**Imagetalk Symbol Writer Handbook Content**

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**What is Imagetalk Symbol Writer**

Imagetalk® Symbol Writer is an assistive software application that enables unified mobile and face-to-face messaging and calendaring on a mainstream mobile device with the assistance of symbols and speech synthesis. It is suitable for you, who need augmentative or alternative communication (AAC) solutions. With the help of Imagetalk, you who cannot use a text-based or speech-based device, can communicate with your community.

Imagetalk Symbol Writer runs on Symbian Series 60/90 touch-screen devices, such as Nokia 7710. It has an ergonomic widescreen and enough speed and memory to perform the symbols-based actions. Imagetalk turns the mobile device to a feature-rich assistive tool. The concept of Imagetalk is truly inclusive and empowering.

The message partners of the Imagetalk user can use ordinary mobile phones for sending and receiving messages, as well as for performing interactive telephony.

**How to use the Imagetalk Handbook**

We have tried to make Imagetalk both effective and easy to learn and understand. Imagetalk can respond to your individual needs, because there are numerous possibilities to customize the user experience.

In order to be able to teach and assist the actual user you should get well in touch with the user interface and functionality of Imagetalk. Therefore this handbook contains detailed descriptions of the most common use cases.

Our experience is, that the suitability and quality of the symbol book can be decisive for the user experience. Therefore, we recommend to put emphasis on the book design in Imagetalk® Book Editor. Taking part of an Imagetalk training course can be a good way to learn book design strategies.

The initial definitions and settings for the Imagetalk user may already have been done when you get in touch with the Imagetalk application. If you, however, need to install, reinstall or setup the application, you find comprehensive instructions on our web pages at:

http://www.imagetalk.net

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http://www.imagetalk.net
Requests and technical support: support@imagetalk.fi
Imagetalk Symbol Writer functionality
Imagetalk Symbol Writer is touch-screen operated. You perform an action by selecting the according symbol. The basic features of the Imagetalk touch-screen interface are the following:

1. The four operation modes, Archive, Inbox, Calendar and Composer run in a sequence, and can be identified by color and indicator. The selected mode is shown in the Mode button on the left side of the screen.

2. You select symbols and other objects on the screen with single-tap. By keeping a symbol pressed, you open the according info view.

3. Corners and edges are used for common actions, such as Speak in the upper left corner, View in message view in the upper right corner, Page up and down in the lower corners, Mode button on the left side and Menu button on the right side. It is easier to hit buttons in corners and on edges, as you get tactile support. Note that when you open the message in the message view by selecting View, the button changes to Back with which you return to the basic view.

4. The Display strip separates the message area and the selection area. It shows how many pages the selection area contains (for instance, in Composer, how many pages the book or a certain folder contains), and which of these pages is currently selected.

5. The menu contains actions and settings available in a certain mode.

6. The size of symbols and buttons have been designed so, that all selections can be made with the fingertip, and don’t require motoric skills.

7. You can interactively see which symbol you are pointing to by an orange cursor behind the text below the selected symbol. The symbol is not selected before you release your finger. Thus, you can Glide&Release the cursor to desired symbol. This functionality applies also to the virtual keyboard.
How to Compose an Imagetalk Message

By default Imagetalk opens in Composer view. However, if your application is in another mode, do the following:

1. Move to Composer by selecting **Mode** once or more. Your previous unsaved message is visible on the **message row**. Otherwise the message row is empty.

2. Compose the message by selecting symbols one by one from the **symbol book**.

3. Remove symbols from the end of the message by selecting the according symbol. Erase the whole message by holding the message row until the message disappears.

If the message row is full, and you add one more symbol to the message, it is shown as the last symbol on the message row.

If you want the message spoken, select **Speak** or press anywhere on the message row, except on the last symbol. If you want to view the whole message, select **View**, which opens the whole message in **message view**.

The symbol book consists of consecutive pages. Move from one page to another with **Page down** and **Page up**. The **display strip** shows the amount of pages in your book. The current page is emphasized in green.

