

# Pathfinder

## PASS Manual

(PRC Application and Support Software)

### **PRENTKE ROMICH COMPANY**

1022 Heyl Rd. • Wooster, Ohio 44691

Telephone: (330) 262-1984

Fax: (330) 263-4829

E-Mail Address: [info@prentrom.com](mailto:info@prentrom.com)

Web Site Address: [www.prentrom.com](http://www.prentrom.com)

### **Prentke Romich International**

PRC House, Minerva Business Park  
Lynch Wood, Peterborough, Cambridgeshire  
PE2, 6FT UK

Fax: +44 1733 391939

E-Mail Address: [info@prentromint.com](mailto:info@prentromint.com)

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# Pathfinder™ PASS™ Program

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## *Install the PASS Program*

➡ Close any open applications before installing the Pathfinder PASS.

Insert the PASS CD into the CD-ROM drive on your computer. From the screen that appears, choose the Pathfinder option. You will see this box on your computer screen:



Click on **Next** and follow the instructions.

**If the Install process does not begin automatically** on your computer, go to the drive where you inserted the CD and click on **PASS\_install.html**. This will open the PASS installation options screen.

When the installation is complete, close the program and go to your computer Desktop. Open

PASS by double clicking on the  icon:

## *About PASS*

➡ **Important Note!** MTI files created with this new PASS software **cannot be loaded** into devices using an older version of software. MTI files created with older versions of software **can be loaded** into the new PASS software.

**For example:** If you have an older device and want to make vocabulary changes using this new PASS software on your computer, the new vocabulary will not load back into your device. If you create vocabulary using this new PASS software, you cannot share it with people who are using an older version of software on their devices.

The PASS program contains a *Pathfinder Emulator*. This means that when you open PASS, you will see a copy of the Pathfinder display and the default Unity overlay on your computer monitor that looks and runs almost exactly like the PRC Pathfinder device. The biggest difference between emulator and the real Pathfinder is that the Computer Activities, IR and some of the Selection Techniques will not work from the emulator.

PASS also offers some special features that you will learn about in the following pages.

➡ All examples in these instructions use the default vocabulary, Unity® 128 Sequenced. This is already loaded into User Area 2.

➡ PCS™ symbols are turned on and available for use in this emulator.

➡ **A Note about using switches:** You can emulate using a single or double switch by selecting the technique you want from the SELECTION TECHNIQUE MENU. The key/switch assignments are below. The Joystick selection technique will not work.

**These keys:**

LEFT <Ctrl> key  
RIGHT <Ctrl> key  
LEFT<Shift> key  
RIGHT<Shift> key

**Will control these switch actions:**

switch A SELECT  
switch A OFF/ON  
switch B OFF/ON  
switch B SELECT

➡ **Note:** If you are using the <Shift> keys, you may see a message on your computer screen about "Sticky Keys" being turned on. Read the message and select whether you want to use them or not.

➡ **A Note about using System Lock:** You can turn **System Lock** On and Off in the PASS. If you decide to turn it ON, whenever you select **Go to Toolbox (F9)** key you will see a message that tells you to hold the TOOLS key down for 5 seconds. With PASS, all you have to do is **wait** 5 seconds after pressing the **F9** or clicking **Go to Toolbox** and you will be able to use the Toolbox.

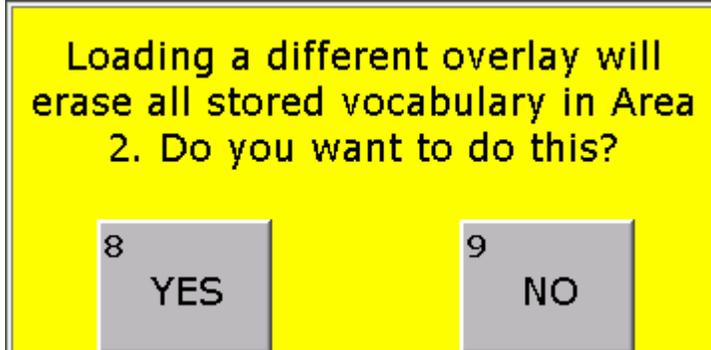
## *About the Demo Vocabularies*

The PASS comes with Unity vocabularies already loaded into User Areas. There are also AQLS and WordPower™ **Demo Vocabularies** available to try if you want. To find the demo vocabularies: go to the **Toolbox**, open the USER AREA menu, select **Overlay Menu** and then select **Demo Vocabularies** (You may have to select **More Items** to see the Demo Vocabularies option.). You see two AQLS and three WordPower™ demo vocabularies to try.

➡ **Important Note:** Loading WordPower™ Erases Unity® (or any other) Vocabulary: If you select any WordPower™ demo, **all** the current vocabulary in the PASS will be erased and **all three** WordPower vocabularies will load. ➡ If you want to save the vocabulary you are currently using, perform an MTI before loading WordPower.

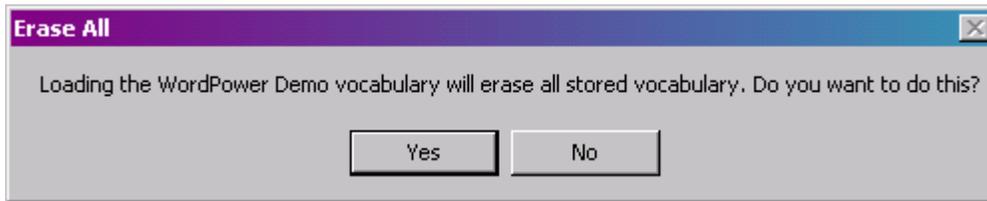
WordPower contains its own Word Prediction dictionary and it is not compatible with the Unity Word Prediction dictionary. If WordPower is loaded, Unity has to be erased. If Unity is loaded, WordPower has to be erased.

If you select one of the WordPower demos, you are asked to enter the Zorro pattern on the PASS keyboard. **To perform the Zorro pattern activate the following keys in the order they are given:** A1, P1, A8, P8, A8, P1, A1. The pattern traces a "Z" across the keyboard. You will then see a warning box similar to the one below:



This is your first opportunity to change your mind. If you say "No", PASS keeps your original vocabulary and exits the erase process.

If you reply "Yes" you will see a box similar to the one below:



This is your last opportunity to change your mind. If you say "No", PASS keeps your original vocabulary and exits the erase process. If you say "Yes", PASS loads the new vocabulary.

➡ **Remember:** No matter which WordPower demo you select, all three WordPower demos will be loaded.

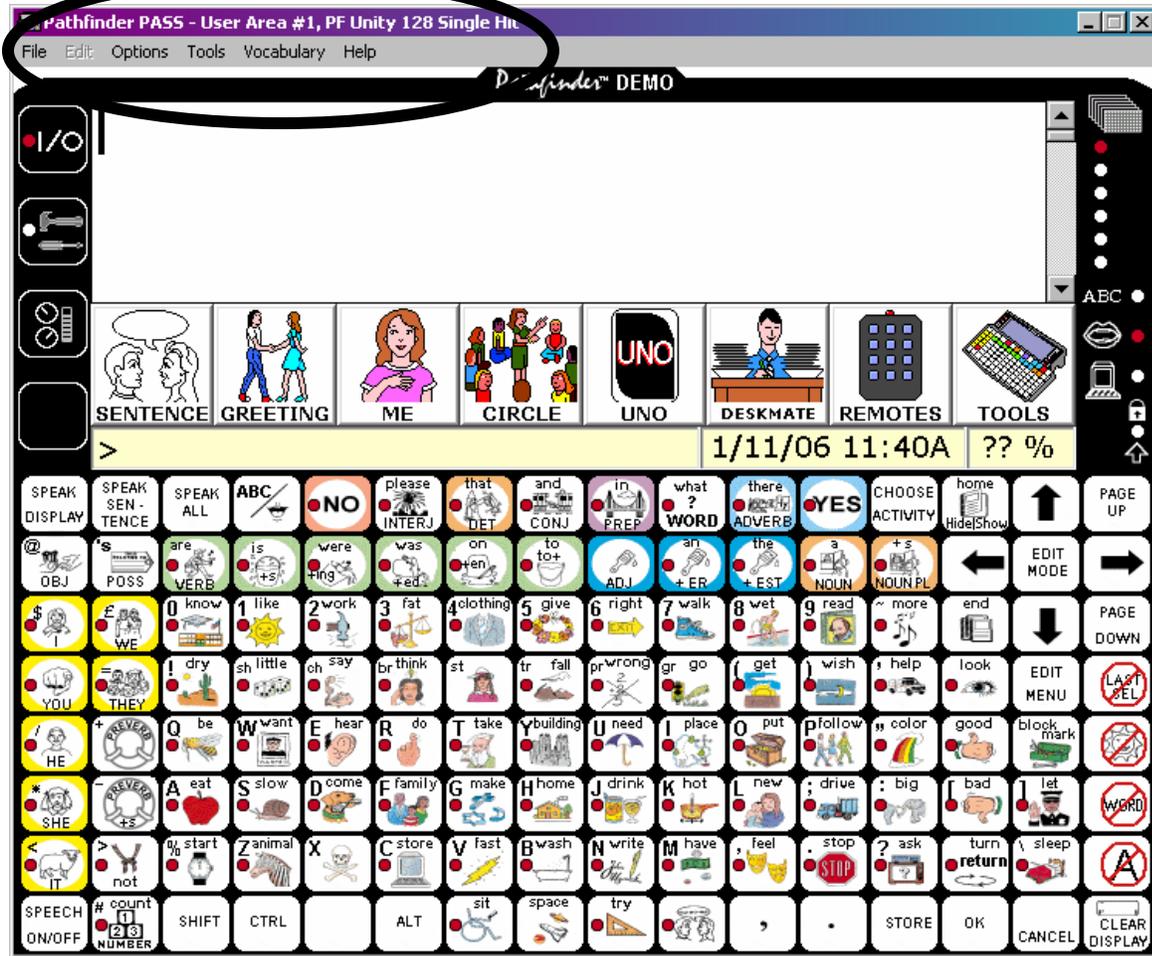
If you load WordPower and later want to return to using Unity, you will have to re-load the Unity vocabulary. If you saved your memory using the MTI, you can load the saved memory back into PASS. If you just want to load a single Area or two you can use the ***Choose Overly*** option in the USER AREA MENU. You can also open the MAINTENANCE MENU and select the ***Reset Defaults*** option which will return the PASS to its original defaults.

# Using PASS

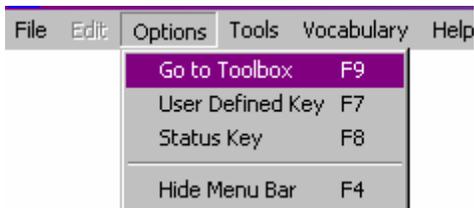


On your computer's desktop, double-click on the **PASS** icon, . This opens the emulator. Click **OK** on the Welcome Message.

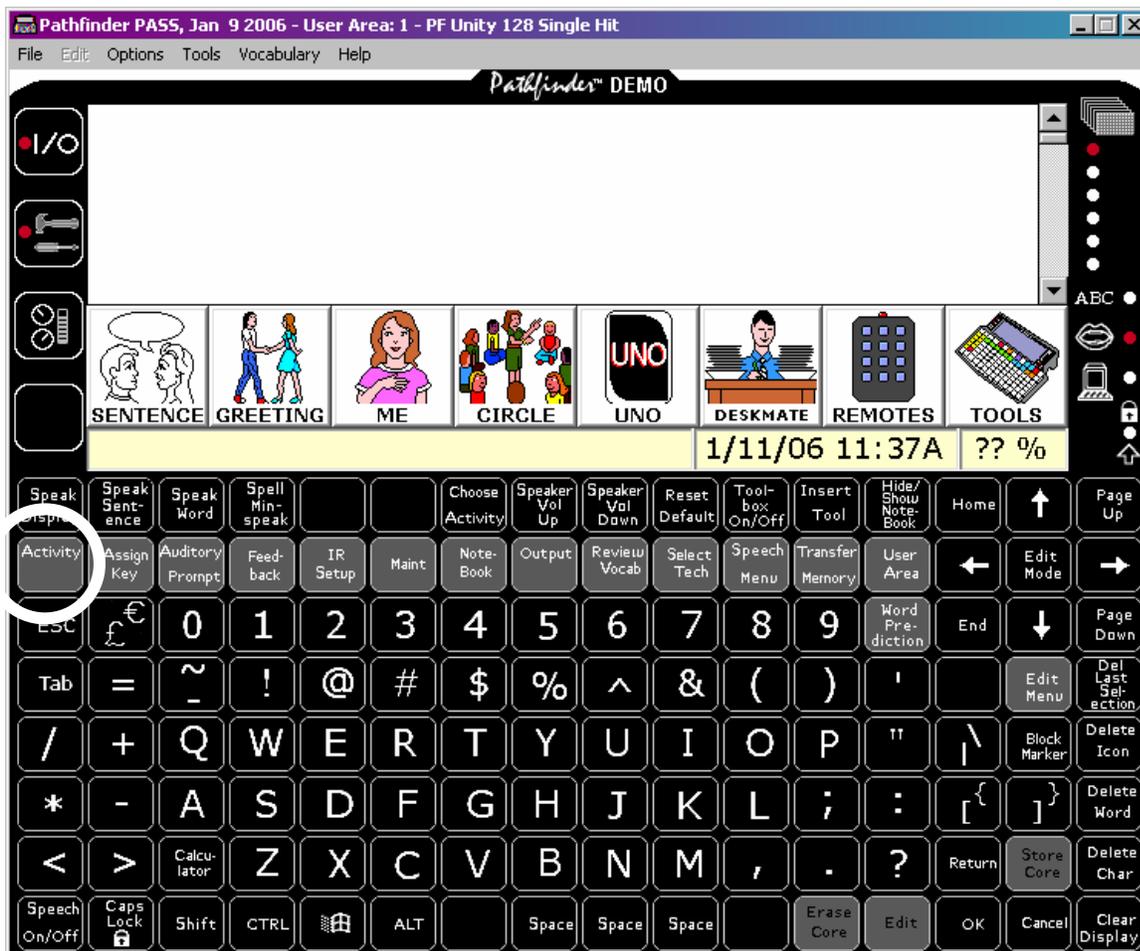
You are now using the PASS Emulator. Notice the **Menu Bar** above the Text Display Screen.



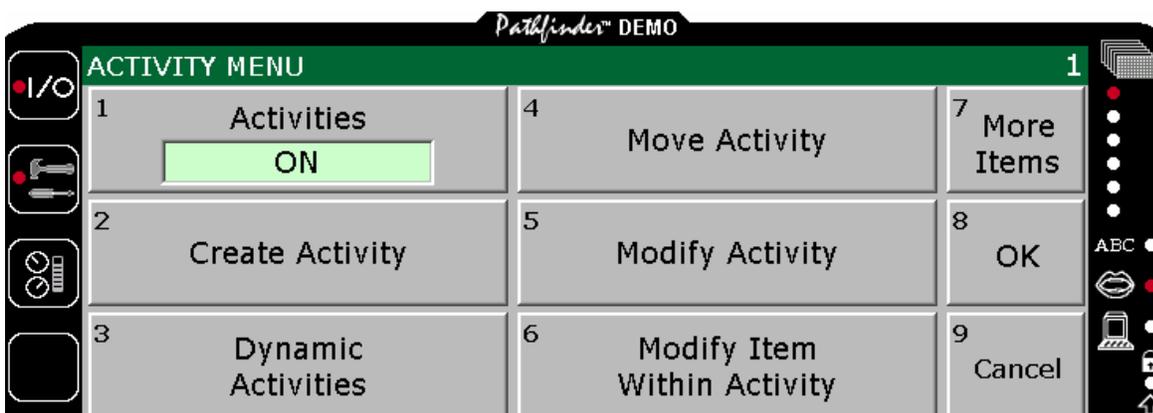
Open the **Options** Menu.



