



Using Sounds

Tutorial

Note: This tutorial requires that you have installed *IntelliPics Studio*. Authoring features necessary to complete this tutorial are not available when using *IntelliPics Studio Player*.



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IntelliPics Studio was produced through the collaborative efforts of many staff members at IntelliTools. Design: Arjan Khalsa, Scott Schafer; Project Management: David Robertshaw; Content Development: Suzanne Feit, Arjan Khalsa, Lucinda Ray, Patty Kilroy; Software Engineering: Scott Schafer, Paul Archibald, Fred Ross-Perry; User's Guide: Alan Rhody; Teacher's Guide: Lucinda Ray; Tutorial: Suzanne Feit; Additional Development: Philip Nittenberg, Jeremy Bolan, Linda Finley, Meida Pang, Steve Gensler; Testing: Dale Goetsch, Lisa Carr, Mike Burns, Meida Pang, Chris Finley; Artwork: Patty Kilroy, Chris Santeramo, Michelle Graham, Mary Ann Zapalac, Jeremy Bolan; Support Services: Linda Finley; Packaging: Patty Kilroy; Using Sounds Tutorial: Alan Rhody.

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Note

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

Introduction

Sounds can easily be added to various parts of an *IntelliPics Studio* document by:

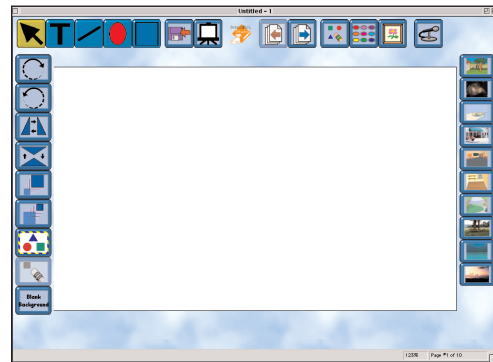
- Using the program's Read-Aloud feature.
- Using the program's Synthesized Speech feature.
- Importing a sound from your hard drive, from a CD, or from elsewhere on your network.
- Recording a voice or a sound into a microphone. (If the computer you are using does not have a built in microphone, you will need to connect one to it. Consult your computer's operations manual, if needed.)

Adding a Sound to a...	Result	Sound Options	Use / Examples
Text Box	Contents read aloud when text box is clicked	Synthesized Speech	Verbal feedback for instructions or help
Page	Sound plays when page is first displayed	Synthesized Speech Prerecorded Sound New Recording	Message or sound effects
Picture	Sound plays when picture is clicked (i.e., selected)	Synthesized Speech Prerecorded Sound New Recording	Interactive activity
Palette Item	Sound plays when selected item is inserted	Synthesized Speech Recorded Sound New Recording	Interactive activity
Button	Sound plays when button is clicked	Synthesized Speech Recorded Sounds New Recording	Interactive activity

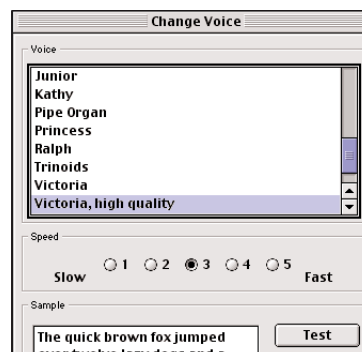
Beginning the Tutorial

1. If it is not open, launch *IntelliPics Studio*. When the program launches, the Home page is displayed.
2. From the Home page, click the Paint and Design button.
3. Click the Basic Design button. An untitled document displays.
4. (Optional) Choose the program's voice for synthesized speech:
 - a. From the Speech menu, select Change Voice.
 - b. In the Change Voice dialog box, select the program's voice and the speed at which words are spoken. Click Test to hear an example of the test sentence.
 - c. Click OK.

You can also change the way words are pronounced by selecting Edit Pronunciation from the Speech menu.



An untitled Basic Design document



Change Voice dialog box

Part 1: Adding Sound to a Text Box

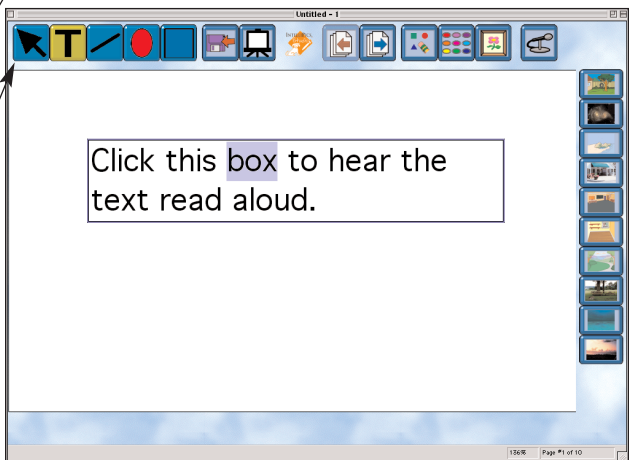
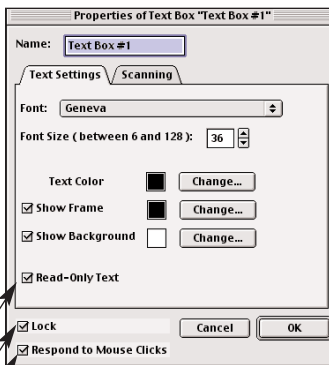
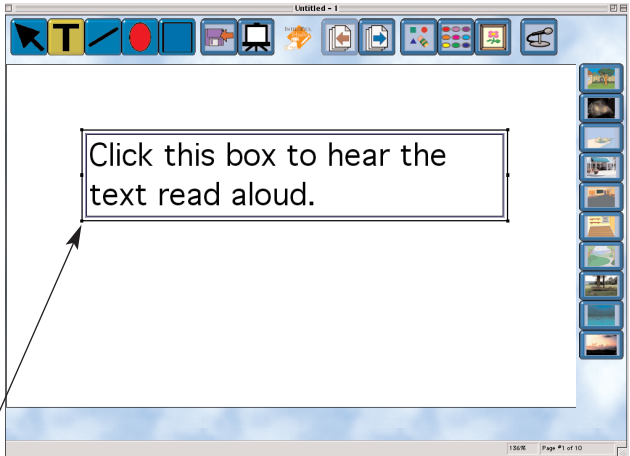
Creating a Read-Aloud Text Box

It is often useful to hear the contents of a text box read aloud. For instance, a text box might contain important instructions for students or questions about an activity. An *IntelliPics Studio* text box can be set to respond to a student's mouse click by reading the text within it.

1. Select Text Tool from the Design menu or click the Text tool (on the left side of the palette above the page). A check mark next to this menu option indicates this tool is active.

When this menu option is active, the cursor becomes a text insertion point when it is within the page.

