Choices2Go App for iPad
User Manual

To see the how-to video and the latest version of this user manual, please visit
canassist.ca/cdc

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NOTE

For important information about your iPad, please refer to Apple's online user guide: https://help.apple.com/ipad/11

CHOICES2GO APP FOR IPAD

TABLE OF CONTENTS

What's Included

iPad, pre-installed with the *Choices2Go* software app

Otterbox protective iPad case

USB power adapter

Lightning to USB cable

A sheet containing your Apple ID and password

ABOUT CHOICES2GO

OVERVIEW

Thank you for downloading *Choices2Go*.

CanAssist's *Choices2Go* is a software app for use on an iPad that helps people with communication challenges indicate their choices in everyday life and in therapy settings.

This app allows the rapid creation of visual, in-the-moment "choice boards" using images from a photo library or the iPad's own camera roll.

Users are given a number of options and are encouraged to tap on their choice, which is then highlighted for several seconds.

CanAssist developed *Choices2Go* in collaboration with Speech-Language Pathologist, Dr. Tessa Lowis, from the Communication Association for Youth and Adults (CAYA).

This user manual provides instructions for setting up and using *Choices2Go*. For instructions on how to use the iPad, please refer to the iPad's online user guide: https://help.apple.com/ipad/11

FEATURES

Using a clean and simple user interface, *Choices2Go* enables users to:

- Create customized visual choice boards in seconds
- Select from custom images, including from the iPad's own camera roll and photo albums
- Instantly access a pre-built "Yes/No" board
- Shake the iPad to scramble the image order

USE AND CUSTOMIZATION

CHARGING

Ensure your iPad is sufficiently charged before using *Choices2Go*.

The iPad takes approximately 5-7 hours to be fully charged.

To charge your iPad, follow these instructions:
1. Connect the supplied **Lightning to USB cable** to the bottom of the iPad.
2. Connect the other end of the Lightning to USB cable to the **USB power adapter**.
3. Plug the USB adapter into an **AC power outlet**.
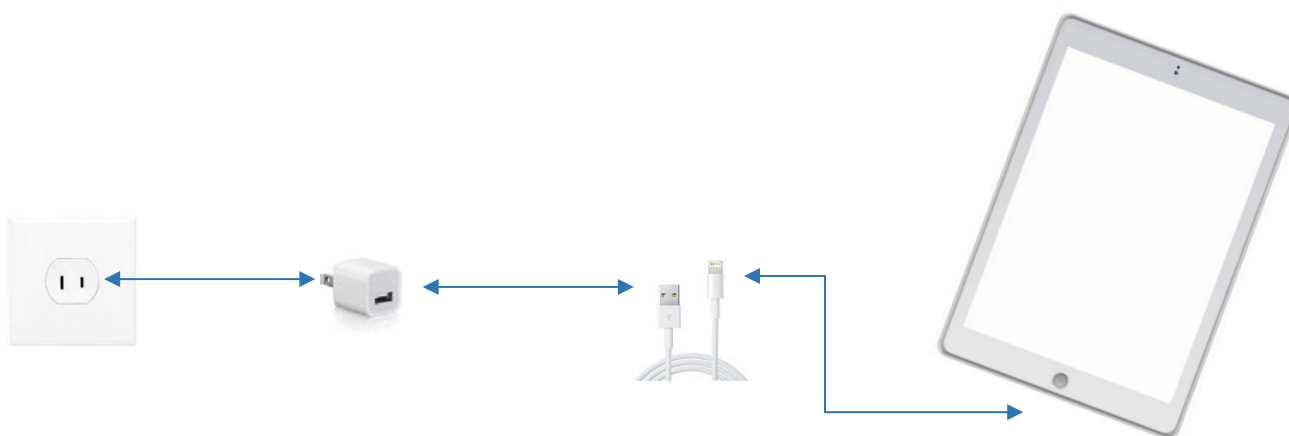
The lightning icon ⚡ that appears to the right of the battery icon 🔋 indicates that the iPad is charging.

This battery icon 🔋 indicates that the iPad is fully charged.

TURNING ON YOUR iPAD

Your iPad must be turned on to use *Choices2Go*.

To turn on your iPad, press then release the button on the top right corner of the iPad.

TAKING PHOTOS FOR CHOICE BOARDS

Your iPad does not come preloaded with any photos. You must first use your iPad's camera to take photos, and then use those photos to create choice boards.

To take photos with your iPad, follow these instructions:

1. On the iPad's home screen, tap the **Camera** icon .
2. Tap and release the shutter icon to take a photo. Take as many photos as necessary.
3. When you're done taking photos, press and release the **Home** button to exit to the iPad's home screen.

Tip: You can also organize your camera photos into a category. See the section "**Creating New Categories in iPad's Photo Albums**" for instructions.

