SpringBoard
PASS Manual

(PRC Application and Support Software)

PASS (PRC Application and Support Software), Pathfinder, Vantage, Vanguard, SpringBoard and MTI (Memory Transfer Interface) are trademarks of Prentke Romich Company.

Minspeak is a registered trademark of Semantic Compaction Systems in the U.S. and other countries.

Unity is a registered trademark of Semantic Compaction systems in the U.S and other countries.

MS Paint and WordPad are registered trademarks of Microsoft, Inc.

Paint Shop Pro software is a copyright of JASC Software, Inc.

Picture Communication Symbols (PCS) is a copyright of Mayer-Johnson, Inc.

AQLS Alphabetic is a trademark of Semantic Compaction Systems.

AQLS Iconic is a trademark of Semantic Compaction Systems.

WordPower is a trademark of Inman Innovations.

Natural speech supplied by Fonix-DECtalk Text-to-Speech software, a copyright of Fonix Corporation.

Table of Contents

SpringBoard™ PASS™ Program

Install the PASS Program

➲ Close any open applications before installing the SpringBoard PASS.

Insert the PASS CD into the CD-ROM drive on your computer. From the screen that appears, choose the SpringBoard 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.

PASS contains a *SpringBoard Emulator*. This means that when you open PASS, you will see a copy of the SpringBoard display on your computer monitor that looks and runs almost exactly like the PRC SpringBoard device. The biggest difference between PASS and the SpringBoard is that the Computer Pages, 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.

➲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:	Will control these switch actions:
LEFT <Shift> key	switch A OFF/ON
RIGHT <Shift> key	switch A SELECT
LEFT<Ctrl> key	switch B OFF/ON
RIGHT<Ctrl> key	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. When System Lock is ON, if you select certain menus in the Toolbox you will see a message that tells you that SYSTEM LOCK is On. To use the menus, go to the MAINTENANCE MENU and turn System Lock Off.

Using PASS

Getting Acquainted

Double-click on the **PASS** icon, , on your desktop. This opens the PASS emulator. Click *OK* on the Welcome Message. You should then see the Exploration Wizard.
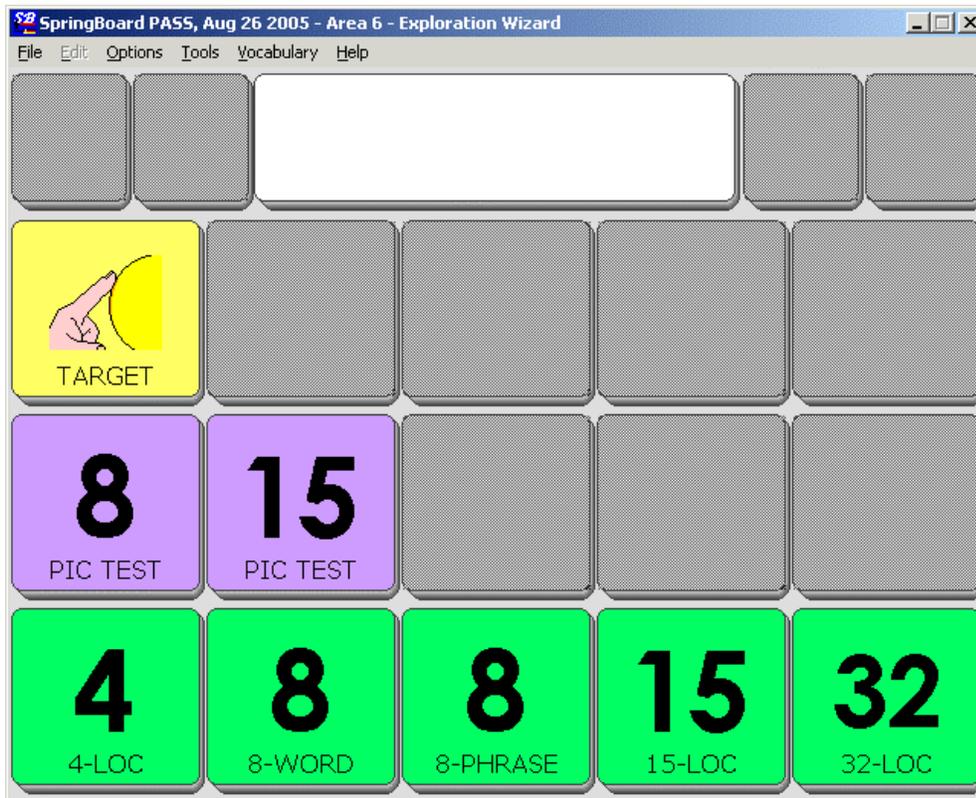
Select the key marked **32-LOC**.

This will take you to the **SB Unity 32-LOC** vocabulary. This is what we will use to help you become familiar with the SpringBoard PASS software. You can change to any of the other vocabulary options later on.

SB Unity 32 Child overlay

You are now using the SpringBoard PASS Emulator. Notice the **Menu Bar** above the Text Display Screen. From here, you can switch to the Toolbox – the main programming screen for the device.
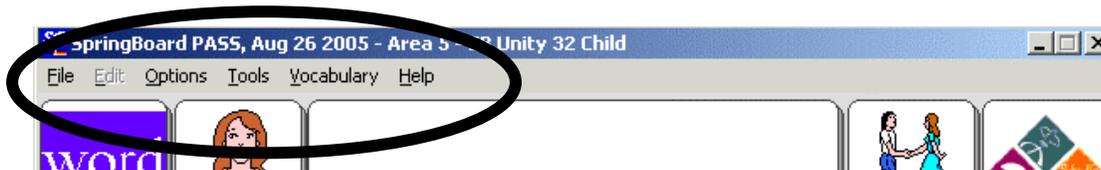
Open the **Options** Menu. Select **Go To Toolbox**.

You see the **Toolbox** display.
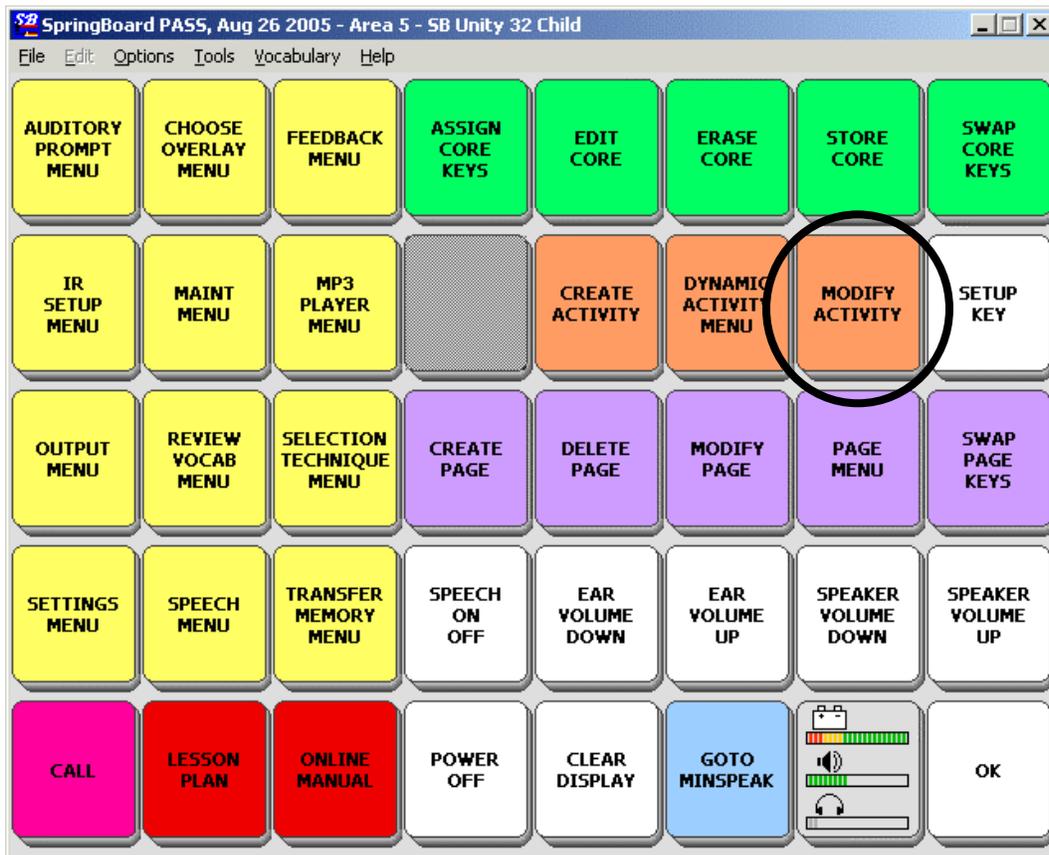
Now you are in the **Toolbox** and can use it the same way you would on your device. For example, select the **MODIFY ACTIVITY** menu.
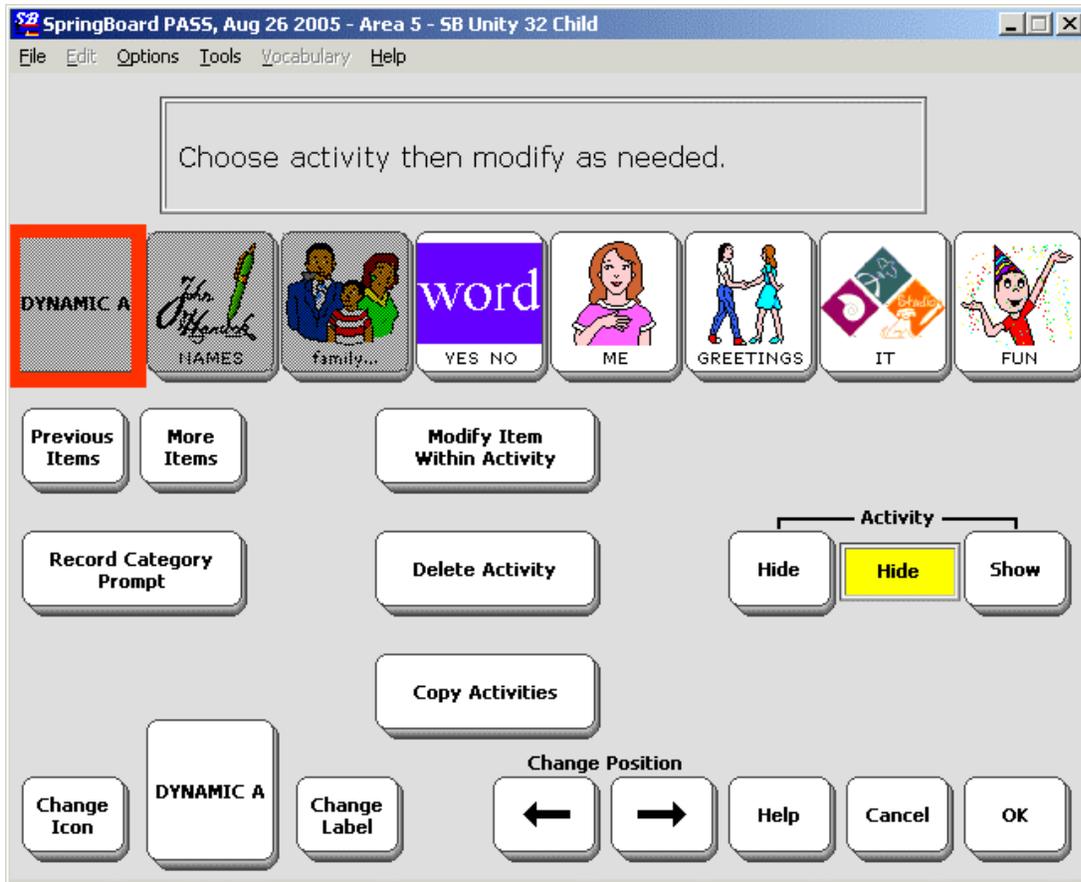
You can modify any activity you want to, the same way you would on your device. Select **Cancel** to return to the Toolbox.

