CoughDrop Quick Reference Guide

Creating an Account

CoughDrop can be accessed through a web browser and/or the app which can be downloaded from the App Store, Google Play, Amazon, and Windows store. It is also available as a dedicated AAC device.

1. Go to mycoughdrop.com on any electronic device.
2. Select Not signed in > Register.
3. Input your (or the communicator's) name and email address. Create your own memorable username and password (or let us pick a username for you by leaving the Username textbox empty).
4. Select the Type of account that you would like to create from the drop-down menu.
5. *If you have a CoughDrop start code*, select I have a start code. Input your start code into the Start Code textbox.
6. If you consent to having your user data used to make improvements to CoughDrop, check the box next to "Send usage data to CoughDrop for analytics, error tracking and feature improvements."
7. Select and read the CoughDrop Terms of Use and License Agreement. If you agree to the terms, check the box next to "By registering or using the product, you are agreeing that you have read and understood the Terms of Use and License Agreement, and are capable of binding to a legal contract."
8. Select Sign Up.
9. Complete the steps that you are prompted to complete to finish creating your account.
10. *Depending on the device that the communicator will be using for AAC*, open the App Store, Google Play, Amazon, or Windows store > search for CoughDrop > download CoughDrop.
11. Open the CoughDrop app.
12. Input the username and password of the CoughDrop account you created.
13. Select Sign in.

If the communicator has received a dedicated AAC device, it will arrive with CoughDrop downloaded and you will simply need to sign in using your and/or the communicator's account information created during the trial period.

Setting a Home Board

Once it has been determined which CoughDrop board set best fits the communicator's access and symbolic representation needs, the identified board set can be set as the communicator's Home Board, which is the main board set which the communicator will use.

1. Go to mycoughdrop.com on any electronic device.
2. Select Not signed in > Sign In. Enter your username and password and select Sign In.
3. *If you have not yet identified the appropriate board set for your communicator to use*, select Actions > Extras > Learn and Setup to identify and set the appropriate Home Board for the communicator.
4. *If you have already identified the appropriate board set for your communicator to use*, locate the board set using either the Search Boards textbox at the top of CoughDrop OR under Browse Boards. Open the board set by selecting the i icon in the top right corner of the image. Select the More drop-down menu and select Set as Home Board.
5. *If you would like the Home Board to automatically open in Speak Mode upon launching CoughDrop*, select your profile picture in the upper right corner of the screen and then select Preferences > check the box next to "Start app in Speak Mode on Launch".
6. *If you would like to set a different Home Board other than the primary Home Board set for a period of time*, open the board in Speak Mode and select your profile picture in the upper right corner of the screen > Set As Temporary Home.

Customizing the Contents on a Premade Board

1. *If you would like to edit the contents of an existing CoughDrop speech board*, find and open the board that you would like to edit. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
   a. Select Edit Board.
   b. Select Edit a Copy - this will make a copy of the board set and save it to your CoughDrop account. The copied version of the board set will automatically open.
   c. Individually select the button(s) you would like to edit. A pop-up window will appear.
   d. Use the editing functions in the pop-up window to edit the button. Use the help menu quick action list to help guide you to the appropriate place to make your desired changes.
   e. Select Close > Save to save your changes OR select Cancel to discard your changes.

2. *If you would like to edit the contents of an existing custom CoughDrop speech board*, find and open the board that you would like to edit. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
   a. Individually select the button(s) you would like to edit. A pop-up window will appear.
   b. Use the editing functions in the pop-up window to edit the button. Use the help menu quick action list to help guide you to the appropriate place to make your desired changes.
   c. Select Close > Save to save your changes OR select Cancel to discard your changes.

You can auto populate buttons while in Edit Mode by typing the button labels in the enter label textbox on each button on the board.

Resizing an Existing Board

1. *If you want to add or remove rows and/or columns to an existing speech board, find and open the board you want to edit.* Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
   2. Select Edit Board.
   3. Select Grid +/-.

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4. Use the + and - icons to add or remove rows and/or columns to the speech board.
5. Select Save to save your changes OR select Cancel to discard your changes.

