



Easy Writing Tutorial

Note: This tutorial requires that you have installed *IntelliTalk 3*. Authoring features necessary to complete this tutorial are not available when using *IntelliTalk 3 Player*.



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Credits

Classroom Suite was produced through the collaborative efforts of many staff members at IntelliTools, including (alphabetically): Kacey Arnold, Jeremy Bolan, Ann Brundige, Virginia Burt, Ben Cushman, Beth Davis, Erik Eisen, Suzanne Feit, Chris Finley, Linda Finley, Dale Goetsch, Michelle Graham, Sean Hamilton, Paula Irons, Bobbi Keene, Arjan Khalsa, Patty Kilroy, Jez Lickter, Dave Magliocco, Kathie Maltby, Ed Murphy, Philip Nittenberg, Ann Olsen, Meida Pang, Aakash Patel, Kathleen Post, Jennifer Ray, Lucinda Ray, Alan Rhody, David Robertshaw, Fred Ross-Perry, Chris Santeramo, Scott Schafer, Lisa Sheean, Karen Sheehan, Michelle Shelfer, Caroline Van Howe, John Van Straalen, Byron Wilkes, Mary Ann Zapalac.

IntelliTools Contact Information

IntelliTools, Inc.

1720 Corporate Circle

Petaluma, CA 94954-9926

USA

Technical Support and Customer Service

Hours: 8 a.m.– 5 p.m. Pacific Time, Monday through Friday.

Phone: (800) 899-6687 (U.S. and Canada)
(707) 773-2000 (local and international)

Fax: (707) 773-2001

Email: tech@intellitools.com (for technical information)
info@intellitools.com (for general information)

World Wide Web: <http://www.intellitools.com>

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Introduction

Instant-Activity Kits

Classroom Suite includes 30 instant-activity kits. Each kit includes an Activity ready for students to use, a Template ready for teachers to create additional similar activities quickly, and a PDF file of this tutorial.

Easy Writing

The Easy Writing instant-activity kit includes the Easy Writing Fall activity, the Easy Writing Template, and a PDF file of this tutorial. You can find these components by opening the Language Arts Templates folder and then the Easy Writing folder in the New area of *Classroom Suite*.

The Easy Writing Template provides errorless writing practice for students of all ages, including switch users. Students use the provided sentence beginning and a choice of sentence endings to create text about a topic or theme. The text is read aloud by the computer as students make selections. Three story starters (Spring is, Winter is, and I like) are ready for you to add customized sentence endings. You will also learn how to create your own topic for a story.

In this tutorial, you will start by exploring the Easy Writing Fall activity. Later in the tutorial, you will learn to create customized writing activities, using the Easy Writing template.

Universal Design

The activities you create using the Easy Writing Template and *Classroom Suite* are designed for all students, including those with physical or cognitive disabilities.

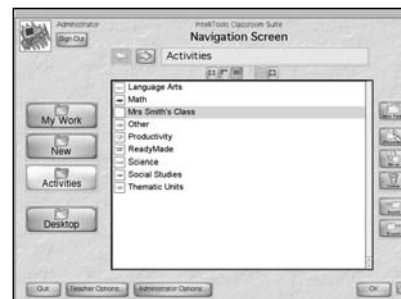
Create a Folder for Your New Activities


When you use this template, you will be creating new activities for your students to use. To organize these activities, you will want to create your own folder in the Activities area of *Classroom Suite*.

1. At the Navigation Screen, click the Activities button. Click the New Folder button on the right side of the screen. A dialog box will ask you to name the folder. Give it the name of one of your classes (e.g., Mrs. Smith's Class).



2. Open the Easy Writing Template (see page 3).
3. When you complete your work with the template and click the Finish Activity button, the Save As Activity dialog box appears. Name your new activity, select the folder in which you want to place your work, and click OK. Your new activity will now be available for you to assign to students.

