



Alternative Access Tutorial



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Credits

IntelliPics Studio was produced through the collaborative efforts of many staff members at IntelliTools. Design: Arjan Khalsa, Scott Schafer; Project Management: David Robertshaw; Content Development: Suzanne Feit, Arjan Khalsa, Lucinda Ray, Patty Kilroy; Software Engineering: Scott Schafer, Paul Archibald, Fred Ross-Perry; User's Guide: Alan Rhody; Teacher's Guide: Lucinda Ray; Tutorial: Suzanne Feit; Additional Development: Philip Nittenberg, Jeremy Bolan, Linda Finley, Meida Pang, Steve Gensler; Testing: Dale Goetsch, Lisa Carr, Mike Burns, Meida Pang, Chris Finley; Artwork: Patty Kilroy, Chris Santeramo, Michelle Graham, Mary Ann Zapalac, Jeremy Bolan; Support Services: Linda Finley; Packaging: Patty Kilroy.



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Introduction and Launching the Program

IntelliPics Studio is a powerful, new, multimedia drawing, painting, presentation, and authoring program that is appropriate for students of all ages and abilities. When you use *IntelliPics Studio* to create and explore activities, you will experience the immense potential of this authoring program.

- Students can open a coloring book activity and begin to paint.
- Students can use engaging pre-made activities to learn curriculum and practice with concepts.
- Older students can create professional-quality presentations to communicate their learning.
- Teachers can open a template and author curriculum-based activities appropriate for preschool through high school.

In the *IntelliPics Studio* tutorials, you will:

- Experience how the program can be used by preschoolers who are beginning to draw and paint, count, and work with cause and effect.
- Sample a number of activities and IntelliQuizzes for use by primary and elementary students.
- See how more sophisticated middle schoolers can use the program as a presentation tool.
- Discover how you and your students can begin to use the authoring tools quickly.

In this tutorial, you will learn to:

- Use features that make the program accessible for all students.

Ready to Use Templates and Activities and Powerful Authoring Tools

IntelliPics Studio includes 24 ready-to-use activities and templates. These can all be modified and adapted for use in creating your own activities, as you will see in this tutorial.

IntelliPics Studio authoring tools allow you to create animations, navigate with buttons, add video and sound, and conceal and show toolbars and palettes using on-screen items or buttons. These features enable you to create complex activities without crowding the screen.

Universal Access

IntelliPics Studio is designed to be accessible to mouse, keyboard, the IntelliKeys or IntelliKeys USB keyboard, and switch users. Built-in scanning and automatic overlay generation make it ideal for switch and IntelliKeys users. On-screen buttons and palettes make it easy to customize access.

Exchange Documents between Macintosh and Windows Computers

IntelliPics Studio operates in a similar manner on either the Macintosh or Windows platform. Documents created using *IntelliPics Studio* will run on either a Macintosh or Windows computer.

Tutorial Contents

This tutorial will acquaint you with program features that enable you to customize the ways students access the program, including IntelliKeys, switches, and menu protection choices. Specifically, you will learn the following:

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Launching the Program

Once you have installed *IntelliPics Studio* on your computer, use one of the following procedures:

Launching *IntelliPics Studio* on a Windows System

1. From the Start menu, select Programs \ IntelliTools Software \ IntelliPics Studio \ IntelliPics Studio.
2. Click the *IntelliPics Studio* icon.

Launching *IntelliPics Studio* on a Macintosh System

1. Double-click the IntelliPics Studio folder on your desktop (or wherever you placed it during installation) to see its contents.
2. Double-click the *IntelliPics Studio* icon.

Part I: Using and Creating Overlays

Using *IntelliPics Studio* with IntelliKeys and Overlays

IntelliPics Studio templates and sample activities have at least two electronic overlay files attached to them. The default overlay file, along with a matching printed overlay, allows IntelliKeys users direct access to features in the document to which it is attached. It also gives step scanning capability to switch users connected to the IntelliKeys switch ports. Another file, named Automatic Scanning, sets these switch ports for automatic scanning. It does not activate the touch-sensitive keyboard or have a printed version.

You will first use the Basic Design template to explore how overlays work with *IntelliPics Studio*. You will then use the Animals in the Forest Sample Activity to learn how to modify overlays and create overlays.

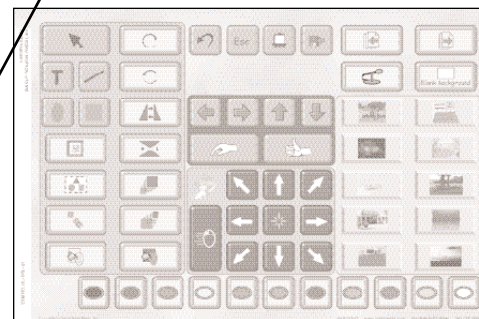
1. Launch *IntelliPics Studio* if it is not already open.
2. From the Home page, click the Paint and Design button. The Paint and Design page displays.
3. Click the Basic Design button to open an untitled blank document with a blank page.
4. Place the Basic Design Overlay on IntelliKeys. Note that this overlay contains keys that match the on-screen toolbars and palettes.
5. Insert pictures on the page and modify them by pressing keys on the overlay.
6. Using the mouse, select Close from the File menu (don't save the document). Click the IntelliPics Studio button to return to the Home page.

