The Realize Language™ Reference Book

QUESTION AND ANSWERS FOR USING THE REALIZE LANGUAGE AAC DATA LOGGING ANALYSIS SYSTEM: SALTILLO VERSION

Realize Language
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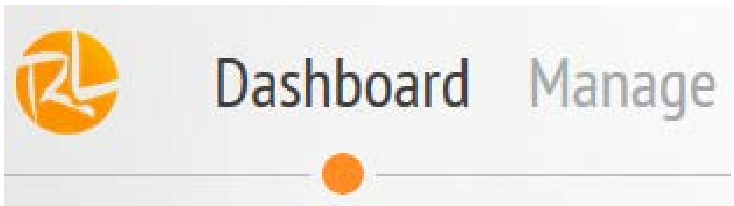
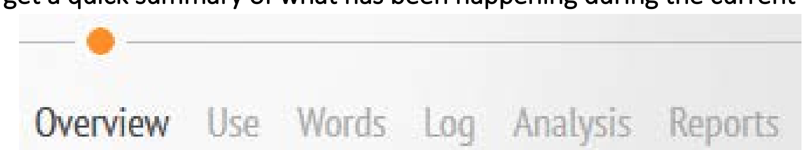


The **Dashboard** tab is what you use to get access to all the widgets that let you see your data. Under the **Dashboard** tab, you are able to go to an **Overview** page, a **Use** page, a **Words** page, a **Log** page, an **Analysis** page, and a **Reports** page. For most of the time you will be in the Dashboard section of the site unless you want to add new data for your current client, or even add another client or device.

2.1 Using the Overview Page

2.1.1 How can I get a quick summary of what has been happening during the current week?



The **Overview** page provides a summary based on the current week of data logging from Sunday to Saturday. At the top you will see the label "Week ending Month, DD, YYYY." The *Log* window shows times of use; the *Words* window shows an image of all the words used; the *Use* window is a bar chart of minutes used per day; and *Analysis* window summarizes the words used as Parts of Speech.

2.1.2 What happens if I click on the *Words* image of the Overview page?

Clicking on the *Words* picture takes you to the **Words** Page, where you have a number of special widgets to help you see your data.

2.1.3 What happens if I click on the *Use* image of the Overview page?

Selecting the *Use* widget takes you to a page where you can now choose to see usage on a daily, weekly, or monthly basis.

2.1.4 What happens if I click on the *Analysis* image on the Overview page?

Clicking on the *Analysis* widget takes you to a page that breaks down words by Part-of-Speech and lets you create individual lists of words you want to teach and monitor.

2.1.5 How can I change from the Overview page to look at more detailed and specific information?

You can click on any of the windows on the left-hand side of the **Overview** page to see more details regarding *Words*, *Use*, and *Analysis*. You can also click on the tabs along the top right of the page marked **Use**, **Words**, **Log**, **Analysis**, and **Reports**. These also take you to new pages.

2.1.6 What does the *Log* window show on the Overview Page?

The *Log* is a summary measure of how much a device has been used during the current calendar week from Saturday through Sunday. The text “Week Ending Month NN, Year” above the *Log* indicates the last date of the current week.

2.1.7 What happens if I click on anywhere within the *Log* window on the Overview page?

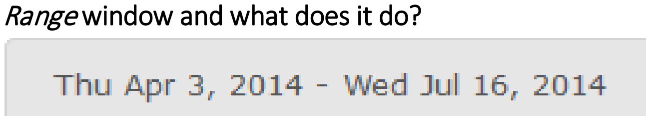
Clicking anywhere in the *Log* area takes you to the **Log** page, where you see in more detail all the words used during 15-minutes time slots. The **Log** page is fully interactive and you can use it to explore what words are being said and when.

2.1.8 How can I create a printed report of the Overview page?

Just above the *Log* window on the right is a small button with an image that looks like a piece of paper with the top corner folded down. This is the “Generate Report Button.” Click on this and a PDF report will be created and stored on the **Reports** page. Click on the **Reports** tab to see it.

2.2 USING THE *DATE RANGE* WINDOW

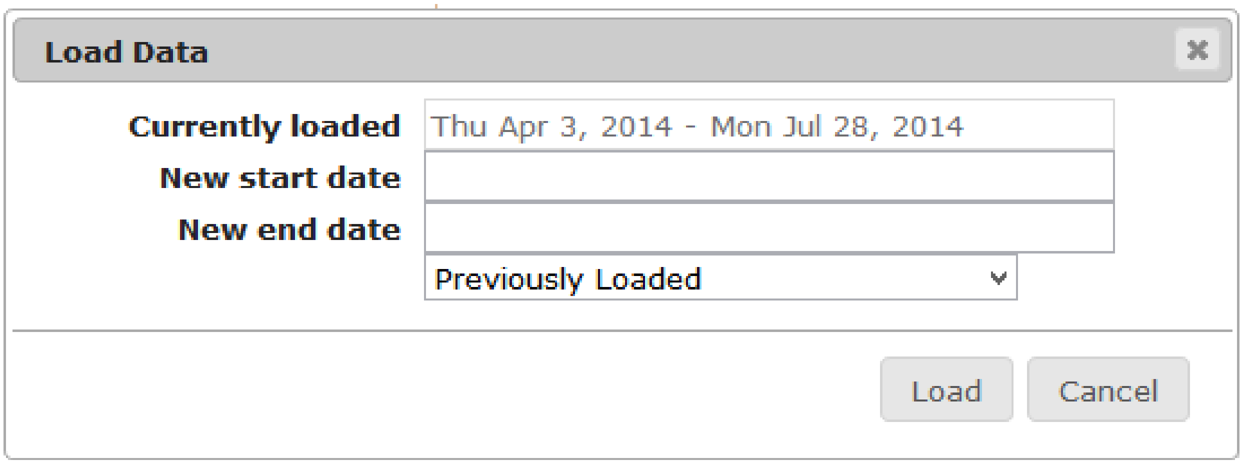
2.2.1 What is the *Date Range* window and what does it do?



On each of the pages of the Dashboard, below the Navigation tabs is a window with two dates. This is the *Date Range* window and shows the time period for which data is being analyzed. If the first date is set for Mon Jan 1, 2013 and the second for Fri Apr 23, 2013, then ALL the different pages will be giving you information for these four months. You may have started collecting data on Wed Jun 1, 2012, but the system will ONLY analyze data based on the dates you have in the *Date Range* window.

