



AZAHAR



IT APPLICATION
TUTOR'S GUIDE

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1. PRESENTATION OF AZAHAR

Azahar is an IT platform for the installation and use of applications on mobile telephones and portable devices. It is intended for people with ASD (Autism Spectrum Disorders) and/or Intellectual Disabilities. However, it can also be useful for other people who find it difficult to use conventional devices. In this first version of Azahar, there are five available applications:

MUSIC. Designed to facilitate the access to and handling of music for those who have difficulty using conventional music players.

HELLO. A communicator designed for use by people who have learnt, or are learning image based communications.

MESSAGES. This application is used to send pictograms or sequences of pictograms between different telephones.

PERSONAL GUIDE. Designed for people to provide personal information to those around them.

TIC-TAC. Designed to facilitate the understanding and management of the concept of time.

For more in-depth information about these applications and educational recommendations for each one, it is important to read the **Pedagogical Guide** for each application, available on the Azahar website.

2. INSTALLING AZAHAR

■ INSTALLING AZAHAR AND THE APPLICATION PACKAGE

As Azahar is an application platform, the steps for installation on a portable device are as follows: Install the base platform, and then add the desired applications. In order to download the base platform it is necessary to know what operating system is in use. Depending on the device to be used, the supported operating systems are:

- Laptop computers (including Tablets or UMPCs)
 - Windows XP.
 - Windows Vista.
 - Windows 7.

- Mobile telephone or PDA
 - Windows Mobile 5 and 6.

The installer for the base platform for each operating system can be downloaded from the Azahar website. The different Azahar applications can also be found on the website. The different Azahar modules or applications do not depend on the operating system and work on any of those supported by Azahar. In summary, the installation process for Azahar is as follows:

1. Download the platform installer for the correct operating system (Windows or Windows Mobile).
2. Run the installer. If the installation process is completed successfully, the platform is installed and the desired applications can be added.
3. Download the application to be run on Azahar.
4. Run the Azahar "Tutor" application and add the new application by selecting the downloaded file.

The following is a more detailed description of the installation process for the base platform, both for laptop computers and mobile telephones, and how to add new applications.

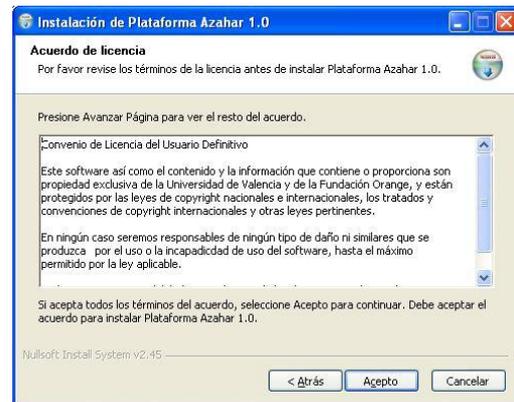
■ INSTALLING THE BASE PLATFORM ON A LAPTOP



Accept and go on to the next installation screen by clicking on “Next”. The next window asks us to indicate the directory where the project is to be installed. By default this directory is C: \Programme Files\Azahar, but you can specify any one you like.

Once the directory has been specified, click on “Next” to move on to the next step of the installation. The next window asks you to accept the legal conditions of the installation.

Once the executable (.exe) file for the base platform installer has been downloaded, double click on it to run. On doing so, a window appears informing the user that the Azahar base platform is about to be installed on the computer.



When you accept, the Azahar platform will start to be installed on the computer. This process may last a few seconds, depending on your computer specifications. When completed, a window will appear to indicate that the process has finished.

Once installed, a new group of programmes will appear on the list accessed using the "Start" button (in the case of Windows), as well as shortcuts on your desktop: one for the application "Azahar" and another for the application "Tutor". The first thing you need to do is run the Tutor programme and add new applications, otherwise Azahar will not have any applications and will therefore not be ready for the user to operate.

In this guide we use the term "user" to refer to the person with special needs for whom the application is intended (people with autism, intellectual disabilities, etc.) Similarly, the term "tutor" refers to the professionals, family members or friends who undertake the role of preparing the applications for use by the person who requires them. In addition, the computer programme used to set up the Azahar applications for use by the user is also known as the "Tutor" Application.

