



Introduction to Overlay Maker®

Macintosh Tutorial



About Overlay Maker

Overlay Maker is a simple, easy-to-use drawing program that allows you to create your own custom overlays for IntelliKeys®. It comes with the IntelliTools Picture Library of over 300 graphic images. You can also add pictures from your favorite clip art source or use digitized photos. Keyguards are also available from IntelliTools to help prevent unintentional keystrokes.

With Overlay Maker, you can design overlays to enhance cognitive and physical access to the computer for people with disabilities. Beginning readers and writers can benefit by using simple overlays designed with keys that combine pictures and text. For people with physical limitations, the keys can be sized to suit their needs. The background and text color can be chosen to accommodate visual and processing difficulties. Overlays can be printed out and laminated. The possibilities for creating custom overlays are endless.

About this Tutorial

Using this tutorial you will learn how to create custom overlays by drawing keys on the computer screen, adding text labels, and changing the size, shape and color of keys. You will also learn how to add special commands to take advantage of the unique read and delete features of IntelliTalk®. Finally, you will send your finished custom overlay to IntelliKeys and use it with IntelliTalk.

Overlay Maker is available for Macintosh and Windows computers. Listed below are the materials needed to do this tutorial.

Materials Needed

TUTORIAL

Introduction to Overlay Maker Tutorial

PRINTED OVERLAYS FOR EACH COMPUTER

6 Key Overlay,* [Optional: Circle Time–Weather, Spelling List, Big as a Bear]

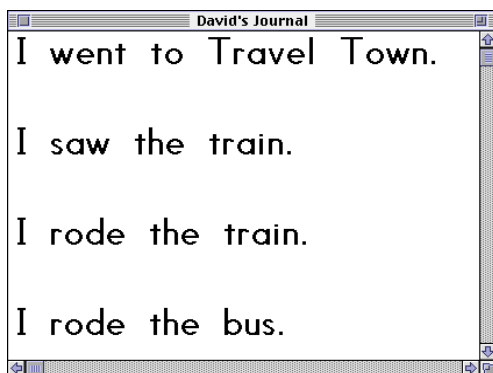
SOFTWARE

Overlay Maker, IntelliTalk, I Can Write™ Strategy Series Files,* I Can Write Slideshow*

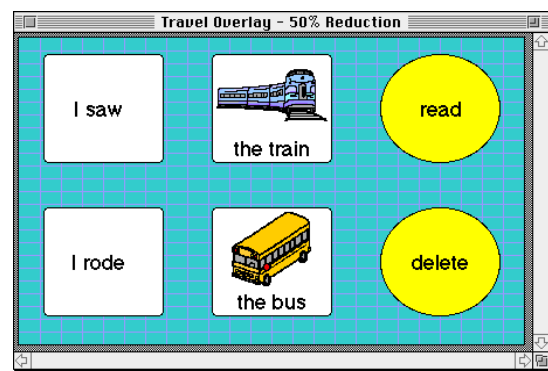
HARDWARE

IntelliKeys and cable, two switches

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



IntelliTalk



Travel Overlay



Introduction to Overlay Maker®


Macintosh Tutorial

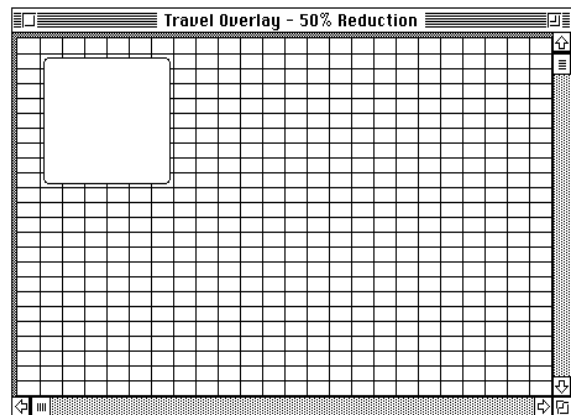
MAC

1. Get Ready to Make Your Overlay


- Open Overlay Maker®.
- Make sure you have a new, blank overlay on your screen.
- Go under File to **Save**. Select **Save** and name the overlay **Travel Overlay**. Notice you are saving your overlay in **Standard Format**. For this tutorial we will save the overlay on the Desktop. While you are working on your overlay, save your work every 10 minutes!

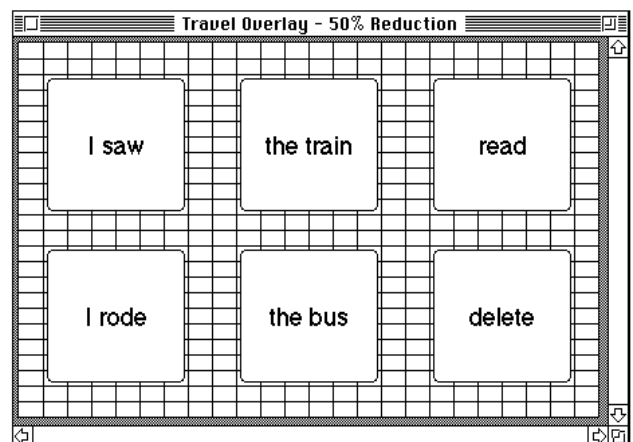
2. Create Six Keys

- Select the Key Tool : 
- Click and drag diagonally to create a key roughly the size of the key on the right (6 x 9).
- Go to the **Edit** menu and select **Copy**.
- Use **Paste** in the **Edit** menu 5 times to make a total of 6 keys.
- Arrange the keys to look like the overlay below.




