



Introduction to IntelliPics® Macintosh Tutorial

MAC

About IntelliPics

IntelliPics is both a multimedia educational program and an authoring tool that allows you to create your own learning activities. It comes with six ready-to-use activities, each with an IntelliKeys® overlay.

IntelliPics makes it easy to create customized learning activities. Start with an idea—animals, nursery rhymes, shapes, colors or even a high school science report. Choose from over 300 graphics in the IntelliPics Picture Library, or use your own clip art or digitized graphics. Any topic you wish can be explored with IntelliPics.

IntelliPics provides access for students who use IntelliKeys, a switch, or a mouse, and can be easily adjusted to meet a variety of learning needs.

About this Tutorial

Using the tutorial you will learn how to make an IntelliPics activity that is accessible with an overlay and a switch. You'll add graphics, record digitized sound, add movement to the items on the screen, make captions, and more. You'll also learn how to make a simple quiz using IntelliPics' unique quiz features.

IntelliPics is available for Macintosh and Windows computers. Listed below are the materials to do this tutorial.

Materials Needed

TUTORIAL

Introduction to IntelliPics Tutorial

PRINTED OVERLAYS

IntelliPics Standard Overlays: Animals, Nursery Rhymes, Make it Move, Butterscotch Brownies, and Funny Noises

SOFTWARE

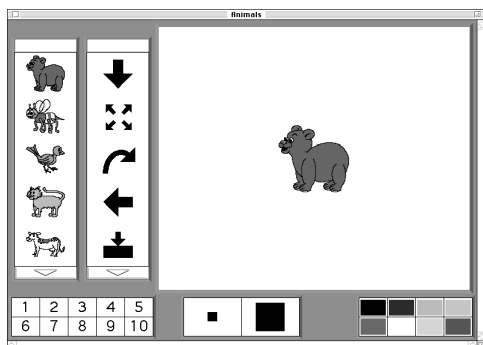
IntelliPics, Overlay Maker®, Animals Keyguard Overlays Folder*, Food Groups Folder*

HARDWARE

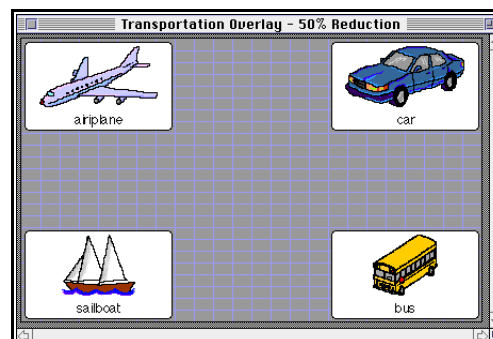
IntelliKeys and cable, two switches

Microphone for adding digitized sound to IntelliPics if needed

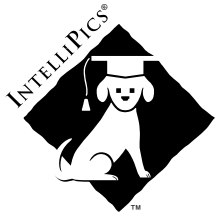
**Items with an (*) can be found on the web/tutorial CD-ROM available free from IntelliTools*



IntelliPics Screen



Transportation Overlay



Introduction to IntelliPics®

Macintosh Tutorial

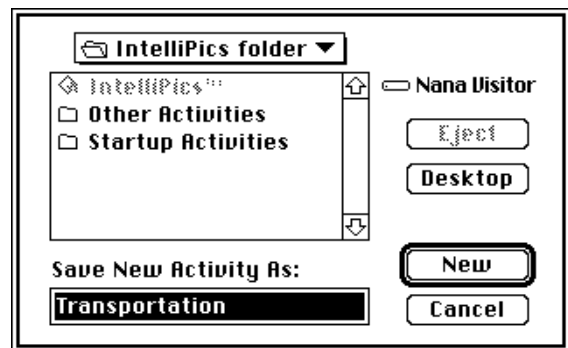


Creating the IntelliPics Activity

IntelliPics is both a multimedia educational program and an authoring tool. Using this tutorial, you will create an activity which allows the user to explore cars, buses, and other types of transportation. This activity is similar to the Animals activity that comes with IntelliPics.

1. Create a New Activity

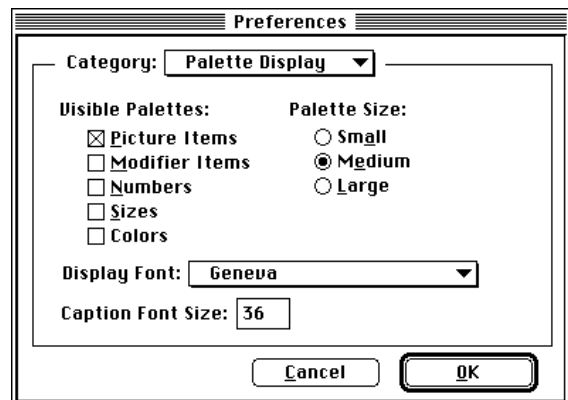
- Close all open activities.
- Make sure a switch is plugged into the Switch 1 port of IntelliKeys. You'll be using a switch later on in this tutorial.
- Choose **New** from **File** menu.
- Name the activity **Transportation**.
- For this tutorial you will save the activity on the Desktop.
- Click on **New** to initially save your work.
- IntelliPics will now automatically save your work.



2. Customize the Activity Screen

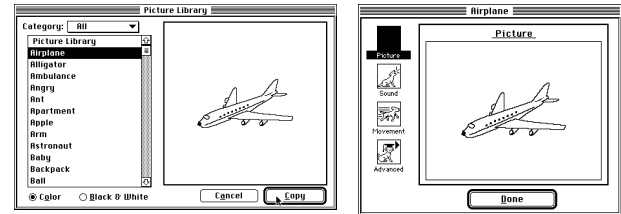
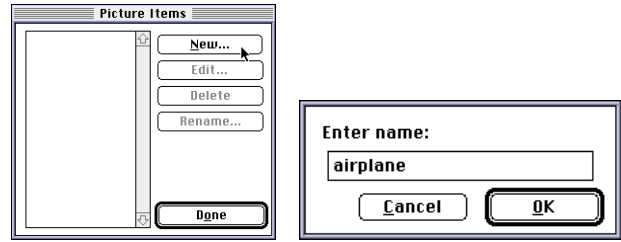
You will create an activity that only uses pictures. You won't need other items such as modifiers, numbers and colors.

