



Exploring *IntelliTalk II*

Tutorial



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Credits

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Introduction to *IntelliTalk II*[®]

A Full Featured Word Processor

IntelliTalk II is a full-featured word processor that allows you to combine graphics, text, and speech to enhance writing and communication skills. It includes special features that promote understanding, reinforce concepts, and provide a multi-sensory writing environment for all learners.

This tutorial has been designed to introduce you to the following key features of *IntelliTalk II*:

- **Auditory and Visual Reinforcement**
Students can listen to letters, words, and sentences as they type. Text can be read back a word, a sentence, or a page at a time. You can choose from a variety of fonts, font sizes, and colors, both within the text and on palette items.
- **Spell Check with Auditory Support**
The Spell Checker highlights and reads back misspelled words and offers alternative selections. It has been programmed to identify phonetic spellings as well as common misspellings.
- **Palettes, Picture Items, and Libraries**
You can add on-screen palettes to your documents that can be used for inserting text and pictures, giving auditory instructions, providing navigational support, and much more. *IntelliTalk II* comes with numerous pictures and pre-designed palettes for use in creating your own activities. You can also add items and palettes to the libraries that come with the program.
- **Locked Text and Answer Fields**
Text selections can be locked so they can't be accidentally erased or written over. This feature is ideal for creating worksheets with fill-in entries. You can also insert answer fields into your document that adjust automatically to the length of the response.
- **Hide and Show Palettes**
IntelliTalk II allows you to hide palettes and access them through other palettes on the screen. The ability to branch from one palette to another enables you to create complex activities without crowding the screen.

- **Page View**

You can view documents one section at a time. This is particularly helpful for students who have difficulty focusing their attention.

- **Student Portfolios**

You can create a group folder with folders for all of your students. This feature enables you to access student files, and your own, with ease.

- **Sample Templates**

IntelliTalk II includes a variety of sample templates. Curriculum templates demonstrate key features of the program, while typing templates provide toolbar palettes that are especially designed for keyboard, IntelliKeys, and switch users. Students using a template can save their work under their own file name. Any of the templates that come with the program can be easily modified, renamed, and saved as new templates.

- **Cross Platform Capability**

IntelliTalk II will operate in a similar manner on either a Macintosh or a Windows-based system. You can open and use *IntelliTalk II* documents created using a Macintosh computer on a Windows machine and vice versa.

- **Universal Access**

IntelliTalk II is accessible to keyboard, mouse, IntelliKeys[®], and switch users. Built-in scanning and automatic overlay generation make it ideal for switch and IntelliKeys users. On-screen palettes enable keyboard and mouse users to customize on-screen access. The *IntelliTalk II* Alternative Access Workshop Tutorial demonstrates these features.

Tutorial Contents

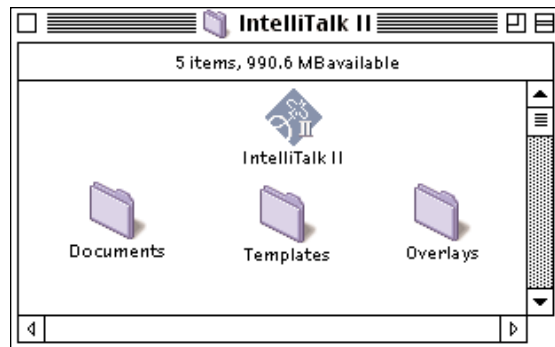
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IntelliTalk II for Macintosh and Windows

Macintosh and Windows versions of *IntelliTalk II* operate in a similar manner. Documents created in a Macintosh version of the program can be opened and used on a Windows version of the program and vice versa. Where dialog boxes look significantly different, both Macintosh and Windows dialog boxes will be shown.

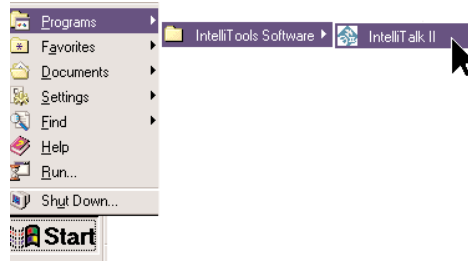
Launching the Program on a Macintosh Machine

1. Double click the **IntelliTalk II** application icon found in the *IntelliTalk II* folder.



Launching the Program on a Windows Machine

1. From the **Start** menu, select **Programs**. Locate the **IntelliTools Software** folder and select **IntelliTalk II**.



