The User Guide for PictureTools

http://kidtools.org/

<table>
<thead>
<tr>
<th>Opening Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>PictureTools is a program for young, pre-reading children, ages 4-7, to provide behavioral supports for school and home. PictureTools is designed to support children with self-management and problem solving skills and help them become independent in using the skills.</td>
</tr>
<tr>
<td>On this screen, the child logs in with his or her name and clicks “Go”.</td>
</tr>
</tbody>
</table>

| This is the main menu screen of PictureTools. There are ten tools in the program. Click on any tool to start. |
| For this User Guide example, the following steps explain the screens and steps for using the Picture Countoon tool. |

<table>
<thead>
<tr>
<th>Picture Countoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before entering the tool, this screen gives you a choice of 5 or 10 smiley faces to use as behavior counts. Decide whether you will count the behavior 5 or 10 times.</td>
</tr>
<tr>
<td>Click on your choice.</td>
</tr>
</tbody>
</table>
On this tool screen, you select pictures for two behaviors to monitor. You should select fair-pair behaviors for the child: one positive behavior to increase and one negative behavior to decrease. Ideally, the two behaviors should be incompatible with each other.

- To see an example of the tool when completed, click on the “See Example” button.

- To select your pictures, hover the cursor over the question mark and click. This opens the Picture Library.

This is the example card for a Picture Countoon with five counters for each behavior. In addition to viewing an example of a completed card, there are directions for making the tool.

To return to the tool screen, click on the “X” to close the example screen.

After clicking on a question mark over the camera image, the Picture Chooser opens. To view all the available photos, click on each category and then use the scrollbar to move up and down the options. Click on a picture to select it.

There is a category “My Pictures” where you can store digital photos you create so you can use them in the program. To add your own photos, open “My Pictures”, click on the + symbol, find your photo on your computer, click on it, and it is automatically added to your “My Pictures” library for your use. Note: This picture library is only stored on the computer where you added it.
This is a completed Picture Countoon tool showing two pictures selected from the Picture Library and five counters for each pictured behavior.

Other button options on the tool screen:

- **Start Over**: Removes all pictures displayed on the tool screen.
- **Print**: Opens the print dialog box to print the tool if you are connected to a printer.
- **Exit**: Returns you to the main menu screen.

To remove one picture on the tool, hover your cursor over the center of the picture until an “X” appears. Click on the “X” to remove the picture.

Then you may make another selection.

The Printer dialog box appears after clicking on the printer icon.

Open the “Format For” pull-down menu to see the list of printers available for your computer and select the desired printer.

Make other print option changes as desired, then click on “OK” to print the tool card.
**Do It – Mark It**

Use this tool to monitor 2 or 4 behaviors. Then you may choose any two behaviors to teach and monitor.

This is a completed example for Do It - Mark It.

After printing the card, the child uses the smiling/frowning faces for self-monitoring these two behaviors.

**Do It Steps**

Use this tool to monitor steps in a sequence for meeting a goal. To the extent possible, arrange the cards to match a sequence of steps in a task or behaviors in a process.
This is a completed example for Do It Steps. After printing the card, use it to remind the child of steps needed to reach a goal or outcome in a specific situation.

**Goal Card**

Use this tool for earning a reinforcer. First, you decide how many times the child must demonstrate the behavior to earn a reinforcer. Each puzzle piece equals one time for doing the behavior.

Second, you select a picture showing the desired reinforcer. Remember that a digital photo can be made of a reinforcer you may want to use beyond those available in the Picture Library. You can add your digital photo into the Picture Library.
After printing, the child checks off each piece of the puzzle when the behavior is demonstrated. When all the pieces of the puzzle are checked off, the child has earned the reinforcer that is shown in the picture.

This is a completed example for a Goal Card with five pieces.

**Group Skills**

Use this tool to identify and monitor behaviors needed in a group class situation.

First select a picture for the group class situation.

Then identify and select four behaviors that are needed for success in that group situation.

This is a completed example for Group Skills.

After printing, the child uses the smiling/frowning faces to self-monitor each of the component behaviors needed for the group setting.
How Am I Doing?

Use this tool to monitor activity level. Select a picture for Tigger to show a behavior that is too fast. OR select a picture for Eeyore to show a behavior that is too slow.

Then select a picture for Pooh to display an alternative behavior that would be just right or appropriate in the situation.

This is a completed example for the How Am I Doing? Tool.

The choice of Eeyore is made for a boy who is too slow (he is not participating in class or doing his work). The boy is not pictured with Tigger since he is NOT working too fast.

The choice of Pooh is made to show the boy working appropriately on his class work.

Turtle Steps

Use this tool to help a child regain control in a situation by learning and following the steps of Turtle.

Insert pictures for these steps:

Step 1: Recognize when to stop and "turtle".
Step 2: Use a relaxation procedure.
Step 3: Make a plan to handle the situation or do a better behavior.
Step 4: Forecast a good outcome for following the plan.
This is a completed example for Turtle Steps.

After printing, the child uses the card as a reminder to follow the plan when triggered by an out-of-control situation or to go into a turtle planning procedure for a new problematic situation.

This is one card that you may need to make your own digital pictures to use to illustrate the options in your classroom/situation.

**Picture Contract**

Use this tool to make an agreement between a child and an adult. Use the pictures to show a desired behavior that earns a desired reinforcer. The contract makes it explicit that *when* a desired behavior occurs, *then* the reinforcer is earned.

This is a completed example for Picture Contract.

After printing, the child uses the contract as a reminder and to monitor completion of the contract.

You may want to make digital photos of the reinforcers available in your setting.
**Red Light – Green Light**

Use this tool to gain control of an impulsive or negative behavior and make a plan for a better response. Select pictures for the steps:

- **STOP**: identify an impulsive or negative behavior to stop.
- **THINK**: think about alternatives and make a plan to change the behavior.
- **DO**: identify the positive behavior that is an alternative to the negative behavior or a better response in the situation.

This is a completed example for Red Light - Green Light.

After printing, the child uses the stop light card as a reminder and to monitor completion of each step of the stopping, thinking, and doing process.

---

**My Story**

Use this tool to show a sequence of thinking and action steps to follow when confronted with a problematic situation or to make a behavior plan that leads to a desired outcome or reinforcer. The first picture shows the *when*, the last picture shows the *results*, and the four pictures between show steps to gain the results identified as *first*, *then*, *next*, and *last*. 
This is a completed example for My Story. After printing, the child uses the story card as a reminder to follow steps to manage a problematic situation or to carry out a behavior plan. The pictures display the specific steps of the process that lead to the positive results.

### KidTools Resources Program

This program offers a searchable information base for all the tools in KidTools, KidSkills, and PictureTools.

Overviews of the intervention and strategies, tips, examples and further suggestions are provided for each tool.

This program can be downloaded from the Kid Coach web site.

### Kid Coach Support Web Site

http:kidtools.org

Kid Coach is a support web site for adults who help children learn and use tools. Sections of the web site explain the rationale and research underlying the tools (About), a quick way to view all the tools (See Tools), practice scenarios for planning and trying selected tools (Scenario Practice), the place to download all the programs (Free Downloads), materials for use in professional development (Training Materials), and further technical, publications, and ordering information.