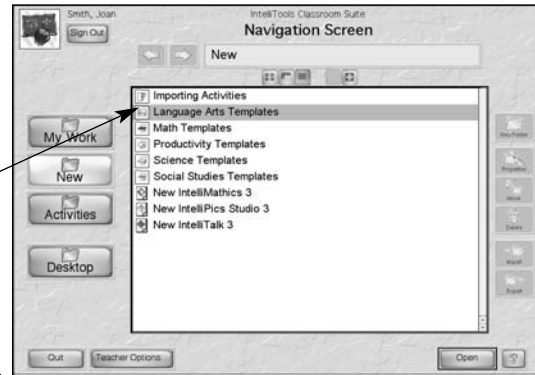


 **Note** This tutorial requires that you have installed *IntelliTalk 3*. Authoring features necessary to complete this tutorial are not available when using the *IntelliTalk 3 Player*.

Part 1: Exploring the Easy Writing Fall Activity

Opening Easy Writing Fall

1. Sign in to *Classroom Suite* as a Teacher (see Getting Started in the *Classroom Suite* binder). The Navigation Screen displays.
2. Click the New button, if it is not already selected.
3. Open the Language Arts Templates folder.
4. Open the Easy Writing folder and choose Easy Writing Fall. The Easy Writing Fall activity displays.




Exploring Easy Writing Fall

This activity opens with a large blue button that writes the beginning of a sentence on the page (Fall) and a smaller Read All button that reads any text on the page aloud.

1. Click the Fall button.
2. A new toolbar of picture buttons appears.
3. Click one of these picture buttons. Notice that the sentence ending about fall is written and read aloud. The toolbar then changes back to the toolbar with the Fall button.
4. Click Fall again and then select a different sentence ending.
5. Click the Read All button to hear all the text on the page read aloud.



In the next part of this tutorial, you will learn to use the Easy Writing Template to create additional errorless writing activities for your students.

 **Note** Easy Writing Football, in the Sports Mania Thematic Unit, is a ready-to-use activity like Easy Writing Fall, using the theme of Sports.



Part 2: Using the Easy Writing Template

The Easy Writing Template provides errorless writing practice for students of all ages, including switch users. Three story starters (Spring is, Winter is, and I like) are ready for you to add customized sentence endings. Later in this tutorial, you will learn how to use the Begin Sentence button to create your own topic for a story.

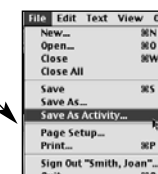
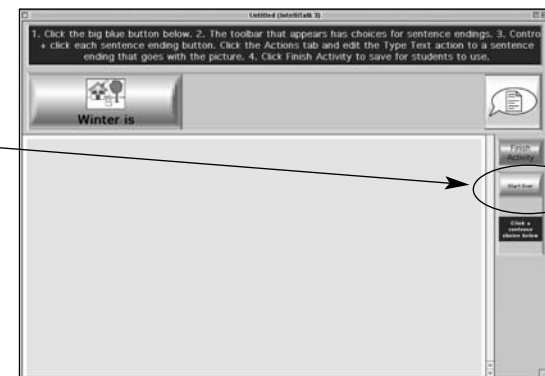
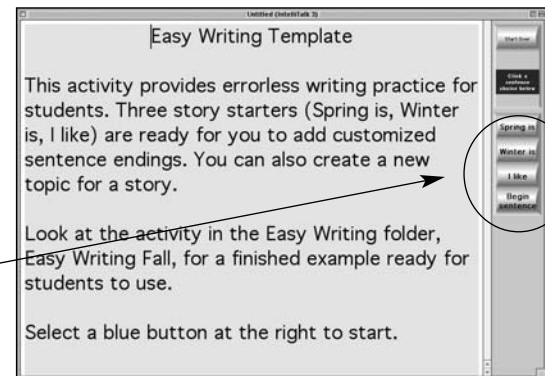
Opening the Easy Writing Template

1. From the Navigation Screen, click the New button.
2. Open the Language Arts Templates folder.
3. Open the Easy Writing folder and choose the Easy Writing Template.

Selecting a Story

1. The first page of the template displays. The page is filled with a yellow text box containing information about the template. There is a toolbar on the right side of the screen.
2. Click one of the blue story starter buttons in the toolbar at the right. For this example, choose Winter is.
3. The opening page of the Winter is activity displays. It has authoring instructions at the top of the page and a toolbar with the sentence beginning “Winter is” at the left and the Read All button at the right.
4. If you want to change your selection, click the green Start Over button on the right. This will enable you to make another choice.
5. See the instructions on page 1 of this tutorial to learn how to create a special folder to store the new activities you make with this and other templates in *Classroom Suite*.
6. From the File menu, select Save As Activity. Save your activity with a unique name, such as Easy Writing Winter. It will now be saved into the Activities folder.


