

INTELLITOLS®

ReadyMade

CURRICULUM ACTIVITIES



PRIMARY WRITING

T U T O R I A L

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Credits

ReadyMade Primary Writing was produced through the collaborative efforts of many staff members at IntelliTools. Design: Suzanne Feit, Lucinda Ray; Content Development: Suzanne Feit, Lucinda Ray, Arjan Khalsa; Software Engineering: Scott Schafer; ReadyMade Browser: Patty Kilroy, Jezra Lickter; Project Management: David Robertshaw, Lucinda Ray; User's Guide: Alan Rhody; Activities: Suzanne Feit, Lucinda Ray; Testing: Lisa Sheean; Artwork: Patty Kilroy, Chris Santeramo; Technical Assistance: Philip Nittenberg, Fred Ross-Perry; Tutorial: Lucinda Ray.



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Introduction

ReadyMade Primary Writing provides instruction and practice in important literacy concepts to help students read and write. It is designed to work with IntelliTools' word processing tool, *IntelliTalk II*. *ReadyMade Primary Writing* adds 58 activity templates to *IntelliTalk II*, thereby providing *IntelliTalk II* users with many additional predesigned literacy building activities.

About *IntelliTalk II*

IntelliTalk II is an interactive, talking word processor that contains the following important features:

- All text can be read aloud, letter-by-letter, word-by-word, sentence-by-sentence, or in its entirety.
- Graphics can be integrated into documents, to create learning activities, quizzes, and opportunities for student writing.
- The Palettes feature of the program enables you to support student writing by creating word banks, answer choices, text chunks.
- Text in documents and templates can be locked, so that the same template can be used by many students without overwriting the activity.
- Answer fields can be placed within locked text to provide space for student responses.
- Student documents can be organized by groups (such as classes) and saved into individual folders, making it easy to create student portfolios for ongoing assessment.

Universal Design: Access for All

ReadyMade Primary Writing and *IntelliTalk II* are designed for all students, including those with physical or cognitive disabilities. They are ideal for use in inclusion classrooms because students can use the program with a mouse, an IntelliKeys, or a switch interchangeably. The software adjusts to whatever input device a student is using.

IntelliKeys Users

An electronic version of an overlay is attached to each *ReadyMade Primary Writing* activity. It is automatically sent to the IntelliKeys keyboard when an activity is opened. Print the overlay using IntelliTools' *Overlay Printer* (included on the installation CD in the Utilities folder) or *Overlay Maker*.

ReadyMade Primary Writing Program Organization

ReadyMade Primary Writing activities are organized in eight topic areas:

- Alphabet Book
- Matching
- Onsets
- Playwriting
- Playwriting Predict
- Reading Comprehension
- Spelling
- Writing Sentences

Each topic includes up to nine units of interactive activities. Each activity provides practice related to that topic, using a specific theme and a specific set of onsets, rimes, and sight words. The activities are arranged in gradually increasing units of difficulty. Unit 1 is the simplest; Unit 9 is the most challenging. The themes, onsets, rimes, and sight words for each unit correlate with the content of *IntelliTools Reading: Balanced Literacy*.

Each activity includes a title page and several pages of writing practice. Completing the activities gives students useful practice and reinforces their growing literacy skills. *ReadyMade Browser* home page with subject, topic, and activity list boxes

Terminology: Onset and Rime

Onsets are consonant and consonant clusters found at the beginning of words. The onset is most clearly defined as all the consonants that are found before the first vowel. Rimes are clusters of letters that begin with a vowel and continue to the end of the syllable. Rimes are traditionally referred to as phonograms, word families, or chunks.

This Tutorial

This tutorial is designed to work in conjunction with a full version of IntelliTools *IntelliTalk II* product. By completing this tutorial, you will:

- Become familiar with using the *ReadyMade Browser*.
- Explore the variety of topic areas.
- Create a student portfolio.
- Learn to modify activities (changing pictures, words in word banks, customizing spelling lists, and more).
- Explore the alternative access features.

Part 1: Basics

Using the ReadyMade Browser

The best way to survey the variety of writing activities included in *ReadyMade Primary Writing* is to view A Writing Overview. You launch this preview activity, or any ReadyMade activity, using the ReadyMade Browser.

To display the ReadyMade Browser, double-click the ReadyMade Browser icon (automatically placed on your desktop during a typical installation). Click Enter on the title screen to view the ReadyMade Browser.

The ReadyMade Browser includes:

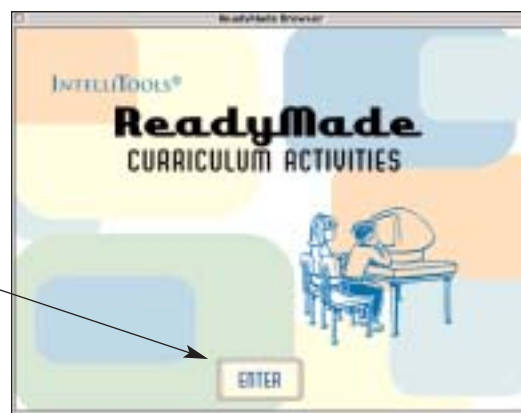
- A Subject list box – Click a listing to display associated topics. The selected listing highlights.
- A Topic list box – Click a listing to display associated activities. The selected listing highlights.
- An Activity list box – Click a listing to display the Launch Activity button. The selected listing highlights.
- Launch Activity button – Click to display the selected activity.
- Four IntelliTools product selector buttons – Click a button to display the *ReadyMade* subjects associated with the selected IntelliTools product(s).
- www.intellitools.com button – Click to connect to the IntelliTools Web site (for users with an active Internet connection).
- Quit button – Click to close the *ReadyMade* Browser.

Note: A grayed-out subject listing in the Browser's list box indicates that a *ReadyMade* subject is available from IntelliTools but is not yet installed on your system.

