



# Introduction to IntelliKeys® Macintosh Tutorial

**MAC**

## About IntelliKeys

IntelliKeys is an alternative keyboard that comes with seven standard overlays that are bar coded for easy use. IntelliKeys works with Macintosh, Apple II, and PC compatible computers by plugging the corresponding IntelliKeys cable into your computer's ADB or keyboard serial port. You can create, customize, and print out your own overlays using another IntelliTools product, Overlay Maker®.

IntelliKeys provides physical, visual, and cognitive access to the computer for people with a wide range of disabilities. It has many special features including two built-in programmable switch jacks. Keyguards are available from IntelliTools for people who need assistance making more accurate choices. You can purchase keyguards for each of the standard overlays (except for the setup overlays). Keyguards are also available for use with customized overlays.

## About this Tutorial

Using this tutorial, you will explore all seven standard overlays:

Four elementary overlays include: Arrows, Numbers, Alphabet and Basic Writing. They contain the keys needed to work with many popular software programs. Keys are large and well-spaced for physical access. Contrasting colors enhance visual access.

Two QWERTY overlays include IBM QWERTY and Apple QWERTY. These are designed for people with strong cognitive and visual abilities but more limited fine motor skills.

The Setup Overlay helps you make special accommodations for physical access such as adjusting the response rate.

Listed below are the materials needed to do this tutorial.

## Materials Needed

### **TUTORIAL**

Introduction to IntelliKeys Tutorial

### **PRINTED OVERLAYS**

Standard overlay set (comes with IntelliKeys)

### **SOFTWARE**

SimpleText® (a word processing program that's part of the Macintosh Operating System), or any word processing program

### **HARDWARE**

IntelliKeys and cable



# Introduction to IntelliKeys® Macintosh Tutorial



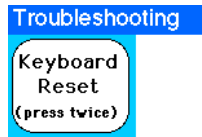
## IntelliKeys

IntelliKeys is an adaptive keyboard with 7 Standard Overlays that are bar coded for easy use. IntelliKeys has a variety of access settings and two switch ports to meet the needs of people with disabilities.

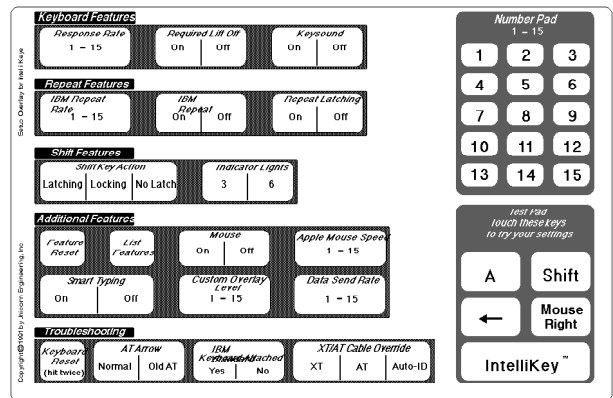
### 1. Using the Setup Overlay to Reset the Keyboard

With the Setup Overlay, you can customize the way in which IntelliKeys responds to your key presses. The Keyboard Reset returns features on IntelliKeys to their original default settings. We recommend resetting IntelliKeys to its original settings before using it with a new person.

- Slide the **Setup Overlay** onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.
- Press **Keyboard Reset** twice.



- Notice that the indicator lights flash.
- IntelliKeys is now reset to its default settings.
- Remove the Setup Overlay.

