User Guide

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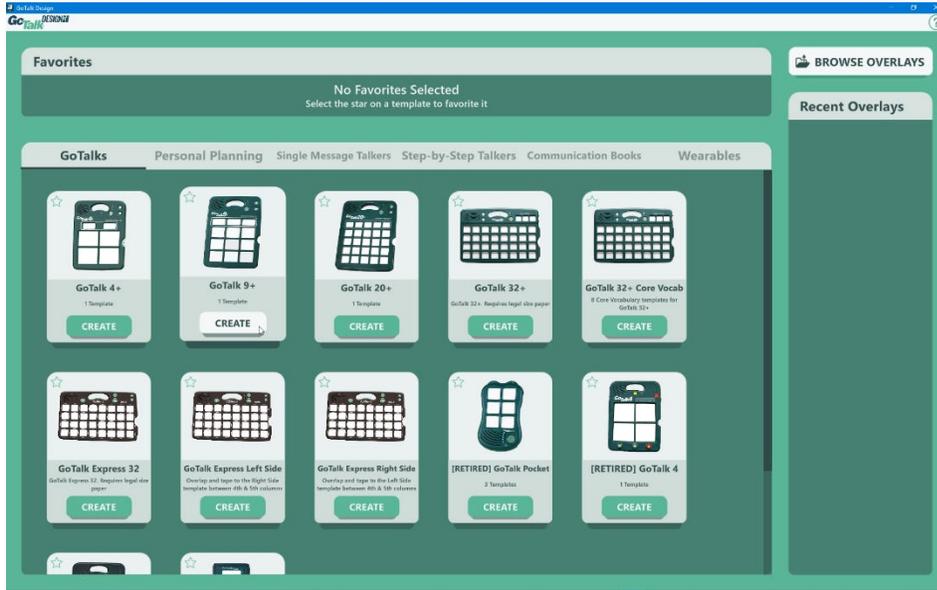
1. Getting Started

Creating an overlay is easy with GoTalk DESIGN.

<u>1.1 Select a Template</u>

Start by selecting a template that matches your device from the Overlay Menu.

A new, blank overlay is displayed for you to design.

1.2 Design Your Overlay

Each overlay is made up of one or more cells that line up with the message locations on your device. Use the Image Browser and Cell Editor to add text and images to each cell, or personalize your overlay by importing your own images.

1.3 Save and Print

Save and Print your overlay from the Menu. Cut out the overlay around the borders to fit in your device.

2. The Overlay Menu

The Overlay Menu is the starting place to create new overlays and open previously saved overlays. Templates to create new overlays 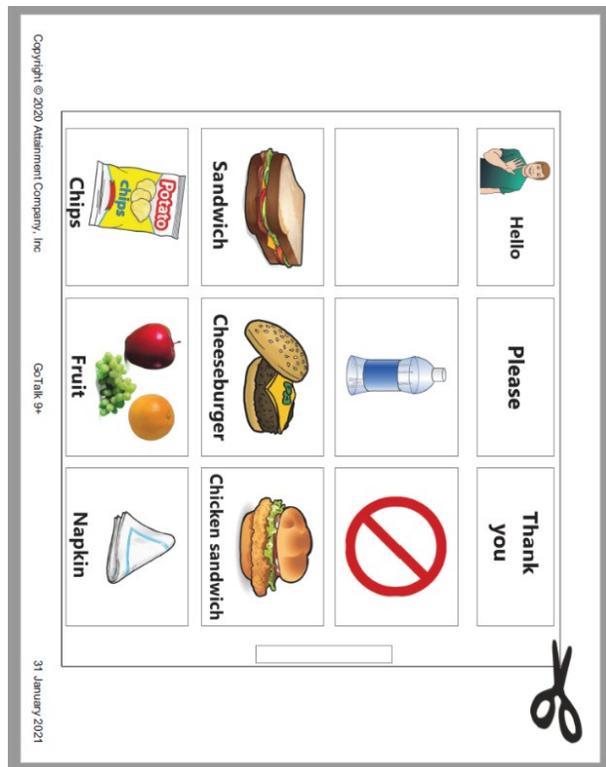are organized in six categories, GoTalks: Personal Planning, Single Message Talkers, Step-by-Step Talkers, Communication Books, and Wearables. Templates are displayed alphabetically with an image of the device to make it easy to identify which template you need.

The Personal Planning category includes a variety of templates to create stand-alone communication boards such as cards, calendars, and lists. The full-page templates give you the flexibility to create your own design.

For some devices, you will find more than one template. For example, the GoTalk Duo includes two templates for a single-message overlay and two templates for dual-message overlay.

Select the Star icon on frequently used templates to add them to your Favorites. Favorite overlays are displayed at the top of the Overlay Menu so you can find them quickly.

2.1 Creating New Overlays

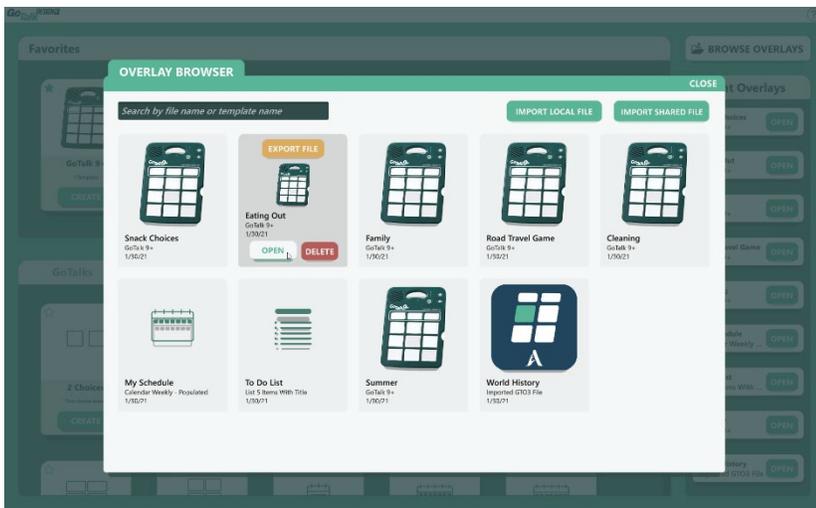Create a new overlay by choosing a template from the Overlay Menu. Browse through the categories to find a template that matches your device, or select an overlay from your Favorites. Select the **Create** button on the template to create a new, blank overlay.