2.2.2 How can I change the date range?

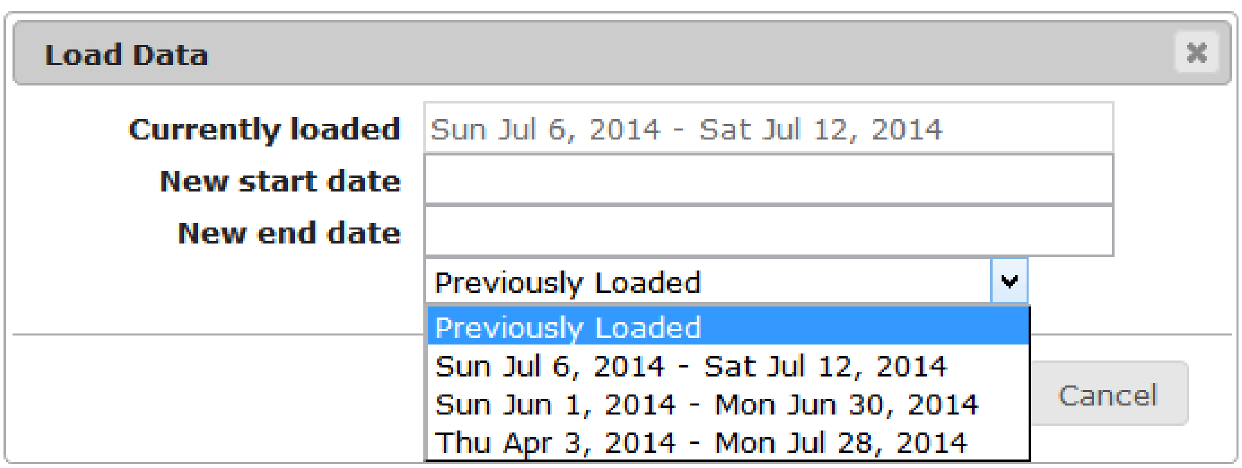
If you click directly on the *Date Range* window, a box opens up that lets you make changes to the starting date and the ending date for the period you want to look at.



Click on the "New start date" entry box and a calendar pops up that you can use to enter your start date. Then click on the "New end date" to enter the date you want as your end point. Once you have your new start/end dates, hit the "Load" button and the Realize Language™ system will only analyze data between those two points.

2.2.3 How can I compare different date ranges?

During a session using the Realize Language™ site, whenever you set a new date range, that range is stored temporarily. If click on the *Date Range* window to open the date range box, you'll see a "Previously Loaded" drop-down option that, when clicked, will show you all the date ranges you've used during the session.



You can then switch between these and, more usefully, print out any screens from the different widgets to make visual comparisons.

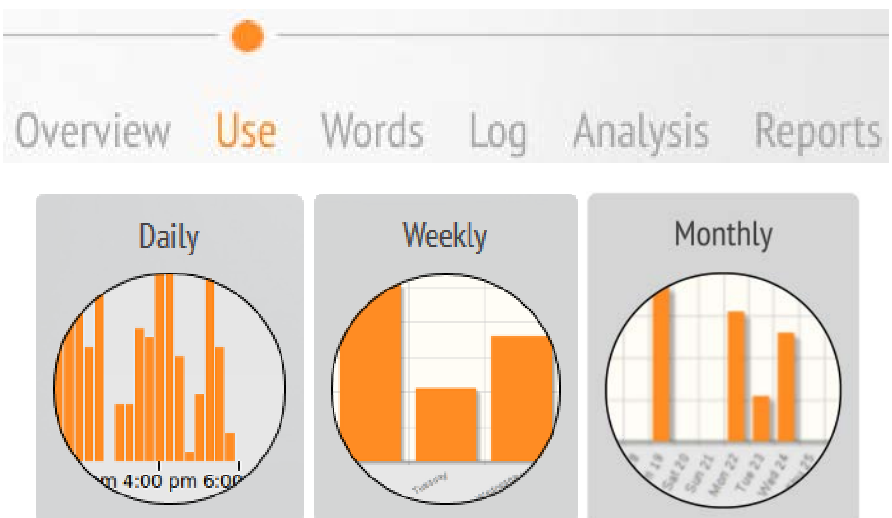
2.2.4 I got a yellow box on screen saying "You have reached the limit of data that can be loaded into the Dashboard at one time. Shorten the date range to ensure that all data gets loaded." What does this mean and what can I do?

The current version of the Realize Language™ software has a limit to the number of lines of log data it can handle at once, and that's 80,000 lines. For most people, that's far more lines of data than they would reach but occasionally, it can be exceeded. In that situation, all you need to do is shorten your date range by clicking on the *Date Range* window and setting new start and end dates in the Date Range box that opens.

2.3 HOW MUCH ACTIVITY IS THERE?

2.3.1 How can I see how much someone has said over a Day/Week/Month?

Go to the **Use** page and click on the *Daily, Weekly,* or *Monthly* widget.



2.3.2 What does the *Daily* widget measure?

The *Daily* widget counts the total number of keys activated in 15-minute intervals and then shows those numbers as a spike along a 24-hour axis. You can then see for a single day when your client was most productive.

2.3.3 What does the *Weekly* widget measure?

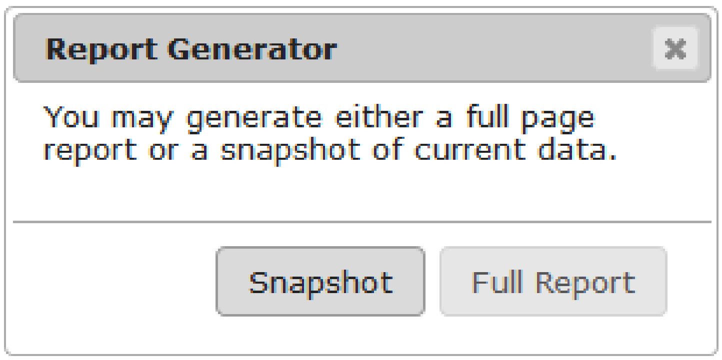
The *Weekly* widget counts the total number of 15-minute intervals during which keys were activated on a device and then adds the times to display a column chart covering seven days from Sunday to Saturday. You can see, at a glance, how productive a client has been over a week.

2.3.4 What does the *Monthly* widget measure?

The *Monthly* widget counts the total number of 15-minute intervals during which keys were activated on a device and then adds the times to display a bar chart covering one calendar month. This lets you see changes week by week.

2.3.5 How can I create a printed report for the Use page?

Just above the *Log* window on the right is a small button with an image that looks like a piece of paper with the top corner folded down. Click on this and you will see TWO options for printing a report. If you select the “Full Report” option, PDF report showing daily/weekly/monthly will be created and stored on the **Reports** page. Click on the Reports tab to see it.

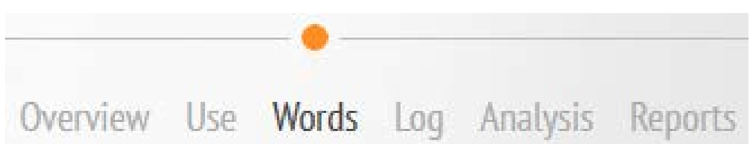


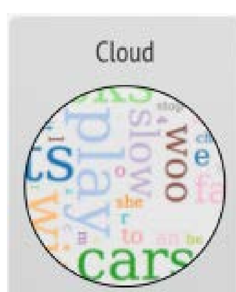
If you select “Snapshot,” you will create a graphic of *just* the chart for the *Daily*, *Weekly*, or *Monthly* use. Click on the **Reports** tab to find the image you’ve just created.

