



QuickStart

An Easy-to-Follow Step by Step Guide

About This *QuickStart* Guide

This *QuickStart* guide shows you how to install, launch, and use IntelliTools® *IntelliPics*® *Studio* right out of the box. Eight easy-to-follow, fun, and useful authoring lessons are presented using the program's Intermediate Paint and Design template—all the tools you need are at your fingertips!

If you wish to learn additional skills, each lesson also includes variations you can try and references to related topics in the *IntelliPics Studio* User's Guide.

Table of Contents

Introduction	1
Getting Started	2
<i>QuickStart</i> Lesson I: Animate a Picture	8
<i>QuickStart</i> Lesson II: Create a Talking Text Box.	14
<i>QuickStart</i> Lesson III: Add a Movie to a Page	21
<i>QuickStart</i> Lesson IV: Paint, Color, and Stamp	28
<i>QuickStart</i> Lesson V: Work With Pictures	35
<i>QuickStart</i> Lesson VI: Make a Button for a User	42
<i>QuickStart</i> Lesson VII: Add Sound to Any Page.	49
<i>QuickStart</i> Lesson VIII: Add, Hide, and Move a Palette . . .	56



IntelliTools, Inc.
1720 Corporate Circle
Petaluma, CA 94954

© 2003, IntelliTools, Inc.

Introduction

IntelliPics Studio is a multimedia authoring program for teachers and students.

Using *IntelliPics Studio*'s menus and tools, you can easily make animated scenes, create talking text boxes, include video clips on a page, paint and draw, illustrate activities with backgrounds and pictures, record or play sounds, and more! Although it is simple to use, its powerful authoring features allow users to create a range of activities from coloring books, puzzles, story books, and games, to animated presentations and multimedia slide shows. Teachers can also create sophisticated, customized quizzes for their students, using a feature called IntelliQuizzes.

IntelliPics Studio includes sample activities and predesigned templates to help get you started. Your *IntelliPics Studio* CD also includes a collection of 1280 images (in addition to those installed with the program), 200 sounds, and 90 movies to use in your activities.

IntelliPics Studio integrates with other IntelliTools products (*IntelliMathics*® and *IntelliTalk II*®) allowing for instant sharing of resources and making curriculum adaptation easier than ever.

Universal Design

IntelliPics Studio's universal design features make the program accessible to all students, including those with physical or cognitive disabilities. It is ideal for inclusion classrooms—students can use the program with a mouse, an IntelliKeys® adaptive keyboard, or a switch, interchangeably.

Getting Started

To best perform the lessons in this *QuickStart* guide, you should know basic computer procedures (using the mouse, clicking, dragging, navigating to a file, displaying a menu, selecting a menu option, selecting a listing from a drop-down list box, etc.). Saving your work is not required.* It is helpful if your computer is connected to the Internet, but this is also not required.



Note

The illustrations in this guide are intended to be similar to what you see on-screen. Some may differ depending on the computer system you are using.



Tip

* (Optional) To save your work: 1. Select Save As from the File menu. 2. Click the Document tab. 3. Enter a name in the Save As text box. 4. Select Guest from the Group drop-down list box. 5. Click Save.

Other *IntelliPics Studio* Resources (included)

- User's Guide – Contains full product documentation (including troubleshooting).
- Teacher's Guide – Includes lesson plans and curriculum resources.
- Exploring Tutorial – An introduction to major product features.
- *Fun, Two, Three!*[™] – Install and explore the *Fun, Two Three* CD for quick-authoring templates, helpful sample activities, and other easy-to-follow step by step-tutorials.

Additional Resources

Visit the IntelliTools Web site www.intellitools.com for updated and useful information about IntelliTools, *IntelliPics Studio*, and other IntelliTools products.

Technical Support – email: tech@intellitools.com; phone: (707) 773-2000; fax: (707) 773-2001.

Step 1. Check that your computer system meets the following minimum requirements.

Windows

- Pentium 166 MHz or equivalent
- Windows 95/98/ME/2000/XP
 - 32 MB RAM: Windows 95/98/ME
 - 64 MB RAM: Windows 2000
 - 128 MB RAM: Windows XP
- 197 MB free hard drive space*
- 16-bit High color monitor
800 x 600 resolution
- CD-ROM drive
- Sound recording and playback capability

Macintosh

- 200 MHz (Power Mac 7300)
- System 8.1
- 20 MB RAM
- 197 MB free hard drive space*
- Monitor color depth: Thousands
800 x 600 resolution
- CD-ROM drive
- Sound recording and playback capability

* You will also need enough additional hard drive space to accommodate any new *IntelliPics Studio* activities you create and save.

Step 2. Install *IntelliPics Studio*.

Windows Users

- a. Insert the **IntelliPics Studio CD** into the CD-ROM drive. The program installation will start automatically.*
- b. Follow the installation instructions that appear on-screen. Click **OK** when the Installation Complete message box appears.
- c. Enter your name, your school or institution, your registration number, and the current date in the Registration dialog box. Click **Register Now**.

* If your computer is not set up for automatic installation (the Auto insert notification setting): Double-click the **My Computer icon** on your desktop. Right-click the **IntelliPics Studio CD icon** and select **Explore** to see the CD's contents. Double-click the **setup.EXE icon** in the content window that appears. Proceed to Step 2b.

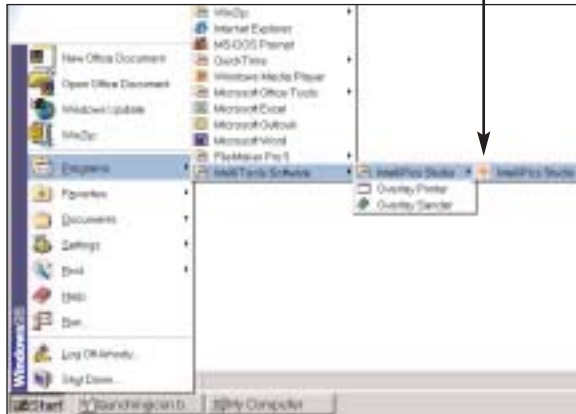
Macintosh Users

- a. Insert the **IntelliPics Studio CD** into the CD-ROM drive. A CD-ROM icon named IntelliPics Studio will appear on the desktop along with an open folder named IntelliPics Studio CD.
- b. Double-click the **IntelliPics Studio installer icon** in the IntelliPics Studio CD folder. This starts the automated installation process.
- c. Click **Continue** on the IntelliPics Studio logo and follow the on-screen instructions.
- d. Enter your name, your school or institution, your registration number, and the current date in the Registration dialog box. Click **Register Now**.

Step 3. Launch *IntelliPics Studio*.

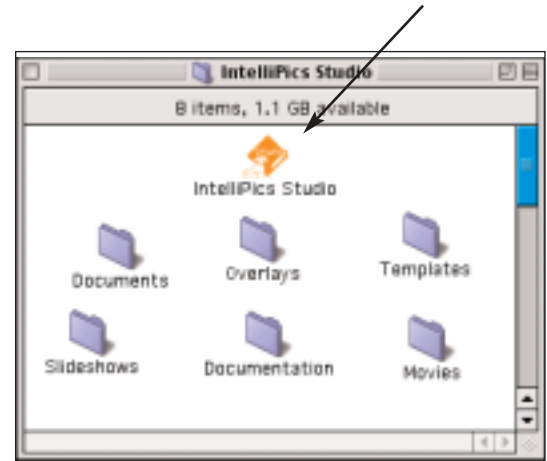
Windows Users

- a. From the Start menu, select **Programs \ IntelliTools Software \ IntelliPics Studio \ IntelliPics Studio**.
- b. Click the **IntelliPics Studio icon**.



Macintosh Users

- a. Double-click the **IntelliPics Studio folder** on your desktop to see its contents.
- b. Double-click the **IntelliPics Studio icon**.



Step 4. Explore the Home page.

The program opens to the *IntelliPics Studio* Home page.

- a. Explore each of the four navigation choices:
- Click **Paint and Design** for blank documents that include Paint and Design tools. Click the *IntelliPics Studio* icon to return to the Home page.
 - Click **Sample Activities** for predesigned curriculum activities. Click the *IntelliPics Studio* icon to return to the Home page.
 - Click **Activity Templates** for templates prepared for activity authors. Click the *IntelliPics Studio* icon to return to the Home page.
 - Click **Open My Documents** for listings of saved documents. Click **Cancel** to return to the Home page.
- b. Notice the menus showing on the menu bar.



Home page



icon

Step 5. Open a Paint and Design document.

Starting from the IntelliPics Studio Home page:

- a. Click **Paint and Design**.



- b. Click **Intermediate**.



- c. You are ready to begin any *QuickStart* lesson.

I. Animate a Picture



This lesson shows you how to make a scene that includes an animated character (a cartoon ant crossing a trail in a park).



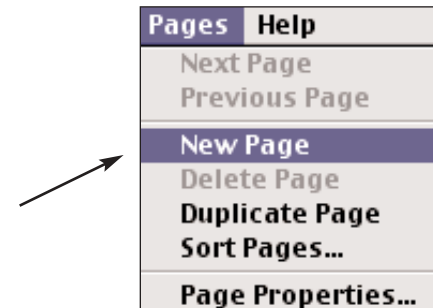
You animate pictures using the IntelliMation feature.



A new page

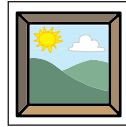
To Begin

- If you are continuing from page 7, an untitled document is displayed on-screen. (It is untitled because it has not yet been saved and named.) Proceed to Step 1.
- If you are continuing from another *IntelliPics Studio QuickStart* lesson (if you are doing lessons as needed, rather than sequentially), select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.