Part I – Exploring and Modifying Activities

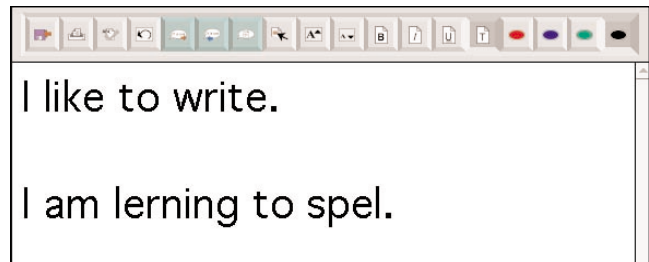
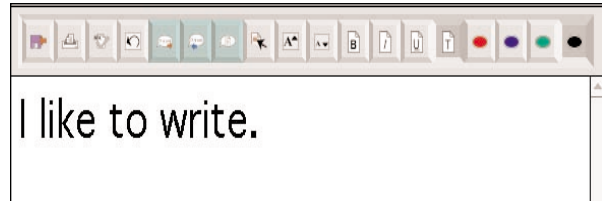
Typing Templates

IntelliTalk II is a full-featured word processor with many auditory and visual reinforcements. The program comes with a variety of typing templates that include toolbars especially designed for a standard keyboard, IntelliKeys (an adaptive keyboard from IntelliTools), and switch users.

For the Keyboard Typist

IntelliTalk II opens with the Basic Keyboard Typist template. This document contains a special palette that gives the user quick access to common functions used in creating a document.

1. Type the following sentence: "I like to write."
2. Open the **Speech** menu. Notice that only **Speak Words** has been pre-selected.
3. Select **Speak Sentences** by clicking it. The program will now read each sentence out loud after the user enters the ending punctuation.
4. Type the following sentence including spelling errors: "I am lerning to spel."
5. Notice that now *IntelliTalk II* speaks each word as well as reads the sentence.
6. Move the insertion point to the beginning of the first sentence.
7. Press the **Read Sentence** item on the palette. This item reads a single sentence of text and advances to the next sentence.
8. Press the **Read All** item to listen to all text on the screen.
9. Press the **Repeat** item to listen to the last sentence read.
10. Press the **Spell Check** item on the toolbar palette. (You can also use the **Edit** menu and select **Spell Check Document**.)



11. As you spell check your document, press the appropriate buttons to listen to misspelled words, misspelled words in context, and alternative selections.

12. In your document, explore some of the other items on your toolbar palette.

13. Highlight the sentence “I like to write.”

14. Press the **Larger Font** item to make the text larger.

15. Press the **Smaller Font** item to make the text smaller.

16. Change font colors by selecting text and pressing the red, blue, and green items. Press the **Bold**, the *Italic*, and the Underline items to make highlighted text bold, italicized, and underlined.

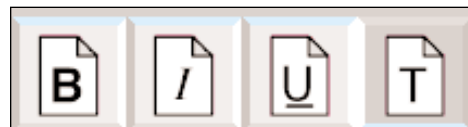
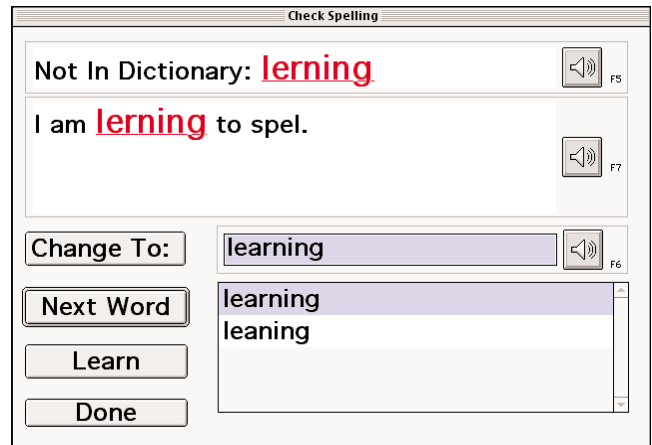
17. Press the **Plain Text** item to return to plain text.

