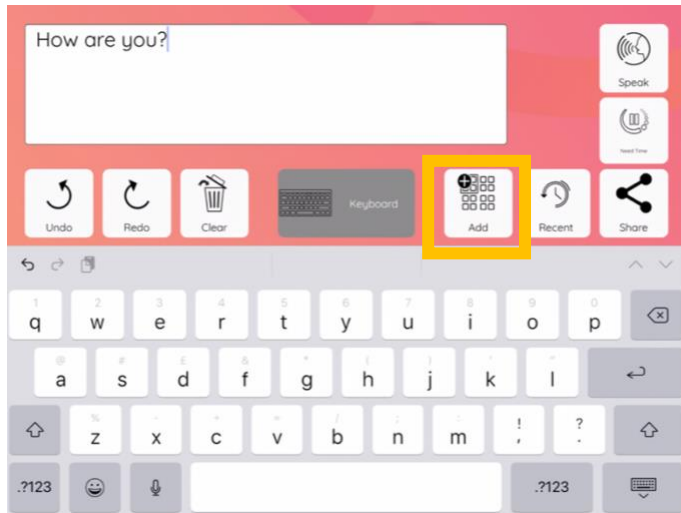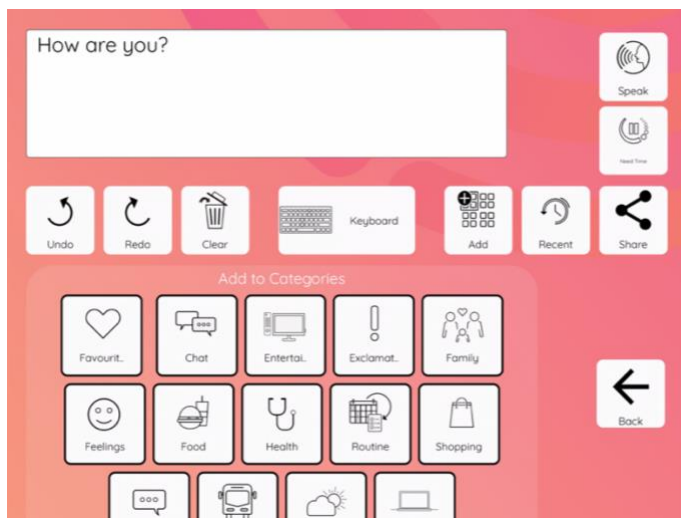# Adding a new phrase to a category

There are two ways to add a new phrase to a category. You can either add text already in the textbox directly to a category or you can add phrases from within the category.

Adding text in the textbox to a category

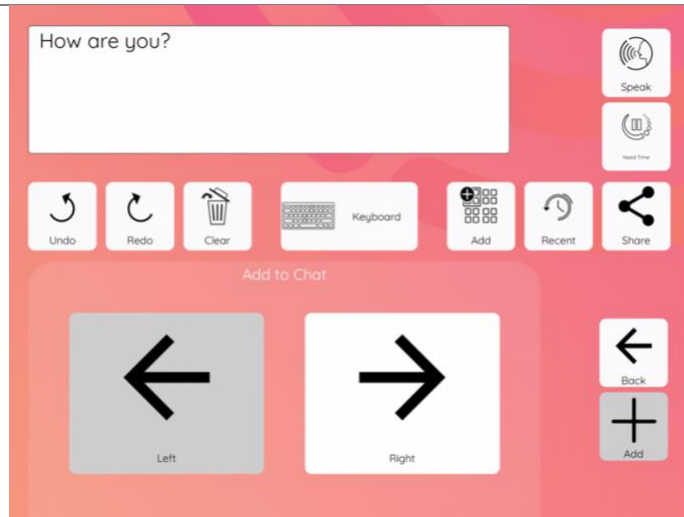If you wish to add text already in the textbox to a category, click the "**Add**" button.

Next, **select** which category you would like to add the phrase to.

In this example, the phrase will be added to the "Chat" category.

Select if you would like to add the phrase to the left or right side of the screen.

The left side of the screen is normally used for phrases at the start of a sentence, while the right hand normally contains phrases for the end of a sentence.

In this example, the phrase will be added to the left-hand side.

