

# Speak For Yourself - Programming Guide Version 1.7

<b>Hardware iPad</b>	<p><b>These directions are based on the home button being on the right hand side.</b></p> <p><b>On/Off Switch (Sleep/wake button)</b> – press the Switch on the left hand side. Slide to unlock. <b>Off</b> – Press the Button to turn off.</p> <p><b>Opening Speak for Yourself</b> – Find the app and open.</p> <p><b>Closing Speak for Yourself App</b> – Press the home button</p>
<b>Editing Functions</b> Not for the child’s eyes	<p>You need to exit out of the App and go into the iPad settings to manually turn on the Editing Function. This is a great feature because it is not intended to be used by anyone else who has the Authorization.</p> <p><b>Turn on Editing</b></p> <ol style="list-style-type: none"><li>1. Tap Settings. (It may be in the Utilities folder.)</li><li>2. On the left scroll down until you see the Speak4Yourself App.</li><li>3. Under Programming section, select the Enable Programming button by swiping it to ON.</li><li>4. Close the Settings functions by hitting the home button. (Right hand side on device)</li><li>5. Close this section by hitting the home button again.</li><li>6. Scroll to the Speak4Yourself App.</li></ol> <p>Now you are ready to make programming changes. You will notice that the Top bar is Purple. You can only make changes when the bar is Purple.</p>
<b>Using Safari to add symbols to the photo album.</b>	<p>Type in the Web address that you want to go to and start browsing. This is how you can download images. You can also search for images.</p> <p>Select Images. Search for the picture that you want and hold it down to Save.</p>
<b>Utilizing Online Resources</b>	<p><b>Website</b> <a href="http://www.speakforyourself.org/">http://www.speakforyourself.org/</a></p> <p><b>Facebook page (Speak for Yourself)</b> <a href="http://www.facebook.com/pages/Speak-for-Yourself/144662282312988?sk=wall">http://www.facebook.com/pages/Speak-for-Yourself/144662282312988?sk=wall</a></p> <p><b>Speak for Yourself Facebook Users Group</b> <a href="https://www.facebook.com/groups/273873326092019/">https://www.facebook.com/groups/273873326092019/</a></p> <p><b>YouTube Tutorials</b> Go to Youtube and search for Speak for Yourself AAC The website and Facebook pages also link Tutorials.</p>
<b>Main Screen Editing</b>	<p><b>Note that the Purple bar is on the top.</b></p> <ol style="list-style-type: none"><li>1. Tap Edit in the upper left hand corner.</li><li>2. Tap the button you wish to edit.</li><li>3. On the main page, the only editing functions available are the ability to</li></ol>

	<p>change the image and change the button color (version 1.2 and above). You can also “Link to a secondary screen.” This would link the main screen button to a page to allow additional vocabulary to be programmed. To do this, turn the switch “On.”</p> <p>4. Tap done.</p>
<b>Editing on a secondary screen</b>	<p><b>Make sure that you are on the page that you want to edit.</b></p> <ol style="list-style-type: none"> <li>1. Tap Edit.</li> <li>2. Tap a button.</li> <li>3. Add Image (You can use Image options to Use a photo from the iPad photo album or Take a photo).</li> <li>4. If the image name is the same as the word you would like to speak, select done.</li> <li>5. Enter the Word to Speak, as well as Label if different.</li> <li>6. You can also change the cell color.</li> <li>7. Select done and then test the button.</li> </ol>
<b>Adding Pictures</b>	<p>You can either search the web via Google or use Gmail or Web mail and download pictures from your e-mail. Once you open the picture, highlight tap and hold it and a menu will appear, tap SAVE IMAGE.</p>
<b>Finding a Word in the Vocabulary (Version 1.3 and above)</b>	<ol style="list-style-type: none"> <li>1. Tap the search symbol in the upper left hand corner.</li> <li>2. A pop up will appear. Tap in the text area (that says “search”).</li> <li>3. Type the word you want to say. It is case sensitive.</li> <li>4. When you begin typing the word, the app will begin to search the vocabulary and display word options accompanied by the symbol. At any time, you can touch your target word.</li> <li>5. As soon as you touch the word, the app will highlight the main screen button with a bluish purple outline. Touch the highlighted button.</li> <li>6. The app will navigate to the secondary screen and highlight your targeted word. Touch the button and the word will be spoken.</li> </ol> <p>*If your target word is closed, the app will open the main screen word and your target word on the secondary screen. In addition, it will open the core word on the secondary screen that corresponds to the main screen button. For example, if you are searching for “juice,” and the “DRINK” button is closed, the app will open “DRINK” on the main screen, “drink” on the secondary screen and “juice.”</p> <p>**Touching anything outside of the pop up or anything other than the highlighted button will end the search.</p>
<b>Saving a Vocabulary File using iTunes</b>	<ol style="list-style-type: none"> <li>1. Make sure you are using version 1.7 or above of Speak for Yourself.</li> <li>2. Make sure the editing is unlocked in Speak for Yourself (the top bar will be light purple).</li> <li>3. Press the daisy/setting icon in the upper right hand corner.</li> <li>4. Touch “Vocabulary.”</li> <li>5. Touch “Backup the Vocabulary and Photos.”</li> <li>6. Select “Send a Backup to iTunes.”</li> <li>7. When it’s complete, touch done.</li> <li>8. Press the Home button to exit the Speak for Yourself app.</li> <li>9. Launch iTunes on your computer. (This may happen automatically when you connect your iPad to your computer).</li> </ol>

