Explore. Customize. Communicate
Getting Started With Saltillo Chat Software

Not all of the features and functions listed on this handout are available on all device models

HARDWARE OVERVIEW

NOVA Chat 12   NOVA Chat 10   NOVA Chat 8   NOVA Chat 5

NOVA chat
- Built on Android Operating System
- 4 Sizes: 5, 8, 10, 12 (inches)
- Amplifier with a Bluetooth connection
- Built-in camera for editing
- 4 color boots included (green, blue, gray, purple)

Chat Fusion
- Built on Android Operating System
- 2 sizes: 8 and 10 inch
- Integrated speaker
- Built-in camera for editing
- ChatPoint available as an accessory

CHARGING: It is recommended to charge the device **every night**

NOVA chat
connect both cords, 1 into tablet, 1 into amp

Chat Fusion
includes both standard (1 cord) and wireless charger

WHAT'S INCLUDED?

Consultant Support	Technical Phone Support	Live Chat	Warranty	Accessories
	800-382-8622	www.saltillo.com/support	1-3 years	stylus, strap, bag, mounting plate

Models: Standard, Plus, Dedicated Plus. Models and devices vary by price, warranty, and accessories

ACCESS METHODS

Device	Direct Selection	Keyguards (standard & custom)	Scanning*	Headpointing with Chat Point
NOVA chat	X	X	X	
Chat Fusion	X	X	X	X

Scanning software: switches (1, 2, screen), auditory prompts, visual effects

CLEANING THE DEVICE
- Turn the device off; wipe with a soft, lint-free cloth slightly dampened with water, dry with another soft cloth
- To **disinfect** the case, moisten cloth in a solution of 1/4 cup vinegar and 1 cup water. Do not use on screen!

Do not spray or splash liquid directly on the device

SOFTWARE OVERVIEW
- Symbols: Symbol Stix (SS-default) & PCS ($)
- Speech Synthesizers: Ivona (default) & Acapela ($)
- Writing Enhancement Features
- Word Finder

CHAT EDITOR: FREE companion software for PC computer

How to get it
- Install the included CD or
- Download from https://saltillo.com/products#chat-editor

What to do with it
- Backup customized files
- Customize without taking the device away
- Create materials using Capture tool
- Learn vocabulary

THE DEVICE: NOVA CHAT & CHAT FUSION

Location of power button, volume control, and operational icons (e.g., back, menu) varies by device.

Power Button
- **Turn on:** press and hold until starts up
- **Sleep Mode:** quickly press to sleep/wake
- **Turn off:** press and hold – select power off – OK

Volume Control: adjust as needed; Note: loudest when bluetooth speaker is charged

X: Tap – delete last word
Hold – clear display
Double tap – stop speech

Chat Menu Bar
- **Edit Mode:** edit and hide mode
- **Settings:** choose voice, set lock, etc.
- **Library:** list of all vocabulary files
- **Help:** software version & help index
- **Word Finder** (if enabled in settings)
- **Lock** (if enabled in settings)

Back – go back a screen
Home – wake up screen
Menu – bring up Menu Bar

SOFTWARE UPDATES: required to provide the best device possible. These fix bugs and add new features.

- **Menu ⇒ Help ⇒ About**
- Learn how to update your device with a video tutorial http://saltillo.com/training/
- Wi-Fi updates available for unlocked/non-dedicated devices only.

VOCABULARY OPTIONS

Exploring Vocabulary Files	o **Menu ⇒ Library** o Select vocabulary file ⇒ **Open** ⇒ Explore file	SS= Symbol Stix PCS= Picture Communication Symbols

Type of Message Formulation

Vocabulary File Name	Spelling	Sentence	Phrase	Single Words — Nouns	Single Words — Core
Communication Journey: Aphasia	Includes features & vocabulary to support people with aphasia, customization necessary				
Basic Scan		★	✓	✓	
Intermediate Scan		★	✓	✓	✓
Essence	★	✓	✓		
Spelling	★				
Teclado	★				
MyQuickChat	✓	★	✓	✓	
4 Basic			★	✓	
Vocab PC			★	✓	
Vocab PC Spanish			★		
MultiChat 15- all configurations	✓	✓	★	★	✓
• Student					
• Adolescent					
• Adult					
• Bilingual					
• Spanish					
WordPower: all configurations	✓	✓	✓	★	★
• 20 Simply			★		
• 25 Touch & Scan			★		
• 42 Basic					
• 42					
• 48					
• 48 Español Basico					
• 48 Español					
• 60 Basic					
• 60 Español Basico					
• 80	★				
• 108					
• 108 with keyboard	★				
• myCore	✓	✓	✓	★	★
Sin sintaxis 4 X4 English & Spanish		✓	✓	★	✓
Sintaxis 4 X5 English & Spanish	✓	✓	★	★	★

