

## TOUCHCHAT: Quick Reference Guide



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### Technical Support:

Tel: +44 (0)1733 370 470 (Option 2)

Email: [info@liberator.co.uk](mailto:info@liberator.co.uk)

### Regional AAC Consultants:

If you wish to speak to your Regional AAC Consultant, please call +44 (0)1733 370 470 (Option 3)

### Loading a Vocabulary File

1. Tap **Vocab > Choose New Vocab**.
2. A page will display a list of the available vocabulary files. Scroll down to see them all.
3. Select the vocabulary file you want to load.
4. Once loaded, explore the pages and button organisation by choosing the buttons.

**Note:** If you plan to customise a vocabulary file, you must first make a copy of it. Proceed to “Copying a Vocabulary File for Modification”.

### Copying a Vocabulary File for Modification

To modify a vocabulary, make a copy of it and edit the copy. This keeps the original file in place in case it is needed later.

1. Tap **Vocab > Choose New Vocab**.
2. Tap **Menu > Copy a Vocab**.
3. Tap the vocabulary file to copy.
4. Give the file a new name and description.
5. Tap **Save**.
6. Tap the new file name to open the file.

### Deleting a Customised Vocabulary File

1. Tap **Vocab > Choose New Vocab**.

2. Tap **Edit**. The delete icon will appear to the left of each padlock image.
3. Tap or swipe to the left of the vocabulary you want to delete. “Rename” and “Delete” buttons will appear.
4. Tap **Delete** to delete the file, then tap **Done**.

### Turning Edit Mode On

1. Go to the page that displays the button you want to edit.
2. Tap **Menu > Edit Page**.
3. The page is now in Edit Mode.

### Blocking and Restoring Access to the Editing Menus

There may be times when you need to block access to the Editing menus by requiring a password.

#### To Password-Protect the Editing Menus:

1. In TouchChat, tap **Menu > Settings**.
2. Under “Editing”, turn **Use Menu Passcode** on.
3. Tap in the Passcode field, enter your password, and tap **Done**.

#### To Remove Password Protection from the Editing Menus:

1. In TouchChat, tap **Menu** or **Vocab** to display a password prompt.
2. Enter your password and turn **Use Menu Passcode** off.
3. Tap in the Passcode field and enter the password to remove.
4. Tap **Done** on the keyboard, and tap **Done** in Settings.

### Renaming a Page

1. Tap **Menu > Edit Page**.
2. Tap **Menu > Edit Page Layout**.
3. In the area below Page Name, tap, then backspace to erase the name, and then type the new name.
4. Tap **Save**.

### Duplicating a Page

1. Tap **Menu > Edit Page**.
2. Tap **Menu > Import/Copy Pages**.
3. Tap **Duplicate This Page**. A copy of the page followed by “(Copy)” will appear in the list of pages in this vocabulary.
4. Tap **Done**.

### Creating a New Page

1. Tap **Menu > Edit Page**.
2. Tap **Menu > Add New Page**.
3. Select either **New Blank Page** or **New Page from Template**.
4. Name the page to represent its content.
5. If New Blank Page selected choose the number of rows/ columns, background colour, and image (optional).
6. Tap **Save**.

*Next, create a button to navigate to and from this page.*

### Creating a Button to Link to Your New Page

1. Tap **Menu > Load Another Page**.
2. Choose the file and page you want to link, and tap **Done**.
3. Tap the button you want to link to your new page.
4. Tap **Edit This Button**.
5. Give the button a label and, if needed, an icon and make any style changes you want.
6. Scroll down to the Button Actions area and tap **Add**.
7. Tap **Navigate** and tap your new page.
8. Tap an animation or **No Animation**.
9. If you don't want this button to speak, remove the Speech Message action: tap the **Edit** button, **Delete**, and **Done**.
10. Tap **Save**.

### Adding a “Home” Button to Your New Page

Use this procedure if you have a Home button on other pages and want to use the same button on your new page.

1. Tap a location on your new page to add the Home button.
2. Tap **Copy Existing Button**. A list of pages opens.
3. From the list, tap a page that has a Home button to copy. A list of buttons on that page opens.
4. From the list, tap the **Home** button. A copy of the Home button should now appear on your new page.

### Creating a Button to Navigate Back or Home

1. Tap the location where you want the button.
2. Tap **Edit This Button** or **Create New Button**.
3. Give the button a label and/or an icon and make any style changes you want.
4. Scroll down to the Button Actions area and tap **Add**.
5. Tap either **Navigate Back** or **Navigate to Home**.
6. Tap an animation or tap **No Animation**.
7. If you don't want this button to speak, remove the Speech Message action: Tap **Edit**, tap **–**, and tap **Delete**.
8. Tap **Save**.

### Copying and Pasting a Button

Sometimes it's faster to copy an existing button than to create a new one.

1. Tap **Menu > Edit Page**.
2. Tap the button you want to copy.
3. Tap **Copy Button**.
4. Tap **Done**.
5. Go to the page where you want to add the copied button.
6. Once there, tap **Menu > Edit Page**.
7. Tap the location you want to copy the button to.
8. Tap **Paste Button**. The button you copied will appear in that location.
9. Tap **Done**.

### Changing a Button Style

1. Tap **Menu > Edit Page**.
2. Tap the button you want to modify.
3. Tap **Edit This Button**.
4. You can change the button's background colour, font, and other options that are associated with the button.
5. Tap **Save**.

