

How to use



for your Mobility and Ability Journal



Co-funded by the
European Union





Icon Legend:



Tap once



Tap long and drag the object to another position



Tap twice



Tap and pull with two fingers



Swipe right or left



Stop tapping - release the object

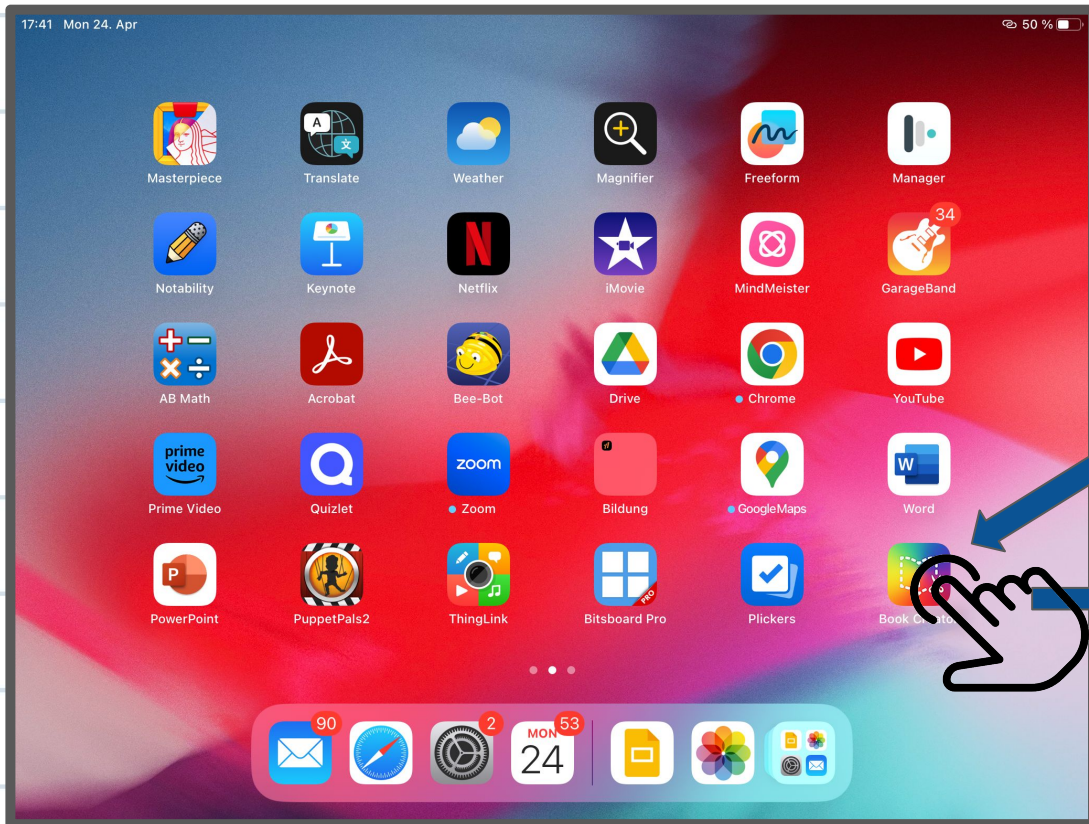


information box

How to...



open the Book creator app



Search for the icon of Book creator app at your home screen and tap on it.



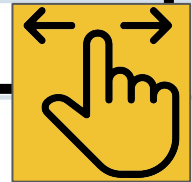
How to...



go through your virtual bookshelf



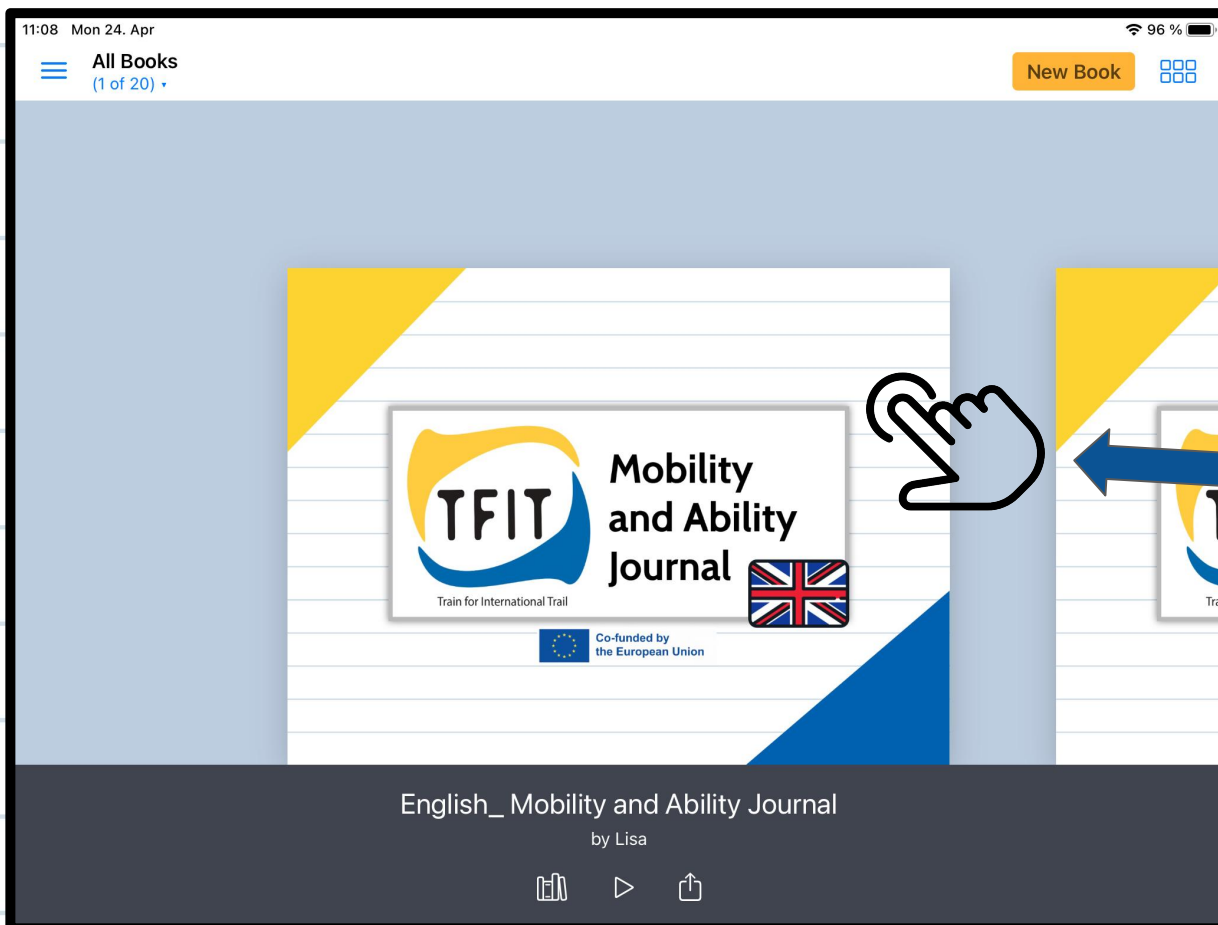
Go through your virtual bookshelf by swiping right or left.



How to...



open the Mobility and Ability Journal



Tap on the
Mobility and Ability
Journal in the app
to open it.



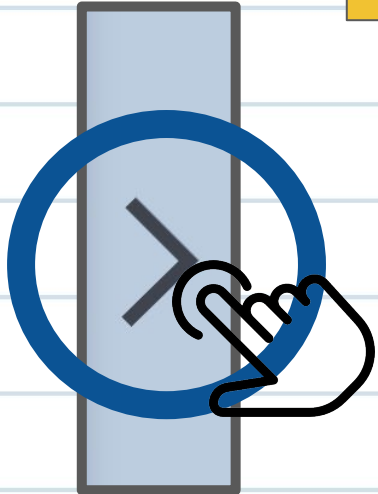
How to...



turn to next page



Tap this icon to turn to the next page.



How to...



play a audiofile

11:41 Mon 24. Apr

My Books Pages Undo

Page 3 (of 34)

91%



The screenshot shows a digital worksheet with the following elements:

- Title:** "This is me" in a yellow box at the top left.
- Form:** A large white box with a "My name" speech bubble and a photo icon.
- Task:** A yellow box with a speaker icon and text: "Task: Take a picture of yourself. Tap on the speech bubble and write your name in it."
- Country Selection:** A list of countries with their flags: Austria, Slovenia, Finland, Italy, and Spain.
- Task:** A yellow box with a blue star icon and text: "Task: Tap on the blue star and move it to the flag of your home country."
- Bottom:** A yellow box with "My home country" and the TFIT logo.

Double tap on a speaker icon to hear the audiofile.



How to...



write in a box or bubble

Step 1

The screenshot shows a digital worksheet with the following elements:

- Top Bar:** Time 11:40, Date Mon 24. Apr, Page 3 (of 34), and battery level 91%.
- Navigation:** 'My Books', 'Pages', 'Undo' buttons on the left; '+' and 'i' icons on the right.
- Form Fields:**
 - 'This is me':** A yellow box at the top left.
 - 'My name':** A white speech bubble with a hand icon, containing the text 'My name'.
 - 'My home country':** A yellow box at the bottom left.
- Image Selection:** A large white box with a camera icon and a photo gallery icon.
- Country Selection:** A list of countries with their flags: Austria, Slovenia, Finland, Italy, and Spain. A blue star is positioned next to the Italy flag.
- Task Boxes:**
 - Top Task:** A yellow box with a starburst icon containing the text: 'Task: Take a picture of yourself. Tap on the speech bubble and write your name in it.'
 - Bottom Task:** A yellow box with a starburst icon containing the text: 'Task: Tap on the blue star and move it to the flag of your home country.'
- Interactive Elements:** A hand icon is shown double-tapping the 'My name' bubble. A blue arrow points from the 'My name' bubble to the top task box.
- Logo:** 'TFIT' logo in the bottom right corner.

