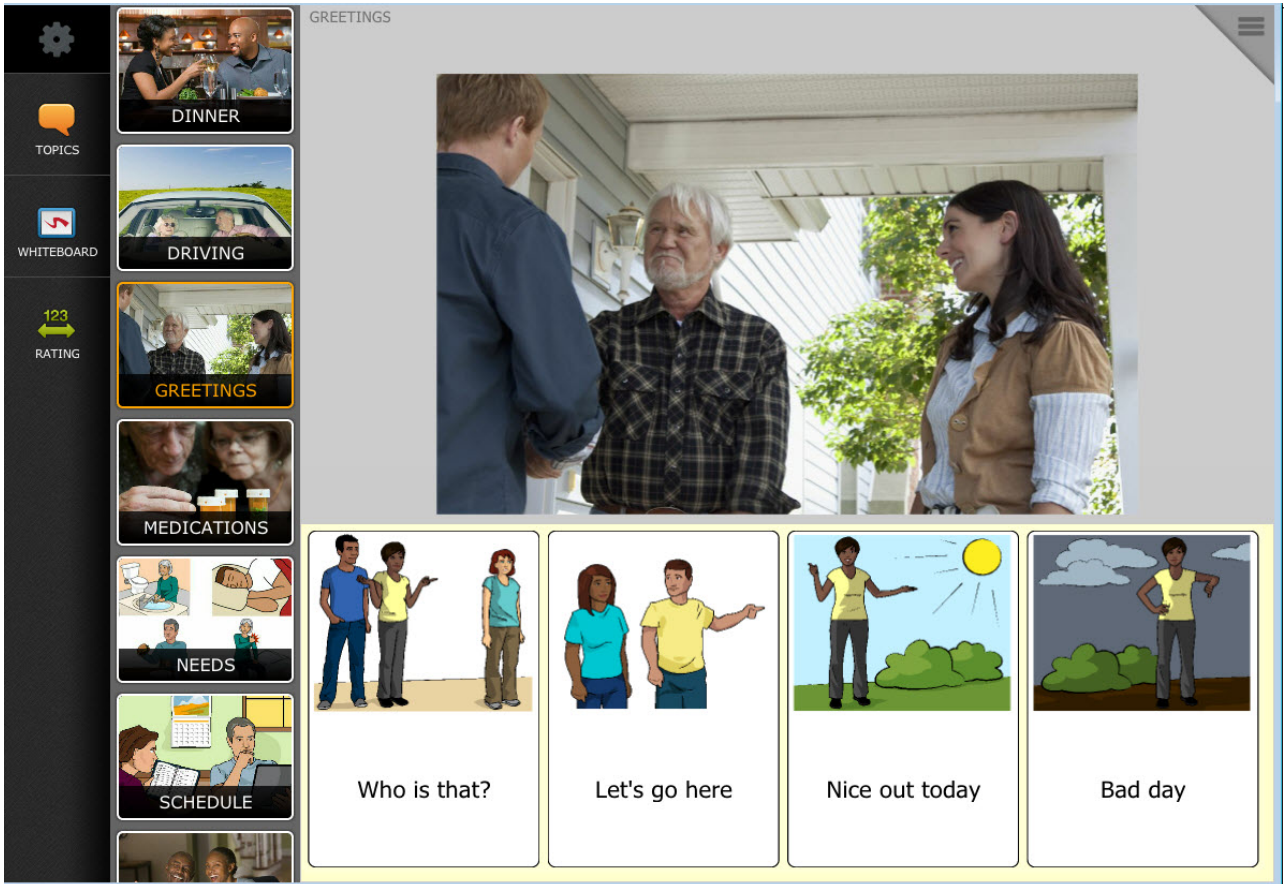


Tobii Dynavox Compass

User's Manual



User's manual Tobii Dynavox Compass

Version 2.3

03/2019

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Please check Tobii Dynavox web site

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1 Welcome to the Tobii Dynavox Compass Software!

The Compass communication software is a research-based communication solution for individuals who cannot use their natural voice to fully participate in their everyday lives.

The communication pagesets included in Compass have been created and tested to specifically address the needs and strengths of individuals with Autism, Cerebral Palsy, Stroke or Traumatic Brain Injury, Apraxia, Down Syndrome, ALS and other neurological, developmental and communication challenges. A powerful Setup Wizard will guide you through the steps to choose the pageset that is most appropriate for your user's age, condition, and ability level.

The Compass software's flexible and intuitive design enables the user to begin with simple, effective communication and advance at his or her own pace, increasing functionality as his or her skills and comfort level grow.

The Compass software gives you:

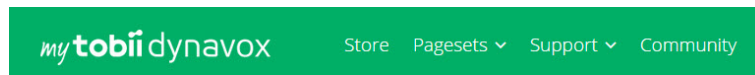
- A choice among a number of pagesets that have been designed by clinicians to meet the specific needs of a wide variety of individuals with differing communication needs and ability levels and using different selection methods.
- The ability to quickly and easily change ability levels within a pageset as your user becomes more proficient at communication.
- Powerful editing tools to make it easy to personalize your communications solution even further - modify your pages - or even create new pages!
- Direct access to myTobiiDynavox, a cloud-based website you can use to manage account settings, upload and share pages, and access clinical, technical, and peer-to-peer support at any time and from anywhere.
- Unique, research-based Core Word Strategy that helps the user develop and use rich and creative communication.
- A full-breadth of pre-stored communication - symbols, pictures, words, and phrases - supporting everyday conversations.
- Built-in supports such as Behavior Supports and Scripts to help the user successfully navigate through daily activities and conversations.
- QuickFires and QuickPhrases that allow the user to quickly "jump" into a conversation.
- Easy access to pre-stored messages for many of the user's favorite activities.

2 myTobiiDynavox

myTobiiDynavox.com is your personal online storage and administration website that you can use to manage your Compass software - to back up, update, and personalize Compass and share pages with your entire communication support team.

View help videos, and visit the online library to access Knowledgebase articles, research product tips, and perform custom searches, or explore the Community Q&A section.

myTobiiDynavox.com is cloud based and available to you from anywhere via the web!



Welcome to myTobiiDynavox

Figure 2.1 myTobiiDynavox

Go to www.myTobiiDynavox.com to register for an account.

Your myTobiiDynavox account integrates you with a community of clinicians, technical experts, and your peers and provides you with a responsive community of help and support.

After you set up your account, you can access it from anywhere on the web to:

- Upload, download, and share communication pages
- Download voices
- Receive software updates and new communication content
- Manage your user profile
- Backup and restore pagesets
- Access implementation and therapy supports and tools
- View and participate in discussion forums
- Find technical support and documentation resources
- Search the Knowledgebase
- View help videos



Quickly access the Help videos and Knowledgebase on myTobiiDynavox.com through the Help menu in your Compass software. Open the Settings menu, and select **Help**.

3 The myTobiiDynavox Knowledgebase

This **Compass User's Manual** is only a brief, introductory reference to the software. The myTobiiDynavox Community offers a large and steadily increasing library of over 250 Knowledgebase articles that cover all aspects of the Tobii Dynavox Compass software.

To illustrate the diversity of articles that can be found in the Knowledgebase, following is a list of a selection of articles:

- Can I Adjust the Number of Rows and Columns Inside a Topic Without Changing Levels?
- Can I add a Core Words button to the Toolbar?
- How to Clear the Message Window After Speaking
- Editing a Topic Collage
- NavBar Pageset - Adding a New Grid Topic
- How Do I Hide Hotspots on a Visual Scene Page?
- How do I Open the Whiteboard from a Button?
- How Do I Edit Quick Phrases?
- How Do I Create a New Phoneme Exception?
- How Do I Add an Action to the Favorites Category?
- How to Link a Button to a Page
- How to Arrange Buttons on a Page or Popup
- How Do I Import a Page or Package of Pages Into a Pageset?
- How to Assign Actions
- How to Change the Onscreen Keyboard
- How Can I Order the Way Buttons are Scanned?
- NavBar Pageset - How to Create a Photo Story

Simply log in to the myTobiiDynavox Community to access the Knowledgebase - and to get answers to your questions, discuss topics of interest, and join a user group whose interests match yours.

4 Getting Started

When you open the Compass software, a Pageset Wizard will guide you through selecting the pageset that is most appropriate for your user's age, condition, and ability level. (An overview of each pageset is presented below - see *4.2 Compass Pagesets*, page 13.)

4.1 Opening the Compass Software For The First Time

1. Select the Compass icon on your desktop



Figure 4.1 Compass Icon on Desktop

You may be prompted to log into myTobiiDynavox.

The **Setup Wizard** screen will open.

2. Select the blue **Start Setup Wizard** button.

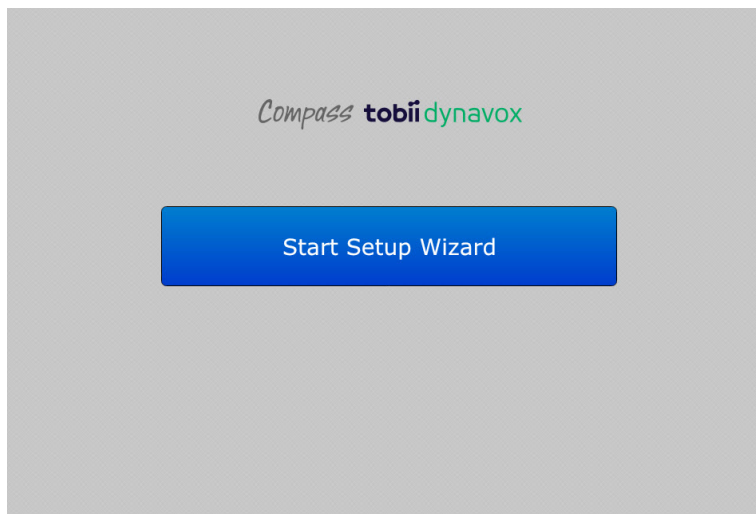


Figure 4.2 Setup Wizard Screen

The **Pageset Setup** screen will open.

3. Select the **Go to New Pageset Wizard** button. The **Pageset Wizard** will step you through selecting, setting up, and customizing an appropriate pageset.

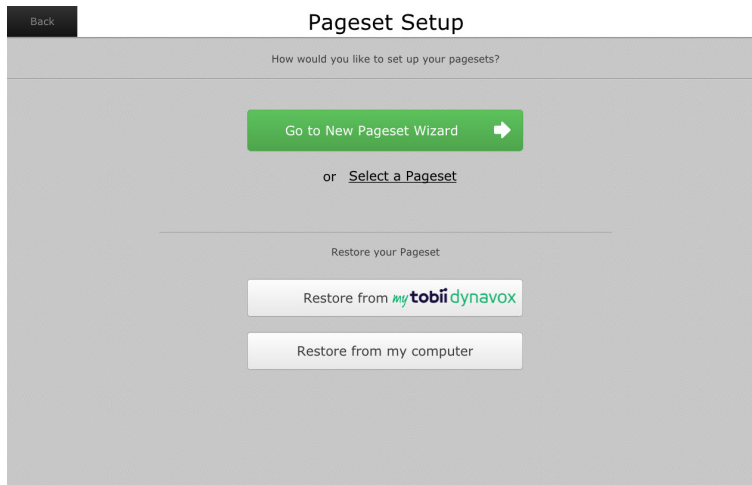


Figure 4.3 Pageset Setup Screen



The steps involved in the **Pageset Wizard** will vary depending on your pageset selection.

4. Select an **Age**, **Gender**, and **Condition** from the drop-down menus.

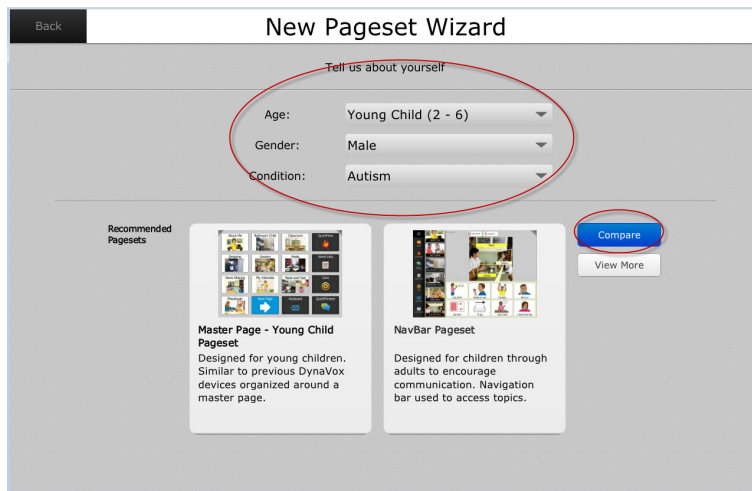


Figure 4.4 New Pageset Wizard

Based on your selections, the **Pageset Wizard** will present two recommended pageset options.



Select the blue **Compare** button to see a more detailed description of each pageset recommendation. Select the **View More** button to view all available pagesets.

- Choose a pageset by selecting its thumbnail on your screen.

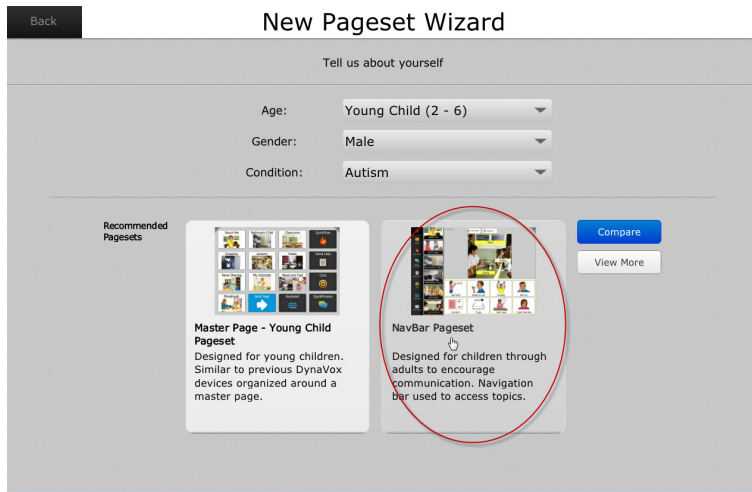


Figure 4.5 Select a Pageset

An "about" screen will open providing more specific information on the pageset you have selected.

- If you decide you want to use this pageset, select the green **Select This Pageset** button.

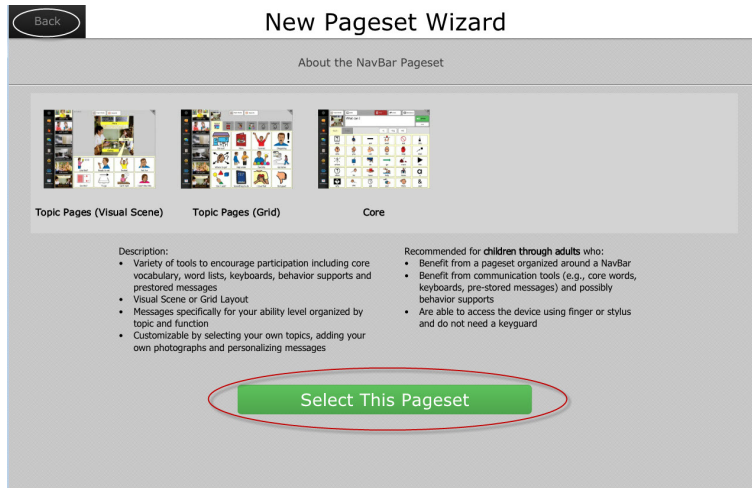


Figure 4.6 "About" Pageset Screen



At any point during the setup process, you can select the **Back** button at the top left corner of the page to go back and change your selections.

Your pageset will be installed. The length of time it takes to install is dependent on the pageset you chose.

When the pageset has completed installation, the **Wizard Questionnaire** will open, presenting you with questions specific to the user:

- Understanding of the use of symbols
- Need for help to communicate
- Desire to communicate
- Ability to understand conversations
- Literacy skills
- Need for page organization
- Answer the questions on the **Wizard Questionnaire** to the best of your ability.

Your answers to these questions will enable the wizard to suggest an appropriate communication ability level at which your user should begin.



IMPORTANT! Remember, you can easily change levels at any time - move up as the user becomes more proficient at communicating - move down if the user seems challenged. Select **Levels** in the **Settings** menu to quickly move between levels.

The **Customize Content** screen will open. The customization options on this screen will vary depending on the pageset you have selected. Below, as examples of the different options on each pageset, we show the **Customize Content** screens for the All Access, Master Page, and NavBar pagesets.

- Continue to customize your content, making a selection from the choices presented, and then selecting the green Next button at the bottom right of the screen to open the **next** tab on the **Customize Content** screens.

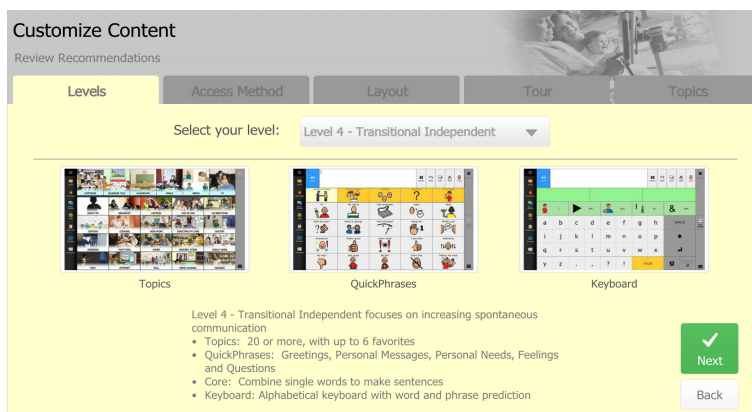


Figure 4.7 Customize Content Screen - All Access Pageset

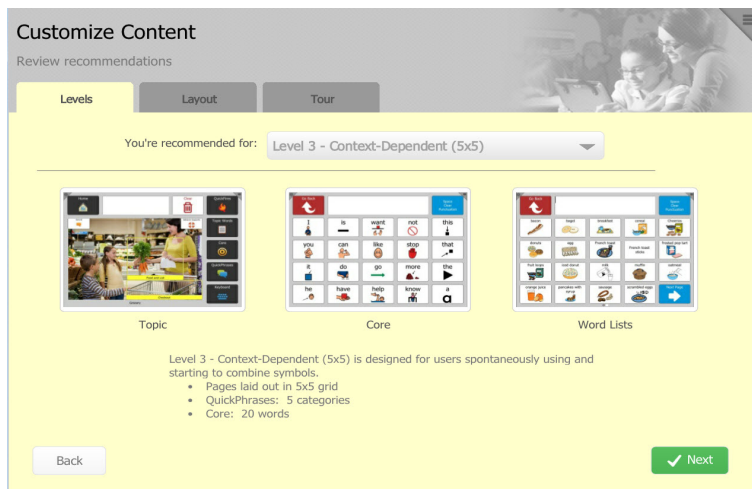


Figure 4.8 Customize Content Screen - Master Page Pageset

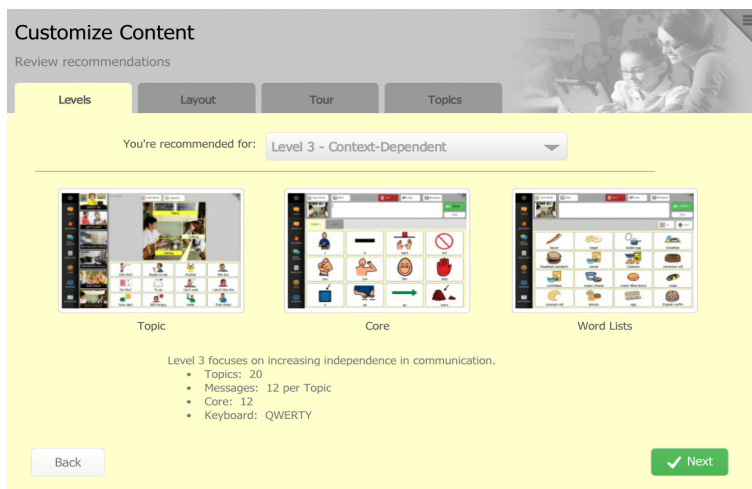


Figure 4.9 Customize Content Screen - NavBar Pageset

i The All Access and Navigator pagesets allow you to choose an access method during the customization process.

When setup is complete, a **Congratulations!** screen will open.

8. From the **Congratulations** screen, you can:
 - View orientation videos. (The **Orientation** tab will, by default, be open. Select the play button to launch the orientation videos.)
 - Select the **myTobiiDynavox** tab for information on the myTobiiDynavox.com website. (See *2 myTobiiDynavox*, page 7.)
 - Select the **Resources** tab for a list of resources available on the myTobiiDynavox.com website to support your use of the Compass software.

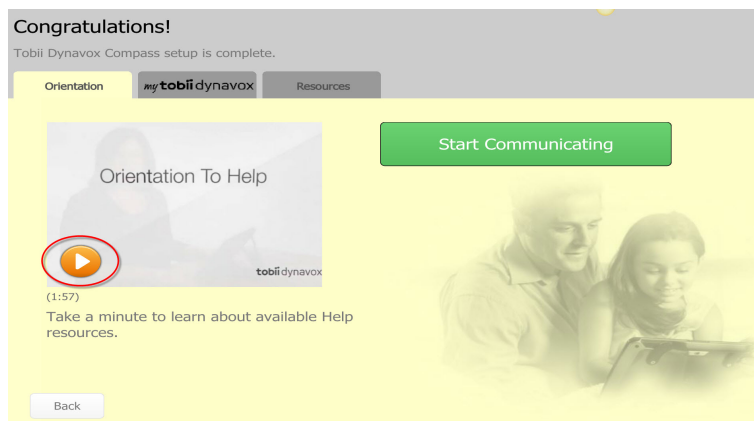


Figure 4.10 Congratulations Screen

When you have viewed the videos and learned about the myTobiiDynavox.com website, select the **Start Communicating** button. You are now ready to start communicating using your Compass software!

i It is important to back up your pageset on a regular basis. See *18 Backing Up and Restoring*, page 82.

