

# Editing Phrases & Categories

This guide contains a summary of how to add phrases and categories to the SpeakUnique app.

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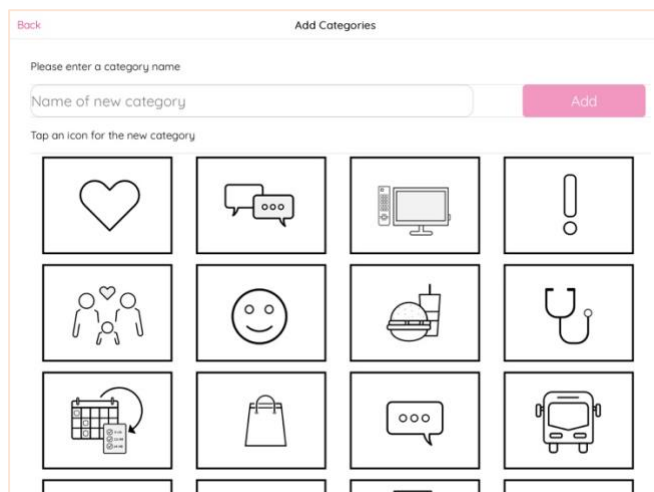
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## Adding a New Category

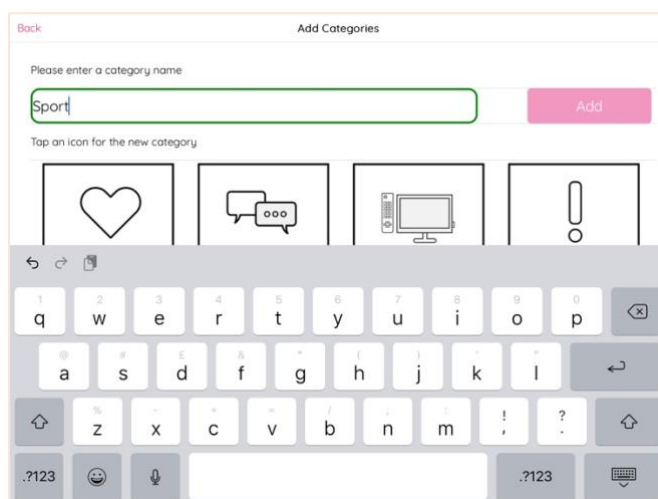


To add a new category, click the **category icon with the +/- symbols**.

Click “Add”



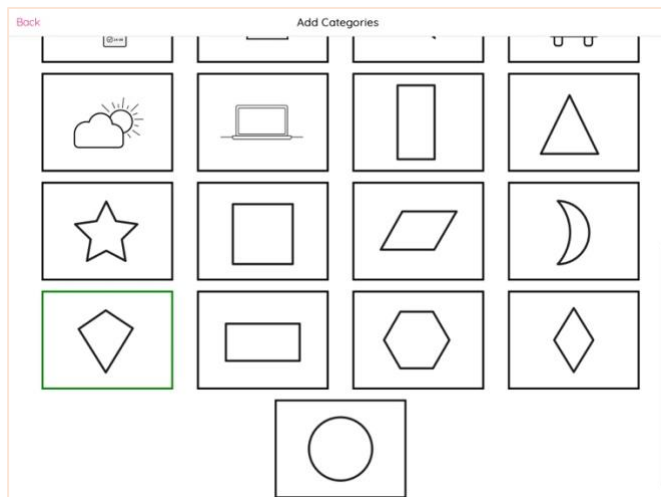
Click “**Name of new category**” to bring up the keyboard.



Type the name into the space where it says ‘Name of Category’

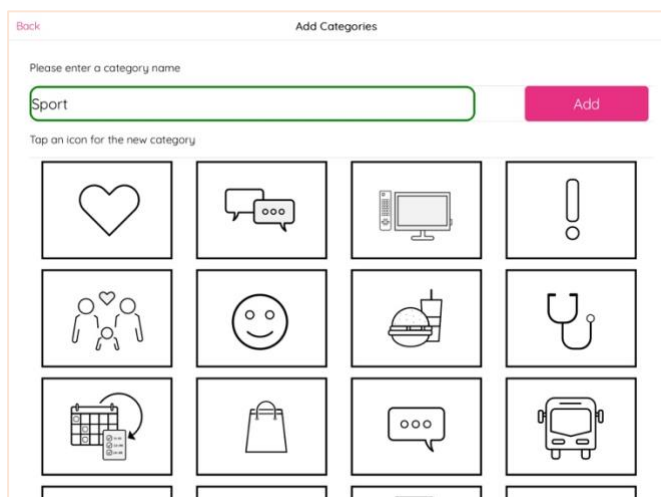
Enter the name for your new category.

