JoeSchedule Help

Printer friendly version.[joehelp.pdf(1.4M)](joehelp.pdf)

Introduction

The screen is divided into three sections: **Left , Middle, and Right.**

The **Left** displays **Schedules by Category**, **My Choice Boards** and **My Schedules**. You can use the activity schedules under **Schedules by Category**, modify them or create your own.

An activity schedule is a list, similar to a to do list, used to cue someone to complete a sequence of activities. The list can consist of pictures, text or a combination of both pictures and text.   An example of a schedule is an **After School Routine.**

After School Routine
☐ Hang up backup

☐	 Snack
☐	 Homework

Once schedules are being mastered it is a good idea to allow choices to be implemented in your schedules. Choice boards are a great way to do this. A choice board is a list of activities that are similar in nature that the user can chose from. An example of a choice board is Outside Activities.   Choice boards add variety and the ability to choose to schedules.

Outside Activities	
⚪	 swings
⚪	 bike ride
⚪	 basketball
⚪	

☒ take a walk	
○	scooter

Joeschedule allows the flexibility of embedded choice boards in your schedule. The user can chose from the choice board interactively or can make a selection and then print out the schedule.

The **Middle** is where the schedules and choice boards are displayed and can be interactively used. The schedule can be viewed from the middle or in its own window. The schedule can also be printed out and each step checked off that way.

The **Right** is where all the editing takes place. The schedule is created and edited in the Right window. Text and pictures can be added to your schedules.

Creating a schedule

1. Press the New button on the tool bar.
2. Enter in the name of the schedule in the Right window where it says name: ***Enter name here!***
3. Enter the text for your schedule.
4. Press the red check mark icon ☑ to save your new schedule.
5. If you want to see your new schedule appear on the LEFT under <u>Schedules</u> select LIST and press the GO! Key to refresh the screen.

To add pictures to your schedule

1. Select Pictures on the main toolbar
2. Highlight a category and left mouse click to view the pictures in the selected category.
3. To do a Web Search do the following:
    1. Fill in a subject.

2. Click Web Search!

WARNING: Web Search performs a Web Search. It is possible that you may get undesired pictures. Images from the Internet may be subject to copyright.

Note: When using pictures/images from the Internet, the link to the image may change causing you to lose the image. To avoid this, save the image. Go to Saving images from the Internet.

Moving pictures into your schedule.

1. Select a picture by moving the mouse over the desired picture and left mouse click. A black outline goes around the picture.
2. Select a radio button in the edit pane in the Right window where you want the picture to go.
3. Press left-right arrow on main toolbar to move the picture into the schedule.
4. The picture appears in the selected edit pane of your schedule.
5. Press the red check mark icon on the Right window's toolbar to save the changes.

To edit an existing schedule

1. Select the schedule you want to edit by pressing the radio button to the left of the schedule's name.
2. Press the Edit button on the tool bar. The schedule will appear in the RIGHT window.
3. Make your changes.

   To insert a row :

   A. Press the radio button of the row where you want to insert the new row

   B. Press the down arrow in the LEFT window

   C. Enter the text

   D. Press the red check mark icon to save the changes

To view a schedule

To view a schedule in the MIDDLE highlight the schedule's name in the LEFT and left mouse click.

Creating a choice board

1. Hit the New button on the tool bar.
2. Enter in the name of the choice board where it says ***Enter name here!***
3. Enter the text for your choice board
4. Press the black check mark icon ✔ to save your new choice board.
5. If you want to see your new choice board appear on the LEFT under <u>Choice Boards</u> press the GO! Key to refresh the screen.

To edit an existing choice board

1. Select the Choice Board you want to edit by pressing the radio button to the left of the Choice Board's name.
2. Press the Edit button on the tool bar. The choice board will appear in the RIGHT window.
3. Make your changes.

   To insert a row :

   A. Press the radio button of the row where you want to insert the new row

   B. Press the down arrow in the LEFT window

   C. Enter the text

   D. Press the black check mark icon to save the changes

To view a choice board

To view a choice board in the MIDDLE highlight the choice board's name in the LEFT and left mouse click.

• **To embed a choice board into a schedule**

1. Select the schedule you want to edit by pressing the radio button to the left of the schedule's name.
2. Press the Edit button on the tool bar. The schedule will appear in the RIGHT window.
3. To create a blank row on the schedule press the radio button of the row where you want the choice board to be inserted. Press the down arrow - a blank row will appear.
4. Select the Choice Board you want to embed by pressing the radio button to the left of the Choice Board's name.
5. Press the Embed button on the tool bar.

6. Press the red check mark icon to save the changes
7. To view the new schedule in the MIDDLE highlight the schedule's name in the LEFT and left mouse click.

To embed a schedule into a schedule

1. Select the schedule you want to edit by pressing the radio button to the left of the schedule's name.
2. Press the Edit button on the tool bar. The schedule will appear in the RIGHT window.
3. To create a blank row on the schedule press the radio button of the row where you want the choice board to be inserted. Press the down arrow - a blank row will appear.
4. Select the Schedule you want to embed by pressing the radio button to the left of the Schedule's name.
5. Press the Embed button on the tool bar.
6. Press the red check mark icon to save the changes
7. To view the new schedule in the MIDDLE highlight the schedule's name in the LEFT and left mouse click.

Printing an an existing Schedule.

1. JoeSchedule uses the print facility of your browser. Below are the instructions for printing if you are using Internet Explorer.
2. Right mouse click on an existing Schedule or Choice board in the list in the left window.
3. Select Open in New Window(2) then select File(1), Print(2). see picture below
4. Select Print Target(1)..
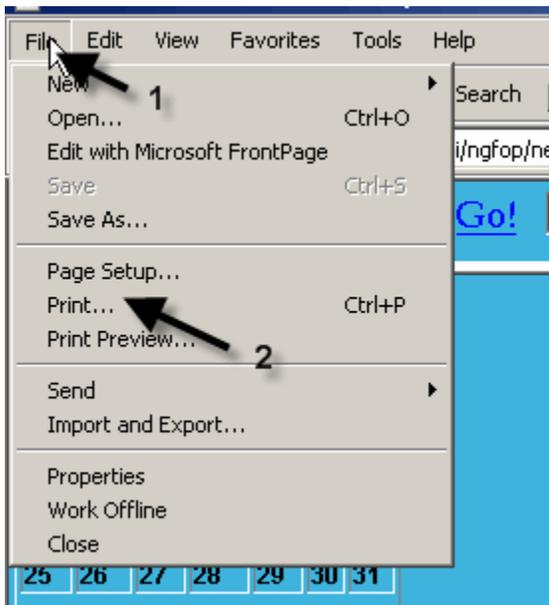
Viewing Schedules by Category

There is a list of already made schedules.

