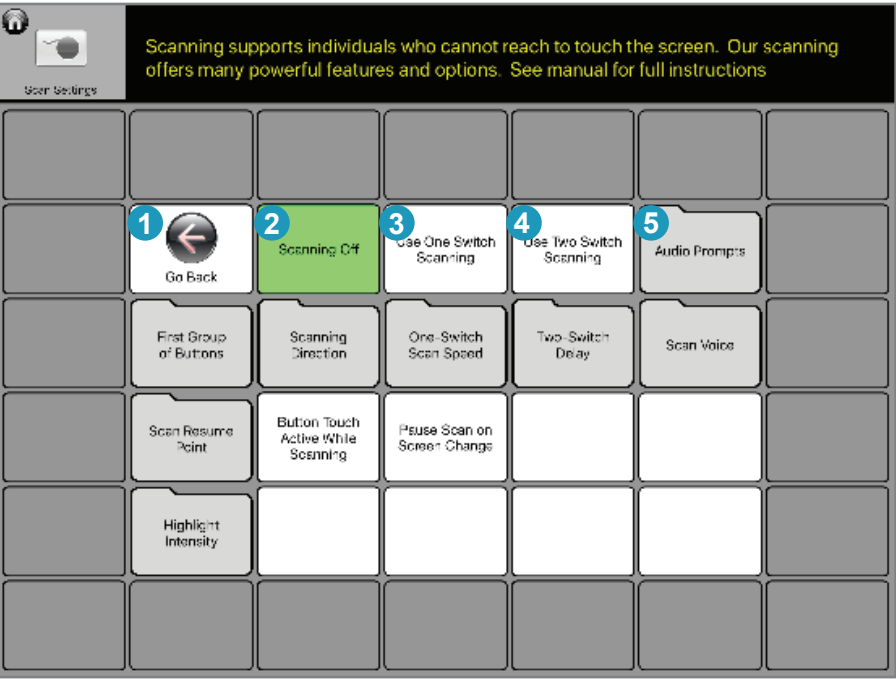
However, if you're an SLP, a teacher, a parent, a friend, etc., you can easily turn scanning by touching a button that appears in the upper right hand corner of the read-out when scanning is on. Simply touch the button to stop scanning. Navigate where you want, then turn scanning back on.

***Scanning is an incredibly important feature for those who need it.***

***So we created a Scanning section at the end of the Settings.***

Scanning is so important we gave it its own colored section!

# Scan Settings (2)



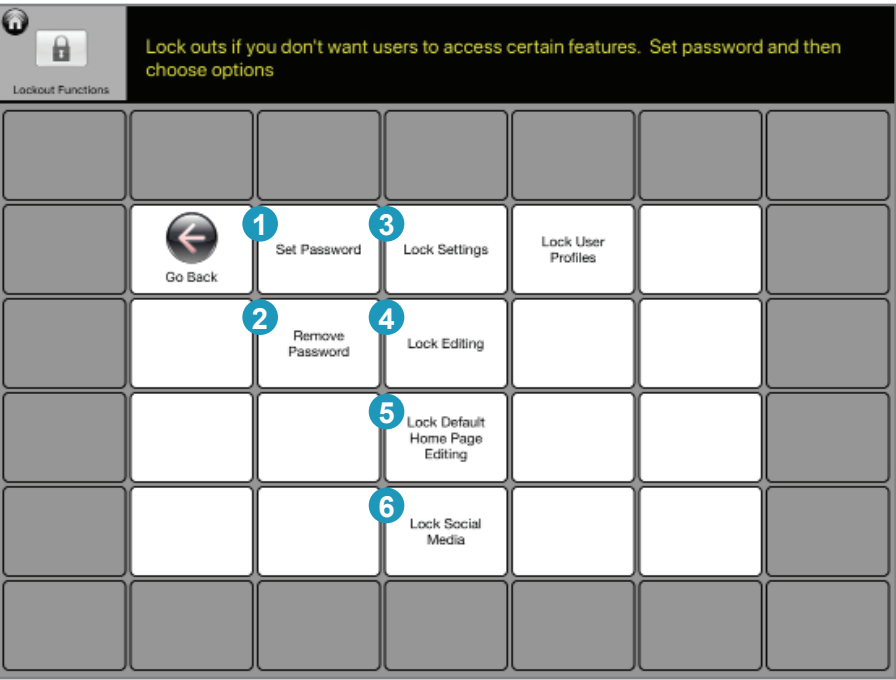
You can learn all about Scanning at the end of this section.

However, let’s quickly go over all the powerful options we have for scanners. As always, Talk Suite arranges topics by column.

- 1. **Column 1** – Global Scanning Choices
- 2. **Column 2** – One switch settings
- 3. **Column 3** – Two switch settings
- 4. **Column 4** - Visual and Auditory Customizations
- 5. **Column 5** – Additional Customizations

To learn all about Scanning, go to the Scanning section of this manual.

# Lockout Functions



When you need it, you can use Lock-outs.

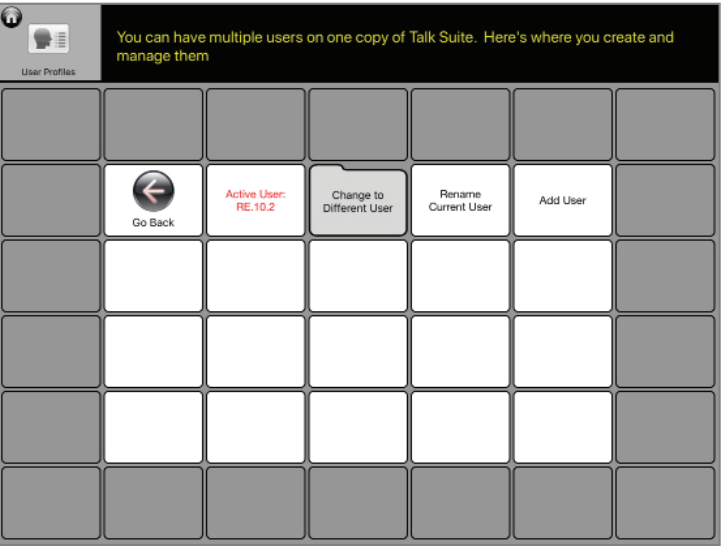
Sometimes, a teacher or parent may want to lock a user out of certain areas of Talk Suite. For example, you might not want to give someone access to the Settings area you're worried an individual might "explore" and make decisions that might not be fully informed.

