ROMPA®

Snoezelen® SurfPro™ Interactive Projector by Rompa® User Manual Software v2.14

For carers, therapists and enablers.

Section 1
Basic Operation

<u>**Getting started with your Snoezelen® SurfPro™ Interactive Projection System**</u>

Welcome to your brand new Snoezelen® Surfpro™ Interactive Projection System!

This manual is designed for use with all Snoezelen® Surfpro™ Interactive Projetion Systems including:

    A. **Install** - fixed-ceiling installation system

    B. **Mobile** – mobile table and floor system

Turning the System ON and OFF

A. Install

Turning ON

The unit is designed to be continuously powered, ready to use in stand-by mode.

1. To **Turn ON,** use the two buttons located on the top of the remote control. **Press and hold the left button, and then press the right button** (while still holding the left button down.) Let go of both buttons.

2. The projector will turn on, and the Activity Menu will display within 30 seconds.

3. The system is now ready to use. Navigate the menu using the remote control. (See page 6).

Turning OFF

4. To **Turn OFF**, use the two buttons located on the top of the remote control. Press and hold the left button, and then press the right button (while holding the left button down.) Let go of both buttons.

5. The projector will shut down, and return to stand-by mode.

Please do not attempt to turn the system back on again for at least 2 minutes.

B. Mobile

Start-up / Shutdown Button. The projection will appear within a minute

Height-adjustment buttons adjust the height of the unit (up for table/down for floor)

USB Ports for importing media

Focus lever.
If your projected image requires re-focusing please adjust this lever. For table and floor.
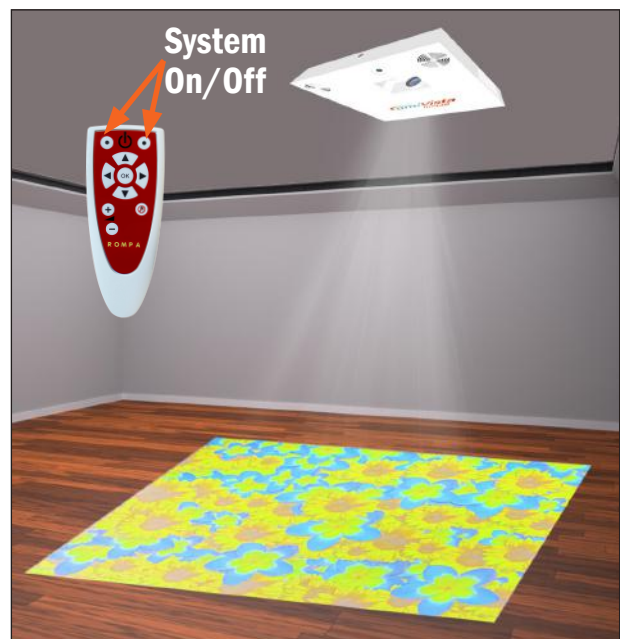
Location

Choose a location for your session that is as free from sunlight as possible.
Even small quantities of sunlight may cause shadowing that will affect the interaction on the system.
If there is a window in the room, then position the unit with it is back to the window so users can interact with the surface without causing shadows.
ONLY MOVE THE UNIT WHEN IT IS SET AT THE LOWEST HEIGHT POSITION.
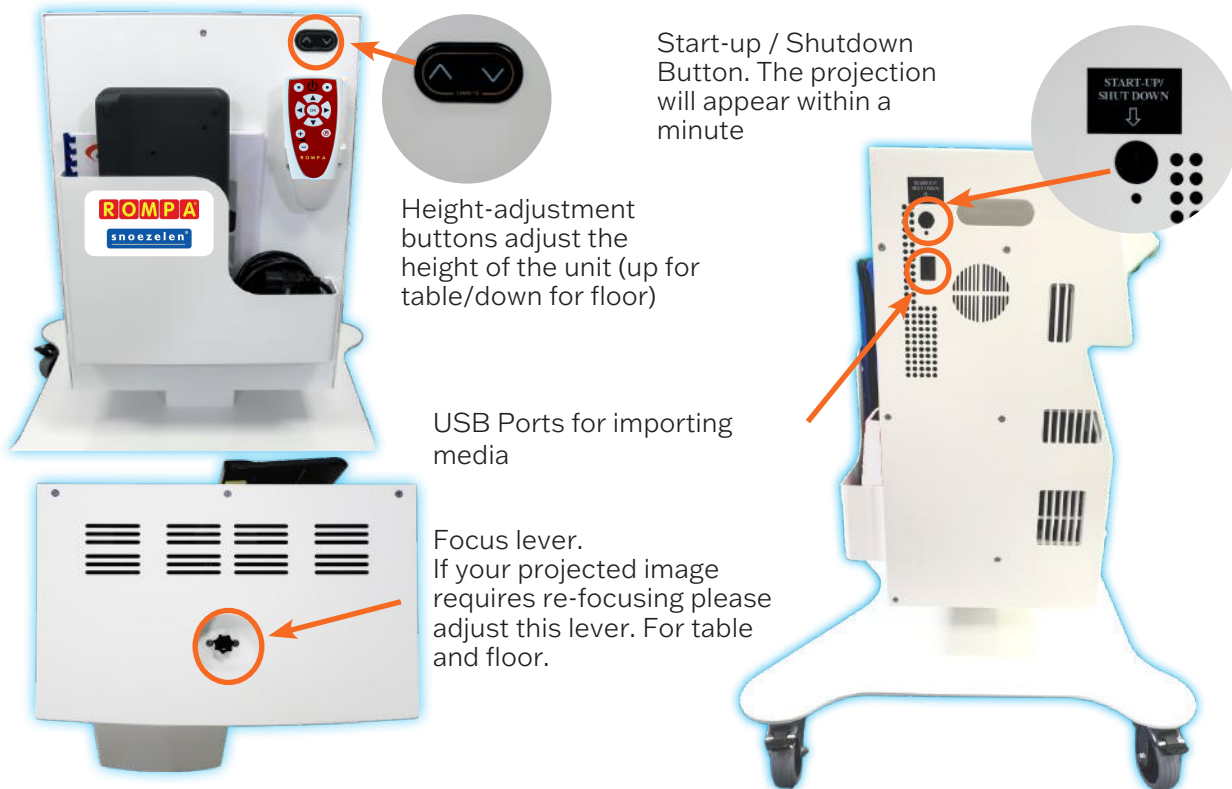The system will work best when projecting on to a flat, matt-white vinyl, or melamine surface.

Turning ON

1. Remove the dust cover and position your mobile unit adjacent to a clean, light-coloured, or white unpolished surface, and plug in the IEC power cable.
2. Wait 10 seconds before pressing the **Start-up button** on the side of the unit.
3. The Red light on the front of the unit should turn Blue.
4. The projection image should appear within 1 minute.
5. Adjust the height of the mobile unit using the **up and down arrow buttons** on the rear, so that the image fills the projection surface.
6. Adjust the **focus lever** as required to see the projected image clearly.
   Turn anti-clockwise for table focus, and clockwise for floor focus,
7. The system is now ready to use. Navigate the menu using the remote control. (See page 6).

Turning OFF

1. Press the **shutdown button** on the side of the unit. Once, briefly.
2. The projector will shut down, and cool itself for a minute.
3. **Please do not move the system, or attempt to turn it back on again for at least 2 minutes**.
4. Adjust the height of the unit to the lowest point before removing the IEC power cable and replacing the dust cover, ready for moving the unit and storage.

Remote Control

Menu/Select   Start-up/Shutdown

Activity Navigation

Interaction Freeze

Volume Up/Down

Use the **up/down** and **left/right arrow button**s on the navigator to highlight objects within the main menu.

Use the **OK button** to select an item. Selecting a folder will browse into that folder.

Selecting a back arrow will browse out of that folder.

Selecting an activity will run that specific activity.

Note: Use the **OK button** to exit an activity and return to the main menu.

Once an activity is running, use the **up/down arrow buttons** to control:

- the speed of return of pictures or objects in wipe or scatter
- the speed of objects in splat
- the delay between questions in quiz or return delay in tunes
- the speed of the fish in water, etc.

The volume buttons

Use the **+ and - buttons** to adjust the volume
(operates in the same way as a TV remote).
The current volume will display briefly as a numerical slider in the
top left corner of your interactive surface.

The freeze or stand-by button

When in the main menu, this button enables and disables system
stand-by mode. (See Page 12).
When running an activity, this button disables and enables
interaction.
E.g., in the quiz effect it allows the question to be read before an
answer is attempted.
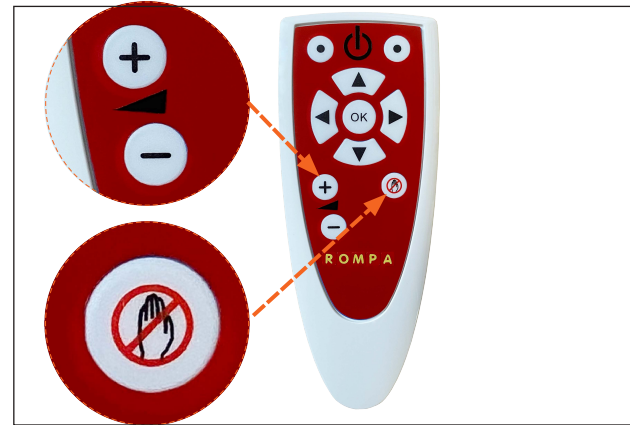
E.g., in the Wipe effect it allows the original image to fully
return uninterrupted before a second image in a sequence can be revealed.

The activity main menu explained

This is the main activity menu displayed on system start up:

The current folder is highlighted/enlarged e.g., 'Care Suite Standard'

Select **OK button** on the remote to open this folder.

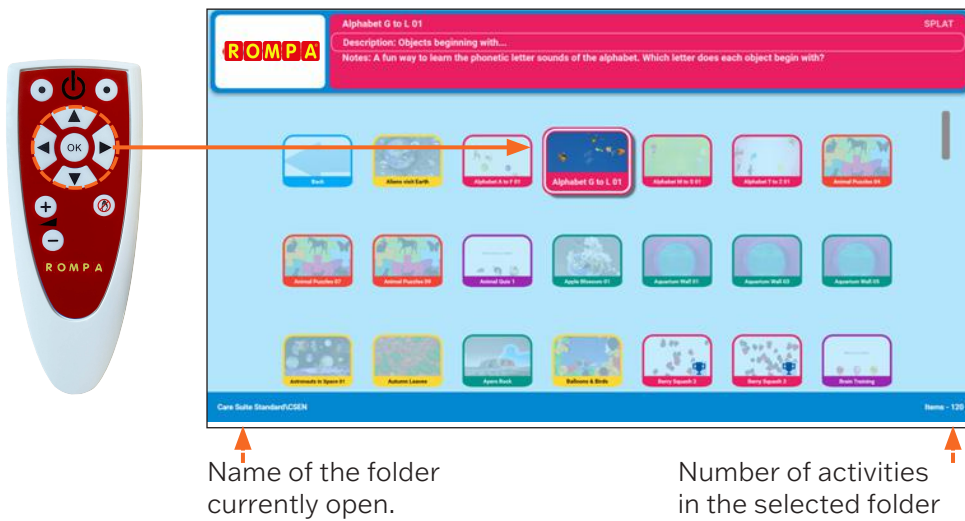**Please note** that the current folder displayed will vary depending on the activity suite
installed with your system. The different activity suites available include:

● Care Suite
● Children's SEND Suite
● Adult SN Suite

Opening on the selected activity suite, "Care Suite Standard" in this example, will then display all of
the activities available.

Activity Name

Description

Notes

The current folder is
highlighted
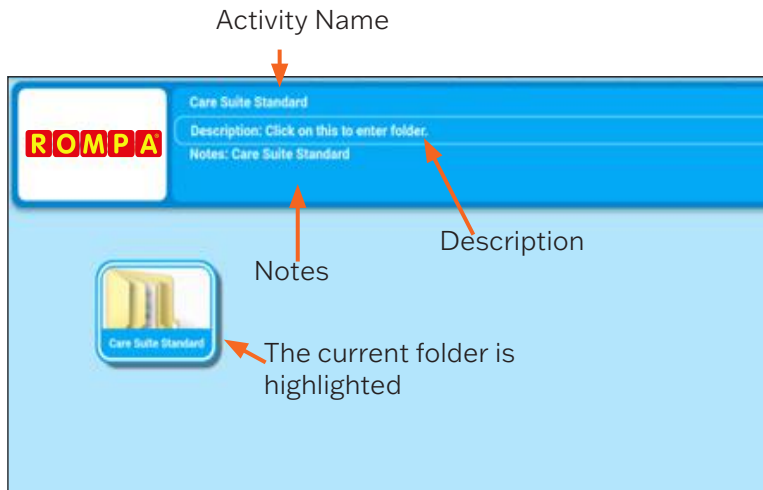
Navigating your activities suite folders

Name of the folder currently open.

Number of activities in the selected folder

Inside the activity suite folders the activities are displayed alphabetically.
Use the remote function arrows 'up' 'down' 'left' 'right' to move to each activity.

- Each activity has a name and corresponding notes that appear in the window at the top.
- To select an activity, simply navigate to the activity you want, and press the central 'OK' button.
- A loading screen will appear, and a few seconds later the activity will be ready to use.

Note: By default, all activities are arranged in alphabetical order. See section 2 of this manual for details on how to change the sort order.

Using the remote control to start an activity

Use the **right arrow** on the remote to highlight the '**Apple Blossom 1**' activity.
Press '**OK**' to start this activity. Starting the activity will run it in "*Play mode*".

Once the activity is started the loading screen will be briefly displayed. Wait until the activity loads before continuing to use the remote.

Type of activity selected
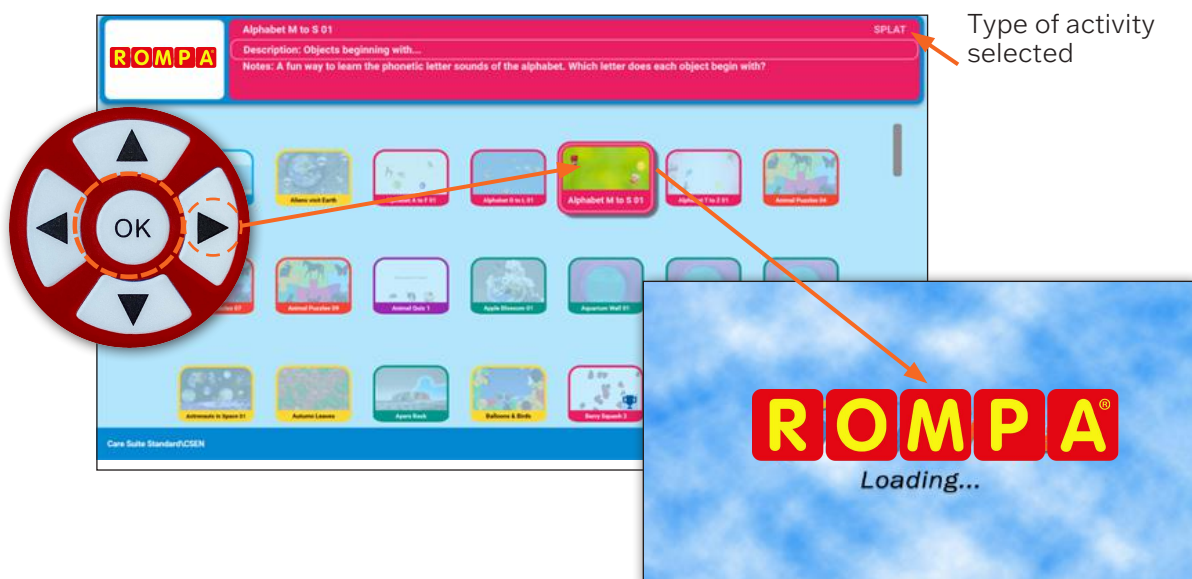
Using the remote control in play mode

Volume button

Once the activity is running use the **+** and **−** **volume buttons** to adjust the volume. In the Apple Blossoms activity the garden-sounds backing track volume is adjusted.

A numerical volume display will appear in the top left corner of the screen.

The left/right arrow buttons

When the activity is in play mode the remote **arrow buttons** can be used to control the way the activity performs. This will vary depending on the type of activity selected.

In Wipe activities
Using the **left/right arrows** will change either the Fadeback Delay or the wipe radius.

Fadeback delay is the time in seconds before the original image returns.

Wipe radius determines how much image is revealed in one wipe action.

The **up/down arrows** on the remote will adjust these values.

Note: The default setting for these settings will work well without any adjustment necessary.

Left/Right navigate   Up/Down adjust
                          selected setting
                          value

Play-mode activities settings control

The fadeback delay or wipe radius value will display here.

Fadeback delay : 7

The remote **arrow buttons** have different functions depending on the activity type.

Activity Type	Settings
Splat	Object speed from 0-10
Scatter	Object move-back speed Object sensitivity to movement.
Water	Fish speed 0-20 Fish to swim away/towards the interaction
Quiz	Interaction delay (the delay before the next question appears) Result timer dictates the number of seconds that the quiz score is displayed
Wipe	Changes Wipe radius

The remote freeze button.

The '**freeze button**' is used to temporarily stop interaction.

When selected it displays a hand inside a red circle. In Wipe activities the **freeze button** halts the reveal of the second image.

Note: To bring back interactivity simply select **freeze button** again.

In **Splat activities**, objects cannot be splatted in freeze mode.

In **Quiz activities** the freeze button prevents an answer being revealed prematurely (allowing for question The

The **freeze button** is particularly useful in **Wipe activities**. It promotes discussion of an image before hidden objects are found and allows the first image to return uninterrupted so the next image in a sequence can be revealed.

### Slowing down and speeding up moving objects

Adjust the speed of an object to enable those with different reaction times to engage at their own level and still attain achievement.

It often adds to a sense of achievement if a user begins interacting on a slow speed, and then gradually increases this speed over time. It also helps develop reflexes and observation skills which can spill over into other aspects of daily life.

The **object speed** is numerically displayed in the top left corner of your screen 0-10, with 0 - being barely moving at all, to 10 - moving very fast.

Use the **up/down navigation buttons**. A numeric display appears top left of the screen to indicate the speed of objects before the original image will reappear.

Please note that the function responds differently according to the effect. (See page 9).
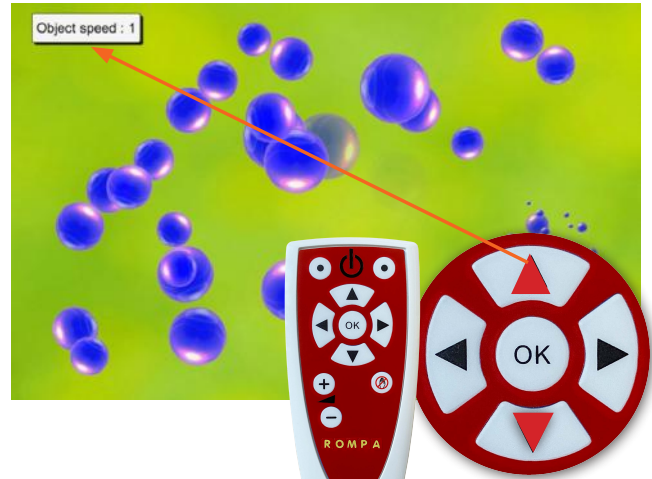
Delaying the return of the first image in Wipe

Delaying the return of the original image (**feedback delay**) allows the revealed image to remain in view longer. This can aid a sense of achievement, and allow for greater discussion opportunities.