2.2 Open a Saved Overlay

To open a recently used overlay, first look for the overlay under the Recent Overlays list located on the right side of the Overlay Menu. The Recent Overlays list displays nine recently used overlays, with the most recent overlay displayed at the top.

If the overlay you want is not displayed in the Recent Overlays list, select the **Browse Overlays** button to open the Overlay Browser. The Overlay Browser displays all saved overlays listed in the order they were last saved. Use the scroll bar to scroll through the list of overlays. If there are many overlays, use the Search field at the top of the screen to filter the displayed overlays by name or template name. For example, if you have a mix of overlays for different devices, you could type 9 to display all templates for the GoTalk 9+. When you find the overlay you want to open, move the mouse over the overlay and select the **Open** button.

2.3 Import Locally Saved Overlays

The Import Local File function is used to convert overlays created with the GoTalk Overlay Software v3, or to open overlay files previously exported from GoTalk DESIGN. When importing an overlay, the original overlay file is left unmodified and a new overlay file is created in GoTalk DESIGN. Importing locally saved overlays is only available on Windows and Mac systems.

Overlays imported from the GoTalk Overlay Software v3 may require some editing to modify the positions of text or images. This is due to slight differences between the two programs.

To import an overlay file, start in the Overlay Menu and select the **Browse Overlays** button. Then, select the **Import Local File** button in the upper right corner of the Overlay Browser window. Browse your system for the overlay file you want to import and select the **Open** button. The overlay will be imported and converted, if necessary.

2.4 Delete Overlays

To delete overlays from GoTalk DESIGN, start in the Overlay Menu and select the **Browse Overlays** button. Use the scroll bar or the Search field at the top of the screen to find an overlay to delete. Move your mouse over the overlay you want to delete and then select the **Delete** button. You are asked to confirm you want to delete the overlay. Once an overlay is deleted, it cannot be recovered.
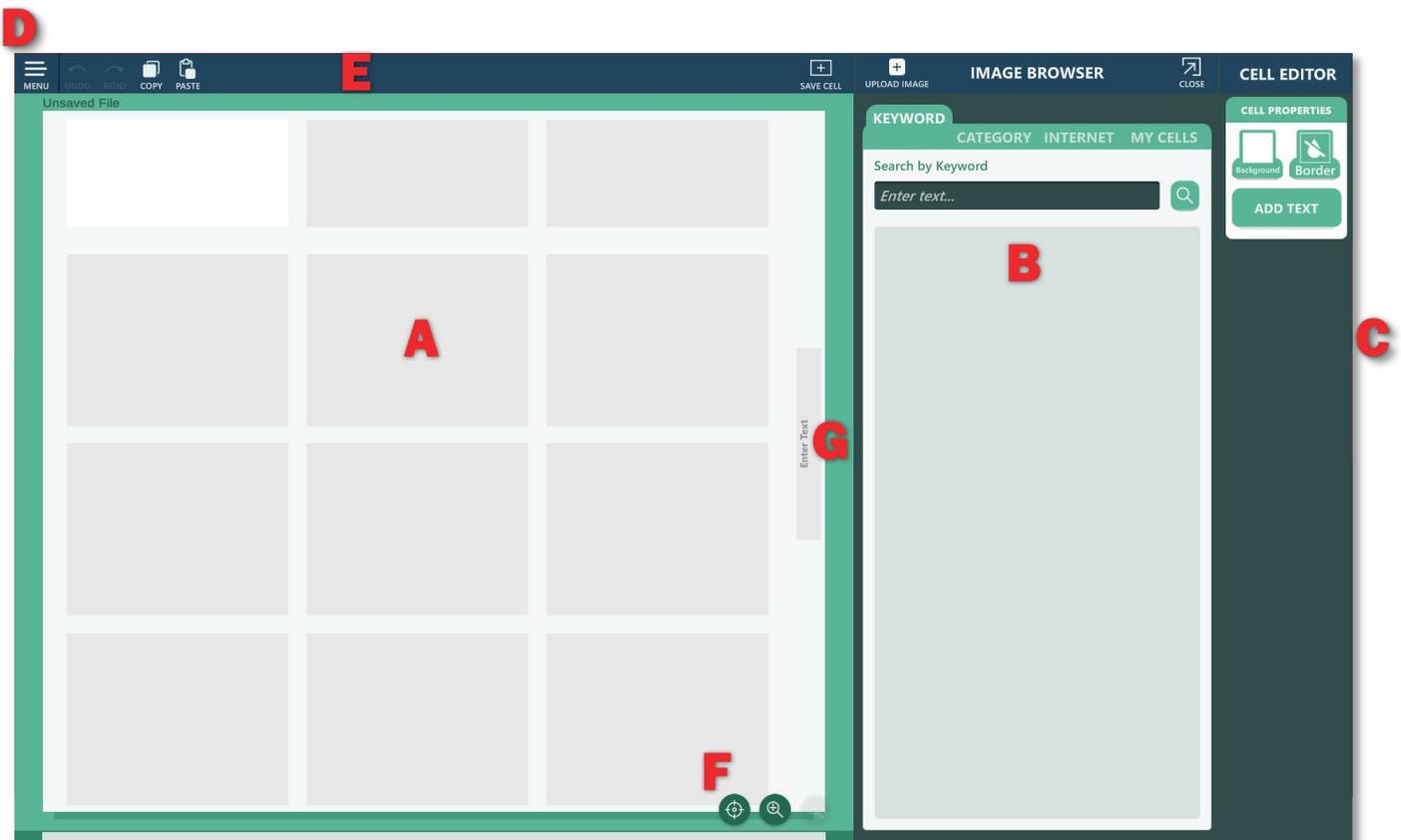
3. Editing Overlays

The Overlay Editor includes many tools to help design your overlay.

A. **Overlay Cells** – Add images and text to customize your overlay.

B. **Image Browser** – Find and add images to your overlay cells.

C. **Cell Editor** – Tools to edit images and text within each overlay cell.

D. **Menu** – Options to Save, Export, or Print your overlay.

E. **Editing Toolbar** – Tools for Copy, Paste, Undo, and Redo. Copy and paste functions are limited to content within the app. You can also use common keyboard shortcuts for these functions.