Or you might want to lock students out of Social Media sharing (ie.: posting to Facebook) if it is not within a school's regulations.

- 1. **Set Password** – allows an individual to choose the main password that will lock any selected areas. Don't forget to enter a hint so you don't forget your password!
- 2. **Remove Password** – you can always remove the password.
- 3. **Lock Settings** – Creates a password that's needed to get into the Settings area.
- 4. **Lock Editing** – Creates a password that's needed to edit or add buttons
- 5. **Lock Menu Editing** – Creates a password that's needed to change the Home Screen
- 6. **Lock Social Media** – Creates a password that's needed to use Facebook, Twitter, etc.

PRO TIP: Lockouts are only available in Talk Suite Pro.

# User Profiles

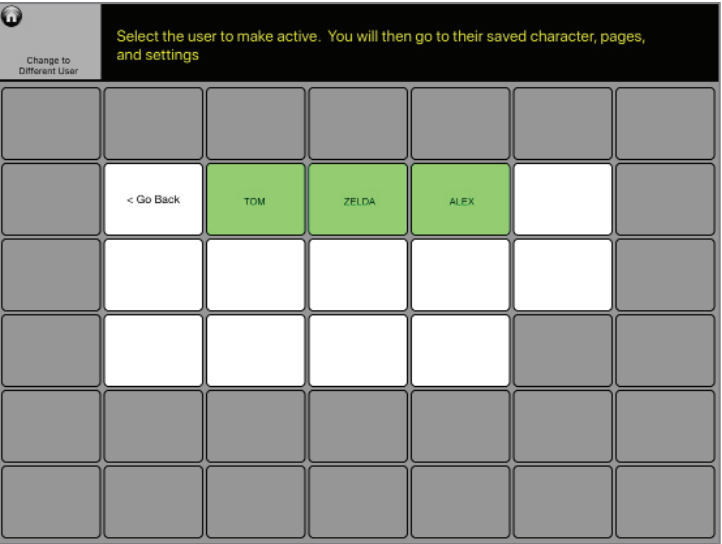


You can use Talk Suite for more than one person.

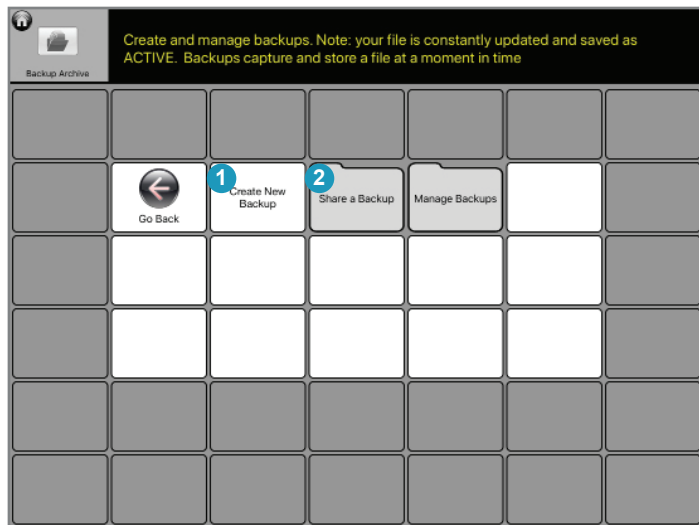
Sometimes, a teacher or therapists may want to use one Talk Suite app with more than one person.

This area of Settings lets you create and manager multiple users.

- 1. **Active User** – Shows you the current user.
- 2. **Change to Different User** – Lets you choose another of the created users you’ve stored
- 3. **Rename Current User** – Lets you rename the User
- 4. **Add User** – Lets you create an additional user.
  - a. You can copy the current user and then adapt it if you like the customizations you’ve done on the current file.
  - b. You can start a new user from scratch, going through the on-boarding process and beginning with our Default language set.



