



Grid for iPad

AAC software for communicating with
symbols and text

Smartbox

Using Grid safely

Using Grid in a medical environment

Grid should not be relied upon as the user's only way of making an emergency call or alarm.

Grid is not designed to make a medical assessment of a user.

thinksmartbox.com/safety

Grid and your data

Grid for iPad does not store any user data online without your permission. All data regarding your social and email accounts is stored locally and is never shared.

When you create your Smartbox Account in Grid for iPad you will be presented with several Privacy settings.

With your permission Grid for iPad can record chat history and use location data to improve prediction over time. This data is always stored locally and is not sent to Smartbox.

thinksmartbox.com/privacy

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Welcome to

Grid for iPad



AAC software for communicating with
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About this manual

This manual is broken up into five sections

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Getting Started

Are you completely new to Grid for iPad? Start here! This section will give you the fundamentals of using Grid.

2

Edit mode

Guidance on how to use Grid for iPad's extensive edit mode, from small changes to creating and styling cells.

3

Editing tutorials

Guides to help you create your first grid set, and understand how Grids commands and tools fit together to build amazing content.

4

Settings

Detailed descriptions of all the settings that you can configure within Grid for iPad

5

Support

Guidance on how to maintain your Grid for iPad app and where to get help.

This manual will get you started with the Grid for iPad software.

Each section will help you navigate and use many of Grid for iPad's features.

Concepts and important points are highlighted in **bold**.

Links to websites are highlighted in **orange**.

You can download a PDF version of this guide at **thinksmartbox.com**

Manual updates

From time to time we update our documents in line with changes and updates to our apps and grid sets.

You will find the most recent versions of our documentation available to download at **thinksmartbox.com**.

1

Getting started

Are you completely new to Grid for iPad? Start here! This section will give you the fundamentals of using Grid and its key concepts.

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An AAC user

Communication
Accessible learning
Web browsing

Supporting an AAC user

Changing settings
Making Grid user accounts
Adding grid sets
Editing or creating grid sets
Remote editing



Grid for iPad is an app for Apple iPad

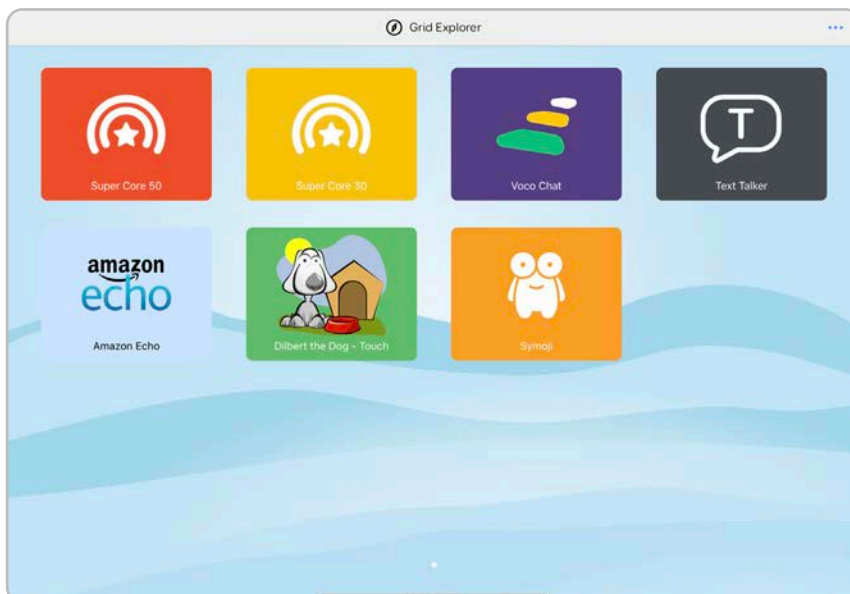
Make sure you have read the manual and are familiar with using your iPad and the iPad OS operating system.

1.2

Getting started for the first time



- 1 Select the **Grid icon** on your **iPad home screen** to start
- 2 When you first start Grid for iPad you will be taken through a step by step guide to create your user profile.
- 3 This starts with creating your **Smartbox Account** (you can log in if you already have one).
- 4 You will then choose you language, voice and app preferences.
- 5 You will be taken to Grid Explorer, from here you can add your grid sets.



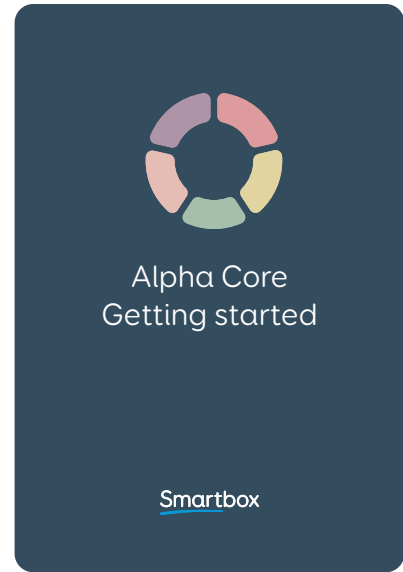
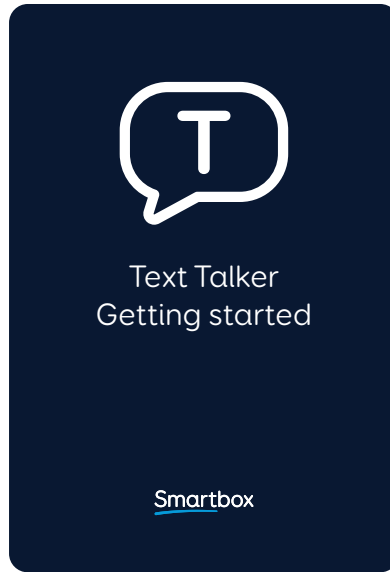
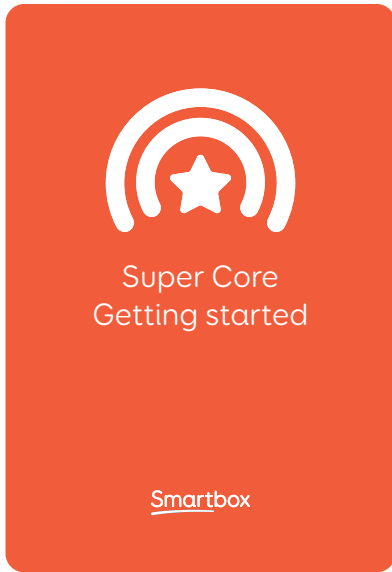
Grid Explorer with a selection of grid sets

1.3

Where to learn more

This guide provides the basics for getting started with Grid and how to use many of Grid's features.

This is only part of your Grid journey. We provide many guides and tools around the content Grid includes and many tips and tricks to implement Grid in your communication.



Grid set guides and resources

We have a range of guides and paper based resources to help you learn and explore our grid sets.

Each guide will give you indepth information on how to use and implement the grid set.

You can also find a range of supporting materials such as printable communication boards and activities for many of our grid sets.

thinksmartbox.com/learning-resources



Webinars and tutorials

You can watch webinars and short tutorial videos on our YouTube channel.

thinksmartbox.com/youtube



Join the community

A place where Grid users, professionals and families share ideas, ask questions and support each other.

thinksmartbox.com/facebook

1.4

What is AAC?

AAC stands for Augmentative and Alternative Communication. People use AAC to help them communicate when they have little or no speech.

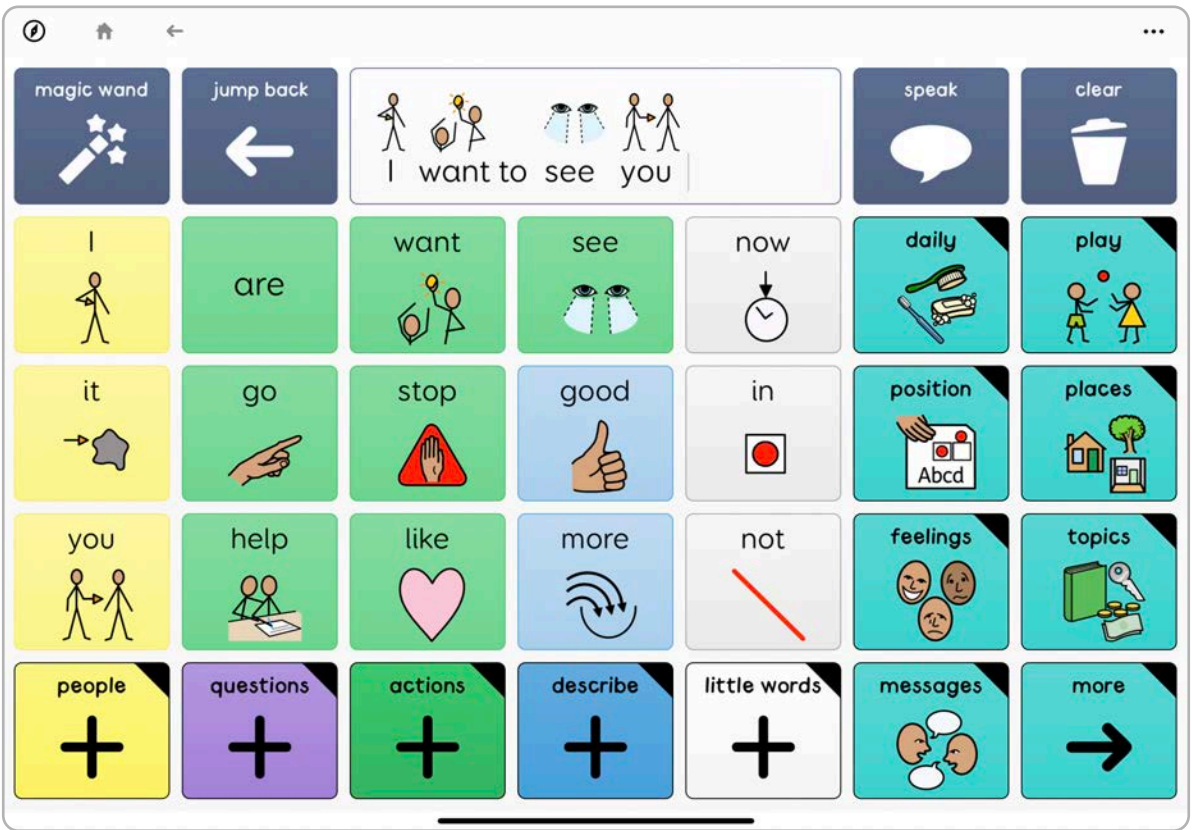
AAC comes in many shapes and forms, using symbols or text to select what you'd like to say. AAC solutions range from low tech, using boards and books through to high tech communication aids such as a Grid Pad.



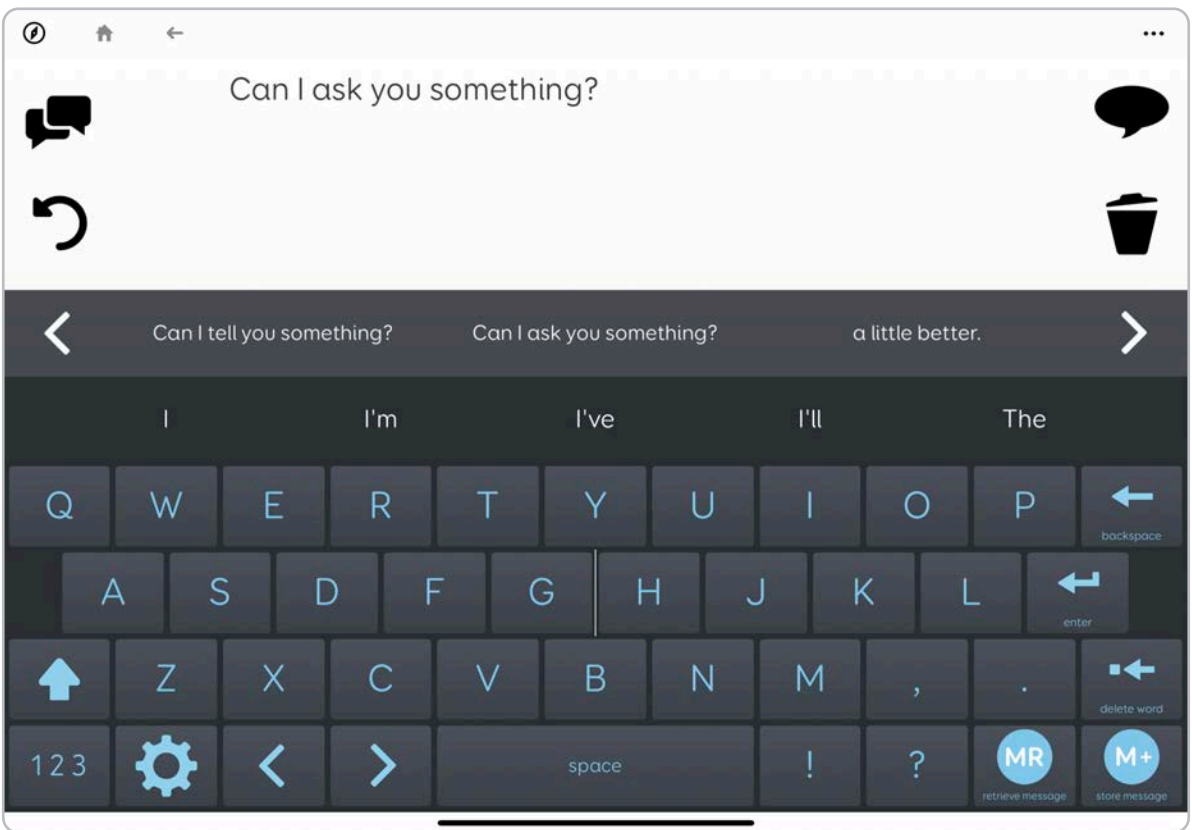
Using Grid as part of your AAC

Grid supports a wide range of needs from learning language with the help of a research-based core vocabulary such as Super Core, to building quick sentences with an accessible text keyboard.

Choose and customise many voices and vocabularies to say what you want to say, however you want to say it.



Super Core is one of the symbol communication grid sets found in Grid



Text Talker is a text based grid set with many tools for writing messages quickly

1.5

Getting to know Grid

User profile

Your user profile stores all your grid sets, preferences and other settings.



Grid Explorer

Grid Explorer is your home screen and is where you will find your grid sets.



Grid sets

A grid set is an app within Grid. These are your resources for communicating and more.



Edit mode

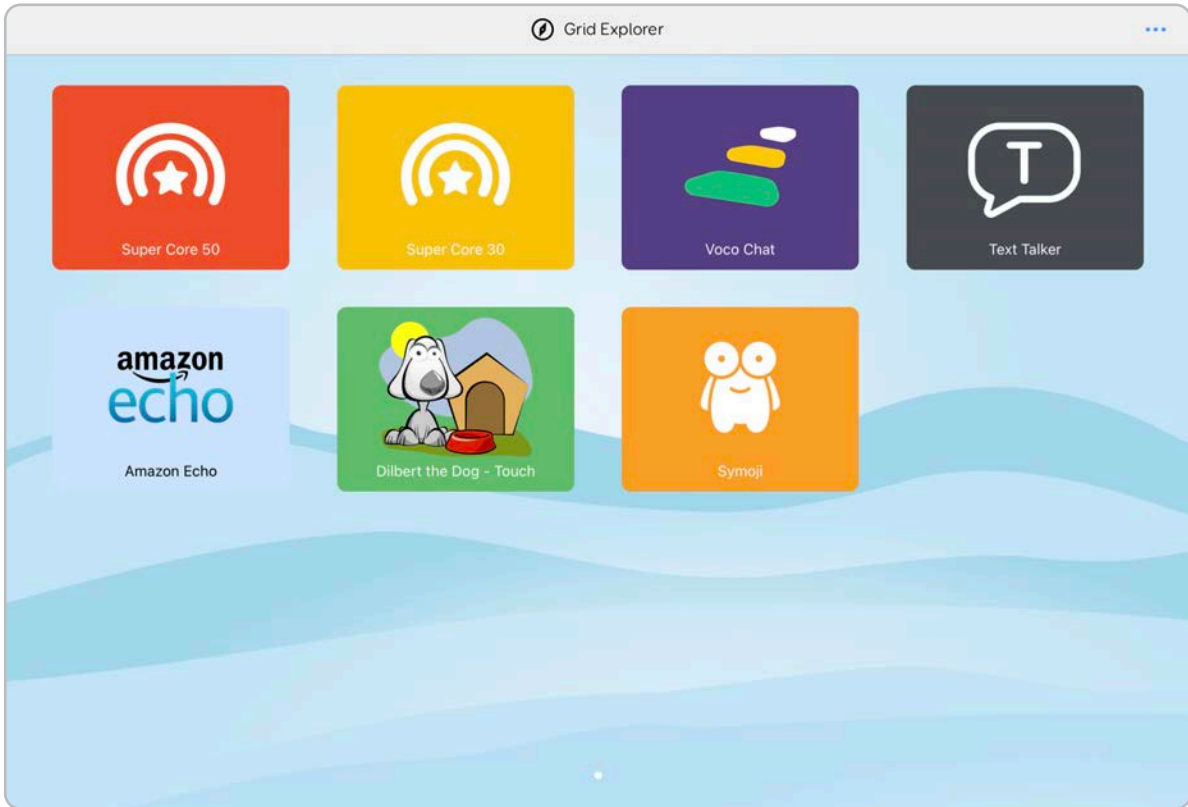
Every grid set can be personalised and edited or you can make a grid set from scratch.



1.6

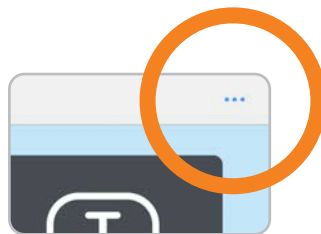
Welcome to Grid Explorer

Grid Explorer displays **all of your grid sets**. Selecting one will open it.



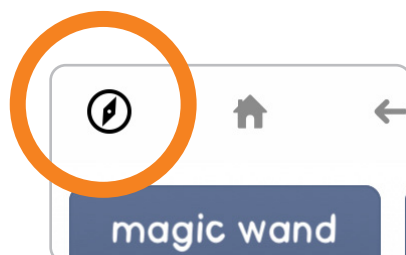
Grid Explorer is **fully accessible**. You can use your access method to select grid sets, or **navigate between pages**.

The menu can be opened for **more options**.



To return to Grid Explorer from a grid set select **Menu - Grid Explorer**.

If you are looking to return to Grid Explorer, look for the **Grid Explorer icon**. You can find it in many grid sets.

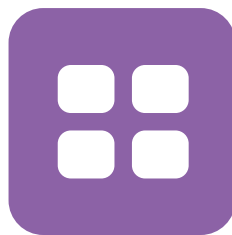


The Grid Explorer menu



Add grid sets

Open the **Add grid sets** window.



Arrange grid sets

Arrange, make folders and remove grid sets from your Grid Explorer.



Share grid sets

Open the **Share grid sets** window.



Settings

Access your Grid **Settings**.

Access settings in Grid

Grid supports a range of access methods and these can be configured in **Settings - Access**.

By default, Grid is accessible via touch. Further access options can be configured within the **iPad accessibility settings**.

Each access method has a wide variety of settings and options available that can be optimised to suit your needs.

Touch access

Interact with Grid directly using the touch screen of your communication aid. You can also use a **keyguard** to help with accuracy. Use the iPad accessibility settings to adjust how Grid responds to your touch.

Switch access

Connect switches via Bluetooth or USB ports. Grid can be configured to scan your grid sets in many ways, and you can connect multiple switches.

Pointer access

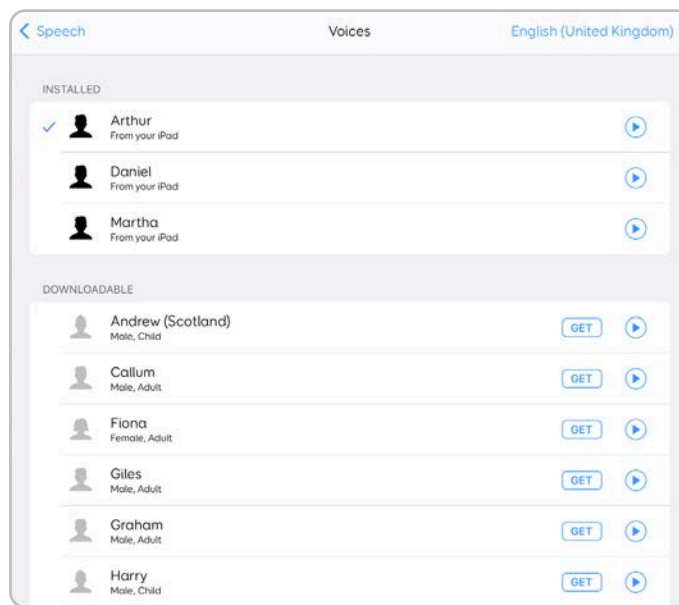
Pointer access covers a wide range of devices, from track balls to head-trackers, all of which control a pointer on the screen. Use the **iPad accessibility settings** to adjust how you interact and click on the screen.

1.9

Choosing your voice



Grid has over **200 voices** in **32 languages** for you to choose from. Find these in **Settings - Speech**. Use the country drop down to find the voice and accent you want.

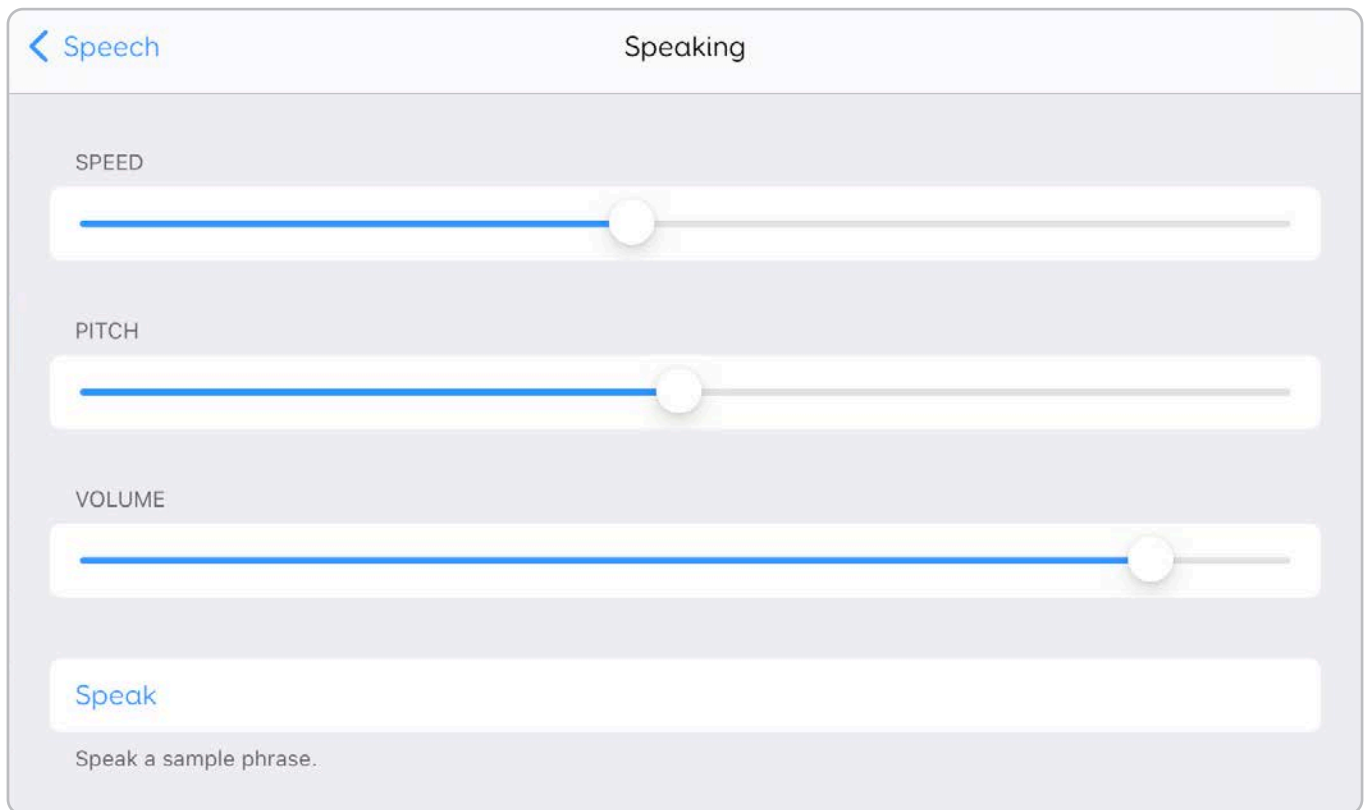


Press the **play button** to hear a preview of any voice.

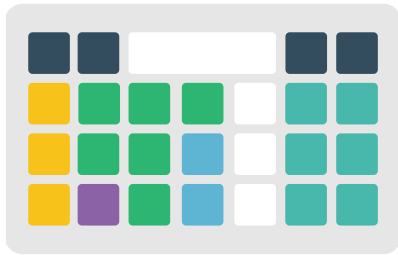
If a voice is greyed out, you can **download it** to your device by tapping **GET** (internet connection required).



You can adjust the **Pitch** and **Speed** of each voice to personalise how it sounds under the **Configure** screen to suit you.



Adjust your voice under the Configure screen



Grid set

A grid set is a **collection of grids** that are linked together. Each grid set is designed for a specific task such as symbol communication.

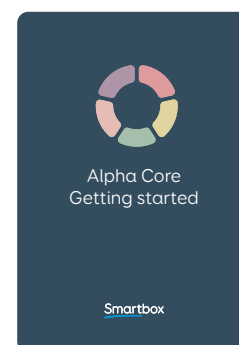
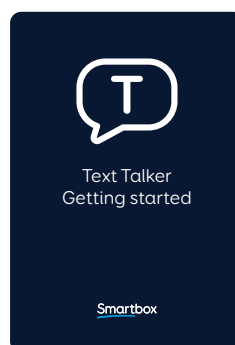
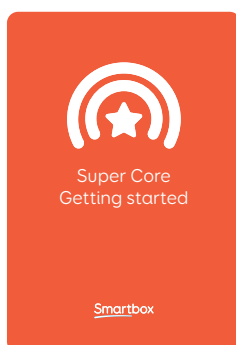
Grids

A grid is made up of **rows and columns that contain cells**. Any grid can be controlled by any access method.

Cells

Cells can contain **words, messages, symbols and many other functions**.

Many of our grid sets have guides and manuals to help you get started.



You can find these on our website at:

thinksmartbox.com

Choosing your first grid sets

When you first start Grid Explorer, you will be pointed towards the **Add grid set screen** to add your first grid sets.

Symbol communication



Symbol based grid sets can be used for exploring **core vocabulary** or **pragmatic sentence building**. Words are displayed alongside images to aid recognition. These include Super Core, Voco Chat and more.

Text communication



Text based grid sets that offer a range of **keyboard layouts** and additional features like message banking. These include Text Talker and Alpha Core.

Interactive learning



Fun activities that can be used to introduce **cause and effect, choice making** and a great way to explore access, with animations and games.

Accessible apps



Browse the web, make notes and use simple tools. Capture images with the accessible camera app and control Alexa with the Amazon Echo grid set

Symbol communication

Voco Chat
 Super Core 50
 Super Core 30
 Super Core Learning Grids
 Symoji
 Beeline
 Vocabulary for Life
 Symbol Talker A, B, C and D

Text communication

Alpha Core
 Text Talker

Interactive learning

Cause and effect
 Choices
 Challenges
 Visual scenes

Accessible Apps

Twitter
 Music and Video
 Amazon Echo
 Camera
 Clock
 Web browser
 Email
 Simple Email
 Notes

Alternative versions

Many grid sets have **alternative versions** available. These include versions with **different symbol sets**, and versions made for different access methods.

You can look for alternative versions on the **Add Grid set window**.

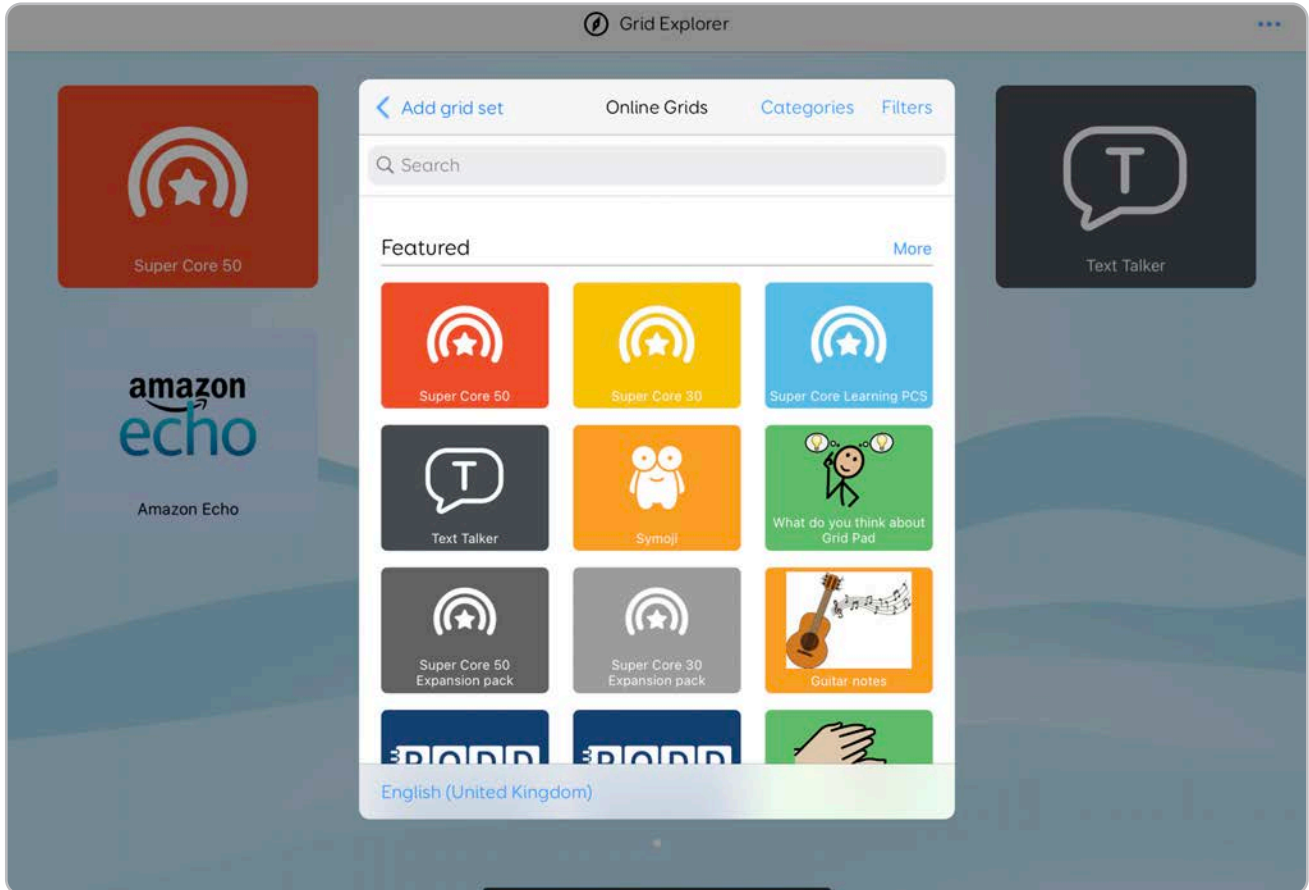
Other languages

Many grid sets are available in **multiple languages**. You can switch the language of the **Add grid set** window with language picker at the bottom of the window.

1.13

Online Grids

Online Grids is the place where you can find grid sets for a huge variety of tasks. There are hundreds of grid sets available, designed by our global community of Grid users.



When you select **Online Grids** from the **Add grid set window**, you can see featured and newly shared grid sets. You can search with the magnifying glass icon and use the **categories** and **filters** to browse for what you are looking for.



1.14

The grid set menu

When you are in a grid set, the Grid menu changes to give you more options.



Home grid

Return to the grid set's home grid



Back

Go back one grid



Grid Explorer

Close the grid set and return to Grid Explorer



Edit grid

Open Edit mode to start editing your grid set



Edit word list

Edit the word list on your grid if there is one



Settings

Open the Grid settings



Find word

Helps you quickly find a word in a grid set and shows you the route to that word.



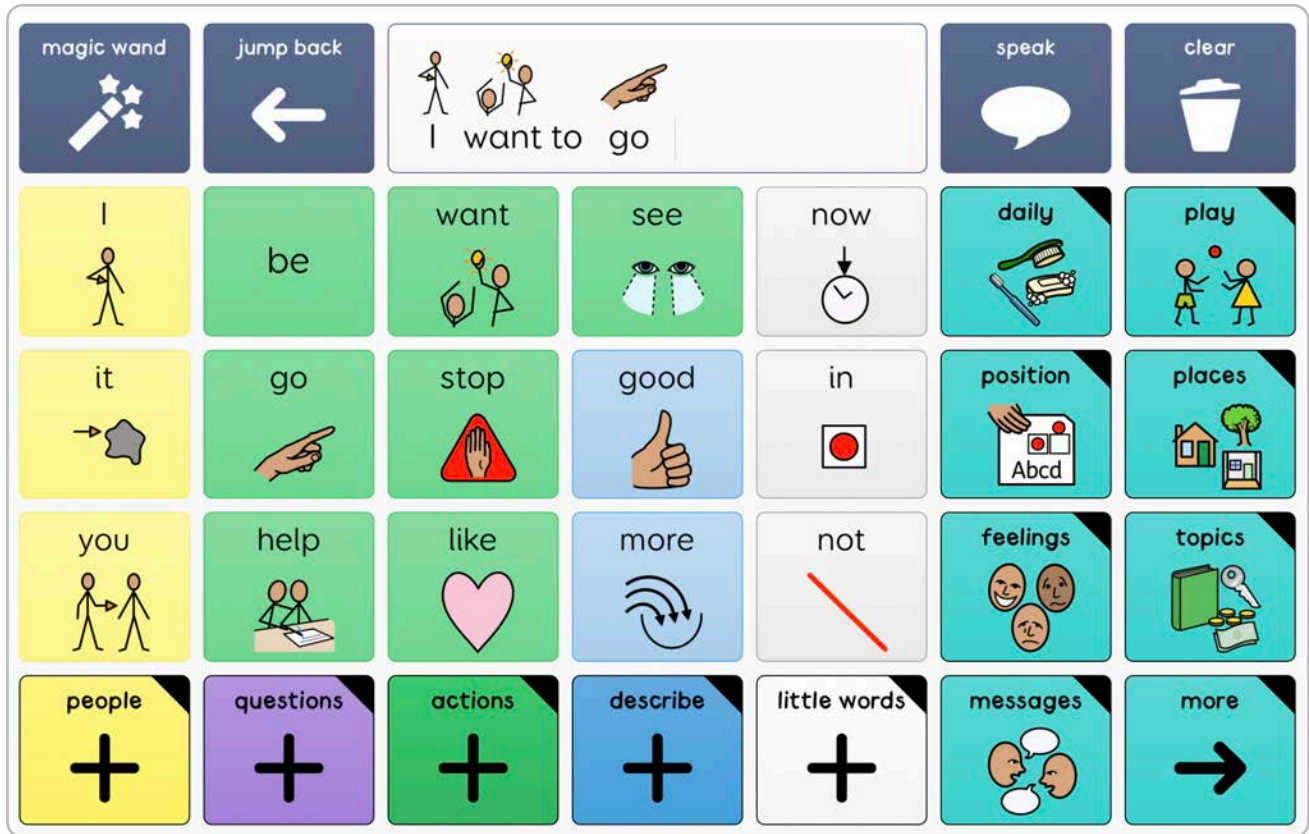
Grid Guide

Information about the grid set and tips to help you get started.

1.15

Using a symbol communication grid set

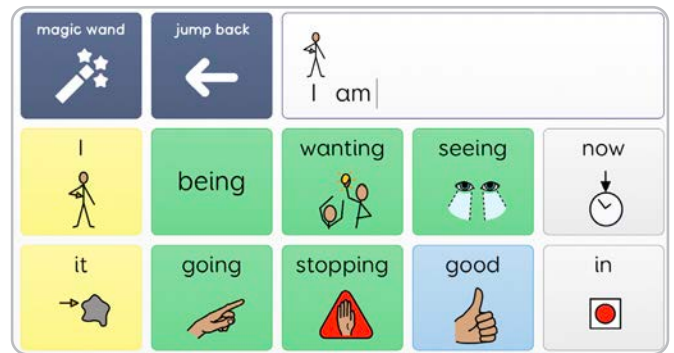
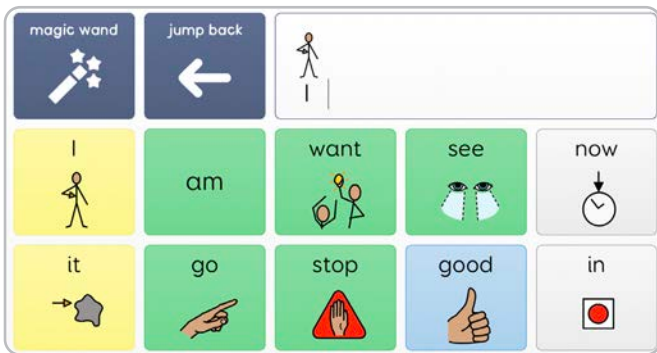
This is Super Core 30, a **symbol based, core vocabulary** grid set. The grid is divided into **cells**, and each cell has a **word and a symbol**.



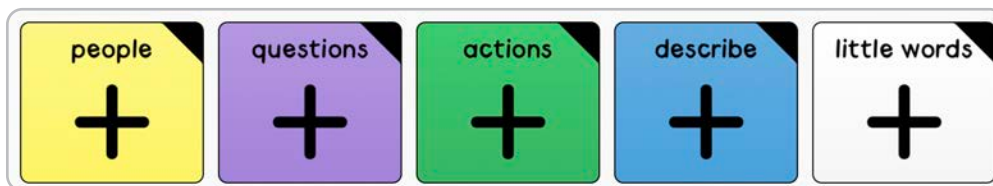
The cells in the top row of this grid have various **commands**, as well as a **chat writing area**.



