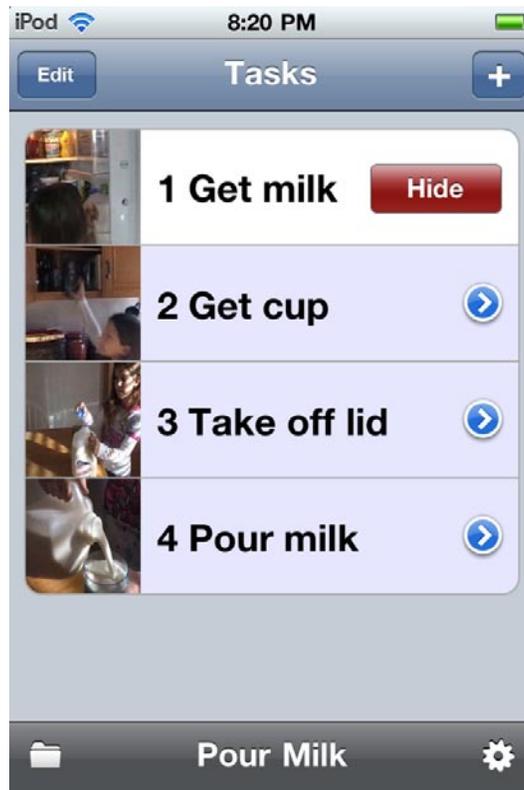


Tutorial for Picture Scheduler 2.5

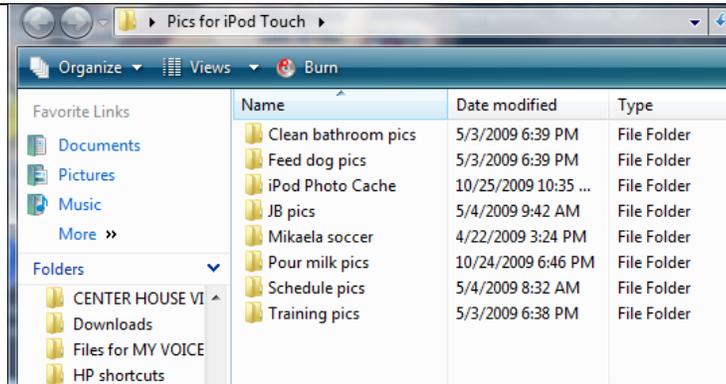
The Picture Scheduler is an application for the iPhone or iPod Touch. It allows users to create picture/auditory task lists or video-based instructional materials and also allows users to set alerts to inform learners “when” to perform tasks. In order to create these lists, content must first be created by the user and then imported into the device. The following is a tutorial for importing content into the iPod and for creating instructional materials using the Picture Scheduler.



Adding Photos to iPod Using iTunes

1. Before syncing photos onto iPod, it is highly recommended that they be organized into an “iPod picture folder” either on the desktop or on an external drive. To keep content organized (e.g., by task) create a main picture folder, and then create sub-folders containing pictures for each task.

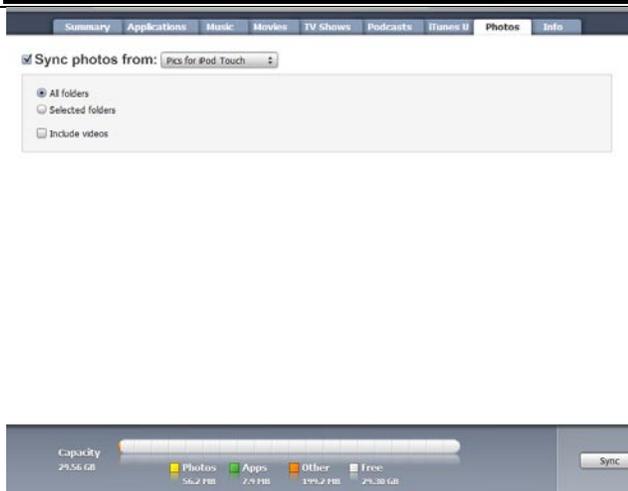
Please note: Pictures taken from iPhone or 4th generation iPod Touch are available in Photos.