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**.
Activate the CREATE ACTIVITY Menu.
Spell the name for your Activity.
Open the **Tools** menu in the menu bar at the top of Text Display Area.

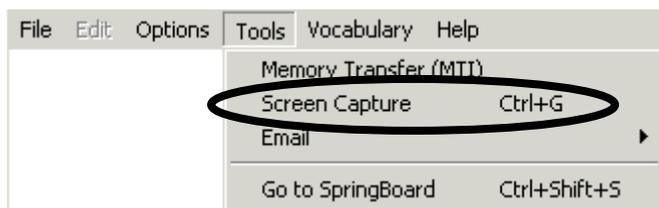Notice that the second option in the menu is **Screen Capture**. This allows you to take a picture of the screen you are working on.

Select Screen Capture.

The default graphics program on your computer will open up. This is usually MS Paint®
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. ↩To select a different graphics program, see the next page under the heading, **Set Preferences from the File Menu**.

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

The picture will be placed in the **BMP** folder and named "SCREENDUMP.BMP". Each screen capture you take will overwrite the picture that was last placed in the BMP. 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
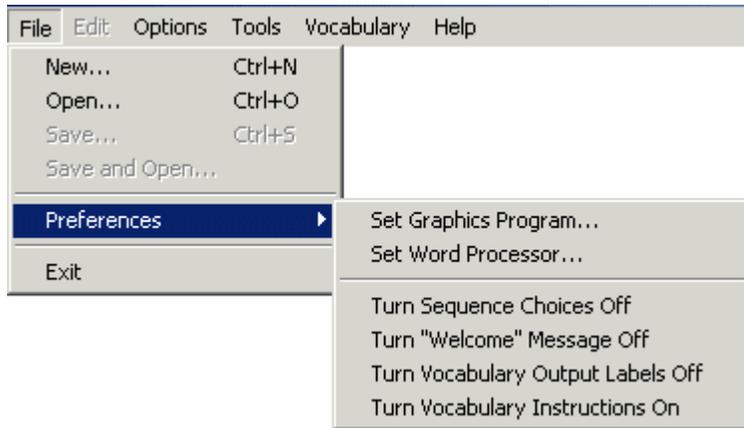
You can select a **graphics** program and a **word processing** program of your choice in this menu option. If you do not set a preference, PASS will use WordPad® and MS Paint® as the default programs. If you want more features than WordPad or MS Paint provide, then use the **Set Graphics Program** and **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**: 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, 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 Unity-specific information at the top of the screen; this option applies to all vocabulary displays
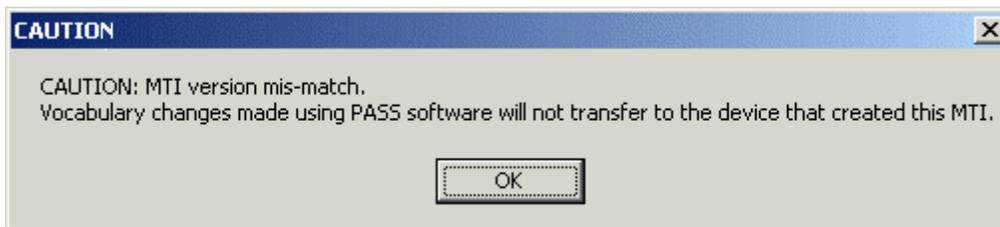
Using the MTI Options in the Tools Menu

➲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:


```
CAUTION                                              [x]

    CAUTION: MTI version mis-match.
    Vocabulary changes made using PASS software will not transfer to the device that created this MTI.

                         [    OK    ]
```

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 create a Page or Activity and save it as an MTI file in your computer. Or 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 created a Page. 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.

Once you have created the Page, open the **Tools** menu in the menu bar at the top of the emulator's Text Display Area.

Select **Memory Transfer (MTI)**
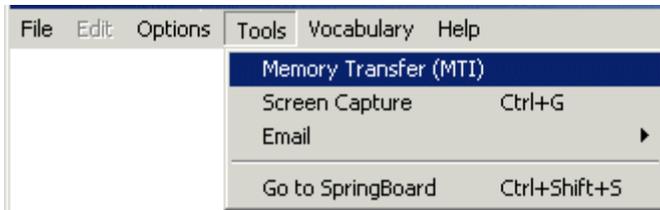
You see the TRANSFER MEMORY MENU.
Select **Save A Page**.
Select the Page you want to save.
You will see a screen similar to this one:
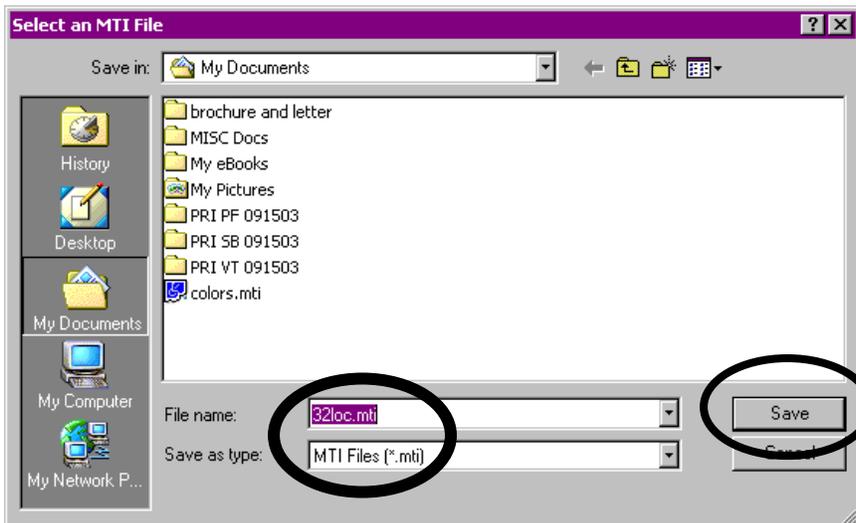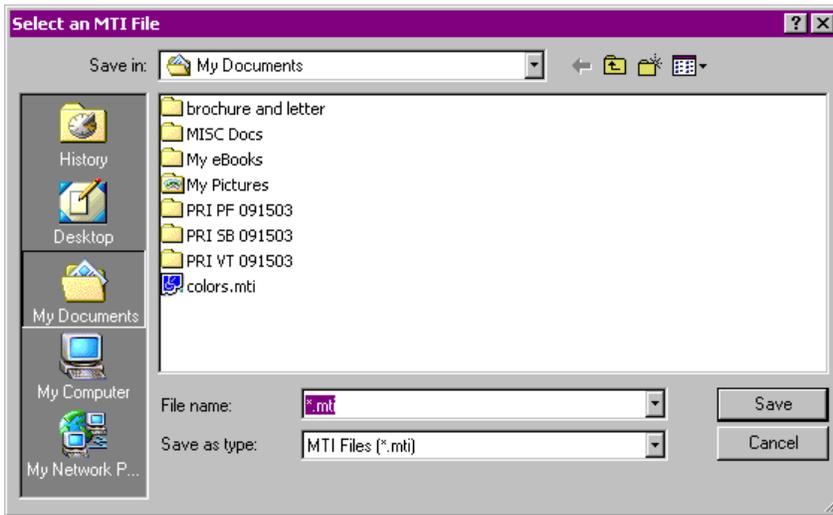
Type a name for your page. Make sure the name ends with **.mti** (dotmti).
Select **Save**.
A yellow box will appear telling you the transfer is complete. Click **OK**.

Sending an MTI via E-mail

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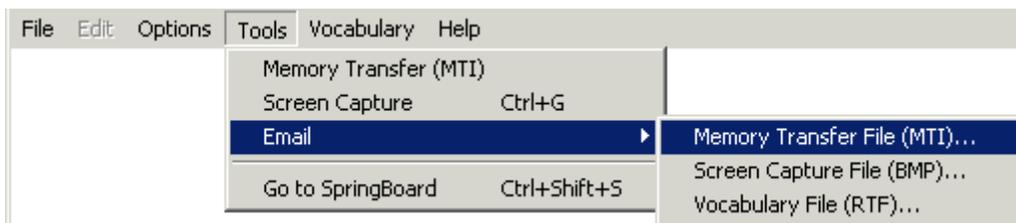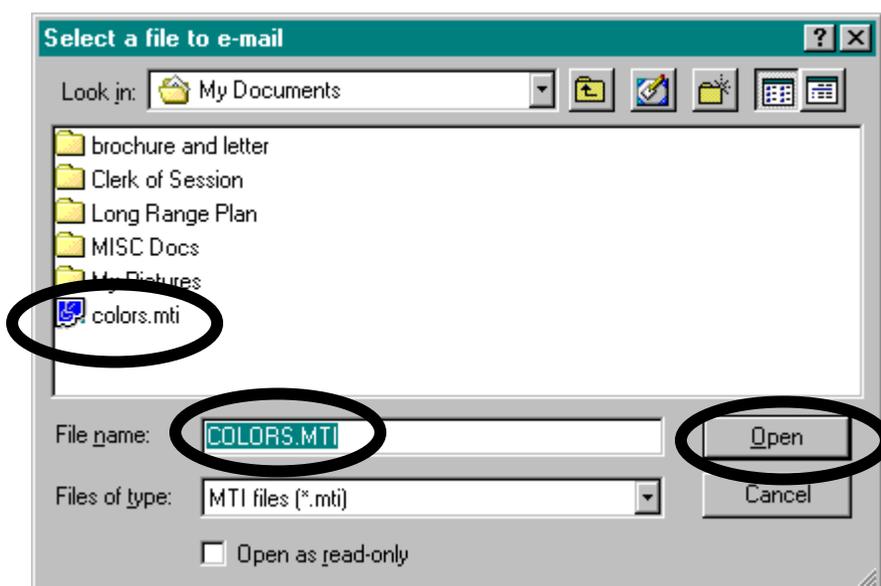Select **E-mail**.
Select **E-Mail - Memory Transfer (MTI)**

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) or a screen capture 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. (The file should be in your e-mail **Attachments** folder.)
Click **OK** in the yellow box 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 SpringBoard 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 **Tools** menu. Once the Area is saved, use the regular computer-to-device MTI process to load the Area in the device.