Select **Go To Toolbox**.



Now you are in the Toolbox and can use it the same way you would on your device. For example, select the **ACTIVITY** menu. You see:



You can select **Modify Activity** and modify any activity you want, the same way you would on your device.

Select **Cancel** to return to the Toolbox.

## *Using the Screen Capture Option in the Tools Menu*

Perhaps you want to create a new activity in order to teach people how to do it. You would like to take a screen picture of every step you make in the process. Then you would like to print the pictures and use them as handouts. You might even like to e-mail the pictures to someone.

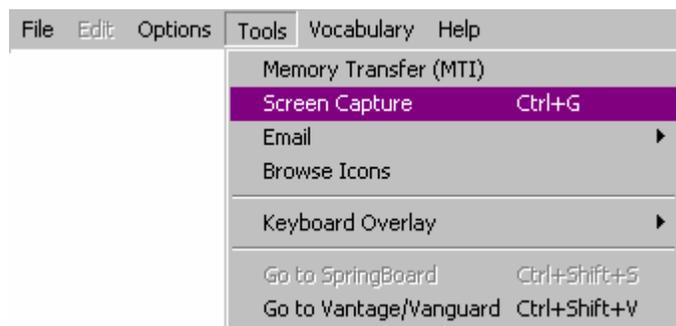
Go to the **Toolbox**.

Select the **ACTIVITY** Menu.

Select **Create Activity**.

Spell the name for your Activity.

Open the **Tools** menu in the menu bar at the top of Text Display Area.



Notice that the second option in the menu is **Screen Capture**. This allows you to take a picture of the screen you are working on.

### **Select Screen Capture**

When you select **Screen Capture**, the default graphics program on your computer will open up. This is usually MS Paint®

➡ To select a different graphics program, see the next page: **Set Preferences from the File Menu**.

The emulator will take the screen shot and the graphics program will display it on your computer. Open the **File** menu on the graphics program and select **Save As**. Name and save the picture to a file or folder where you will be able to find it again.

Whether you select **Save As** or not, the graphic will be saved automatically in the PASS folder that was placed on your computer when you installed the program.

➡ If you can't remember where the PASS folder is, open your **Start** menu, select **Find**, select **Files or Folders**, type in **PASS** and click on **Find Now**.

The picture will be placed in the **Screen Capture** folder and named "SCREENDUMP.BMP".

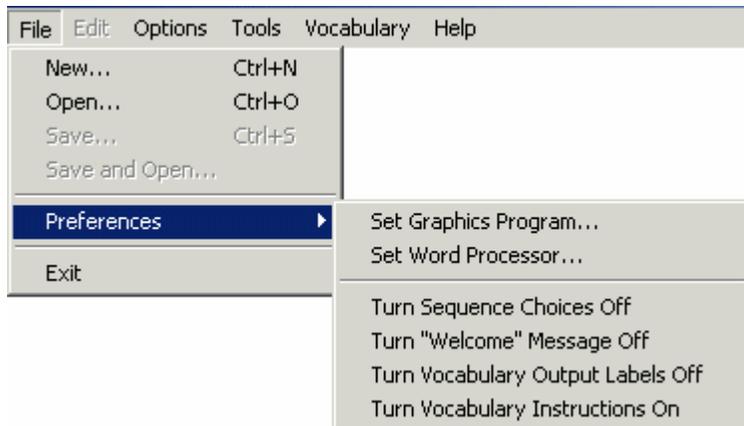
Each screen capture you take will overwrite the picture that was last placed in the **Screen**

**Capture** folder, so there will never be more than one picture in this folder. ➡ **We highly**

**recommend** that you select **Save As** in the graphics program and **name** and **save** the picture to a file or folder of your choice so you will remember where it is.

You can continue to capture and save each screen in the CREATE ACTIVITY process. Once the pictures are named and saved into a folder on your computer, you can print them; you can open a word processing document and paste or insert the pictures into the document and print the document; you can insert or attach them to an e-mail using the **E-Mail Screen Capture** option; you can use them in a PowerPoint® presentation. In short, you can do anything with them that you can do with graphics on your computer.

## Set Preferences in the File Menu



You can select a **graphics** program and a **word processing** program of your choice in this menu option. If you do not set a preference, PASS will use WordPad® and MS Paint® as the default programs. If you want more features than WordPad or MS Paint provide, then use the **Set Graphics Program** and **Set Word Processor** options to set the programs you want to use. Once you set a preference, all graphics and documents will be saved in those programs unless you return to **Preferences** and select different ones.

## Options

- **Turn Sequence Choices Off:** default is On. This applies to the Write with Icons option and allows PASS to choose the most-likely sequence for you rather than display all the choices.
- **The Welcome Message** can be turned On or Off in this menu. When this is turned On and you first open your emulator, you will see a screen that contains a few quick tips about often-used PASS options. You can also see this screen by opening the **Help** menu and selecting **Welcome Message**.
- **Vocabulary Output Labels Off:** this "unclutters" the display when you are using **Look Up Vocabulary Location**; turns off all the explanatory text attached to icon locations.
- **Vocabulary Instruction Off:** removes information at the top of the screen; this option applies to all vocabulary displays

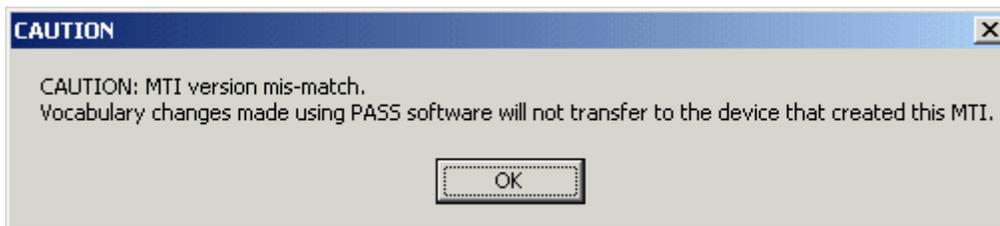
## Using the MTI Options in the Tools Menu

➤ Make sure your e-mail program has the MAPI server enabled.

➤ **Important Note!** MTI files created with this new PASS software **cannot** be loaded into devices using an older version of software. MTI files created with older versions of software **can** be loaded into the new PASS software.

**For example:** If you have an older device and want to make vocabulary changes using this new PASS software on your computer, the new vocabulary will not load back into your device. If you create vocabulary using this new PASS software, you cannot share it with people who are using an older version of software on their devices.

If versions won't match, this warning will appear:



You can still examine older MTI files and explore vocabulary but you cannot make MTI changes.

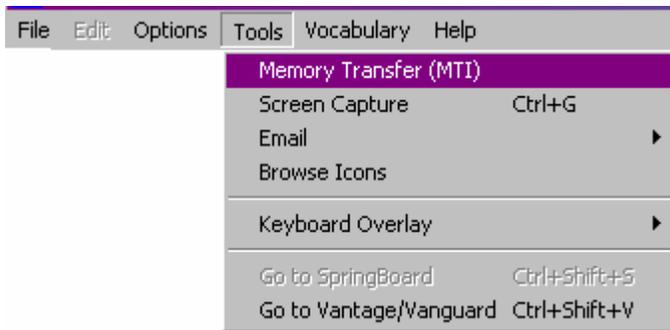
### Creating an MTI File

PASS allows you to do a Memory Transfer while you are in the emulator. This means you can make modifications to an overlay and save it as an MTI file in your computer. You can save a whole User Area or the complete emulator vocabulary as an MTI file on your computer. Once you have created the MTI file you can e-mail it to someone if you would like to.

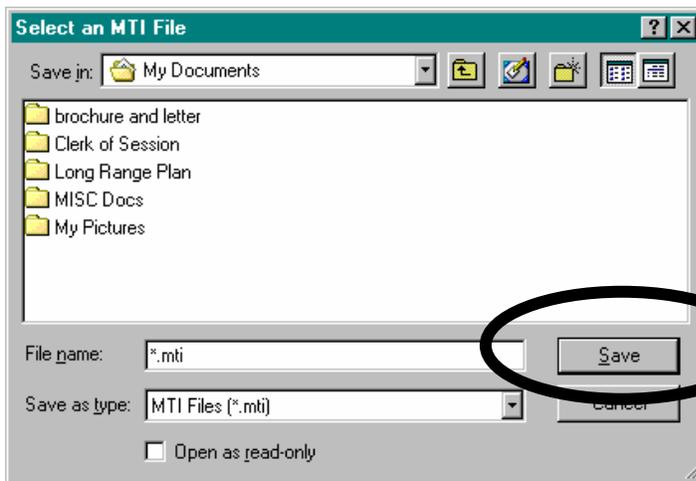
For example, let's say you made extensive modifications to a User Area. You want to save it as an MTI file and then e-mail it to someone so they can download it to their computer and load it into a device or into their PASS emulator.

Open the **Tools** menu in the menu bar at the top of the emulator's Text Display Area.

Select **Memory Transfer (MTI)**



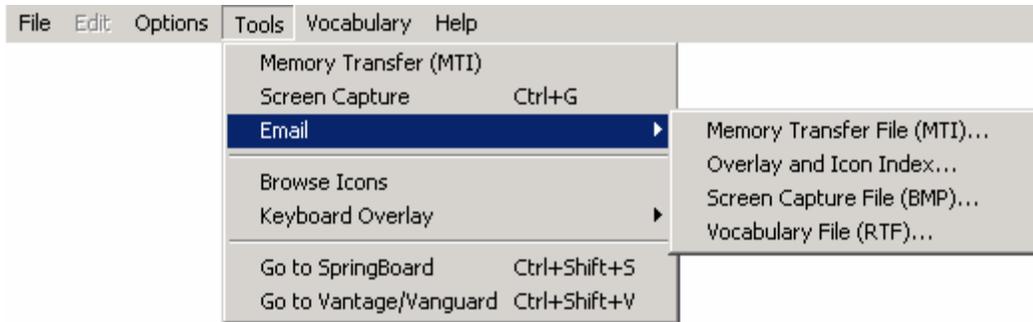
You see the TRANSFER MEMORY MENU on your screen.  
Select **Save One User Area**.  
Select the User Area you want to save.  
You will see a screen similar to this one:



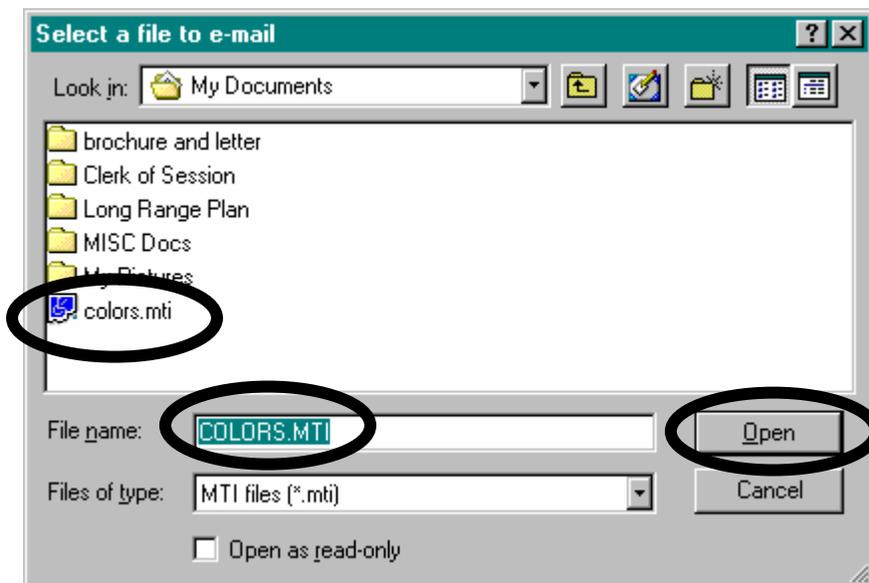
Type in a name for your. User Area. Make sure the name ends with **.mti** (dotmti).  
Select **Save**.  
A yellow box will appear telling you the transfer is complete. Click **OK**.

### **Sending an MTI via E-mail**

Open the **Tools** menu at the top of the Text Display Area.  
Select **E-mail**.  
Select **E-Mail - Memory Transfer (MTI)**



Depending on where you saved the file, you will see something similar to this:



### Select the File

PASS shows you the last file or folder where you saved an MTI file. Click on the name of the file you want to e-mail and select **Open**. If you want to send an MTI file that was stored in a different folder, click on the arrow in the **Look In** box and find the folder that contains the MTI file you want to send. Highlight the file and then select **Open**.

### Send the E-mail

When you have selected **Open**, a new message from your e-mail program will appear on your screen. The MTI file will be attached to the e-mail. All you have to do is type in an address and any message you want to add and then send the e-mail.

➡ You can e-mail a vocabulary document (i.e., a Vocabulary Display that you have saved as a document), overlays or screen captures in exactly the same way as you e-mail an MTI file.

## **If you Receive an MTI file as an E-mail Attachment**

Open **PASS** if it is not already open.

Open the **Tools** menu in the menu bar at the top of the screen.

Select **Memory Transfer (MTI)**.

Find the MTI file you received and click on it.

Complete the transfer steps as directed on your screen.

Click **OK** when the transfer is complete.

You can load any MTI file into your emulator as long as the file is on your computer. For example, if you want to load a User Area from a Pathfinder into a User Area in your emulator, you must first perform a regular device-to-computer MTI. Once the Area is saved as an MTI file on your computer you can use the **Memory Transfer (MTI)** option in the **Tools** menu and transfer the Area into your emulator.

If you want to load a User Area from your emulator into a User Area in a device, first you have to save the emulator User Area as an MTI file using the **Memory Transfer (MTI)** option in the emulator's **Tools** menu. Once the Area is saved, use the regular computer-to-device MTI process (e.g, USB drive, Secure Digital Card, serial cable) to load the Area in the device.

You can also e-mail any **screen capture, vocabulary document** or **keyboard overlay bitmaps** from the **E-mail** option.