- Select **Options** Menu.
- Choose **Activity Preferences**.
- Select **Picture Items** only. Deselect the other items under Visible Palettes.
- Increase **Caption Font Size** to 36.
- Select **OK**.



3. Create a Picture Item

- Select **Picture Items** from the **Create** menu.
- Click on **New**.
- Name the Picture Item **airplane** and click on **OK**.
- Select **Picture Library** from the **Edit** menu.
- Select the airplane picture and click on **Copy**.
- Select **Paste** from the **Edit** menu (or press **⌘-V**) to paste in the picture.

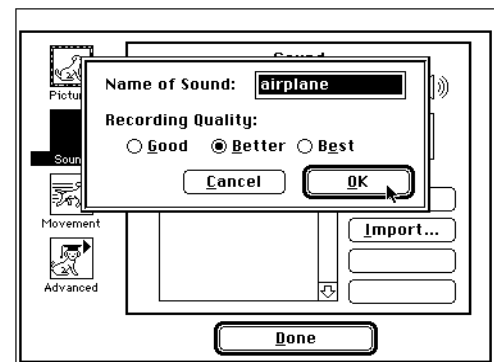


Picture Library

IntelliPics

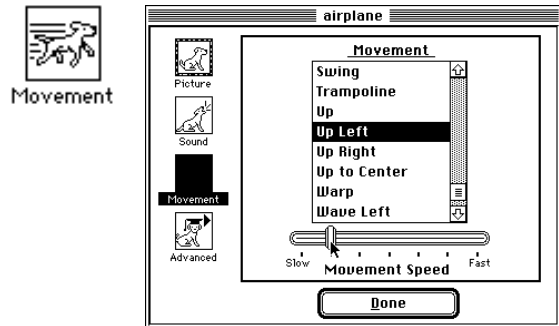
4. Add a Sound to the Picture Item

- Click on the **Sound** icon.
- To record a sound, click on **New**. Notice that the sound is automatically given the same name as the picture item.
- Click on **OK**.
- You will record your best vehicle sound for this item. Using your mouse, click on **Record** and immediately release the mouse button while you speak. Click on **Record** again as soon as you are finished speaking. This will quickly stop the recording process. You do not need to press the Stop button.
- Click on the **Play** button to hear your sound. Select **Save**.



5. Add a Movement

- Click on the **Movement** icon.
- Select the movement **Up Left** by clicking on it.
- You can change the movement speed by using the slider bar above Movement Speed.



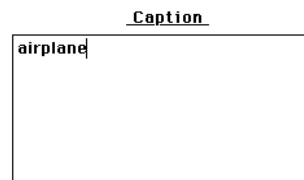
6. Add a Caption

Picture Items can also have words, phrases, or sentences. Add a caption to a Picture Item to provide the user with both pictures and text.

- Hold down the **Advanced Features** icon.
- Select **Caption**.



- Type the name of the vehicle. For example, type **airplane**.



7. Add a Spoken Name

- Choose **Spoken Name** under the **Advanced Features** icon.
- Under **Digitized Name**, select the **Singular Record** button and record the word **airplane**.
- Under **Digitized Name**, select the **Plural Record** button and record the word **airplanes**.
- You have completed one Picture Item. Click on **Done**.

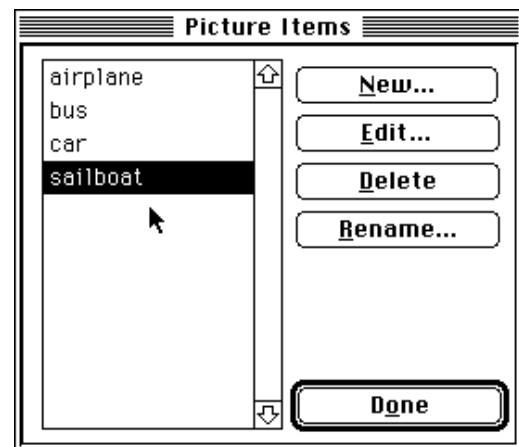


8. Complete 3 More Picture Items

- Repeat steps 3-7 for the remaining items: **bus**, **car** and **sailboat**.



- Click on **Done** and then try out your items.



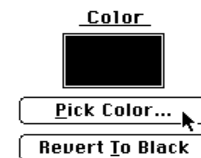
Editing Your Pictures to Add Fun Features

Picture Items can easily be edited to add other features.

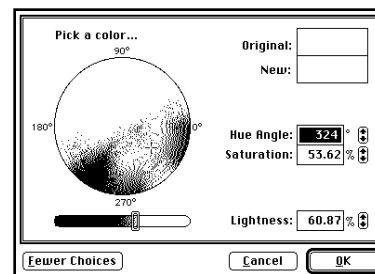
1. Advanced Features for the Car Item

For the car item, you'll be changing the color and making the picture larger.

- Select **Picture Items** from the **Create** menu.
- Select **car**, then select **Edit**.
- Under the **Advanced Features** icon, choose **Color**. Select **Pick Color**.

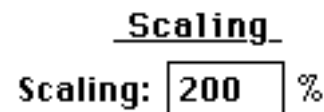


- Drag the slider to the right so the color wheel shows a variety of colors. Click on any color in the color wheel to change the color of the car when the activity is played.
- Click **OK**.
- Note: The car color is changed only when the item is selected. The car color will not change in the picture item palette.



This is what the color slider looks like on some Macintosh computers. Yours may look a bit different.

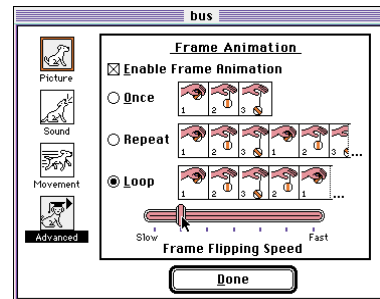
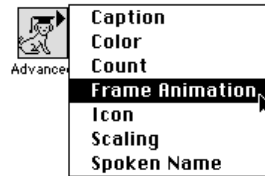
- You can make any picture item larger and easier for the student to see. Choose **Scaling** from the **Advanced Features** menu and type in **200**.
- Click **Done**.
- Try out the car item.