Other Tools Menu Options

Go to Vantage/Vanguard or Pathfinder

If you have the PASS software for Vantage/Vanguard or Pathfinder 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 Springboard to the other device emulators for programming.

Browse Icons

If you select this option, you see the 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.

Now You Can…

- Save a picture of the SpringBoard display
- Save pictures of the steps used to create a Page or Activity
- 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
- Turn the Vocabulary into an MTI file and download it into the client's SpringBoard. E-mail an MTI file to a colleague who can then download it into a device or into their PASS emulator.
- E-mail vocabulary documents and screen pictures.

Using the Vocabulary Display Options

The **Vocabulary** menu has a **Vocabulary Display** option which 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 **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 **SB Unity**® **32**overlay. Make sure this is the overlay you are using. To check this, go to Options menu at the top of the screen and select **Toolbox**. Select the CHOOSE OVERLAY menu. If the text in the Text Display Area does not say **SB Unity 32** activate **Switch User Area** and select the SB **Unity 32** 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**.
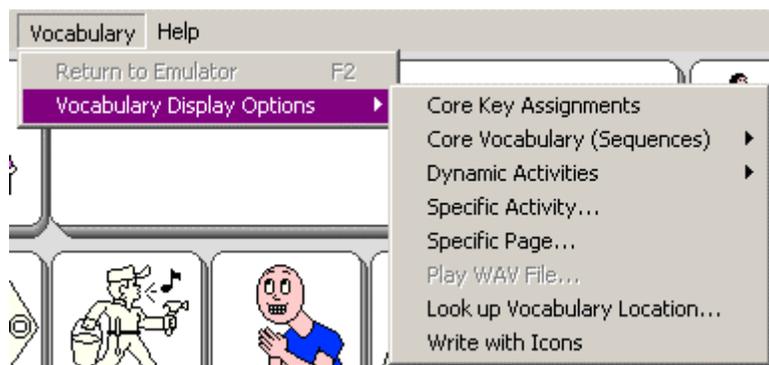
All of the options allow you to view vocabulary in different ways.

The Core Key Assignments Option

Select the **Core Key Assignments** option.

You now see a copy of the current User Area vocabulary (SB Unity 32).

➲ **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.

All Read-Only displays (there are 3) have 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. You can turn *off* the instructions below in the File/Preferences menu.

Read-Only Vocabulary Display Directions
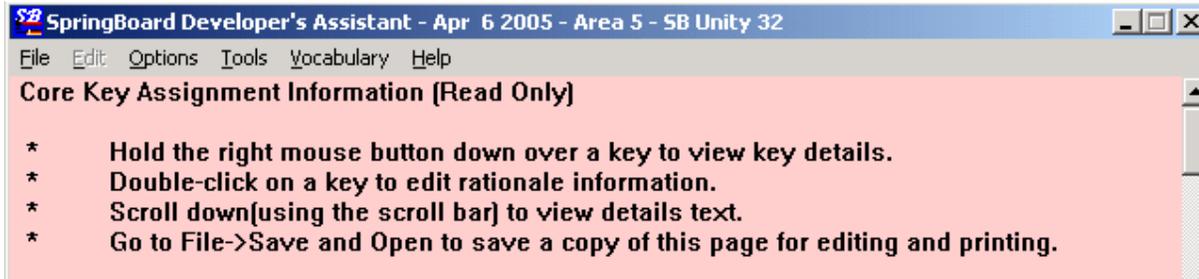
If you place your mouse over a key on your overlay and hold down the right mouse button, you will see details about the key. For example, right click on the SUN icon.

You will see, among other things, the icon name, its location on the overlay and the file name under which you can find that exact icon.

If you scroll down the vocabulary display, you will see the same detail information printed out as text.
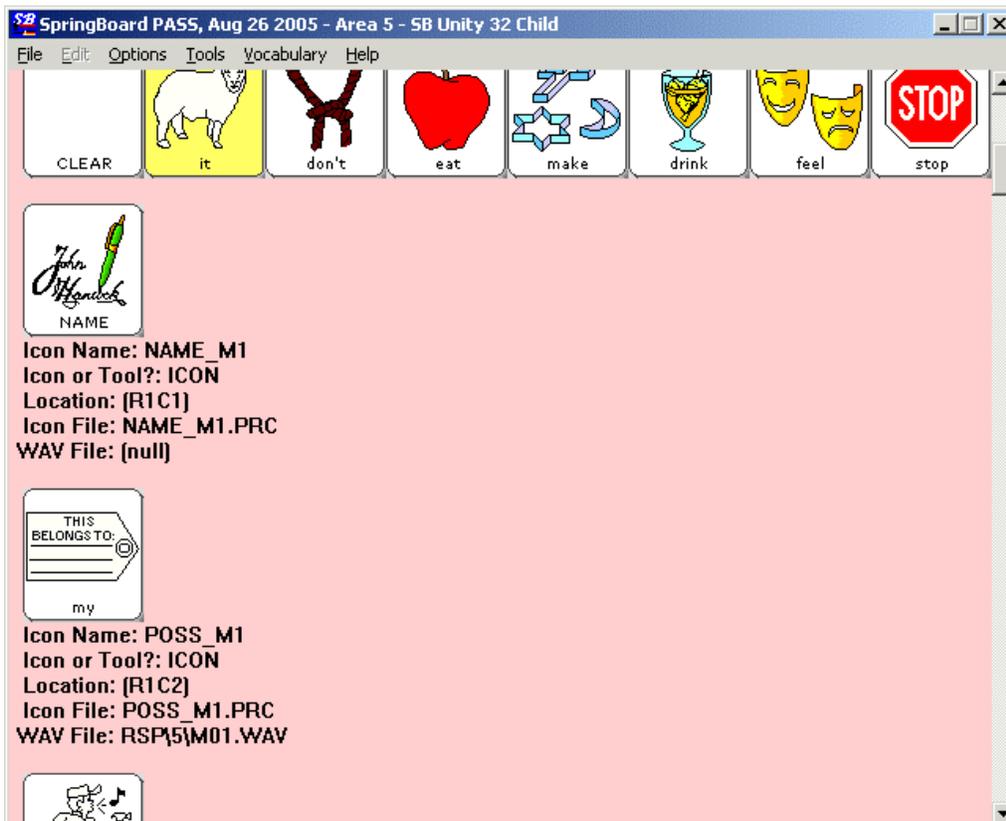
You can save this information to use later or to send to someone.
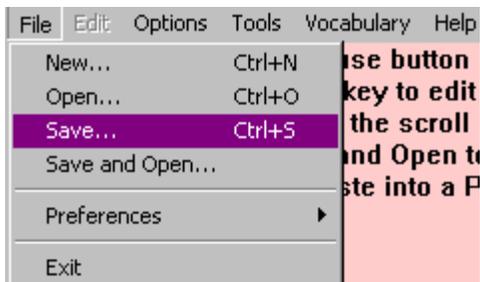
Open the **File** menu at the top of the screen.
To save this file, click on **Save**.
Select a place to save the file and a name for the file. For this example, you might save it to your desktop and name it "Core Keys Vocab", or something similar.
The program will save the file as a word processing 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.
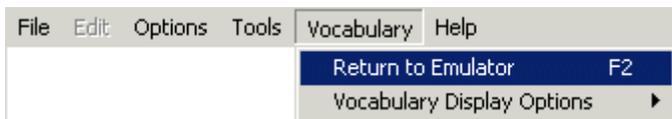
To Return to Vocabulary Display

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)

➲ Some SpringBoard vocabularies do not use sequences—they're single-hit only.
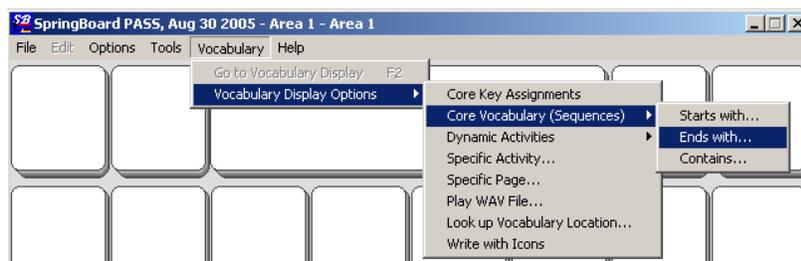
You might like to know if an icon is used in any sequences in a particular vocabulary.

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 VERB icon is used as an ending icon in any sequences in the current vocabulary. You would select the **Ends with** option.
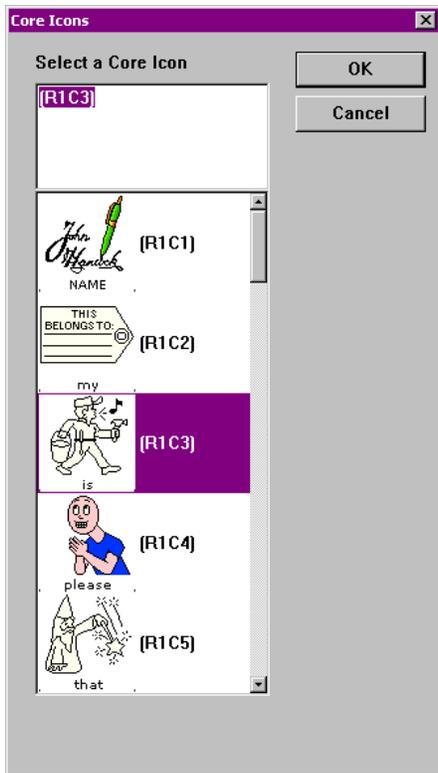
When you select the Core Vocabulary (Sequences) **Ends with** option you will see this box. You can select any icon in the vocabulary as the **Ends with** icon. In this example, we selected VERB. Then select OK. You will see any sequences that end with VERB.

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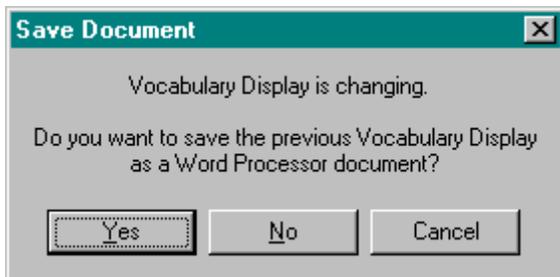
If you want to save the earlier display, select **Yes**. Select where you want to save the file, then click *Save*. The emulator will then go to the new Vocabulary Display you selected.

