

Proloquo[®] 2.0

for Mac OS X

**Multilingual Speech and
Communication Solution**



User Manual

by  **AssistiveWare[®]**



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The Proloquo application icon (which also features on the cover of this manual) was designed by Giesbert Nijhuis using KeyStrokes®, a HeadMouse® and Photoshop®.

This software was written by David Niemeijer. Special thanks are due to Rudo Niemeijer, Giesbert Nijhuis, Rosa Lehmann, and the beta testers including, but not limited to: Joe Barnick, Marie-France Bru, Idvig Dal, Mark Griffin, Ariette Pernet, Walter Pfrommer, Rodolphe Racon, and Pascal Riedo. We would also like to thank Apple Computer for its technical support in solving the technical issues we faced when developing this application for Mac OS X.

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Manual version 2.0

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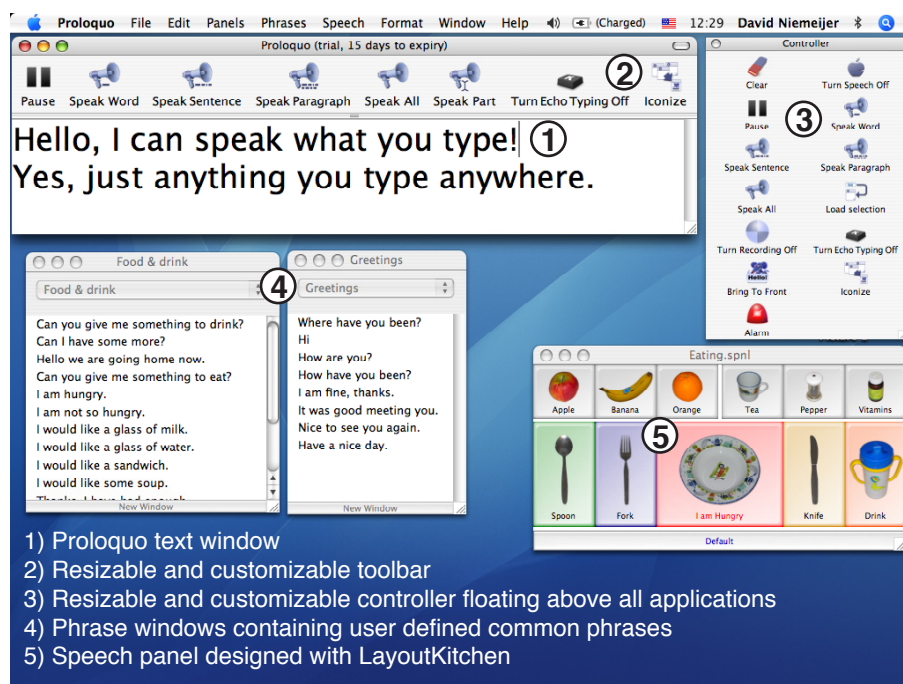
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Introduction

Proloquo[®] is a multi-purpose, multilingual speech solution for Mac OS X that provides: (1) a full-fledged communication system (AAC) for people who cannot speak; (2) provides speech feedback in any application while typing for children and people with learning disabilities; (3) can serve as a talking word processor; (4) provides an advanced, multilingual speech engine for our KeyStrokes[®] on-screen keyboard and our SwitchXS[®] switch access solution.

Proloquo includes natural sounding Infovox iVox voices for a language of choice. The languages currently available include US English, UK English, German, Dutch, Flemish, Canadian French, American Spanish, Spanish, Italian, Polish, Swedish, Norwegian, Portuguese and Brazilian Portuguese and others. Infovox Vox voices for additional languages can be purchased as a language pack. Finally, Proloquo of course works with all the built-in voices of Mac OS X.

Proloquo is different from Apple's excellent VoiceOver technology for Mac OS X Tiger in several ways. VoiceOver is a screen reader primarily intended for people who are blind. Proloquo, instead, is a multi-purpose speech solution that also includes certain features geared towards people with limited vision (such as the ability to speak what is below the cursor and to echo what the user types).



Proloquo can be used to create a complete personalized Augmentative and Alternative Communication (AAC) system using simple drag and drop (or copy and paste) of phrases into lists organized by topic. Additionally, with the included LayoutKitchen users can design their own speech panels for Proloquo with colorable and resizable buttons containing text and/or images in a variety of formats.

QuickStart

Basic configuration of Proloquo is quite simple. You install it by dragging Proloquo from the disk image or CD to your hard disk. You double click the Proloquo application icon to load Proloquo. Next, a configuration wizard will appear that allows you to configure Proloquo for your most common use. If you want to use Proloquo for multiple purposes, you can at any time access the configuration wizard from the Proloquo menu to reconfigure Proloquo for another use.

If you already purchased Proloquo and have downloaded your selected Infovox iVox language or received it on the CD you should use the installer for your language to make the language available to Proloquo. It is recommended that after installation you restart your computer.

Main features

1. Full-fledged communication system (AAC) for people who cannot speak
 - Type text into Proloquo and let it speak (parts of) that text.
 - Use drag and drop (or copy and paste) to create sets of custom words and phrases that are spoken with a simple mouse click or keystroke.
 - Create textual speech panels for commonly used words and phrases.
 - Use custom speech panels created with LayoutKitchen (included) which have colorable and resizable buttons containing text and/or images in a variety of formats.
 - Optional: Use with custom image-based speech panels created with LayoutKitchen (purchase separately) using the over 8000 resizable, industry-standard Picture Communication Symbols™ from Mayer-Johnson (purchase separately).
2. Speech feedback in any application while typing for children and people with learning disabilities
 - Speaks text and other keystrokes typed in any application.
 - Allows for customization of the pronunciation of individual letters, symbols and keys to give full control to speech language pathologists.
3. Serves as a talking word processor
 - Includes a basic text editor that can speak as the user types, but can also speak individual words, sentences and paragraphs.
 - On Mac OS X Tiger, automatically synchronizes typed text and speech functions in applications such as TextEdit and Nisus Writer Express (that support Apple's Accessibility API) as the user moves from window to window, effectively turning these two applications into talking word processors.

- Allows the user to enter pronunciation exceptions.
4. Provides an advanced, multilingual speech engine for KeyStrokes and SwitchXS
- Adds the capability to speak with high quality voices in various languages to the built-in speech features of KeyStrokes and SwitchXS.
 - Provides control over speech rate, pitch and exceptions.
 - Allows the selection of different voices for communication, for the talking interface, and for speech cues.

System requirements

Proloquo 2.0 runs on Mac OS X 10.4 and higher. Proloquo requires a minimal screen resolution of 800 x 600 pixels. For optimum performance and access to all features Mac OS X 10.5 or higher is recommended.

Installation

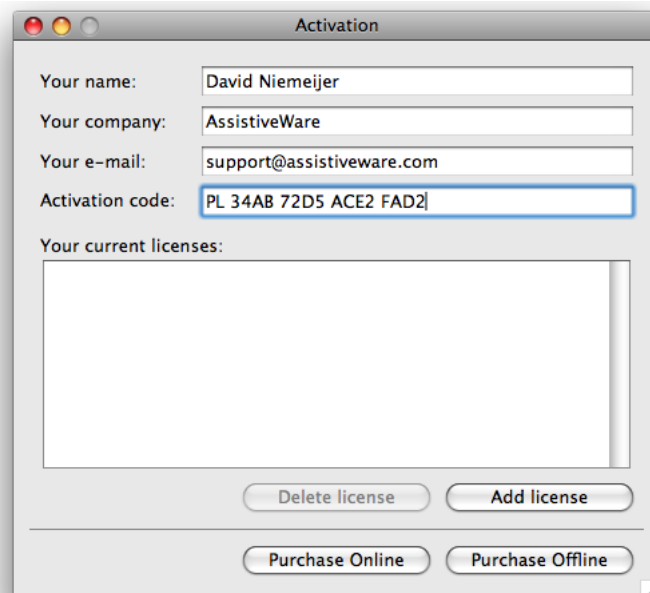
Proloquo is distributed on a Disk Image (a file with the extension .dmg) or a CD-ROM. Proloquo can be installed by mounting the disk image or CD-ROM and dragging the Proloquo Application to your hard disk.

