



Tutorial



IntelliKeys USB Tutorial

Introducing IntelliKeys USB

IntelliKeys USB is an adaptive keyboard. Instead of pressing keys on a standard keyboard, users touch a printed overlay that has been placed over a touch-sensitive panel. Areas on the printed overlay correspond to keys on a standard keyboard and mouse buttons. By using the set of Standard overlays that come with IntelliKeys USB, a person can type, enter numbers, navigate on-screen displays, and execute menu commands. In addition, IntelliKeys USB has a variety of access settings and two programmable switch ports to meet the needs of people with disabilities.

The original IntelliKeys was created in 1991. Since its introduction, there have been many technological advances in computer operating systems and a movement to USB technology. USB—Universal Serial Bus—is a standardized connection for computer peripherals, including mouse devices, standard keyboards, scanners, digital cameras, printers, etc. USB supports a 12-Mbps transfer rate, and allows peripherals to be hot-swappable, which means that devices can be connected and disconnected while the computer is on. IntelliTools has been able to take advantage of these advances by creating a new IntelliKeys USB that is fully compatible with current computer operating systems and with USB standards.

Innovative Standard Overlays

Developing IntelliKeys USB has provided IntelliTools the opportunity to redesign the Standard overlays to incorporate a decade of customer feedback. The new double-sided layouts are easy to use and very versatile—they can be used with both Windows and Macintosh systems. A new Web Access USB Overlay provides easy access to the Internet. Additional Alternative overlays are stored on the computer. Copies of all overlays can be printed using a standard color printer. Most of the overlays are compatible with Intellitools' 96-hole keyguard.

New Versatile Software

The original IntelliKeys has its “intelligence” programmed into a ROM chip in the keyboard. To create an IntelliKeys compatible with USB computers, the keyboard was redesigned so the “intelligence” now resides in software installed on the computer. This change will make it very convenient to upgrade your IntelliKeys USB in the future, as upgrading will only

require downloading new software. In addition, by installing software on your computer you can create and save settings for many individual users of the same IntelliKeys USB keyboard—a useful and powerful new feature.

Win/Mac Compatibility

IntelliKeys USB connects with a single cable to either a Windows USB or a Macintosh USB computer. One end of the USB cable that ships with IntelliKeys USB easily connects to the USB port on your computer. The opposite end slides neatly into the USB connector on the back of IntelliKeys USB.

You no longer need to change cables when switching between different systems. The iMate cable adapter is no longer needed when connecting to a Macintosh.

Full Access to Keyboard and Mouse

IntelliKeys USB allows full access to both keyboard and mouse functions at all times. Both functions are fully active on the Standard overlays, empowering users to move effortlessly from keyboard to mouse and back.

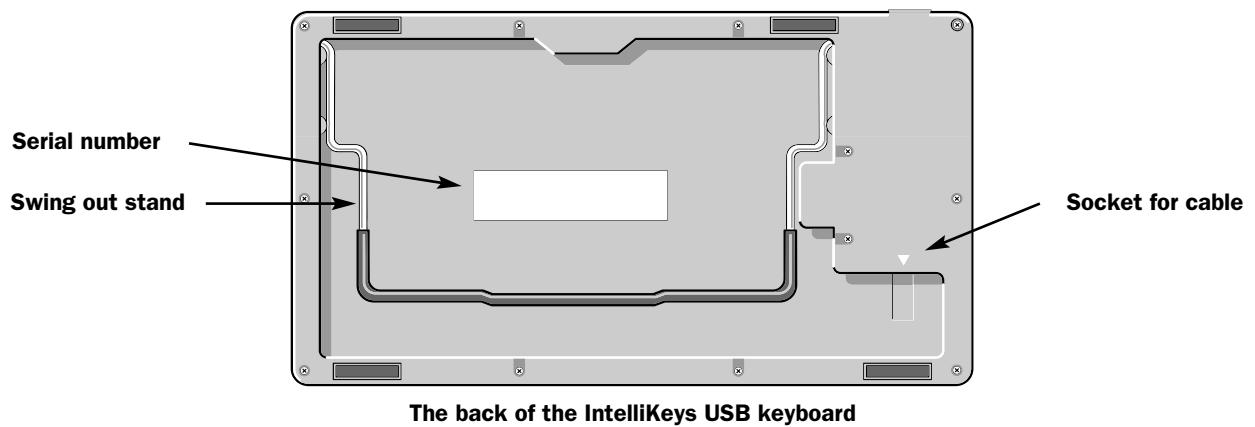
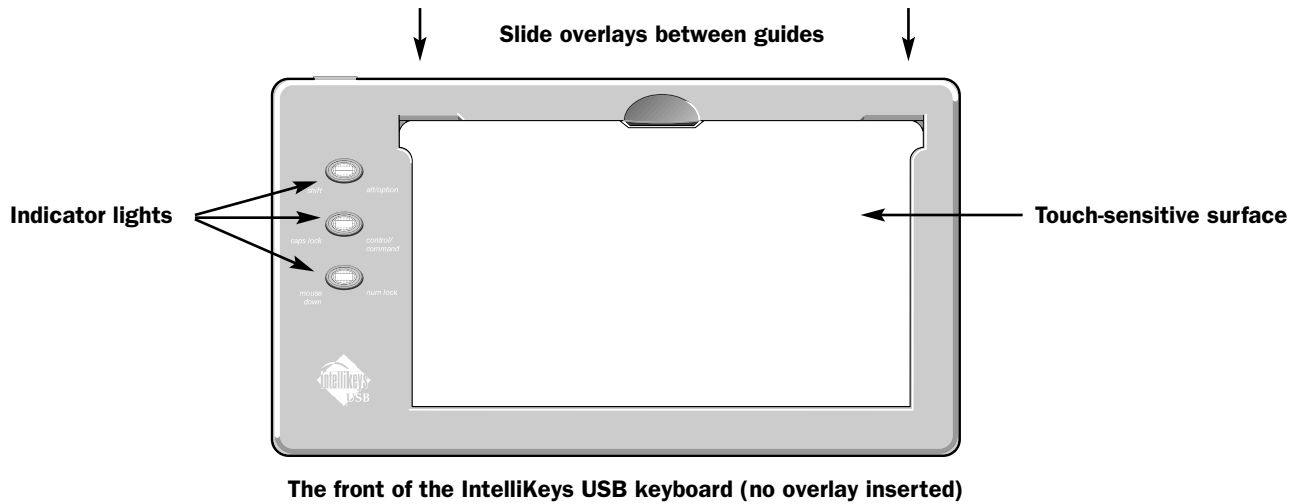
Control Panel Now On-screen

IntelliKeys USB now has an on-screen control panel that allows you to adjust the settings on IntelliKeys USB from the desktop of your computer. It contains all the features included on the original IntelliKeys and adds new features that allow you to create Groups and Users, adjust the Keysound Volume, and display the current settings.