■ **INSTALLING THE BASE PLATFORM ON A MOBILE TELEPHONE**

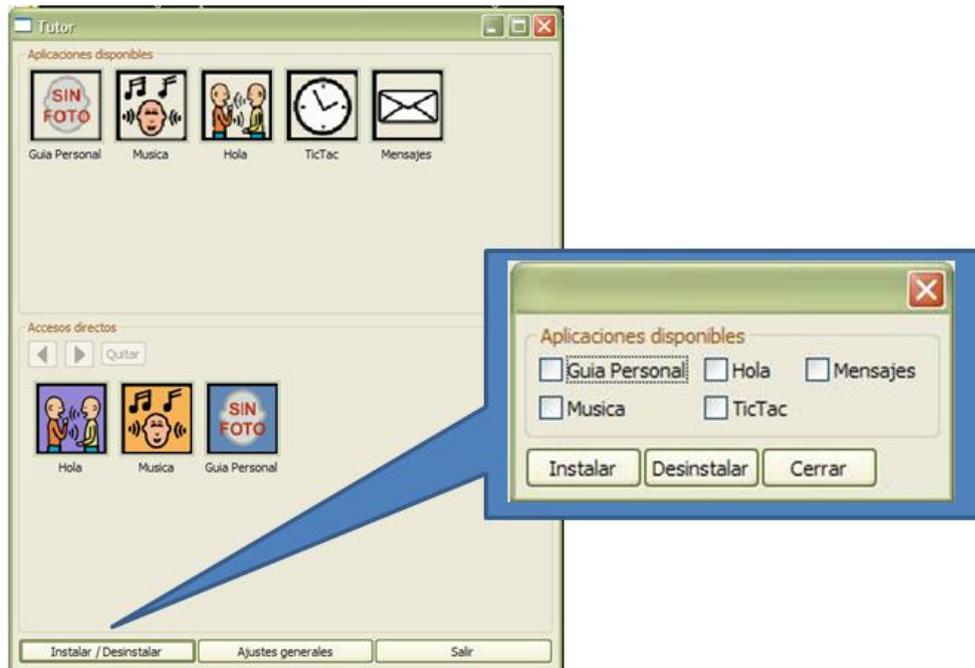
In order to install the Azahar base platform on a mobile telephone, you must download the installer for the Windows Mobile operating system. This is, for the time being, the only mobile telephone operating system supported by Azahar.

This installer is a .cab file which you must copy to the telephone. Once copied, the installation process is very simple. Just double click on the installer and it is automatically installed on the mobile device, with an Azahar folder being created in the root or main directory. This folder contains the "Azahar" and "Tutor" applications. The next step is to run the "Tutor" programme to add the desired applications.

■ **ADDING NEW APPLICATIONS USING THE "TUTOR" PROGRAMME**

Once the base platform is installed, new applications must be added in order for the Azahar project to be used. To install these, start the "Tutor" programme. The main window will appear. At the bottom left of this window, you can see the button "Install/Uninstall". This window shows the applications currently installed, and is used to install new applications and remove old ones.

To install a new application, first download the application file from the Azahar website. Once downloaded onto the computer or telephone, open the "Tutor" application and press "Install/Uninstall".



In the “Install and Uninstall Applications” window, press the “Install” button. This will open a window for browsing your drive to locate the relevant file. Here you need to indicate where the downloaded application file is saved. When you select the file, the application will be installed automatically and will then appear on the “Tutor” application.

In order to uninstall an application, run the Azahar “Tutor” programme and press “Install/Uninstall”. The “Install and Uninstall” window will appear. In this window you can mark the applications you wish to uninstall and then press the button “Uninstall”. The marked applications are then removed automatically.

3. "TUTOR" APPLICATION

■ INTRODUCTION

The "Tutor" programme is a tool for managing and customising all matters regarding the Azahar applications. This programme allows you a maximum level of customisation of the Azahar application(s) for the user. The tutor must therefore take careful consideration of the characteristics and needs of the person who is to use the applications. Above all, this must include tastes, preferences, sensory requirements and cognitive profile. Based on these considerations the tutor can set the complexity level of each application in order for it to be easier or more difficult for the user to handle. An explanation of how to do this can be found later on in this guide.

■ TUTOR APPLICATION MAIN SCREEN AND OPTIONS

Once the Tutor programme has been downloaded and installed, the first screen we see is:

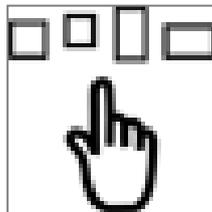
Available applications: Click on an icons which will appear on the main screen of the "Azahar" programme. You can change the order using the arrows or remove them using "remove".



The screenshot shows the main interface of the Tutor application. It is divided into two main sections: "Aplicaciones disponibles" (Available applications) and "Accesos directos" (Direct access). The "Aplicaciones disponibles" section contains four icons: Mensajes (Messages), Tic-tac, Guia Personal (Personal Guide), and Musica (Music). The "Accesos directos" section contains four icons: Hola (Hello), Musica, Guia Personal, and Tic-tac. There are navigation arrows and a "Quitar" (Remove) button in the "Accesos directos" section. At the bottom, there are buttons for "Instalar / Desinstalar" (Install / Uninstall), "Ajustes generales" (General settings), and "Salir" (Exit).

The main screen of the Tutor programme contains the following elements:

- At the top of the screen: available applications. These icons cannot be edited and are a reference point for the tutor at all times. To configure each application, press the icon for each one.
- Bottom of the screen: icons or images which will appear on the main screen of the "Azahar" programme. In this section you have the possibility of ordering the icons, as considered appropriate by the tutor, using the arrows found above the icons. You can also remove a main shortcut icon from this same screen.
- General Settings: The Azahar applications include a series of "step-by-step" visual supports inspired by some of the strategies used on the TEACCH Programme (Mesibov, G.; Howley, M., 2009). A "last step" icon tells the user when the application process is complete. Taking our inspiration from the same programme we have included a choice icon (seen whenever the user can make a choice) and the possibility of choosing the background colour for the main screen.



There is also the possibility of choosing the selection frame colour, for highlighting a selected object.

Another settings option is to export the current Azahar configuration and importing it onto another device where Azahar is installed.

Select Export, and a window will open for indicating the file name and the choosing its location.

The same method can be used for importing settings. Press the button "Import", and select the settings file saved previously.

This means that the user can work on different devices with customised settings.

4. ADDING IMAGES, SOUNDS AND NEW CATEGORIES

All Azahar applications are designed for the user to work with one or more types of element. For example, the Music application is for managing songs and artists, the Tic-Tac application is for using clocks, etc. Using Tutor programme you can associate each of these elements to a "Multimedia Image": This image will be shown on the Azahar screen and is a visual representation of the elements, be it a song, an artist, a clock face, etc.