It is recommended that you install Proloquo in the Applications folder.

If you already purchased Proloquo and have downloaded your selected language or received it on the CD you should use the installer for your language to make the language available to Proloquo. Please restart your computer after installation.

Activating download copies

In case you have downloaded Proloquo from the Internet, the software will run in a full trial mode. Full trial mode expires after 15 days of use (these need not be consecutive). At that time Proloquo will revert to restricted trial mode in which you will no longer be able to save panels, preferences settings will no longer be saved, and the software will refuse to run for more than 10 minutes at a time. You will need to activate Proloquo to lift these restrictions. If, after your 15-day full trial has expired, you still feel that you require more time to evaluate Proloquo, you can send an e-mail to <proloquo.trial@assistiveware.com> to get an activation code that will allow you to extend your trial period for at least 7 consecutive days (counted from the moment your extended trial request is received). To lift all restrictions you should purchase a license of Proloquo to obtain a permanent activation code.



You should enter the activation code as well as your name, company name (if applicable), and e-mail address (if applicable) in the Activation window (select “Activation...” from the “Proloquo” menu) and press the Add License button.

Proloquo users who want to make speech panels with LayoutKitchen for use in Proloquo should also enter the Proloquo activation code in LayoutKitchen. To do this launch LayoutKitchen, go to the LayoutKitchenmenu, select “Activation...” and enter the activation code and other relevant details in the LayoutKitchenActivation window and press the Add license button.

Activating CD-ROM copies

In case you obtained Proloquo on a CD-ROM, the application may have been pre-registered for you. In this case, when you first launch Proloquo, an Activation window will appear with your permanent activation code already pre-entered. Now you will only have to enter your name, company name (if applicable), and e-mail address (if applicable) in the Activation window and press the Add license button. Note that if the Activation window does not appear automatically, or a permanent activation code does not appear in the designated field, your copy may not have been pre-registered and you will have to enter the code you obtained from your reseller manually (it may have been written on the disk, the sleeve, a separate piece of paper or may have been sent to you by e-mail). In this case, follow the instructions for activating download copies.

If you do not activate your copy, Proloquo will run in full trial mode for 15 non-consecutive days and after that revert to restricted trial mode. To remove all limitations you should activate your copy by going to the Activation window (select “Activation...” from the “Proloquo” menu) and then follow the above instructions for activating download copies.

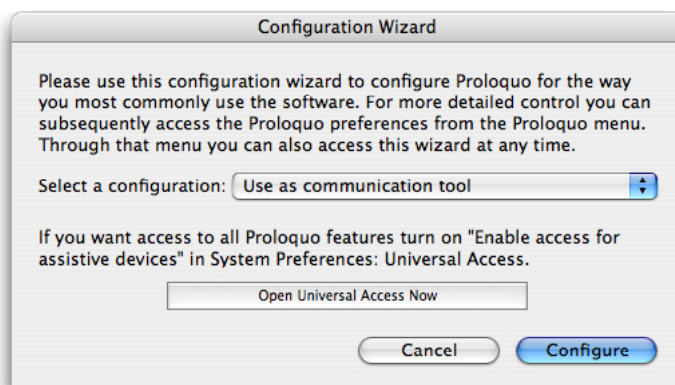
Please store your permanent activation code and user information in a safe place in case you need to re-install the software at some point.

Registration

After activating your copy you are kindly requested to register Proloquo online at <http://www.assistiveware.com/register.php> so that we can keep you informed of updates and bug fixes. There are also a number of optional questions on this online form that help us to further improve Proloquo. The information supplied will be kept confidential.

Getting started: The different ways to use Proloquo

Proloquo® is a multi-purpose speech solution so there are many different ways it can be used: (1) it is a full-fledged communication system (AAC) for people who cannot speak; (2) it provides speech feedback in any application while typing for children and people with learning disabilities; (3) it can serve as a talking word processor; (4) it provides an advanced, multilingual speech engine for our KeyStrokes® on-screen keyboard and our SwitchXS® switch access solution. To quickly switch between different kinds of uses or to configure Proloquo for the first time you can use the Configuration Wizard available in the Proloquo menu.



In this chapter each of the different ways to use proloquo is briefly discussed. Note that to prevent repetition some topics relevant to multiple uses are covered in great detail in one section and only touched upon in other sections. Thus to get a complete picture of what Proloquo can do for you it is recommended to read the whole manual.

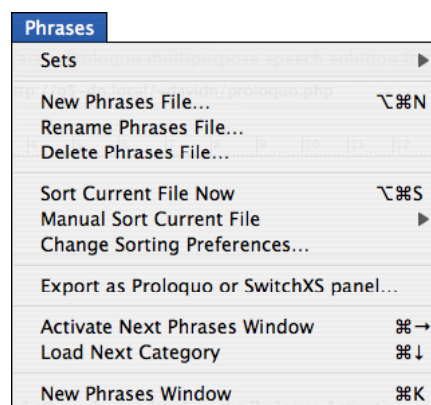
Using Proloquo for Alternative and Augmentative Communication (AAC)

Out of the box Proloquo provides a communication solution for people who cannot speak but are able to read and write (using a hardware keyboard or an on-screen keyboard such as KeyStrokes and SwitchXS). For children or people who have difficulty with written language, speech panels for use with Proloquo can be designed in LayoutKitchen using colored buttons, photos, images, and symbols. In these cases it may be worthwhile to also purchase the Picture Communication Symbols developed by Mayer-Johnson, available from AssistiveWare as PCS for LayoutKitchen (over 8000 fully-resizable symbols).

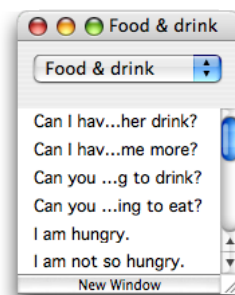
You can use the configuration wizard (Proloquo menu) to configure Proloquo for communication. For greater control you can later adjust the details of the configuration in the preferences. For text based communication Proloquo offers two primary tools: (1) the text window and (2) the phrases windows.

The Proloquo text window can be used as a kind of draft pad in which you prepare text that you want to be spoken. You can either let Proloquo speak as you type (use the Typing preferences to control whether text is spoken by word, by sentence, etc.) or use the buttons in the Proloquo toolbar to speak the current word, sentence, paragraph or selection after you have fully composed the text you want to speak.

The phrases windows can be used to create complete sets of commonly used words and phrases. Utilise the Phrases menu to define different sets of phrases for use in different



contexts, for example school, home, office, leisure, and so forth. Within each set you can create a number of phrases files. Then at the bottom of the Phrases menu you can choose New Phrases Window, which will create a window showing the contents of one of the phrases files of the currently active set. A popup menu in the window will allow you to quickly go back and forth between different phrases files. You can create as many phrases windows as you want to have quick access to multiple phrases files at once, using the popup menu in each of them to select the phrases file to display in that particular window.



In the Phrases panel of the Proloquo preferences (use the Proloquo menu to access the preferences) you can determine whether phrases should be sorted alphabetically, by frequency of use or manually sorted. In those same preferences you can also determine what Proloquo should do when you click on a phrase: insert it for further editing in the text window, or speak it straight away. You can also trigger these actions by hitting the return key after selecting a phrase.