★: primary method of message formulation typically used
✓: additional methods of message formulation available

– All vocabulary files can be modified, and an AAC user may utilize a vocabulary file in a different manner –

NOTES ABOUT VOCABULARY:

CUSTOMIZING SETTINGS

– Additional instructions are found in the User's Manual, Getting Started Guide, and Help Index on Device –

Adjust **Timing**	Menu ⇒ Settings ⇒ Input ⇒ Timing ⇒ Select Desired **Button Timing** (described below) ⇒ **Enable** ⇒ Set **Time** o **Acceptance Time**: length of time to hold a button down before it activates o **Release Time**: length of time required to wait between button activations o **Activate on release**: if checked, button will not activate until finger is lifted off button. There is no timing adjusting required for this setting.
Stop **Screen Rotation**	Menu ⇒ Settings ⇒ Input ⇒ Tilt ⇒ Action ⇒ No Action
Change **Voice**	Menu ⇒ Settings ⇒ Speech Output ⇒ Voice ⇒ Voice Settings o Select the Voice dropdown ⇒ Select a voice o Adjust as needed (rate for Ivona and rate & pitch for Acapela) ⇒ Select **Save**
Change **Pronunciations**	Menu ⇒ Settings ⇒ Speech Output ⇒ Voice ⇒ Pronunciations o A list of default words appears. To add a word select **Menu** ⇒ **New** o Type the word as it should be spelled - then in the pronounce as box, spell phonetically– select **Pronounce It** to hear it and then **Save** when satisfied
Add **Pause Between Words**	Menu ⇒ Settings ⇒ Speech Output ⇒ Voice ⇒ Pause Between Words o Enter time (in seconds) you want between each spoken word. o Select **OK.**
Change **Font Size** in SDB	Menu ⇒ Settings ⇒ Style ⇒ Font ⇒ Font Size
Align **Keyguard**	Menu ⇒ Settings ⇒ Style ⇒ Font ⇒ Font Size ⇒ Adjust as needed Refer to instructions included with keyguard for recommended font size and settings. These may vary per device and vocabulary file.
Add **Word Finder** to Menu Bar	Menu ⇒ Settings ⇒ Word Finder ⇒ Show Menu Item
Use **Word Finder** in Vocabulary	There are two ways to use Word Finder. 1) **Menu** ⇒ **Word Finder** ⇒ Type the word. Choose **Done.** Pathway(s) will appear. 2) Go to **Keyboard** in the vocabulary. Type the word. Choose **Find Word** on the keyboard Pathways(s) will appear in SDB.
Set **Menu Lock** Password	Menu ⇒ Settings ⇒ Menu Lock ⇒ Enable **Menu Lock.** o Enter and confirm the password. It is case sensitive o Choose **Save.**
Lock/Unlock Menu Bar	Menu ⇒ Settings ⇒ Lock. Access to menu bar is now "locked". Menu ⇒ Settings ⇒Unlock ⇒ Enter the password ⇒ **OK.** If you forget the password, enter **BOSCO** to override it, then re-set (above).
Check **Battery Status**	Menu ⇒ Settings ⇒System > About Device Vocabulary file may also have a button to indicate battery status.
Adjust **Screen Timeout**	Menu ⇒ Settings ⇒ System ⇒ Display Settings ⇒ Screen Timeout ⇒ select time (e.g., 10)
Enable **Touch Wake-up** (Chat Fusion only)	Menu ⇒ Settings ⇒System ⇒ Display Settings ⇒ Touch Wake-up
Turn **Data Logging** On/Off	Menu ⇒ Settings ⇒Data Logging ⇒ Enable **Data Logging** See Device User Guide or video tutorials http://saltillo.com/training for more info
Turn **Kiosk** On/Off (unlocked devices only)	Menu ⇒ Settings ⇒ System ⇒ Kiosk ⇒ Enable **Kiosk Mode** o If you want to set a password, do so first before enabling Kiosk. The password for Kiosk, can be the same or different from the Menu Lock Password. o If you forget the password, enter **bazinga** to overwrite it.