Double tap on the bubble or box

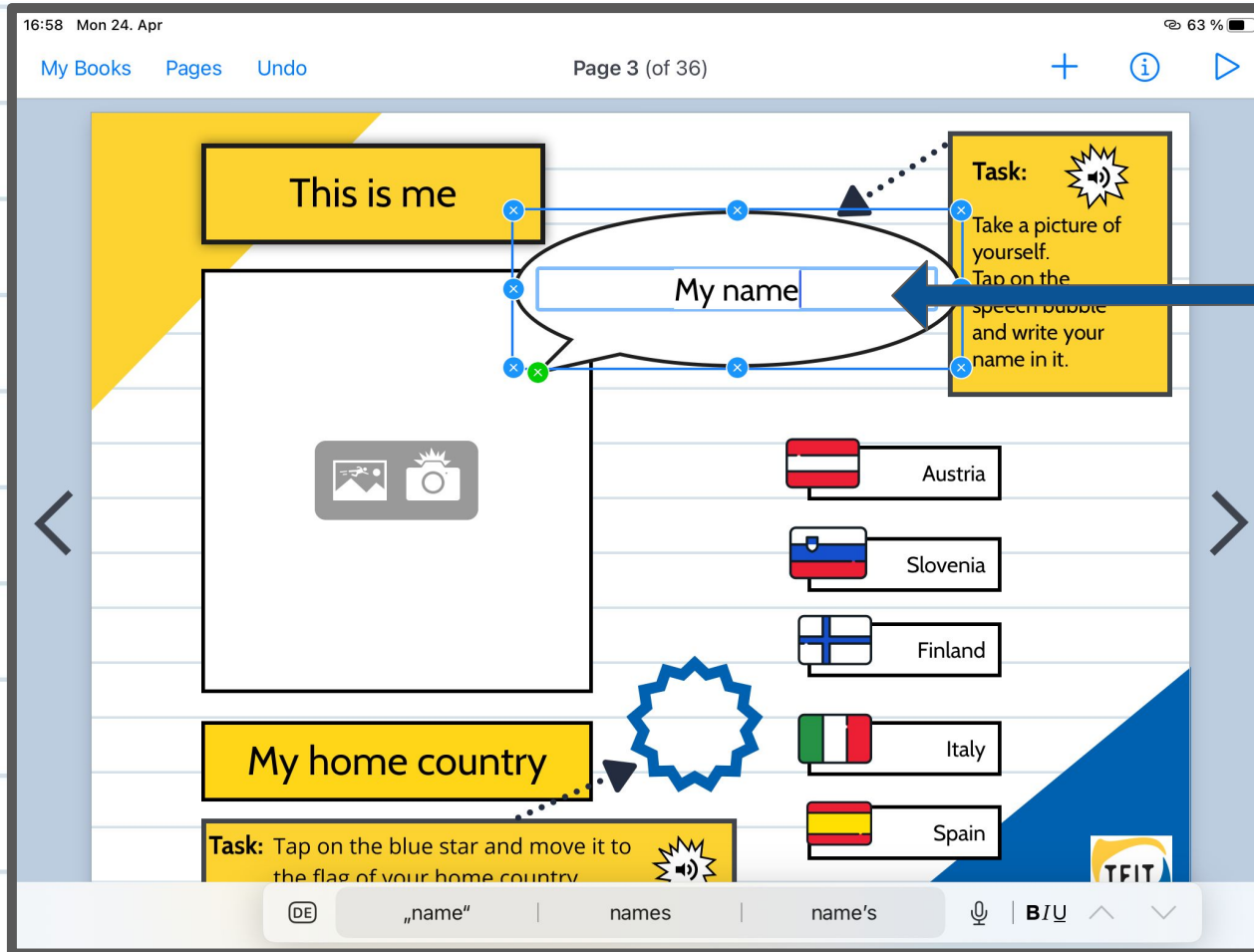


How to...

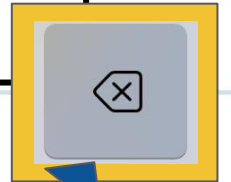


write in a box or bubble

Step 2



Delete the text and write your answer in it.



This is what the delete key looks like on your Ipad keyboard



How to...



move a blue star

Step 1


09:04 Tue 25. Apr

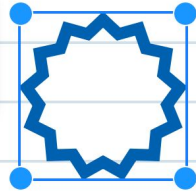
64 %

My Books Pages Undo

Page 4 (of 36)




 My age



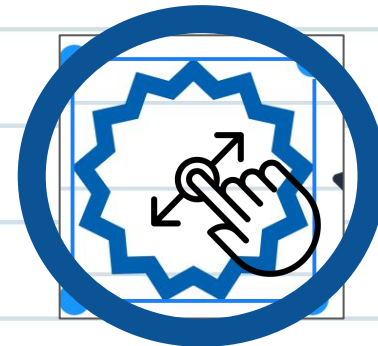
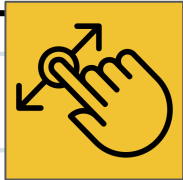
Task:  Tap on the blue star and move it to your age.

15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	31	...

 Can't find your age? Tap on the three dots. Write your age in it.



Tap long on the middle of the blue star and drag it to your answer.



How to...



move a blue star

Step 2

09:03 Tue 25. Apr Page 4 (of 36) 64 %

My Books Pages Undo

My age

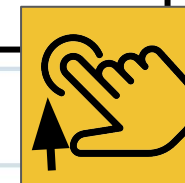
Task: Tap on the blue star and move it to your age.

15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	31	...

Can't find your age? Tap on the three dots. Write your age in it.

TFIT

When you have positioned the star over your answer release it.



How to...



undo your last step

09:03 Tue 25. Apr Page 4 (of 36) 64%

My Books Pages Undo

My age

Tap on the blue star and move it to your age.

15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	31	...

Can't find your age? Tap on the three dots. Write your age in it.

TFIT

Something went wrong?
Undo your last step by tapping the Undo button.



My Books Pages Undo



How to...



upload a photo or picture

Step 1

11:40 Mon 24. Apr Page 3 (of 34)

My Books Pages Undo

This is me

My name

Task: Take a picture of yourself. Tap on the speech bubble and write.

My home country

Task: Tap on the blue star and move it to the flag of your home country.

- Austria
- Slovenia
- Finland
- Italy
- Spain

TFIT

To upload a photo tap on the icon on the left.



How to...



upload a photo or picture

Step 2

19:25 Mon 24. Apr

My Books Pages Undo

Page 3 (of 36)

18%

Photos Albums

Q Photos ...

This is r

Task: Take a picture of yourself. Tap on the ... and write your name in it.

Austria

Slovenia

Finland

Italy

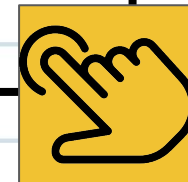
Spain

My home country

Task: Tap on the blue star and move it to the flag of your home country.

TFIT

Your photo gallery opens.
Choose the photo or picture you like and tap on it.



How to...



arrange a photo or picture

19:26 Mon 24. Apr

18 %

My Books Pages Undo

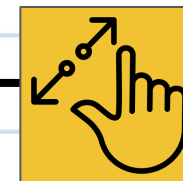
Page 3 (of 36)



The screenshot shows a digital worksheet with the following elements:

- Title:** "This is me" in a yellow box at the top left.
- Task:** "Take a picture of yourself. Tap on the speech bubble and write your name." in a yellow box at the top right.
- Image:** A cartoon boy thinking, with a yellow speech bubble containing a question mark next to him.
- Text:** "My name" in a white speech bubble above the boy.
- Task:** "Tap on the blue star and move it to the flag of your home country." in a yellow box at the bottom left.
- Options:** A list of countries with their flags: Austria, Slovenia, Finland, Italy, and Spain.
- UI:** Navigation arrows on the left and right sides, and a TFIT logo at the bottom right.

To position the photo in the frame, pull it apart or together with two fingers.



How to...



make a photo

Step 1

11:40 Mon 24. Apr

91%

My Books Pages Undo

Page 3 (of 34)



This is me

My name

Task: Take a picture of yourself. Tap on the speech bubble and write your name in it.

My home country

Task: Tap on the blue star and move it to the flag of your home country.

- Austria
- Slovenia
- Finland
- Italy
- Spain

TFIT

To take a photo directly, tap the right icon with the camera.



How to...



make a photo

Step 2

Tap on the icon to turn the camera.



How to...



make a photo

Step 3

Tap on the button
to make a photo.



How to...



move a hand sign or red cross

11:42 Mon 24. Apr

My Books Pages Undo

Page 6 (of 34)

91%



Me and other languages

Finnish



Spanish



German



Slovenian



Italian



...

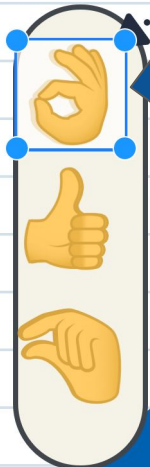
You speak another language than the named?
Tap on the three dots and insert your language.



Task:



Do you speak other languages?
Tap on the appropriate hand sign and drag it to the language you speak.



excellent

good

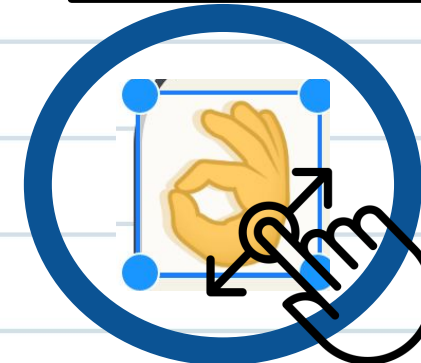
I speak a little



Moving something always works the same way in book creator.



Tap long on the hand sign or cross and drag it to the correct position.