To add phrases you select the phrases file you want to modify from the popup menu in the phrases window. Next you can drag and drop text into the window. A single line of text will create a single new phrase. Multiple lines of text will create as many phrases as there are lines, making it easy to add multiple phrases at once. Instead of drag and drop you can also use copy and paste. To remove phrases you can select the phrases you want to remove and choose Clear from the Edit menu. You can also use Cut and Paste from the Edit menu to move phrases from one phrases window to another. Essentially, with the phrases windows you can easily create your own communication system and have quick access to your commonly used phrases at any time.

Finally, if you are working with SwitchXS or like to create speech panels for Proloquo you can use the Export as Proloquo or SwitchXS Panel command from the Phrases menu to create a simple speech panel based on the phrases you defined. You can either use the panel directly in Proloquo (speech panels are listed in the Panel menu), or you can further embellish the panel using LayoutKitchen.

Speech panels are a great way to have many common phrases just a click away. They can be purely text based, or, using LayoutKitchen, you can create panels with text, images, photos, and symbols. For details on using LayoutKitchen and the features it offers, please see the LayoutKitchen manual.

In LayoutKitchen, you can put photos on the buttons of a speech panel, or drag and drop your own drawings onto the buttons. However, you can also make use of the PCS for LayoutKitchen image collection



that was mentioned earlier. It is very easy to quickly create a speech panel in LayoutKitchen with the over 8000 industry-standard picture communication symbols of that collection. Do note that there are some restrictions on sharing panels with the PCS symbols as these are copyrighted by Mayer-Johnson. For more information see the documentation of the PCS for LayoutKitchen collection. In LayoutKitchen, you can also make buttons that load another panel, or that instead of speaking, type text into the Proloquo text window.

How switch users can use Proloquo as an AAC solution is explained in the section on Using Proloquo with KeyStrokes and SwitchXS.

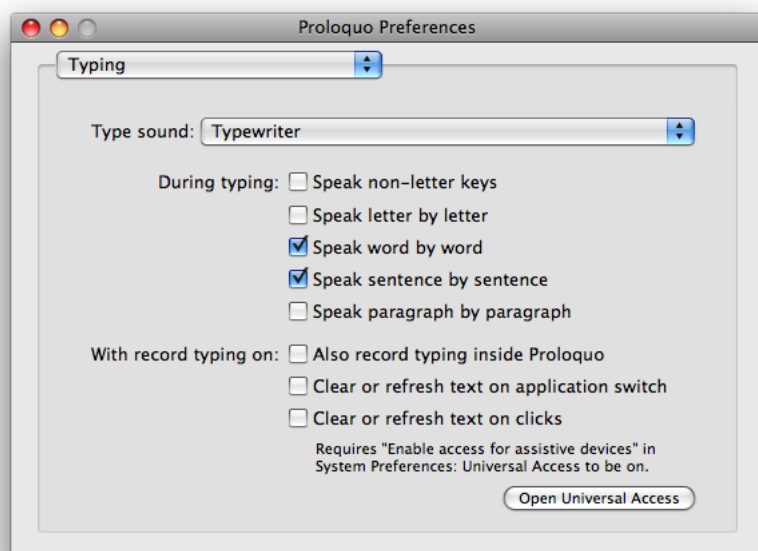
Using Proloquo for speech feedback while typing in any application

You can use the configuration wizard (Proloquo menu) to configure Proloquo as a support for children and people with learning disabilities. For greater control you can later adjust the details of the configuration in the preferences.

Proloquo can speak text and other keystrokes as you type into any application, providing immediate feedback on the keys and words typed so that the user can hear spelling or other errors. This kind of spoken feedback is often much easier than reading back a written text. You can control the details of what is spoken in the Typing panel of the Proloquo preferences. Note that to enable speaking as you type Echo Typing must be turned on as well as Recording. Echo Typing takes care of speaking what you type inside the Proloquo text window and, only if Recording is also on, of speaking text typed into any other applications. At any time you can turn these features on or off using the Controller, the text window toolbar, or the Speech menu.

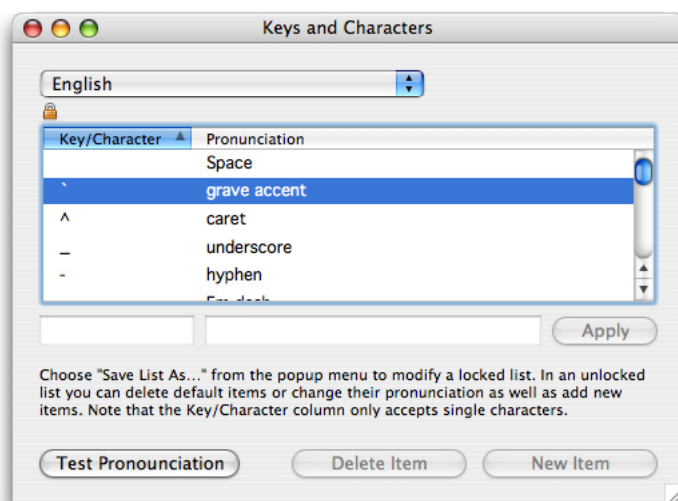
Note that while Proloquo makes an effort to keep what you type synchronized with its internal text buffer (visible at any time in the Proloquo text window) it cannot do so under all circumstances. If what you hear does not sound right, just use the Clear button in the Controller to start from a clean slate. For some applications, namely those that support Apple's Accessibility API, Proloquo is able to do a much better job in keeping things synchronized, especially when you work in Mac OS X Tiger. These include Apple's TextEdit and iChat and Nisus Writer Express. To make use of this improved synchronization, turn on the two checkboxes at the bottom of the Typing panel of the Proloquo preferences. For more information see the Preferences chapter in this manual.

To later listen back to what was written you can select the text in the application you are working in and use the Load Selection function in the Controller to load the text into the Proloquo text window. You may subsequently use the



Speak Word, Speak Sentence and other speech buttons to listen back to the text step by step.

You can customize the pronunciation of individual letters, special symbols, and keys using the Keys & Character Pronunciation command from the Edit menu. The Keys and Character window contains a number of predefined lists for several common languages that can be used as a starting point. If you want to make customizations you select one of the existing lists and then choose Save List As... from the popup menu and give your new list a name. You can then edit that list, deleting items you do not want and adding others. The Pronunciation defined in this window is used each time a single letter needs to be spoken or a single key is used. To let Proloquo speak individual letters and keys you need to turn on the appropriate checkboxes in the Typing panel of the Proloquo preferences. This tool can be very helpful for speech therapists. If you need more control than just transcribing the way you want something to be spoken, please contact us for the technical documentation for your language that provides details on how to enter items with phonetic codes.

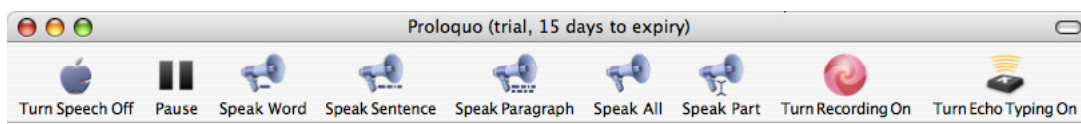


Using Proloquo as a talking word processor

You can use the configuration wizard (Proloquo menu) to configure Proloquo as a talking word processor. As always, for greater control you can later adjust the details of the configuration in the preferences.

Proloquo includes a basic text editor that can open and save Rich Text Files (RTF). These can also be opened and saved in applications such as Word and TextEdit as well as in most other modern word processors. When you type directly into the Proloquo text window you will never have any of the synchronization issues discussed in the previous section. However, you will not have all the advanced word processing features found in applications such as Word, TextEdit, Pages, or Nisus Writer Express. You could always write your text in Proloquo and later embellish it with different fonts and styles in another application. The Proloquo text editor does allow you to change the font and text size for the entire text at once, using the Font Window from the Format menu. It also allows undo, cut, copy, and paste.

