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1. Features

Talk Tablet is a communication app developed by Gus Communication Devices Inc. It is available through the app store for $79.99US.

There are many features of Talk Tablet that are suitable for the varied levels of the students we teach. They include:

✓ Fully Customable, adapt the amount of buttons, pages, images and color schemes etc.

✓ Simple set up and editing

✓ Able to set up multiple levels and vocabularies for more than one student/situation

✓ Comes with nearly 12,000 SymbolStix communication symbols, but are able to use your own pictures or Google image

✓ Allows users to verbally talk to each other to/from anywhere in the world

✓ Includes Switch Scanning for 1 or 2 switches

✓ Share buttons, pages or complete vocabularies with other TalkTablet users

✓ Comes with various voices in over 15 languages, or can record your own voice

✓ Make buttons invisible or dimmed

✓ Includes sample vocabularies for 16, 24, 32, 42 and 48 buttons per page

✓ Includes a text to speak keyboard easily accessible for quick communication
2. Before you begin...

Before you begin designing a communication program for a student, you need to do a bit of pre planning. It is a good idea to draw up a brief plan of what you would like the program to look like. Which are the main areas or subjects you would like communication in. For example:

- requesting help, food, activities etc.
- greetings or farewells
- basic or more complex conversation skills
- interacting with specific lessons or topics
- Answering questions (yes/no or more specific)
- Social interactions or “All about me” pages
- Schedule or “First/Then” pages

So once you have decided what you would like, draw it up. For example:
Think about whether you would like a square to be a BUTTON or a PAGE.

**A BUTTON:** is a single button that does not link to anything else. You can make a single button talk, have a picture, be part of a sentence or a single request/command/word.

**A PAGE:** will open up more options when pressed. For example, you can have a page that says “Lunch”. When you press it, it will open up a page with food and drink options. You can have pages within pages. That will keep opening up more options.

Keep in mind when you are planning, that you may want to leave a space free for a HOME or BACK button. This will enable the user to return to the previous page.

Once you have the basic plan of what you want, it is a good idea to take all the photos you need and put them on the iPad before hand. This will make the process much quicker when you are creating the final program.

- Student faces

- Student preferred activities (computer, toys, keyboard etc)

- Special interest pictures (cars, toy story, the Wiggles, Pokémon, animals etc)

- Everyday items (school bags, lunch boxes, drink bottles, shoes, etc)

- Timetable activities (Board maker pictures, photos of work trays etc)

- Photos of students displaying positive behaviours (sitting in chair etc)

- Places you visit regularly (bus/car, park, shops, street signs etc)
3. Examples
Here are a few examples to help visualize what can be created.
TalkTablet - User’s Guide
Getting Started Guide
This guide uses screen captures from the iOS version but applies to all versions of TalkTablet (Android and Windows)
4. Basic Navigation

The basic navigation of TalkTablet is easy. The bar at the bottom will always be available. It has:

- **Main Page** - Press this when you want to return to the normal user mode.

- **Keyboard** - This brings up a basic text to speak feature.

- **Settings** - This is where you can create and switch between users, customize options such as: style, message bar, voices, back ups, restrictions, using pin numbers, sharing and scanning etc.

- **Chat** - This allows you to verbally talk and text chat to other TalkTablet users.
5. Settings
When you press the settings page at the bottom of the screen, this settings page will appear.

<table>
<thead>
<tr>
<th>Settings</th>
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</thead>
<tbody>
<tr>
<td>Current User: Default User</td>
</tr>
<tr>
<td>Default Style Settings</td>
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<tr>
<td>Message Bar Options</td>
</tr>
<tr>
<td>Speech Settings</td>
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<tr>
<td>Restrictions</td>
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<tr>
<td>Set New PIN</td>
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<tr>
<td>Transfer All</td>
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<tr>
<td>Sharing</td>
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<tr>
<td>Scanning Options</td>
</tr>
</tbody>
</table>
**Settings/Current user:** This is where you can switch between users as well as creating new users.

These first 10 come with the program initially. You can keep them or delete them if you don’t need them.

These have been made up for use in the classroom. There are generic ones and ones made for each student’s individual needs.

This is what you press to make a new user/program.
**Settings/Default Style:** This is where you set the style settings for creating new pages. Of course, you can change any page’s style at any time.

