



How to set up Subject Categories in the Persona Phrase Bank

1. Assign a two or more letter code to the Category. Don't use an acronym that can also be a word (like TO). e.g.: For "Breakfast" use "BKF".
2. From the chat window, go to the main menu and click on Edit, then select SpEx (speech exception). The Add Speech Exception dialog box opens.
3. In the "Correct Spelling" box, type "BKF" (the code you assigned to the category, but without the quotes).
4. In the "Correct Pronunciation" box, type "[-]" (without the quotes). This speech exception will prevent the code acronym from speaking. Click on the "Test" button to check that it doesn't speak. Click on "Accept" to save.
5. Click on the "Close" button to exit SpEx and return to the chat window.
6. Click on the "Phrase" button on the main menu to go into the Phrase Bank.
7. Click on the "New" button to create and save a new phrase.
8. In the "Phrase" box, type your message, starting it with the code acronym you assigned to the category. e.g.: "BKF I love pancakes." (without the quotes)
9. Click on the "Test" button to hear the new phrase. Make any corrections you want before accepting the new phrase. Click on the "Accept" button to save the new phrase. (If there is a problem with the acronym speaking, return to SpEx from the chat window.)
10. Add more New phrases to your category if you want.
11. Within the Phrase Bank you will now find messages stored alphabetically and grouped by your category code. For example, you can find all Breakfast items in the Phase Bank under the letter "B", and all grouped together under "BKF".