



MyZone



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Requires Windows 2000, XP, Vista or Windows 7 operating system

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Credits

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Videos provided by kind permission of IDE-FIX. These videos are samples from the Inclusive **Video Bank** collection, available from the Inclusive Technology catalogue or web site.

We welcome your comments on all Inclusive Technology products.

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Introduction

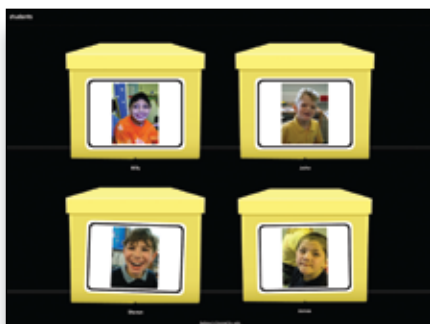


MyZone was designed for children and adults with learning difficulties to help them find things on the computer. It features large buttons and simple navigation.

You can launch programs, pictures, music, videos, documents and even web sites from **MyZone**.

You can create boxes (folders) to organise your programs and other content. You can create a workbook for each student in your class. You can then put programs and other content in each student's workbook.

You can even add your students' pictures or photos to help them find the programs you have set up for them.



Other features

- You can have just one link (button) on the screen, or as many as 12. It's up to you.
- A clever search facility helps you find programs you have installed on your computer.
- Choose your own buttons to appear in **MyZone**.
- Create boxes of content for the class or for each student.

Examples:



Minimum Requirements

Windows

OS: Windows 2000, XP, Vista and Windows 7.

Processor: Intel® Pentium® 4 - 1.3GHz.

RAM: 2000/XP: 512Mb, Vista/7: 1Gb

MyZone Installation

If you have bought a computer with **MyZone** already installed you can ignore this section.

Insert the CD. If your computer is set up to Auto-run CDs the installer window should appear on the screen after about ten seconds. Otherwise, double-click on **My Computer*** (this may be on the Desktop or in the Start menu), then double-click on the CD icon. Double-click on **presetup** to run the installer.

* Note: just called **Computer** on Windows Vista.



Click here to install MyZone will install the program.

The installer will ask if you want **MyZone** to run when the computer is switched on. You can try this, then turn off this feature later if you don't like it.

You will also be asked to enter a serial number. You should find this on a card that came with the CD and this user guide.

If not, call Inclusive Support on 01457 819790 or email support@inclusive.co.uk.

Customers in the US can call 1-800-462-0930 (toll free) or 1-704-243-3622, or email info@inclusiveTLC.com. Otherwise contact your supplier.

Starting and Stopping MyZone

MyZone may start automatically on your computer. See below if you wish to change this.

Manual start-up



Just double-click the **MyZone** icon on your Windows computer screen. If you can't see one, follow these steps:

- Click the **Start** button at the bottom left to go to the Start menu.
- Click **Programs** to go to the Program menu.
- Click **Inclusive Technology** to open the IT menu.
- Click **MyZone** to open its menu.
- Click the **MyZone** icon to start **MyZone**.

Stopping MyZone



To close **MyZone**, just hold down the **Ctrl** and **Shift** keys and press **Q**.

Setting up automatic start-up

MyZone is a replacement for the Windows Desktop (the backdrop), so you might want it to start when you turn the computer on. Follow these steps in Windows:

1. Close **MyZone** if it is running. Press **Ctrl - Shift - Q**.
2. Using the mouse, click the right mouse button on the **MyZone** icon to get its context menu.
3. Click **Pin to Start Menu**.
4. Click the **Start** button to open the Start menu. You should see an icon called "Shortcut to MyZone".
5. Drag the icon to **All Programs** and keep the button held down while the Programs menu pops up. Continue to keep the button held down!
6. Continue to drag the icon to **Startup** and keep the button held down while the Startup menu pops up. Continue to keep the button held down.
7. Drag the icon into the Startup menu and let go of the button.

That's it. Click on the Windows background to close the Start menu.

Next time you start your computer, **MyZone** will automatically appear, ready to use.

Preventing automatic start-up

To turn off automatic start-up:

1. Click the **Start** button to open the Start menu.
2. Click **All Programs** to open the Programs menu.
3. Click **Startup** to open the Startup menu.
4. Click the right mouse button on **MyZone** to get a pop-up context menu.
5. Click **Delete** in the context menu.

