AlphaCore®

FOR V/Vmax

TUTORIAL

Communication and Access Application

Made exclusively for the DynaVox V/Vmax devices
by Amy Román, SLP

DynaVox
TECHNOLOGIES

# SIX FAST STEPS TO QUICKER COMMUNICATION

A tutorial for the efficient use of *AlphaCore©*
for DynaVox V/Vmax devices.

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INTRODUCTION

Welcome to the *AlphaCore©* Tutorial! This document will walk you through all the pages in *AlphaCore* to familiarize you with your communication program. The descriptions and instructions within this tutorial will provide a clear, easy and structured way to explore what *AlphaCore* contributes to efficient communication. *AlphaCore* was organized with speed and ease of navigation in mind.

With the intuitive design of *AlphaCore*, a literate user may begin communicating immediately. As with anything else, practice and consistent use will increase the efficiency with which you use the program, so be sure to complete the exercises provided. We hope you enjoy *AlphaCore* and all it has to offer!
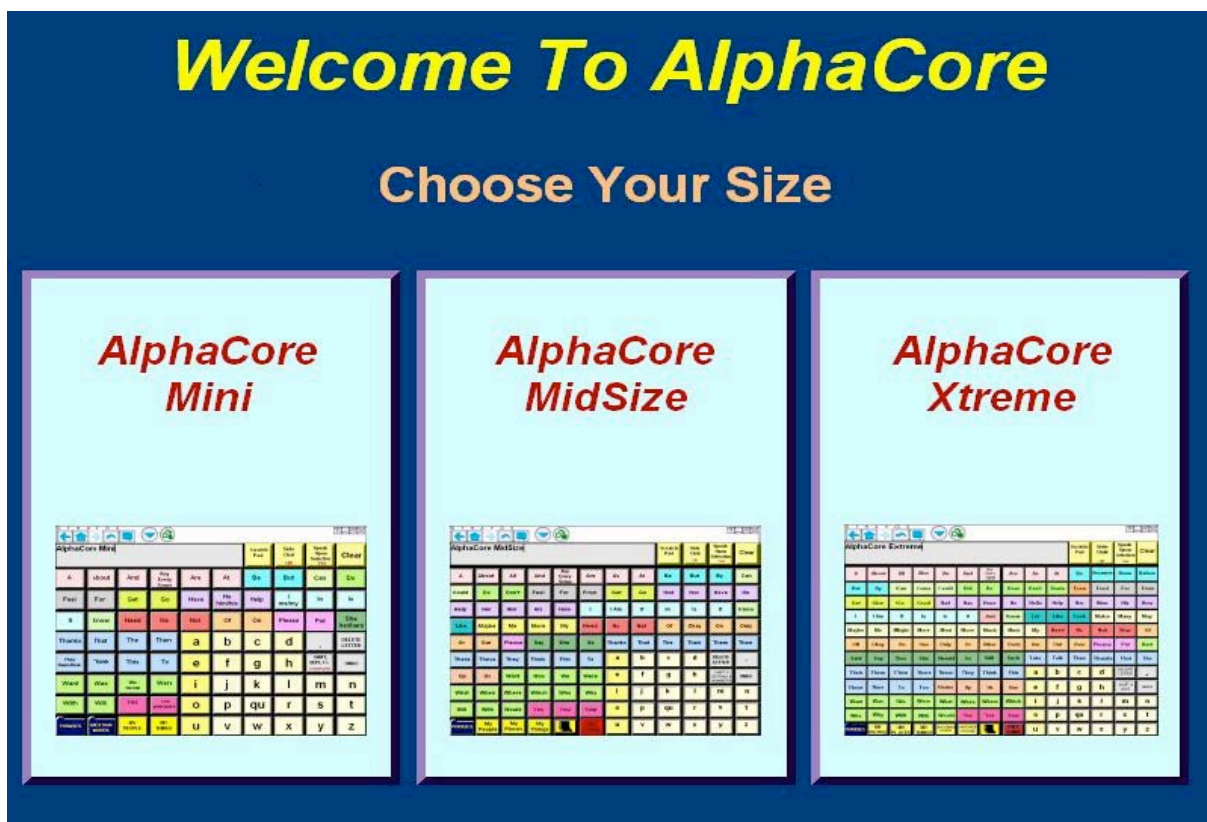
Note: If *AlphaCore* was obtained with a V/Vmax device, the device would have shipped with *AlphaCore* installed (User Name: *AlphaCore*). If *AlphaCore* was obtained separately for an existing V/Vmax device – please see the installation instructions on the last page of this tutorial.

FINDING YOUR SIZE

Before beginning, we need to consider which size *AlphaCore* set is best for you. *AlphaCore* comes in three sizes to meet the needs of different users and allow them to transition if their abilities change.

AlphaCore Mini

ALPHACORE Mini features large, easy to target, easy to read buttons. It is called Mini because it has fewer buttons on each page and a smaller selection of core vocabulary. Programmed messages on twelve topic pages give users rapid access to complete, common messages that are predictable in adult interactions. *AlphaCore Mini* is great if targeting buttons is challenging or you are distracted by many buttons on a screen. People learning to use head- or eye-controlled pointing devices may find *AlphaCore Mini* an excellent place to start.

											Scratch Pad	Side Chat Off	Speak Upon Selection Yes	Clear

AlphaCore MidSize

A	About	All	And	Any Every Some	Are	As	At	Be	But	By	Can
Could	Do	Don't	Feel	For	From	Get	Go	Had	Has	Have	He
Help	Her	Him	His	How	I	I Am	If	In	Is	It	Know
Like	Maybe	Me	More	My	Need	No	Not	Of	Okay	On	Only
Or	Our	Please	Say	She	So	Thanks	That	The	Their	Them	Then
There	These	They	Think	This	To	a	b	c	d	DELETE LETTER	.
Up	Us	Want	Was	We	Were	e	f	g	h	SHIFT & EDITING & NUMBERS	UNDO
What	When	Where	Which	Who	Why	i	j	k	l	m	n
Will	With	Would	Yes	You	Your	o	p	qu	r	s	t
PHRASES	My People	My Places	My Things	[icon]	CALL CHIME	u	v	w	x	y	z

AlphaCore MidSize

ALPHA CORE MidSize provides a larger array of core vocabulary and fourteen topic pages. Users who have just a bit of difficulty targeting or are using scanning to access their DynaVox often find that *AlphaCore* MidSize is the best fit.

AlphaCore Extreme

											Scratch Pad	Side Chat Off	Speak Upon Selection Yes	Clear

A	About	All	Also	An	And	Any Every Some	Are	As	At	Be	Because	Been	Before
But	By	Can	Come	Could	Did	Do	Does	Don't	Down	Even	Feel	For	From
Get	Give	Go	Good	Had	Has	Have	He	Hello	Help	Her	Him	His	How
I	I Am	If	In	Is	It	Just	Know	Let	Like	Look	Make	Many	May
Maybe	Me	Might	More	Most	Move	Much	Must	My	Need	No	Not	Now	Of
Off	Okay	On	One	Only	Or	Other	Ouch	Our	Out	Over	Please	Put	Rest
Said	Say	See	She	Should	So	Still	Such	Take	Talk	Than	Thanks	That	The
Their	Them	Then	There	These	They	Think	This	a	b	c	d	DELETE LETTER	.
Those	Time	To	Too	Under	Up	Us	Use	e	f	g	h	SHIFT & EDIT	UNDO
Want	Was	We	Were	What	When	Where	Which	i	j	k	l	m	n
Who	Why	Will	With	Would	Yes	You	Your	o	p	qu	r	s	t
PHRASES	PEOPLE Jim	PLACES Bathroom	THINGS Tissue	DESCRIBING WORDS	[icon]	ANSWER PHONE	CALL CHIME	u	v	w	x	y	z

AlphaCore Xtreme

ALPHA CORE Xtreme is ideal for users who are easily able to target buttons. It provides the maximum amount of core vocabulary and sixteen topic pages to speed up communication. *AlphaCore* Xtreme also offers the most room for customization and personalization. This set enables users to enjoy the increased speed and ease of more core vocabulary.