A confirmation message will appear to show that the phrase has been added.
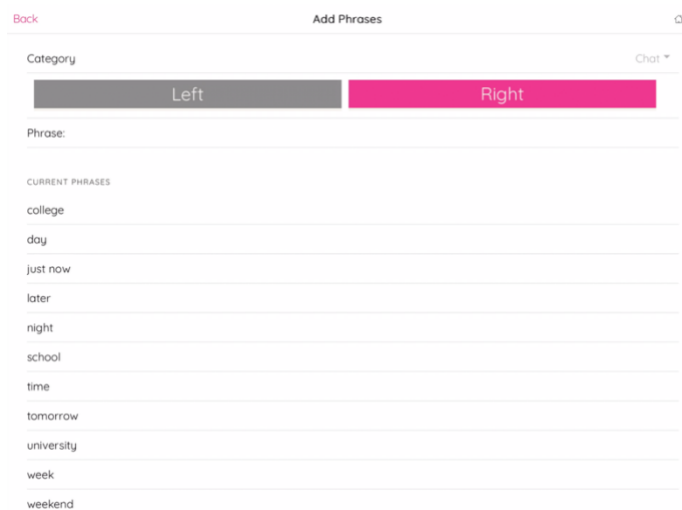
Adding phrases from within the category

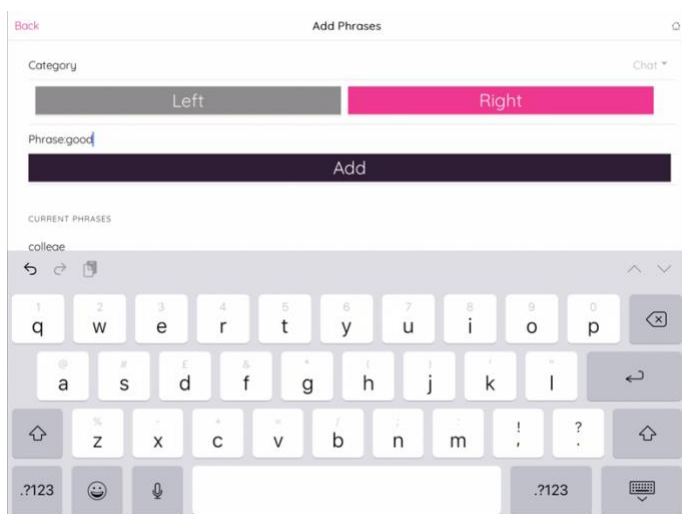When you are within a category, there is an option to add new phrases directly to the category.

Click "**Add**" at the bottom of the screen.

You will need to select if you would like to add the phrase to the left or right side of the screen.
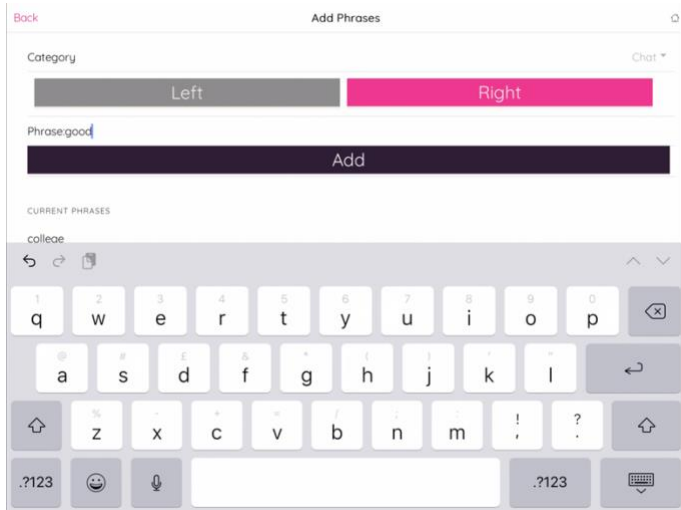
The left-side is for sentence starters and the right-side is for words that finish sentences. A list of the phrases already in that category is shown below the buttons.

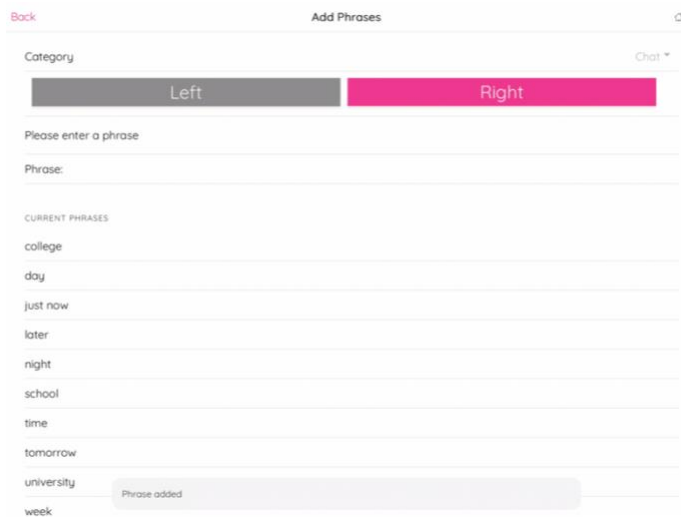In this example, the right-side has been selected and therefore the button is highlighted pink.