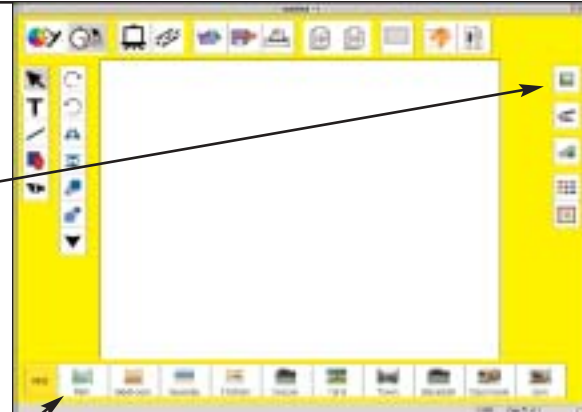


Step 1. Select a background for the page.

a. Click **Show Basic Backgrounds**.

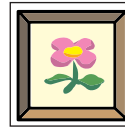


b. Click **Park**.



Step 2. Insert a picture on the page.

- a. Click **Picture Library**
(to the right of the page).



Tip

Click **Categories** on the Picture Library palette if picture categories are not already showing.

- b. Click the **Animals** category.

Animals

- c. Click **Ant**.

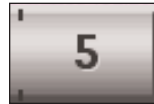
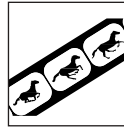


- d. Click **Picture Library** again
(to hide the Picture Library).



Step 3. Animate the picture.

- Click **Create IntelliMation** (above the page).
- Drag the ant to the lower **right** corner of the page (the start point).
- Click the **5**-second mark on the IntelliMation time line (above the page).
- Drag the ant to the lower **left** corner of the page (the end point).
- Click **Create IntelliMation** again (to hide the IntelliMation time line).



Step 4. Play the IntelliMation two ways.

- a. Click **Play IntelliMation** (to the right of the page).



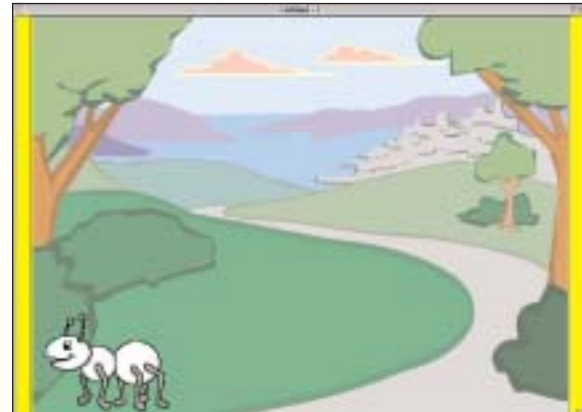
- b. Click **Slide Show** (above the page) to play a full screen version of the IntelliMation.



Note

Slide Show plays all the pages in a document and then returns to the beginning page.

- c. Save your work if desired. Continue with another lesson or select Quit from the File menu.



(Optional) Try one or more of these variations:

- Select a different background picture for the page.
Step 1b. Click Soccer.
- Select another category and insert a different picture on the page.
Steps 2b and 2c. Scroll to the Frame Animations category; then click Butterfly.
- Create a quicker IntelliMation.
Step 3c. Click 2.5 seconds on the time line.
- Make a different IntelliMation.
Step 3d. Drag the ant (or butterfly) to another place on the page.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Animate two or more pictures on a page.
- Create multi-path IntelliMations.
- Resize, rotate, and/or flip pictures during an IntelliMation.
- Make a longer IntelliMation.
- Navigate back and forth on the IntelliMation time line.



Note

Install and explore the *IntelliPics Studio Fun, Two, Three! CD* for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

II. Create a Talking Text Box

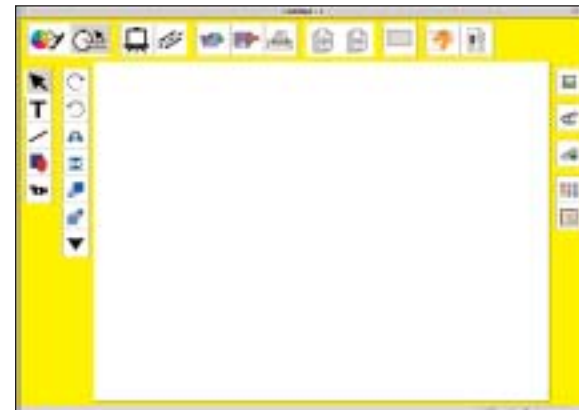


This lesson shows you how to make a text box that reads aloud when the user clicks it (useful for activity instructions and stories).

Pages	Help
Next Page	Previous Page
New Page	Delete Page
Duplicate Page	Sort Pages...
Page Properties...	

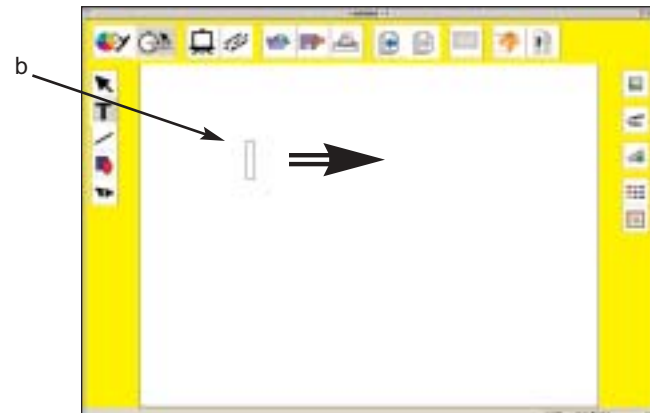
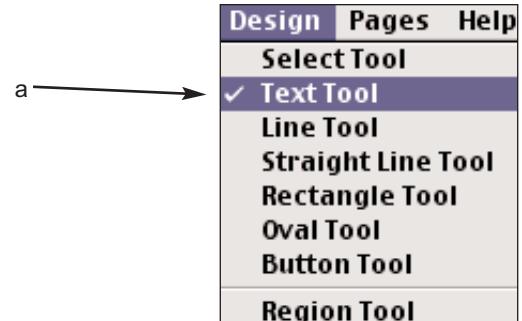
To Begin

- If you are continuing from another *IntelliPics Studio QuickStart* lesson, select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).



Step 1. Draw a text box on the page.

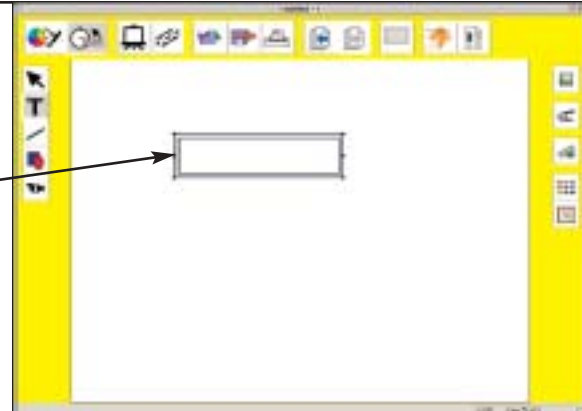
- a. Select **Text Tool** from the Design menu (so this menu option is checked).
- b. Put the cursor on the page where you want a corner of the text box to be.
- c. Press the mouse button and drag the cursor sideways.
- d. Release the mouse button when you are satisfied with the width of the text box.



Step 2. Enter text and check spelling.

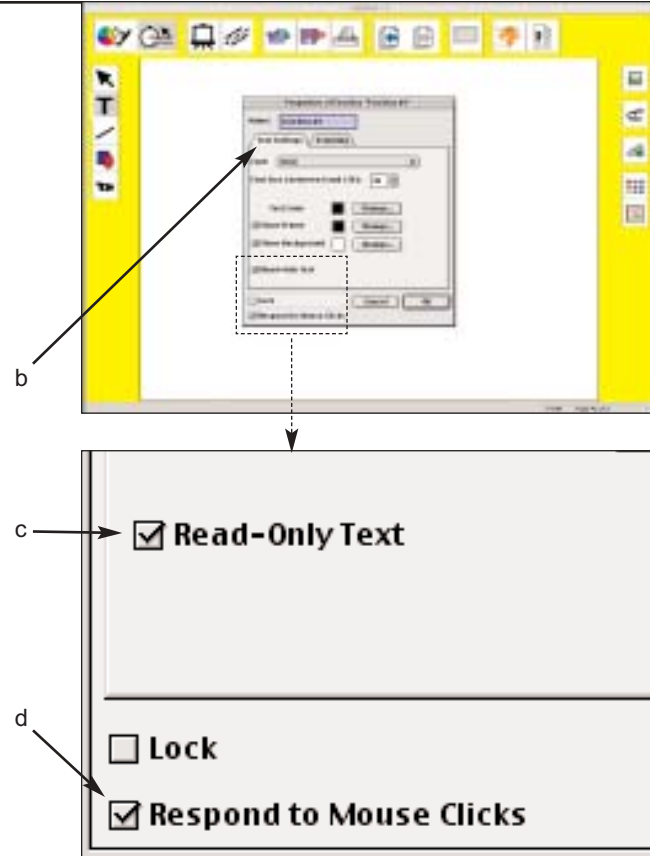
- a. Notice the blinking insert-text cursor.
- b. Type **Click this box to hear text read aloud.**
- c. Notice that the text box automatically expands downward to fit your entry.

a



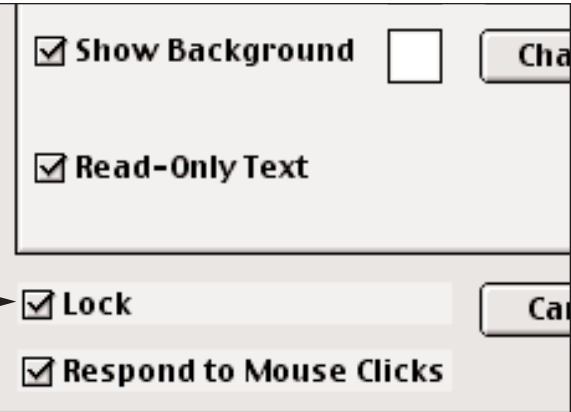
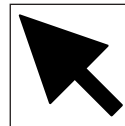
Step 3. Set text box properties.

