Tutorial: Words & Folders

Preparation

Start on Sentence Builder Page

View should be showing all words

Start Recording

Intro

Hello, welcome to our tutorial series on how to use our Augmentative and Alternative Communications App S.A.L.T. This app is available for both Android and iOS. In this tutorial we will be going over how to manage words and folders within the app.

In this demonstration we will be using an iPhone 12 however the steps are the same for both iOS, and Android devices.

We use a folder-based system to organize words within our app. You can use these words when building your sentences. Folders are used to store groups of words that share something in common. For example, having a folder called sports to hold words like hockey, football, and soccer.

Navigation

Within the Sentence Builder to access the words and folders section tap on the "Words" tab. This tab can be found towards the lower right of the screen.

Tap the "Words" tab

You can navigate through the folders by tapping on them.

Tap to open a folder

When you are in a folder you will see the folder name in the header above its contents. To go back up a level, tap the back button next to the current folder's name.

Tap the back button next to the folder name

You can add a word to your sentence by tapping on it. It will also play back the word using Text to Speech.

> *Tap 3-4 words into the sentence builder and wait for the TTS to finish for each*

You can also playback your built sentence by tapping the playback button.

> *Tap the playback button and wait for the TTS to finish*

Additionally you can playback an individual word in the sentence by tapping on it.

> *Tap on a word in the sentence builder and wait for the TTS to finish*

To remove that last word added to the sentence builder, tap the backspace button.

> *Tap the backspace button*

To clear the current sentence in the builder tap and hold the backspace button.

> *Tap and hold the backspace button*

Edit Mode

Next to enable adding, editing, and deleting of words and folders within the app tap the edit toggle button. The edit toggle can be found in the upper right corner of the screen.

> *Tap the edit mode toggle*

Words & Folders

Add

Now with edit mode enabled to add a new word or folder, tap the "Add" button. This will bring up a screen to guide adding new items into the system.

Tap the "add" button

Under type you can choose to add either a new word or a new folder.

Tap both folder and word types

Next choose the folder you want to add the new item to. By default, this folder will be the folder you were viewing before taping add.

Tap the folder dropdown

Then enter the name you want to display for your word or folder.

Tap the text area and enter a name for the new word/folder

Next select an image to represent the new word or folder. To do this tap "select image".

Tap select image

This can be either one of our stock images or a custom image or photo stored on your device. If using a custom image tap the "Choose File" button and search for the image file you want to use.

Tap choose file and show that a custom image can be selected

If using one of our stock images, tap one of the images below.

Tap one of the stock images

You can filter these images either by using the dropdown to select a category of image.

Tap the dropdown menu and select a category

Additionally you can use the search bar and type what you are looking for.

Type into the search bar and select an image

Once you have chosen an image tap OK.

Tap OK

Once everything is entered you will see a preview of what it will look like in the app. When you are ready to add it to the system tap save.

Tap save and show the new word/folder was added into the system

Edit

Now to make changes to a word or folder already in the system, you will need to have edit mode enabled. In edit mode tap the word or folder you want to edit.

Tap the recently added word

A popover will be displayed, tap edit. This will bring up a screen to guide editing the item in the system.

Tap edit

Here you can change the name, change which folder it will be found in, and change the image.

First to select the new folder you want the item to be in. By default, the selected folder will be the current folder this item is a part of.

Tap the folder dropdown

Then update the text for the word or folder, tap the text field, and update the displayed text.

Tap the text field and edit it

To update the image tap "select image".

Tap "select image"

When updating the image used for the word or folder. This can be either one of our stock images or a custom image or photo stored on your device.

If using a custom image tap "Choose File" and search for the image you want to use.

> *Tap "Choose File"*

If using one of our stock images, you can filter these images by using the dropdown to select a category of image.

> *Tap the dropdown and choose a category*

You can also use the search bar and type what you are looking for.

> *Tap the search bar and type*

Once you have found one you want to use, tap the image.

> *Select a new image*

Once you have chosen an image tap OK.

> *Tap OK*

Once everything is entered you will see a preview of what it will look like in the app. When you are ready to make the changes, tap save.

> *Tap Save*

Delete

Lastly when removing a word from the system. In edit mode tap the word or folder you want to remove.

> *Tap a word or folder*

A popover will be displayed, tap delete.

> *In the popover Tap delete*

In doing so you will be asked to confirm if you want to delete the word or folder. If you confirm it will be removed from the system. When deleting a folder it will also delete all words and folders it contains.

Confirm the delete

Outro

And that concludes our tutorial on managing words and folders within the SALT app. You can find more tutorials on how to use the SALT app at our website www.saltapp.ca. Thank you for listening and have a great day.