Downloading Vocabulary Files to NovaChat® and Chat Fusion™ Devices

### Step 1: Downloading Files

Choose the files you want to download and download the file(s) to your PC.

*Note:* If you are using an older version of NovaChat, please update the device and Editor to the current versions in order for the files to appear.

### Step 2: Getting Files to Your Device

**Transferring Files to Your Device using a USB Flash Drive:**

You will need a flash drive with a micro-USB connector. The USB flash drive provided by Saltillo has a micro-USB connector on one end that plugs into your device and a USB 3.0 connector on the other end that plugs into a computer.

* Connect USB 3.0 connect end of the USB drive into a USB port on your computer.
* In File Manager on the computer, navigate to the files you want to transfer to your device.
* Copy the files, navigate to the USB drive, and paste the files. Or drag and drop the files.
* Click the **Safely Remove Hardware and Eject Media** icon in the bottom right corner of the computer screen. When “Safe to Remove Hardware” appears, unplug the USB drive.
* Connect the micro-USB end of the USB drive to the USB port on your device. (If the device’s file manager opens, use the device’s **Back** arrow one or more times to close it.)
* On the device, select **Menu** > **Library** > **Menu** > **Import/Export**. (A different file management screen may open. Depending on your device, select or navigate to the USB drive, choose the folder you want, and choose **Select** or **OK**.)
* A window will show the page set file under Backup Folder on the right.
* Select the files.
* Select **To Device**, which is now highlighted. The files will be copied to the device.
* When the file finish copying, it will be listed under Device.
* Disconnect the USB drive from your device.
* Proceed to **After you remove the USB drive or disconnect the USB cable** below.
* Use the device’s **Back** arrow two times to go to your vocabulary.

**Transferring Files to Your Device using Chat Editor**

* Plug the included USB cord into your laptop or desktop computer and the other end into the NovaChat or ChatFusion device.
* NovaChat 5.1 and 7.1 devices only: If the device doesn’t connect to the computer automatically, choose **Mount** or **Connect Storage to PC** on the device screen.
* When the Removable Disk Menu appears on your computer, click on the **X** to close it.
* On your computer, click on the current files you want to download.
* Drag and drop (or copy and paste) the downloaded files into the Chat Editor Import folder on your Desktop and close the window.
* Open Chat Editor on your computer and wait for the files to import.
* When the import completes, choose **Library** on the menu bar of your Chat Editor (it must be out of Edit Mode).
* Choose **Transfer >** **Vocabs to/from Device**.
* Choose the current files in the Editor list (check and highlight) and choose **To Device**.
* You should now see the current files in the device files list on the right. Choose **Done**.
* NovaChat 5.1 and 7.1 devices only: Choose **Turn Off** or **Disconnect Storage from PC** on the device screen.
* Unplug the USB cable from the device and wait a few seconds for the device screen to refresh.

**After you remove the USB drive or disconnect the USB cable:**

* On your device, choose **Menu** > **Library** (exit Edit Mode if you do not see Library) and open the vocabulary file you are currently using for your student.
* Choose **Menu** > **Edit Mode** (“Edit Mode” will appear in red on the bottom left of the device screen) and choose **Pages**.
* Choose **Menu** > **Import**.
* Choose the current files from the list and check the box to the right of the page names to select all (this will keep the pages tied together when imported).
* Choose **Import**.

**Step 3: Link Pages (OPTIONAL)**

* Go to the page on the client’s device where you want to link the new pages (e.g., “Groups”).
* Press and hold on the button you would like to navigate to the current pages (the device must be in Edit Mode).
* Choose **Edit Button**.
* Type the page topic in the Label box (e.g., “Hospital”).
* Search for a symbol if desired (choose **Find** under the Image area).
* Type the current topic in the search box and then tap **Search**.
* Tap the symbol you want to use.
* Tap the **Actions** tab.
* Find **Navigate** in the pull-down list.
* Find the files in the list, choose the Home Page of the file (e.g. “Home”), and then choose **OK**.
* Choose **Save** to save your button.
* Test the modified button to make sure it navigates to your current files.
* Your new files are now ready to use!

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