



# User Guide

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## SECTION 1 Introduction

### ABOUT SYMBOL SUPPORT



**SymbolSupport** is a utility that adds symbols to text. As text is typed, symbols are automatically added. Text can also be copied from pre-existing written materials and pasted into **SymbolSupport** where symbols will instantly be added. Two symbol libraries are included: **Slater Literacy Support Pictures™** and **Attainment's Image Library**. Plus, images are easily accessible through your camera roll and built-in internet search.

**SymbolSupport Lite** is a separate, free app that can receive, read, and print documents that have been created in the **SymbolSupport** full version. **SymbolSupport Lite** cannot edit documents.

Both **SymbolSupport** and **SymbolSupport Lite** read documents with a high-quality text-to-speech voice and word-by-word highlighting. This support helps students better understand class assignments. The document can be locked to prevent it from being altered.

### GETTING STARTED

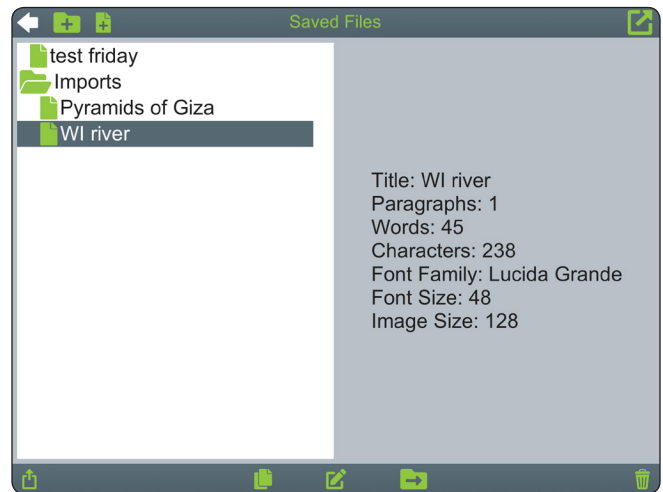
#### Open a Document

Select the **SAVED FILES** button  on the title screen to view and select an existing document. The **Saved Files** screen opens and shows existing files. To open a document, tap twice on a document, or tap once to highlight, then select the **Open** icon  in the upper right corner.

Any document can be viewed and heard, but a locked document cannot be edited.






Title screen.



Saved Files screen.

## Create a Document





Select the **NEW FILE** button  on the title screen to create a file. Another option is to open the **Files** screen by selecting the **SAVED FILES** button, then create a new file by selecting the **New File** icon  in the task bar above the list of files. This approach asks you to type a new file name in the **Enter a file name** field. Then select the **Open/Ok**  button in the upper right corner.

A new document opens showing a keyboard and empty “paper.” The keyboard is a slightly modified qwerty board.


To add text, begin typing. You must add a spaceband after the *final* word of the document to see it.

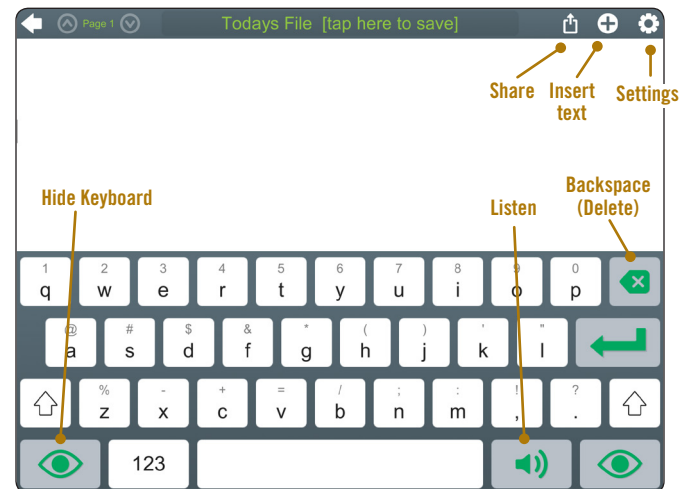
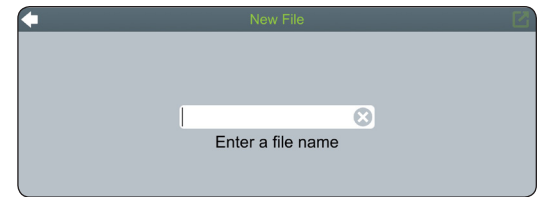
Alternatively, pre-existing text can be copied and pasted to create symbolized text. (see “Insert Text” on p. 4)

Generating text using dictation cannot happen directly in **SymbolSupport**, but it is an option. To dictate text, open the Notes app, dictate to create text, copy that text, return to **SymbolSupport**, and paste. (**Paste** is offered in **Settings** menu. See “Insert Text” on p. 4.)