3. Add Text Labels


- Click to select the Text Tool: 
- Click inside each key and type text: **I saw**, **I rode**, etc.




4. Change the Shape and Color of the Keys

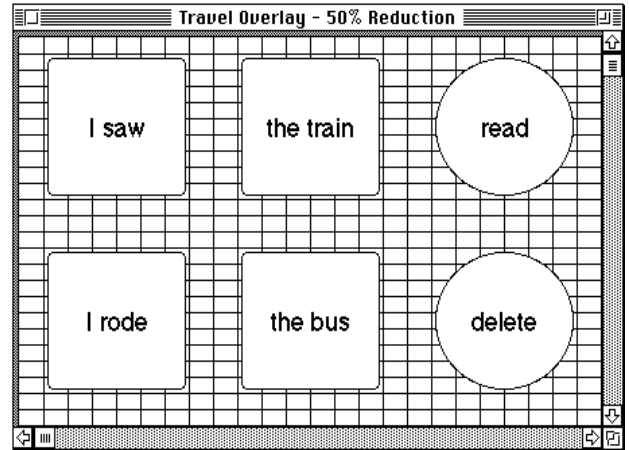
- Now you will change the shape of the **read** and **delete** keys.

- Select the Pointer Tool .  Click once on the **read** key.

- Hold down the Shapes Palette Tool  and select the circle.

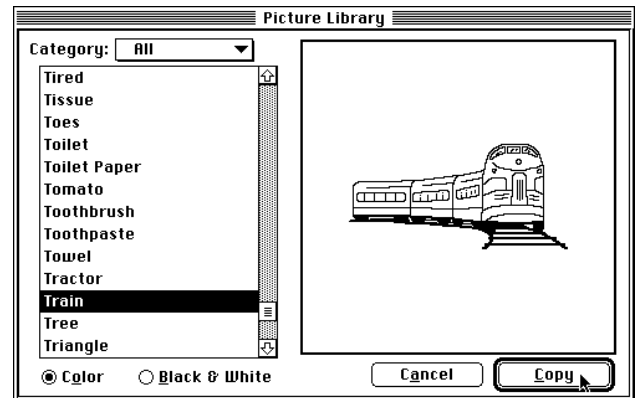
- Hold down the Key Fill Palette Tool  and select a color for the key.

- Now change the color and shape of the **delete** key.



5. Add Pictures to the Keys

- Select **Picture Library** from the **Edit** menu.
- There are 3 ways to explore the Picture Library of over 300 pictures: 1) by category, 2) by typing in the first letter of the name of the picture you want, and 3) by using the scroll bar.
- Select the 'train' picture and click on **Copy**.
- Click once on the key that says **the train**.
- From the **Edit** menu, choose **Paste**.
- Add a picture to **the bus** key.

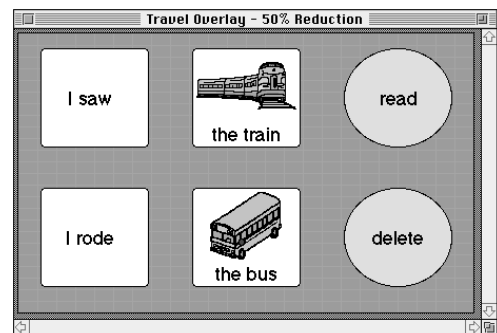


6. Add Background Color

- Hold down the Background Palette Tool



and choose a color for the background screen.

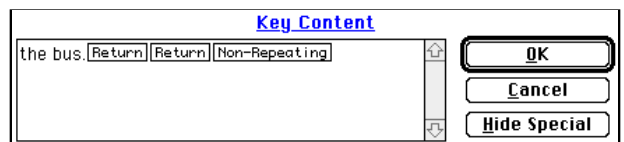
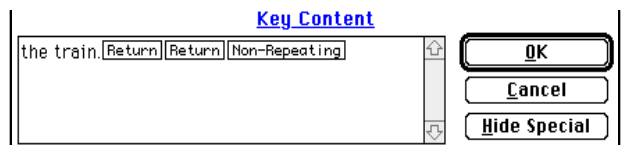
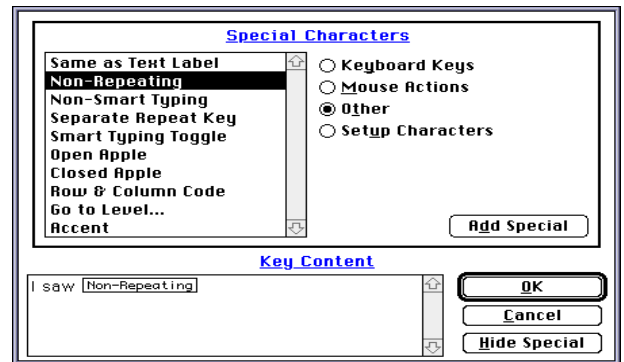


7. Add Content to the Language Keys

- Click on the key labeled **I saw**. Select **Edit Content** from the **Keys** menu or double-click on the key. Click on **Show Special**.
- Type **I saw** into the **Key Content** box. Make sure you leave a space after each word.
- Click on **Other** from the menu to bring up the **Special Characters** menu. Select **Non-Repeating** and click on **Add Special**. Select **OK**.
- *Non-Repeating* will prevent the key from repeating over and over if held down too long by the student.
- Repeat the above three steps to add content to the **I rode** key.
- Double Click on the key labeled **the train** to edit the content. Type **the train**. Be sure to add a period and two *returns* to the key. The *return* is found in the **Keyboard Keys** menu. Add *Non-Repeating* from the menu **Other**. The *returns* are used to separate the sentences for a beginning reader.