A Multimedia Image is a complex structure with the following features:

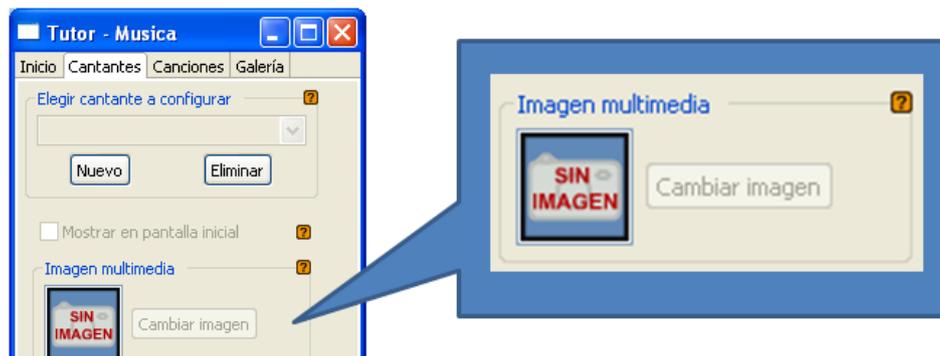
- A pictogram or icon which is representative of the function of the multimedia image.
- A background colour which can be chosen by the tutor. It may be useful to use the same background colour for the all the images which are to be used by the same application. For example, all the music icons. It is important for the tutor to remember that the background colour can only be changed for images which are included by default on Azahar, or for images added from other sources with a transparent or no background. For all other images, the border colour can be chosen.
- Sound. This sound will be heard when the element is activated. For example, if you associate a singer-type element to a sound saying "*Los Secretos*", each time that group is touched in Azahar, that sound will be heard.
- A name, for reference and use in different applications from the Tutor programme.

The Azahar Tutor programme offers a large number of Multimedia Images with associated sounds which can be used freely. Clearly, new Multimedia Images

can also be created connected to images of the user. Equally, new sounds can be recorded using a microphone. The following explains how to do this:

■ ASSOCIATING A MULTIMEDIA IMAGE

In Azahar, several elements can be associated to a Multimedia Image. The following picture is used in the Tutor application to create this association:



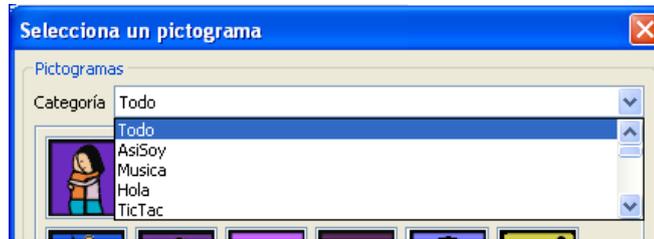
As you can see above, there is an image and a button, set into a box entitled "Multimedia Image". If you press "Change Image" a window will open as shown below, with all the available Multimedia Images.

This gallery shows the images provided with the application by default, plus any which have been added by the user. To choose the Multimedia Image which you wish to associate to the singer, just press the image and then on "Select", at the bottom right of the window. To close the window without associating an image, just

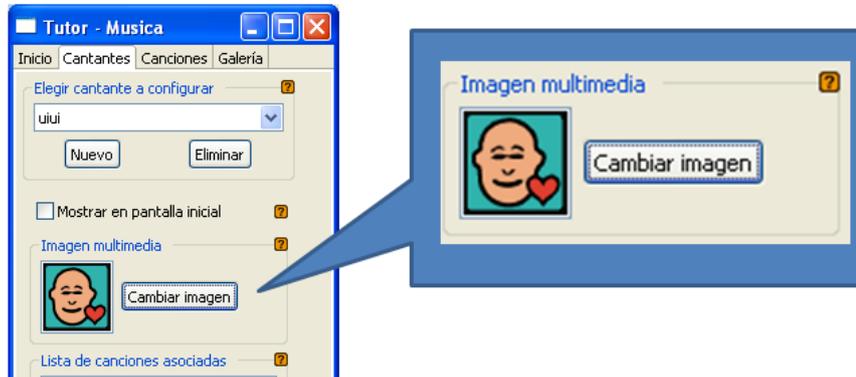


press "Cancel", at the bottom right of the window.

The Multimedia Images are grouped into categories to make them easier to locate. In order to look at a particular category, just choose the category from the drop down list at the top of the window, as shown below.



If you select an Image, when you return to the previous window the chosen image will be marked, as shown below.



If we continue with the artist registration process, in the Azahar music application the chosen image will be shown to represent the artist, and when you click on it, the associated sound will be heard. Remember that a Multimedia Image consists not only of the image, but also has a sound, a background colour and a name. During the association process you will only see the image, but this process assumes that the Multimedia Image has previously been created and all its attributes have been defined (image, sound, colour and name) and that these will be used as required in the Azahar programme. Next we will see how to create and edit a Multimedia Image and define its attributes.

■ CREATE AND EDIT A MULTIMEDIA IMAGE.

The Tutor application allows the creation and modification of Multimedia Images. This means users can add any sound and image they wish. The accepted image file formats are JPG, GIF, BMP and SVG. The accepted sound file formats are MP3 and WAV. For efficiency purposes it is recommended that you use JPG and GIF formats for images and MP3 for sounds.

