



Introduction to IntelliKeys® Windows Tutorial

WIN

About IntelliKeys

IntelliKeys is an alternative keyboard that comes with seven standard overlays that are bar coded for easy use. IntelliKeys works with Macintosh, Apple II, and PC compatible computers by plugging the corresponding IntelliKeys cable into your computer's ADB or keyboard serial port. You can create, customize, and print out your own overlays using another IntelliTools product, Overlay Maker®.

IntelliKeys provides physical, visual, and cognitive access to the computer for people with a wide range of disabilities. It has many special features including two built-in programmable switch jacks. Keyguards are available from IntelliTools for people who need assistance making more accurate choices. Each standard overlay (except for the setup overlay) has a corresponding keyguard. Snap-In™ Keyguards are also available for use with customized overlays.

About this Tutorial

Using this tutorial you will explore all seven standard overlays.

Four elementary overlays include: Arrows, Numbers, Alphabet and Basic Writing. They contain the keys needed to work with many common software programs. Keys are large and well-spaced for physical access. Contrasting colors enhance visual access.

Two QWERTY overlays include IBM QWERTY and Apple QWERTY. These are designed for people with strong cognitive and visual abilities but more limited fine motor skills.

The Setup Overlay helps you make special accommodations for physical access such as adjusting the response rate.

Listed below are the materials needed to do this tutorial.

Materials Needed

TUTORIAL

Exploring with IntelliKeys Tutorial

PRINTED OVERLAYS

Standard overlay set (comes with IntelliKeys)

SOFTWARE

NotePad® (a word processing program), or any word processing program

HARDWARE

IntelliKeys and cable



Introduction to IntelliKeys® Windows Tutorial



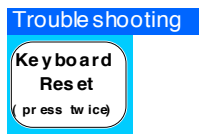
IntelliKeys

IntelliKeys is an adaptive keyboard with 7 Standard Overlays that are bar coded for easy use. IntelliKeys has a variety of access settings and two switch ports to meet the needs of people with disabilities.

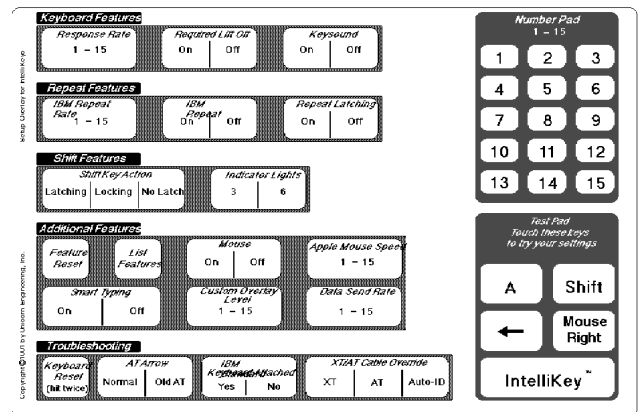
1. Using the Setup Overlay to Reset the Keyboard

The Setup Overlay allows you to customize IntelliKeys settings to meet the needs of different users. You can return IntelliKeys to its default settings by pressing the Keyboard Reset key on the Setup Overlay. We recommend doing this before using IntelliKeys with a new person.

- Slide the **Setup Overlay** onto IntelliKeys.
- IntelliKeys will beep to show that the overlay is ready to use.
- Press **Keyboard Reset** twice.



- Notice that the indicator lights flash.
- IntelliKeys is now reset to its default settings.
- Remove the Setup Overlay.

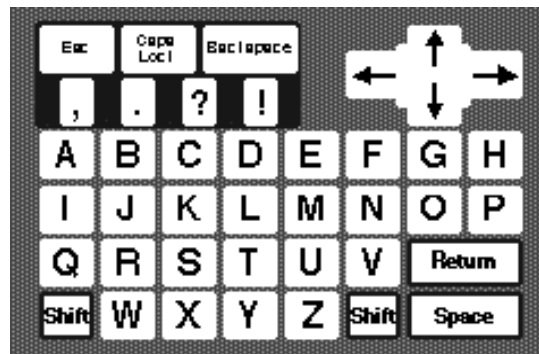


Setup Overlay

2. Using the Alphabet Overlay

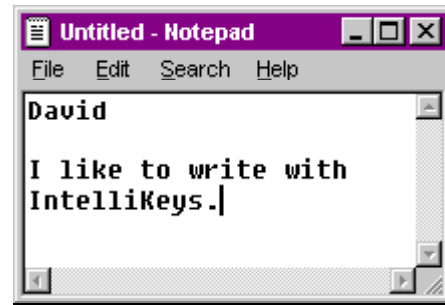
The Alphabet Overlay is arranged in alphabetical order with large, easy-to-read keys. You can use it with IntelliKeys and any word processing program such as Claris Works®, Microsoft Word®, IntelliTalk®, or the NotePad on your computer.

