

Get started with



AAC software for
communicating with
symbols and text

Created by

Smartbox

Using Grid safely

Using Grid in a medical environment

Grid should not be relied upon as the user's only way of making an emergency call or alarm.

Grid is not designed to make a medical assessment of a user.

thinksmartbox.com/safety

Grid and your data

Grid 3 does not store any user data online without your permission. All data regarding your social and email accounts is stored locally and is never shared.

When you create an account in Grid 3 you will be presented with several Privacy settings. With your permission Grid 3 can record chat history and use location data to improve prediction over time. This data is always stored locally and is not sent to Smartbox.

thinksmartbox.com/privacy

Who is Grid for?

An AAC user



- Communication
- Accessible apps
- Alternative access to other software
- Controlling other devices in your home

Supporting an AAC user



- Changing settings
- Making Grid user profiles
- Adding grid sets
- Editing or creating grid sets
- Remote editing

Grid 3 is software for Windows devices

Make sure you have read the manual and are familiar with using your device and the Windows operating system.

Getting started for the first time



Select the Grid icon on your desktop to start



Choose your voice



Create a user profile



Make your Smartbox account to use Remote editing and other online services



Connect to Dropbox for backups



Choose your grid sets



Setup your access
method and personal
accounts



Email



Phone

"Hello!"

Open your
communication grid set
and start talking!



Control other apps
on your device



Explore and learn



... and much more!

Learning more

This guide provides the basics for getting started with Grid. To learn more visit our website at thinksmartbox.com



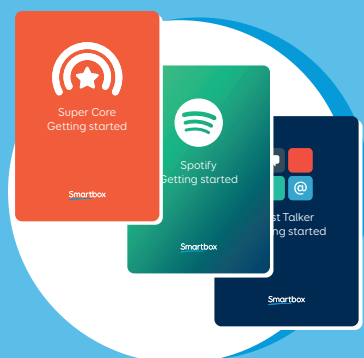
Learn how to edit and personalise your content

Advanced editing and features



Customising your alternative access and other settings

thinksmartbox.com/learn-at-home



Grid set guides and resources

We have a range of guides and resources to help you learn and explore our grid sets.

thinksmartbox.com/learning-resources

Webinars and tutorials

We share regular webinars throughout the year. You can catch up on our YouTube channel and watch shorter videos too.



thinksmartbox.com/youtube



Join the community

A place where Grid users, professionals and families share ideas, ask questions and support each other.

thinksmartbox.com/facebook



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What is AAC?

AAC stands for Augmentative and Alternative Communication. People use AAC to help them communicate when they have little or no speech.

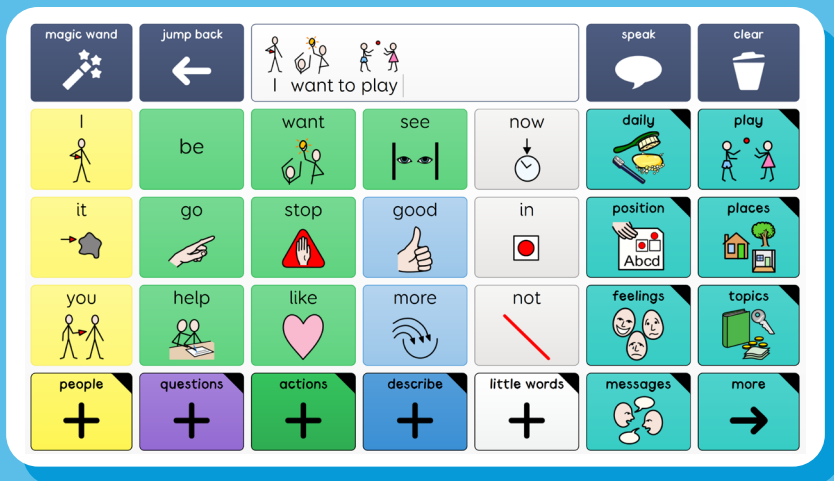
AAC comes in many shapes and forms, using symbols or text to select what you'd like to say. AAC solutions range from low tech, using boards and books through to high tech communication aids such as a Grid Pad.

Using Grid as part of your AAC

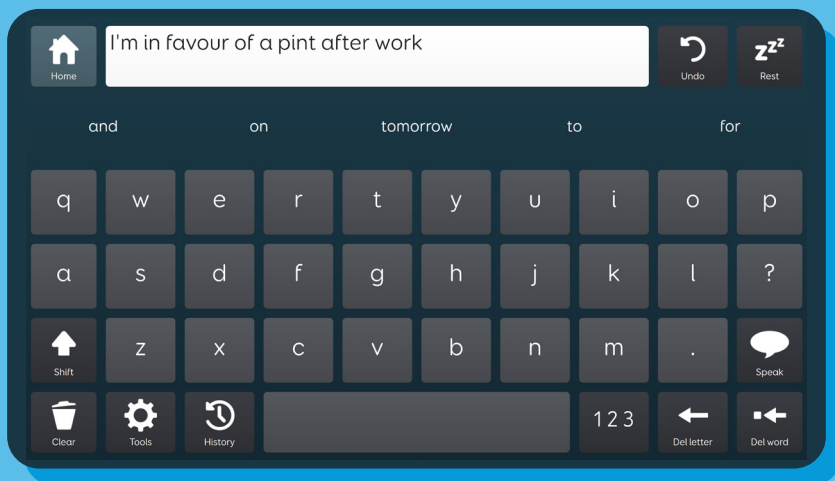
Grid supports a wide range of needs from learning language with the help of a research-based core vocabulary such as Super Core, to building quick sentences with an accessible text keyboard.