The Proloquo text editor also has a number of special features. It can speak while you are typing, a feature already discussed in the previous section. It can speak the current word, the current sentence, the current paragraph, the whole text and a part of the text (either the selection or the part starting at the text cursor). Of course you can also turn speech off or pause it. Note that when you use, for example, the Speak Word command,



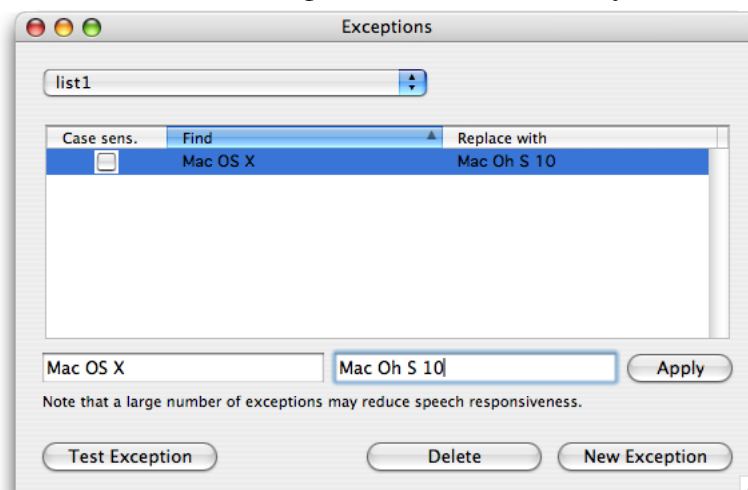
Proloquo will not only speak the next word, but also move the cursor to the next word. This way you can go through the text word by word or sentence by sentence.

Whether typing is “recorded” from other applications is determined by the Recording button and whether typing is echoed as you type is determined by the Echo Typing button. Note that at any time you can use the Hot key & Toolbar Configuration panel of the Proloquo preferences to determine which buttons are available in the text window toolbar and even change their names or assign keyboard shortcuts to them. When using Proloquo as a talking word processor you can either have it speak as you type or type silently and then let it speak once you are done. Or, of course, you can do both.

Proloquo can turn another word processor into a talking word processor, especially those word processors that implement Apple’s Accessibility API. However, even some of Apple’s own applications do not fully support this API at present. This includes the iWork applications: Pages and Keynote. Also Microsoft Word does not currently support it. However, Apple’s TextEdit supports it extremely well and so does Nisus Writer Express. When you use one of the latter two applications and have Proloquo configured for use as a talking word processor (and running the background), you cannot only hear what you are typing with the high quality voices provided with Proloquo, but you can also use Proloquo’s Speak Word, Speak Sentence functions and so forth with the text cursor being updated to the new position in TextEdit. All of this works best in Mac OS X 10.4. You should make sure that “Enable access for assistive devices” is turned on in the Universal Access system preferences of Mac OS X as well as the two checkboxes at the bottom of the Typing panel of the Proloquo preferences. Under those conditions Proloquo should be able to keep track of your typing, also when you work in multiple windows and move back and forth between different pieces of text.

You can create pronunciation exceptions if you feel that Proloquo does not pronounce certain words correctly. Typically, which words are not pronounced correctly varies from voice to voice and, of course, from language to language. So Proloquo allows you to create multiple lists of exceptions.

You access the Pronunciation Exceptions through the Edit menu. In the Exceptions window you then define a Find and a Replace text. When Proloquo is speaking it will replace the Find text with the Replace text. You can use the Test Exception button to listen to your Replace text and make sure it sounds right to you. Note that whenever you make changes to an exception you should press the Apply button to confirm the changes. If you need more control than just transcribing the way you want something to be spoken, please contact us for the technical documentation for your language that provides details on how to enter items with phonetic codes.



Using Proloquo with KeyStrokes and SwitchXS

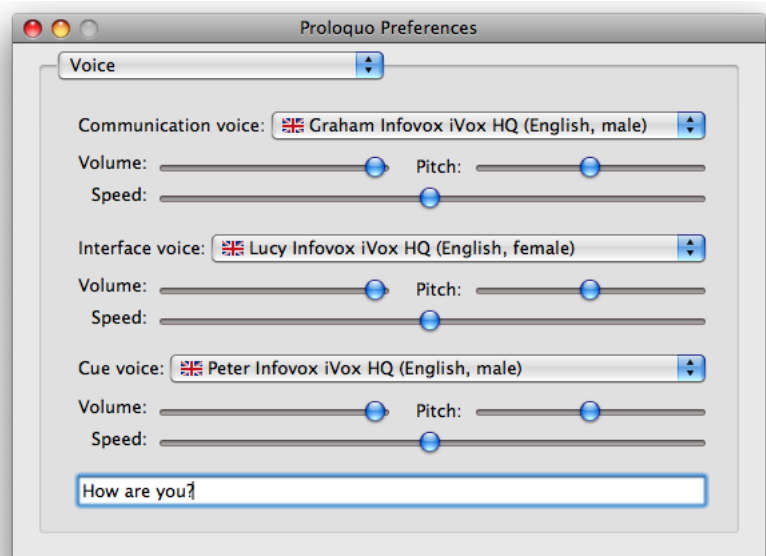
You can use the configuration wizard (Proloquo menu) to configure Proloquo as a speech engine for either KeyStrokes or SwitchXS. For more control you can later adjust the details of the configuration in the preferences.

Proloquo includes high quality Infovox iVox voices in a language of choice. You receive these voices when you purchase Proloquo. They are among the very best in the industry and are very natural sounding. To get an idea of how they sound before you make a purchase you can listen to short samples at <http://www.assistiveware.com/proloquo.php>. Additional voices for her languages can be purchased.

Proloquo adds high quality voices to KeyStrokes and SwitchXS and enables voice output in other languages than the built-in English Mac OS X voices. Both KeyStrokes and SwitchXS have basic speech features that use the built-in Mac OS X voices. As soon as you run Proloquo in the background KeyStrokes and SwitchXS will channel all their voice output through Proloquo.

Proloquo allows the selection of different voices for communication, for the talking interface, and for speech cues. These features are exploited by both KeyStrokes and SwitchXS so that you can distinguish text messages and keys typed from speech cues. In addition, if you are making use of the Talking Interface features of Proloquo, a third voice can be set for that feature.

KeyStrokes offers several speech features, all located in the Audio & Visual Feedback panel of the KeyStrokes preferences. When Proloquo is running in the background the speech features in that panel are powered by Proloquo. The “Speak the key or suggestion below the cursor” feature in that panel uses the Proloquo Cue Voice as selected in the Voice panel of the Proloquo preferences. The other KeyStrokes speech features use the Communication Voice as selected in the Voice panel of the Proloquo preferences. If you do not want to hear the same text being spoken twice you should not enable “Speak keys as you type” and “Speak completed text” in KeyStrokes and at the same time turn on the Echo Typing features in Proloquo. You should either let Proloquo handle the speaking as you type, or let KeyStrokes handle it. Unless you want to hear each letter as it is typed, it is probably best not to use Echo Typing in Proloquo but rely on the “Speak keys as you type” and “Speak completed text” of KeyStrokes. This is especially true if you like to use shortcuts in KeyStrokes that are automatically expanded as you type. Of course, feel free to experiment and see what



works best for you.

SwitchXS offers two kinds of speech features. The first one is the ability to turn on voice cueing in the Audio & Speech panel of the SwitchXS settings. When Proloquo is running in the background, the voice you have selected as Cue Voice in the Voice panel of the Proloquo preferences will be used. To allow voice feedback with higher scan speeds it is recommended that you set the Speed of the Cue Voice higher than its default setting, otherwise the voice cueing will lose synchronization with the scanning process in SwitchXS. The other speech feature SwitchXS provides is the ability to speak the text of message buttons in scan panels created with LayoutKitchen. If you combine this feature with Proloquo, you effectively have a switch-based communication system that provides high quality natural sounding voice output.