NOTES ABOUT SETTINGS

Make a Plan - Where to Start?
o   Suggested places to start: social page, people, about me, and favorites (food, drinks, toys, books)
o   See what's working/not working, then go back and customize

Copy a Default **Vocabulary File** for Customizing	In order to edit a vocabulary file, you must make a copy. **Menu ⟹ Library** o Tap on the file you want to copy, select **Duplicate.** o Type a name for the file. It is recommended to leave the vocabulary file name (e.g., MultiChat 15_Dave). **Save** o Tap on the newly created file. **Open.**

Change Button **Label** or **Message**	**Menu ⟹ Edit Mode**
	o Press and hold on the button you want to edit
	o Choose **Edit Button**. The button properties appear
	o Edit the label and/or message by tapping in the box and typing.
	    o **Label**: the words on the button
	    o **Message:** the words spoken by the device
	o When finished, choose **Save.**

Change **Image** from Picture Library	**Menu ⟹ Edit Mode** o Press and hold on the button you want to edit o Select **Edit Button**. The button properties appear o Select **Find**. Spell item to find. Select **Search** o Drag the list up and down. Tap on the desired image. Select **Save**
Take a Picture for Button Image	**Menu ⟹ Edit Mode** o Press and hold on the button you want to edit o Select **Edit Button**. The button properties appear o Select **Camera**. Take the picture in horizontal view. Select **Save.** o Name the image. Select **Save.** o If needed, add a label and message to the button. Select **Save.**
Change a **Button's Style**	**Menu ⟹ Edit Mode** o Press and hold on the button you want to edit o Select **Edit Button**. The button properties appear o Select the **Style** tab on top. The style properties appear o Make the changes you want. o **Highlighting** the button: Select **Border**. Select the **color**. Increase **Border Width.** o When finished, select **Save.**
Copy and **Paste** a Button	**Menu ⟹ Edit Mode** o Press and hold on the button you want to copy. Select **Copy Button.** o Press and hold on the new location. Select **Paste Button.**
Copy and **Paste** a Button's **Style**	**Menu ⟹ Edit Mode** o Press and hold on the button, whose style (e.g., border, background color) you want to copy. Select **Copy Button.** o Press and hold on the desired button. Select **Paste Button Style.**
Hide/Show Buttons	**Menu ⟹ Edit Mode ⟹ Hide Mode** (may have to select **more ⟹ Hide Mode**) You must hide each page at a time. Once in hide mode, you have three options: o Select buttons one by one to either hide or show them. o Select **Menu ⟹ Hide All** to hide all buttons on the page. o Select **Menu ⟹ Show All** to show all buttons on the page. To exit Hide Mode, select **Menu,** uncheck **Hide Mode** or select **Edit Mode.**

TRANSFERRING VOCABULARY FILES TO/FROM CHAT EDITOR

- o   Start **Chat Editor** on the computer (must already be downloaded)
- o   Make sure device is <u>not</u> in Edit Mode (Menu ⇒ Uncheck Edit Mode)
- o   Attach device to the computer via included USB cable. Device will enter Transfer Mode.

Transfer files **from Device** to Chat Editor

- o   Within **Chat Editor**, choose **Library** ⇒ **Transfer** ⇒ **To/From Device**
- o   Check the vocabulary file(s) (on the right side of the screen) you wish to transfer to the Editor.
- o   Choose the **To Editor** button
- o   The file name(s) will be listed in the **Editor Files** once complete. Choose **Done.**
- o   Safely remove device from computer. Unplug USB cord from Device.

To view the file(s) in **Chat Editor**, choose **Library** ⇒ **My Resources** ⇒ Choose the Vocabulary ⇒ **Open**

Transfer files **from Chat Editor** to Device

- o   Within **Chat Editor**, choose **Library** ⇒ **Transfer** ⇒ **To/From Device**
- o   Check the vocabulary file(s) (on the left side of the screen) you wish to transfer to the Device.
- o   Choose the **To Device** button
- o   The file name(s) will be listed in the **Device Files** once complete. Choose **Done.**
- o   Safely remove device from computer. Unplug USB cord from Device.

To view the file(s) on the **device**, choose **Menu** ⇒ **Library** ⇒ Choose the Vocabulary ⇒ Open

New Option for Backup/ Transfer via USB

You will need a flash drive with a micro-USB connector. The USB flash drive provided by Saltillo has a micro-USB connector on one end that plugs into your device and a USB 3.0 connector on the other end that plugs into a computer.

1. Connect the USB drive to the USB port on your device.

   Note: If the device's file manager opens, use the device's **Back** arrow ⤺ to close it.