As you build your sentence, the words will be displayed here.



The Super Core grid sets are designed with core words on the home grid. As you build your sentence, you will notice Grid’s **Smart Grammar** technology updates cells to make it easier to build sentences.



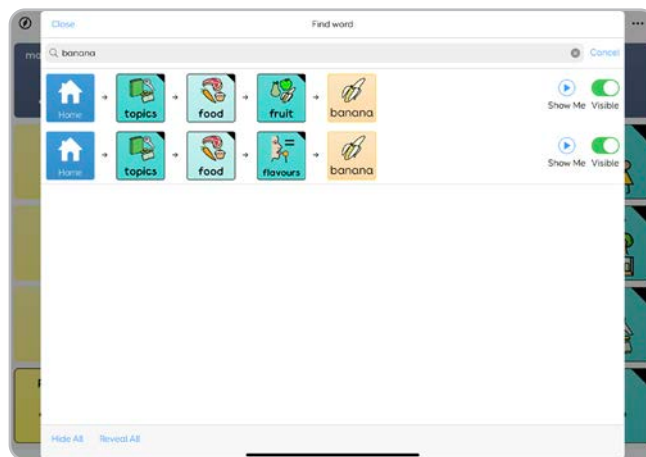
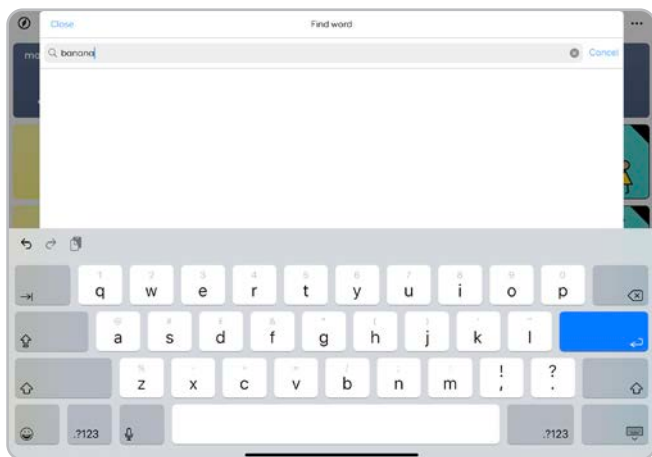
Some of the cells are marked with a **small triangle** in the corner, these are **jump cells**. These take you to a new grid where there are more words, sometimes with a specific topic or theme. Using the **Back button** or selecting **Back** from the menu will **jump** you to your **previous Grid**.

1.16

Finding words in a grid set

You may want to find a specific word in your grid set, and also show the route to that word.

To do this you can use the **Find word tool**.



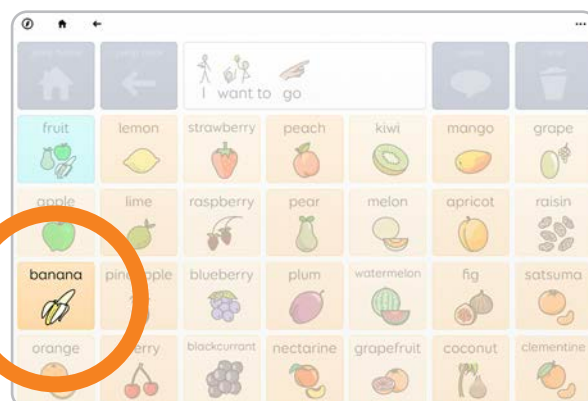
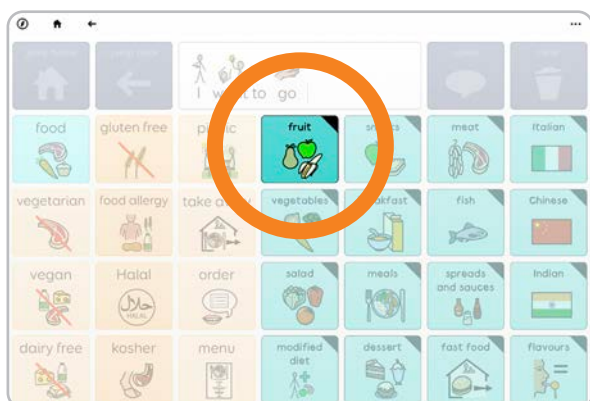
From the **options menu** tap **Find word**.

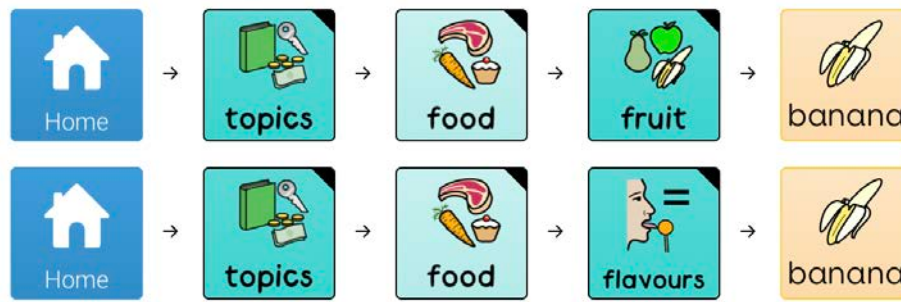
In the **search bar** enter the **word** you are looking for, for example “banana”.

Grid will search your grid set and **show you the route to the word from the Home grid**.

You **may get multiple routes**, showing you other ways to find the vocabulary.

Tap **Show...** to have Grid **highlight the cells** and **model finding the word**.





You can use the **Visible toggle** to **hide a word**, or a specific route to it.



For example you may want to hide “banana” from the flavours topic of Super Core, but still have it available in the fruit topic.

You can also **hide all** instances of a word.



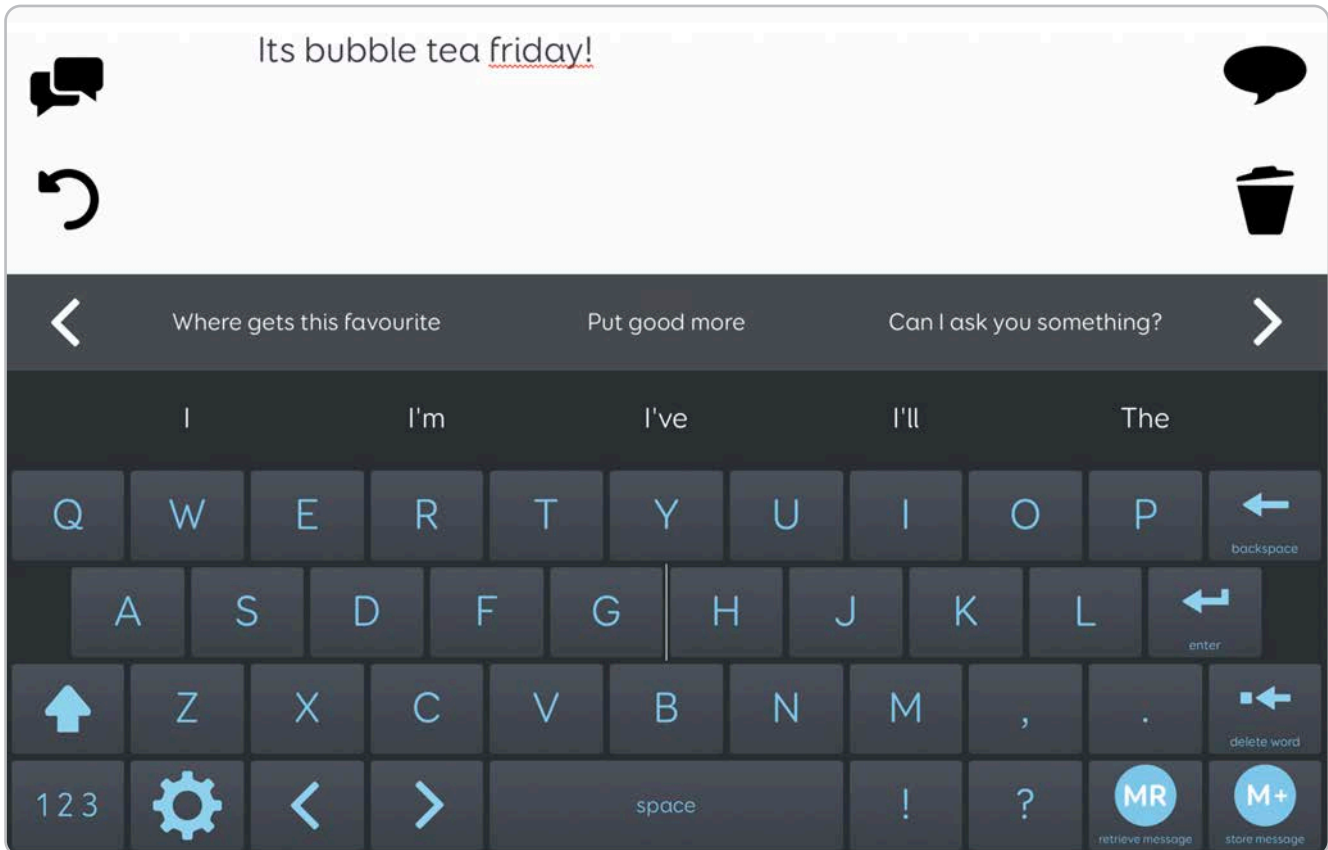
You can restore all words you have hidden by tapping **Reveal all**.

If a word appears in a word list you **cannot hide the word**.

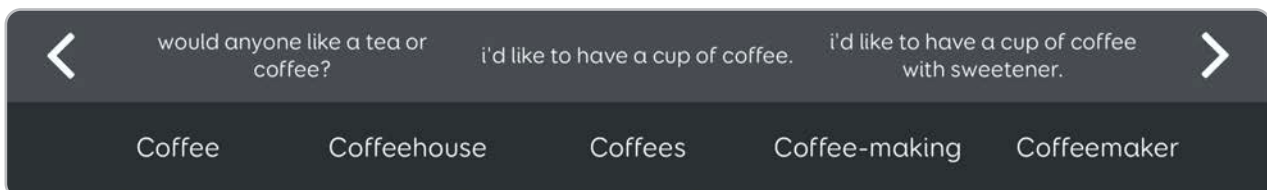
1.17

Using a text communication grid set

This is Text Talker, a **text based grid set** with many powerful features to make writing your messages more efficient.



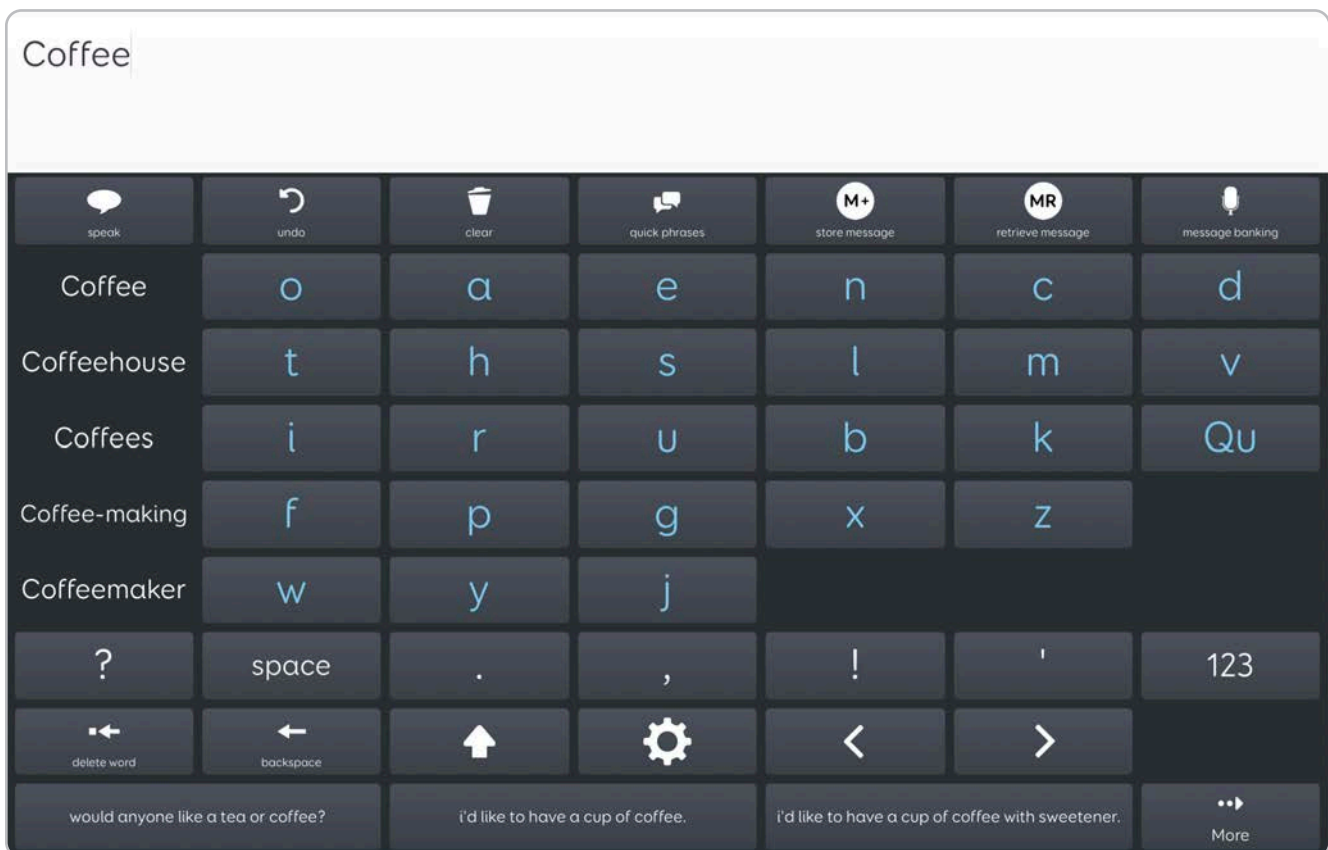
Your message appears in the chat writing area at the top of the grid, and you will see the speak command on the right side.



Prediction and chat history

Text Talker shows your chat history and predictions on the same screen. Grid uses **SwiftKey prediction** that **suggests the word you are typing**, and the next possible word.

Chat history remembers everything you say and helps you find it again quickly. Type the **keyword** in a sentence, for example 'coffee' to see a range of **related phrases**.



Alternative keyboards

Many text based grid sets have alternative keyboard layouts, such as **large cells**, **switch frequency**, **AEIOU** and more.

You can find these either in the grid set settings, or as **alternative versions** in the **Add grid set** window.

1.18

Sharing your grid sets

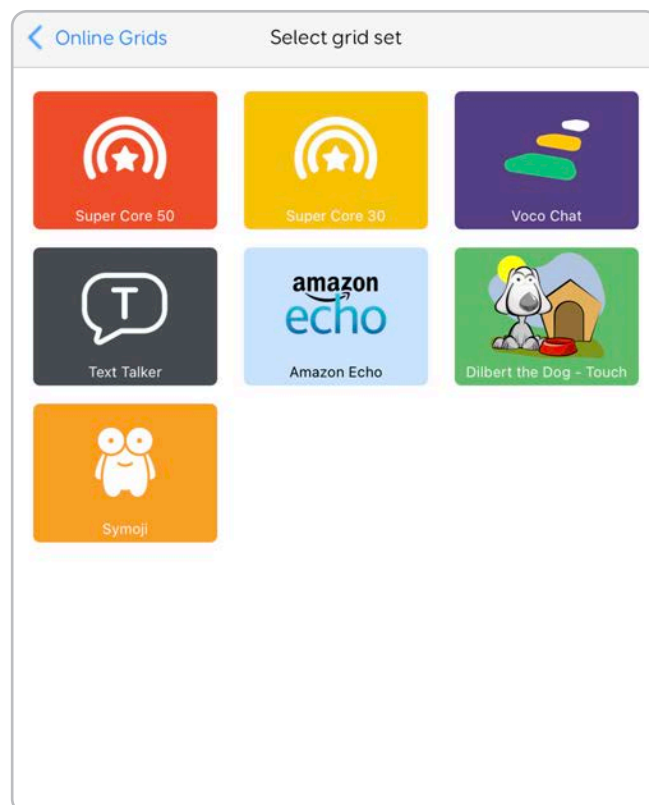
You can share grid sets with other people and move them between devices.

Online Grids

You can share a grid set with other Grid users using Online Grids. You will need to have a **Smartbox Account** to do this. From your Grid Explorer select **Options > Share grid sets online**.

You will see any of your currently shared grid sets.

Selecting **+** will show a list of all your **shareable grids**.



Choose your grid set, choose a category, give it a description, and use tags to label grid set appropriately.

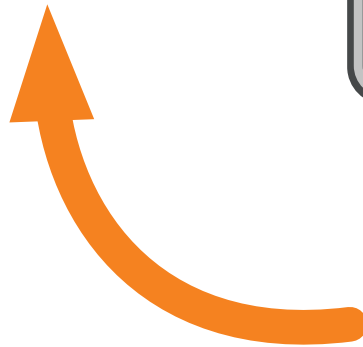
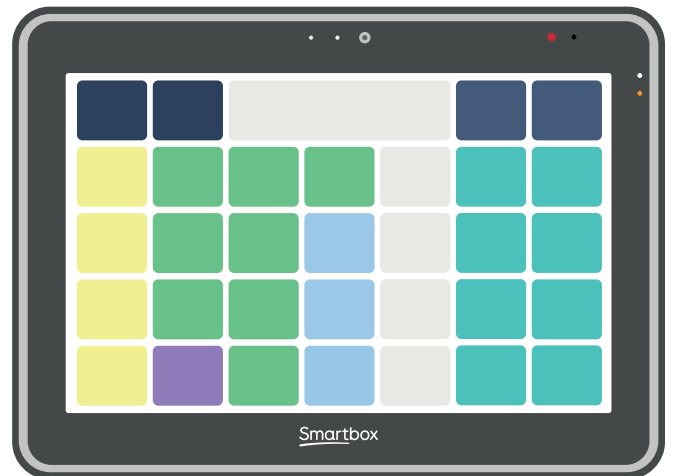
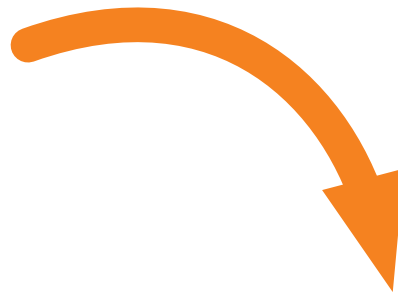
Grid sets that are uploaded to Online Grids can always be updated and removed at a later date.

Using multiple devices

If you sign into your Smartbox and Dropbox accounts on another device or Grid 3, **your grid sets and settings will be automatically synced**. You can edit and update your grid sets on either device and your changes will be reflected in both places.



Grid for iPad



Grid 3

2

Edit mode

Personalise your grid sets or create your own with Grid for iPad's comprehensive editing tools.

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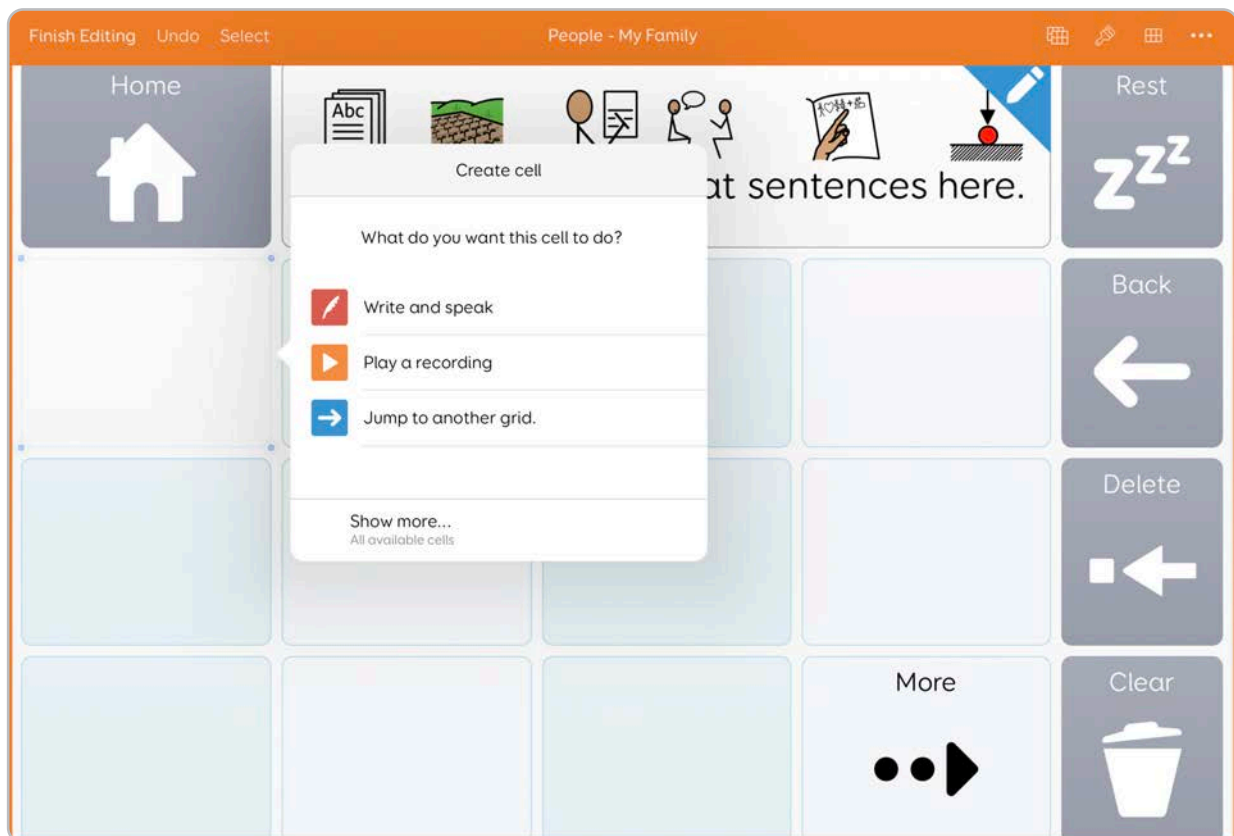
2.1

Introduction

Edit mode allows you to **edit** and **personalise** your grid sets, or create a new grid set from scratch.

In **edit mode** you have complete control over how the grid set looks and you can change how each cell behaves.

This can be as simple as adding a word to a grid by creating a new write cell, or adding a more complex command to cells such as taking a photo on a camera grid.



2.2

How grid sets are organised

Your grid sets are arranged into **grids** and **cells**. The **collection of grids together is your grid set**.



Your grid set can **contain any number of grids** that you can **navigate between**.

Every grid is made up of cells. Your grid can have up to five hundred cells laid out in **rows and columns**.

You can adjust each cell, including what it does, how it looks and how big it is.

The first grid you create in a grid set will default to being the **Home grid**.



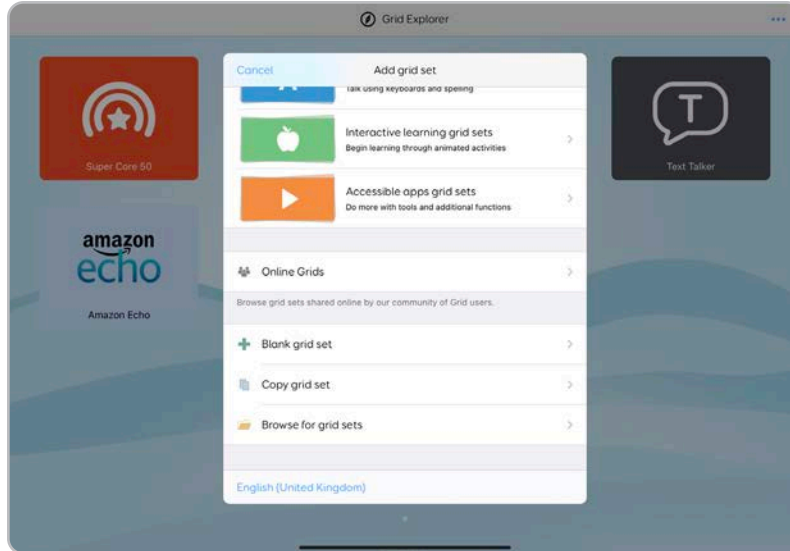
The Home grid is where any home jumps will take you. You can also return to this grid by tapping the **Home option**. While editing you can choose a new grid to be the Home grid.

2.3

Adding a blank grid set

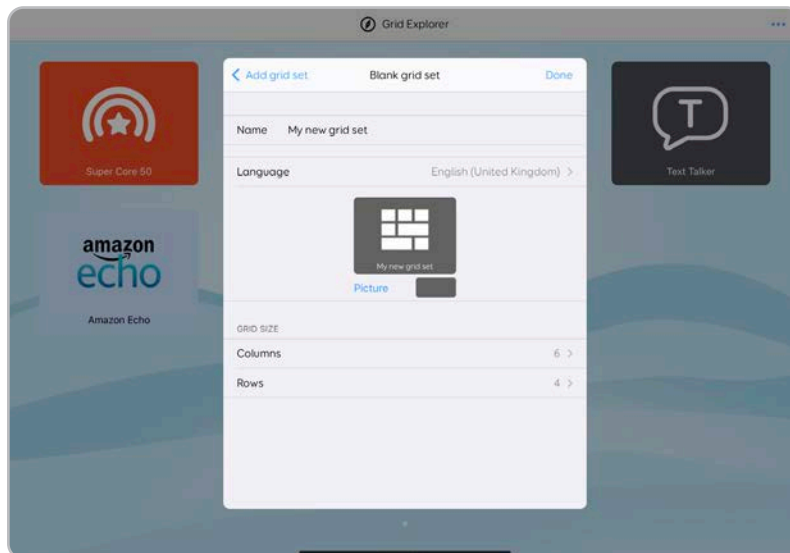
You can create a blank grid set from the **Add grid set** screen.

Tap **Add grid set** from the Grid Explorer menu

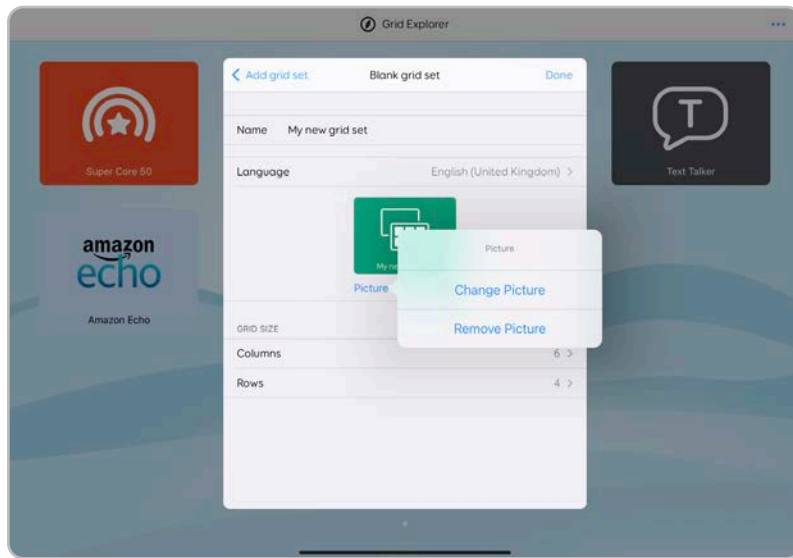


Select **Blank grid set**

Give your new grid set a name.



You can select a **Language** for your grid set. This will default to your user language. If you change the language here, it will effect the **dictionary** and **voice pronunciation**.



You can select a **Picture** for your grid sets icon and a background colour.

You can also choose the number of **rows** and **columns**.

2.4

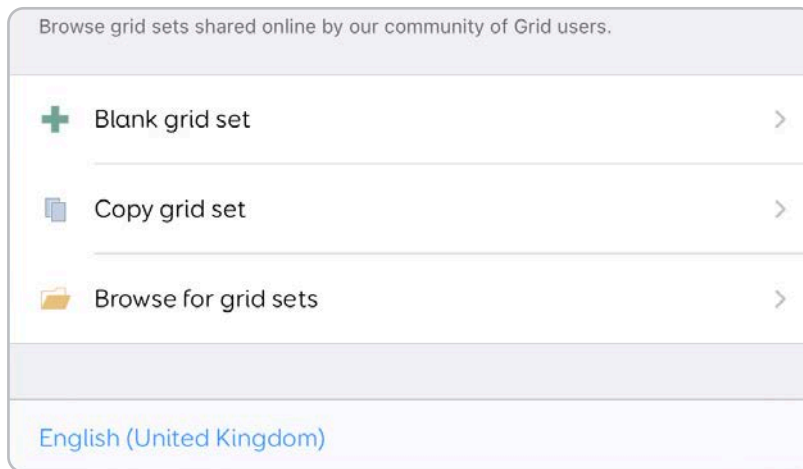
Getting ready for your edits

When you edit your grid, you will be making changes to words, symbols, commands and more.

It is a good idea to make a copy of your grid set before you begin!

You can **copy a grid set** from **Grid Explorer**.

Tap **Options > Add grid set** then select **Copy grid set**.



Select the grid set you would like to **duplicate**.

You can also add duplicates of the Smartbox grid sets like Super Core 30 and Text Talker from the **Add grid set** window so you don't have to worry about breaking anything and not being able to get back to how things were.

2.5

The editing screen

When in **edit mode** you will see the borders become orange.



Along the top of the screen you will see basic controls.



Finish editing

- **Saves** your edits and returns to your grid set

Undo

- Undoes the last edit you made

Select

- Allows you to **select multiple cells**

Grid title

- The **name** of the grid you are editing



Grid set icon

- Opens the grid set toolbar



Style

- Opens the style toolbar



Grid

- Opens the grid toolbar



Options

- Opens the grid set options

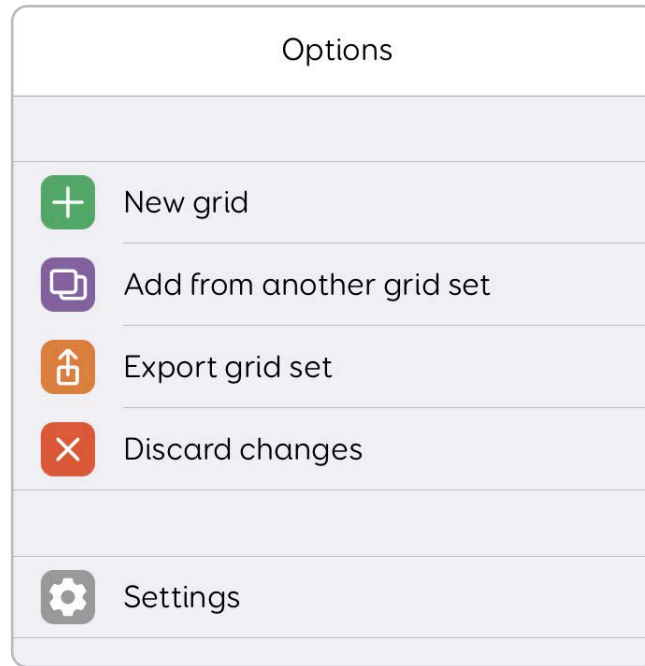
Your grid is displayed in the centre of the screen. When you have a toolbar open you will see the grid shrink down to stay visible on the screen.

2.6

Saving your changes

When you have finished editing, select **Finish editing** to save your changes and go back to your grid.

If you want to discard your changes tap **Options > Discard changes**.



Note that if you close the Grid app while in **Edit mode** your changes will not be saved.

What if I 'break' something?

Don't panic!

If you think your edits are incorrect, or you have made a mistake, you can use **Undo** to revert the last change you made. You can also choose **Options > Discard changes** to undo all your edits and return to your grid.

It is good practice to keep a backup of your grid sets, and you can always add multiple copies of the same grid set before you begin. See **2.21 b Exporting your grid sets** (page 92) for more information.

If you are editing a Smartbox grid set you can add it again to start afresh.

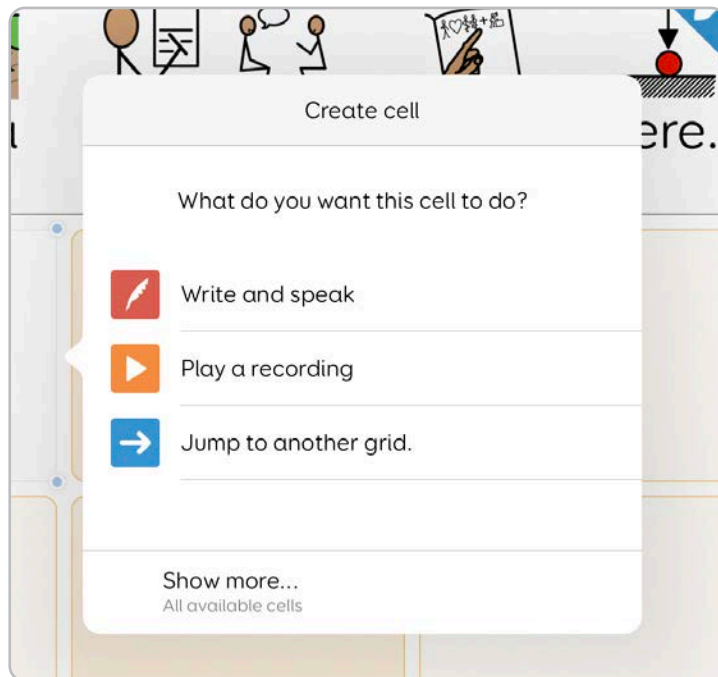
2.7

Creating a cell

When you tap an empty cell you will be presented with the **Create cell** box. The cell you tap will also highlight with blue handles in each corner.

The **Create cell** box has three main options:

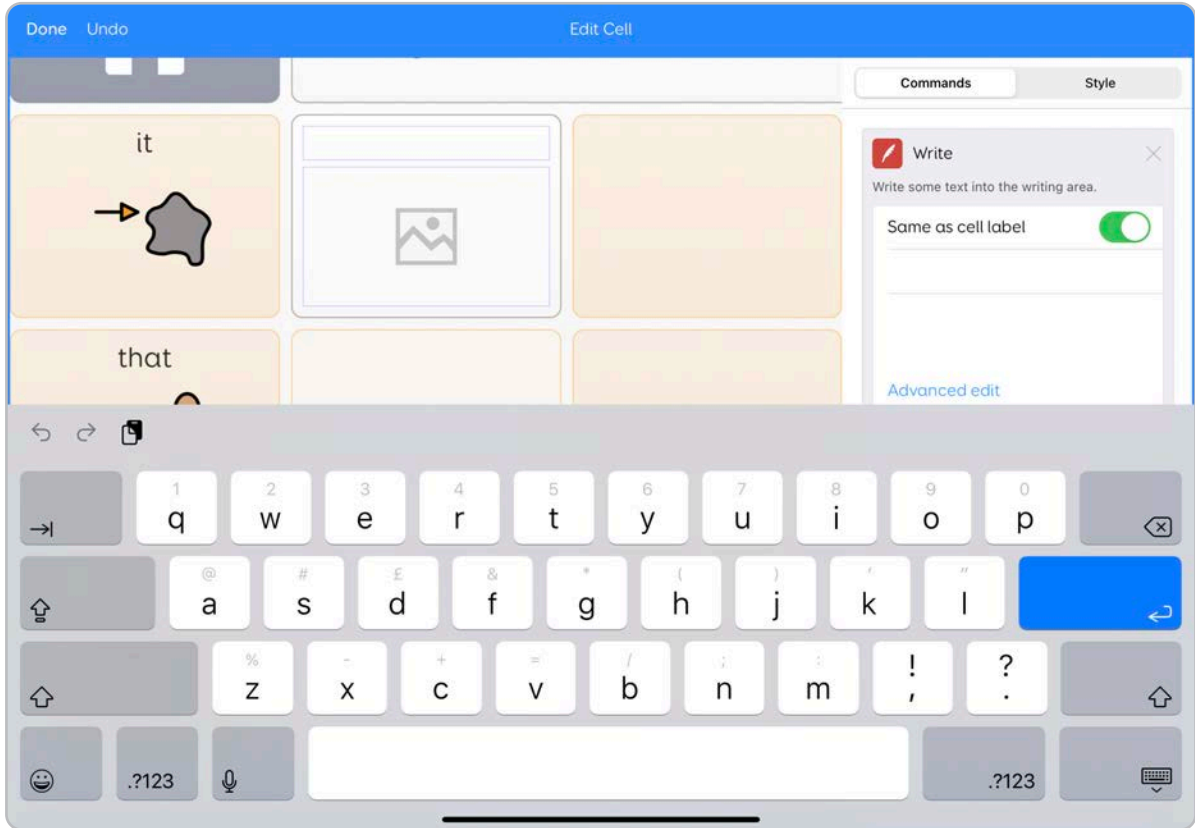
Write and speak, **Play a recording** and **Jump to another grid**.



When you select what you want the cell to do, Grid will zoom into the cell and give you more options.

a. Write and speak

When you select **Write and speak**, Grid will zoom into the cell and the **keyboard** will appear, allowing you to type in what you want the cell to say out loud.



