People in my Life Digital Walkthrough

This walkthrough will guide you through the practical aspects
of using the People in my Life Digital v.2

Starting

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
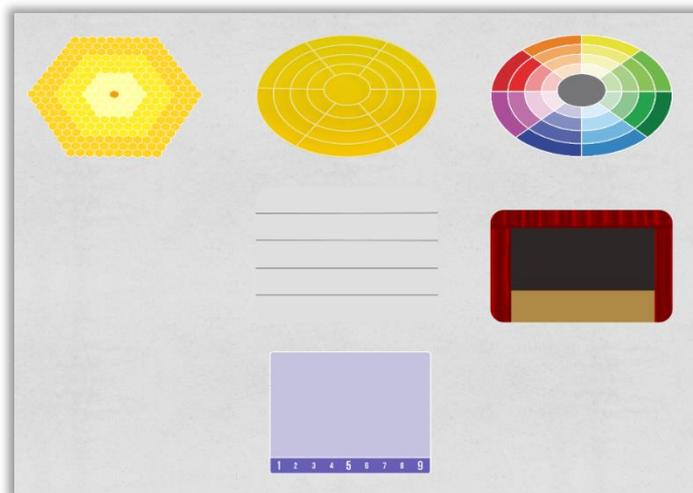where you will find previously saved files

Use the search window to select a saved family file and tap **name**

A family file can be deleted here 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

Choose the background you want to start with by double tapping

Changing Backgrounds

Tap the **Change** icon on the top bar, then double tap your selection.
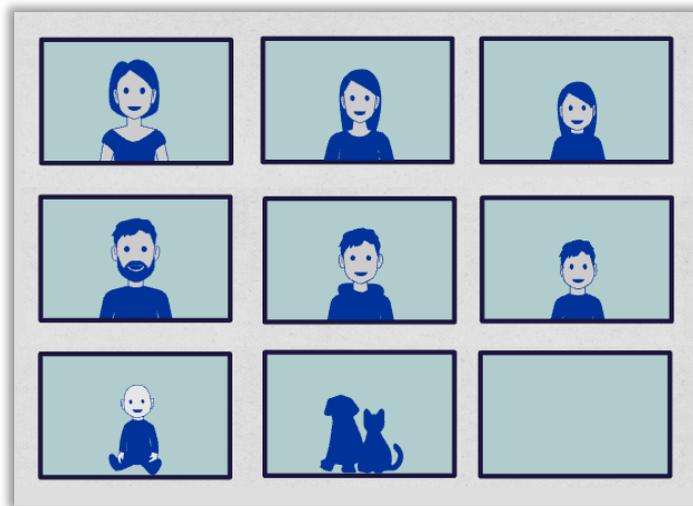
Selecting Figures

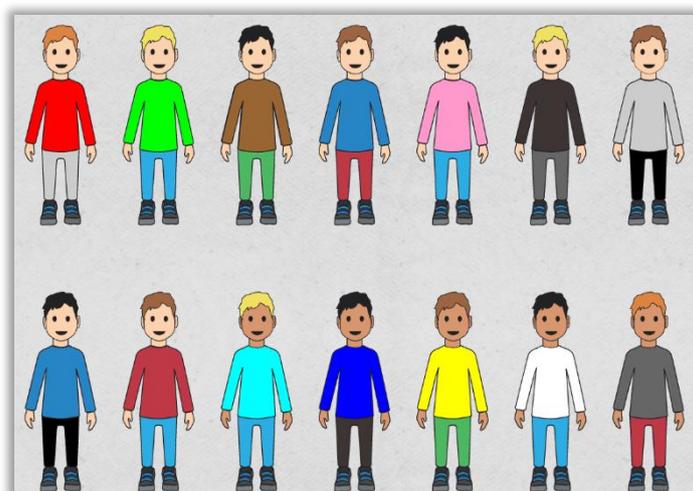

Tap the **Figures** icon on the top bar to add figures

A screen showing the different types of figure appears

Tap to select:

Women	Girls	Young girls
Men	Boys	**Young boys**
Babies	Pets	

A selection screen appears

Tap to choose a figure, enter a name and tap **OK**

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

When you have selected and named the 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

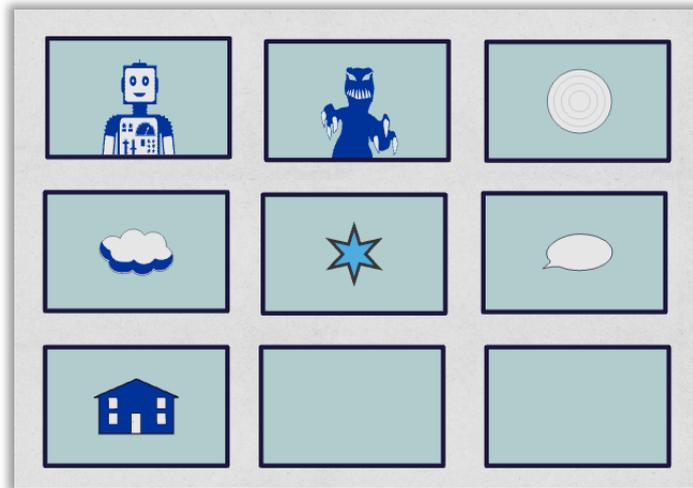Figures. labels and objects can be touched and moved at any time

