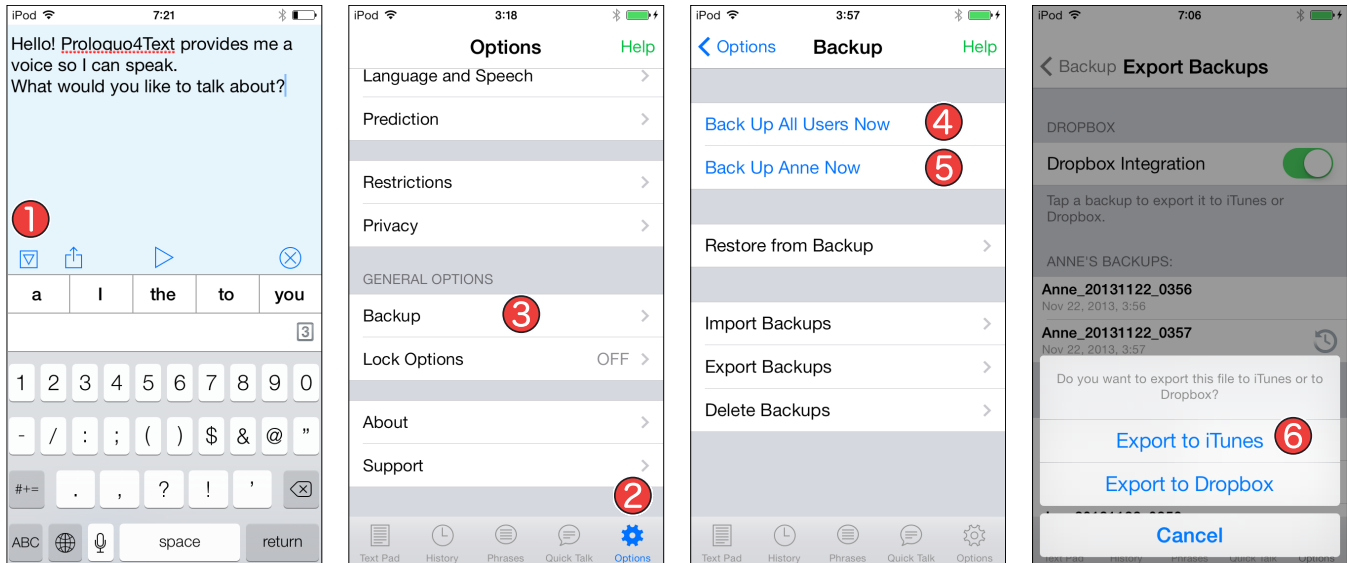




## Making and Exporting a Backup



### 1 Hiding the keyboard

Launch Proloquo4Text by tapping on its icon. If the keyboard is visible, tap the *Show/Hide Keyboard* button.

### 2 Accessing the Options

Tap *Options* in the bottom toolbar to access the Options.

### 3 Going to Backup

In the Options, tap *Backup*.

### 4 Backing up all users

Tap *Backup All Users Now* in the Backup Options to backup all users on your device.

