GoTalk NOW for iPad Quick Reference Guide

Provided by CTEC, Communication Technology Education Center

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Getting Started

<u>Creating a new Communication Book</u>

Communication books can be created only from the **First Page (Main options page).** When opening the GoTalk Now app, if a page opens, press and hold the **home** button to enter the **First Page.**

1. Tap on the current **Communication Book title** at the bottom of the page. First time user's Communication Book title **'Default Book'**.

2. Tap **+** at the top left corner

3. Type a title

4. Press **Create**

   To view your new book, press Player

   To edit your new book, press Page Editor

<u>Editing a Communication Book</u>

To edit your new book select **Page Editor**. The new book will have four buttons, **communication locations**. If a communication page opens up when you start Go Talk Now, press and hold the home page button until the First Page opens, then select **Page Editor.**

<u>Editing Page Layout Options</u>

Click on the Page Options button to control the appearance of a Communication Page. Select 1, 2, 4, 9, 16, 25 to change the number of message locations (buttons) per page.

<u>Adding a Page Label / Image</u>

A **Page Label** appears at the bottom of the Communication Page. By default a page number is assigned. Assign **Page Labels** to all pages to easily identify pages when creating an **Action: Jump**.

1. Tap the **label area** of the editing screen 2. Type the **title** in the text entry field

2. Tap **Set Font** to edit text size.

3. Select **Add Image** to place an image by the page title. Choose on of the four image source options: **GoTalk Image Library, Internet Search, Take Photo, From Photo Library**.

Creating Message Locations (buttons)

Create a message location to add vocabulary to a page. The new **Message Location** will have a white background, black border, and **Editing buttons** will be above and below the **Message Location** for changing appearance and features.

1. Press **Tap to Add Button**

Editing a Button Text

The words **Button Text** appear as a placeholder for a **label**.

1. Select **Button Text** tab to change the message label

2. Tap **Text** to add or remove text to the Message Location

3. Type in the text entry field

Editing Button Text

Tap on **Button Text** or double-tap the text of an opened Message Location to use text adjustment settings.

1. To change text **Size**, drag the **slider control** along 32-200 size range. You can also change the text size by pinching or stretching your fingers on the text on the Message Location (button)

2. Move the text by holding and dragging the text with one finger.

3. Select **Font** to change the text style

4. Scroll with a finger to **Set Font**

5. Tap **Button Text** at the top left, to return to the Button Text tab

6. Use **Swatches** or **Picker** tab to select a color

7. To **exit** the Button Text tab, click anywhere outside of that tab or tap **Button Text**

By default, the **Button Label** will function as **speech** if an action of the button is not edited. (Text-to-Speech default setting)

Adding an Image to a Button

Images can help a person who may have difficulty reading words, enhance meaning for words, and allow for personal expression on buttons.

1. Tap **Add Image** button to place an image on the message location

2. Choose one of the four source options: **GoTalk Image Library** (over 4,000 images), **Internet Search**, **Take Photo** (from iPad), and **From Photo Library**

3. When using **GoTalk Image Library** type scroll through the categories or type in the text field.

Editing an Image

Multiple images can be added in Message Location.

1. Pinch, stretch, fingers on the image to **enlarge,** and **reduce** its size

2. Twist fingers to **rotate an image**

3. **Finger-drag** the image on the Message Location to relocate the image

4. Double-tap or hold down on the image to enter the **Edit Image** tab

Edit Image settings **Crop**, **Delete**, **Bring to Front** (of text), or **Save to Camera Roll**. Exit Edit Image tab by tapping anywhere on the screen outside the tab area.

Editing Button Color

Making buttons different colors makes them more distinguishable to the device user to locate a desired message as well as symbolizes literacy skills if using a color key system like a Fitzgerald key.

1. Change **Background** color by pressing the background button

2. Change **Border** color by pressing the **Border** button

3. Choose a color from the **swatches** or **picker** tabs

Adding Actions to a Message Location

Use the **Action** button in the top left corner of the screen to add media to a Message Location. Options are to add Recorded Audio, Text-to-Speech, Jump to Page, Media Player, Video, URL.

1. Add **Recorded Audio** by pressing **Recorded Audio**, **Start Recording**, **Stop Recording,** and then tap anywhere outside the Action tab.