2.4 WHAT WORDS ARE BEING USED?

2.4.1 How can I create a colorful word picture to show all the words during any time period?

Use the **Words** page and the *Cloud* widget.



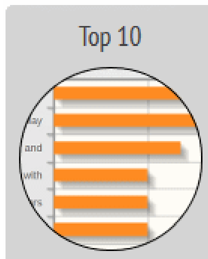


You can set the time period you want to look at using the Date Range window.

2.4.2 How do I print out just the word cloud so my client can use it as “refrigerator art?”

To print out just the cloud, select the “Generate Report” button at the top-right of the page just next to the date range. Then choose “Snapshot” to create an image, which you can see and download by selecting the **Reports** tab.

2.4.3 How can I see just the Top 10 most frequently used words over a specified time period?



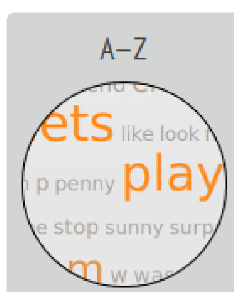
On the Words page, the *Top 10* widget looks at all the words used in a specified time period and lists the ten most frequent. If you change the specified time period, the list will change to reflect this.

2.4.4 How do I print out just the *Top 10* list?

To print out just the *Top 10* words, select the “Generate Report” button at the top-right of the page just next to the date range. Then choose “Snapshot” to create an image, which you can see and download by selecting the **Reports** tab.

2.4.5 How can I see a list of all the words a person has used?

On the Words page, the *A-Z* widget creates a list of all the words used within a specified time period and orders them from A to Z. The list also shows words used frequently as larger than those used only a little.



2.4.6 Can I use the *A-Z* widget to create a text list?

If you highlight all the words in the *A-Z* widget window using your mouse and cursor, you can copy (using CTRL+C or right click and “Copy”) and then paste (using CTRL+V or right click and “Paste” into a document. The text will be arranged in A to Z order.

2.4.7 How can I see how frequently words are used?

On the **Words** page, the *List* widget counts how many times a word is used in any specified time period. The number is shown in front of the word and the list is sorted by this number. The advantage if this is that you can quickly see commonly used words versus little-used ones. If you want to see the words alphabetically, you can use the *A-Z* widget.

2.4.8 What are KNOWN and UNKNOWN words?

The Realize Language™ server has a database of over 100,000 words, and these are what we call KNOWN words; basically, they are the words the software “knows.” Any words that are not in this database are called UNKNOWN, and typically these will be people and place names, or trade names such as Starbucks® or McDonalds®. You can set your *List* widget to show (a) only KNOWN words, (b) only UNKNOWN words, and (c) both KNOWN and UNKNOWN words.

2.4.9 How can I see when someone is spelling words letter-by-letter versus using words that have been pre-stored?

If you have an AAC system where you press a key, or sequence of keys, to get a whole word, then this is a PRE-STORED word. For example, if I press a button with a picture of an ambulance and the device says “ambulance” along with showing the word “ambulance” on the screen, this is an example of a PRE-STORED word. In contrast, if you use letter-by-letter spelling to create “a-m-b-u-l-a-n-c-e” on the device, then this is a SPELLED word. You can set your *List* widget to show (a) only PRE-STORED words, (b) only SPELLED words, and (c) both PRE-STORED and SPELLED words.

Click on the PRE-STORED and SPELLED button to change which are active; a WHITE background means "active" and a GRAY one means "inactive." So if you see SPELLED in white and PRE-STORED in gray, you are only seeing words that have been spelled.

2.4.10 What happens if I use Word Prediction to complete a word?

If you use Word Prediction to spell/speak a word, it is counted as a PRE-STORED word. So although "t-r-u-c-k" would be treated as SPELLED, "t-r-*truck*" would be marked as PRE-STORED.

2.4.11 Can I print out any list I create as a text file?

Yes. To the top right of your List window is an "Export word list" button. When you have created your list, select that "Export word list" button and you will be prompted to save the file or open it directly. Once you have this file, you can print it.

2.4.12 Can I add words to the KNOWN list?

At present, it is not possible to add new words to the database of KNOWN words.

2.5 When are things happening?

2.5.1 What does the Log page show?

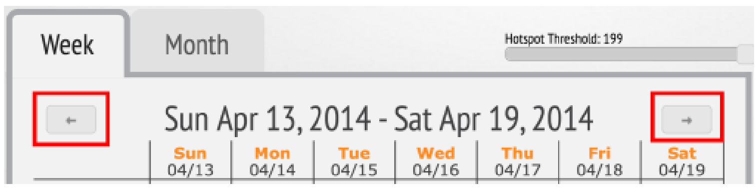
The simplest way to think of the **Log** page is as a combination of a calendar and a journal. In the middle of the page you have a calendar that shows when things happened during a day/week/month, and down the right-hand side you have a "log column" that acts as a journal of the actual things said.

2.5.2 How can I see a specific week on the Log page?

When you select the **Week** tab in the calendar window on the **Log** page, you see a seven-day 24-hour calendar marked in 15-minutes units. If a device is used during any of those 15-minute time intervals, an orange bar fills the slot. The time period is shown at the top of the calendar window as a date range from Sunday to Saturday. Arrow buttons to the right and left of this date range let you click through week by week.

If you click on any orange time slot, the words used during that period will appear in the log column on the right of the calendar. The words used in that 15-minute slot are highlighted in green.

You can step through week by week using the two arrow buttons at the top left and right of the calendar.

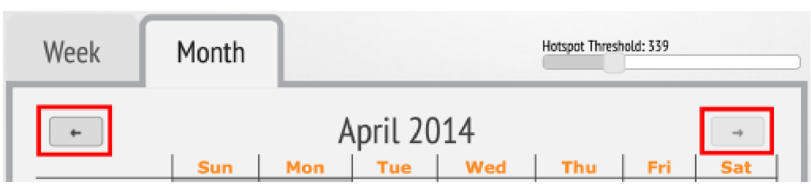


2.5.3 How can I see a specific month on the Log page?

When you select the **Month** tab on the **Log** page, you will see a calendar month displayed with each week starting on Sunday and each day split into 6-hour time slots. If a device is used during any of those intervals, an orange bar fills the slot.

Clicking on any of the orange slots will fill the log column on the right with the words used during that period. They are highlighted in green.

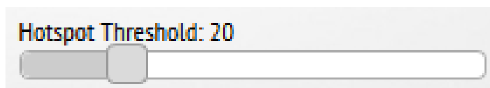
You can step through month by month using the two arrow buttons at the top left and right of the calendar.