Choose and customise many voices and vocabularies to say what you want to say, however you want to say it.





Super Core is one of the symbol communication grid sets found in Grid



Fast Talker is a text based grid set with many tools to for writing messages quickly

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Getting to know Grid



User profiles

Your user profile stores all your grid sets, preferences and other settings.



Grid Explorer

Grid Explorer is your home screen and is where you will find your grid sets.



Grid sets

A grid set is an app within Grid. These are your resources for communicating and more.

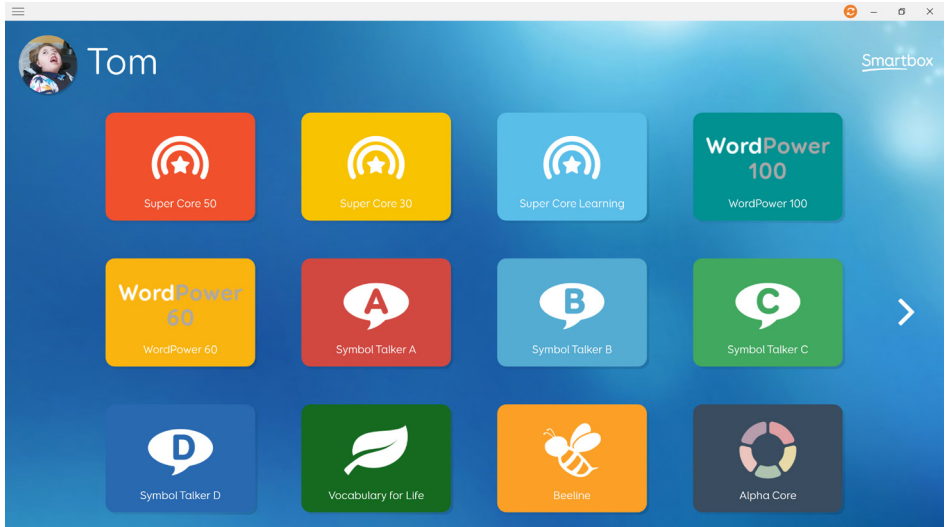


Edit mode

Every grid set can be personalised and edited or you can make a grid set from scratch.

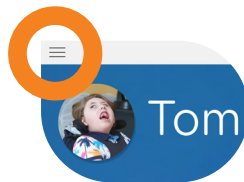
3

Welcome to Grid Explorer



Grid Explorer displays all of your grid sets. Selecting one will open it.

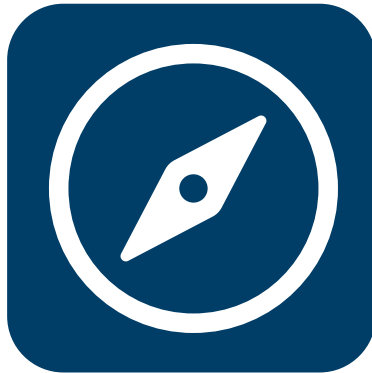
Grid Explorer is fully accessible. You can use your access method to select grid sets, or navigate between pages.



The menu can be opened for more options.

To return to Grid Explorer from a grid set select **Menu - Grid Explorer**.

Tip: You can hide the menu of Grid Explorer in **Settings - Computer**, great for if you are using Touch access with a keyguard.



If you are looking to return to Grid Explorer, look for the Grid Explorer icon. You can find it in many grid sets.