2. With the cursor on the page, drag your mouse horizontally to set the width of the text box. The text box is marked by a solid border. Release the mouse button when you are satisfied with the initial width of the text box. A resizing frame appears. A flashing cursor displays in the text box for text entry.
3. Type: **Click this box to hear the text read aloud** (non-bold). The text box expands downward to accommodate your entry.
4. Press **[Ctrl]** and click directly on the text box. A Properties of Text Box dialog box displays.
5. Click the Text Settings tab. This portion of the dialog box can be used to modify the appearance of the text and of the text box.
6. Check these options so a check mark appears in the check box:
 - Read-Only Text
 - Lock
 - Respond to Mouse Clicks
7. Click OK to close this dialog box.
8. Click the Select tool (on the left side of the palette above the page) to deactivate the Text tool.
9. Click the text box to hear the contents read aloud.
10. (Optional) Change the program's voice and/or pronunciation by selecting different Speech menu options (see previous page).
11. Save your work and, if you are continuing with this tutorial, click Next Page to explore another sound feature.



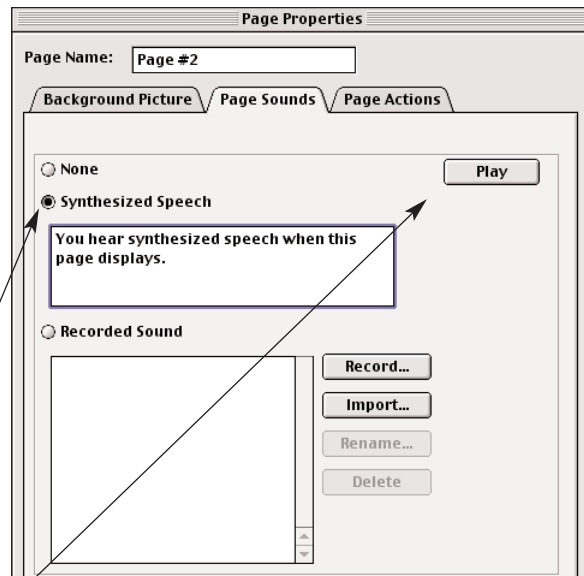
Next Page

Part 2: Adding Sound to a Page

Adding Synthesized Speech to a Page

It can be useful for a user to hear a message each time a page is displayed. For the purposes of this tutorial, you will create a message using the *IntelliPics Studio* synthesized speech feature. (Note: It is also possible to record a spoken message using a microphone.)

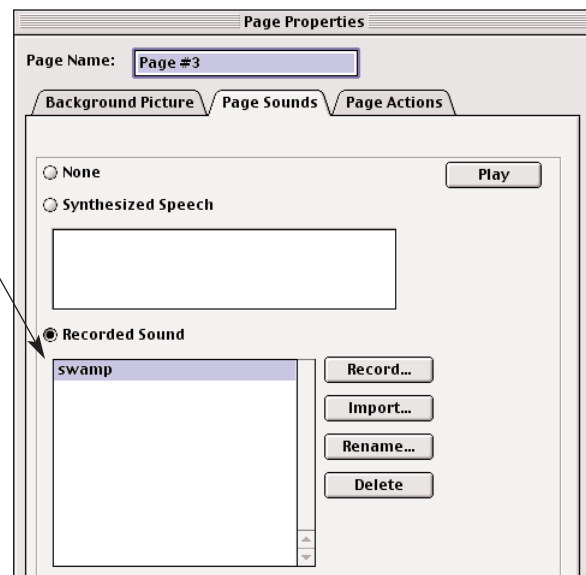
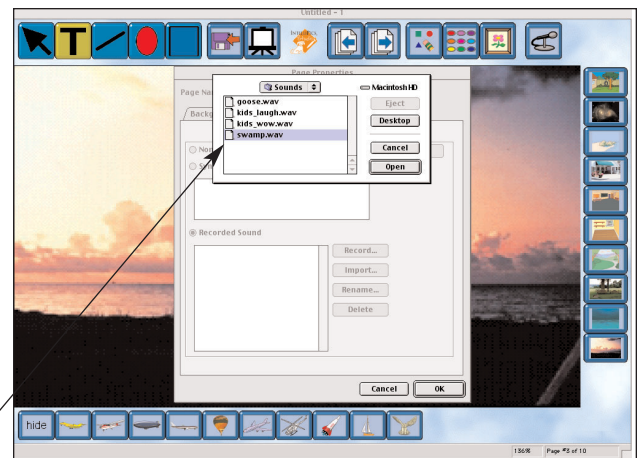
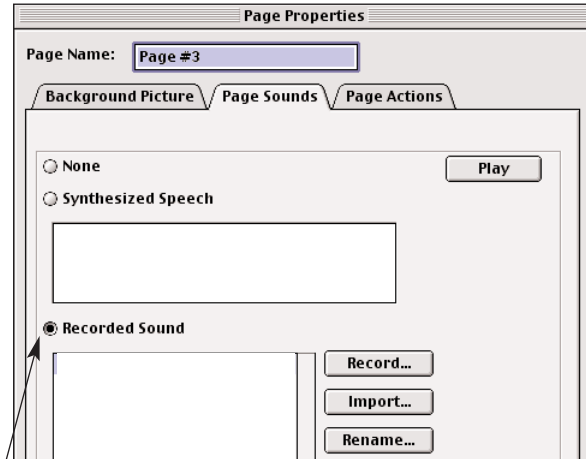
1. Select Page Properties from the Pages menu or press **[Ctrl]** while clicking the page's background. The Page Properties dialog box displays.
2. Click the Page Sounds tab to display the Page Sounds section of the Page Properties dialog box. Notice that the Page Sounds section includes:
 - Play button – click to hear selected sound or text read aloud.
 - Synthesized Speech radio button – click to use synthesized speech feature.
 - Synthesized Speech text box – enter text to be read aloud.(Note: There are other options available that are not relevant for this procedure.)
3. Select the Synthesized Speech option.
4. Type the desired message into the text entry box. Type the sentence: **You hear synthesized speech when this page displays** (non-bold)
5. Click Play. The words you typed will be read aloud according to the voice and pronunciation options that are selected in the Speech menu.
6. Click OK to close this dialog box.
7. To hear a page sound, this page (page #2) must be reactivated, as page sounds play when the page is first displayed. Click Next Page and then Previous Page to return to Page #2. The text message you entered is read aloud.
8. Save your work and, if you are continuing with this tutorial, click Next Page to explore another sound feature.



