User's Manual

Tobii™ **SymbolMate**

tobii

Celebrating Communication

Tobii SymbolMate

Paper-based communication activities and overlays for static devices.

Purpose

Use Tobii SymbolMate PC software to create page sets tailored for users with impaired communication ability or physical impairment.

The purpose of the page sets can be anything from communication through a static AAC communication device to educational activities.

System Requirements

Tobii SymbolMate requires a PC running Windows XP or newer, 512 MB RAM recommended, up to 200 MB free storage space, and a display size of at least 800 x 600 pixels, though a larger display is recommended.

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Legal Notices

Copyright Tobii Technology AB 2010

Tobii SymbolMate Library Suppliers:

Tobii SymbolMate includes the SymbolStix picture library by SymbolStix LLC.

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Chapter

1

Getting Started

Installing, Running and Updating SymbolMate

Installing from a CD

1. Insert the Tobii SymbolMate CD into your CD drive. The installation program will start automatically.

2. Follow the directions on the screen, clicking **Next** until the installation program completes the installation for you.

3. When you see the message that Tobii SymbolMate has been successfully installed, click **Finish**, then remove the Tobii SymbolMate CD.

Running SymbolMate

The installation program puts this icon on your Windows desktop:

The SymbolMate program icon.

To start Tobii SymbolMate, double-click the icon.

Alternatively, you can find SymbolMate on the Start menu, under **Programs > Tobii > SymbolMate > Tobii SymbolMate**.

Updating the Program

Tobii Technology regularly releases updated versions of SymbolMate.

Whenever your PC is connected to the Internet you can check for the newest version of SymbolMate and update your installation.

1. In SymbolMate, click **Help > Check for updates**.

2. You get a message saying that SymbolMate will need to close to check for updates.

3. Click **OK**.

4. Follow the directions on the screen.

Activation

When you purchase SymbolMate you will receive an activation key for the software. If you do not have a key, you can start a 30 days trial period.

Activating SymbolMate

When you open SymbolMate for the first time, you will see the activation dialog after a few seconds. Here you can select to activate the software with a key or start a trial period.
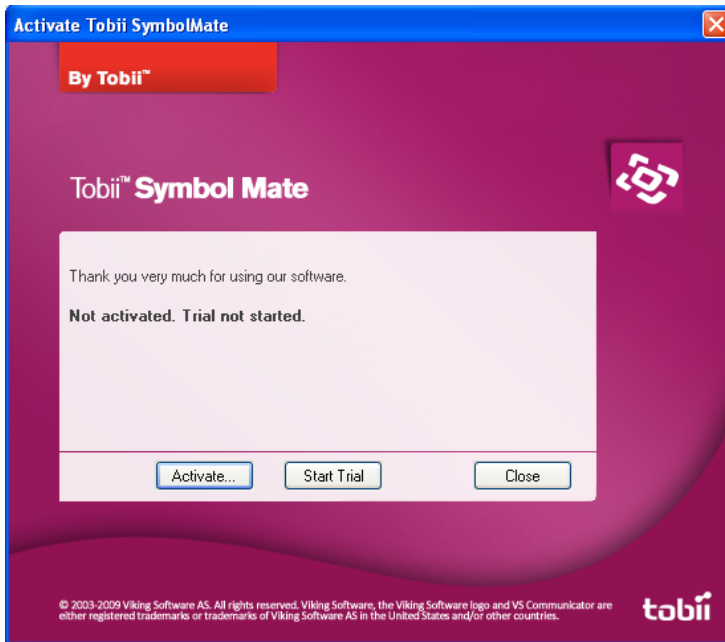
The SymbolMate activation dialog

Follow these steps to activate SymbolMate:

1. In the Activation dialog, click **Activate**.

2. Enter your serial number in the following dialog and click **Next**. You will find the serial number on the DVD cover of the SymbolMate installation CD.

3. Follow the on-screen instructions to complete the activation.

Starting a trial period

Follow these steps to start a trial period of SymbolMate:

1. In the Activation dialog, click **Start Trial**.

The status in the Activation dialog now shows your trial status.

2. Click **Close** to exit the dialog and start using SymbolMate.

The activation dialog will appear each time you start SymbolMate until you activate the program. Here you will see how many days remain in the trial, and you can at any time choose to activate the software with a purchased serial number. If you want to continue using the trial version, click **Close**.

Note: In the trial period, all printed SymbolMate pages will contain an Evaluation watermark in bold red. This will also be visible when selecting **Print Preview** on the **File** menu. This watermark is not present on printed pages after activation.

Chapter

II

Creating Page Sets

The New Page Set Window

When you open SymbolMate, the **New Page Set** window is displayed. You can also open it by clicking **File** > **New**.
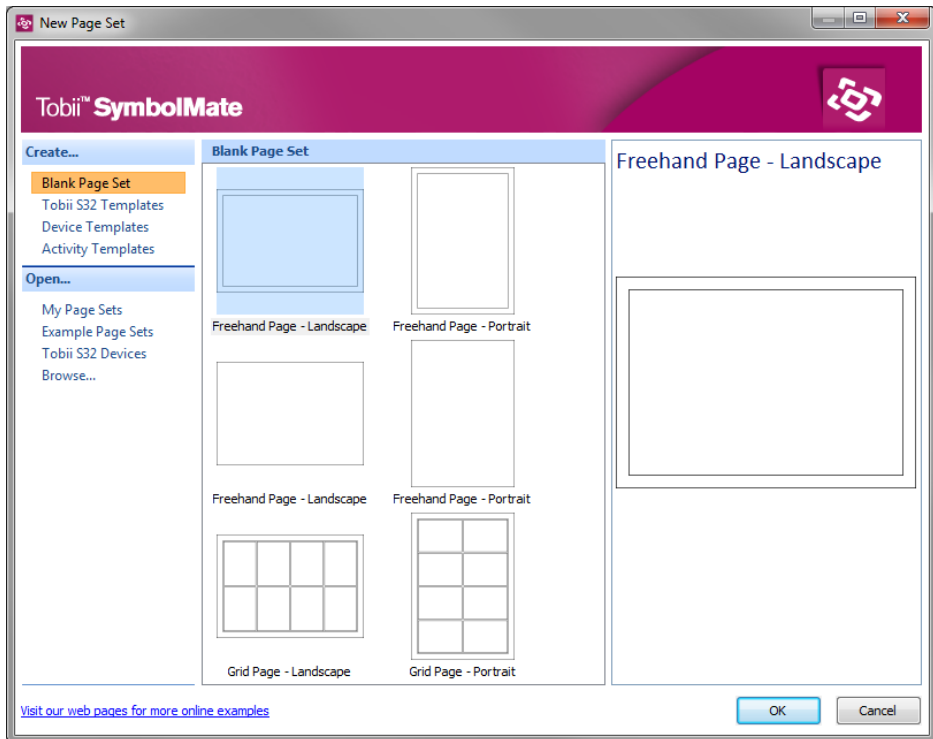
The New Page Set window is displayed every time you start SymbolMate

Templates and Activities

From this window you can select and preview page templates as well as open previously created Page Sets. With the SymbolMate software you also get access to ready-made example Page Sets. At the bottom of the window is a link to PageSetCentral (www.pagesetcentral.com), Tobii's page sharing web site where you can find, upload and share pages and Page Sets from all users with accounts on the web site. You need a working Internet connection to view and download these Page Sets.

On the left side of the window, under **Create**, you see a list of available templates. As you see in the example above, when you select a template under Create, all available Page Sets under that option are displayed and the selected page is previewed on the right hand side. Click on another page to preview it. Under **Open** you will find the available examples and Page Sets you have created earlier.

Click **OK** to open your selected template or Page Set.

Quick Tour of Edit View

SymbolMate provides the tools you need to create or modify Page Sets.

What's in the Work Area?

After you start up SymbolMate and select a template or Page Set, your selection is displayed in the work area. On the left hand side you see the Edit toolbox and the page list, the main window shows your selected page, and at the top of the page you see the active toolbars. If you do not see any toolbars you can find these on the **View** menu.
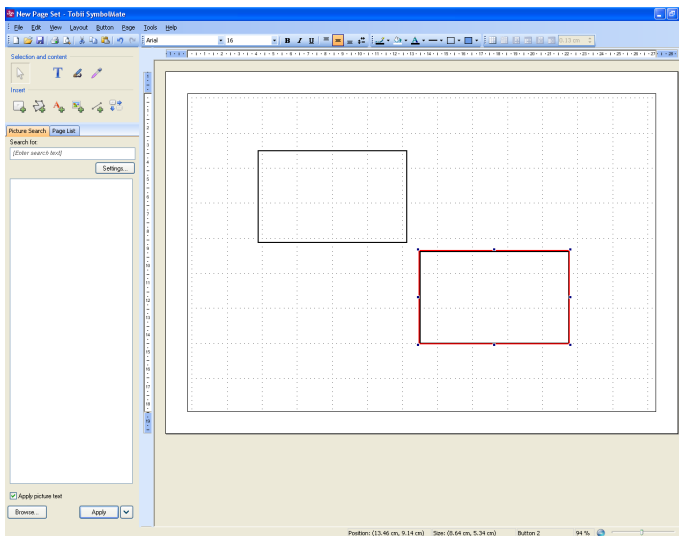
The Picture Search and Page List Tabs

Underneath the Edit tools you see two tabs; **Picture Search** and **Page List**. Picture Search is the default view. Click on the Page List tab to preview all pages in the Page Set and change the active page.

Important Tools

You can turn tools on and off from the **View** menu.

This is the **Standard toolbar**. These are the same tools you find in Windows, for example New, Save, Print, Redo and Undo.

Standard Toolbar.

This is the **Edit Toolbox**. It is always present and always in the same place.

Click the **Pointer tool** when you want to select and mark objects on your page. Note also the **Button tool** to help you draw a button on the page, and the **Text Tool** that will help you add text to buttons.

This is the **Font** toolbar. It is used to control what text looks like, and the placement of the text relative to the picture(s) on a button. Notice the rightmost icon which when selected allows you to freely position several pictures on the same button.

Font Toolbar.

This is the **Appearance toolbar**, controlling colors, line width and the like. Note especially the tools that allow you to choose **button shape** and **gradient fill** if you draw custom buttons.

Appearance Toolbar.

This is the **Grid Page** toolbar. Note the two first tools. Click the first to turn on or off an **automatic grid of buttons**. Click the second and then drag a colored area to **indicate how many** buttons you want.

Grid Toolbar.

Right-Click Menus

For your convenience, frequently-used commands are available on two right-click menus in SymbolMate. The commands in these menus are documented elsewhere.

You can **right-click in the Page List** for this menu. Commands that apply to a specific page will apply to the currently selected page.
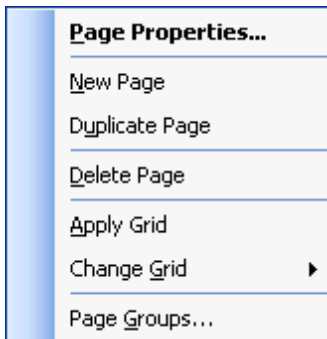
Right-click in the Page List.

Right-click in the work area for the menu shown below. Note that commands you give about buttons will apply to the currently selected button or buttons.
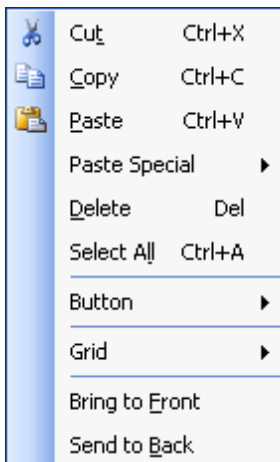
Right-click in the work area.

Basic Page Set Creation

In the following sections you'll find everything you need to know to create multi-Page Sets for communication.

Making Pages

How to Get a New, Blank Page

- If you want to make a completely new Page Set, select **File > New**. The New Page Set window is displayed on the screen. See The New Page Set Window 12 .

- To add a new, blank page to a Page Set you're already working in, select **Page > New Page.**

    For how to change page order, see Organizing Pages 48

Naming Pages

Pages are automatically named Page 1, Page 2, etc. when you create them.

1. To give your page a new name, select **Page > Page Properties**.

2. Fill in a name under **Page name** on the **General** tab.
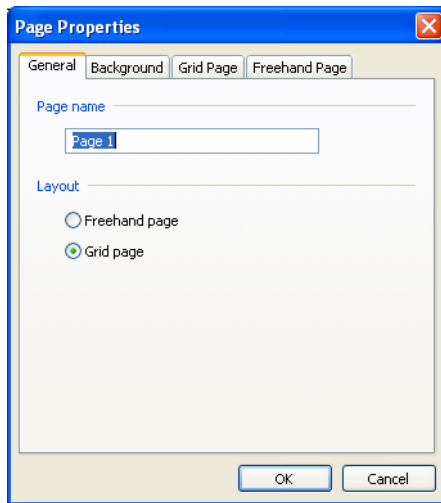
You may rename pages if you wish.

3. Click **OK**.

Page List

Pages are shown in the Page List tab to the left of the work area beneath the Edit Toolbox. If you don't see the page list tab, Select **View > Page List**.
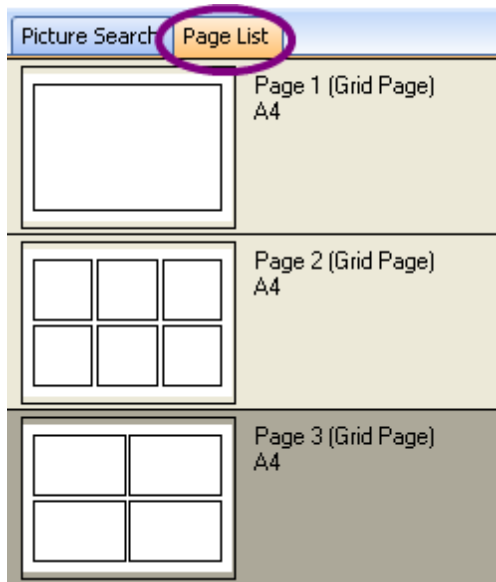
Page list view

Deleting Pages

1. In the **Page List**, select the page you want to delete.

2. Select **Page > Delete Page.**

Saving Your Work

It will be easier for you to locate and work with your Page Sets if you save them all in the same folder on your PC.

*   We recommend that you save them in the My SymbolMate Page Sets folder under My Documents. SymbolMate automatically suggests this folder for you when you create new Page Sets.

Saving a Page Set

You must have the Page Set showing in SymbolMate.

1. Select **File > Save**.

2. If this is a new Page Set, you'll see the standard Windows **Save As** dialog.

   Check that you are saving to the correct folder.

3. Enter a file name for the Page Set, and click **OK**.

Making Buttons With A Grid

Grid buttons automatically adjust their size to fill the page. If you want to create and position buttons a little more slowly and with more freedom of choice, see Drawing Custom Buttons 39.

Adding Buttons by Applying a Grid

Make sure the page showing in the work area is the one where you want to add buttons.

1. Select **Page > Apply Grid**.

Or click the **Apply Grid** tool in the Grid Toolbar:

2. SymbolMate makes your page into a grid page.

3. To change the number of buttons, click on the Grid Size tool. A white mini-grid appears.

4. Move the mouse pointer down and right over the mini-grid. Colored grid squares appear to indicate how many buttons you want.
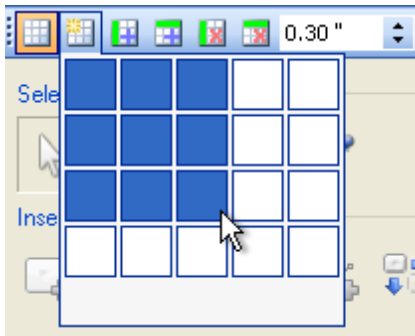
Indicating the grid dimensions.

5.   Click in the mini-grid when you are satisfied.

6.   Select **File > Save** to save your Page Set.

More Grid Tools

Tools for adding and removing columns and rows in your grid

To get more or fewer buttons, you can also add or remove rows and columns. Use the remaining tools in the **Grid Toolbar**, or use the menu commands under **Page > Change Grid.**

Tool for changing button spacing

Use the last tool on the Grid toolbar to change the spacing of the buttons.

You can also change the spacing with the menu command **Page > Page Properties**. Choose the tab **Grid page**, and adjust the value for spacing.

Removing All the Buttons From a Grid Page

1. Select **Page > Apply Grid** again.

2. The check mark will be removed from the Page menu, indicating that this is now a freehand page.

Now you'll be able to select and delete some or all of the buttons.

Rearranging Buttons on a Grid

Note that you can use the mouse pointer to drag grid buttons around on the page if you want to rearrange them.

Adding Buttons by Duplicating

This technique is good if you want to fill a page with buttons that aren't rectangular, or if you don't want to fill a *whole* page the way grid does.

Adding A Single Button to Duplicate

1.   Click the **Button tool** in the Edit Toolbox.

Add button tool

2.   Point to where the upper left corner of the button should be.

3.   Press and hold the mouse button while you drag the pointer towards the lower right corner of the desired button.

4.   Release the mouse button.

Duplicating a Button

Use the **Duplicate Objects** tool from the Toolbox to make and position many copies of a custom button.

1.   Draw a button on a page.
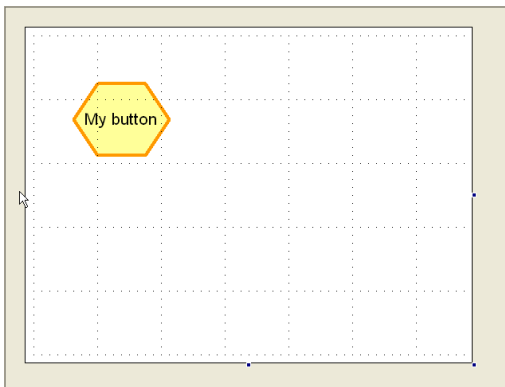
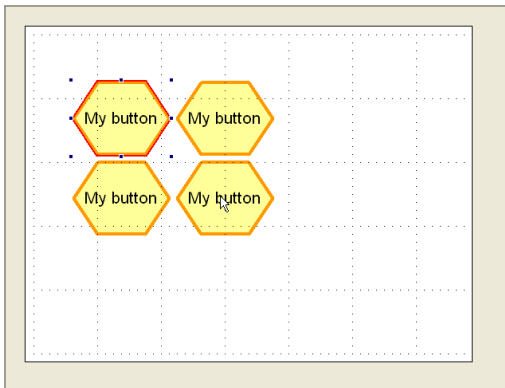*Change Button Shape in the Appearance Toolbar.*

2. Select the new button.

3. Choose the Duplicate Objects tool from the Toolbox.

Duplicate objects tool

4. Point in the center of your new button and drag and release the mouse button.
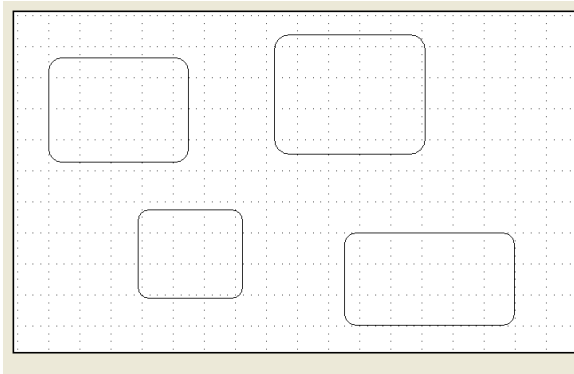
Copies of the first button are added to the page.