If you don't care about saving the display, select **No**. You will then see the new Vocabulary Display you selected.
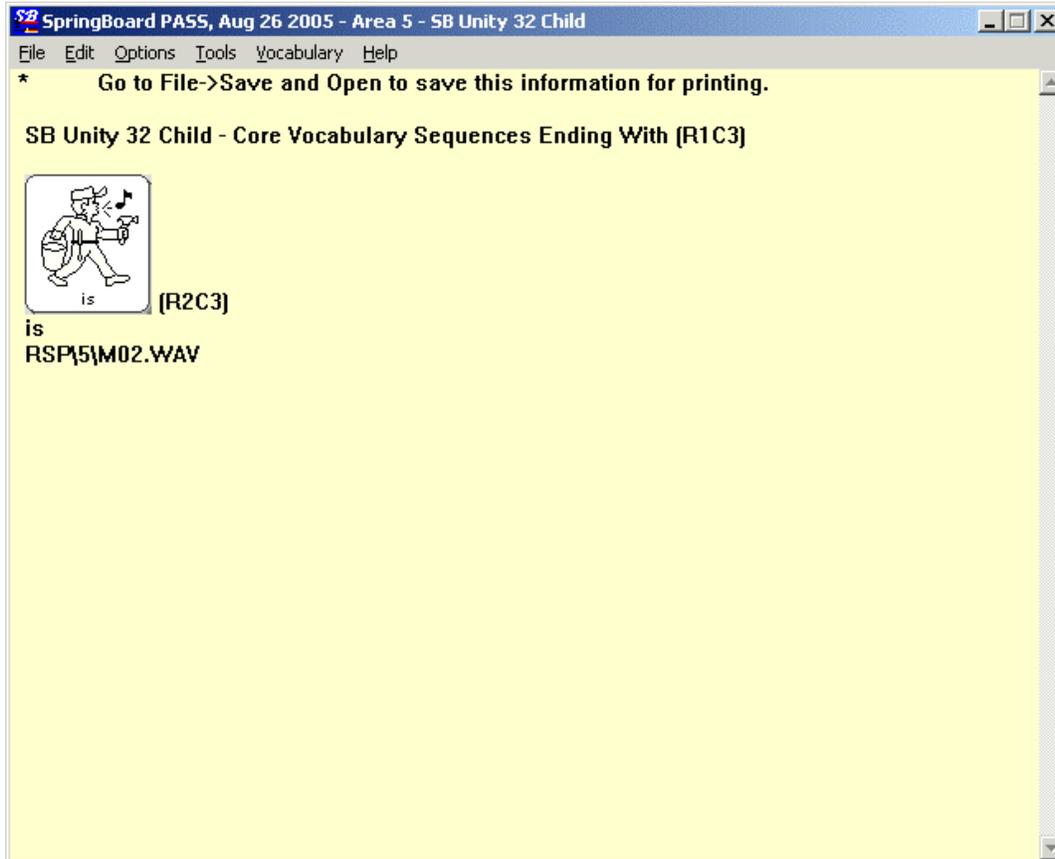
When you selected **Ends with**: VERB, the program produced this screen. You can see where any sequence is stored and how it is stored. If you want to copy a sequence and use it in a custom vocabulary, just save the document and print it out. You can look at a sequence in this display then go to the emulator, activate the sequence and check how it works. Then return to the Vocabulary Display.

➲ **Comment**: Notice the odd text under the icon above – RSP\5\M02.WAV. This tells you that the location contains a RECORDED MESSAGE. When you see a WAV ending like this, you know it is recorded. More about playing these WAV files later.
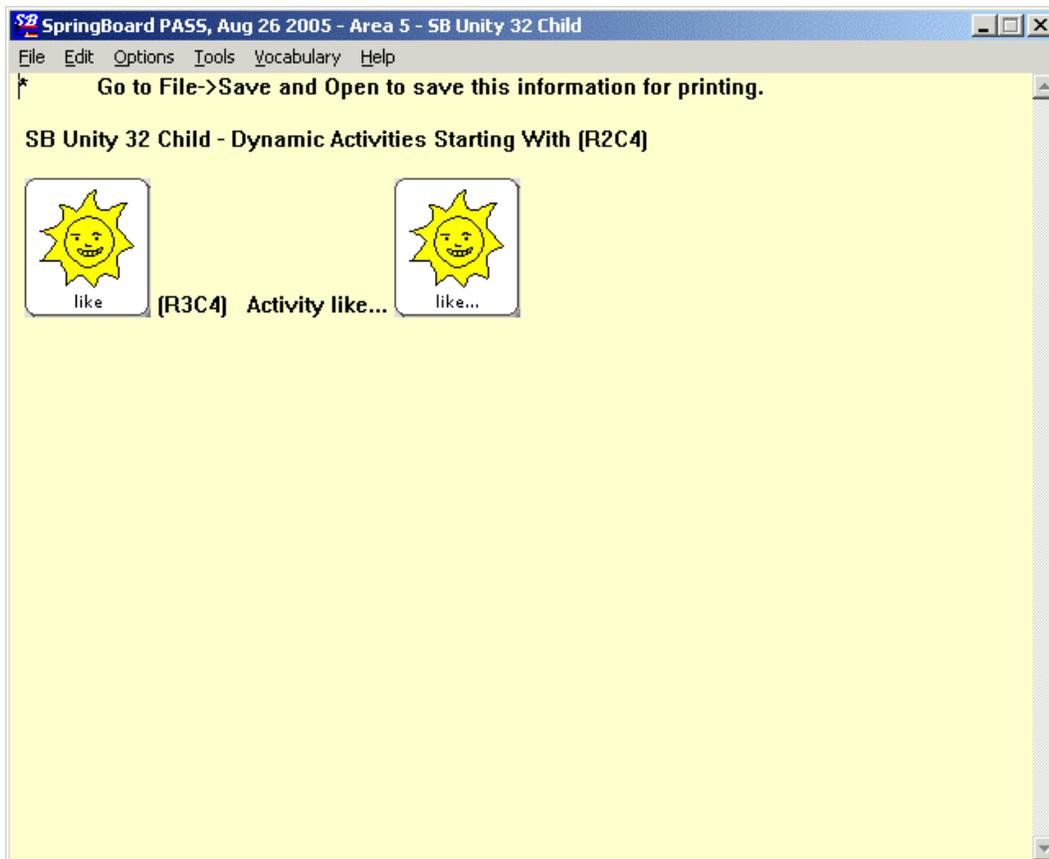
Viewing Dynamic Activities
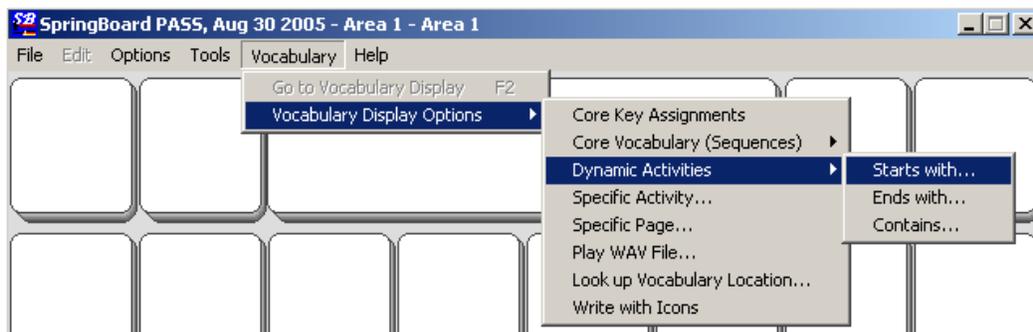
The next Vocabulary Display option is **Dynamic Activities: Starts with, Ends with, Contains**
Among other things, this allows you to discover if there is a Dynamic Activity that starts, ends or
contains any icon you are interested in. It can also be helpful if you are looking at Core
Vocabulary on the 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.
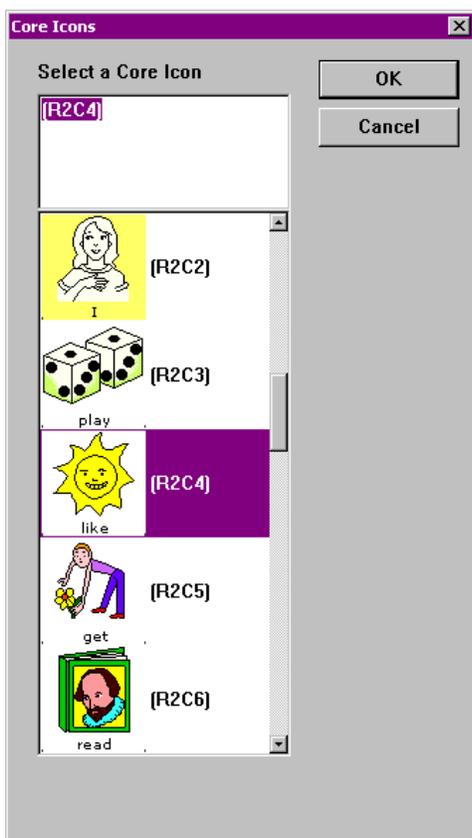
Activate OK when you have selected a Dynamic Activity.

In the example above, SUN (R2C4) is the **Starts with** icon. You can easily see what Dynamic Activities start with SUN, their sequences, and which Activity is activated. As usual, you can edit in the display, save it and print it later.

