

Interactive Visual Timetable

User Guide



Welcome to the *Interactive Visual Timetable*. This simple software is ideal for sequencing any series of events, including what will happen during the school day. It may be especially useful for sequencing activities that are difficult to remember or to reinforce positive behaviour. You could even use it to show rewards or outcomes for successfully completing activities.

The Interactive Visual Timetable is designed by Bob Black with the UK Education Consortium. Copyright Down's Syndrome Association 2007.

*This CD has been brought to you with the support of Inclusive Technology:
www.inclusive.co.uk*

Getting Started

Interactive Visual Timetable must be installed from the CD onto your computer before you can run it.

To Install

Insert the CD into your computer and wait for a message to appear, inviting you to install the program. If this does not appear, go to **My Computer** (**Computer** on Vista computers), and double click the Visual Timetable CD icon. Then double click **presetup**.

Following installation you will not need the CD to run the program.

To Run

Following installation, run Interactive Visual Timetable by clicking the **Start** button, then **All Programs**, then **Visual Timetable**, then the **Visual Timetable** icon.



Visual Timetable

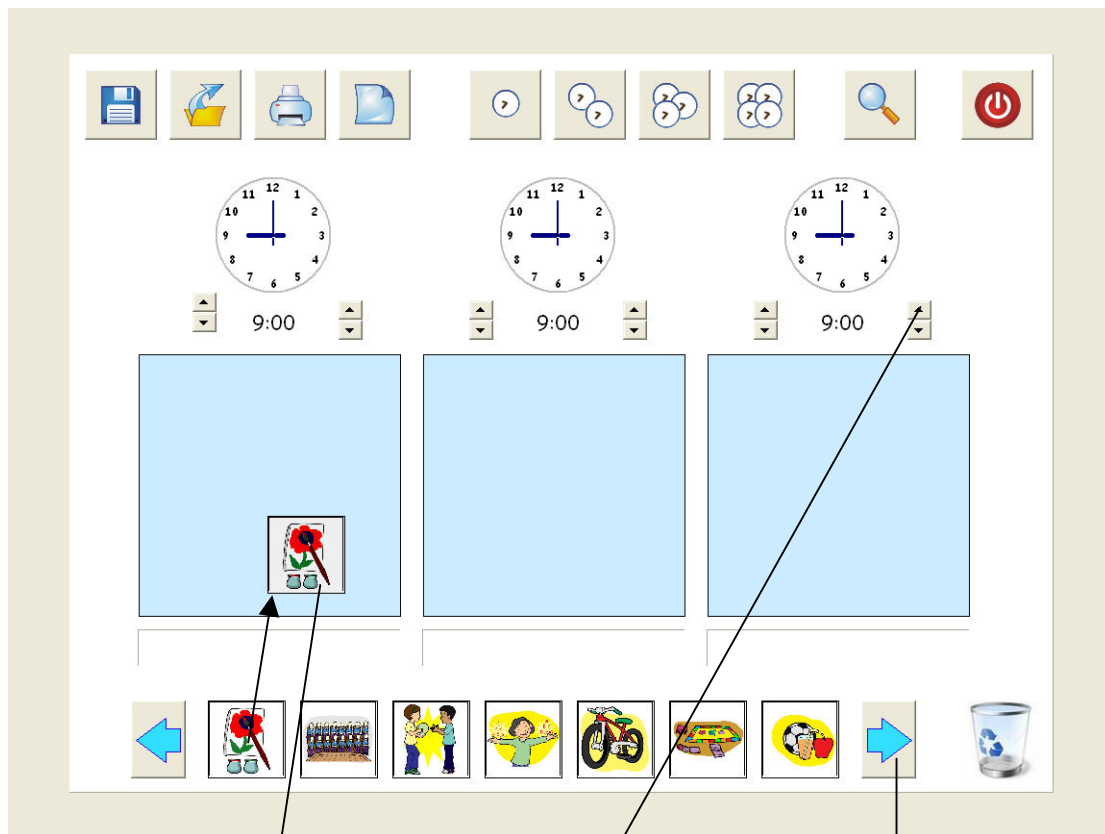
Designed by Bob Black with the UK Education Consortium
Programming by Kevin Wittamore
Graphics by Liz Elsby
Special thanks to Carol Allen and Trish Davidson
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Langdon Down Centre, 2a Langdon Park, Teddington TW11 9PS

Searching for picture files - please wait...

After a few seconds the timetable screen will appear:



You can drag and drop any picture image to any box.

Set the time on the clock using the up and down arrows.

You can scroll through the available pictures using the arrows.



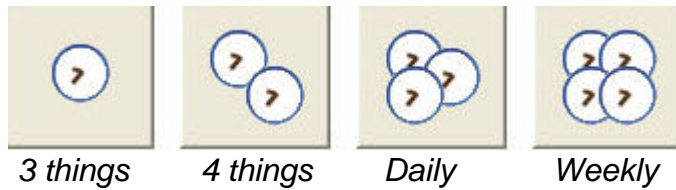
The program comes with 44 ready-made pictures covering infant, junior and secondary activities. You can add more images from your computer or digital camera by clicking on the **Import Picture** icon.

Your new pictures will appear at the beginning of the picture gallery.