All three *AlphaCore* sets share a common format and consistent content, allowing users to readily transition to a different set if their abilities change. Users may decide to shift from one size to another if accuracy or speed with their current page set and access method improves or declines.

TERMS

You will find the following terms throughout the tutorial and you can refer back to this mini glossary for clarification.

Core Vocabulary is a small, select group of a few hundred words that constitutes approximately 85% of our daily communication. Core vocabulary is comprised of general words such as "he," "that," "the," "with" and "to."

Fringe Vocabulary encompasses the remaining tens of thousands of words that account for as little as 15% of what we say in general conversation.

Personal Core Vocabulary includes words used frequently by a particular individual. Personal core vocabulary typically includes the names of people, places and things important to an individual.

Buttons are locations on an *AlphaCore* page. When selected, a button may produce a letter, word or whole phrase. Buttons can also navigate the user to different communication pages.

Button **Behaviors** are the actions you can have a button perform. For example, if a button is selected and its behavior is "Speak Label," then the device will say any word or message that is written on the button. *AlphaCore* consists of buttons that already have set behaviors, so no knowledge of button behaviors is required. Though not required, some personalization is encouraged. In this tutorial, we will provide you with instructions to perform a few simple customizations.

An **Access Method** is the system used to select buttons in *AlphaCore* and operate programs on a computer. A person's access method may simply be tapping a touch screen or using a keyboard. Others may be using adapted methods such as pointing devices (e.g., standard mouse, joystick, touchpad, stylus, head operated mouse, eye gaze). Users who cannot easily point may be using switches to either scan sequentially through buttons or utilize Morse code. *AlphaCore* can be used with any of these access methods.

TUTORIAL UNITS

The rest of this document is made up of short tutorial units. They include:

- **Unit 1 – The Power of *AlphaCore***

- **Unit 2 – Expanding on Core Vocabulary**

- **Unit 3 – Social Phrases and Interactions**

- **Unit 4 – Getting Your Needs Met**

- **Unit 5 – Hello? Page Sets for the Phone**

- **Unit 6- Computer Access & Telecommunications**

UNIT 1

The Power of AlphaCore

OBJECTIVES

Obtain an understanding of the power of core vocabulary
Differentiate between core & fringe vocabulary
Become familiar with the main *AlphaCore* page

ALPHACORE MAIN PAGE

The *AlphaCore* main page contains a set of core vocabulary words that are the most commonly used words in spoken English. By providing quick access to these words, *AlphaCore* significantly speeds up your communication rate. Words specific to a situation are collectively called *fringe* vocabulary and can be created using the keypad found on the bottom of the *AlphaCore* page. In addition, everyone has a unique set of fringe vocabulary they use so frequently that it becomes their personal core vocabulary. We will add your personal core vocabulary to *AlphaCore* later in the chapter.

Examples of Core vs. Fringe Vocabulary:

Core Vocabulary:	it	she	go	there
Fringe Vocabulary:	pumpkin	Julia	sprinkle	Bob's Hardware

PAGE ORGANIZATION

The *AlphaCore* main page was created to be user-friendly. You will, however, need to spend a little time familiarizing yourself with where words are on the page to use it proficiently. The *AlphaCore* main page is organized in the following ways:

The long, rectangular box at the top of every page is the Message Window. As you select letters, words or messages, they will appear in this window. When the Message Window is selected, it will speak the message it contains.

The four yellow buttons to the right of the Message Window are frequently-used Helper Buttons.

| | Scratch Pad | Side Chat Off | Speak Upon Selection Yes | Clear |

These Helper Buttons include Scratch Pad, Side Chat, Speak Upon Selection and Clear.

The **Scratch Pad** allows you to copy any message from your Message Window and save it on a button for later use. (More on this in Unit 3)

Selecting the **Side Chat** button pops up a temporary Message Window that allows you to carry on a conversation without interfering with the message you were constructing in your main Message Window. Side chat should always display "off" when you are using the main Message Window. This is a great feature to use if, for example, you are constructing an email and a friend comes by to talk.

Speak Upon Selection allows you to decide when your messages are spoken. This button should be turned on and set to "Yes" if you want the device to say each word or phrase on a button as soon as you select it. Speak Upon Selection should be off and set to "No" if you want to construct the message first and then speak the entire message (by selecting the Message Window when you're finished constructing the message).

The **Clear** button speaks for itself. It clears the Message Window. The good news is it does not need to have the final word. If you accidentally clear your Message Window, simply select the **UNDO** button in the keypad. This will bring back your message or undo a chain of previous selections one by one.

Most of the main *AlphaCore* page is composed of buttons displaying core vocabulary.   These words are arranged alphabetically from left to right.

Words starting with the same letter are the same color.

In the bottom right corner of the page you will find the keypad. In addition to letters of the alphabet, the keypad also contains a **DELETE LETTER** key, a **period**, an **UNDO** key and a button that sends you to a page for **SHIFT/EDITING/NUMBERS.**

If you search for a word and can't find it alphabetically, you know it is not part of the *AlphaCore* page and you need to begin typing it on the keypad.

Now that you have been introduced to the power of core vocabulary, familiarize yourself with the placement of the words by practicing the following sentences:

	Practice Sentences for AlphaCore Xtreme Users	Practice Sentences for AlphaCore MidSize Users	Practice Sentences for **AlphaCore Mini Users**
1.	He may move out there with her.	He will need to put more of it on there.	Yes please think about it.
2.	Just don't even let them talk to you like that.	Idon't know but maybe you want them?	Idon't know but do you want this?
3.	Maybe you should not put it down under that if we want her to take it. Thanks.	Please put these in if you like them.	Thanks for your help with that.
4.	Could you please help me before you go?	Could you please help me when you get it?	Ihave to go in.
5.	We would still like time to think about it but now Ineed more rest.	Yes please think about it.	He will need to put it on there.

Notice that when you select action words like "help" and "go," four new Helper Buttons pop up to the right of the Message Window. They contain word endings. Select one of these action words and use the word ending Helper Buttons to change the word.

Now select the Any/Every/Some button in the "A" category words and see what happens. Practice these features by creating the next few sentences.