Note In the next part of the tutorial, you will customize the word bank buttons so students can write sentences about winter.




Part 2: Using the Easy Writing Template

Customizing the Sentence Endings

1. Click the blue Winter is button at the top of the page.
2. A blue sentence ending toolbar displays at the top of the page.
3. Simultaneously press the Control key on the computer keyboard and click the first sentence ending button: cold ([Ctrl]+click).
4. The Button Properties dialog box opens. Click the Actions Tab.

 **Note** Note the Button Actions window at the bottom of the Actions dialog box. One of the actions is Type Text “end of sentence.”

5. Select the action Type Text and then click Edit from the buttons on the right.
6. The Type Text dialog box displays. Type a sentence ending about cold. For example, type: **cold that makes you shiver.** Click OK twice to return to the template.

 **Note** Be sure that you put a period at the end of your sentence ending. The period is necessary so that the program will read the whole sentence aloud.

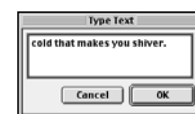
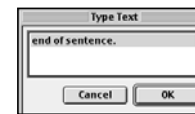
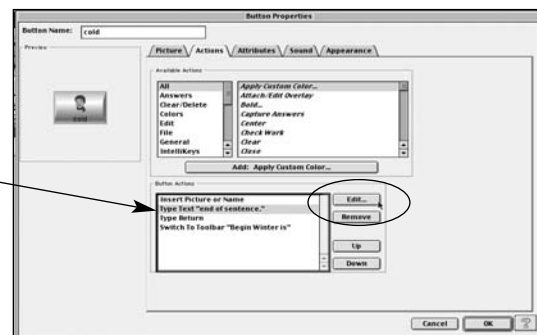
7. Press the cold button and see your sentence ending display on the screen and read aloud.
8. Repeat steps 3 through 6 for all the remaining sentence ending buttons, writing a sentence ending for each button that goes with the picture on that button.

Finishing the Activity

1. When you have finished creating sentence endings, click the purple Finish Activity button at the right of the page to save the activity for students to use.
2. Click Replace when prompted to replace the Easy Writing Winter activity with this new version.
3. Close the activity

Congratulations! You have just completed an easy writing activity. You can assign this to your students whenever you are ready.

In the next section of the tutorial, you will create your own custom writing activity, if you wish to do so.



Part 3: Customizing the Easy Writing Template

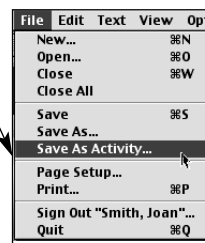
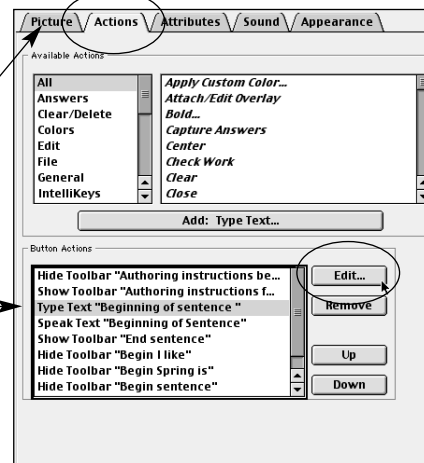
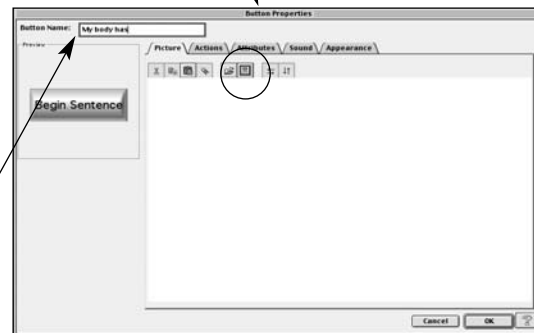
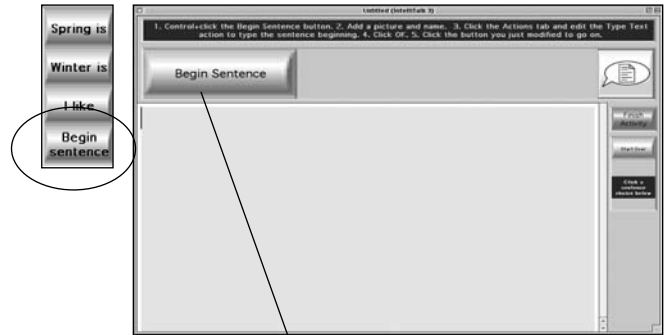
Creating Your Own Story

