



SpringBoard Lite 4.03 or 4.04 Cheat Sheet

2-21-11 jem revised

Tech Service 1-800-262-1990

or

www.prentrom.com

(click on "support")

Things you need to know:

These directions are for the **FULL TOOLBOX**. If your toolbox has only a few tools visible, select **FULL TOOLBOX** to get back to the **FULL TOOLBOX**.

The Activity Row: A set of 4 buttons located at the top of the screen which change based upon the topic of the icon selected from the **CORE**. Nouns and some adjectives are found here.

Core Vocabulary: Small set of words used frequently to create sentences (pronouns, verbs, conjunctions, etc.). No nouns!

Pages: Extra nouns and academic vocabulary; activity specific (i.e. Fast Food page, Math page, etc.)

Set Up Key: The #2 key on the outer case of the device. Used for making quick modifications to core, activities, or pages.

CHANGING USER AREAS

1. Select the toolbox key on the front of the case.
2. Select **USER AREA MENU**.
3. Select **SWITCH USER AREA**
4. Select the User Area you wish to use (**REPLACE USER AREA** key provides more choices if you don't see what you need).
5. The device takes you back to the **OVERLAY MENU** screen.
6. Select **OK** twice.

SYSTEM LOCK

To **lock** the SpringBoard:

1. Go to the **Toolbox**.
2. Activate **Maint Menu**.
3. Select the **ON** button under system lock.
4. Select **OK** twice.

To **unlock** the SpringBoard:

1. Press and hold the **TOOLBOX** key on the outer case of the device for 5 seconds.
2. Activate **Maint Menu**.
3. Select the **OFF** button under **System Lock**.
4. Select **OK** twice.

RECALIBRATING THE TOUCH SCREEN

1. Go to the **TOOLBOX**.
2. Activate **MAINTENANCE MENU**
3. Select **HARDWARE DIAGNOSTICS**
4. Select **CALIBRATE TOUCH SCREEN**.
5. Hold finger on the + that appears, and continue to hold and release finger as + travels around screen.
6. Device will count down from 30 seconds. You must touch the screen to finish the calibration.

EDIT CORE

1. Press the Set Up Key (#2).
2. Touch the core icon you want to edit.
3. Select **CHANGE ICON** and then select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.
4. Now select **SPELL TEXT TO DISPLAY** and enter text that you would like to appear on the display screen, **OK**.

5. Press and hold **Record Message**; speak your message; release when finished.
6. Last, **CHANGE LABEL** if necessary.
7. When you have finished, **OK**.

HIDING A CORE KEY

1. Press the Set Up Key (#2)
2. Select User Key #1 at the top of the case.
3. Select individual keys to hide/show or select the Set Up Key (#2) to hide ALL or show ALL.
4. Press the text bar area to exit.

HIDING ACTIVITIES

1. Press the Set Up Key (#2)
2. Touch the activity in the top row that you wish to "hide".
3. Choose **HIDE** from the right side of this screen.

MODIFYING ACTIVITIES

1. Press Set Up Key (#2)
2. Touch the activity icon in the top row that you want to edit.
3. Select **CHANGE ICON** and then select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.
4. Now select **SPELL TEXT TO DISPLAY** to type text that will appear on the display, **OK**.
5. Press and hold **RECORD MESSAGE**; speak your message; release when finished.
6. Last, **CHANGE LABEL** if necessary.
7. When you have finished, **OK**.

CREATE A NEW ACTIVITY

1. Go to the **TOOLBOX**.
2. Activate **CREATE ACTIVITY**
3. Spell name of new activity, **OK**.
4. Select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.
5. The first key in your activity is highlighted with a red box.
6. Select **CHANGE ICON** and then select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.

- Now select **SPELL TEXT TO DISPLAY** and enter text that you would like to appear on the display screen, **OK**.
- Press and hold* **RECORD MESSAGE**; speak your message; release when finished.
- Last, **CHANGE LABEL** if necessary.
- When you have finished, **OK**.
- Press the next blank button in your new activity row and continue programming, following steps 4-10 above.