As above use the **up/down navigation buttons**. A numeric display appears top left of the screen to indicate the number of seconds delay before the original image reappears.
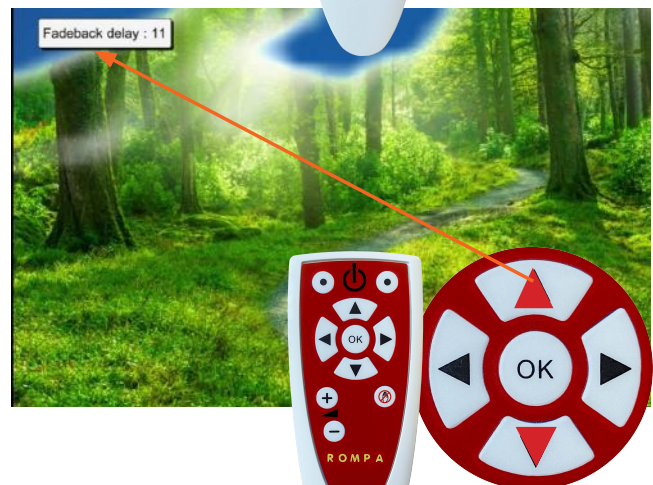
Delaying the return of scattered images in scatter

Delaying the return of the scattered images allows the revealed image to remain in view longer. This can aid sense of achievement and allow for greater discussion opportunities.

As above use the **up/down arrows** on the navigation control. A numeric display appears top left to indicate the number of seconds delay before the scattered objects cover the background image.

Delaying the return of these clouds allows the station scene to be enjoyed longer.
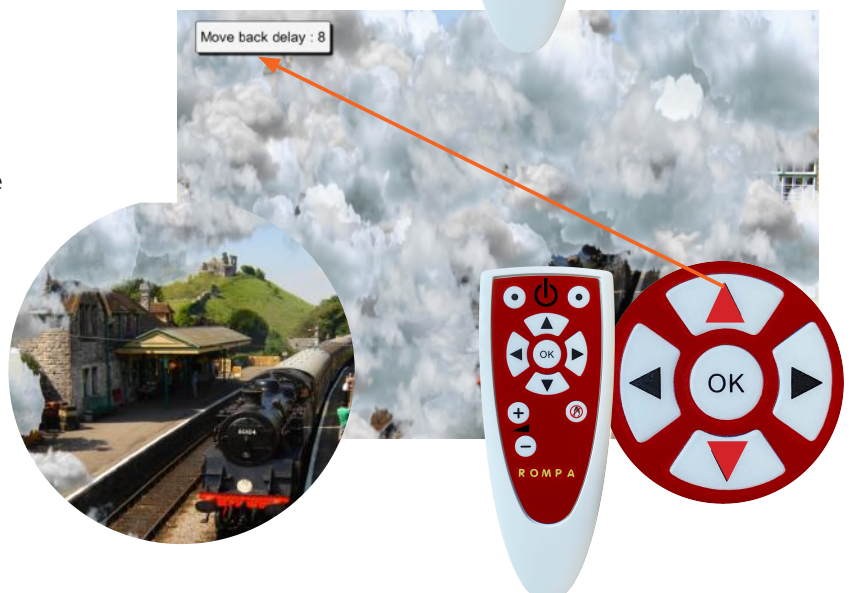
Delaying the text question in Quiz

Using interaction delay in Quiz allows more time to discuss the correct answer before moving onto the next question.

Click the **right navigation button** twice to see the interaction delay timer and use the **up arrow** to increase the time in seconds.

Please note: When the correct answer is selected there will be a delay before the next question appears.


‘Freezing’ the action

Freezing the action temporarily disables interaction.
E.g., allowing time to point at/discuss a quiz question before the answer is revealed, to discuss where hidden objects may be in an image before finding them, to allow a Wipe image to return, without interruption (so the next image in a sequence can be revealed), or to simply pause interactivity in a **Splat** game partway through.

In **Quiz activities**, the freeze button is particularly useful because it gives quizzers time to point at/consider all possible answers before the correct answer is revealed.
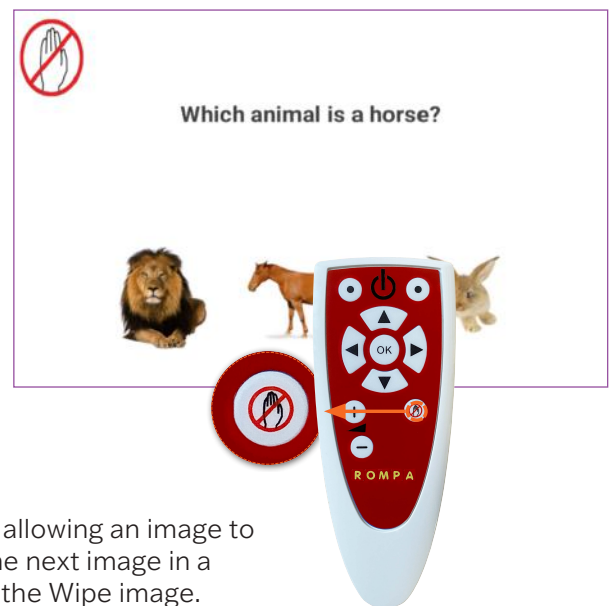

In **Wipe sequence activities**, the freeze button is useful for allowing an image to recover (without movements interrupting the return), so the next image in a sequence of background images can be revealed beneath the Wipe image.

Using standby mode

The standby mode function allows the user to temporarily blank the screen, and disable all the buttons on the remote.

In order to enter standby mode from any menu screen press the ‘**freeze interaction**’ button on the remote. To return to the menu press the **freeze interaction** button again.

Note: *Only use standby mode as a momentary freeze session function, and not as a means of turning the system off.*
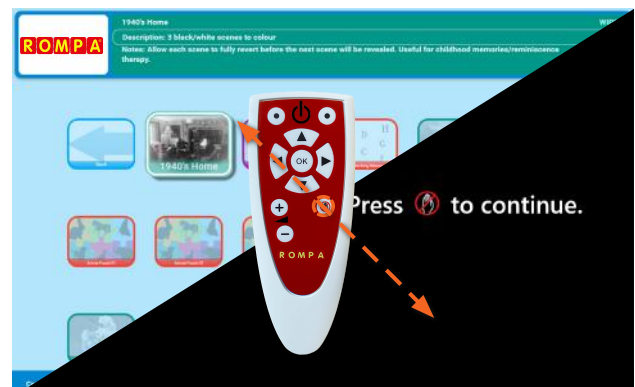
<u>Older-Care Suite</u>

This suite has been designed for all adults in care, to encourage social participation, maintain cognitive thought, promote physical welfare, and enhance emotional wellbeing. It is a powerful tool for inclusivity and has the potential to have a transformative effect on those in your care, when used effectively.

Key notes on using the Older-Care Suite

Firstly, it is important to remember that this system has been aquired for those in your care. When used imaginatively it can be a powerful tool for maintaining social skills, encouraging discussion and stimulating physical coordination/mental agility, as well as supporting emotional wellbeing.

It is vital that those using the system are able to:

✓ Access it in a safe, comfortable space
✓ Be encouraged to use it as independently as possible
✓ Interact without striking the surface, so movements don't harm hands, arms or feet.
✓ Be given equal opportunities to interact, regardless of ability, or vocal strength
✓ Explore the content at their own pace, without staff revealing too much too soon or 'doing' it for them.

"When activities are introduced creatively, with motivating activities and effective use of props, the rewards are far reaching."

Introducing the system/assessing progress

Knowing about those in your care will inform the best way to introduce the system. Perhaps an interest or hobby would be a good starting point, a favourite piece of music, colouring scenes from nature, or a trip to the seaside. Sometimes it is the mental, or physical challenge that can be the hook, or the opportunity to share a fun game with peers or family.

Many activities are designed to be introduced slowly, so that interaction can develop/increase over time. Some of the Splat activities have increasing numbers of objects, so that users can improve their response/reaction times. The speed of the objects can be controlled using the up/down buttons on the remote, so that objects can be slowed for those with slower reflexes, and increased in speed when necessary.

Assessing progress requires staff noting/being aware of social communication/cognition/physical dexterity of individuals before they begin use of the system. Progress can include anything from smiling again, to developing reflexes, joining in social conversation, spontaneously singing along to the music, or recalling a memory from their past.

E.g., playing the Blackpool ice-cream catch game unlocked a memory for one lady with dementia who surprised staff by recalling a visit to her grandad's biscuit factory in Blackpool as a child. A memory that then opened up further conversations about childhood holidays.

"The Older-Care Suite is a treasure trove of different 'visual/aural keys' that can unlock memories and abilities, and open a virtual window for those who have become withdrawn and isolated. Actively playing with colourful images enables staff and residents to interact together, without the pressure to make small talk.
It transports imaginations, while removing a sense of 'us and them'.

Planning sessions

A well-planned session should be centred on the needs and interests of the participants, with aims that will support their ongoing care plan.

With a little planning it is possible to pre-select activities that appeal to a particular group, or simply explore a relevant topic or theme. A reminiscence activity that explores the sweet shops of their childhood would be even more effective if a few of those traditional sweets were brought in to touch, taste, and smell. Keeping equipment such as balls/beanbags/batons nearby enables activities to be varied, and more inclusive for those who aren't as dexterous.

Remember: using the activity with certain goals in mind will always make the sessions more focused, and the transformative effect more measurable.

Enjoying a shared activity is an achievement in itself for an individual who often struggles to share personal space with others.

<u>The SEND and ASN Sensory Suites</u>

These suites have been designed for young people with additional needs to encourage social participation, improve cognitive thought, promote physical welfare, and enhance emotional wellbeing. It is a powerful tool for inclusivity with the potential to transform the educational environment.

Key notes on using the SEND and ASN sensory suites

It is important to remember that this system has been acquired to benefit those you teach and support. When used imaginatively it can be a powerful tool for maximising all aspects of learning. It is vital that those using the system are able to:

- ✓ Access it in a safe, comfortable space
- ✓ Be supported to make choices and explore the content
- ✓ Be given equal opportunities to interact, regardless of ability
- ✓ Experience the content using a variety of activities
- ✓ Provide sound/speed levels at a surface height that meets personal needs.

"When activities are introduced creatively, with motivating activities and effective use of props, the rewards are far reaching."

Introducing the system/assessing progress

Knowing those you support will inform the best way to introduce the system. Perhaps a topic of interest, a favourite piece of music, colouring scenes from nature, or a trip to the seaside. It may be a mental or physical challenge that will appeal most, or the opportunity to share a ball-passing activity with friends.

Many activities are designed to be introduced slowly, so that interaction can develop/increase over time. Some of the Splat activities have increasing numbers of objects so that students can improve their response/reaction times. The speed of the objects can be controlled using the up/down buttons on the remote, so that objects can be slowed for those with slower reflexes, and increased in speed where necessary.

Assessing progress requires session facilitators to be aware of entry abilities across a range of skills. Monitoring changes in communication/cognition and physical dexterity may include smiling more, co-ordinating reflexes, joining in social conversation, and moving without prompting e.g., stretching to paint or playing the glockenspiel with a ball or selecting a correct answer from a choice of answers in Quiz.

"The Sensory Suite is a treasure trove of activities designed to engage, stimulate and broaden experiences. From interactive nature scenes to musical instruments the suite unlocks potential in language and communication skills, coordination and physical ability, cognitive and emotional development and independent thinking/self-awareness."

Planning sessions

A well-planned session should be centred on the needs and interests of the participants with aims that will support their ongoing individual learning plans.

With a little preparation it is possible to pre-select activities that will appeal to a particular group or help to explore a relevant topic or theme.

E.g., A rock pool activity that explores the sights and sounds of the seashore would be even more atmospheric if a few shells were introduced for touch/tactile feedback or a sea aroma scent to extend the sensory nature of the activity. Keeping equipment like balls/beanbags/batons nearby will also keep the activities varied, making them more inclusive for those who have limited movement.

Remember: using the activities with certain goals in mind will always make the sessions more focused, and the transformative effect more measurable. Every activity can have any number of aims e.g., the coloured musical tile activities on the floor work well as.

- A throwing-beanbag activity - students can name the colour they are aiming for and a successful target hit could perhaps be linked to a matching coloured question or reward.
- A tool to develop aural/vocal awareness - students can echo each note as they step.
- A physio-balance/walking activity e.g., to encourage bigger spaced steps across the floor using the bright colours as a guide.
- A direction game –learning positional language e.g., step left/right forwards/backwards.
- A way to teach recognition of colours – can you jump on the blue square?
- Etc.

Enjoying a shared activity is also an achievement in itself for an individual who often struggles to share personal space with others.

The ability to adjust the settings (and to create your own personalised content - editable version) enables facilitators to tailor activities, so that learning is relevant, task specific, and ultimately creates a journey of discovery that is unique for everyone, recognising different learning styles, personalities, and abilities.

Types of activities explained

Types of activities and their colours

The menu screen shows each activity as a screenshot thumbnail (pic) of the activity in play, with a name and a coloured border surround.
The colour indicates the effect being used, and therefore the way the activity will behaves.

	Purple	Quiz Effect
	Yellow	Scatter Effect
	Pink	Splat Effect
	Orange	Trail Effect
	Blue	Water Effect
	Green	Wipe Effect
	Red	Zones Effect
	Light Green	Ball Games (optional)
	Light Purple	Catch Games (optional)
	Dark Pink	Double Splat Games (optional)
	Light Red	Quiz Pro (optional)

QUIZ Activities

A question appears at the top of the screen (sometimes with an image). The bottom of the screen presents a choice of 2, 3, or 4 different answers.
The user is encouraged to look at all the possible answers before selecting the answer they think is correct (the freeze button is very useful here to prevent false triggering). A tick/yes and 'ding' sound (or similar) will indicate a correct answer. Each Quiz activity usually contains at least three questions, one after another. A final score is given after the last question. Good for testing knowledge/memory/recall/cognitive thought.

SCATTER Activities

An object or multiple objects will move across the surface when movement is detected. Their speed and return can be controlled by the up/down navigation buttons on the remote.
Scatter activities encourage: finding hidden objects/observation skills, revealing a background image, dispersing objects with sweeping arm movements creating a virtual 'path' across the surface by using a ball, etc.
The activity notes above the ativity will guide you. E.g., the autumn leaves activity involves scattering leaves to find little creatures and nuts beneath.

SPLAT Activities

As in Scatter, one or more objects will move over the surface. These objects will transform when interaction takes place.
E.g., a bubble will burst, a balloon pops, a chicken lays an egg, a caterpillar becomes a butterfly, etc. In some activities a pop-up visual and aural reward appears when the activity is 'completed'. These activities are ideal for social/co-operation activities, physical stretching, and as a fun reflex challenge.

TRAIL Activities

An object or multiple objects that will follow your motion in a trail across the surface.
Their scale, growth, hold, and fade time can be controlled by the navigation buttons on the remote.
Trail activities encourage filling an area with objects, covering a background image, and creating a virtual 'path' across the surface. Roll a ball and watch objects pop up behind the ball path.
This effect is great for gross motor movement, team working and visual response.
See the activity notes for details.

WATER Activities

Water Activities imitate the surface of water with ripples and fish. When interaction takes place, the image will ripple, and fish will react to any movement.
Water Activities include the sea, coral reefs, sandy pools, rivers, puddles, rock pools, and reflections. The sights and sounds of water can transport users to a place that's very calming and rewarding. All are good for creating a sense of place, and for gentle sensory relaxation. Be aware that some users may find this activity disorientating.

WIPE Activities

Wipe activities have an image or layers of images that are hidden beneath a top image. When interaction takes place the layer below is gradually revealed.
E.g., nature discovery activities: sand is brushed away to reveal buried gems, black/white scenes become full colour, hidden butterflies are revealed in the lavender, shadow pictures are coloured or a video plays behind a still image. Reminiscence activities: black/white pics of an old shop wipe away to reveal their familiar products in full colour. In the Care Suite, Wipe activities are good for therapeutic colouring, maintaining observation skills, and encouraging movement/discussion/socialisation.
In sensory education the Wipe activities also reward movement with colour, encouraging discovery, and developing sequencing skills.

ZONES Activities

These activities have specific zones or areas of interaction, but they are not moving. When interaction takes place, an area will instantly transform.
E.g., a puzzle piece will disappear to reveal part of a picture, a star will shoot across the sky, a fish will jump out of a pond or a chime bar will play and light up on a glockenspiel. These activities provide a variety of cognitive opportunities, including maintaining flexible thinking,

BALL GAMES Activities (optional add-on)

These activities mimic traditional field and table games:

- Air Hockey
- Basketball
- Beach Ball
- Football
- Rugby/American Football

The ball (or puck) will move across the surface when movement is detected. There are options to play competitively with goals and scores, or to simply practise passing the ball across the interactive area. Their speed and force (drag) can be controlled by the up/down, left/right navigation buttons on the remote.
These activities are a great way to engage users in a variety of physical co-ordination activities using sweeping arms and leg kicks. With options to play individually, in teams, or in pairs, they also offer many opportunities for social participation, shared enjoyment, and a sense of achievement.

CATCH GAMES Activities (optional add-on)

Catch the objects raining down from above using intuitive movements.

Whether you prefer using your hands on a table projection or getting active with your feet on a floor projection.

This effect is great for encouraging hand and foot movements, great for improving balance in floor mode, encourages social interaction and improves range of motion.

DOUBLE SPLAT GAMES Activities (optional add-on)

In this exciting two-player game, your mission is to splat the object that matches the target.

Play side by side with a friend or face each other for an exhilarating challange. The best part? You can customize the game difficulty, making it suitable for players of all abilities, ensuring everyone can compete on an equal footing,

These activities improve social interaction, improve hand eye-coordination, gives you the feature to choose left or right limb to focus on therapy.

Reward and Multi Layer Icons

These icons display on top of the activity icon, to give information about the behavior of the activity (where relevant).

The trophy icons shows there is a reward at the end of the activity.
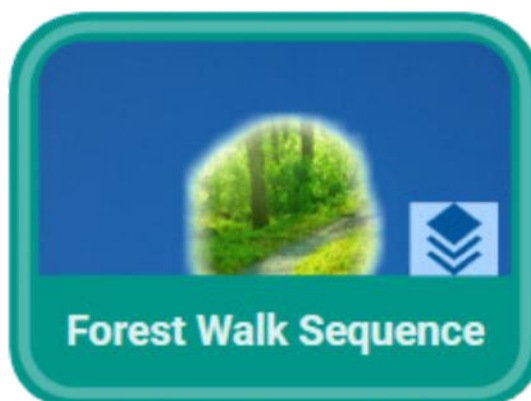
The stacked icon shows that this activity has multiple layers.

Section 2
Content editing and creation

This section of the user manual is a guide to editing the system and assumes you are familiar and fluent with all the basic features of the system covered in Section 1.