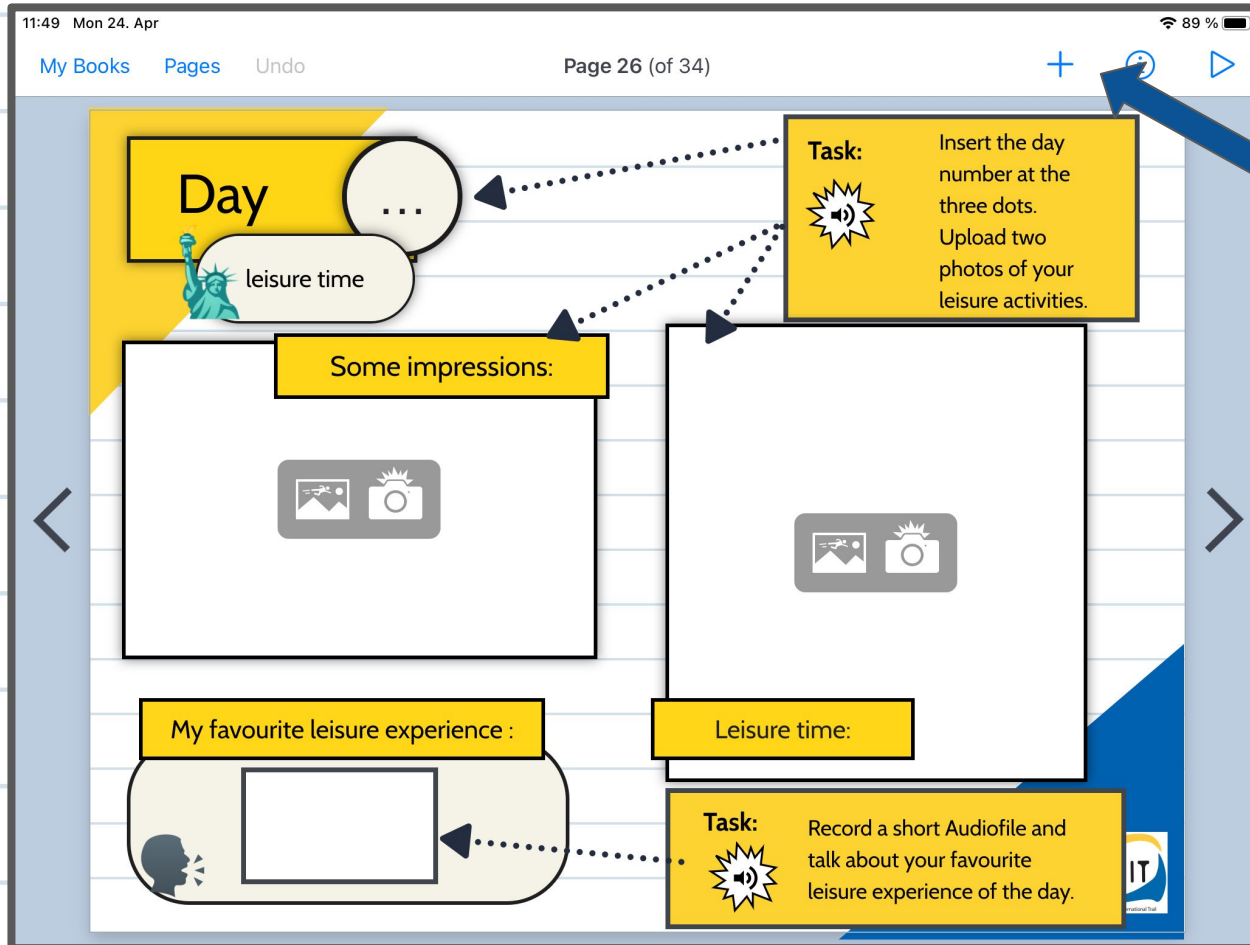


How to...

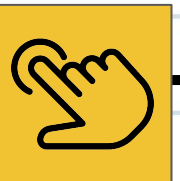


record a audiofile

Step 1



To record an audio file, tap on the + symbol in the upper corner.

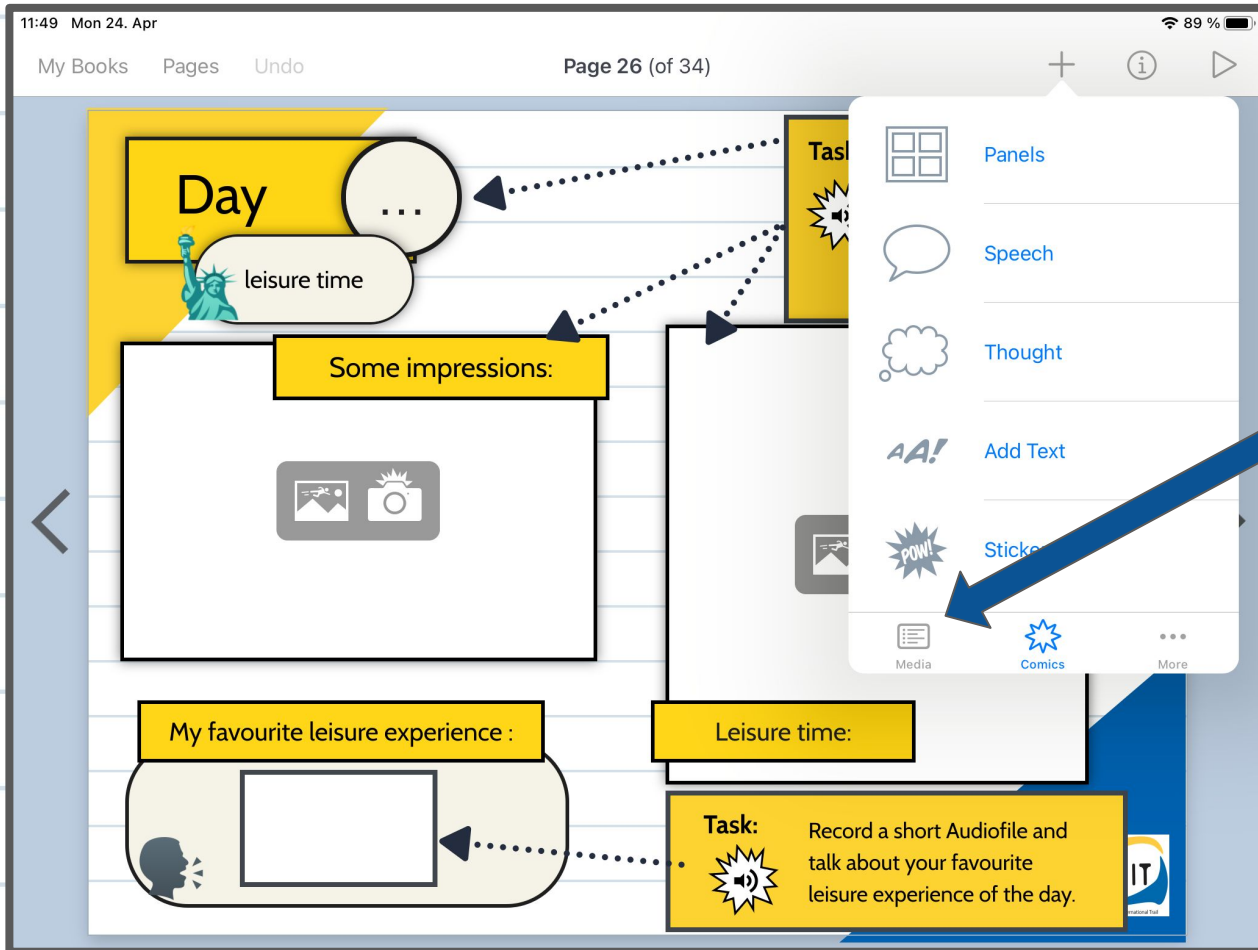


How to...



record a audiofile

Step 2



Tap now on the Media icon.

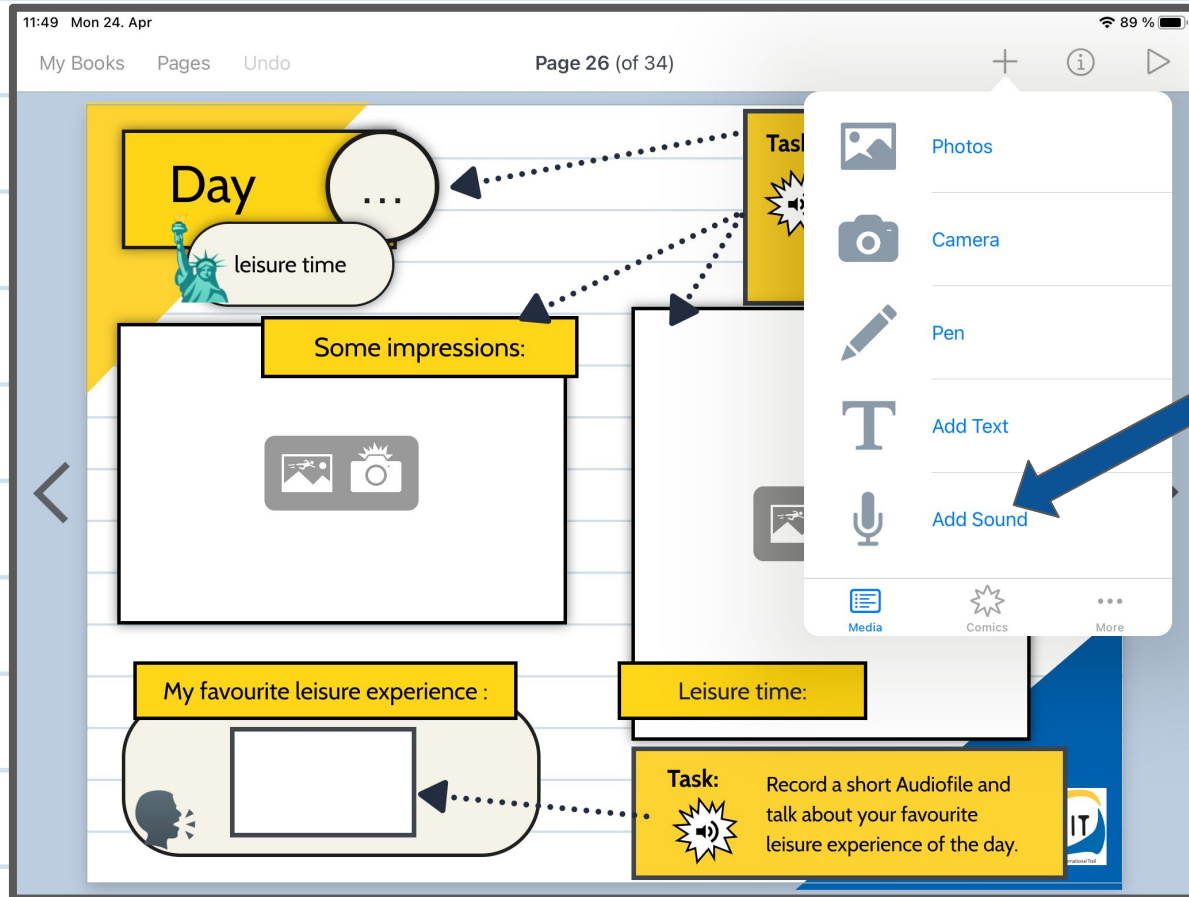


How to...



record a audiofile

Step 3



Tap now on the Microphone icon.