The symbol book can contain folders. When you select an (orange) **static folder**, the content of that folder is opened in the book area, but the folder symbol is not added to the message. When you select a (green) **dynamic folder**, it is opened in the book area, and simultaneously the folder symbol is added to the message. With dynamic folders you can easily link words and expressions to logical chains, thus enhancing the speed, quality and educational value of the communication. A folder can contain several pages, and there can also be more folders inside a folder. Close a folder by selecting **Back**. In case of dynamic folders you then move to the first page.

If the text does not fit on the text row below the symbol, hold the symbol until
the Info view opens above the selected symbol and shows the text untruncated. If speech synthesis is set on (Info & Speak or Select & Speak), the symbol is spoken. Choose Thumb up to add selected symbol to message. Close the info view without selecting the symbol with Thumb down.

When you have composed your message, select Menu to open the Composer menu. The following actions are available:

- **Send** sends the message to one of your message partners, if you have Messaging module available, see How to send a message, page 11.
- **Save** stores the message in the Archive, if you have Archiving module available, see How to save a message, page 13.
- **Add to calendar** creates a calendar message, if you have Calendaring module available, see How to create a calendar message, page 17.
- **Delete** removes the message from the message area.

There are other actions and settings in the Composer menu:

- **Write** opens the virtual keyboard on the touch screen. If you have added a symbol to the message area, the text that you type with the keyboard is attached to that symbol. If the message area is empty, the text, which you type is attached to the default symbol.
- **Speech settings** with such alternatives as Navigate & Speak, Select & Speak, Show & Speak, Speak and Silent. Note that the Speak button in the upper left corner of the screen works in all other modes than Silent.
- **Translate settings** with two alternatives: Don’t translate and Translate. If translate is on, the selected symbol is translated to the target language on the message row, and Speak interprets it in that language.
- **Close application** closes the Imagetalk application for eventual setup and maintenance tasks. Requires a four-digit pin code.
- **Update** makes a software and symbol book update over-the-air. It automatically checks if there are new updates available, and takes care of the installation. Requires the same four-digit pin code.

If you want to return back to the symbol book without selecting any action, close the menu by selecting Menu again.
How to Send an Imagetalk Message

After composing a message, you can send it to your message partner. \(^1\) Note that this feature requires the Messaging module (see Book Editor handbook).

1. Select Menu. The Composer menu opens.

2. Select Send. The address book opens, and your available message partners are displayed.

3. Select the message partner to which you want to send the message. If you have more than one page of message partners, move to desired page with Page up and Page down. The display strip shows how many pages you have in the address book. Current page is emphasized in green.

4. When selecting a message partner, the info view opens. Select Thumb up to confirm the sending or Thumb down to cancel.

How to Make and Receive Calls

1. In Composer menu select Dial. The address book opens, displaying your message partners.

2. Select who you want to call to. Th info view opens.

3. Select Thumb up to call or Thumb down to cancel. If you have the Speak setting on, the symbol book opens, and you can use your talking symbols interactively during the phone call.

4. When you want to end your phone call, select Hangup from the Composer menu.

When somebody calls, the Info view opens, showing who is calling.

1. Select Thumb up to answer the call or Thumb down to reject it. If you have the Speak setting on, the symbol book opens.

2. End the call with Hangup from the Composer menu.
How to Add Message Partners

You can easily add, edit or delete your message partners in the Address book. To add a new partner, do the following:

1. Select Address book from the Composer menu. The pin-code dialog opens. The Address book is protected with your four-digit pin code.

2. Type the pin code and select Unlock. The Address book opens.


4. Select the symbol for your new message partner. If you select several symbols, the program will pick the last one. Select Menu to continue. The virtual keyboard opens.

5. Type the name of your new message partner. Select Enter to continue. The numeric keyboard opens.

6. Type the telephone number of your message partner. Select Thumb up to complete. The new message partner is added to your Address book.

