Proloquo4Text Manual

Version 4.0

Proloquo4Text™

Type. Speak. Communicate.

AssistiveWare

Contents

1. Introduction to Proloquo4Text

INTRODUCTION

Proloquo4Text™ is a text-based Augmentative and Alternative Communication (AAC) app designed for people who cannot speak or have difficulty making themselves understood. Proloquo4Text is designed for rapid, flexible text-based communication and supports multilingual users.

THE TEXT PAD

The **Text Pad** (1) is the central hub of Proloquo4Text. Using the keyboard you can type anything you want to be spoken into the Text Pad. **Word Prediction** (2) and **Sentence Prediction** (3) can help

you communicate with less effort. A set of **Quick Blocks** gives you access to a number of other effort-saving features. Use the **History** block to say something again without retyping. Organize commonly used phrases in the **Phrases** block (5) for quick access. Use the **Quick Talk** block (4) for quick interjections. With the **Conversations** block you can easily switch between conversations.

MULTIPLE LANGUAGES

If you speak multiple languages and use multiple iOS keyboards, Proloquo4Text will automatically change the language of the word prediction, the phrases and ▶
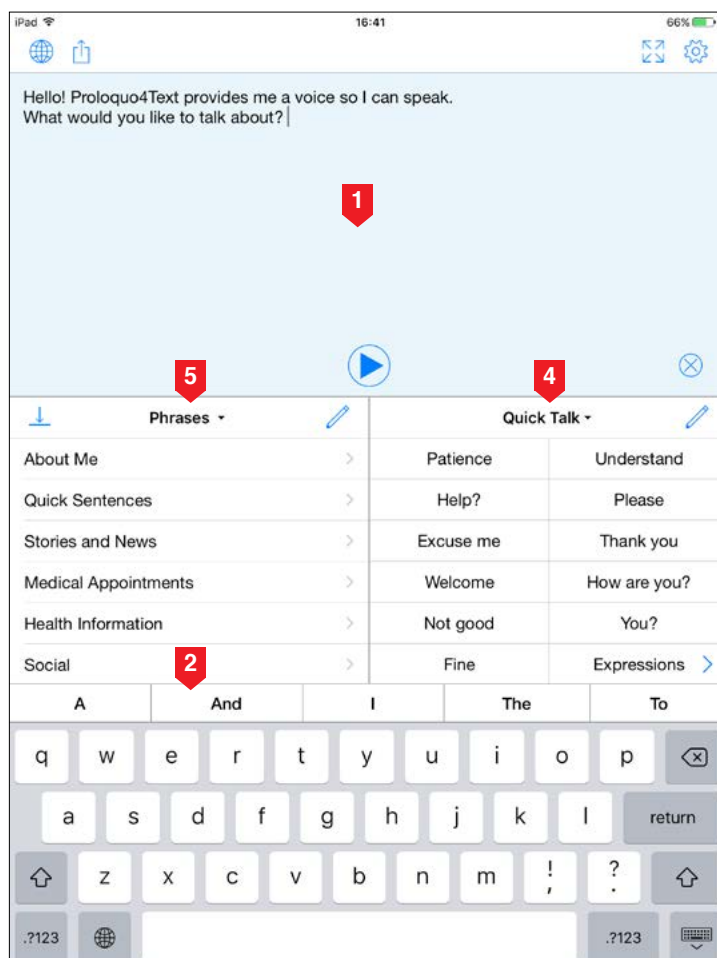
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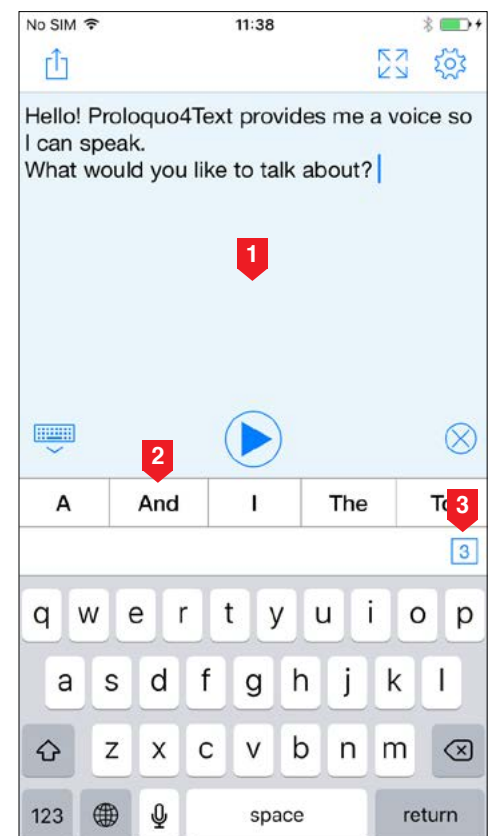
iPhone

other content when you switch between keyboards. If you prefer to use one iOS keyboard for all languages you speak, Proloquo4Text allows you to manually configure the languages in the options and will show a **Language Toggle** (1) to allow you to switch between languages.

Learn more about how to use and configure Proloquo4Text in this manual.

ACCESS THE MANUAL IN THE APP
Note that inside the app, you can access this manual by going to the **Options** (2), and then selecting **Support** followed by **Manual**.
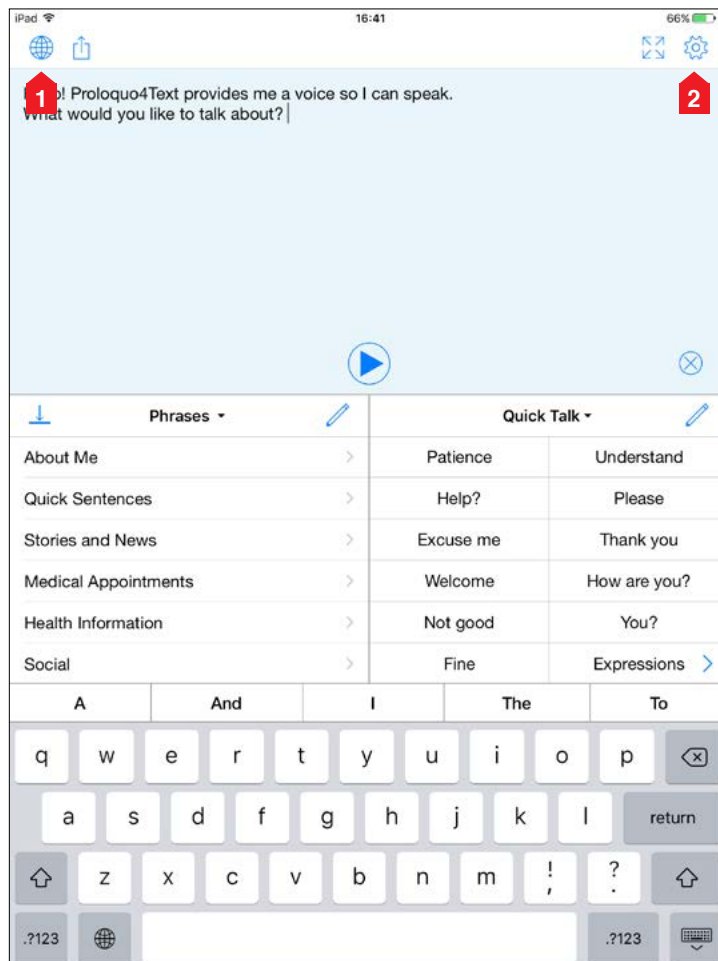
2. Startup wizard