In this example a category called “Sports” will be added.



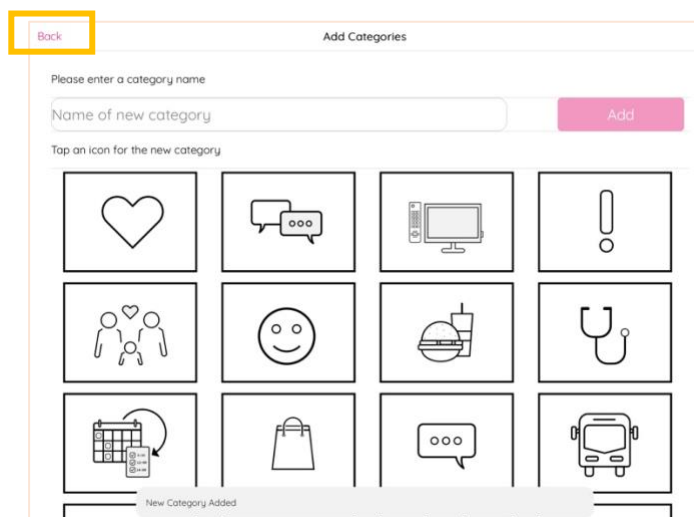
Select an icon for the category - the selected icon will be highlighted in green.

In this example we have selected the kite shape.



If you have selected an icon towards the bottom of the page, you may need to scroll back up to where you entered the name of the category, to see the “Add” button.

Click ‘Add’.



A confirmation message will appear along the bottom of the screen to show that the new category has been added.

You can either repeat these steps to add another category, or click “**Back**” in the top left to return to the home screen.

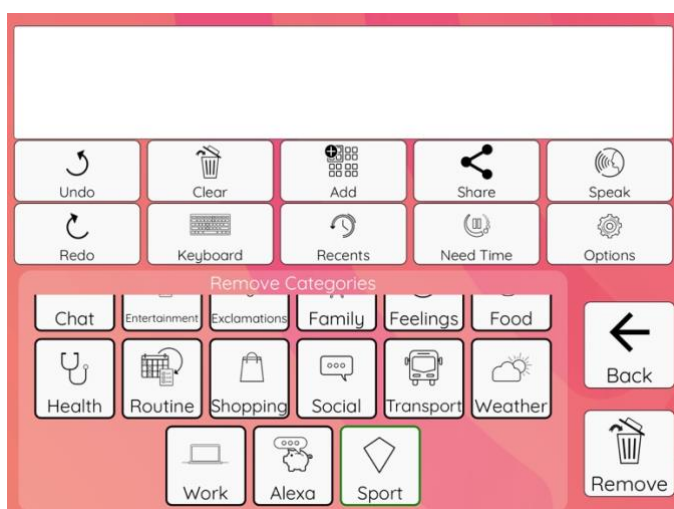
## Removing a Category



To remove a category, click the **Remove** button.



The heading will change to say “Remove Categories” – select the category or categories you wish to remove.



The selected category will be highlighted in green. You can select more than one category if you wish.

In this example, we will remove the “Sports” category.

Click “**Remove**”



A message will appear to confirm you want to remove the selected category/ categories.

Click **"Yes"** to confirm you would like to remove the selected categories.

Please note: removing the category will remove it from the device you are using. If you have synced the categories across multiple devices, it will not remove it from all your devices. Please contact us if you'd like to remove it from your synced content.

If you haven't synced your categories and you remove it, we will not be able to retrieve the category.

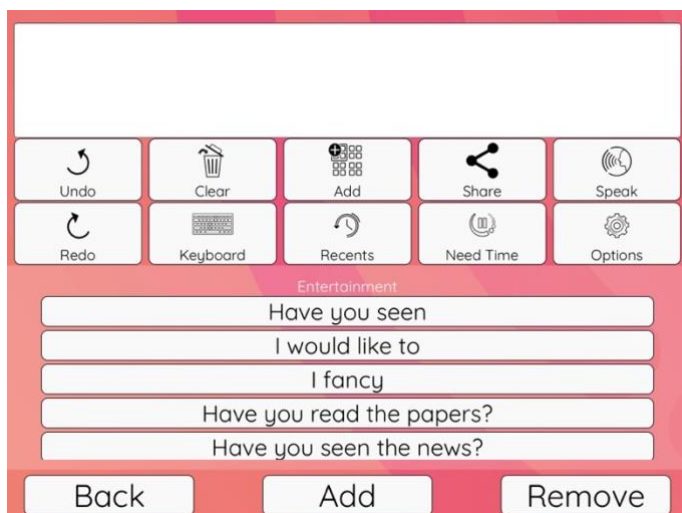


The category has been removed.