To view a pre-made schedule

1. Highlight the schedule you want to view by left clicking the mouse button on the desired schedule.

The **Middle** will display the schedule.

To edit a pre-made schedule

1. Highlight the schedule you want to view by left clicking the mouse button on the desired schedule.
2. Press the EDIT button on the tool bar.
3. Make your changes and then press the red check mark icon on the tool bar in the LEFT window to save your changes.

Adding pictures to your activity schedule

There is a Web Search that uses Yahoo! to easily get images from the Internet.

Step 1.

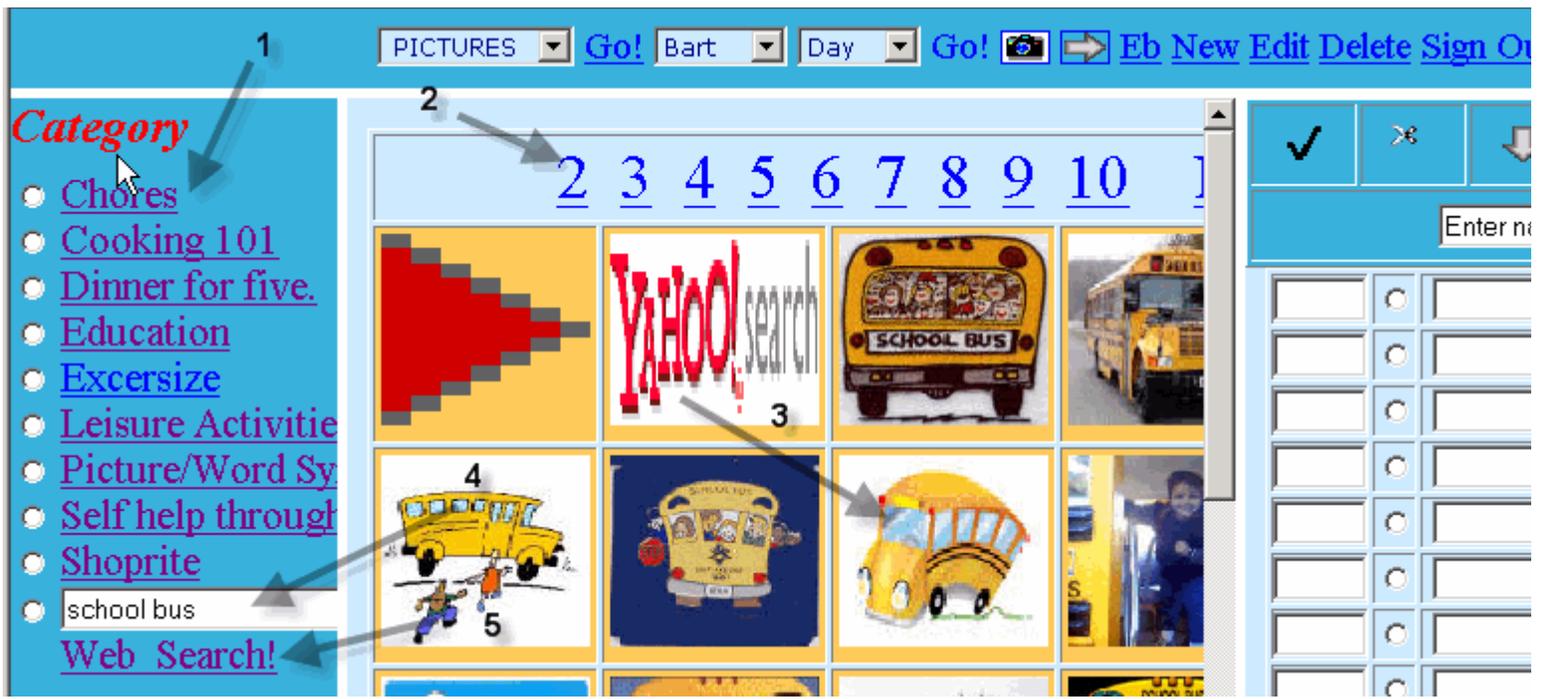*1. Select Pictures(1)*
2. Click Go!(2).

Step 2.

Select the different categories to see which pictures are available. The view shown displays search results using **Web Search**
1. Click Pictures to view the categories.(1).

To do a Web Search do the following:
*1. Fill in a subject(4).*
2. Click Web Search!(5).
WARNING: Web Search performs a Web Search. It is possible that you may get undesired pictures.

Step 3.