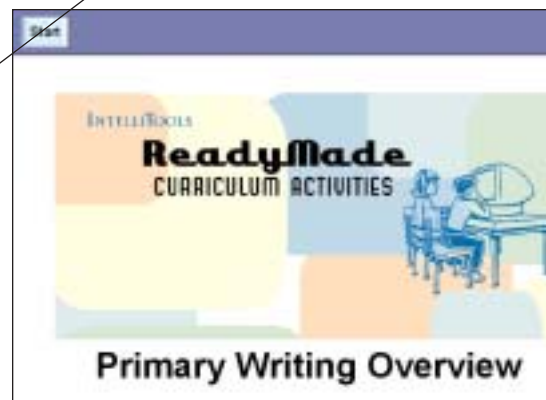
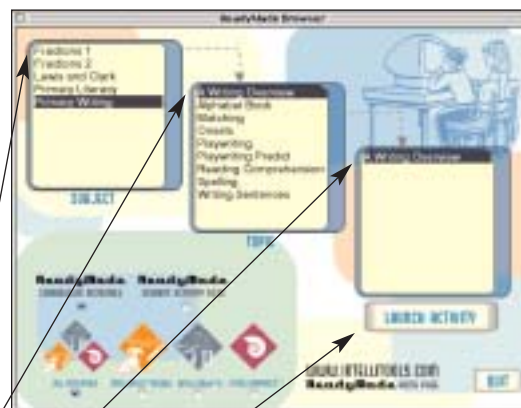
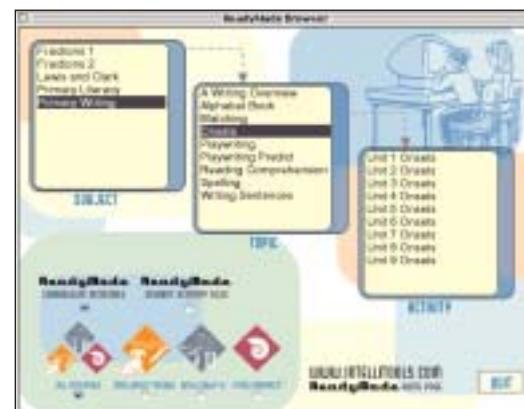
Selecting A Writing Overview

From the ReadyMade Browser:

1. Click Primary Writing in the Subject list box. A list of writing topics appear in the Topic list box.
2. Click A Writing Overview in the Topic list box. A single listing appears in the Activity list box.
3. Click A Writing Overview in the Activity list box. The Launch Activity button displays.
4. Click Launch Activity. The selected activity displays as an untitled *IntelliTalk II* document. The opening page of this activity is titled Primary Writing Overview.
5. Click Start to navigate to the next page in this document.



Browser

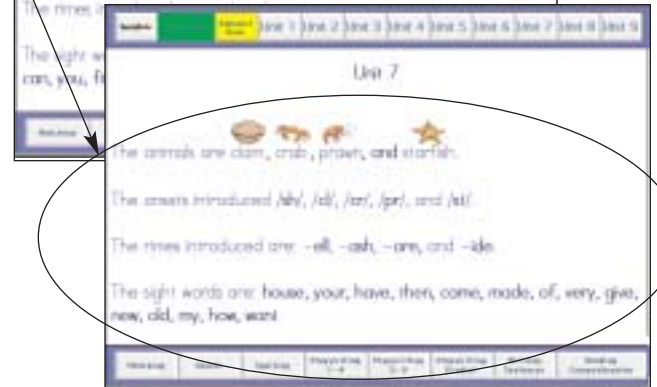
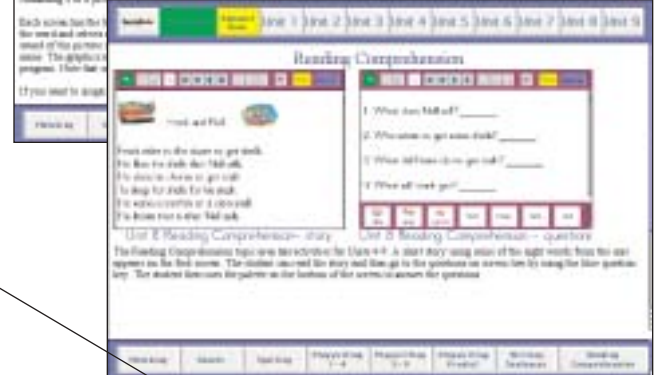
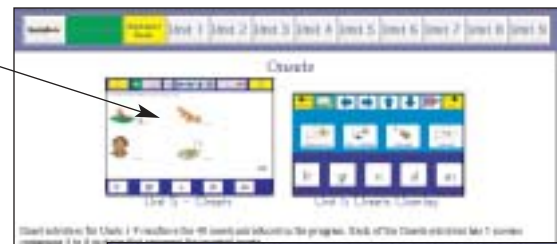


Part 1: Basics

Overview of *Primary Writing*

The Writing Overview includes a page of introductory text with eight navigation choices at both the top and the bottom of the page. Clicking a topic at the bottom displays a preview of that topic. Clicking a specific Unit at the top displays the onsets, rimes, and sight words that are the focus of that unit. The Alphabet Book item displays a sample of the Alphabet Book activity. The Overview item returns you to the introductory page. Click the ReadyMade item to return to the title page.

1. Click the Onsets palette item at the bottom left. A page describing the content of the nine Onsets activities displays. A sample screen from each topic is included, as well as an image of the available overlay.
2. Click each of the other topic areas at the bottom of the page to see a description of the ways students will complete activities in these topic areas.
3. Click the Unit 1 item at the top of the page. The specific onsets, rimes, sight words that are the focus of the Onset activity in Unit 1 are listed.
4. Click each of the other Unit items. Notice that each lists the onsets, rimes, and sight words for that unit, so you can select the most appropriate activities for your students.
5. Leave this overview document open (you will be using it in the next section of the tutorial).
6. In the next section of this tutorial, you will learn how to set up a portfolio so that you can make sure the work you do is saved in a location that is easy to find.