- Open **NotePad**. (To locate NotePad, go under the **Start** menu to **Programs**. Then go under **Accessories** and click on **NotePad**.)
- Slide the **Alphabet Overlay** onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.



Alphabet Overlay

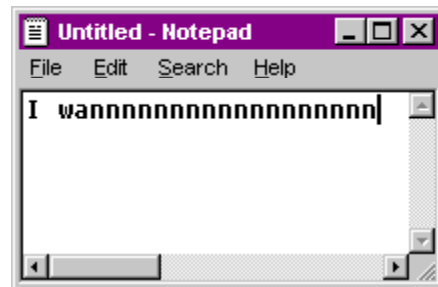
- Imagine that you can only type with one finger.
- Now get ready to type your name. Press the **shift key**. Notice the shift indicator light goes on. The shift key remains active while you lift your finger to choose the first letter of your name. Finish typing your name.
- You never need to hold down two fingers at a time when you use IntelliKeys.
- Practice typing other words and phrases.



NotePad

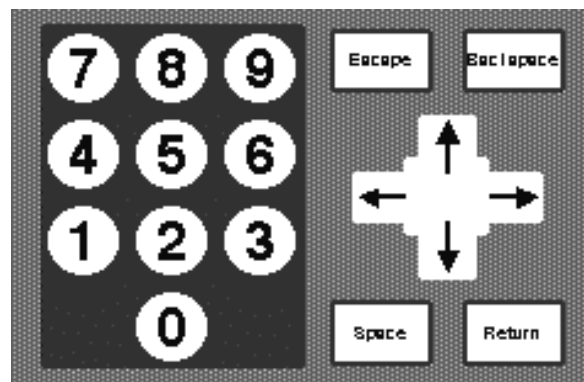
3. Turning Off Keyboard Repeat Using the Setup Overlay

- Some students are unable to lift their finger quickly after they press a key. This can cause many unwanted keystrokes. To illustrate, press one of the letters on the overlay and hold it down for a few seconds without releasing.
- To prevent the key from repeating, slide the **Setup Overlay** onto IntelliKeys. Press the **IBM Repeat Off** key to turn off the keyboard repeat.
- Remove the Setup Overlay and place the **Alphabet Overlay** onto IntelliKeys.
- Now press and hold down one of the letters again. The key will not repeat unless you lift up your finger and press down again.



4. Using the Numbers Overlay

- Switching to other Standard Overlays is very easy!
- Remove the Alphabet Overlay and slide the **Numbers Overlay** onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready.
- Now type some numbers.

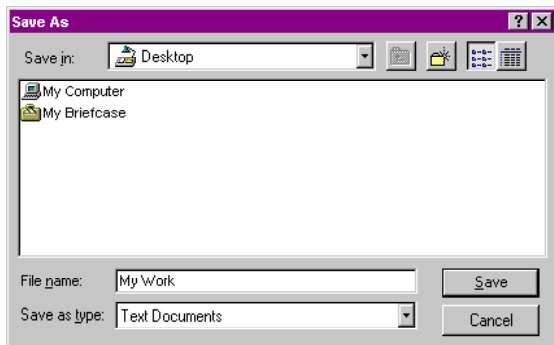


Numbers Overlay

5. Using the Basic Writing Overlay

The Basic Writing Overlay is an excellent, all-purpose overlay. It's arranged in alphabetical order and includes numbers.

- Slide the Basic Writing Overlay onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.
- Type some words using this overlay.
- Save your document by pressing the **Alt** key. Now press the letter **f** to pull down the file menu. Notice that you did not have to press two keys at the same time. Now press the letter **s**.



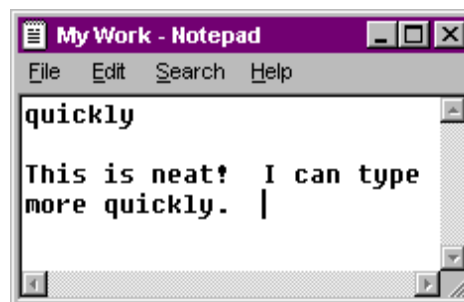
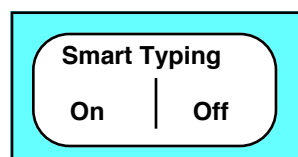
Basic Writing Overlay

- Name your document **My Work**. Press the **Alt** key and then the letter **s** to activate the **Save** button on the screen.