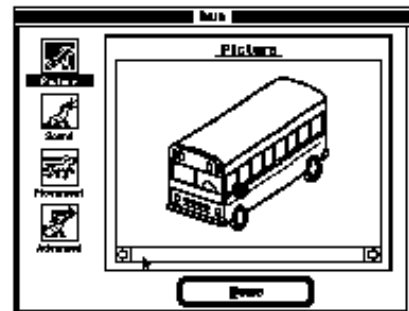
2. Advanced Features for the Bus Item

You will use Frame Animation to add more pictures to the bus item.

- Select **Picture Items** from the **Create** menu. Select **bus**, then select **Edit**.
- Click on the **Movement** icon.
- Select the movement **Stationary**. (Hint: Stationary is located at the top of Movement choices). For this example, selecting Stationary will make the animation easier to see.
- Under the **Advanced Features** menu, choose **Frame Animation**.
- Select **Enable Frame Animation**. (This will allow you to paste several pictures, one after another, into a Picture Item.)
- Select **Loop**.
- Select **Slow Frame Flipping Speed** as shown on the right. This will slow down the animation.



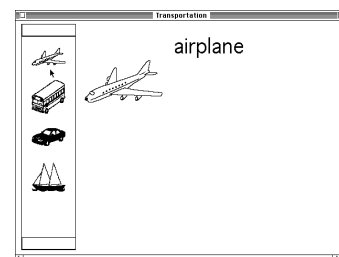
- Select the **Picture** icon to display the image of the bus. Notice that your Picture Item now has a slider bar. Now you can paste more than one picture to create an animation.
- Go to the **Edit** menu and select **Picture Library**.
- Select a picture, copy and paste it into the picture item. Some suggestions for pictures are: **bus driver**, **apartment**, **house**, **friends**, **family**, **school**, etc.
- Select up to 4 pictures by copying and pasting. Move the slider all the way to the left when you are finished.
- Select **Done**. Try out the bus item.



Each picture you copy and paste will be added to the picture of the bus.

3. Try out the Picture Items

- Click on the **Picture Items** on the left side of the screen to play the activity.

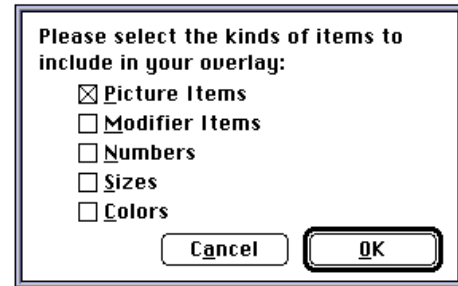


Creating the Overlay

IntelliPics® will create and name an overlay containing all the keys you need to run your activity. This overlay must be opened, modified and printed using Overlay Maker®. When you open the IntelliPics activity, the overlay will be sent automatically.

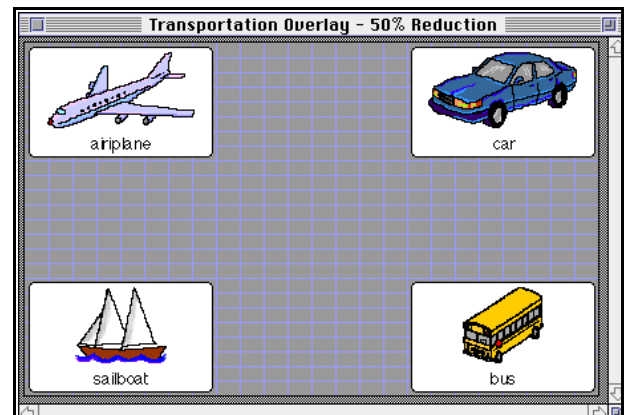
1. Use the IntelliPics Make Overlay Feature

- Go to the **File** menu and select **Make Overlay**. A dialog box will appear asking you what you want your overlay to contain.
- The overlay provided with this tutorial contains only picture items. Make sure that **Picture Items** is the only palette checked. All other palettes should not be selected. Select **OK**.
- A dialogue box will appear. Notice IntelliPics gives the overlay the same name as the activity plus the word **Overlay**.
- For this tutorial we will save the overlay on the Desktop. Click on **Save**. IntelliPics has now made the overlay for you to customize.
- Go under **File** and **Quit** IntelliPics. Close any other open windows so you have a clear view of your desktop.



2. Customize the Transportation Overlay in Overlay Maker

- Open the **Transportation Overlay** located on the desktop.
- Using the Pointer Tool, click and drag the four keys into position to match the printed overlay provided.
- Double-click on any key to view the key content. Notice that the content of the key is the same as the name of the picture item. When you use IntelliPics to create your overlay, the key content is automatically filled in for you.
- Select the Text Tool. Click on each key, and type in the name of the vehicle. Type in airplane, car, sailboat and bus.

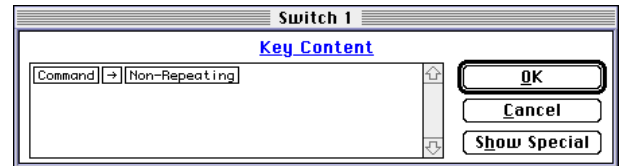


3. IntelliPics® Automatically Defines the Switch Content

- Go under **Overlay** menu and look at the content of Switch 1 and Switch 2.



- When you use the Make Overlay feature with IntelliPics, the key content for the switches is automatically defined to step the user through the IntelliPics activity screen by screen.
- Go under **File** and select **Save**. Quit Overlay Maker®.



4. Try out your Activity with the Overlay

- Double-click on the IntelliPics **Transportation** activity you created.
- Notice that the overlay is sent automatically.
- Place the printed overlay on IntelliKeys®.
- Try out your activity with the overlay.