Moving pictures from the middle to the right.
1. Select a picture. by moving the mouse over the desired picture and selecting it. A black outline goes around the picture.(1).
2. Select a radio button in the edit pane where you want the picture to go.(2).
3. Press left-right arrow to move the picture(3).
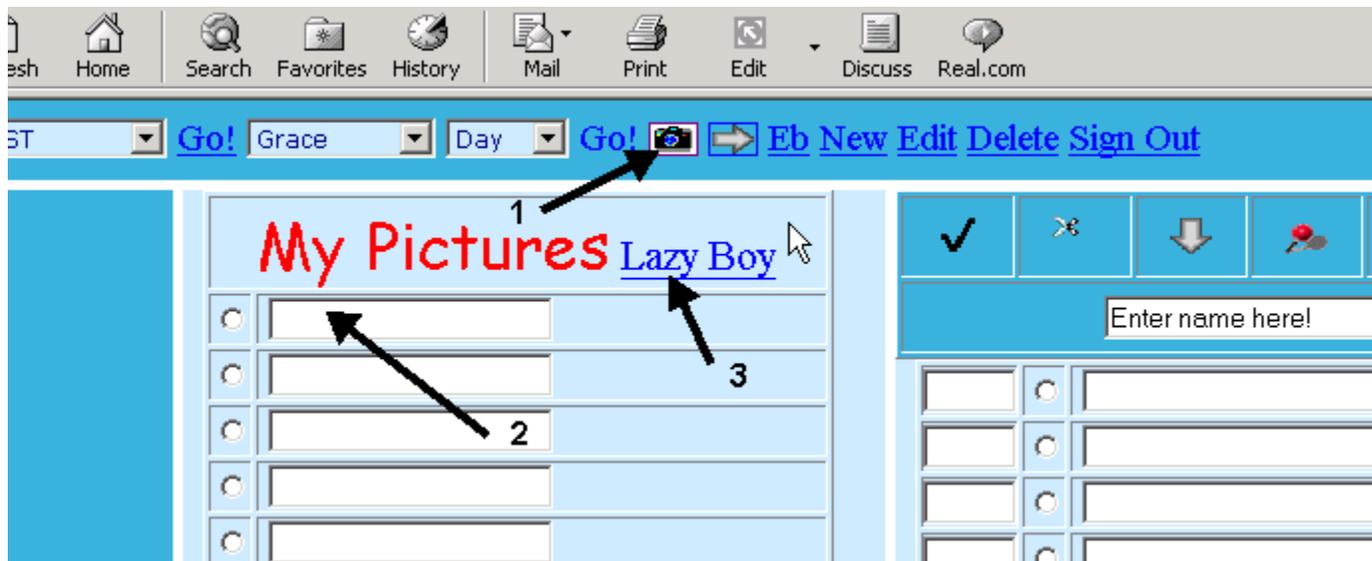*4. The picture appears in the edit pane.(4).*
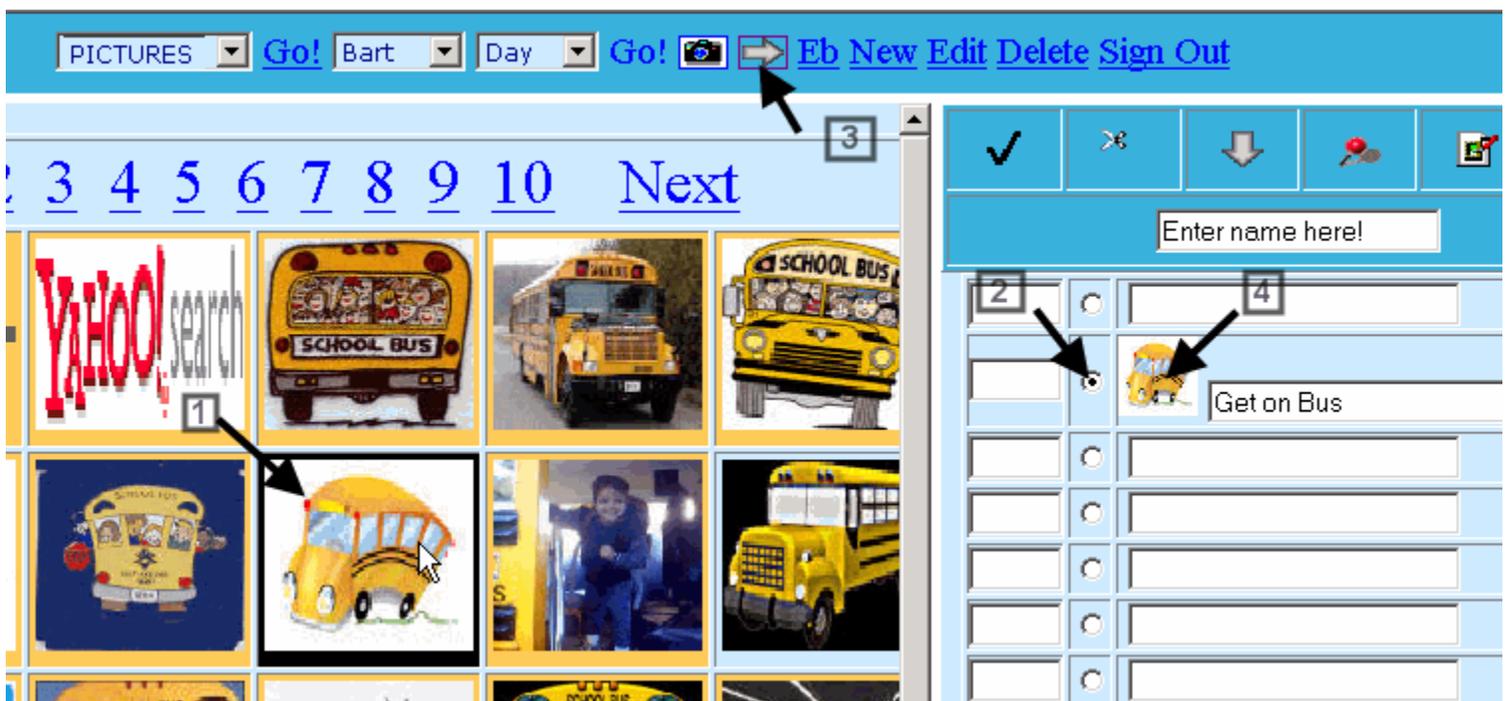
Getting pictures with Lazy Boy.

