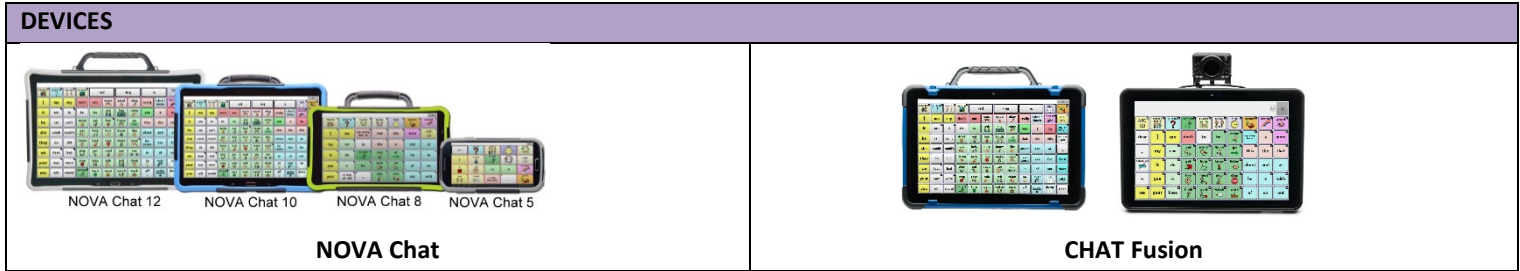Devices, buttons, and features vary across devices, thus, make sure to note which buttons/options are on your device.

## DEVICES

| | |
|---|---|
| NOVA Chat 12  NOVA Chat 10  NOVA Chat 8  NOVA Chat 5 | |
| **NOVA Chat** | **CHAT Fusion** |

## CHAT HARDWARE MENUS

The icons will vary based on which device you have.

**Menu:** allows you to determine which vocabulary file will be used, which augmentative options are enabled, how and when to speak messages, and how a wide variety of other options are configured.

## CHAT MENUS

When you select the Menu button, a pop-up menu is displayed at the bottom of the screen.

**Edit Mode:** turn editing on/off

**Settings:** modify settings to device

**Library:** listing of vocabulary files

**Help:** system information & registration

**Word Finder:** help finding a word (*must enable in Settings*)

**Lock:** lock menus (*must enable in Settings*)
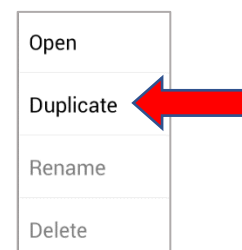
### Selecting a Vocabulary File
Tap the **Menu**
Then select **Library**
- All available vocabularies will be listed alphabetically.
- Locks indicate an original Saltillo file.
   - You CANNOT edit original files.  You must duplicate it.

### Duplicating a Vocabulary File
o   Tap on the file you want to copy, select **Duplicate**.
o   Type a name for the file. It is recommended to leave the vocabulary
    file name (e.g., MultiChat 15_Dave). **Save.**
o   Tap on the newly created file. **Open.**

| |
|---|
| Open |
| Duplicate |
| Rename |
| Delete |

| VOCABULARY CUSTOMIZATION | |
|---|---|
| Note: The device will need to be in **Edit Mode** in order to make all changes described below.<br><br>**Reminder about Edit Mode**<br>o   Menu ⇒ **Edit Mode**<br>    o   **Edit Mode** will appear in red at the bottom of the screen, along with the name of the page (in brackets) you are currently editing. | |

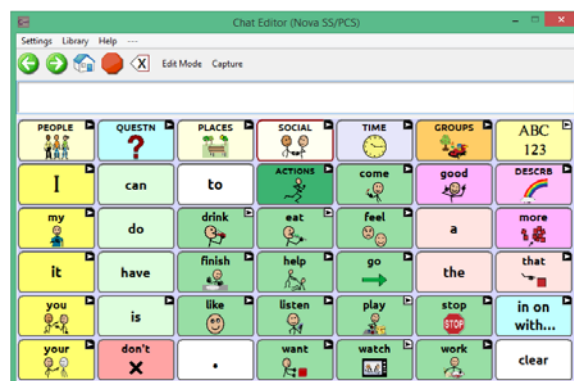| CREATING AND EDITING PAGES IN A VOCABULARY | |
|---|---|
| Create a **New Page** | **Menu ⇒ Pages ⇒ Menu ⇒ New Page**<br>o   Multiple things to customize:<br>    o   Number of rows and columns<br>    o   Background color or set a picture<br>        When finished customizing, select **Save** |
| **Linking** to a **New Page** | Go to the page where the link will be created from. Identify and select the button that will link to a new page.<br>o   Press and hold button, select **Edit Button**<br>    o   Give the button a label and icon if needed.<br>o   Under the **Actions** tab, choose **Add an Action**<br>o   Scroll down to **Navigate** and select it<br>    o   Select the **New Page** that was created.  When finished press **Save** |
| **Add** a **Home Button** to a **New Page** | If a **Home Button** already exists on another page, it can easily be created on a **New Page**.<br>    Can use this feature to add other buttons, as well, e.g. forward/back arrows<br>o   Decide where the **Home Button** will be; then, press and hold the button.<br>o   Choose **Add Button from Library**<br>o   Select a page that has the desired button.<br>o   Scroll through the list to find desired button and select it. |
| Create a **New Page from Template** | **Menu ⇒ Pages ⇒ Menu ⇒ New from Template**<br>Select desired template (usually select the one that matches vocabulary file, e.g. 60-location, 42-location, etc.)<br>o   Give the page a name<br>    When finished, select **Save**<br><br>Repeat steps to create buttons and link to new page where desired. |
| Importing Pages | Allows a person to import pages from a different vocabulary.<br>**Menu ⇒ Pages ⇒ Menu ⇒ Import**<br>o   Scroll through vocabularies and select the one where the pages will be imported from<br>o   Scroll through the pages and select all desired pages.<br>o   Once finished selecting pages, press **Import**.<br><br>It may take a moment to import all the pages.  Once imported create new buttons and links as desired. |
| Editing Pages | **Menu ⇒ Edit Page**<br>o   General Tab: change name of the page, color of the page, add an image<br>o   Layout Tab: adjust number of rows and columns |
| Notes about **Creating and Editing Pages:** | |