Part 1: Basics

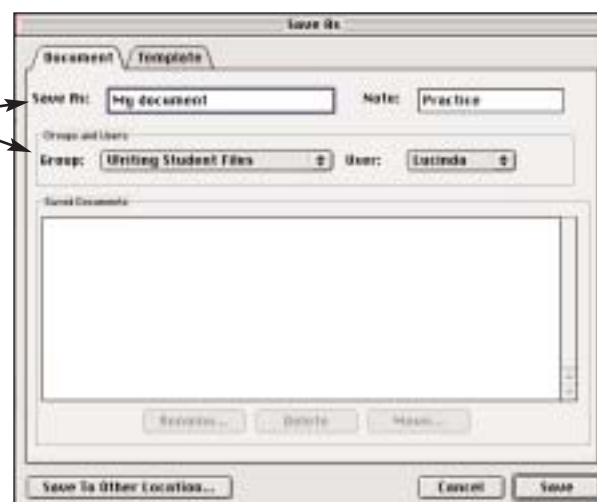
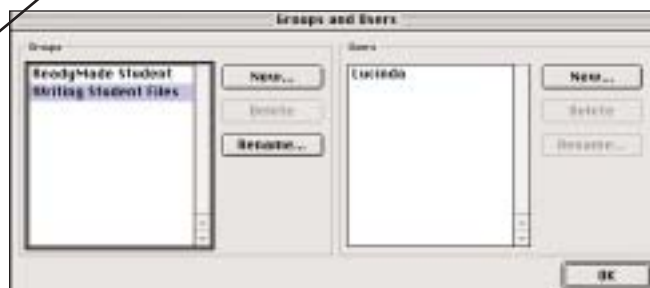
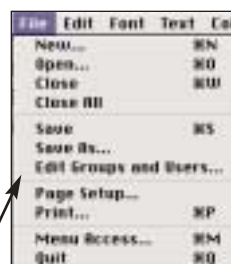
Creating Student Portfolios

In this section of the tutorial you will learn how to save work in a student portfolio. A portfolio is a selected User folder in a Group folder. (In this case you are saving the overview document that is currently open.)

To save an untitled document (e.g., a new activity), it must be stored in an individual portfolio and named. The saved document can be retrieved, viewed, and printed at any time for record keeping and/or assessment.

To set up a portfolio, you need to first create a group. Then you will add a student (i.e., a user) to the group.

1. From the File menu, select Edit Groups and Users. The Group and Users dialog box displays.
2. Click New in the Groups portion of the dialog box (on the left side of the dialog box). The New Group dialog box displays.
3. In the Group Name text box, type **Writing Student Files**. Click OK to close the dialog box. The new group name appears in the Groups list box.
4. Click Writing Student Files to select the newly created group. Now you will add users to this group.
5. Click New in the Users portion of the dialog box (on the right side of the dialog box). The New User dialog box displays.
6. Type your name in the User Name text box. Click OK to close this dialog box. Your name appears in the Users list box.
7. You have just created a Group folder and a User folder (i.e., a portfolio). Click OK to close the Groups and Users dialog box. You are now ready to save the activities you will be modifying in this tutorial.
8. From the File menu, select Save. The Save As dialog box displays. Click the Document tab if this portion of the dialog box is not displayed. From the Group and User drop-down list boxes, select the newly entered group and user names.
9. Remember that launching an activity opens an untitled document. The first time an untitled document is saved, it must be named. To name your document, in the Save As text box, type **My document**. In the Note text box, type **Practice**.
10. Click Save to close the Save As dialog box. Close the document you just saved.
11. Now return to the ReadyMade Browser.

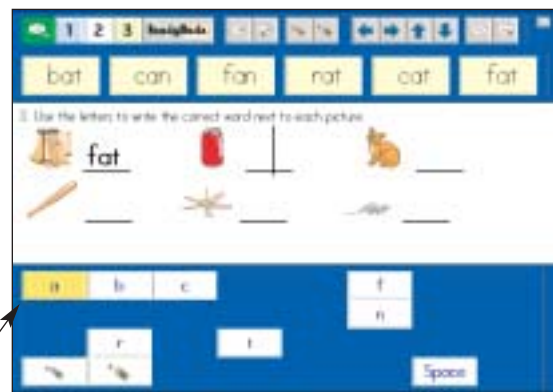
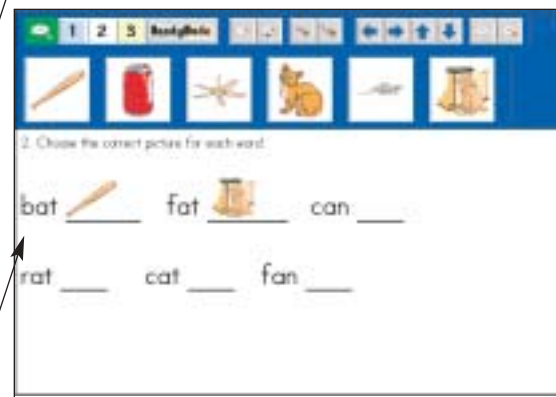
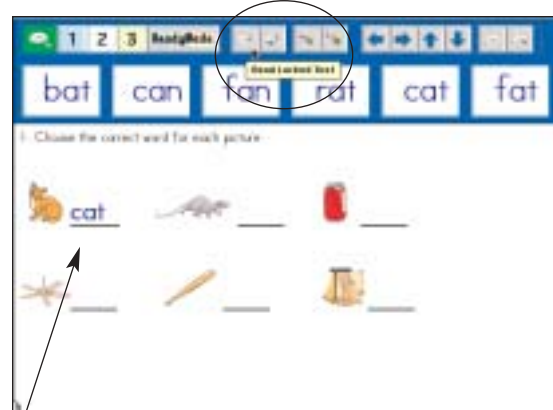


Part 2: Exploring Writing Activities

Using the Matching Activities

The Matching activities reinforce students understanding of onsets and rimes. (The specific onsets and rimes that are used correspond to those in *IntelliTools Reading: Balanced Literacy*.) On screen 1 of each Matching activity, students match words to pictures on the screen. On screen 2, words are on the screen and students match the pictures to the words. On screen 3, students use letters to spell the same targeted words. Only the letters needed to spell these words are visible on the screen.