There are many reasons for wanting to create new activities, or adapt existing content for the system, but generally the purpose is to make content that is more tailored. or personal to those in your care. Using your own images and music can really help users to connect with the activity, engaging them on a deeper level, and holding their attention for longer.

If you want to change the images/music, or create your own activities, you will need to have access to an editable system. If you have bought a non-editable system, and would like to upgrade to an editable, then please contact the tech support team to find out how easy it is on **01246 211 777**.

Getting started with the keyboard

Keyboard on/off switch

Ensure you have the keyboard switched on

Press both the CTRL + M buttons at the same time and the menu bar will appear at the top of the screen.

CTRL M show/hide Menu Bar

SPLAT Activities

As in Scatter, one or more objects will move over the surface. These objects will transform when interaction takes place.
E.g., a bubble will burst, a balloon pops, a chicken lays an egg, a caterpillar becomes a butterfly, etc. In some activities a pop-up visual and aural reward appears when the activity is 'completed'. These activities are ideal for social/co-operation activities, physical stretching, and as a fun reflex challenge.

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Water Activities include the sea, coral reefs, sandy pools, rivers, puddles, rock pools, and reflections. The sights and sounds of water can transport users to a place that's very calming and rewarding. All are good for creating a sense of place, and for gentle sensory relaxation. Be aware that some users may find this activity disorientating.

QUIZ Activities

A question appears at the top of the screen (sometimes with an image). The bottom of the screen presents a choice of 2, 3, or 4 different answers.
The user is encouraged to look at all the possible answers before selecting the answer they think is correct (the freeze button is very useful here to prevent false triggering). A tick/yes and 'ding' sound (or similar) will indicate a correct answer. Each Quiz activity usually contains at least three questions, one after another. A final score is given after the last question. Good for testing knowledge/memory/recall/cognitive thought.

BALL GAMES Activities (optional add-on game)

These activities mimic traditional field and table games:

- Air Hockey
- Basketball
- Beach Ball
- Football
- Rugby/American Football

The ball (or puck) will move across the surface when movement is detected. There are options to play competitively with goals and scores, or to simply practise passing the ball across the interactive area. Their speed and force (drag) can be controlled by the up/down, left/right navigation buttons on the remote.
These activities are a great way to engage users in a variety of physical co-ordination activities using sweeping arms and leg kicks. With options to play individually, in teams, or in pairs, they also offer many opportunities for social participation, shared enjoyment, and a sense of achievement.

Once the system is turned on and is ready to be used, locate the keyboard, and make sure it is **turned on**. There is a small **on/off switch** on the back edge of the keyboard.

Once the keyboard is on you can begin to edit. If you have an activity running use the **ENTER** or **ESCAPE** key to return to the main menu. The screen will show the grid of activities and folders.

To see the toolbar menu, use the keyboard to press/hold **CTRL** key followed by the letter **M** (for Menu).

You should now see a mouse cursor and a toolbar menu at the top of the screen with the tab options.

Editable or non-editable systems

If your system is editable (with a + as part of the product code) your toolbar menu will be:

| New | Import | Edit | Rename | Duplicate | Move | Export | Delete | | Settings | — | ✕ |

If your system is non-editable (without a + in the product code) your toolbar menu will be:

| New | Import | Edit | Rename | Duplicate | Move | Export | Delete | | Settings | — | ✕ |

This depends on which type of licence was purchased with your **SurfPro** system.

*If you want to change the images, music or create your own Activities, you will need access to an editable system. If you have bought a non-editable system, and would like to upgrade to an editable, then please contact the team to find out how easy it is on **01246 211 777**.*

If your system is owned by a group there is also the option to purchase an Applicator-Creator Licence with dedicated software for a PC, so activities can be made centrally, and shared with the non-editable systems in your group.

When you want to exit the toolbar menu simply press/hold **CTRL + M** again.

Non-editable system options

The non-editable system has a limited number of features enabled so that users can manage the layout and presentation of their activities (content), and can import new content created on other editable systems.

If your systems provider has purchased an Activity-Creator Licence, they will be able to create new activities on their PC using the dedicated software, and share them with yours, and any other homes/centres that have also purchased a **Snoezelen® SurfPro™** system.

The following features are available within a non-editable system.

- **New** - Folder only   See page 22
- **Import** - Activity or Folder   See page 22
- **Rename** - Activity or Folder   See page 23
- **Duplicate** - Activity or Folder   See page 23
- **Move** - Activity or Folder   See page 24
- **Delete** - Activity or Folder   See page 24
- **Settings** - Activity   See page 56
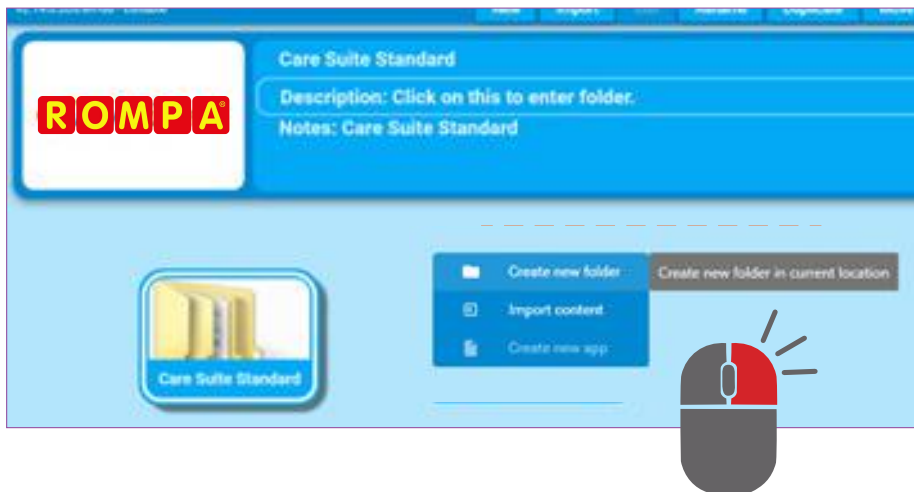
Editable System Menu Options

New

The **New** menu option allows you to create either a new folder for keeping activities or new activities.
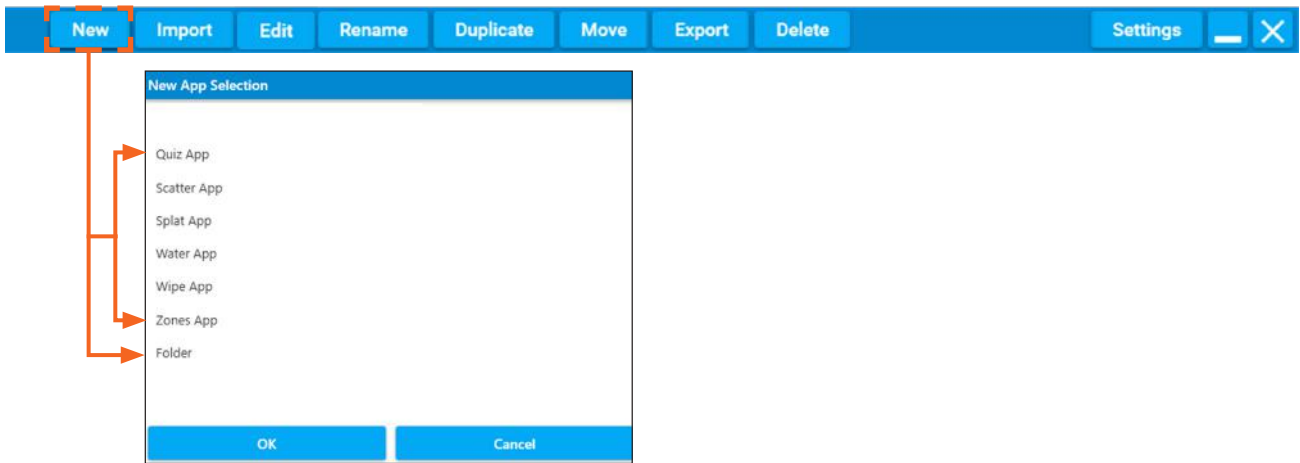

Non-editable new folder

To create a new folder using a non-editable system, browse to the location you wish to create your new folder, right click the background, and select **Create New Folder**.


Import

The **Import** menu option allows you to load new complete activities or folders of activities from other **Snoezelen® SurfPro™** systems. This might be from **Rompa**, your systems administrator, or from other creative **Snoezelen® SurfPro™** users.
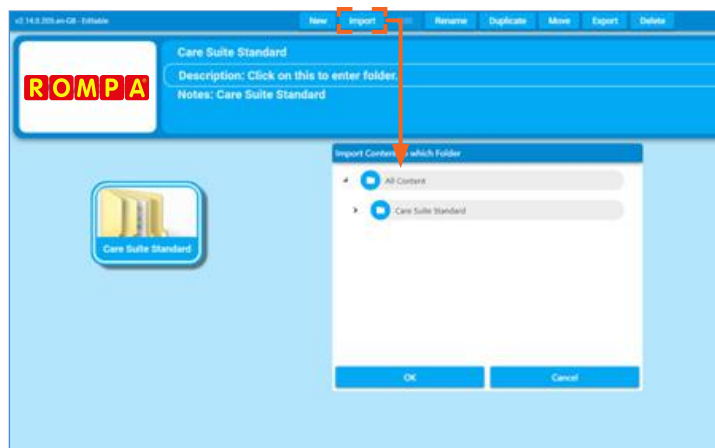
Edit

The **Edit** menu option allows you to change all the images, sounds and behaviour settings of the activity that is highlighted. See page 27 for an introduction to editing all activities.
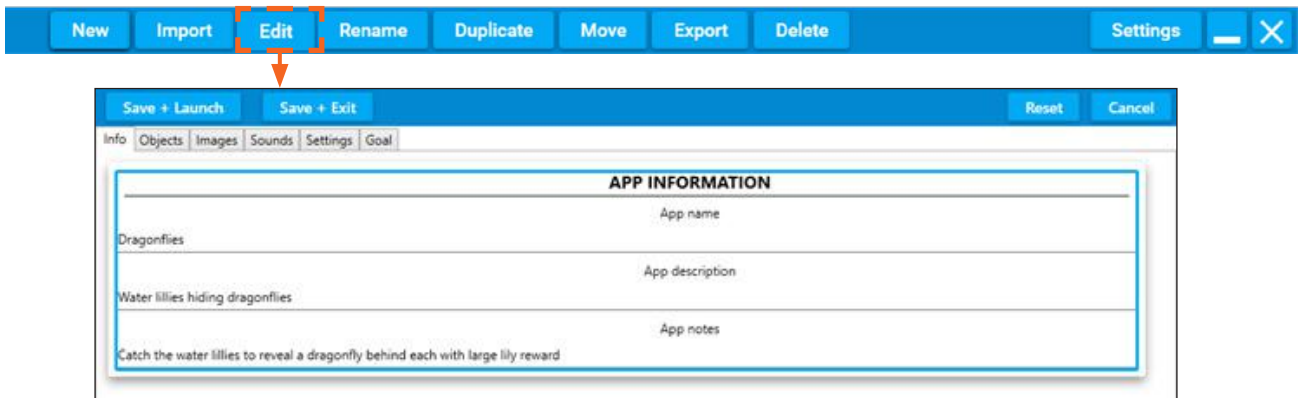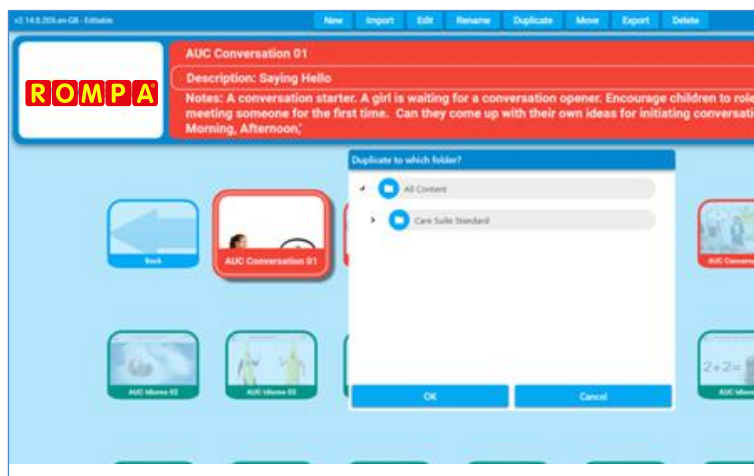

Rename

The **Rename** menu option allows you to change the name of the activity or folder that is highlighted.

Duplicate

The **Duplicate** menu option allows you to make a duplicate copy of the activity or folder that is highlighted and save it in a different folder.

Move

The **Move** menu option allows you to change the folder location of the activities or folder that is highlighted to a different folder location.

Export

The **Export** menu option allows you to copy on to a memory stick the activities, or folders of activities that are highlighted. These .OMIAPP files can then be imported on to another Snoezelen® SurfPro™ system. An export of your content is also a backup of your data.

Quick Hint:

Hold down **Shift** to click and select multiple items to Export.

Delete

The **Delete** menu option allows you to delete the activity or folder of activity that is highlighted. This action cannot be undone or reversed.

Quick Hint:

Do an **Export** of any content you wish to delete **BEFORE** you delete it

Organising activities into folders

It is very easy to create new folders, and to make duplicates of activities to go in them. A folder can be made for every individual user, containing all their favourite Activities, as well as new ones created with their own images, photos, and music. This way a folder can act as a 'personal playlist'.
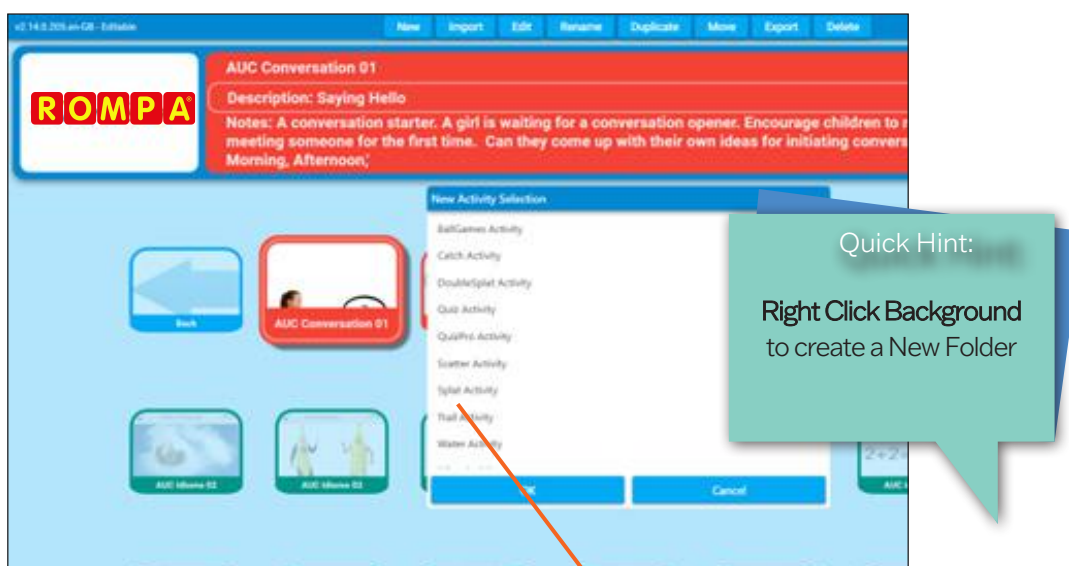
How to create a new folder

Firstly, decide where you would like this folder to be.

It can exist on the main menu screen or can be created inside an existing folder.

It might be helpful to consider creating a group folder first, then create individual folders within it. This way all personal folders are all stored in once location.

From the **Edit Menu** toolbar select **New** or right-click the background and select **Create New Folder**. A new window will pop up. From the dropdown list titled 'New Activity Selection' highlight and click "Folder" (it will turn dark grey), then click the blue button **OK**.

Quick Hint:

Right Click Background
to create a New Folder

You will now be asked for a name for that folder in a new window. You can type any name you wish, then click the OK button. Only use alphanumeric characters, and no special characters or symbol.

If you wish to create a folder inside this new folder, simply double-click on the folder you want to be inside. Once opened, you can repeat the process as above, and make a new folder and name it.
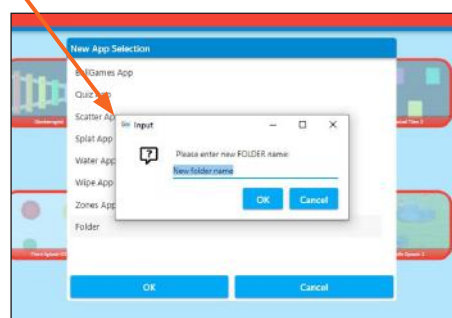
Click **New** again, then **Folder,** then **OK,** and type in a new name.

You can do this as many times as you wish, and create as many folders within folders as you wish. It's a good idea to discuss with your team how you would like to organise/name these folders i.e. by facilitator/teacher/carer, group, personal names, etc.

Moving folders

If you want to move a folder, simply click on the folder then click the **Move** button on the menu toolbar.

A dropdown menu will show you a list of all the content/folders on the system.
Simply highlight one to select it, and click OK.

<u>**Tutorial 1: Introduction to edit mode**</u>

This tutorial will cover duplicating a preinstalled Scatter activity, to create a new activity. Changing the background image and background music from either the examples provided with the system, or using your own images from a USB stick.

Changing the background image

NB: It's always best to duplicate an existing activity in order to create a brand new one because all the settings are done for you. This also avoid making unwanted changes to the first copy of the activity.

Creating a new activity to edit

Open a folder that contains an activity you'd like to change.

We will be using the activity **Autumn Trees** as an example throughout the tutorial, Duplicating the activity to create a new activity, and then changing the background image, and music.

Select **CTRL + M** on the keyboard to display the menu bar.

The menu tabs will appear along the top of the screen:

Select **DUPLICATE**

This will open the **Duplicate to Which Folder** menu. Select the folder where you want the duplicated activity to appear. (N.B. the bottom left of the screen indicateS which folder you are currently in).

The new activity will appear in the folder you have selected with the name '**Autumn Trees (1)**'.

Editing the new Activity to change settings
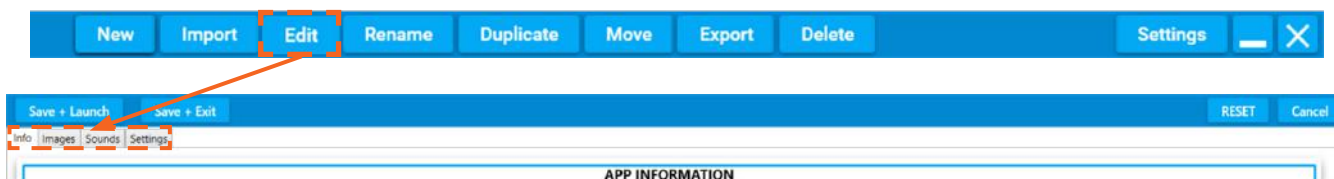
Now select the **EDIT** tab from the menu bar along the top of the screen.
This will open the editing screen for the selected activity.
Below the blue toolbar are the four editing tabs.
In Scatter-type activities the editing tabs are: **Information, Images, Sounds,** and **Settings**.