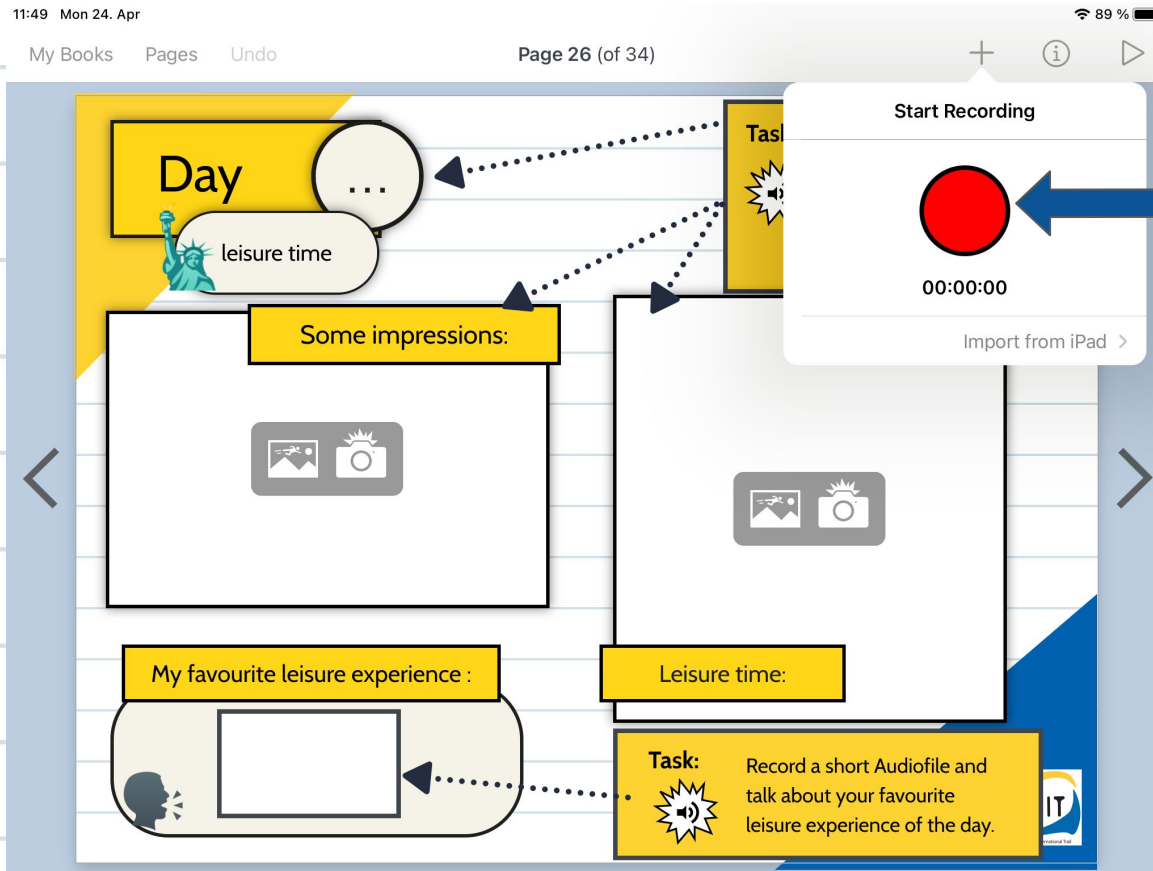


How to...

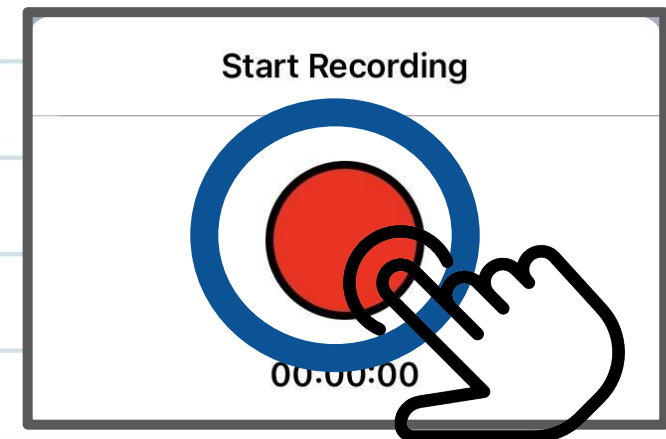


record a audiofile

Step 4



When you are ready to record, tap the red record button and start to speak



How to...



record a audiofile

Step 5

11:49 Mon 24. Apr

My Books Pages Undo

Page 26 (of 34)

89%

The screenshot shows a digital workspace with several components:

- Day**: A yellow header with a speech bubble containing "leisure time" and a Statue of Liberty icon.
- Some impressions:**: A white box with a camera and photo gallery icon.
- My favourite leisure experience :**: A white box with a speech bubble icon and a blank text area.
- Leisure time:**: A yellow header above a white box with a camera and photo gallery icon.
- Task:**: A yellow box with a speaker icon and the text: "Record a short Audiofile and talk about your favourite leisure experience of the day."
- Recording Overlay:**: A white box with a red square button, a timer showing "00:00:05", and the text "Recording" and "Import from iPad >".

Arrows indicate relationships between elements: from the "Task" box to the "Day" header, from the "Task" box to the "Leisure time" box, and from the "Task" box to the "Recording" overlay.

When you have finished recording, click on the record button again.



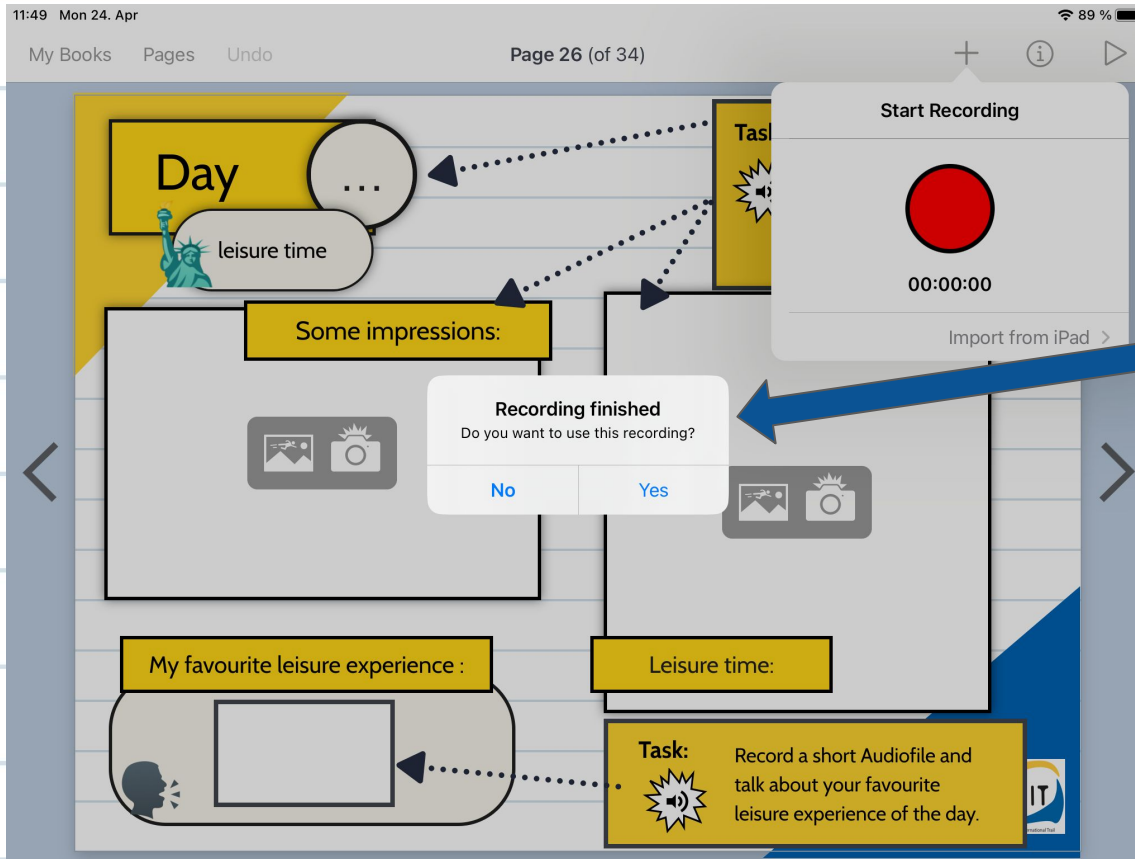
A close-up view of the recording interface. It features a large red square button in the center of a black circle, which is surrounded by a blue ring. Below the button is a timer showing "00:00:05". A hand cursor is shown clicking the red square button. The word "Recording" is written above the button.

How to...

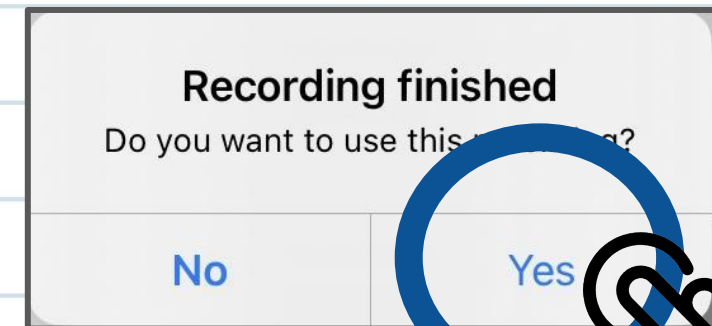


record a audiofile

Step 6



Now you will be asked if you want to use the audio recording or discard it. Tap yes if you want to use it in your book.