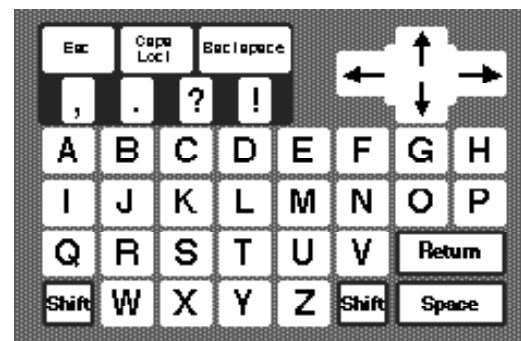


Setup Overlay

### 2. Using the Alphabet Overlay

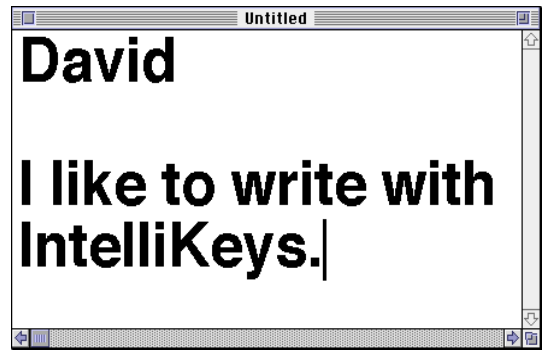
The Alphabet Overlay is arranged in alphabetical order with large, easy-to-read keys.

- Open **SimpleText**. (Note: IntelliKeys will work with any software program such as ClarisWorks®, Microsoft Word®, Sticky Bear Early Learning®, etc.)
- Slide the **Alphabet Overlay** onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.



Alphabet Overlay

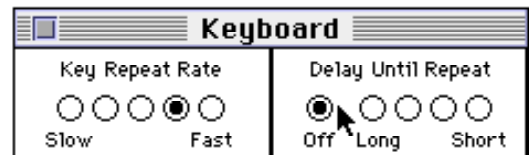
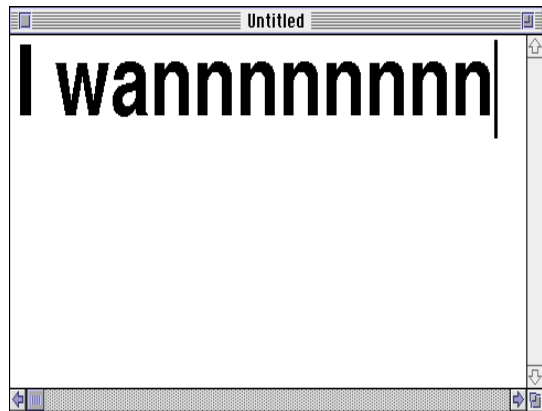
- Imagine that you can only type with one finger.
- Now get ready to type your name. Press the **shift key**. Notice the shift indicator light goes on. The shift key remains active while you lift your finger to choose the first letter of your name. Finish typing your name.
- You never need to hold down two fingers at a time when you use IntelliKeys.
- Practice typing other words and phrases.



IntelliTalk

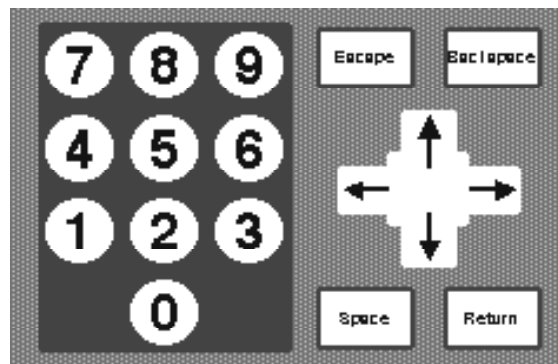
### 3. Turning Off Keyboard Repeat from

- Some students are unable to lift their finger quickly after they press a key, causing many unwanted keystrokes. Press one of the letters on the overlay and hold it down for a few seconds without releasing.
- To prevent the key from repeating, turn off the **Keyboard Repeat** from the Macintosh Control Panel.
- Go under the Apple menu and locate the Control Panel called **Keyboard**. Make sure you turn off **Delay Until Repeat**. Close the Keyboard Control Panel and go back to Simple Text.
- Now press and hold down one of the letters again. The key will not repeat unless you lift up your finger and press down again.