Now you will customize a Sample Activity.

1. From the Home page, click the Sample Activities button. The Sample Activity page displays.
2. Click the Animals in the Forest button. The Animals in the Forest document opens. You will save a copy of this document under a new name.
3. From the File menu, select Save As. The Save As dialog box displays. Click the Document tab.
4. In the Save As text box, enter: Forest Fun. This will be the name of the document.
5. Save this document in the Guest group folder or in your own portfolio (a user folder and a group folder) if you created one in a previous tutorial.



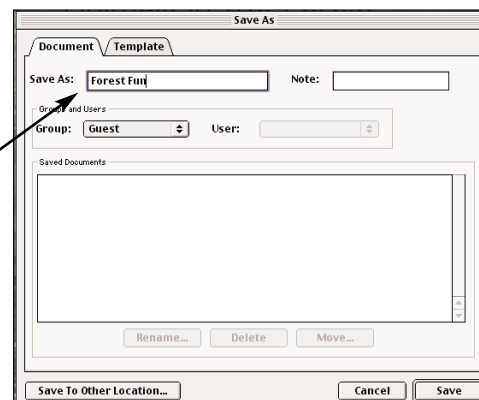
Home page



Basic Design Overlay



Animals in the Forest document



Save As dialog box

Viewing an Attached Overlay

Your Forest Fun document is a copy of the original Animals in the Forest document. Because it is a copy, it also has the Animals in the Forest overlay attached, which you will modify using IntelliTools' *Overlay Maker*. This program allows you to view and edit existing overlays as well as make new overlays for activities that you design. But first, you will view and use the original overlay.

1. From the IntelliKeys menu, select Attach/Edit Overlay. The Attach/Edit Overlays dialog box displays.
2. The Animals in Forest Overlay listing is highlighted in the dialog box. Click the Edit button.
3. If IntelliTools' *Overlay Maker* program is installed on your computer, the *Overlay Maker* program will open automatically, showing you the Animals in Forest Overlay. This overlay can be printed using *Overlay Maker* or another IntelliTools program, *Overlay Printer*. (The *Overlay Printer* program is included on the *IntelliPics Studio* CD.)

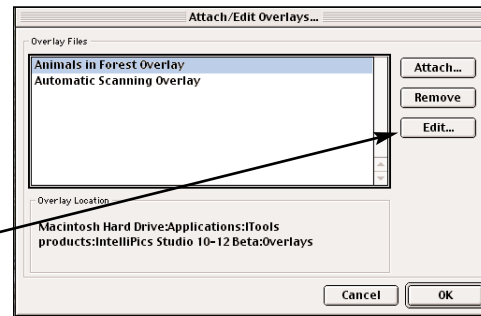
The blue access arrows at the bottom of the Animals in Forest Overlay enable IntelliKeys users to move a selected item around the page just as the arrows on a standard keyboard would.



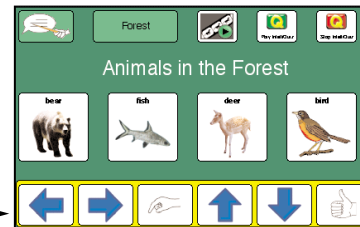
Note This palette of directional arrow navigation items is included in the Animals in the Forest document but it is hidden from view on-screen.

4. From the File menu, select Exit (Windows) or Quit (Macintosh) to close *Overlay Maker*.
5. Click OK to close the Attach/Edit Overlays dialog box.
6. If you have printed the overlay, try using the overlay in your IntelliKeys or IntelliKeys USB keyboard to explore the Forest Fun activity (formerly Animals in the Forest).

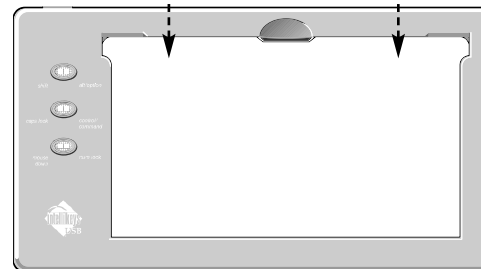
In the next section of the the tutorial, you will create a simple overlay for students to use.



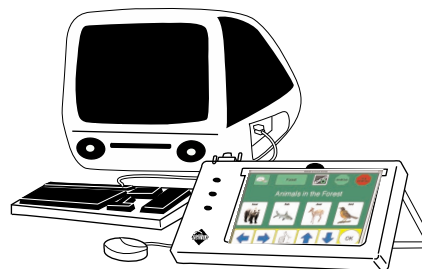
Attach/Edit Overlays dialog box



Animals in Forest Overlay



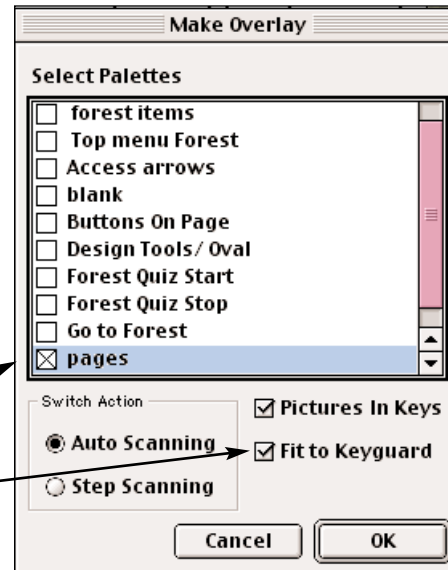
Slide the printed overlay in IntelliKeys