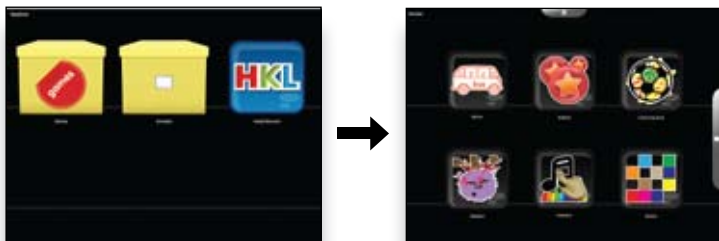
You will be asked "Are you sure...?" Click on **Yes** and you're done.

Getting around MyZone

MyZone opens showing its home screen, with “**MyZone**” at the top left corner.

MyZone comes with 12 small games to get you started. They are designed for touch monitors, but can also be used with the mouse.

Click **Games** to open it:



Inside you will see links to six games, and **Games** at the top left. You will also see a grey button at the top of the screen and one on the right.

Click on the long button on the right to see six more games:



You can now see a side button on the left.

This takes you back to the first six games again.

Click on a game to start it.



In this game, click on some bubbles to pop them.



Click the **Close** button at the top right to go back to **MyZone**.



The **Go Back** button at the top closes **Games** and shows the **MyZone** home screen again.

That's all there is to getting around **MyZone**!

Explore the **Samples** box. These are examples of boxes (folders) of content you can create yourself. See page 14 for details.

Choosing with switches

If you press the space bar on the computer keyboard, **MyZone** will automatically start switch scanning. See the **Using Switches** section for more information.

MyZone Games

These are the 12 games. To finish playing a game, click its big close button to go back to **MyZone**.

Creative activities



Painting

Choose a colour and get painting! Use the white paint to rub out.



Colouring Book

This works like Painting. Click the blue arrow at the bottom right of the screen to see another picture to colour in.



Mosaic

Musical painting! Choose a colour and click or drag over the boxes.



Keyboard

Click or drag over the keys to play the piano.



Pizza

Drag the toppings onto the pizza base.



Sandcastle

Drag turrets, flags and shells onto the sandcastle.

Experimental play



Big Bus

For very early learners. Just click the screen anywhere to get music and movement.



Tops, Middles and Bottoms

Click the blue buttons to change the head, body and legs of a variety of characters. Music plays when you match them up.



Train Tracker

Make a railway. Drag pieces of track from the left onto the board. A train will appear when you place the first piece. Add more pieces to the track then click the Play button to start the train. Join up the ends of the track to make the train go round and round.

Competitive play



Bubbles

Click the bubbles to pop them. Addictive!



Gophers

Click the gophers when they pop up. How fast can you get all seven?

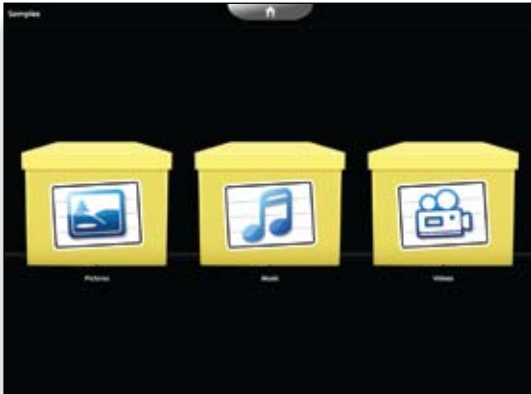


Snakes and Ladders

A board game for two to four players, with no missing pieces! First choose your counters then click the dice to roll it. Move your counter the right number of places.

Sample pictures, music and video

We have put some example content in **MyZone** to show what it can do. You'll find these inside the **Samples** box:



The Samples box contains three more boxes called Pictures, Music and Videos.

Viewing pictures

The Pictures box contains photos from a school gardening project:



Click on a picture to view it properly:



The picture is displayed in **MyZone's** picture viewer. Click the big red close button at the top right to go back. You can also press the **Space Bar** or a **Switch** to close it.



Click the back button at the top of the **MyZone** screen to go back to the Samples box.

Playing music

The Music box contains some sample MP3 music:



Click on a track to play it:



The track plays in **MyZone's** music player. Click the big red close button at the top right to close it. You can also press the **Space Bar** or a **Switch** to close it.

Playing videos

The Videos box contains four videos from a zoo:



Click on a video to play it. This uses your computer's video player, usually the Windows Media Player.



In the same way, files such as Word documents and Powerpoint files can be launched from **MyZone**. Selecting them in **MyZone** will just launch the program they need.