How to...



record a audiofile

Step 7

11:49 Mon 24. Apr
My Books Pages Undo Page 26 (of 34)

Task: Insert the day number at the three dots. Upload two photos of your leisure activities.

Day ...

leisure time

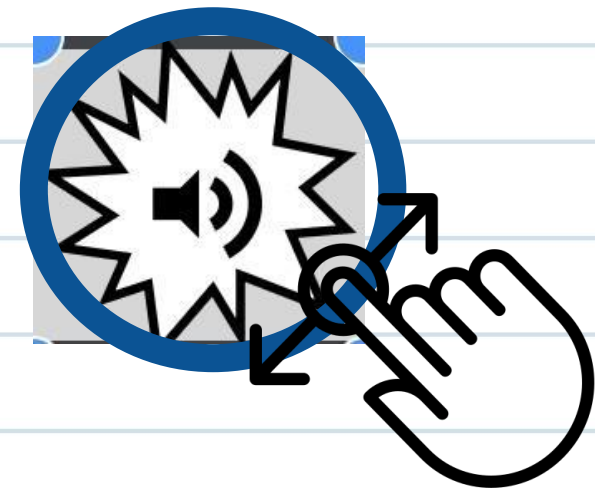
Some impressions:

My favourite leisure experience

Leisure time:

Task: Record a short Audiofile and talk about your favourite leisure experience of the day.

Now a speaker icon arise.
You can drag the icon
where you want it.

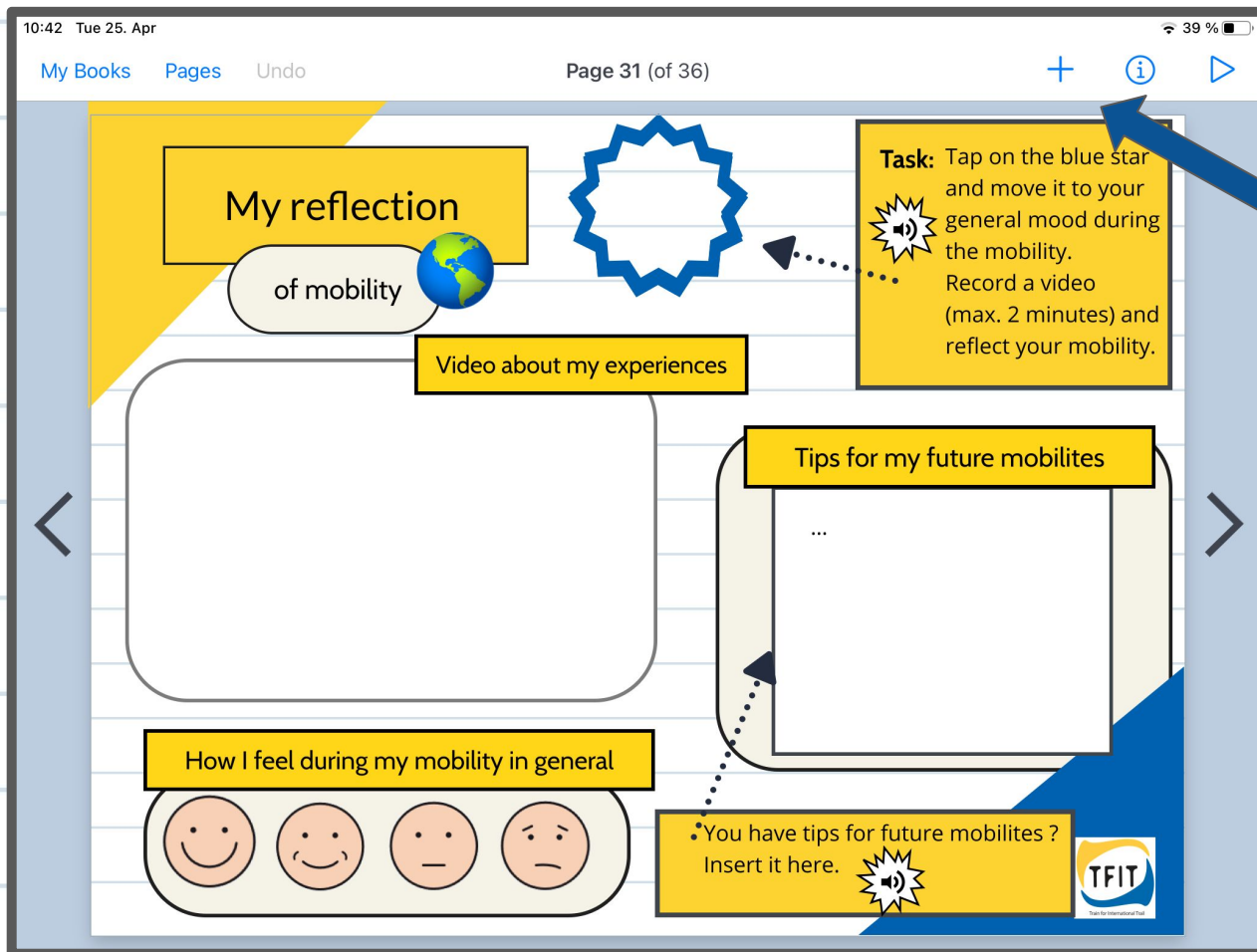


How to...



record a video

Step 1



To record an video, tap on the + symbol in the upper corner.



How to...



record a video

Step 2

10:42 Tue 25. Apr

My Books Pages Undo

Page 31 (of 36)

39%

The screenshot shows a digital storybook page titled "My reflection of mobility". The page contains several text boxes and interactive elements:

- "My reflection of mobility" (with a globe icon)
- "Video about my experiences" (with a video camera icon)
- "Tips" (with a starburst icon)
- "How I feel during my mobility in general" (with four smiley face icons)
- "You have tips for future mobilites? Insert it here." (with a starburst icon)

A menu is open over the page, listing the following options:

- Panels
- Speech
- Thought
- Add Text
- Media
- Comics
- More

The "Media" icon at the bottom of the menu is highlighted with a blue circle and a hand cursor.

Tap now on the Media icon.

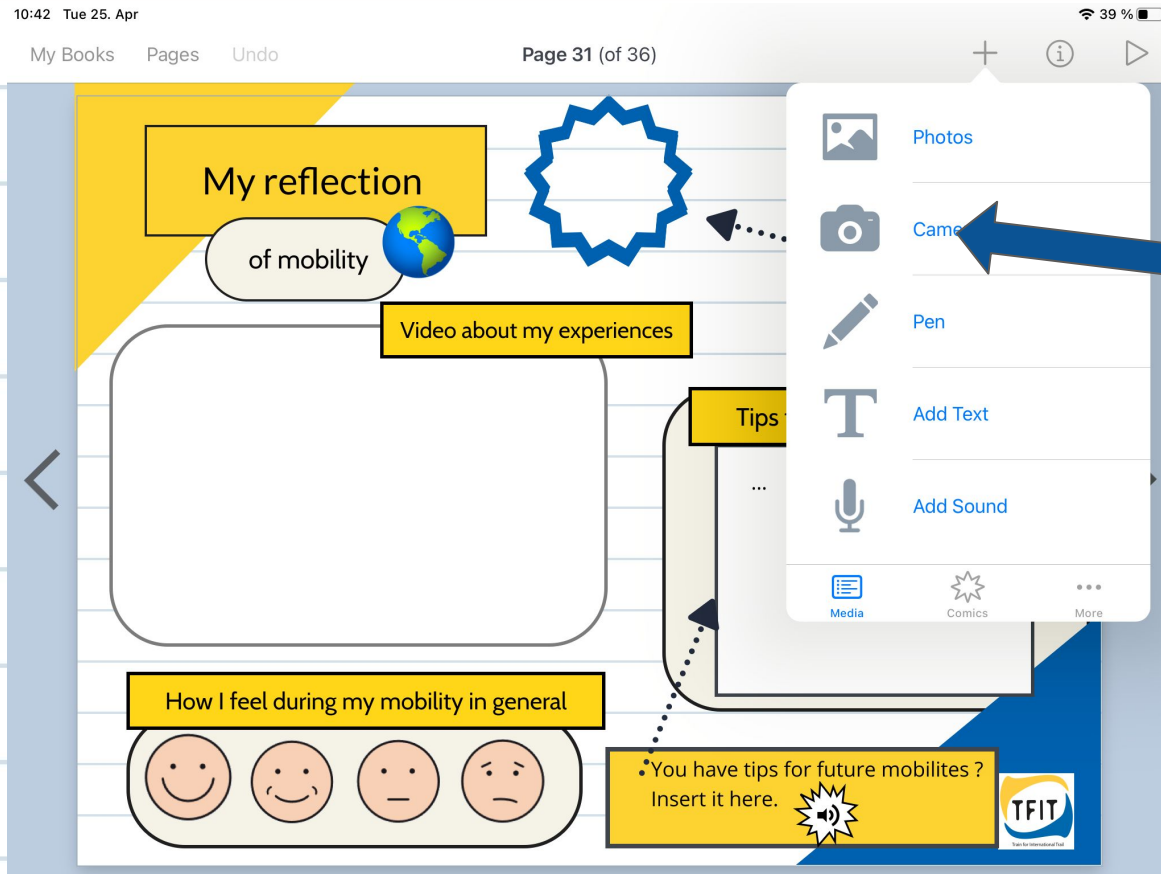


How to...

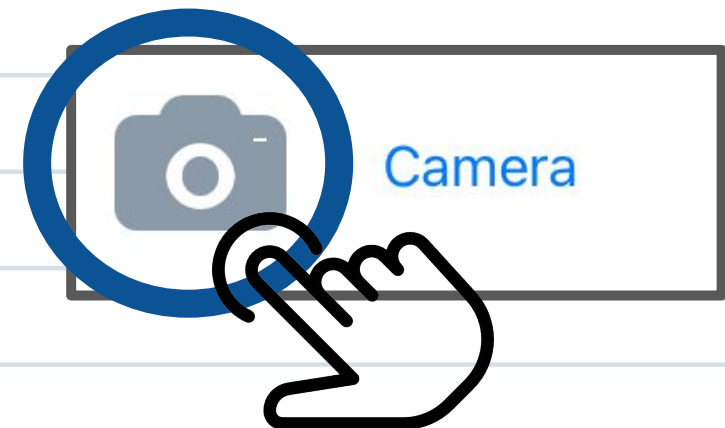


record a video

Step 3



Tap on the camera symbol



How to...



record a video

Step 4



Turn the camera in your direction by tapping this icon.