### 4. Using the Numbers Overlay

- Switching the Standard Overlays is very easy!
- Remove the Alphabet Overlay and slide the Numbers Overlay onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready.
- Now type some numbers.

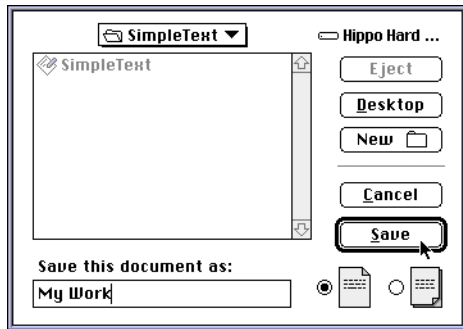


Numbers Overlay

## 5. Using the Basic Writing Overlay

The Basic Writing Overlay is arranged in alphabetical order and includes numbers.

- Slide the Basic Writing Overlay onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.
- Type some words using this overlay.
- Save your document by pressing the **Alt** [Apple] key. Now press the letter s. Notice that you did not have to press two keys at a time.



- Name your document **My Work**. Press **Return** to activate the Save button on the screen.

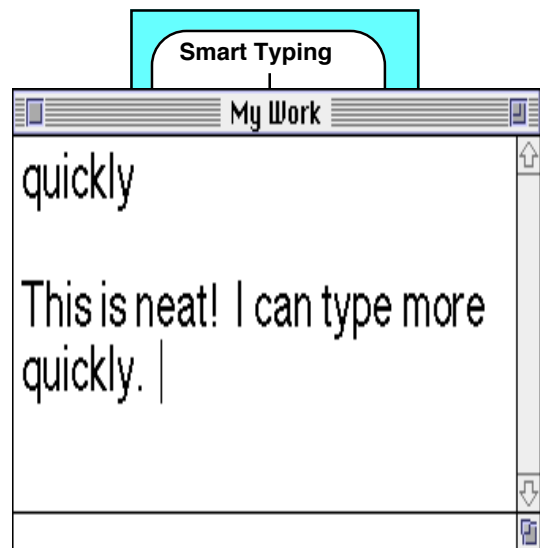


Basic Writing Overlay

## 6. Using the Setup Overlay and Smart Typing

Smart Typing can help if the keyboard user types at a very slow rate. Smart Typing automatically types certain characters to make typing faster.

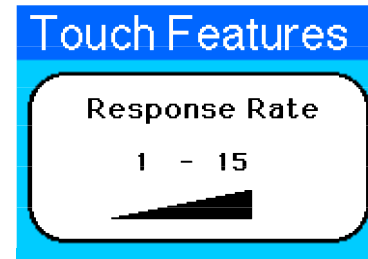
- Slide the Setup Overlay onto IntelliKeys. IntelliKeys will beep to show that the overlay is ready to use.
- Turn **Smart Typing** on.
- Remove the Setup Overlay and place the Basic Writing Overlay onto IntelliKeys.
- With Smart Typing on, when you type an upper or lower case "q", IntelliKeys automatically adds a lowercase "u". Begin to type the word "queen" to investigate this feature.
- With Smart Typing on, when you type a period, exclamation point, or question mark, IntelliKeys automatically adds two spaces and a Shift key so that the next character typed will be uppercase. Try out this feature.



## 7. Using the Setup Overlay to Slow Down the Response Rate

The Response Rate feature is used to adjust the time required to activate a key. If a student tends to press unwanted keys on the way to selecting the desired key, you can try changing the Response Rate so the unwanted keys will not activate.

- First, you are going to simulate the experience of someone who has a physical disability that makes it difficult to use a keyboard. Think of a letter you would like to type. Slowly drag your finger across the keyboard on the way to that letter. Usually, many unwanted characters are typed.
- To change the Response Rate, remove the Basic Writing Overlay and place the Setup Overlay onto IntelliKeys.
- Press the **Response Rate** key. On the Setup Overlay **Number Pad**, press the number 10. 15 is the default setting.
- Remove the Setup Overlay and place the Basic Writing Overlay onto IntelliKeys.
- Slowly drag your finger across the keyboard again. When you find the letter you want, let your hand remain on that letter until the key is activated.
- Now use the Setup Overlay again to set the Response Rate back to 15.
- Turn off **Smart Typing**.



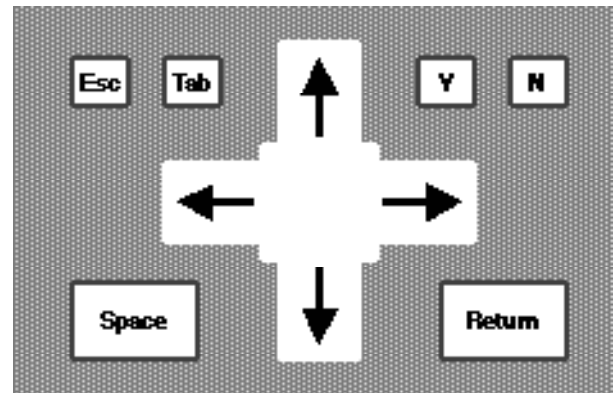
**1 = Slow Response Rate**

**15 = Rapid Response Rate**

## 8. Using the Arrows Overlay

The Arrows Overlay can be used with software programs that require only the use of arrows, spacebar, and return, etc.

- Place the Arrows Overlay onto IntelliKeys.
- Use the arrow keys to move within your SimpleText document.



**Arrows Overlay**

## 9. Activating Mouse Arrows for the Elementary Overlays

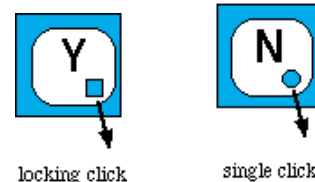
IntelliKeys can allow the user to combine the functions of a keyboard and a mouse with the touch of a finger. Mouse Arrows can be activated for any of the four Elementary Overlays: Alphabet Overlay, Basic Writing Overlay, Numbers Overlay, and Arrows Overlay.

- To activate Mouse Arrows, place the Setup overlay onto IntelliKeys.
- Turn Mouse Arrows **On** to activate mouse capabilities.



On Setup Overlay

- You'll use the Arrows Overlay. Place the Arrows Overlay onto IntelliKeys. Notice that the mouse indicator light turns on. Use the arrows to navigate around your computer desktop.
- Notice the small icons on the **Y** and **N** keys. With Mouse Arrows On, these keys function as a locking click (for dragging) and a single click. Turn Mouse Arrows **Off** when you are finished exploring.



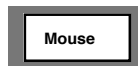
On Arrows Overlay

## 10. Advanced Feature: Using the Mouse on the Apple QWERTY Overlay

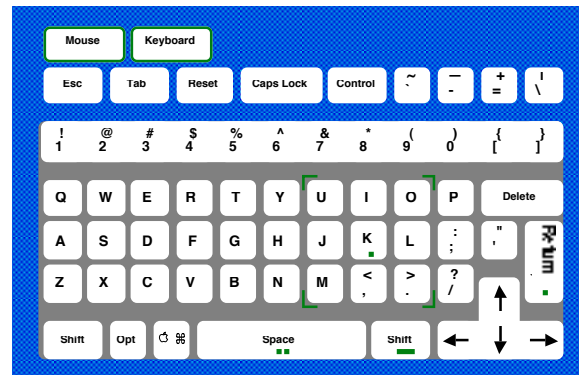
- Place the Apple QWERTY Overlay onto IntelliKeys.
- The Apple QWERTY Overlay has two keys in the upper left-hand corner. One is called **Mouse** and the other is called **Keyboard**.