Touch screen and mouse options



Hold down the **Ctrl** and **Shift** keys on your computer's keyboard and press the **S** key to see these options:



Should the mouse pointer be visible?

Tick the box to hide the mouse pointer. This should only be done if you are using a touch screen.

How many clicks/presses...?

Single clicks are good for users who need good feedback to clicks. Double clicks are good for those who need **MyZone** react to definite choices only.

This option also affects the audio features in **MyZone**:

Single clicks: if a link (button) has audio, then it will play when you roll onto it (mouse) or slide your finger onto it (touch screen).

Double clicks: if a link has audio, it will play when you click on it once.

Switch Settings

See the **Using Switches** section on page 36 for more information.

MyZone Setup



The power behind **MyZone** is **MyZone Setup**. Here you can:

- Set up **MyZone** links to start programs on your computer.
- Set up links to open pictures, music, text documents, slide shows, interactive whiteboard screens - anything!
- Set up links to open websites, such as the BBC Accessible Newsreader at <http://www.bbc.co.uk/cbbc/newsreader/>



You can also organise these buttons by putting them in boxes. You can create boxes for:



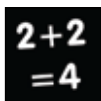
Types of content, for example programs, music or pictures.



Individual students.



Groups or classes of students.



Subjects, for example maths, RE, our town, weather.

To run MyZone Setup

From MyZone



If you already have **MyZone** on the screen, hold down the **Ctrl** and **Shift** keys, and press **S**.

Then click **Open MyZone Setup**.

From the Desktop



Just double-click the **MyZone Setup** icon on your Windows computer screen. If you can't see one, follow these steps:

- Click the **Start** button at the bottom left to get the Start menu.
- Click **Programs** to get the Program menu.
- Click **Inclusive Technology** to open the IT menu.
- Click **MyZone** to open its menu.
- Click the **MyZone Setup** icon.

Stopping MyZone Setup

To quit **MyZone Setup**, just click the cross in the top right-hand corner. **MyZone Setup** saves your settings automatically.

Alternatively, to run **MyZone**, click the **Start MyZone** button.

Adding links in MyZone Setup

MyZone Setup has two main panels:



The left panel shows you the items that will be displayed in **MyZone**.

The right panel shows items on your computer (or network) that you may wish to add to **MyZone**, so that they are displayed when you open the program. It displays the items **MyZone Setup** knows about, but you can add extra items to it (see page 24).



To add a link to **MyZone** (the left panel), just click **add** next to the item you want in the right-hand panel.



To remove a link from **MyZone**, click **remove** next to it.

Why two panels?

You can set up multiple “workboxes” in **MyZone**. The Games area is a workbook, with links to 12 games inside it.

If you are setting up different workboxes for individual students or groups, then it's likely you'll want to put the same link into a number of them. You'll find the right-hand panel convenient for doing this.

Adding software and other links to MyZone Setup

This will add items to the **Found Links** panel on the right side of *MyZone Setup*.

Adding software



MyZone Setup can find the software on your computer for you. Click the **Search for software** button.

MyZone will first do a basic search for software it knows about that is installed in its usual (default) location. It will then list everything it finds:



You can un-tick the software you don't think you'll ever want to use in *MyZone*. If you're not sure, just leave it ticked. Click **done**.

The software will then appear in the right-hand panel, ready to add to *MyZone*. Just click **Add** next to a software name to do this.

You can also do an advanced search. This will search for any other known programs on your computer or network that may have been installed in a non-standard location. It will ask for a good place to start searching and search everything three folders deep from there.

Adding other software, pictures, music, documents, etc.



Click the **create link** button to find anything that **search for software** can't find, such as:

- Free software (perhaps from the Internet) that did not come with an installer.
- Pictures.
- Music files.
- Word processed files or any other documents with text and pictures.
- Slide shows from Powerpoint or Slideshow Maker.
- **MyBoard** activities or Smartboard files.

In fact, you can link to anything on your computer or network!

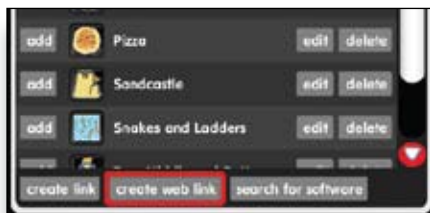
To start, click the **create link** button. This will give you a standard window to locate a file of any type. Select a program, picture, music, document or other file and click **OK**.



