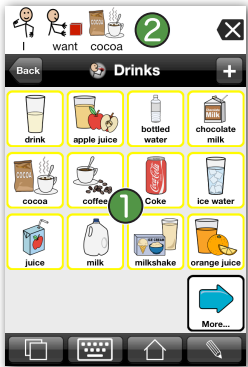# Proloquo2Go Basics

Proloquo2Go (iPad, iPhone and iPod touch). In this tutorial you will learn all the basics of Proloquo2Go, which will enable you to start using Proloquo2Go without any difficulties.
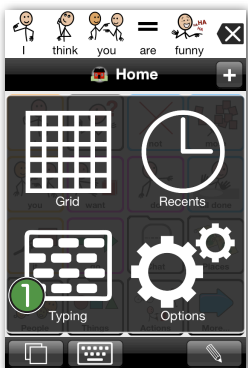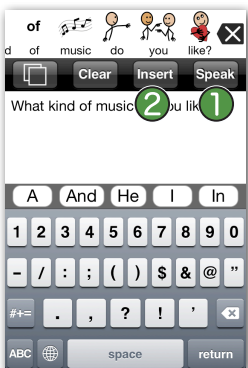
Basics

Start Proloquo2Go by tapping its icon. Tap buttons to speak text, ① send text and symbols to the Message Window ② and navigate to folders.
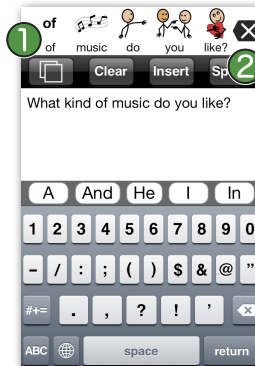
Tap the Message Window to speak the message. Tap the *Backspace* button ① to delete the message from the Message Window. Tap the *Views* button (double overlapping squares) ② on the bottom toolbar.

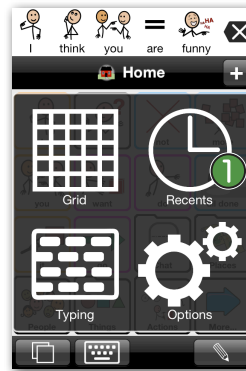Tap on *Typing* to open Typing View. ①

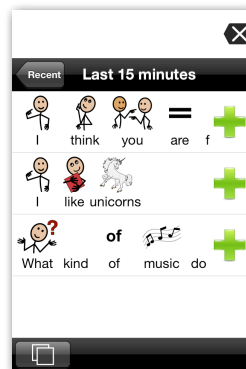Type a message and then tap the *Speak* button ① to hear the message. Tap the *Insert* button ② to insert the message into the Message Window.
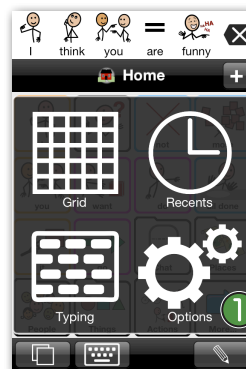
Note how the message gets symbolized. ① Double tap on the *Backspace* button ② to clear the Message Window.

Tap the *Views* button again and tap *Recents* to open Recents View. ①

Tap on *Last 15 minutes*. Try tapping on one of the items inside that section. You now hear the message you have created 15 minutes ago.
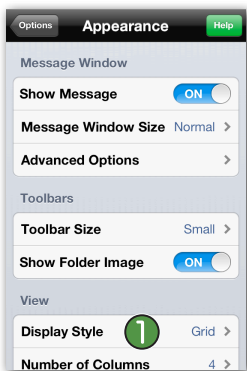
Now try switching to List View. Go to Options.

On an iPod touch or iPhone, Options View can be accessed by tapping the *Views* button in the bottom left of the screen, and then tapping *Options*. ①

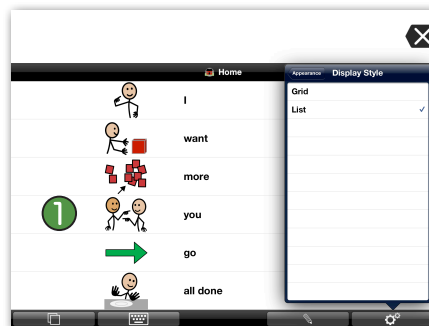*On iPad,* the Options button ① is the right-most button in the toolbar.

Tap on *Appearance.* ①

Then, in the View section, ① tap *Display Style.*

Tap on List to select it. Tap on the *Appearance* button to go back to the Appearance settings.

On iPad, you can see how the appearance immediately changes from Grid View to List View.

On iPhone or iPod touch, tap on *Options* on the top of the Appearance screen and then tap the blue *Done* button to exit Options. Now you can see the appearance has changed from Grid View to List View.

Go back to Options. If you don't remember how to go to Options on iPad, iPhone or iPod touch, please see the before mentioned steps.