### 5 Backing up current user

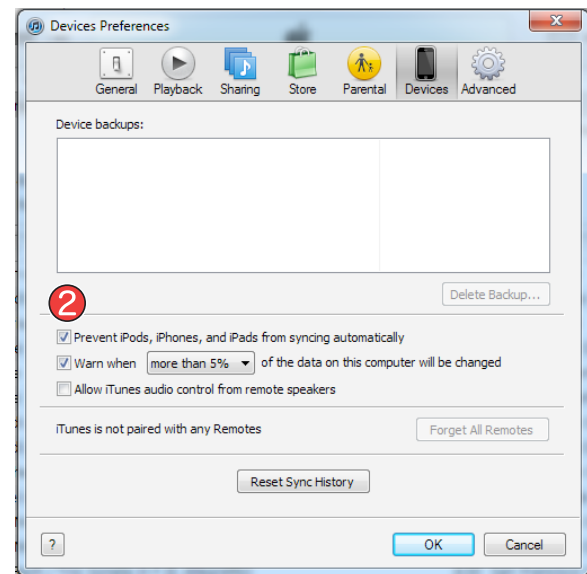
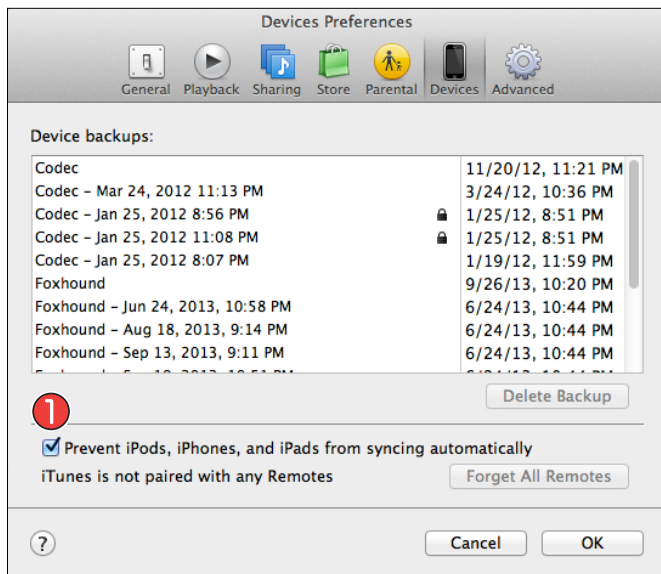
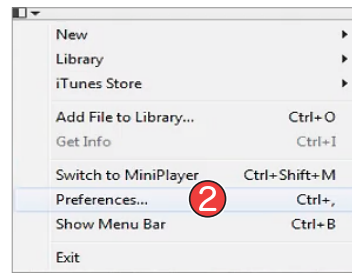
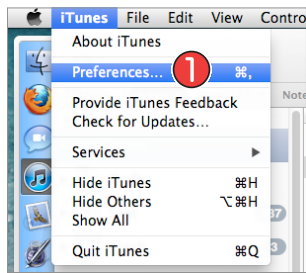
Tap *Backup (User Name) Now* to create a backup of the current user.

### 6 Exporting backups to iTunes

After creating a backup, tap *Export Backups*, and select a backup to export. When prompted, tap *Export to iTunes*. Now you will be able to save a backup of your Proloquo4Text customizations to your computer.



## Disabling iTunes' Automatic Syncing



**Important Note:** If you are connecting your device to a computer you do not usually sync your device to, be sure to disable iTunes' automatic syncing so you do not overwrite your device's contents! Follow these steps **before** you attach your device to any new computer, or any new user account on a computer that has multiple accounts.

### 1 Automatic Syncing on Mac

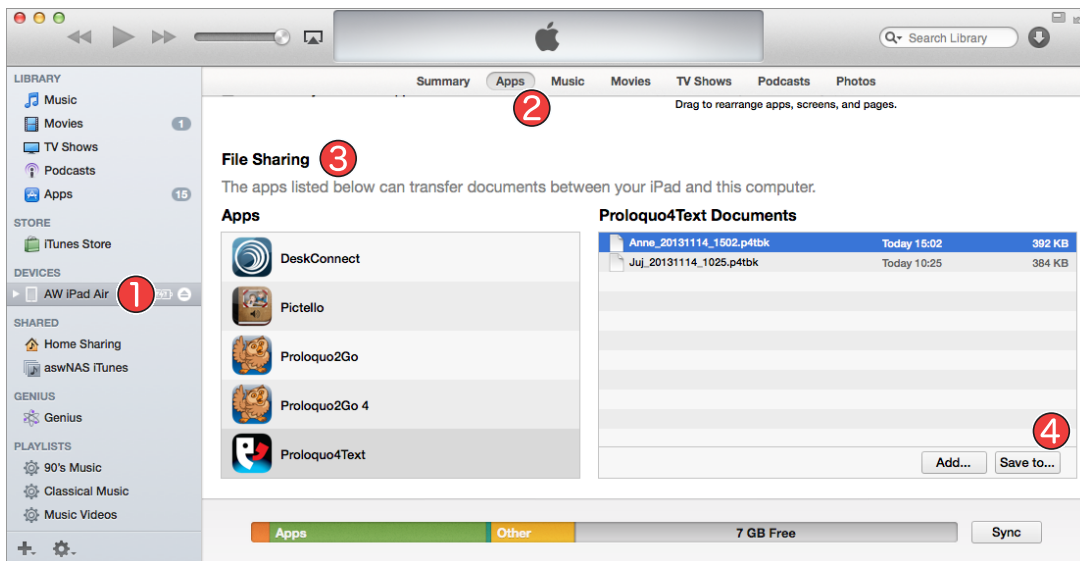
Make sure iTunes is the active application, and then select the iTunes menu at the top left corner of the screen, next to the Apple. Click on *Preferences*, then click the *Devices* tab in the window that appears. Click the check box for *Prevent iPods, iPhones, and iPads from syncing automatically*. Then click *OK*.

