HOW-TO: SFY Vocab Copying and Air Dropping

It's important to share updates across devices that house a student's Speak For Yourself communication systems. Good practice is for the team (including family) to decide to always make changes on one device and then air drop them to the other/s. This ensures we will not lose someone's important work, and the student is not frustrated by inconsistent word availability. As well, it is important to have regular back ups done. When any editing is complete— including copying and air dropping a vocabulary—please be sure to turn on any editing locks that were in place.

Vocabulary Copying
1. Select the Settings Gear icon from the top right side
2. Choose Vocabulary
3. Choose Backup the Vocabulary and Photos
4. Choose Save a Back Up on This Device
5. Done

Air Dropping a Vocabulary to Another iPad
1. Turn on receiving iPad and turn off its guided access
2. Open SFY on the receiving iPad
3. Select the Settings Gear icon from the top right side of the receiving SFY
4. Choose Vocabulary
5. Choose User
6. Choose "+" and enter an appropriate user name, i.e. 0-name-month-year; add a -2 or -3 as needed
7. Select the newly created User
8. Select the Settings Gear icon from the top right side of the original SFY
9. Choose Vocabulary
10. Choose Backup the Vocabulary and Photos
11. Choose Share a Back Up (AirDrop)
12. Choose the AirDrop icon
13. Select the receiving iPad
14. Done
15. Turn Menu Passcodes and Guided Access ON as appropriate

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