2.5.4 How can I find where and when a word has been used?

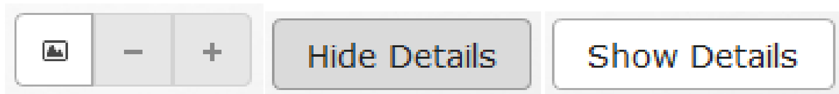
On the Log page, just above the calendar, is a window with “Find Words…” inside. If you click on this box, you can type in any word to discover (a) if it has been logged and (b) when it was used. After typing in the word you can either hit your “Enter” key or click on the “search” button. Any instance where the word is used appears as a small black dot in a time slot. This feature is useful in showing when specific words are used. To simply see how many times a word is used overall, use the *List* widget.

2.5.5 What is the “Hotspot Threshold” slider?



Just above the calendar window is a slider labeled “Hotspot Threshold.” Its purpose is to help you see at a glance the most “communicative” time slots in the calendar. When it is set to 0, all the way to the left, *all* the time periods where the device is used are marked in DARK orange. As you slide it to the right, the slots with little activity turn LIGHT orange but slots that are very active stay dark. As you keep slowly sliding right, those slots that remain dark orange are those in which the device is being used most.

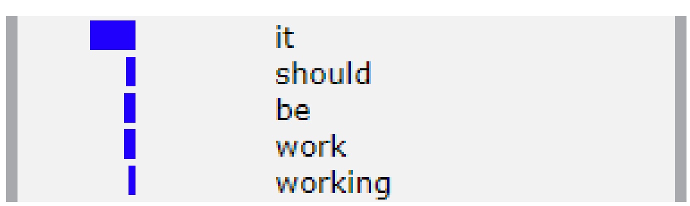
2.5.6 How can I change the amount of details showing in the log column on the Log page?



On the Log page, next to the “Find Words…” box is a set of three buttons called the “Log Layout” buttons, which let you change the look of the words in the log column. There are three different layout options: the Graphic layout, the Simple layout, and the Full layout. Each layout can include more details depending on how you set the “Hide/Show Details” button.

2.5.6.1 With details HIDDEN:

(a) Graphic Layout: This shows each word used as a single line with a colored bar showing the relative time-taken between words. A long bar means a long time between subsequent words; a short bar means little time.



(b) Simple Layout: This shows each word used as a single line but includes a number (instead of a bar) to mark the time between words, and includes a code representing how the word was generated (spelled, sequence, page button etc.)

PAG	+12	it
PAG	+2	should
PAG	+3	be
PAG	+3	work
PAG	+0	working

(c) Full Layout: This shows each word line-by-line and includes the code showing how it was generated along with the actual time it was said.

PAG	15:11:29	it
PAG	15:11:54	should
PAG	15:11:57	be
PAG	15:12:09	work
PAG	15:12:10	working

2.5.6.2 With details SHOWN:

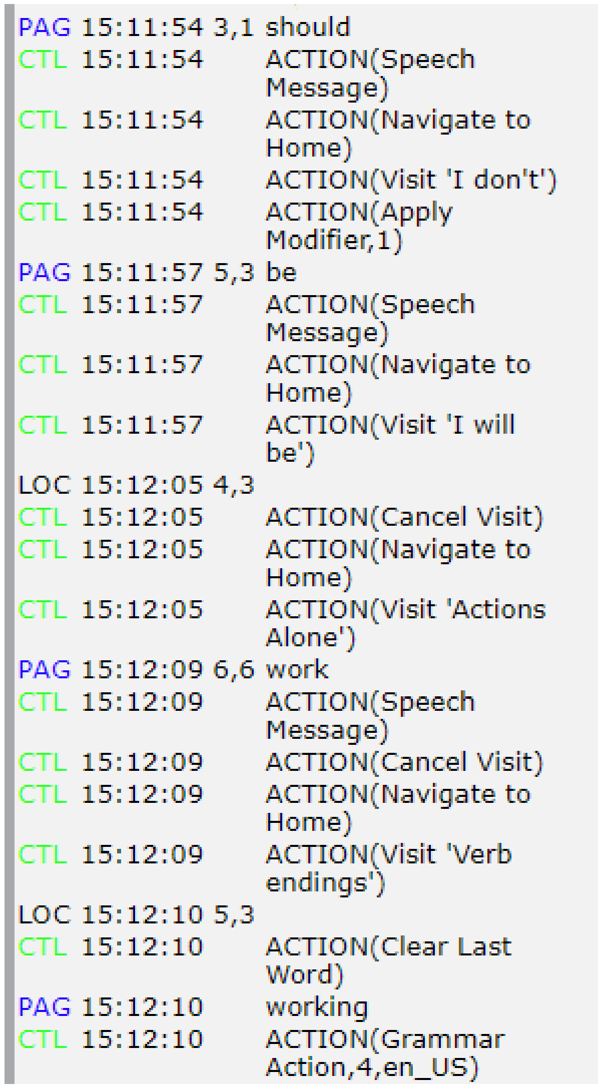
(a) Graphic Layout: This shows each word used, along with the coordinated of each key pressed in order to say that word, and a colored bar shows the relative time-taken between words. A long bar means a long time between subsequent words; a short bar means little time.

```
3,1 should
    ACTION(Speech Message)
    ACTION(Navigate to Home)
    ACTION(Visit 'I don't')
    ACTION(Apply Modifier,1)
5,3 be
    ACTION(Speech Message)
    ACTION(Navigate to Home)
    ACTION(Visit 'I will be')
4,3
    ACTION(Cancel Visit)
    ACTION(Navigate to Home)
    ACTION(Visit 'Actions
    Alone')
6,6 work
    ACTION(Speech Message)
    ACTION(Cancel Visit)
    ACTION(Navigate to Home)
    ACTION(Visit 'Verb endings')
5,3
    ACTION(Clear Last Word)
    working
    ACTION(Grammar
    Action,4,en_US)
    ACTION(Cancel Visit)
    ACTION(Navigate to Home)
    ACTION(Apply Modifier,1)
```

(b) Simple Layout: This shows each word used, along with the coordinated of each key pressed in order to say that word, and includes a number (instead of a bar) to mark the time between words, along with a code that represents how the word was generated (spelled, sequence, page button etc.)

```
PAG +2   3,1 should
CTL +0       ACTION(Speech Message)
CTL +0       ACTION(Navigate to
             Home)
CTL +0       ACTION(Visit 'I don't')
CTL +0       ACTION(Apply Modifier,1)
PAG +3   5,3 be
CTL +0       ACTION(Speech Message)
CTL +0       ACTION(Navigate to
             Home)
CTL +0       ACTION(Visit 'I will be')
LOC +8   4,3
CTL +0       ACTION(Cancel Visit)
CTL +0       ACTION(Navigate to
             Home)
CTL +0       ACTION(Visit 'Actions
             Alone')
PAG +3   6,6 work
CTL +0       ACTION(Speech Message)
CTL +0       ACTION(Cancel Visit)
CTL +0       ACTION(Navigate to
             Home)
CTL +0       ACTION(Visit 'Verb
             endings')
LOC +2   5,3
CTL +0       ACTION(Clear Last Word)
PAG +0       working
CTL +0       ACTION(Grammar
             Action,4,en_US)
CTL +0       ACTION(Cancel Visit)
CTL +0       ACTION(Navigate to
             Home)
CTL +0       ACTION(Apply Modifier,1)
```

