

Tools2Talk+



User Guide

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User Guide

The Tools2Talk Plus App from Scope Australia is designed to allow you to make and print communication boards from your iPad. Packed with 81 different grid layouts, as well as a number of templates ready to be customised, all of your communication needs are covered in one, easy to use app. Build communication aids with PCS symbols, Compic symbols, use your own photos, or a mix of all. Not only can you have printed communication resources, you can also use these boards with speech output.

Homepage

From the homepage you have two options:

- Edit
- Chat

The edit pages allow you to add new communication aids, as well as change the grids you already have in your library.

The chat page, takes you straight to the chat function of the app, where you can use iOS voices to play messages programmed into each individual cell.

In the tool bar at the top of the page you also have two buttons:

An information symbol which brings up the user guide, and a cog button which brings takes you to the settings. x



Chat

Open Chat and tap on a grid cell. A text to speech voice will read out any text programmed into the cell.

Navigate to another page on the same grid by tapping on the left/right arrow buttons, or by swiping from left/right.



Navigate to an entirely new grid by tapping on the drawer button in the top bar, on the left hand side and selecting a new page from the drop down menu.



Edit

Add New Grid

In the left hand viewport you can give your grid a name, and choose the size of the grid you want to build by selecting the number of rows and columns. Alternatively, select a pre-designed template from the dropdown list of options.

My Grids

In the right hand viewport you can select from the list of grids that you have previously designed. When you tap on a title of these you can choose to:

- Edit Grid – where you can make changes to the grids
- Delete – to delete the selected grid
- Copy – to copy the selected grid for further editing
- Chat – to take you straight to chat mode
- Rename – give your grid a different name

Add/Edit

You have four options on the right hand side of the screen.

- Page – change the background colour of the page by selecting “page colour”; add columns or rows to a grid by selecting “grid size” (please note, you can only change the configuration on grids that you have designed from scratch, not on pre-designed templates).
- Text – alter the text as it appears on a cell, in addition to changing the font type, size, colour and where a text label is positioned in the cell, choose to underline and also change the text that is spoken aloud whilst in chat mode.
- Images – when a cell is selected, you can add or alter images appearing in a cell. Choose by getting images from your camera, camera roll (gallery), COMPIC library; PCS library or delete.
- Style – change the look of a cell by changing its background colour, border colour, border width, border style, corner style or adding a strikethrough and changing its colour.

You can edit Page options without selecting a cell, otherwise you need to choose which cell on the page you would like to alter. Tapping on a cell once selects it, tapping it a second time deselects it. You can opt to change multiple cells at a time by selecting more than one.

You can add a second page to your grid by pressing on the right arrow. You can navigate between the pages by pressing the left and right arrows or by swiping to the left and right.

Page Options

Page Colour

Choose the colour that you wish to use as the grid’s background. Multiple pages on the same grid must all have the same background colour.

Grid Size

Tap Grid Size, then set the number of columns and the number of rows you wish to have on each page (please note that you cannot resize a pre-designed template).

Text Options

Text

Label text is the text that appears in a selected grid cell.

Spoken text is the text that is spoken when you tap on a grid cell in Chat Mode. As a default, it automatically matches the text shown in label text, but you have the option to change this, by typing an alternative message to be spoken aloud.

Font

Choose the font style that you wish to use for the cell's label, choose the colour that you wish to use on the cell's label. You can change the size of the font as it appears in the cell (note: this may reduce the size of the cell's image if you increase the font size too much).

Tap on the underline option once to underline the cell's label. Tap on it again to remove the underlining.

Position in Cell

Tap on the arrows to choose where in the cell you want the label to appear (top, centre, bottom, left justified, right justified, centred).

Grid Default

If you want to reuse the same font, colour, size and positioning in other cells on the same page, you may want to make these settings the grid default to avoid having to change. Simply slide "Grid Default" to on.

Image Options

Symbols

Choose from PCS or Compic symbols. You can use the search box to look for specific items within each symbol library.

User Generated Images (camera & gallery)

Tap camera to take a photo. Once you tap "Use Photo" a crop box will appear asking you to make the image square. If you already have an image saved in your iPad, then simply tap on the Gallery option.