18. Type the equation “18 x 3 = 54” using an “x” for the times symbol. Leave a space before and after the “x” when used as a math symbol. (This applies to +, -, and /.)

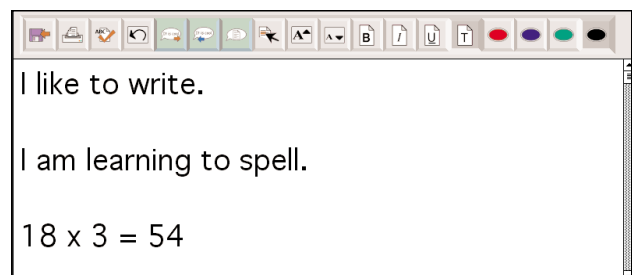
19. Place the insertion point in front of the “18” and press the **Read Sentence** item. *IntelliTalk II* is programmed to read math symbols.

20. Close the **Basic Keyboard Typist** template. Don’t save this document.

Note: The Advanced Keyboard Typist template offers additional toolbar options.



Bold *Italic* Underline Plain



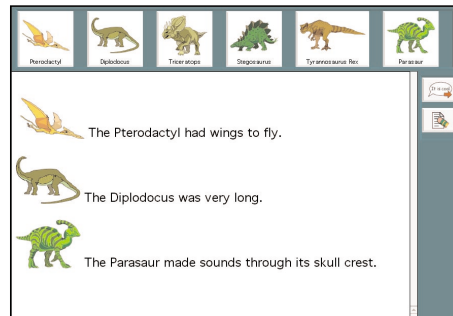
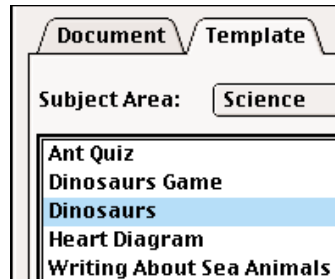
Curriculum Activities

Now that you are familiar with the basic typing functions of *IntelliTalk II*, we will use the curriculum templates to explore some special features of this program.

Palettes, Items, and Libraries

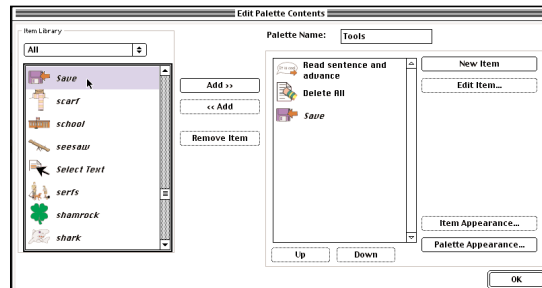
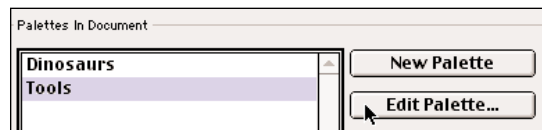
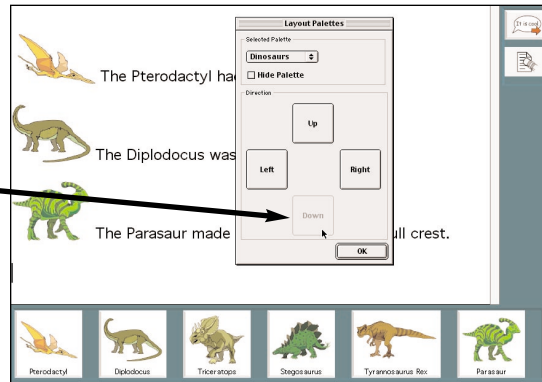
IntelliTalk II has the ability to create on-screen items and palettes that can be used for inserting text and pictures into your document or as toolbar enhancements.

1. From the **File** menu, select **Open**. Select the **Template** tab. From the **Subject Area** drop-down list, select **Science**. Select **Dinosaurs**. Click **Open**.
2. The collection of pictures at the top of the screen is called a palette. Each picture is referred to as an item. Items can include graphics and/or text as well as commands or instructions called actions. *IntelliTalk II* contains libraries of items and palettes for you to use as you create your own activities.
3. Click the **Pterodactyl**. Notice that a graphic appears in the document window, along with a sentence.
4. Click the graphic within the document. Graphics can also speak when clicked using a mouse.
5. Use the **Read Sentence** and **Delete All** items to read and delete items on the screen.