It is important to bear in mind that images are added without altering format or size. This is particularly important in the case of images taken with a digital camera. These images tend to be of very high quality, which is not noticeable on a mobile device, and which makes applications run more slowly. For this reason it is advisable to reduce them in size.

In order to add or edit new Multimedia Images, you need to go to the “Gallery” tab, found in all the Azahar Tutor applications. The following image shows the content of this tab.

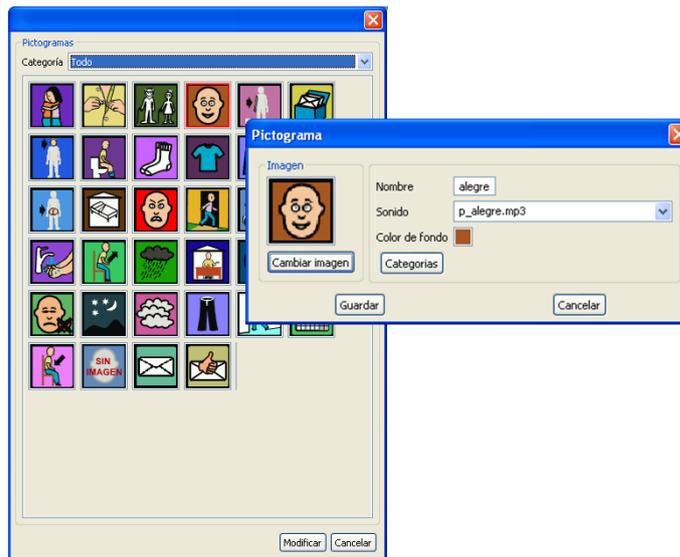


In this tab you will find the following areas:

- Images: For adding user defined images.
- Sound: For managing the different sounds which can be associated to a Multimedia Image.
- Categories: For managing multimedia image categories.

■ EDITING A MULTIMEDIA IMAGE.

In order to edit a Multimedia Image you must open the Gallery tab, found in all the Azahar Tutor applications, and press the “See Images” button. A window will be seen with the button “Edit”, which you can press once you have selected the multimedia image you wish to change. You will then see a window for editing the different attributes (Image, Sound, Background Colour and Name).

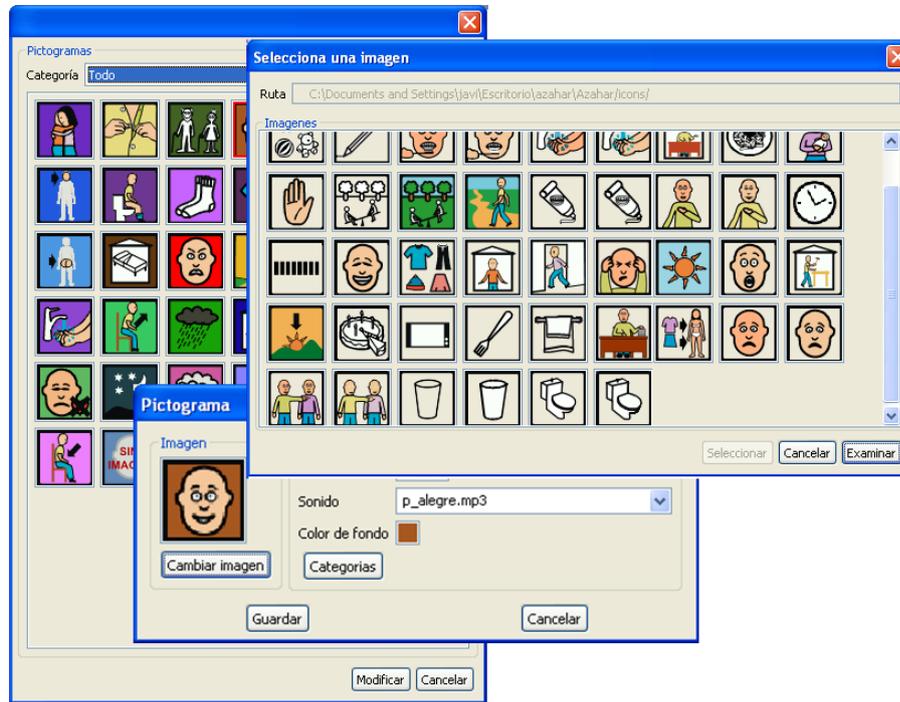


ICON BACKGROUND COLOUR

You can change the background colour for the icon. The colour chosen has an important effect on the application as it also becomes the background colour for the screen, once you access the application. For example, if you chose a brown background colour for the "Like" icon, and there are different pictograms for choosing, the background colour for the screen (once you click on the "Like" icon) will be brown. This is done to make it easier for the user to understand. This means that each application launch icon can be set with a different colour, for example Music in red, the Communicator in brown, Tic-Tac in green, etc. Once we press on the icon, the screen background colour will be the same as the application icon, and the user can therefore easily understand that he/she is using a particular application by associating the background colour with the icon he/she has pressed. Remember that if you want to change the background colour for an icon, you should open the "gallery" tab for any of the applications, press "see images", select the icon you wish to change, press "edit" and choose the desired colour.

CHANGING THE IMAGE ASSOCIATED TO A MULTIMEDIA IMAGE.

Press the button "Change image". A "select image" window appears, showing all the images which can be associated to a Multimedia Image, and you can add a new image from your hard drive.