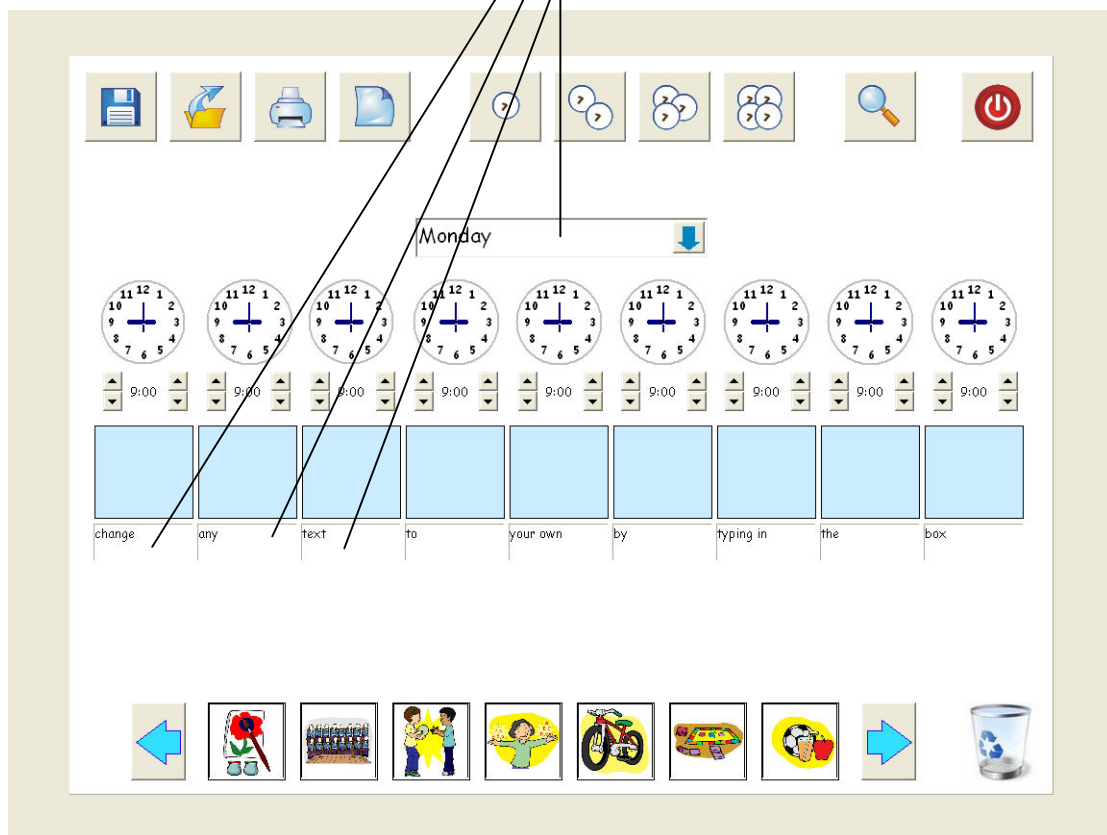


You can delete imported pictures by dragging them to the **Bin** icon while holding down the **Shift** key. (You cannot delete the original 44 pictures by this method.)

There are four different formats of timetable layout to choose from. You can access them via the **Timetable Option** menu:



You can rename pictures by clicking in the text box and typing as required. You can also change the text in the **DAY** box on the Daily Timetable layout:



Save



You can save a copy of your timetable using the **Save** icon. (If you use imported pictures that you later delete they may not be visible when you reload the saved Timetable.)

Open



You can open your saved timetables using the **Open** icon.

Print



Click on the **Print** icon to print the current timetable. (It will print on the current default printer from your computer.)

Quit



To quit the program, simply use the **Quit** icon. You will be asked to confirm that you want to quit.

*This covers the basic functions of the programme
and will meet the needs of most users.*

Advanced Options – for Network and Advanced Users

For network users and advanced users it is possible to change the file location of all the default folders. Use the “Shift T” option to locate these functions.

The default location of all the timetable folders is C:\timetable\. It is possible to edit, delete and rename the existing default pictures by going into the \metafiles\ folder and changing the content or renaming them so that they appear in a different order in the image bank.

This folder can be used to import or delete multiple images for convenience.

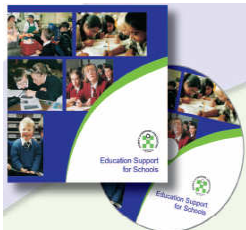
The images in the \Imported\ folder can be manipulated in the same way.

Troubleshooting

If you have any difficulties, please reinstall the software and start again. (That will also replace the pictures folder with the default 44 pictures)

For technical support email: educate@downs-syndrome.org.uk

Education Support Disc



A full range of resources and publications is available from the Down's Syndrome Association on the *Education Support Disc for Schools*. There are additional resources to accompany the disc, including a downloadable version of the *Interactive Visual Timetable* at the website:

<http://www.include.demon.co.uk/educationsupportdisc>

To purchase a copy of the *Education Support Disc for Schools*, or for further information, please email us on info@downs-syndrome.org.uk or call us on 0845 230 0372.

Usage and Credits

This software may be freely used for educational purposes and may be copied within schools and colleges.

For inclusion as a resource on third party discs or websites, or for commercial distribution of any kind, please get written permission from the Down's Syndrome Association.

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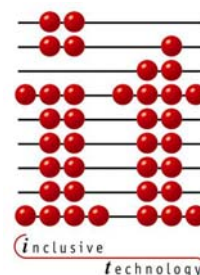
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