Viewing Specific Activity

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

Open the Vocabulary Display menu and choose **Specific Activity**.
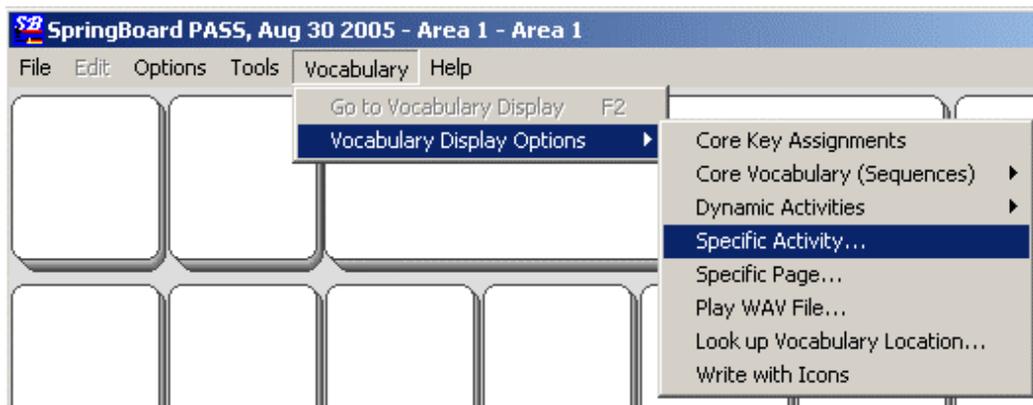
Now, select the activity you want. Click **OK**.

```
SB SpringBoard PASS, Aug 26 2005 - Area 5 - SB Unity 32 Child        _ □ ×
File  Edit  Options  Tools  Vocabulary  Help
 *      Hold the right mouse button down over a key to view key details.
 *      Scroll down(using the scroll bar) to view details text.
 *      Go to File->Save and Open to save this information for editing or printing.

 (Read Only)

 SB Unity 32 Child - Activity like... Definition


     like...      (HIDDEN)


     riding       swimming                          the movie    sports


     riding
 Activity Name: like...
 Key Label: riding
 Icon File: RIDE.PRC
 Row 1; Key 1
 WAV File: RSP\5\A0F0000.WAV
```
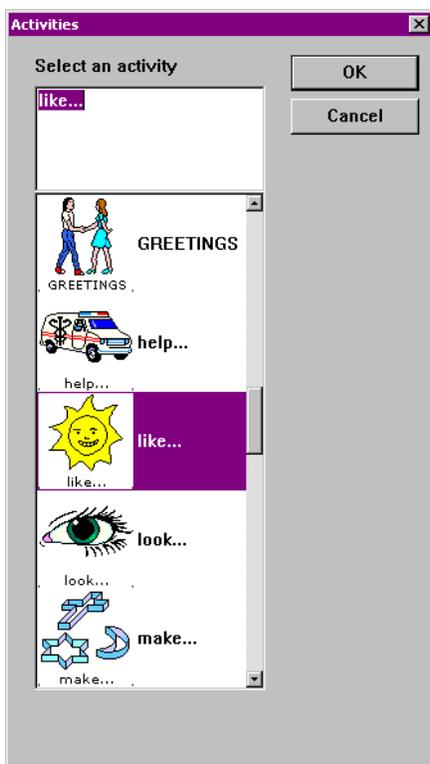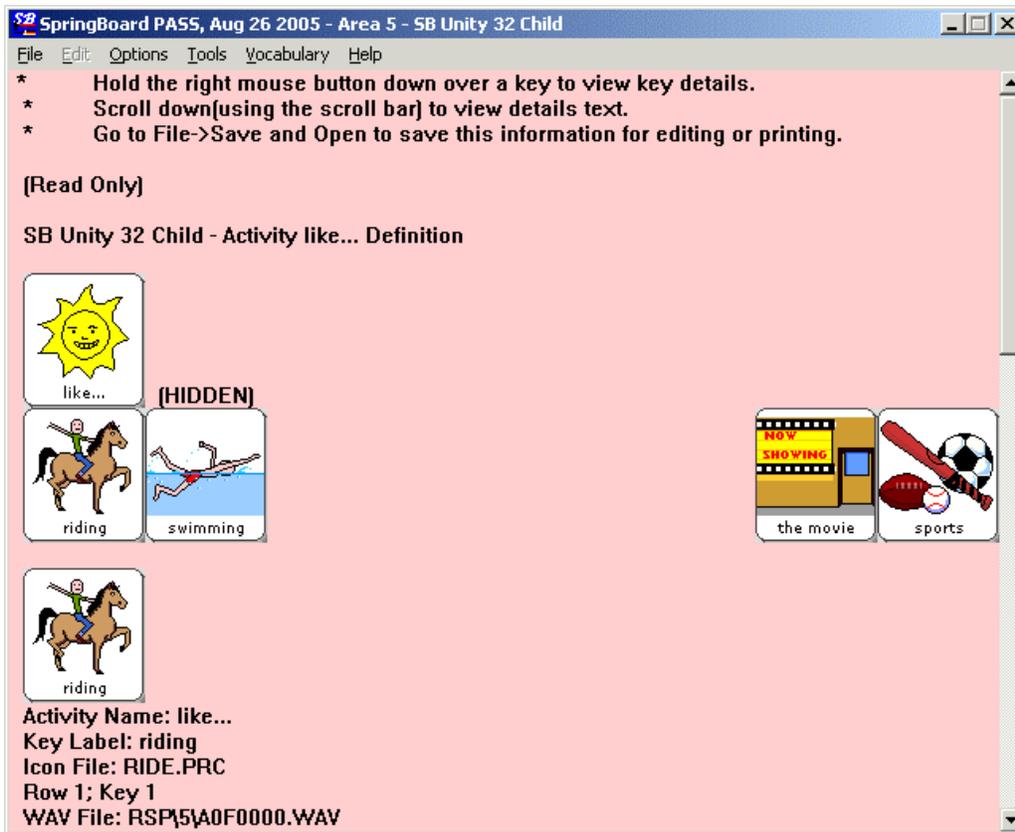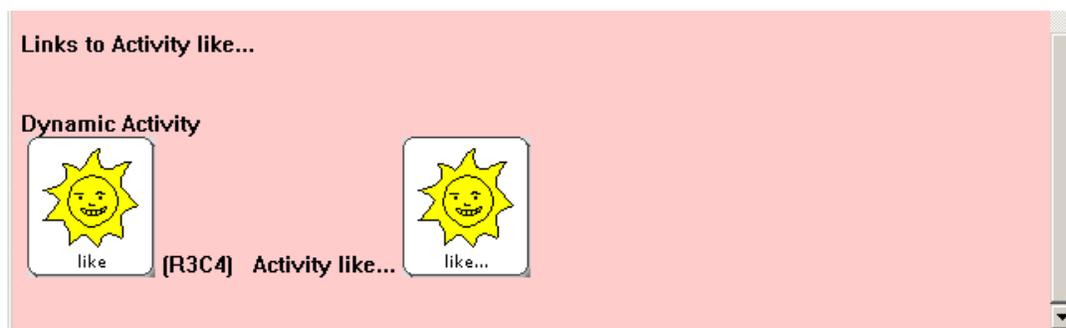
➲ A right click on a key will also show you that key's details.

If you scroll down on the screen shown above, you'll also see from where the activity *like…* is linked.

```
 Links to Activity like...


 Dynamic Activity


     like      (R3C4)  Activity like...    like...
```
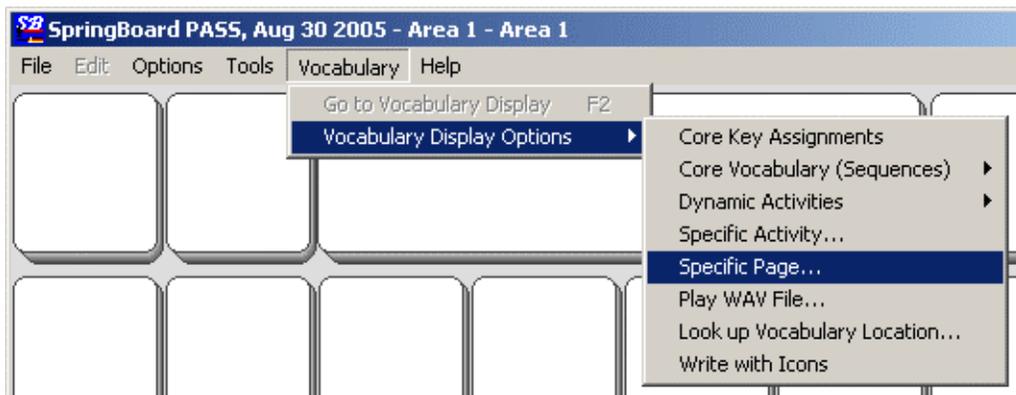
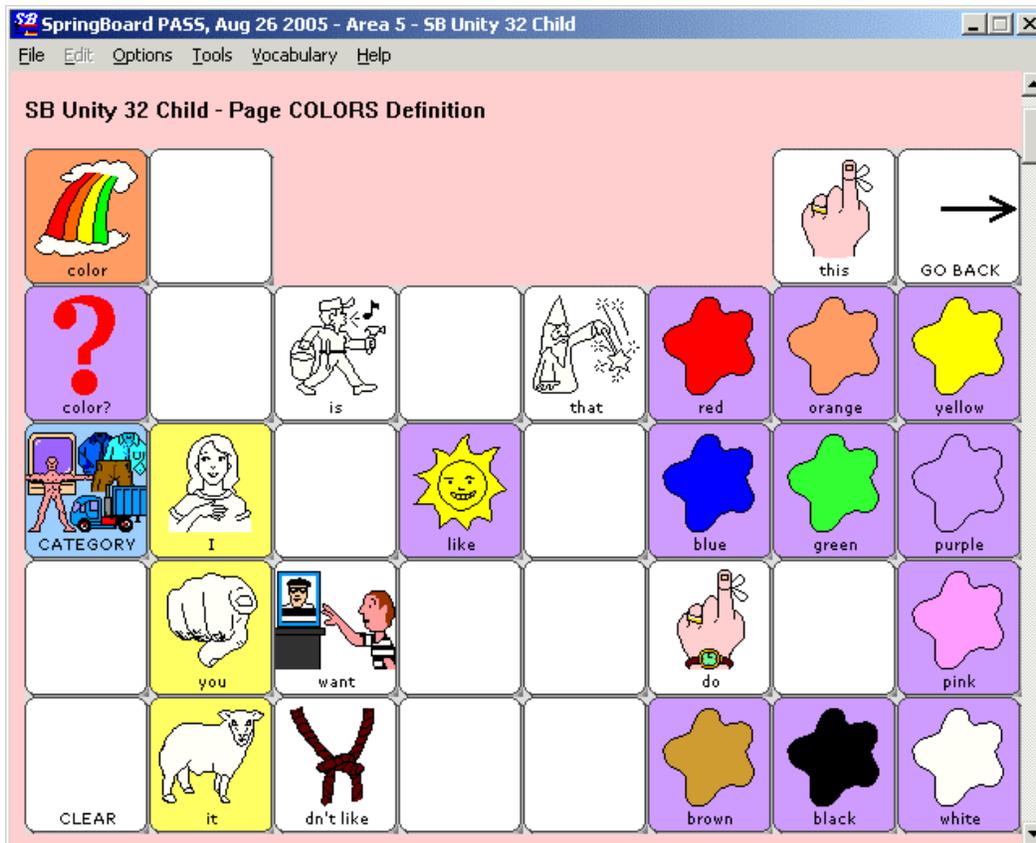This is useful if you link the same activity to a number of different keys.

Viewing Specific Page

This option allows you see all the items associated with a Page.

Click on **Specific page**

Select a Page to view.

When you choose the **Selected Page** option, you must pick a Page to be displayed. For this example, we selected the COLORS Page. You see all the keys that are associated with the selected Page, their assignments, etc. The display will also tell you if there are any links associated with the Page.

You can even select to display the PAGES Page. This gives you a list of all the individual pages in a vocabulary and how to get to them.

This is a **Read-Only** Display so you cannot edit it as you look at it. However, you can save the display in a word processing document, edit it if you wish and print it out.

 A right-click on a key will also show you that key's details.
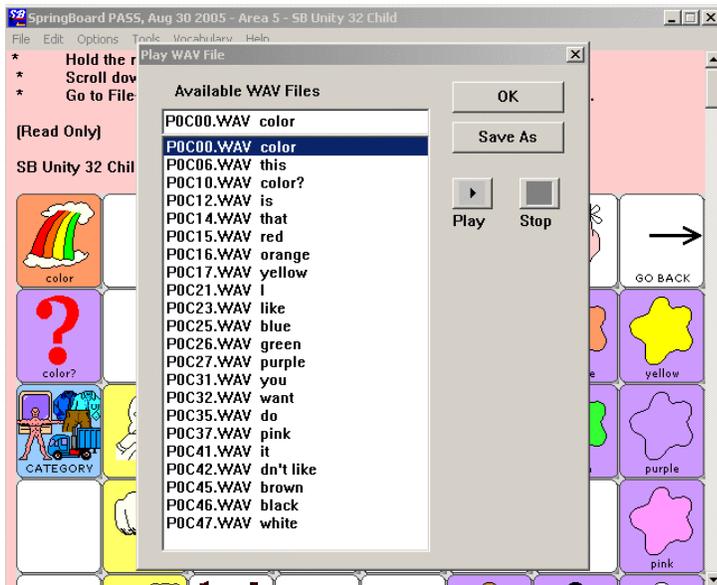
Play *WAV File*

This option lets you listen to a specific recorded message or sound in the core, in an activity, or on a specific page.