The Easy Writing Template can accommodate any content that follows the pattern of adding a new ending to a consistent sentence beginning. You can use this template to create many different writing activities for your students.

Beginning Your Sentence

1. Open the Easy Writing Template again.
2. When the template displays, select the Begin Sentence button from the toolbar at the right.
3. The opening page of the custom writing activity displays. Authoring instructions display at the top of the page. A blue Begin Sentence button is at the upper left.
4. **[Ctrl]+click** the Begin Sentence button. The Button Properties dialog box displays.
5. Change the name of the button to a new sentence beginning. For this example, type **My body has** in the Button Name box.
6. Click the Insert Picture From Library button. From the Category drop down list, select People.
7. Select the picture of either Boy 5 or Girl 9 and click Insert.
8. Click the Actions tab in the Button Properties dialog box.
9. In the Button Actions list box, select Type Text action and click the Edit button. Change the text to read: **My body has** and click OK.
10. From the File menu, select Save as Activity. Save your document with a unique name, such as Easy Writing My Body.

You have created the sentence beginning for your custom writing activity.



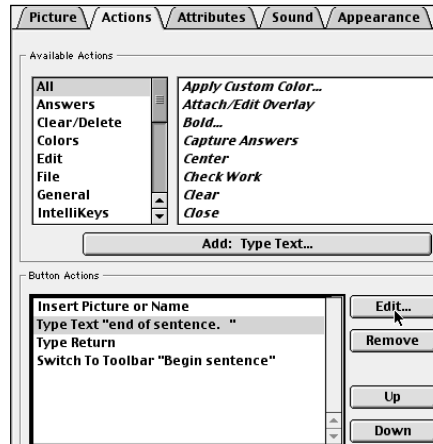
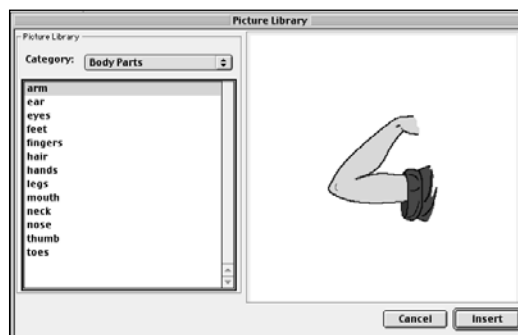
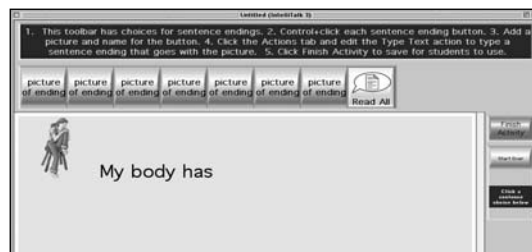
Part 3: Customizing the Easy Writing Template

Creating Sentence Endings

1. Click the My body has button you just created. A toolbar displays with buttons named “picture of ending.”
2. **[Ctrl]+click** the first sentence ending button. The Button Properties dialog box displays.
3. Click the Insert Picture From Library button. From the Category drop down list, select Body Parts.
4. Select Arm and click Insert.
5. Type **arms** in the Button Name box.
6. Click the Actions tab. Select the Type Text action and click the Edit button.
7. Type in the words you want to finish your sentence. For this activity, type the phrase **arms to hold things**. Be sure to end your phrase with a period. Click OK.
8. Repeat steps 2 through 7, editing the rest of the buttons to sentence endings for your new Easy Writing activity.
9. When you have finished creating sentence endings, click the purple Finish Activity button at the right of the page to save the activity for students to use. Click the Replace button to replace the activity with this new version.