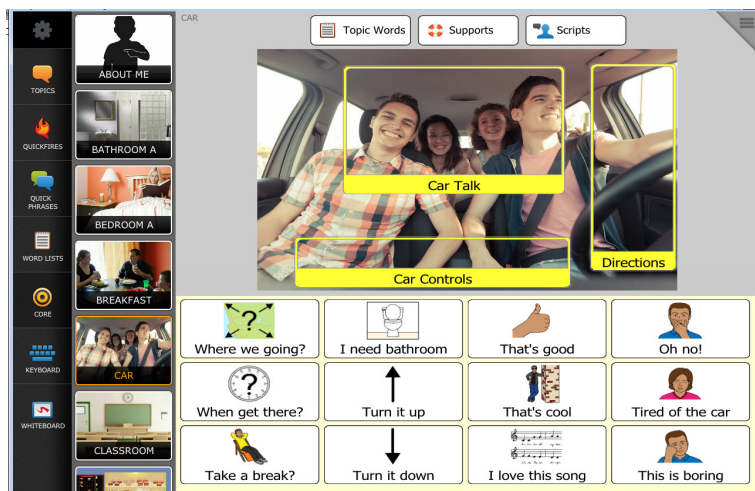
4.2 Compass Pagesets

The Compass software offers a variety of pagesets to provide the best fit for your user's unique strengths and needs.

4.2.1 NavBar Pageset



This pageset is available in English only.



The NavBar pageset offers access to communication topics on a scrolling Navigation Bar (NavBar) and additional tools on a static Toolbar. Both the NavBar and Toolbar are always visible and always accessible. The user does not have to go to a "home page" to switch between communication topics - simply swipe through a customized list of topics. The NavBar pageset utilizes either a visual scene layout with hotspots or a more traditional grid layout. Content in the NavBar Pageset is adjusted based on ability level. The NavBar pageset provides each communicator with a host of integrated communication tools, all of which can be customized for all ages and ability levels.

The NavBar pageset is recommended for children and adults, individuals who have good visual organization skills and would benefit from having access to their communication topics at all times, and individuals who are able to access a dedicated communication device or personal tablet computer with their finger or stylus and who do not need a keyguard.

4.2.2 Master Page Pagesets



This pageset is available in English only.



The Master Page pagesets feature a traditional "master" or "main" page with links to topics and communication tools. The Master Page pagesets can utilize either visual scenes or a grid layout. These pagesets are of a similar design and organization as compared to previous Tobii Dynavox devices. The Master Page pagesets can be customized for all ages and ability levels and are appropriate for keyguard users.

The Master Page pagesets are recommended for children and adults, individuals who have had success with more traditional "grid" based organization and would benefit from having their communication topics organized around a "master page," and individuals who need a keyguard to improve accuracy with direct selections. Alternative access methods such as scanning are also available.

4.2.3 Text-based Pageset



This pageset is available in English only.

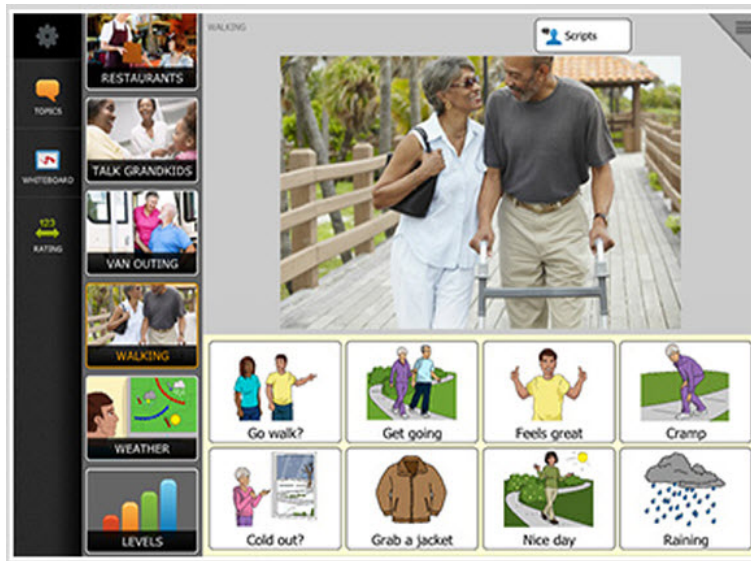


The Text-based pageset offers communication pages with single words and complete messages organized as Topics, Quick-Fires, Keyboards, and other communication tools. The Text-based pageset is designed for literate teenagers and adults, individuals who have minimal to no difficulty reading from an array of pre-programmed words and phrases, and individuals who need a keyguard to improve accuracy with direct selections. Alternative access methods such as scanning are also available.

4.2.4 Stroke & Brain Injury Persona Pageset




This pageset is available in English only.



The Stroke & Brain Injury Persona pageset is the first comprehensive communication pageset designed to address the unique language needs of individuals with aphasia. Designed through extensive research, field-testing, and customer insight, it provides an unmatched solution for those who have had a stroke, brain injury, or other condition resulting in aphasia or other language impairment. The Stroke & Brain Injury Persona pageset provides access to a scrolling navigation bar and additional tools on a static Toolbar. Both are always visible and always accessible. The user needn't go to a "home page" to switch between communication topics. Simply swipe through a customized list of topics. The Stroke & Brain Injury Persona provides each communicator with a host of integrated communication tools.

The Stroke and Brain Injury Persona pageset is recommended for adults, individuals who have communication challenges (e.g., aphasia) as a result of stroke or traumatic brain injury, and individuals who are able to access a dedicated communication device or personal tablet computer with their finger or stylus, and who do not need a keyguard.

4.2.5 WordPower Pageset

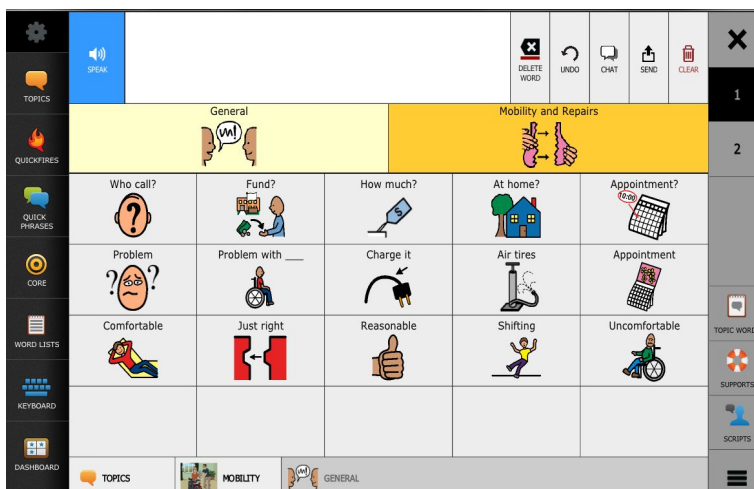
 This pageset is available in English only.



WordPower is a popular core word strategy pageset combining the features of core vocabulary, spelling, and word prediction to create novel messages. Developed by *Nancy Inman, MS, CCC-SLP* as an alternative to traditional keyboards, it is recommended for children through adults with a wide range of ability levels. The WordPower pageset is recommended for children and adults who can benefit from core vocabulary and/or spelling with word prediction. Multiple alternative access methods are available. Communication displays are text based and available with or without symbol support. Individuals with a wide range of communication abilities have utilized this pageset. Access is available with a keyguard or through direct selection or alternative access including scanning.

4.2.6 All Access Pageset

 This pageset is available in English, Dutch, Danish, Norwegian, Spanish, and Swedish.



The All Access pageset is primarily designed to support the communicative needs of individuals who use scanning, a head mouse, or other alternatives to touching the screen with a finger. This one-of-a-kind pageset includes a comprehensive vocabulary that can be separately adjusted based on communicative ability and the number of buttons available at one time. In addition,

the All Access pageset allows individuals to move quickly from page to page, access the device volume and other controls, and completely change settings and layouts by selecting one button. Other innovative features support easy storage of messages on a page, efficient retrieval and editing of messages previously spoken, and a wizard to walk individuals through selecting an access method. While not the primary audience, individuals who can successfully touch the buttons on the screen may also find the organization of the All Access pageset useful.

4.2.7 Navigator Pageset



This pageset is available in English, Dutch, Danish, Norwegian, Spanish, and Swedish.

| | | | | | | |
|--|---|--|--------------------------------------|--|--|---|
| <div>KEYBOARD</div> <div>QUICK PHRASES</div> <div>MESSAGE HISTORY</div> <div>DASHBOARD</div> | <div> <div>DELETE</div> <div>UNDO</div> <div>CHAT</div> <div>SEND</div> <div>CLEAR</div> </div> | | | | | 1 |
| | <div> <div>Greeting/Social</div> <div>Personal Needs</div> <div>Feelings</div> <div>Questions</div> <div>Repairs</div> <div>My Phrases</div> </div> | | | | | 2 |
| | How are you? | | Hi | | | |
| | Do you have a few minutes? | | My name is []. | | | |
| | What's new? | | I use this computer to help me talk. | | | |
| | Pretty good. | | See you later. | | | |
| | Not so good. | | Have a good day. | | | |

The Navigator pageset is designed to support the needs of individuals who are literate and primarily want to use a keyboard to communicate. To support efficient and effective communication, however, the Navigator pageset provides a structure to store topic-specific messages, efficiently access and edit previously spoken messages, and communicate pre-programmed phrases that can be used in a variety of settings. The pageset uses a series of levels to introduce new communication tools and other features in a way that promotes easier learning and more successful use. The Navigator pageset can be accessed in a wide variety of ways, including touching the screen, scanning, and using a head mouse.

4.2.8 LiterAACy Pageset



This pageset is available in German only.



LiterAACy takes a different approach to learning how to read and write. LiterAACy categorizes words by their first letter, so that users with knowledge of the initial sound of a word can access it quickly. On average, a user can access up to 3,000 words by just two selections. These quick wins motivate the student to further develop their reading and writing skills. Using clear symbols, color coding according to the Fitzgerald key, deliberate hiding of letters, and speech output all facilitates the advancements of reading and writing skills even further.

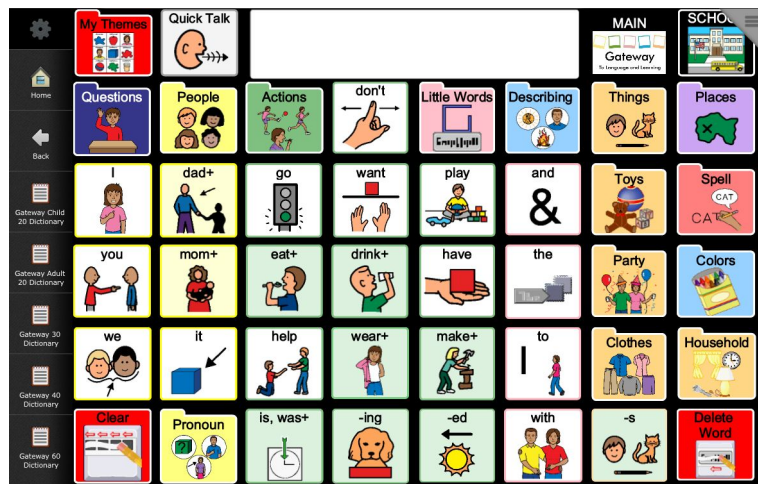
4.2.9 Premium Pagesets

In addition to the pagesets offered with the Compass software, premium pagesets are also available - the Gateway and PODD pagesets.

4.2.9.1 Gateway Pageset




This pageset is available in English and German.



Created by *Dr. Joan Bruno, Ph.D., CCC-SLP*, Gateway is comprised of single words that can be joined together to create longer messages. Gateway has evolved over the years to reflect a variety of developmental levels, types of communicators, and changes in technology.

4.2.9.2 PODD Pageset

 This pageset is available in English only.



PODD, created by *speech pathologist Gayle Porter*, is a way of organizing whole word and symbol vocabulary to provide immersion and modeling as well as a means to express a range of messages in a variety of environments. There are PODD pagesets to provide multiple options to suit the communication and language requirements of different individuals.

The PODD pageset is available in both U.S. English and Australian English versions.

For more information on these premium pagesets, including pricing and ordering information, visit myTobiiDynavox.com.

5 The Settings Menu - Overview

The Compass software is easily customizable and includes powerful editing tools. Customization options and page editing and page creation tools are accessed through the Settings menu.

The **Settings** menu gives the user access to the Page Browser, Editor, Page Creator, Vocabulary, Interface and Toolbar settings, Voice Settings, Rate Enhancement components, ability level settings, the camera and media library, the Remote Manager, access method settings, and backup and restore functions, as well as links to help documentation and videos.

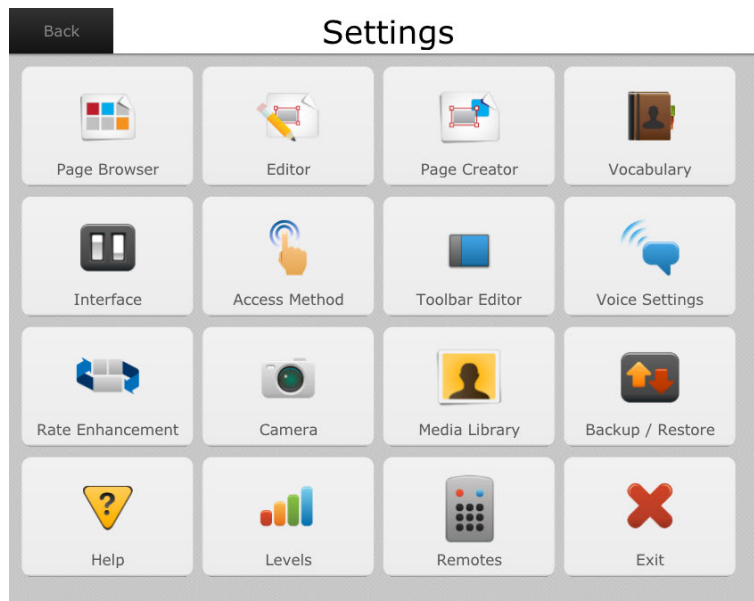


Figure 5.1 Settings Menu


The table below provides an overview of the options available on the **Settings** menu. Detailed information on each of these options is provided as noted.

Table 5.1 The Settings Menu

| | |
|-----------------------|---|
| Page Browser | Quickly opens a page in your pageset. Search for a specific page by name, manage your pages, create, delete, and navigate through the layers of folders and see preview images of pages before opening them. (See <i>10 Page Browser</i> , page 58.) |
| Editor | Opens the Editing Toolbar, which enables you to edit (and create) pages. (See <i>12 The Compass Editor</i> , page 65.) |
| Page Creator | Create an entirely new page - either from a template or based on the layout of an existing page. After you select a template or layout, the Editing Toolbar will open, and you can customize your new page with your own content. (See <i>13 Creating a Page</i> , page 73.) |
| Vocabulary | Your vocabulary (your talk topic choices, word lists, and phrases) was selected when you used the Setup Wizard to select a pageset and is based on your input regarding your age, gender, condition, and communication level. You can edit, copy, delete, change the order of appearance onscreen, and add new vocabulary items. (See <i>8 Vocabulary</i> , page 53.) |
| Interface | Adjust or define how certain objects are presented onscreen. The Interface menu is organized by tab, with each tab pane presenting a different group of controls and options, including general settings, message window settings, button settings, and age and ability level settings. (See <i>6.3 Interface Settings</i> , page 42.) |
| Access Method | Select and customize a selection method. (See <i>6.1 Access Method</i> , page 24.) |
| Toolbar Editor | Personalize the Toolbar - add a new button or folder, edit or delete buttons or folders, hide, or rearrange Toolbar items. (See <i>6.4 Toolbar Editor</i> , page 44.) |

| | |
|-------------------------|--|
| Voice Settings | Select and customize a speaking voice for the Compass software, download new voices, and manage pronunciation exceptions. (See 6.2 <i>Voice Settings</i> , page 38.) |
| Rate Enhancement | Compile a personalized list of abbreviation expansions and activate or deactivate word prediction features, and select message history options. (See 7.1 <i>Abbreviation Expansions</i> , page 47, 7.2 <i>Word Prediction</i> , page 49, and 7.3 <i>Message History</i> , page 50.) |
| Camera | On devices with an integrated camera, snap images that are saved to the media library. (The Camera menu will be grayed out if the device does not have an integrated camera.) (See 16 <i>Camera</i> , page 80.) |
| Media Library | Use the Media Library to store and view your photos and videos. (See 17 <i>Your Media Library</i> , page 81.) |
| Backup/Restore | Create a backup file that saves your customized settings. Restore the backup files you created. Backup and restore either locally or to/from myTobiiDynavox.com . (See 18 <i>Backing Up and Restoring</i> , page 82.) |
| Help | Opens the Help menu with links to access documentation, help videos, and the Knowledgebase. |
| Levels | Depending on the pageset you are using, a Levels button (ability level settings) may be present on the Settings menu. Quickly change the ability level to find the most appropriate tools and content and grid size to fit your user's current needs. (See 9 <i>Ability Levels</i> , page 56.) |
| Remote Manager | The Compass software has the capability on selected devices of remotely controlling electronic equipment. (See 14 <i>The Remotes Manager</i> , page 74.) |



When running on open Windows devices, there is an additional option on the **Settings** menu - **Exit** . This closes the Compass software and returns you to the desktop.

5.1 Open the Settings Menu

There are two methods of opening the Settings menu, depending on whether or not the Toolbar is visible onscreen

5.1.1 Open the Settings Menu if the Toolbar is Visible



Simply select the **Settings** button on the Toolbar. The **Settings** menu will open.

5.1.2 Open the Settings Menu if the Toolbar is Not Visible

1. Select the Modify button in the top right corner of your screen.

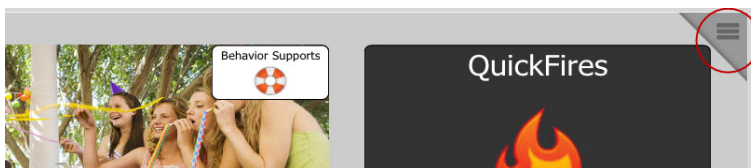


Figure 5.2 Modify Button



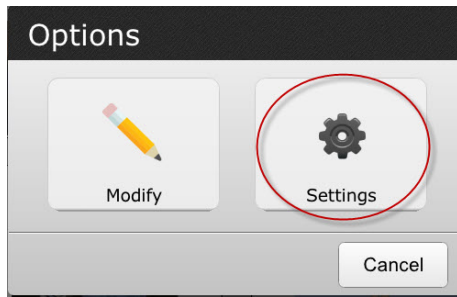
On the All Access and Navigator pagesets, the Modify button is located at the bottom right corner of the



screen.

A dialog will open presenting you with two options

2. Select the **Settings** button. The *Settings* menu will open.



When the Toolbar is enabled, the Settings button will always be visible on your screen. For instructions on enabling the Toolbar, see *6.4 Toolbar Editor, page 44*.

6 Customizing the Compass Software

6.1 Access Method

The Compass software allows you to choose and refine a selection method that best suits your user's needs.

i If you are using the Navigator or All Access pagesets, you will have chosen your access method during initial setup when customizing your pageset.

i To watch a video that explains the various access methods in detail, go to myTobiiDynavox.com and select the video "Making Selections" (**Access Methods**). (This video can be quickly accessed through the **Help** menu. [**Settings > Help > Help Videos.**])

Open the **Settings** menu. (See 5.1 *Open the Settings Menu, page 22*). Then select **Access Method**.

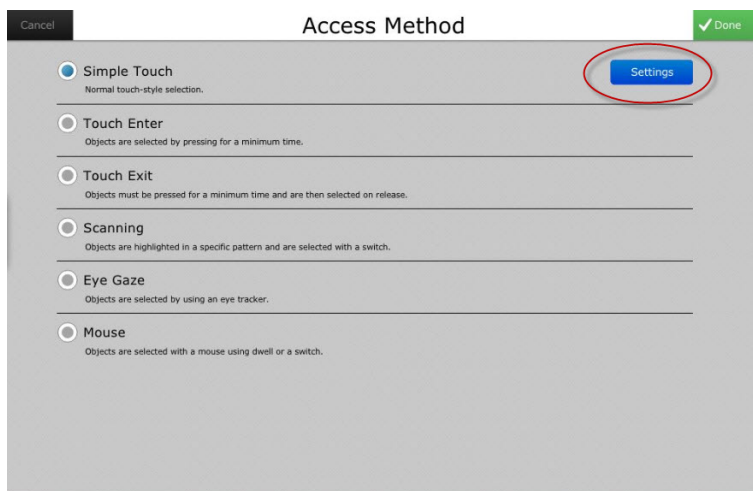


Figure 6.1 Access Method Settings

Simply select the access method that you would like to use.

i Simple Touch is the default access method.

i The Gaze Interaction access method is available only on Tobii Dynavox I-Series devices.

When you make a selection on the **Access Method** menu, a **Settings** button will appear (circled in *Figure 6.1 Access Method Settings, page 24*). Select the **Settings** button to open a menu that will enable you to customize the settings for your selection method.

6.1.1 Simple Touch Settings

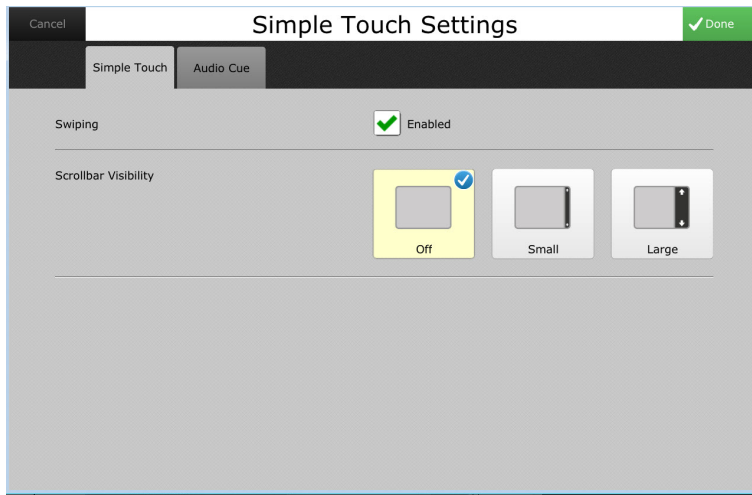


Figure 6.2 Simple Touch Settings Menu

For simple touch, select the check box to enable swiping, and choose from the scrollbar visibility options. Select an audio cue. (See 6.1.8 *Audio Cue*, page 37.)