## **Other Tools Menu Options**

### **Overlay and Icon Index**

For information about this E-mail Option, see pages 23 and 24

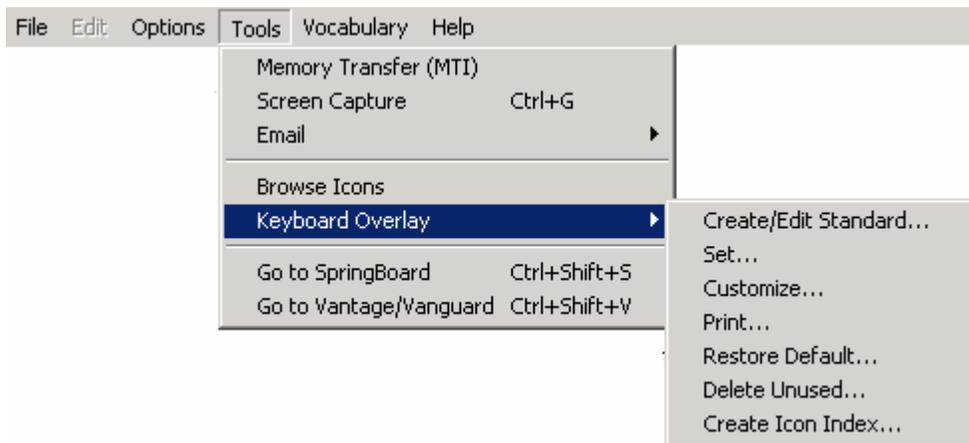
### **Go to Vantage/Vanguard or SpringBoard**

If you have the PASS software for Vantage/Vanguard and/or SpringBoard installed on your computer, this option will open it without your having to go to your desktop to click on the icon. This allows you to move quickly from Pathfinder to the other device emulators for programming.

### **Browse Icons**

If you select this option, you see the Pathfinder Icon Category folders on your display screen. You can now browse through the folders. You cannot select icons from this option, but you can see what icons are available and find out where they are stored.

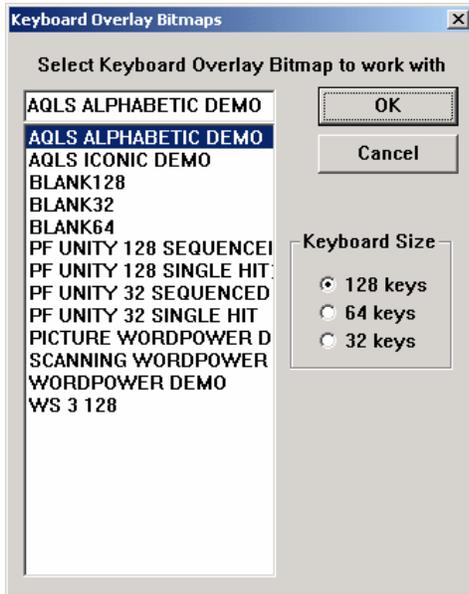
## *Using the Keyboard Overlay Option*



The Keyboard Overlay option allows you to create new overlays to go with standard PRC vocabularies, to edit standard PRC overlays, or to create new overlays from standard templates then add new vocabulary. You can also print your overlays to use on PRC devices.

## Create/Edit Standard

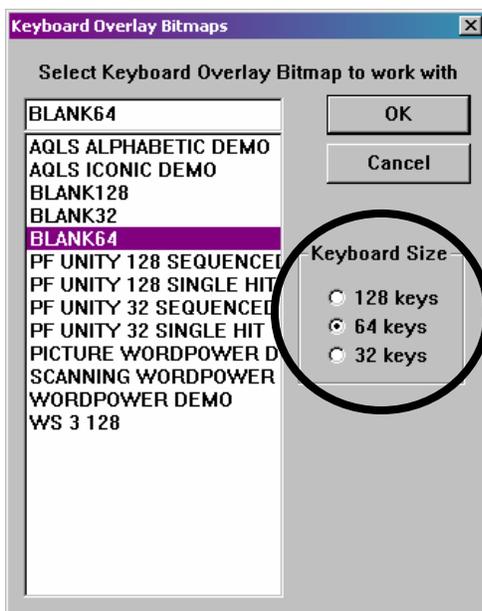
When you select this option you are asked to select the overlay you want to create or edit and to select a Keyboard Size.



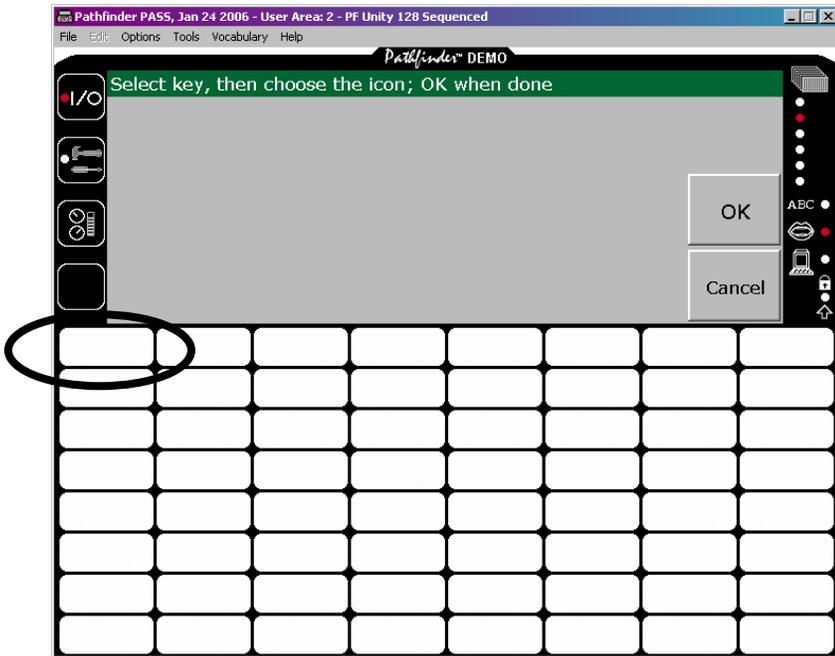
You see a list of all the overlays that are available in your device. Let's say you want to create a new 64 location overlay.

Select **BLANK64**.

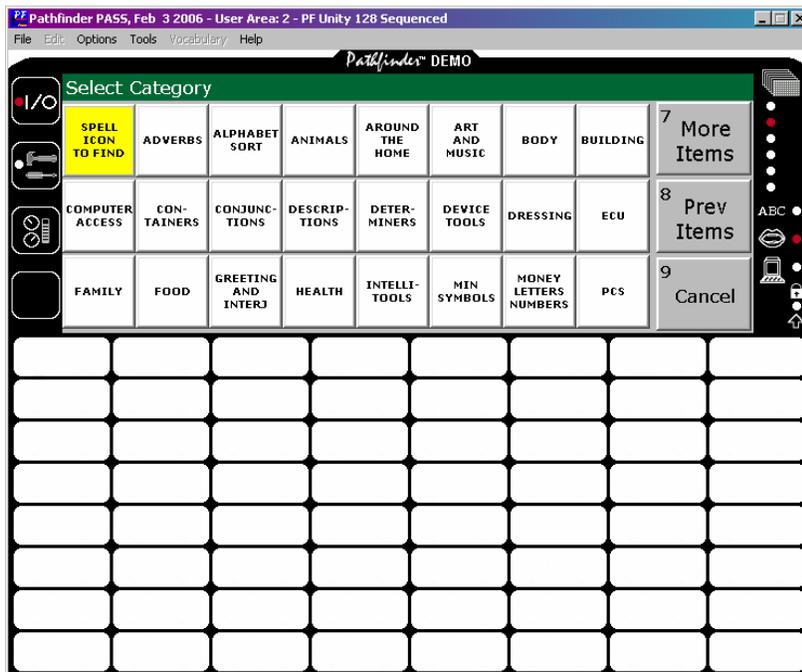
In the **Keyboard Size** box select **64 keys**.



➔ Always select a **Keyboard Size**, even if the overlay name includes a keyboard size.



Select a key to add an icon to.



You see all the Categories of icons available. Select the icon you want.

☞ This step adds the **icon only** to your overlay. If you want more detail (numbers, letters, words, etc.) use the **Customize** option once you have completed your overlay. (See the next page.)

Continue to select keys and icons until you have finished the overlay.  
When you are finished, select the **OK** key.  
Spell a name for your overlay and select **OK**.

You have created an overlay to use with 64-location vocabulary. Now you can use it with standard 64-location vocabulary or create or customize a 64-location vocabulary to go with the overlay. (Use the regular Pathfinder storing process to create or edit vocabulary.)

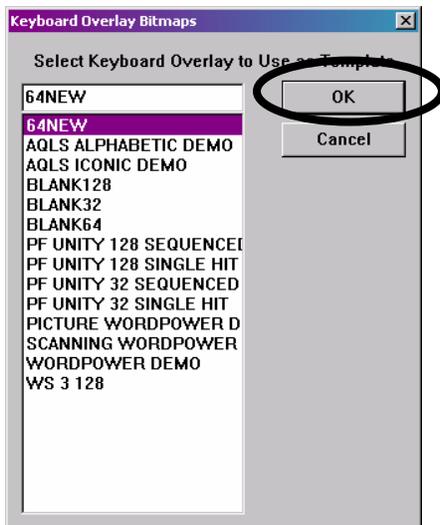
### **In order to use the overlay with a 64-location vocabulary:**

Go to the Toolbox and select the User Area where the vocabulary you want is loaded.  
On the emulator, open the **Tools** menu  
Select **Keyboard Overlay**.  
Select **Set**.  
Select the overlay you want to use.  
Select **OK**.  
You can now use your overlay!

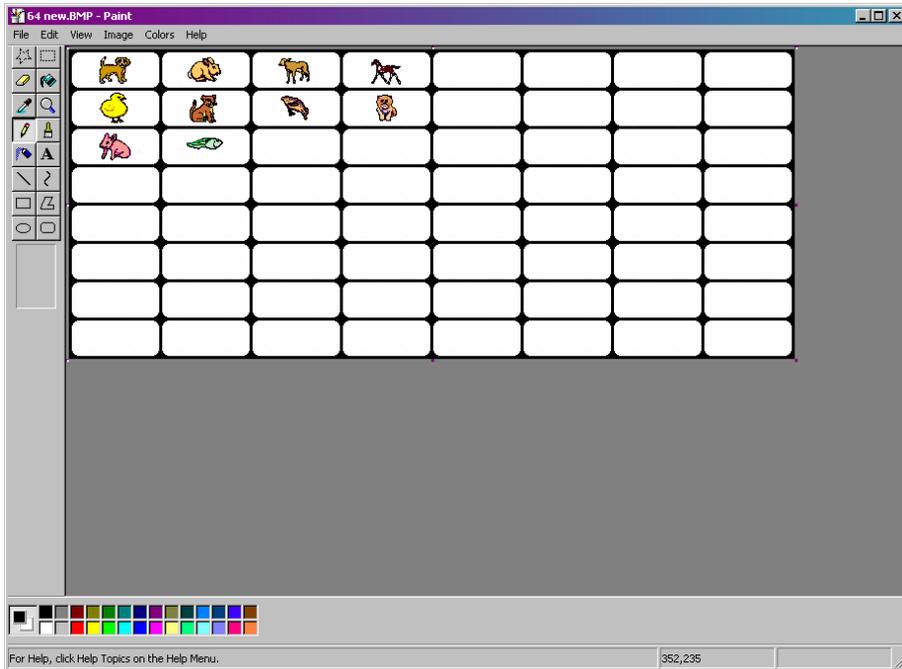
### **Customize**

You can add letters, words, new icons or pictures, etc. to an overlay by using your graphics program.

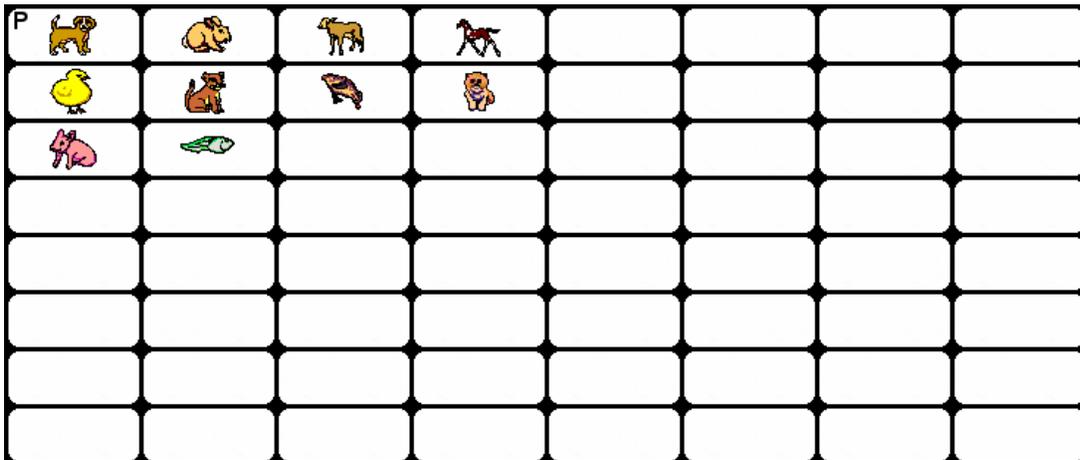
On the emulator select the **Tools** menu.  
Select **Keyboard Overlay**.  
Select **Customize**.  
Select the overlay you want to work on. We have selected the **64NEW** overlay we created earlier.



Select the overlay you want to customize and then select **OK**.



Your overlay opens up in your graphics program. Now you can add letters, numbers, words or other icons/pictures to the keys.



➔ **Important Note:** If you use icons that you have not imported into the Pathfinder, **Write With Icons** and various **Vocabulary Displays** will not be able to find these icons. We recommend that you import non-standard icons to the IMPORTS folder. See **Addendum: Importing Icons** at the end of this manual.

When you have finished, select **Save** from the File menu in your graphics program. This automatically saves the overlay so that is available in the Select Overlay box.

➡ **Important Note:** When customizing an overlay, do not change any of the image attributes in your graphics program or PASS will not know what to do with your overlay when you try to use it. Image attributes can usually be found in the **View** menu in your graphics program, although this may differ from program to program. Look for "Image Attributes" or "Image Information" or something similar.

If you encounter a problem, the following Image Attributes should be used (they are the defaults)

Image width: 739 pixels  
Image height: 315 pixels  
Bits per pixel: 24  
Max # of colors: 16 million  
File type: OS/2 or Windows Bitmap  
Source file sub type: Windows RGB Encoded

Some newer versions of graphics program may ask you if you want to "save to a merged image...." Select Yes or OK.

## **Print**

The **Print** option in the **Tools** menu gives you instructions for setting up and printing your overlay.

➡ Remember you can e-mail your overlay and icon index using the **E-mail** option in the **Tools** menu.

## **Restore Default**

If you are editing one of the Pathfinder default overlays and find that you have made too many mistakes, or have just gone in the wrong direction, you can use the **Restore Default** option and then start over.

## **Delete Unused**

There may be times when you create new overlays but then don't use them. Use the **Delete Unused** option to delete unwanted overlays.

## **Create an Icon Index for your Overlay**

If you created an overlay that has icons on it that have not been imported into your Pathfinder, Write With Icons and various Vocabulary Displays will not be able to locate these icons. If you want the icons to be available, you will have to **import the non-standard icons** and then create an Icon Index for the overlay.

See page 51 at the end of this manual for information about importing icons.  
See page 43 for information about **Write With Icons**.

