



User's Guide

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Credits

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Package Contents

1 *Overlay Maker 3* CD

1 *Overlay Maker 3* User's Guide (includes 3 easy-to-follow tutorials)

4 Preprinted overlays:

Overlay #1

side a – I Can Write Word by Word L2

side b – I Can Write Kittens Keyboard

Overlay #2

side a – Circle Time Weather

side b – Journal Writing L4

Overlay #3

side a – Patterns and Sports

side b – Off-Computer Medium Game Board

Overlay #4

side a – Simple Sentences Level 2

side b – Simple Sentences Level 3



What's New and Different?

For those familiar with previous versions of IntelliTools' *Overlay Maker*, here is a list of some new and useful features included in *Overlay Maker 3*.

Overlay Maker 3 files are cross-platform.

The same overlay works with both Windows and Macintosh systems. (You no longer need to use IntelliTools *Converter* to use overlays on both platforms.)

Overlay Maker 3 is OS X native.

The program works with the current version of this popular Macintosh Operating System.

Overlay Maker 3 is closely integrated with Classroom Suite.

Classroom Suite users will recognize many *Overlay Maker 3* menus, tools, and navigation features.

When making overlays, you can use the *Classroom Suite* appearance and style options for overlay keys and text and use *Classroom Suite* background pictures for overlay backgrounds.

Improved Make Overlay feature for Classroom Suite users.

A wizard helps you select the buttons and regions you want made into overlay keys.

Buttons from the same toolbar are automatically grouped together as keys on an overlay.

You can select predesigned overlay layouts to use as is, or modify.

Overlay Maker 3 includes Overlay Activity Kits.

Overlay Activity Kits (a related set of sample activities, templates, and tutorials) can be used to make *Classroom Suite* activities along with matching overlays.

Improved Picture Library.

The *Overlay Maker 3* Picture Library includes pictures from the *Classroom Suite* Picture Library.

You can search for pictures by typing partial picture names.

The *Overlay Maker 3* Picture Library can include Boardmaker pictures (if the Boardmaker 5 program is also installed on your system).

Improved Toolbar and Tools.

Use the Frame tool to draw framed shapes.

Use Fix to Background to create more diverse backgrounds.

Use Arrange tools to layer or overlap objects on an overlay.

Display the Advanced Toolbar for additional editing tools.

More control over overlay appearance. More design options.

Background pictures can be stretched, tiled, or centered.

Pictures on keys can be rotated and/or flipped.

You can create transparent keys by hiding borders and fill colors.

You can import JPEG, GIF, PICT, PSD, PNG, and BMP picture files.

New features save design and authoring time.

A selection of keyguard masks is provided to help you position keys on an overlay.

A selection of switch settings is provided to help you determine switch content.

You can easily create and access multiple overlay levels.

Keys can be moved off the grid.

Curriculum access for DynaVox users.

Overlays made from *IntelliTools Classroom Suite* documents can be saved as DynaVox-compatible files so DynaVox users can work with *IntelliTools Classroom Suite* activities.

Create classroom materials for off-computer activities.

Create game boards (for Bingo, dominoes, lotto, etc.) newsletters, and other activities that do not utilize IntelliKeys and computers. (Based on work by Jo Meyer of SoftTouch.)

Easy upgrade to *Overlay Maker 3* for previous version users.

Overlay Maker 3 is a separate program—you can have previous versions of *Overlay Maker* installed on your system and use previous versions.

Overlay Maker 3 can edit, print, and send files made from previous versions of *Overlay Maker*. No importing is necessary.

Saving an overlay made from a previous version of *Overlay Maker* automatically converts it to an *Overlay Maker 3* file. (*Overlay Maker 3* files cannot be opened using previous versions of *Overlay Maker*.)

01: IntelliKeys, Overlays, and *Overlay Maker 3*

This chapter will introduce you to IntelliKeys, overlays, and *Overlay Maker 3* program features.

Introduction

IntelliKeys is IntelliTools' award-winning adaptive keyboard that connects to Windows or Macintosh computers. The original IntelliKeys was created in 1991. IntelliKeys USB was introduced a decade later. Both IntelliKeys models (Classic and USB) offer a range of access settings to meet the needs of people with various disabilities. Access settings can be customized for individual students. IntelliKeys is most powerful and versatile when used with interchangeable IntelliKeys overlays.

An overlay is a printed sheet of paper or plastic that is placed over the touch-sensitive front panel of the IntelliKeys. Each overlay has a keyboard layout printed on it that may correspond to an on-screen document. Simply insert the appropriate overlay and begin working. Pressing a printed key on the overlay sends the desired information to your computer. Using overlays, a student can type letters, enter numbers, navigate on-screen displays, or execute menu commands.

Overlay Maker 3 is IntelliTools' popular overlay management program. It enables you to create new overlay files for IntelliKeys, view and edit existing overlays, send overlay files to IntelliKeys, and print overlays. In addition, *Overlay Maker 3* allows you to customize access settings for an IntelliKeys user.

Creating and Editing Overlays Using *Overlay Maker 3*

If you design your own on-screen curriculum activities, you can use *Overlay Maker 3* to create matching overlays for IntelliKeys users. For instance:

- For a child learning to create sentences, you could make an overlay that has all the subject words in one column, the verbs in a second column, the objects in a third column, and the punctuation marks in a fourth column.
- For someone with a speech disability, you could create a communication board containing everyday words and phrases or standard communication symbols.
- For someone who is learning English as a second language, you could create an overlay that has pictures of objects on the keys. You could set key content to show the corresponding English name for each object on-screen when the key is pressed.

In addition, the Make Overlay feature installed with *Overlay Maker 3* enables you to create an overlay file from any open *IntelliTools Classroom Suite* document.

In some instances, it may be useful to edit an overlay. For example, you might want to delete some keys that a student could find distracting, reposition some keys to make them easier to press, or change the color of a key to make it easier to see. *Overlay Maker 3* enables you to edit an overlay that is already attached to a document, or to edit an overlay that has not yet been attached to a document (perhaps one that another teacher has already designed).



IntelliKeys with printed overlays



Tip

For more detailed instructions about using IntelliKeys Classic or IntelliKeys USB, review your IntelliKeys User's Guide.



Tip

For more information about creating and editing overlays, refer to chapter 10.

Overlay Files, Attached Overlays, Sending Overlays, and Printed Overlays

Here is some general information about four terms you will encounter throughout this User's Guide: overlay files, attached overlays, sending overlays, and printed overlays.

Overlay Files

Very simply, an overlay file is information that describes interactive parts of a document. These parts are represented by keys. The overlay file is sent to IntelliKeys so its touch sensitive surface works correctly with that document. Most overlay files also contain graphic information used for the printed version of the overlay. You can create and edit overlay files from any open document using *Overlay Maker 3*.

Attached Overlays

When an overlay file is associated with an *IntelliTools Classroom Suite* document, it is said to be “attached” to the document. It is referred to as the “attached overlay.” More than one overlay can be attached to a document to meet the varying needs of a single student or of students sharing an IntelliKeys. *Overlay Maker 3* does not attach overlays. However, you can choose which overlay to attach to a document using the *IntelliTools Classroom Suite* Attach Overlay feature. Only one attached overlay can be active at a given time.

Sending Overlays

Sending an overlay refers to moving an overlay file from a computer to an IntelliKeys. To make it easy for IntelliKeys users, IntelliTools' curriculum authoring tools such as *Classroom Suite* can automatically send an attached overlay file to IntelliKeys. *IntelliTools Classroom Suite* users can also attach and send files manually. When working with other programs, you send unattached overlay files to IntelliKeys using an *Overlay Maker 3* menu command or *Overlay Sender* (a program installed with *Overlay Maker 3*).

It is possible to save an overlay as “send-only” file. Send-Only files are overlay files that contain information needed by an IntelliKeys, but don't contain the information that would enable them to be displayed on-screen (for editing) or printed. Therefore, they can only be sent.

Printed Overlays

Along with an attached overlay sent to IntelliKeys, you need a corresponding printed sheet of paper (or plastic) to place over the touch sensitive surface of the IntelliKeys. This printed version of an overlay file is generally referred to as the “overlay.”

An overlay can show some or all of the options a student sees on-screen. User options are presented as printed keys (like keys on a keyboard). Pressing the key on the overlay initiates the desired action on-screen. *Overlay Maker 3* enables you to print an overlay from any overlay file using a standard computer printer.

Overlay Maker 3 includes four doublesided, preprinted overlays and a collection of overlay files that can be modified and/or printed. Additional preprinted overlays designed for *IntelliTools Classroom Suite* activities and multipurpose use are available from IntelliTools.



The term “overlay” is frequently used to describe both the electronic file and the corresponding printed overlay.

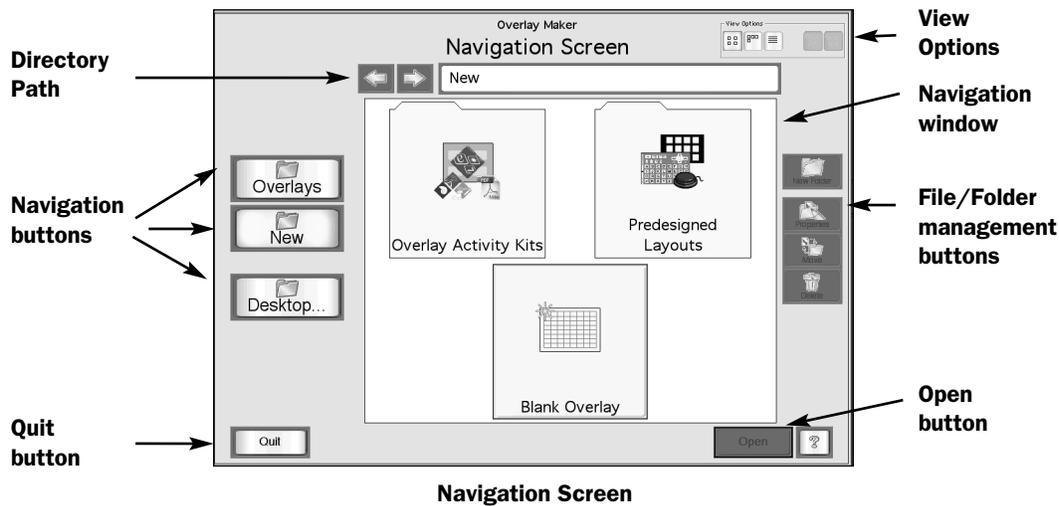


For more information about using *Overlay Maker* with *IntelliTools Classroom Suite*, refer to chapter 11.

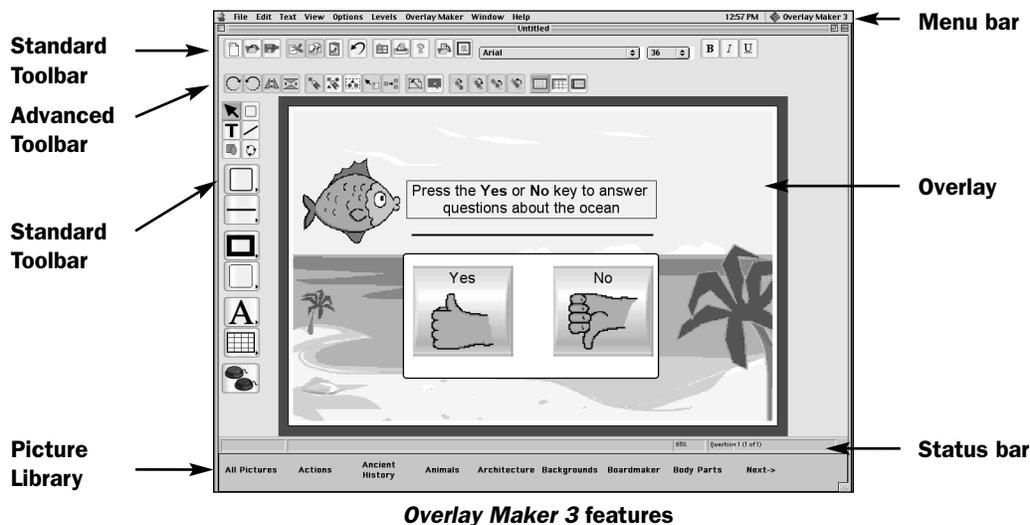
Working with *Overlay Maker 3*

After you launch *Overlay Maker 3*, the Navigation Screen displays. The Navigation Screen options enable you to select and open a variety of new overlays and overlays that you have saved. Using Navigation Screen options, you can also navigate to your desktop, manage files and folders, choose how folders and files show, and quit the program.

 For more information about using the Navigation Screen, refer to chapter 4.



Once you select and open an overlay, the overlay displays in the *Overlay Maker 3* main program window. The window contains the *Overlay Maker 3* Menu bar, two Standard Toolbars (one horizontal and one vertical), and the overlay (displayed in one of three views). In addition, you can choose to show the Advanced Toolbar, the Status Bar, and the Picture Library (displayed as a toolbar).



 For more information about working with menus and toolbars, refer to chapter 6.

 For more information about working with the Status bar, refer to chapter 6.

 In previous versions of *Overlay Maker*

documentation, text in text boxes, pictures, lines, and frames were referred to as free text, free pictures, free lines, and free shapes.

 For more information about working with keys, refer to chapter 8.

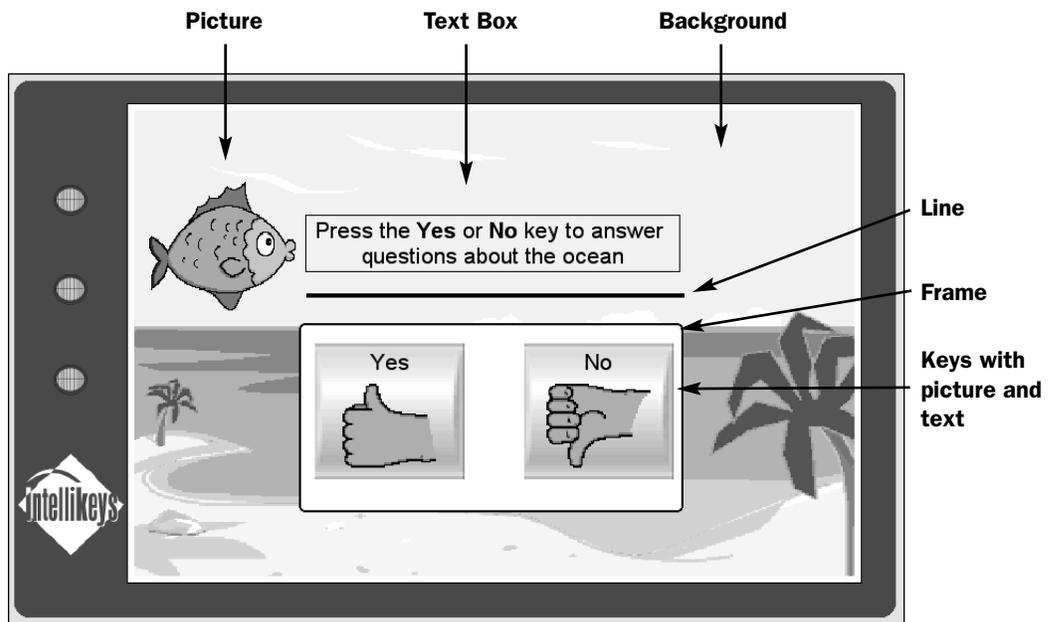
 For more information about working with text boxes, pictures, lines, frames, and backgrounds, refer to chapter 9.

 For more information about working with multilevel overlays, refer to chapter 12.

Parts of an Overlay

An *Overlay Maker 3* overlay can include:

- **Keys** – Keys are the interactive parts of an overlay. You can determine a key's function. To identify it on a printed overlay, you can add a picture or text to a key and also choose a key's appearance (size, shape, color, etc).
- **Text Boxes** – Text Boxes are used to display text such as instructions, captions, titles, etc. You can choose the font, size, color and style of text in text boxes.
- **Pictures** – Pictures from the *Overlay Maker 3* Picture Library or from your own sources can be added to an overlay for illustrative or decorative purposes.
- **Lines** – Lines of various thickness and color can be drawn on the overlay.
- **Frames** – Various shaped frames can be drawn around groups of related keys to make them easier to identify or framed shapes can be added for decorative purposes.
- **A background** – You can add a background to an overlay to illustrate or decorate it. You can use a supplied background picture, color, or pattern or design your own background.
- **Levels** – An overlay can contain up to 15 levels. Each level in a multilevel overlay is analogous to a page in a document—you can view, work with, and send individual levels (i.e., pages) to IntelliKeys, though all the various levels belong to a single overlay file (i.e., document).



An overlay on an IntelliKeys

Using *Overlay Maker 3* with *IntelliTools Classroom Suite*

IntelliTools Classroom Suite is designed to provide one set of cross-curricular classroom tools that steps up with students—from kindergarten through middle school. Powerful yet easy-to-use, it delivers curriculum, creativity, and accountability in one extremely flexible program.

Using *IntelliKeys* and overlays is an ideal solution for students who have difficulty accessing *IntelliTools Classroom Suite* using a standard mouse or a standard keyboard. The program includes a selection of overlays designed for popular *IntelliTools Classroom Suite* activities. Using *Overlay Maker 3*, you can easily make your own overlays from any *IntelliTools Classroom Suite* document (for instance, you might have designed a new classroom activity and want to create a corresponding overlay).

Once installed on your system, *Overlay Maker 3* launches automatically when you select Make Overlay from the *IntelliTools Classroom Suite* *IntelliKeys* menu options. The Make Overlay feature enables you to create an overlay file based on the open document. You can also print the file.

In addition, overlays made from *IntelliTools Classroom Suite* documents can be saved as DynaVox-compatible files so DynaVox users can work with *IntelliTools Classroom Suite* activities.

Using *Overlay Maker 3* with Other *IntelliTools* Programs

Using *Overlay Maker 3*, you can open, send, and print overlays created for previous versions of *IntelliTools Classroom Suite* tools. However, you cannot use the new Make Overlay feature to create overlays from previous program versions, as it is designed to work only with *IntelliTools Classroom Suite*. To take full advantage of all the *Overlay Maker 3* features, it is recommended that you install and use *IntelliTools Classroom Suite* in your classroom.

Using *Overlay Maker 3* with Other Software

IntelliKeys Classic and *IntelliKeys USB* ship with a set of Standard overlays that provide *IntelliKeys* users access to a variety of software programs, including educational activities, word processing programs, calculators, spread sheets, Internet browsers, etc.

Using *Overlay Maker 3*, you can easily modify these Standard overlays or make new ones. Overlays can be customized for the needs of individual *IntelliKeys* users, or groups of users.

Setting *IntelliKeys* Switch Content

IntelliKeys has two built-in, programmable switch ports allowing the *IntelliKeys* to be used as a switch interface. Many commonly used switches can be plugged into these jacks. In addition, the keyboard itself can behave as a switch. Using *Overlay Maker 3*, you can set the switch content to best suit the needs of any *IntelliKeys* user.



For more information about using *Overlay Maker 3* with *IntelliTools Classroom Suite*, refer to chapter 11.



02: Getting Started

System Requirements



If *IntelliTools Classroom Suite* is not already installed on your system, the *Overlay Maker 3* installation procedure automatically installs *IntelliTools Classroom Suite* Player, in addition to *Overlay Maker 3*. See Hard Drive Space requirements.

Windows Minimum System Requirements

Operating System:	Win 98, ME, 2000, XP, Vista
RAM:	Win 98, ME – 64MB Win 2000, XP – 128MB; Vista - 1GB
Hard Drive Space:	150MB – if <i>IntelliTools Classroom Suite</i> is already installed 310MB – if <i>IntelliTools Classroom Suite</i> is not already installed
Processor:	Pentium 233MHz
Display:	16 bit hi colors 800 x 600
CD-ROM:	Required
Sound Card:	No
IntelliKeys:	Required
Mouse Accessible:	Yes
Switch Accessible:	NA
Runs from CD:	No

Macintosh Minimum System Requirements

Operating System:	OS 8.6, 9.x, 10.1 or higher
RAM:	32MB available
Hard Drive Space:	150MB – if <i>IntelliTools Classroom Suite</i> is already installed 310MB – if <i>IntelliTools Classroom Suite</i> is not already installed
Computer:	iMac/G3 333MHz
Display:	Thousands of colors 800 x 600
CD-ROM:	Required
Sound Card:	No
IntelliKeys:	Required
Mouse Accessible:	Yes
Switch Accessible:	NA
Runs from CD:	No

Installing *Overlay Maker 3*

On a Windows computer:

1. Insert the *Overlay Maker 3* CD into the CD-ROM drive. The program installation starts automatically.*
2. Follow the installation instructions that appear on-screen.

* 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 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 2.

On a Macintosh computer:

1. Insert the *Overlay Maker 3* CD into the CD-ROM drive. A CD-ROM icon appears on the desktop along with an open window labeled *Overlay Maker 3* CD.
2. Double-click the installer icon in the open window. The program installation starts automatically.
3. Click Continue and follow the on-screen instructions.



Begin installation



Installation in progress

Important Installation Information

- If *IntelliTools Classroom Suite* is not already installed on your system, you will not be able to access the Overlay Activity Kits.
- The *Overlay Maker 3* installation procedure automatically installs files into the IntelliTools Classroom Suite program folder. You can access these files using *Overlay Maker 3* (by clicking a shortcut icon displayed in the *Overlay Maker 3* Navigation window) or by using *IntelliTools Classroom Suite* program navigation features.

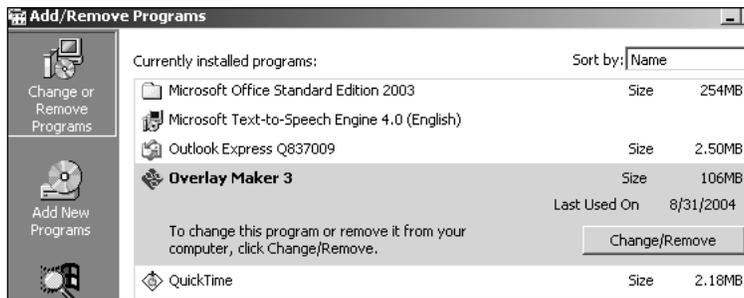


Note After installing *Overlay Maker 3*, all overlay file icons, including those created using previous versions of *Overlay Maker*, will have the new *Overlay Maker 3* look. However, until an overlay file is saved using *Overlay Maker 3*, the older overlay files can still be opened using previous versions of *Overlay Maker*.

Uninstalling *Overlay Maker 3*

From a Windows computer:

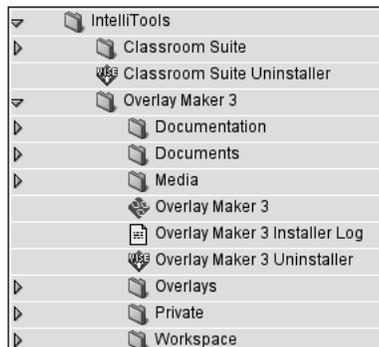
1. Select Settings\Control Panel from the Start menu.
2. Click Add/Remove Programs.
3. Select *Overlay Maker 3*.
4. Click Change/Remove. A Select Uninstall dialog box appears.
5. Click Uninstall. Files saved to the My Overlays folder after *Overlay Maker 3* was installed will not be deleted.



***Overlay Maker 3* Uninstaller
(Windows)**

From a Macintosh computer:

1. Locate and launch (i.e., double-click) the *Overlay Maker 3* Uninstaller (Applications, IntelliTools, *Overlay Maker 3*).
2. Click Continue. A dialog box appears asking you to verify that the folder to be deleted is the *Overlay Maker 3* folder.
3. Click OK to delete the installed contents of the *Overlay Maker 3* folder (Files saved to the Overlays folder after *Overlay Maker 3* was installed will not be deleted.)



***Overlay Maker 3* Uninstaller
in *Overlay Maker 3* folder
(Macintosh)**

Launching *Overlay Maker 3*

Windows users:

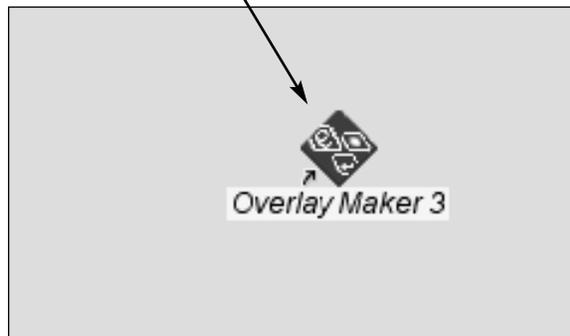
1. From the Start menu, select Programs, IntelliTools Software, *Overlay Maker 3*, *Overlay Maker 3*.
2. Click the *Overlay Maker 3* icon.



The program opens to the *Overlay Maker 3* Navigation Screen.

Macintosh users:

Double-click the *Overlay Maker 3* icon located on your desktop.



The program opens to the *Overlay Maker 3* Navigation Screen.

03: Beginners Tutorial – Creating an Overlay

Introduction

Overlay Maker 3 is a simple, easy-to-use program that enables you to create your own custom overlays for IntelliKeys users. Using *Overlay Maker 3*, you can design overlays to provide access to the computer for people with various skill levels and/or disabilities.

For instance, beginning readers and writers can benefit by using simple overlays that include keys with pictures and text. For people with physical limitations, the keys can be sized to suit their needs. Background and text color can be chosen to accommodate visual and processing difficulties. The possibilities for creating custom overlays are endless!

About this Tutorial

Using this tutorial you will learn how to make a custom overlay by creating keys on the overlay, adding text labels to keys, 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 Writing mode in *Classroom Suite*. Finally, you will send your finished custom overlay to IntelliKeys and use it with Writing mode (or other word processing programs).



For assistance with program features, select Help from the Help menu or click a ? button.

Tip

Part 1: Launching *Overlay Maker 3*

To begin this tutorial, if it is not already launched, launch *Overlay Maker 3*.

Windows users:

From the Start Menu, select Programs, IntelliTools Software, *Overlay Maker 3*, *Overlay Maker 3*.

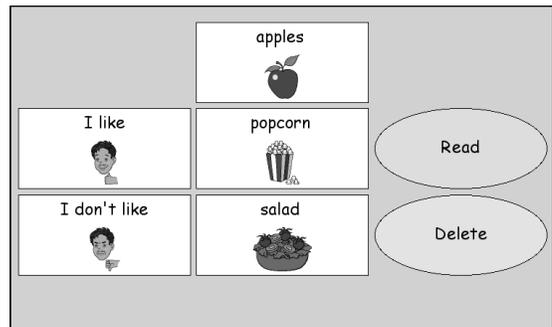
Macintosh users:

Double-click the *Overlay Maker 3* icon located on your desktop.

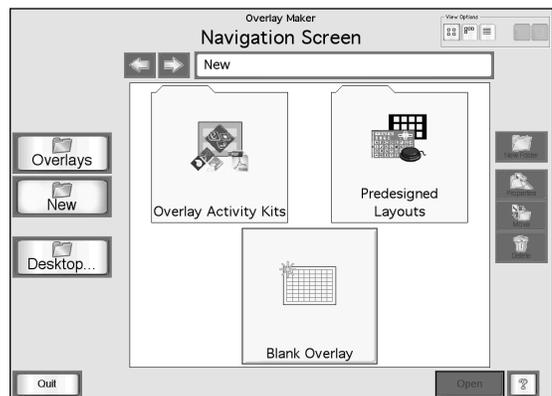
Part 2: Exploring the New Folder

After launching, the *Overlay Maker 3* Navigation Screen shows with the contents of the New folder displayed in the navigation window (the area in the center of the screen). Notice that the New folder contains two folders (*Overlay Activity Kits* and *Predefined Layouts*) and a *Blank Overlay*.

1. Click the *Overlay Activity Kits* folder to open it. The four subfolders (*Braille Access*, *Language Arts*, *Math*, and *Off-Computer Activities*) contain *Overlay Activity Kits*. Each kit contains:
 - *Overlay Maker 3* overlays
 - A step by step tutorial (as a PDF file)



After completing this tutorial, your overlay will look similar to this



Navigation Screen showing contents of New folder

- Shortcuts (links) to *IntelliTools Classroom Suite* sample activities.
 - Authoring templates designed to help you create additional activities quickly and easily.
2. Notice that the directory path at the top of the screen shows you are looking at the Overlay Activity Kits subfolder within the New folder. Click the Back button (the left-pointing blue arrow on the left side of the directory path) to return to the New folder.
 3. Click the Predesigned Layouts folder to open it. The four subfolders in the Predesigned Layouts folder contain alternative keyboard layouts for use with any software program, including *IntelliTools Classroom Suite*.
 4. Click the Back button to return to the New folder.
 5. Click Blank Overlay to open a new overlay. In the next part of this tutorial, you will learn how to use a blank (untitled) overlay to create a new overlay for an IntelliKeys user.

What you've learned: How to find Overlay Activity kits, predesigned layouts, and a blank overlay.

Part 3: Saving and Naming an Overlay

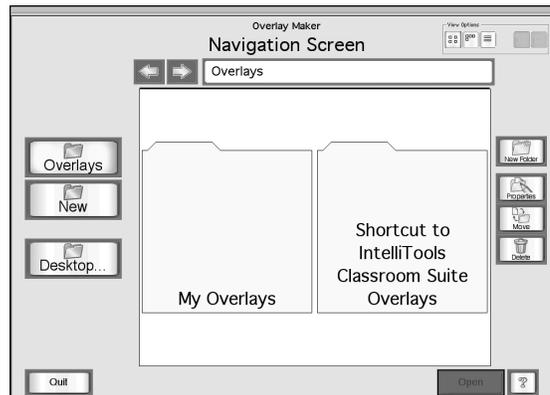
It is a good habit to immediately save and name a blank, untitled overlay. All overlays are saved in the Overlays folder.

1. Click the Save button on the Standard Toolbar. The Save As dialog box displays.
2. Name the overlay **Writing Sentences**.
3. You can choose to save your overlay in the My Overlays subfolder or save it in the *IntelliTools Classroom Suite* Overlays subfolder. For this tutorial, you will save the overlay in the My Overlays subfolder:
 - a. Select the My Overlays subfolder.
 - b. Click Save. The Writing Sentences overlay will be stored in the selected folder.

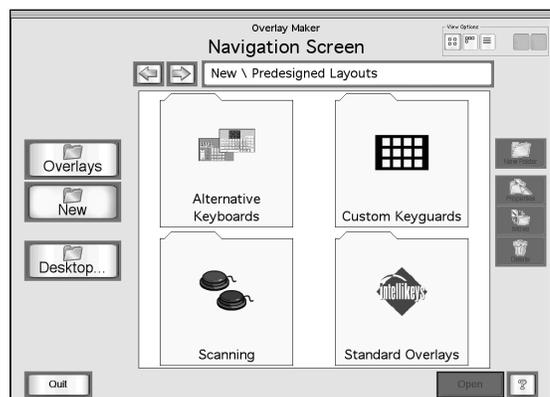


Tip While you are making an overlay, save your work regularly!

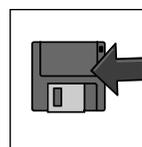
What you've learned: How to save an overlay in the Overlays folder.



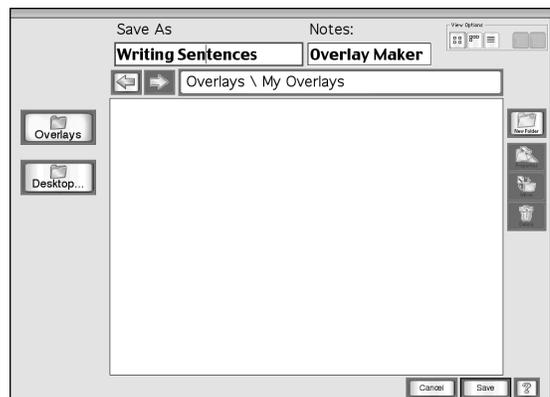
Navigation Screen showing contents of Overlays folder



Navigation Screen showing contents of Predesigned Layouts folder



Save button



Naming an overlay using the Save As dialog box (with My Overlays folder selected)

Part 4: Creating, Copying, and Pasting Keys on an Overlay

Now let's add some keys to the overlay. To save time, you will first create a single key on the overlay and then copy and paste it to include additional keys on the overlay.

1. Select the Key Tool (the button on the upper right corner of the vertical Standard Toolbar).



Tools can also be selected from the Overlay Maker menu.

Tip

2. Position your pointer on the overlay where you want a corner of the new key to be.
3. Press the mouse button and drag your cursor diagonally to “draw” a rectangular key approximately 6 grid squares tall x 8 grid squares wide in size. You have just created a new key!

Notice the black resizing handles on the new key—this indicates the key is selected. Using the Key Tool or the Select Tool, you can resize a key by grabbing and dragging a resizing handle.



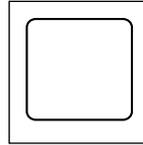
You can show or hide the grid by selecting or deselecting the Grid Lines option from the View menu.

Tip

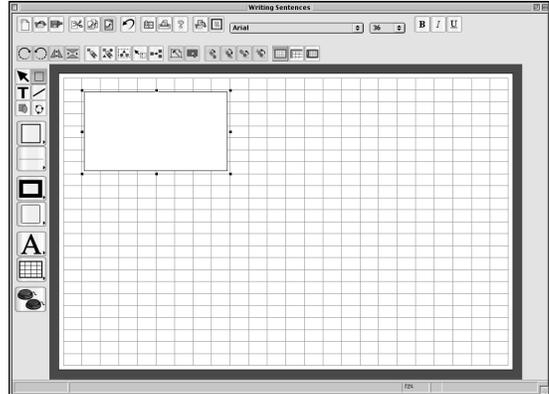
4. From the horizontal Standard Toolbar, click the Copy button to copy the new key to your clipboard.
 5. From the same Standard Toolbar, click the Paste button to paste the duplicate key on the overlay.
- Notice that *Overlay Maker 3* will not allow keys to overlap.
6. Repeat step 5 five more times to paste a total of seven keys on the overlay.
 7. Select and drag the keys so that they are positioned in three columns arranged in a 2-3-2 pattern:

- Two keys are in the left column.
- Three keys are in the middle column.
- Two keys are in the right column.

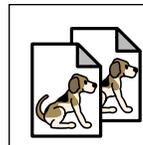
What you've learned: How to create keys using the Key Tool.



Key Tool button



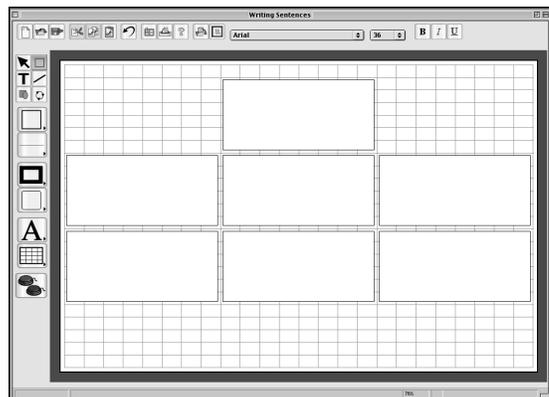
A single key created on the overlay



Copy button



Paste button



Keys arranged in a 2-3-2 pattern

Part 5: Adding Text Labels to Keys

Typically, each key on an overlay will have a text label to identify the key to the IntelliKeys user. It is possible to enter text and then set text properties (i.e., font, size, style, and color) for each selected key. To save time, before you type each label, you can set text properties for all the keys on an overlay at once.

1. Click the Select Tool (the button on the upper left corner of the vertical Standard Toolbar).
2. To select all the keys on the overlay, press the mouse button and drag your cursor from the top left-hand corner of the overlay to the bottom right. All keys should be selected.

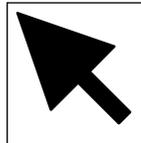
Or, if you prefer to use a menu command, from the Edit menu, choose Select All.

3. From the Font Name drop-down menu on the toolbar at the top of the screen, select a font. (Many students like Comic Sans.)
4. From the Font Size drop-down list, select a size.
5. Click the Text Tool (another button on the vertical Standard Toolbar).

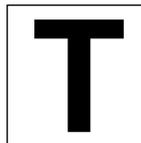
 **Note** When typing entries in steps 6, 7, and 8, do not include periods. You will add punctuation in a later step.

6. Add text labels to the keys in the leftmost column:
 - a. Click inside the key in the top left-hand corner of the overlay. Type **I like**.
 - b. Click inside the key in the lower left-hand corner of the overlay. Type **I don't like**.
7. Add text labels to the keys in the center column:
 - a. Click inside the upper key. Type **apples**.
 - b. Click inside the middle key. Type **popcorn**.
 - c. Click inside the lower key. Type **salad**.
8. Add text labels to the keys in the rightmost column:
 - a. Click inside the key in the top right-hand corner of the overlay. Type **Read**.
 - b. Click inside the key in the lower right-hand corner of the overlay. Type **Delete**.

What you've learned: How to select a font and size. How to type text in keys to create a text label.



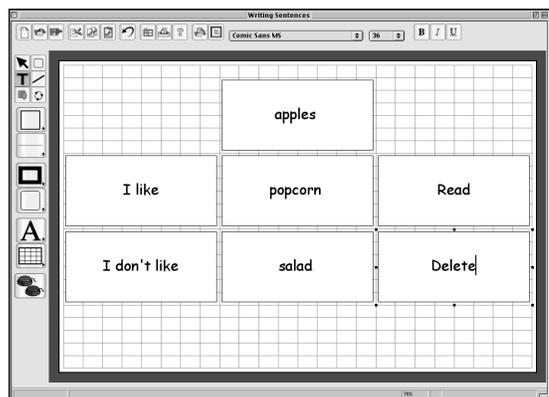
Select Tool button



Text Tool button



Adding text to keys



Text added to all keys

Part 6: Adding Pictures to Keys

Many IntelliKeys users respond better to pictures than text (for instance, some students use graphics to help decode words). The next steps teach you how to access the *Overlay Maker 3* Picture Library to access hundreds of graphics that you can add to keys.

1. To add a picture to the “I like” key:
 - a. Click the Select Tool and click the “I like” key (to select the key).
 - b. Click the Picture Library button on the Standard Toolbar. The Picture Library dialog box displays.
 - c. Notice the Picture Library includes a search function (at the bottom left of this dialog box) that can help you find a desired picture.

Select the Begin with option. Type **Yes** to show a selection of Yes-related pictures.
 - d. Select the picture of the boy’s face giving a thumbs up. Click Insert. The picture inserts into the selected key (i.e., the I like key).

Notice that the picture is inserted below the text. This strategy ensures that when a student goes to select the key, their hand does not obscure the text.

2. Repeat the procedure used in step 1 to add a No-related picture from the Picture Library to the “I don’t like” key. Insert the picture of the boy giving the thumbs down.
3. Repeat the procedure used in step 1 to add apple, popcorn, and salad pictures to the “apples,” “popcorn,” and “salad” keys. If there is a choice of similar pictures, select one.



Selecting a category in the Picture Library dialog box can also help you find a desired picture.

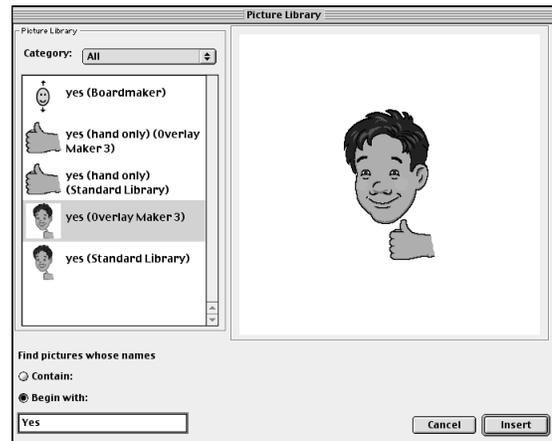


If you have the Boardmaker 5 program (or a more recent version) installed on your computer, you can search for and insert pictures from your Boardmaker PCS library using the Picture Library dialog box.



To position a text below a picture on a selected key: Select the Text Below Picture option from the Overlay Maker menu.

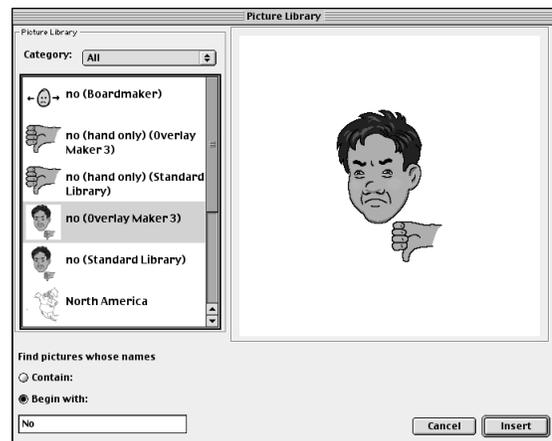
What you’ve learned: How to add pictures to keys.



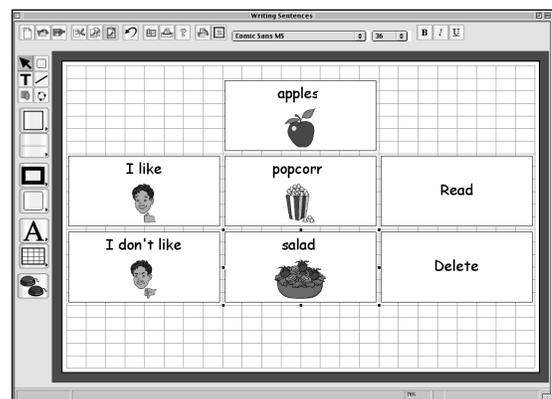
A Yes picture selected from the Picture Library



Note The Picture Library will include a Boardmaker button if Boardmaker 5 has been installed



A No picture selected from the Picture Library



Pictures added to keys

Part 7: Changing the Shape and the Fill Color of Keys

Changing the shape and color of keys can help a student visually discriminate between key functions. Using the next steps you will change the shape and fill color of the Read and Delete keys.

1. Click the Select Tool. Click the “Read” key.
2. Click the Shape button on the vertical Standard Toolbar to display a pull out menu of shapes. Select the circle. The shape of the Read key will change from a rectangle to a circle.
3. Click the Fill Color button on the vertical Standard Toolbar to display a pull out menu of colors and patterns. Select a color for the “Read” key.
4. Repeat steps 2 and 3 to change the shape and color of the “Delete” key.

What you’ve learned: How to change the shape and the fill color of a key.