Result of using Duplicate tool.

Selecting What to Work With

Keep an eye on the selection markings. They show you which object your next command will apply to.

Selecting The Page Canvas

To select the page canvas, click on the background.

Page background or canvas is selected.

- When the page canvas is selected, you can choose a color and a gradient effect from the Appearance toolbar.

- You can also add a picture to the background by selecting the canvas and adding a picture from the Picture search tool. See also Page Background and Other Useful Properties 37.

- See Print Setup 132 for how to change page size.

Selecting An Object on the Canvas

To select a button, use the Pointer tool to click on it.

A selected object has both red selection markings, and small black selection handles.
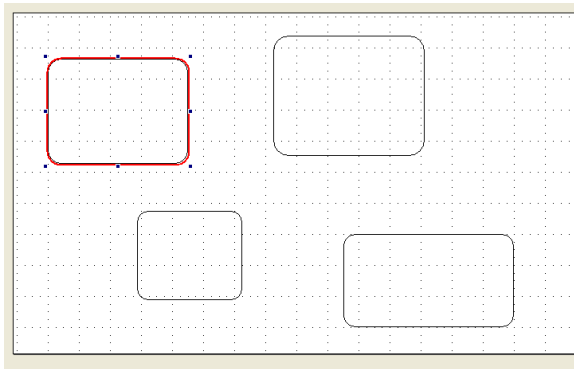
It should be easy to see which of the four buttons has been selected.

- When an object is selected, drag on the selection handles to resize it.

- Give commands from the Menu Bar, choose in the Appearance toolbar, or choose tools in the Edit Toolbox to modify the selected object.

- Point in the center of the object and drag to move the object.

You can also select a **static** text, picture or line that rests directly on the canvas.

Selecting Several Objects

Here are three ways to select more than one object:

- Hold the SHIFT key down while you click on additional objects.

- Select **Edit** > **Select All** to select every object on the page.

- If the objects you want are close together, point outside any object and begin to drag. You'll see a dotted line (lasso) defining the area for selection. Drag to the diagonally opposite corner, until all the objects you want to work with are selected.

De-selecting Part of a Group

To de-select one object while leaving others selected, hold the **SHIFT** key down while you click the object to de-select.

Using Standard Editing Commands

These standard Windows editing commands are available in SymbolMate:

Edit > Copy (CTRL+C)

Places a copy of the selected item or items on the Windows clipboard, ready for a Paste command. Note that this *replaces* whatever was on the clipboard before.

Edit > Cut (CTRL+X)

Removes the selected item or items from the page and places them on the Windows clipboard, ready for a Paste command. Note that this *replaces* whatever was on the clipboard before.

Edit > Paste (CTRL+V)

Puts whatever was last placed on the Windows clipboard onto the current page.

Edit > Undo (CTRL+Z)

Reverses your last action if possible.

Edit > Redo (CTRL+SHIFT+Z)

Repeats your last action if possible.

Edit > Delete

Removes selected item or items from the page without changing what is on the clipboard.

Edit > Select All (CTRL + A)

Selects all items on a page.

Adding Text on Buttons

If you want to add or edit text on one or more buttons, use the Text tool. It automatically selects just the text on each button. You can also use Enter or F2 to edit a button text. After you are done editing, press Enter to exit the text tool. Click Tab if you want to move to the next button.

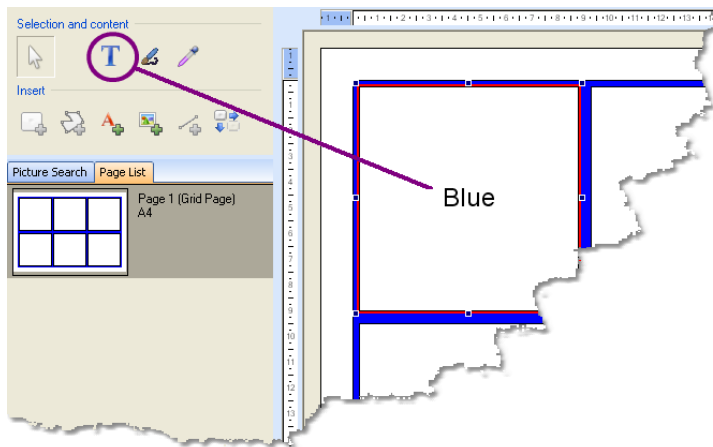## Adding or Changing Text with the Text Tool

1. In the Toolbox, click the Text tool.

The Text tool.

2. Click the button you want to change.

The Text tool puts you in "Typing mode"

The text on the button you chose is selected. If the button does not have any text yet, you see a blinking insertion point (a small vertical line) on the button.

Any pictures on the button are *temporarily* hidden.

3. Type the button text.

4. Press Enter to go to the next button.

5. To turn the Text tool off, click another tool, for example the Pointer tool, or click outside the page.

6. When you are satisfied with all the buttons, select **File > Save** to save your Page Set.

Changing Text Appearance

Text appearance is controlled in several places:

•   The **Font toolbar** controls what you'll change most often, except for

•   Text color, which is determined by the **Appearance toolbar**.

•   Select **Button > Text Properties** to see additional choices for text on buttons.
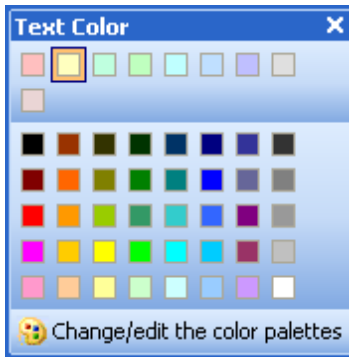
Note: All the text in one static text or on one button will have the same appearance.

The Font and Appearance toolbar are covered under <u>Quick Tour of Edit View</u> 14.

How To Change Text Color

1. Select the text, button or buttons to work with.

2. Click the text color tool.

    A color palette drops down.

This color palette can be dragged away from the toolbar to remain open and float over the work area.

3.   Click the text color you want.

See also:

Choosing a Color Palette 47

Setting Text Alignment, Wrapping and Offset From Button Edge

There are some alignment choices for text on buttons that you rarely change. These are collected in the Text Properties dialog.

1.   Select the buttons you want to set properties for.

2.   Select **Button > Text Properties**.

You see the Text Properties dialog:
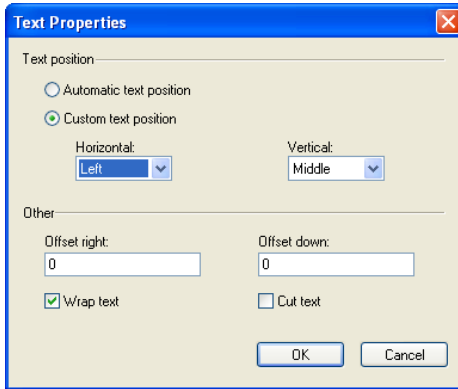
The Text Properties dialog

3. To Left or Right align button text instead of the automatic Center alignment, choose **Custom text position**, and then choose a new alignment under **Horizontal**.

    If you have chosen Custom text position, the **Vertical alignment** chosen here will also apply.

4. For a bigger margin between the edge of the button and the text, set the offsets. **Offset right** determines the side margins on the button. **Offset down** determines the top and bottom margins. Text will stay inside the margins as far as possible.

5. Check **Wrap text** and **Cut text** to ensure that text is displayed only on the button. Otherwise if there is too much text it will overrun the button and be displayed on the background or across neighboring buttons.

6. Click **OK**.

    Your choices will apply to any buttons that were selected when you gave the command, and to all new buttons created from now on.

Putting Pictures on Buttons

In the picture search tab, you can add one or more pictures to a button, select pictures from the installed picture libraries, or photos saved on your computer or a portable disk.

Adding a Picture to a Button

1. Make sure the **Picture Search** tab is selected and displayed on the left side .

2. Enter your search in the **Search for** field. As you type, the most relevant matches are displayed in the search result box.
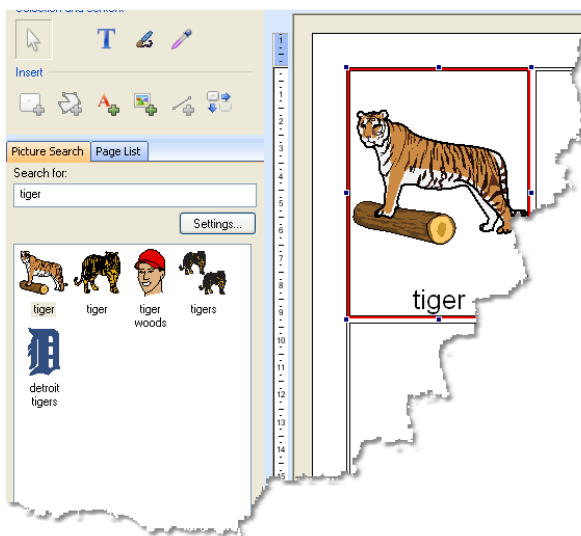
The Picture search tab

3. Your search results are sorted by relevance. Exact matches appear first, followed by matches that start with or contain the search term.

   Press **Settings...** to change search settings.

   If you check **Include category matches** the search result will also display pictures that belong to a category with a name that matches the search text. Category matches are listed at the end of the search result.

You can also select if you want to use color pictures, or black and white pictures.

4.   Select the picture you want to use.

5.   Click **Apply**. The picture is added to the button and the next button on the page is selected.

See Multiple pictures/texts on buttons 35 for information on how to add multiple pictures on buttons.

Your search results will remain in the search result box until you carry out a new search.

6. If you have checked the **Apply picture text** box, the picture name will be added to the button together with the picture.

Copying Pictures from Web

You can copy pictures directly from the web onto buttons in SymbolMate.

1. Right click the picture you want to copy and select Copy Image (Different menu text in different web browsers).

2. Select the button you want to copy the picture to in SymbolMate.

3. Right click the button and select **Paste**.

Note that most pictures on the web are copyright protected and cannot be used freely.

Using a Picture From a File

1.   Select a button.

2.   In the Picture Search box, click the **Browse** button.

You see the standard Windows Open dialog:
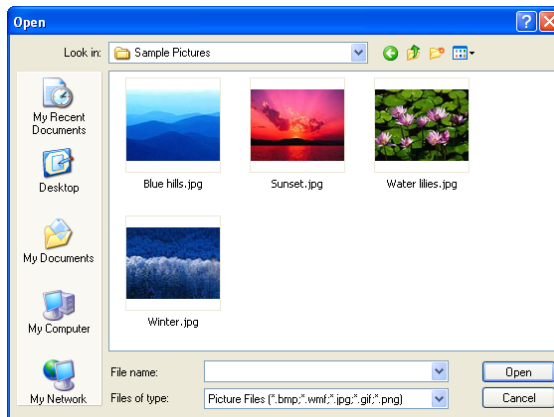
The Open dialog

3. Select a folder containing pictures, select the picture you want, and click **Open**.

4. The picture is inserted on your button.

Removing a Picture

To remove a picture from a button;

1. Select the button.

2. Select **Button > Remove Picture**.

Multiple pictures/texts on buttons

In SymbolMate you can insert multiple pictures or texts on one button.

Adding Multiple Pictures to a Button

Follow this procedure to add a second picture to a button:

1. Select the button where you want to add another picture.

2. In the Picture Search tab, select the picture you want to add and click the arrow next to Apply. Select **Add** in the drop down list.

3. The picture is added to the button and both the new and the existing picture are in a floating position. You can move and resize the pictures as you like.

4. Continue this procedure to add more pictures to the button.

Adding multiple pictures to a button

Adding Multiple Texts to a button

It is also possible to add more than one text to a button. You can achieve this by using the **Static Text Tool** to drag a new static text object onto the button.

See <u>Static Text or Picture</u> 42 for how to use the **Static Text Tool**.

Controlling How It Looks

This section covers the features of Tobii SymbolMate that allow you to control almost every aspect of Page Set appearance: You can change the proportions and background color of the page, or put a text or photographs there. You can make buttons in many different shapes, and each button can be a different color, with a different outline.

Page Background and Other Useful Properties

The Page Properties dialog collects information and choices that apply to each individual page.

- For a freehand page (one without a button grid) note that you can control the positioning dots with the **Freehand Page tab** in this dialog.

Adding Color to the Background

1. In the **Page List**, select the page you want to work with.

2. Select **Page > Page Properties**.

You see the Page Properties dialog:
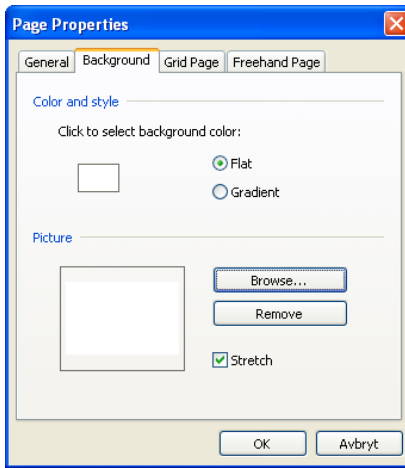
You can choose background color or picture here.

3. Select the **Background tab**.

4. Under Color and Style, click on the square to open the Color palette.

5. Select a color and click OK.

    Back in the Page Properties dialog, you see a preview of the color you have selected.

6. Check **Flat** to get an even background color, or **Gradient** to get a faded color.

7. When you are finished, click **OK**.

    The page canvas displays the color you selected.

Putting a Picture in the Background

1. In the **Page List**, select the page you want to work with.

2. Select **Page > Page Properties**.

3. You see the Page Properties dialog

4. Select the **Background tab**.

5. To choose a picture file on your PC, click the **Browse** button.

6. Locate your picture file with the standard Windows Open dialog, and click the **Open** button.

7. Back in the Page Properties dialog, you see a preview of the picture you have selected.

8. Try checking and un-checking **Stretch Picture** to see what gives the most satisfactory results.

9. When you are finished, click **OK**.

10. The picture you selected is placed on the page canvas.

To Remove a Background Picture

1. Select the page and go to the Page Properties dialog, Background tab as described above.

2. Click the **Remove** button.

Drawing Custom Buttons

If you want to control button shape and position, don't apply a grid to your page. Leave it a freehand page, and draw your own buttons and push them around the screen any way you want!

Drawing a Button

1. Click the **Button tool** in the Edit Toolbox.

The Button tool.

2. Point to where the upper left corner of the button should be.

3. Press and hold the mouse button while you drag the pointer towards the lower right corner of the desired button.

4. Release the mouse button.

    You see your new button. It is selected, ready for your next command.

Changing Buttons With Appearance Toolbar

You can change any button with the Appearance Toolbar.

1. Select the button or buttons you want to work with.

2. Choose the tool you need.

3. Click the little black drop down arrow next to the tool. A palette of choices opens:

4. Click the value you want.

    The selected button or buttons change to match your choice.

Copying Button Appearance

After you have made a button you are happy with, you can duplicate this as many times as you want.

How to Make Buttons Look Alike

1. Select your model button. It should be the only button selected.
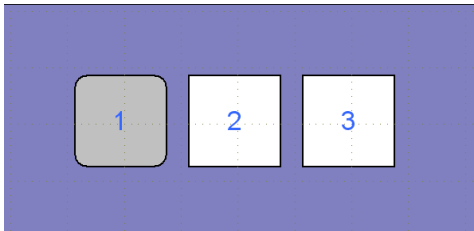
Select the model button.

2. Select **Edit > Copy**.

3. Select your target button, or buttons. For how to select several, see
   <u>Selecting What to Work With</u> 26 .
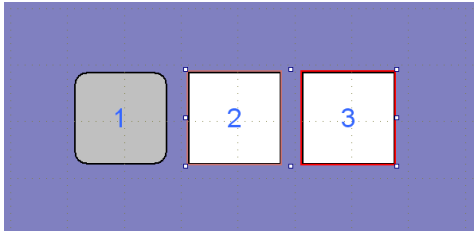
Select the target buttons.

4. Select **Edit > Paste Special > Appearance**.
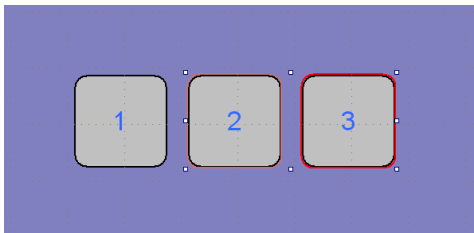
Three similar buttons.

5. The target buttons take on the shape, border, and fill of the model you
   copied.

Static Text or Picture

Buttons may show text and pictures, but buttons are intended to be pressed.

If you just want to put a title on your page, or a picture to decorate or illustrate, use a **Static text** or **Static Picture**.

Creating a Static Text

1. In the Edit toolbox, click the **Static Text tool**.

The Static Text tool

   The mouse pointer changes to a cross hair and rectangle.

2. Just as if drawing a button, start at one corner of the planned text area. **Press and hold the mouse button**.

3. **Drag** to the diagonally opposite corner of the text area and **release** the mouse button.

   A new static text object is created and the text tool is automatically selected.

4. Type your text.

5. Click Enter or the Pointer tool when you are done typing or modifying the text.

   Static text is automatically created with no border and a transparent fill, so that the page background will show through.
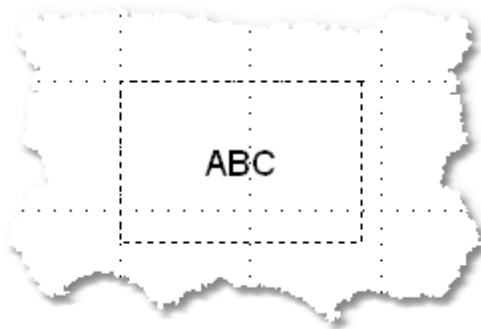
Static text looks like this. No border, transparent fill.

You can change text appearance with the **Font** toolbar and the other tools you use for text on buttons. See Changing Text Appearance 30.

Putting a Static Picture on the Page

1. In the Edit toolbox, click the **Static Picture tool**.

Static Picture tool

The mouse pointer changes to a cross hair and rectangle.

2. Just as if drawing a button, start at one corner of the planned picture area. **Press and hold the mouse button**.

3. **Drag** to the diagonally opposite corner of the picture area and **release** the mouse button.