Copy:	control / command + c
Paste:	control / command + p
Undo:	control / command + z
Redo:	control / command + y

F. **Zoom Controls** – Use the **Zoom In** or **Zoom Out** buttons for a better view of the overlay, or use the **Focus** button to zoom in on the selected cell. Zooming in can be helpful when aligning text or images, or if you are working on a device with a smaller screen.

G. **Labels** – Some overlay templates include one or more labels for text only. These cells are used to identify printed overlays on some devices. Select anywhere inside a label to enter text. Label text size cannot be changed.
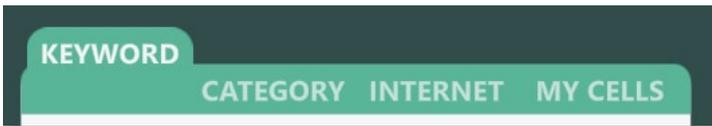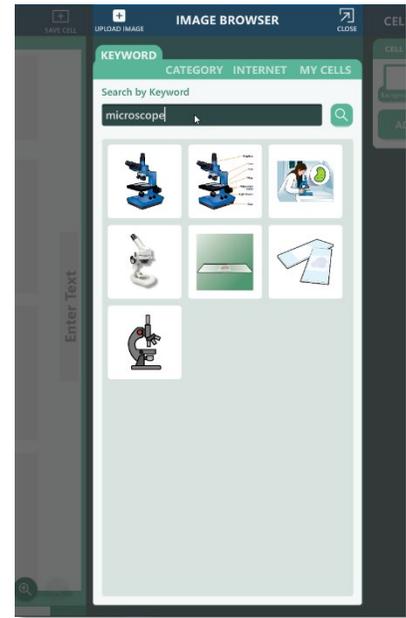
3.2 Image Browser

The Image Browser lets you search for images and add them to your overlays. GoTalk DESIGN includes a built-in library of over 13,000 images, including symbols and images found in many of Attainment's curriculum products.

Open the Image Browser by selecting the **Image Browser** button on the toolbar.

Close the Image Browser by selecting the **Close** button on the toolbar.

– Use the **Keyword** and **Category** tab to search for images in the built-in image library.

– The **Internet** tab allows you to find additional images from the Internet.

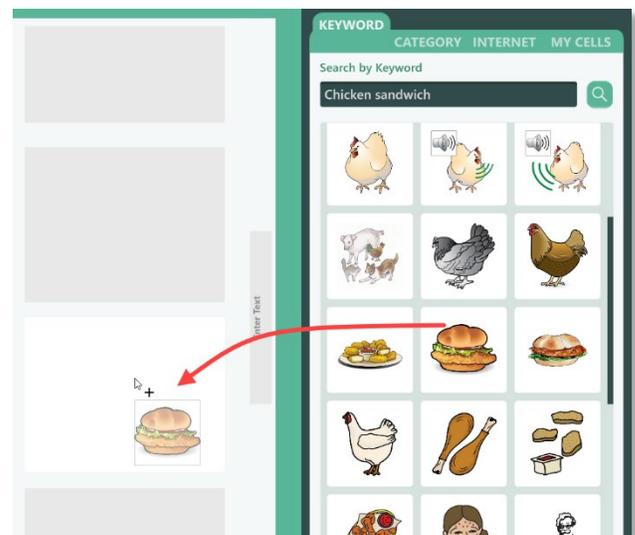– The **My Cells** tab displays cell templates and custom cells that you create.

3.2.1 Add Images From the Image Browser

Select the **Keyword** and **Category** tabs to search for images within the built-in image library, or select the **Internet** tab to search for images on the Internet. When searching for images, the results are displayed in the Image Browser as small thumbnail images.

There are two ways to add images to your overlay:

Selection – Select a cell in your overlay where you want to place the image, and then select on the image you want to add from the Image Browser. The image will be placed in the selected cell in your overlay.

Dragging – Select an image from the Image Browser and drag it to a cell on your overlay. The image will be placed in the cell. By dragging an image from the Image Browser, you can also replace existing images in your overlay by dragging a new image on top of an existing image in your overlay.
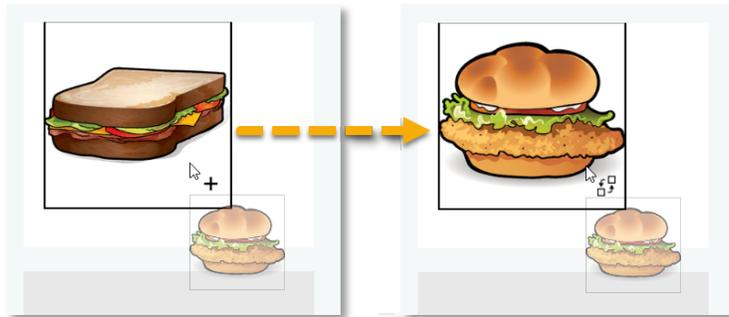

Drag images from the Image Browser

3.2.2 Add Your Own Images

A great way to personalize an overlay is by adding your own photos or images. GoTalk DESIGN supports .JPG and .PNG image formats. To insert a photo or image file, first select the cell where you want to place the image. Open the Image Browser and select the **Upload Image** button. Browse and select an image file to add to your overlay. The image will be uploaded and added to the selected cell in your overlay. Adding your own images is only available on Windows and Mac systems.