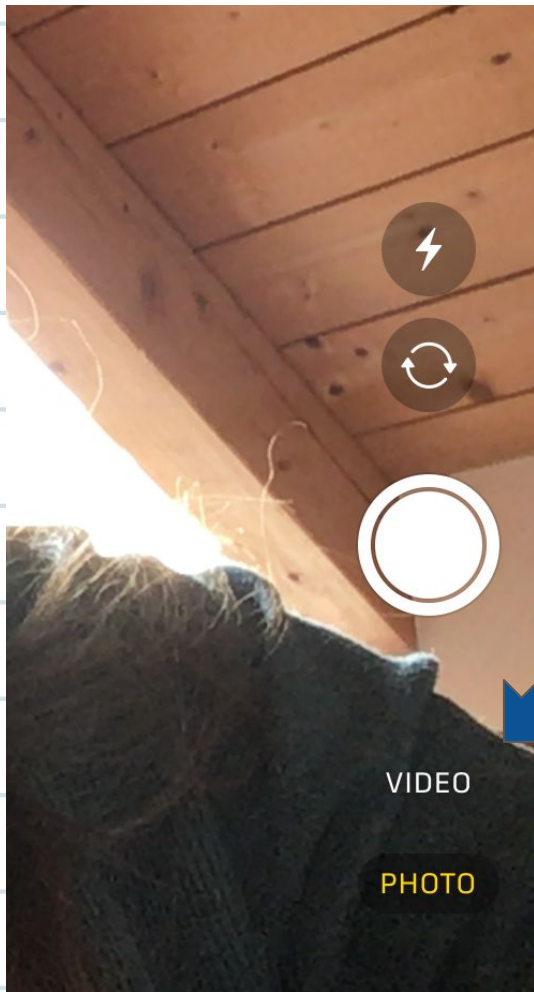


How to...

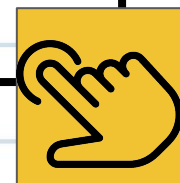


record a video

Step 5



Switch by tapping on video.

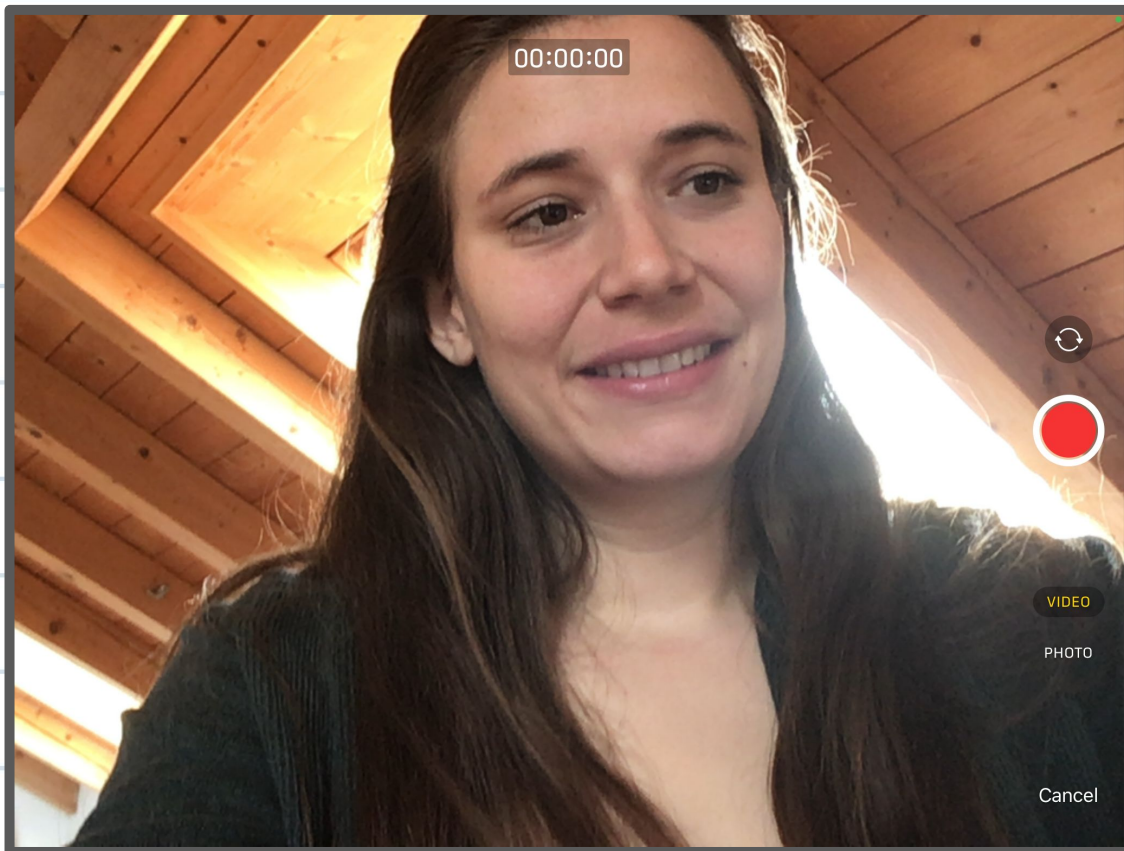


How to...



record a video

Step 6



When you are ready to record a video, press the record button.

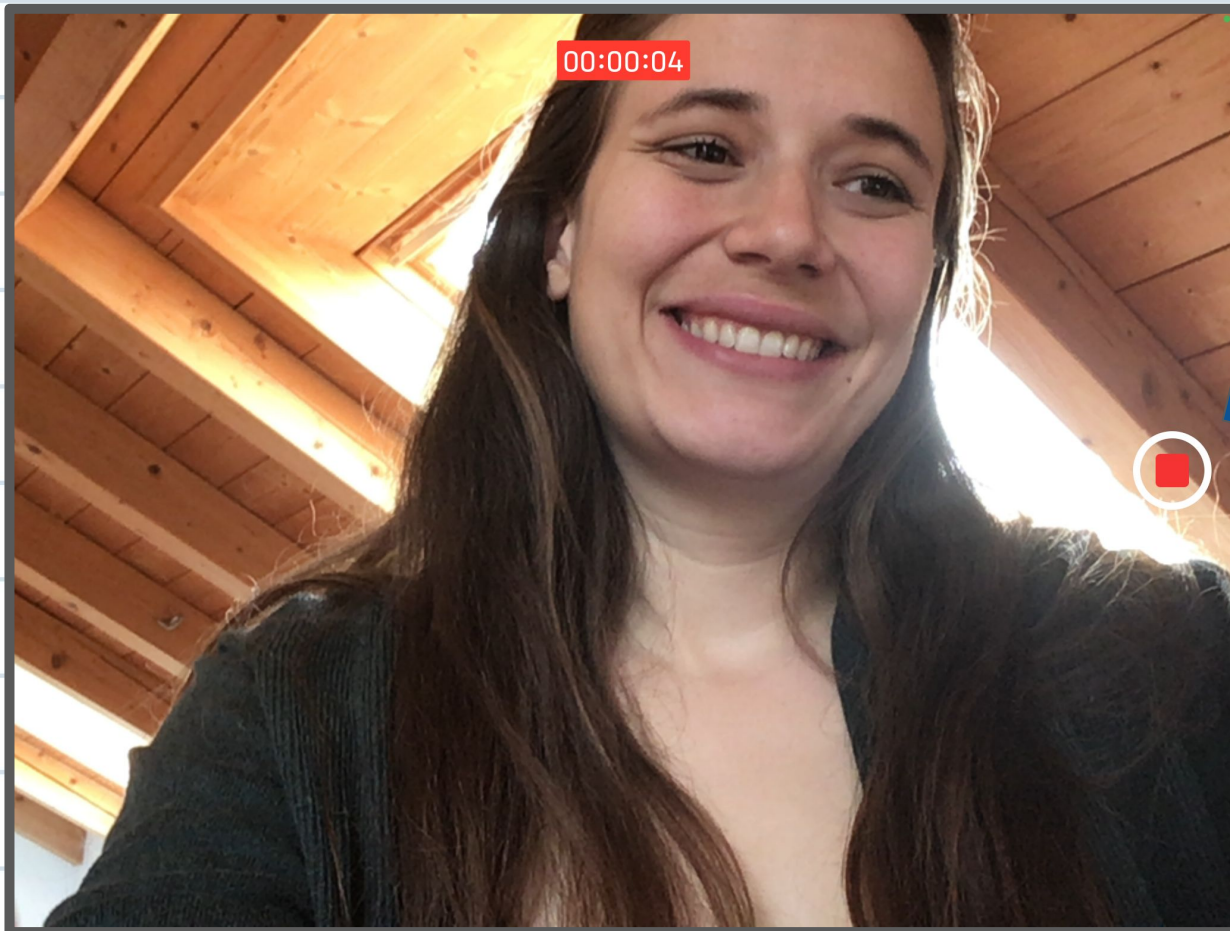


How to...

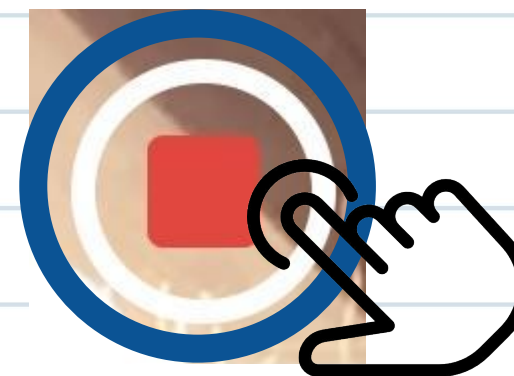
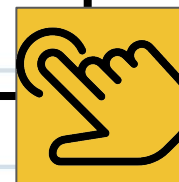


record a video

Step 7



Now you record.
Tap the record
button again when
you are done.