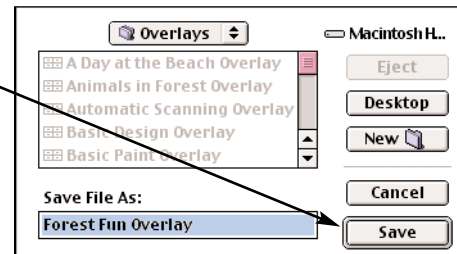
Creating an Overlay

Students who use a mouse can click any animal on the Forest Start Page and an information page associated with that animal will appear. The IntelliKeys user can have a similar experience by touching a picture key on an overlay.

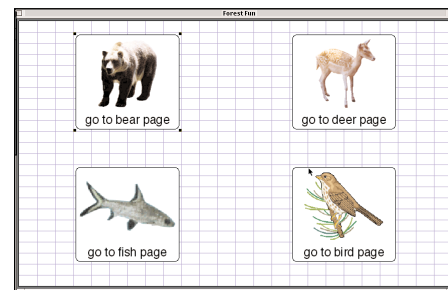
1. From the IntelliKeys menu, select Make Overlay. The Make Overlay dialog box appears.
 2. Notice that all of the palettes that appear in the document are listed in this dialog box. Selecting any palette (by clicking the box to make an X appear), includes it in the overlay. Deselect all of the palettes except 'pages'.
 3. Be sure the Fit to Keyguard option is checked.
 4. Click OK to close this dialog box.
 5. The Save As dialog box appears and the program automatically assigns Forest Fun Overlay as the suggested name to go with the document. Click Save. The overlay is saved into the Overlays folder (located in the *IntelliPics Studio* program folder).
- Overlay Maker*, if installed, will launch automatically. The file is named and the overlay and its key content are instantly created.
6. Use *Overlay Maker* to make any edits to the appearance of the overlay.
 7. From the File menu, select Save to save modifications that you have made.
 8. From the File menu, select Print. You can use the printed overlay with a four-hole keyguard.
 9. From the File menu, select Quit (Macintosh) or Exit (Windows) to close *Overlay Maker*. You will return to the open *IntelliPics Studio* document. The overlay will be attached to the document and will automatically be sent to IntelliKeys.
 10. To verify that the overlay is attached, from the IntelliKeys menu, select Attach/Edit Overlay. You will see that the Forest Fun Overlay is highlighted.
 11. Select OK to close this dialog box.
 12. Print the overlay, place the overlay on the IntelliKeys keyboard, and try out your creation.



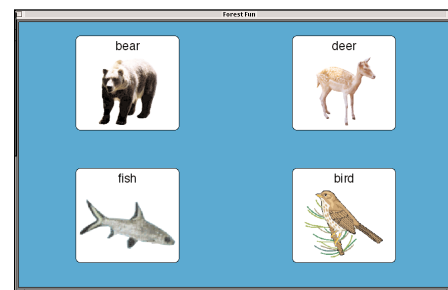
Make Overlay dialog box



Forest Fun saved to the Overlays folder



The overlay on-screen



The edited overlay

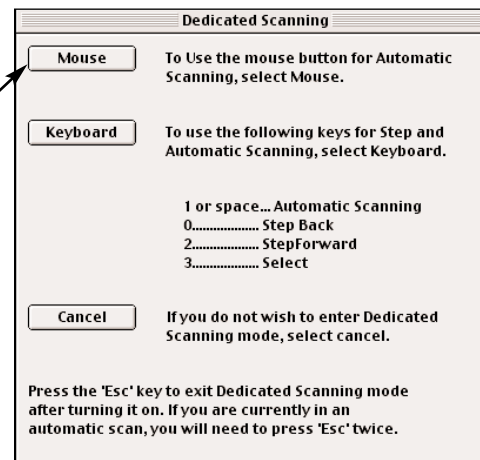
Part II: Using Scanning Features

IntelliPics Studio is also designed and programmed to scan every interactive grouping in the open document. If you have a switch attached to your IntelliKeys, press the switch to start the scanning process. Use the number keys on the number/symbol row of your standard keyboard to change the speed of the scan from 1 (slowest) to 9 (fastest).

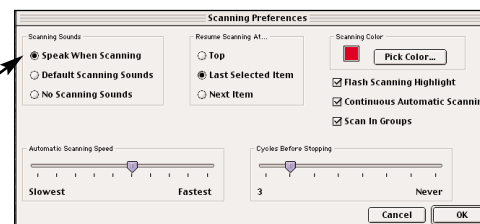
Dedicated Scanning

Palettes and objects are available to students who access the computer using switches. If you are not using an IntelliKeys for switch input, you can initiate scanning using the Dedicated Scanning feature along with a mouse, a standard keyboard, or a switch attached to an alternative switch interface.