3.2.3 Replace Images

To replace an existing image in your overlay, drag a new image from the Image Browser and hold it over the image you want to replace until the new image is displayed in the cell. Replacing images is only possible when dragging images from the Image Browser.
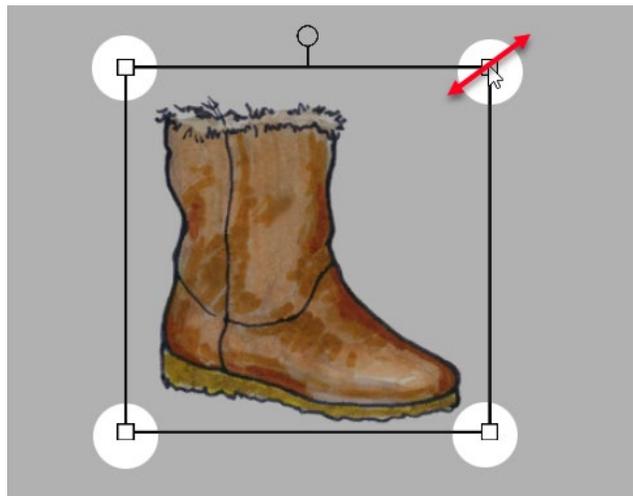

Hold the new image over the image you want to replace until the new image is displayed.
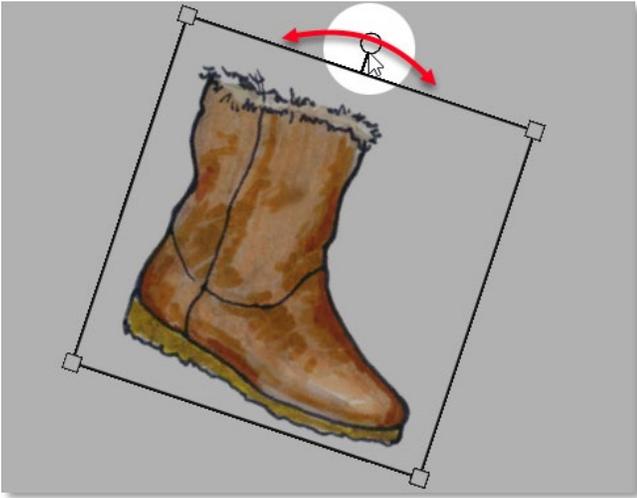
3.2.4 Edit Images

Once an image is placed in a cell, you can drag the image around within the cell or move it to a different cell. Images can also be resized, rotated, flipped, or cropped.

To resize an image, select the image and drag one of the square handles, located at each corner. Buttons to **Scale Up** or **Scale Down** an image are also available in the Image Toolbar in the Cell Editor.
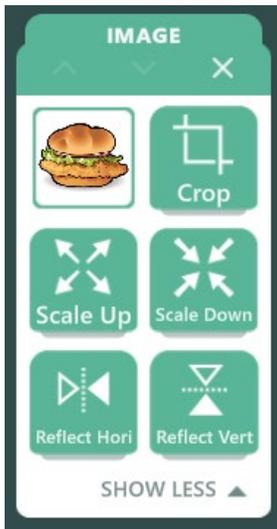

Drag the square handles to resize the image.

To rotate an image clockwise or counterclockwise, select the image and drag the circular handle, located at the top of the image.

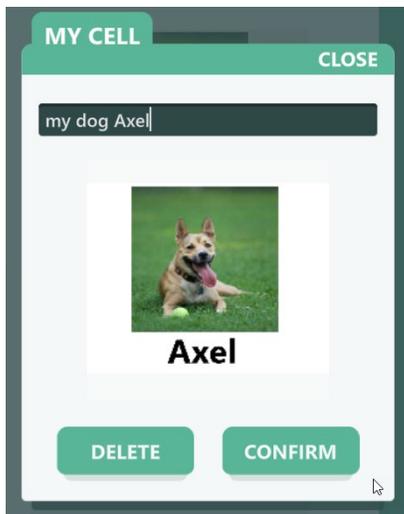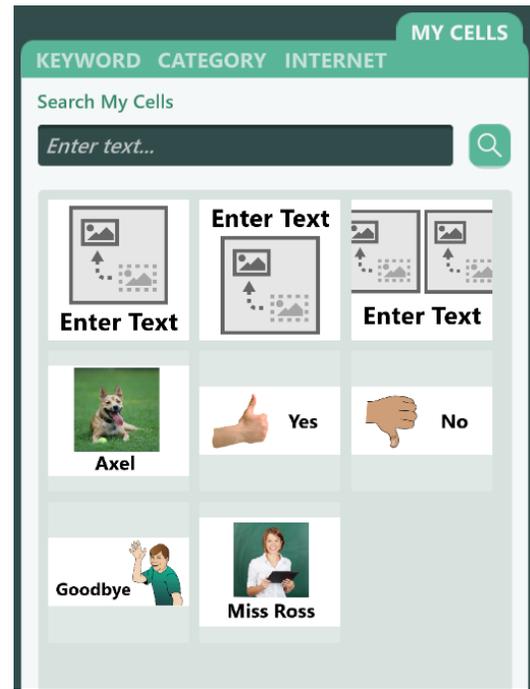Drag the circular handle to rotate the image.

Additional tools for cropping, sizing, and flipping the image are available on the Image Toolbar in the Cell Editor.

3.3 My Cells

A powerful, time-saving feature of GoTalk DESIGN is the ability to save and reuse individual cells. Saving your personalized or frequently used cells allows you to design additional overlays quickly by adding your saved cells. Saved cells are displayed under the **My Cells** tab in the Image Browser.
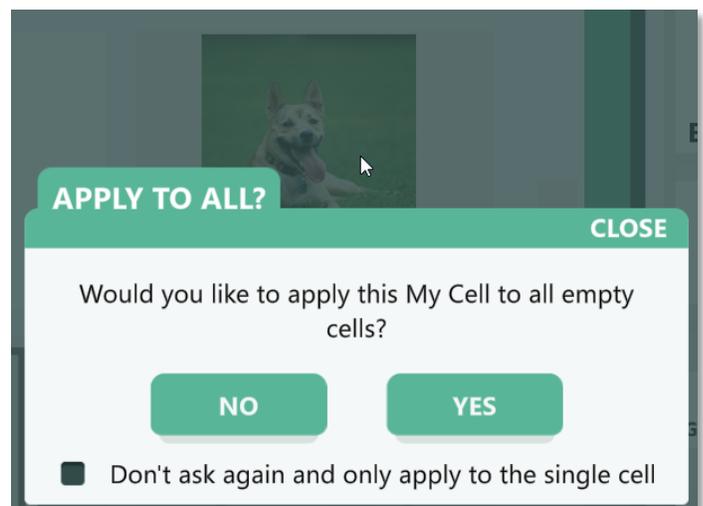
3.3.1 Save a Cell

To save a cell, select the cell in your overlay, and then select the **Save Cell** button in the Overlay Editing Toolbar. Enter a name for your cell and select the **Confirm** button. Adding a name for your cell allows you to search for it later under the **My Cells** tab.