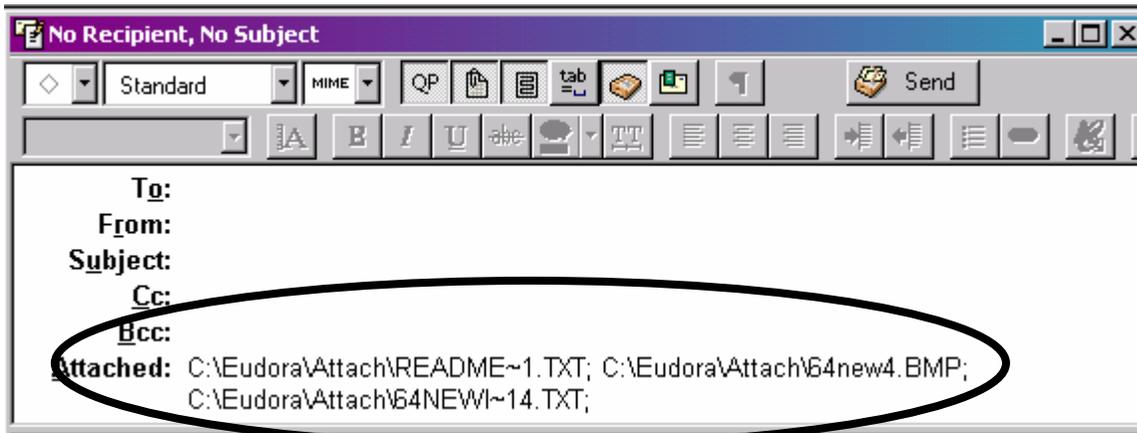
To create an icon index, select **Tools, Keyboard Overlay** and then **Create Icon Index**.  
Select the **Overlay** you want to create the index for.  
Select Keyboard Size.  
Select a key that contains a non-standard icon.  
Select the **Imports** folder or the Category folder where you stored the icon when you imported it.  
Select the icon.  
Select the next non-standard icon and repeat until all non-standard icons have been added to the index.

**Note:** Standard PRC icons should already be part of the index. You do not have to select any icons that are displayed correctly in the vocabulary display area.

When you are finished, select OK. The new icons will now be available when you use **Write With Icons**.

### About E-mailing an Overlay and Icon Index

Select the **Tools** menu. Select **Email**. Select **Overlay and Icon Index**.  
Select the overlay you want to e-mail.  
Your e-mail program opens and you see:



PASS has attached your overlay, the icon index and a ReadMe text file to your e-mail. The ReadMe file will tell the person you send the e-mail to what to do with the attachments so they can use them.

## **When you receive Overlay and Icon Index Attachments in an E-mail**

When you receive an e-mail that contains overlay and icon index attachments, you will see a **ReadMeFirst.txt** file; an **Overlayname.BMP** file; and the **OverlaynameIcons.txt** file which is the icon index.

**Open the ReadMeFirst.txt file and follow the directions.** This tells you where to put the overlay and icon index files so they will work with your PASS software.

## Now You Can...

- Save a picture of the Pathfinder display
- Save pictures of the steps used to modify a User Area.
- Save a picture of a User Area Overlay
- Use these pictures as teaching tools
- Save the pictures in a graphics program and print a picture or e-mail it
- Insert the pictures into a document and save them
- Create a specialized vocabulary for a client in one of the PASS User Areas

### **If PASS and device software versions are compatible you can:**

- Turn specialized Vocabulary into an MTI file and download it into the client's Pathfinder or
- E-mail an MTI file to a colleague who can then download it into a device or into their PASS emulator.

## Using the Vocabulary Display Options

The **Vocabulary** menu has a **Vocabulary Display** option that allows you to do a number of things with the vocabularies in the emulator. You can do vocabulary sorts for Core vocabulary, Activities, Pages, etc. You can see where icons and sequences are stored. You can find specific phrases. You can even type in text and see the icons that represent your text.

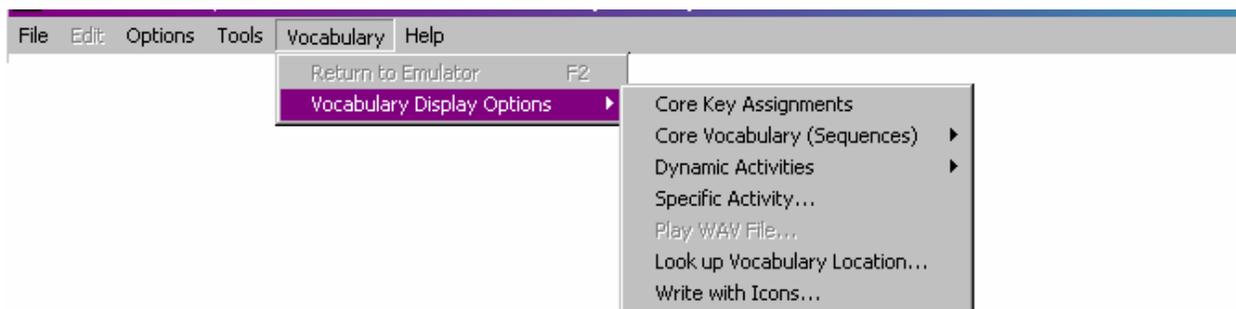
➡ When you are using options in the **Vocabulary Display** menu, you will see a display of the vocabulary that is in the current User Area of your emulator. You can switch User Areas in the emulator to see different vocabularies.

### For example:

Double click on the **Pathfinder PASS** icon on your desktop to open the program, if it is not already open. (If PASS did not open up in Minspeak, select the **Go To Minspeak** key.)

Now you should see the overlay in the current User Area. For this example, we are going to use the **128 Sequenced** overlay. Make sure this is the overlay you are using. To check this, select the **Options** menu, then select **Go to Toolbox**. Activate the USER AREA menu in the Toolbox. If the text in the Text Display Area does not say **Unity 128 Sequenced**, activate **Switch User Area** and select the **Unity 128 Sequenced** User Area. Click **OK**. Activate **Go To Minspeak**.

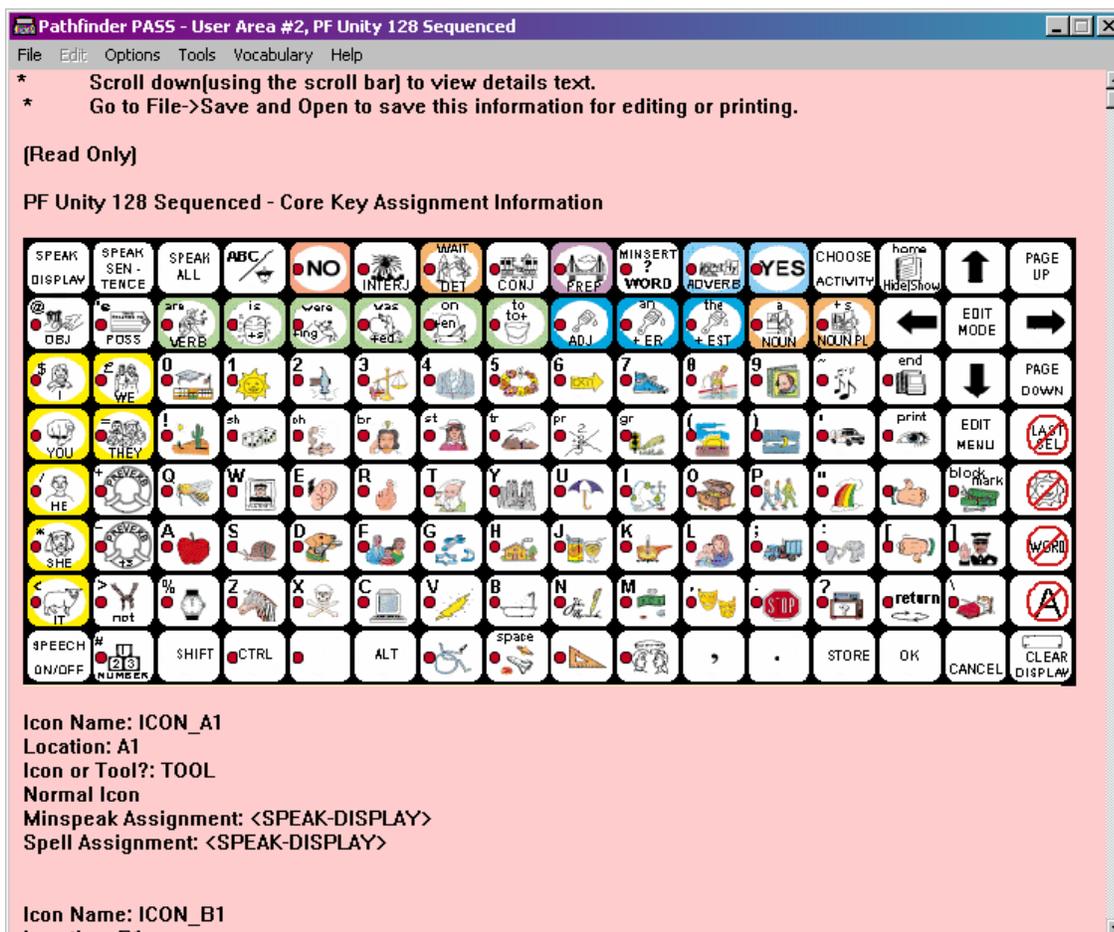
Open the **Vocabulary** menu at the top of the Text Display Area and then open **Vocabulary Display Options**.



All of these options allow you to view vocabulary in different ways.

Select the **Core Key Assignments** option.

## The Core Key Assignments Option

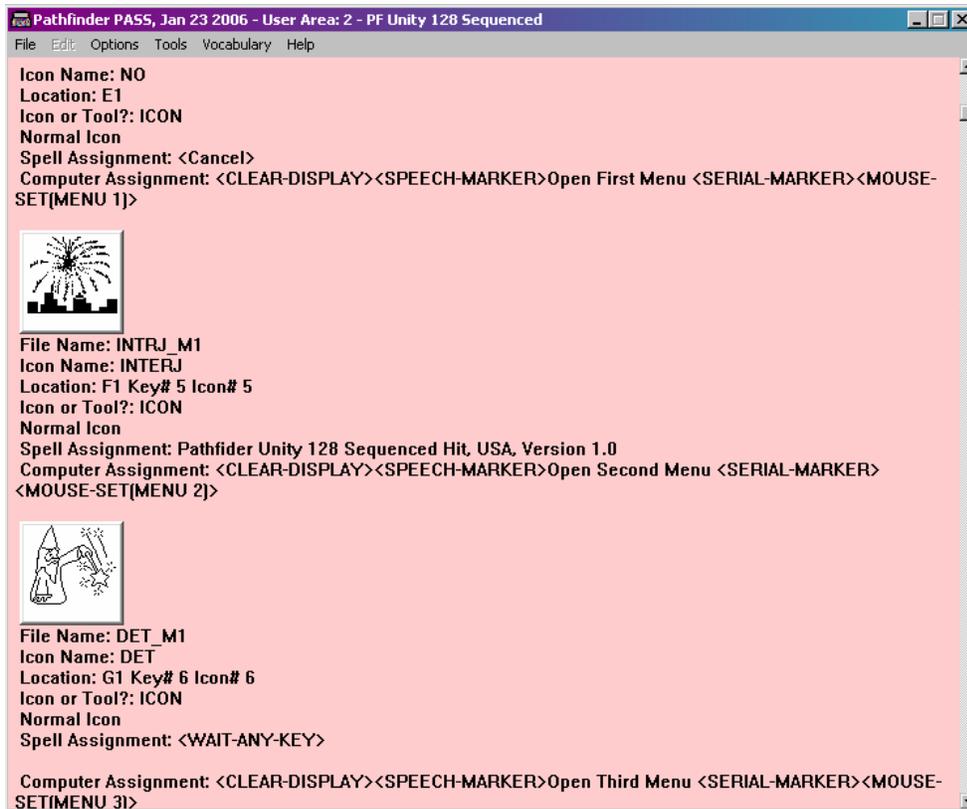


You now see a copy of the current User Area vocabulary (Unity 128 Sequenced).

☞ Notice the background color of the display (on your screen) and the directions at the top of the page. Both of these are indicators that you are in a Read-Only display. This means that basically the only things you can do are what the directions at the top of the page tell you. The **Edit** menu is not available for use.

**Any Read-Only display** (there are 2) has the pink background and the same directions at the top of the display. All other Vocabulary Displays have a cream colored background and the Edit Menu is active.

If you scroll down the vocabulary display, you will see specific information about each key printed out as text.

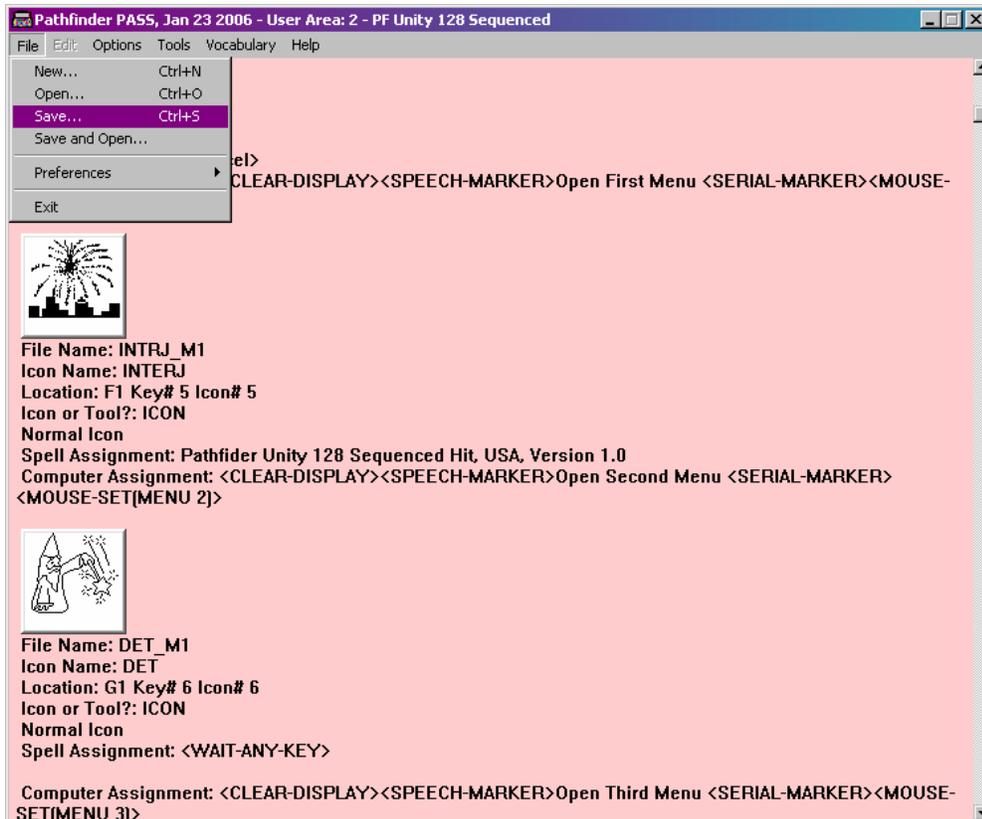


You can save this information to use later or to send to someone.

## Save your Vocabulary Information

Open the **File** menu at the top of the screen.