Delete

If you want to remove an image from a cell without replacing it, simply tap on delete and confirm.

Style Options

Background Colour

Tap on background and choose the colour that you want in the background of the cell. If you make a customised colour, you can add it to favourites by tapping on the heart with the plus button (just below the Done button).

Borders

Change the colour of your border; use the slider to make the border thicker, thinner, or to remove it entirely. Tap corner style and use the slider to make the corners of the cell more rounded, and choose border style if you want a dashed border, or no border at all.

Strikethrough

If you want to add a strikethrough or cross on top of your cell, tap on strikethrough then tap on the style you want from the options that appear. Tap on strikethrough colour to change it.

Grid Default

If you want to reuse the same background colour and border style in other cells on the same page, you may want to make these settings the grid default to avoid having to change them everytime. Simply slide “Grid Default” to on.

Undo/Redo

There are buttons to undo and redo the changes you make whilst adding or editing. If you do something in error, simply tap the undo button.

Once you leave add/edit mode, or if you change the grid size, the changes you have made will be saved and you will not be able to undo any changes previously made, so you will have to make the changes manually.

Export

The cloud icon in the top bar allows you to export the grid via mail as a PDF, or to print the grid using apple Air Print.

Tap on Print or Email to choose how you would like to export, the option you choose will be highlighted in orange.

Choose the grid size you'd like to export the page in. This will, by default, be set to the grid size as in add/edit mode.

Print with or without colour, and with or without a title.

My Grids

My Grids is a list of all the grids that you've already made in the app. Tap on the name of a grid in this list to bring up the edit options.

Chat

You will be taken out of edit mode and into chat mode, which will open on the page selected.

Edit Grid

Takes you into Add/Edit mode, allowing you to add or remove cells, change the grid size, or alter existing cells.

Delete

This will delete the grid you've chosen. A confirmation pop up will appear to check that you do wish to delete the grid, as it will not be retrievable after deletion. A second popup will appear asking if you want to delete any more grids, allowing you to remove multiple grids at one time.

Copy

Creates an exact copy of a grid, which can then be edited. This allows you, for example, to build your own templates and add to them, which will save time during editing.

Settings

Navigation Button

You can navigate between pages in Chat mode by swiping left and right, turn navigate buttons on if you would prefer to see a backwards and forwards arrow as a visual support for navigation.

Default Font

You can change the font that appears by default on ALL cell labels across all new grids. Change the font type, as well as it's colour and size.

Export Options

If you only want to export cell text or cell images, slide one of these options to the on position. If none of these options are on, then the whole board will be exported.

Voice Options

Change the accent or the language of the voice that is used in Chat Mode, by choosing from this drop down list.

Set a Home Grid

The home grid is the grid that automatically opens when you launch Chat mode from the home screen. Change it here.

Questions to think about when designing a communication aid

The following questions will assist you to design a non-electronic communication aid.

Communication aids provide a method of communication for people who cannot talk or whose speech is difficult to understand. When designing a communication aid for someone there are many options to consider. The person designing the aid needs to fully understand the communication skills of the person who will be using it, and their reason for using it.

Below are some things that you need to think about when designing a communication aid.

Tools2Talk+ has been designed with the intention that the app will be used to create:

- Communication boards (e.g.: Aided language displays, topic boards)
- Communication books
- Alphabet boards
- Personal Communication Dictionaries
- Personal Histories
- Visual supports including:
 - Visual calendars
 - Visual chores charts
 - Visual first and then aids
 - Visual shopping lists
 - Visual timetables
 - Visual Who's here today boards

See 'Template Descriptors' below which provides a definition of each type of communication resource that Tools2Talk+ has been designed for.

It is recommended that Tools2Talk+ is used to supplement an individual's comprehensive communication system through allowing the creation of additional aids and visual supports an individual may require to enhance their receptive understanding, to express themselves in a specific situation (i.e. Creating topic boards) or to assist communication partners with regards to how that individual communicates (i.e. Personal Communication Dictionary, Personal History).

While it is intended that anybody can purchase and use this app for a multitude of ways, it is recommended individuals consult with a Speech Pathologist to ensure resources are created in an effective manner for the individual and for its intended purpose.