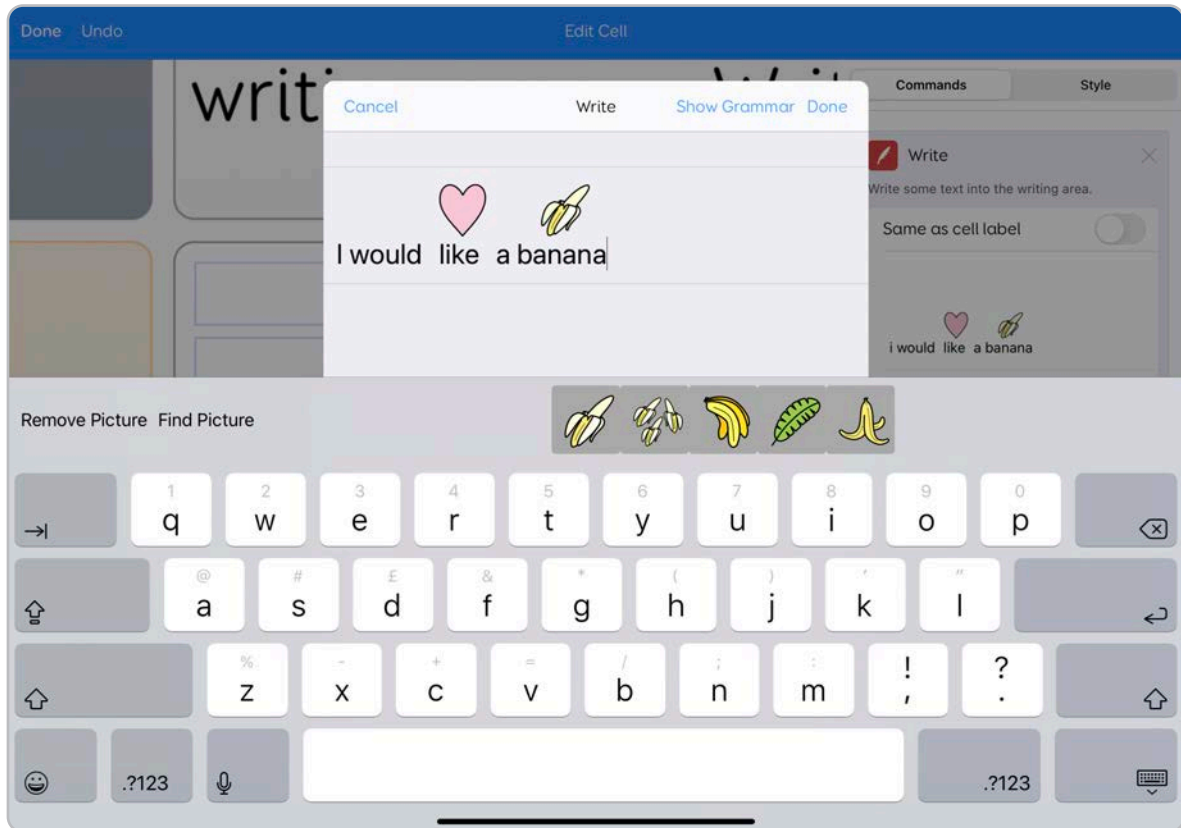
The **write command** places the label text into a **Chat writing area**. If you have **Speak as you Type** switched on, will say the label out loud.



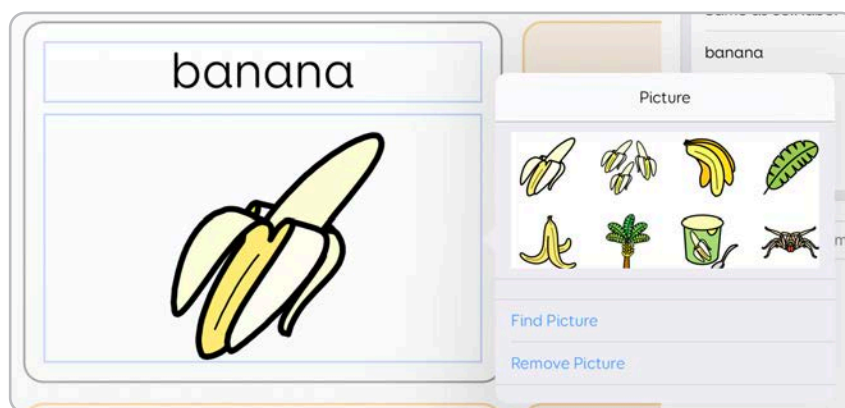
By default, **the label text is the same as the spoken text**. You can toggle the **Same as label** toggle in the commands toolbar.

This allows you to type a longer phrase or sentence, while keeping a shorter label.

As you type in your label, you will see the picture area fill with a suggested symbol.

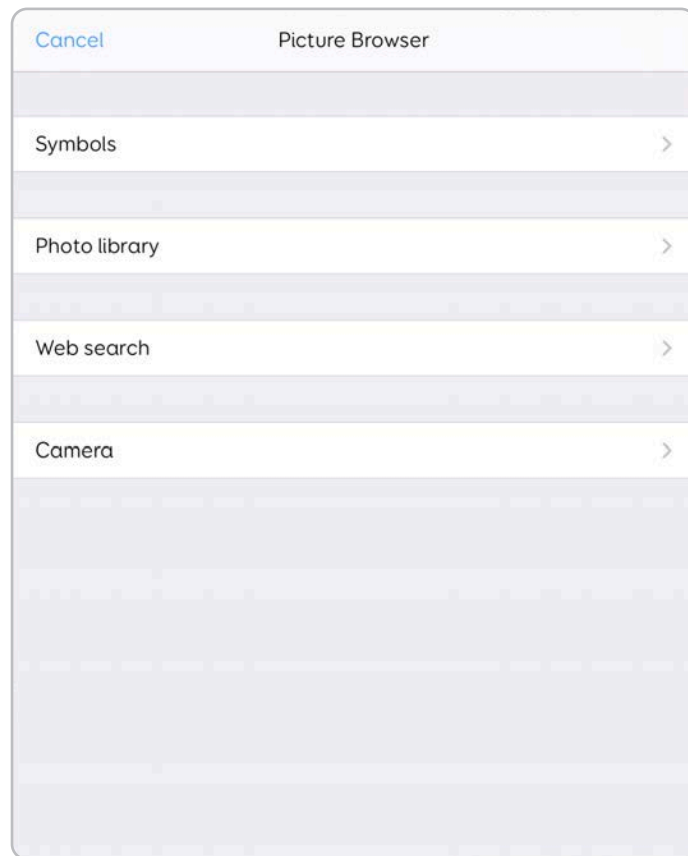


You can tap on the picture you will see more related images to choose from.



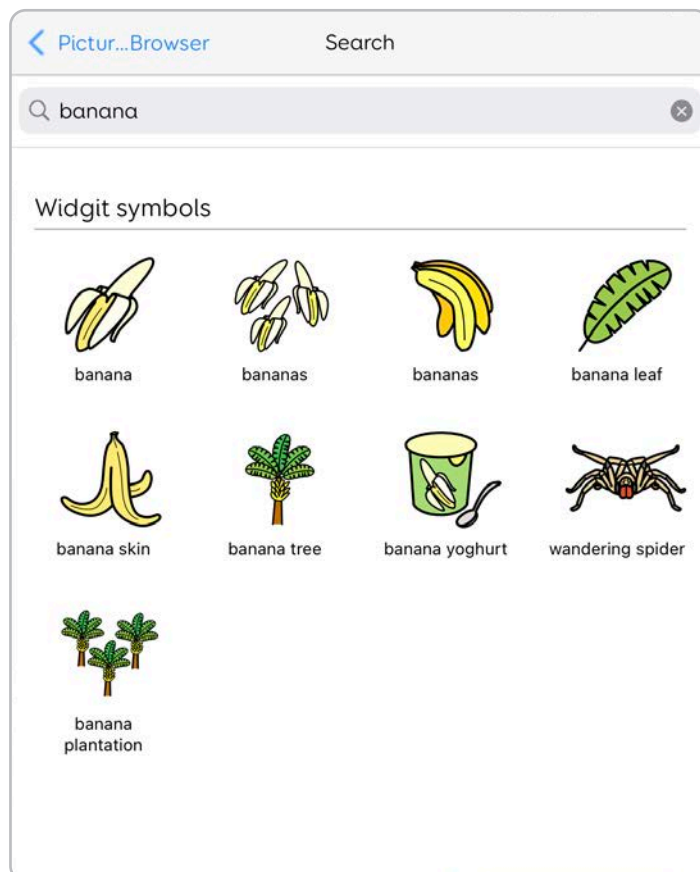
The Picture Browser has four options:

- **Symbols**
- **Photo library**
- **Web search**
- **Camera**



Symbols

Tapping the symbols option will search all your installed **Symbol libraries** for images using the label text.



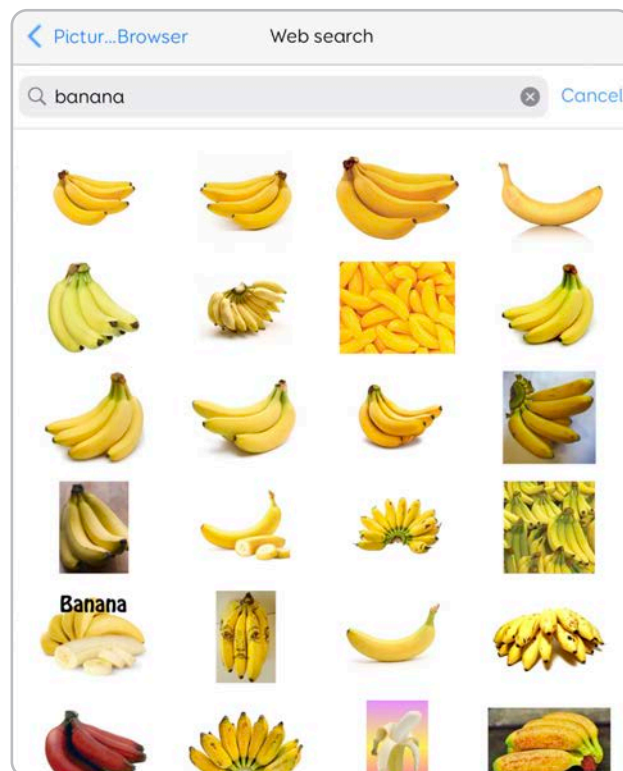
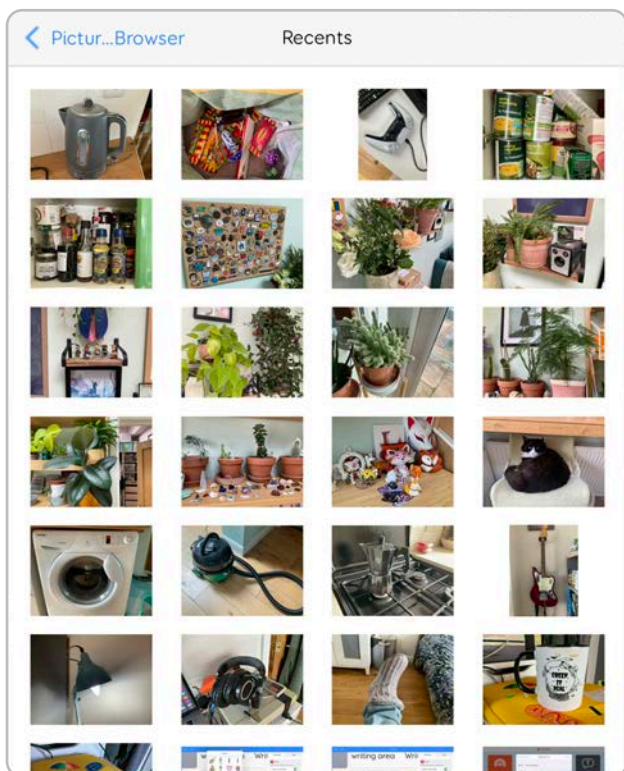
You can change the search term to find other symbols.

Photo library

Your **iPad Photo library** keeps all the images you have taken with your camera or saved from elsewhere. You can choose one of these images to use as your cell picture.

Web search

Performs a safe web search for your label text. Before you start your search, you can edit the search term to find more accurate results.



Press enter on the keyboard to begin your search.

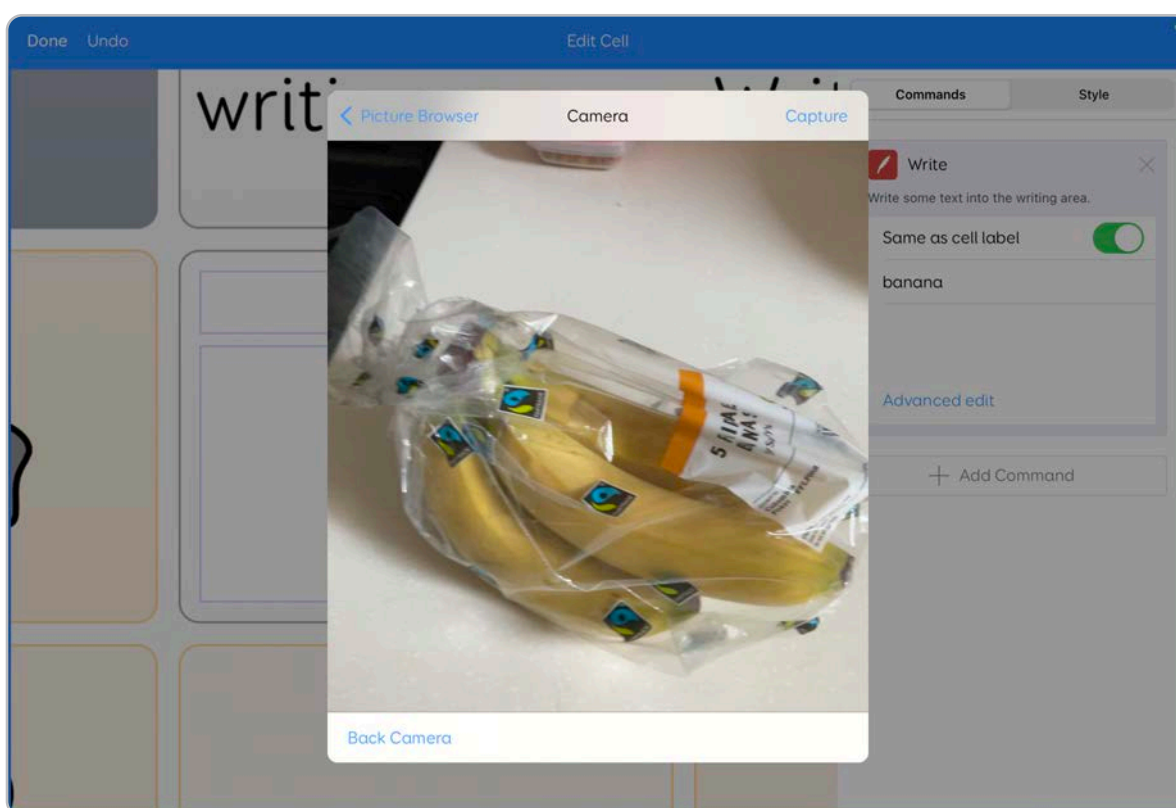
Camera

You can use the iPad's front and back camera to capture an image for your cell.

Point your device at what you want to tap a picture of and tap **Capture**.

You can toggle between the **front** and **back** camera at the bottom of the window.

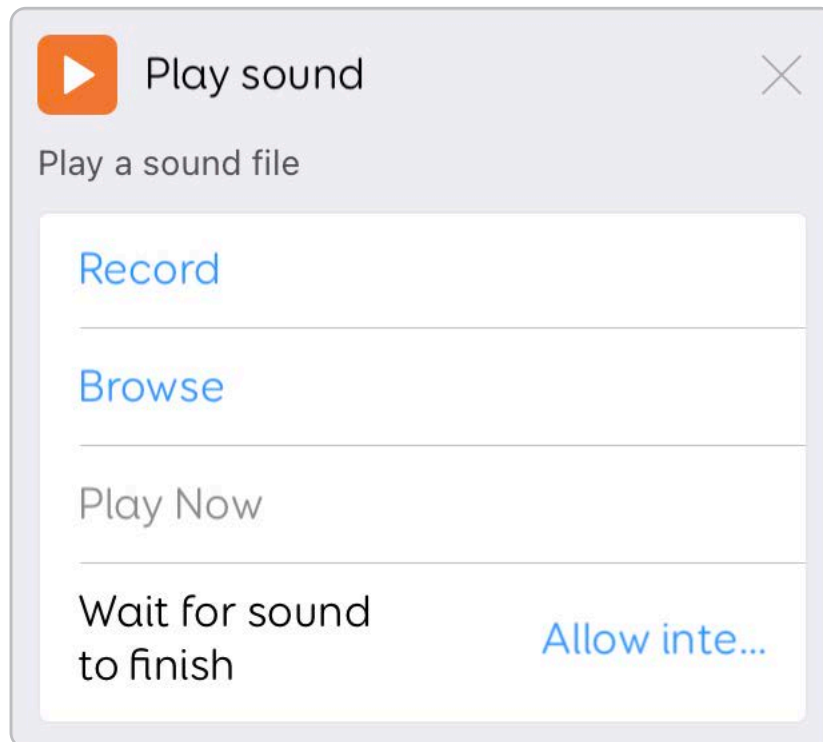
Note: the pictures you take with the **Camera** option are **not** saved to the Photo library.



b. Play a recording

When you select the **Play a recording** option you will create a cell with the **Play sound command**.

You can change the label and picture like other **Write and speak** cells.



You will see the **Play sound** options in the **commands toolbar**.

You can **Record** a sound by tapping **Record**.

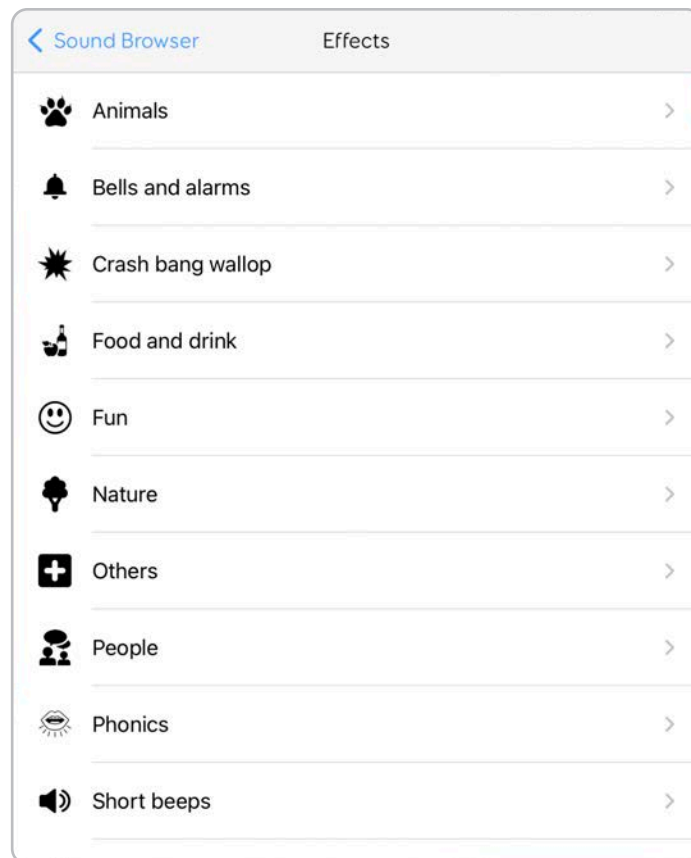
This will use your iPad's microphone to capture your sound. Tap **Stop Recording** to finish.

To preview your sound tap **Play now**.

Tap **Record** again to **overwrite** your last recording.

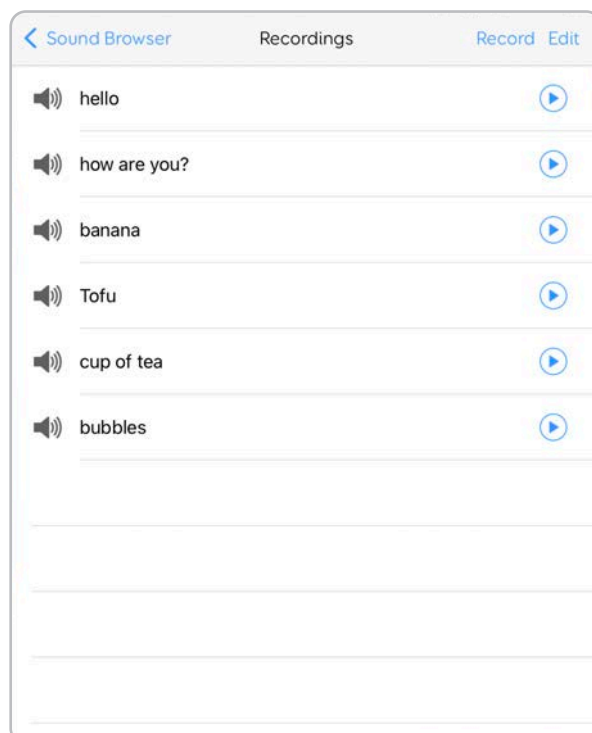
Select **Browse** to choose from a selection of **Effects** and stored **Recordings**.

Tap **Recordings** to see a library of your own sounds and effects.



Tap **Record** to begin a new recording, and tap **Stop** to finish.

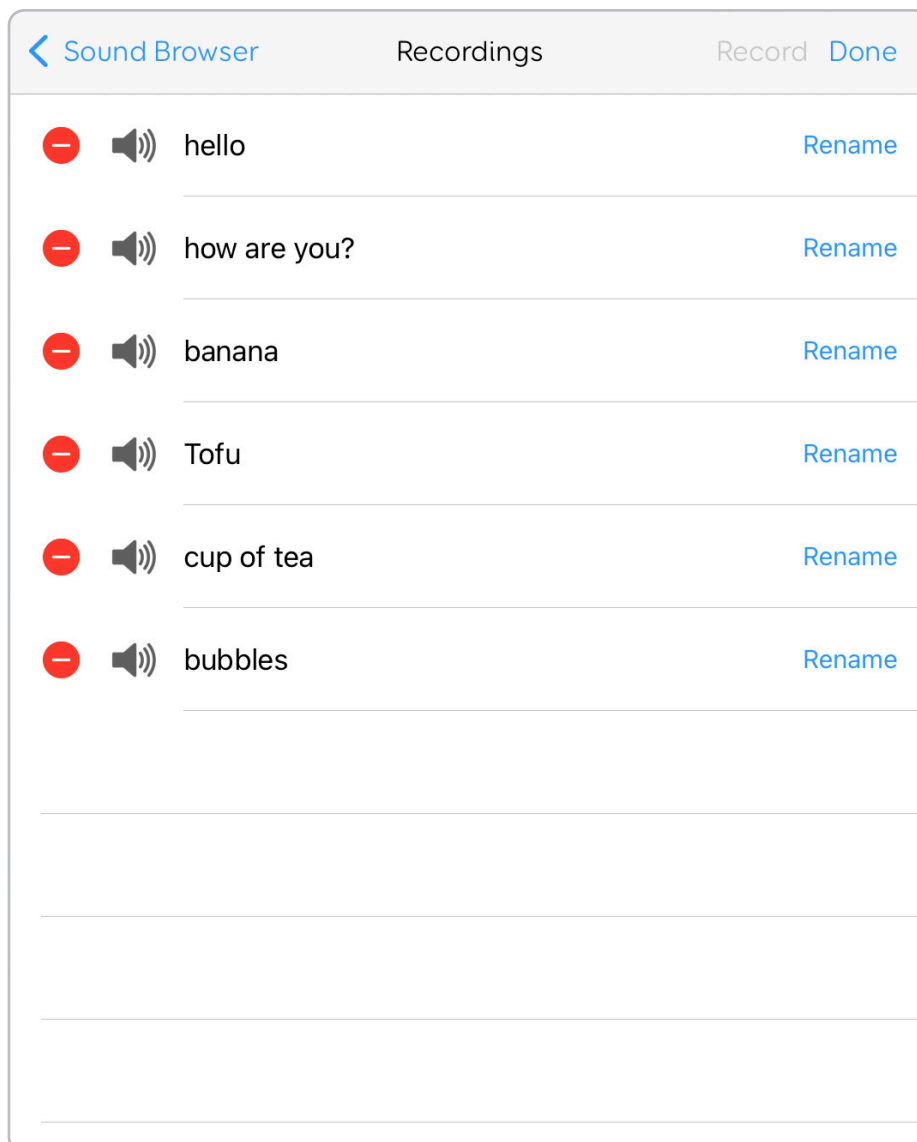
You can preview your recordings with the **Play** button.



Tapping **Record** will begin a new recording, when finished tap **Stop**. You will then see a prompt to enter a name for your recording with the keyboard. Tap **OK** when you are finished.

Edit will let you rename or delete your recordings. Tap the red symbol to remove a recording and **Delete** to confirm. Tapping **Rename** will let you change the file name of your audio files.

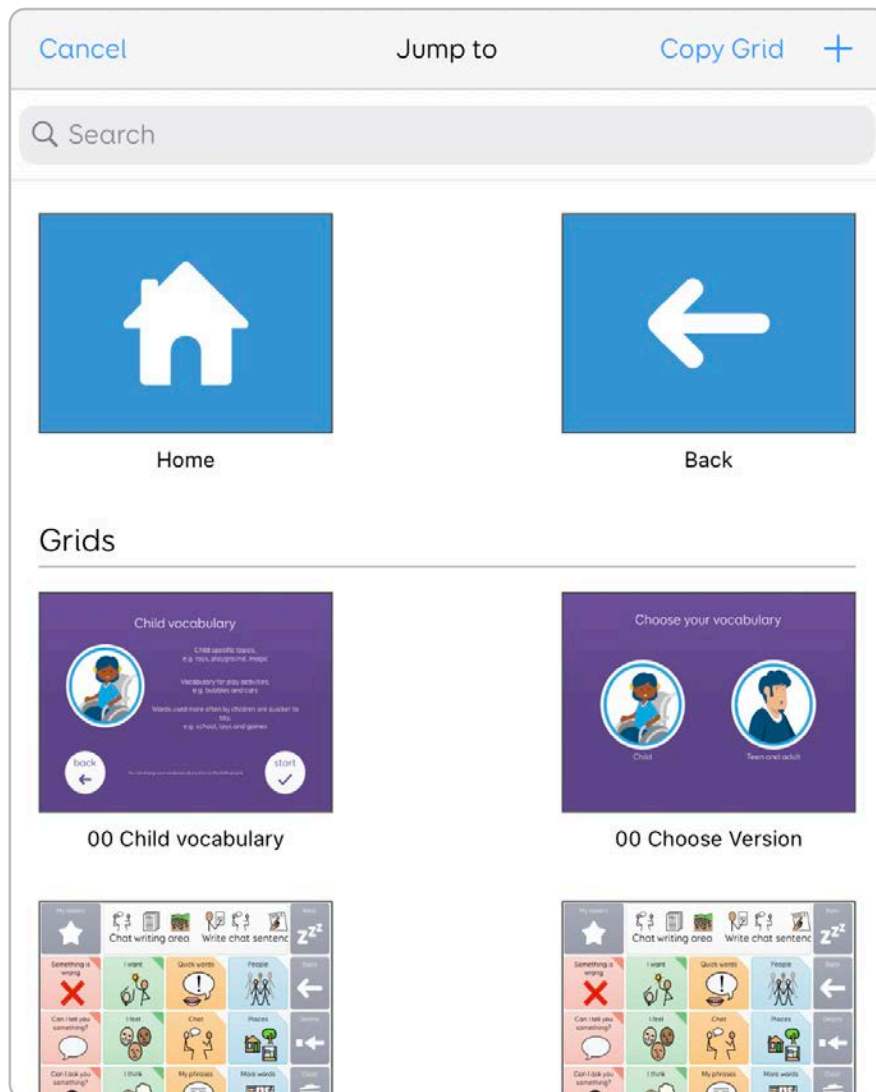
You can set the **Play sound** commands playback options too. The **Wait for sound** to finish option lets you select if the playback of the sound effect can be interrupted by other actions.



c. Jump to another grid

Selecting the **Jump to another grid** option when you create a new cell lets you connect your grid to another.

The **Jump to** command has options for a **Home** and **Back** jump.



When activated, **Home** will take you to the **Grid you have set as your Home grid**.

Back will take you to the previous grid you were using.

You will also see a list of other grids in your grid set. You can select from this list to choose where you would like your jump to go.

The **Copy grid** option lets you select one of the grids within your grid set and duplicate it. Once you select the grid you would like to copy you will have the option to rename the copy. Tap enter or **Done**.

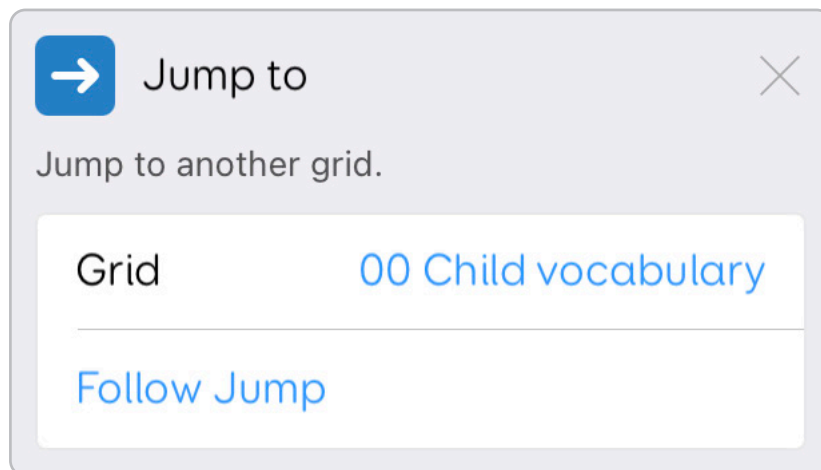
Finally, you can create a new grid by selecting the **+** icon.

You will be have the option to name your new grid. You can also adjust the number of rows and columns your new grid has.

You will have the option to change the label and the picture.

In the **Commands toolbar** you have the option to change which grid the jump will take you to.

You also have the option to **Follow Jump** which will take you to the grid, and let you keep editing. If you created a new grid, you will see it already will has a **Back** jump, if you need to return to the previous grid.



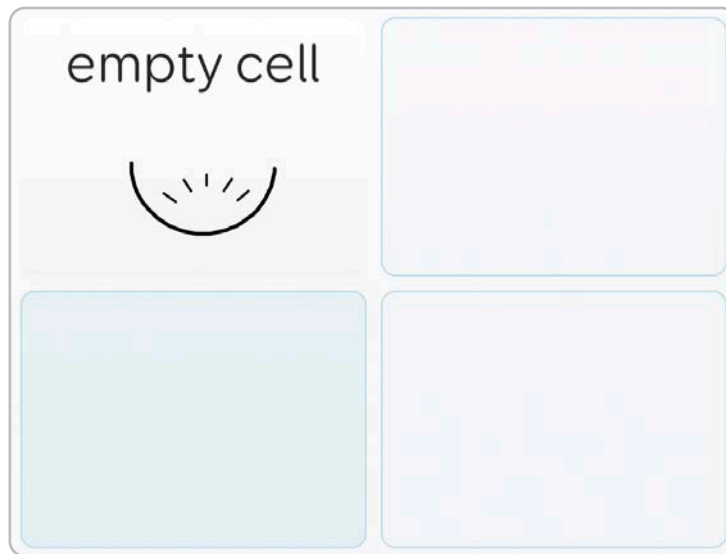
2.8

Create an empty cell

If you want to create a cell that has no commands or actions, tap **Show more...** and then **Create Empty Cell**.



An empty cell can still have a picture and a label.



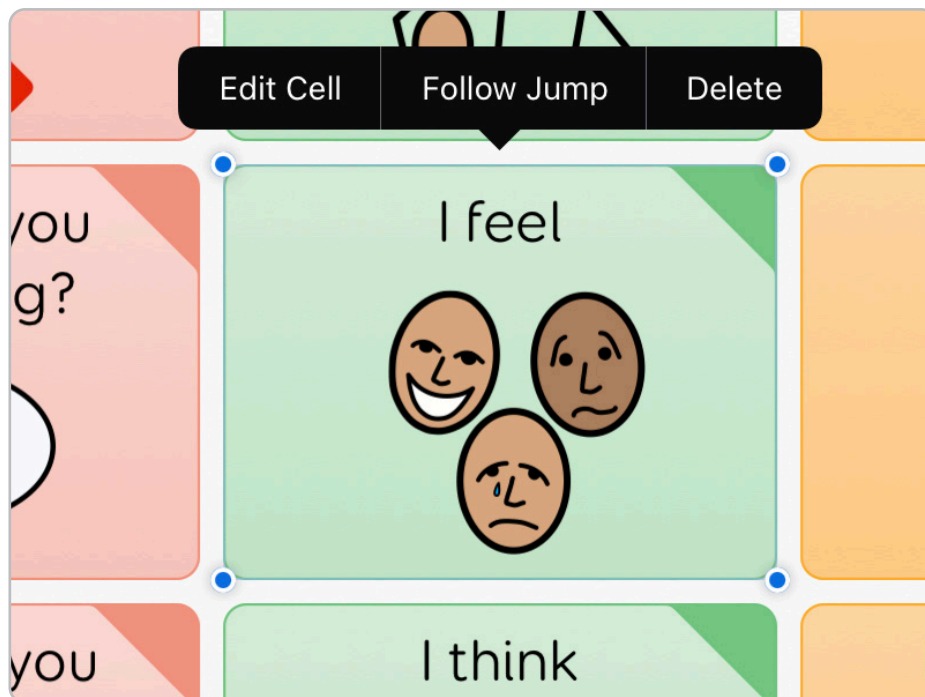
2.9

Selecting cells

You can **select a cell** by **tapping on it**.

One **tap** will show **quick options** and display the cell's **blue handles**.

The options allow you to **Edit** the cell or **Delete** the cell. If you tap a jump cell you can also follow the jump.



You can **deselect the cell** by **tapping a blank space**.

Selecting **Edit cell** will zoom in and allow you to edit the **Picture**, **label** and shows the **Command browser**.

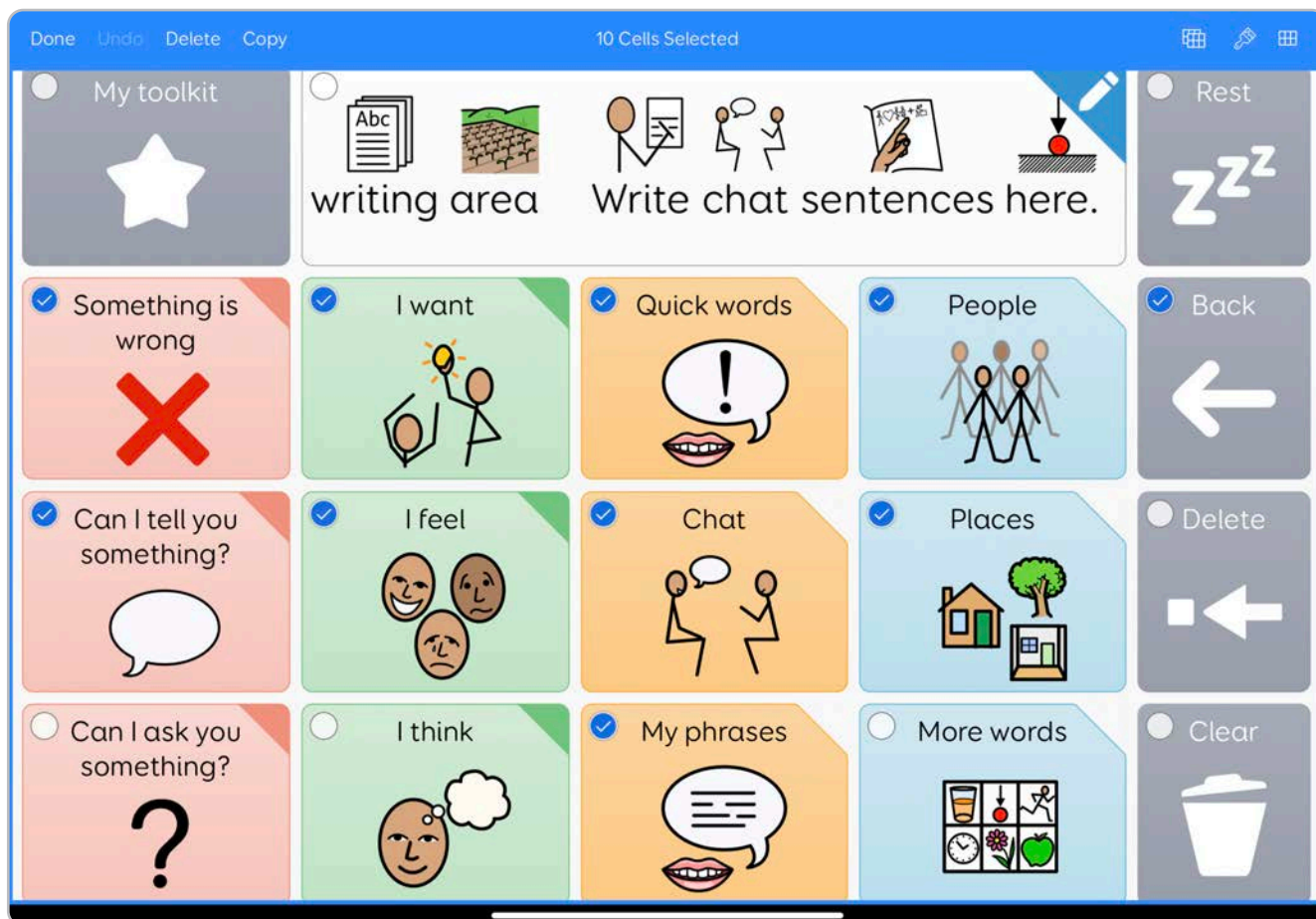
To leave the **Edit cell** screen and zoom back out to your grid, Tap **Done** in the top corner, or tap on one of the surrounding cells to de-select.



Tapping **Delete** will remove the cell from your grid. You can always tap **Undo** if you accidentally removed the cell!

Selecting multiple cells

Tapping **Select** in the top menu will put your grid into **select mode**.



You can then **tap cells** to **select** them.

You can see with cells you have selected by the small tick in the corner.

You can **Delete** or **Copy** your selected cells.

If you want to paste your cells into another grid, navigate to the grid where you wish to paste your cells, tap **Select** and then **Paste**.

Note: This will overwrite any cells in your grid that are under your new cells.

2.10

Creating multiple cells

You can create multiple cells from the **Select screen**.

Tap **Select** then tap on empty cells to select them.



In the top menu you will see a **Create Cell** option that lists all the cell types available.

These cells are **Auto-Content cells** which fill automatically using lists stored either in your user profile or your grid sets.

You can create:

- Chat and writing
- Chat history
- Word list
- Prediction
- Message
- Recordings
- Message
- Category
- Camera and photos
- Photos
- Web browser
- Web browser links
- Web favourites
- Speech settings
- Voice
- Audio device

2.11

Moving a cell

You can **move a cell** around your grid by **tapping and holding on the cell**.