An **Item Settings** pop-up will then allow you to change the name of the file (as it appears in **MyZone**) and choose a picture and audio for it. Click **done** to finish.

Finally **MyZone Setup** will ask if you want this file to appear in **MyZone** as well as the **Found Links** list. The usual answer is **yes**.

Adding Internet links



Click the **create web link** button to get the web link pop-up.



Enter a name for the web site and its address. The **view web site** button allows you test the web address. Click **done** to finish.

Finally **MyZone Setup** will ask if you want this file to appear in **MyZone** as well as the **Found Links** list. The usual answer is **yes**.

Editing links

You can change the name and picture for a link at any time. Just click its **edit** button.



You also change the audio for a link. This is the sound or speech that plays when you rollover or single click a link in **MyZone** (depending on your **MyZone Settings**, see page 18.) This sound will also play when you use switches.

To add audio or change it, you can:

Browse: find an audio file on your computer. **MyZone** can play MP3 and WAV files. (These are the most common types.)

Record: speak the name of the link into a microphone connected to the computer, using the Sound Recorder:



Click the **Record** button to start recording. You can record for up to 10 seconds.

Click the **Stop** button to stop.

Click the **Play** button to hear your recording.

Click the **Done** button to save the recording to the link.

Adding workboxes in MyZone Setup

Boxes are the fundamental way to organise your programs and files. You can even use them to provide personal workspaces for your students.

Click the **new workbook** button at the bottom left corner. This will give a pop-up with some options:



Enter a name for the new workbook and get a picture from your computer to stick on it.

Choose the number of links that appear on each screen in the workbook (see the next section for more information) and whether the **go back** button is visible (see page 31).

Click **done** to close the pop-up and see your new workbook in the left-hand panel. (You may have to scroll down to see it.)

Don't forget you can create workboxes within workboxes!

Putting links in your new workbook



Just double-click your new workbook to open it. You will see it is empty.



To add things, just click the **add** buttons next to the links you want from the right-hand panel.

Alternatively you can create links to other programs, files and web sites using the buttons at the bottom of the right-hand screen.

Top tips

- You can remove links in this workbox by clicking the **remove** buttons.
- You can create a new workbox inside this workbox.
- To go back to the previous view, click the **up** button at the top of the panel.
- You can change the name of a workbox and its sticker by clicking its **edit** button.
- You can change the name and picture for a link put in a workbox by clicking its **edit** button. This will not affect the link's appearance in the **Found Links** panel on the right.

Why should I want to hide the 'go back' button?

If you have students who like to 'roam' around the computer, this might help to limit them to a set of links you have created for them in their own workbox.



To get out of the workbox, hold down the computer's **Ctrl** and **Shift** keys and press the **B** key.

Changing the number of links on a screen

You can change the number of links that can be shown on a **MyZone** screen:



You can have 1, 2, 3, 4, 6, 8, 9 or 12 links shown on one screen.

To change the number of links shown (or the **MyZone** home screen), click an **edit** button that appears in the left-hand panel next to a workbox. This will give you the settings for that workbox.



Just click the number you want from the options under **Maximum number of links on screen**.

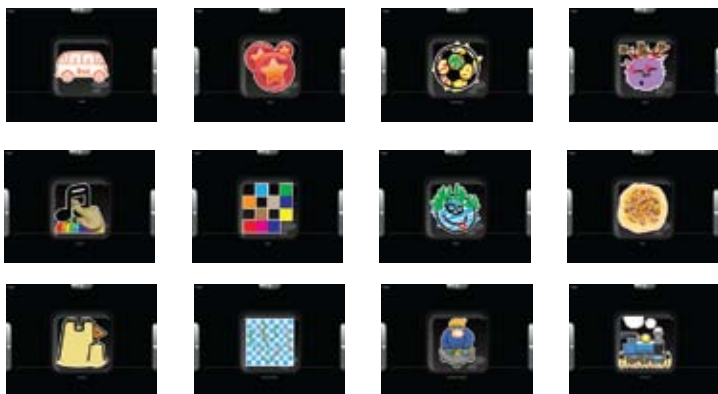
How it works

You can still have as many links as you like in a workbook. They will just spread out over a number of screens. The following shows the same workbook with 12 links:



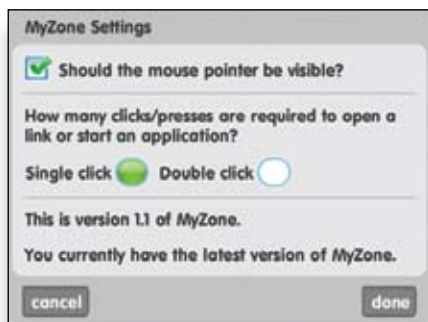
Twelve links on one screen.