2. Open iTunes and plug in iPod
3. Select iPod icon under Devices to open the summary page

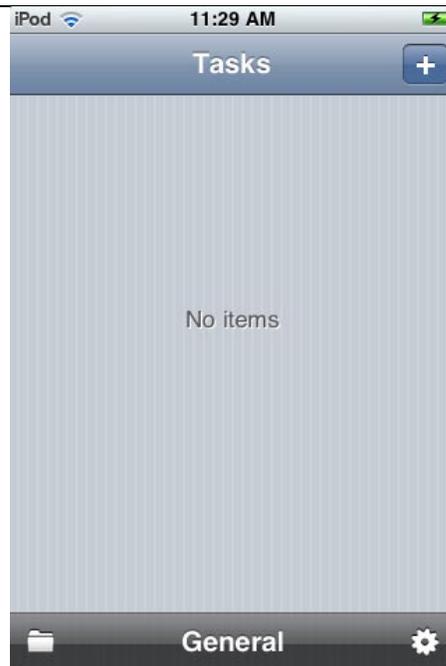


4. Select “Photos” tab
5. Select picture folder from “Sync photos from” tab, and then select Sync
6. Photos will now be in the photo library on the iPod and will be available for use with the Picture Scheduler

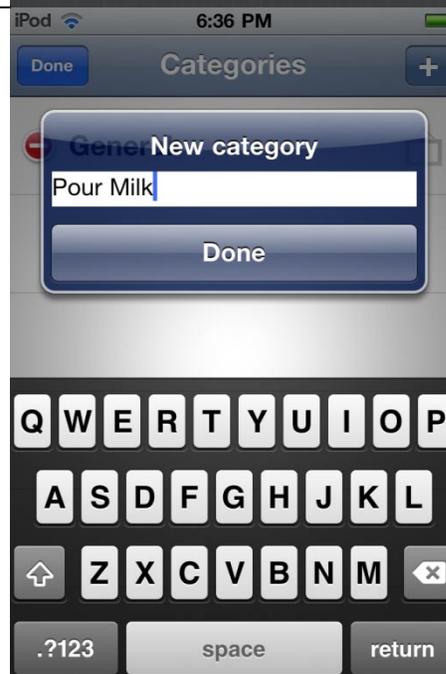


Creating Picture/Audio Lists Using Picture Scheduler

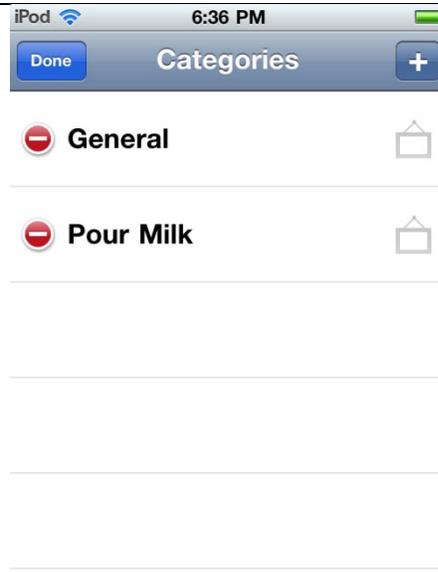
1. After loading pictures on to iPod, open Picture Scheduler.
2. Select "Category Folder" in bottom left of screen.



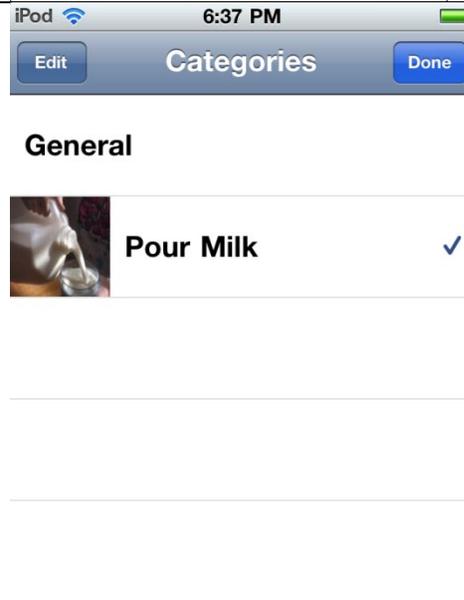
3. To create a new task sequence, select "Edit" in upper left corner and then "+" in upper right corner.
4. Type in name of skill sequence and then select "Done".



