

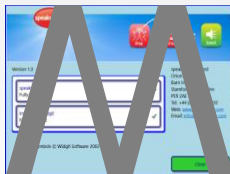


# QUICK REFERENCE GUIDE

Speaks4me with  **Widgit** Symbols

speaks4me

## ABOUT SPEAKS4ME



Double-tap the logo to reveal the 'About' box – this contains information about Symbol Set licensing, trial or activation date and contact details for speaks4me.

When a keyboard is not present you can trace the pre-selected letter shape into the box to open the **Main Menu**.

The default setting is the letter **M**

## HOT SWAPPING

The order of pictures on the **Sentence Strip** can be changed by dragging one on top of another – they will swap places

## DEFAULT

The **Active User Profile Name** is displayed in the title bar

## ERASE ALL/ERASE LAST



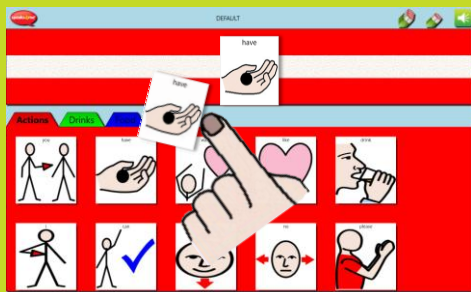
Removes all pictures and last picture on the right hand side of the **Sentence Strip**

## SPEAK

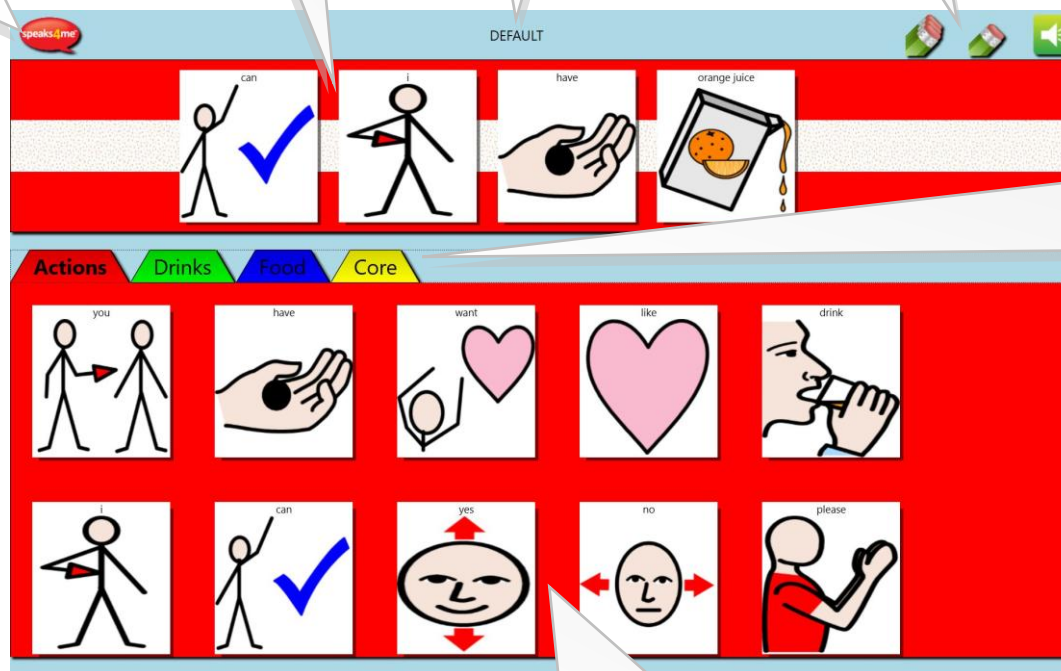


Press this button to '**SPEAK**' the word or phrase

## DRAG AND DROP



Select a picture, **drag** it from the page and **drop** it onto the **Sentence Strip**. Repeat the process with more pictures to make a phrase or sentence before pressing the '**SPEAK**' button