You can then move the cell around the grid. Other cells will arrange themselves around your cell as you move it.

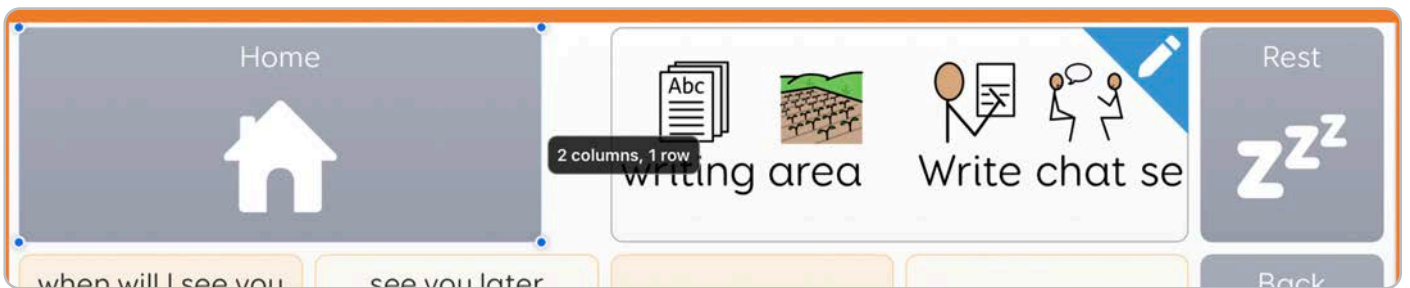
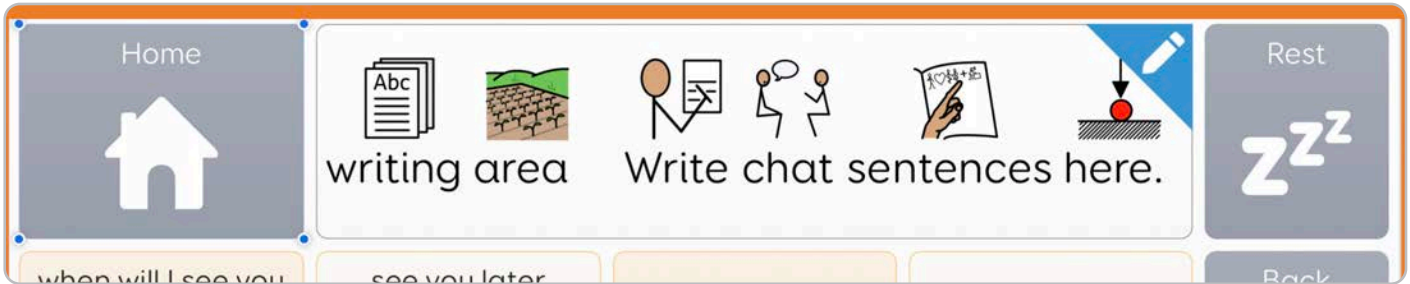
Cells that take up more than one row or column will shrink to fit your cell as you move it.

2.12

Resizing a cell

When you tap a cell, you will see **four dots appear in each corner**.

These dots are called the handles, you can **tap and hold on a handle** to change the size of the cell. When you release the handle, it will confirm the size.



As you resize a cell, the other cells **will scale to accommodate your changes**. If there is no room for these cells, it will be deleted.

While you resize a cell, you will see a label telling you how many rows and columns the cell takes up, making it easy to match up with the rest of your grid design.

2.13

Adding commands to a cell

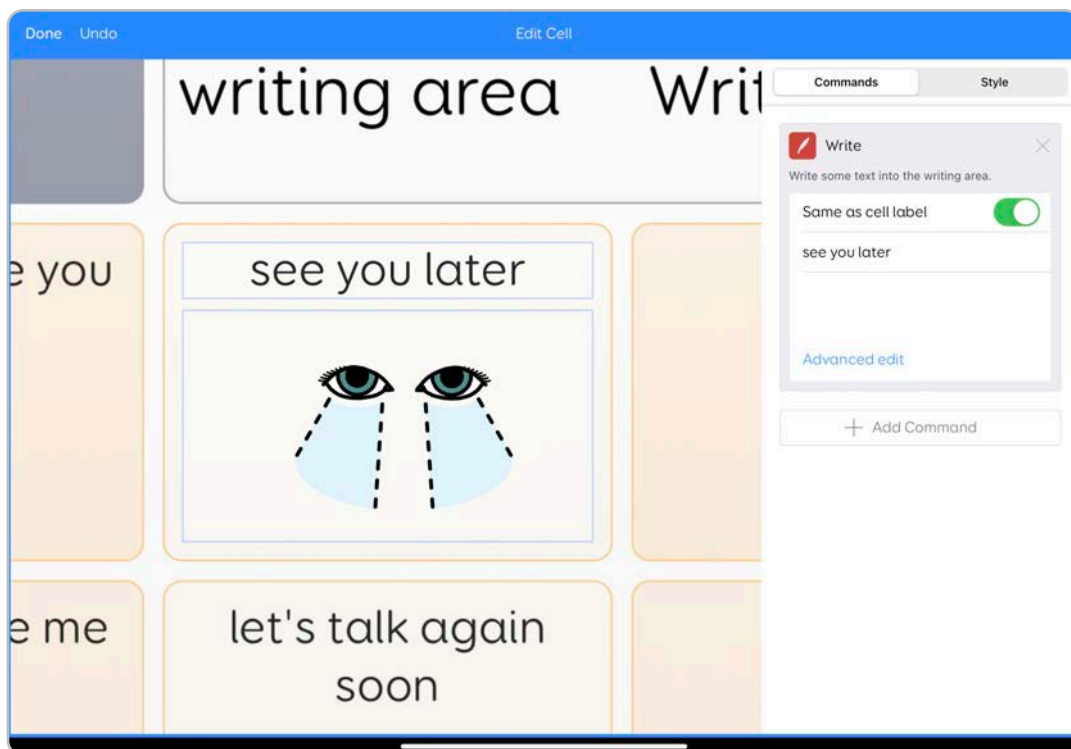
Cells can be edited to have **multiple commands** to perform many tasks!

Each command is a powerful tool to help you create grid sets that do exactly what you want them to do.

To add an command to your cell

Tap the cell you would like to edit

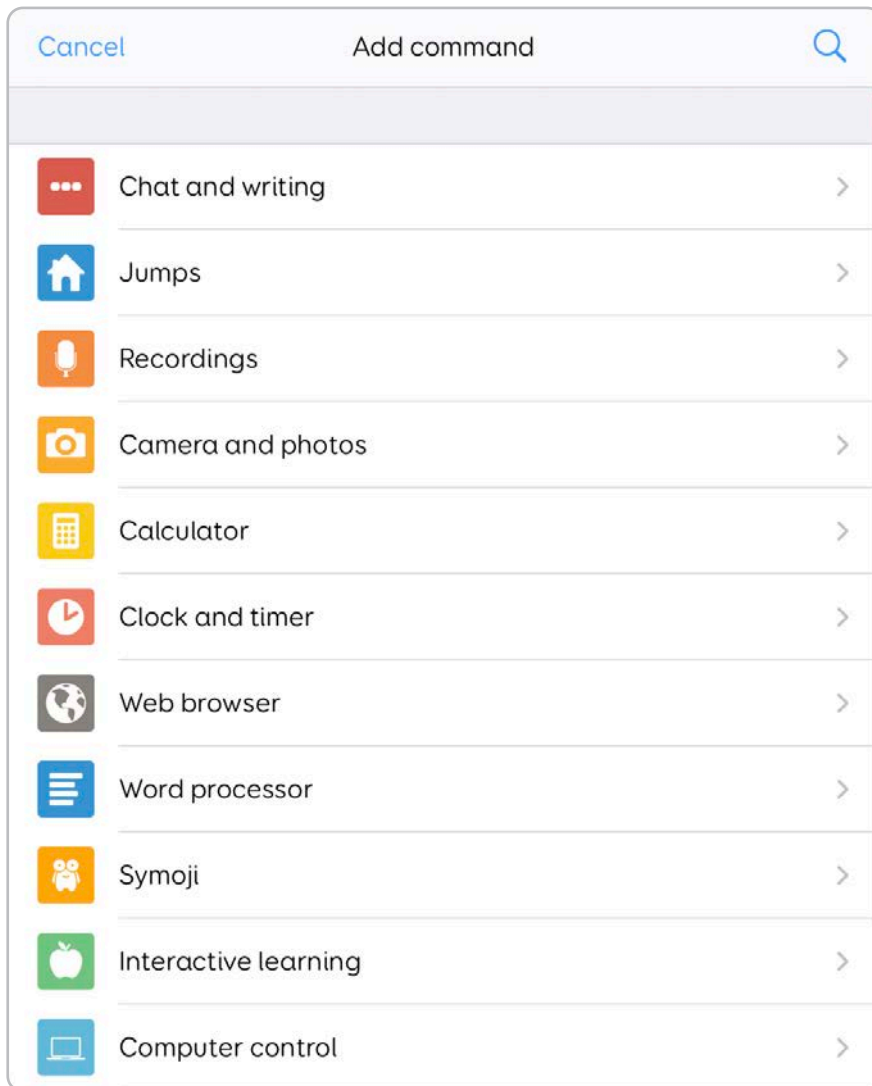
Tap **Edit cell**



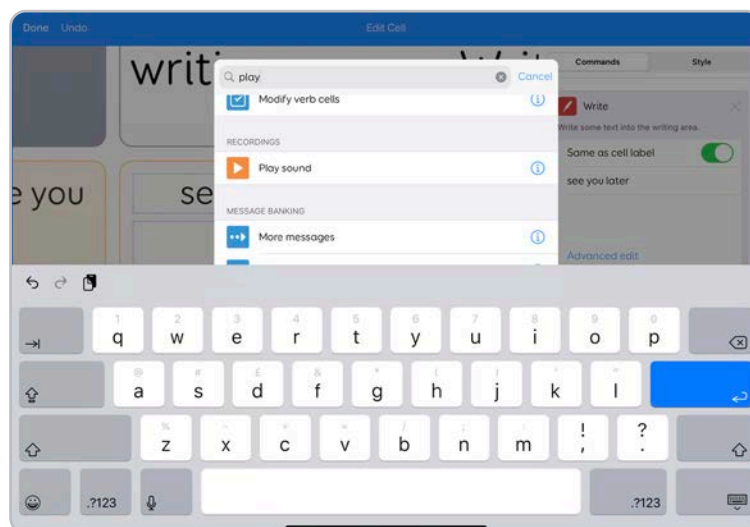
You will zoom into the cell and the commands side bar will open.

Any commands attached to the cell are listed with any additional options they offer.

Under the last command in the list tap **Add Command** to display the command browser.

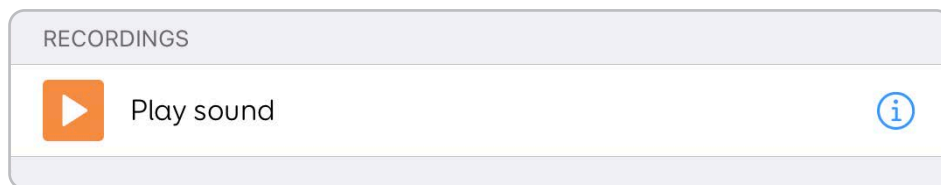


Commands are organised into categories. Select the category you want from the list. You can also **tap the search bar** to find a specific command.



To **add a command** to you cell, **tap its name**.

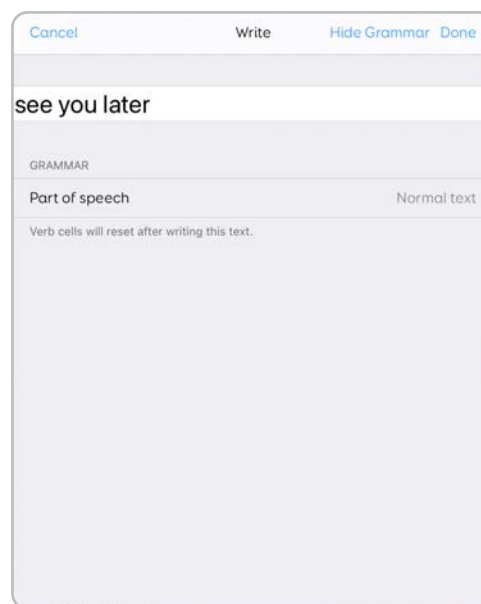
If you want to find out more about what the command does, tap the **i** icon for a full description.



Some commands have further options you can set before adding.

a. Editing a command

Many commands have functions that can be toggled or adjusted. For example a write cell can contain the word you want to send to the chat writing area, but also has toggles for the cell label. There is also an **Advanced edit option** which opens further control of what the cell writes and also grammar functions that can be applied.



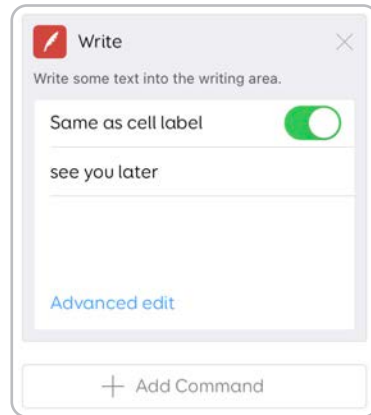
Each command has different functions depending on their usage.

b. Removing a command

To remove a command from a cell **tap the cross** in the top corner of the command's bubble.

c. Using multiple commands

To add more commands to a cell you can tap **Add Command** again and create a chain of commands that can trigger multiple actions.



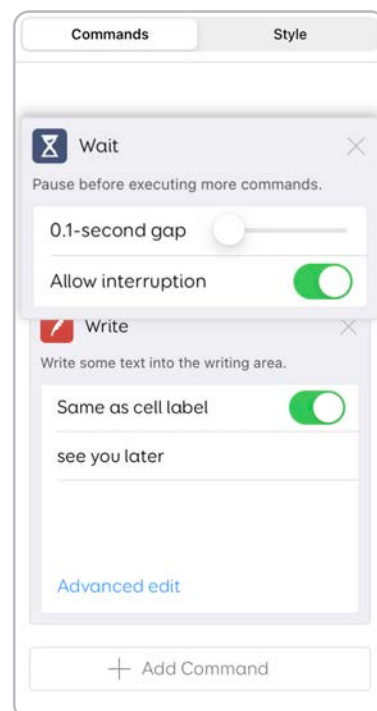
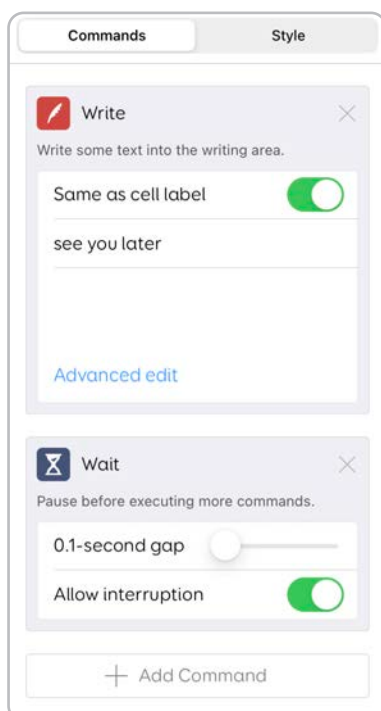
You can add many commands to a cell to create more complex grid sets.

d. Changing the order of commands

When you have two or more commands on a cell, you may want to change the order they activate.

Commands activate from top to bottom.

In the Commands side bar you can **tap and hold** on the commands name to **drag it up and down** the command list.



2.14

Other types of cell

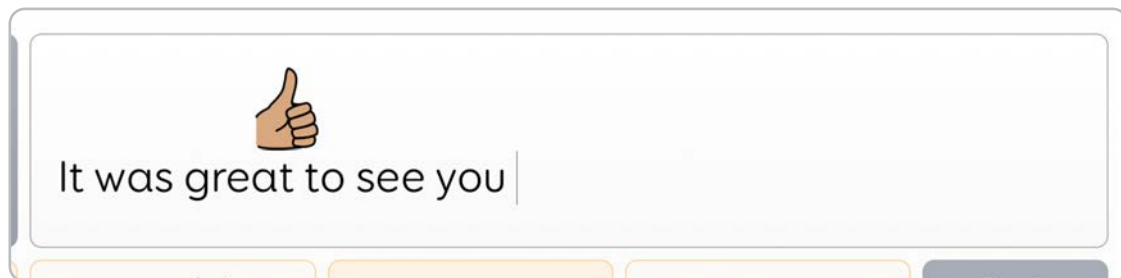
Cells that **Write**, **play sounds** and **Jump** are great building blocks for your grid sets.

By using combinations of commands you can add even more functionality to your grid sets.

Below are some of the common types of cells you will find in many grid sets.

a. Chat writing area

The **chat writing area is where you build your messages**. When your grid set has a Chat writing area present, letters, words and phrases from **Write cells** are sent to the Chat writing area.



Chat writing area displays **words** and **symbols**.

The larger you make your Chat writing area, the more of your message you will see.



With a **Chat writing area** present you can start to include other cells such as **Delete**, **Undo**, **Clear** and other message editing cells that will help you tweak your messages before saying them aloud with a **Speak cell**.

b. Auto-content cells

Rather than have defined labels and pictures, **Auto content cells** fill with content from lists stored either in your user profile or your grid sets. Common auto content cells include **Word lists**, **Predictions**, **Web favourites** and **Message banking** messages.



c. Speech, Grid and Device settings

Many of the settings you can find in menus can be added to cells so that you can have direct control of your voice, volume, screen brightness and more.

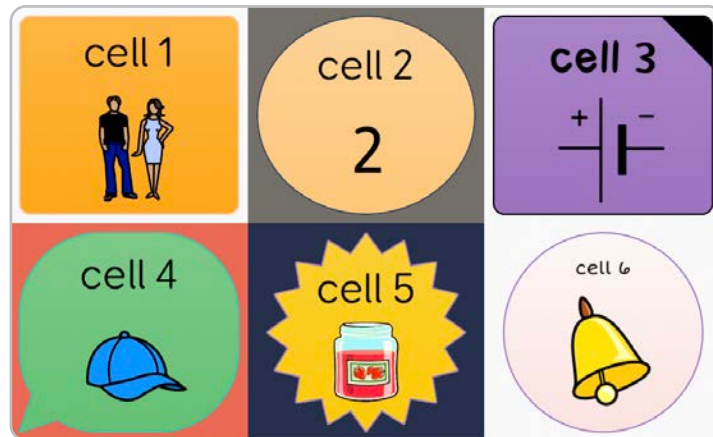


You can build a whole settings grid if you like, and can add and remove settings from other grid sets like **Text Talker**.

2.15 Styles

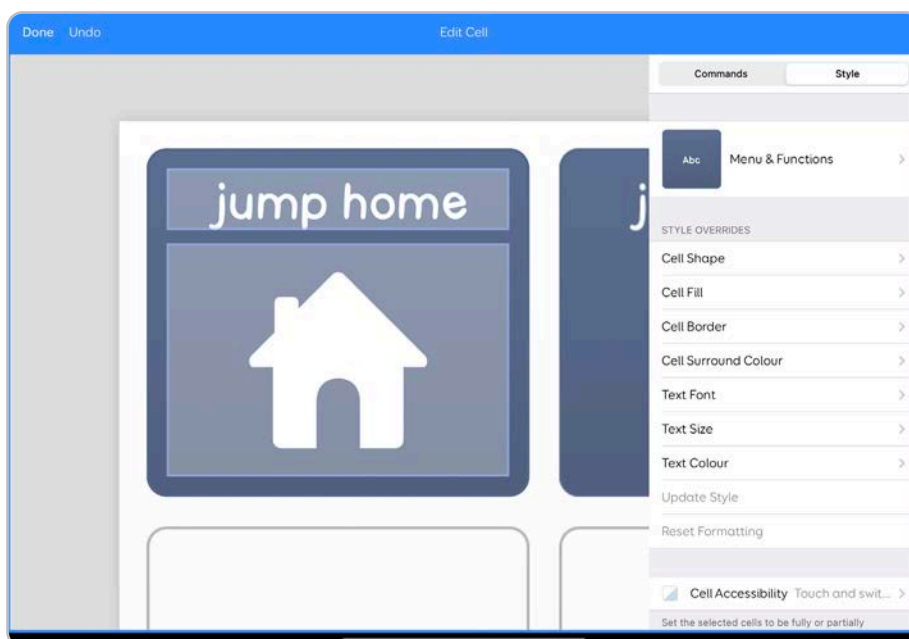
Every cell on your grid has a **style**.

The style describes how the cell looks, its **shape**, **colour**, **how large the text appears** and more.



To help you create easy to use and consistent grids, you can use pre-made styles, or create your own.

Tap the cell and select **Edit Cell** which will enlarge it and bring up the **Command side bar**. Now select the **Style** toggle which will show the current cell style at the top.

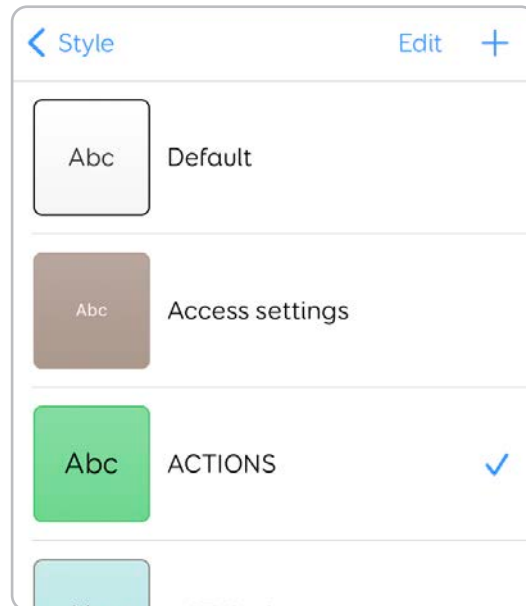


Below that are your style overrides, cell accessibility options and options for controlling style settings across your grid set.

2.16 Using styles

When you create or edit a grid set, you can use styles to keep your cells consistent with the rest of the grid.

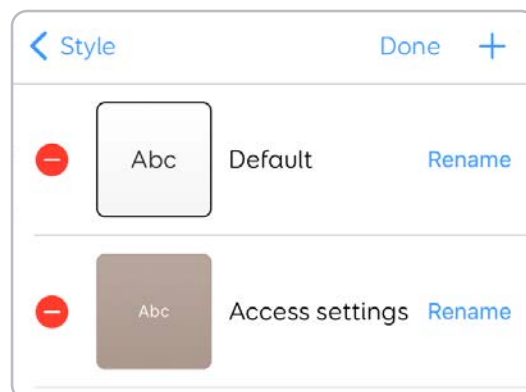
Tapping the current style will show a list of all the styles available in your grid set.



You can see which style you have selected with the tick icon.

Tapping another style will apply it to your cell. Note this is only the look and feel of the cell, it does not change the commands applied to the cell.

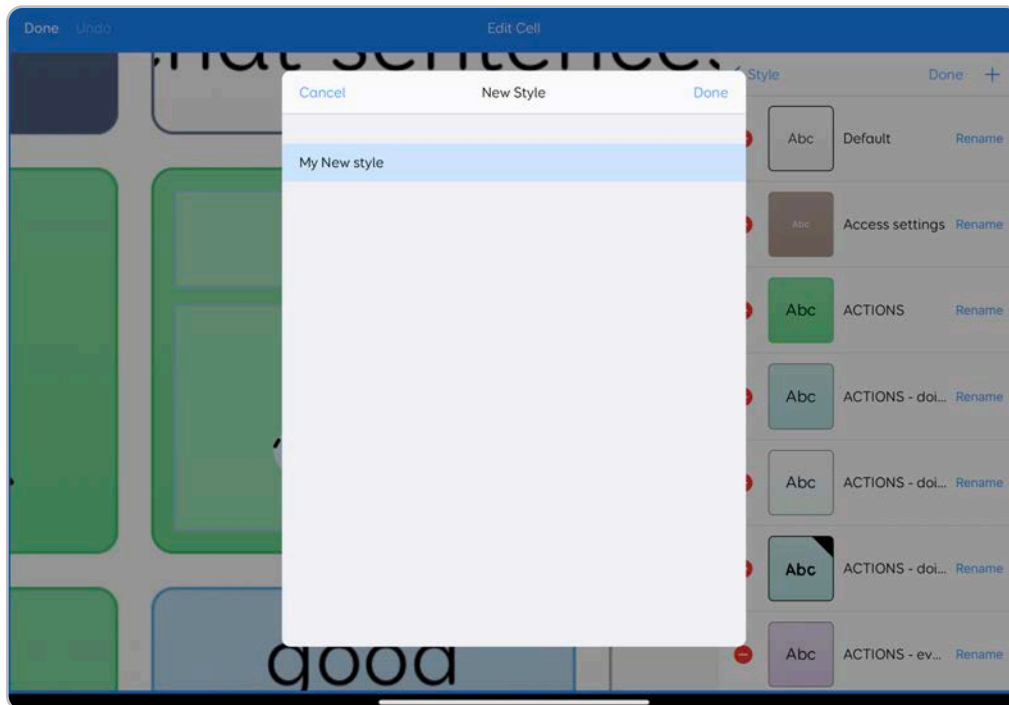
Tapping **Edit** will allow you to **rename** a style or **remove** it.



If you remove a style from your grid set, this will remove it from any cells that have the style assigned. You will be given the option of selecting an alternative style to apply to those cells.

You can also **Add a new style**.

Tapping the **+** icon will duplicate your currently selected style and give you the option to rename it.

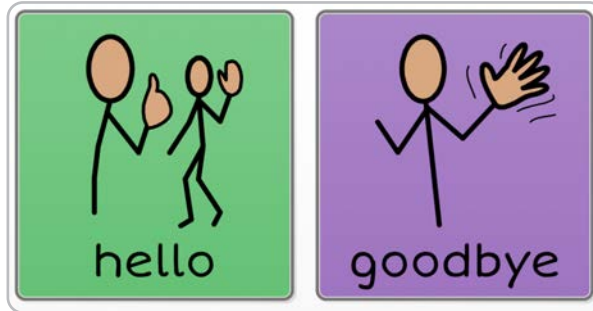


This can be useful if you want to maintain certain shapes or styles around your grid set, but change a colour without effecting other cells.

2.17

Style overrides

When you make a change to a cells **style**, this is called an **override**.

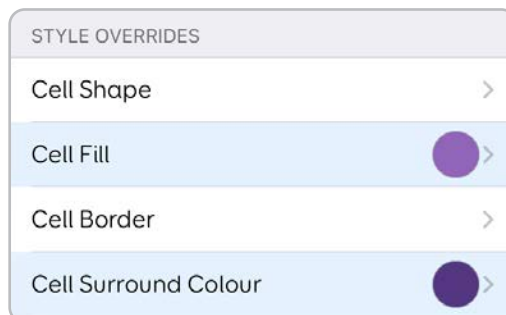


The two cells shown both have the same style applied, but we have overridden the colour so the 'Goodbye' cell is purple.

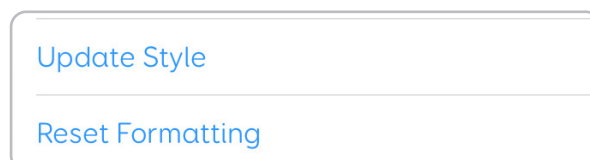
You can adjust:

- Cell shape
- Cell fill colour
- Cell border colour
- Cell surround colour
- Text Font
- Text Size
- Text Colour

As you make changes, adjustments will be marked with a **blue background** on the menu.



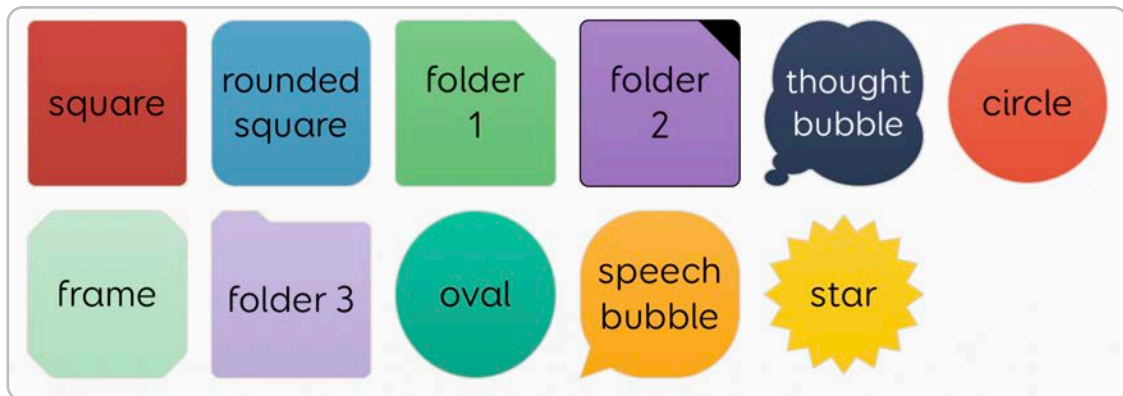
Once you have finished your changes you can select **Update Style** that will apply all of your changes to every cell that **shares the same style** in your grid set. To return your cell to its default style, tap **Reset Formatting**.



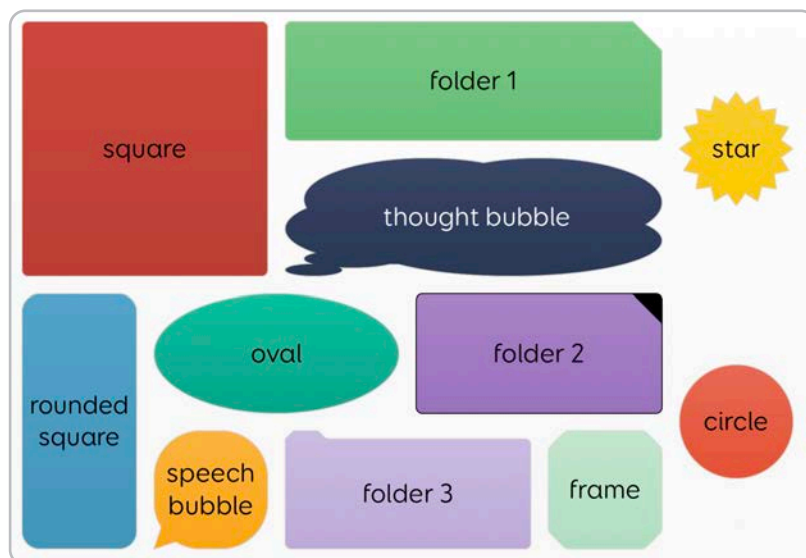
a. Saving your changes as a new style

If you tap the style name and the + icon you will save your changes as a new style. You can then apply this to other cells in your grid set.

b. Cell shape



You can choose from **11 cell shapes**.



When you adjust the size of your cell, the shape will adjust to meet the space available.

The circle and star shapes fill the **cell space proportionally**.

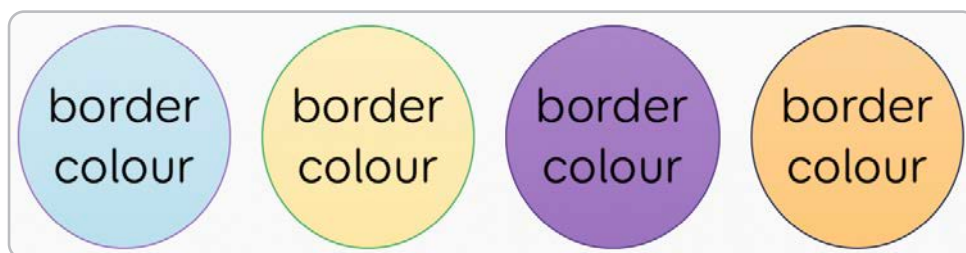
c. Cell fill colour



The cell fill colour adjusts the colour **inside the cell**.

You can also make a cell have no fill colour, which mean the cells surround colour or the grid set background colour or image will show through.

d. Cell border colour



The cell border **surrounds the shape of the cell**. You can change the colour or select None for a transparent border.

Note that this **does not** change the cell highlight colour when activated, this is adjusted in your Settings.

e. Cell surround colour



The cell surround is the background of the cell. You can change the **colour** or select **None** for a transparent background, which will allow the grid set background to show through.

You can use the cell surround to make areas of your grid set stand out, for example a toolbar.

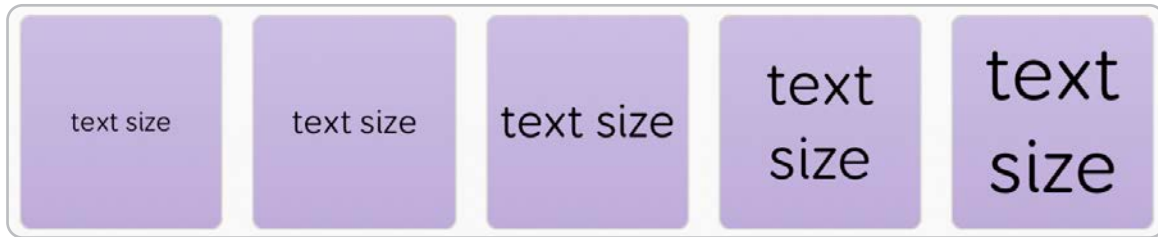
f. Text font



The **Text font** adjusts the look of the **cells label**. There are **six standard Grid fonts** to choose from.

You can also choose from the complete list of fonts available on your iPad. Be aware that some of these fonts may not be available in Grid 3 if you are sharing your grid set across platforms.

g. Text size

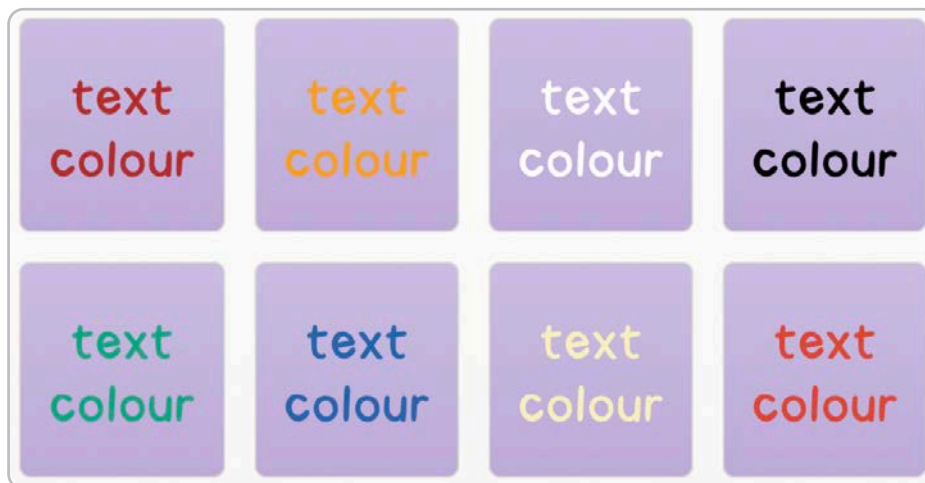


You can **adjust the size of the text** in your **cells label**. Be aware that if the text is too large it may cut off letters or words.

The larger the text, the less room there will be for any picture or symbol on the cell.

h. Text colour

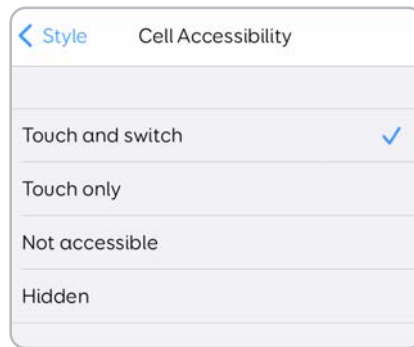
You can adjust the colour of the text in your cells label.



When adjusting the colour, be sure to **consider the visibility** against the background colour otherwise the text can become hard to read.

i. Cell accessibility

You can change the accessibility of the cell to prevent it being activated in certain situations.



Touch and switch

The cell can be activated by tapping the touch screen or by a switch.

Touch only

The cell can only be activated through touch access. If you are using a switch you will not be able to activate the cell.

Not accessible

The cell **cannot be activated** by the user but are still visible.

Hidden

The cell will be **hidden outside of edit mode**.

You can use hidden cells to hide parts of your grid set to **help focus** on certain areas without deleting cells.

2.18

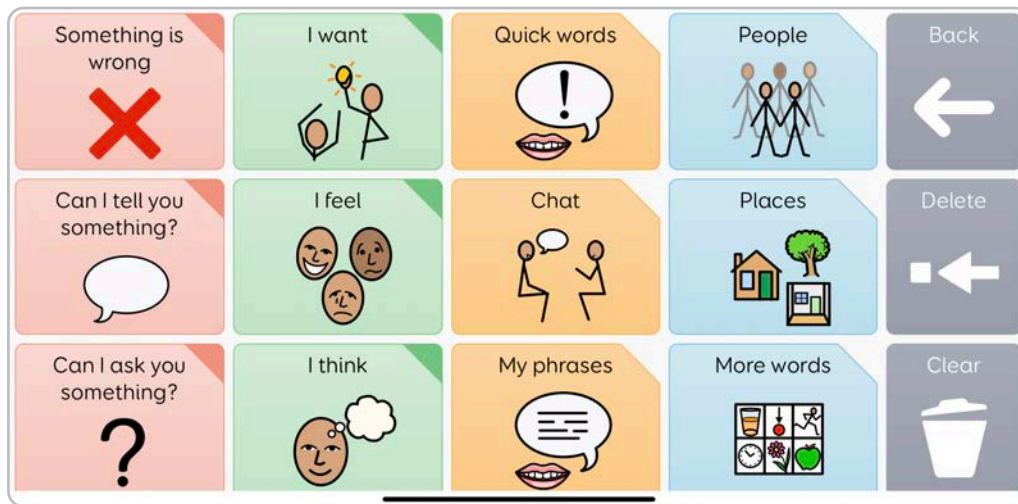
Grid set

You can adjust the overall style of your grid set under the grid set sidebar. These settings adjust every grid and cell within your grid set.

a. Theme

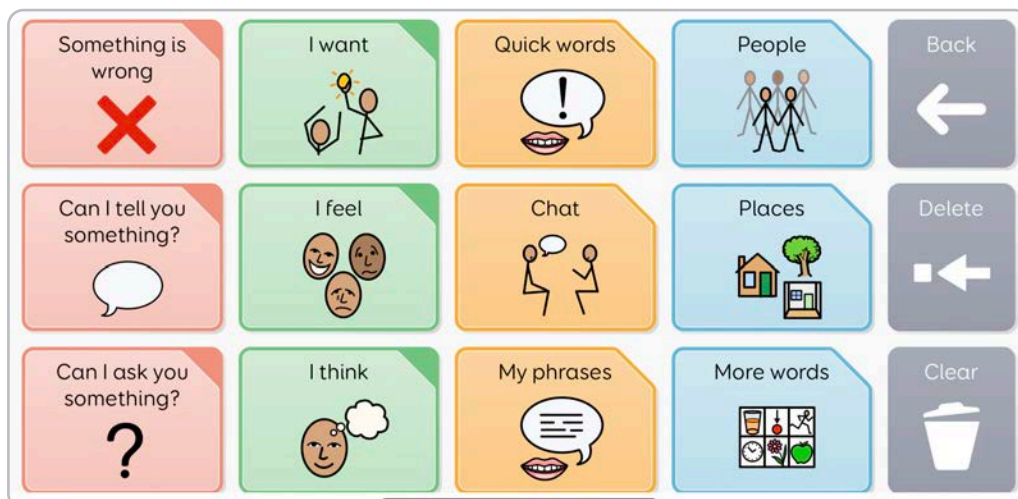
You can choose from three themes for your grid set. These adjust the overall **look and feel** of your cells.

