

Walkthrough v1

Introduction

This walkthrough will guide you through the practical aspects of using the People in my Life app

Starting up

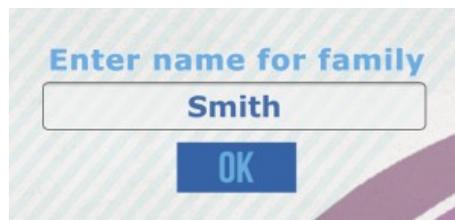


Tap the **Book** icon to go to the walkthrough in the app



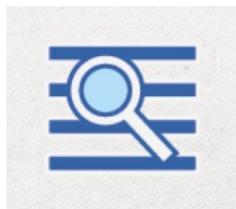
Initial session

Start by writing in a family name and tap the **OK** icon
Use a different name for each family



Follow-up sessions

Tap the **magnifying glass** icon to go to the archive screen



Here you will find previously saved files



Tap **name** to select a saved family file
Use the search window if there are many files
A family file is deleted completely by tapping **X**

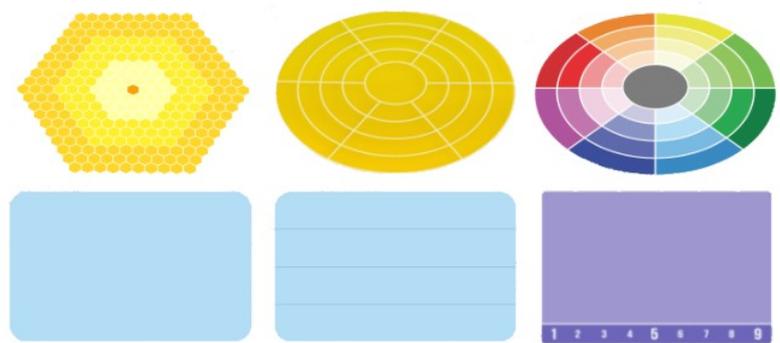
When a new family file has been opened, a new screen appears
Write the name of the first person who will be using the app in the window and tap **OK**



You are ready to select a background and begin selecting and placing figures

Backgrounds

Choose the background you want to start with by double tapping it



When you want to change the background, tap the **Change** icon on the top bar



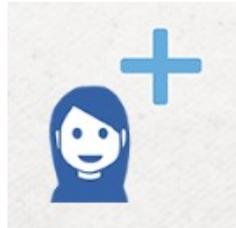
The selection screen appears again and you double tap the icon for **background** you prefer

Backgrounds can be changed at any time during a session

Figures

Selecting figures

Tap the **Figure** icon on the top bar to add figures



A screen with a selection of different figures will appear
If one of these is suitable, double tap to select it

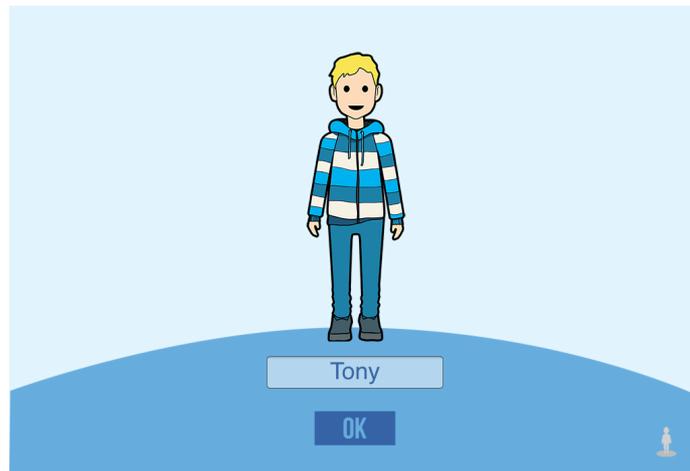


For a larger selection of figures, tap an icon on the top bar for **men women, youths, children, babies**

There is also an icon for **pets**



When a figure has been chosen it appears in a new screen
Write in a name for the figure and tap **OK**



Figures can be changed to grey scale by tapping the **Grey** icon on the lower right corner

