

Phrase Manager Guide

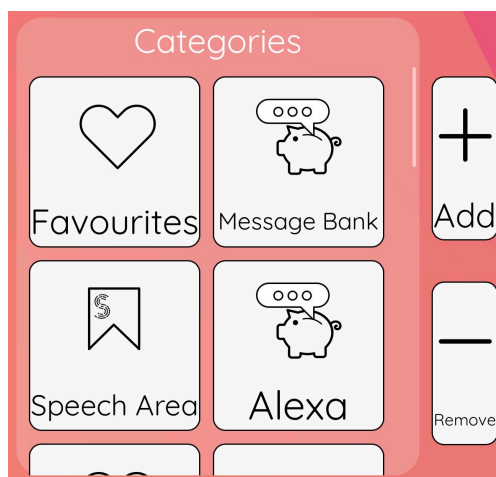
What is the Phrase Manager?

In the SpeakUnique App, you can create categories to store frequently used phrases. The Phrase Manager, which can be found within your account on the SpeakUnique website, allows you to easily save, access, rearrange and sync these phrases and categories between multiple devices.

This guide will take you through the steps necessary to make use of the Phrase Manager.

How do I create phrases and categories?

To create a new category and add phrases, simply select the **+** button in your SpeakUnique App. You will then be able to name your new category and select an icon for it. Once you have followed these steps, click **Add** to save your new category.



Please enter a category name

My New Category

Add

Tap an icon for the new category



To add phrases to the new category, select it from the menu and follow the same steps. You will be able to select the **Left** or **Right** side in split view and specify the target category.

Please choose a category from the drop down menu

Category My New Category

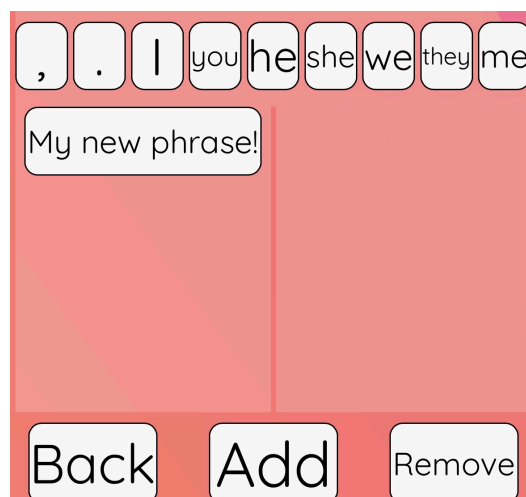
Select which side(s) to add the new phrase.

Left

Right

My new phrase!

Add



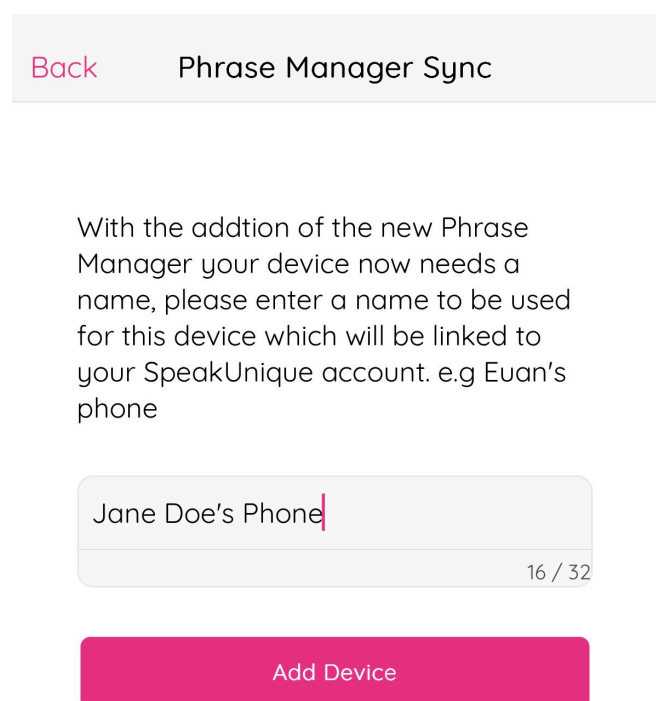
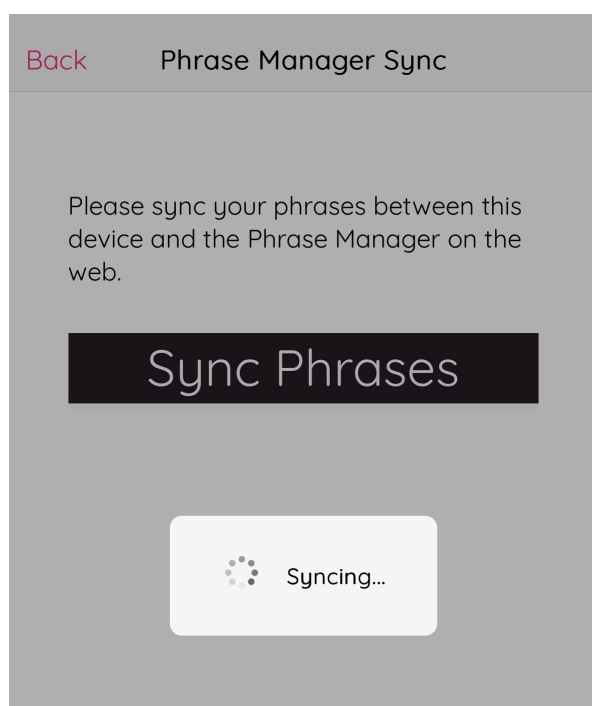
How do I sync and filter my phrases and categories?