6.1.2 Touch Enter Settings

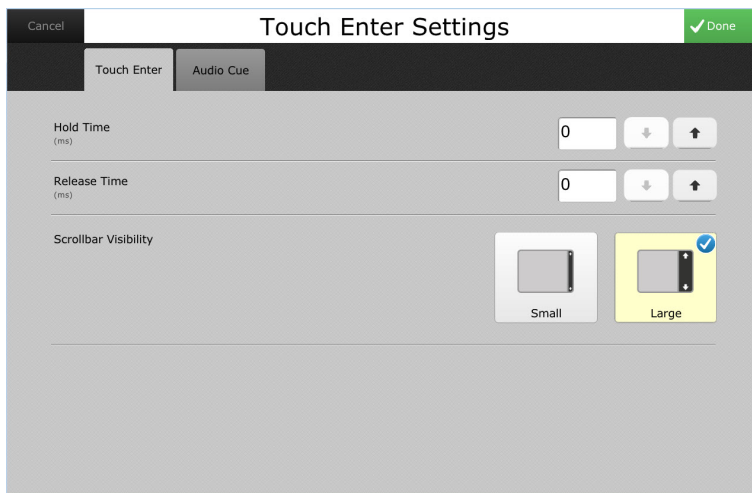


Figure 6.3 Touch Enter Settings Menu

For the touch enter access method, select a hold time and release time, and choose from scrollbar visibility options. Select an audio cue. (See 6.1.8 *Audio Cue*, page 37.)

6.1.3 Touch Exit Settings

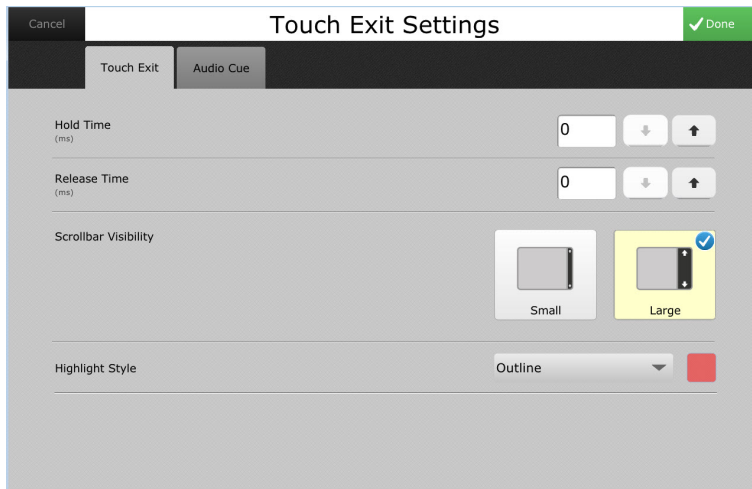


Figure 6.4 Touch Exit Settings Menu

For the touch exit access method, select a hold time and release time, and choose from scrollbar visibility options. Select a highlight style and color (see 6.1.7 *Highlight Style and Color*, page 37) and an audio cue. (See 6.1.8 *Audio Cue*, page 37.)

6.1.4 Scanning Settings

6.1.4.1 Scanning Settings - Scan Type

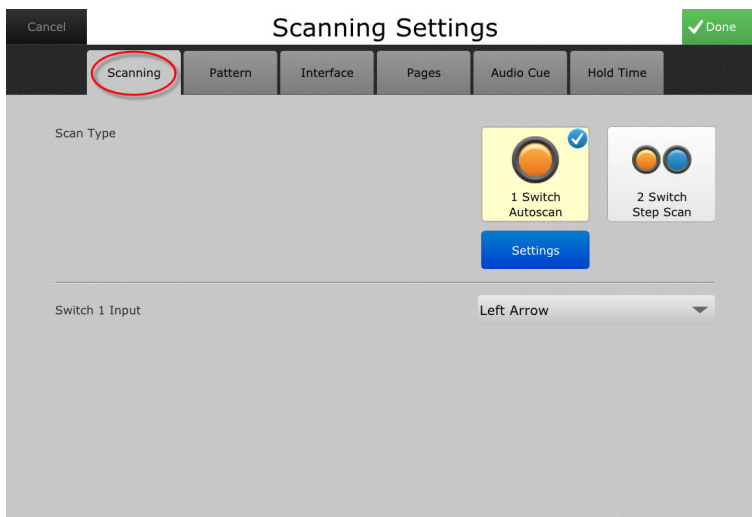


Figure 6.5 Scanning Settings Menu

Select a scan type, 1 switch autoscan or 2 switch step scan

6.1.4.1.1 1 Switch Autoscan

1. Select the blue **Settings** button under **1 Switch Autoscan**. A dialog will open enabling you to select a scan speed. (Use the up and down arrows to adjust the speed.)

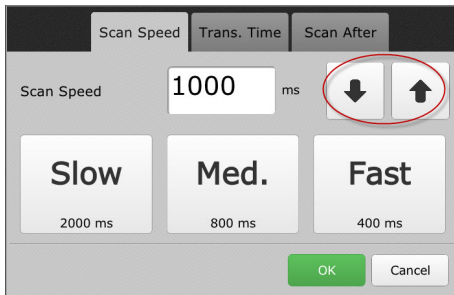


Figure 6.6 Select a Scan Speed

2. Select the **Trans. Time** tab. A dialog will open enabling you to set the transition time (the pause time between levels in the scan pattern). (Use the up and down arrows to adjust the time.)

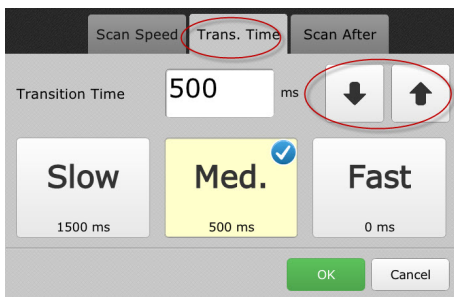


Figure 6.7 Select a Transition Time

3. Select the **Scan After** tab to enable or disable scanning options.

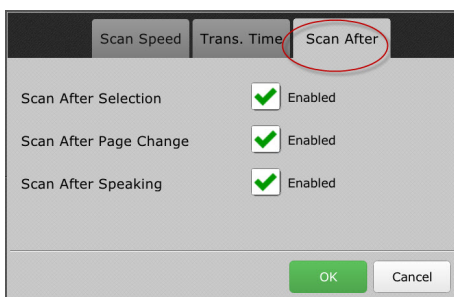


Figure 6.8 Scan After Dialog

4. Select **OK** on the **Scan After** dialog to return to the Scanning Settings menu.

5. On the **Scanning Settings** menu, select a switch input to signal the software to advance the scan highlight.

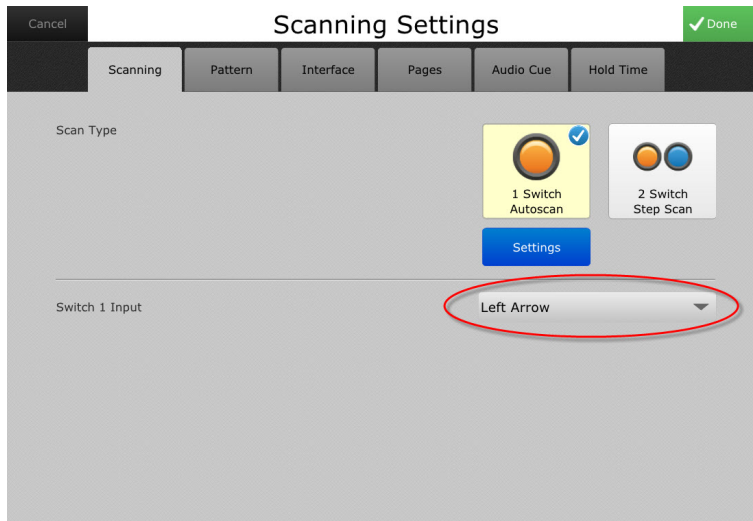


Figure 6.9 Select a Switch Input For 1 Switch Autoscan

6.1.4.1.2 Switch Step Scan

1. Select **2 Switch Step Scan** on the Scanning Settings menu.

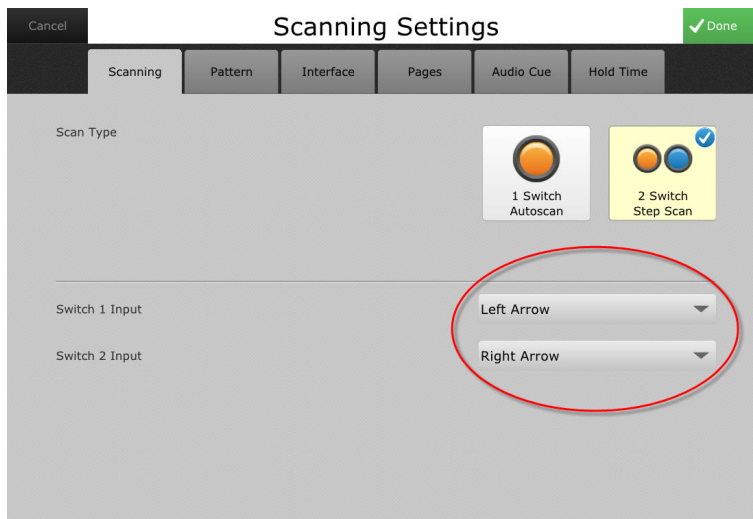


Figure 6.10 Select a Switch Input For 2 Switch Step Scan

2. Select the **Switch 1 Input** drop-down list to choose the keyboard key that will provide a switch input to signal the software to advance the scan highlight.
3. Select the **Switch 2 Input** drop-down list to choose the keyboard key that will provide a switch input to signal the software to make a selection.



The default switch inputs are the left arrow for switch 1 and the right arrow for switch 2.

6.1.4.2 Scanning Settings - Scan Pattern

1. Select the **Pattern** tab on the Scanning Settings menu.

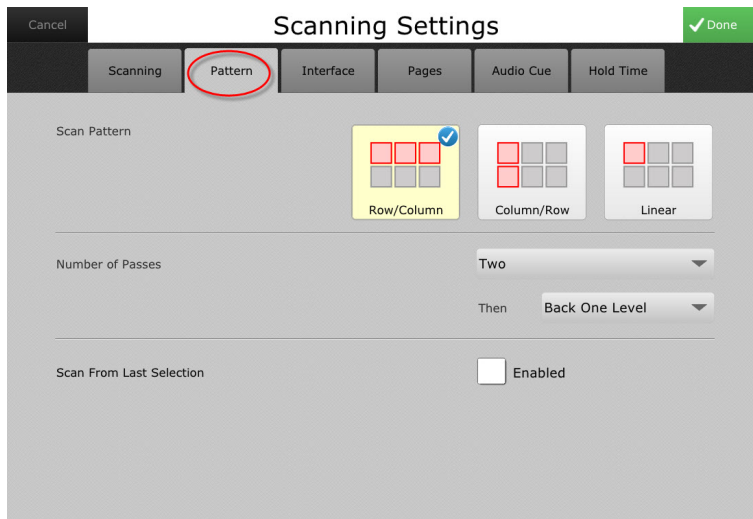


Figure 6.11 Scanning Settings - Pattern Tab

2. Select a scan pattern (row/column, column/row, or linear).
3. Select the number of passes. The software can be set to scan infinitely or to stop scanning if no selection has been made after the page has been scanned a set number of times.
4. To restart scanning where a selection was made, select the Enabled check box next to **Scan from Last Selection**.

6.1.4.3 Scanning Settings - Interface

1. Select the **Interface** tab on the Scanning Settings menu.

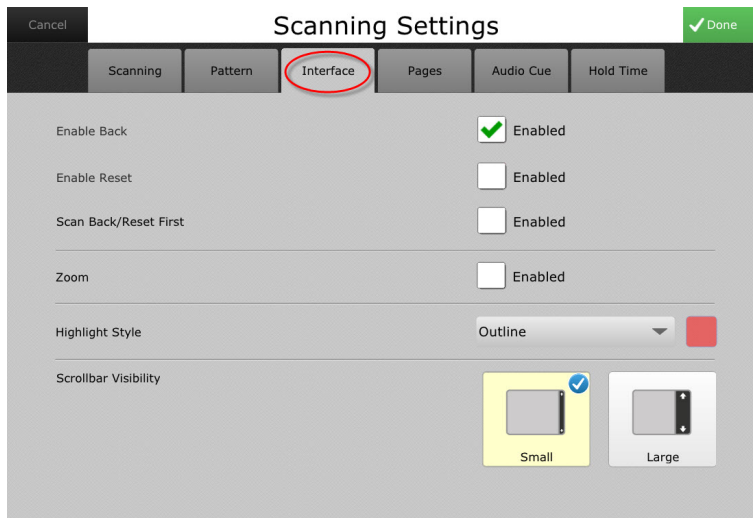


Figure 6.12 Scanning Settings - Interface Tab

2. Select the **Enabled** check box next to **Enable Back** if you want the scan highlight to return to the previous level after a selection has been made.
3. Select the **Enabled** check box next to **Enable Reset** if you want the scan highlight to reinitialize after a selection has been made.
4. Select the **Enabled** check box next to **Scan Back/Reset First** if you want to move the scan icon to the beginning of the scan pattern.
5. To automatically increase the size of each object as it is scanned, select the **Enabled** check box next to **Zoom**.

6. Select a highlight style and color. (See 6.1.7 *Highlight Style and Color*, page 37.)
7. Make a selection next to **Scrollbar Visibility**.

6.1.4.4 Scanning Settings - Pages

1. Select the **Pages** tab on the **Scanning Settings** menu.

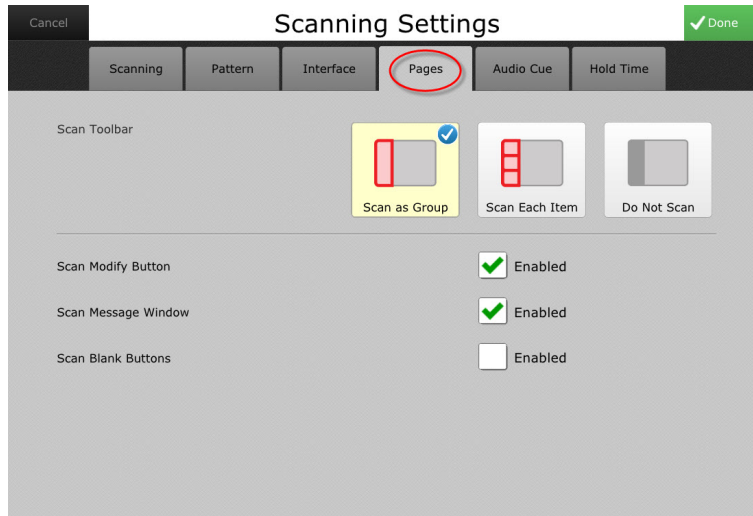


Figure 6.13 Scanning Settings - Pages Tab

2. Next to **Scan Toolbar**, make a selection as to how you want the Toolbar to scan.
3. Select the appropriate **Enabled** check box:
 - To include the Modify button in the scan pattern.
 - To include the message window in the scan pattern.
 - To include blank buttons in the scan pattern.

6.1.4.5 Scanning Settings - Audio Cue

Select the **Audio Cue** tab on the **Scanning Settings** menu. For information on audio cue settings, see 6.1.8 *Audio Cue*, page 37.

6.1.4.6 Scanning Settings — Hold Time

1. Select the **Hold Time** tab on the **Scanning Settings** menu.

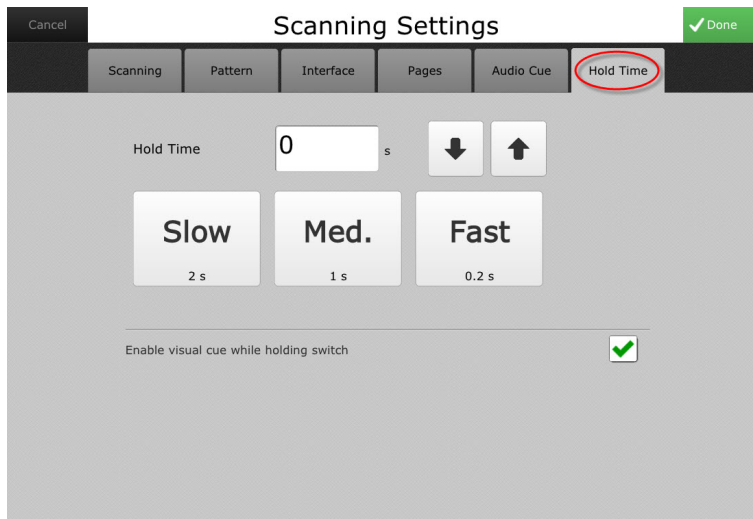


Figure 6.14 Scanning Settings — Hold Time tab

2. Set the hold time using the arrow buttons.

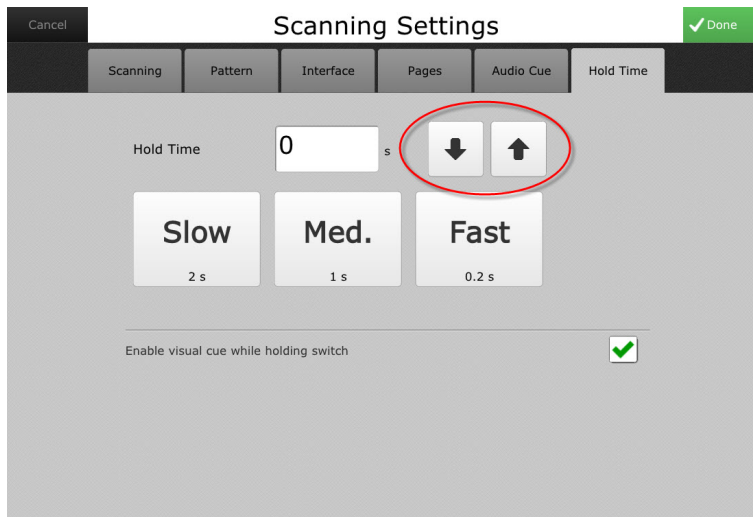


Figure 6.15 Scanning Settings — Hold Time

3. Check the box beside “Enable visual cue while holding switch” to see an animation illustrating the required hold time when the switch is activated.

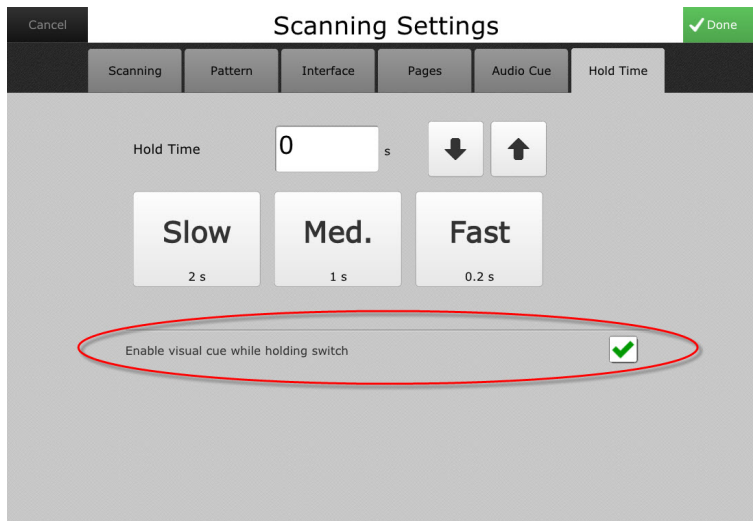


Figure 6.16 Scanning Settings — Enable Visual Cue

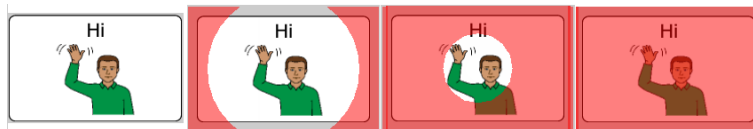


Figure 6.17 Scanning Settings — Scanning Hold Time Visual Cue

6.1.5 Gaze Interaction Settings



Gaze Interaction is available only on Tobii Dynavox I-Series devices.



Figure 6.18 Gaze Interaction Settings Menu

6.1.5.1 Gaze Interaction Settings - View Track Status

Opens the **Track Status** viewer where you can verify that the Gaze Interaction software recognizes the user's eyes and that the user is well positioned in front of the device.

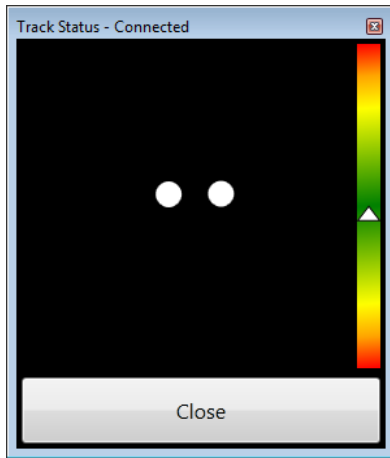


Figure 6.19 Track Status Viewer

The two dots that represent the user's eyes should be in the middle of the viewer. The white triangle in the distance meter on the right side of the viewer should be near the center, in the green, when the optimal distance from the device is reached.

6.1.5.2 Gaze Interaction Settings - Start a New Calibration

Opens a screen that begins the calibration process. The software will automatically calibrate the user's gaze as he or she follows the targets onscreen. When calibration is completed, a dialog will open with the results of the calibration.

6.1.5.3 Gaze Interaction Settings - Pause Eye Tracking

When this feature is enabled, a Pause icon appears onscreen - the user can temporarily stop gaze interaction to rest his or her eyes.



