



Quick Reference Guide

Applies to Via® devices

Copying a Vocabulary File for Modification

A copy of an original file must be made before editing or using Vocabulary Builder.

1. Tap **Vocab** > **Choose New Vocab**.
2. Select the vocabulary file, then **Customize**.
3. Give the file a new name and description.
4. Tap **Save**.
5. The new file will open automatically.

Adding a Word to a Page

To add a word, an existing button may be edited or a new button may be created.

1. Navigate to the page where the new word will be added.
2. Select **Menu**, then select **Edit Page**.
3. Select the button for the new word. If it is *blank*, select **Create New Button**; otherwise select **Edit This Button**.
4. Enter button preferences such as label, message, picture, button color, or actions.
5. When finished, select **Save**.
6. Select **Done** in the top left of the page to exit Edit Mode.

Sound Settings: Voice and Clicks

Turning Button Clicks On and Off

Turning the Button Click Sound **On** can give a client feedback that a button has been selected.

1. From the app, select **Menu**, then select **Settings**.
2. In the **Navigation** section, find **Button Click Sound** and slide it to **On** or **Off**.
3. Select **Done**.

Changing the Voice

1. From the app, select **Menu**, then select **Settings**.
2. In the **Speech** section, find **Voice** to select any of the available voices.
3. *LAMP WFL*: If you are using the bilingual vocabulary, in the **Speech** section, select a **Secondary Language Voice** to have a voice for each language.
4. Select **Done**.

Creating a New Page

1. From the app, select **Menu**, then select **Edit Page**.
2. Select **Menu**, then select **Add New Page**. If using TouchChat®, select **New Blank Page**.
3. Name the page to represent its content.
4. Select **Save**.
5. Add words to the blank page or select **Done**.

Creating a Button that Links to a New Page

Navigate to the page where you wish to create the link.

1. Select **Menu**, then select **Edit Page**.
2. Select the button that will link to the new page.
3. If the button is blank, select **Create New Button**; otherwise select **Edit This Button**.
4. Label the button. This automatically populates the **Button Message** field, so clear that text. Select an image and any Body Color (if needed).
5. Scroll down to the **Button Action** area and select **Add**.
6. Add a **Visit** or **Navigate** action. Visit will link to the new page for a hit and then return to the previous page. Navigate will link to page and stay there.
7. Select the page to link to or create a new page by selecting the “+” symbol.
8. Remove the **Speech Message** action by selecting **Edit** and choosing the “minus” button. Select **Delete**.
9. Select **Save**, then select **Done**.

Setting Up Guided Access

When an individual is first learning to communicate, Guided Access® can be helpful to restrict access to other distracting programs on the iPad®.

1. On the iPad, go to **Settings** > **Accessibility** and then turn on **Guided Access**.
2. Tap **Passcode Settings** and then tap **Set Guided Access Passcode**.
3. Enter a passcode and then re-enter it.

Closing Open Apps on the iPad

To save battery charge, it is best not to close apps. Every time you forcibly close an app by swiping it up, the iPad has to use power and battery to start it up again and load content again.

Closing apps by swiping up should only be used if an app is frozen or otherwise causing problems.

- From the Home Screen, swipe up from the bottom of the screen and pause in the middle of the screen.
- Swipe right or left to find the app that you want to close.
- Swipe up on the app's preview to close the app.

Preventing Unauthorized Vocabulary Editing

The **Menu** button can be locked so that no changes can be made to the app.

1. From the app, select **Menu** then select **Settings**.
2. In the Editing section, Enter a Menu passcode.
3. Slide the button by **Use Menu Passcode** to **On**.

The Menu button will now require a passcode to be accessed. Use a word you can remember easily. If necessary, write it down and place it somewhere safe.

If you forget your password, enter the numeric sequence 72584556 to overwrite the existing password. Then you can create a new password.

Using Vocabulary Builder (LAMP WFL Only)

Creating a List of Words to Teach

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Slide the **On/Off** button at the bottom to **On**.
4. Either (a) type a word you want to teach in the search window and then check the box next to that word on the list *or* (b) select **Quick Edit** at the bottom left of the window and type in each word, selecting **Add Word** after each entry.
5. Select **Save**, then select **Done**.

Saving a List

At any time, active words in Vocabulary Builder can be saved as a list.

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Select **Save List**.
4. Give the list a name in the Word List File Name field.
5. Select **Save**.
6. Once complete, you will be notified “File Saved Successfully.” Select **Okay**.
7. Select **Done** to exit the Vocabulary Builder menu.

Loading a List

At any time, a list may be loaded that was previously saved or imported via iTunes®.

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Select **File List**.
4. Select the list to be loaded.
5. Select **Load File**.
6. Slide the **On/Off** button at the bottom to **On**.
7. Select **Done** to exit the Vocabulary Builder menu.

Searching with Word Finder

Searching for a word is easy with Word Finder.

1. From the app, select **Menu** (WFL only) or the **Keyboard**.
2. Select **Word Finder**.
3. Type the word you want to find.
4. Select **Find**. If the word is not stored, the **Find** button will remain grayed out and you will not be able to select it.
5. The window will identify which keys to press to activate the word.
6. Touch the icons to practice the motor plan.

Dialogue does not include Word Finder by default. If needed, you can add Word Finder to a button.

Backing up a Vocabulary File to a USB-C Drive

1. Plug the smaller connector on the USB-C flash drive into your device.
2. In the app, tap **Vocab** and then tap **Choose New Vocab**.
3. Tap **Menu** and select **Import/Export Vocab**.
4. Tap **Export and Share**.
5. Choose the vocabulary file you want to export.
6. Rename the file if you want and tap **Done**.
7. Tap **Save to Files**.
8. Select the USB-C drive to export the file to.

Important! If you don't see the USB-C drive listed in Save to Files, unplug the drive from the device, turn the drive over, and plug it back in with the opposite side facing up. It can take up to 10 seconds for the USB-C drive to be recognized. Once recognized, it will be an option in Save to Files and you can complete step 8.

9. Tap **Save** at the top right corner.

Backing up a Vocabulary File using iTunes

1. Connect the device to the computer.
2. Open iTunes on the computer.
3. In TouchChat, select **Vocab** and **Choose New Vocab**.
4. Select **Menu, Import/Export Vocab**, and **Export to iTunes**.
5. From the menu that opens, select the vocabulary file you want to export and select **Save**.
6. In iTunes on the computer, click the small device icon in the upper left portion of the window.
7. In the window that opens, click **File Sharing**.
8. In the Apps column, select your communication app.
9. From the **Dialogue Documents, TouchChat Documents**, or **Word for Life Documents** column, select the vocabulary file you are exporting.
10. Click **Save** on the bottom right. A Save window opens.
11. Navigate to the folder in which you want to save the file and click **Select Folder**.
12. Click **Done** and exit from iTunes.

Updating the App

1. Open the App Store.
2. Tap your profile icon at the top of the screen.
3. Scroll to see pending updates and release notes.
4. Tap **Update** next to an app to update only that app, or tap **Update All**.



For Additional App Support

TouchChat: <https://touchchatapp.com>

LAMP WFL: <https://lampwflapp.com>

Dialogue AAC: <https://dialogueaacapp.com>