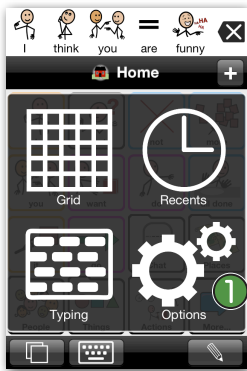Now select *Grid* from the Display Style ① choices to go back to Grid.

Check out the bottom toolbars that Proloquo2Go offers.

This is the regular toolbar. Here you can find Views, ① Keyboard, ② Home ③ and Edit. ④

Tap the *Edit* button (the pencil). The Edit window will now appear and the blue Done button. Tap the *Done* button to hide the Edit window. We will learn how to use them later.

Customizing The Size of Buttons

Go to Options.

On an iPod touch or iPhone, Options View can be accessed by tapping the *Views* button (double overlapping squares) in the bottom left of the screen, and then tapping *Options.* ①

On iPad, the Options button ① is the right-most button in the toolbar.

Tap on *Appearance.* ①

In the View section, tap on *Number of Columns* ① and select the number of columns to display.
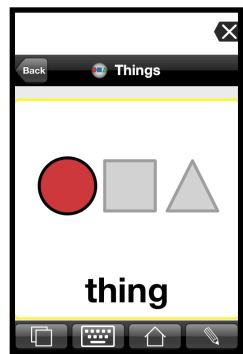
On iPad, you can immediately see how the size of the buttons change.
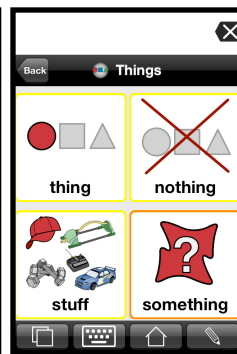
On iPhone or iPod touch, tap on the button in the upper left corner ① multiple times to exit Options. Now you can see how the size of the buttons changed.

Note: parts of the vocabularies are only optimized for a certain number of columns.
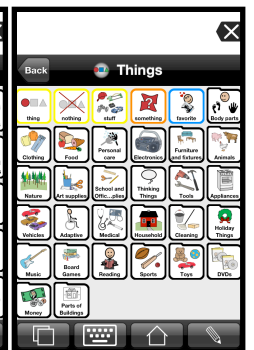
1 Column

2 Columns

3 Columns

4 Columns (default on iPod/iPhone for Core Word. Default on all devices for Basic Communication)
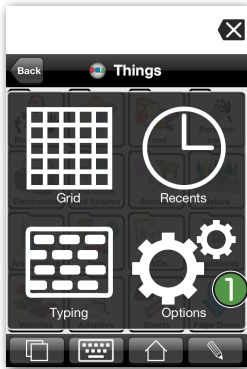
5 Columns

6 Columns (default on iPad for Core Word)

Customize Your Voice Settings

Go to Options.

On an iPod touch or iPhone, Options View can be accessed by tapping the *Views* button (double overlapping squares) in the bottom left of the screen, and then tapping *Options*. ①
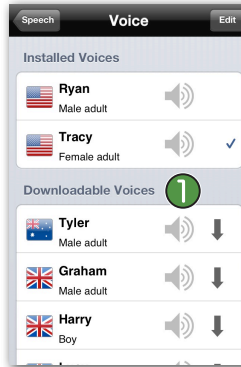
On iPad, the Options button ① is the right-most button in the toolbar.

Tap *Speech*. ①

Tap *Voice*. ① You will see the default voices, which are high quality US English voices.

Additionally, there is an option to download more voices in the Downloadable Voices section. ① Note that you can only switch languages once per 24 hour period.

Try experimenting with the Speech Rate ① and Voice Personalization options. ②
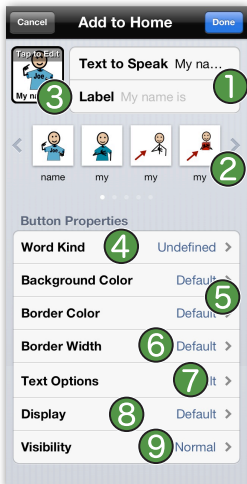
Editing Buttons

Tap the *Edit* button (the pencil). ①

Next, tap a button you would like to customize. A blue checkmark will appear on it. Then tap the *Properties* tab ① in the Edit window.