- a. Simultaneously press **[Ctrl]** on your keyboard and click the text box. The Properties dialog box appears.
- b. Click the **Text Settings** tab.
- c. Click **Read-Only Text** (so a check mark shows in the check box).
- d. Check **Respond to Mouse Clicks** if this option is not already selected.



Step 4. Lock the text box and deactivate the Text Tool.

- a. Check **Lock**.
- b. Click **OK**.
- c. Click **Select Tool** and then click any blank (i.e., white) part of the page.



Step 5. Listen to the text being read aloud.

- a. Click the **text box**.
- b. Listen to the text being read aloud.
- c. Click the text box again to repeat the message.
- d. Save your work if desired. Continue with another lesson or select Quit from the File menu.

Click this box
to hear text
read aloud.

Click this box
to **hear** text
read aloud.

(Optional) Try one or more of these variations:

- Click Text Tool on the Design Tools toolbar (to the left of the page) instead of selecting Text Tool from the Design menu.
- Change the text font and size.
 1. Simultaneously press **[Ctrl]** on your keyboard and click the text box.
 2. Click the Text Settings tab.
 3. Select a different font and size.
 4. Click OK.
- Change the color of the text.
 1. Simultaneously press **[Ctrl]** on your keyboard and click the text box.
 2. Click the Text Settings tab.
 3. Click the Font Color Change button.
 4. Pick a different color and click OK.
 5. Click OK.
- Move and resize the text box.
 1. From the Design menu, deselect Lock (so no check mark shows).
 2. Drag the text box to another place on the page.
 3. Drag a corner of the resizing frame and enlarge the text box.
 4. From the Design menu, select Lock.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Make a text box with a color frame or a transparent frame.
- Make a text box with a color background or transparent background.
- Change the voice and/or the pronunciation of words you hear when the text box is read aloud.



Note

Install and explore the *IntelliPics Studio Fun, Two, Three!* CD for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

III. Add a Movie to a Page



This lesson shows you how to make a scene with a movie/video clip in it (fish swimming by the seashore). Click the movie to watch it!



The *IntelliPics Studio* CD includes 90 movies that you can insert into your activities, or you can import your own video clips.

Pages	Help
Next Page	
Previous Page	
New Page	
Delete Page	
Duplicate Page	
Sort Pages...	
Page Properties...	

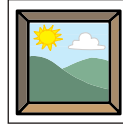
To Begin

- If you are continuing from another *IntelliPics Studio QuickStart* lesson, select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).



Step 1. Select a background for the page.

- a. Click **Show Basic Backgrounds** (to the right of the page).



- b. Click **Seaside**.

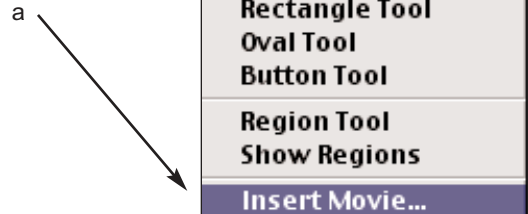


- c. Click **Hide**.

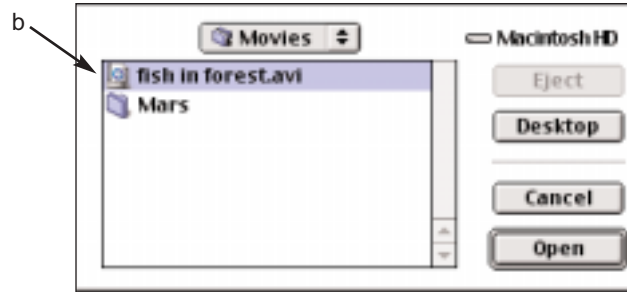


Step 2. Select and insert a movie.

a. Select **Insert Movie...** from the Design menu.



b. Navigate to the **fish in forest.avi** movie and select it.



c. Click **Open**.

The Movies folder displays automatically

Step 3. Resize and reposition the movie.

- a. Grab a corner of the movie's resizing frame and drag it inward to make the frame smaller.
- b. Release the mouse button when you are satisfied with the size and shape of the frame.
- c. Drag the movie to the desired place on the page.



Step 4. Set movie properties.

- a. Simultaneously press **[Ctrl]** on your keyboard and click the movie.
- b. Uncheck **Show Frame** (click so the check box is empty).
- c. Check **Respond to Mouse Clicks** if this option is not already selected.
- d. Check **Lock**.
- e. Click **OK**.



Step 5. Watch the movie.

- a. Click the movie (within its frame).
- b. Watch the movie play.
- c. Click the movie again to replay it.
- d. Save your work if desired. Continue with another lesson or select Quit from the File menu.



(Optional) Try one or more of these variations:

- Click Insert Movie on the Design Tools toolbar (to the left of the page) instead of selecting Insert Movie from the Design menu.
- Frame the movie.
 1. Simultaneously press **[Ctrl]** on your keyboard and click the movie.
 2. Check Show Frame.
 3. Click the Frame Color Change button.
 4. Pick a different color and click OK.
 5. Click OK.
- Insert a movie from the *IntelliPics Studio CD*.
 1. Insert the *IntelliPics Studio CD*.
 2. Select Insert Movie from the Design menu.
 3. Navigate to the Movies folder included on the CD.
 4. Open the desired movie.
 5. Lock the movie.
 6. Click the movie.
- Insert your own movie.
 1. Save a MOV, MPG /MPEG, or AVI movie on your system.
 2. Select Insert Movie from the Design menu.
 3. Navigate to the movie.
 4. Open the desired movie.
 5. Lock the movie.
 6. Click the movie.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Have the movie play automatically each time the page displays.
- Create a button that plays a movie.
- Record an audio track (a page sound) that introduces the movie.



Note

Install and explore the *IntelliPics Studio Fun, Two, Three! CD* for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

IV. Paint, Color, and Stamp



This lesson shows you how to use **Paint mode features and tools to paint, draw, color, and stamp pictures on a page.**

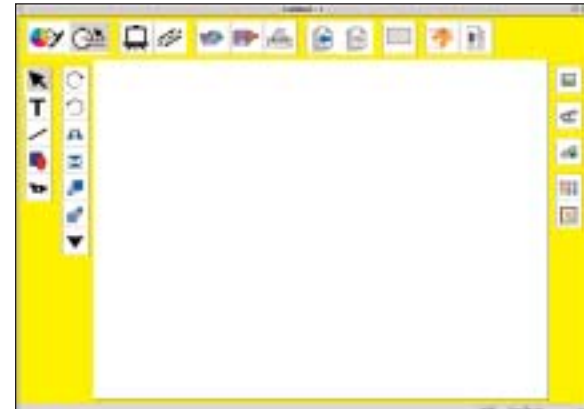


In Paint mode every selection in the Picture Library is a stamp. Stamps cannot be resized or moved once they are on a page.

Pages	Help
Next Page	Previous Page
New Page	Delete Page
Duplicate Page	Sort Pages...
Page Properties...	

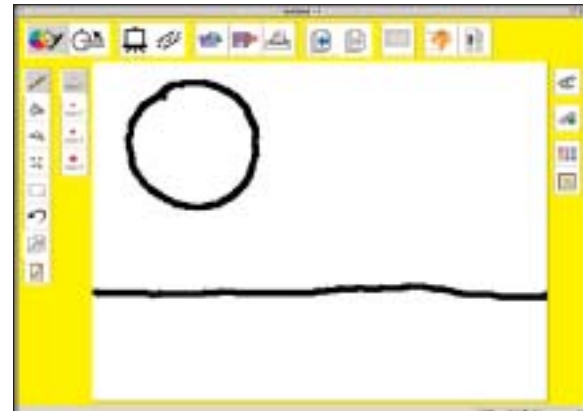
To Begin

- If you are continuing from another *IntelliPics Studio QuickStart* lesson, select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).



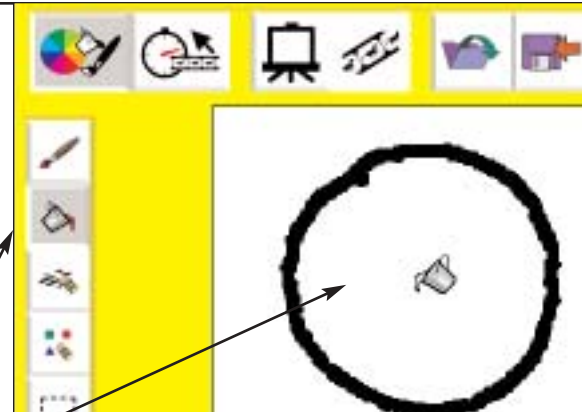
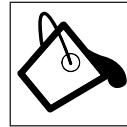
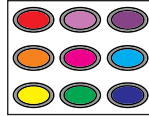
Step 1. Draw using the Brush Tool.

- a. Click **Paint**. Notice that Paint Tools have replaced Design Tools (on the left side of the document).
- b. Click **Brush Tool**.
- c. Click **size 1** (next to Brush Tool).
- d. Press the button on your mouse and draw an unbroken circle shape. When the circle is complete, release the button to “lift the brush off the page.”
- e. Draw an unbroken line completely across the page. Leave no gaps!



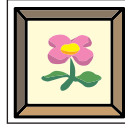
Step 2. Color using the Fill Tool.

