Tools2Talk Now App

User Guide

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User Guide

The Tools2Talk Now App from Scope (Aust) is designed to support you to make and print communication boards from your iPad. Packed with different grid layouts, as well as multiple templates ready to be customised, all your communication needs are covered in one, easy to use app. Build communication aids with Picture Communication Symbols (PCS), COMPIC symbols, your own photos, or a mix of all. Not only can you have printed communication resources, but you can also use these boards with speech output.

Things to think about when designing a communication aid

Communication aids are used to provide a method of communication for people who do not communicate using speech, whose speech is difficult to understand or who may benefit from additional visual or written information to support their understanding. Communication aids can also be used to educate unfamiliar people on how to understand, interact and support effective communication.

It is recommended that Tools2Talk Now is used to supplement a comprehensive communication system. Tools2Talk Now can support the creation of additional aids to assist expression in a specific situation (i.e. through creating topic boards), enhance understanding of information (i.e. through creating a visual timetable) or to assist communication partners (i.e. through development of a Personal Communication Dictionary).

While anyone can purchase and use this app, consultation with a speech pathologist is recommended to ensure resources created using the app effectively consider the person and intended purpose.

Below are some general considerations you may need to think about when designing a communication aid. This advice does not substitute consultation with a speech pathologist.

The purpose

- What is the communication aid for? Consider the current communication need, when the aid will be used and who will use the communication aid.

The person

- How does the individual communicate? e.g. Express yes/no, express wants and needs, comment, protest, chat, make choices, understand routines and instructions

- Has the individual had any exposure to symbols in the past? Photos? PCS? COMPIC? Something else? You might consider building upon what the person is familiar with already

- Does the individual have preferences regarding the communication aid? (e.g. written words, photos, PCS, font size etc.)

- What experience do those supporting implementation have with communication aids? Will they need ongoing support and training?

- What are the individual's skills regarding vision, cognition, language, literacy, hearing, and mobility? These items are discussed below in further detail.

Vision

- Has the individual had a vision assessment before creating this aid?

- Cell sizing - are the cells too small to view?

- Are there too many cells on the page which is causing visual crowding?

- Can the individual visually discriminate? If needed, consider using a contrastive background that may aid the individual to discriminate

- Text size: is it too small to see either for the person or the communication partner?

- If the board is to be printed out as a paper-based tool, consider using matte laminate to reduce visual glare.

- Consider overall size of the aid (e.g. A5/4/3)

Cognition

- Has the individual had a cognitive assessment prior to creating this aid?

- How does the individual need information represented? Photos? Symbols?

Language and literacy skills

- Has the individual had a language assessment?

- Has the individual had their literacy level assessed?

- Does the individual require images to support written text? If so, what images has the person had experience with?

- What is their receptive language (understanding) like?

- How does the person communicate (e.g., talking, sign, use of symbols, writing, body language etc)?

- What communication system/s has the individual used in the past? Were they successful? Why? Why not?

- Have visual supports worked in the past?

Hearing

- Has the individual had a hearing assessment?

- What is their audible hearing range?

- Can the individual hear the voices in this app?

Physical skills

- What is the individual's diagnosis?

- What is the prognosis of their diagnosis? Is their physical function likely to change over time?

- What is the individual's fine motor skill (i.e., hand use) like? Can they isolate a finger to select a cell on a board? If not, do they need alternative access?

- How will the individual use this app/paper-based board?

- How will they indicate they want to use this app/board?

- Does the individual need a guard to be placed over the iPad to assist in the accuracy of correct cell activation?

- Consider portability of the aid. Will the aid be portable? Will the individual carry it around themselves?

Templates available on Tools2Talk Now

There are a range of templates available on Tools2Talk Now which can be easily customised for individual needs and vocabulary. The following templates are included in Tools2Talk Now:

Alphabet and AEIOU board - An alphabet or AEIOU board is a single page with a printed keyboard. Often used to support speech, you can point to the first letter, or spell out whole words. This template can be customised for the person, depending on whether you will point to it, or indirectly scan through the rows. It also includes some shortcut phrases, for example "new word" or "I'll start again".

Chores chart - A chores chart may be useful to remind someone of the jobs that need to be done at home or work, and to feel a sense of accomplishment once they are completed. The chores chart template can be customised with photos or pictures to show the tasks and the person responsible in the home or work environment.

Communication boards - These are also known as aided language stimulation boards – named for their interactive nature and use by both people in the conversation. Communication boards are used to talk about a specific topic or situation. The communication board template includes a table with rows and columns which can be customised with, written words, images, or phrases.

Communication book - The communication book template includes a front page, multiple pages of columns and rows and category tabs to support efficient navigation. Each page can be customised to include general and specific vocabulary represented by symbols (written words, photos, and standardised image sets).

First-Then - A First Then board is a two-part schedule which provides an image that represents what is happening now and another of what is coming next. These boards can be used to support transitions between activities. This template can be customised with relevant images, PCS, written words, or photos for individuals.

Personal communication dictionary - A personal communication dictionary template records what an individual's communication looks like.
This template includes three columns:
1. Behaviour, body language, expressions, and vocalisations (*When I...*)

2. What this means (*It might mean...*)
3. How the person can may respond to this communication (*So you could...*)
This template can be customised with relevant information, photos, or symbols

Shopping list - A shopping list can be used to pre-plan what to buy or to indicate if something extra or different is wanted. It can be represented visually using pictures/photos or with written words. The shopping list template can be customised to contain individualised grocery and personal items.

Timetable (daily & weekly) - A timetable provides visual and written information about the daily or weekly activities. It can help recognise and anticipate activities that will happen during the day or week. A timetable can also be used to encourage choice making (e.g., to schedule preferred activities during the day or week). The timetables can be adapted to suit individual needs for example, by showing only 2-3 activities at a time compared with every activity over the whole week.

Who's here today - A 'Who's here today' chart displays the whereabouts of different people. It prepares a person for who they should expect to see, any changes that occur unexpectedly, and reasons why staff or others are away. This template can be customised with photos of people and symbols to represent reasons why people are away.

Activity Schedule - Activity schedules break down daily activities into smaller steps supporting independence in particular tasks. The activity schedule templates contain multiple pages with spaces to place text and images relevant to the activity steps.

Book About Me - A Book About Me is useful for communication partners or support people as it details information about a person such as interests, needs, daily routines and how a person communicates. It allows for consistent and predictable support from carers. This template consists of multiple pages with a variety of layouts to place text and images into.

Communication Cards - This template can be used to make any form of communication cards such as cards to place on a lanyard, to create detachable cards for an aid or to make community request cards (used to request items while out in the community).

Quick Access Phrases - This template is designed to be customised to support access to phrases a person says often and would benefit from using the Talk function of the app to speak aloud. For example, this template could be customised and used for ordering favourite foods or drinks.

Calendar Templates - A calendar may be suitable to support a person's understanding of scheduled activities, appointments, or special events. The calendar templates have been designed to have written words, pictures, or photos suited to the individual. Tools2Talk Now can populate customisable Month, Week or Work Week calendars.

Example pages built with Tools2Talk Now

Communication Board
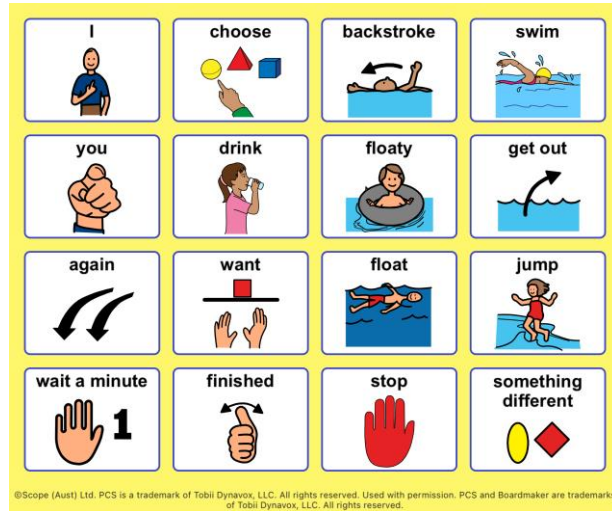
AEIOU Alphabet Board/Alphabet Board
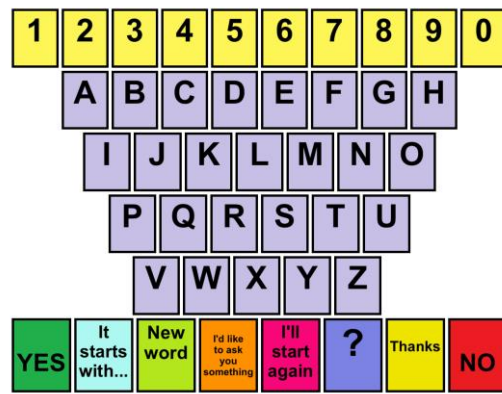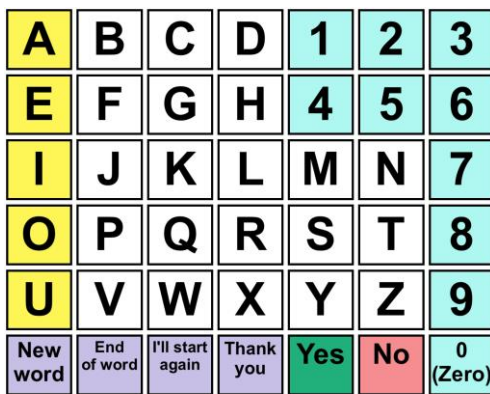
Chores Chart
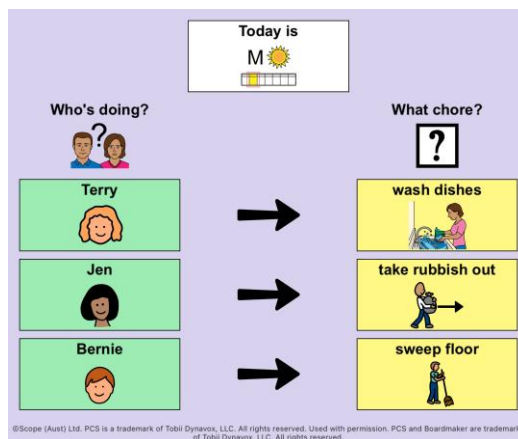
Communication Book (First page)

David's
Communication
Book

This is my communication book. I can talk to you using my voice, however, sometimes my speech can be difficult to understand. Sometimes I like to point to a picture in my communication book to help me explain what I'm talking about. If you don't understand me, ask me to use my communication book to help me get my message across. I say yes by nodding my head and no by shaking my head.
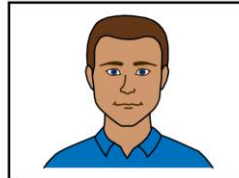
Communication Book (Topic pages)

Food/Drink		
I	want	food
wait a minute	finished	drink
yucky	yummy	more
Food/Drink	People	Activities

Daily Timetable

morning	wake up	shower	get dressed	breakfast
lunch				
afternoon	Work			
dinner				
evening	karate	brush teeth	Go to bed	

Weekly Timetable

First-Then

Personal Communication Dictionary

Book About Me

A little bit about me

My name is Tina. I am 29 years old.

I work 4 days a week. On the 5th day of the week, I have a day off and usually visit my sister or work outside on some of my projects. I live with a few other housemates. In the evenings I love to do Karate.

It is important to know how I move, my mealtime recommendations, asthma plan and my dietary needs. Please see the plans developed by my allied health and medical team.

Shopping List

Who's Here Today?