Modern



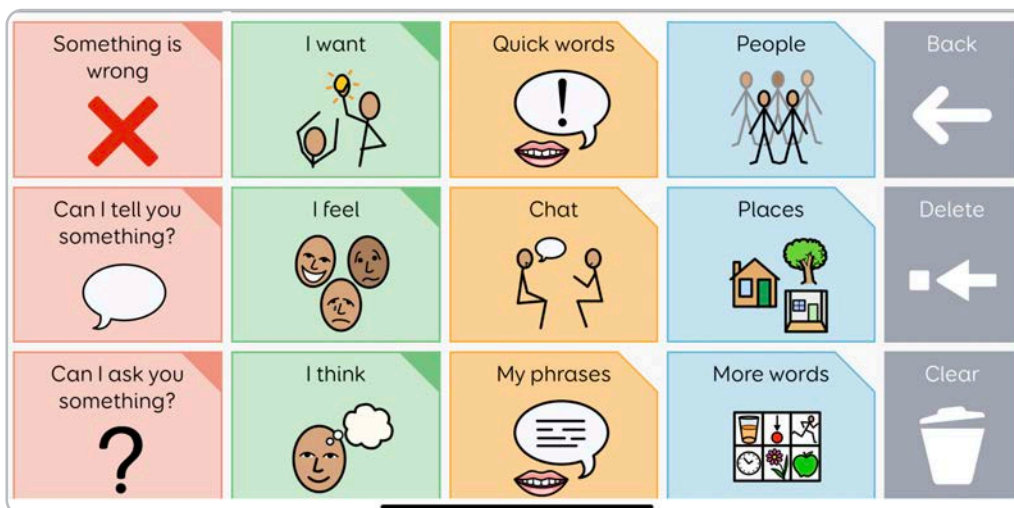
Cells are flat against the grid set background and have a thin border and rounded corners.

Bubbly



Cells have a drop shadow and a thick border.

Blocky



Cells are flat against the grid set background and have thin borders squared corners.

b. Cell Layout



Below

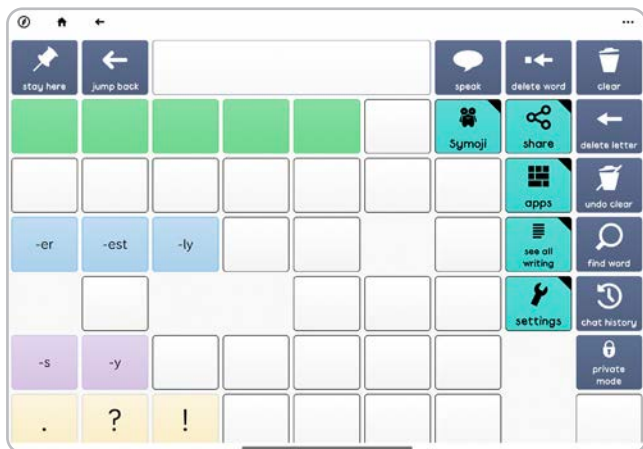


Above

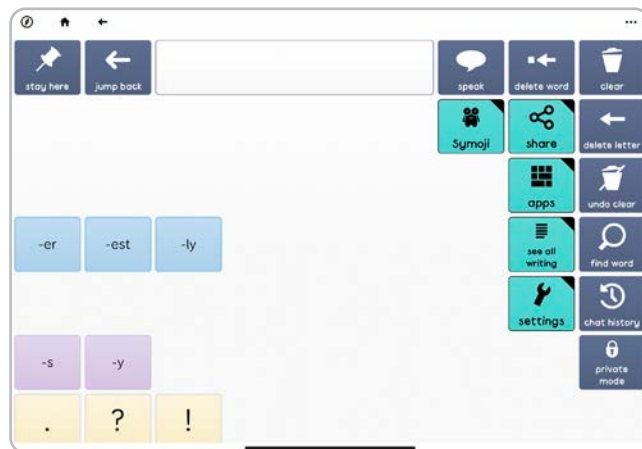
You can choose where your cell labels appear. This can be **above** or **below** the picture.

c. Empty Cells

You can choose if you want empty cells to be **visible** when using your grid set.



Visible



Hidden

d. Cell spacing

You can adjust the amount of space between your cells with the cell spacing options.

You have **six options** to choose from, ranging from **extra small** to **jumbo**.

The smaller the spacing, the closer cells are to each other. You may find **increasing** the cell spacing can help make more **accurate activations**.



Extra small



Small



Medium



Large



Extra Large



Jumbo

2.19

Grid

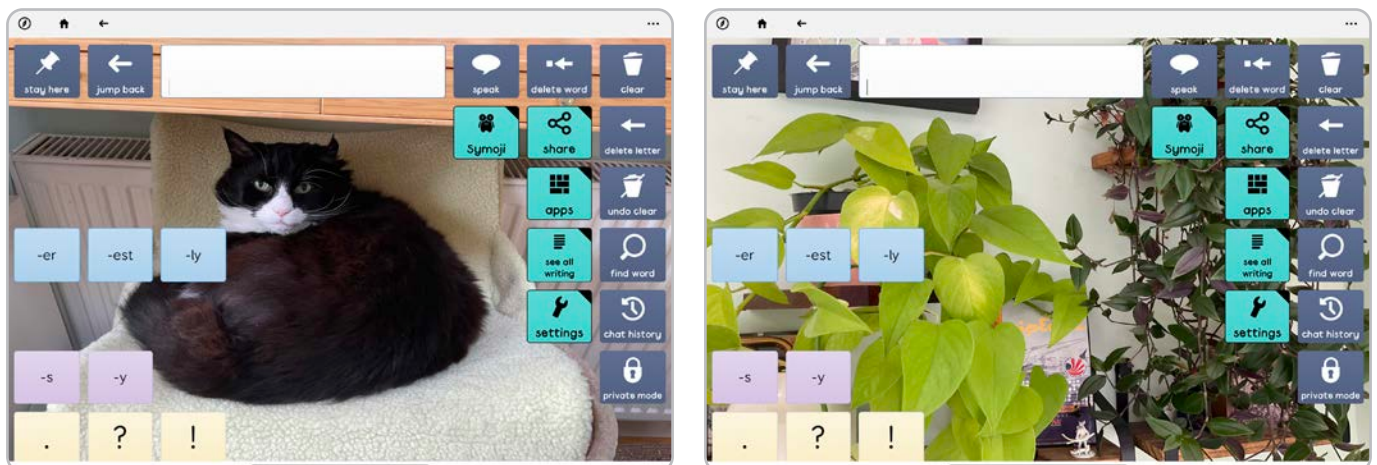
The Grid sidebar lets you adjust how your current grid looks and feels as well as adjusting extra functions the grid may perform when it is opened.

a. Grid background

The grid background option lets you choose the **colour** of your grids background. Use the colour picker to find the colour you would like.



Selecting **Adjust colour** gives you even more control over the colour, and also lets you enter an HTML colour, with is a hex code like **#A38F84** or **#EDED**. These codes can be found in other apps like Word or Paint, and let you get the exact colour you want.



You also have the option of using a picture as a **background** for your grid.

The picture browser lets you choose from:

Photo library

Browse images stored on your iPad. These are arranged into folders.

Web search

Enter your search and tap enter to browse the internet for images. **Safe search is on** by default when browsing. **Tap an image** to use it as the background for your grid.

Camera

Use your iPads camera to capture an image. You can use either front or back cameras. Tap **Capture** to take a picture.

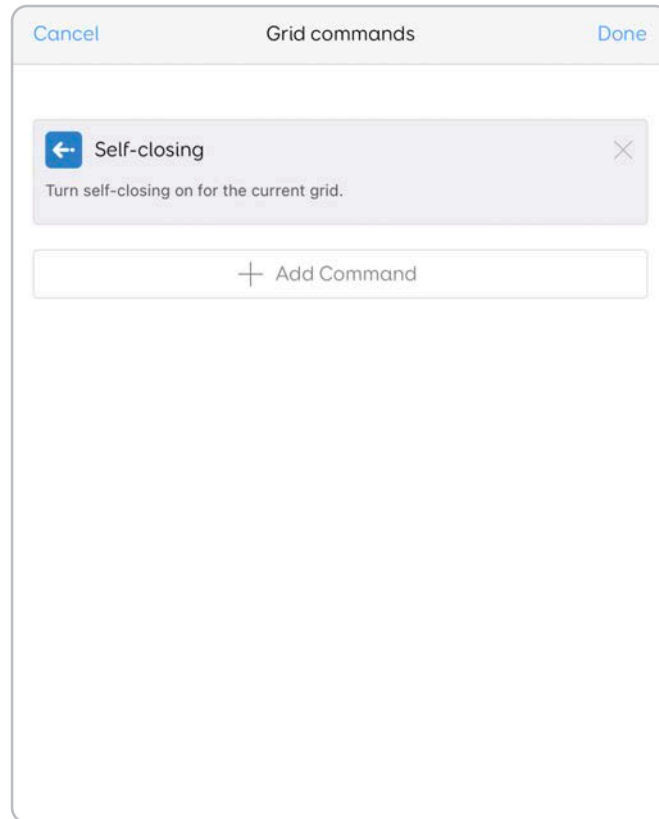
Apply to all grids

When you are happy with your grids background image or colour you can apply it to every grid in your grid set with the **Apply to all grids** option.

This will override the background of every grid in your grid set.

b. Grid commands

Grid commands are activated when the grid first opens, or when you jump to your grid. These are the same as commands that are added to cells and have many of the same options.



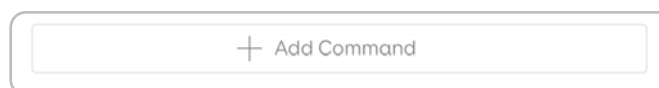
You can use Grid commands to send your web browser cell to a **specific page**, make a **sound** when you jump to the grid, **speak aloud** the name of the grid or **start a timer**.

Adding a Grid command

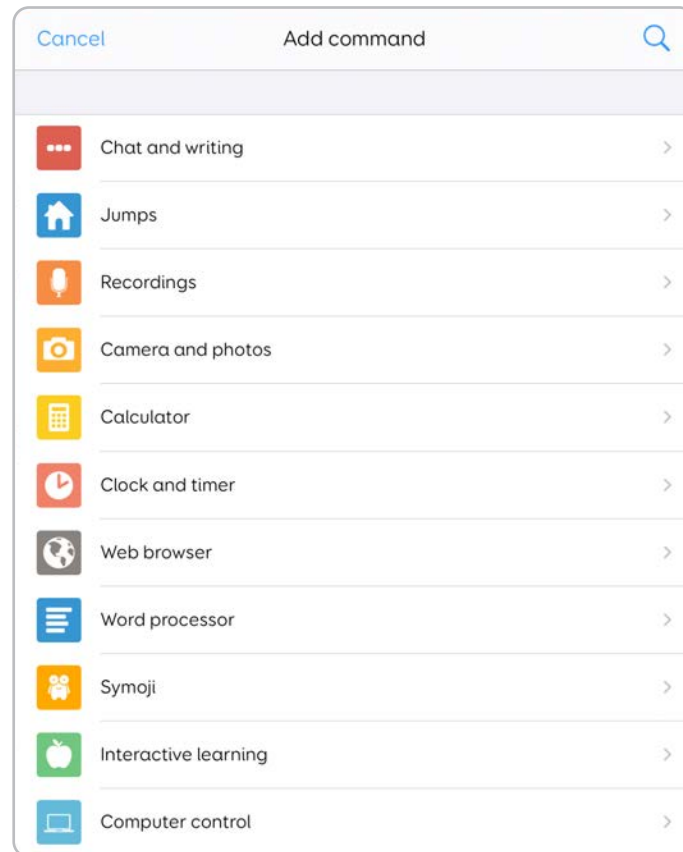
You can add Grid Commands to **any grid** in your grid set.

Tap the **Grid Commands** option

Tap **Add Command**



Commands are arranged into categories. You can use the search tool if you know what you are looking for.



You have access to nearly every command in Grid. Tap the command you want to add.

Some commands have properties that you can adjust, for example adding in a web address or a set phrase.

You can tap **Add Command** to add additional commands to your grid. Commands are activated **in order from top to bottom**.

You can arrange commands by tapping and holding on the commands name and **dragging** it up and down the list.

To remove a command **tap the cross** in the corner.



c. Rows and columns

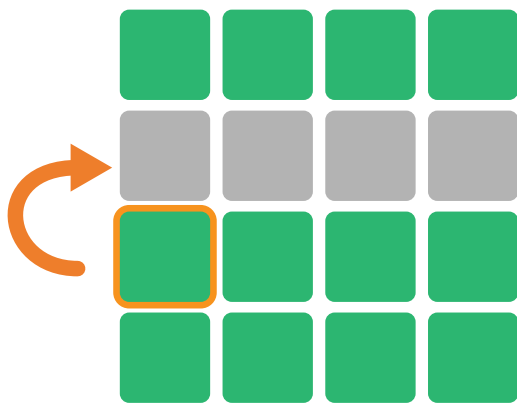
You can adjust the number of rows and columns in your grid as well as changing their size to suit your grid set.

When you modify the rows and columns of your grid, be aware that this only effects the grid that you are currently editing, you can have a grid set made up of many grids with varying numbers of rows and columns.

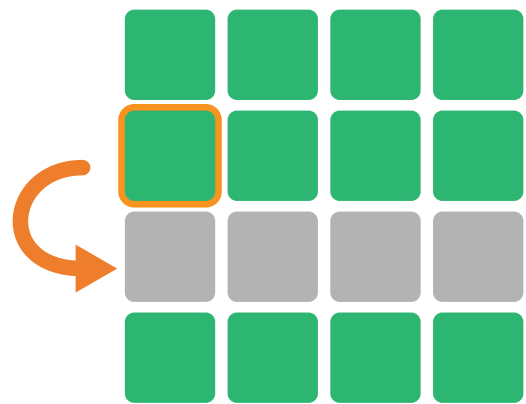
You may want to start working out how your grid sets rows and columns are going to be laid out before you make too many grids that may need adjusting later!

Adding rows and columns

Tapping **Insert row above** will add a row above your currently selected cell. If you don't have a cell selected, it will be added to the top of your grid.



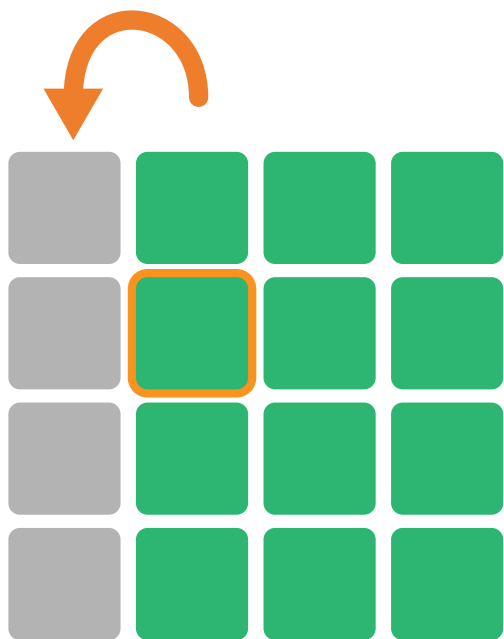
Insert row above



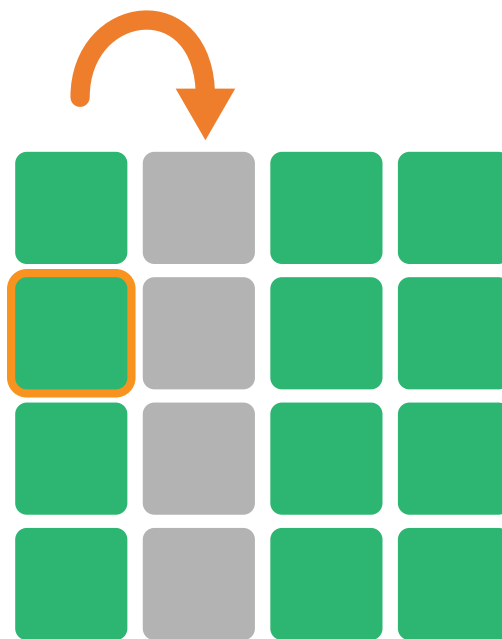
Insert row below

Tapping **insert row below** will add a row below your currently selected cell. If you don't have a cell selected, it will be added to the bottom of your grid.

Tapping **Insert Column to the left** will add a column to the left of your currently selected cell. If you don't have a cell selected, it will be added to the left side of your grid.



Insert Column to the Left

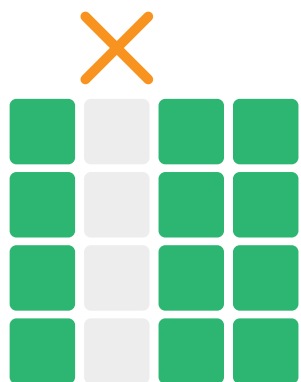


Insert Column to the Right

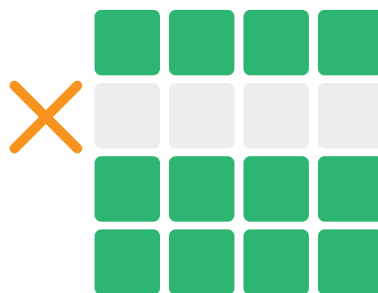
Tapping **Insert Column to the right** will add a column to the right of your currently selected cell.

Removing Rows and columns

Before removing a row or column, you need to **select a cell** in that row or column. Then you can tap **Delete Rows** or **Delete Columns** to remove them.



Delete Columns

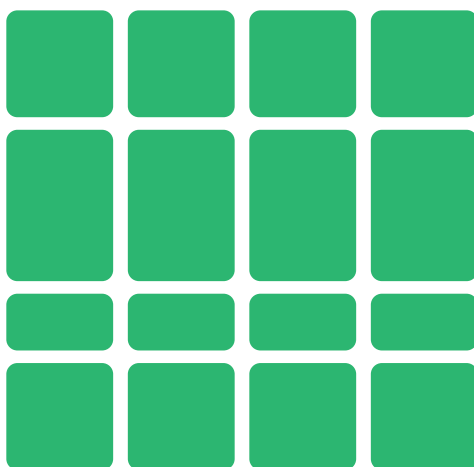


Delete Rows

You can select **multiple cells** to remove more than one row or column at once.

Adjusting row height

To change a row's height, select a cell in the row you want to adjust and tap **Row height**. You can choose from **Extra small** to **Extra large**.



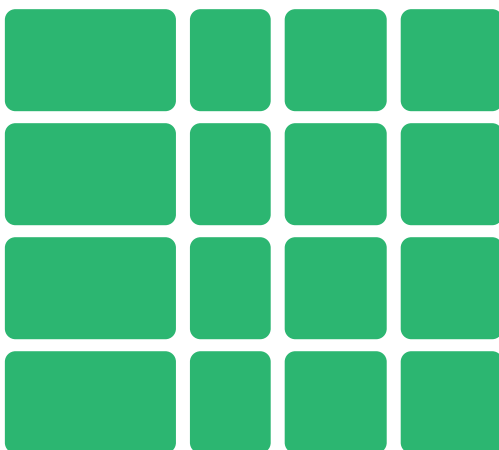
When you adjust a row's height, the other rows in the grid will scale to accommodate your changes.

You can modify multiple rows at once by selecting two or more cells.

Adjusting column width

To adjust a column's width, select a cell in the column you want to adjust and tap **Column width**. You can choose from **Extra small** to **Extra large**.

When you adjust a column's width, the other columns in the grid will scale to accommodate your changes.



You can modify multiple columns at once by selecting two or more cells.

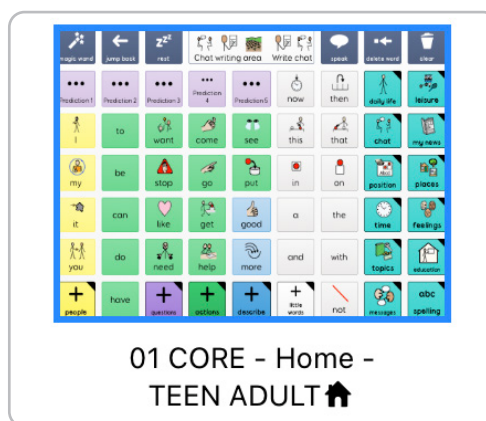
2.20 Grid set sidebar



The grid set sidebar lets you **manage** and **edit** all of the grids that make up your grid set.

You will see a list of all of the grids that make up your grid set. You can browse the grids and **tap one** to start editing it.

The home grid of your grid set is marked with a **Home icon**.



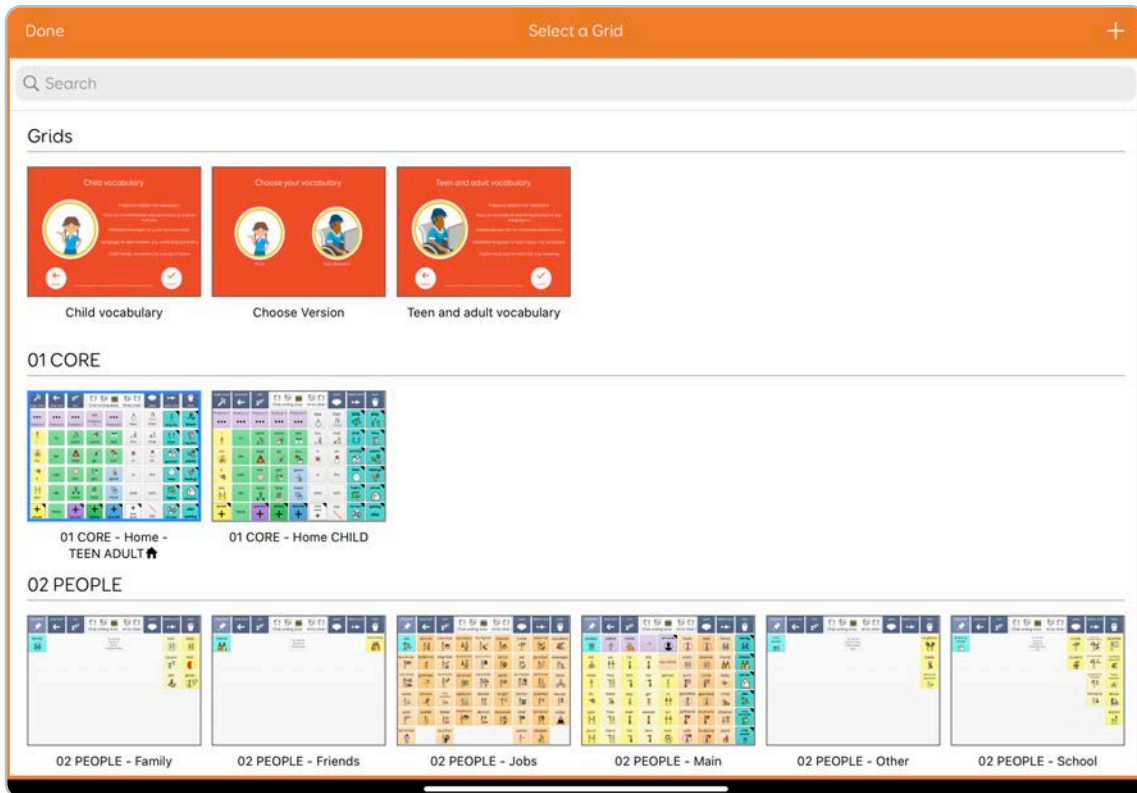
The home grid is the first grid that loads in your grid set, and where you will return to when you tap the home button or cell.

Grids are **arranged in alphabetical order**.

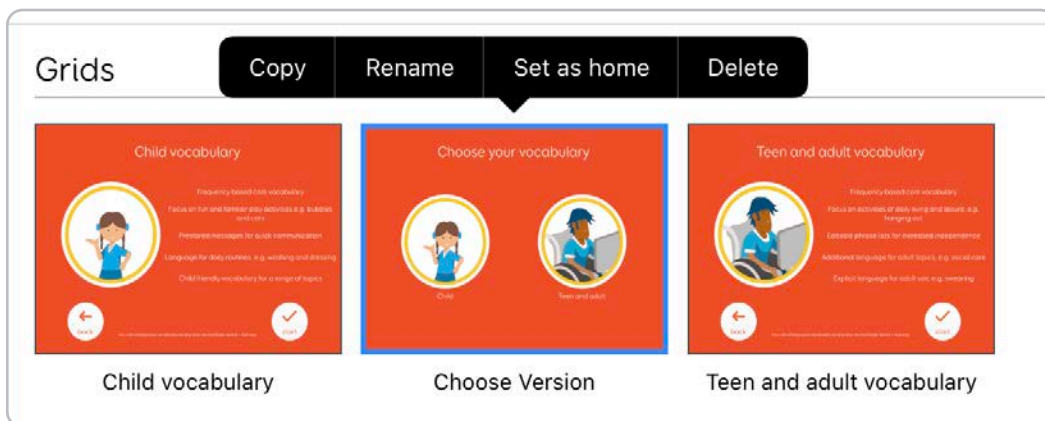
With larger grid sets you can use the search bar to find the grid you are looking for. **Tap search** and type the name of the grid or grids you are looking for.

Edit

Tapping **edit** will open the grid set browser full screen.



You can tap on a grid to modify it. You can choose to **Copy**, **Rename**, **Set as home** or **Delete**.



Copy

Tapping copy will duplicate your grid. You will see a pop up allowing you to rename the grid before you tap done to confirm.

Rename

Change the name of your grid. Note that renaming a grid will not effect any jumps to and from the grid.

Set as home

Set your grid as the **home grid**. This will be the grid you will see when you open your grid set.

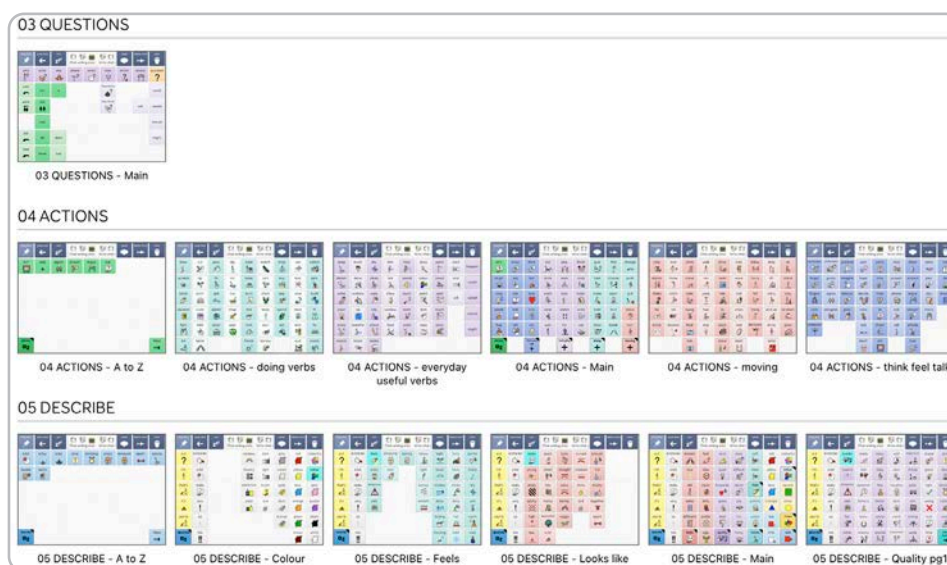
Delete

Remove the grid. This will break all the jumps to the grid if you have not yet removed them.

Organising larger grid sets

As your grid sets grows, you may want to organise grids together by type or use.

Grid will **automatically categorise your grids using the grid name**.



Super Core 50 has over 240 grids in 25 categories

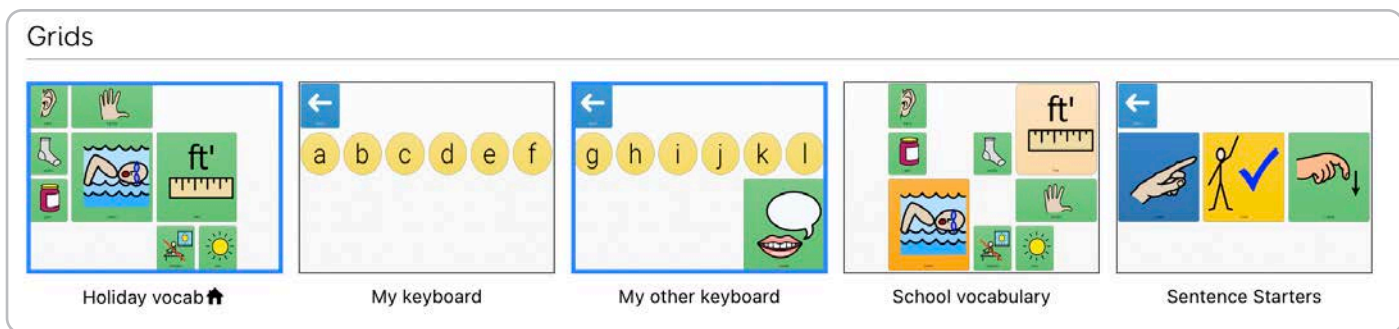
Adding a dash (-) in you grid name will create a **group**.



Grids grouped under **04 Actions**

Example

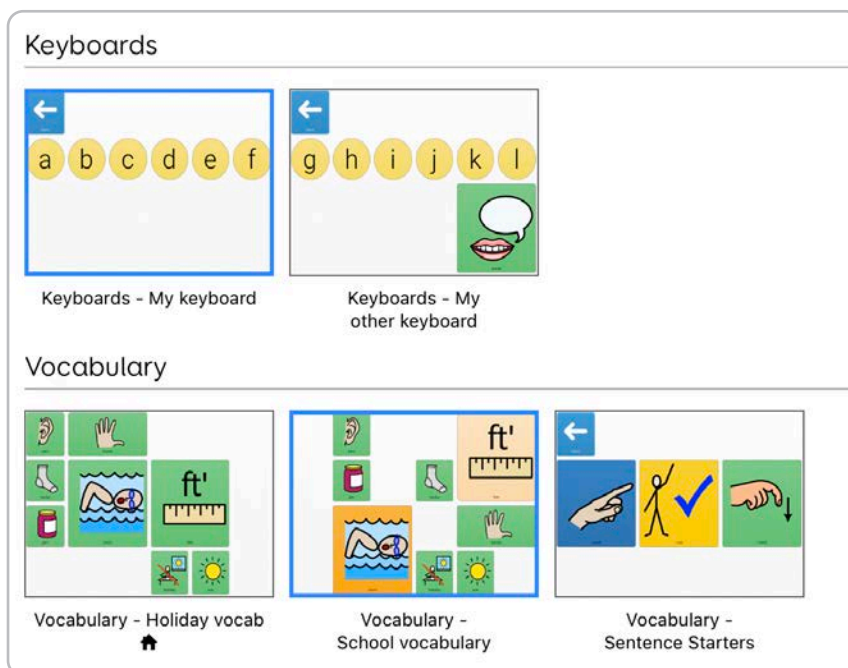
Your grid set contains five grids:



Holiday vocab, My Keyboard, My other Keyboard, School vocabulary and Sentence starters

These will be organised in **alphabetical** order.

Adding a **prefix** will organise these into **groups**:



Keyboards

Keyboards - My keyboard grid

Keyboards - My other keyboard grid

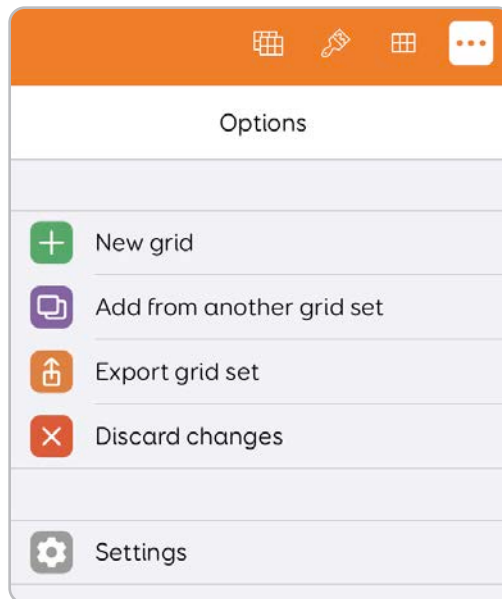
Vocabulary

Vocabulary - Holiday vocab

Vocabulary - School vocabulary

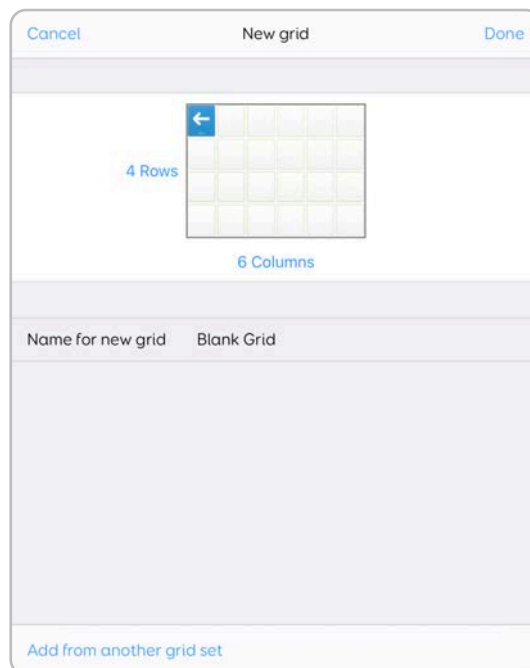
Vocabulary - Sentence starters

The options tool bar lets you manage and expand your grid set.



a. Adding a new grid

The add a new grid option lets you **add a blank grid** to your grid set. By default the grid size will match your current grid, but you can adjust the number of rows and columns to suit you.

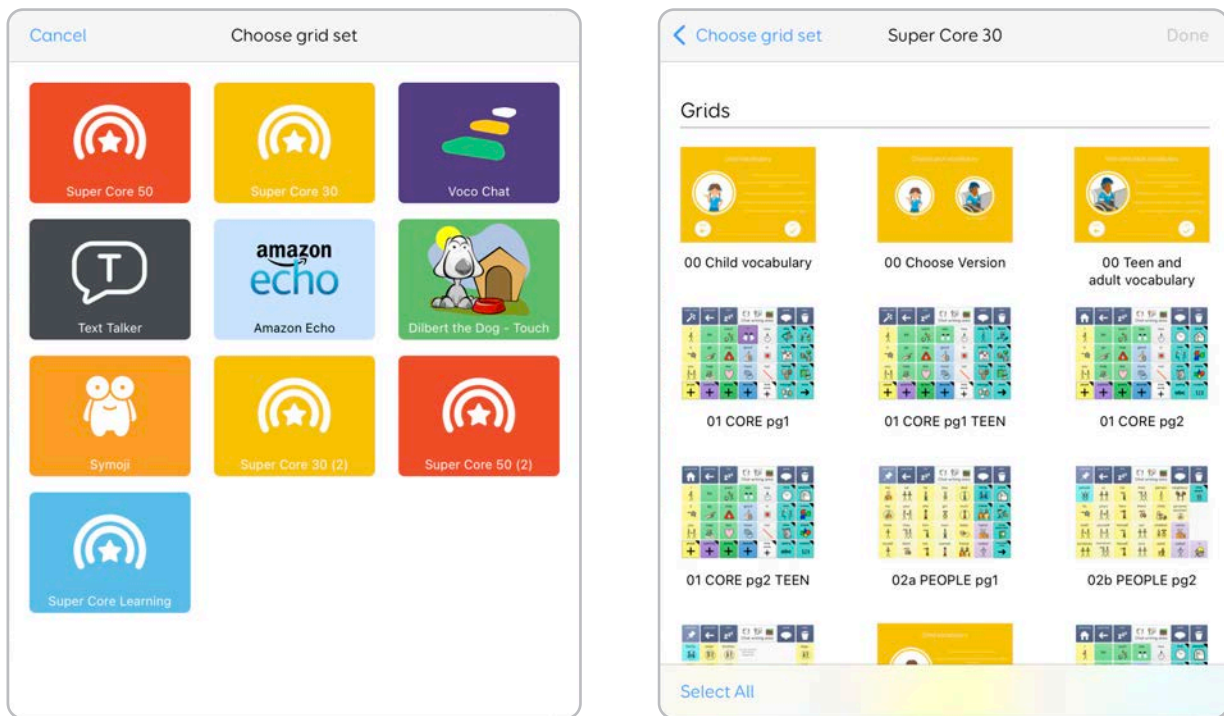


You can give your grid a name and add it to your grid set by tapping **Done**.

Adding a grid from another grid set

You may want to take one or more grids from another grid set to add to another. This could be a vocabulary grid, or it could be the grids that make up an accessible app.