5. Use the Activity with a Switch

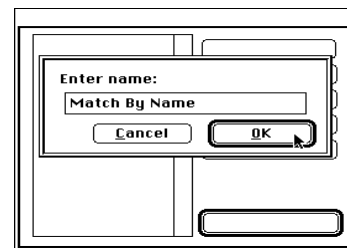
- Try using a switch with your activity.

Creating the Match by Name Quiz for the Transportation Activity

You will be creating a quiz that will be part of your Transportation Activity. The quiz will work with the overlay you have already made. For example, during this quiz, users will hear, "Find the airplane." If they choose the airplane, they will hear, "That's right. You found the airplane." If they touch something else on the overlay, they will receive corrective feedback. Users will hear the same type of question for each Picture Item.

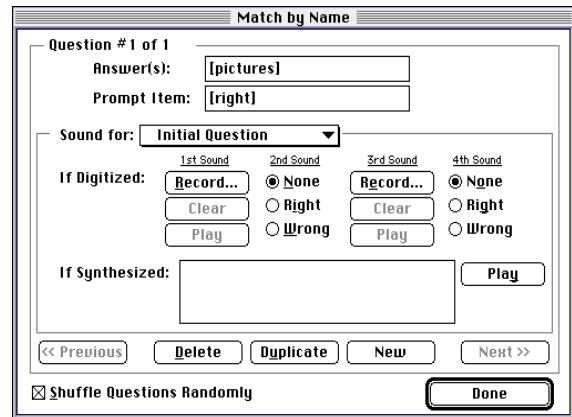
1. Create a New Quiz

- Select **Quizzes** from the **Create** menu.
- Click on **New** to create a new quiz, and name the quiz **Match by Name**.



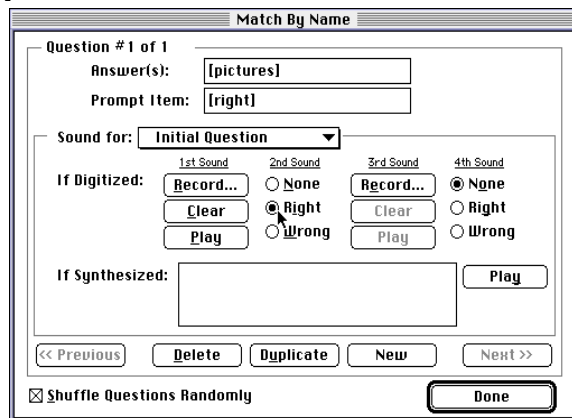
2. Create a Question

- IntelliPics® has a programming language designed to help you make quizzes. For this quiz, you'll use the words **[pictures]** and **[right]**. These words are called Tokens. Tokens are used in place of an item's name in a quiz. Tokens allow you to create general responses that will work with any answer.
- Type **[pictures]** in the field **Answer(s)**. Be sure to include the brackets.
- Type **[right]** in the field **Prompt Item**. Be sure to include the brackets.



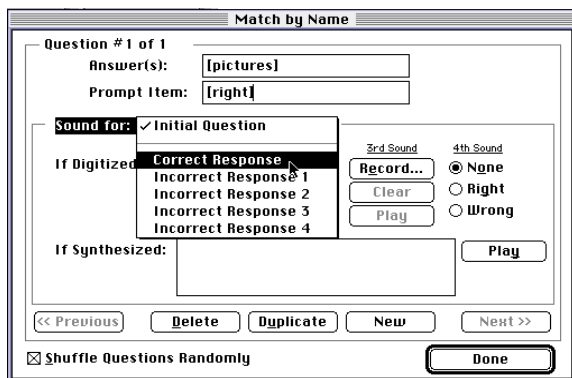
3. Add Sounds to the Initial Question

- For the **Initial Question**, click on **Record** under 1st Sound.
- Record: "**Find the**". This is the question the user will hear when the quiz starts. Don't say the name of the item.
- Go to 2nd Sound and select **Right**. By selecting Right, IntelliPics will automatically associate the **[pictures]** token with the right answer.



4. Add Sounds to the Correct Response

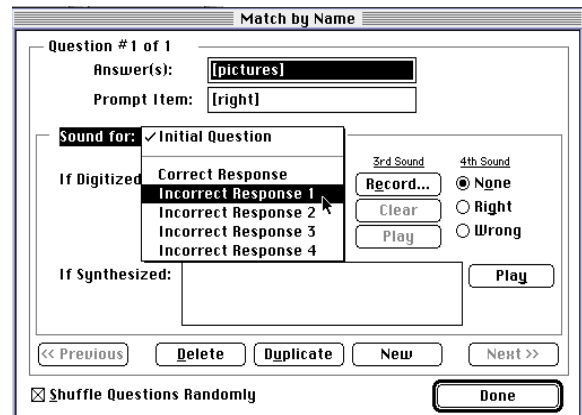
- Hold down the **Sound For** pop-up menu. Select **Correct Response**.
- Under 1st Sound go to **Record**.
- Record: "**That's right. You found the**". This is the sound users will hear when they select the right answer. Don't say the name of the item.
- Under 2nd Sound select **Right**. By selecting Right, IntelliPics will automatically associate the **[pictures]** token with the right answer.



5. Add Sounds to the Incorrect Responses

When you create a quiz, you can supply feedback for up to four incorrect responses.

- From the **Sound** pop-up menu, select **Incorrect Response #1**. Next you'll record the feedback the user will hear.
- Record: "Try again". The student is not given any clues the first time. Select **Incorrect Response #2** from the **Sound** pop-up menu.
- Record: "Try again. That was the". Under 2nd Sound select **Wrong**.
- Select **Incorrect Response #3** from the pop-up menu. Record: "Look carefully at the pictures. That was the". Under 2nd Sound select **Wrong**.
- Select **Incorrect Response #4** from the pop-up menu. Record: "This is the." Under 2nd Sound select **Right**.
- Under 3rd Sound record: "let's try another one." This will let the student know that it is now time to work on a new question.
- Click **Done** to close the Quiz dialog box. Click **Done** to return to the activity.