1. From the ReadyMade Browser, select Matching. From the Activities list, select Unit 1. Click the Launch Activity button. The Unit 1 Matching activity displays. Click the Start item on the title page.
2. Click the Read Locked Text item to hear the directions.
3. Click the Read Locked Text item again to hear the name of the first picture, or click the picture. Note: the cursor moves to the center of the answer field beside the cat.
4. Click the word **cat**. The word appears in the answer field and reads aloud.
5. Click the Read Locked Text item to hear the name of the second picture, the rat. Enter the word rat in the answer field. Continue to match words with pictures.
6. When you have filled in all the answer fields, click the number 2 item at the top left to go to screen 2.
7. Click the first word, bat. (IntelliKeys users: use the Read Locked Text item to hear words read aloud.)
8. Now click the picture of the bat and it will display in the answer field beside the word.
9. Continue to match pictures with words.
10. Click the number 3 and proceed to screen number 3.
11. Now students will use the letters to spell the targeted words they have practiced with on the previous pages. Notice that the vowel "a" has a yellow background to help students identify it. Students can also use the computer keyboard or overlay to spell.
12. From the File menu, select Save. Use the pull down menu under Groups and Users and select the name of the current user. Name your file **My Unit 1 Matching** and select OK. Close this activity.
13. From the ReadyMade Browser, open Matching, Unit 8. Notice that the number of words and pictures to match has increased. On screen 3, all of the letters are now available.



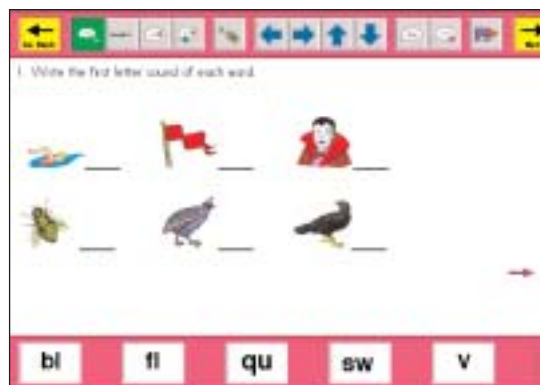
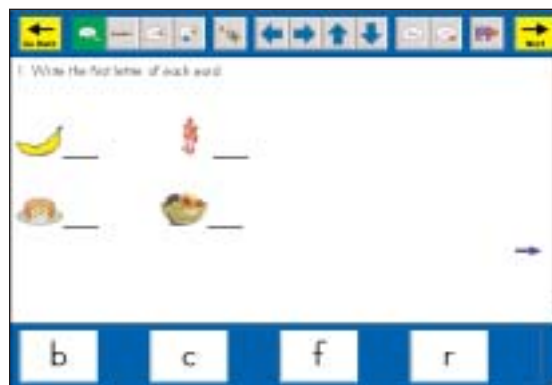
Part 3: Exploring and Modifying Activities

Note: Procedures in Modifying require that a full version of *IntelliTalk II* (not just a Player) is installed on your computer.

Using Onsets Activities

The Onsets activities each have five screens. Each screen displays the targeted onsets in a palette at the bottom of the screen and a group of pictures on the page, each followed by an answer field.

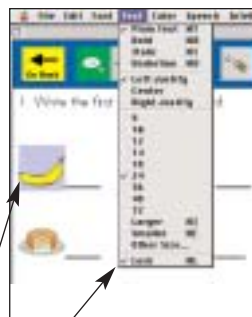
1. From the ReadyMade Browser, select Onsets. From the Activities list, select Unit 1. Click the Launch Activity button. The Unit 1 Onsets activity displays.
2. Click the Start item on the title page.
3. Click any picture to hear the word it represents read aloud. Click an onset from the bottom of the page to place that onset in the answer field beside the word. Notice that the program repeats the word and then says the name(s) of the letters in the onset, reinforcing the onset sound in the name of the pictured word as well as the letter name.
4. From the File menu, select Save. Notice that you can select the Writing Student Files and also add a note. This note area might be used to remind you of a skill that needs reinforcement for the targeted student.
5. From the ReadyMade Browser, open Onsets, Unit 8. Notice that the number of words and pictures to match has increased.



Modifying Onsets Activities

You can modify any Onsets activity by changing the selection of graphics on the page. Changing the pictures will enable you to provide more practice for your students or to use onset pictures that are related to other parts of your classroom curriculum.

1. From the ReadyMade Browser, select Onsets. From the Activities list, select Unit 1. Click the Launch Activity button. The Unit 1 Onsets activity displays.
2. Click the Start item on the title page.
3. Highlight the picture of the banana to select it.
4. From the Text menu, select Lock, so the check mark is no longer visible (thus unlocking the picture).
5. From the Edit menu, select Picture Library. Scroll to Ball and select it.
6. Click the Paste button.
7. The ball replaces the picture of the banana. You need to delete one space to the right of the ball that the program inserts when it replaces the picture.
8. Highlight the ball. From the Edit menu select Lock.
9. Use steps 3–8 to replace any other graphics.
10. Save your document as *My Onsets 1*.



Part 3: Exploring and Modifying Activities

Note: Procedures in Modifying require that a full version of *IntelliTalk II* (not just a Player) is installed on your computer.