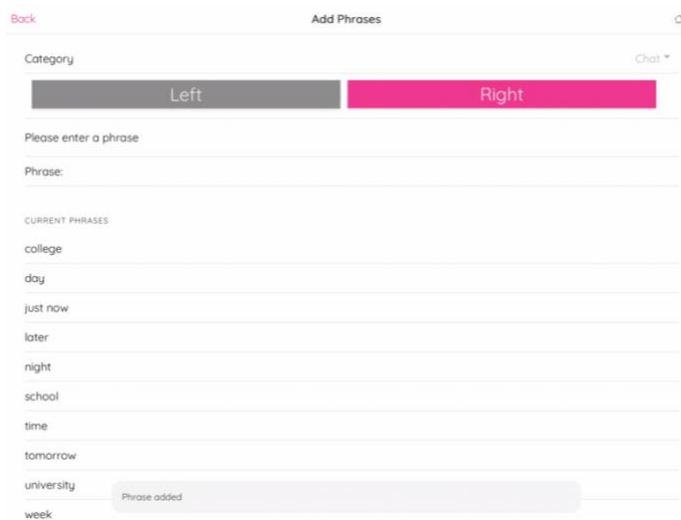To add a new phrase, click in the "**Phrase**" space and the keyboard will appear.
In this example the word "good" is being added.

Click "**Add**" to add the phrase to the category.

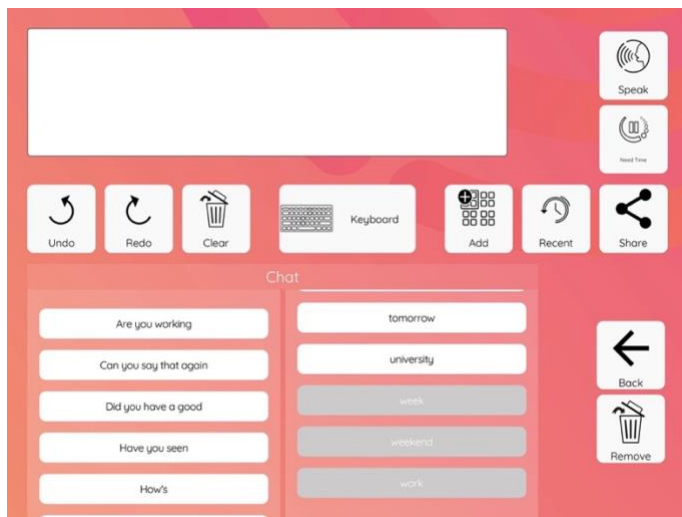Once the phrase has been added, a success message will appear below.

When you have added all the phrases you wish to, press the "**Back**" button to return to the home screen.
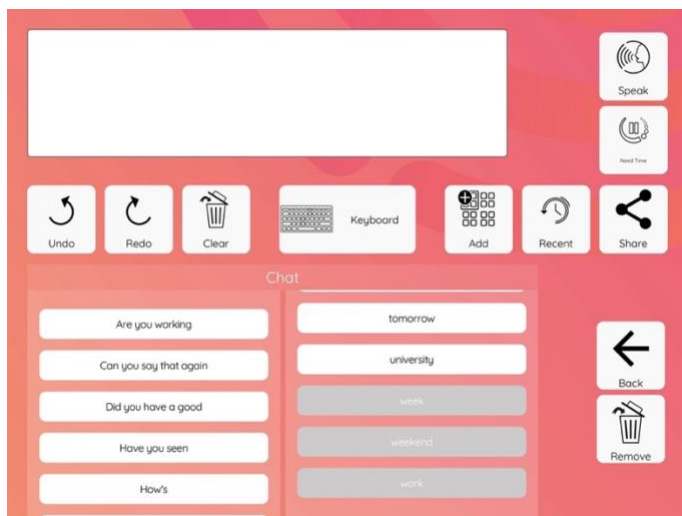
Removing a phrase from a category