5. To add photo to task sequence category, select hanging photo icon next to title that was just created.
6. Select picture from Photo Album and select "Done".



7. Touch skill sequence category until checkmark appears next to it.
8. Select Done. This creates a folder where task sequences are automatically saved until deleted.



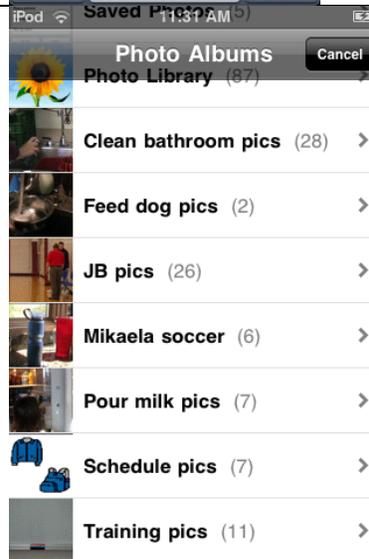
9. Once in the “Tasks” window, select “+” to create a step in the skill sequence.



10. Touch “Name” to type in the name of the step, and then select “Done”.



- 11. Select “Picture” to create a new picture/audio prompt and then select “Choose Picture”.
- 12. From photo album, open folder containing desired photos (e.g., Pour milk pics).
- 13. Touch desired picture (e.g., get milk) and select “Choose” if it is the intended picture. To zoom in or out of picture, expand fingers on screen to enlarge or pinch fingers to reduce size of picture.

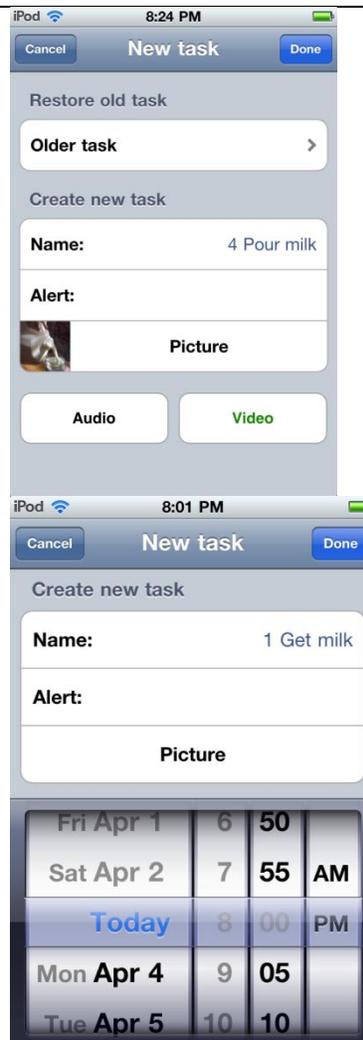


Tip: To save time, it is a good idea to load prompts in reverse order (it is helpful to have a task analysis written prior to creating the picture sequence).

14. To add audio description, plug in external microphone (for third generation iPod Touch) or use built in microphone for fourth generation iPod Touch and iPhone.
15. Select "Audio", and begin recording immediately and press "Stop" when finished recording.
16. Press green Audio button to hear recording or Record new audio (note: it may be necessary to unplug microphone to hear the recording). If satisfied, select "Cancel". If not satisfied, tap on "Recorded" and re-record. Once satisfied, select "Save".

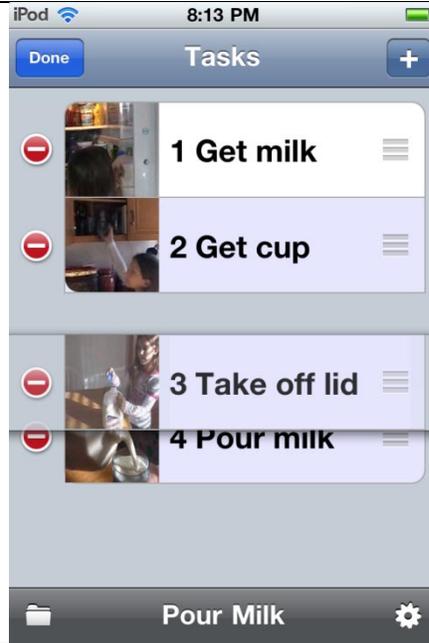


17. To add alert or notification, select "Alert" and then select the date and time for when alert should sound. Please note: the alert will need to be set each day.