## PAGES AND PAGE TABS



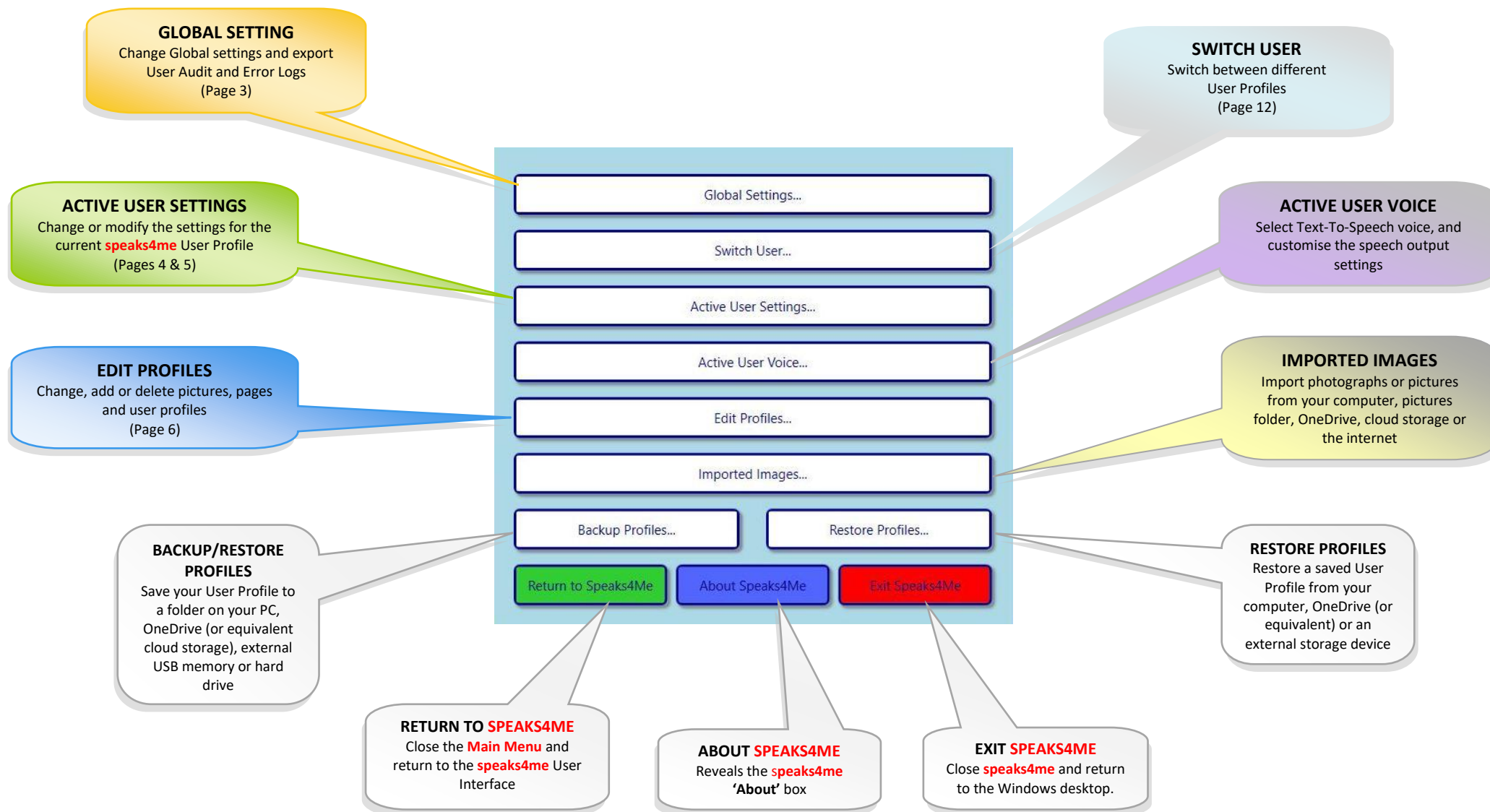
Page Colour and Page Tab text or pictures can be changed through the **CATEGORIES** Option in **EDIT PROFILES** on the **Main Menu** or press **Control + Shift + C** to go straight to the Categories screen.



## PICTURES AND SYMBOLS

Pictures and symbols can be added from the **IMAGE LIBRARY** using the **Images** option in **EDIT PROFILE** on the **Main Menu** or pressing **Control + Shift + 'I'** on your keyboard to go straight to the Images screen.

\* or tap the **Logo** in the top left corner and trace the chosen letter into the 'About' box (see page 3)



## TARGET FRAMES PER SECOND

Use the slider to adjust the response speed of the touchscreen being used.

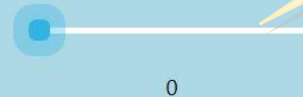
Target Frames Per Second:



## SPEAK DELAY

When using **speaks4me** with a Bluetooth speaker, use the slider to delay the speech output message until the speaker has 'woken up' and re-connected

Speak Delay (ms):



## HARDWARE ACCELERATION

Technical option that may enhance graphic image processing on your device (subject to compatible hardware)

Hardware Acceleration:



User Audit Logging:



Export...

Clear

## USER AUDIT LOGGING

Creates a record of all user activity in **speaks4me** to a text file that can be exported

Error Logging:



Export...