- Click **Paint Box** (to the right of the page).
- Click **Sunshine** from the Paint Box color choices (below the page).
- Click **Fill Tool**. The Fill Tool “pours” a selected color into an enclosed area.
- Position the Fill Tool “paint bucket” **within** the circle and click. The circle fills with yellow sunshine!
- Now select **Grass Green** as a paint color.
- Position the Fill Tool **below** the line and click. Green grass covers the ground!



Step 3. Stamp pictures on the page.

a. Click **Picture Library**.



b. Click **Categories** on the Picture Library palette if picture categories are not showing. Click **Next** → until the Nature category shows.

c. Click **Nature**.

d. Click **Plant** from the Nature picture choices.



e. Click four places **on the page** where you want to stamp the Plant picture.



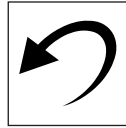
Pictures may stamp on the page larger than they appear on the Stamp tool.

b →



Step 4. Undo and erase.

- a. Click **Undo**. Notice that the previous action (stamping the fourth plant on the page) is reversed.



- b. Click **Erase**.



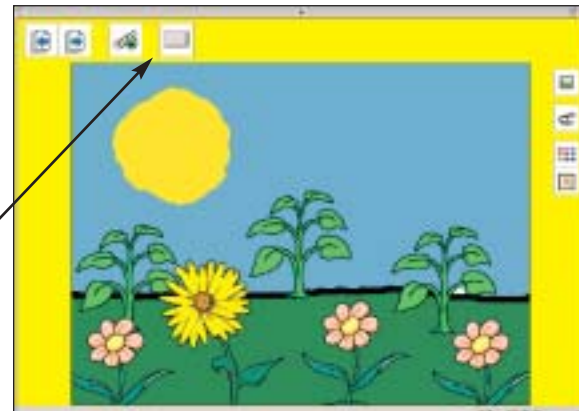
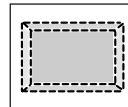
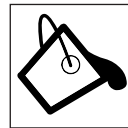
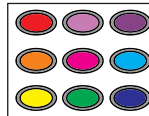
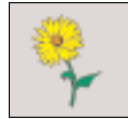
Click **Undo** if you mistakenly clicked Erase All.

- c. Press the button on the mouse and drag to erase the **black border** around the sun (the yellow colored circle).



5. Finish the scene.

- a. Click **Flower** from the Nature picture choices. Stamp flowers on the page.
- b. Click **Paint Box** and select the color **Sky**.
- c. Click **Fill Tool**.
- d. Click all the **unpainted** areas of the page to fill them with the Sky color.
- e. Click **Paint Box** again to hide colors.
- f. Click **Hide Toolbars** (above the page).
- g. Click **Show Toolbars** to display tools again.
- h. Save your work if desired. Continue with another lesson or select Quit from the File menu.



(Optional) Try one or more of these variations:

- Paint or draw using a wider brush.
 1. Click Erase All (to start over).
 2. Click Brush Tool.
 3. Select a different brush size.
 4. Paint or draw.
- Paint or draw using different colors.
 1. Click Erase All (to start over).
 2. Click Paint Box.
 3. Select a color.
 4. Click Brush Tool.
 5. Paint or draw.
- Paint with a stamp.
 1. Click Erase All (to start over).
 2. Click Picture Library.
 3. Select a stamp.
 4. Click a place on the page and, while pressing the mouse, smear the stamp across the page. Smear slowly, then more quickly.
- Move a painting, drawing, or stamp using the Marquee Tool.
 1. Paint or draw on the page.
 2. Click Marquee Tool.
 3. Outline an area of the page that includes the painting or drawing.
 4. Drag the selected area to another place on the page.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Paint over a predesigned background picture or a predesigned background pattern.
- Copy portions of a painting or drawing for use as stamps.
- Copy portions of a painting or drawing for use on buttons and palette items.



Install and explore the *IntelliPics Studio Fun, Two, Three!* CD for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

V. Work With Pictures



This lesson shows you how to use Design mode features and tools to make a scene that includes overlapping pictures.



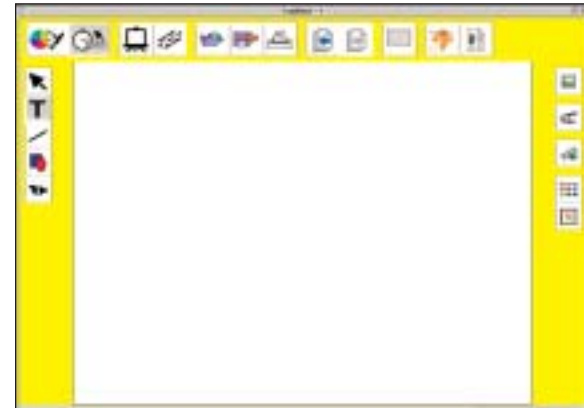
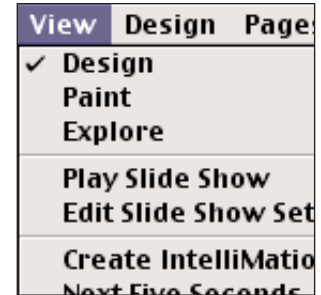
Tip

In Design mode the page is analogous to a stack of transparent sheets (i.e., a page has + and - layers).

In Design mode every selection in the Picture Library is an object that can be resized and/or repositioned.

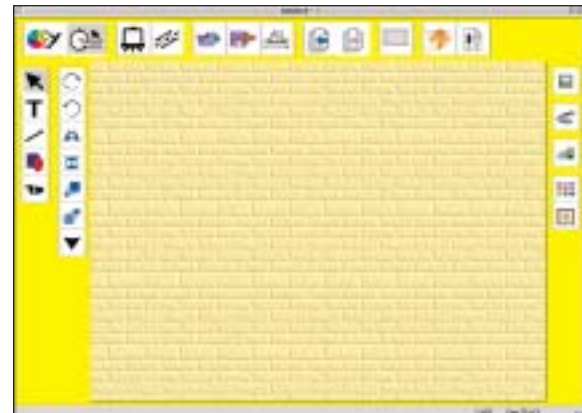
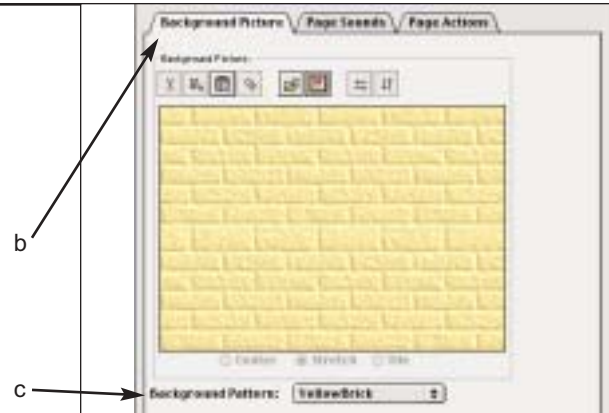
To Begin

- If you are continuing from **Paint, Color, and Stamp** or another *IntelliPics Studio QuickStart* lesson, select **Design** from the View menu **if it is not already selected**. Then select **New Page** from the Pages menu, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).



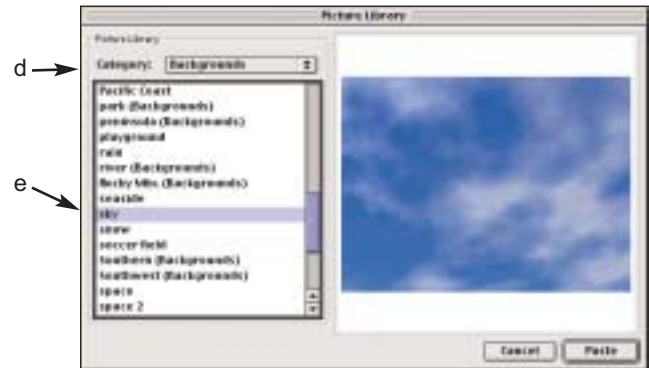
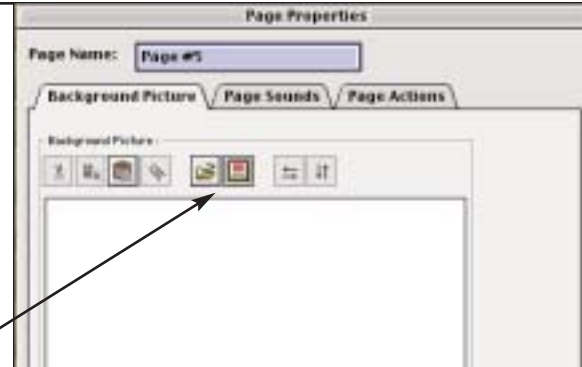
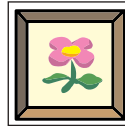
Step 1. Try a background pattern.

- a. Select **Page Properties** from the Pages menu.
- b. Click the **Background Picture** tab.
- c. View the choices listed in the Background Pattern drop-down list box. Select **Yellow Brick**.
- d. Click **OK**.
- e. Clear the background from the page (repeat steps a–d, but select **--Blank--** as the Background Pattern).
- f. Before proceeding, check the View menu to verify **Design** is selected (checked).



Step 2. Paste a background from the Picture Library.

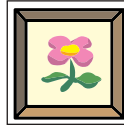
- a. Select **Page Properties** from the Pages menu.
- b. Click the **Background Picture** tab.
- c. Click **Picture Library**.
- d. Select **Backgrounds** from the Category drop-down list box.
- e. Scroll to **sky** and select it.
- f. Click **Paste**.
- g. Click **OK**.



Step 3. Insert and modify pictures.

- a. Click **Picture Library**.

(Click **Categories** on the Picture Library palette if categories are not already showing).



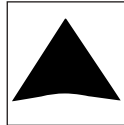
- b. Click **Next** → until the Nature category shows. Click **Nature**.



- c. From the Nature picture choices, click **Cloud** twice to insert two cloud pictures on the page.