To change the name or delete saved cells on Windows or Mac systems, right-click or control-click on the saved cell. On mobile devices, press and hold down on the cell you want to edit or delete.
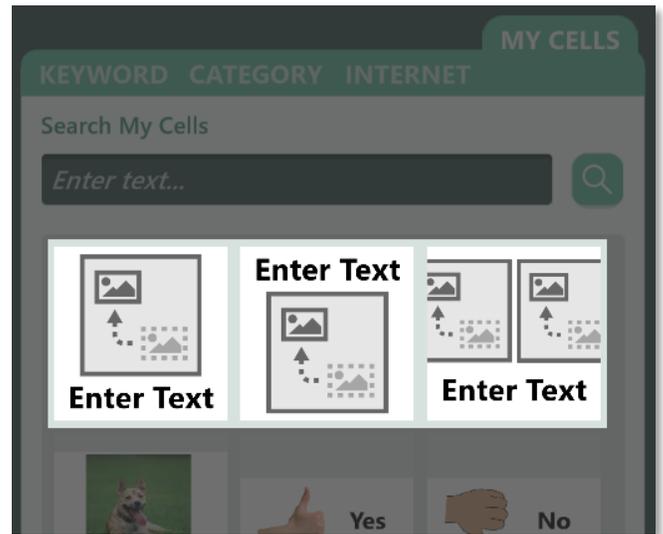
3.3.2 Add My Cells to an Overlay

To add a saved cell to your overlay, select the **My Cells** tab in the Image Browser and locate the cell you want to use. If you have many saved cells, use the scroll bar or the search tool to find your cell. Drag the saved cell onto an empty cell in your overlay. You will be asked if you want to apply the cell to the single cell or all empty cells in the overlay. If you drag a cell from My Cells to a cell with existing content, you will be asked to Add or Replace the contents of the target cell. Replacing the contents of a cell will remove all existing content from the before adding the new content from My Cells.
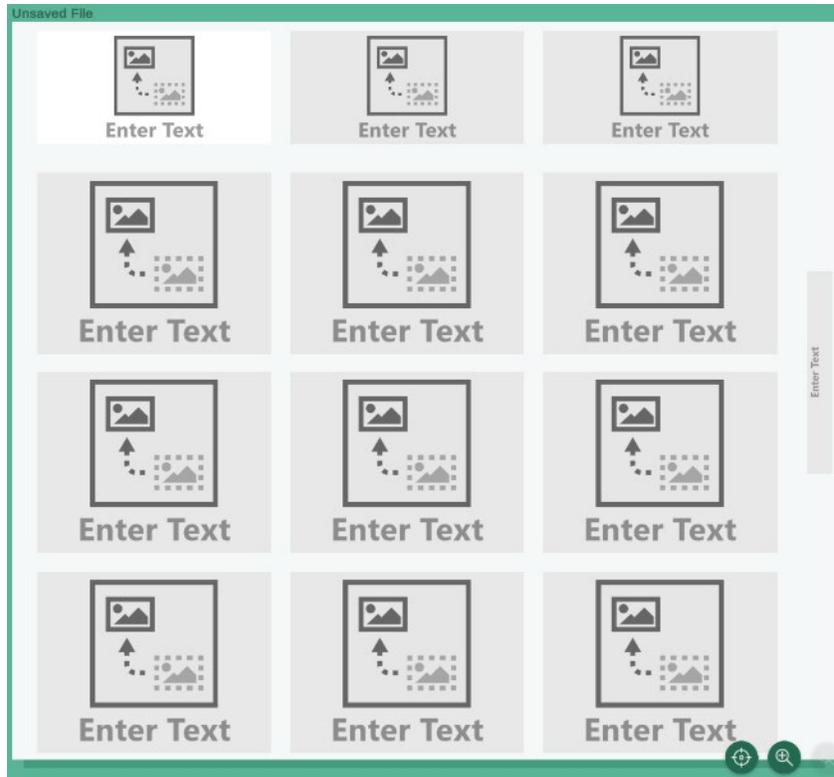
3.4 Cell Templates

Another time-saving feature of GoTalk DESIGN is the cell template. Cell templates contain image placeholders and text boxes that can be applied to a single cell or all cells in your overlay. The placeholders are automatically aligned and sized to fit your cells, so you do not need to resize or position the content in every cell. GoTalk DESIGN includes three cell templates under the **My Cells** tab of the Image Browser.
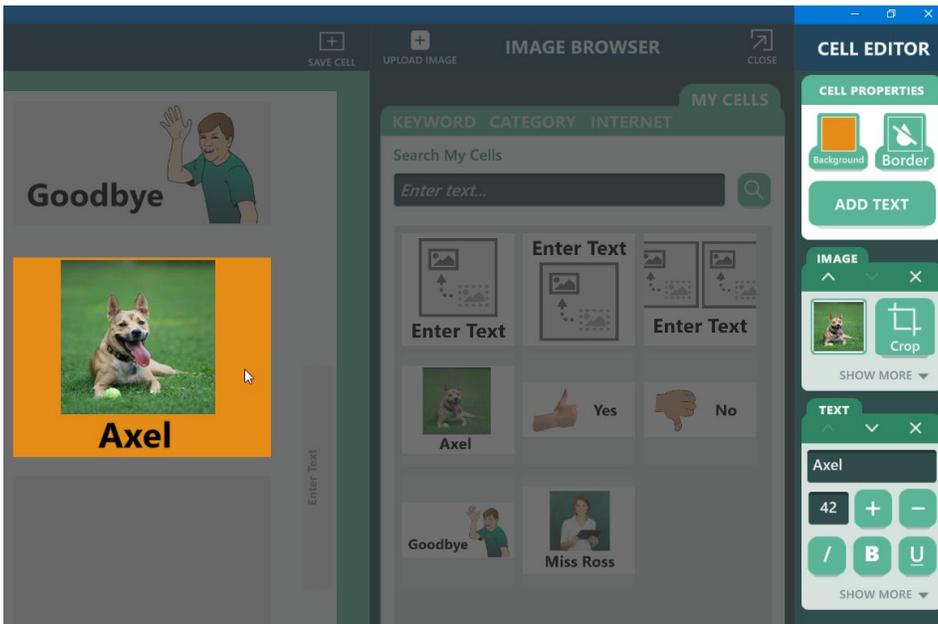

