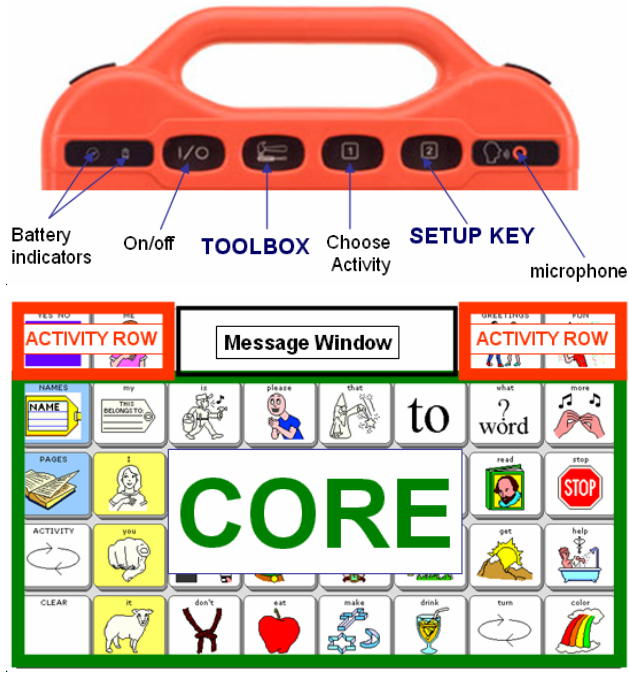


SpringBoard LITE and PASS Cheat Sheet




Conventions:

All commands for the PASS Software are in BLUE.

The colors of the instructions are the same as the color coding in the Toolbox of the Springboard.

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**.

PASS COMMANDS

[PASS – PRC Application and Support Software is available as a free download from www.prentrm.com].

PRESS F12 for the **SETUP KEY** or **RIGHT CLICK** and choose **Setup**.

PRESS F9 for **TOOLBOX**

TO PRINT the Overlay from **PASS**

- **PRESS CTRL+G**,

[You can change your graphics program by going to File Menu to Properties. The default is Paint.]

CORE KEYS [FULL TOOLBOX only]

Hide a Core Key

1. Go to the **TOOLBOX** [F9].
2. Activate **ASSIGN CORE KEYS**
3. Select any icon in the **CORE**.
4. Select **Hide All**, **Show All**, or **Hide/Show Keys**
5. Choose the key(s) to hide or show – keys that are grayed out will be hidden.
6. Select the **TOOLBOX** key [F9] to exit.
7. Select **OK** and **GO TO HOME**.

Edit & Store Core Vocabulary

1. Press the **SETUP KEY** [key 2] [F12].
2. Select the icon you want to change.
3. Select **Change Icon** and choose an icon (use **Spell Icon** to Find or search the categories).
4. Select **Spell Text to Display** if you want to change the text that will appear on the display.
5. If needed select **Change Label** and enter text for label.
6. **Press and hold Record Message**; speak your message; release when finished.
7. Press **Listen to Recording** to hear your message if you like it select **OK**.
8. If not, repeat step 6 and select **Record Message** to re-record.
9. Select **OK** when finished.

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

Swap Core Keys

1. Go to the **TOOLBOX** [F9].
2. Select **SWAP CORE KEYS**
3. Select a key you want to swap. Then select the key you want to swap it with.
4. To exit the Swap Core Keys process, press the same key twice.
5. Select **GO TO HOME** to get back to Core.

ACTIVITIES KEYS [FULL TOOLBOX only]

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. Touch the key that you want to program – that key will be outlined with a red box.
7. Select **Change Icon** and pick the icon you want.
8. If you want to change the text, Select **Spell Text to Display** and enter any text you want to appear on the display. Add a space at the end.
9. Select **OK**.
10. **Press and hold Record Message**; speak your message; release when finished.
11. If you want to change the label, select **Change Label** and type the new label.
12. Select **OK**.
13. Activate the next key in the activity that you want to change and repeat steps 6 to 12.
14. Press **OK** when finished.

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

Modify an Item within an Activity

1. Go to the item you want to change.
2. Press the **SETUP KEY** [key 2] [F12].
3. Touch the key in the Activity you wish to modify.
4. Follow steps 6 to 12 for **Create an Activity**.

Hide an Activity

1. Activate the **Choose Activity** Key until you see the key you want to hide.
2. Select the **SETUP KEY** [key 2] [F12]
3. Touch the Activity you want to hide.
4. Select **Hide**.
5. Select **OK**.

Show an Activity

1. Go to the **TOOLBOX** [F9]
2. Select **MODIFY ACTIVITY**
3. Activities that are hidden are grayed out. Touch the activity you want to turn on. (**NOTE:** You might need to use **More Items** or **Previous Items** to scroll through the activities.)
4. Select **Show**
5. Select **OK** and **GO TO HOME**.