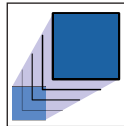
- d. Click **Show Transform Tools**.

(If this item is not displayed, Transform Tools are already showing. Proceed to step e.)



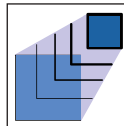
- e. Select the cloud on the **left**.

- f. Click **Make Bigger** three times.



- g. Select the cloud on the **right**.

- h. Click **Make Smaller** two times.



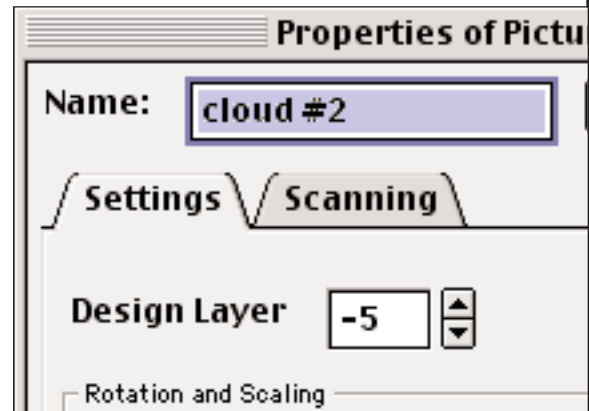
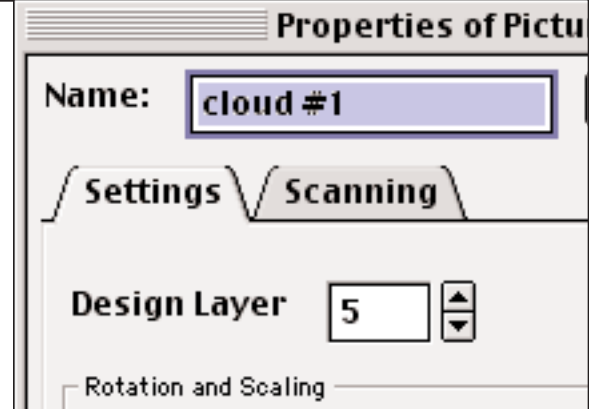
- i. Reposition the clouds by dragging each to a top corner of the page.



Step 4. Choose a layer for each picture.

- a. Select the cloud on the **left** (cloud #1).
- b. Simultaneously press **[Ctrl]** on your keyboard and click the picture.
- c. Click the **Settings** tab.
- d. Click the increase (up) arrowhead to change the Design Layer setting from 0 to **5**.
- e. Click **OK**.

- f. Select the cloud on the **right** (cloud #2).
- g. Simultaneously press **[Ctrl]** on your keyboard and click the picture.
- h. Click the **Settings** tab.
- i. Click the decrease (down) arrowhead to change the Design Layer setting from 0 to **-5**.
- j. Click **OK**.



Step 5. Overlap pictures to show layers.

- a. Click **Next** -> and scroll to the Sun picture in the Nature category.
- b. Click **Sun**. By default, this picture inserts on Design Layer 0.
- c. Drag the sun **behind** the bigger cloud (this cloud is now set to Design Layer 5).
- d. Drag the sun **over** the smaller cloud (this cloud is now set to Design Layer -5.)
- e. Drag the bigger cloud so it overlaps the sun and the smaller cloud.
- f. Click **Picture Library** (to hide the Picture Library palette).
- g. Save your work if desired. Continue with another lesson or select Quit from the File menu.



(Optional) Try one or more of these variations:

- Change backgrounds on the page.
Step 1c or 2e. Select a different Background Pattern or Background Picture.
- Insert pictures from other Picture Library categories on the page.
Step 3c or 3d. Select a different category and picture from the Picture Library palette.
- Rotate a picture using Rotate Tools.
Step 3f. Click Rotate Clockwise and/or Click Rotate Counterclockwise.
- Resize a picture using the Properties of Picture dialog box.
 1. Simultaneously press **[Ctrl]** on your keyboard and click a cloud picture.
 2. Click the Settings tab.
 3. Change the Horizontal Scaling setting.
 4. Change the Vertical Scaling setting.
 5. Click OK.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Import your own pictures (digital photos or scanned pictures).
- Import one of the 1280 pictures from the *IntelliPics Studio* CD.
- Include a picture in an IntelliMation (also see *QuickStart* Lesson I.).
- Use predesigned animated pictures (i.e., frame animations).



Install and explore the *IntelliPics Studio Fun, Two, Three! CD* for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

VI. Make a Button for a User



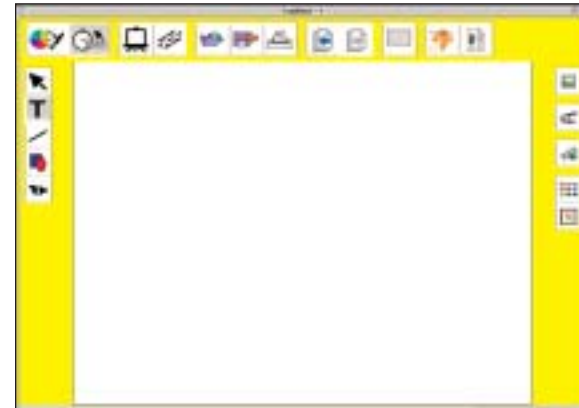
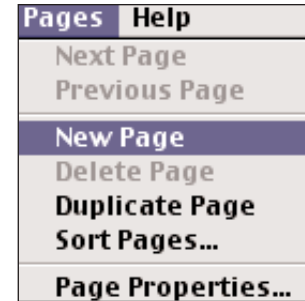
This lesson shows you how to create a button on a page that opens a Web site or a file when a user clicks the button (useful for quick navigation).



If your computer is not connected to the Internet, use the Alternate Steps.

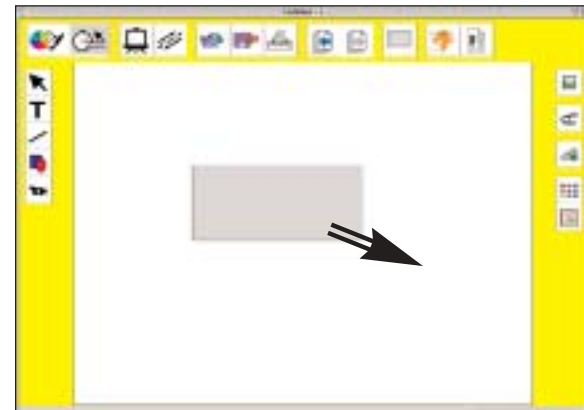
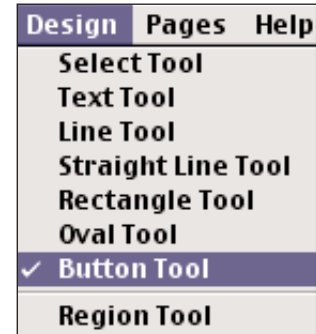
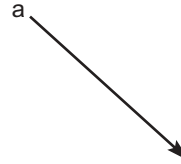
To Begin

- If you are continuing from another *IntelliPics Studio QuickStart* lesson, select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).



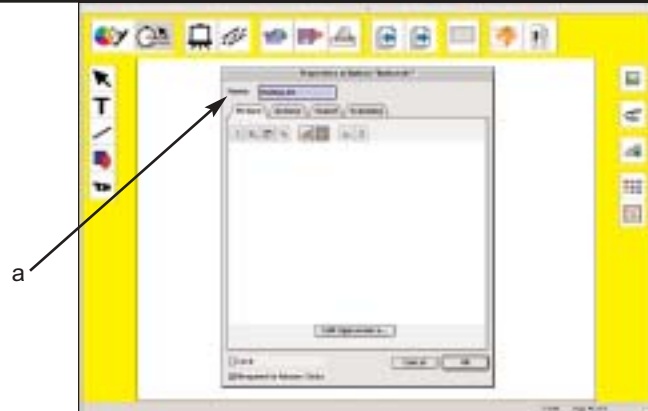
Step 1. Draw a button on the page.

- a. Select **Button Tool** from the Design menu (so this menu option is checked).
- b. Put the cursor on the page where you want a corner of the button to be.
- c. Press the mouse button and drag the cursor diagonally in any direction.
- d. Release the mouse button when you are satisfied with the button's size. A Properties of Button dialog box automatically opens.



Step 2. Rename the button.

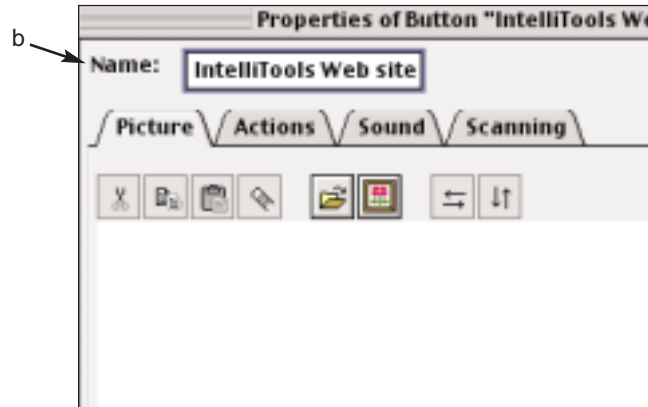
- a. Delete the default name **button #1** from the Name text-entry box.



- b. Type **IntelliTools Web site** in the text box. This new name will show on the button.

*Alternate Step: Type **Open File** in the Name text box.*

- c. Notice that the Properties of Button "IntelliTools Web site" dialog box has four tabs—you are looking at the Picture tab.



Step 3. Assign the button an action.

- a. Click the **Actions** tab.
- b. Select **General** from the left side of the Available Actions list box.
- c. Scroll to and select **Open URL....** from the right side of the available Actions list box.