IntelliKeys USB Tutorial Overview

The IntelliKeys USB Tutorial is designed to meet the needs of both beginner and a more experienced IntelliKeys USB user. The Tutorial is divided into several parts, each highlighting different aspects of IntelliKeys USB. Each part can be used independently of the others, allowing you to move at your own pace. If you are using IntelliKeys USB for the first time, it is recommended that you work through the entire Tutorial from start to finish.

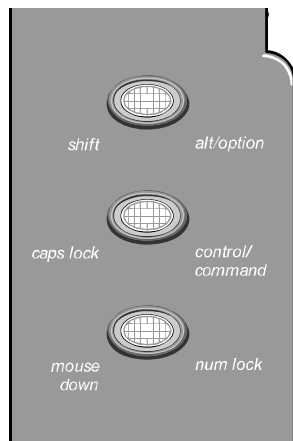
IntelliKeys USB Parts Identification



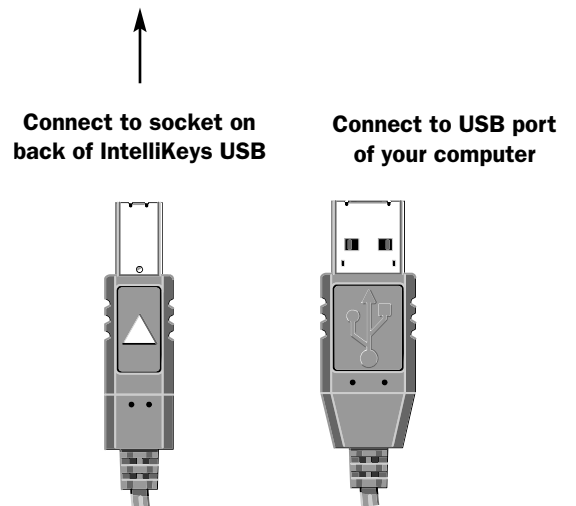
Six lights indicate active keyboard features.

- | | |
|-------------------|------------------------|
| Green | Red |
| Shift | Alt/Option |
| Caps Lock | Control/Command |
| Mouse Down | Num Lock |

(See Chapter 4 for more information.)



Indicator lights on keyboard



IntelliKeys USB connector cable ends

Tutorial Part 1 – Connecting IntelliKeys USB



The IntelliKeys USB software must be installed on your computer *before* you connect your IntelliKeys USB keyboard to the computer. See Chapter 1 of the IntelliKeys USB User's Guide for installation instructions. IntelliTools conference and workshop attendees will be working on fully prepared equipment and should proceed to step 1 (below).

1. Plug the square end of the connector cable into the socket located on the back of the IntelliKeys USB keyboard. One side of the connector cable has a triangle on it. The triangle should face away from the keyboard.
2. Plug the flatter, rectangular end of the connector cable into a USB port on your computer or into a USB port on a hub connected to your computer. In one position the cable end fits properly into the USB port. If you encounter resistance, try turning the cable end over and plugging it in again.
3. If it is not on, start your computer. IntelliKeys USB is hot-swappable. This means you can connect your keyboard to a computer even when the computer is on. You can also disconnect your keyboard when the computer is still on.
4. Swing the wire stand out from the back of the keyboard if you want to position the IntelliKeys USB keyboard at an angle.
5. IntelliKeys USB has an On/Off switch. This allows you to turn the keyboard off when it is not in use, without having to disconnect the keyboard from the computer.

Locate the On/Off switch on the top edge of the keyboard.

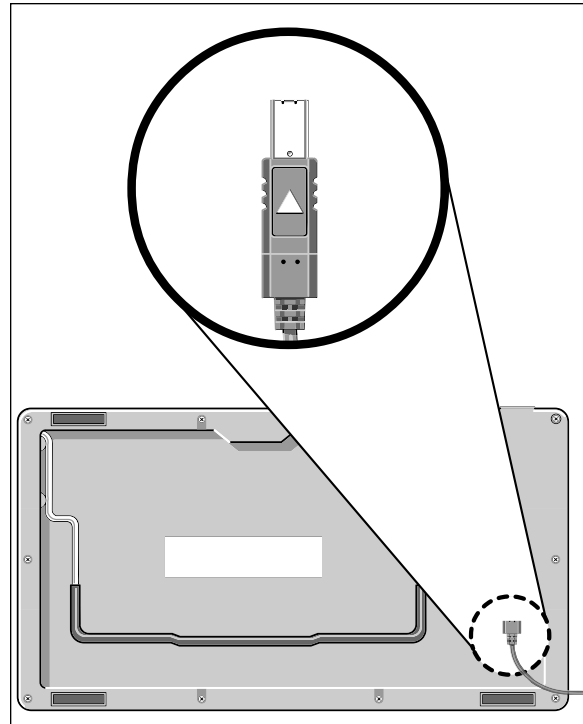


Many newer electronic products use binary symbols to label the On/Off switch. The symbol for On is "1". The symbol for Off is "0".

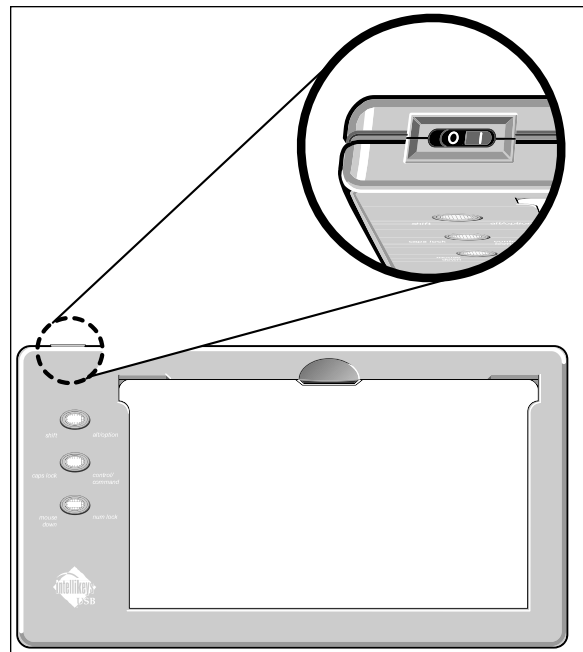
6. Press On. You will hear a tone accompanied by flashing indicator lights.



It may be easier to insert the connector cable into the socket in the back of the IntelliKeys USB keyboard when the keyboard is turned upside down (with the socket facing up).



Insert the square end of the connector cable into the socket on the back of the keyboard.



**On/Off switch positions:
On – Press "1" (the white line).
Off – Press "0" (the white circle).**

Using the Control Panel to Reset the Keyboard Settings (for Guest User)

IntelliKeys USB can store the access settings for a number of users, including the Guest user that is included with the program. You will begin this Tutorial using Guest as your user name.



You will be entered in the Guest user group automatically whenever you choose not to create a new group and enter a user into it. The program will remember any access settings associated with the Guest user.