(c) Full Layout: This shows each word used, along with the coordinated of each key pressed in order to say that word, and the code showing how it was generated, along with the actual time it was said.



```
PAG 15:11:54 3,1 should
CTL 15:11:54     ACTION(Speech
                 Message)
CTL 15:11:54     ACTION(Navigate to
                 Home)
CTL 15:11:54     ACTION(Visit 'I don't')
CTL 15:11:54     ACTION(Apply
                 Modifier,1)
PAG 15:11:57 5,3 be
CTL 15:11:57     ACTION(Speech
                 Message)
CTL 15:11:57     ACTION(Navigate to
                 Home)
CTL 15:11:57     ACTION(Visit 'I will
                 be')
LOC 15:12:05 4,3
CTL 15:12:05     ACTION(Cancel Visit)
CTL 15:12:05     ACTION(Navigate to
                 Home)
CTL 15:12:05     ACTION(Visit 'Actions
                 Alone')
PAG 15:12:09 6,6 work
CTL 15:12:09     ACTION(Speech
                 Message)
CTL 15:12:09     ACTION(Cancel Visit)
CTL 15:12:09     ACTION(Navigate to
                 Home)
CTL 15:12:09     ACTION(Visit 'Verb
                 endings')
LOC 15:12:10 5,3
CTL 15:12:10     ACTION(Clear Last
                 Word)
PAG 15:12:10     working
CTL 15:12:10     ACTION(Grammar
                 Action,4,en_US)
```

You can choose any combination from "Graphic/Hidden" through to "Full/Show" depending on what level of information you want to see. Some people will be happy with the first whereas others – such as researchers – may want all the data they can get.

2.5.7 What does the "Speech Pause" box do?

Just above the log column is a box with a number in it (default 30) and up/down arrows. This is the "Speech Pause" box. What this does is insert a line in the log column whenever there is a gap of 30 seconds of "no use." You can change this gap to anywhere between 5 and 120 seconds. The purpose of this is to try and make visible when sentences start and end. For example, if a person typically generates one word every 20 seconds, and the Speech Pause is set to 30, you will see an entire sentence between two lines (provided there's at least a 30-second pause before the next sentence is started).

You can change this setting while looking at the log column. Change the number by hitting the up or down arrow then hit the "Reload" just to the right. This will change where the lines appear based on the new time. Sometimes you will see sentences "appear." The ideal is to have the Speech Pause set to be longer than someone's average time taken to say a word. It doesn't always work for everyone but it's a way that the software can "guess" when someone has finished a sentence.

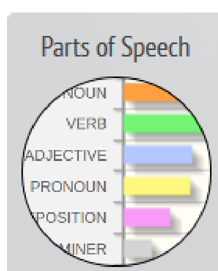
2.6 HOW CAN I CREATE AND TRACK GOALS?

2.6.1 What is the Analysis page for?

The **Analysis** page has three widgets that let you (a) set a list of GOALS, (b) see how these GOALS are being achieved, and (c) break down you list of GOAL words by Part of Speech. In contrast to the **Words** page, which looks at *all* the words used by an individual, the **Analysis** page only looks at a specific *set* of target words.

2.6.2 How can I see how words are being used and categorized by *Parts of Speech*?

The Realize Language™ software can recognize words by Part-of-Speech. It can identify "apple" as a NOUN, "under" as a PREPOSITION, and "have" as a VERB. Breaking down words by Part of Speech can be very useful in identifying whether someone needs to focus on particular types of words rather than just individual words.

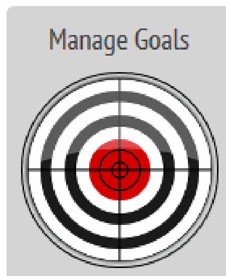


Based on the dates set in the Date Range window, clicking on the *Parts of Speech* widget will create a bar chart in the main window showing all instances of target words by frequency. If you click on any of the bars, you will switch to the *Word Groups* widget and see the words in that category.

2.6.3 How can I see how well someone is achieving their word goals?

The *Word Groups* widget is a tool to let you see goal words grouped by Part of Speech. Within each category you will see *all* the words in your target list but those that have been used will show up in larger, colored letters – the larger, the more frequently used. This is a visually simple way of seeing whether or not targeted vocabulary items have been used.

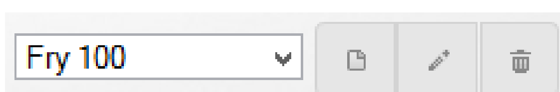
2.6.4 What does the *Manage Goals* widget do?



This is the key widget of the **Analysis** page. You use it to either (a) set a list of target words from a pre-stored list or (b) add a list of your own. The Realize Language™ site includes a default 300-word target list that you can use straight away. However, you can create and add new lists at any time. Once a list is added, it is available via a drop-down menu, and so you can toggle between lists.

2.6.5 How do I change my Goals list?

Just below the label "Manage Goals" in the **Analysis** page main window are the "Manage Goals" buttons. The name of the current Goals list is shown in the box on the left and you can click on this to use the drop-down menu to switch to a different list.



2.6.6 How do I create/edit/delete a list or words that I want to target?

Just below the label "Manage Goals" in the **Analysis** page main window are the "Manage Goals" buttons.

These include the following options:

(a) “New target word list” button: Select this to open a window into which you can type any words you want OR paste any list from a document. When you have created the new list, give it a name and select the “Save” button.

(b) “Edit target word list” button: Select this to open a window that will contain all the words in the current list. You can type in new words, delete old words, or paste words in that you have copied from another document. When you have edited the list, select the “Save” button.

(c) “Delete target word” list: Select this to delete the current list. Once a list is deleted from the system you can no longer access it from the drop-down menu.

2.7 How do I make reports?

2.7.1 What is a Full Report?

When you select the “Generate Report” button on a page, you can choose the “Full Report” option and a PDF file is created that includes the content of all the widgets for that page. The information is based on the date range shown at the top right of the page in the Date Loaded box. Changing the range will generate a different report. All reports are listed on the Reports page by date created and stay on the site permanently unless you decide to delete them.

2.7.2 What is a Snapshot report?

When you select the “Generate Report” button while using a widget, you can choose the “Snapshot” option and a graphic file (PNG format) is created that shows just the main window for that widget. The image appears in on the Reports page and you can copy it to use in your own customized documents.