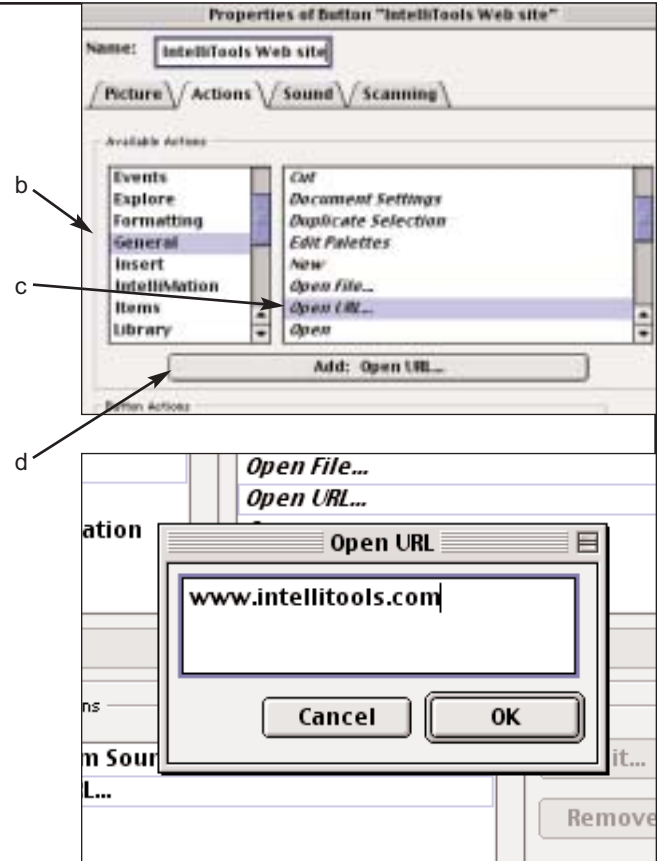
*Alternate Step: Scroll to and select **Open File...** from the right side of the Available Actions list box.*

- d. Click **Add: Open URL...**

*Alternate Step: Click **Add: Open File...***

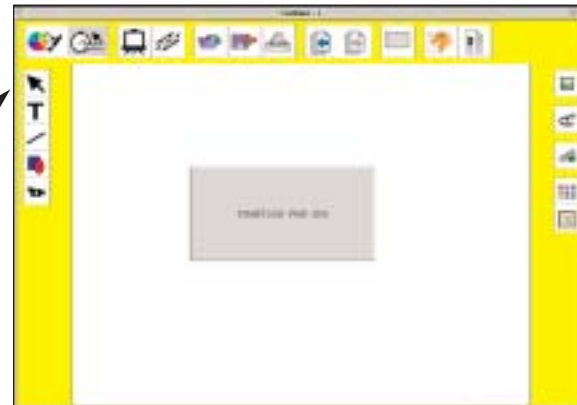
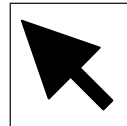
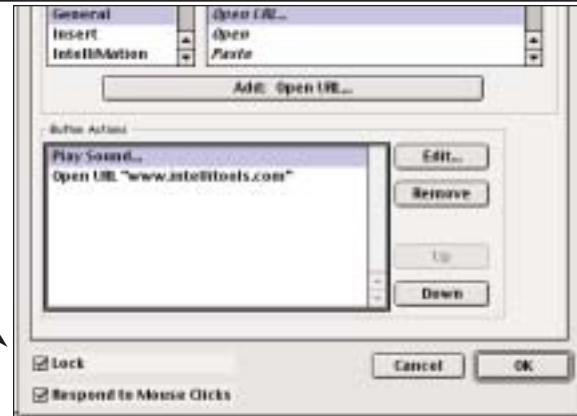
- e. Type **www.intellitools.com** in the Open URL text-entry box. Click **OK**.

Alternate Step: Navigate to and select a file on your computer that you want the button to open.



Step 4. Lock the button and deactivate the Button Tool.

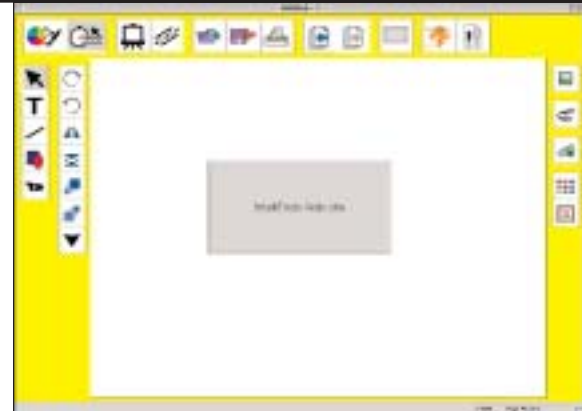
- a. Select **Play Sound...** (the default button action) and click **Remove**.
- b. Click **Lock** (so a check mark shows in the check box).
- c. Click **OK**.
- d. Click **Select Tool** and then click any blank (i.e., white) part of the page.



Step 5. Test the button.

- a. Click the IntelliTools Web site button to visit www.intellitools.com.

Alternate Step: Click the button to open a file.



- b. After visiting the IntelliTools Web site, close your Internet browser.

Alternate Step: Close the file the button opened.

- c. Save your work if desired.
Continue with another lesson or
select Quit from the File menu.



(Optional) Try one or more of these variations:

- Link the button to another Web site.
Step 3e. Enter a different Internet Web site address in the Open URL.... text entry box.
- Change the appearance of the button.
 1. Simultaneously press **[Ctrl]** on your keyboard and click the button.
 2. Click Edit Appearance.
 3. Click the Display tab.
 4. Select a different button style.
 5. Click OK.
- Change the appearance of the button text.
 1. Simultaneously press **[Ctrl]** on your keyboard and click the button.
 2. Click Edit Appearance.
 3. Click the Font tab.
 4. Select a different font.
 5. Click OK.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Put a picture on the button.
- Assign other actions to the button.
- Have a sound play when the button is clicked.
- Move the button.
- Set scanning options for the button.



Note

Install and explore the *IntelliPics Studio Fun, Two, Three! CD* for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

VII. Add Sound to Any Page



This lesson shows you how to add a spoken message or a sound effect to any page. Use prerecorded sounds or record your own audio!

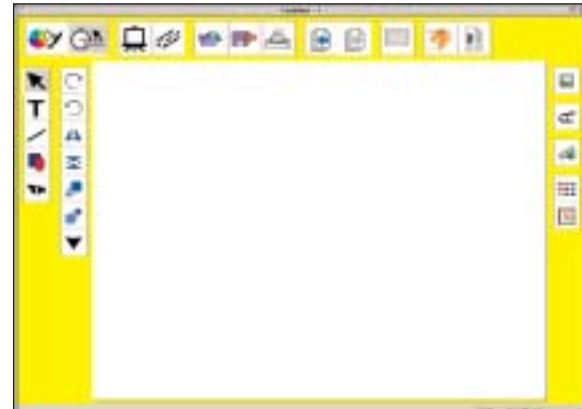


The *IntelliPics Studio* CD includes 200 sounds that you can import into your activities.

To Begin

- If you are continuing from another *IntelliPics Studio QuickStart* lesson, select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).

Pages	Help
Next Page	Previous Page
New Page	Delete Page
Duplicate Page	Sort Pages...
Page Properties...	



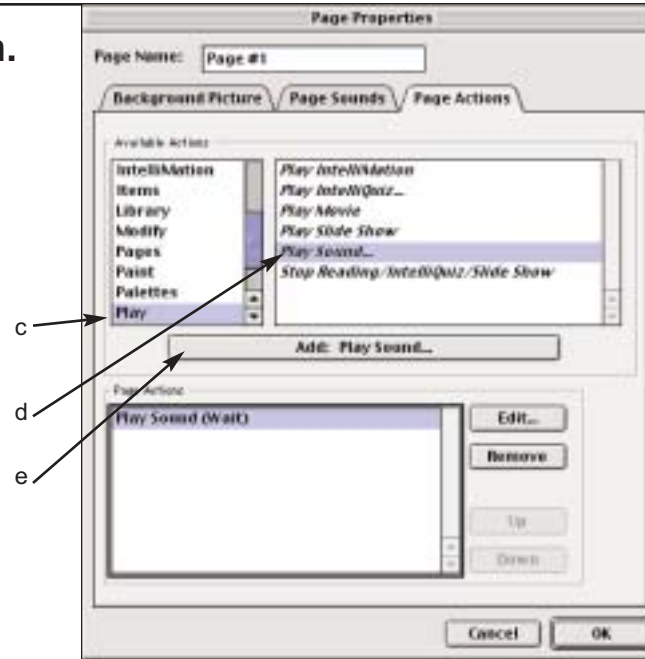
Step 1. Add the Play Sound page action.

- Select **Page Properties** from the Pages menu.
- Click the **Page Actions** tab.
- Select **Play** from the left side of the Available Actions list box.
- Scroll to and select **Play Sound....** from the right side of the available Actions list box.
- Click **Add: Play Sound...**



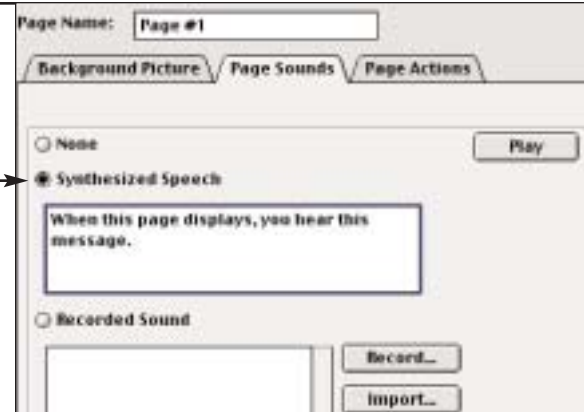
You can select, edit, remove, and change the order of Page Actions.