# Backup Archive

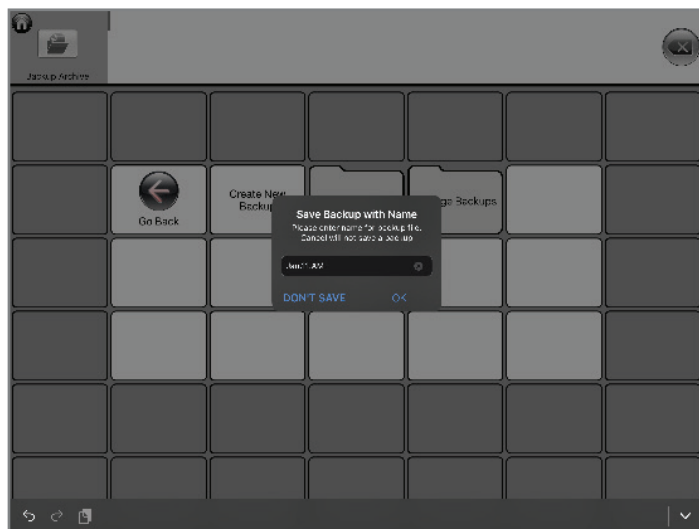


Easily create a backup, or a full library of backups

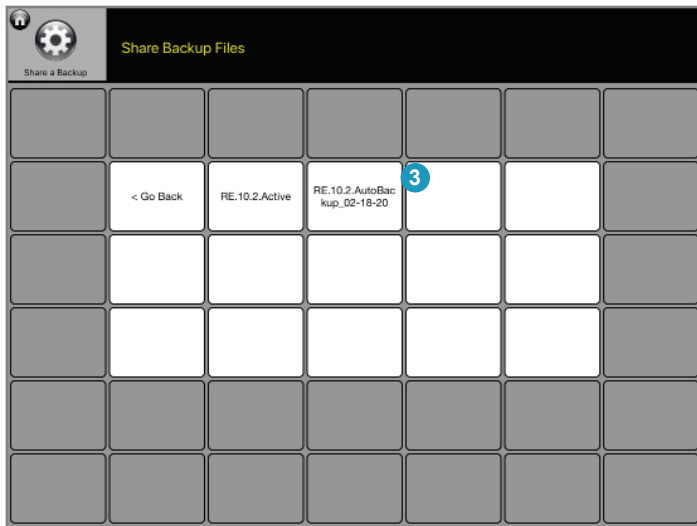
Backups are important. You never know when you might lose your iPad, or if it gets broken. **You should make backups on your iPad and also either save on DropBox or Google Drive or mail them to yourself now and then.**

Having different Backups is also important in case someone does something to your language that you don't like. You can simply revert to where you last had want you wanted.

1. **Create New Backup** - Touch this button and choose a name for the Backup. Hit Okay. And you've now got it in your Talk Suite Library.
  - a. Try to use a descriptive name so you'll remember why you saved this particular backup
  - b. Or use a date, so you remember when you made the backup
  - c. The Default name of backups (if you don't choose your own name) is a string of numbers with the date and time it's made.
2. **Share a Backup** - This allows you to share any of the backups you've already created
  - a. Hit Share a Backup
  - b. Choose the backup file to share
  - c. Choose how to share: email, Google Doc, etc.



# Backup Archive (2)

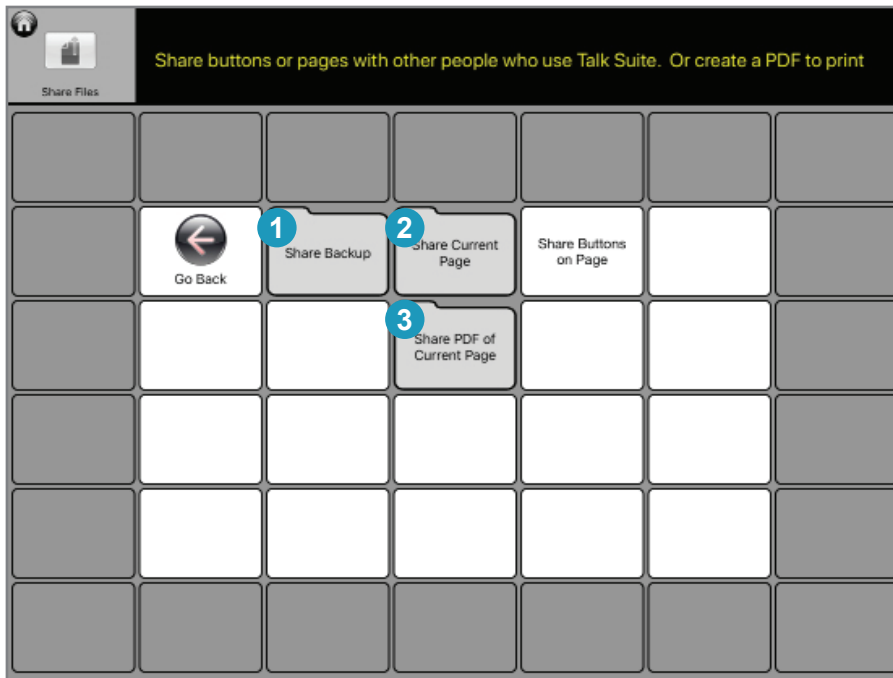


## 3. Manage Backups - This allows you to manage your backups

- a. Hit Manage Backups
- b. Choose one of the Folders which are titled with the name of the backup.
  - I. Load the file so it becomes your active file
    - i. For example, go between a file for Student A and another for Student B.
  - II. Rename the file
    - i. For example, if you've saved a more recent version of Student A's file, call this one Old Student A



# Share Files



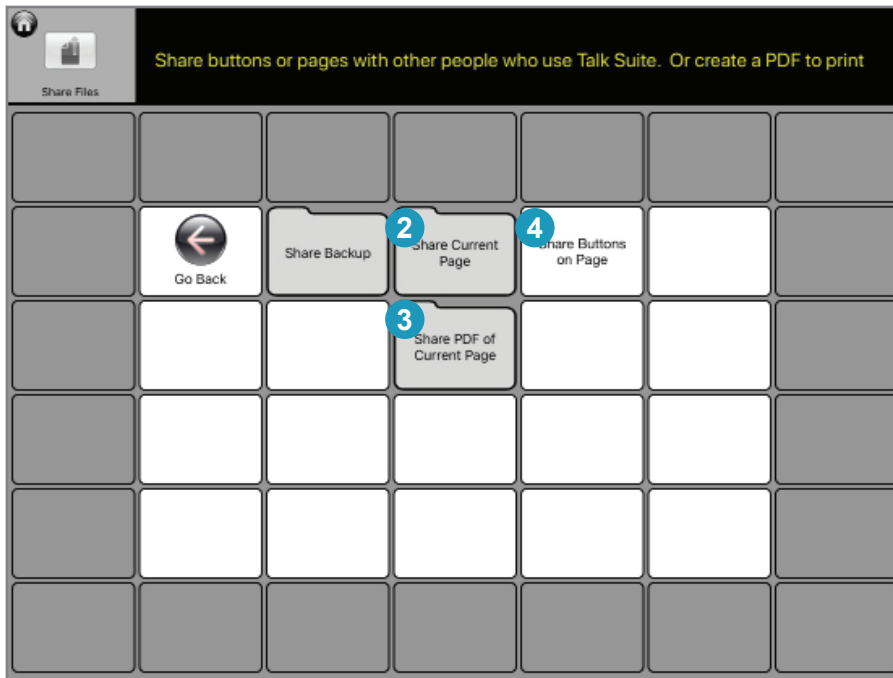
Talk Suite was designed to support sharing. Sharing between SLP and student. Between parent and SLP. Between multiple individuals.