4. The new picture area is automatically selected.

5. Search for a picture in the **Picture Search** tab.

6. To select a photograph from your PC, click the **Browse** button.

7. Locate the picture and click **Open.**

8. The static picture area is automatically created with no border and a transparent fill. By default, the inserted picture will maintain width/height ratio. If you want to size the picture to the picture area, select **Stretch Picture** on the **Button** menu.
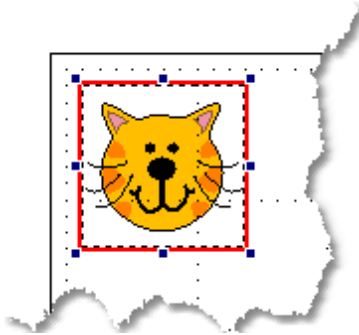

A static picture might look like this.

Keeping Things Neat With Layout

You can use the Layout menu to standardize button size, position and spacing. You can lock button position, stack buttons and other elements, and determine how buttons will interact with the alignment grid dots.

Aligning Buttons or Matching Button Size

1. In the Edit toolbox, choose the **Pointer tool**.

2. You must select at least two buttons to align or resize.

    To select several buttons, click the first button, and then hold down **SHIFT** while you click each additional button. Or, hold the mouse button down while you drag a selection lasso around all the buttons as shown below:
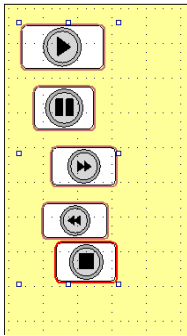
Use the Layout tools to align these buttons.

3. Select commands from the **Layout** menu to align and resize the buttons.

   The last highlighted button has a stronger red border color which indicates that the other buttons will be aligned to match this one. It might not be the same button you had in mind as "model." If you want to use another button as model, select the desired button by holding down the Ctrl key and clicking on the it. After alignment or resizing, there is still a single set of selection handles that applies to all of the buttons.

4. To adjust the position of the whole selected group: Put the **Pointer tool** in the center of a button, and hold the mouse button down while you drag left or right. This will move all of the selected buttons together.

5. To adjust button size throughout the selected group: Put the **Pointer tool** on one of the selection handles, and hold the mouse button down while you drag. This will resize all of the buttons identically.

Spacing Buttons Evenly

1. Move the first and last button into approximate position.

2. Select the entire group to be spaced evenly. (For selection tips, see above.)

3. Give menu commands to align or resize the buttons if you wish.

4. Select **Layout > Space Evenly > Across** to make an even row of buttons.

   Select **Layout > Space Evenly > Down** to make an even column of buttons.

Stacking with Bring to Front

You can use the commands **Layout** > **Bring to Front** or **Layout > Send to Back** to arrange items in the desired order when you find it necessary to stack them.

Lock Position

Once you have things exactly where you want them, consider using **Layout** > **Lock Position** to prevent accidental movement.

Locked items have a small lock icon in Edit view:

Buttons with locked position.

To remove the lock, select the object(s) and **Layout > Lock Position** again**.**

Layout > Align > Snap to Grid

If your buttons have gotten slightly out of line, it may help to select a group of them and give the command **Layout > Align > Snap to Grid**. The buttons will move as necessary to line up with the alignment grid.

The alignment grid is represented by the dots you see across the page. To set the spacing of these dots, select **Page > Page Properties** and choose the **Freehand page** tab.

Working with Color Palettes

In order to give an attractive, professional visual impression you may want to plan and limit the colors you use for buttons, texts and page backgrounds within a Page Set, or a group of Page Sets.

Basic And Custom Color Palettes in SymbolMate

When you click the dropdown on one of the color tools, for example fill color, you see the basic communicator color palette of 40 colors.

- If you create and select a custom palette, your custom colors will be shown at the top, like this:
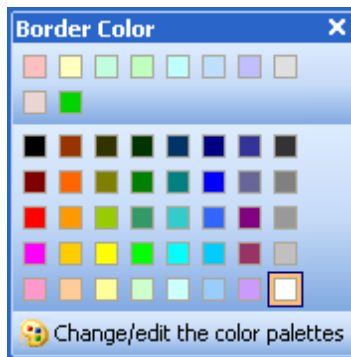
Customized palette.

- If you have more than one custom palette, choose which one to use with the menu command **Tools > Color Palettes**. Or just click the **Change/Edit button** at the base of the standard palette.

Creating a New, Empty Palette

1. Select **Tools > Color Palettes**.

   You see the Color Palettes dialog:
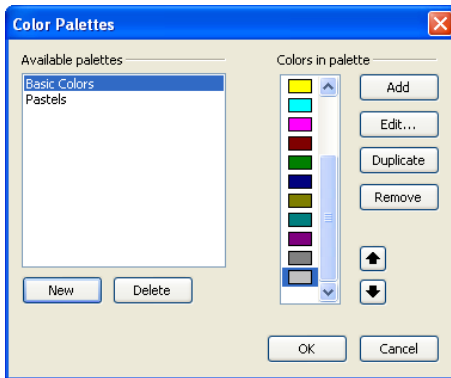
Create and fill a new palette here.

2.   Click the **New** button.

3.   In the next dialog, type a name for your palette and click **OK**.

     Your new palette is listed under Available palettes, and contains no colors.

4.   You can also add standard or custom colors to the color palette.

5.   Note that the selected palette in the **Available palettes** list will be used next time you open the Color Palette.

Organizing Pages

When you are working with a Page Set with many pages, you may find this section helpful.

You can use the Page Groups command to reorder pages, and to group pages to make it easier to navigate in the Page List.

How to Group Pages or Change Order

Every group must have at least one page in it, so don't start making groups until you have created most of your pages.

1. With the pointer tool, point anywhere in the **Page List** and **right-click**.

    You see the Page List object menu:
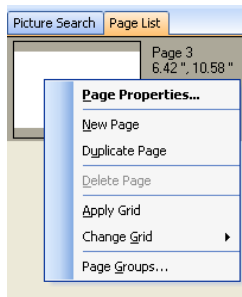
2. Click on **Page Groups**

    You see the Page Groups dialog.
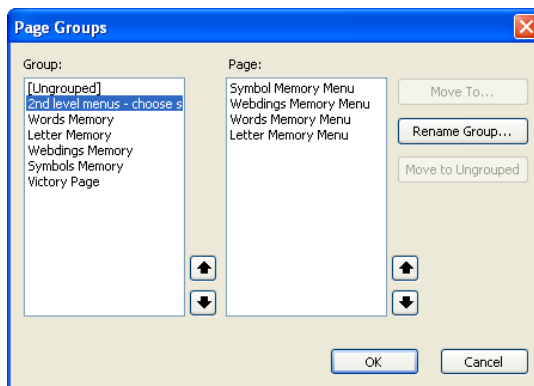
    Use this dialog for groups and for page order.

3. On the right side, select one or more pages to belong to the new group.

    If you already have page groups, you may have to choose a group on the left first in order to find the pages you want.

Note that when you have selected a single page from the right-hand list, you can use the arrow buttons to move the page around and change page order in the Page List. If changing order is all you want to do, click **OK** to close the Page Groups dialog now.

4. To go on and make a new group, click **Move to.**

5. In the drop down list, choose **New group.**

6. Type a descriptive name for the new group.

7. Click **OK** to return to the Page Groups dialog.

8. To make another group, go back to step 4.

9. When you are satisfied, click **OK** in the Page Groups dialog.

You see your Page List with the new group titles.

Re-using Your Work

This section gives an overview of different ways to re-use buttons and Page Sets in Tobii SymbolMate.

- On a page, you can <u>duplicate buttons</u> 24.

- Within a Page Set you can duplicate a page. Give the menu command **Page > Duplicate Page.** This copies the page and all of its contents to a new page within the Page Set.

- Using the standard Windows commands you can **copy** one or more buttons and **paste** them in elsewhere on the page, onto another page in the same Page Set, or into another page set entirely. See <u>Copying Buttons</u> 51.

- When you paste in a button, you can paste a whole button onto an empty part of the page. But you can also paste <u>just the actions</u> 52 or <u>just the appearance</u> 40 from the original button onto a target button.

- You can open a Page Set and <u>save it with a new file name</u> 20, and then make changes and add new pages.

Copying Buttons

Copy and Paste Follow Windows Standard

Copy and Paste in Tobii SymbolMate are the standard Windows commands: Copy puts selected button or buttons onto an imaginary clipboard, and paste puts the contents of the clipboard back onto the selected page.

The clipboard only remembers the most recent Copy command. If you select and copy Button A, and then select and copy Button B, Button B will replace A on the clipboard. When you give the paste command, Button B will be pasted in.

When to Copy

Copying buttons is a good approach when you have a group of buttons that you want to re-use. To make many copies of one button on the same page, see <u>Duplicating buttons</u> 24.

Copying a button always copies:

- **Button appearance:** button shape, fill color, border width and color, font, font color and font size

- **Button content:** pictures and text

When you paste a button with the regular paste command, all of the above are pasted in. For alternatives, see [Paste Special](#) 52.

How to Copy Buttons

1.   Select the button or buttons you want to copy.

2.   Select **Edit > Copy.** Or, click the Copy tool on the Standard toolbar

3.   If you want to copy to a different page, choose the destination page from the Page List.

4.   Select **Edit > Paste.** Or click the Paste tool on the Standard toolbar. The last copied material is pasted in at the new location.

Positioning Pasted Objects

Note that when you paste, the buttons arrive with selection marks. If you need to adjust the position of the pasted button or group, point in the center of a button. Press and hold the mouse button down while you drag to the desired position.

Copying Appearance or Pictures Only

Copying Appearance with Paste Special

1.   Select the button you want to use as a model.

2.   Select **Edit > Copy**. Or, click the Copy tool on the Standard toolbar.

3.   If you want to copy to a different page, select the target page from the Page List.

4. Select one or more buttons to use as a target. These buttons will be changed to look like your model.

5. Select **Edit > Paste Special > Appearance**. The selected buttons change to match your model.

Copying Pictures with Paste Special

1. Select the button you want to use as a model.

2. Select **Edit > Copy**. Or, click the Copy tool on the Standard toolbar.

3. If you want to copy to a different page, select the target page from the Page List.

4. Select one or more buttons to use as a target. These buttons will be get the same pictures as the model.

5. Select **Edit > Paste Special > Picture**. The selected buttons change to match your model.

Importing a Boardmaker/SD Pro file

If you already have a library of Page Sets made with Boardmaker /SD Pro, you can import and save them as Tobii SymbolMate Page Sets.

1. Select **File > Import Boardmaker/SD Pro files**. You will see the Import Wizard.

2. Click **Next**. You see the legal notices screen.

3. Read the information, check that you agree, and click **Next**.
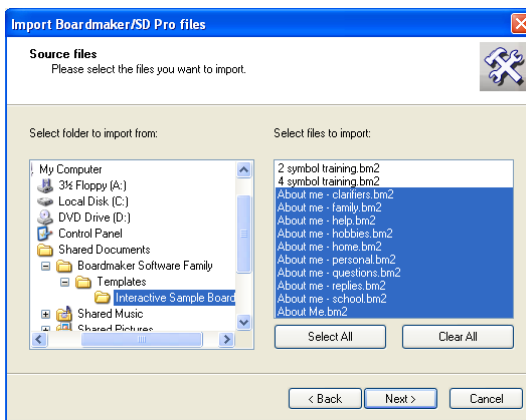
Source Files Screen

4. On the left, choose the folder where you have your Boardmaker files.

5. On the right, click on the files you want to import.

6. When you have selected the files you want from this folder, click **Next**.

7. In the next screen, type a new folder name and click **Next**.
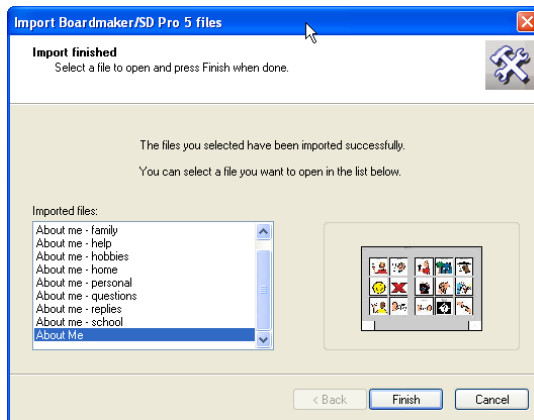
8. Select the file you want to run, if any, and click **Finish**.

Your files will be converted to SymbolMate Page Sets, but there might be some minor layout differences.

Chapter

III

Picture Tools

Edit Picture Tool

If you want to, you can edit pictures or draw your own with the Edit Picture Tool.

Editing a Picture

1. Select a button with a picture.

2. Click the Edit Picture tool in the Edit toolbox.

The Edit Picture Tool

3. The Edit Picture Tool dialog opens and the selected picture is displayed.
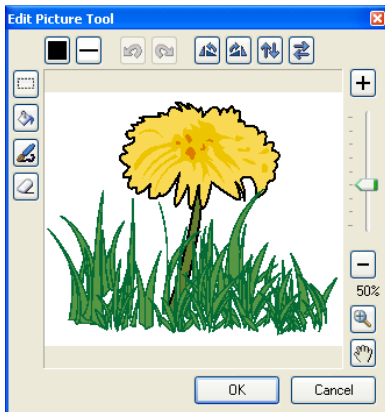
4. Select the tools at the top and left side of the dialog to edit the picture.

5. On the right side of the dialog you can adjust zoom level and pan in the picture.

5. Click **OK** when you are finished, or click **Cancel** to exit the tool without applying your changes.

Drawing a Picture

If you have selected a button without a picture and click the Edit Picture tool, you can draw your own pictures.

1. Select an empty button.

2. Click the **Edit Picture** tool in the Edit toolbox.

3. The Edit Picture Tool dialog opens and instead of previewing an existing picture you can create one.
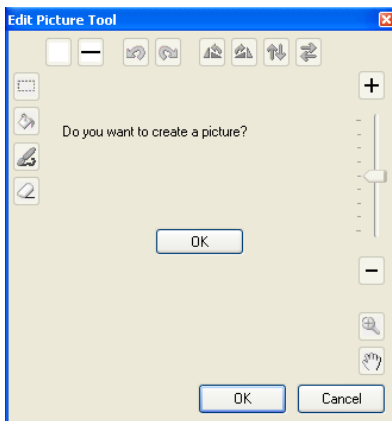
4. Click the **OK button** in the middle of the dialog. A blank button is previewed, and here you can draw your own picture with the tools available.

5. Click **OK** when you are finished, or click **Cancel** to exit the tool without creating the picture.

Viewing Library Content

When you are using pictures it can be difficult to know what to search for if you
don't know what a library contains.

Here's how to view the contents of the SymbolStix library.

1. Give the menu command **Tools > Picture Libraries**.

    You see the Picture Libraries dialog:

2. In the list box, select SymbolStix.
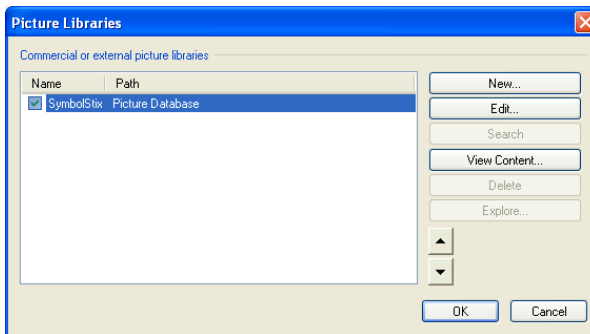
3. Click **View Content.**

    You see the Picture Library Content dialog:
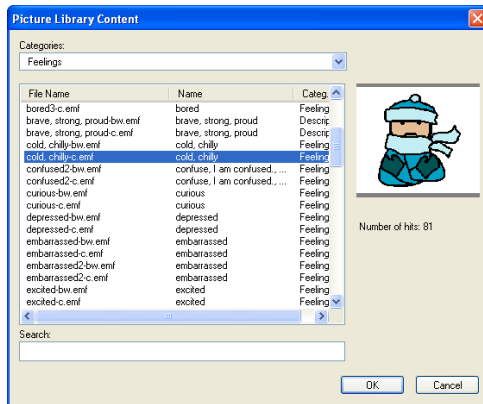
The Library Content Dialog lets you inspect what's in the library and what it's called.

4. Open the drop down list at the top to see all the categories and subcategories.

5. Select one subcategory to see the pictures in that subcategory.

    You can also search the library with the search input field at the bottom of the dialog.

6. When you are finished, click **OK**.

Picture Libraries

You can add any picture of file format BMP, WMF, GIF or JPG to a page or button. Use the **Browse** button in any dialog that helps you to add a picture.

However, it is easier to add a picture from a Picture Library. You don't have to identify the folder first, and you can use a word or part of a word to search for the picture you want.

SymbolMate comes with two picture libraries, SymbolStix and a SymbolMate symbols library.

For how to see what's in these libraries, see <u>Viewing Library Content</u> 60 .

For how to add a library of your own and make it searchable, see <u>Adding A</u> <u>Picture Library</u> 62 .

Adding a Picture Library

If there is a folder on your PC that contains many pictures you'd like to use, you can tell Tobii SymbolMate to consider that folder as a Picture Library.

Making the folder a picture library does not change the contents of the folder in any way.

Only pictures with the following file formats will be visible in Tobii SymbolMate: BMP, WMF, GIF, JPG.

1.   Select **Tools > Picture Libraries**.

2.   In the Picture Libraries dialog, click **New**.

You see the Picture Library dialog:
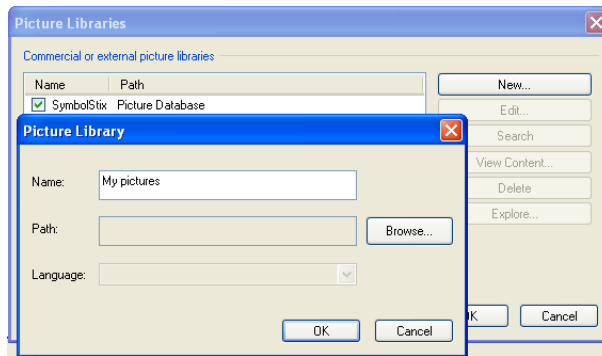
Name your new Picture Library.

3. Type a name for your library and click **Browse**

4. Select the folder you want to make into a picture library.

5. In the Open dialog, click **OK**.

   SymbolMate asks if you want to search for pictures.

6. Click **Yes**.

   After a moment or two, you see the Picture Library Content dialog showing the pictures SymbolMate found.

7. Click **OK**.

   You return to the Picture Libraries dialog, where you see your new library in the list box.
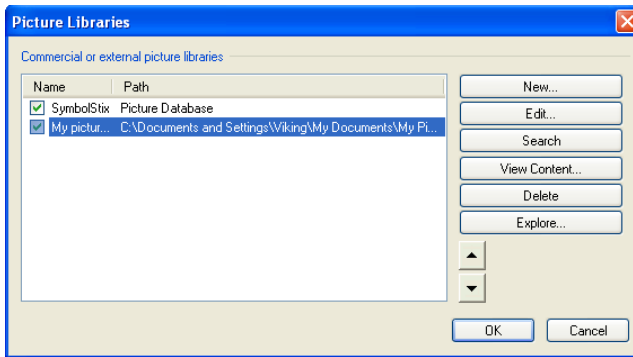
Available picture libraries

8.   Click **OK**.

As long as there is a check mark by your Picture Library in the Picture Libraries dialog, your library is searched right along with the original SymbolMate libraries.