6. Using the Setup Overlay and Smart Typing

Smart Typing can help if the keyboard user types at a very slow rate. Smart Typing automatically types certain characters to make typing faster.

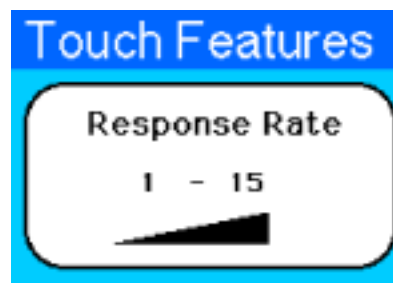
- Slide the Setup Overlay onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.
- Turn **Smart Typing** on.
- Remove the Setup Overlay and place the Basic Writing Overlay onto IntelliKeys.
- With Smart Typing on, when you type an upper or lower case "q", IntelliKeys automatically adds a lowercase "u". Begin to type the word "queen" to investigate this feature.
- With Smart Typing on, when you type a period, exclamation point, or question mark, IntelliKeys automatically adds two spaces and a Shift key so that the next character typed will be uppercase. Try out this feature.



7. Using the Setup Overlay to Slow Down the Response Rate

The Response Rate feature is used to adjust the time required to activate a key. If a student tends to press unwanted keys on the way to selecting the desired key, you can try changing the Response Rate so the unwanted keys will not activate.

- First, you are going to simulate the experience of someone who has a physical disability that makes it difficult to use a keyboard. Think of a letter you would like to type. Slowly drag your finger across the keyboard on the way to that letter. Usually, many unwanted characters are typed.
- To change the Response Rate, remove the Basic Writing Overlay and place the Setup Overlay onto IntelliKeys.
- Press the **Response Rate** key. On the Setup Overlay **Number Pad**, press the number 10. 15 is the default setting.
- Remove the Setup Overlay and place the Basic Writing Overlay onto IntelliKeys.
- Slowly drag your finger across the keyboard again. When you find the letter you want, let your hand remain on that letter until the key is activated.
- Now use the Setup Overlay again to set the Response Rate back to 15.
- Turn off **Smart Typing**.



1 = Slow Response Rate

15 = Rapid Response Rate

Appendix

- A. IntelliKeys[®] Feature Highlight Sheet
- B. Workshop Outline for the Trainer
Suggestions for incorporating the IntelliKeys tutorial in a workshop format
- C. Using IntelliKeys as a Mouse in Win95

Five-Pac and Multi-User Pricing Available.
Call 800-899-6687 for information.



IntelliKeys®

Feature Highlights



IntelliKeys is an alternative keyboard that plugs into the keyboard port of any Macintosh, PC compatible, or Apple II computer.

Physical Features

- 24x24 grid membrane keyboard
- 3/6 indicator lights (Shift, Caps Lock, Mouse)
- 2 switch ports
- Cable port and Y cable
- Slant bar

Computer Compatibility (with correct cable)

- Macintosh
- PC compatible (IBM Compatible)
- Apple IIGS
- Apple IIe

No Memory Space Required

- 32k built in battery-supported memory to retain custom settings
- No software needed to operate IntelliKeys

Additional Features

- Create custom overlays with Overlay Maker®
- Keyguards available for Standard Overlays
- Snap-In™ Keyguards for custom overlays

Six Alphabet-Number Overlays (bar coded)

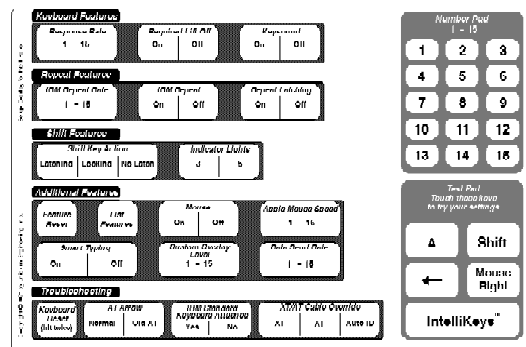
- Arrows Overlay
- Alphabet Overlay
- Numbers Overlay
- Basic Writing Overlay
- QWERTY Overlay - IBM
- QWERTY Overlay - Macintosh/ Apple II

One Setup Overlay for Access Features

- Change response rate
- Turn keyboard repeat on or off (PC Compatible only —for Macintosh use the Control Panel)
- Adjust the repeat rate (PC Compatible only —for Macintosh use the Control Panel)
- Change the speed of the Apple mouse
- Turn mouse arrows on/off
- Set switch ports
- Easily retrieve up to 15 overlays

For more information on Setup Overlay features see the IntelliKeys Access Features Guide.

