NOVA chat 7 Quick Reference Guide

Open/Close NOVA chat

To open NOVA chat application, from the home screen, choose the NOVA chat shortcut.

Once running Chat software choosing the Home button along the edge of the screen will minimize the application and show the Android home page.

To actually Close the Chat application, push and hold the Back button and answer Yes to Close.

Explore Saltillo Provided Vocabulary Files:

To view the provided vocabulary files, choose

Menu >**Library** and tap on one of the Available Vocabulary Files, choose **Open** and explore the file. Repeat until you've viewed all options.

Create a copy of an existing vocabulary file for customizing:

- have the file open
- choose Menu>Edit Mode
- choose Yes
- type in a name to represent the file
- select Save

or

- choose Menu>Library
- choose the file to copy
- choose Duplicate
- type in a name to represent the file
- select Save

Turning Edit Mode On

To make any changes to a vocabulary file the system must be in Edit Mode.

To edit a vocabulary file or any resource linked to it (pages, buttons), go into **Edit Mode** by:

- tapping on menu
- choosing **Edit Mode**

In Edit Mode, a line of text will appear at the bottom of the screen indicating that the software is in Edit Mode, along with the name of the vocabulary file and the name of the current page.

Change button label/message (see the User's Guide for Editing Button Sets)

- Turn Edit Mode On (see above)
- Tap & hold on the button (right click if using Editor). This evokes the context menu options.
- Choose **Edit Button** option. The **Button Properties** will appear so that you can edit the button.

Now you can edit the current button label and/or message by entering text in the Label and the Message box respectively. Tap in the appropriate box to bring up the keyboard for entering text.

- Tap the **SAVE** button to apply your changes to the button.

Adding or editing a buttons image

- Turn Edit Mode On (see above)
- Tap and hold button to modify (right click if using Editor).

- Choose **Edit Button** option. Button properties will appear.
- Choose **Find** (on device) or **Search/Browse** (in Editor) to look for a picture that exists in the library.

After choosing Find you are presented with a listing of categories to choose from, or you can choose to search for the label that appears in the box in the upper left corner automatically. Choose Search to look for icons with the label name. If the appropriate icon wasn't found in the original search, enter a new item to search on in the text box and tap the Search button.

Search results display the icons to choose from. Choose appropriate icon by tapping on it. If the button's appearance is as needed, choose Save. **Browsing** for Icons is also available. Open the category with a single tap and then swipe the screen up to view all of the icons within that category (if using the Editor, choose appropriate category). Once finding an appropriate icon, choose it and **Save** it to the button.

If you find that the symbol you need is not available within the existing symbol library, you can use your own digital pictures, scanned pictures, downloaded images or homemade symbols, and import that image directly into your button.

To include a picture not in the Chat Symbol Library

If using the Editor software - the pictures you want to use must also be on this computer.

If importing directly to device - the picture must be on the NOVA chat 7.

- choose **Edit Mode**

- Edit the proper button
- choose **Import**
- Browse for the pictures you want to use. When you find the image you want to use, select it.

If using NOVA chat device:
- Find the location of the picture
- choose appropriate picture
- name it and choose Save

If using NOVA chat Editor:
- find the location of the picture
- choose it
- choose **Open**

Once you have selected the image you wish to import, Save it and the image will appear on the button.

Modifying Button's style

Button style can be modified only while in Edit mode.
- Tap and hold Button to modify (right click if using the Editor).
- Choose **Edit Button** option.
- Tap on the **Style** tab. The button style properties will appear.

Simply choose the **Style Options** to Edit
Check the **Label on top** box to define the label position on the button.
Check the **Bold**, **Italic**, **Underlined** boxes to modify label text.
Choosing to make a button Transparent might be used when creating a visual scene and you want a location of a scene to speak but you don't want the button to appear in the scene.

Modifying a Buttons Action
A single button can perform a number of different actions. There are a number of different speaking options a button can perform. A button can add a grammatical ending to an existing word. Buttons can perform functions such as Clearing the Display or Backspacing.

To modify a buttons action:
- Tap & hold on a button you want to modify (right click if using the Editor)
- Choose **Edit Button.** Button Properties screen will appear
- Tap on the **Actions** tab
- Choose the Action listing to find the appropriate Action to add
- Swipe up to view entire Action listing

To remove an Action from the listing of Actions assigned to your button, choose the Action, and choose Remove.
Depending on the Action you've chosen, that Action might just be added to the listing of Actions for that button or you may be prompted for additional steps.

Hint: Add a **Battery Status** action to a button to keep track of the NOVA chat and Amplifier Battery Status

Creating a new page
Pages are levels of specific vocabulary linked together to create a vocabulary file specific to the device user. There are a number of options for creating pages.
- Turn Edit Mode On
- Choose **Menu** & Pages

- choose **Menu** and New Page
- give the page a descriptive name
- select the number of rows & columns needed
- make style changes, as needed

After you tap on the **Save** button, a blank page will be created in your vocabulary file and will be ready to place buttons.

Transferring files between Device & Editor
- Start NOVA chat Editor
- Attach NOVA chat 7 to computer
- Tap **Mount** on NOVA chat 7
- Choose **Library** Menu from Editor and then **Transfer**

Copying Files from the device to the Editor
From the transfer screen, check the vocab file or files you wish to transfer from the device to the PC and click on the **To Editor** button. The file name will be listed in Editor Files once complete.

Copying Files from the Editor to the Device
From the transfer screen, check the vocab file or files you wish to transfer from the NOVA chat editor to the NOVA chat 7 device and click on **To Device** button.

The name of the file should display in the Device Files listing when complete.
- Choose **Done** and Close the Window

Once complete, choose to safely remove the Storage device from your computer.
- Tap **Turn Off** on the device

Tap the back hardware key to go back into NOVA chat 7