Press the **Mouse** key

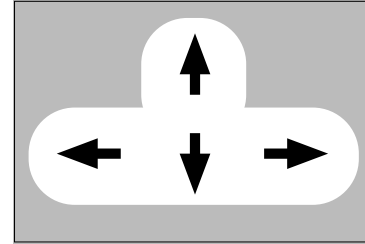


to begin mouse functions. Notice the mouse indicator light turns on.



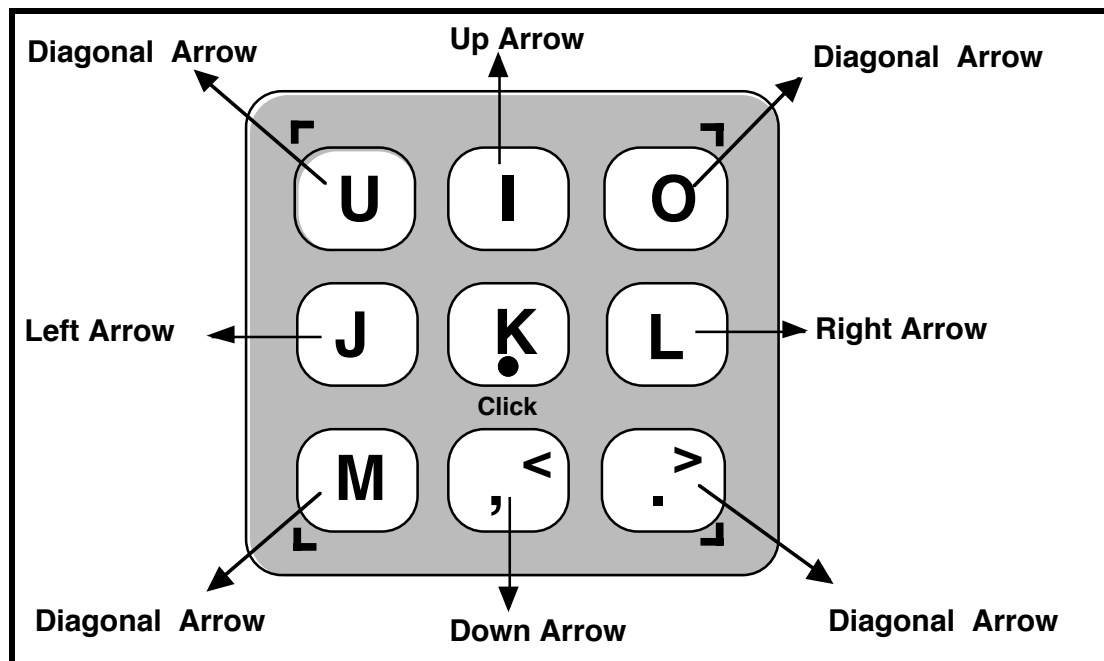
Apple QWERTY Overlay

- When the mouse indicator light is on, the four arrow keys will become Mouse Arrows. Use the four arrow keys to move the mouse pointer in four directions.
- Notice the green icons on the Return key, the right-hand Shift key, and the Space Bar.
- The Return key becomes a mouse button Click.
- The right-hand Shift becomes a Locking Click (or drag) key.
- The Space Bar becomes a Double Click.



## 11. Using the Mouse Pad on the Apple QWERTY Overlay

- The Apple QWERTY Overlay also has a built in mouse pad. This mouse pad lets you move the mouse in eight directions. Certain letters on the keyboard also represent the different mouse arrow directions. The mouse pad centers on the letter K (which is also a CLICK).



- To return your IntelliKeys to standard keyboard operation,



simply press the Keyboard key.

You can alternate between mouse and keyboard as often as you like.

- Quit SimpleText.