Part 2: Adding Sound to a Page

Adding Recorded Sound to a Page

1. Click the Sky palette item (the bottom item on the palette to the right of the page) to add a background picture to Page #3.
 2. Select Page Properties from the Pages menu or press **[Ctrl]** while clicking the page's background. The Page Properties dialog box displays.
 3. Click the Page Sounds tab to display the Page Sounds section of the Page Properties dialog box. Notice that this section includes:
 - Recorded Sound radio button – click to use recorded sound feature.
 - Recorded Sound list box – displays the names of all recorded sounds in the current document.
 - Import button – click to open a navigation dialog box so you can select a sound file stored on your computer, on a CD, or elsewhere. You can import WAV, .AIF, MP3, and .SND sound file formats.
(Note: There are other options available that are not relevant for this procedure.)
 4. Select the Recorded Sound option.*
 5. Click Import. A navigation dialog box displays.
 6. Navigate to a sound file stored on your computer and select it. For this tutorial, navigate to the IntelliPics Studio program folder on your hard drive, open the Tutorial Files sub-folder, open the Sounds sub-folder, and select swamp.wav.
 7. Click Open. The navigation dialog box closes and the selected sound is added to the Recorded Sound list box.
 8. Select the sound in the list box (e.g., swamp) that you want to hear when Page #3 displays.
 9. Click Play. The selected sound previews.
 10. Click OK to close this dialog box.
 11. Click Next Page and then Previous Page to return to Page #3. The swamp sound plays.
 12. Save your work and click Next Page to explore another sound feature.
- * To record your own voice or a sound effect using a microphone, refer to the procedures for recording a new sound file on page 8 (steps 5–8) and page 12 (steps 4–9) of this tutorial.

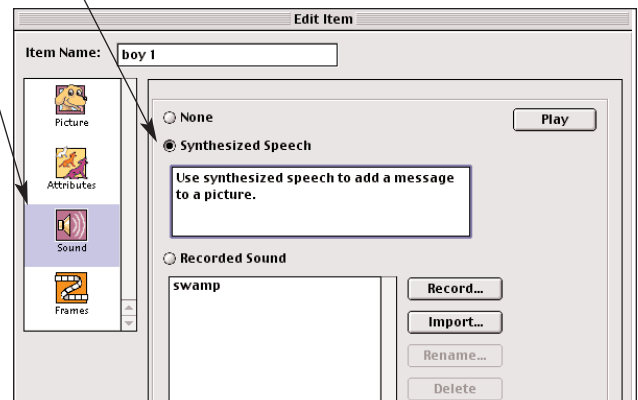
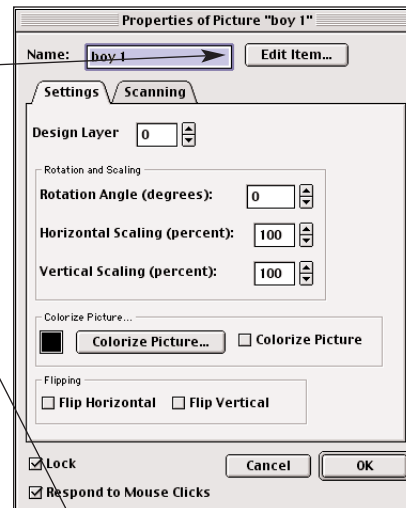
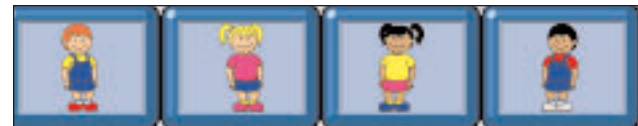
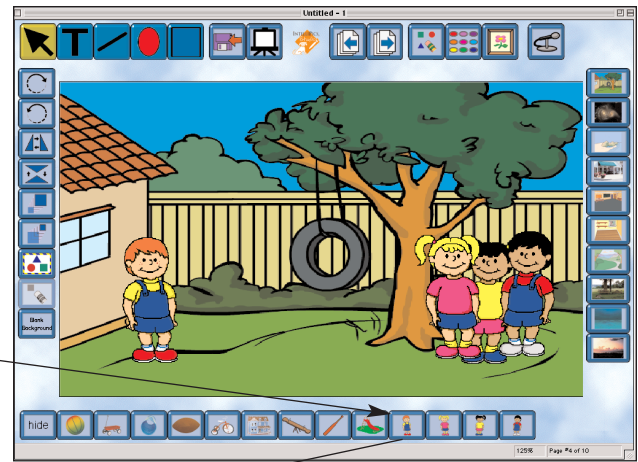


Part 3: Adding Sound to a Picture

Adding Synthesized Speech to a Picture

Once a picture item has been inserted on the page, you can add a sound to it. This sound will play when the user clicks the picture. The sound can be synthesized speech.

1. Click the Backyard palette item (the top item on the palette to the right of the page) to add a background picture to Page #4. Notice that when the background picture displays, a palette of related items also appears below the page.
2. Click the boy 1 palette item (below the page) to insert a picture of a boy on the page. Position the picture on the left side of the page.
3. Insert three other kid characters and position them in a group on the right side of the page.
4. Press **[Ctrl]** and click the boy 1 picture you've placed on the page. The Properties of Picture dialog box displays.
5. Click Edit Item.
6. Click the Sound icon.
7. Select the Synthesized Speech option.
8. Type text into the text entry box. Enter the sentence: **Use synthesized speech to add a message to a picture** (non-bold).
9. Click Play. The words you typed will be read aloud according to the voice and pronunciation options that are selected in the Speech menu.
10. Click OK to close the Edit Item dialog box.
11. Check that the Respond to Mouse Clicks option in the Properties dialog box is selected (checked).
12. Click OK to close this dialog box.
13. Click the boy 1 picture to hear the message play.