	<ol style="list-style-type: none"> <li>10. Connect your iPad to your computer so that it syncs with iTunes.</li> <li>11. In the left column under “devices”, click on the name of the iPad.</li> <li>12. Along the top of the screen, click on “apps”</li> <li>13. You may have to scroll down the page to the “File Sharing” section.</li> <li>14. Click on “Speak4Yourself”</li> <li>15. Click on the “Vocabulary.data” file</li> <li>16. Click “save to” on the bottom right (again you may need to scroll down)</li> <li>17. Save it to a place in your computer that you’ll remember, but don’t change the name. The name has to be in that format for the iPad to recognize it.</li> <li>18. This is a good practice to do periodically so that the user’s customized setting is saved.</li> </ol>
<p><b>Restore/Load the vocabulary file from iTunes into another iPad:</b></p>	<ol style="list-style-type: none"> <li>1. Press the Daisy/settings in the top right hand corner of the Speak for Yourself app.</li> <li>2. Touch “Vocabulary.”</li> <li>3. Touch “Restore the Vocabulary and Photos.”</li> <li>4. Select “Restore from iTunes.”</li> <li>5. Connect the iPad to the computer. On the bottom right, click on “add” and then select the SFY file you had saved. When it asks you if you want to replace it, click yes.</li> <li>6. Sync the iPad.</li> </ol> <p><b>**Even if you are saving to Dropbox, we recommend saving to iTunes as well. Saving to iTunes saves a copy of the vocabulary in the iPad memory.</b> If you are backing up and restoring files within the same iPad, you are able to do that without a wifi connection and without connecting to a computer. However, the saved setting will NOT be stored outside of that iPad until it is connected to a computer.**</p>
<p><b>Saving the vocabulary file using Dropbox</b></p>	<ol style="list-style-type: none"> <li>1. You can download the <a href="#">Dropbox app from the App Store</a> and login or create a free Dropbox account, but it will still work if you have not downloaded the Dropbox app. Make sure you have a strong wifi connection.</li> <li>2. Press the Daisy/settings in the top right hand corner of the Speak for Yourself app.</li> <li>3. Touch “Vocabulary.”</li> <li>4. Touch “Backup the Vocabulary and Photos.”</li> <li>5. Select “Send a Backup to Dropbox.”</li> <li>6. Touch “Done.”</li> </ol>
<p><b>Restore/Load the Vocabulary file from Dropbox onto another iPad</b></p>	<ol style="list-style-type: none"> <li>1. On the second iPad, make sure you have a strong wifi connection and that you have saved your current vocabulary using the process above. You will lose the current file if you do not have it saved.</li> <li>2. Press the Daisy/settings in the top right hand corner of the Speak for Yourself app.</li> <li>3. Touch “Vocabulary.”</li> <li>4. Touch “Restore the Vocabulary and Photos.”</li> <li>5. Select “Restore from Dropbox.”</li> <li>6. Choose the file you would like from the Backups on Dropbox and select it again after you have read the warning.</li> <li>7. Touch “Done.”</li> </ol>
<p><b>Using the “Hold That Thought” Feature</b></p>	<p>“Hold That Thought”(HTT) is intended to temporarily hold messages that the users can recall if they are interrupted. It also gives students the ability to hold multiple</p>