Editing activity information

The first screen of edit settings displays the activity information for the selected activity

Activity Name: Here you can type a new name for your activity e.g., **Autumn Trees 2**

Activity Description: Here you can describe the activity e.g., seasonal cherry trees and leaves

Activity Notes: Use this field to write helpful notes about the purpose of the activity, and how best to use it, e.g., effective for co-ordination when used with a ball.

The second editing tab is IMAGES
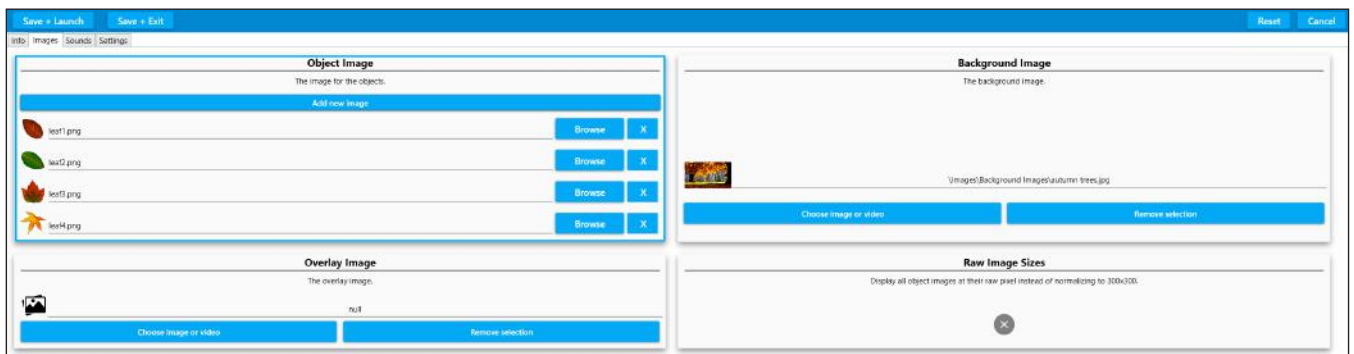
Editing object image

Object image is on the left of the screen. This displays the .PNG image, or images that move around over the surface of the Scatter activity.

In the selected **Autumn Trees 1** activity there are 4 different leaf.PNG object images, displayed alongside a small thumbnail. We can add additional object images to an activity, if required, but in this tutorial we will not be adding, or changing the object images. If you want to add new images simply click add new image and select a suitable .PNG type image.

Editing the background image

Background image settings are on the right of the screen.

You will see the name of the current background image. '\Images\Background Images**autumn trees.jpg,** and a small thumbnail preview image.

Understanding type of images

Images can be used differently depending on the image file format .PNG or .jpg

.PNG these images can be cut-out and used as image objects in scatter activities for example **.JPG** these images are more common, and can be used as background images, or wipe images

Using a new image from the library

Select the '**Choose image or video**' button at the bottom of the background image settings.

The library of images will open in a new screen (the background will be greyed out).

This is a list of .JPG images in alphabetical order.

To scroll through the list, click on the grey dot slider in the far right-hand corner, and hold the keyboard mouse pad to slide it down.

When you see an image you like, simply hover over it (so it's highlighted), and click the **ACCEPT** button (bottom left).

For the purposes of the tutorial we will select the image Cherry Tree Wallpaper, or another tree image.

To use one of your own background images

If you wanted to use one of your own landscape images then ignore the library list, and click the **IMPORT IMAGE** blue button at the bottom of the pop-up window.

Insert your **USB stick** into the side of your **Snoezelen® SurfPro™** system and double-click on it to open its contents, and select the image you want.

Once you have clicked on the image, simply click **ACCEPT,** and the image will be automatically loaded into your activity.

Quick Hint:

start typing to display
the text search field
while in the image library

Select **SAVE + LAUNCH** from the top blue menu bar to preview your activity with the new background image:

Once you close this previewed activity it will return you to the edit screen.
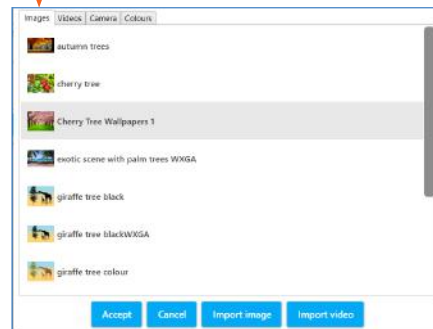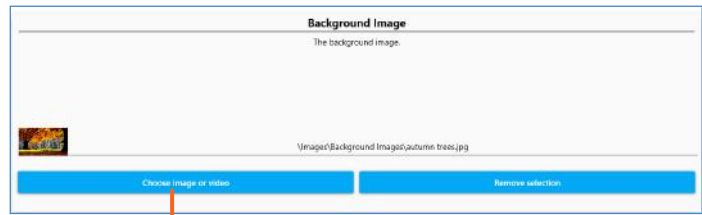
If you are happy with your changes, simply click **SAVE + EXIT** to finish and save.

This will return you to your main activities screen.

The first time you 'play' your new activity, a thumbnail icon will be created for your activities menu.

Save + Launch to preview new activity

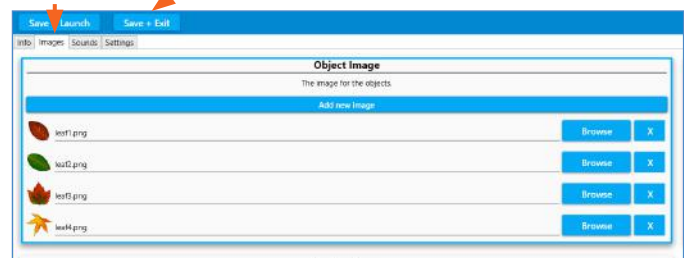Save + Exit to save and return to the main screen

If you want to change this thumbnail icon at any time simply click **CTRL + P** when the activity is in play to take a new screenshot.

To come out of edit mode simply hold down **CTRL + M** on the keyboard.

Changing the music

The background music or sound effects used in any activity have a huge impact on how it is received. Changing a piece of lively sing-along music to something more meditational or nature inspired, or vice versa, will change the whole feel of an activity, and can transform the responses from those using the system. Music is known to reach people in a way that nothing else can, so using personal music to encourage participation is particularly effective.

Access the edit menu bar as before holding **CTRL + M** on your keyboard.

Make sure the activity you want to edit is selected (it will look larger and highlighted).

Note: the safest way to do this is to **DUPLICATE** the activity you want to edit so that you end up with two versions of the same Activity with different music.

Now select **EDIT** from the edit menu toolbar.

Click on the **SOUNDS** tab to display all the sounds settings for the selected activity.
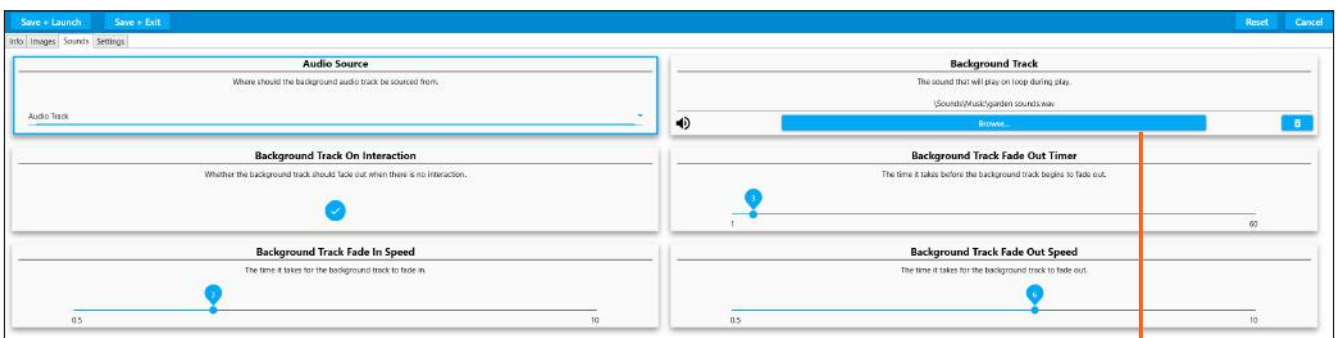
Here you control everything to do with how the background music plays.
The top right box is the **BACKGROUND TRACK** currently selected.
You will see the name of the track.
Click on the blue button to browse for a new track.
A window will pop up, listing the library of sounds and music
Here you can scroll down the list of songs by clicking on the grey slider button on the right hand side, and holding down the mouse pad on your keyboard.
To listen to a song simply click the preview audio icon next to each title.
Once you have chosen a song, simply highlight it, and click **ACCEPT.**
The song will automatically upload to the activity.
If you wanted to choose your own piece of music from a USB stick
simply choose the **IMPORT AUDIO** button, and open your USB stick.
Double-click to see the contents of your USB stick, and select the song you want.
It will be uploaded to the library, then simply click **ACCEPT**.
When a song is imported into the song library it is automatically selected from the list even though you may not see it highlighted
Once the new background song has been imported to the activity, simply **SAVE + EXIT**.
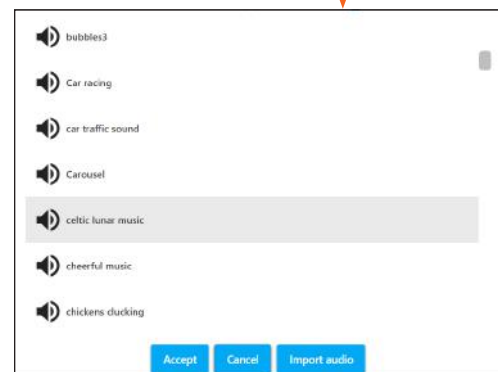
There are other settings in SOUNDS that don't necessarily need to be altered, but here's a brief summary of each sound setting available on this edit screen:

Audio source

This dropdown menu is only needed if you want to use a video soundtrack as the background track instead of an audio track.

Background track on interaction

The default setting for this is switched 'ON', which means the background track will only play when someone interacts with the system.

If you wanted the track to play without interaction, this button should be toggled 'off'.
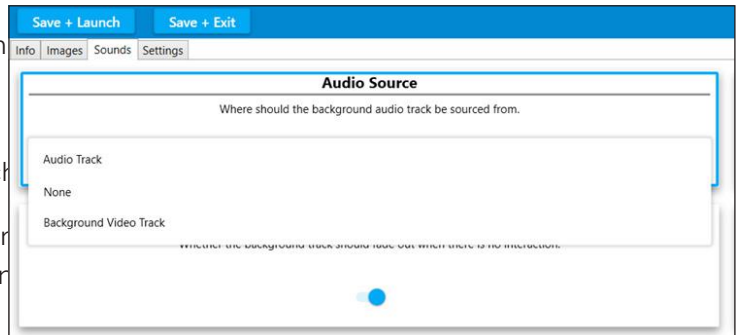
Background track fade in speed + background track fade out speed

These two slider bars control the number of seconds before a background track fades in, or fades out. Slide them left, or right, if you want to adjust how the background track behaves.

Background track fade-out timer

This set the timeout before the fading-out of the music begins.

Making new Wipe activities

Wipe activities are the simplest to create and one of the best ways to personalise content for those in your care. Try using photos, artwork, and images with personal significance.

Image selection
You will need a minimum of two .JPG images, and a background track.

If you want to make a simple 'colouring activity' then you can use one image, and create a black-and-white version of it, so that the colour version is revealed beneath it.

To create a black-and-white version of your image either use a colour filter on your phone, or change your image in Powerpoint using the dropdown Colour menu under Picture Tools Format, and selecting the black-and-white option. Photoshop is another option, or if you are not familiar with Photoshop the Photos Activity that is available in Windows is simple to use.

Getting started
Open your blue edit menu toolbar as before and **DUPLICATE** a Wipe activity of your choice. Click on **EDIT,** and give it a new name using the activity information tab.
Click **IMAGES** on the grey tab: The first box on the left is the Wipe Image field.
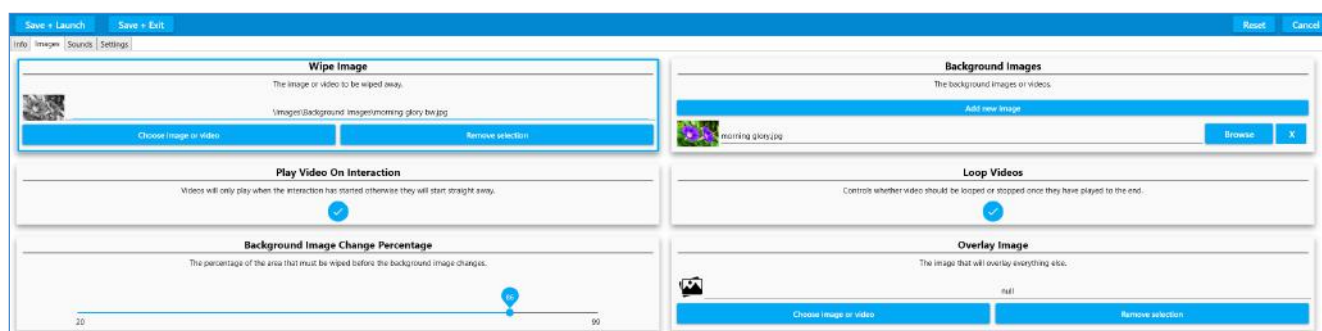
Wipe image
This is your top image - the image that will be wiped away. In the top left box select the blue button **Choose image or video**. This opens the library of images.
To make a very simple activity, you could simply select a plain colour from this library e.g., 'green back'.
Once you have chosen (grey highlighted) an image, click **ACCEPT**. The chosen image will automatically be loaded into the activity, and return you to the IMAGES edit screen.

Using your own images
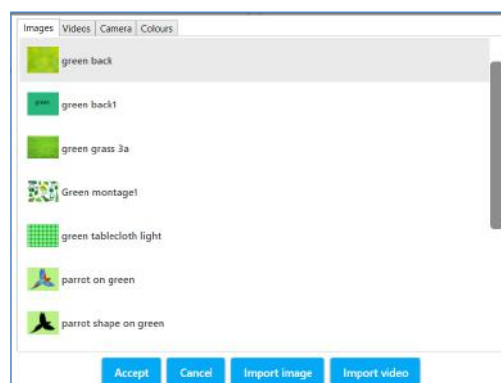
If you wanted to import one of your own images then ignore the dropdown list, and click **IMPORT IMAGE** (third button along the bottom of the pop-up window). You will need to insert your USB stick of images into your system. Double-click it to open, and select the image you want to use. Please see notes about image quality/orientation/pixel size on page 54.

ACCEPT will upload this new image into your aactivity and return you to the Images edit screen.

N.B. you do not have to hunt for this new image file name in the library; it will be automatically selected once you have imported it (it won't appear highlighted).

Background image

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This is the image that will be revealed when you wipe.

The background images are listed in the box on the right-hand side of your screen.

Select the **BROWSE** button to choose a new image, and follow the same process as above. Once you have specified a new background image, the activity is now ready to be tested.

Simply **SAVE + LAUNCH** to test it works OK.

On finishing your test, you will be returned to the edit screen.

SAVE + EXIT to fully save it in your designated folder.

Creating colouring activity

Mindful colouring activity is very effective as a tool for sensory stimulation, and active calming. Typically they use a black-and-white scene as the Wipe image, and a colour version of the same image as the background image. Use of a paintbrush to encourage the physical movements of painting also works well.

A colouring activity, such as like 'Apple Blossom', uses a black-and-white image as the Wipe image, with a colour version of the same image as the background image (with some parts of the black/white image removed i.e. no bees, until it is coloured).

To create a black-and-white image see page 32 re phone filters, Powerpoint, or Photoshop options, etc.

Once you have your two images you are ready to create a new colouring activity.

Follow the sequence of uploading a Wipe image and background image, as above.

Creating multiple background images

Wipe allows you to have more than one background image to be revealed in a sequence. To add multiple images, click the **Add New Image** button.

The field will appear in red to show it is currently empty

'null'.

Follow the same process as before to upload each new

image.

N.B. in order to see each background image when you

return to play mode, you must let the original Wipe Image fully return before the second image will be revealed. The **freeze button** on the remote control is very useful for this purpose.

One of the other useful variables when working with multiple backg
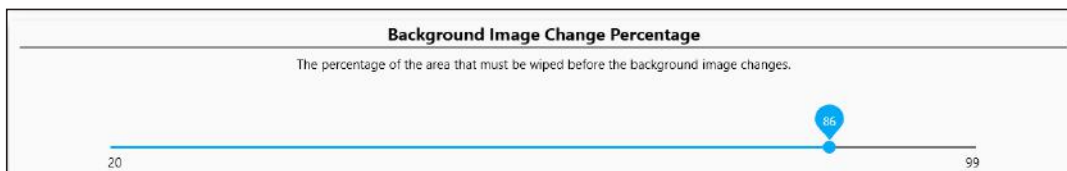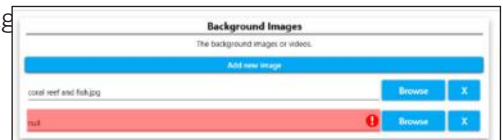
background image change percentage. This slider from 1-100 allows you to lower the amount (%) of image that needs to be revealed before the image changes, and the next image in the sequence can be revealed.

Making new Scatter activities

A scatter activites can be a great way of motivating someone to engage physically. The action of scattering objects is fairly dynamic, and works particularly well with a ball or baton (or wheelchair on the floor). Creating a scatter activity that is personal to a group or individual can be very powerful. E.g., a favourite photo covered in rose petals, or a favourite pastime, or pop group.

Use the keyboard and press **CTRL + M** to access the Edit menu.

Select **DUPLICATE** to make a copy of a Scatter activity that you like.

We have already learnt how to name an activity and add a background image. (see page 27)

For a scatter activity to work we need an **Object image** to float on the surface.
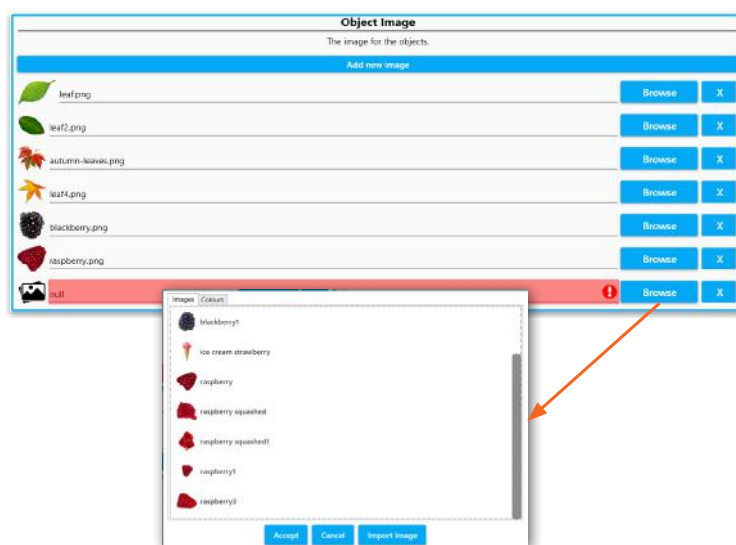
Click on the **IMAGES** tab.

Click **BROWSE** to add a new image from the object library.

Here you can choose from leaves, flowers, balloons, stars, animals, etc.

