



# Creating New Buttons, Actions and Folders

**Proloquo2Go** (iPad, iPhone and iPod touch). In this tutorial you will learn how to create new buttons, actions and folders in different ways.

## Creating a New Regular Button



Start Proloquo2Go by tapping its icon. If you are not on the Home screen, tap your *Home* button. ① Navigate to a folder (in this example we navigated to the People folder in the Core Word vocabulary).



In the People folder, tap on the *Edit* ① button (the pencil) in the toolbar.



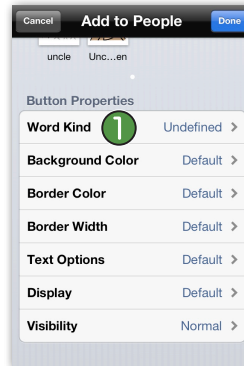
The Edit window now appears. You can enlarge this window by using the small arrow on the left. ① Tap on the *Add Button* button ② (the little square with the plus on the left).



Type "Uncle" in the Text to Speak text field. ① A few image suggestions automatically appear. Choose the image you prefer. If you want to use another symbol, take a picture with your camera or use an image from your photo library, tap on *Tap to Edit*. ②



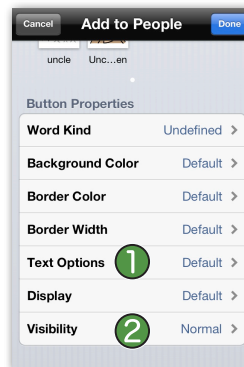
If you want the button to have a different label than the text to speak, type the text in the Label box. ① Tap *Done* on your keyboard when you are done typing.



In Button Properties you can further edit your button. When creating a new button, Proloquo2Go will automatically "guess" what kind of word it is. In case the app selects the wrong kind of word (e.g. a noun is incorrectly specified as a verb), you can change it in Word Kind. ①



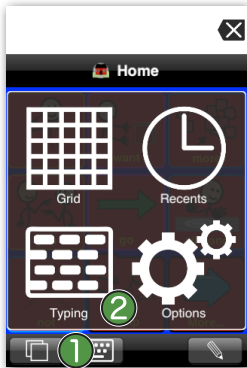
You can also change the background color, ① border color ② and border width ③ of the button.



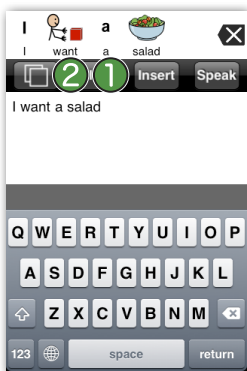
To change the font, font size and font color, tap on Text Options. ① In Visibility ② you can set whether or not you want the button to be hidden or dimmed. Tap *Done* to confirm your changes. You can now see the Uncle button in the Family folder.



### Adding a Regular Button using Typing View



Tap on the *Views* button **1** (double overlapping squares in the bottom toolbar) and then tap *Typing*. **2**



Type "I want a salad" into the text area and tap on the Insert button. **1** Tap the *Views* button, **2** tap *Grid* and navigate to the folder to which you want to add the new button.



Tap the *Add* button (plus sign). **1** A new button that speaks "I want a salad" will be created. If you want the button to display a label different than the text to speak, type the text in the Label field. Scroll through the image suggestions using the arrows and select the image you want to use.

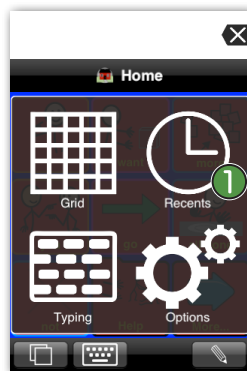


In *Button Properties* **1** you can change the other appearance settings for this button. Tap *Done* **2** to confirm your changes. The button is now added to the vocabulary.

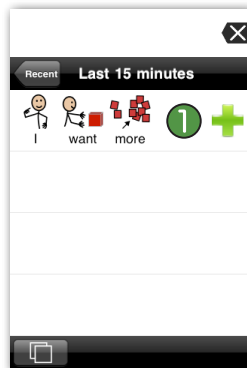
### Adding a Regular Button using Recents View



If you are in the Core Word vocabulary, tap the "I", "want" and "more" buttons. If you are in the Basic Communication vocabulary, tap the "I want" button and then the "chips" button. Tap on the Message Window **1** to hear the message spoken.



Now tap the *Views* button (double overlapping squares) and then tap *Recents*. **1**



Here you can see all the messages that were spoken recently, from 15 minutes ago to earlier this week. Tap Last 15 Minutes. You can see your "I want more" or "I want chips" sentence. Tap the *Add* button (plus sign) **1** next to the sentence.