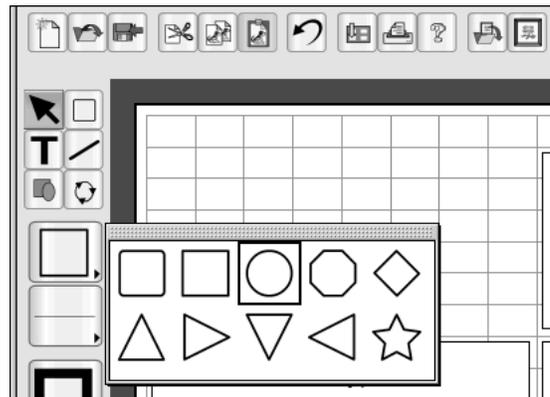
Part 8: Modifying Key Content

Key content is what a key does (i.e., what happens on-screen) when the IntelliKeys user presses the key on a printed overlay. *Overlay Maker 3*’s default key content is Same As Text Label. This means that when an IntelliKeys user presses that key, the text on the key (i.e., the text label) shows on-screen.

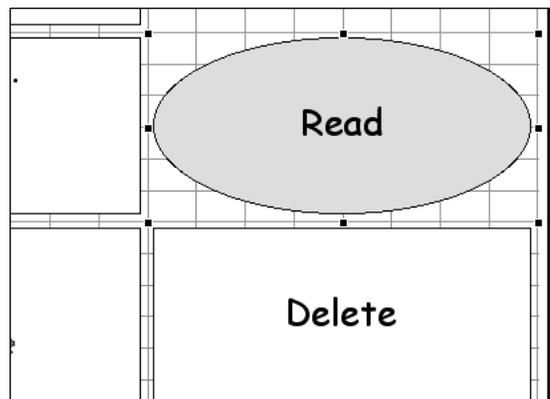
In this part of the tutorial, you will learn how to modify the default key content so it puts more than just the key’s text label on-screen.

To correctly format the beginning of the sentences the IntelliKeys user will write:

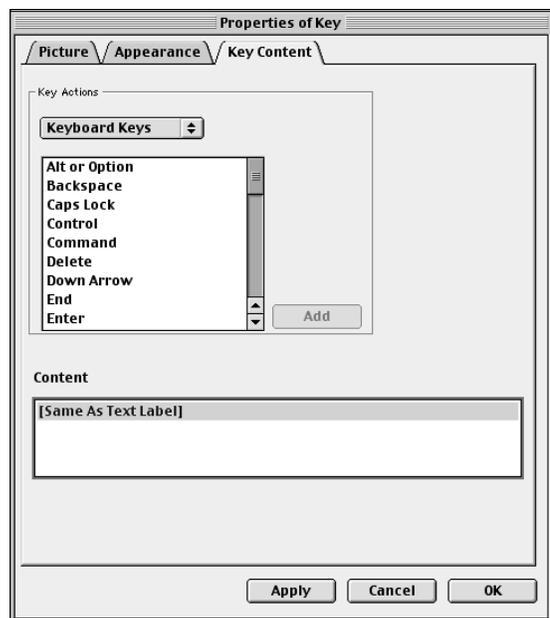
1. Double-click the “I like” key to select it and display its Properties of Key dialog box. Using this Properties dialog box, you can edit all the properties of this key.
2. Click the Key Content tab. Notice that the key content is [Same As Text Label]. We will leave that command, because we want the key to type the text label (i.e., the words **I like**) on-screen.
3. To write a sentence correctly, we need to also type a blank space after the phrase **I like**:
 - a. Insert your cursor directly after the key content [Same As Text Label.]



Shape choices



Selected key with new shape and new fill color



Key Content tab in Properties of Key dialog box



Tip If you accidentally delete the action Same As Text Label, you can add it back in by selecting Other from the Key Actions drop-down list. Click Same As Text Label and click Add.

- b. From the Key Actions drop-down list, select Keyboard Keys. This shows a list of keyboard commands used for typing. Scroll down the list and select Space.
 - c. Click the Add button to insert this key content after the default key content.
 - d. Click OK to close the Properties of Key dialog box.
4. Repeat steps 1–3 to add a space after the default key content for the “I don’t like” key.

To correctly format the end of the sentences the IntelliKeys user will write:

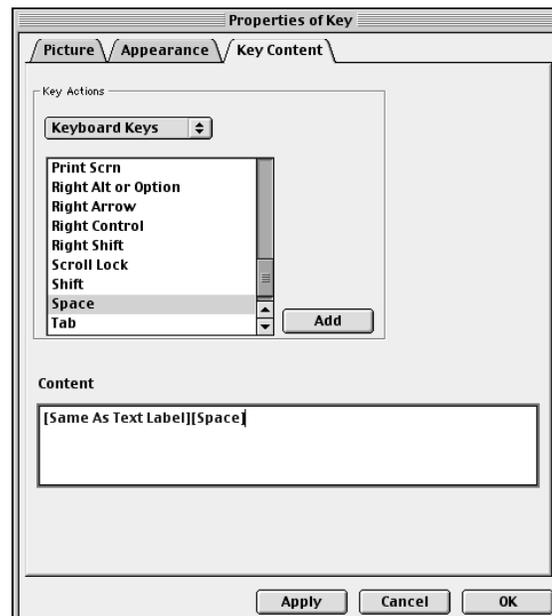
- a. Double-click the apples key to select it and display its Properties of Key dialog box.
 - b. Click the Key Content tab. Notice that the content is [Same As Text Label]. We will leave that command, because we want the key to type the word **apples** on-screen.
5. To write a sentence correctly, we need to also type a period and two returns after the word **apples** (so that when a child is working in a word processing program they see a clear delineation between sentences):
- a. Insert your cursor directly after [Same As Text Label].
 - b. Type . (a period).
 - c. From the Key Actions drop-down list, select Keyboard Keys. Scroll down the list and select Enter.
 - d. Click the Add button twice to add two Enter/Return commands to the key content.



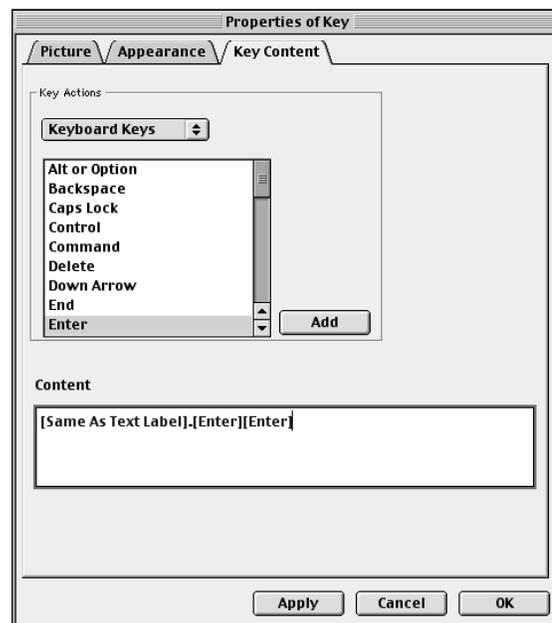
Note [Enter] performs the same function as Enter (Windows) or Return (Macintosh).

6. Repeat step 5 to modify the key content for the “popcorn” and “salad” keys.

What you’ve learned: How to a modify the default key content.



So that the sentence types correctly on-screen, it is necessary to add a [Space] to the key content

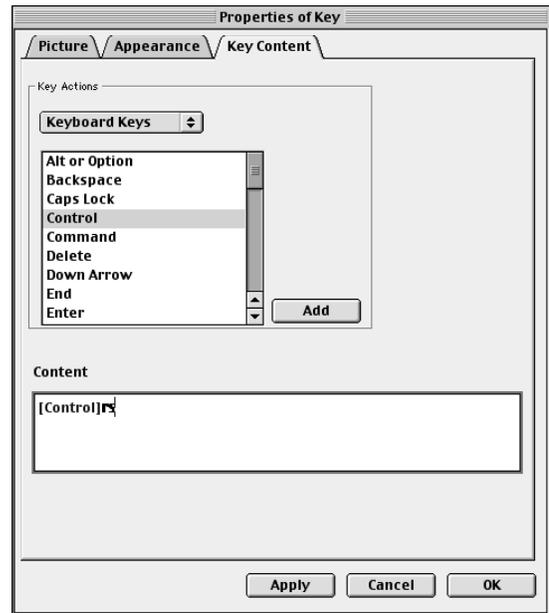


So that the sentence types correctly on-screen, it is necessary to add a period (.) and [Enter][Enter] to the key content

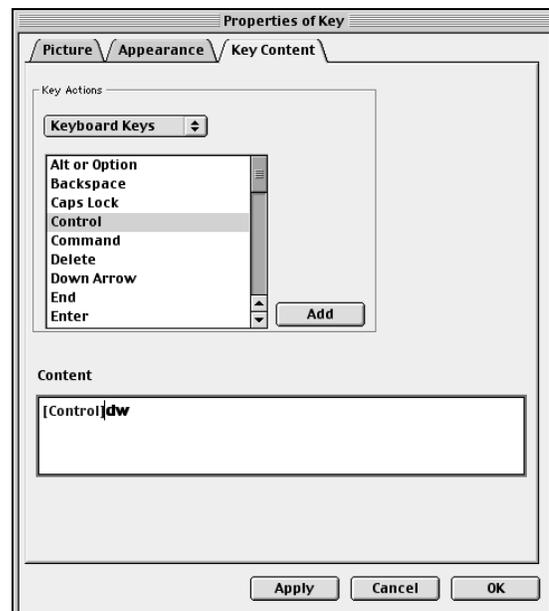
Part 9: Customizing Key Content for a Word Processing Activity

When using the Writing Sentence overlay with a talking word processing program (e.g., *Classroom Suite* Writing mode) it is helpful to provide the IntelliKeys user with keys that do more than type on-screen:

1. Set the “Read” key to read the sentence the student just wrote. (This provides important auditory feedback so that a beginning reader or writer has an opportunity to self-correct his or her work.)
 - a. Double-click the “Read” key to display its Properties dialog box. Select the Key Content tab. Delete the [Same As Text Label] action in the Content box.
 - b. Select Control (Windows) or Command (Macintosh) from the Keyboard Keys list. Click Add.
 - c. Insert your cursor after [Control] or [Command] and type **rs**.
[Ctrl]+rs and [Command]+rs are the Writing mode keyboard shortcuts used for reading a sentence.
 - d. Select OK to close the Properties dialog box.
2. Set the “Delete” key to delete a whole word at a time. (This makes it easier for a student with physical challenges to delete mistakes.)
 - a. Double-click on the “Delete” key. Select the Key Content tab. Delete the [Same As Text Label] action in the Content box.
 - b. Select Control (Windows) or Command (Macintosh) from the Keyboard Keys list. Click Add.
 - c. Insert your cursor after [Control] or [Command] and type **dw**. [Ctrl]+dw and [Command]+dw are the Writing mode keyboard shortcuts used to delete a word.
3. Some IntelliKeys users have difficulty quickly lifting their finger off a key, and as a result, the key stays selected. In the case of the “Delete” key, this could be problematic—the student may accidentally delete an entire sentence. In this step you will add Non-Repeating to the content of the



Replacing the default key content for the Read key with Read Sentence action



Replacing the default key content for the delete key with Delete Word action

“Delete key.” Non-Repeating stops a key action after the initial press.

- a. From the Key Actions drop-down list, select Other.
- b. Select Non Repeating. Click Add.
- c. Select OK to close the Properties dialog box.

What you’ve learned: How to change the key content to match commands in a software program.

Part 10: Adding a Background Color to the Overlay

1. Click the Background Color button on the vertical Standard Toolbar to display a pull out menu of colors and patterns.
2. Select a color.
3. Select a pattern. Selecting a pattern along with a color, rather than a solid color, saves ink when printing the finished overlay using a color printer.

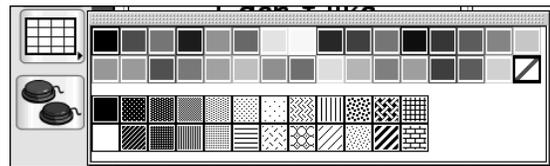
What you’ve learned: How to add a background color and pattern to an overlay.

You have completed the Writing Sentences overlay. If you haven’t already done so, save your work.

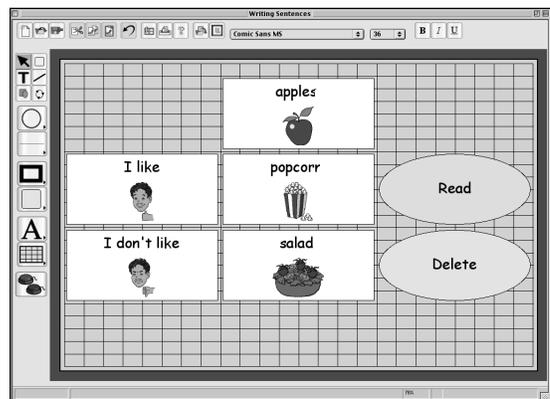
Part 11: Printing an Overlay

1. From the File menu, select Page Setup.
2. Select Legal for the Paper size and Landscape for the orientation.
3. Click OK to close the Page Setup dialog box.
4. Click the Print button on the Standard Toolbar. Check the settings in the print dialog box and print the overlay.
5. Trim the printed overlay along the cut lines so it is the correct size.
6. Place the printed overlay on an IntelliKeys.
7. Make sure your IntelliKeys is connected to your computer and functional.

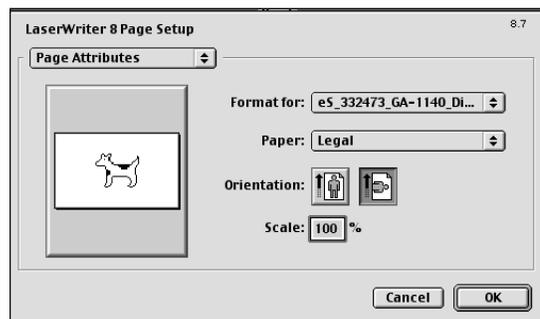
What you’ve learned: How to set printing options and print an overlay.



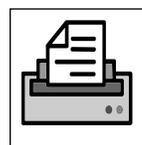
Background color and pattern choices



Background color added to overlay



A Page Setup dialog box (Macintosh)



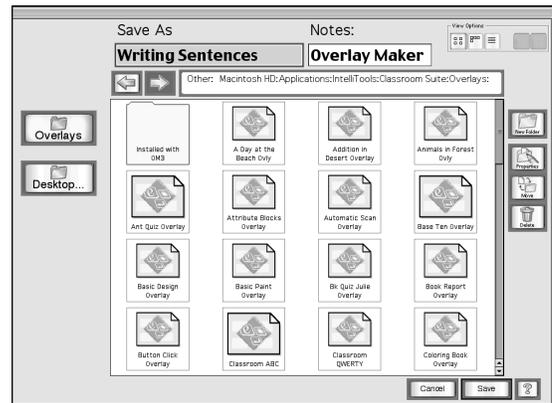
Print button

Part 12: Trying Your Overlay with Writing Mode

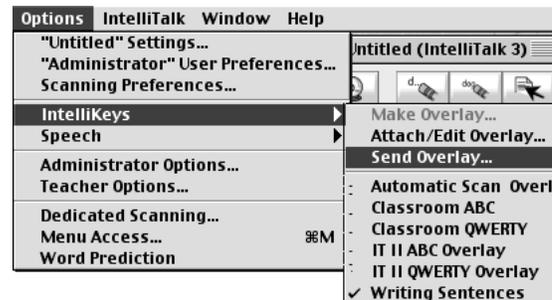
This overlay is intended to be used with a talking word processor, such as Classroom Suite's Writing mode.

1. So you can easily access the overlay when using it with Writing mode, save your overlay in the Classroom Suite Overlays folder:
 - a. From the File menu, select Save As. The Save As dialog box displays. (Click the blue Back button to show the contents of the main Overlays folder, if necessary.)
 - b. Click the Shortcut to Classroom Suite Overlays folder to open that folder.
 - c. Click Save to store your overlay in the Classroom Suite Overlays folder.
2. Minimize or hide the *Overlay Maker 3* window. Do not quit the program!
3. Launch *Classroom Suite*:
 - Windows user: From the Start Menu, select Programs, IntelliTools Software, Classroom Suite, Classroom Suite.
 - Macintosh user: Double-click the Classroom Suite icon on your desktop.
4. Sign-in as an administrator or as a teacher.
5. At the Home Screen, select and open the Creativity Tools folder. Select and open Writing Tools to display a new word processing document.
6. From the Options menu, select IntelliKeys.
7. Select Send Overlay.... The Open dialog box displays, showing a folder that contains overlay files.
8. Navigate to and open the Writing Sentences overlay you saved in step 1.
9. A message box displays, asking if you want to attach this overlay to the document. Click No. The Writing Sentences overlay is sent to IntelliKeys.
10. Build sentences by pressing keys on the overlay. Be sure to try the "Read" and "Delete" keys.

What you've learned: How to send an overlay using *Classroom Suite*.



Save As dialog box showing contents of IntelliTools Classroom Suite Overlays folder



Select Send Overlay... from the Classroom Suite Options menu



Selecting a saved overlay to send

Part 13: Using Your Overlay with Other Word Processors

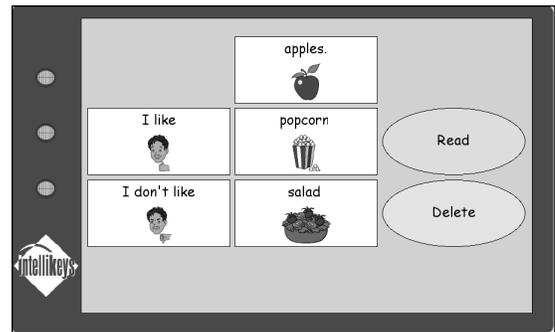
If you are using a word processor program other than *Classroom Suite*:

1. Place the printed Write Sentences overlay on IntelliKeys.
2. Make sure your IntelliKeys is connected to your computer and functional.
3. Using *Overlay Maker 3*, open the Writing Sentences overlay.
4. Click the Send Overlay button on the Standard Toolbar.
5. Launch your word processing program and try the overlay.

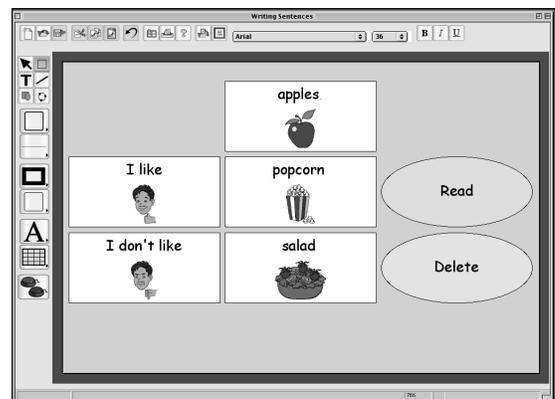
 **Note** The Read and Delete keys use key content for *Classroom Suite* and may not work the same with other programs.

Congratulations! You have successfully created an overlay using *Overlay Maker 3* and tried it.

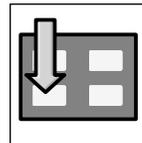
To learn more program features, try the Intermediate Tutorial – Modifying an Overlay.



Overlay placed on IntelliKeys



Finished Writing Sentences overlay



Send Overlay button

Notes:



03: Intermediate Tutorial – Modifying an Overlay

Introduction

Many predesigned overlays are installed with *Overlay Maker 3*. These overlays are designed to be used with Language Arts and Math activities. However, not all overlays meet the specific access needs of all students. This tutorial will teach you how to modify a predesigned overlay.

About This Tutorial

 It is recommended that you complete the Beginners Tutorial before beginning the Intermediate Tutorial.

For this tutorial, you will modify an overlay for an IntelliKeys user (e.g., a child learning to write sentences) who can access a limited number of keys (in this scenario, five keys). You have chosen the 9-hole Keyguard for Custom Overlays, as it works well for this student. You really like the Journal Writing activities but want to simplify the overlay so it is more appropriate for this student.

In the process of modifying the Journal Writing L1 overlay, you will learn how to delete unwanted keys, match key layout to a custom keyguard, modify the appearance of keys, modify the background, and view your overlay three different ways.

 For assistance with program features, select Help from the Help menu or click a ? button.

Part 1: Launching *Overlay Maker 3*

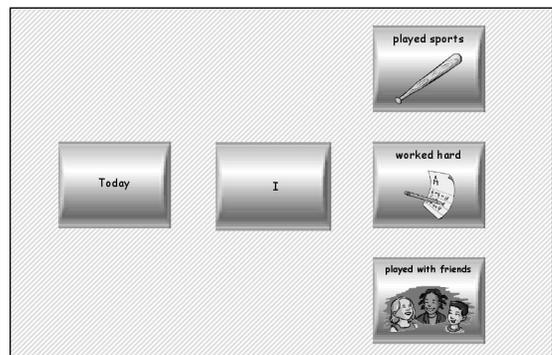
If it is not already launched, launch *Overlay Maker 3*.

Windows users:

From the Start Menu, select Programs, IntelliTools Software, *Overlay Maker 3*, *Overlay Maker 3*.

Macintosh users:

Double-click the *Overlay Maker 3* icon located on your desktop.



After completing this tutorial, your overlay will look similar to this

Part 2: Opening and Saving An Overlay Activity Kit Overlay

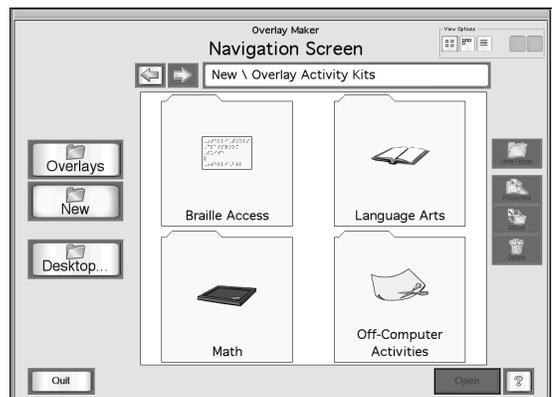
After launching, the Navigation Screen displays.

Notice the New button is selected and the contents of the New folder are displayed in the navigation window (the area in the center of the screen).

The New folder contains two folders (Overlay Activity Kits and Predesigned Layouts) and a Blank Overlay.

1. Click the Overlay Activity Kits folder to open it.

The four subfolders in the Overlay Activity Kits folder (Braille Access, Language Arts, Math, and Off-Computer Activities) contain Overlay Activity kits. Using these kits, you can easily make your own *IntelliTools Classroom Suite* activities and overlays.



Navigation Screen showing contents of Overlay Activity Kits folder

2. Select and open the Language Arts folder to see kits designed for this curriculum area.
3. Select and open the Journal Writing folder. This Overlay Activity kit contains:
 - A step by step tutorial (as a PDF file).
 - A shortcut (or link) that opens an *IntelliTools Classroom Suite* sample activity.
 - 4 *Overlay Maker 3* overlays that can be used with the sample activity.
 - 1 overlay template.
4. Select and open the Journal Writing L1 (Level 1) overlay. The overlay displays.
5. Click the Save button on the horizontal Standard Toolbar. The Save As dialog window displays.
6. Rename the overlay **9 Key Journal**.
7. Select the the My Overlays folder.
8. Click Save.

What you've learned: How to open one of the Overlay Activity Kit overlays and save it using a new name in the My Overlays folder.

Part 3: Previewing a Keyguard Mask

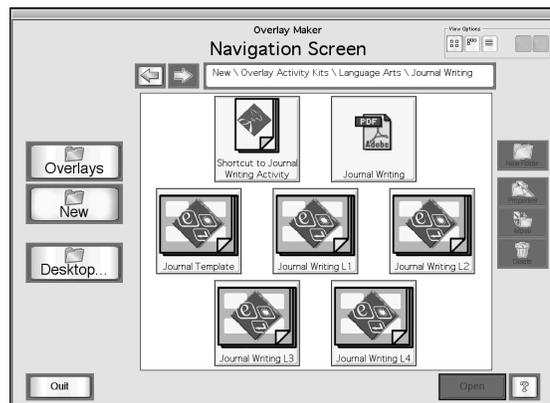
One of the features of *Overlay Maker 3* is the keyguard mask preview. This feature enables you to position keys on an overlay so the keys match one of the plastic snap-in Keyguards for Custom Overlays.

1. From the View menu, select Show Keyguard Mask.
2. Select 9 Holes. A Keyguard Mask shows on top of the 9 Key Journal overlay.
3. Notice the holes in this mask are arranged in a 3 by 3 layout.

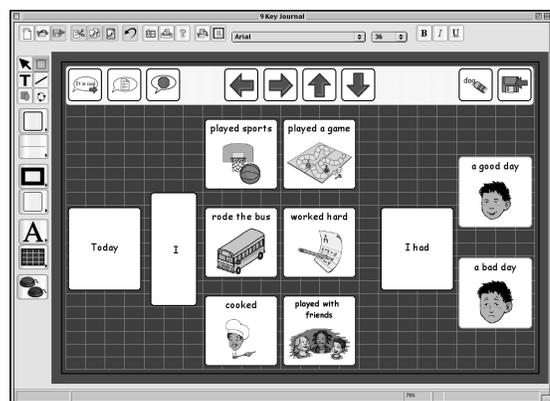
In the following parts of this tutorial, you will position five keys in this nine hole mask. Keys will be arranged in a 1-1-3 pattern—two keys in the left column and two keys in the middle column will remain empty.

Note Keyguards for Custom Overlays are sold by IntelliTools. Visit the IntelliTools Web site: www.intellitools.com for more details.

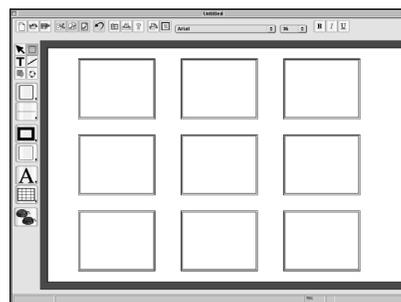
What you've learned: How to preview a keyguard mask on an overlay.



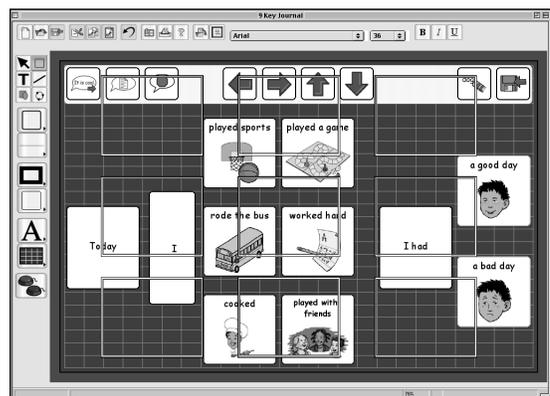
Journal Writing folder contents



Journal Writing L1 overlay saved as 9 Key Journal



9 Hole keyguard mask showing on a blank overlay



9 Hole keyguard mask showing on overlay

Part 4: Deleting Unnecessary Keys

Now you will modify the predesigned overlay so the student can use it to write one sentence only. You will keep keys that allow the student to write about what he/she did today. You will delete unnecessary keys.

Delete Procedure

1. Notice that by default, the Key Tool (on the vertical Standard Toolbar) is selected when you open *Overlay Maker 3*.



Tip

If you are not sure what a toolbar button does, hold your mouse over the button to see a tooltip.

2. Click the Select Tool button.
3. Select the the Read Sentence and Advance key on the top left corner of the overlay. It is labeled “It is cool.”
4. Press the Delete or Backspace key on your standard keyboard.
5. Use the delete procedure to remove all the “toolbar” keys on the top row of the overlay.



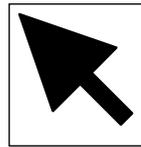
Tip

To select multiple keys using the Select Tool, press the mouse button and drag the Select Tool around all of the keys.

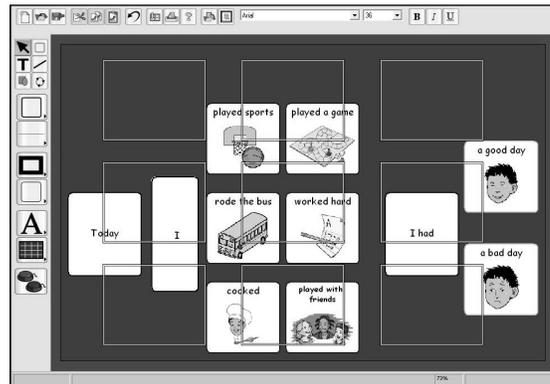
6. Using the Select Tool, click the rectangular frame that surrounded the top row of keys and delete it.
7. Use the delete procedure to remove the three keys on the right side of the overlay—the “I had,” “a good day,” and “a bad day” keys.
8. Use the delete procedure to remove three of the six keys that describe the day’s activity—the “played a game,” “rode the bus,” and “cooked” keys.

Keep the other three key choices—“played sports,” “worked hard,” and “played with friends”—so five keys remain on the overlay.

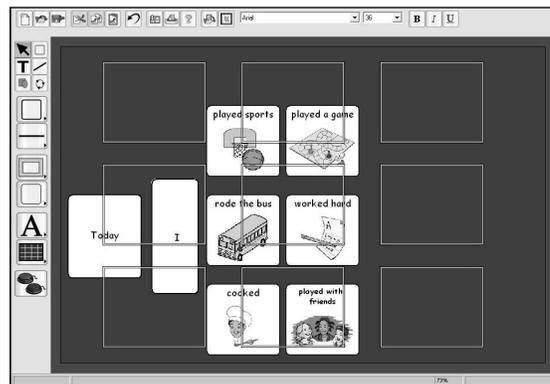
What you’ve learned: How to delete unwanted keys and a frame.



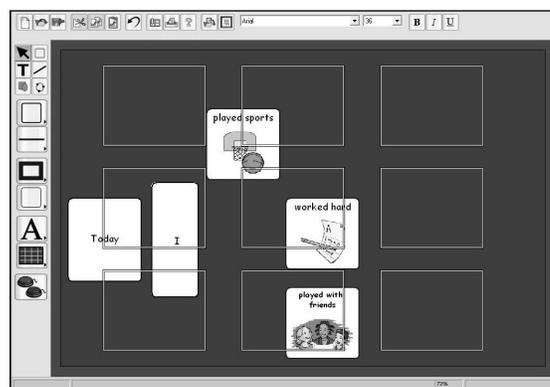
Select Tool button



Top row of “toolbar” keys on overlay deleted



More overlay keys deleted



Five keys remain on the overlay

Part 5: Repositioning and Resizing Keys to Fit the Keyguard Mask

1. Select the “played sports” key. Drag it into the upper hole of the mask’s righthand column.
2. Select the “worked hard” key. Drag it into the center hole of the mask’s righthand column.
3. Select the “played with friends” key. Drag it into the lower hole of the mask’s righthand column.
4. Select the “Today” key. Drag it into the center hole of the keyguard mask’s lefthand column.
5. Select the “I” key. Drag it into the center hole of the keyguard mask’s middle column.
6. To resize the keys to fit the holes in the mask:
 - a. Select a key. Notice the resizing handles (black squares on the border of the key).
 - b. Grab a resizing handle and drag the cursor in the direction of the arrows to make the key larger or smaller.
7. Using View menu options, hide the Grid Lines (uncheck) and the keyguard mask (select None).

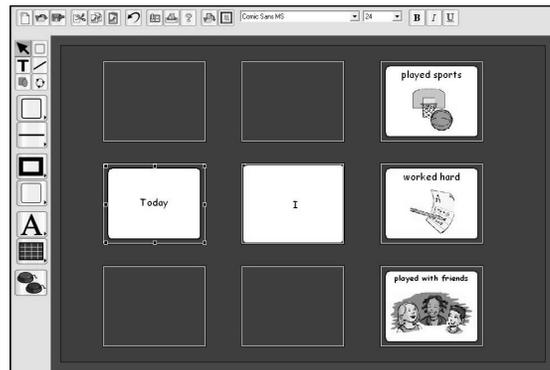
What you’ve learned: How to reposition keys to fit the keyguard mask.

Part 6: Modifying Key Appearance

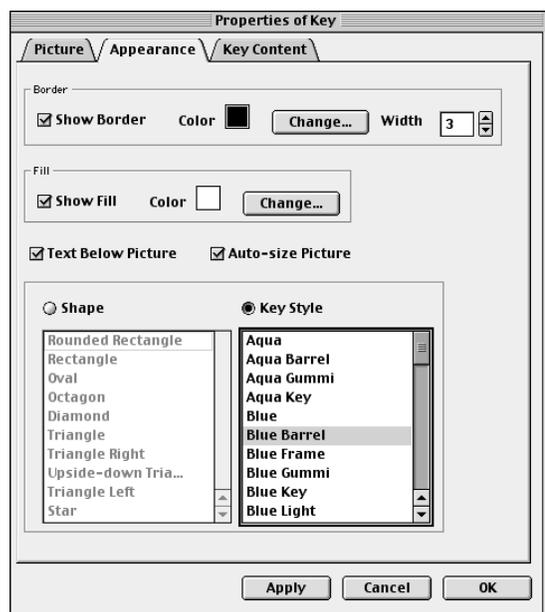
Overlay Maker 3 enables you to modify the appearance of keys to best suit the needs of the IntelliKeys user. You can choose from a variety of key colors, shapes, and styles.

1. Double-click the “Today” key to select and open its Properties of Key dialog box. Click the Appearance tab.
2. Notice that there are two main appearance choices on the lower section of this tab—Shape or Key Style.
3. Click Key Style. Scroll through the listings in key style list box and select Blue Barrel. Click Apply to preview the selected key style. Click OK to close the Properties of Key dialog box.
4. Repeat step 3 to apply the same Blue Barrel key style to the other four keys on the overlay.

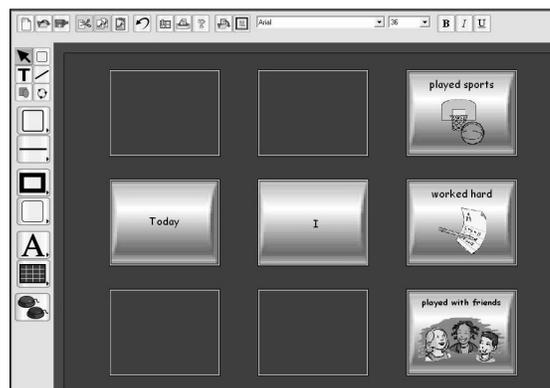
What you’ve learned: How to modify the appearance of a key using a Key Style option.



Keys repositioned and resized to fit keyguard mask



Selecting a Key Style



New key style selected for keys

Part 7: Modifying a Key Picture

A picture on a key can easily be modified or switched.

1. Double-click the “played sports” key to select and open the Properties of Key dialog box. Click the Picture tab if it is not already displayed.
2. Notice the picture editing toolbar above the picture preview box. The four editing buttons on the right side of the toolbar enable you to flip the graphic horizontally or vertically, or rotate the graphic clockwise or counterclockwise. Click these buttons to flip and rotate the basketball picture.
3. (Optional) To switch the basketball picture, click the Insert Picture from Library button on the editing toolbar. Using the Picture Library dialog box, select and insert another picture. Or click Insert Picture from File to use your own pictures (e.g., from the Internet, a clip art collection, a digital photo, etc.).



The *Overlay Maker 3* Picture Library includes an expanded collection of pictures.

4. Click OK to close the Properties dialog box.

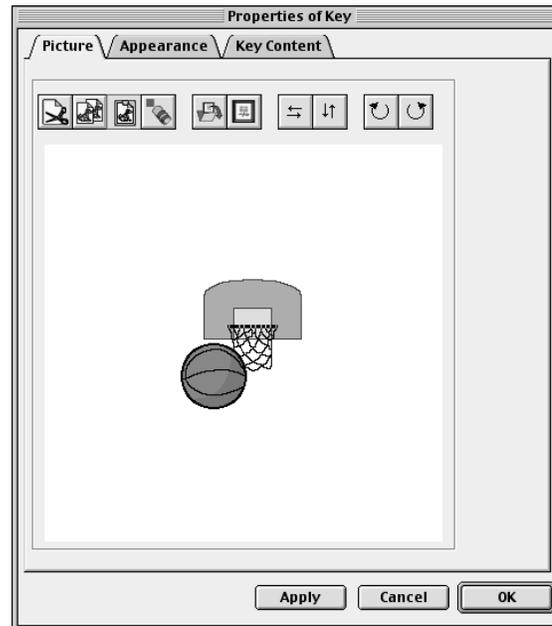
What you’ve learned: How to modify the appearance of a key picture.

Part 8: Modifying the Overlay’s Background

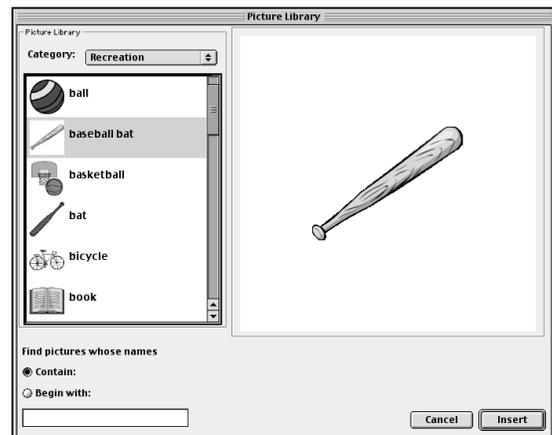
Overlay Maker 3 allows you to edit the background color and pattern of an overlay. Selecting a pattern for the background reduces the ink required when printing overlays on a color printer.

1. Using the Select Tool, click the rectangular frame that surrounded the original top row of keys and delete it (if you didn’t already remove it when the keys were deleted).
2. Click the Background Color button (on the vertical Standard Toolbar) to display a selection of colors and patterns.
3. Select a background color that contrasts with the Blue Barrel key style (e.g., yellow).
4. Also select a background pattern.

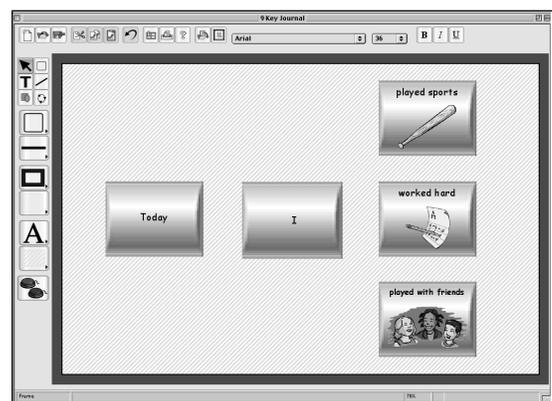
What you’ve learned: How to change the overlay’s background color and pattern.



Basketball key picture flipped



Selecting a new picture for the key



Overlay with new background color and pattern

Part 9: Modifying the Switch Content

In addition to overlay users, IntelliKeys provides access to the computer for people using switches. IntelliKeys has two built-in, programmable switch ports along the side of the keyboard. When modifying an overlay, the switch settings (i.e., the switch content) can be modified to best suit the needs of a switch user.

1. Click the Edit Switches button (on the vertical Standard Toolbar).
2. Notice the existing switch settings. To change these settings, make a selection from the Choose Preset drop-down list box. Select a different setting from the list.
3. Click OK to close this dialog box.

What you've learned: How to customize switch settings.

Part 10: Changing the Overlay View

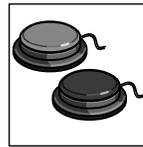
Overlay Maker 3 enables you to preview the appearance of your overlay to show how it will look when it is placed on an IntelliKeys.

1. Click the Cycle Views button (on the vertical Standard Toolbar).
2. Click the button three times to cycle through the three different viewing options (Fit to Window, Preview in IntelliKeys, and View Actual Size). Notice that one option shows the overlay on the IntelliKeys keyboard.

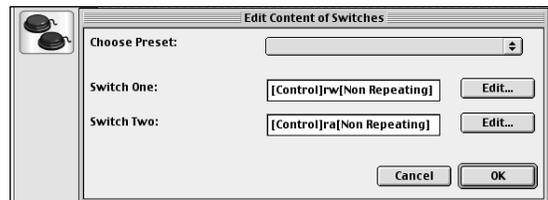
What you've learned: How to use the Cycle Views button.

Part 11: Printing Your Overlay

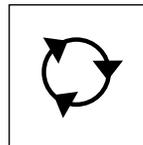
1. From the File menu, select Page Setup.
2. Select Legal for the Paper size and Landscape for the orientation.
3. Click OK to close the Page Setup dialog box.
4. Click the Print button on the Standard Toolbar. Check the settings in the print dialog box and print the overlay.
5. Trim the printed overlay along the cut lines so it is the correct size.
6. Place the printed overlay on an IntelliKeys.



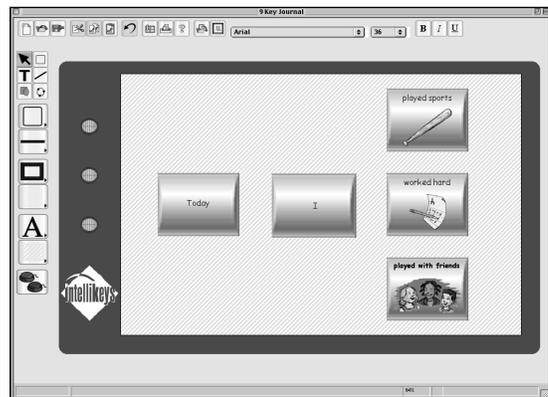
Edit Switches button



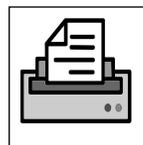
Edit Content of Switches dialog box



Cycle Views button



A different view selected



Print button

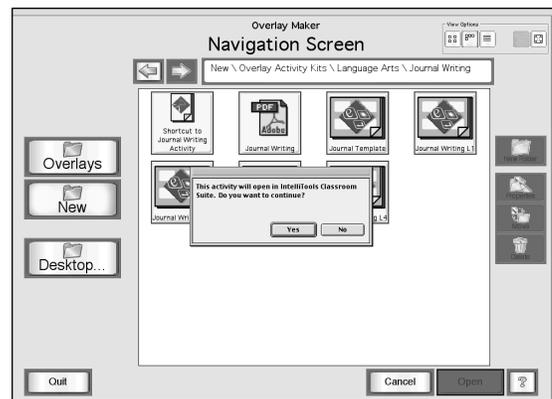
Part 12: Trying Your Overlay with the Journal Writing Activity

This overlay is intended to be used with a talking word processor, such as IntelliTools' *IntelliTalk 3*.