CONFIGURATION

When you first launch Proloquo4Text, a wizard will guide you through the initial configuration.

SETTING UP A USER

Enter the name of the user (1), and tap the **Next** (2) button. Now, pick a **Voice** (3), which will be downloaded as soon as you finish the wizard and tap the **Next** (4) button. Note that a lower quality substitute voice will be used while your selected voice is downloading. This way you can start communicating straightaway.

ADDING MORE USERS OR VOICES

After initial setup you can go to the Proloquo4Text options to create additional users or add additional languages and voices, which can be downloaded free of charge.
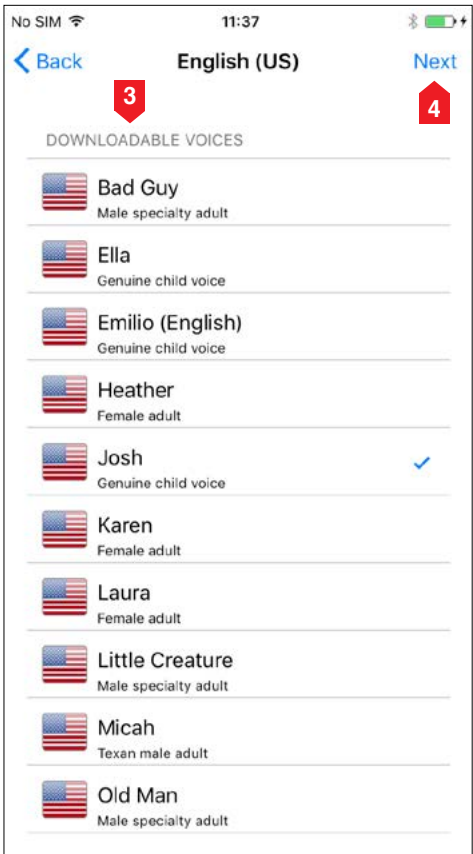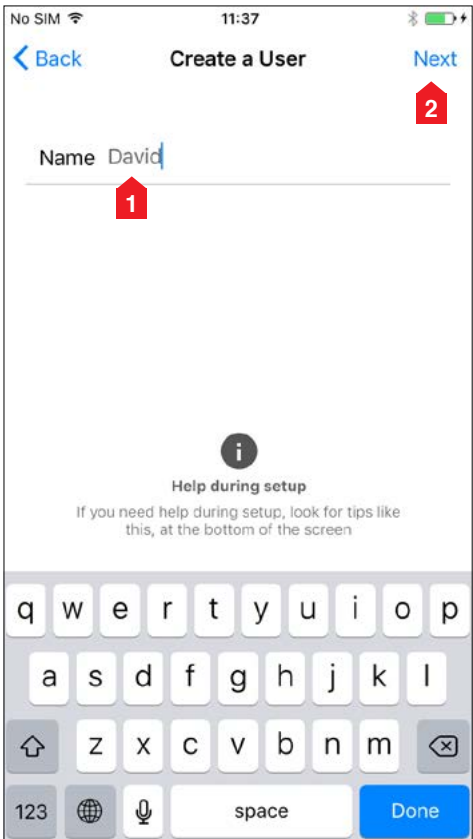
3. The Interface

THE MAIN INTERFACE ELEMENTS

Proloquo4Text is all about expressing yourself easily and efficiently. Tap in the **Text Pad** to begin typing. Use the on-screen keyboard with advanced, self-learning PolyPredix™ **Word Prediction** or use a bluetooth keyboard.

Quick Blocks give rapid access to customizable categories of **Phrases** (for commonly used phrases), **Quick Talk** (for quick interjections), **Conversations** (to easily switch between conversations), **Sentence Prediction, Word Prediction**, and **History**.

In **Options** you can configure which **Quick Blocks** to use and where they will appear, as well as customize colors, fonts, and much more.
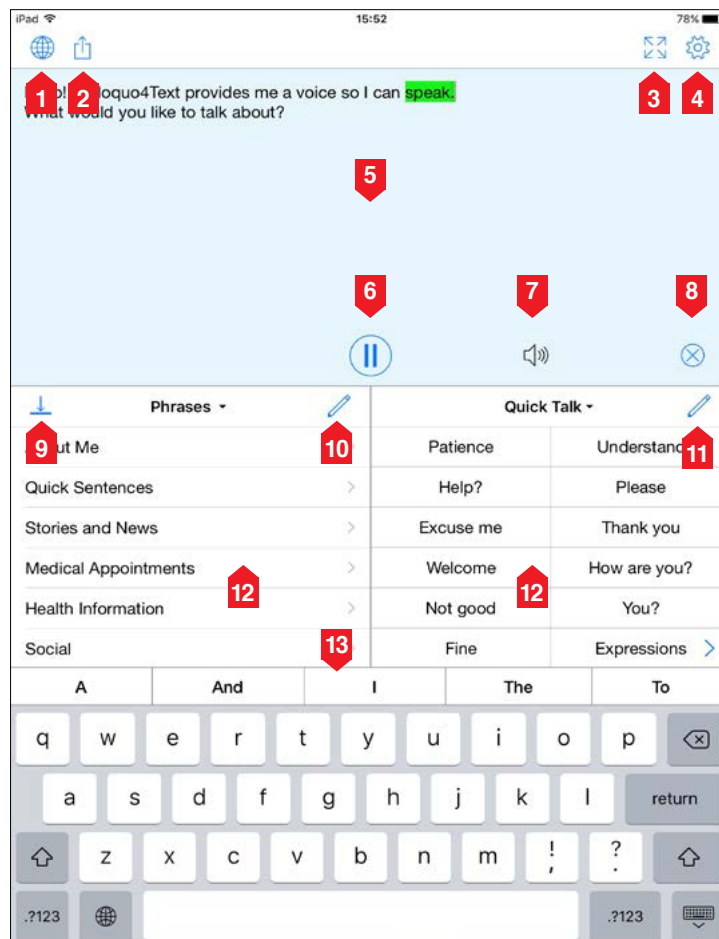
TOGGLING QUICK BLOCKS

You can toggle between different **Quick Blocks** by tapping on the title of the **Quick Block**. If you touch and hold you get a popup with a list of **Quick Blocks** and can directly switch to a specific **Quick Block**. You can temporarily hide or show a **Quick Block** by tapping on the visibility toggle.