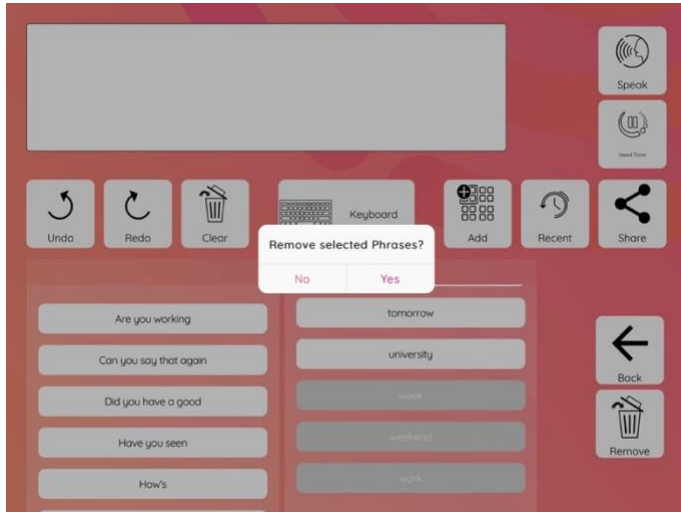When you are within a category, there is an option to remove phrases by clicking "**Remove**".

Phrases currently in the category are grouped into the left and right side. Select the phrase/ phrases you wish to remove from the category – selected phrases will turn grey.

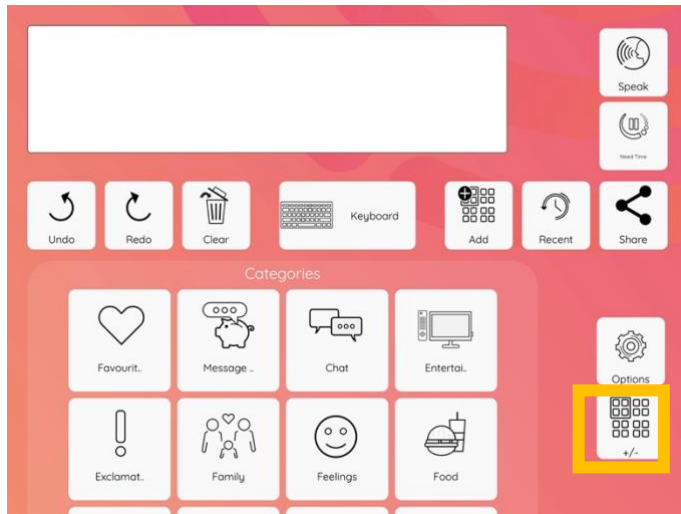In this example, the words "week", "weekend" and "work" will be removed.

Press "**Remove**".

Confirm that you wish to remove the selected phrases from within the category by clicking "**Yes**".
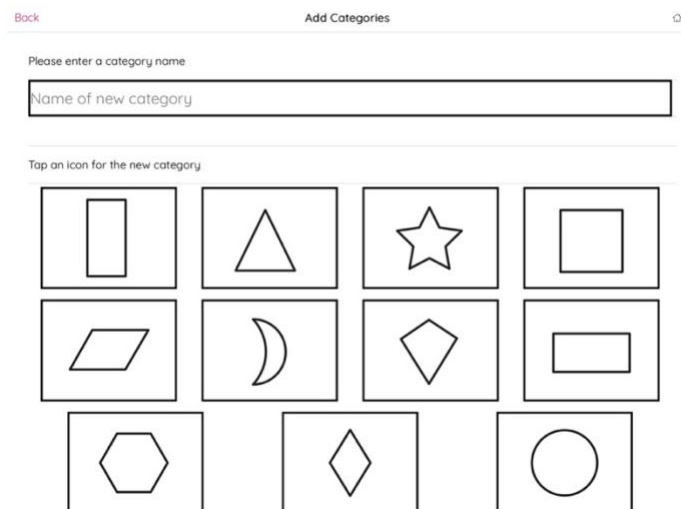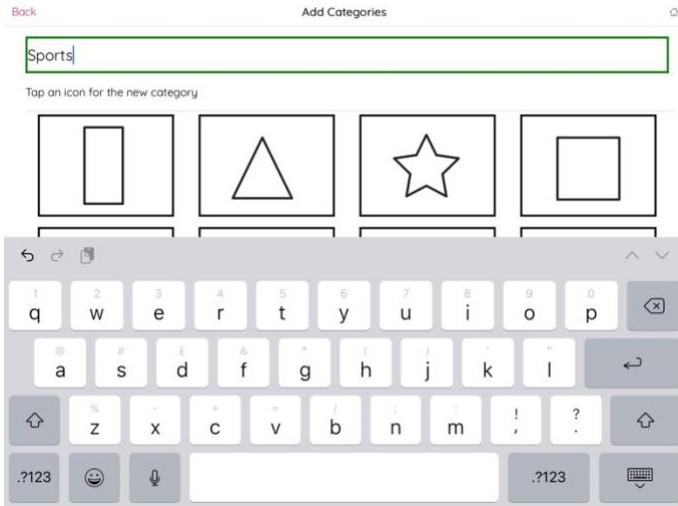
Adding a new category

