PASS Quick Reference Guide

Software Version 2.02

Tools Key
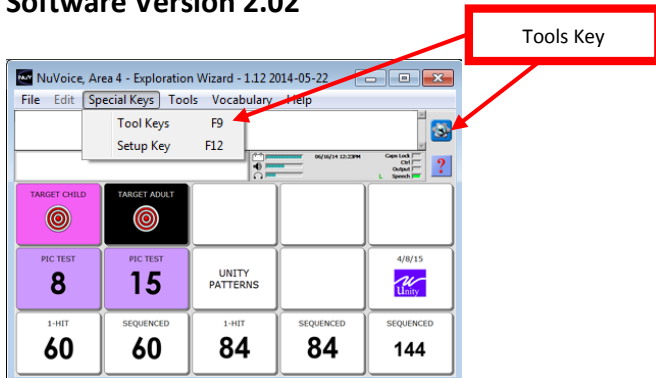
PASS (PRC **A**pplication and **S**upport **S**oftware)
PASS demo software for PRC products allows you to create, modify, and save vocabularies, then load them into your communication device. You can also use PASS to create support materials, such as smart charts, manual boards, and vocabulary lists. With PASS, AAC support professionals and family members can work on a client's device contents without needing to have the device present.

Download PASS software at
https://www.prentrom.com/downloads/pass
Make sure you download the version that matches your PRC device.

System Requirements
Windows Vista™, Windows® 7, Windows 8, or Windows 8.1.

Note: This is a desktop application and will not run on Windows RT or in the "Tiles" on Windows 8 or Windows 8.1.

Most operations and programming on the PASS software are exactly the same as on a PRC device. However, there are a few differences and some other features. This Quick Reference Guide covers PASS-related topics that are not covered in the Accent Quick Reference Guides.

To learn how to add words, activities and pages to a vocabulary please refer to your device-specific Quick Reference Guide.

Tools Key (to modify device)
This key provides access to the user keys, such as the Toolbox and Setup key.

SAVING A VOCABULARY ON A DEVICE/PASS
1. Insert your flash drive into the USB port on the back of the device or computer (for PASS).
2. Select the **Tools** key and then **Toolbox**.
3. Select **Transfer Memory Menu**.
4. Select **Save One User Area** and touch the user area you want to back up or **Save Entire Device Contents**.
5. Make sure the pre-set folder is a USB drive. If so, select **OK**. If not, select **Choose Different Folder** and **Up Folder** to navigate to the USB drive. It may be marked "Removable media". Select **OK**. Type the file name and date (xx-xx-xx).
6. Select **OK** and wait for the memory transfer to take place. Once complete, select **OK**, **OK**, and then **Go to Home**.

LOADING A VOCABULARY INTO YOUR DEVICE/PASS
1. Insert your flash drive into the USB port on your device or computer (for PASS).
2. If loading into PASS, open the PASS software. If loading into a device, go to step 3.
3. Select the **Tools** key and then **Toolbox**.
4. Select **Transfer Memory Menu**.
5. **A.** Select **Load One User Area** and touch the user area (1-6) you want to load the vocabulary into. Please note, the existing user area will be erased/replaced with the new one.
   B. Select **Load Entire Device Contents**, if you are loading a file that contains the entire contents of a device.
6. If you see the file you want to load already on the screen, select it. Otherwise use **Up Folder** to navigate to the USB flash drive. Select the file you want to load.
7. Wait for the memory transfer to take place. Once complete, select **OK.** Answer **Yes** or **No** to "Switch to this user area now?"
8. Select **OK**, **OK**, and then **Go to Home**.

## LOADING LAMP WORDS FOR LIFE INTO PASS
1. Select the **Tools** key and then **Toolbox**.
2. Select **User Area Menu**. Select **Replace User Area**.
3. Select a User Area (1-6) that you want to replace with a LAMP WFL vocabulary.
4. Select **Pre-Defined Vocabularies**.
5. Select **English**.
6. Select **LAMP Words for Life**.
7. Select the desired LAMP WFL file (1-hit, transition, or full).
8. By selecting **Yes**, the current user area will be erased and replaced with a LAMP WFL file. Type the word "replace". Select **OK**.
9. Once complete, answer **Yes** or **No** to "Switch to this user area now?" Select **OK** and then **Go to Home** (blue key).

WRITE WITH ICONS (WWI)
The **Write with Icons** option allows you to type words and see them displayed as icon sequences. Words that are programmed in the core area and dynamic activity rows of the current user area will be displayed. For example, if your PASS is in a user area with Unity 84 Sequenced, Write with Icons will display icon sequences for words in Unity 84 Sequenced.

To use **Write with Icons:**
1. Select the **Vocabulary** Tab.
2. Select **Vocabulary Display Options.**
3. Select **Write with Icons (F11)**.
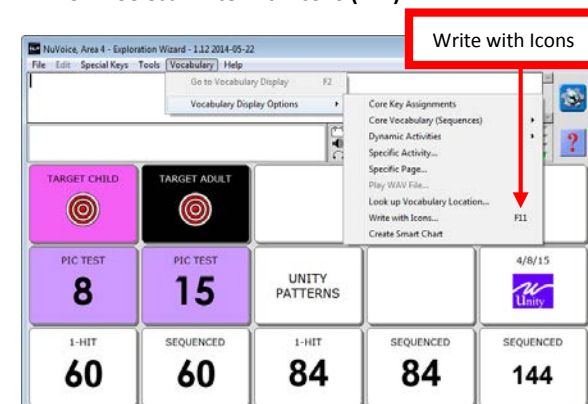
Write with Icons

Note: If this is your *first time* using PASS, you will see a WWI setup screen. You can use this to change how WWI works (see WWI Preferences). To skip this screen in the future, uncheck the box marked 'Show set-up at Write with Icons start-up'. Select **OK**.