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1. Language Toggle*
2. Share
3. Full Screen
4. Options
5. Text Pad
6. Play/Pause
7. Sound Indicator
8. Clear Text Pad
9. Quick Block visibility toggle
10. Add a conversation
11. Edit a Quick Block
12. Quick Blocks
13. Word Prediction

*The Language Toggle is only available when Manage Languages is set to Manual. See Chapter 10 for more information.

DIFFERENCES BETWEEN IPAD AND IPHONE

On iPhone you need to hide the keyboard using the **Open/Close keyboard** (1) toggle at the bottom of the Text Pad to access the **Quick Blocks**. On iPad **Sentence Prediction** is a **Quick Block**, but on iPhone, you need to tap the little square (2), which shows the number of matching sentences on the second **Word Prediction** row, in order to access the sentence prediction.

COMMUNICATING

Text can be spoken while you type, or tap the **Play** button when you are done typing (configure this behavior in the **Options**). Use the **Share** button to share your text through Email, Messages, Twitter and the clipboard.

If you want to communicate silently you can tap the **Full Screen** button (3) to display the contents of the Text Pad full screen. In full screen mode you can use the **Flip** button (4) to make the text easily readable for a communication partner facing you.

CUSTOMIZING

Tap the **Edit** button to edit **Phrases** and **Quick Talk** contents, or to delete specific entries in the **History** list.
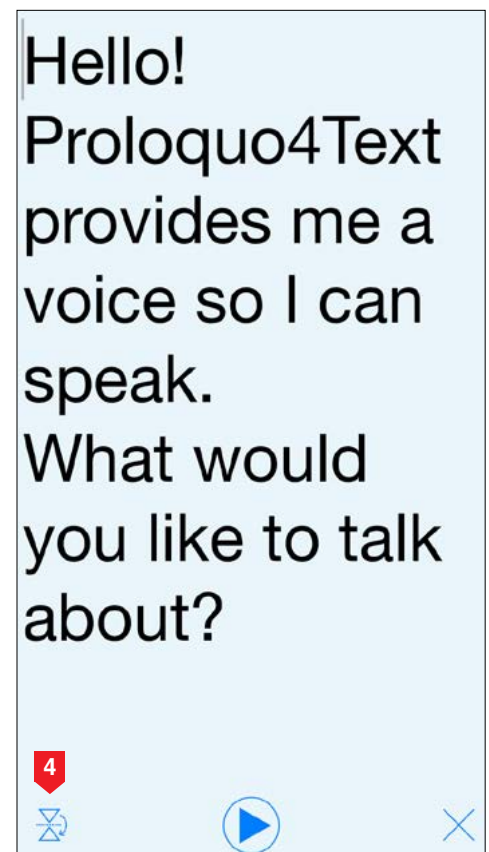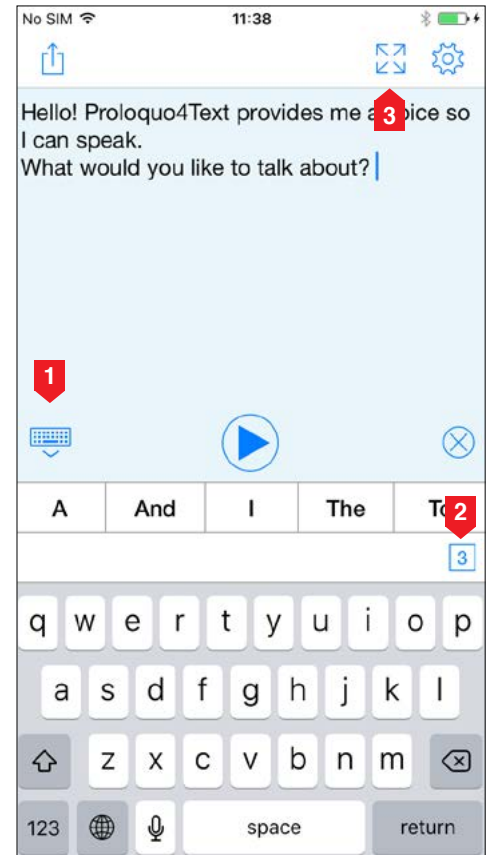
QUICK BLOCKS

There are a total of 6 **Quick Blocks** to help you speed up your conversation: **Phrases, Quick Talk, Conversations, History, Word Prediction** and **Sentence Prediction.**

The last two are not available as Quick Blocks on the iPhone because there they are integrated into the Word Prediction bar.

PHRASES

Use **Phrases** to store common phrases, sentences and even paragraphs. Add a new phrase to the current category by selecting text in the Text Pad and tapping on Create Phrase in the edit menu. Alternatively, tap the Edit button in the Navigation bar to edit your phrases or to add or delete phrases. You can organize the content in categories. You can also assign abbreviations to each item so that

you can type the abbreviation to insert the item's text into the Text Pad. By default a tap on a phrase will insert the text into the Text Pad, while a touch and hold will speak it immediately. You can adjust this behavior in the **Speak Items** section of the **Language and Speech** options.

QUICK TALK

Use **Quick Talk** for interjections and expressions that you want quick access to while communicating. By default a tap on a **Quick Talk** item speaks immediately and does not insert the text into the Text Pad. This makes it easy to make a quick comment without disrupting the text you are working on in the Text Pad. By default a touch and hold will insert the text into the Text Pad. You can adjust this behavior in the **Speak Items** section of the **Language and Speech** options.