To add a new category, click the **category icon with the +/-** symbols.
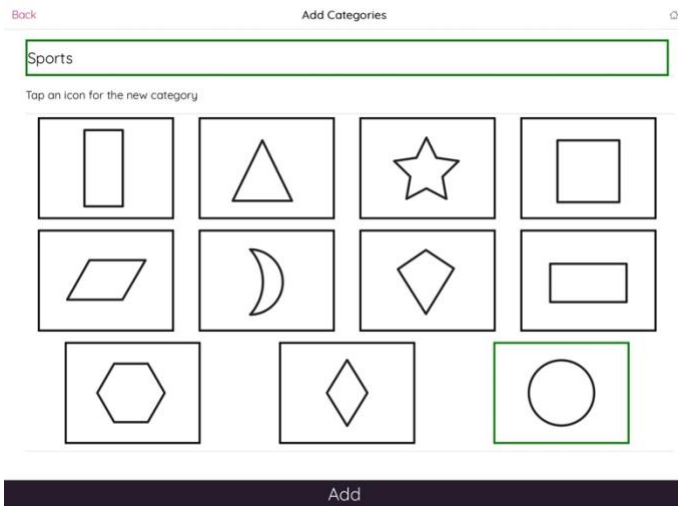

Click "**Add**"

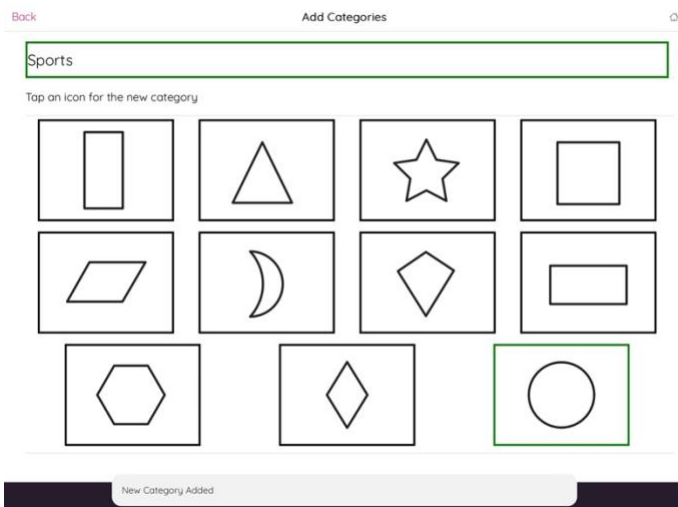Click "**Name of new category**" to bring up the keyboard.
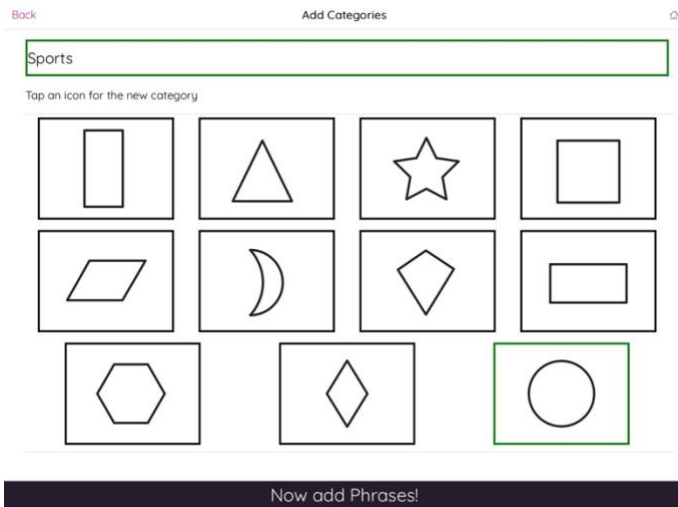
Enter the name for your new category.

