

# Creating a New Category

## Creating a New Folder/Category

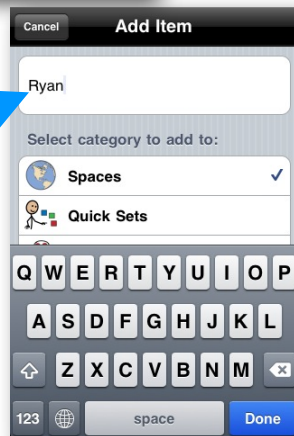
1. Open up Proloquo2Go.
2. If you are not on the Home screen, tap on the Home button.
3. Tap on the Spaces Category.
4. Tap on the User Spaces Category.
5. Tap on the Edit button on the toolbar.



6. Tap on the add item button.

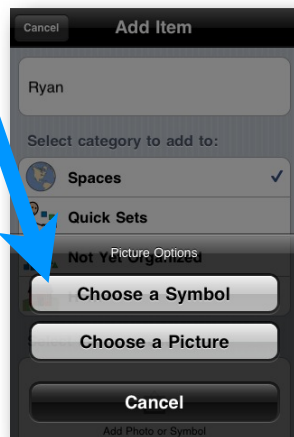
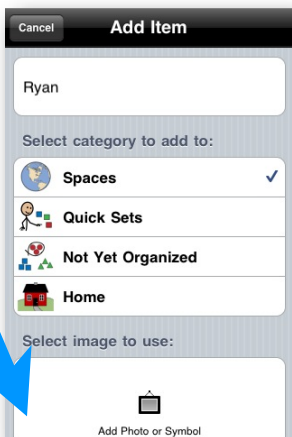


7. Type Ryan in the Text to Speak text box and then press the Done button on the keyboard.

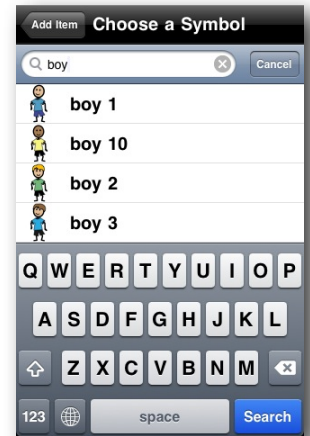


8. In the *Select image to use* area tap on the Add Photo or Symbol button.

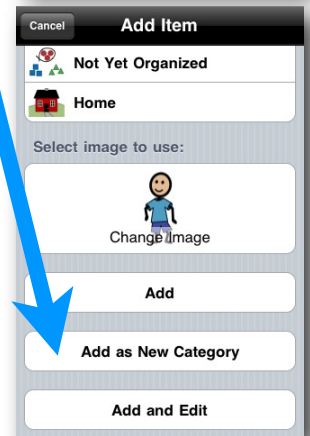
9. Tap on the Choose a Symbol button.



10. Tap into the search window.
11. Type in the word boy.
12. Tap on the boy 1 item.
13. Tap on the Add as New Category.



14. Tap on Create New Category.
15. Tap on the blue end-editing button on the toolbar (It looks like a check mark). This will take you out of the edit mode.



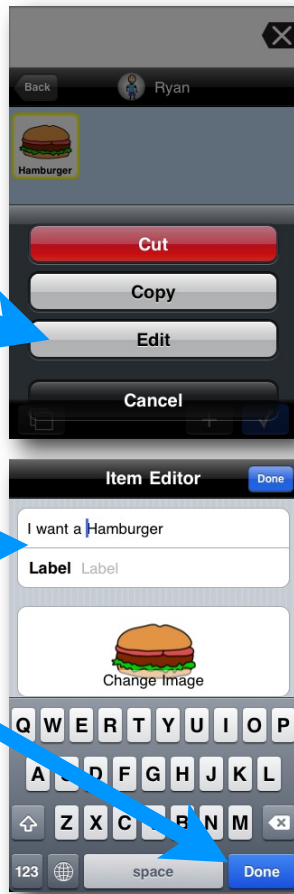
16. Tap on the Category "Ryan" that you created. You will now be in your new empty Ryan category.