Changing the Entire Symbol Set of an Existing Speech Board

CoughDrop uses Open Symbols as the default symbol set on speech board sets. However, ArasAAC, Sclera (high contrast), Mulberry, Tawasol, the Noun Project, and Pixabay symbol sets are also available. LessonPics and Picture Communication Symbols (PCS) are available to Premium Symbol subscribers.

1. Find and open the board that you would like to edit.
2. Make sure that you own the board. If you do not own the board, select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
   a. Select Edit Board.
   b. Select Edit a Copy - this will make a copy of the board set and save it to your CoughDrop account. The copied version of the board set will automatically open.
3. Select More > Board Details.
4. Check the box next to the board(s) of which you would like to change symbols.
5. Select the symbol set you would like to change the board symbols to using the Library drop-down menu.
6. Select Swap Images.

Creating a Blank New Board

1. Select your profile picture in the upper right corner of the screen > Create a New Board.
2. Type in a name for the board you are creating, use the For drop-down menu to assign the board to yourself or to a communicator who you supervise, specify the number of rows and columns you want the board to have, use the Visibility drop-down menu to specify what other CoughDrop users can access this board, select an icon to represent this board.

3. Select Create Board to save your changes OR select Cancel to discard your changes.
4. When you select Create Board, the blank board will open ready to be customized.

Linking a New Board to an Existing Board

1. *If you have already created a new board and would like to link it to the communicator's Home Board,* navigate to the board that you want to link the new board to.
   a. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
   b. Select the button that you would like to link the new board to.
   c. Select Action > open the drop-down menu > select Open/Link to another board.
   d. Type the board name or key and select Find. If you do not know the board name or key, leave the textbox empty and select Find to browse your existing boards.
   e. Select the new board you would like to link to.
   f. A preview image of the board and its details will appear in a pop-up window. If it is the correct board you would like to link to, select Choose This Board.
      - *If you would like the board name to be spoken upon activation of the linked button*, check the box next to "Also speak & add to the vocalization box".
   g. Select General > type a button label.
   h. Change the Fill color and Border color by selecting the rectangular box for each and using the color palette to pick a color OR typing in the color codes.
      - *If you would like to change the button color to match the CoughDrop color coding system*, select Close > Paint > select the appropriate part of speech > select the button (color

multiple buttons by holding and dragging).
   i. Select Picture > Search to find an icon for the button. *If the search results are unsatisfactory*, use the Library drop-down menu to change the search location OR select the camera icon to snap a picture or select the cloud with upward arrow icon to choose a picture from your camera roll. *If you do not want the button to have a symbol*, check the box next to "Show only text (as large as fits) for this button".
   j. Select Close > Save to save your changes OR select Cancel to discard your changes.
2. *If you have not yet created a new board you would like to link it to the communicator's Home Board*, navigate to the board that you want to link the new board to.
   a. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
   b. Select the button that you would like to link the new board to.
   c. Select Action > open the drop-down menu > select Open/Link to another board.
   d. Select New.
   e. Type in a name for the board you are creating, use the For drop-down menu to assign the board to yourself or to a communicator who you supervise, specify the number of rows and columns you want the board to have, use the Visibility drop-down menu to specify what other CoughDrop users can access this board, select an icon to represent this board.
   f. Select Create to save your changes OR select Cancel to discard your changes.
   g. *If you would like the board name to be spoken upon activation of the linked button*, check the box next to "Also speak & add to the vocalization box".
   h. Select General > type a button label.
   i. Change the Fill color and Border color by selecting

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CoughDrop Quick Reference Guide

the rectangular box for each and using the color palette to pick a color OR typing in the color codes.

- *If you would like to change the button color to match the CoughDrop color coding system*, select Close > Paint > select the appropriate part of speech > select the button (color multiple buttons by holding and dragging).

j. Select Picture > Search to find an icon for the button. *If the search results are unsatisfactory*, use the Library drop-down menu to change the search location OR select the camera icon to snap a picture or select the cloud with upward arrow icon to choose a picture from your camera roll. *If you do not want the button to have a symbol*, check the box next to "Show only text (as large as fits) for this button".

k. Select Close > Save to save your changes OR select Cancel to discard your changes.

Copying and Pasting Buttons

The Button Stash allows you to copy and paste buttons within and across boards to program the same button(s) quickly and easily in various locations in CoughDrop.