MAIN SCREEN

To launch *Choices2Go*, tap on its icon in the iPad's home screen.
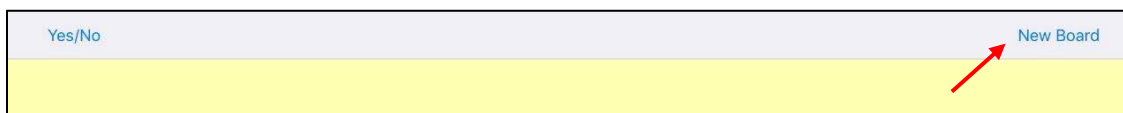
Choices2Go launches to a main yellow screen with a grey bar at the top. The bar displays two options, **Yes/No** on the left side, and **New Board** on the right side.
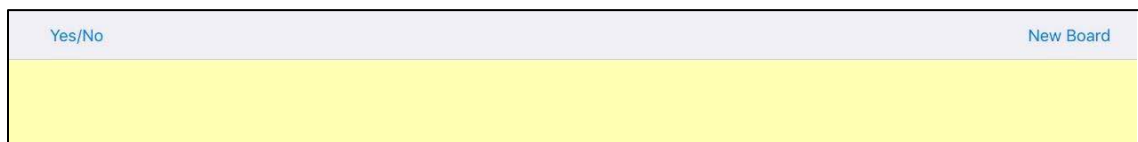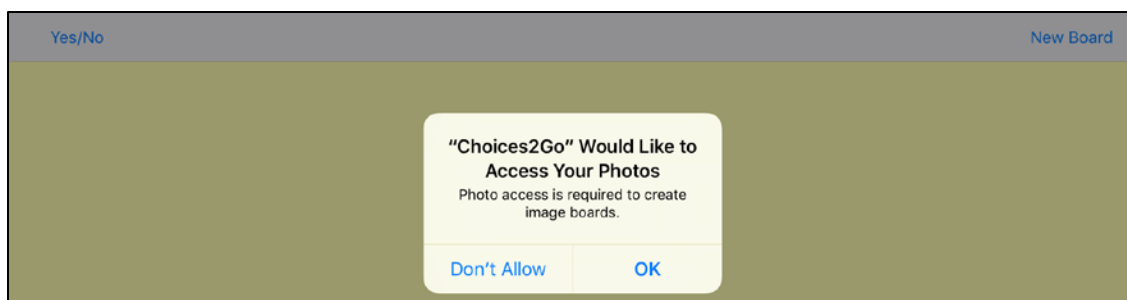

CREATING A NEW CHOICE BOARD

To create a new choice board, follow these instructions:

1. Tap **New Board** on the top right corner of the screen.


2. For first-time users, tap **OK** to allow *Choices2Go* to access your photos.

3. The screen displays a list of categories of photos. Each category is a pre-existing collection of photos (e.g. beverages, snacks, activities, etc.) in the iPad's Photo Albums. To create your own category, see "**Creating New Categories in iPad's Photo Albums**."
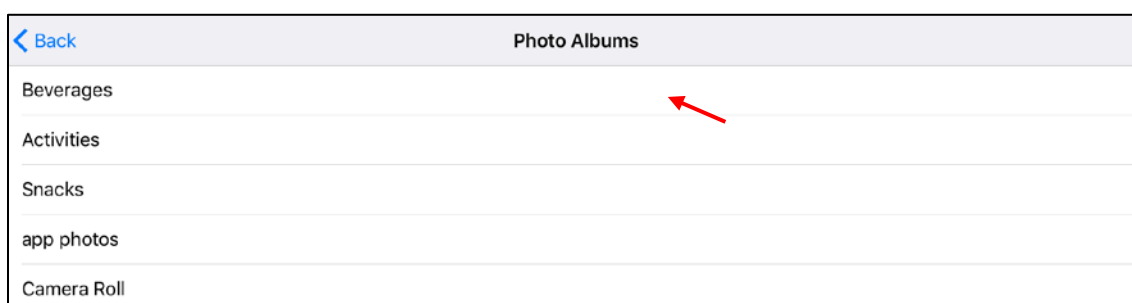
4. Tap the name of the desired category. In this example, **Beverages** is selected. Photos will appear from that category.

5. Tap on the photos you want to appear on your choice board. You can select as many photos as you want. Selected photos will be highlighted in blue.
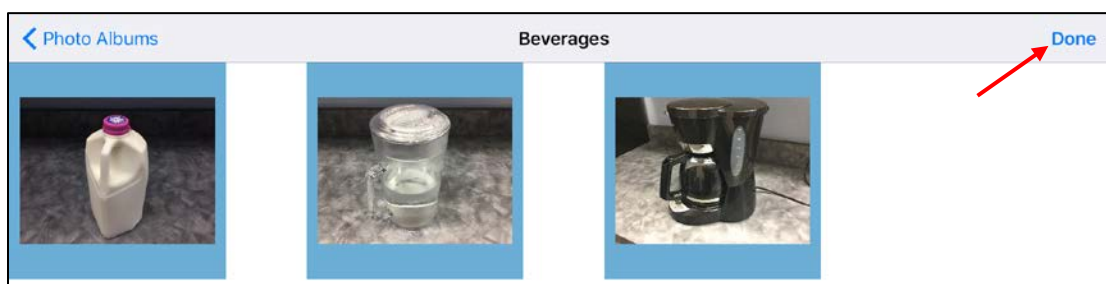
Tip: Selecting more than six (6) photos means the choice board will scroll.

6. Tap **Done** when you've finished selecting the photos. Your customized choice board will be created. The selected photos are now displayed as large buttons on the choice board.
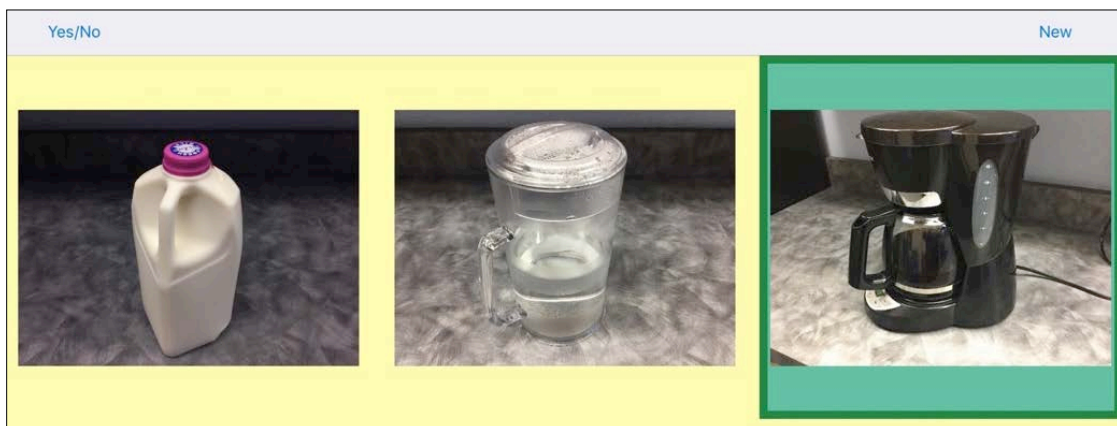
Tip: Shake the iPad to re-arrange the images on the choice board.
Tip: Tap an image three (3) times in <u>quick</u> succession to replace it.