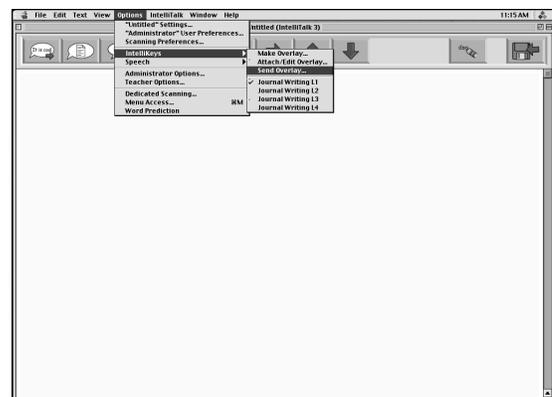
1. So you can easily access the overlay when using it with an *IntelliTalk 3* activity, save your overlay in the *IntelliTools Classroom Suite* Overlays folder (rather than in the *Overlay Maker 3* Overlays folder):
 - a. From the File menu, select Save As. The Save As dialog box displays. (Click the blue Back button to show the contents of the main Overlays folder, if necessary.)
 - b. Click the Shortcut to IntelliTools Classroom Suite Overlays folder to open that folder.
 - c. Click Save.
2. To open a the Journal Writing activity:
 - a. From the *Overlay Maker 3* File menu, select Open.
 - b. Click the New button. Select and open the Overlay Activity Kits folder. Select and open the Language Arts subfolder. Select and open the Journal Writing subfolder.
 - c. Click Shortcut to Journal Writing Activity. A message box displays to confirm that you are about to launch *IntelliTools Classroom Suite*. Click Yes. If prompted, sign in. The Journal Writing activity opens.
3. Attach the modified overlay to this activity:
 - a. From the Options menu, select IntelliKeys.
 - b. Select Send Overlay.... The Open dialog box displays.
 - c. Navigate to and open the 9 Hole Journal overlay you saved in step 1.
 - d. A message box asks if you want to attach the overlay? Click Yes. The overlay is attached to the current document and sent to IntelliKeys.
4. (Optional) If you have a 9 Key Custom Keyguard, place it over the IntelliKeys overlay. Use the overlay to construct sentences on-screen. Notice that as you build a sentence, the software program reads the sentences aloud. This provides auditory and visual support for early writers.



Saving the 9 Key Journal overlay into the *IntelliTools Classroom Suite* Overlays folder



Shortcut launches *IntelliTools Classroom Suite*



Sending an overlay from the Journal Writing activity

Part 13: Creating a Template (Optional)

After creating an overlay that works well for an IntelliKeys user, it is useful to save the layout of the overlay without the activity-specific text or pictures. This new overlay file can be used as the template for writing-related overlays you might need in the future—saving you design and authoring time.

1. If the 9 Key Journal overlay is not already displayed, open the version you saved in the IntelliTools Classroom Suite Overlays folder.
2. Delete the text on the keys:
 - a. Click the Text Tool button to select it.
 - b. Using the Text Tool, click the “Today” key. Delete the word “Today” from the key.
 - c. Repeat steps a and b for the remaining keys.



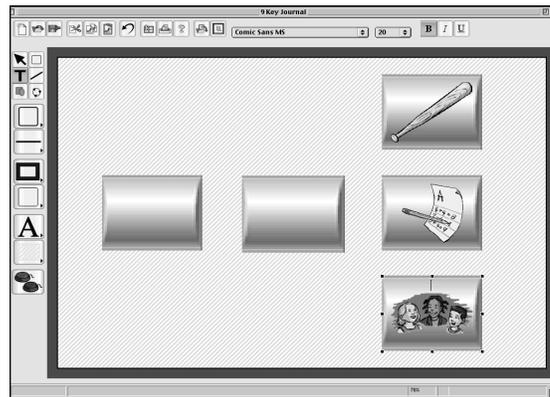
Tip The Key Content for the keys on this overlay is [Same As Text Label]. This key content works with any text you add to a key—so, in the future, you can change or add text and the key will still type that text label on-screen.

3. Delete the pictures on the keys:
 - a. Choose the Select Tool.
 - b. Double-click the key with the basketball picture. A Properties of Key dialog box displays. The Picture tab shows.
 - c. Click the Clear button on the editing toolbar.
 - d. Repeat steps a–c to delete the pictures on the two other keys in the righthand column.
4. Save the modified overlay as a template:
 - a. From the File menu, select Save As Template.
 - b. Name your template so you can readily identify it (e.g., 5 Blue Keys Template).
 - c. Save the new template into your My Overlays folder.

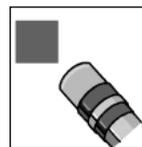


Note Save As Template protects your overlay file from being easily overwritten—if you open it, change it (e.g., add content), and save, you will be prompted to give the modified file a different name—thereby preserving the original template.

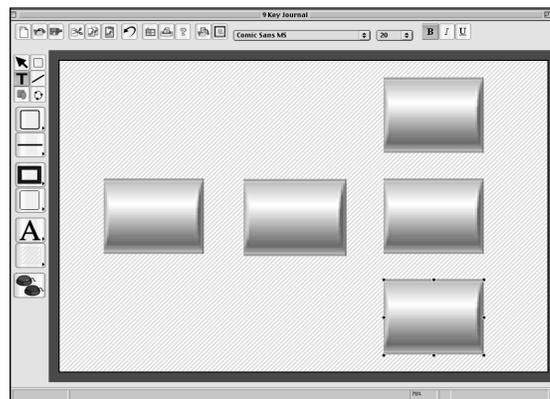
What you’ve learned: How to create an overlay template.



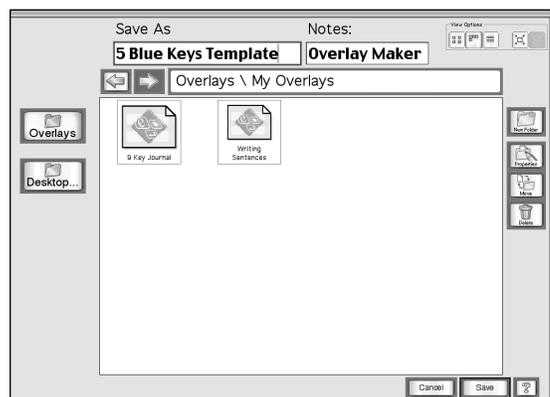
Text deleted from keys



Clear button



Pictures deleted from keys



Saving the overlay as a renamed template in the My Overlays folder

03: Advanced Tutorial – The Parts of a Fish

Introduction

The overlay you will make using this tutorial is intended to teach students about fish. Students study the parts of a fish to develop the understanding that the shape, form and structure of a fish's parts influences its lifestyle and behavior. Fish shape and anatomy helps us to discover information about how the fish moves and where and how it lives.

The finished overlay is designed to be used with a talking word processor such as Writing mode in *Classroom Suite*, so that when a student presses the fish picture on the overlay they hear information about each of the fish's body parts. This information can be modified to be appropriate for the child's age or cognitive level. For instance, if a student presses the eye, they may hear something as simple as, "That's the eye. A fish uses its eyes to see." Or as complex as, "The eye is a sight organ located on either side of the fish's head. Fish have varying levels of acuity." In addition, the student can use the overlay to take a quiz or learn some fun facts about fish.



Tip

To prepare for this tutorial, you may want to collect several books about fish or search the Internet for information about fish. You can use this information to customize the overlay you make.



Note

About This Tutorial

It is recommended that you complete the Beginners Tutorial and the Intermediate Tutorial before beginning the Advanced Tutorial.

In this tutorial, you will be learning many advanced features of *Overlay Maker 3*. You will learn how to insert a picture from the Picture Library, fix a picture to the background, create transparent keys, copy and paste keys, modify key styles, add text boxes, and customize switch settings.

Part 1: Launching *Overlay Maker 3*

If it is not already launched, launch *Overlay Maker 3*.

Windows users:

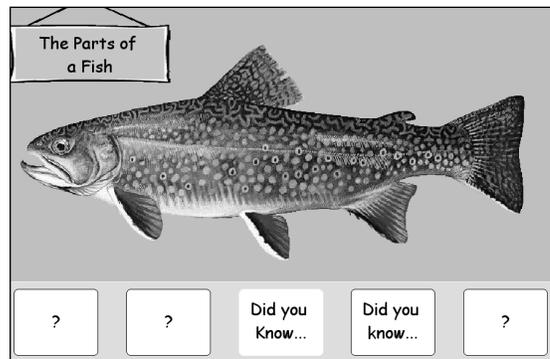
From the Start menu, select Programs, IntelliTools Software, *Overlay Maker 3*, *Overlay Maker 3*.

Macintosh users:

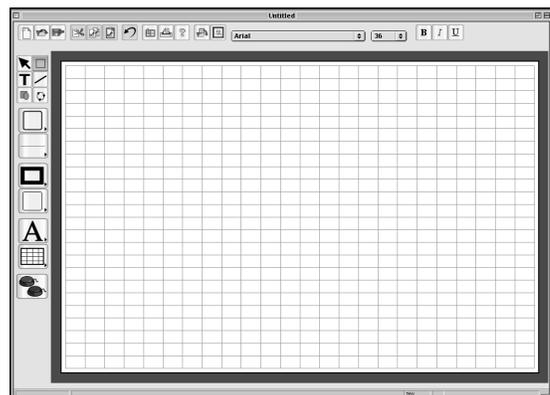
Double-click the *Overlay Maker 3* icon located on your desktop.

Part 2: Using a Blank Overlay

1. At the Navigation Screen, click the New button.
2. Select and open Blank Overlay.
3. Click the Save button (on the Standard Toolbar). The Save As dialog box displays.
4. Notice that the overlay is labeled "untitled." To name the overlay, type **The Parts of a Fish** in the Save As text box.
5. Select the My Overlays folder and click Save. The new overlay is saved in the My Overlays folder.



After completing this tutorial, your overlay will look similar to this



Blank overlay

Part 3: Creating a Background

Parts 3 and 4 of this tutorial will teach you how to make a custom graphic for the overlay's background. This background graphic will be the foundation for the keys that you add later in the tutorial.

Setting the Background Color

This section will teach how to add a color to the background (sea blue) and how to customize your color palette.

1. In the previous tutorial, Intermediate Tutorial – Modifying an Overlay, you added a background color to the overlay by clicking the Background Color button (on the vertical Standard Toolbar).

Click the Background Color button and notice that the choice of blue colors is limited and none match a sea blue color. Instead you will edit the color palette to create a custom blue color.
2. From the Edit menu, select Background Properties. Or, right-click on the overlay and select Background Properties. A Background Properties dialog box displays.
3. At the bottom of the dialog box is the Background Color option and a button labeled Change.... Click the Change button. A Pick Color dialog box displays.

Customizing Your Color Palette

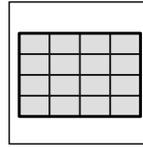
1. Under Additional Colors, [Ctrl]+click one of the empty squares. A Color Palette dialog box displays. (On a Windows computer you may also have to select Define Custom Colors.)
2. Select a blue color.
3. To preview the color you have chosen, click OK to close the Color Palette dialog box, click OK to close the Pick Color dialog box, and select Apply in the Background Properties dialog box.

If the blue is not just right, click the Change button and go through the steps to choose another color.
4. Once you have a blue color you like, click OK to close the Background Properties dialog box.

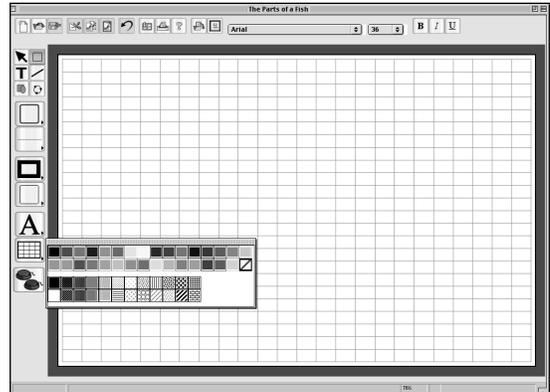


To add your custom color to the *Overlay Maker 3* color palette, from the Pick Color dialog box, select Save.

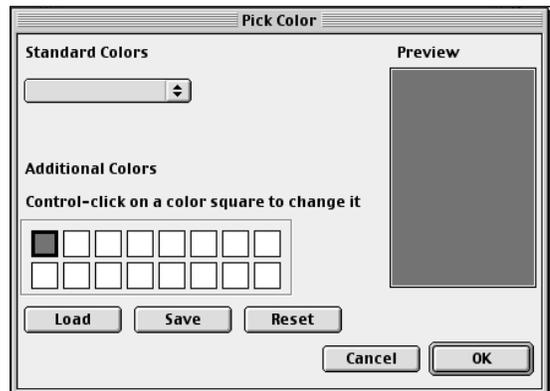
What you've learned: How to edit the color palette.



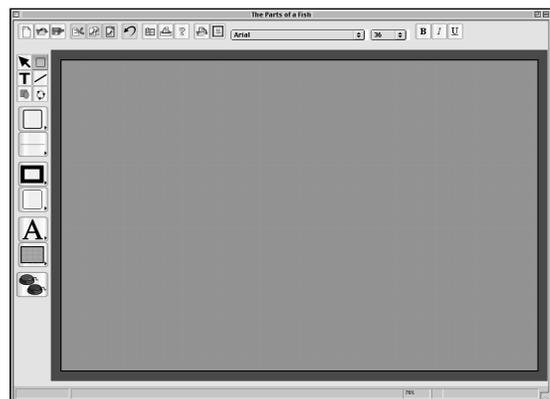
Background Color button



Background Color button choices



Pick Color dialog box with custom color



Custom background color added to overlay

Part 4: Adding a Picture to the Background

Now you will put a picture of a fish on the overlay and then add it permanently (i.e., fix it) to the blue background.

Inserting a Picture From the Picture Library

1. Click the Picture Library button on the Standard Toolbar. The Picture Library dialog box displays.
2. From the Category drop-down list box, select Animals.
3. Select the picture of the brook trout.
4. Click Insert. A message dialog box displays that indicates you are pasting the picture of the brook trout as a picture on the overlay (not on a key).
5. Click OK.
6. Resize the picture so the brook trout fills at least most of the overlay. (You want the picture to be large enough to easily position keys over each of the fins, the eye, the gills, and the lateral line.)

Leave four rows of space along the bottom of the overlay. This will allow space for several quiz keys.



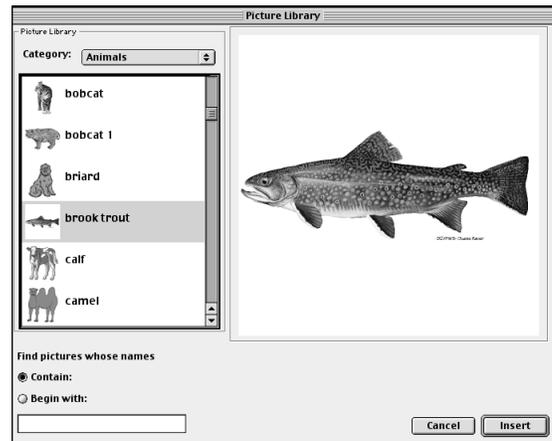
To help you design a layout, *Overlay Maker 3* enables you to access the area outside the overlay grid. Be careful not to drag the graphic of the fish off the grid into this area.

Fixing a Picture to the Background

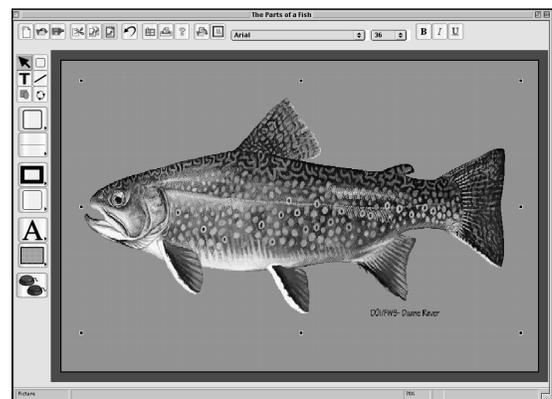
To make it easier for you to position keys on top of the fish (when you create keys in a later step), you can make the fish picture a permanent part of the background (i.e., fix it to background).

1. Click the fish to select it.
2. From the View menu, select Advanced Toolbar.
3. Click the Fix to Background button on the Advanced Toolbar. The fish picture is fixed to the background of the overlay. Notice that you no longer can move or resize it.
4. (Optional) From the View menu, deselect Grid Lines to hide the grid and select Standard Toolbar to hide the Advanced Toolbar.

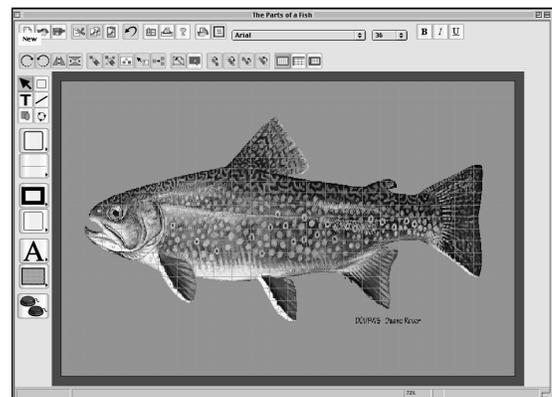
What you've learned: How to add a picture to the overlay and fix it to the background.



Selecting a picture from the Picture Library



Resize the picture to fit the overlay



Picture fixed to background (moved behind the grid)

Part 5: Creating Keys and Editing Key Content

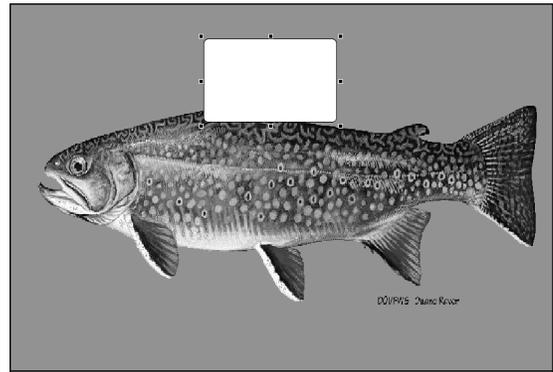
In this section you will create keys over each part of the fish, label these keys, and set key content. The content of each key can be customized to meet the cognitive or age level of a student.

Creating New Keys

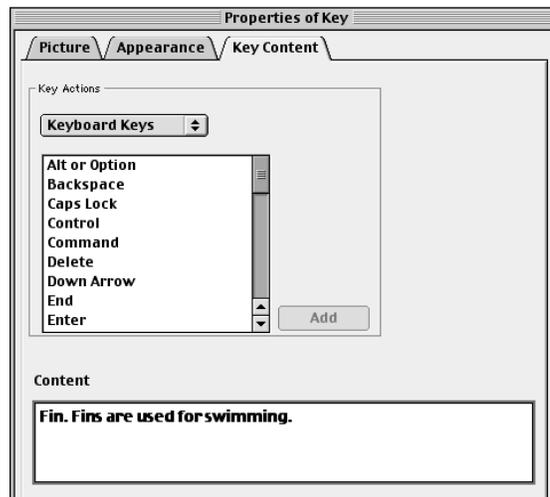
1. Snap to Grid can make it difficult to position keys over the irregular-shaped parts of the fish. From the Overlay Maker menu, deselect Snap to Grid.
2. Select the Key Tool from the vertical Standard Toolbar.
3. Using the Key Tool, draw (click and drag) a key on top of the fish's dorsal fin (the fin on the top of the fish).

Setting Key Content

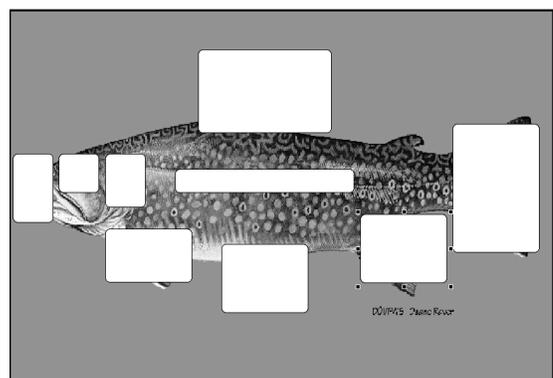
1. Double-click the "dorsal fin" key. A Properties of Key dialog box displays.
2. Click the Key Content tab. The key content tells *Overlay Maker 3* what text to type on-screen when using IntelliKeys with a word processing software program.
3. Notice the default key content is [Same As Text Label]. Select and delete this key content.
4. Take a moment to think about the cognitive or grade level of the student you work with. This will influence your choice of text on this key.
 - For a cognitively delayed child or a child who is very young you may want the key to type a simple sentence (e.g., **Fin. Fins are used for swimming.**).
 - For an older child you may want the key to type a more involved explanation (e.g., **Dorsal fin. The dorsal fin is found on the upper side of the body and used for balance, steering, and jumping.**).
5. Type the text you want typed on-screen in the Content box (i.e., the new key content).
6. Click OK to close the Properties of Key dialog box.
7. Using the procedures you used to create a key over the dorsal fin, position keys over these other parts of the fish: caudal fin, anal fin, pelvic fin, pectoral fin, gills, mouth, eye, lateral line.



Key positioned over dorsal fin



New key content typed in Content box



Keys positioned over other parts of the fish



To help you place keys, see the diagram on this page or the enlargement of this diagram on page 42.

- Using the procedures you used to create new key content for the dorsal fin key, enter new key content for the remaining keys on the fish. (If you are creating an overlay for a cognitively delayed child you might choose to display the same message for each key.



Refer to The Parts of a Fish list to the right for descriptions that can be used as key content.

What you've learned: How to draw and edit the properties of a key. How to deselect Snap To Grid.

Part 6: Making Transparent Keys

Since you want the IntelliKeys overlay user to see and press the parts of the fish (the overlay background picture) and not keys—you don't want the keys to show on the overlay—even though the keys are still there. Therefore, you need to make the keys transparent.

- From the Edit menu, choose Select All. All the keys on the overlay are selected.



To select all the keys in one area, you can also click and drag the Select Tool around those keys.

- From the Edit menu, choose Properties. A Properties of Keys dialog box displays.
- Deselect the Show Fill option.
- Deselect the Show Border or Line option.
- Click OK to close the Properties dialog box.

Notice that the selected keys are now transparent. The only indication of a selected key is its resizing handles.

What you've learned: How to make keys transparent.

The Parts of the Fish

Note: This information can be used as key content and to formulate quiz questions.

Anal fin – The fin on the lower side of the body near the tail. It acts like a rudder for balance and is used for rapid movement of the fish in water.

Caudal fin – The tail fin. This is the main source of movement for most fish. It's like the motor on a boat. The caudal fin helps the fish to move forward at great speed.

Dorsal fin – The fin on the upper side of the body. The dorsal fin is used for balance, steering, and jumping.

Pectoral fin – Each of the paired fins on either side of the body, near the head. Pectoral fins are used for steering.

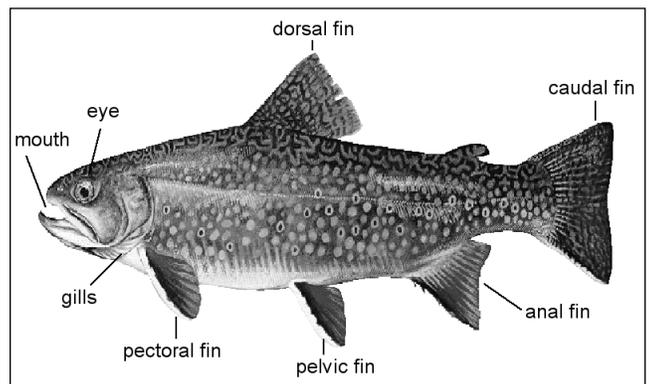
Pelvic fin – Each of the paired fins on the bottom of the body. The Pelvic fins are used in slow swimming. They are sometimes called the ventral fins.

Eye – Sight organs located on the head. Fish have varying levels of acuity.

Gills – Fleshy organs that are used for breathing. Water passes through the mouth and over the gills of the fish. As the water passes over the gills, oxygen enters the fish's bloodstream and is carried through the body.

Lateral line – The lateral line is found on both sides of the body. It is a sense organ that helps the fish detect vibrations in the water.

Mouth – The part of the body which the fish uses to catch food. It is located at the front of the body.



Use this diagram to help you place keys

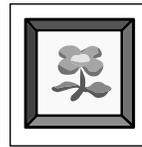
Part 7: Creating a Title by Combining a Picture and a Text Box

The *Overlay Maker 3* library includes many fun graphics that can be included on an overlay for added interest. In the next parts of this tutorial you will insert a picture of a hanging sign from the Picture Library and then create a text box on top of the picture—making a composite image (i.e., a sign with text).

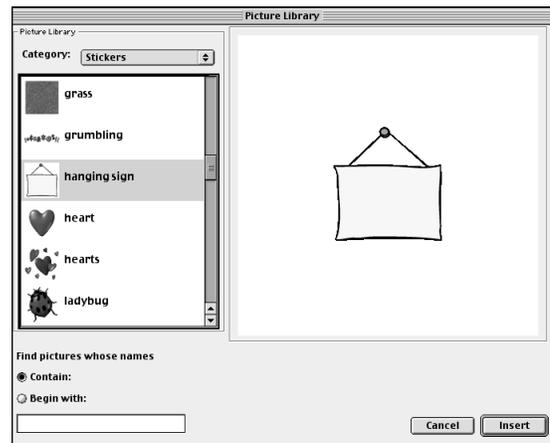
Inserting a Picture on the Overlay

1. So you don't add a picture to a key, make sure that none of the transparent keys are selected on the overlay (click in the area around the edge of the overlay to deselect any selected keys). You will insert a picture on the overlay.
2. Click the Picture Library button on the Standard Toolbar. The Picture Library dialog box displays.
 - a. Select the IntelliTools Picture Library option (if it is not already selected).
 - b. From the Category drop-down list, select the Stickers category.
 - c. Scroll through the Stickers list to find the hanging sign picture.
 - d. Select the hanging sign picture.
 - e. Click Insert. A dialog box displays asking if you want to paste this picture on an overlay and not on a key.
 - f. Click OK. The picture inserts on the overlay.
3. Using the resizing handles on the sides of this picture, enlarge it to be approximately 7 grid squares wide by 4 grid squares tall. (Optional: To show the grid, select the Grid Lines option from the View menu.)
4. Drag the graphic of the hanging sign to the top left-hand corner of the overlay. Position the nail and wire to hang slightly above the grid area of the overlay. (The hanger will still show when you print the overlay, even though it is slightly outside the grid area.)

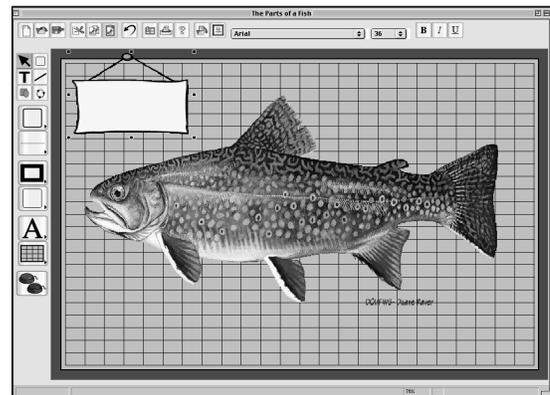
What you've learned: How to add a picture to decorate the overlay.



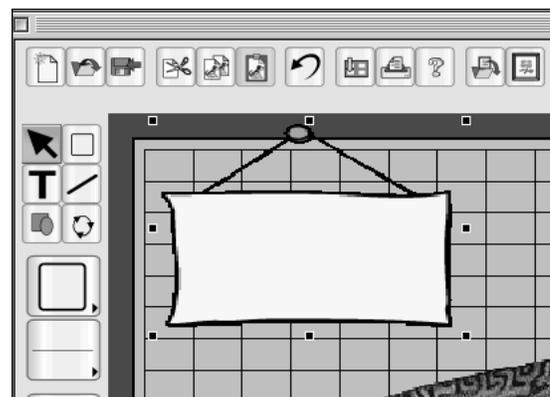
Picture Library button



Hanging sign selected from Picture Library



Picture positioned on overlay



Picture positioned slightly above grid

Overlapping a Text Box on the Picture

1. Click the Text Tool button on the Standard Toolbar.
2. Draw a text box inside the picture of the hanging sign. An empty text box displays on top of the picture.



Note As you insert *Overlay Maker 3* objects, they are automatically placed into a new layer of the overlay. If you want an object to be positioned behind or in front of another object, select the object and click the Bring Forward or Send Backward buttons on the Advanced Toolbar.

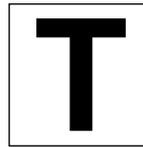
3. From the Font Name drop-down menu, select a font that is appropriate for your student. Also select a size (a 36 point font works well).
4. Click inside the text box and type **The Parts of a Fish**.
5. By default, text boxes are set to be transparent. Sometimes you want to add color to give higher contrast for students, other times a color adds interest. To color a text box:
 - a. Choose the Select Tool.
 - b. Double-click the text box to open the Properties of Text Box dialog box.
 - c. Select (i.e., check) the Show Fill option.
 - d. Notice that the default fill color is white. This can be changed by clicking the Change button (next to Show Fill). The Pick Color dialog box displays.
 - e. Choose a new color from the Standard Colors drop-down list (silver works well as a text box color). Click OK to close the Pick Colors dialog box.



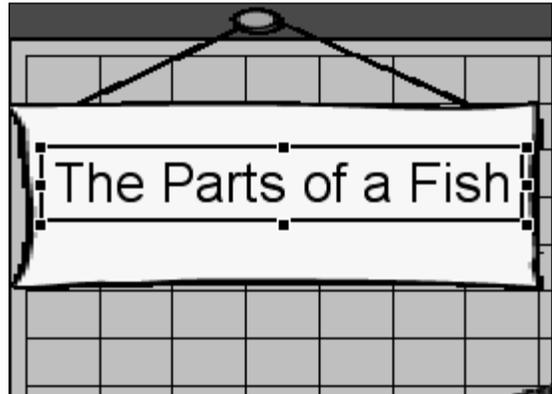
Tip If you would like to preview the color you chose, click Apply in the Properties of Text Box dialog box.

6. Click OK to close the Properties of Text Box dialog box.
7. Resize both the hanging sign picture and the text box until you like the appearance of both.

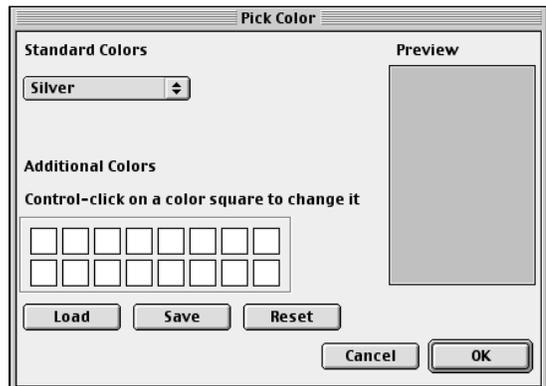
What you've learned: How to create a text box. How to modify the appearance of a text box.



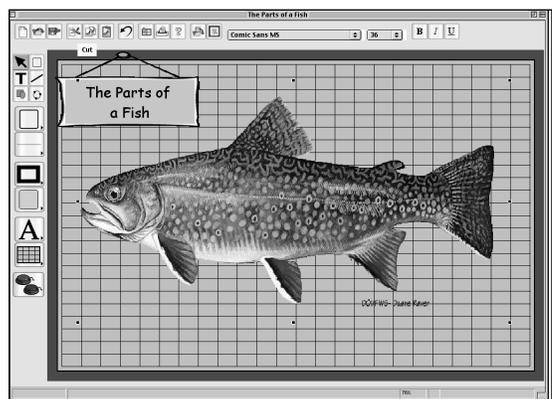
Text Tool button



Text box on hanging sign picture



Silver selected from Pick Color dialog box



Text box with silver fill color

Part 8: Creating Quiz Keys and Fun Fish Facts Keys

In the space along the bottom of the overlay you can create additional keys such as Quiz keys or Fun Fish Fact keys.

- Quiz keys. When these keys are pressed, a talking word processor program (such as *Classroom Suite*) asks questions (e.g., What fin is used for balance, steering, and jumping?). To respond, the IntelliKeys user presses a part of the fish pictured on the overlay (i.e., a transparent key).
- Fun Fish Facts keys. When these keys are pressed, a talking word processor program provides a fun fact (e.g., Did you know that the Climbing Perch, a fish native to India, can climb onto land during dry spells?).

 **Note** Fun Fish Facts can be found in the column to the right.

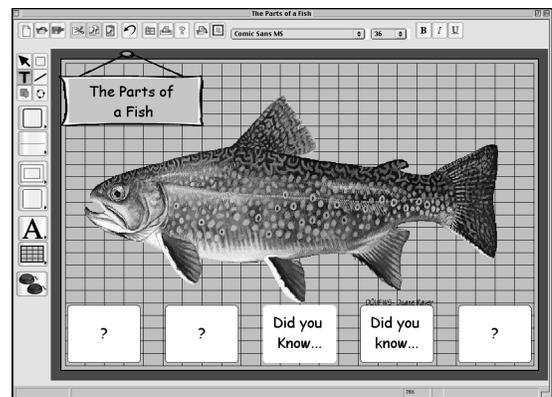
1. Click the Key Tool button on the Standard Toolbar.
2. Draw a key in the lower left-hand corner of the overlay that measures 4 grid squares wide by 3 grid squares tall.
3. Notice that the fill color of the key is the same fill color chosen for the text box you created in the previous part of this tutorial. You can change the fill color of a key by selecting the key and clicking the Fill Color button on the toolbar along the left.
4. Click the Select Tool button. Click the key you just made to make sure it is selected. From the Standard Toolbar, click the Copy button.
5. Click the Paste button to paste another key on your overlay. Repeat this step to create a total of five keys.
6. Select a key. Click the the Text Tool button. Choose a font type, size, and/or style from the drop-down lists. Click inside the selected key and type ? (for a quiz question) or **Did you know...** (for a Fun Fish Fact).
7. Repeat step 6 to put a text label on each key.
8. Double-click one of the keys you just created. Select the Key Content tab. Delete the [Same As Text Label] action and replace it with a quiz question or a Fun Fish Fact. Do this for each of the four other keys.

What you've learned: How to copy and paste keys.

Fun Fish Facts

Note: This information can be used as key content for Fun Fish Facts keys.

- Did you know... There are some fish, such as salmon, that live in both fresh and salt water. These fish are born in fresh water but eventually swim downstream to the ocean. These fish are called Anadromous.
- Did you know... Some fish have spots on their tails to confuse predators. A predator thinks they look like eyes and doesn't know if he's looking at the front or the back end of the fish. By the time he figures it out the fish has escaped!
- Did you know... Aquarium fish are the most popular pet in America.
- Did you know... The largest fish is the Whale Shark weighing about 50,000 pounds.
- Did you know... The Flying Fish has pectoral fins that act like wings to help it glide through the air.
- Did you know... The Lanternfish is a deep-sea dweller that has many light producing organs along its body, especially on the belly. It uses its lights to attract prey.



Additional keys added to the overlay

Part 9: Drawing a Frame

Frames can be added to overlays to create a visual discrimination between separate areas of the overlay. In the next steps you will add a frame behind the Quiz keys or the Fun Fish Facts keys.

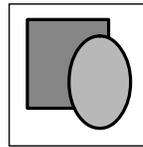
1. Click the Shape button and select the rectangular shape.
2. Click the Frame Tool on the vertical Standard Toolbar. Draw a frame around the Quiz/Fun Fish Facts keys.
3. Click the Fill Color button and select a fill color for the frame that contrasts the color of the Quiz/Fun Fish Facts keys.

What you've learned: How to create a frame. How to modify the appearance of a frame.

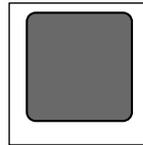
Part 10: Reprogramming Switches Using Overlay Maker 3

In the next steps you will learn how to reprogram the switch content so that Switch 1 reads the text on screen and Switch 2 deletes text if a mistake is made. This type of switch setting works well in a cooperative learning situation where one student is using the IntelliKeys to input text and a switch user edits text.

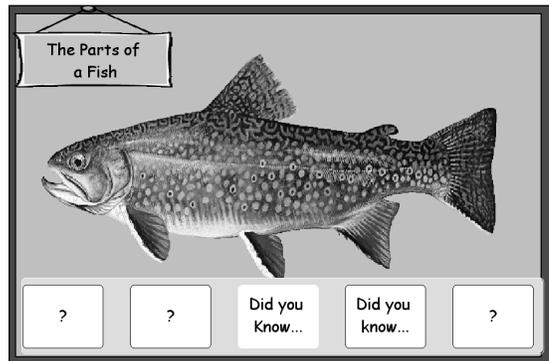
1. Click the Edit Switches button on the Standard Toolbar. The Edit Switch Content dialog box displays. Notice that the default switch settings are Button Click for both switches.
2. Edit the switch content for Switch One:
 - a. Click the Edit button next to Switch One.
 - b. Delete the actions in the Content box.
 - c. From the Key actions drop-down list, select Keyboard Keys. From the list below, select Control. Click the Add button.
 - d. Directly after the control action, type the letters **rs**. ([Ctrl]+rs is the keyboard shortcut for Read Sentence when using *IntelliTalk 3*.)
 - e. Select OK to close the Switch 1 Content dialog box.



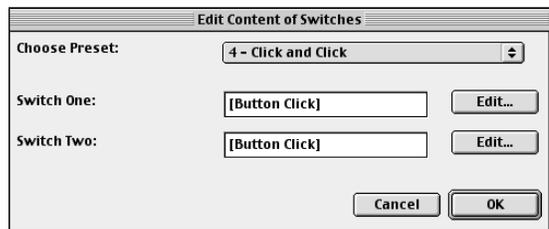
Frame Tool button



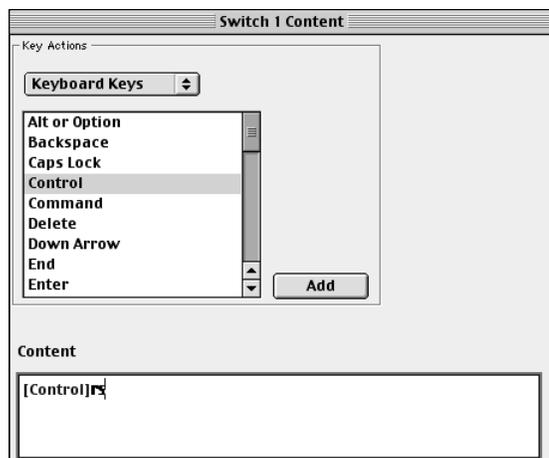
Fill Color button



Frame with a fill color surrounds keys



Edit Content of Switches dialog box



New switch content for Switch One

3. Edit the switch content for Switch Two:
 - a. Click the Edit button next to Switch Two.
 - b. Delete the existing actions in the Content box.
 - c. From the Keyboard Keys category, add Control then type the letters **ds**. (Control+ds is *IntelliTalk 3*'s keyboard shortcut for Delete Sentence.)
 - d. From the Key Actions drop-down list select the Other category. Select Non Repeating and click Add. (Adding Non Repeating ensures that the student will not accidentally delete more than one sentence at a time.)
 - e. Select OK to close the Switch 2 Content dialog box.
4. Click OK to close the Edit Content of Switches dialog box.

What you've learned: How to customize switch settings.

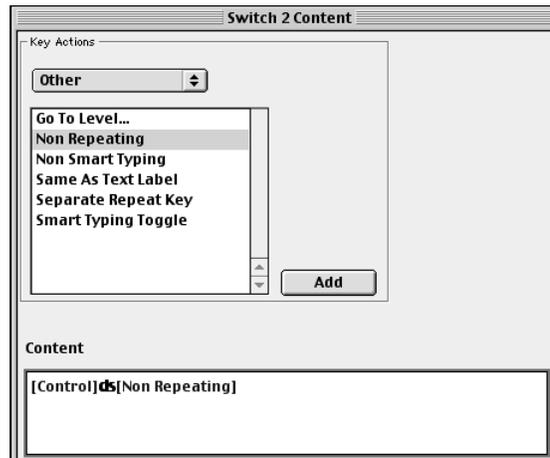
Congratulations! You have completed The Parts of a Fish overlay.

If you haven't already done so, save your work in the My Overlays folder.

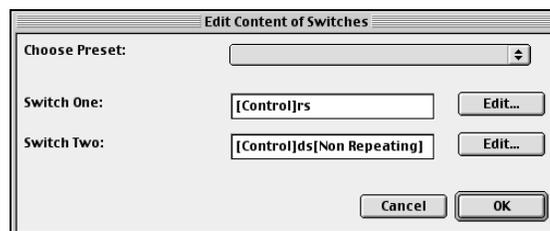
Part 11: Printing Your Overlay

1. From the File menu, select Page Setup.
2. Select Legal for the Paper size and Landscape for the orientation.
3. Click OK to close the Page Setup dialog box.
4. Click the Print button on the Standard Toolbar. Check the settings in the print dialog box and print the overlay.
5. Trim the printed overlay along the cut lines so it is the correct size.
6. Place the printed overlay on an IntelliKeys.

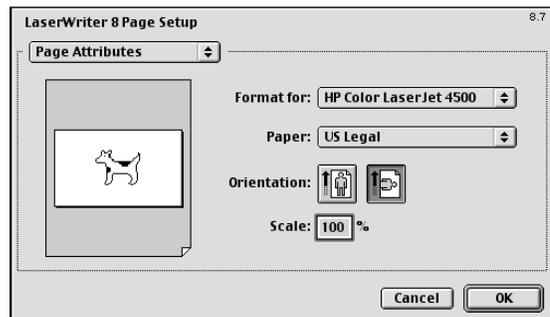
What you've learned: How to check the Page Setup dialog box options and print the overlay.



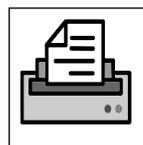
New switch content for Switch Two



New switch content



A Page Setup dialog box (Macintosh)



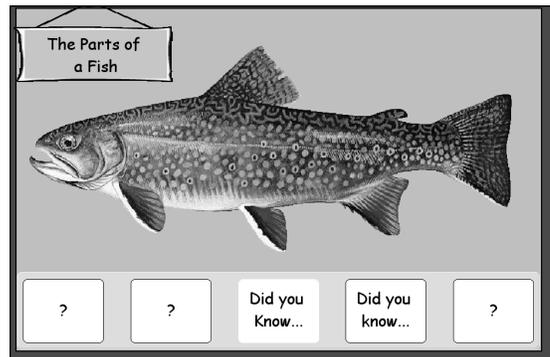
Print button

Part 12: Trying The Parts of a Fish Overlay

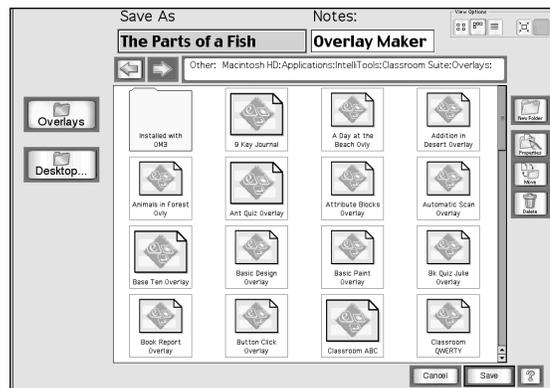
This overlay is intended to be used with a talking word processor, such as Writing Mode in *Classroom Suite*.