Clear

## ERROR LOGGING

If **speaks4me** stops working for any reason, changes will be saved and **speaks4me** will restart from the point that it stopped working. A diagnostic error log will be saved that can be forwarded onto [support@speaks4me.com](mailto:support@speaks4me.com)

Main Menu Gesture (in About):

The Letter M

## MAIN MENU GESTURE (IN 'ABOUT' BOX)

If no keyboard is present you can draw a letter shape in the **speaks4me** 'About' box to reveal the **Main Menu** - use the drop down menu to select a letter shape  
The default setting is the letter **M**

Save

Cancel

## SAVE/CANCEL

Save or cancel all changes on this screen

## USER SCREEN OPTIONS



### SENTENCE STRIP

Change the colour of the **Sentence Strip** using the colour palette. Use the drop down option to select its position at the top or bottom of the page

### NAME

Enter text to name or rename the **User Profile**

### DRAW HIGHLIGHT SIZE

Use the slider to adjust the size of the drag highlight box around the pictures

### DRAW HIGHLIGHT COLOUR

Use the colour palette to change the colour of the drag highlight box around the picture

### SENTENCE WIDTH

Use the slider to adjust the number of spaces available for pictures on the **Sentence Strip** (range is between 5- 20)

### IMAGE SIZE

Use the slider to adjust the **size** of the pictures on the **speaks4me** pages

### IMAGE SPACING

Increase or decrease the space between pictures on the page

### JINK SENTENCE STRIP IMAGES

Uncheck the box for uniform positioning of the pictures on the **Sentence Strip**.

### JINK PAGE IMAGES

Check the box to jink (randomly position) pictures. To **jink** pictures on the pages go to **Global Settings**

### 3D EFFECT

Creates a 3D Effect around the pictures on the page



### SHOW NAVIGATION ARROWS

Allows for non-gesturing navigation

### HANDED

Select where to position the space on the page for scrolling

### SPEAK BUTTON POSITION

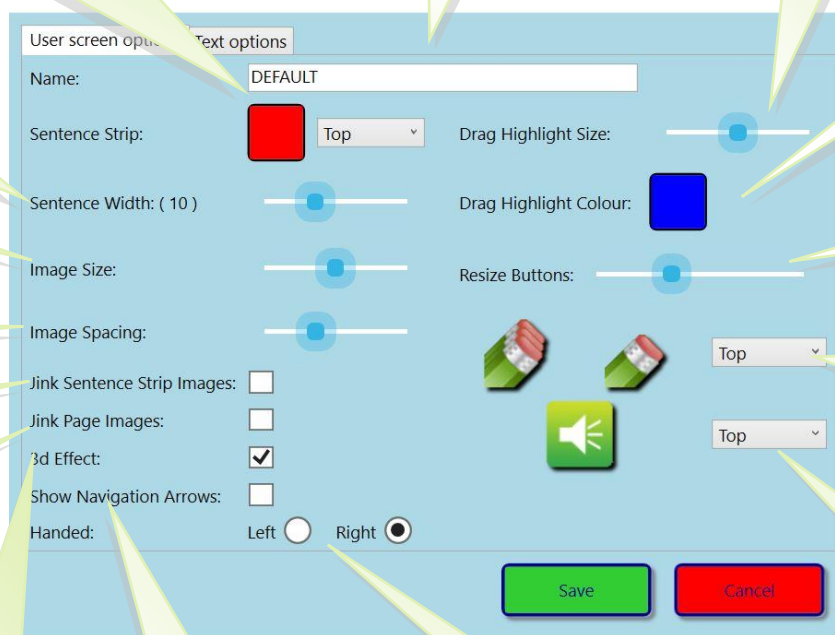
Use the drop down option to select the position of the Speak button – top, bottom or off – when off is selected, touch the Sentence Strip to speak the message

### RESIZE BUTTONS

Use the slider to adjust the size of the 'speak' and 'erase' buttons on the page

### Erase Button position

Use the drop down option to select the position of the Erase buttons on the page– top, bottom or off – when 'off' is selected, remove the pictures by dragging from the Sentence Strip and dropping them onto



The screenshot shows the 'User screen options' settings screen. It includes fields for 'Name' (DEFAULT), 'Sentence Strip' (red square), 'Sentence Width' (10), 'Image Size', 'Image Spacing', 'Jink Sentence Strip Images' (unchecked), 'Jink Page Images' (unchecked), '3d Effect' (checked), 'Show Navigation Arrows' (unchecked), 'Handed' (Right), 'Drag Highlight Size' (slider), 'Drag Highlight Colour' (blue square), 'Resize Buttons' (slider), and two dropdown menus for 'Erase Button position' and 'Speak Button position' (both set to 'Top'). There are 'Save' and 'Cancel' buttons at the bottom.

## TEXT OPTIONS

### PICTURE TEXT POSITION

Drop down option to select the position where text is displayed on the images above, below or no text.