1. Locate the button you would like to copy.
2. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
3. *If you are using a computer*, hover the mouse over the button you want to copy and select Button Stash to copy the button to the Button Stash. *If you are using a tablet*, select Edit Board and hold and drag the button you want to copy and drop it into the "Copy to Button Stash" box located above the board.
4. Select Save.
5. Navigate to the board in which you would like to paste the button.
6. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.

7. Select Edit Board.
8. Select More > Button Stash.
9. Select the button you would like to paste.
10. Select the button on the board where you would like to paste the button.
11. Select Save to save your changes OR select Cancel to discard your changes.

Hiding Select Buttons on a Board

Hiding select buttons on speech boards allows you to meet current needs and abilities of communicators while actively developing their language and physical access skills.

1. Navigate to the board in which you would like to hide button(s).
2. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode.
3. Select Edit Board.
4. Select Paint > Hide.
5. Select the button(s) to hide (hide multiple buttons by holding and dragging).
6. Select Close > Save to save your changes OR select Cancel to discard your changes.

Assigning Speech Board Sets to Communicators

Supervisors can remotely access and manage communicator's speech boards, goals, data reports, settings, and model from their own CoughDrop account.

1. Sign into the communicator's account.
2. Select their profile picture in the upper right corner of the screen and then select Exit Speak Mode.
3. Select My Account.
4. Select Supervisors.
5. Select Add Supervisor for [communicator].
6. The Add Supervisor menu will appear. *If the supervisor already has a CoughDrop account*, type their CoughDrop username in the Supervisor textbox, use the Access drop-down menu to assign a degree of access to the supervisor,

and then select Add Supervisor. *If the supervisor does not already have a CoughDrop account*, select Add New User > type in the new account information, use the Access drop-down menu to assign a degree of access to the supervisor, and then select Add Supervisor.

7. Sign into the supervisor's account.
8. Select Boards.
9. Locate and open the board you would like to assign.
10. Select Exit Speak Mode.
11. Select Share.
12. Type the communicator's CoughDrop username or use the user drop-down menu to select the communicator of whom you would like to assign the speech board to.
13. *If you would like to share additional boards that are linked to the main board that you are sharing*, check the box next to "also share any linked boards". *If you would like to permit the editing and/or deletion of shared boards from the communicator's account*, check the box next to "allow editing (and deleting) as well".
14. Select Share This Board.
15. Sign into the communicator's account for the communicator to use the shared board.

Editing Word Pronunciations

If CoughDrop's synthesized speech pronounces a word incorrectly, the pronunciation can be edited so that it says the word correctly.

1. Navigate to the board on which the button with incorrect pronunciation is located.
2. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode > Edit Board.
3. Select the button with incorrect pronunciation.
4. Select Sound.
5. Type the word's phonetic spelling in the Speak textbox OR select the microphone icon to record someone saying the word or select the cloud with upward arrow icon to choose and upload an audio file of someone saying the word.

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CoughDrop Quick Reference Guide

6. Select Listen to test the pronunciation and ensure it is correct.
7. Select Close > Save to save your changes OR select Cancel to discard your changes.

Translating the Language of a Speech Board
While CoughDrop uses English as its primary language, other languages are available.
1. Navigate to the board in which you would like to translate. Ensure that you own the board. If you do not own the board, select your profile picture in the upper right corner of the screen and then select Exit Speak Mode > Make a Copy. This will make a copy of the board set and save it to your CoughDrop account. The copied version of the board set will automatically open.
2. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode > Edit Board.
3. Select More > Board Details.
4. Select Translate Board.
5. Select box next to the board(s) you want to translate.
6. Open the Language drop-down menu and select the language you would like to translate the board to.
7. *If you would like to use the language that is being translated into as the default language*, check the box next to "Switch to this as the Default Language". Do not check this box if the communicator is bilingual and wants to keep the original board.
8. Select Start Translation.
9. Check the word translations and edit, as necessary.
10. Select Accept Translations to translate the board(s) OR select Cancel to discard your changes.
11. The translated version of the board will automatically open ready to be used.
12. *If the communicator is bilingual,* you can link the English version and the translated version of the board set to each other so that they can easily switch between languages.
13. Be sure to switch the voice to match the language of the board set.