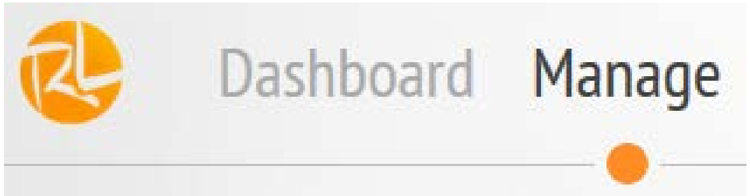
2.7.3 How do I save a report to my computer?

When you are on the **Reports** page, next to each report are the words “View” and “Delete.” If you click on the “View” option, a window will open that includes the option to save the file. If you select this and click “OK,” your report will be saved to your computer either as a PDF file (Full Report) or a PNG file (Snapshot).

2.7.4 Where are reports saved?

When you create a *Snapshot* or a *Full Report*, the file is stored on the **Reports** page. Each report is given a title, a date, and a time of creation, then listed by time. You can click on “View” next to a report in order to see it. A Full Report is stored as a PDF file and a Snapshot is stored as a PNG graphic file.

3 MANAGING YOUR PEOPLE AND DATA

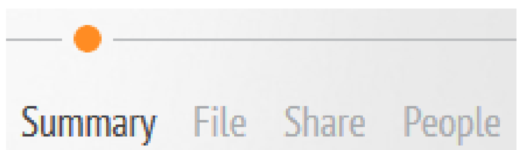


The **Manage** tab takes you to a page that contains all the details about your client or clients whose data you are logging. Here is where you add new clients, share current clients, add new devices to be logged, and upload new log files.

3.1 SUMMARIZING AN INDIVIDUAL'S DETAILS

3.1.1 What does the Summary page show?

The **Summary** page contains information about the person whose data is being logged and analyzed. The basic information includes (a) the name of the person, (b) the device(s) being used, and (c) whether or not the data is shared with someone else.



3.1.2 Who is in charge of the data log file for a person?

Anyone who sets up a Realize Language™ account with a billable address and e-mail is called the *Account Holder*. An Account Holder can upload a log file and then use the site to analyze the contents. Only an Account holder can share a file with other Account Holders. An Account Holder is the *Manager* of individual clients, and one Account holder might manage a number of such individuals.

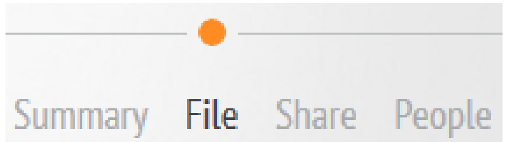
3.1.3 Can I track multiple data log files if my client has more than one device?

Yes – provided the devices your client use are Realize Ready™. You can link multiple devices to one person. For example, if the person has a NOVA chat for most of the time but an iPad® with "TouchChat HD" for other periods, data collected in both devices can be uploaded and amalgamated.

In the "File" section of the **Summary** page, each device is listed under the "Source" heading and by clicking on the "Upload File" link next to the device, you can add a new log file.

3.2 Reviewing an Individual's Data Files

3.2.1 What does the File page show?



The **File** page contains a record of *all* the data log files uploaded for an individual, which in turn are used to create a single merged file. It is this merged file that the Realize Language™ system uses to perform analyses. Along with the individual files, the **File** page also lets you (a) download the merged file, (b) download individual files, (c) delete individual files, and (d) upload new log files.

3.2.2 Can I see and/or download a copy of the merged file from the File page?

On the **File** page at the top-center of the "Merged Data" window there is a link labeled "View Merged File." If you click on this, you are taken to a page where you can scroll through the entire merged file – and it may be long! Alongside the merged file window is an "Actions" window with a link marked "Export Archive." This will download the merged file to your computer. This is something you may want to do if at any time you decide to cancel your subscription because when you close an account all personal data is completely erased from the server and you *cannot* get it back.

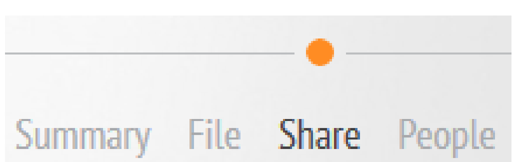
3.2.3 Can I download and/or delete a copy of an individual data file from the File page?

All data files that have been uploaded to the Realize Language™ server are listed on the **File** page under the *Files* heading. Next to each individual file are two buttons; *Download* and *Delete*. If you choose *Download* you can opt to view it now or save a copy of the file, in text format, to your computer. If you choose *Delete*, that file is erased from the site and its contents are no longer available for analysis by the system.

3.3 Sharing a Person's Data

3.3.1 What does the Share page show?

When you click on the **Share** tab, you switch to a page that shows a list of all individuals whose data is currently being shared. This includes (a) individuals shared by the Account Holder with other people and (b) individuals shared by *other* Account Holders. Remember you can only share with other registered Account Holders.



3.3.2 Can I share an individual's data with someone else?

Only people who are Account Holders can share an individual's data i.e. both the sharer and person with whom the data is to be shared *must* have separate Realize Language™ subscriptions. If you want to share from the Summary page, you click on the "Start Sharing" link and send an email to the person with whom you are working. That person must have a valid email address in the Realize Language™ system or sharing isn't possible. Sharing is a feature that allows a group of people working with the same client the opportunity to jointly engage in helping someone develop their language skills.

3.3.3 When I share, can the other person edit the data?

When data is shared, the original Account Holder remains the Manager of the client's data at all times. The Account Holder can give someone either "Read-Only Access," where they can see information but not edit, or "Full Access," which allows for changes to be made. In general, "Read-Only Access" is sufficient.

3.3.4 How does the "Share Invitation" work?

When a team is working with an individual, there are times that sharing information on the Realize Language™ site can be useful. To share you must use the "Share Invitation" feature and enter an email address for another Account Holder. If the email address does not match one for a registered subscriber to the Realize Language™ site then it will not work. You must also choose whether you want to allow "Read-only access" or "Full access." Only allow "Full access" if you want the person with whom you are sharing to be able to do things like upload or download log files.

One a "Share Invitation" is sent, the recipient will receive an email with a link to their own Realize Language™ account. If they click that link, they will have to enter their password before being taken to their **People** page. Once at their **People** page they will see the invitation to share under the "Pending Shares" tab. To complete the process, they have to click to accept the share.

3.3.5 Can I cancel sharing of an individual?

Under the "Actions" label on the **Share** page there is a "Stop Sharing" option. When you click on large X button, sharing is stopped and only the original Manager of that individual's data can see information.

3.3.6 How do I transfer a person to a new/different Account Holder?

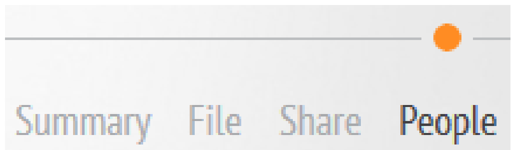
Occasionally there are situations where it's useful to transfer someone to a different Account Holder. For example, if you are a clinician working with a client who is moving to another location, you may want to transfer the client's information to their new clinician.

