



Changing the Order of Buttons

Proloquo2Go (iPad, iPhone and iPod touch). In this tutorial you will learn about the three options you have to automatically order buttons in a folder, and how to reposition individual buttons.



Launch Proloquo2Go by tapping on its icon. Navigate to a folder (in this example we navigated to the Restaurants folder in the Core Word vocabulary). Tap the *Edit* button **1** (the pencil).

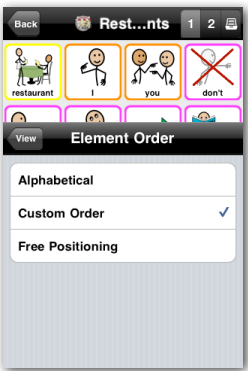


A window will pop up at the bottom of your screen. You can enlarge this window by tapping the little arrow on the left side. **1**

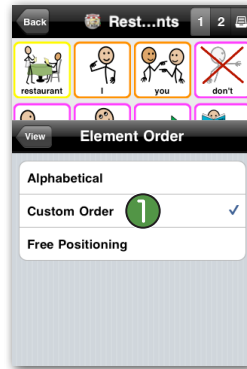
Note: if you want to enter a folder while in Edit Mode, simply tap the folder twice.



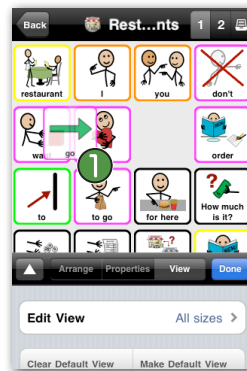
Tap the *View* tab **1** and then tap *Element Order*. **2** The settings here will always only apply to this particular folder. You have three different ordering options.



- Alphabetical automatically organizes the buttons in alphabetical order.
- Custom Order allows you to position buttons in any order you like, but you can't have gaps.
- Free Positioning allows you to position the buttons anywhere you like, and you can have gaps.



Select *Custom Order* **1** and tap *View* on the top of the Edit window. You can now reposition buttons without leaving gaps.



Hold down on a button until it starts to pulse and position it in between two other buttons. **1** Notice how everything reflows and the button is placed in between the two other buttons.



You can also swap two buttons. Hold down on a button until it starts to pulse and position it on top of another button. **1** The two buttons will now swap.



Alternately you can use the Swap button (the two arrows). In the Edit window, go to the Arrange tab. **1** Settings in the Arrange tab will only affect your selected button(s).



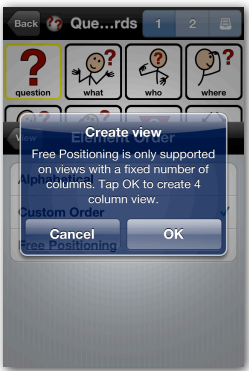
Now select the buttons you would like to swap. Checkmarks will appear to confirm your selection. Tap the **Swap** button ① (the two arrows). See how the two buttons swap places. You can also swap multiple buttons. These buttons will then rotate clockwise.



Select four buttons you would like to swap and tap the **Swap** button again. See how the buttons rotate. Now go back to the **View** tab to try one of the other **Element Orders**.

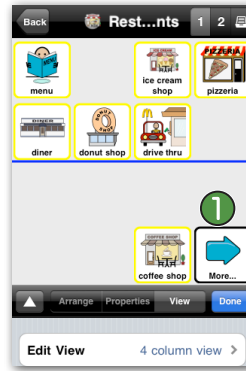


Go to **Element Order** and select **Free Positioning**. ① This will allow you to position buttons any way you like in the grid. Buttons do not have to be next to each other.



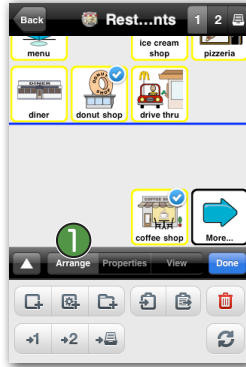
You **may** see an alert asking you if it is all right to create a view that has a fixed number of columns. This happens if the current view is "All Sizes." This means that the view has no fixed number of columns, but just automatically resizes its buttons to accommodate any number of columns. An "All Sizes" view can't

be made **Free Positioning**, as it doesn't have a fixed grid to use to position the buttons into. Tap **OK** to create the fixed column view that is needed to support free positioning.



Hold down on a button until it starts to pulse and drag it all the way down, leaving empty slots. If there is a **More** button to take you to another priority level, it will automatically reposition. ①

Note: you may need to scroll down to see the **More** button.



With **Free Positioning** you can also use **Swap** options (swapping by dragging a button on top of another button or swapping by using the **Swap** button) to reposition buttons. Remember that the **Swap** button is located in the **Arrange** tab. ①