



Belong. Believe. Achieve.

TDSnap Help Guide for Parents/Carers



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Turn Off Guided Access

Note : *Guided Access must be disabled before you can access the device settings*

- 01 ● **Triple-click the power button**
 - Press the button in quick succession so that the shortcut registers

- 02 ● **Enter the child's date of birth**
 - The device will have the date of birth pre set as the passcode
 - Type the date of birth in **DDMMYY format**
 - Example: 4th March 2016 ➡ 040316

- 03 ● **Tap *End***
 - Look to the top-left corner of the screen
 - Tap **End** to confirm

- 04 ● **Wait for confirmation**
 - A pop-up will appear saying *Guided Access Ended*

Turn On Guided Access

Note : *Guided Access must be enabled before returning the device to the child*

- 01 ● **Triple-click the power button**
 - Press the button in quick succession so that the shortcut registers

- 02 ● **Wait for confirmation**
 - A pop-up will appear saying *Guided Access Started*





- 01 ● Turn Off Guided Access**
 - If you need to, please refer to the **Turn Off/On Guided Access** instructions
 - Wait for the pop-up confirming *Guided Access Ended*

- 02 ● Exit the TDSnap App**

You must return to the iPad home screen before opening Settings

 - **Swipe up from the bottom** of the screen to return to the home screen

- 03 ● Open Wi-Fi Settings**
 - Tap **Settings**
 - Tap **Wi-Fi**

- 04 ● Select Your Home Wi-Fi**
 - **Tap the name of your home Wi-Fi**
 - Enter the Wi-Fi password when prompted
 - **Tap the blue tick** in the top-right corner of the pop-up

- 05 ● Return to TDSnap**
 - **Swipe up from the bottom** of the screen to return to the home screen
 - **Tap TDSnap** to reopen it

- 06 ● Turn On Guided Access**
 - **Triple-click the power button** in quick succession
 - Wait for the pop-up confirming *Guided Access Started*





Note : SYNCING SHOULD NOT BE THE ONLY METHOD USED FOR BACKING UP – IT SIMPLY BACKS UP THE PAGE YOU ARE CREATING – NOT EVERYTHING ON THE ACCOUNT – PLEASE FOLLOW BACKUP INSTRUCTIONS FOR THIS

- 01 ● Open the Sync Menu**
 - Tap the cloud icon in the top-right corner
 - Type the child's date of birth in DDMM format
 - Example: 4th March ➡ 0403

- 02 ● Enter Tobii Dynavox Login Details**

The app may ask you to login with your child's account before syncing

 - **Username:** firstnamelastname@linwood.bournemouth.sch.uk
 - **Password:** Provided to you by the SALT team and within your User Agreement paperwork

- 03 ● Start the Sync**
 - Tap **Sync Page Set** when the menu appears in the top-right cor
 - Wait for the message in the pop-up "**Sync completed successfully**"

- 04 ● Verify the Sync**

Confirming saved versions will ensure that the sync has worked

 - Tap **Saved Versions**
 - Check that the most recent entry matches the date and time that you just synced the page set

- 05 ● Turn On Guided Access**
 - **Triple-click the power button** in quick succession
 - Wait for the pop-up confirming *Guided Access Started*





Backup User Account



Note : A USER BACKUP WILL CONTAIN PAGE SETS AND SETTINGS ASSOCIATED WITH THAT USER – THE BACKUP WILL NOT CONTAIN VOICES – VOICE SETTINGS ARE PRESERVED AND THE SELECTED VOICE WILL DOWNLOAD AUTOMATICALLY IF IT'S NOT AVAILABLE ON THE DEVICE (PROVIDING YOU'RE CONNECTED TO THE INTERNET)

- 01 ● Open the Editing Panel**
 - Tap the **pen icon in the top-right corner**
 - Type the child's date of birth in **DDMM** format
 - Example: 4th March ➡ 0403
 - At the bottom of the screen, tap **User** to expand the full edit menu

- 02 ● Select the User**
 - **Tap your child's name**
 - A Choose a User page will open
 - You will see the child's name, a blue tick, a pencil and a floppy disk icon