Note: Pressing *return* on the computer keyboard will NOT add return to the key content. The procedure for adding *returns* to the key content is: Go to the **Special Keys** menu. Select **Return**, and click on **Add Special**. (You will need to do this twice to add two returns).

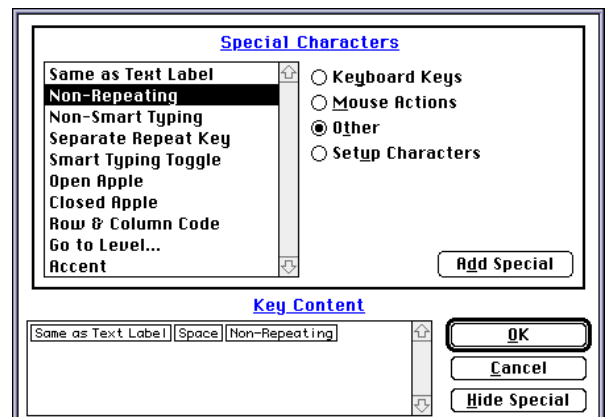
- Edit the content for **the bus** key with the appropriate text, a period and two *returns*. Add *Non-Repeating* from the menu **Other**.



FYI

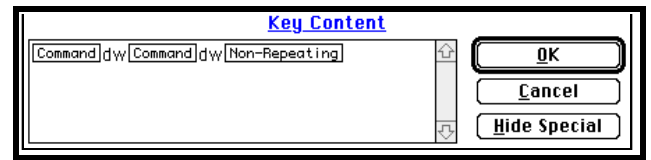
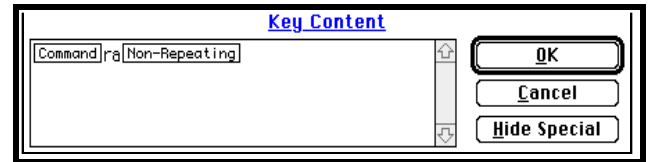
Another Way—"Same as Text Label"

- When you create a key and type text on the key, the key content automatically defaults to **Same as Text Label**.
- To take advantage of **Same as Text Label**, make sure that what you have typed on the key is exactly what you want the computer to receive.
- You can add special characters such as *Space* and *Non-Repeating*. Simply place your cursor after *Same as Text Label* and then add special characters as you did above.



8. Create the Read and Delete Action Keys

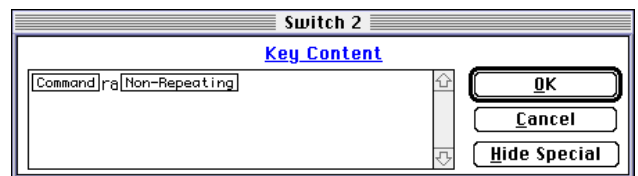
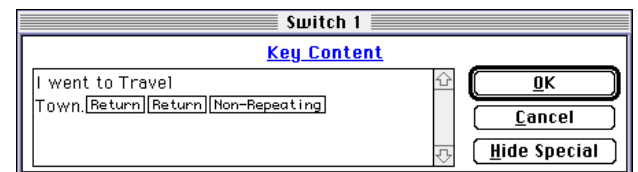
- Click on the **read** key. Select **Edit Content** from the **Keys** menu or double-click on the key.
- Add *Command ra* as the content of the **read** key. Press the **Command** [⌘] key and the letter **r** at the same time. Then, type the letter **a**. Don't add any spaces or capitalization. (See picture). Add *Non-Repeating*.
- In the same manner, select the **delete** key and add *Command dw Command dw Non-Repeating*. Note: *Command dw* is repeated because on this overlay students type two words at a time. The **delete** key works with IntelliTalk® which allows students to delete two words at a time.



9. Setting the Key Content for Switches

IntelliKeys® has two switch ports. You can set the switch content from the Overlay menu. Both switch and IntelliKeys users can work together on the same activity.

- Select the **Overlay** menu on the Menu Bar.
- Select Switch 1.
- Type **I went to Travel Town**. Be sure to add a period and two *returns* (use the keyboard keys to add the 2 returns. Make sure your key content looks like the diagram to the right) to the key content for the switch. Add *Non-Repeating*. Click on **OK**.
- Select the **Overlay** menu on the Menu Bar.
- Select Switch 2.
- Let's make this switch cause the document to be read aloud. Add *Command ra* as the content. Add *Non-Repeating*. Click on **OK**.