### Copying and Pasting a Button Style

"Button Style" refers to the background colour and the font size and options that are associated with a button. There are times when it might be faster to copy and paste a button's style from an existing button than editing each of the style items on a new button.

1. Tap **Menu > Edit Page**.
2. Tap the button whose style you want to copy.
3. Tap **Copy Button**. And tap **Done**.
4. Go to the page where you want to paste the button style.
5. Once there, tap **Menu > Edit Page**.
6. Tap the button you want to paste the style to.
7. Tap **Paste Button Style**. The button displays the pasted style.
8. Tap **Done**.

### Changing a Button Action

1. Tap **Menu > Edit Page**.
2. Tap the button you want to modify.
3. Tap **Edit This Button**.
4. Scroll down to the Button Actions section.
5. Do either of the following:
  - Tap the existing action to list available actions. Select the action you want. It will replace the previous action.
  - Tap **Add** and select the action you want from the list of available actions. Then remove the old action.

### Rearranging a Button's Actions

1. Select the **Edit** button above the actions.
2. Touch and hold the grey bars to the right of an action and drag the action into the correct position.
3. When you are finished, tap **Done**.

### Storing Text on a Button

1. Go to the page that includes the button on which you want to store text.
2. Tap **Menu > Edit Page**.
3. Tap the button on which you want to store text.
4. Tap **Edit This Button**.
5. Name the button, and optionally create a message and modify the style. Scroll down to the Button Actions section and tap **Add**.
6. Scroll down and tap **Store Text to Button**. The action will be displayed in the Button Actions section.
7. Tap **Save** and tap **Done**.

### Resizing a Button

1. Tap **Menu > Edit Page**.
2. Tap the button you want to resize.
3. Tap **Change Button Size**.
4. Select the number of rows and columns you want.
5. Tap **Save**.

### Hiding a Button

1. Tap **Menu > Edit Page**.
2. Tap the button you want to hide and tap **Edit This Button**.
3. Turn **Visible** off.
4. Tap **Save** and **Done**.

### Hiding Multiple Buttons at Once

1. Tap **Menu > Edit Page**.
2. Tap **Menu > Hide Mode**.
3. Tap the buttons you want to hide or show.
4. Tap **Menu > Normal Mode**.

### Adding a Picture to a Button from the Image Library

1. Tap **Menu > Edit Page**.
2. Tap the button and tap **Edit This Button**.
3. Tap **Import Image**.
4. Tap **Image Library**.
5. Tap **Camera Roll** or another available library.
6. Find the picture and tap it.
7. Tap **Use** and give the button an appropriate label.
8. Tap **Save** and tap **Done**.

### Using the Device Camera to Take a Picture for a Button

1. Tap the button and tap **Edit This Button**.
2. Tap **Import Image**.
3. Tap **Camera**.
4. Take your picture by pressing the camera icon.
5. Tap **Use Photo** and give the button an appropriate label.
6. Tap **Save** and tap **Done**.

### Changing Text Size or Number of Lines in the SDB

1. Tap **Menu > Settings**.
2. Scroll to the Speech Display Bar section.
3. Do either of the following:
  - Under Font Size, choose a larger font.
  - Under Number of Lines, select the number of lines of text you want to appear in the Speech Display Bar.

### Backing up a Customised Vocabulary File using iTunes®

It's a good idea to keep a copy of all custom files on a computer for safekeeping.

1. Connect your device to a computer using a USB cable.
2. Open iTunes on the computer.
3. In TouchChat, tap **Vocab > Choose New Vocab**.

4. Tap **Menu > Import/Export Vocab > Export to iTunes**.
5. Select the vocabulary file 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** on the left.
8. In the Apps column, select the **TouchChat** app.
9. From the column under **TouchChat Documents**, select the vocabulary file you are exporting.
10. Click **Save** on the bottom right. A Save window will open.
11. Navigate to the folder in which you want to save the file and click **Select Folder**.
12. Click **Done** and exit from iTunes.

### Backing up a Customised Vocabulary File using AirDrop®, Dropbox®, Google Drive™, or Email

1. In TouchChat, tap **Vocab > Choose New Vocab**.
2. Tap **Menu > Import/Export Vocab > Export and Share**.
3. Select the vocabulary file you want to export.
4. Tap **Done** and select the method to share the file.
  - **AirDrop:** Bluetooth and Wi-Fi must be active. You will see the nearby devices that have AirDrop on and can accept your file. Choose the device you want.
  - **Dropbox:** Requires a Dropbox account. Wi-Fi must be active, or you must have the Dropbox app on your device.
  - **Google Drive:** Requires Google Drive set up on the device and access to Wi-Fi.
  - **Email:** Requires an email account set up on the device and access to Wi-Fi.

### Updating TouchChat

1. Ensure Wi-Fi is turned on and select the App Store®.
2. Tap on **Updates** on the bottom right of the screen, or account icon in top right of the screen.
3. TouchChat will be listed under Updates.
4. Select **Update All** to update all your apps, or tap **Update** to the right of TouchChat.
5. If prompted, enter the Apple® ID that you used to purchase TouchChat previously. The update will start downloading.

**Note:** If you have iTunes version 12.6 or older, you can also update TouchChat with the device connected to a computer running iTunes. See the *TouchChat User's Guide* for details.

**Important!** If you have a dedicated device, do not update iTunes. If you do, you will not be able to update TouchChat.