Using the example above of the COLOR page, while this Page is open, go to the Vocabulary menu and pull down to the Play WAV file… option:
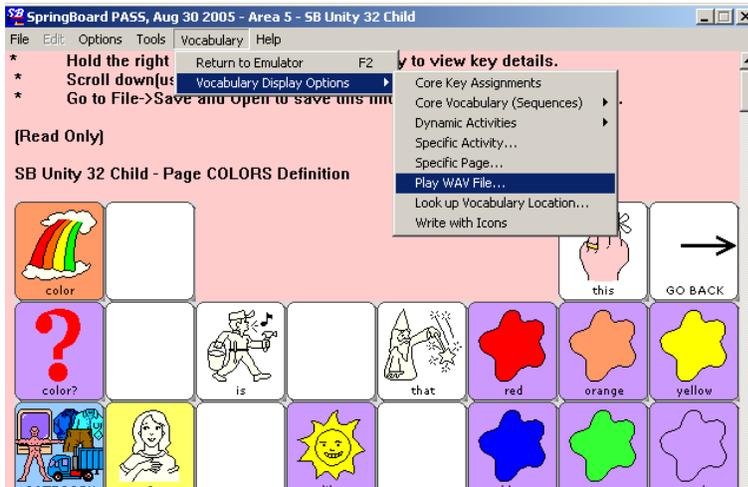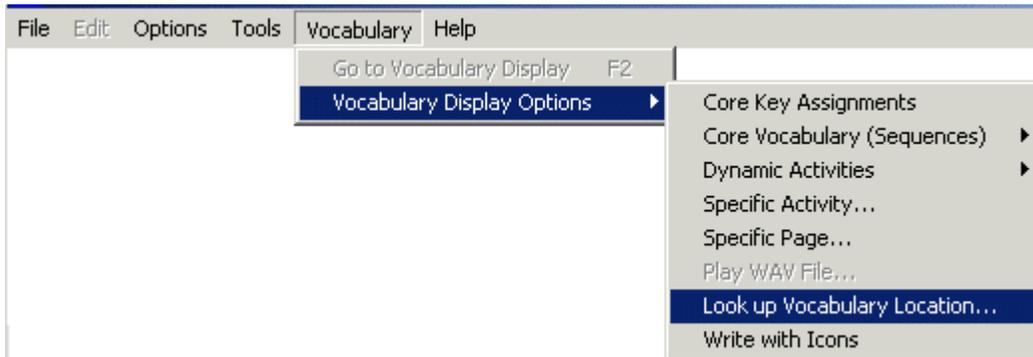
A second window appears listing all the locations and their contents:

If you highlight a specific WAV and select **Play**, you will hear the contents of that location. You can also use **Save As…** to save that file as a named item – you could then import that and use it for new pages, activities, or sequences.

Look Up Vocabulary Location

Find where particular text is used in the Area.
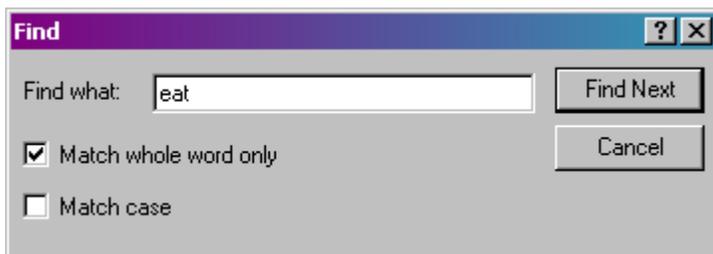
Type in the text you want to find. Here, we are searching for the word, "eat".

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.
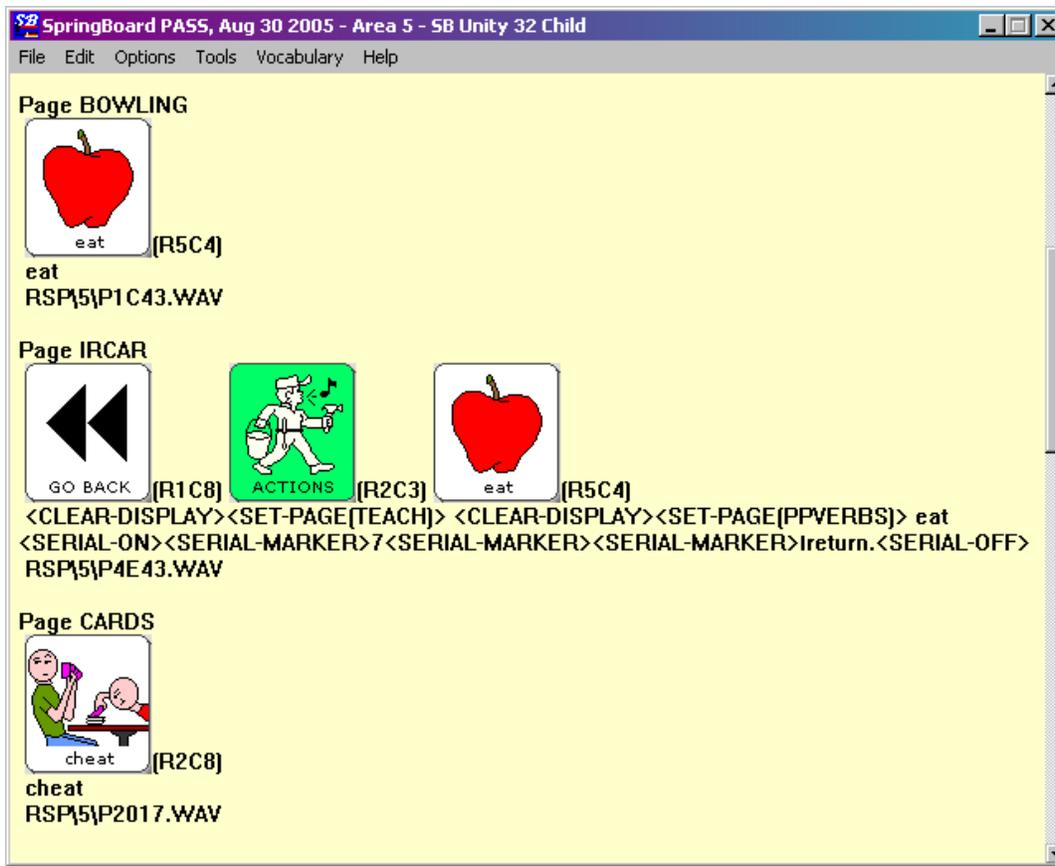
In the above example we wanted to find where the "eat" was used. PASS has given us a display of all the places where "eat" is used, at the top of the screen are the actual "eat" locations. Most of the rest are places where the letters e-a-t are used.

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.

Write with Icons
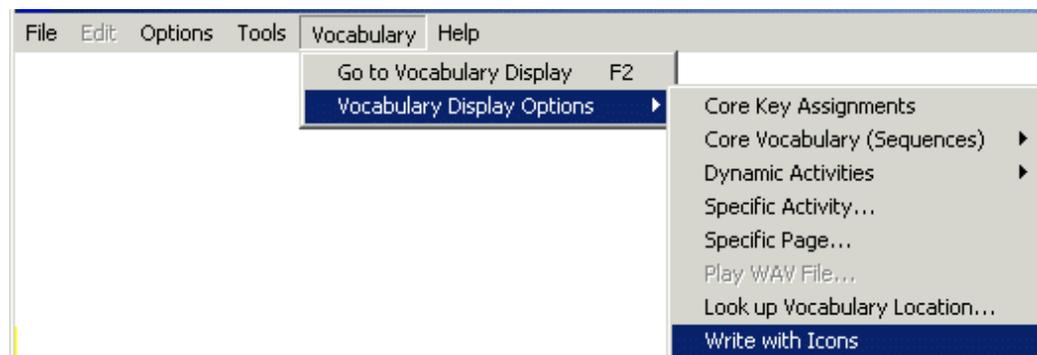
The **Write with Icons** option allows you to type text, word by word, and see it displayed as icons. Words that are in the Core Vocabulary and Dynamic Activities of the current User Area in your emulator will be displayed. You must type the word then **add a space, tab, return or punctuation after it**. 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.
You see the *Options Box*.
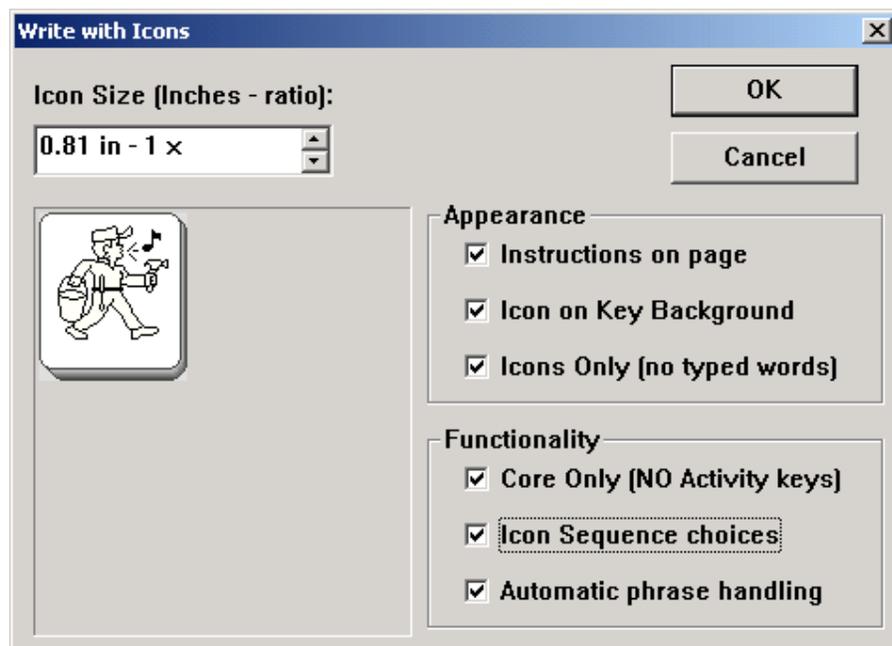
When you first run PASS, all these options are checked. You may set the options however you want to.

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 you are using this option, end each phrase with a punctuation mark so PASS knows you have completed 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 section on **Automatic Phrase Handling**.

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

➲**Important Note!** In the U.S., the SpringBoard vocabularies are basically single-hit vocabularies, not sequenced (two-hits or more) vocabularies. This means that you will not be able to make use of all the Write With Icon features since they rely on sequences of two or more icons. However, if you have customized an overlay to include sequences, Write With Icons will be fully functional for you. The next few pages show some examples of what you can do with Write With Icons and SpringBoard vocabulary.

Examples of using Write With Icons with Single Hit Vocabulary.