	Practice Sentences for *AlphaCore* Xtreme Users	Practice Sentences for *AlphaCore* MidSize Users	Practice Sentences for ***AlphaCore* Mini Users**
1.	He ^look,-ed^ looked like he ^want,-ed^ wanted to get ^go,-ing^ going.	He ^want,-ed^ wanted to get ^go,-ing^ going.	He ^want,-ed^ wanted to get ^go,-ing^ going.
2.	She ^say, 3rd person^ says ^Any/Every/Some^ everybody can help.	She ^want, 3rd person^ wants ^Any/Every/Some^ everyone to help her.	^Any/Every/Some^ Somebody ^need, 3rd person^ needs to help him.
3.	He ^think,-ed^ thought ^Any/Every/Some^ somebody had get ^-en^ gotten it by then.	^Any/Every/Some^ Everybody had get ^-en^ gotten it by then.	^Any/Every/Some^ Someone ^have, -ed^ had get ^-en^ gotten it ^Any/Every/Some^ somehow.
4.	^Any/Every/Some^ Anyhow most of us had not ^give, -en^ given up.	^Any/Every/Some^ Anyhow ^Any/Every/Some^ some of us have not ^go,-en^ gone up.	^Any/Every/Some^ Anyhow <u>we haven't</u> ^go,-en^ gone there.
5.	He ^think, 3rd person^ thinks I know what they have ^do,-en^ done.	He ^think, 3rd person^ thinks I know what they have ^do,-en^ done.	<u>He won't</u> know ^Question Words^ what I have ^do,-en^ done.

Now create a few of your own sentences by using just the core vocabulary on the *AlphaCore* page. Challenge yourself not to use fringe vocabulary. Often, fringe vocabulary can be replaced with general words like "it" and "he," once you have used a fringe word to establish the topic. When you make your sentences, try selecting the Speak Upon Selection and Side Chat Helper Buttons to try out their functions.

UNIT 2

Expanding on Core Vocabulary

OBJECTIVES

Discover how the AlphaCore Plus page automatically provides you with more core vocabulary
Add your personal core vocabulary of unique people, places and things to AlphaCore
Learn to use word prediction for additional fringe vocabulary

ALPHACORE PLUS

The *AlphaCore* Plus page looks like the *AlphaCore* main page but provides more of the core vocabulary you are likely to use after the words "is," "I am," "are," "was," "were," "be" and "been." Therefore, those seven word buttons will send you to the Plus page to better anticipate your next word choice and save you time.

PRACTICE SENTENCES

Try out these sentences to begin learning the vocabulary of the *AlphaCore* Plus page. Use the **SHIFT/EDIT** button in the keypad to add punctuation other than just a period.

	Practice Sentences for *AlphaCore* Xtreme Users	Practice Sentences for *AlphaCore* MidSize Users	Practice Sentences for *AlphaCore* **Mini Users**
1.	He is even getting up much more.	He is even getting up more.	He's getting it for he/him/his himself.
2.	Iam pretty glad he go, -ed went.	Iam pretty glad he go, -ed went.	I/me/my Im not going to help!
3.	Is this really helping you?	Is this really helping you?	Is this helping you?
4.	We were all kind of enjoying their help.	Iam much more ready to think about it now.	They're not having any.

5.	You are right that he is hard to be with!	You are right that he is still just like her!	Is there one for me?

<u>A</u>DDING <u>Y</u>OUR <u>P</u>ERSONAL <u>C</u>ORE <u>V</u>OCABULARY
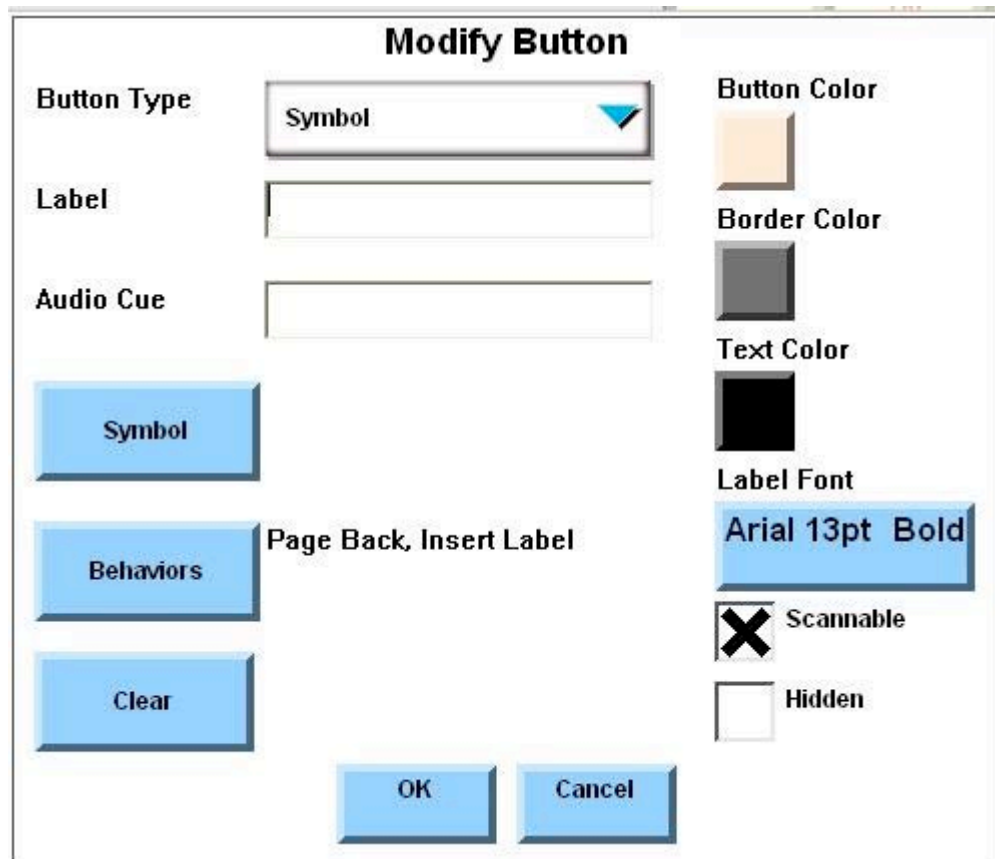
Each person has a unique set of people, places and things they talk about frequently. Therefore such words have their own buttons on the *AlphaCore* main page.

Locate these bright yellow buttons on the bottom of your *AlphaCore* main page (*AlphaCore* Mini will only have My People and My Things). When you select one, a page of your most common people, places or things pops up. A few items have already been added to these pages to get you started. (These can easily be programmed over if they don't fit your communication needs.) Just try to keep words in alphabetical and categorical order to make them easier to find.   Let's start to add your important people, places and things right now.

Steps to add your personal vocabulary of people, places and things:

1. Select the "My People" button. This button takes you to a page that you can fill with the names of key people in your life.

2. To add a new name, select the green Modify Button at the top of the page. The button will turn from green to red.

3. Select any empty button on the page. The Modify Button menu will appear.

4. Select the empty box to the right of the word "Label." A keyboard will appear.

5. Type the name of the person.

6. Select OK to close the keyboard. (Note: a * symbol may automatically be added. You may cancel it if you do not wish to include a symbol).

7. Select OK to close the Modify Button Menu. Done.

The name you added should appear on the button you chose. Try out your first customized button. The name will appear in the Message Window and you will be taken back to your *AlphaCore* main page. Those two actions happen because they are already the selected "Behaviors" on the button (see the Modify Button menu graphic above).

To add your custom vocabulary to the My Places and My Things pages, just follow the same steps after selecting those buttons on your *AlphaCore* main page. To get back to your *AlphaCore* main page select the *AlphaCore* button in the bottom left corner of any page.

WORD PREDICTION

Now let's see how *AlphaCore* makes spelling a word easier.

1. Start typing a word on the keypad in the lower, right corner of the *AlphaCore* main page. Try the word "today." As soon as you type the first letter, the Prediction Page comes up with a list of words you may be looking for.

2. If your word is not in the white buttons to the left of the keypad, just keep typing and checking.

3. When your word does come up in a word prediction button, select that button and your word will enter the Message Window (along with a space after the word).

