



Alternative Access Tutorial



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Credits

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IntelliTalk II® Alternative Access Tutorial

Introduction

IntelliTalk II is a full-featured word processor that allows you to combine graphics, text, and speech to enhance writing and communication skills. It includes special features that promote understanding, reinforce concepts, and provide a multi-sensory writing environment for all learners. This tutorial has been designed to introduce you to the following key features of *IntelliTalk II*.

The information in this tutorial is applicable to both the Macintosh and Windows versions of the program. You can open *IntelliTalk II* documents created with a Macintosh version on a Windows machine that is running a Windows version of the program and vice versa.

Auditory and Visual Reinforcement

Students can listen to letters, words, and sentences as they type. Text can be read back a word, a sentence, or a page at a time. You can choose from a variety of fonts, font sizes, and colors, both within the text and on palette items.

Spell Check with Auditory Support

The Spell Checker highlights and reads back misspelled words and offers alternative selections. It has been programmed to identify phonetic spellings as well as common misspellings.

On-screen Palettes, Picture Items, and Libraries

You can add on-screen palettes to your documents that can be used for inserting text and pictures, giving auditory instructions, providing navigational support, and much more. *IntelliTalk II* comes with numerous pictures and pre-designed palettes for use in creating your own activities. You can also add items and palettes to the libraries that come with the program.

Locked Text and Answer Fields

Text selections can be locked so they can't be accidentally erased or written over. This feature is ideal for creating worksheets with fill-in entries. You can also insert answer fields into your document that adjust automatically to the length of the response.

Hide and Show Palettes

IntelliTalk II allows you to hide palettes and access them through other palettes on the screen. The ability to branch from one palette to another enables you to create complex activities without crowding the screen.

Page View

You can view documents one section at a time. This is particularly helpful for students who have difficulty focusing their attention.

Creating Student Portfolios

You can create a group folder with folders for all of your students. This feature enables you to access student files, and your own, with ease.

Sample Templates

IntelliTalk II includes a variety of sample templates. Curriculum templates demonstrate key features of the program, while typing templates provide toolbar palettes that are especially designed for keyboard, IntelliKeys, and switch users. Students using a template can save their work under their own file name. Any of the templates that come with the program can be easily modified, renamed, and saved as new templates.

Using Workshop Tutorials

Exploring *IntelliTalk II* has been designed to introduce you to the key features of *IntelliTalk II* by exploring the various templates that come with the program. It's meant to serve as an overview of the types of activities you can create with *IntelliTalk II* to adapt and enrich your curriculum. Basic Tutorial Part I and Basic Tutorial Part II: Advanced Features, provide step-by-step instructions for creating your own activity.

This Alternative Access Tutorial

IntelliTalk II is accessible to keyboard, mouse, IntelliKeys®, and switch users. Built-in scanning and automatic overlay generation make it ideal for switch and IntelliKeys users. On-screen palettes enable keyboard and mouse users to customize on-screen access. This *IntelliTalk II* Alternative Access Workshop Tutorial demonstrates these features.

***IntelliTalk II* for Macintosh and Windows**

Macintosh and Windows versions of *IntelliTalk II* operate in a similar manner. Documents created in a Macintosh version of the program can be opened and used on a Windows version of the program and vice versa. Where dialog boxes look significantly different, both Macintosh and Windows dialog boxes will be shown.

Launching the Program on a Macintosh Machine

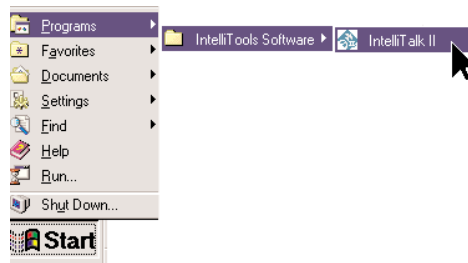
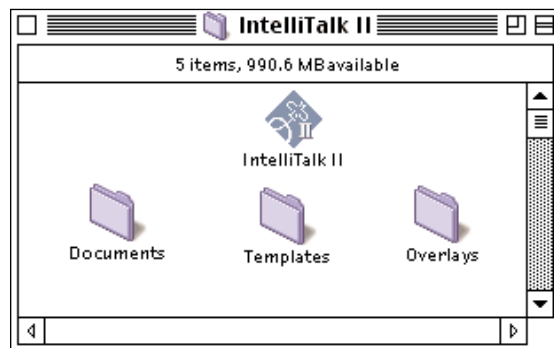
1. Double click the **IntelliTalk II** application icon found in the *IntelliTalk II* folder.

Launching the Program on a Windows Machine

1. From the **Start** menu, select **Programs**. Locate the **IntelliTools Software** folder and select **IntelliTalk II**.

Typing Templates

IntelliTalk II is a full-featured word processor with many auditory and visual reinforcements. The program comes with a variety of typing templates that include toolbars especially designed for a standard keyboard, IntelliKeys (an adaptive keyboard from IntelliTools), and switch users.



For the IntelliKeys User

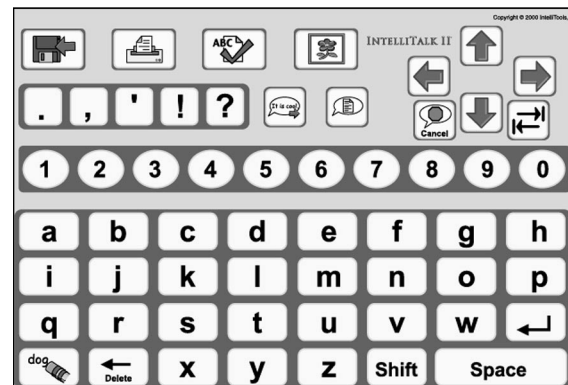
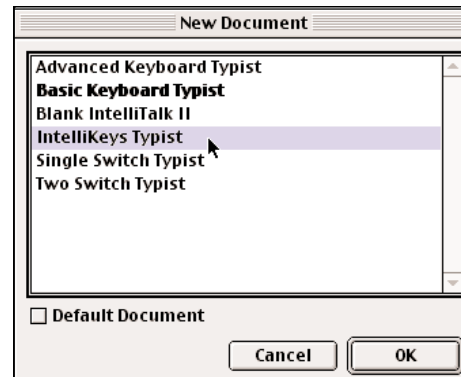
The IntelliKeys Typist template, designed for the IntelliKeys user, can be accessed using either the IT II QWERTY overlay or the IT II ABC overlay, the alphabet overlays that come with the program. These overlays incorporate many special *IntelliTalk II* features.

1. Place the **IT II QWERTY** overlay on IntelliKeys.
2. From the **File** menu, select **New**. Select **IntelliKeys Typist**. Click **OK**. (There are two overlays that are already available to this file.)
3. The Qwerty overlay is automatically attached to this file. Use the overlay to type your name.
4. **Note:** To get a capital letter, touch **Shift**. The next letter you type will be capitalized.
5. From the **IntelliKeys** menu, select **IT II ABC Overlay**. The ABC overlay is also available and can now be sent to IntelliKeys.
6. Turn over the Qwerty overlay and place the **IT II ABC Overlay** (that is on the reverse side) on IntelliKeys.
7. Use this overlay to write, spell, and edit text. Notice that for added reinforcement, as you delete, each letter is spoken. Explore the palette items using the overlay.
8. Close the IntelliKeys Typist template. Don't save this document.

For the Switch User

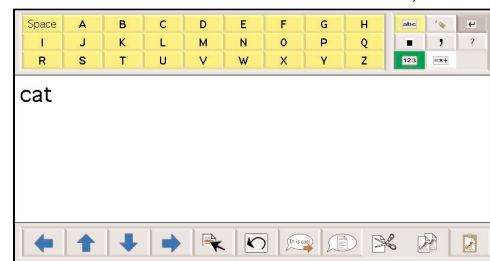
IntelliTalk II has a built-in scanning feature that enables users to access any item on the screen by using one or two switches.

1. From the **File** menu, select **New**. Select **Single Switch Typist**. Click **OK**.
2. If you are using IntelliKeys, simply plug a switch into **switch port 1**. The program is already set for automatic scanning.
3. Press the switch to start the scan. Press again to select an item. Start by selecting the **ABC** item, which branches to the lower case alphabet. Type "cat".

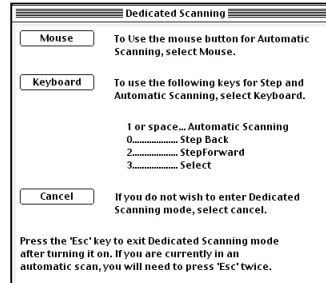
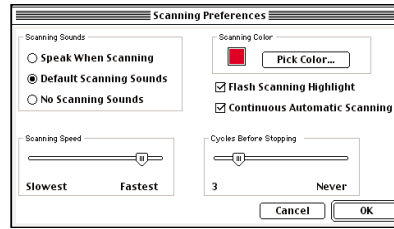


IT II ABC overlay

Note: Select the ABC item to change the palette to lowercase letters.



4. Change the speed of the scan by selecting a number from 1 (slowest) to 9 (fastest) from the top of the standard keyboard. Or, from the **Options** menu, select **Scanning Preferences** and change the scanning speed in the dialog box.
5. If you want to use an alternative switch interface, from the **Options** menu, select **Dedicated Scanning**. Choose **Mouse**. A mouse click will start and stop the scan. Press **[esc]** twice to exit Dedicated Scanning.
6. Close the **Single Switch Typist** file. Don't save this document.



Curriculum Activities

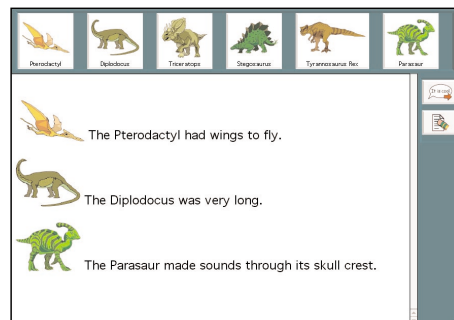
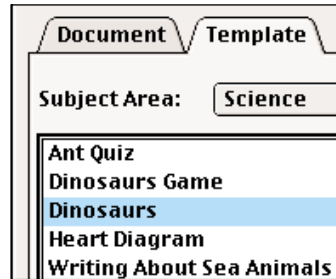
Now that you are familiar with the basic typing functions of *IntelliTalk II*, we will use the curriculum templates to explore some special features of this program.

If you have already created the file named Dinosaurs With Toolbars in the *Exploring IntelliTalk II* tutorial, skip to page 7.

Palettes, Items, and Libraries

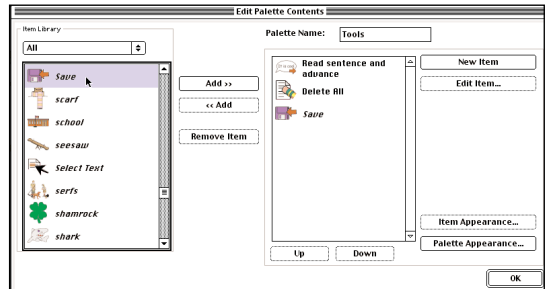
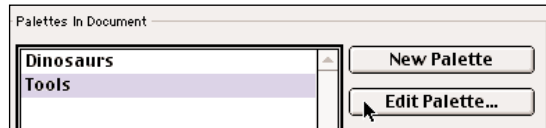
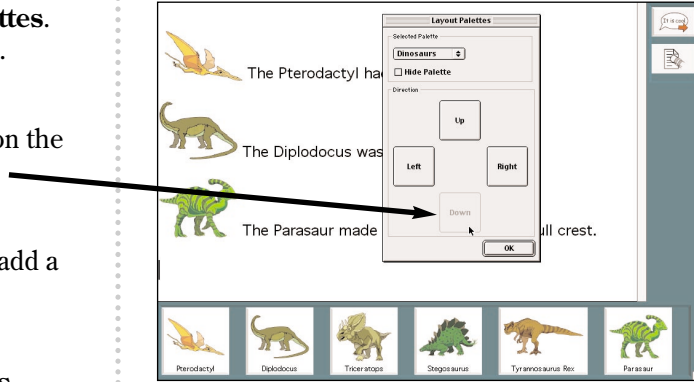
IntelliTalk II has the ability to create on-screen items and palettes that can be used for inserting text and pictures into your document or as toolbar enhancements.

1. From the **File** menu, select **Open**. Select the **Template** tab. From the **Subject Area** drop-down list, select **Science**. Select **Dinosaurs**. Click **Open**.
2. The collection of pictures at the top of the screen is called a palette. Each picture is referred to as an item. Items can include graphics and/or text as well as commands or instructions called actions. *IntelliTalk II* contains libraries of items and palettes for you to use as you create your own activities.
3. Click the **Pterodactyl**. Notice that a graphic appears in the document window, along with a sentence.
4. Click the graphic within the document. Graphics can also speak when clicked using a mouse.
5. Use the **Read Sentence** and **Delete All** items to read and delete items on the screen.



Editing Palettes

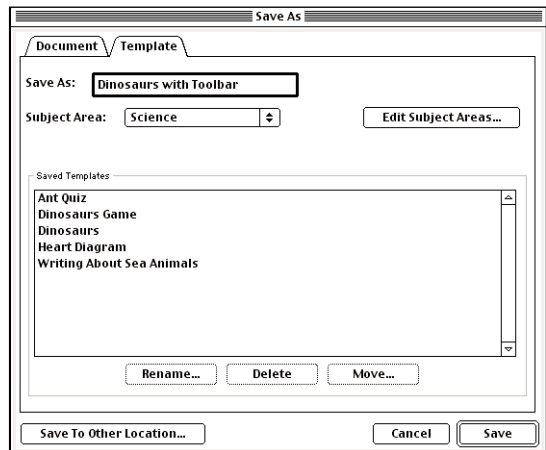
1. From the **Create** menu, select **Layout Palettes**. Notice that the Dinosaurs palette is selected.
2. Select **Down**. Palettes can easily be moved on the screen for better access and aesthetics.
3. You can also add items to a palette. You will add a **Save** item to the Tools palette.
4. From the **Create** menu, select **Edit Palettes**. Select the **Tools** palette. Select **Edit Palette**.
5. On the left you will see the Item Library. Pictures can be added to and deleted from this library as you work with your documents.
6. Locate and select the **Save** item. Press **Add>>**.
7. Select **OK** to leave this dialog box. Select **OK** to return to the document.



Saving Your Document as a Template

You can save a file as a document or a template. You will save this file as a new template that opens with the Dinosaur palette placed on the bottom of the screen and the expanded Tools palette on the right.

1. Press **Delete All** to erase all the text on the screen.
2. Select the **Save** item on the **Tools** palette. The Save As dialog box will appear.
3. Select the **Template** tab.
4. From the **Subject Area** drop-down list, select **Science**. Name your template "Dinosaurs with Toolbar". Select **Save**. Do not close this document.



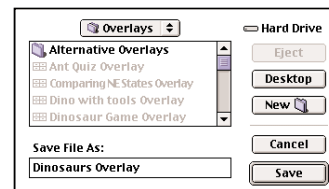
Creating an Overlay for IntelliKeys

If you have the Overlay Maker program installed in your computer, you can easily generate overlays for *IntelliTalk II* activities for use with IntelliKeys.

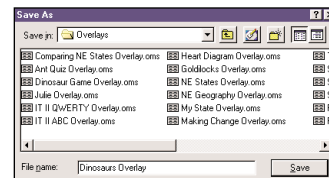
1. From the **IntelliKeys** menu, select **Make Overlay**.
2. Notice the palettes are already selected, and the overlay will default to fit a keyguard. Click **OK**.
3. When the Save dialog box appears, name your file “Dinosaurs Overlay”. The overlay will automatically save into the Overlays folder located in the *IntelliTalk II* folder.
4. Overlay Maker will open automatically. The file is named and the overlay and its key content are instantly created. (Windows only: From the **Options** menu, make sure that Overlay Maker is in **Standard Mode** and not Easy Mode.)
5. Use Overlay Maker to edit the appearance of your overlay. Use the **Style** menu to resize text if necessary. Use the toolbars at the left to add colors to keys and background.
6. From the **File** menu, select **Save**. You can print your overlay and use it with a nine-hole keyguard. From the **File** menu, select **Quit** (Windows: select **Exit**).
7. You will return to the *IntelliTalk II* program. The overlay should be attached to the file and will automatically be sent to IntelliKeys.
8. If you have a printed copy of the Dinosaurs overlay, place it on IntelliKeys and use it with the Dinosaurs with Toolbar document.

Note: To verify that the overlay is attached, from the IntelliKeys menu, select **Attach/Edit Overlay**. You will see the Dinosaurs Overlay is listed and will send each time this file is opened. Select **OK** to close this menu.

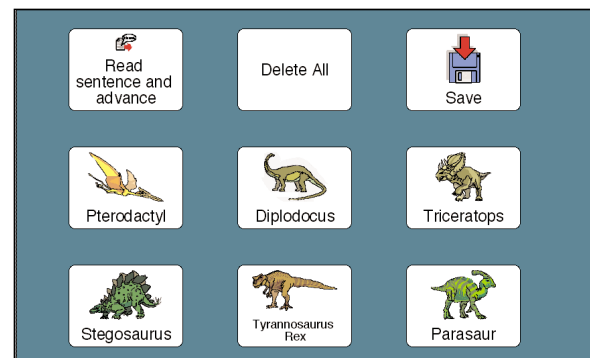
9. Close this file and do not save.



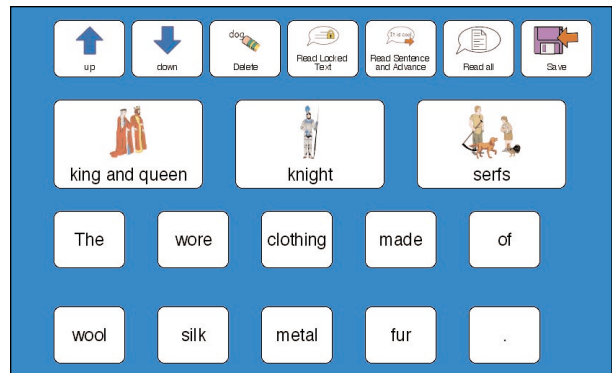
Macintosh



Windows



This section of the Alternative Access Tutorial is designed to follow the procedures performed in the Exploring *IntelliTalk II* Tutorial. After you have successfully created the Medieval Activity, you can create the matching overlay shown at the right.

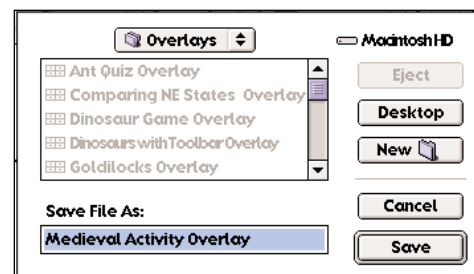
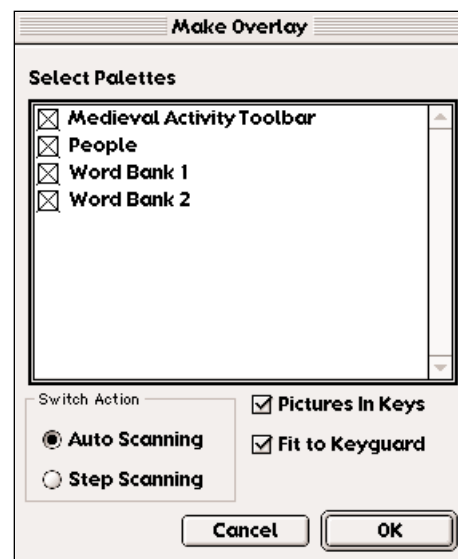


Medieval Activity Overlay


Create and Send an Overlay

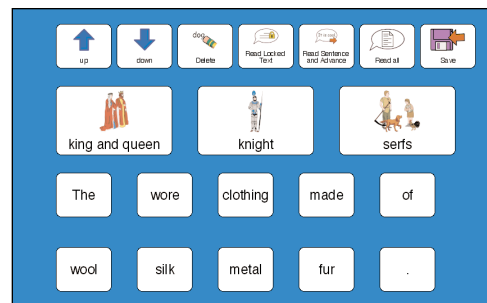
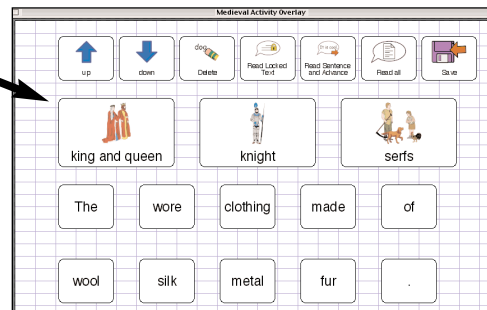
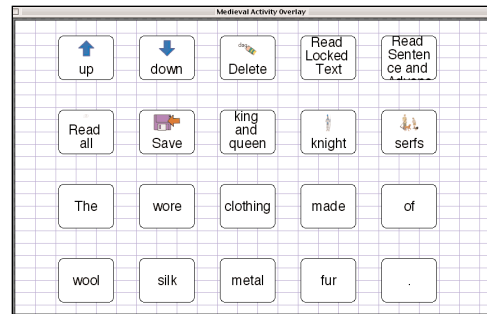
Congratulations! You have successfully created the Medieval Activity. A student who is able to manipulate a mouse can now use this activity. *IntelliTalk II* also allows you to create access for IntelliKeys and switch users. The next section will focus on creating an overlay. (The Overlay Maker program must be installed on your computer.)

1. If Overlay Maker is installed, you can easily create an overlay for use with IntelliKeys.
2. From the **IntelliKeys** menu, select **Make Overlay**.
3. In the **Select Palettes** window, select all palettes, ensuring that all items will appear on the overlay.
4. Both **Pictures in Keys** and **Fit to Keyguard** are selected. Pictures in Keys will place the picture associated with each item on the key of the overlay. Fit to Keyguard will match the placement of keys on the overlay with one of the Keyguards for Custom Overlays.
5. Select **OK**.
6. The default is to **Save** your custom overlays within the *IntelliTalk II* **Overlays** folder.
7. Name the file "Medieval Activity Overlay". Click **Save**.
8. Overlay Maker will open and the overlay will be created for you. (Windows only: From the **Options** menu, make sure that Overlay Maker is in **Standard Mode** and not Easy Mode.)
9. Starting with the **down** arrow key, use the mouse to click and drag the keys on the top row to the left, to



make room for two more keys at the right. Drag the **Read all** and **Save** keys to the top row at the right.

10. Next, hold down **Shift** and click on each key in the top row to select them all. This allows you to change the font size of them all simultaneously.
11. From the **Style** menu (Macintosh) or the toolbar (Windows), select **12** point font.
12. To enlarge each of the people keys, click on a corner of the key and drag it. (See right.)
13. Use the background item to select a background color and your overlay is complete!
14. The key content has been programmed for both the keys on the overlay and for switches. 
15. **Save** any changes you make to the overlay.
16. **Print** your overlay. Close Overlay Maker.
17. Select the **IntelliTalk II** window to make it active. The overlay will be sent to IntelliKeys.
18. Place your overlay on IntelliKeys and try it out!



Switch Access

IntelliKeys has two built-in switch ports along the left-hand side. Plug your switches into IntelliKeys.

1. From the **IntelliKeys** menu, select **Make Overlay**. Note that the Switch Action defaults to Automatic Scanning. You can also select Step Scanning.
2. When you create an overlay, Overlay Maker programs the switch ports for you.
3. In Automatic Scanning, for Macintosh, the key content of Switch 1 is **[Command]+[Return]**. The key content of Switch 2 is also **[Command]+[Return]**. For Windows, the key content of both Switch 1 and Switch 2 is **[Ctrl]+[Enter]**.
4. In Step Scanning, for Macintosh, the key content of Switch 1 is **[Control]+[Right Arrow]**. The key content of Switch 2 is **[Control]+[Down Arrow]**. For Windows, the key content of Switch 1 is **[Ctrl]+[Right Arrow]**. The key content of Switch 2 is **[Ctrl]+[Down Arrow]**.
5. Try out your switches with this activity.