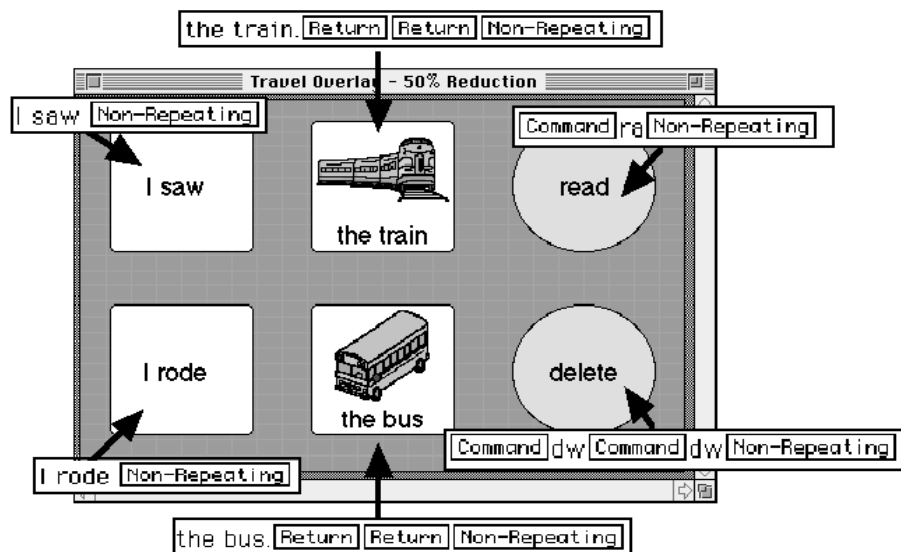


10. Save and Send the Overlay

- Save your file.
- From the **File** menu, select **Send Overlay** [⌘ D]. This sends the overlay to IntelliKeys®. You do not have to quit Overlay Maker. You can leave Overlay Maker open in case you need to edit your work.

11. Test the Overlay and Switches

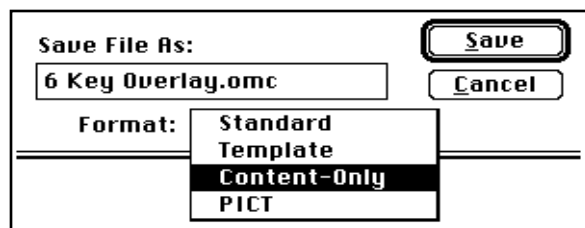
- Open the word processor IntelliTalk. Set IntelliTalk to **Speak Words** and **Speak Sentences**.
- Slide the printed overlay onto IntelliKeys.
- Press keys on the overlay and hear the words spoken by IntelliTalk. Try the switches.
- Below is a copy of the **Travel Overlay**. Double-click on any key to view its contents.



12. Saving Your Overlay as Content-Only

Here's a strategy to quickly send an overlay to the IntelliKeys: save it as a **Content-Only** overlay. Simply double-click on the **Content-Only** overlay and the overlay is automatically sent to IntelliKeys.

- Throughout this tutorial, you have been saving your overlays in **Standard Format**. Now you'll save it as a **Content-Only** overlay.
- Choose **Save As** from the **File** menu. Next to the word **Format**, click and hold to pull down the **Standard** menu to select **Content-Only**.
- Once you save an overlay as **Content-Only**, you can not reopen it and change the content. For this reason, it is important to save your **Content-Only** overlay with a name different from your original.
- One way to do this is to type **.omc** at the end of your file's original name. This stands for **overlay maker content**. For example, if your original is named **6 Key Overlay**, change the name to **6 Key Overlay.omc**.
- Save the overlay on the Desktop for this tutorial. Notice how the appearance of the icon has changed. A **Content-Only** icon has an arrow.



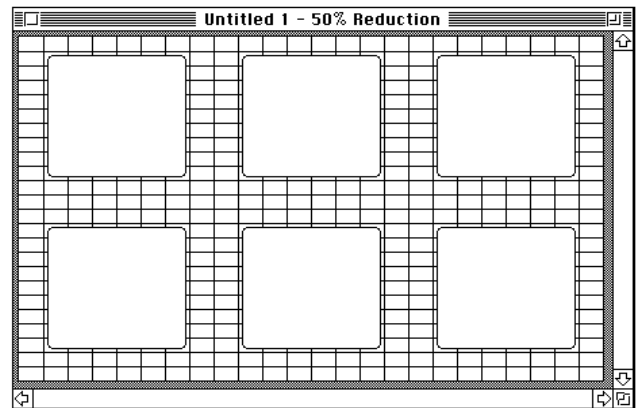
13. Use Your Content-Only Overlay

- **Quit** Overlay Maker®.
- Send the overlay by double-clicking on the **Content-Only** icon. Notice how the overlay is sent to IntelliKeys® without opening Overlay Maker.
- Use your overlay with IntelliTalk®.
- You can store this **Content-Only** overlay on your Desktop or in the Apple Menu. (Hint: Go to the System Folder and find the Apple Menu Items folder. Place the **Content-Only** overlay in the Apple Menu Items folder.)

14. Design and Create Your Own Overlay

Put what you've learned about making overlays into practice.

- Now you will design and create your own 6 key overlay that will be used with IntelliTalk®. A preprinted overlay with 6 blank keys has been provided.
- Decide what kind of overlay to make. If you are working as a team, you will make one overlay per team.
- Follow the steps outlined in the **Travel Overlay**. If no printer is available, use your artistic talents to draw on the squares. Save your work.
- Send the overlay to IntelliKeys® and use it with IntelliTalk.



Appendix

- A. **Overlay Maker[®] Feature Highlight Sheet**
- B. **Workshop Outline for the Trainer**
Suggestions for incorporating the Overlay Maker tutorial in a workshop format
- C. **I Can Write[™] Strategy Series**
Suggestions for using Overlay Maker and IntelliTalk to develop basic reading and writing skills
- D. **Overlay Maker Activity Overlays**
A brief description of the overlay activities that come with the Overlay Maker program

Five-Pac and Multi-User Pricing Available

Call 800-899-6687 for information



Introduction to Overlay Maker®

Feature Highlights

MAC

Overlay Maker is a simple, easy to use drawing program that allows you to create your own custom overlays for the IntelliKeys® keyboard.