In this example a category called "Sports" will be added.

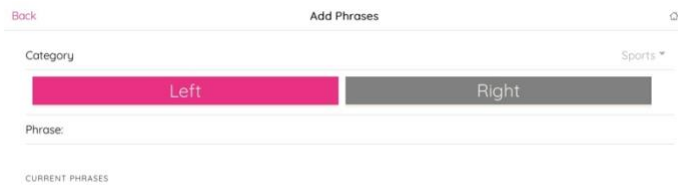Select an icon for the category and click "**Add**".

A confirmation message will appear to show that the new category has been added.

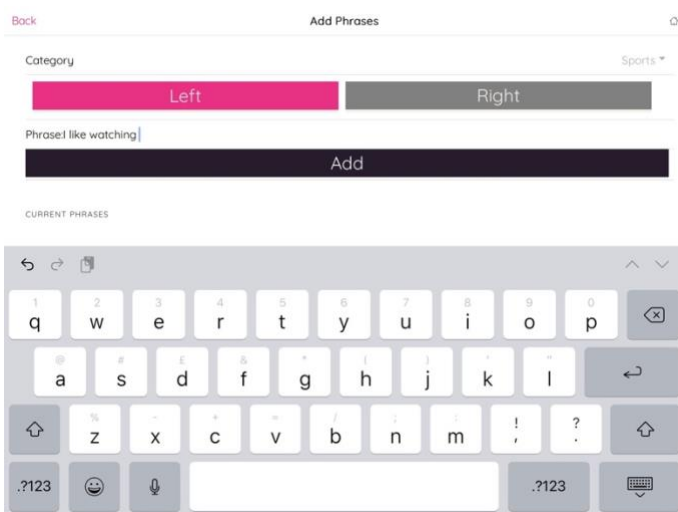To add phrases to this category, click "**Now add Phrases**".

In this example we will add new phrases to the category.

If you wish to add phrases to the category later, please click the home icon in the top right corner to the home screen.

Select if you want to add your first phrase to the left or right side. The left side of the menu is for sentence starters and the right side of the menu is for the end of sentences. In this example we will start by adding a phrase to the left side.

Click in the "**Phrase**" box to bring up the keyboard.

Enter the name of the phrase and click "**Add**".

In this example, we will add "I like watching" to the left side of the menu.

Category   Sports ▾

Left	Right

Please enter a phrase

Phrase:

CURRENT PHRASES

I like watching

The new phrase will then appear under "**Current Phrases**".

You can keep adding phrases to the category.

When you are finished adding phrases, press the "**Home**" icon in the top right corner to return to the home screen.

Removing a category

To remove a category, click the **category icon with the +/-** symbols.
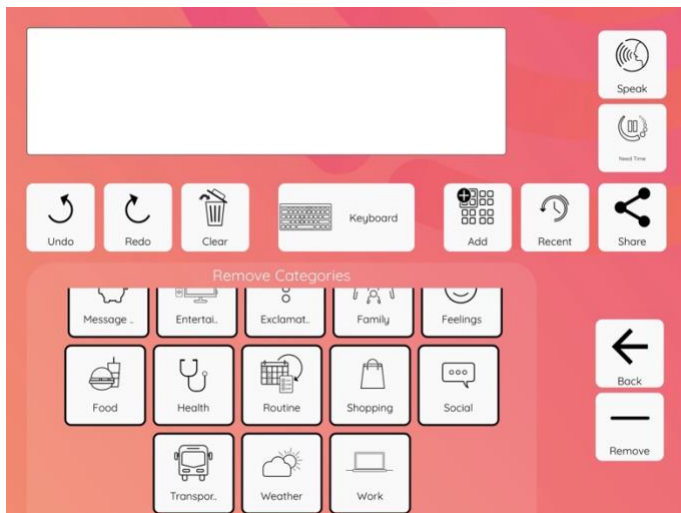

Click "**Remove**"

Select the category/ categories you would like to remove. Selected categories will be highlighted in green. In this example, we will remove the "Sports" category.

Click "**Remove**".

A message will appear to confirm you want to remove the selected category/ categories.

Click "**Yes**" to confirm you would like to remove the selected categories.

When you have removed all the categories you would like to remove, click "Back" on the next screen to return to the home screen.