The keyboard you are working with may have been used previously. Therefore we suggest that you reset IntelliKeys USB to its default keyboard settings. This will insure that the Tutorial instructions match your experience using the keyboard.

First, open the control panel.

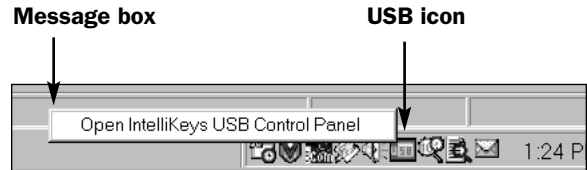
- If you are using a Windows computer:

On the taskbar typically found on the bottom of your computer screen, locate the IntelliKeys USB icon. Click the **USB icon** and then click the **Open IntelliKeys USB Control Panel** message box.
- If you are using a Macintosh computer:

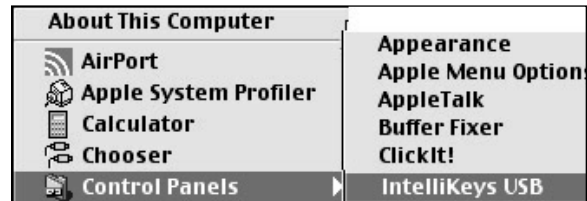
From the **Apple menu**, select **Control Panels** and **IntelliKeys USB**.

Once the control panel is displayed, reset the Guest keyboard settings using the following steps:

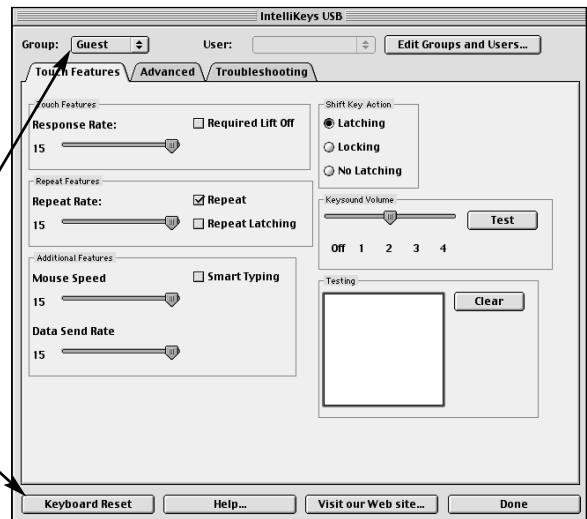
1. In the top left corner of the control panel, from the **Group** drop-down list, select **Guest**.
2. In the lower left corner of the control panel, click **Keyboard Reset**. Notice that the indicator lights on the keyboard flash. IntelliKeys USB is now reset to its default settings.
3. In the lower right corner of the keyboard, click **Done** to close the IntelliKeys USB control panel.



A portion of the taskbar next to the clock



Apple menu listings



IntelliKeys USB control panel



Group drop-down list box displayed in upper left corner of IntelliKeys USB control panel

Tutorial Part 2 – Working with Overlays

Seven Standard overlays with keyboard layouts printed on them come with IntelliKeys USB:

- Setup USB Overlay
- QWERTY USB Overlay
- Basic Writing USB Overlay
- Alphabet USB Overlay
- Mouse Access USB Overlay
- Math Access USB Overlay
- Web Access USB Overlay

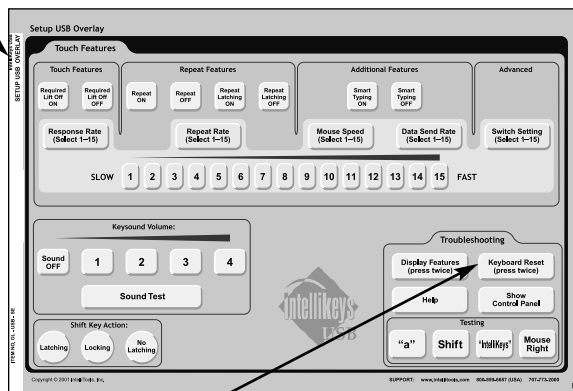
The name of each overlay is printed on the overlay's upper left margin.

Using the Setup USB Overlay to Reset the Keyboard and Display Features

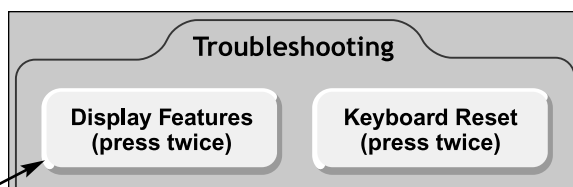
The Setup Overlay enables you to customize the way IntelliKeys USB responds when the user presses a key on an overlay. You will start this part of the Tutorial by using the Keyboard Reset key on this overlay to reset the keyboard when using it for the first time ensures that you work with the access settings that you select.

1. Slide the **Setup USB Overlay** onto IntelliKeys USB. Sliding the overlay onto IntelliKeys USB allows the keyboard to read the bar codes printed on the and recognize which overlay is being inserted. IntelliKeys USB will beep to show that the overlay has been recognized.
2. Locate **Keyboard Reset** on the overlay. Press it twice. Notice that the indicator lights on the keyboard flash. IntelliKeys USB is now reset to its default settings.
3. Press **Display Features** twice. This will open a text document and list the current settings for IntelliKeys USB. You can use this feature to check the settings whenever you make changes, or for troubleshooting.
4. Remove the Setup USB Overlay.

Note There are bar codes printed on the reverse side of each Standard overlay. These bar codes identify the overlay as it passes by the bar code reader built into the IntelliKeys USB keyboard.



Setup USB Overlay



Keyboard Reset and Display Features keys



Bar codes on the Math Access USB Overlay

Using the QWERTY USB Overlay

The QWERTY USB Overlay is designed to provide full access to standard keyboard characters, commands, and functions. It includes Keyboard arrows and Mouse arrows that are always active. It can be used with either Windows or Macintosh computers.

1. Open NotePad, SimpleText, *IntelliTalk II*, or some other word processing software.
2. Slide the **QWERTY USB Overlay** onto IntelliKeys USB. IntelliKeys USB will beep to show that the overlay is ready to use.
3. Imagine that you are limited to using a single finger when typing. IntelliKeys USB is designed so you can use consecutive key presses to access features that otherwise require pressing several keys simultaneously, such as capitalizing a letter or using the keyboard shortcuts for copy, save, or print. You never need to press two keys at a time when you use IntelliKeys USB!
4. Start by typing your name. Press **Shift** on the QWERTY USB overlay. Notice the Shift indicator light on the keyboard goes on and the Shift key latches (engages for one key press). The Latching feature tells the Shift key to remain active while you lift your finger to choose the first letter of your name. After you press a letter, the Shift key automatically releases so you can continue typing in lowercase. Finish typing your name.
5. Practice typing other words and phrases. Try navigating through the text on your screen using the **Keyboard arrows**.
6. Try the **Mouse Control** keys. Use the **Mouse arrows** to navigate to the File menu. Select Save.