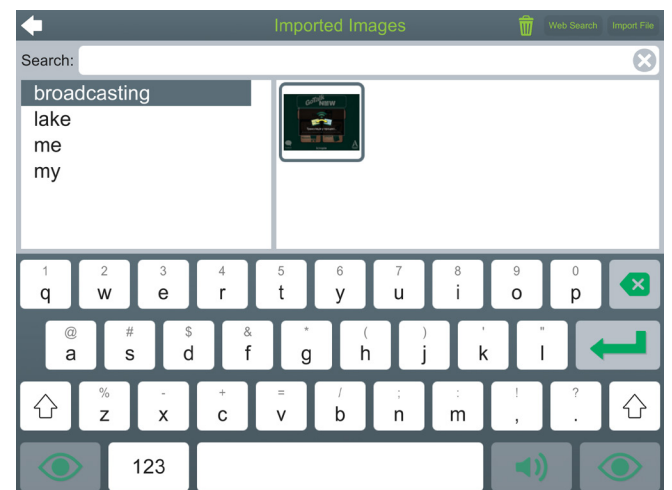
When reading, select the **Hide Keyboard** key  to hide the keyboard and show more of the paper. (To bring the keyboard back, select the **Show Keyboard** icon  in the lower right corner.) Select the **Listen** key  to read aloud the text on the paper. Text will be read with the text-to-speech voice selected in **Settings**. 

## Imported Images



Images imported from the internet and those retrieved from the device are stored in the **Imported Images Library**. Images are added when imported while working in a document. Images can also be added directly to **Imported Images**. Select the **IMPORTED IMAGES** button  on the title screen to view, import, or delete imported images.





New blank document





Imported Images screen.




To add an image, select the **Web Search** button  or **Import File** button  in the upper right corner. Once an image is selected, enter a name for that image, and save by selecting the **Okay** checkmark button in the upper right corner. The image is now stored and will be used the next time that word is typed in a document.


To delete an image, select the image from the list, then select the **Delete** trashcan icon  at the top right side of the screen. To exit **Imported Images**, select the **Back Arrow** icon  in the upper left corner.