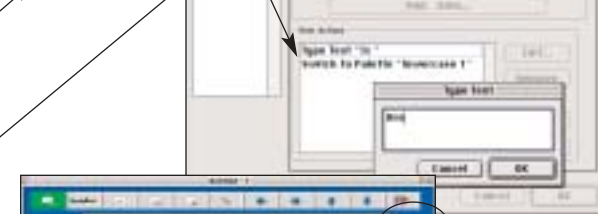
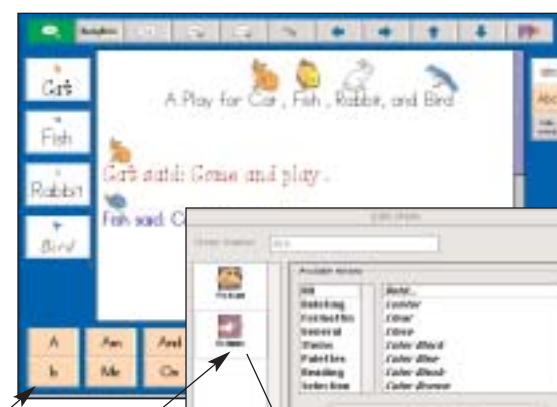
Using Playwriting Activities

Playwriting activities engage students in creative writing. Each unit provides a different set of actors (correlated with the anchor animals in *Balanced Literacy*). Each animal initially speaks in a preset voice and font to help students distinguish them as characters. A word bank at the bottom of the page is designed to help early writers use capitalization and punctuation.

1. From the ReadyMade Browser, select Playwriting. From the Activities list, select Unit 1. Click the Launch Activity button. The Unit 1 Playwriting activity displays. Click the Start item on the title page.
2. Select an animal from the palette at the left. Note it appears on the page followed by the word **said**.
3. The word banks at the bottom of the page automatically switch to capital letters. From the word bank, click **Come**. The word Come will insert on the page. Notice that the words in the word bank palette now switch to lower case, ready for the student to select the next word in the sentence.
4. Write the sentence **Come and play**. (After entering end punctuation, the palette with capitals will appear.)
5. Now click the fish. Write the sentence **Can you find me?** Notice that the font color and style changes for the fish, and the voice that reads changes as well.
6. You can hide the word bank and type with the regular keyboard or overlay. Select Hide Words from the palette on the right. Click abc to show words again.
7. Save your play into your portfolio as **My Play**.

Modifying Playwriting Word Banks

1. If you are using the full version of *IntelliTalk II*, you can customize the words in the word bank to vary or expand the choices available for your students.
2. Hold down the Control key on the computer keyboard and simultaneously click the word **Is**.
3. The Edit Item dialog displays. In the Item Name box, change Is to **Are**.
4. Click the Actions icon. Highlight the Type Text "Is" item. Click the Edit button. In the Type Text window, change Is to Are. Click OK. Notice that the word Is has been replaced by the word Are.
5. Now click the abc item at the top right of the screen. Repeat steps 2 –4, changing is (lower case) to **are** (lower case).
6. Repeat steps 2–5 to change other words. Save!

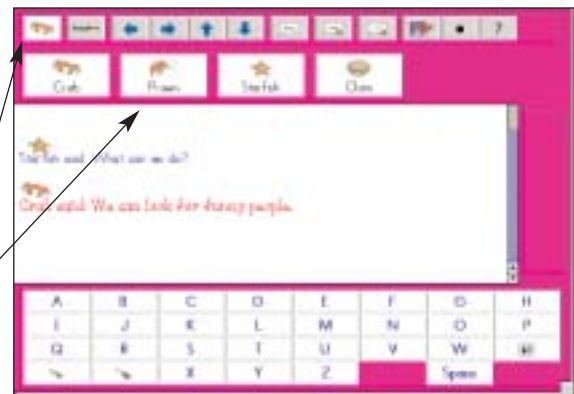


Part 3: Exploring and Modifying Activities

Using Playwriting Predict Activities

The Playwriting Predict activities for Units 4–9 include a word prediction palette as well as an on-screen alphabet. This design allows students to write letter by letter. However, they can also use the word prediction word banks to enter whole words into their plays. The alphabet can be accessed on the screen, from the computer keyboard, or from an IntelliKeys overlay. The word prediction palettes can be accessed only with the mouse or scanning.

1. From the ReadyMade Browser, select Playwriting Predict. From the Activities list, select Unit 7. Click the Launch Activity button. The Unit 7 Playwriting activity displays. Click the Start item on the title page.
2. Choose an animal character. Begin writing your play with the on-screen keyboard. Type **W**.
3. Notice that when you select W from the on-screen keyboard, a palette of words beginning with that letter appears at the right side of the screen. Select **What**. Notice that the word What replaces the letter W on the screen, a space is added automatically, and the word palette disappears.
4. Type **c**. Select the word **can**. Continue the dialog.
5. When you are ready to switch characters, click the crab item in the top left corner to see the animal character choices.
6. If you use the overlay to enter text, you need to use either a mouse or a switch to access the word prediction palette.
7. Close this document without saving it.



Using Reading Comprehension Activities

The Reading Comprehension topic area has activities for Units 4–9. Each activity has a page with a brief story and a second page with questions and an answer palette.

1. From the ReadyMade Browser, select Reading Comprehension. From the Activities list, select Unit 6. Click the Launch Activity button. The Unit 6 Reading Comprehension activity displays. Click Start.
2. Click the Read Locked Text item to hear the story.
3. Click the blue Questions item to go to the comprehension questions.
4. Use the word bank palette at the bottom of the screen (or the computer keyboard) to answer the questions.
5. Close this document without saving it.



Part 3: Exploring and Modifying Activities

Note: Procedures in Modifying require that a full version of *IntelliTalk II* (not just a Player) is installed on your computer.

Using Writing Sentences Activities

These activities provide a picture and question on each screen and invite students to compose their own sentences at the end of each activity. Students can use a word bank to answer the questions. In the Unit 1 activity, students fill in the blanks to complete a sentence. The other units require that the student generate a complete sentence to answer the question.