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The Grid Explorer menu



Add grid sets

Open the Add grid sets window



Arrange grid sets

Arrange, make folders and remove grid sets from your Grid Explorer



Share grid sets

Open the share grid sets window



Remote editing

Sign in to your Smartbox Account and access approved users grid sets



Users

Open the Grid user screen



Settings

Access your Grid settings



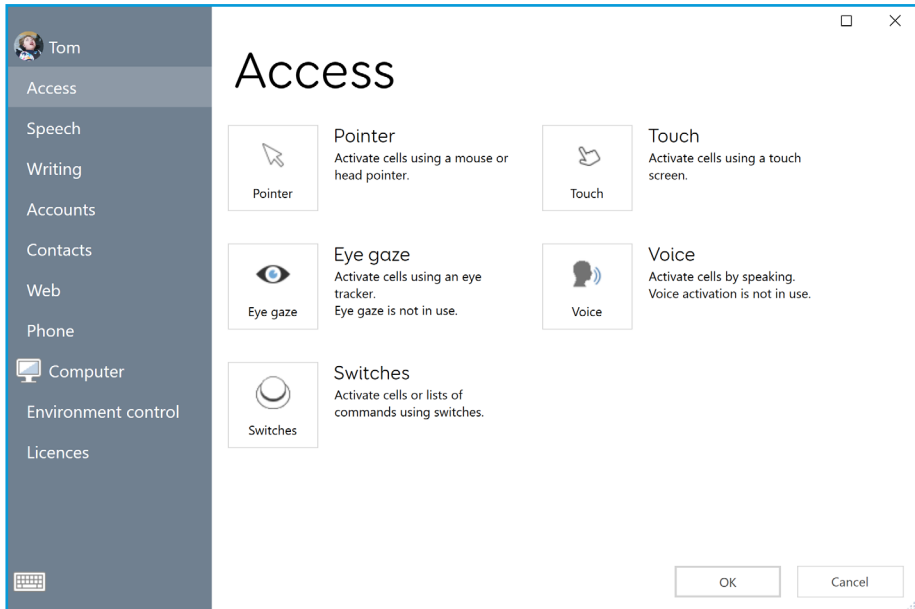
Help

Open the Grid Help window where you can find information to access further support with Grid and Smartbox

Access settings in Grid

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Grid supports a range of access methods, and these can be configured in **Settings - Access**.



By default, Grid is accessible via touch if your device has a touch screen and by mouse.

Each access method has a wide variety of settings and options available that can be optimised to suit your needs

Touch access

Interact with Grid directly using the touch screen of your communication aid. You can also use a keyguard to

help with accuracy. Use the settings to adjust how Grid responds to your touch.

Switch access

Connect switches via 3.5mm switch ports, USB ports or even wirelessly. Grid can be configured to scan your grid sets in many ways, and you can connect multiple switches.

Eye gaze

Grid supports a number of popular eye tracking devices. Select your camera and adjust the settings to meet your needs.

Pointer access

Pointer access covers a wide range of devices, from track balls to head-trackers, all of which control a mouse pointer on the screen. Use Grid's settings to adjust how you interact and click on the screen.

Tip: Grid can also be controlled with your voice if you have speech. Configure and say "Hey, Grid 3!" to start.

Choosing your voice

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Grid has over 200 voices in 32 languages. Find these in **Settings - Speech**. Use the country drop down to find the voice and accent you want.

Press **Listen** to hear a preview of any voice.

If a voice is greyed out, you can download it to your device.

You can adjust the **Pitch** and **Speed** of each voice to personalise how it sounds to suit you.



“Imagination is more important than knowledge!”

Tip: Grid also supports personalised voices from many providers. These are often made using recordings of real voices.

Grid sets



Grid set

A grid set is an collection of grids that are linked together. Each grid set is designed for a specific task such as symbol communication or email.

Grids

A grid is made up of rows and columns that contain **cells**. Any grid can be controlled by any access method.



Cells

Cells can contain words, messages, symbols and many other functions.

Many of our grid sets have guides and manuals to help you get started, with tips on how they work.

You can find these on our website at
thinksmartbox.com



Choosing your first grid sets

On the grid sets screen we have broken down grids into categories. You can select which of these you want to add to your profile.



Symbol communication

Symbol based grid sets that can be used for exploring core vocabulary or building sentences from topics. These include Super Core, WordPower and more.



Text communication

Text based grid sets that offer a range of keyboard layouts and additional features like message banking. These include Fast Talker, Text Talker and Alpha Core.



Interactive learning

Fun activities that can be used to introduce cause and effect, choice making and a great way to explore access, with animations and games.



Accessible apps

Use social media with apps for Twitter and Facebook, listen to music with Spotify, watch videos with YouTube, browse the internet and more.



Servus Environment Control

If your communication aid has infrared or radio built in, you can control your TV, hi-fi, power sockets and more from Grid.



Computer control

Use Grid to control Windows and access other applications such as Microsoft Office, web browsers, games and more.

If you would like to start with a blank profile, choose **Select none.**

You can always add and remove grid sets later, so don't worry if you are unsure at this stage.

Symbol communication

Super Core 50

Super Core 30

Super Core Learning Grids

WordPower 100

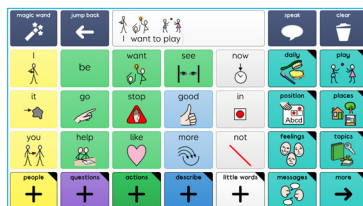
WordPower 60

WordPower 25

Beeline

Vocabulary for Life

Symbol Talker A, B, C and D



Super Core 30



Vocabulary for Life

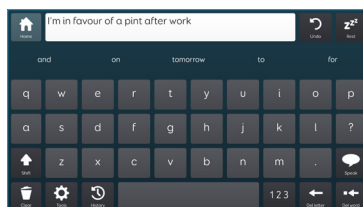
Text communication

Fast Talker

Fast Talker Large Cell

Alpha Core

Text Talker



Fast Talker

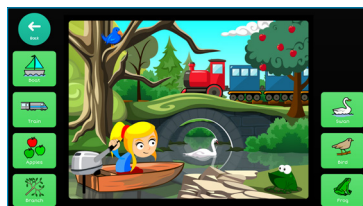
Interactive learning

Cause and effect

Choices

Challenges

Visual scenes



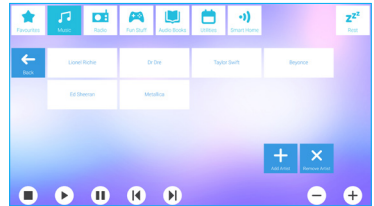
Visual scenes

Accessible Apps

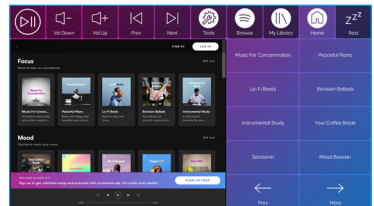
Facebook
Twitter
YouTube
YouTube Kids
Music and Video
Spotify
Amazon Echo
Camera
Clock
Web browser
SMS
Simple SMS
Phone
Email
Simple Email
Notes