Setup Overlay





Introduction to IntelliKeys® Workshop Outline for the Trainer



Estimated time: 1 hour

If you are using this tutorial as part of a workshop on IntelliKeys, this section will help you prepare the materials and equipment you will need, as well as provide you with a suggested workshop outline to follow. Please feel free to duplicate the IntelliKeys tutorial as well as the files referred to in the tutorial for distribution.

INTELLIKEYS WORKSHOP OUTLINE

Introduction to IntelliKeys5 minutes

Overview of the Keyboard5 minutes

- Compatible with Mac and PC
- Instantly recognizes overlay (bar coded)
- Overlays designed for physical, visual and cognitive access
- Setup overlay makes special accommodations for physical access
- Growing number of software programs are designed to work with IntelliKeys
- You can create custom overlays with Overlay Maker®

Explore IntelliKeys—Round Robin10 minutes

Before plugging in IntelliKeys, explore its physical features and closely examine the standard overlays including:

All aspects of the keyboard

- Lights, rubber non-skid “feet”, slant bar, the thumb-grip, how overlays slide in, switch jacks

Overlays

- Colors, key placement, what each key means

Keyguards

- Standard keyguards corresponding to standard overlays
- Snap-In™ Keyguards for use with customized overlays

Participants Install IntelliKeys5 minutes

Allowing participants to plug in IntelliKeys promotes independence and helps with troubleshooting. Make sure computers are turned off before plugging in IntelliKeys

Exploring with IntelliKeys Tutorial35 minutes

(Follow printed tutorial)

Using IntelliKeys® As A Mouse In Windows 95

To use IntelliKeys as a mouse with Windows 95, you must set up both Windows 95 Accessibility Options and your IntelliKeys. *Note: These instructions are for desktop computers. If you are using a laptop, please contact Technical Support at 800-899-6687 for specific instructions for your machine.*

To set up Windows 95 for mouse access

1. Click on the **Start** button and select **Control Panel** from the Settings menu. Double-click on **Accessibility Options** to open it.
2. Click on the **Mouse tab**. If you are using the PC QWERTY (also called the IBMQWERTY) or any of the Basic Writing Overlays, make sure “Use MouseKeys” is *not* selected. If you are using the Arrows Overlay or a simple custom overlay containing mouse actions, make sure “Use MouseKeys” is selected.
3. Click on the **Settings** button. Click on **Use Shortcut** to select **Show MouseKeys status on screen**. Click on **OK** to close this dialog box.
4. Click on the **General** tab. Make sure the “Give warning message when turning a feature on” is *not* selected.
5. Deselect **Turn off accessibility features after idle for**.
6. Click on **Apply**, then click on **OK** to close the dialog box.
7. Turn **MouseKeys ON** by pressing this shortcut keystroke: **[Left Alt]-[Left Shift]-[Num Lock]**
8. Test MouseKeys by moving the mouse cursor with your Number Pad keys on the standard keyboard. Turn **MouseKeys OFF** by pressing the shortcut keystroke again.

To use IntelliKeys with MouseKeys and the Basic Writing or QWERTY Overlays

1. Make sure that MouseKeys is *not* on.
2. Slide the **Setup Overlay** onto IntelliKeys. Under **Troubleshooting**, press **KEYBOARD RESET** twice in succession. The lights on IntelliKeys should flash.
3. Press **Mouse Arrows ON**.
4. Remove the **Setup Overlay** and slide in the **IBM QWERTY** overlay. You can now use the Access Mouse and Keyboard buttons in the top left-hand corner of the overlay to toggle between using the overlay as a mouse or keyboard.

To set up IntelliKeys for use with MouseKeys and the Arrows Overlay

1. Turn **MouseKeys ON** by pressing the shortcut keystroke: **[Left Alt]-[Left Shift]-[Num Lock]**
2. Slide the **Setup Overlay** into the IntelliKeys. Under **Troubleshooting**, press **KEYBOARD RESET** twice in succession. The lights on the IntelliKeys should flash.
3. Press **MouseArrows ON**.
4. Remove the **Setup Overlay** and slide in the **Arrows Overlay**. Pressing the arrow keys will move the Mouse cursor. The blue circle on this overlay is the mouse button. Click and the blue square is the mouse button lock (for drag & drop). The circle and square symbols on the different overlays provide these same responses.

Troubleshooting Tip

The PC QWERTY Overlay (also called IBM QWERTY) and Basic Writing Overlays switch between Mouse and Keyboard mode by turning MouseKeys on and off. Sometimes the MouseKeys software and the IntelliKeys can get out of sync. You might need to press the shortcut keys **[Left Alt]-[Left Shift]-[Num Lock]** from the standard keyboard to get the synchronization back. For further assistance, call 800-899-6687.