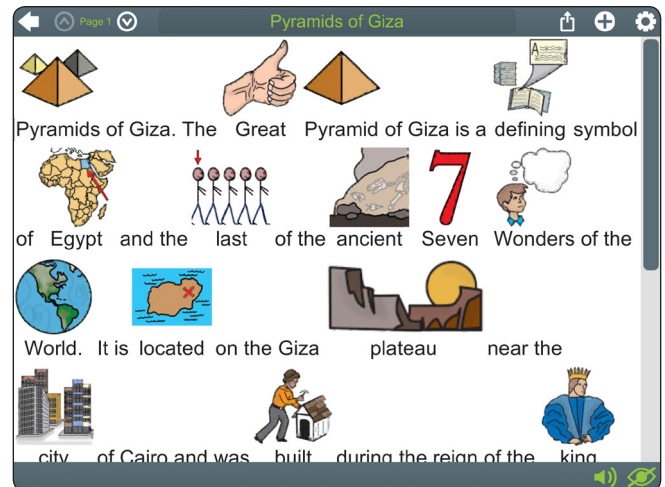
## Read a Document

**Hide Keyboard** – Select the **Hide Keyboard** eye icon  in either of the lower corners.

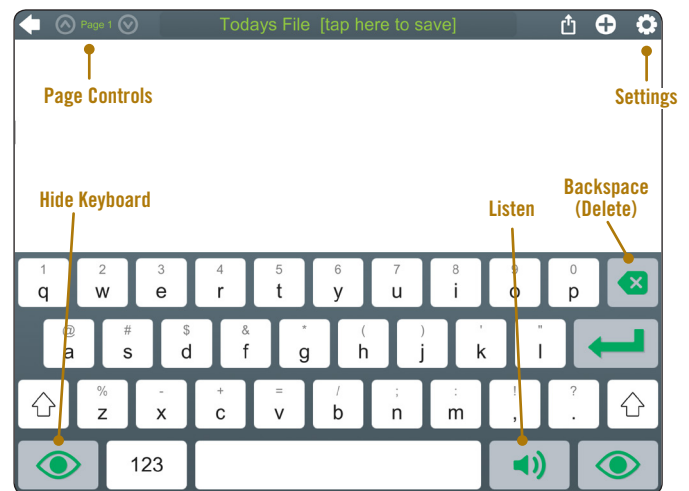
**Read Aloud** – Select the **Listen** icon  in the lower left corner to hear the document read aloud. The text-to-speech voice and speech rate are adjustable through **Document Settings**.

**Page Controls** – When a document has multiple pages, this will be indicated in the upper left corner. Use the **Page Down**  and **Page Up**  icons to navigate the document. The **Back** arrow  will close the file and return to the title screen.

**Lock Document** – To lock an open document, select the **Settings** icon  and then the **Lock** button. The green padlock at top will display as locked. A locked document can be viewed and heard, but not edited.



Document with keyboard hidden.




Document with icons for reading and writing.

## SECTION 2 Edit Auto-Symbolized Document


### INSERT TEXT

There are multiple ways to add text. The simplest way is to tap in the document to place the cursor where the edit should happen, then type to insert the new text.


Another way is to copy and paste text passages from outside **SymbolSupport**. To copy then paste text:

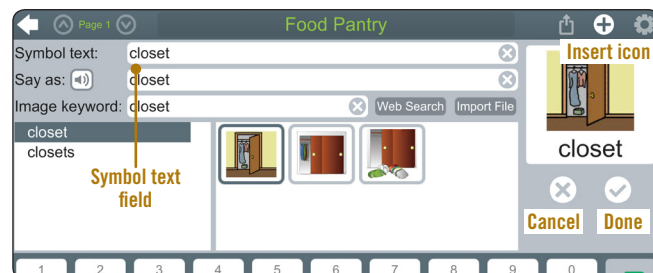
1. Temporarily close **SymbolSupport** (press the iPad's Home button once)
2. Find and copy the text
3. Return to **SymbolSupport**
4. Tap in the document to place the cursor
5. Select **Paste** button  from the **Settings** menu.




To paste previously copied text into a document, position the cursor, select the Settings icon  at the top right, then select the Paste button.

*NOTE: This is the only method for pasting text. Other iPad methods are not recognized by SymbolSupport.*


One more way to insert text is to use the **Insert**  icon in the upper right corner of a document. Tap once in the document to place the cursor where the text will be inserted, then select the **Insert** icon. This opens the **Edit** screen. Type the text to be inserted in the **Symbol text** field. This can be a single word or multiple words. The entered text will also auto-fill in the **Say as** field. In this field you can change the spelling to make a word sound different, e.g., “reed” or “red” for the word “read.”





Use the Symbol text field on the Edit screen as another method for inserting text. Select the checkmark when done, or x to cancel.

When the edit is completed, select the **Done Editing** icon  under the preview window.

### DELETE TEXT

To delete text, tap in the document to place the cursor where the edit should happen, then use the **Backspace** key  to delete unwanted text.

Another option to delete text is to use the **Edit** menu. (see next page) Tap once on the word or symbol to place the cursor. Tap again to bring up the **Edit** menu, then select the **Delete** button .

To clear the document of all text and symbols, go to the **Settings** menu and select the **Clear** button .

## EDIT MENU

To bring up the **Edit** menu, tap once on a word or symbol to place the cursor, then tap again. The document must be unlocked to edit. **Edit** menu options are:

 **Edit**

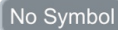
### ***Change Symbol or Text***

Brings up the **Edit** screen to modify text or symbols.  
(see below)

 **Reset**

### ***Restore Previous Symbol or Text***

Removes new changes to the selected word or symbol.

 **No Symbol**

### ***Remove Symbol***

Removes symbol from a word. This will affect every instance of the word that has not been customized.

 **Delete**

### ***Remove Word***

Removes only the word in that position.



### ***Color of Text***

To change the text color of a word, select a color from the eight-color palette. When a word is assigned colored text, every time that word is used in the document, all instances of that word will have colored text.