How to Edit or Delete Your Message Partner

You can edit the data of an existing message partner in the following way

1. and 2. as above

3. Select and hold the message partner which you want to edit, until the info view opens. Select Thumb down to delete the message partner. Select Thumb up to edit the data. The Composer opens, and the current symbol for your message partner is placed on the message row.

4. Select a new symbol or leave the current. Select Menu to continue. The virtual keyboard opens.

5. and 6. as above.
How to Save an Imagetalk Message in the Archive

1. Compose the message and select Menu. The Composer menu opens.

2. Select Save. Imagetalk saves your message so, that the last saved message is shown as the last one in Archive. Note that this feature requires Archiving module (see Book Editor manual).

3. Proceed to view other archived messages or move to another mode with the Mode button.

How to View and Show Archived Messages

1. Move to Archive by selecting Mode.

2. Select from Archive the message which you want to view or show to somebody. The display strip shows how many pages of messages you have in your archive. The current page is emphasized in orange. The selected message is shown on the message row.

3. If you cannot see the whole message on the message row, select View to open the message in the message view.

4. If the message is longer than what can be shown in the message view, select Page up or Page down to navigate to desired page.

5. Select Close to close the message view and return to the archive view.

6. If you want the message spoken, select Speak. The speech button is available both on the message row and in message view.

All other Archive actions and settings can be found in the Archive menu, which you open with Menu button. There you can find the following:

   - Edit moves the message to Composer, where you can edit it and, for instance, send it to your message partners.
   - Delete removes the message from Archive.
How to View an Incoming Imagetalk Message

Imagetalk alarms of an incoming message with a beep, with a speak and by opening the info view displaying the message partner symbol.

1. Select Thumb up to open the message in Inbox. The message symbol is blinking and the message is inserted on the message row.

2. Mark the message read by selecting the blinking symbol.

If you don’t want to check the message at once, but want to continue for instance with composing a new message:

1. Select Thumb down in the info view. The info view closes and the Inbox indicator in the Mode button starts to blink. Imagetalk repeats the beep and the speak with a certain interval, until you open Inbox and check the message.

2. Move to Inbox by selecting Mode. The message is opened on the message row. If there are several unchecked messages, the oldest is open.

3. Check the message by selecting the blinking symbol. The indicator turns grey.

4. If you have several pages of messages, navigate with Page up and Page down. The display strip shows the amount of pages. The current page is emphasized in red.

5. You can have the selected message spoken with Speak.

6. If the message contains more icons than what can be shown on the message row, open the message in message view with View. Select Back to close the message view and return back to Inbox.
7. Select **Menu** to open the **Inbox menu**, where you have the available actions and settings:

- **Reply** opens the Composer with the recipient chosen. Compose the message and select **Send** to send the reply.
- **Forward** opens the Composer with the message opened on the message row. Select **Send** and select the message partner to which you want to forward the message.
- **Save to archive** moves the message from your Inbox to your Archive. Thus you can store your important messages and yet keep your Inbox trim.
- **Delete** removes the message permanently from your Inbox.

7. Leave the menu by selecting **Menu** again.
How to Create a Calendar Message

A calendar message is like any other Imagetalk message, except that it has a time stamp plus alarm and reply settings. To create a calendar message:

1. Compose the message. A calendar message may contain only one symbol, but you can add more clarifying and descriptive symbols, such as: [breakfast] [banana] [juice] [sandwich]

2. Open the Composer menu and select To calendar. The settings view opens. Note that this requires the Calendaring module (see Book Editor manual).

3. Define the time stamp of your calendar message:
   - **Day and month:** The default is current date. If you want to change the date, select the day symbol and change the value with Previous and Next. Change the value of month the same way.
   - **Hours and minutes:** The default is the next even five-minute slot from current time. To change the time, select the hour or minute symbol and change the value with Previous and Next.