Syncing Edits
If edits to the communicator's boards are made on a different device than the device that they use CoughDrop to communicate on, it is quick and easy to synch the changes so that they can use the most up-to-date version of their boards and sidebar even if they are offline.
1. Open the CoughDrop app on their device.
2. Navigate to the Dashboard.
3. The sync status will appear in the left-hand side of the Dashboard. Boards automatically sync when you login with internet connection. *If boards have not automatically synced*, select Sync.
4. *If CoughDrop will be used while offline*, select your profile picture in the upper right corner of the screen and then select Preferences > check the box next to "Keep me logged in on this device. It is a private device and I will secure it by means outside of the app itself".
5. Select Save Preferences to save your changes OR select Cancel to discard your changes.
If there are certain boards you want to access and use while offline, you must link them to the Home Board or Sidebar, so they are available when you go offline.

Customizing the Sidebar
The CoughDrop Sidebar provides easy and quick access to specific speech boards in Speak Mode and is accessible on the right-hand side of CoughDrop. The contents of the Sidebar can be customized to meet the needs and/or interests of the communicator.
1. Locate and open the board you would like to add to the Sidebar.
2. Select your profile picture in the upper right corner of the screen and then select Exit Speak Mode > More.
3. Select Add to Sidebar.
Preferences to permanently pin the Sidebar so it is always visible, remove the Sidebar so it is not at all visible, make the Home Board a compilation of the boards you have "liked", and edit the contents of the Sidebar can be customized by selecting your profile picture in the upper right corner of the screen > Preferences > Sidebar and Shortcuts.

Modeling Remotely
CoughDrop's remote modeling feature allows support team members who have a supervisor account to model language on the communicator's device and see the sections that the communicator makes on their device in real time without touching their device.
1. Sign into the communicator's CoughDrop account.
2. Select the profile picture in the upper right corner of the screen.
3. Select Preferences.
4. Select Core, Phrases and Modeling to expand the section.
5. Check the box next to "Enable remote modeling so supervisors can request a connection to your device remotely". You may also check the boxes next to "Automatically allow supervisors to remotely follow activity in real-time" and "Automatically allow supervisors to remotely initiate a modeling session (otherwise requires manual approval)".
6. Select Save Preferences to save your changes OR select Cancel to discard your changes.
7. Sign into the supervisor's CoughDrop account.
8. Select Communicators.
9. Locate the communicator for whom you want to remote model > select the drop-down menu > Remote Modeling.
10. Select Follow and model activity for testing > Request Connection.
11. The communicator will receive an in-app notification for a remote modeling request in their message window. Select the downward arrow in the message window > Activity > Pair with [supervisor] & Allow Followers to start a remote modeling session or Cancel Pairing to reject the remote modeling request.
12. Start modeling.
It is recommended to obtain the communicator's consent prior to remotely accessing their device.

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CoughDrop Quick Reference Guide

Set Goals for Communicators

CoughDrop allows supervisors to set goals for communicators.

1. Sign into the supervisor's CoughDrop account.
2. Select Communicators.
3. Locate the communicator for whom you want to set/ monitor goals > select the drop-down menu > Account.
4. Select Goals.
5. Select Set a New Goal to create a customized goal or select Browse Community Goals to draw from a goal bank.
   a. *If you selected Browse Community Goals*, a pop-up menu will open. Use the Type drop-down menu to select an appropriate goal for the communicator > type in the goal details > select Add Goal.
   b. *If you selected Set a New Goal*, a pop-up menu will open. Use the Type drop-down menu to select an appropriate goal for the communicator > type in the goal details > select Add Goal.

Monitor Growth of Communicators

CoughDrop allows supervisors to monitor skill development in communicators.

1. Sign into the supervisor's CoughDrop account.
2. Select Communicators.
3. Locate the communicator for whom you want to set and/or monitor goals > select the drop-down menu > Account.
4. Select Reports.
5. Usage data can be viewed and interpreted to determine the communicator's skill development progress.

It is recommended to obtain the communicator's consent prior to collecting their data.

Customizing Selection Settings

Selection settings are customizable to facilitate literacy skill development and to meet the communicator's fine motor and visual skills to optimize access and efficiency of communication if using direct selection via touch.