To save this file, click on **Save**.



Select a place to save the file and a name for the file. For this example, you might save it to your desktop and name it "Core Keys Vocab" or something similar.

The program will save the file as a word processing document (.rtf).

Go back to the **File** menu and select **Open**.

Go to where you just saved the file and select the file.

Click on **Open**.

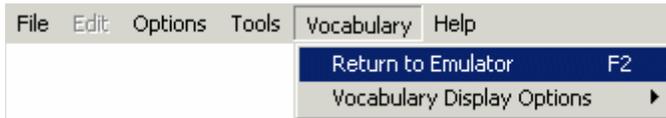
The file opens up as a word processing document. You can now make any changes you want and/or e-mail the document to someone, print it out, etc.

☞ You can also select **Save and Open** from the **File** Menu. This will save your file and immediately open it as a word processing document for you to work on. As with the **Save** command, you will have to tell the program where to save the file and you will have to give it a name before it will be saved.

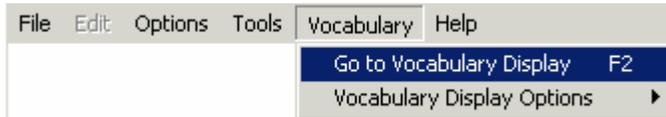
☞ **Printing Tip:** Before you print any vocabulary file or overlay that you saved as a document, we recommend that you set your printer's "paper" option to **Landscape** instead of Portrait.

### To Return to the Emulator

When you have opened the **Vocabulary Display** menu and are working in or looking at one of the options, you are **not** in the emulator. To return to the emulator and check something out, you must open the **Vocabulary** menu and select the **Return to Emulator** option. You are now in the emulator and can use it as you normally would.



### To Return to Vocabulary Display

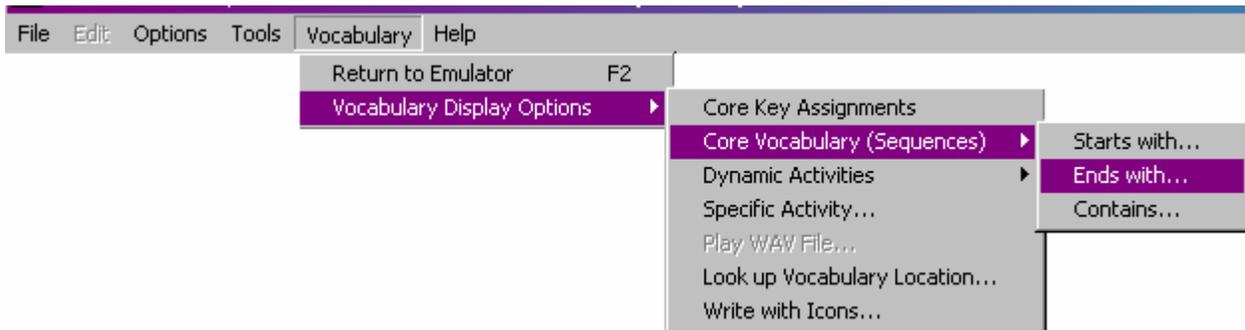


If you went from a vocabulary display to your emulator and you want to return to the Vocabulary Display you were viewing/working on, open the **Vocabulary** menu and select **Go To Vocabulary Display**. You will see the vocabulary display you were using.

You must use these two options any time you want to switch from a vocabulary display to the emulator or back.

- ➡ **A vocabulary display must be open** in order to switch between a display and the emulator.
- ➡ **Keyboard Shortcut:** Use the **F2** key on your keyboard to toggle between vocabulary and emulator displays.

## Viewing Core Vocabulary (Sequences)



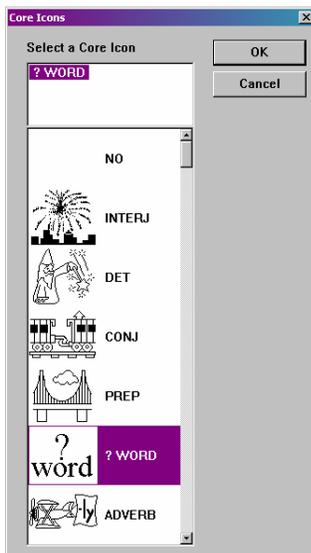
You might like to know if an icon is used in any sequences in a particular vocabulary.

Open the **Vocabulary Display Options** menu.

Select **Core Vocabulary (Sequences)**.

Select whether you want to find sequences that **Starts with**, **Ends with** or **Contains** a particular icon.

**For example**, you might want to know if the ?WORD icon is used as an ending icon in any sequences in the current vocabulary. You would select the **Ends with** option.



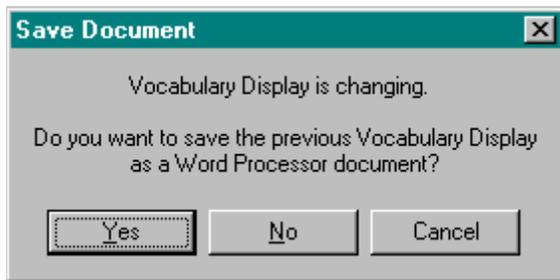
When you select the **Core Vocabulary (Sequences) Ends with** option you will see this box.

You can select any icon in the vocabulary as the **Ends with** icon. For this example, scroll down and select the ?WORD icon.

Select OK.

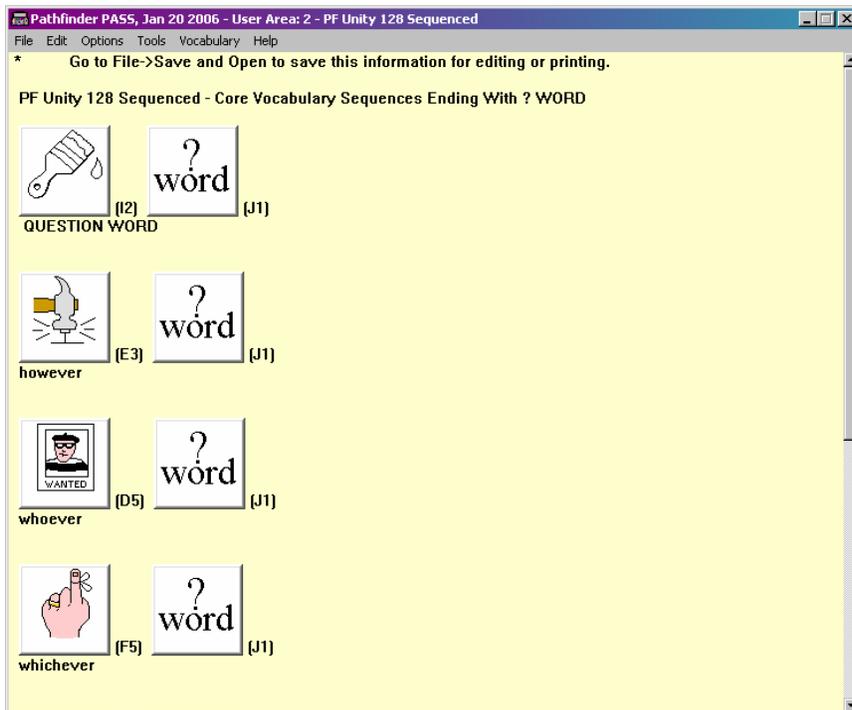
🔄 You can use keyboard shortcuts to navigate through the icons. e.g. Tab, OK, Cancel, and the Up and Down arrows; otherwise, just use the scroll bar.

**Vocabulary Display is changing Box:** When you change from one Vocabulary Display option to another one you will see the following box:



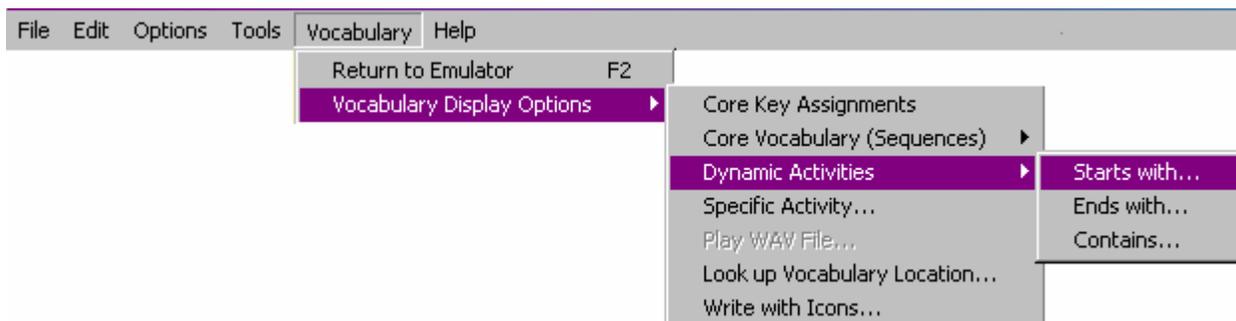
If you want to save the earlier display, select YES. Select where you want to save the file, then click *Save*. The emulator will then go to the new Vocabulary Display you selected.

If you don't care about saving the display, select NO. You will then see the new Vocabulary Display you selected.



When you selected **Ends with: ? WORD**, the program produced this screen. Remember to scroll down the page to see all the vocabulary that ends with ? WORD. You can see where each sequence is stored and how it is stored. If you want to copy a sequence and use it in a custom vocabulary, just save the document and print it out. You can look at a sequence in this display then go to the emulator, activate the sequence and check how it works. Then return to the Vocabulary Display.

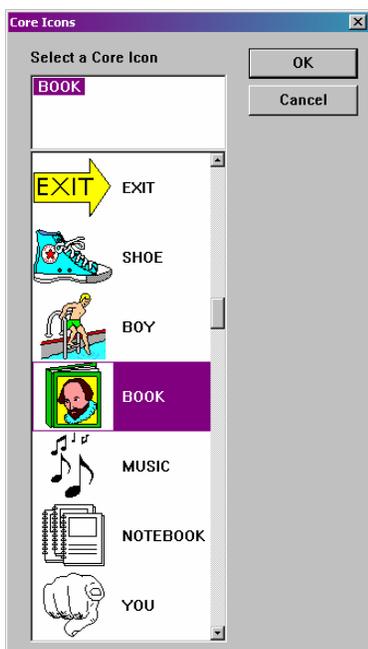
## Viewing Dynamic Activities



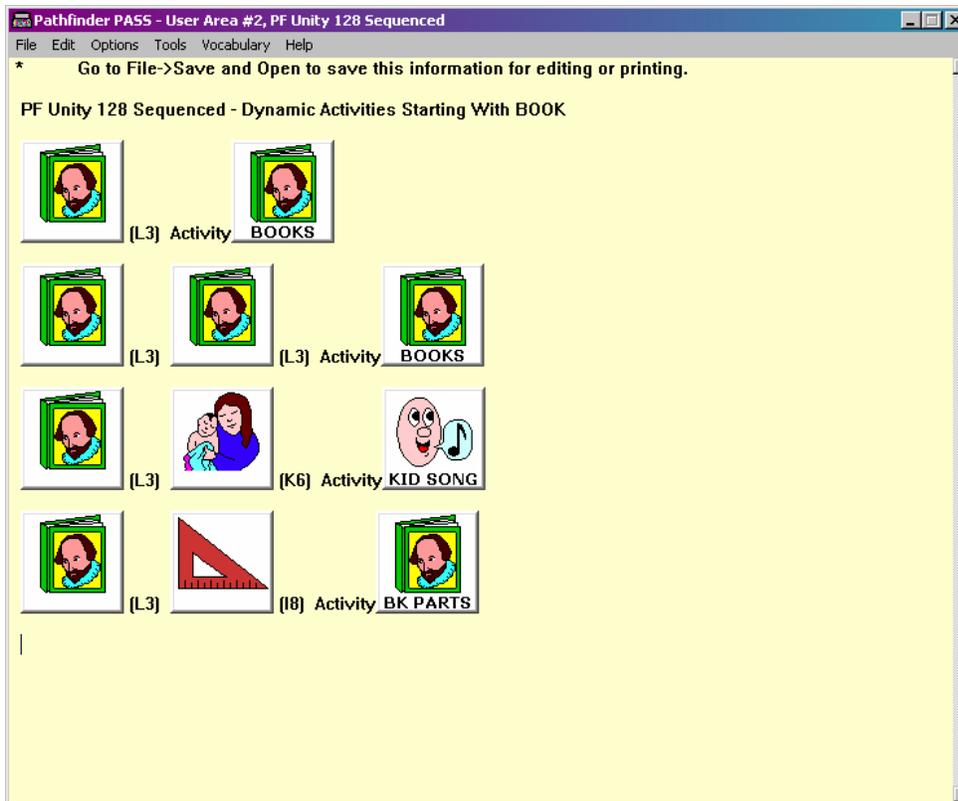
The next Vocabulary Display option is **Dynamic Activities: Starts with, Ends with, Contains**

Among other things, this allows you to discover if there is a Dynamic Activity that starts, ends or contains any icon you are interested in.

It can also be helpful if you are looking at Core Vocabulary on the emulator and you find a Dynamic Activity that you would like to use elsewhere. You can find how it is stored by going to the **Dynamic Activity** option and selecting one of the icons from the sequence.



Activate OK when you have selected an icon.

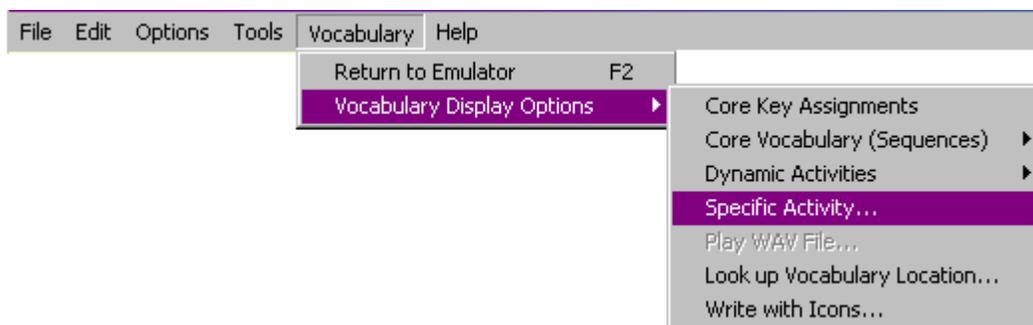


In the example above, BOOK is the Starts with icon. You can easily see what Dynamic Activities start with BOOK, their sequences and which Activity is activated.

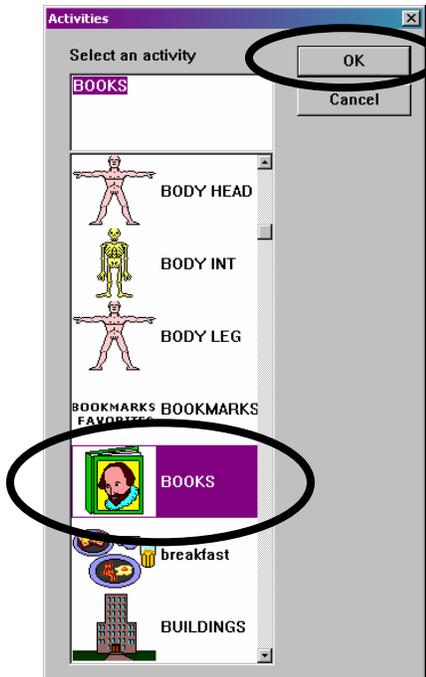
## Viewing Specific Activity

Using the previous **Dynamic Activity** example, let's say that you found out that BOOK +BOOK activates the **BOOKS** activity. Now you would like to know about that activity.