INDICATING A CHOICE

To indicate a choice,

1. Tap the picture that corresponds to that choice.
2. The selected picture is highlighted in green for approximately four (4) seconds.

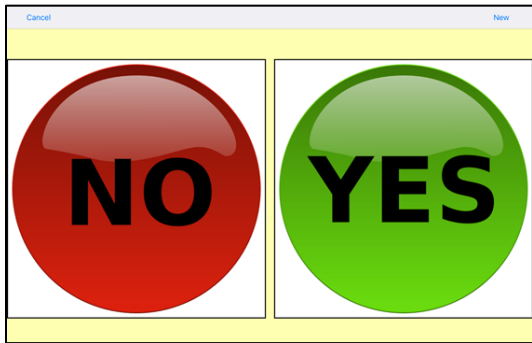3. To indicate a different choice, simply tap the desired picture.

THE "YES/NO" BOARD

The "YES/NO" board is a pre-built choice board that can be accessed at any time. To access the "YES/NO" board,

1. Tap **Yes/No** on the top left corner of the screen.

2. The screen displays a large red **NO** button and a large green **YES** button.

3. Indicate either "YES" or "NO" by tapping on the corresponding button on the screen. The selected option will be highlighted in green for approximately four (4) seconds.

Tip: Shake the iPad to re-arrange the order of the buttons on the choice board.

4. To exit, tap **Cancel**. The screen will show the last choice board you created.


CUSTOMIZING THE "YES/NO" BOARD

The "YES/NO" board may be customized to provide quicker access to a favourite or frequently-used choice board without having to create a new board each time. Customizations to the "YES/NO" board are saved until the user decides to restore the original YES/NO buttons.

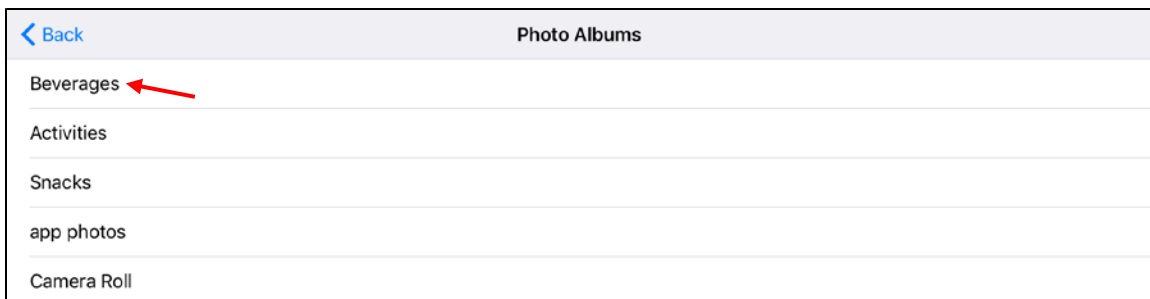To customize the "YES/NO" board, follow these instructions:

1. Tap **Yes/No** to access the "YES/NO" board.
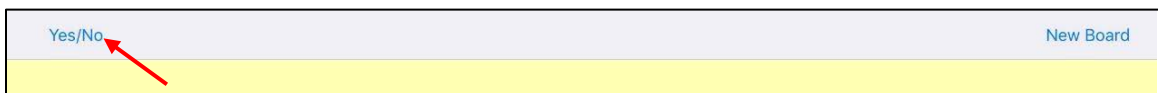
2. Tap on the button you want to change three (3) times in quick succession. In this example, the **YES** button is selected.
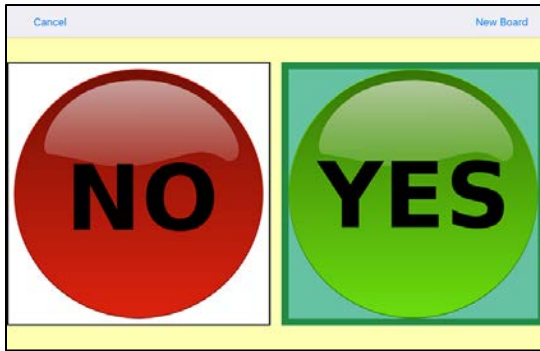
3. Tap the name of the desired category. In this example, **Beverages** is selected.

4. Tap on the photo you want to replace the button you selected. You can only select one (1) photo. The selected photo will be highlighted in blue. In this example, the photo of a milk jug is selected.
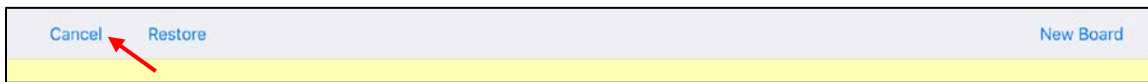

5. Tap **Done**. In this example, the photo of a milk jug replaces the **YES** button.

6. To restore the choice board back to the original "YES/NO," tap **Restore**.

Cancel	Restore		New Board
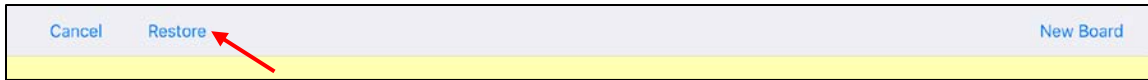
7. You will be asked if you want to restore the default "YES/NO" images. Tap **Restore**.

8. To exit the "YES/NO" board, tap **Cancel**. The screen will show the last choice board you created.

Cancel	Restore		New Board

TRANSFERRING PHOTOS: COMPUTER TO iPAD USING iCLOUD

This section requires you to use iCloud, a cloud-based storage service. If you do not have or prefer not to use iCloud, see the next section, "**Transferring Photos: Computer to iPad Using Other Cloud-Based Storage Options**," for another way of transferring photos to your iPad.