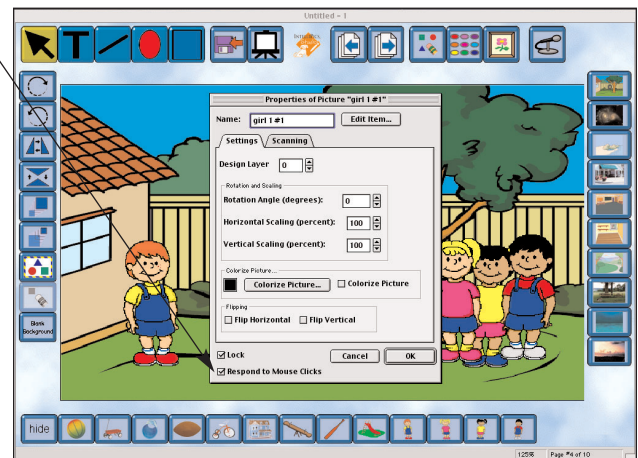
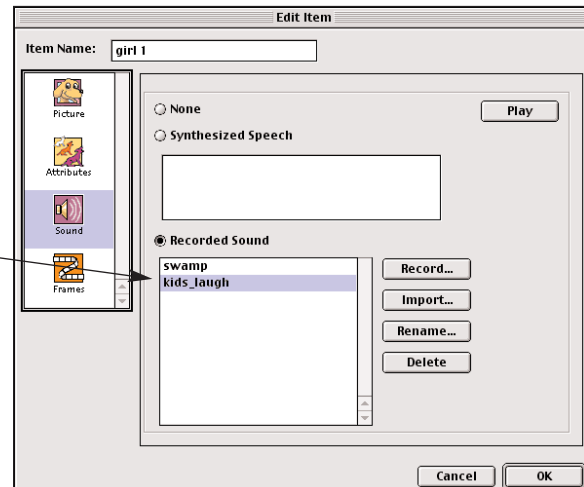
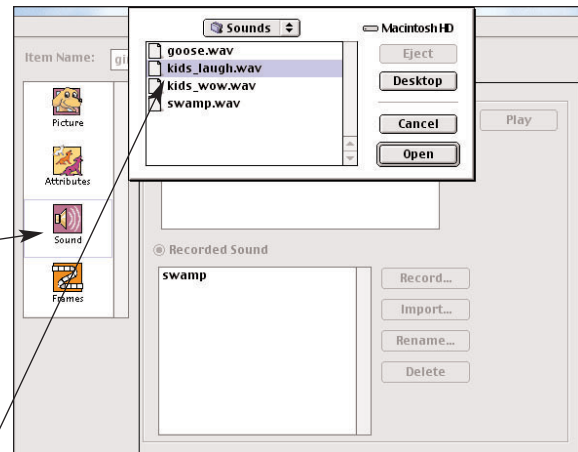
Part 3: Adding Sound to a Picture

Adding Recorded Sound to a Picture

1. Press **[Ctrl]** and click a picture of a child that you previously inserted and grouped on the right side of the page. The Properties of Picture dialog box associated with the selected picture displays.
2. Click Edit Item. The Edit Item dialog box shows.
3. Click the Sound icon (on the left side of the box).
4. Select the Recorded Sound option.

Importing a Sound File From Your Computer

1. Click Import. A navigation dialog box displays.
2. Navigate to a sound file stored on your computer and select it. For this tutorial, navigate to the IntelliPics Studio program folder on your hard drive, open the Tutorial Files sub-folder, open the Sounds sub-folder, and select kids_laugh.wav.
3. Click Open. The navigation dialog box closes and the selected sound is added to the Recorded Sound list box.
4. Select the sound in the list box (e.g., kids_laugh) that you want to hear when the picture is clicked.
5. Click Play. The selected sound previews.
6. Click OK to close the Edit Item dialog box.
7. Check that the Respond to Mouse Clicks option in the Properties dialog box is selected (checked).
8. Click OK to close this dialog box.
9. Click the picture you just added a sound to to hear the sound play.

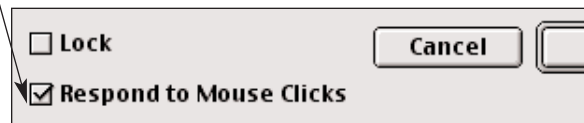
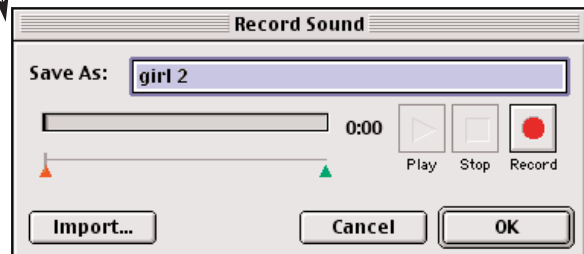
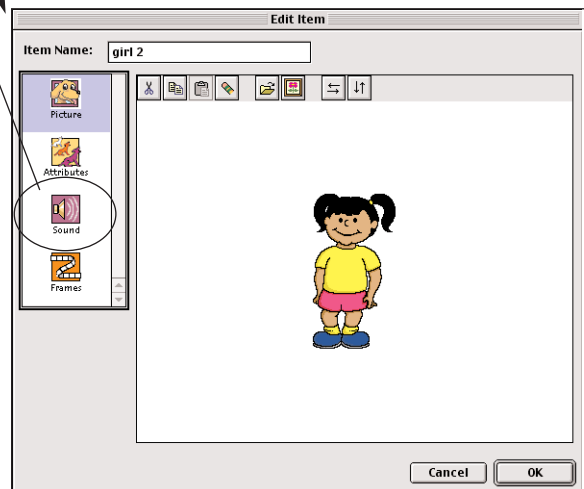
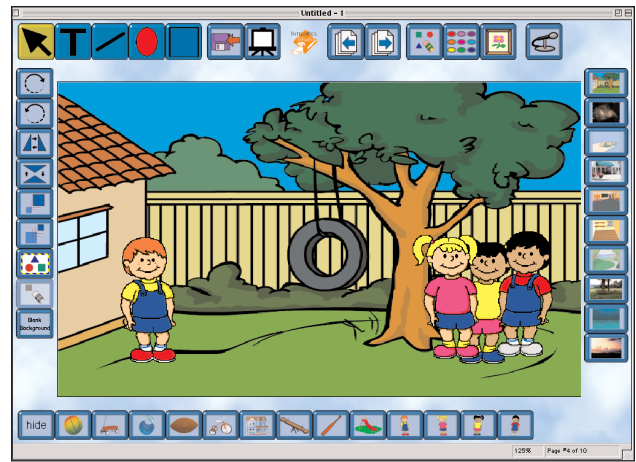


Part 3: Adding Sound to a Picture

Recording a New Sound File

You can record a new sound for an inserted picture item using a microphone. Connect a microphone to your computer if one isn't built in. Consult your computer's operations manual for specific instructions, if needed.

1. Press **[Ctrl]** and click a picture of a second child that you previously inserted and grouped on the right side of the page. The Properties of Picture dialog box associated with the selected picture displays.
2. Click Edit Item. The Edit Item dialog box shows.
3. Click the Sound icon (on the left side of the box). It highlights and the Sound portion of the Edit Item dialog box displays.
4. Select the Recorded Sound option.
5. Click Record. The Record Sound dialog box displays.
6. Enter a name in the Save As text box if you want to change the default name. The default name is the same as the item name.
7. Click Record. Record your voice using the microphone. Say "I recorded this myself." Click Stop.
8. Click Play to hear what you have just recorded. If you are not satisfied with your recording, repeat step 7. If you are satisfied, click OK. The Record dialog box closes and the name of your recording is listed in the Recorded Sound list box.
9. Select the newly recorded sound to associate it with the picture item.
10. Check that the Respond to Mouse Clicks option in the Properties dialog box is selected (checked).
11. Click OK to close this dialog box.
12. Click the picture you just added a sound to to hear the sound play.