### 2 Syncing on Windows

Click the button in the top-left corner of iTunes and select *Preferences*. Then click the *Devices* tab in the window that appears. Click the check box for *Prevent iPods, iPhones, and iPads from syncing automatically*. Then click *OK*.



## Saving Backups



### 1 Selecting your Device

In iTunes, click on your device in the left iTunes sidebar.

#### Showing the sidebar on Mac

To make the iTunes sidebar visible on Mac, select *View > Show Sidebar* from the top menu.

#### Showing the sidebar on PC

To make the iTunes sidebar visible on a PC, click the button in the top-left corner of iTunes and select *Show Menu Bar*. Next, select *View > Show Sidebar* from the top menu.

### 2 Going to Apps

Click the *Apps* tab in the iTunes window.

### 3 Going to File Sharing section

Scroll down until you reach the File Sharing section, and then select *Proloquo4Text*.

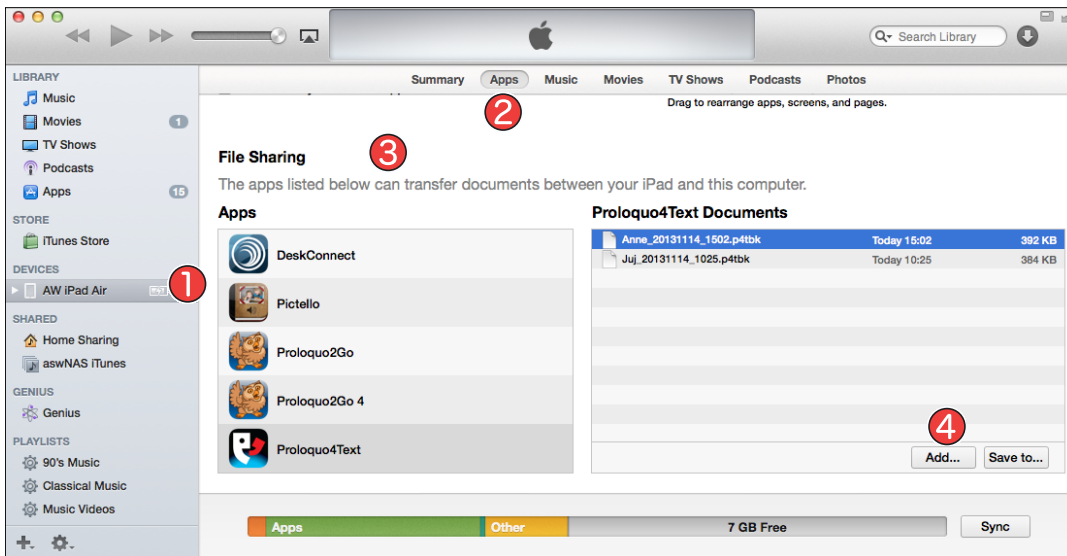
### 4 Saving Backups

Select the backup you want to save in the Proloquo4Text Documents list and click the *Save to...* button to save the backup on your computer. You may see several backup files in iTunes. Backup file names start with the name of the user they contain. Each user is backed up in a separate file.

You can rename the file (be sure to keep the extension .p4tbk), copy the file to another computer or put it on a USB stick. You can also use this backup to restore another device running Proloquo4Text to the exact same contents.



## Transferring a Backup



### 1 Selecting your Device

In iTunes, click on your device in the left iTunes sidebar.

#### Showing the sidebar on Mac

To make the iTunes sidebar visible on Mac, select *View > Show Sidebar* from the top menu.

#### Showing the sidebar on PC

To make the iTunes sidebar visible on a PC, click the button in the top-left corner of iTunes and select *Show Menu Bar*. Next, select *View > Show Sidebar* from the top menu

### 2 Going to Apps

Click on the *Apps* tab in the iTunes window.