To add more photos from your computer to your iPad's memory, make sure the desired photos are saved on your computer, then follow these instructions:

Part 1: Uploading photos to iCloud on your computer

1. On your computer, double-click any web browser (e.g. Firefox, Chrome, Safari) to launch it.
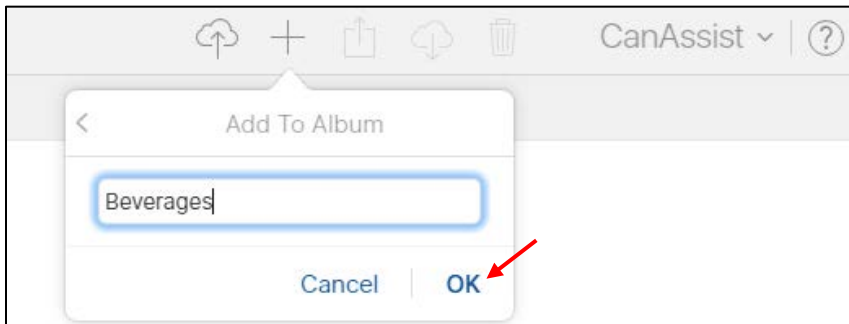2. On the address bar, type https://www.icloud.com.

3. Enter your **Apple ID** and **Password** to sign in.
4. Click the **Photos** icon.

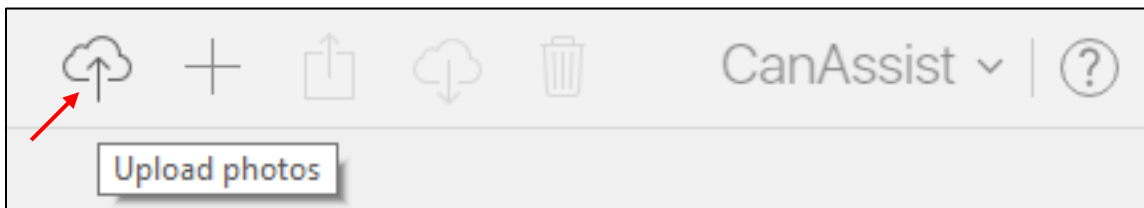5. Click the + sign on the top right side of the screen.
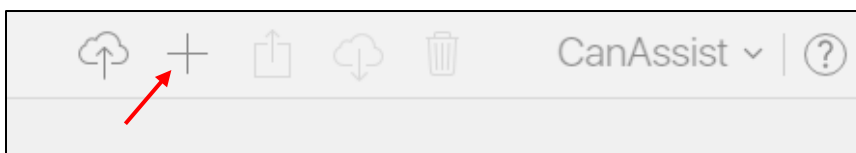
6. Click **New Album**.
7. Type in a name for your album. In this example, **Beverages** is entered.
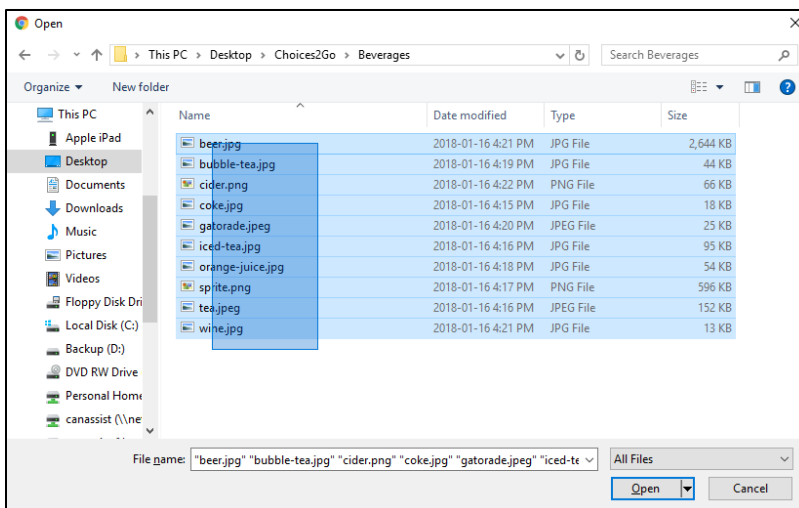

8. Click **OK**.
9. Click **Continue**.


10. Click the **Upload Photos** icon.

11. Locate the folder on your computer that contains the desired photos, then select the desired photos by clicking and dragging a box around them.
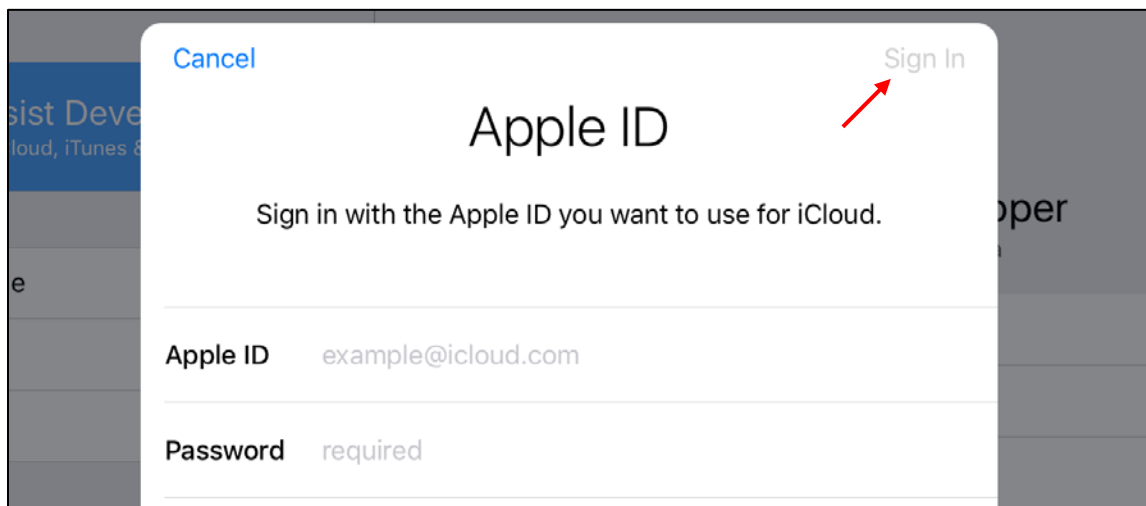
12. Click **Open** on the bottom right corner of the screen.
13. Repeat Steps 5-13 as needed to upload photos and create more albums.