Communication Cards

Activity Schedule
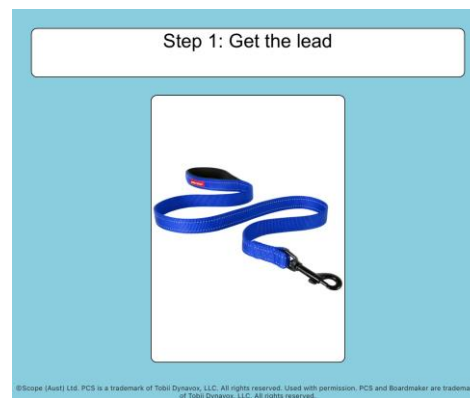
Quick Access Phrases

Calendar

Registering for an account

Step 1:

Select 'Register' to register for a Tools2Talk Now account
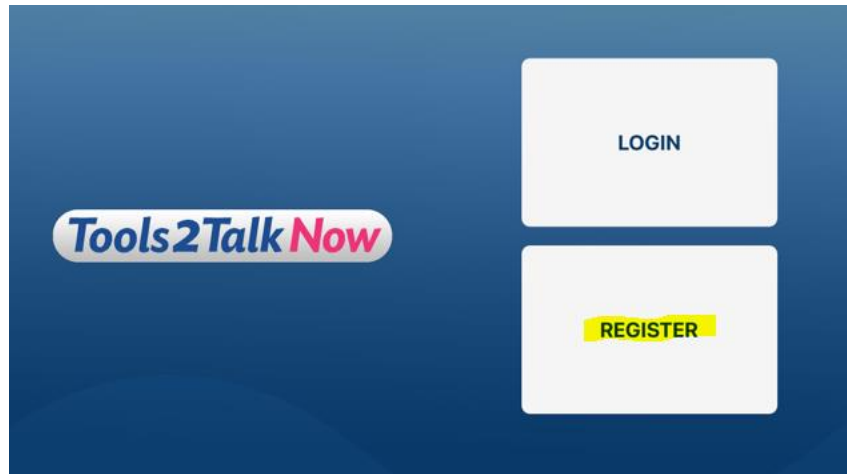
Step 2:

Enter your email address and select 'Send Verification Code'
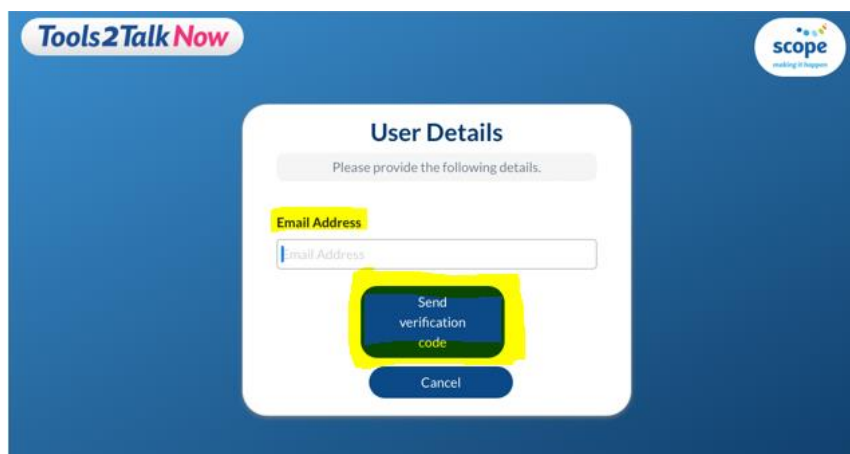
Step 3:

An email will be sent with a unique code
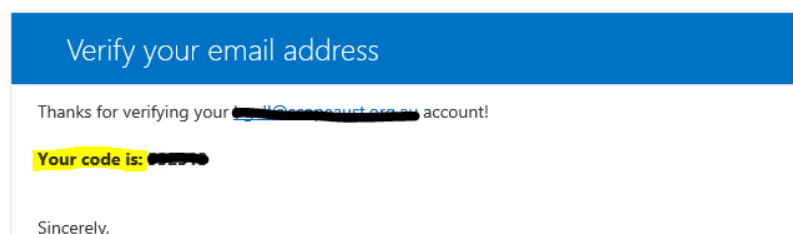
Enter your code and select 'Verify Code'

Step 4:

Enter a chosen password, personal details, relationship to person you're creating an aid for, country and acceptance of T&C's.

Homepage

If you are online and connected to the internet, the homepage page will display as Scope's webpage. This will show any messages from Scope and is an avenue of important communications.
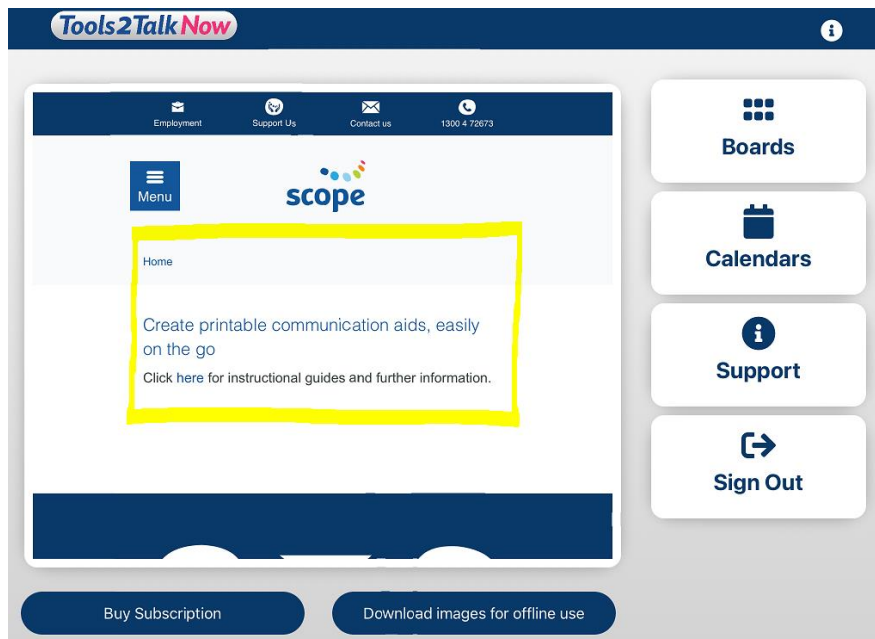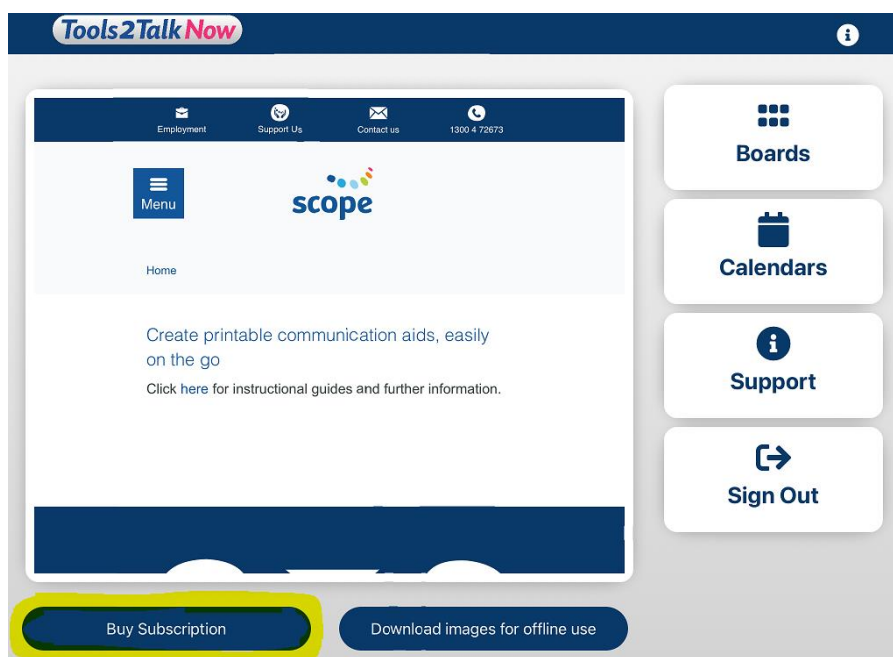

From the homepage, the side panel allows for creating boards and calendars, requesting support, and signing out of the app.

Subscriptions

Once logged in, the main dashboard screen will be displayed.

Select 'Buy Subscription'

Subscription options:

- ✓ *Free 14 Day Trial -* ability to create 1 board and 1 calendar. Access to 50 core words for PCS (picture communication symbols). Free version expires after 2 weeks. After two weeks, the created board/calendar can still be accessed however no amendments can be made and no additional boards/calendars can be created.

- ✓ *Yearly subscription –* $115.00 per annum, to be subscribed each year

- ✓ *NDIS -* Tools2Talk Now can be purchased with a NDIS plan using funds from Core Support Budget – Consumables
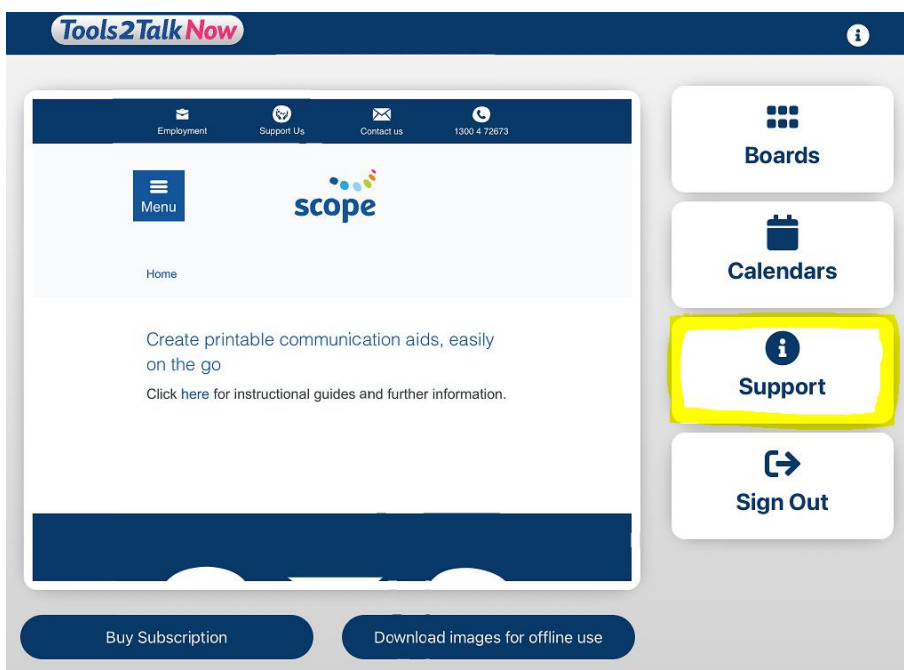
Downloading images

Select 'Download images for offline use' to ensure images are available if your device is offline

**NOTE: the downloading process can take several minutes; boards and calendars cannot be accessed during this time.

Finding support

To log any issues or request support, select the 'Support' tab found on the main dashboard.

Enter the main issue into the 'Subject Line' (e.g., Assistance required with work calendar) and enter a detailed message. This request will be emailed to necas@scopeaust.org.au and responded to as soon as possible.
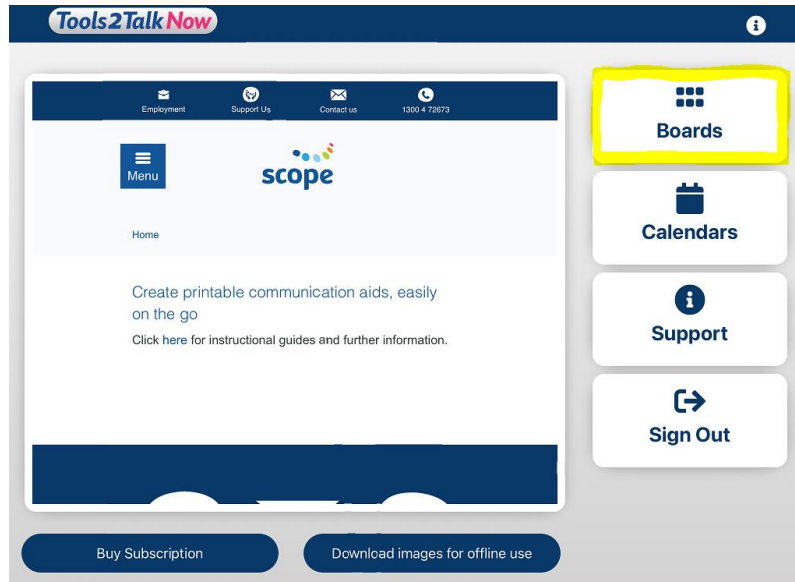
Select 'Submit'

Creating a board

Step 1:

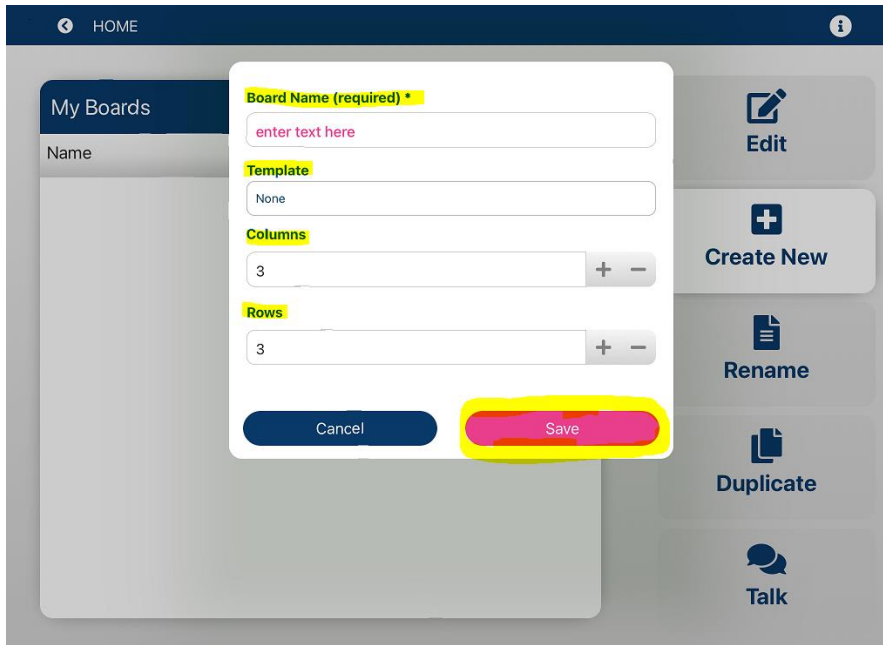To create a communication board, select 'Boards' from the main dashboard tabs
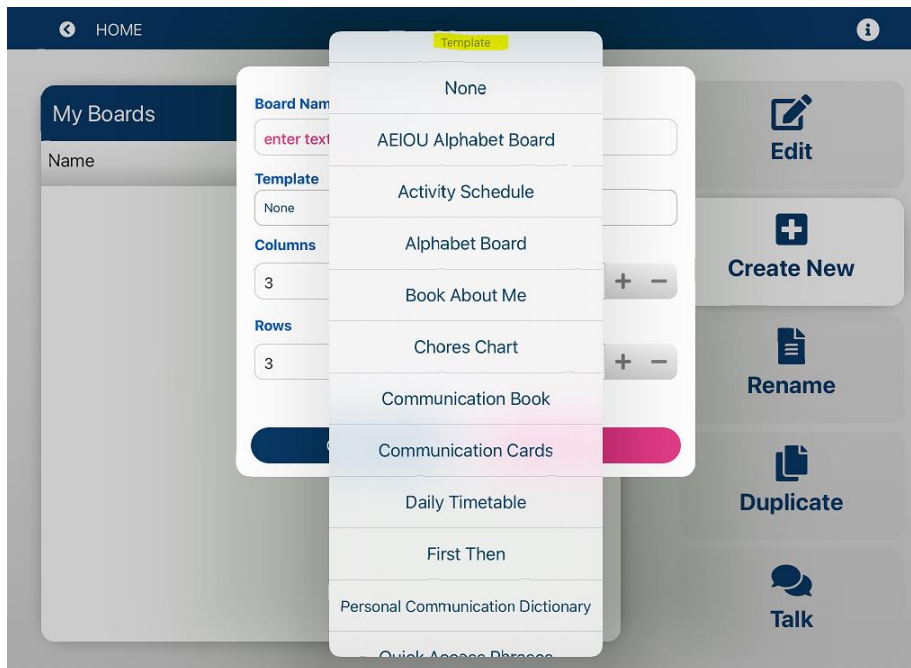

Step 2:

Select 'Create New'
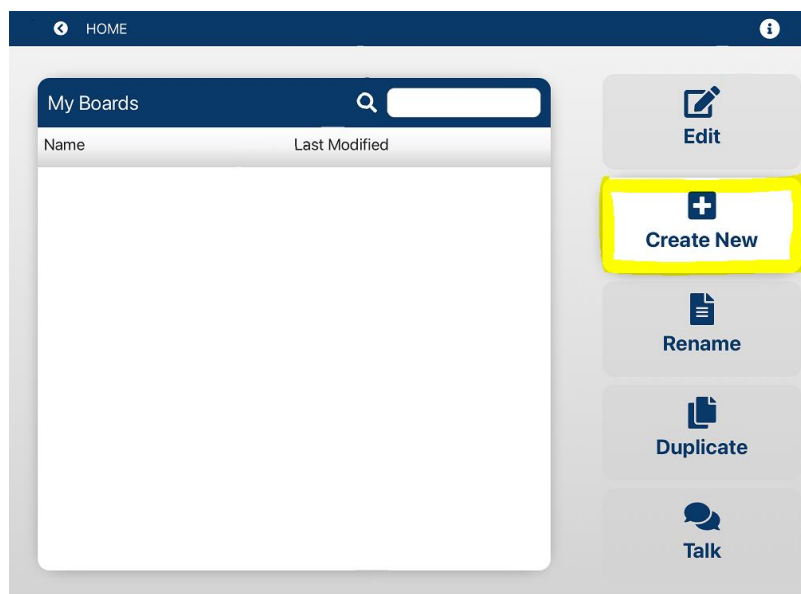
Step 3:

Name your board (this is a mandatory field) and choose the number of columns and rows you'd like to have in your board. These can be altered at any point.
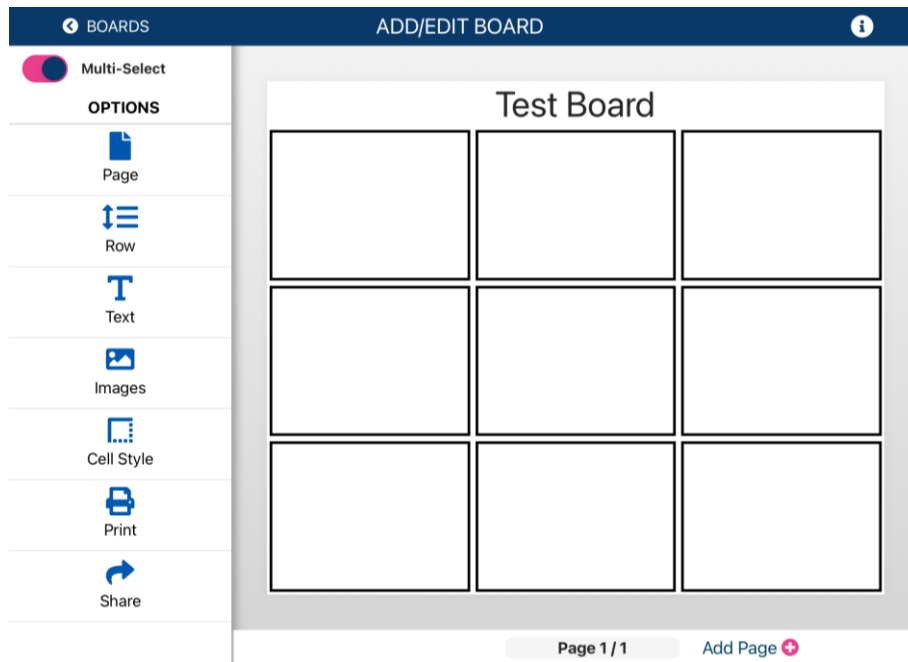

There are several 'Templates' to choose from'

Select 'Save'

Step 4:

Your chosen board will be generated and a navigation panel will appear on the left side.

Step 5:

To insert images, text or edit cells in any way, you must select the relevant cells (multiple cells can be selected). Selected cells will appear with a pink boarder. To unselect a cell, simply click on it again and the pink boarder will be removed.
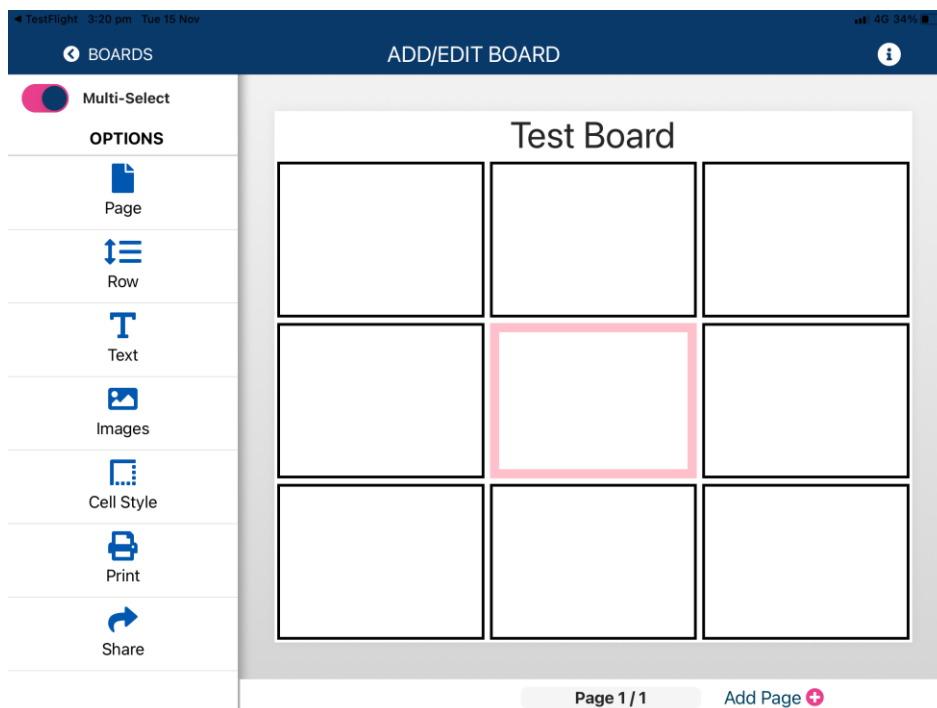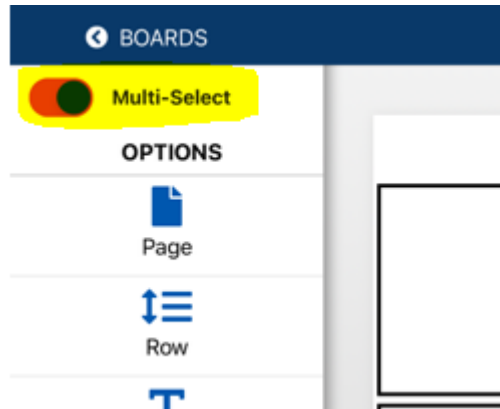
## Inserting and editing images

Step 1:

To insert an image into a communication board, select the relevant cell you would like the image to populate to (if you would like the same image across multiple cells, select all relevant cells).

NOTE: Multi-Select can be switched on/off in top right corner

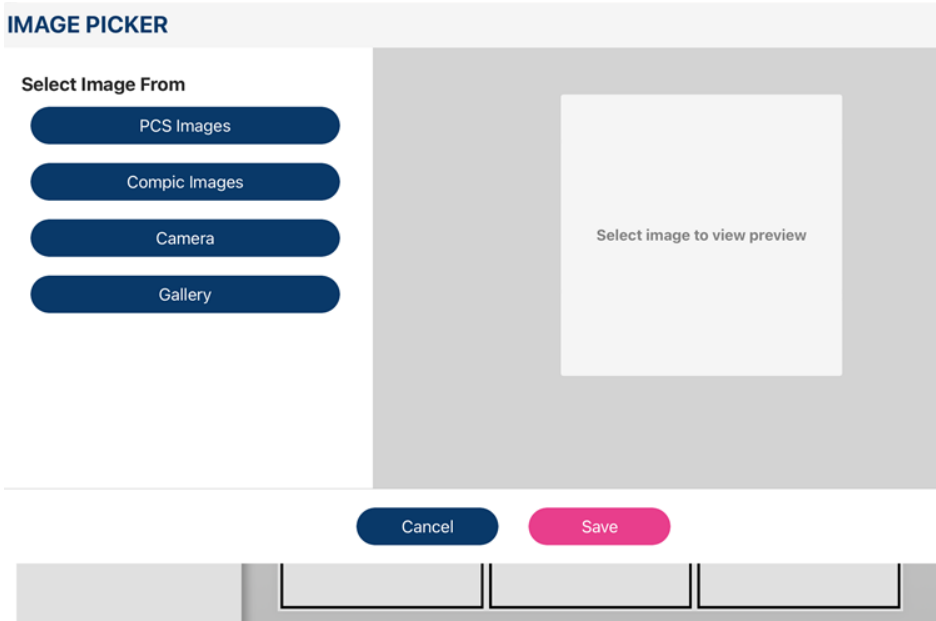### Step 2:

Once you have selected the cell/s, click 'Images' in the navigation panel on the left side
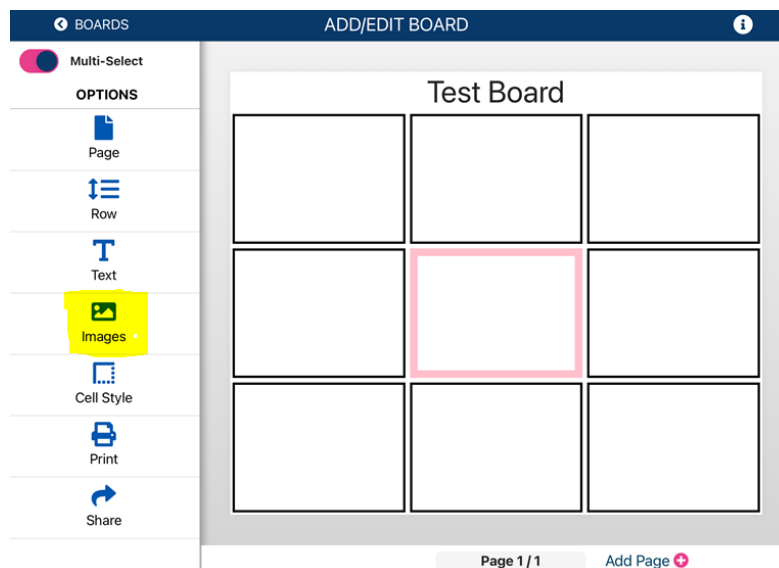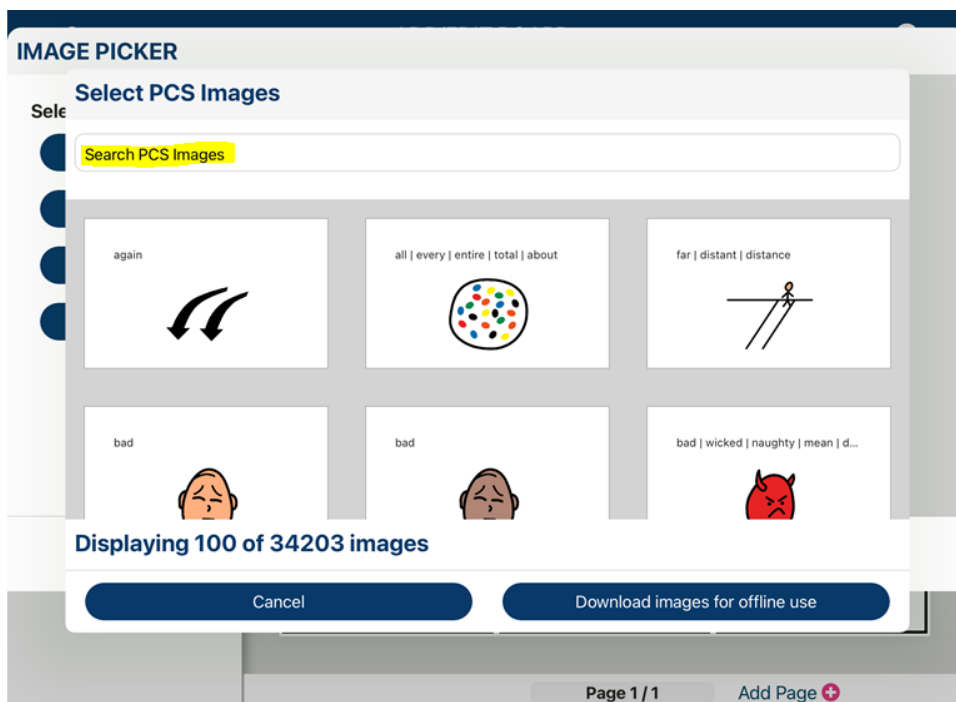

Step 3:

Select images from a range of options

- PCS Images (Picture Communication Symbols)
- Compic Images (Communication Pictographs)
- Camera (take a live image from your device)
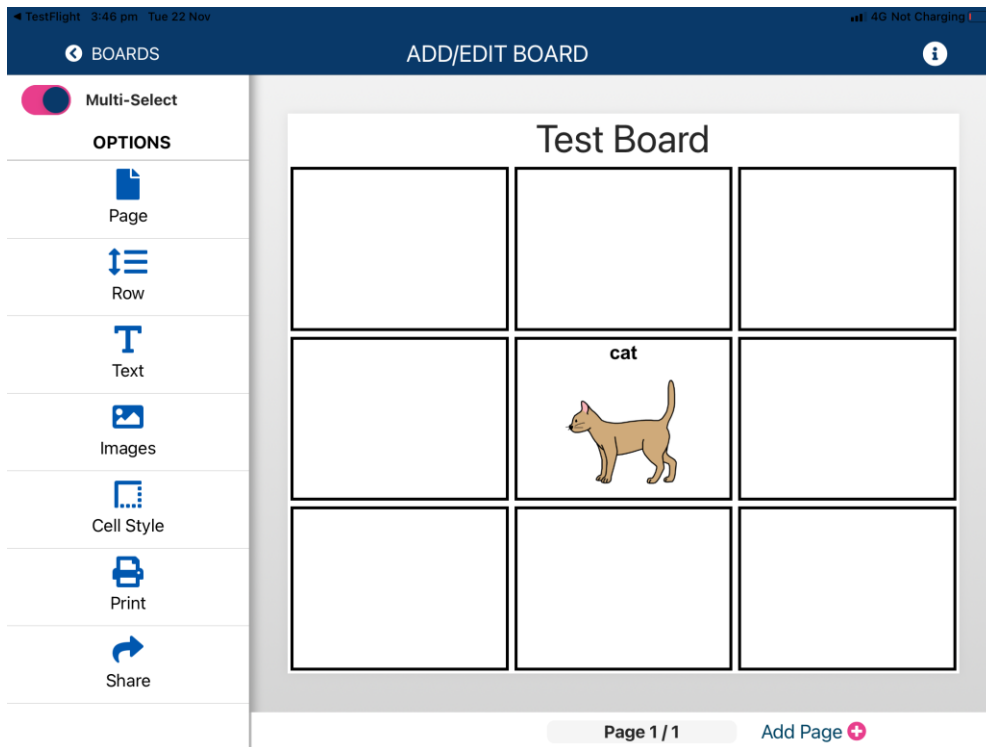- Gallery (upload a previously saved image from your device)

Step 4:

Use the search bar to locate the image you would like added to the communication board
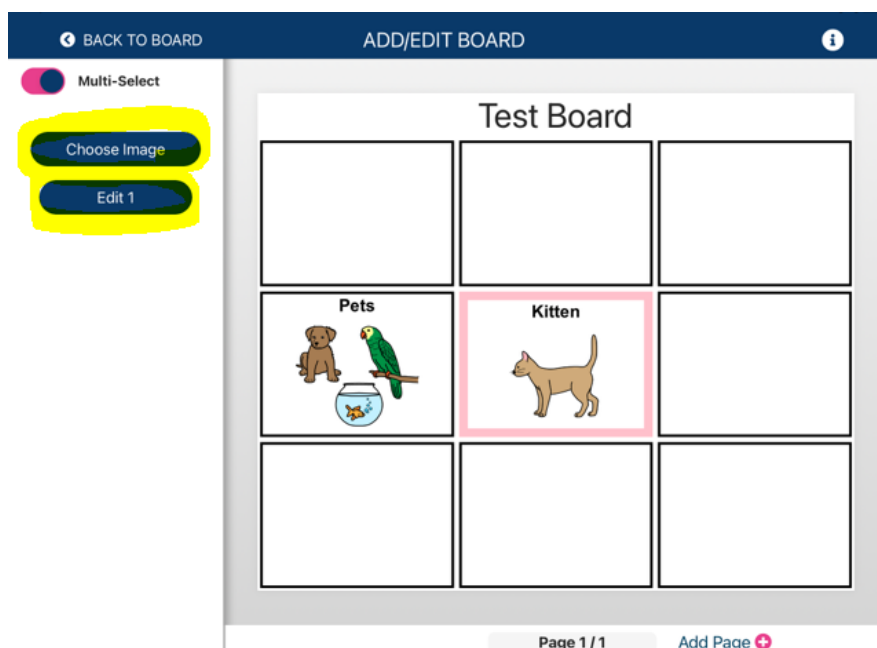
Step 5:

Select 'Save' once the image has been selected which will populate into the chosen cell.
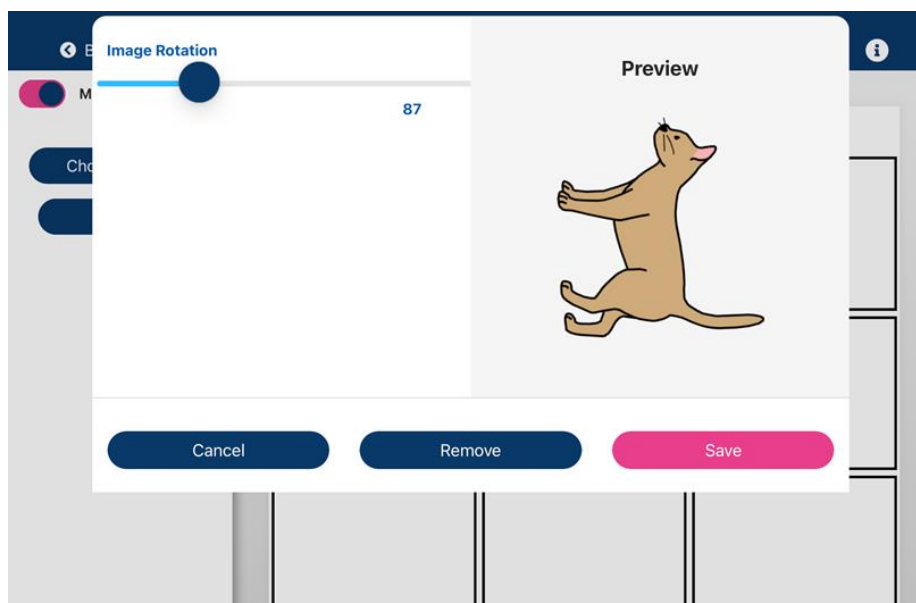

Step 6:

To add another picture to the same cell: select the cell, select images, select 'Choose Image'

To change the image: select the cell, select images, select 'Edit 1' (if you wanted to edit the other image in the cell, select Edit 2)
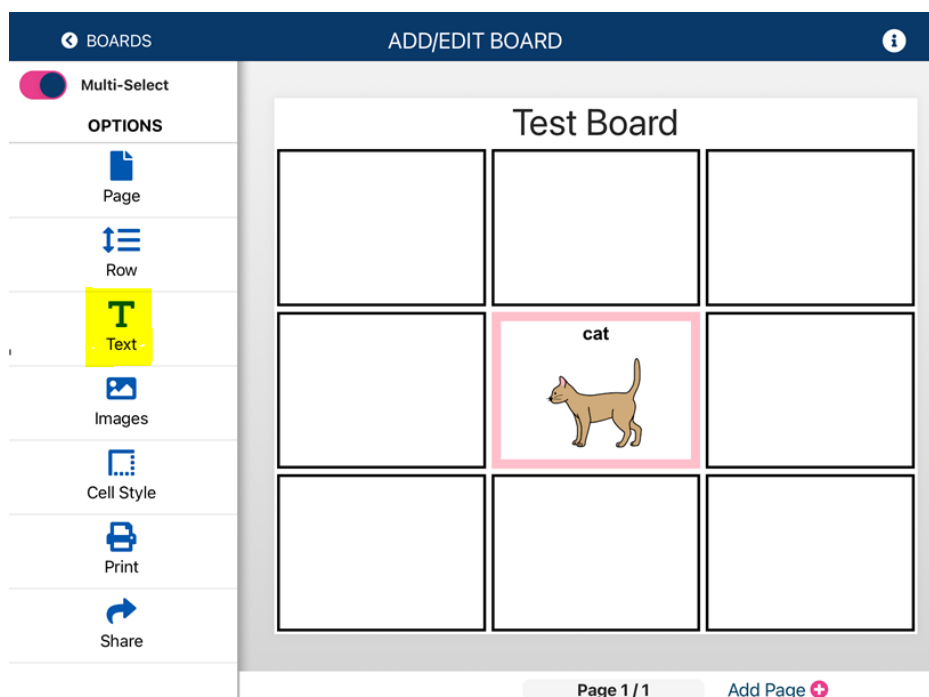
Step 5:

In Edit 1 or Edit 2, you can remove the image, or rotate the image
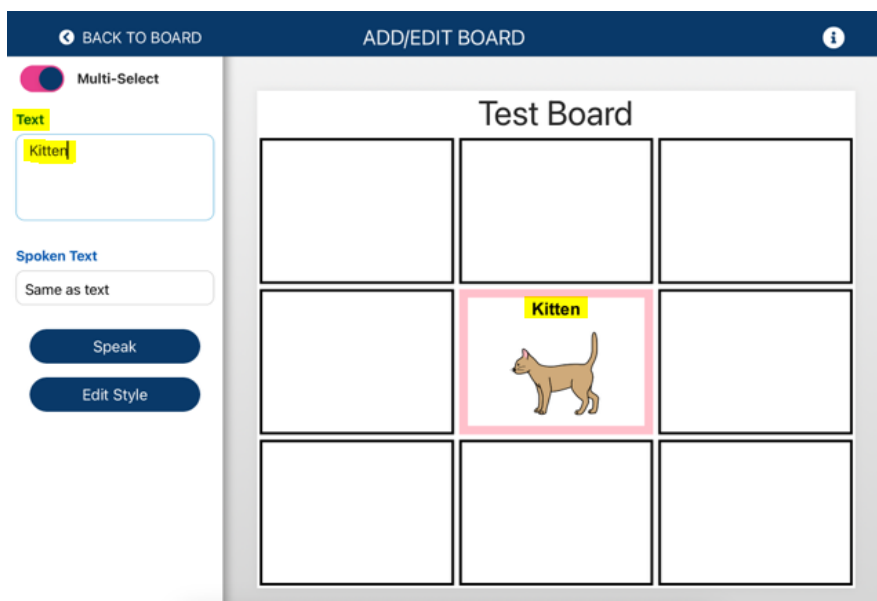