You can share complete back up files, single pages, or individual buttons. It's all here!

## 1. Share Backup

- a. Here's where you choose which file to share
  - I. Default is the original file that came with the App
  - II. Up-To-The-Minute Backup is always saving. So you'll always have access to your most recent file
  - III. You can also create backups in the Manage Backups section, and you'll find them here.
- b. Choose the Backup you want to save and then choose to email, Save to Google Docs or Dropbox, or share using any of the built-in Apple functions
- c. NOTE: Please save back-ups every now and then and email them to yourself or save on your Dropbox or Google doc.
  - I. If you lose your iPad, or if breaks, a backup means you'll still have your Talk Suite set save somewhere
  - II. You might one day want to go back to an earlier version you had!

# Share Files



## 2. Share Current Page

- a. A great way to share pages you've made with others so they can use them on their own Talk Suite!
  - I. For example, if you're a teacher and make a page for class, you can email it to all your students who use the app!
  - II. You can also save to Dropbox or Google Docs or share using any of the built-in Apple functions

## 3. Share PDF of Current Page

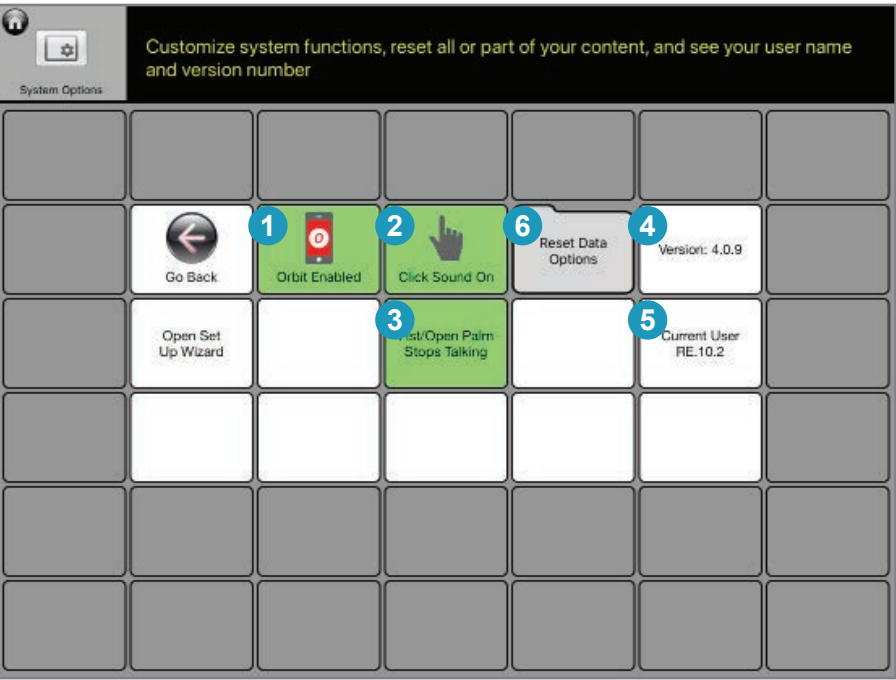
- a. This lets you create a PDF of everything on the screen when that page is open. It's a good way to print out ideas to share with caregivers, paraprofessionals, etc. In fact, when you create the PDF, you can even annotate it!
  - I. You can email the PDF, also save to Dropbox or Google Docs or share using any of the built-in Apple functions

## 4. Share Buttons on Page

- a. This lets you share one button or as many individual buttons as you'd like.
  - I. Hit Share Buttons on Page
  - II. You'll be taken to the page you're on. Select all the buttons you want to share.
  - III. When you're done, simply choose to email them or use one of the other functions.



# System Options



The key system controls and resets. And info on your current version of Talk Suite.

**1. Orbit Enabled**

Allows others to link to your Talk Suite to use the features of Talk Suite’s Orbit app

- a. Green is active. White is off.

**2. Click Sound On**

Creates a small “click” noise as you tap buttons

- a. Green is active. White is off.

**3. Fist or Open Palm stops talking**

Sometimes you’ll be saying something and it will go on longer than you want. Or perhaps you’ve hit a button you didn’t mean to hit. Choosing this function allows you to touch the screen with a fist or open palm and instantly end the spoken output.

- a. Green is active. White is off.

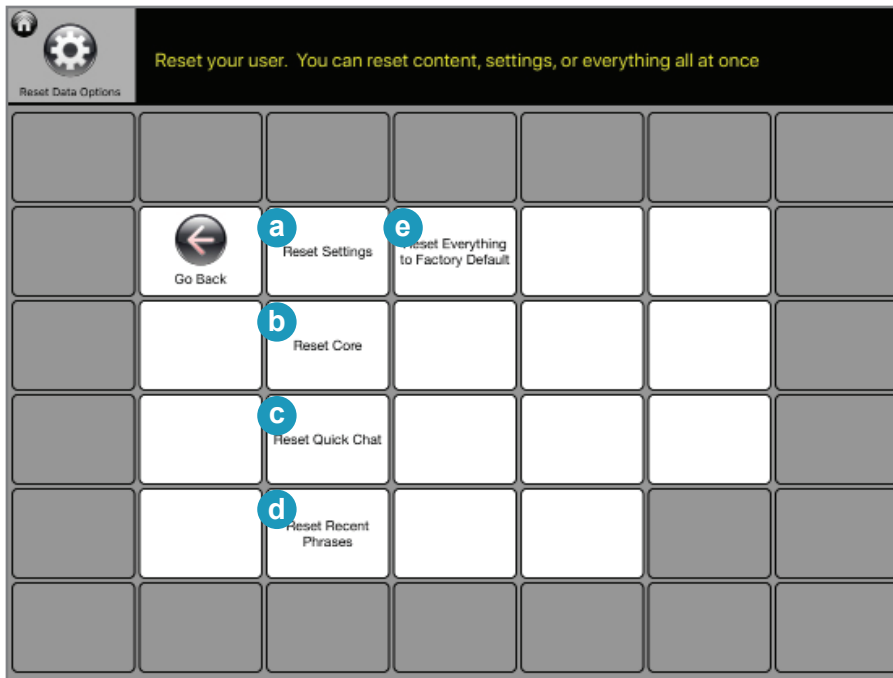
**4. Version Number**

Tells you the current version number. Valuable for tech support.