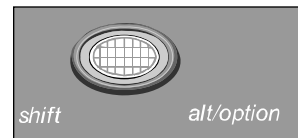
Adjusting Mouse Speed

The mouse speed feature affects the speed of the on-screen pointer when using the Mouse arrows on the overlay to move the pointer around the screen. The default setting for the mouse speed is 15. At this setting, the mouse may move too quickly for some users to control or track across the screen. In this section of the Tutorial you will adjust the mouse speed.

1. Remove the QWERTY USB Overlay from IntelliKeys USB. Slide the **Setup USB Overlay** onto IntelliKeys USB.



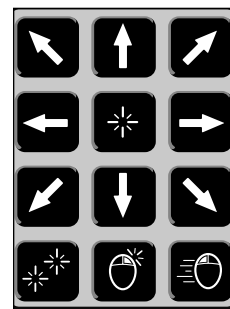
QWERTY USB Overlay



Shift indicator light is green



Keyboard arrow keys



Up

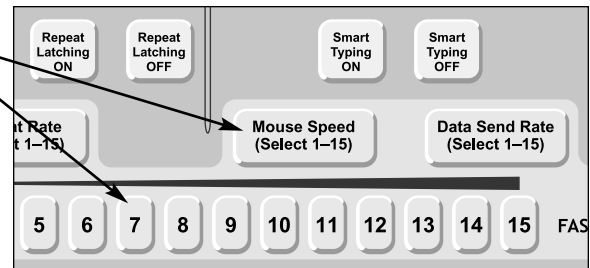
Left, Click, Right

Down

Double-click, Right-click, Mouse Down

Mouse Control keys

2. Press **Mouse Speed** on the Setup USB Overlay. Press the number **7**.
3. Remove the Setup USB Overlay from IntelliKeys USB. Slide the **QWERTY USB Overlay** onto IntelliKeys USB.
4. Use the **Mouse arrows** to test the speed of the mouse. You may want to return to the Setup USB Overlay to try a different mouse speed.



Mouse Speed key and speed control

Typing with Repeat On and Repeat Off

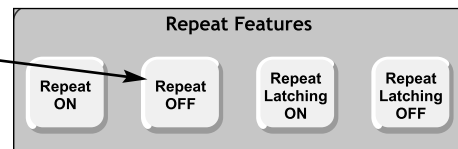
Some users are unable to lift their finger quickly after they press a key, and the keystroke is repeated, which results in many unwanted entries. To simulate this problem, press one of the letters on the overlay and hold it down for a few seconds before releasing. Notice that you end up typing a long string of letters.

Using the Setup USB Overlay, the repeat rate can be slowed or completely turned off, thereby avoiding this problem.



Typing with Repeat On

1. Remove the QWERTY USB Overlay from IntelliKeys USB. Slide the **Setup USB Overlay** onto IntelliKeys USB. Press **Repeat OFF** on the Setup USB Overlay.
2. Remove the Setup USB Overlay from IntelliKeys USB. Slide the **QWERTY USB Overlay** onto IntelliKeys USB.
3. Press and hold down one of the letter keys on the QWERTY USB Overlay (the word processing program is open). The key will not repeat unless you lift up your finger and press down again.
4. Now insert the Setup USB Overlay again and select **Repeat ON**.

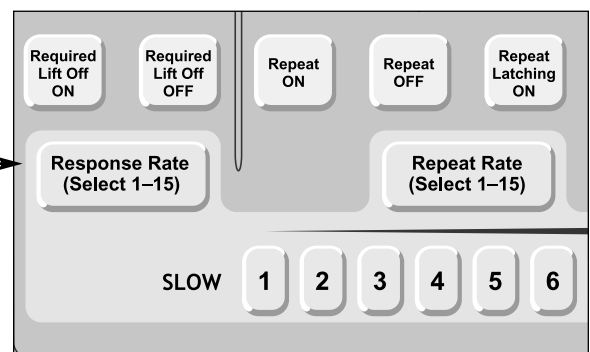


Repeat On and Repeat Off keys

Slowing Down Response Rate

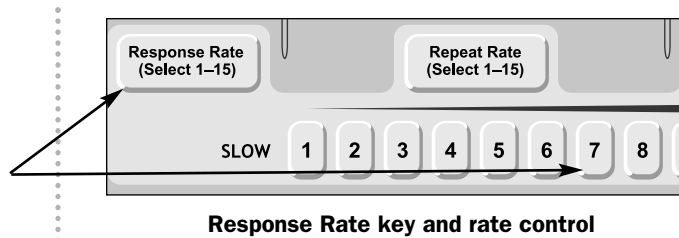
Some IntelliKeys USB users press unwanted keys on the way to selecting a desired letter. The Response Rate feature can adjust the time (not the pressure) required to press on a key before it is activated. The Response Rate settings can vary from 1-15.

1. First, you are going to simulate the experience of someone who has difficulty isolating a key on a keyboard. Pick a letter you would like to type. Slowly drag your finger across the keyboard on the way to pressing that letter. Usually, many unwanted characters are typed.



Response Rate key

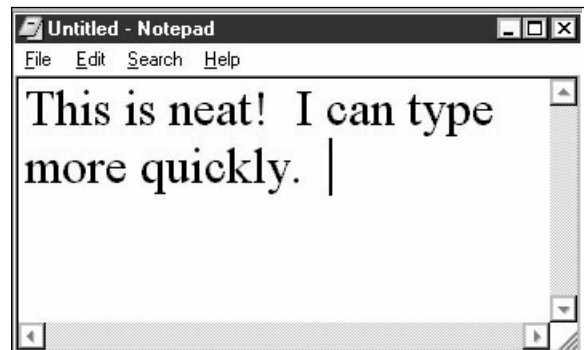
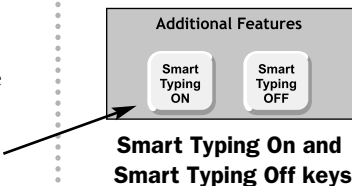
- The default Response Rate is 15. This is the fastest response rate. To change the **Response Rate**, remove the QWERTY USB Overlay. Slide the **Setup USB Overlay** onto IntelliKeys USB.
- Press **Response Rate**. Press the number **7**.
- Remove the Setup USB Overlay from IntelliKeys USB. Slide the **QWERTY USB Overlay** onto IntelliKeys USB.
- Slowly drag your finger across the keyboard again. When you find the letter you picked previously, let your finger remain on that letter until the key is activated. Notice the difference from step 1.
- Now use the Setup USB Overlay again to set the Response Rate back to 15.
- Select all the text in the document and delete it.



Turning On Smart Typing

Smart Typing can help keyboard users who type at a very slow rate. Smart Typing automatically enters certain characters, making typing faster, and saving the user many keystrokes.