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HISTORY

Use **History** to easily say something you said before. A tap will insert the text in the Text Pad while a touch and hold will speak it immediately. You can change this behavior in the **Speak Items** section of the **Language and Speech** options. Note that text is added to the history any time you use the Play button. If you swipe down in the History a search field will appear allowing you to search for specific text.

CONVERSATIONS

Use **Conversations** to easily switch between two or more conversations. This makes it easy to, for example, answer a question in a second conversation, without disrupting what you were typing in the first conversation.

WORD PREDICTION

Use **Word Prediction** to speed up your typing. The word prediction system automatically learns new words and word combinations. This means it also learns typos, however, if you do not make the same typo over and over again the prediction system will automatically remove the typo after a while. In the **Prediction** section of the options, you can configure the word prediction system including restricting learning to correctly spelled words.

SENTENCE PREDICTION

Use **Sentence Prediction** to have quick access to the most commonly used sentences that start with the text you have typed. **Sentence Prediction** includes recently typed sentences as well as your phrases.

5. Edit Mode

EDIT MODE FUNCTIONS

To edit items in Phrases or Quick Talk, tap the **Edit** button to enter edit mode. In edit mode you can **Add** new categories and items, **Cut**, **Copy**, and **Paste** content, **Delete** content and edit existing content. To exit edit mode you need to press **Done** in the top right corner of the screen. If you do not see that **Done** button you are either in Selection mode and first need to tap **Done** in the lower left corner of the screen, or on an iPhone, you first need to use the back button to get back to the list of items. Note that you can create items quickly by copying a list of sentences (one sentence per line) from another app and then tapping **Add** in edit mode.

EDITING ITEMS

To edit a single item, select it. To edit multiple items at once, tap **Select**, and then tap the items you wish to edit. To reorder items you first need to tap **Select** and then press on the three lines next to the item you wish to move, then drag it to the new location.

MOVING ITEMS BETWEEN CATEGORIES

To move items from one category to another, tap **Select**, and then tap the items you wish to move. Tap **Action** and choose **Cut**. Now navigate to the new category, tap **Action** and select **Paste**.

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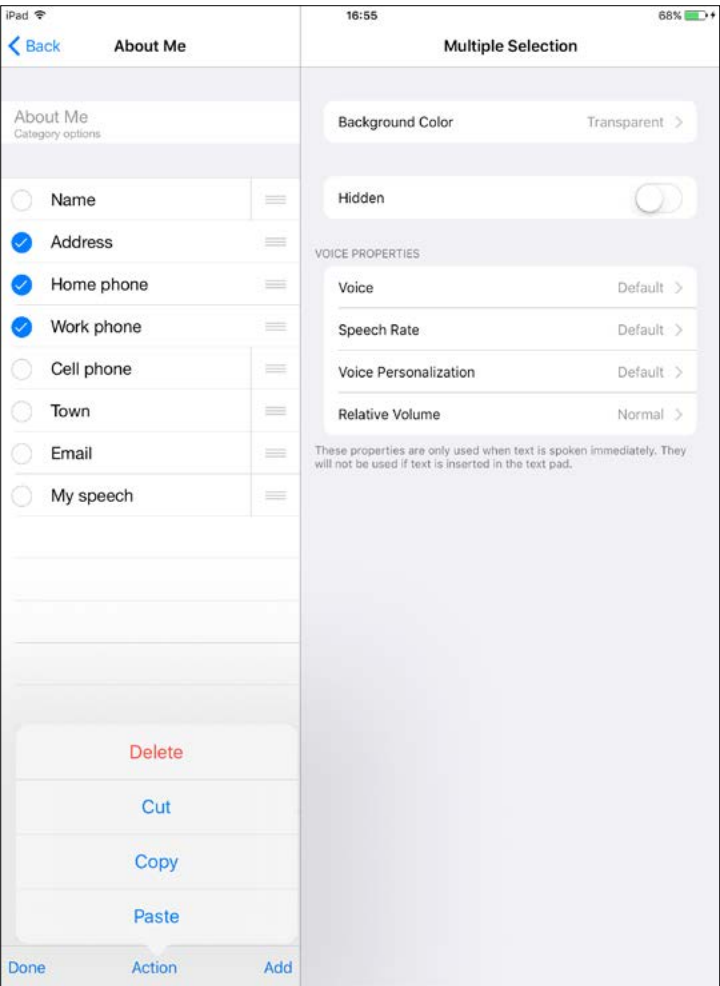
HIDING ITEMS

Set categories or items to **Hidden** if you do not want them to be visible during normal use. Note that hidden items can still be used for abbreviation expansion.

CHANGING PROPERTIES

You can also change the appearance and voice properties of an item. Note that the voice properties only apply to text spoken immediately rather than inserted into the Text Pad.

IPHONE

On iPhone, you have access to the same editing features as on iPad. The main difference is that you are unable to see the Items or Categories on the same screen as the Properties.
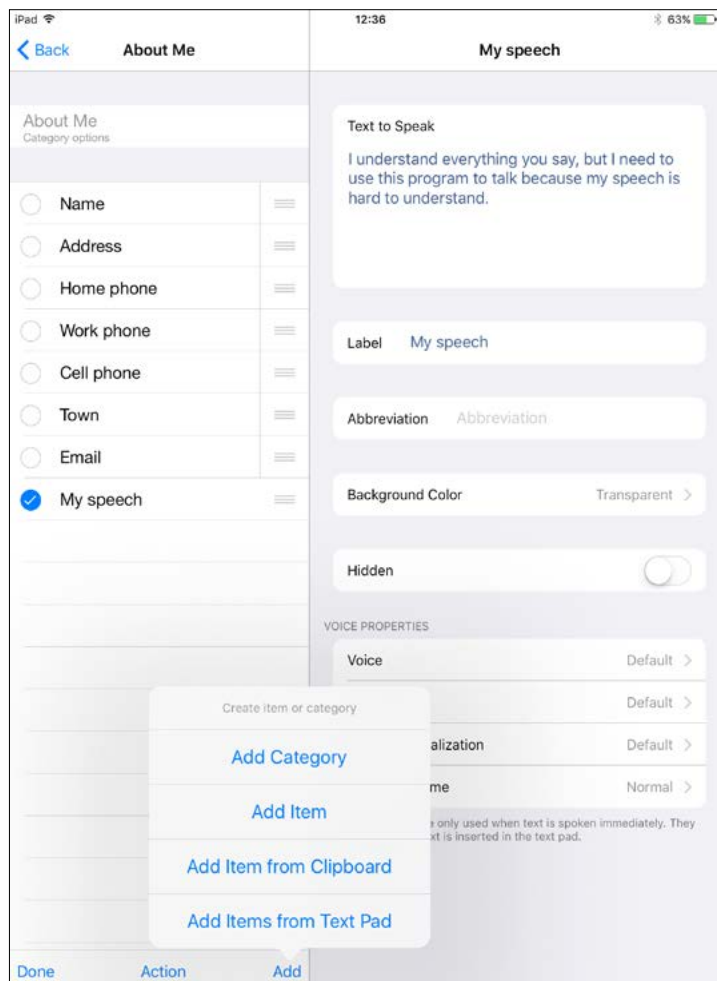
6. Using an external keyboard