Control

Servus Environment Control
Simple Servus
Computer Control
Computer Control for Switches



Amazon Echo



Spotify



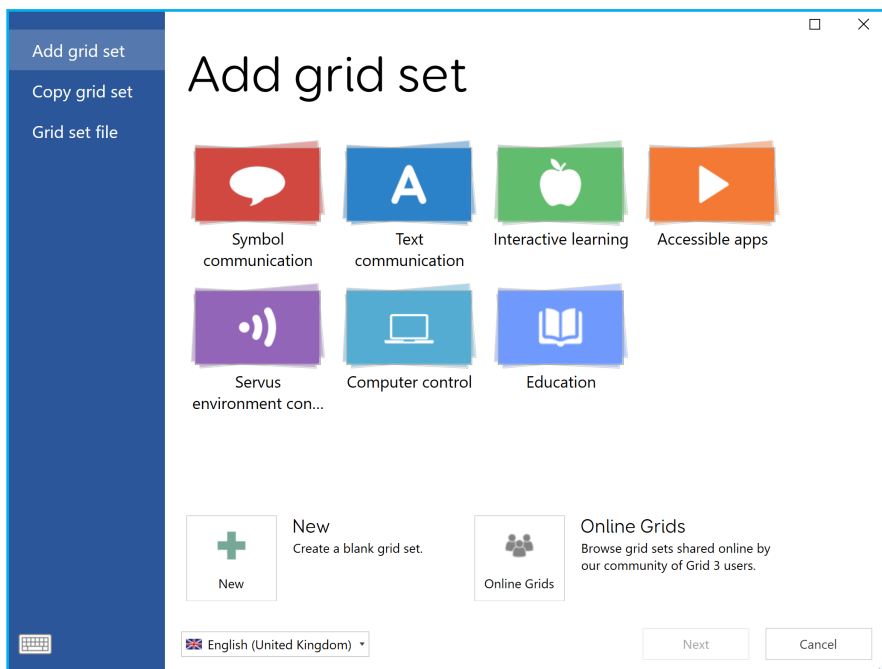
Facebook



Web browser

Adding more grid sets

Add more grid sets to Grid Explorer by selecting **Add grid set** from the menu.



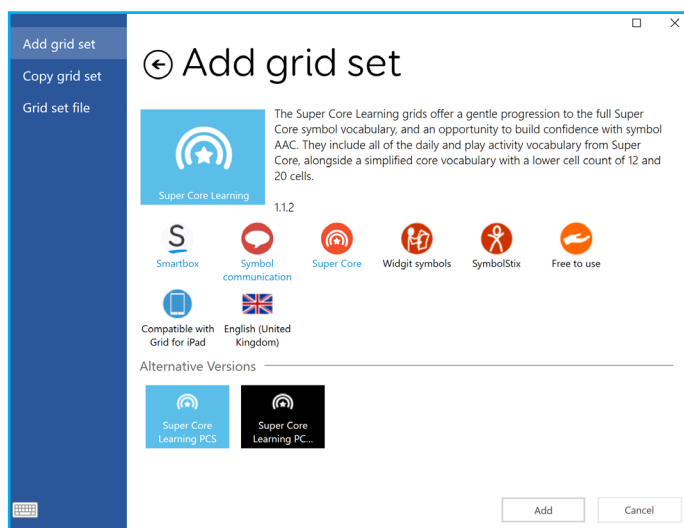
Grid sets are organised into categories, and you can read more information about each grid set before you add it to your Grid Explorer.

Alternative versions of grid sets

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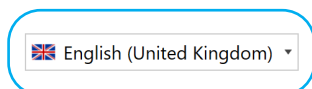
Many grid sets have alternative versions available. These include versions with different symbol sets, tweaks for specific access methods like touch or switches, alternative keyboards and more.

You can look for alternative versions on the Add Grid set window.

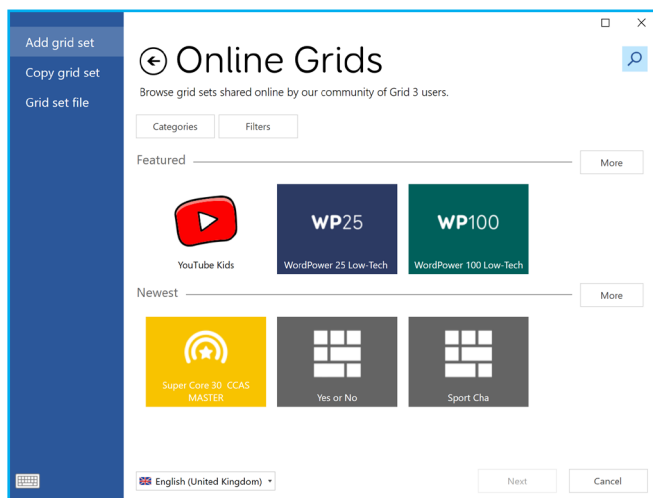


Other languages

Many grid sets have been translated into other languages. You can switch the language of the Add grid set window with the drop down menu.



