

# INSTRUCTIONS

## TO EDIT IMAGES

Open the file titled Editable Images Visual Schedule  
There are 5 boxes you can put images in. Each box  
will auto populate onto the other pages.

Double click on the image you want to edit. You will  
be prompted to browse for an image on your  
computer.

Select the image you want. It should load into the  
correct field and auto populate onto the remaining  
pages.

Save your changes.

## TO EDIT TEXT

Open the file titled Editable Text Visual Schedule  
There are 5 boxes you can put text in. Each box will  
auto populate onto the other pages.

Click on the text box you want to edit and type.

Save your changes.

## TO USE THE SCHEDULE

Open your saved file. Click on VIEW at the top of the  
screen. Click on ZOOM and FIT HEIGHT.

Click on PAGE DISPLAY and select SINGLE PAGE VIEW.

Click on the check marks as items are completed.

Watch this video if you need more help.

[bit.ly/visualcheduleinstructions](http://bit.ly/visualcheduleinstructions)