You can use Lazy Boy to get pictures from the internet Via Google Images. Here are the steps for copying a picture into one of your schedules.
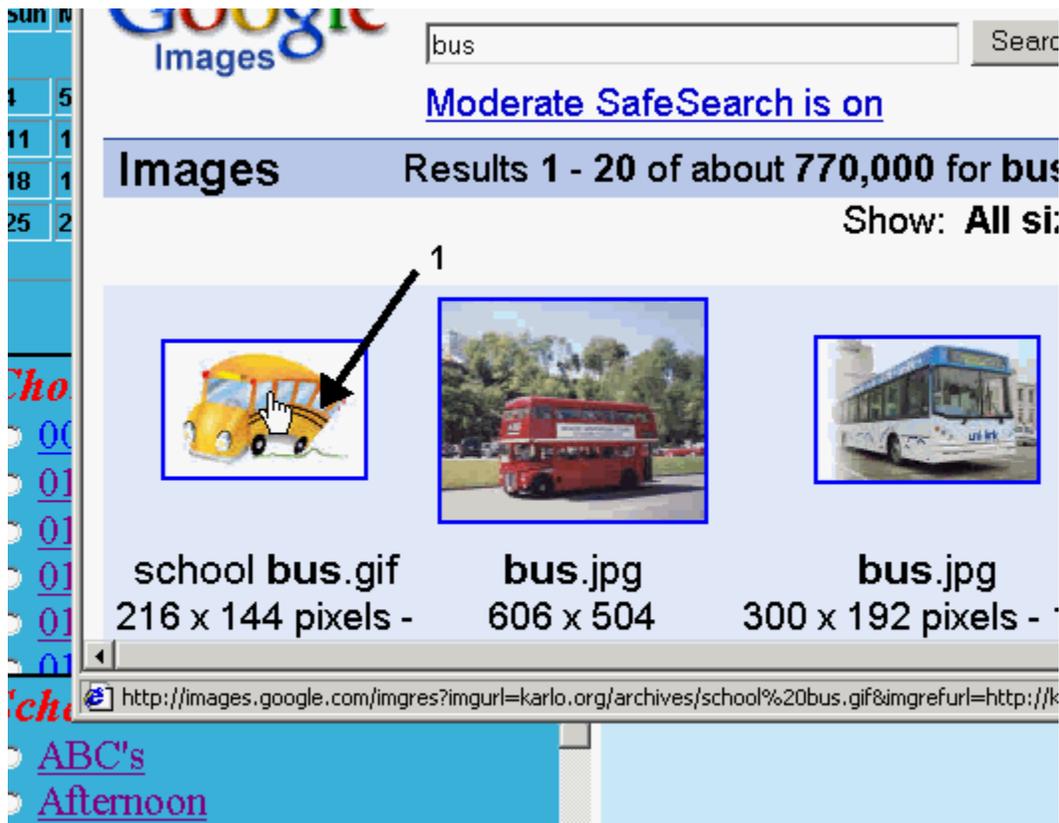
Step 1.

1. Click the camera icon(1)
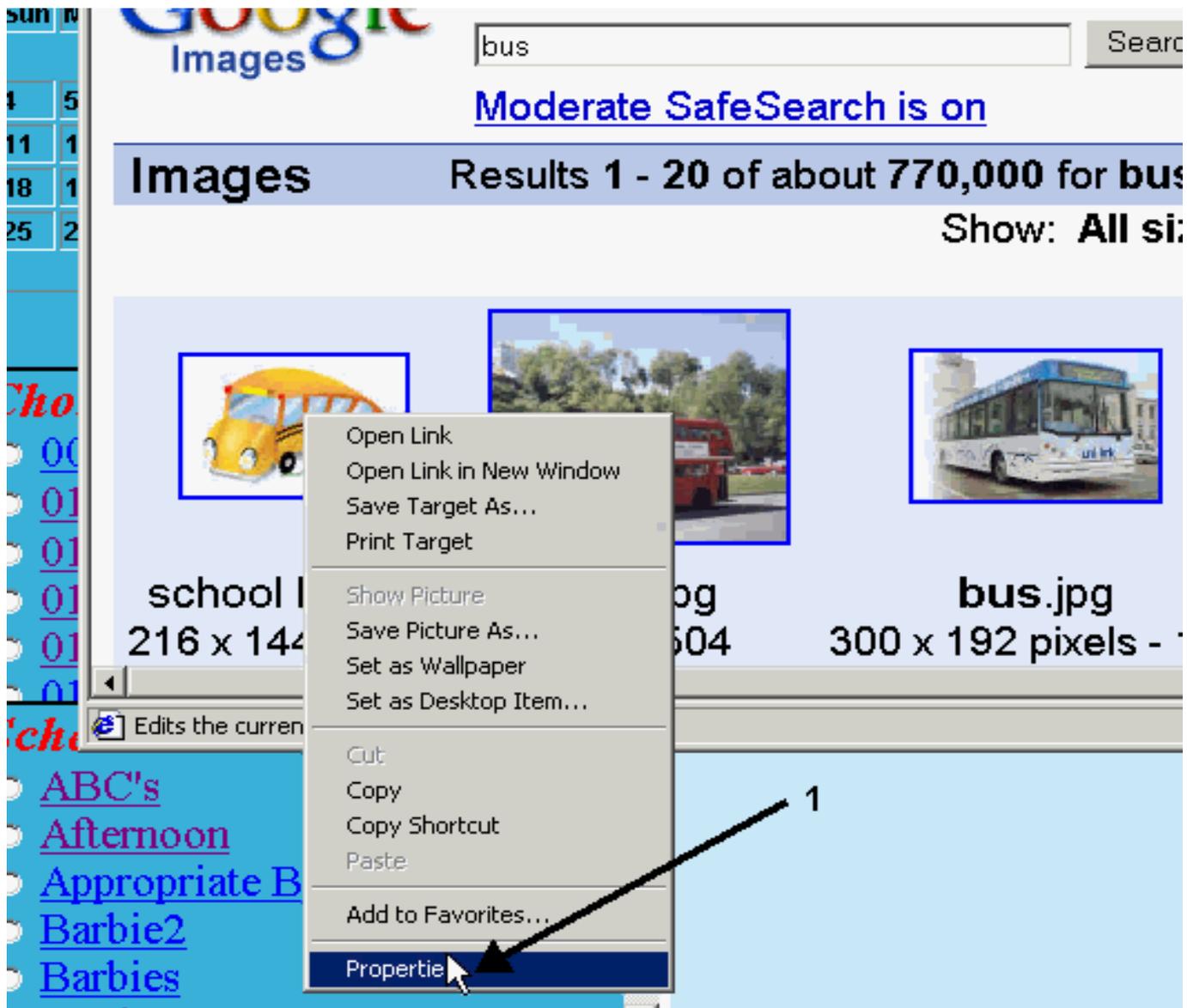*2. Type bus in the free edit box(2).*
*3. Click **Lazy Boy**(3).*

Step 2.