| OTHER CUSTOMIZATIONS | |
|---|---|
| Abbreviations | Helpful for a user who is adept at typing.<br>**Menu ⇒ Settings ⇒ Abbreviations**<br>To add a **new abbreviation**:<br>o   Press **Menu** again<br>o   Then, **New**<br>   o   Type in the desired abbreviation and what the expansion will be in the appropriate boxes.  Select **Save** when finished. |
| Creating **Gestures** | **Gestures** must be enabled in the **Settings**.<br>**Menu ⇒ Settings ⇒ Input ⇒ Gestures**  (check the box to enable)<br>To create gestures:<br>o   In the entire vocabulary:<br>   o   **Menu ⇒ Edit Vocabulary ⇒ Gestures  New**<br>o   On one specific page:<br>   o   **Menu ⇒ Edit Page ⇒ Gestures ⇒ New**<br><br>o   Creating a **New Gesture**.  Select which gesture will be used from the drop down menu.<br>o   Give the gesture a label and message.<br>o   **Add an action** from the pop up menu.  This is what action will happen as a result of the gesture.<br>o   Select **Save** when finished. |
| **Copying Pictures** from Your Computer **to the Device** | o   Attach device to computer.  Allow for computer to recognize device.<br>o   Open **Pictures folder**.<br>o   Copy pictures from the computer (from desktop, picture folder, etc.) into the device's **Pictures folder**.<br>o   When the picture finish copying, unplug the device. |
| Creating a **New Vocabulary** | **Menu ⇒ Library ⇒ Menu ⇒ New**<br>o   Give the vocabulary a name and set the number of rows and columns.<br>   o   When finished, select **Save**. |
| Notes about **Other Customizations**: | |

## CHAT EDITOR (formerly NOVA Chat Editor)

**What to do with it**
- Backup customized files
- Customize without taking the device away
- Create materials using Capture tool
- Import News-2-You & Unique files
- Transfer vocabulary to/from TouchChat
- Learn vocabulary

Free download available from www.saltillo.com

Available on all PCs (not compatible with Apple/iOs).

| CHAT EDITOR | |
|---|---|
| **TRANSFERRING FILES** | |
| Connecting the Device to Chat Editor | o Start **Chat Editor** on the computer (must already be downloaded)<br>o Make sure device is <u>not</u> in Edit Mode (Menu ⟹ Uncheck Edit Mode)<br>    o Attach device to the computer via included USB cable. Device will enter Transfer Mode.<br>        o "Device is Connected" will appear at the top of ChatEditor. |
| **Transferring** Files **From** a **Device To Chat Editor** | o Within **Chat Editor,** choose **Library ⟹ Transfer ⟹ To/From Device**<br>o Check the vocabulary file(s) (on the right side of the screen) you wish to transfer to the Editor.<br>o Choose the **To Editor** button<br>o The file name(s) will be listed in the **Editor Files** once complete. Choose **Done.**<br>o Safely remove device from computer. Unplug USB cord from Device.<br>To view the file(s) in **Chat Editor**, choose **Library ⟹ My Resources ⟹ Choose the Vocabulary ⟹ Open** |
| **Transferring** Files **From Chat Editor To** a **Device** | o Within **Chat Editor,** choose **Library ⟹ Transfer ⟹ Vocabs To/From Device**<br>o Check the vocabulary file(s) (on the left side of the screen) you wish to transfer to the device.<br>o Choose the **To Device** button<br>o The file name(s) will be listed in the **Editor Files** once complete. Choose **Done.**<br>o Safely remove device from computer. Unplug USB cord from Device.<br>To view the file(s) on the **device**, choose **Menu ⟹ Library ⟹ Choose the Vocabulary ⟹ Open** |
| Notes about **Chat Editor:** | |
| **News-2-You and Unique Pages** | |
| **Download News-2-You Pages** | o Go to to http://saltillo.com/curriculum-partners and choose **News-2-You**, then select **NOVA Chat/Chat Fusion**<br>o Click on the file you want to download. Then click the location size grid you want for that file.<br>o Download and save the file somewhere you can easily find it on your computer (e.g. the desktop). |
| **Download Unique Pages** | o Go to to http://saltillo.com/curriculum-partners and choose **Unique**, then select the grade band.<br>o Click on the file you want to download.<br>o Save the file somewhere you can easily find it on your computer (e.g. the desktop). |
| **Importing News-2-You** and **Unique Pages** into **Chat Editor** | o Open the **Chat Editor Import** folder (should be on your desktop).<br>o Drag and drop the downloaded file (News-2-You or Unique) into the **Chat Editor Import** folder. Once the file is done, close the folder.<br>o Open **Chat Editor**. A pop-up box should appear that says "Importing"<br>    o It may take a few seconds for the box to appear.<br>o Once it goes away the files are now in the **My Resources** section of the **Library** in **Chat Editor**.<br>o Follow the steps previously described to **Import** the pages into the vocabulary file and create a link.<br>    o Make sure to import ALL the pages for the **N-2-Y** or **Unique** lesson. |

Notes about **News-2-You** and **Unique**: