ATTAINMENT'S

Personal

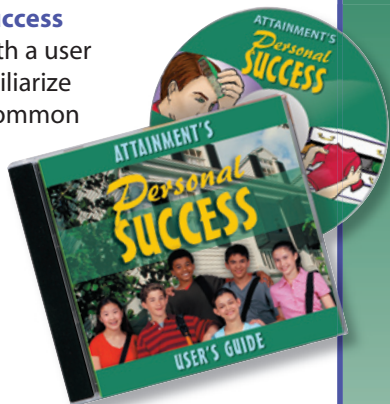# SUCCESS

Contents

Welcome to Attainment's **Personal Success** software! We've created a program with a user friendly interface to help students familiarize themselves with and rehearse many common hygiene and personal care tasks. With color-illustrated step-by-step sequences, behavior tips and talking text, students are able to use **Personal Success** as a tool in becoming more independent.

Installation

Personal Success can run directly from the CD or may be installed to your hard drive. The program must be installed to run without the CD.

Windows

An **AutoPlay** menu appears when you insert the **Personal Success** CD. Choose **Install** and follow the on-screen instructions to install the program to your hard drive. A shortcut to the program will appear in your **Start** menu under **Attainment Company.**

If you prefer to run the program from the CD, click the **Run** button. If the AutoPlay menu does not automatically appear, select **Start,** choose **Run** and then type **D:\Autoplay.exe.**

Macintosh

A window displaying program icons will open when you insert the **Personal Success** CD. If this does not happen, double click the CD icon on the desktop. To begin installing the program to your hard drive, choose the **Install** icon. Or to run the program from the CD, double click the **Personal Success** icon.

Personal Success is divided into six main categories:

- Personal Care for Women
- Personal Care for Men
- Personal Care for Everyone
- Dress for Success—Women
- Dress for Success—Men
- Clothing Care for Everyone

Within each of the six categories, students can choose from a number of related activities. Once a specific activity is selected, the student can view either a series of steps, showing how to perform an activity, or a series of tips addressing issues of safety.

Because of the sensitive nature of certain activities in the program, a "lock-out" function has been designed. Using the lock-out function, instructors can prevent the student from accessing entire gender-specific categories. In addition, instructors can create customized lists including only certain activities.

Students can freely explore the program or follow a customized Activity List to focus on specific activities. **Personal Success** steps and tips can be printed to use for further rehearsal and discussion, or to take into the community as visual cues.

How to use

After **Personal Success** is launched, click anywhere on the title screen to continue to the Main Menu.

Quick View

The **Quick View** mode is the most direct way to use **Personal Success** software.

To use Quick View, click on any of the six categories displayed on the Main Menu to view activity screens related to the category.

Each activity screen displays a picture illustrating the activity and a text description which is read out loud by the program.

The **Green Arrow** buttons at the bottom of the screen are used to scroll through the activities available for the category.

The spoken text can be repeated at any time by clicking on the text bar. To learn more about an activity, click either the **Steps** button or the **Tips** button at the top of the screen, or click the **Go Back** button to return to the Main Menu screen.

Steps and Tips

Every activity screen includes a **Steps** button and a **Tips** button at the top of the screen. The **Steps** button presents a series of pages illustrating a step-by-step procedure of the current activity. The name of the current activity is displayed at the top of the screen.

A box in the upper right corner keeps track of the step numbers.

Use the **Green Arrow** buttons at the bottom of the screen to move back and forth through the steps, or click the **Go Back** button to return to the activity screen.

How to use

The **Tips** button is used to view tips detailing social, safety and convenience issues related to the current activity. As with the Steps option, the name of the current activity is displayed at the top of the screen and the number of tips is displayed in the upper right corner. Use the **Green Arrow** buttons at the bottom of the screen to move back and forth through the tips, or click the **Go Back** button to return to activity screen.

An Activity List is an individualized set of activities allowing a student to concentrate on specific skills. To create an Activity List, select **Activity List** from the **File** pull down menu on the Main Menu screen.

Select a category from the Category box in the upper left corner. A list of corresponding activities for the category appears in the Activity box below.

Add activities to the **Your List** box by highlighting an activity and clicking the **add** button.

Individual activities can be removed from Your List, first by selecting the activity in Your List and then clicking the **delete** button. To remove all activities from Your List, click the **empty** button.

