



iPad®: Unity® AAC Quick Reference Guide

For app support, visit www.unityaacapp.com

For implementation support, check out
www.aaclearningjourney.com

Using Guided Access

1. On the iPad, select the **Settings** icon.
2. In the **General** settings, select **Accessibility**.
3. Scroll down and select **Guided Access**. Turn it **on**. You'll be prompted to set a passcode.
4. When in the Unity AAC app, triple click the **Home** or **Side** button to activate Guided Access®. Triple click again to end the Guided Access session.

For additional information on using Guided Access, visit <https://support.apple.com/en-us/HT202612>

Copying a Vocabulary File for Modification

A copy of an original file must be made before editing or using Vocabulary Builder. This keeps the original files in place in case they are needed at a later time.

1. Tap **Vocab > Choose New Vocab**.
2. Select the vocabulary file, then **Customize**.
3. Give the file a new name and description.
4. Tap **Save**.
5. The new file will open automatically.

Blocking and Restoring Access to the Editing Menus


There may be times when you need to block access to the Editing menus by requiring a password.

To password-protect the Editing menus:

1. In Unity AAC, choose **Menu > Settings**.
2. Under "Editing", turn **Use Menu Passcode** on.
3. Tap in the Passcode field, enter your password, and tap **Done**.

If you forget the password, use **72584556** to overwrite the existing password.

To remove password protection from the Editing menus:

1. Tap **Menu** or **Vocab** to display a password prompt.
2. Enter your password and turn **Use Menu Passcode** off.
3. Tap in the Passcode field and use  to remove the password.
4. Tap **Done** on the keyboard, and tap **Done** in Settings.

To remove editing from the Navigation Bar:

1. Leave the Unity AAC app, go to iOS **Settings**.
2. Select **Unity AAC** on the left panel.
3. Disable **Allow Editing**.
4. Return to Unity AAC. The **Vocab** and **Menu** text will disappear.


Adding a Word to a Page

To add a word, an existing button may be edited or a new button created.

1. Navigate to the page where the new word will be added.
2. Select **Menu**.
3. Select **Edit Page**.
4. Select the key for the new word. If it is *blank*, select **Create New Button**; otherwise select **Edit This Button**.
5. Enter button preferences such as label, message, picture, button color, or actions.
6. When finished, select **Save**.
7. Select **Done** in the top left of the page to exit edit mode.

Creating a Button that Links to a New Page

Navigate to the page where you wish to create the link.

1. Select **Menu**.
2. Select **Edit Page**.
3. Select the button that will link to the new page.
4. If the button is blank, select **Create New Button**; otherwise select **Edit This Button**.
5. Give the button a label and, if needed, an icon and make any style changes you want.
6. Scroll down to the Button Actions area and tap **Add**.
7. Tap **Navigate** and tap your new page.
8. Tap an animation or **No Animation**.
9. If you don't want this button to speak, remove the Speech Message action: tap the **Edit** button, , **Delete**, and **Done**.
10. Tap **Save**.

Word Finder

Searching for a word is quick and easy with Word Finder. To use this feature:

1. From the app, select **Menu** or the **Keyboard**.
2. Select **Word Finder**.
3. Type the word you want to find.
4. Select **Find**. If the word is not stored, the **Find** button will remain grayed out and you will not be able to select it.
5. The window will identify which keys to press to activate the word.
6. Touch the icons to practice the motor plan.

Changing the Voice

1. From the app, select **Menu**.
2. Select **Settings**.
3. In the **Speech** section, tap your voice to open the voice settings.
4. From the voice settings, tap the **Voice** to open a list of available voices.
5. Select your preferred voice. Some voices required a free download by tapping the download icon.
6. Select **Back**, then **Done**.

Add or Change a Pronunciation

1. Tap **Menu > Edit Pronunciations**.
2. Tap **+**
3. Under Word, type the correct spelling.
4. Under Pronounce As, type the word phonetically (as it should be pronounced).
5. Tap **Save > Done**.

Using Vocabulary Builder

Creating a List of Words to Teach

1. From the app, select **Menu**.
2. Select **Vocab Builder**.
3. Enable the **On/Off** button at the top left.
4. Tap in the Search field to open the keyboard
5. Type a word (or partial word) you want to teach in the search window. Select the word you want from the list or tap 'Search' on the keyboard.
6. You can display the Keyboard or Word Finder button by enabling Keyboard or Word Finder in the menu.
7. Select **Done** to return to the vocabulary.

Managing Lists

At any time, a list may be saved, loaded, and shared.

1. From the app, select **Menu > Vocab Builder**

Save a List

- a. Select **Save**
- b. Give the list a name in the **Exported Text** field.
- c. Select **Move**.

Load a List

- a. Select **Load**
- b. Select the preferred list to load from the Files menu

Share a List:

- a. Select **Share** to share the currently loaded list.
 - b. Select the method to share/back up the file.
2. Select **Done** to return to the vocabulary.

Backing Up a Customized Vocabulary File

Using AirDrop® or Email

1. On the app, select the **Vocab** button and select **Choose New Vocab**.
2. Select the **Menu** button and select **Import/Export Vocab**.
3. Select **Export and Share**.
4. Select the vocabulary you would like to export.
5. Select **Done** and select the method you would like to use to share.
 - a. **AirDrop:** Bluetooth® and Wi-Fi® must be active. You will see the nearby devices that have AirDrop on and can accept your file. Choose the desired device.
 - b. **Email:** Requires an email account set up on the iPad and access to Wi-Fi.