Steps to Creating an Overlay

- Plan purpose and appearance
- Add keys to the overlay
- Add text and picture labels to keys
- Adjust the appearance of the overlay
- Edit the key content
- Save, print, send and test overlay

Four different selection tools

- Pointer Tool
- Key Tool
- Line Tool
- Text Tool

Four ways to modify an overlay key

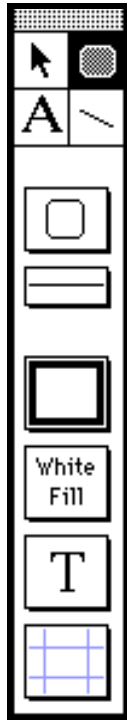
- Change the shape
- Alter the thickness of the border
- Change the color of the border
- Change the color of the inside of the key.

Four ways to modify the text





- Color
- Size
- Font
- Style

Four categories under the Key Content's Show Special Menu

- Keyboard Keys
- Mouse Actions
- Other (Non-Repeating, Levels, etc.)
- Setup characters (set Response Rate, etc.)



Four ways to save an overlay

- Save as **Standard** overlay file: 
- Save as a **Content-Only** Overlay: 
- Save as a **PICT**: 
- Save as a **Template**: 

Five ways to send an overlay

- Send from Overlay Maker Application
- Send from Overlay Sender Application
- Drop overlay icon onto Overlay Sender icon
- Attach to application with ClickIt!™
- Double click on **Content-Only** overlay

Additional ways to customize overlay

- Change the background color of overlay
- Assign keyboard actions or text to switches
- Group overlays for easy access

Importing Graphics

- 300 pictures in the Overlay Maker **Picture Library** can be imported either in color or black/white
- Pictures can also be imported or exported from other applications through the Clipboard

Printing Overlays

- 8 1/2 x 14 legal size paper landscape mode
- 8 1/2 x 11 paper landscape mode (you will have to glue 2 pieces together)

**Five-Pac and Multi-User Pricing available.
Call 800-899-6687 for information.**



Introduction to Overlay Maker® Workshop Outline for the Trainer



Estimated time: 2 hours

If you are using this tutorial as part of a workshop on Overlay Maker, 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 Overlay Maker tutorial and 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. Include the Spelling List, Circle Time—Weather, Big as a Bear, and I Can Write 7 Letters as well as the Travel Overlay. (Instructions for making the Travel Overlay are part of the Overlay Maker tutorial. Other files can be found on the web/tutorial CD-ROM available free from IntelliTools).
- Each participant should bring two blank, formatted disks for copying IntelliTools Training Materials files as well as any activities made during the workshop.

OVERLAY MAKER® WORKSHOP OUTLINE

Introduction to Overlay Maker 5 minutes

Overview of Program

- Show menus, tool bar, and palettes to demonstrate how it's similar to a standard drawing program.
- Explain what the grid lines are (24 x 24 matrix for a total of 576 cells).

Try Samples (send from Overlay Maker using IntelliTalk®) 20 minutes

- Hold up and discuss overlays: Big as a Bear, Spelling List, Circle Time–Weather

For each sample:

- OPEN the overlay.
- SEND the overlay to IntelliKeys®.
- PLACE the printed overlay onto IntelliKeys. Pretend they printed it out.
- USE the overlay with IntelliTalk®.

Overlay Sender 5 minutes

- Try sending overlays with Overlay Sender by both double-clicking on Overlay Sender and dragging overlays onto its icon.
- Make an alias of Overlay Sender and put on the desktop.

Introduction to Overlay Maker Tutorial 40 minutes

(Follow printed tutorial)

Be sure to explain special key contents on the overlay such as two returns for separating sentences to help beginning readers, and two deletes (useful because each text key inputs two words at a time).

Create 6-choice communication board/dialog (optional) 30 minutes

- This is the final and most open-ended exercise. If you have a printer available for each computer team, you can make this even more open-ended. The idea is that you are providing a “blank” printout (six blank keys). Each computer team decides what kind of overlay to make, calling upon their experiences with overlays over the course of the workshop. Each team makes an overlay, either printing it out on a printer or drawing in the blank squares of the 6 Key Overlay. They send the overlay to IntelliKeys and use it with IntelliTalk. Participants circulate around the room trying out the various creations.

I Can Write™ Files* 15 minutes

- Show the I Can Write PowerPoint slideshow
- Show the 4 “Kittens” sample overlays from the folder.
- Show participants where to locate the I Can Write Series Files in Training Materials folder.
- Open the I Can Write™ 7 Letters. temp file. Use the word “kittens.” Save overlay and use IntelliTalk®.

*Files are on the web/tutorial CD-ROM available free from IntelliTools.

Discuss the value of content-only overlays 5 minutes

- Easy to access.
 - Can be placed under Apple Menu.
 - Demonstrate the overlay with the Snap-In™ Keyguard.
-



I Can Write™ Strategy Series

Fostering Writing with Overlay Maker and IntelliTalk

MAC

I Can Write™ gives teachers a step-by-step method for teaching beginning writing skills using IntelliKeys®, IntelliTalk® and Overlay Maker®. This method consists of two approaches, writing letter by letter and word by word. Students learn to find specific letters on the keyboard, to read and type basic words made with these letters, and then to write simple stories using the same words.

A set of ready-to-use overlays takes teachers through this process. The set of customizable overlay template files accompanying this tutorial allows teachers to add their own letters, words and sentences. Teachers can print one copy of each of the blank templates on legal size paper and then Xerox them and use them as black line masters. Rather than take the time to print a new overlay for each new letter or word, teachers can write on the Xeroxed copy and use the overlay right away!