1. So you can easily access the overlay when using it with a Writing mode activity, save your overlay in the Classroom Suite Overlays folder (rather than in the *Overlay Maker 3* Overlays folder):
 - a. From the File menu, select Save As. The Save As dialog box displays. (Click the blue Back button to show the contents of the main Overlays folder, if necessary.)
 - b. Click the Shortcut to IntelliTools Classroom Suite Overlays folder to open that folder.
 - c. Click Save to store your overlay in the IntelliTools Classroom Suite Overlays folder.
2. Launch *Classroom Suite*:
 - Windows user: From the Start Menu, select Programs, IntelliTools Software, Classroom Suite, Classroom Suite.
 - Macintosh user: Double-click the Classroom Suite icon on your desktop.
3. Sign-in as an administrator or as a teacher.
4. At the Home Screen, select and open the Creativity Tools folder. Select Writing Tools to display a new word processing document.
5. Send the overlay:
 - a. From the Options menu, select IntelliKeys.
 - b. Select Send Overlay. A dialog box displays showing the contents of the IntelliTools Classroom Suite Overlays folder.
 - c. Select and open The Parts of a Fish overlay. Do not attach the overlay.
6. Place the printed overlay on IntelliKeys.
7. Try the overlay.

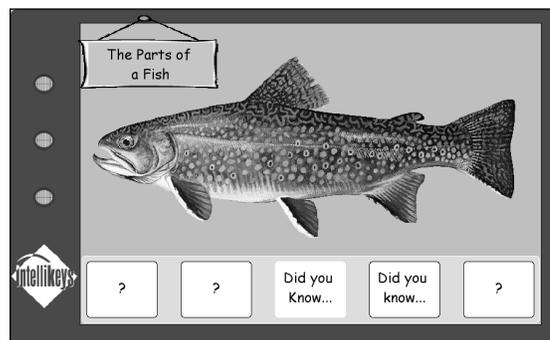
What you've learned: How to use your overlay with Writing mode in *Classroom Suite*.



The finished overlay



Save As dialog box showing contents of IntelliTools Classroom Suite folder



The Parts of a Fish overlay in an IntelliKeys

Part 13: Using The Fish Overlay with Other Software Programs

You may own a talking word processor other than *Classroom Suite*. The Parts of a Fish overlay, and other overlays you create, can be used with other software programs. You may have to re-edit the switch content to match the keyboard shortcuts associated with the read and delete functions of your software program.



Tip

To determine keyboard shortcuts in other software programs, open the program and check each menu. Keyboard shortcuts are often listed next to menu listings.

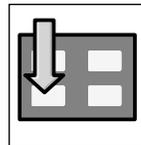
To use this overlay with another word processor:

1. Click the Send Overlay button on the *Overlay Maker 3* Standard Toolbar. Place the overlay on IntelliKeys.
2. Launch your software program.
3. Try the overlay.

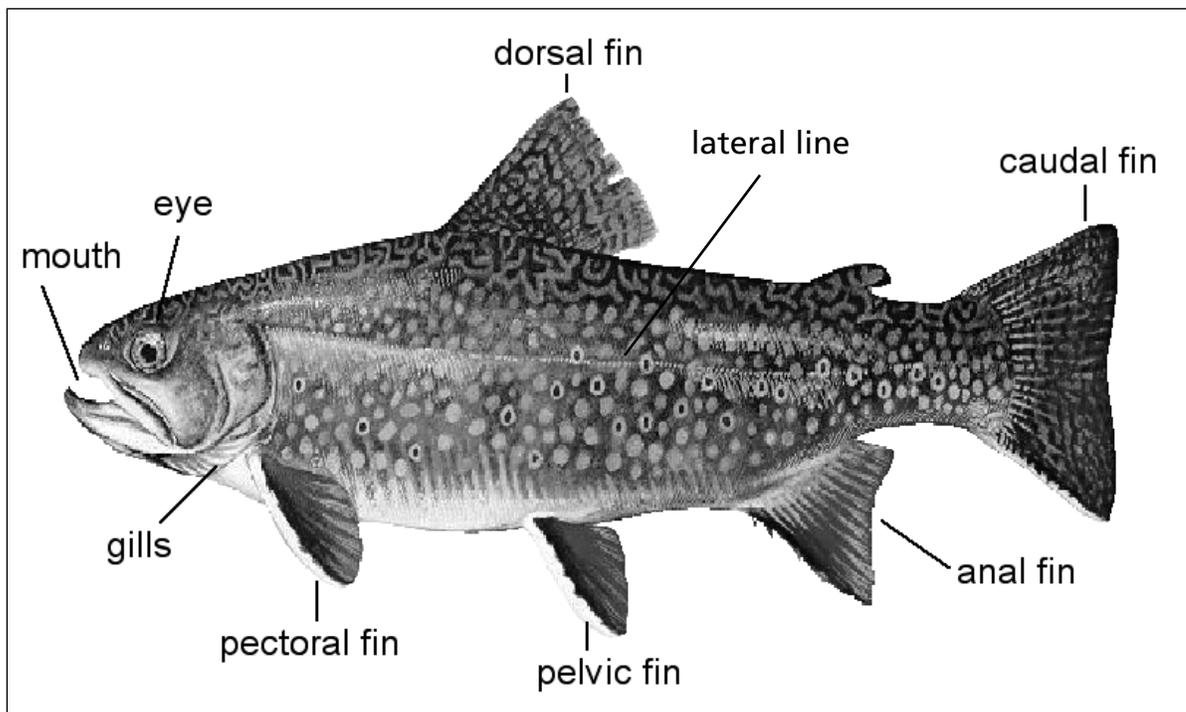
What you've learned: How to use your overlay with another software program.

File	Edit	Style	Item	Page
New				
Open				
Close				⌘W
Save				⌘S
Save as...				⇧⌘S
Revert to Saved				
Get Text/Picture...				⌘E
Save Text...				⇧⌘E
Append...				⇧⌘A
Export				

Keyboard shortcuts listed next to menu options in a popular page layout program



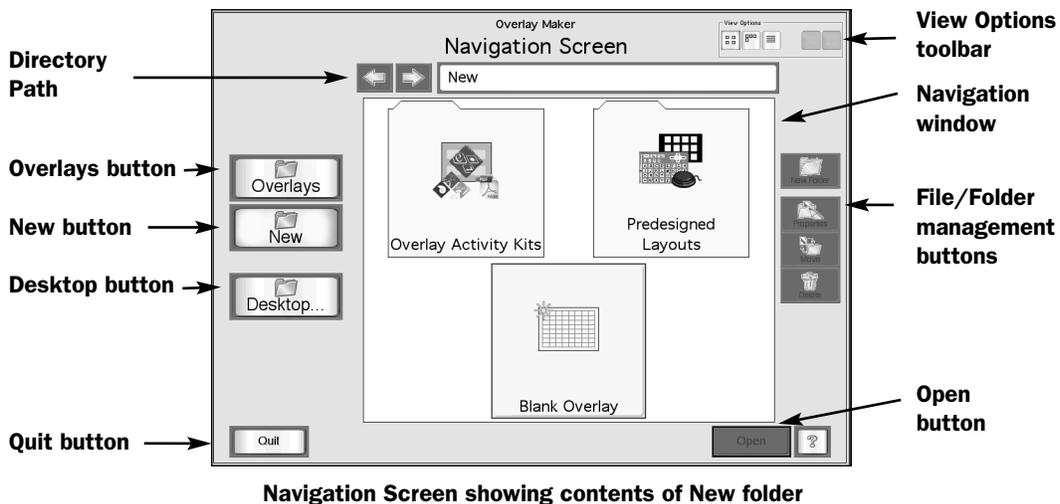
Send Overlay button



Credit for the fish photo used in this tutorial: U.S. Fish and Wildlife Service. Photo by Duane Raver.

04: Using the Navigation Screen

After the program launches, the Navigation Screen displays.



Navigation Screen: Contents

The *Overlay Maker 3* Navigation Screen includes:

Directory Path

Shows hierarchy of currently open folders and files. Click the Back and Forward arrow buttons (to the left of the directory path) to navigate the path.

View Options Toolbar

Click the buttons on this toolbar to choose the way that folders and files show in the navigation window.

Navigation Window

The area in the center of the screen that shows the contents of the selected folder.

Overlays Button

Click to navigate to the Overlays folder. This folder holds saved overlays in the My Overlays subfolder and the (Shortcut to) *IntelliTools Classroom Suite* Overlays folder.

New Button

Click to navigate to New folder. This folder holds two sub-folders—Predesigned Layouts and Overlay Activity Kits—and a new (blank) overlay. The Predesigned Layouts folder includes a useful selection of premade overlays. The Overlay Activity Kits folder provides everything you need to create your own classroom activities with matching overlays. The blank overlay is used to make new overlays from scratch.

Desktop Button

Click to open a navigation dialog box that you can use to open folders and files stored on your computer (or computer network).



Note You can only manage the files and folders in the Overlays folder (not those in the New folder).



Note You must have List View selected from the View Options toolbar to use File/Folder management buttons.

File/Folder Management Buttons

These buttons relate to the folders and files that are currently open or selected (as shown in the navigation window or by the directory path).

- **New Folder** – Click to display the New Folder dialog box. Use this dialog box to create a new subfolder. The new folder is created in the folder that is currently open.
- **Properties** – Click to display the Edit Folder Properties dialog box or the Edit File Properties dialog box. Use these dialog boxes to rename the folder or file that is currently selected. You can also add or edit the picture icon on a selected folder or file.
- **Move** – Click to display the Move File or Folder dialog box. Use this dialog box to move the folder or file that is currently selected to another folder.
- **Delete** – Click to delete the folder or file that is currently selected.

Quit Button

Click to exit *Overlay Maker 3*.

Open Button

Click this button to open the folder or the file that is selected (highlighted) in the Navigation Screen's navigation window.

Help Button

Click to display the Help dialog box.

New Folder Contents

Clicking the New button on the Navigation Screen displays the contents of the New folder in the navigation window. The New folder contains these folders:

Overlay Activity Kits Folder

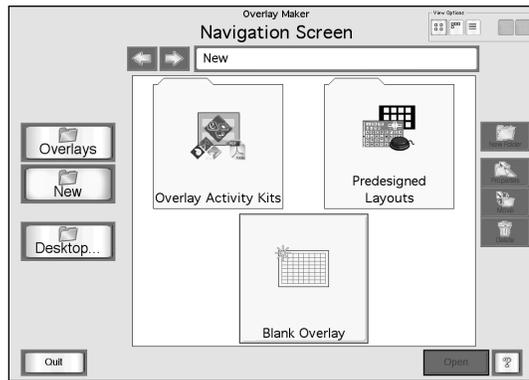
- Braille Access folder
 - Braille Alphabet folder
 - Braille Keyboard folder
 - BrailleNote GPS folder
- Language Arts folder
 - Circle Time folder
 - Exploring Toys folder
 - I Can Write folder
 - Journal Writing folder
 - Making Lists folder
 - Preposition Game folder
 - Simple Sentences folder
- Math folder
 - Exploring Toys folder
 - Patterns folder
 - Preposition Game folder
- Off-Computer Activities folder
 - Board Games folder
 - Cards folder
 - Dominoes folder
 - Lotto Game folder

Predesigned Layouts Folder

- Alternative Keyboards folder (overlays for special use)
- Custom Keyguards folder (blank overlays with keys positioned for keyguard layouts)
- Scanning folder (overlays for scanners)
- Standard Overlays folder (overlays for IntelliKeys Classic and IntelliKeys USB)
 - IntelliKeys Classic folder (overlays shipped with IntelliKeys Classic)
 - IntelliKeys USB folder (overlays shipped with IntelliKeys USB)

Blank Overlay

Opens a new, untitled overlay, ready to be modified.



Navigation Screen showing contents of New folder

 **Note** Clicking a shortcut launches *IntelliTools Classroom Suite* or *IntelliTools Classroom Suite Player*.

Overlay Folder Contents

Clicking the Overlays button on the Navigation Screen displays the contents of the Overlays folder in the navigation window. The Overlays folder contains a subfolder labeled My Overlays and a shortcut to the Overlays folder in the *IntelliTools Classroom Suite* program.

My Overlays Folder

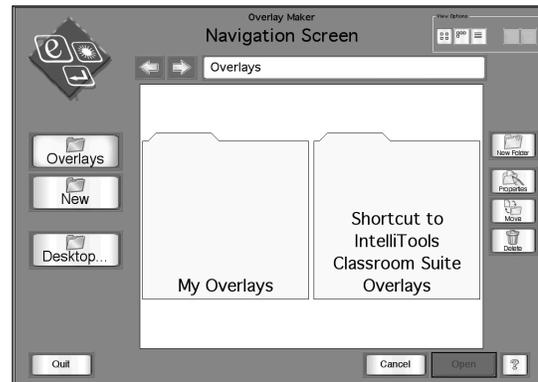
The My Overlays folder contains saved overlay files.

Shortcut to IntelliTools Classroom Suite Overlays Folder

Selecting this shortcut opens the Overlays folder in the IntelliTools Classroom Suite program folder.

The IntelliTools Classroom Suite Overlays folder contains:

- Overlay files (files installed with *IntelliTools Classroom Suite* for use with *IntelliTools Classroom Suite* documents).
- Installed with OM3 folder (contains files installed with *Overlay Maker 3* for use with *IntelliTools Classroom Suite* documents).

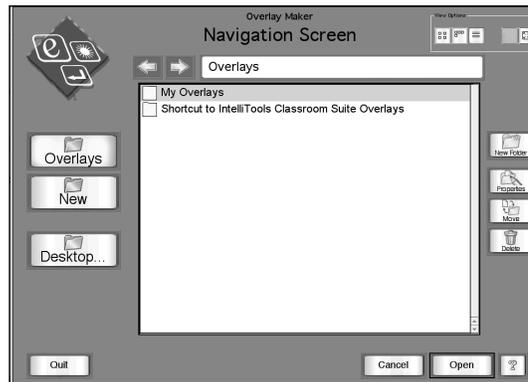


Navigation Screen showing contents of Overlays folder

Managing Folders and Files in the Overlays Folder

You can manage subfolders and files in the Overlays folder using the File/Folder management buttons—New Folder, Properties, Move, and Delete. These buttons are found on the right side of the Navigation Screen.

The File/Folder management buttons relate to the folders and files that are currently open or selected, as shown in the navigation window or by the directory path. These buttons are grayed out when unavailable.



Navigation Screen showing contents of Overlays folder in List view

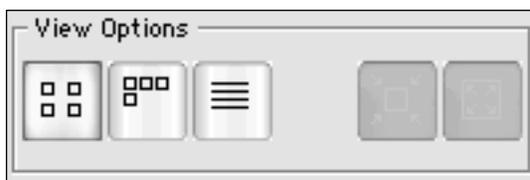
Creating New Folders and Editing Folder Properties

How do I create a new folder (i.e., a subfolder) in an existing Overlays folder?

1. At the Navigation Screen, click the Overlays button. Navigate to and open the folder in which you want to create a subfolder.
2. Click the List View button on the View Options toolbar.
3. Click the New Folder button to display the New Folder dialog box. Use this dialog box to name the new folder. Click OK. The new folder is created in the folder that is currently open.

How do I rename a folder and/or add a picture to an Overlays folder icon?

1. At the Navigation Screen, click the Overlays button. Select the folder that you want to rename and/or to which you want to add a picture icon.
2. Click the List View button on the View Options toolbar.
3. Click the Properties button to display the Edit Folder Properties dialog box. Use this dialog box to rename, or edit the picture of the folder that is currently selected.
4. Click OK.



View Options toolbar with List view selected



File/Folder management buttons



Note The File/Folder management buttons only work when the Overlays folder is displayed and List View is selected from the View Options toolbar. (You can't add or edit the folders and files in the New folder.)

Editing File Properties

How do I rename, add a picture, or add a note to a file in the Overlays folder?

1. At the Navigation Screen, click the Overlays button. Navigate to and select the file that you want to rename and/or to which you want to add a picture icon and or note.
2. Click the List View button on the View Options toolbar.
3. Click the Properties button to display the Edit File Properties dialog box. Use this dialog box to rename, edit the picture of, or add a note to the file that is currently selected.
4. Click OK.

Moving and Deleting Folders and Files

How do I move a file or folder from one Overlays folder to another?

1. At the Navigation Screen, click the Overlays button. Navigate to and select the file that you want to move.
2. Click the List View button on the View Options toolbar.
3. Click the Move button to display the Move File or Folder dialog box. Use this dialog box to move the folder or file that is currently selected to another location in the Overlays folder.
4. Select the destination folder.
5. Click OK.

How do I delete a file or folder?

1. At the Navigation Screen, click the Overlay button. Navigate to and select the file that you want to delete.
2. Click the List View button on the View Options toolbar.
3. Click the Delete button to delete the folder or file that is currently selected. A Confirm delete dialog box displays.
4. Click Yes to delete the selected file or folder.

Quitting *Overlay Maker 3*

At the Navigation Screen, click the Quit button.

Navigation Screen: FAQ

Here are some frequently asked questions about using the Navigation Screen:

How do I choose the way folders and files show in the navigation window?

Click the buttons on the View Options toolbar to choose the way that folders and files show in the window.

- Use the three buttons on the left of the toolbar to choose icon view or list view.
- Use the two buttons on the right of the toolbar to resize icons or listings.

How do I navigate to a blank overlay?

1. Click the New button.
2. Select and open the Blank Overlay. A new (blank) overlay displays.

How do I navigate to a selection of predesigned overlay layouts?

1. Click the New button.
2. Select and open the Predesigned Layouts folder.
3. Select and open the desired subfolder.

How do I navigate to an *Overlay Maker* Overlay Activity kit?

1. Click the New button.
2. Select and open the Overlay Activity Kits folder.
3. Select and open the desired subfolder(s).

What does an Overlay Activity Kit contain?

Overlay Activity kits typically contain:

- A step by step tutorial. (You must have Adobe Reader installed to view this printable PDF file.)
- Overlays and templates that can be modified to create new overlays.
- Shortcuts to activities and shortcuts to templates that can be modified to create new activities. (Opening an activity automatically launches *IntelliTools Classroom Suite*.)

How do I navigate to the contents of my computer (or computer network)?

Click the Desktop button to display a navigation dialog box that shows the contents of your computer (or computer network).

How do I use *Overlay Maker 3* to view the contents of the *IntelliTools Classroom Suite* Overlays folder?

1. Launch *Overlay Maker 3*.
2. From the Navigation Screen, click the Overlays button.
3. Select the Shortcut to IntelliTools Classroom Suite Overlays folder.
4. Open the Installed with OM3 subfolder.
5. Select and open the desired file.



Note

You must have *Classroom Suite* already installed on your system, so that you can have access to *Classroom Suite* curriculum activities.

• **How do I open a selection displayed in the navigation window?**

• Depending on which Viewing Option is selected, click or double-click the desired icon or listing to open it. Or select the desired icon or listing and then click Open.

• **I see the word shortcut used on folder and file names. What is a shortcut?**

• You can use shortcuts to access folders and files in the *IntelliTools Classroom Suite* program. Selecting a shortcut automatically launches *IntelliTools Classroom Suite* or *IntelliTools Classroom Suite* Player and opens the selected folder or file.

• **How do I get the buttons on the right side of the Navigation Screen to work?**

1. Click the Overlays button—you can only manage files and folders in this folder.
2. Click the List View button on the View Options toolbar—you can only manage files and folders in the Overlays folder when List view is selected.

05: Working with Overlay Files

Finding and Opening Overlays

To find an overlay file, it is useful to know what type of file it is—a new file or a file that you have opened and saved. If you are looking for a saved overlay, it is also useful to know if the overlay file was saved using *Overlay Maker 3* or *IntelliTools Classroom Suite's* Make Overlay feature. Using *Overlay Maker 3*, you can save to an Overlays folder in either program—*Overlay Maker 3* or *IntelliTools Classroom Suite*. Using *IntelliTools Classroom Suite's* Make Overlay feature, you would save to the *IntelliTools Classroom Suite* Overlays folder.

How do I find and open an overlay file using the *Overlay Maker 3* Navigation Screen?

1. Click the desired button on the left side of the Navigation Screen.
 - Click the Overlays button to show saved overlays in the navigation window.
 - Click the New button to show a selection of predesigned overlays (organized in subfolders) in the navigation window.
 - Click the Desktop button to find files stored on your computer or network.
2. Once you find a desired file, select it and click Open.



You can also find overlay files by navigating to, and opening the *Overlay Maker 3* program folder (in the *IntelliTools* folder on your hard drive or network). Search the *Overlay* folder for the desired file.

Finding and Opening Overlays: Saved Using *Overlay Maker 3*

How do I find and open an overlay file I saved using *Overlay Maker 3*?

1. From the Navigation Screen, click the Overlays button.
2. Select and open the My Overlays subfolder or the Shortcut to *IntelliTools Classroom Suite* Overlays subfolder.
3. Navigate to and select the desired file.
4. Click Open.

Finding and Opening Overlays: Located Elsewhere on Your Computer

How do I find and open an *Overlay Maker 3* overlay file I saved to my desktop or elsewhere on my computer (or network)?

1. From the Navigation Screen, click the Desktop button. An Open dialog box displays.
2. Navigate to and select the desired file using standard computer navigation procedures.
3. Click Open.

How do I find and open an *Overlay Maker 2* overlay file located elsewhere on my computer (or network)?

1. From the Navigation Screen, click the Desktop button. An Open dialog box displays.
2. Navigate to and select the desired file using standard computer navigation procedures.
3. Click Open.

How do I find and open an *Overlay Maker 2* group overlay file located elsewhere on my computer (or network)?



Tip *Overlay Maker 3* files have the extension .omc, .oms, and .omt.

1. Select Open Group... from the File menu. An Open dialog box displays.
2. Navigate to and select the desired file using standard computer navigation procedures.
3. Click Open.

How do I find and open an overlay file created on a different platform?

1. From the Navigation Screen, click the Desktop button. An Open dialog box displays.
2. Navigate to and select the desired file.
3. Click Open.

Finding and Opening Overlays: Saved Using Make Overlay

How do I find and open an overlay file I saved when I was using *IntelliTools Classroom Suite's* Make Overlay feature?

There are three ways to find an *Overlay Maker 3* file that was created using *IntelliTools Classroom Suite's* Make Overlay feature:

- Method 1 – Using *IntelliTools Classroom Suite* IntelliKeys menu options.
 1. Launch *IntelliTools Classroom Suite* and open a document (e.g., the activity used with the overlay).
 2. From the Options menu, select IntelliKeys.
 3. Select Attach/Edit overlay.
 4. Click Attach.... An Open dialog box displays, showing the contents of *IntelliTools Classroom Suite's* Overlay folder.
 5. Select and open the desired overlay.
- Method 2 – Using *Overlay Maker 3* to show the contents of the *IntelliTools Classroom Suite* Overlays folder.
 1. Launch *Overlay Maker 3*.
 2. From the Navigation Screen, click the Overlays button.
 3. Select the Shortcut to IntelliTools Classroom Suite Overlays folder.
 4. Open the Installed with OM3 subfolder.
 5. Select and open the desired file.
- Method 3 – Using *Overlay Maker 3* to navigate to the desktop.
 1. Launch *Overlay Maker 3*.
 2. From the Navigation Screen, click the Desktop button. An Open dialog box displays.
 3. Navigate to and open the IntelliTools Classroom Suite program folder (stored on your computer or network) using standard computer navigation procedures.
 4. Select and open the desired file.

Saving Overlay Files

Using *Overlay Maker 3*, you can save an overlay in various ways, depending on how you wish to use the overlay.

 **Note** Files with the same name cannot be saved in the same *Overlay Maker 3* folder.

Saving Overlay Files: Using Save and Save As Options

An overlay can be saved to the *Overlay Maker 3* My Overlay folder or the *IntelliTools Classroom Suite* Overlays folder in order to store it. Once saved, it can be retrieved for further use (e.g., to be modified or attached to an activity).

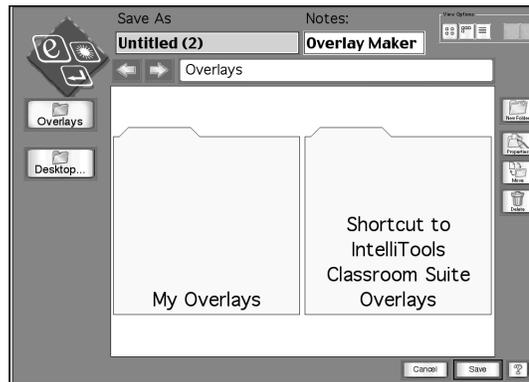
The first time an untitled overlay is saved, the Save As dialog box displays so that you can give the overlay a name.

Why save an overlay in the My Overlays folder?

If the overlay is intended to be used with any program other than the three *IntelliTools Classroom Suite* programs, save the overlay in the My Overlays folder. This makes it easier to find, attach, and/or send the overlay.

How do I save an overlay in the My Overlays folder?

1. Select Save or Save As from the File menu. The Save As screen displays. Notice that the directory path shows that the Overlays folder is open.
2. Open the My Overlays folder. The saved overlay will be stored here.
3. Enter a name in the Save As text-entry box, if desired.
 - If you are saving an untitled overlay (either a new overlay or a document displayed from an Overlay Activity kit) in the My Overlays folder, it is recommended that you name the file so you can easily identify it.
 - If you are saving a predesigned overlay in the My Overlays folder, you don't have to rename the overlay—you can keep the existing name. However, to help you identify the file, it is recommended that you rename it using a variation of the original name.
4. Enter a note in the Notes text entry box. The note will show when overlays are displayed in the Navigation Screen or in the Save As screen using List view. Notes will not show when documents are displayed in Icon view.
5. Click Save. The Save As screen closes and you are returned to the open overlay.



Save As dialog box showing contents of Overlays folder



Tip

When working with an open overlay, you should save your work regularly by selecting Save from the File menu. Saving updates the stored version of your overlay.



Clicking a shortcut launches *Classroom Suite*

Why save an overlay in the *IntelliTools Classroom Suite Overlays* folder?

If the overlay is intended to be used with *Classroom Suite*, save the overlay in the *IntelliTools Classroom Suite Overlays* folder. This makes it easier to find, attach, and/or send the overlay.

How do I save an overlay in the *IntelliTools Classroom Suite Overlays* folder?

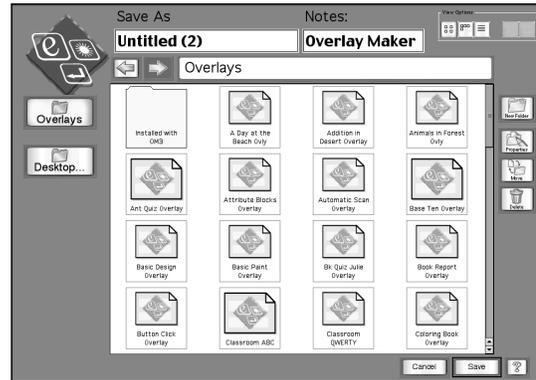
1. Select Save or Save As from the File menu. The Save As screen displays. Notice that the directory path shows that the Overlays folder is open.
2. Select the Shortcut to IntelliTools Classroom Suite Overlays folder to open the Overlays folder in the *IntelliTools Classroom Suite* program. The saved overlay will be stored here.
3. Enter a name in the Save As text-entry box, if desired.
 - If you are saving an untitled overlay (either a new overlay or a document displayed from an Overlay Activity kit) in the *IntelliTools Classroom Suite Overlays* folder, it is recommended that you name the document.
 - If you are saving a predesigned overlay in the *IntelliTools Classroom Suite Overlays* folder, you don't have to rename the overlay. You may want to keep the existing name for easy identification.
4. Enter a note in the Notes text entry box. The note will show when overlays are displayed in the Navigation Screen or in the Save As screen using List view. Notes will not show when documents are displayed in Icon view.
5. Click Save. The Save As screen closes and you are returned to the open overlay.

Saving a Document to Another Location (e.g., in the Desktop Folder)

You can save an overlay to a location other than the *Overlay Maker 3 My Overlay* folder or the *IntelliTools Classroom Suite Overlays* folder (for instance, your desktop).

How do I save a document to another location?

1. Select Save As from the File menu. The Save As dialog box displays.
2. Click the Desktop button. A Save As dialog box (Windows) or a Save File As dialog box (Macintosh) displays.
3. Navigate to the desired location in your computer or on your computer network.
4. Name the file.
5. Click Save. All dialog boxes close and you are returned to the open overlay.



Save As dialog box showing contents of *IntelliTools Classroom Suite Overlays* folder

Saving Overlay Files: Using the Save As Template Option

An overlay can be saved as a template using the Save As Template menu option.

Why save an overlay as a template?

Once you make an overlay that can be used repeatedly, it is useful to save it as a template. When opened, templates generate copies of themselves. By working with a copy, you can preserve the original template. You don't have to recreate the overlay from scratch each time you wish to use it or create variations from it. The modified files you create from a template can also be saved as new templates.

Overlays saved as a templates are typically stored in the My Overlays folder.

How do I save a template in the My Overlays folder?

1. Select Save As Template from the File menu. The Save As screen displays. Notice that the directory path shows that the Overlays folder is open. The saved document will be stored here.
2. Open the My Overlays folder. The saved overlay will be stored here.
3. Enter a name in the Save As text-entry box, if desired.
 - If you are saving an untitled file (either a new overlay or an overlay displayed from an Overlay Activity kit template), it is recommended that you name the file so you can easily identify it.
 - If you are saving a file that already has a name and that you have modified, it is recommended that you to rename the modified file so that the original file is not overwritten. You may want use a variation of the original file name for easy identification.
4. Enter a note in the Notes text entry box. The note will show when activities are displayed in the Navigation Screen or in the Save As screen using List view. Notes will not show when activities are displayed in icon view.
5. Click Save. The Save As screen closes and you are returned to the open document.

Saving Overlay Files: Using the Save As Send-Only Option

To make it easy to only send an overlay's key content to IntelliKeys, use the Save As Send-Only option. By default, Send-Only files are saved to the desktop (though you can save them elsewhere). Once saved, double-clicking the Send-Only file will send the overlay's key content to IntelliKeys without opening *Overlay Maker 3* and displaying the overlay.

How do I save an *Overlay Maker 3* overlay as a Send-Only file?

1. Select Save As Send-Only from the File menu. The Save As dialog box used with your operating system displays.
2. Navigate to the desktop or elsewhere on your computer (network).
3. Click Save. The Send-Only file has the extension .omc.



The Send-Only file icon displayed on the Desktop

Send-Only Files (i.e., Content-Only): General Information

What is a Send-Only file?

A Send-Only file is an overlay file that only includes key content. It cannot be opened, displayed, edited, and/or printed. Typically Send-Only files are saved to the desktop, so that the files can be sent to IntelliKeys quickly.

Why save an overlay as a Send-Only file?

In some instances you may wish to send an overlay's key content to IntelliKeys without opening *Overlay Maker 3* and displaying the overlay.

How do I send a Send-Only file to IntelliKeys?

Double-click the Send-Only file to send the overlay's key content to IntelliKeys without opening *Overlay Maker 3* and displaying the overlay.

How do I edit a Send-Only file?

You can't edit a Send-Only file. Therefore, before you save an overlay as a Send-Only file, it is recommended that you save a copy of your file as an .oms file (an editable overlay) or an .omt file (a template that can't be easily overwritten).

Saving Overlay Files: Using the Export to DynaVox Option

How do I save an *Overlay Maker 3* overlay so it is compatible with DynaVox hardware?

1. Select Export to DynaVox from the File menu. The Save As dialog box used with your operating system displays.
2. Navigate to the desktop or elsewhere on your computer (or network).
3. Click Save.

Printing an Overlay

Due to the size and shape of the IntelliKeys touch-sensitive surface (8.5" x 13"), overlays are bigger than a "regular" letter-size paper (8.5" x 11"). Therefore it is recommended that you use legal size paper (8.5" x 14") in the landscape (sideways) orientation to print overlays. Then trim the overlay to 8.5" x 13" (includes margins).

How do I choose paper size and orientation?

1. From the File menu, select Page Setup.
2. Select Legal for the Paper size and Landscape for the orientation if these options are not already selected. Click OK to close the Page Setup dialog box.

How do I print the overlay?

1. Select Print from the File menu or click the Print button on the Standard Toolbar.
2. Choose the desired print settings (e.g., number of copies) and click OK. The overlay prints.
3. Trim the printed overlay along the cut lines.
4. Place the printed overlay on the IntelliKeys.

Can I use letter size paper and portrait orientation for printed overlays?

Yes. The overlay will be printed on two sheets of paper. Use the dotted cut lines to trim the pages to the correct overlay dimensions and tape the two pages together.

What do I do if an overlay is not correctly positioned on the page?

1. Select Preferences... from the Options menu. The Preference dialog box displays.
2. Click the Advanced tab.
3. Enter the needed Horizontal Offset and Vertical Offset measurements.
4. Click OK.
5. Print the overlay again.

How do I stop the overlay title from being printed on the overlay?

After an overlay is saved, the overlay name will print vertically in the left margin.

1. Select Preferences... from the Options menu. The Preference dialog box displays.
2. Click the Advanced tab.
3. Deselect the Print Overlay Title option.

How do I print a single level of a multilevel overlay?

1. Display the level that you want to print on-screen.
2. Select Print from the File menu or click the Print button on the Standard Toolbar.

What are the dimensions of a trimmed overlay and what size are the margins?

The trimmed overlay dimensions are 8.5" x 13" (includes margins). The minimum margins measurements are 7/16" (left vertical margin) and 1/4" for the top and bottom margins.

Closing an Overlay

There are two ways to close an overlay:

- Select Close from the File menu to close the current overlay or Close All from the File menu to close all open *Overlay Maker 3* overlays.
- Or close a single overlay by clicking the close button on that overlay's menu bar (Windows) or title bar (Macintosh).



Note If you try to close an unsaved overlay, a Caution dialog box displays that asks if you want to save that overlay. Clicking Yes displays the Save As dialog box.

06: Working with Menus, Toolbars, and the Status Bar

Menu Listings, Menu Actions, and Keyboard Shortcuts

There are nine menus included on the *Overlay Maker 3* menu bar: File, Edit, Text, View, Options, Levels, Overlay Maker, Window, and Help. Some menu listings have a corresponding keyboard shortcut—keyboard users can press a combination of keys ([Ctrl]+), instead of making that menu selection.

File Menu Options

New...

Displays the contents of the New folder in Navigation Screen window. [Ctrl]+N

Open...

Displays the contents of the previously opened folder in Navigation Screen window.[Ctrl]+O

Open Group...

Displays the contents of your Desktop using your operating system’s Open dialog box.

Close

Closes the current overlay. [Ctrl]+W

Close All

Closes all open overlays.

Save

Displays the Save As dialog box (showing the contents of the Overlays folder) the first time Save is selected. After the file is saved, Save replaces saved file with current one. [Ctrl]+S

Save As...

Displays the Save As dialog box (showing the contents of the Overlays folder).

Save As Template...

Displays the Save As dialog box (showing the contents of the Overlays folder).

Save As Send-Only...

Displays the contents of your Desktop using your operating system’s Save As dialog box.

Export to DynaVox...

Displays the contents of your Desktop using your operating system’s Save As dialog box.

Send Overlay

Sends the current overlay file to IntelliKeys, if the keyboard is connected. [Ctrl]+D

Page Setup...

Displays Page Setup dialog box (used for setting printed page size and orientation).

Print...

Displays the Print dialog box. [Ctrl]+P

Exit (Windows), Quit (Macintosh)

Closes the program.

File	Edit	Text	View
New...			⌘N
Open...			⌘O
Open Group...			
Close			⌘W
Close All			
Save			⌘S
Save As...			
Save As Template...			
Save As Send-Only...			
Export To DynaVox...			
Send Overlay			⌘D
Page Setup...			
Print...			⌘P
Quit			⌘Q

 **Note** Keyboard shortcuts [Ctrl]+ appear throughout the following listings:

Windows users:
Simultaneously press the [Ctrl] key and the key
Macintosh users:
Simultaneously press the [Ctrl] or [Command] key and the key

 **Note** Recently opened overlays are also listed on the File menu.

Edit	Text	View	Options
Undo Create Text			
Cut			
Copy			
Paste			
Clear			
Select All			
Duplicate			
Insert Picture From Library			
Insert Picture From File...			
Insert Picture From Board			
Fix To Background			
Background Properties...			
Arrange			
Properties...			

Edit Menu Options

Undo/Redo

Reverses one previous action/restores one previous action. [Ctrl]+Z

Cut

Deletes your selection and puts it on the clipboard. [Ctrl]+X

Copy

Copies your selection and puts it on the clipboard. [Ctrl]+C

Paste

Inserts the contents of clipboard. [Ctrl]+V

Clear

Deletes your selection.

Select All

Highlights and selects all the selectable objects on the current overlay level. [Ctrl]+A

Duplicate

Copies your selection and inserts it on the current overlay level.

Insert Picture From Library...

Displays the Picture Library dialog box. [Ctrl]+Y

Insert Picture From File...

Displays the operating system's Open dialog box.

Insert Picture From Boardmaker

Displays the Picture Library dialog box with Boardmaker images if the Boardmaker PCS Library has been installed.

Fix to Background

Makes a selected frame, line, or picture part of the background.

Background Properties...

Displays the Background Properties dialog box.

Arrange

Bring Forward

Moves selection one layer forward.

Send Backward

Moves selection one layer backward.

Bring to Front

Moves selection to frontmost layer.

Send to Back

Moves selection to backmost layer.

 Windows users:
[Alt]+_ enables you to access menus. Use arrow keys to navigate menus and [Enter] to select listings.

Tip

Flip Horizontally

Flips selection along its vertical axis.

Flip Vertically

Flips selection along its horizontal axis.

Properties...

Displays the Properties dialog box for the selected object.

Text Menu Options

Font

Displays the Font menu.

Size

Displays the Size menu.

Color

Displays the Color menu.

Plain Text

Displays selected text in default style. [Ctrl]+T

Bold

Bolds selected text. [Ctrl]+B

Italic

Italicizes selected text. [Ctrl]+I

Underline

Underlines selected text. [Ctrl]+U

View Menu Options

Standard Toolbar

Displays commonly used commands and tools arranged in a row (above the overlay) and a column (to the left of the overlay).

Advanced Toolbar

Displays Standard Toolbar plus an additional row of editing tools.

Show Picture Library

Displays the Picture Library as a toolbar at the bottom of the window.

Show Status Bar

Displays the Status Bar below the overlay.

Show Keyguard Mask

Displays the selected keyguard mask on the foreground of the overlay. (You can select a mask with 2, 3, 6, 9, 12, 15, 20, or 96 holes.)

Text	View	Option
Font		▶
Size		▶
Color		▶
✓ Plain Text	⌘T	
Bold	⌘B	
Italic	⌘I	
Underline	⌘U	

View	Options	Levels	Over
✓ Standard Toolbar			
	Advanced Toolbar		
	Show Picture Library		
✓ Show Status Bar			
	Show Keyguard Mask		
✓ Grid Lines			
✓ Fit to Window			
	Preview in IntelliKeys		
	View Actual Size		

Grid Lines

Shows the IntelliKeys cell grid on the overlay (to help you position keys and other objects on the overlay).

Fit to Window

Sizes the overlay to fit the window.

Preview in IntelliKeys

Shows how the overlay looks in an IntelliKeys.

View Actual Size

Displays the overlay actual size in the window. (Use scroll bars to see more of the overlay.)

Options Menu Options

IntelliKeys Settings...

Displays the IntelliKeys Settings dialog box (for the current overlay).

Preferences...

Displays the Preferences dialog box (for the *Overlay Maker 3* program).

Levels Menu Options

Next Level

Displays the next level in the current multilevel overlay.

Previous Level

Displays the previous level in the current multilevel overlay.

Select a Level

Displays a list of levels in the current multilevel overlay.

New Level

Inserts a new level after the current level in the current multilevel overlay.

Delete Level

Removes the current level and its contents in the current multilevel overlay.

Duplicate Level

Inserts a copy of the current level after the current level in the current multilevel overlay.

Import Level...

Displays the Open dialog box. (The selected overlay file becomes a level in the current on-screen overlay.)

View All Levels...

Displays the All Levels dialog box.

Send Current Level

Sends overlay information for the current level of a multilevel overlay.



Overlay Maker Menu Options

Select Tool

Pointer is the Select Tool (selects and grabs).

Key Tool

Pointer is the Key Tool (draws a key).

Text Tool

Pointer is the Text Tool (draws a text box and/or shows where text will insert).

Line Tool

Pointer is the Line Tool (draws lines).

Frame Tool

Pointer is the Frame Tool (draws frames).

Border and Line Width

Displays a list of border and line width options (none–10 point). Used to set line and border width for selected lines, keys, text boxes, and/or frames.

Border and Line Color...

Displays Pick Color dialog box. Used to select line and border color for selected lines, keys, text boxes, and/or frames.

Fill Color...

Displays Pick Color dialog box. Used to select fill color for selected keys, text boxes, and/or frames.

Snap to Grid

Keys and currently selected objects align to grid automatically.

Shape

Rounded Rectangle

Pointer draws a rounded rectangle shape.

Rectangle

Pointer draws a rectangle shape.

Circle/Oval

Pointer draws a circle/oval shape.

Octagon

Pointer draws an octagon shape.

Diamond

Pointer draws a diamond shape.

Overlay Maker	Window
Select Tool	
✓ Key Tool	
Text Tool	
Line Tool	
Frame Tool	
Line Width	
Line Color...	
Fill Color...	
✓ Snap To Grid	
Shape	
Text Below Picture	
Edit Key Content...	
✓ Autosize Picture	
Select Picture In Key	
Switches...	
Send Overlay	



Overlay Maker menu options are also available as toolbar buttons.

Triangle

Pointer draws a triangle shape (triangle points up).