PAGE KEYS [FULL TOOLBOX only]

Create 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** and select the page.
(Note: There are **TEMPLATES – TEMPCORE** and **TEMPYN** that you can use.)
5. Follow steps 3-7 in Modify a Page.

Modify a Page

1. Navigate to the page you want to modify.
2. Select the **SETUP KEY [key 2] [F12]**.
3. Select key to modify
4. Change the icon, label and/or key color;
5. Select **Spell Text to Display** and type the text you want on that key.
6. *Press and hold Record Message*; speak your message; release when finished.
7. Listen to recording
8. When you have finished, select **OK** or Choose Next Key to Define.

Link a Page

1. Make sure all of the pages to be linked are created.
2. Go to the page you want to link from.
3. Press the **SETUP KEY [key 2] [F12]**.
4. Choose the button you want to link from.
5. Select **Spell Text to Display**.
6. Select **PAGE LINK**.
7. Answer **YES** or **NO** re: automatic page close.
8. Select the page you wish to link to.
9. Change icon and label if needed.
10. Select **OK** and **GO TO HOME**.

Hide a Page Key

4. Navigate to the page.
5. Select the **SETUP KEY [key 2] [F12]**
6. Touch any key on the page.
7. Choose **Hide Show/Keys** – touch keys to hide or show. Keys that are lit will be shown. Keys that are grayed out will be hidden.
8. You can select **Hide All** – to hide all the keys or **Show All** to turn them all back on.
9. Select the **TOOLBOX Key [F9]** to exit.

Swap Page Keys

1. Select the **SETUP KEY [key 2] [F12]** and touch any key.
2. Activate **Swap Page Keys**.
3. Touch the key you want to swap. Then touch the key you want to swap it with.
4. To exit the **SWAP PAGE KEYS** process – press the same key twice.
5. Select **OK** to return to the Page.

LOCKING THE TOOLBOX [FULL TOOLBOX only]

To LOCK the TOOLBOX:

1. Go to the **TOOLBOX [F9]**.
2. Activate **MAINT MENU**.
3. Select the **UP Arrow on System Lock** to say **ON**.
4. Select **OK** and **GO TO HOME**.

To UNLOCK the TOOLBOX:

1. Press and hold the **TOOLBOX KEY [F9]** for 5 seconds.
2. Activate **MAINT MENU**.
3. Select the **DOWN Arrow** under **System Lock** to say **OFF**.
4. Select **OK** and **GO TO HOME**.

SETTING A PASSWORD

You can set a password by selecting the **UP ARROW twice** on step 3 of Locking the TOOLBOX. To unlock from the PASSWORD select the **DOWN Arrow twice** in step 3 of Unlocking the TOOLBOX.

Backing-up the Memory

1. Plug a USB thumb drive into the USB port
2. Go to the **TOOLBOX [F9]**
3. Activate **TRANSFER MEMORY MENU**.
4. Select **Save One User Area** [Note: you only need to Save Entire Device Contents if you have IR commands to save.]
5. Choose the User Area to Save
6. Name and date the file to Save and Select **OK**

Importing Custom Graphics and Sounds [FULL TOOLBOX only]

GRAPHICS – to import an icon

[Maximum size 9 megapixels]

1. Put your graphics on a USB thumb drive
2. Plug the USB drive into your SpringBoard Lite
3. Go to the **TOOLBOX [F9]**.
4. Activate **TRANSFER MEMORY MENU**.
5. Select **Import Icons**.
6. Select the picture(s) you wish to import.
7. Press **OK**.
8. You can rename the icon or just select **OK**.
9. Choose the **Category** where you want to save the graphic or select **Cancel** if you don't want to assign a category.
10. Press **OK**
[Note: It's best to rename the icon so it's easier to find. Icons are automatically filed in the ALPHABET and IMPORT categories.]

GRAPHICS – to import a VISUAL SCENE / PHOTOGRAPH

1. Follow the steps above except that you select Import Scene instead of Import Icon

SOUND

1. Put the sound files you want to import on your USB thumb drive. (Note: you can import files that are .wav, .wma, or mp3.)
2. Plug the USB drive into your SpringBoard Lite
3. When programming a key in the Core or on a Page or Activity, choose **Import Sound File**.
4. Choose the file you wish to import.

[NOTE: if you are importing graphics or sounds or doing a Memory Back-up with the PASS software, instead of putting the files on a USB thumb drive, just navigate to where you have them on your computer.

MP3 and WMA files cannot be imported using PASS – they can only be imported on the device.]

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