2. **Text-To-Speech** is the default setting for a button's action. Without assigning an action, Button Labels will be spoken when in Player Mode. To have a different message than the Button Label, select **Action** (**Action: TTS**), type new message, tap on the **Action Button** to close the tab.

3. **Media Player** is used to select a song from iTunes song list.

4. **Video** is used to select a video from the **iPad's camera roll** or from a **Dropbox** account. The button will function as a **video player button**.

5. **URL** is used to assign a website to a button. It will open in the **iPad web browser** (must be connected to internet).

6. **Jump To Page** will eliminate a speech option and redirect to a new page. Press **Change**, select page in the **Jump To Tab**.

After Action: A Second Action!

When a button has a **Recorded Audio** or **Text-to-Speech** the button can have a second action. **Select After Action button** (Action After: None) on the top right

of the screen. Options are **Do Nothing, Go to Next Page, Go Back, or Jump to Specific Page.**

1. To create an action to a different page other than the page before (Go Back) and after it (Go to Next Page), select **Jump to Specific Page**

2. Press **Set**

3. Select a page in the **Jump To tab**

4. Tap on **the After Action tab** to exit those settings.

Jump to Specific Page functions as a book navigation button.

Button Layout Options: Copy, Paste, Swap, Remove

Message Locations can be copied to other available buttons on a (current or different) Communication Page.

1. To **Copy: Tap-Hold** down on a Message Location, press **Copy**, Tap-Hold on an available button, select **Paste**.

2. To **Swap: Tap-Hold** down on a button, press **swap**, tap a different **Message Location** to switch places.

3. **To Remove: Tap-Hold** down on a button, press **Delete** to clear the Message Location or press **Disable** to hide the button from being seen in Player mode without permanently deleting the button from Page Editor mode.

<u>Adding Core Vocabulary</u>

Allows you to add up to four Message Location buttons available throughout a Communication book.

1. Press the Core Vocabulary button on the bottom right of the screen.

2. Select an available Message Location

3. Edit the button as needed: text, image, action, and colors. Copy, Paste, Delete, and Disable functions still apply. Swap function is not accessible in Core Vocabulary.

<u>Managing, Adding New Message Location Pages</u>

The Pages button on the bottom right of the screen is used to add, rearrange, and delete pages.

1. **Rearrange** pages: tap **Edit, Tap-Hold** down on a page, **drag** to change the page order

2. **Delete** pages: tap the **red** (minus) **deletion** button, tap **Delete**

3. Add pages: tap the **plus** at the top left, tap **Add Blank Button Page**

Press the orange plus button at the bottom right of the page to go directly

<u>Adding a Blank Button Page</u>

1. Tap the **Pages** button

2. Tap the **plus** button

3. Select **Add Blank Button Page**.

<u>Adding a blank Scene Page</u>

Scene Pages are used as an alternative to the grid system.

1. Tap the **Pages** button

2. Tap the **plus** button

3. Select **Add Blank Scene Page**.

4. Tap **Scene Background Image** button (lower right) to add a photo to the page

6. **Relocate** image by dragging finger

7. **Resize** image by stretching or pinching two fingers

8. **Lock Image** in place before adding hotspots (Messages and Actions) to the page: Tap **Scene Background Image** button, tap **Lock Image**

9. Tap the **plus** (lower left) to Touch-sensitive hotspots

10. **Tap-Hold** on hotspot to set an **Action, After Action, Disable or Delete**

11. Adjust location of hotspot by **dragging** hotspot, and size by **pinching** or **stretching** fingers

UP to **25** hotspots can be added to a Scene Page

Sharing and Backing Up

An easy way to back up your book is to save it as a template. The template can be uploaded to the online gallery either privately or made available to the public.

Create and Upload Page Template

1. Select **Pages** button

2. Tap **plus**

3. Select **My Templates**

4. Select **Create**

5. Fill in information

6. **Set** pages to be included

7. Select **the cloud icon** to share (select private or public)

Adding, Downloading Page Templates

1. Select **Pages** button

2. Tap **plus**

3. Select **Online Gallery**

4. Choose by **Category** in the drag bar to search all Templates

5. Tap **Search** to look up a specific topic, select the page to download, tap **Download**, tap **Add to Communication Book**.

Downloaded Templates show what is already downloaded to the device

My Templates show what Communication book have been saved as a Template from the device. **Import From Another Book**, allows you to choose a page from another book stored on the device.