2. On the device, select **Menu > Library > Menu > Import/Export**.

   Note: A different file management screen may open. Depending on your device, select or navigate to the USB drive, choose the folder you want, and choose **Select** or **OK**.

3. A window will list the customized files under Device on the left. Any files already on the USB drive are listed under Backup Folder on the right.

   To transfer files from your device to the USB drive:
   - Select each file on the device that you want to copy to the USB drive.
   - Select **To Backup**, which is now highlighted. The files will be copied to the USB drive. When the files finish copying, they will be listed under Backup Folder.

   To transfer files from the USB drive to your device:
   - Select each file on the USB drive that you want to copy to the device.
   - Select **To Device**, which is now highlighted. The file(s) will be copied to the device. When the files finish copying, they will be listed under Device.
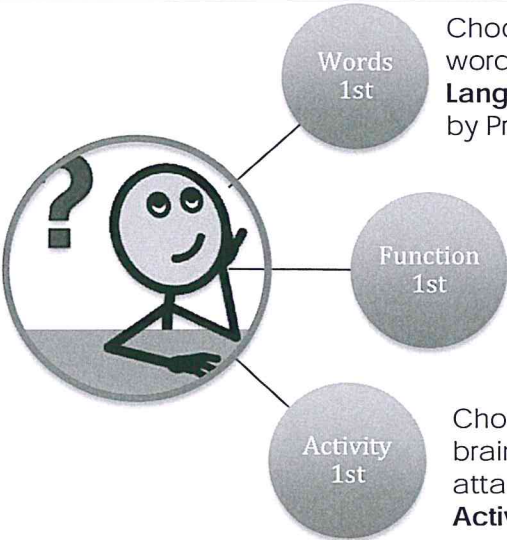
4. When you finish transferring files, disconnect the USB drive from your device and store it in a safe location and/or copy the files from the USB drive to a computer.

ADDITIONAL NOTES

GETTING STARTED-COMMUNICATE: Bolded resources available at **http://saltillo.com/implementation/chat/slp**	
Communication Partners	NOTES
• Communication partners are part of everyone's environment and social network (Blackstone, 2003) • "8 of 10 most frequently reported reasons for device abandonment were related to partner training and support issues" (Johnson, Inglebret, Jones, & Ray, 2006).	
Modeling: Aided Language Stimulation	NOTES

Gayle Porter, 2004

- "Speak AAC to Teach AAC" (Rachael Langley)
- Communicate on device as you talk with your voice.
- "Aided Language Stimulation Explained" by Chris Bugaj, available on YouTube
- Learn client's vocabulary
  - o **Practice sentences**
  - o Guided video **review of vocabulary files**: https://saltillo.com/videos/#category-2
- What can I use to model?
  Client's device, TouchChat, low tech version, Chat Editor

Where to begin?	NOTES

Words 1st — Choose words from core or development word list (e.g., **15 Early Generative Language Words** or **A Year of Core Words** by PrAACtical AAC).

Function 1st — Think about WHY client may want to communicate (e.g., asking, directing, commenting, requesting). Brainstorm vocabulary based on those reasons.

Activity 1st — Choose a motivating activity/item, and then brainstorm vocabulary around that. Use the attached worksheet **Choosing vocabulary Activity First.**

SALTILLO RESOURCES

Make a **Low-Tech** Communication Book
https://saltillo.com/chatcorner/content/29

Join our **Newsletter**
https://saltillo.com/newsletter

Attend a **Webinar**
http://saltillo.com/training

Watch Client and How-To **Videos**
http://youtube.com/saltillocorp

Learn about **Realize Language & Data Logging**
www.realizelanguage.com

Learn about **TouchChat**
http://touchchatapp.com/

Find More **Implementation Ideas**
www.practicalaac.org
www.aaclanguagelab.com
www.inmaninnovations.com

Get **Support**
1-800-382-8622
http://saltillo.com/support

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Choosing CORE Vocabulary: "Activity-First" Approach

How do you feel about it?
(words to comment, interjections)

_____
_____
_____

Associated Questions

_____
_____

WHAT THAT?

Words to Initiate or Request Recurrence

_____
_____

MORE

Action Words
(What does it do?
What do you do with it?)

_____
_____
_____

Motivating Item/Activity Or Lesson Topic

_____

Words to Negate or Express Cessation

_____
_____

STOP

Is there a more general way to say the action?

_____
_____
_____

Who/What does the action?

_____
_____
_____

Describing Words
(adjectives, adverbs, prepositions)

_____
_____

Associated Nouns

_____
_____

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Inspired by https://bit.ly/2JzppQW