1. From the ReadyMade Browser, select Writing Sentences. From the Activities list, select Unit 3. Click the Launch Activity button. The Unit 3 Writing Sentences activity displays. Click the Start item.
2. The text on the page is locked, so that students can not delete it. Click the Read Locked Text item to hear the sentence read aloud. This will also place the cursor in the answer field, ready for students to write their own sentence.
3. Use the word bank at the bottom of the page and the picture items at the left to complete the sentence.
4. Use the yellow arrows on the top of the screen to move on to the next pages.

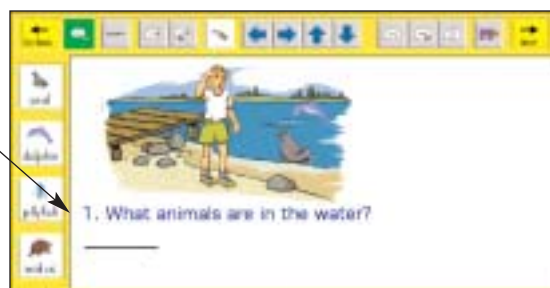


Modifying Writing Sentences Activities

You can change both the questions and the words in the word banks students use to answer the question.

Modifying the Question

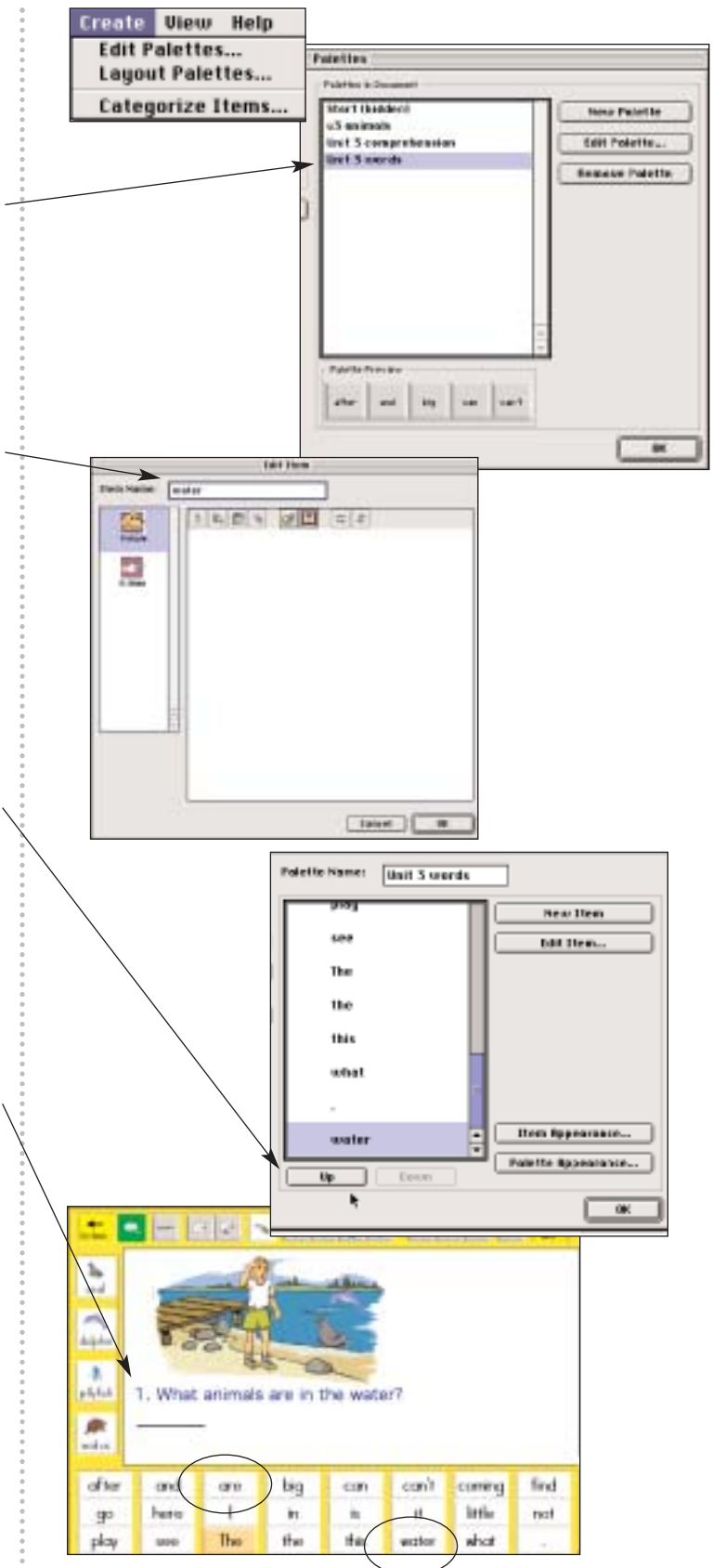
1. Use the yellow Previous Page arrow to return to the first screen of the Unit 3 activity.
2. Highlight the picture and question.
3. From the Edit menu, select Picture Options. The Picture Options dialog displays, with tabs for Display, Sound, Color, and Custom.
4. Click the Custom tab. Notice that the picture has custom text, which is the question that appears on the screen.
5. In the Display text box, change the custom text to read: **1. What animals are in the water?**
6. Make the same change in the Reading text box that reads aloud, but omit the question number. Click OK.
7. Notice that the new text appears on the screen under the picture.



Part 3: Exploring and Modifying Activities

Modifying the Word Bank Palette

1. Next, you will add two words to the word bank, so that students can answer the new question more easily.
2. From the Create menu, select Edit Palettes.
3. From the Palettes in Document list, highlight Unit 3 Words and click Edit Palette.
4. Click the New Item button. The Edit Item dialog appears.
5. In the Item Name text box, type **water**. Click OK.
6. Repeat steps 4 and 5, adding another new item: **are**.
7. Use the Up button to move the **are** and **water** items into alphabetical order in the list of words.
8. Click OK.
9. Notice that the first screen now has a new question and two new words in the word bank.
10. Name your document **My Sentences**.
11. Save your work into your portfolio.