We are using the **SB Unity 32** vocabulary.

Select Write With Icons from the *Vocabulary Menu.*
Set the options the way you want them, then select OK.
In a few seconds you see the Write With Icons page.

Type the word "I" and add a space.
You will see a box with all the possible ways of getting "I."
The most likely choice is highlighted at the top of the box.
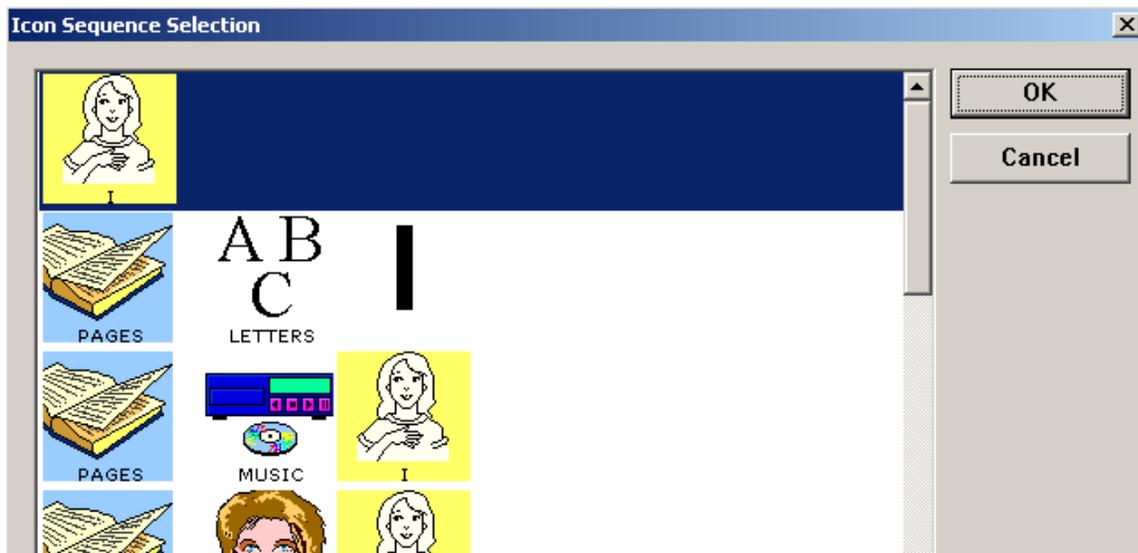
Select the item you want, in this case the icon, and hit the **OK** button.

Type the word "like" and add a space. You will see another box with all the possible ways of getting "like." Choose the easiest and hit the **OK** button.

In the case of "like," you will also see a choice of a "building block" words. These are words that appear in the Activity Row after selecting certain Core keys.

In the SB Unity 32-LOC vocabulary, the word "like" can be followed by any of the shortcuts "…horseback riding," "…swimming," "…the movie" or "…sports." If you don't want any of these, choose the **No Activity Key** button.

Automatic Phrase Handling

When **Automatic Phrase Handling** is turned ON, any words stored as phrases will be shown as phrases on the Write With Icons page. In the SB Unity 32 vocabulary program, the Core does not contain any phrases. However, you can see examples of phrases on some special pages.

Type the word "I" and add a space. Select the icon as before.

Type the word "want." Look at what you see now:
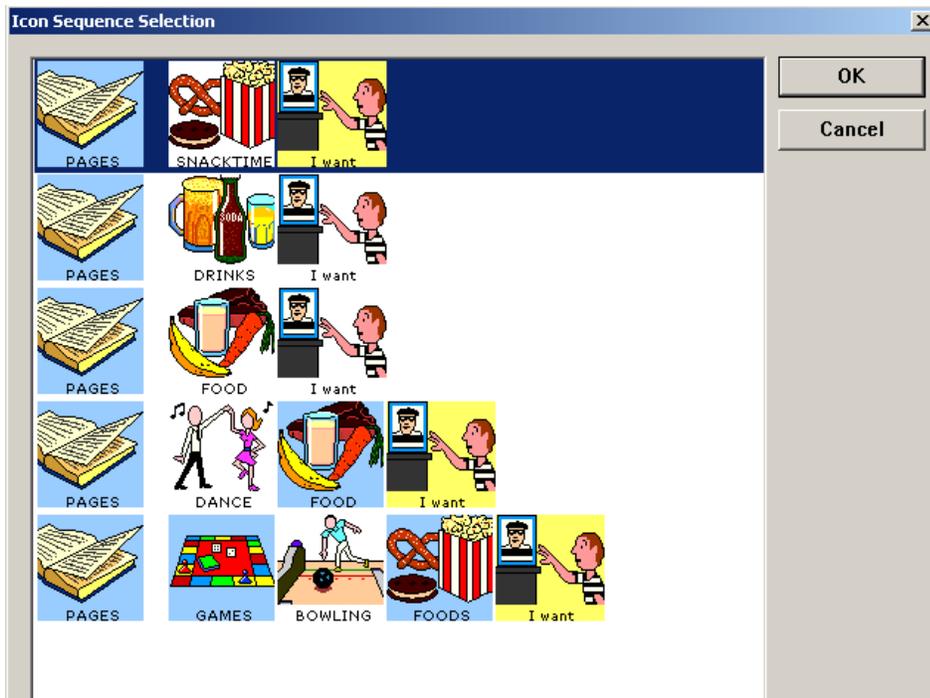
You see a list of all the Pages where the phrase "I want" appears as a single item. Remember, when you were selecting from Core vocabulary, "I" and "want" were two separate words.

If you choose **OK**, the highlighted sequence will appear on the Write With Icons page.

If you choose **Cancel**, you will go back to a screen that shows "want" on its own, rather than the phrase "I want."
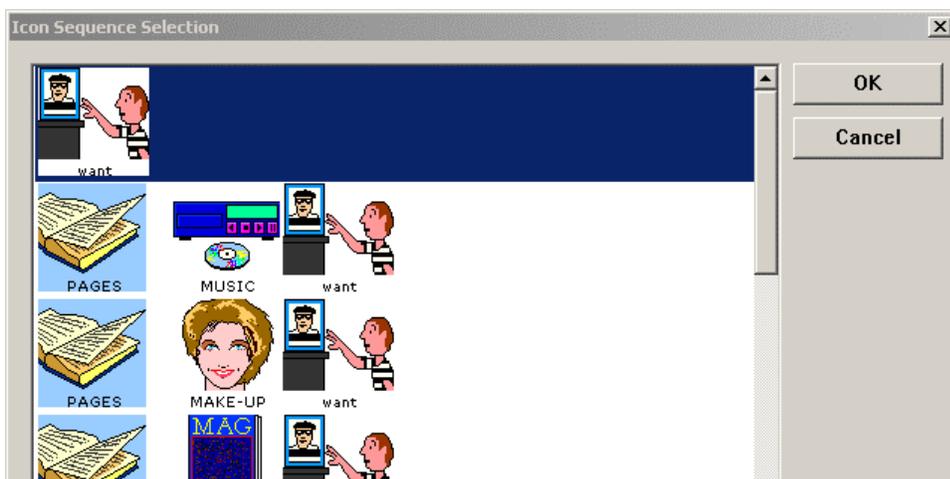
This feature is more valuable when you have phrases stored in Core sequences.

Finding Phrases with the F6 and F7 Keys

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

Below is an example of the how to use the F6 and F7 keys.

Hit the F6 key. See how your cursor becomes a little thicker? Now type "I want" ann notice that unlike the previous example, you don't get any icons appearing.

Hit the F7 key and then your space key. You should see the same box appear as before containing all the sequences to the pages where "I want" is stored as a phrase.

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

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)**
- Print a specific Page, including its details, for training; make copies for the staff who work with the client. **(Specific Page)**
- 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 allows you to import WAV, MP3 and WMA files and store them as recorded messages.

Any Toolbox Menu that allows you to store recorded messages now has a button labeled **Import Sound File** that becomes active when you select *Recorded Message*. Instead of recording a message you can find a sound file that you have saved on your computer and store it as the recorded message.

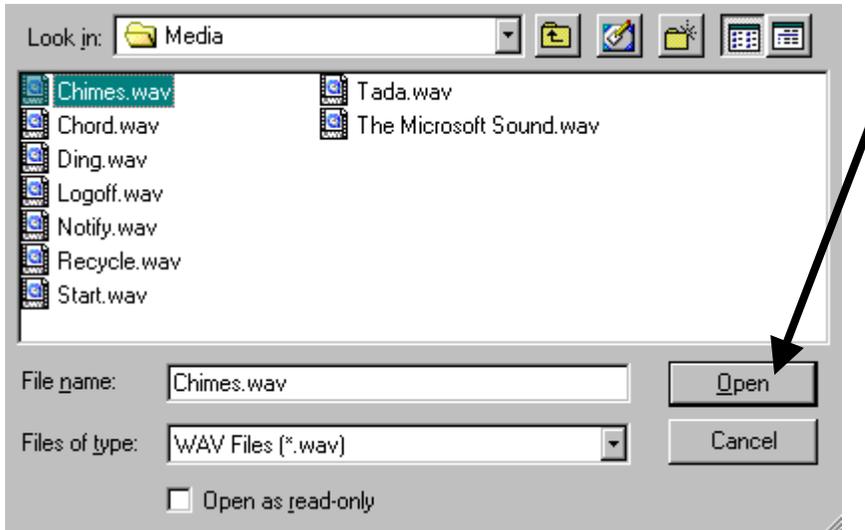➲You cannot use sound files for prompts.
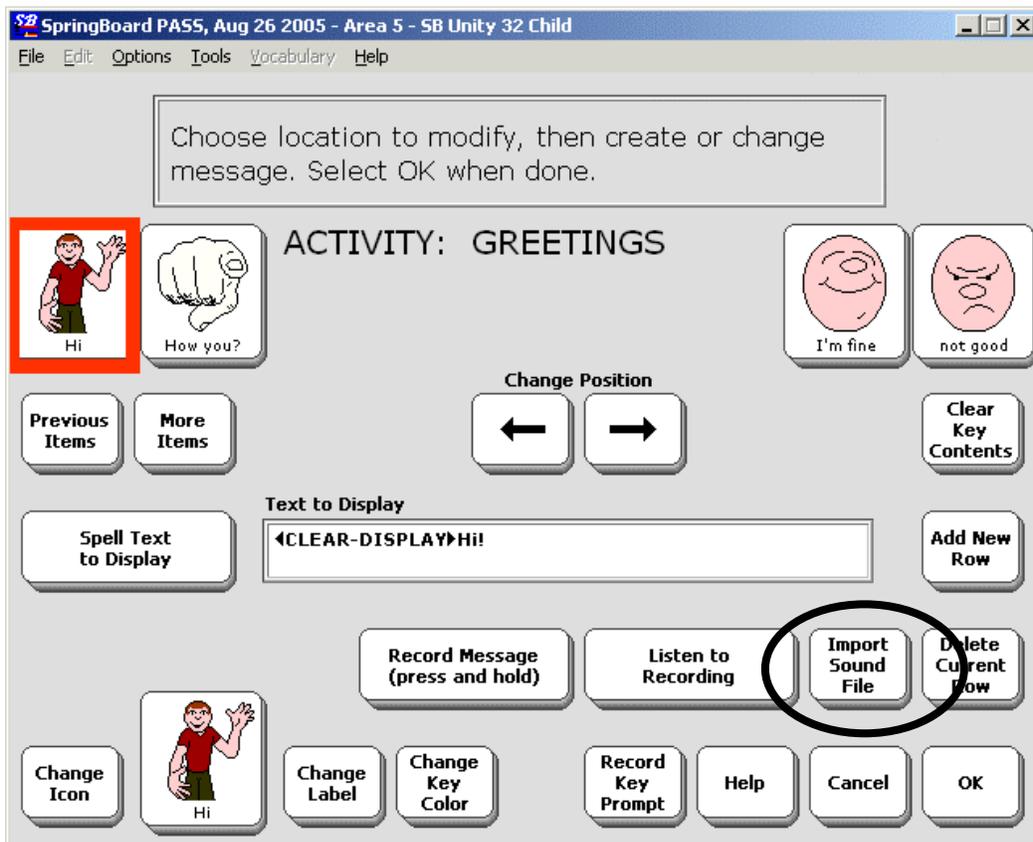
For example, in the picture above:

We are in the MODIFY ACTIVITY Menu and have selected the *Modify Item Within Activity* option. This is a storing screen.

