How to Duplicate Your Student's Communication File in Chat Editor

Introduction

In this tutorial, you will learn how to make a copy of a student's vocabulary file in Chat Editor. It is important to keep a duplicate of the original file to refer to, in case the one being edited gets compromised.

Learning Objectives

Completion of this tutorial will give you experience with how to:
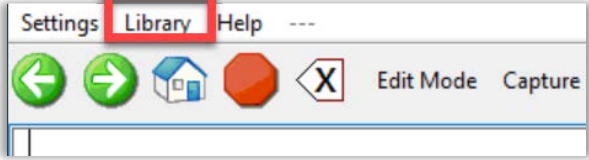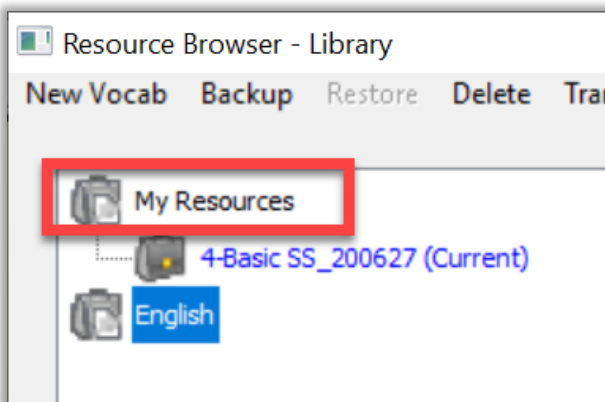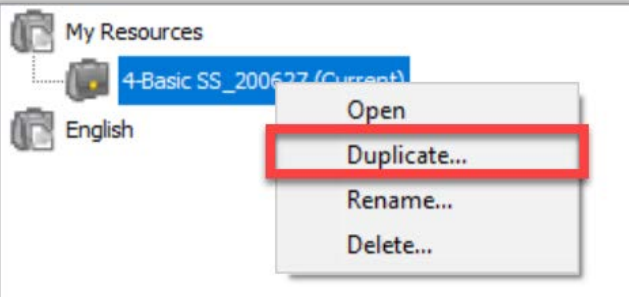
• Open Chat Editor.
• Locate your student's vocabulary file.
• Make a copy of your student's vocabulary file.

This tutorial assumes that you have

• An iPad with TouchChat installed, a NovaChat or Lamp Words for Life.
• The most recent version of Chat Editor downloaded to your PC computer.

Case Study

You are the case manager of AAC students at your school. You support several students that use TouchChat and NovaChat. You now have learned how to back up their vocabulary files from NovaChat and TouchChat onto Chat Editor. You need to go into their vocabulary file in Chat Editor to customize and add some vocabulary for them. You are concerned you will make mistakes and jeopardize the original copies, so you decide it is best to make a copy of each of the students' original vocabulary files for you to work on.

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	How to Duplicate a Student's Communication File	
1	Launch Chat Editor. Click on **Library** on the toolbar across the top of the window.	
2	In the Resource Browser window, click on **My Resources** to locate the student's communication file. Note that any file you have transferred to Chat Editor will be saved under the My Resources folder. Please refer to Module 2 on how to transfer vocabulary files between your student's communication device and Chat Editor.	
3	Click on the vocabulary file, and then select **Duplicate**. Editing the duplicated file allows the original to serve as a backup.	
4	Name the duplicated file and click **Save**.	