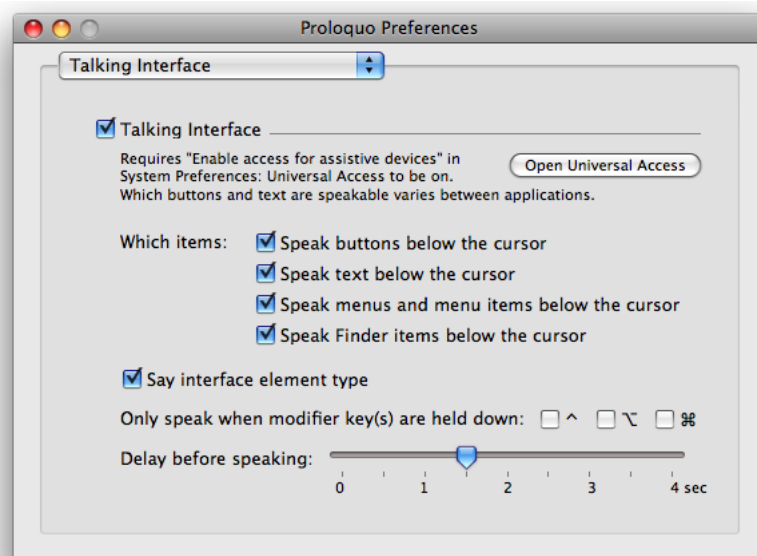
Proloquo also offers control over voice speed, pitch, and exceptions. Neither KeyStrokes nor SwitchXS offers that kind of control. In the Voice panel of the Proloquo preferences you can set the volume, speed (sometimes also referred to as rate), and pitch separately for each of the three voices. Note that while the Acapela and Apple voices allow changing the pitch, the Cepstral voices currently do not respond to changes in the pitch setting. On how to create pronunciation exceptions please see the section on using Proloquo as a talking word processor.

Support for people with visual impairments

Proloquo can be of help for people with low vision. However, for people who are blind it is not the right solution. If you are blind you should consider Apple's VoiceOver, which comes standard with Mac OS X 10.4 and later. For people with limited vision Proloquo can offer quite a bit of support, but our VisioVoice software would generally be more appropriate.

Proloquo can speak the titles of many screen objects such as buttons, menus, finder items and text below the cursor in most applications. You can control the details of what is spoken in the Talking Interface panel of the Proloquo preferences. You can control what kind of items are spoken, how long the cursor must be over an item before it is spoken, and more. If you do not need this kind of speech feedback all the time, you can set an option in those preferences that Proloquo only speaks interface elements when, for example, the control key is pressed. To use the Proloquo Talking Interface features "Enable access for assistive devices" need to be turned on in the Universal Access system preferences of Mac OS X.

Proloquo also provides visual aids within Proloquo itself to aid people with low vision. For example, unlike the toolbars in most



applications the Proloquo toolbars are fully resizable and if made larger can display very large high quality icons. The toolbar of the Proloquo text window can be resized by dragging the central splitter down or up. The Controller window can be resized and reshaped by dragging its size box in the lower right corner. The text in the Proloquo text window and in the phrase windows can be increased in size as well. Use the Show Fonts command in the Format menu to choose a different and/or larger font.

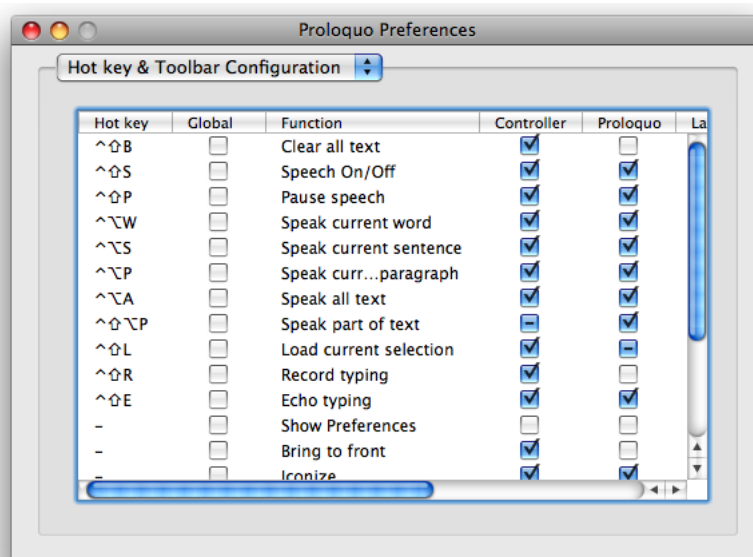
Finally, you can select different voices for the different speech features of Proloquo. You can for example select a communication voice that is used to echo text that you type or text that you ask Proloquo to speak and select an interface voice that will be used when Proloquo speaks the titles or text of interface elements.

Listening to text with Proloquo

Proloquo can speak any selected text in any application that supports the clipboard (i.e. provides a Copy command in its Edit menu). There are two ways in which you can trigger this function: (1) you can use the Load Selection button in the Controller; (2) you can use a keyboard shortcut for this function. In the Power Options panel of the Proloquo preferences you can determine whether Proloquo should automatically clear any previous text in its text window when Load Selection is invoked and whether Proloquo should start speaking the text immediately.

Keyboard shortcuts for Proloquo's speech functions are defined in the Hot key & Toolbar Configuration panel of the Proloquo preferences. On the left of that panel you can enter a hot key in the Hot Key column. Hot Keys can either function as simple keyboard shortcuts that are only active in Proloquo or as global hot keys that work in any application. If you want a hot key to work in all applications, turn on the checkbox in the Global column. For more information on what you can do in the Hot key and Toolbar Configuration panel see the chapter on Preferences in this manual.

While the Load Selection function discussed above works only for text that is selectable, the Talking Interface features mentioned earlier can be used to speak also non-editable and non-selectable text in many applications. This relies on Apple's Accessibility API so it will not work in every application and may not work for every single piece of text in a particular application. It works well in, for example, TextEdit, iChat, and Safari as well as in many other applications. It also works for most dialog messages. Note that Microsoft Word does not currently provide the necessary support for its editor windows.



In the Talking Interface panel of the Proloquo preferences you can set the Talking Interface feature to only speak text and no other interface elements; you can also turn off the “Say interface element type” option. That way it will purely function for text. If you do not want to hear every piece of text that you hold the cursor above, you can turn on one or more of the checkboxes for the modifier keys so that Proloquo will, for example, only speak text below the cursor when you hold down the command key. Note that you do not need to click on the text. Just holding the cursor above it for the duration you have set in the Talking Interface panel is enough. Note that Mac OS X offers a similar feature in the Speech system preferences, but it gives you less control and does not use the high quality voices included with Proloquo.

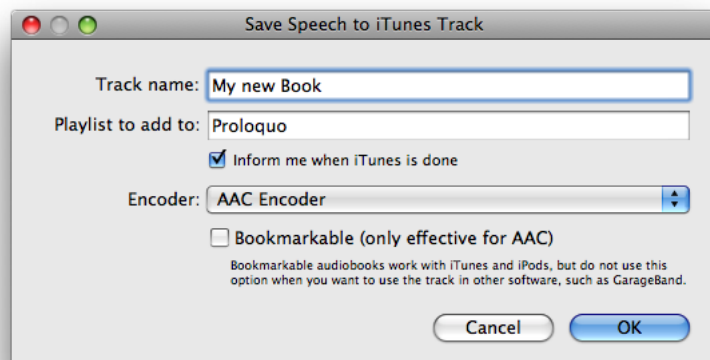
Proloquo can pause between sentences when reading text. This feature makes it far easier to understand the text you are listening to. In the Power Options panel of the Proloquo preferences you can set the pause between sentences anywhere between 0 and 4 seconds. When you use the Load Selection feature or when you have text in the Proloquo text window and choose Speak Paragraph or Speak All, Proloquo will pause between sentences for the duration you have set.

