

HOW-TO: Touch Chat Vocab Copying and Air Dropping

It's important to share updates across devices that house a student's Touch Chat 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 "Vocab" from the left side of the orange banner
2. Choose new vocab
3. Select "Menu" from the right side of the orange banner
4. Select "Copy a Vocab"
5. Select the vocab
6. Name the new copy (0-name-month-year; add a -2 or -3 as needed). You can leave the description blank
7. Save

Air Dropping a Vocabulary to Another iPad

1. Turn on receiving iPad and turn off its guided access
2. On the iPad Talker with the vocab to be transferred, select "Vocab" from the left side of the orange banner
3. Choose new vocab
4. Select "Menu" from the right side of the orange banner
5. Select "Import/Export Vocab"
6. Select "Export and Share"
7. Select the vocab; select Done
8. Choose Air Drop; select destination iPad talker
9. Accept the vocab
10. Exit out of Menu as needed
11. Turn Editing OFF and Guided Access ON as appropriate