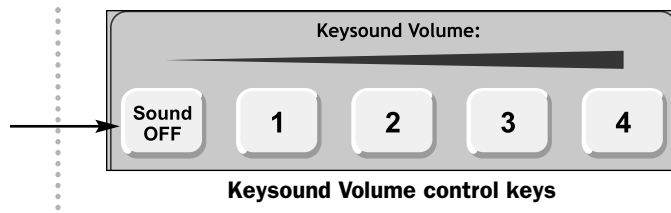
- Remove the QWERTY USB Overlay and slide the **Setup Overlay** onto IntelliKeys USB.
- Press **Smart Typing ON**.
- Remove the Setup USB Overlay and slide the **QWERTY USB Overlay** onto IntelliKeys USB.
- Since Smart Typing is on, when you type an upper or lower case “q”, IntelliKeys USB automatically adds a lowercase “u.” Type the word “queen” to investigate this feature.
- With Smart Typing on, when you type a period, an exclamation point, or a question mark, IntelliKeys USB automatically adds two spaces and latches the Shift key so that the next character typed will be uppercase. Try out these Smart Typing features.



Turning Off Keysounds

Some users are easily distracted by the sounds IntelliKeys USB makes when keys are pressed or overlays are slipped in and out. The sound level can be changed or turned off using the Setup USB Overlay.

1. Remove the QWERTY USB Overlay and slide in the **Setup USB Overlay**.
2. Locate **Keysound Volume** on the overlay and press **Sound OFF**.
3. Remove the Setup USB Overlay and slide the **QWERTY USB Overlay** onto IntelliKeys USB.
4. Press a few letters to try out IntelliKeys USB with Keysound Volume turned off.



Exploring Other Setup USB Overlay Options

The Setup USB Overlay includes other options that can be selected to customize access for a user. A description of these additional settings can be found in both Tutorial Part 5: Creating Groups and Users, and Chapter 4 – Using the Control Panel.

Using the Basic Writing USB Overlay

The Basic Writing USB Overlay is designed to be used as an intermediate step before students are ready to use the full featured QWERTY Overlay and after they use the simpler Alphabet USB Overlay (see below). The Basic Writing USB Overlay contains fewer modifiers and none of the function keys. It does have a number line and a dash enabling students to write addresses and phone numbers.

1. Remove the QWERTY USB Overlay. Slide the **Basic Writing USB Overlay** onto IntelliKeys USB.
2. Use the overlay to type words and numbers.
3. Try out the **Mouse Control** keys.



Basic Writing USB Overlay

Using the Alphabet USB Overlay

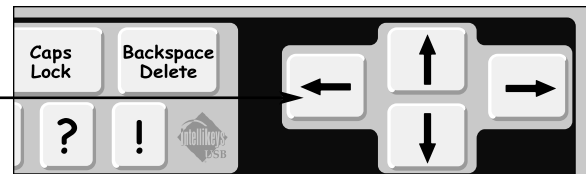
The Alphabet USB Overlay displays letters in alphabetical order using lowercase letters, large, easy-to-read keys, and an easily recognizable font. This is a good overlay for young students, as they are often more familiar with alphabetical order. This overlay includes Keyboard arrows, but not Mouse arrows to help students focus on the writing task.

1. Remove the Basic Writing USB Overlay from IntelliKeys USB. Turn it over and slide the **Alphabet USB Overlay** onto IntelliKeys USB.



Alphabet USB Overlay

- Practice using the Alphabet USB Overlay to type words and sentences.
- Try out the Keyboard arrows.
- Select all the text in your document and delete it.

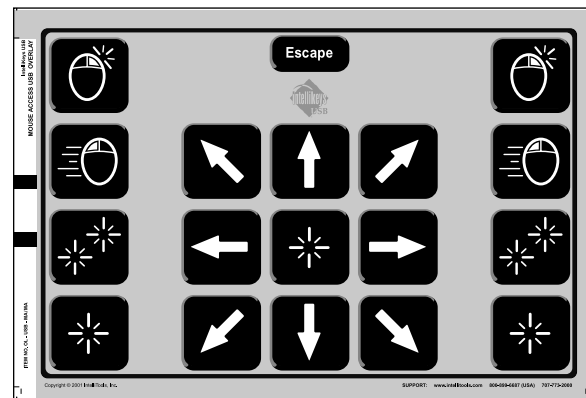


Keyboard arrows

Using the Mouse Access USB Overlay

This overlay is designed as a large, easy to access mouse control. It also has an Escape key. Use this overlay when working with educational or game software programs that respond to mouse actions.

- Remove the Alphabet USB Overlay. Insert the **Mouse Access USB Overlay**.
- Open a mouse driven software program such as one of the card games that typically ships with your computer—Solitaire, Eight Off, or FreeCell.
- Use the Mouse Access USB Overlay to navigate through the game.
- If you find the mouse speed is too fast or slow, use the Setup USB Overlay to change the speed.

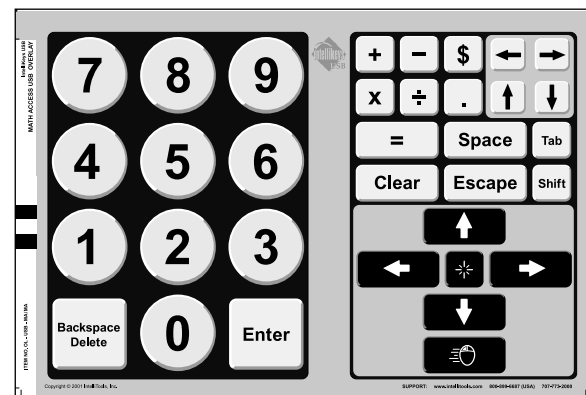


Mouse Access USB Overlay

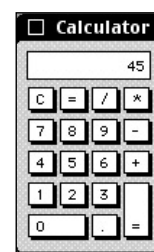
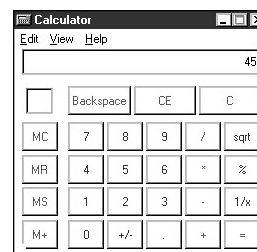
Using the Math Access USB Overlay

Students and adults often work with math-related software programs or calculators. This overlay provides complete access to such programs and is a powerful tool for focusing on mastering new math concepts or answering math problems. Since it has a limited number of keys, students are less distracted than if they used a standard keyboard or a full featured overlay.

- Remove the Mouse Access USB Overlay. Turn it over and slide the **Math Access USB Overlay** onto IntelliKeys USB.
- Most computers include an on-screen calculator.
 - If you are using a **Windows** computer open the calculator found in **Start\Programs\Accessories\Calculator**.
 - If you are using a **Macintosh** computer open the calculator found under the **Apple Menu**.
- Use your Math Access USB Overlay to create and solve problems.
- Insert the Setup Overlay and reset the keyboard.