Users can also add their own pause and resume eye tracking buttons to pages by using the actions *PauseEyeTracking()* and *ResumeEyeTracking()*.

6.1.5.4 Gaze Interaction Settings - Activation Settings

Select an activation method:

- **Dwell Settings**
Dwell activation allows the user to select by directing their gaze consistently on an object for a set amount of time (dwell time).
Select **Dwell**, then select the **Settings** button under **Dwell**. The **Dwell Settings** dialog will open. Select a dwell time.
- **Switch Settings**
Switch activation allows the user to select by pressing an accessory switch or keyboard key.
Select **Switch**, then select the **Settings** button under Switch. A dialog will open.
 - Select an activation time. Then select **OK**.
 - Select the **Wait Time** tab, and select the time between switches. Then select **OK**.
 - Select the **Switch** tab, and select a switch input. (If you are not using the switch ports on the device.) Then select **OK**.
- **Blink Settings**
Blink activation allows the user to select by blinking their eyes for a set amount of time (blink time).
Select **Blink**, then select the **Settings** button under Blink. A dialog will open.
 - Select a minimum blink time. Then select **OK**.

- Select the **Max. Time** tab, then select a maximum blink time. Then select **OK**.

6.1.5.5 Gaze Interaction Settings - Feedback

Select the **Feedback** tab on the **Gaze Interaction Settings** menu. Select a color, size, and type of feedback target to be used during use.

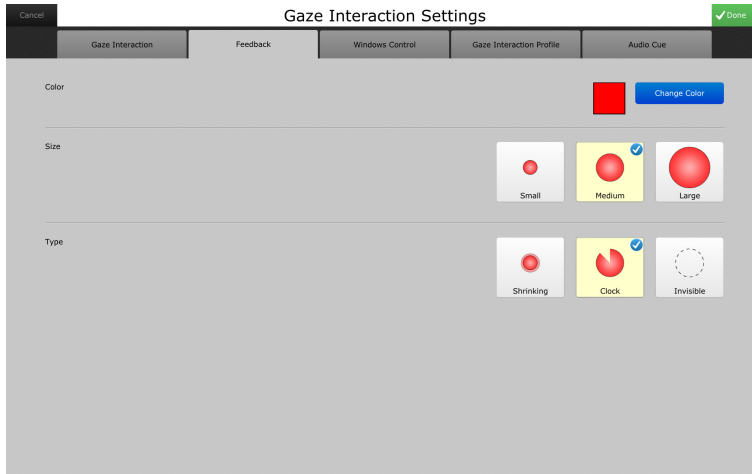


Figure 6.20 Gaze Interaction Settings Menu - Feedback Tab

6.1.5.6 Gaze Interaction Settings - Windows Control

Select the **Windows Control** tab on the **Gaze Interaction Settings** menu to set the mode of desktop access.



Figure 6.21 Gaze Interaction Settings Menu - Windows Control Tab

6.1.5.6.1 Gaze Selection

Gaze selection mode of Windows control makes it possible for the user to control a standard Windows desktop operating system with a two-step selection method, which reduces the risk of unwanted clicks.

6.1.5.6.2 Mouse Emulation

The mouse emulation mode makes it possible for the user to emulate and control a standard PC mouse pointer on the screen.

6.1.5.7 Gaze Interaction Settings - Gaze Interaction Profile

Select the **Gaze Interaction Profile** tab on the **Gaze Interaction Settings** menu.

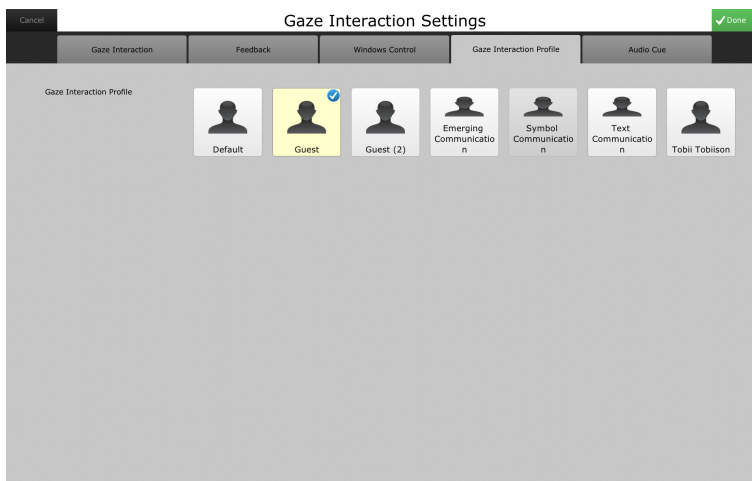


Figure 6.22 Gaze Interaction Settings Menu - Gaze Interaction Profile Tab

The **Gaze Interaction profile** tab is used to switch between different Gaze Interaction profiles. Profiles can be created using the **Gaze Interaction Settings** program on your desktop.

6.1.5.8 Gaze Interaction Settings - Audio Cue

Select the **Audio Cue** tab on the **Gaze Interaction Settings** menu. For information on audio cue settings, see *6.1.8 Audio Cue, page 37*.

6.1.6 Mouse Settings

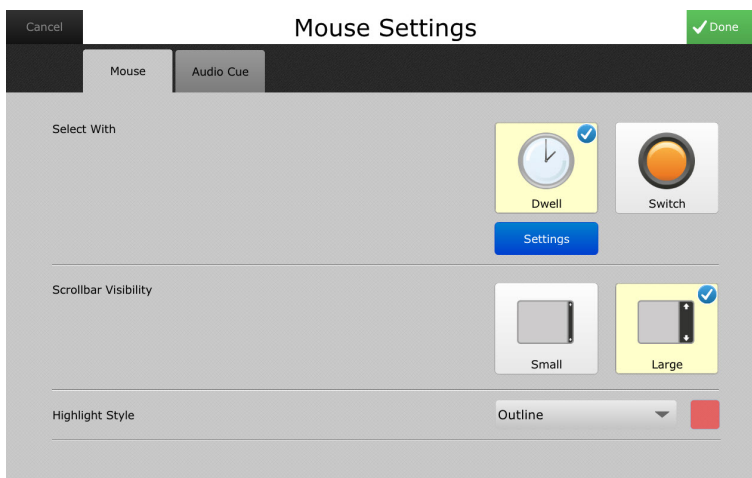


Figure 6.23 Mouse Settings Menu

6.1.6.1 Mouse Settings - Select With

6.1.6.1.1 Dwell

Dwell activation allows the user to select by placing the cursor over an object for a set amount of time (dwell time).

1. Select **Dwell**.

2. Select the blue **Settings** button under **Dwell**. A dialog will open enabling you to select a dwell time. (Use the up and down arrows to adjust the time.)

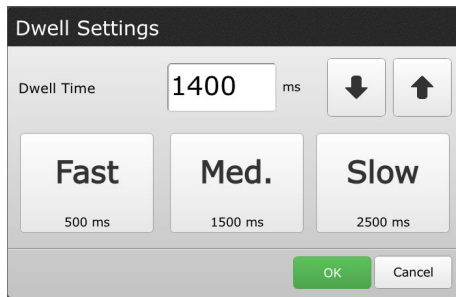


Figure 6.24 Dwell Time Settings

6.1.6.1.2 Switch

Switch activation allows the user to select by pressing an accessory switch or keyboard key.

1. Select **Switch**.
2. Select the blue **Settings** button under **Switch**.

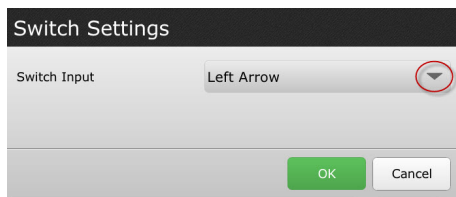


Figure 6.25 Switch Settings - Switch Input

3. Select a switch input.
4. Select **OK**.

6.1.6.2 Mouse Settings - Scrollbar Visibility

Choose from scrollbar visibility options.

6.1.6.3 Mouse Settings - Highlight Style and Color

Choose a highlight style and color. (See 6.1.7 *Highlight Style and Color*, page 37.)

6.1.6.4 Mouse Settings - Audio Cue

Select the **Audio Cue** tab on the **Mouse Settings** menu. For information on audio cue settings, see 6.1.8 *Audio Cue*, page 37.

6.1.7 Highlight Style and Color

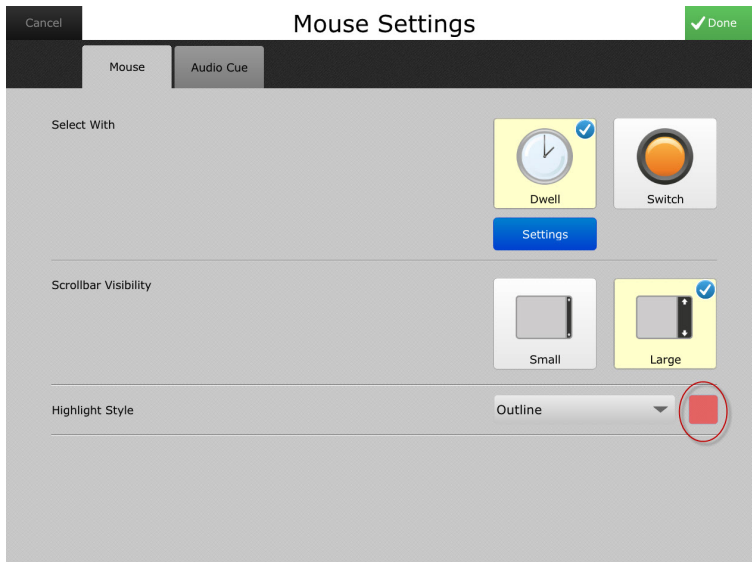


Figure 6.26 Highlight Style and Color in Mouse Settings Menu

1. Use the **Highlight Style** drop-down list to select how selected objects will visually stand out on the page.



Highlight styles

1. No Highlight
 2. Outline
 3. Invert
 4. Overlay
2. Select the Color button (circled in *Figure 6.26 Highlight Style and Color in Mouse Settings Menu*, page 37). The **Color Selector** dialog will open. Select a highlight color. (You can also create a custom color using the **Color Selector** dialog.)

6.1.8 Audio Cue

An audio cue is a single word or short message that is played to identify an object when the cursor (or scanning highlight) moves over the object. You can select a different voice to speak audio cues than the voice you use for regular communication. You can enable or disable audio cues, choose the volume and speech rate for the voice you've chosen, and boost the sound level.

An Audio Cue tab is available on the Settings menus for all the access methods.

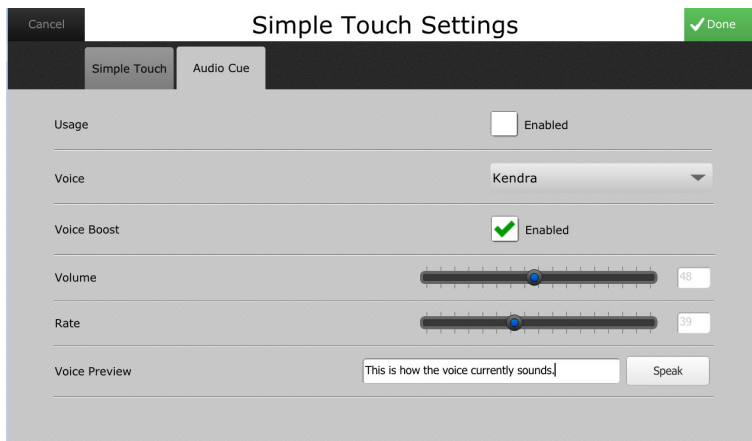




Figure 6.27 Audio Cue Tab on Simple Touch Settings Menu


 On some devices, you will have the option to choose between private or public output for the audio cue.

 The audio cue defaults to the object's label.


1. Select the check box next to **Usage** to enable audio cues.
2. Select a voice for audio cues from the **Voice** drop-down list.

 For information on downloading voices from myTobiiDynavox.com, see 6.2 *Voice Settings*, page 38.

3. Select the check box next to **Voice Boost** to enable the volume boosting feature.


 If you notice the speech is "breaking up," disable the Voice Boost feature.

4. Use the **Volume** slider to set the volume from 0 to 100.
5. Use the **Rate** slider to adjust the speaking rate. Dragging the slider from left to right increases the speech rate. Select the **Speak** button to the right of **Voice Preview** to hear how the voice and rate of speech you have selected sounds. You can change the voice and increase or decrease the rate of speech until you are happy with the voice and the speaking rate you have chosen.

 The default text in the **Voice Preview** text box is, "This is how the voice currently sounds." To change the text in the text box, select it and enter your own personalized message.

6.2 Voice Settings

You can select and customize a speaking voice for the Compass software as well as manage pronunciation exceptions for frequently used words.

 You can select a different speaking voice for audio cues. (See 6.1.8 *Audio Cue*, page 37.)

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Voice Settings**.

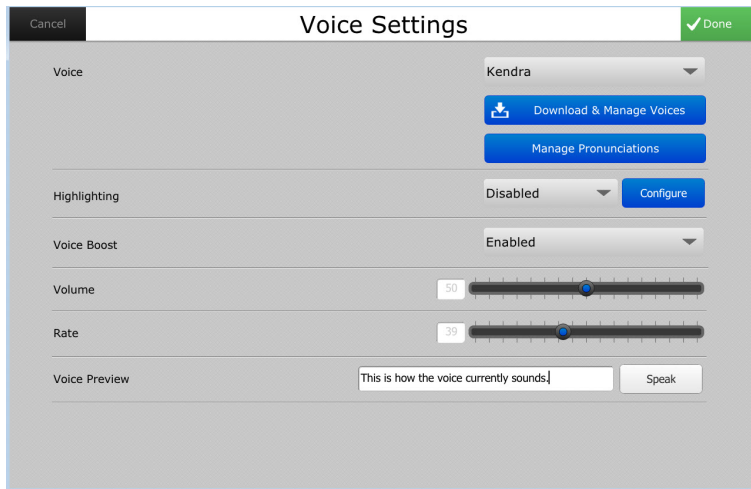


Figure 6.28 Voice Settings

6.2.1 Voice

Select a speaking voice from the Voice drop-down list.

6.2.2 Download & Manage Voices

Select the **Download & Manage Voices** button to download voices from myTobiiDynavox.com and install them.

When you select the **Download & Manage Voices** button, the **Manage Voices** menu will open.

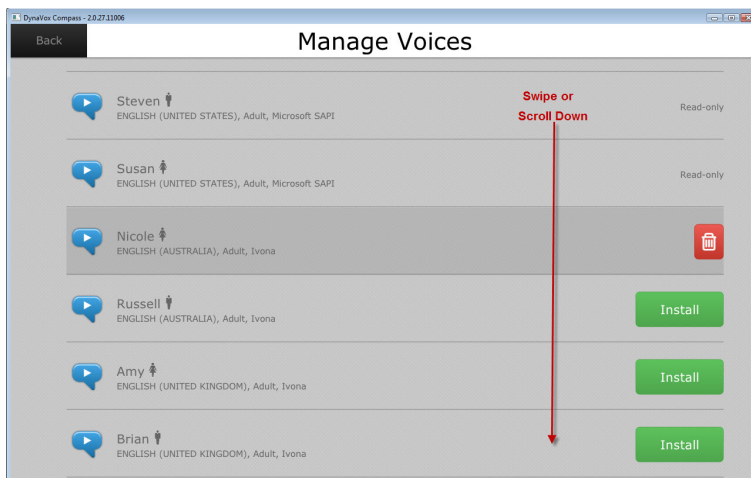


Figure 6.29 Manage Voices Menu

Select a voice, then select the **Install** button to download and install the voice, or select the **trashcan** icon to delete it.



Certain voices are designated as **Read Only** and cannot be deleted.

6.2.3 Manage Pronunciations

The speaking voice may not always say words correctly - especially in the case of proper names and some foreign-derived words. You can save alternate text or phonetic spellings of words to correct any pronunciation problems.

1. Select the **Manage Pronunciations** button on the **Voice Settings** menu. The **Pronunciation Exceptions** menu will open.
2. Select the **Manage** button at the top right corner of the screen.
3. Select either the **New Text Exception** or the **New Phoneme Exception** button.
4. A dialog will open. Use the onscreen keyboard to type the proper spelling of the word, and then type the phonetic spelling (or select the appropriate phonemes). Then select **Save** (or **OK** for phonemes) to close the dialog and save the pronunciation exception.

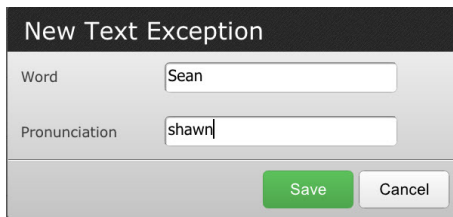
A dialog box titled "New Text Exception" with a dark header. It contains two input fields: "Word" with the text "Sean" and "Pronunciation" with the text "shawn". At the bottom right are two buttons: "Save" (green) and "Cancel" (grey).

Figure 6.30 Text Exception Dialog

6.2.4 Highlighting

You can choose whether or not you want the text in the message window to be highlighted when it is spoken. You can then select a highlight style and color.

To enable highlighting, select the checkbox next to **Highlighting**.

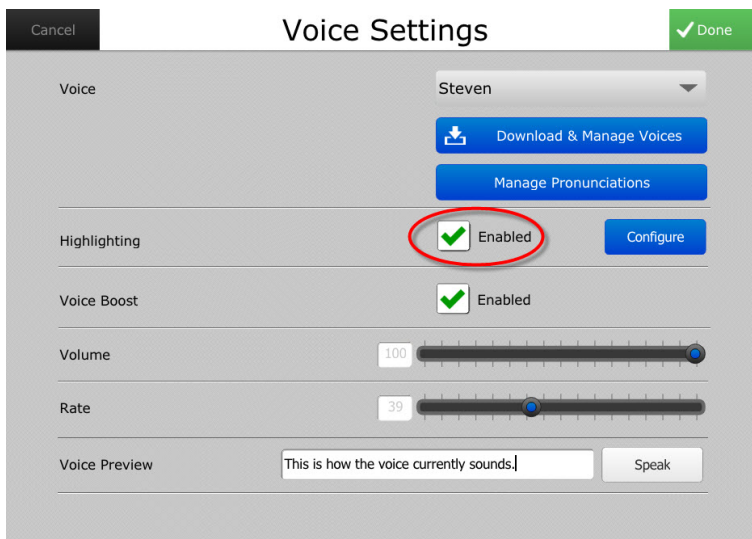
A screenshot of the "Voice Settings" screen. At the top are "Cancel" and "Done" buttons. The "Voice" section shows a dropdown for "Steven" and buttons for "Download & Manage Voices" and "Manage Pronunciations". The "Highlighting" section has a checked checkbox and the word "Enabled", with a "Configure" button next to it. Below are "Voice Boost" (checked), "Volume" (slider at 100), and "Rate" (slider at 39). At the bottom is a "Voice Preview" section with a text input containing "This is how the voice currently sounds." and a "Speak" button. The "Highlighting" checkbox is circled in red.

Figure 6.31 Highlighting Enabled

Then select the **Configure** button to open the **Highlighting** menu.

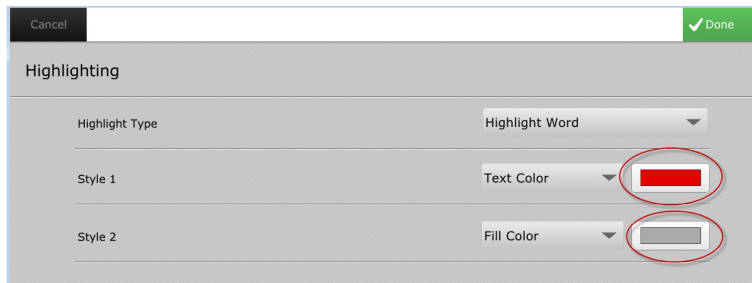


Figure 6.32 Highlighting Menu

1. Use the **Highlight Type** drop-down list to choose what you want highlighted when the message window is selected
 - **Highlight Word** - Each word will be highlighted as it is spoken.
 - **Highlight Word and Symbol** - Each word and its corresponding symbol will be highlighted as the word is spoken.
 - **Highlight Sentence** - Each sentence will be highlighted as it is spoken.
 - **Highlight Sentence and Word** - Each sentence will be highlighted (with Highlight Style 2) as it is spoken. Each word will be highlighted (with Highlight Style 1) as it is spoken.
2. Use the **Style 1** and **Style 2** drop-down lists to choose the style of highlighting when the message window text when is spoken.



Highlight Style 2 will only apply when you select the **Highlight Sentence and Word** option in the **Highlight Type** drop-down list.

Select from the following highlight styles:

- **Fill Color** - The word (or sentence) will be highlighted with the color you choose.
 - **Outline Color** - The word (or sentence) will be outlined with the color you choose.
 - **Invert** - The text and the text background color will switch. (For example, if the text is black, and the background is white, the text will appear white and the text background, black.)
 - **Text Color** - The text in the word or sentence will change to the selected color as it is spoken.
3. Choose a color for Highlight Styles 1 and 2.
Select the color button to the far right of Style 1 drop-down list (circled in *Figure 6.32 Highlighting Menu, page 41*). The **Choose Color** dialog will open.

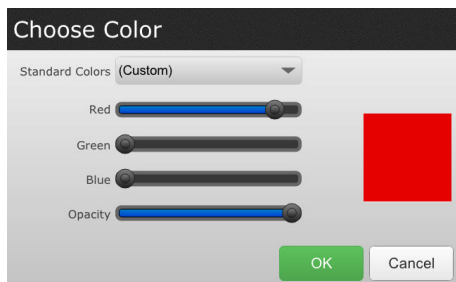


Figure 6.33 Choose Color Dialog

- a. Select a color for the highlight.



You can choose a color from the **Standard Colors** drop-down list on the **Choose Color** dialog, or you can use the **Red**, **Green**, and **Blue** and **Opacity** slider bars to create a custom color.