Some words are not included in the prediction dictionary, and you must spell the entire word. If this is the case, be sure to hit the SPACE button when you're finished spelling your word.   *AlphaCore* will automatically add your new word to the prediction dictionary so you will never need to type it out again.

Depending on your needs, you may find using the word prediction feature helpful. Word prediction may be helpful for people with limited movement or speed, especially those trying to conserve energy. In order to determine if word prediction is for you, consider the following:

- Word prediction will decrease the number of buttons you need to select in order to create a message.
- Word prediction may not significantly increase the speed of your communication since it takes time to look for the word.

Notice that the Prediction Page has editing buttons, punctuation and a link to your Computer Page, too.   In Unit 6 we explore the Computer Page. In that unit, you will learn how to set-up and send quick emails, discover phone options, open and use computer programs with onscreen keyboards and more.

UNIT 3

Phrase Pages

OBJECTIVES

- Become familiar with the layout of Phrase pages
- Explore the Social Phrases pages by using the Topic Bar
- Learn to add Phrases of your own to the MY PHRASES ON THIS TOPIC pages
- Differentiate between when to store your messages in Scratch Pad and when to store them in MY PHRASES ON THIS TOPIC
- Practice using the social phrases by completing the Practice Activity

PHRASE PAGES

The Phrase pages can be accessed by selecting the PHRASES button on your *AlphaCore* main page. Select it now. The Phrase pages are designed to provide you with a series of programmed messages that are appropriate for a given topic. Incorporating programmed messages into your interactions will speed up your rate as well as ease the effort of communication. Each page is organized so that buttons that share a general purpose (e.g., "ask questions," "provide feedback," "negative describing words vs. positive describing words," etc.) are grouped together and each group is color-coded. Phrase pages are organized in a similar way and each contains the following:

- The Topic Bar is the first row of buttons right under the Message Window.

- Each folder-shaped button takes you to a page of messages related to the topic on the folder's label.

- The background color of the different topic pages matches the color of their folder in the Topic Bar. (Try selecting different buttons in the Topic Bar)

- A rectangular button located at the end of the Topic Bar is used to toggle between SOCIAL topics and NEEDS & MEDICAL topics.

ALPHACORE HOW 2 CHAT W/ ME CHAT X-TENDERS MY PHRASES ON THIS TOPIC

- The *ALPHACORE* button on the bottom left corner of each phrase page takes you back to the *AlphaCore* main page.

- The HOW 2 CHAT W/ME and CHAT X-TENDER buttons, located next to the *ALPHACORE* button, open special phrase pages that will be explored later.

- The MY PHRASES ON THIS TOPIC button takes you to a page which is an extension of the page you are on. This page is designed to allow you to easily store a message you have constructed in the Message Window. When you select MY PHRASES ON THIS TOPIC, *AlphaCore* directs you through a simple process to quickly store your message on a button.

TOPIC BAR

This top row of buttons allows you to navigate to other phrase pages. The SOCIAL Topic Bar includes the following categories: Greetings, About Me, News & Stories and Phone. The NEEDS & MEDICAL Topic Bar includes the categories: General Needs, Medical Needs, Comfort/Positioning and Entertainment. The Topic Bar of *AlphaCore* MidSize and Xtreme provide even more categories. Go to each category within the Social Topic Bar to see the types of messages on each page. Please remember that all of the pages can be customized so they contain the messages you use most, stated the way you like to say them.

SOCIAL PHRASES

There are social phrases we use during daily conversation that do not change from situation to situation. Such phrases have been programmed into *AlphaCore* in order to speed up communication when you are socializing with others. For example, instead of typing out a common phrase like "Nice to see you," you can just select a button containing that message. (If you are not already on the GREETINGS page, you can get to it by selecting the *Phrases* button on the bottom of the *AlphaCore* main page.) When you select this button, the GREETINGS phrase page opens and provides basic greetings, closings, questions, responses and other niceties we use in conversation. Open this page and other pages in the SOCIAL Topic Bar to explore messages and organization.

Be sure to investigate the PHOTO ALBUM and VIDEO CLIP ALBUM. In *AlphaCore* Xtreme you will find PHOTO ALBUM on the SOCIAL Topic Bar. In *AlphaCore* MidSize and Mini, albums are located within the NEWS & STORIES category. Photos and video clips are a great way to connect with people and share what is important to you, so be sure to add your own.
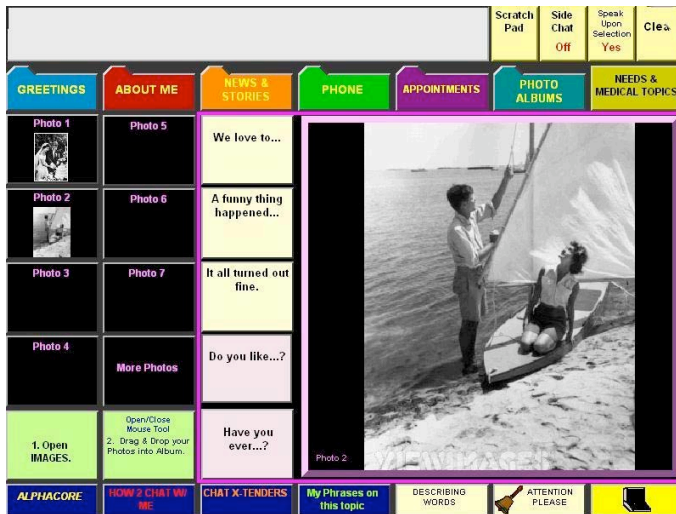
If you are using a pointing access method, you can independently drag and drop your photos into the albums once they are loaded into your DynaVox. Step-by-step instructions are stored on the yellow and orange buttons on the Photo Album page. For now though, just look at the sample photos and video clip to begin imagining how these pages might expand your communication possibilities.

CHAT X-TENDERS

The CHAT X-TENDERS page functions as a home base during conversation and gives you a number of ways to provide feedback while someone else is talking, segue into your own messages, or change topics. Locate the CHAT X-TENDERS button (on the bottom of every phrase page) and go there. Note the following organization of this page:

- Top row: Buttons for making comments about people, objects or events that are linked to a (Describing) page.

- 2nd row: Buttons that ask questions. (Buttons with questions will usually be purple.)

- 3rd and 4th row: Buttons that help you connect with your partner by giving feedback and encouraging your partner to say more (i.e., "Right!" and "Tell me more.")

- The green buttons contain statements that help to segue from your partner's news and stories to your own.