## Please Select your Phrase View

There are two ways to view phrases within the SpeakUnique app; **Split Phrase View** and **Single Phrase View**. You can switch between the Phrase View by going to Options > Single Phrase View.

The instructions in this guide have been split into the different views.



### Single Phrase View

In Single Phrase view, phrases within your category appear as a single list, as shown here.

[Click here](#) for instructions on editing phrases in Single Phrase View.



### Split Phrase View

In Split Phrase View, the phrases are 'split' into pronouns along the top, a left-hand column of sentence starters and a right hand column of sentence finishers.

The idea with Split Phrase View is you can "build" sentences in chunks rather than typing each part of the sentence.

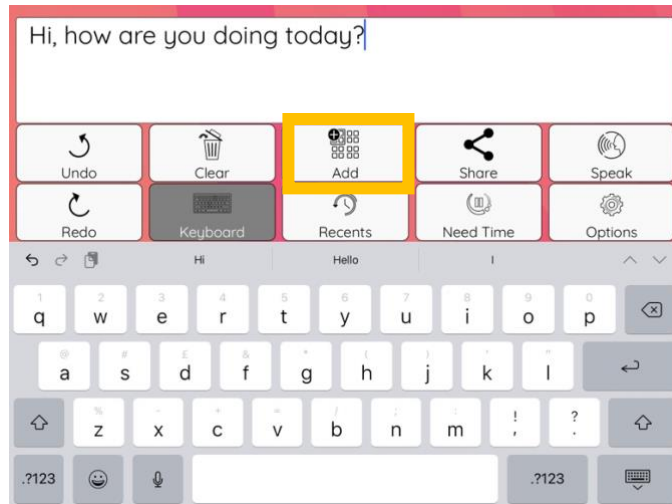
[Click here](#) for instructions on editing phrases in Split Phrase View.

## Split Phrase View

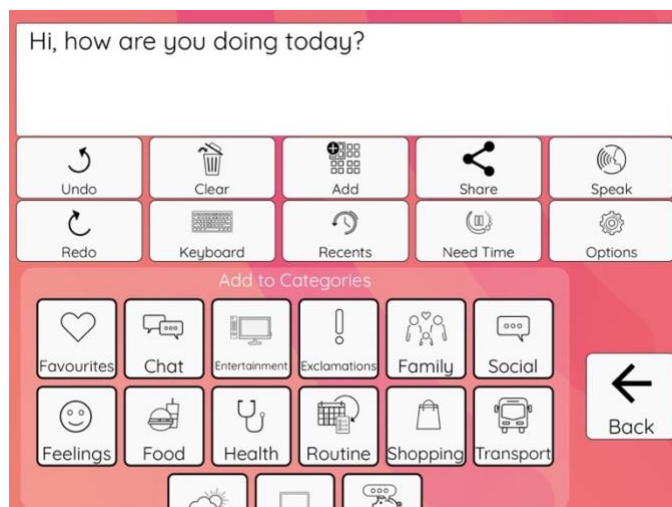
### Adding Phrases

There are two ways to add a new phrase to a category. You can either add text already in the textbox directly to a category or you can add phrases from within the category.

#### Adding text in the textbox to a category



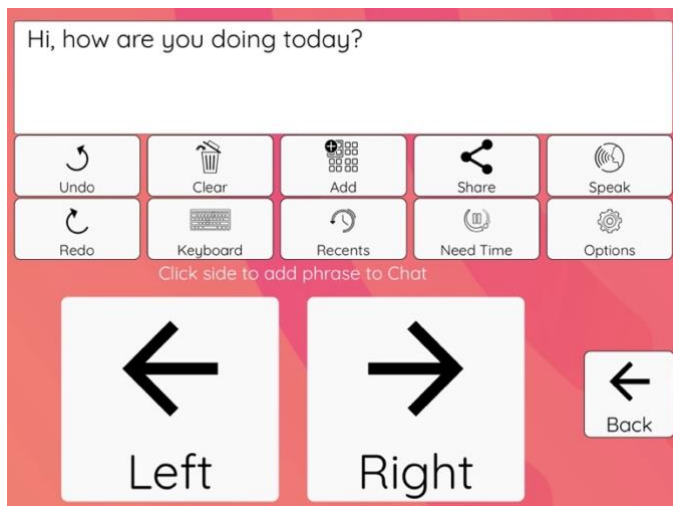
If you wish to add text already in the textbox to a category, click the **"Add"** button.