Open the Vocabulary Display menu and choose **Specific Activity**.



Now, select the activity you want. In this case, scroll down to BOOKS. Click **OK**.



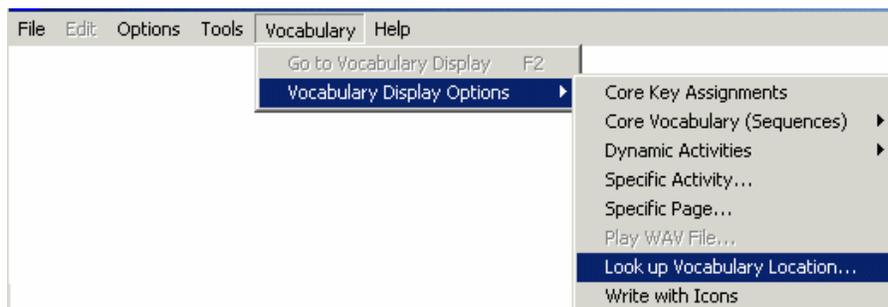
You see a display of all the keys in the Activity. As you scroll down the display, you will also see all the links to this activity. If you scroll down to the end of the display, you will see a note that there are "No links to Activity BOOKS". Sometimes, you may select a sequence that contains links to other Activities. If this is so, the display will tell you what those links are.

➡ A right click on a key will also show you that key's details.

The **Dynamic Activity** option and the **Selected Activity** option can help make it easy to find and modify specific activities on your emulator.

Remember, a pink background means you are looking at a **Read-Only** Display so you cannot edit it. However, you can save the display in a word processing document, edit it if you wish and print it out.

## Look Up Vocabulary Location



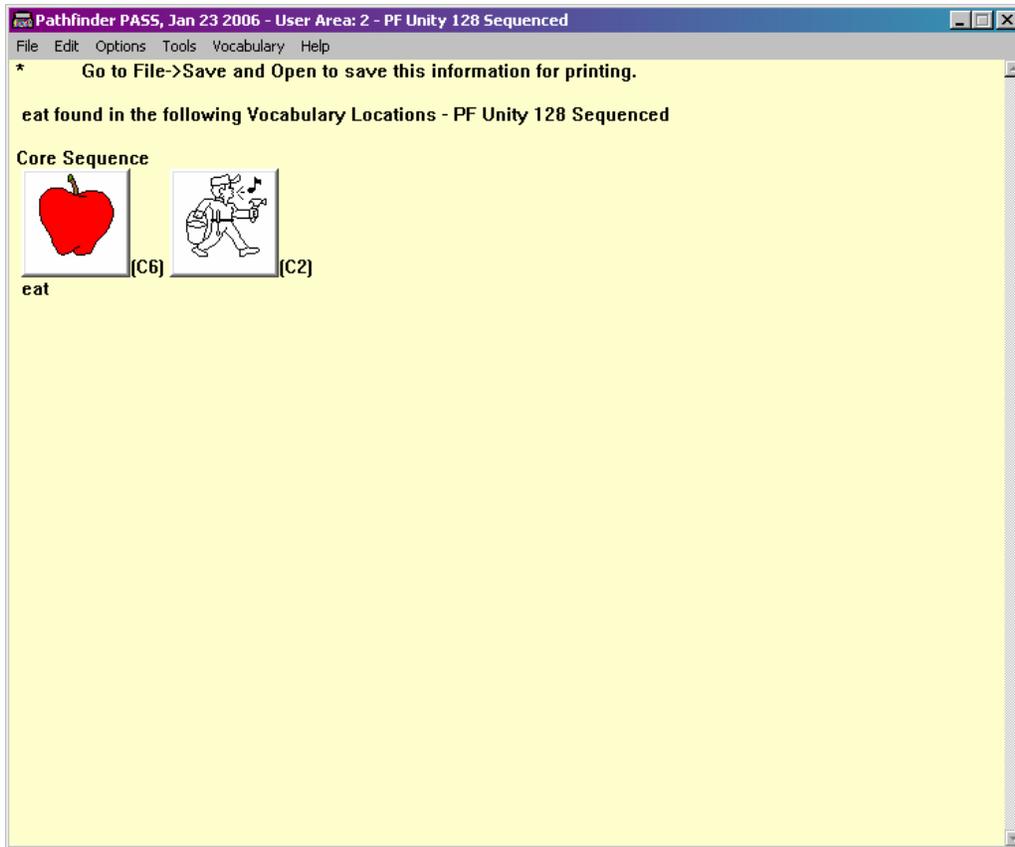
Find where particular text is used in the Area.



Type in the text you want to find. Here, we are searching for the word, "eat".

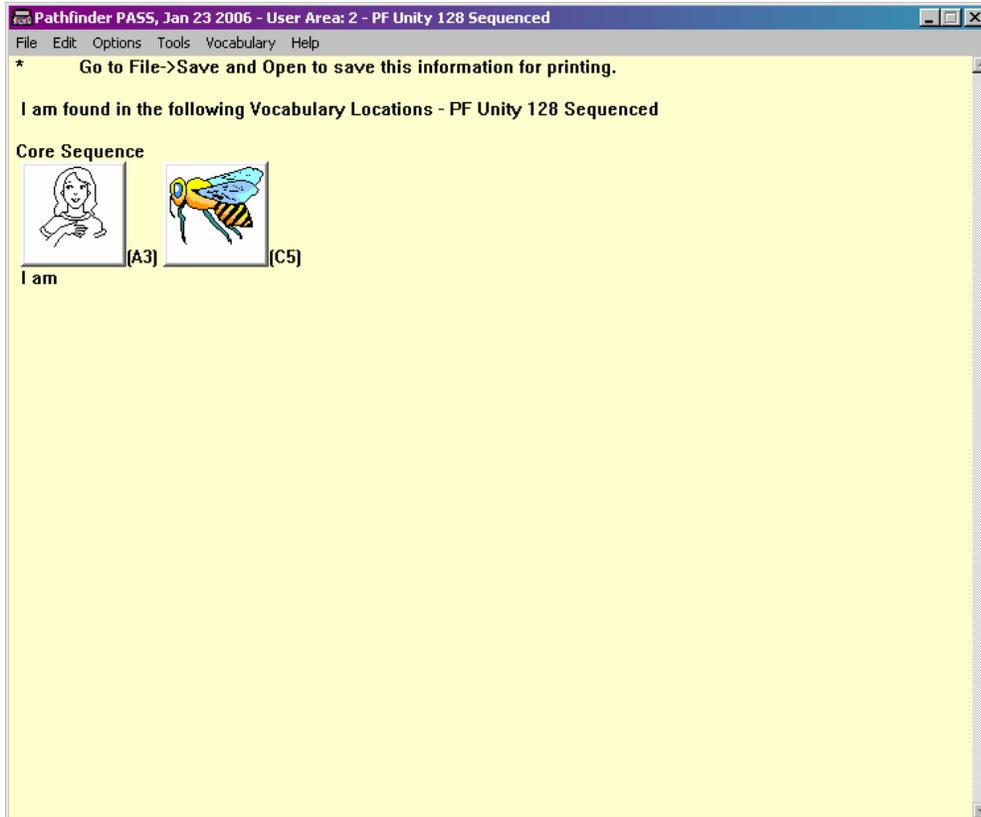
### Options:

- **Match whole word only:** if you select **Find Next** with "eat" as the example above, you will be presented with all the words that have "eat" in them, e.g., beat, sweat, heat, etc. If you want to see only the word "eat", select **Match whole word only**.
- **Match Case:** If you are looking for a word where one or more letters are capitalized, select **Match Case** so the software will look for the exact word.



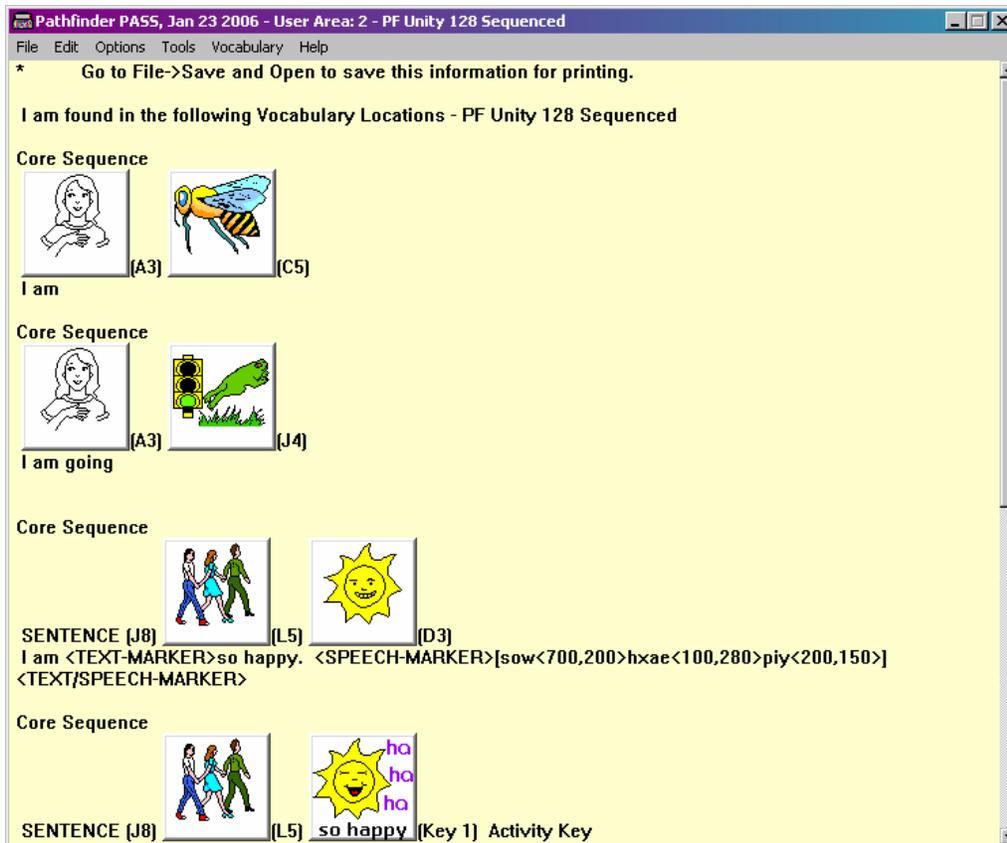
In the above example we wanted to find where the "eat" was used. We see that "eat" is stored in one location. Other vocabulary words may be stored in many places.

For another example, go to the **Look Up Vocabulary Location** option. Type "I am" as the phrase. Make sure **Match Whole Word Only** is checked. Select **Find Next**. You see:



You see that there is only one location where the actual phrase "I am" by itself is located.

Now return to **Look Up Vocabulary Location** and uncheck the **Match Whole Word Only** box. Type in "I am" and select **Find Next**. You see:

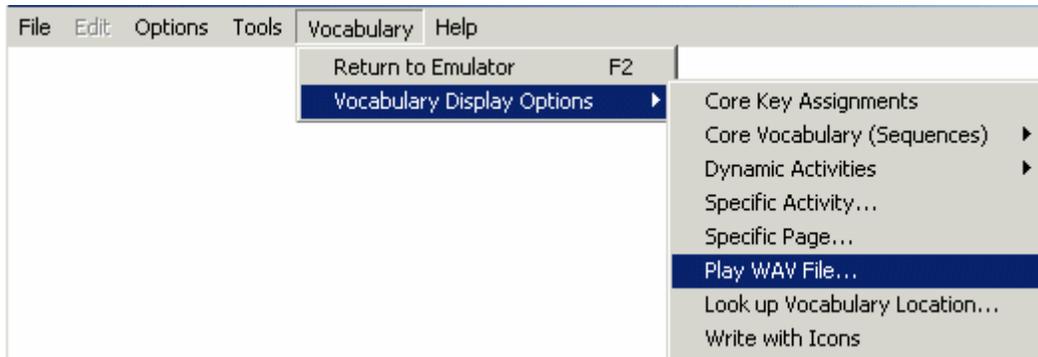


PASS has shown you every sequence where the words "I am" are used.

PASS will show up to 40 results for the text you entered. If you see a message box that says there are more than 40 examples, try being more specific when entering the search text. Use different combinations checking and unchecking the two option boxes.

You can also narrow a search by adding a **space** before, after, or before and after a single word. However, this may miss some of the places where a word is used. Play with this option to discover how it might best serve your needs. If you create your own overlay, you could use a space in different places to find partial words or misspelled words.

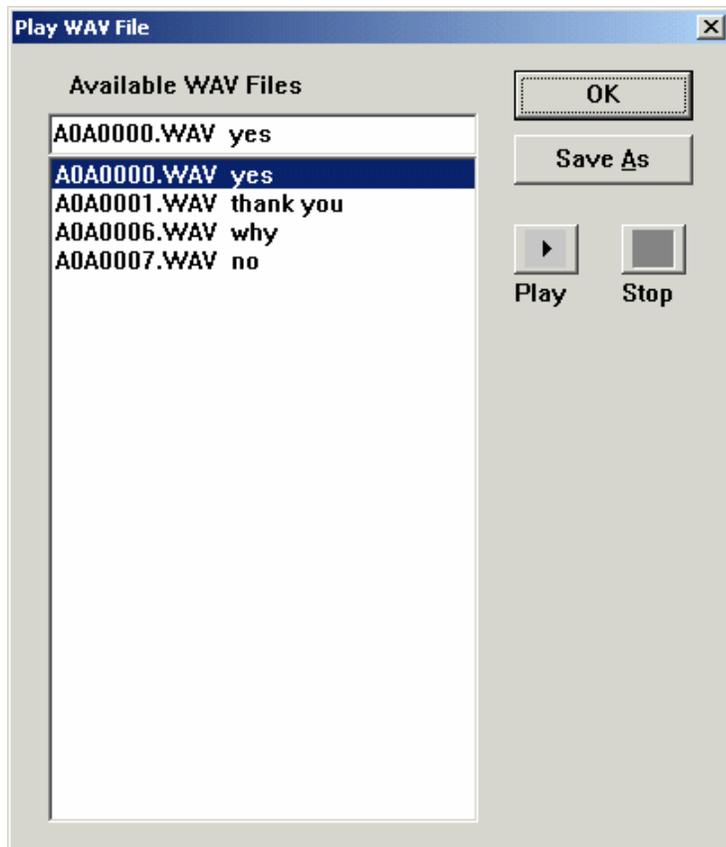
## *Play WAV File*



**Play WAV File** will be active if any of the vocabulary you have chosen to display has recorded messages. For example, if you select to display **Core Key Assignments** and any of the core vocabulary has WAV files attached to it, you will be able to open the **Play WAV File** option.

⦿ **Play WAV File** will not work with **Dynamic Activities** or **Write with Icons**.