- b. Select **OK** to close the **Choose Color** dialog and save your color choice.
- c. Select the Color button to the right of the **Style 2** drop-down list. Repeat steps a and b above to choose a color for Highlight Style 2.

6.2.5 Voice Boost

Clear the checkbox next to **Voice Boost** to disable the volume boosting feature.



If you notice the speech is "breaking up," disable the Voice Boost feature.

6.2.6 Volume

Use the **Volume** slider to set the volume from 0 to 100.

6.2.7 Rate

Use the **Rate** slider to adjust the speaking rate. Dragging the slider from left to right increases the speech rate.

6.2.8 Voice Preview

Select the **Speak** button to the right of **Voice Preview** to hear how the voice and rate of speech you have selected sounds. You can change the voice and increase or decrease the rate of speech until you are happy with the voice and the speaking rate you have chosen.

6.3 Interface Settings

Use the **Interface Settings** menu to adjust or define how certain objects are presented onscreen. The Interface Settings menu is organized by tab, with each tab pane presenting a different group of controls and options.



Interface settings options may vary, depending on the pageset you are using. The NavBar pageset is used as an example here.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Interface**. The **Interface Settings** menu will open to the default **General Settings** tab.

6.3.1 General Settings

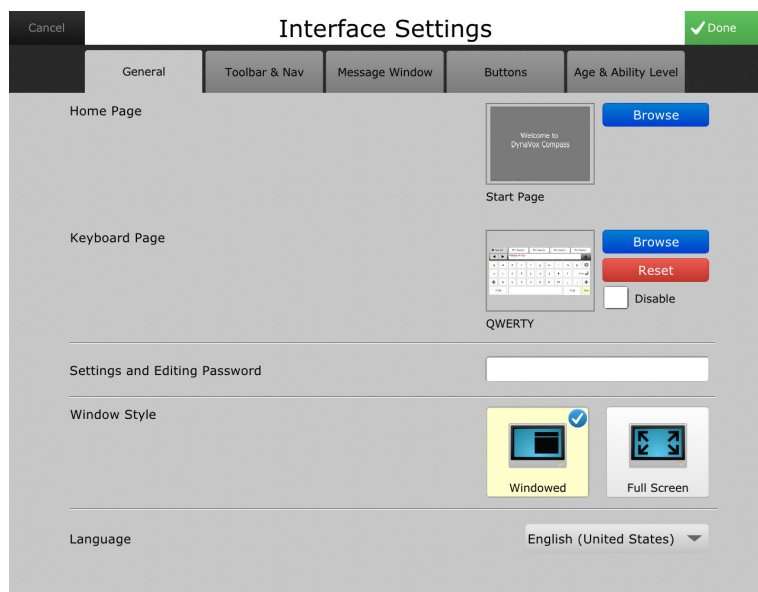


Figure 6.34 Interface Settings - General Settings

Select a Home Page and Keyboard page. Password-protect page editing and access to the **Settings** menu, and choose a language, choose a window style and language.



On Android devices, you also have the option of locking the Android Toolbar.

When you have finished customizing your general settings, select the green **Done** button at the top right corner of the screen.

6.3.2 Toolbar and Navigation Bar Settings

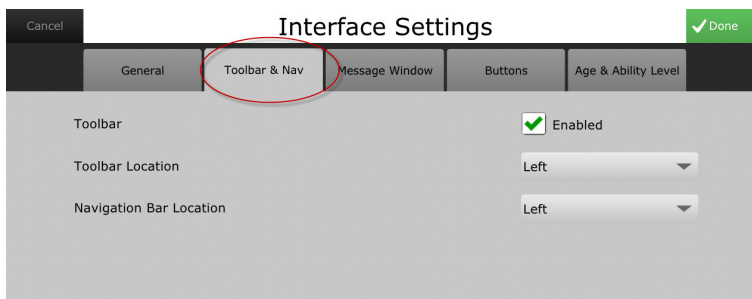


Figure 6.35 Interface Settings - Toolbar and NavBar Settings

Select a location for your Toolbar and Navigation bar, and enable or disable (hide) the Toolbar.

6.3.3 Message Window Settings

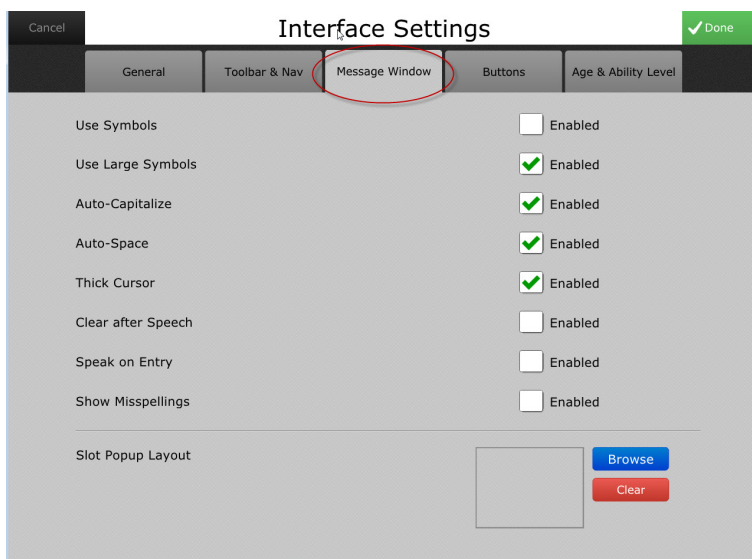


Figure 6.36 Interface Settings - Message Window Settings

Customize the settings for your message window: use symbols, use large symbols, auto-capitalize words at the beginning of a sentence, auto-space between words, use a thicker, more visible cursor, clear the message window after speech, speak as words are entered into the message window, show misspellings, and select a custom slot popup layout.

Select the **Browse** button to open the **Page Browser** and search for a popup to use for slots (in some pagesets).

When you have finished customizing your message window settings, select the green **Done** button at the top right corner of the screen.

6.3.4 Button Settings

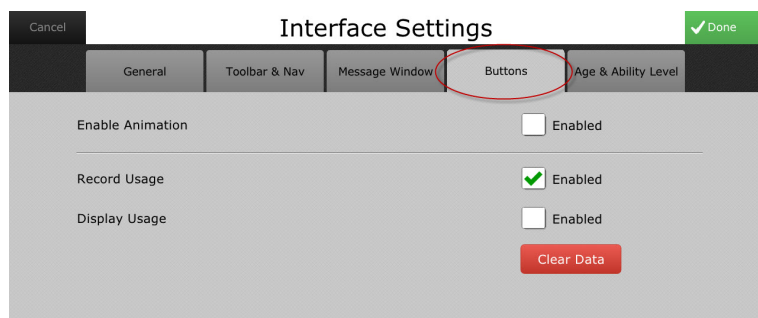



Figure 6.37 Interface Settings - Button Settings

Track button usage.

 The animation feature is not available at this time.

When you select **Enabled** and **Display Usage**, usage counts will appear on each button. (See *Figure 6.38 Display Button Usage (Example)*, page 44.) To reset the button usage counts back to zero, press the Clear Data button.

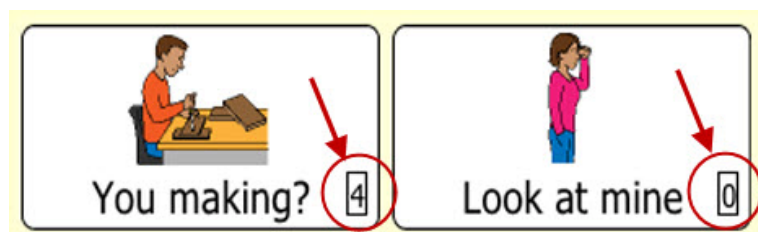


Figure 6.38 Display Button Usage (Example)

When you have finished customizing your button settings, select the green **Done** button at the top right corner of the screen.

6.3.5 Age & Ability Level Settings

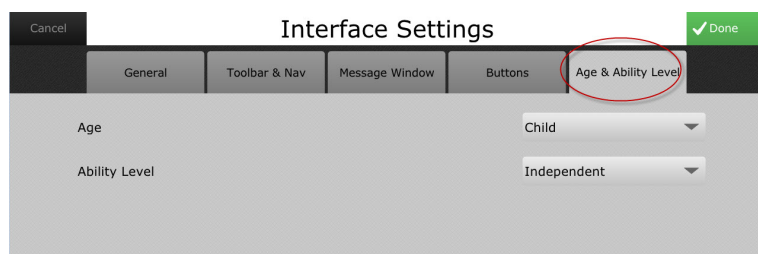


Figure 6.39 Interface Settings - Age & Ability Level

Changes the content based on your selection of age and ability level.

When you have finished customizing your age and ability level settings, select the green **Done** button at the top right corner of the screen.

6.4 Toolbar Editor

You can personalize the Toolbar - add a new button or folder, edit or delete buttons or folders, move them up or down the Toolbar, and hide items on the Toolbar.



Toolbar settings options may vary, depending on the pageset you are using. The NavBar pageset is used as an example here.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Toolbar Editor**. This menu shows all of the buttons and folders - both hidden and visible - in your Toolbar.



Figure 6.40 Configure Toolbar Settings

Select **Manage** at the top right corner of the screen to edit the Toolbar. A button bar will open at the top of the **Configure Toolbar** menu that will let you edit your Toolbar.

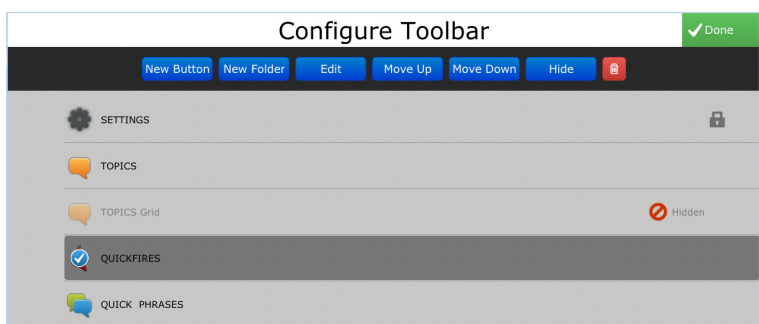



Figure 6.41 Button Bar on Configure Toolbar Menu

- Select **New Button** or **New Folder** to open a dialog and add a new button or folder

Toolbar Button

Name:

Icon: 

Command:

Visibility: ☒ Show

Touch Only: ☐ Enabled

Figure 6.42 New Button

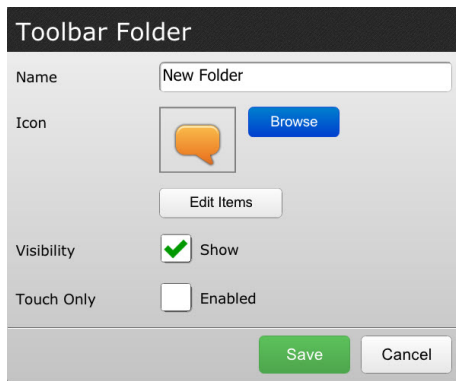


Figure 6.43 New Folder

- To edit a folder or button - select it (a blue check mark will appear on the object), and then select **Edit**. The **Toolbar Button** or **Toolbar Folder** dialog will open to allow you to edit the object.

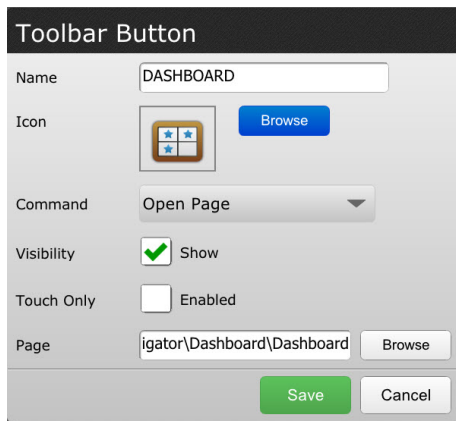


Figure 6.44 Edit Toolbar Item




If you select the **Open Page** command, you must also designate the page that will open when the button is selected.

- To move a Toolbar button or folder, select it, then select **Move Up** or **Move Down**.
- To hide a Toolbar button or folder select it, then select **Hide**.
- To show a hidden item, select **Show**.



Selecting a hidden item in the list will change the **Hide** button to **Show** on the button bar.

- To delete an item, select it, then select the trashcan  icon.

When you have finished customizing your Toolbar settings, select the green **Done** button at the top right corner of the screen.

7 Rate Enhancement

The Compass software offers rate enhancement features that can help the user communicate more quickly and efficiently.

Both abbreviation expansions and word prediction allow the user to enter only a few letters in the message window using the onscreen keyboard, and the software will anticipate word choices.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu, page 22.*) Then select **Rate Enhancement**.

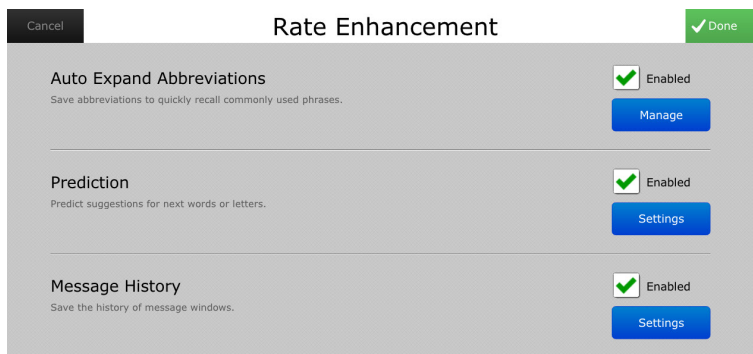


Figure 7.1 Rate Enhancement Settings

7.1 Abbreviation Expansions

You can compile your own list of abbreviations for frequently used words (for example, names of friends, family, places, pets, etc.).



Make sure that the **Auto Expand Abbreviations** check box in the **Auto Expand Abbreviations** section of the **Rate Enhancement** menu is selected to use the abbreviations you create.

7.1.1 To Add an Abbreviation Expansion

1. Select the **Manage** button in the **Auto Expand Abbreviations** section, and the **Abbreviation Expansions** menu will open.



Figure 7.2 Abbreviation Expansions Menu

2. Select the **Manage** button. A button bar will open.

3. Select the **New** button, and the **Edit Abbreviation Expansion** dialog will open.

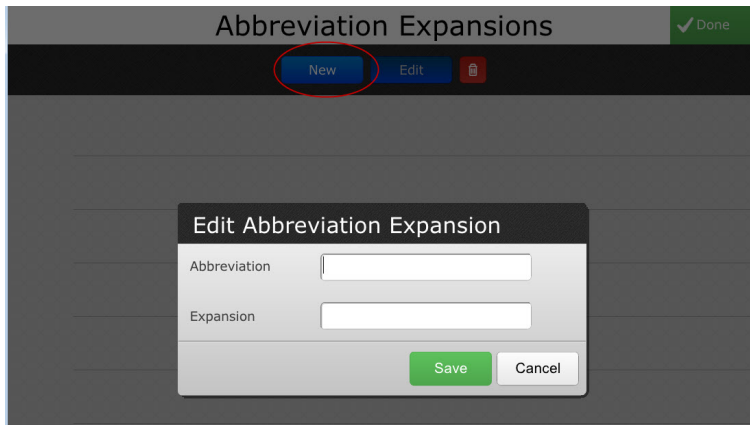


Figure 7.3 New Abbreviation Expansion

4. In the **Abbreviation** text box, use the system keyboard to type a few letters that represent the word you are abbreviating. (For example, enter "fl" for "Fluffy.")
5. Type the entire word in the **Expansion** text box.
6. Select **Save**.
7. Select **Done** in the upper right corner of the screen.

To expand the abbreviation, just type it into the message window. It will automatically expand after entering a space.



Please note that the abbreviation must be entered into the message window exactly as it appeared when you created it. For example, if the abbreviation you created is "als" (without spaces between the letters), entering "a l s" into the message window will not expand.

7.1.2 Edit an Abbreviation Expansion:

1. Select the **Manage** button in the **Auto Expand Abbreviations** section, and the **Abbreviation Expansions** menu will open.



Figure 7.4 Abbreviation Expansions Menu

2. Select the **Manage** button. A button bar will open.
3. Select the abbreviation exception you want to edit.

4. Select the **Edit** button, and the **Edit Abbreviation Expansion** dialog will open.

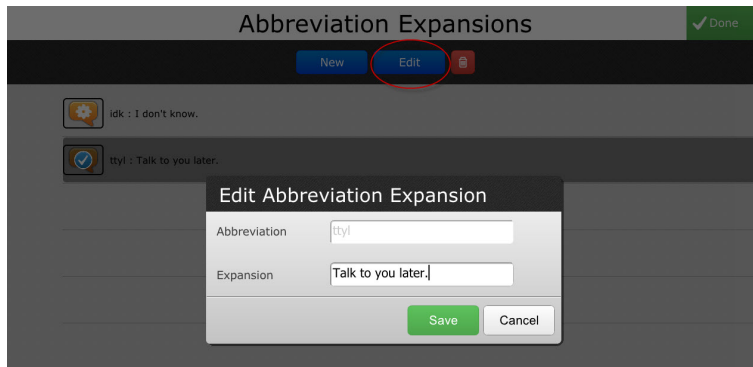


Figure 7.5 Edit Abbreviation Expansion

5. Make your changes in the **Expansion** text box.
6. Select **Save**.
7. Select **Done** in the upper right corner of the screen.

7.2 Word Prediction

Word prediction can be used on any page that includes a message window and predictor buttons. As the user composes a message, the prediction feature anticipates word choices and displays vocabulary options for quick selection - these vocabulary options are displayed on the predictor buttons.

You can activate and deactivate prediction features using the **Rate Enhancement** menu.



Figure 7.6 Word Prediction Settings on Rate Enhancement Menu

1. Select the **Settings** button in the **Prediction** section of the **Rate Enhancement** menu, and the **Prediction Settings** menu will open.



Make sure the **Enabled** check box is selected. Word prediction is enabled by default. Clear the check box to disable automatic word prediction.

| Prediction Settings | |
|---|---|
| Show Symbols with Predictions | <input checked="" type="checkbox"/> Enabled |
| Predict Words Only Once | <input type="checkbox"/> Enabled |
| Context Prediction Off | <input type="checkbox"/> Enabled |
| Next Letter Prediction | <input type="checkbox"/> Enabled |
| Don't Predict Words on Buttons | <input type="checkbox"/> Enabled |
| Enable Prediction Learning | <input checked="" type="checkbox"/> Enabled |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

Figure 7.7 Prediction Settings

2. Select or clear the following check boxes on the Rate Enhancement menu to enable/disable the following word prediction features:
 - **Show Symbols with Predictions** - This feature is also enabled by default. Clear the check box to hide symbols.
 - **Predict Words only Once** - When the **Predict Words only Once** check box is selected, the user has only one chance to select a word in a predictor button. If a word is not selected, that word will not be predicted again until after the user completes the word he or she is entering - by adding ending punctuation or a space.
 - **Context Predictions Off** - When this feature is enabled, the Compass software will not anticipate word selections based on the grammatical structure or word sequence of the sentence being entered.
 - **Next Letter Prediction** - On a keyboard, when this feature is enabled, any letters that would not be a feasible option based on the letter or sequence of letters entered will not be predicted.
 - **Don't Predict Words on Buttons** - When this feature is enabled, a word that already appears on a button on the current page will not be predicted.
 - **Enable Prediction Learning** - Prediction learning enables the Compass software to learn frequently used words and add these words as prediction options.

7.3 Message History



Toolbar message history functionality is currently available in the Navigator and All Access pagesets only.

Message History stores anything that has been spoken or entered into the message window. The message history can be used to repeat a message, to save the message to a topic or to another page, or to compose an email.

You can choose the amount of time (one week to forever) that messages will be stored in the message history.

Message history can be searched by keyword. Single items can be deleted from message history or the entire history can be cleared.

Message history settings are selected through the **Rate Enhancement** menu.

Access your message history through the **Message History** topic on the Toolbar of your Navigator, All Access, or Core First

pageset. Message History can be found on the Dashboard page of the Navbar, Stroke & Brain Injury Persona, and Master page pagesets. For the Text-Based Pageset, Message History is found on the main page.

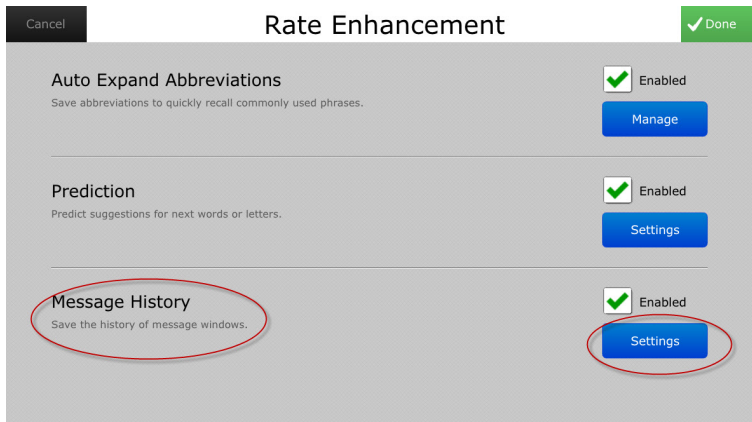


Figure 7.8 Message History Settings on Rate Enhancement Menu

7.3.1 Message History Settings

1. Select **Settings** button in the **Message History** section of the **Rate Enhancement** menu. The **Message History Settings** menu will open.

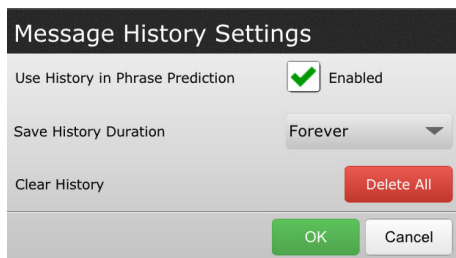


Figure 7.9 Message History Settings

2. To use message history in phrase prediction, select the **Enabled** check box next to **Use History in Phrase Prediction**.
3. Select the duration of time for which you want to save message history - from seven days to forever.
4. To clear your message history, select **Clear**. A confirmation dialog will open. Select **Yes** on the dialog to clear your message history.
5. Select **OK** to save your message window settings.