## EDIT SCREEN

### **Change Symbol or Text**

To change a symbol or text, tap once on the word or image to place the cursor at the word to be edited. The cursor will blink either before or after the word, depending which side of the word was tapped. Tap again to bring up the **Edit** menu, and select the **Edit** button. This opens the **Edit** screen. To change text, insert the new text in the **Symbol text** field. This can be a single word or multiple words. The entered text will auto-fill in the **Say as** field.




Tap a word twice to bring up the Edit menu. Select the Edit button to bring up the text/symbol edit screen, pictured below.

**Implementation Idea:** Use colored text on repeated storylines. Select the Insert icon , and type the text for the repeated storyline in the Symbol text field. Only one image can be connected to the text. Choose the image by typing a keyword for an image in the Image keyword field. Choose an image from the included libraries, a web search, or import a file. When complete, select the Done Editing checkmark icon. Tap on the newly created line in the document to show the Edit menu and select one of the colors.




Edit screen for adding or modifying text and symbols.

To remove a symbol, clear the **Image keyword** field. To search the included image libraries for a different image, type a different descriptive word in the **Image keyword** field. Modifying the image will not change the text shown in the document.

To change or add an image from the internet or a camera roll, select the **Web Search** button **Web Search** or **Import File** button **Import File** located at the end of the **Image keyword** field. After an image is selected, type a name for that image in the **Image keyword** field. When the edit is completed, select the **Done Editing** symbol  under the preview window.

Editing an image on a word that's repeated in a file will apply the change to all occurrences of the word. Editing another occurrence of the repeated word, will apply that change to all occurrences that were not directly edited earlier. The program knows when words have been customized. It will not automatically overwrite a repeated word that's been edited.

## FILE SETTINGS

The **File Settings** icon  is located in the upper right corner when a document is opened. It contains adjustable document settings, document tools such as **Paste** and **Clear**, plus **Print**.

**Font** – Choices shown are fonts installed on the device.

**Font Size** – Adjust font size with slide bar: small, medium, large.

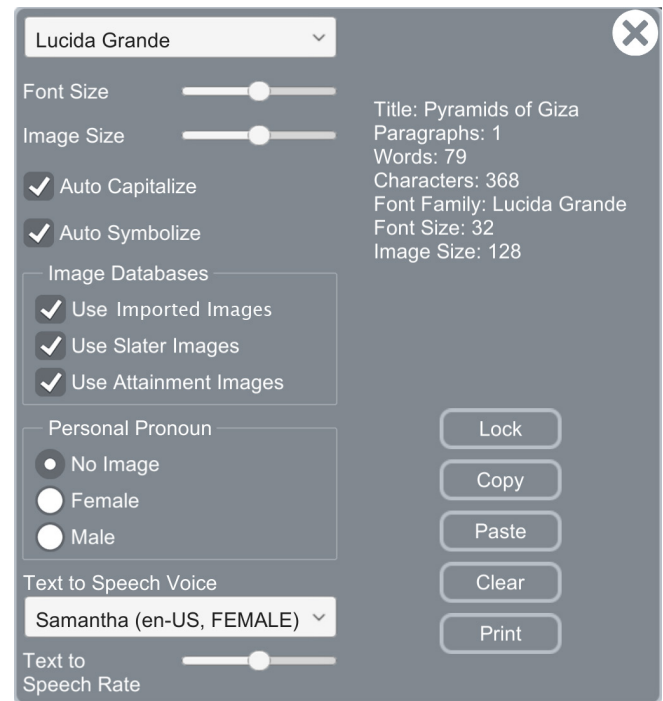
**Image Size** – Adjust symbol size with slide bar: small, medium, large.

**Auto Capitalize** – The first letter of a sentence will automatically be capitalized.

**Auto Symbolize** – Symbols will automatically be added to words.



Select the Settings icon in an open file to bring up the File Settings menu.



File Settings menu.



## File Settings (continued)

**Image Databases** – Choose any or all of these:



Use Imported Images

Use Slater Images

Use Attainment Images

**Personal Pronoun** – Controls the image shown when a personal pronoun (I, me, my, mine) is typed. Choices are male, female, or no image.