Triangle (right)

Pointer draws a triangle shape (triangle points right).

Triangle (down)

Pointer draws a triangle shape (triangle points down).

Triangle (left)

Pointer draws a triangle shape (triangle points left).

Star

Pointer draws a star shape.

Text Below Picture

Positions text below the picture on the selected key.

Edit Key Content...

Displays Key Content tab of Properties of key dialog box for the selected key.

Autosize Picture

Adjusts the size of an inserted picture to fit a selected key.

Select Picture in Key

Selects the picture in a selected key, if the key has a picture.

Switches...

Displays Edit Content of Switches dialog box.

Send Overlay

Sends the current overlay file to IntelliKeys, if the keyboard is connected. [Ctrl]+D

Window Menu Options

Lists open *Overlay Maker 3* files. The selected listing indicates the current (i.e., active) overlay.

Help Menu Options**About Overlay Maker (Windows)**

Displays *Overlay Maker 3* version number and a link to IntelliTools Web site.

Help

Displays Help files by topic and alphabetically.

Visit IntelliTools Web site

Opens the IntelliTools Web site if your computer is connected to the Internet.

Read Me

Displays Read Me document in the user's Web browser.

Help
About Balloon Help...
Show Balloons
Help
Visit IntelliTools Website...
Read Me

Toolbars and Tools

Many *Overlay Maker 3* features can be accessed by clicking toolbar buttons. There are two toolbars available: the Standard Toolbar and the Advanced Toolbar.

Toolbars: Selecting

How do I select a toolbar?

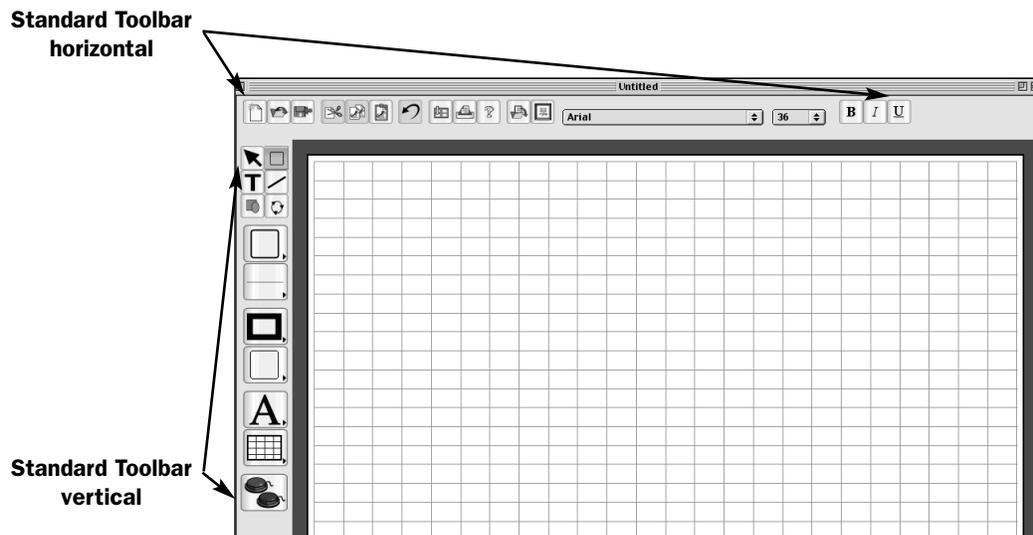
To choose a toolbar, make a selection from the View menu.

Toolbars: Standard Toolbar

What buttons are included on the Standard Toolbar?

The Standard Toolbar includes command and editing tools (as two parts—one horizontal toolbar and one vertical toolbar):

- The horizontal toolbar has these buttons arranged in a row above the overlay:
New, Open, Save, Cut, Copy, Paste, Undo, Send Overlay, Print, Help, Insert Picture from File, Picture Library, Font Name (list box), Font Size (list box), Bold, Italic, and Underline.
- The vertical toolbar has these buttons arranged in a column to the left of the overlay:
Select Tool, Key Tool, Text Tool, Line Tool, Frame Tool, Cycle Views, Shape, Border and Line Width, Border and Line Color, Fill Color, Text Color, Background Color, and Edit Switches.



The two parts of the Standard Toolbar

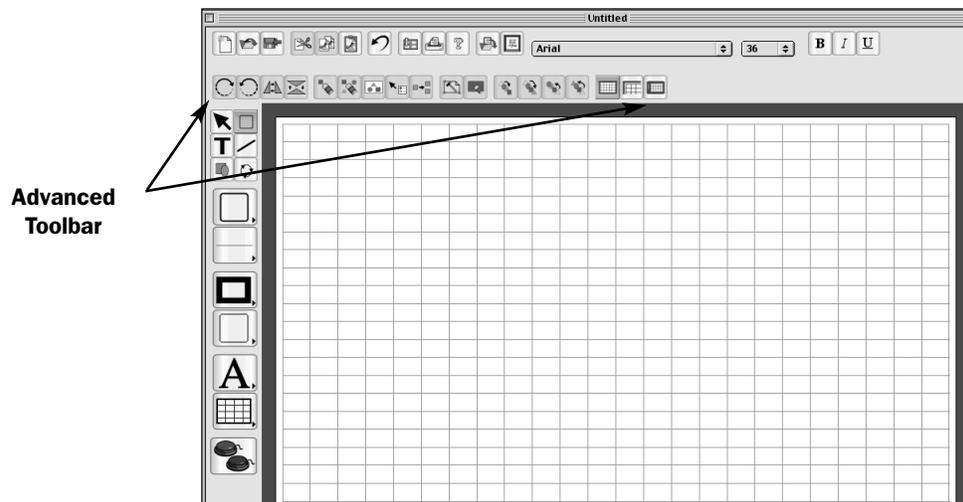
Toolbars: Advanced Toolbar

What buttons are included on the Advanced Toolbar?

The Advanced Toolbar includes an expanded set of command and editing tools (as three parts—two horizontal toolbars, one vertical toolbar).

In addition to the two sets of tools displayed by the Standard Toolbar, the Advanced Toolbar includes the following buttons arranged in a row above the overlay:

Rotate Clockwise, Rotate Counterclockwise, Flip Horizontally, Flip Vertically, Clear, Clear All, Select All, Properties, Duplicate, Fix to Background, Clear Background, Bring Forward, Bring to Front, Send Backward, and Send to Back, Fit to Window, View Actual Size, Preview in IntelliKeys.



Advanced
Toolbar

Additional row of editing buttons on the Advanced Toolbar

Toolbars: Authoring Buttons

These toolbar buttons, arranged in a column to the left of the overlay, are used for authoring (i.e., creating and editing objects). They show when the Standard Toolbar is selected and when the Advanced Toolbar is selected.

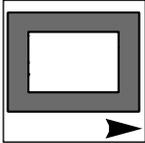
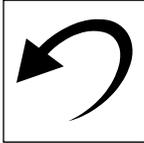
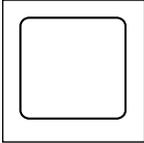
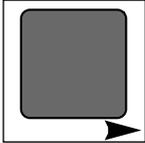
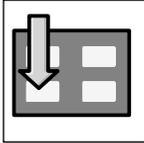
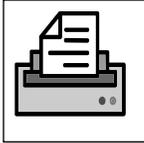
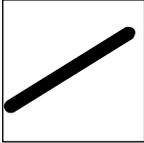
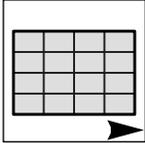
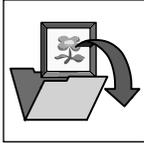
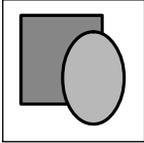
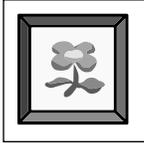
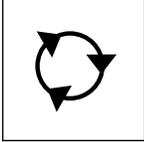
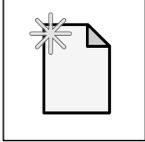
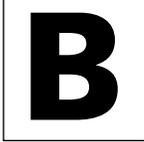
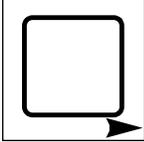
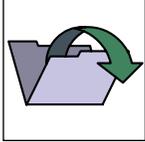
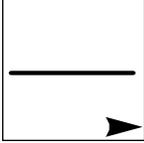
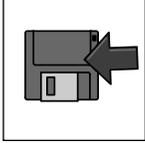
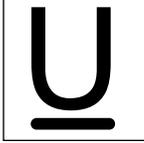
- Select – Used to select (i.e., activate) objects on an overlay.
- Key Tool – Used to create keys on an overlay.
- Text Tool – Used to add text to overlays (in text boxes or as labels on keys).
- Line Tool – Used to draw lines on an overlay.
- Frame Tool – Used to draw frames (i.e., free shapes) on an overlay.
- Cycle Views – Used to switch between 3 views of the current overlay (Fit to Window, Preview in IntelliKeys, View Actual Size).
- Shape – The selected shape shows on the button. Click the pullout to see all shape choices. Affects selected frames and keys.
- Border and Line Width – The current border or line width shows on the button. Click the pullout to see all line width choices. Affects selected lines and the borders of selected keys, text boxes, and frames.
- Border and Line Color – The current border or line color shows on the button. Click the pullout to see all line color choices. Affects selected lines and the borders of selected keys, text boxes, and frames.
- Fill Color – The current fill color shows on the button. Click the pullout to see all fill color choices. Affects the area within selected keys, text boxes, and frames.
- Text Color – The current text color shows on the button. Click the pullout to see all text color choices. Affects text in selected text boxes and keys.
- Background Color – The current background color shows on the button. Click the pullout to see all background color choices. Affects the background of the current overlay.
- Edit Switches – Use to select or edit the switch content of the current overlay.



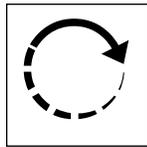
Tip

Toolbar button actions are also available as Overlay Maker menu commands.

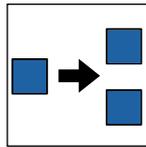
Toolbars: Identifying Standard Toolbar Buttons

	Select Tool		Border and Line Color		Undo
	Key Tool		Fill Color		Send Overlay
	Text Tool		Text Color		Print
	Line Tool		Background Color		Insert Picture from File
	Frame Tool		Edit Switches		Picture Library
	Cycle Views		New		Bold
	Shape		Open		Italic
	Border and Line Width		Save		Underline

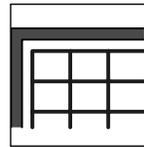
Toolbars: Identifying Advanced Toolbar Buttons



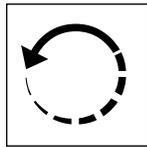
**Rotate
Clockwise**



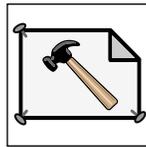
Duplicate



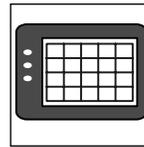
**View Actual
Size**



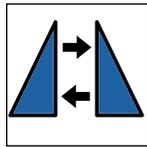
**Rotate
Counter-
clockwise**



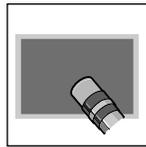
**Fix to
Background**



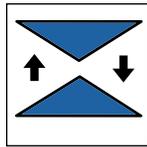
**Preview in
IntelliKeys**



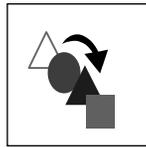
**Flip
Horizontally**



**Clear
Background**

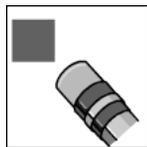


**Flip
Vertically**

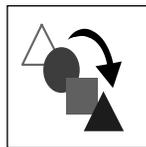


**Bring
Forward**

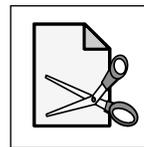
Toolbars: Identifying Additional Toolbar Buttons



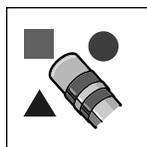
Clear



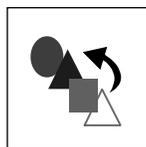
**Bring To
Front**



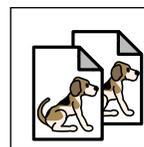
Cut



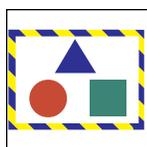
Clear All



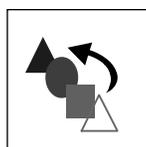
**Send
Backward**



Copy



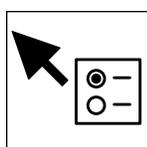
Select All



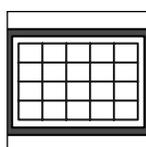
**Send to
Back**



Paste



Properties



**Fit to
Window**



Help

Status Bar

What is the Status Bar?

The Status Bar is the gray rectangular area at the bottom of the *Overlay Maker 3* window. It provides useful information when you are creating and/or editing overlays.

What information does the Status Bar show?

The Status Bar:

- Identifies objects on the overlay – When your pointer is positioned over an object included on an overlay, the object type shows on the left side of the Status Bar. If your pointer is positioned over a key, the key content for that key also shows on the Status Bar. In some instances, (e.g., if the key content is lengthy) only a portion of the key content shows.
- Shows a scaling measurement (the size of the current view compared to the actual size of the overlay, expressed as a percentage). The Scaling measurement shows on the right side of the Status Bar.



Select Actual Size from the View menu to see the overlay at 100%.

Tip

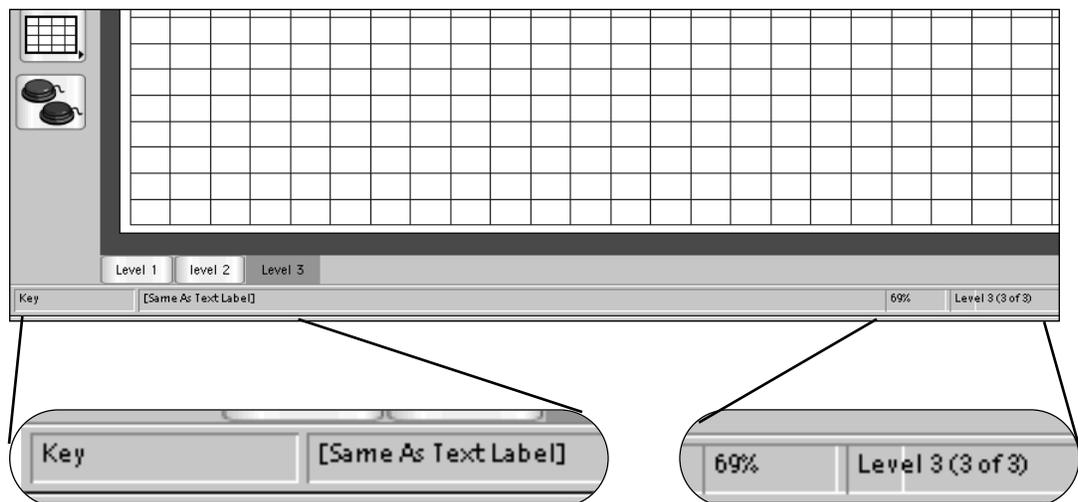
- Identifies the current overlay level, if the overlay has more than one level. The level's name and number (e.g., 1 of 2, 4 of 5, 9 of 10, etc.) shows on the right side of the Status Bar.

How do I show or hide the Status Bar?

- To show the Status Bar, select (i.e., check) the Show Status Bar option from the View menu.
- To hide the Status Bar, deselect (i.e., uncheck) the Show Status Bar option from the View menu.

By default, the Status Bar shows each time a new overlay is opened.

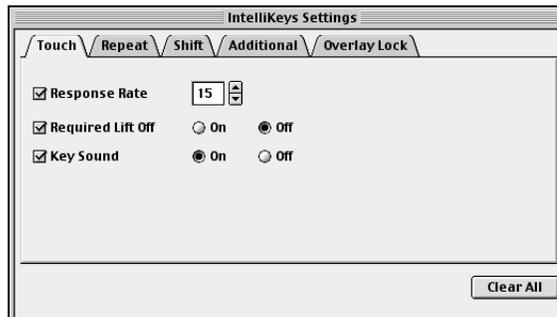
Status Bar displayed below the overlay



07: Working with Settings and Preferences

IntelliKeys Settings

When an IntelliKeys user needs custom IntelliKeys settings and shares the IntelliKeys, you can add custom IntelliKeys settings to an overlay. When that overlay is sent to IntelliKeys, these settings take effect and will override the previous IntelliKeys settings. The new settings stay in effect until the IntelliKeys is reset or another overlay with different settings is used.



IntelliKeys Settings dialog box
Touch tab options



After using an overlay that sends customized IntelliKeys settings, it is recommended that the IntelliKeys be reset. (Use the Keyboard Reset option on the Setup Overlay or on the IntelliKeys USB control panel.)

How do I restore the overlay's IntelliKeys settings to default values?

Click the Clear All button in the IntelliKeys Settings dialog box to set the overlay's IntelliKeys settings to default values.

IntelliKeys Settings: Touch Tab Options

Some individuals press extra, unwanted keys while reaching for a specific key.

Response Rate

Response Rate controls the response time of the IntelliKeys keys. Use the Response Rate setting to adjust the amount of time an IntelliKeys user must press on a key before IntelliKeys responds.

The Response Rate option has 15 incremental settings, with 1 being the slowest (IntelliKeys does not respond until the user presses a key for approximately two seconds) and 15 being the fastest (IntelliKeys responds immediately to a key press).

How do I adjust the Response Rate? (The default setting is 15)

1. Select (i.e., check) the Response Rate option.
2. Select the desired response rate (1–15) from the corresponding settings box.

Required Lift Off

Required Lift Off means that the user is required to lift his or her finger off a key before any other key can be activated. For example, if a person types the letter A and then slides a finger over to the letter B, the letter B will not be typed. The user must first lift his or her finger completely off of the overlay and then press the letter B.

How do I set the Required Lift Off option? (The default setting is Off)

1. Select (i.e., check) the Required Lift Off option.
2. Select On or Off.

Key Sound

Some individuals may find key sounds (i.e., the sounds emitted when a key is pressed) distracting. This feature allows you to turn IntelliKeys key sound on or off.

How do I set the Key Sound option? (The default setting is On)

1. Select (i.e., check) the Key Sound option.
2. Select On or Off.

IntelliKeys Settings:

Repeat Tab Options

Some individuals may need to have a key press not repeat or the user may need to have a key repeat without holding the key down.

Repeat Rate

The Repeat Rate option has 15 incremental settings, with 1 being the slowest repeat rate and 15 being the fastest.

How do I adjust the Repeat Rate? (The default setting is 15)

1. Select (i.e., check) the Repeat Rate option.
2. Select the desired repeat rate (1–15) from the corresponding settings box.

Repeat

When Repeat is selected, IntelliKeys repeats the key's key content until the user stops pressing that key. On a Mac, IntelliKeys Classic users would open the Keyboard control panel to set Key Repeat Off.

How do I set the Repeat option? (The default setting is On)

1. Select (i.e., check) the Repeat option.
2. Select On or Off.

Repeat Latching

When Repeat Latching is selected, IntelliKeys repeats the last repeating key press after the user lifts off that key. The repeat continues until another key press stops the repeat. Repeat Latching is a useful feature to select for individuals needing to continuously press Mouse Arrows.

How do I select Repeat Latching? (The default setting is Off)

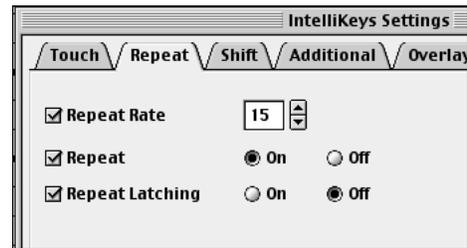
1. Select (i.e., check) the Repeat Latching option.
2. Select On or Off.

IntelliKeys Settings:

Shift Tab Options

Most computer programs use keyboard shortcuts that require pressing multiple keys simultaneously. For instance, to type a capital letter or execute certain commands, a user is required to press the Shift modifier key in combination with another key. Shift is the most commonly used modifier key. Other Modifier keys include Control, Alt, Command and Option.

Pressing two or more keys simultaneously may be difficult for some individuals. IntelliKeys users can select Shift Key Action options to allow the user to press keys sequentially rather than simultaneously.



IntelliKeys Settings dialog box
Repeat tab options



IntelliKeys Settings dialog box
Shift tab options

Shift Key Action: Latch

When Latch is selected and the user presses any modifier key, IntelliKeys will “hold down” the modifier for the next non-modifier key press, then “release” all held down keys.

For example, to type a word beginning with a capital letter using the latching feature, the user first presses the Shift key, then types in the entire word. The first letter will be capitalized automatically and the following letters will be lowercase. Shift Latch is the IntelliKeys default setting unless another Shift Key Action is selected.

Shift Key Action: Lock

When Lock is selected and the user presses any modifier once, IntelliKeys will latch (i.e., “hold down” the modifier for the next keystroke, then “release”). If the user presses a modifier twice in succession, IntelliKeys will lock (i.e., “hold down” the modifier for all the following keystrokes) until that modifier key is “released” by pressing it again.

For example, to type a word consisting of all capital letters (such as INTELLITools) using the locking feature, the user presses the Shift key twice, then types in the entire word. Notice the IntelliKeys Shift light stays on. All letters in the word are capitalized automatically. When the user presses Shift again, the user resumes typing in lowercase. Notice the IntelliKeys Shift light is now off.

Shift Key Action: No Latch

When No Latching is selected and the user presses any modifier, the modifier will not affect any other key (i.e., it will not modify). This is useful when playing some game programs.

For example, in some pinball game programs the Shift key is used to flip a paddle. In this case the user would not want the Shift key to modify the next keystroke.

How do I select a Shift Key Action? (The default setting is Latching)

1. Select (i.e., check) the Shift Key Action option.
2. Click the radio button next to the desired Shift Key Action option.

Indicator Lights

The indicator lights on the left side of the IntelliKeys keyboard provide visual indication of the state of the IntelliKeys. A green light next to Shift, Caps Lock, and/or Mouse Down indicates that the feature is active (i.e., that key on the overlay has been pressed). A red light next to Alt/Option, Control/Command, and/or Num Lock indicates that the feature is active (i.e., that key on the overlay has been pressed). Num Lock will not light up when connected to a Macintosh computer.

The indicator lights also flash when the IntelliKeys keyboard is reset and when an overlay is sent.

How do I select an Indicator Lights option for IntelliKeys Classic? (The default setting is 3)

1. Select (i.e., check) the Indicator Lights option.
2. Click the radio button next to the desired option—3 or 6.

IntelliKeys Settings: Additional Tab Options

IntelliKeys has other useful features described below.

Mouse Arrows

This setting lets you activate the mouse capabilities built into the IntelliKeys Standard overlays. This setting has no effect on custom overlays.

How do I select Mouse Arrows? (The default setting is Off)

1. Select (i.e., check) the Mouse Arrows option.
2. Select On or Off.

Mouse Speed

Mouse Speed refers to the speed at which the on-screen pointer moves when any of the Mouse Arrows on an overlay are pressed. The Mouse Speed option has 15 incremental settings, with 1 being the slowest and 15 being the fastest. IntelliKeys mouse speed only applies when you are using the IntelliKeys USB and Mac IntelliKeys Classic Mouse arrows.

How do I adjust Mouse Speed? (The default setting is 15)

1. Select (i.e., check) the Mouse Speed option.
2. Select the desired response rate (1–15) from the corresponding settings box.

Smart Typing

Smart Typing types the following key presses automatically after the user types a certain character:

- After typing an uppercase or lowercase q, IntelliKeys types a lowercase u.
- After typing a period, exclamation point, or a question mark, IntelliKeys types two spaces and latches the Shift key so the next key press character entered by the user will be capitalized. This is useful when ending one sentence and starting another.
- After typing a comma or a semicolon, IntelliKeys types one space.
- After typing a colon, IntelliKeys types two spaces.

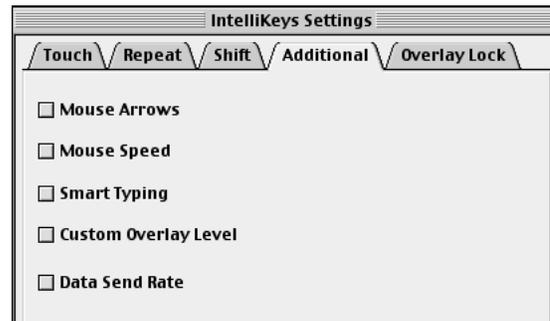
How do I select Smart Typing? (The default setting is Off)

1. Select (i.e., check) the Smart Typing option.
2. Select On or Off.

Custom Overlay Level

This setting lets you specify which level in a multi-level overlay you want IntelliKeys to use when first sent.

This setting remains active until replaced by another Custom Overlay Level setting or until the IntelliKeys is Reset. Note: Unlike the [Go to Level...] action, this setting remains in



IntelliKeys Settings dialog box
Additional tab options

effect when you switch to a Standard overlay. For IntelliKeys Classic only, this setting also remains in effect when you turn off the computer and then turn the computer on.



This setting should be used only by advanced *Overlay Maker 3* users of multilevel overlays.

How do I set Custom Overlay Level? (The default setting is the current top level)

1. Select (i.e., check) the Custom Overlay Level option.
2. Select the desired custom overlay level from the corresponding settings box.

Data Send Rate

The Data Send Rate setting can be useful for those using IntelliKeys with a custom overlay that has keys with long text strings in the Key Content. This feature controls the IntelliKeys data input to your computer. The Data Send Rate option has 15 incremental settings, with 1 being the slowest and 15 being the fastest. This setting remains until replaced by another Data Send Rate or an IntelliKeys Keyboard Reset.

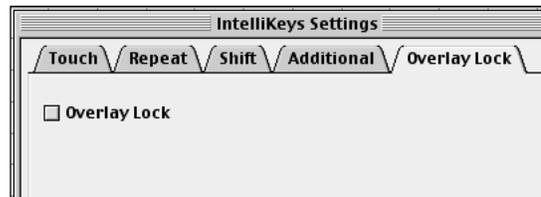
How do I adjust the Data Send Rate? (The default setting is 15)

1. Select (i.e., check) the Send Rate option.
2. Select the desired response rate (1–15) from the corresponding settings box.

IntelliKeys Settings: Overlay Lock Tab Options

Overlay Lock

The Overlay Lock feature protects an overlay you've sent to IntelliKeys Classic from getting accidentally erased by another custom overlay. If you try to send another custom overlay to IntelliKeys Classic while the overlay in memory is locked, you are warned and have the option to send or not send the new overlay.



IntelliKeys Settings dialog box
Overlay Lock tab options

Some programs have their own overlays which are automatically sent to IntelliKeys when you open a document. This normally replaces any custom overlay you have sent previously. To use these programs with your own custom overlay, protect your custom overlay with overlay lock.



Note Instead of Overlay Lock, IntelliKeys USB users use the Advanced control panel With this overlay... feature.



This setting should be used only by advanced *Overlay Maker 3* users.

How do I select Overlay Lock? (The default setting is Off)

1. Select (i.e., check) the Overlay Lock option.
2. Select On or Off.

Preferences...

The options included in the Preferences dialog box enable you to change the default program settings for *Overlay Maker 3*.

Changes remain in effect until they are changed again or you restore the original default settings (by clicking the Restore Original Defaults button on the Default Appearance tab).

Preferences: Default Appearance Tab Options

The Default Appearance option enables you to select different initial appearance settings for new overlays.

How do I set the Default Appearance settings?

1. Using menu options or toolbar buttons, set the desired appearance settings for Text Font, Size, Color, and Style; Frame and Key Shape; Line and Border Width and Color; Fill Color and Pattern; Background Color and Pattern; Autosize Picture; Snap to Grid; and Text Below Picture.
2. Click Capture to use these as the default appearance settings for new overlays.

How do I restore the Default Appearance settings?

1. Click Restore Original Defaults to use the original default appearance settings.
2. Click OK.

Preferences: Default Key Content Tab Options

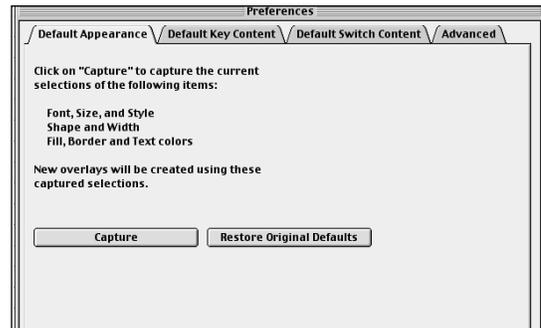
The Default Key Content option enables you to select the initial key content for new keys.

How do I set the Default Key Content?

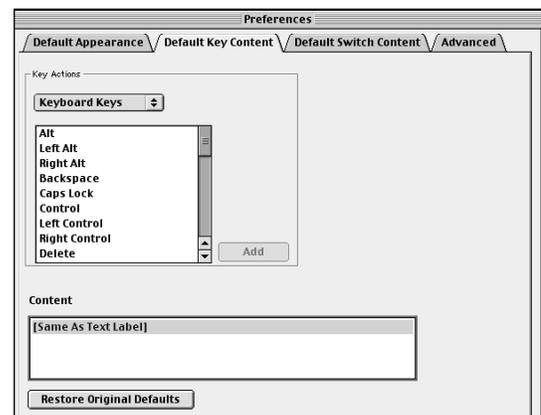
1. Select the desired key content by making selections from the Key Actions drop-down list box and adding the selection.
2. Click the Add button or type the selection directly into the Content entry box.
3. Click OK to make this the default key content for new keys.

How do I restore the Default Key Content?

1. Click Restore Original Defaults to use the original default Key Content [Same as Text Label].
2. Click OK.



Preferences dialog box
Default Appearance tab options



Preferences dialog box
Default Appearance tab options

Preferences: Default Switch Content Tab Options

The Default Switch Content option enables you to select the initial switch content for new overlays.

How do I set the Default Switch Content?

1. There are two ways to select switch content:
 - Make a selection from the Choose Preset drop-down list box.
 - Click the Edit... button to display a Switch Content dialog box. Make a selection from the Key Actions drop-down list box and click the Add button and/or type the desired content directly into the Content entry box.
2. Click OK to make these the new default settings for switch content for new overlays.

How do I restore the Default Switch Content?

1. Click Restore Original Defaults to use the original default Switch Content (4-Click and Click).
2. Click OK.

Preferences: Advanced Tab Options

The Advanced tab options allow you to set advanced printing options and to show or hide a warning box.

Printer Values

In some instances, when printing overlays, an overlay may not be properly positioned on the paper.

What do I do if the printer is printing overlays in the wrong place?

1. Enter Horizontal and/or Vertical offset values (expressed in decimal inches).
2. Click OK.

Most Compatible Printing and Most Exact Printing

Windows Users: In some instances, patterns and pictures may not print exactly as they look on-screen when the default option Most Compatible Printing is selected. Selecting the Most Exact Printing option may improve your results.

Print Overlay Title

By default, the overlay's name shows in the left margin when the overlay prints.

How do I hide the overlay's name when the overlay prints?

1. Deselect this option.
2. Click OK.

Warn When Pasting Pictures

By default, a warning box displays when pictures are inserted.

How do I hide the warning box that shows when I insert a picture?

1. Deselect the Warn When Pasting Pictures option.
2. Click OK.



Tip Windows Users: In some instances, patterns and pictures may not print exactly as they look on-screen when the default option Most Compatible Printing is selected. Selecting the Most Exact Printing option may improve your results.



08: Working with Keys and Setting Key Content

Keys: General Information

This chapter describes how to work with keys using *Overlay Maker 3*.

What's a Key?

Overlays used with IntelliKeys can include one or more keys. Keys are the only interactive parts of an overlay. On a printed overlay that you place on an IntelliKeys keyboard, a key is a specific area that the IntelliKeys user presses to have a response take place on-screen.



Keys on a printed overlay

Positioning and Arranging Keys

Depending on the needs of the IntelliKeys user and the on-screen content, you might include just a few keys on an overlay, or you may include many. You determine where each key is positioned on the overlay. As you create and position the keys on the overlay using *Overlay Maker 3*, remember that:

- Keys must be positioned within the overlay grid.
- You can use the program's Snap to Grid feature to position keys so that they will be aligned with the IntelliKeys touch-sensitive cells.
- Keys always show in front of the background. (A key cannot be fixed to the background.)
- Keys cannot overlap other keys.
- Keys can overlap or be overlapped by text boxes, frames, lines, and/or pictures (since each overlay level has multiple layers).

Setting Key Content

When creating keys using *Overlay Maker 3*, you decide what each key on the overlay does (i.e., you set the key content). Your ability to set a diverse range of key content is what makes the IntelliKeys so versatile—key content might be set to duplicate the actions of a standard keyboard or mouse or be set to perform other actions that best meet a user's needs. Useful key content enables the IntelliKeys user to best perform on-screen activities—make selections, type, navigate, etc.

The overlay file that is sent to the IntelliKeys keyboard includes content for every key on the printed overlay, so that the touch-sensitive surface on the keyboard (underneath the printed overlay) “knows” what to do when each key is pressed.

Choosing Key Appearance

When making overlays using *Overlay Maker 3*, you choose how each key will look on the printed overlay. You determine key size. You can select a predesigned key style or you can pick a different shape, color, border. To make a key on a printed overlay easy to identify, you can add a key picture and/or key text (i.e., a text label) to it.

Working with Keys

Begin by displaying the overlay that you wish to work with using *Overlay Maker 3*. You can start with a blank overlay or edit an existing overlay.



Note You can also create and edit keys using the Make Overlay feature of *IntelliTools Classroom Suite*.



Tip The width and color of the border around the key and the fill color are determined by the program's default settings or the previous selections.



Tip For more information about frames, refer to chapter 9.

Key: Creating

How do I create a key on an overlay?

1. Click the Key Tool button or select Key Tool from the Overlay Maker menu.
2. Place the pointer on the overlay where you want a corner of the key to be, and drag the double-headed arrow pointer in any direction. When you release the mouse, the key displays on the overlay. It is already selected (notice the black resizing handles).



Note If the Snap to Grid option is selected, the key will be aligned with the overlay grid, even if the grid is hidden.

3. (Optional) Resize and/or reposition the key.
4. Add key content, a text label if needed, and/or a picture (optional).

Key: Selecting

How do I select a key on an overlay?

1. Click the Key Tool button or the Select Tool button. Or choose Key Tool or Select Tool from the Overlay Maker menu.
2. Click the key you wish to select.

How do I tell the difference between a key and a frame, since they look similar when selected?

A selected key has black-colored resizing handles—a selected frame has white-colored resizing handles. The Status Bar can also be used to identify an object.

Key: Adding a Text Label

To identify it, it is useful to add a text label to a key. (This text label is also referred to as key text, to distinguish from other text on the overlay.)

How do I add a text label to a key?

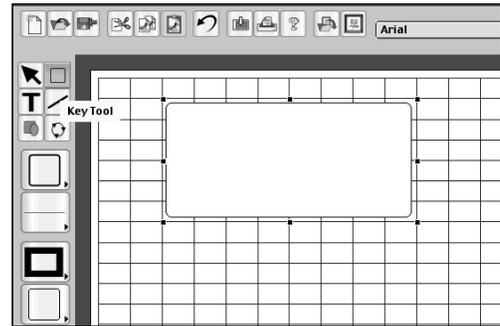
1. Select the key using the Select Tool.
2. Type. The text shows on the selected key.

If a key includes both text and picture, how do I place the text below the picture?

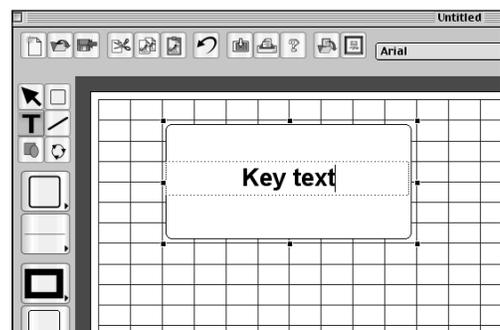
Select Text Below Picture from the Overlay Maker menu or edit the key's properties (Properties of Key dialog box, Appearance tab, Text Below Picture option).

How can I have the selected picture's name inserted as a text label.

Before inserting a picture from the Picture Library, select the Include Name with Picture option in the Picture Library dialog box.



A key created on the grid using the Overlay Maker 3 Key Tool



Text added to a key using the Overlay Maker 3 Text Tool

Key: Adding a Picture

It is useful to add a picture to a key to identify it. (Such a picture is also referred to as a key picture, to distinguish from other pictures on the overlay.)

What types of image files can I add to a overlay?

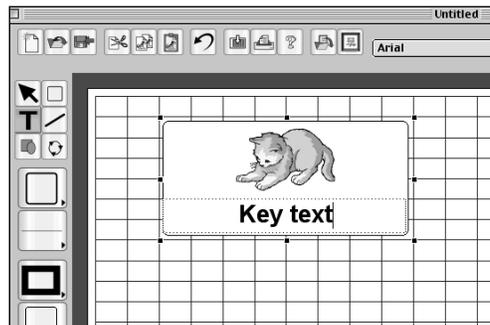
You can import these image files: GIF, JPG /JPEG, DIB, BMP, PNG, PICT, and PSD. (Animated GIF files are not supported.)

How do I add a picture to a key?

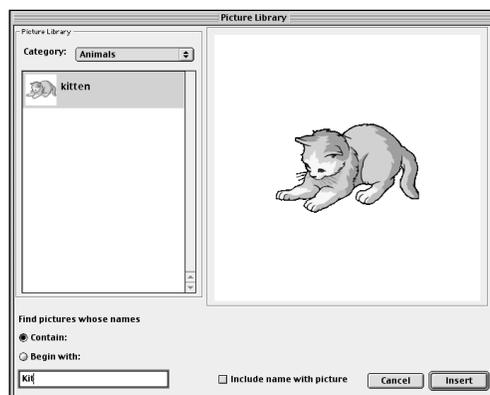
There are three ways to add a picture to a key:

Key Picture: Inserting a Picture From IntelliTools Library

1. Select the key.
2. Select Insert Picture From Library from the Edit menu or click the Picture Library button. The Picture Library dialog box displays.
3. (Optional) If Boardmaker 5 is installed on your system, choose a library.
4. Select the desired picture. Tip: Use the search feature to find a picture.
5. (Optional) Select the Include Name with Picture option to have the selected picture's name inserted as the key's text label.
6. Click Insert. The selected picture shows on the selected key.



Picture added to a key using the Overlay Maker 3 Picture Library



Picture Library dialog box

Key Picture: Inserting a Picture From File

1. Select the key.
2. Select Insert Picture From File from the Edit menu or click the Insert Picture From File button. The Open dialog box displays.
3. Navigate to the desired file.
4. Select the desired picture.
5. Click Open. The selected picture shows on the selected key.

Key Picture: Pasting a Picture From Clipboard

1. Copy the picture you wish to add to the key to your clipboard.
2. Select the key.
3. Select Paste from the Edit menu or click the Paste button. The selected picture shows on the selected key.

 **Note** To insert a picture from the from the Boardmaker PCS Library, you must have Boardmaker 5 (or a more recent program version) installed on your system. The Boardmaker CD does not have to be inserted in your CD-ROM drive for you to select Boardmaker pictures.

 **Tip** To reduce the size of your overlay file, use Insert Picture from File instead of pasting a picture from the clipboard.

How can I change the size of the picture to fit a selected key?

Select Autosize Picture from the Overlay Maker menu.

How can I quickly select a picture on a selected key?

- Choose Select Picture In Key from the Overlay Maker menu.
- Use the keyboard shortcut [Ctrl]+r.

Properties of Key

Each overlay key has properties. Picture and Appearance properties determine what the key looks like. Key Content properties determine what it does (by default, what it types on-screen). These properties are set and edited using the Properties of Key dialog box.

How do I display the Properties dialog box for a selected key?

There are multiple ways to display the Properties of Key dialog box for a selected key:

- Method 1 – With the pointer positioned over the key, right-click the mouse to display the pop-up menu. Select Properties....
- Method 2 – Simultaneously press the [Ctrl] key on a standard keyboard and click the key to display the pop-up menu. Select Properties....
- Method 3 – Select Properties... from the Edit menu.
- Method 4 – Click the Properties button on the Advanced Toolbar.

Key: Editing Picture Properties Using the Picture Tab

The Picture tab includes a toolbar and a picture preview box. The buttons are Cut, Copy, Paste, Clear, Insert Picture from File, Insert Picture From Library, Flip Horizontally, Flip Vertically, Rotate Clockwise, and Rotate Counterclockwise. The current picture shows in the preview box.

How do I change, flip, or rotate a picture on a key using the Picture tab options?

1. Use one of the following methods to change, or edit a picture using the Picture tab options:
 - Click the Insert Picture From Library button to display the Picture Library. Select and insert the desired picture.
 - Click the Insert Picture From File button to display the Open dialog box. Navigate to and select the desired picture.
 - Click the Paste button to paste a picture from the clipboard.

The new picture shows in the picture preview area.

2. (Optional) Flip or rotate the picture.
3. Click Apply to preview selections. (Click Cancel if you do not want the selections applied.) Click OK to close the Properties dialog box.



Properties of Key dialog box
Picture tab

 Double-click the key to select it and display the Properties of Key dialog box.

 Once the Properties of Key dialog box displays, you can reposition it (so you can see the key with which you are working).

Key: Editing Appearance Properties Using the Appearance Tab

The Appearance tab includes options for border, fill, text placement, auto-size picture, key shape, and key style.

How do I change the appearance of a selected key using the Appearance tab options?

1. Select the desired options.



Note Key Style overrides border, fill, and shape settings.

2. Click Apply to preview selections. (Click Cancel if you do not want the selections applied.) Click OK to close the Properties dialog box.

How do I make a selected key transparent?

Deselect the Show Border or Line and Show Fill options.

Key: Editing Key Content Properties Using the Key Content Tab

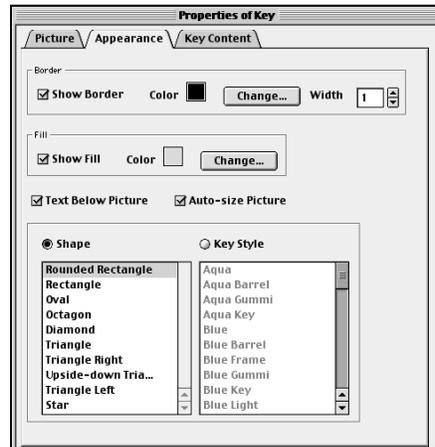
The Key Content tab includes a listing of Key Actions and a Content box.