MY PHRASES ON THIS TOPIC

AlphaCore makes it easy to save and store messages that you formed in the Message Window. If you put together a message that you would like to permanently add to a topic, don't clear the message. Instead, select the MY PHRASES ON THIS TOPIC button on the bottom of the page. You will be taken to the MY PHRASES page for whichever topic was open. Then, simply select the purple button that says "Tap here 1st..."   Next select the button where you would like to store the message you just created. It will be copied and stored on that button for future use.
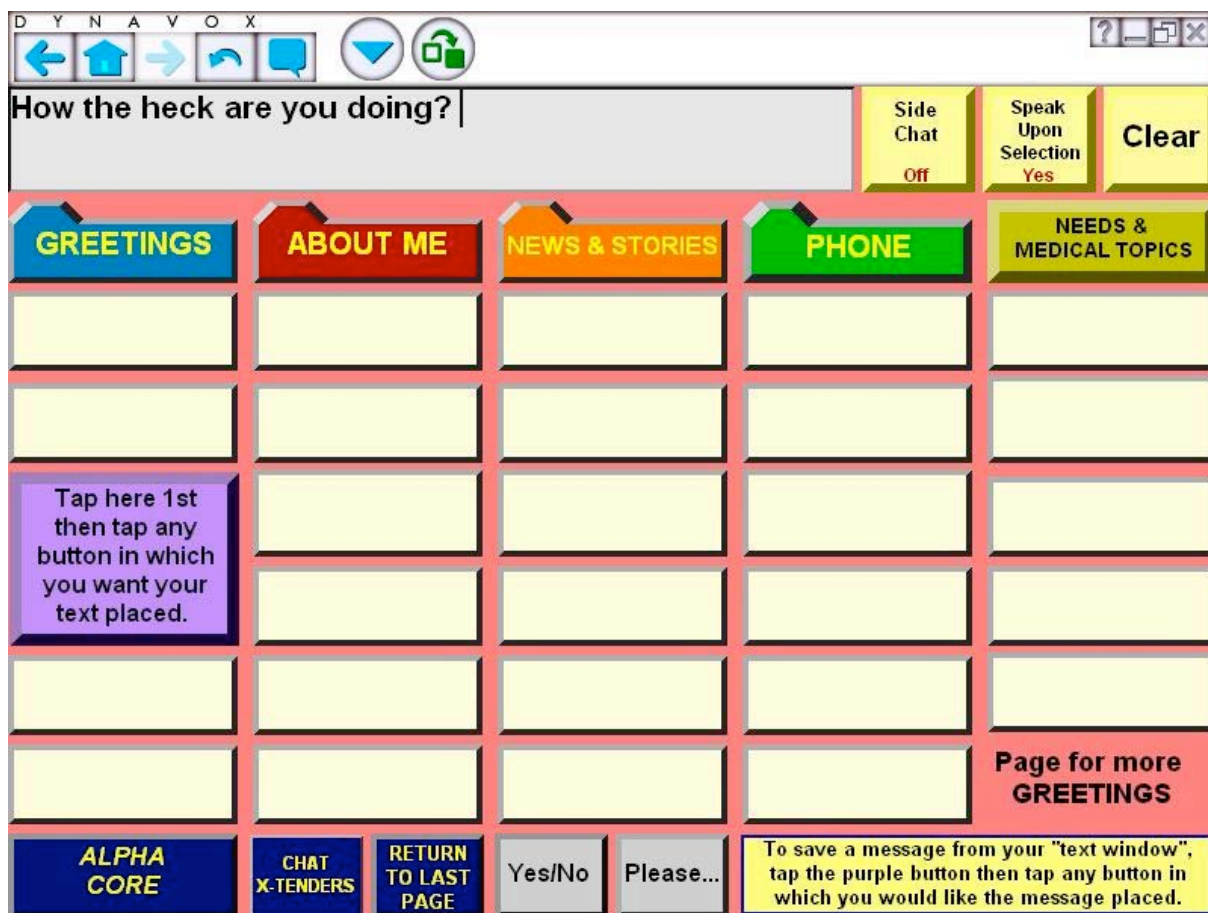
SCRATCH PAD

The Scratch Pad Helper Button [Scratch Pad] next to the Message Window also provides a page for messages. This page is designed for messages that you might only want to keep for a day or so, or messages that may not fit any of the topic page themes. For example, a description of what your wife does for work might go in the My PHRASES page at the bottom of the ABOUT ME page. On the other hand, a description of how you got the bump under your eye would most likely go into your Scratch Pad page. The first situation is permanent and you will still be using that message in six months. The second situation is temporary and you will most likely have filled that same button with many different messages over the next six months.

Let's try out the Scratch Pad now. Compose a message in your Message Window using core vocabulary and the keyboard.   Now select Scratch Pad (next to the Message Window). On the Scratch Pad page, select the purple button and then select any empty button. Your message will be stored on that button. Selecting the Scratch Pad button from anywhere in *AlphaCore* will now take you to your new message.

PRACTICE ITEMS

Now that you have explored the social phrase pages, complete the following activities on your own, or have a partner role play with you. Don't forget to use pages from previous units to be specific in your communication. Make the pages work for you and produce messages you would really say! The pages noted after each item are just suggestions for where you could go to find the message you're looking for. Often activities like these will help you to think of messages you want to add to pages.

1. How would you respond if a very good friend asked "How are you?" (*GREEINGS, NEWS & STORIES, PHOTO ALBUM, VIDEO ALBUMS*)

2. Your friend just told you her daughter got accepted to Stanford. How would you react? (*CHAT X-TENDERS*)

3. How could you respond to the news that a friend got into a car accident? (*CHAT X-TENDERS*)

4. When your friend finished telling a story, how would you tell him about a similar situation you were in? (*CHAT X-TENDERS- green buttons*)

5. How could you give a receptionist at a doctor's office all the information she asked for? (*ABOUT ME*)

6. How could you ask a friend about the events in his life, and then give your thoughts on them? (*GREETINGS –Topics, CHAT X-TENDERS*)

7. How would you start a conversation about a topic that interests you? (*NEWS & STORIES, MY PHRASES ON THIS TOPIC (add your topics of the week) AlphaCore, CHAT X-TENDERS, PHOTO ALBUM, VIDEO CLIP ALBUM*)
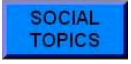
UNIT 4

Getting Your Needs Met

OBJECTIVES

- Become familiar with the NEEDS & MEDICAL Topic Bar and pages
- Practice using the phrases found in this page set by completing practice items
- Become familiar with the HOW 2 CHAT W/ME page

NEEDS

In order to get to the page set designated for needs, do the following:

1. Select the *Phrase* button at the lower left corner of the *AlphaCore* page (the same button used to get to social phrases).

2. To toggle to your NEEDS & MEDICAL Topics, just select the **NEEDS & MEDICAL** button at the end of the Topic Bar. To toggle back to SOCIAL TOPICS, select the **SOCIAL TOPICS** button.

3. From NEEDS & MEDICAL, you can access categories including General Needs, Medical Needs, Comfort/Positioning and Entertainment. Again, if you are using *AlphaCore* MidSize or Xtreme, you will find more topics. Open each page to see which phrases have already been programmed into the page set and to start thinking about what else you may want to add. Note that the pages not only allow for you to request help, but to state a level of urgency (i.e., "Right away," "When you have time," etc.), provide feedback (i.e., "That's perfect," "A little more," etc.) as well as to thank whoever is assisting you.

HOW TO CHAT WITH ME

Similar to the CHAT X-TENDERS button, the HOW 2 CHAT W/ME button is at the bottom of every phrase page. This button takes you to a page that contains instructions for communication partners that will make communicating more efficient and productive for both of you.

The HOW 2 CHAT W/ME page is especially useful for letting an unfamiliar partner know how to communicate with you. Often, people aren't aware of behaviors that may be frustrating or helpful to you when you are using a speech-generating device. This page is meant to provide you with a quick way to modify your communication environment so it works best for you. Again, this page may be customized to best fit your needs. After you select most messages on the HOW 2 CHAT W/ME page, the program automatically takes you back to whichever page was last open so you can continue what you were saying without too much interruption.

PRACTICE ITEMS

Complete the following activities in order to become familiar with the NEEDS & MEDICAL Topics pages and HOW 2 CHAT W/ME page. Again, don't forget to use previously-learned pages, such as the *AlphaCore*, GREETINGS and CHAT X-TENDERS pages, to tailor your messages appropriately.