6. Test the Quiz

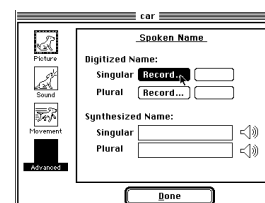
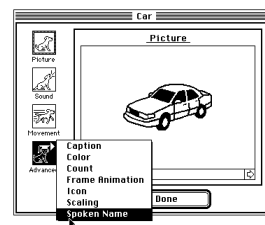
- From the **Play** menu, select **Play Quiz**.
- To stop playing the Quiz, select **Stop Quiz** from the **Play** menu.



If Your Items are Missing Spoken Names...

If you get a message saying that your quiz cannot be played because some items are missing Spoken Name information, you must add Spoken Names. To do this:

- Edit the Picture Item that needs a Spoken Name.
- From the **Advanced Features** pop-up menu, select **Spoken Name**.
- Record a singular version of the Spoken Name.
- Close the **Picture Items** dialog box, and continue editing Picture Items until you have added Spoken Names to all of them.



Creating Your Own Food Groups Activity

Put what you've learned about making an IntelliPics® activity into practice. You'll be using graphics from a variety of sources. Many were scanned in from the food ads in the newspaper.

1. Create the Activity

The graphics for this activity are saved in a Pict format and are located in the Food Groups Folder. You will be using the file called Food Groups Graphics. You will be opening up the graphics file using the program SimpleText™.

- Go to IntelliPics and open a New Activity. Make sure you name and save your activity.
- For this tutorial, the graphics file will be opened using SimpleText. Double click on **SimpleText**. Go under File and select **Open**. Find the **Food Groups Graphics** file.
- To select the graphic to be copied, hold down the mouse and drag to create a box that surrounds the graphic. Go to **Edit** and select **Copy**.
- Return to IntelliPics. Create a new picture item, paste in the picture, record sounds and add captions for each graphic.
- Use the **Make Overlay** feature in IntelliPics to help you create your overlay.



Food Groups Graphics

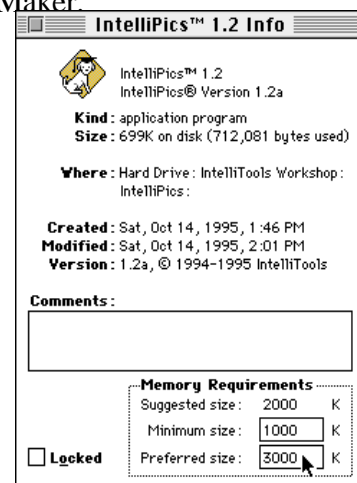


Food Groups Overlay

2. Increasing the Memory Size of Overlay Maker® and IntelliPics®

When you create an IntelliPics activity that uses scanned-in graphics, sometimes it necessary to increase the amount of RAM memory allotted to IntelliPics and Overlay Maker.

- If you have a problem with the amount of memory, **Quit** IntelliPics. Then go back to the IntelliPics folder and click once on the IntelliPics icon.
- Go to the **File** menu and select **Get Info**.
- Increase the preferred size to 3000. Close the dialog box. (Note: You don't want to increase the memory too much. If you do, you will restrict your ability to run two or more programs at once.)
- Go through the same procedure with Overlay Maker. Click once on the Overlay Maker icon and increase preferred size to 3000.



How to Modify an IntelliPics Activity

Activities made with IntelliPics can be modified to make them accessible to students with different learning or access needs.

Use the IntelliKeys® Set-up Overlay

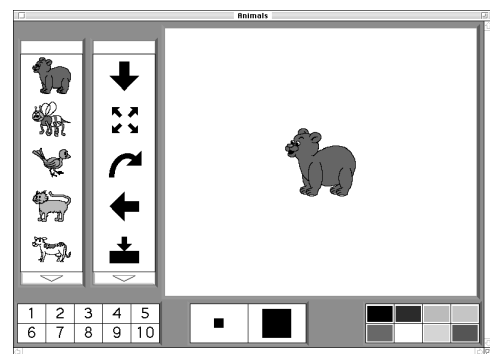
The simplest way to modify an activity is to slow the response rate of the IntelliKeys®. This can be done using the IntelliKeys set-up overlay. Sometimes giving students more time to keep their fingers on a key is the only modification they need.

Modify the Screen

You can also modify the IntelliPics screen. The Animals Activity, which comes with IntelliPics, has been used to illustrate how this is done.

Reasons to Modify the Screen

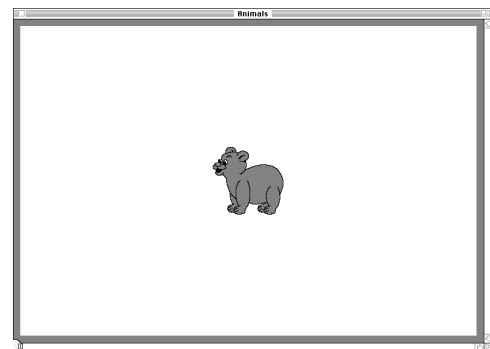
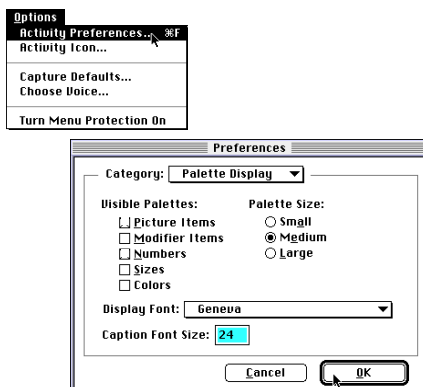
- The screen may be visually too busy.
- There are too many items on the screen.
- The user is not using all the items such as the numbers, sizes or colors.
- The user is not using a mouse.



IntelliPics Animals Screen

How to Modify the Screen

- Choose the **Options** menu.
- Select **Activity Preferences**.
- Under **Visible Palettes**, deselect items you do not want to appear on the screen.