Note: Activities will appear in the order they are added to Your List.
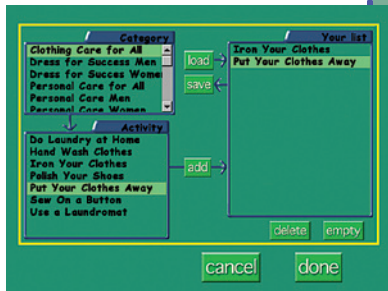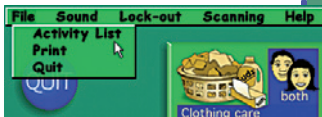
Activity lists

When Your List is complete, click the **done** button to activate the Activity List and return to the Main Menu screen. An **Activity List** button is now available to the left of the six category buttons.

The Activity List is stored in a default list called "My Activity List." The **Activity List** button will always be available, even if you quit the program and restart. To remove the Activity List button from the Main Menu screen, select Activity List from the File pull down menu, click the **empty** button and then click the **done** button.

> Clicking the **Activity List** button will display only the activities on the list you created, along with their associated Steps and Tips.

Multiple Activity Lists can be saved for retrieval at a later time. On the Activity List screen, click the **save** button. When the save screen appears, click on the "list name" text box and type in
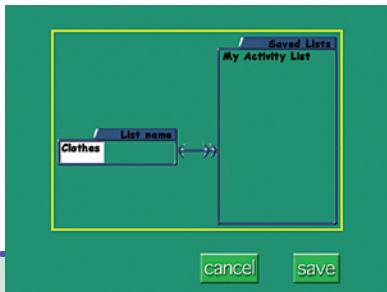
a name for the list. Click the **save** button to save the list to your hard drive and return to the Activity List screen. Click the **cancel** button to return without saving.

To open a saved list, go to the Activity List screen and click the **load** button. The Saved Lists screen appears displaying all the saved lists. When you select a list name, the specific activities in each list are shown in the box to the right. Click the **load** button to retrieve the selected list. This returns you to the Activity List screen where all the activities in the selected list will appear in the Your List box. Click on the **done** button to activate the chosen list and return to the Main Menu.

Old saved lists can be deleted from your hard drive by selecting the list name and then clicking the **delete** button.
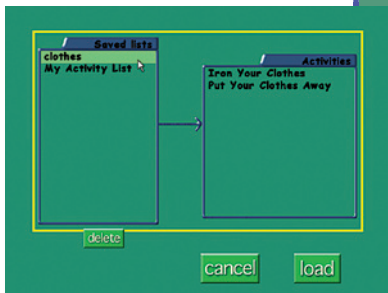
Personal Success activities

Personal Care for Women

Take a shower: 20S, 3T
Take a bath: 20S, 3T
Shave with electric shaver: 9S, 3T
Shave with a razor: 10S, 3T
Use deodorant: 10S, 2T
Wash your face: 10S, 3T
Care for your skin: 10S, 3T
Take care of your acne: 5S, 3T
Use lotion: 5S, 3T
Apply make-up: 10S, 3T
Comb & brush your hair: 10S, 2T
Blow dry your hair: 10S, 2T
Style your hair: 10S, 2T
Trim your fingernails: 5S, 3T
Trim your toenails: 5S, 3T
File your nails: 10S, 2T
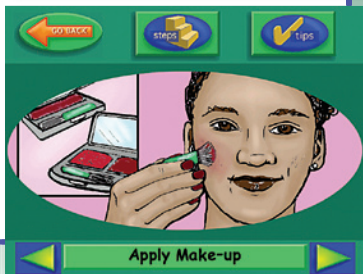Polish your nails: 10S, 3T
Wear jewelry & fragrance: 10S, 3T
Use a sanitary pad: 17S, 3T
Use a tampon: 10S, 3T

S = Steps
T = Tips

GO BACK | steps | tips

Blow Dry Your Hair

GO BACK | steps | tips

Apply Make-up

Personal Success activities

Personal Care for Men
Take a shower: 20S, 3T
Take a bath: 20S, 3T
Shave with a razor: 20S, 3T
Use an electric shaver: 10S, 2T
Use deodorant: 10S, 2T
Wash your face: 10S, 2T
Take care of your acne: 5S, 3T
Use lotion: 5S, 3T
Comb & brush your hair: 10S, 2T
Blow dry your hair: 10S, 2T
Style your facial hair: 10S, 2T
Trim your fingernails: 5S, 3T
Trim your toenails: 5S, 3T