### 3 Going to File Sharing section

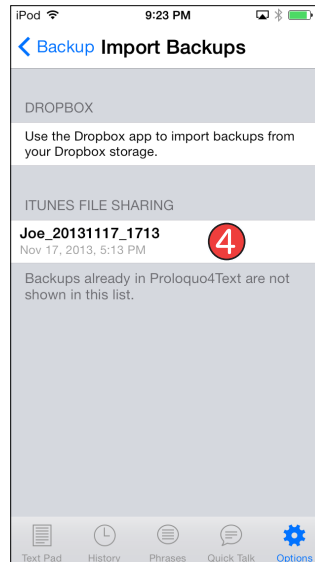
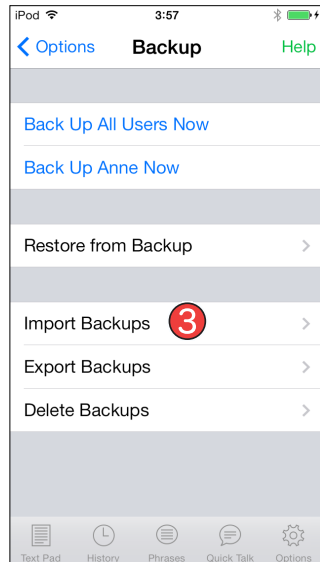
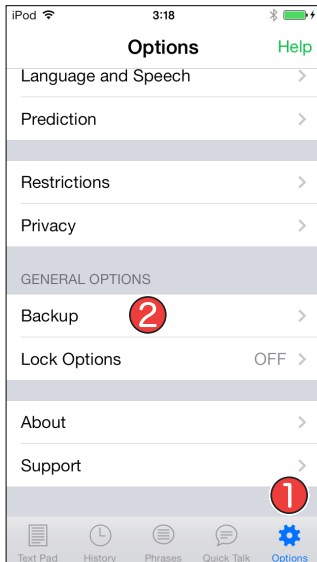
Scroll down until you reach the File Sharing section, and select *Proloquo4Text*.

### 4 Adding Backups

Click the *Add ...* button at the bottom of the Proloquo4Text Documents list and choose a file with the .p4tbk extension from your computer that will then be uploaded to Proloquo4Text.



## Importing Backups

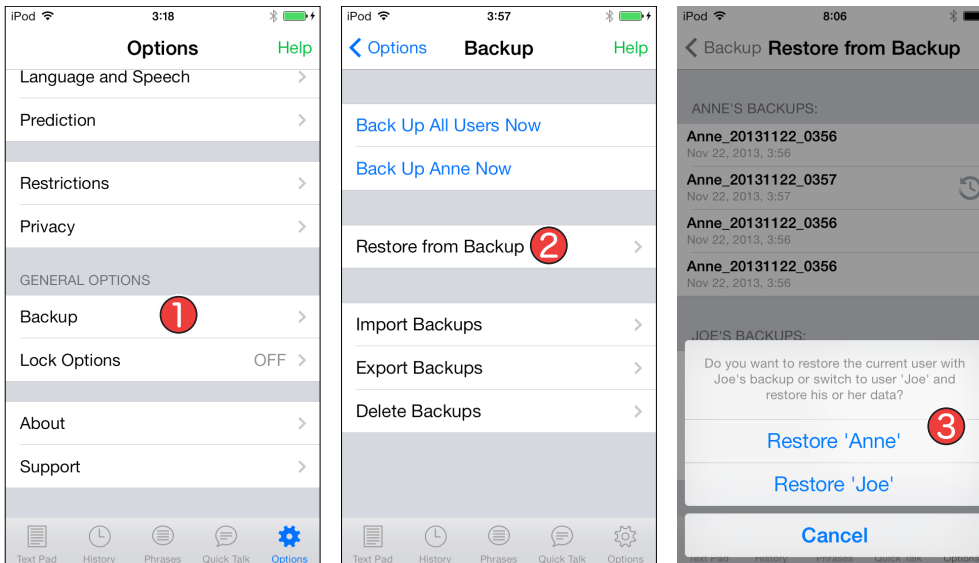


- 1 Accessing the Options**  
After adding a backup using iTunes File Sharing, tap the *Options* button on the top-right of the Text Pad to access the Options.
- 2 Going to Backup**  
In the Options, tap *Backup*.
- 3 Going to Import Backups**  
In the Backup Options, tap *Import Backups*.

- 4 Importing Backups**  
Under the iTunes File Sharing section, tap the backup you wish to import. You will be asked if you want to import the file from iTunes. Tap *Import*. After importing the backup, you can restore the backup now or later. If the backup you are restoring is from a different user than the one that is currently active, you can either overwrite the current user with the backup from the other user, or you can switch to the other user and restore it from the selected backup file.



## Restoring Backups Later



### 1 Going to Backup

If you decide to restore a backup later, in the Options, tap *Backup*.

### 2 Restoring from Backup

Tap *Restore from Backup* and select a backup to restore.

### 3 Restoring Backup from another user

If you select to restore a backup from a different user than the one that is currently active, you can either overwrite the current user with the backup from the other user, or you can switch to the other user and restore it from the selected backup file.