

Look2Learn Instructions – Version 2.0

Look2Learn: Adding Photos

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode “on”.
4. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
5. There are two ways to add new photos.

Method One

- a. Select the “Images” tab in the bottom right hand corner. This will load all of the images that are presenting in your database.
- b. To add new images, select the “+” button. This will give you two libraries to choose from (Device Library or Look2Learn Library).
- c. To insert photos from your Camera Roll or other Photos folders click the Device Library. The “Camera Roll” will include photos that you have uploaded to your device via iTunes (if you have an iPhone, you can insert photos that you have taken with the camera). The Look2Learn file will be empty unless you have deleted photos (this is where deleted photos are housed if you want to re-add them).
- d. Select the Camera Roll or folder that contains the photo you wish to add. Scroll to the image you want to insert.
- e. After selecting the photo you are able to move it around in the screen to adjust the formation of the photo. After doing this, hit “choose”. This will add the photo into your “Images” library on the device.
- f. As always, remember to re-enter the Settings icon, go into Look2Learn and click “off” on the Admin mode before using the device.

Method Two

- a. Click on one of the categories (e.g., Snacks).
- b. In the bottom right click on the “Add New” button. This will give you two libraries to choose from (Device Library or Look2Learn Library).
- c. To insert photos from your Camera Roll click the Device Library. The “Camera Roll” will include photos that you have uploaded to your device via iTunes (if you have an iPhone, you can insert photos that you have taken with the camera).
- d. Select the Camera Roll and scroll to the image you want to insert.
- e. After selecting the photo you are able to move it around in the screen to adjust the formation of the photo. After doing this, hit “choose”. This will add the photo into your “Images” library on the device.
- f. As always, remember to re-enter the Settings icon, go into Look2Learn and click “off” on the Admin mode before using the device.

Look2Learn: Renaming Photos

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode "on".
4. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
5. Click on the "Images" button in the bottom right of the screen.
6. Select the photo that you wish to rename.
7. Click "rename" which will take you to a window with the photo and a text box.
8. Click on the text box and enter the name of the item.
9. Click save and the information will be stored
10. As always, remember to re-enter the Settings icon, go into Look2Learn and click "off" on the Admin mode before using the device.

Look2Learn: Adding Audio to Photos

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode "on".
4. Make sure the "Main Picture" setting is either on "boy" or "girl". After adding audio, you can return to the "custom" mode, but while adding the audio this setting needs to be on either "boy" or "girl".
5. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
6. Click on the "Images" button in the bottom right of the screen.
7. Select the photo that you wish to add audio.
8. Click "Add Audio".
9. Touch "Record" and speak into the microphone. Please note that for iPod touch users, you must have an external microphone. These can be obtained at either the Apple Store or on Amazon.com. On the iPhone, there is a built-in microphone and an external microphone is not necessary.
10. Touch "Stop" to cease the recording and click "Add Audio" in the bottom right hand corner of the screen.
11. As always, remember to re-enter the Settings icon, go into Look2Learn and click "off" on the Admin mode before using the device.

Look2Learn: Customizing the Main Photo

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode "on".

4. Click on the Main Picture tab, which gives you three choices (Boy, girl, custom). Select custom.
5. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
6. Import the photo that you wish to use as the main photo (please reference the Adding Photos Method #1 to learn how to import a new photo.)
7. Once the photo is in your library, click on the “Images” tab on the home screen of the Admin page.
8. Locate the photo that you wish to set as the main image. Touch the photo and a menu will pop up.
9. Select the choice “Set as Main Image”.
10. When re-entering the Look2Learn program, the image should be customized.
11. As always, remember to re-enter the Settings icon, go into Look2Learn and click “off” on the Admin mode before using the device.

Look2Learn: Categories

A. Making Categories Inactive

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode “on”.
4. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
5. Hold on the category icon (e.g., Snacks) for 3-5 seconds within the main screen of the Admin mode. This will mute the category. Upon re-entering Look2Learn (with the Admin mode off), this category will not be visible. To re-enable it, hold on the category for 3-5 seconds and it will return (and will then be visible to the user in the regular mode).

B. Adding Photos to a Category/Changing Category Main Photo

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode “on”.
4. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
5. Click on the category that you wish to alter.
6. Click “Add new” to add new photos to this category.
7. To change the main category photo (the large image that is seen when entering the categories), click on this photo. This will direct you to go into one of your libraries to select a new photo (that will replace the main category picture).
8. To change the name of the category, touch the Name (e.g., Snacks) in the top of the screen. This will bring a keyboard that allows you to change the title of the category.

C. Removing Photos from Category

1. Click on the Settings icon on your iPod touch or iPhone.
2. Scroll to the bottom of the screen and locate and click the Look2Learn tab.
3. Turn the Admin mode “on”.
4. Exit out of the settings (hit the home button on your device) and go into Look2Learn.
5. Enter the category that houses the photos you wish to remove.
6. Click on the photo that you wish to remove. This will bring up a menu bar that allows you to “remove from category”.

Look2Learn: Blipping Photos (making a choice “not available” although the user is able to see a muted image still within the category)

1. Blipping can only be done within the Large mode. This can be done by holding on the photo for roughly 5 seconds. In order for this to be successfully done, the finger must be positioned in the middle of the photo and be extremely still. This may require considerable practice as the intent for this option was to be used by the caregiver or instructor and not discovered by the user. To reverse the process, re-hold for 5 seconds and the item should return from its muted form.