

# SpringBoard PLUS and PASS Cheat Sheet

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14152

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## Things you need to know...

### The Toolbox:

The Toolbox gives you the access to all of the SpringBoard's capabilities. It contains all the menus and options you need to operate the device.

### Core Vocabulary:

Core vocabulary is stored under icons or icon sequences on the main overlay you select to use. It consists of most of the words that you use everyday to communicate

### The Activity Row and Activities:

Four keys located at the top of the screen contain vocabulary based upon the topic of the icon you select from your overlay, also referred to as *Dynamic Linking*. Activity Row vocabulary is more specialized than CORE vocabulary.

### Custom Pages:

These are pages that you can create and modify for specific activities or interactions specifically designed for the user.

### Conventions:

All commands for the **PASS Software are in RED**.

The color codes here are the same as the color coding in the Toolbox of the Springboard.

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## PASS COMMANDS

PRESS **F12** for SETUP KEY  
PRESS **F8** for USER DEFINED KEY 1\*  
PRESS **F7** for USER DEFINED KEY 2\*  
PRESS **F9** for DEFAULT TOOLBOX

\* Both these keys are user programmable

### TO PRINT your Overlay

1. PRESS **CTRL+G**,
2. Select your graphics program or choose **NO**.
3. Print image from your software or MS Paint.

## Store or Edit Core Vocabulary

1. Press the **SETUP KEY (F12)** or go to the Toolbox and select STORE.
2. Select an icon or icon sequence to store the message under.
3. Select **OK**.
4. Select **Modify Last Picture** to change the icon.
5. Select **Change Label** to change icon label text.
6. Select **Spell Text to Display** if you want to type text that will appear on the display.
7. *Press and hold Record Message*; speak your message; release when finished.
8. Press **Listen to Recording** to hear your message.
9. If OK, go to step 11.
10. If not, repeat step 7 and select **Record Message** to re-record.
11. Select **OK** when finished.

**NOTE:** *If you wish to add your own sound file go to section on Importing Sounds.*

## Hiding a Core Key

1. Go to the **Toolbox (F9)**.
2. Activate **Assign CORE**
3. Choose the key to hide
4. Select **Hide/Show Keys** to hide the key or to re-assign a hidden key to the Core Overlay.
5. Select **TOOLS** key or **(F9)** to exit.

## Erasing Core

1. Go to the **Toolbox (F9)**.
2. Activate **ERASE CORE**
3. Select the icon or icon sequence to erase...Select **OK**
4. Select **YES** to erase or **NO** to end procedure.

## Swap Core Keys

1. Go to the **Toolbox (F9)**.
2. Activate **SWAP CORE**
3. Activate the key you want to swap. Then activate the key you want to swap it with.

**NOTE:** *To exit the SWAP CORE KEYS process – press the same key twice.*

## Create an Activity

1. Go to the **Toolbox (F9)**
2. Activate **CREATE ACTIVITY**
3. Spell name of new activity
4. Select **OK**.
5. Select an icon for the Activity
6. Select **OK**.
7. The first key in your activity is highlighted.
8. Select **Spell Text to Display**
9. **Enter any text** you want on the display. Add a space at the end.
10. Select **OK**.
11. **Record** the message or add custom sound file.
12. **Choose an icon** from the icon categories.
13. **Change the icon label** if you want. A label can have up to 9 letters. For a blank label, type a space, no words.
14. Select **OK**.
15. Change the color of the key if you want.
16. Activate the next key in the activity that you want to define and repeat steps 7 to 15.
17. Press OK when finished.

**NOTE:** *If you make a mistake, activate Clear Key Contents and start over.*

## Modify an Item within an Activity

1. Go to the activity you want to modify.
2. Press the **SETUP KEY (F12)**.
3. Choose the item in the Activity you wish to modify.
4. Follow steps 7 to 15 for **Creating an Activity**.

## Creating a Dynamic Activity

1. Go to the **Toolbox (F9)**
2. Activate **DYNAMIC ACTIVITY MENU**
3. Set **Dynamic Activity** to **ON**
4. Choose the **Activity Persistence**
5. Activate **Add Dynamic Activity**.
6. Select an icon or icon sequence.
7. Choose the activity you want to make dynamic.
8. Select **OK**.
9. Select **OK** in the **Toolbox**

## Choose/Go to a Page

1. Go to the **Toolbox (F9)**.
2. Activate **PAGE MENU**.
3. Then select the Page you want to go to.

## Creating a New Page

1. Go to the **Toolbox (F9)**.
2. Activate **Create Page**.
3. Spell the name of the new page to create.
4. Select **Overlay Size and Press OK** or **Copy from an existing page**.
5. If Copying choose the page you wish to copy.
6. Begin to modify the page: start with direction 4, below.