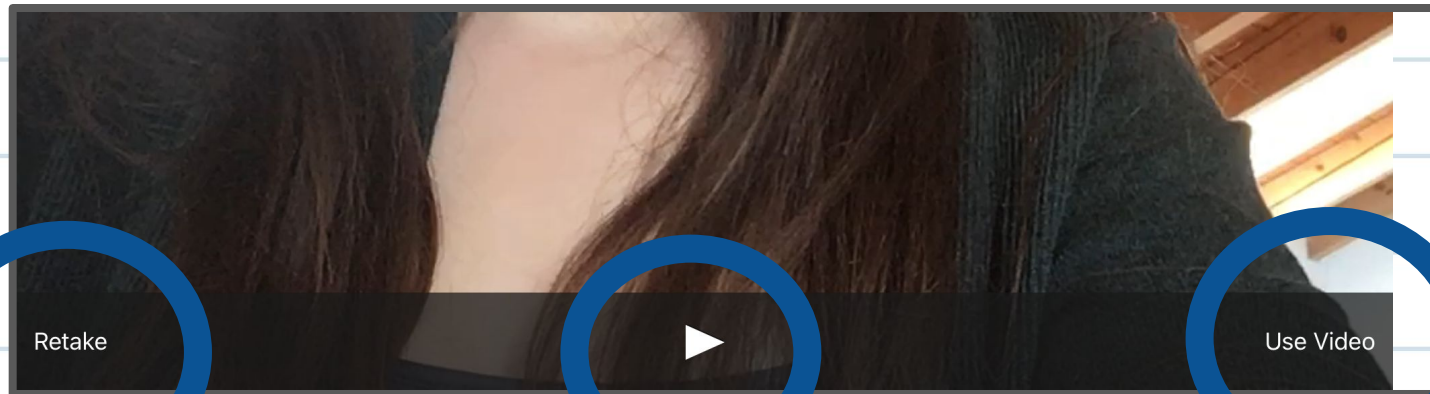


How to...



record a video

Step 8



At the bottom you can now choose if you want to record again, watch it as test or use it. Tap on your choice.

record video again

watch for testing

use video in book creator



How to...



record a video

Step 9

make a

10:43 Tue 25. Apr Page 31 (of 36)

My Books Pages Undo

My reflection of mobility

Video about my experiences

Tips for my future mobilities

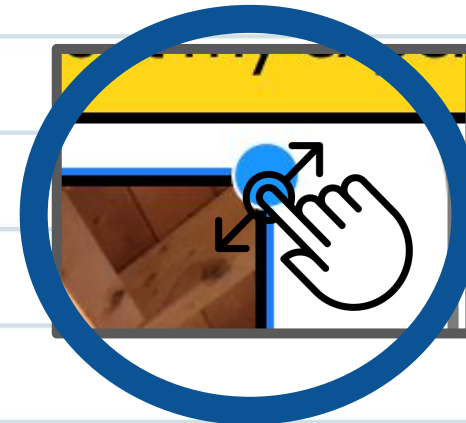
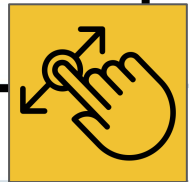
How I feel during my mobility in general

Task: Tap on the blue star and move it to your general mood during the mobility. Record a video (maximum 1 minute) and insert your mobility.

You have tips for future mobilities? Insert it here.

TFIT

Your video appears. It will be too big. Adjust the size by dragging the blue corners.

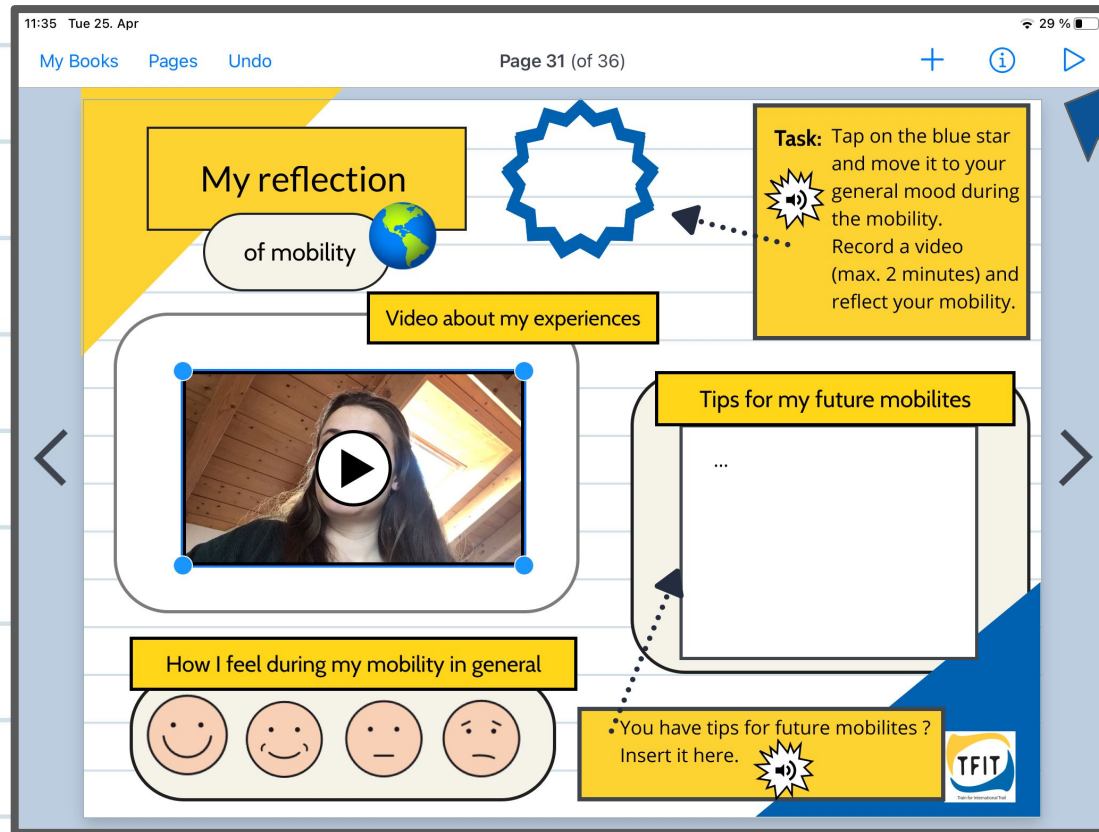


How to...

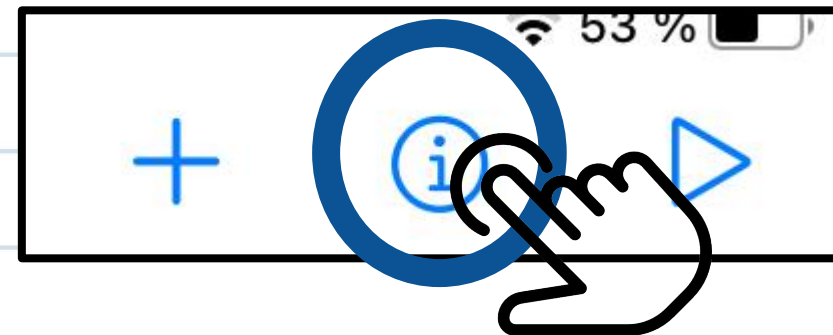


delete a video or audio file

Step 1



Your video should be highlighted.
Tap on the info icon in the upper right corner.

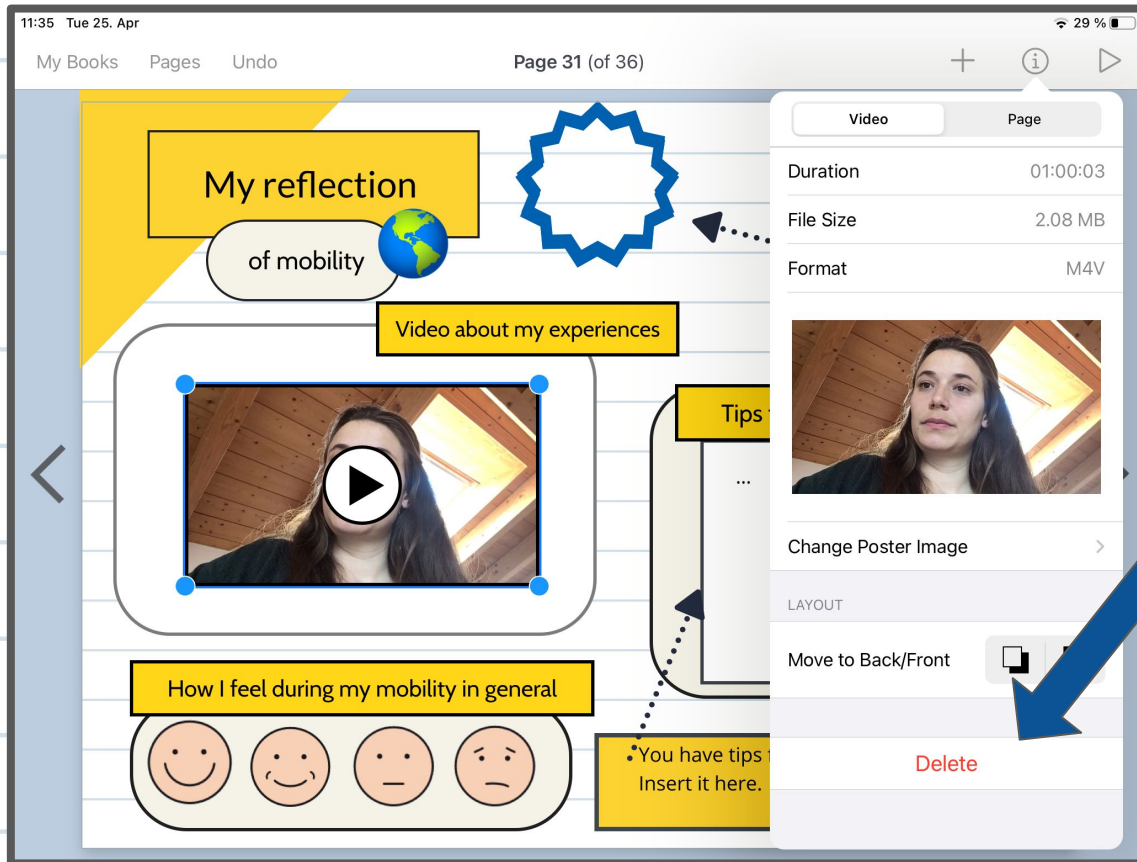


How to...