- When the Play Sound dialog box shows, select (check) the option **Wait for sound to finish playing... and click OK.**

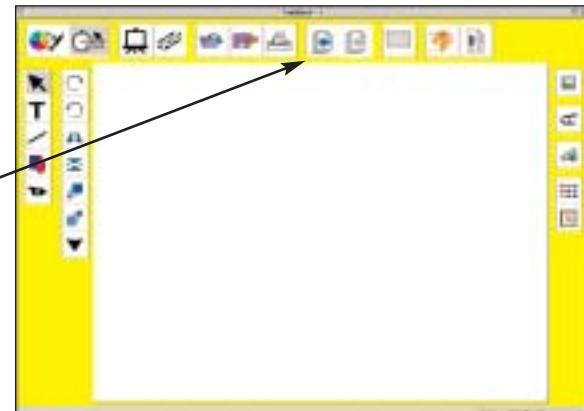


Step 2. Try Synthesized Speech.

- a. Click the **Page Sounds** tab.
- b. Click **Synthesized Speech** (so the circle is filled).
- c. Type **When this page displays, you hear this message.** in the Synthesized Speech text-entry box.
- d. Click **Play** to preview your message.
- e. Click **OK**.
- f. Select **New Page** from the Pages menu.
- g. Click **Previous Page** to return to the page with the sound.
- h. Listen to the message play when the page with sound displays.



b →



Step 3. Import a prerecorded sound.

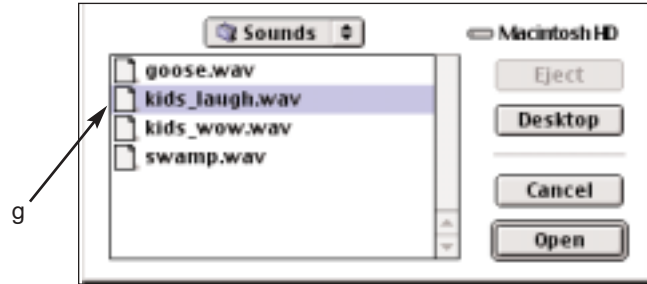
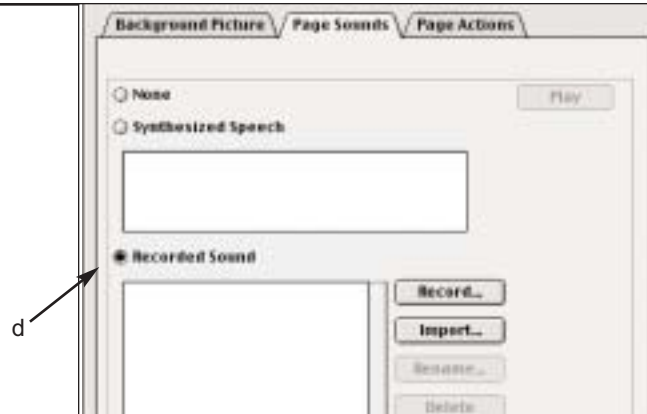
- Select **Page Properties** from the Pages menu.
- Click the **Page Sounds** tab.
- Delete the text in the Synthesized Speech text-entry box.
- Click **Recorded Sound** (so the circle is filled).
- Click **Import...**



Note

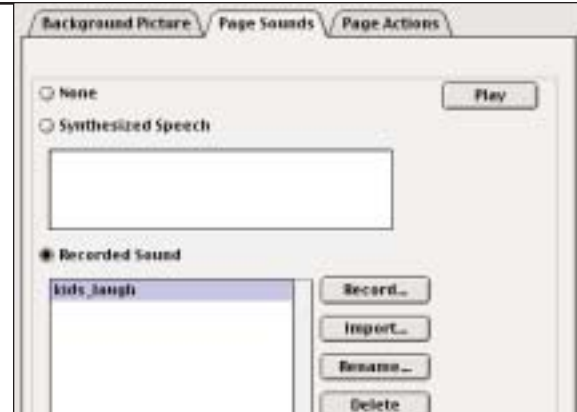
The **IntelliPics Studio** program folder installed on your computer (see page 5) includes a sub-folder labeled **Tutorial Files**. In Tutorial Files is the **Sounds** folder. The Sounds folder contains prerecorded sound files.

- Navigate to and open the Sounds folder (IntelliPics Studio > Tutorial Files > Sounds).
- Select **kids_laugh.wav**.
- Click **Open**.



Step 4. Preview and play the sound.

- a. Click **Play** to preview the sound.
- b. Click **OK**.



- c. Click **Next Page**.



- d. Click **Previous Page** to return to the page with the sound.



- e. Listen to the sound play when the page with sound displays.

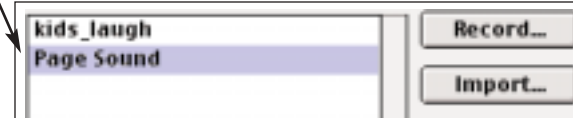
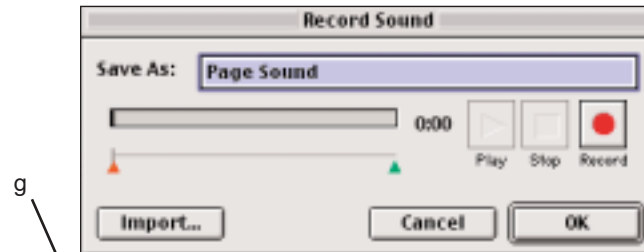
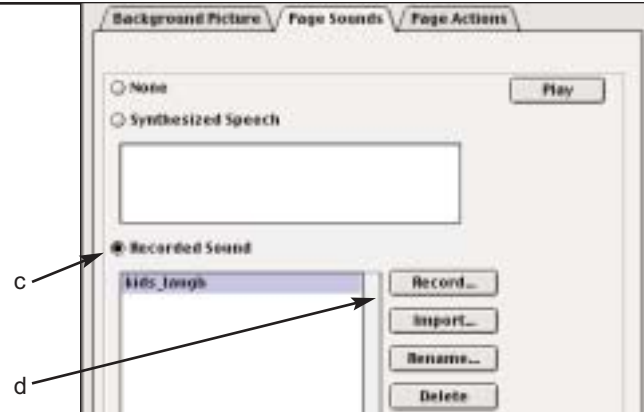


Step 5. Record your own page sound.



Note This step requires that a microphone be connected to your computer (some computers have a built-in mic).

- Select **Page Properties** from the Pages menu.
- Click the **Page Sounds** tab.
- Click **Recorded Sound** (so the circle is filled).
- Click **Record...** to record a new page sound that will replace kids_laugh.
- Click **Record** (red circle), speak into the microphone (up to 30 seconds), and click **Stop**.
- Click **OK**.
- Select **Page Sound** in the list box.
- Repeat all the **Step 4** procedures (see page 53) to preview and play your recording.
- Save your work if desired. Continue with another lesson or select Quit from the File menu.



(Optional) Try this variation:

- Change the voice you hear when the synthesized speech message is read aloud (Step 2).
 1. Select Change Voices from the Speech menu.
 2. Select a different voice.
 3. Click OK.
 4. Repeat Step 2 (see page 51).

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Change the pronunciation of a word in a synthesized speech message.
- Import your own previously recorded sounds (speech, music, sound effects).
- Import one of the 200 sounds from the *IntelliPics Studio* CD.
- Add sounds to buttons, an IntelliMation, and/or a palette item.



Install and explore the *IntelliPics Studio Fun, Two, Three! CD* for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.

VIII. Add, Hide, and Move a Palette



This lesson shows you how to add a palette or a toolbar to a document (useful when creating activities or customizing a document). You also learn how to hide and move a palette.

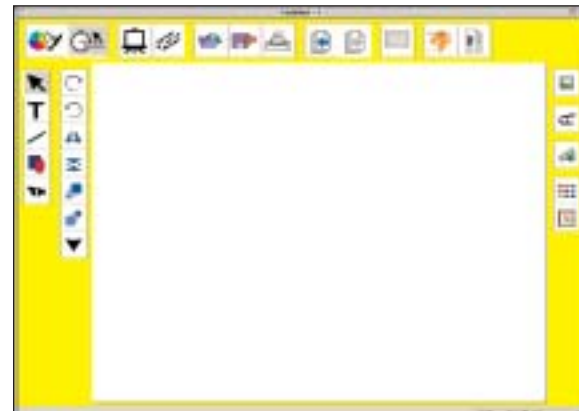


IntelliPics Studio includes a library of predesigned palettes and toolbars that you can add to your activities.

Pages	Help
Next Page	Previous Page
New Page	Delete Page
Duplicate Page	Sort Pages...
Page Properties...	

To Begin

- If you are continuing from another *IntelliPics Studio QuickStart* lesson, select **New Page** from the Pages menu, select **Design** from the View menu if it is not already selected, and proceed to Step 1.
- If this is your first *QuickStart* lesson, open the Intermediate Paint and Design template (see Getting Started, pages 2–7).



Step 1. View the Palette Library.

a. Select **Edit Palettes** from the Create menu.

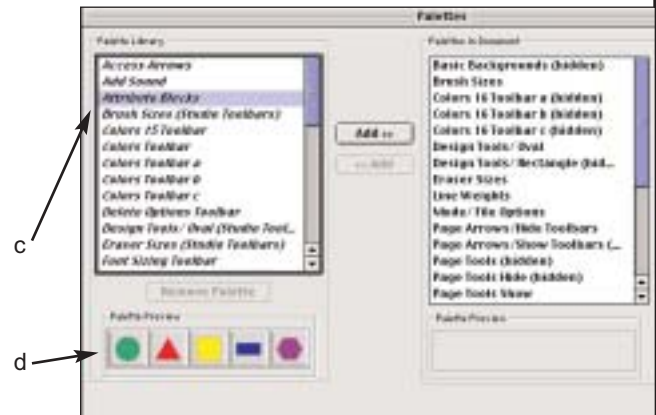


b. Notice that the Palettes dialog box has two list boxes:

- The box on the **left** is the Palette Library; it lists available toolbars and palettes.
- The box on the **right** lists the toolbars and palettes in the current document.

