Spark **Quick Start Guide** - Let's get started!

spark

Creating a profile
• Menu > change profile > add profile
• Add profile > create a new profile
• Enter name and choose voice
  - Use triangle to test language and voice
• Next you can choose profile pic
  - Can choose an image from a file or take a picture w/ the camera on the device
• Choose done
• Click on your newly created profile
  - When you open a newly added user profile for the first time, you can select Mind Express starting page sets for your portal.
• Select the category for the pagesets you want in your portal
• Choose want you want from the five categories by tapping on them
  - Symbol communication
  - Text communication
  - Games and music
  - Education
  - Apps
• Select by clicking/tapping on them
• Choose import pagesets
• Select a pageset and get started
• To add more later go to settings > import > ready made pagesets
• *You can also import from ME website*

Creating a folder
• Go to the portal
• Choose Menu > Organize
• Navigate to an empty portal cell in the actual portal or in a folder in the portal and select it
• Choose the white folder icon
  - The Create a portal folder window appears
• In the Type a name field, enter a unique folder name
• Choose OK
• Choose OK to end organizing the portal

Switching user profiles
• If multiple user profiles have been created in Mind Express, there is the option to switch between them
  - You can recognize your own backed up (and possibly shared) user profiles by the cloud icon
  - The user profile that another user has shared with you can be recognized by the molecule icon
• Go to the portal
• Choose Menu > Change user
  - The window with the user profiles appears
• Select a different user profile
  - The user's portal appears

Export/import a profile
• Main page
• Customize profile
• Select profile
• Export profile
  - Will create a file with all the activities, settings, etc. from that user
• Save as ...
• Then you can import the profile to a different device
  - Add profile
  - Import profile from disk

Voice Settings
• Menu > settings > speech
• Several voice options in the voice dropdown list
• Right now, there are several English voice options
• Can install more voices in different languages
• Easy to drag the slider to set the volume or speed
• Triangle button to test the voice

Working with cells
• Mind Express contains one or more pagesets. Each pageset contains one or more pages. Cells can be added to each page.
• You can fill cells with a picture, a label and link a style to it that determines the layout of the cell. You can also add an action to a cell. When the user selects the cell, the action is carried out.

• Example:
  - Core Word 20 > drink
  - Menu > edit
  - Picture: type a word, generates images
  - Label: type what you want to label the cell
  - Style: S1 is characterized by a yellow and orange background, a purple border and a blue label in the top left corner
  - Action: Choose action, speech
  - When the user selects the cell, the word Dr. Pepper is said aloud
  - Properties: visible, selectable, add to message box
• ***Save any changes!***

How to create a new cell to a freestyle page
• A separate new cell can only be added with the Freestyle page type
• Open the pageset in the portal
• Choose Menu > Edit F2
• Choose the Cell tab in the edit panel
• Navigate to the required page
• Choose one of the following options:
  - Hold and press Ctrl and click and drag the mouse to a cell on the page
  - Choose Add cell if you have not yet selected any cells
  - Choose if you have already selected a cell

Deleting a cell
• *Deleting one or more cells is only available for Freestyle type of pages. The Grid page type does allow you to delete a whole row or column.*
• Open the pageset in the portal
• Choose Menu > Edit F2
• Choose the Cell tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse
• Navigate to the required page
• Select the cells you want to delete
• Choose one of the following methods and follow these steps:
  - Via the edit panel (touch-friendly option)

- Choose yellow eraser button to clear the cell's picture and label. The style remains.
- Choose yellow eraser button to delete the cell
  - Via the input panel
    - Press Delete to clear the cell's picture and label. The style remains
    - Press Delete to delete the cell

Working with actions

- In edit view you can add actions to a cell
  - The actions that are added are executed in user view when the user selects the actions. If you fill a cell quickly with, for example, the word 'bread', then by default, the 'bread' label, a picture of bread and the action text are added to the cell. When the user selects this cell, the word 'bread' is read aloud.
- Actions that display something in a cell such as a clock, the content of an email
  - These actions are shown in green at the top of the edit view (1 in the figure)
  - When adding these actions to a cell, they are recognizable in the Available actions window through a white background and a border around the action icon
  - By adding these actions, certain functions can disappear from the Cell tab in the edit view
- Actions that do something other than display something, such as reading out the current time or opening an email
  - When adding these actions to a cell, they are recognizable in the Available actions window through a gray background

Adding an action to a cell

- Choose Menu > Edit F2
- Choose the Cell tab in the edit panel
- Select the cell you want to add an action to
- In the Actions options group, choose Add action
  - The available actions dialog appears with all categories of actions in folders. The most commonly used categories are at the top.

- Scroll to the desired action and select it
- Choose OK
  - There are two possible results:
  - The action is immediately added to the cell and appears in the edit panel, and depending on the type of action, in the Actions options group or on a green background at the top in the edit panel.
  - A dialog appear to specify options, depending on the chosen action. You can then confirm with OK. The view in the edit panel is as in the previous case.

Refer to manual for Cell Actions

Deleting an action from a cell

- You can delete two types of actions from a cell, see Types of actions on page 141. The method of deleting them varies.
- When you delete an action, you do not delete the picture from the cell (the symbol of the action is automatically added to the cell as a picture). To delete them, see Deleting a picture from a cell on page 122.
- Choose Menu > Edit F2
- Choose the Cell tab in the edit panel
- Select the cell with an action you want to delete
- Choose one of the two options depending on the type of action:
  - For ordinary actions in the Actions options group, choose next to the action you want to delete
  - For actions colored green, at the top of the edit panel, choose or press Delete. This empties the entire cell

Hiding Buttons

- Menu > Edit F2
- Choose the Cell tab in the edit panel
- Navigate to the required page
- Select the cells you want to show/hide
- Fold open the Properties options group
- In the Properties options group, choose Visible
- The visibility of the cell changes. If the cell is invisible, there will be a red cross through the cell in edit view.

How to search a word

- In user view you can search for a cell in the pageset based on the label or a word from a Type text action.
- Menu > find
  - A find pop-up window appears
- In the input field, type part of a word you are looking for. In the preview window, the cells (with the page name below them) that match the characters you entered, will appear.
- To find a path to a specific cell in the preview window on the current page, select the cell and the cell containing the path will be displayed in color in the current page.

How to search a word in edit mode

- Menu > edit mode
- Pageset
  - When you click this, the search bar appears
- Search target word (example, search ball)
- Keep pushing the magnifying glass search icon
  - That will take you to each occurrence of the target word
  - In this case it takes you to ball, roll a ball, bounce a ball, etc.

Copying a pageset

- While organizing the portal you can open a folder by selecting and choosing it
- Go to the portal
- Choose Menu > Organize
- Select the pageset or folder
- Choose the two white square icon
  - The Copy this pageset window appears. The name of the pageset is automatically [original name] - copy
- As necessary, overwrite the name with a new unique pageset name
- Choose OK
- Choose OK to end organizing the portal
- You can also copy a pageset in the edit view of the pageset: Menu > Save as

Spark *Let's keep going!*

Importing a pageset from another user onto your device

• If you have other user profiles in Mind Express, then it is easy to import pagesets from another user to the current user.
• Choose Menu > Import
  - The Import window appears
• Choose From another user
  - The Choose user and pageset to import window appears
• Select a user
• Select a pageset
• Choose Import file
• The pageset is imported and opens immediately

Exporting a pageset

• *You can export a user's pageset in order to import it later on another device. To import a pageset from another user on the same device, you do not need to export it first.*
• Open the user's portal
• Choose Menu > Export
• Select the pageset
• Choose Export pageset
  - The Windows window Save as appears
• Browse to the location on a drive where you want to save the pageset, enter a Filename and choose Save

Request Mind Express Remote Support

• Contact the helpdesk of your Mind Express dealer by phone. If necessary, the helpdesk assistant will give you the following instructions to temporarily take over your device.
• Choose Menu > Help
  - A window with your Mind Express serial number and version appears.
• Choose Remote support and choose OK
  - The support window with your ID and password will appear
• Provide the helpdesk assistant with your ID and password
  - The helpdesk employee can now solve the problem remotely

Working with styles

• A style allows you to record the way you format the cells. Once the style has been defined, it can be applied to other cells. By using a style you obtain:
  - A consistent cell layout
  - Substantial time-savings
• The following items can be defined by using a style:
  - The color and transparency of the cell
  - The position and font of the label
  - The position and size of the picture
  - The color and thickness of the border
  - The shape of the cell
  - The use of a page indicator in the cell (indicating the link to another page)

Find, sort, and choose the style of a cell

• You can choose a style from a list of styles. You can first sort the list and then search the list by name
• Choose Menu > Edit F2
• Choose the Cell tab in the edit panel. This is not necessary if you are using the input panel or right-click.
• Navigate to the required page.
• Select the cells you want to assign the same style to.
• Choose one of the following options:
  - Choose Style
  - Press F9
  - Use your mouse to right-click > Choose style F9
  - The style dialog opens in the Choose style tab
• You can search for a style by name in the search field or sort the style list with
• Choose one of the following options:
  - Select a style from the list and choose OK
  - Double-click or double-tap on a style

Customize the style of the cell

• You can customize the style of one or more cells
• Choose Menu > Edit F2

• Choose the Cell tab in the edit panel. This is not necessary if you use the input panel or right-click with the mouse.
• Navigate to the required page
• Select the cells with the style you want to customize
• Choose one of the following options:
  - Choose Style and select the Edit style tab in the dialog
  - Press F9 and select the Edit style tab in the dialog
  - Use your mouse to right-click > Edit style
• Choose one of the following options:
  - Choose a style in the list you want to edit
  - Choose New if you want to add a new style
• Choose one or more style change:
  - The name of the style: Type the new name in the Name field
  - The shape of the cell: Choose a shape from the Shape drop-down list
  - The background color of the cell: From the color drop-down list, choose from solid, transparent, gradient horizontal, gradient vertical
  - The cell border: In Border, set the border thickness and color for the cell's style
  - The font of the cell's label: In Font label select the font for the cell's style