### PICTURE FONT NAME

Drop down – Change the picture font text style.

### PICTURE FONT SIZE

Drop down – Change the picture font size.

### APPLY

Apply selected page tab font name and size to all page tabs

### PAGE TAB POSITION

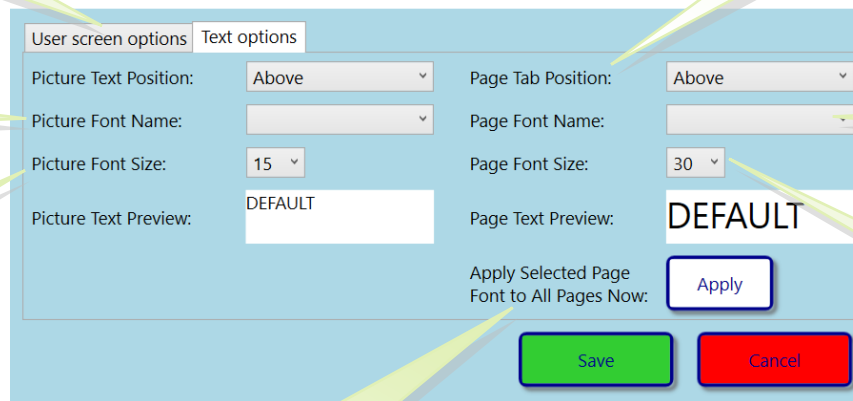
Display the page tab position at the top or the bottom of the **speaks4me** screen.

### PAGE TAB FONT NAME

Drop down – Change the page font text style.