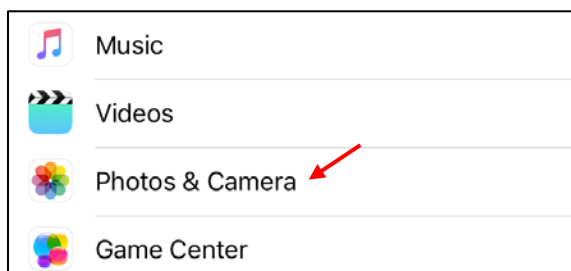Part 2: Moving photos from iCloud to iPad

14. On your iPad's home screen, tap the **Settings** icon ⚙.
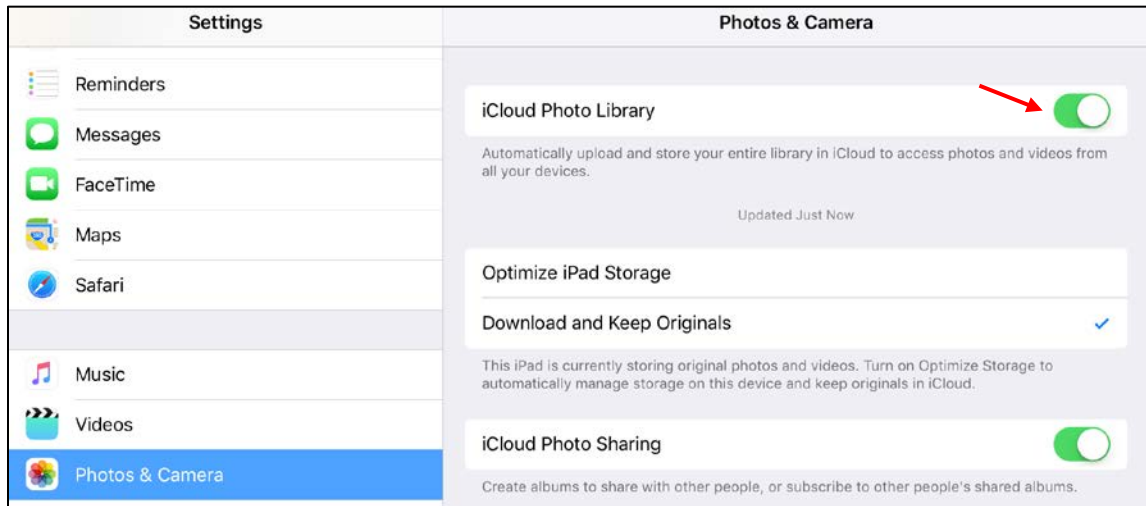15. Tap **iCloud**.
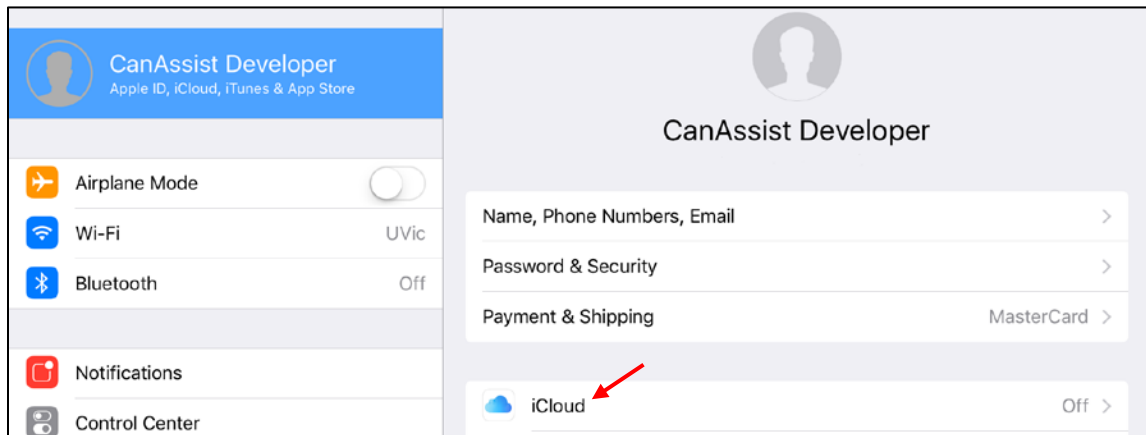
16. Enter your **Apple ID** and **Password**.

17. Tap **Sign In**.
18. On the left side of the screen, tap **Photos and Camera**.

19. Make sure **iCloud Photo Library** is turned on. A green button indicates it is turned on. If the button is white, tap it to make it turn green.

20. After a few moments, your albums and photos in iCloud will automatically be transferred to your iPad. The next time you create a new board in *Choices2Go*, you should be able to see those photo albums.

TRANSFERRING PHOTOS: COMPUTER TO iPAD USING OTHER CLOUD-BASED STORAGE OPTIONS

If you do not have iCloud or prefer not to use iCloud, you may also use other third-party cloud-based storage services to transfer photos from your computer to your iPad. Some of the most popular free cloud-based storage services include Google Drive, Dropbox, OneDrive, Box, and Amazon Cloud Drive.

In this user manual, **Dropbox** was chosen for its simplicity, ease of use, and seamless integration with various operating systems.