1. From the Options menu, select Dedicated Scanning. The Dedicated Scanning dialog box appears.
2. To use your mouse as a switch, click the Mouse button.
3. The program will begin scanning when you click your mouse once. Scanned items in the document's window and objects on the page will be surrounded by a highlight. To select a highlighted item, click the mouse again.
4. To exit from Dedicated scanning, press **[Esc]** twice: once to exit Dedicated (mouse) scanning and once to exit Automatic scanning.
5. From the Options Menu, select Scanning Preferences. The Scanning Preferences dialog box appears. It lists options for customizing scanning and scanning feedback.
6. In the Scanning Sounds box, click the radio button next to Speak When Scanning, so a dot appears in the circle. Click OK to close this dialog box.
7. From the Options menu, select Dedicated Scanning. Click the Mouse button. Click OK.
8. Click your mouse to begin scanning the document. Notice that this time the palette names and palette items are spoken out loud as they are scanned.
9. Press **[Esc]** on the standard keyboard twice to exit scanning.



Dedicated Scanning dialog box



Scanning Preferences dialog box

Do Not Scan Option

Every object on the screen can be scanned. However, there are times when you might not want a button or object on the screen to be included in a scan.

1. Press **[Ctrl]** on your standard keyboard and click the picture of the bear on the Forest Fun start page.

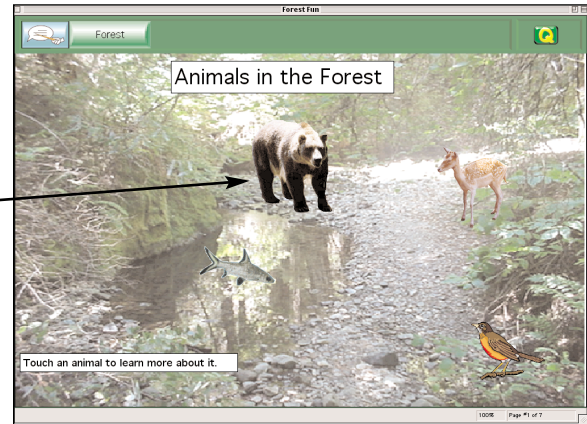
The Properties of Button “bear” dialog box displays, since the bear picture is part of a button, rather than just a picture pasted on the page.

2. Click the Scanning Tab to display the Scanning section of the Properties of Button “bear” dialog box.
 3. Using the options in this section of the dialog box, you can choose to have an object included or not included in an Automatic Scan or in a Step Scan.
- A check mark in the check box indicates the object is included in a scan.
 - An unmarked check box indicated the object will not be included in a scan.
 - You can also choose to have an object respond or not respond to mouse clicks by checking or not checking the Respond to Mouse Clicks option.

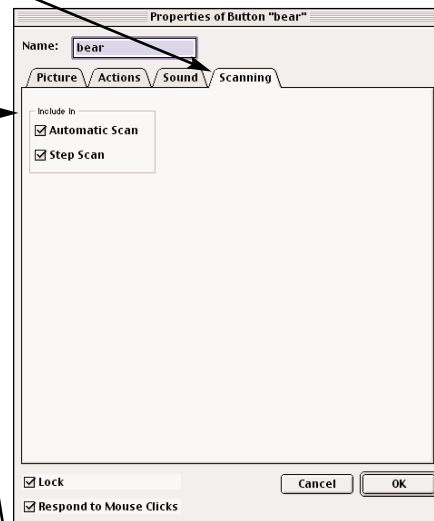


Note

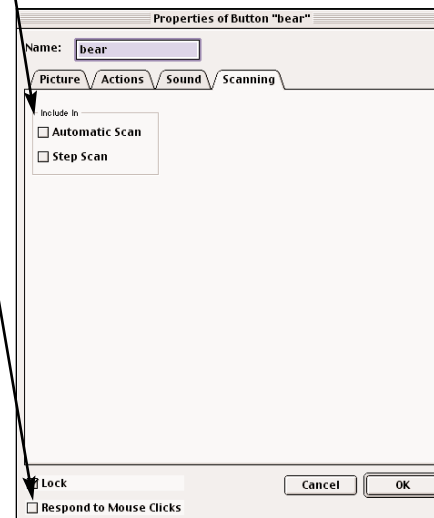
If the Respond to Mouse Clicks option is deselected, the item will not be included in a scan.



Forest Fun start page



Scanning section of the Properties of Button dialog box



Part III: Using Menu Bars and Menu Protection

Menu Bars, Passwords, and Menu Protection

The Standard Menus menu bar displays when *IntelliPics Studio* first launches. You can change menu bars anytime you are working in the program by making a selection in the Options menu. The last menu bar selected will be the one that displays until *IntelliPics Studio* is launched again.

The Standard Menus menu bar displays File, Edit, Speech, IntelliKeys, Options, Create, View, Pages, and Help menus. Selecting the Design or the Paint option in the View menu will add the Design menu or the Paint menu to the Standard Menus menu bar.

The Standard Menus menu bar provides access to all menu listings and program features. It is primarily intended for teachers and advanced students who are involved in authoring activities.