Scroll down through the list using the grey dot right hand slider and keyboard mouse.

Once you have selected an object (.png) image, click **ACCEPT,** and it will be loaded into the activity. At this point you can **SAVE + LAUNCH** to see how well it works before returning to the edit screen.

Scatter Settings

If you want to change the number or size of objects floating on the surface of the Scatter activity open the grey SETTINGS tab.

The top boxes in both columns dictate the number of object images that appear on the screen.

The scatter settings that are most commonly used are:

Object Count Wide: How many objects that will be across the screen 1-20 e.g., selecting 1 will mean only 1 object will scatter across the screen

Object Count High: How many objects that will appear top to bottom of the screen 1-20

Object Scale: This determines how large your objects will be

Random Sizes: The objects will be a range of sizes if this is toggled 'on'

Return Delay:: The number of seconds before the objects return (this dynamic variable can also be controlled via the remote control)
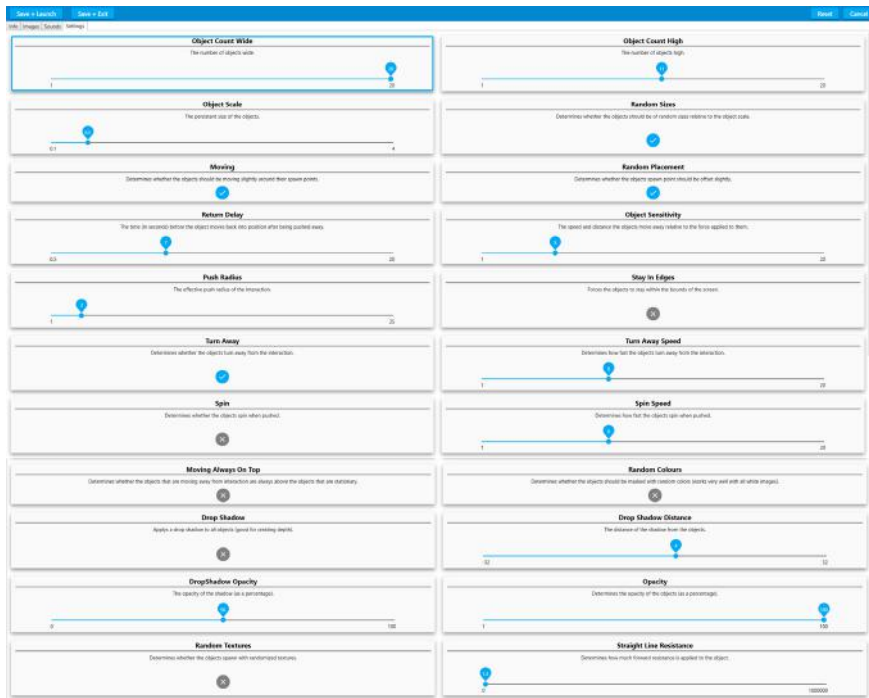
Other settings all fairly self-explanatory, and include the ability to make the object: spin, change colour, look transparent, cast a shadow, screen edge, etc.

Making a change in any field, and then clicking **SAVE + LAUNCH**, allows you to preview the effect of each setting change without committing to save.

The **Random Colours** option works best on light objects, creating brightly coloured versions of the object you have selected.

Using different multiple objects (in Scatter and Splat)

Scatter and Splat activities can be created using one single-object image, duplicated many times, or use a variety of object images.

E.g., the identical eggs in the Baking Day Splat activity or the varied leaf shapes and colours in the Autumn Leaves activity.

To upload more than one object image click **Add new image,** and load another object from the library of .PNG images or from your own USB stick.

.PNG object image file requirements:

- Square: the canvas the image must, otherwise the object will be distorted.
- The image size must be a minimum of 300 x 300 pixels.
- These images must be transparent i.e. no white/coloured backgrounds.

To create your own transparent .PNG images you can either use Powerpoint ,or a photo-editing app such as Photoshop. It involves removing the background colour from an image, and saving it as a .PNG file.

This can be particularly effective if your group are encouraged to make their own scatter objects by painting leaves, flowers, or creatures, that can be photographed, or scanned, and added as .PNG files in a Scatter or Splat activity.

Making new Splat activities

Splat activities offer a physical challenge that can encourage teamwork and social co-operation. They are particularly effective for creating a light-hearted mood, and a sense of achievement. In care settings especially, they offer a fantastic inter-generational activity, as all players are equal and any age or ability can play together.

Access the edit menu using **CTRL + M** on the keyboard and click **DUPLICATE** to copy an existing Splat activity.

Once the activity has been duplicated, select **Edit** to make changes.

The edit settings available in Splat are: info, objects, images, sounds, settings, and goal

info has the same three fields as in Wipe – type to enter a name, activity description and notes. The Splat object controls include:

Object Image: the image that moves around the surface **Splat Image**: the image that the object becomes once splatted **Splat Sound:** the sound heard when the object is splatted.

So using Berry Squash Activity as an example the:

- Object is a blackberry
- Splat image is a blackberry squashed
- Splat sound is splat.WAV

Object image scale: determines the size of the moving object **Splat Image Scale**: determines the size of the splatted image

Object Speed: determines the default speed that the objects move as the speed can also be altered in play using the remote

Remember that the Splat image is the image that is revealed when the Splat object is splatted. It can also be text saved as a square .PNG image. E.g., A moving splat object – a number '3' could be splatted to reveal the word 'three' as the splat image.

Add additional Splat objects using the add object button, each object will have individual object controls as seen above.

See the section on making .PNG object files in Powerpoint in the Scatter section - see page 40.

Simply click **BROWSE** to see the object/splat image library or splat sound library..

Select from the list provided, or import image, or import sound, to select one of your own from a USB stick. Click **ACCEPT** when you have selected the image, or sound you want.

A splat sound needs to be a very short sound – a few seconds is more than enough (unlike a background track, which can be up to 4/5 mins long)

In the sounds library click the black speaker icon next to preview. Highlight the sound you want and click **ACCEPT**.
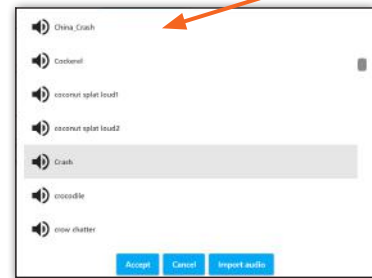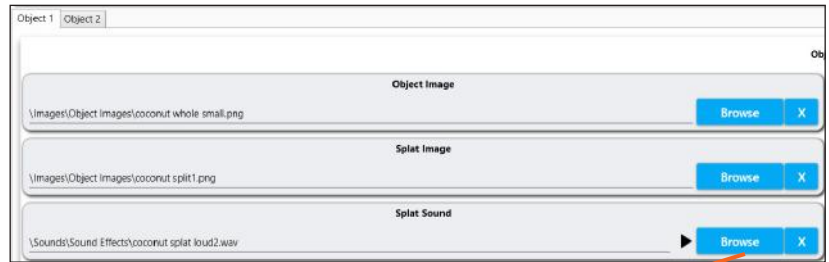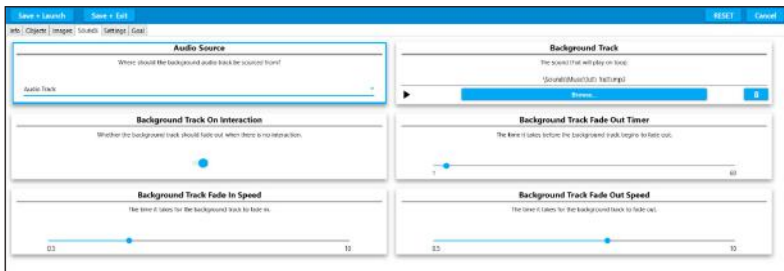

Importing your own sounds
Sound files can be uploaded as **.mp3** or **.wav** files.

Choosing a background track.
This process is identical to that detailed on pages xxx.

Splat settings
Click the settings tab from the grey menu in edit mode.

Additional settings available in Splat include:
Object Splat Timer: the number of seconds before the objects return after being splatted.
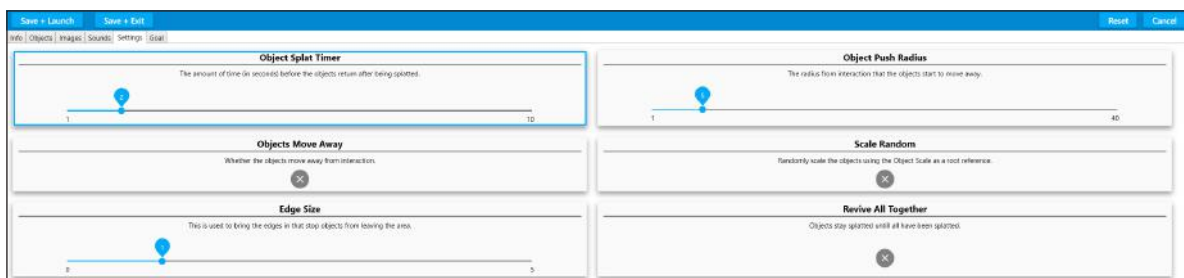
Objects Move Away: whether objects move away on interaction. Toggled on/off.
Edge size: limits the area the objects move in by creating a boundary.
Object Push Radius: a higher value means objects will move further away on interaction. If someone has limited movement this feature can extend the response.
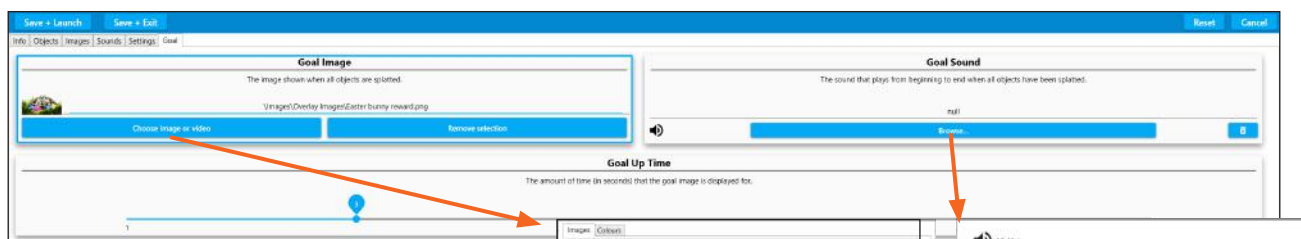**Scale Random**: creates objects of random sizes. Toggled on/off.
Revive All Together: each object stays 'splatted' until they have all been 'caught'. Toggled on/off.

The goal setting in Splat

A goal image is a reward for splatting all of the objects. This feature is unique to the Splat effect.

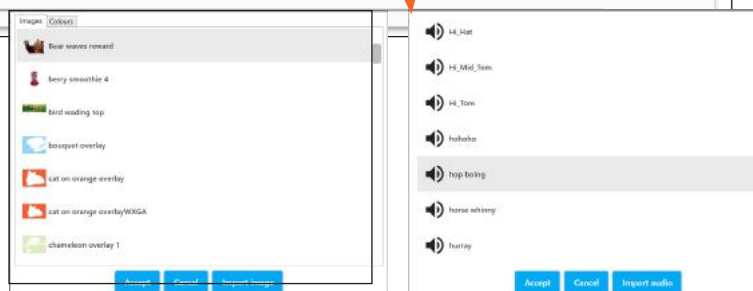Click on the goal tab in the grey edit menu.

Choosing a goal image

To choose a new goal image click the
Choose image or video button.
This will open the library of goal images
and overlays:
Goal rewards include images and text.
Scroll through the list using the grey

Select a new goal image
from the library

Select a new goal sound
from the library

slider on the right, or type in the name of
the image you want to find.
Select a goal image from the list, and click **ACCEPT**.
This goal image will be added to your activity, and will be displayed once all the objects have been
successfully splatted.

Choosing a goal sound

The goal sound is the sound that will be heard when all the objects have been splatted and the goal image
appears.
Click **BROWSE** in the goal sound box to open the library of available sounds and music .
The goal sound should be short and sound fairly triumphant. Examples include 'Brring', 'ta-da',' cheers',
'yay', 'hurray' etc.
You can preview any of the sounds before selecting one and clicking **ACCEPT**.
The sound will be immediately added to the activity.

The goal up-time

This feature allows you to choose how many seconds the goal image is visible on the screen before it
disappears.

Creating your own goal image

Creating your own goal is a good way of giving personalised praise.
A goal image could be a favourite image to make the reward more meaningful.
The goal could also include personal text, e.g., *Well done John!*

Goal image requirements:

- ✓ A **.PNG** transparent image file
- ✓ The canvas needs to be rectangular rather than square (it will stretch to fit the screen)
- ✓ Ideally 1200 x 800 pixels

Follow the instructions on pages xxx for making a .PNG file in PowerPoint, omit the square crop stage. Choose **IMPORT AUDIO** when browsing for a new sound.

Find the sound you want from your USB stick and **ACCEPT**. Goals sounds are usually .WAV and .MP3 files. The system will convert some other formats for you.

Creating a .PNG object image in PowerPoint

A quick and simple way to create .PNG image files with transparent background for Quiz, Scatter, Splat, or Wipe.

Open a new slide in PowerPoint.

Click **Insert** from the top toolbar menu and then choose **Picture** from the icon toolbar menu
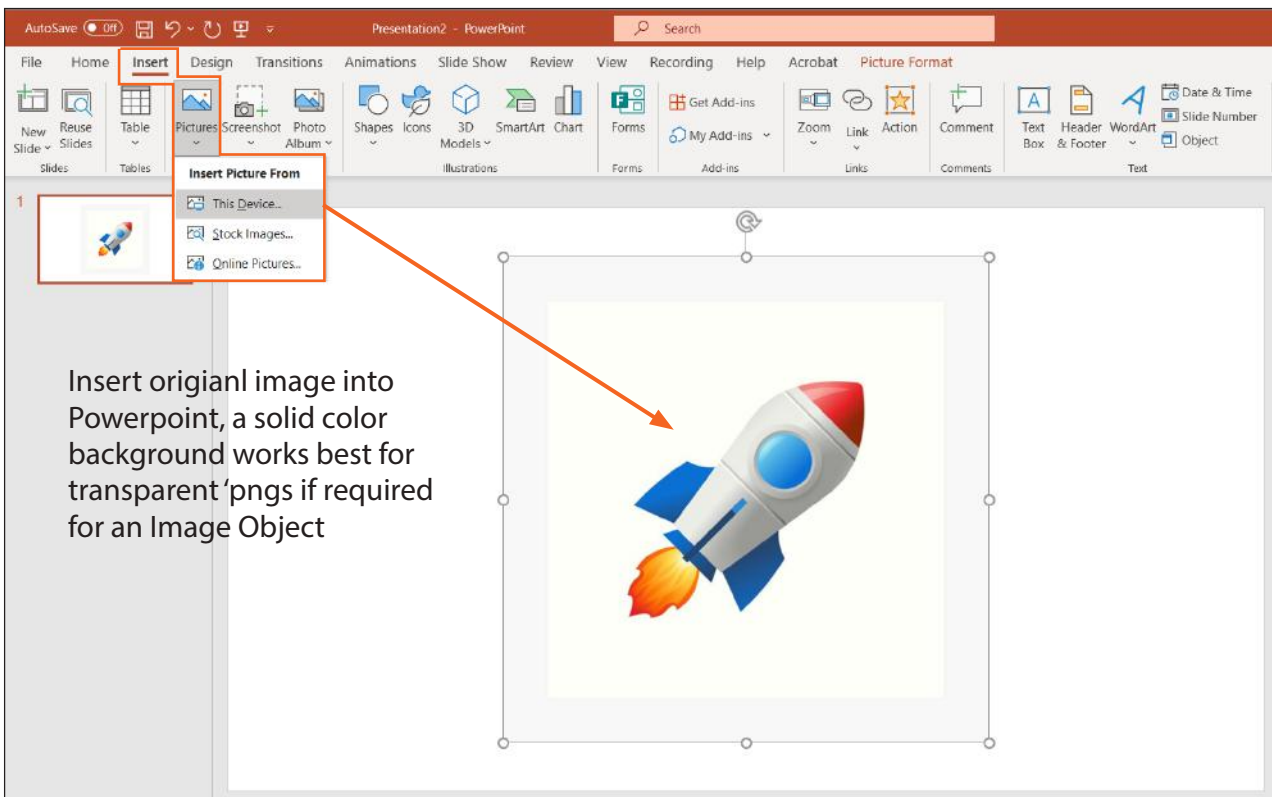
Insert origianl image into Powerpoint, a solid color background works best for transparent 'pngs if required for an Image Object

below:

Insert a picture from your device.

Ideally choose an image that has a plain, one colour background for image objects.

Insert your chosen image into the slide: The example above is a square .jpeg image of a rocket on a white background.

If your image is not square then crop it now (Image Objects only).

In the Picture Format menu, either choose to crop to a square 1:1 aspect ratio, and then position the image as needed.

The height and width values should now be identical.
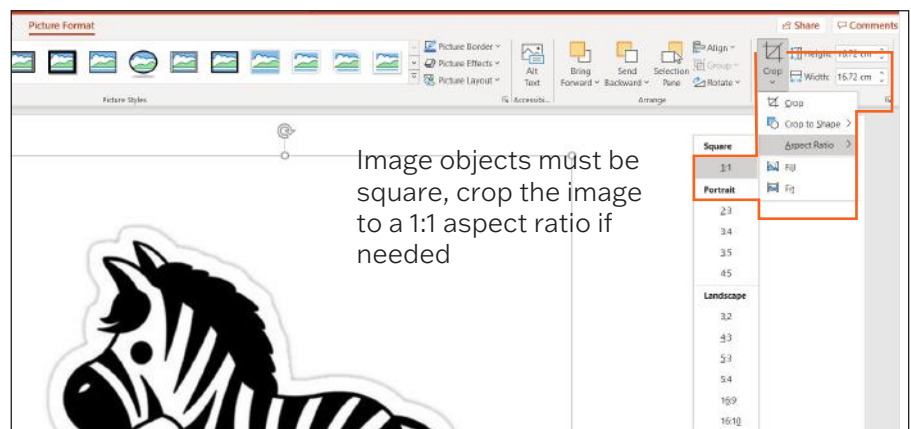
Image objects must be square, crop the image to a 1:1 aspect ratio if needed

Click **Picture Tools Format** highlighted in pink on the top menu toolbar.

Select **Colour** from the menu below. This will open a dropdown menu of colour options:

Here you can recolour the image if you wish, and then you must click on **Set Transparent Colour** near the bottom of the pop-up window.

IMPORTANT: Once you have selected Set Transparent Colour, you must click on the part of the image that you want to be transparent. i.e. the background colour, in this case the white area around the rocket.

Click on the images background colour to make it transparent

Once you have made the background transparent, right-click the mouse over the picture.

Choose **Save As Picture** from the drop-down menu:

Give it a file name e.g., rocket and **Save it as a .PNG file**.

This image can now be used as an object in a Scatter, Splat, or wipe activity.

Save the image as a .PNG

Selecting your own background image

This could be a landscape painting created by the user or a photo of their garden, or another more-personal picture from a family album.