Tap the expansion button ① to see more of the Edit window. If you are using an iPhone/ iPod touch, you will need to scroll to see all of the properties of the button.
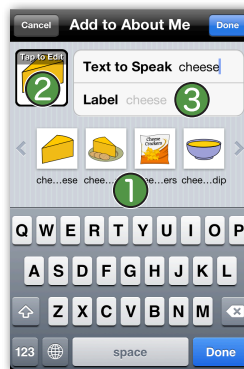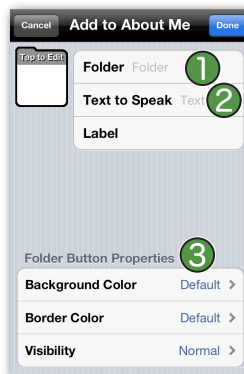
Type some text. Notice that symbols are automatically suggested. ① Tap on *Tap to Edit* ② to search for a symbol, take a photo, or use a photo from your device's photo library. If you want to use a different label than the text to speak, type your text in the Label field. ③

You can customize: the text the button will speak and the label; ① select a suggested symbol; ② or tap the button preview ③ to use another symbol or photo; set the word kind ④ (grammatical part of speech); choose the background or border color;⑤ border width; ⑥ text options; ⑦ whether it will display its label and/or image; ⑧ and whether the button appears normal, dimmed, or hidden. ⑨

You can customize the same properties ① you saw when you edited an existing button. Tap the *Done* button ② to create your button, or the *Cancel* button ③ to exit without creating a button.

Try adding a new button from scratch. Tap the *Arrange* ① tab in the Edit window. Then tap the *Add Button* button (square with a plus sign). ②

Create a new folder by tapping the *Add Folder* button ① (folder icon with a plus sign) and then tapping *New Folder*. ②

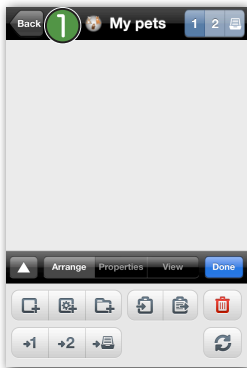Tap the *Text to Speak* field ① and a keyboard will appear.

In the Folder field ①, type the name of the folder. As you type, symbol suggestions will appear automatically. If you want the folder to insert text into the Message Window, enter the text in the Text to Speak field. ② You can further customize your folder in Folder Button Properties. ③
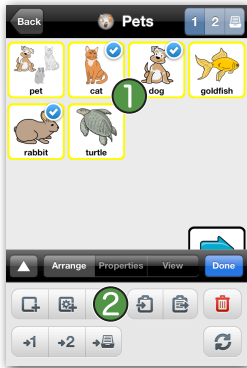
Double-tap your new folder to open it while remaining in Edit Mode. You can use the Add Button ❶ button to create new buttons for your folder, or you can navigate to other folders using the Back button or by double-tapping folders and copy buttons to paste into your folder.
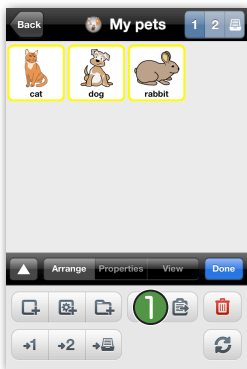
Copy and Paste Buttons

Tap the *Back* button ❶ and navigate to another folder with items you want to paste into your new folder.

Tap the button(s) you want to copy. ❶ Blue checkmarks will appear to confirm your selection. Then tap the *Copy* button ❷ (clipboard icon with an arrow pointing to it) to put the button(s) on your clipboard.
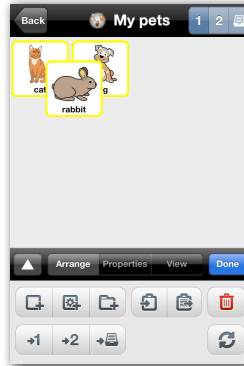
Navigate back to your new folder, and tap the *Paste* button ❶ (clipboard icon with an arrow pointing away from it) to move the copied buttons from the clipboard into the folder. Pasting removes the buttons from the clipboard, so they can be pasted only once.

Note: you can copy and paste buttons between different users by copying buttons in one user, switching to the other user, and pasting in the desired folder. You *cannot* copy and paste folder buttons between users currently, though we will add this feature a future release.
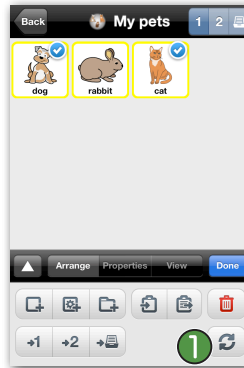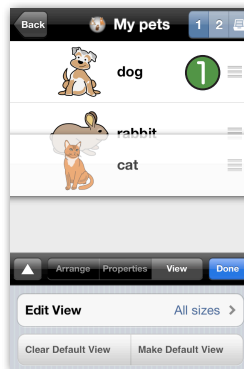
Repositioning Buttons

To move a button in between two other buttons, hold the button until it starts to pulse. Then drag the button between the two buttons and let go. The buttons will move aside to make room for the dragged button.

To swap two buttons, hold the button until it starts to pulse and then drag it on top of another button. The two buttons will exchange positions, and no other buttons will move.

You can also swap two buttons by using the Swap button. Tap the buttons you want to swap and then tap the *Swap* button. ❶ You can also swap multiple buttons at once. They will then rotate clockwise.

To re-order items in the List View, tap the *Edit* button (the pencil) and drag items to a different position in the list by holding down on the three lines on the right side of the items. ❶