delete a video or audio file

Step 2



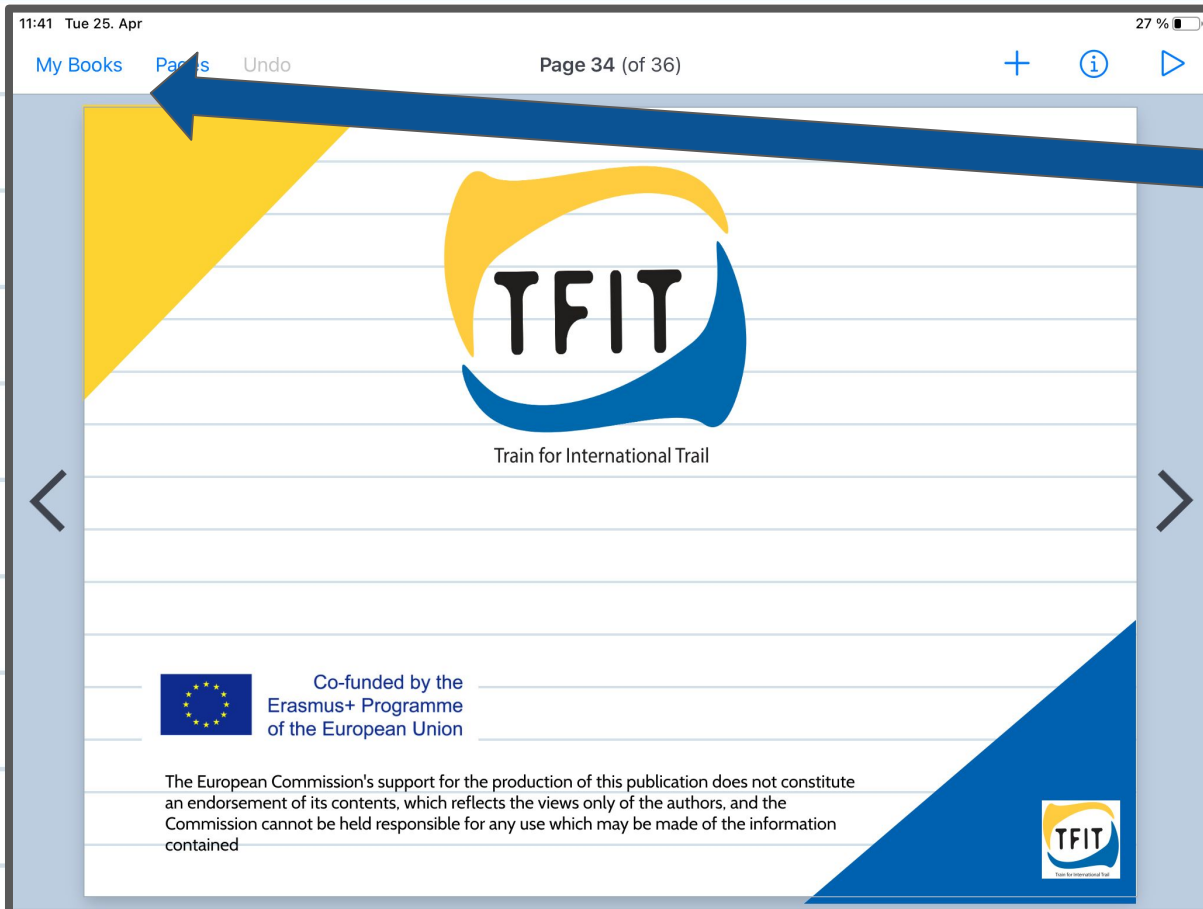
Tap now on Delete



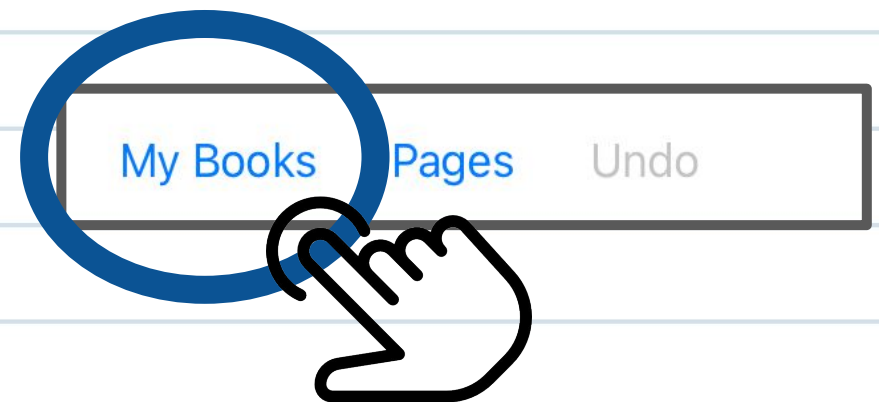
How to...



go back to your bookshelf



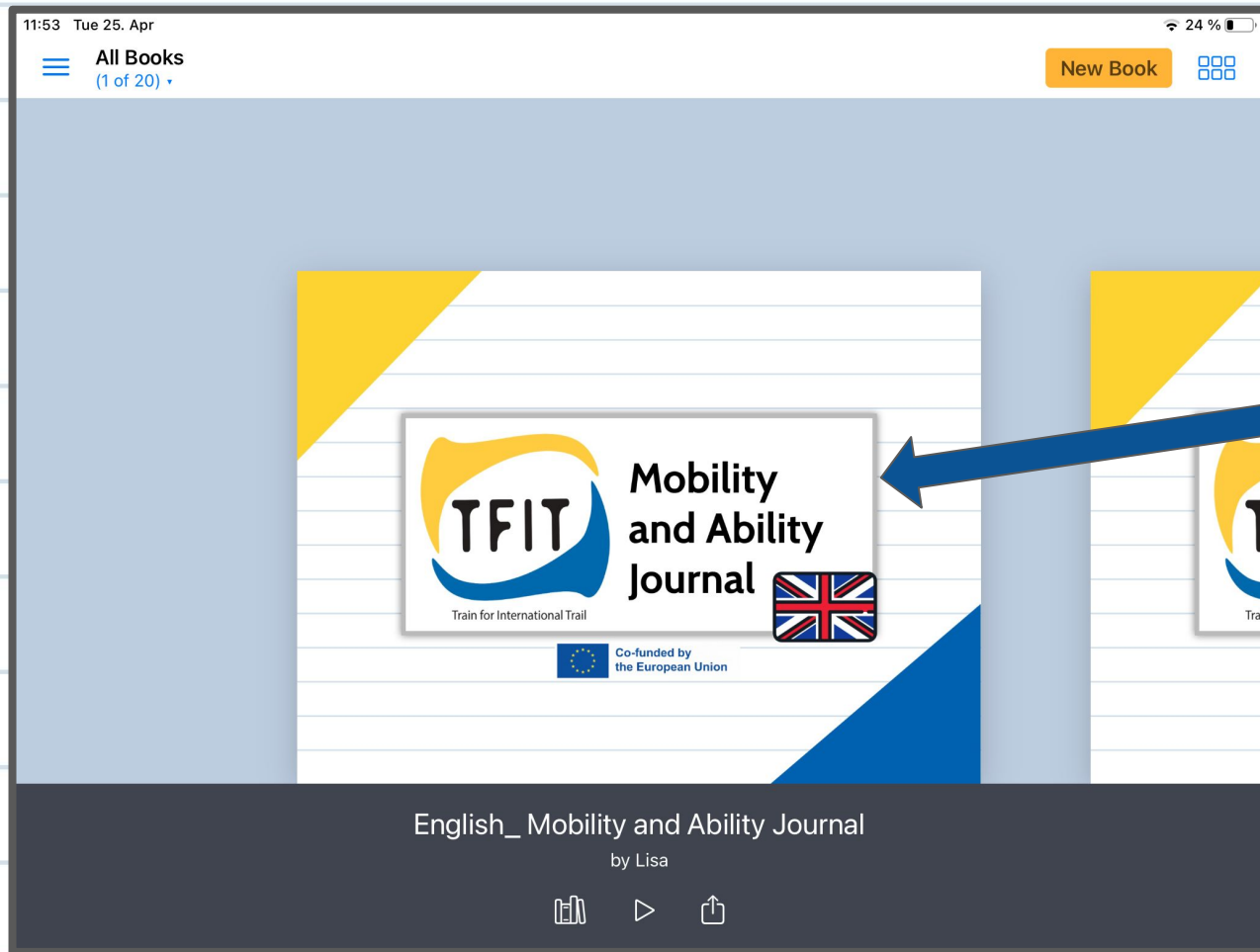
You can always go back to your bookshelf. Tap on my books in the left-hand corner.



How to...



play your book



To flip through your book in full view, press the play button.



How to...



finish and export your book

When you have finished your book and would like to export it, please ask your supporter or trainer for help.



Train for International Trail

Credit icons :

all from  flaticon



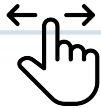
[Idea icons created by Freepik - Flaticon](https://www.flaticon.com/free-icons/idea "idea icons")



[Hand icons created by Pixel perfect - Flaticon](https://www.flaticon.com/free-icons/hand "hand icons")



[Tap icons created by Pixel perfect - Flaticon](https://www.flaticon.com/free-icons/tap "tap icons")



[Swipe icons created by Pixel perfect - Flaticon](https://www.flaticon.com/free-icons/swipe "swipe icons")



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[Hands and gestures icons created by dr.iconsart - Flaticon](https://www.flaticon.com/free-icons/hands-and-gestures "hands and gestures icons")



[Question icons created by Freepik - Flaticon](https://www.flaticon.com/free-icons/question "question icons")



[Swipe icons created by bsd - Flaticon](https://www.flaticon.com/free-icons/swipe "swipe icons")



[Info icons created by Freepik - Flaticon](https://www.flaticon.com/free-icons/info "info icons")



Train for International Trail



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