Online Grids is the place where you can find grid sets for a huge variety of tasks. There are hundreds of grid sets available, designed by our global community of Grid users.



When you select Online Grids from the Add grid set window, you can see featured and newly shared grid sets. You can search with the magnifying glass icon and use the categories and filters to browse for what you are looking for.

These are just three grid sets shared by our Smartbox team.



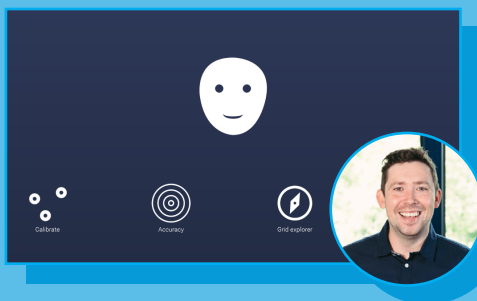
Soundbox by Jim

The Soundbox grid set enables anyone who uses Grid 3 to start making music.

My Communication Passport by Jess

A practical tool for passing on key information about people with complex communication difficulties who cannot easily speak for themselves.

?	Personal info	Likes	Dislikes	If I am upset
+ Add picture here	My favourite activities are...	Things I find annoying are...	If I am upset, I might...	
	I like...	Some things I find upsetting are...	If I am upset, can you...	
	My name is	My favourite toys are...	Foods I don't like are...	It helps if you...
	I am ... years old	My favourite place is...	I don't like it when...	Please don't...
Pencil icon How to communicate	Help	People	Communication	Important
	I need help with...	My mum is called...	I use ... to help me communicate	
	You can help me by...	My dad is called...	I communicate by...	
	I am learning how to...	I have a brother called...	I say yes by ... and no	
	I need help to...	I have a dog called...	I like to talk about...	



Positioning Guide by Neil

A useful grid set that can be used to help position an eye gaze device.

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The grid set menu

When you are in a grid set, the Grid menu changes to give you more options.

**Home grid**

Return to the grid set's home grid

**Back**

Go back one grid

**Grid Explorer**

Close the grid set and return to Grid Explorer

**Edit grid**

Open Edit mode to start editing your grid set

**Edit word list**

Edit the word list on your grid if there is one

**Settings**

Open the Grid settings

**Find word**

Open the Find word tool, this allows you to find instances of words in the grid set, and shows you how to get to them



Print

Print a grid or grid set



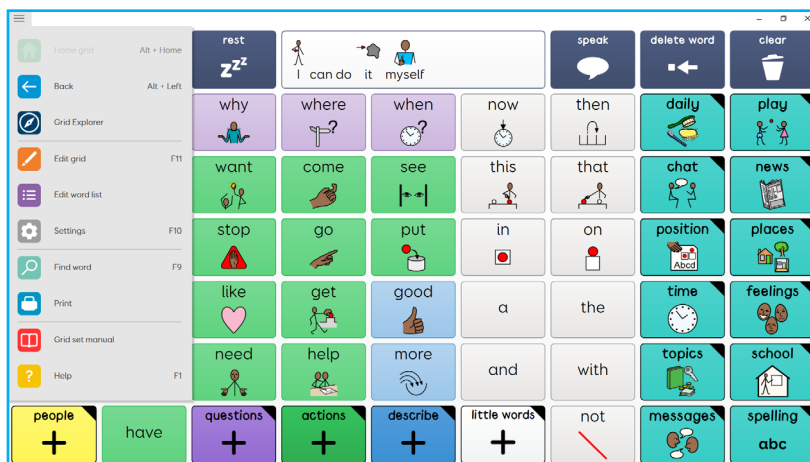
Grid set manual

Open a web browser to download the grid set's documentation

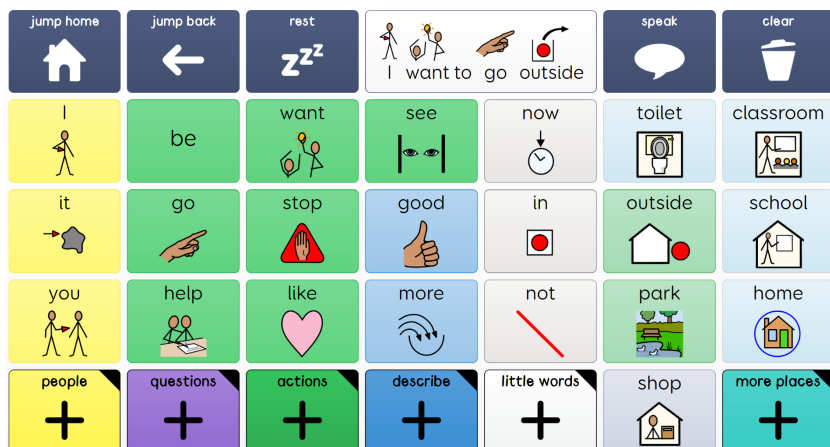


Help

Open the Grid Help window where you can find where to access further support



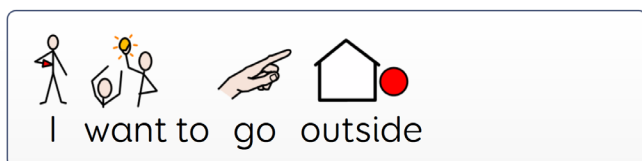
Using a symbol communication grid set



This is **Super Core 30**, a symbol based, core vocabulary grid set. The grid is divided into cells, and each cell has a word and a symbol.