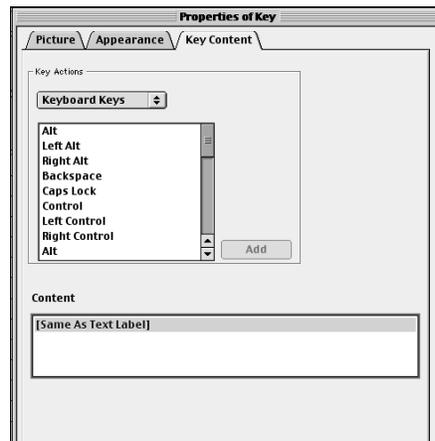
Tip If the key is selected, this tab can be displayed by right-clicking your mouse and selecting Edit Key Content... from the pop-out menu that displays.

How do I add or edit key content using the Key Content tab options?

1. (Optional) Select a Key Actions category.
2. Enter a key action in the Content box by:
 - Double-clicking the action.
 - Selecting the listing and clicking the Add button.
3. Click Apply to preview selections. (Click Cancel if you do not want the selections applied.) Click OK to close the Properties dialog box.



Properties of Key dialog box
Appearance tab

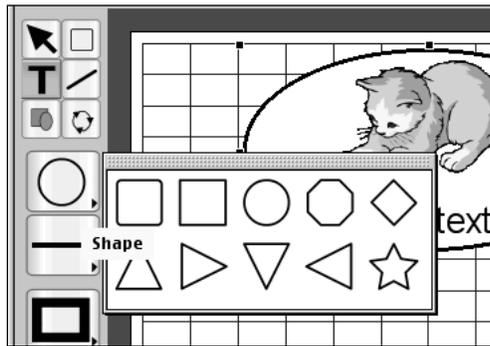


Properties of Key dialog box
Key Content tab

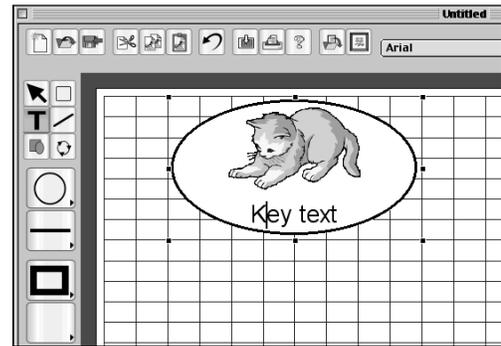
Key: Changing Shape and Appearance Using On-Screen Tool Buttons

How do I change the shape of a key (e.g., change an oval key into a square key) using the Shape button?

1. Select the key that you want to change.
2. Click the Shape button to display a choice of shapes (i.e., rectangle, triangle, circle, etc.).
3. Select a different shape from the available choices. (The shape selected for a key is also referred to as key shape, to distinguish it from other shapes on the overlay.)



Shape choices



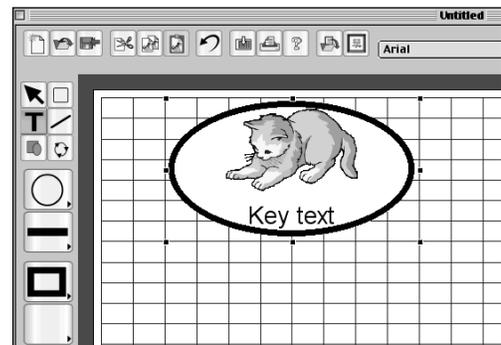
A key with an oval shape

How do I color the border of a key using the Border and Line Color button?

1. Select the key. The current border color shows on the Border and Line Color button.
2. Click the Border and Line Color button to display a choice of colors.
3. Select the desired color. (Note: Selecting the last color choice, a box with a red slash, will hide the border.)

How do I set the border width of a key using the Border and Line Width button?

1. Select the key. The current border width shows on the Border and Line Width button.
2. Click the Border and Line Width button to display a choice of line thicknesses.
3. Select the desired line thickness.



A key with an increased border width

How do I fill a key with a solid color using the Fill Color button?

1. Select the key. The current fill color shows on the Fill Color button.
2. Click the Fill Color button to display a choice of colors.
3. Select the desired fill color.

How do I fill a key with a pattern using the Fill Color button?

1. Select the key.
2. Click the Fill Color button to display a choice of patterns.
3. Select the desired fill pattern.

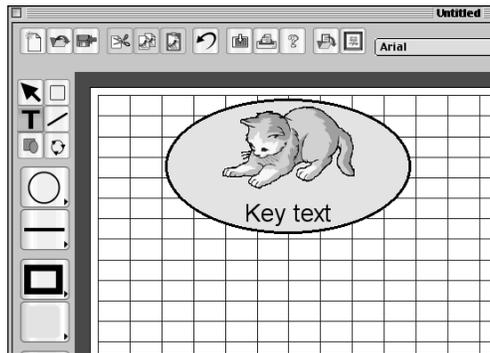
Why would I fill a key with a pattern?

Using patterns, instead of solid fill colors, conserves ink when printing the overlay.

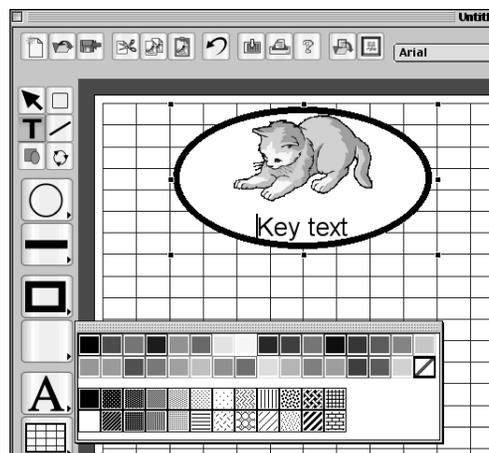
How do I change the color of a pattern showing on a selected key?

Patterns have two parts, a foreground and a background. To change the:

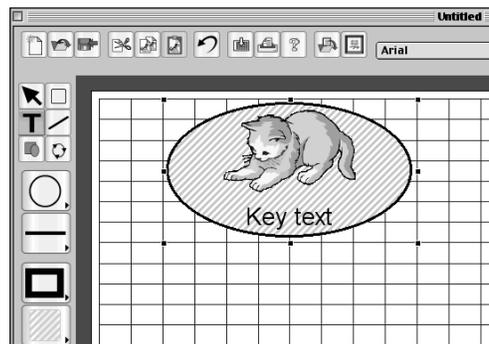
- Foreground color – Click the Fill Color button and select a color.
- Background color – While pressing the [Ctrl] key, click the Fill Color button and select a color.



A key filled with a solid color



Color and pattern choices



A key filled with a pattern

 To change a pattern to a solid fill, click the first choice (black square) in the pattern box.

Key: Repositioning

How do I reposition a key on an overlay?

1. Using the Select Tool or Key Tool, click the key and hold down the mouse button.
2. Drag the key to a new location that:
 - a. Is big enough to hold the key.
 - b. Does not already contain another key.



Note If the Snap to Grid option is selected the key will be aligned with the overlay grid, even if the grid is hidden.

Can I move a key off the grid?

You can temporarily move a key off the overlay grid during the design process to help you position keys on an overlay. (Select Preview in IntelliKeys from the View menu for a useful design view). However, keys must be placed entirely in the grid if you intend them to be printed and functional.

Key: Resizing

How do I resize a key on an overlay?

1. Using the Select Tool or Key Tool, select the key. Eight handles (black squares) show at the corners and edges of the key.
2. Drag a selection handle in the desired direction.

Key: Using Arrange Options (Bring Forward, Send Back, etc.)

How do I bring a key forward or send it towards the back if I want it to overlap, or be overlapped by, other objects on the overlay?

Each level of an overlay has multiple layers. You can position a key on a different layer than a picture, a line, a free shape, or a text box. The program ensures that a key never overlaps another key.

There are multiple ways to change a layer that a selected key is on:

- Select Arrange from the Edit menu and choose the desired Arrange option (Bring Forward, Send Backward, Bring to Front, or Send to Back).
- Simultaneously press the [Ctrl] key on a standard keyboard and click the overlay key. Choose the desired Arrange option from the menu that displays.
- With the pointer positioned over the key, right-click your mouse. Choose the desired Arrange option from the menu that displays.
- Click one of the Arrange buttons (Bring Forward, Bring to Front, Send Backward, Send to Back) on the Advanced Toolbar.

Key: Deleting

How do I delete a key on an overlay?

1. Using the Select Tool or Key Tool, select the key.
2. Press the [Delete] key on a standard keyboard or select Clear from the Edit menu or click the Cut button (on the toolbar above the overlay).

Setting Key Content (i.e., What a Key Does)

Every key on an IntelliKeys overlay has a property called key content. The key content is what the key does, or more accurately, what command is sent to the user's computer when that overlay key is pressed. Most actions that can be accomplished using the keys on a standard keyboard can be replicated by setting the matching key content for an overlay key. By default, a key types its text label on-screen when pressed.

Setting Key Content: For Use with Word Processors

For IntelliKeys users working with word processors (such as IntelliTools' *Classroom Suite*, or Microsoft Word), a key's content can be set to send text (e.g., a single character, a group of letters, a single word, or a group of words, etc.) to the computer, so that text will show on-screen when the IntelliKeys user presses the key. For instance, if an IntelliKeys user presses an overlay key that has the word Hello as the key content, the word Hello will show on-screen. A talking word processor (such as IntelliTools' *Classroom Suite*) can then speak the word aloud.

Setting Key Content: For Use with Curriculum Activities

For IntelliKeys users working with computer-based curriculum activities, the key content is typically set to select buttons displayed on-screen. For instance, if clicking a button on-screen plays a sound, the key content of the corresponding overlay key can be set to select that button and play that sound. Or if clicking a button on-screen displays the next page in a document, the key content of the corresponding overlay key can be set to select that button and display the next page.

Key Content: Categories

An overlay key can include the following types of key content:

- Single Text Characters – including letters, numerals, and symbols (e.g., A, 6, %).
- Text Strings – such as words, sentences, or combinations of letters, numerals, and symbols (e.g., Total, \$2.75, I like milk.).
- Menu Commands – any menu command that has a keyboard shortcut (e.g., [Ctrl]+P for Print, [Ctrl]+S for Save, [Ctrl]+W for Close, etc.).
- Keyboard Actions – the functions of a standard keyboard (e.g., [Tab], [Caps Lock], [Shift], etc.).
- Mouse Actions – the navigation, select, and drag functions of a “handheld” mouse (e.g., Click, Up, Down, etc.).
- Other Actions – additional actions needed by an IntelliKeys user (e.g., Non-Repeating, Go to Level, Smart Typing Toggle, etc.).
- IntelliKeys Setup Commands – enable an IntelliKeys user to set IntelliKeys performance parameters (e.g., [Response Rate 8], [Keysound off]).

Key Content: Including Multiple Actions

In most cases, you can include more than one type of key content on the same key, so a single key press results in multiple actions. For instance a single key could type and perform a keyboard action (e.g., I like cows.[Enter]).

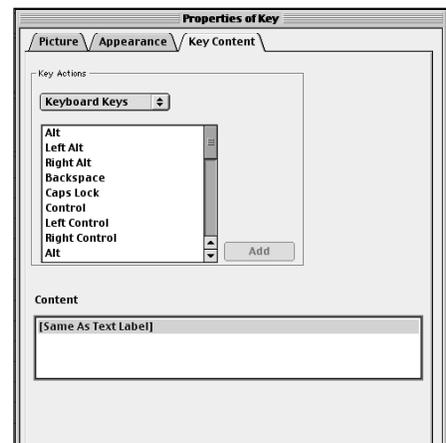
However, some key content entries cannot be combined. For instance, IntelliKeys Setup commands and certain other special characters may require separate keys. *Overlay Maker 3* will alert you if you try to combine characters requiring separate keys with other types of content.

Key Content: Creating a Key That Types On-Screen

How do I create an overlay key that types on-screen?

When an overlay key with this default key content [Same as Text Label] is pressed, the same text that shows on the key (i.e., the key's text label) is typed on-screen. For instance, if an IntelliKeys user presses an overlay key that has the word Hello as the text label, the word Hello is typed on-screen.

1. Create a key.
2. Start typing (i.e., type the text you want displayed on the key). If the key content is [Same As Text Label], your entry will be typed on-screen when the key is pressed by the IntelliKeys user.
3. To verify if [Same as Text Label] is the key content:
 - a. Display the key's Properties of Key dialog box.
 - b. Click the Key Content tab. The default key content in the Content box is [Same as Text Label] (brackets included).
 - c. Click OK to close the Properties of Key dialog box.



Properties of Key dialog box
Key Content tab

Or, if the Status Bar is showing, position the pointer over the key. The key content shows on the left side of the Status Bar.

How do I create an overlay key that types something other than the key's text label?

1. Create a key.
2. Display the key's Properties of Key dialog box. Click the Key Content tab.
3. Delete the [Same As Text Label] key content.
4. Type the new content in the Content box. You can enter:
 - Single Text Characters—including letters, numerals, and symbols (no brackets needed).
 - Text Strings—such as words, sentences, or combinations of letters, numerals, and symbols (no brackets needed).
5. (Optional) Add additional actions as key content.
6. Click OK to close the Properties of Key dialog box.

 If you do not want the key to type its text label, or if the key does not have a text label, be sure to delete the [Same As Text Label] content.

Key Content: Creating a Key That Performs Standard Keyboard Actions/Commands

What standard keyboard actions can I add as key content using the Key Content tab of the Properties of Key dialog box?

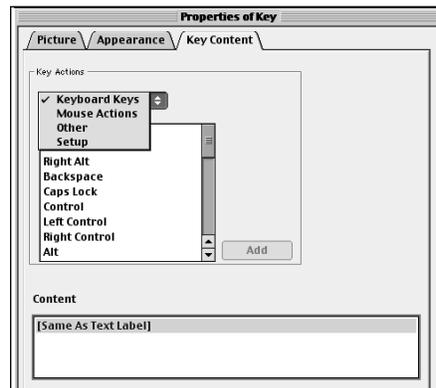
The following actions, typically found on a standard keyboard, are listed in the Key Content tab of the Properties of Key dialog box. When used as key content, each action is enclosed by brackets.

- Escape, Function Key..., Print Scrn, Scroll Lock, Pause.
- Tab, Caps Lock, Backspace, Enter.*
- Control, Left Control, Right Control.
- Shift, Left Shift, Right Shift.
- Alt or Option, Left Alt or Option, Right Alt or Option.
- Down Arrow, Left Arrow, Right Arrow, Up Arrow.
- Insert, Home, Delete, End, Page Down, Page Up.
- Num Lock, Num Pad.

* Return and Enter are interchangeable. Select [Enter] from the Keyboard Actions list or type [Return].

How do I create an overlay key that duplicates an action that can be performed using a standard keyboard?

1. Create a key.
2. Display the key's Properties of Key dialog box. Click the Key Content tab.
3. Add a Keyboard Keys action:
 - a. Select the Keyboard Keys category from the Key Actions drop-down list box.
 - b. Select the desired Keyboard Keys listing.
 - c. Click the Add button.(Or type the desired action in the Content box. Surround each action with brackets.)
4. (Optional) Add additional actions as key content.
5. Click OK to close the Properties of Key dialog box.



Keyboard Keys category selected from Key Actions list box

 **Tip** Double-clicking a Key Action listing adds it to the Content box.



Some keystroke combinations cannot be entered in the Content box by pressing those combinations using a standard keyboard. Instead, you need to enter them by adding a Keyboard Keys listing.

How do I create an overlay key that duplicates a command that can be performed using a standard keyboard?

Any menu command that has a keyboard shortcut can be included as key content for a selected key (e.g., [Ctrl]+P for Print, [Ctrl]+S for Save, [Ctrl]+W for Close, etc.).

1. Create a key.
2. Display the key's Properties of Key dialog box. Click the Key Content tab.
3. Type the desired keyboard shortcut in the Content box. Surround each action with brackets (e.g., [Control]p, [Control]s, or [Control]w).
4. (Optional) Add additional actions as key content.
5. Click OK to close the Properties of Key dialog box.

Key Content: Creating a Key That Performs a Mouse Action

What mouse actions can I add using the Key Content tab of the Properties of Key dialog box?

Mouse Button and Navigation Actions:

- Button Click, Button Double-click, Button Down (Drag), Button Toggle, Button Up (Release).
- Right Button Click, Right Button Double-click, Right Button Down (Drag), Right Button Toggle, Right Button Up (Release).
- Mouse Down, Mouse Down-Left, Mouse Down-Right.
- Mouse Up, Mouse Up-Left, Mouse Up-Right.
- Mouse Left, Mouse Right.

How do I create an overlay key that performs a mouse action?

1. Create a key.
2. Display the key's Properties of Key dialog box. Click the Key Content tab.
3. Add a Mouse Action:
 - a. Select the Mouse Actions category from the Key Actions drop-down list box.
 - b. Select the desired Mouse Actions listing.
 - c. Click the Add button.

(Or type the desired action in the Content box. Surround each action with brackets.)

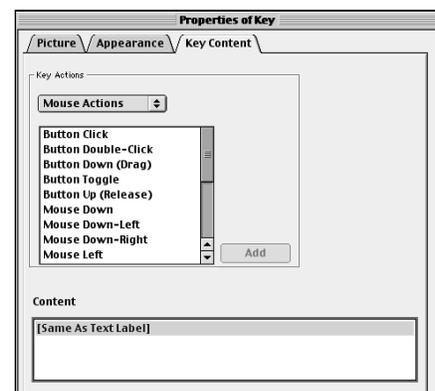
4. (Optional) Add additional actions as key content.
5. Click OK to close the Properties of Key dialog box.

How many mouse action keys should I include on an overlay?

The number of mouse action keys included on an overlay depends on what the IntelliKeys user will need to do for the on-screen activity.



Double-clicking a Key Action listing adds it to the Content box.



Mouse Actions category selected from Key Actions list box

To enable a user to navigate on-screen activities, you would probably include at least Mouse Up, Mouse Down, Mouse Right, Mouse Left, and Button Click keys.

To enable a user to use pull-down menus, or any application program using dragging, include a Button Toggle key, or a Button Down (Drag) key and Button Up (Release) key.

Some mouse actions cannot be combined as key content. For instance, you cannot create a single key which that click in the upper left corner of the screen every time it was pressed. To enable a user to move the cursor to a specific location (i.e., the upper left corner of a document) and then click, you need to include two or more keys—one or more to position the cursor and another to click.

 **Note** If you are using IntelliKeys Classic with a Windows system, it is important to remember that the mouse functionality is not built into IntelliKeys Classic, but instead relies on Microsoft's accessibility utility Mouse Keys. For IntelliKeys Classic to work as a mouse, your computer must have MouseKeys running in the background. For additional information, refer to the IKeys Classic WinMouse PDF document in *Overlay Maker 3's* Documentation folder.

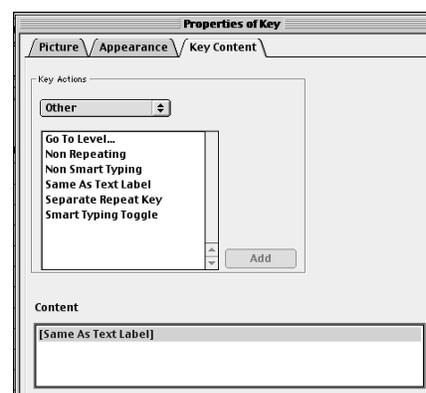
Key Content: Creating a Key That Performs Other Actions

What other actions can I add as key content using the Key Content tab of the Properties of Key dialog box? What do these actions do?

- Go to Level – Instructs IntelliKeys to select a particular level from the overlay currently in the keyboard. After choosing this option, the Special Characters dialog box displays. Select the name of the level you want to use from the Go To Level drop-down list box.
- Non-Repeating – The key, when pressed, does not repeat—no matter how long you hold the key down. This overrides any overlay setup Repeat setting.
- Non-Smart Typing – Causes the IntelliKeys Smart Typing feature to be inactive for the content of this key. With Smart Typing on, IntelliKeys automatically types certain characters for you (e.g., a u after you type q; two spaces and [Shift On] after you type a period).
- Same as Text Label – Types the same text as the text label. This is the default setting.
- Separate Repeat Key – Repeats the last key sent to the computer by IntelliKeys.
- Smart Typing Toggle – If Smart Typing is on, this temporarily turns Smart Typing off. Pressing the key again turns Smart Typing back on.

How do I create an overlay key that performs other commonly used actions?

1. Create a key.
2. Display the key's Properties of Key dialog box. Click the Key Content tab.
3. Add an Other action:
 - a. Select the Other category from the Key Actions drop-down list box.



**Other category selected
from Key Actions list box**



Double-clicking a Key Action listing adds it to the Content box.

- b. Select the desired Other listing.
 - c. Click the Add button.
(Or type the desired action in the Content box. Surround each action with brackets.)
4. (Optional) Add additional actions as key content.
 5. Click OK to close the Properties of Key dialog box.

Key Content: Creating a Key That Changes IntelliKeys Settings



Read

It is recommended that only advanced users (those with experience setting up IntelliKeys and adding key content) use Setup actions as key content.

Why use Setup actions as key content?

By using Setup actions as key content, an IntelliKeys user can change an IntelliKeys keyboard setting by simply pressing a key on an overlay. An overlay key can only contain one Setup action.

What Setup actions can I add as key content using the Key Content tab of the Properties of Key dialog box? What do these Setup actions do?

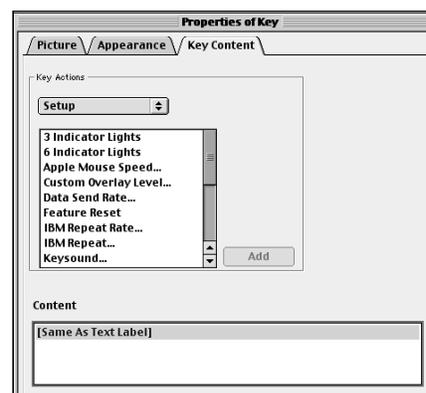
- 3 Indicator Lights – Sets the Indicator Lights for IntelliKeys Classic to respond when [Shift], [Caps Lock], and/or [Num Lock] is on.
- 6 Indicator Lights – Sets the Indicator Lights to respond when the [Control], [Alt], [Num Lock], [Shift], and/or [Caps Lock] keys are active. When 6 is selected, the indicator lights display red as well as green. (Note: A removable label that describes these six lights is included with IntelliKeys Classic. It can be pressed over the indicator lights when needed and peeled off easily.)
- Custom Overlay Level – Specifies which overlay level you want IntelliKeys to use.
- Data Send Rate – Sets the speed at which IntelliKeys sends characters to the computer. This is only important when IntelliKeys must send a string of characters in response to a single key press. You might find that when using some programs, characters in a text string get lost. If this occurs, try a slower Data Send Rate.
- Feature Reset – (IntelliKeys Classic) Resets all of the other features in this list to their default settings. It does not delete any custom overlays in IntelliKeys memory.
- IBM Repeat Rate – For Windows computers. Specifies the delay that occurs from the time a key is pressed until it begins repeating, as well as the rate at which the key repeats.
- IBM Repeat – With an IBM and compatible computers. Specifies whether or not keys repeat. The On setting allows keys to repeat. The Off setting prevents keys from repeating.
- Keysound – Keysound On sets the keyboard to beep when a key is pressed. Keysound Off turns the sound off.
- Latching Shifts – Specifies the functionality of the modifier keys ([Shift], [Control], [Alt], [Option], and [Command]). With shift latching on (the default setting), modifier

keys latch down until you press another non-modifier key. Then all latched modifier keys are released.

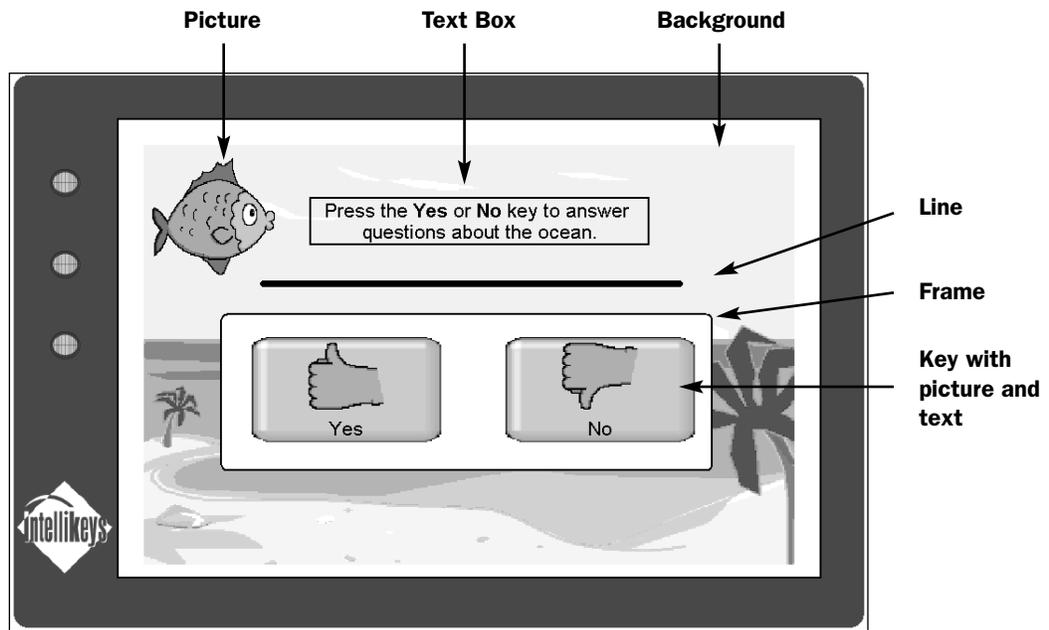
- List Features – Displays a list of the current settings for the IntelliKeys.
- Locking Shifts – Specifies the functionality of the modifier keys ([Shift], [Control], [Alt] and [Command]). With shift locking on, IntelliKeys operates just like latching mode when you press a modifier key once. When you press a modifier key twice, it remains locked until you press it again.
- Mouse Arrows – Activates the mouse capabilities built into the IntelliKeys Classic Standard overlays. This setting has no effect on custom overlays.
- No Latch Shifts – Specifies the functionality of the modifier keys ([Shift], [Control], [Alt], [Option], and [Command]). With no latching selected, modifier keys do not remain pressed when you release the key.
- Repeat Latching – Sets a key to repeat continuously even after you remove your finger from the key (for instance a mouse arrow key). Repeating only stops when you press elsewhere on IntelliKeys. Clicking On activates the option, clicking Off deselects it. The time until repeat latching takes effect is controlled by the IBM Repeat Rate on all computers, including the Macintosh.
- Required Lift Off – Clicking On sets the keyboard so that you must lift your finger from the keyboard before another key responds. Clicking Off deselects this option.
- Response Rate – Specifies the length of time you must press a key before IntelliKeys responds. (15, the fastest setting, is the default. 1 is the slowest setting, and requires you to hold down a key for approximately two seconds before it responds.) Type a value ranging between 1 and 15 in the text box.
- Smart Typing – Activates Smart Typing. With Smart Typing on, IntelliKeys automatically types certain characters for you (e.g., a u after you type q; two spaces and [Shift On] after you type a period.)

How do I create an overlay key that sends Setup commands to IntelliKeys?

1. Create a key.
2. Display the key's Properties of Key dialog box. Click the Key Content tab.
3. Add a single Setup Command action.
 - a. Select the Setup category from the Key Actions drop-down list box.
 - b. Select the desired Setup listing.
 - c. Click the Add button.(Or type the desired action in the Content box. Surround each action with brackets.)
4. Click OK to close the Properties of Key dialog box.



**Other category selected
from Key Actions list box**



An overlay with keys, text box, frame, line, picture, and background

09: Working with Text Boxes, Frames, Lines, Pictures, and Backgrounds

Working with Objects: General Information

In addition to keys (the interactive, touch-sensitive areas of an overlay), *Overlay Maker 3* enables you to include text boxes, frames, lines, pictures, and a background on a printed overlay.

Although a printed overlay with only keys on it is completely functional, these non-interactive objects are typically added to an overlay for identification, informative, and/or decorative purposes. Including these objects on the printed overlay can make it easier for an IntelliKeys user to understand, and interact with, what he or she sees on-screen.

For instance, you might include text in text boxes for instructions, titles, or captions. Brightly-colored lines and shapes could be added to attract a child's attention to specific parts of an overlay. Groups of related keys might be framed in a colored box. Pictures of on-screen images could be included to create a visually interesting overlay.

Working with Text Boxes (i.e., Free Text)

Text Boxes: General Information

Text is added to an overlay by drawing a text box using the Text Tool, and typing the desired characters (letters, symbols, numerals, etc.) in the text box.

Each text box has appearance properties—you can select a border color, border width, a fill color, and/or a fill pattern. If you make the text box transparent, only the text within the text box will show. The text within a text box also has properties—you can select a font, size, style, and color.

Why add text boxes to an overlay?

In addition to any text that shows on overlay keys, it is often useful to add text to an overlay for informative and/or decorative purposes (e.g., instructions, titles, captions, etc.).

Is the text in a text box the same as “free text?”

Yes. User manuals for previous versions of *Overlay Maker* defined free text as, “text which is not contained within a key.” A text box was referred to as a “free text rectangle.”

How does an *Overlay Maker 3* text box compare to a text box used in *IntelliTools Classroom Suite*?

Similarities:

Both types of text boxes contain editable text that the activity author (e.g., the teacher) types in. In addition, both are created using the Text Tool, have Properties dialog boxes, have borders and a background that can be filled with color, can be selected and resized, can be selected and repositioned, and can contain multiple fonts and different text sizes and colors.

Differences:

Overlay Maker 3 text boxes are not interactive—the IntelliKeys user cannot press the text box on a printed overlay and hear its contents read aloud. *IntelliTools Classroom Suite* text boxes are created to be part of on-screen activities (though the *IntelliTools Classroom Suite* document could be printed).



Use the Arrange feature to position a text box behind or in front of keys and other objects.

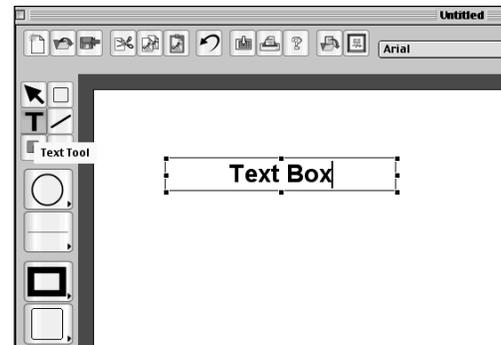


Note The width and color of the text box's border, and the color/pattern that fills the text box are determined by the program's default settings or the previous selections.

Text Box: Creating and Entering Text

How do I create a text box on an overlay and enter text?

1. Click the Text Tool button or select Text Tool from the Overlay Maker menu.
2. Place the pointer on the overlay where you want a corner of the text box to be. Draw the text box by dragging the pointer in any direction. When you release the mouse, the text box displays. It is already selected (notice the resizing handles). A flashing insertion cursor shows in the text box.



A text box created using Text Tool



Tip To align a selected text box with the overlay grid (even if the grid is hidden), select the Snap to Grid option from the Overlay Maker menu. Reposition the text box and it aligns to the grid.

3. Type the desired text. Characters appear to the left of the flashing cursor. Your entry is automatically centered in the text box.
4. (Optional) Resize and/or reposition the text box.
5. (Optional) Edit border properties (i.e., color the border and set a new border width).
6. (Optional) Edit fill properties (i.e., fill the text box with a color).

How do I enter text in a selected text box?

After creating and selecting the text box:

1. Click the Text Tool button or select Text Tool from the Overlay Maker menu.
2. When flashing cursor shows in the text box, type the desired text. Characters appear to the left of the flashing cursor. Your entry is automatically centered in the text box.
3. If needed, resize the text box.

Text Box: Selecting

How do I select a text box on an overlay?

1. Click the Text Tool button or select Text Tool from the Overlay Maker menu. Or click the Select Tool button or choose Select Tool from the Overlay Maker menu.
2. Click the text box that you want to be selected.
3. Notice the resizing handles on the border of the selected text box.

Text Box: Resizing

How do I resize a text box on an overlay?

1. Select the text box. Resizing handles show on the border of the text box.
2. Place your pointer on a resizing handle. The pointer shows as a double-headed arrow.
3. Drag the resizing handle in either direction the arrow points until you are satisfied with the new size of the text box.

Text Box: Repositioning

How do I reposition a text box on an overlay?

1. Choose the Select Tool.
2. Position the mouse pointer on the text box.
3. When the mouse pointer shows as a hand icon, grab and drag the text box to the desired position on the overlay.



Tip

To align a selected text box with the overlay grid (even if the grid is hidden), select the Snap to Grid option from the Overlay Maker menu. Reposition the text box and it aligns to the grid.

Text Box: Using Arrange Options (Bring Forward, Send Back, etc.)

Using the Arrange feature, it is possible to position a text box behind or in front of keys and other objects.

How do I bring a text box forward or send it towards the back if I want it to overlap, or be overlapped by, other objects on the overlay?

1. Select the text box.
2. Select an Arrange option from the Edit menu (or right-click to display the same options listed on the pop-up menu).



Note

The Bring Forward and Send Backward commands incrementally move an object between the foreground and background. The Bring to Front and Send to Back commands move an object directly to the foreground and to the backmost layer.

Text Box: Deleting

How do I delete a text box on an overlay?

1. Select the text box.
2. Press the [Delete] key on a standard keyboard or select Clear from the Edit menu or click the Cut button (on the toolbar above the overlay).

Properties of Text Box

The appearance of a selected text box can be changed by selecting different options in its Properties dialog box.

How do I display the Properties of Text Box dialog box for a selected text box?

There are multiple ways to display the Properties of Text Box dialog box for a selected text box:

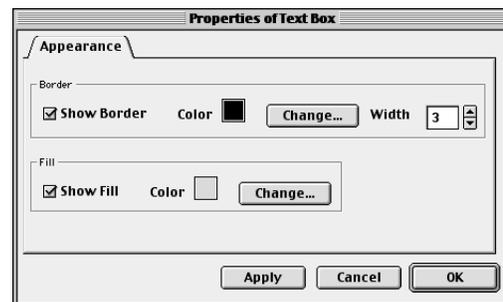
- Method 1 – With the cursor positioned over the text box, right-click the mouse to display the pop-up menu. Select Properties....
- Method 2 – Simultaneously press the [Ctrl] key on a standard keyboard and click the text box to display the pop-up menu. Select Properties....
- Method 3 – Select Properties... from the Edit menu.
- Method 4 – Click the Properties button on the Advanced Toolbar.



Using the Select Tool, double-click the text box to display the Properties dialog box.

How do I color the border of a selected text box and/or set a new border width using its Properties dialog box?

1. Display the text box's Properties dialog box.
2. Select (i.e., check) the Show Border or Line option from the Appearance tab. The current border color shows in the preview box.
3. To change the border color, click Change. The Pick Color dialog box displays. Choose a different color and click OK to close the Pick Color dialog box.
4. Select the desired border width (1–10).
5. Click Apply to preview the new selections. Click OK to close the Properties dialog box.



Properties of Text Box dialog box

How do I fill a selected text box with a color using its Properties dialog box?

1. Display the text box's Properties dialog box.
2. Select (i.e., check) the Show Fill option from the Appearance tab. The current fill color shows in the preview box.
3. To change the fill color, click Change. The Pick Color dialog box displays. Choose a different color and click OK to close the Pick Color dialog box.
4. Click Apply to preview the new selections. Click OK to close the Properties dialog box.

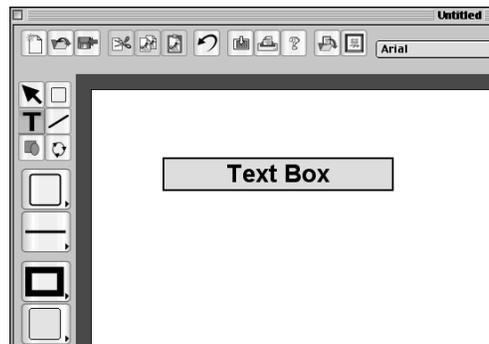
Text Box: Changing Appearance Using On-Screen Tool Buttons

How do I color the border of a text box using the Border and Line Color button?

1. Select the text box. The current border color shows on the Border and Line Color button.
2. Click the Border and Line Color button to display a choice of colors.
3. Select the desired color for the border of the selected text box. (Note: Selecting the last color choice, a box with a red slash, will hide the border.)

How do I set a new border width for a text box using the Border and Line Width button?

1. Select the text box. The current border width shows on the Border and Line Width button.
2. Click the Border and Line Width button to display a choice of line thicknesses.
3. Select the desired line width for the border of the selected text box.



A text box with a border and filled with a solid color

How do I fill a text box with a color using the Fill Color button?

1. Select the text box. The current fill color shows on the Fill Color button.
2. Click the Fill Color button to display a choice of colors and patterns.
3. Select the desired fill color for the selected text box. Text boxes cannot be filled with a pattern.

Text Boxes: Changing Text Properties (Font, Size, Color, and Style)

How do I change the font, size, and style of the text in a selected text box?

1. Click the Text Tool button or select Text Tool from the Overlay Maker menu. A flashing cursor shows in the text box.
2. Select (i.e., highlight) the text that you want to change.
3. Using the toolbar above the overlay, make the desired selection(s) from the font drop-down list box, the size drop-down list box, and/or the style buttons (Bold, Italic, and Underline). Or, make the desired selection(s) from the Text menu. (If you did not select text, new text font, size, and style settings are applied to the next text that you type.)

How do I change the color of text in a selected text box?

1. Click the Text Tool button or select Text Tool from the Overlay Maker menu. A flashing cursor shows in the text box.
2. Select (i.e., highlight) the text that you want to change. The current text color shows on the Text Color button (the button labeled with the letter A).
3. Click the Text Color button to display a choice of colors. Select the desired color. Or, select the desired color from the Text menu. (If you did not select text, new text font, size, and style settings are applied to the next text that you type.)

 IntelliKeys users: when the flashing insertion cursor displays, double-click to select the nearest word.

Working with Frames (i.e., Free Shapes)

Frames: General Information

Frames are added to an overlay using the Frame Tool. The initial shape of a frame can be easily switched (by selecting a different shape from the Shape button's pullout menu).

Each frame has properties—you can select a border color, border width, a fill color, and/or a fill pattern. Frames are not interactive. Frames do not contain text or pictures.

Why add frames to an overlay?

For instructional and/or decorative purposes, it is often useful to add frames to a printed overlay. Groups of related keys can be framed, or boxed, to help the IntelliKeys user navigate an overlay. For instance, framed boxes behind groups of keys can be filled with color to make the groupings more noticeable.

You can position a frame behind or in front of keys and other objects using the Arrange feature.

Is a frame the same as a “free shape?”

Yes. User manuals for previous versions of *Overlay Maker* used the term “free shape” to refer to a frame drawn on an overlay using the Key Tool and a [Ctrl]+click and drag action or [Command]+click and drag action.

Frame: Creating

How do I create a frame on an overlay?

1. Click the Frame Tool button or select Frame Tool from the Overlay Maker menu.
2. Place the pointer on the overlay where you want a corner of the frame to be, and drag the pointer in any direction. When you release the mouse, the frame displays on the overlay. It is already selected (notice the white resizing handles).



Tip To align a selected frame with the overlay grid (even if the grid is hidden), select the Snap to Grid option from the Overlay Maker menu. Reposition the frame and it aligns to the grid.

3. (Optional) Resize and/or reposition the frame.
4. (Optional) Edit border properties (i.e., color the border and set a new border width).
5. (Optional) Edit fill properties (i.e., fill the frame with a color and/or pattern).

Frame: Selecting

How do I select a frame on an overlay?

1. Click the Select Tool button or choose Select Tool from the Overlay Maker menu.
2. Click the frame that you want to be selected.
3. Notice the white resizing handles on the border of the selected frame.



Note The initial shape of the outline drawn using the Frame Tool is determined by the program's default settings or the previous Shape button selections.



Note The width and color of the border around the frame, and the fill color are determined by the program's default settings or the previous Border and Line Width button, Border and Line Color button, and Fill Color button selections.

Frame: Changing the Shape of Frames

How do I change the shape of a selected frame (e.g., change a circle to a star) on an overlay?

1. Select the frame on the overlay that you want to switch.
2. Click the Shape button to display a choice of shapes (i.e., rectangle, triangle, circle, etc.).
3. Select a different shape from the choices displayed by the Shape button.

Frame: Resizing

How do I resize a frame on an overlay?

1. Select the frame. White resizing handles show on the border of the frame.
2. Place your pointer on a resizing handle. The pointer shows as a double-headed arrow.
3. Drag the resizing handle in either direction the arrow points.

Frame: Repositioning

How do I reposition a frame on an overlay?

1. Choose the Select Tool.
2. Position the mouse pointer on the frame.
3. When the mouse pointer shows as a hand icon, grab and drag the frame to the desired position on the overlay.

Frame: Using Arrange Options (Bring Forward, Send Backward, etc.)

Using the Arrange feature, you can position a frame behind or in front of keys and other objects.

How do I bring a frame forward or send it towards the back if I want it to overlap, or be overlapped by, other objects on the overlay?

1. Select the frame.
2. Select an Arrange option from the Edit menu (or right-click to display the same options listed on the pop-up menu).

Frame: Fixing to Background

You can make a frame a permanent part of the background picture. Once it has been “fixed to background”, the frame cannot be selected, repositioned, or deleted.

How do I fix a frame to the background?

1. Select the frame.
2. Click the Fix to Background button.



Note

The Bring Forward and Send Backward commands move an object incrementally between the foreground and background. The Bring to Front and Send to Back commands move an object directly to the foreground or to the background.



Using the Select Tool, double-click the frame to display the Properties of Frame dialog box.

Properties of Frame

The appearance of a selected frame can be changed by selecting different options in its Properties dialog box.

How do I display the Properties dialog box for a selected frame?

There are multiple ways to display the Properties of Frame dialog box for a selected frame:

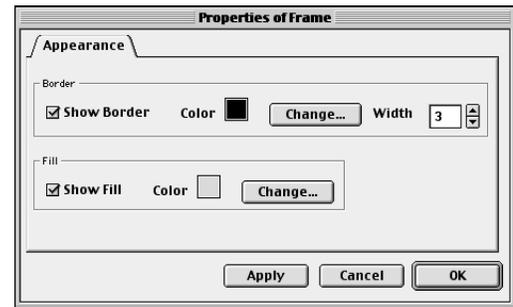
- Method 1 – With the cursor positioned over the frame, right-click the mouse to display the pop-up menu. Select Properties....
- Method 2 – Simultaneously press the [Ctrl] key on a standard keyboard and click the frame to display the pop-up menu. Select Properties....
- Method 3 – Select Properties... from the Edit menu.
- Method 4 – Click the Properties button on the Advanced Toolbar.