Steps to Using I Can Write Templates:

- Choose the file with the number of targeted letters or words you need.
- Type the targeted letters or words.
- Save the overlay.
- Write the words on the Xeroxed blank overlay or print the overlay.
- Send the overlay to IntelliKeys keyboard.
- Open a new IntelliTalk file. Set the **Speech** menu to **Speak letters, Speak Words and Speak Sentences** (you may choose to turn off letter by letter when using the **I Can Write Word by Word** templates).
- Place the overlay on IntelliKeys and use with IntelliTalk™.
- Students can hear all their work read back by pressing a switch connected to IntelliKeys.

Files Included with this Tutorial:

I Can Write Letter by Letter Folder

- 8—**I Can Write Letter templates**—designed for targeted words with two to nine letters
- 1—**I Can Write Blank Keybrd.temp**—designed for just the targeted letters
- 1—**I Can Write Full Alphabet.temp**—complete with lowercase letters
- 1—**IntelliTalk Alphabet.temp**—complete with lowercase letters, vowel cueing, special read keys that take advantage of the read word and sentences feature of IntelliTalk and punctuation, keys.

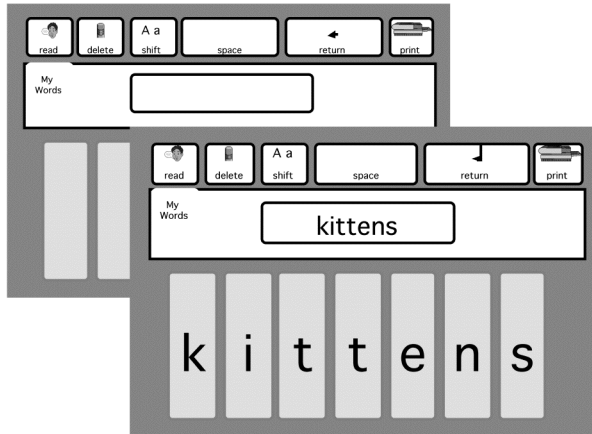
I Can Write Word by Word Folder

- **I Can Write Word by Word 1.temp**—designed to accommodate a beginning language pattern of noun/verb/adjective. For example: The kittens are soft.
- **I Can Write Word by Word 2.temp**—designed to create more complex sentences, form plural words by adding an 's', and use conjunctions. For example: The dogs are large and brown.
- **I Can Write Word by Word 3.temp**—designed for additional language options.

I Can Write Samples Folder - sample ideas for teachers

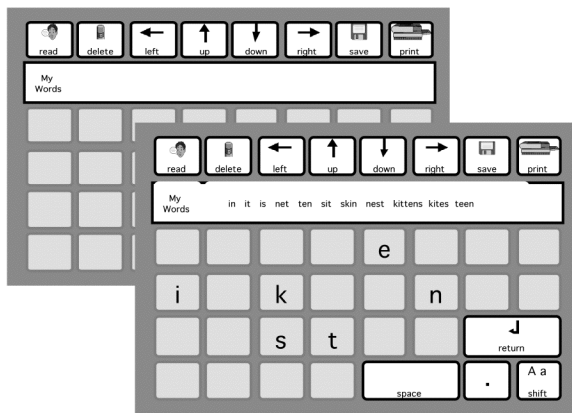
- **I Can Write 7 Letters Kittens** overlay - a sample file using the word kittens.
- **I Can Write Kittens Keyboard** overlay - a sample file using the letters in kittens with words in the My Words box to help students learn how letters can be used to form new words.
- **I Can Write Word 1 Kittens** overlay - a sample file showing how several simple sentences can be formed to help foster language development.
- **I Can Write Word 2 Kittens** overlay - a sample file using more complex language possibilities.

I Can Write Kittens Sample Files



I Can Write 7 Letters Kittens Overlay

Letters of a favorite word are placed within the spaces of a blank letter template. This helps the student sequence letters from left to right and to write the word successfully.



I Can Write Kittens Keyboard Overlay

Next the letters of the word are placed within a blank alphabet layout. The student learns to use the letters in creating other words.

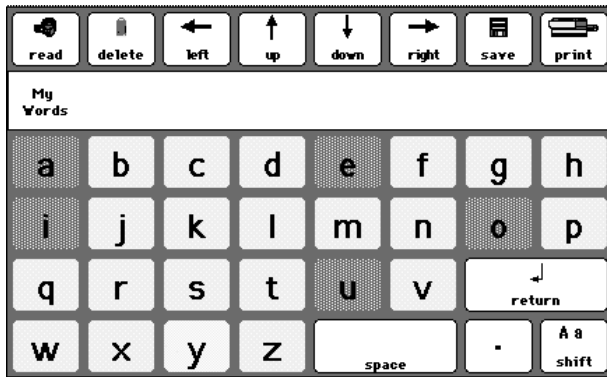
Skills

- Tracking left to right
- Letter and word recognition
- Building words from a set of letters
- Building simple sentences
- Building complex sentences
- Singular and plural
- Mastering the keyboard



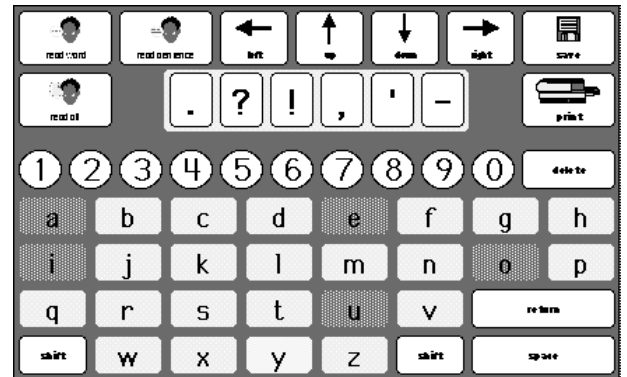
Here is a sample list of some of the words generated using only the letters in the word 'kittens'.