The cells in the top row of this grid have various commands, as well as a chat writing area.



As you build your sentence, the words will be displayed here.

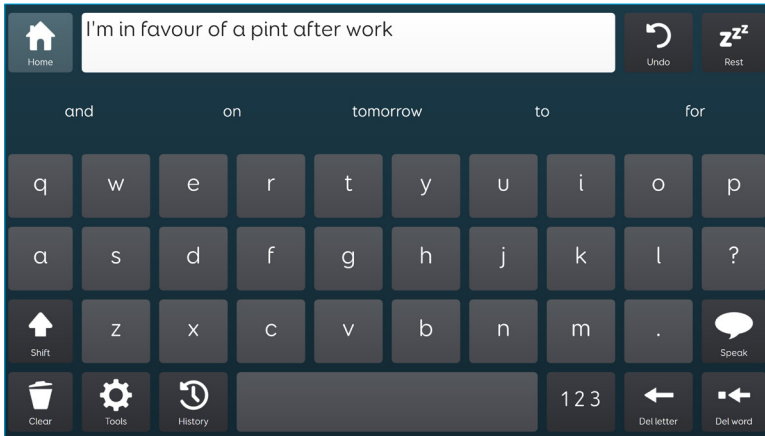


The Super Core grid sets are designed with core words on the home grid. As you build your sentence, you will notice our Smart Grammar technology updates cells to make it easier to build sentences.



Some of the cells are marked with a small triangle in the corner, these are jump cells. These take you to a new grid where there are more words, sometimes with a specific topic or theme. Using the Back button or selecting Back from the menu will jump you to your previous Grid.

Using a text communication grid set

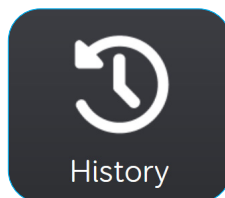


This is **Fast Talker**, a text based grid set with many powerful features to make writing your messages more efficient.

Your message appears in the chat writing area at the top of the grid, and you will see the speak command on the right side.

Prediction and chat history

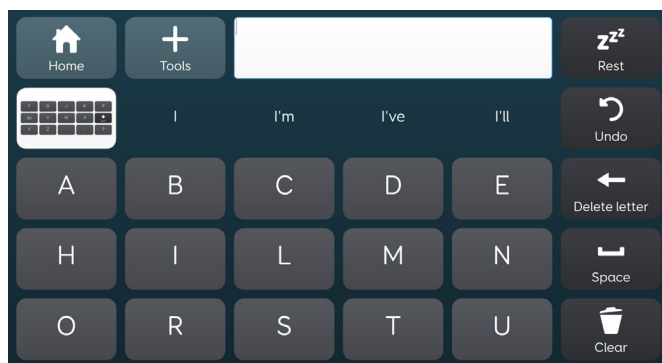
You can switch between prediction and chat history with the History cell.



The prediction or chat history cells are displayed below the chat writing area. Grid uses SwiftKey prediction that suggests the word you are typing, and the next possible word.

Chat history remembers everything you say and helps you find it again quickly. Type the keyword in a sentence, for example 'coffee' to see a range of related phrases

Alternative keyboards



Fast Talker Large Cell

Many text based grid sets have alternative keyboard layout, such as large cells, switch frequency, AEIOU and more.

You can find these either in the grid set settings, or as alternative versions in the **Add grid set** window.

You can share grid sets with other people and move them between devices.

Online Grids

You can share a grid set with other Grid users via Online Grids. You will need to have a Smartbox Account to do this. From your Grid Explorer select **Menu - Share grid sets**.

You will see any currently shared grid sets.

Selecting **Add** will show a list of all your shareable grids.

Choose your grid set and give it a description, and label your grid set appropriately.

Grid sets that are uploaded to Online Grids can always be updated and removed at a later date.

Saving a grid set file

Grid sets can be saved as a grid set file. From **Menu - Share grid sets - Grid set file** you can select one of your grid sets, then select Save.

You can choose where on your device you would like

to save your grid set to, including USB sticks, external drives or other shared folders.