How do I color the border of a selected frame and/or set a new border width using its Properties dialog box?

1. Display the frame's Properties dialog box.
2. Select (i.e., check) the Show Border or Line option from the Appearance tab. The current border color shows in the preview box.
3. To change the border color, click Change. The Pick Color dialog box displays. Choose a different color and click OK to close the Pick Color dialog box.
4. Select the desired border width (1–10).
5. Click Apply to preview selections. Click OK to close the Properties dialog box.

How do I fill a selected frame with a color or a pattern using its Properties dialog box?

1. Display the frame's Properties dialog box.
2. Select (i.e., check) the Show Fill option from the Appearance tab. The current fill color shows in the preview box.
3. To change the fill color, click Change. The Pick Color dialog box displays. Choose a different color and click OK to close the Pick Color dialog box.
4. Click Apply to preview selections. Click OK to close the Properties dialog box.



Properties of frame dialog box

Frame: Changing Appearance Using On-Screen Tools Buttons

How do I color the border of a frame using the Border and Line Color button?

1. Select the frame. The current border color shows on the Border and Line Color button.
2. Click the Border and Line Color button to display a choice of colors.
3. Select the desired color. (Note: Selecting the last color choice, a box with a red slash, will hide the border.)

How do I set the border width of a frame using the Border and Line Width button?

1. Select the frame. The current border width shows on the Border and Line Width button.
2. Click the Border and Line Width button to display a choice of line widths.
3. Select the desired line width.

How do I fill a frame with a color or a pattern using the Fill Color button?

1. Select the frame. The current fill color shows on the Fill Color button.
2. Click the Fill Color button to display a choice of colors and patterns.
3. Select the desired fill color and/or pattern.

Why would I fill a frame with a pattern?

Using patterns, instead of solid fill colors, conserves ink when printing the overlay.

Frame: Deleting

How do I delete a frame on an overlay?

1. Select the frame.
2. Press the [Delete] key on a standard keyboard or select Clear from the Edit menu or click the Cut button (on the toolbar above the overlay).



Frames group related sets of keys on an overlay

Working with Lines

Lines: General Information

Lines are added to an overlay using the Line Tool.

Each line has properties—you can select a line color and a line width. Lines are not interactive.

Why add lines to an overlay?

For instructional and/or decorative purposes, it is often useful to add lines to a printed overlay.

Using the Arrange feature, you can position a line behind or in front of keys and other objects.

Line: Creating

How do I create a line on an overlay?

1. Click the Line Tool button or select Line Tool from the Overlay Maker menu.
2. Place the pointer on the overlay where you want one end of the line to be, and drag the cursor in any direction. When you release the mouse, the line displays on the overlay. It is already selected (notice the resizing handles).



To align a selected line with the overlay grid (even if the grid is hidden), select the Snap to Grid option from the Overlay Maker menu. Reposition the line and it aligns to the grid.

3. (Optional) Resize and/or reposition the line.
4. (Optional) Edit line properties (i.e., choose a different line color and set a new line width).

Line: Selecting

How do I select a line on an overlay?

1. Click the Select Tool button or choose Select Tool from the Overlay Maker menu.
2. Click the line that you want to be selected.
3. Notice the resizing handles on the ends of the line.

Line: Resizing

How do I resize a line (i.e., make the line shorter or longer) on an overlay?

1. Select the line. Resizing handles show on the ends of the line.
2. Place your pointer on a resizing handle. The pointer shows as a double-headed arrow.
3. Drag the resizing handle in either direction the arrow points.



Note The width and color of the line are determined by the program's default settings or the previous selections.

Line: Repositioning

How do I reposition a line on an overlay?

1. Choose the Select Tool.
2. Position the mouse pointer on the line.
3. When the mouse pointer shows as a hand icon, grab and drag the line to the desired position on the overlay.

Line: Changing Direction

How do I change the direction of a line (i.e., to change its “angle”) on an overlay?

1. Select the line.
2. Drag an endpoint to the desired position.



Press [Shift] and rotate the line to “snap” it to vertical, horizontal, or 45 degree angles.

Tip

Line: Using Arrange Options (Bring Forward, Send Back, etc.)

Using the Arrange feature, you can position a line behind or in front of keys and other objects.

How do I bring a line forward or send it towards the back if I want it to overlap, or be overlapped by, other objects on the overlay?

1. Select the line.
2. Select an Arrange option from the Edit menu (or right-click to display the same options listed on the pop-up menu).

Line: Fixing to Background

You can make a line a permanent part of the background picture. Once it has been “fixed to background”, the line cannot be selected, repositioned, or deleted.

How do I fix a line to the background?

1. Select the line.
2. Click the Fix to Background button.

Line: Deleting

How do I delete a line on an overlay?

1. Select the line.
2. Press the [Delete] key on a standard keyboard or select Clear from the Edit menu or click the Cut button (on the toolbar above the overlay).



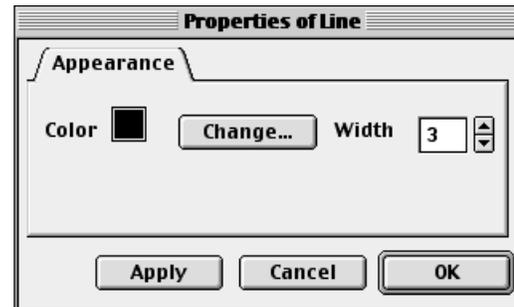
Using the Select Tool, double-click the line to display the Properties of Line dialog box

Properties of Line

How do I display the Properties dialog box for a selected line?

There are multiple ways to display the Properties of Line dialog box for a selected line:

- Method 1 – With the pointer positioned over the line, right-click the mouse to display the pop-up menu. Select Properties....
- Method 2 – Simultaneously press the [Ctrl] key on a standard keyboard and click the line to display the pop-up menu. Select Properties....
- Method 3 – Select Properties... from the Edit menu.
- Method 4 – Click the Properties button on the Advanced Toolbar.



Properties of Line dialog box

How do I color a selected line and/or set a new line width using the Properties dialog box?

1. Display the Properties dialog box. The current line color shows in the preview box.
2. (Optional) Click Change. the Pick Color dialog box displays. Choose a different color and click OK to close the Pick Color dialog box.
3. Select the desired line width (1–10).
4. Click Apply to preview selections. Click OK to close the Properties dialog box.

Line: Changing Appearance Using On-Screen Tool Buttons

How do I color a selected line using the Line Tool?

1. Select the line. The current line color shows on the Border and Line Color button.
2. Click the Border and Line Color button to display a choice of colors.
3. Select the desired color.

How do I change the width of a selected line using the Border and Line Width button?

1. Select the line. The current line width shows on the Border and Line Width button.
2. Click the Border and Line Width button to display a choice of line widths.
3. Select the desired line width.

Working with Pictures (i.e., Free Pictures)

Pictures: General Information

Pictures are added to an overlay by inserting pictures from *Overlay Maker 3*'s Picture Library, inserting pictures from other sources (such as digital photographs), or by pasting pictures from your clipboard.

Each picture has properties, enabling it to be flipped or rotated. Picture objects are not interactive—pressing one will not result in an on-screen action.

Why add pictures to an overlay?

For identification, instructional and/or decorative purposes, it is often useful to add one or more pictures to a printed overlay in addition to, or instead of, the pictures that appear on keys.

Using the Arrange feature, it is possible to position a picture behind or in front of keys and other objects.

Can I add a large picture to the overlay in place of a background?

Yes. Place the picture on the overlay, enlarge the picture if needed, and use the Send to Back feature to place the picture behind all other objects on the overlay.

The picture will appear to be on the background, even if it is not on the actual background layer.

Picture: Inserting/Pasting on an Overlay

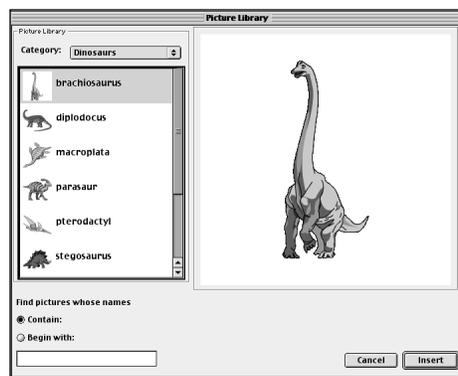
How do I place a picture on an overlay?

There are multiple ways to place a picture on an overlay:

Inserting a Picture From the Picture Library

With no objects on the overlay selected:

1. Select Insert Picture From Library from the Edit menu or click the Picture Library button. The Picture Library dialog box displays.
2. (Optional) If Boardmaker 5 is installed on your system, choose a library.
3. Search for and/or select the desired picture.
4. Click Insert. A message box displays asking you to confirm that you are pasting a picture on the overlay, not on a key. (Note: If you are inserting multiple pictures, you can choose not to have this message display.)
5. Click OK to proceed. The selected picture inserts on the overlay.
6. (Optional) Reposition and/or resize the picture.



Picture Library dialog box



Note To insert a picture from the Boardmaker PCS Library, you must have Boardmaker 5 (or a more recent program version) installed on your system. The Boardmaker CD does not have to be inserted in your CD-ROM drive for you to select Boardmaker pictures.

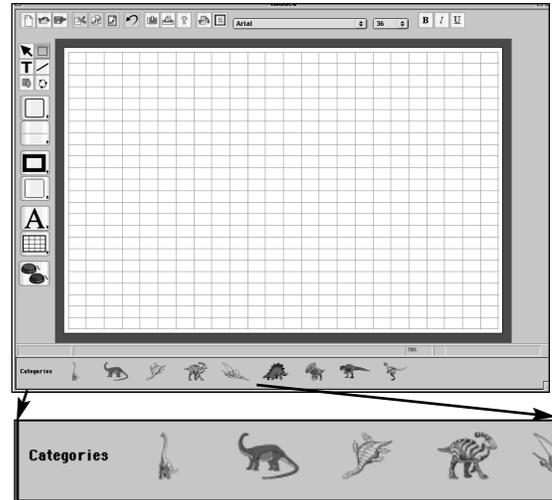


You can search the Picture Library Toolbar by category, or select All Pictures. Pictures are listed alphabetically.

Inserting a Picture From the Picture Library Toolbar

With no objects on the overlay selected:

1. Select Show Picture Library from the View menu. The Picture Library dialog box displays as a toolbar below the overlay.
2. Search for and/or select the desired picture.
3. Click Insert. A message box displays asking you to confirm that you are pasting a picture on the overlay, not on a key.
4. Click OK to proceed. The selected picture inserts on the overlay.
5. (Optional) Reposition and/or resize the picture.



Picture Library displayed as toolbar below the overlay

Inserting a Picture From a File

With no objects on the overlay selected:

1. Select Insert Picture From File from the Edit menu or click the Insert Picture From File button. The Open dialog box displays.
2. Navigate to the desired file.
3. Select the desired picture.
4. Click Open. The selected picture inserts on the overlay.
5. (Optional) Reposition and/or resize the picture.

Pasting a Picture From the Clipboard

1. Copy the picture you wish to add to the overlay to your clipboard.
2. Select Paste from the Edit menu or click the Paste button. The selected picture is pasted on the overlay.

Picture: Selecting

How do I select a picture on an overlay?

1. Click the Select Tool button or choose Select Tool from the Overlay Maker menu.
2. Click the picture that you want to be selected.
3. Notice the resizing handles on the borders of the picture.

Picture: Resizing

How do I resize a picture on an overlay?

1. Select the picture. Resizing handles show on the borders of the picture.
2. Place your cursor on a resizing handle. The pointer shows as a double-headed arrow.
3. Drag the resizing handle in either direction the arrow points.

Picture: Repositioning

How do I reposition a picture on an overlay?

1. Choose the Select Tool.
2. Position the mouse pointer on the picture.
3. When the mouse pointer shows as a hand icon, grab and drag the picture to the desired position on the overlay.

Picture: Flipping and/or Rotating

How do I flip a selected picture on an overlay?

1. Display the Properties of Picture dialog box. Notice that the selected picture shows in the picture tab.
2. Click the Flip Horizontally and/or Flip Vertically buttons.
3. Click Apply to preview selections. Click OK to close the Properties dialog box.

How do I rotate a selected picture on an overlay?

1. Display the Properties dialog box. Notice that the selected picture shows in the picture tab.
2. Click the Rotate Clockwise and/or Rotate Counterclockwise buttons.
3. Click Apply to preview selections. Click OK to close the Properties dialog box.

Picture: Using Arrange Options (Bring Forward, Send Backward, etc.)

Using the Arrange feature, it is possible to position a picture behind or in front of keys.

How do I bring a picture forward or send it towards the back if I want it to overlap, or be overlapped by, other objects on the overlay?

1. Select the picture.
2. Select an Arrange option from the Edit menu (or right-click to display the same options listed on the pop-up menu).

Picture: Fixing to Background

You can make a picture a permanent part of the background picture. Once it has been “fixed to background”, the picture cannot be selected, repositioned, or deleted.

How do I fix a picture to the background?

1. Select the picture.
2. Click the Fix to Background button.



Double-click the picture to select it and display the Properties of Picture dialog box.

Properties of Picture

How do I display the Properties dialog box for a selected picture?

There are multiple ways to display the Properties of Picture dialog box for a selected picture:

- Method 1 – With the cursor positioned over the picture, right-click the mouse to display the pop-up menu. Select Properties....
- Method 2 – Simultaneously press the [Ctrl] key on a standard keyboard and click the picture to display the pop-up menu. Select Properties....
- Method 3 – Select Properties... from the Edit menu.
- Method 4 – Click the Properties button on the Advanced Toolbar.

How do I edit the properties of a selected picture?

1. Display the Properties dialog box. Notice that the selected picture shows in the picture tab.
2. Use the tools in the toolbar above the preview box to:
 - Delete the picture (using the Clear button).
 - Place the current picture on your clipboard (using the Cut or Copy buttons).
 - Replace the picture (using the Paste, Insert from File, or Insert From Library button).
 - Flip or rotate the picture (using the Transform buttons).
3. Click Apply to preview selections. Click OK to close the Properties dialog box.

Picture: Deleting

How do I delete a picture object on an overlay?

1. Select the picture.
2. Press the [Delete] key on a standard keyboard or select Clear from the Edit menu or click the Cut button (on the toolbar above the overlay).

Working with Backgrounds

Background: General Information

Backgrounds are added to an overlay using the Background Properties dialog box. You can add a solid color background, a patterned background, or a background picture.

Background pictures are added to an overlay by inserting pictures from *Overlay Maker 3's* Picture Library, inserting pictures from other sources (such as digital photographs), or by pasting pictures from your clipboard.

A background picture has properties, enabling it to be flipped.

A background shows behind all objects on an overlay (keys, text boxes, frames, lines, and pictures), including those that are “sent to back” using the Arrange feature.

Backgrounds are not interactive.

Why add a background to an overlay?

For identification and/or decorative purposes, it is often useful to add a background to a printed overlay.

Background: Adding a Background Picture to an Overlay

How do I add a background to an overlay?

You add a background to an overlay using the Background Properties dialog box.

How do I display the Background Properties dialog box?

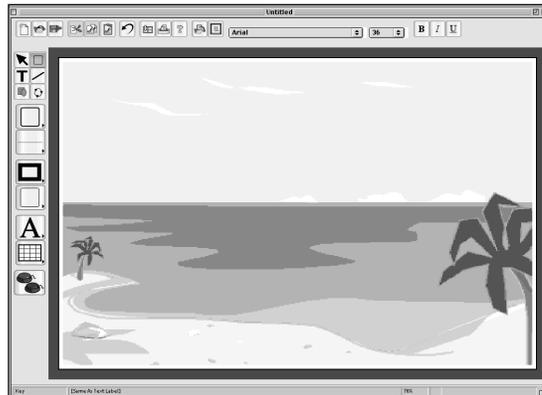
- Method 1 – Position the mouse over the background. Right-click the mouse to display the pop-up menu. Select Background Properties.
- Method 2 – Simultaneously press the [Ctrl] key on a standard keyboard and click the background. Select Background Properties from the pop-up menu.
- Method 3 – Select Background Properties from the Edit menu.

What types of image files can I use as a background picture?

You can import these image files: GIF, JPG/JPEG, DIB, BMP, PNG, PICT, and PSD.

Can I use a background picture and a background color?

Yes. You can select both using the Background Properties dialog box.



A background added to an overlay

Background Properties

How do I add a background picture to an overlay using the Background Properties dialog box?

There are three ways to add a background picture to an overlay using the Background Properties dialog box:

Background: Inserting a Background Picture From IntelliTools Library

1. Select Insert Picture From Library from the Edit menu or click the Picture Library button. The Picture Library dialog box displays.
2. (Optional) Choose a library. If you have Boardmaker installed on your system, you will be able to select from the IntelliTools Picture Library or from the Boardmaker PCS Library.
3. Search for and/or select the desired picture.
4. Click Insert. The selected picture is previewed in the Background Picture dialog box.
5. Click OK. The picture inserts on the overlay's background.



Background Properties dialog box

Background: Inserting a Background Picture From File

1. Click the Insert From File button. The Open dialog box displays.
2. Navigate to the desired file.
3. Select the desired picture.
4. Click Open. The selected picture inserts on the overlay's background.

Can I add a large picture to the overlay in place of a background?

Yes. Place the picture on the overlay, enlarge the picture if needed, and use the Send to Back feature to place the picture behind all other objects on the overlay.

The picture will appear to be the background, even if it is not actually on the Background layer (i.e., it has no Background Properties).

Background: Pasting a Picture From Clipboard

1. Copy the picture you want to be the background to your clipboard.
2. Select Paste from the Edit menu or click the Paste button. The selected picture is previewed in the Background Picture dialog box.
3. Click OK. The picture inserts on the overlay's background.

Background: Resizing

How do I resize a background on an overlay?

1. Display the Background Properties dialog box. Notice that the current background shows in the Picture tab.

2. Select Stretch, Center, or Tile.
3. Click OK.

Background: Deleting

How do I delete an overlay background?

1. Display the Background Properties dialog box (select Background Properties from the Edit menu). Notice that the current background shows in the dialog box.
2. Click the Clear button.
3. Click OK



Picture flipped using Background Properties dialog box buttons

Background: Flipping

How do I flip a background picture on an overlay?

1. Display the Background Properties dialog box (select Background Properties from the Edit menu). Notice that the current background picture shows in the Properties dialog box.
2. Click the Flip Horizontally and/or Flip Vertically buttons.
3. Click OK to close the Background Properties dialog box.

Background: Changing Appearance by Editing Picture Properties

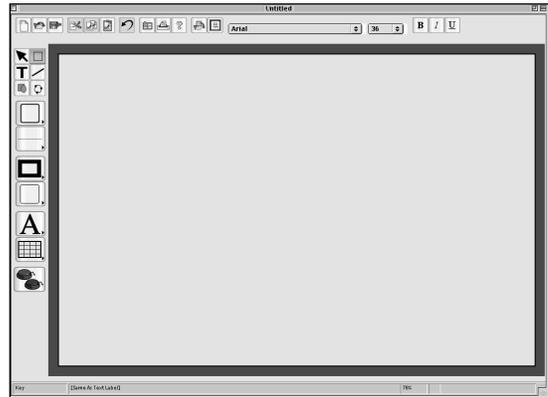
How do I edit the properties of a background on an overlay?

1. Display the Properties dialog box (select Background Properties from the Edit menu). Notice that the current background shows in the dialog box.
2. Use the tools to:
 - Delete the current background (using the Clear button).
 - Place the current background picture on your clipboard (using the Cut or Copy buttons).
 - Replace the current background picture (using the Paste, Insert from File, or Insert From Library button).
 - Flip the current background picture (using the Transform buttons).
3. Click OK to close the Background Properties dialog box.

Background: Choosing a Background Color or Pattern

How do I color a background using the Properties of Background dialog box?

1. Display the Background Properties dialog box (select Background Properties from the Edit menu). Notice that the current background color shows in the Background Color preview box.
2. Click Change. The Pick Color dialog box displays. Choose a different color and click OK to close the Pick Color dialog box.
3. Click OK to close the Background Properties dialog box.



A background color added to an overlay

How do I color a background using the Background Color button?

1. Select the background.
2. Click the Background Color button to display a choice of colors.
3. Select the desired background color.

How do I add a pattern to the background?

1. Select the background.
2. Click the Background Color button to display a choice of patterns.
3. Select the desired fill pattern.

Why would I fill a background with a pattern?

Using patterns, instead of solid fill colors, conserves ink when printing the overlay.

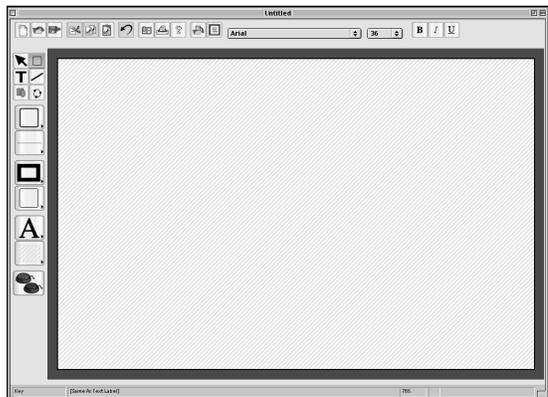
How do I change the color of a background pattern?

Patterns have two parts, a foreground and a background. To change the:

- Foreground color – Click the Fill Color button and select a color.
- Background color – While pressing the [Ctrl] key, click the Fill Color button, and select a color.

Can I use a background picture and a background color?

Yes. You can select both using the Background Properties dialog box.



A background pattern added to an overlay



Tip

To change a pattern to a solid fill, click the first choice (black square) in the pattern box.

10: Making Overlays

Making a New Overlay: Preparation

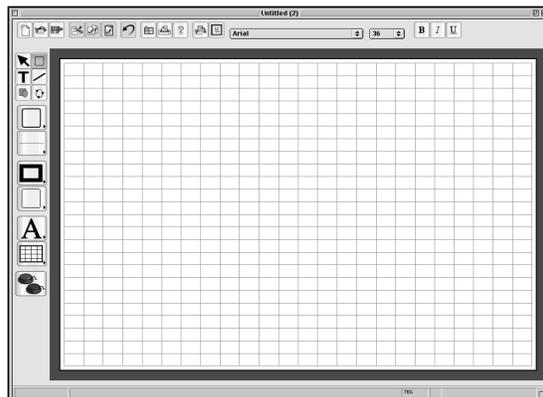
There are four things to do before you make an overlay using *Overlay Maker 3*:

1. Decide the overlay's purpose.
2. Determine its basic layout and appearance.
3. Connect a printer and IntelliKeys to your computer.
4. Launch *Overlay Maker 3*.

Making a New Overlay: Using a Blank Overlay

How do I make an overlay using a blank overlay?

1. From the Navigation Screen, click the New button.
2. Select and open the Blank Overlay. A new (blank) overlay displays.
3. Add one or more keys to the overlay. Add different or additional key content to the key(s) if the default key content [Same As text Label] is not the needed key content. Edit the appearance of the key(s). Add a text label and/or key picture. Position key(s).



A blank overlay

4. (Optional) Click the Cycle Views button or select a view from the View menu to show the overlay in the size that helps you best lay out objects on the overlay.
5. (Optional) Add one or more objects to the overlay (text boxes, frames, lines, and/or pictures). Edit the appearance of the object(s). Position and or arrange object(s).
6. (Optional) Add a background color or background picture to the overlay.
7. Edit the switch content, if needed.
8. Save the overlay file.
9. Print the overlay.



Note You can create an overlay without having an IntelliKeys connected; however, you will not be able to test the overlay.



Note You can create an overlay without having a printer connected; however, you will not be able to print the overlay.



Note To modify *IntelliTools Classroom Suite* templates and activities, you must have the full program installed on your system.

Making a New Overlay: Using an Overlay Activity Kit



See Chapter 13 for detailed information about using Overlay Activity Kits.

How do I navigate to an *Overlay Maker 3* Overlay Activity kit?

1. From the Navigation Screen, click the New button.
2. Select and open the Overlay Activity Kits folder.
3. Select and open the desired subfolder(s).

What does an Overlay Activity Kit contain?

Overlay Activity Kits contain:

- A tutorial. (You must have the Adobe Reader program installed to view this printable PDF file.)
- One or more overlays.
- Shortcuts to one or more activities. (Opening an activity automatically launches *IntelliTools Classroom Suite*)
- One or more templates. (Templates are designed to be modified).

How do I make a new overlay using an Overlay Activity kit?

Each Overlay Activity kit includes an easy-to-follow, step by step tutorial that will instruct you how to make a new overlay. Depending on the Overlay Activity Kit you are working with, you will make an overlay using *Overlay Maker 3* or the *IntelliTools Classroom Suite* Make Overlay feature.

Using *Overlay Maker 3*:

- Some kits contain an *Overlay Maker 3* overlay template. Templates are designed to be modified. Using *Overlay Maker 3*, you can customize the overlay template and save it as a new overlay file.
- Some kits contain a predesigned *Overlay Maker 3* overlay, ready to use. Using *Overlay Maker 3*, you can edit the overlay and save it as a new overlay file.

Using *IntelliTools Classroom Suite*:

- Some kits contain an *IntelliTools Classroom Suite* template. Templates are designed to be modified. Using *IntelliTools Classroom Suite*, you can customize the template to create a new activity.

Then, using the *IntelliTools Classroom Suite* Make Overlay feature, you can generate a matching overlay. The Make Overlay automatically saves the new overlay (in the *IntelliTools Classroom Suite* Overlays folder) and launches *Overlay Maker 3* (to enable you to edit the new overlay, if needed).

- Some kits contain a predesigned *IntelliTools Classroom Suite* activity, ready to use. Using *IntelliTools Classroom Suite*, you can edit the activity to create a new activity.

Then, using the *IntelliTools Classroom Suite* Make Overlay feature, you can generate a matching overlay. The Make Overlay automatically saves the new overlay (in the *IntelliTools Classroom Suite* Overlays folder) and launches *Overlay Maker 3* (to enable you to edit the new overlay, if needed).

Making a New Overlay: Using a Predesigned Layout

How do I navigate to a selection of predesigned overlay layouts?

1. Click the New button.
2. Select and open the Predesigned Layouts folder.
3. Select and open the desired subfolder.

How do I make a new overlay using a predesigned layout?

1. Click the Cycle Views button or select a view from the View menu to show the overlay in one of three ways.
2. (Optional) Add one or more keys to the overlay. Add different or additional key content to the key(s) if the default key content [Same As text Label] is not the needed key content. Edit the appearance of the key(s). Add a text label and/or key picture.
3. Delete unneeded keys.
4. Reposition keys, if needed.
5. (Optional) Add one or more objects to the overlay (text boxes, frames, lines, and/or pictures). Edit the appearance of the object(s). Position and or arrange objects(s).
6. Delete unneeded objects.
7. Reposition objects, if needed.
8. (Optional) Add a background color or background picture to the overlay.
9. Edit the switch content, if needed.
10. Save the overlay file.
11. Print the overlay.



Tip

Try the *Overlay Maker 3* tutorials (see chapter 3 of this User's Guide) to learn about *Overlay Maker 3*'s many features.



Try the *Overlay Maker 3* tutorials (see chapter 3 of this User's Guide) to learn about *Overlay Maker 3*'s many features.

Making a New Overlay: To Work with Other Software Programs

Creating an overlay to work with computer programs other than *IntelliTools Classroom Suite* requires:

- An understanding of how the program is used with a standard keyboard and a standard mouse.
- Knowing what the IntelliKeys user would find difficult to do when using the standard keyboard and/or the standard mouse.

These two pieces of information determine what type of access you want your overlay(s) to provide to the user and how you can best design the overlay.

For example, to provide access to the program to a physically challenged IntelliKeys user, you might need to modify the keyboard layout used on a standard keyboard. The overlay you make might have keys in different places or fewer keys. For a visually impaired IntelliKeys user, you might want to enlarge and/or increase the color contrast of the keys compared to a standard keyboard. Or you may want the IntelliKeys user to be able to type words, phrases, or paragraphs by pressing just one overlay key.

How do I make an overlay that works with my computer program?

In many instances, an IntelliKeys user can best interact with a program by taking advantage of the keyboard shortcuts built into that program.

What is a keyboard shortcut?

A keyboard shortcut is a combination of keys that can be substituted for a menu command and/or on-screen toolbar choices. Pressing this combination of keys on a standard keyboard results in the same action as selecting a menu listing or clicking a button.

For example, for Microsoft Word, Ctrl+C (Windows) or Cmd+C (Macintosh) is the keyboard shortcut for Copy (i.e., simultaneously pressing the Ctrl and the C keys makes a copy of a selection). Ctrl+V (Windows) or Cmd+V (Macintosh) is the keyboard shortcut for Paste (i.e., simultaneously pressing the Ctrl and the V keys will paste a selection).

Typically, you can find keyboard shortcuts listed next to menu options. To find more keyboard shortcuts, search the program's Help or refer to the program's User's Guide.



Search Windows Help for the topic "Shortcut Keys." Search Macintosh OS X Help for the topic "Full Keyboard Access."

How do I use a keyboard shortcut with *Overlay Maker 3*?

1. Create a key on an overlay.
2. Display the Key Content tab of the Properties of Key dialog box. (Double-clicking a selected key is one way to display this dialog box.)
3. Enter the keyboard shortcut as the key content. Use the available Key Actions (add an action from the Keyboard Keys category listings) when possible.

For example, [Control]c is the key content for the Copy command; [Control]v is the key content for the Paste command.

When the IntelliKeys user presses this key, the corresponding command is sent to the computer—without the use of a standard keyboard or standard mouse.

What if the program I'm using requires a mouse point-and-click response?

1. Create a key on an overlay.
2. Display the Key Content tab of the Properties of Key dialog box. (Double-clicking a selected key is one way to display this dialog box.)
3. Enter the keyboard shortcut as the key content. Use the available Key Actions (add an action from the Mouse Actions category listings).

When the IntelliKeys user presses this key, the corresponding mouse command is sent to the computer—simulating the use of a standard mouse. For example [Button Click] sends a mouse click to the computer.

IntelliTools Classroom Suite's Make Overlay feature automatically creates overlay keys that enable an IntelliKeys user to access on-screen buttons. For example [Function Key 12]next page[Enter][Non Repeating] will activate a button named Next Page.

How do I make an overlay so that an IntelliKeys user can interact with switch accessible programs?

1. Determine what standard keyboard or standard mouse input a switch accessible program responds to by referring to that program's User's Guide (Tip: Search for the topic "Setting up Switches.")
2. Edit the overlay's switch content to select the desired input.

For instance, to have a switch send a mouse click, set the IntelliKeys switch #1 Switch Content to [Button Click]. Or if the automatic scan keyboard shortcut is Control+Enter, set the IntelliKeys switch #1 Switch Content to [Control][Enter].

Making a New Overlay: For DynaVox Users

Overlays made from *IntelliTools Classroom Suite* documents can be saved as DynaVox-compatible files so DynaVox users can work with *IntelliTools Classroom Suite* activities.

You must be using DynaVox Series 4 with software version 1.05 (or a more recent version).

How do I make an overlay for a DynaVox user?

1. Save your overlay as an overlay (an .oms file) or a template (an .omt file) using *Overlay Maker 3*. Do not close the overlay.
2. From the File menu, choose Export to DynaVox. This will create a DynaVox Series 4 file (file name.dpkg) on your desktop.
3. Move the DynaVox Series 4 file (file name.dpkg) to the DynaVox using a USB memory stick or other media transfer device previously formatted for your DynaVox Series 4 device.
4. Connect the DynaVox AccessIT module to the USB port of the computer running *IntelliTools Classroom Suite*.
5. On the DynaVox Series 4 device, navigate to the exported overlay file (file name.dpkg) and open it.
6. On the computer, open the corresponding *IntelliTools Classroom Suite* activity.
7. Point the DynaVox Series 4 device in the direction of the AccessIT module and use the DynaVox page (file name.dpkg) to communicate with the selected *IntelliTools Classroom Suite* activity.

 For technical questions, contact your DynaVox technical support representative. Phone 1-800-344-1778, email tech@dynavoxsystems.com, or visit the Web site: www.dynavoxsystems.com.

11: Using *Overlay Maker 3* with *IntelliTools Classroom Suite*

This chapter explains how *Overlay Maker 3* is used with *IntelliTools Classroom Suite*. Once installed on a computer with *IntelliTools Classroom Suite*, *Overlay Maker 3* launches automatically when a user selects the *IntelliTools Classroom Suite* Make Overlay or Edit/Attach Overlay feature.



Using *IntelliTools Classroom Suite* with IntelliKeys and overlays is an ideal solution for students who have difficulty using a standard mouse or a standard keyboard.

IntelliTools Classroom Suite: Making a New Overlay Using *Overlay Maker 3*

If you are working with an *IntelliTools Classroom Suite* document (for instance, if you are designing an activity) and want to create an overlay, *Overlay Maker 3* must be installed on your computer. Once installed, *Overlay Maker 3* launches automatically when you select Make Overlay from the *IntelliTools Classroom Suite* IntelliKeys menu options.

Make Overlay

With *Overlay Maker 3* installed, the Make Overlay feature displays as a three-step wizard—complete a step and click the Next button to proceed. The Make Overlay feature enables you to create an overlay file based on an open document.

The first screen of the Make Overlay wizard enables you to select the buttons (toolbar and page buttons) and regions from a document and include them in an overlay file. When the overlay file is printed, buttons and regions show as keys on the overlay.

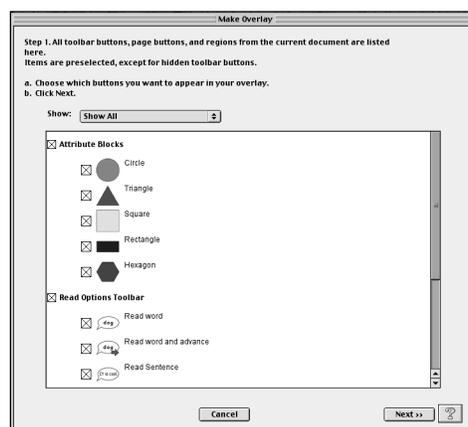
How do I create an overlay file and attach it using the Make Overlay feature?

1. Open the document for which you will create an overlay. This document must have at least one custom toolbar (button), page button, or region.
2. Select IntelliKeys, Make Overlay from the Options menu. The Make Overlay dialog box displays. The Make Overlay dialog box contains a list of all toolbar buttons, page buttons, and regions from the current document (including toolbars that are hidden from view).

By default, only toolbar buttons, page buttons, and regions that are currently visible in the document are pre-selected.

To categorize listings, make a selection from the Show drop-down list box.

3. **Wizard Step 1** – Select any additional toolbars, such as hidden toolbars, that you want to include in your overlay. Deselect any toolbars or buttons that you do not want to include.
4. Click Next to view a selection of pre-designed overlay layouts.
5. **Wizard Step 2** – Select a layout. (You have a chance to modify the layout later using *Overlay Maker 3*).
6. Click Next to name the overlay and select additional options.



Make Overlay Wizard Step 1



Note If you select Buttons on Page, only the page

buttons on the current page will have keys created. If you select Regions on Page, only the regions on the current page will have keys created.



Tip Wizard Step 2 – Many of the layout choices match IntelliKeys Custom Keyguards.



If, after creating an overlay, you rename existing toolbars in a document, create new buttons, or delete buttons, you need to remake the overlay using the instructions on this page.

7. **Wizard Step 3** – Enter a name for the overlay in the Overlay Name text entry box. (The default name is the activity name.)

8. Select additional options, if desired.

- **Switch Action:**
 Select Automatic Scanning – for single-switch use. Selecting Automatic Scanning will set the content of both switch ports on the IntelliKeys to [Ctrl]+[Enter] (Windows) or [Ctrl]+[Return] (Macintosh).

Step Scanning – for use with two switches. Selecting Step Scanning will set the content for switch port 1 to [Ctrl]+[Right Arrow] and the content for switch port 2 to [Ctrl]+[Down Arrow].

- Use Background Picture as Overlay Background (*IntelliMathics 3* and *IntelliPics Studio 3* only) – Uses the background displayed on the current page of the open document as the overlay background.

- **Key Appearance:**

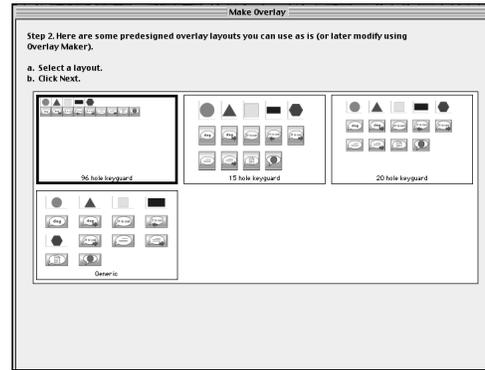
Use Button Appearance Settings – Uses the button appearance settings when the corresponding key is generated on an overlay.

Show Button Pictures Only – Shows the button picture (not the button name) as the key picture when the corresponding key is generated on an overlay.

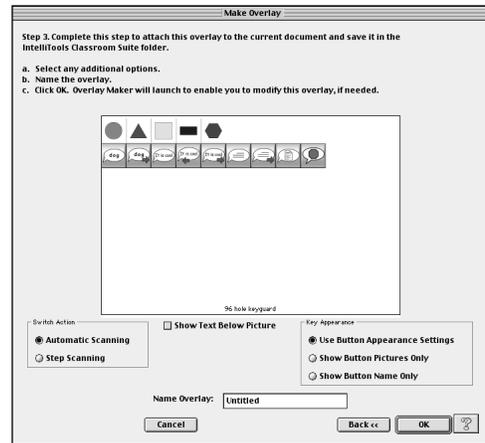
Show Button Name Only – Shows the button name (not the button picture) as the key text when the corresponding key is generated on an overlay.

- Show Text Below Picture – Positions the key text below a key picture if both show on a key.

9. Click OK to attach this overlay to the current document and save it in the IntelliTools Classroom Suite Overlays folder. *Overlay Maker 3* launches to enable you to display and/or modify this overlay, if needed.
10. (Optional) *Overlay Maker 3* displays the selected toolbars as keys on a grid. (The grid is displayed for alignment purposes and is not printed.) Edit and print the overlay.
11. From the *Overlay Maker 3* File menu, select Save. Exit (or Quit) *Overlay Maker 3*. The open *IntelliTools Classroom Suite* document (see step 1) remains on-screen.
12. Select IntelliKeys from the Options menu. Notice that the name of the new overlay is listed, because the overlay is now attached to the document.



Make Overlay Wizard Step 2



Make Overlay Wizard Step 3

IntelliTools Classroom Suite: Including Standard Toolbar Buttons in an Overlay

The buttons included on Standard Toolbars are not copied into an overlay during the Make Overlay process, as they are not a permanent part of the original document. However, there are two ways to include them in an overlay: copying toolbars from the Standard Library into your document and making an overlay from the modified document, and copying buttons from the Toolbar Buttons overlay (a predesigned overlay).

How do I use the Standard Library to add Standard Toolbar buttons to an overlay?

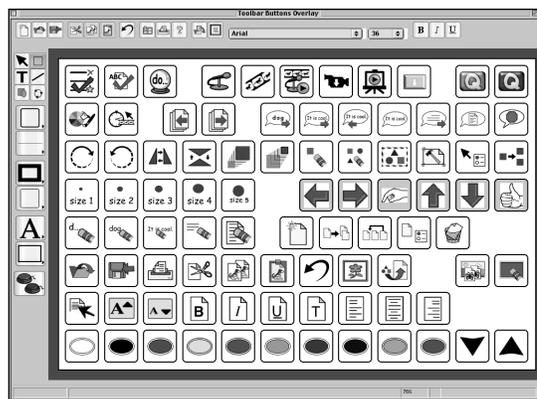
Many of the buttons included on Standard toolbars are included in the Standard Library. Once these Library toolbars have been added to a document, the buttons on these toolbars will be selectable to become overlay keys when you use the Make Overlay option.

1. Select Custom Toolbars and Buttons from the Edit menu.
2. Click Add Toolbar... (located in the upper left corner of the screen). The Add Toolbar dialog box displays.
3. Click the Add from Standard Library tab.
4. Select a custom toolbar from the Standard Library that includes the same Standard Toolbar buttons you wish to include in a new overlay. The preview box shows the buttons in the selected toolbar.
5. Click Insert. The selected toolbar is inserted in the open document. The Add Toolbar dialog box closes (unless you have checked the Stay Open After Insert option).
6. Repeat steps 2–5 for each Library toolbar you want to insert in the document.
7. Click Done.
8. Make an overlay using the procedure described in the previous section Making a New Overlay.

How do I use the Toolbar Buttons Overlay to add Standard Toolbar buttons to an overlay?

A Toolbar Buttons overlay is provided for you in the Overlays folder. The keys included on this overlay represent Standard Toolbar buttons.

1. Launch *Overlay Maker 3*.
2. At the Navigation Screen, click the Overlays button.
3. Navigate to and select the Shortcut to IntelliTools Classroom Suite Overlays subfolder (this shortcut opens the Overlays folder in the IntelliTools Classroom Suite program folder).
4. Select the Toolbar Buttons overlay. Click Open.



Toolbar Buttons overlay

 You can double-click a key to see its content (i.e., what the key does).



Note Once the overlay is displayed, you can change the placement of keys by dragging them to the desired location. See chapter 8 for additional editing options.

5. Select the key from the Toolbar Buttons Overlay that you wish to include in the new overlay.
6. Select Copy from the Edit menu.
7. Select New from the File menu to display the Navigation Screen.
8. From the New folder, select and open Blank Overlay.
9. Select Paste from the Edit menu.
10. Repeat steps 5–9 for each key you wish to copy from the Toolbar Button Overlay to the new overlay.
11. Select Save from the File menu.
12. Exit/Quit *Overlay Maker 3*.

IntelliTools Classroom Suite: Programming Switches Using Overlay Maker 3

When using IntelliKeys additionally as a switch interface, you can program the switch ports by creating an overlay file for the *IntelliTools Classroom Suite* open document using the Make Overlay feature. (*Overlay Maker 3* must be installed.)

How do I set switch content using the Make Overlay feature?

1. Refer to page 121 and follow Make Overlay steps 1–7.
2. At step 8, from the Switch Action area in the Make Overlay dialog box, select either Automatic Scanning or Step Scanning, depending on the needs of the switch user.
3. Finish creating an overlay. The resulting overlay file contains the desired switch commands.
4. Open the document. When the attached overlay file is sent to IntelliKeys, the switch ports are programmed automatically.