I Can Write Strategies Series



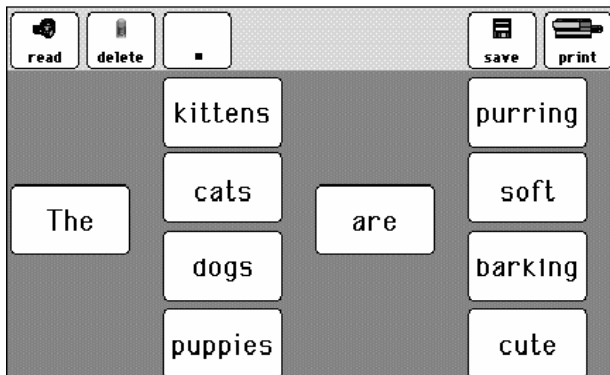
I Can Write Full Alphabet Overlay

Students can progress to a full alphabet overlay. The vowel letters are color cued to help students with spelling.



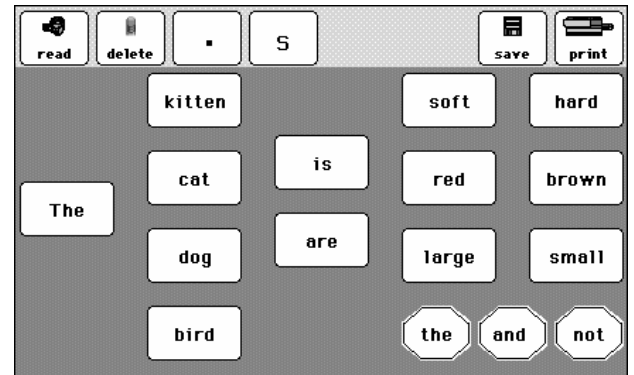
IntelliTalk Alphabet Overlay

This overlay takes advantage of the special read features of IntelliTalk®. Students can easily read a word, read a sentence or read all of their work.



I Can Write Word 1 Kittens Overlay

Students can press the keys to write word by word. They can write sentences such as "The kittens are purring."



I Can Write Word 2 Kittens Overlay

This more advanced overlay uses the singular and plural form of the verb as well as connecting words like "and" and "not".

The overlays found in the Activity Overlays Folder in Overlay Maker® provide access, auditory feedback and ideas for modification to the curriculum. The overlays are included with Overlay Maker to be printed in black and white or in color. The overlays can be used right away or customized for individual needs.

This overlay features a grid for reporting weather. On the left, there are two vertical boxes labeled 'Today' and 'Yesterday'. To the right, there are six weather icons in a 2x3 grid: sun, rain, snow, and wind. Each icon shows a house and a tree under the respective weather condition.

Circle Time - Weather

This is a primary way to report the weather.

This overlay is a matching game grid. It contains 24 items in a 4x6 grid: airplane, ball, barrel, clock, umbrella, car, compass, banana, car, apple, ice cream, bird, apple, umbrella, ice cream, ba, airp ane, cake, De ete, rabbit, hot dog, rabbit, hot dog, and Return.

Matching Game

Allows the student to practice independently matching pictures and words. Easily customized for any level.

This overlay is a calendar interface. At the top, it says 'Calendar' and lists months from Jan to Dec. Below that, it shows 'Today is', 'Yesterday was', 'Tomorrow wi be', 'In three days it will be', and 'One week ago it was'. The main part is a grid for the year 1994-1996, with days of the week (Sun-Sat) and dates (1-31). There are 'Delete' and 'Read All' buttons.

Calendar

Practice the calendar with the date, month, and year.

This overlay is a spelling list. It features a grid of images: a lizard, a wheelchair, an umbrella, a bus, a person with a backpack, a person in a shirt, a hand, and a hand holding a pencil. To the right is a grid of letters from 'a' to 'z' and 'Delete', 'Return', and 'Read' buttons.

Spelling List IT 1.1

The word flashes, speaks and disappears ready for letter input using IntelliTalk. Easy to modify for weekly words.

This overlay is a lunch menu. It has a 'I want' section with a person icon and a 'That's all' section with a stop sign icon. The menu items are arranged in a grid: hamburger, pizza, burrito, mi k, soda pop, juice, app e, banana, grapes, cookies, ice cream, brownies. There are 'read', 'oops', and 'print' buttons.

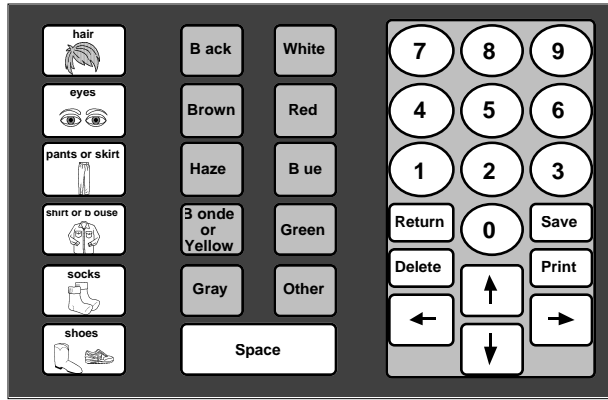
Lunch Choices

It is a communication board and a way to plan the daily menu. Personalize for individual diets.

