



Introduction to IntelliPics®

Windows Tutorial



About IntelliPics

IntelliPics is both a multimedia educational program and an authoring tool. It is ideal for reinforcing early learning concepts. Children love IntelliPics! They enjoy making pictures move, grow and multiply. They like to hear the computer speak in a familiar voice – yours or their own.

Older students can use IntelliPics for preparing science and social studies reports or for making multimedia presentations. By selecting keys on an overlay, students can access text and graphics to learn and reinforce core curriculum materials. IntelliPics activities have built in scanning. When combined with Overlay Maker®, IntelliPics can easily be used to create a wide variety of overlays for access to the computer.

About this Tutorial

Using this tutorial, you will create an IntelliPics Transportation activity and learn to import graphics, sounds, text, background pictures and create a small animation. This activity will take advantage of IntelliPics' built-in scanning features. Next you will use Overlay Maker to instantly create an overlay that can be used with the IntelliKeys® keyboard. Finally you will create a quiz to enable students to use the overlay independently to access and learn more about the vehicles.

Materials Needed

TUTORIAL

Creating the Transportation Activity

PRINTED OVERLAYS

IntelliPics Standard Overlays: Presentation of IntelliPics, Animals, Nursery Rhymes, Make it Move, Butterscotch Brownies, and Funny Noises

SOFTWARE

IntelliPics, Overlay Maker®, Animals Keyguard Overlays Folder*

HARDWARE

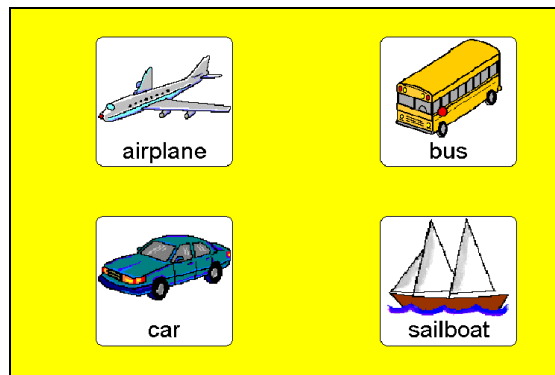
IntelliKeys and cable, two switches

Microphone for adding digitized sound to IntelliPics if needed

Items with an () can be found on the web/tutorial CD-Rom available free from IntelliTools*



IntelliPics Screen



Transportation Overlay



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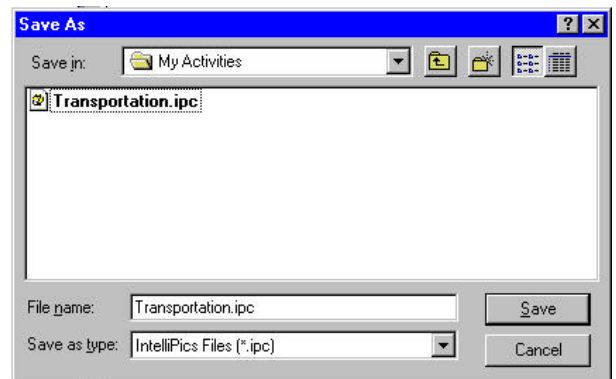
WIN

Creating the IntelliPics Activity

Using this tutorial, you will create an activity that will allow the user to explore and learn about cars, buses, and other types of transportation. Make sure switches are plugged into the two Switch ports of IntelliKeys®. You'll be using switches later in this tutorial.

1. Create a New Activity

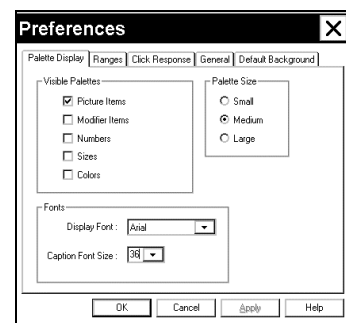
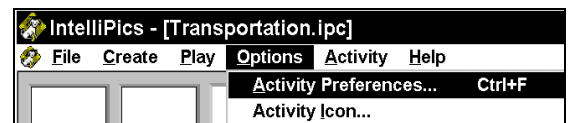
- Go to the **File** menu and choose **Close All**. This will close all previously opened activities.
- Choose **New** from **File** menu.
- Go back to **File** menu and select **Save**.
- Name the activity **Transportation** and click on the **Save** button.
- The file will be stored in the IntelliPics **My Activities** Folder.
- Save frequently as you develop your activities. To quickly save, hold down the **Control** key and press **S**.



2. Customize the Activity Screen

You will create an activity that only uses pictures. Since you won't be using the other palettes such as modifiers, numbers and colors you can remove them from the IntelliPics activity screen to make the screen less distracting for the student.

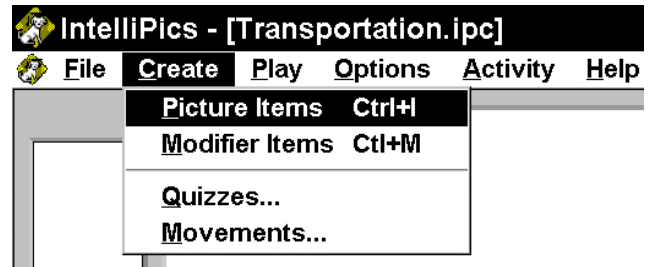
- Select the **Options** Menu. Choose **Activity Preferences**.
- Under **Palette Display**, go to the **Visible Palettes** box. Deselect all items except **Picture Items**.
- Click inside the **Caption Font Size** box and change the font size to **36**.
- Select the **Default Background** menu tab.
- Click **Erase background picture before playing items**. The Picture Item background, used later in this tutorial, will be erased before playing items that have no background picture.
- Select **OK**.