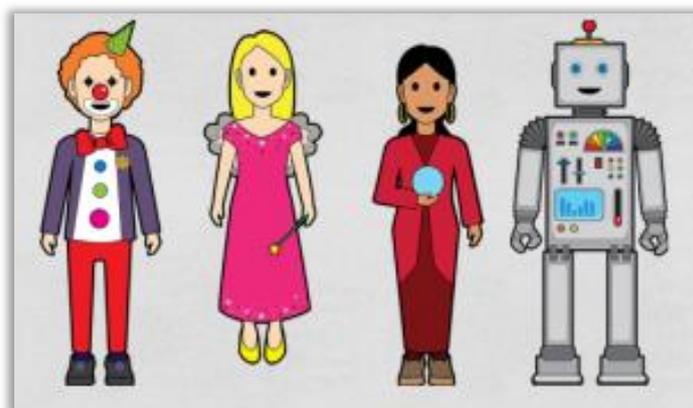# Adding Fantasy Friends, Trouble Trolls and Symbols

Tap the **Symbols** icon

and the selection screen appears

Fantasy Friends	Trouble Trolls	Discs
Weather	Stars	Symbols
Buildings		

Fantasy Friends can be used for
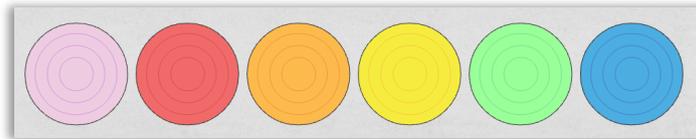solution-focused conversations with children

Trouble Trolls can represent relationship difficulties
as externalized problems

There are various symbols that can be added to the background

Discs

Stars

Weather

Symbols

Buildings

Adding 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

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

A menu window opens with 5 new icons

The **Pencil** icon changes names

The **Grey** icon swaps between colour and grey scale
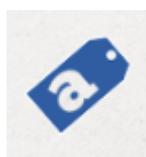
The **Rotation** icon rotates figures 90°

The **Flip** icon turns back and front

The **Delete** icon removes figures and objects

Displaying names

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

Lining-up the figures

The Line-up icon realigns all the figures under the top bar, where they are ready for new placements

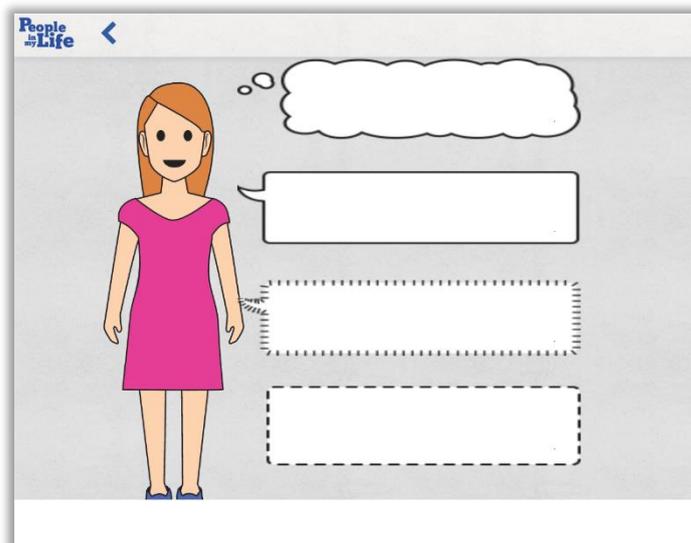This is useful when changing between family members or considering a different situation.

The thoughts and feelings screen

This function aims to assist family members to talk about how they have understood each other in problematic situations.

To enter the screen, tap to select a figure, then tap the **Talk-bubble** icon on the top bar

The selected figure appears on the left with 4 bubbles on the right and a space underneth

Key words can be written in all the bubbles

The top bubble is about thoughts
The next bubble is about speech
The third bubble is about feelings
The fourth bubble is about sensations

The area along the bottom is for key words about the situation

Tap the back arrow to return to the main screen
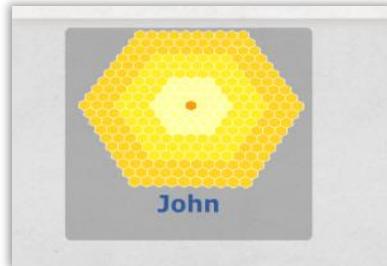The key words are <u>not saved</u> after leaving this screen

Copying and keeping

The positions of the figures on the background are saved continuously
To keep a particular position for future reference, a copy of the screen can be made
and you can then continue using the app with copy stored
This is particularly useful when changing between one family member and another
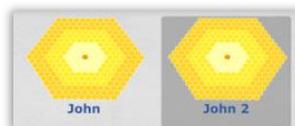

Tap the **Copy and Keep** icon on the left side of the top bar

Tap to highlight the screen

Tap the **Duplicate** icon to make a copy

Give the copy a new name and then tap to continue with it
while the original version is kept

To add a clear screen

To continue with a clear background without figures, tap the **Add** icon

Write in a new screen name and Tap to continue with a new figure selection

Editing screens

In this window the **Pencil** icon can be used to rename screens

and the **Delete** icon is used to delete them

Ending a session

To end a session, tap the **People in my Life** logo on the top bar

Choose whether to keep or delete. Deleted files cannot be restored

When you keep, all the saved screens will be stored and the final screen will return when you re-open the family file. The mentalizing screen is not saved.

Re-opening a stored session

A family file is re-opened in the start-up window,
either by writing in the name for the family in the centre box
or by tapping the **archive** icon, entering the first letter
and then selecting the name from the archive screen

In the Archive screen, family files can be erased by tapping the delete icon

Family files cannot be retrieved after deletion