This overlay is for the book 'Quick as a Cricket'. It features a grid of words: 'I'm as', 'big', 'small', 'as', 'loud', 'quiet', 'fast', 'slow', 'scary', 'cuddly', 'eager', 'stub-born', 'neavy', 'ight', 'sny', 'bo d', 's imy', 'furry', 'coarse', 'smooth', 'stinky', 'mi d', 'thirsty', 'hungry'. There are also animal icons: a rat, a cat, a frog, a dog, a bear, a hare, an ox, a tox, a moose, a goose. Buttons include 'Read', 'Read All', 'Delete', 'De ete All', and 'Print'.

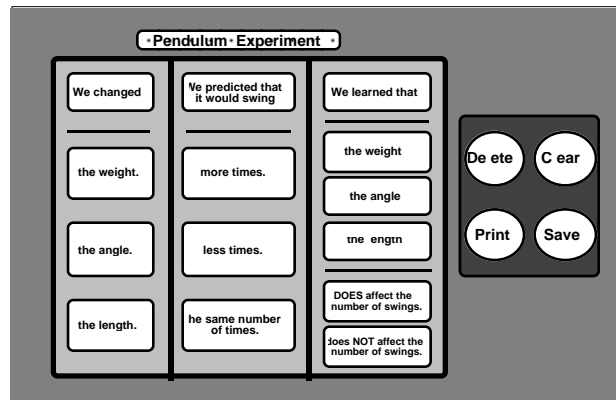
Big As A Bear

Reading the book Quick as a Cricket by Audrey Wood sparks this language activity extension.



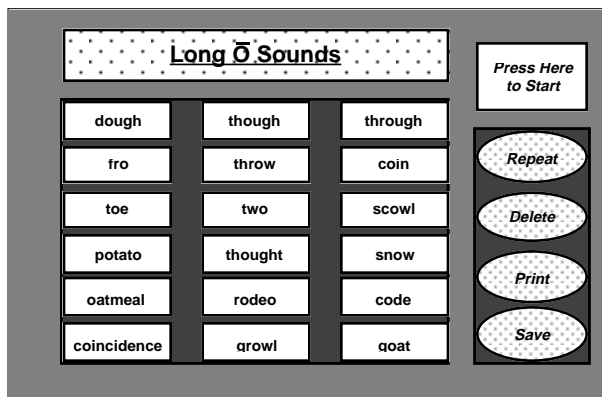
Survey of Classroom

Sampler to show how data can be collected and printed. This activity can be a starting point for a variety of math activities.



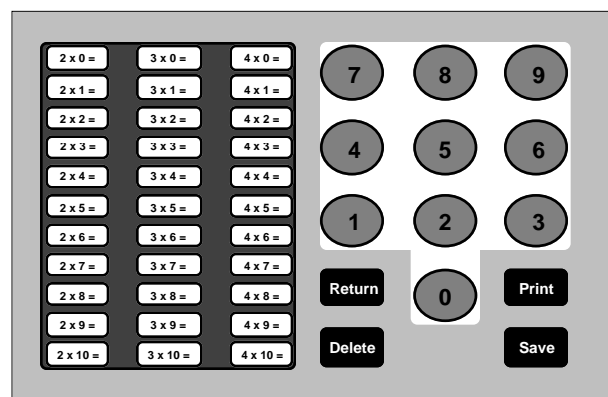
Pendulum Report

This sample of a science activity allows every student to participate in the activity and record responses accurately.



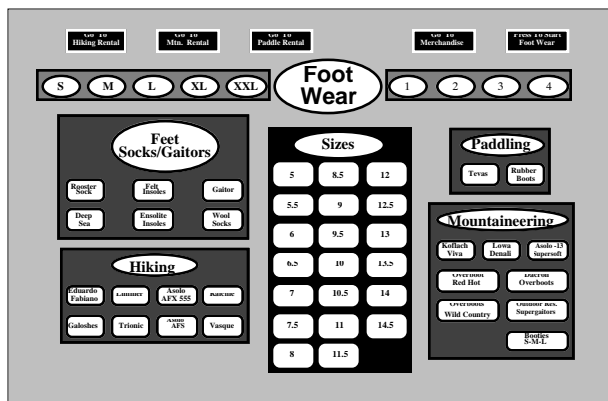
Long O Sounds

How can the student identify the sounds if they are unsure of the pronunciation? This overlay with IntelliTalk fosters success.



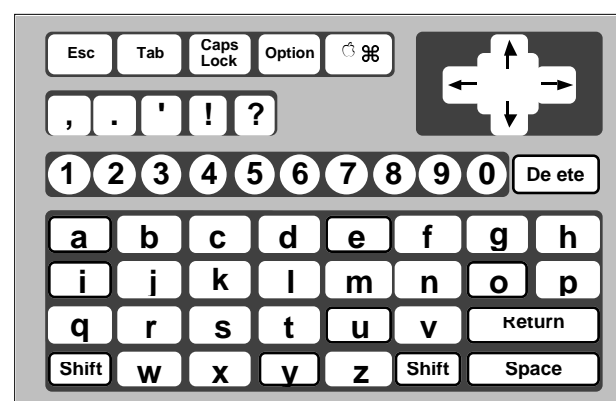
Multiplication Tables

IntelliTalk will not correct the answers but will help with auditory feedback during practice! Easy to modify.



Foot Wear Sales

IntelliKeys joins the work force as sampled with this overlay. This is the overlay attached to the inventory database at the shoe store.



Teacher Modification of Basic Overlay

This is a sample of how a teacher modified the Basic Overlay found in the Standard Overlays Folder. The letters have been presented as lower case and cueing of the vowels assists spelling.