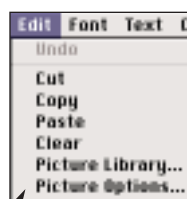
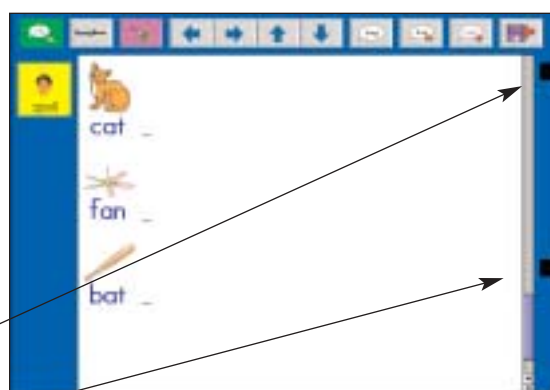
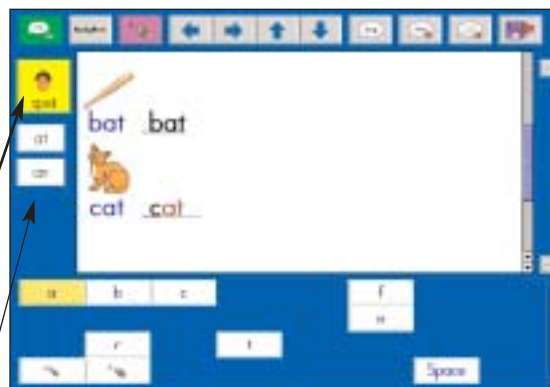
Part 3: Exploring and Modifying Activities

Note: Procedures in Modifying require that a full version of *IntelliTalk II* (not just a Player) is installed on your computer.

Using Spelling Activities

The Spelling activities allow students to practice writing and spelling. They can use the on-screen alphabet in the familiar abc layout, the computer keyboard, or an overlay to spell words. The activity is initially set up for practice. The graphic will appear with the word, colored blue, underneath. Later you will modify the activity so it can be used for assessment.

1. From the ReadyMade Browser, select Spelling. From the Activities list, select Unit 1. Click the Launch Activity button. The Unit 1 Spelling activity displays. Click the Start button.
2. Press the yellow Spell item. A picture and word, drawn randomly from a list of Unit 1 words, appears on the page. Use the on-screen keyboard to spell the word. As you type, the word will be placed on a line in black.
3. Click Spell again. Type the initial letter and then insert a rime (an or at) from one of the rime items at the left. The maroon color of the rime text lets the teacher know whether the student spelled the word independently or whether they used the rime items to complete the spelling.
4. Click the tiny gray item in the palette on the upper right of the screen. This hides the rime palette.
5. Click the tiny gray item in the palette to the right of the alphabet. This hides the onscreen alphabet for students who are using the standard keyboard or IntelliKeys.
6. Click the small items again to restore the palettes.

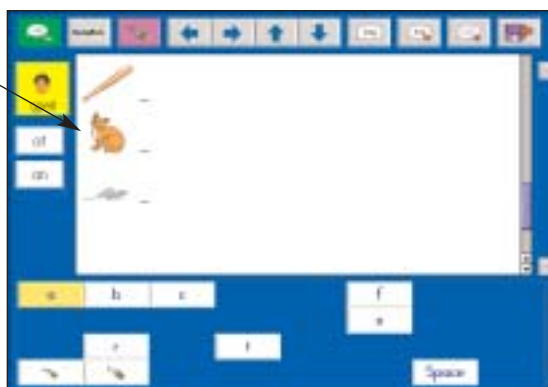


Modifying Spelling Activities

You can modify the spelling activities to use them for assessment rather than practice. You can also customize the activities to use your own classroom's spelling lists.

Spelling Assessment

1. From the Edit menu, select Picture Options.
2. Select Picture Only. Click OK.
3. Now students will see only the picture of the word without the text cues. You have modified this activity to use for assessment rather than for practice.
4. If you wish to return the activity to practice mode, repeat steps 1 and 2, selecting Picture and Item Name.
5. Name your document **My Spelling**. Save your work.

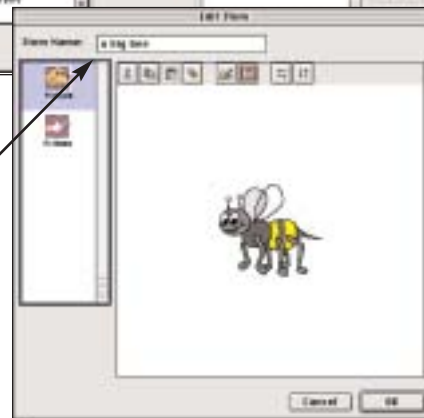
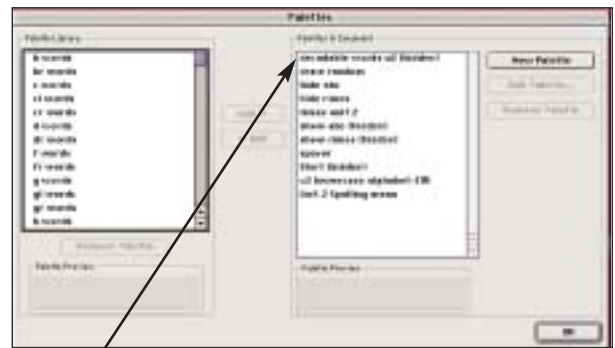


Part 3: Exploring and Modifying Activities

Customized Spelling Lists

Spelling activities can be adapted for use with your classroom spelling list by modifying the list of words used in each activity. The yellow Spell button randomly picks items from a palette of words that you can easily modify.