Making Your Own Pictures Easier to Find

When SymbolMate searches for pictures in a library you added, the file name of each picture supplies the keywords. If the file names are something like w344235.wmf, you are not going to be able to find your pictures.

If you need to improve the names of your pictures, do this:

1.   Select **Tools > Picture Libraries**.

2.   In the Picture Library dialog, select the name of your own library.

3.   Click **Explore**

4.   The Windows Explorer opens to your library folder.

5.   Select **View > Thumbnails**.

6.   Point at the file name, **Right-click**, and choose **Rename** from the menu.

7.   Replace the old name with several single keywords.

If you see the file type (i.e. .jpg) do not change that part of the name.
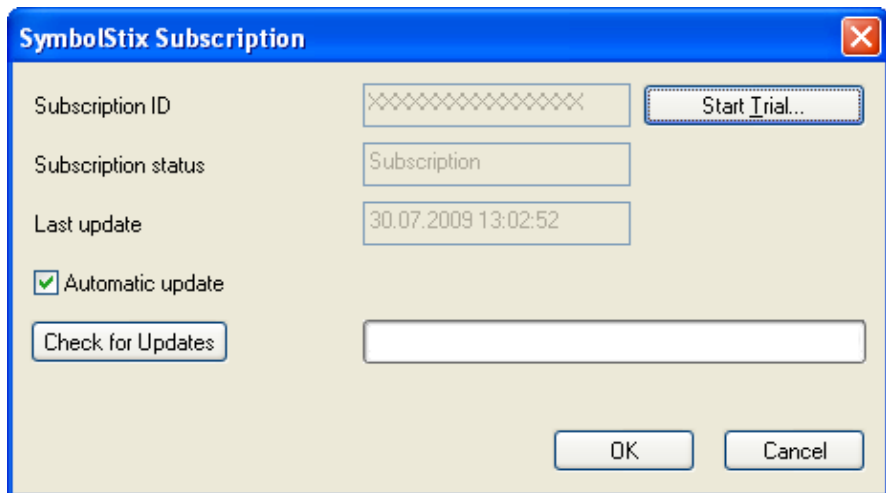
8. Click the Close button at the upper right corner of the Explorer window when you are finished.

9. Make sure your library is selected and click **Search** to update it with new picture file names.

10. Click **OK** to close the Picture Libraries dialog.

SymbolStix Subscription

You can subscribe to updates of your SymbolStix library. This way you will always receive the newest symbols available.

Receiving Updates from SymbolStix

If you have purchased a subscription from SymbolStix, you will automatically receive symbol update packages. You can open the SymbolStix Subscription dialog under **Tools** > **SymbolStix Subscription**.

Your SymbolMate serial number will be used as the Subscription ID.

You can select if you want automatic updates or if you want to check for updates manually. If you select automatic update, SymbolMate will automatically search for updates at startup, and all available pictures will be added to your SymbolStix Subscription library. If you deselect the automatic update, you must click the button **Check for Updates** to get the latest updates.

The downloaded updates are added to a new picture library called SymbolStix Subscription. Go to **Tools** > **Picture Libraries** to view this library.

If you haven't purchased a subscription, you can get a free trial period. If you press **Start Trial...** a web page will open. Follow the instructions on the web page. You can only get a trial period if you have purchased and activated SymbolMate with a serial number.

Chapter IV

The Tobii S32 and SymbolMate

Getting Started with the S32 & SymbolMate

The Tobii S32 is an easy-to-use recorded speech device that plays back pre-recorded audio messages or IR signals, activated simply by touching pictures or symbols in a grid or scene. It features an advanced overlay system and can even be used to control lights, small appliances, adapted toys, televisions, VCRs, or DVDs.

The Tobii S32 is available in two different models: the Tobii S32 Touch and the Tobii S32 Scan.

- The Tobii S32 Touch is targeted specifically towards individuals who have the use of their hands; where the touching of the pictures and symbols is not a difficulty.

- The Tobii S32 Scan is a "switch/scan" model. It is made for individuals who have difficulty using their hands to touch the pictures and symbols, but instead use switches to make their choice in the grids or scenes. There are many different kinds of switches available, produced by numerous manufacturers, from small press and release switches to "buddy buttons" to "sip/puff" switches. Scanning is a process in which the user uses a separate switch to toggle, one click at a time, between the pictures and symbols in the grids or scenes. All S32 Touch functions and features are also available on the S32 Scan.

SymbolMate is used to create the Cards and Activities for the Tobii S32 (Touch and Scan), it includes templates for all of the different Keyguard layouts (1,2,4,8,16 and 32) as well as an automatic function for S32 Barcode generation. It is also through SymbolMate that you can configure the different settings of the S32 as well as implement a number of advanced features for recording and playback.

Tobii S32 Main Interface Features and Ports

Tobii S32 Touch
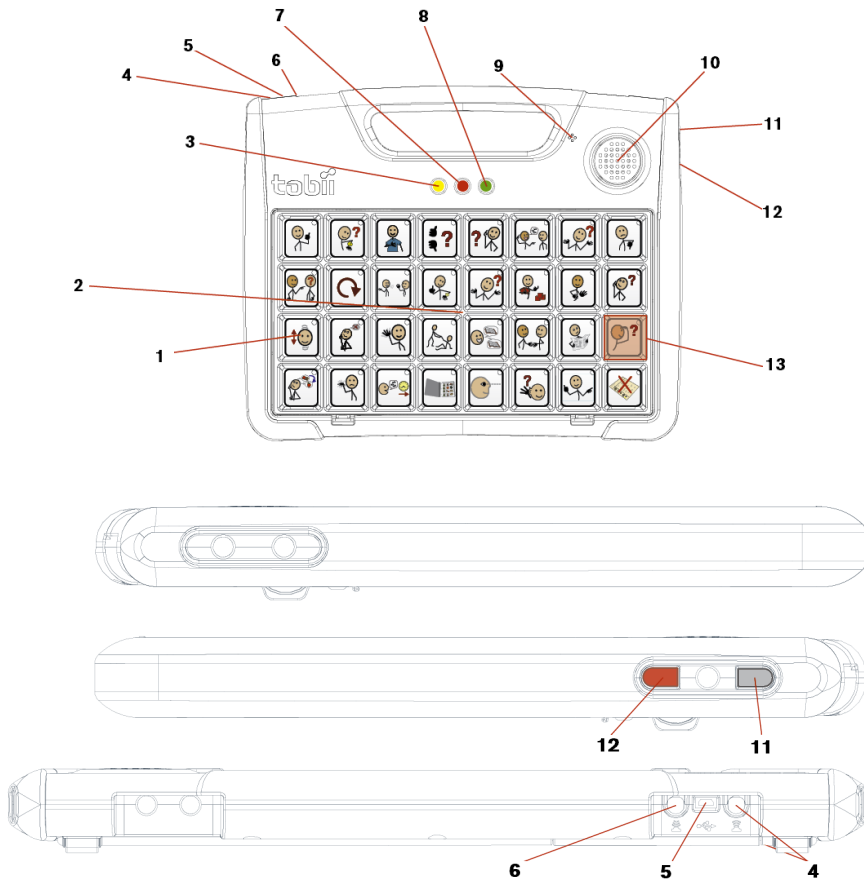
1	Inserted Card (Under Keyguard)
2	Keyguard
3	IR Function/USB Data LED
4	IR Out
5	USB Interface
6	IR In
7	Record/Error LED
8	Active LED
9	Microphone
10	Speaker
11	Mode Button
12	Record Button
13	A Single Key

Tobii S32 Scan
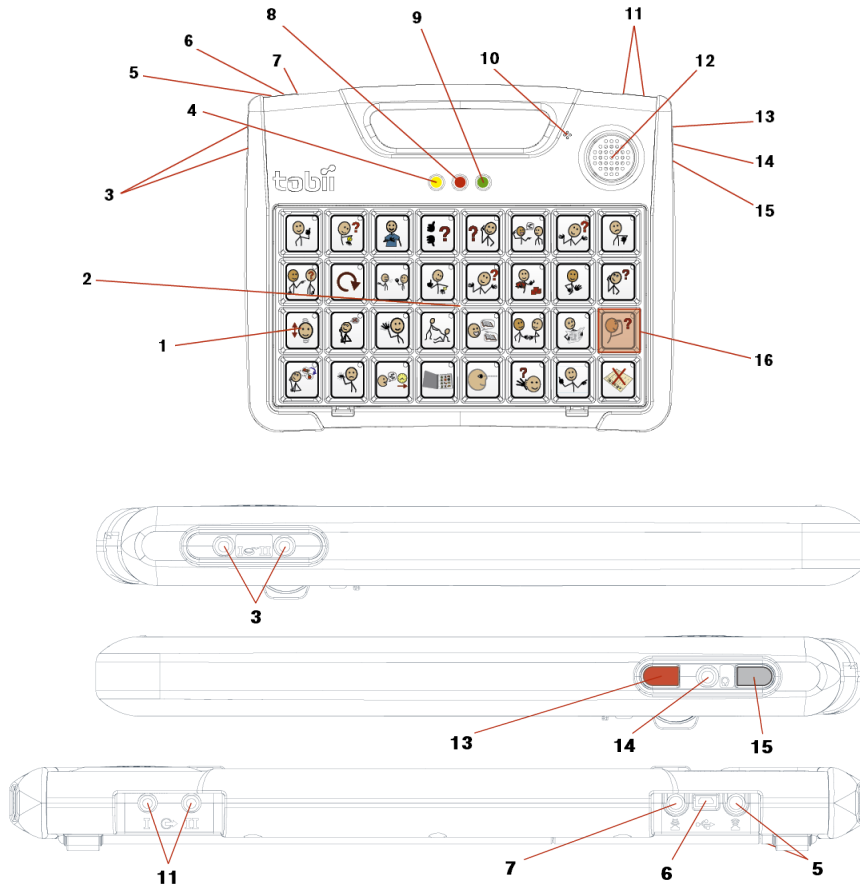
1	Inserted Card (Under Keyguard)
2	Keyguard
3	Switch Ports
4	IR Function/USB Data LED
5	IR Out
6	USB Interface
7	IR In
8	Record/Error LED
9	Active LED
10	Microphone
11	Toy Interface Ports
12	Speaker
13	Mode Button
14	Headphone Port
15	Record Button
16	A Single Key

Connecting the Tobii S32 to Your Computer

To connect the Tobii S32 (Scan or Touch) to a computer, use the connector cable included in your Tobii S32 package (Mini USB Type B to USB Type A).

Insert the mini USB end into the S32's USB Interface and the standard size USB end into the computer's USB interface.
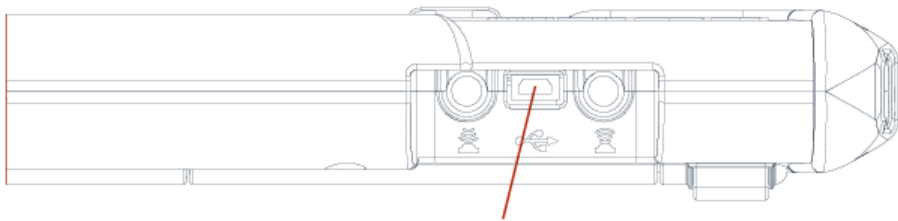
*S32 **USB Interface Port***

The interface between a Tobii S32 and any computer is controlled by Tobii SymbolMate.

Note: Disconnect all switches, headphones and Toy Interface connector cables from the S32 device before connecting it to a computer via the USB interface. When connected via USB the S32 will not respond to any user input on the device itself. Device control will be carried out through Tobii SymbolMate.

Choosing Your S32

Once you have connected the S32 device to your computer you will need to start

SymbolMate by selecting the ![icon] icon on your Desktop (see Running SymbolMate 8 for more information).

When you open SymbolMate the **New Page Set** window is displayed (see The New Page Set Window 12).

On the left side of the dialog, under **Open**, select **Tobii S32 Devices**.
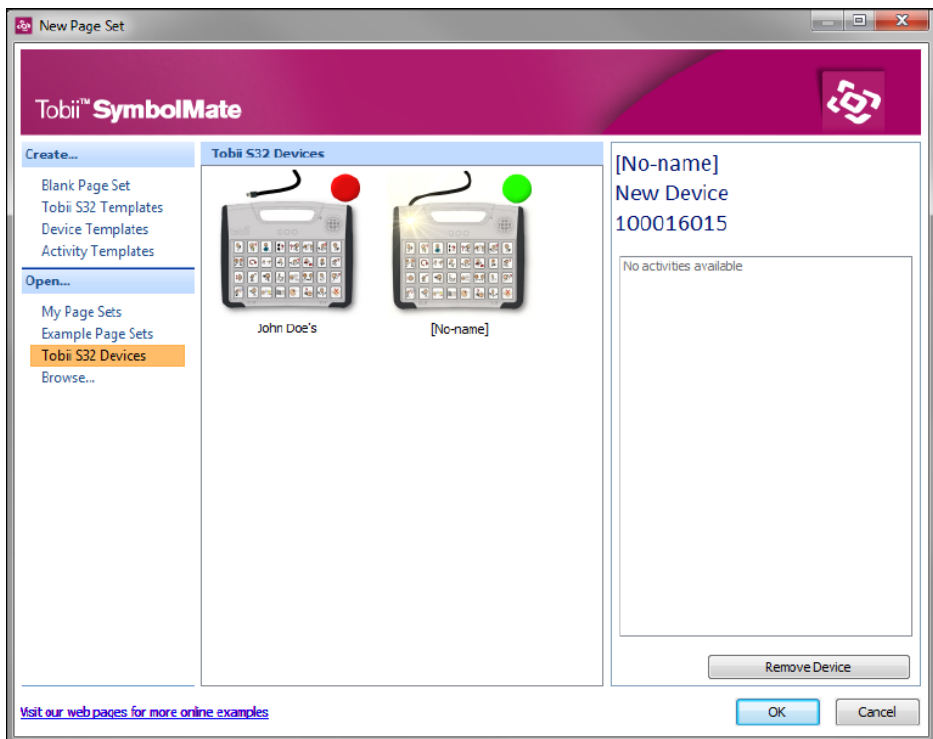
Tobii S32 Devices

If this is the first time you have connected a Tobii S32 with your computer, and your SymbolMate program, there will only be an image of one Tobii S32 in the center column with a star shining on the device as well as a green dot. If you have already connected a number of different devices to the same computer and opened them with Tobii SymbolMate, it is here that you will be able to choose which S32 you want to work with.

Note: Other than during the first connection, a green dot icon, seen in the upper-right hand corner of the S32 image in the center column of the dialog, will indicate which Tobii S32 is connected. A red dot icon means that that particular Tobii S32 is not connected at this time.

Connected   *Disconnected*   *New*
(connected)

In the right column of the **New Page Set** dialog you can see more information about the S32 Device that you click on. You will see the name and serial number of your device and it will be indicated if the S32 is connected to your computer. Within the box inside the right column you will even be able to preview a list of the editable activities saved to that particular device.

At the bottom of the right column in the dialog is a button for removing the device from your SymbolMate software program. This could be useful if you are an educator and one of your students is moving to another class and taking their S32 with them. If you are an educator who is taking over a class from another educator and wish to start from scratch with the S32 Devices available to the class, the best option is probably to use the **Restore Device** function on all of the devices (see **Restore Device** button in Settings 90); another option could be to rename the devices (keeping all content in place) in the Tobii S32 Device Settings 90 dialog in the Edit View of a particular device.

- Upon selecting **Remove Device** a pop up dialog will appear asking if you want to make a backup copy of the Activities saved to your device in SymbolMate. This is highly recommended as you may want to connect this device at a later date. If you reconnect the Device, the Activities will show up as Hidden Activities (see Show Hidden Activities 106) and you will be unable to access them. To restore the backed up activities, import them from wherever you have saved them into the **Edit View for Tobii S32 Activities** for your S32 Device one at a time as normal (see the **Add New Activity** button in Tobii S32 Activities 95) and they will be given new Activity numbers and Barcodes, making them useable again.

If this is the first time that the device has been connected, its name will be labeled as **Unnamed** and its status will be **New Device**. Double click on the image of your new device or click on **OK** and a dialog will pop up allowing you to give the device a name of your own choosing. Its suggested name will be **My Tobii S32**.
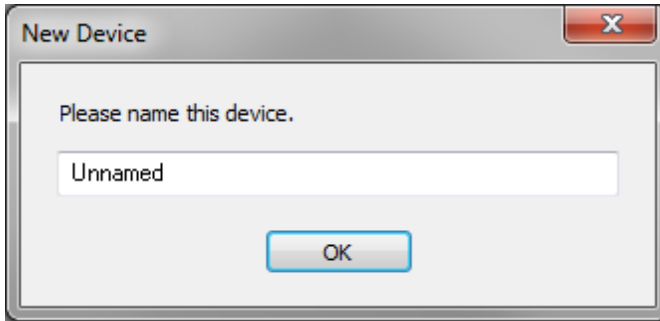
Give the S32 a name of your choosing.

Once your device is named double click on the image of that or another S32 in the **Tobii S32 Devices** center column, or single click to highlight your choice then press **OK**, to open the content of the device with Tobii SymbolMate. You will be able to view and edit the Activities and Cards of that particular S32 Unit as well as adjust device settings and synchronize Tobii SymbolMate with your chosen Tobii S32.

Synchronization and Automatic Content Browsing

Browsing the content of the Tobii S32 is an automatic function in Tobii SymbolMate. The SymbolMate software initializes contact with the chosen, connected, S32 Device and scans the device for information relating to S32 settings and the content of S32 Activities upon the choosing and opening of an individual Tobii S32 Device. Browsing will also occur if you have a disconnected S32 Device open in SymbolMate and you connect the Device with the USB cable.

Note: The browsing process that occurs automatically is not the same as synchronization. After SymbolMate scans and browses the content of your chosen Device, your S32 Activities will not be synchronized between the S32 Device and SymbolMate. Activity synchronization can be achieved through manually activating the synchronization function. Automatic synchronization occurs for a single S32 Activity when importing that saved activity from your computer or when deleting an Activity.

Either individual S32 activities or all activities within a individual S32 Device can be synchronized between SymbolMate and your chosen S32 Device whenever you wish while in the **Edit View for Tobii S32 Activities**.

Use the Synchronization Button, , found under the **Tobii S32 Activities** tab to synchronize (see <u>Synchronization</u> 81).

Automatic Content Browsing

Upon choosing and opening the S32 Device you wish to work with (see Choosing Your S32 75) Tobii SymbolMate will automatically browse the content of your S32 Device. Browsing will also occur if you have a disconnected S32 Device open in SymbolMate and you connect the Device with the USB cable.