The recent spoken sentence will now be added as a button to the last folder you were in, which is the home page. Select an image and use the *Button Properties* to further edit the button. Tap *Done* **1** to confirm your changes. Tap the *Views* button, and then tap *Grid* to view your button.



## Creating a New Action Button



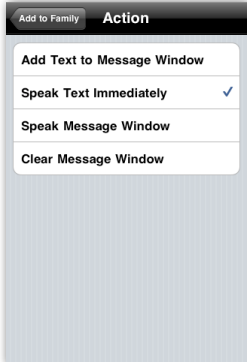
Navigate to a folder (in this example we navigated to the People folder). Tap on the *Edit* button (the pencil) ① in the toolbar.



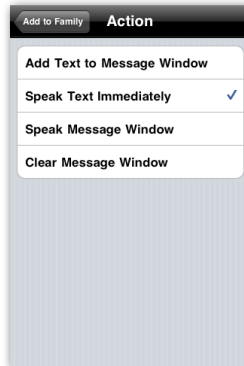
Tap on the *Add Action* button ① (the little square with a gear and plus sign).



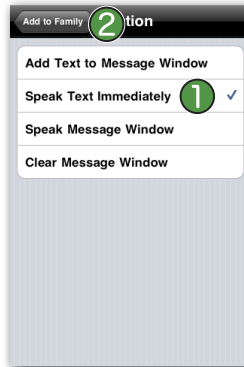
Tap the *Action* row ① to choose what kind of action the button performs. Currently there are four different Actions available.



- Add Text to Message Window will add the text to the Message Window without speaking it.
- Speak Text Immediately will speak the text without inserting it into the Message Window.



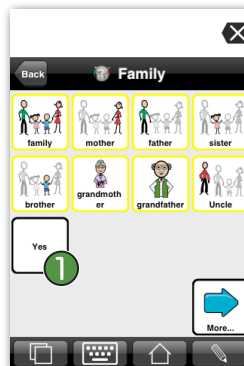
- Speak Message Window will speak the message in the Message Window. It is a substitute for tapping the Message Window to make it speak.
- Clear Message Window will clear the Message Window. It is a substitute for the Backspace button.



Tap *Speak Text Immediately* ① and then tap the *Add to ...* button ② to continue editing the new Action button. In the Text to Speak field, type "Yes". If you want to button to display a different label than the text to speak, type the text in the Label box. ①



Action buttons automatically have a corresponding image. If you want to use another image, tap on *Tap to Edit*. ① Under Action Button Properties, ② you can change the background color, border color, border width, font, display settings and visibility.



Tap *Done* to confirm your changes. The Action button is now added to the vocabulary. Tap your newly created button. ① Notice how it speaks the message without inserting it into the Message Window.



### Creating a New Folder



Tap on the *Edit* button **1** in the toolbar.



Tap on the *Add Folder* button **1** (the little folder image with the plus).



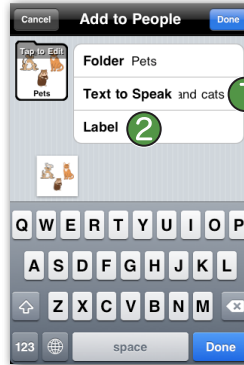
You can create a new folder or link to an existing folder. Tap *New Folder*. **1**



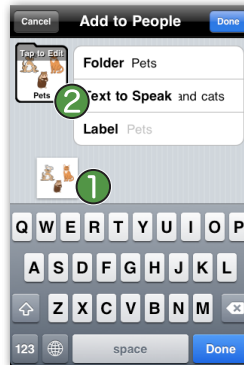
Type "Pets" in the Folder field. **1**



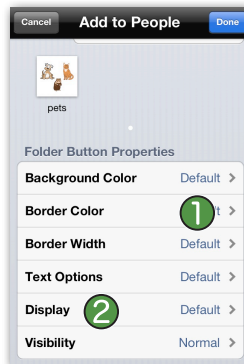
The text in the Folder field will be displayed in the top navigation bar **1**, and does not have to be the same as the label of the folder or the text the folder speaks.



Type "My dogs and cats" in the Text to Speak field **1**. If you want the folder to display a different label than the folder name, type the text in the Label field **2** Tap *Done* on your keyboard when you are done typing.



Choose your preferred image from the image choices Proloquo2Go automatically displays **1** or tap *Tap to Edit* **2** to choose another symbol, make a picture or use an image from your photo library.



Under Folder Button Properties **1** you can change the background color, border color, border width and font of the folder. In Display **2** you can select if you want to display the image, the label, or both. In Visibility you can set whether or not you want the folder to be hidden or dimmed.