Creating audio files and iTunes tracks from speech

Proloquo can save speech to an audio file or iTunes track. Note that the license for the Infovox iVox voices does not permit commercial use or distribution of such audio files; only personal use is allowed.

The “Speech to Audio File” and “Speech to iTunes Track” commands are available from the File menu and speak the contents of the Proloquo text window to an audio file. So you first need to paste the text you want to convert to audio into the Proloquo text window or open an rtf file using the Open command in the File menu. When you choose “Speech to Audio File” a save dialog will allow you to choose a location and name for your audio file. Audio files are always saved as uncompressed AIFF files; you can use QuickTime Pro, iTunes or other utilities to convert such audio files to other formats.

If you just want to get the audio into iTunes, for example, to load it onto your iPod it is more practical to use the “Speech to iTunes Track” command. This will allow you to pick a track name and a playlist to put the track into (if the playlist does not exist it will automatically be created for you). Once the audio is generated Proloquo will instruct iTunes to import the track. If you do not want iTunes to start playing your new track after importing uncheck the “Play songs while importing” checkbox. Audio tracks generated by Proloquo will be set to Genre “Books & Spoken” with artist set to “Proloquo” so that they are easy to locate in your library. Once the track is in iTunes you can copy it to your iPod in the same way as music tracks.



Saving speech to audio may take quite some time if it is a long text. Depending on the speed of your computer it can be anywhere between 5 times as fast as normal speech to 50 times as fast. But, even at 50 times normal speech, a 12-page document that results in a 60 minutes audio file may take over a minute to generate. On a slower computer it may take several minutes.

Preference settings

Accessing the preferences

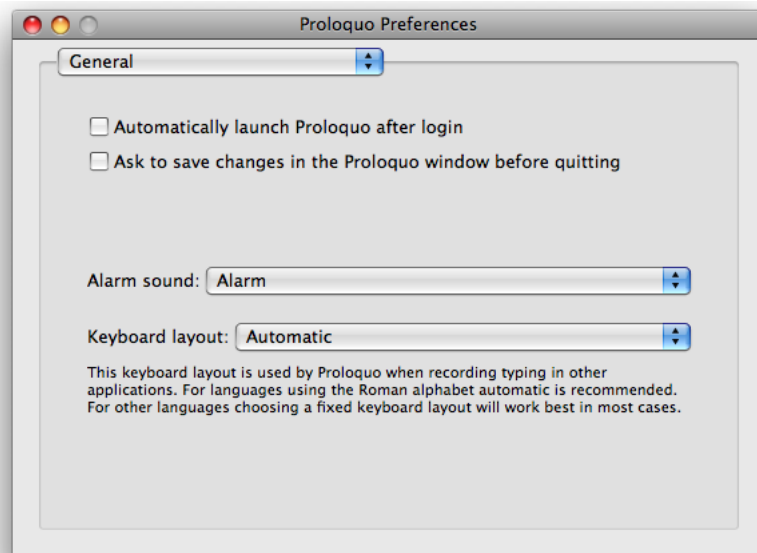
The Proloquo Preferences can be accessed through the Preferences command from the “Proloquo” menu.

In most cases the default preference settings will be fine, but once you gain more experience with Proloquo, you will appreciate the ability to fine-tune Proloquo’s powerful features to your specific needs or preferences.

General preferences

Automatically launch Proloquo after login. Use this option if you want to use Proloquo each and every day and like it to automatically load after you login to your machine.

Ask to save changes in the Proloquo window before quitting. This option is useful if you do not use the Proloquo text window as a scratch pad that you want discarded as you quit, but use the text window as a talking word processor and want Proloquo to remind you to save it before quitting.



Alarm sound. Use this menu choose the sound that should be used when you push the Alarm button. Sounding the default Alarm sound is a great way to get help quickly.

Keyboard layout. For languages using the Roman alphabet you should set this to Automatic. For some other languages such as, for example, Russian you should to set this to the keyboard layout you use to type in that language. This will ensure that when Proloquo records typing in other applications it will know what keys generate what letters.

Voice preferences

Communication voice. This is the voice that is used when you have echo typing turned on and when you use buttons on speech panels or make use of the Speak Word, Speak Sentence, and other Speak functions.

Interface voice. This voice is used for the Talking Interface features of Proloquo.

Cue voice. This voice is used for the speech cueing features found in KeyStrokes and SwitchXS.

Volume. Use the volume sliders to change the volume used for each of the voices.

Pitch. Use the pitch sliders to change the pitch used for each of the voices. Note that the pitch is currently expressed as a percentage deviation from the default pitch. Also note that Cepstral voices do not currently support pitch changes.

Speed. Use the speed sliders to change the speed used for each of the voices. Note that the speed is currently expressed as a percentage deviation from the default speed.

Note that the most recently used communication and interface voices are available in the Voice menu for quick access at any time without having to go in to the Preferences.

Typing preferences

Type sound. Choose a type sound if you want to hear a sound each time you press a key.

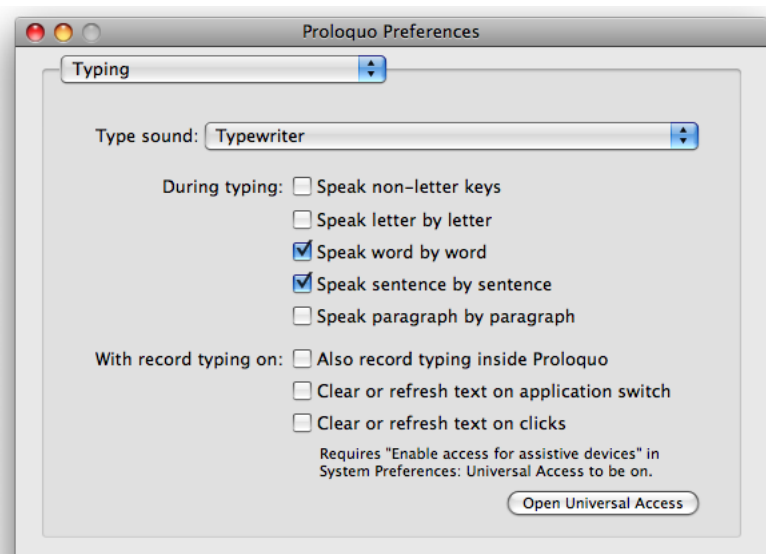
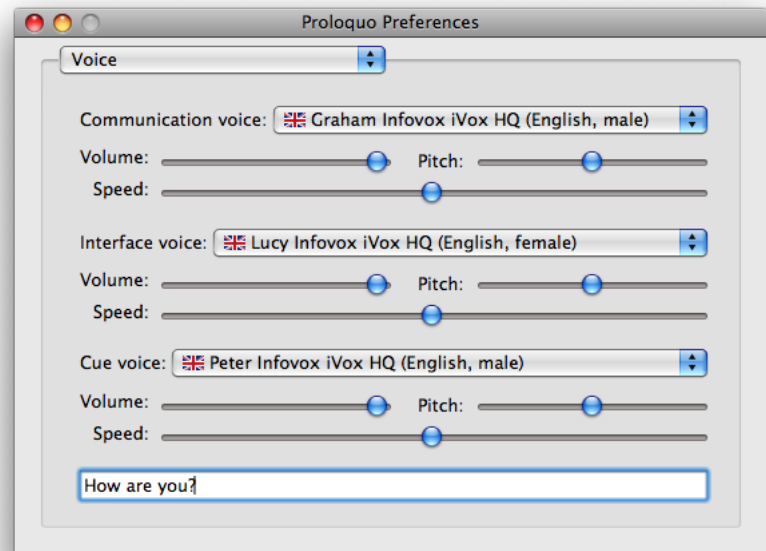
Speak non-letter keys. Use this option if you also want speech feedback when you press for example the return or shift key.