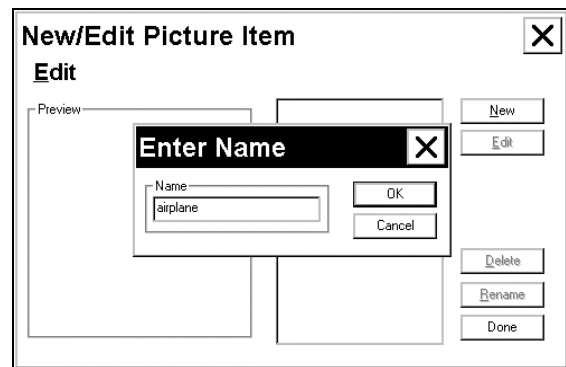
3. Create a New Picture Item

Now you will begin to create the Picture Items for your IntelliPics® Activity.

- Select the **Create** Menu
- Choose **Picture Items**.



- Click on **New**.
- Name the Picture Item **airplane**.
- Click on **OK**.

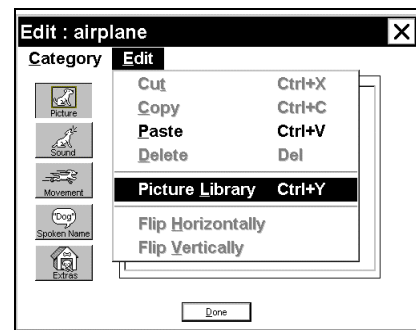


4. Adding a Graphic from the Picture Library

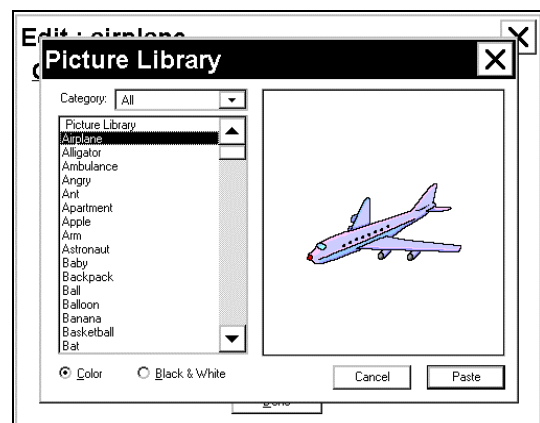
There are over 300 pictures in the Picture Library. You can paste pictures into a picture item from the Picture Library or any source that you can copy onto your Windows Clipboard. For this tutorial we will use pictures from the IntelliTools Picture Library.

- Select **Picture Library** from the **Edit** menu.

Hint: There are a variety of ways to navigate through the picture library. Type a letter, and you will instantly move to pictures that begin with that letter. Use the long scroll bar to view the names of all the pictures. Use the pull-down menu to view the various categories of pictures. Choose a category to limit your selection to the pictures in that category.



- Select the **Airplane** picture.
- Click on **Paste**.



5. Add a Sound to the Picture Item

IntelliPics® makes excellent use of recorded sounds. Using IntelliPics you can easily record your voice, a student's voice, or virtually any sound. IntelliPics comes with a variety of fun sounds. For this tutorial you will record your own sounds for each of four vehicles.

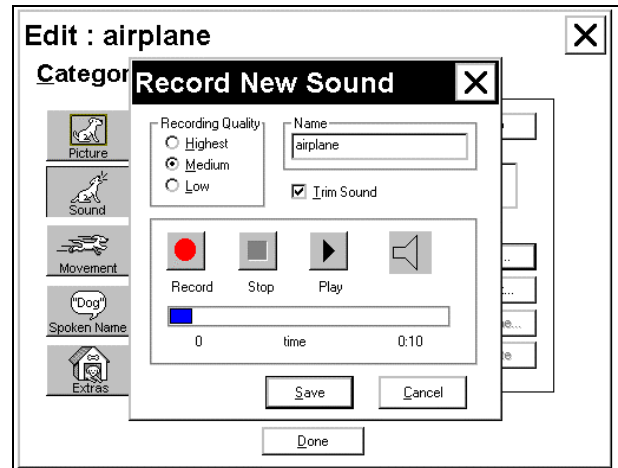
- Click on the **Sound** icon.



- To record a sound, click on **New**. Notice that the sound is automatically given the same name as the picture item.
- You will record your best airplane noise.

*Hint: You will not have to move the mouse. Using your mouse, click on the **Record** and immediately release the mouse button while you speak. The Cursor will jump to the Stop button. Click the mouse button to stop recording.*

- Click on the **Play** button to hear your sound.
- Select **Save** to save your sound when you are finished recording.



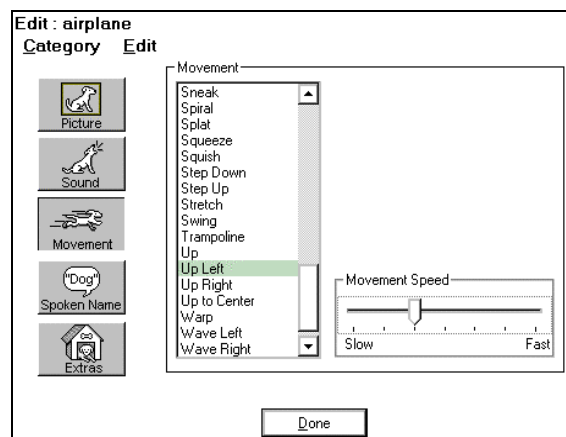
6. Add a Movement

IntelliPics provides two methods for adding movement to your pictures: using one of the built-in motions or creating your own with the movement editor. In this tutorial, you will choose movements from the built-in selections and they will automatically work with your activity.

- Select the **Movement** icon.
- Select the movement **Up Left** by clicking on it.
- You can change the movement speed by using the slider bar below the **Movement Speed**.