<p><b>(Version 1.4 and above)</b></p>	<p>responses for class assignments. The HTT window can hold 30 thoughts. To hold a thought:</p> <ol style="list-style-type: none"> <li>1. Begin composing a message.</li> <li>2. Press the speech bubble in the left side of the top bar. (Alternatively, you can press the HTT button on the top bar and then select “+” to hold the thought in the message window.)</li> <li>3. The message will be pulled from the message window into the HTT window, allowing the user to respond to spontaneous conversation.</li> <li>4. To retrieve the thought, press the speech bubble, and the held thought will be returned to the message window. (Alternatively, touch the HTT button and simply select the desired thought from the HTT window.)</li> <li>5. To delete held thoughts from the HTT window, slide your finger across the thought and select “delete.”</li> </ol>
<p><b>Using the History Feature (Version 1.5 and above)</b></p>	<p>The History feature© is extensive. It records words that are selected, messages that are spoken, and it calculates language sample measures based on the raw data.</p> <ol style="list-style-type: none"> <li>1. Prior to turning history recording “on,” be sure that parent permission has been obtained and the user has been informed.</li> <li>2. To begin recording, touch the “settings daisy” in the upper right hand corner of the top bar. Turn “record history” on. <b>**A red dot will appear in the upper right hand corner of the message window will appear to indicate that Recording is ON.**</b> Any words selected will be documented.</li> </ol> <p>Viewing the student’s language output:</p> <ol style="list-style-type: none"> <li>1. Touch the “settings daisy” and select “History.” The “History Summary” window will appear with the following information:</li> </ol> <p><b>Time Sfy has been active:</b> This is the time that Speak for Yourself has been showing on the iPad screen since the last history reset. The date and time of the last reset is at the top of the History Summary window.</p> <p><b>Time Sfy has been inactive:</b> To prevent unwanted math, this is the time since the last reset that Speak for Yourself has not been active.</p> <p><b>Mean Length of Utterance(MLU):</b> The average length of all utterances. The number of words in each individual utterance is added together and then divided by the total number of utterances. Morphemes selected using the +s button are included in the average. Buttons with more than one word (pre-programmed utterances) are counted as one word.</p> <p><b>Utterance Count:</b> Keeps a count of the number of utterances since the last reset. Touch this line to see a list of the utterances ordered from most recent to oldest.</p> <p><b>Words Used:</b> Gives a count of the number of unique words used. Touch this line to see details with the most frequently used words first, then alphabetically by word (for words used the same number of times).</p> <p><b>Communication Rate (WPM):</b> Measures the “Words Per Minute” that the individual is able to access. This measures the rate of communication by calculating the speed that students are able to access words. This is not a measure of the number of words they actually say each minute. For example, if a student’s communication rate is 26.2 WPM, that means that, based on the current access speed, a student has the ability to say 26.2 words in a minute.</p> <p>To view the raw data: Select the “Data” icon at the bottom of the History window. Each action is date and</p>

time stamped to the hundredth of a second.

To share/reset/delete summary and raw data information:

1. Select the icon in the upper left corner of the History window.
2. You will be given a choice to Email or Reset/Remove data. You will be given one chance to change your mind. If you select “Reset/Remove” a second time, the data will be deleted. The History Summary and History Data are deleted independently. Deleting the History Summary data does not delete the raw data and vice versa.

Receiving the Raw data file:

A History Data file in Comma-Separated Value (CSV) format is attached to the email. This CSV file can be imported into Microsoft Excel, Apple Numbers, and LibreOffice Calc spreadsheets. The first line in the CSV file is a header that describes the data fields in the file.

Tap or click on the file as you would any other attachment.



**Design Layout**

**Yellow – Pronouns**

**Qwerty Keyboard** displays a QWERTY keyboard to allow individuals to spell words and use numbers.

**Babble On / Babble Off** – When you first take a look at the App it can be overwhelming to learn and use all of the buttons all at once. The Babble On/Off features allows you to toggle between the full app vocabulary and the individual’s setting. Keep it Off when you are using for Instructional purposes or in group settings. Turn it on to allow the child to explore the different options to get to the know all of the different vocabulary. Babble can be locked/enabled separate from the edit functions to allow the individual the ability to open all of the vocabulary, without allowing access to make changes.

**Main screen words that can link to a secondary screen to add vocabulary (See Main Screen Editing directions):**

ON, MORE, FOR, NOW, A, AM, CALL, ALL, TO, OFF, AGAIN, AND, FROM, IF, OF, WHEN, WELL, THE, MY, YOUR, HIS, HER, OUR, THERE