Speak letter by letter. This will speak each single letter as you type. This function can be very helpful for slow typers, but should probably be off for people who type faster than Proloquo can speak.

Speak word by word. Select this option if you want each word to be spoken as you write.

Speak sentence by sentence. Use if you want each sentence be spoken as soon as it is completed.

Speak paragraph by paragraph. This will speak the whole paragraph after you type a return. In iChat it will thus speak each time you hit



return to send your message to your iChat buddy.

Also record typing inside Proloquo. Except for users with low vision, this should probably be turned off. If it is on it will also record typing into the Proloquo text window when you type text in one of the other Proloquo windows or dialogs.

Clear or refresh text on application switch. Use this if you want Proloquo to try to keep its text buffer (as shown in the Proloquo text window) synchronized as you go from working in one application to working in another. Note that it is recommended that “Enable access for assistive devices” is turned on the Universal Access system preferences. This function works best on Mac OS X 10.4 and higher.

Clear or refresh text on clicks. Use this if you want Proloquo to try to keep its text buffer (as shown in the Proloquo text window) synchronized as you move back and forth working in different windows. Note that “Enable access for assistive devices” should be turned on the Universal Access system preferences. This function works best on Mac OS X 10.4 and higher. Also note, that it will not work well for all applications.

Talking Interface preferences

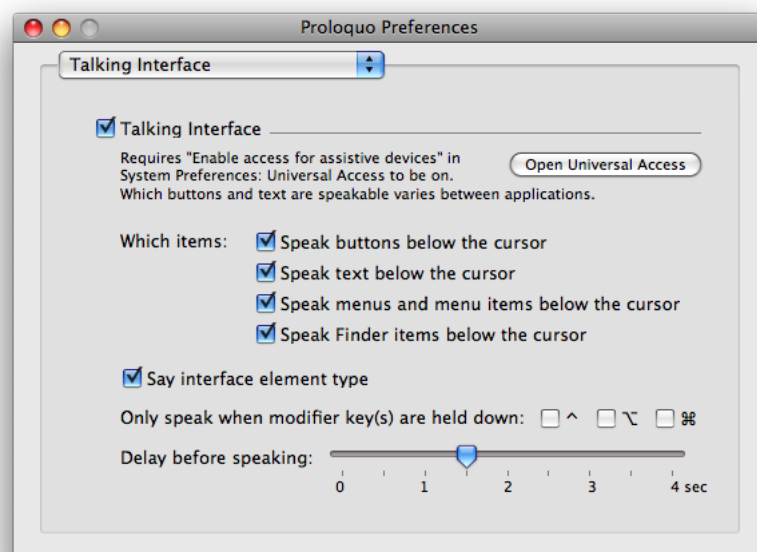
Note that all the features in the Talking Interface panel require “Enable access for assistive devices” to be turned on in the Universal Access system preferences. Also note that this feature only works for those interface elements for which applications support Apple’s Accessibility API. In some applications it will work for all elements and in others only for specific ones. It works very well in, for example, Apple’s Safari, TextEdit, and iChat.

Talking interface. Use this check box to turn on or off all talking interface features at once.

Speak buttons below the cursor. Check this box if you want buttons below the cursor to be spoken.

Speak text below the cursor. Check this box if you want text below the cursor to be spoken. This includes editable text such as found in a text or word processor document window or in an entry field of a dialog. It also includes non-editable text found in, for example, message dialogs.

Speak menus and menu items below the cursor. Check this box if you want menu titles and menu item titles below the cursor to be spoken.



Speak Finder items below the cursor. Check this box if you want Finder items, such as application and document icons, below the cursor to be spoken.

Say interface element type. Use this if you want Proloquo to not just say the title of a button or menu item, but also that it is a button or menu item.

Only speak when modifier key(s) are held down. Check one or more of the modifier keys if you only want Proloquo to speak the item below the cursor when the selected modifier keys are held down at the same time. Use this option if you only want to hear what is below the cursor occasionally rather than all the time.

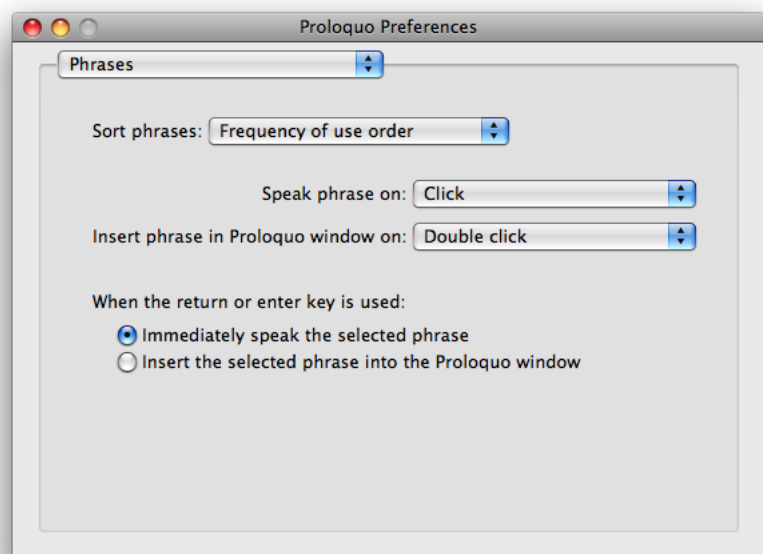
Delay before speaking. Set the delay that Proloquo should respect before speaking an interface element, so that it will only speak items that you really pause above.

Phrases preferences

Sort phrases. Select the sorting order Proloquo should apply to all phrases windows. If you select “Manual sort” you will be able to control sorting for each phrases file separately using the menu commands in the Phrases menu.

Speak phrase on. Select the action you would like to use as a way to tell Proloquo that it should speak a phrase in the Phrases window. Choose between Click, Double Click, and Option-click.

Insert phrase in Proloquo window on. Select the action you would like to use as a way to tell Proloquo that it should insert the clicked phrase in the Proloquo text window. Choose between Click, Double Click, and Option-click.



Immediately speak the selected phrase. Use this if you want to speak selected phrases in the active Phrases window when you hit the return key.

Insert the selected phrase into the Proloquo window. Use this if you want the selected phrases in the active Phrases window to be inserted in the Proloquo text window when you hit the return key.

Power Options preferences

Automatically clear any previous text. This option applies to the Load Selection command and

if you turn it on will erase any current text in the Proloquo text window when you issue the Load Selection command.

Automatically start speaking.

This option applies to the Load Selection command and if turned on will automatically start speaking when you issue the Load Selection command.

Speak new text after previous text is finished.

This applies to the Communication voice. If turned on this will ensure that Proloquo queues up the text that you ask it to speak through the various Speak commands, so that you will hear them one after another.