*Hint: You can click on **Done** at any time to test your items. After you test an item and you are ready to continue, go to the **Create** menu and select **Picture Items**. You can edit and re-edit until you are satisfied. Don't forget to save as you work.*

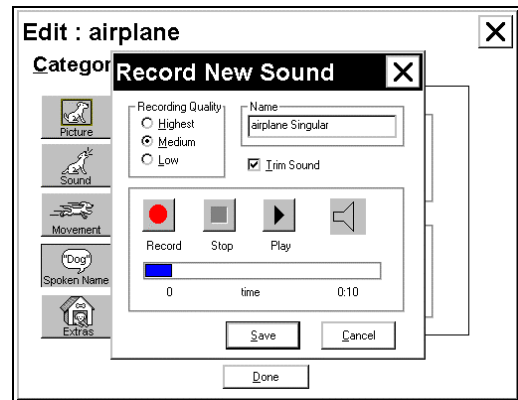
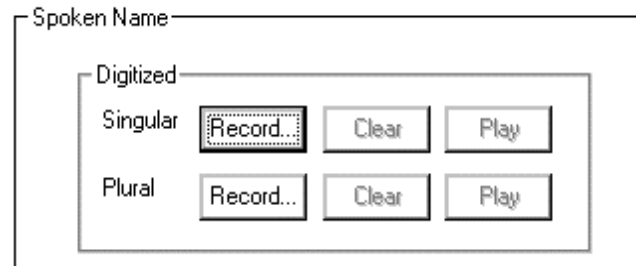


7. Add a Spoken Name

The Spoken Name allows you to add a name or verbal label to your item in addition to the Sound you already recorded. This Spoken Name will also be essential for the quiz you will create later in this tutorial. You will just use the name of the item.



- Select the **Spoken Name** icon.
- Under **Digitized** select the **Singular Record** button.
- Record the word “**airplane**”.
- The user will hear this name spoken out loud just before the ‘authentic airplane sound’ you have already recorded.
- Click on **Save**.
- Select the **Plural Record** button.
- Record the word “**airplanes**”. (The reason for adding the plural name becomes apparent if you decide later to use the number palettes with your activity. In this case if the user presses the number 2, followed by the airplane, he will hear “Two airplanes.”)
- Click on **Save**.

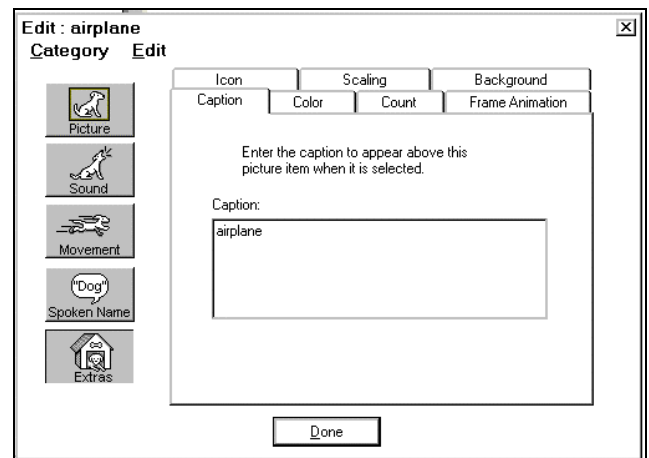


8. Add a Caption

You can add a caption to a Picture Item to provide the user additional visual feedback and to promote literacy. Captions can be words, phrases, or sentences.



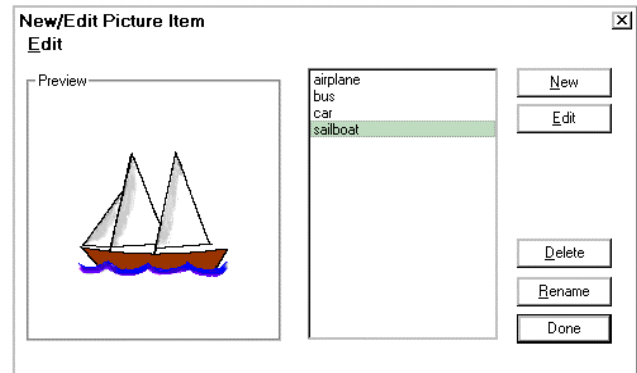
- Click on the **Extras** Icon.
- Make sure that the **Caption** tab is selected.
- Type in the name of the vehicle. For example, type **airplane**.
- You have completed one Picture Item. Click on **Done**.
- Click **Done** again to return to the start-up screen.
- Click on the airplane to see it fly!
- Don't forget to Save!



9. Complete 3 More Picture Items

You will now practice the skills you have learned and add three more vehicles to this activity.

- Repeat steps 3-8 for the remaining items: **bus, car and sailboat.**



- Click on **Done** and try out your items.

Editing Your Pictures to Add More Features

Picture Items can easily be edited to add other features. You will now explore the **Extras** that can enhance your four Picture Items.



1. Extra Features for the Car Item – Color and Size

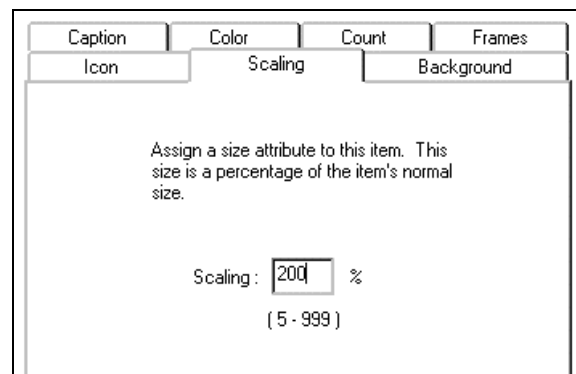
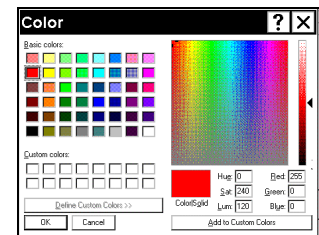
For the car item, you will be changing the color of the car and making the graphic appear larger on the screen.

- Select **Picture Items** from the **Create** menu.
- Select **car**, then select **Edit Item**.
- Click on the **Extras** icon.
- Select the **Color** tab.
- Click on **Pick Color**.
- Choose your new car color by clicking on any color choice.