There is also the option to add an overlay image that can be a frame to define/minimise the scatter area. This also needs to be a transparent .PNG file, and will mask parts of the background image.
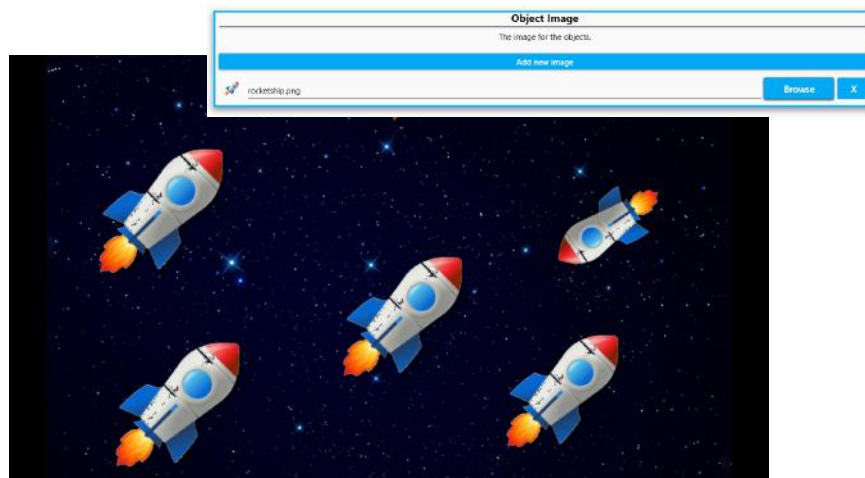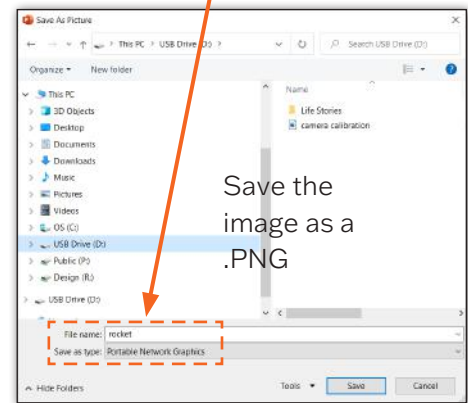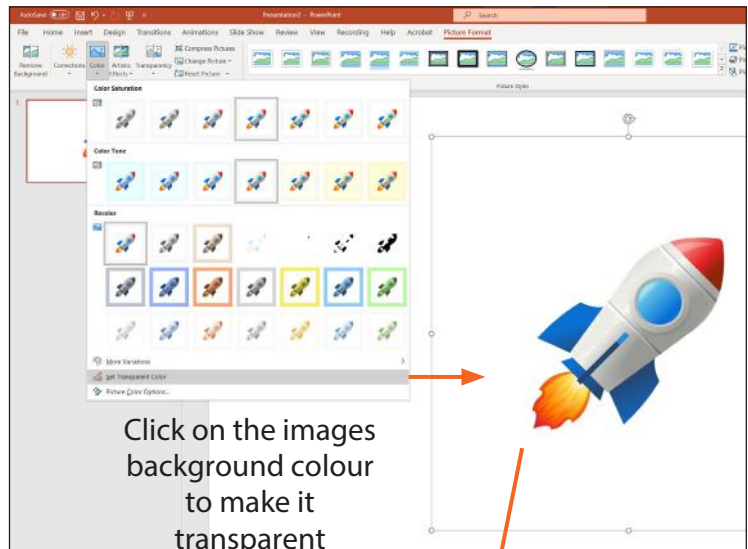
Making new Quiz activities

Quizzes are an effective way of encouraging social participation and a sense of achievement. They can be personalised to individual interests, be used to explore tastes and preferences as well as being used to help keep brains active.

To create a new Quiz activity click **CTRL + M** to enter edit mode.

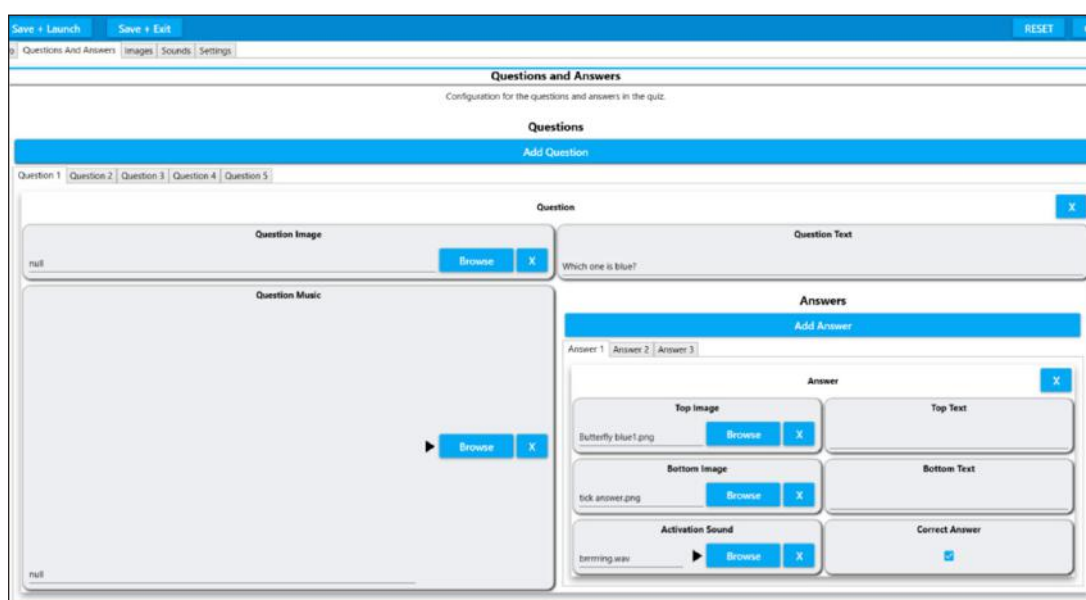Select a quiz activity you would like to edit/personalise and **DUPLICATE** from the edit menu toolbar.

The new activity will have a (1) after it.

Click **EDIT** on the menu toolbar to open the Quiz edit screen.
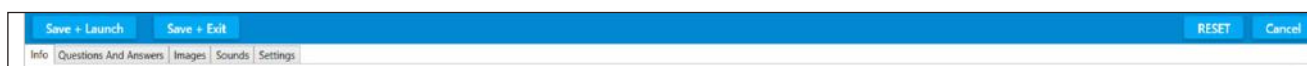
You can rename your Quiz using the Info tab. The notes and information can always be added later.

Questions and answers

Here you can add as many questions and answers as you want. In play, the Quiz activity will automatically take you to the next question when a correct answer has been given.

Simply click the blue bar **ADD A QUESTION** to start adding your questions and answers.

The question image

This will be the image at the top of your Quiz screen that your question will be about.

E.g., in Children's' TV questions, the question image is a picture from the programme.

Browse to the library or your own USB stick to load and accept the question image.

The question music

Using a piece of music as a question allows everyone to participate regardless of visual difficulties. This is the music that will play while the question image is viewed. It is entirely optional.

E.g., in the activity children's' TV questions, the question music is the theme tune to the programme.

Browse to the song library or your own USB stick to load and **ACCEPT** the question music.

The question text

This is where you type the text for the question that will appear across the top of the screen.
E.g., Which picture below is blue?

Answers

For each quiz question you will supply a number of answers simply by clicking **ADD ANSWER**
The answer has:

Top Image: the image you see first.
Top Text: the text above the top image (optional) E.g., a series of different coloured objects.
Bottom image – the image revealed on interaction.
Bottom Text: text revealed below. E.g., the image of a tick or cross and the name of each colour.
Activation Sound: the sound heard when selecting that answer. This needs to be a very short sound to indicate if the answer is correct or not. E.g., 'Pop Cork' for incorrect, and 'Briinng' for correct.

Correct Answer: place a tick in this box if this answer is the correct one.

Continue to add a question and corresponding answers, 2- 4 answers per screen is ideal.
N.B. the more answer options you choose, the smaller the images will appear, and hence the more precise the interactionsmust to when moving to select an answer.
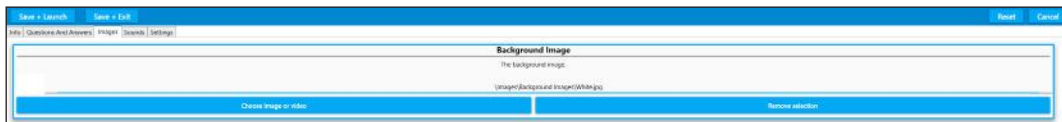
The images screen is the tab after Questions and Answers.

Images screen

This screen is for the background image only. The default background image is white.
If you want an alternative background colour, then simply 'choose image or video', and load an
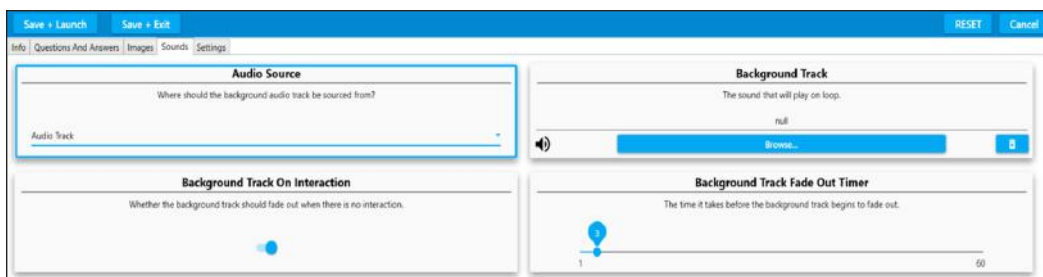

image from the Image library.
Click **ACCEPT** to upload this screen to the background.

Sounds screens

This screen controls how a piece of background music will play. It behaves the same as in Scatter, Wipe, and Splat. (See pages 30-31)

Background track

If there is no music assigned to your questions, you can choose a piece of background music here. Browse and accept as before.
N.B. if you want music to be part of your question e.g., Guess the theme tune? Then leave the background music field empty, and load it into question music instead.

The background music can play on interaction, or fade out, when there is no interaction.   This is toggled on/off.
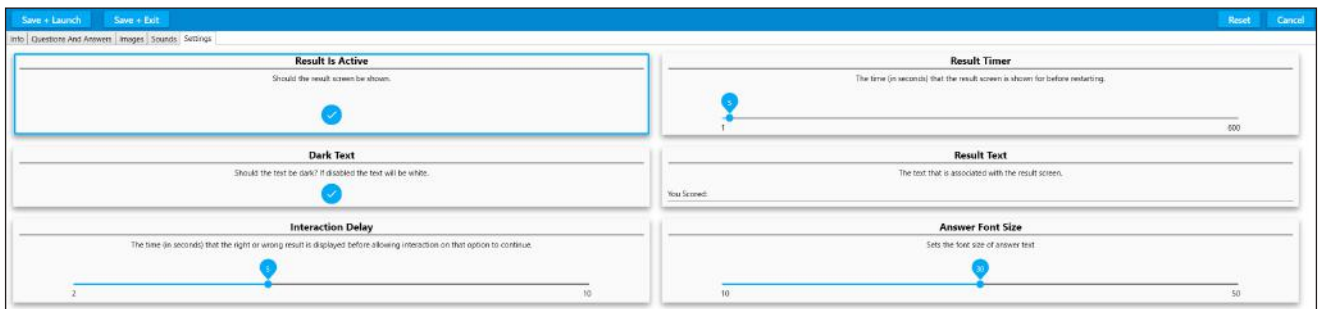
There are options to fade the music in/out by moving the slider bar.

Quiz settings screen

The Quiz settings screen handles timings, question behaviour, and text view.

Show result on completion

Leave this toggled 'on' if you want the score or result to be displayed e.g., You scored 3/5.

Dark Text

Leave this toggled 'on' if you want the question text to be black.

N.B. If you have selected a different colour image background, you may want this to be white 'off'.

Interaction delay

This is the number of seconds that a correct answer will be displayed before the quiz jumps to the next question. Use the slider to increase the delay.

N.B. Clicking the right navigation button x 2 on the remote control accesses the interaction-delay timer. (See remote control functions in Section 1).

The remote-control freeze button also allows users a lot more time to consider the question, because it prevents an answer being revealed/triggered prematurely.

Press the right navigation button twice for inateraction delay timer in Quiz activities

Freeze button is useful for stopping the Quiz activity revealing answers too soon

Making new Water activities

Water activities are particularly beneficial for calming and lifting mood by transporting users to a natural world beyond their surroundings. The virtual water can encourage movement, and the swimming fish can either be chased away, or will follow the movement on the water surface. There is also the option to scatter lilies floating on the surface.

Use the keyboard and press **CTRL + M** to access the Edit menu.

Select **DUPLICATE** to make a copy of a Water activity that you like.

It will appear as a duplicate activity with a (1) after it.

Now click **EDIT** on the menu toolbar to open the Water edit screens.
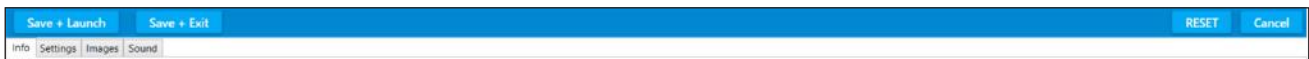
Here you can type a new activity name, activity description and activity notes, as with other effects.

Select **IMAGES** from the grey tab menu.
This will open the images edit screen:

The background image is on the right of the screen.

Click **Choose Image or Video** to select a new background image.

The Image library will appear as in other effects.

Here you can select a new background image from the image library, or select one of your own using IMPORT IMAGE, and navigating to your own USB stick. Click **ACCEPT** to load this image into the activity.

N.B. Please See the tutorial on page 27 to follow this step by step.

A small icon of the new image will appear in the background image field. Any image will work underwater, but obviously think about those you are working with before selecting personal photos, as seeing images of people underwater may be potentially disturbing.
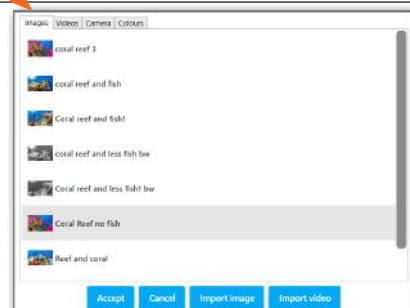
Water settings

In Water settings there are options to:

Increase the strength, distance, and speed of the waves, the size, number and direction of the fish and the option to have a number of lilies floating on the surface, etc.
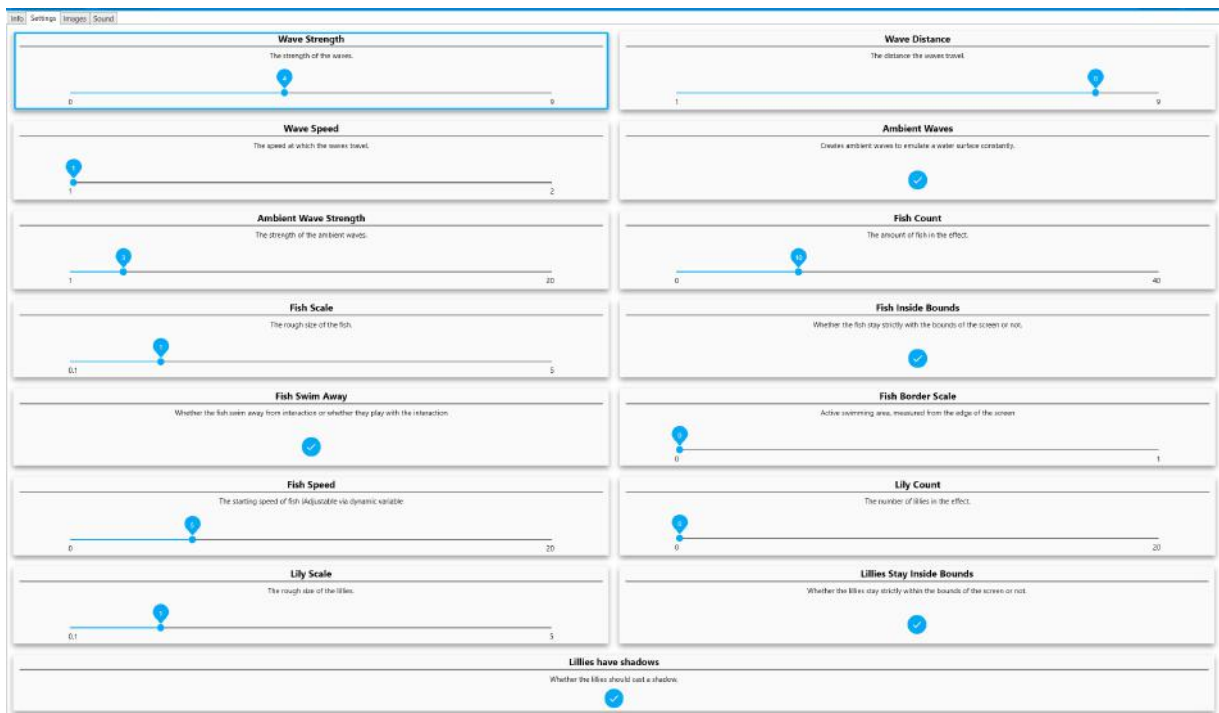

All of these variables are controlled by slider bars, e.g., fish can be sized/scaled frm 1-5 or toggled on/off. Switching the 'fish swim away' to 'off' means the fish will now follow or play with any movements on the water surface, rather than swimming away from them.

To access the lower fields on this edit screen, e.g., the lily options, hold the scroll bar at the right-hand side of the screen, and scroll down.

The lilies can also be sized, increased in number, stay within the surface boundary, and have shadows.

Water sound

The Water sound edit screen is identical to those in other effects.
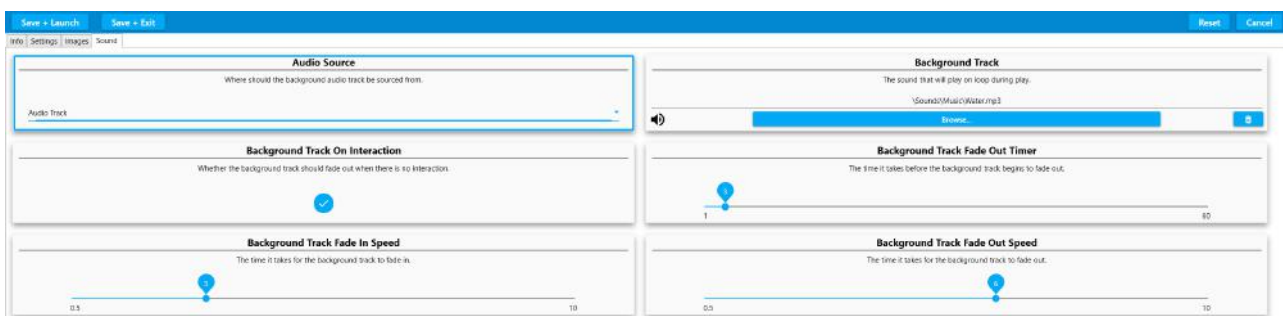
Here there is the option to choose new water sounds, e.g., dolphin noises, or your own water recordings, e.g., rivers/streams/a bath tap, etc.