**5. File Number**

Tells you the name of the current file. Important if you have more than one person using the app. Or if you have multiple back-ups.

# System Options (2)



## 6. Reset Data Options

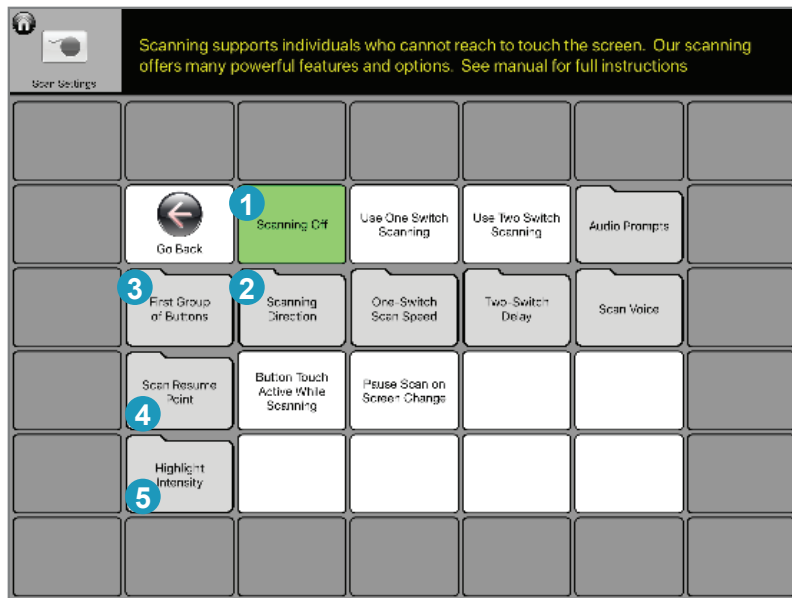
Here you'll find ways to revert back to some factory defaults. You can do individual ones or the entire app.

- a. **Reset Settings** – brings all settings back to their defaults
- b. **Reset Core** – brings the core language set back to its default. Note: Now and then it will be important to revert back to the original core vocabulary chosen by our experts. But be careful! And save a backup. As this function will also delete any new words you've added!
- c. **Reset Quick Chat** – brings Quick Chat back to its original set of words and phrases
- d. **Reset Recent Phrases** – clears all your recent phrases.
- e. **Reset Everything** – brings all settings back to how they were when you first downloaded Talk Suite. Note: Now and then it will be important to revert back to the original structure chosen by our experts. But be careful! And save a backup. As this function will also delete anything you've added by yourself!

# SCANNING

THIS WILL BE A PAGE THAT TALKS ABOUT SCANNING

# Global Scanning Choices

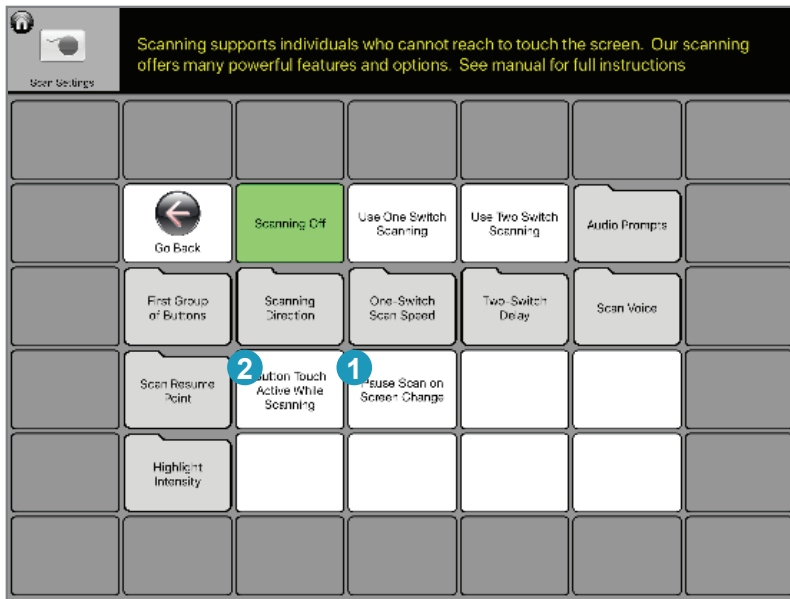


Following are overall Scanning settings that will impact both one and two switch scanning.

1. **Scanning Off** – Turns off all scanning functionality and removes the “scanning on/off switch” from the Readout
  - a. Note that Scan Settings are still saved for the next time it goes on.
2. **Scanning Direction** – Choose your pattern. First scan column and then down the column by row. Orr first by row and then across the columns
  - a. **Column First** is the default as it syncs with our Core Column language organizational structure
3. **First Group of Buttons** – Choose the buttons to scan at the start of each screen (the “Home Plus” buttons) before you get to the language
  - a. In order to give scanners the most efficient pattern possible, Talk Suite’s scanning default begins by providing a set often-used buttons
  - b. For less advanced communicators, you can choose to include only some of these buttons
  - c. For example, you can choose to eliminate the Delete and/or Readout button.
4. **Scan Resume Point** – Choose to always begin scanning at the upper left corner, or to begin from the last column you had used.
  - a. Default is to always begin at the upper left, since that is easiest to process.
5. **Highlight Intensity** – Choose the color, width, and boldness of your choices as Talk Suite scans the selections

The following pages discuss these Scanning choices in more detail.