## Modify a Page

1. Go to the **Toolbox (F9)**
2. **Select Modify Page**
3. Choose the page from list of pages
4. Select key to modify
5. Change the icon, label and/or key color;
6. Enter the text and/or commands to be associated with the key.
7. Record a Message by Pressing and Holding the record key.
8. When you have finished, select **OK** or **Choose Next Key to Define**.

**SHORTCUT:** Go to the page you want to modify. Press the **SETUP KEY (F12)**. Follow Steps 4 to 8.

## Link a Page

1. Make sure all of the pages you want to link are created. You cannot link a page that does not exist.
2. Go to the page you want to link from.
3. Press the **SETUP KEY (F12)**.
4. Choose the key you want to link from.
5. Select **Spell Text to Display**.
6. Select **Insert Tool**.
7. Choose the **SET PAGE** or **SET PAGE TEMPORARY** tool.
8. Select the page you wish to link to.
9. Activate **OK** until you have returned to the Toolbox menu.

## Delete a Page

1. Go to the **Toolbox (F9)**.
2. Activate **DELETE PAGE**.
3. Select the Page you want to delete.
4. Select **OK**.

## Hiding a Page Key

1. Begin the steps for Modifying a Page or use the **SETUP KEY (F12)** to choose the key you wish to modify.
2. Choose **Hide/Show Keys**.
3. Choose the key or keys to hide – the keys selected will be greyed out.
4. Select the **TOOLS** key or (**F9**) to exit.

## Swap Page Keys

1. Begin the steps for Modifying a Page or use the **SETUP KEY (F12)** to choose the key you wish to modify.
2. Activate **SWAP PAGE KEYS**.
3. Activate the key you want to swap. Then activate the key you want to swap it with.
4. To exit the SWAP PAGE KEYS process – press the *same key twice*.

## System Lock

### To *lock* the SpringBoard:

1. Go to the **Toolbox (F9)**.
2. Activate **Maint Menu**.
3. Select the **ON** key under **System Lock**.
4. Select **OK**.
5. Select **OK** in the **Toolbox** to return to overlay.

### To *unlock* the SpringBoard:

1. If using **PASS**, select (**F9**) or **Go To Toolbox**. If using device, press and hold **TOOLS** key for 5 seconds.
2. Activate **Maint Menu**.
3. Select the **OFF** key under **System Lock**.
4. Select **OK**.
5. Select **OK** in **Toolbox** to return to overlay.

## Backing-up and Saving Pages

1. Go to the **Toolbox (F9)** and select **Memory Transfer Menu** or go to **Tools Menu** and select **Memory Transfer (MTI)**.
2. Change **MTI Method** to **USB Disk**.
3. Select save Entire Device Contents, User Area or Page to Save.
4. Choose the User Area/Page to Save
5. Name the file to Save and Select **OK**

## Loading Pages, User Areas, and Device Contents

1. Go to the **Toolbox (F9)**.
2. Activate **Transfer Memory Menu**.
3. Change **MTI Method** to **USB Disk**.
4. Select **Load Entire Device Contents** or **User Area** to Load.
5. Choose the User Area to Load into.
6. Select the file to Load and Select **OK**

## Importing Custom Graphics and Sounds

*\*\*This process can be done directly via USB or SD Card on the device. However, it is much easier to manage your graphic and sound files on your computer using the PASS software. For instructions on how to import sound/graphics with your device please refer to the user manual.*

### GRAPHICS

1. Go to the **Toolbox (F9)**.
2. Activate **Transfer Memory Menu**.
3. Select **Import Icons**.
4. Choose the Drive or Folder where your \*.jpg, \*.gif, or \*.bmp files are located.
5. Select the file you wish to transfer.
6. Set the Icon Properties.
7. Press **OK**.
8. Choose the Category where you want to save the graphic.
9. Press **OK** until you have returned to the **Toolbox** menu.

### SOUND

1. Begin the steps for Modifying a Key or use the **SETUP KEY (F12)** to choose the key you wish to modify.
2. Choose the key you want to Modify
3. Activate **Import Sound File**
4. Choose the Drive or Folder where your \*.wav, \*.mp3, \*.wma file is stored.
5. Select the file to Load and press OPEN.
6. Return to the steps for modifying a key.

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