## Creating a new Item

1. Tap on the Edit button on the toolbar.
2. Tap on the add item button.
3. Type Hamburger in the Text to Speak text box.
4. In the *Select image to use* area tap on the Add Photo or Symbol button.
5. Tap on the Choose a Symbol button.
6. Tap into the search window.
7. Type in the word hamburger.
8. Tap on the hamburger 1 item.
9. Tap on the Add button.
10. Tap on the blue end-editing button.

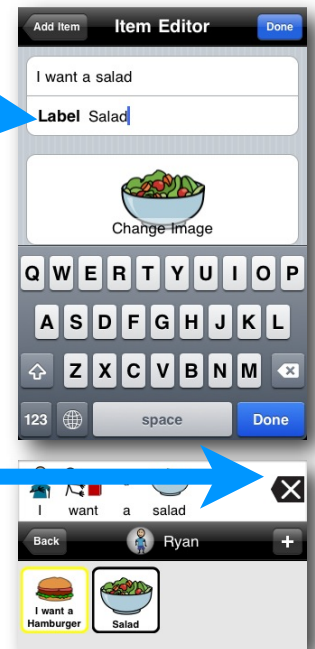
### Editing an Item

1. Tap on the edit button on the bottom toolbar.
2. Tap on the Hamburger item you just created.
3. Tap on the Edit button.
4. Tap into the Hamburger text area.
5. Type "I want a hamburger." into text field.
6. Click on the Done button of the keyboard.
7. Click on the Done button at the top of the screen of the Item Editor.
8. Tap on the end-editing button.
9. Tap on the Hamburger item to see the message in the message window.
10. Tap the Delete button to clear the message window.



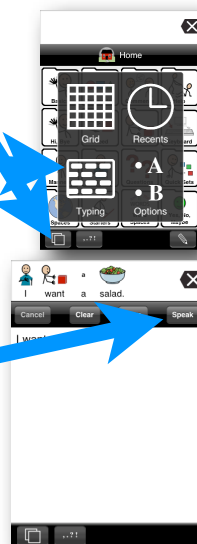
the keyboard

6. Tap on the Views button.
7. Tap on the Grid button.
8. Tap on the add (plus) item in the bar below the message window.
9. Scroll down and tap on the Add and Edit button.
10. Tap in the Label text area and type in the word Salad.
11. Tap on the Done button on the keyboard.
12. Tap on the Done button at the top of the screen.
13. Double-tap on the Delete button on the message window to clear the message window.



### Adding an Item using Typing view

1. Tap on the Views button on the toolbar.
2. Tap on the Typing button.
3. Type "I want a salad" into the text area.
4. Tap on the Save button.
5. Press the Cancel button in the toolbar below the message window to hide by Mark Coppin



### Using Copy to Easily Add Multiple Items

1. Tap on the Home button on the toolbar.
2. Tap on the Categories item on the Home screen.
3. Tap on the Food and Drinks category.
4. Tap on the Lunch category.
5. Tap on the Edit button on the toolbar.
6. Tap on the caesar salad item.
7. Tap on the copy button.
8. Tap on the chicken nuggets item.
9. Tap on the copy button.

- 10. Tap on the french fries item.
- 11. Tap on the copy button. Note how each time you copy an item it appears slightly dimmed in the message window.



- 12. Tap on the end-editing button on the toolbar (it looks like a check mark).



- 13. Tap on the back button in the bar below the message window.
- 14. Tap on the Drinks category.
- 15. Tap on the Edit button on the toolbar.
- 16. Tap on the 7up item.
- 17. Tap on the Copy button.
- 18. Tap on the chocolate milk item.
- 19. Tap on the Copy button.
- 20. Tap on the Diet Coke item.
- 21. Tap on the Copy button.

- 22. Tap on the end-editing button on the toolbar (it looks like a check mark).

- 23. Tap on the Home button.



- 24. Tap on the Spaces category.

- 25. Tap on the User Spaces category.

- 26. Tap on the Ryan category.



- 27. Tap on the Paste button.

