

Getting **Started**

Tobii™ **SymbolMate**



Tobii SymbolMate Getting Started Guide

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Tobii™ **SymbolMate**

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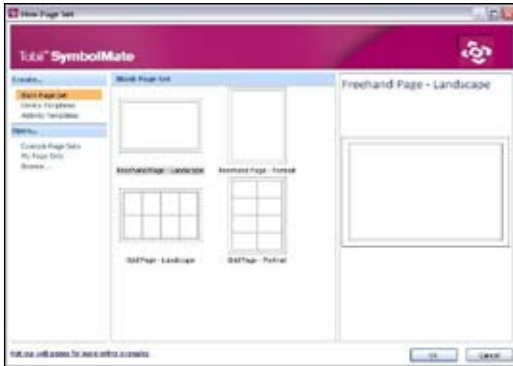
Welcome to SymbolMate

SymbolMate allows you to create paper-based activities for education and communication. These pages can be creatively used in the home, therapy center or classroom environment, or used as a graphical overlay on a communication device.



1. Installing, Starting & Activating SymbolMate

- Once inserted, the CD should start automatically. If not, start the CD from My Computer. Follow the instructions in the **Installation Wizard**.
- Install both the **SymbolMate** software and the **SymbolStix** library.
- When installation is successfully completed, the icon below will be placed on your desktop. Double-click on the icon to start SymbolMate.
- Your **serial number** can be found on the CD box or license information sheet. To move the license to a new computer, first deactivate the current license.
- After successful installation, you are advised to ensure that your software is up to date. Select **Help / Check for Updates** and perform this check regularly.



2. The New Page Set window

- SymbolMate will open on the New Page Set window. Here you can start to create your own new pages, view the Example Page Sets or use one of the Device or Activity templates provided.
- New pages you create or templates you have edited can be printed and used as paper resources or inserted into a communication device.
- Select **File / New** or **File / Open** to return to the New Page Set window at any stage.



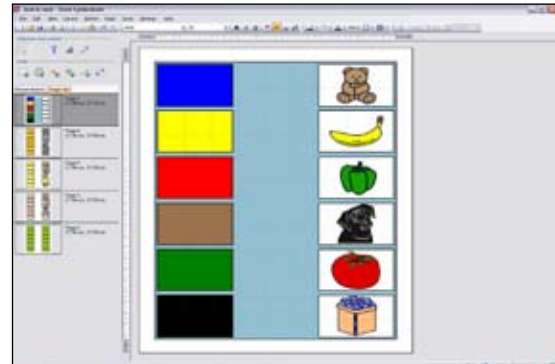
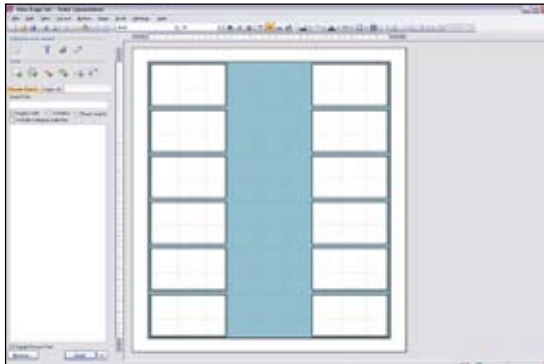
3.1 Using a Device Template

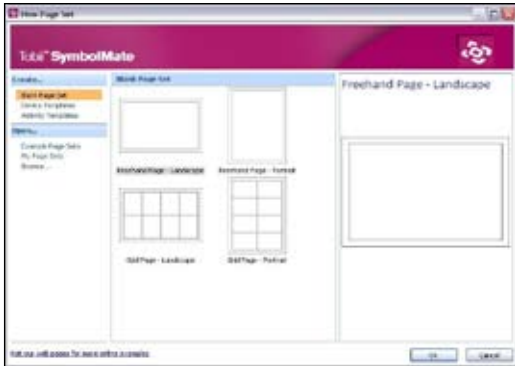
- Templates for several common communication devices are provided. From the New Page Set window, select **Device Templates**, find your device, and select **OK**.
- Blank buttons are provided in the correct positions for your chosen device. You can now design your own pages in the pre-set button locations, print your page, cut it to size if necessary, and insert into the device.



3.2 Using Activity Templates or Example Page Sets

- Templates for several activities are provided, and can be edited, printed and cut to size if necessary.
- For an example of how an Activity Template could be edited, select **Activity Templates / Match / OK**. This is a blank Activity Template where you can insert pictures of matching items in either column. To see a completed version, return to the New Page Set window and select **Example Page Sets / Match / OK**. These could be cut up and used as cards or as a worksheet where lines are drawn between matching items.

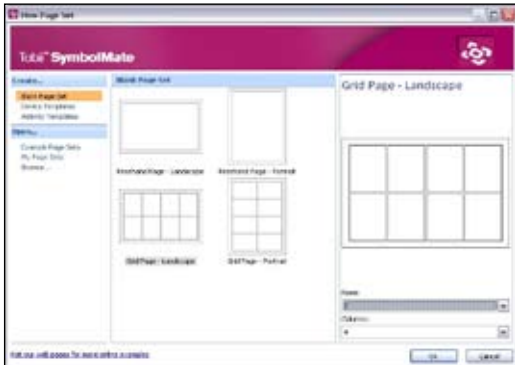


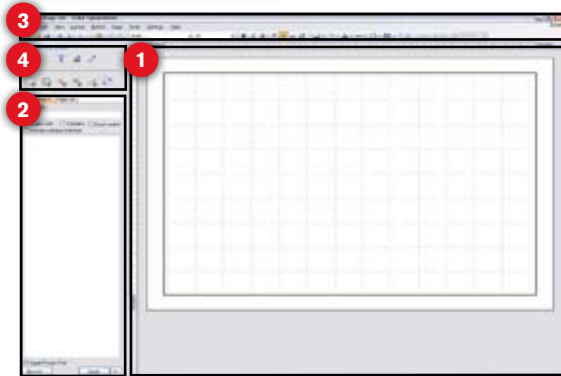


4. Creating a New Page Set

You can **easily edit and save any existing Page Set** and use it as your own, or you can create new pages, as is described below.