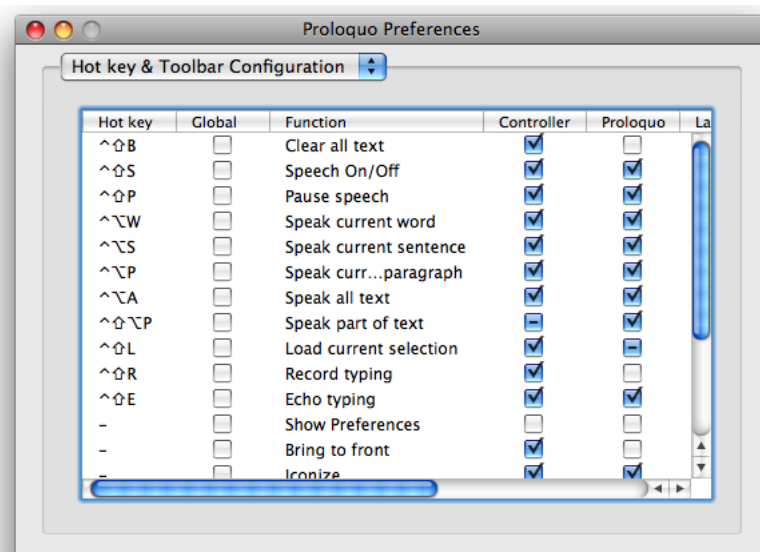
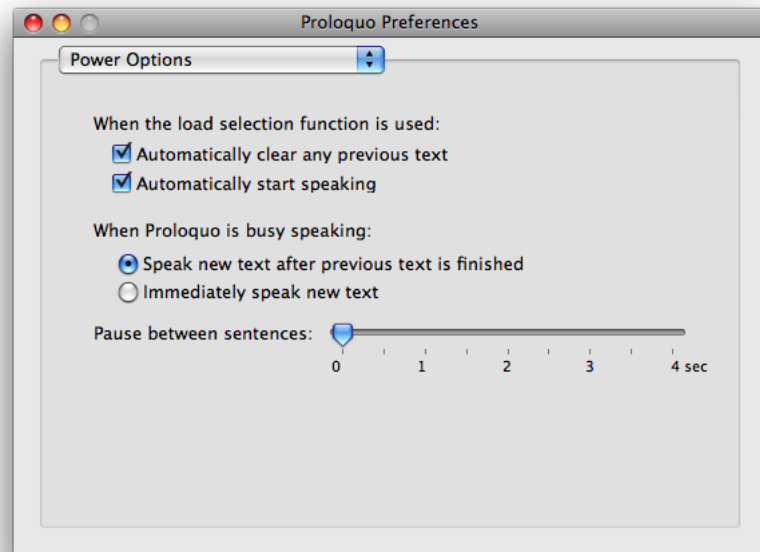
Immediately speak new text. This applies to the Communication voice and if turned on will force Proloquo to break off any on-going speech and to immediately start speaking the new text.

Pause between sentences. You can use this slider to set a pause between sentences when using the Speak Paragraph or Speak all command. It also applies to the Load Selection command if the selection contains multiple sentences.

Hot key & Toolbar Configuration

This preference panel consists of a table showing all the Proloquo functions that can be shown in the Proloquo text window toolbar and or in the Controller window. It is a rather large table. To see all the columns, you will have to scroll the table horizontally.

For each function you can set a hot key to trigger the function from the keyboard. If you also check the global check box for that function, the hot key will work from within any application. If you check the global checkbox, make sure you do not assign keys that are commonly used by other applications or the system, as that may lead to conflicts with multiple actions happening at the same time.



The third column shows the function and is not editable. The Controller and Proloquo column allow you to chose in which toolbars the function should appear. A few functions are only available for the Proloquo text window or only for the Controller.

The final two columns allow you to modify the labels of the buttons. Some buttons have two states (on and off). Therefore, Proloquo allows you to edit both labels for those functions. Editing the labels allows you to make the Proloquo toolbars easier to use for someone who does not speak English and would like to see the button labels in his or her own language. Proloquo is currently localized in English, French, and German. For other languages you should translate the button labels yourself.

Tips and Tricks

This section describes a few tips and tricks when using Proloquo.

Showing only text or only icons in the toolbars

You can control-click (or right-click if you have a two button mouse) on the toolbar in the Proloquo text window or the Controller window to access a contextual menu. This menu will allow you to display the commands in the toolbar as labels, as icons, or as both.

Using one speech panel for both Proloquo and SwitchXS

The panel file format for SwitchXS and Proloquo is identical. Therefore, it is easy to use LayoutKitchen to create a panel once and save it both for SwitchXS (in the SwitchXS Scan Panels folder of the AssistiveWare Support folder) and Proloquo (in the Speech Panels folder of the AssistiveWare Support folder) from LayoutKitchen. Proloquo will simply ignore those buttons it cannot handle (such as key and mouse buttons). Obviously, this is mainly useful for communication panels that you want to design once, and then let switch users use through SwitchXS and mouse users through Proloquo.

Working with multiple languages

The Voice menu allows you to quickly switch between the five most recently used communication and interface voices. If you prefer to use the keyboard to switch voices you can use the command key shortcuts listed in that menu. The menu also allows you quick access to the Voice preferences panel of Proloquo if you want to pick a voice not listed in the menu.

Known issues

Font Window limitations

The Font window accessible through the Format menu offers a number of buttons and other controls that cannot be used in Proloquo. For technical reasons it is not possible to disable those functions. Please use the Font window only to change the font and text size. This can be done for the Proloquo text window and for the Phrases windows.

Compatibility with Apple's Mail on Mac OS X 10.4 (Tiger)

Apple changed Mail in 10.4 (Tiger) in such a way that Proloquo cannot currently work as well with the New Message window in Mail as it could on 10.3. On Mac OS X 10.3 (Panther) Mail did conform to Apple's Accessibility API more strictly, making it work well together with Proloquo's Talking Interface and typing features. The primary issue in Tiger is Mail's New Message window that reports its context as non-editable text instead of as editable text to Proloquo. However, the basic features such as the recording and echoing of text typed still work. If text and speech lose synchronization just use the Clear function in Proloquo. Then continue typing.

Compatibility with iWork

It is recommended to use Proloquo with iWork 2008. Earlier versions of both Keynote and Pages do not fully support Apple's Accessibility API in key areas such as the text area in the Pages document window. This makes these older versions less ideal for Proloquo. However, the basic features such as the recording and echoing of text typed still work. If text and speech lose synchronization just use the Clear function in Proloquo. Then continue typing.

Compatibility with Microsoft Office 2004 and 2008

Neither Word nor Excel currently support Apple's Accessibility API. This means that it is difficult for Proloquo to maintain synchronization with the text the user is typing and will occasionally require you to Clear the Proloquo text window. However, the basic features such as the recording and echoing of text typed still work. If text and speech lose synchronization, just use the Clear function in Proloquo. Then continue typing. Also, you may want to consider Nisus Writer Express as an alternative to Word. Nisus Writer Express does fully support Apple's Accessibility API, making it a perfect partner for Proloquo.

Compatibility with third part voices

Proloquo works with any Speech Manager compliant voices. Do note that some voices do not respond to changes in the pitch setting.

Support

Support steps

- Step 1. Check this manual and/or consult the Proloquo help function. This help function can be accessed through the “Help” menu when Proloquo is the active (front-most) application.
- Step 2. Consult the dealer where you purchased Proloquo.
- Step 3. Contact your local distributor (see below for details).
- Step 4. If none of the above help or if you purchased directly with AssistiveWare, send an email to Proloquo@assistiveware.com

Local distributors

Please find below a list of the current local distributors. Note that this may change over time and that the latest information on local distributors is always available at <http://www.assistiveware.com/resellers.php>

Territory	Distributor / Dealer	Purchase online
North America (USA, Canada, Mexico & Caribbean)	Origin Instruments Corporation (full support) 854 Greenview Drive Grand Prairie Texas 75050-2438 USA Phone: 972-606-8740 FAX: 972-606-8741 Email: support@orin.com Web: http://orin.com/access/proloquo/	Origin Instruments Corporation (full support) http://orin.com/ec/proloquo/
Everywhere else	AssistiveWare (email only support in English, French or Dutch) Van Speijkstraat 73-D 1057 GN Amsterdam The Netherlands Europe FAX: +31-20-6128266 Email: Proloquo@assistiveware.com Web: http://www.assistiveware.com	AssistiveWare (email only support in English, French or Dutch) http://www.assistiveware.com/purchase.php

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