1. How would you tell a friend who is visiting that you need a pillow under your right leg. (COMFORT & POSITIONING)

2. Ask a caregiver to adjust the position of the speech device so it is closer to you. Tell them when to stop. (COMFORT & POSITIONING)

3. Let a friend know you have pain in your left eye then tell them you would like eye drops. (MEDICAL)

4. Ask visitors what they like to watch on TV. Then, find out what they think of a show that you are watching. (ENTERTAINMENT)

5. Tell a caregiver to stretch your left arm. Then let him know if it needs more stretching and, lastly, say "thank you." (COMFORT & POSITIONING)

6. Explain to a confused medical assistant how to communicate with you. (GREETINGS, ABOUT ME, HOW 2 CHAT W/ME)

UNIT 5

Hello? Page Sets for the Phone

OBJECTIVES

- Become familiar with the *Phone* page set
- Practice using the phrases found on these pages by completing practice items
- Learn to add or edit button text

THE PHONE PAGE

Answering or making a phone call can be a fairly unpredictable experience, so it is important to have several pages that are appropriate for any situation you may encounter during a phone call. The PHONE page contains programmed messages that address several situations, including answering the phone, scheduling an appointment, leaving a message and directing a helper.

The button for the PHONE page is located on the SOCIAL Topic Bar. When you select the PHONE button, the page that comes up contains basic phrases you might use for any phone call, such as "Hello" and "I need to go." Go there now to explore the basic PHONE page.

PHONETIC ALPHABET

You may find that you need to spell out hard-to-understand words occasionally. For this reason, there is a *Phonetic Alphabet* button located on the PHONE page which takes you to an alphabet keypad that will say each letter with an example of a word that starts with that letter (e.g., "E as in Elizabeth"). When you're finished spelling your word, you can return to the page you were last on by activating the "RETURN TO LAST BOARD" button.

OTHER PHONE PAGES

Buttons on the main PHONE page that take you to other phone pages are shaded in green. These include *DIRECT PHONE HELPER, ANSWER PHONE, PERSON I CALL IS NOT IN and SCHEDULING.* You can go to each of these pages now to investigate which phrases are already included here. You can always return to the basic phone page by selecting the *PHONE* button located in the Topic Bar.

PRACTICE ITEMS

Complete the following items with a partner to become familiar with the phone pages. Remember to utilize other pages within *AlphaCore* to extend conversations or make the message specific to you. Suggested pages are listed for each item.

1. Practice making a phone call to a friend or family member during which you:
    a. Let them know you are just calling to say "I was thinking about you." (PHONE)
    b. Ask about her day. (GREETINGS)
    c. Tell her about how you are doing. (GREETINGS, NEWS & STORIES)
    d. Let her know you need to go. (PHONE)

2. Practice what you would say if you needed to call your doctor and:
    a. Cancel an existing appointment. (SCHEDULING, ABOUT ME)
    b. Make a new appointment. (SCHEDULING)
    c. Ask for something later than the receptionist offers. (SCHEDULING)
    d. Agree to the next time slot she offers. (SCHEDULING)

3. Imagine you are calling a friend and:
   a. Someone else answers the phone. (PHONE)
   b. Your friend is not home but you want to leave a message to say you called. (PERSON I CALL IS NOT IN)
   c. You want your friend to email you back instead of calling you back. (PERSON I CALL IS NOT IN)

4. Practice directing a caregiver in the room:
   a. To help you place a call on your speaker phone by dialing a number you give him. (DIRECT A PHONE HELPER)
   b. By giving him tips on how you do and don't want him to assist you in different situations. (DIRECT A PHONE HELPER)

As you have worked on the practice items, you have probably found that there are messages that you would like to change, add or delete. Before you move on to the next unit you may want to spend some time customizing your Phrase Pages to better suit your style and needs. In Unit 2, you began to learn the steps to modify buttons in order to add your personal core vocabulary. When we did this we simply used the Insert Label behavior. This behavior places the words on the button's label into the Message Window. There are times though when we want a short label to represent a longer message. At these times we use the behavior Insert Text. The button will then insert into the Message Window your full message not just the button's label.
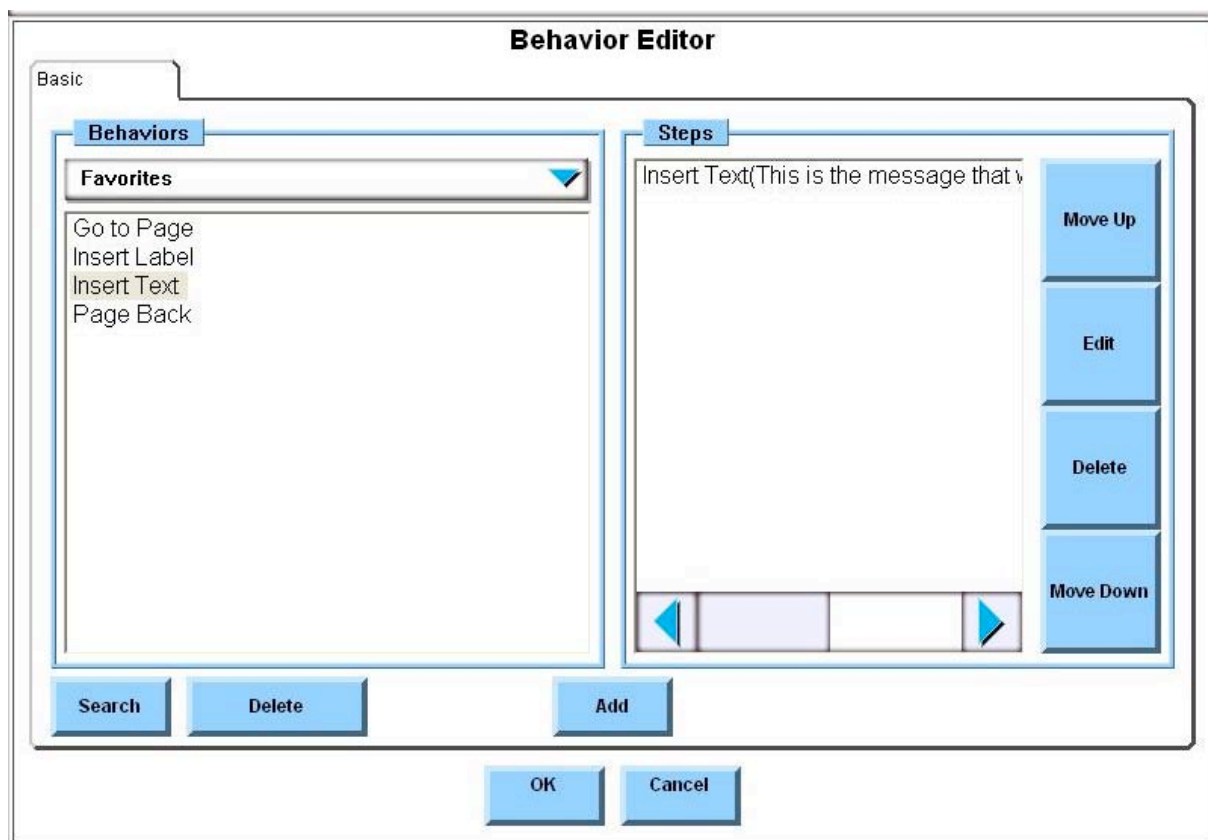
ADDING OR EDITING BUTTON TEXT

Here are instructions to help you customize a button's message:

1. Go to the page that contains a message button that you would like to modify.

2. Select the green Modify Button at the top of the page. The button will turn from green to red.

3. Select the button you wish to modify. The Modify Button menu will appear.

Modify Button

Button Type	Symbol ▼	Button Color

Label Just my button label goes here.