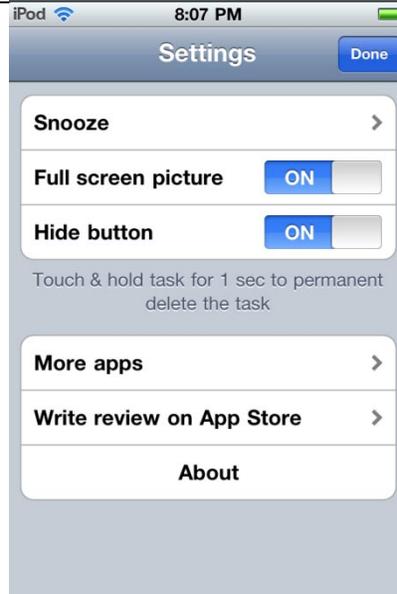


18. Repeat these steps for all pictures to create task list or schedule.

19. If picture sequence needs to be re-ordered, select "Edit", in Task Screen and touch list icon (three horizontal lines on right), and rearrange steps by touching and dragging them to desired location. When satisfied, press "Done"



20. To have photos displayed in full screen when played, change settings by pressing setting icon (looks like a gear located at the bottom right of screen). Once in settings, turn full screen picture to "ON".
21. To create a "check off" button that allows learners to hide a step after completing it, turn "Hide button" to ON.



22. To restore lists (after they have been played and deleted), select "Category" from main screen and select desired sequence.

23. To permanently delete a step, press and hold it for at least three seconds.

Creating Video Prompt Sequences Using Picture Scheduler

At this time, it is not possible to use videos synced through iTunes with third party applications. Therefore, it is necessary to use an uploading or file sharing tool developed for the applications when using the iPod Touch. Videos or pictures captured from an iPhone can be immediately used with the Picture Scheduler.

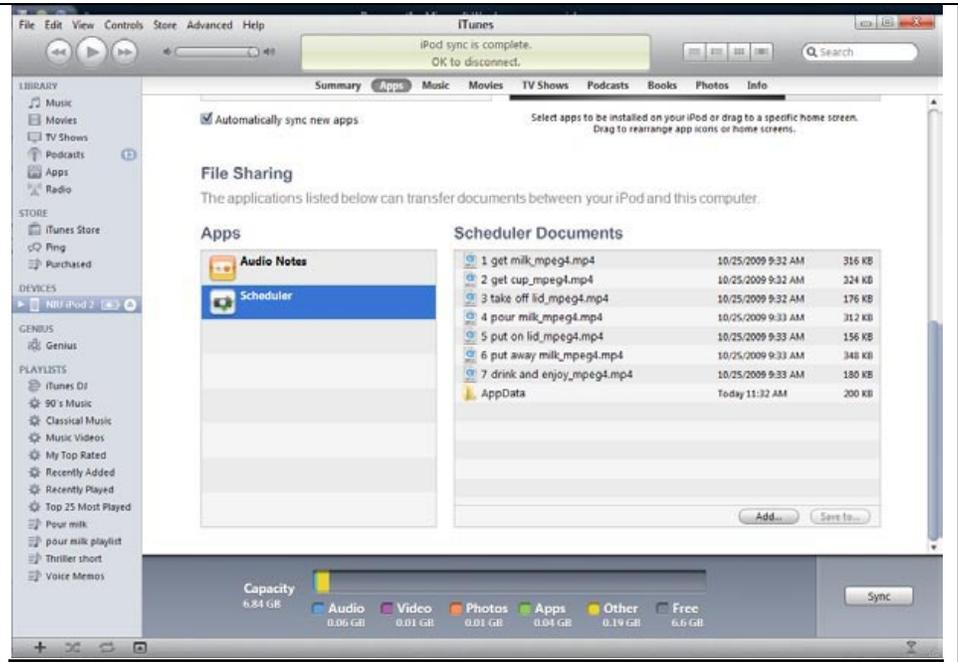
1. Prior to creating video prompting sequences on the Picture Scheduler, video files (in mp4 format) should be created and placed in a folder. Connect iPod to computer that has previously created video files so that they can be uploaded to device through file sharing in iTunes.
2. Once in iTunes, select device in left column to open Summary screen.



