



# Workshop Tutorial

## Modifying On-Screen Text and Graphics in *IntelliTalk II™*



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# Modifying On-Screen Text and Graphics in *IntelliTalk II*™

## Introduction

It's easier and often faster to modify an activity than create one from scratch. In this tutorial, you will explore how graphics within a document and graphics entered from a palette can be customized. You will unlock and modify text. Last, you will modify overlay key content.

This tutorial modifies the Making Change template included with *IntelliTalk II*, an activity that requires students to select coins to solve word problems. Because learning the value of coins can present a challenge to students, teachers may wish to change the original template to address the needs of different students.

## Explore the Template

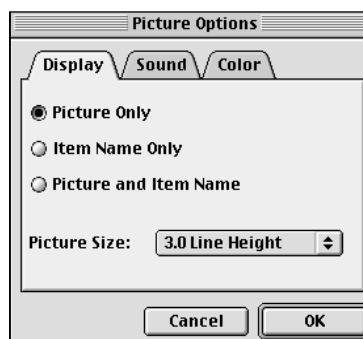
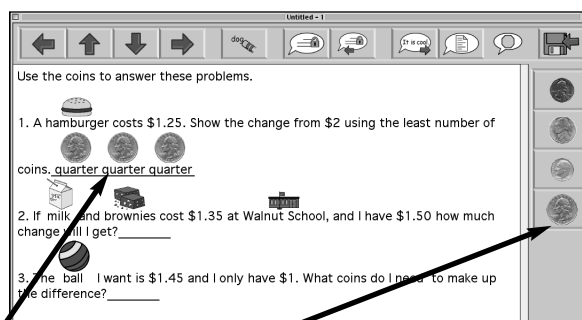
1. From the File menu, select **Open**. Select the **Template** tab. From the Subject Area drop-down list, select **Math**. Select **Making Change** and **Open**.
2. From the File menu, select **Save**. Name your document "Making Change 2".
3. To familiarize yourself with the activity, use the palette items or the overlay to read and answer the three problems.
4. From the Edit menu, choose **Select All**. Press **Delete** on the computer keyboard. Since the text is locked, only text in the answer fields will be erased.

## Modify Graphics in a Document

Graphics in the document window can be resized and modified using Picture Options.

1. Read problem #1. With the insertion point in the answer field, click the **Quarter** item three times to place three quarters in the answer field.
2. From the Edit menu, select **Picture Options**. Choose the **Display** tab. The default is to display the Picture and Item Name. The default Picture Size is twice the line height.
3. Change the display to **Picture Only**. Change the Picture Size to **3.0 line height**. Select **OK**.
4. Now read and answer problem #2. Notice that the coins are now larger and the item name does not appear under the picture.

**Note:** Unless a specific picture in the document is selected, preferences set in Picture Options apply to all graphics subsequently placed in the document.

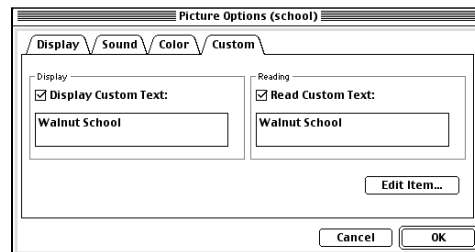


## Edit a Graphic Name in a Document

Any graphic within a document can display and/or read custom text. You will change the name of Walnut School in problem #2.

1. Hold down **[Control]** (Windows: **[Ctrl]**). Click the graphic of Walnut School.
2. The Picture Options dialog box will appear, enabling you to change the size, color, text and sounds associated with this graphic. Select the **Custom** tab.
3. There are two options: Display Custom Text and Read Custom Text. Note that both boxes are checked. Replace Walnut School with the name of your school in each text box. Click **OK**.
4. Place the insertion point at the beginning of problem #2 and press **Read Locked Text**. If the school name is not pronounced correctly, return to Picture Options. Select the **Custom** tab. In the **Read Custom Text** box, enter a phonetic spelling of the school's name.

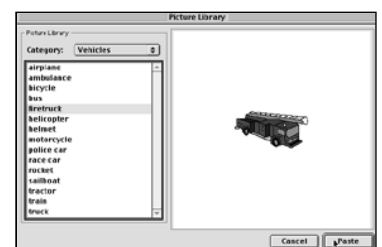
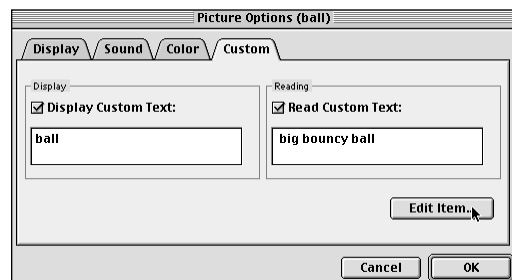
**Note:** Access this same dialog box by selecting (highlighting) a graphic and selecting Picture Options from the Edit menu.



## Change Graphics in a Document

1. Graphics can display one text label and be read aloud with a different message. Move the insertion point to problem #3. Press **Read Locked Text**. Notice that the name of the graphic is "ball," but the text read aloud is "big, bouncy ball."
2. If your student does not want a ball, you can choose another picture from the Picture Library.
3. Press **[Control]** (Windows: **[Ctrl]**). Click the ball.
4. The Picture Options dialog box appears. Choose **Custom**. Click **Edit Item** to change the picture.
5. Press **[Command]+y** (Windows: **[Ctrl]+y**). The Picture Library will appear. Now locate a picture to replace the ball. Select **Paste**.
6. Change the **Item Name**. Click **OK**.
7. Change the text in **Display Custom Text** and **Read Custom Text** to match your new graphic.

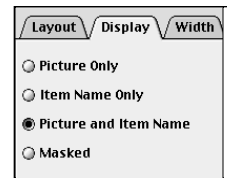
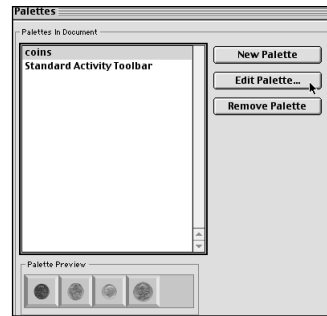
**Note:** If the check boxes are not checked, the Item Name will appear and be read instead of custom text.



## View Palette Item Names

Notice that the coins palette appears on the screen without any text labels. You will change the Palette Appearance to display the item names as labels.

1. From the Create menu, choose **Edit Palettes**. Select the **Coins** palette. Select **Edit Palette**.
2. Select **Palette Appearance**. Click the **Display** tab.
3. Select **Picture and Item Name**. Select **OK** to return to the document window. The coins palette will now show the Item Name for each coin.
4. Select a coin. When the graphic appears in the document, notice that the name of the coin does not appear beneath it. This is because of the preference you set in the Picture Options dialog box on page 1 of this tutorial.
5. To change the appearance of the items entered into the document, from the Edit menu, select **Picture Options**. Choose the **Custom** tab and select **Picture and Item Name**. Now click a coin on the palette. You can see that there are several different ways to view items on the screen and to enter them into a document.



Coin name

## Change Palette Item Names

Sometimes it is important for the student to see the monetary value of the coin rather than the name. You can change the Item Name to display the coin value.

1. From the Create menu, select **Edit Palettes**.
2. Select the **Coins** palette. Select **Edit Palette**.
3. Click the **penny** and select **Edit Item**.
4. Delete the Item Name and type the number "1". Do not put a space after the number.
5. Repeat the process for each coin. **Save**.
6. Now try using the coins palette. Your modification might be easier for students adding coins together.

**Note:** Because you have changed the Item Names in the coins palette, the Making Change overlay will need to be modified. You will learn to do this later in this tutorial.

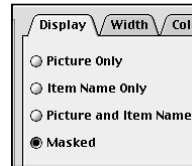


Coin value

## Mask a Palette Item

You might have some students who are working with just pennies, nickels and dimes but who are not ready to work with quarters.

1. From the File menu, select **Save As**. Name the document “Making Change No Quarters”.
2. From the Create menu, select **Edit Palettes**.
3. Select the **Coins** palette. Select **Edit Palette**. Click the quarter and select **Item Appearance**. Choose the **Display** tab. Select **Masked**. Because you selected Item Appearance, this change will only affect only the quarter and not the entire palette.
4. The quarter is no longer available until you reverse the masking process. You now have a document for students who aren’t ready to work with quarters. Select **OK** to return to the document window.

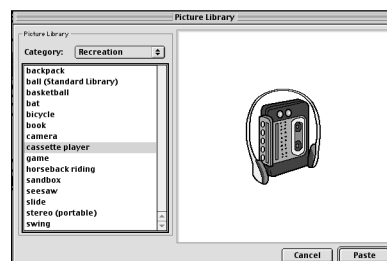
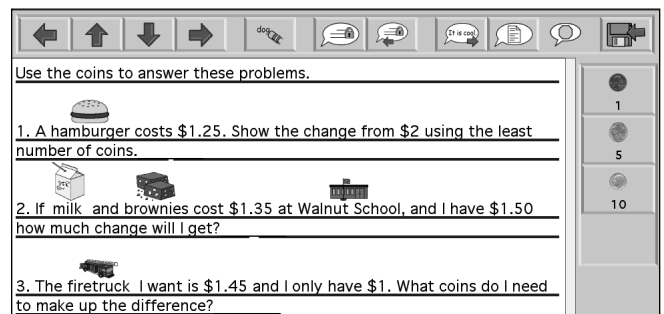


The quarter is masked

## Change Locked Text

You have already learned how to change the graphics within this document. You can also change the text. Since you have masked the quarter, you should change the text so that students can answer using dimes, nickels and pennies.

1. The text is locked, so the first step is to unlock the text. From the View menu, select **Highlight Locked Text**. Notice that the entire page has blue underlines, indicating that the text is locked.
2. You can choose to unlock portions of the text or the entire page. To unlock the entire page, from the Edit menu, select **Select All**.
3. From the Text menu, select **Lock..** This is a toggle; selecting it will unlock the text you have selected.
4. Change the prices of the items in the questions. (You could also create some additional problems, adding graphics from the Picture Library or the clipboard.)
5. When you are done, from the Edit menu, choose **Select All**. From the Text menu, choose **Lock Text**. All the new text and modifications are locked.
7. From the View menu, deselect **Highlight Locked Text**. **Save** the document.



## Modify the Making Change Overlay

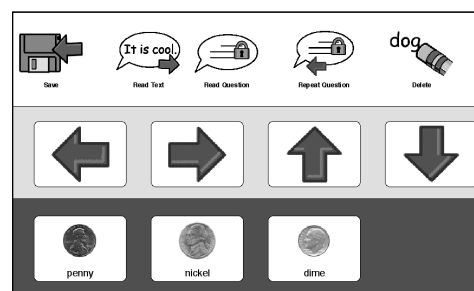
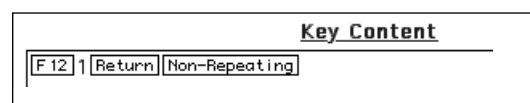
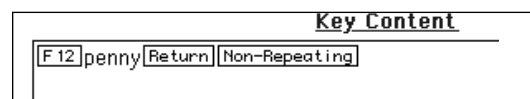
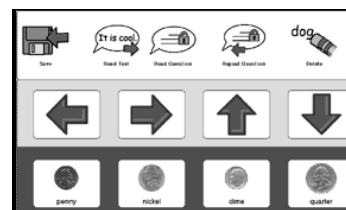
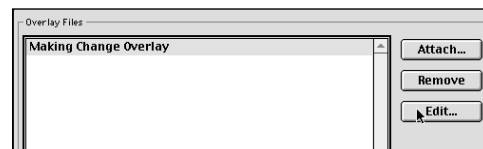
To modify an overlay you must have Overlay Maker installed on your machine.

Using the IntelliKeys menu, you could create a new overlay using the Make Overlay feature. However, you can also just modify the key content of the Making Change Overlay that is included with *IntelliTalk II*.

In this section you will learn to modify the overlay. You will delete a key from the overlay and change the key content to work with the changes you made to the original document. Until you make these changes, the original overlay will no longer work since you have made changes to the original item names (i.e. penny was changed to 1).

1. From the IntelliKeys menu, select **Attach/Edit Overlays**.
2. Select **Edit**. Overlay Maker will open the Making Change Overlay. You will make a copy of this overlay and then change the overlay key content to match the modifications you have made to palette items.
3. From the File menu, select **Save As**. Name the overlay “Making Change No Quarters Olay”. Save the overlay in the *IntelliTalk II* Overlays folder.
4. The key content for a palette item in *IntelliTalk II* is always the Function key 12 [F12] followed by the item name, Return and Non-Repeating.
5. Carefully delete the specific Item Name and replace it. For example, change the word “penny” to “1”. Since you did not leave a space after the number on the palette, be sure that you do not leave a space at this time. The key content must match the exact item name.
6. Change “nickel” to “5” and “dime” to “10”. Delete the quarter from this overlay, since students will not be using it with this document.
7. If you are connected to a printer, you can print the new overlay. If not, you can still send this file and use the sample overlay that is included with *IntelliTalk II* on IntelliKeys (just remember that now the quarter will not work on the sample overlay).
8. Save the overlay file into the *IntelliTalk II* Overlays folder and close Overlay Maker.

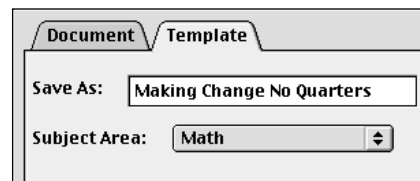
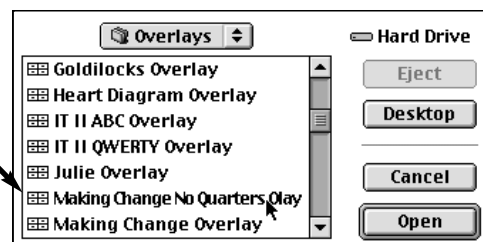
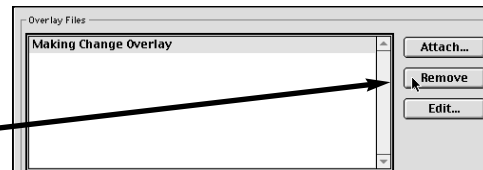
**Note:** If you accidentally delete the key content of a key, copy and paste the content from another key, modifying it to reflect the correct Item Name.



## Access the Modified Overlay

*IntelliTalk II* can have more than one overlay attached to a document or template. However, for this tutorial, you will remove the original Making Change overlay since it will not work with the new palette item names.

1. From the IntelliKeys menu, select **Attach/Edit Overlays**.
2. Select the Making Change overlay and click **Remove**.
3. Select **Attach**.
4. Locate the Making Change No Quarters Olay in the Overlays folder inside the *IntelliTalk II* folder. Select **Open**.
5. Click **OK** to close the Attach/Edit Overlay dialog box.
6. The modified overlay is now attached to the modified document.
7. To save this file as a template, make sure that the answer fields are blank and that the document text is locked.
8. From the File menu, select **Save As**. Choose the **Template** tab. From the subject area drop-down list, select Math. Save the document as “Making Change No Quarters”.



## Congratulations!

Modifying existing templates and overlays will allow students to work on mastering skills. It will also reduce teacher preparation time!

Be sure to visit the IntelliTools Web Activity Exchange for more activities and curriculum adaptations at [www.intellitools.com](http://www.intellitools.com).