CHANGES IN THE USER INTERFACE

When you connect a keyboard case or a bluetooth keyboard the on-screen keyboard will disappear. However, unless you turned off word prediction, the word prediction bar will remain available. In the bottom right of each prediction suggestion a number will appear indicating which number key on the keyboard you can press to select this prediction. To toggle between typing numbers and using number keys to select suggestions you can tap on the **Numbers Toggle** (1) button on the right side of the prediction bar.

KEYBOARD SHORTCUTS

You can use Command-Enter to play or pause speech, Command-K to clear the Text Pad and Command-0 to toggle between selecting word prediction choices and typing numbers. Additionally, all of the standard iOS external keyboard shortcuts are available.
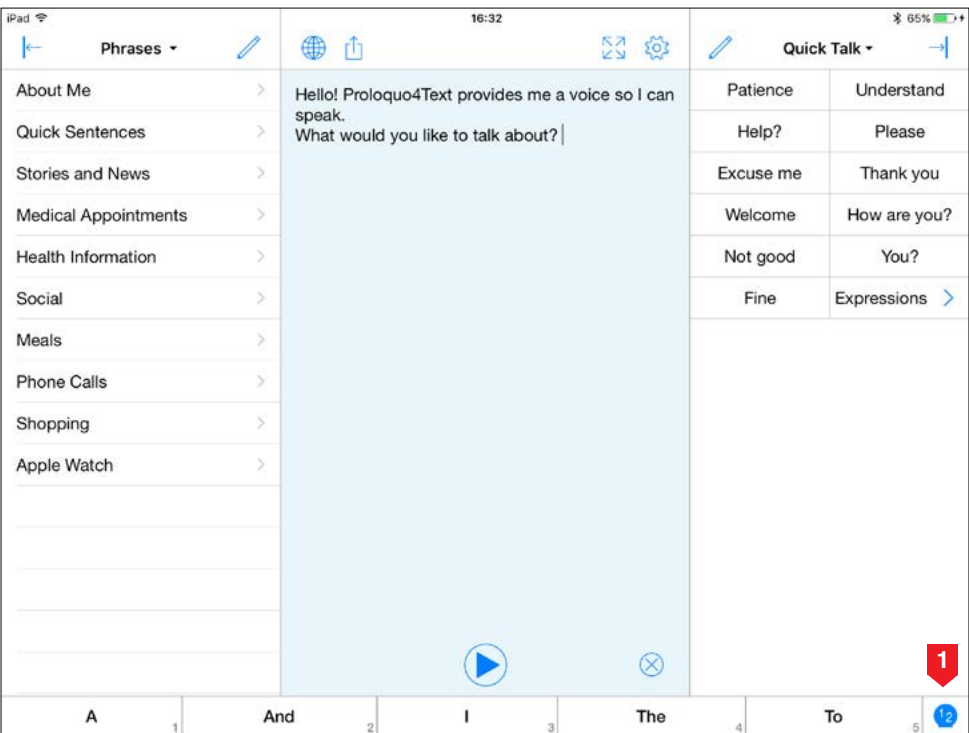
7. Apple Watch

If you are running Proloquo4Text on an iPhone 5 or later, you can also use Proloquo4Text on your Apple Watch. Proloquo4Text for Apple Watch is best suited for communicating short, frequently-used or urgent messages.

COMMUNICATING

To choose a phrase in Proloquo4Text for Apple Watch, tap its row (1). The full phrase will appear on the Watch face. Tap the Watch face (2) again to speak the text out loud. Tilting your wrist towards the person you are talking to will flip your message so it is easier to read.

CUSTOMIZING

Proloquo4Text for Apple Watch shows phrases stored in Proloquo4Text's Apple Watch category (3). You can edit, add, or delete phrases in Edit Mode on your iPhone.

If there is more than one iOS system voice available for your language, you can change the voice Proloquo4Text uses. First, open the Watch app on your iPhone. Go to **Proloquo4Text** in the list of installed Apple Watch apps, then scroll down and select your language (4).
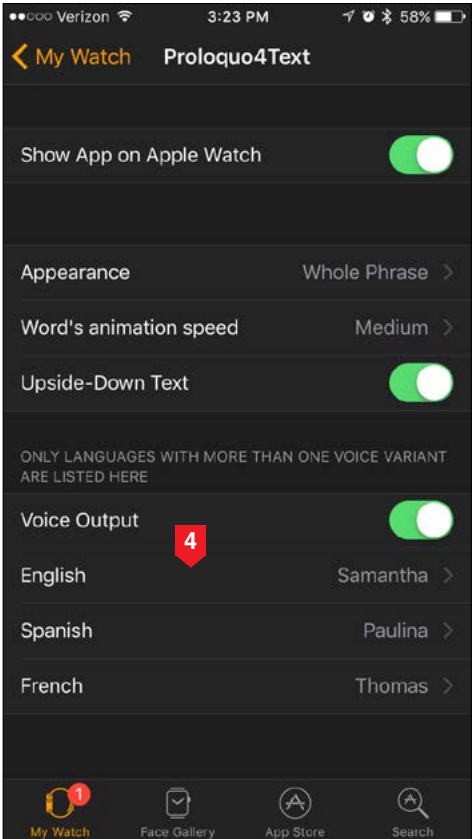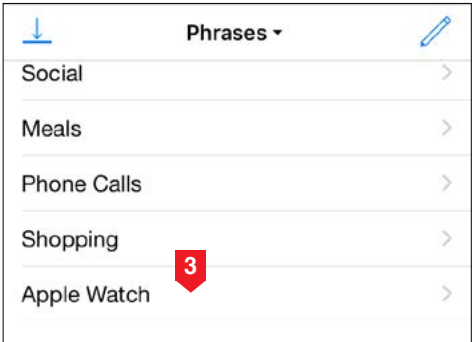
8. Options

USER OPTIONS

To access the **Options** you tap on the cog wheel icon. In **Options** you can create additional **Users**, configure the **Appearance** of Proloquo4Text, configure **Languages and Speech**, and adjust **Prediction**. You can apply **Restrictions** to certain features, and there is also a section to control **Privacy**.