1. A new browser window appears with Google images displayed.
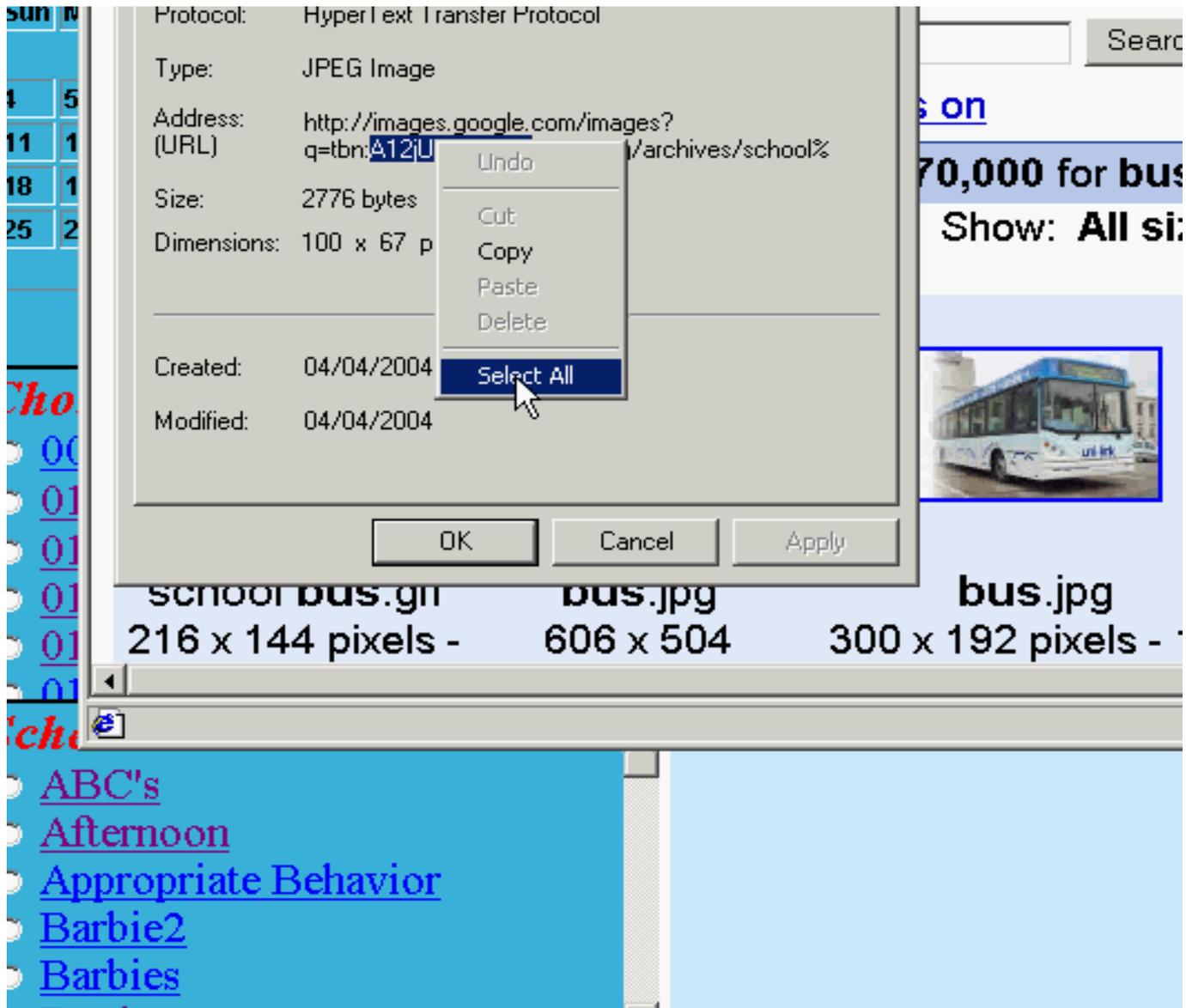*2. Move the cursor onto the picture as shown(1).*

Step 3.

1. Right mouse click, The menu appears.
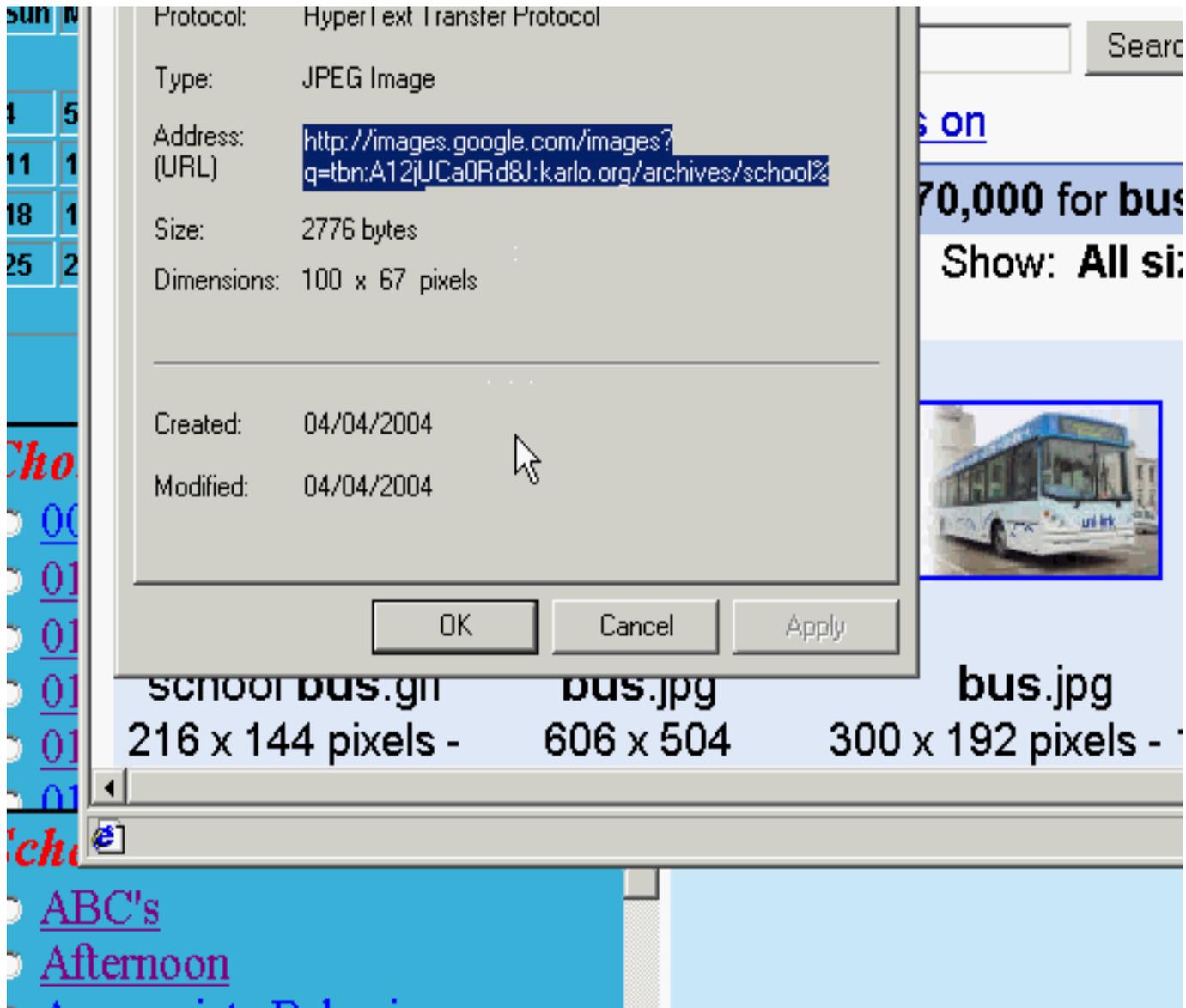*2. move the mouse down to Properties(1).*