7.3.2 Access Message History

1. Select Message History on your Toolbar (All Access and Navigator Page Sets only).



You can search message history for a specific message. The Search button is circled in *Figure 6.38 Display Button Usage (Example)*, page 44.



This feature is pre-programmed into the All Access and Navigator Page Sets. In other pagesets, you must program a button with Actions to access the Message History feature.

2. Select the Send To icon (circled in *Figure 7.10 Message History Selected in All Access Pageset, page 52*) to the right of the message.

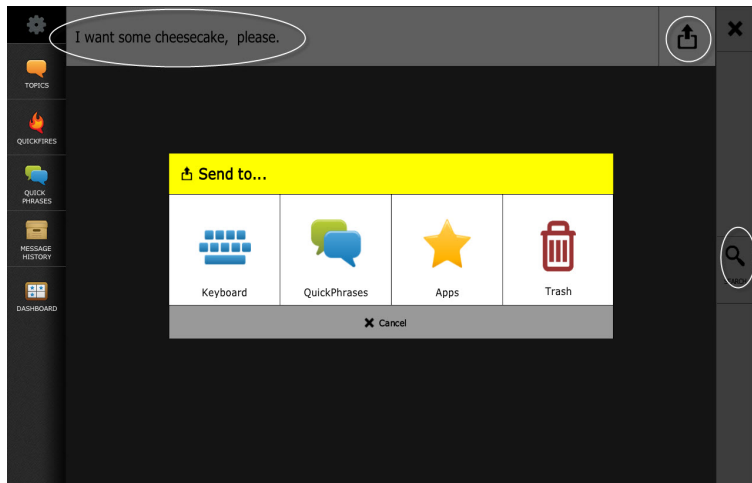


Figure 7.10 Message History Selected in All Access Pageset

3. Select the destination to which you want the message sent. (Or select the trash icon to delete the message.)

8 Vocabulary



Only the Navbar Pageset, Stroke & Brain Injury Persona, All Access, and Navigator pagesets store word lists in Vocabulary. The Core First and Master Page pagesets only store slot filler lists (not word lists) in Vocabulary.

Most vocabulary items are stored in folders. You can edit, copy, delete, change the order of appearance onscreen, and add new vocabulary items using the Vocabulary menu.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu, page 22.*) Then select **Vocabulary**.

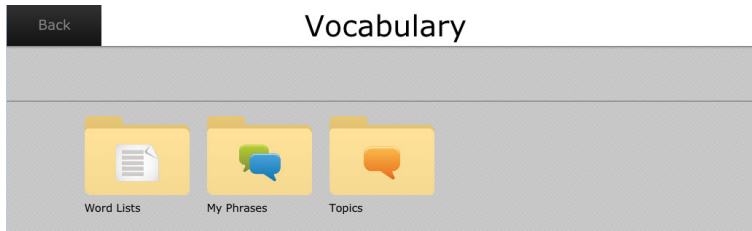


Figure 8.1 Vocabulary Menu

Select the **Word Lists**, **My Phrases**, or **Topics** folder.



Figure 8.2 Vocabulary Menu - Word Lists (Example)

Navigate through the folders (use the arrow button at the upper left of the screen - to move up through the layers of folders.) Select a folder to open it.

When you find the folder or item you wish to edit, select **Manage** at the top right corner of the screen.

i If you are adding a new folder or item, navigate to the level at which you want to add the folder or item, then select **Manage**.

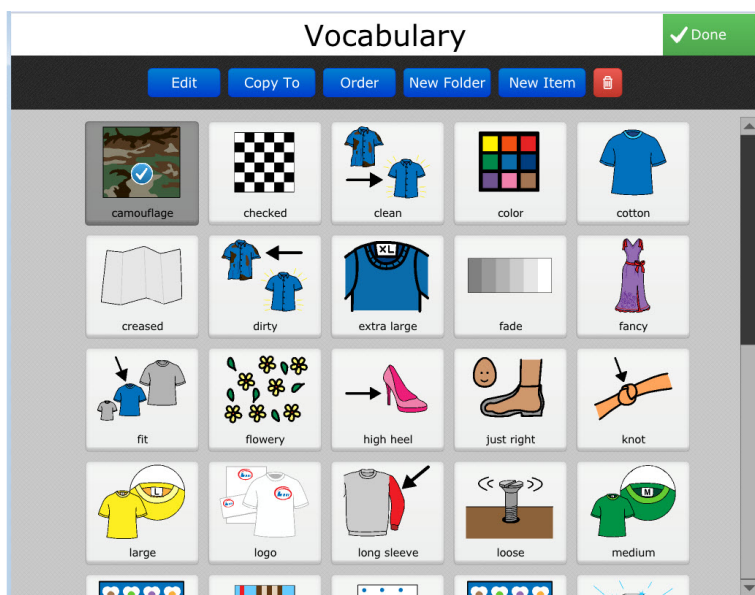


Figure 8.3 Edit Vocabulary Menu (Example)

When you select the **Manage** button, a button bar will open.

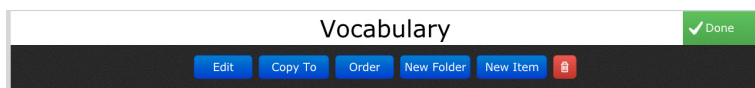


Figure 8.4 Button Bar on Vocabulary Screen

Select the item you want to modify. Then select the applicable button on the button bar.

- **Edit** - The Vocabulary Properties panel will open to the default **Edit** tab.

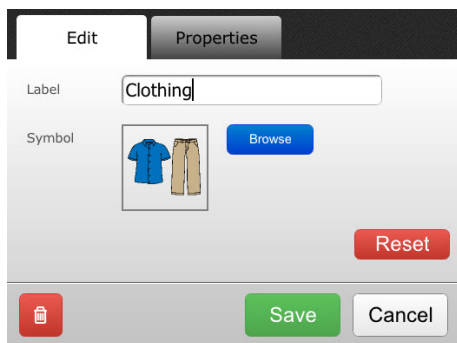



Figure 8.5 Vocabulary Properties Panel

Enter a new label, browse for a symbol, and/or add or change the message.

i The **Message** field will not be present when you are editing a folder.

Select the **Properties** tab in the Vocabulary Properties panel to change the age and ability level for the item you are editing.

- **Copy To** - The **Select a Folder** screen will open. Navigate through the levels to find the folder you would like to copy to.

- **Order** - Use the **First**, left arrow, right arrow, or **Last** buttons at the top of the screen to reorder the selected item.
- **New Folder** - Create a new folder. Use the onscreen keyboard to enter a label and symbol for the new folder. Select the **Properties** tab in the Vocabulary Properties panel to define the age and ability level for the new folder.
- **New Item** - Create a new item. Use the onscreen keyboard to enter a label, symbol, and message for the new item. Select the **Properties** tab in the Vocabulary Properties panel to define the age and ability level for the new item.
- **Delete item** - Select the trashcan  icon . To delete the selected item.

9 Ability Levels

Some pagesets offer the Ability Levels feature. If your pageset supports Levels, a Levels button will be present in the Settings menu.

One of the most exciting features of the Compass software is the ease of moving up through ability levels as your user's communication skills progress.

The Levels menu enables you to quickly and easily choose among ability levels to get the most appropriate tools and content and button size. The Levels menu also provides access to overview videos and allows you to configure your topics, keyboard layouts, Quickfires, etc.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Levels**.

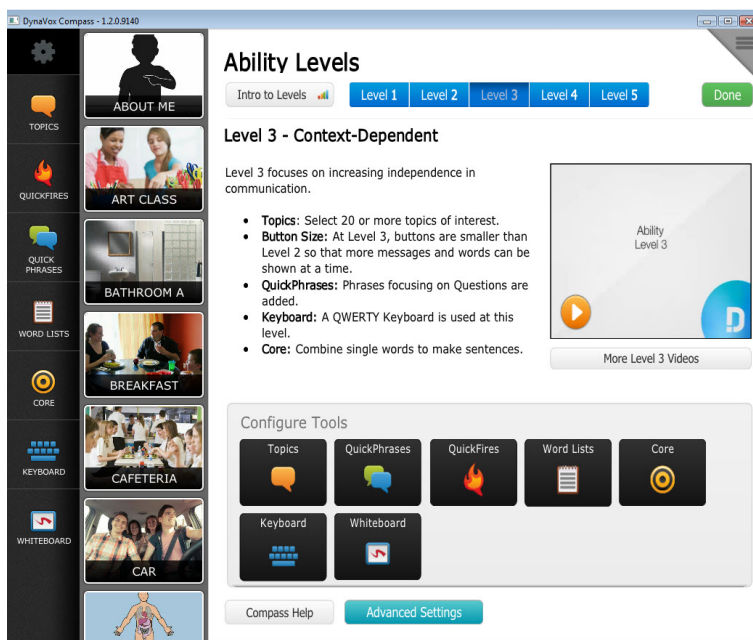


Figure 9.1 Levels Settings (NavBar Pageset)

1. Select an appropriate level from the **Ability Level** tabs at the top of the screen.



Select the **Intro to Levels** button at the top left of the screen and watch the video(es) for more information on levels.

2. Customize your settings Under **Configure Tools**.

Simply select a tool, and a dialog will open. The dialogs for **Quickfires** and Topics for the NavBar pageset (Level 3) are illustrated in *Figure 9.2 Quickfire Settings on Levels Page (NavBar Pageset)*, page 56 and *Figure 9.3 Topic Settings on Levels Page (NavBar Pageset)*, page 57.

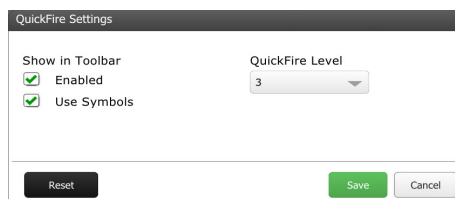


Figure 9.2 Quickfire Settings on Levels Page (NavBar Pageset)

Figure 9.3 Topic Settings on Levels Page (NavBar Pageset)



The **Levels** menu gives you another opportunity to configure your Toolbar.

3. As you make changes on each dialog, select the green **Save** button to close the dialog and save your changes.
4. When you are finished, select the green **Done** button at the top right corner of the screen.

10 Page Browser

The **Page Browser** is the quickest way to find a page to open or edit. You can search for a page by name, or look through the folders and see preview images of pages before opening them. You can also create a new page using the Page Browser.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Page Browser**.

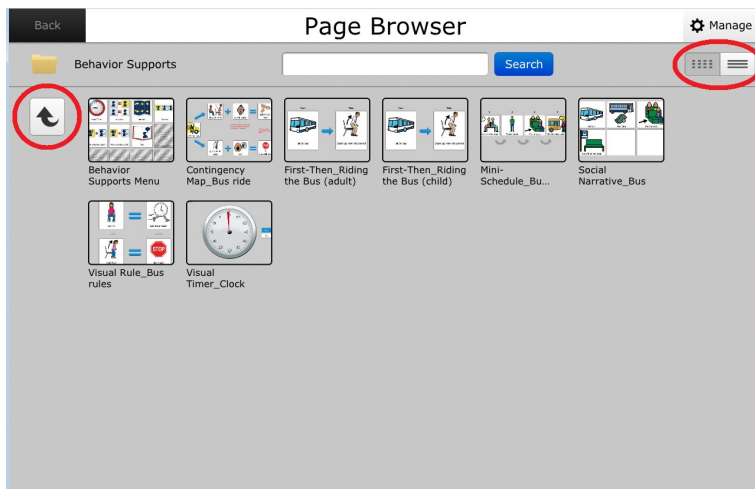


Figure 10.1 Page Browser (Example - NavBar Pageset)

The icons at the top right of the screen (circled in *Figure 10.1 Page Browser (Example - NavBar Pageset)*, page 58) enable you to display the pages and folders as a grid (default) or list.

Use the arrow button at the upper left of the screen (circled in *Figure 10.1 Page Browser (Example - NavBar Pageset)*, page 58) to move up through the layers of folders. Select a folder to open it and display the pages inside. Select a page, and a large thumbnail of the page will open.

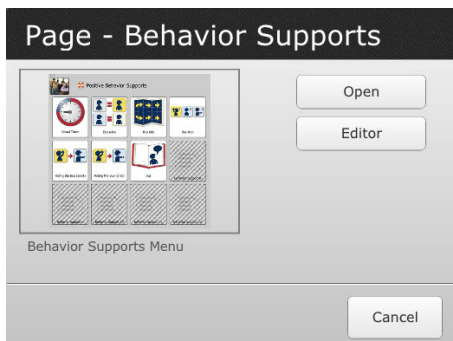


Figure 10.2 Selected Page in Page Browser

Simply select **Open** to open the selected page or **Editor** to open the Editing Toolbar and edit the page. (See 12 *The Compass Editor*, page 65.)

11 Modifying an Object on a Page

You can easily customize your pages - modify any object - including the page itself - to change its properties - its symbol, label, audio cue, layout, actions performed when it is selected, etc.

1. Select the **Modify** button on your screen

- For all pagesets except All Access and Navigator, the Modify button is located in the top right corner of your screen. (See Figure 11.1 Modify Button - All Pagesets Except All Access and Navigator, page 59.)



Figure 11.1 Modify Button - All Pagesets Except All Access and Navigator

- For the All Access and Navigator pagesets, the Modify button is located in the bottom right corner of your screen. (See Figure 11.2 Modify Button - All Access and Navigator Pagesets, page 59.)

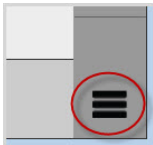


Figure 11.2 Modify Button - All Access and Navigator Pagesets



If the Toolbar is disabled, when you select the Modify button, a dialog will open with two options: **Modify** or **Settings**. Select **Modify**.

You will enter Modify Mode (A red bar will appear at the bottom of the screen with the message, "Modify Mode. Select an object to modify").

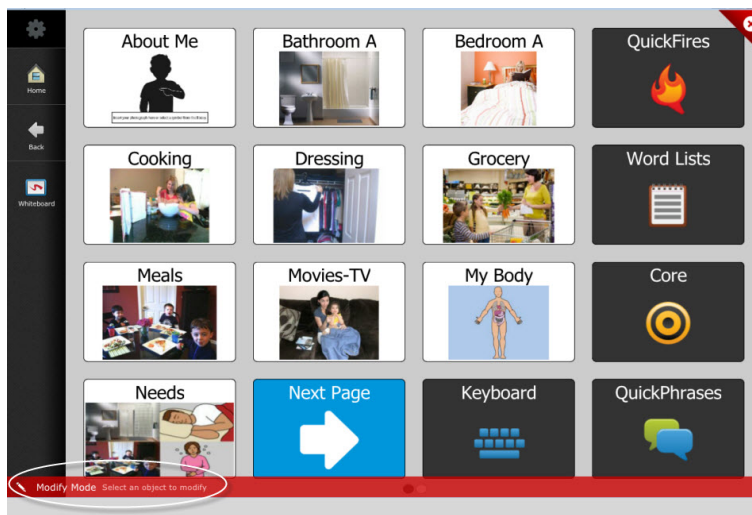


Figure 11.3 Modify Mode

2. Select the object on the page to be modified. (Or select the page itself.)

The object's Properties Panel will open.

The instructions that follow are specific to modifying a button, as that is the object on the page that is most often modified, but all page objects are modified in much the same manner - the Properties panel for each object will differ, however, depending on the object's properties.

11.1 Modifying a Button

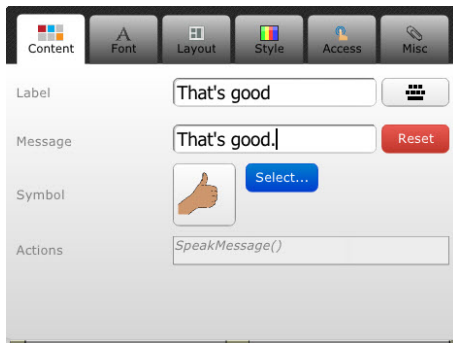


Figure 11.4 Button Properties Panel - Content Tab Open

The Button Properties panel contains six tabs:

11.1.1 Content Tab

On the **Content** tab, you can assign a label, a message, a symbol, and apply actions that will execute when that button is selected.

1. Label

The label will appear on the face of the button.

- Select the **Label** field or the keyboard icon to the right of the Label field.
- Type the new label using the onscreen keyboard.
- Select **Done** on the onscreen keyboard.

2. Message

The message will not appear on the face of the button. Messages can be used for a more lengthy or more complex line of text. For example, if the label of the button is "Address," the message could be the user's actual address. When using messages, be sure to assign corresponding actions. It can be used with actions such as Insert Message or Speak Message. (See **4. Actions** below.)

- Select the **Message** field
- Select the **Replace** button.
- Type the new message using the onscreen keyboard.
- Select **Done** on the onscreen keyboard.



Selecting **Reset** will cause the button to reset the message to match the text in the Label field.

3. Symbol

Symbols help users associate concepts more quickly and easily.

To assign or change a symbol:

- Select the blue **Select...** button next to the Symbol field. Symbols based on the label you entered will be suggested, but you can search for different symbols using the search field at the top of the screen. Just select the Search field, and use the onscreen keyboard to type what you're searching for.
- Select a symbol. When a symbol is selected, a blue check mark will appear over the symbol. To choose a different symbol, just select a new one. The first choice will automatically deselect.



You can also select the **Images** tab to browse for a photo or drawing, or, if your device has an integrated camera, take a photo with the camera.

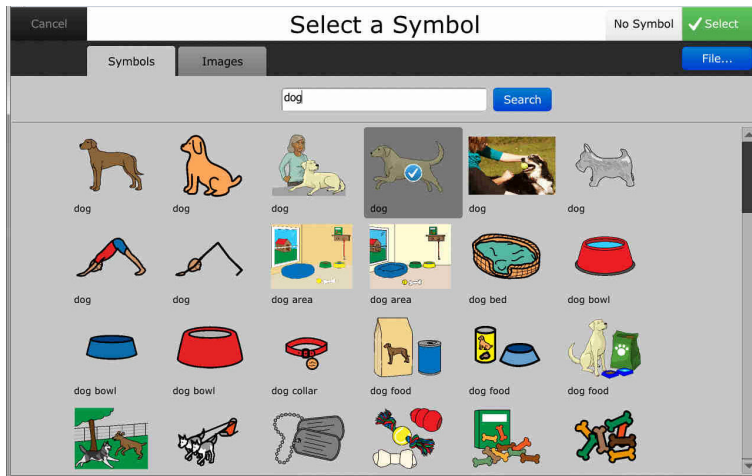


Figure 11.5 Select a Symbol

- c. Select the green **Select** button at the top right corner of the screen.

4. Actions

Actions make the button do something. Whether you want to speak a label directly from a button or compose text in a message window, you'll need to assign actions to your button.

To assign actions:

- a. Select the **Actions** field. The **Script Editor** will open.
- b. From the drop-down list in the left panel of the **Script Editor**, select the type of actions you're looking for. For example, if you're assigning actions to a button, select **Buttons** from the list. This will show you a list of popular button actions.

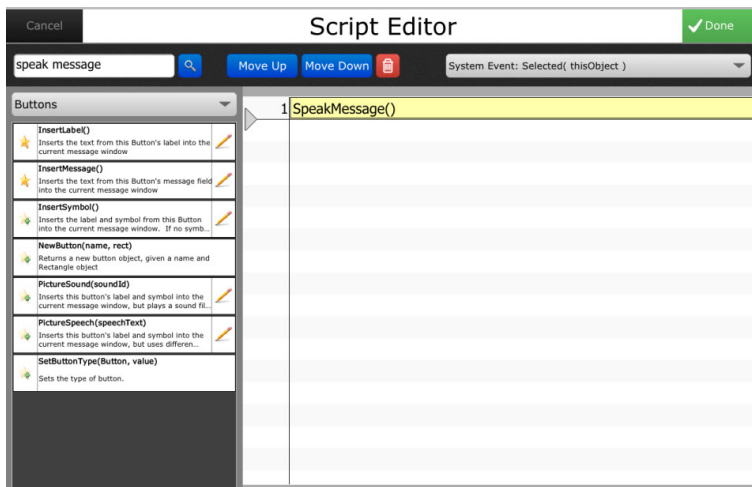



Figure 11.6 Script Editor - Drop-Down List

- c. A list of available actions will display in the left panel. For example, if you selected **Buttons**, button actions will be displayed with a brief description of each action.



Select the pencil icon next to an action to view variations of the action.

- d. Select the action to assign to your button. As you make your selections, actions assigned to your button will appear in a list in the right panel.

To delete actions, make selections from the list of assigned actions, and select the red trashcan  icon at the top of the screen.

- e. After assigning actions, select the green **Done** button at the top right corner of the screen.

11.1.2 Font Tab

Font choices are available for all text, including button labels. Select the Font tab to choose font types, styles, sizes, and colors.