GENERAL OPTIONS

There are also a number of general options applying to all users, including **Backups**, **Lock Options** (set a password so that a student or child cannot change the options), **About** (learn more about Proloquo4Text), **Support** (find the in-app manual, discover learning resources or contact support) and **News** (updates from AssistiveWare).

9. Options: Creating a new user

MULTIPLE USERS

In the **Users** section of the options, you can create multiple user configurations.

Each user can have their own settings controlling the voice used, the appearance options, etc. This can be used in classroom settings where a device is shared by multiple students but can also be practical for a therapist assessing Proloquo4Text with clients with very different needs.

CREATING USERS

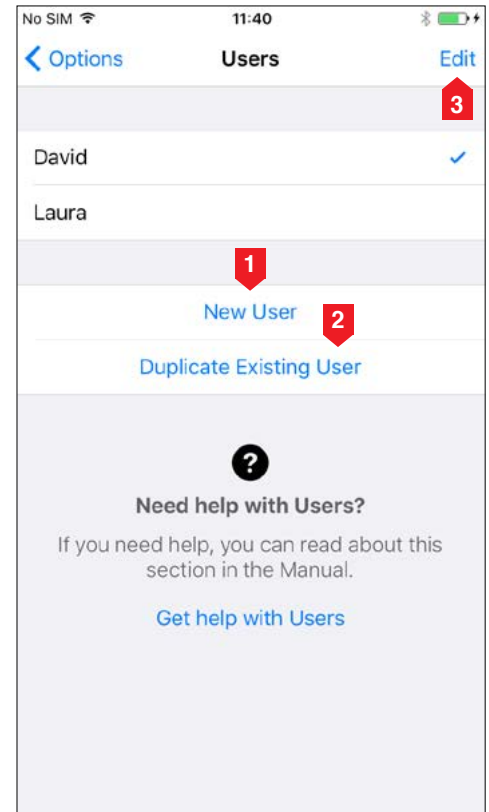Tap **New User** (1) to start with a clean slate and default values, or tap **Duplicate Existing User** (2) to base the new user on an existing one.

SWITCHING USERS

To switch between users, simply tap the name of the user you want to change to.

DELETING USERS

To remove users, tap the **Edit** button (3) and delete the users you no longer need. Note that you can never delete the current user.

10. Options: Appearance

ARRANGING QUICK BLOCKS

In the **Appearance** section of the Options, you can configure the size of the icons, the appearance of the **Text Pad** and **Quick Blocks**. For each of the Quick Blocks, you can determine if it should be **shown** or **hidden**, and on iPad you can determine whether it should be shown on the left or right side of the screen. You can set them all to be on a single side so that you have a larger Text Pad, or even set them all to hidden to have a full screen Text Pad.

CUSTOMIZING THE PREDICTION APPEARANCE

You can show or hide the **Keyboard Prediction** bar and customize the **font**.

11. Options: Language and Speech

CHOOSING VOICES

In the **Language and Speech** section of the Options, you can choose the voice(s) to use for each of the **Active Languages**.

MANAGING LANGUAGES

Set **Manage Languages** to **Automatic** if you want the available languages to be determined by the iOS keyboards you have active (as selected in the Settings app of your device). Set management of languages to **Manual** if you prefer to use one keyboard for all languages and want to select the languages Proloquo4Text should support from those for which Proloquo4Text has voices available.

CONTROL PLAYBACK

For the Text Pad, you can control how text is spoken during typing and when the play button is tapped. Turn **Auto Detect Language** ON if there are multiple active languages and you want Proloquo4Text to automatically guess the language and associated voice to use when speaking text composed of sentences from different languages.

SPEAKING QUICK BLOCK ITEMS

Finally, for the **Quick Blocks**, you can determine whether items should be spoken rather than inserted into the Text Pad on **Tap** or on **Touch and Hold**.
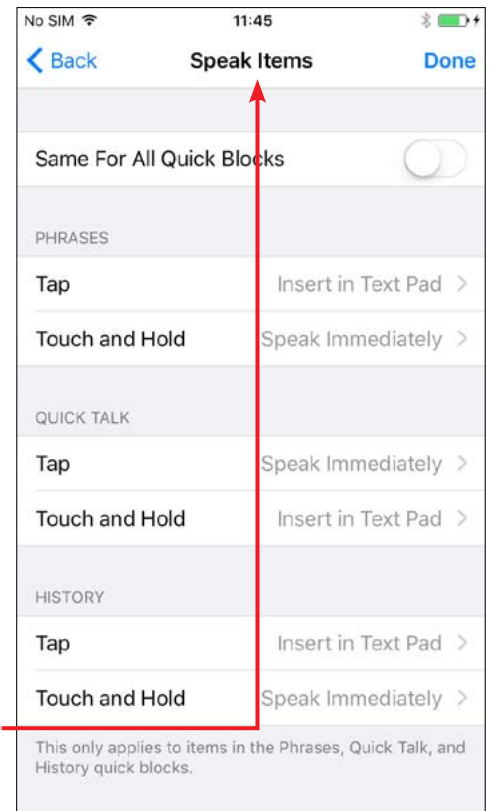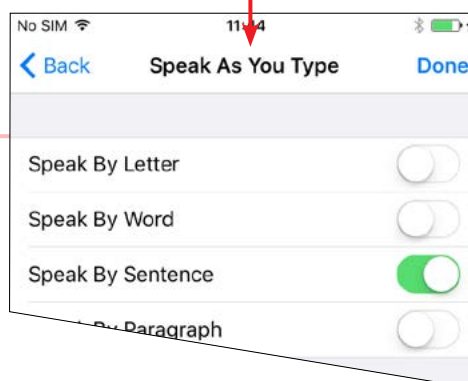
12. Options: Prediction

WORD PREDICTION

Turn **Auto-spacing** OFF if you do not want the automatic spacing after selecting a suggestion. Turn **Multi-word Prediction** OFF if you want each suggestion to consist of a single word and never multiple words such as "help me".