Next, **select** which category you would like to add the phrase to.

In this example, the phrase will be added to the "Chat" category.



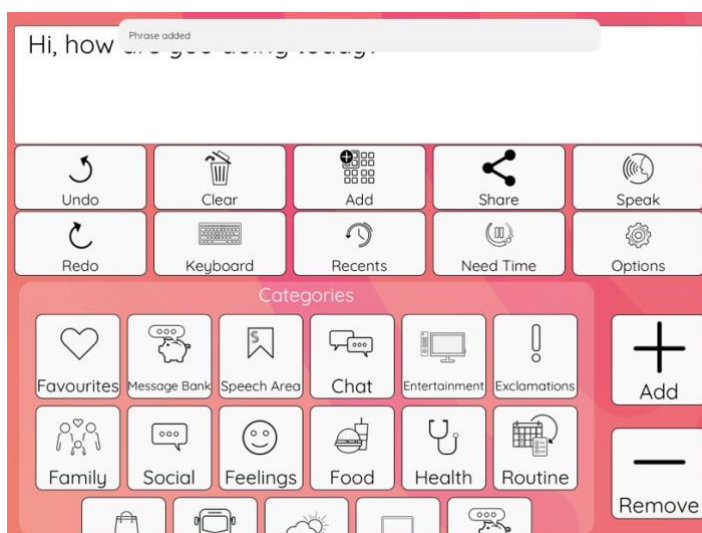


In Split Phrase View, you will be asked to choose if the phrase should appear in the left or right hand side.

The left side is normally used for phrases at the start of a sentence, while the right hand normally contains phrases for the end of a sentence.

In this example, the phrase will be added to the left-hand side.

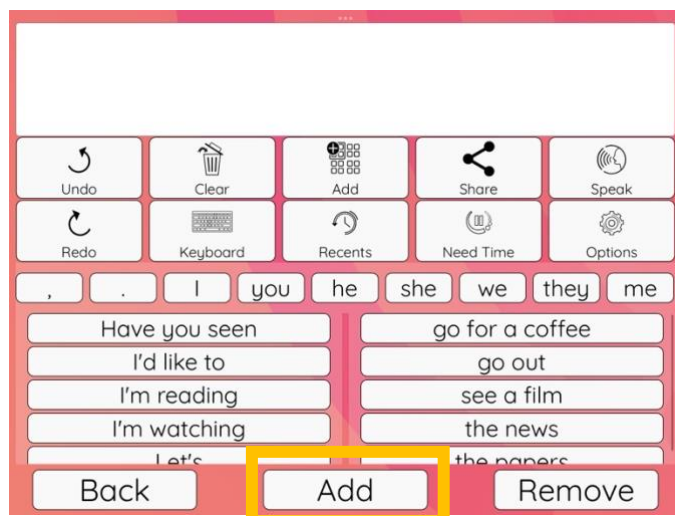
Click **“Left”**



A confirmation message will appear to show that the phrase has been added.

