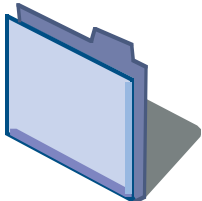


Finding a Saved *IntelliPics Studio* (Fun, 2, 3!) Document

Program Organization

IntelliPics Studio is organized according to a hierarchy of folders, with the IntelliPics Studio program folder being the most inclusive and a saved document being the base unit. Here is the hierarchy:

IntelliPics Studio Folder (the program folder)



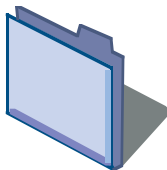
Location – in the IntelliTools Software folder (Windows), on the user’s desktop (Macintosh), or in another location the user has chosen during installation.

Contains – the entire *IntelliPics Studio* program, including folders labeled:

- Templates – contains preformatted blank documents and predesigned activities that are copied to create untitled documents on-screen.
- Overlays – contains files for use with IntelliKeys.
- Documentation – contains PDFs of the User’s Guide, Teacher’s Guide, etc.
- Documents – see below.

Other folders are Slide Shows, Movies, ReadyMades, Private, Tutorial Files.

Documents Folder

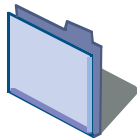


(corresponds to Documents tab in Open Documents dialog box)

Location – stored in the IntelliPics Studio folder.

Contains – every saved document. To make it easy to find specific documents in this folder, it is divided into sub-folders that correspond to groups that the teacher has created and named. One group folder, labeled Guest, is included with the program.

Group Folder(s)

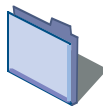


(corresponds to Group selections in the Open Documents dialog box)

Location– stored in the Documents folder.

Contains – User folders, or portfolios. Each user entered in a group has his or her own portfolio. Each portfolio is labeled with the user’s name.

User Folder(s)



(corresponds to User selections in the Open Documents dialog box)

Location – stored in a Group folder.

Contains – all the documents a user has saved while signed into a group.

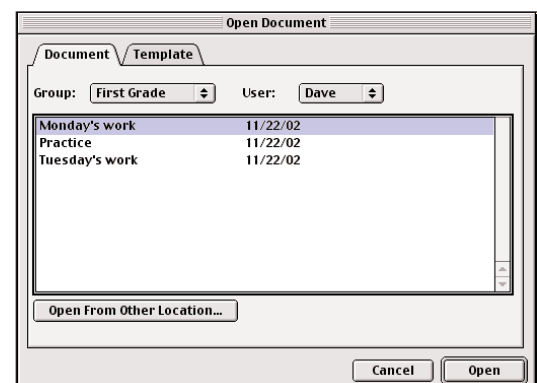


Saved Document(s)

Location – stored in a User folder.

Opening a Saved Document

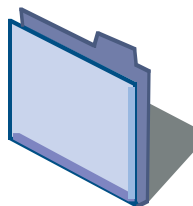
1. Select **Open** from the **File** Menu. The Open Document dialog box displays.
2. Click the **Documents** tab.
3. Select a **Group** (or Guest if you have not created portfolios).
4. Select a **User**. All documents saved to this User folder are listed by name and date. (The Guest group has no users.)
5. Select the document that you wish to open.
6. Click **Open**. The document displays on-screen.



Finding an *IntelliPics Studio (Fun, 2, 3!)* Template

Program Organization

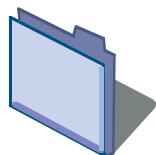
IntelliPics Studio is organized according to a hierarchy of folders, with the IntelliPics Studio program folder being the most inclusive. Templates are stored in sub-folders. These sub-folders are categorized by subject.



IntelliPics Studio Folder (the entire program)

Location – in the IntelliTools Software folder (Windows), on the user’s desktop (Macintosh), or in another location the user has chosen during installation.

Contains – the entire *IntelliPics Studio* program, including folders labeled Documents (contains saved work stored in portfolios), Overlays (contains files for use with IntelliKeys), Documentation (contains PDFs of the User’s Guide, the Teacher’s Guide, etc.), and Templates (see below). Other folders are Slide Shows, Movies, ReadyMades, Private, and Tutorial Files.



Templates Folder (corresponds to Templates tab in Open Documents dialog box)

Location – stored in the IntelliPics Studio folder.

Contains – preformatted blank documents and predesigned activities that are copied to create untitled documents on-screen. To make it easy to find specific templates in this folder, it is divided into categories (i.e., sub-folders) of related templates.



Blank Documents (Templates Sub-Folder)

Location– stored in the Templates folder.

Contains – templates that generate a “blank” document ready for a variety of open-ended lessons. Blank templates allow the author of an activity maximum design flexibility.



Activity Templates (Templates Sub-Folder)

Location – stored in the Templates folder.

Contains – templates that generate a document prepared for a specific, predesigned learning activity. Each activity template provides a complete set of palettes, directions, and a prepared page.



US Study Related (Templates Sub-Folder)

Location – stored in the Templates folder.

Contains – templates that generate a document prepared for United States study activities.



Fun, 2, 3! (This Templates Sub-Folder created if user installs activities)

Location – stored in the Templates folder.

Contains – templates previously installed by *Fun, 2, 3!* CD user. These templates generate a Fun, 2, 3! document. (Some templates work in conjunction with tutorials.)

Opening a Template Using the File Menu

1. For a full listing of available templates, select **Open** from the **File** menu. The Open Document dialog box displays.

For Blank Templates only, select **New** from the **File** menu. The New Document dialog box displays. Skip to step 4.

2. Click the **Template** tab.
3. Select a template category (e.g., **Fun, 2, 3!**) from the **Subject Area** drop-down list.
4. Select a template from the list displayed.
5. Click **Open**. A copy of the template displays on-screen.