Below are some general things that you need to think about when designing a communication aid.

This advice does not substitute the advice gained through consulting a Speech Pathologist.

What do you need to consider?

The person

- How does the person communicate?

For example: how does the person indicate yes/no, express wants & needs, comment, protests, chat make choices, understand routines and instructions?

Designing a Communication Aid

What exposure to symbols has the individual had in the past? Photos? BoardMaker PCS? COMPIC? Something else? Build upon what the individual knows and is familiar with already. Tools2Talk+ has some of the biggest picture-based libraries built into it, and you can include your own photos - so the options are right there for you to choose from.

- What are the person's skills and abilities?

Different considerations need to be made depending on the intended user's skills and abilities. The following gives you a starting point on what you may want to consider when designing your own communication resource for people with the following impairments:

Vision

Consider:

- Has the individual had a vision assessment before creating this aid?
- Cell sizing - are the cells too small to see?
- Are there too many cells on the page which is causing visual crowding?
- Can the individual visually discriminate?
- Text size: is it too small to see either for the person or the communication partner?
- Consider using a contrastive background that may aid the individual to discriminate
- If the board is to be printed out as a paper-based tool, consider using matte laminate to reduce visual glare.
- Consider A4 versus A3 sizing, and portability.

Cognition

Consider:

- Has the individual had a cognitive assessment prior to creating this aid?
- How does that person need information represented, ie. Photos, symbols.

Language/literacy skills

Consider:

- Has the individual had a language assessment?
- Has the individual had their literacy level assessed?
- Does the individual require images to support written text?
- If so, what symbols has the individual had exposure to/experience with already?
- What is their receptive language (understanding) like?
- What is their expressive language (talking) like?

- How do they communicate currently?
- What communication system/s has the individual used in the past? Were they successful? Why? Why not?
- Have visual supports worked in the past?

Hearing

Consider:

- Has the individual had a hearing assessment?
- What is their audible hearing range?
- Can the individual hear the voices in this app?

Physical skills, which includes hand skills and mobility.

Consider:

- What is the individual's diagnosis?
- What is the prognosis of their diagnosis? Is their physical function likely to stay the same? Get better? Get worse over time?
- What is the individual's fine motor skill (I.e. Hand use) like? Can they isolate a finger to press a cell on a board?
- If not, do they need alternative access?
- How will the individual use this app/paper-based board?
- How will they indicate they want to use this app/board, if they can't speak or get it for themselves?
- If the individual has another communication system in place in addition to the boards created with Tools2Talk+, how will they request they want to flip between the two systems, if they can't talk or go get the other tool themselves?
- Does the individual need a guard to be placed over the iPad to assist in the accuracy of correct cell activation?

Does the person need a communication assessment?

An assessment by a Speech Pathologist may help you determine if the person is communicating at a non-symbolic level, intentional/emerging level, or symbolic level. Understanding the person's communication skills will help guide the choice of communication aid.

The purpose

- What is the communication aid for?
- Will it be used best as an iPad app board (possibly with voice output), or will a print out paper-based board work better, or should you have both options?
- If a paper-based board, think about sizing, portability and durability (does it need to be laminated).
- How will the individual request the communication tool? Do you need to teach the individual how to request that they have something to say?
- Carefully consider all vocabulary on the communication aid – it should enable a person to communicate something that they could not otherwise.
 - Core words make up 75-80% of the words we use everyday. Generally, any communication board that is presenting single words should have a focus on core vocabulary.
 - Fringe words make up approximately 20% of the words we use each day like "ball", "drink" and "biscuit". While fringe vocabulary is important, these words should not make up the majority of the words on a communication board.
 - Keep core words in predictable, logical places - even across boards. Long-term planning is important to understand where you will position the top 100 core vocabulary words, even if you're starting with 12 on a page. The predictable placement of these core words will help the individual to learn where these words are over time, as they develop automatic motor patterns.
 - Arrange fringe words in logical categories, so the individual (and communication partners) know where to find vocabulary quickly. Remember, it may make sense to you because you've created it - but is it logical to everyone else?
 - Get feedback from an outside person on how you've arranged vocabulary, before you give it a test run with the individual you've created it for.
- Why does the person want to use the communication aid?
 - To help with their expressive language, for example, give the person with little or no speech a way to request things, inform others, ask questions, give opinions, help them 'speak' for themselves.
 - To help with their receptive language, for example, provide visual supports to help the person understand what's happening in their day, or what to do in a certain task, and be more independent.
 - To assist communication partners, for example provide information for others to get to know the person, and learn how to interact with the person.