Twelve screens with one link on each.



Use the side buttons to move from one screen to the next.

Options in MyZone Setup



Click **Options** at the top of the **MyZone Setup** screen. These options affect all of **MyZone**.

Should the mouse pointer be visible?

Tick the box to hide the mouse pointer. This should only be used if you are using a touch screen.

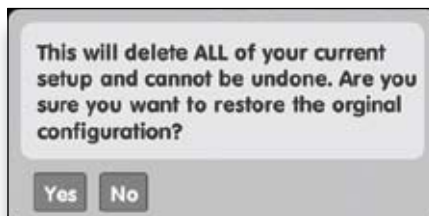
How many clicks...?

Single clicks are good for users who need good feedback to clicks. Double clicks are good for those who need **MyZone** to react to definite choices only.

Restore – use with caution!



When **MyZone Setup** starts up, it checks all the links to make sure they still work. Things can still get into a mess after a period of use. The **Restore** button clears your setup for **MyZone** (the left panel) back to its original state when **MyZone** was installed.



Restore will not remove anything from the **Found Links** panel (on the right) if they still work.

Use Restore with caution!

Using Switches



Switches come in all shapes and sizes and can be used as an alternative to mouse or touch screen. One popular type is the Jelly Bean switch. This is a simple round plastic button that is pushed down. It springs up again when you take your hand off it.

This means it is a “non-latching” switch, like a doorbell. Most switches available for special needs are of this type. See the Inclusive catalogue.



To connect the switches with **MyZone**, you need a switch interface. This is a little box that plugs into one of your computer’s rectangular USB sockets.

The Inclusive Simple Switch Box is inexpensive and simple to use. See the Inclusive catalogue for others.

In **MyZone**, you can start using a switch just by pressing it. To set up switches, hold down the **Ctrl** and **Shift** keys, and press the **S** key.

This will give you the **MyZone Settings**:



Here you can choose to use one or two switches for scanning.

Using one switch

Plug the switch into the first socket of your switch interface, or the one marked **Space**. The switch interface should be set up so that the switch acts like the **Space Bar** on your computer's keyboard.

Select **One switch** in **MyZone Settings**, and set the speed of the scanning.

Making choices uses a “scanning” method:

- Press the switch to make the scanning start. A red “scan box” will appear round the first choice item on the screen.
- Wait two seconds* and the scan box will move to the next choice. Wait another two seconds and will move again.
- To make a selection, wait until the scan box has moved to the item you want and press the switch again.

* Use the **Scan Speed** option to slow this down.

Using two switches

Plug the switches into the first two sockets of your switch interface, or those marked **Space** and **Enter**. The switch interface should be set up so that:

- The left switch acts like the **Space Bar** on your computer's keyboard.
- The right switch acts like the **Enter** key.

Select **Two** switches in **MyZone Settings**.

Making choices uses a “scanning” method:

- Press the left switch to start. A red “scan box” will appear round the first choice item on the screen.
- Press the left switch again. This will move the scan box to the next choice. Press the left switch again to move the scan box again.
- To select an item, place the scan on your choice and press the right switch.

Pre-acceptance delay

This is a useful option in **MyZone Settings** for students who make brief involuntary switch presses which you don't want **MyZone** to respond to.

Using the keyboard

Remember you can also just use the **Space Bar** and **Enter** key in the same way as you might use switches.

Automatic updates

MyZone has a built-in library of images that are used to represent software on the **MyZone** screen.



As new software becomes available, this library will be updated via the Internet.

If the computer is connected to the Internet, **MyZone Setup** will automatically check to see if an update is available. If there is an update it will ask if you want to run it now. This will not affect any setup changes you have made.

You will also be notified of new versions of **MyZone** with enhanced features when you run **MyZone Setup**.

Blocked connection

If you are connecting from a school using the local authority's Internet connection (or equivalent situation), the connection to Inclusive Technology's server may be blocked. This will prevent the update from working. Contact your authority's ICT team and ask them to unblock the connection to the www.inclusive.co.uk domain.

To check that the **MyZone** update server is working, run Internet Explorer (or your preferred Internet browser) and go to:

<http://myzone.inclusive.co.uk/>

Advanced configuration

The information in this section is for IT managers to make backups of **MyZone Setup** configurations and copy them to other computers.

