



## ChatPC Quick Reference Guide

This guide is to be used as a quick reference but is not intended to replace the application guide that came with your ChatPC.

ChatPC runs on a portable computer that uses Microsoft's PocketPC operating system. If your device is not running ChatPC

you will see the Windows Flag  in the upper left hand corner of the screen. To return to ChatPC:

1. tap on the Windows Flag 
2. choose ChatPC, if ChatPC is not listed go to Restoring ChatPC section of the User's Manual.

### Create a Configuration:

A configuration is a set of vocabulary pages. Typically, all of an individual's pages will be in one configuration. Evaluation sites might choose to have more than one configuration set up if they are working with a number of different clients with the same device. The device comes with two standard configurations installed to help get you started.

When creating a new configuration you have three choices:

1. Create a new configuration using the Standard Symbol Base (A simple symbol system with multiple pages of symbols and navigation buttons.) configuration as a starting point:
  - go to File Menu
  - choose Standard Configs
  - choose Symbol-Base
2. Create a new configuration using the VocabPC (developed for adolescents and adults with moderate to severe intellectual disabilities) configuration as a starting point:
  - go to File Menu
  - choose Standard Configs
  - choose VocabPC

With both options 1 & 2 you will need to save your new configuration:


- go to File Menu
  - choose Configurations
  - choose Save Config As...
  - give your configuration a name
3. Create a new blank configuration:
    - go to File Menu
    - choose Configurations
    - choose New Config
    - type a name for your configuration

### Create a Page:

Pages are levels of specific vocabulary linked together to create a vocabulary set (configuration) specific to the device user.

**Note:** If you are using VocabPC or the Symbol Base configurations, a template page has been created for you. To create a new page, make a duplicate of the template instead of creating a new blank page. See **Duplicate a Page**.

1. go to View Menu
2. choose Go to Edit Mode
3. go to View Menu again
4. choose Page Editing
5. choose Add Page

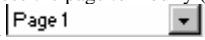
There is also an Add Page shortcut icon, , set up for you at the bottom of the screen when you are in Edit Mode. Choosing this icon will also create a new blank page.

6. type a name for the page
7. choose the arrow next to Page Type and choose the page layout that you prefer for this page.

The new page should be visible and ready to be Modified. \* Be sure to add a linking key to your page or you will not be able to navigate from this page.


### Add a Linking Key to a Page:

When a button Action is set to Navigate or Visit you can determine what page that key will take you to. Navigate will take you to a new page and leave you there while Visit will take you there for one selection and immediately return to the previous page.

1. go to View Menu
2. choose Go to Edit Mode
3. choose the page to modify (select the arrow in the page list box  to see all pages)
4. double click on the key you want to be your linking key
5. choose Navigate or Visit from the Action box
6. choose the Page that you want to link to from the Navigate/Visit box
7. type a label for the key (optional)
8. choose browse next to the picture box and choose a picture to represent your linking key. **Note:** if at any time you can't see the Browse key next to icon because of the keyboard being in the way, tap on the keyboard icon at the bottom of the screen.
9. tap OK
10. go to View Menu
11. choose Go to Run Mode

### Add a Linking Key that also Speaks:

1. go to View Menu
2. choose Go to Edit Mode (you should see a flashing red box around your page)

3. choose the page to modify (select the arrow in the page list box  to see all pages)
4. double click on the key you want to be your linking key
5. choose Speak Message from the Action box
6. type the message that you want spoken into the Message box
7. choose Navigate or Visit from the Second Action box
8. choose the Page that you want to link to from the Navigate/Visit box
9. type a label for the key (optional)
10. choose browse next to the picture box and choose a picture to represent your linking key
11. tap OK
12. go to View Menu
13. choose Go to Run Mode

### Modify Key Appearance:

1. go to View Menu
2. choose Go to Edit Mode
3. choose the Page you want to modify
4. double click on a key
- 5a. To Modify Colors on a specific key choose the **This Button** folder and make your changes.
- 5b. To modify colors, the font or style on all buttons choose the **All Buttons** folder and make your changes.
- 5c. To modify the page background color choose the **This Page** folder and choose the color of your choice
6. tap OK
7. go to View Menu
8. choose Go to Run Mode

### To Duplicate a Page:


The Standard Symbol Base and Vocab PC configurations have a page labeled Template to use for creating new pages. If you started from a blank configuration you may want to create a template page that includes some common features that you want on each of your new pages i.e. a linking key that always takes you back to your home page, or having a consistent color scheme. You can then duplicate your template each time you need a new page.

1. go to View Menu
2. choose Go to Edit Mode
3. choose the page that you want to duplicate by choosing the arrow in the page list box, i.e.




