

Interactive Timetable for Working Life

USER GUIDE

Welcome to the *Interactive Visual Timetable for Working Life*. This simple software is ideal for sequencing any series of events, including what will happen during the working 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. Most commonly it is used as a visual reminder of tasks and activities.

The Interactive Visual Timetable is designed by Bob Black for the Down's Syndrome Association 2009.

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.



After a few seconds the timetable screen will appear:

The interface shows a toolbar at the top with icons for file operations (save, copy, print, paste), navigation (back, forward, search), and a power button. Below the toolbar are three clock faces, each set to 9:00, with up and down arrows for time adjustment. Underneath the clocks are three large light blue rectangular boxes for placing images. At the bottom is a horizontal scroll bar with a series of picture icons: a left arrow, a person in a wheelchair, a person at a desk, a person at a desk, a person at a desk, a person at a desk, a person at a desk, a right arrow, and a recycling bin. Three callout boxes provide instructions: "You can drag and drop any picture image to any box." (pointing to the first box), "Set the time on the clock using the up and down arrows." (pointing to the middle clock), and "You can scroll through the available pictures using the arrows." (pointing to the scroll bar).



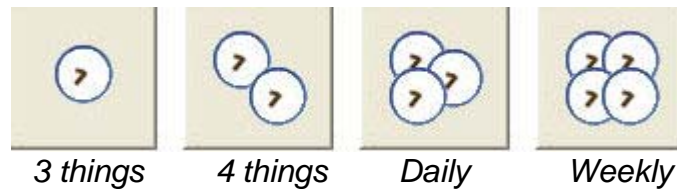
The programme comes with a set of ready made pictures covering workplace and college activities and jobs. You can add more images from your computer or digital camera by clicking on the **Import Picture** icon.

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 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:

The screenshot shows the software interface for creating a timetable. At the top, there is a toolbar with icons for file operations (Save, Undo, Print, Copy) and timetable options (3 things, 4 things, Daily, Weekly, Import Picture, Power). Below the toolbar is a dropdown menu for the day, currently set to 'Monday'. The main area contains a row of nine clock icons, each with a '9:00' time slot and a corresponding empty text box. Below these text boxes is a row of pre-defined text: 'change any text to your own by typing the box'. At the bottom, there is a picture gallery with various icons and a 'Bin' icon for deleting.

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)

Usage and Credits

This software may be freely used for educational purposes and within the workplace.

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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