MODIFYING PAGES

- Press the Set Up Key (#2)
- Touch the page key you want to modify.
- Select **CHANGE ICON** and then select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.
- Now select **SPELL TEXT TO DISPLAY** and enter text that you would like to appear on the display screen, **OK**.
- Press and hold* **RECORD MESSAGE**; speak your message; release when finished.
- Last, **CHANGE LABEL** if necessary.
- When you have finished, **OK** or **CHOOSE NEXT KEY TO DEFINE** to modify additional keys on this page.

HIDING/SHOWING PAGE KEYS

- Navigate to the page you wish to hide or show keys.

Once you are there, follow these steps:

- Press the Set Up Key (#2)
- Select User Key #1 at the top of the case.
- Select individual keys to hide/show or select the Set Up Key (#2) to hide ALL or show ALL.
- Press the text bar area to exit.

CREATING A NEW PAGE

- Go to the **TOOLBOX**.
- Activate **Create Page**.
- Spell the name of your new page.
- Select **Overlay Size** of choice, then **OK**.

- NOTE:** If you want use a template that already has “clear, yes, no and back to core” keys programmed then **COPY FROM AN EXISTING PAGE** and find the **TEMPYN** page.)
- Select a key to program.
- Select **CHANGE ICON** and then select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.
- Now select **SPELL TEXT TO DISPLAY** and enter text that you would like to appear on the display screen, **OK**.
- Press and hold* **RECORD MESSAGE**; speak your message; release when finished.
- Last, **CHANGE LABEL** if necessary.
- When you have finished, **OK** or **CHOOSE NEXT KEY TO DEFINE** to program additional keys on this page.

CREATING A VISUAL SCENE PAGE

- Follow the steps **CREATING A NEW PAGE**.
- Touch **CHANGE VISUAL SCENE** at the bottom right corner of the page programming screen.
- Touch **CHOOSE SCENE**.
- Select the scene you wish to use or touch **IMPORT A NEW PICTURE**, follow prompts and select **OK**.
- Select **CHANGE THE SIZE OF THE PICTURE** and follow the prompts
- You may wish to increase the % transparency while programming to better see the keys.
- Select **OK**.
- Select **CHOOSE NEXT KEY TO DEFINE** and begin to define the keys just as you would any other page.

LINKING PAGES

- Press the Set Up Key (#2)
- Touch a blank key location for your new page.
- Select **CHANGE ICON** and then select **SPELL ICON TO FIND**. Enter name of picture you want, **OK**. Choose icon of choice.

- Now select **SPELL TEXT TO DISPLAY** and then select **PAGE LINK**.
- Select the page you want from the **PAGE MENU** that now appears, **OK**.
- Last, **CHANGE LABEL** if necessary.
- When you have finished, **OK**.

MEMORY BACK UP

- Insert your flash drive into the USB port on the side of the device.
- Go to **TOOLBOX**
- Select **TRANSFER MEMORY MENU**
- Select **SAVE ONE USER AREA** or **SAVE ENTIRE DEVICE CONTENTS**.
- Touch the user area you would like to back up.
- Give the back up a name.
- Touch **OK** and wait for memory transfer to start.

IMPORTING IMAGES

- Save your image onto a USB drive from your computer. The image can be in **any** of the following formats: .jpg, .gif, or .bmp
- Insert the USB drive into the side of your device.
- Go to **TOOLBOX**
- Go to **TRANSFER MEMORY MENU**
- Select **IMPORT ICONS**.
- It will ask you to select the location/folder that you would like your icon to be saved.

Short Cut: As you are **CHANGING ICON** on a key, you will see a choice in the picture library for **IMPORT ICON**. Your USB drive must be in the side of your device in order to import.