Access to this menu can be restricted to password holders using the following steps:

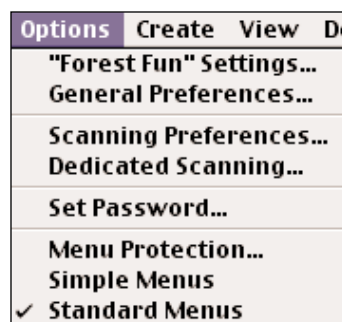
1. From the Options menu, select Set Password. The Set Password dialog box appears.
2. Since you are only exploring program features at this time, do not enter a password. Click OK to close this dialog box.
3. From the Options menu, select Simple Menus.

The Simple Menus menu bar displays File, Edit, Speech, IntelliKeys, Options, View, Pages, and Help menus. This menu bar allows the user to access basic menu listings and program features unrelated to authoring activities. It is intended for students who are working with a document that has already been created.

4. From the Options menu, select Standard Menus.
5. From the Options menu, select Menu Protection.

The Protected menu bar allows access to the fewest menu listings: Speech, IntelliKeys, View, and Pages menus. It is intended for students who do not need to make menu selections that could affect on-screen displays. (It also denies access to the Macintosh desktop from an *IntelliPics Studio* activity.)

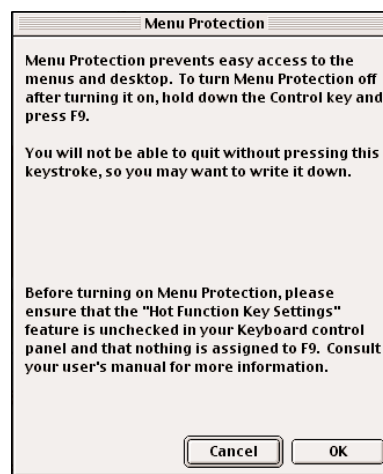
6. Press **[Ctrl]+[F9]** to exit Menu Protection.
7. Select Close from the File menu. You do not need to save the document.



Standard Menus selected from Options menu



Set Password dialog box



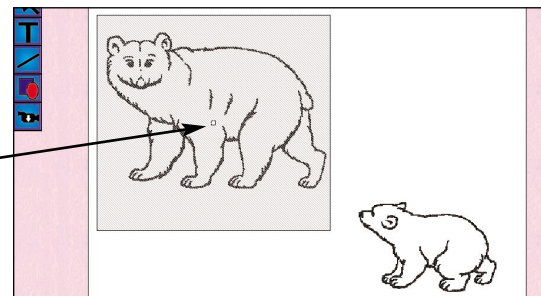
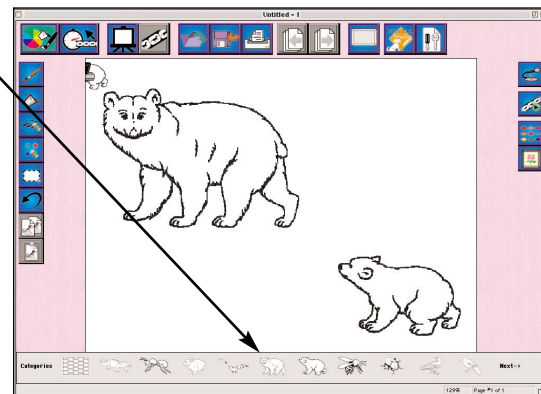
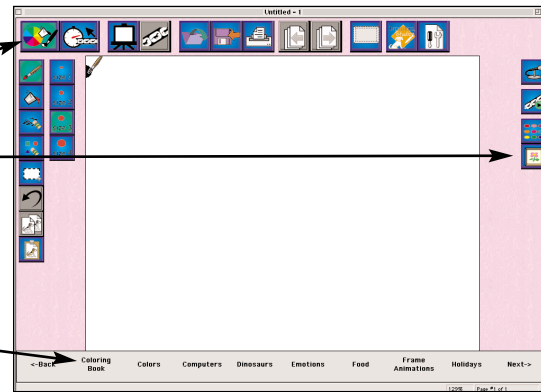
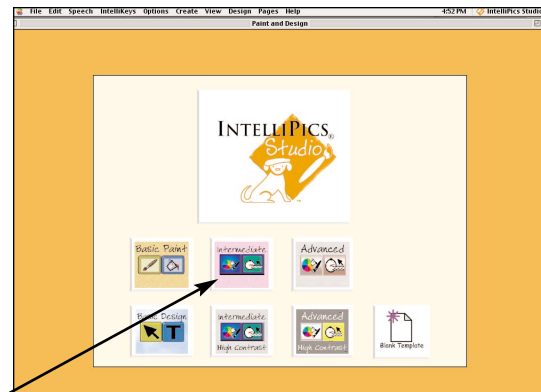
 **Note** To exit Menu Protection, press **[Ctrl]+[F9]**.

Part IV: Using Regions

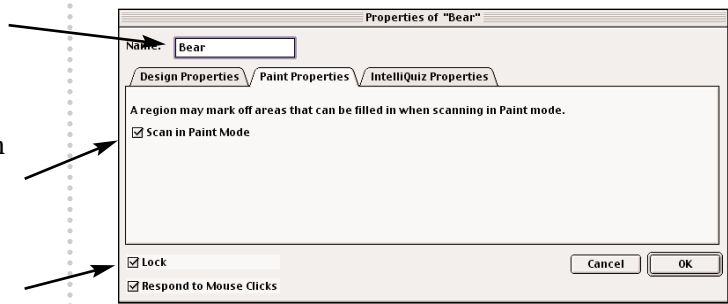
Regions are scannable areas on a page that help switch and IntelliKeys users navigate to objects, make selections, and place objects on a page. You create regions using the Region Tool included in the Design menu: first you outline a desired area and then you assign scanning properties to that area.