To sync the new phrases and categories between devices, in the SpeakUnique App, go to **Options -> Categories and Phrases**, and select **Sync Account Data**.

Categories and Phrases	
Sync Account Data	→
Rearrange Categories	→
Rearrange Phrases	→
Edit Take Your Time Phrases	→
Phrase View	→

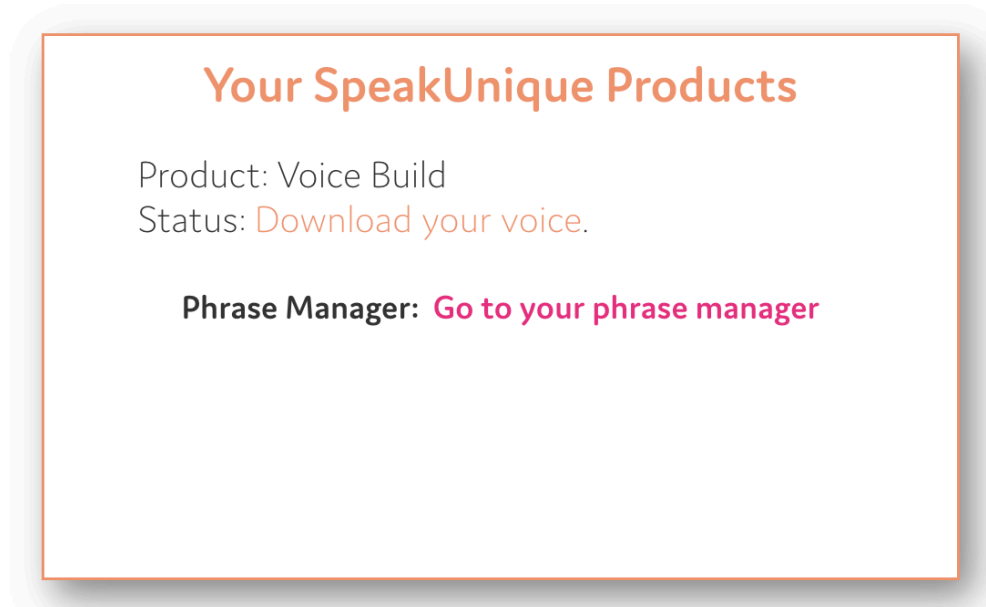
Select **Sync Phrases** and wait until the screen finishes buffering. This should not take more than a minute to complete.

You will be prompted to select a name for the device you are using. We recommend choosing an identifiable name for each device you're using, so that it is easy to differentiate between them in the Phrase Manager.



To access the Phrase Manager, please log into your SpeakUnique account on www.speakunique.co.uk. This will be best accessed from a browser on a laptop or computer.

Once you have logged in, please navigate to the **Your SpeakUnique Products** screen and click on the **Go to your phrase manager** field highlighted in pink.



Here, you will be able to view and filter all of your existing synced phrases and categories:

 Your Account Logout

Phrase Manager

On this page, you can manage which phrases you'd like on your SpeakUnique app for each of your devices. Just select the toggle button in the relevant column to add or remove a phrase from each device. You can see the full text of any phrase by clicking on it.

Clicking the "Bin" icon beside a phrase and then "Save Changes" will permanently remove the phrase from all devices. Please make sure to save your changes once you're finished.

Save Changes Filter ▾

	Phrase	Type	Jane Doe's Phone
	0	Alexa - End Phrase	☒
	1	Alexa - End Phrase	☒
	2	Alexa - End Phrase	☒
	3	Alexa - End Phrase	☒

You can filter the phrases you'd like to add or edit on a given device by using the filter box in the top-right corner.



Your Account

Logout

Phrase Manager

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Clicking the "Bin" icon beside a phrase and then "Save Changes" will permanently remove the phrase from all devices.

Please make sure to save your changes once you're finished.

Rows hidden by filter

Save Changes

Filter

	Phrase	Type	Jane Doe's Phone
	Where are you going?	Social - Single Phrase	
	Can I come?	Social - Single Phrase	
	Do you want to come?	Social - Single Phrase	
	I'm bored	Social - Single Phrase	

Filter

Phrase

☒ Social - Single Phrase

☐ Speech Area

☐ Take Your Time



In order to add or remove the phrases, simply toggle the relevant phrases on or off under the tab of your chosen device. Make sure to select **Save Changes** once you are done.

	Phrase	Type	Jane Doe's Phone
	Where are you going?	Social - Single Phrase	
	Can I come?	Social - Single Phrase	
	Do you want to come?	Social - Single Phrase	
	I'm bored	Social - Single Phrase	

Please make sure to save your changes once you're finished.

Rows hidden by filter

Save Changes

To add more devices or make sure your current one is up to date, simply repeat the process with selecting **Sync Account Data** in your SpeakUnique App.

You might need to log out and back into your SpeakUnique App in order to see the changes.

If you are experiencing any trouble with syncing, please get in touch with us at info@speakunique.co.uk.