If you wish to add an image to the system, to be associated later to the Multimedia Image, press the button “Examine” in the select image window and chose a file from your computer. However, to add a new sound, the relevant file must first have been added to the “Sounds” section on the previous screen (“Gallery” tab). The background colour can be changed here directly.

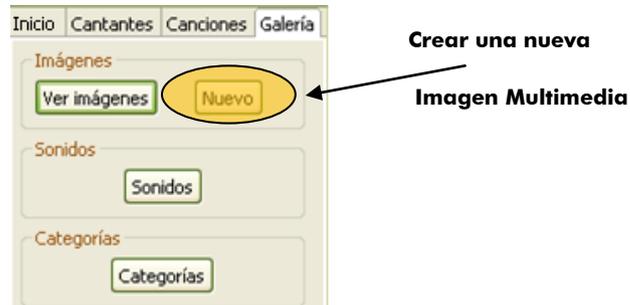
A multimedia image can be associated to several categories. To specify the category with which it is associated, click on the button “Category” in the Multimedia Image modification window. This takes you to the category modification window, which is shown below.



To associate categories with the Multimedia Image, select the desired categories and then press "Save". To associate a new category, the required category must first be created on the previous screen ("Gallery" tab).

■ OTHER OPTIONS AVAILABLE ON THE “GALLERY” SCREEN

By pressing the button “new”, you can create a new multimedia image, and specify the image, sound, background colour and associated category.



If you wish to use sounds or categories not yet available on the “Tutor” application, this must be done pressing the buttons labelled “sounds” or “categories”. In the case of categories, existing ones can be removed and new ones created, by pressing the button “new” and then inserting the name chosen for this category.



5. CUSTOMISING APPLICATIONS

It is advisable to read the Pedagogical Guide for each application in addition to this section.

■ MUSIC:

To run the Music applications, press the icon representing music on the main screen of the Tutor application.

MAIN TAB OR MENU



The “Home” tab is used to manage general features of the “Music” application, such as the icon representing the application, and the accesses the user will find after pressing this icon. There is the possibility of associating artists to the icon with their respective songs. Individual songs can also be directly linked to the icon.

The options under the “Home” tab are as follows:



When the option “Show on main screen” is activated, this means that the icon for Music will be found on the main screen seen by the user. Shortcuts for artists or songs can also be included on the main screen. This can be done under the other tabs (“Artists” or “Songs”).



The icon shown on the screen is for the Music application. The image can be changed if desired.

The list of associated artists or songs means that when the user clicks on the Music icon, the artists and/or songs which you have added will appear. In order to add new artists or songs, the other tabs should be used. Here you can:



- Associate artists to the Music icon. Under artists, the songs must have already been associated. It is not necessary to add songs to the list on this screen, as they have already been associated to artists.
- Associate songs to the Music icon. Use this option if you want certain songs to appear directly under the Music icon without having to go through artists.

ARTISTS TAB



The “artists” tab is used to create and work with the artists you want to include in the Music application.

The “chose artist to set up” option lets you select an artist from a list. If no artists have been created, click on “New”.



By marking the option “Show on main menu”, the selected artist will appear on the user screen.

You should add the image of the new artist. This can be a photo of the artist, or a record sleeve (it must first be prepared on the “Gallery” tab).



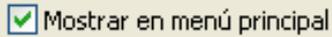
You can associate songs from the song list by pressing “Add”. This means that under the artists you have created, you will be able to choose from the different songs added to the list. If you have no songs, go to the next tab in this applications and create them there.

SONGS TAB



The “songs” tab is used to create and work with the artists you want to include in the Music application.

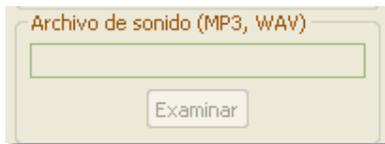
The “choose song to set up” option lets you select a song from a list. If there are no songs on the list, click on “New”.



Mostrar en menú principal

By marking the option “Show on main menu”, the selected song will appear on the user screen

An image associated to a song should be inserted. We can add, for example, a number (song 1, song 2, etc.) This multimedia image must be prepared beforehand in the “Gallery”.



Sound file (mp3, wav). Here you can associate an audio file to a song. Click on “Browse” to select a song from your hard drive or another device.

■ HELLO

To run the Hello application, click on the application icon. This icon is the “communication” pictogram on the main screen of the Tutor application.



MAIN SCREEN



Here you can manage all general aspects of the Hello application (communicator). Options such as “show on main screen”, associating categories to the icon, associating pictograms to the icon or showing the “sentence construction” option, etc.

When the option “Show on main screen” is activated, this means that the icon for the Hello communicator will be shown on the main Azahar screen.

The icon shown on the screen is a visual representation of the Hello application. You can change the multimedia image if you wish by clicking “Change Image”.

The list of associated categories or pictograms means that under the **Hello** icon the category or pictogram added to the list will also appear. To create categories or pictograms, you use the following tabs under this application. The "Home" tab offers following options:

- **Associating categories or pictograms to the Hello icon.** Under categories, the  must have already been associated. If you choose the option of adding to the list of categories, it is not necessary to add the pictograms on the list below (as they are already included under the category).
- **Associating pictograms to the Hello icon.** Use this option when you want the communicator to include shortcuts to pictograms without having to go through the different categories. It is a simpler step than the previous one and can be used as a learning transition.