- **Display:**
  - **Show message bar:** ON

- **Color:**
  - **Button Background:** White
  - **Text:** Black
  - **Border:** Black

- **Grid:**
  - **Grid Width:** 3
  - **Grid Height:** 3
  - **Margin Size:** 10
  - **Border Width:** 10

- **Text:**
  - **Label size:** 24
  - **Show Label:** ON
  - **Label on bottom:** ON
  - **Label on multi lines:** ON
  - **Font Bold:** OFF
  - **Font Italic:** OFF
**Settings/Message Bar Options:** Here you can decide whether to have the message bar display images or text only. Message Bar Sharing, Printing and Copying are included and enable sending the contents of the message bar to email, text messaging, Facebook, and/or printer.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Message Bar with Symbols</th>
<th>Message Bar with Text only</th>
<th>Enable Message Bar Sharing and Printing</th>
<th>Enable Message Bar Copying</th>
</tr>
</thead>
</table>

**Settings/Speech Settings:**

<table>
<thead>
<tr>
<th>Settings</th>
<th>Speech Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VOICE NAME</strong></td>
<td></td>
</tr>
<tr>
<td>Kenny</td>
<td></td>
</tr>
<tr>
<td>Nelly</td>
<td></td>
</tr>
<tr>
<td>Laura</td>
<td></td>
</tr>
<tr>
<td>Ryan</td>
<td></td>
</tr>
<tr>
<td>Tracy</td>
<td></td>
</tr>
<tr>
<td>Heather</td>
<td></td>
</tr>
<tr>
<td>Rosa</td>
<td></td>
</tr>
<tr>
<td><strong>VOICE SETTINGS</strong></td>
<td></td>
</tr>
<tr>
<td>Pitch</td>
<td></td>
</tr>
<tr>
<td>Speed</td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td></td>
</tr>
<tr>
<td>Reset</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td></td>
</tr>
</tbody>
</table>

There are 6 voices available for use. Just select the voice you feel to be the most appropriate.

You can alter the pitch, speed and volume to suit your needs.

Press this button to test the voice.
**Settings/Restrictions:** Here you can make decisions on what you would like to have access to. Think about the person who will be using the program and if they need the keyboard or chat etc. It can be easier to turn these off if they will not be used.
**Settings/Set New PIN:** If you want to limit access and editing you can set a PIN number. You can use this PIN when you want to prevent editing or accessing the “Settings” area.

If you forget your PIN, use “2468”.

To REMOVE the current PIN, change it to “0000” and the current PIN will be deleted.
**Settings/Backup and restore:** You can back up your TalkTablet buttons and pages (all that hard work!) when you have completed them. If something happens, you can restore your TalkTablet programs from a backup. It is advised to do this when any major changes are made.

### Local Backup (to device)

The backup file will appear below “RESTORE”. To restore from the backup, select one of the “Full_Backup_” files and it will restore your TalkTablet data to that date/time.

We recommend doing this before any major changes are made to your buttons/pages so you can easily restore the data.

### Server Backup (to our cloud servers)
Note: You must be logged into Sharing to see this option.
Press “Backup All to Cloud Server” to backup all TalkTablet data to our cloud servers.
To restore from our Cloud servers, choose a backup file listed under “RESTORE FROM SERVER”.
Settings/Sharing: Once you have created a program/user you can share it with other people. To log into sharing you need to switch to the “Default user”.

(Settings– Current User– Select “Default User” - go back to Settings (top left hand corner)

![Settings/Sharing](Image)

You will need to register a name and log in. Choose something that will be easy to remember. (Class name?). Do NOT include spaces in the User Name.

Once you have registered, you are able to “Enable” sharing (green).

Now you may return to the previous User to continue with the Sharing feature.
**Settings/Scanning Options (iOS and Windows versions):** You can turn on scanning to be used with a switch or with a simple hand touch anywhere on the screen.

First, turn on scanning here.