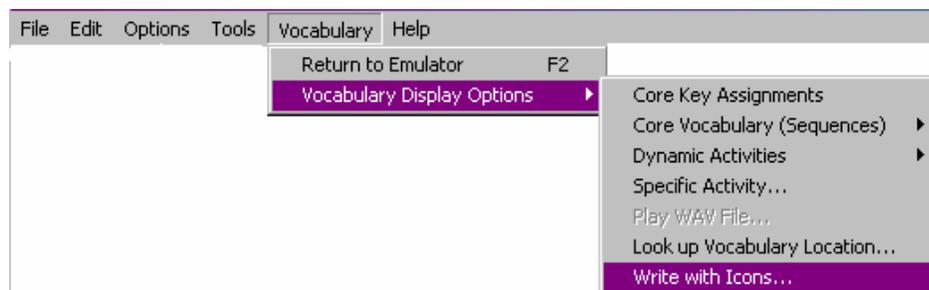
If the displayed vocabulary has any WAV files and you select Play WAV File, you will see a box similar to the one on the next page.



**Options:**

- You can choose **Play** to play the WAV file.
- You can choose **Stop** to stop playing the file.
- You can choose **Save As** and save the WAV file on your computer with a recognizable name. You can then import it for a vocabulary message if you want.

## Write with Icons

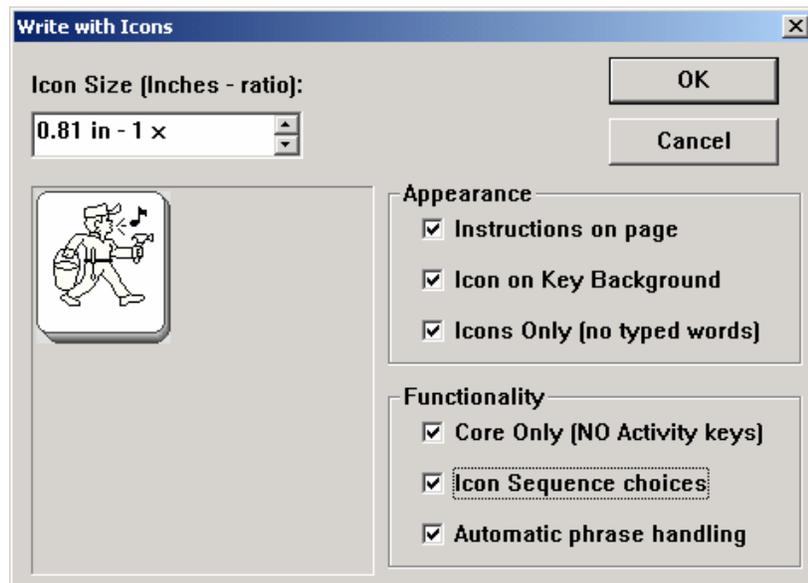


The **Write with Icons** option allows you to type text, word by word, and see it displayed as icons. Words that are in the Core Vocabulary and Dynamic Activities of the current User Area in your emulator will be displayed. You must type the word then **add a space, tab, return or punctuation after it**. If you type a word and nothing happens, either you forgot to add a space, etc., at the end of the word, or that word is not available in the current vocabulary.

### For example:

Select the **Write with Icons** option.

The first screen you see is the options box.



When you first run PASS, all these options are checked. You may set the options however you want to.

## Appearance Options:

**Instructions on Page:** When this is checked, you will see instructions on the screen for using Write With Icons. If it is unchecked, the instructions will not be visible. (This is also a setting in **File: Preferences.**)

**Icon on Key Background:** If this is selected you see the icons as they appear on keys: 

➡ **Note:** If you select this option, you may find that it causes some visual confusion. It also consumes a lot of ink if you are printing the screen.

**Icons Only** (no typed words): If this is selected, when you type words, only those words that are **not** contained in sequences will be visible on your screen. ➡ **Note:** Unless you know your vocabulary extremely well, you might want to leave this box unchecked until you get used to Write With Icons.

## Functionality Options

**Core Only (NO Activity keys):** If this is checked you will see only Core Vocabulary icons or sequences. Any Activities where the word is used will not be shown.

**Icon Sequence Choices:** If this is selected, when you type a word, a box will pop up containing all the sequences where the word you typed is used. (This is also a setting in **File: Preferences.**)

**Automatic Phrase Handling:** When this is **checked**, Write with Icons automatically figures out if a group of words is stored under a sequence and then produces that sequence for you. If this is unchecked, Write With Icons produces sequences for each separate word you type. ➡ When this is On, end each phrase with a punctuation mark so the PASS knows you have ended the phrase.

➡ **Note:** If Automatic Phrase Handling is **Off**, you can force Write With Icons to produce a whole phrase by using the F6, F7 and the SPACE keys. See the **Automatic Phrase Handling** section.

Select OK when you have finished choosing your options. You are ready to Write With Icons.

## An Example of Write With Icons using the Default Setting

You see a blank Write With Icons page.

Type the word, "I" and add a space.



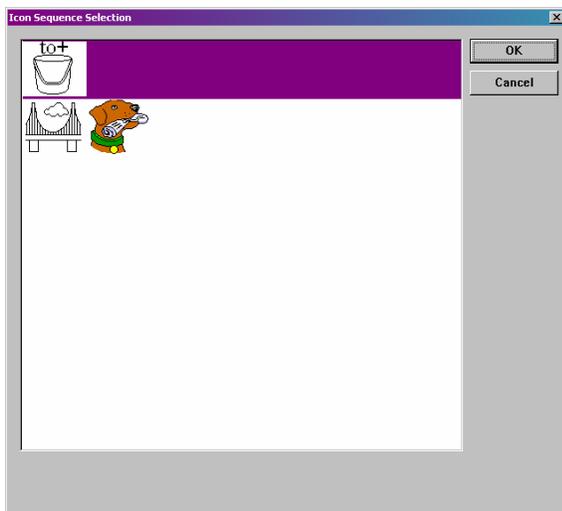
You see the sequence for "I".

Type the word "want" and add a space.



You see the sequence for "I want". ➡ Remember that the **Automatic Phrase-handling** option is checked, so when individual words are stored as phrases, PASS will display the phrases.

Now type "to" and add a space.



You see two sequences where "to" is stored. The one you will most likely want is highlighted. If you do not want the highlighted sequence, select the one you do want. Select OK.

Now type, "eat" and add a space.



You see the "eat" sequence.

And now you know where to find the sentence, "I want to eat!"

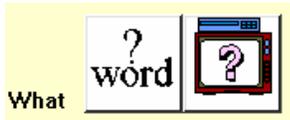
## Finding Phrases Using F6 and F7

You can also find sequences for phrases by using the F6 and F7 keys on your keyboard. You can use F6 and F7 whether **Automatic Phrase Handling** is On or Off.

Below is an example of using F6 and F7 to force phrase groupings when Automatic Phrase Handling is turned **ON**.

Our example sentence is "What do you do?"

Type the word "What" and see:



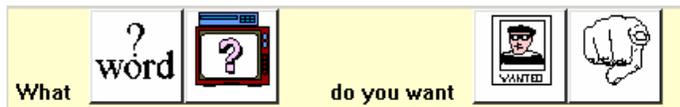
Now type "do" and see:



Type "you" and see:

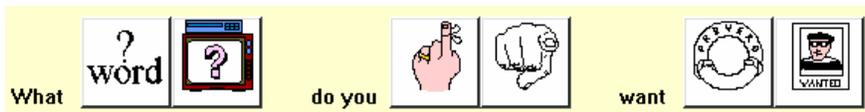


Type "want". Notice that the other sequences have changed to something you might not want. You may want to teach the shorter phrases.



So, what do you do? Use F6 and F7 (even though Automatic Phrase Handling is turned ON).

Type "What, space, F6do space youF7, space want" and you see:



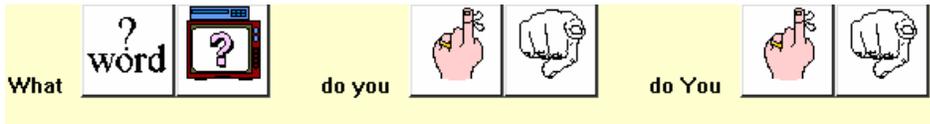
➡ You can also use F6 and F7 with a single word. This will prevent the word from becoming part of a phrase or group of words.

## Use Punctuation to End Phrases and/or Sentences

With Automatic Phrase-Handling, punctuation at the end of a phrase or sentence tells PASS when you have finished with one phrase and are moving on to another one.

For example, if you type "What, space, F6do youF7, space do", with no ending punctuation and then start another sentence that begins with, "You", PASS is likely to think that the last word of the previous sentence and the first word of the new sentence make up a phrase that is stored under a sequence.

This is what you would see which is probably not what you want.



To prevent two distinct sentences or phrases from “running together”, type a punctuation character (in this case a ?) at the end of the sentences or phrases to PASS knows they are complete.



## Plurals

If the vocabulary has the PLURAL tool stored under a core sequence, Write with Icons can generate the plural of a word and display the whole sequence.

### For example:

Type "calf".

Press the **F8** key.

Type a space (or punctuation or <RETURN>).

## Change your Options without Losing your Work

If you are in Write With Icons and would like to see your icons displayed differently, without losing the work you have already done, open the **Vocabulary Display Menu** or press **F11** on your keyboard. Select **Write With Icons**.

The **Options** box pops up.

Change to the options you want to use.

Select **OK**.

A message asks if you want to save your work.

Select **Cancel**.

You are returned to Write With Icons and your work is still there.

Now you can type words and the new settings will be used.

## Now You Can...

- See details of a Vocabulary (use any option in **Vocabulary** menu)
- Teach all the associations that start with, contain or end with a specific icon (**Core Vocabulary (Sequences)**)
- Save a record of all the Dynamic Activities that start with, end with or contain a specific icon in its sequence (**Dynamic Activities**)
- Print a specific Activity, including its details, for training; make copies for the staff who work with the client (**Specific Activity**)
- Discover where a particular text item (word, phrase, sentence and/or character string) is stored (**Look Up Vocabulary Location**)
- See icon sequences that match the words you are typing (**Write with Icons**)

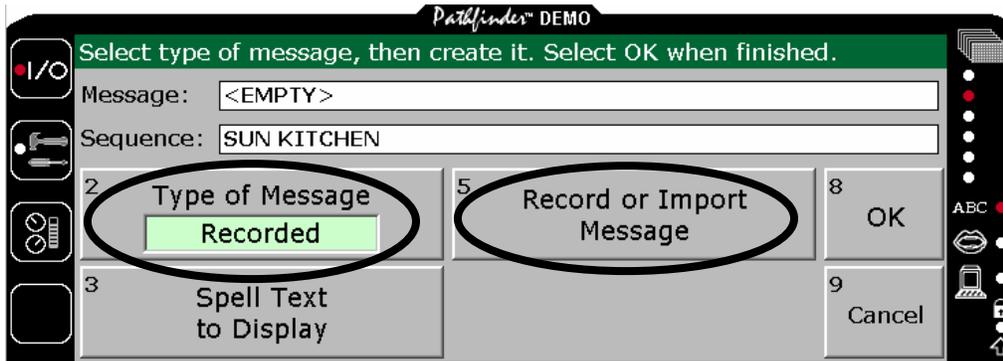
**➡ Remember:** you can also take pictures of the emulator displays, save the displays as word processing documents, and e-mail pictures and documents.

## Addendum: Importing Sound (WAV, MP3, WMA) Files

PASS now allows you to import sound files and store them as recorded messages.

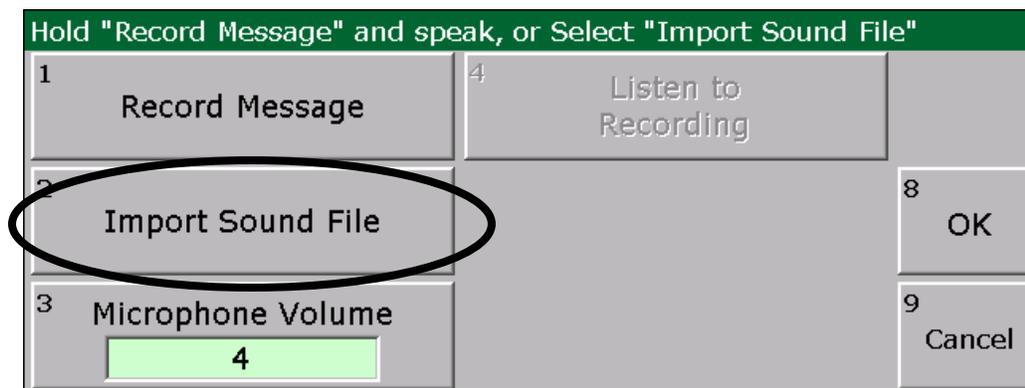
Any Toolbox menu that allows you to store recorded messages now has a button labeled **Record** or **Import Message**. Instead of recording a message you can find a sound file that you have saved on your computer or have stored on a USB drive and store it as the recorded message.

➡ You cannot use sound files for prompts.



For example, in the picture above:

We are in the STORE menu and have selected the *Recorded* option. We see the screen above. Activate the *Record or Import Message* option.



Now select *Import Sound File*.



You may have to search for the file/folder where the sound file you want to use is stored.

Select the file you want to use and activate ***Open***.

You don't see anything happen, but the file will be used as your Recorded Message. Activate ***Listen to Recording*** to check that you got the correct file. When you have finished with this screen, save your changes by activating ***OK*** to exit. If you decide not to save any changes, activate ***Cancel*** instead of OK.

➡ If you have a previously recorded message assigned to a key and you import a sound file, the sound file will **replace** the recorded message. Any macros assigned to the key will remain with the key.

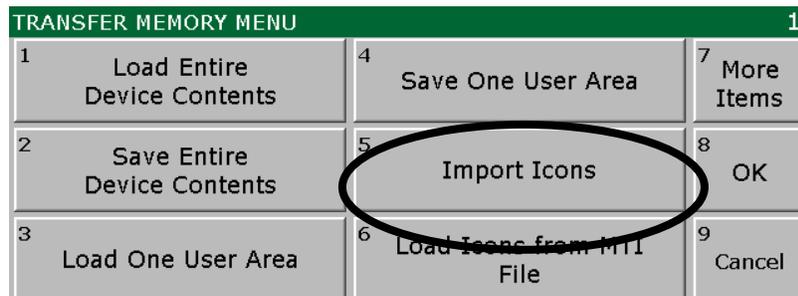
For more information see the **Using the MP3 Player Menu: Store a Sound File Under an Icon or Icon Sequence** in the Pathfinder *Power Tools* manual.