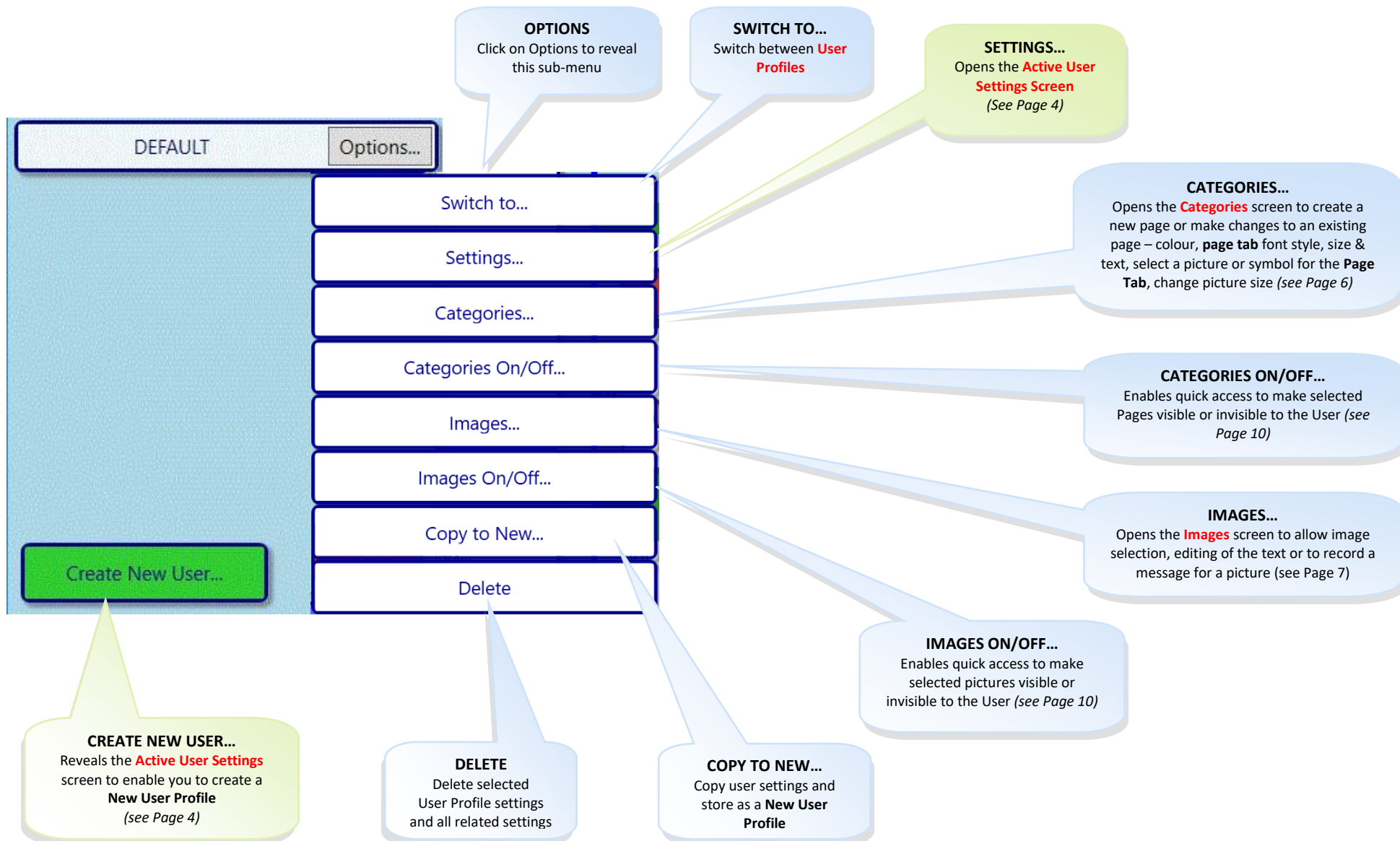
### PAGE TAB FONT SIZE

Drop down – Change the page font size.



The screenshot shows the 'Text options' tab in the 'User screen options' settings. It contains two columns of settings. The left column is for 'Picture' settings: 'Picture Text Position' (set to 'Above'), 'Picture Font Name' (empty), 'Picture Font Size' (set to '15'), and 'Picture Text Preview' (set to 'DEFAULT'). The right column is for 'Page Tab' settings: 'Page Tab Position' (set to 'Above'), 'Page Font Name' (empty), 'Page Font Size' (set to '30'), and 'Page Text Preview' (set to 'DEFAULT'). At the bottom, there is an 'Apply Selected Page Font to All Pages Now:' section with an 'Apply' button, and 'Save' and 'Cancel' buttons.





## IMAGE SETS

Drop down menu showing all Symbol Sets available to the **User Profile**

## AVAILABLE CATEGORIES

Add a page by dragging the required category from the list and dropping it into the **User Categories** box. For a new page with no pictures, use the **New Category** button at the bottom of the box

## OPTIONS

Select Options to modify Image

## TEXT

Change or add a name for the page to show on the **Page Tab**

## COLOUR

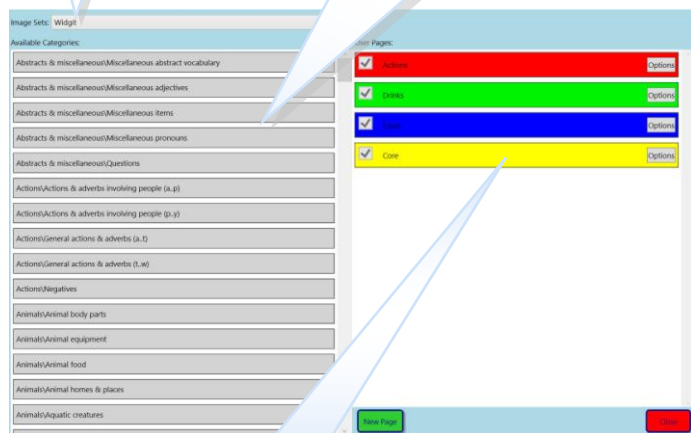
Change the colour of the page using the colour palette

## FONT NAME/FONT SIZE

Change the font style and font size of text that will be displayed on the **Page Tab**

## IMAGE: SELECT/CLEAR

Choose a symbol or an imported picture for the category tab – Clear to remove the symbol or picture from the **Page Tab**



Options

Text:

Colour:

Font Name:

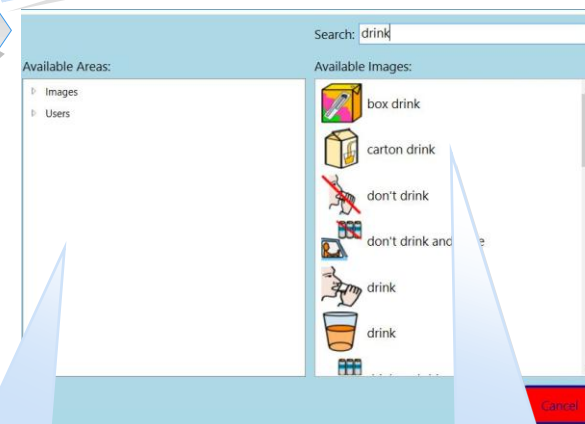
Font Size:

Preview:

Image:

Image Size:

Select



SEARCH images for page tab picture then select to add it to the **Page Tab**

**AVAILABLE IMAGES**  
Highlight, select, modify and save an image to the **Page Tab**

## REMOVE A CATEGORY

Remove a page by dragging it from the **User Categories** box and dropping it into the **Available Categories** box

## NEW CATEGORY

Creates a new page with no pictures – click the **Options** button to adjust the category settings