A window will automatically pop up showing the browsing progress. Do not disconnect the Device during browsing or it will be aborted.

SymbolMate is browsing the content of the Tobii S32. Please wait. Do not disconnect the device.
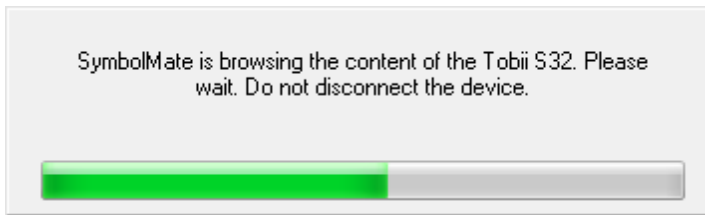
Browsing progress

After the browsing scan is finished, the **Edit View for Tobii S32 Activities** will automatically open (see Edit View for Tobii S32 Activities 89). The Activity that was last saved, or that you were most recently working on, will be opened in the work area.

Synchronization

Within the **Edit View for Tobii S32 Activities** you are given the possibility of synchronizing your activities in Tobii SymbolMate with the connected Tobii S32. This is important to do if you wish to make use of the recordings in the activities you have created in SymbolMate on the S32 after you have disconnected the Device.

Note: You can only synchronize when a Tobii S32 Device is connected.

Synchronizing downloads to the connected Tobii S32 all the new information that you have linked to an S32 Activity in SymbolMate using the Tobii S32 Key Tool (audio recordings, key clustering, etc.). This allows you to print an Activity page as an S32 Card, insert it into your Tobii S32, and activate the keys to playback the recorded information that you had previously created in Tobii SymbolMate.
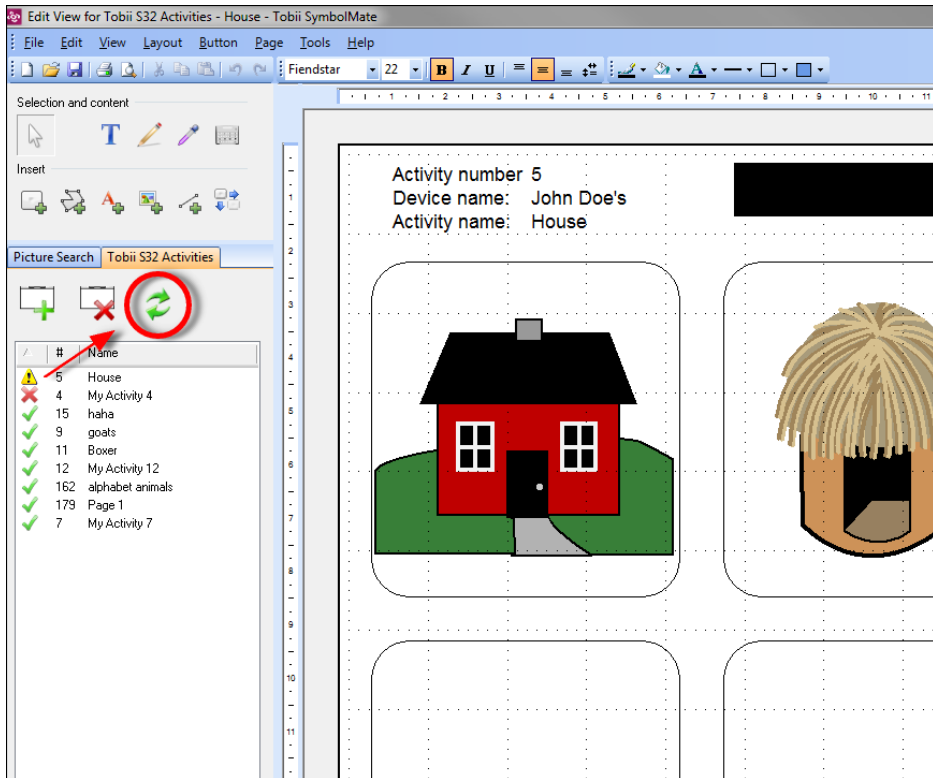
Activity Synchronization

Use the Synchronization button, [icon], found in the **Edit View for Tobii S32 Activities**, under the **Tobii S32 Activities** tab, to synchronize activities.

If all activities are already synchronized with the connected Tobii S32 Device, all status icons to the left of the Activity names will show green checks, ✔ and the status text at the bottom of the **Tobii S32 Activities** tab will show "Connected (synchronized)".

John Doe's S
Connected (synchronized)
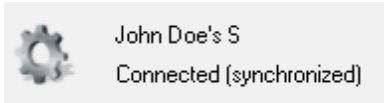
Activities Status

If your activities are fully synchronized the Synchronization button will be inactive and you won't be able to click on it.

If your activities are not synchronized one or more of the status icons to the left of the Activity names will show a warning triangle, , and the status text at the bottom of the **Tobii S32 Activities** tab will show "Connected (not synchronized)".

Note: If you do not synchronize the activities between SymbolMate and the connected S32, and you print an activity to use with the S32, the S32 will not have any of the recorded information created with SymbolMate in its memory. If you have not synchronized, the pressing of a key on the S32 will not result in the playback of your recordings made in SymbolMate.

Synchronizing Activities from SymbolMate to your Tobii S32

If you have made changes to one or more Activities, imported a new Activity to, or created a new Activity in, the connected S32 Device's **Edit View for Tobii S32 Activities** synchronization will occur *from* SymbolMate *to* your connected Tobii S32 Device.

To synchronize in this way:

1. Under the **Tobii S32 Activities** tab in the **Edit View for Tobii S32 Activities**, select the unsynchronized Activity that you wish to synchronize. It will have a warning triangle to the left of its name. If you have more than one unsynchronized Activitiy, and you wish to synchronize them all you may proceed directly to step 2 without selecting an individual Activity.

2. Click on the Synchronization button, farthest to the right, at the top of the tab, . A drop-down list will appear.

   Synchronize <u>S</u>elected
   Synchronize <u>A</u>ll...
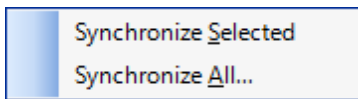
   Synchronization Drop-Down list

3. In the drop-down list choose "Synchronize Selected" if you just want to synchronize that individual Activity.

OR

3. In the drop-down list choose "Synchronize All..." if you want to synchronize all unsynchronized Activities.

4. The Synchronization Time Bar will pop up, please wait and don't disconnect your device.
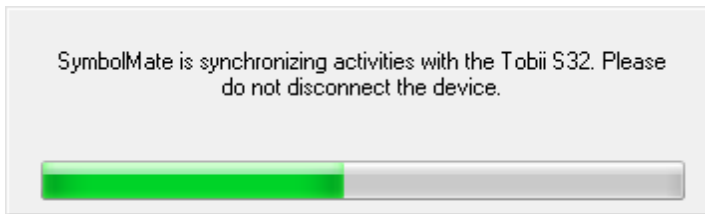
Note: This can take up to a few minutes depending on the number, size and complexity of the Activities to be synchronized.

The Activity or Activities are now synchronized between SymbolMate and the Tobii S32 Device, and the warning triangle icons to the left of the Activity Names, ⚠ , should have turned into green checks, ✔ .

Note: If you chose "Select All..." from the drop-down list. and tried to synchronize all unsynchronized Activities yet not all of the warnings triangle icons turn into green checks after synchronization, this is because one or more of the unsynchronized Activities includes information that has been edited on the S32 Device itself when it was disconnected. In this case you will need to select those Activities one at a time and choose "Synchronize Selected". A pop-up dialog will then appear giving you the choice of either synchronizing that Activity *from* the S32 Device *to* SymbolMate or *from* SymbolMate *to* the S32 Device (see).

Synchronizing Activities from your Tobii S32 to SymbolMate

If you have made changes to an Activity using the S32 Device, when it was disconnected (changing a recording for example) then you can choose to either synchronize those changes back into SymbolMate (saving them to SymbolMate, synchronizing *from* the S32 *to* SymbolMate) or to replace those changes with the last saved and synchronized version of the Activity, *from* SymbolMate *to* the S32.

The option to choose synchronization *from* a Tobii S32 Device *to* SymbolMate will only be available if a change to an Activity has been made on the disconnected S32 Device. To synchronize in this way:

1. Under the Tobii S32 Activities tab in the Edit View for Tobii S32 Activities, select the unsynchronized Activity that has been changed on the disconnected S32 Device that you wish to synchronize. It will have the same warning triangle to the left of its name as all unsynchronized Activities.

2. Click on the Synchronization button, farthest to the right, at the top of the tab, . A drop-down list will appear.
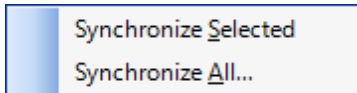
Synchronization Drop-Down list

3. In the drop-down list choose "Synchronize Selected". If this Activity has had changes made to it outside of SymbolMate the pop-up dialog below will appear.

4. Select "**Use S32 Device Version**". This means that you are choosing to upload from the S32 the new information that you have created on the Activity Cards on the S32 to the same Activity in SymbolMate.

OR

4. Select "**Use SymbolMate Version**". This means that you are choosing to download from SymbolMate to the S32 the last saved and synchronized version of the Activity in SymbolMate, thus overwriting the changes you made on the Device when it was not connected.

5. The Synchronization Time Bar will pop up, please wait and don't disconnect your device.
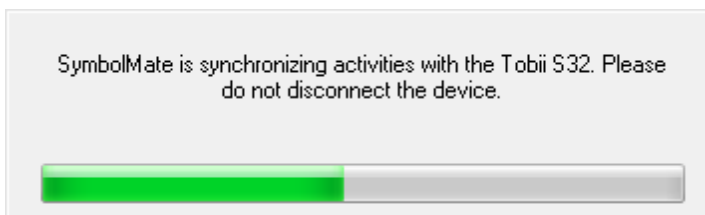
Note: This can take up to a few minutes depending on the size and complexity of the activity to be synchronized.

The Activity is now synchronized between SymbolMate and the Tobii S32 Device, and the warning triangle icon to the left of the Activity Name, ⚠ , should have turned into a green check, ✔ .

Edit View for Tobii S32 Activities

The **Edit View for Tobii S32 Activities** is the SymbolMate window that opens upon choosing a Tobii S32 Device from **Tobii S32 Devices** in the **New Page Set** window (see Choosing Your S32 75).

It includes all the normal **Selection and Content** and **Insert** tools as well as the regular toolbars, the **Picture Search** tab, an S32 configured Work Area, and some S32 specific functions such as the **Tobii S32 Activities tab** 95 , the **Settings** 90 icon and the **Tobii S32 Key Tool** 111 .
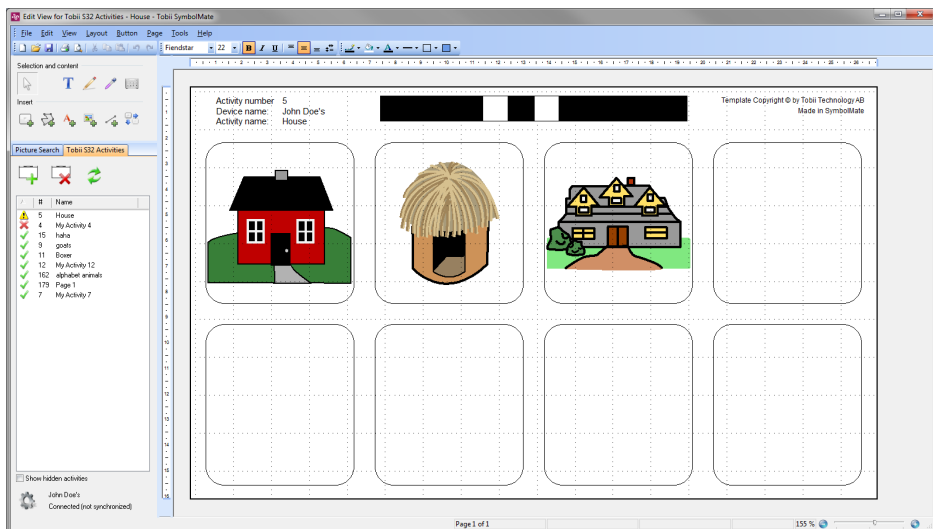
Edit View for Tobii S32 Activities

Settings

Within the **Edit View for Tobii S32 Activities** you can change and adjust the device settings of a connected Tobii S32. Select the cogwheel button in the bottom-left corner of the SymbolMate window or select **Tools > Tobii S32 Device Settings**, to open the **Tobii S32 Device Settings** window.
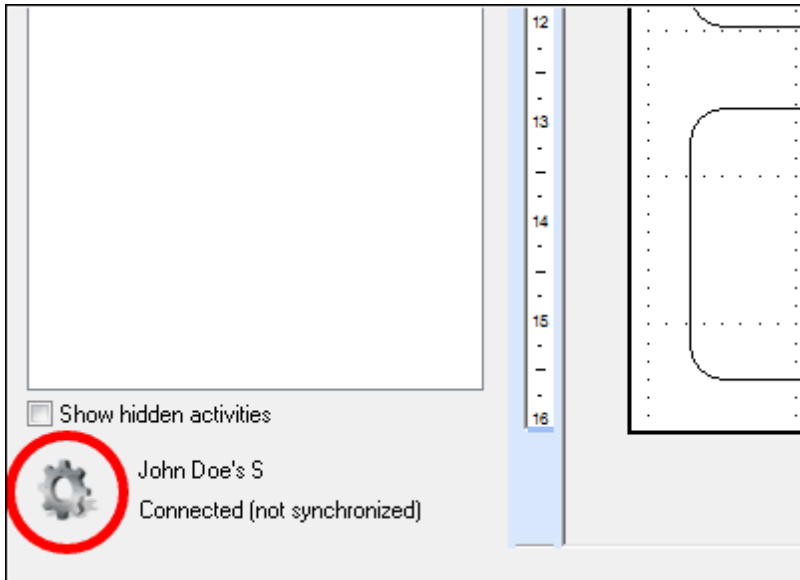
Settings Button

There are four Tabs that you are given access to in the **Tobii S32 Device Settings** window: **General**, **Volume**, **Scan** and **Touch**.

1. **General:** Here you can re-name your S32 Device (the name that is presented in SymbolMate) see its serial number and choose between the two Restore functions.

- The **Restore Device** button resets and restores your connected Tobii S32 Device to the its factory settings, erasing anything that is saved for that specific S32 Device (in both SymbolMate and the S32) and reformatting the SD Card. After a selecting **Restore Device** the only Activities that will be found on the device are restored Example Activities. The Example Activities correspond to the Example Cards that come in the Tobii S32 package.

- The **Restore Activities** button replaces the only the Example Activities that you received, pre-recorded, on your S32 Device. The **Restore Activities** button can be useful if you have made changes to the recordings on the Example Cards using your S32 Device and want to reset them to their original recordings. Selecting the **Restore Activities** button will not affect any other of your personal Tobii S32 Activities.
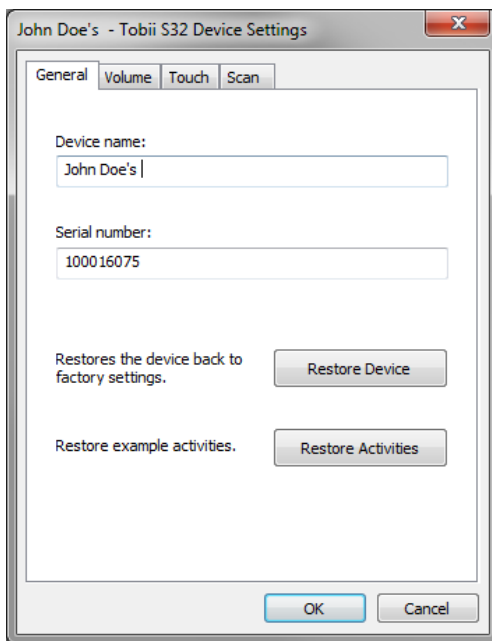
Tobii S32 Device Settings - General

2. **Volume:** Here you can adjust the volume of your S32 Device for audio
   playback and audio preview. If you have a Tobii S32 Touch, the headphones
   volume for audio preview will not be available. When you disconnect the S32
   from your computer and SymbolMate, the volume settings on the Device will
   correspond to those that you have set here.
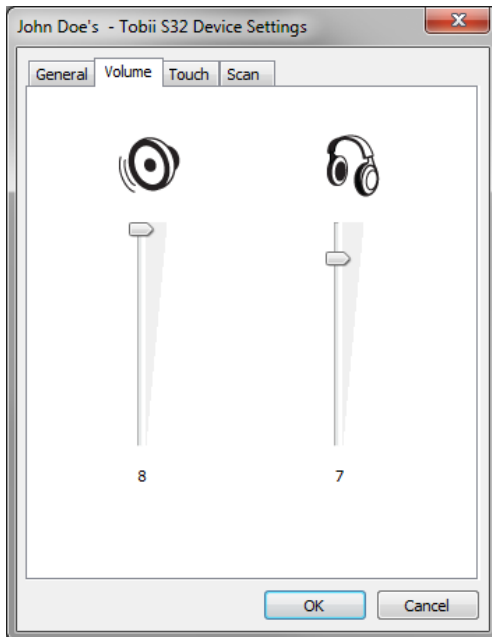
Tobii S32 Device Settings - Volume

3. **Touch**: Here you can choose to disable Press Time, allowing playback to
   occur immediately upon selecting a Key of the S32 with a recording, or you
   can choose how long you have to hold a key before playback is activated.
   Here you can also activate or deactivate the Keypad Lock.
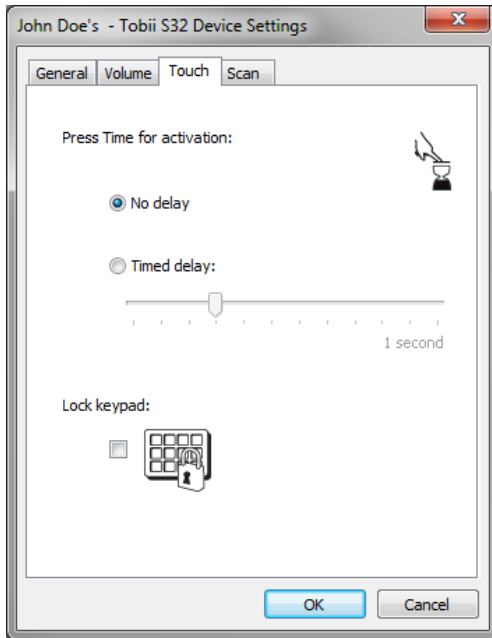
Tobii S32 Device Settings - Touch

4. **Scan:** Here you can choose between the different types of scanning available to the Tobii S32 Scan as well as changing the Scan Speed. If you have a Tobii S32 Touch the scanning features will not be available.
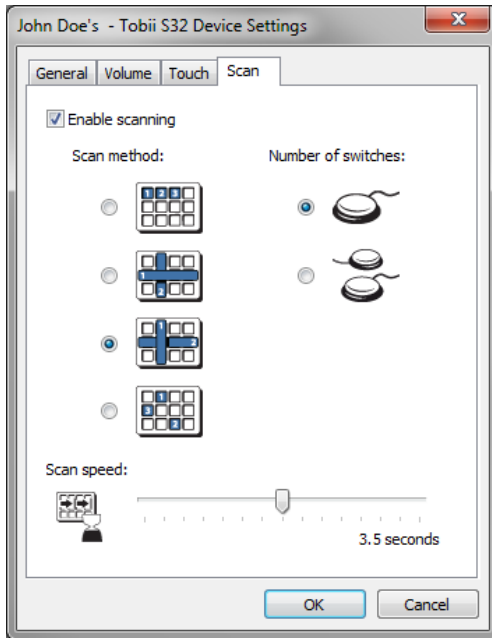
Tobii S32 Device Settings - Scan

Note: For more detailed information about the device settings of the Tobii S32 and their use see the **Tobii S32 User's Manual > Using the S32 > Setup Menu**.