## Addendum: Importing Icons

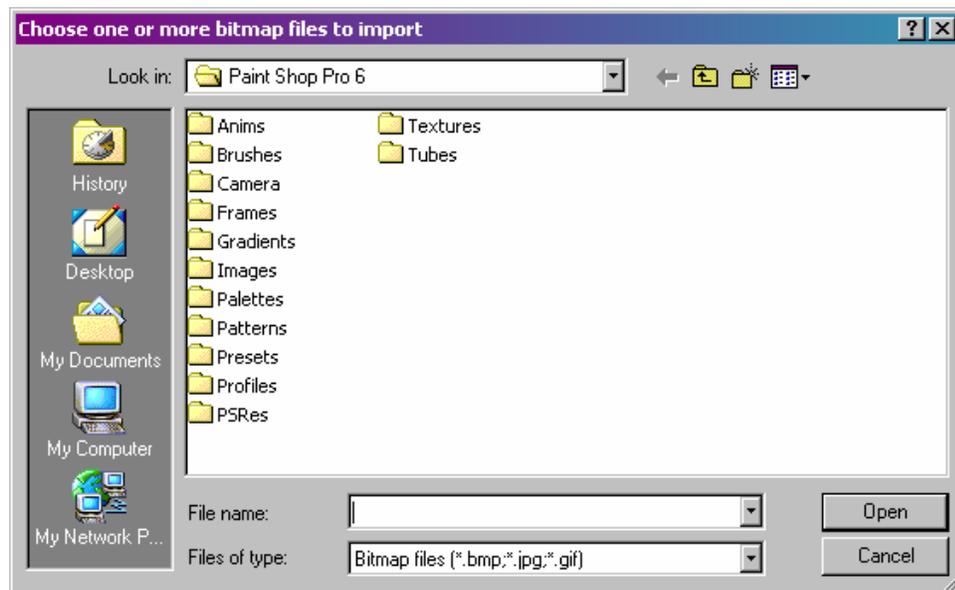
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### Importing One Icon

1. Go to the Toolbox and open the **TRANSFER MEMORY MENU**.

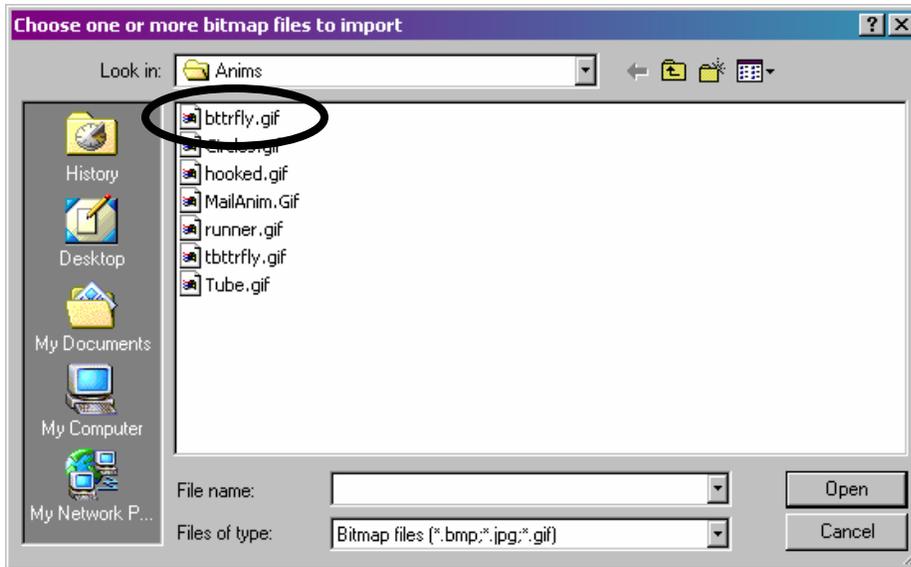


2. Select Import Icons.

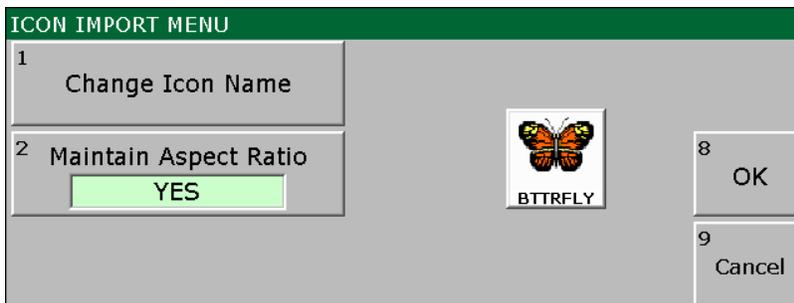


3. You see a drive or folder on your computer where graphics are stored. If the icons/graphics you want are stored here, select the icon(s) you want. If not, go to the drive or folder that contains the graphics/icons you want to import.

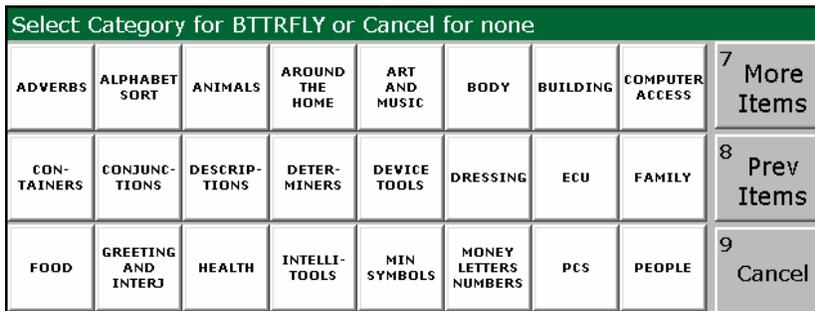
➡ The next page explains importing one icon. The following page explains importing a number of icons all at once.



4. Select one icon to import and then select Open



5. You see the graphic and an option to change the name. You can also change the **Aspect Ratio**. We suggest you leave this set to **YES**. When you are ready, select **OK**.



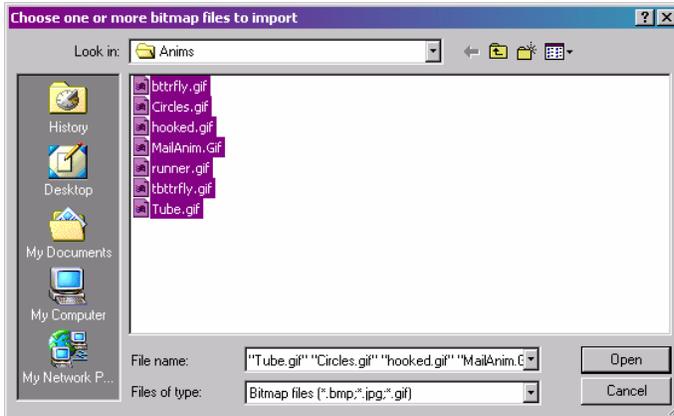
6. You see the **Icon Category Menu**. Your device automatically places the graphic in an **IMPORTS** category folder (not visible during this operation). If you want the graphic available in another Category, select the Category here. If you just want to keep the graphic in the **IMPORTS** folder, select **Cancel** to exit the Category List.

7. You see the TRANSFER MEMORY MENU.

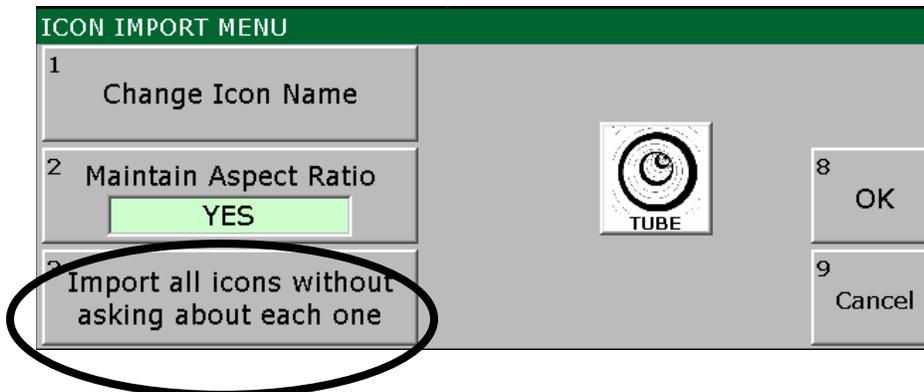
From now on, when you are using the Category List, you will be able to use the imported icons in your IMPORTS folder or find them in any other folder you may have selected to put them in.

### Importing More than One Icon at a Time

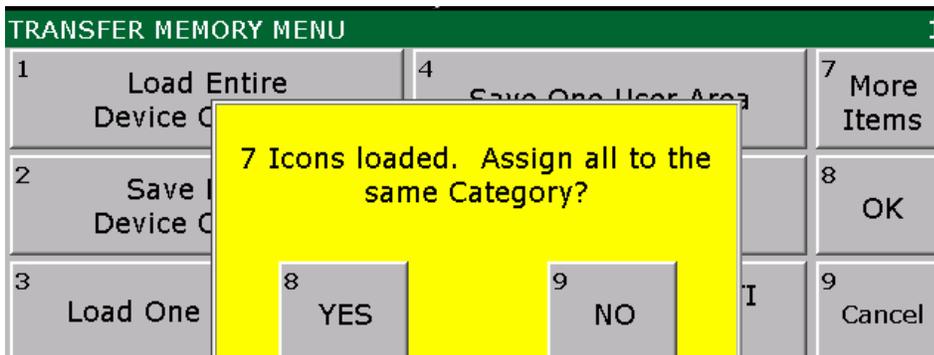
Repeat steps 1-3 above.



For step 4, hold down the <CTRL> key on your keyboard and click on the icons you want to import, then select **Open**.



If you have a number of icons to import, you can select Option 3. All of your selected icons will be imported at once. You will see a screen like the one below:



All your icons are now loaded in your IMPORTS folder. If you would like to assign all of them to the same Category folder, select **YES** and then choose the Category. If want to assign each one individually to a Category or just leave all the icons in your IMPORTS folder, select **NO**.

➤ **Helpful Hint:** If you have a large number of icons to import and you want to assign them to Categories, you can import them in groups according to the categories you want to assign them to. For example, 10 friends icons in the PEOPLE category; 5 pets in the ANIMAL category; 15 favorite foods in the FOODS category, etc.

### **Load Icons from an MTI File**

Perhaps you know someone who has a Pathfinder with a lot of imported icons on it that you like. This friend saves his device vocabulary, which includes the imported icons, as an MTI file and e-mails it to you. You can load the imported icons from the MTI file into your device without loading all the friend's vocabulary, too.

1. The MTI file must be available on your computer, either on a USB flash drive or an SD card. Or saved in an "MTI" folder.
2. Go to the Toolbox and open the TRANSFER MEMORY MENU.
3. Select **Load Icons from MTI File**.
2. Go to the drive or file that contains the MTI file.
3. Double click on the MTI file you want, or click on the mti file and click on **Open**.
4. Your device loads the imported icons into the IMPORTS Category folder.

To see the imported icons you can use the **Browse Icons** option in the PASS **Tools** menu or you can activate the **Change Icon** option in one of the Pathfinder's storing menus.

## **Addendum: Creating "Special Characters" in PASS**

Perhaps you are using Write With Icons in the Spanish bi-lingual SpringBoard. You type in the word "piñata" only you don't know how to type in the " ñ " from your keyboard.

The " ñ " is a special character. For our purposes, Special Characters are generally used in languages other than English. You can type these characters from your computer keyboard or a laptop keyboard, but you have to add a couple of steps to get them typed.

Below are the directions for typing Special Characters. There is also a list of the special characters and the numbers or letters to use to type them from both a desktop computer keyboard and a laptop keyboard.

### **To Type Special Characters in PASS from a Numeric Keypad on a Desktop Computer Keyboard:**

1. Turn **NUM LOCK On** on your keyboard. This usually means pressing the key under the words NUM LOCK (or Num Lock) until you see a green light above it. This tells you that your numeric keypad will generate numbers.
2. Hold down the **ALT** key - keep holding it down until ALL FOUR digits are entered (next step).
3. While holding the ALT key, on the numeric keypad type the 0 (zero) and then the three-digit code for the character you want. For example: ñ = **ALT 0241**.

**NOTE:** On some desktop keyboards, **you may have to hold down a second key along with ALT** before the numeric keypad will generate numbers. This is usually the **Fn** key or the **CTRL** key. If you try typing a number holding down only the **ALT** key and you don't get what you want, try **ALT Fn** or **ALT CTRL**. You will have to hold down both keys while you type in the four-digit number.

### **To Type Special Characters in PASS from a Laptop Keyboard**

Laptops do not have a set-apart numeric keypad area like most desktop keyboards. The numeric keypad is incorporated into the regular keyboard keys. On most laptops the numeric keypad keys can be found as follows:

**0** is on the **M** key

**1, 2, 3** are on the **J, K, L** keys

**4, 5, 6** are on the **U, I, O** keys

**7, 8, 9** are on the **7, 8, 9** keys

## To Turn the Numeric Keypad On

Find a small key, probably in the top row of keys, that says "**num lk**" (or some similar abbreviation for Num Lock). The key may also have a second function on it. The letters will be tiny and may be in blue or surrounded by a white outline. This tells you that you need to press another key to access the function on the Num Lock key.

Once you find the **Num Lock** key, look for the special function key that matches the Num Lock key. On an N800 (PRC consultant) laptop, Num Lock is outlined in white. The **Fn** key on the lower left side of the keyboard is also outlined in white. On the N800, you will hold down the **Fn** key and press the **Num lk** key to turn Num Lock On. Num Lock is on when you see a light under the little padlock with a "1" in it.

On some computers the writing on the **Num Lock** key is blue and the writing on the **Fn** key is blue. On some, the writing is just smaller than any other text on the same key. This probably means that you use the **SHIFT** key in conjunction with the Num Lock key.

Once you see the **Num Lock On** indicator light, open a document. Hold down the **ALT** key (or **ALT Fn** or **ALT CTRL**, depending on your computer) and type MKUJ (0241). You will see the "ñ" character.

Special Character	Computer Numeric Keypad	Laptop Keyboard
ß	223	MKKL
ı	191	MJ9J
à	224	MKKU
À	192	MJ9K
á	225	MKKI
Á	193	MJ9L
â	226	MKKO
Â	194	MJ9U
ã	227	MKK7

Ã	195	MJ9I
ä	228	MKK8
Ä	196	MJ9O
å	229	MKK9
Å	197	MJ97
æ	230	MKLM
Æ	198	MJ98
ç	231	MKLJ
Ç	199	MJ9J
è	232	MKLK
È	200	MKMM
é	233	MKLL
É	201	MKMJ
ê	234	MKLU
Ê	202	MKMK
ë	235	MKLI
Ë	203	MKML
ì	236	MKLO
Ì	204	MKMU
í	237	MKL7

Í	205	MKMI
î	238	MKL8
Î	206	MKMO
ï	239	MKL9
Ï	207	MKM7
ñ	241	MKUJ
Ñ	209	MKM9
ò	242	MKUK
Ò	210	MKJM
ó	243	MKUL
Ó	211	MKJJ
ô	244	MKUU
Ô	212	MKJK
õ	245	MKUI
Õ	213	MKJL
ö	246	MKUO
Ö	214	MKJU
ø	248	MKU8
Ø	216	MKJO
ù	249	MKU9

Ù	217	MKJ7
ú	250	MKIM
Ú	218	MKJ8
û	251	MKIJ
Û	219	MKJ9
ü	252	MKIK
Ü	220	MKKM
ý	253	MKIL
Ý	221	MKKJ
þ	254	MKIU
Þ	222	MKKK
ÿ	255	MKII