Step 4.

1. The Properties box appears.(1)
2. Highlight the Address:(URL) (2)
3. Right mouse click a menu appears.(3)
4. Move the cursor down to Select All.(3)

Protocol: HyperText Transfer Protocol

Type: JPEG Image

Address: http://images.google.com/images?
(URL)   q=tbn:A12jU   /archives/school%

Size: 2776 bytes

Dimensions: 100 x 67 p

Undo
Cut
Copy
Paste
Delete

Select All

Created: 04/04/2004

Modified: 04/04/2004

OK   Cancel   Apply

school **bus**.gif   **bus**.jpg   **bus**.jpg
216 x 144 pixels -   606 x 504   300 x 192 pixels -

ABC's
Afternoon
Appropriate Behavior
Barbie2
Barbies

Step 5.

The Properties Box looks like this now.

Protocol: HyperText Transfer Protocol

Type: JPEG Image

Address: http://images.google.com/images?
(URL)   q=tbn:A12jUCa0Rd8J:karlo.org/archives/school%

Size: 2776 bytes

Dimensions: 100 x 67 pixels

Created: 04/04/2004

Modified: 04/04/2004

OK   Cancel   Apply

schooi **bus**.git   **bus**.jpg   **bus**.jpg
216 x 144 pixels -   606 x 504   300 x 192 pixels -

ABC's
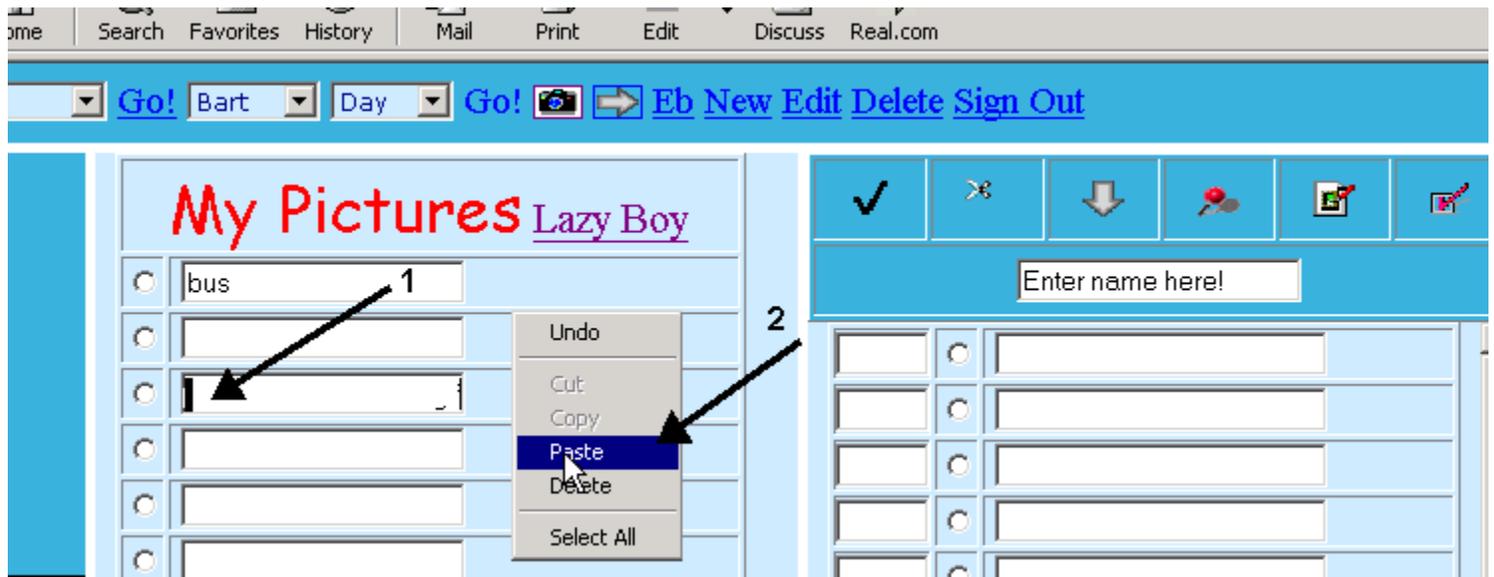Afternoon

Step 6.