Set **Learning** to **Correctly Spelled Words** if you do not want Proloquo4Text to learn any words not in the built-in Apple dictionary, or turn Learning completely OFF. Word Prediction will of course work a lot better if you allow Proloquo4Text to learn **All Words**, but for poor spellers it can be useful to allow only learning of correctly spelled words. Note that you cannot manually remove mistyped words. However, learned words that are not used repeatedly will automatically be removed after a while.
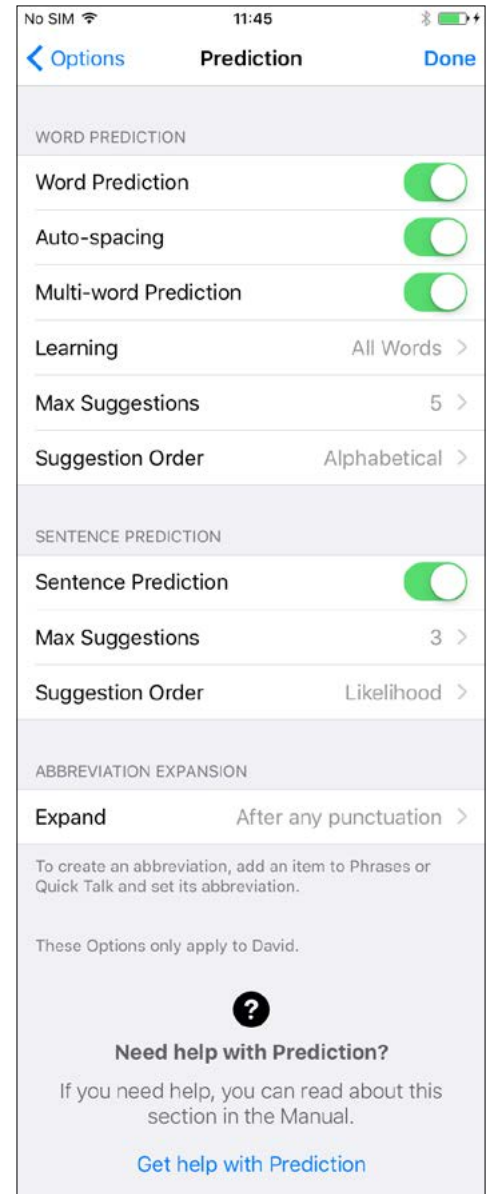
With the other Prediction options, you can determine how many suggestions will be offered and how they will be ordered.

SENTENCE PREDICTION

Set the maximum number of suggestions and the suggestion order.

ABBREVIATION EXPANSIONS

Tap **Expand** to set the trigger for the Abbreviation Expansion.

13. Options: Restrictions

RESTRICTING EDITING AND SHARING

On the Restrictions page, you can turn off the ability to **Allow Editing** of **Phrases** and **Quick Talk** items, or to **Allow Sharing** text in the Text Pad using email, messages and Twitter.

Note that if you want to make sure the user cannot "undo" these restrictions you should use the Lock Options feature (discussed in chapter 15) to password protect the options.

SETTING UP SHARING

Note that to use email, messages and Twitter you need to configure accounts for these services in the device settings.
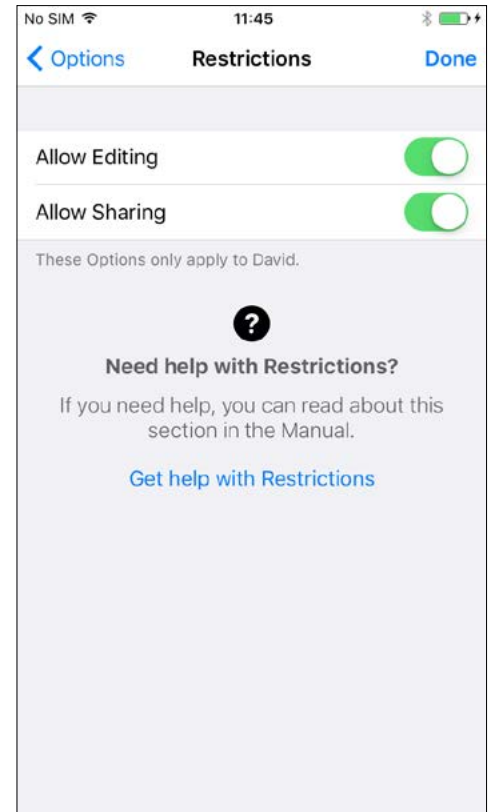
14. Options: Privacy

PRIVATE USE

Set **Private Use** to ON to have an entirely private conversation in which Proloquo4Text does not store any of the words or sentences typed. This will significantly reduce the effectiveness of prediction but will ensure that if someone later accesses the app, they cannot see what was spoken.

CLEARING HISTORY AND LOG

Use **Clear History** and **Clear Sentences Log** to delete any previously stored information. Clearing the Sentences Log will affect prediction significantly, but clearing History will not.
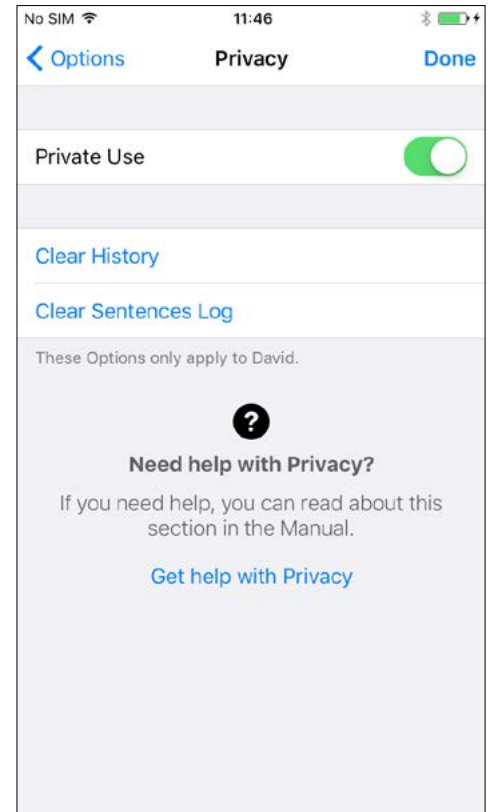
15. Options: Backup

WHY BACKUPS ARE IMPORTANT

It is important to regularly make backups to store outside of your device. You can transfer backups to your computer using iTunes File Sharing,, AirDrop or using the integrated Dropbox or Google Drive support. You can transfer backups from your computer, Dropbox or Google Drive to another device or send them to someone via email or AirDrop.