IntelliPics Animals Screen Modified

How to Adapt an Overlay for the 6-hole Snap-In™ Keyguard

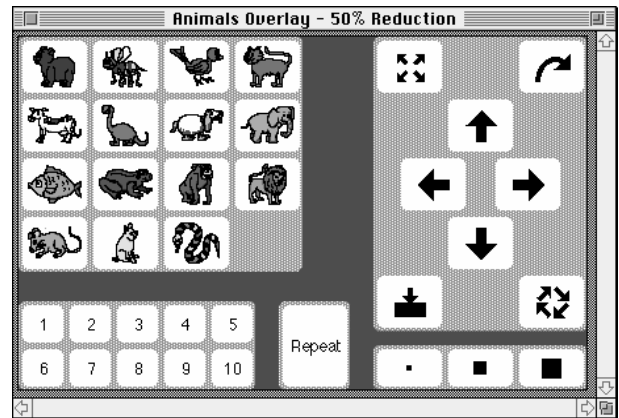
One strategy for adapting custom overlays, such as the Animals overlay, is to simplify it to work with a Snap-In™ Keyguard.

Modifying a custom overlay requires the use of both IntelliPics® and Overlay Maker®.

The example below shows how to make a version of the animals overlay that works with a 6-hole Snap-In™ Keyguard.

Reasons for Modifying an Overlay

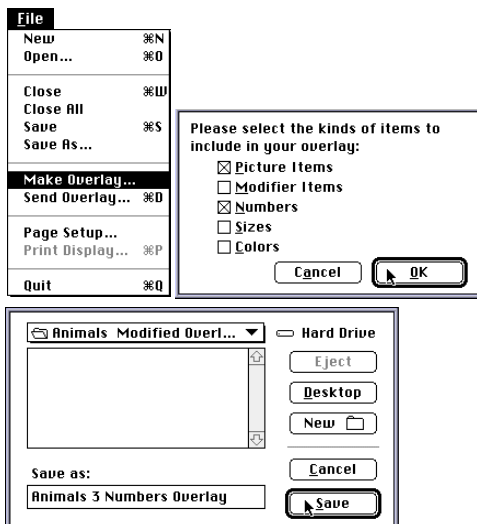
- The user is not using all of the items.
- The keys are too small for the user to access.
- There are too many keys on the overlay.
- The teacher wants to target only specific items.
- The target areas are easier to access with IntelliTools Snap-In™ Keyguards.



IntelliPics Animals Overlay

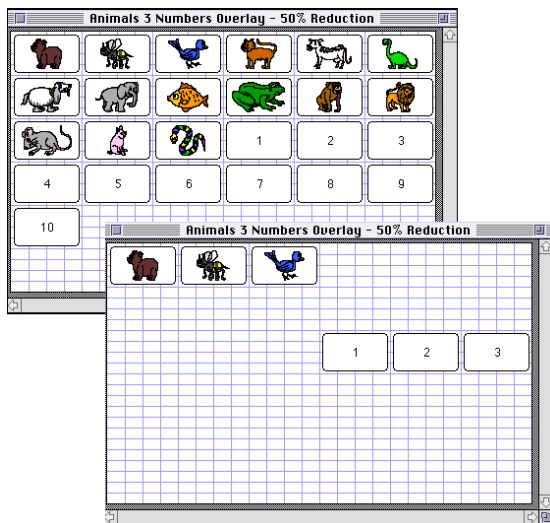
Creating the Overlay from within IntelliPics®

When you build an IntelliPics activity there is a feature called Make Overlay. This feature creates an overlay with the items from the IntelliPics activity. The overlay is then opened through Overlay Maker and you can customize the size, colors and text features.

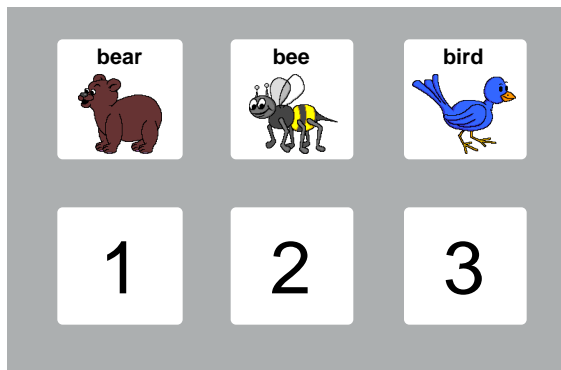


- In IntelliPics, choose the **File** menu and select **Make Overlay**.
- Deselect the items that you do not want on your overlay. In our example, only **Picture Items** and **Numbers** are selected.
- Name and save your overlay. In our example we have created a new folder for our modified overlays. We called this folder Animals Modified Overlays.
- You can quit IntelliPics as you modify your overlay. Choose the **File** menu and select **Quit**.

Modifying the Overlay Using Overlay Maker®

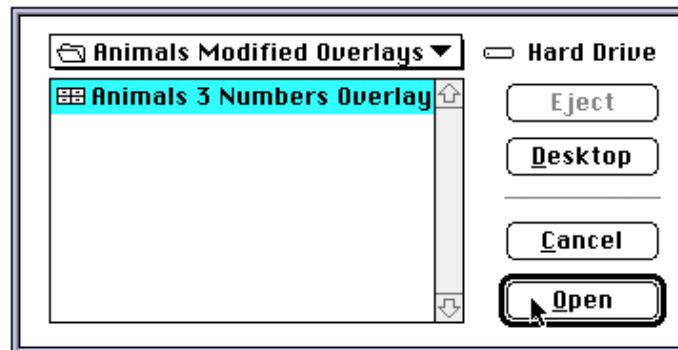
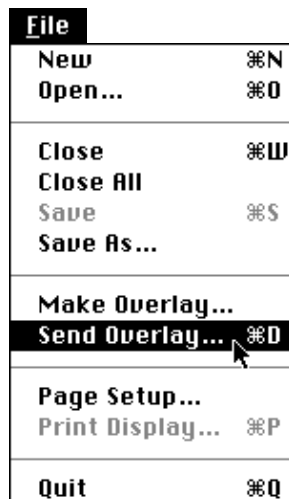


Animals 3 Numbers Overlay



- To open the folder you must have the program Overlay Maker™ on your machine. Locate your overlay and double click on the overlay icon. This will open the overlay using Overlay Maker and you will be able to customize the overlay.
- Delete the items you do not want on the overlay. We selected the bear, the bee and the bird and the numbers 1, 2, and 3. We deleted the other pictures and numbers.
- Arrange the keys as shown to fit the 6-hole keyguard.
- Choose **File menu** and select **Save**.
- Choose **File menu** and select **Print**.