Turn on auditory cues to have the device SPEAK the options. (Good for students with vision issues.)
6. Creating a new user/vocabulary
Once you have your draft plan, you can then create a new user/vocabulary. To start, press Settings ---- Current user ---- Add user

Now type in the name of the user/vocabulary and press OK. Your new user/vocabulary will now show up on the user list. Press the program you just made so the green tick is next to it.
Note: To turn “ON” the Sharing feature, you must switch to the “Default User”, go into Settings, Sharing... log in..and “Enable” sharing. Then return to your User (eg. Shawna)

Once the program is selected, you now press “Main Page” (bottom of screen) to bring a blank page up so you can work on it.
Now press the “Edit” button. It is located at the top right of the page.

The next step is to set up the page to the specifications you want. Press “Page” at the top left of the page.
Now press the “Edit” button. The page settings will appear.

It will look like this.
7. Page settings
To edit the page settings, press “Edit” (top right), then press “Page” (top left), then “Edit”.

You can change the specifications of the page to what you need. Refer to your draft plan for this section.

Now you can change the label of the page and whether you want it to speak or be added to the message bar. (I usually leave this section as is).

E.g. 3x3 will mean there will be 9 squares all up.

You can change the rows and columns to suit what you need. E.g. 3 x 2 will mean three squares across and two squares high.

Margin size refers to the margin or gap around each square.

The next section down you can choose a symbol or picture to represent the page. However this does not show up in the user list, so I usually leave it blank.

You can choose to have the background different colours. Some people prefer to have it white with the buttons/page coloured, and others prefer to have the background coloured. Some examples are below.

You can also choose here the colour of the text and border around each button/page.
This section refers to the specifications of the labels on the buttons. You will change these aspects later when making the buttons and pages so don’t worry too much about this section.

The two main sections you will want to alter here are:
1. columns, rows and margins and
2. page background, text and border colour.
8. Adding a Button

There are two options once you have done your initial set up. You can refer to your draft plan here and decide to make either a BUTTON or a PAGE.

(Page will open up other options, a button is single on it’s own.)

Note: Make sure the page you want to add the Button to has an empty cell. If not, either delete a button to make room OR edit the page layout to increase rows and/or columns.

To make a button, start by opening up the program you want to work with...

Settings....Current user....Select the one you want....Main Page

Now press “Edit” (top right). When you press “Edit” you are now able to manipulate, add, delete or change the buttons. A button will appear with a plus (+) sign in the corner (this will appear even if there are other buttons and pages present).

Press the plus sign. A menu will appear that looks like this:

Now you can label the button. This label will appear on the top middle of the button unless otherwise specified.

Text to speak is where you type what you would like the button to say when pressed. For example, The button may be labelled “Help” but the text to speak could be “I need help please.”

You have the option to have the button “Silent”. It depends on the needs of the student. To make it on silent, swipe the setting from off to on.
There is also an option to record your own voice. To do this press “Record audio”.

A black Audio Recording section will pop up. To record your voice, press the red record button and speak clearly. It may help to wait one second before speaking and holding the iPad microphone closer to your mouth (located at the top of the iPad).

Once you have finished recording, press the pause button (same as record) and then the “Save” button at the top.

You can now play back or delete the recording. If you are unhappy with the recording press “record new audio” and try again.
To add a picture to the button, press “Select symbol”. A menu will appear.

Now you can choose whether you want to add a symbol (similar to Board Maker, already loaded into the app), a picture from your camera roll or albums, take a new photo or find an image from Google.

If you select “Symbol”, a page will come up with all the symbol/images available.

Type in what you are looking for. You may need to think of a couple of word options to find a picture that suits your needs. E.g. day, sunshine, outside, sky.... May have similar pictures.
If you select “Picture”, a page will come up with your camera roll and albums. Choose the picture you would like.

If you select “Take a Photograph”, the camera will appear and you can take a picture. Aim at the object or person and then press the small camera symbol to take the picture.
If you select “Google image” a page will come up where you can type in a search and images sources through Google will come up. Scroll up and down and choose the image you would like.

Now you can decide which ACTIONS you would like the button to perform. If you press “Actions” from the edit button menu, options will appear.
**Previous page:** The button will take you back to the previous page (can be used with a picture of an arrow as a “Back” button).

**Go Home:** The button will take you to the “Home” page. This is the initial page you set up. (can be used with a picture of a house as a “Home” button).