Math Access USB Overlay



Windows and Macintosh calculators

Tutorial Part 3 – Accessing the Web

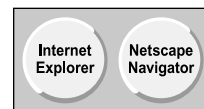
Using the Web Access USB Overlay

The Web Access USB Overlay provides the commonly used keys in a Web browser. These keys—Back, Forward, Search, Bookmarks, etc.—are included on this overlay along with the QWERTY keyboard layout.

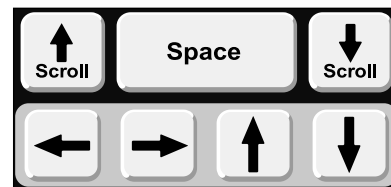
1. Remove any overlay from IntelliKeys USB.
2. Launch **Internet Explorer** or **Netscape Navigator** using standard Windows or Macintosh procedures. You cannot launch an Internet browser using an overlay!
3. Slide the **Web Access USB Overlay** onto IntelliKeys USB.
4. If you are using Internet Explorer, select **Internet Explorer** on the overlay. If you are using Netscape Navigator, select **Netscape Navigator**. Pressing one of these keys matches the IntelliKeys USB keyboard function to the browser you launched in step 2.
5. Press the **Scroll Up**, **Scroll Down**, and **Arrow** keys to navigate the home page.
6. Press **Go To** to move to the address window. Press **www.** to begin typing a Web site address. Finish by typing the address of a Web site, such as **“atia.org”**. Press **Enter** to go to that page.
7. Press **Favorites/Bookmarks** to navigate to the Favorites/Bookmarks window. Using the **Arrow** keys, navigate through the window and select a Web site bookmarked previously or press **Add to Favorites/Bookmarks** to bookmark the current site.
8. Press **Back** to navigate to previously visited sites. Press **Forward** to return to a site. Press **Home** to return to your home page.
9. Press **IntelliTools**. This key automatically takes you to the IntelliTools Web site. Use the keys on the overlay to navigate through our Web site. Visit the Technical Support page for the most current updates to our software. Visit the Activity Exchange page where you can download pre-made *IntelliTalk II*, *IntelliPics* and *ClickIt!* activities.



Web Access USB Overlay



Internet Explorer and Netscape Navigator keys



Scroll Up, Scroll Down and Arrows keys



Go To and www. keys



Favorites/Bookmarks key



Back, Forward, and Home keys



IntelliTools key



See the next page for a chart that describes the function of keys found on the Web Access USB Overlay.

Web Access USB Overlay Keys Reference List:

Press these keys:



Internet Explorer – if you are using Internet Explorer as your Web browser.
Netscape Navigator – if you are using Netscape Navigator as your Web browser.



Back – to move backwards through the pages you visited.
Forward – to move forward through the pages you visited.



Stop – to stop downloading a page. This command is used when downloading appears to be taking too long.



Refresh – to reload the current page.



Home – to return to your home page.



Search – to navigate to a search page that allows advanced Internet search functions.



Favorites/Bookmarks – to view a collection of Web addresses (Web pages) saved by the user for frequent use.



History – to view a listing of the pages visited during a session of use.



Go To – to place your cursor at the address bar. This is where you enter an Internet address (URL), typically a Web page. Type in the address and press Enter.



IntelliTools – to visit the IntelliTools Web site.



Scroll Up, Scroll Down – to move through a Web page a screen at a time.



Tab – to navigate from one link on a page to another.



Up Arrow, Down Arrow – to scroll a page continuously.

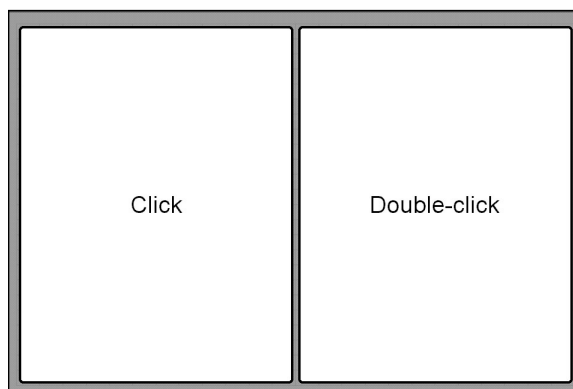
Tutorial Part 4 – Using IntelliKeys USB as a Switch Interface

IntelliKeys USB provides access to the computer for people using switches. IntelliKeys USB has two built-in, programmable switch ports. Many commonly used switches can be plugged into these jacks.

In addition, the keyboard itself can behave as a two-key keyboard, thus replicating the actions of two switches. One switch area (one key) covers the entire left side of the IntelliKeys USB touch-sensitive surface, while a second switch area (a second key) covers the entire right side.

In the following steps you will learn how to choose switch settings from the USB control panel.

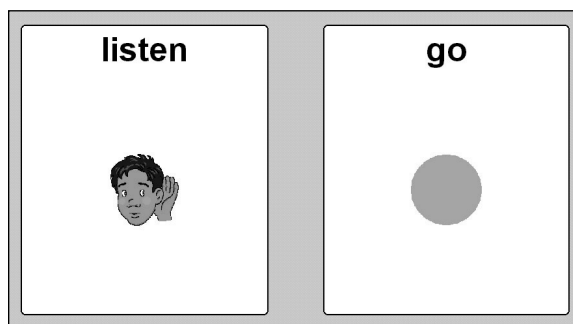
1. Remove any overlays from IntelliKeys USB. Slide the **Setup USB Overlay** onto IntelliKeys USB.
2. Press **Show Control Panel** in the Troubleshooting section of the overlay. This displays the IntelliKeys USB control panel.
3. Click the **Advanced** tab. Select **As a switch, with these settings**.
4. From the "...with these settings:" drop-down list box, select **Switch Setting 6 – Left and Right Arrows**. Click **Done**. Remove the Setup USB Overlay from IntelliKeys USB.
5. To use these switch settings, open a word processing software program such as SimpleText, NotePad, or *IntelliTalk II*. Type a few sentences using a standard keyboard.
6. Place the cursor somewhere inside a sentence in your document.
7. Connect two switches to the switch ports along the left side of IntelliKeys USB.
8. Press the switch connected to switch port 1 to move your cursor to the left. Press the switch connected to switch port 2 to move your cursor to the right.
9. In addition to using switches connected to the IntelliKeys USB switch ports, the touch-sensitive front surface of IntelliKeys USB now also functions as a two-switch interface. Touch the left side of IntelliKeys USB to move the cursor toward the left. Touch the right side to move the cursor toward the right.