Tobii S32 Activities

In the **Edit View for Tobii S32 Activities**, the activities for the selected S32 Device are listed under the Tobii S32 Activities tab.

Each Activity represents a Card to be inserted in your Tobii S32, with an Activity number, a Barcode, and any pictures and/ or audio (including clusters and activation modes) that you have assigned to the individual keys of the Activity.

There are a number of dedicated buttons within the Tobii S32 Activities tab to facilitate using the Tobii S32 and SymbolMate together.
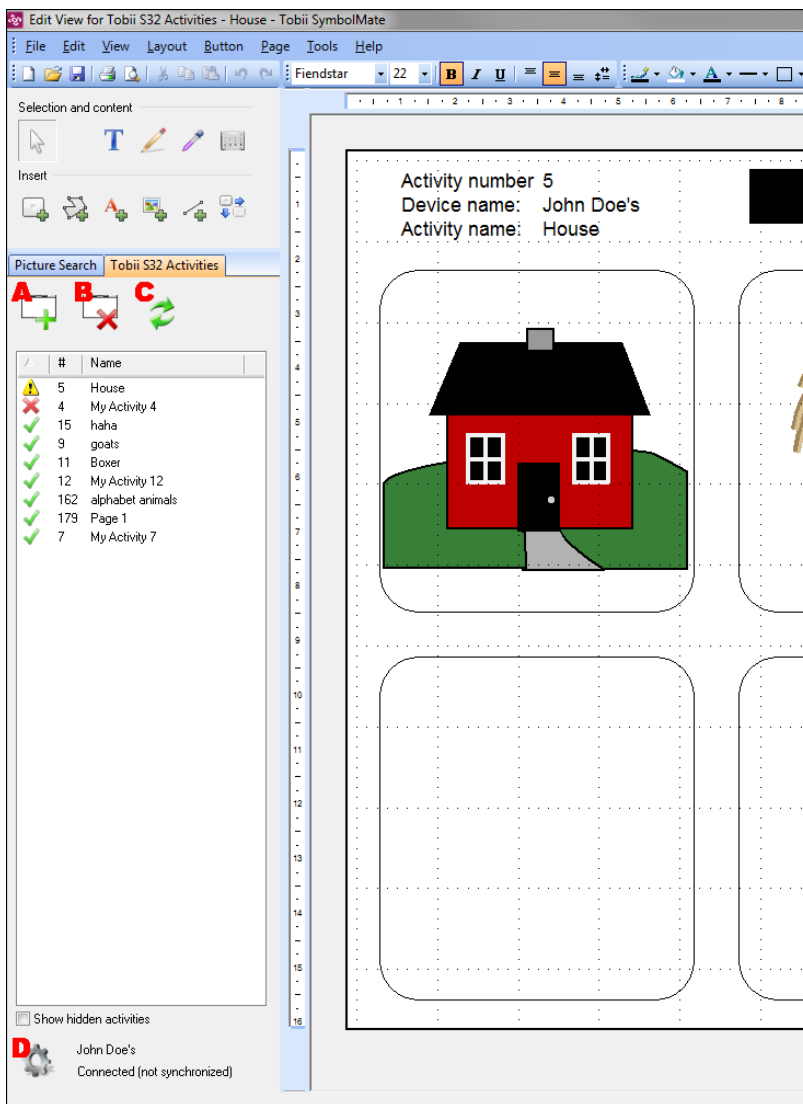
Tobii S32 Activities tab

A. **Add New Activity** button: Select to open the **New Tobii S32 Activity**
    window to create a new S32 Activity or to import an existing S32 activity
    (with device connected).

    From the **New Tobii S32 Activity** window choose to create a new S32
    Activity from the **New From Template...** section or to import an already
    existing S32 Activity from the **Import Existing Activity...** section.
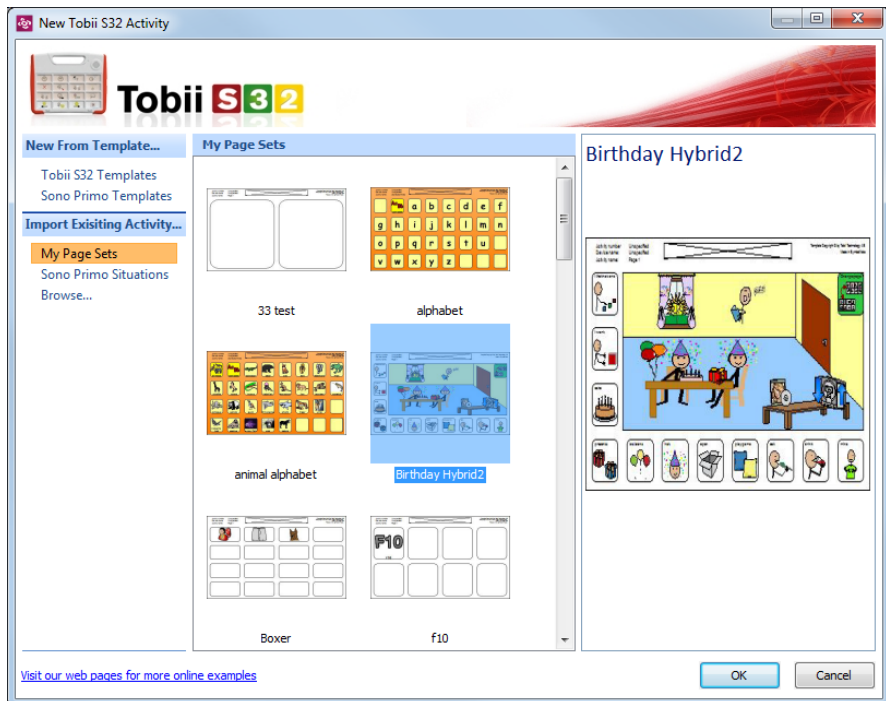
***New Tobii S32 Activity** window*

- Select any of the available Template lists in the **New From Template...** section and the templates will be presented in the center column of the window. Upon selecting your desired Template you will be given the opportunity to name your new Activity.
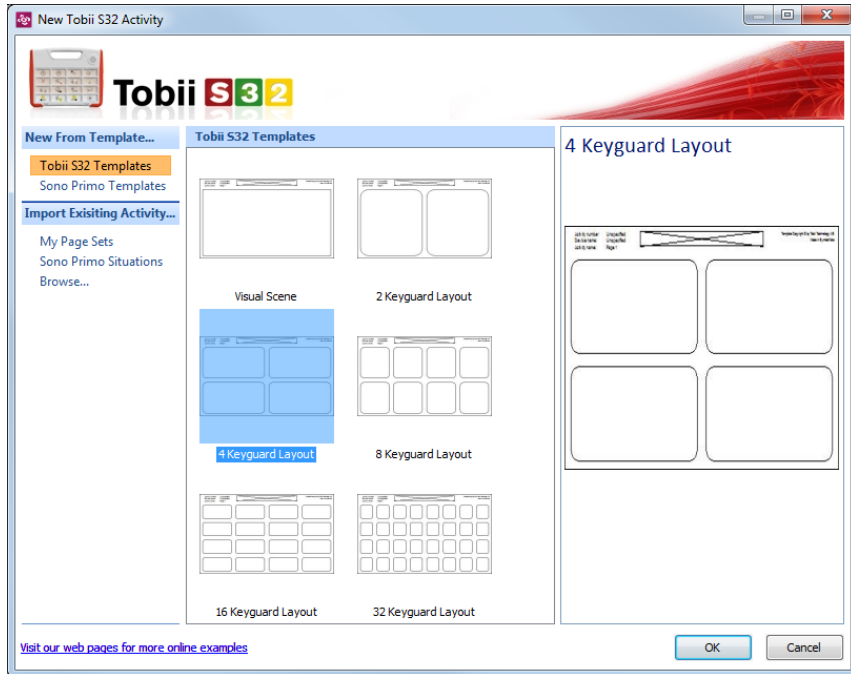
The Activity will be created in the connected Device's **Edit View for Tobii S32 Activities**, synchronized to the connected Device and assigned an active Barcode and Activity Number for that Device.

- Select **My Page Sets** in the **Import Existing Activity...** section and the contents of your **My Page Sets** folder will be presented in the center column of the window as preview images (see **New Tobii S32 Activity window** image). This is a list of all S32 Activities that have been created on your computer. Upon selecting your desired Activity you will be given the opportunity to name (or re-name) your chosen Activity. The Activity will be imported into the connected Device's **Edit View for Tobii S32 Activities**, synchronized to the connected Device and assigned an active Barcode and Activity Number for that Device.

- If you choose to **Browse...** in the **Import Existing Activity...** section the following dialog will open:
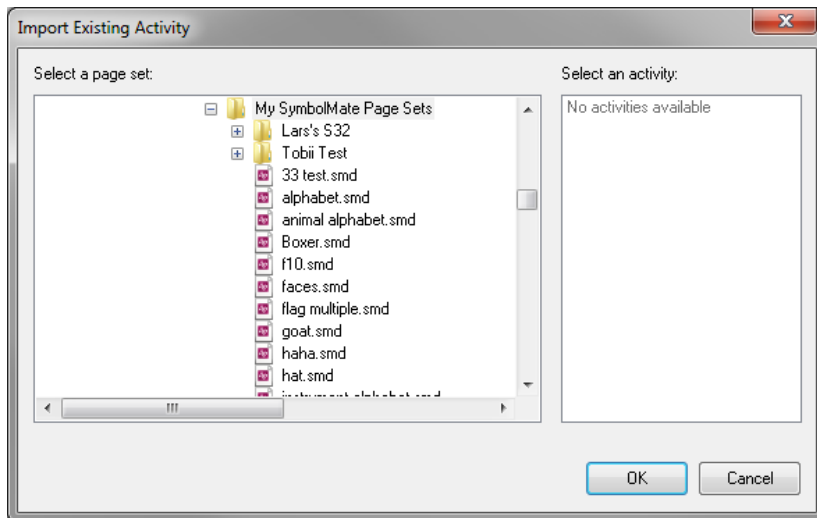
Select the Activity you wish to import and select **OK**. The Activity will be imported into the connected Device's **Edit View for Tobii S32 Activities**, synchronized to the connected Device and assigned an active Barcode and Activity Number for that Device. You can only import one Activity at a time.

B. **Remove Activity** button: Select to permanently delete an Activity.

C. **Synchronize** button (see <u>Synchronization</u>⌐81⌐): Select to synchronize a chosen S32 Activity with the S32 Device, or to synchronize all available Activities. If you have made changes to an Activity using the S32 Device, when it was disconnected, then you can choose either to synchronize those changes back into SymbolMate (**Use S32 Device Version**), or to replace those changes with the latest synchronized version of the Activity, from SymbolMate to the S32 (**Use SymbolMate Version**).

D. **Settings** cogwheel button: Opens the **Tobii S32 Device Settings** dialog where you can adjust the device settings of the connected Tobii S32 (see <u>Settings</u>⌐90⌐).

Activity Status Icons

Along the left side of the Activities list under the Tobii S32 Activities tab there are different icons that tell you the status of each individual activity.

The Activity is saved and synchronized between Tobii SymbolMate and the connected Tobii S32 Device.

The Activity is not synchronized between Tobii SymbolMate and the connected Tobii S32 Device (see <u>Synchronization</u>⌐81⌐ for information on how to synchronize).

This is an Activity that has been deleted from the connected Tobii S32 Device by another SymbolMate user on another computer. You still have the Activity saved in your version of SymbolMate on your computer. If you would like to keep this Activity in your version of SymbolMate and upload it back onto the connected S32 Device-- assigning it the same Activity number, if possible, or a new Activity number if the old one has been used -- do the following:

1. Select the deleted Activity.

2. Select the Synchronize button (see Synchronization⌐81⌐).

3. Select **Synchronize Selected**. If the same Activity number is available the following pop up will appear (if a new Activity number must be assigned a very similar pop up, with the same functionality will appear) :

Tobii SymbolMate

This activity has been deleted, but SymbolMate can upload it again with the same activity number. Do you wish to continue?

Yes   No
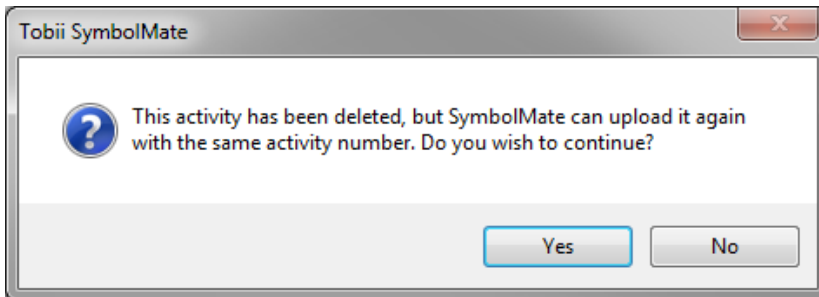
4. Select **Yes** and the deleted Activity will be uploaded to the S32 and Synchronized with SymbolMate.

If you would like to accept this deletion made by another SymbolMate user on
your Device, select the deleted Activity followed by the Remove Activity button,

, to permanently delete the Activity.

If you would like to save this Activity for, perhaps, later importation, somewhere
else on your computer or on a separate storage device, but do not want to
replace it onto the connected S32 or save it in that Device's **Edit View for Tobii
S32 Activities**, select the deleted Activity followed by **File > Save As** and
choose a location. The default location will be in **My SymbolMate PageSets** in
your **Documents** folder. Then follow the permanent deletion procedure above to
free up the Activity number of the deleted Activity.

Activity Name

The Activity Name is the title name for each individual Activity that can be found
under the word **Name** within the **Tobii S32 Activities** tab, to the right of the
Activity Status Icons.

Selecting an Activity Name with your cursor will open the Activity.

Right Clicking over an Activity Name will open the following dialog, allowing you
rename the Activity or open the **Page Properties** dialog for that specific Activity:
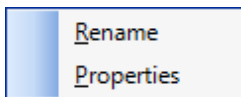
Right Click Activity Name Menu

Page Properties

The **Page Properties** dialog is where you can rename your Activity, change the background color of your Activity, and import photos to serve as your background (see Page Background and Other Useful Properties 37). There are a number of functions within the **Page Properties** dialog that are disabled when it is opened from the **Edit View for Tobii S32 Activities**, as they have no use with Tobii S32 Activities.

There is, though, an extra tab present in **Page Properties** when accessed from the **Edit View for Tobii S32 Activities**, the **Tobii S32 Activity** tab.
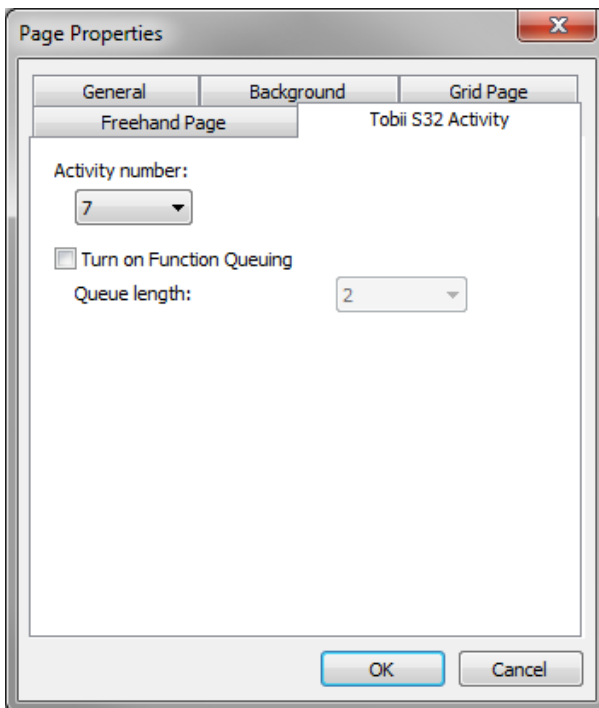
Page Properties dialog w/Tobii S32 Activity tab

The **Tobii S32 Activity** tab allows to you to change the Activity Number (and thus the Barcode) of an Activity to any free activity number. A free Activity Number is one that is not being used by another Tobii S32 Activity (including Hidden Activities 106 and Example Activities 106).

Here you can also turn on and adjust the queue length for **Function Queuing** for an individual Activity. Function Queuing allows for recordings to be played back sequentially for more than one key in a row.

For Example:

• Turn on **Function Queuing** and set the Queue length to 2, then synchronize and print the Activity Card and insert it into the S32 Device. After inserting the Card (Activity), try pressing two keys in a row, back to back. The audio messages for each key will be queued up and will play sequentially on the S32, without you having to press the second key again after the first key's recording has finished.

Function Queuing can be set to playback between 2 to 6 keys in a row (see the **Tobii S32 User's Manual > Example Cards > Activity number 256** for a description, and an example, of Function Queuing).

To open the Page Properties dialog when in the **Edit View for Tobii S32 Activities**, select **Page > Page Properties** or right-click over an Activity Name and select **Properties**.
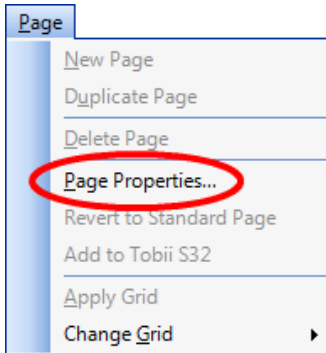
Show Hidden Activities

At the bottom of the **Tobii S32 Activities** tab there is a checkbox called **Show hidden activities**. By ticking this checkbox you are shown, in the Activity list, all of the Activities that exist on the Tobii S32 Device that you have connected with your version of SymbolMate.
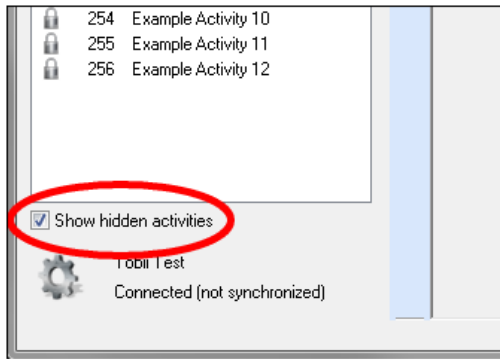
These extra Activities that are invisible with an un-ticked checkbox are called **Example Activities** and **Hidden Activities**.