3.4.1 Add Cell Templates to an Overlay

To use a cell template, select the **My Cells** tab in the Image Browser. Drag one of the three cell templates to an empty cell. You will be asked if you want to apply the template to that single empty cell or all empty cells in the overlay. To apply the template only to certain cells, you will need to add the template to each cell individually. After applying a cell template, replace the image placeholders with images from the Image Browser. Add text by typing directly in the text box or by using the Cell Editor. Unused placeholders can be deleted directly in the cell or from the Cell Editor.
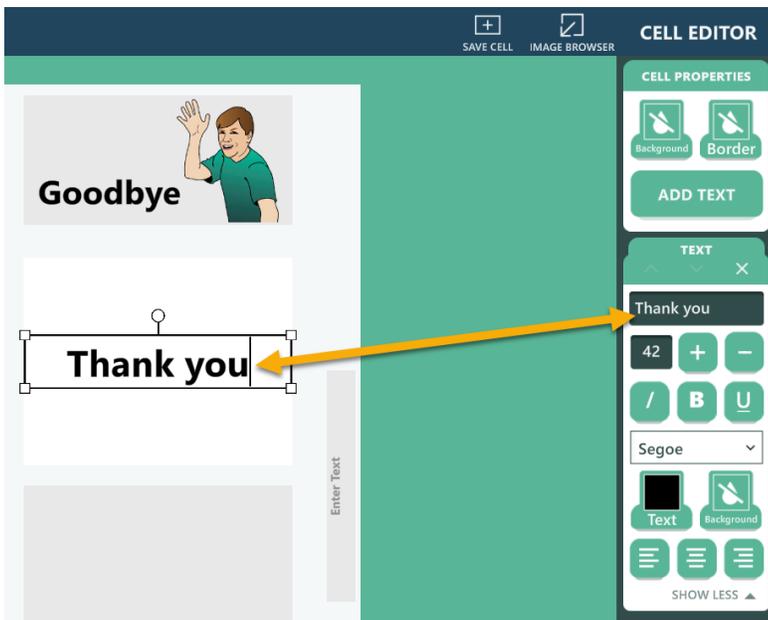
3.5 Cell Editor

The Cell Editor is located on the right side of the screen when editing an overlay.

The Cell Properties are located in the top panel of the Cell Editor. In this panel you can change the cell's background and border color and add text to the selected cell.

Separate panels for each object in the selected cell are displayed below the Cell Properties. Each panel has its own set of tools to adjust the image or text.
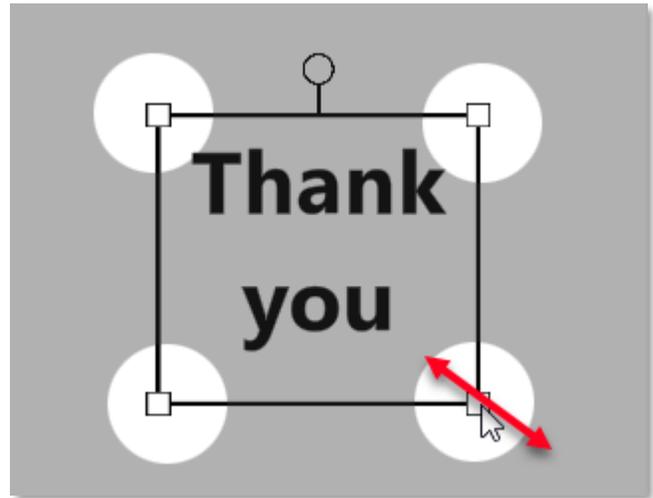
3.5.1 Add Text

To add text to a cell, first select the cell, and then select the **Add Text** button in the Cell Properties panel in the Cell Editor. An empty text box is added to the selected cell, and a new Text panel is added to the Cell Editor.

You can enter text directly in the text box or in the text field for the selected text box in the Cell Editor. Use the text formatting tools in the Cell Editor to change the font, font size, color, and other text properties, as well as setting a background color for the text box.

Once text is placed in a cell, you can drag the text around within the cell or move it to a different cell.

To resize a text box, drag one of the square handles, located at each corner of a selected text box. Resizing a text box does not change the font size. Text will automatically wrap at the right edge of the text box. If the text box is too small to view all of the text, some text will be hidden. If this occurs, you may need to make the text box larger, reduce the font size, or remove some of the text.

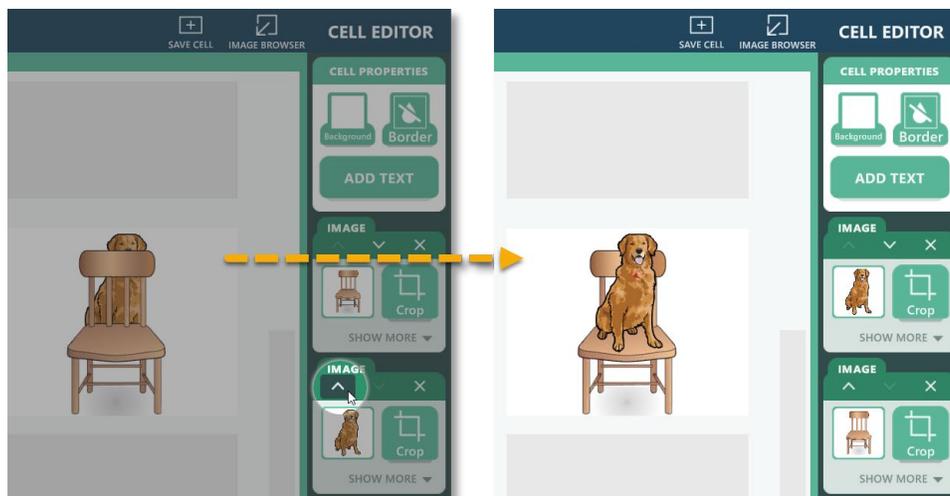Drag the square handles to resize the text box.