1. Move the cursor onto the highlighted URL text.
2. Right mouse click a menu appears.(1)
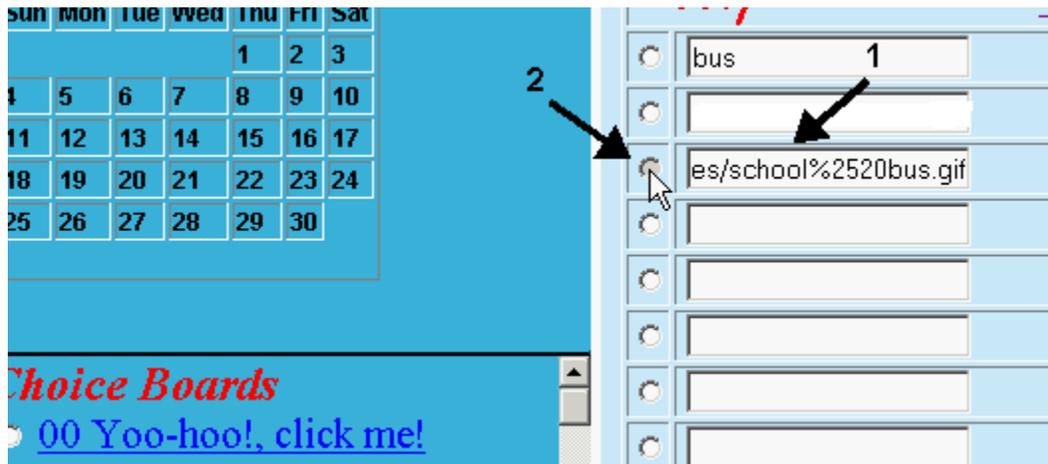*3. Move the cursor down to Copy.(2)*
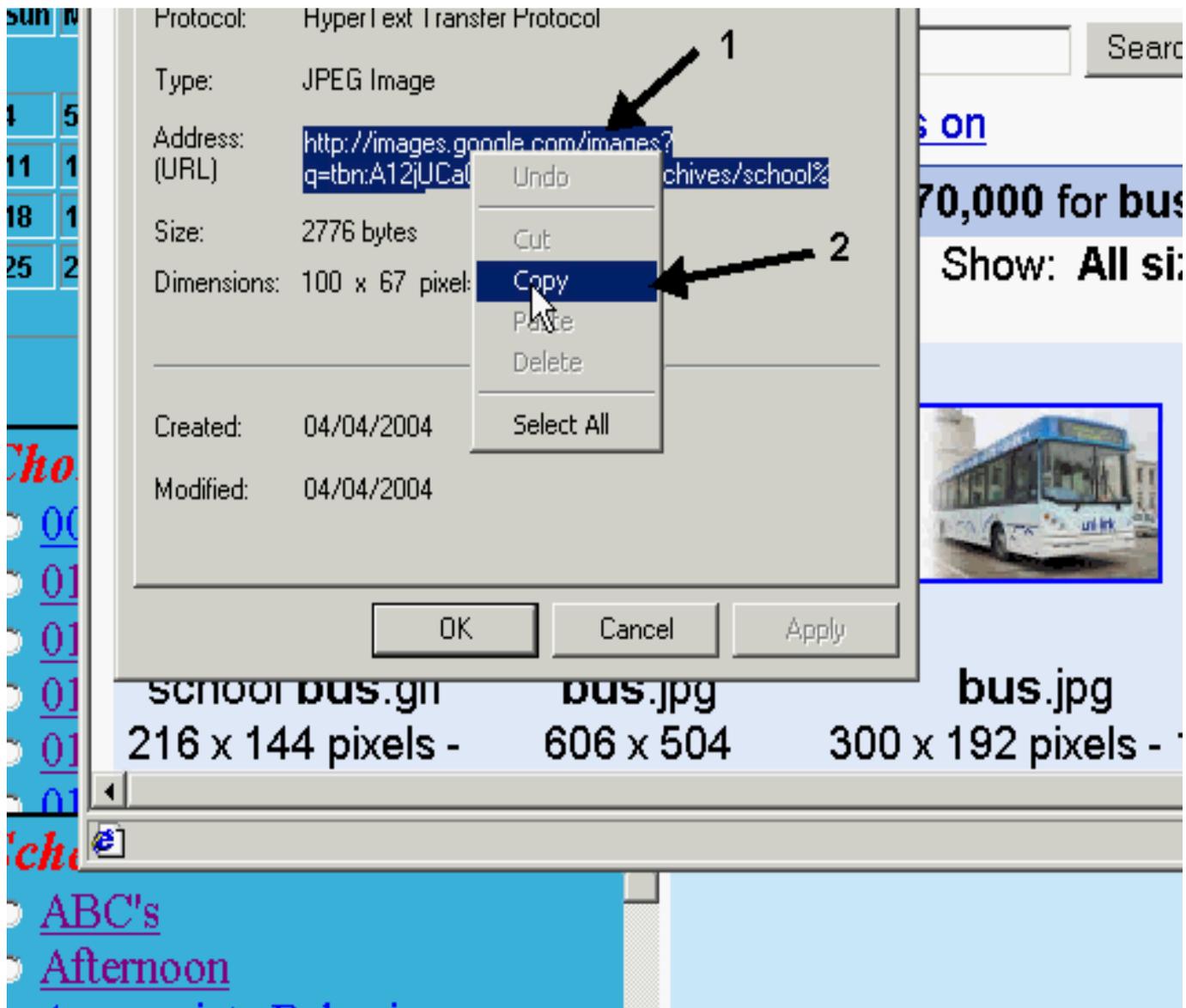
Step 7

1. Now go back to the joeschedule window.
2. Place the cursor in a free edit box in the My Pcitures pane.(1).
3. Right mouse click a menu appears.(2)
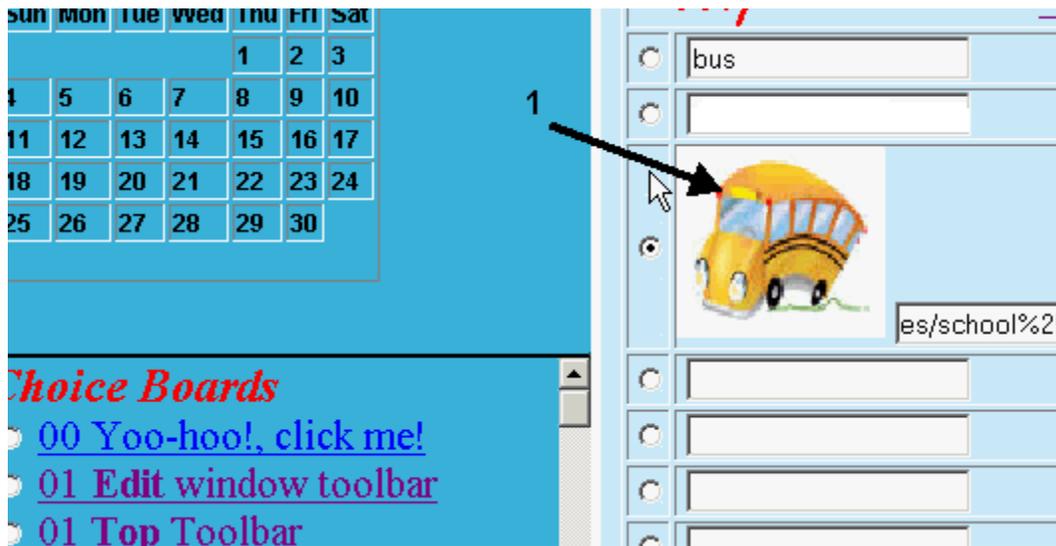*4. Move the cursor down to Paste.(2)*

Step 8.