Support – how & who

- Who are the communication partners? How skilled are they?
- Who will support the person to learn to use the communication aid?
For example, parent, friend or support worker.
 - Make sure you, the individual and their support system have heaps of time to learn the new system, before you decide whether or not it's working or not. Would you give up on a person who has only begun to learn a new language after 6 weeks? Learning to communicate with a communication board / book takes lots of time, lots of practice, lots of modelling and lots of support before anyone can judge how successful it has been
- What are the opportunities to use the aid? When, where, and who with?
- How can you create opportunities to use the communication tool?
- Have you involved the person in the design of the aid and the content on the aid? Does this include choices about what the person wants and doesn't want?

Template descriptions

Alphabet board - An alphabet board may be suitable for people who have literacy/spelling skills. It can be designed specifically to suit the person's needs e.g. using either an ABC or QWERTY format – with direct access or partner-assisted scanning.

Calendar - A calendar may be suitable for people who understand photos, pictures or words. It may be useful for a person to have a visual support to remind him or her about what appointments or special events he or she has each month. The calendar has been designed to have pictures or photos to represent events, activities or appointments.

Chores chart - A chores chart may be suitable for a person who understands photos, pictures or words. It may be useful for a person to have visual support or cue to remind him or her what jobs need to be done at home or work.

A chores chart has been designed with photos or pictures to show the daily or weekly tasks within the home or work environment.

A photo of the person responsible for the individual tasks is displayed next to the job.

Communication boards - Communication boards are for people who can use a visual display of photos, pictures and/or written words for communication. The purpose of a communication display is to provide a method of communication for people who cannot talk or whose speech is difficult to understand.

These aids are detailed and made specifically to suit the person's individual needs and specific situations. The choice of communication display and design features depends on the communication skills of the person who will be using it and his or her reason for using it.

Communication book - Multi-level Communication books are for people who can use photos, pictures and/or written words for communication. This communication aid allows access to a large vocabulary, and provides a method of communication for people who cannot talk or whose speech is difficult to understand. The choice of communication book design features depends on the communication skills of the person who will be using it and his or her reason for using it. One style of multi-level communication book has an index on the first page, which enables the user to go to a range of topics. Pages can have tabs to make it easier to navigate through the book. Each page contains an option that allows the person to return to the index and change the topic.

First and then – A First Then Board is a visual support used to help children complete specific tasks. It helps with both receptive and expressive communication. The "first" is a picture of a non-preferred activity and the "then" is a picture of a preferred activity. The child must do the first before being able to do the second activity.

Personal Communication Dictionary - A Personal Communication Dictionary (PCD) is useful for communication partners who do not know the person well, and are unfamiliar with the way a person communicates.

A PCD is a sheet that records what a person does (person's individual gestures, body language, facial expressions, vocalisations and/or signs); what this means; and what the role the communication partner can play (It may also record when and where the behaviours may be seen).

A gesture dictionary is similar and outlines all the manual signs and gestures that the person understands or uses to communicate.

Personal history - A 'personal history' provides communication partners with information and photos about a person's life and family history.

A 'personal history' includes information about a person's past and present skills and interests, likes and dislikes, and future aspirations and dreams. It can be used as a conversation starter or to gain information about the person, especially when they find it difficult to express themselves and tell you their own story.

Shopping list – Shopping books or lists may be suitable for people who recognise photos, pictures or words.

A shopping book or list allows a person to pre-plan what he or she wants to buy, or indicate if he or she wants something extra or different. Shopping lists need to be individualised to contain grocery and personal items for each individual.

Timetable (daily & weekly) – Timetables may be suitable for people who recognise photos, pictures or words and need to know what's happening at different times of the day or week.