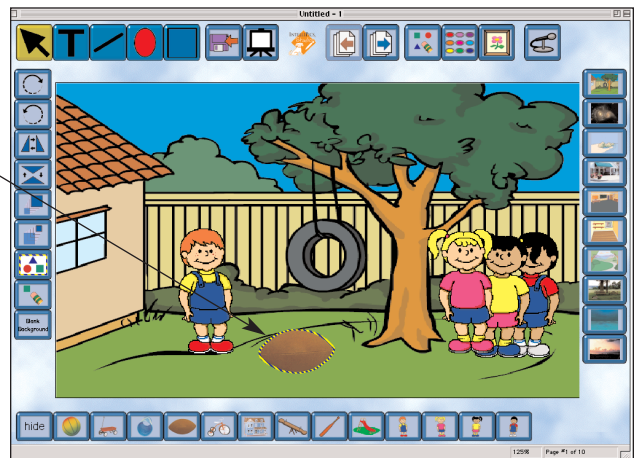
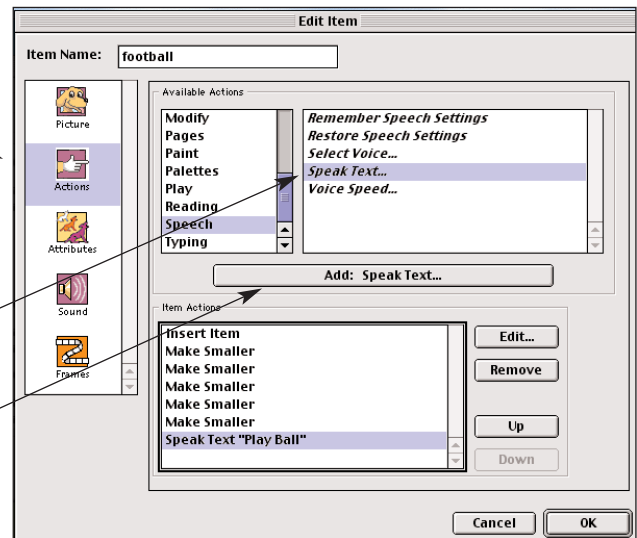
Part 3: Adding Sound to a Picture

Adding a Sound to an Inserted Item

You can also add a sound to a palette item when it inserts a picture on a page using the item's Actions properties. The sound might identify the item to the user, provide a message to the user, or be a sound effect. After clicking the palette item, the user will hear the sound as the picture is inserted on the page.

Note: The following procedures can also be used to add a sound to a palette item that does not insert a picture on the page.

1. Press **[Ctrl]** and click a palette item (e.g., the football item located in the palette that is displayed below the page). The Edit Item dialog box displays.
2. Click the Actions icon to display the Actions dialog box.
3. Select Speech from the list of Action categories (on the left side of the Available Actions section of the dialog box).
4. Select Speak Text from the list of Speech actions (on the right side of the Available Actions section of the dialog box).
5. Click Add Speak Text to add this action to the item you are working with. A Speak Text dialog box displays.
6. Enter the desired message (e.g., Play Ball) in the Speak Text text box.
7. Click OK to close the Speak Text text box.
8. A palette item's actions occur in the order in which they are listed in the Item Actions list box. Note that the football item has five Make Smaller actions listed—this is because the picture needs to be resized to a smaller image when it inserts on the page. Use the Up and Down buttons to move this sound action to the end of the Item Actions list.
9. Click OK twice to close all open dialog boxes.
10. Now click the football palette item. The message plays as the item is inserted on the page.
11. Save your work and click Next Page to explore another sound feature.



Part 4: Adding Sound to a Button

Adding Recorded Sound to a Button

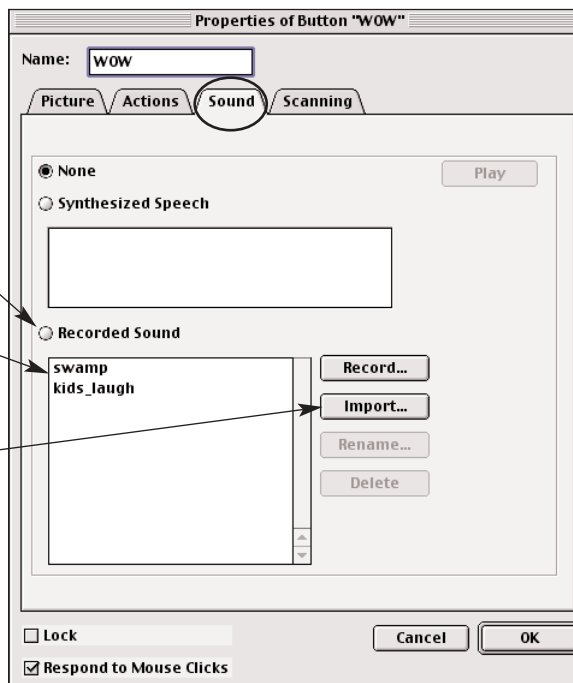
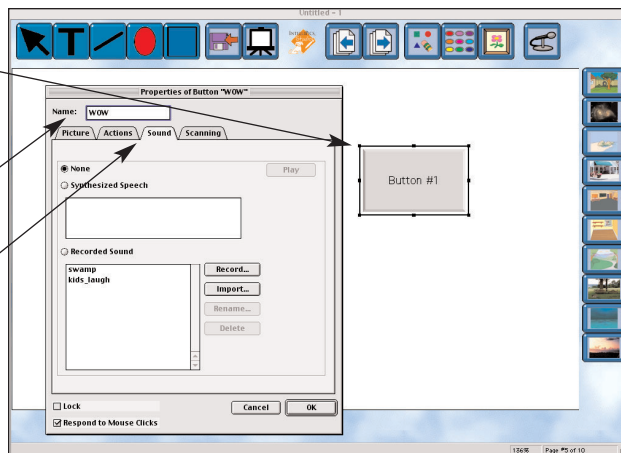
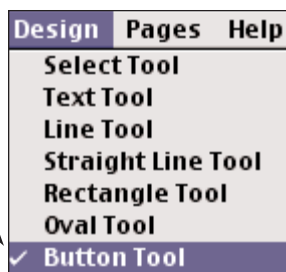
1. Navigate to the next page or any page where you want to insert a button.
2. Select Button Tool from the Design menu (or click the Button Tool if it is displayed).
3. Place your cursor on the page where you want a corner of the button to be and drag your cursor in any direction to define the borders of the button. A rectangular button appears on the page. Release the cursor when the button is the desired size and shape. A resizing frame surrounds the button.

At the same time the resizing frame appears, a Properties of Button dialog box that is associated with the new button also appears on the page. Use this dialog box to set button properties.