1. Select your profile picture in the upper right corner of the screen.
2. Select Preferences.
3. Select Selection Settings and Styling Settings to expand the sections.
4. Turn on/off and customize the settings the communicator requires to physically access and see CoughDrop with minimal effort and maximum efficiency.
5. Additional settings related to physical access using direct selection via touch and vision are accessible by selecting Device Layout to expand the section of settings. Turn on/ off and customize the settings the communicator requires to physically touch and see CoughDrop with minimal effort and maximum efficiency.
   a. *If the communicator uses a keyguard*, you may need to adjust the Vocalization Box Size, Button Spacing, Button Border Size, turn on "Always show the Back button in the header", and turn on "Disable the menu dropdown in the sentence box".
6. Select Save Preferences to save your changes OR select Cancel to discard your changes.

Configurating for Access via Indirect Access

CoughDrop has integrated settings for communicators who use indirect access methods, such as eye gaze, head tracking, and switch scanning, to optimize access and efficiency of communication if using indirect selection access methods.

1. Select your profile picture in the upper right corner of the screen.
2. Select Preferences.
3. Select Scanning Settings or Dwell/Eye Tracking to expand the section.
4. Check the box next to "Enable switch-activated scanning" OR "Enable dwell/eye-tracking" to show relevant settings.
5. Turn on/off and customize the settings the communicator requires to physically access CoughDrop with minimal effort and maximum efficiency.
6. Select Save Preferences to save your changes OR select Cancel to discard your changes.

Scanning and Dwell/Eye Tracking functions are dependent upon the available functions of the device being used and performance varies across different devices.

Customizing Voice Output Settings

Voice output settings are customizable to meet the preferences, needs, and personal identity of the communicator.

1. Select your profile picture in the upper right corner of the screen.
2. Select Preferences.
3. Select Voice Settings to expand the section.
4. Open the Voice drop-down menu and select a voice that most accurately represents the communicator (it is imperative to involve the communicator in this decision as it is their voice).
   a. ***Additional voices are available for purchase by selecting Premium Voices***
5. Select the + or − to adjust the rate, pitch, and/or volume of the voice.
6. Select Test Voice to ensure the voice settings are satisfactory and adjust as needed.
7. Open the Voice Output drop-down menu to select where the voice comes out of.
8. *If the communicator benefits from auditory prompts due to a visual impairment*, check the box next to "Use My Secondary Voice for Some Prompts".
   a. Open the drop-down menu and select a voice (this voice should be different from the voice used for voice output of messages).
   b. Check the box next to the purpose of the secondary voice for the communicator.
9. Select the + or − to adjust the rate, pitch, and/or volume of the secondary voice.
10. Select Test Voice to ensure the voice settings are satisfactory and adjust as needed.

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CoughDrop Quick Reference Guide

11. Open the Secondary Voice Output drop-down menu to select where the secondary voice comes out of.
12. Select Save Preferences to save your changes OR select Cancel to discard your changes.

Customizing Styling Settings

Styling settings are customizable to meet the vision needs of the communicator.

1. Select your profile picture in the upper right corner of the screen.
2. Select Preferences.
3. Select Styling to expand the section.
4. Turn on/off and customize the settings the communicator requires in order to visually access CoughDrop with minimal effort and maximum efficiency.
   a. *If the communicator has a visual impairment and/or has deficits in visual discrimination skills,* turning on and customizing Styling Settings and Button Spacing, Button Border Size, Button Text Size, Button Text Style, and Vocalization Box Size in the Device Layout section will optimize their visual access to CoughDrop.
5. Select Save Preferences to save your changes OR select Cancel to discard your changes.

Guided Access

CoughDrop has an in-app feature to prevent the communicator from leaving Speak Mode and entering Edit Mode to make unwanted changes to boards.

1. Select your profile picture in the upper right corner of the screen.
2. Select Preferences.
3. Check the box next to "Require a PIN when Exiting Speak Mode".
4. Type in a 4-Digit Numerical PIN into the textbox.
5. *If you do not CoughDrop to give a hint if the PIN has been forgotten,* check the box next to "Don't show hint for discovering forgotten PIN".
6. Select Save Preferences to save your changes OR select Cancel to discard your changes.

Refer to the device settings to turn on Guided Access for the CoughDrop app itself.

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