No Image: Word only (default setting)

Female or Male:  or   
me me

**Text to Speech Voice** – Select a male or female voice from the drop-down list.

**Text to Speech Rate** – Use the slide bar to adjust the rate of speed the document is read with text to speech.

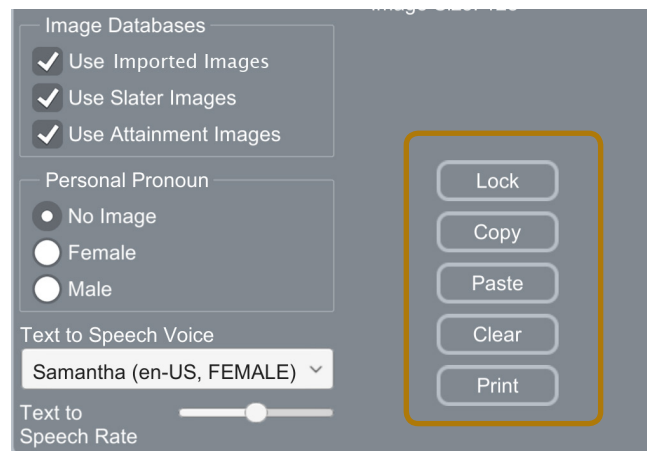
**Lock button** – Locks the file from editing. The green padlock at top will display as locked. A locked document cannot be edited.

**Copy button** – Copies all text in the document. Once copied, the text can be pasted into other programs such as email.

**Paste button** – Pastes text copied from outside of **SymbolSupport**.

**Clear button** – Clears all text and images from the opened document.

**Print button** – Sends document to AirPrint printer (when connected).




File Settings menu (continued).


## SECTION 3 Share and Organize Files

### SHARE DOCUMENTS

Your document can be shared as a **SymbolSupport** file, which can be opened on a different device with the **SymbolSupport** or **SymbolSupport Reader** app. Documents can also be made into a PDF, which can be viewed on any iPad or computer.


Share as a **SymbolSupport** file by selecting the **Share**  icon on the upper right side of the header when a document is open. Or, select the **Share** icon on the **Saved Files** screen, lower left corner. Tap once on a file to highlight, then select the **Share** icon.

**NOTE:** A locked file will remain locked when shared.

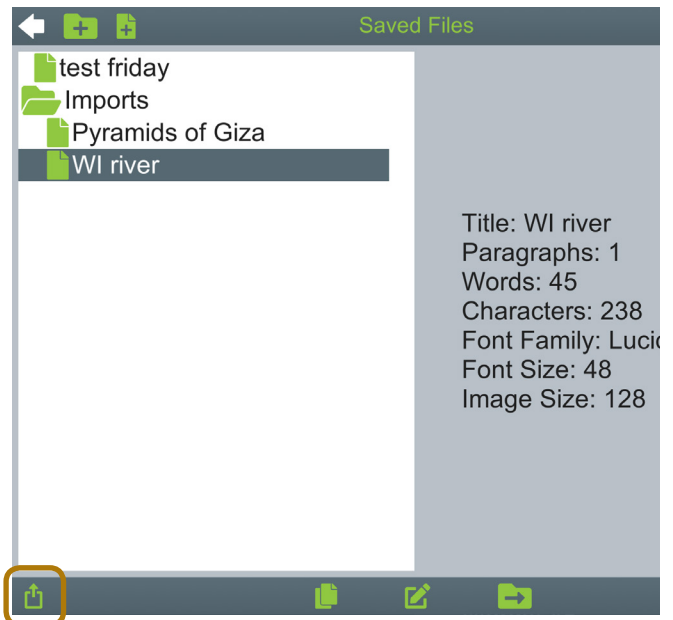
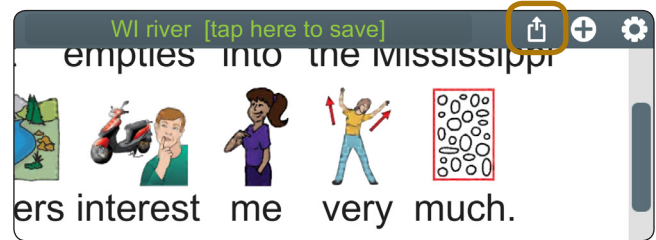
Share a PDF of the document by selecting the **Print**  button on the **Edit** menu. To generate a PDF from an iPad, select **Print**, place two fingers on the preview image and slide to expand the fingers. The PDF will open. The upper right corner has a **Share** icon, or you can select **Done** in the upper left corner.

