

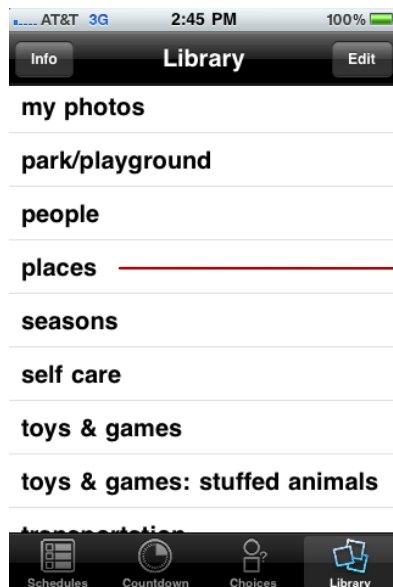
## How to Edit Captions and Duplicate Pictures Using iPrompts®



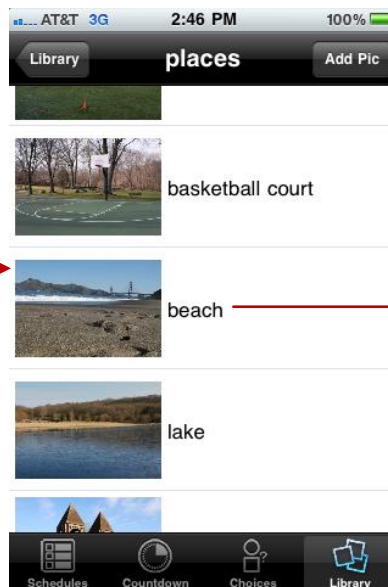
iPrompts®, allows users to duplicate, delete, and edit the captions of any image saved within the Library. Captions may be useful in providing extra guidance to literate users. For example, images with longer captions may be used within picture schedules, to help teach social skills or provide more explicit instructions.

### **STEP 1: Tap the “Library” tab, and select your desired image.**

Open iPrompts®, and then tap the “Library” tab at the bottom of the screen. Browse the Library categories, and select your image.



*In the Library, browse the categories to find your desired image.*



*Select your picture by tapping on it...*



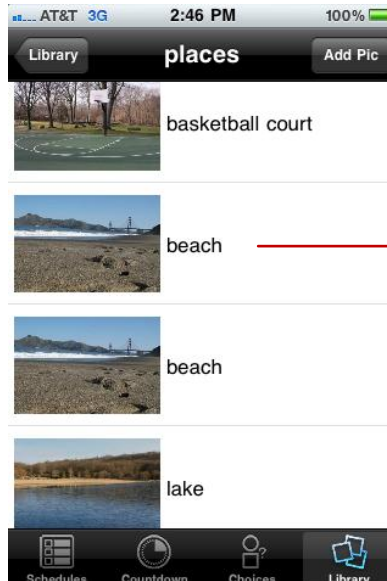
*... and then press “Edit” in the upper-right. This will bring up a menu of options.*

## STEP 2: Create a duplicate of your image (optional).

Before changing the caption of a picture, it may be desirable to first create a duplicate (so that one image remains with the original caption within the Library). Tap “Duplicate Image” on the menu, and a copy of the picture will then be created within the category. Select one of the two duplicates, and you may then edit its caption.



*Select “Duplicate Picture” using the menu.*



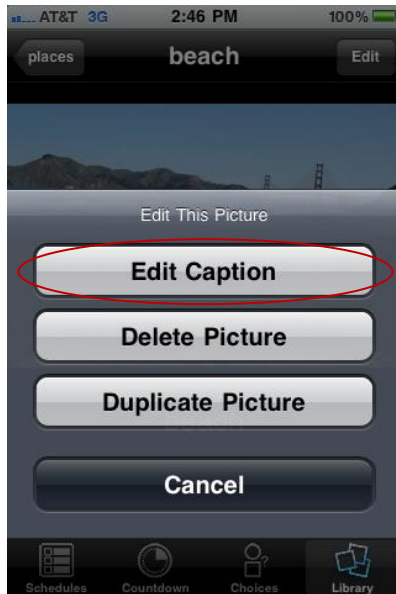
*The duplicate will be saved in the original image’s category. Select one of the copies by tapping on it.*



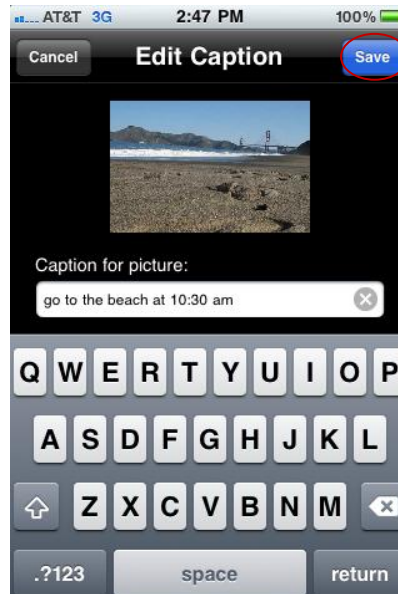
*Press “edit” once again to call up the menu, so that you may change the picture’s caption.*

### STEP 3: Change the image's caption.

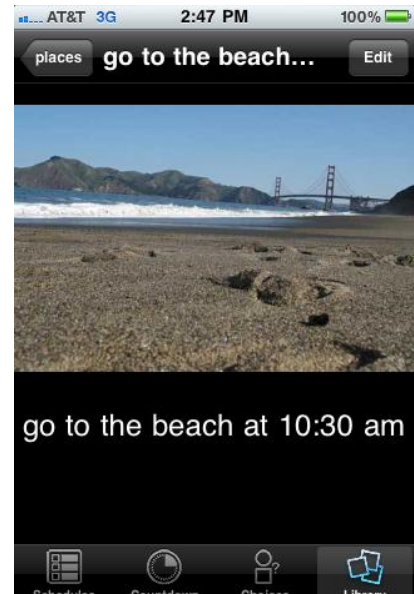
Using the menu, select the “Edit Caption” option. On the next screen, type the image's new caption into the box (tap into the box first, and then use the keyboard). When your caption is complete, press “Save” in the upper-right. You may now use this version of the picture – with the longer, more descriptive caption – in a schedule or choice set, to help provide additional guidance to a literate user of iPrompts®.



Select “Edit Caption” to change the text that appears alongside an image.



Type in your new caption, then press “Save”.



You may now use this version of the image in a schedule or choice set.