**Stop Speech:** The button will stop any speech that is occurring.

**Open Keyboard:** The button will open up the keyboard. Can be used with a picture of a keyboard for accessibility.

**Speak Text:** The button will speak the text written (or voice recorded) when pressed.

**Open page:** The button will open up a linked page.

**Add message:** The button will be added to the message bar when pressed.

**Clear Last Message:** The button will clear the last message that was added to the message bar when pressed.

**Clear All:** The button will clear all the messages that are on the message bar when pressed.

**Tip:**

You can have multiple actions for a single button. Refer to your draft plan for what you would like the button to be used for.
You are also able to link buttons and pages. You can make a button in one page and when you press it, it will take you to another page you have created (within the same program).

For example, here is a home page for one student.

There is a ‘My day’ schedule and ‘choices’.

When you open up the schedule and press the ‘work time’ button it says “work first then choice”.

When you press the choice button it is linked to the choice options already set up.
The next section will alter what the button looks like. You can choose the background colour, text colour and border colour. Think about your overall colour set up. How are you distinguishing between buttons? It all depends on the student level. Can they recognise the pictures well enough or should the buttons be coloured differently to help differentiate? Are you going to use the border colour to distinguish and make all the button backgrounds the same?

Just experiment until you find a scheme that works.
The next section you can alter the label position, font size, text bold or italic and the width of the border around the button. To make changes, slide the small circle either left or right.
9. Adding a Page Button

Note: Make sure the page you want to add the Page Button to contains an empty cell. If not, either delete a button to make room OR edit the page layout to increase rows and/or columns.

To make a page, start by opening up the program you want to work with.

Settings → Current user → Select the one you want → Main Page

Now press “Edit” (top right). When you press “Edit” you are now able to manipulate, add, delete or change the program. A square will appear with a plus (+) sign in the corner (this will appear even if there are other buttons and pages present).

Press the plus sign. A menu will appear that looks like this:

Press “New Page”.
The settings for a page are very similar to those of a button. The only difference is, you can choose how many rows and columns you would like your new page to have when opened.

Choose how many squares you would like when your page is opened. Keep in mind that you may want a button for “Home” or “Back”. Refer to your draft plan at this stage.

You can select the picture for your page (same process as a button). Some example pages are “food, choices, lunch, morning circle (weather, faces, counting, feelings etc)

Choose the background, text and border colours. Keep in mind that the background you choose will follow through to the next page when opened.

Once you have created your page, you can follow the steps for making buttons and pages again to fill out the program as you would like.
10. Copying and pasting

One handy feature is the ability to copy and paste buttons and whole pages. This can be useful when creating similar programs for students.

**To copy:**

Press “edit” at the top right of the screen.

Tap the button or page you would like to copy. A menu will appear.

Now press “copy”. (nothing will happen)

Now open the program you want to paste it into. (settings → users → select → Main page)

Press “Edit” (top right)

then “Page” (top left)

Press “Paste”. Your button or page will now appear.
11. Sharing and downloading

Another handy feature is the ability to SHARE an entire user/vocabulary with friends and family.

_Note: Before downloading, always do a “quick” backup of your data using the TalkTablet’s…Settings, Backup and Restore, Backup_

First you need to enable sharing. Go to users and set it to “Default user”.

Settings → current user → default user → back to settings (top left)

Now go into sharing.

Initially you will need to register a name and password, and then turn sharing on.
This guide uses screen captures from the iOS version but applies to all versions of TalkTablet (Android and Windows).

Now open the program you want to share. (settings → users → select → Main page) Press “Edit” (top right) then “Page” (top left)

Press “download”.

A menu box will appear where you can add in what the program is called, add it to a category etc. Once this is filled out, press the button in the top right. (you need internet access here) When the upload is success full, a notification will appear.
After several seconds, (depending on your internet speed), a long list of files will appear and you can scroll through them. See pic on NEXT page.

Alternatively, you can sort the list of files by pressing on the Description, Category or Date buttons at the top.

Press the item you want, and wait for the notification that says “Successful”. Press “Main page” (top left) and the “Done” (top right) and the new items will appear on the page. You may need to edit the page settings to match the format you want (2x2, 4x4 etc).
## Getting Started Guide

This guide uses screen captures from the iOS version but applies to all versions of TalkTablet (Android and Windows).

