



Creating Daily Schedules

Visual schedules are very useful for helping individuals to predict and understand upcoming events. They can be created for different timeframes, according to the individual. This guide is for a daily schedule, but you can use any of the planners or timetables in the same way.

✓ After making this resource you will be able to...

- Log into your account and access the **Templates**
- Select an appropriate **Template**
- Fill in the **Template**
- Save the **Document**
- Print the **Document**



This activity will take you approximately **5 minutes** to complete.

Log In

1. Go to the URL:
www.widgitonline.com and
Log In.

Log in to Widgit Online

The login form contains the following fields and elements:

- Email address or group ID/username: (with a help icon)
- Password:
- Remember Me: ☐
- [Forgotten your password?](#)
-

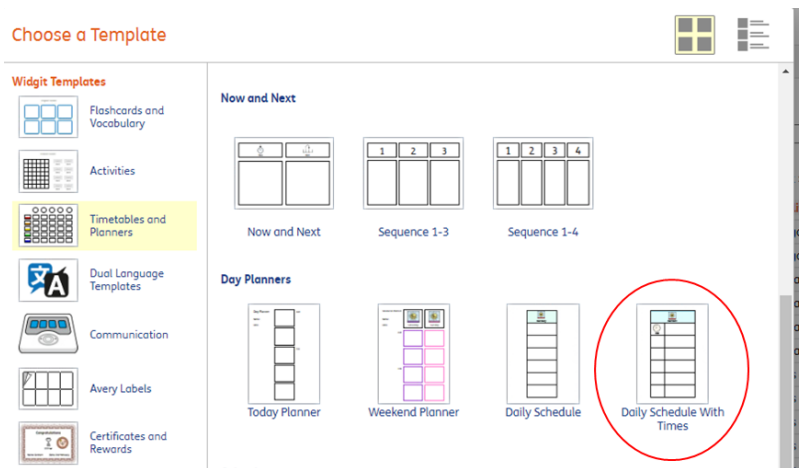
Find the Correct Template

1. Select **Create from a Template**.

The toolbar includes the following buttons and icons:

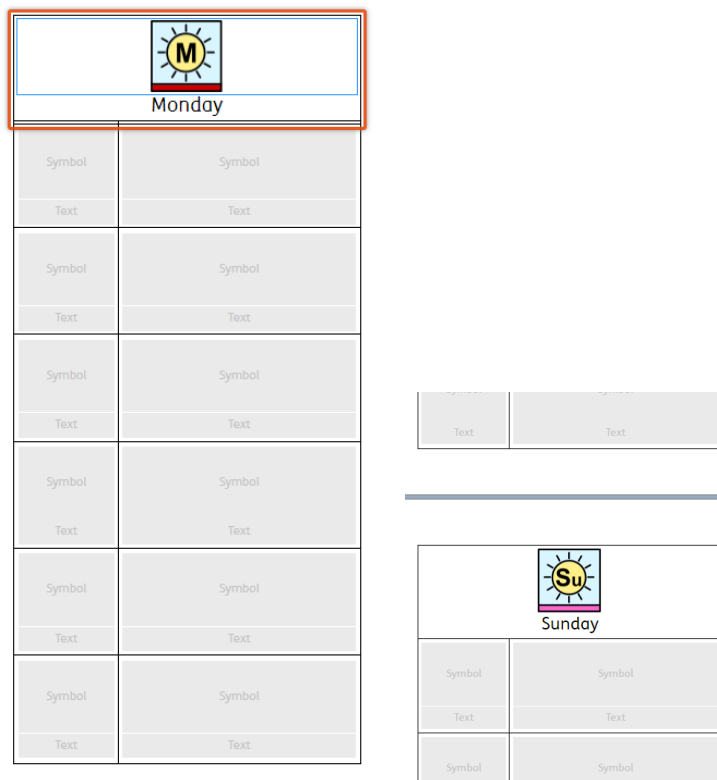
- Create a Document (document icon)
- Create from a Template (template icon)
- Upload a Document (upload icon)
- Move (move icon)
- Copy (copy icon)
- Delete (trash icon)
- Download (download icon)
- Publish (publish icon)
- Unpublish (unpublish icon)

2. Select Templates and Planners and then Daily Schedule With Times.



Create the Document

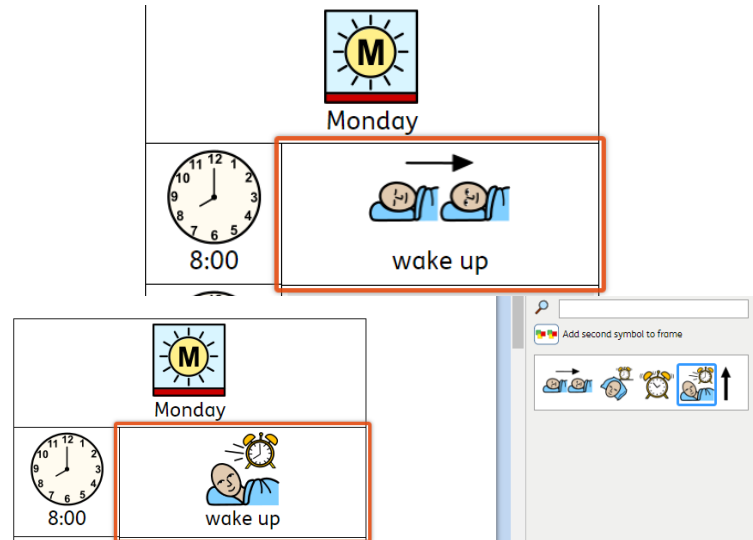
3. The template begins with Monday, but you can scroll down to find all the other days of the week.



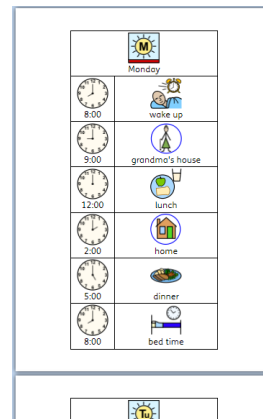
4. Click in a text box to add times in the left column, and the activity in the right column.



5. You may wish to choose an alternative symbol for some of the text, as in this example. To change simply click on your preferred symbol in the chooser.

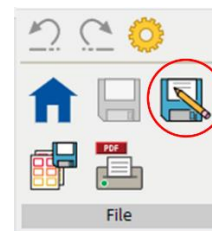


6. Continue filling all the cells as required.

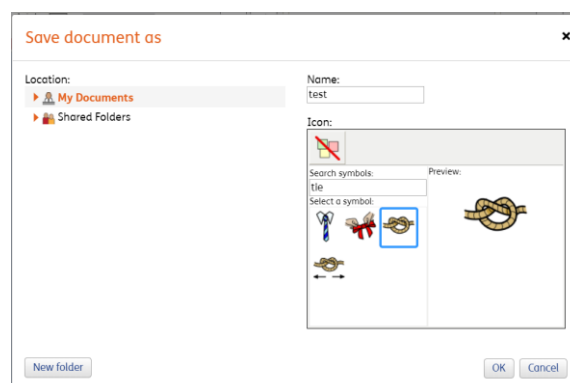


Save and Print the Resource

7. To save the document click on the **Save As** icon.



8. Choose the **Location** to save in from the left-hand side. Type a **Filename** in the box, and you can also choose a symbol for the file (optional). Click **OK** to save.



9. To print a document, click the **Print as PDF** icon. Click **View PDF** on the pop-up window. You can then send to your printer.