Background sounds/music are uploaded to Background Track using **BROWSE** and **ACCEPT**, as in the introductory tutorial - see page 27.

Making new Zons activities

Zone activities enable you to create areas of interactivity. E.g., lighting candles, playing notes, hearing animal sounds, etc. The image change can be used imaginatively to animate aspects of the screen. E.g., a static star can turn into a shooting star, or a flower can burst into bloom with an accompanying sound effect, etc.

Access the edit menu using **CTRL + M** on your keyboard.

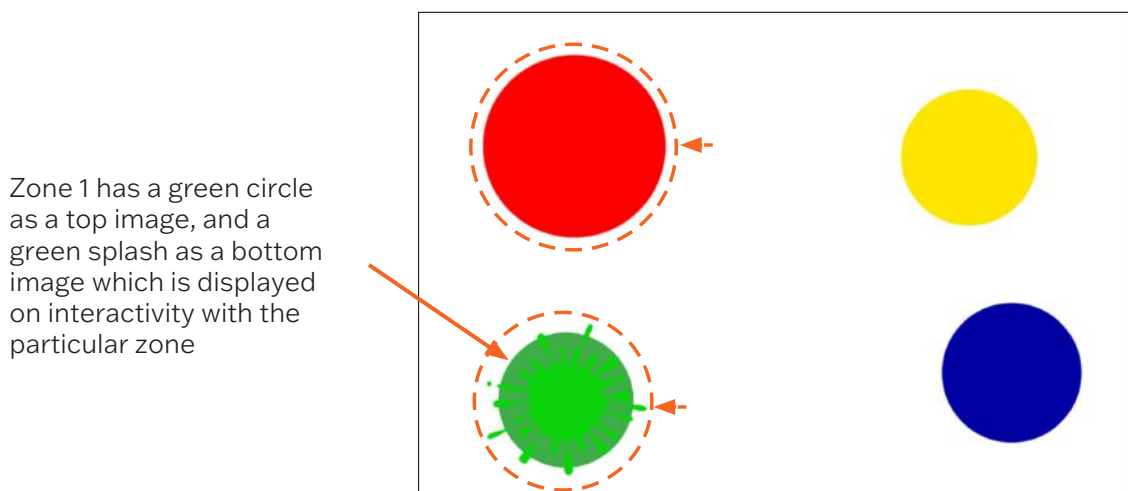Select a Zones activity & select **DUPLICATE** from the edit menu.

Then select **EDIT** from the menu

Enter a new activity name.

The default background image for Zones is a white background.

As Zones is a little more complex, we advise creating activity with a plain background first.

For example this 'Paint Splash' activity:

Zone 1 has a green circle as a top image, and a green splash as a bottom image which is displayed on interactivity with the particular zone

There are four zones active in this activity, i.e., four areas of interactivity.

The **top images** are four different sized coloured circles on a white background.

The **bottom images** are four paint splash on circle images.

The bottom image is revealed on interaction with that zone, and remains for a set amount of time or until the sound effect 'splash' stops playing.
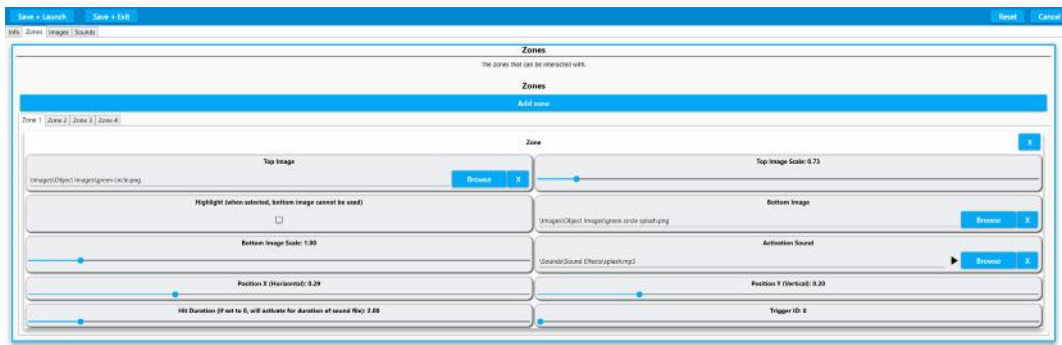
Zone edit settings

To change Zone setting in EDIT mode:

Select ZONES from the grey tab menu.

There are the four zone tabs in the example Paint Splash Activity. You can add as many Zones as you wish.

Zone 1 is for the green circle and its corresponding splash image and splash sound.

Top Image: this is the green circle image.

Top Image scale: how big this image is.

Bottom image: the green splash image to be revealed on interaction

Activation Sound: the sound file that is heard on interaction.

There are separate X and Y positions to decide where this circle image will appear on the screen in play mode.

X: Horizontal axis zone positioning.
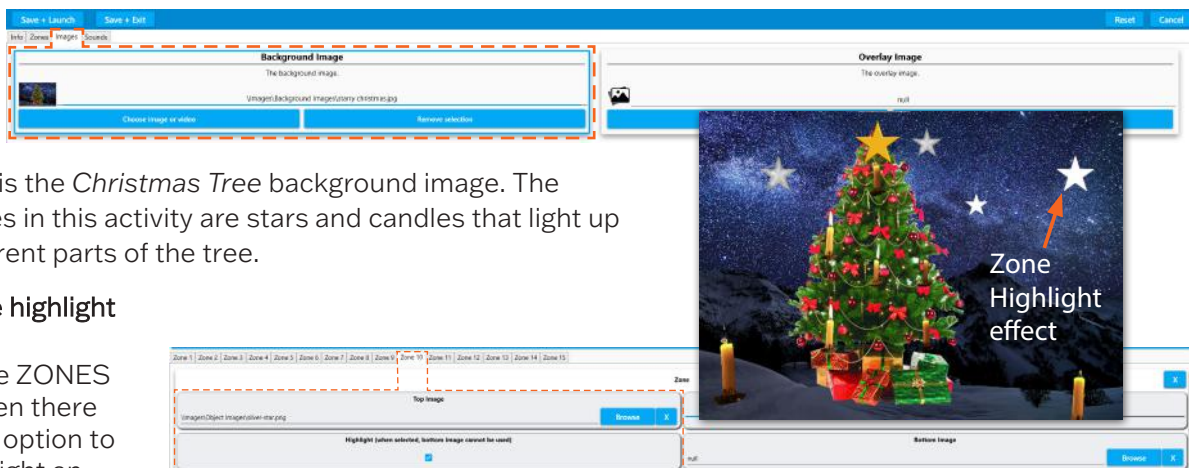
Y: Vertical axis zone positioning.

Hit Duration: Sets the duration that the bottom image stays revealed.

If it is set at 0, the bottom image will stay on view until the sound effect stops.

To add another Zone, simply click the **ADD ZONE** bar along the top.

Images screen:

This is where changes can be made to the **background image** and any **overlay image**:

This is the *Christmas Tree* background image. The Zones in this activity are stars and candles that light up different parts of the tree.

Zone highlight

In the ZONES screen there is an option to highlight an image rather than have a separate bottom image.

Here you can see in Zone 10 the silver star.PNG file has a tick in the **Highlight** field.
This means the star image will effectively light up on interaction.

N.B. This works best if the top image is created as a fairly dark image, so that the act of 'lighting up' doesn't overexpose the image.

Sounds screen

As in all other effects, this screen allows you to change the background music using **BROWSE** and **ACCEPT** to load a song from the library, or one from your USB stick.
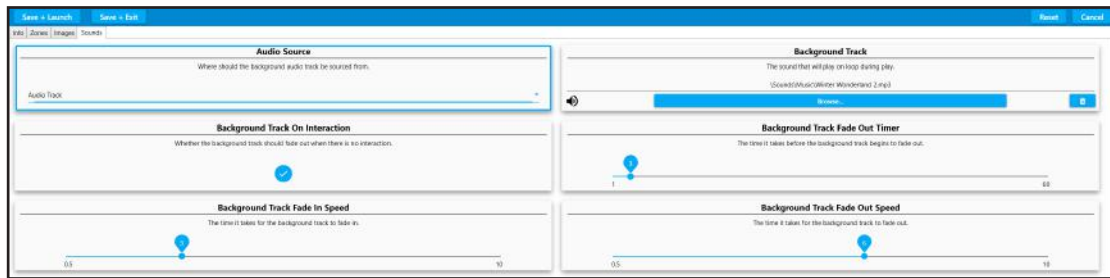
To preview your Zones activity use **SAVE + LAUNCH**.

If you are happy with your activity when you return to the edit screen, use **SAVE + EXIT**.

Making new Trial activities

A Trail activity can be a great way of motivating someone to engage physically, even those with very limited movement, or physical ability. Small movements or gestures can be translated to large responses over the surface of the projected area.

Use the keyboard and press **CTRL + M** to access the edit menu.

Select **DUPLICATE** to make a copy of a Trails activity that you like.

We have already learnt how to name an activity and add a background image - see page 27.

Trail images

For a Trail activity to work we need to select one or more **Trail images** that will appear in the wake of interactive motion across the surface.

Similar to Scatter and Splat, Trail activities use a single object image duplicated many times, or a variety of different object images.

Click on the **IMAGES** tab to add, remove or change the Trail of object images.


Add an new Trail Image using Add New image, or browse to change the image.

Click **BROWSE** or **ADD A NEW IMAGE** to add a new image from the image library.

Once you have selected an image, click **ACCEPT** and it will be loaded into the activity. Trail images are object images, and must be .PNG files.

To upload more than one object image, simply click '**Add new image**' and load another object from the library of .PNG images, or from your own USB stick. At this point you can **SAVE + LAUNCH** to see how your new images work in the activity.

When the Trail activity is launched, multiple Trail images are displayed, following who detected

motion in the same order from top to bottom.

Change the Background image by clicking Choose image or video

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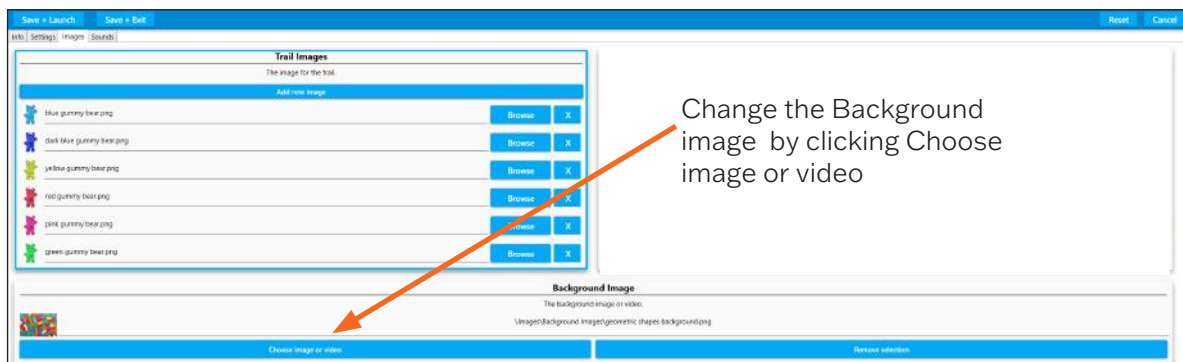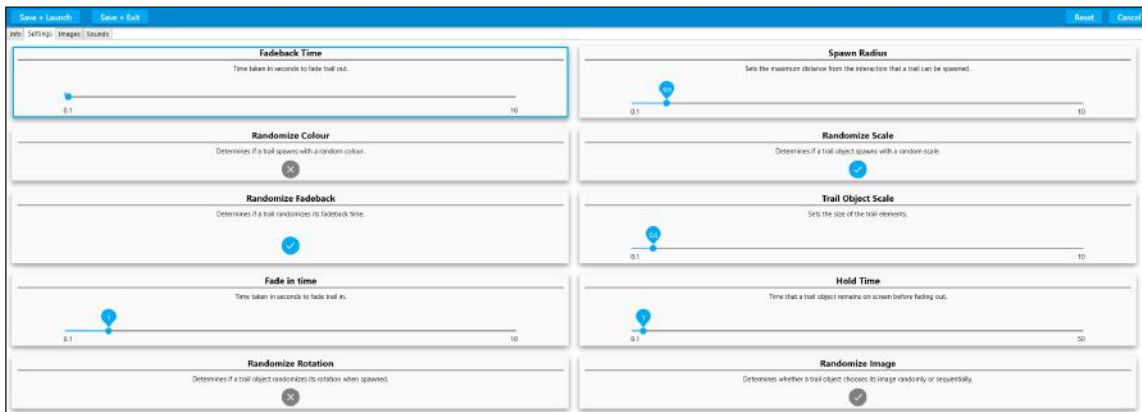
Trail settings

If you want to change the size or persistence of the Trail images in your Trail activity open the grey **SETTINGS** tab..

The Trail settings that are most commonly used are:

Fadeback Time: How long it takes in seconds for the images in the trail to disappear, ranges from .1 to 10 seconds. Can also be set in the activity by using the remote control.

Trail Object Scale: The base scale of the Trail objects displaying along the Trail. 1 will be the original image size. This can be changed dynamically in the activity using the remote.

Spawn Radius: Determines how far from the detected motion the trail objects appear, For those with limited physical movement the radius can be set high to create larger areas of interactivity from small movements.

Fade In Time: Time in seconds taken for Trail images to fade in. Ranges from .1 to 10 seconds.

Hold Time: Time the Trail Image remains or holds on the trail **before** it starts to fade out. Ranges from .1 to 10 seconds.

Randomize Colour: The Trail image will be displayed in different colours - can be useful if using only one trail image for variety. Works best on light objects, creating brightly coloured versions of the object you have selected.

Randomize Rotation: Image orientation can either follow the direction of motion, or be randomly rotated along the path.

Randomize Scale and **Randomize Fadeback:** Creates greater variety of object image size and fade back time based on the image scale and fadeback set in the setting tab.

Randomize Image: The Trail images will be placed in a random order following the motion trail, rather than in the order of the images tab.

Making a change in any field and then clicking **SAVE + LAUNCH** allows you to preview the effect of each setting change, without committing to save.

Using the image editor

Snoezelen® SurfPro™ Interactive Projection System comes with a built in Image Editor that allows you to make creative changes to your images, as well as change orientation, or how the image scales on the projected display area.

Any time you work with the image library you will have access to the **image editor**. Clicking on the small blue pencil icon to the left of any image thumbnail will open the selected image in the image editor. **Note:** This does not apply to object, or overlay images.
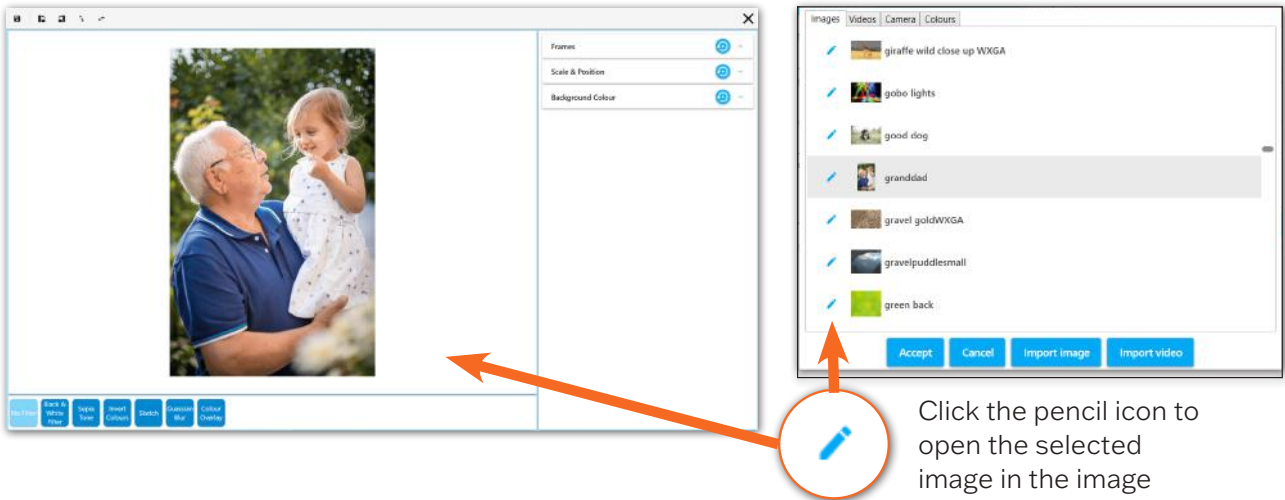
Click the pencil icon to open the selected image in the image editor

The image editor will show a preview of the selected image as well as the settings detailed below.

Save

Rotate Left/Right

Flip Vertical/ Horizontal

Add a frame to the image using frames

Image preview

Scale and position controls

Stretch to canvas will scale the image to fill the available

Background colour will fill any area not filled by the image with the selected colour

No filter removes all applied filters

Image effects: these can be used to apply effects to images useful for certain activities such as wipes

Use the reset button to undo your changes

Changes made to any of the settings will be reflected in the image preview. When you are happy with your changes, click **Save** in the upper left-hand corner. You will be asked to create a new name for your edited image. Type a name which is similar to the original image, This makes it easier to locate in the image library when building activities.

Stretch to canvas

When importing a new image into an activity, the image will stretched to the canvas size by default. This means that the image will be stretched to display on the whole projected area. When using portrait images (images with a vertical orientation), this can have the effect of making the image appear distorted, and squashed.

If you wish to use the image in its original proportions **Stretch to Canvas** can be switched on and off using the image editor.

Clicking the **blue pencil icon** opens your picture in the image editor; Notice that **Stretch To Canvas** is automatically turned off. If you were to **save** this image, it would now retain its original proportions, but would not fill the projected surface area.

is being stretched to the canvas
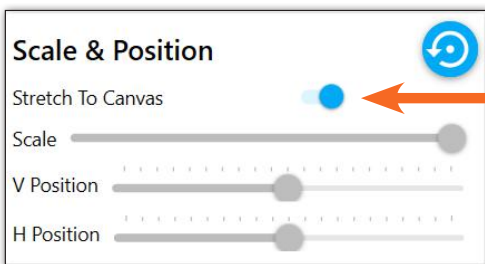
When Stretch To Canvas is turned off, it allows for the image to be positioned and scaled if needed. These controls are greyed out and unavailable when 'Stretch To Canvas' is on.
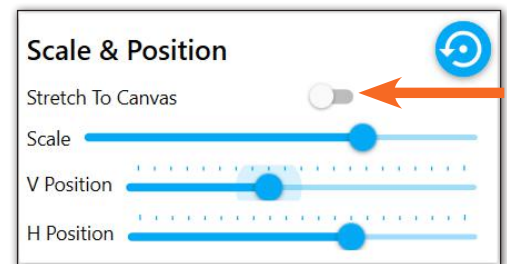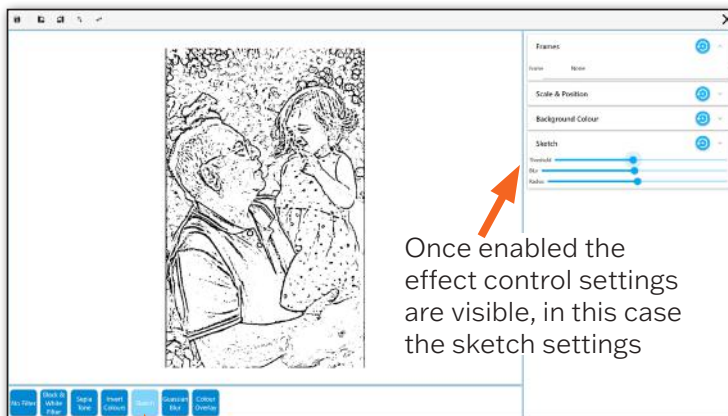

Image effects

There is no end to the way effects may be applied to your image for use in an activity. To apply an effect, click on the button below the image preview. Effects can be stacked, in other words multiple effects can be applied at the same time. Clicking on the effect button will turn on this effect, and the settings will be visible in the left panel of the image editor. An effect button highlighted when the effect is on. Simply click the button again to turn off the effect.