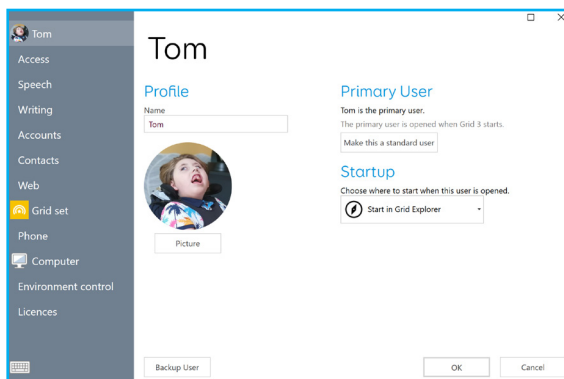


To open a grid set file, double click on it and it will be added to Grid Explorer

Using multiple devices

If you sign into your Smartbox and Dropbox accounts on another device or Grid for iPad, your grid sets and settings will be automatically synced. You can edit and update your grid sets on either device and your changes will be reflected in both places.

To access your Grid settings, select **Menu - Settings**.



Your user

Here you can change your profile name, picture and your start up options. You can also choose to make yourself a Primary User which can automatically load on start up.

Access

Configure your access methods. Choose from Switch, Touch, Pointer, Eye gaze and voice.

Speech

Adjust all your voice and speech options here, as well as the audio feedback if this is enabled.

Writing

Control what happens when writing a message,

including auto-replacements, Chat History and symbols.

Accounts

Manage your Smartbox, Dropbox and email accounts.

Contacts

Add and manage contacts for your phone and email grid sets.

Web

Manage your favourites and content filter options.

Phone

Connect a smartphone to Grid to make and receive calls and text messages.

Computer

Control how the menu bar appears, and select webcams and printers for Grid.

Environment control

Set up environment control devices on compatible hardware.

Licences

Check whether you have any active licences for voices, symbol libraries or grid sets.

Grid supports multiple user profiles with:

- Grid sets
- Account information
- Settings
- Message banked files
- Your grid explorer layout
- Predictions
- Dictionary
- Contacts
- Notes
- Email and text messages

You can make one user the **Primary User** which can be set to open when Grid starts.

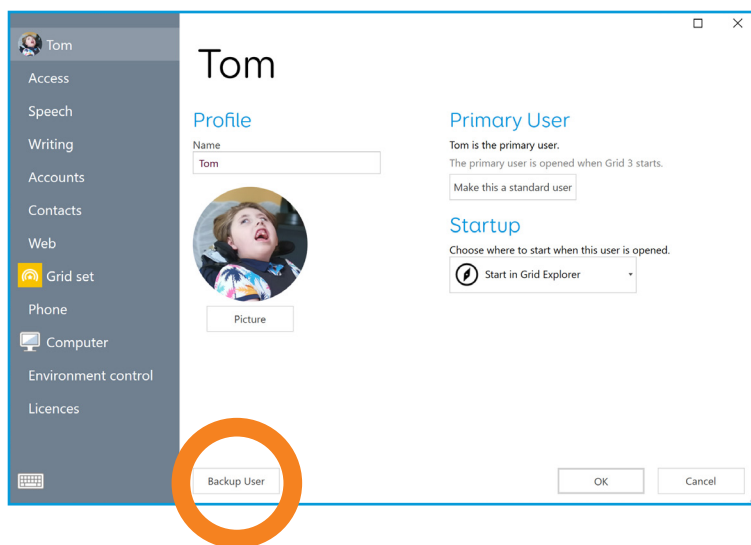
Tip: You can also choose which grid set to open when Grid starts so you can start talking straight away!



Backing up your user profile

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If you want to backup your entire user profile, to keep safe, or move to a different device, you can take a complete copy of your Grid user by selecting **Menu - Settings - User**.



At the bottom of the user settings window you will see the **Backup User button**. Tap this and you can choose where to save your backup.

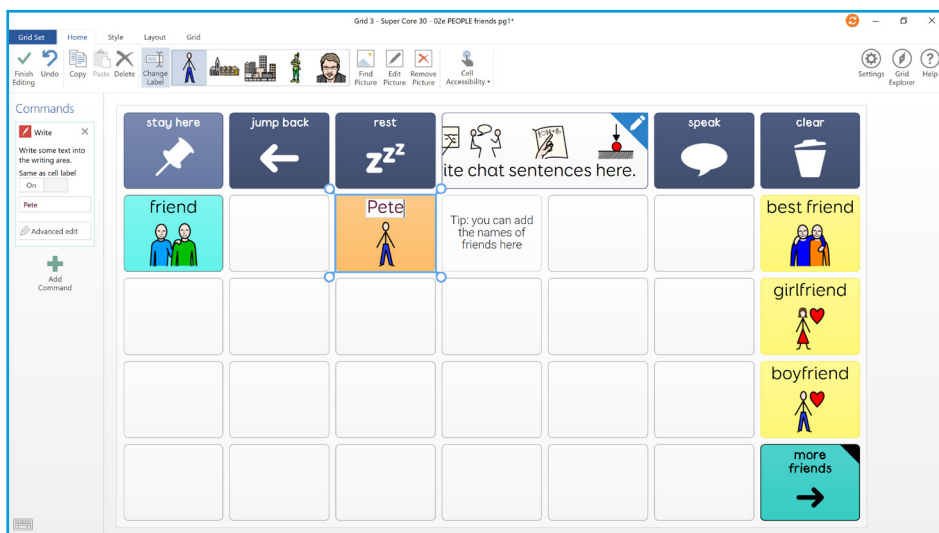
Restoring a backup

You can restore a user backup by going to **Menu - Users**. Select **Restore Backup** to locate your backup file on your device and select **Open**.