4. go to View Menu again
5. go to Page Editing
6. choose Duplicate Page
7. give your new page a name
8. finish modifying your page
9. tap OK
10. go to View Menu
11. choose Go to Run Mode

### Create a key that Speaks:

1. go to View Menu
2. choose Go to Edit Mode (you should see a flashing red box around your page)
3. choose the page to modify (select the arrow in the page list box  to see all pages)
4. double click on the key you want to speak
5. choose Speak Label from the Action box
6. type the label for the key
7. choose browse next to the picture box and choose a picture
8. tap OK
9. go to View Menu
10. choose Go to Run Mode

### Create a key that Speaks more than just the label:


You may want to have a message that is longer than the label allows.

1. go to View Menu
2. choose Go to Edit Mode (you should see a flashing red box around your page)
3. choose the page to modify (select the arrow in the page list box  to see all pages)
4. double click on the key you want to speak
5. choose Speak Message from the Action box
6. type the message for the key
7. type a label for the key (this label will only be displayed on the key and not spoken)
8. choose browse next to the picture box and choose a picture
9. tap OK
10. go to View Menu
11. choose Go to Run Mode

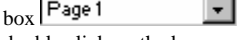
### Modify the Pronunciation of a word:

1. go to Tools
2. choose Pronunciation Editor
3. choose Add
4. type the word
5. type the words proper pronunciation
6. test by choosing Try Pronunciation
7. choose OK


### Changing a key's Picture:

1. go to View Menu
2. choose Go to Edit Mode
3. choose the page to modify (select the arrow in the page list box  to see all pages)
4. double click on the key you want to speak
5. choose browse next to the picture box and choose a new picture
6. tap OK
7. go to View Menu
8. choose Go to Run Mode

### Setting up a key to perform a function:

1. go to View Menu
2. choose Go to Edit Mode
3. choose the page to modify (select the arrow in the page list box  to see all pages)
4. double click on the key you want to speak
5. choose Control from the Action box
6. choose the function that you want the key to perform from the Function box
7. tap OK
8. go to View Menu
9. choose Go to Run Mode

### Modify the Font Size of the Text Window:

Tap the  icon at the bottom of the screen until you see the text size that you prefer.

### How to hide or show the Text Window:

1. go to View Menu
2. choose Main Editor (this will toggle the Text Window on and off)

### How to hide the Menus at the bottom of the screen:

1. go to View Menu
2. choose Full Screen
3. you will be given the option to type a password or just choose OK if you don't want to include a password (device must be in Dedicated Mode to choose the Full Screen option)

To see the Menus again choose the record button on the left side of the device

### Installing the PC Editor and ActiveSync: (first time only)

1. insert the ChatPC Editor CD into your computer. You should see a Welcome Screen appear (this may take a few moments), if not, you will need to navigate to your CD through Windows Explorer and choose setup.exe.
2. step through the installation by choosing Next at each screen
3. once the installation occurs choose Finish to complete the process
4. take the ChatPC Editor CD out of the computer and put the ActiveSync CD in. You should see a Windows Explorer screen appear (this may take a few moments)
5. double click on Setup
6. step through the installation by choosing Next at each screen
7. take the CD out of your computer once the installation is complete

This has placed both the Microsoft ActiveSync application and the ChatPC Editor application into your Programs folder. This process will not need to be repeated.

### Transfer Configurations from ChatPC device to the PC Editor:

1. take the ChatPC out of the rubber case

2. connect the USB cable to the bottom of the ChatPC (you will need to remove a gray cover)
  3. connect the other end of the USB cable to your computer
  4. turn the ChatPC on
  5. go to the Start Menu on your computer
  6. choose Programs
  7. choose ChatPC Editor and open the program
- The ActiveSync program should start on its own and connect to the ChatPC automatically.
8. go to the Tools Menu on the ChatPC Editor
  9. go to Transfer Utilities
  10. choose Transfer Files, you will then see the list of configurations available on the ChatPC device
  11. choose the configuration that you would like to transfer
  12. select Copy to PC,
  13. after the configuration has been transferred tap Done

### Using the PC Editor:

1. go to File Menu
2. go to User Configs
3. choose the configuration you want to use
4. modify the config just as you would on the device

### Save your changes to your configuration:

1. go to File Menu
2. go to Configurations
3. choose Save config

### Transfer Configurations from PC Editor to the ChatPC device:

1. take the ChatPC out of the rubber case
  2. connect the USB cable to the bottom of the ChatPC (you will need to remove a gray cover)
  3. connect the other end of the USB cable to your computer
  4. turn the ChatPC on
  5. go to the Start Menu on your computer
  6. choose Programs
  7. choose ChatPC Editor and open the program
- The ActiveSync program should start on its own and connect to the ChatPC automatically.
8. go to the Tools Menu on the ChatPC Editor
  9. go to Transfer Utilities
  10. choose Transfer Files, you will then see the list of configurations available
  11. choose the configuration to transfer your device
  12. select Copy to Device,
  13. after the configuration has been transferred tap Done
  14. go to File Menu on the ChatPC
  15. go to User Configs and choose your configuration

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