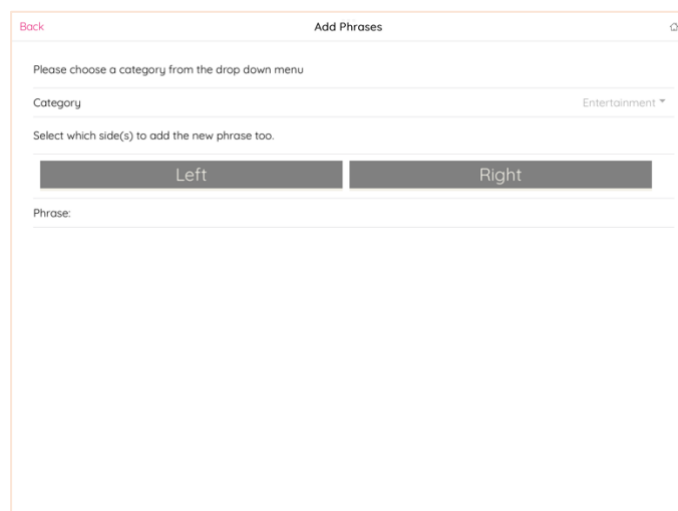


## Adding phrases from within the category



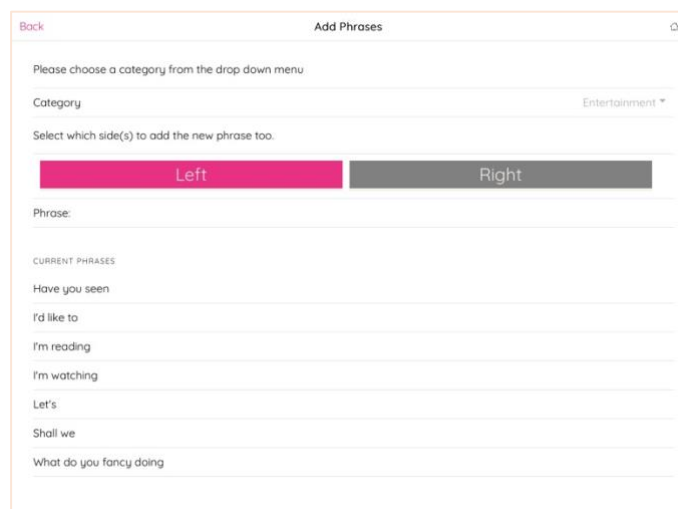
When you are within a category, there is an option to add new phrases directly to the category.

Click “**Add**” at the bottom of the screen.



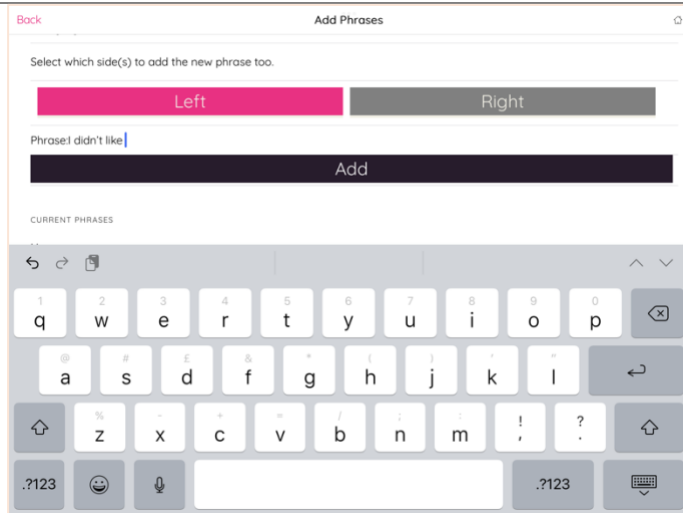
Check that the correct category is selected; in this example, we are adding phrases to the Entertainment category.

Select if you’d like the phrase to be added to the left column or to the right column.



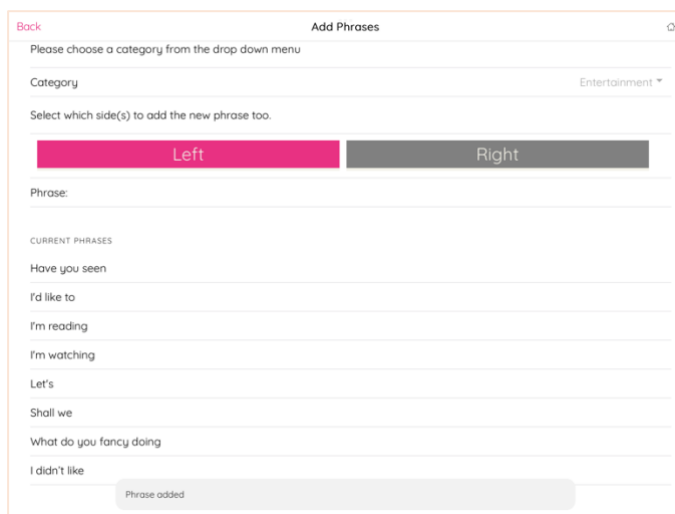
In this example the **Left** column has been selected and you can see a list of all the existing phrases.

To add a new phrase, click in the “**Phrase**” space and the keyboard will appear.



In this example the phrase “I didn’t like” is being added.