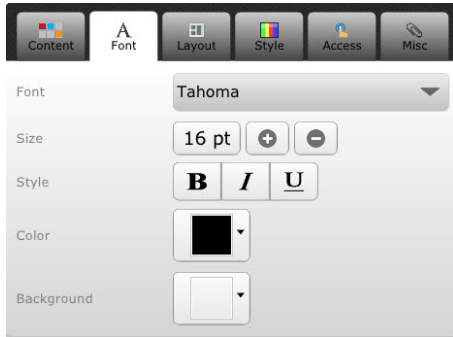


Figure 11.7 Font Tab

11.1.3 Layout Tab

The Layout tab enables you to change the button type and layout. If you wish to change the button type, use the Button Type drop-down list to select a new button type:

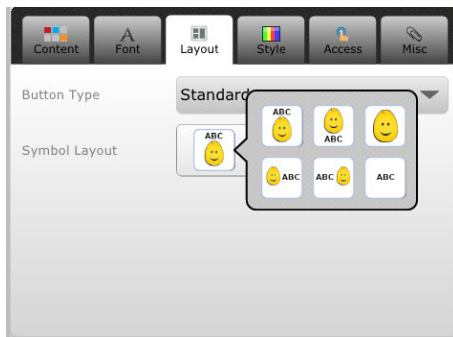


Figure 11.8 Layout Tab

11.1.3.1 Button Type

- **Standard** - Buttons most often contain a label, a symbol, and have assigned actions.
- **Word Predictor** - A Word Predictor button anticipates the next logical word choice and displays various options for quick selection. Typically used on keyboard and spelling pages, these buttons can greatly enhance the rate at which the user communicates.
- **Group** - Buttons contain multiple, smaller buttons. Using group buttons can often help those who use the scanning access method easily make faster choices.
- **Phrase Predictor** - Similar to Word Prediction, Phrase Predictor buttons anticipate logical phrases.
- **Char Predictor** - Again, similar to Word Prediction, Character Predictor buttons anticipate the next logical letter based on the letter or sequence of letters entered.

In addition, various layout options (placement of symbol and label) are available to accommodate the user's preferences and needs. Select the Symbol Layout button to choose a layout for the button.

11.1.4 Style Tab

Many style choices are available, including different shapes, fill colors, border color and border width and style, gradient, and gradient color.

 Swipe or scroll down the Style tab to see all the style options.

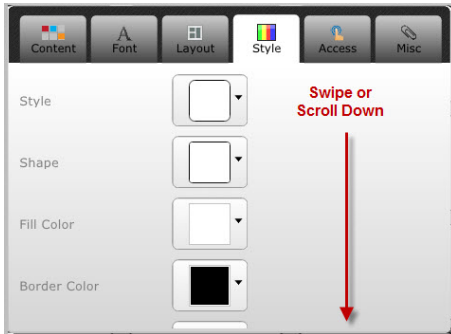


Figure 11.9 Style Tab

11.1.5 Access Tab

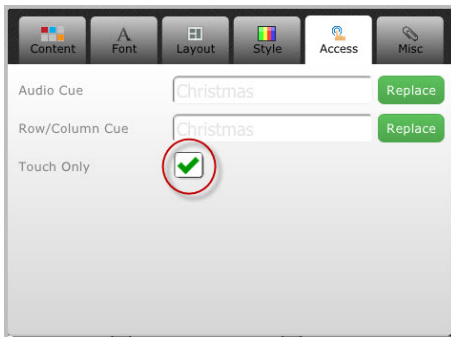


Figure 11.10 Access Tab

For auditory scanning users, fields for audio cue and row/column cue are provided. The row/column cue is used if the button is the first button in the row or column.

To enter an audio cue:

1. Select **Replace**.
2. Type the new audio cue using the onscreen keyboard.
3. Select **Done** on the onscreen keyboard.

To have the software skip the button when it is scanning, clear the **Touch Only** check box.

11.1.6 Misc Tab

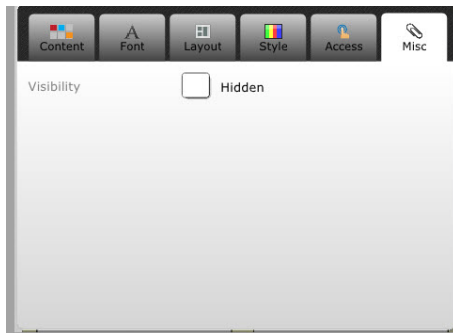


Figure 11.11 Misc Tab

To hide the button, select the check box next to **Hidden**.

12 The Compass Editor

The Compass Editor allows you to edit a page to your own specifications or to create an entirely new page. (See *13 Creating a Page*, page 73).

i If you just want to modify an object on a page, for example, to change the symbol or action on a button, or to change an object's layout or style, see *11 Modifying an Object on a Page*, page 59.

Select the **Editor** button on the **Settings** menu. (See *5.1 Open the Settings Menu*, page 22). The Editing Toolbar will appear at the top of the page.

i The Editing Toolbar will also open automatically when you create a new page using the **Page Browser** or **Page Creator**.

The Editing Toolbar contains all of the tools that you will need for creating and editing pages.



Figure 12.1 Editing Toolbar

12.1 File

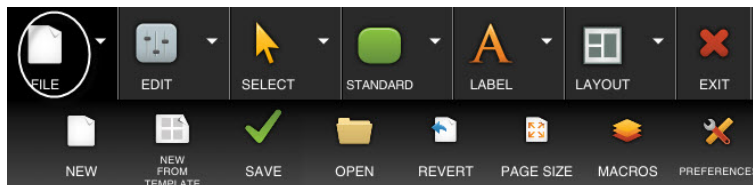


Figure 12.2 File

| | |
|--------------------------|--|
| New | Create a new page. |
| New From Template | Create a new page from a template or "like" an existing page. |
| Save | Save all the changes you have made to the page that is currently open |
| Open | Opens the Select Page menu to open a new page to edit. (Opening a new page will close the currently open page.) |
| Revert | Cancel all the changes you have made to the currently open page since you last saved it. |
| Page Size | Select a page size (or create a custom page size) that anticipates the positions of the Navbar and Toolbar (Left, Right, Top, Bottom, or Off). |
| Macros | Opens the Macro Editor. |
| Preferences | Change editor preferences |

12.2 Edit

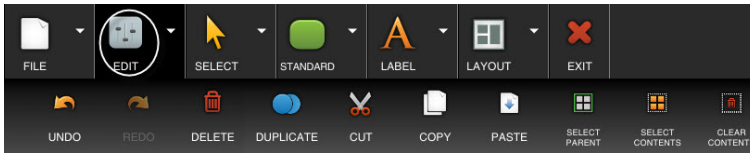


Figure 12.3 Edit

The **Edit** options will vary, depending on the selected object(s) on the page. For example, if a tab control is selected, there will be an option for adding a new tab; if a standard button is selected, there will be fill options. (The options shown in the *Figure 12.3 Edit*, page 66 are for a group button.)

| | |
|------------------------|---|
| Undo | Undo the last change you made. (The software allows multiple levels of undo and redo.) |
| Redo | Redo the last change you made. (The software allows multiple levels of undo and redo.) |
| Delete | Permanently remove the selected object from the page. |
| Duplicate | Copy the selected object and place the copy immediately next to the selected object. |
| Cut | Remove the selected object(s) from the page and save to the clipboard so the object(s) can be pasted back onto the page or onto another page. |
| Copy | Make a duplicate of the selected object(s) and save to the clipboard so the duplicate can be pasted elsewhere on the page or onto another page. |
| Paste | Paste an object that has been cut or copied. |
| Select Parent | Change the selection to contain the "parent" object of the object that was originally selected. For example, if a button within a group box is selected, the "parent" of the button would be the group box. |
| Select Contents | Select all content (including label, symbol, and all objects in a group button or group box) in the selected object. |
| Clear Contents | Remove all content (including label, symbol, audio cue, and all objects in a group button or group box) from the selected object. |

12.3 Select

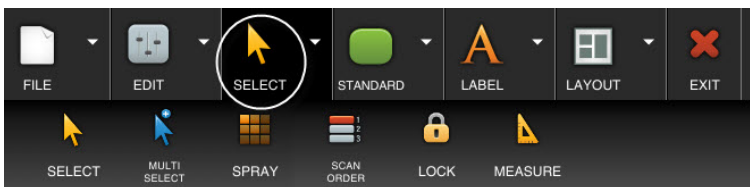



Figure 12.4 Select

| | |
|---------------------|--|
| Select | Select a single object on the page (or the page itself). |
| Multi Select | Select multiple objects on the page. (This tool replicates holding down the Ctrl key on a keyboard while clicking on multiple objects with a mouse.) |
| Spray | Spray out copies of a selected object to make a rectangular grid. |
| Scan Order | Set the order in which the objects on the page will scan. |

| | |
|----------------|--|
| Lock | <p>"Lock" an object so that it will not be editable. Selecting the Lock tool will place lock icons on each object on the page (including the page itself). Select each object that you want to lock.</p> <p>Its lock icon  will change from green to red, indicating that it is locked. (To unlock the object, select the Lock tool again and then select the object you want to unlock.)</p> |
| Measure | Gives the measurements of the selected object or area. |

12.4 Buttons

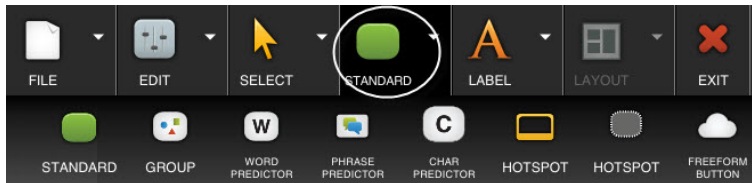


Figure 12.5 Buttons

| | |
|------------------------------|--|
| Standard | Place a "standard" (rectangular) button. |
| Group | Place a group button. (A group button is a button into which you can place other objects [a "multi-object" button]). |
| Word Predictor | Place a word predictor button. (A word predictor button anticipates the user's word choices as a message is composed in the message window.) |
| Phrase Predictor | Place a phrase predictor button. (A phrase predictor button works on the same principle as a word predictor button but will predict a phrase.) |
| Char Predictor | Place a character predictor button. (A character predictor button works on the same principle as a word predictor button but will predict the next character based on the letter or sequence of letters the user has chosen.) |
| (Rectangular) Hotspot | Place a rectangular hotspot (Hot spots are usually placed over portions of images or visual scenes on a page. Then the hot spot is programmed so that when it is selected, an action will be performed.) |
| (Invisible) Hotspot | Place an invisible hotspot. (An invisible hot spot can have actions assigned to it, but it has no borders, color, symbol, or other visible characteristics.) |
| Freeform Button | Draw a button of any shape you want. (Touch the screen of your device and move your finger [or mouse if using the editing software] around the page until the button is the size and shape you want.) |

To place a button on the page, simply select the appropriate button tool and then select a location on the page.

To draw out a button on the page, touch the screen of your device and use your finger (or mouse if using the editing software) to draw out the button.

To resize the button, select it, and then move your finger (or mouse) over the edge or corner of the button until a double arrow appears. Drag until the button is the size and shape you want.

After you have drawn the button, select it, then select the Properties button in the top left corner of the button. (See *Figure 12.6 Properties Button on Button, page 68.*)

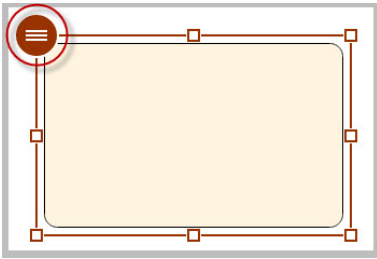


Figure 12.6 Properties Button on Button

The Button Properties panel will open. Use the Button Properties panel to modify a button - assign a label, message, and symbol to the button, change its appearance, and apply actions. See *11 Modifying an Object on a Page, page 59.*

12.5 Label (Non-button Objects)

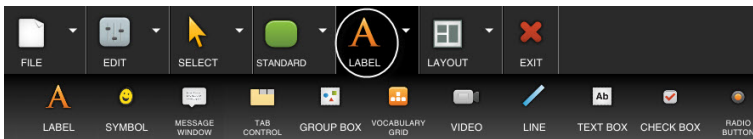


Figure 12.7 Label (Non-button Objects)

| | |
|------------------------|---|
| Label | Place text anywhere on the page. |
| Symbol | Place a symbol anywhere on the page. After you have placed the symbol - a bounding box (or "placeholder") will appear on the page - select the Properties button in the top left corner of the bounding box. The Symbol Properties panel will open and enable you to select the symbol you want. |
| Message Window | Place a message window on the page. |
| Tab Control | Place a tab control. To add additional tabs, select the tab control. Then select Edit > New Tab . |
| Group Box | Place a group box on the page. (A group box acts as a "container" for groups of buttons, check boxes, radio buttons, or other objects.) |
| Vocabulary Grid | Place a vocabulary grid on the page. After you have placed the vocabulary grid, select the Properties button in the top left corner of the grid to browse for and select a vocabulary source. |
| Video | Place a video object on the page. After you have placed the video object, select the Properties button in the top left corner of the object to select a video. |
| Line | Place a line on the page. To draw out a line on the page, touch the screen and use your finger [or mouse if using the editing software] to draw out the line. |
| Text Box | Place a text box on the page. Text boxes are similar to message windows in that they display text messages entered by keyboard input. They differ from message windows, however, in that text boxes are used for short text entries - only one word or line of text. |

| | |
|---------------------|--|
| Check Box | Place a check box on the page. By default, each check box includes a frame in which a symbol will appear when it is selected. Check boxes work independently of one another and are useful when multiple selections are allowed. |
| Radio Button | Place a radio button on the page. By default, each radio button includes a frame in which a symbol will appear when it is selected. In each group of radio buttons, only one selection is allowed. |

To place an object on the page, simply select the appropriate tool and then select a location on the page.

To draw out the object, touch the screen of your device and use your finger (or mouse) to draw it out.

To resize the object, select it, and then move your finger (or mouse) over the edge or corner of the object until a double arrow appears. Drag until the object is the size and shape you want.

After you have drawn the object select it, then select the Properties button in the top left corner. (See *Figure 12.8 Properties Button on Tab Control*, page 69.)

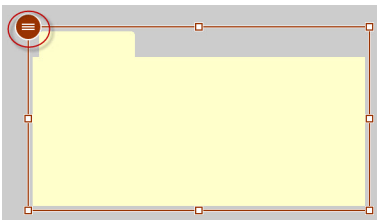


Figure 12.8 Properties Button on Tab Control

The object's Properties panel will open. Use the Properties panel to modify the object. See *11 Modifying an Object on a Page*, page 59.

12.6 Layout

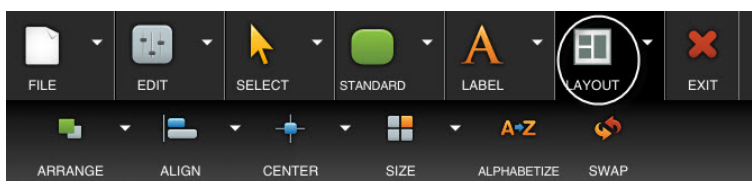


Figure 12.9 Layout



The Layout options will vary, depending on the selected object(s) on the page. (The options shown in *Figure 12.9 Layout*, page 69 are for two buttons - with labels - selected.)

12.6.1 Arrange

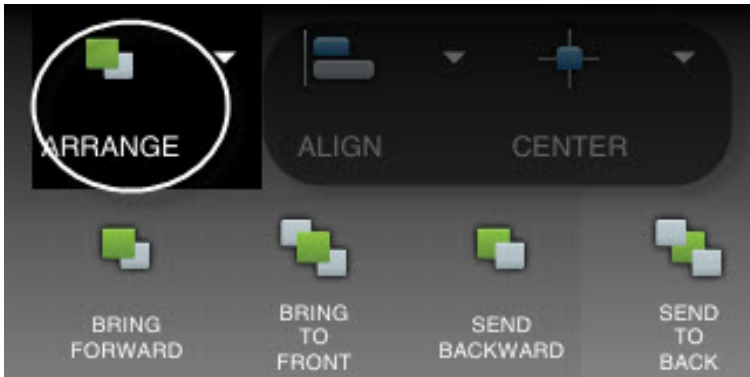


Figure 12.10 Arrange

Arrange objects on the page. (Objects on a page are layered and can overlap.)

- **Bring Forward** - Move the selected object up one layer.
- **Bring to Front** - Reposition the selected object as the top item on the page.
- **Send Backward** - Move the selected object down one layer.
- **Send to Back** - Reposition the selected object as the bottom item on the page.

12.6.2 Align

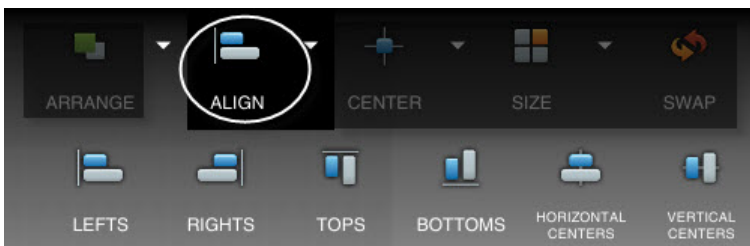


Figure 12.11 Align

Adjust the relative positions of multiple selected objects on the page by aligning the selected objects on the page based on the position of the primary object.



If you have multiple objects selected on a page, the "primary" object is the object displaying the Properties button.

12.6.3 Center

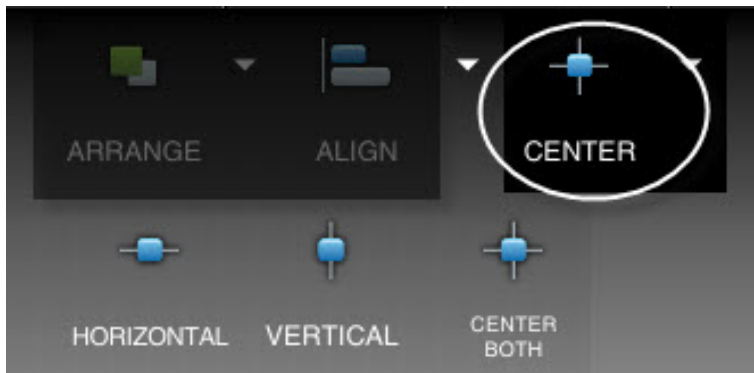


Figure 12.12 Center

Center the selected objects on the page horizontally, vertically, or both horizontally and vertically.

12.6.4 Size

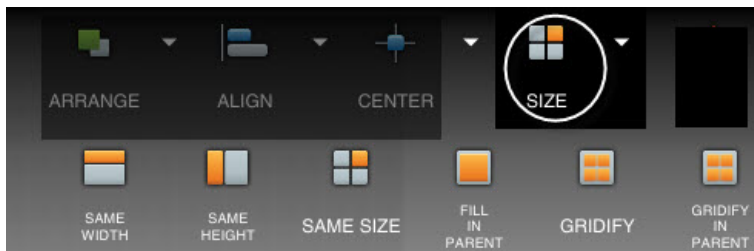


Figure 12.13 Size

Resize all of the selected objects. The resulting size is based upon the primary object - the object displaying the Properties button. (That is, all selected objects will be resized to match the size of the primary object.)

- **Same Width** - Resize the selected objects to the same width.
- **Same Height** - Resize the selected objects to the same height.
- **Same Size** - Resize the selected objects to the same size.
- **Fill in Parent** - Resize the selected objects to the size of their parent object while retaining their shape.
- **Gridify** - Resize the selected objects to fit within the background gridlines.
- **Gridify in Parent** - Resize and reshape the selected objects to fill their parent object.



If only one object on a page is selected, the options available in the **Size** menu are **Full Width**, **Full Height**, and **Full Size**. (The selected object will fill the width of the page, the height of the page, or fill the entire page.)

12.6.5 Alphabetize

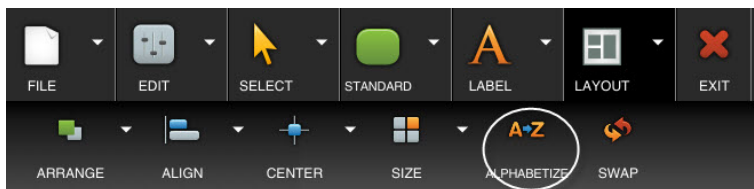


Figure 12.14 Alphabetize

Adjust the relative positions of selected objects on a page alphabetically - based on their labels.

12.6.6 Swap

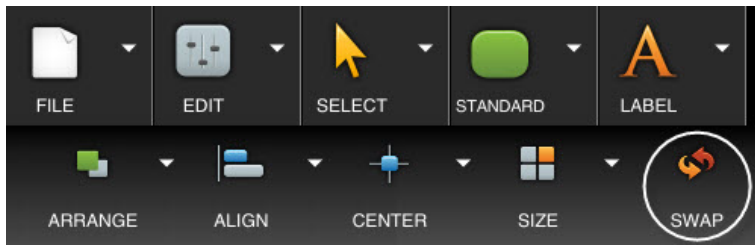


Figure 12.15 Swap

Exchange the positions of two selected objects. (The contents of the objects will remain with their original objects.)

This option is only available if two objects on the page are selected.

12.6.7 Spacing

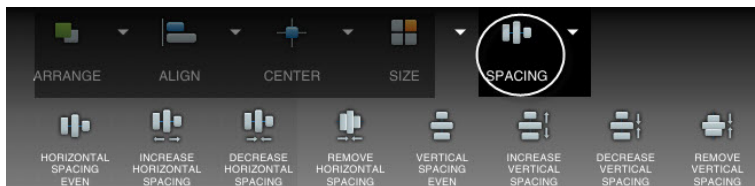


Figure 12.16 Spacing

Adjust the horizontal and vertical spacing of three or more selected objects on the page.

(This menu option is only available if three or more objects on the page are selected.)

12.7 Exit

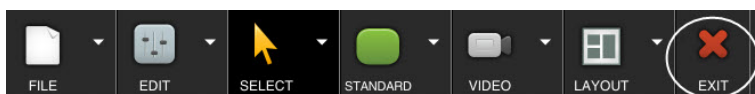


Figure 12.17 Exit

Closes the Editing Toolbar.

(A confirmation dialog will appear asking if you want to save changes to the page.)

13 Creating a Page

Create an new page - either from a template (including a blank template), or based on the layout of an existing page. You can customize your new pages with your own content - vocabulary, symbols, media files, etc.



You can also create a new page directly from the Compass Editor. (See *12 The Compass Editor, page 65.*)

Open the **Settings** menu. (See *5.1 Open the Settings Menu, page 22.*) Then select **Page Creator**.