Note: The car color is changed only when the item is selected. The car color will not change in the picture item palette.

- Click on **OK**.
- You can make any picture item larger and easier to see. Choose the **Scaling** tab from the **Extras** menu and type in 200.
- Click **Done** and return to the start up screen.
- Try out the car item.

Assign a color to this item.



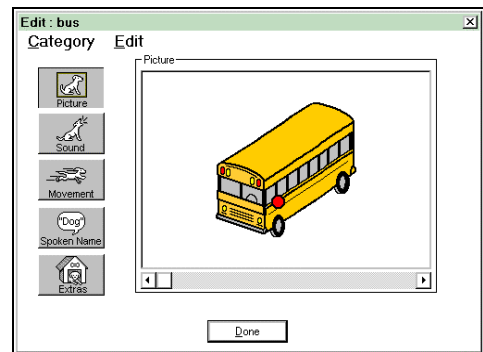
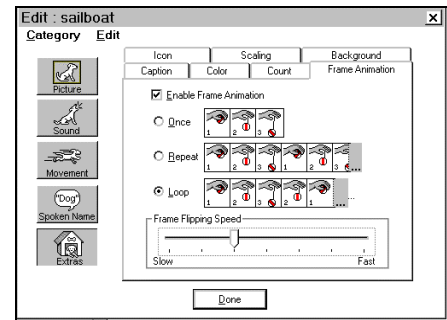
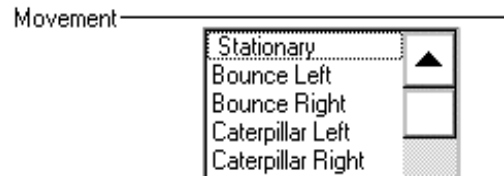
2. Extra Features for the Bus Item – Frame Animation

The **Frame Animation** feature allows you to paste a series of graphics into the same picture item. You will create a sequence of pictures that will teach you how to import a series of frames. The picture will animate when the item is chosen.

- Select **Picture Items** from the **Create** menu.
- Select **bus**, then select **Edit Item**.
- Click on the **Movement** icon. Select the movement **Stationary**. *Hint: Stationary is located at the top of Movement choices. Selecting stationary makes the animation easier to view.*
- Under the **Extras** icon, choose **Frame Animation**. This will allow you to paste several pictures, one after another, into a Picture Item.
- Click on **Enable Frame Animation**.
- Select **Loop** to view a pictures cycle. (1,2,3,2,1...)
- Select a slower **Frame Flipping Speed** as shown on the right. This will slow down the animation.
- Select the **Picture** icon to display the image of the bus. *Hint: Notice that your Picture item has a slider bar at the bottom. Now you can paste more than one picture and create your animation.*
- Go to the **Edit** menu and select **Picture Library**. Select 3 to 4 more pictures and paste them into the picture item. Some suggestions for pictures are **bus driver, apartment, house, friends, school**, etc.

*Hint: If at any time you want to change the orientation of a graphic after it is pasted into the Picture Item, simply select **Flip Horizontally** or **Flip Vertically**, which are found under the Picture Item Edit menu.*

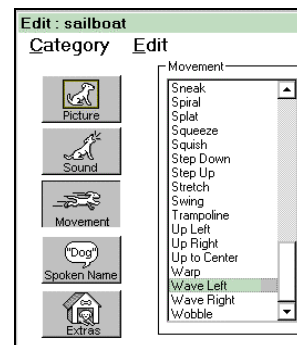
- Select **Done**. Try out the bus item.



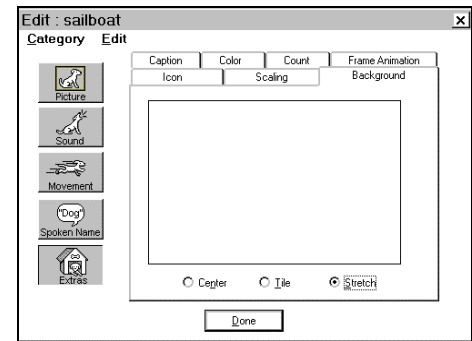
3. Extra Features for the Sailboat - Adding a Background Graphic

You can add a background graphic to a single picture or to the entire activity. For this tutorial you will add a peaceful beach background scene for your sailboat.

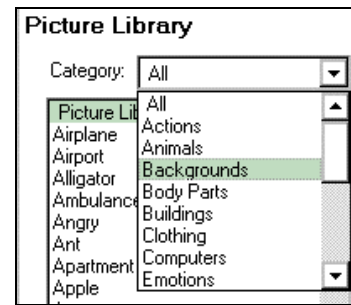
- Open the Sailboat picture item.
- For the Beach picture to work effectively change the sailboat Movement to **Wave Left**.



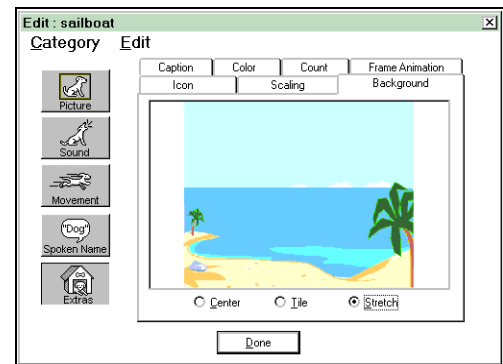
- Click on the **Extras** icon.
- Select **Background** tab.



- Go to the **Edit** menu and select **Picture Library**.
- Click the arrow to the right of the **Category** menu. This will allow you to view the picture library by categories.
- Select the **Backgrounds** category.
- Select the graphic **Beach**.
- Click on **Paste**.



- Select the option **Stretch** at the bottom of the Background menu.
- Now your sailboat will drift across the vast ocean.
- Click on **Done** to go back to the IntelliPics® window to try your sailboat and all of your Transportation items.