To transfer photos from your computer to your iPad, follow these instructions:

Part 1: Uploading photos to Dropbox on your computer
1. Open a web browser and go to **www.dropbox.com**.
2. If you already have a Dropbox account, log in with your credentials. Go to Step 7.
3. If you do not have a Dropbox account, click **Get Dropbox Basic** to create a free Dropbox account.
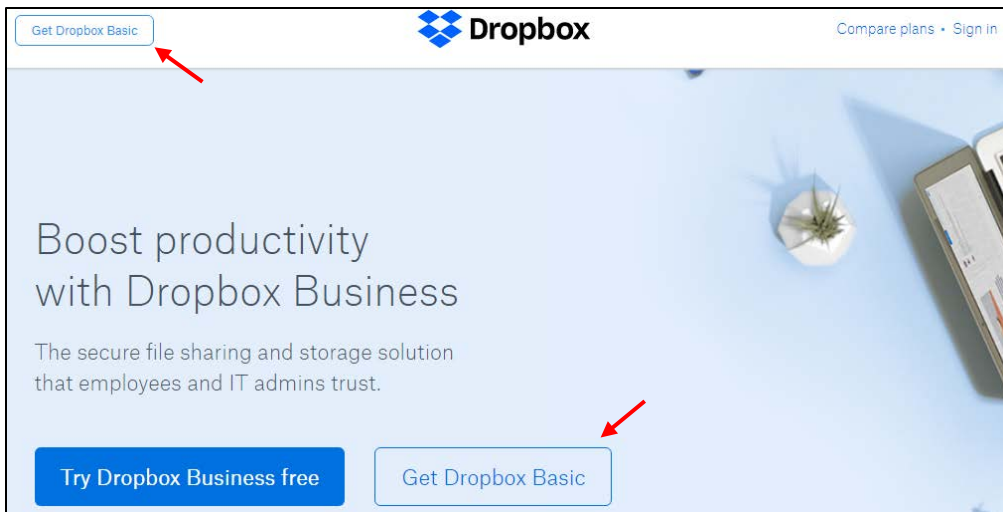
4. Enter the following required information: first name, last name, email, and password.

5. Click **Dropbox terms**. Once you have read through and agreed to Dropbox's terms and conditions, tick the checkbox beside **I agree to Dropbox terms**.
6. Click the **Create an account** button. You will be brought to the Dropbox home page.
7. Click the **Upload files** button on the right side of the screen.
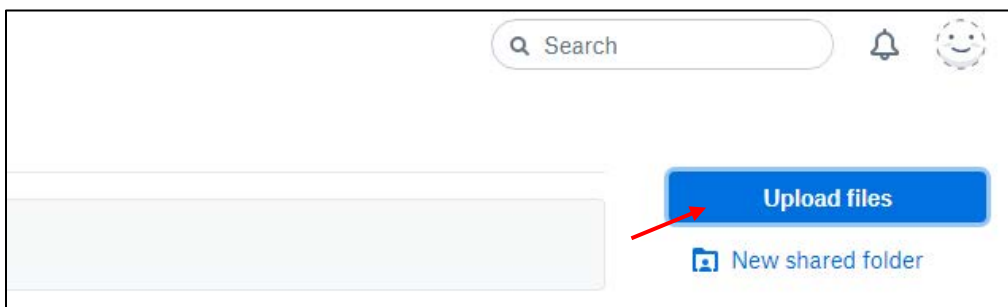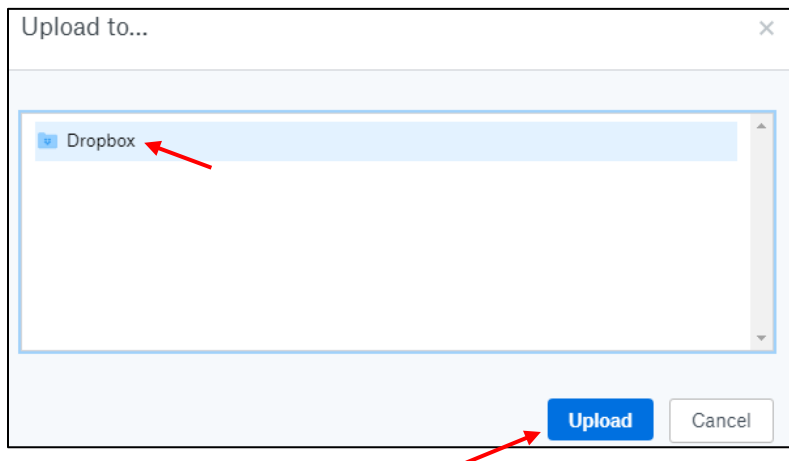

8. Locate the folder containing the photos you want uploaded to your iPad.

9. Select the desired photos by clicking and dragging a box around them, or select a single photo by clicking on it.
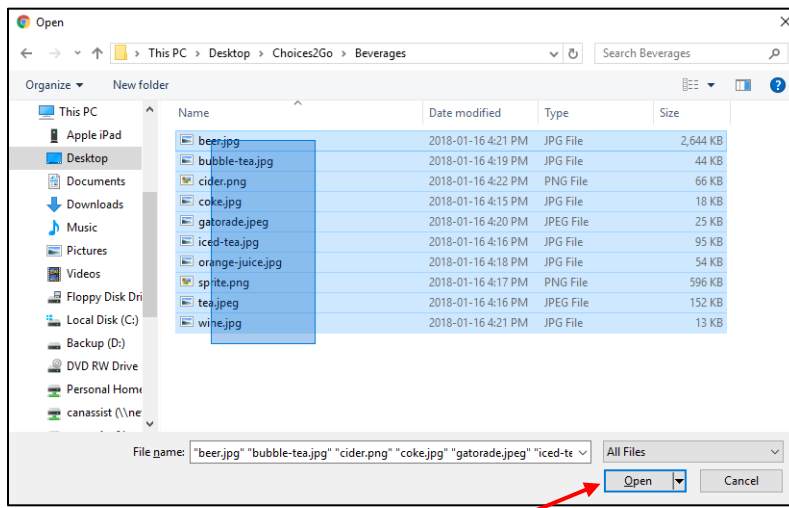
10. Click **Open** on the bottom right corner of the screen.
11. A dialog box will ask you where to upload the files. Click **Dropbox**.
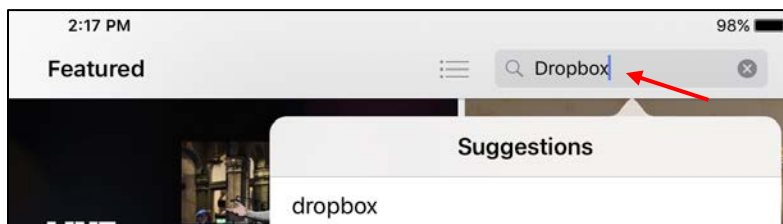