Example Activities

If you have a new Tobii S32 that has not been connected to any other version of SymbolMate you will only see the different Example Activities placed on your

S32 by Tobii Technology, these activities have a "padlock" icon, 🔒 , to the left of their name. The Example Activities are not editable in SymbolMate and cannot be deleted. They correspond to the 12 Example Cards that you have received in your Tobii S32 package.
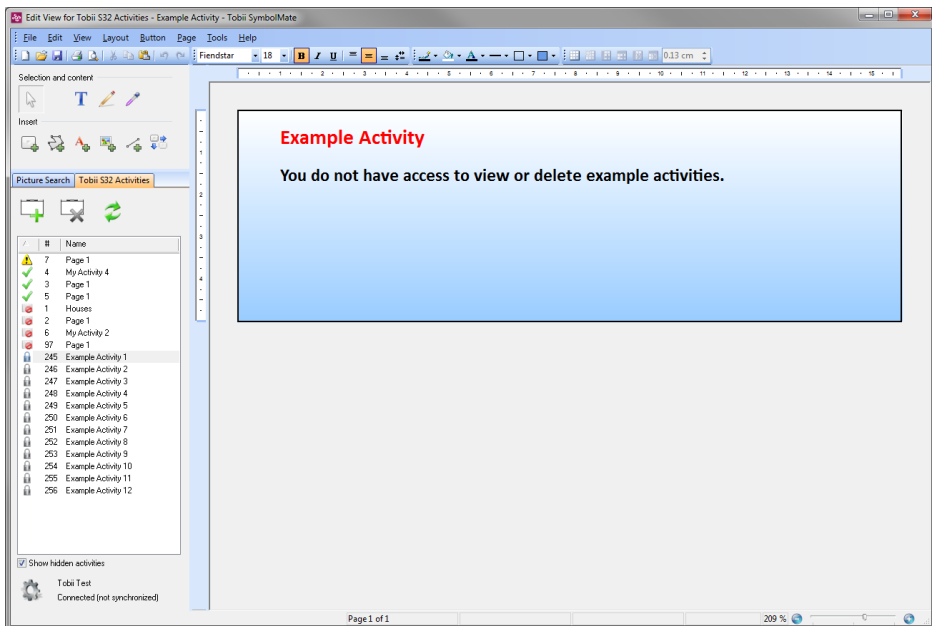
Though the Example Activities are not editable in Tobii SymbolMate, their content is unlocked on the Tobii S32. You may record over the pre-made, example recordings if you wish.

To restore the Example Activities to their original, factory set, recordings:

1. Select the cogwheel, settings icon, , or select **Tools > Tobii S32 Device Settings** to open the **Tobii S32 Device Settings** dialog.

2. Select the **Restore Activities** button under the **General** tab.

3. Read the Warning and select the **Yes** button to continue.

See <u>Settings</u> 90 and the **Tobii S32 User's Manual > Example Cards** for more information.

Hidden Activities

If you select an Activity that has the hidden activities icon to the left of its name, you will see a message in the Work Area explaining hidden activities, it reads:

- You do not have access to view or edit activities created on other computers. If you delete a hidden activity from the device, it can be added again if the file is saved on the original computer.
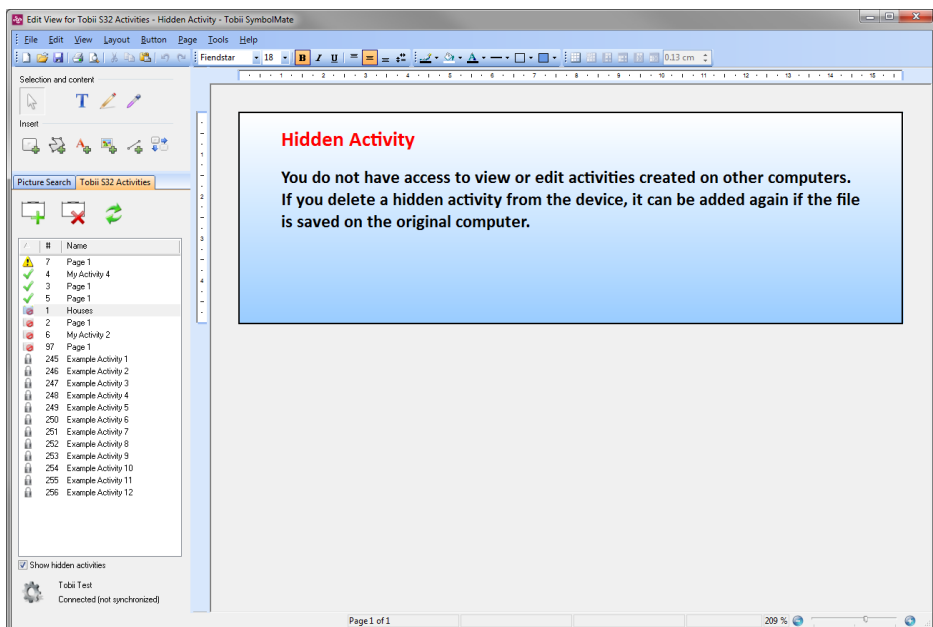
Hidden Activities

If your Tobii S32 Device is a unit that has been connected to different computers and thereby to different versions of Tobii SymbolMate, there is a chance that Activities have been created on another computer that have been synchronized with your S32. These Activities will show up in your version of SymbolMate as **Hidden Activities** under the **Tobii S32 Activities** tab upon ticking the **Show hidden activities** checkbox.

These Activities show a small S32 Device icon, , to the left of their name. As the Hidden Activities dialog in the Work Area explains, you do not have access to view or edit activities created on other computers, these are Activities that are not editable locally. "Locally" means here, on this computer, on this iteration of SymbolMate.

Hidden Activities are, of course, editable on the computer and version of SymbolMate that they were created upon. You may delete these Activities if you wish, this will free up the Activity number that the Activity has been using, for your later use with your own Activities.

To delete:

1.   Select the Activity you wish to delete.

2.   Select the Remove Activity button, .

3.   Read the warning and select **Yes**.

S32 Key Tool

The **S32 Key Tool** is the gateway tool in the **Edit View for Tobii S32 Activities** that allows you to emulate, for each key on every activity, the different available functions of a Tobii S32 as well as extra functions available only through SymbolMate.

Upon selecting the **S32 Key Tool** you will be given the possibility of recording audio for playback through the speakers, setting or recording an Audio Preview through your headphones (Tobii S32 Scan only), assigning an output through the Toy Interfaces (Tobii S32 Scan only), deleting IR signals from keys (infrared), clustering different keys so that they play back the same signals, breaking the clusters, and assigning four different Activation Modes that dictate how to activate playback on the S32.

Selecting the **S32 Key Tool**, among the **Selection and content** tools in the **Edit View for Tobii S32 Activities**, opens the Tobii S32 Key Toolbar and places an S32 Key Tool Grid over the open Activity.
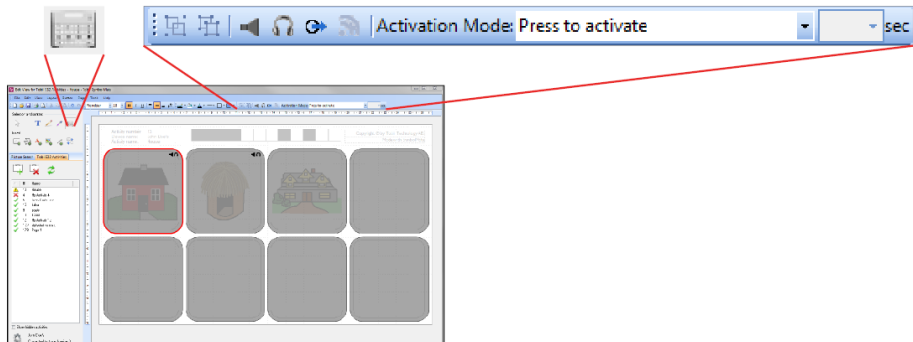
S32 Key Tool and S32 Key Toolbar

◀🎧 : There are simple icons that show up in the upper-right corner of each key of the Key Tool Grid that signify if there is a recording of any kind on that specific key. The icons are silhouettes of the four main icons of the S32 Key Toolbar: Speaker Audio, Audio Preview, Toy Interface and IR.

Right-clicking over any Key of the grid will give you a drop-down menu with the same tools and functions as the S32 Key Toolbar.
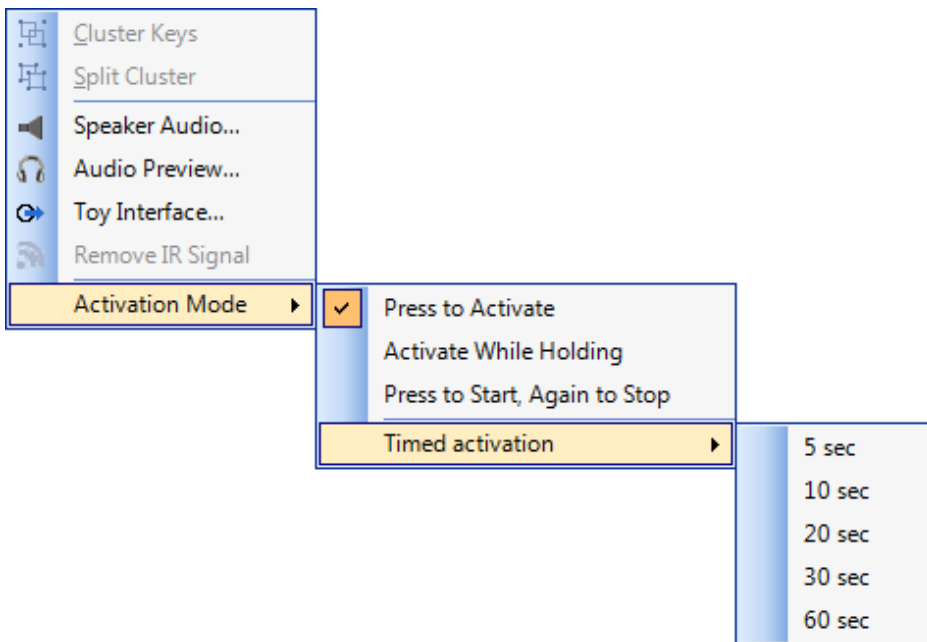
Right Click S32 Key Tool Drop-down Menu

S32 Key Toolbar Tools
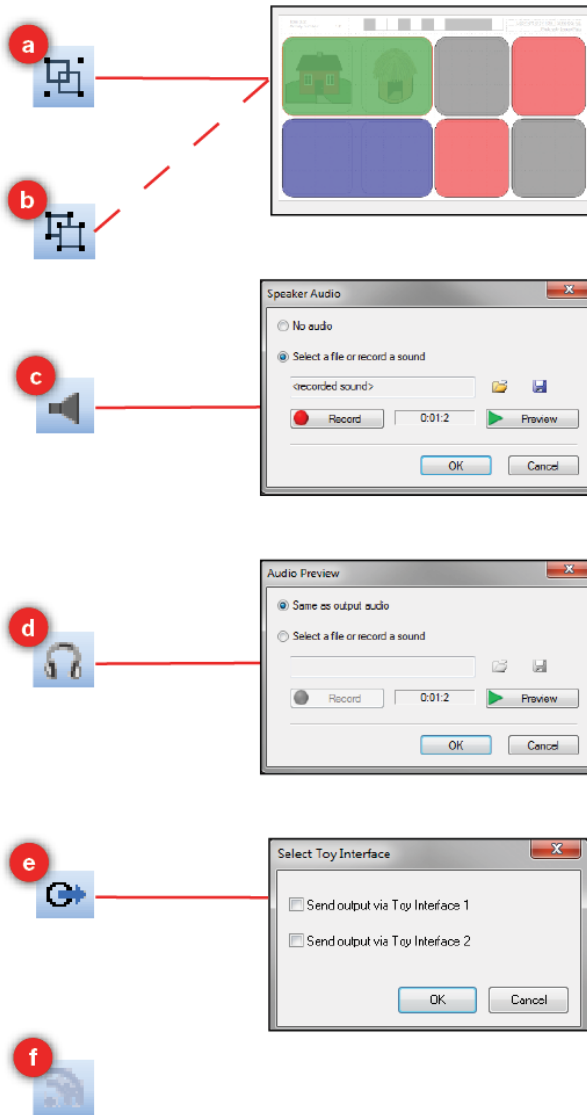
a. **Cluster Selected Keys**: Allows you to group (or Cluster) different Keys together so that if you assign a recording to one of the Keys in the cluster it will also be placed on the other keys. Clusters are shown by different color overlays on the Key Tool Grid. Use the Shift, or Control, key when clicking to select multiple keys (as with normal Windows functions).

b. **Split Cluster**: Allows you to split a Cluster up into its original keys. The recording that has been linked to all of the keys in the Cluster will now still be on each Key of the former Cluster, but you will be able to edit them individually.

c. **Speaker Audio**: Opens a dialog that allows you to browse and select an audio file from your computer and record it to a Key (or Cluster), or to record directly to the Key using your computer's microphone.

d. **Audio Preview** (Tobii S32 Scan Only): Opens a dialog that allows you to browse and select an audio file from your computer or to record directly to the Key using your computer's microphone in order to create an Audio Preview to be heard through your headphones before the recording is broadcast through the speakers of the S32. Default setting is the same audio recording that you previously recorded to the key (from Speaker Audio or from your S32 Device).

e. **Select Toy Interface** (Tobii S32 Scan Only): Opens a dialog allowing you to set an output signal (equivalent to a switch click) to be sent through one or the other of the Tobii S32 Scan's Toy Interface Ports.

f. **Remove Assigned IR Signal**: Allows you to remove a previously recorded Infrared (IR) signal from a key to free it up for an audio file.

   Note: IR signals can only be recorded to keys on the S32 Device itself (see **Tobii S32 User's Manual > Using the S32 > Recording > Recording IR**). If an IR signal is detected on a key in SymbolMate, it will be shown with a small IR icon, 🔊 , on the Key Tool Grid over that individual key. The key with IR will only have one possible Activation Mode, Activate while holding, that will not be able to be changed.

Activation Mode

When editing Keys in an Activity using the S32 Key Tool, there are four activation modes to choose from for each key. They dictate how the key or switch needs to be pressed to activate a recording on the S32.

Press to activate: This is the default mode for audio recordings. It means that to activate a key you just have to press the key or switch and the recording will activate.
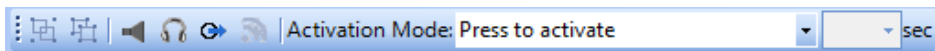

Activate while holding: If you select this, you will need to hold down the key on the S32 or the connected Switch to make the recording activate. It will only play while you are holding it down, and will stop when you release.
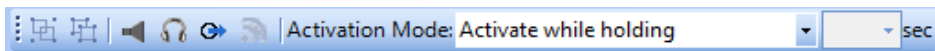
Press to start, again to stop: This mode means that the recording will activate when you press the key or switch the first time and stop playback when you press it again (especially useful for long recordings such as songs).
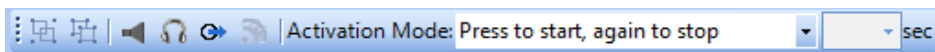
Timed activation: With this mode you can choose for how long you want playback of a recording to be active after you press the key or the switch. The available intervals are 5, 10, 20, 30 or 60 seconds.
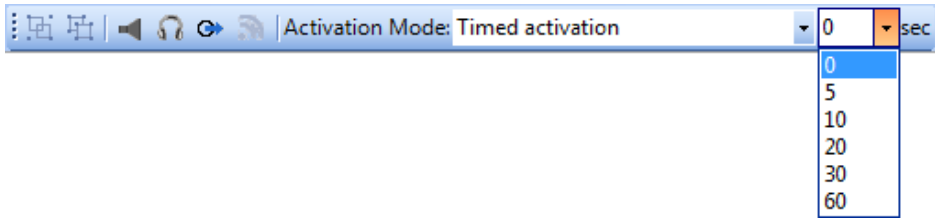
Important:

> The Key Tool Grid that overlays the Activity corresponds to the different keys of the S32 and isn't directly connected to the images you choose to use on the keys.

> Remember that the recordings that are assigned to the Keys of an Activity, using the different Key Tools, dictate only what will be played back when pressing the keys of the Tobii S32 after you have inserted the same synchronized and printed Activity into it.

> After Synchronizing, the information is stored in the S32 and retrieved by the Barcode on the printed Activity.

> The images that you choose to use on any given Activity have no bearing, in themselves, on any of the recordings that you assign to the keys. For Example: If you put a picture of a house on a key, then, using the Key Tools, record the word "House" on the same key, that key will always play back the word "House", even if you change the picture to a cat. To change the "House" recording you must select the **Tobii S32 Key Tool** to open the **Key Tool Grid** and use the **Speaker Audio** tool to record the new "Cat" recording. Only then, after Synchronization and printing, will your S32 play back the changed activity recording.

Picture Search

The **Picture Search** function is used to find pictures and images to put on the keys of your S32 Activities. It is found under the Picture Search tab in the **Edit View for Tobii S32 Activities**.
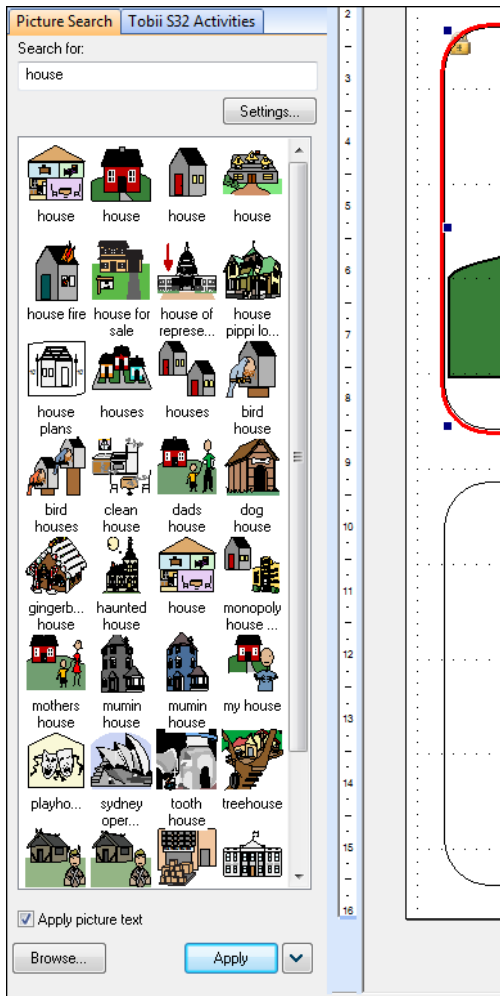
Picture Search function

The **Picture Search** function works in precisely the same way as it does in the rest of Tobii SymbolMate, it searches a database of picture and symbol libraries that are included with Tobii SymbolMate (see Picture Libraries 62). You can even create your own picture libraries to be browsed with the Picture Search (see Adding a Picture Library 62).