- Be sure to **Save** your activity.

***Hint:** To add a background graphic to the entire activity to be used with every Picture Item, you would go to the **Options** menu and choose **Activity Preferences** and add a graphic to the **Default Background**.*



Creating the Transportation Overlay

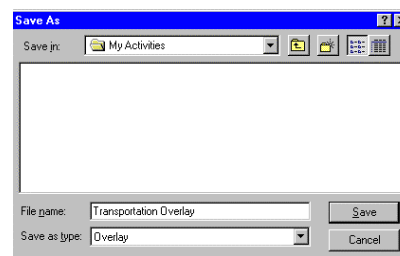
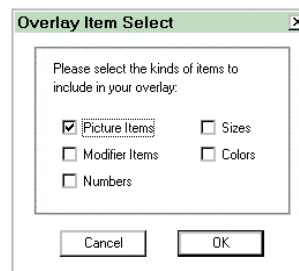
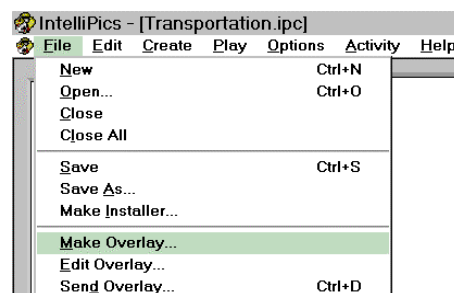
IntelliPics® will help you create your overlay provided you have Overlay Maker® loaded into your machine. When you select Make Overlay from the IntelliPics File menu and select Save, the program will name an overlay the same name as your activity plus the word Overlay. This overlay contains the keys you select to run your activity. You can then save and print the overlay. When you open the IntelliPics activity, the overlay will be sent automatically provided it is in the same folder with the activity. You can also edit and customize the overlay.

1. Use the IntelliPics' Make Overlay Feature

- Go to the **File** menu and select **Make Overlay**. A dialog box will appear asking you what you want your overlay to contain.
- The overlay that is provided with this tutorial contains only picture items. Make sure that Picture Items is the only palette checked. All other palettes should not be selected.
- Select **OK**.
- A dialog box will appear. Notice that IntelliPics gives the overlay the same name as the activity plus the word Overlay.
- The overlay will save into the IntelliPics folder along with the Activity. Click on **Save**.


Hint: As long as an overlay is stored in the same folder as its activity, and named properly, it will send automatically when the activity is opened.

- Overlay Maker, if installed, is automatically launched on your computer. Notice that the overlay is instantly created to fit an IntelliKeys four hole Custom Keyboard!

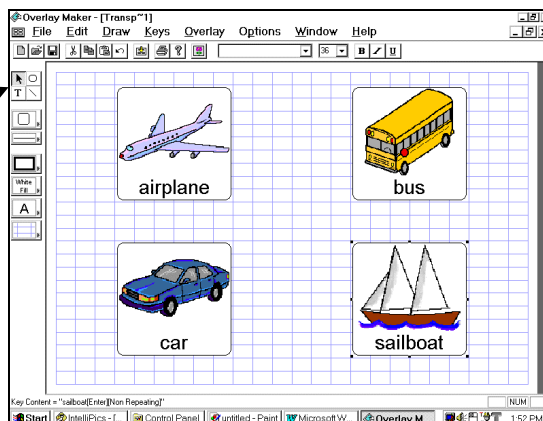


2. Customize the Transportation Overlay

The keys are already made for you with the correct Key Content! Just glide your mouse over each key and view in the lower left corner of the window the key content.

- Select the Text tool  and type in a label for each key.
- Save your overlay.

Key Content →

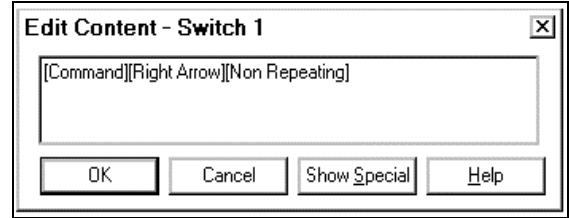
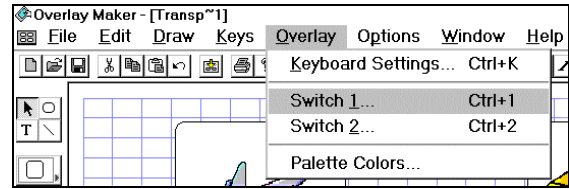


3. IntelliPics® Automatically Defines the Switch Content

- Go under the **Overlay menu** and look at the contents of **Switch 1** and **Switch 2**.
- When you use the Make Overlay feature with IntelliPics, the key content for the switches is automatically defined.

Hint: Switch 1 is set to [Command][Right Arrow] which steps through the picture items in alphabetical sequence. Switch 2 is set to [Command]r which will repeat the current picture item.

- Go under **File** and select **Save**.
- Click on the **IntelliPics** icon in the **Task Bar**. This will allow you to return to IntelliPics.
- Notice that the overlay is automatically sent to IntelliKeys!



Note: [Command] and [Alt] operate the same.

4. Try Your Activity with the Overlay and Switches

- Place the printed overlay on your IntelliKeys® keyboard. Try out your activity with the overlay. Try using switches with your activity.

Scanning the Visible Palette Items

Instead of sequencing through picture items you might choose to scan the visible IntelliPics' Palettes. You can access scanning using the keyboard, a mouse or a switch. During scanning you can change the scan speed by pressing a number from 1(slow) to 9 (fast) on your computer's keyboard.

- **Using the Computer's Keyboard:**

Hold down the **Control** key and tap **Enter** to begin scanning.

To select an item press the **Control** key again and tap **Enter**.

