Editing Phrases & Categories

This guide contains a summary of how to add phrases and categories to the SpeakUnique app.

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



Click "Name of new category" to bring up the keyboard.

Type the name into the space where it says 'Name of Category'

Enter the name for your new category.

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





Add Categories

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Select an icon for the category the selected icon will be highlighted in green.

In this example we have selected the kite shape.

If you have selected an icon towards the bottom of the page, you may need to scroll back up to where you entered the name of the category, to see the "Add" button.

Click 'Add'.



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A confirmation message will appear along the bottom of the screen to show that the new category has been added.

You can either repeat these steps to add another category, or click "**Back**" in the top left to return to the home screen.

Back

Sport

ise enter a category name

Tap an icon for the new category

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no n	<u></u>		U,			
Family	Feelings	Food	Health	Routine	Shopping	
		~			\bigcirc	Remove

To remove a category, click the **Remove button.**



The heading will change to say "Remove Categories" – select the category or categories you wish to remove.



The selected category will be highlighted in green. You can select more than one category if you wish.

In this example, we will remove the "Sports" category.

Click "Remove"

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Undo	Clear	Add	Share	Speak
ک Redo	Keyboard	Remove selected Categories?	(III) Need Time	() Options
Chat Ent U Health R	ertoinment Exclamation	Yes No rs Family Fee g Social Tra	elings Food	Back
	Work A	Alexa Sport		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.

Please note: removing the category will remove it from the device you are using. If you have synced the categories across multiple devices, it will not remove it from all your devices. Please contact us if you'd like to remove it from your synced content.

If you haven't synced your categories and you remove it, we will not be able to retrieve the category.



The category has been removed.

Please Select your Phrase View

There are two ways to view phrases within the SpeakUnique app; **Split Phrase View** and **Single Phrase View.** You can switch between the Phrase View by going to Options > Single Phrase View.

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	Н	Entertainment lave you see would like to	n o			
		I fancy				
	Have you read the papers?					
	Have you seen the news?					
Back		Add		Remove		

The instructions in this guide have been split into the different views.

Single Phrase View

In Single Phrase view, phrases within your category appear as a single list, as shown here.

<u>Click here</u> for instructions on editing phrases in Single Phrase View.

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['	d like to		g	o out	
l'm		see a film		n	
l'm watching			the news		S
Let's			the	nane	rc
Back		Add		Re	move

Split Phrase View

In Split Phrase View, the phrases are 'split' into pronouns along the top, a left-hand column of sentence starters and a right hand column of sentence finishers.

The idea with Split Phrase View is you can "build" sentences in chunks rather than typing each part of the sentence.

<u>Click here</u> for instructions on editing phrases in Split Phrase View.

Split Phrase View

Adding Phrases

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.



In Split Phrase View, you will be asked to choose if the phrase should appear in the left or right hand side.

The left side 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.

Click "Left"

Hi, how Phrase added < 简 3 (11) Undo Share Clear Speak Add 3 C 1 Redo Recents Need Time Options Keyboard 3 \heartsuit 5 t Favourites sage B ech An Chat Add Ų Nor N 000 \odot Feelings Health Routine Family Social Food Remove 2

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

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3	1		<		
	Clear	Add	Share	Speak	
Redo	Keyboard	• 9 Recents	Need Time	Options	
, .	l yo	u he s	hewe	they me	
Have	e you seen		go for a co	offee	
ľ'	d like to		go out		
l'm	n reading		see a film		
I'm watching			the news		
	Let's	1000 - 000	the pape	arc	
Back		Add	Re	emove	

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.

Add Phrases Please choose a category from the drop down menu

Check that the correct category is selected; in this example, we are adding phrases to the Entertainment category.

Select if you'd like the phrase to be added to the left column or to the right column.

In this example the Left column has been selected and you can see a list of all the existing phrases.

To add a new phrase, click in the "Phrase" space and the keyboard will appear.

ack	Add Phrases	
Please choose a category fr	rom the drop down menu	
Category		Entertainment *
Select which side(s) to add t	ihe new phrase too.	
	Left	Right
Phrase:		
FURDENT DUDACES		
Have you seen		
I'd like to		
I'm reading		
I'm watching		
Let's		
Shall we		
What do you fancy doing		

Back

Category

Phrase

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

Back	Add Phrase	s	a
Select which side(s) t	o add the new phrase too.		
	Left	Right	
Phrase:I didn't like			
	Add		
CURRENT PHRASES			
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In this example the phrase "I didn't like" is being added.

Enter the text and 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 in the top left corner to return to the home screen.

ack	Add Phrases	6
Please choose a cate	gory from the drop down menu	
Category		Entertainment 🔻
Select which side(s) to	add the new phrase too.	
	Left	Right
Phrase:		
CURRENT PHRASES		
Have you seen		
I'd like to		
I'm reading		
I'm watching		
Let's		
Shall we		
What do you fancy d	bing	
I didn't like		
Phr	ase added	

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Hav	e you seen			go for	a co	ffee
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Back		Add	k		Re	emove

Add

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Recents

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Clear

Keyboard

Have you seen I'd like to

I'm reading

I'm watching

Let's

Shall we

3

Undo

C

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Share

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Need Time

go for a coffee

go out

see a film

the news

the papers

(m)

Speak

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Options

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Back

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

You will see above the column of phrases it says 'Remove Phrases from Entertainment'.