A timetable provides a person with visual cues about the daily routine, and helps people to recognise and anticipate activities that will happen during the day or week. A timetable can also be used to encourage choice making, for example, a person might decide the order that he or she wants to do some things.

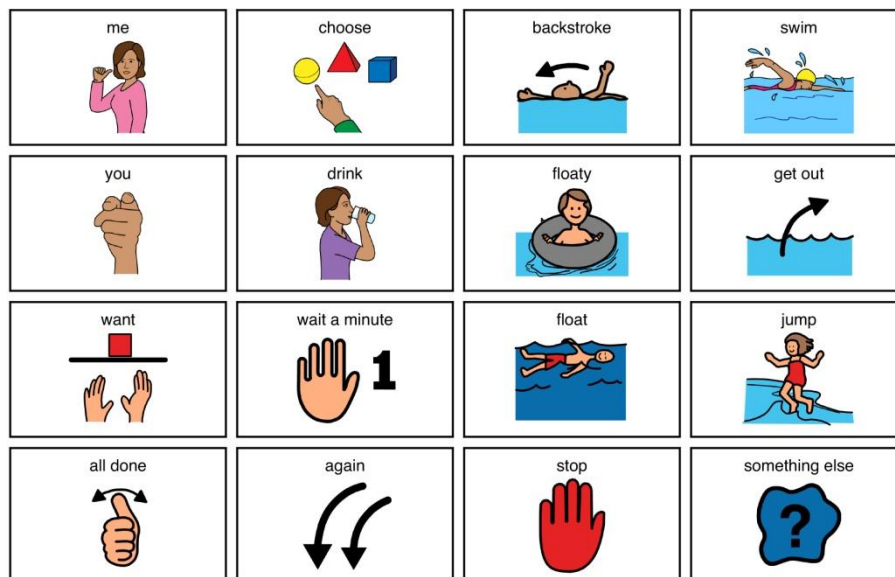
Decide if the timetable is for an individual or group of people. This may influence the size of the timetable and portability.

Who's here today - 'Who's here today charts' may be suitable for people who recognise photos, pictures or words and who like to know what is going on around them. A 'Who's here today chart' displays the whereabouts of different people. It prepares a person for who they should expect to see, any changes that occur unexpectedly, and reasons why staff or others are away.

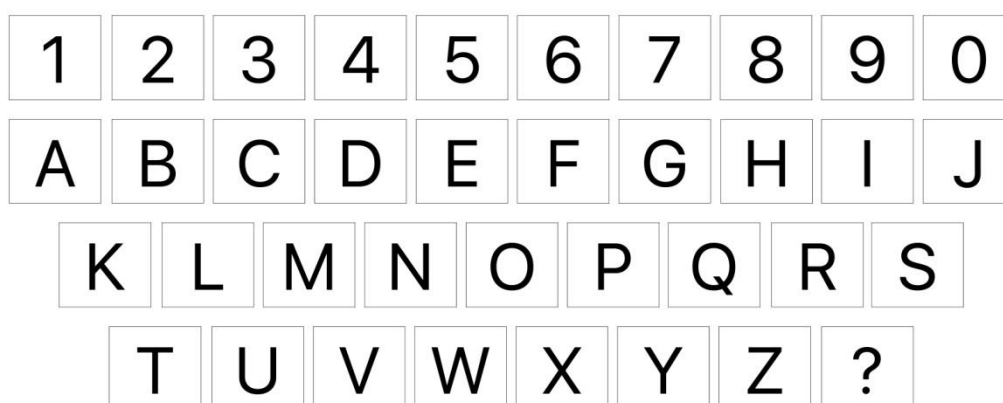
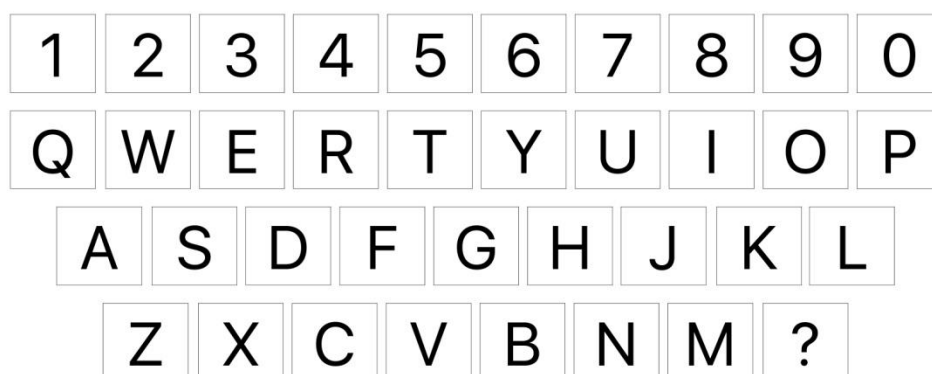
Example Templates