# Global Scanning Choices (2)



Following are a few additional choices

**Scanning Pattern Start** - Depending on your preference, and the pages where you spend most of your time, you will have a preference for how scanning continues once you press a selection

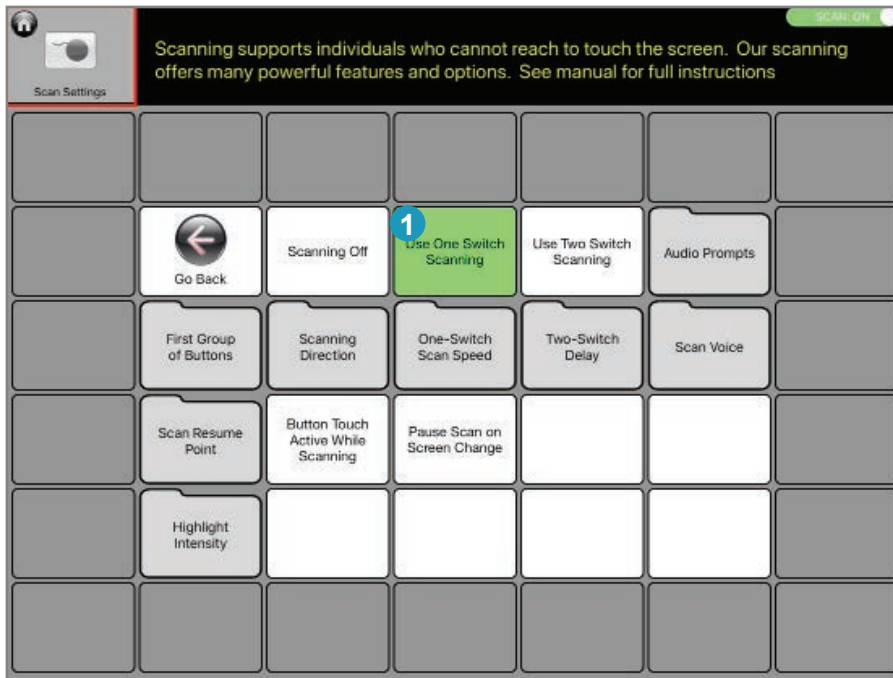
## 1. Pause Scan on Screen Change

- Pauses scanning every time you change a screen and go to a new one (IE: from Home page to the Things page)
- Scanning begins again when you tap a button or the screen

## 2. Button Touch Active when scanning

- When using two switch scanning, this allows you to override the scanning pattern and use the screen to select buttons
- This is a good tool if you want to show someone who's learning scanning how to navigate to different areas of Talk Suite, or for times you want to navigate to other areas or make selections more quickly.

# One Switch Scanning

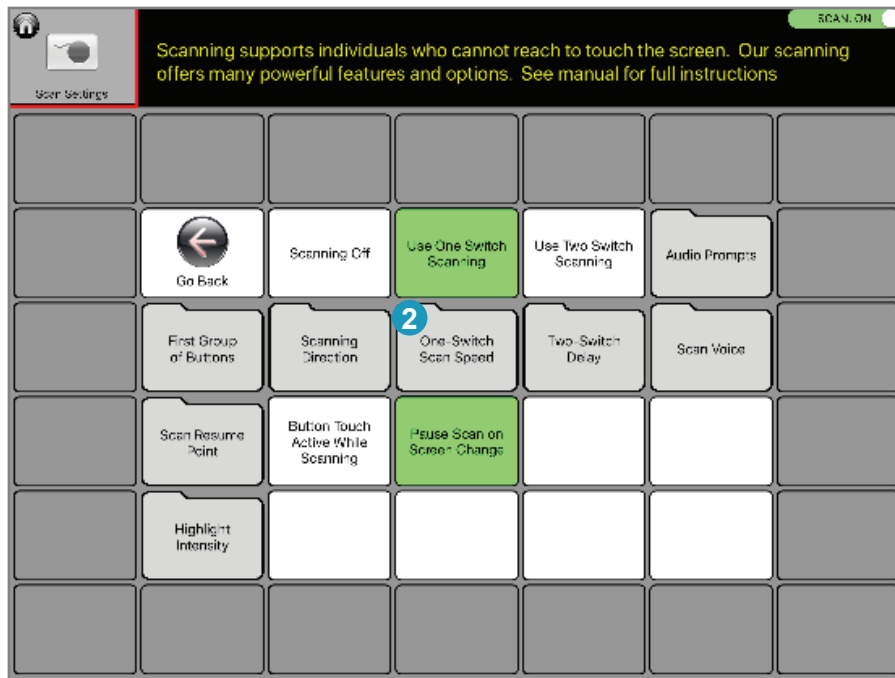


Explore the powerful ways to customize one switch scanning.

**One Switch Scanning On** - Turns on One Switch Scanning Mode.

1. In this mode, Talk Suite scans automatically and the individual hits a remote button (switch) to select the highlighted item.
2. NOTE: In one- switch mode, you can also use the screen itself as the “activation button.”
  - a. Simply touch anywhere on the screen you’ll select the highlighted area
3. Talk Suite scans in the following order
  - a. Home Plus (the most functional buttons on the page)
    - I. If the individual chooses Home Plus, Talk Suite then highlights those buttons in order
    - II. If not, it goes to columns
  - b. Column by Column
    - I. When the individual chooses a column, Talk Suite then highlights the buttons in the column, from the top row to the bottom.
  - c. Talk Suite will repeat a scanning pattern twice, in case an individual did not hit the button on time
  - d. Once it has scanned an area two times, Talk Suite will go back to the last area it scanned and begin scanning there.
    - I. It does this in case you had mis-hit and gone somewhere you didn’t want to go.