Inserting and editing text

Step 1:

To edit text, select the cell and click 'Text' in the navigation panel on left side
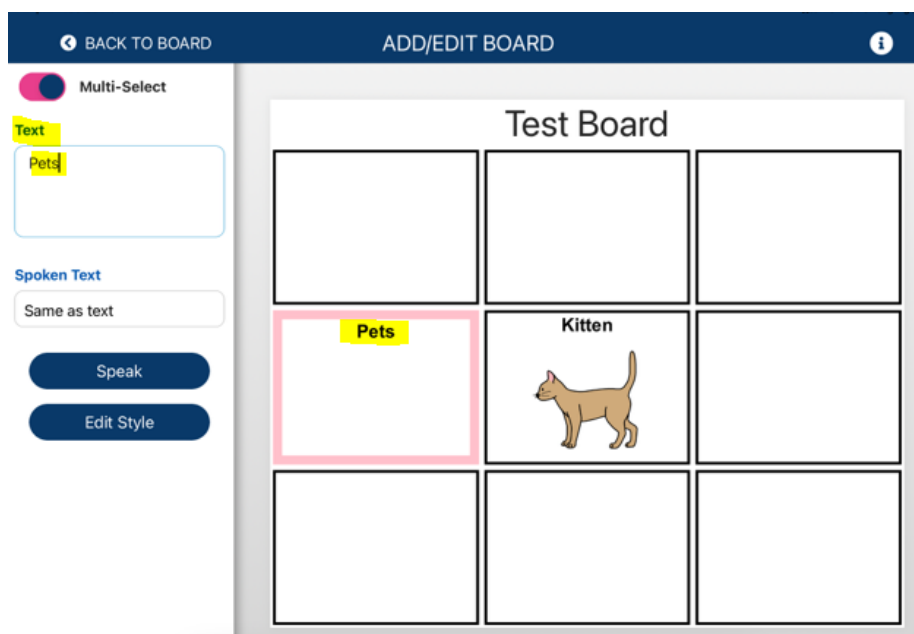
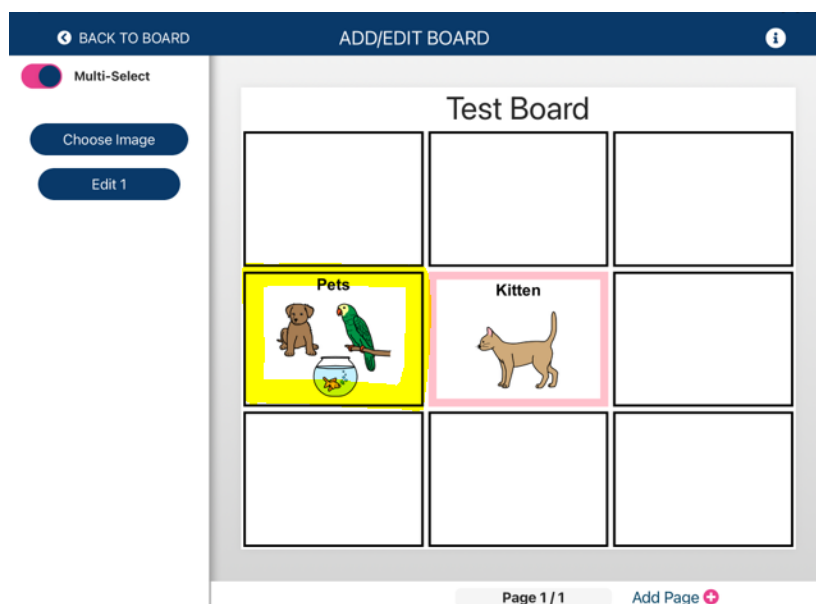## Step 2:

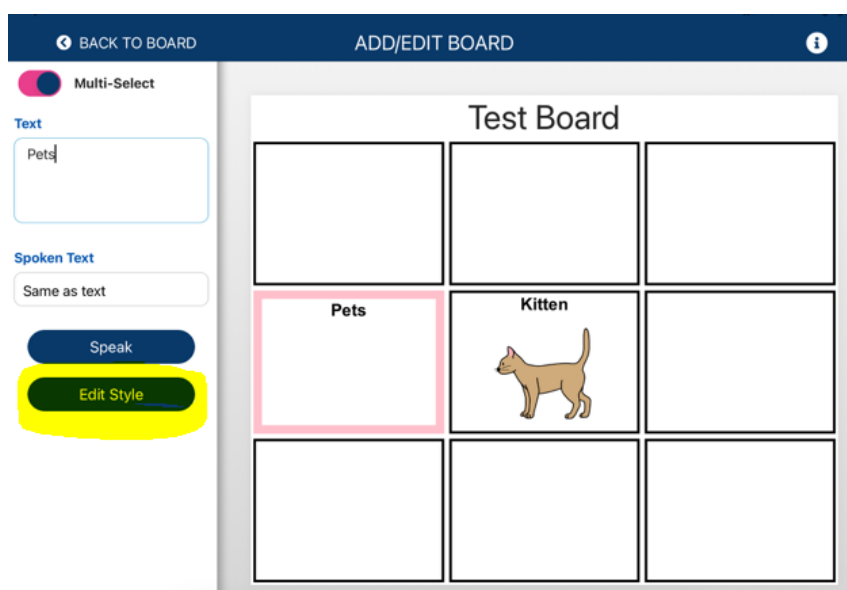Use the 'Text' field to edit the text

Step 3:

Add text to any cell by selecting the cell/s, clicking 'Text' in the navigation panel and enter in 'Text' field

This will pre-populate an image based on the chosen text.
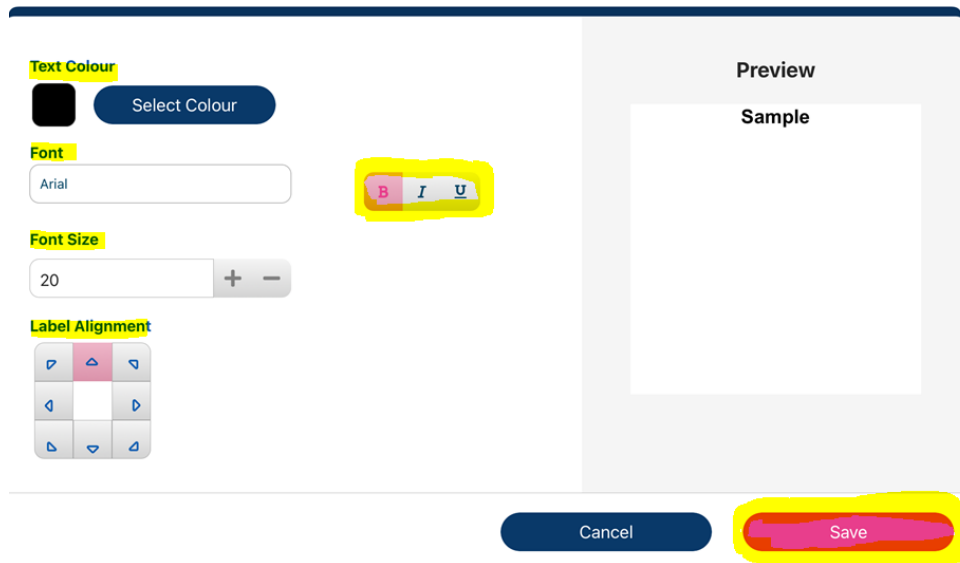

Amend text style by selecting 'Edit Style'

Step 5:

From here, there is an option to amend:

- Text colour (choose from a range of colour options)
- Text Font (choose from a range of text options)
- Font Size
- Option to bold, italicise or underline font
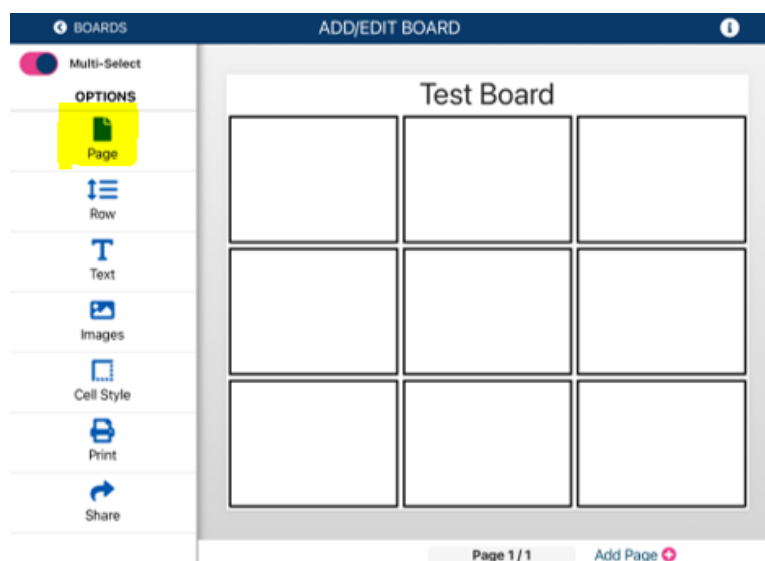- Label alignment (where the text is displayed within the cell)

Select 'Save' once preferences have been set.

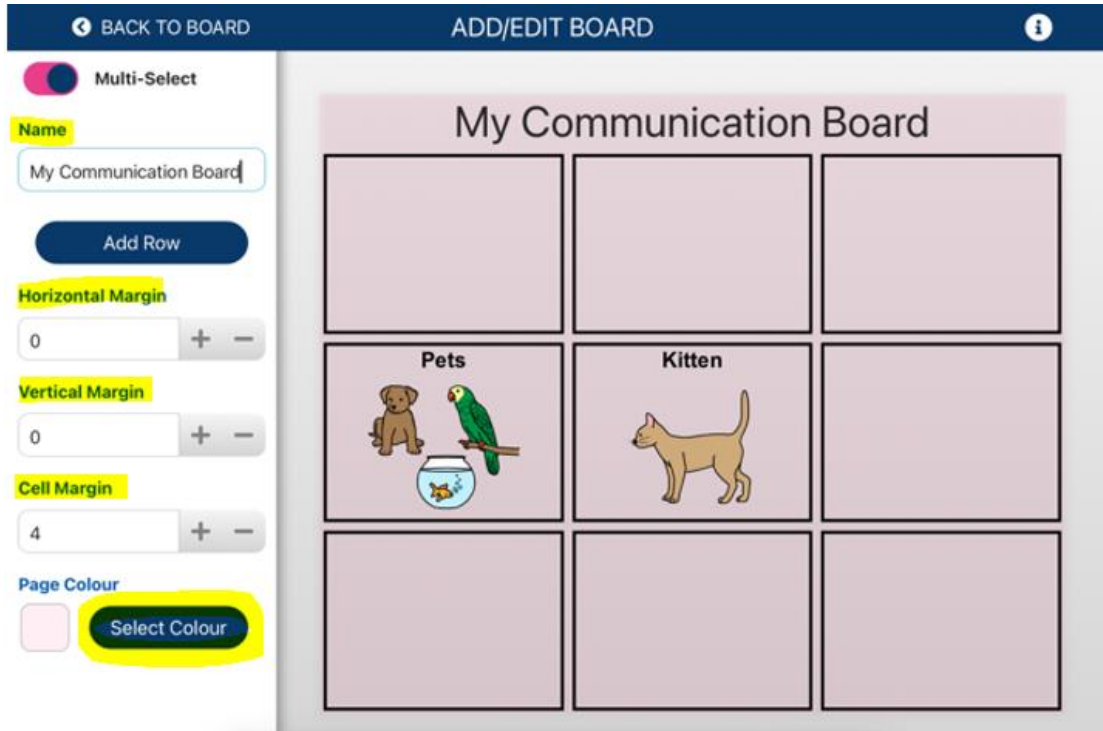## Editing the communication board

Step 1:

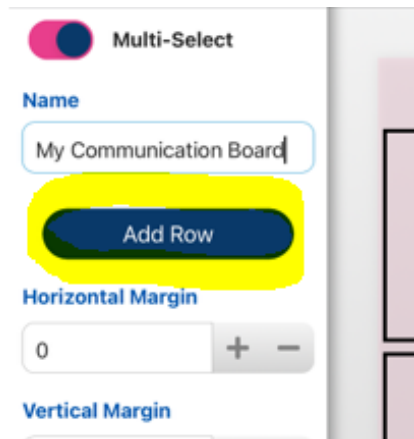Select the 'Page' icon from the navigation panel