12. Click **Upload**. After a few moments, your photos will be uploaded to Dropbox.

Part 2: Installing and signing in to Dropbox on iPad
If you already have Dropbox installed on your iPad, launch the app and go to Step 23. If not,

13. On your iPad's home screen, tap the **App Store** icon .
14. Type "Dropbox" on the search bar on the top right corner of the screen.
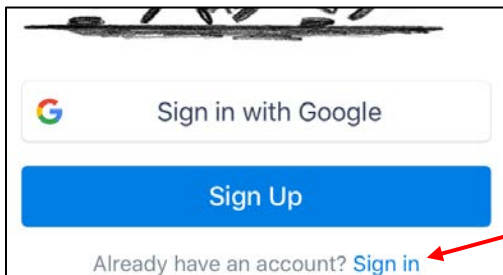
15. Tap the blue **Search** button on the keypad.
16. Locate the **Dropbox** application, then tap the **Download** icon on the right.
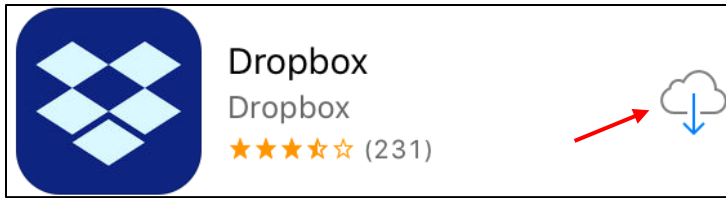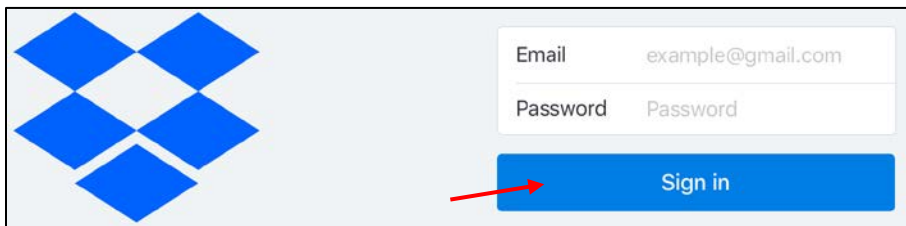

17. After a few moments, the download icon will be replaced with the **Open** button. Tap this button.
18. Tap **Sign in**.

19. Enter your Dropbox credentials.

20. Tap the blue **Sign in** button.
21. Upon initial sign-in, a dialog box prompts you to upload photos. Tap **Skip** twice.
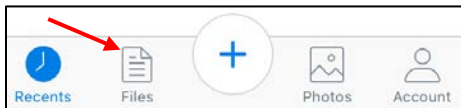

22. Dropbox will request permission to send you notifications. Tap **Don't Allow** or **Allow**, depending on your preference.
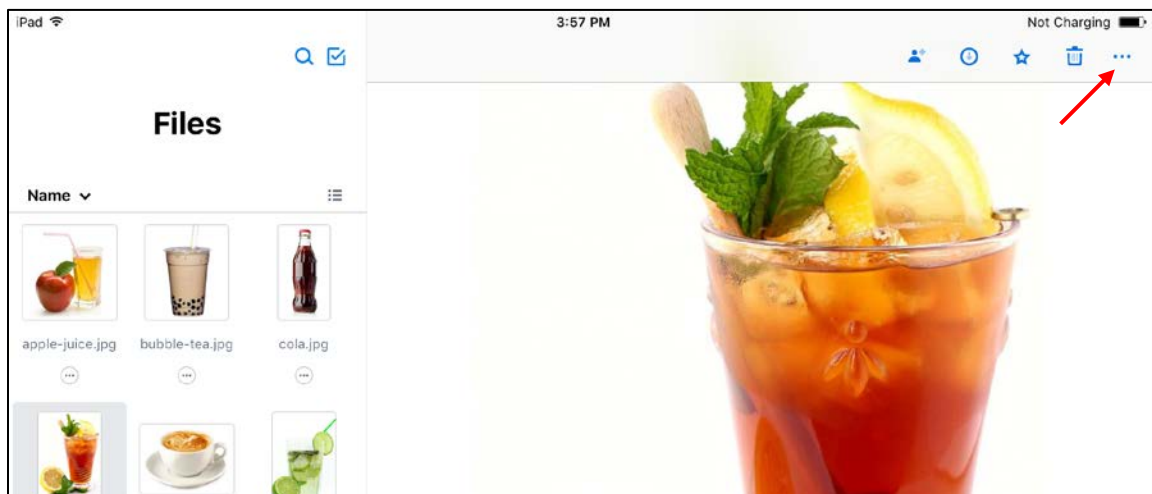
Downloading photos from Dropbox to iPad