On the Summary page for an individual, you can click on the "Transfer" text to switch the account to someone else. You will be prompted to enter the email address of the person to whom you want to send the information. This must be someone who already has a Realize Language™ account – you cannot transfer to anyone outside the Realize Language™ system.

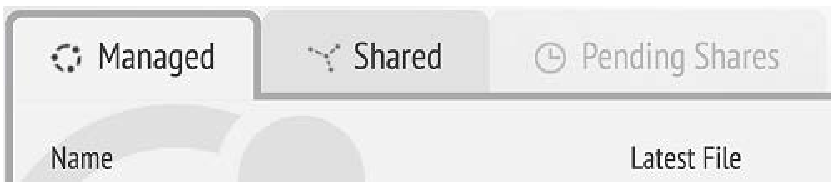
3.4 WORKING WITH MORE THAN ONE PERSON

3.4.1 Where can I see a list of people whose data I am tracking?

The **People** page lists all the individuals whose log data is being managed by a single Account Holder. If there is more than one, the names are ordered alphabetically. This page is also the location to where you would go to add another person.



There are three tabs available; Managed, Shared, and Pending Shares.



(a) Managed: Shows the name(s) of the person(s) being managed by the Account Holder. If you click on the "Dashboard" link you are taken to the **Overview** page for that person; if you click the "Manage" link, you go to that individual's Summary page.

(b) Shared: Shows the name(s) of the person(s) being shared between different Account Holders. Along with the name you will see who is managing that client, what permissions are allowed, when the last data log file was uploaded, and a link to *stop* sharing.

(c) Pending Shares: If you have initiated a share, or another Account Holder has invited you to share, then this is where you will see the name of the person. You can decline a share, or even cancel a share you have initiated provided the other person hasn't already accepted.

3.4.2 How do I add a new Person to my People page?

On the right-hand side of the **People** page is a link marked "Add Person." When you click on this you will be taken to a new page and prompted to "Create a New Person." Simply type in the name (or nickname) of the person you are adding and then click the "Create" button. This will take you to a newly created **Summary** page, where you must now use "Add New Source" to set up the name of the device that the person will be using.

3.4.3 What is a "Source" device and why do I need to use one?

In order to use the Realize Language site, there are two things that are essential to have before any analyses can be down. First, there has to be a name for the person whose data is being collected, and second there must be at least ONE device named as a source. The software has to match (a) a person with (b) a device (or devices). The device from which data log files are collected is called a "source." You cannot have a source without a person, or a person without at least one source. Most people will have just one source, but it is possible to have more than one. If there is more than one source, the Realize Language system will combine the data from each into the person's merged file.

3.4.4 If I have more than one person on my People page, how to I switch between them?

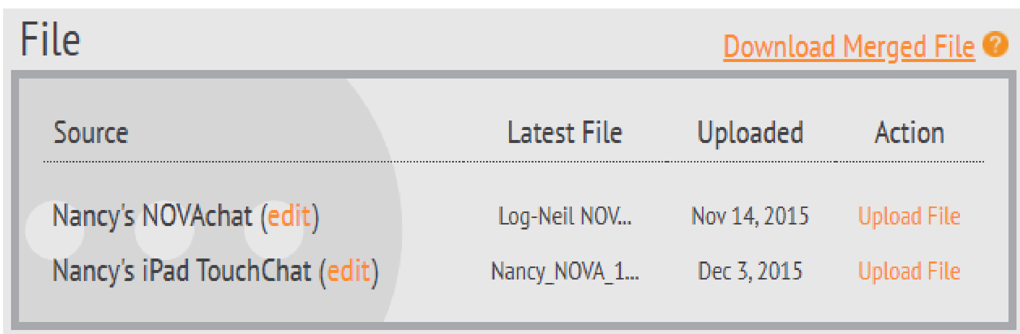
To the right of a person's name on the **People** page are two Actions; Dashboard and Manage. If you select "Dashboard" after a name, you will be taken to the **Summary** page for that individual. From that point on, any pages or widgets you choose will refer to that person. To switch to another, you can choose the main **Manage** tab at any time and chose someone else.

3.5 Adding New Data Files to a Person's Account

3.5.1 Using manual uploading of data

1. Click on the **Manage** tab of the person you are working with followed by **Summary**.

2. In the section marked *File*, click on *Upload File*.



3. In the box that appears marked *Upload File*, choose *Select a file to Upload.*

4. Using the navigation window that opens, find the data file you want to upload and click on it.

5. Select *Open*.

6. Check that the name of the file in the *Upload File* box is what you want then hit *Upload*.

The file will now upload to the site and be added to the person's account. Repeat this process whenever you want to upload additional files (unless you have automated upload selected on your device).

3.5.2 Using automated uploading of data

Saltillo devices support the use of automated data log uploading. This means you can set you device so that data is collected continuously and uploaded via Wi-Fi constantly. Once turned on, there is no need to manually copy any files from the device – everything appears on the Realize Language™ server as long as there is a Wi-Fi connection present. If the person is out of range of their Wi-Fi connection, the device simply waits until they are back in range and then uploads everything since the *previous* upload.

You must have a Realize Language™ account before you can set you device to use this feature. You can then follow these steps to pair up your device with the Realize Language™ server:

1. Make sure your device has a Wi-Fi connection – without it, you cannot set up the link.

2. Go to the TOOLBOX of the device, then REVIEW VOCAB MENU.

3. Select the **Data Analysis** button followed by **Realize Language Account**.

4. Enter your Realize Language account email, then "OK."

5. Enter your Realize Language account password, then "OK."

4. Choose **Create Person** and type in the name you want to use for your device. Typically you can use the name of the person, or their nickname.

5. Select "OK" twice to get back to the REVIEW VOCAB MENU screen.

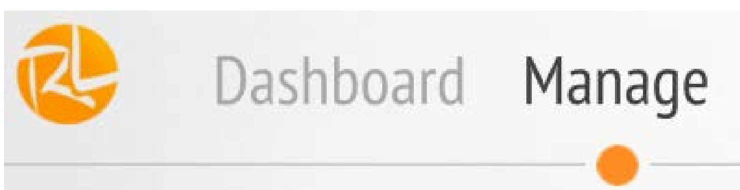
6. Set **Data Logging** to ON.

When you sign in at your Realize Language™ account, you will see the name that you entered is now on your Dashboard. From here on in, any new use of the device will appear on the server within 30 minutes of being generated.