Step 2:

From here you can edit:

- The name of your communication board
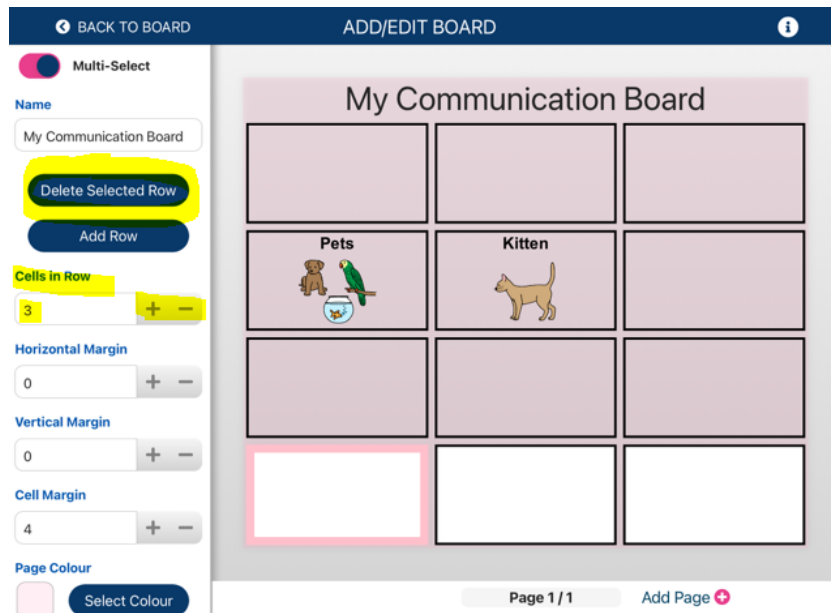- Horizontal, vertical and cell margins
- Page colour

Step 3:
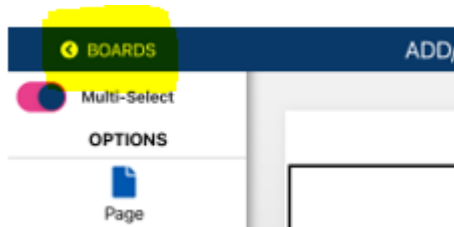
Insert a row to your board by selecting 'Add Row'.

You can also delete a row in Page. To delete a row, ensure a cell from the row you want to delete is selected, then select 'Delete Selected Row'.
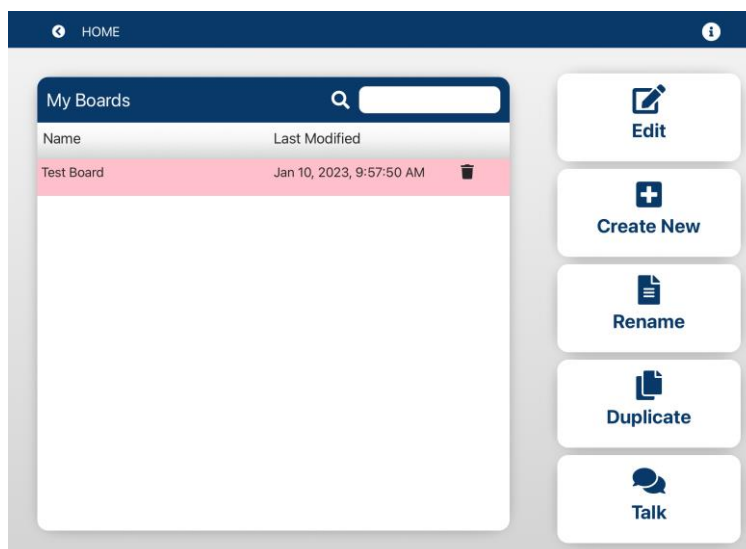

Step 4:

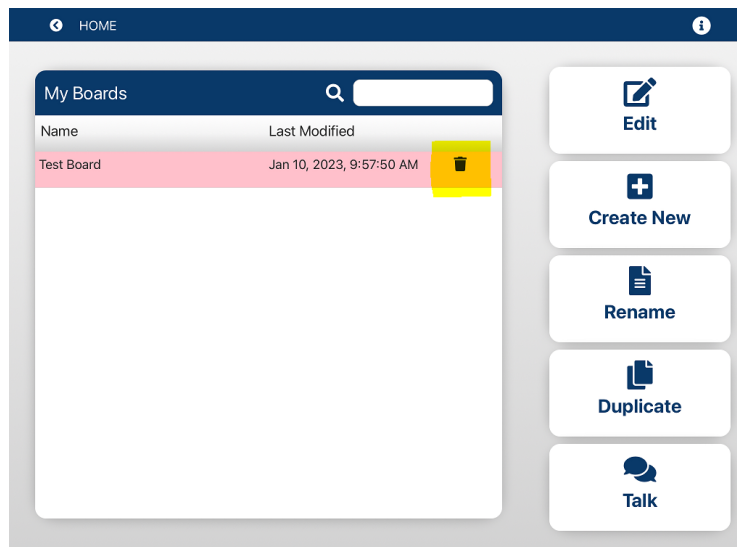Select the 'BOARDS' icon in top left corner to display a list of all created communication boards.

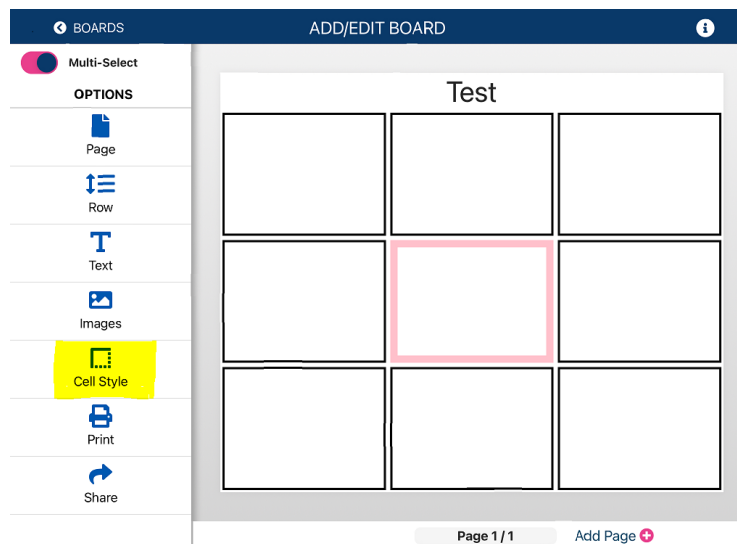From here, you can edit, rename, and duplicate any board you select.

Step 5:

To delete a board, select the board you would like to delete, then select rubbish bin to the right of the title of the board
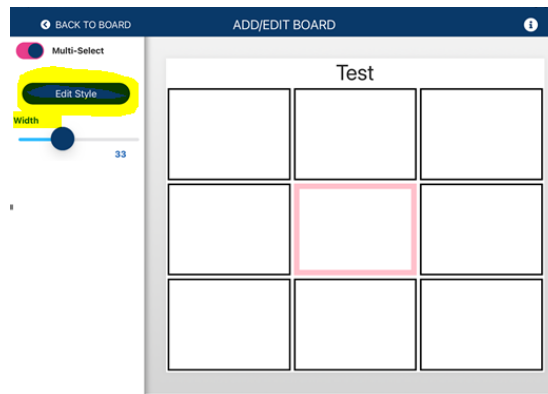

[Adjusting cell style](#)

Step 1:

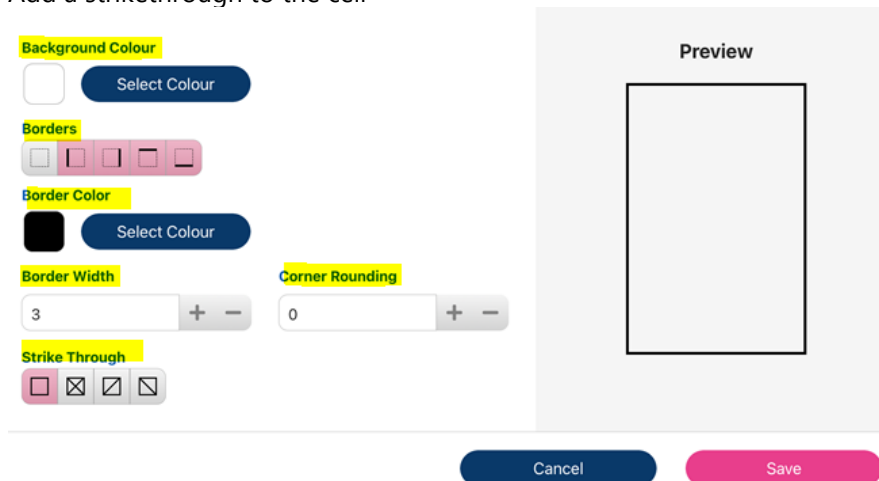Select cell/s to adjust. Select Cell Style

Step 2:

From here, you can change the width of a cell and edit the style of the cell.


If you select, Edit Style, you can adjust the cell:
- Colour
- Border for border style, colour, and width
- Corner rounding
- Add a strikethrough to the cell

Step 3:

Amend the height of cells by selecting relevant cells and clicking the 'Row' icon in the navigation panel and adjust the 'Height' NOTE: to amend multiple cell heights, you can only select cells in a row format and not a column.
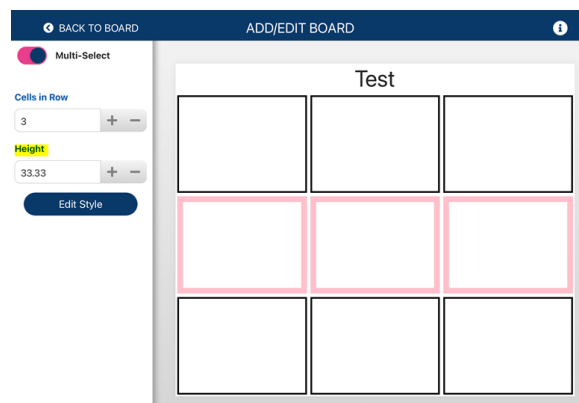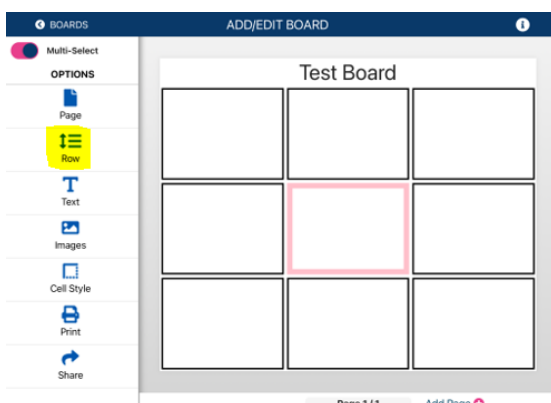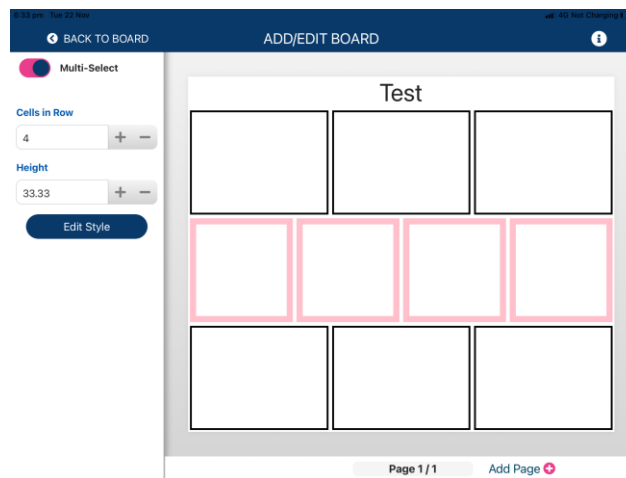
Step 4:

Add an additional column of cells by selecting all cells in an existing column and increasing the 'Cells in a Row' field in the 'Row' tab.
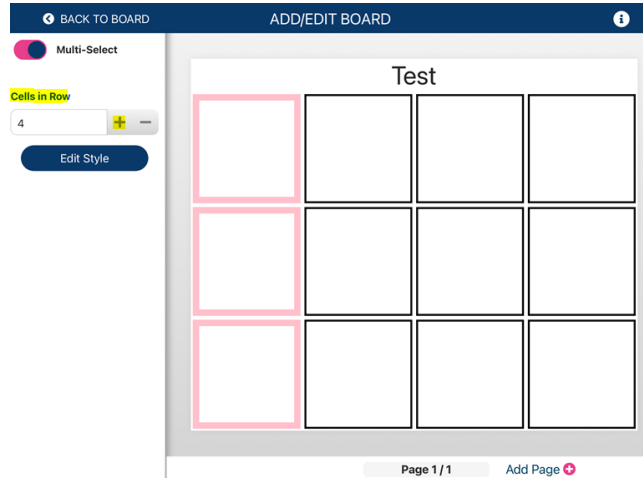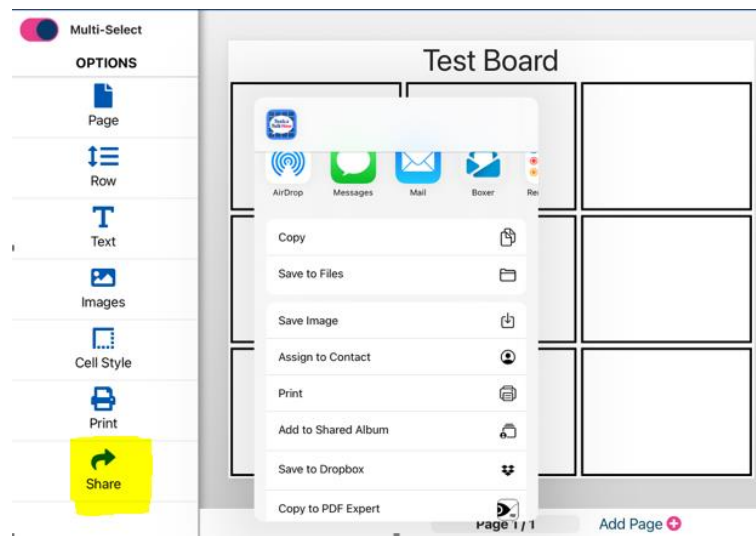

Add additional cells to each row by selecting a cell in an existing row, and increasing the 'Cells in a Row' field in the 'Row' tab
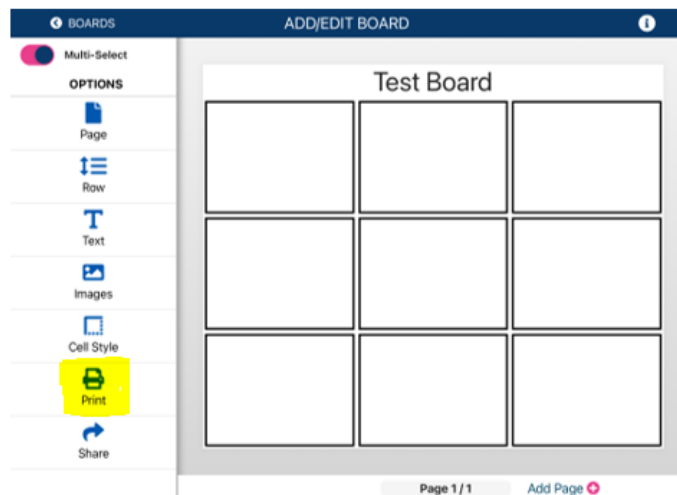
Share and print your board

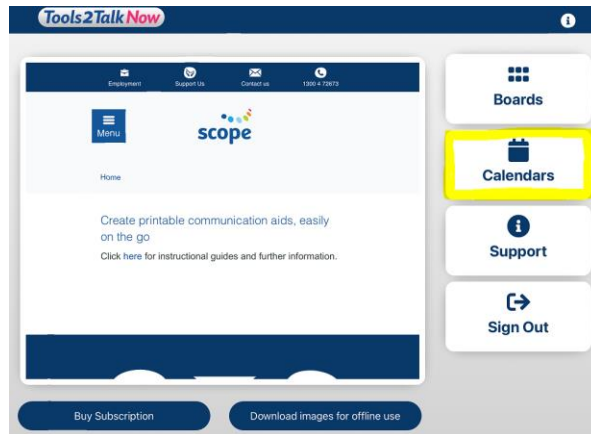Email, airdrop and message your board by selecting the 'Share' icon in the navigation panel

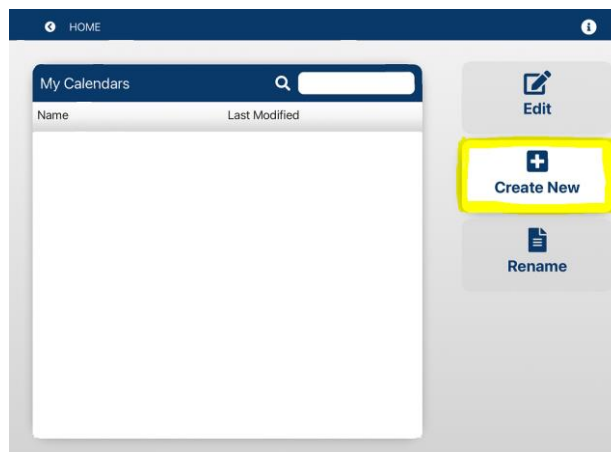Print your board by selecting the 'Print' icon in the navigation panel

Creating a calendar

Step 1:

To create a calendar, select 'Calendars' from the main dashboard tabs
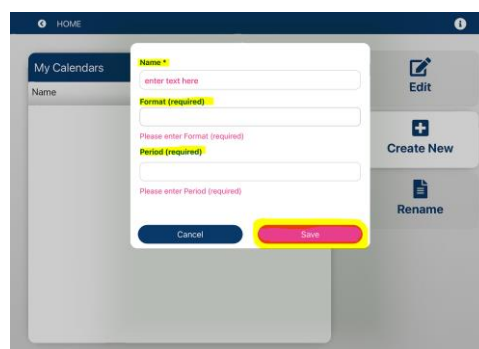

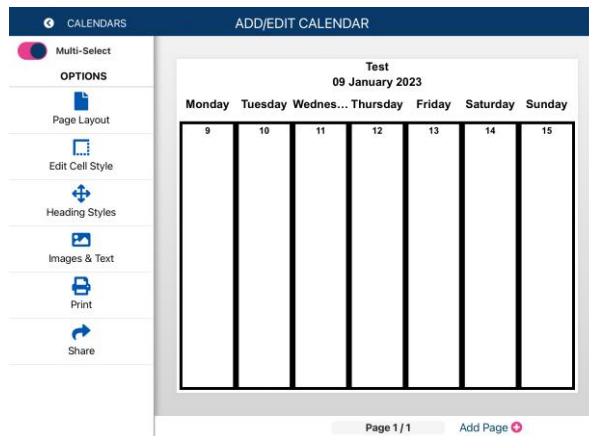## Step 2:

Select 'Create New'

Step 3:

Name your calendar, select a format (Month, Week, Work Week – Month, Work Week – Week) and period. Select 'Save'
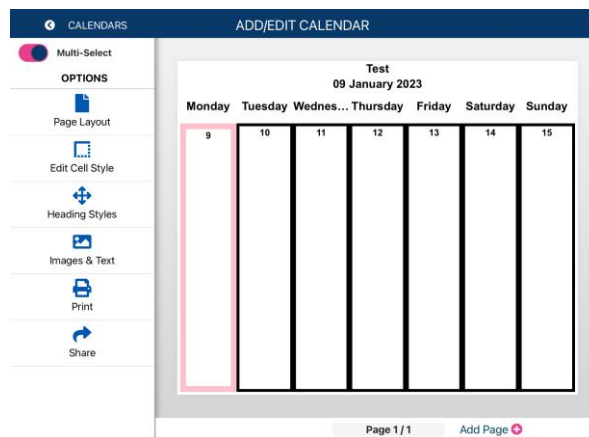
Step 4:

Your chosen calendar will be generated, and a navigation panel will appear on the left side.


Step 5:

To edit the content or style of a cell, you must select the relevant cells. Selected cells will appear with a pink boarder. To unselect a cell, simply click on it again and the pink boarder will be removed.
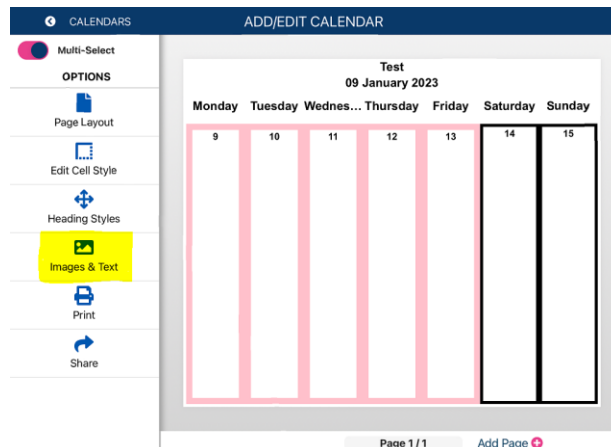

Inserting images and text

Step 1:
To insert an image into a calendar, select the relevant cell you would like the image to populate to (if you would like the same image across multiple cells, select all relevant cells).
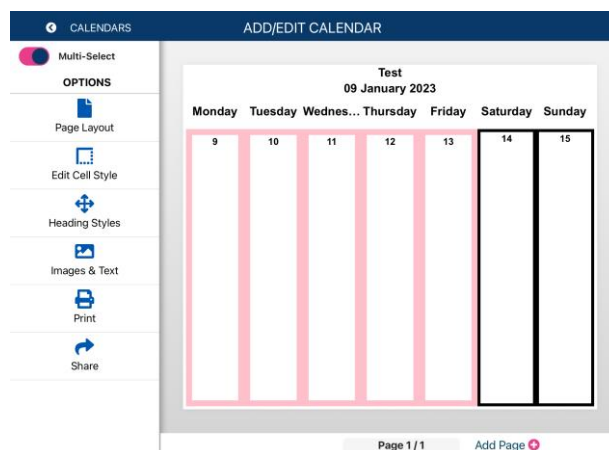
Step 2:
Click 'Images & Text' in the navigation panel on the left side


Step 3:
Select Choose Image. Select images from a range of options
- PCS (Picture Communication Symbols)
- Compic Images (Communication Pictographs)
- Camera (take a live image from your device)
- Gallery (upload a previously saved image from your device)

