



These “Bite-sized” Training Program guides are designed to help Lifelites Volunteers and champions to train and support hospice staff on the use of the magical Lifelites equipment in small bite-sized chunks.

Introduction to Touchscreen PC and Windows 8

1. Introduction – checking previous knowledge

Begin the session by checking if your trainees have used a touchscreen PC or Windows 8 before. Try and get anybody that hasn't used these to get hands on and use the equipment in the session – don't show them yourself – get them to use the equipment.

2. Explain the benefits of the PC and the operating system

- This is an all-in-one desktop PC with touchscreen, wireless keyboard and mouse, built in webcam and speakers
- Touchscreen games and programs allow children to learn, play and communicate in intuitive ways and are good for young children, those on the autistic spectrum and those with pervasive developmental challenges.
- Windows 8 is the basic operating software that runs on the PC. It is designed for a touchscreen and has a special new desktop display and start screen with bigger icons for programs and applications that looks more like the display you will be used to seeing on a tablet. It still retains it's traditional desktop that you will be used to seeing on earlier versions of windows and to access programs on this screen you will probably want to use a mouse still.

3. Basic controls and operation

- Turn the PC on (button is normally on the side of the machine – this might seem obvious but don't miss this showing the trainee this step!)
- Once the machine has booted, show how to login and then how to move around the operating system with the mouse and also with your finger using the touchscreen.
- Volume controls are either on the side of the screen or can be controlled via the keyboard.
- Open some programs such as Chalk and show how to close the program using the mouse and with your finger (swipe the screen down from top to bottom)
- Go to the desktop to access Lifelites software applications and programs
- Click on the windows icon in the bottom left hand corner of the screen to return to the start page
- Scroll down the start page to see the full list of applications on the machine
- Hold your finger on an app to pin it to the start page.
- Click on the power icon on the top right corner of the screen and select “shut down” to turn off the machine

4. Keyboard and Mouse

- Show how the wireless keyboard and mouse are connected using the dongle that is plugged into the USB port in the back of the PC.

- Show that the mouse has a on/off switch and both mouse and keyboard have a pair button that needs to be pressed if the connection is lost between the devices and the PC.
- If they have more than 1 PC check that the correct mouse and keyboard is being used on the correct machine – they should be numbered on the back of the mouse and keyboard and on the dongle (e.g PC 1).