Drag the circular handle to rotate the text.

To rotate text clockwise or counterclockwise, select the text box and drag the circular handle located at the top of the image.

3.5.2 Panel Order

Panels in the Cell Editor are displayed in the order objects are layered within the selected cell, with the highest object layer on the top. You may want to adjust the order of objects within a cell. For example, to move one image on top of another image. To arrange the order of objects within the cell, use the **up** and **down** arrow buttons on top of each panel to move the object up or down.
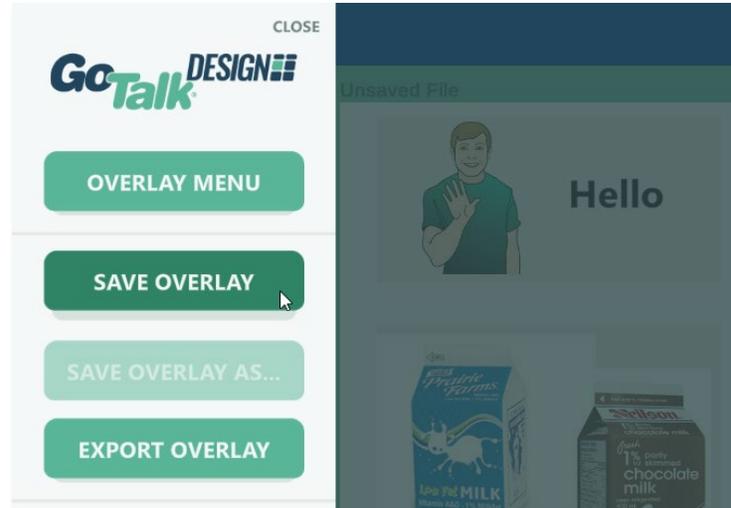

Arrange the order of objects within the cell using the **up** and **down** arrow buttons in the Cell Editor.
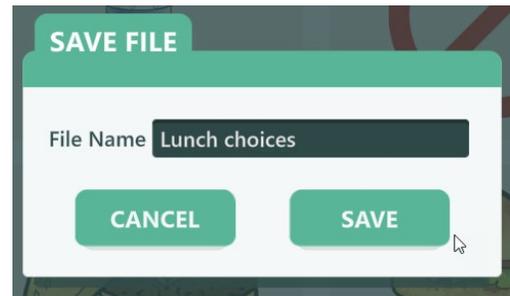
4. Saving, Exporting, and Sharing Overlays

4.1 Save Your Overlay

To save your overlay, open the Menu and select Save Overlay. Enter a name for your overlay and select the **Save** button. GoTalk DESIGN overlays are saved internally. Once saved, the name of your overlay is displayed in the upper left corner of the overlay window.
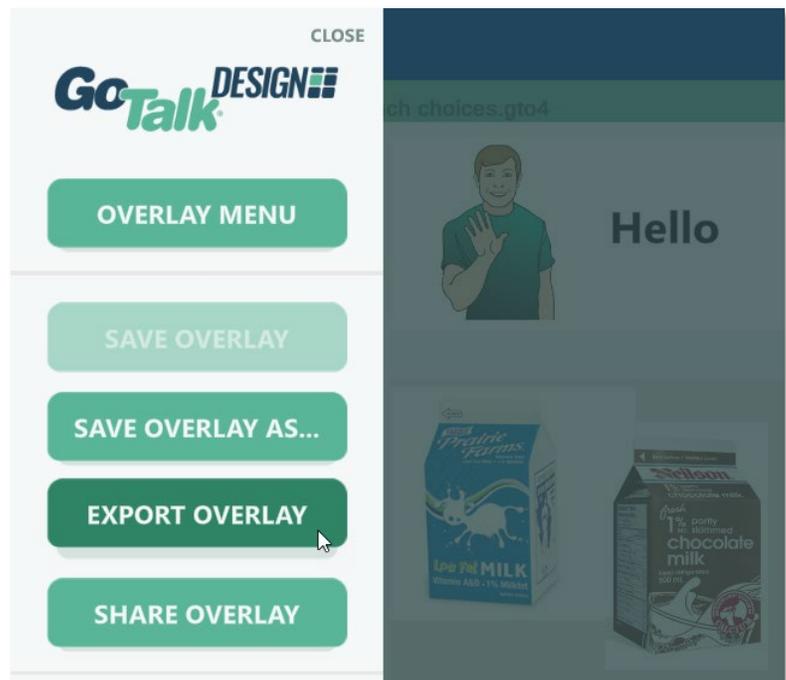