# Appendix

- A. IntelliKeys® Feature Highlight Sheet
  
- B. Workshop Outline for the Trainer  
Suggestions for incorporating the IntelliKeys tutorial in a workshop format

**Five-Pac and Multi-User Pricing Available.**

**Call 800-899-6687 for information.**



# IntelliKeys®

## Feature Highlights



*IntelliKeys is an alternative keyboard that plugs into the keyboard port of any Macintosh, PC compatible, or Apple II computer.*

### Physical Features

- 24x24 grid membrane keyboard
- 3/6 indicator lights (Shift, Caps Lock, Mouse)
- 2 switch ports
- Cable port and Y cable
- Slant bar

### Computer Compatibility (with correct cable)

- Macintosh
- PC compatible (IBM Compatible)
- Apple IIGS
- Apple IIe

### No Memory Space Required

- 32k built in battery-supported memory to retain custom settings
- No software needed to operate IntelliKeys

### Additional Features

- Create custom overlays with Overlay Maker®
- Keyguards available for Standard Overlays
- Snap-In™ Keyguards for custom overlays

### Six Alphabet-Number Overlays (bar coded)

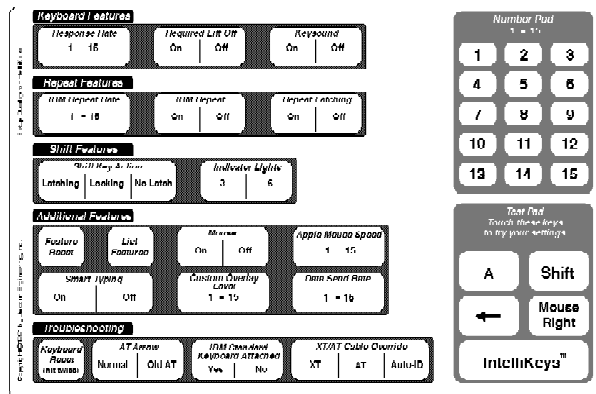
- Arrows Overlay
- Alphabet Overlay
- Numbers Overlay
- Basic Writing Overlay
- QWERTY Overlay - IBM
- QWERTY Overlay - Macintosh/ Apple II

### One Setup Overlay for Access Features

- Change response rate
- Turn keyboard repeat on or off (PC Compatible only—for Macintosh use the Control Panel)
- Adjust the repeat rate (PC Compatible only—for Macintosh use the Control Panel)
- Change the speed of the Apple mouse
- Turn mouse arrows on/off
- Set switch ports
- Easily retrieve up to 15 overlays

*For more information on Setup Overlay features see the IntelliKeys Access Features Guide.*

### Setup Overlay





# Introduction to IntelliKeys® Workshop Outline for the Trainer



Estimated time: 45 minutes

If you are using this tutorial as part of a workshop on IntelliKeys, this section will help you prepare the materials and equipment you will need as well as provide you with a suggested workshop outline to follow. Please feel free to duplicate the IntelliKeys tutorial for distribution at your trainings as well as any of the files referred to in the tutorial.

## INTELLIKEYS® WORKSHOP OUTLINE

**Introduction to IntelliKeys ..... 5 minutes**

**Overview of the Keyboard ..... 5 minutes**

- Compatible with Mac and PC
- Instantly recognizes overlay (bar coded)
- Overlays designed for physical, visual and cognitive access
- Setup overlay makes special accommodations for physical access
- Growing number of software programs are designed to work with IntelliKeys
- You can create custom overlays with Overlay Maker®

**Explore IntelliKeys—Round Robin ..... 10 minutes**

Before plugging in IntelliKeys, explore its physical features and closely examine the standard overlays. Discuss:

### All aspects of the keyboard

- Lights, rubber non-skid “feet”, slant bar, the thumb-grip, how overlays slide in, switch jacks

### Overlays

- Colors, key placement, what each key means

### Keyguards

- Standard keyguards corresponding to standard overlays
- Snap-In™ Keyguards for use with customized overlays

**Participants Install IntelliKeys ..... 5 minutes**

Allowing participants to plug in IntelliKeys promotes independence and helps with troubleshooting. Make sure computers are turned off before plugging in IntelliKeys

**Introduction to IntelliKeys Tutorial ..... 20 minutes**

(Follow printed tutorial)