- 03 ● Backup the Account**
 - Tap the **floppy disk** icon
 - A pop-up menu will appear with:
 - Backup to myTobiiDynavox
 - Backup to a local file
 - Cancel
 - Choose **Backup to myTobiiDynavox**
 - Name the backup (you can only save a backup with that name once)
 - Tap **Next**
 - A message will appear saying Backing Up
 - When finished, you'll see **Successfully saved *name of backup***
 - Tap **Done** on the pop-up
 - Tap **Done** in the top-right corner of TDSnap





Search for a Button



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- 01 ● Open the Search Tool**
 - Tap the **magnifying glass icon** in the top-left corner of TDSnap
 - Type the child's date of birth in DDMM format
 - Example: 4th March ➡ 0403

- 02 ● Type the Word You Need**
 - In the search bar, **type the word you want to find** (e.g. *librarian*)
 - TDSnap will show you all buttons that contain the word

- 03 ● Follow the Highlighted Path**
 - The buttons you need to press in order to reach your chosen word will highlight with a box around them (all other buttons will be greyed out)
 - **Tap each highlighted button in order**

- 04 ● Hear the Word**
 - When you reach the final button, TDSnap will speak the word





Hide a Button



- 01 ● Navigate to the Button**
 - Go to the page where the button you want to hide is located
 - If you can't find it, please refer to the **Search for a Button** instructions

- 02 ● Enter Edit Mode**
 - Tap the **pencil icon** in the **top-right corner** of TDSnap
 - Type the child's date of birth in **DDMM format**
 - Example: 4th March ➡ 0403

- 03 ● Select the Button You Want to Hide**
 - Tap the **button** - it will highlight blue, just like when you are creating a button
 - A menu will appear on the right-hand side of the screen including an **eye icon**
 - Tap the **eye with a diagonal line** through it to hide the button

- 04 ● The Button is Now Hidden**
 - To show the button again, repeat the steps, but tap the **eye without a diagonal line**

- 05 ● Save Your Changes**
 - Tap **Done** in the top-right corner of TDSnap





Note : Before creating a button, please ensure that the button does not already exist, this will prevent duplicates. For this example we will create a button that is for a staff member working in the child's class

- 01 Choose the First Category**
 - Select the initial category for the new button
 - For this example, tap **People**

- 02 Choose the Second Category**
 - Select the secondary category
 - For this example, tap **Staff**

- 03 Enter Edit Mode**
 - Tap the **pen icon** in the top-right corner of TDSnap
 - Type the child's date of birth in DDMM format
 - Example: 4th March ➡ 0403
 - You will now be in Edit Mode - if there is spaces available on the screen you will see blank buttons with a + symbol in them

- 04 Choose Where the Button Will Go**
 - For a standard-size button, tap any + symbol
 - For a larger button:
 - Tap a **+ symbol**
 - A blue border with blue circles on the corners will appear
 - **Hold and drag** the corner circle to resize the button

- 05 Open the Edit Panel (if needed)**
 - The Edit Panel will usually open automatically once you have chosen your button size and placement
 - If it does not appear, **tap the two upward-pointing arrows in the bottom-left corner of the screen**

PLEASE CONTINUE TO CREATING A BUTTON PART 2





- 01 ● Name the Button**
 - Tap **Label**
 - Type the name you want the button to have (e.g. *Lauren*)

- 02 ● Add a Symbol or Picture to the Button**
 - Under the square that says “No Symbol” choose one of the three options
 - You can choose from:
 - Search the internet for an image
 - Upload your own photo
 - Or if you prefer not to use a picture, just the name label

- 03 ● Change the Buttons Style (OPTIONAL)**
 - On the left-hand side of the edit menu, tap **Style**
 - Here you can change:
 - The background colour
 - The border
 - The label colour, font and size
 - Whether the label appears at the top or bottom of the button

- 04 ● Save Your Changes**
 - When you're happy with the button, tap **Done** in the top-right corner of TDSnap