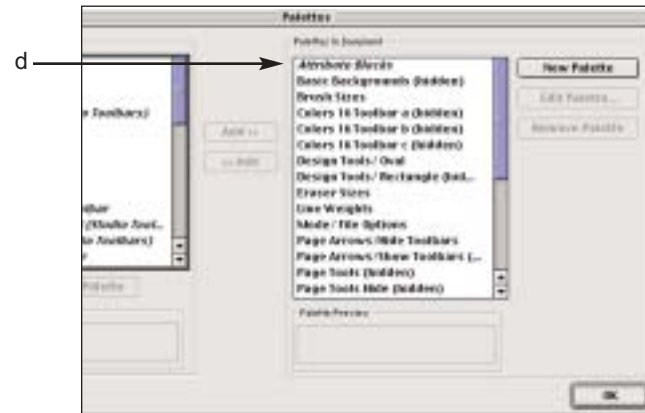
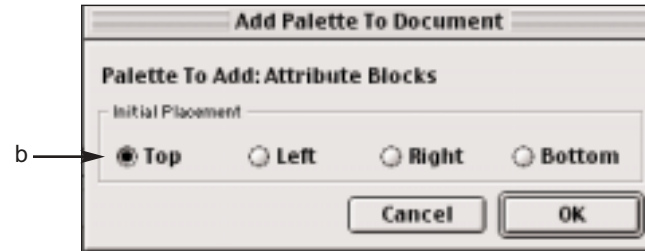
c. Select **Attribute Blocks**, a selection of shapes, from the Palette Library list box (box on the left).

d. Notice that the selection is pictured in the Palette Preview area (below the list box).



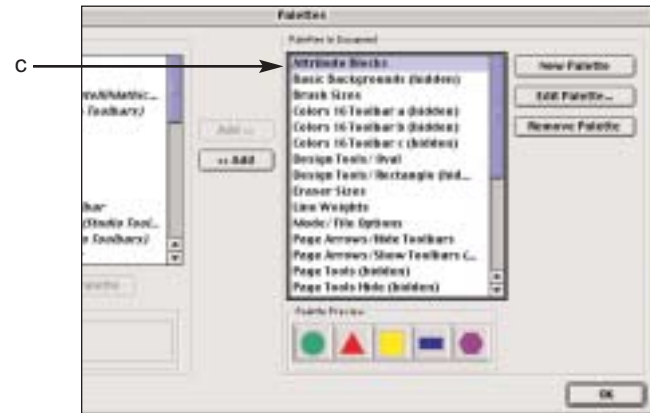
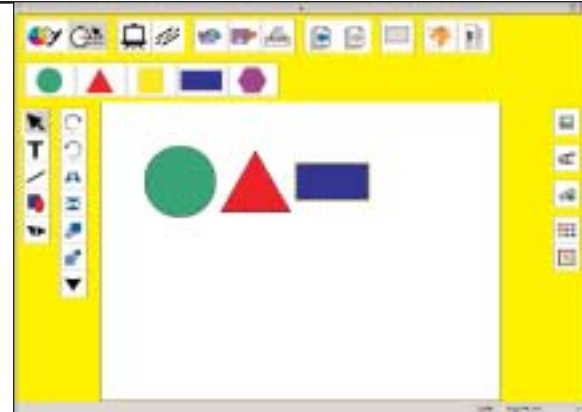
Step 2. Copy a palette to the document.

- a. Click **Add>>**
(between the list boxes).
- b. Select **Top** as the initial placement
(i.e., where you want the new palette to show).
- c. Click **OK**.
- d. Notice that Attribute Blocks is now listed
in the Palettes in Document list box.
- e. Click **OK**.



Step 3. Use the palette and edit it.

- a. Notice that the Attribute Blocks palette is now in the top left corner of the document.
- b. Click the **Circle**, **Triangle**, and **Rectangle** items in the Attribute Blocks palette.
- c. Select **Edit Palettes** from the Create menu.
- d. Select **Attribute Blocks**, from the Palettes in Document list box.
- e. Notice that the selection is pictured in the Palette Preview area (below the list box).
- f. Click **Edit Palette....** (to the right of the list box).



Step 4. Modify the palette's appearance.

a. Click **Palette Appearance....**



Tip

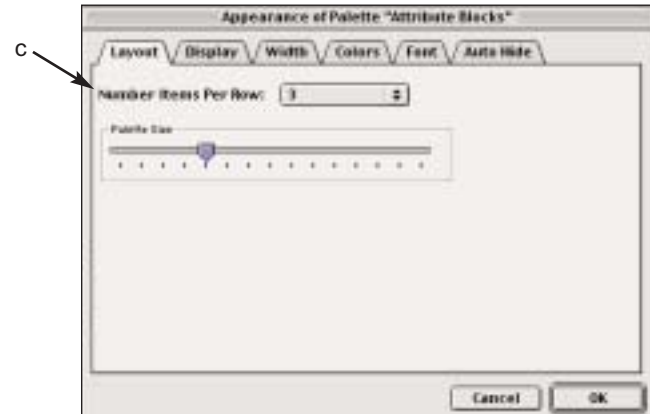
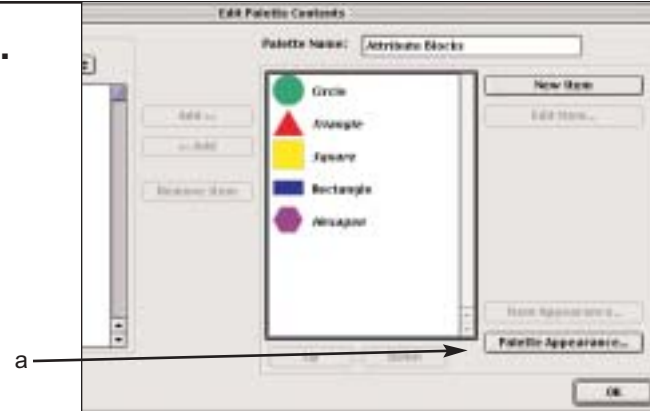
You can also add, remove, and edit individual palette items using options in the Edit Palette Contents dialog box.

b. Click the **Layout** tab.

c. Select **3** from the Number Items per Row drop-down list box.

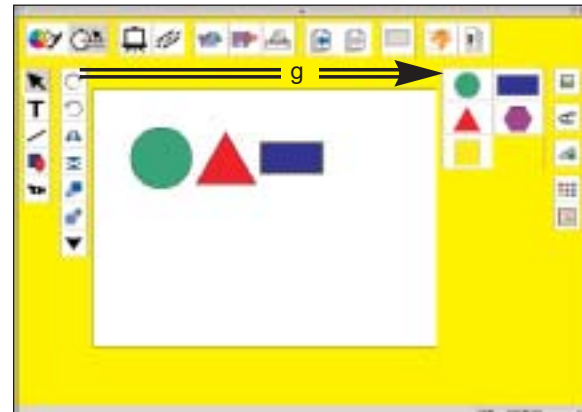
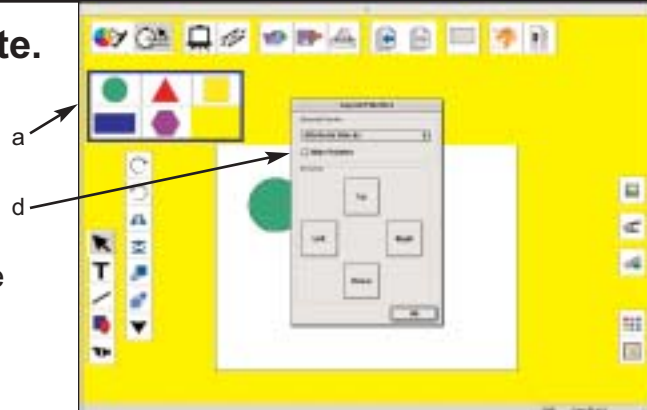
d. Click the remaining tabs to view other palette appearance options.

e. Click **OK** three times to close all dialog boxes.



Step 5. Try hiding and moving the palette.

- Notice that the Attribute Blocks palette now has 3 items (or less) in each row.
- Select **Layout Palettes** from the Create menu.
- Select **Attribute Blocks** from the Selected Palette drop-down list box, if it is not already selected.
- Click **Hide Palette** (so a check mark shows). Notice that the selected palette “disappears.”
- Click **Hide Palette** again (so the check box is empty).
- Click **Right**.
- Click **OK**. Notice that the palette moved from the left to the right side of the page.
- Save your work if desired. Continue with another lesson or select Quit from the File menu.



(Optional) Try one or more of these variations:

- Add a different or additional palettes to the document.
Step 1c. Select Access Arrows (or any other palette listed in the Palette Library).
- Remove the palette from the document instead of editing the palette.
Step 3e. Click <<Add. (Clicking this button reverses the previous Add>> action.) Notice the selected palette is no longer listed in the Palettes in Document list box.
- Change other palette appearance options.
Step 4d. Click the Display, Width, and Colors tabs and change settings in each.

Refer to the *IntelliPics Studio User's Guide* to learn how to:

- Create a new palette.
- Add a predesigned item from the Item Library to a palette.
- Add an item you created to a palette.
- Make a palette hide and show using branching actions (i.e., one palette controls another).
- Set scanning options for the palette.



Install and explore the *IntelliPics Studio Fun, Two, Three! CD* for other easy-to-follow step by step tutorials, useful sample activities, and quick-authoring templates.