Change style of cell, pageset styles

• Choose Menu > Edit F2
• Choose the Cell tab in the edit panel
• Navigate to the required page (forward/backward on bottom)
• To select one cell
  - Click or tap on a cell
• To select multiple (possibly non-adjacent) cells at the same time
  - In the edit panel, in the Cell tab, fold open the Multiple cells options group, choose Select and click or tap on the cells you want to select
• To select all cells
  - In the edit panel, in the Cell tab, fold open the Multiple cells menu, choose Select all

• To deselect all cells
  - Click or tap on a random cell. Only this cell remains selected.
• To deselect one or more cells
  - In the edit panel, in the Cell tab, fold open the Multiple cells menu, choose Select and click or tap on the cells you want to select
• Once you've made your choice of cell (s), select the style you want and then ok

Adding a word to or deleting a word from a word prediction list

• You can add a word (or word combination) to an existing word prediction list
• If you add the same words (or combinations of words) several times, the chance that they will be predicted increases.
• You can also delete words (or combinations of words) that are unwanted predictions from the prediction lists
• Choose Menu > Settings
• Choose Prediction
  - The Word prediction tab appears
• In the Word prediction options group, in the Choose list drop-down list, choose the list you want to add a word to or delete it from
• In the Word prediction options group, in Word enter a word (or word combination) and choose one of the following options:
  - To add the word (or word combination)
  - To delete the word (or word combination)
• Choose OK

In a pageset activating quick sound recording for a cell (message banking)

• If you activate this option, after a set time the user can press a cell via mouse/touch, record a sound, if the Mouse/Touch control settings in Select, When releasing option are enabled
• Choose Menu > Settings > Pageset
• In edit view, you can also open the Pageset tab and choose Preferences
• In the General pageset preferences options group, in Quick sound recording, choose YES

• In Show sound recording window after, use the slider to specify how long you need to press and hold the cell. You can fine-tune this with and choose OK

Cloud back-up

• *For cloud backup and remote editing you will need a Google account.*
• You can upload a user profile of a Mind Express user to the cloud using the user's Google account.
  - The user profile will have an initial cloud backup in the Google Drive connected to the Google account.
  - You can make the next backups manually or specify automatic daily backups at a set time
• Menu > settings > my profile > cloud settings
• In cloud settings choose create backup, choose sign in w/Google
• A new tab opens in your default browser
• Select the google account you want to use for backing up
• You MUST give requested permissions and confirm them all again
• You will be notified via your Google Account's Gmail and asked to confirm again that you have actually given permission. Give your permission once again.
• Close your browser window and return to Mind Express
• After some time, the user profile is linked to the Google account and the first backup has been made. This will be specified with the Backup status.
• Choose one of the following options to create new backups:
  - A manual backup: choose Create a new backup
  - An automatic daily backup: in Automatic backup, choose YES and in Every day at set the time in hh:mm, for example 18:45
  - To do this, Mind Express must be active and logged in with this user. Otherwise, the backup will be executed automatically at the next log-in with this user.
• Choose OK

Cloud backup — remote operations

• You can upload a user profile of a Mind Express user to the

cloud using the user's Google account. The user profile will have an initial cloud backup in the Google Drive connected to the Google account. You can make the next backups manually or specify automatic daily backups at a set time.
• You can use the cloud backup to:
  - Make a copy of the uploaded user profile on another or a new user's device by downloading the cloud backup onto the new device. See Adding a backed up user profile to your profiles on a different device on page 87.
  - If required, have an instructor perform remote operations (add, delete or modify documents, pages or cells) in the user profile. To do this:
      • The instructor must have their own Mind Express.
      • The uploaded user profile must be shared with the instructor. See Sharing a backed up user profile.
      • The instructor must add the uploaded user profile to Mind Express on their own device. See Adding a shared user profile to your user profiles on page 88.
      • The instructor must have an Internet connection while editing. This is necessary in order to verify that the instructor has the right to access the user's portal and edit the documents remotely. The user can revoke these rights at any time

How to change power button function

• Power button function options:
  - Power device on/off
  - Sleep mode   • Decreased power and battery use
                   • Faster device start-up
                   • Instantly get back where you left off
  - Hibernate mode • Uses less power than sleep mode
                   • Start back up where you left off
                   • Not as fast start up
• Start menu > settings > system > power and sleep > additional power settings
• Choose what the power buttons do
  - When I press the power button...
• *Save changes*