# One Switch Scanning (2)

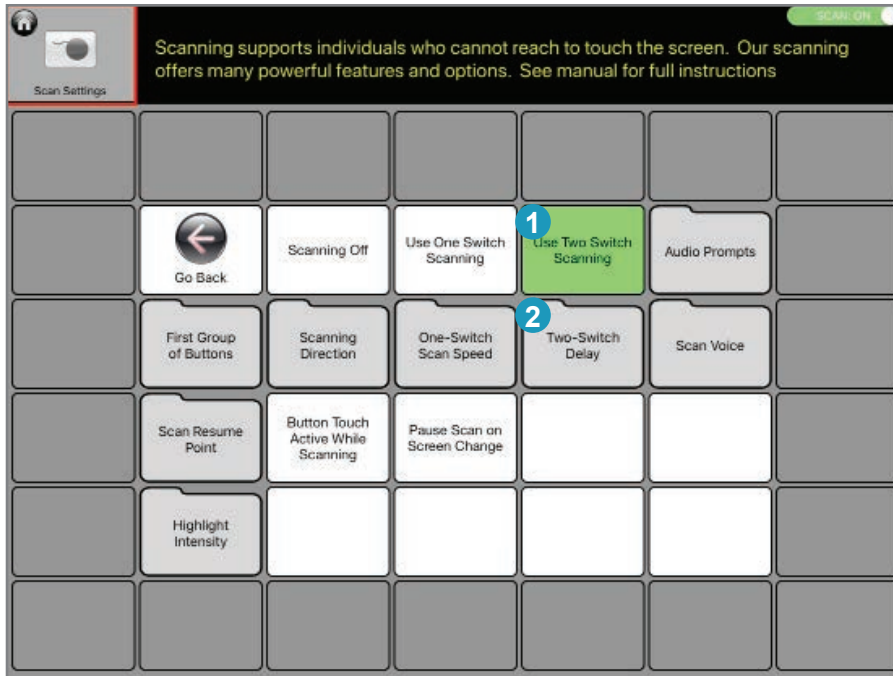


**One-Switch Scanning Speed** - Choose the speed at which Talk Suite scans in one switch mode.

1. In this mode, Talk Suite scans automatically and the individual hits a remote button (switch) to select the highlighted item. In default mode
2. Try to choose the fastest speed possible that still allows an individual to comfortably react to the scanning pattern and not to make mis-hits.
3. *Note: If you are using audio cues in scanning, the scanning pattern speed reflects a time interval **after the label finishes being read***



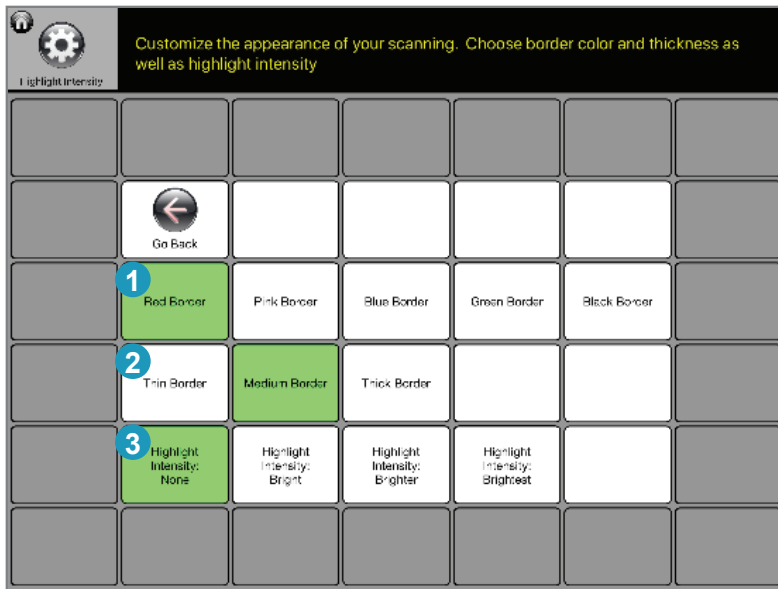
# Two-Switch Scanning



Two Switch scanning provides great support for a person with significant motor challenges.

1. **Two Switch Scanning On** - Turns on One Switch Scanning Mode.
  - a. In this mode, Talk Suite “steps” to the next item in scanning when you hit the “A” button and selects the highlighted item when you hit the “B” button
2. **Two Switch Delay** - Some individuals will accidentally hit a switch multiple times. This feature adds a pause after hitting a button, during which the button press will not have any affect
  - a. This allows the individual to eliminate many mis-hits, and to allow the selection of the buttons to be more intentional.
  - b. Try to choose the shortest delay that allows the user to avoid mis-hits, but not to wait longer than they want

# Highlight Intensity

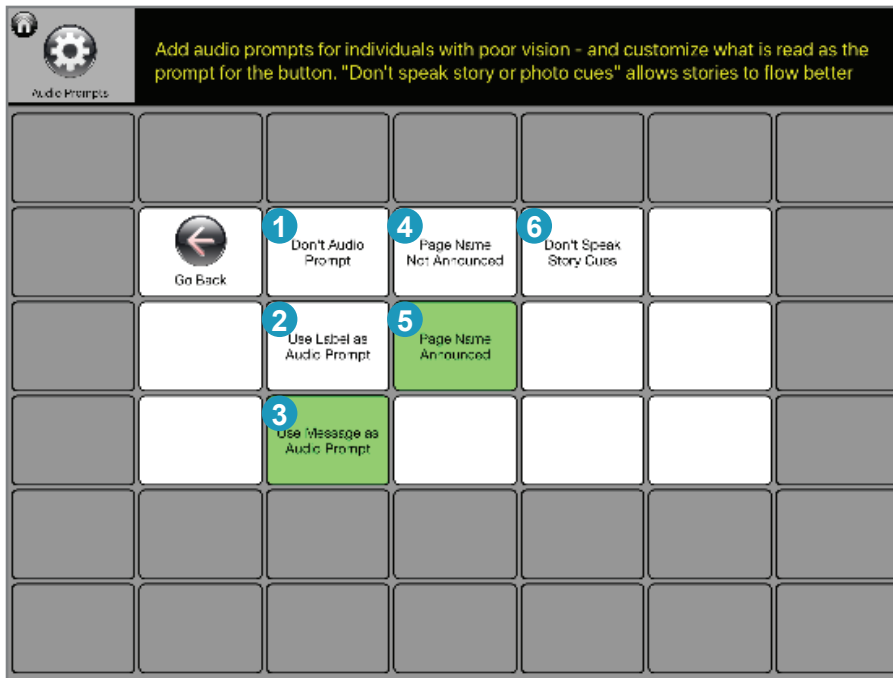


Choose the way buttons are highlighted.