## IMAGE SIZE

Adjust the size of the selected picture on the **Page Tab**



## AVAILABLE IMAGES

Shows the pictures within a category or folder – drag the picture to the **Category Image** box to place it in the selected page

## SEARCH

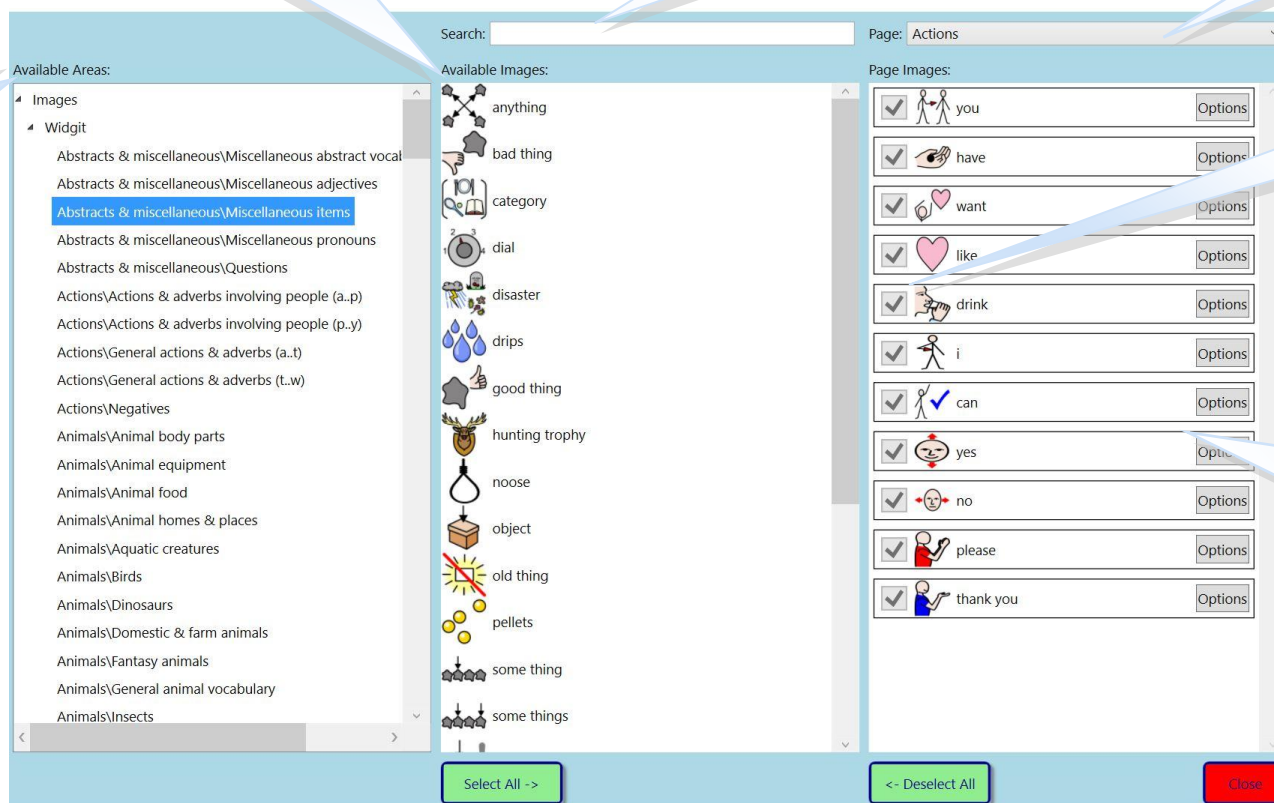
Type the required word into the text box to quickly search for a specific picture or related picture(s)

## CATEGORY

Drop down - Change to another page within the **User Profile**

## AVAILABLE AREAS

Shows all **Symbol Set Categories** as well as any added Image folders with photos or logos, etc.



Check the box to make the picture visible or uncheck to make it invisible to the User.