Select the type of image you would like to insert and find the relevant image. Then select 'Save' once the image has been selected.
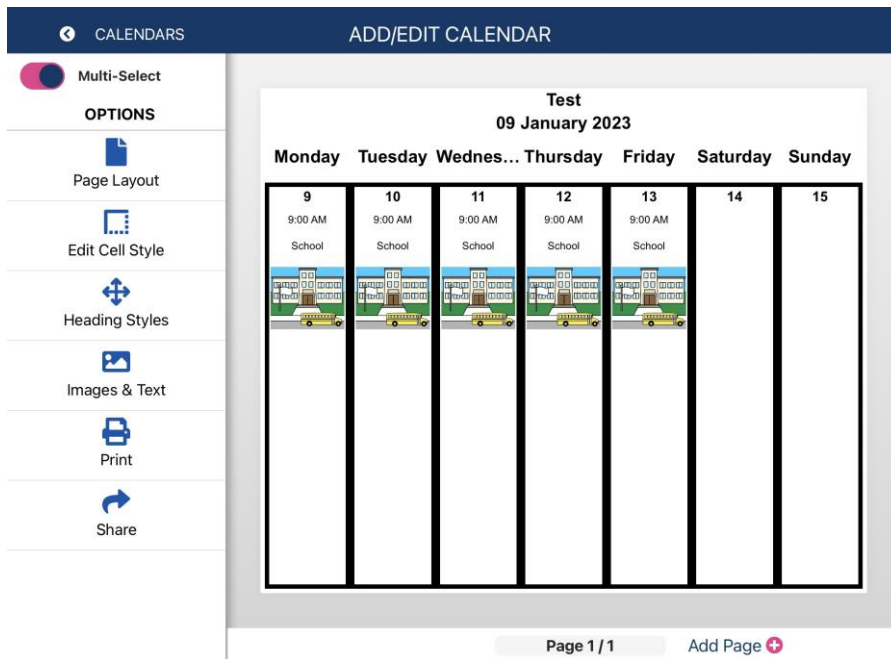
Step 4:
Select the time that this event will occur on the given day and under 'Text' select the label that will be associated with the picture. In this circumstance, the 'Time' would be 9:00am and the 'Text' would be School.
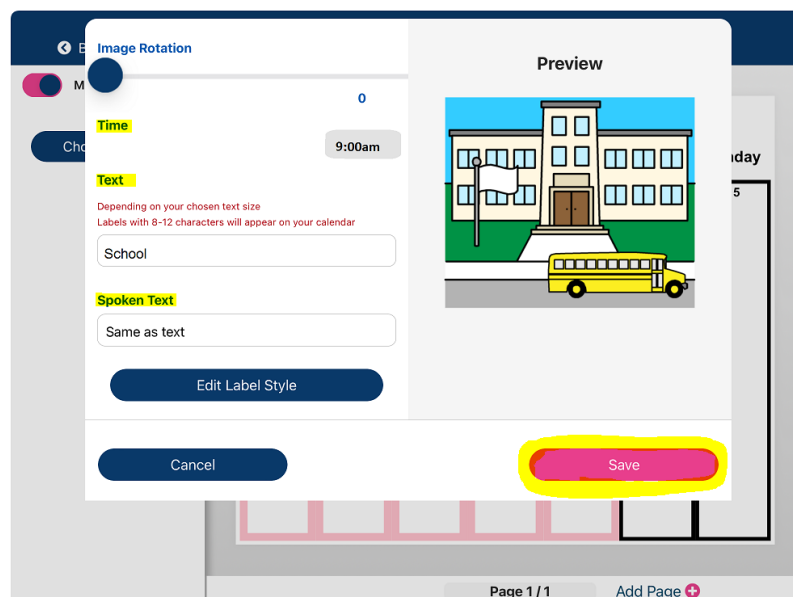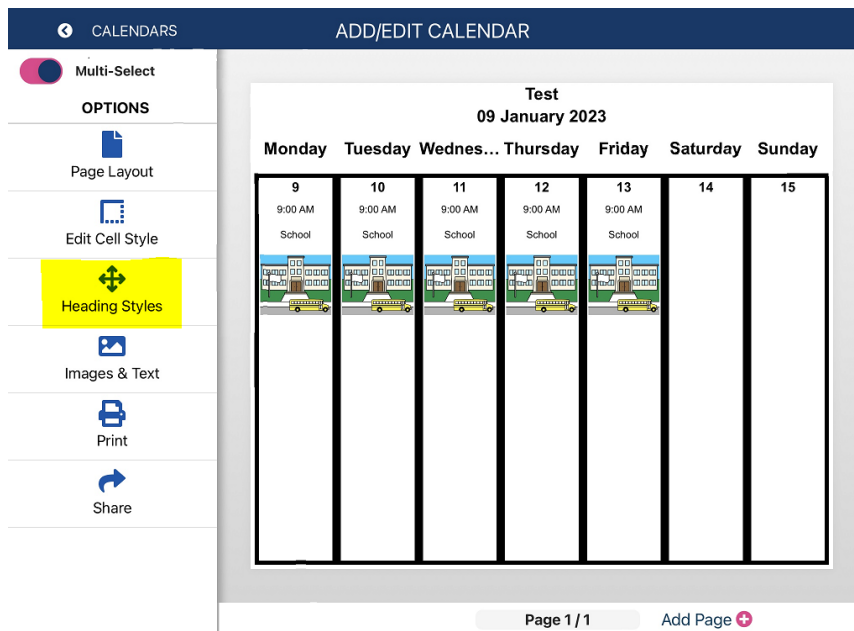
Step 5:
Select 'Save'. This will populate the image and label to appear across the selected cells
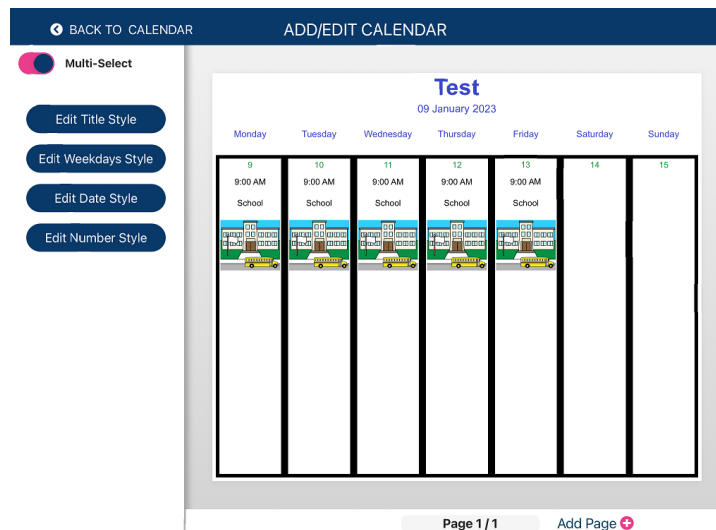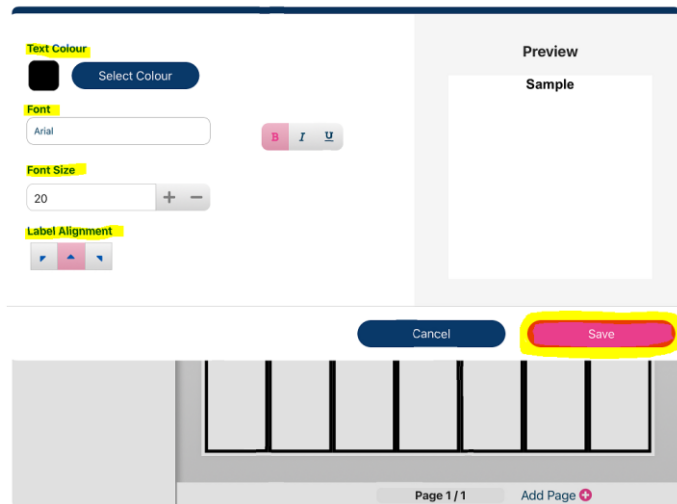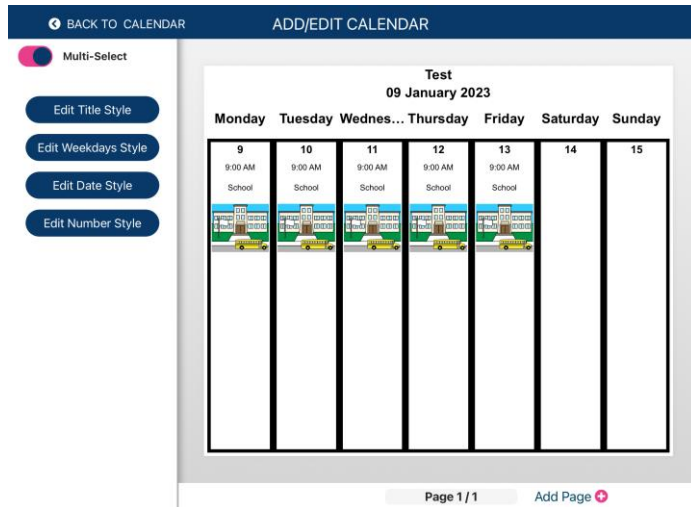

Heading styles

Step 1:
To change the style of the headings of the calendar, select 'Heading Styles' on the left side
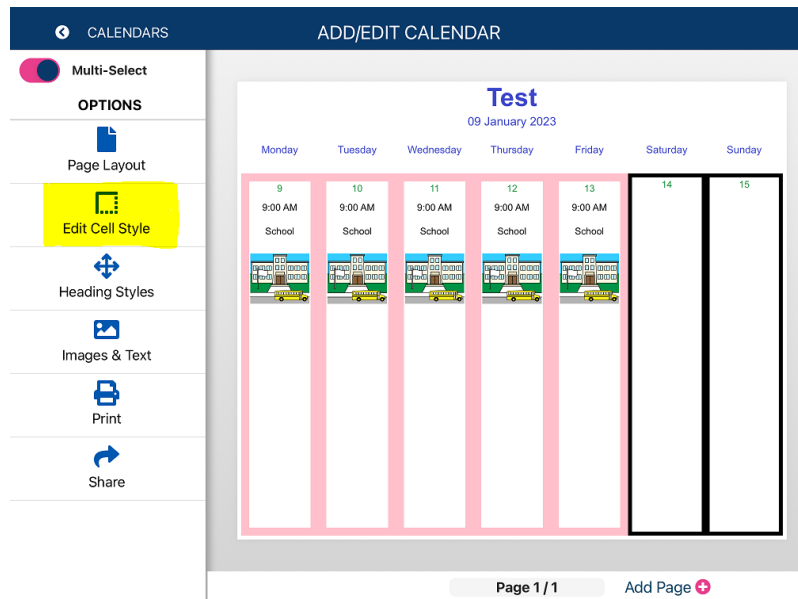
Step 2:
Open each of the blue buttons on the left side to edit the style of the 'Title', 'Weekdays', 'Date' and 'Numbers'.
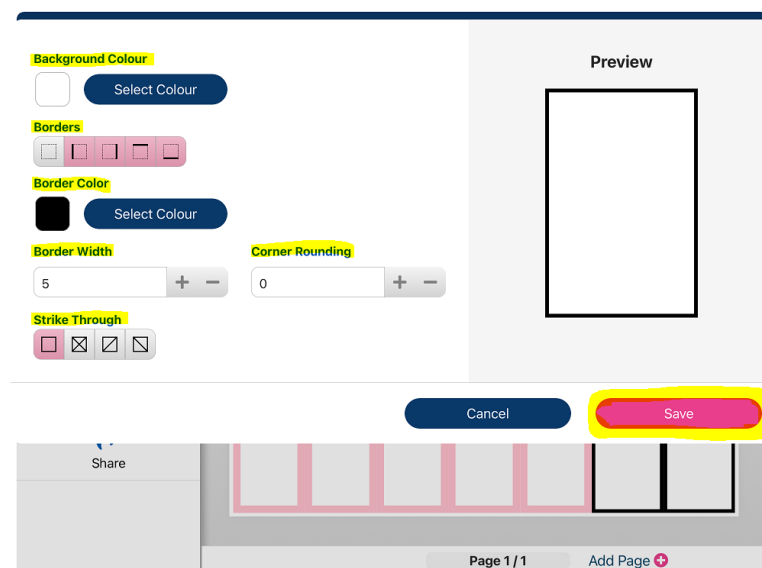
Cell style

Step 1:
Select the cells you would like the edit and select 'Edit Cell Style'

Step 2:
From here you can edit the cell:
- Colour
- Border
- Border colour
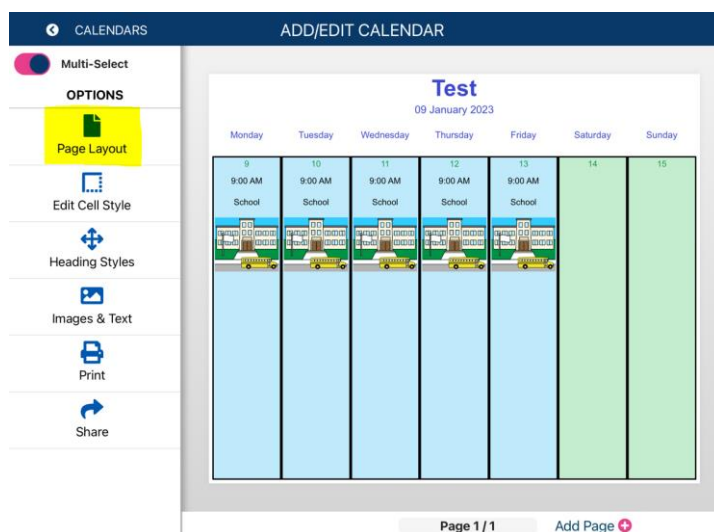- Border width
- Border rounding
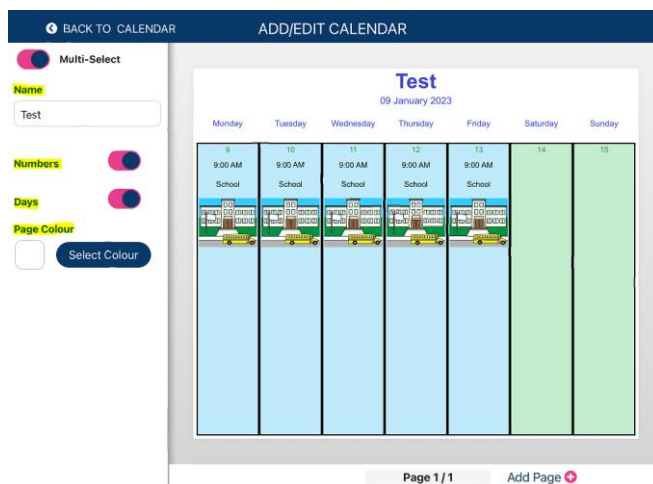- Add strikethroughs

Select 'Save'

Editing the calendar

Step 1:
Select 'Page Layout'

Step 2:
Here you can change the name of the board (under 'Name'), change the colour of the board (by selecting Page Colour) or toggle on/off the numbers and days

Contact information

For additional support, please contact the Scope's Non-Electronic Communication Aid Service at NECAS@scopeaust.org.au

Communication & Inclusion Resource Centre (CIRC)

Email: CIRC@scopeaust.org.au
Phone: 1300 472 673
Level 2, 109 Burwood Road Hawthorn
VIC 3122, Australia