3.6 Removing a Person from a Realize Account

3.6.1 How do I delete a Person from my Realize Account?

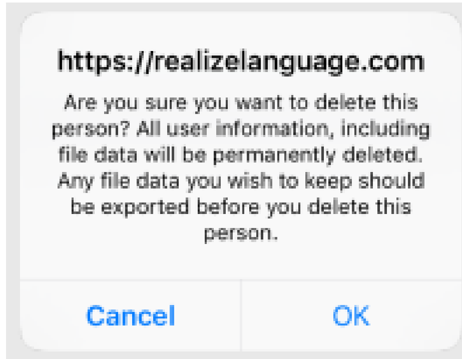
1. From the **Dashboard**, click on the **Manage** tab.



2. From the **PEOPLE** list that appears, look for the name of the **Person** you want to delete and click on the small button marked *Manage* under the **Action** heading.

3. On the **SUMMARY** page, in the section headed **Person**, click on the *Delete* option.

4. A warning window appears to remind you that deleting a person's data is permanent and cannot be reversed. Only choose the "OK" button if you are sure you no longer want access to the person's data. If you want to save a backup of the person's data, choose "Cancel" and follow the procedure at *2.6.2. How do I back up all of a person's Realize Language data?*

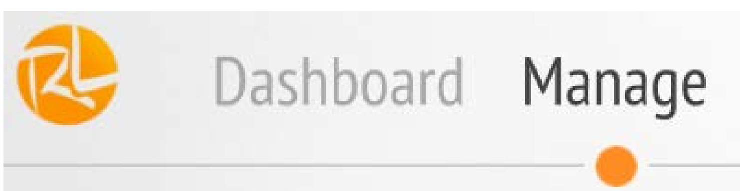


The person has now be deleted from the Realize Account. You may also want to turn data logging OFF on the individual's communication device. If you were previously using auto-uploading with Wi-Fi, this will no longer happen once the person has been removed from the Realize Account.

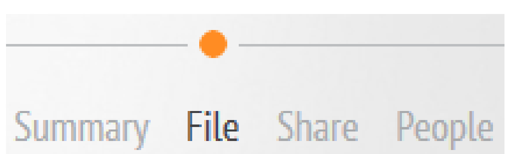
3.6.2 How do I back up all of a person's Realize Language data?

When language data is uploaded to the Realize Language site, manually or via Wi-Fi, it is added to something called the "Merged Data file." This file is what the system uses to analyze data using the different widgets. The file is created as soon as the person is added to a Realize Account and continues to grow as more and more data is added. If you ever want to back up this data – such as when you want to delete a person from an account – it's possible to save it as a TXT file on a computer.

1. From the **Dashboard** page of the person whose Merged Data File you want to save, click on the **Manage** tab.

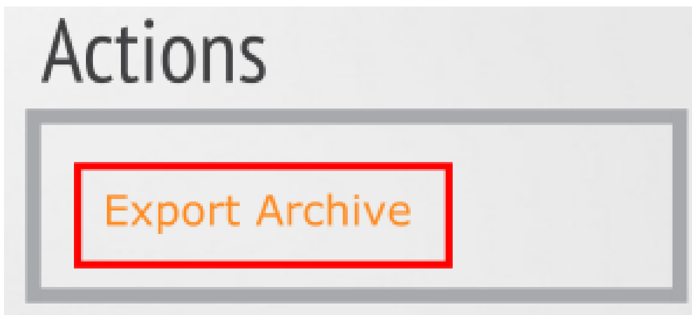


2. Select the **File** option from the tabs on the top right of the screen.

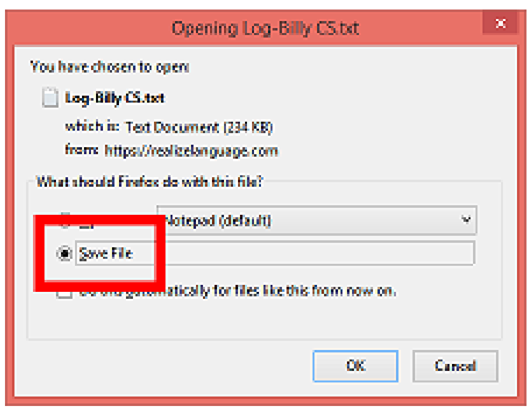


3. Select *View Merged File*.

4. Click on the *Export Archive* option in the **Actions** box.



5. A window will open asking what you want to do with the file. Select the *Save File* option.



6. The entire **Merged Data File** will now be downloaded to your computer.

4 GENERAL FAQS

4.1.1 What does “Realize-Ready™” mean?

There are a number of different AAC devices used throughout the world, some of which have a data logging capability. And if a device has data logging, the format of the files that are generated can vary. The Realize Language site is able to handle certain types of format easily but others have to be converted. Files that can be either imported directly or used following conversion are called “Realize-Ready™” files.

Currently, the following software/devices have files that are “Realize-Ready™:

NOVA chat™ series
Chat Fusion series
Touch Chat Express device
TouchChat HD iPad® app
Accent™ series of devices
ECO™ series of devices
Vantage™/Vanguard™ series of devices
Pathfinder™ device
Words For Life™ iPad® app
Words For Life™ Nova edition device

More “Realize-Ready™” devices will be added as they become available.

4.1.2 How does the Realize software deal with phrases and sentences, such as “I don’t like” or “Hello, my name is John and I live in Colorado?”

The Realize Language™ software is designed to work best with AAC systems that encourage the use of single words to build sentences. That’s because this is how language works – we have lots of words on our heads that we string together when we talk. Sometimes, though, an AAC system will contain long strings of words as pre-stored sentences such as “My name is Bob and I live in South Beach” or “What time will the bus be here to take me home?” that can be useful for specific situations but cannot be counted as being “created” word by word. So any such string of over 3 words is not analyzed as individual words.

If someone is using a device that is full of such pre-stored sentence-strings, you can still use the Realize Language™ site to track usage over time because anytime someone uses these strings, it will still be reflected in the Calendar. What you cannot do is count “words” because a sentence-string is not a word.

4.1.3 How does the Realize Language™ site determine what Part-of-Speech (POS) a word is when some words (such as *drink* and *swim*) can change their POS?

The Realize Language™ matches all the words someone uses on their AAC device with a huge database of over 100,000 words, which are tagged by Part-of-Speech and frequency. When someone uses a word that has more than one POS, the system uses the one that is (POS) most often used e.g. “drink” is used more as a verb than a noun. Although this may mean that occasionally some words get put in the wrong category, in the long term, the errors are very small and not significant.

4.1.4 My device lost all its charge and reset its date and time. I didn't change it and now have a log file that looks as if it were collected years ago! If I upload this file, how will the Realize Language™ site treat it?

The Realize Language™ software has no way to tell if the dates and times in a file are "correct" i.e. whatever dates and times are recorded, that's what the software analyzes. So if you have a file that has erroneous time data, the web site will simply accept the times it sees and use those to provide information. It may be possible to modify your original time and data information by using search-and-replace in a word processing document or spreadsheet software; contact us a support@realizelanguage.com for specific details on how to do this.