### Save Imported Images from Shared File

When a file is shared, custom images in the file are not saved on the device they're sent to. The custom images will show in the file but are not saved in the **Imported Images Library** on the receiving iPad. To use a shared image in writing a new file, save the image on the receiving iPad. To save the image:

1. Open the file
2. Tap twice on the image to view the **Edit** menu
3. Select the **Edit** button
4. In the **Edit** screen select the **Done Editing** checkmark icon  under the preview window

The image will be saved with the name showing in the **Image keyword** field.



There are two ways to share a SymbolSupport file: from the open file (*top*) or from the Saved Files screen (*bottom*).

## ABOUT SYMBOLSUPPORT READER







**SymbolSupport Reader** is a separate and free app. It can receive, read, store, and print documents that have been created in and shared from the **SymbolSupport** full version. **SymbolSupport Reader** cannot edit documents.

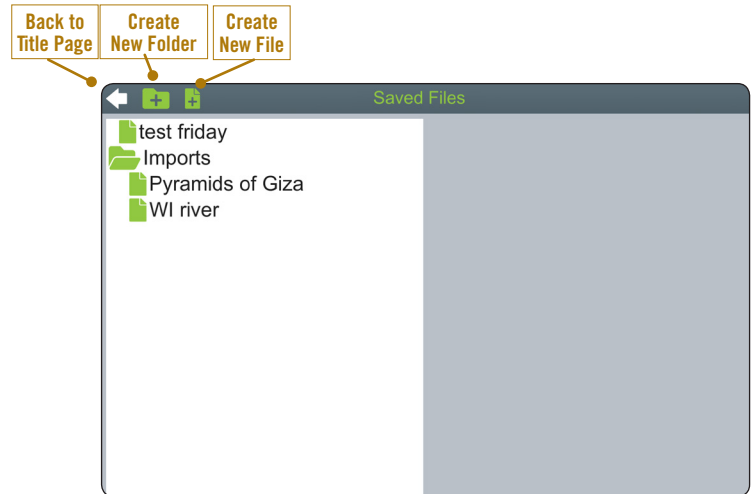


## ORGANIZE FILES

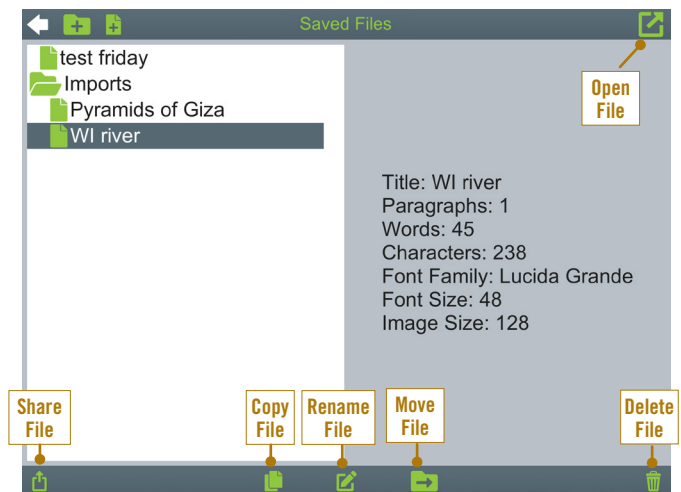
Select **Saved Files** on the title page to view the **Saved Files** screen and the **SymbolSupport** files on the iPad. Files can be opened, renamed, moved, duplicated, and deleted. In addition, folders can be created and named from this screen to meet your organizational needs, for example by student name or topic.

Tap once on a file to view the action icons available:

-  Open File. You may also open a file by tapping on the filename a second time.
-  Share File
-  Copy File
-  Rename File
-  Move File
-  Delete File




Saved Files screen with no file selected. No file action icons displayed.



Saved Files screen showing file action icons once a file is selected.

## SECTION 4 Options

### STUDENT LOGINS

Student accounts can be created. When a student logs in, their settings will be applied to the documents they use. (These settings can also be changed while a document is opened through Settings.) Select the **Options** icon  in the upper right corner of the **title screen**. Select the **Add** button to create a student account: it'll walk you through the steps. Once an account is created and selected in the Name field, select the **Settings** button.