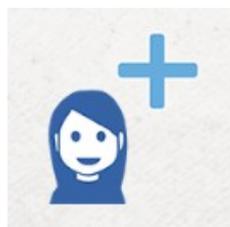


When you have selected and named a figure you will return to the main screen
The chosen figure will appear under the bar at the top left of the screen

Touch and move the figure to place the figure on the background

The name of a selected figure is shown at the bottom left of the screen

Tap the **Figure** icon on the top bar to add more figures



Figures, labels and objects can be touched and moved at any time

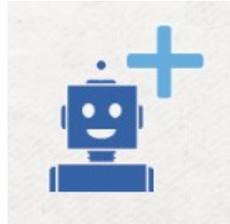
Displaying names

Tap the name **Label** icon to display or to hide all the names of the figures

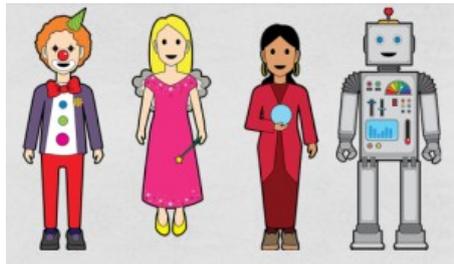


Fantasy figures

Tap the **Robot** icon to add fantasy figures



A selection screen shows Fantasy Friends



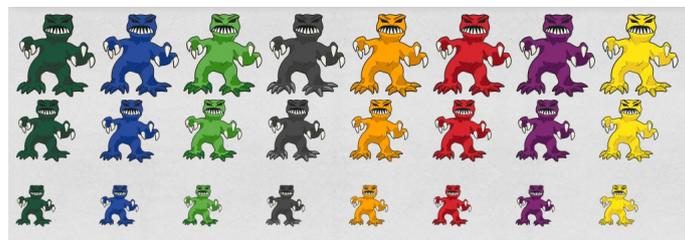
These can be used for solution-focused conversations with children

Tap to select

The **Troll** icon on the top bar



leads to the Trouble Trolls



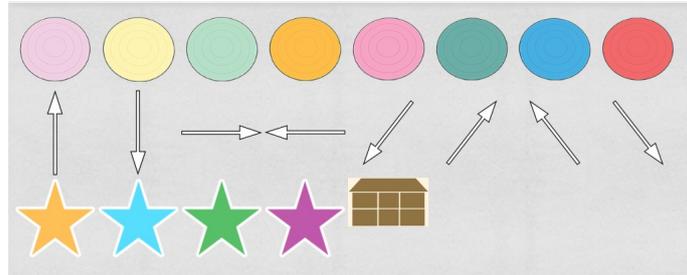
These are in different colours and sizes and can be used to represent externalized problems Tap to select

Symbols and labels

Tap the **Star** icon on the top bar to add symbols



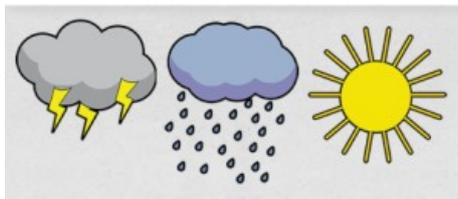
There is a selection of symbols that can be added to the background



Tap the **Sun** icon



for a selection of symbols based on the weather



Labels

Tap the **abc** icon to add a written label to the background



Touch and move the label to place it on the screen

Editing

Changing and removing figures and objects

To change or remove a figure, label or object, tap to select and then double tap or tap the **Edit** icon on the top bar



A pop up window will appear with 3 functions



Tap the **Pencil** icon to change the name

Tap the **Grey figure** icon to change between grey scale and colour

Tap the **X** to remove the figure or object

Confirm or cancel the change

Displaying names

Tap the name Label icon to display or to hide the names of all the figures

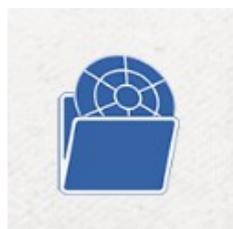
Copy and keep

The positions of the figures on the background are continually being saved
To keep a particular position for future reference, a copy of the screen can be made

