

Loading a Vocabulary File

1. Tap **Vocab > Choose New Vocab**.
2. A page will display a list of the available vocabulary files. Scroll down to see them all.
3. Select the vocabulary file you want to load.
4. Once loaded, explore the pages and button organization by choosing the buttons.

Note: If you plan to customize a vocabulary file, you must first make a copy of it. Proceed to “Copying a Vocabulary File for Modification”.

Copying a Vocabulary for Modification

To modify a vocabulary, make a copy of it and edit the copy. This keeps the original file in place in case it is needed later.

1. Tap **Vocab > Choose New Vocab**.
2. Tap **Menu > Copy a Vocab**.
3. Tap the vocabulary file to copy.
4. Give the file a new name and description.
5. Tap **Save**.
6. Tap the new file name to open the file.

Turning Edit Mode On

1. Go to the page that displays the button you want to edit.
2. Choose **Menu > Edit Page**.
3. The page is now in Edit Mode.

Adding a Picture to a Button from the Image Library

1. Tap **Menu > Edit Page**.
2. Tap the button and tap **Edit This Button**.
3. Tap **Import Image**.
4. Tap **Image Library**.
5. Tap **Camera Roll** or another available library.
6. Find the picture and tap it.
7. Tap **Use** and give the button an appropriate label.
8. Tap **Save** and tap **Done**.

Using the Device Camera to Take a Picture for a Button

1. Tap the button and tap **Edit This Button**.
2. Tap **Import Image**.
3. Tap **Camera**.
4. Take your picture by pressing the round button.
5. Tap **Use** and give the button an appropriate label.
6. Tap **Save** and tap **Done**.

Rearranging a Button's Actions

1. Select the **Edit** button above the actions.
2. Touch and hold the gray bars  to the right of an action and drag the action into the correct position.
3. When you are finished, tap **Done**.

Creating a New Page

1. Tap **Menu > Edit Page**.
2. Tap **Menu > Add New Page**.
3. Name the page to represent its content.
4. Choose the number of rows and columns, the background color, and an image (optional). Then tap **Save**.

Next, create a button to navigate to and from this page.

Creating a Button to Link to Your New Page

1. Tap **Menu > Load Another Page**.
2. Choose the file and page you want to link.
3. Tap the button you want to link to your new page.
4. Tap **Edit This Button**.
5. Give the button a label and, if needed, an icon and make any style changes you want.
6. Scroll down to the Button Actions area and tap **Add**.
7. Tap **Navigate** and tap your new page.
8. Tap an animation or **No Animation**.
9. If you don't want this button to speak, remove the Speech Message action by tapping the – button.
10. Tap **Save**.

Adding a “Home” Button to Your New Page

Use this procedure if you have a Home button on other pages and want to use the same button on your new page.

1. Tap a location on your new page to add the Home button.
2. Tap **Copy Existing Button**. A list of pages opens.
3. From the list, tap a page that has a Home button to copy. A list of buttons on that page opens.
4. From the list, tap the **Home** button. A copy of the Home button should now appear on your new page.

Creating a Button to Navigate Back or Home

1. Tap the location where you want the button.
2. Tap **Edit This Button** or **Create New Button**.
3. Give the button a label and/or an icon and make any style changes you want.
4. Scroll down to the Button Actions area and tap **Add**.
5. Tap either **Navigate Back** or **Navigate to Home**.
6. Tap an animation or tap **No Animation** if none is needed.
7. If you don't want this button to speak, remove the Speech Message action: Tap **Edit**, tap – , and tap **Delete**.
8. Tap **Save**.

Copying and Pasting a Button

Sometimes it's faster to copy an existing button than to create a new one.

1. Tap **Menu > Edit Page**.
2. Tap the button you want to copy.
3. Tap **Copy Button**.
4. Tap **Done**.
5. Go to the page where you wish to add the copied button.
6. Once there, tap **Menu > Edit Page**.
7. Tap the location you wish to copy to.
8. Tap **Paste Button** from the menu. The button you copied will appear in that location.
9. Tap **Done**.

Copying and Pasting a Button Style

“Button Style” refers to the background color and the font size and options that are associated with a button. There are times when it might be faster to copy and paste a button’s style from an existing button than editing each of the style items on a new button.

1. Tap **Menu > Edit Page**.
2. Tap the button whose style you want to copy.
3. Tap **Copy Button**.
4. Tap **Done**.
5. Go to the page where you wish to paste the button style.
6. Once there, tap **Menu > Edit Page**.
7. Tap the button you want to paste the style to.
8. Tap **Paste Button Style**. The button will display the pasted style.
9. Tap **Done**.

Blocking and Restoring Access to the Editing Menus

There may be times when you need to block access to the Editing menus. To do this, the **Use Menu Passcode** setting can be turned on or off. When this setting is turned on, the Menu and Vocab items can only be accessed by entering a password.