Using Your Adapted Overlay with IntelliPics

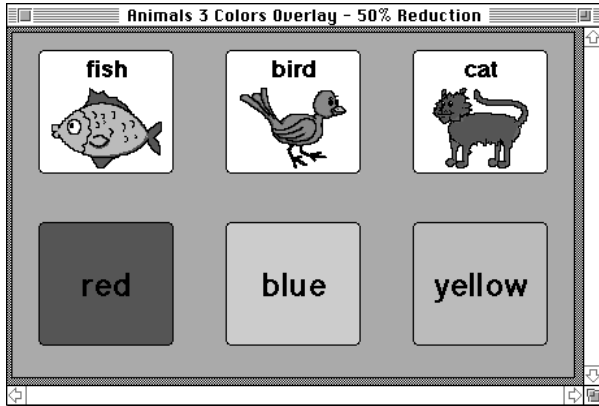


- Open the IntelliPics activity you wish to use. In our example we are using the Animals Activity.
- Select the **File** menu and choose **Send Overlay**.
- Select the overlay you want to use.
- Click on **Open**. This will send the overlay to IntelliKeys®.
- Place the overlay on the IntelliKeys and use with activity.

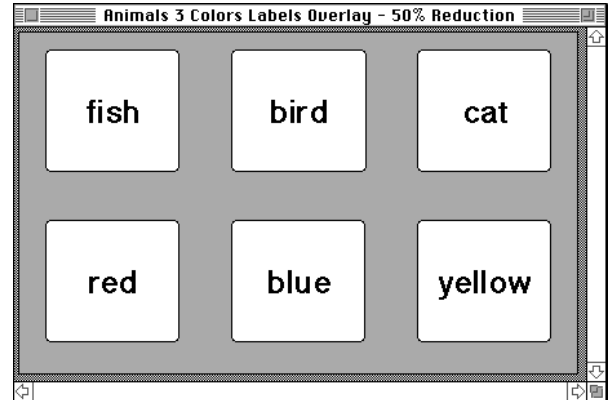
Other Overlay Adaptations

The following examples are other ways to adapt overlays to introduce new skills.

Changing Graphics to Text Labels



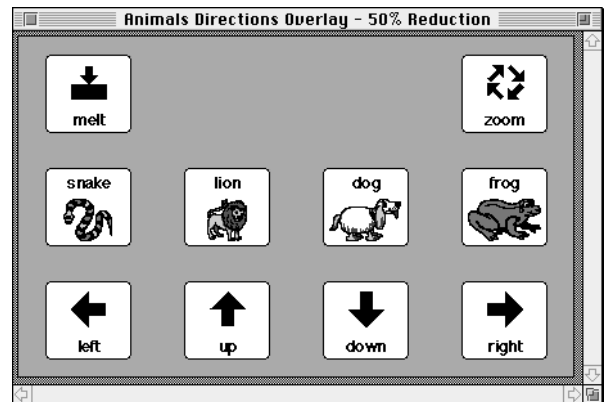
Animals 3 Colors Overlay



Animals 3 Colors Labels Overlay

Focusing on Left to Right

- This adaptation helps students understand left, right, up and down.
- This overlay has been designed to work with the 12-hole Snap-In™-Keyguard.




Animals Directions Overlay

Utilizing the Key Commands Under the IntelliPics® Play Menu

The IntelliPics Play menu has a number of useful commands that can be incorporated into overlays.

Animals Small and Large

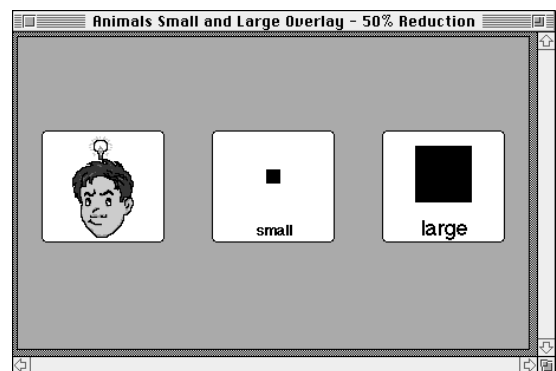
The Animals Small and Large overlay focuses on one skill—making an animal smaller or larger.

The key on the left  has a special key command which brings up a different animal each time it is pressed. The command is called **Next Picture**.

To understand the key content for this command, go to the IntelliPics **Play** menu.

The key command is ⌘ → [command][→] **Next Picture**

Play	
Play Quiz...	⌘ ?
First Picture	⌘ ↑
Last Picture	⌘ ↓
Next Picture	⌘ →
Previous Picture	⌘ ←
Repeat	⌘ R



Animals Small and Large Overlay

Listen and Go

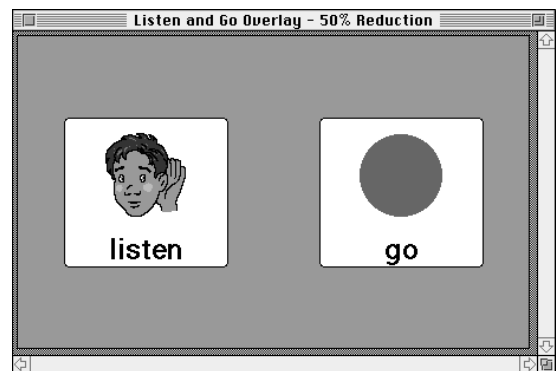
The Listen and Go overlay allows students to go to the next picture by pressing the **go** key. Students can listen to the item as often as they wish by pressing the **listen** key.