4. Name the button WOW.
5. Click the Sound tab to display the Sound section of the Properties of Button “WOW” dialog box. Notice that the Sound section of the Properties of Button dialog box includes:

- None radio button – click for no button sound.
- Play button – click to hear selected sound or text read aloud.
- Synthesized Speech radio button – click to use synthesized speech feature.
- Synthesized Speech text box – enter text to be read aloud.
- Recorded Sound radio button – click to use recorded sound feature.
- Recorded Sound list box – displays names of sounds in current document.
- Record button – click to open Record Sound dialog box.
- Import button – click to open a navigation dialog box so you can select a sound file stored elsewhere. You can import WAV, .AIF, MP3, and .SND sound file formats.
- Rename button – click to open the Rename Sound dialog box.
- Delete button – click to remove selected listing

6. Select the Recorded Sound option.



Part 4: Adding Sound to a Button

Importing a Sound File from Your Computer

1. Click Import. A navigation dialog box displays.
2. Navigate to a sound file stored on your computer and select it. You can import WAV, .AIF, MP3, and .SND sound file formats.

For this tutorial, navigate to the IntelliPics Studio program folder on your main hard drive (Windows: usually named the C drive, Macintosh: usually named Macintosh HD), open the Tutorial Files sub-folder, open the Sounds sub-folder, and select *kids_wow.wav*.

3. Click Open. The navigation dialog box closes and the selected sound is added to the Recorded Sound list box.
4. Select a sound in the list box that you want to hear when the WOW button is clicked. The selection is highlighted. Choose *kids_wow*.
5. Click Play. The selected sound previews.
6. Click the Actions tab. Note that the button action for the WOW button is Play Sound.... Play Sound is the program's default button action. If this action is not listed in the Button Action list box, you will need to add it so the sound plays.
7. Check the Lock option and the Respond to Mouse Clicks option in the Properties dialog box.
8. Click OK to close this dialog box.

Importing a Sound File from a CD

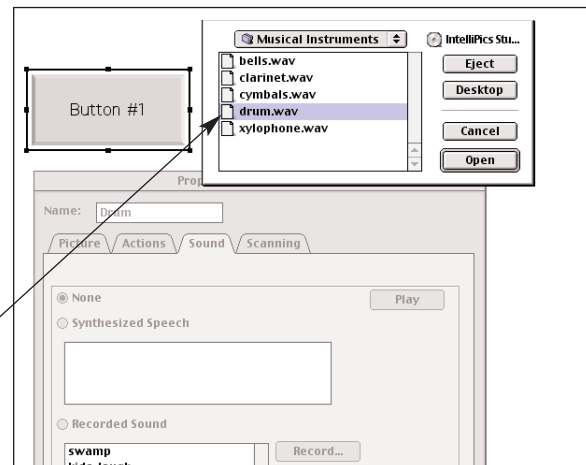
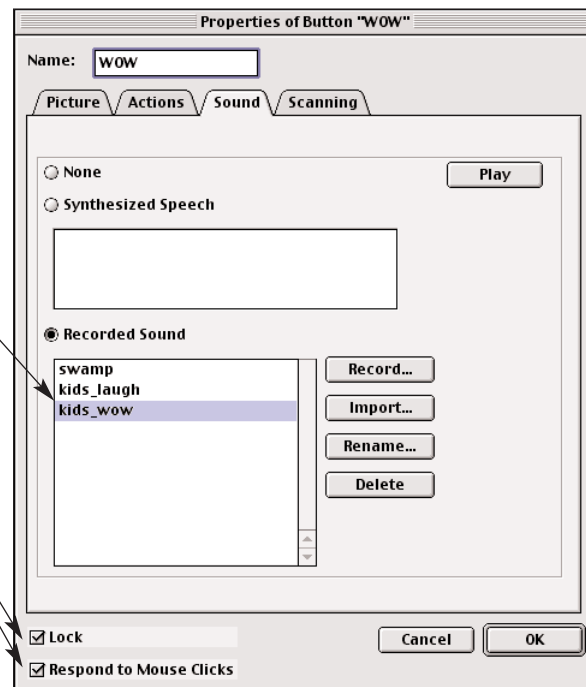
1. Create a new button and name it Drum.
2. Click the Sound tab to display the Sound section of the Properties of Button dialog box.
3. Select the Recorded Sound option.
4. Click Import. A navigation dialog box displays.
5. Insert a CD that contains sound files. You can import WAV, .AIF, MP3, and .SND sound file formats.

For this tutorial, insert the *IntelliPics Studio* CD, as it includes hundreds of useful sound files.

6. Open the CD and navigate to the Sounds folder. Open the Musical Instruments sub-folder and select *drum.wav*.



A navigation dialog box (Macintosh)



A navigation dialog box (Macintosh)

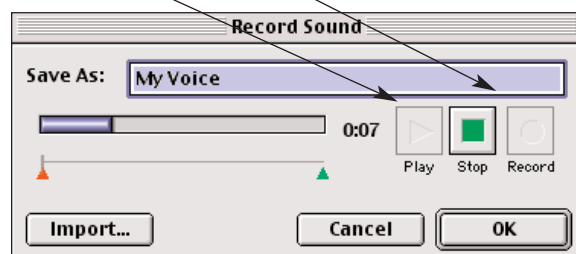
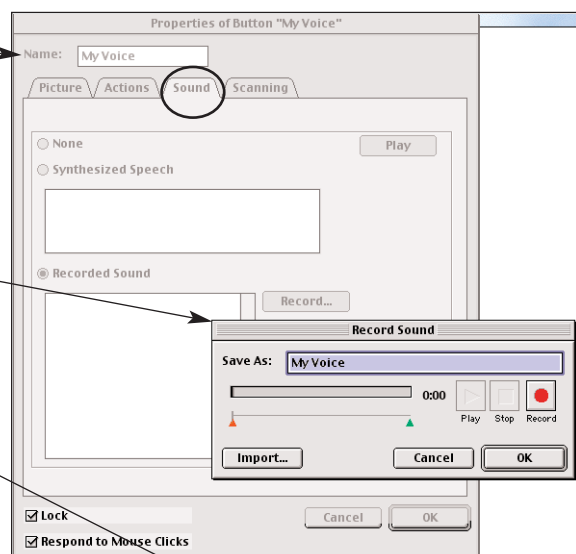
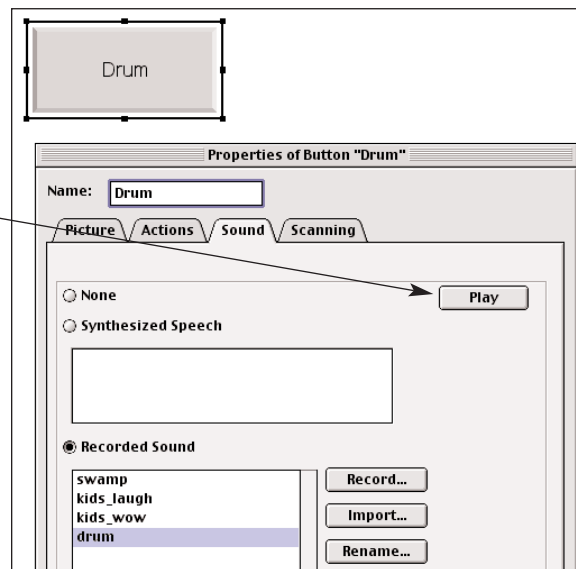
Part 4: Adding Sound to a Button