- From the New Page Set window, select **Blank Page Set** and then a non-grid or grid-based layout. **Non-grid** (blank) pages allow you to place buttons anywhere on a page. **Grid-based** pages lock the buttons into a grid layout, although button positions within the grid can easily be swapped.
- If you select a grid layout, you can specify the number of **rows and columns**. Click on a grid template and then use the drop-down options below the preview window to set the number of rows and columns.
- You can **add/remove** rows and columns and alter the space between buttons, at any stage in the editing process, using the tools pictured here.





5. Edit View & The SymbolMate Tools

Edit View is where you will preview, edit or design all your Page Sets.

1. The Work Area is where you will see pages that you are editing or designing. Drag the borders to resize this area.

2. The Picture Search is where to search for images for your buttons. **Apply** one main picture or **add** multiple pictures to buttons.

The Page List provides a thumbnail image of each page in the Page Set.

3. Additional functions such as adding rows and columns, changing button shape, font size and print and save are located here.

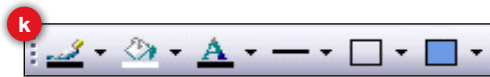
4. The Tools are located to the top and left of the work area. Hold your mouse over each icon to see its name.

a. **Pointer Tool:** Select items on your page with this tool.

b. **Insert Text Tool:** Select your button and then this tool.

c. **Edit Picture Tool:** Select the button containing the picture you wish to edit, and then this tool.

d. **The Color Picker Tool:** Applies one button's color



scheme to any further buttons. Select the tool, then the button you wish to copy, and continue to create new buttons.

- e. **Insert Button:** Adds a new button to the page. Choose a shape from the Button Shape options at the top of the work area.
- f. **Insert Polygon Button:** Draw a button of any shape, for example around an image, to create unique buttons.
- g. **Insert Additional Text:** Add text anywhere on the page or button.
- h. **Insert Additional Picture:** Add a picture anywhere on the page or button.
- i. **Insert Line:** Draw a line of any color or width.
- j. **Duplicate Objects:** Select this tool, then a button you wish to copy and drag the mouse off the button to create duplicates.
- k. The **appearance** of the button, including the position of text or pictures within the button, can be changed using these tools.



6. Printing your Page Sets

All print settings are adjusted either in **File / Page Setup** (changes the default print settings for a Page Set) or in **File / Print / Scaling** (changes the print settings for a single instance).

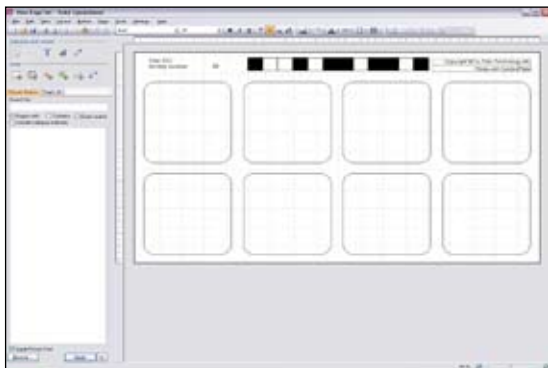
Device Templates will print in a size to fit your chosen device and will be top and left aligned on the page. After printing, you can cut the page to size if necessary.

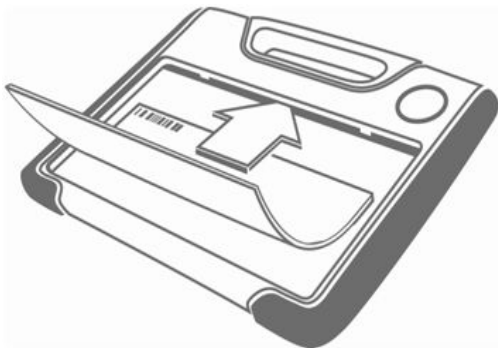
New pages you create will automatically stretch to fit the whole page.

7. Barcodes and the Tobii S32

If you are using SymbolMate with the Tobii S32 device:

- From the **New Page Set** window, select a Tobii S32 **Device Template** with the appropriate number of buttons (1 – 32).
- Select an **Activity Number** for the page you are editing. This will create a unique barcode which, when inserted in the Tobii S32, informs the device which Page has been inserted, and which actions the buttons should perform.





- Design your page or import existing pages, then print and cut to size. Slide your page into position on the Tobii S32 and insert the corresponding keypad.
- See the Tobii S32 User Manual for further instructions on customizing the device setup.

Finally...

Please back up all computer files occasionally, including your Page Sets. The **My SymbolMate Page Sets** folder, located in My Documents, should be placed on a separate computer or memory device for safekeeping.

This booklet contains limited information. For more details, please see the **User Guide**. A searchable Help function is available within the software. Select **Help / User Guide** or **Help for Tobii SymbolMate**.

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