## CATEGORY IMAGES

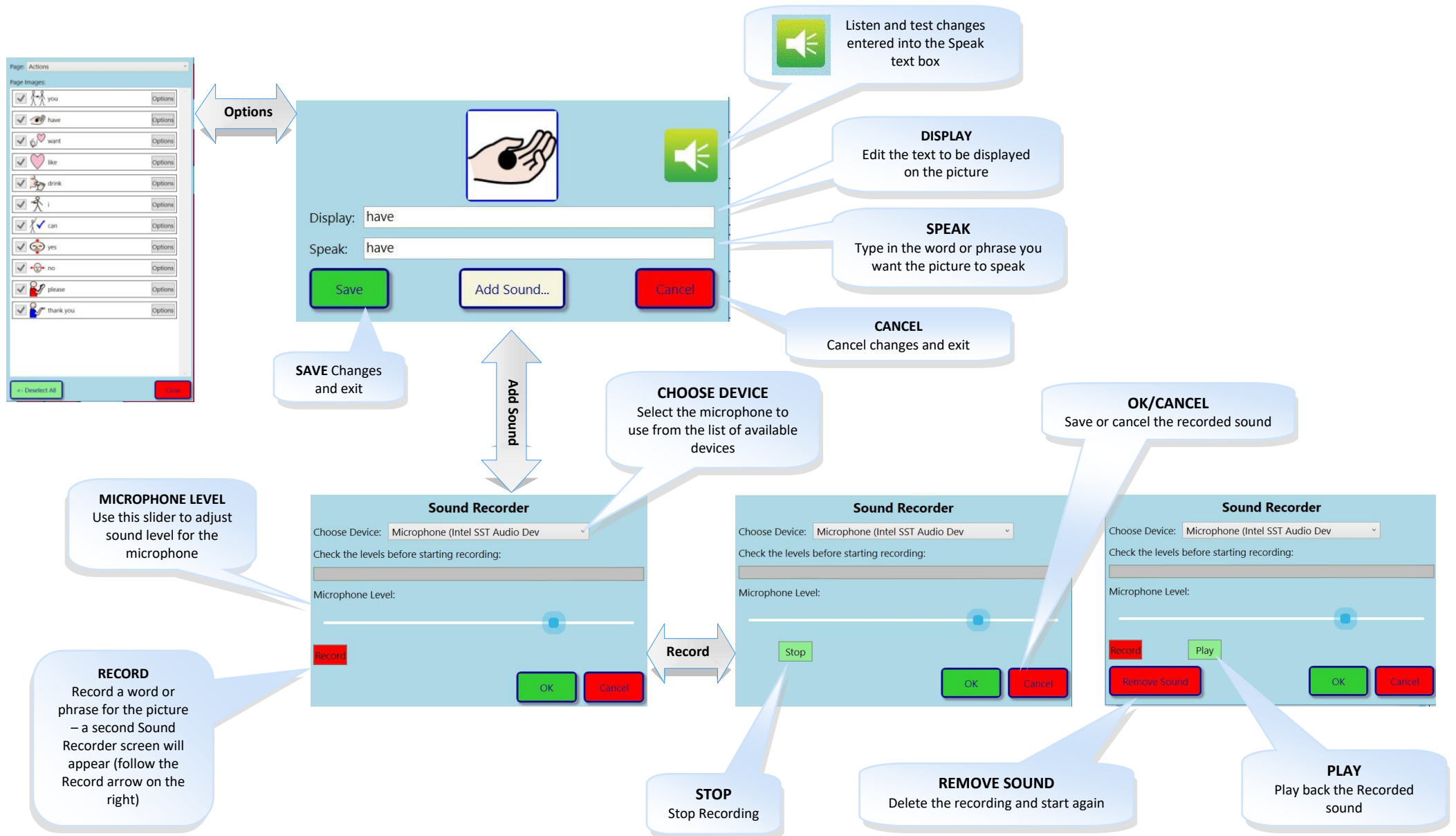
Shows the pictures that will appear on the page – to reposition a picture simply drag it up or down to its' new preferred location.

## SELECT ALL

Selects all images in the **Available Images** box and allows them to be block moved into the page

## DESELECT ALL

Removes all selected images from the page



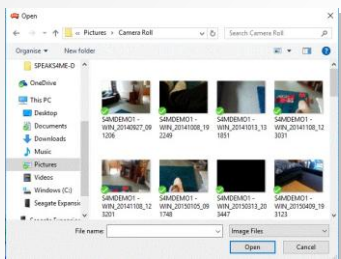
## RENAME

Edit the Image Set folder name



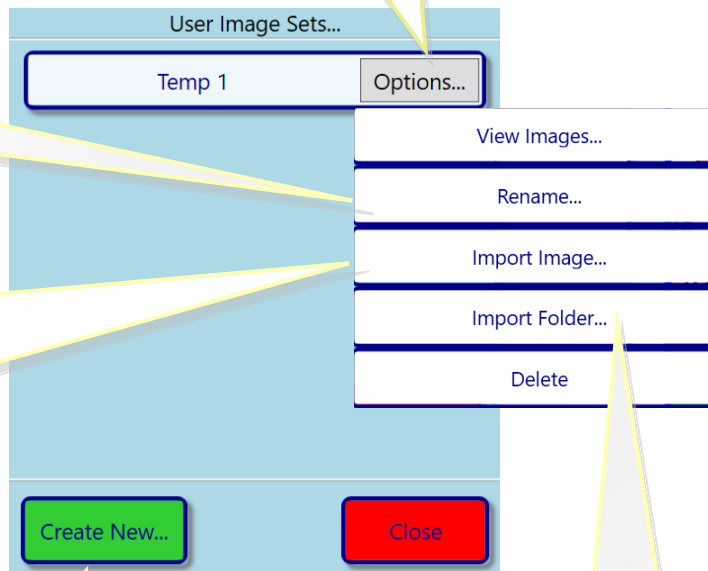
## IMPORT IMAGE

Add an image from a folder or file to the Image Set folder to use in **speaks4me**