Activate the *Import Sound File* option.

Search for the file or folder where you have WAV, or other sound files, 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.
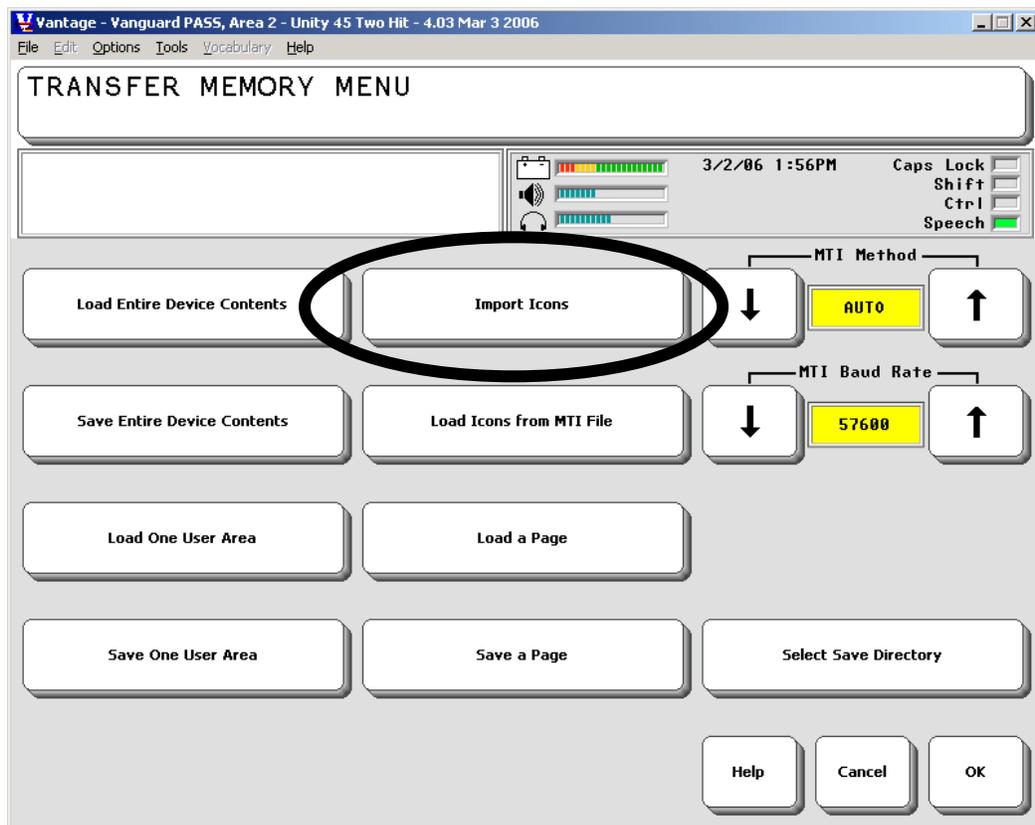
➲If you have a previously recorded message assigned to a key and you import a .wav file, the .wav file will **replace** the recorded message. Any macros assigned to the key will remain with the key.

Addendum: Importing Icons

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

Select **Import Icons**

You see a drive or folder on your computer where graphics are stored. If the icons/graphics you want are stored there, select them or go to the drive/folder where the icons you want are stored. You may select one graphic, or hold down the <CTRL> key on your keyboard and click as many graphics as you want.
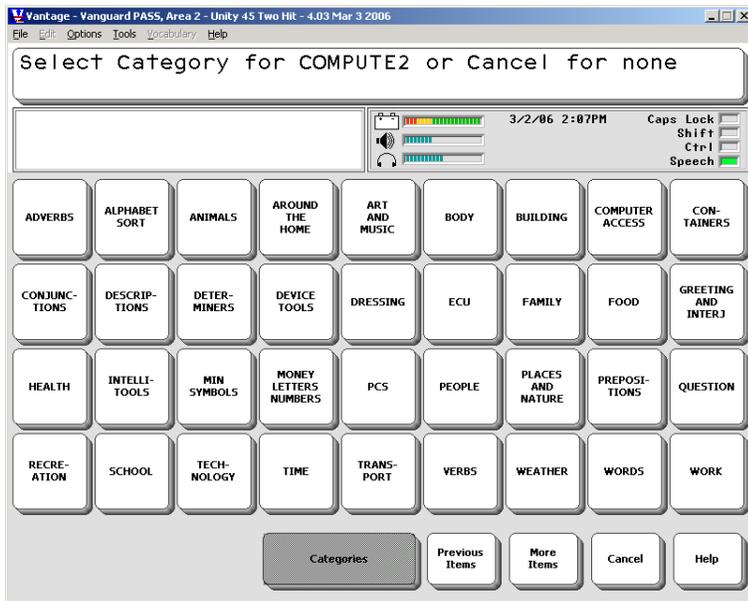
The next page explains importing one icon. The following page explains importing a number of icons at the same time.
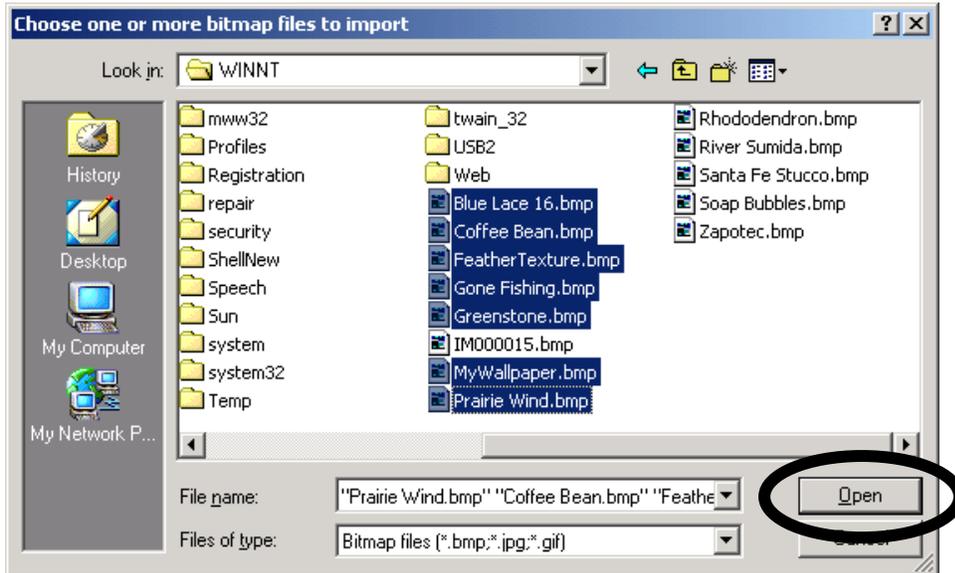
Select an icon to import and then select **Open.**

You see the graphic and an option to change the name. You can also change the Aspect Ratio We suggest you leave this box set to YES. Select OK when you are ready.

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

You return to 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.

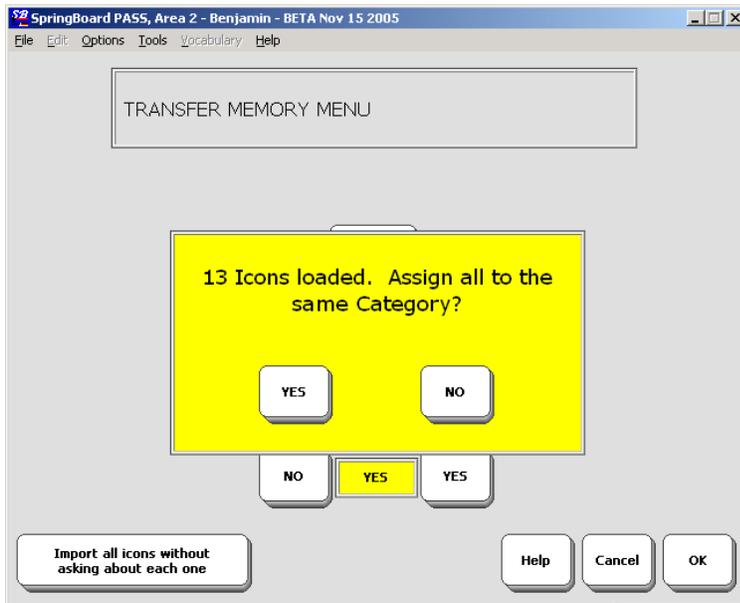## Importing More than One Icon at a Time

Repeat steps 1-3 above.
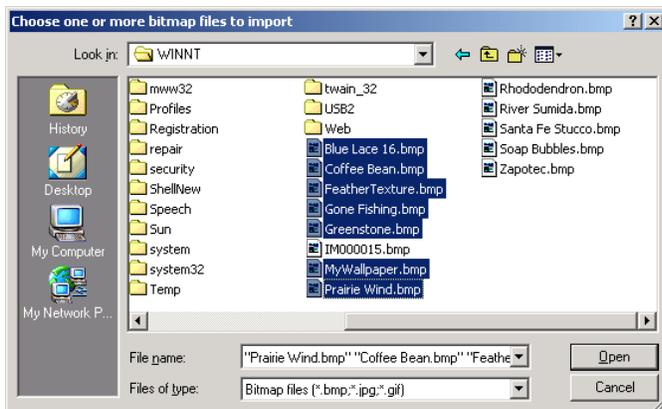
For step 4, hold down the <CTRL> key on your keyboard and click on the icons you want to import, then select **Open**.

If you have a number of icons to import, you can select to import them one by one or have them all imported at once. If you choose to have them imported all 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 you 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 device 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**.

4. Go to the drive or file that contains the MTI file.

5. Double click on the MTI file you want, **or** click on the MTI file and then click **Open**.

6. 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 storing menus.