4. If needed, define the message to repeat at certain intervals. Select the repeat symbol and change the value with Previous and Next.
   - **No repeat:** The default value is "No repeat", which means that the calendar message appears only once.
   - **Daily:** The message is repeated every day at defined time.
   - **Weekdays:** The message is repeated every weekday, Monday to Friday.
   - **Weekend:** The message is repeated on weekend, Saturdays and Sundays.
   - **Weekly:** The message is repeated once a week at defined day and time.
   - **Monthly:** The message is repeated once a month at defined date. If the date is not available for a certain month, the message does not appear.

5. Define the alarm-and-reply setting. The default is "alarm". Change the value the same way as above. The alternatives are:
   - **No alarm:** The calendar message is placed in the calendar in proper time
6. If you choose an alarm-and-reply setting which implies an automatic reply, select the message partner to which the autoreply is sent. Select the message partner symbol and browse the available message partners with Previous and Next.

7. If you define a SOS message, you can modify the response time within which the user should react on the SOS message before an alarm is sent.

8. When you have defined the time stamp, the repeat and the alarm-and-reply setting, select Thumb up to place the message in the calendar. Leave the parameter view without saving the message with Thumb down.

Your newly defined calendar message is highlighted. Check if it was put in proper place with proper options. To redefine the message, select it, open the Calendar menu, and select Settings.

Note that you can easily make an exception to a repeating message by redefining its time stamp. Say you have a weekly event on Monday 12:00, but the upcoming Monday is an exception. Just redefine the time stamp of the repeating message to next Monday. It disappears from the calendar of the upcoming Monday but reappears the next Mondays.

If you want to remove a calendar message, select Delete from the menu.
How to Browse the Calendar

Open the Calendar by selecting **Mode**. The Imagetalk calendar has two views, **day** and **week view**. When you open the calendar you get by default the current day view with the **cursor** on the current calendar message, and the (beginning of the) message opened on the **message row**.

The messages are placed on calendar pages in time order. Past messages are greyed and alarming messages are emphasized with an orange blinking cursor.

A day view can contain more than one page of messages. You can browse back and forth in time with **Previous** and **Next**.

The **display strip** shows the amount of pages in the current day view. The current page is emphasized in blue. It also shows the colour of the **current day** to the utmost right. In order to view messages of other days:

1. Select the **weekday symbol**. The **week view** opens, and you see the colour-coded symbols of the weekdays.
2. Move back and forth week by week with **Previous** and **Next**. The displays strip shows you how many weeks you have moved from the current week with the amount of left or right arrows. The current week has no arrows.
3. Move to desired day by selecting the according symbol.

The calendar can contain **repeating messages** indicated by a blue cursor.

In the **Calendar menu** you find all the actions and settings for the selected calendar message. Select **Menu** to perform the following:

- **Send** opens the calendar message in the Composer. Edit the message and re-save it in the calendar by selecting **Menu**.
- **Settings** opens the settings of the selected message. You can move the time stamp or redefine the repeats and alerts. Select **Thumb up** to accept the changes.
- **Clock and timer** activates the **Clock and timer view**, which displays date and time with five icons: Weekday, Date, Month, Hours, Minutes.
timer always shows the remaining time to the next upcoming calendar message with a time bar, which turns successively from red to blue. Press the enlarged icon to close the timer. !Note that if Clock and timer view is set on, it pops up as a screen saver whenever you leave the application untouched for a minute.

Delete removes the message from the calendar permanently.

### When the Calendar Alarms

Imagetalk alarms of an calendar message with a beep, with a speak (if speak is set on) and by opening the info view displaying the first symbol in the message. If you want to check the message at once:

1. Select Thumb up to open Calendar. The alarming message symbol is blinking and the message is opened on the message row.
2. Check the message by selecting the blinking symbol.

If you don’t want to check the message at once, but want to continue for instance with composing a new message:

1. Select Thumb down in the info view. The info view closes and the Calendar indicator starts to blink in the Mode button. Imagetalk repeats the beep and the speak with a certain interval, until you open the Calendar and check the message.
2. Move to Calendar by selecting Mode. The alarming message symbol is blinking and the message is opened on the message row. If there are several unchecked messages, the oldest is open.
3. Check the message by selecting the blinking symbol.