Personal Care for Everyone
Wash your hands: 10S, 5T
Brush your teeth: 10S, 2T
Floss your teeth: 10S, 3T
Use mouthwash: 5S, 3T
Use a water pik: 5S, 3T
Go to the dentist: 20S, 4T

GO BACK | steps | tips
Shave with a Razor

GO BACK | steps | tips
Wash Your Hands

Personal Success activities

Dress for Success—Women
Shop for clothes: 15S, 4T
Check yourself over: 10S, 2T
Outdoor clothing: 10S, 2T
Select your clothes: 9S, 2T

Dress for Success—Men
Shop for clothes: 15S, 4T
Check yourself over: 10S, 2T
Outdoor clothing: 10S, 2T
Select your clothes: 9S, 2T

Clothing Care for Everyone
Do laundry at home: 31S, 6T
Hand wash clothes: 10S, 2T
Use a laundromat: 20S, 4T
Put your clothes away: 10S, 2T
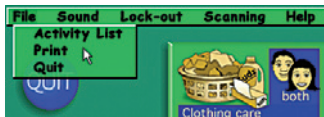Iron your clothes: 10S, 2T
Sew on a button: 10S, 3T
Polish your shoes: 11S, 3T

Steps and tips from any activity can be printed to use away from the computer. To create a printable list of steps and tips, access the Print screen by selecting **Print** from the **File** pull down menu on the Main Menu.

Start by selecting a category from the Category box. The corresponding activities will be listed in the Activity box on the right. Next, select an activity in the Activity box to display all the available steps and tips for the activity in the Items to Print box below.
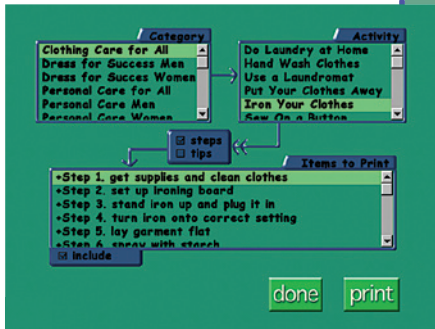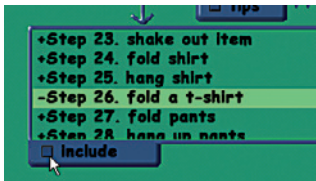
Exclude all **Steps** or all **Tips** by unchecking steps or tips from the small box in the middle of the screen.

Printing

In the Items to Print list, a "+" appears in front of the items that will be printed and a "–" indicates the item will not print. Change the printing status of individual items by double clicking them or by unchecking the Include checkbox at the bottom of the list.


When the list is ready, click the **print** button. The list will be printed to your default printer. The printed sheets will display three items to a page and will be in color if a color printer is connected to your computer.

Note: Only one category at a time can be selected to print. If a student activity list is active, it will appear at the bottom of the Category list box as "Activity List."

Sound Options

Speech, Music and **Sound Effects**
heard throughout the program can be
enabled or disabled in the **Sound** pull
down menu on the Main Menu screen.
Click on the options to enable or disable
the specific sounds.
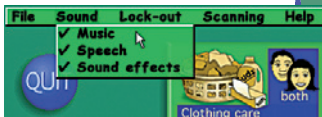
Lock-out Function

Within several activities such as "take a shower" or "use a tampon,"
some images are displayed that may be inappropriate for some
students to view. The steps of these activities are graphically
depicted, sometimes showing nudity. A "lock-out" function
is available to block gender based categories.
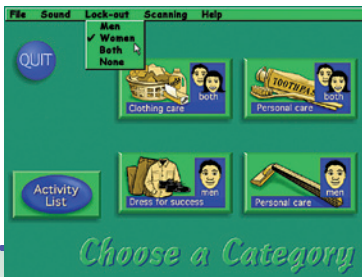
Options

To lock out categories, select the **Lock-out** pull down menu at the top of the Main Menu screen. Choosing "Men" or "Women" will remove the corresponding "Personal care" and "Dress for success" categories. Choosing "Both" will remove both the men and women categories.
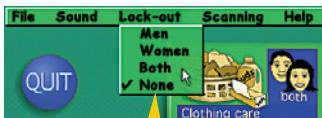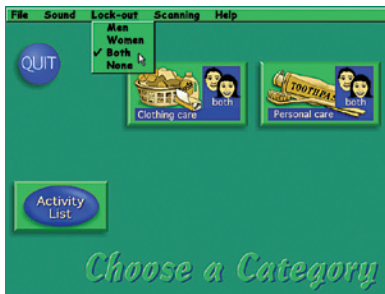
To turn off the Lock-out function and make all six category buttons available, select "None."