1. Note that the text appears in the edit box(1).
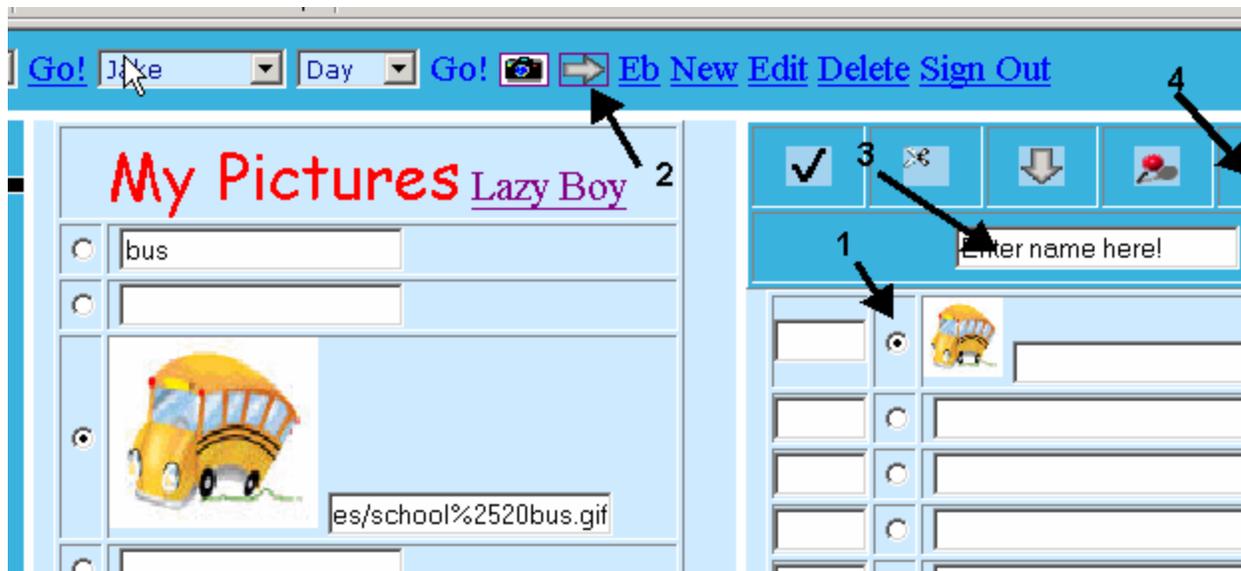*2. Press the Radio button.(2)*

Step 9.

1. Note the Bus appears after the Radio button is selected.

Step 10.

*1. Press the **Radio** button on the Edit side where you want the picture to go(1).*
2. Press left-right arrow to move the picture(2).
3. Name your schedule(3).
4. Save it as a schedule(4).

A Word About Pictures

Your own Pictures

When taking your pictures with your digital camera for activity schedules you want to crop out the unwanted background. Usually there is a program that comes with your camera that allows you to do this and other image effects.

You can also scan in pictures from childrens books, magazines, your local artist, photos, etc.

I recommend keeping your digital pictures for joeschedule in one directory and organizing them with joeschedule via choice boards or schedules.

Your Picture CD

If you have Picture CD's I recommend finding the pictures you like from the CD with the CD querying tool, and copying them to a single directory on your hard disk and managing them with joeschedule like above.

Some places to find pictures

Google Images & Yahoo Images, have many pictures of just about any subject.
EBay - Good site for toys and objects.
Amazon - Book covers and objects
Store sites like the Gap, Shoprite, KMart, toy stores. Good for objects you may find at these stores.

Copying pictures from the Web or Locally uses the same technique. You move your mouse over the picture and right-click and select properties from the menu. You will see the Address URL for example *file:///G:/fxm/pics/00temp/DSCF0005.JPG* if its local or *http://images.vnunet.com/v6_image/ca/pics/25pin.gif* if its from the web. Once you copy the url you can put the picture in one of your schedules.

Picture sizes

There are basically two image types that we're interested in *.jpg* and *.gif*. The *.jpg* are usaly photos and are larger in size. The *.gif* files are usually smaller in size with less detail. For the purpose of joeschedule you should try to get a picture which is specific in detail with not much background. Also you should get a picture which is small in size around 20k. If you can not tell what the picture is by glancing at it, is not a good picture for a schedule. Also if it does not print well do not use it, if the schedule is to be printed.

Also the larger the size, the longer it can take to download from the internet.

1. List - List the schedules on the Left.
2. Pictures - List the categories of pictures available.
3. Form - Display the schedule in Form View in a new window.
4. Cards - Display the schedule in Business Card View in a new window.

5. Reward - Display the schedule with a Reward in a new window.

Saving images from the Internet

- Place your cursor on it and click and hold down on the mouse button. (If using a PC, click and hold down on the right mouse button.)
- A pop-up menu will appear.
  - In **Internet Explorer**, scroll down to the choice that says **Download Image to Disk.**
  - In **Netscape**, scroll down to **Save this Image As.** Highlight this choice and let go.
- Highlight your choice and let go.
- Navigate to your hard drive, or any backup device.
- Prepare to save the image.
  - Each image will have a file name that will appear in the Save window. You can rename that image to something more recognizable for you before you save it.
  - **Important!** Be sure in renaming the image that it ends with one of the following file extensions:
    .gif or **.jpg**

    For example, a cartoon image of a globe could be named **globe.gif**
    A photo of a globe could be named **globe.jpg**
- **Save the image.** You may want to place it within an **Images** folder so that it will be ready to be used in the program of your choice.
- To use this image later, open the image in your favorite browser and and Copy/Paste it into the document.