Congratulations! You have just customized the Easy Writing Template with your own version. You can assign this to your students whenever you are ready.

In the next section of the tutorial, you can customize the template even further, if you wish to do so.



Part 3: Customizing the Easy Writing Template

If you wish to customize the Easy Writing Template even further, open the Easy Writing Template again, or continue to customize the template you are working on, using the following techniques.

Using Your Own Pictures and Artwork

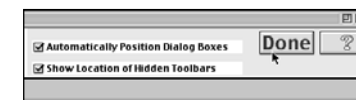
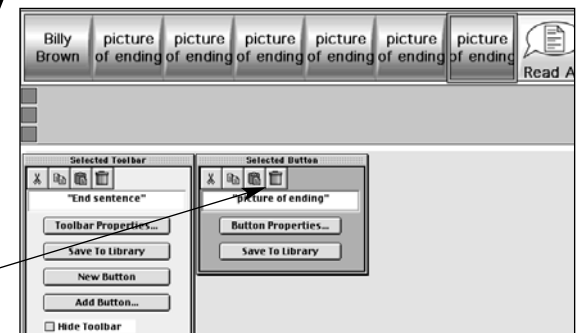
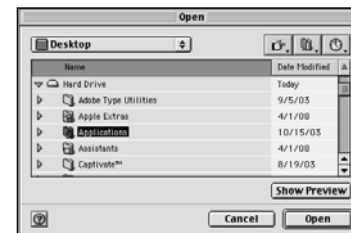
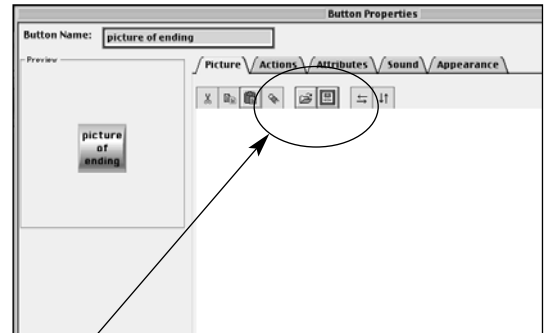
It is possible to add your own photos or pictures, rather than using the pictures provided in this program.

1. If it is not already open, open the Easy Writing Template (see page 3).
2. **[Ctrl]+click** any one of the buttons you want to change. The Button Properties dialog box displays.
3. Click the Insert Picture from File button. Then navigate to a picture you wish to use that you have stored elsewhere on your computer, or on another CD.
4. When you locate the picture you want, click OK. The picture will display on the button you selected.
5. Be sure to change the button name to match your new picture.

Removing Buttons

If the Easy Writing activity is too long for some students (i.e., it requires too many clicks to complete), you can remove buttons for sentence endings without affecting the function of the activity.

1. With the template open, click the Begin Sentence button. The End Sentence toolbar displays.
2. From the Edit menu, select Custom Toolbars and Buttons. The Selected Toolbar and Selected Button dialog boxes display.
3. Select the button you want to delete.
4. Click the trash can button in the Selected Button dialog box to remove the button from the toolbar.
5. Repeat steps 3 and 4 for every button that you wish to delete.
6. Click the Done button at the top right of the page when you are finished.



Part 3: Customizing the Easy Writing Template

Replacing Buttons

If you would like to add more sentence ending buttons, or if you removed more buttons than you intended to, it is easy to add them.

1. With the template open, click the Begin Sentence button. The End Sentence toolbar displays.
2. From the Edit menu, select Custom Toolbars and Buttons. The Selected Toolbar and Selected Button dialog boxes display.
3. Select the End Sentence toolbar. From the Selected Toolbar dialog, click Add Button. The Add Button dialog box displays.
4. Select the Add From Open Document tab. A list of all the buttons in this template displays.
5. Scroll down to the phrase “picture of ending,” select it, and click Insert. The additional button will insert at the end of the toolbar.



Note

You can change the position of a button in a toolbar by holding down the Shift key as you drag the button to its new position.

Congratulations! You have learned many new ways to customize an Easy Writing activity.