The border around the phrases will turn bold to show they can now be selected.

Select the phrase/ phrases you wish to remove from the category.

You can use the "Back" button to exit this screen.



The selected phrase will be highlighted in green, as shown.

In this example we have selected "What do you fancy doing" and "see a film"

Press "Remove".

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ک ا					Speak (
Redo	Keyboard	Remo	ve selected Phrases?	Need Time	Options
F	Remove Phras	Ye	es No	nt	
I'd I	ike to		go tor	a coffee	
	a a dia a	Ξ.	go	out	
	edding	\exists	See	a film	Back
l'm w	atching			u mm	
	et's		the	news	
		\exists	the	oapers	
Sho	all we				
What do yo	u fancy doir	g			Rémove

You will be asked to confirm that you wish to remove the selected phrase.

To remove the selected phrases from within the category, click "**Yes**".

Removing a phrase(s) will remove it from the device you are using. If you have synced the phrases across multiple devices, it will not remove them from your other devices. Please contact us if you'd like to remove it from your synced content.

If you haven't synced your phrases and you remove them, we will not be able to retrieve them.

Single Phrase View

Adding Phrases

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.

Hi, how are you doing today? < 简 (1) 3 Undo Clea Add Speak 9 C \$ Recents eed Tim Options Redo 5 0 🖻 Hi Hell r i \bigotimes t 0 e y u p w q Ļ d f а s g h k ? \diamond \Diamond b V n m Х С Z .?123 ₽ .?123 ...

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.



A confirmation message will appear to show the phrase has been added

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S		9	(1)	Ø	
Redo	Keyboard	Recents	Need Time	Options	
	F	lave you seer	า		
		I'd like to			
		l'm readina			
		I'm watching			
		Let's			
Back		Add	R	emove	

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.

ck	Add Phrases	
Please choose a category from t	he drop down menu	
Category		Entertainment *
Phrase:		
CURRENT PHRASES		
Have you seen		
'd like to		
'm reading		
'm watching		
Let's		
Shall we		
What do you fancy doing		

Check that the correct category is selected; in this example, we are adding phrases to the Entertainment category. You can see a list of all the existing phrases already in this category.

To add a new phrase, click in the "**Phrase**" space and the keyboard will appear.

ack				A	dd Phrases					
Please cho	ose a categ	pory from th	he drop dow	n menu						
Category									Entert	ainment *
Phrase:I do	in't like									
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CURRENT PHI	RASES									
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5 ∂[2	*18 3	e *	6	liked 6		8	9		~ ~
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In this example the phrase "I didn't like" is being added.

Enter the text and click "**Add**" to add the phrase to the category.

ack	Add Phrases	
Please choose a category from	the drop down menu	
Category		Entertainment *
Phrase:		
CURRENT PHRASES		
Have you seen		
I'd like to		
I'm reading		
I'm watching		
Let's		
Shall we		
What do you fancy doing		
I don't like		
Phrase added		

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

When you have added all the phrases you wish to add, press the "**Back**" button in the top left corner to return to the home screen.

3			<	(11)		
Undo	Clear	Add	Share	Speak		
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Add

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Recents

Have you seen I'd like to

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Undo

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Options

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Back

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

You will see above the column of phrases it says 'Remove Phrases from Entertainment'.

The border around the phrases will turn bold to show they can now be selected.

Select the phrase/ phrases you wish to remove from the category.

You can use the "Back" button to exit this screen.

< 简 3 (11) Undo Add Clear Share Speak C 3 (1) 0 Redo Need Time Options Keuboard Recents I'm reading ← I'm watching Let's Back Shall we 前 What do you fancy doing I don't like Remove

The selected phrase will be highlighted in green, as shown.

In this example we have selected "I don't like"

Press "Remove".

ainment'. order around the phrases will

-		***			
J Undo	Clear	Add	\$ Share	() Speak	
ک Redo	Keyboard F	Remove selected Phrases?	(III) Need Time	Options	
	Remove Phras I'm	Yes No reading	nt		
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	Let's				
	Shall we				
	Remove				

You will be asked to confirm that you wish to remove the selected phrase.

To remove the selected phrases from within the category, click "**Yes**".

Removing a phrase(s) will remove it from the device you are using. If you have synced the phrases across multiple devices, it will not remove them from your other devices. Please contact us if you'd like to remove it from your synced content.

If you haven't synced your phrases and you remove them, we will not be able to retrieve them.

When you have removed all the phrases you wish to, use the "**Back"** button to return to the category.

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ک Redo	Keyboard	Recents	(II) Need Time	Ø Options		
_	Remove Phrases	from Entertain	iment	_		
	l'd l	ike to				
	I'm reading					
	I'm watching					
	Let's					
	Shall we					
	What do yo	u fancy doin	g			