Tap **Add grid from another grid set**.



You will see a list of all the grid sets you currently have installed. **Choose the grid set** you would like to import grids from.

Note that some larger grids may take a few moments to fully populate in the window.

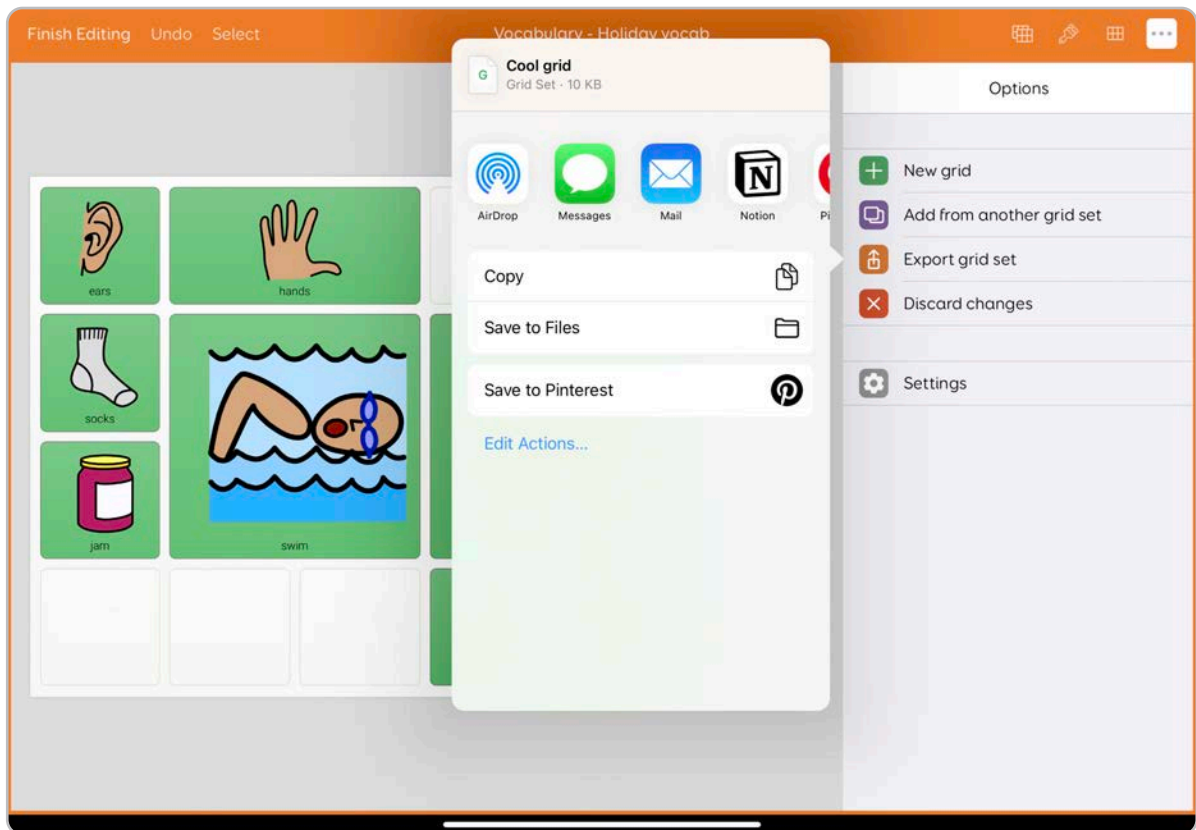
Tap each of the grids you would like to add. You can also select the entire grid set by tapping **Select all**.

Tap **Done** to add the grids to your grid set. Some larger grids may take a moment to fully import.

b. Exporting your grid sets

You can export your grid set to either **create a backup**, or **send to other grid users**.

Tapping **Export grid set** opens the share window.



You can attach the grid set file to a number of apps, including **AirDrop, Message, Email and more.**

You also have the option to export to your **iPads files app**. From here you can place your grid set on another device connected to the iPad, or save it to a memory stick for safe keeping.

Opening the grid set file

If you send the grid set file to another Grid for iPad user (AAC or VPP) the grid set will **open the app** and **add it to Grid Explorer.**

AirDrop

When you select AirDrop you will see a list of **nearby Apple devices** including iPads, iPhones and Mac computers that can receive your file. Tap the device you would like to send to. The device will **show a notification** to receive the grid set. When accepted, the grid set will be transferred.

Dropbox

If you have your Smartbox Account connected to Dropbox, you will also have a cloud backup of your grid sets. You can find your grid sets inside a **folder** called Smartbox in your **Dropbox account**.

Exporting to Online Grids

If you want to share your grid sets to the Online Grids service, you will need to log in to your **Smartbox Account** in **Grid 3** on a Windows based device and use the share option.

c. Finishing editing

If you are happy with your changes tapping **Finish editing** will accept all your changes and save your grid set, returning you to the grid set.

Finish Editing



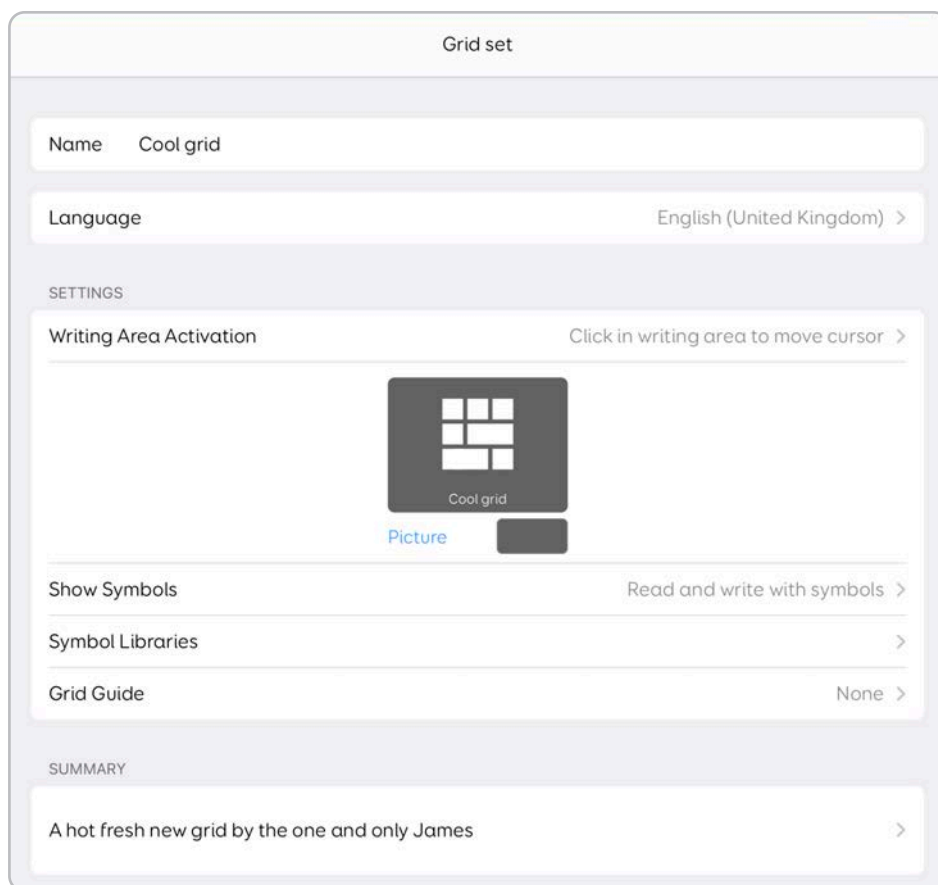
Discard changes

If you want to discard all your edits tap **Discard changes**. This will restore to the version of the grid set, before your entered edit mode. Be aware **you cannot undo this action!**

2.22

Grid set settings

You can control the various preferences and options of your grid set with the Grid set settings screen.



Name

This is the name of your grid set, as it is displayed on your **Grid Explorer** and when it is shared. You can change the name by tapping the name bar.

Language

This is the language the grid set is in. This will effect how your voice pronounces certain words. Changing the language will also help categorise your grid set if you are sharing it online.

Writing area activation

You can toggle how the chat writing area responds.

Click in writing area to speak

This setting lets you tap the chat writing area to **speak your message**.

Click in writing area to move cursor

This setting lets you tap in the writing area to move where the cursor is. You can use this to **edit** your message and **insert words**.

Picture

Change the **grid set icon**. You can choose from **Symbols**, your **photo library**, **search the web** or **take a picture** with your iPad camera. Tapping **remove** will remove the icon.

Tapping the **colour icon** will let you choose the tile colour.

Show symbols

You can choose to **read and write with or without symbols**.

This controls if symbols are shown in the **chat writing area** while you write your messages and if a symbol is added to cells while you edit.

This does not remove pictures from cells in your grid set.

Symbol libraries

Add and remove symbol libraries that will be **searched when you are editing your grid set**.

Symbol libraries are arranged in order of preference, the top being the preferred symbol set for your grid set. If Grid cannot find a matching

symbol for your word, it will look in the next symbol library until it finds a match.

You will see a list of the currently active symbol libraries. Tapping **Edit** will let you remove a library from your grid set and rearrange the order of preference.

Tapping the **+** icon will let you add a symbol library to your grid set. You will see a list of any available symbol libraries.

Summary

The summary of your grid set is where you can **write a description** and any additional notes about your grid set. This is a particularly useful if you want to share your grid set more widely and want to make a note of anything the user should know before they download your grid.

You can also use this area to note any version information or intended use.

If you upload your grid set to Online Grids using Grid 3, the summary is shown alongside screen shots of your grid.

Grid Guide

Many official Smartbox grids have **Grid Guides**. These are short implementation guides designed for those supporting AAC users use grid sets. If you have based your grid set off a Smartbox grid set, you may see its name in the Grid Guide list.

You can set this to **none** so users do not get confused.

3

Editing tutorials

Guides to help you create your first grid set, and understand how Grids commands and tools fit together to build amazing content.

3.1	Creating a simple yes and no grid	100
3.2	Using jumps	106
3.3	Using a grid template	110
3.4	Using word lists	113
3.5	Advanced write cells	115
3.6	Grid set size and device performance	117

3.1

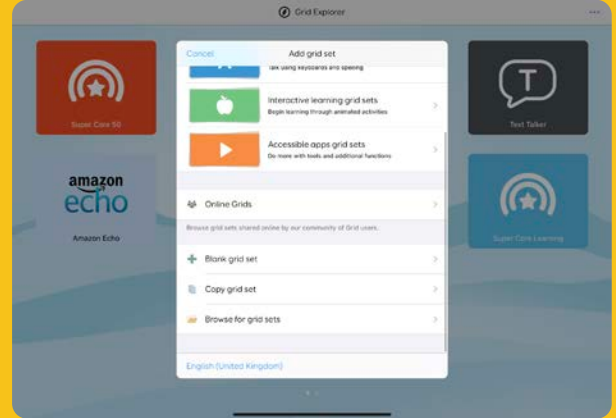
Creating a simple yes and no grid

1



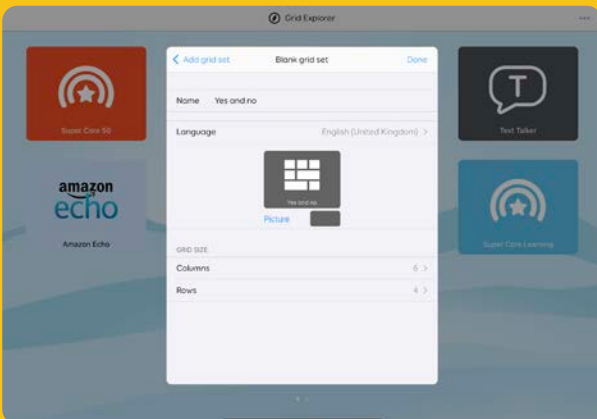
From Grid Explorer tap **Options** and then **Add grid set**.

2



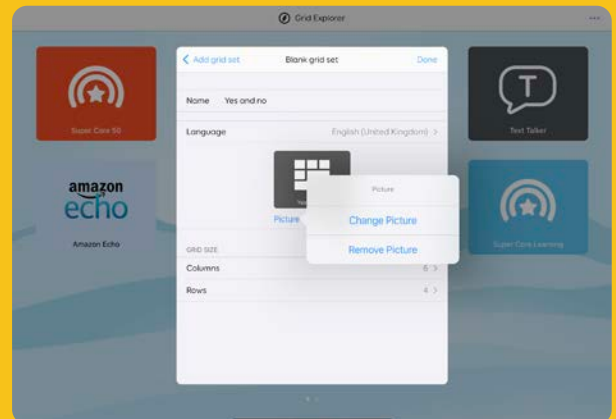
When the **Add grid set** screen appears scroll down and select **Blank grid set**.

3



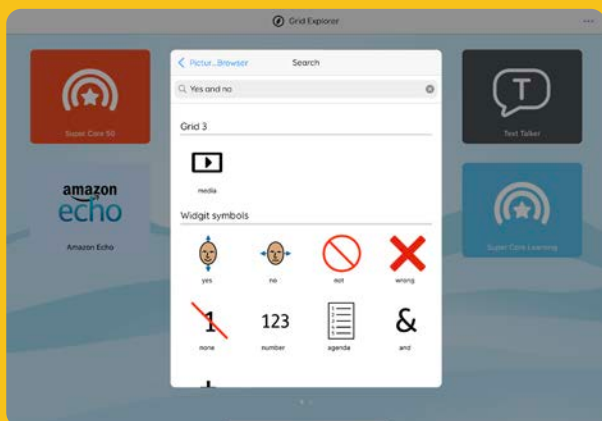
Give the grid set a name, **"Yes and no"**.

4



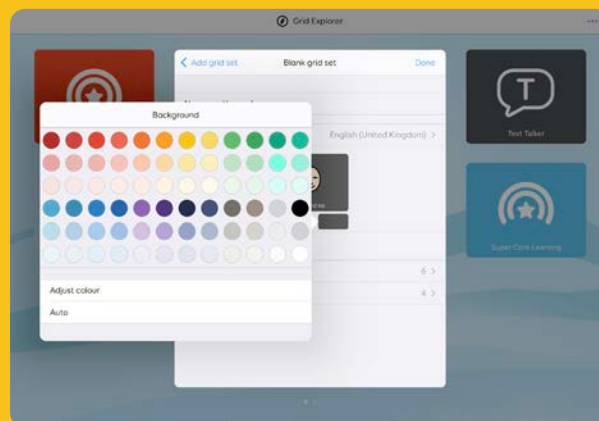
Tapping **Picture**, select **Change picture**, then **Symbols**.

5



In this example select the **Yes** symbol under **Widgit symbols**.

6



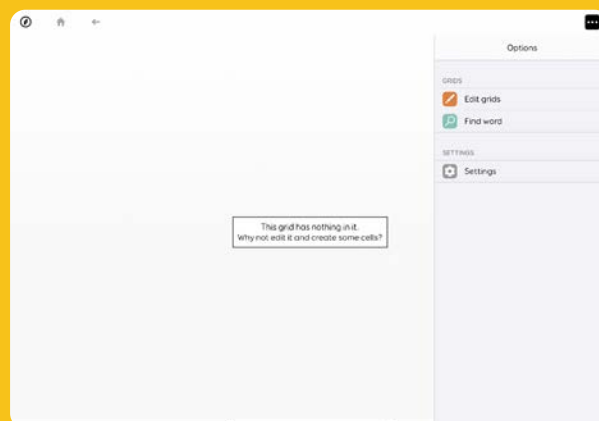
Then tap the colour icon and select a green. Select **Done**.

7



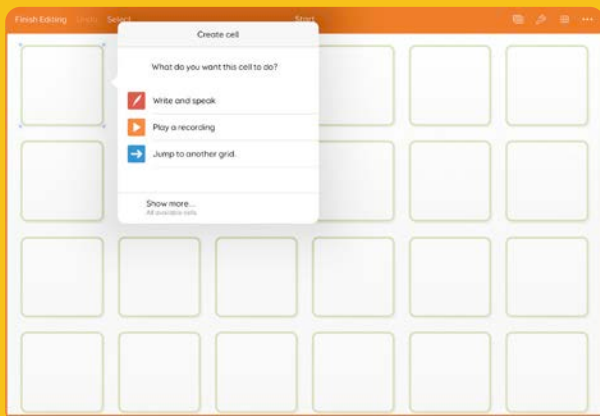
The new grid set appears in your Grid Explorer. **Tapping** the grid set will open it.

8



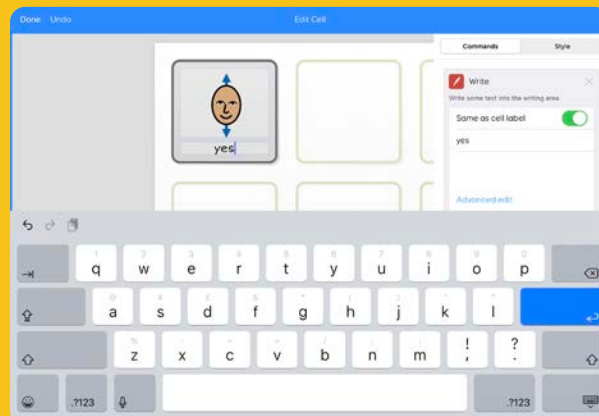
Tap the menu icon and then **Edit grids** to enter **edit mode**.

9



Tap the cell in the top left. On the create cell pop up select **Write and speak**.

10



The keyboard will pop up and you can type your word, in this case "**Yes**".

11



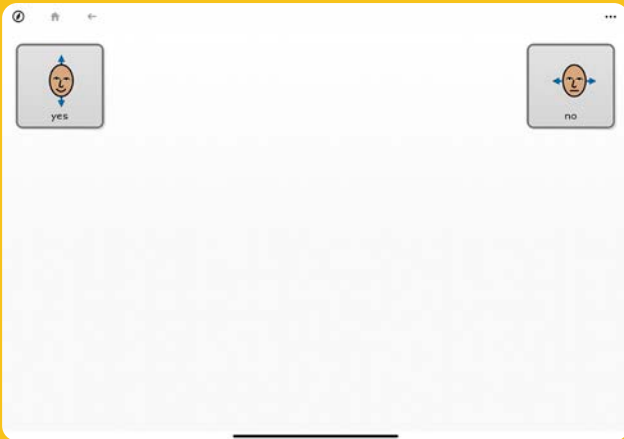
Tap **Enter** or away from the cell to exit the cell screen.

12



Now tap the cell in the top right and repeat, only this time type "**No**".

13



At this point you can test your grid by tapping **Finish Editing** and tapping your cells.

You will hear Grid speak **"Yes"** and **"No"** when you tap each cell

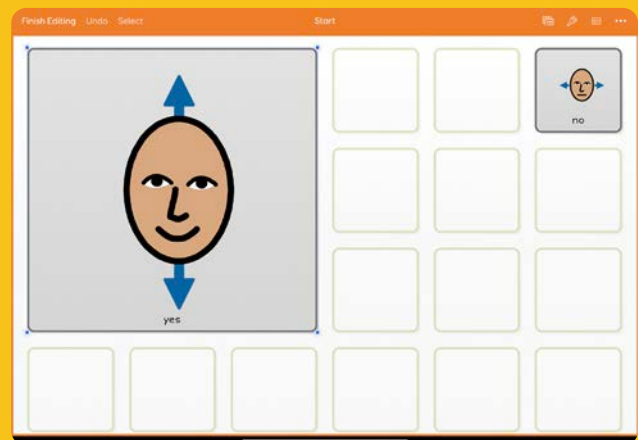
Let's make it easier to activate the cells and tell them apart.

14

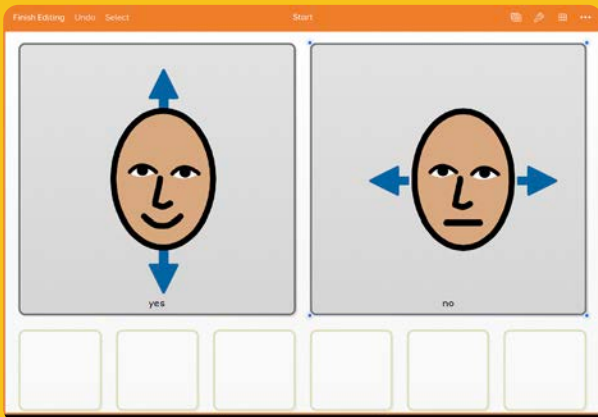
Go back to edit mode (**Menu - Edit Grid**).

Tap on your **"Yes"** cell and note the four blue dots, or handles, that surround it. Tap the bottom right handle and drag it so your cell gets bigger.

Make your Yes cell fill three columns and three rows.

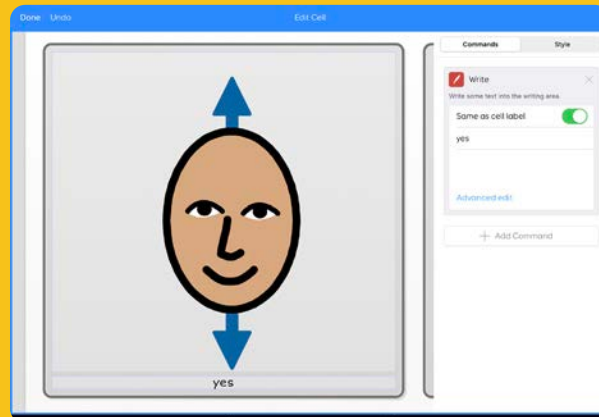


15



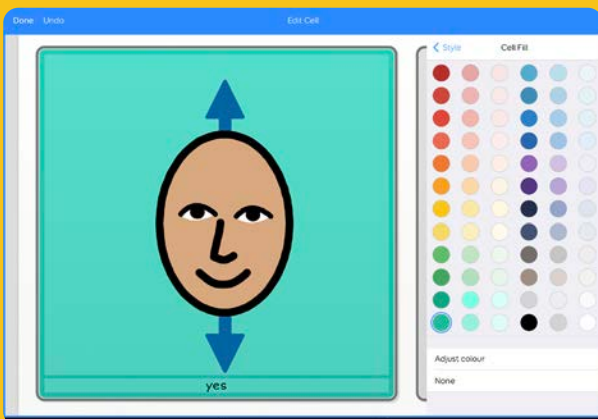
Now repeat with your **No** cell, dragging the cell to be three columns and three rows.

16



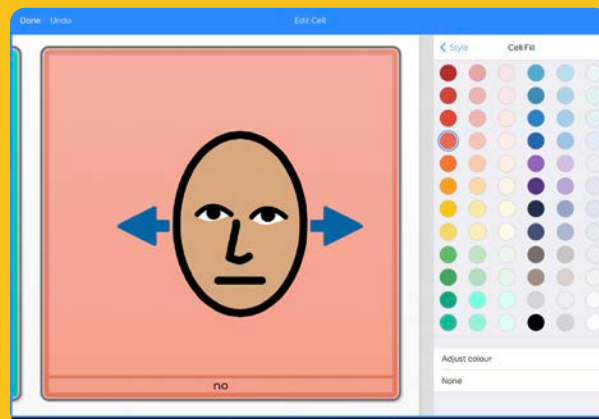
Let's add some more visual distinction. Tap the **Yes** cell and tap **Edit cell**. In the top right tap **Style**.

17



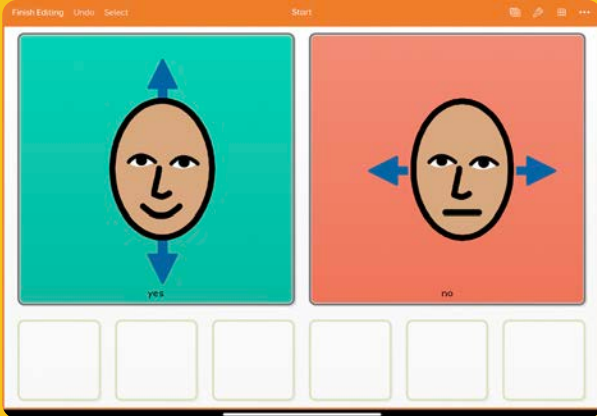
Under **Style overrides** you will see **Cell Fill**. Tap this then choose a suitable colour. Tap **Done**.

18



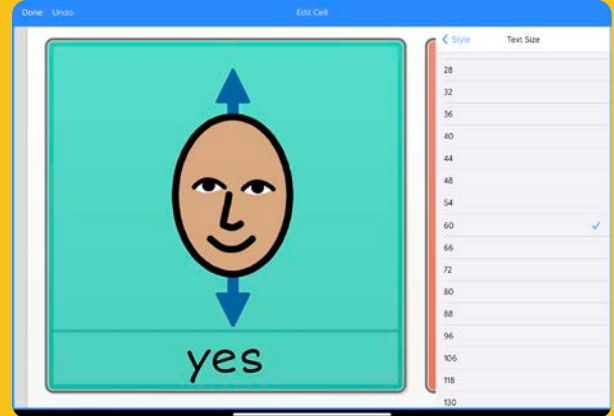
Repeat with the **No** cell.

19



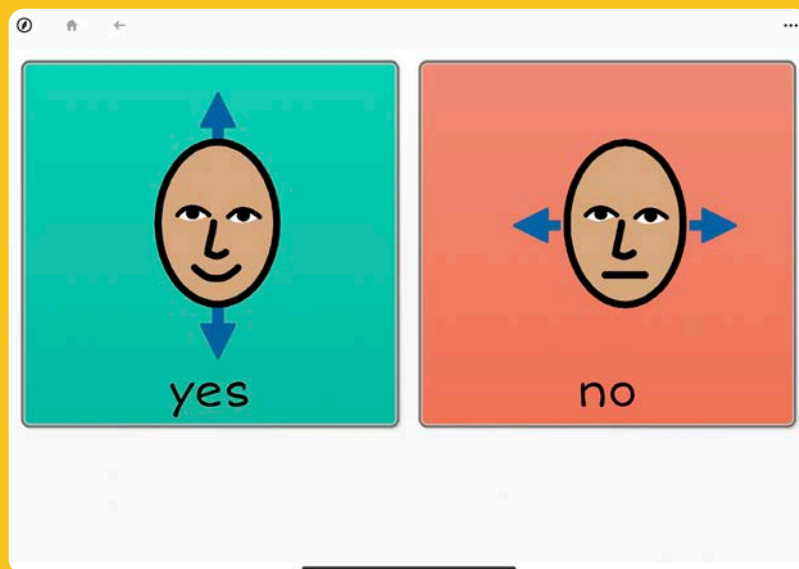
Next we will change the text size to match the size of the cells.

20



Tap the “**Yes**” cell and **Edit Cell**. Tap **Style** and then tap **Text Size**. Select size **60**. Repeat for the “**No**” cell.

21

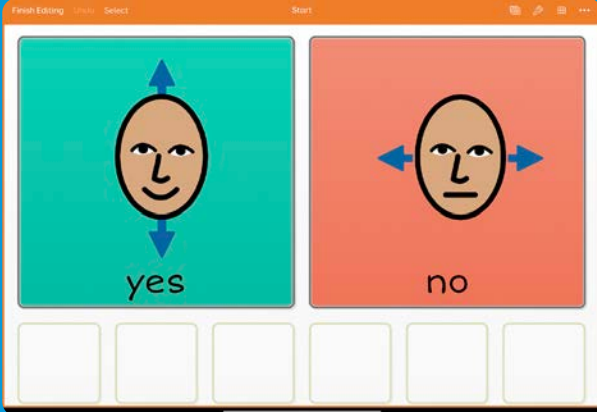


Tap **Finish Editing** to return to your grid.

3.2

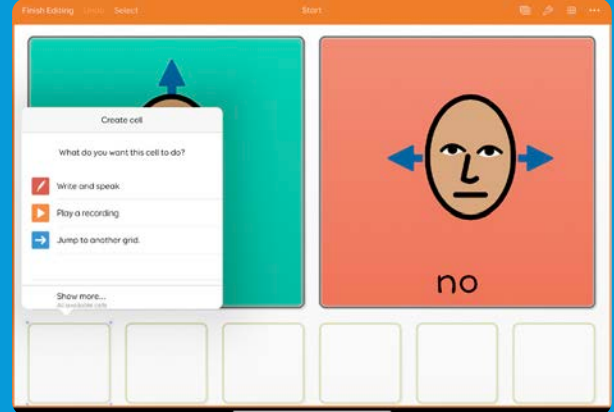
Using Jumps

1



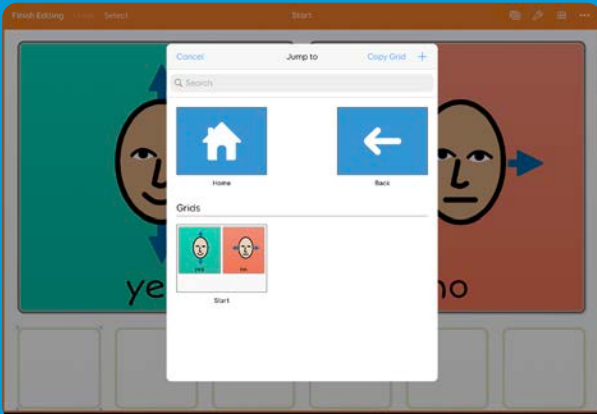
Open your **Yes and No** grid.
Tap **Menu** and **Edit Grids**.

2



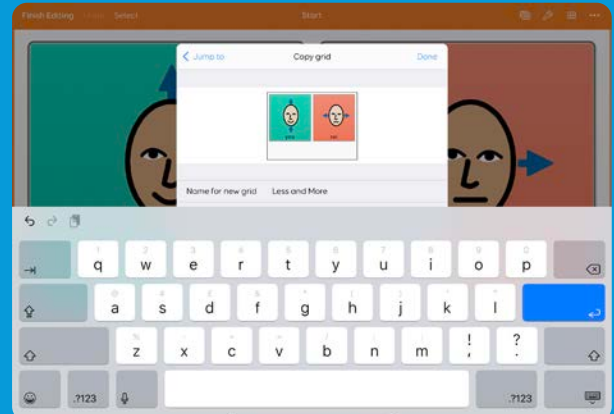
Tap the cell in the bottom left and tap **Jump to another grid**.

3



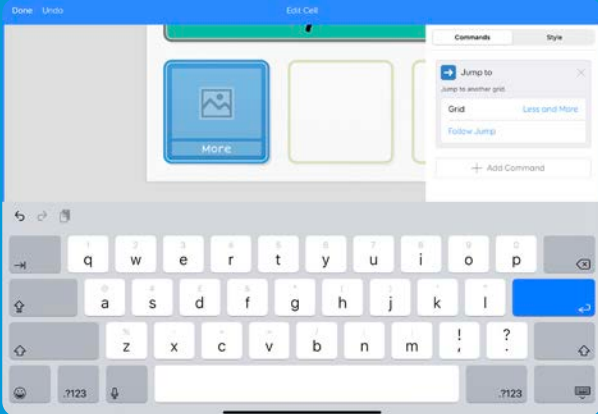
On the **Jump to** pop up tap **Copy Grid** then tap your **Yes and No** grid.

4



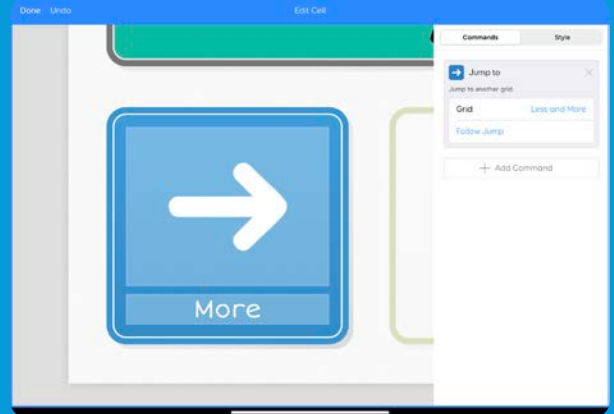
Give your copy a name. We will call this "**Less and More**" then tap **Done**.

5



Tap the label to adjust the label text. We will call this cell "**More**".

6



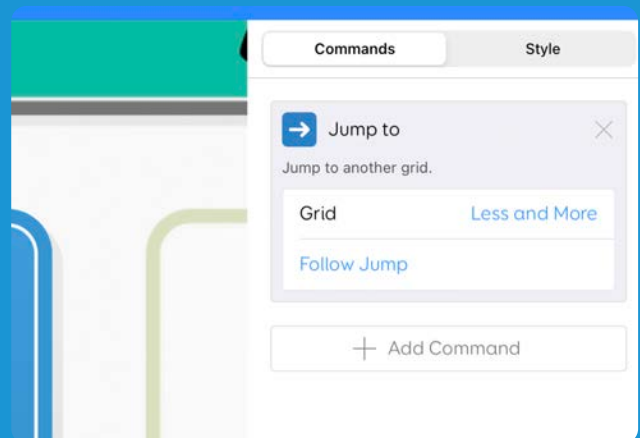
Tap the Picture area and you will see suggested images. Tap the simple arrow.

7

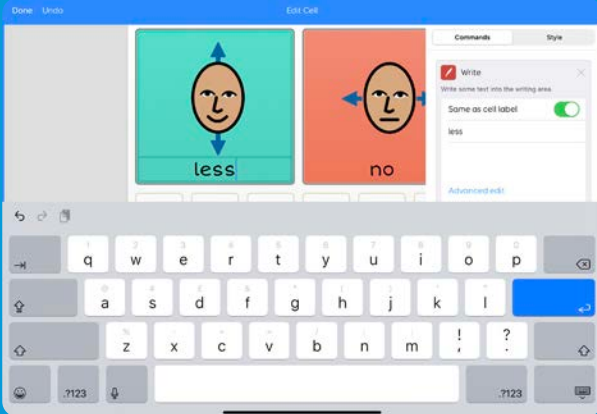
Your jump cell is now ready to use, however we will need to edit the new grid.

While you are still in the **Edit Cell** screen you will see **Follow Jump** under the **Jump to** commands.

Tap this to move to your new **Less and more** grid.

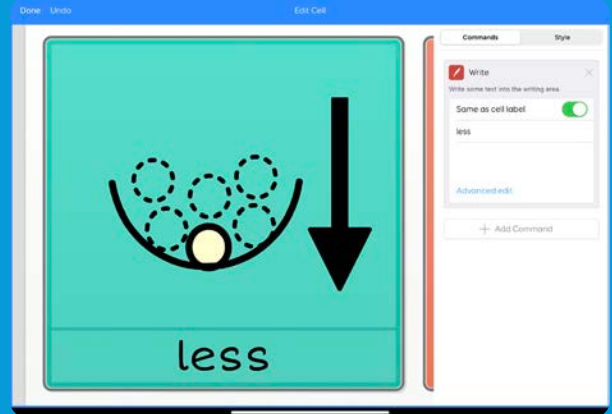


8



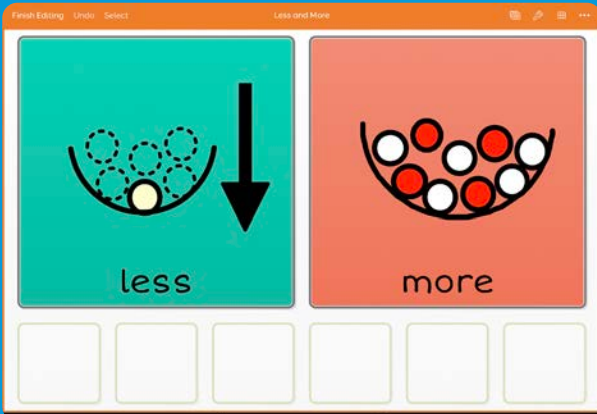
Tap on the **Yes cell** and tap **Edit cell**. Change the cell label to read "**Less**".

9



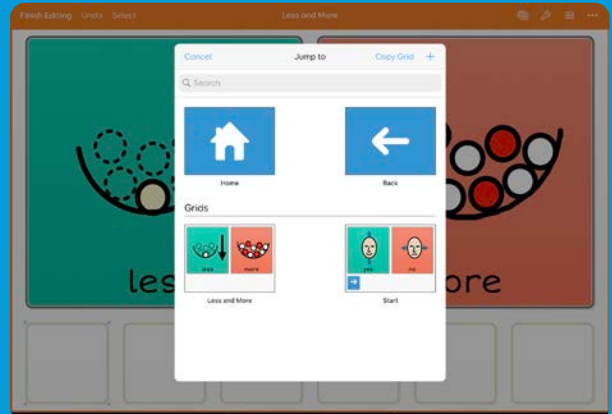
Tap the **Picture** then tap **Find Picture**. Find an appropriate image. Tap **Done**.