MAKING A BACKUP

Tap **Back Up [user name] Now** to backup the data of the current user or tap **Back Up All Users Now** to backup all users of Proloquo4Text. This will produce internal backups. To make sure you do not lose your customizations you should regularly export your backups to iTunes or Dropbox or Google Drive.

EXPORTING A BACKUP

Tap **Export Backups** to export a backup to iTunes, Dropbox, Google Drive or AirDrop.
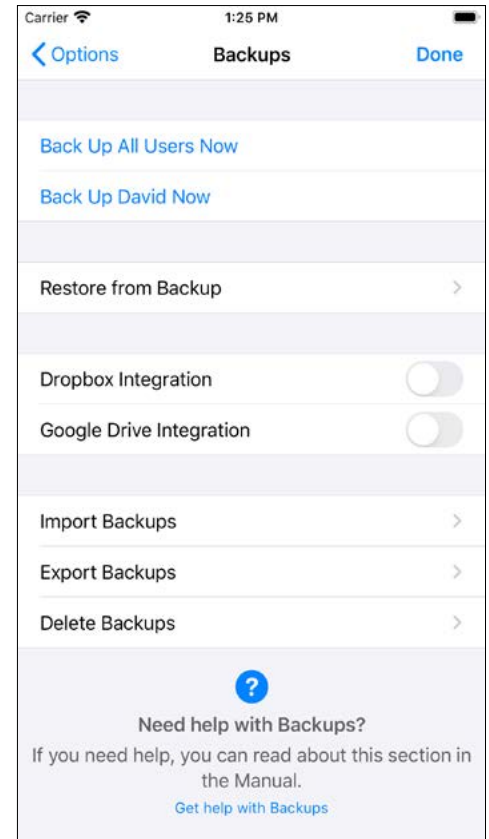
IMPORTING A BACKUP

To import a backup from iTunes, tap **Import Backups**. To import a backup from your Dropbox or Google Drive, open the .p4tbk backup document in the Dropbox or Google drive app.

RESTORING A BACKUP

To restore an existing backup, use **Restore from Backup**.

MORE DETAILED INSTRUCTIONS

For more information see:
www.assistiveware.com/product/proloquo4text/resources

LOCK OPTIONS

Set **Lock** option to ON to restrict access to **Options** using a password and prevent accidental modifications by a user.
When **Lock** is ON, the correct password must be entered to have access to the Proloquo4Text **Options**. If you cannot remember your password contact proloquo4text@assistiveware.com for assistance.
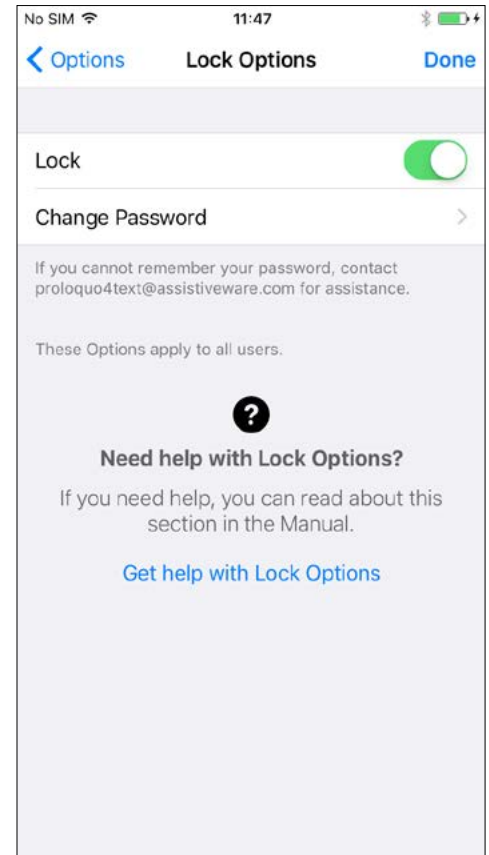
# 17. Options: About, Support and News

ABOUT AND SUPPORT
To learn more about Proloquo4Text, access the **About** and **Support** options. In **About** you can see what version of the app you have installed. In **Support** you will find links that take you to support and community resources on our website. You can also access this manual from the **Support** section.

CONTEXT SPECIFIC HELP
On most pages in the **Options**, there is a link at the bottom of the screen, which will give you more information about that specific option.

NEWS
In the **News** section you can find the latest news about Proloquo4Text and related topics.
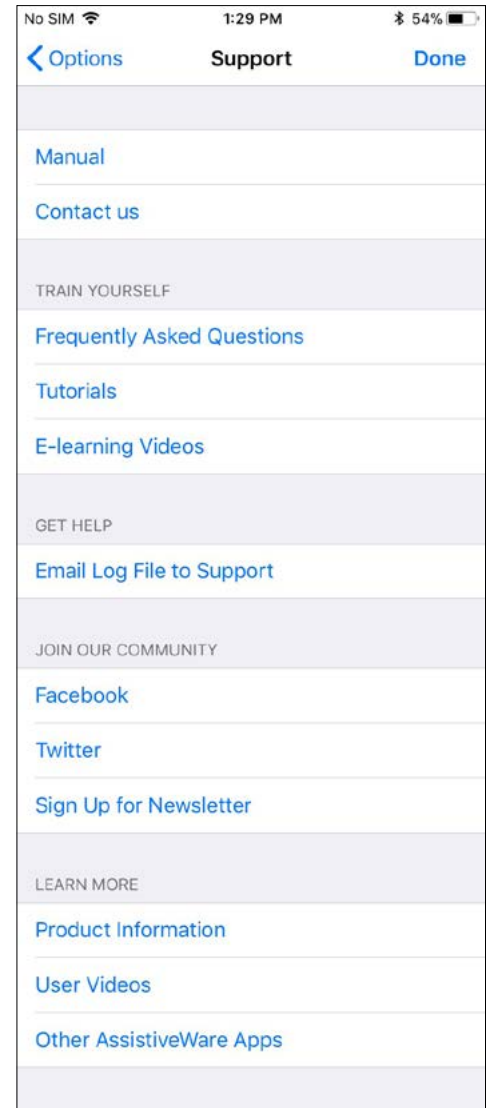
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PROLOQUO4TEXT CONTACT
support@assistiveware.com

PROLOQUO4TEXT RESOURCES
www.assistiveware.com/product/proloquo4text/resources

PROLOQUO4TEXT VIDEOS
www.assistiveware.com/e-learning-videos

AssistiveWare
Laurierstraat 193
1016 PL Amsterdam
The Netherlands
fax: +31-20-6128266
www.assistiveware.com