Activar la opción "Construir frases"

Activate the option "Sentence construction". If this option is marked, the Hello icon will include the option for the user to construct a sentence. If you wish you can also choose to mark this option for a shortcut on the main screen. In order to do this, go to the "Construct sentence" tab and mark the option "show as shortcut". If the user is to make use of this option, as well as marking this box, the "Sentence construction" tab should be prepared as described below.



CATEGORY TAB

 Categories are groups consisting of sets of pictograms. A category can be a context, e.g. "school", a group of elements, e.g. "emotions", or a "theme panel" on a topic of conversation. This

means that the category “school” can be created, with associated pictograms which the user can transmit under this context. Similarly, the “emotions” category can be created, containing all the emotions which the user may wish to transmit.

The “choose category to set up” option lets you select a category to work with from a list. If there are no categories on the list, click on “New”.

When the option “Show on main screen” is activated, this means that the categories icon will be found on the main screen seen by the user. The image or pictogram shown will be a visual representation of the category. To add a new image, click on “change image”. For example: You can use a photo or pictogram of a school, if this category is to be used.

Finally, the list of pictograms for the category allows these to be associated by pressing the button “add”. This means that under the newly created category, e.g. school, you can choose pictograms to be added to this list. If you have no pictograms, go to the next tab in this application and create them there.

PICTOGRAMS FOR COMMUNICATING TAB

The tab “pictograms for communicating” allows you to create and manage the pictograms which will appear under the **Hello** application. There are the following options for pictograms:



- Associating pictograms to categories or groups. For example, the emotion icons include “happy” and “sad”. This option should be completed in the categories tab.
- Pictogram shortcuts on the main screen. For example, on the main screen of the device, the

pictogram for “help” or “happy” will appear. To activate this possibility, mark the option “show on main screen”.

- Associating pictograms to the Hello icon. For example, the communication icon will include the pictograms for “sandwich” or “service”.

The “choose pictogram to set up” option lets you select a pictogram to work with from a list. If you have no pictograms created, click on “New”.

When the option “Show on main screen” is activated, it means that the pictogram selected will be shown on the Azahar main screen for the user to click directly on it.

Finally, the image or pictogram shown is a visual representation of the pictogram to be communicated. To add a new pictogram, click on “change image”.

SENTENCE CONSTRUCTION TAB



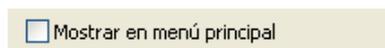
The options included under the “sentence construction” tab are based on some of the strategies used in the PECS¹ System (Frost, L.: Bondy, A. 2002).

The user can choose pictograms from different columns. These images are then placed at the bottom of the screen until a sentence is constructed. For example, “I + want + water”. Once the sentence is complete, the application will play the sequence of pre-recorded sounds associated to these pictograms (the user touches

¹ Picture Exchange Communication System

any part of the screen where the sentence has been constructed for this sound to be played).

There is the option for the icon used to start constructing the sentence to be used as a shortcut on the main screen. To do this, activate “show on main screen”. The icon can also appear as an option under the Hello application pictogram. This is done from the “Home” tab.



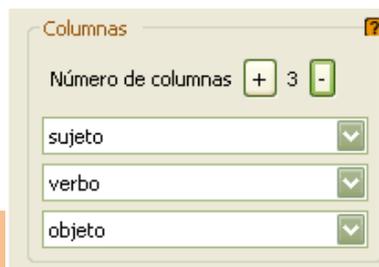
When the option “Show on main screen” is active, it means that the icon used to access sentence construction appears on the user’s main screen.



The icon appearing on the screen is a representation of the option “Sentence construction”. The image can be changed if desired.

The “Sentence construction” option shows a screen made up of columns. You can choose from a number of options for how the sentence construction columns are seen on the screen. These options are:

- Choosing the number of columns on view (using + or -). The number of columns required depends on the user’s needs. For example: Two columns



for the user to construction the sentence “want+water”, or three columns for making sentences such as “I want+cold+water”.

- The category for each column can be chosen. For example: The first column can be given the category “subject”, meaning that this column shows words such as “you, I, they, etc.”Categories or groups of pictograms can be managed on the “Gallery” tab. At the beginning of this document it was also explained how to manage these categories, to prepare them prior to setting up HELLO.

■ MESSAGES

To run the Messages application, click on the “envelope” icon on the main screen of the Tutor application.

MAIN SCREEN



The “Home” tab is used to manage general features of the application, such as the icon representing Messages, and the shortcuts the user

will find after pressing this icon, which are as follows:

- Message box: For consulting messages received.
- Icon for creating messages or constructing sentences.

When the option “Show on main screen” is activated, this means that the icon for Messages will be found on the main screen seen by the user. The image can be changed if desired.

Finally, if the options “Show Message Box” and “Show Sentence Construction Icon” are marked, this means that the Message icon will include the Message Box for incoming messages and/or the icon used to access Sentence Construction to send a message to another person. The following considerations should be made:

- Mark the Message Box option if you consider that the user is capable of consulting incoming messages.
- Mark the option “Sentence construction” if the user is already familiar with using the Azahar Hello application (communicator).

MESSAGE BOX TAB



The message box is used to store messages received on the mobile device.

If you activate the “show on main screen” option in the “Message Box” tab, it will appear on the main Azahar screen. This enables the user to access a

list of incoming messages using an icon on the main screen.

The image shown on the screen is a visual representation of the “message box” option. The image can be changed if desired.