10



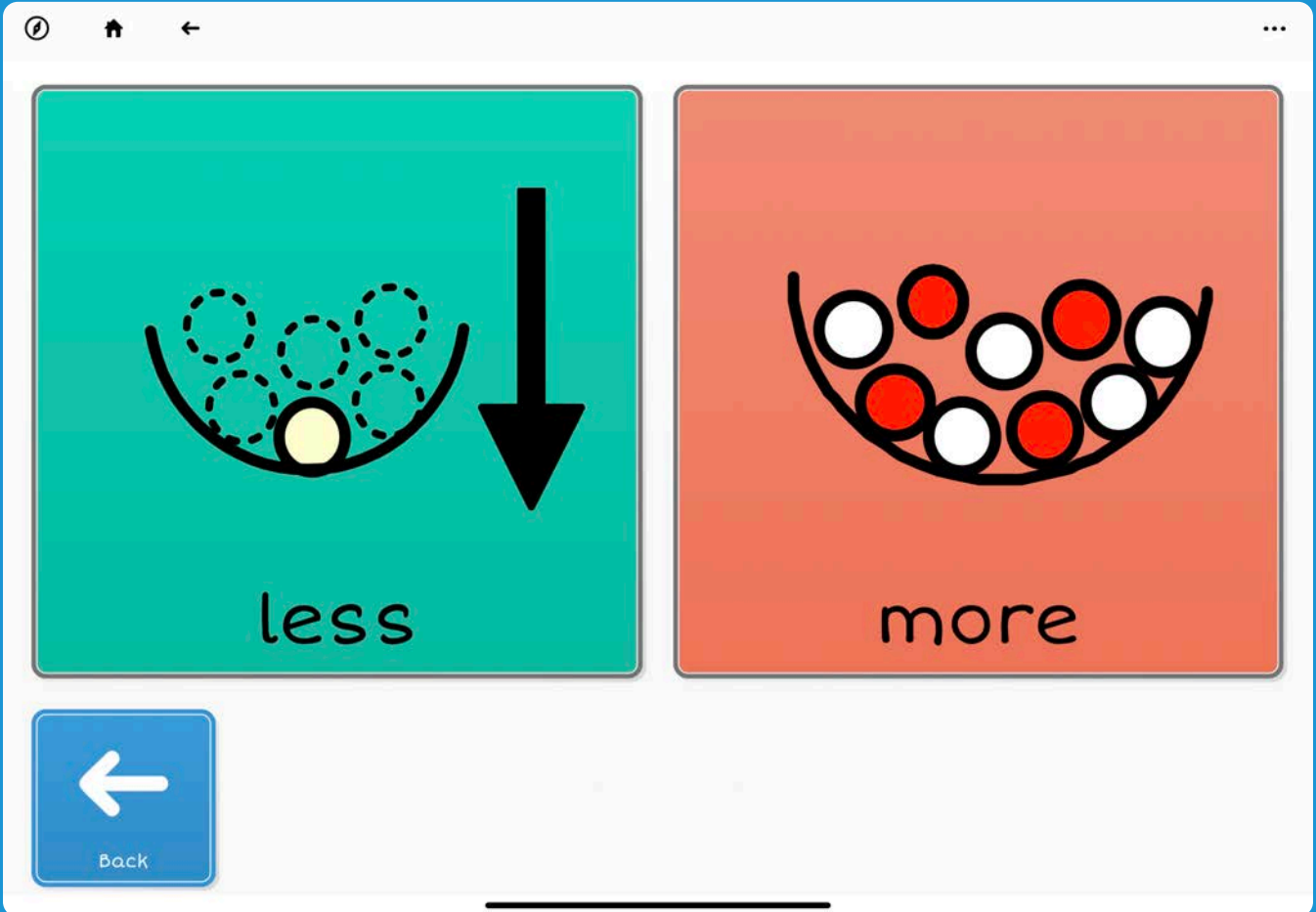
Repeat for the "**No**" cell, changing the label to "**More**" and adding an appropriate picture.

11



Tap the cell in the bottom left and tap **Jump to another grid**. The **Jump to** window will pop up.

12



Tap the **Back** option. Then tap **Done**.

Tap **Finish Editing** and you now have a grid set where you can jump between two grids.

3.3

Using a grid template

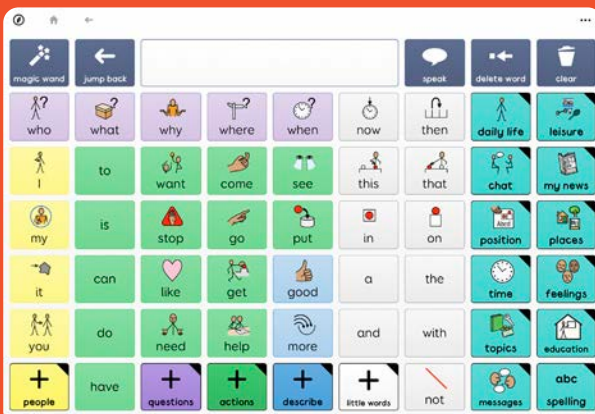
Many larger grid sets such as Super Core have **template grids** that you can use to **personalise and edit**.

These templates help you keep your grid sets **consistent** and maintain existing navigation and cell layouts.

In this example we will use a template to add a new topic to **Super Core 50**.

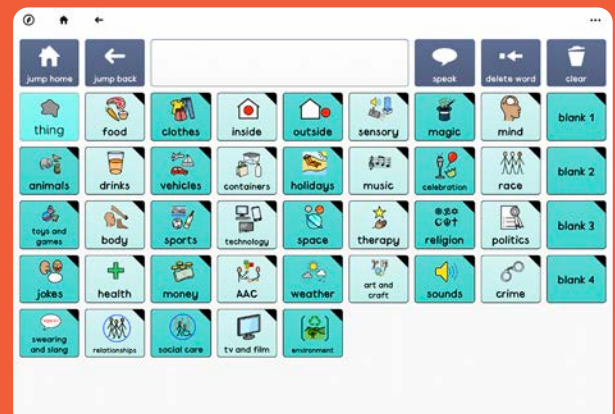
Note: Super Core is already full of spaces for you to expand and add your own word and content to. This guide assumes you have already filled up the Blank Topics with fun and exciting things!

1



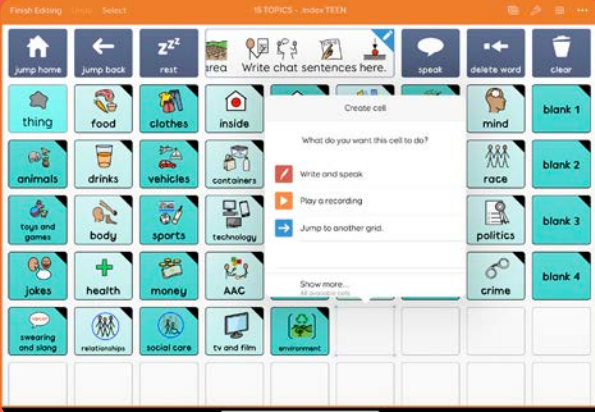
Open your **Super Core 50** grid set from Grid Explorer.

2



Navigate to the **Topics grid** and enter **Edit mode (Options - Edit Grids)**.

3



Tap a **blank cell** and select **Jump to another grid**.

4



Tap **Copy grid**. In the search box type **“Template”**. This will display the grids with the name template.

5



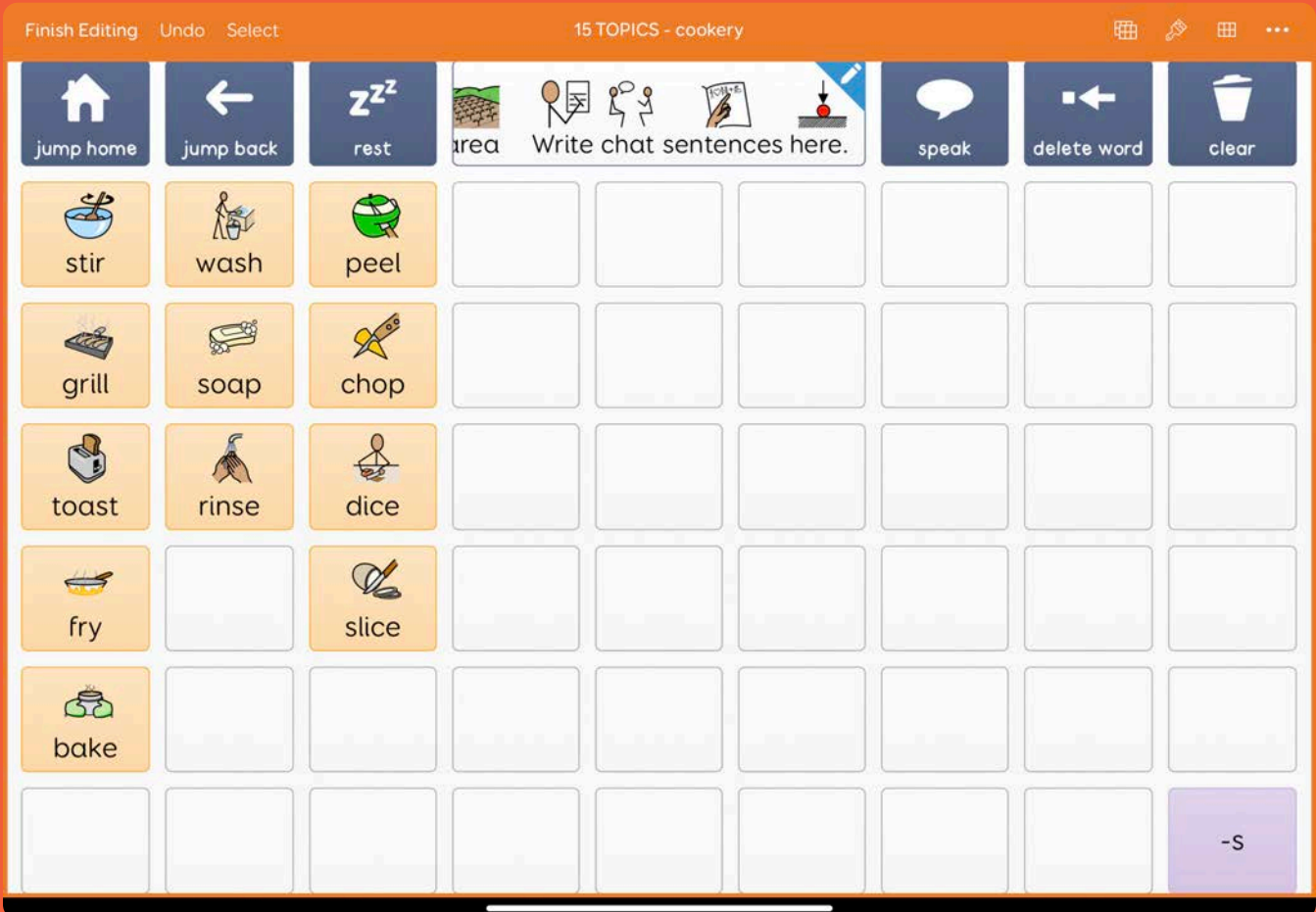
You will see **“15 TOPICS - Template”** at the top of the list. **Tap** this then give the grid a name.

6



We called our grid **15 TOPICS - Cookery**. Then changed the label and picture to **‘Cookery’**.

7



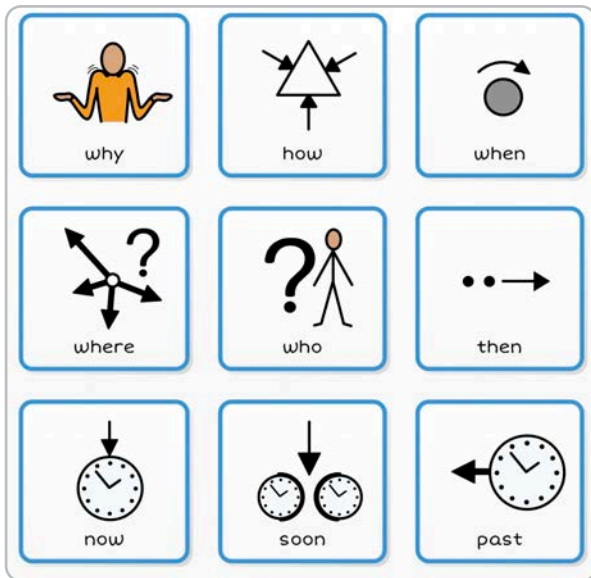
Tap **Follow Jump** to be taken to your new grid.

You will see that because you used a template, the Super Core navigation and chat area are all present as well as the speak, delete word and clear cells.

Now you can add your vocabulary. You can tap cells to add new Write cells and use the Style bar to keep your cells in keeping with the rest of Super Core.

3.4

Using word lists



Some grid sets use word lists to **populate vocabulary** in a grid, rather than **Write cells**.

If your grid set has a Word list you can make quick changes **without using edit mode**.

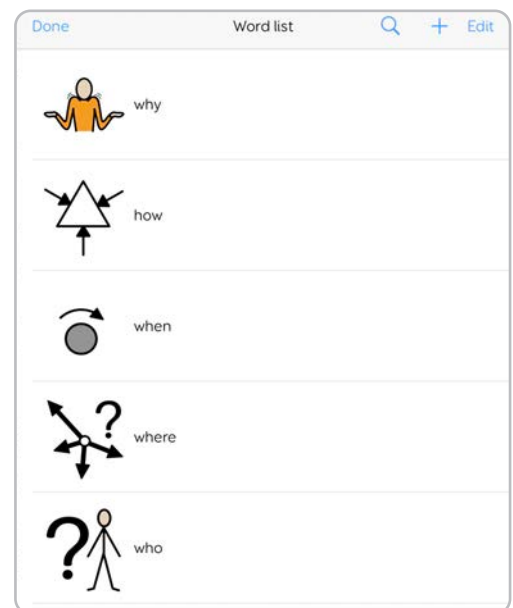
Tap **Options** and **Edit Word list** to make changes. This option is only available if you have **Word list cells** on your grid.

The **Word list editor** shows a complete list of all the vocabulary in your current list.

You can tap **+** to **add a word** to your word list. New words will get placed at the bottom of the list.

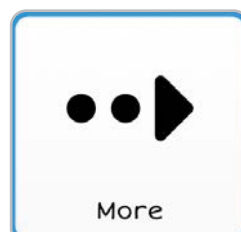
Tapping **edit** lets you **arrange** and **remove** words.

You can use the **search** option to find words in your list.



Word list cells

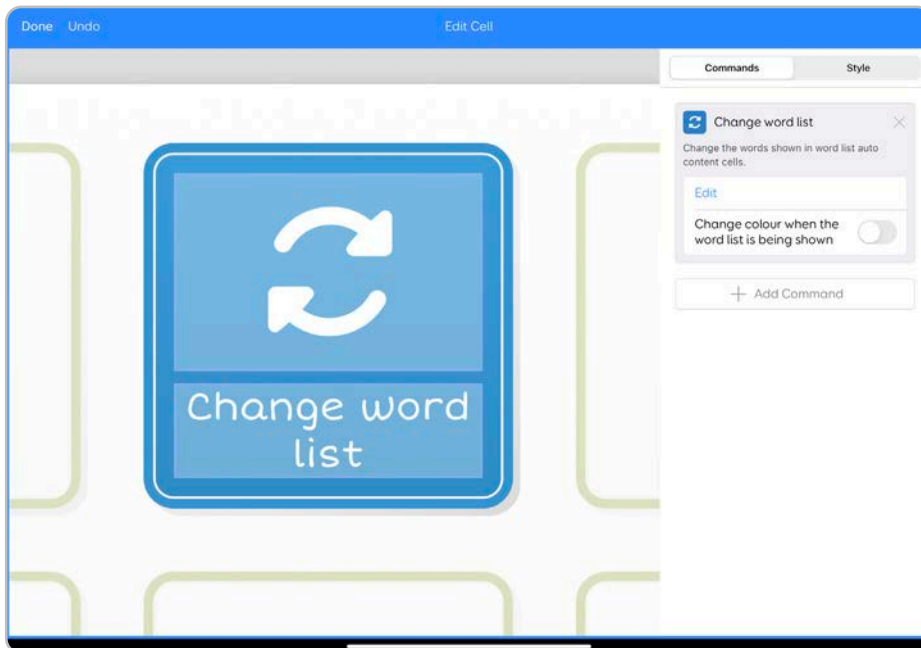
Word list cells are dynamic, this means that if you have more words in your list than word list cells, a **'More'** cell will be added. Tapping **More** will populate the word list cells with further words.



Multiple word lists

You can use word lists in a variety of different ways, not just for single words, but also phrases. You can also have **multiple word lists on one grid!**

You can add a **Change word list** command to a cell. When activated this cell **switches the current word list**, to a word list **contained on the cell**.

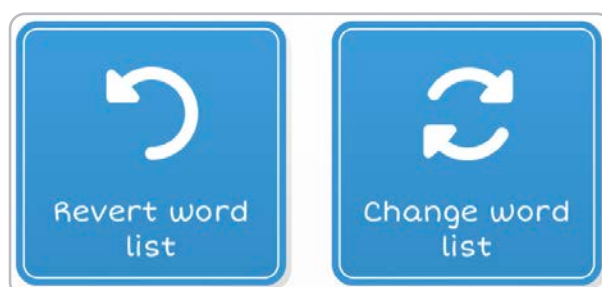


Tap **edit** on the **Change word list command** to edit the word list and any pictures to go with them.

You can have multiple **Change word list** commands on one grid.

Note that you can't edit word lists that are contained within **Change word list** commands with the **Edit word list** option from the **menu**.

Add a **Revert word list** command to a cell to change back to the grid sets word list.



3.5

Advanced write cells

Write cells can have more advanced functions.

Toggling the **Same as cell label** option under **Commands** allows you to write a longer message or word with the write cell, while keeping the cells label short.

For example you can create a write cell with the label “**Thanks**” that speaks “**Thank you very much**”.

Grammar

You can also specify the grammar of the cell. Tapping **Advanced edit** and then **Show Grammar** allows you to adjust how the word is treated by other cells when writing.

Under the **Part of Speech** heading you can select:

Normal text

This handles the word without modifying any surrounding text.

Noun

You can select if the word is **Singular**, **Plural** or leave as **unknown**.

Pronoun

Select if the word is **First person**, **Second person** or **Third person** and if it is **Singular** or **Plural**.

Verb

If the word is recognised as a **verb**, it will change to its most likely form as you write your message.

For example if the word in your cell is “**Jump**”, toggling this to be a verb means that it will change to “**Jumping**” when used after “I am” to make the sentence “**I am jumping**” instead of “**I am jump**”.

Ignore

The word or message in your write cell will be **ignored by other context sensitive cells like verbs**.

Prefix

The word will be added to the **beginning of the last word written** in the chat writing area.

For example if the word in your cell is “**pre**” and is set to be a prefix, this means if you write the word “**School**” and then tap your cell, the word will change to “**Preschool**”.

Suffix

The word will be added to the **end of the last word written** in the chat writing area.

For example if the word in your cell should end in “ly” and is set to be a suffix, this means if you write the word “**clear**” and then **tap your cell**, the word will change to “**clearly**”.

Question

The word will be **treated as a question**, which will modify a following verb in your message to create a grammatically correct question.

For example setting the word “What” to be a question, will change the message “What **be** your name?” to “What **is** your name?”

3.6

Grid set size and device performance

When editing it is good to keep in mind that the more complex you make your grid set, the more demanding it will be on your iPad.

While there are no limits to the number of cells and grids you can add to a grid set, the **size will affect how quickly your grid set responds**, particularly on older iPad models.

The more **symbols** and the **more pictures** you use will also contribute to how fast your grid set performs.

Quick tips for making your grid sets faster

Use less camera images

Photos from your iPad camera are taken at a very high resolution. Using a lot of these images on one grid can impact load times.

Consider editing your images in another app before using them in Grid to make **them smaller**.

Remove unused grids

If you are making a larger grid, you may have some grids that are rarely used or no longer needed. **Take a moment to review the whole grid set in edit mode to see if any grids can be removed.**

Split up more complex grid sets

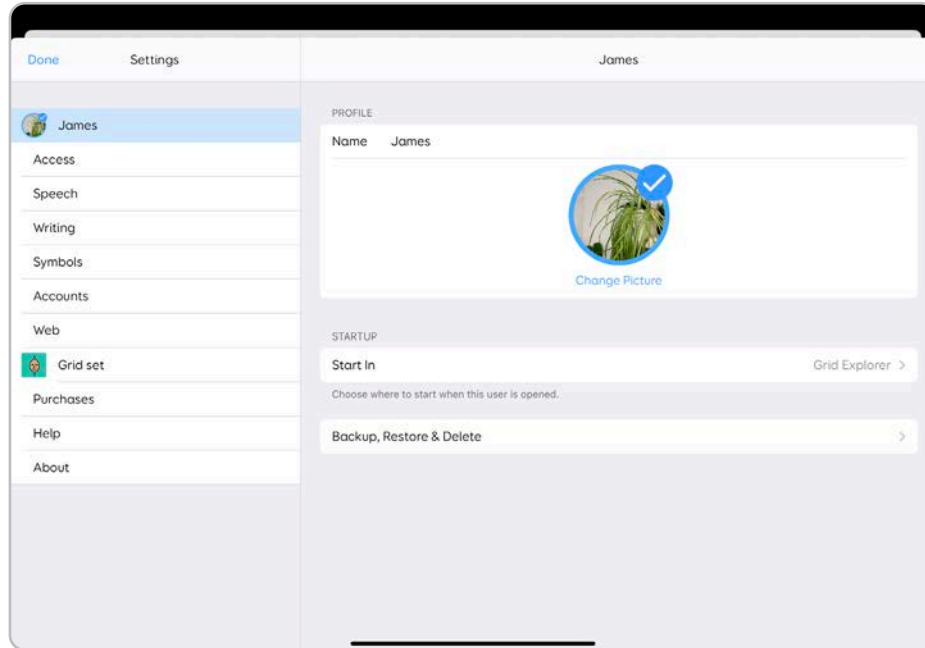
If your grid set has multiple functions, for example you have added a web browser or interactive learning app alongside a symbol based vocabulary, you can **split this in to multiple grid sets** and use the **Change Grid set command** to move between them.

4

Settings

Detailed descriptions of all the settings that you can configure within Grid for iPad

4.1	User	120
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	b. Chat History	134
	c. Small Words	135
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Name

Tap your name to **edit you user name**. This is displayed as part of your **Smartbox Account profile** in Online Grids and Grid 3.

Picture

Choose an image for your **Account**. This is displayed as part of your **Smartbox Account profile** in Online Grids and Grid 3.

Startup

Start in

The start in option allows you to **select a grid set to open automatically** when Grid for iPad is opened. By default this is set to open Grid Explorer.

Tap to see a list of all of your **available grid sets**. Selecting one will set it as the default for when you next open Grid for iPad.

Backup, Restore, & Delete

Backup

Tapping backup will create a **Grid User Backup file**.

This contains:

- Your **grid sets**
- **Settings** and **preferences**
- **Message banking** files
- Your **Grid Explorer** layout
- Predictions
- Dictionary

You can choose to email or **AirDrop** the file to another device, or **Save to Files**. You can use the **Files** app to then move your backup to an external USB drive.

Restore

The restore option allows you to import a user profile that has been backed up. Tapping **Restore** will open the **file browser**. You will see a list of backups that are stored on your iPad.

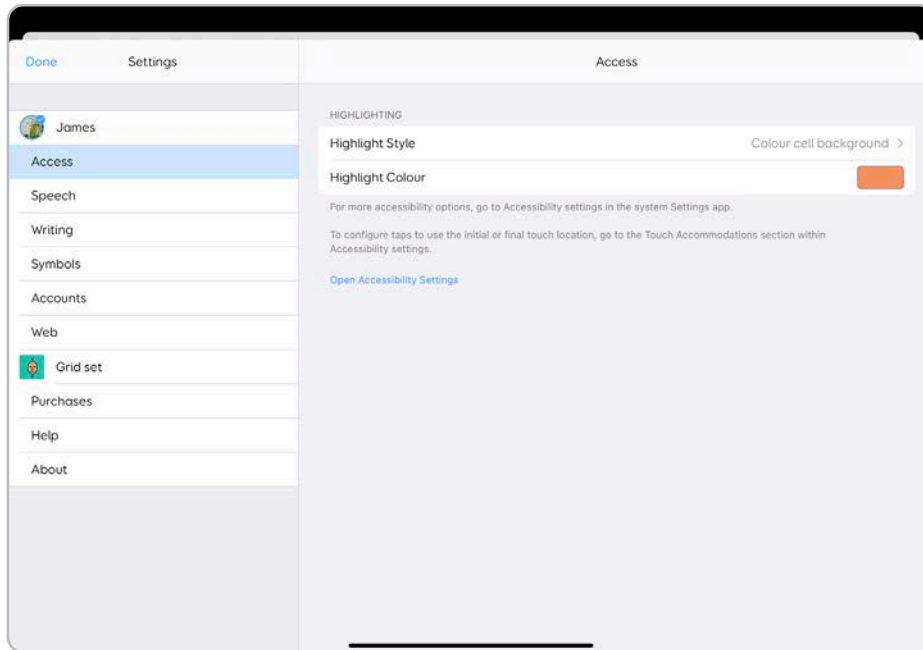
When you restore a backup, your **current user and all of its data and grid sets will be removed**.

Delete

Tapping **Delete** will **remove your user from Grid for iPad and reset the app**. All accounts will be **logged out and all grid sets and settings removed**.

You will see a notice to confirm this action as it **cannot be undone**.

If you want to login to Grid for iPad with a different Smartbox Account and user, you must first use delete to return to the user login screen.



Highlighting

Highlighting is used to show you which cell is being activated on screen.

You can use these options to customise **how the highlighted cell looks and reacts**.

Highlighting Style

No visual highlight

Removes the **highlight** from your cells.

Colour cell background

Change the **background colour** to **highlight** the active cell.

Colour cell border

Change the **border colour** to **highlight** the active cell.

Highlight colour

Choose the **colour** of your highlight.

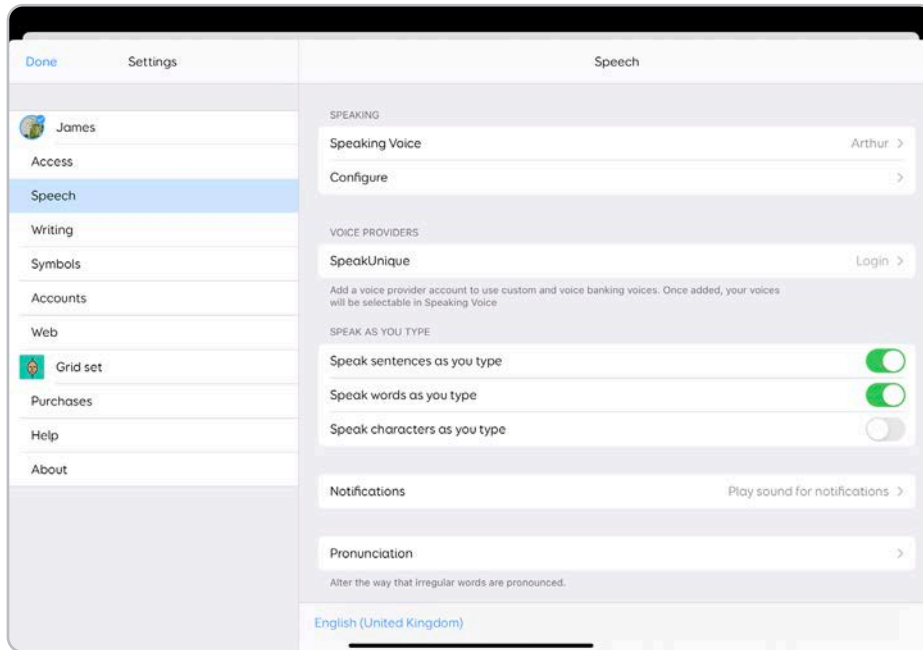
iOS Accessibility settings

Grid for iPad is designed to work in conjunction with your iPad's built in accessibility settings. Tapping **Open Accessibility Settings** will hide Grid for iPad and open the iPad OS **Settings** app.

Here you can configure **VoiceOver**, how the **touch screen** responds, **switch access** and more.

For more information on iPad OS accessibility visit support.apple.com

and search for "**accessibility**".



The **Speech settings** of Grid for iPad allow you to adjust and download voices to make Grid for iPad represent you.

You can also control when Grid for iPad speaks and customise the pronunciation of words.

Speaking

Speaking voice

Tapping **Speaking voice** will bring up the **voice browser**.

Voices you have **installed** will be listed at the top of the screen. Voices that are available to **download** are listed below. You will need to be connected to the internet to download new voices.

Tap the **Play** icon to preview the voice.

To select your voice, tap the **name**. A **tick** will appear next to your chosen voice.

When you are finished, tap **Speech** to go back to **Speaking** settings.

Downloading voices

To download a voice tap the **Get** button.

The voice will download. When complete, the voices list will refresh and your downloaded voice will be added to the installed list.

Language

The voices listed will default to your **User language**. Tapping the language in the top right corner lets you **browse voices from other regions**.

Voices and languages

In general, voices are designed to fit the language of your grid sets so that words are pronounced correctly.

If you are switching between languages with your grid sets, for example, if you are using Super Core 30 in both English and Spanish, it is best to change the voice using the **Change voice command**.

Configure

You can tap configure to adjust how your voice sounds. While adjusting your voice, you can tap **Speak** to test your changes.

Speed

Use the slider to adjust the **speed** of your voice.

Pitch

Adjust how **high or low** your voice sounds.

Volume

Adjust how loud your voice is. **This is independent of your iPad's volume.**

Voice Providers

If you have a custom voice, you can login to the provider and download your voice to Grid for iPad

Speak as you type

The speak as you type settings **change when Grid for iPad speaks.**

Speak sentence as you type will read a whole sentence when a full stop is placed.

Speak words as you type will read each word as its entered into the chat writing area.

Speak letters as you type will read each letter as they are added to the chat writing area.

You can use these settings in combination, so you can have **letters** and **words** spoken as you type, or just **sentences**.

Notifications

What happens when a notification occurs.

No notification sound

The notification will display but not make a sound.

Play sound for notifications

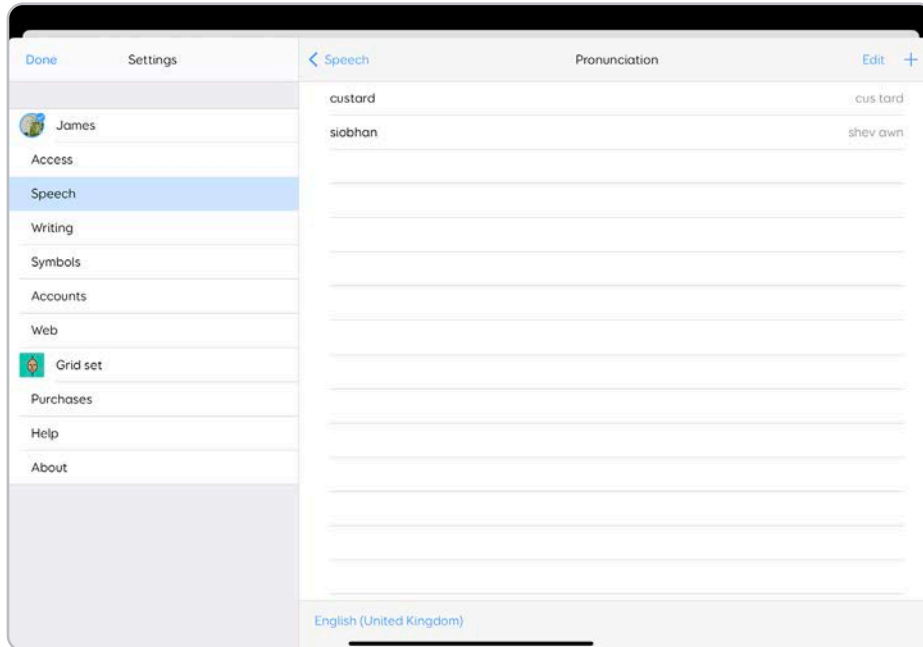
The notification will display with an **alert sound**.

Play sound and speak notifications

The notification will display, play an alert and then be read out in your speaking voice.

Pronunciation

Your Grid voice may sometimes say a word incorrectly. You can correct this by selecting **Pronunciation** and adding the word by tapping the **+** icon.



Enter the word that is pronounced incorrectly, then write in the word phonetically.

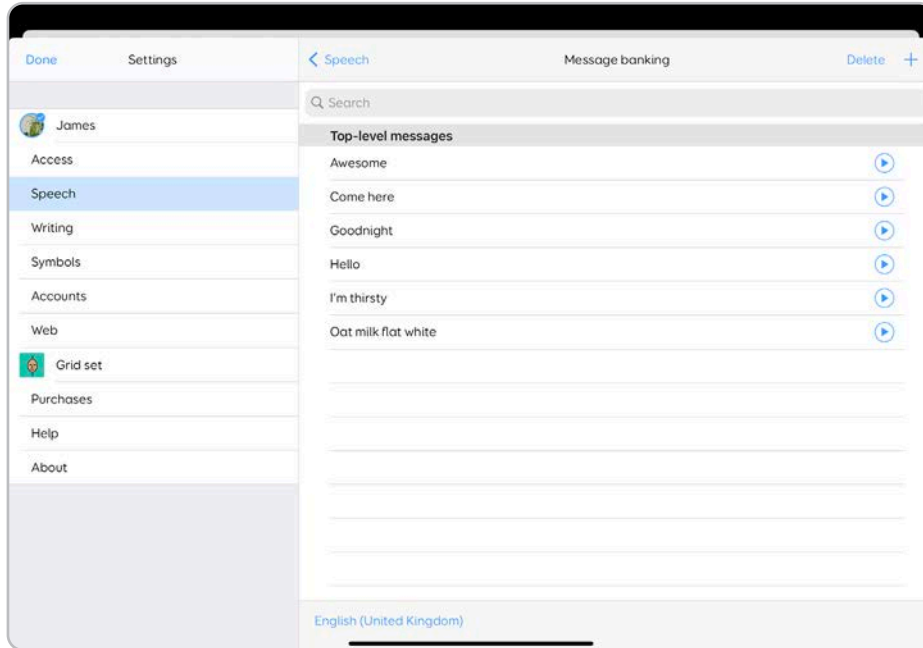
For example the name “**Siobhan**” can often sound strange.

To pronounce it correctly, enter “**Shev awn**”.

You may want to review your **pronunciations** if you change your voice.

You can tap **Edit** to remove or change words.

Message banking



Message banking allows you to add recordings of your own words and phrases to Grid for iPad.

These words and phrases will be automatically included in your speech if they are written into the chat writing area. You can also use message banking grids to speak specific phrases.

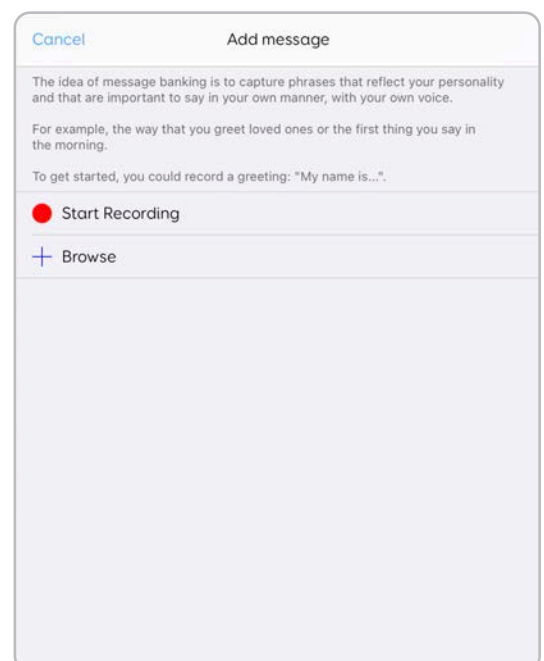
For example you can add recordings of greetings, names and places that may be important to you, or often repeated phrases.

Add a message

Tapping the **+** button will open the **Add message window**.

Selecting **Start Recording** will let you use the iPad microphone to record your message. A permissions pop up may appear requesting access to the microphone.

Speak your phrase and then tap **Stop recording**.

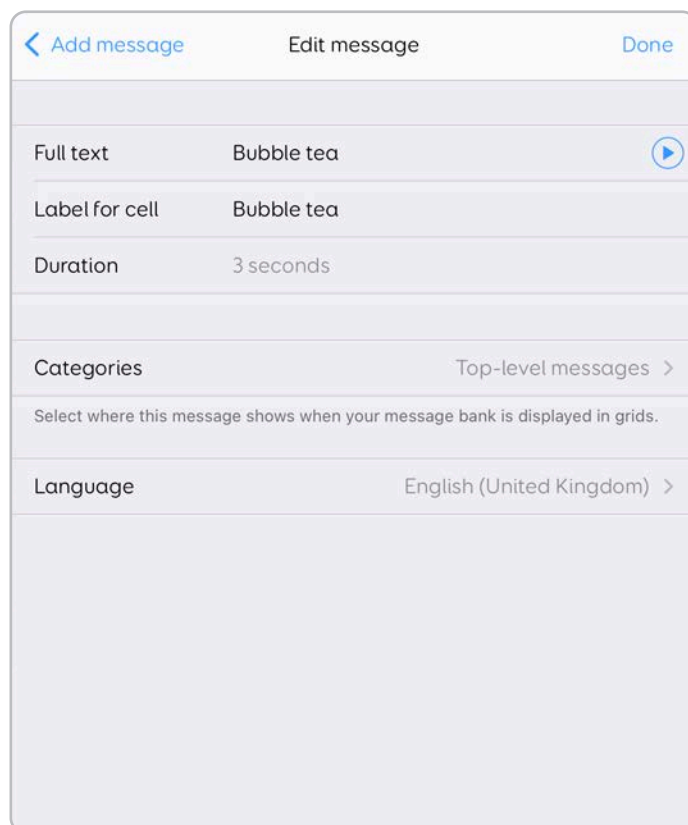


Tapping **+** browse allows you to look for messages stored on your iPad. You will see any recent files and can tap **Browse** to look for any additional files. You can import files from USB memory sticks and more.

Message banking supports **WAV**, **MP3**, **M4A** and **WMA** files.

You can also import a **Zip file** containing multiple audio files.

You will then be able to edit your message on the **Edit message** screen.



Full Text

This is the text of the message. This will also act as the trigger word or phrase for your message.

If your message is a single word, such as a name, this will trigger when that name is typed.

If you want to maintain the computer voice for the message, you can give the Full Text an additional prefix such as "01" or "MB".

Example

You have a message recorded for your favourite drink, but don't want this to play outside of the café.

You record the message "**Oat milk latte**".

In the **Full Text** bar you enter: "**MB-Coffee**"

Field	Value
Full text	Mb-coffee
Label for cell	Oat milk latte
Duration	3 seconds
Categories	Food
Language	English (United Kingdom)

You can now make a write cell with the text "**MB-Coffee**" that will play your message, but your message will **not** be played if you type "**Oat milk latte**"

This can be useful when recording messages that can be used as personal sounds, commands and expressions that you may not want interrupting your regular messages.

Label for cell

This is the cells label when browsing your messages in a grid set.

Duration

This tells you how long your message is.

Categories

Message banked files are organised into categories.

Tapping **Categories** allows you choose where your message is kept. This creates a structure for Message banking grid sets. By default you will have **Top-level messages**.

Tapping **+** lets you add a new category.

Messages can be in multiple categories. Tap the category name to tick which categories your message appears under.