The key content under the **go** key is [command][→] **Next Picture**

The key content under the **listen** key is [command]r. **Repeat**

This overlay is fun to use with the Animals Activity and can also be used with many other IntelliPics activities. Try it with the Nursery Rhymes activity and other activities that you make.

Many students enjoy listening to stories that have been adapted from their favorite books using the Listen and Go Overlay.



Listen and Go Overlay

Appendix

- A. IntelliPics® Feature Highlight Sheet

- B. Workshop Outline for the Trainer
Suggestions for incorporating the IntelliPics tutorial in a workshop format

**Five-Pac and Multi-User Pricing Available.
Call 800-899-6687 for information**



IntelliPics®

Feature Highlights

MAC

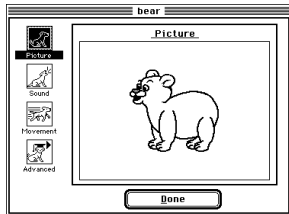
IntelliPics is a multimedia educational program for students and an authoring tool for adults.

Comes with six pre-made activities and overlays

- Animals
- Nursery Rhymes
- Make It Move
- Butterscotch Brownies
- IntelliTools Staff
- Funny Noises

Create your own picture items

- Paste in a picture
- Record your own sounds (or use synthesized speech)
- Select a movement modifier
- Add a caption



Create Picture items dialog box

Five ways to select items in IntelliPics

- Click with a mouse.
- Touch a key on IntelliKeys® that has the name of the item and [Return] as its content.
- Use the commands in the Play menu (the Command key plus arrows).
- Click on the display area to select the next item.
- Type in the name of the item and press return from the regular keyboard.

Overlays

- Create overlays within IntelliPics to be modified using Overlay Maker®.
- Automatically sends overlays.
- Different overlays can also be sent from within an IntelliPics activity

Switch use

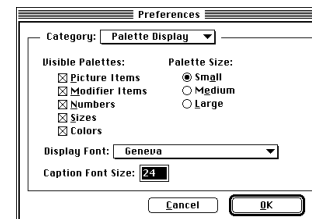
- Use a single switch to step through the items like stepping through the pages in a book.
- Use two switches to move both forward and backward through items.

Features for easier student access

- Enable Menu Protection (under Options menu).
- Change the effect of the Click Response in the display area (under Preferences Menu).
- Cause a selected item to disappear from the display area after a specified amount of time (under Preferences Menu).
- Startup Activities folder allows you to add activities so they open automatically when IntelliPics is opened.

Ways to customize the activity window

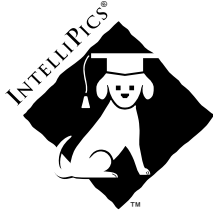
- Picture Items
- Modifier Items
- Number Palette
- Size Palette
- Color Palette
- Typing Window



Activity Preferences Menu

Quizzes

- Author your own quizzes.
- Specify the prompt items.
- Specify the correct answer.
- Record or use synthesized speech to ask the question and tell the correct answer.
- Get four chances to get the correct answer.
- Record specific hints and cues to help guide students when they answer incorrectly.



Introduction to IntelliPics® Workshop Outline for the Trainer

MAC

Estimated time: 3 hours

If you are using this tutorial as part of a workshop on IntelliPics, 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 IntelliPics tutorial and any of the files referred to in the tutorial, for distribution at your trainings.

MATERIALS NEEDED

- Print one set of overlays for each computer prior to the workshop. Be sure to include copies of the IntelliPics Standard Overlays as well as the following custom overlays: Transportation Overlay, Food Groups Overlay, 6 Key Overlay*. Optional: Animals 3 Numbers Overlay*, Listen and Go Overlay*. (Instructions for making the Transportation and Food Groups overlays are part of the IntelliPics tutorial.*) (Items with an (*) can be found on the web/tutorial CD-ROM available free from IntelliTools).
- Each participant should bring two blank formatted disks for copying IntelliTools Training Materials files as well as any activities made during the workshop.

INTELLIPICS® WORKSHOP OUTLINE

Introduction to IntelliPics..... 5 minutes

- Use as learning tool for students and a multimedia authoring tool for adults
- Create accessible, interactive activities for people with disabilities and students of all ages
- Comes with six ready-to-use activities each with an IntelliKeys® overlay

Try Ready-to-Use Activities that come with IntelliPics 20 minutes

Emphasize that these activities are designed for both students to use and to demonstrate the authoring potential of IntelliPics

Animals

- Use it with a mouse
- Hide all palettes except pictures and numbers/change palette ranges
- Click on display—notice it repeats
- Use it with the overlay
- Hide all palettes
- Turn off talking palettes
- Try quizzes (Match by Name and Counting)

Make it Move

- Try several movements
- Compare switches (cause and effect) to using overlay—a reading activity
- Click on Display—notice it advances—look in Preferences
- Menu protection

- Use switches

Nursery Rhymes

- Stress sequencing
- Talk about different overlays (no sequencing, cause and effect)
- Use switches
- Show Picture Items palette
- Explain Play Menu—have participants examine key content of the five keys

(If time, continue with the next two)

Funny Noises

- Cause & Effect
- Low memory sounds—good for limited disk space
- Record your own sounds to get added attention from user

Butterscotch Brownies

- Works for an older age group
- Notice that picture items are in alphabetical order

Introduction to IntelliPics Tutorial..... 2 hours and 5 minutes

(Follow printed tutorial)

- Making a Transportation Activity 45 minutes
- Making a quiz 25 minutes
- Creating the Food Groups Activity 40 minutes

Modifying an IntelliPics Activity (optional) 15 minutes

- Show the Modified Animals PowerPoint Slideshow found on the Web CD
- Rationale for modifying an activity
- Modifying the screen
- Adapting an overlay to work with 6-hole Snap-In™ Keyguard

Creating an activity from scratch (optional)..... 30 minutes

- Have participants use the 6 Key Overlay to create their own activity from scratch
- Choose a category from the picture library (such as clothing) and build your theme
- Save activity on disk for participants to finish at home if they don't have time to complete