SENTENCE CONSTRUCTION TAB



The “Sentence Construction” option allows the person to construct a phrase through the different pictograms. Once the sentence or message has been completed, it can be sent to another mobile device. The tutor will manage contact or recipients.

If you activate the “show on main screen” option in the “Sentence Construction” tab, it will appear on the main Azahar screen. This enables the user to access the sentence construction function directly from the main screen. Remember that if you prefer the option to appear within the message icon, for example next to the message box, you need to go to the “Home” tab and mark the relevant option.

The icon appearing on the screen is a visual representation of the option “Sentence construction” or “Create message”. The image can be changed if desired.



CONTACTS TAB



To add new contacts, click on “New”. A photograph of the person or another means of identification should be used. As contacts are added, they appear on the screen. Users working with the Messages application can choose from the different contacts added (choosing the photo of the person) and then construct the sentence – or message – they want to send to that person.

■ PERSONAL GUIDE

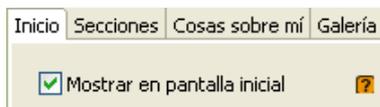


To customise the “Personal Guide” application, click on the “No Photo” icon. This opens the “Personal Guide” application. Let’s take a look at the tabs under this application:

HOME TAB



Here you can manage all general aspects of the Personal Guide application (communicator). Options such as “Show on main screen” and associating sections to the icon. The options are as follows:



When the “Show on main screen” option is marked, this means that the icon for accessing the Personal Guide appears on the main Azahar screen for the user to communicate aspects about him/her by pressing this icon.

The image shown will be the one representing the Personal Guide. You can insert a photograph of the person who will be using the application, as the idea is to

communicate things about him/her. To add a new image, click on “change image”. Remember that the image must first have been added to the “Gallery”.

Finally, the “image sections list” allows sections or groups of messages to be added, by pressing the “Add” button. This means that different sections will appear in the photo or image representing the Personal Guide, for the user to choose. If you have no sections, go to the next tab in this application and create them there.

SECTIONS TAB



The “Sections” tab is for managing groups of images or pictograms for communication. A section can refer to a personal matter which the user wishes to communicate, such as “family”. Within this section, photos can be included, for example of the mother, the father, etc.

The option “image / pictogram sections” allows a selection or groups to be chosen to work with from a list. If there are no sections created, click on “New”. If the “Show on the main screen” is marked, this means that the icon for accessing the section will appear on the user’s main screen.



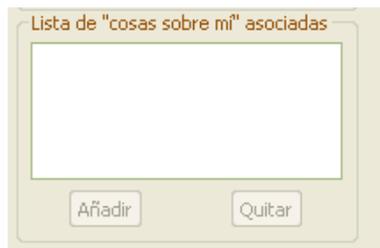
The image shown is a representation of

the "Section". For example, if you create the section "My likes", you can insert a pictogram or image which the user associated with good things. To add a new image, click on "change image". This must previously have been added to the "Gallery".



The option "Presentation of information" has two possible options. This refers to how personal information will appear, once the user presses it:

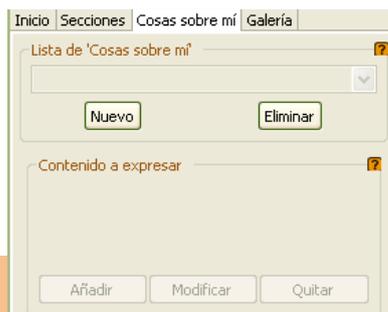
- Chosen by user: Allows the user to choose between different messages to communicate. For example: Under "My Likes", "My Favourite Things".
- The "automatic" option is a mode where the user doesn't choose the messages, but they are reproduced one after another with their associated sound (where applicable). This is a viewing format called "slideshow", seen in the pedagogical guide for this application, where a single message is shown on the screen, followed by a different message, and so on.



The "things about me" list, allows customised messages to be added under a group or section. For example: "I like painting", under the "My likes" section. If you add several messages, this means that under the section we are working with, the user will be able to choose from a number of different messages referring to personal matters. If you have

no messages under "things about me" go to the next tab in this application and create them there.

THINGS ABOUT ME TAB



The “things about me” tab is for creating and working with the user’s personal messages.

The list of “things about me” offers a drop down list of ready-made messages, for selecting the one we want to work with.

If you have no messages created, click on “New”.

The option “Content to express” is used to create messages about the user’s personal matters. For example, the phrase or pictogram sequence to communicate “I like + eat + sandwich”.



This message should be added under a category for the user to access and play the message. Following the example, “I like + eat + sandwich” would be placed in the “My Likes” section.

To create message, press “Add” under “Content to be expressed”, select the first pictogram or image you wish to include, and press “Accept”. Repeat the same process to add more images.

■ TIC-TAC



To run the Tic-Tac application, use the "Clock" icon.

This takes us to a screen with different tabs for setting up different aspects of the Tic-Tac application. There are three tabs, one for each of the three types of clock available: bar timer, sandglass, and clock face. The tutor must choose the type of timer which best suits the needs of the user. One or more types of clock can be chosen. The tabs used for each type of clock are practically identical. For purposes of brevity, in this guide we will only describe the process for bar timers.

Unlike the previous applications, in TIC-TAC there are no categories for grouping clocks around different concepts, at least in this first version of the software.