Multiple effects can be stacked

Once enabled the effect control settings are visible, in this case the sketch settings

Clicking the sketch effect button applies the effect to the image

Use the reset button to undo your changes

To use your image with the effects applied click the **Save Button**, You will be asked to save your image with a new name into the image library. Choose a name that will make it easy to locate. Select the image in the library, and it will be loaded into your activity, ready to use.

The **No Filter button** can be used to remove all applied filters.
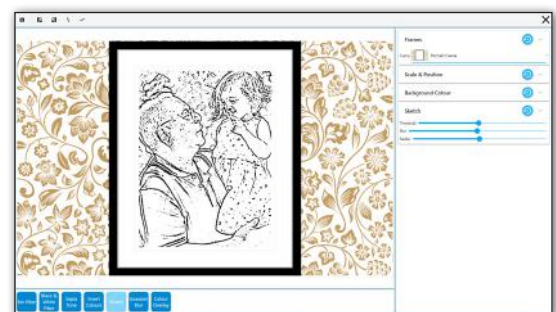
Making Ball Games activities (optional add-on game)

Ball Games activities are a great way to make physical sports themed activities accessible for all. With options to play individually, in teams, or in pairs, they also offer many opportunities for social participation, shared laughter, and a sense of achievement. The action of pushing a ball across a surface to score a goal is one that is universally understood. This makes it particularly powerful as a motivational tool for all generations.

Firstly, it is important to remember that the remote control allows the user to slow down the speed of any ball in a Ball Games activity simply by using the **up/down navigation buttons**.

The distance the ball travels from one push can also be changed on the remote using the left/right up/down arrows to change the 'Drag' amount.

The volume of the backing track/game sound effects can be adjusted using the remote control. For all other changes to the Ball Games an Editable Plus system is required.

Control ball speed using up and down navigation buttons

Creating personalised ball games allows users to add their own sports venue, change the ball/goal settings, the background music, and the winners' rewards. This can be particularly beneficial for those who have a passion for a certain team might benefit from a different coloured background or would like a rousing anthem, or a calmer piece of music to accompany a game.

Getting started (settings)

Use the keyboard and press **CTRL + M** to access the edit menu.

Select **DUPLICATE** to make a copy of a ball games activity that has a play style you'd like to replicate and choose a folder from the list to store it in.

Select **EDIT** from the menu toolbar to make changes to this duplicate (1).

As before the activity can be renamed and a description added under the INFO tab.

Ball Game Settings & Behaviour

The SETTINGS tab contains all the information about the ball, its behaviour, and the way the game is played.

To select a different ball, open the dropdown list for Ball Type. The choices include the addition of an orange (fruit) that doesn't appear in the other ball games activities.
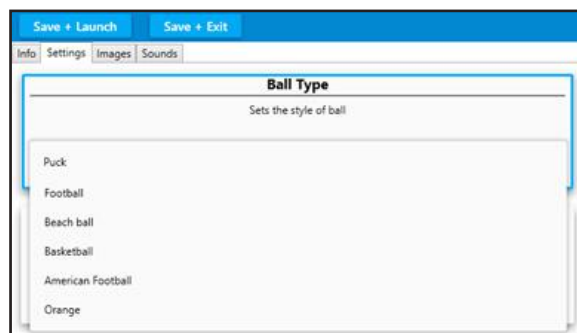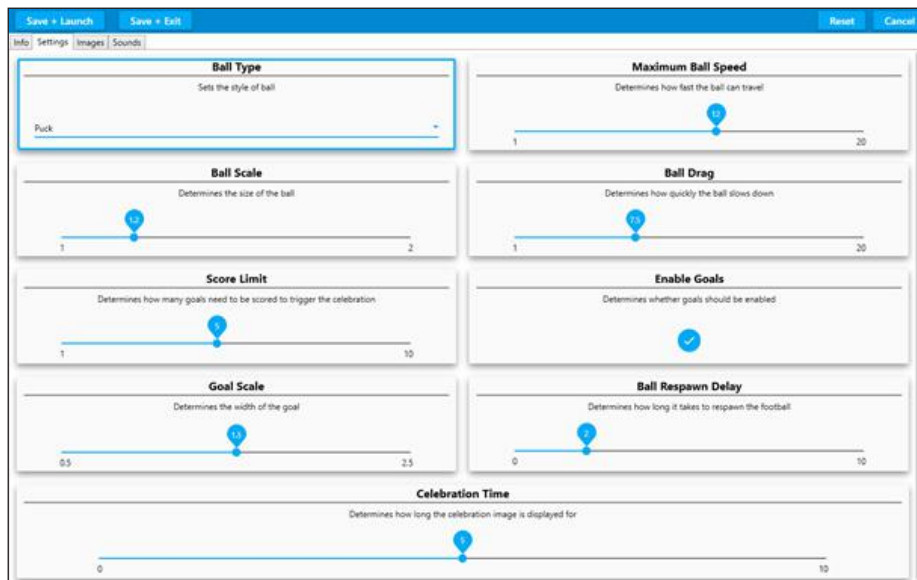
The other fields that can be edited in SETTINGS are:

Ball Scale: this slider changes the size of the ball.
Score Limit: how many goals are needed to win, from 1-10.
Goal Scale: the width of the goal can be increased from 0.5 to 2.5 (the goal image stretches to fit).
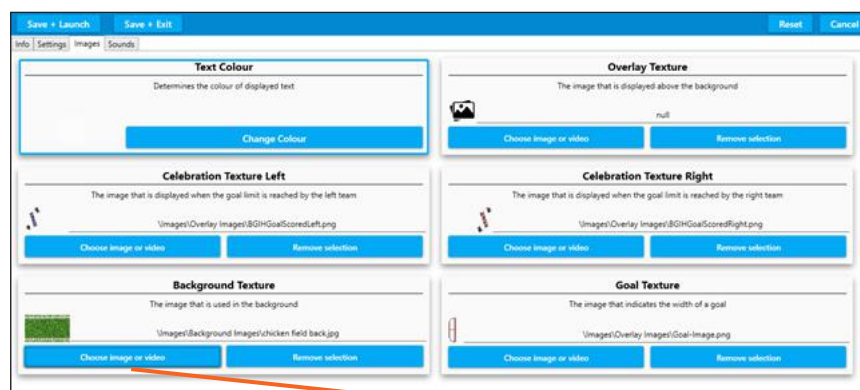**Maximum ball speed**: 1-20
Ball Drag: how quickly the ball slows down after being 'pushed' 1-20.
Enables Goals: ticked on for 'yes' or disabled for a 'no goal' version.
Ball Respawn Delay: the length of time (0-10 secs) before a ball reappears after a goal is scored.
Celebration Time: the length of time the celebration image displays for 0-10 secs.


Ball Games Images

The IMAGES tab is where all the graphics for the game are stored. The game text colour, background image, goal overlays, and celebration reward images can all be edited.

Choosing a different background image (Texture) i.e. a different playing venue, or ground view.

To choose a different background image for your game, go to the background texture box, and click on the **choose image or video** button.
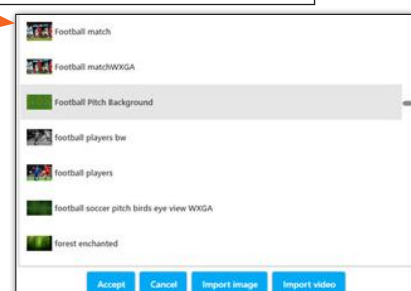
Browse through the list to select the image you want from the library of background images. Scroll down using the grey dot right hand slider and keyboard mouse as before.

Once you have selected an image (.JPG), click **ACCEPT,** and it will be loaded into the activity.

At this point you can **SAVE + LAUNCH** to preview it as a background image before returning to the EDIT screen.

N.B. to load one of your own background images simply choose **IMPORT IMAGE,** and browse to your USB stick (or image gallery on your PC) to import your own image. Click **ACCEPT,** as above.

If the new Background Texture (image) is a different colour from the original, you may want to adjust the text colour, so the scores can still be seen.

Changing the text colour

This can be particularly beneficial for users who are struggling to read the score numbers because the colour contrast is not strong enough.

Simply click on the change colour button in the first text colour box.

This will open a new window like this:
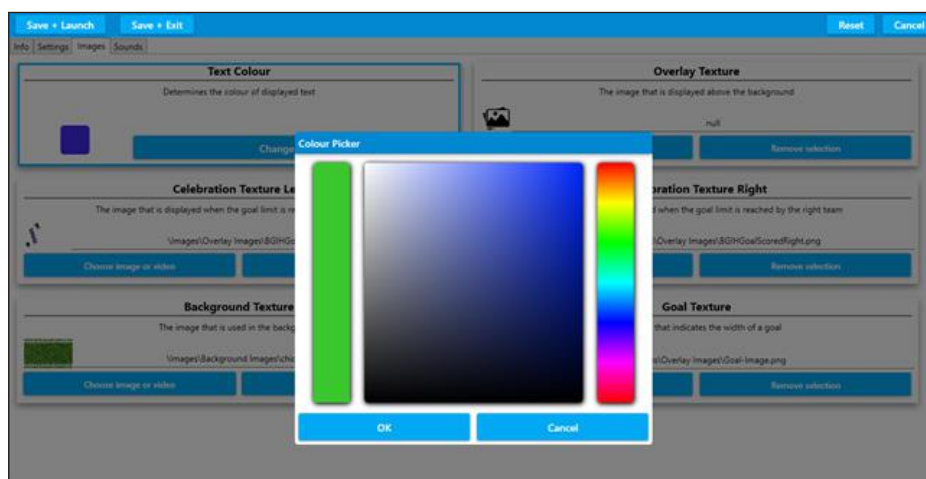
Select a colour from the rainbow bar on the right. Then click on the exact shade you want in the main square. The 'colour picker' bar on the left displays the shade you have selected.

Click **OK** to accept this colour.

Changing the celebration reward images (celebration texture box)

There are two celebration images – one left and one right, for the opposite goal ends of the game. These only appear when one side/team/player reaches the goal target, and wins.

To change these reward images, click the **choose image or video** button in the relevant celebration texture box, and scroll through the library of .PNG files.

If you want to create your own.PNG celebration images you will need to make a.PNG file which has canvas space to the left for the right goal celebration image, and a .PNG file with canvas space to the right to appear over the left goal.

If you select one of the standard .PNG files from the library, this will appear as a reward in the middle of the game play area, rather than offset over a goal.

Changing the goal overlay images (goal-texture box)

This is the graphic that is visible at all times as the two goals.

The goal can be any .PNG image, but it works best if it has some transparency (like a goal net), so the ball can be seen passing under it. The programme will double and flip this single goal image so it appears at both ends of the game play area.

### Creating a new goal image for a new ball game

For example, to create a croquet lawn instead of a football pitch, an image of a hoop could be used instead of a goal net. This would automatically appear at both goal ends.

In **SETTINGS** the orange 'ball' could be selected to roll through the hoops, and the background image choice could be similar to the grassy garden.JPG 'chicken field back'.

N.B. If you would like the goal area to be larger (i.e., making it easier to score) **INCREASE** the **GOAL SCALE** slider in **SETTINGS**. This will automatically stretch the goal image to a maximum of 2.5.

After any changes, use **SAVE + LAUNCH** to see them in action.

Changing the background music in sounds
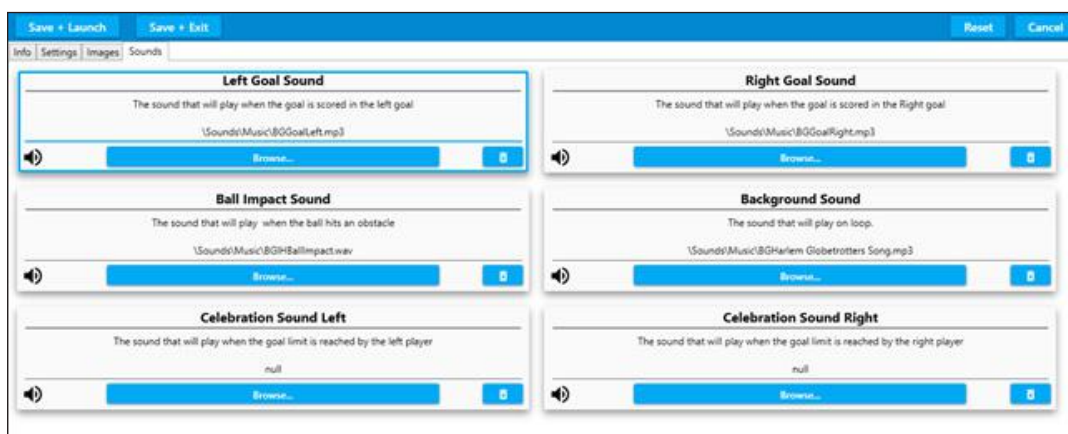
See page 30 for some thoughts on the use of background sounds in activities

Sounds settings

To change the background sound of any ball game activity simply click **BROWSE** in the **background sound** window and scroll through the music sound library.

To select your own backing track import a sound file from your USB stick, as described on p.38

Sound editing options

Left Goal Sound: the sound the left goal will make when a goal is scored.
Ball impact Sound: the sound the ball makes when it hits an obstacle.
Celebration Sound Left: the sound that will play when the winning goal score is reached by the left player.
Right Goal Sound: the sound the right goal will make when a goal is scored.
Celebration Sound Right: the sound that will play when the winning goal score is reached by the right player.

To preview your changes use **SAVE + LAUNCH**

If you are happy with your activity when you return to the Edit Screen, use **SAVE + EXIT**. A new thumbnail will be created when the Ball Game launches for the first time.

Preparing resources to personalise content images

Selecting images for any Snoezelen® SurfPro™ system requires a basic understanding of image quality. An image that is out of focus, pixelated (grainy), poor colour, or badly contrasted will only worsen when expanded and projected onto any interactive surface.

There are two main types of images:

1. **Background or full-screen images** need to be:
   Landscape orientation
   Not less than 1,200 x 800 pixels
   Good quality and in focus
   Usually in .JPG format
   Saved onto a USB stick

2. **Object images** (those that are scattered/splatted, etc.) need to be: On a square 'canvas'
   A minimum of 300 x 300 pixels
   Good quality and in focus
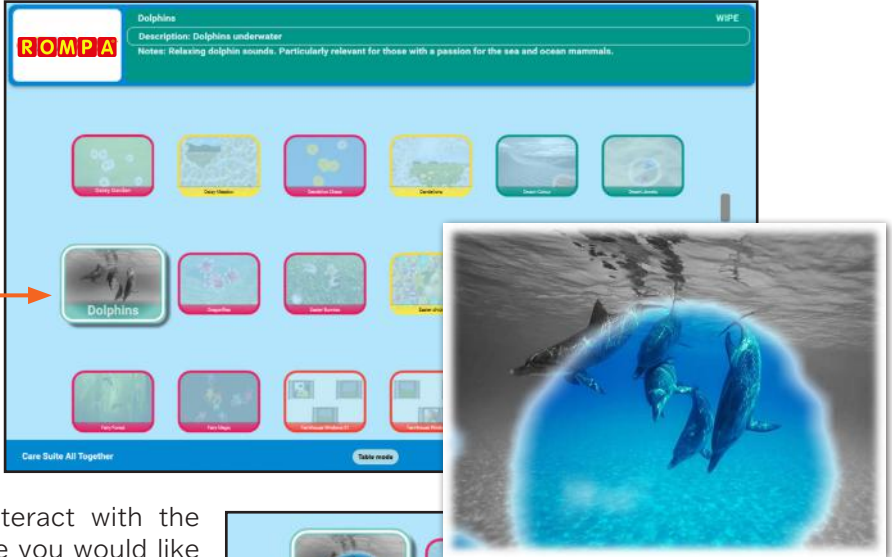   Saved onto a USB stick
   Ideally in a .PNG format

Customising an activity thumbnail

You can easily personalise any activity thumbnail if you wish.

The screenshot below shows a highlighted 'Dolphins' activity in its default state

The activities thumbnail, is a small preview image that can be customised

Next, with the activity running, interact with the projection until you create an image you would like as your new thumbnail.

When happy, press **P** on the keyboard.

A message – "Thumbnail Updated" will appear for a few seconds at the top left of the screen.

Finally, go back into the Activity menu to check if happy with the thumbnail created.

Press P in play mode to mgenerate new thumbnal

Preparing resources to personalise content images:

System settings explained
Click on the setting button to bring up the settings menu.

Sets the overall screen size and aspect ratio

Enables display of the frames per second.
For performance diagnosis

Sets the software to launch on PC start-up

Enables Autoplay feature

Enables Autoplay feature to start on system start-up

Enables a pulsing highlight effect on the current item selected in the Main Menu

Sets the display size of the main menu icons

Sets the displayed system type

Enables mouse movement interaction (without clicking) when an activity is running

Sets the duration of each activity when in Autoplay

Sorts main menu icons either alphabetically by effect or by name

Enable this feature on **Mobile** systems. Disable this feature on Install Systems.

Autoplay feature

To enable the software Autoplay feature please follow the steps detailed below:

1. Ensure that the software is running and that you have the wireless keyboard ready, and turned on.
2. Press **CTRL + M** on the keyboard to display the settings icon at the top right of the screen.

Keyboard on/off switch

Ensure you have the keyboard switched on

Press both the "CTRL"and "M" buttons at the same time and the menu bar will appear at the top of the screen.

3. Ensure the **Run on Startup**, **Autoplay Enable**, and **Autoplay auto-start enable** are ticked.

4. Once you have ticked these options click OK at the bottom of the settings menu.
Now you will see the blue Autoplay button at the top of the main activity menu .
Select this using the remote control or by pressing the up button. This will highlight it in purple, and will turn red when clicked on to show it is active. Please refer to your product manual for further information on licensing and camera configuration.

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Personal-activity monitoring template
Name:_____
Single session

Mood before session
(eg: Sleepy,withdrawn,quiet,anxious,content,talkative,smiley)

Session date:_____

Session themes/aims/duration .
.
.
.
.
.

Activities used:

Assessing levels of:

Little..........................Full

	1	2	3	4	5
Physical engagement					
Social engagement					
Cognitive Response					
Enjoyment					

Mood during session

Mood improved during session
YES: ☐
NO: ☐

Comments:

Mood after session

Mood improvement after session
YES: ☐
NO: ☐

Session conducted by: _____

OMi003/004-REV01

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Please feel free to contact us with any
questions or issues relating to your system.