1. Choose the color of the border
2. Choose the thickness of the border
3. Choose to highlight the active selection and dim everything else
  - a. You can select a level of intensity.



# Audio Prompts



This scanning feature supports individuals with visual challenges by reading aloud the labels or messages of buttons being scanned.

## 1. Don't Audio Prompt

- a. For people without visual or spelling challenges, there is no need to have audio support.

## 2. Use *Label* as Audio Prompt

- a. When scanning, Talk Suite speaks the label of the button.
  - I. This gives you a general idea of what is in the button

## 3. Use *Message* as Audio Prompt

- a. When scanning, Talk Suite speaks the message of the button.
  - I. This gives you a full idea of what is in the button and what will be spoken

## 4. Page Name Not Announced

- a. When selected, Talk Suite speaks the name of the page you just landed on before beginning the scanning pattern

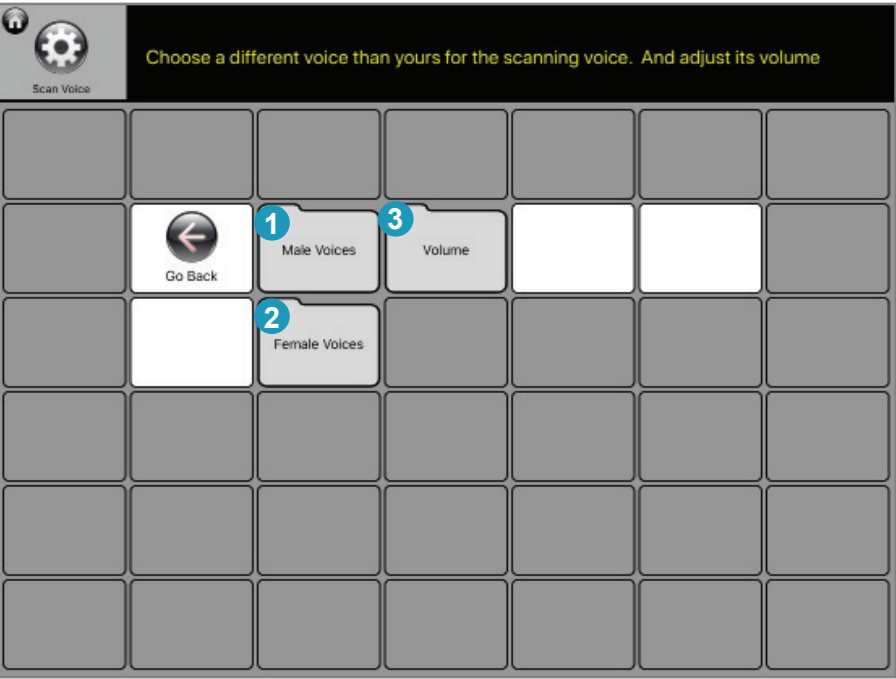
## 5. Page Name Announced

- a. When selected, Talk Suite does not speak the name of a new page. It simply begins scanning

## 6. Don't speak Story Cues

- a. This one button is an override that allows an individual to skip all audio cues when telling a story – as storytelling should be a straightforward process for the speaker – and the listener! Announcing buttons can get in the way of that.

# Scanning Voice



If you're doing audio scanning, you'll want to make sure that it's a different voice than the one you speak with!

It's important other people don't mistake the audio cues you hear for your voice. So we recommend choosing a voice of the opposite gender, and also making it a bit softer.

- 1. Choose a Male Voice for Scanning
- 2. Choose a Female Voice for Scanning
- 3. Choose the Volume of the Scanning Voice.

ORBIT

# Using Talk Suite Orbit: Our Free Companion App

1

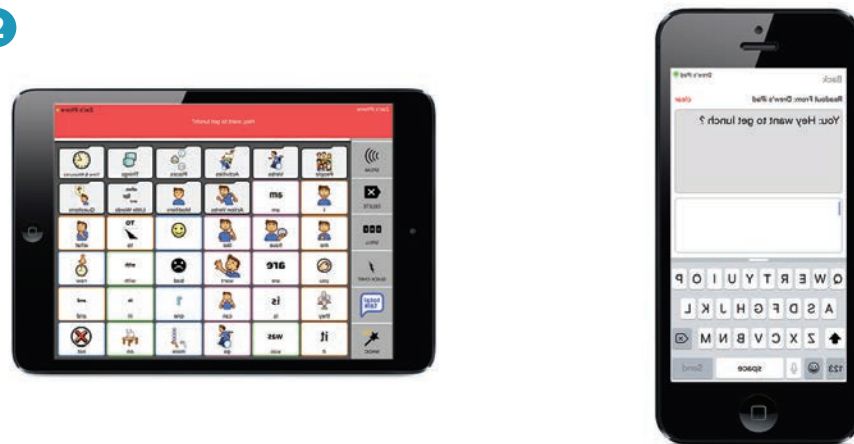


Here you'll find some key controls and information about your current version of Talk Suite.

## 1. Talk Suite Orbit

- Tele-Prompting mirrors the screen from the Main App so that friends, family, and SLPs can directly interact with the user.
- Draw or suggest ideas on the iPhone and prompts appear magically on the iPad screen.

2



## 2. Tele-Text

- Tele-Texting sends whatever you write, word by word, to a nearby iPhone screen. Even send to a whole group of friends and they can all send back to you.
- When the main app receives a message from Talk Suite it will pop up on the top of their screen and remain there for a few seconds. If the user taps the message, they can respond.

This photo is flipped (including the text). I don't have the original high res file to edit though