The keyboard with **Switch Setting 5** selected (see list below)

| SWITCH SETTING | SWITCH # 1 LEFT SIDE OF INTELLIKEYS | SWITCH # 2 RIGHT SIDE OF INTELLIKEYS |
|----------------|-------------------------------------|--------------------------------------|
| 1 | Control-Enter/Return | Control-Enter/Return |
| 2 | Control-Right Arrow | Control-Down Arrow |
| 3 | Space | Enter/Return |
| 4 | Click | Click |
| 5 | Click | Double Click |
| 6 | Left Arrow | Right Arrow |
| 7 | Up Arrow | Down Arrow |
| 8 | Left Arrow | Up Arrow |
| 9 | 1 | 2 |
| 10 | Tab | Enter/Return |
| 11 | Tab | Space |
| 12 | Tab | Shift-Tab |
| 13 | Left Shift | Right Shift |
| 14 | Down Arrow | Enter/Return |
| 15 | Right Arrow | Enter/Return |

Switch Settings list



A custom overlay designed to be used with another IntelliTools program with two switch settings

Notes:

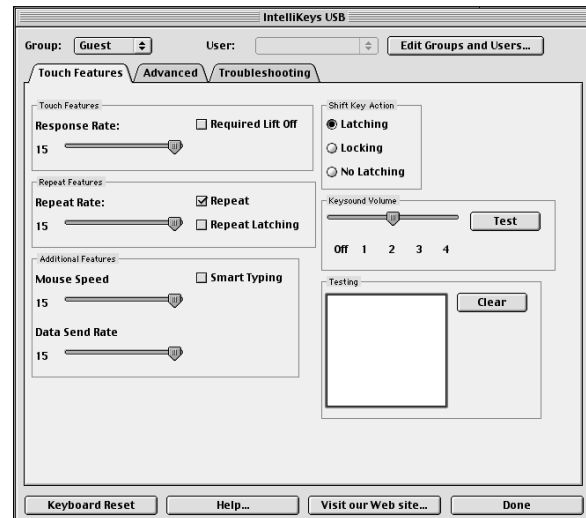
Tutorial Part 5 – Creating Groups and Users

IntelliKeys USB can be customized so that it can be used by many different users, each with different access needs. If more than one student uses the same IntelliKeys USB, they each may have different user preferences: one may need a response rate of 5, another may need a response rate of 15; one user may require that a custom overlay be sent each time he or she uses IntelliKeys USB; another may want to use IntelliKeys USB as a switch. The on-screen control panel allows you to create and save custom settings for any user entered in a user group. These settings are activated whenever the user selects his or her name from the list in the control panel.

In this part of the tutorial you will set up a group that contains three students. Each student will have different access settings. You will learn how to set these options and how to switch from one student to another.

Creating a Group and Entering Users

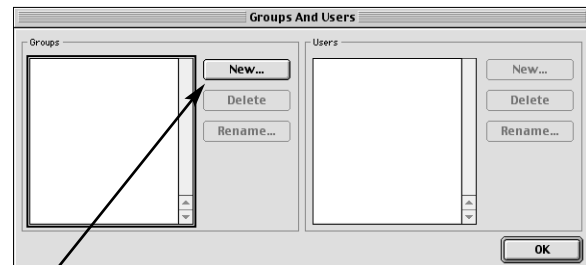
1. Open the control panel. This can be done from the desktop of your computer, by using menus, or using the Setup USB Overlay.
- If you are using a **Windows** computer: Locate the taskbar located on the bottom of your computer screen. Click the **USB icon** and then click the **Open IntelliKeys USB Control Panel** message box. The control panel will be displayed on-screen. Proceed to step 2 below.
- If you are using a **Macintosh** computer: From the **Apple Menu**, select **Control Panels** and **IntelliKeys USB**. The control panel will be displayed on-screen.
2. Click **Edit Groups and Users** to open the Groups and Users dialog box.
3. In the Groups section of this dialog box, click **New**. In the New Group dialog box that opens, type “IntelliKeys USB Tutorial”. Click **OK** to close this dialog box.
4. From the Groups list box, select the **IntelliKeys USB Tutorial** listing. The selected group name will be highlighted.
5. In the Users section of this dialog box, click **New**. In the New User dialog box that opens, type the name “Mary”. Click **OK** to close this dialog box.



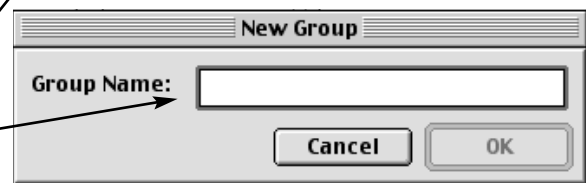
The IntelliKeys USB control panel



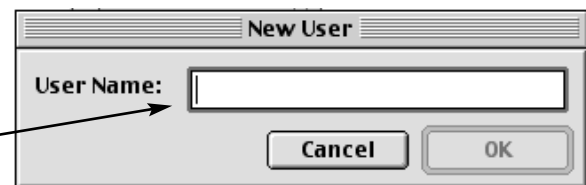
Edit Groups and users button



Groups and Users dialog box



New Group dialog box



New User dialog box

- Repeat step 5 for each student you want to enter into the selected group. Enter the name “Joe.” Enter the name “Sarah.” Notice that the names are arranged alphabetically.
- Click **OK** to return to the control panel.

Customizing IntelliKeys USB

The Users feature of IntelliKeys USB enables you to customize the access settings for each of the students entered into any group.

Mary

Mary is an advanced typist who takes advantage of IntelliKeys USB’s Smart Typing and Shift Key Action features.

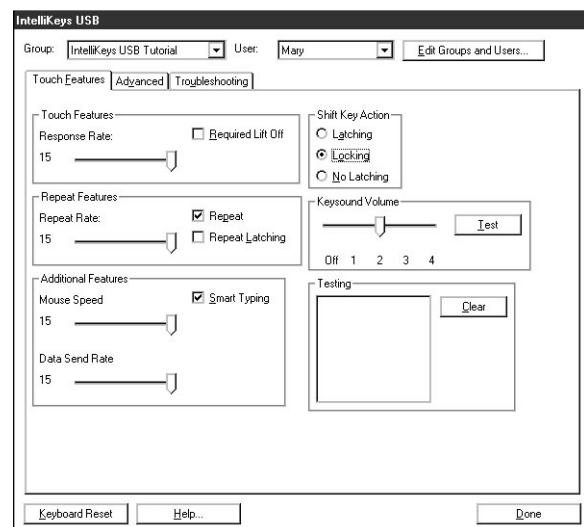
- From the Group drop-down list box, select **IntelliKeys USB Tutorial**.
- From the User drop-down list box, select **Mary**.
- Click the **Touch Features** tab. In the Additional Features section of this dialog box, click the **Smart Typing** check box so that a check mark appears in the box.
- In the Shift Key Action section of this dialog box, click the **Locking** radio button so that a dot appears next to this option.

Locking means a modifier key (Shift, Control, Alt, Option, and Command) rotates through three states. For instance, the first time you press the Shift key, it is in a latched state (locked down for the next entry only). When the Shift key is pressed twice, it places the keyboard in a locked state. This lets you type multiple modified characters in a row, such as IBM or USB. The third time you press the Shift key, you turn off the locking feature. The indicator lights on the keyboard show you when Shift is engaged.