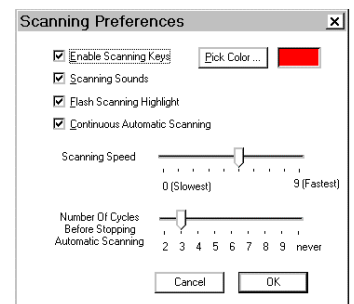
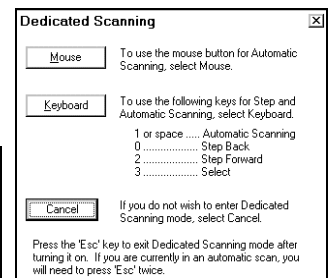
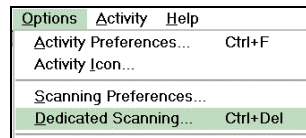
Press the **Escape** key anytime to stop scanning.

- **Using a Mouse:** Go to the **Options** menu and select **Dedicated Scanning**.

Selecting the **Mouse** will turn your mouse button into a switch to initiate scanning or to use with a switch adapted mouse.

Press the **Escape** key twice to stop scanning.

Hint: Select Scanning Preferences, under the Options menu to learn more about how to customize the scanning features.

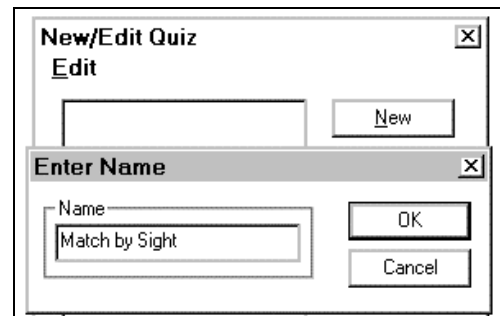
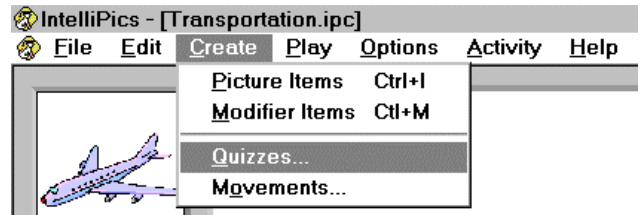


Creating the Match by Sight Quiz for the Transportation Activity

IntelliPics® has an interactive quiz feature. You will be creating a quiz as part of your activity. The quiz will work with the overlay you have already made. For example, during this quiz, users will hear, “Find the airplane.” If they choose the airplane, they will hear, “That’s right. You found the airplane.” If they touch something else on the overlay, they will receive corrective feedback. Users will hear the same type of question for each Picture Item.

1. Create a New Quiz

- Select the **Create** Menu.
- Click on **Quizzes**.
- Click on **New** to create a new quiz, and name the quiz **Match by Sight**.

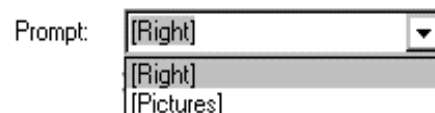
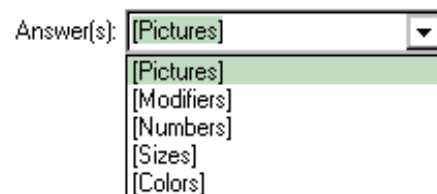


2. Using Tokens

IntelliPics has a programming language designed to help you make quizzes. For this quiz you will use the words **[Pictures]** and **[Right]**. These words are called Tokens.

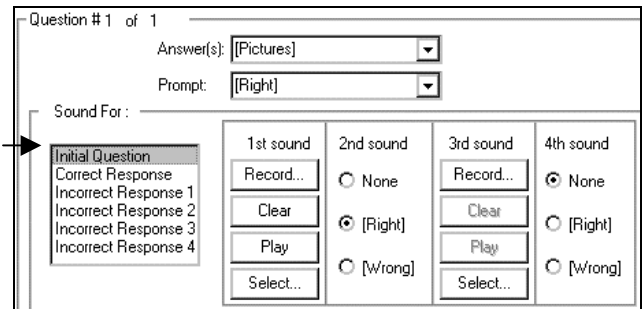
Tokens are used in place of an item’s name in a quiz. Tokens allow you to create general responses that will work with any answer. This means that you can create just one question and the program will randomly ask the student to find all of the objects using the token feature.

- Click the small **black arrow** to the right of the **Answer(s)** box.
- Select the word **[Pictures]**. This allows the picture items to randomly be chosen for the quiz.
- Click to the right of the **Prompt** box.
- Select the word **[Right]**. This will show the picture that corresponds with the item in the **Answer** box above. The prompt does not have to be the Picture Item. This is just an example of the simplest type of matching quiz.



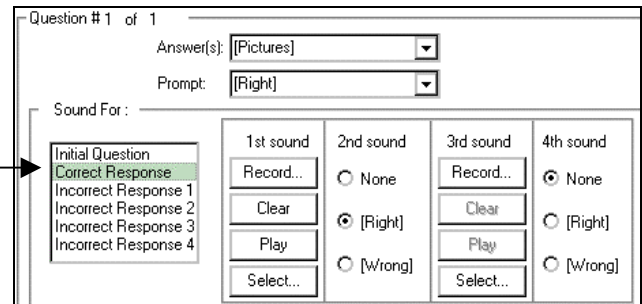
3. Record Sounds to the Initial Question

- For the **Initial Question**, click on **Record** under 1st Sound.
- Record **“Find the”**. This is the question the user will hear when the quiz begins. Do not say the name of the item. Select **Save**.
- Go to the 2nd Sound and select **[Right]**. By selecting **[Right]**, IntelliPics® will automatically associate the **[Pictures]** item with its previously recorded Spoken Name.