1. From the ReadyMade Browser, select Spelling. From the Activities list, select Unit 2. Click the Launch Activity button. The Unit 2 Spelling activity displays.
2. Click the Start item.
3. From the File menu, select Save. Name the file **Custom Spelling List**. You will save this file as a document and later convert it to a template.
4. From the Create menu, select Edit Palettes.
5. You will delete the current list of spelling words and replace it with new words.
6. Select the palette called decodable words u2(hidden) Click Edit Palette.
7. Highlight one of the items in the palette and click Remove Item. Remove all of the items in this palette. Be sure to keep the palette name the same, so that the template will work correctly.
8. You are now ready to add new items. From the Item Library at the left, locate and highlight apple. Click the **Add>>** button to add the apple to your spelling list.
9. Next, in the Item Library list box, locate and select bee. Use the Add>> button to add it to the palette at the right.
10. For this item, the student will be given a phrase to spell rather than just the word in isolation. To use a phrase instead of the item name, select Edit Item. Change the Item Name bee to **a big bee**. Click OK.
11. Repeat steps 8–11 to add 3-4 more items to your new spelling list. Click OK.
12. Click the Spell item to try out your new spelling list.
13. Save your work. Do not close the document.
14. In the next section, you will learn to modify the on-screen keyboard to add more letters.

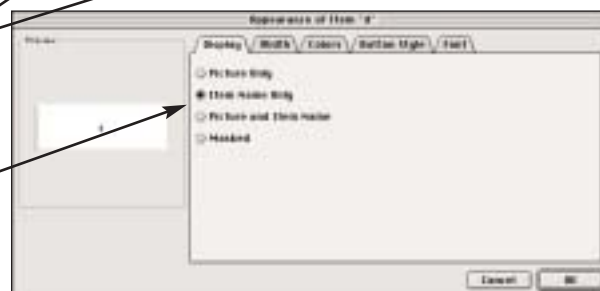
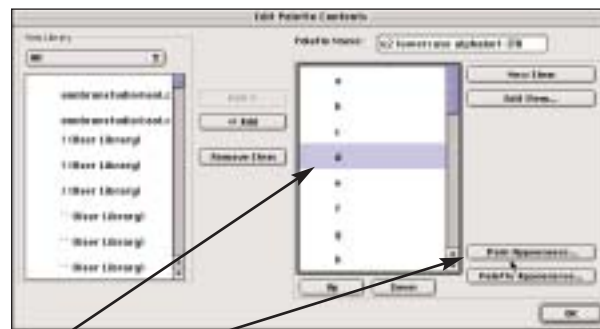


Part 3: Exploring and Modifying Activities

Modifying the On-screen Keyboard

The on-screen keyboard actually contains all the letters of the alphabet. However, only those letters that have been introduced in Units 1 and 2 are visible in this activity. If your new spelling list requires more letters than those visible onscreen in Unit 2, you can reveal more letters.

1. With your Custom Spelling List document open, from the Create menu, select Edit Palettes.
2. Select the u2 lowercase alphabet-ITR palette and click the Edit Palette button.
3. In the Edit Palette Contents dialog, highlight the letter **d**, for example, and click the Item Appearance button.
4. Click the Display tab.
5. Select Item Name Only, rather than Masked. Click OK. Now the letter will display on the on-screen keyboard.



Saving as a Template

You may wish to save your custom spelling list activity as a template for students to use over and over.

1. From the File menu, select Save As.
2. Click the Template tab. Name your template **Custom Spelling List**.
3. Click Save.

Congratulations!

You have explored and modified *ReadyMade Primary Writing*.

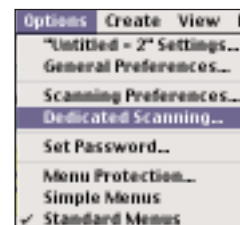
Note: The *ReadyMade Primary Writing User's Guide/Teacher's Guide* contains answers to questions and a correlation of each unit with the NCTE/IRA Standards as well as state Curriculum Standards.

The *ReadyMade Primary Writing* CD contains hundreds of additional graphics (in the Pictures folder) that can be added into *ReadyMade* activities using procedures found in the *IntelliTalk II User's Guide*.

Part 4: Alternative Access

All of the activities can be accessed using IntelliKeys and a custom overlay. To view the overlay for a specific document you must either have *Overlay Maker* or *Overlay Printer* installed on your computer. If you have *Overlay Maker* installed:

1. Select Attach/Edit Overlay from the IntelliKeys menu. The Attach/Edit Overlays dialog box displays.
2. Select the overlay and click Edit Overlay. This launches *Overlay Maker* (if it is installed), and you will be able to print this overlay. If there is an IntelliKeys attached to the computer, the custom overlay will automatically be sent.



Alternative Access: Using Switches

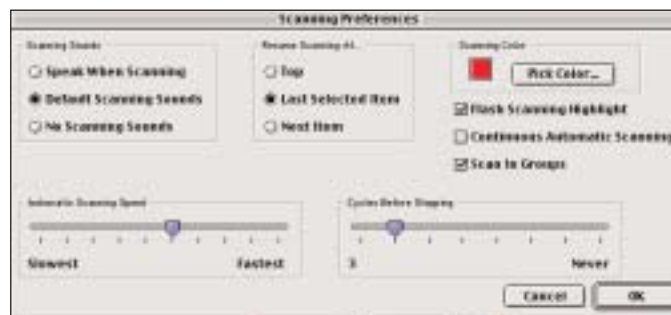
Every palette item and on-screen object in a document can be accessed by switch users. Switch scanning can be activated by using the IntelliKeys Scanning overlay or by using a switch.

To set scanning features:

1. From the Options menu, select Scanning Preferences. The Scanning Preferences dialog box displays.
2. Choose the desired settings and close this dialog box.

To set dedicated scanning options (mouse or keyboard):

1. From the Options menu, select the Dedicated Scanning.
2. Click the desired scanning method.



Switch Scanning

1. Start scanning using the chosen method.
2. Press the [EscΔ5] key twice to stop dedicated scanning.