23. You will be brought to the Dropbox main screen and can see the photos you uploaded earlier on the left-hand side of the screen.
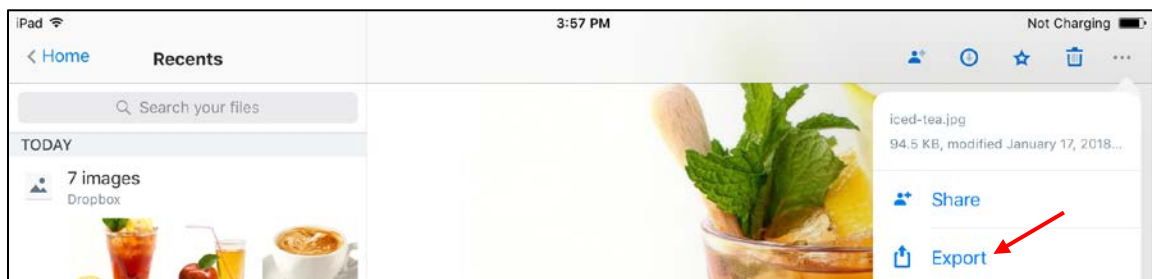

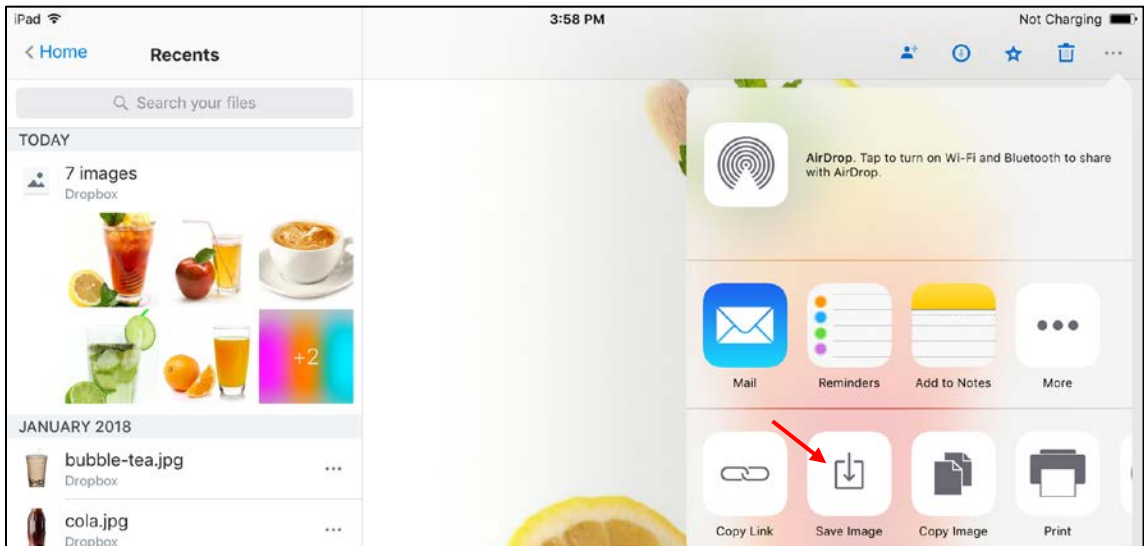24. Tap **Files** at the bottom of the screen.

25. Tap the picture you want to download to your iPad.
26. Tap the icon of three dots on the top right corner of the screen.
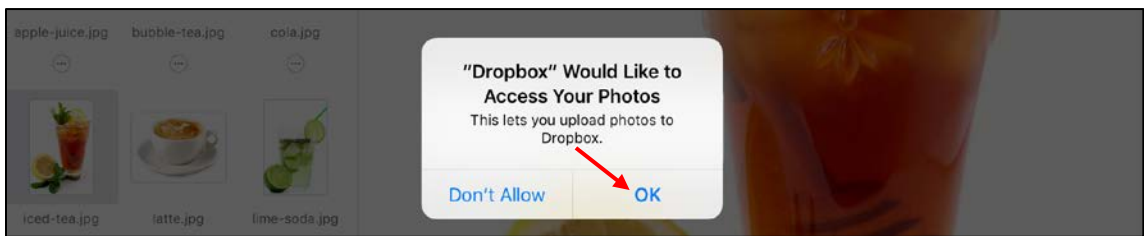

27. Tap **Export**.

28. Tap **Save Image**.

29. Dropbox will request permission to access your photos. Tap **OK**.

30. Repeat Steps 25-28 for each photo you want downloaded to your iPad. Each photo will be saved under the "All Photos" album.

Go to the next section, "**Creating New Categories in iPad Photo Albums,**" if you wish to group the photos into categories.

CREATING NEW CATEGORIES IN iPAD'S PHOTO ALBUMS

Your iPad does not come preloaded with categories of photos. To create your own category of photos, first make sure the desired photos are in the iPad's memory.

To transfer photos to the iPad's memory, refer to the previous two sections, "**Transferring Photos from Computer to iPad Using iCloud**" and "**Transferring Photos from Computer to iPad Using Other Cloud-Based Storage Options**," for instructions.

Photos taken using the iPad's camera are automatically saved to the iPad's memory. For instructions on how to take photos, please refer to the section "**Taking Photos for Choice Boards**."

To create new categories of photos in the iPad's photo albums,

1. Tap the **Photos** icon to display the list of your photo albums.
2. Tap the + sign on the top left corner of the screen to create a new photo album.
3. Type in the name of your desired category.
4. Tap **Save**.
5. Tap on the images you want to be included in the album. You can select as many images as you like. A small blue check mark will appear at the bottom right corner of the selected images.
6. Tap **Done** on the top right corner of the screen. You can now select this category in *Choices2Go*.

Contact Us

Please visit **canassist.ca/cdc** for the latest *Choices2Go* instruction manuals, for how-to videos, to submit a help request and to provide feedback on this app.

About CanAssist

CanAssist at the University of Victoria is dedicated to helping people with disabilities improve their quality of life, with a focus on promoting independence and inclusion.

Our talented team develops innovative technologies and programs where there are gaps in existing services. We work with the exceptional students and faculty at UVic, along with partners in the wider community.