You will begin by creating a simple coloring book activity. You will stamp two pictures on the page and then color them in using the regions feature and the Fill Tool.

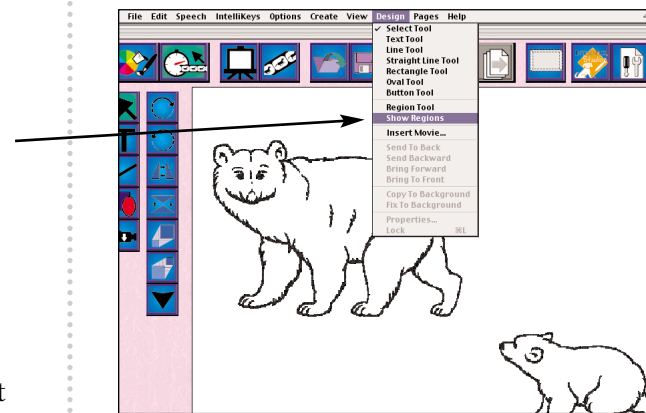
1. From the Home page, click Paint and Design. The Paint and Design page displays.
2. Click Intermediate. A blank document prepared for paint and design activities displays.
3. Click Paint. Paint tools appear to the left of the page.
4. Click Picture Library. A palette listing categories of pictures that you can insert on the page shows below the page.
5. On the Picture Library palette, scroll to the Coloring Book category listing by clicking Next.
6. Click Coloring Book. This displays a choice of pictures that can be colored in easily.
7. Click Bear and stamp a bear picture on the left side of the page. (Click Undo if you are not satisfied with the placement—you cannot reposition a stamped picture.)
8. Click Bear cub and stamp this picture on the right side of the page. Once these pictures are on the page, you can add regions to them.
9. Click Design. The Design menu listing appears on the menu bar.
10. From Design menu, select Region Tool. A check mark next to this menu option indicates this tool is selected. The cursor changes to a cross-hair icon.
11. Drag the Region tool to make an outline around the Bear stamp so that the outlined area is positioned over an uncolored part of the bear's body and not over a black line. (The small square in the center of the region is the target for that region.) The Properties of Region #1 dialog box displays.



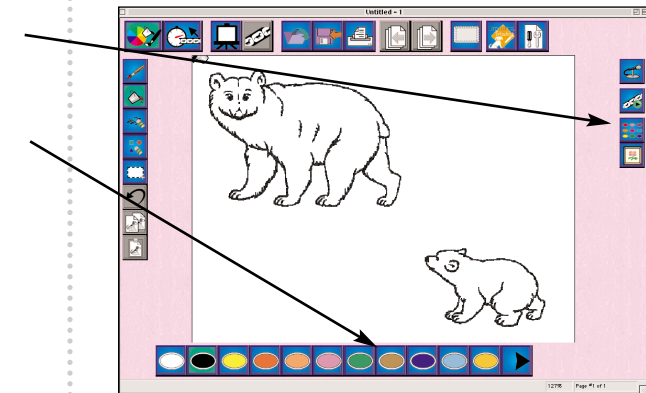
12. Name the region Bear.
13. Click the Paint Properties tab in the Properties dialog box.
14. In the Paint Properties tab verify that the Scan in Paint mode option is selected (checked). Click the check box to add a check mark if this option is not already selected.
15. Lock the newly created region by clicking the Lock check box. A check mark in this box indicates that this option is selected. Click OK.



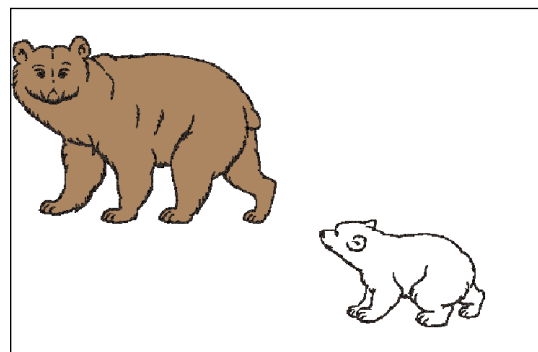
16. Repeat steps 11–15 for the bear cub picture (but name this region Bear Cub).
17. From the Design menu, deselect (i.e., uncheck) the Show Regions option to hide the shaded region boxes around the bear and the bear cub.



18. Click Paint (in the upper left corner).
19. Click the Fill Tool. The cursor changes to a paint bucket.
20. Click Paint Box. A palette of color choices displays below the page and the Picture Library palette is hidden.
21. Click the color brown. This is the color that will fill the picture outlined by the Region Tool.



- Now you are ready to start scanning.
22. Activate your switch to step scan or press **[Ctrl]+[Enter]** on a standard keyboard to begin automatic scanning.
 23. When the outside of the page is scanned (surrounded by a highlighted outline), use your switch or press **[Ctrl]+[Enter]** to scan the page contents. A document scans from top to bottom, left to right.
 24. When the Bear region is highlighted, use the switch in switch jack #2 or press **[Ctrl]+[Enter]** to select it. The Fill Tool will pour the selected color into the picture enclosed by the region.
 25. Resume scanning and repeat step 24 to color the Bear Cub brown.
 26. From the File menu, select Close (don't save).