Border Color

Audio Cue

Text Color

Symbol

Label Font

Arial 10pt Bold

Behaviors — Insert Text[This is the message that will go into the Message Window....]

☒ Scannable

Clear

☐ Hidden

4. If you want to add or change a label, then select the Label Text Box to the right of the word Label. A keyboard will appear.

5. Type a short label for the button that will remind you what the button's message is. When you are done select OK to close the keyboard. (Note: a * symbol may automatically be added. You may cancel it if you do not wish to include a symbol).

6. If you want to add or change the message text, then select the blue Behaviors button. This will open the Behavior Editor menu.

To Add New Text

1. If you don't already have the Modify Button menu open, then follow previous steps 1-3 for "ADDING OR EDITING BUTTON TEXT". The Modify Button menu will appear.

2. Select the blue Behaviors button. This will open the Behavior Editor menu.

3. Locate Insert Text, which is the third option listed under Behavior Favorites. Highlight it and then select the Add button.

4. A keyboard will appear. Use it to type your complete message.

5. Select OK to close the keyboard

6. Select Ok to close the Behavior Editor.

7. Select OK to close the Modify Button menu. Done.

To Edit Existing Text

1. Follow previous steps 1-3 for "ADDING OR EDITING BUTTON TEXT". The Modify Button menu will appear.

2. Select the blue Behaviors button. This will open the Behavior Editor menu.

3. If **Insert Text** is listed under the Steps column, on the right of the menu, highlight it and then select the blue Edit button to the right. Continue to step number 4 below.
   or
   If **Insert Label** is listed under the Steps column then highlight it and select the blue Delete button to the right. Return to the previous set of instructions "TO ADD NEW TEXT" and complete instructions 3-7.

4. A keyboard will appear with the current message in the text window. Edit the message using the keyboard and arrow buttons to move around in the message.

5. Select OK to close the keyboard

6. Select Ok to close the Behavior Editor.

7. Select OK to close the Modify Button Menu. Done.

UNIT 6

Computer Access & Telecommunications

OBJECTIVES

- Explore the tools available on the **Computer page**
- Pick an **On-screen Keyboard** that will allow you to open, edit and control computer programs
- Try **mouseless browsing** for less challenging internet access.
- Set-Up and send a Quick **Email**
- Decide which **phone** access system offers the advantages you need

THE COMPUTER PAGE

The Computer page is your control center for accessing computer programs, the internet, email and text messages.   This page also provides links to pages that allow you to control appliances in your home using the infrared and X-10 capabilities built into your DynaVox.

To Get to the Computer Page

ALPHACORE MINI Users: From the *AlphaCore* main page, first select the SHIFT, EDIT, # & COMPUTER button in the keypad. Then select the picture of the computer on the bright yellow button.

ALPHACORE MIDSIZE Users: On the *AlphaCore* main page you will find the bright yellow button with a picture of a computer. This button will take you to your Computer page.

ALPHACORE XTREME Users: Xtreme users will find a bright yellow button with a picture of a computer on most pages.   This button will take you to your Computer page.

Computer Page Organization

The Computer page gives you access to four categories of controls, including:
- On-screen Keyboards
- Internet, Programs and Email Links
- Environmental Controls
- DynaVox System Controls

ON-SCREEN KEYBOARDS

On-screen keyboards provide an image of a keyboard on your screen. This allows you to select keys and commands with an alternative pointing method (e.g., mouse, joystick, stylus, trackball, eye gaze, head operated mouse) or switch scanning. The Edit It page in the keyboard sets provide you with commands such as "Save," "Paste" and "Bold."   On-screen keyboards are essential for anyone who can't use a standard mechanical keyboard but who does want to use a computer.
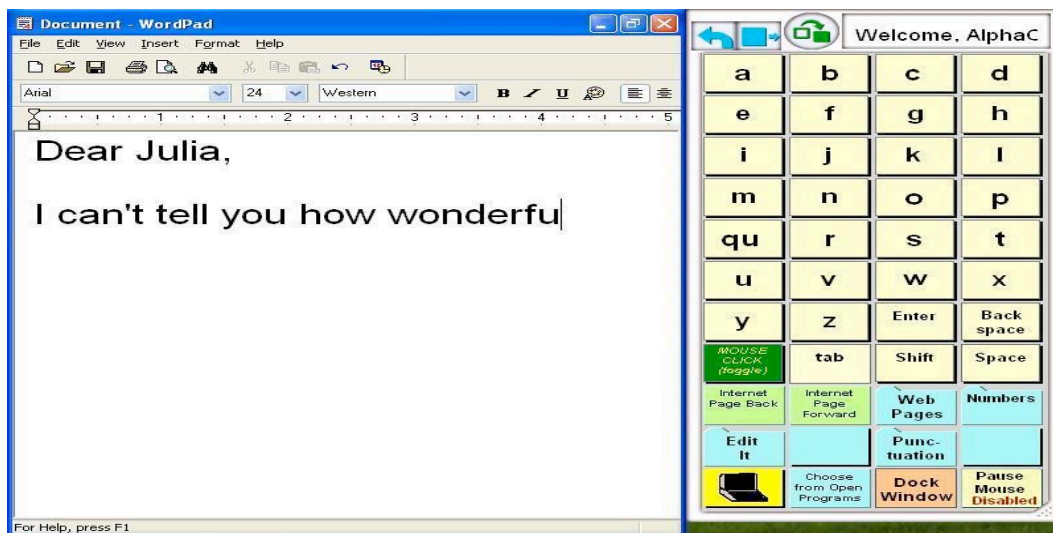
WordPad Document   On-screen Keyboard

<u>Save Time and Energy while using On-screen Keyboards</u>
On-screen keyboards are designed to take up as little space on your screen as possible. They therefore don't include all the buttons that make your *AlphaCore* system efficient and fast, such as word prediction and core vocabulary. The best way to write one or more lines of text in any document is to first compose it using your *AlphaCore* main and phrase pages. Then send the text you composed in the Message Window to your open document. The Send Text to an Open Document button in the first column of the Computer page saves time and energy when creating documents and writing emails.

<u>Choosing Which On-Onscreen Keyboard Set to Use</u>

Three sets of on-screen keyboards, designed to anticipate your specific computer needs, are available on the Computer page. The sets are:
On-Screen Keyboard for Pointers
On-Screen Keyboard for Scanners
Mouseless Internet Keyboard

On-Screen Keyboard for Pointers contains the features needed for using an alternative pointing device. For example, the green MOUSE CLICK button allows you to perform right clicks, double clicks and click & drag.

On-Screen Keyboard for Scanners is designed to provide powerful computer capabilities to someone who is using switch scanning. With this on-screen keyboard, you can scroll and move the mouse. Using the Edit It page, you can highlight text and click and drag. Many more functions are there to be explored.

COMPUTER ACTIVITY WITH WORDPAD

1. Clear your Message Window, then go to your GREETINGS page. Select the buttons "How are you doing?," "What have you been up to?" and "I have been feeling… (your choice)."

2. Now go to your Computer page and select the button that reads Open WordPad for Pointers or for Scanners (depending on your access method). Type the words "Dear Joe," using the keyboard that appears next to WordPad. You will find the comma on the Punctuation page.

