## Edit a Button Message and Image

1. Edit [icon] > tap button to edit > Change [icon]
2. The following are available on this page:
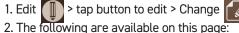   a. Edit the caption: Tap within the Caption text box and type the caption.
   b. Select, import, or take a new button image:
      i. Choose a symbol: Tap within the text box beside Find symbol, type the symbol you are looking for > **Search**.  To see all options available, tap the **black arrow** next to the button image and scroll until you find the preferred image.  Note: To search for web images, toggle to **Web**.
      ii. Import photo: Tap import icon [icon] > All Photos > Select picture from photo library.
      iii. Take a picture: Tap camera icon [icon] > press white circle on screen to take a picture > **Use Photo**.
   c. Edit what the button will speak: Tap within the Speak as text box and type what the button will speak.
      i. To test speech: Tap the test speech icon [icon] .
      ii. To record personal voice: Tap record button [icon] > speak message > touch **stop** button.
      iii.  To delete speech: Tap the delete icon [icon] .
   d. Edit the word type:  Select the drop down next to *Word type*.
3. When finished editing, tap **Save**. To exit without saving changes, tap **Cancel**. Tap **Edit** to exit editing mode.

## Adding a New Button or Category

1. **Edit** > **Add New**.
2. Choose one of three options:
   1. **Add many items together**
      1. To do this, enter all words (buttons) you want to add, separated by commas.
      2. To make a button a category, add a "-" in front of it.
      3. Select **Ok**. Tap **Edit** to exit editing mode.
   2. **Add a new message** - see above *(Edit a Button Message and Image)*
   3. **Add a new category** - see above *(Edit a Button Message and Image)*

## Adjust Page Layout

1. **Settings** > **Pictures per screen**
2. Select how many buttons per page > **Ok** > touch screen anywhere to return to vocabulary.

## Searching for a Button

1. **Search** > type word to search > **Search**
2. Tap **See Path** to see exactly where the button is located. If "No Matches Found," you will need to manually add that button into the vocabulary set *(See Adding a New Button or Category)*.

## Moving or Rearranging Buttons

1. **Edit** > press and hold on the button you want to move.
2. While continuing to hold the button, move the button to the new desired location. If you move the button onto an existing button, it will swap the 2 buttons locations. Tap **Edit** to exit editing mode. Copy/Paste Buttons

## Copy/Paste Buttons

1. **Edit** > select the button you want to copy > **Copy**.
2. Go to the page that you want to paste the copied button > **Paste**.
3. Tap **Edit** to exit editing mode.

## Hide Mode

Tap **Hide**. Tap **Edit** to exit editing mode.
   *To unhide buttons:* **Edit** > select the button(s) you would like to unhide > **Show** > Tap **Edit** to exit editing mode.

## Guided Access

All dedicated devices come with Guided Access enabled.
1. Open Guided Access menu by quickly triple-clicking the Home button. If your device does not have a Home button, use the Power button.2. Enter passcode: default password is all **1s** (**1111** or **111111**).
3. To continue *Guided Access*: press **Resume** (top right).
4. To turn off *Guided Access*: press **End** (top left).
5. Lock Menu (restrict use of specific buttons/categories): open *Guided Access* menu  > use finger to draw a circle around buttons to restrict > **Resume**.

*Important Note: If these instructions do not match your current vocabulary set, please contact Technical Support for assistance.*