<table>
<thead>
<tr>
<th>Description</th>
<th>Category</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>General</td>
<td>33 Items</td>
</tr>
<tr>
<td>Keywords: Kalender dage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description: 1. nov skjol</td>
<td>All Categories</td>
<td>13 Items</td>
</tr>
<tr>
<td>Keywords: 123 nouriture</td>
<td>General Topics</td>
<td>472 Items</td>
</tr>
<tr>
<td>Description: 123school</td>
<td></td>
<td>169 Items</td>
</tr>
<tr>
<td>Keywords: 16</td>
<td>All Categories</td>
<td>20 Items</td>
</tr>
<tr>
<td>Keywords: BOUTONS LANGAGE ÉMERGENT ORTHOPHONIE</td>
<td>Birth to Pre-school</td>
<td>934 Items</td>
</tr>
<tr>
<td>Description: 16 Button Emerging Vocab - Updated 01/22/2013</td>
<td>All Categories</td>
<td>624 Items</td>
</tr>
<tr>
<td>Keywords: 16 Button Emerging Vocab - Updated 01/22/2013</td>
<td>General Topics</td>
<td></td>
</tr>
<tr>
<td>Keywords: Blank page fix</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. Moving/rearranging buttons

Once you have created your buttons and pages, you may wish to rearrange them. To do this simply press and hold the button/page you wish to move until they are wobbling. Then drag the button into position.

The buttons/pages will only move around in the spaces created. If, for example you wanted to make a home or back button in the bottom corner (always a good idea to keep them the same for consistency) You may need to create a “fake” button. To do this, follow the steps to make a new button, and make the background and border colour the same as the page background. (leave all other sections blank) Now you can move the buttons around more freely.
13. Fading and hiding buttons

While you are using your programs with a child, you may wish to hide or fade some pages and buttons while the child is learning. You can bring the buttons and pages back easily as the child gets more familiar with using the program.

1. Press “Edit” (top right). You will notice a blue star in the bottom right hand side of each square.

2. When you press the blue star ONCE, the button/page will appear to disappear (a small circle will remain while in editing mode).

3. When you press the blue star/circle again, the button/page will appear again, but faded.

4. If you press the blue star/circle again, the button/page will appear normal again.

When you have finished, press “Done”.
14. Deleting a button

If you make a mistake or you wish to change part of your program, you can delete the button or page and start again.

1. Press “Edit” (top right). You will notice a cross in the top left hand side of each square.

2. When you press the cross, it will ask you if you are sure you wish to proceed. Press “yes”.

When you have finished, press “Done”.
15. Frequently Asked Questions (FAQs)

All my other apps have sound, but I am not hearing any sound out of TalkTablet. What is wrong?

1. Open your device’s Settings, General and scroll down on the right side until you see the section titled “Use side switch to” and put a check beside “Mute”.
2. Make sure the small switch on the right edge of the iPad (above the volume controls) is NOT showing any orange.

Is TalkTablet available for Android?
Yes. TalkTablet is available for Android by searching for “TalkTablet” at Play.Google.com. There is also a free demo version called “TalkTablet LITE”.

TalkTablet is also available for Kindles (Amazon.com) and Nook (BarnesandNobel.com) devices as well.

What are the main differences between TalkTablet and P2G?
1. TalkTablet is compatible with iOS/Apple, Android, Kindle and Nook devices (P2G will only work on iOS/Apple devices)
2. TalkTablet is $79.99 (P2G is $219.99)
3. TalkTablet user can wireless share buttons and pages with other users around the world at NO additional cost (P2G user cannot share)
4. TalkTablet is developed and supported in the US (P2G is in Denmark)
5. TalkTablet includes lifetime toll free technical support (P2G has no phone support. Email only)
16. Troubleshooting

If you are having trouble, there are resources available online to help you. YouTube has many video tutorials about TalkTablet and how to use it. Just go to www.TalkTablet.com or www.youtube.com and search “TalkTablet” and/or the general issue you’re having and you’ll be surprised at what is out there!

OR contact Gus Communication Devices, Inc. at...

Within the US: Toll-free 866-487-1006
Outside the US: 360-715-8580

E-mail: talktablet@icloud.com