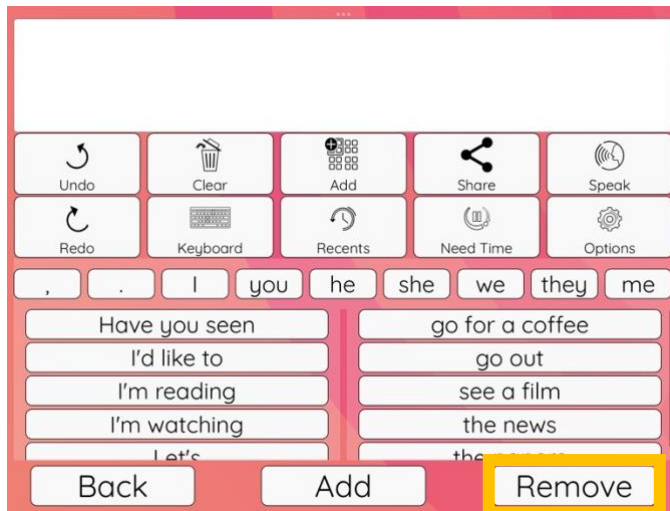
Enter the text and click “**Add**” to add the phrase to the category.



Once the phrase has been added, a success message will appear below.

When you have added all the phrases you wish to, press the “**Back**” button in the top left corner to return to the home screen.

## Removing a phrase from a category



When you are within a category, there is an option to remove phrases by clicking **“Remove”**.



You will see above the column of phrases it says ‘Remove Phrases from Entertainment’.

The border around the phrases will turn bold to show they can now be selected.

Select the phrase/ phrases you wish to remove from the category.

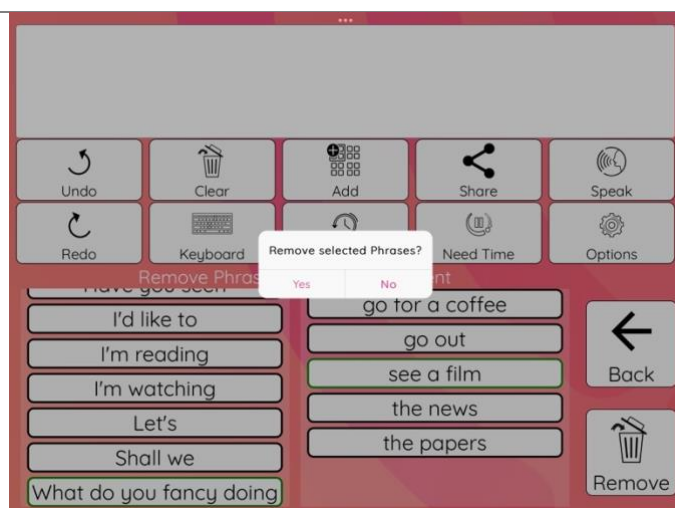
You can use the “Back” button to exit this screen.



The selected phrase will be highlighted in green, as shown.

In this example we have selected “What do you fancy doing” and “see a film”

Press **“Remove”**.



You will be asked to confirm that you wish to remove the selected phrase.

To remove the selected phrases from within the category, click **"Yes"**.

Removing a phrase(s) will remove it from the device you are using. If you have synced the phrases across multiple devices, it will not remove them from your other devices. Please contact us if you'd like to remove it from your synced content.

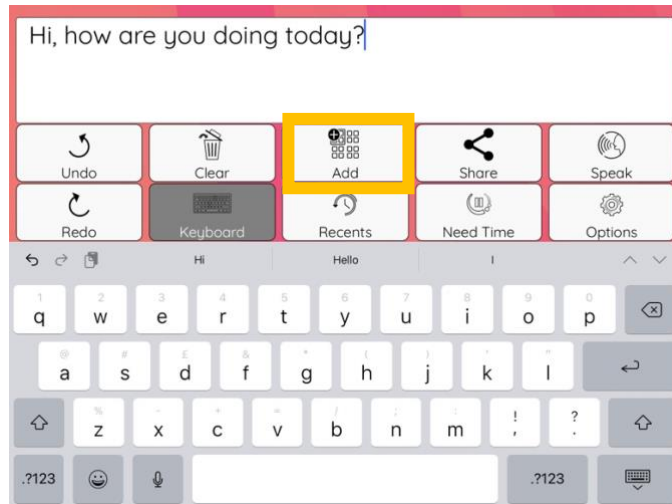
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## Single Phrase View