## OPTIONS

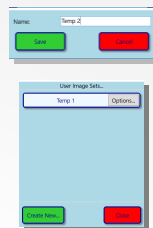
Click on options to display the drop down menu



## CREATE NEW

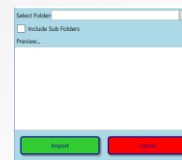
Creates a New Image Set folder – type in a name for the folder

Further edit by on clicking Options



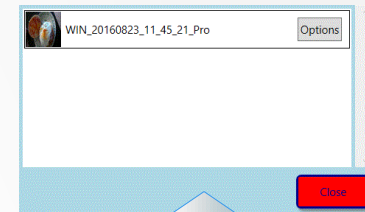
## IMPORT FOLDER

Select and import a folder containing images to use in **speaks4me**

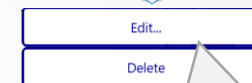


## VIEW IMAGES

View all imported pictures in the selected Image folder

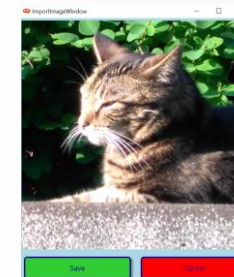


Options



## EDIT

Use the mouse or touchscreen to crop the imported image to the correct size and content required

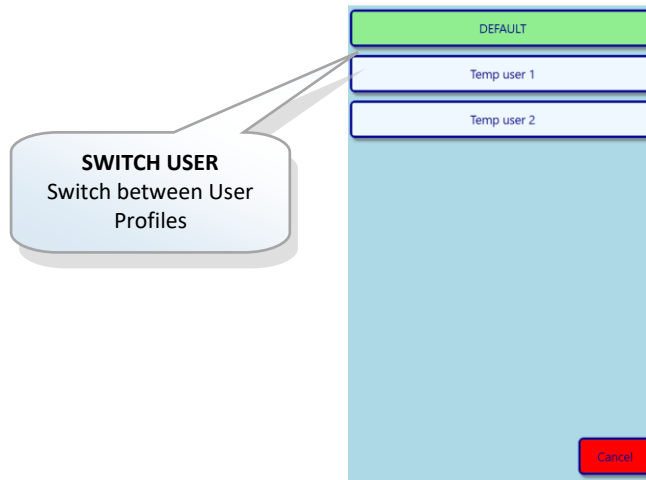


## SAVE/CANCEL

Save or cancel changes

## SWITCH USER

Control + shift + 'u' on your keyboard



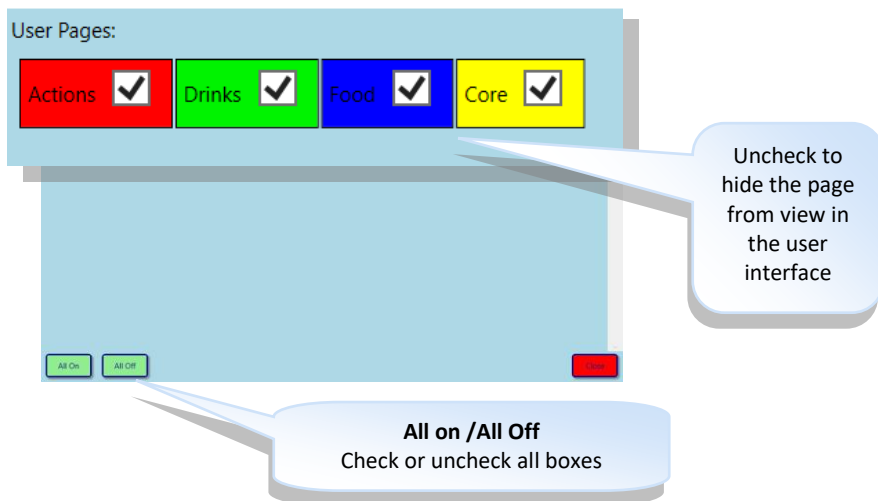
## ACTIVE USER VOICE

Control + shift + 'v' on your keyboard



## CATEGORIES ON/OFF

Control + shift + 'u' on your keyboard



## IMAGES ON/OFF

Control + shift + 'u' on your keyboard