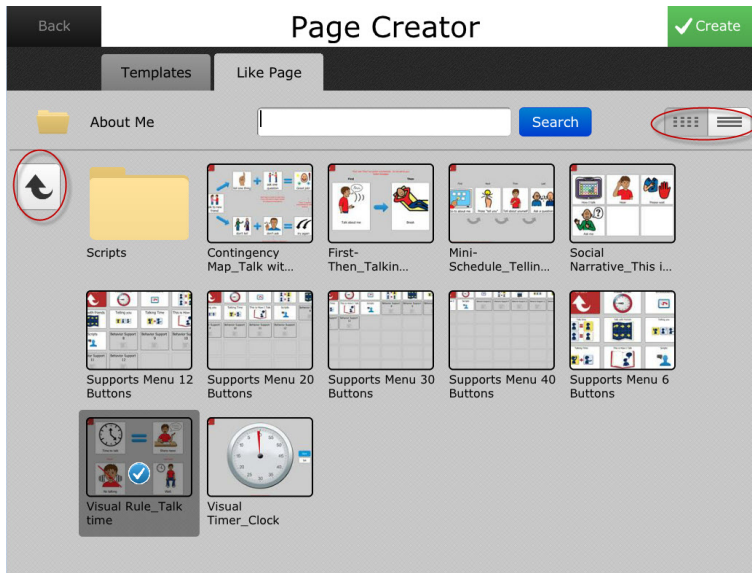



Figure 13.1 Page Creator

The icons at the top right of the screen (circled in *Figure 13.1 Page Creator, page 73*) enable you to display the pages and folders as a grid (default) or list.

Select from a number of templates (blank or by activity type or instructional area) or select the **Like Page** tab to create a new page using the layout of an existing page. You can also use the **Search** text field to find a page you would like to use as a template.

Use the arrow button at the upper left of the screen (circled in *Figure 13.1 Page Creator, page 73*) to move up through the layers of folders. Select a folder to open it and display the pages inside. Select a page, and then select **Create** at the top right corner of the screen. A dialog will open - name the page and browse for a location for it.

The Editing Toolbar will open. Use the Editing Toolbar to place new objects on the page, resize, duplicate, delete, rearrange ob-

jects, etc. (See *12 The Compass Editor, page 65.*) Select the  Properties button at the upper left corner of a selected object to open its Properties panel and customize the object - symbol, label, message, layout, actions performed when it is selected, color, etc. (See *11 Modifying an Object on a Page, page 59.*)

14 The Remotes Manager

On select devices the Compass software has the ability to send and receive infrared (IR) signals, so the device can function as a remote control for electronic equipment such as stereos, cable boxes, televisions, DVD players, and IR-enabled telephones.

On your device:

1. Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Remotes**.

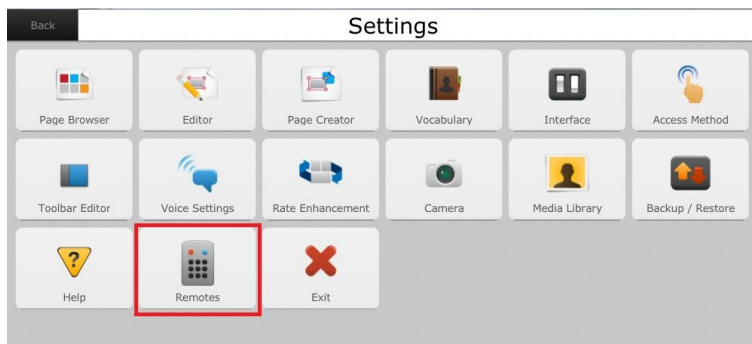


Figure 14.1 Remotes button in the Settings Menu

2. In the Remotes Manager, select **Manage**.
The Remotes button bar will open.
3. Select **New**.
The Edit Remote dialog will open.

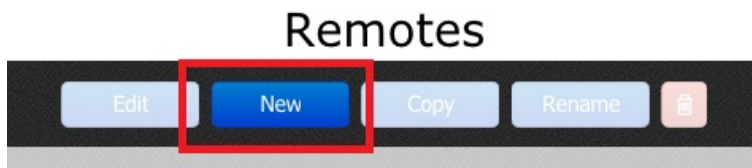


Figure 14.2 Remotes Button Bar

4. Select the **Remote Name** text field and use the onscreen keyboard to enter a name for your remote.

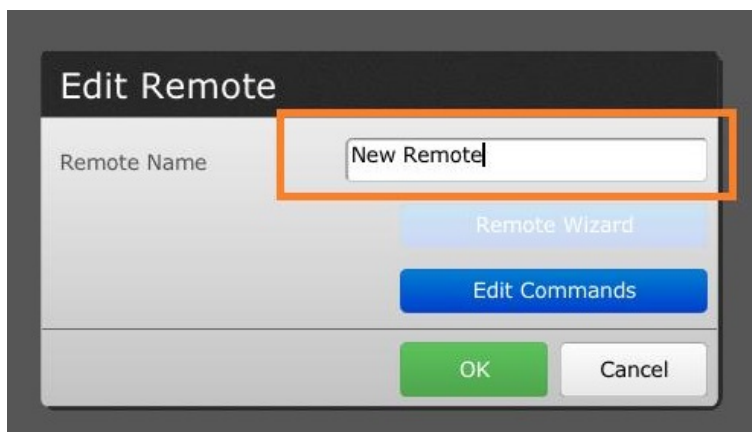


Figure 14.3 Edit Remote Dialog

5. Select **Edit Commands** on the Edit Remote dialog.

6. On the Commands page, select **Manage**.  The Commands button bar will open.
7. Select **New**.
The New Command dialog will open.



Figure 14.4 Commands Button Bar

8. In the New Command dialog, select the **Command Name** text field.
Use the onscreen keyboard to enter the name of the command you would like to add.

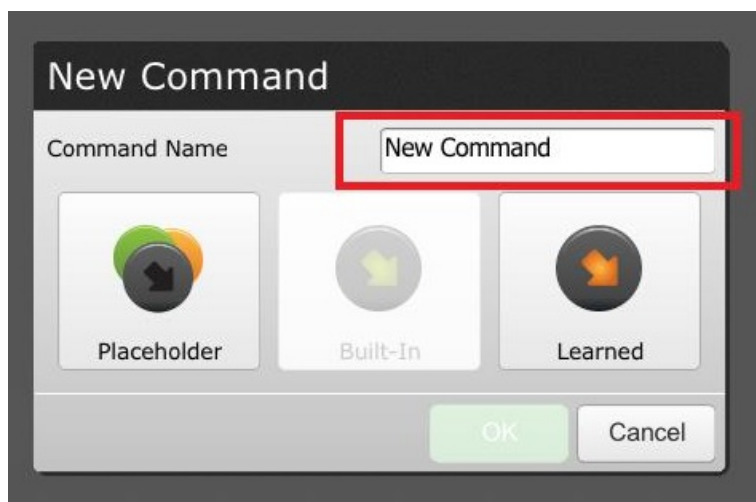


Figure 14.5 New Command dialog

9. Select **Learned**, then select **OK**.
The Record Command dialog will open.
10. Read the instructions on the Record Command dialog and position your device and remote accordingly.

When ready, select **Record**.

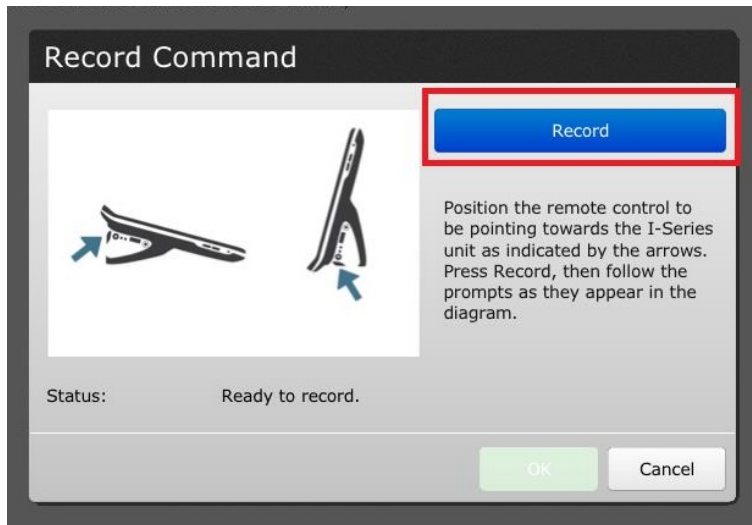


Figure 14.6 Record Command Dialog

11. Follow the onscreen prompts to record the command.

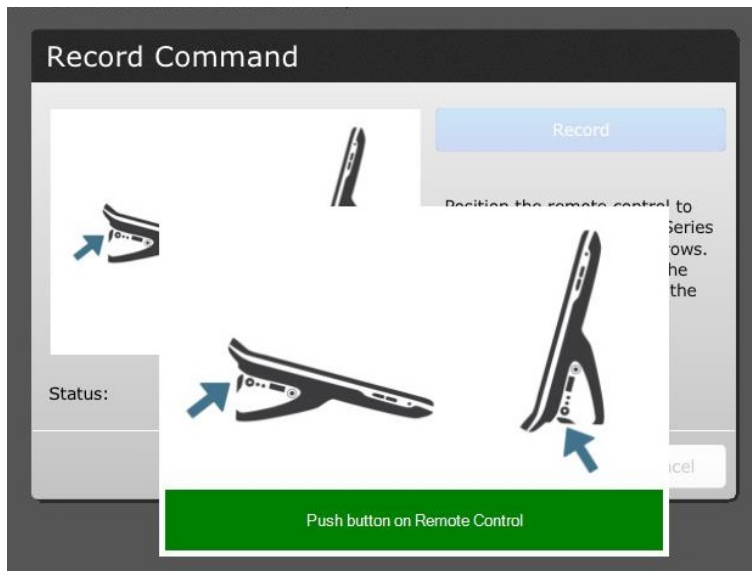


Figure 14.7 Push Button On Remote Control

12. The Status message on the Record Command dialog will indicate if your command recorded successfully.
 - a. If it was successful, press **OK**.

- b. If it was not successful, press **Re-Record** and repeat step 12.

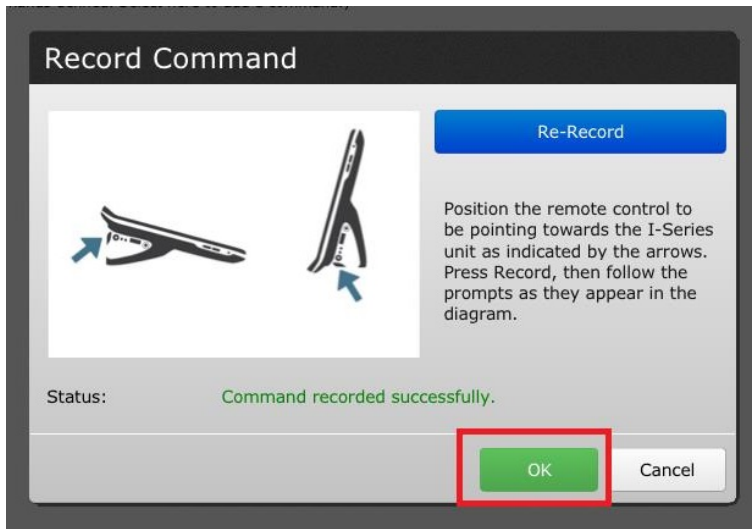


Figure 14.8 Command recorded successfully.

13. The command you created should appear in the list on the Commands dialog. Select the name of the command you just created.
The Learned Command dialog will open.
14. Point your device at the electronic equipment you wish to control and select **Test**.



Figure 14.9 Test Command

15. If your test is successful, select **OK**.
The Learned Command test dialog will close.
16. Repeat the steps for each additional command you would like to add to the remote.
17. When you have finished adding commands to the remote, select **Done**.

You can now control your new remote from the remote control page in your pageset.

15 AccessIT

Compass supports the Tobii Dynavox AccessIT 3, a USB Bluetooth device used to send key strokes, mouse movements, and mouse clicks to a standard Windows 10 computer from a device running Tobii Dynavox Compass software. To learn more about Tobii Dynavox AccessIT 3 visit <http://www.tobiidynavox.com/AccessIT>



AccessIT page packages are available at <https://www.mytobiidynavox.com/PagesetCentral>



Henceforth, this document will refer to the computer receiving commands as “the PC” and the device from which commands will be sent as “the speech device.”



The AccessIT 3 uses Bluetooth® wireless technology. The PC (with connected AccessIT 3) and the speech device must be within approximately 10 meters (32 feet) to establish and maintain Bluetooth pairing while the AccessIT 3 is in use.

Both the speech device and PC must be powered on and unlocked before beginning the steps below.

15.1 Set up AccessIT

Connect the AccessIT 3

1. (On the PC) Insert the AccessIT 3 into a USB port.



AccessIT 3 requires USB 2.0 or higher.

Enable Bluetooth — Windows Speech Devices

1. (On the speech device) Select the Windows **Start** menu, then choose **Settings**.
2. Select **Devices**.
3. Select **Bluetooth**.
4. Move the **Bluetooth** toggle to the ON position.

15.2 AccessIT Actions

The AccessIT actions are designed to be used in combination. Common PC operations such as click and drag will require more than one action. Individual actions are described below.



If an AccessIT 3 device is not connected when a button containing an AccessIT action is selected, the (accessible) AccessIT device picker will open automatically.

| | |
|--|--|
| AccessITConnect() | Disconnect the current AccessIT 3 device (if any) and display the AccessIT device picker. This action is useful for switching from one AccessIT 3 device to a different AccessIT 3 device. It is not necessary to use this action to start all AccessIT sessions, as all of the AccessIT actions automatically open the AccessIT device picker if an AccessIT 3 device is not currently connected. |
| AccessITReset(value) | Stop the specified command types that are currently being executed: keyboard keys, mouse clicks, mouse movements, and/or text. |
| AccessITSendButton(value) | Send the button Message to the AccessIT 3 device. If the button does not have a Message, send the button Label. |
| AccessITSendKeyboard-Key(value) | Send the specified keyboard key. Options: hold the key down and/or wait for a specified length of time after sending the keyboard key (before performing the next action). |
| AccessITSendMessage-Window() | Send the current Message Window text to the AccessIT 3 device. If the Message Window is symbolated, the symbols are not sent. |

| | |
|--|---|
| AccessITSendText (value) | Send the specified plain text to the AccessIT 3 device. |
| AccessITSendMouse- Click(value) | Send the specified click type. Options: wait for a specified length of time after sending the click (before performing the next action). |
| AccessITSendMouse- Move(value) | Send a mouse movement to the AccessIT 3 device. Mouse movements are made from the current (when the action is executed) mouse position e.g. current mouse position = 0. Enter a value between -100 and 100 in the X and Y fields to define the direction and distance of mouse movement. Negative numbers move the mouse left (X) and up (Y). Positive numbers move the mouse right (X) and down (Y). Options: continuous movement (the mouse will continue to move in the specified direction until another action stops/redirects it or it runs into the edge of the screen) and/or wait for a specified length of time after sending the mouse movement (before performing the next action). |



Some AccessIT 3 users may find it helpful to enable the Windows setting “Show location of pointer when I press the CTRL key” on the PC. Use the AccessITSendKeyboardKey(value) action to send the CTRL keyboard key from Compass and animated circles will temporarily appear around the mouse pointer on the PC to make it more visible. To access this Windows mouse setting, go to *Settings > Devices > Mouse > Additional Mouse Options > Pointer Options* tab on the PC.

15.3 PC Power Settings and AccessIT

Your PC can only receive AccessIT commands when it is powered on and awake. To ensure uninterrupted PC access, adjust your PC energy settings to never put the computer (hard disk) to sleep when plugged in.

Your PC can still receive AccessIT commands if the screen (display) has gone into a power-saving mode. When an AccessIT command (keyboard key, mouse movement, or mouse click) is sent from Snap it will “wake” the PC screen.

Windows power settings are found in *Settings > System > Power & Sleep*.

16 Camera

If your Compass software is running on a device with an integrated camera, the camera module will be enabled.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Camera**.

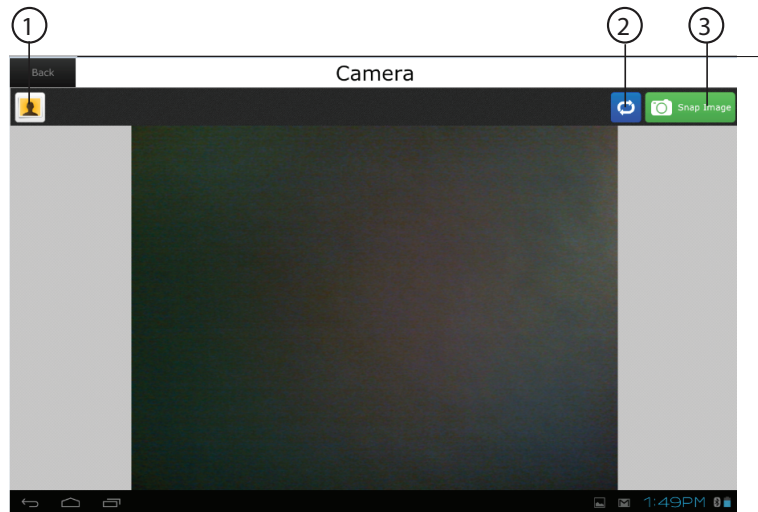


Figure 16.1 Camera

| | |
|---|--|
| 1 | Opens your Media Library, and, if an image has been snapped, also saves that image. |
| 2 | Switches the camera from rear facing to front facing. |
| 3 | Select to snap a photograph. After an image has been snapped, the Snap Image button updates to New Image . Selecting New Image again saves the current image to your Media Library and snaps another image. |

17 Your Media Library

The Media Library is a viewer for all of your photos and videos. Videos and any photos that you take with your device will be displayed in folders under the Images and Videos tabs.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu, page 22.*) Then select **Media Library**.

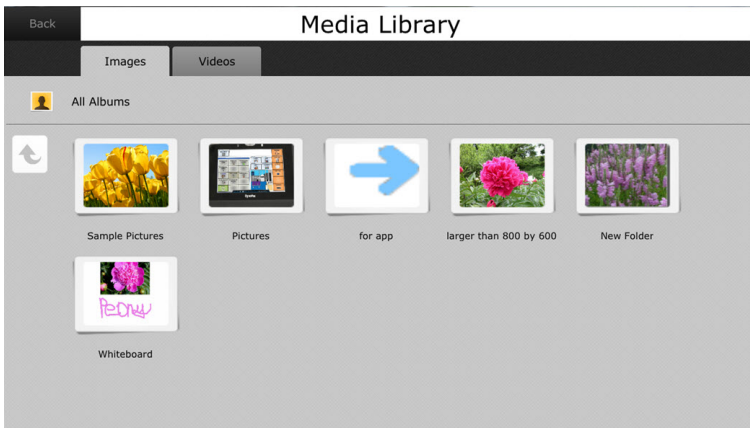


Figure 17.1 Media Library (Example - Images)

When you select a folder under the Images tab and then select a specific image, a full-screen photo viewer will open.



Figure 17.2 Image Viewer

Use the **Previous** and **Next** buttons at the top of the screen to scroll through all of the images in the folder.

Select the **Videos** tab to open your video library. Select a videos folder, and then select the video file you want to play. Then select **Open** on the **Options** dialog.

18 Backing Up and Restoring

When you completed the **Setup Wizard**, you saved many settings for the pageset, vocabulary, media library, rate enhancement information, selection method settings, etc. A backup file saves these customized settings, your edited pages, and data such as vocabulary.



It is important that you back up regularly.

Open the **Settings** menu. (See 5.1 *Open the Settings Menu*, page 22.) Then select **Backup/Restore**.



Figure 18.1 Backup/Restore Settings

You can back up and restore your pageset either locally or to myTobiiDynavox.com.



A micro USB adapter may be needed to back up and restore locally on selected devices.

18.1 Back up to myTobiiDynavox.com

1. Select the **Backup to myTobiiDynavox** button.
2. If you are prompted, sign in to your account by entering your username and password.
3. Enter a name (and description [optional]) for your backup file in the text box. (It's a good idea to include the date in the file name.)
4. Select **OK**.

18.2 Back up Locally

You can back up to your local hard drive or to a USB drive.

1. Select the **Backup Locally** button.
2. On the screen that opens, select a destination directory (backups is the default backup folder). Use the arrow button at the upper left of the screen to move up through the layers of directories. Select a directory in which to save your backup file.
3. Select the green **Select** button in the top right corner of the screen.
4. Enter a name for your backup file in the text box. It's a good idea to include the date in the file name.
5. Select **OK**.

18.3 Restore from myTobiiDynavox.com

1. Select the **Restore from myTobiiDynavox** button.
2. If prompted, sign in to your account by entering your username and password.
3. The Select Backup File screen will open. Select the backup file you want to restore. If necessary, use the arrow button at the upper left of the screen to move up through the layers of directories. Then select the green Select button in the top right corner of the screen.
4. Select **OK**. A progress bar will appear.



Selecting this option will reset the device and overwrite all user data, settings, and content.

18.4 Restore Locally

1. Select the **Restore Locally** button. The **Select Backup File** screen will open, displaying all of the backup files in the Backups folder.
2. Locate the file you want to restore. If necessary, use the arrow button at the upper left of the screen to move up through the layers of directories. Select your backup file or locate the file on your USB drive.
3. Select the backup file you want to restore. Then select the green **Select** button in the top right corner of the screen.
4. Select **OK**. A progress bar will appear.



Selecting this option will reset the device and overwrite all user data, settings, and content.

18.5 New Pageset Wizard

Open the **New Pageset Wizard** to walk you through the steps to choose an appropriate pageset.

18.6 Manage Login

Sign out/sign in to your myTobiiDynavox account.

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Support for Your Tobii Dynavox Device

Get Help Online

See the product-specific Support page for your Tobii Dynavox device. It contains up-to-date information about issues and tips & tricks related to the product. Find our Support pages online at: www.TobiiDynavox.com/support-training

Contact Your Solution Consultant or Reseller

For questions or problems with your product, contact your Tobii Dynavox solution consultant or authorized reseller for assistance. They are most familiar with your personal setup and can best help you with tips and product training. For contact details, visit www.TobiiDynavox.com/contact