4. Add Sounds to the Correct Response

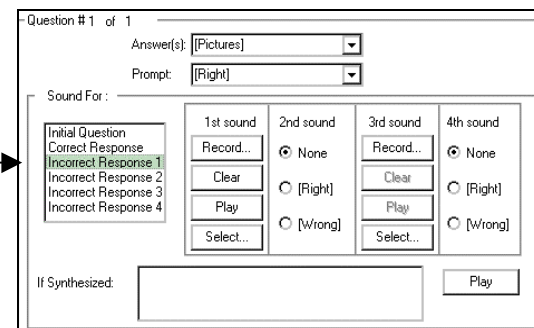
- Select **Correct Response**.
- Click on **Record** under 1st Sound.
- Record: **“That’s right. You found the”**. This is the sound users will hear when they select the right answer. Don’t say the name of the item. Select **Save**.
- Under 2nd Sound select **Right**. By selecting **Right**, IntelliPics will automatically associate the **[Pictures]** item with its previously recorded Spoken Name.



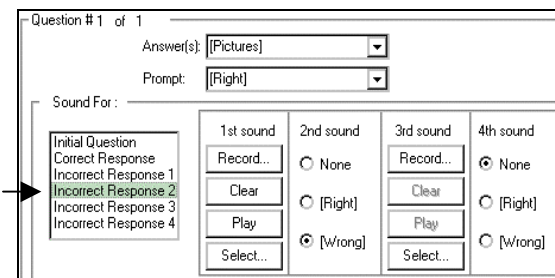
5. Add Sounds to the Incorrect Responses

When you create a quiz, you can supply feedback for up to four incorrect responses.

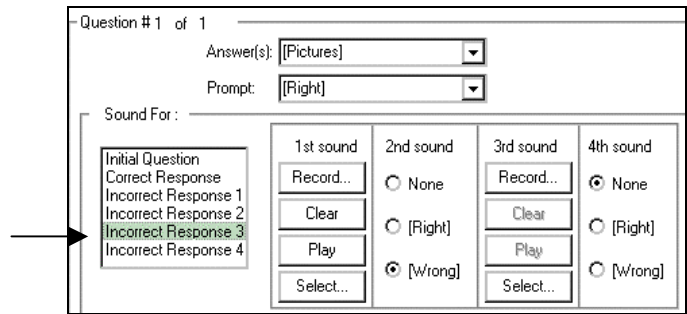
- Select **Incorrect Response 1**. You will record the feedback the user will hear.
- Record **“Try again”**. The student is not given any clues the first time. Select **Save**.
- Under 2nd Sound leave it as **None**.



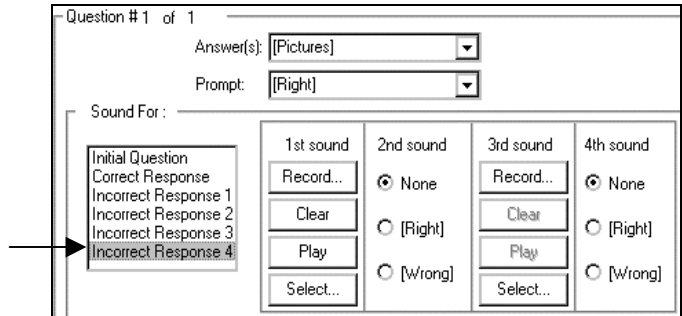
- Select **Incorrect Response 2**.
- Record **“Try again. That was the”**. Select **Save**.
- Under 2nd Sound select **[Wrong]**. The student will hear the spoken name of the item they chose.



- Select **Incorrect Response 3**.
- Record “**Look carefully at the pictures. That was the**”. Select **Save**.
- Under 2nd Sound select [**Wrong**].

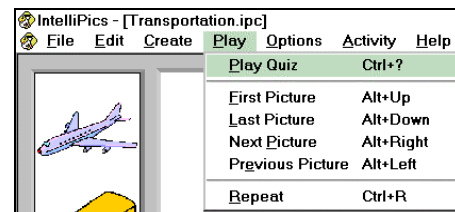


- Select **Incorrect Response 4**.
- Record “**Let’s try another one**”. Select **Save**.
- Under 2nd Sound select [**None**]. If the child has not selected the correct answer it is time to move on. This prompt will let them know that a different question is next.
- Click **OK** to close the Quiz dialog box.
- Click **Done** to return to the activity.
- Save your work. (**Control S**)



6. Try Out the Quiz

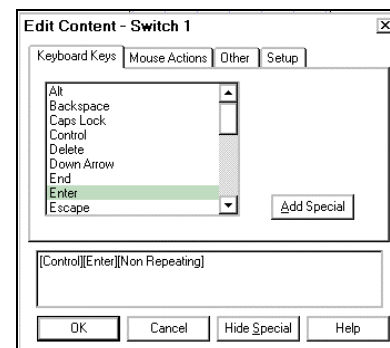
- From the **Play** menu, select **Play Quiz**.
- To stop playing the Quiz, select **Stop Quiz** from the **Play** menu.



Accessing the Visible Palettes for a Switch User

You can use a switch attached to your IntelliKeys[®] to scan the Visible Palettes so that a switch user can be included in this activity to explore as well as respond selectively to the quiz items. You will return to the overlay and edit the scanning content for the Switch 1.

- Go to the **File** menu and select **Edit Overlay**.
- Under the **Overlay** Menu select **Switch 1**.
- Select **Show Special** and change the key content to [**Control**][**Enter**][**Non Repeating**].
- Save your file and return to the Transportation Activity.



Congratulations! You have completed the IntelliPics[®] Tutorial.

For examples of what other people have created using IntelliPics, visit the IntelliTools[®] Website at <http://www.intellitools.com>.

Appendix

A. IntelliPics[®] Feature Highlight Sheet

B. Workshop Outline for the Trainer

Suggestions for incorporating the IntelliPics tutorial in a workshop format

Five-Pac and Multi-User Pricing Available.

Call 800-899-6687 for information.