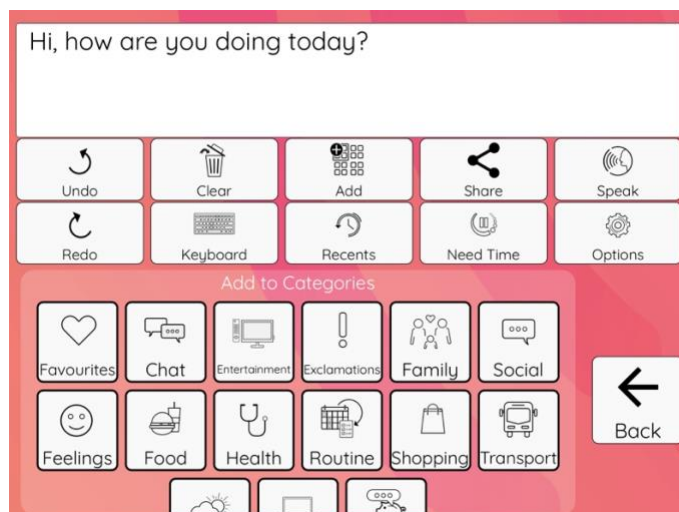
### Adding Phrases

There are two ways to add a new phrase to a category. You can either add text already in the textbox directly to a category or you can add phrases from within the category.

#### Adding text in the textbox to a category

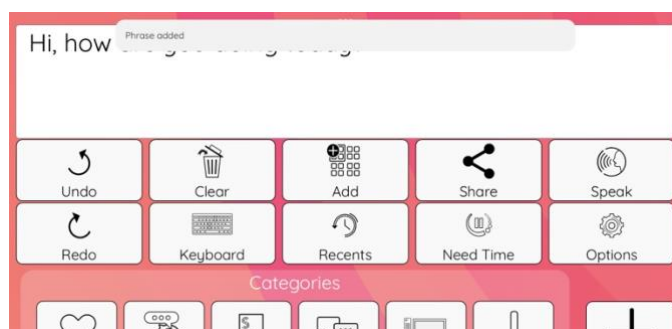


If you wish to add text already in the textbox to a category, click the “**Add**” button.



Next, **select** which category you would like to add the phrase to.

In this example, the phrase will be added to the “Chat” category.



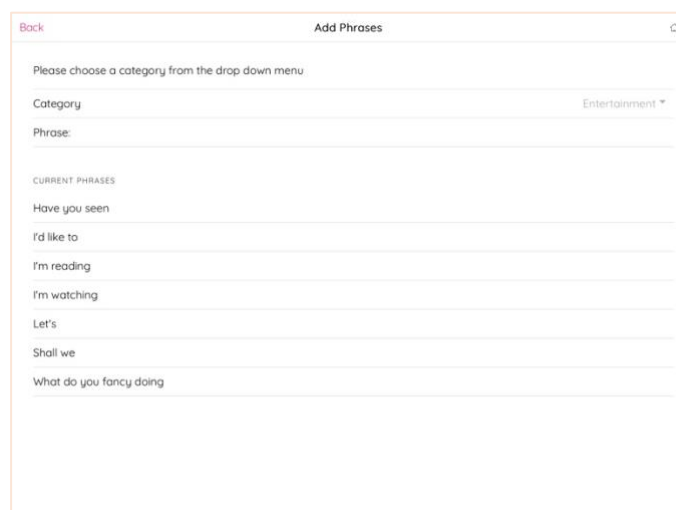
A confirmation message will appear to show the phrase has been added

## Adding a phrase from within a category



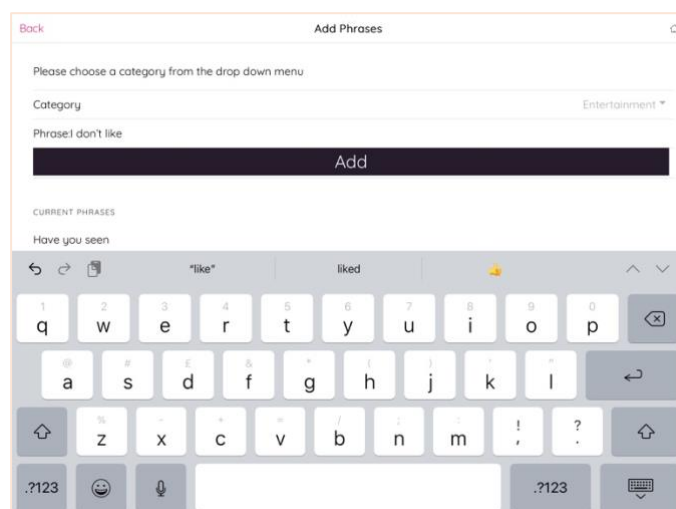
When you are within a category, there is an option to add new phrases directly to the category.