Examples pages built with Tools2Talk+

Communication board (built with standardised grid layout)



ABC/QWERTY Board









Designing a Communication Aid

Calendar

| April 2016 | | | | | | |
|---|---------|--|----------|--------|--|--|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| | | | | 1 | home 2  | home 3  |
| art 4  | 5 | basketball 6  | 7 | 8 | home 9  | home 10  |
| art 11  | 12 | library 13  | 14 | 15 | home 16  | home 17  |
| art 18  | 19 | basketball 20  | 21 | 22 | home 23  | home 24  |
| art 25  | 26 | library 27  | 28 | 29 | home 30  | home 1  |


Chores Chart

| Chelsea's Chores Chart | | |
|---|--|--|
|  | → wash dishes  | |
|  | → vacuum  | |
|  | → dust  | |

















Communication Book (Page 1)

Tim's Communication Book



Hi! This is my communication book. I can talk to you using my voice, however sometimes my speech can be difficult to understand. Sometimes I like to point to a picture in my communication book to help me explain what I'm talking about. If you don't understand me, it's ok to ask me to use my communication book to help me get my message across.



Communication Book (Page 2)

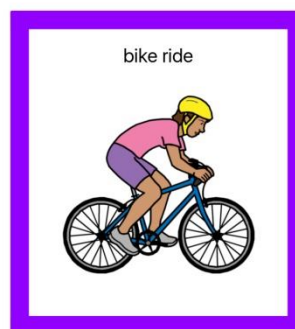
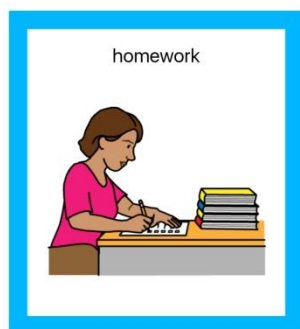
| People | | | | people |
|--|--|--|---|---|
| Tim, me  | Ben  | Chrissy  | Chelsea  | food  |
| Mum  | Chris  | Trevor  | Grandma  | activities  |
| Dad  | Sam  | Susie  | Grandpa  | place  |
| | | | | feelings  |

Daily Timetable





| Monday | Kevin's timetable | | | | | |
|--|--|--|--|--|--|--|
| Morning | | | | | | |
| Computers  | | | | | | |
| Lunch | | | | | | |
| soccer  | paint  | | | | | |
| Home | | | | | | |

First-Then

| My first then |
|---------------|
|---------------|



Personal Communication Dictionary

| What I do | What this might mean | What you should do |
|---|--|--|
|  | I am hungry  | Show me 3 different choices of food. |
|  | I want coffee  | Make me a cup of coffee with milk and 1/2 teaspoon of sugar. |

Phrase Lists

My morning routine



I get up. I eat my breakfast.



I clean my teeth.



I get dressed. I am ready for school.

Washing hands



Apply soap




Wash hands



Rinse hands

Designing a Communication Aid


Shopping List



My shopping list



apple

bread


sausages



milk


instant coffee


soap












































eggs


butter




deodorant


Weekly Timetable

| Michael's timetable | | | | | | | |
|---------------------|---|---|---|---|---|---|---|
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |

Acknowledgements

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Additional thanks to Dynavox Mayer-Johnson for the use of their Picture Communication Symbols and Digital Ruby for providing software for use within the app. DRColorPicker - Copyright (c) 2014 Digital Ruby, LLC.