The display will change to a tan background with WWI instructions on the top of the screen.
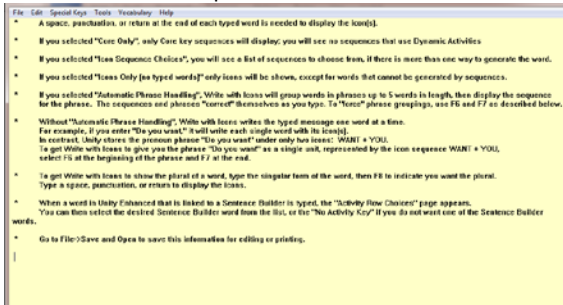
Now whatever you type will show up on the display with icon sequences. You must type a word then **add** a **space, tab, return** or **punctuation after it** to display the icon sequences.

To format and print your words and icon sequences, select **File**, then **Save and Open**. Name your file and designate where you want the file saved on your computer. Then select **Save**. Your words and icon sequences will open in a text document. Format and print. To stop using Write with Icons, select **Vocabulary** and then **Return to Emulator**.
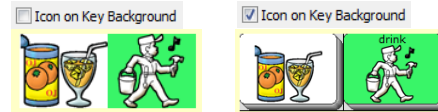
WRITE WITH ICONS PREFERENCES

To change WWI options, go to the **File Menu** and select **Preferences**.
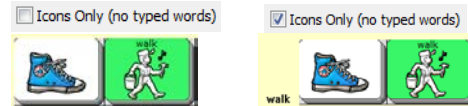
Instructions on Page:
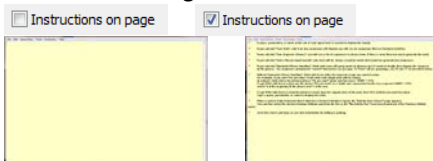
Icon on Key Background:

Icons Only (no typed words):

Icon Sequence Choices: With Icon Sequence Choices **ON**, you will be given choices if there is more than one way to say a word. Click on the sequence you want, and then select **OK**. With Icon Sequence Choices **OFF**, you will get the first choice on the list.

Automatic Phrase Handling: With Automatic Phrase Handling **OFF**, each word will show its sequence.
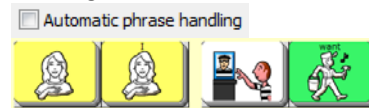
With automatic phrase Handling **ON**, the shortcut phrases will be displayed.
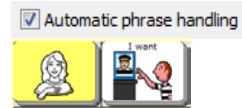
CREATING A SMART CHART

A "Smart Chart" is a quick reference sheet created from a set of words using Vocabulary Builder. Vocabulary Builder is a therapeutic tool that allows you to temporarily limit the amount of vocabulary visible within Unity sequenced.

To learn more about Vocabulary Builder for Accent products, please visit https://www.prentrom.com/training/courses/vocab-builder

To create a **Smart Chart**:
1. Have Vocabulary Builder turned on with your desired set of words visible.
2. Select the **Vocabulary** menu at the top of PASS.
3. Select **Vocabulary Display Options**.
4. Select **Create Smart Chart**.
5. Your Vocabulary Builder set of words will be displayed as a list of words and icon sequences in Write with Icons.
6. Select **File**, then **Save and Open**. Name your file and designate where you want the file saved on your computer. Then select **Save**.

Your words and icon sequences will open in a text document.
7. To turn your list into a chart, in Word, highlight all text and icons.
8. Select **Insert**.
9. Select **Table**.
10. Select **Convert Text to Table**.
11. Select **OK** and a chart will be automatically created.

LOOK UP ICON RATIONALES
1. Select the **Vocabulary** menu at the top of PASS.
2. Select **Vocabulary Display Options**.
3. Select **Core Key Assignments.**
4. Hover over an icon with your mouse or scroll down the page to view icon rationales.

TAKING A SCREEN CAPTURE
Use the **Screen Capture** tool to take a snapshot of any screen and print it so you can use it as a communication board.

To use the Screen Capture Tool:
1. Navigate to the screen you want to print.
2. Select the **Tools** menu at the top of PASS.
3. Highlight the **Screen Capture** feature and click.

Screen Capture
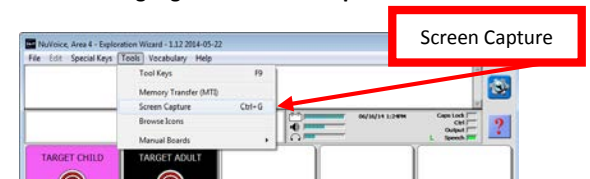
4. Name your file and designate where you want the file saved on your computer.
5. Select **Save**.
6. You will now see a Paint Program or an equivalent editing software open with your page displayed.
7. Format and print.