Introduction to IntelliPics®

Feature Highlights

WIN

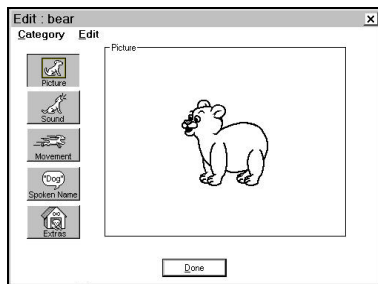
IntelliPics is a multimedia educational program for students and an authoring tool for adults. Installation requirements: 16 MB RAM, Win95. SVGA, sound card, speakers and microphone.

Comes with 6 pre-made activities and overlays

- Animals
- Nursery Rhymes
- Make It Move
- Butterscotch Brownies
- IntelliTools Staff
- Funny Noises

Create your own Picture Items

- Paste in a picture.
- Record your own sounds (or use synthesized speech).
- Select a movement modifier.
- Add a caption
- Use a background graphic.
- Flip graphics horizontally and vertically.
- Copy/paste Pictures items from one activity to another.
- Import graphics from IntelliTools Picture Library.
- Import digitized graphics and sounds from other resources CD, Web, other programs)



Create Picture Items Dialog Box

Five Ways to select items in IntelliPics

- Click with a mouse
- Touch a key on IntelliKeys that has the name of the item and [Return] as its content.
- Use commands in the Play menu (Alt key plus arrows).
- Click on the display area to select the next item.
- Type in the name of the item and press return from the regular keyboard.

Overlays

- Create overlays within IntelliPics to be modified using Overlay Maker.
- Automatically sends overlays.
- Different overlays can also be sent from within an IntelliPics activity.

Switch Use

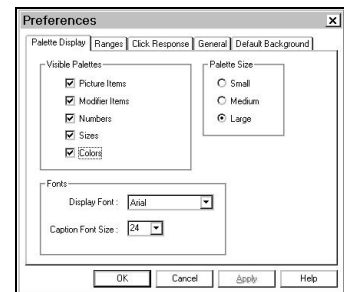
- Use a single switch to step through the items like stepping through the pages of a book.
- Use two switches to move both forward and backward through items.
- Built in scanning of all visible menu items. See Options menu or select [Control][Enter].

Features for easier access

- Enable Menu Protection (see Options menu).
- Change the effect of the Click Response in the display area (see Preferences menu).
- Cause a selected item to disappear from the display area after a specified amount of time (Preferences menu)
- Startup Activities folder allows you to add activities that automatically open when IntelliPics is opened.
- Build Installer feature to share files with another computer, see File menu.

Ways to customize activity window

- Picture Items
- Modifier Items
- Number Palette
- Size Palette
- Color Palette
- Typing Window



Activity Preferences Menu

Quizzes

- Author your own quizzes.
- Specify the prompt items.
- Specify the correct answer.
- Record or use synthesized speech to ask the question and tell the correct answer.
- Get four chances to get the correct answer.
- Record specific hints and cues to help guide students when they answer incorrectly.
- Copy quizzes from one activity to another.

Converting Files from Macintosh

- IntelliPics Converter, located on the IntelliPics Win CD installs on a Mac and converts Macintosh activities and overlays to Windows format .



Introduction to IntelliPics®

Workshop Outline for the Trainer

Estimated time: 3 hours



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

MATERIALS NEEDED

- Print one set of overlays for each computer prior to the workshop. Be sure to include copies of the IntelliPics Standard Overlays as well as the following custom overlays: Transportation Overlay, Food Groups Overlay, 6 Key Overlay*. Optional: Animals 3 Numbers Overlay*, Listen and Go Overlay*. (Instructions for making custom overlays are part of the IntelliPics tutorial.)
- Each participant should bring two blank formatted disks for copying IntelliTools Training Materials files as well as any activities made during the workshop.
- Files are on the web/tutorial CD-ROM free from IntelliTools

INTELLIPICS WORKSHOP OUTLINE

Introduction to IntelliPics 5 minutes

- Use as learning tool for students and a multimedia authoring tool for adults
- Create accessible, interactive activities for people with disabilities and students of all ages
- Comes with six ready-to-use activities each with an IntelliKeys® overlay

Try Samples 20 minutes

Emphasize that these activities are designed for both students to use and to demonstrate the authoring potential of IntelliPics

Presentation of IntelliPics

- Feature background pictures
- Pictures flip
- Converting Files from Macintosh format

Animals

- Use it with a mouse
- Hide all palettes except pictures and numbers/change palette ranges
- Click on display—notice it repeats
- Use it with the overlay
- Hide all palettes
- Turn off talking palettes
- Try quizzes (Match by Name and Counting)

Make it Move

- Try several movements
- Compare switches (cause and effect) to using overlay—a reading activity
- Click on Display—notice it advances—look in Preferences
- Menu protection
- Use switches

Nursery Rhymes

- Stress sequencing
- Talk about different overlays (no sequencing, cause and effect)
- Use switches
- Show Picture Items palette
- Explain Play Menu—have participants examine key content of the five keys

(If time, continue with the next two)

Funny Noises

- Cause & Effect, Low memory sounds—good for limited disk space
- Record your own sounds to get added attention from user

Butterscotch Brownies

- Works for an older age group
- Notice that picture items are in alphabetical order

Creating the Transportation Activity Tutorial2 hours and 5 minutes

(Follow printed tutorial)

- Making a Transportation Activity45 minutes
- Making a quiz30 minutes
- Scanning Visible Palettes20 minutes

Extras:

Modifying an IntelliPics Activity (optional).....15 minutes

- Rationale for modifying an activity
- Modifying the screen
- Show the Modified Animals Slideshow
- Adapting an overlay to work with 6-hole Snap-In™ Keyguard

Copy a quiz from the Animals activity (Match by Name).....10 minutes

Quizzes can just be selected from under the Create Quiz menu and copied to the Clipboard and then pasted into another activity.

Creating an activity from scratch (optional) 30 minutes

- Have participants use the 6 Key Overlay to create their own activity from scratch
- Choose a category from the picture library (such as clothing) and build your theme
- Save activity on disk for participants to finish at home if they don't have time to complete