Click **“Add”** at the bottom of the screen.



Check that the correct category is selected; in this example, we are adding phrases to the Entertainment category. You can see a list of all the existing phrases already in this category.

To add a new phrase, click in the **“Phrase”** space and the keyboard will appear.



In this example the phrase “I didn’t like” is being added.

Enter the text and click **“Add”** to add the phrase to the category.

---

Back

Add Phrases

Please choose a category from the drop down menu

Category: Entertainment ▼

Phrase:

CURRENT PHRASES

Have you seen

I'd like to

I'm reading

I'm watching

Let's

Shall we

What do you fancy doing

I don't like

Phrase added

Once the phrase has been added, a success message will appear below.

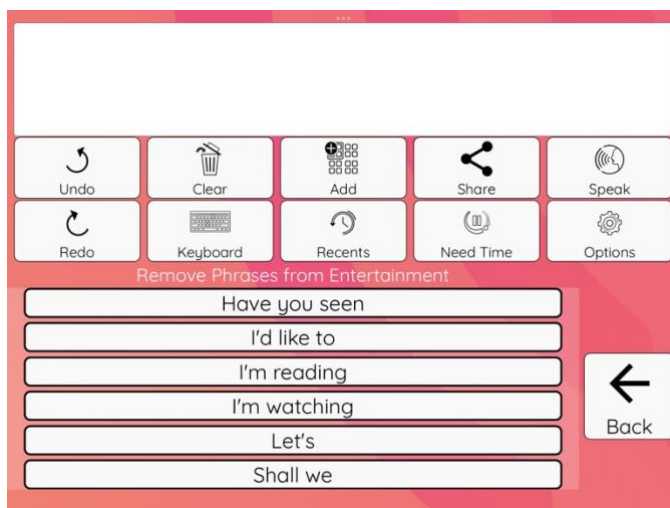
When you have added all the phrases you wish to add, press the **"Back"** button in the top left corner to return to the home screen.



## Removing a phrase from a category



When you are within a category, there is an option to remove phrases by clicking **"Remove"**.



You will see above the column of phrases it says 'Remove Phrases from Entertainment'.

The border around the phrases will turn bold to show they can now be selected.

Select the phrase/ phrases you wish to remove from the category.

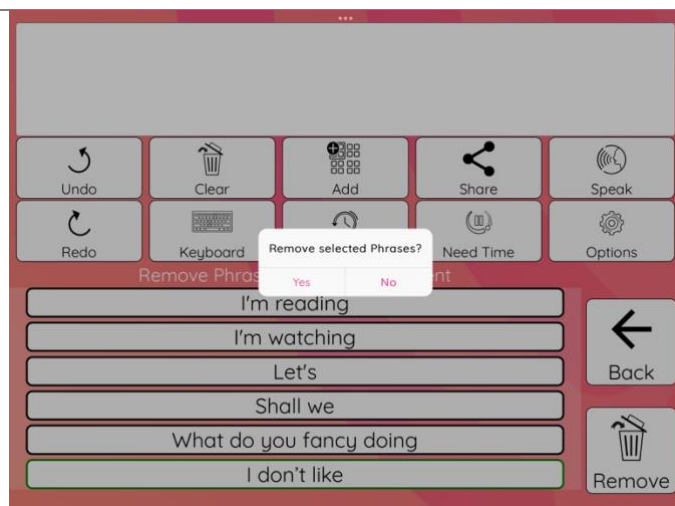
You can use the "Back" button to exit this screen.



The selected phrase will be highlighted in green, as shown.

In this example we have selected "I don't like"

Press **"Remove"**.



You will be asked to confirm that you wish to remove the selected phrase.

To remove the selected phrases from within the category, click **“Yes”**.

Removing a phrase(s) will remove it from the device you are using. If you have synced the phrases across multiple devices, it will not remove them from your other devices. Please contact us if you’d like to remove it from your synced content.

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When you have removed all the phrases you wish to, use the **“Back”** button to return to the category.