NovaChat®
Quick Reference Guide
NovaChat 5, 8, 10, and 12

Welcome! This quick reference guide will help you get started with your NovaChat device. First, turn on the device by pressing and holding the power button located at the top or side of the device.

Access the Menus

Menu varies by device: ☰, ⬚, or ⋮. Tap **Menu** to select a vocabulary file or change settings. For details, see "Choosing How to Access Menus" and "Using the Menus" in the *NovaChat User's Guide*.

Choose a Vocabulary

Your device was pre-loaded with more than 20 vocabularies. Usually the speech and language pathologist (SLP) who completed the evaluation recommended a specific vocabulary, but that selection has not yet been set up on your device. What should you do?

Option #1: Contact your SLP or local Saltillo consultant.

Option #2: Explore the vocabularies on your own:

1. Choose **Menu** > **Library**.
2. Scroll through the list of vocabularies and tap on one of the files.
3. Choose **Open** and explore the file.
4. Repeat until you find the vocabulary you want.

Once you know which vocabulary file to use, the next step is to make a copy of it to customize.
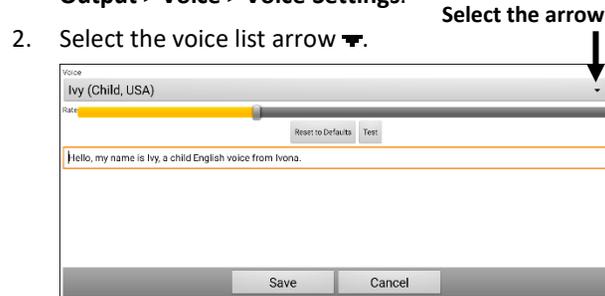
Copy a Vocabulary to Customize

To personalize a vocabulary, you must first create a copy.

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

Choose a Voice

1. Choose **Menu** > **Application Settings** > **Speech Output** > **Voice** > **Voice Settings**.
2. Select the voice list arrow ▼.

Select the arrow

3. Select a voice and select **Test**.
4. Continue selecting and testing voices until you find the one you want. Then select **Save**.

Customize a Vocabulary

It is important to customize the vocabulary for the person who will use the device. Good places to start might include adding important people, favorite things (food, drink, leisure items), or importing personal information on the About Me page (often located under Social or Chat).

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.

Customize a Button

1. Choose **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using ChatEditor™).
3. Choose **Edit Button**.
4. Change the label or message: Tap in the Label or Message box to display the keyboard and enter text in the box.

5. Change the image: Choose **Find** (on the device) or **Search** or **Browse** (in the Editor).

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

6. Choose **Save**.

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**.

Change a Button's Background or Outline Color

1. Choose **Menu** > **Edit Mode**.
2. Press and hold on the button to modify (right-click if you are using ChatEditor).
3. Choose **Edit Button**.
4. Choose the **Style** tab.
5. To change the background color, select **Body** and select a color.
6. To change the outline color, select **Border** and select a color.

   Note: Adding a different color border may help as a visual prompt.

7. When you finish making changes, choose **Save**.

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Hide Buttons

1. Choose **Menu** > **Edit Mode** > **Menu** > **Hide Mode**.

2. Select the buttons to hide. They will turn gray.

3. Choose **Menu** > **Hide Mode** to exit Hide Mode.

4. Choose **Menu** > **Edit Mode** to exit Edit Mode and hide the buttons.

   Note: To redisplay the buttons, choose **Menu** > **Edit Mode** > **Menu** > **Hide Mode** and select the gray buttons to redisplay them. Then choose **Menu** > **Hide Mode** > **Menu** > **Edit Mode** to exit.

Change the Way the Device Pronounces a Word

1. Choose **Menu** > **Application Settings** > **Speech Output** > **Voice** > **Pronunciations**.

2. Choose **Menu** > **New**.

3. Type the word in the Pronounce box and 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**, and then 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

One end of the USB flash drive provided with your device plugs into the device and the other end 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.

Transfer Files between Your Device and ChatEditor

ChatEditor is Saltillo's free companion software for computers. To get ChatEditor, download it from https://saltillo.com/products#chat-editor.

1. On your computer, start ChatEditor.

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 ChatEditor

1. From the transfer screen, select the vocabulary 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 ChatEditor section of the Transfer screen. Click **Done**.

4. When you are finished transferring files, disconnect the USB cable from the device and computer.

Copy Files from ChatEditor to the Device

1. From the transfer screen, select the vocabulary files you want to transfer from ChatEditor 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. Click **Done**.

4. When you finish transferring files, disconnect the USB cable from the device and the computer.

Using Word Finder

If you are looking for a word and don't know how to find it:

1. Choose **Menu** > **Word Finder**. A keyboard will open.

2. Type the word you are looking for.

3. One or more paths to the word will be shown.

4. Tap **Done** to close the keyboard.

   Note: If the word does not exist in the vocabulary file, "Empty" will be displayed.

For Assistance:

Call 1-800-382-8622 or email service@saltillo.com. View or download the *NovaChat User's Guide* from https://saltillo.com/support/downloads.