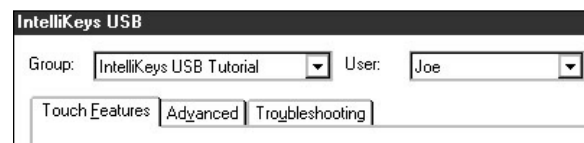
Joe

Joe is a student who benefits from using IntelliKeys USB’s Required Lift Off feature. He also needs a low volume for Keysounds so he will not be distracted by the sound when a key is released.

- From the User drop-down list box, select **Joe**.
- In the Keysound Volume section of this dialog box, move the slider bar to **1**.



Control panel set for Mary’s user preferences



Joe selected from User drop-down list box

- In the Touch Features section of this dialog box, click the **Required Lift Off** check box so that a check mark appears in the box.

When Required Lift Off is on, after typing a key, Joe must lift his finger off the keyboard before any other key will respond. For example, if Joe types the letter “a” and then slides over to the letter “g,” the “g” will not be typed. Joe has to lift his finger off the keyboard and then press “g” in order to type “g.”

- In the Repeat Features section of this dialog box, move the **Response Rate** slider bar to **12**.

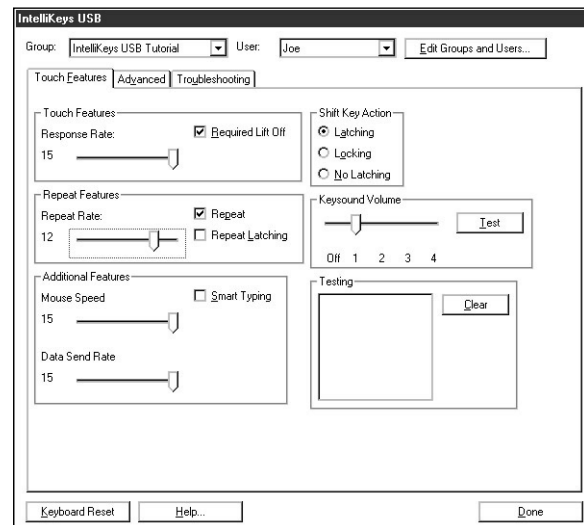
Selecting Required Lift Off may allow you to set a faster Response Rate than Joe would need if Required Lift Off was off, thus allowing Joe to become more efficient. If Keysound is on, Required Lift Off will sound a beep when a key is released.

Sarah

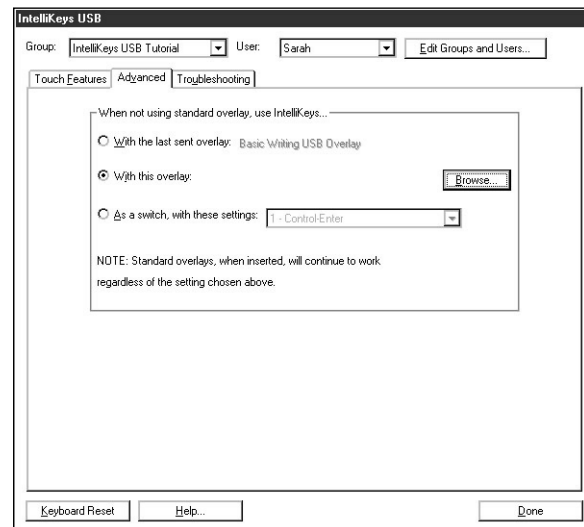
Sarah is a student who uses only her left hand and has a limited range of motion. She requires a keyboard with a modified letter layout. She will benefit from a simplified keyboard layout that separates vowels from consonants, adding support for her spelling skills.

IntelliKeys USB includes several Alternative overlays that provide variations of the Standard overlay keyboard layouts. From the control panel you can select one of these alternate overlays, or any other custom overlay, to be sent to the IntelliKeys USB keyboard each time the selected student uses IntelliKeys USB.

- From the User drop-down list box, select **Sarah**.
- Click the **Advanced** tab.
- Click **With this overlay:**.
- Click **Browse** and navigate to the Alternative Overlays folder.
- Double-click the **Reduced Alphabet Overlay** folder to display its contents.
- Select and open the **Send** folder. (Windows users must select **Content-Only** from the **Files of type** drop-down list box to display the Send version of this overlay). Open the file in the Send folder.
- Using IntelliTools' *Overlay Printer* or *Overlay Maker*, navigate to the **Reduced Alphabet Overlay** folder, open the **Print** folder, and print the printable version of this overlay. See page 5



Control panel set for Joe's user preferences



Control panel set for Sarah's overlay preferences

for an organizational outline that will help you navigate to this overlay. Refer to page 39, for instructions about using *Overlay Printer*.

Trying Out Student Settings

Once you have completed setting preferences for each student, you can try out his or her settings.

Mary

1. Open the **IntelliKeys USB control panel**, and from the User drop-down list box, select **Mary**. Click **Done**.
2. Open SimpleText, NotePad, *IntelliTalk II* or other word processing software.
3. Remove any Standard overlays from IntelliKeys USB and insert the **QWERTY USB Overlay**.
4. Type a few sentences. Try using the Shift key with Locking on.

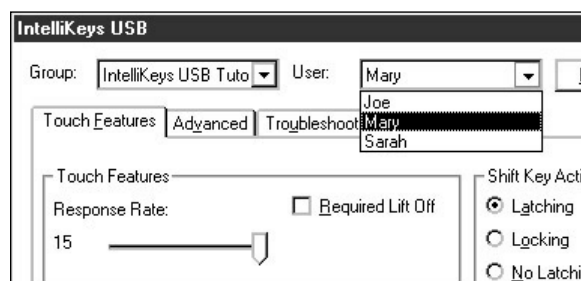
Joe

1. Open the **IntelliKeys USB control panel**. From the User drop-down list box, select **Joe**. Click **Done**.
2. If the QWERTY USB Overlay is not inserted, slide it onto IntelliKeys USB. Type a few sentences. Try out the Required Lift Off feature.
3. Remove the QWERTY USB Overlay and slide the **Basic Writing USB Overlay** onto IntelliKeys. Type a few sentences. Note that the IntelliKeys USB settings stay the same, regardless of which Standard overlay is used.

Sarah

1. Open the **IntelliKeys USB control panel**. From the User drop-down list box, select **Sarah**. Click **Done**.
2. Remove the Basic Writing USB Overlay from IntelliKeys USB. Slide the **Reduced Alphabet Overlay** onto IntelliKeys USB.
3. Try out this overlay. Note the convenient layout with the vowels placed separately from the consonants.

Congratulations! You have explored many of the key features of IntelliKeys USB. Consult other chapters of the User's Guide for additional features and functions.



Selecting Mary from the User drop-down list box