3. Return to the ABC Keyboard and select ENTER to begin a new line.

4. Return to your Computer page.

5. Select the button in the first column that reads Send Text to an Open Document. The text from your Message Window will now appear in your WordPad document.

6. Select the Back Space button and add punctuation from the Punctuation page.

7. Now we will save this test document. Go to the Edit IT page and select Save As.

8. Use the on-screen keyboard to type the word "test" as the file name.

9. Select ENTER in the keypad when you are finished. (ENTER will activate the highlighted Save option. The Tab button allows you to change the highlighted option.)

10. Now close the document by selecting Close on the ABC page for pointers and on the Control It page for scanners.

The **Mouseless Internet Keyboard** can be used by pointers or scanners. It works with Mozilla mouseless browsing so you must select the button Open Mozilla w/Mouseless Keyboard the first time you go to it. Mozilla marks every Internet link with a number so you only need a keypad to do your Internet navigation. This is very efficient for some users, so give it a try.

Mozilla Internet Page with Numbered Navigation Links   Mouseless Internet Keyboard

INTERNET

Links to the Internet are located on the Computer page in the pink column. Select Internet Home Page for POINTERS or for SCANNERS (depending on your access method) to open Internet Explorer. Begin using your on-screen keyboards to navigate the web. With time you will become comfortable with this different approach to computer control.

EMAIL

DynaVox provides a quick and easy way to begin sending and receiving emails if you have an Internet connection. Email buttons are located on the Computer page in the orange column if you use Mini or Xtreme, and in the green column if you use MidSize.

Set Up Email (for more detailed instructions, refer to Section 9 of the DynaVox S5 Quick Start Guide).

1. Select the "Email/TM Browser & Set Up Options."

2. Select "Options" at the bottom of the page.

3. Select the "Use DynaVox Email Account" box. Follow the windows that follow on the device. DynaVox provides this account free of charge. (If you want to use your previous email account you will need to fill in the POP3 and SMTP information for your server.)

Add Your Email Contacts

1. Select the "Address Book" button on the Computer page.

2. Select 'New'.

3. Fill in the desired areas with the System Keyboard. Click OK.

Send Quick Email

1. Compose a message using your *AlphaCore* main and phrase pages.

2. Go to the Computer page.

3. Select the button that reads "Send QUICK Email to-."

4. Select a recipient from your list of the Email contacts.

5. Select "OK" and your email will be sent.

To check your inbox/outbox and send emails as well as text messages select "Email/TM Browser & Set Up Options" on the Computer page.

ENVIRONMENTAL CONTROLS

Environmental controls can be found in the purple column (green for *AlphaCore* Mini users). This group of buttons includes links to keypads that function as TV and music remote controls. This is a good place to store any X-10 controls you use in your house as well. (Refer to Section 8 of the DynaVox S5 Quick Start Guide for instructions on setting up environmental controls.)

TELEPHONE OPTIONS WITH *ALPHACORE*

There are a variety of ways you can communicate on the telephone with *AlphaCore*. Your mobility, desire for independence and the availability of wireless internet are some of the factors that will determine which phone options work best for you. The following descriptions of these methods will help you decide.

SPEAKER PHONE

The simplest method is using a speaker phone. For best results, the speaker phone should be within a few feet of your DynaVox. You will need assistance to place and receive calls if you can't answer and dial a standard phone. Sound quality varies with this method.

Skype and PhoneIT for Independence

Skype and PhoneIT provide independent phone access. Both allow you to dial, answer and activate stored phone numbers even if you can't answer or dial a standard phone. Links to the tools you need to use Skype or PhoneIT are located right next to the Message Window on your Phone communication page.

PhoneIT Keypad	Answer Skype Phone	Place a Skype Call	Scratch Pad	Side Chat Off	Speak Upon Selection Yes	Clear

PhoneIT is an accessory that connects your DynaVox to a standard phone landline. *AlphaCore* provides a number pad for dialing as well as buttons for storing pre-programmed numbers and answering & ending calls. (The PhoneIT is required)

1	2 ABC	3 DEF	Answer Phone	Dial: Cell Phone
4 GHI	5 JKL	6 MNO	Make A Call	Dial: 911
7 PQRS	8 TUV	9 WXYZ	Phone Numbers	Dial: DynaVox Tech Support
#	0	*	Hang Up	Pre-Stored Numbers

PhoneIT Keypad

Skype is an inexpensive online phone service. One major advantage to Skype is that with a wireless Internet connection in your house, you can make and receive calls anywhere in your home. You don't need to get to a speaker phone and are not attached to a landline. To download Skype go to skype.com. The Place a Skype Call button on your Phone page opens a Skype keypad that allows you to navigate the Skype program. (A wireless card or Ethernet cable for your DynaVox is required.)

There are other phone options available, including those that can be answered an dialed via the V/Vmax environmental controls.

DynaVox System Controls

Dynavox System Controls are in the final yellow column(s). Here you will find Speech Controls, the ability to quickly change your access method and other DynaVox system controls. If there is one you use frequently, consider adding to this page.

The AlphaCore Home button located on each Computer page, as well as in your top tool bar, takes you to your Welcome page. From the Welcome page you can select the *AlphaCore* size set you will use.

Congratulations! You have now explored and used every page in

ALPHACORE! Be sure to add your unique messages and always use wording

that fits **your** communication style.

INSTALLATION UNIT

Installing AlphaCore from the CD onto an existing V/Vmax device.

Before you begin to install *AlphaCore* (if it was not pre-installed on your V/Vmax before shipment), check to be sure that your V/Vmax device is running DynaVox Series 5 Software version 1.04 or later. The current software version number appears at the top of the Setup Menu (Main Menu Button => Setup => Setup Menu).

Follow these steps to install *AlphaCore* on your V/Vmax device:
> **Note:** These steps require the use of a removable USB storage device (such as the one that was shipped with your V/Vmax device) and access to a Windows computer to transfer the files from the CD to your V/Vmax device.

On your Windows computer:
1. Place the *AlphaCore* CD into your computer's CD drive.
2. Connect your USB storage device to a USB port.
3. Double-click the **My Computer** icon on the desktop to view the contents of the CD.
4. Double-click the CD drive to view the contents of the CD.
5. Copy **AlphaCore.User** from the CD to the drive on the desktop that represents the USB Storage device.
6. Disconnect the USB storage device from the computer.

On your V/Vmax device:
7. Insert the USB storage device into one of the USB ports.
8. Select the Main Menu button in the title bar.
9. Select **Setup** in the main drop-down menu.
10. Select **Setup Menu** in the second drop-down menu. The *Setup* menu will open.
11. Select the **User Manager** button. The *User Manager* menu will open.
12. Select the **Import User File** button. The *Select File* menu will open.
13. Select the **Show All Directories** check box.
14. In the left viewport, select the icon that represents the USB storage device. Typically, this is drive *D:, E:, F:* or *G:*.
15. In the right viewport, select **AlphaCore.User**.
16. Select the **OK** button.
17. Use the system keyboard to enter a name for the new *AlphaCore* user.
18. Select the **OK** button. An hourglass icon will be displayed while the user is being imported. Whenthe process is complete, the new user will be added to the left viewport in the *User Manager* menu.

The *AlphaCore* language application is now available on your device. To open this application, continue with the following steps:
19. Select the new *AlphaCore* user in the left viewport of the *User Manager* menu.
20. Select the **Change to Selected User** button.
21. Select the **Yes** button to confirm that you want to change users.
22. Select the **Exit DynaVox** button to restart your device.

DynaVox
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