To password-protect the Editing menus:

1. In TouchChat, tap **Menu > Settings**.
2. Under “Editing”, turn **Use Menu Passcode** on.
3. Tap in the Passcode field, enter your password, and tap **Done**.

To remove password protection from the Editing menus:

1. Tap **Menu** or **Vocab** to display a password prompt.
2. Enter your password and turn **Use Menu Passcode** off.
3. Tap in the Passcode field and use  to remove the password.
4. Tap **Done** on the keyboard, and tap **Done** in Settings.

Alternative: Hide the Editing menus completely. **Home > Settings > TouchChat > Allow Editing**. Turn **Allow Editing** off.

Making an In-App Purchase on a Non-Dedicated Device

1. Make a wireless connection if you haven’t already by choosing **Settings > Wi-Fi** and selecting a network.
2. Open TouchChat.
3. Tap **Vocab > Choose New Vocab**.
4. Tap **Menu > Upgrade Store > Enter Upgrade Store**.
5. Choose the item you want and select **Buy**.
6. Log in using your iTunes account information and complete the purchase.

Closing TouchChat on a Non-Dedicated Device

There is a difference between minimizing the application and closing it. Tapping the Home button minimizes the application, but it continues to run in the background. To close TouchChat:

1. Tap the **Home** button on the device. This will minimize, not close, the application.
2. Double-tap the **Home** button. This will open the multi-tasking screen.
3. Drag the app up from the multi-tasking screen.
4. Once the application is closed, press the **Home** button to return to the desktop.

Backing up a Customized Vocabulary File using iTunes®

It’s a good idea to keep a copy of all custom files on a computer for safekeeping.

1. Connect your device to a computer using a USB cable.
2. Open iTunes on the computer.
3. In TouchChat, tap **Vocab > Choose New Vocab**.
4. Tap **Menu > Import/Export Vocab > Export to iTunes**.
5. Select the vocabulary file to export and select **Save**.
6. In iTunes on the computer, click the small device icon in the upper left portion of the window.
7. In the window that opens, click **File Sharing** on the left.
8. In the Apps column, select the **TouchChat** app.
9. From the column under **TouchChat Documents**, select the vocabulary file you are exporting.
10. Click **Save** on the bottom right. A Save window will open.
11. Navigate to the folder in which you want to save the file and click **Select Folder**.
12. Click **Done** and exit from iTunes.

Backing up a Customized Vocabulary File using AirDrop®, Dropbox®, Google Drive™, or Email

1. In TouchChat, tap **Vocab > Choose New Vocab**.
2. Tap **Menu > Import/Export Vocab > Export and Share**.
3. Select the vocabulary file you want to export.
4. Tap **Done** and select the method to share the file.
 - **AirDrop:** Bluetooth® and Wi-Fi® must be active. You will see the nearby devices that have AirDrop on and can accept your file. Choose the device you want.
 - **Dropbox:** Requires a Dropbox account. Wi-Fi must be active or you must have the Dropbox app on your device.
 - **Google Drive:** Requires Google Drive set up on the device and access to Wi-Fi.
 - **Email:** Requires an email account set up on the device and access to Wi-Fi.

Updating Your TouchChat Software

We are required to ship devices locked and with access to only communication software, when required by a funding source. With Android™ and Microsoft® Windows® tablets, we are able to provide access to Wi-Fi that allows us to update the communication software without providing a way to exit the communication software, but that is not possible with an iOS® system at this time. If this capability becomes available, we will certainly work with our software teams to make this happen. Until then, you can contact Saltillo Sales to unlock the system for \$25, update the software through Wi-Fi, and lock it again/put it into Guided Access®. It’s possible our competitors have different interpretations of the regulations than we do, but we cannot change our policies to accommodate their interpretations if they are different from what we believe to be true.

Updating TouchChat using the App Store® Icon

When an update is available on a non-dedicated device, the App Store icon will appear with a number on the right-hand corner of the icon.

Important! Wi-Fi must be turned on.

1. Tap the App Store icon.
2. Tap **Updates** on the bottom right of the screen.
3. TouchChat will be listed under Updates.
4. Tap **Update** to the right of TouchChat.
5. Enter the Apple ID that you used to purchase TouchChat previously. The update will start downloading.

Updating TouchChat using iTunes

If you have iTunes version 12.6 or older, you can update TouchChat with the device connected to a computer running iTunes. If you have iTunes version 12.7 or newer, you must use the procedure under “Updating TouchChat using the App Store Icon”.

Important! If you have a dedicated device, do **not** update iTunes to version 12.7 or newer. If you do, you will not be able to update TouchChat.

1. Connect the device to the computer.
2. Launch iTunes on the computer.
3. Go to the Apps section of iTunes.
4. Scroll to the Updates section and locate the option “Check for Updates” in the bottom right corner of the screen.

Note: The location of the Updates option depends on the version of iTunes you are using.
5. Enter the Apple ID that you used to purchase TouchChat previously.
6. The update will start downloading.