The default location for **MyZone's** installation is:
C:\Inclusive\MyZone.

This folder contains two databases and a folder which contain the data and resources for **MyZone** to run:

- **Config.db** - this contains all the user setup information for **MyZone**.
- **Applications.db** - this contains Inclusive's data about known programs. It is modified by the automatic update system. See **Automatic Updates** in this user guide.
- **Icons folder** - this contains oversize icons provided by Inclusive, plus copies of any external images selected for use as icons in **MyZone Setup**. It is also modified by the automatic update system.

If you wish to copy the configuration from one computer to another, remember that link paths must be identical on the new computer, including letters designated for any mapped network drives (E:\, Z:\ etc).

Handy Tips

Using MyZone as a slideshow viewer

In **Myzone Setup**, create a new box and set its “maximum number of links per screen” to just 1. Put your selection of pictures into the box. When you run **MyZone** and go into the box, you will see one picture at a time.

Using MyZone as a jukebox

After adding some music tracks in **MyZone Setup**, go into **Options** and set the **How many clicks** option to Double click. In **MyZone**, you can play a track by clicking on its button just once.

Preventing students from messing up MyZone

You can remove the **MyZone Setup** icon from the **Windows Desktop** if you want. Just drag it to the **Windows Recycle Bin**. This will not remove the program and you can still run it via the **Start menu**.

Troubleshooting

I set up some links for my students, but now they don't work.

There are a number of reasons this may happen:

- The files were on a USB stick, camera or other device that is no longer plugged in.
- The files were on a CD that is no longer in the computer.
- The files are in a My Documents folder ('Documents' in Windows Vista). You were logged into the computer as a different user when you set up **MyZone** and can no longer access this folder.
- The files are on your school network and the computer has lost connection with the network.
- The link is to a web site and the Internet connection is broken.
- The files may have been deleted.

MyZone Setup contains an automatic system that checks all your links are working. This runs when you start **MyZone Setup**.

I set up MyZone to show 12 links per screen, but only one is showing.

Remember that if there is only one link in a workbook, it can only show one, even if you set it up to show 12 per screen.

This setting works on a workbook basis. It only applies to the workbook in which you set it up. This is so that different workbooks for different students can have simpler or more complex displays.

The mouse pointer has disappeared!

Hold down the **Ctrl** and **Shift** keys on your computer's keyboard and press the **S** key to see these options. Tick the box for the option **Should the mouse pointer be visible?**

The mouse has stopped working!

If you press the **Space Bar** on the computer keyboard, **MyZone** will automatically start switch scanning. While switch scanning, it will ignore mouse clicks. To exit switch scanning, press **Ctrl-Shift-S** on the keyboard, then click **Cancel**.

The Inclusive Technology Troubleshooting Guide

This is a simple guide to common problems when trying to install, remove or use any new software. If you need any further assistance, please contact us. Our online support website is available at www.inclusive.co.uk (click on support), e-mail us on support@inclusive.co.uk or telephone Technical Support on 01457 819790.

1. I put my CD in and nothing happens.

To install the software, do the following:

- Click on 'My Computer'. This is either on the desktop of your computer or in the Windows Start Menu.
- This will open a window showing all your computer drives. Double-click on your CD drive (usually the D drive) and you will see a list of everything on the CD. There will be an icon called 'Setup'. Double-click on this icon and the software installation will start.



2. I have installed the program but no text appears in the menu.

To complete the installation you must restart your computer. After a reboot, all text will appear.

3. I would like to remove the software but don't know how.



There are two ways to remove programs:

- a) Go to the Windows Start menu. Click Settings and then Control Panel.

Double-click on 'Add or Remove Programs'. This will bring up a window showing all software installed on your computer:

Click on the Change/Remove button and follow the prompts to remove the software.

- b) Not all software appears in Add/Remove programs. If your software does not, follow these steps:

- Open 'My Computer' (see Question 1).
- Double-click on the C drive.
- Double-click on the Inclusive folder.
- Highlight the folder with the software you want to remove and press 'Delete'.

MyZone was designed for children and adults with learning difficulties to help them find things on the computer. It features large buttons and simple navigation.

You can launch programs, pictures, music, videos, documents and even web sites from MyZone. You can create boxes (folders) to organise your programs and other content.

You can create a workbox for each student in your class. You can then put programs and other content in each student's workbox. You can even add your students' pictures or photos to help them find the programs you have set up for them.



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