### PROGRAM-WIDE OPTIONS

**Teacher Password** – Allows you to create an optional password that needs to be typed to open Options.

**Required to Switch Users** – Turn on to extend the password requirement to include switching users.

**User Must Type Name** – Turn on to require all students to type their login name rather than choose from the drop-down list.

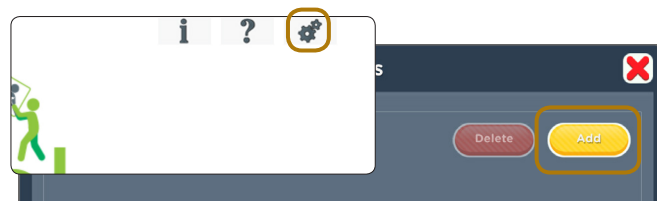
**Allow Guest Logins** – Turn off to remove Guest as a login option. Guest can be removed as a login choice only after one or more student accounts have been added.

**Track Usage** – Keep on to track time spent in the program by users logged in to an account other than Guest.

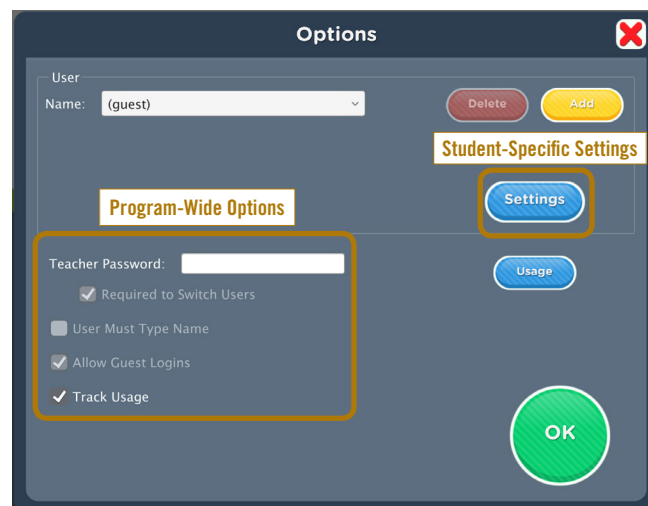
### STUDENT SETTINGS

Auto-capitalization, female or male symbol for personal pronouns, text-to-speech voice and speech rate, and volume settings can be personalized for any student with a login.

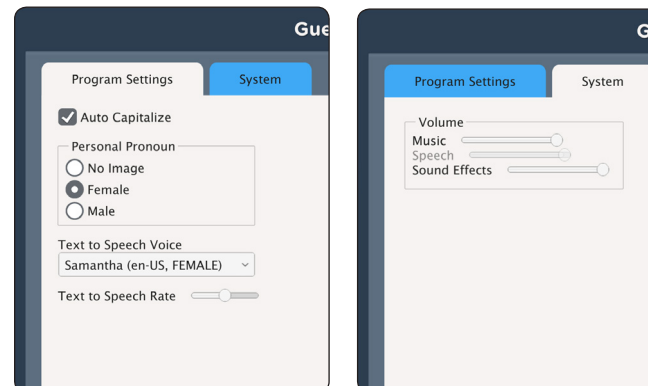
**WE'RE HERE TO HELP!** If you have any questions or problems, call us. *Contact information is on next page.*



Program options menu. Access from title screen. Select the Add button at top right to create a student account.



Program-wide options menu.



Program and system settings can be customized for individual students.

# Contact Us

## TECHNICAL SUPPORT

If you have a problem running **SymbolSupport**, please call Attainment Technical Support at the number below.

If possible, have your iPad nearby while we discuss solutions.

You can help the process along by collecting some basic information ahead of time:

- What was the error and type of error message, if any?
- What triggered the problem?
- Can you duplicate the problem?
- What iPad operating system are you running?

**Tech Support** is available weekdays from 9 am–5 pm (CST)

**Phone:** 800-327-4269 or 608-845-7880

**Email:** techsupport@AttainmentCompany.com

## OTHER ATTAINMENT COMPANY PRODUCTS

We invite you to learn more about other educational materials produced by Attainment Company.

**Website:** [www.AttainmentCompany.com](http://www.AttainmentCompany.com)

**Email:** [info@AttainmentCompany.com](mailto:info@AttainmentCompany.com)

**Phone:** 800-327-4269 or 608-845-7880

**Mail:** P.O. Box 930160  
504 Commerce Pkwy  
Verona, WI 53593-0160