Edit mode allows you to edit and personalise any grid, or create a new grid set from scratch.

In edit mode you have complete control over how the grid set looks and you can change how each cell behaves.

This can be as simple as adding a word to a grid by creating a new write cell, or adding a more complex command to cells such as taking a photo on a camera grid.





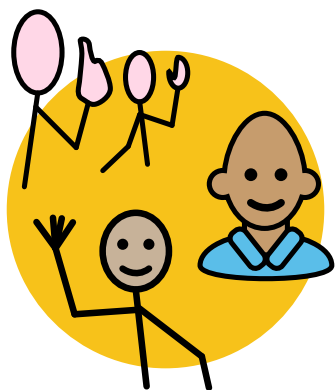
Appearance

Control the size, colour and shape of each cell.

Label

Adjust the size and font of the label.

Hello
Hello
Hello



Symbol

You can change or edit the symbol on each cell. You could even choose a photo.

Learn more at our Grid training centre
thinksmartbox.com/training-centre

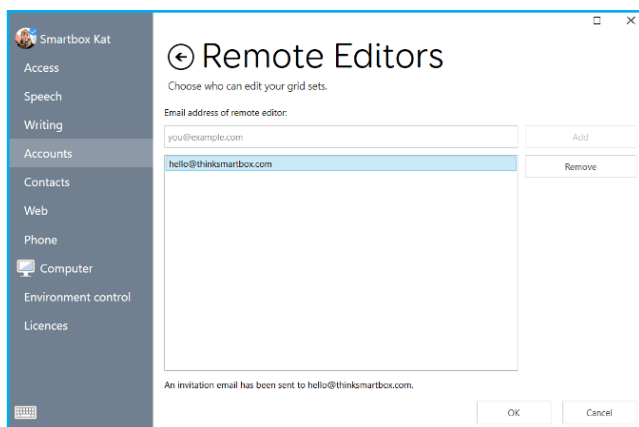
Remote editing enables you to give someone access to your grid sets, so they can make changes for you from another device. You can continue to use Grid 3 while they are editing your content.

To enable Remote editing you will need to be signed into a Smartbox and Dropbox account.

Give someone access to your grid sets

You can allow other users to sign in on another device to edit your grid sets.

Select **Menu - Settings - Accounts** then select **Remote Editors**.



Enter the email address of your nominated editor and select **Add**.

They will receive an email inviting them to create a Smartbox Account and install Grid.

Tip: You don't need a Grid licence to remote edit another user's Grid!

Editing another user's grid sets

If you have been given access to remotely edit another user's grid sets, sign in from the Grid start screen. Select **Remote editing** and sign in with your Smartbox Account.

You will then see a list of users who have invited you to edit. Select a user and you will be taken to their Grid Explorer. From here you are free to open grid sets and jump into edit mode to make changes.

Grid is continually developed to provide new features, content and bug fixes, so we always recommend you keep Grid up to date.

When your device is connected to the internet, Grid will look for any updates when it starts up. If an update is available, you will see this notification in the top right of the window. Tap the icon to start the update.



How to use Smartbox Update

You can manually check for updates using Smartbox Update. You will find the Smartbox Update program in the Start menu.

Support

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Our support team are here to help you.



Online chat

Thinksmartbox.com

Email

support@thinksmartbox.com



Phone

UK: 01684 578868

US: (878) 302-3674

Intended Use

- Grid 3 is used as a voice output communication aid (VOCA)
- Grid 3 is used to control a Windows computer
- Grid 3 is used to operate external devices via environmental control (EC)

Intended User

Grid 3 is designed for individuals with complex communication and/or access needs.

Intended environment

Grid 3 can be used in a variety of settings including:

- private homes
- supported living homes
- nursing care facilities
- schools, colleges, universities
- in the community, e.g. shops, restaurants
- hospitals (acute, rehabilitation and community)

Significant contraindications, warnings and precautions

Grid 3 is designed to assist with expressive communication. Grid 3 should be used in combination with a range of Augmentative and Alternative

communication (AAC) methods and therefore should not be relied on in isolation to enable an individual to communicate expressively. Other methods of AAC may include the use of paper-based systems, sign language or the use of eye pointing frames.

Although designed and manufactured to be extremely robust and reliable, it is possible to lose function due to power loss or other technical issues. For this reason, Grid 3 should not:

- be used as a life supporting device
- be relied upon for well-being
- be relied upon as the user's only way of making an emergency call or alarm
- be used to administer medicine
- be relied upon as the only method of interaction with EC devices

Grid 3 is also not intended to provide information which is used to take decisions with diagnosis or therapeutic purposes.

Processor	1.33GHz Quad core or faster
Memory	2GB RAM or more
Hard disk	3GB+ HDD Space
Operating system	Windows 8, 8.1, 10 Home and Pro



Join the Smartbox community

A friendly place where Grid users share
ideas, ask questions and more.

thinksmartbox.com/facebook



Get more out of Grid

Find out about editing tips and advanced settings at our online training centre

thinksmartbox.com/training-centre

Grid 3 Getting started (Version 2.0)
English (UK)

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G3-MAN-UK-E