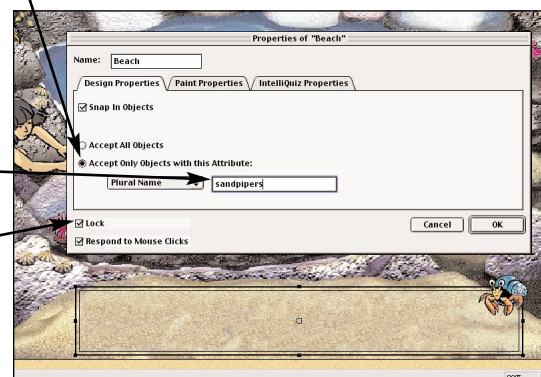
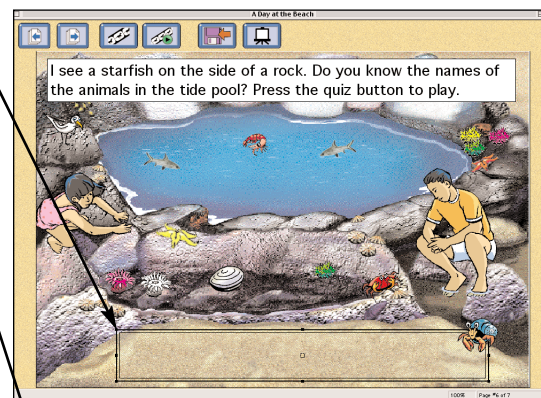
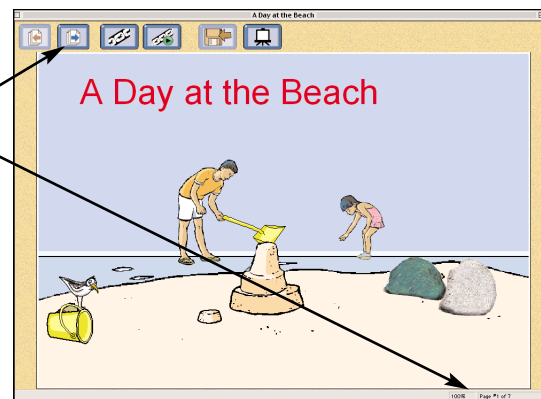
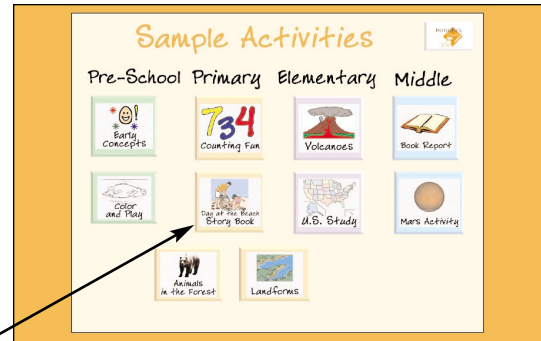


Sorting and Placing Items Using Regions

You can create regions that only accept items with certain attributes. Items with acceptable attributes will be “snapped” toward the center of the region. Items with unacceptable attributes will be pushed outside the region’s frame. This feature of regions helps users move items to a desired position on a page.

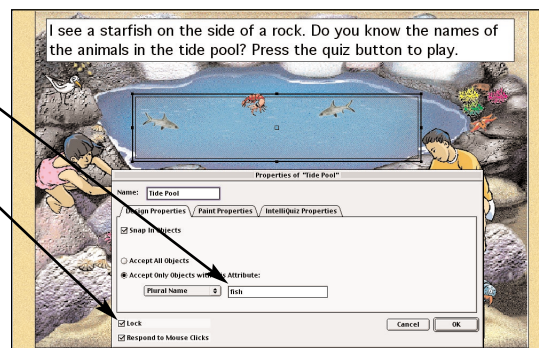
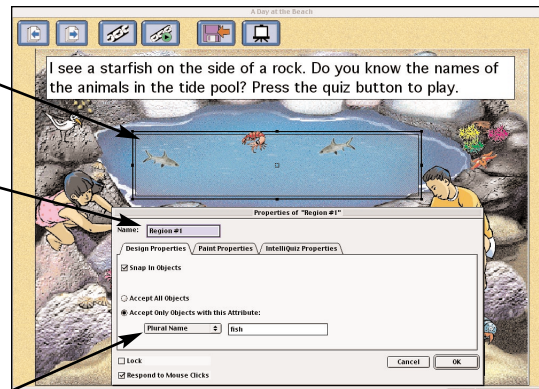
1. From the Home page, click Sample Activities. The sample Activities page displays.
2. Click Day at the Beach Story Book. The A Day at the Beach document displays.
3. Click Next Page until Page #6 of 7 appears on the document’s status bar (lower right corner).
4. From the Design menu, select Region Tool so that a check mark appears in front of this menu option. The cursor changes to a cross hair icon.
5. Drag the Region Tool so the sandy beach at the bottom of the page is mostly enclosed. Leave a little space between the region’s bottom border and the bottom of the page. The Properties of Region #1 dialog box appears.
6. Name the region Beach. Click the Design Properties tab to show this part of the dialog box.
7. Click the radio button in front of Accept Only Objects with this Attribute so that a circle appears in the radio button.
8. Select Plural Name from the drop-down list box.

