NOVA chat®
Quick Reference Guide
NOVA chat 5, 8, 10, and 12

Explore the Saltillo-Provided Vocabulary Files

1. Choose **Menu** > **Library**.
2. Tap on one of the available vocabulary files.
3. Choose **Open** and explore the file.
4. Repeat until you've viewed all options.

Turn Edit Mode On

To edit a vocabulary file or any resource linked to it (pages, buttons, etc.), you must first activate Edit Mode.

Choose **Menu** > **Edit Mode**.

All the buttons are outlined, and the words "Edit Mode", followed by the current vocabulary and page names, appear in red across the bottom row of keys.

Create a Copy of a Vocabulary for Customizing

1. Open the vocabulary file.
2. Choose **Menu** > **Edit Mode**.
3. Choose **Yes**.
4. Type a name for the file and choose **Save**.

or

1. Choose **Menu** > **Library**
2. Choose the vocabulary file to copy.
3. Choose **Duplicate**.
4. Type a name for the file and choose **Save**.

After using either method, choose the new file from the listing and choose **Open**.

Modify a Button's Label or Message

See the *NOVA chat User's Guide* for information about editing button sets.

1. Choose **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Choose **Edit Button** to display the Button Properties.
4. Tap in the Label or Message box to display the keyboard.

5. Enter text in the box.
6. Choose **Save** to apply your changes to the button.

Modify a Button's Image

1. Choose **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Choose **Edit Button** to display Button Properties.
4. Choose **Find** (on the device) or **Search** or **Browse** (in the Editor) to look for a picture that exists in the library.

If you choose Find:

Choosing **Find** opens a list of categories. Choose a category to open a list of images. Then choose the image you want. The image will be displayed in the Button Properties. Choose **Save**.

If you choose Search:

Choosing **Search** allows you to search for icons with the label name. If you don't find an appropriate image, enter a new item in the text box, choose **Search**, and choose a different image. Choose **Save**.

If you choose Browse:

Choosing **Browse** allows you to browse for images. Select a category to view the images in that category. Choose the image you want. Choose **Save**.

Modify a Button's Style

1. Choose **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Choose **Edit Button** to display the Button Properties.
4. Choose the **Style** tab. The button style properties will be displayed.
5. Use the pull-down lists to select the font color, body color, border color, font, size, shape, and border width for the button.
6. Check **Label on top** to define the label position.
7. Check **Bold**, **Italic**, or **Underlined** to modify label text.
8. If you want to create a visual scene in which the location speaks but the button itself does not appear, choose **Transparent**.
9. When you finish making changes, choose **Save**.

Modify a Button's Action

A single button can perform a number of different actions. For example: different speaking options; adding grammatical endings to words; clearing the display; or backspacing.

To modify a button's action:

1. Choose **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using Chat Editor). A menu will open.
3. Choose **Edit Button** to display the Button Properties.
4. Choose the **Actions** tab.
5. Tap the list arrow ▼ to open a list of actions. (If you are using the Editor, click the list arrow.)
6. Choose the action you want.
7. Remove any existing action that is not appropriate.
8. For some actions, you will be prompted for additional steps. Example: If you choose a linking action such as **Navigate** or **Visit**, you will be asked to choose the page to link the button to.
9. Choose **Save**. (If you are using the Editor, click **OK**.)

   Hint: Add a **Battery Status** action to a button to keep track of the NOVA chat and amplifier battery status.

Copy and Paste a Button

Buttons can be copied and pasted to new locations. If you modify a copy of a button, you will edit only the copy.

1. Press and hold on the button you want to copy.
2. Choose **Copy**.
3. Press and hold on the new location.
4. Choose **Paste**.

Link a Button to a Keyboard

1. Edit the button to link to the new keyboard.
2. Choose the **Actions** tab.
3. Press and hold (highlight, if you are using Chat Editor) the existing Navigate action and choose **Set**. Or, if no Navigation action has been chosen, choose **Navigate** from the drop-down menu.
4. Choose the new keyboard from the page listing.
5. Choose **OK**. The button should navigate to the new keyboard.

Create a Page

Pages are levels of specific vocabulary linked together to create a vocabulary file specific to the device user.

Create a New Page

1. Choose **Menu** > **Edit Mode** > **Pages**.
2. Choose **Menu** > **New Page**.
3. Give the page a descriptive name.
4. Select the number of rows and columns you need.
5. To change the background color of the page, choose **Set** and choose a color from the palette.
6. To add a background image to your page, do either of the following:
   - Choose **Import** to use an image stored on the device
   - Choose **Find** to search for an image stored in the NOVA chat library
7. Center the image or stretch it to fill the page. (If you stretch the image, the aspect ratio will not change, so it might not totally fill the page.)
8. Choose **Save**. A blank page will be created in your vocabulary file, ready for you to place buttons.

Create a Copy of a Page

1. Choose **Menu** > **Edit Mode** > **Pages**.
2. Choose the page to copy. (Right-click on the page if you are using Chat Editor.)
3. Choose **Duplicate**.
4. Give the page a new name and choose **Save**.

Create a Page from a Template

1. Choose **Menu** > **Pages**.
2. Choose **Menu** > **New from template**.
3. Choose the appropriate template and choose **OK**.
4. Give the page an appropriate name and choose **Save**.

Copy Pages from a Different Vocabulary File

1. Choose **Menu** > **Pages**.
2. Choose **Menu** > **Import**.
3. Choose the vocabulary file in which the page(s) exist.
4. Check the appropriate page(s) and choose **Import**.
5. Create a button to link to the new page(s).

Add a Word to the Pronunciation Dictionary

1. Choose **Menu** > **Settings** > **Speech Output** > **Voice** > **Pronunciations**.
2. Choose **Menu** > **New**.
3. Type the word in the Pronounce box.
4. Choose **Next**.
5. Type the word's phonetic spelling in the Pronounce As box.
6. Test the word by choosing **Pronounce It**.
7. Once the word is pronounced properly, choose **Done**.
8. Choose **Save**.

To edit or delete a word from within the dictionary, press and hold on the entry and choose the appropriate option.

Transfer Files using a USB Flash Drive

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.

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.

Transfer Files between Your Device and Chat Editor

1. On your computer, start Chat Editor.
2. Connect a USB cable to the device and the computer. The device screen will display "Transfer Mode".
3. In the Editor, select **Library** and then choose **Transfer**.
4. Choose **Vocabs to/from Device**.

From the Transfer screen, copy customized vocabulary files from the device to the Editor or from the Editor to the device.

Copy Files from the Device to Chat Editor

1. From the transfer screen, select the vocabulary file or files you want to transfer from the device to the computer.
2. Click the **To Editor** button.
3. When the transfer is complete, the file name(s) are listed in the Chat Editor section of the Transfer screen.
4. Click **Done**.
5. When you are finished transferring files, disconnect the USB cable from the device and computer.

Copy Files from Chat Editor to the Device

1. From the transfer screen, select the vocabulary file or files you want to transfer from the Chat Editor to the device.
2. Click the **To Device** button.
3. When the transfer is complete, the file name(s) are listed in the Vocabs on Device section of the Transfer screen.
4. Click **Done**.
5. When you are finished transferring files, disconnect the USB cable from the device and the computer.