- Click Open. The navigation dialog box closes and the selected sound is added to the Recorded Sound list box.
- Select a sound in the list box that you want to hear when the Drum button is clicked. The selection is highlighted. Choose drum.wav.
- Click Play. The selected sound previews.
- Click the Actions tab. Note that the default button action for the Drum button is Play Sound. If this action is not listed in the Button Action list box, you will need to add it so the button sound plays.
- Check the Lock option and the Respond to Mouse Clicks option in the Properties dialog box.
- Click OK to close this dialog box.

Recording a New Sound File

You need a microphone to record sounds.

- Create a new button and name it My Voice.
- Click the Sound tab to display the Sound section of the Properties of Button dialog box.
- Select the Recorded Sound option.
- Connect a microphone to your computer if one isn't built in. Consult your computer's operations manual for specific instructions, if needed.
- Click Record. The Record Sound dialog box displays.
- Name your recording by entering a name in the Save As text box.
- Click Record. Record your voice using the microphone. Say "This is my voice." Click Stop.
- Click Play to hear what you have just recorded. If you are not satisfied with your recording, repeat step 7.
- Click OK. The Record dialog box closes and the name of your recording is listed in the Recorded Sound list box.
- Select the newly recorded sound to associate it with the My Voice button.
- Click the Actions tab. Note that the default button action for the My Voice button is Play Sound. If this action is not listed in the Button Action list box, you will need to add it so the button sound will play.

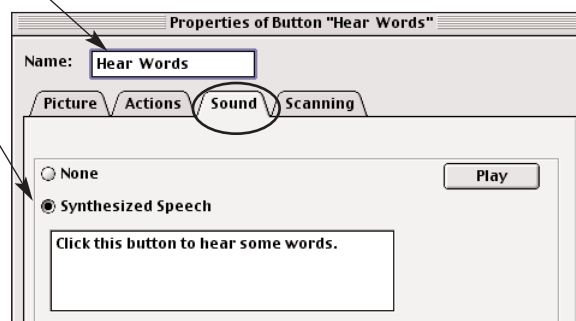


Part 4: Adding Sound to a Button

12. Check the Lock option and the Respond to Mouse Clicks option in the Properties dialog box.
13. Click OK to close this dialog box.

Adding Synthesized Speech to a Button

1. Create a new button and name it Hear Words.
2. Click the Sound tab to display the Sound section of the Properties of Button dialog box.
3. Select the Synthesized Speech option.
4. Type text into the text entry box. Enter the sentence: **Click this button to hear some words** (non-bold).
5. Click Play. The words you typed will be read aloud according to the voice and pronunciation options that are selected in the Speech menu.
6. Check the Lock option and the Respond to Mouse Clicks option in the Properties dialog box.
7. Click OK to close this dialog box.



Upper portion of dialog box

Playing Button Sounds

With the page containing the four newly created buttons displayed:

1. Click the Wow button. Click it again.
2. Click the Drum button. Click it again.
3. Click the Hear Words button. Click it again.
4. Click the My Voice button. Click it again.

You should hear a sound each time you click a button.

If not:

1. Press **[Ctrl]** and click the button to display the Properties of Button dialog box.
2. Notice the button sounds and the button actions listed. Repeat the appropriate steps in this tutorial, if needed. Consult the *IntelliPics Studio* User's Guide for additional information.

Part 5: Adding Two Sounds to a Page

In some instances, it is useful to have two sounds on a page. For instance, you might want a student to hear a message read aloud (that you recorded or text you entered into synthesized speech) followed by a sound effect or another message.

Adding One Page Sound

If you have followed the procedures listed on page 4 of this tutorial, Adding Synthesized Speech to a Page, you have already added one sound to Page #2 of the current document. (If you have not, display a new page in the current document and follow steps 1–7 on page 4.)

1. Navigate to Page #2 in the current document (or to a new page that you have already added a sound to using the options available in the Sound portion of the Page Properties dialog box).

Notice that when the page displays, the sound you added—synthesized speech, a recording, or a imported sound file—plays automatically. This is because the page has a default page action assigned to it. The page action, Play IntelliMation, plays any existing page sounds and page animations each time that page displays.

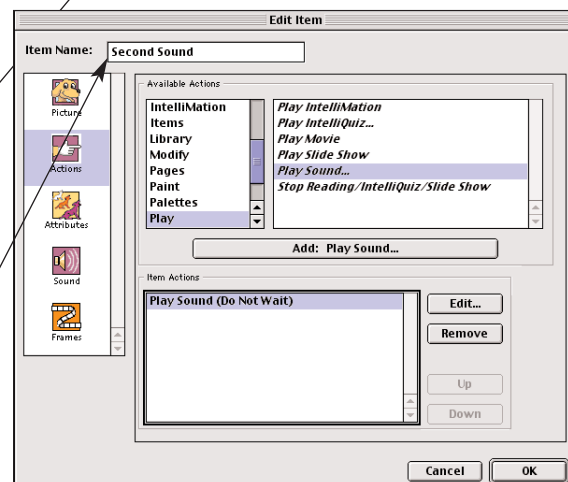
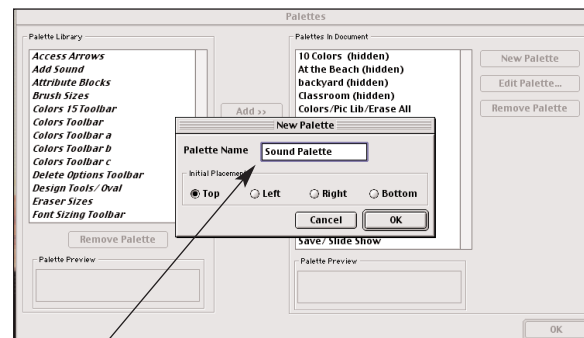
Adding a Second Page Sound

2. By assigning another page action to Page #2, you can have a second page sound play after the first page sound plays. The page action you need to add is Select Item. This will direct the program to find a certain palette item in the document. If the designated palette item has been designed to play a sound when selected, that action will occur.