Note Plural Name (of item) is one of the program’s default attributes. It is possible to create your own activity-specific attributes for items using the Attribute Properties dialog box (Edit Item dialog box > Edit Attributes button > New Attribute button > Attribute Properties dialog box).
9. Type sandpipers in the text entry box next to Plural Name. The Beach region will now only accept objects with this plural name (i.e., sandpipers).
10. Click Lock so that a check mark appears in front of this option. A locked region can not be repositioned. Locking a region also activates it.
11. Click OK. The dialog box closes.



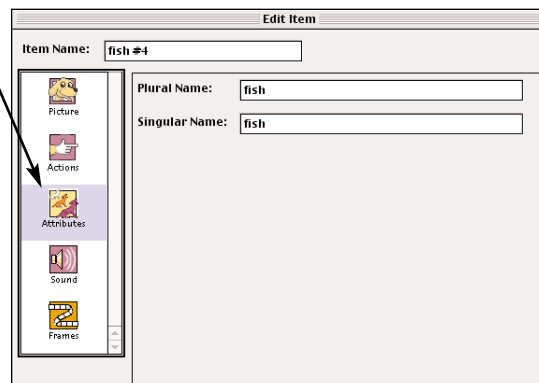
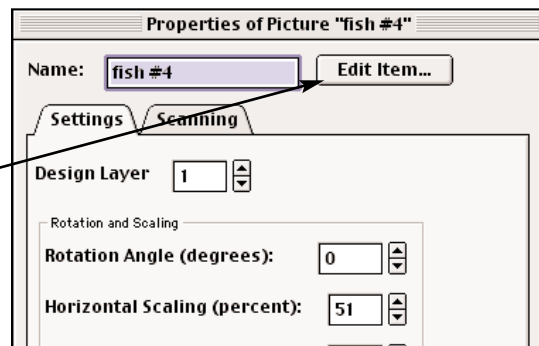
Creating a Second Region

1. Drag the Region Tool so the tide pool in the upper part of the page is enclosed. The Properties of Region #1 dialog box appears. Note: Since you renamed the previous region, this region is named/numbered Region #1 by the program.
2. Rename this region Tide Pool. Click the Design Properties tab to show this part of the dialog box.
3. Click the radio button in front of Accept Only Objects with this Attribute so that a circle appears in the radio button.
4. Select Plural Name from the drop-down list box.
5. Type fish in the text entry box next to Plural Name.
6. Click Lock so that a check mark appears in front of this option.
7. Click OK. The dialog box closes.



Viewing Item Attributes

1. From the Design menu, deselect Show Regions (so no check mark appears in front of this menu option). This hides the regions, though they are still there.
2. **[Ctrl]+click** the fish on the right side of the tide pool. The Properties of Picture “fish #4” dialog box appears.
3. Click the Edit Item button. The Edit Item dialog box displays.
4. Click the Attributes icon on the left side of the Edit Item dialog box. This displays the pre-existing Plural Name attribute assigned to this item—fish. Click OK twice to close all dialog boxes.
5. **[Ctrl]+click** the bird to the left of the tide pool. The Properties of Picture “sandpiper #3” dialog box appears.
6. Click the Edit Item button. The Edit Item dialog box displays.
7. Click the Attributes icon on the left side of the Edit Item dialog box. This displays the pre-existing Plural Name attribute assigned to this item—sandpipers. Click OK twice to close all dialog boxes.



8. From the Design menu, select Show Regions (so a check mark appears in front of this menu option). This displays the two regions you created.

Placing Items in Regions

1. Select the sandpiper and drag it into the Tide Pool region using a mouse. Notice that the bird is pushed out of this region automatically; the region will not accept this item since its Plural attribute does not match the allowed attribute. Try it again to see it pushed outside the region once more.
2. Drag the sandpiper to the Beach region. Notice that the sandpiper snaps toward the center of the region; the region accepts this item since its Plural attribute matches the allowed attribute.
3. From the Design menu, deselect Show Regions (so no check mark appears in front of this menu option). This hides the regions, though they are still there and active.
4. Select and drag fish #4 from the tide pool to the beach using a mouse. Note that it can not be placed in the region since the Beach region only accepts items with the plural attribute sandpipers.
5. Try dragging other items into the regions.
6. Repeat steps 1–5 using scanning.



Note

The scanning sequence for an item includes a Snap In arrow that points to the region(s) that will accept that item. Selecting a Snap In arrow will move the item directly into that region. This scanning feature helps a switch user move items quickly to a desired position on a page.

Congratulations!

You have explored many of the features that make *IntelliPics Studio* accessible to all students.

The Teacher's Guide contains a visual index of all of the overlays that coordinate with the Sample Activities and Activity Templates. The User's Guide provides more detailed instructions about the many tools and features of the program. Be sure to check the IntelliTools Web site, www.intellitools.com, for more ideas and activities related to using *IntelliPics Studio*.