Tip When working with *Overlay Maker 3*, switch content can be set using the Edit Content of Switches dialog box. To display this dialog box, select Switches... from the Overlay Maker menu or click the Edit Switches button on the vertical Standard Toolbar.

Edit Content of Switches Dialog Box

There are two ways to select switch content using the Edit Content of Switches dialog box:

- Select content for both switches by making a selection from the Choose Preset drop-down list box. Click OK to close the Edit Content of Switches dialog box.
- Select content for switches individually.
 - a. Click the Edit... button to display a Switch Content dialog box.
 - b. Make a selection from the Key Actions drop-down list box and click the Add button and/or type the desired content directly into the Content entry box.
 - c. Click OK to close the Switch Content dialog box.
 - d. Click OK to close the Edit Content of Switches dialog box.

IntelliTools Classroom Suite: Displaying an Overlay File

Sometimes it is useful to see what an overlay file looks like (e.g., to see how overlay keys are arranged, to preview an overlay you want to print, etc.).

How do I display an overlay file attached to a document so I can see what keys are in the overlay?

1. If *Overlay Maker 3* is installed, select IntelliKeys, Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays box displays.
2. From the Overlay Files list box, select the overlay file you want to display.
3. Click Edit.... *Overlay Maker 3* launches automatically and the overlay file displays.



Note *Overlay Maker 3* font and color options affect the printed overlay, not the activity to which the overlay is attached.



Note *Overlay Maker 3* files cannot be edited using previous versions of *Overlay Maker*.

IntelliTools Classroom Suite: Editing an Attached Overlay

In some instances it may be useful to edit a pre-existing overlay. For example, you might want to delete some keys that a student could find distracting, reposition some keys to make them easier to press, or change the color of a key to make it easier to see. *Overlay Maker 3* allows you to edit an overlay that is already attached to a document, or to edit an overlay that has not yet been attached to a document (perhaps one that another teacher has already designed).

How do I edit an attached overlay?

To make changes to an overlay file, you must have *Overlay Maker 3* installed. Using *Overlay Maker 3*, you can modify the placement of keys and/or change fonts and colors to best suit the IntelliKeys user. The edited overlay can be saved and printed.

1. Open the document with the attached overlay you want to change.
2. Select IntelliKeys, Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays dialog box displays.
3. From the Overlay Files list box, select the overlay you want to modify and click Edit. *Overlay Maker 3* launches automatically and the overlay file displays.

For information about working with overlay keys, text boxes, pictures, backgrounds etc., refer to chapters 8 and 9.

4. After making the changes, print the edited overlay.
5. Select Save from the *Overlay Maker 3* File menu.
6. Select Quit/Exit to close *Overlay Maker 3*.

When I use Make Overlay, where is the attached overlay saved?

By default, the overlay is saved to the *IntelliTools Classroom Suite* Overlays folder. If you are using *Overlay Maker 3*, you can navigate to this folder easily by clicking the Overlays button on the Navigation Screen. Click the Shortcut to IntelliKeys Classroom Suite Overlays folder.

IntelliTools Classroom Suite: Attaching an Overlay

More than one overlay can be attached to a document to accommodate the varying needs of a single student or of students sharing an IntelliKeys. You can choose which overlay to send to IntelliKeys. However, only one attached overlay can be active at a given time. You can switch between overlays during an activity.

If you create an overlay using the Make Overlay feature, the overlay is automatically attached.

How can I tell if a document has an overlay file (or files) already attached to it?

1. Open the document.
2. Select IntelliKeys from the Options menu to see a list of attached overlays.

How can I tell if an attached overlay was sent to IntelliKeys?

- When a document opens, you should see a message indicating that an overlay is being sent to IntelliKeys.
- You can also select IntelliKeys from the Options menu to see a list of attached overlays. The attached overlay most recently sent to IntelliKeys has a check mark next to it.

How can I attach an overlay file to a document?

1. Open the document.
2. Select IntelliKeys, Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays dialog box displays.
3. Click Attach. A navigation dialog box displays. If the Overlays folder is not already showing, navigate to it.
4. Select the overlay file you want to attach to the document and click Open.
5. Click OK. The Attach/Edit Overlays dialog box closes.
6. Save the document.

How do I detach an overlay file from a document?

1. Open the document.
2. Select IntelliKeys, Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays dialog box displays.
3. From the Overlay Files list box, select the overlay file you want to detach from the document and click Detach.
4. Click OK. The Attach/Edit Overlays dialog box closes.
5. Save the document.

Attach Edit

The Attach/Edit Overlays dialog box includes:

- Overlay Files list box – Lists the names of all overlays attached to the open document.
- Overlay Location – Shows directory path for selected overlay.
- Attach... – Click to navigate to an overlay that you wish to attach.



Contact your
IntelliTools sales
representative or
visit our Web site:
www.intellitools.com
to order preprinted
overlays.

- Detach – Click to detach the selected overlay from the open document.
- Edit...– Click to open *Overlay Maker 3*.

IntelliTools Classroom Suite: Sending Overlays

The selected, attached overlay for an *IntelliTools Classroom Suite* document is sent to IntelliKeys automatically. If an overlay file is used infrequently, you may not want to attach it to a document and have it sent automatically to IntelliKeys each time that document is opened. In that case, you can send an overlay file manually using the *IntelliTools Classroom Suite* Options menu's IntelliKeys, Send Overlay option.

An unattached overlay that is sent using *Overlay Sender* works only as long as the associated document is open. If the document is closed or becomes inactive (if you switch to another document) you must resend the overlay to use it again.

IntelliTools Classroom Suite: Printing an Overlay

Overlay Maker 3 must be installed on your computer in order to print overlay files for use with IntelliKeys. You can use IntelliTools' *Overlay Maker 3* to print any *IntelliTools Classroom Suite* overlay on legal-size paper using a standard computer printer.

How do I print an overlay file that is attached to a document?

1. If *Overlay Maker 3* is installed, select IntelliKeys, Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays box displays.
2. From the Overlay Files list box, select the overlay you want to print and click Edit.... *Overlay Maker 3* launches automatically and the overlay file displays.
3. From the File menu, select Page Setup. The landscape orientation and legal paper settings are recommended.
4. From the File menu, select Print.
5. Exit/Quit *Overlay Maker 3*.

How do I print an overlay file that is not attached to a document?

1. Navigate to and open the IntelliTools Classroom Suite program folder installed on your computer's hard drive (or if you are on a network, on the appropriate server).
2. Locate the Overlays folder and open it.
3. Double-click the desired file. If installed, *Overlay Maker 3* will launch and open the overlay file.
4. From the File menu, select Page Setup. The landscape orientation and legal paper settings are recommended.
5. From the File menu, select Print.
6. Exit/Quit *Overlay Maker 3* or *Overlay Printer*.

IntelliTools Classroom Suite: Finding, Saving and Storing Overlay Files

IntelliTools Classroom Suite overlay files are stored in the Overlays folder, located in the *IntelliTools Classroom Suite* program folder.

Where do I save overlay files I created?

By default, overlays you create using the Make Overlay option will be saved in the *IntelliTools Classroom Suite* Overlays folder.

Where do I store overlay files I received from another user?

It is recommended that you store overlays you receive from other users in the Overlays folder (*IntelliTools* folder, *IntelliTools Classroom Suite* folder, Overlays folder).

1. Navigate to and open the *IntelliTools Classroom Suite* program folder installed on your computer's hard drive (or if you are on a network, on the appropriate server).
2. Locate and open the Overlays folder.
3. Save or store all *IntelliTools Classroom Suite* overlay files in this Overlays folder.
4. Alternately, if you will be exporting your document and overlay, store the overlay file in the same folder as the document.

Where do I find the Overlays folder with overlay files?

If a document you are working with does not have the desired overlay already attached to it, you cannot view or print it using *IntelliKeys* options (listed on the Options menu). In this case, you need to make a selection from the *IntelliTools Classroom Suite* Overlays folder. For instance, you may want to print copies of a preprinted *IntelliTools Classroom Suite* overlay, print additional overlay files that you need, or print overlays that you received from another user.

1. Navigate to and open the *IntelliTools Classroom Suite* program folder installed on your computer's hard drive (or if you are on a network, on the appropriate server).
2. Locate and open the Overlays folder to see a list of overlay file names. Most overlay file names match the name of the document with which they are associated.
3. Alternatively, the overlay file may be in the same folder as the document file.

IntelliTools Classroom Suite: Importing and Exporting Files with Attached Overlays

What happens when I use the *IntelliTools Classroom Suite* Import and Export features?

The Import and Export features will collect all the overlay files attached to the document you are importing or exporting. Imported overlays are stored in the *IntelliTools Classroom Suite* Overlays folder.

IntelliTools Classroom Suite: Additional Information

A set of preprinted overlays designed for *IntelliTools Classroom Suite* activities is available from IntelliTools.

IntelliTools Classroom Suite: Using the Preprinted Overlays Supplied with Overlay Maker 3

Eight preprinted overlays have been supplied to you (four doublesided sheets) for use with *IntelliTools Classroom Suite* activities.

What activity works with each overlay? How do I navigate to and open these activities?

- I Can Write Word by Word L2. – Works with the Write Word by Word L2 activity.
(Published\Overlay Activity Kits\Language Arts\I Can Write\Writing Word by Word\Level 2\Shortcut to Write Word by Word L2 Activity)
- Kittens Keyboard – Works with the Keyboard Writing activity.
(Published\Overlay Activity Kits\Language Arts\I Can Write\Keyboard Writing\Shortcut to Keyboard Writing Activity)
- The Weather – Works with the Circle Time activity.
(Published\Overlay Activity Kits\Language Arts\Circle Time\Shortcut to Circle Activity)
- Journal Writing L4 – Works with the Journal Writing activity.
(Published\Overlay Activity Kits\Language Arts\Journal Writing\Shortcut to Journal Writing Activity)
- Patterns and Sports – Works with the Patterns and Sports activity.
(Published\Overlay Activity Kits\Math\Patterns\Shortcut to Patterns and Sports Activity)
- Medium Game Board – See the PDF file for game instructions.
(Published\Overlay Activity Kits\Off-Computer Activities\Off-Computer Activities Tutorial)
- Simple Sentences 1 – Works with the Simple Sentences activity.
(Published\Overlay Activity Kits\Language Arts\Simple Sentences\Shortcut to Simple Sentences Activity) Open the activity and select the corresponding toolbar buttons.
- Simple Sentences 2 – Works with the Simple Sentences activity.
(Published\Overlay Activity Kits\Language Arts\Simple Sentences\Shortcut to Simple Sentences Activity). Open the activity and select the corresponding toolbar buttons.



12: Working with Multilevel Overlays

Using *Overlay Maker 3*, you can create multiple levels in a single overlay file. Each level functions as a separate overlay, even though it is part of one file.

Each level in an overlay is analogous to a page in a document. Similar to working with pages, you can create a new level, duplicate the current level, delete the current level, and navigate to the next or previous level. Though an overlay file can contain up to 15 levels, only one level is active at any one time (the level displayed on-screen).

Multilevel Overlays: FAQ

Why create multiple levels in an overlay?

Using a multilevel overlay enables the IntelliKeys user to quickly and easily change the functionality of IntelliKeys to match an on-screen activity. Instead of using on-screen menu commands to send a new overlay file (which requires several steps), the IntelliKeys user can simply press a key (with “Go To Level...” as key content) on the printed overlay. This sends the key content on that new level to the IntelliKeys. Depending on the activity, the printed overlay might need to be changed or not—a single printed overlay can be designed to work with multiple levels.

How many levels can be included in a single overlay file?

A single overlay file can contain up to 15 levels.

How can I best manage multiple levels in an overlay?

You can best manage multiple levels using the All Levels dialog box.

How do I show the All Levels dialog box?

Select View All Levels... from the Levels menu. The All Levels dialog box displays.

How do I create a new level?

1. Select New Level from the Levels menu or click the New Level button in the All Levels dialog box. The New Level Name dialog box displays.
2. Enter a new name in the Name text-entry box. You can use any name, but it is helpful to choose a name that is readily identifiable.
3. Click OK.

How do I duplicate the current level to create a new level?

- Select Duplicate Level from the Levels menu.
- Or click the Duplicate Level button in the All Levels dialog box.

How do I delete the current level?

- Select Delete Level from the Levels menu.
- Or click the Delete Level button in the All Levels dialog box.

How do I rename the current level?

1. Select View All Levels from the Levels menu. The All Levels dialog box displays.
2. Click the Rename Level button. The Rename Level dialog box displays.
3. Enter a new name in the Name text-entry box.
4. Click OK.

How do I show a level on-screen in a multilevel overlay?

There are multiple ways to show a level:

- Choose Select a Level from the Levels menu and select the desired level.
- Navigate to the desired level by selecting Next Level or Previous Level from the Levels menu.
- Select the desired level from the All Levels dialog box.
- Click the button displayed below the overlay that corresponds to the desired level.

How do I know what level I am looking at?

There are two ways to know what level you are looking at:

- Using the Status Bar – The current level name and the number of total levels are displayed on the right side of the Status Bar. To display the Status Bar, select Show Status Bar from the View menu.
- Viewing the Level button – A button that corresponds to each level displays below the overlay. Each button is labeled with a level name. The highlighted button indicates the current level.

How do I make an existing overlay become part of a multilevel overlay?

1. Select Import Level... from the Levels menu. The Open dialog box displays.
2. Navigate to and select the desired overlay file using standard computer navigation procedures.
3. Click Open. The New Level Name dialog box displays.
4. Name the level. (Tip: Use a readily identifiable name.)

How do I convert an existing *Overlay Maker 2* group overlay to a multilevel overlay?

1. Select Open Group... from the File menu. The Open dialog box displays.
2. Navigate to and select the desired overlay file (i.e., for Windows, an .omg file) using standard computer navigation procedures.
3. Click Open. Each overlay in the group is converted to a single level in a multilevel overlay. Levels will be named automatically (using a numeric sequence).
4. (Optional) Rename levels.

How do I send the current level to IntelliKeys?

Select Send Current Level from the Levels menu.



This feature is useful to test the function of a single level.

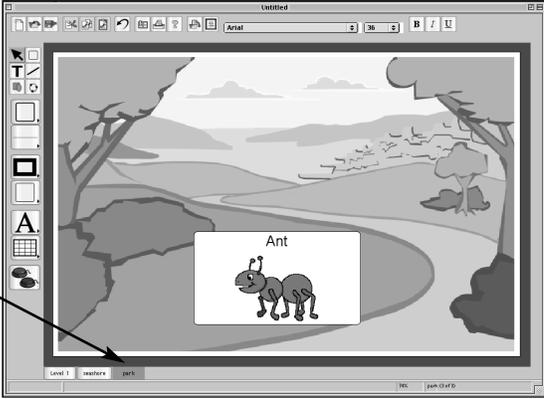
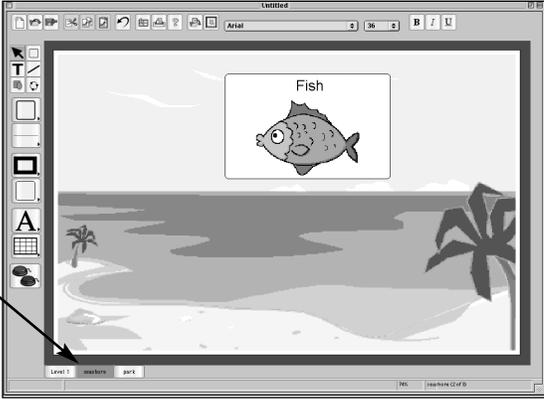
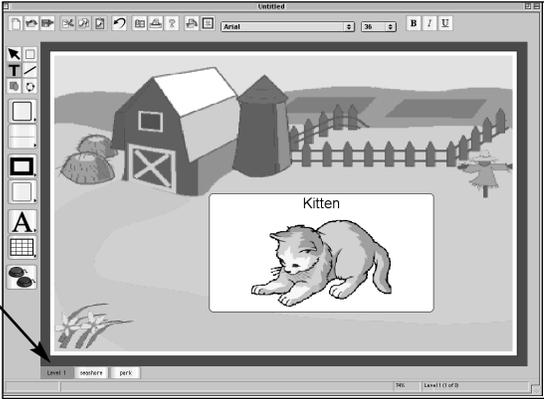
Tip

How does the sequence of the levels affect the overlay's function?

The first level in a multilevel sequence (see the All Levels dialog box) is sent first. The subsequent order of sending is determined by Go to Level commands (based on level names).

An overlay with three levels. The names of the levels show below the overlay.

(Two levels have been given names that describe the overlay content.)



All Levels

Use the All Levels dialog box to manage the levels in a multilevel overlay. The All levels dialog box includes:

- Preview box – A preview of all the levels in the current overlay. Click a level to select it.
- New Level button – Click to display the New Level Name dialog box. Enter a name in the New Level Name dialog box and click OK. The dialog box closes and a new level is added to the overlay. A preview of the new level shows in the preview box.
- Delete Level button – Click to delete the selected level. (Note: If there is only one level in an overlay, you cannot delete it).
- Duplicate Level button – Click to display the New Level Name dialog box. Enter a name in the New Level Name dialog box and click OK. The dialog box closes and a new level (a duplicate of the selected level) is added to the overlay. A preview of the new level shows in the preview box.
- Rename Level button – Click to display the Rename Level dialog box. Enter a new name in the Rename Level dialog box and click OK. The selected level is renamed.



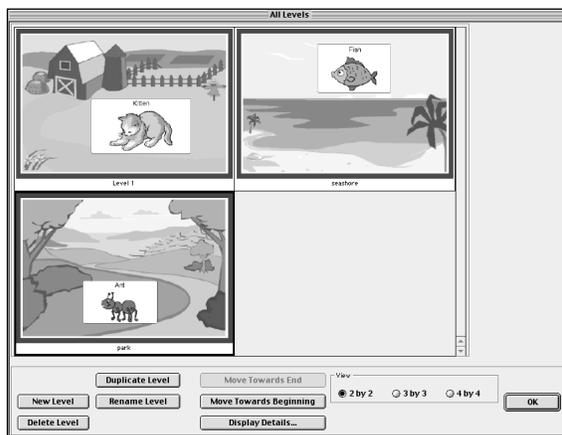
Note If you have keys that navigate to a specific level (i.e., the key content is [Go to Level...]) and you rename a level, the name used in the key content will be automatically changed to the new level name.

- Move Toward End button – Click to move the selected level to the right in the preview box. (If there is only one level in an overlay, this button is dimmed.)
- Move Towards Beginning button – Click to move the selected level to the left in the preview box. If there is only one level in an overlay, this button is dimmed.
- Display Details... button – Click to show a text file that lists the levels' numbers, names, switch content, and keys with Go to Level key content.



Note If you contact the IntelliTools Technical Support Department regarding a problem with a multilevel overlay, to help diagnose the problem you may be asked to copy and send the text file to IntelliTools.

- View – Select one of three viewing options (2 x 2, 3 x 3, 4 x 4) for the levels displayed in the preview box.



All Levels dialog box

13: Working with Overlay Activity Kits

Overlay Maker 3 includes a number of overlays and overlay templates to help you begin using the program quickly and easily. Associated activity files are also provided, so that you can use the overlays with an on-screen Classroom Suite activity. These activities, overlays, and templates are grouped together into Overlay Activity Kits. Each Kit also includes a printable tutorial (PDF).

This chapter provides an overview of these Overlay Activity kits, so that you can select the ones that are appropriate for your students and their curricular goals. Overlay Activity Kits are available in the curricular areas of Language Arts, Math, and Braille Access. In addition, there are Overlay Activity Kits for off-computer activities (*Overlay Maker 3* can be used for purposes other than making IntelliKeys overlays, e.g., making game boards).

Overlay Activity Kits: Suggested Grade Levels

Language Arts	PreK	K	1	2	3	3–12
Simple Sentences	•	•				
Exploring Toys	•	•				
Preposition Game	•	•	•			
Circle Time		•	•			
I Can Write Word by Word		•	•	•		
I Can Write Letter by Letter		•	•	•		
I Can Write Keyboard Writing		•	•	•		
Making Lists		•	•	•		
Journal Writing		•	•	•	•	
Math	PreK	K	1	2	3	3–12
Exploring Toys	•	•				
Preposition Game	•	•	•			
Patterns and Sports	•	•	•			
Off Computer	PreK	K	1	2	3	3–12
Game Boards, Cards, etc.	•	•	•			
Braille Access	PreK	K	1	2	3	3–12
Braille Alphabet		•	•	•		
Braille Keyboard		•	•	•	•	•
BrailleNote GPS®						•

Overlay Activity Kits: Language Arts



Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.

Overlay Activity Kits: Language Arts: Simple Sentences

Description

This activity gives students an opportunity to build sentences, quickly and easily. There are only two keys available on the overlay. The student presses a key with a subject (an animal or child) and sees the subject on the screen in an *IntelliPics Studio 3* activity. In addition, the text is entered on the screen and is read back to the student. When the student presses the second key the animal or child performs an action and the completed sentence is read. Simple Sentences is designed for the very beginning reader or writer.

Objectives/Skills

- Practice building simple sentences.
- Develop sentence structure skills.

Grade Levels

PreKindergarten–Kindergarten

Curricular Area

Language Arts

Standards

- Students employ a wide range of strategies as they write and use different writing process elements appropriately.
- Students use a variety of technology and information resources to gather and synthesize information and to create and communicate knowledge.

Overlay Activity Kits: Language Arts: Circle Time

Description

The two overlays contained in the Circle Time Overlay Activity Kit, the The Weather overlay and Calendar overlay, are examples of ways to use IntelliKeys during circle time activities. Two associated activities are also included.

Objectives/Skills

- Participation in classroom activities.
- Practice writing sentences.
- Practice identifying and writing the date.

Grade Levels

Kindergarten–Grade 1

Curricular Areas

Language Arts, Life Skills

Standards

- Students identify words and construct meaning from text, illustrations, graphics, and charts, using phonics, word structure, and context clues.
- Students use available technology to compose text.

Overlay Activity Kits: Language Arts: I Can Write Series

Description

Teaching students how to write is one of the key areas of literacy instruction. Students need many opportunities to integrate reading and writing to build the necessary skills for literacy. Because of the challenges of spelling, vocabulary, and penmanship, writing can be a frustrating process for many students. The I Can Write series uses the strategies of sentence modeling with prepared word banks. Students who complete the Writing Word by Word activities can transition easily into highly motivating Writing Letter by Letter activities and overlays. The I Can Write series provides teachers with a step-by-step method for teaching beginning writing skills using IntelliKeys, *Classroom Suite*, and *Overlay Maker 3*.

The I Can Write series provides teachers with a step by step method for teaching beginning writing skills using IntelliKeys, *Classroom Suite*, and *Overlay Maker 3*. This series includes:

- Writing Word by Word – Writing Word by Word develops writing fluency by providing word banks and repetitive sentence patterns that enable students to create a variety of sentences. Three levels of activities and overlays are provided. Templates are also provided so teachers can create their own sentence activities and make custom overlays to accompany them.
- Writing Letter by Letter – Writing Letter by Letter demonstrates a letter-by-letter approach to writing words and sentences. Students work on spelling and letter sounds with a word they have seen several times in the Word by Word activities, kittens. Templates are provided for creating Letter by Letter activities for 3, 5, 7, and 9 letter words, along with directions for creating custom overlays.
- Keyboard Writing – Keyboard Writing offers a simple strategy for painlessly introducing students to a standard keyboard layout. Only the letters needed to spell a single word, “kittens,” are marked on the keyboard overlay. The keyboard layout used on the kittens keyboard is an alphabetical layout as young students have been exposed to alphabetical order. The My Words box is used to focus the student’s spelling on words that can be written with the letters from the word “kittens.” The templates provided can be used when writing words other than kittens.

Objectives/Skills

- Developing writing fluency.
- Practicing reading and writing sight words.
- Developing sentence structure skills.
- Developing spelling proficiency by limiting letter choices and promoting success.

Grade Levels

Kindergarten–Grade 2

Curricular Area

Language Arts

Standards

Students employ a wide range of strategies as they write and use different writing process elements appropriately.



Tip

Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.



Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.

Overlay Activity Kits: Language Arts: Making Lists

Description

Being able to write lists helps students learn to organize their world, plan ahead, and practice spelling skills. The Making Lists Overlay Activity Kit contains two different overlays designed with highly motivating themes of food and shopping. In addition, the kit includes a template overlay so you can create additional activities that reflect current areas of study or specialized interests of the student.

Objectives/Skills

- Students employ a wide range of strategies.
- Students organize their thinking.

Grade Levels

Kindergarten–Grade 2

Curricular Areas

Life Skills, Language Arts

Standards

- Students match oral words to printed words.
- Students identify words and construct meaning from text, illustrations, graphics, and charts, using phonics, word structure, and context clues.
- Students use available technology to compose text.

Overlay Activity Kits: Language Arts: Journal Writing

Description

The Journal Writing Overlay Activity Kit includes four levels of journal writing overlays. These levels enable students to develop sophisticated writing skills that include language comprehension; sentence structure; use of past, present, and future tenses; and writing independence. The overlays provide a supported learning environment so students develop writing confidence through success. The Journal Writing series can be used with the *Classroom Suite* activity included in the kit, or with any talking word processor.

Objectives/Skills

- Develop writing fluency.
- Practice reading sight words.
- Develop sentence structure skills.

Grade Levels

Kindergarten–Grade 3

Curricular Area

Language Arts

Standards

- Student writes to communicate ideas and information effectively.
- Student uses emergent writing skills to write in a variety of forms.
- Student uses complete sentences.

Overlay Activity Kits: Language Arts and Math

Overlay Activity Kits: Language Arts and Math: Exploring Toys

Description

When using Exploring Toys, students explore attributes of color, number, and movement by interacting with toys. In this cause and effect activity, students select an attribute for a toy (such as color) and immediately see the effect of their choice on screen. Support for literacy is provided by building sentences (on the computer screen and read aloud) that reflect student choices.

Objectives/Skills

- Explore numerical value through 3.
- Explore the attributes of size and color.
- Explore different movement patterns.

Grade Levels

PreKindergarten–Kindergarten

Curricular Areas

Language Arts, Math

Standards

- Number and Operations: Understand numbers, ways of representing numbers, relationships among numbers, and number systems.
- Problem Solving: Build new mathematical knowledge through problem solving.

Overlay Activity Kits: Language Arts and Math: Preposition Game

Description

Prepositions are used to express spatial relations of both location and direction. In both Language Arts and Math, understanding prepositions is critical. This activity introduces students to simple prepositions using items that are found around the home.

Objectives/Skills

Build an understanding of prepositions.

Grade Levels

PreKindergarten–Grade 1

Curricular Areas

Language Arts, Math

Standards

Problem solving: Build new mathematical knowledge through problem solving.



Tip

Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.



Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.

Overlay Activity Kits: Math

Overlay Activity Kits: Math: Patterns and Sports

Description

Students use this activity to practice recognizing and extending patterns using popular sports themes. The sports theme motivates students to extend their knowledge and to complete challenging pattern activities.

Objectives/Skills

- Identify objects and their names.
- Discriminate among various objects.
- Recognize and continue a pattern.
- Create patterns.

Grade Levels

PreKindergarten–Grade 1

Curricular Area

Math

Standards

Problem solving: Build new mathematical knowledge through problem solving.

Overlay Activity Kits: Braille Access

Bruce McClanahan, Assistive Technology Specialist in Vancouver, WA, has developed a series of three Overlays designed for students who are learning Braille. The Braille activities address the core curriculum for students who are blind.

Overlay Activity Kits: Braille Access: Braille Alphabet

Description

Students use this Overlay Activity Kit to learn the letters in the alphabet as well as to learn single-letter and whole-word contractions.

Objectives/Skills

- Learn the basic alphabet.
- Learn single-letter and whole-word contractions.

Grade Levels

Kindergarten–Grade 2

Curricular Area

Language Arts

Standards

Students identify letters, words, and sentences.

Overlay Activity Kits: Braille Access: Braille Keyboard

Description

With Braille labels placed over each letter and key on the overlay, the activity is designed to take advantage of the unique read and delete features of *Classroom Suite*. Students use this overlay and activity to practice reading and writing Braille and using simple screen reading keys. This activity can also be used as training for students who may eventually move into using screen reader software.

Objectives/Skills

- Basic reading and writing Braille.
- Introduction to screen reading keys.

Grade Levels

Kindergarten–Grade 12

Curricular Areas

Language Arts

Standards

Students identify letters, words, and sentences.



Tip

Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.

Overlay Activity Kits: Off-Computer Activities

Description

Overlay Maker 3 can also be used to create classroom resources for off-computer activities, as the program can print pages that include shapes, text boxes, pictures, etc.

Jo Meyer, of SoftTouch, has used *Overlay Maker 3* to create a series of off-computer games for students who need a structured learning environment. These games provide opportunities to practice skills repeatedly, thus building knowledge. The games target a variety of cognitive levels, scaffolding skills from beginners to more advanced users. Multiple levels separate the skills required to play the games into discreet stages.

Game categories include Board Games, Cards, Dominos, and Lotto. Each category includes overlays at easy, medium, and hard levels.

Objectives/Skills

- Developing an understanding of rules.
- Sequential learning.
- Cooperative play.

Grade Levels

Cognitive age level from 2–7 years old

Curricular Areas

Language Arts, Life Skills

Standards

Students identify words and construct meaning from text, illustrations, graphics, and charts, using phonics, word structure, and context clues.



Tip

Refer to the printable tutorial in this Overlay Activity Kit for easy-to-follow step by step instructions.



14: Troubleshooting

Troubleshooting – Installation

The *Overlay Maker 3* installer could not install the **Overlay Activity Kits**.

Probable cause: *IntelliTools Classroom Suite* was not found in the current operating system's Applications folder.

Solution:

1. Classroom Suite must be installed in the current operating system's Application folder in order to use the Overlay Activity Kits.

Troubleshooting – Creating an Overlay

The picture and/or text label is cropped at the edges of the key.

Probable cause: The Autosize Picture setting is off or the picture copied into the key is larger than the area of the key. Another possibility is that Autosize is on and the shape of the visible key is not a rectangle.

Solutions:

- Select the key and [Ctrl]+click to open the Properties of Key window, select Autosize Picture on.
- Enlarge the size of the key.
- Select a rectangular shape for the key instead of an irregular shape.
- Reduce the size of the picture before adding it to the overlay key. To reduce the size of the picture:
 - a. Paste it into Paint (Windows) or ClarisWorks (Macintosh) or AppleWorks (Macintosh).
 - b. Resize it.
 - c. Copy it and paste it back into *Overlay Maker 3*.

If your picture requires additional resizing, you will need to use a graphics or photo editing program to edit your picture.

The picture on the key is not the expected size.

Probable cause: The picture may include large amounts of background surrounding the picture.

Solutions:

- Select the key and [Ctrl]+click to open the Properties of Key window; check/uncheck Autosize Picture.
- Reduce the size of the picture. To reduce the size of the picture:
 - a. Paste it into Paint (Windows) or ClarisWorks (Macintosh) or AppleWorks (Macintosh).
 - b. Resize it using scaling tools or crop parts of the picture to make it smaller.
 - c. Copy it and paste it back into *Overlay Maker 3*.

If your picture requires additional resizing, you will need to use a graphics or photo editing program to edit your picture.

I cannot add a color or pattern to the picture on the key.

Probable cause: Your picture's surrounding background is not white.

Solution: Copy the picture into a graphics or photo editing program to edit the picture. Then paste it back into *Overlay Maker 3*.

I cannot see some of my keys or objects in some of the Views.

Probable cause: Your keys or objects are outside of the overlay grid.

Solution: From the View menu, select Preview in IntelliKeys.

I cannot paste a picture into my overlay.

Probable cause 1: You are trying to paste a picture into a (free) text box or text label.

Solution: Use the Select Tool to [Ctrl]+click to open the Properties of Key dialog window. Click the Picture tab. Click the Paste button.

Solution: From the Edit menu, select Background Properties. Click the Paste button.

Solution: Click the Select Tool. Then click an empty area of the overlay grid. Click the Paste button (or from the Edit menu select Paste or press the shortcut keys [Ctrl]+v).

Probable cause 2: You are trying to paste an image that is text and graphic.

Solution: Paste the selection into Wordpad (Windows) or ClarisWorks/AppleWorks (Macintosh). Copy the graphic only. Then paste it in an *Overlay Maker 3* key or as a (free) picture or as a background picture.

Solution: Launch a "Paint" program. Paste the picture into that program. Save the picture in the *Overlay Maker 3* supported file formats, i.e., GIF, JPG/JPEG, DIB, BMP, PNG, PSD, and PICT (Macintosh). Import the picture file into *Overlay Maker 3*.

A key copied from an overlay created using a previous version of *Overlay Maker* does not paste in *Overlay Maker 3*.

Probable cause: *Overlay Maker 3* is technically a different program than previous versions of *Overlay Maker*.

Solution: Open your overlay file in *Overlay Maker 3*. Copy a key from one open overlay window and paste the key in another open overlay window.

Troubleshooting – Problems Printing an Overlay

The overlay prints incorrectly on two sheets of paper.

Probable cause 1: Letter or A4 size paper is selected in the Page Setup dialog box.

Solution: Select legal-size paper.

Probable cause 2: Portrait orientation (vertical) is selected in the Page Setup dialog box.

Solution: Select landscape orientation (horizontal).

Probable cause 3: You do not have legal size paper.

Solution: In the Page Setup dialog box, select Letter or A4 size paper and select portrait orientation (vertical).

Keys on the edge of the overlay aren't printed completely.

Probable cause: The Print Area setting for the printer is not large enough.

Solution: Open the Page Setup dialog box. Select a Larger Print Area (Note: For some printers, you must click the Options or Advanced button. Older laser printers had less printable area than ink jet printers).

A color picture on a key is printing in black and white.

Probable cause: Your color ink cartridges are empty or clogged.

Solution: Try printing a color document from another application. If this also prints only black and white, replace your color ink cartridges.

Some of my keys or objects are not printed.

Probable cause: Keys or objects are not entirely on the overlay grid.

Solution: From the View menu, select Preview in IntelliKeys. Move all keys and objects entirely onto the overlay grid. Then Print again.

I want to print the overlays on a computer that does not have *Overlay Maker 3* installed.

Probable cause: *Overlay Maker 3* is not installed.

Solution: Install IntelliTools *Overlay Maker 3 Trial*. *Overlay Printer 3 Trial* is downloadable from the IntelliTools Web site www.intellitools.com.

Troubleshooting – Problems Sending an Overlay

Sending a custom overlay to my IntelliKeys does not display the IntelliKeys sending progress bar and the overlay does not type as expected.

Probable cause 1: IntelliKeys is not receiving signals from your computer.

Solution: Turn off your computer, and then unplug and reconnect the IntelliKeys cable.

Turn on the computer again. Use the IntelliKeys Setup Overlay to press Keyboard Reset twice in succession. Or open the IntelliKeys USB control panel and click Keyboard Reset. Resend the custom overlay. You should see in the middle of your screen the IntelliKeys sending progress bar appear and then disappear.

Probable cause 2: IntelliKeys USB is Off or its mode is With this overlay.

Solution: Press the On/Off switch located on the upper left edge of the IntelliKeys USB case—the | should be depressed. Then open the IntelliKeys USB control panel and click Keyboard Reset. Send the overlay again.

Probable cause 3: A version 1.01 IntelliKeys is plugged into your computer.

Solution: Use a ROM version 1.05 or later in IntelliKeys. Contact IntelliTools Technical Support about upgrading your IntelliKeys. To check the ROM version of your IntelliKeys, open any word processor and insert the Setup Overlay into IntelliKeys. Press the List Features key. At the bottom of the list that appears, you will see the ROM version.

Probable cause 4: IntelliKeys is connected to the computer with an iMate adapter.

Solution: Macintosh only. The iMate USB Driver (an extension) must be installed correctly. See the insert that came with the iMate adapter for further information. In addition, you can visit www.griffintechology.com or the Technical Support area of our Web site: www.intellitools.com.

Probable cause 5: The computer does not have any IntelliTools software installed.

Solution: Install IntelliTools *Overlay Sender 3*. *Overlay Sender 3* is downloadable from the IntelliTools Web site www.intellitools.com.

To send the overlay, open *Overlay Sender 3*, navigate to the overlay file, and click Open. For Windows, go to the Start menu, select Programs, IntelliTools Software, Overlay Sender.

Troubleshooting – Problems Using Overlays

The IntelliKeys [Shift] keys do not work at all.

Probable cause: IntelliKeys is set to No Latching.

Solution: Use the IntelliKeys Setup Overlay to press Keyboard Reset twice in succession. Or open the IntelliKeys USB control panel and click Keyboard Reset. Resend the custom overlay.

The IntelliKeys [Shift] keys work erratically.

Probable cause 1: Some features in the Easy Access control panel (Macintosh) or Accessibility Options control panel (Windows) are active.

Solution: (Windows): Turn off all Accessibility Options features. If you require the use of MouseKeys for your IntelliKeys, leave MouseKeys selected. For more information about MouseKeys, see the IntelliKeys User's Guide.

Solution: (Macintosh): Open the Easy Access control panel. Turn off all Easy Access features.

Probable cause 2: Your single letter (character) keys have the Key Content [Non-repeating].

Solution: Open the overlay file in *Overlay Maker 3*. For each single letter (character) key, delete the special character [Non-repeating]. For example, Key Content = d[Non-repeating] should be Key Content = d. Send the overlay again.

Probable cause 3: Your key types a word or phrase.

Solution: The Shift key only works with single letter (character) keys, just like the standard keyboard. When the overlay key types more than one letter (character), the overlay key Shift will not capitalize the first letter of a lowercase word. Capitalized words for building sentences can be done with *Overlay Maker 3* levels. For example, one level has overlay keys that type the words in lowercase letters. Another level has overlay keys that type the same words correctly capitalized for starting a sentence. Each level requires a switching key. For example, a key labeled Shift would have key content [go to level capital words][Non-repeating] and on the capital words level, a key labeled Lowercase would have key content [go to level lowercase words][Non-repeating].

Overlay keys respond incorrectly.

Probable cause 1: The overlay was not sent.

Solution: Send the overlay again.

Probable cause 2: The overlay information sent to IntelliKeys does not match the printed overlay that was inserted into IntelliKeys.

Solution: Check that the printed overlay name is the same as the overlay name being sent.

Probable cause 3: There is a standard overlay inserted in IntelliKeys behind the printed custom overlay.

Solution: Remove any standard overlay that may be behind the printed custom overlay. Send the overlay again.

Probable cause 4: IntelliKeys USB is Off or its mode is With this overlay use....

Solution: Press the On/Off switch located on the upper left edge of the IntelliKeys USB case—the | should be depressed. Then open the IntelliKeys USB control panel and click Keyboard Reset. Send the overlay again.

IntelliKeys responds inappropriately when touched between overlay keys.

Probable cause 1: The overlay printout was trimmed incorrectly, misaligning the keys on the printed overlay to the placement of the keys sent to the IntelliKeys.

Solution: Print out the overlay again and trim it carefully.

Probable cause 2: The overlay keys are positioned with Snap to Grid Off.

Solution: For visual esthetics, overlay keys can be positioned not aligned to the IntelliKeys touch sensitive cell grid. You can reposition the keys with Snap to Grid On or press the center of the key instead of the outer boundaries of the key.

Single uppercase letters are printing out lower case.

Probable cause: Your text label is a single capital letter, and your key content is [Same As Text Label]. To enable you to make an alphabet keyboard more conveniently, the [Same As Text Label] special character changes all single uppercase letter text labels to a lower case letter.

Solution: Edit your key's key content, and change the [Same As Text Label] special character to the single upper letter, e.g., if the key's text label is A, change the key content from [Same As Text Label] to Key Content = A.

Shortcut keystroke commands (as key content) respond incorrectly.

Probable cause 1: You used an uppercase letter in the key content.

Solution: For example, [Ctrl]+P is a Windows shortcut keystroke to open the Print dialog box. On the standard keyboard you press the two keys Control and P simultaneously and then release these keys. The overlay Key Content is [Control]p (not [Control]P, because that is really [Control][Shift]p).

For example, [Command]+P is a Macintosh shortcut keystroke to open the Print dialog box. On the standard keyboard you press the two keys Command and P simultaneously and then release these keys. The overlay Key Content is [Command]p (not [Command]P, because that is really [Command][Shift]p).

Probable cause 2: The overlay's shortcut keystrokes were made for a Windows computer and the overlay is being used on a Macintosh computer.

Solution: Windows and Macintosh shortcut keystrokes can be essentially the same except for the modifier key. [Ctrl]+S is the Windows shortcut keystroke to save a file. [Command]+S is the Macintosh shortcut keystroke to save a file. IntelliKeys Classic will map Command (Macintosh) to Alt (Windows) while IntelliKeys USB will map

Command (Macintosh) to Control (Windows). To avoid cross platform confusion, if your overlay has modifier keystroke combinations, create one overlay for Windows and one overlay for Macintosh using the appropriate platform specific modifiers in the key content. Windows modifier keys are Shift, Control, and Alt. Macintosh modifier keys are Shift, Control, Option, and Command.

Some text is missing when an overlay key is pressed.

Probable cause: The key content is a large amount of text.

Solution: Shorten the text for this key and create another key for the remaining text. Or adjust the IntelliKeys Data Send Rate. Refer to the IntelliKeys User's Guide.

When an overlay key is pressed, the words or sentences typed are not being spoken.

Probable cause 1: Your program that you are typing in does not support Speech output. For example, *Overlay Maker 3* and Microsoft Word do not support Speech output when typing text.

Solution: Use your IntelliKeys custom overlay with a program that supports Speech output when text is typed, like *Classroom Suite*.

Probable cause 2: Spaces or punctuation are missing after words or sentences in the key content. *IntelliTalk 3* recognizes a word if it has a space, comma, semi-colon, or colon after it. A sentence is recognized if it has a period, exclamation point, or question mark after it.

Solution: Edit your text label or key content so that words and sentences have a space or punctuation at the end.

The font and font size on the overlay key is not being typed when the overlay key is pressed.

Probable cause: The font and attributes selected in *Overlay Maker 3* are for the look of the printed overlay. As with standard keyboards, the font and font size is program specific. For example, open *Classroom Suite* and select the font and font size that you chose for the custom overlay's keys' text labels.

Solution: Open the program that you are using with your custom overlay, and select the font and font size that you chose for your overlay's text labels in *Overlay Maker 3*.



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