Language

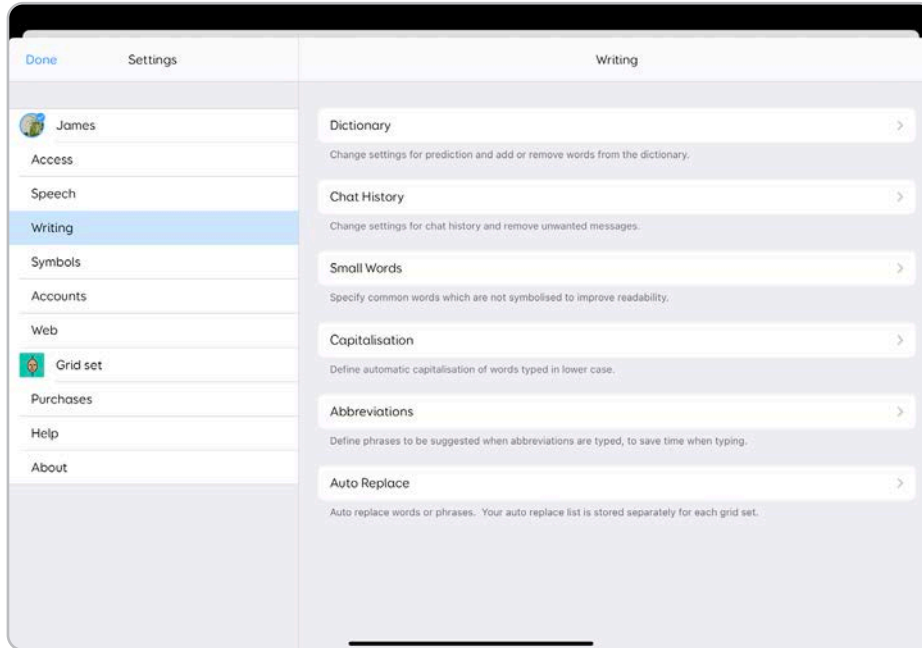
You can choose which **language** your messages relate to with the language selection.

This allows you to have messages in multiple languages.

Messages will only be triggered in grid sets that match the language.

If you don't see the language you would like to set, make sure you have a grid set in that language added to your Grid Explorer.

Messages are filtered by language. Tap the **language switcher** at the bottom of the Message banking window to browse.

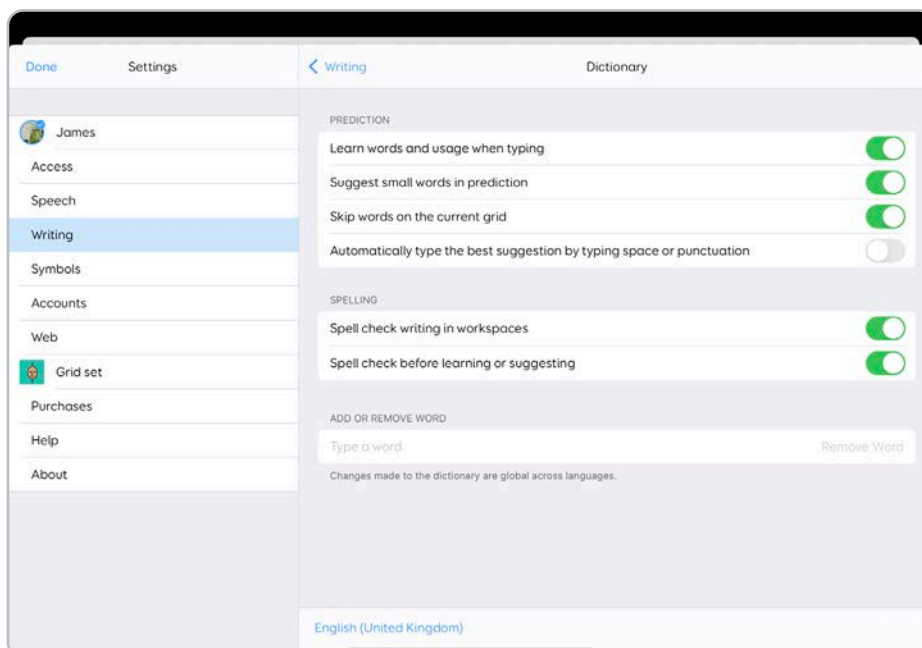


a. Dictionary

The Dictionary settings control how words are stored, predicted and displayed in your chat writing area.

Prediction

The prediction settings allow you to control how predictions are both stored and suggested.



Learn words and usage when typing

Toggles prediction learning. As you introduce new words, Grid will learn how often and when you use them and will use this to suggest them at relevant times.

Suggest small words in prediction

Toggles if small words such as 'am' 'and' 'my' (which are defined in **Small Word** settings) are included in suggestions.

Skip words on the current grid

If a word already appears on the current grid it will not be shown in prediction cells. This is useful if you use more symbol based grid sets.

Automatically type the best suggestion by typing space

As you type your message, the most likely prediction is highlighted. Pressing space will accept the prediction and add it to your chat writing area.

Spelling

The spelling settings let you choose if you want spell checking active and when predictions are learnt.

Spell check writing in workspaces – This toggle lets you choose to spell check your writing. When spell check is active, Grid will underline errors in red.

Spell check before learning or suggesting – If Grid highlights a spelling mistake, it will not be learnt or suggested.

Adding and removing words

You can manually add a word by tapping in the add a word box and entering your text. Tap **Add Word** to add it to your dictionary.

Words added are part of your user settings, and these are added to all languages you may use.

To remove a word, enter the word and tap **Remove**.

b. Chat History

Chat History records your sentences and phrases so that you can say them again quickly. Grid remembers not just what you said, but where you were when you said it, so suggestions are more accurate.

By default Grid will store every message written into the **Chat writing area**.

You can use **Private mode** to toggle recording on and off from within a grid set. This resets upon leaving the grid set.

Learning chat messages

Toggle the Chat History learning feature on and off. Grid will still make chat predictions from your existing Chat messages.

Store location with chat history

Toggle if location is stored with your messages. Location data is tied to each message individually.

Chat Messages

Tapping **Chat Messages** will bring up your complete Chat History.

Grid has a pre-populated list of over 3000 common phrases. Next to each phrase you can see a use count.

If you want to start with a blank Chat History, or clear your user profile, you can tap **Remove All**. You will be asked to confirm this as you cannot restore Chat History unless you have a user backup.

You can **Search** for messages.

Tapping **Edit** allows you to remove specific messages from your Chat History.

Languages

Each language Grid supports has its own library of Chat History.

If you are speaking in more than one language, you can toggle which Chat History you are using.

c. Small Words

Small words are common words that are not symbolised in the chat writing area.

This makes symbols much more focused on the key words of your messages.

You will see a list of small words you currently have.

Tap **Edit** to remove any words from the list.

Tap the **+** icon to add a word.

d. Capitalisation

Capitalisation lets you define any words that should be automatically capitalised when typed in lower case.

This is very useful for typing common names and places.

Tap **+** to add a word to be capitalised. When you enter the word, make

sure you have your capital letters in the correct place.

Tap **Edit** to remove any words from the list.

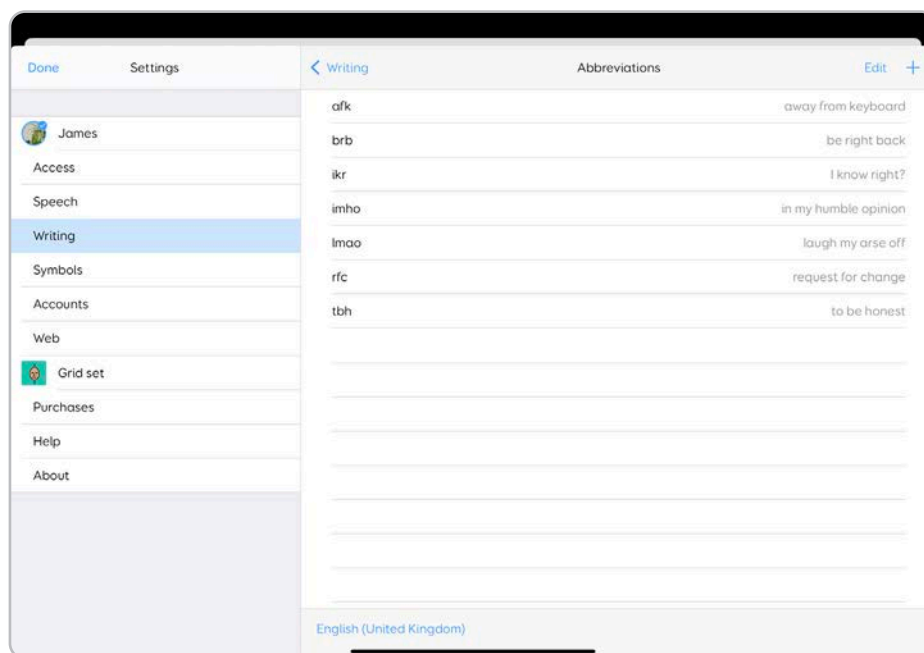
e. Abbreviations

You can use Grid's abbreviations options as a way to write messages quickly.

For example you can add '**brb**' to your abbreviations list and set this to speak "**Be right back**".

You will see a list of your abbreviations.

Tap **+** to add a new abbreviation.



In the **Abbreviation** field enter the short combination of letters that make up the expression, for example "YOLO", "AFAIK" or "ASAP".

In the **Expansion** field enter the phrase as it is written, for example "You only live once", "away from keyboard" or "as soon as possible" and tap Save.

Tap **Edit** to remove abbreviations.

f. Auto replace

Auto replace phrases are grid set based, rather than user based.

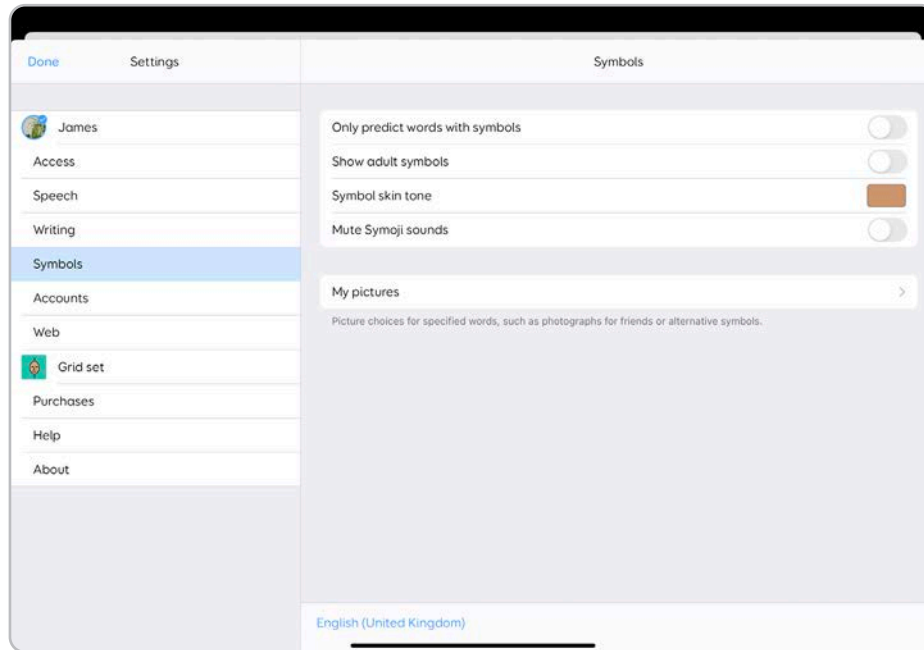
You can use **Auto replace** to correct small grammatical errors that can be introduced when using **suffixes** and **prefixes** to adjust words.

For example, in Super Core, it is easy to adjust the word "**Cranberry**" to say "**Cranberrys**" then use **Auto replace** to change it to the correct "**Cranberries**".

To add an auto replace tap +

Enter the **Original phrase**

Then enter the **Replacement** phrase. As you enter the phrase, you can choose the symbols it will use.



Symbol settings control how symbols display in your chat writing area and grid sets.

Only predict words with symbols

Only words with matched symbols will be predicted in any prediction cells. This is dependant on which symbol libraries you have installed, if you are struggling finding a word, you may need to add more symbol libraries to your grid set.

The order of symbol libraries in your grid set affects the order of preference if multiple symbols are available for a word.

Show adult symbols

Toggle adult symbols on and off. Many symbol libraries have images that you may not want to have visible without supervision.

Symbol skin tone

You can modify the skin tone of symbols. This adjusts the skin tone of every symbol in your library to match the skin tone you select. To revert to the default skin tone, tap **Default**.

My Pictures

You can use the My Pictures settings to choose specific images for words that you use frequently.

This can be used to include pictures of personal items, friends and family in your chat writing area.

You will see a list of your current words.

Tap **+** to add a new word.

Enter your word and then tap **Change** to select a new picture.

You can browse installed symbol libraries, your Photo library, Web search or use your device camera to capture an image.

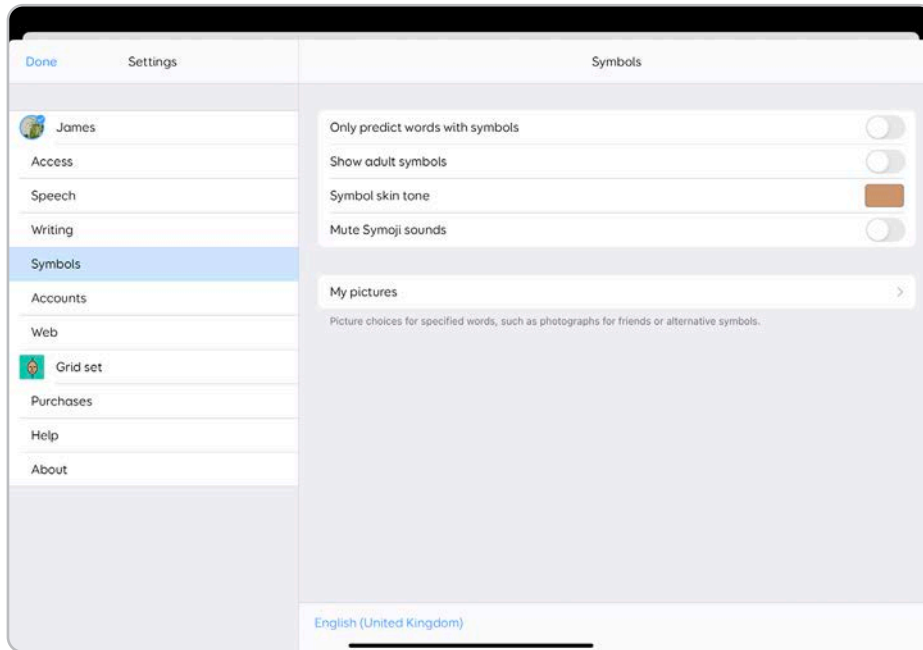
Tap **Save** to finish.

You can tap on a word to edit the picture.

Tapping **Edit** allows you to remove a custom picture.

Your custom pictures will be reflected across all languages.

Note: If you change a word's picture, it will not be replaced on any existing grid sets, however if you create a new Write cell with your word, it will default to your custom picture.



Manage the accounts that are **connected** to your Grid for iPad user.

Smartbox Account

You can **reset** your Smartbox Account password here.

To manage your Smartbox Account, including user name and password, you can login at grids.thinksmartbox.com

Dropbox account

Connect your **Smartbox Account** to a **Dropbox account**. This will backup your grid sets and message banking files and will enable Remote editing.

Dropbox will **automatically sync your grid sets** between devices if you use multiple devices.

When your device is syncing files you will see an **orange ring** around your User icon.

When your device is in sync you will see a **blue tick**.

Dropbox creates a folder called **Smartbox Grids** in your Dropbox account

where your files are stored and synced from. **Grid does not access any other part of Dropbox.**

If you are connected to Dropbox you can **Disconnect**. This will disable remote editing, but **will not remove the files** from your Dropbox account.

Remote Editors

Remote Editing allows **Grid 3 users access to your grid sets** to make changes.

You need to give each Remote editor permission to access your grid sets.

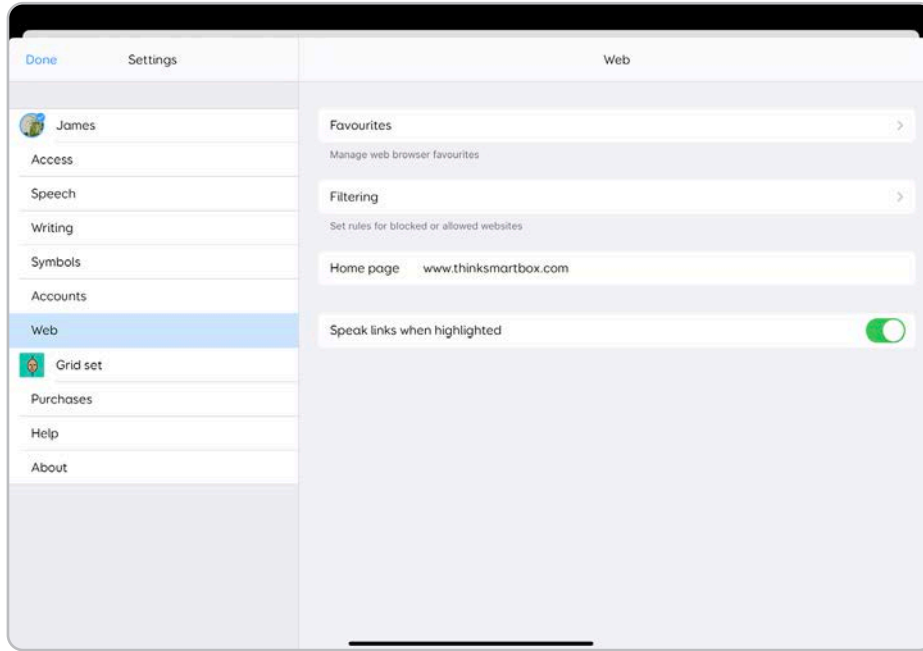
Tap **+** to add a remote editor.

Enter the **Email address** of the editor.

If there is a **Smartbox Account** associated with the email, the editor will receive an email notice that they have been given permission and can use Grid 3 to access your grid sets.

If the email address is not associated with a Smartbox Account the editor will receive an invitation to **create** a Smartbox Account.

You do not need a Grid 3 licence to use the **Remote Editing** feature.



Settings regarding internet access if you are using the Web browser accessible app.

Favourites

Manage your list of favourite websites. These populate **Web favourite auto content cells**.

Tap **+** to add a favourite.

Enter the web address (URL) of your site. Most URLs begin with **https://**.

Enter a **Label** for your favourite.

You will see a small icon under your **Label**, this is taken from the website, however you can tap change to choose your own image.

Tap **Save** to finish.

To edit a favourite select it from the list and you can change the **URL**, **Label** and **image**.

Tapping **Edit** allows you to remove favourites from your list.

Filtering

Filtering allows you to prevent access to certain websites.

Choose '**Block these websites**' to prevent access to specific sites, or '**Allow only these websites**', to prevent access to all websites other than those in your list.

You can also select to **Allow** only these websites which filters all websites other than the sites in your list.

Tap **+** to add a site to the filter list.

Enter the web address (URL) of your site. Most URLs begin with **https://**.

Tap **Save** to finish.

Tapping **Edit** allows you to remove websites from your filter list.

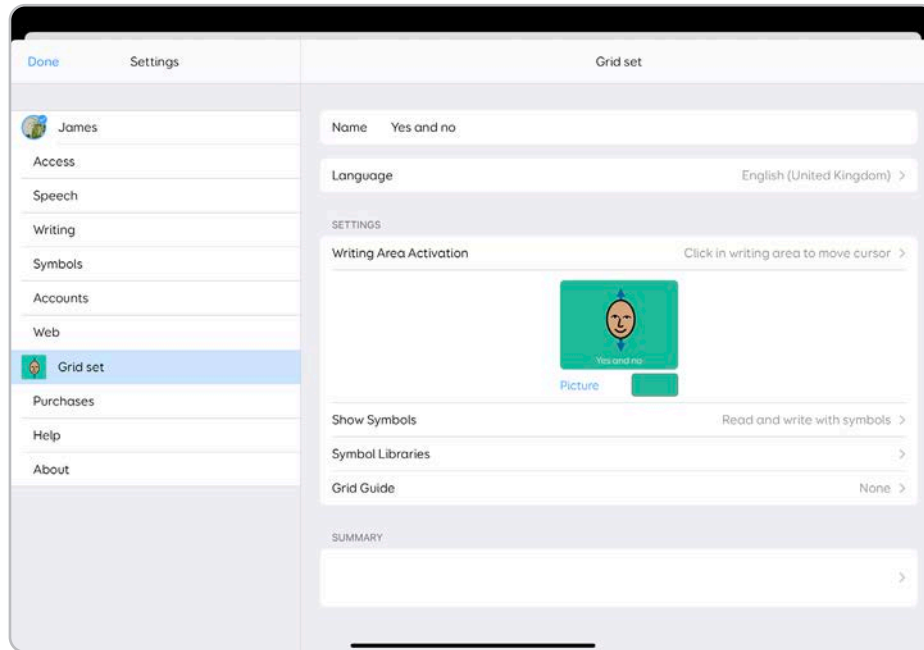
Home page

Your home page is loaded when you open a grid when the web browser is present.

If you want to navigate to a specific web page that is not your home page, you can use **Grid commands** to specify the web page when a grid is first opened.

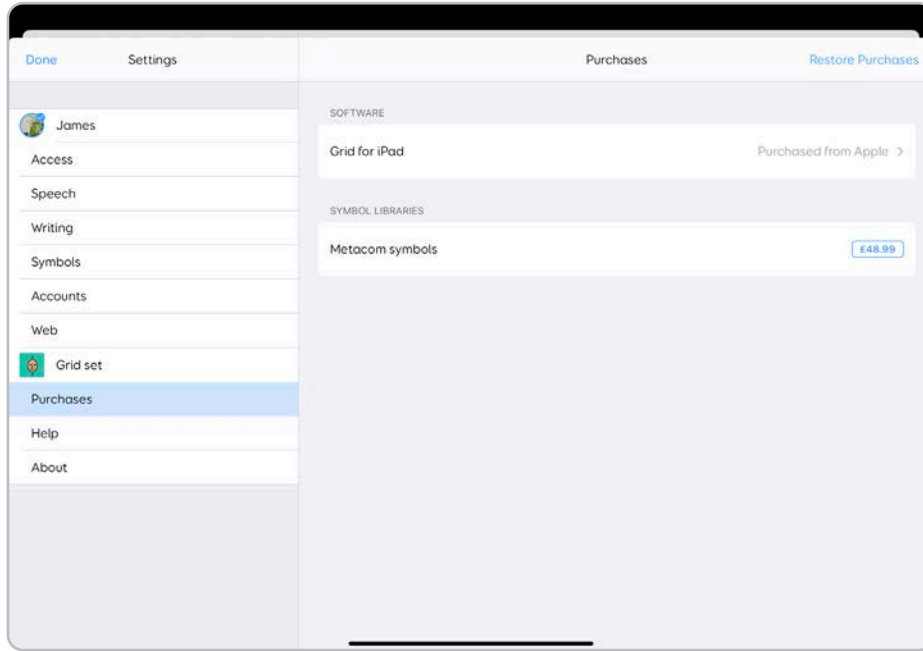
Speak links when highlighted

When navigating a web page using the web browser, as links are highlighted with the **Next link** and **Previous link** commands, they can be read out.



If you enter settings while you have a grid set open or are in edit mode, you will see the grid set settings where you can change the name, icon and more.

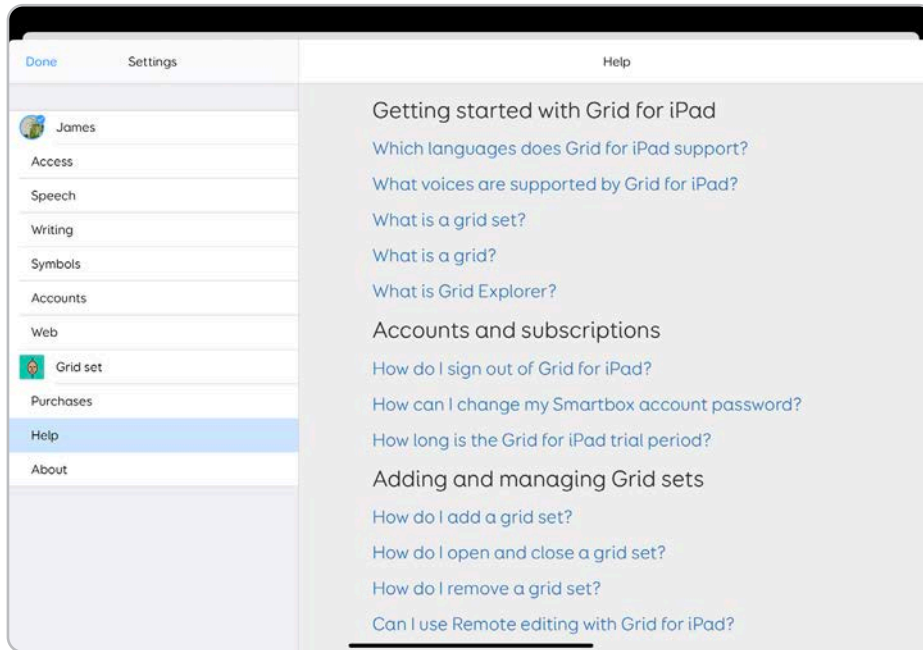
This section is described fully in the editing section (Page 95)



The purchase section gives you details of your subscriptions, add on grids and other App Store purchases.

Tap a purchase to find out more information about when it was activated.

If you have activated Grid for iPad with a **Smartbox Account**, information can be found about your licence by logging in to Online Grids at grids.thinksmartbox.com.



Tapping help will bring up basic getting started guides and frequently asked questions about Grid for iPad.

Your iPad will need to be online to view this information.

Information the Grid for iPad app.

About grid

Tap about Grid to check your version number and other information about conformity, usage licences and more.

Release notes

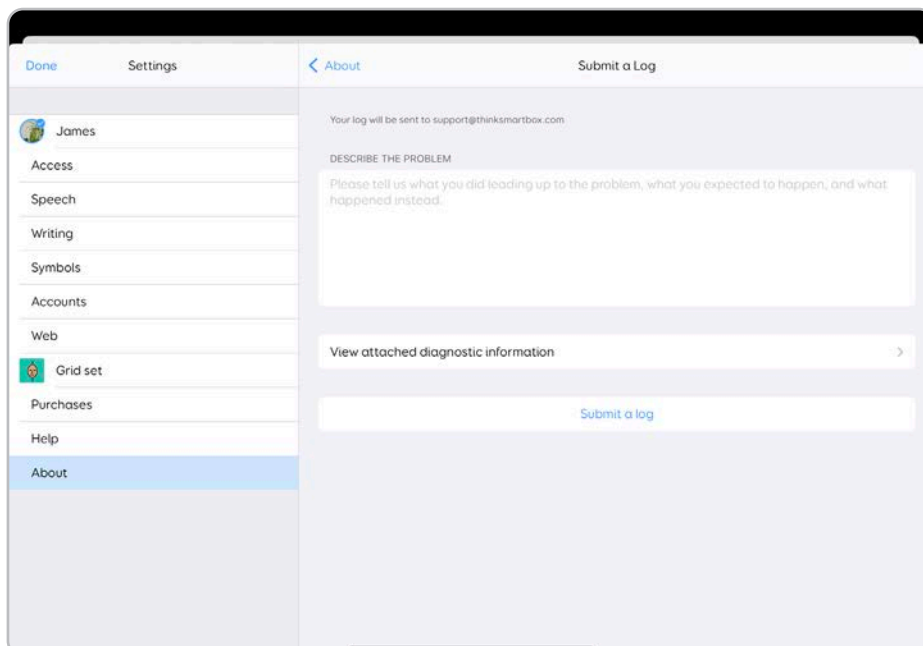
Find out what has been added and fixed with Grid updates.

For more information on updates, visit the Smartbox website at thinksmartbox.com.

Submit a log

Log files contain information about how Grid for iPad is running and can be very useful for our support and development teams to identify issues and problems you may be having.

The Smartbox Support team may request log files to help resolve an issue you are having.



If you are having an issue with Grid for iPad, it is best to contact our Support team before submitting a log.

thinksmartbox.com/support

When you submit a log to Smartbox, the email you use for your **Smartbox Account** is also sent to Smartbox.

Describe your problem

Use this box to describe the issue you are having.

Be as descriptive as possible as this can help our team identify issues.

View attached diagnostic information

You can tap **View attached diagnostic information** to view your log.

You can use iOS gestures such as tap and hold to highlight specific sections and copy or share the text to other apps.

Submit a log

Tapping **Submit a log** will send your log file to Smartbox with your description attached.

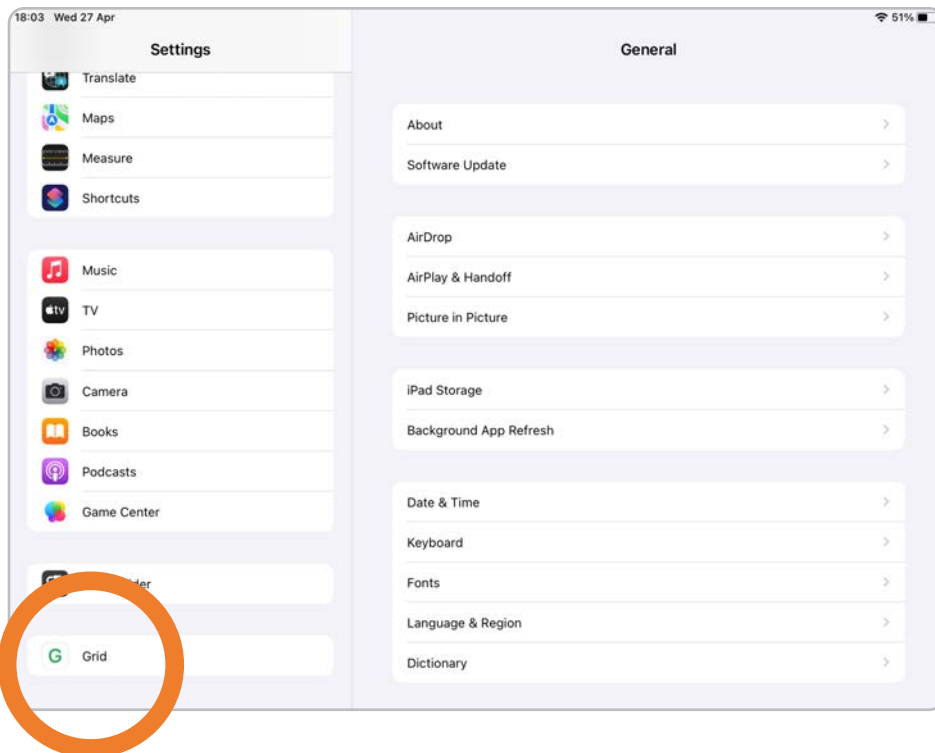
4.13 iPad OS settings

Grid for iPad has several settings that are accessible within the **Settings** app of iPad OS.

Open the **Settings** app from your **iPad's home screen**.



Scroll down to find your Grid app.



Permissions

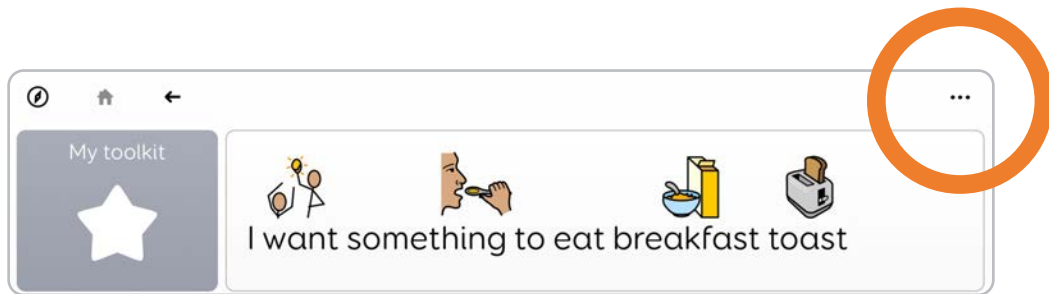
Under the heading Allow grid to access you can adjust what Grid for iPad has permission to access.

Grid settings

Display options in the menu bar

Toggling this setting off will mean that you cannot access the options menu within Grid for iPad.

This setting is useful if you have setup your Grid for iPad app, and do not want a user to be able to access the settings to make changes.



Option menu **on**



Option menu **off**

Enable telemetry

Grid collects anonymous usage data about how the app is used. This information helps Smartbox develop new features and fix issues. You can opt in and out of this here.

5

Support

Guidance on how to maintain your Grid for iPad app and where to get help.

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5.1

Grid for iPad versions

If you are searching the App Store for Grid for iPad you will find two versions.

The two versions of the app are **the same**, however the VPP version is designed for organisations buying multiple copies.



Grid for iPad - AAC

This version of the app is ideal for users wanting to trial the app before making a purchase, or if you want to access the monthly subscription.

The full purchase is delivered as an **in-app purchase** from the startup screen.

Subscriptions

The app subscription gives you a **30 day free trial** then you will move on to a monthly payment automatically.

Subscriptions are managed by Apple. You can manage your subscriptions in the **Apple Settings** app, under your Apple ID. When you cancel a subscription, you can still use the app until the month you've paid for is up.

Smartbox Account

Grid for iPad can be activated using your **Smartbox Account**.

This requires a **licence code** to be added to your Smartbox Account using Online Grids (grids.thinksmartbox.com).

When you have a Grid for iPad activation available on your Smartbox Account, signing in from the Grid for iPad start screen will unlock access to the app.



Grid for iPad - VPP

This version of the app is ideal for schools, hospitals and other institutions who wish to purchase for multiple iPads.

VPP stands for **Volume Purchase Program**. This is Apple's tool for businesses and institutions to purchase apps in bulk for distribution within their network. This version of the app **does not** have a subscription or purchase screen and can be bought directly in the App Store.

If you are purchasing in bulk, you can use the Apple VPP store and your own app distribution network (sometimes called an MDM) to buy Grid for iPad - VPP.

5.2

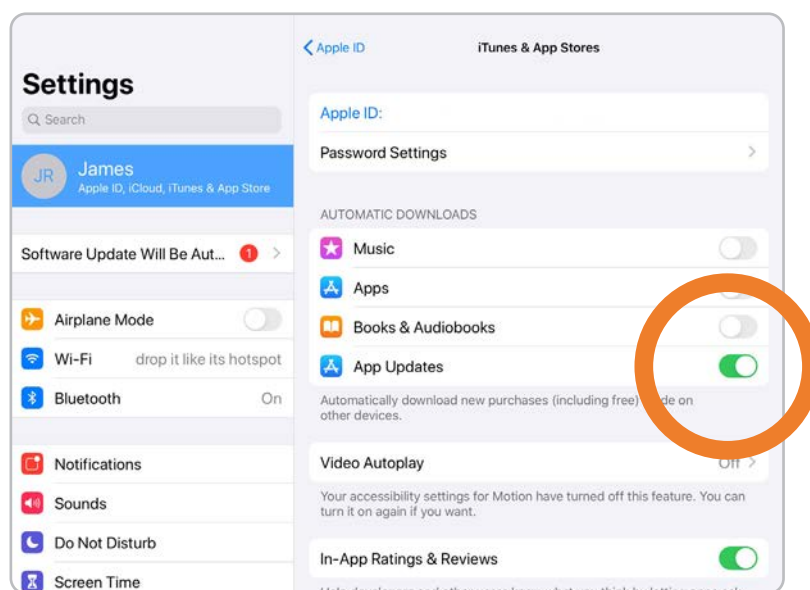
Updating Grid for iPad

Grid is continually developed to provide new features, content and bug fixes, so we always recommend you keep Grid up to date.

Automatic updates

Your iPad apps, including Grid for iPad are usually set to automatically update, as long as your iPad is connected to the internet.

You can manage this in your iPad **Settings** app under App Store.



Toggling **App Updates** to on will enable automatic updates for every app you have installed.

How to use App Store to update

Open the **App Store** from your home page.

Tap the **user icon** in the top right corner to view your **Apple Account** information.

Scroll this window until you see installed apps with updates. If Grid for iPad is in this list, a new update is available, tap the **Update** button to download and install.

5.3

Support

Our support team are here to help you.

Online chat

thinksmartbox.com

Email

support@thinksmartbox.com

Phone

UK: 01684 578868

US: (844) 341-7386 (Toll free)

If you purchased Grid for iPad in another country, contact your local Smartbox Partner.

Find a list of our international Partners on our website: thinksmartbox.com/where-to-buy.

Intended Use

Grid for iPad is used as a voice output communication aid (VOCA).

Intended User

Grid for iPad is designed for individuals with complex communication and/or access needs.

Intended environment

Grid for iPad can be used in a variety of settings including:

- private homes
- supported living homes
- nursing care facilities
- schools, colleges, universities
- in the community, e.g. shops, restaurants
- hospitals (acute, rehabilitation and community)

Significant contra-indications, warnings and precautions

Grid for iPad is designed to assist with expressive communication. Grid for iPad should be used in combination with a range of Augmentative and Alternative Communication (AAC) methods and therefore should not be relied on in isolation to enable an individual to communicate expressively.

Other methods of AAC may include the use of paper-based systems, sign language or the use of eye pointing frames.

Although designed and manufactured to be extremely robust and reliable, it is possible to lose function due to power loss or other technical issues.

For this reason, Grid for iPad should not:

- be used as a life supporting device
- be relied upon for well-being
- be relied upon as the user's only way of raising an emergency call or alarm
- be used to administer medicine
- be relied upon as the only method of interaction with EC devices

Grid for iPad is also not intended to provide information which is used to take decisions with diagnosis or therapeutic purposes.

5.5

iPad requirements

Supported iPads

Grid for iPad will run on any iPad running iOS 12.2 and above.

This includes:

iPad (5th generation onwards)

iPad Mini (2nd generation onwards)

iPad Air

iPad Pro

App size 2GB+ storage space

Operating system iOS 12.2 and above



thinksmartbox.com

Smartbox

Grid for iPad - Manual - UK - A
English
May 2022

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