4.2 Save As

To make a copy of your overlay, save your overlay with a different name. To save your overlay with a different name, open the menu and select Save Overlay As. Enter a different name for your overlay and select the **Save** button. You can now make changes to the new overlay without affecting the original overlay.
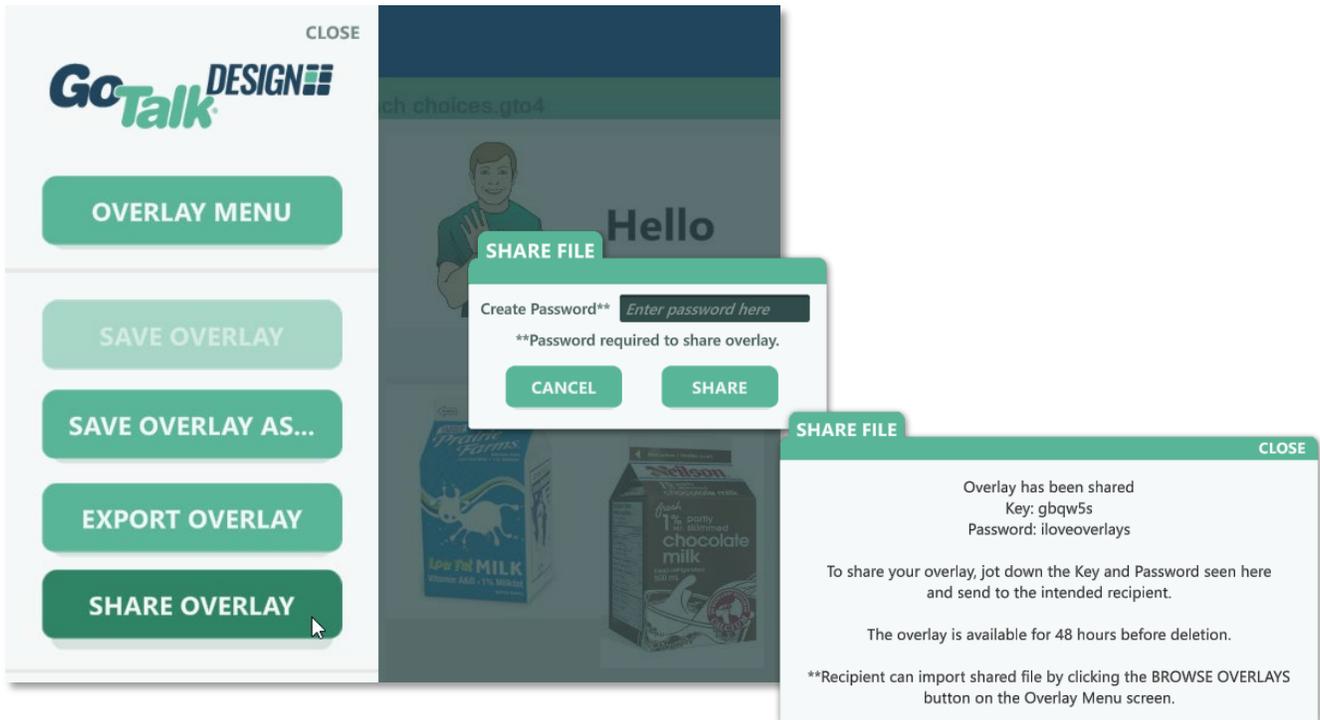

4.3 Export Overlay Files

To make a backup copy of an overlay file or to transfer an overlay to a different system, you can export the overlay file. To export an overlay, open the overlay you want to export and then select Export Overlay from the Menu. Browse to a location where you want to save the file. If necessary, change the filename. Select the **Save** button to save the exported overlay file. After exporting the overlay file, you can continue to use and make changes to the overlay. To open an exported overlay file, you must first import the file using Import Overlay instructions provided earlier in this user guide. The Export Overlay option is only available on Windows and Mac systems.
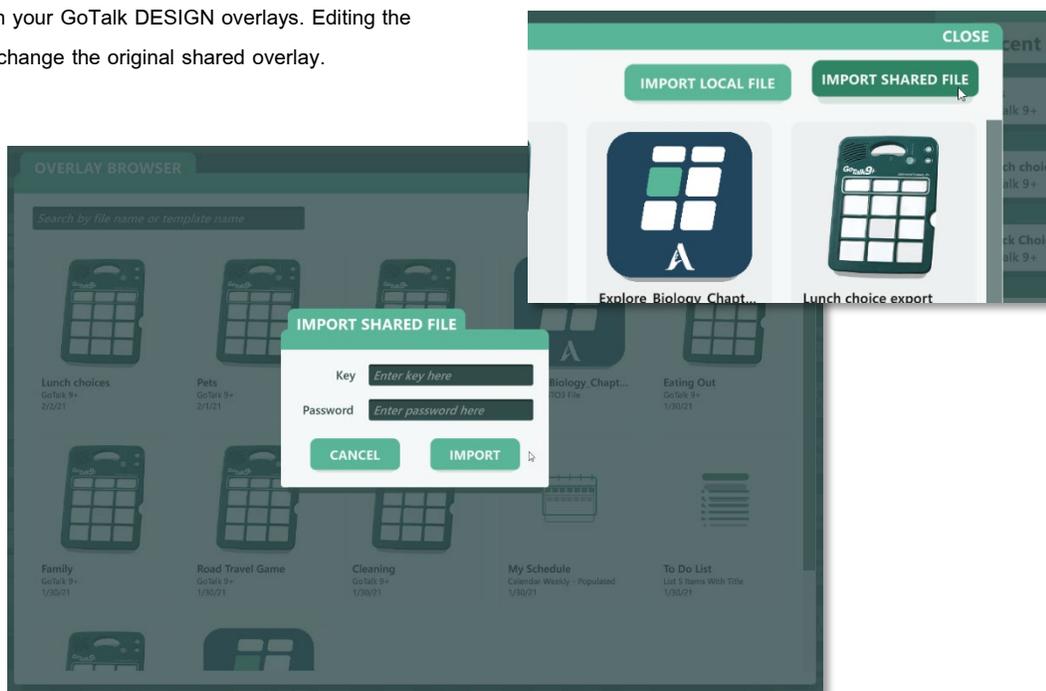
4.4 Share an Overlay

To share an overlay, open the Menu and select **Share Overlay**. You will be prompted to create a password for your shared overlay. Enter a password and select the Share button. A Key and Password will be displayed. Give the Key and Password to other users so they can open the overlay in GoTalk DESIGN. The overlay will be available for 48 hours.

4.5 Open a Shared Overlay

To open an overlay shared with you, start in the Overlay Menu and select the **Browse Overlays** button. Then, select the **Import Shared File** button in the upper right corner of the Overlay Browser window. Enter the Key and Password for the shared overlay and select the **Import** button. The overlay will be imported and saved with your GoTalk DESIGN overlays. Editing the imported overlay does not change the original shared overlay.

5. Printing Overlays

When you are ready to print your overlay, select Print Overlay from the Menu. GoTalk DESIGN will generate a PDF version of your overlay and then use your system's default PDF viewer or web browser to display and print the PDF. Specific printing instructions will vary depending on which platform you are using. On some systems, you may be able to save the generated PDF file to print at a later time or share with others.

Important: To ensure the printed overlay fits correctly in your device, make sure any scale settings are turned off or set to 100 percent. It may also be stated as Actual Size. If your printed overlay does not align properly in your device, check this setting before printing your overlay.

6. Preferences

Some default text properties can be set using the GoTalk DESIGN Preferences. These settings are used whenever you create a new text box. The Preferences also allows you to enable or disable confirmation messages. To edit these settings, select Preferences from the Menu.