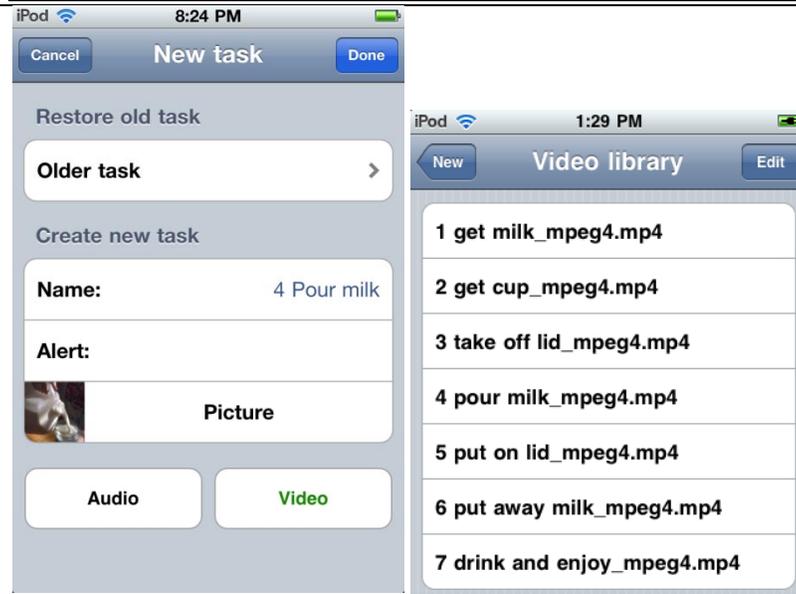
3. Select "Apps" from Summary screen.



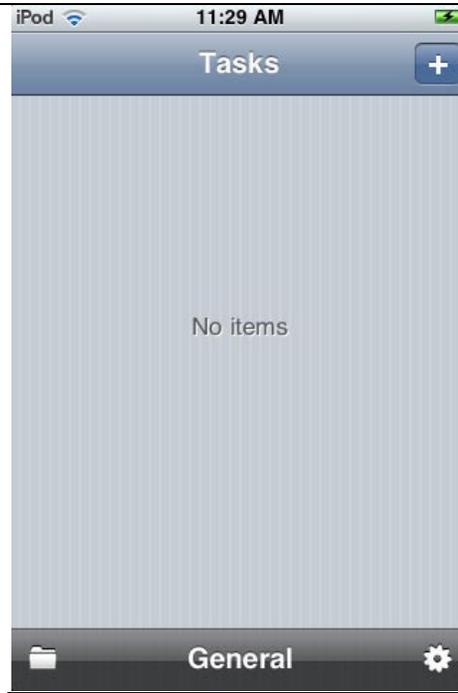
4. Scroll down using the scroll bar to the right to view File Sharing.
 5. Select "Picture Scheduler" under apps and either drag previously created video files into Scheduler Documents window or Select "Add" to open folder containing previously created video files from folder. Each video file will then appear in the Picture Scheduler video library and will be available to use with the app.



6. To create a video prompting playlist, follow Directions for Creating Picture/Auditory Sequences in tutorial above, with the exception of Steps 14, 15, & 16. Once a picture and note name has been created, select "Video" to load desired video file (it might be a good idea to load video files in reverse order to save time when creating a video prompting list).
 7. Select the desired video from the Picture Scheduler Video Library.
 8. Continue adding pictures, note names, and video files to create a video playlist.



9. To play picture/auditory or video sequences, open Picture Scheduler and select Folder in bottom left. This will open the previously created skill sequences.



10. Touch the desired skill sequence to use with learners.
11. Add pictures to each category by selecting Edit, touching picture icon, and selecting a picture to represent the category.