For information on how to apply a picture to a key of your S32 activity, see Putting Pictures on Buttons 33 .

For information on how to apply more than one picture to a key of your S32 Activity, see Multiple pictures/text on buttons 35 .

To draw your own picture on a blank key of an Activity or to edit a picture that you have chosen and applied to a key, use the Edit Picture Tool (see Edit Picture Tool 58).

Making an S32 Activity Without an S32 Unit Connected

There are situations in which you may want to make Tobii S32 Activities when you do not have your device at hand. A teacher may want to create Tobii S32 Activities on her home computer and bring them to her school computer the next day on a USB Memory Stick, for example.

SymbolMate gives you the option of making Tobii S32 Activities even when the Device is not connected to your computer by using Tobii S32 Templates.

You can then either:

• Save them to your computer, or to an external memory device, to be imported later into the **Edit View for Tobii S32 Activities** for editing and finally synchronization with a connected S32 Device.

Or

• Import the unspecified Activity directly into the **Edit View for Tobii S32 Activities** of a Device that you have connected while editing by selecting the **Add to Tobii S32** button. You will be given the opportunity to name (or re-name) the Activity and it will be synchronized to the connected Device and assigned an active Barcode and Activity Number for that Device. This can be done with or without saving the unspecified Activity.
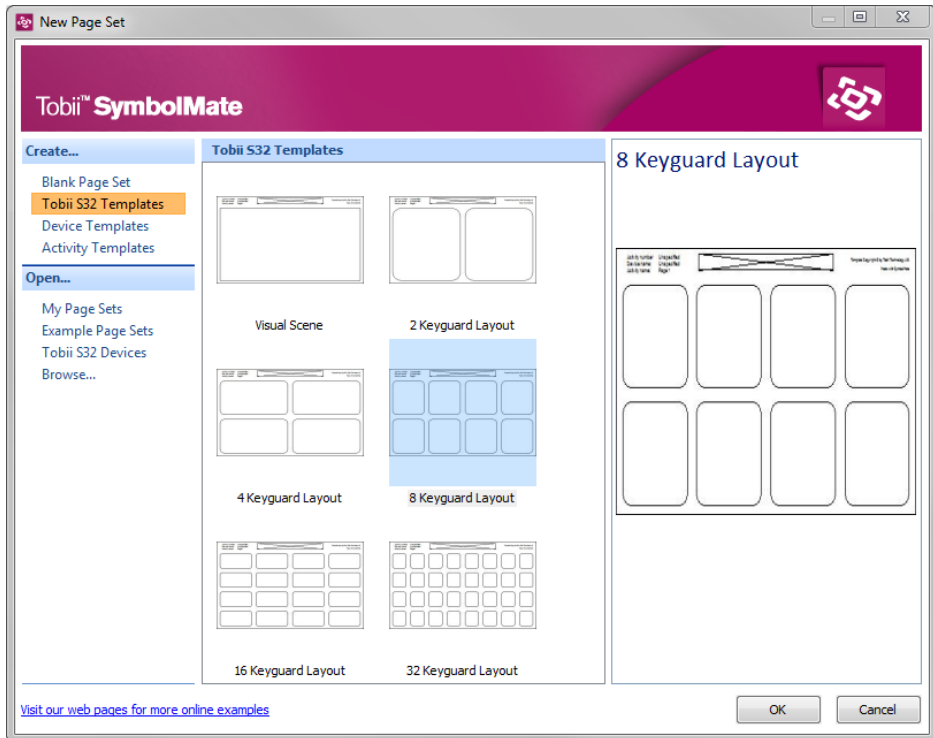
Tobii S32 Templates
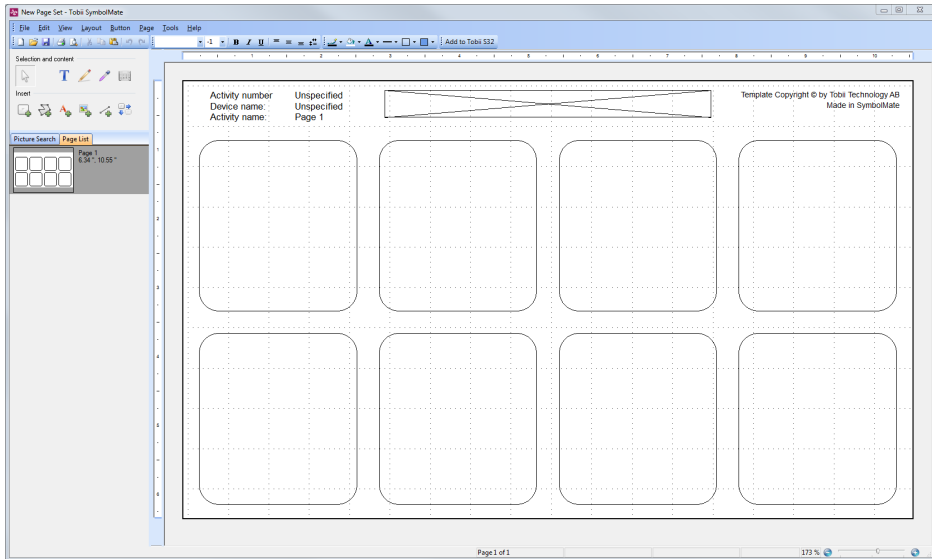
Blank, Unspecified Tobii S32 Template Activity

These template based S32 Activities will not have a specified Activity number or Barcode upon saving, yet an Activity number and Barcode specific to the connected S32 Device will be assigned automatically when they are imported into the **Edit View for Tobii S32 Activities** with an S32 Device connected. This allows you to import template based activities into any S32 Device's Edit View in SymbolMate and to synchronize these activities with any S32 Device that you have chosen to connect.

1. In the **New Page Set** window, select **Tobii S32 Templates**, there is a template for all of the different Keyguard layouts. After opening an S32 Template notice that the Activity number and Device name are unspecified and that the barcode is an unassigned place holder.

2. Edit the activity as normal, even adding recordings, clustering keys or changing the activation modes by using all the available tools of the Tobii

   S32 Key Tool, 🔳 .

3. Save your work wherever you like in your computer or in an external storage device (the default folder will be **My SymbolMate Page Sets** in your Documents folder).

Note: If you want to print a template based Activity directly after having created a new Activity from an S32 Template, you may, but you will be warned that, as there is no Activity number or Barcode, the Activity will not function in any S32 Devices, it can only be used for show, or as a paper example.

After saving your work, you will be able to import the template based S32 Activity into an S32 Device's **Edit View for Tobii S32 Activities**, when your chosen S32 is connected. To do this:

1. Open SymbolMate and select **Tobii S32 Devices** from the **New Page Set** window.

2. Select your chosen Device. That device's **Edit View for Tobii S32 Activities** will open.

3. Select the **Add New Activity** button, . The **New Tobii S32 Activity** window will open.

4. Under the **Import Existing Activity...** section, import your saved, template based, Activity. When you do this an Activity number and proper Barcode will be automatically assigned.

5. Edit the Activity if you so choose and Synchronize with your connected S32 Device as normal.

OR, if you have chosen to connect an S32 Device while editing the unspecified Activity, you can add your Activity to that Tobii S32 directly:

- From the regular SymbolMate Edit View select the **Add to Tobii S32** button or right-click under the **Page List** tab and select **Add to Tobii S32**.
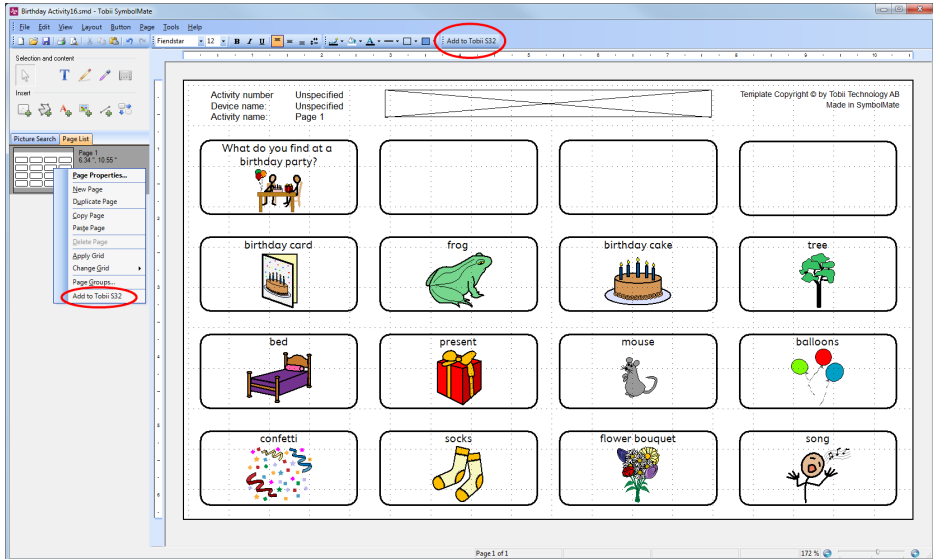
Your Activity will now be directly imported to the **Edit View for Tobii S32 Activities** of the connected device, given a Bar Code and Synchronized.

Converting Standard Pages to S32 Template Activities

Within Tobii SymbolMate you are given the option of converting standard SymbolMate pages to Tobii S32 Activities.

This means that you will be adding to the standard Page an unspecified Activity number and Barcode (see for information on unspecified Activities) and resizing the page boundaries so that, after printing, it can be cut to fit a Tobii S32 Device.

To do this:

1. While in the regular Edit View for your SymbolMate Page that you wish to convert, select the **Page** tab.
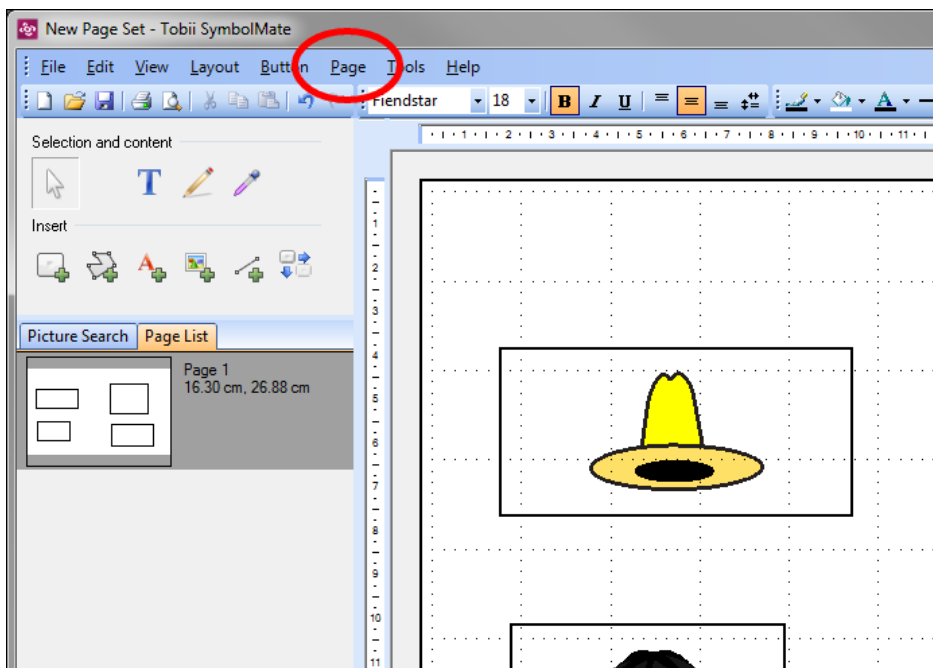
Converting a standard Page to an S32 Activity

2.   In the drop down list, select **Convert to Tobii S32 Activity**.
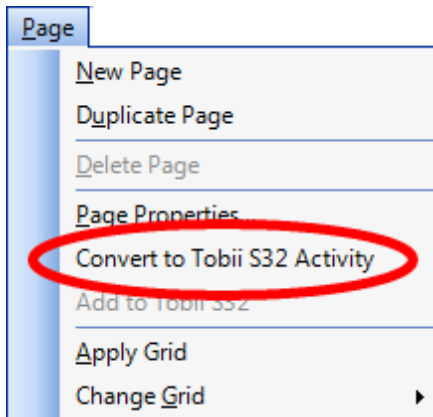
3.   Select the S32 Keyguard Layout that you wish to be applied to the Page and select **OK**.
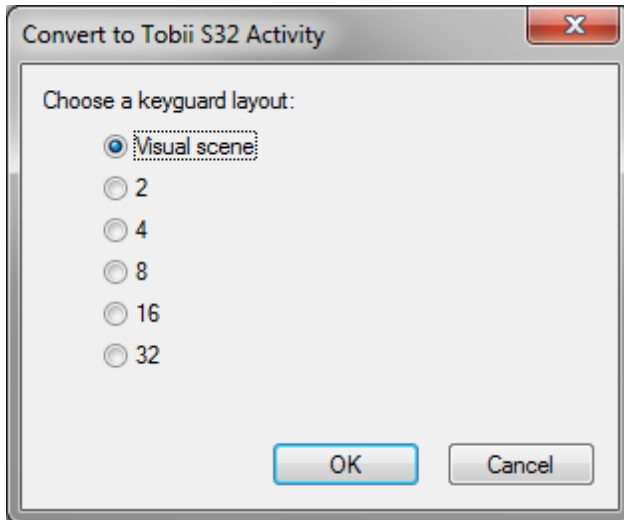
Your standard SymbolMate Page will now have been converted to a Tobii S32 Template based Activity.
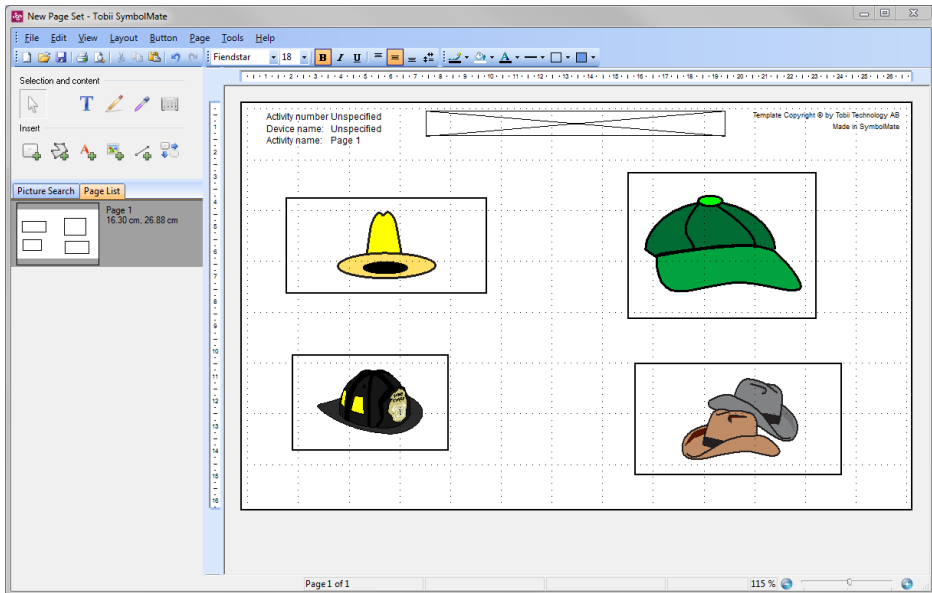
S32 Template based Activity converted from a standard page

After having converted your Page to an S32 Template based Activity you are free to use all the functions made available in SymbolMate for S32 Template Activities. Most importantly, this means that you have the use of the S32 Key Tool, [icon], with all of the functionality that it entails, including recording audio for playback through the speakers, setting or recording an Audio Preview through your headphones (Tobii S32 Scan only), assigning an output through the Toy Interfaces (Tobii S32 Scan only), deleting IR signals from keys (infrared), clustering different keys so that they play back the same signals, breaking the clusters, and assigning four different Activation Modes that dictate how to activate playback on the S32 (see <u>S32 Key Tool</u> 111).

Note: Be aware that after converting your standard page the buttons you have created may be shifted to accommodate the new page size and, to a great extent, the Keyguard Layout into which you have chosen to convert the page.

After saving your work, you will be able to import the template based S32 Activity into an S32 Device's **Edit View for Tobii S32 Activities**, when your chosen S32 is connected. There it will be assigned an active Barcode and Activity number.

To do this:

1. Open SymbolMate and select **Tobii S32 Devices** from the **New Page Set** window.

2. Select your chosen Device. That device's **Edit View for Tobii S32 Activities** will open.

3. Select the **Add New Activity** button, . The **New Tobii S32 Activity** window will open.

4. Under the **Import Existing Activity...** section, import your saved, converted, Activity. When you do this an Activity number and proper Barcode will be automatically assigned.

5. Edit the Activity if you so choose and Synchronize with your connected S32 Device as normal.

OR, if you have chosen to connect an S32 Device while editing the unspecified, converted, Activity, you can add your Activity to that Tobii S32 directly:

• From the regular SymbolMate Edit View select the **Add to Tobii S32** button or right-click under the **Page List** tab and select **Add to Tobii S32**.

Your Activity will now be directly imported to the **Edit View for Tobii S32 Activities** of the connected device, given a Bar Code and Synchronized.

(see [Making an S32 Activity Without an S32 Unit Connected](#) 119 for more information)

Chapter

V

Printing

Print Setup

SymbolMate pages are intended for printing. In the Print Setup dialog you can adjust the print settings for a page.

Printing Your Pages

The Print Setup dialog is located under **File** > **Print Setup.** In this dialog you can adjust the margins and orientation of the page as well as paper size and scaling. Scaling only applies when you want to print to a different page size from what is defined in the **Print Setup** dialog.
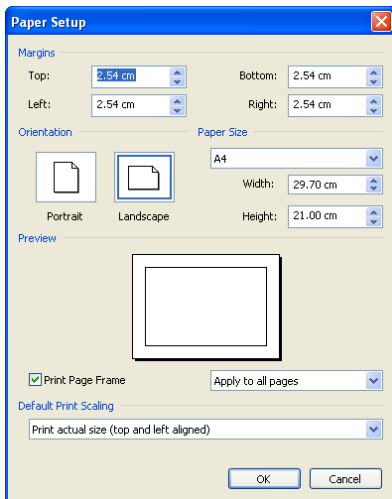
The Print Setup dialog

You can also change the scaling in the Print dialog under **File** > **Print**, but this only applies to the current print session.

The device templates will print to size to fit your chosen device and will be top and left aligned on your page. After printing you can cut the page to fit the device if necessary.

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