Before adding the Select Item page action to Page #2, you will need to create a new palette item:

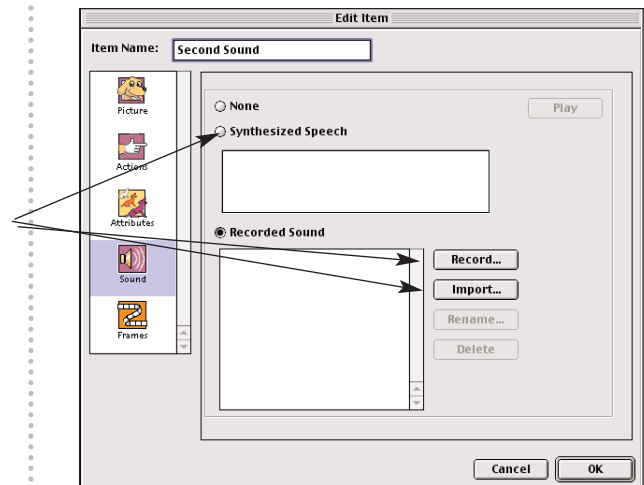
Create a New Palette Item

- a. Create a palette and name it Sound Only: (From the Create menu, select Edit Palettes. The Palettes dialog box displays. Click the New Palette button. Name the palette and click OK. The Edit Palette Contents dialog box displays. Click the New Item button.)
- b. The Edit Item dialog box displays. Name the new item: Second Sound. This will be the palette item the program will go to when it follows the Select Item page action.



Part 5: Adding Two Sounds to a Page

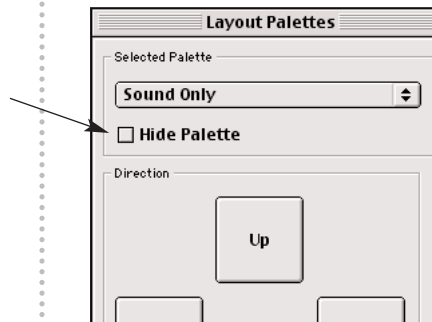
- c. Using the Actions portion of the Edit Items dialog box, delete the default action, Insert Item and add the action Play Sound. (See the illustration on the bottom of the previous page.)
- d. Using the Sounds portion of the Edit Items dialog box, add a synthesized speech message (using steps 3–6 listed on page 4), record your own voice (using steps 3–7 on page 12), or import a sound file to use as a sound effect (using pertinent steps on page 11). Close all open dialog boxes.



Hide the Sound Only Palette

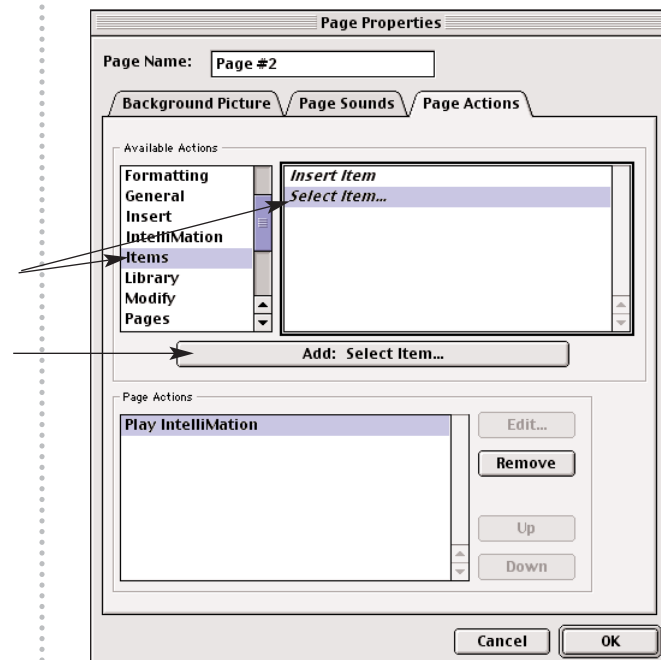
- e. From the Create menu, select Layout Palettes. The Layout Palettes dialog box displays.
- f. Select the Sound Only palette. Check the Hide palette check box. Click OK.

This step hides the palette containing the Second Sound item from view, as it is not necessary to have this palette item available for students to click—this item is being used only to “store” a sound.



Add the Select Item Page Action

- g. Select Page Properties from the Pages menu. The Page Properties dialog box for Page #2 displays.
- h. Click the Page Actions tab. The Page Actions portion of the Page Properties dialog box displays.
- i. From the list of available page actions, select Items and then Select Item.
- j. Click the Add: Select Item button. A Select Item dialog box appears.



Part 5: Adding Two Sounds to a Page

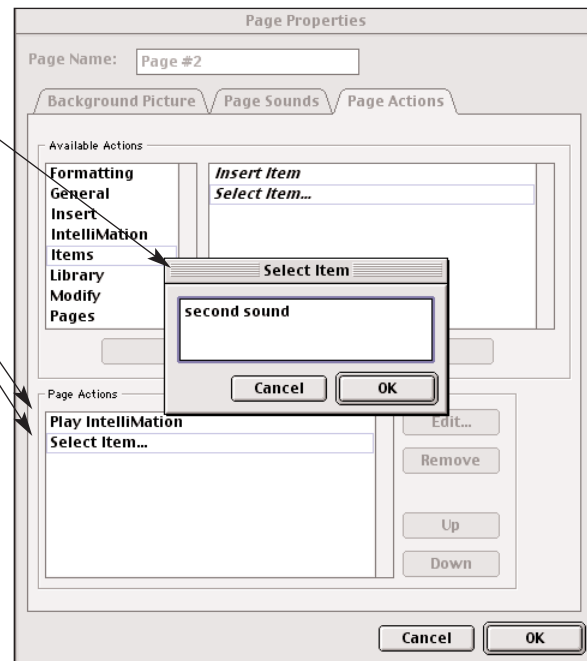
Designate Which Item to Select

- k. Enter the name of the newly created item, Second Sound. This will be the palette item the program will go to and select as the page performs page actions. Click OK.
- l. Notice that the Page Actions assigned to Page #2 are: Play IntelliMation (pre-existing) and Select Item (newly added).

These Page Actions occur sequentially. (The order can be modified using the Up and Down buttons, if desired). Click OK.

Playing Two Page Sounds

3. To hear multiple page sounds, this page (Page #2) must be reactivated, as page sounds play when the page is first displayed. Click Next Page and then Previous Page to return to Page #2. The text message you previously entered is read aloud. Then the Second Sound item will play.



Congratulations

Congratulations! You have explored some of the sound features of *IntelliPics Studio*.

The Teacher's Guide that comes with *IntelliPics Studio* contains 17 lesson plans to help you use the Sample Activities and Activity Templates in the context of your curriculum. The User's Guide provides more detailed instructions about the many tools and features of the program.

Be sure to check the IntelliTools Web site, www.intellitools.com, for more ideas and activities related to using *IntelliPics Studio*.