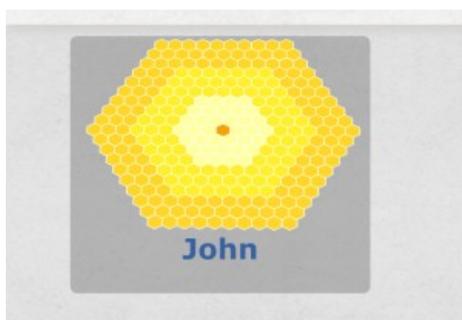
You can then continue using the app with the person or family

This is particularly useful when changing between one family member and another

Tap the **Keep** icon on the top bar



Tap to highlight the screen want to keep

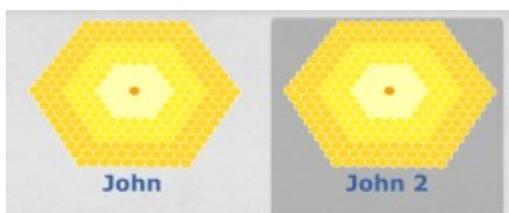


Tap the **Copy** icon to make copy



Give the copy a name then tap to continue

The original version will be kept and changes will be made to the new version



In this window the **Edit** icon can be used to rename
and the **X** to delete



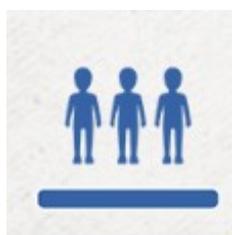
Swapping between family members

When using the app with several family members,
the figure placements on the screen can be cleared
while still keeping all the figures on the background

Keeping selected figures

If you want to continue to use the selected figures, begin by carrying out Copy and keep,
(above) writing in the new persons name

When you return to the main screen tap the **Line-up** icon



All the figures will be lined up across the top of the background



Figures can now be placed from the new persons perspective
New figures can be added and unwanted figures can be deleted

Clearing selected figures

To begin with a clear background without selected figures, enter the Keep screen,
tap the **Add** icon



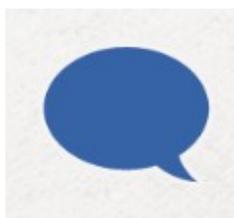
Write in a name for the new person
Tap to continue and choose new figures



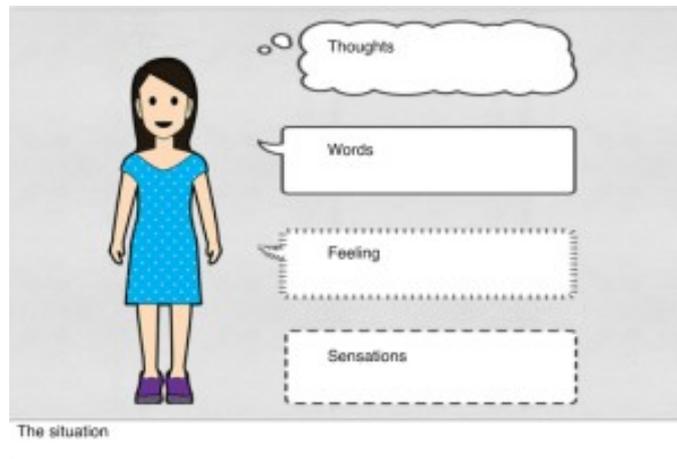
The next family member can now select and place figures as they see fit

The mentalizing screen

This function aims to assist family members to talk about how they
have understood each other in problematic situations
Our web site contains ideas about this way of working
To enter the Mentalizing screen tap to select one of the figures,
then tap the **Talk-bubble** icon



The figure appears on the left. To the right are 4 bubbles



The top bubble is about thoughts
The next bubble is about speech
The third bubble is about feelings
The lowest bubble is about bodily sensations
The area at the bottom is for writing key words about the situation and actions

Key words can be written in all the bubbles
Touch the back arrow to return to the main screen
NB. The key words on the mentalizing screen are not saved
and cannot be kept for later use

Ending a session

To end a session simply tap the **People in my Life** icon on the left of the top bar



The last screen is automatically saved and will return when you open the family file again.
All other screens in **Copy and keep** are also saved and available
The mentalizing screen is not saved

A family file can be re-opened by writing in the name for the family in the first window
or by tapping the **archive** icon selecting the name from the archive screen



Deleting a family file

In the Archive screen, family files can be deleted by tapping **X**



Once the delete is confirmed the family file cannot be retrieved again