To introduce one of these clocks into the user's lifestyle, you need to take into account a number of considerations. Just as for the rest of the applications, there is a pedagogical guide which can be downloaded at <http://www.proyectoazahar.org>

HOME TAB



The “Home” tab is for managing general aspects of the application, such as:

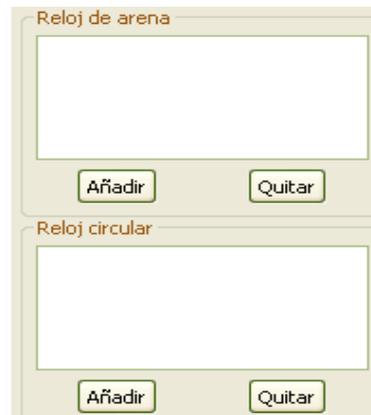
- The icon representing the application.
- The types of clocks we want to include in the Tic-Tac application icon.

When the option “Show on main screen” is activated, this means that the “Clock” icon will be found on the main Azahar screen, in order for the user to run the Tic-Tac application.

The clocks added to the list will Tic-Tac icon. If no clocks have to the next tabs in the

To add clocks to the list, click on the clock you want to add from

You have the option of including directly on the main screen,



appear under the been created, go application.

“Add” and choose the list.

a specific clock “shortcut”.

BAR TIMER TAB

Relojes circulares Relojes de barra »3

Elegir reloj a configurar ?

Nuevo Eliminar

Mostrar en pantalla inicial ?

Imagen multimedia ?

SIN IMAGEN Cambiar imagen

Duración del reloj ?

0 h 0 m 16 s

El reloj se mueve cada ?

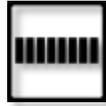
0 h 0 m 2 s

Tipo de barra ?

Continúa
 Porciones
 Rejilla

Color de la barra ?

■



Press this tab if you want to create and work with a bar timer.

Use this tab to create and work with the different bar timers you create. The bar timer can be set up with a range of options explained below.

The “choose clock to set up” option lets you select a clock to work with from a list. If you want to create timers, press “New” and give the clock a name.

When the option “Show on main screen” is activated, it means that the clock face selected will be shown on the Azahar main screen for the user to press it directly.

The image shown will be a representation of the bar timer. You can insert any image you wish.

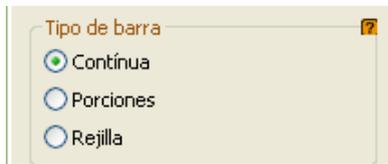
Duración del reloj ?

0 h 0 m 16 s

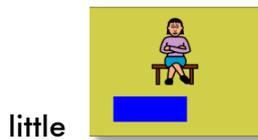
“Timer duration”: for setting the time you wish the timer to last. You can choose between long and short timers.



“Timer changes every”: for selecting how many seconds, minute, etc you want the timer to show the passing of time, in graphic form. In other words, how often time will be seen to pass on the bar timer, and how it grows or shrinks. The timer must have a minimum duration of 24 seconds for this option to be set up. Bear in mind that the timer movement interval must always be much smaller than the duration.



The bar type can be one of three:



Continuous: The bar is a continuous block which grows/shrinks

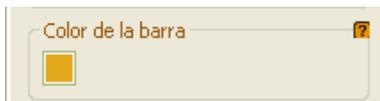
by



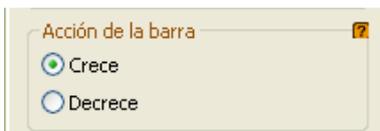
Portions: The bar appears / disappears little in portions.



Grid: The bar is divided into grid type portions and is gradually filled in. Unlike the portions option, this allows you to see the empty spaces on the bar which are yet to be filled in.



You can choose the “bar timer colour”. For example, you can select a colour which contrasts sharply with the screen background. This makes the passing of time on this clock much more attractive and it stands out more against the rest of the screen.



The bar action can:



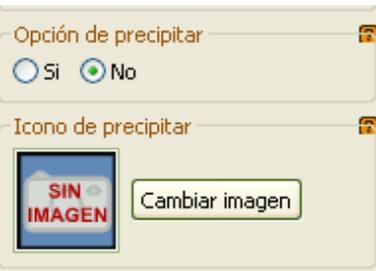
Grow: The bar grows as time passes. This option can be used, for example, when the timer is used to count down to something happening. For example: I am waiting to be picked up. When the bar timer is completely full, it is time for me to leave.



Shrink: The bar shrinks as time passes. This can be used when the timer is used to represent the amount of time we want an activity to last. For example: Time for watching telly. When the bar is empty it means that time is up.

The bar timer can grow or shrink towards the right or the left.

The option “bring forward” means you can cut down the time, if necessary in a real life situation:



It is a symbol appearing on the bottom left of the timer which is used to shorten the timer duration. Depending on the number of times you press this icon, the timer duration is shortened. You can choose the icon which represents this option, for example, using the symbol .



The option “prolong” means you can extend the time, if necessary in a real life situation: It is a symbol appearing on the bottom left of the timer which is used to lengthen the timer duration. Depending on the number of times you press this icon, the timer duration is increased. You

can choose the icon which represents this option, for example, using the symbol 

The “waiting” image represents the situation for which the clock is to be used, and is found above the bar timer. You can use a specific image for “waiting”, for example, waiting to complete a task, or simply a waiting picture like the one below.



6. RECOMMENDATIONS:

It is recommended that when configuring one or more applications, you always preview its appearance in Azahar and ensure that it fits the preferences and needs of the user.

It is important to obtain the pedagogical guides for each of the applications in order to make the most of them and use them correctly.

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8. CREDITS



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