Scanning

Scanning allows for easy program navigation using single switch devices or the keyboard instead of the mouse.
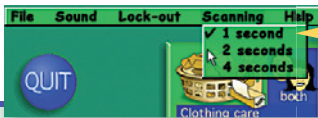
Select the Auto Scan Delay (1, 2 or 4 seconds) on the **Scanning** pull down menu on the Main Menu screen.

Personal Success is compatible with alternative input devices such as single switches, touch screens and IntelliKeys®.

Switches and Scanning

Scanning functionality is always enabled. Some screens, such as Options, do not scan. Speed adjustments can be made in the **Scanning** pull down menu (page 17).

Single Switch Auto Scanning: Auto scanning is activated with a **space bar** keystroke, and selection is made with a second **space bar** keystroke.
Two Switch Auto Scanning: Auto scanning is activated with a **space bar** keystroke, and selection is made with an **Enter/Return** keystroke.
Two Switch Manual Scanning: Directional **left** and **right arrow** keystrokes are used to manually step through the scanning cycle. Selection is made with an **Enter/Return** keystroke.

IntelliKeys®

The correct overlay file is automatically sent to the IntelliKeys® keyboard, if properly installed on your computer. IntelliKeys® overlays for **Personal Success** are sold separately. Please contact Attainment Company, Inc. for more information on ordering.

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Technical support

If you have a problem running **Personal Success,** please call Attainment Technical Support. If possible, be near your computer while we discuss solutions. You can speed the process if you collect some basic information ahead of time.
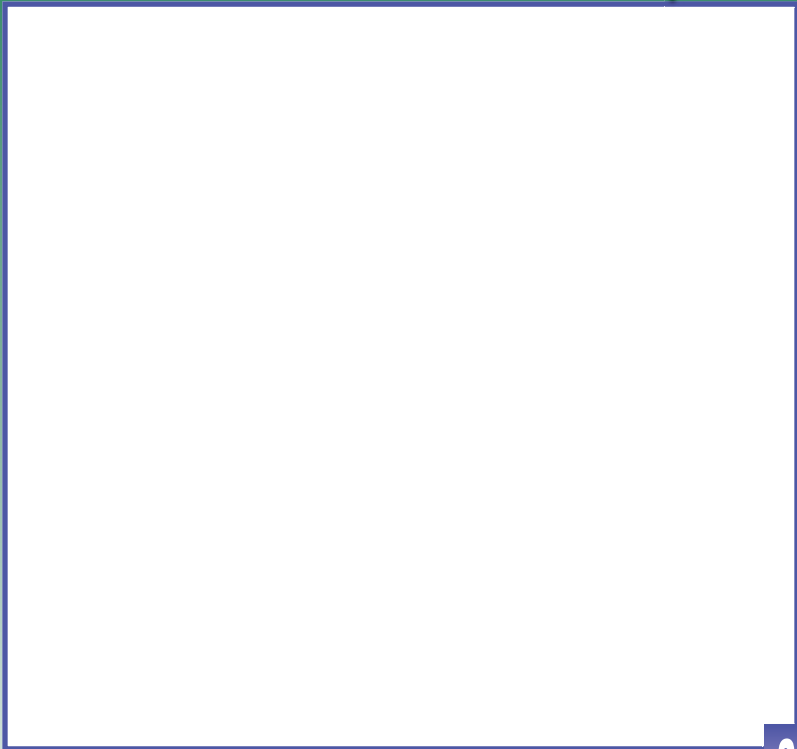
• Note the error and type of error message, if any.

• What triggers the problem?

• Can you duplicate the problem?

• What is your Macintosh system version or Windows version?

Technical Support is available weekdays 9am–5pm (CST)

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