Editing Palettes

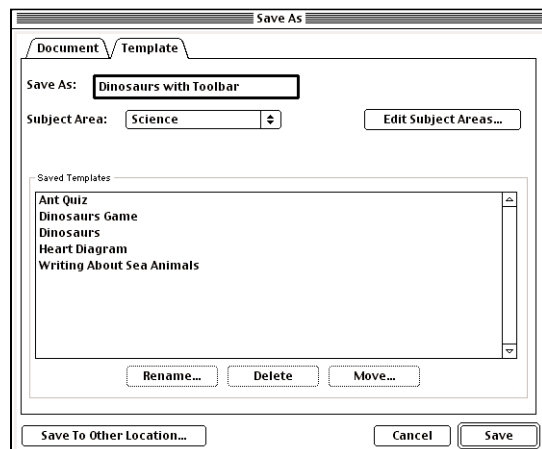
1. From the **Create** menu, select **Layout Palettes**. Notice that the Dinosaurs palette is selected.
2. Select **Down**. Palettes can easily be moved on the screen for better access and aesthetics.
3. You can also add items to a palette. You will add a **Save** item to the Tools palette.
4. From the **Create** menu, select **Edit Palettes**. Select the **Tools** palette. Select **Edit Palette**.
5. On the left you will see the Item Library. Pictures can be added to and deleted from this library as you work with your documents.
6. Locate and select the **Save** item. Press **Add>>**.
7. Select **OK** to leave this dialog box. Select **OK** to return to the document.



Saving Your Document as a Template

You can save a file as a document or a template. You will save this file as a new template that opens with the Dinosaur palette placed on the bottom of the screen and the expanded Tools palette on the right.

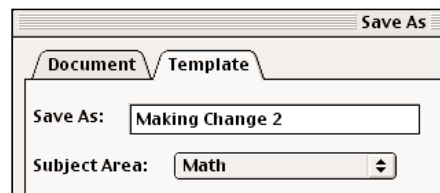
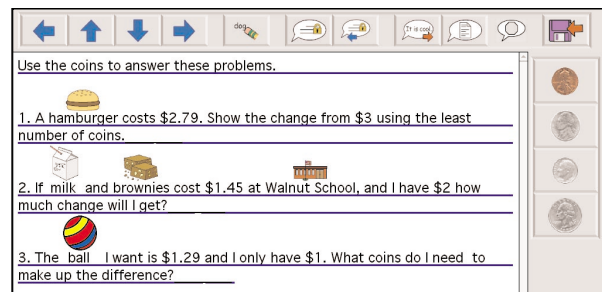
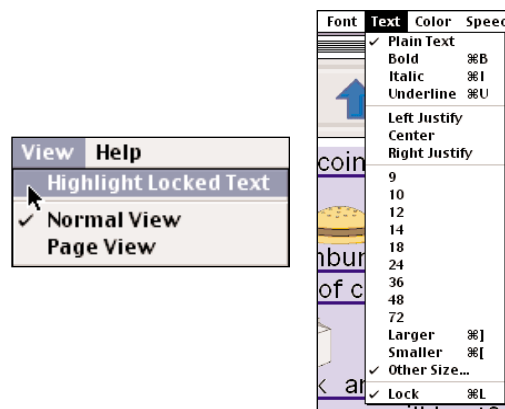
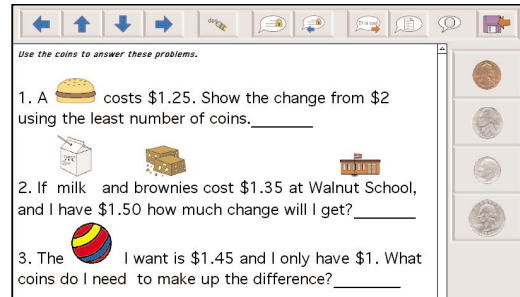
1. Press **Delete All** to erase all the text on the screen.
2. Select the **Save** item on the **Tools** palette. The Save As dialog box will appear.
3. Select the **Template** tab.
4. From the **Subject Area** drop-down list, select **Science**. Name your template "Dinosaurs with Toolbar". Select **Save**. Do not close this document.



Locked Text


An innovative feature of *IntelliTalk II* is the ability to lock blocks of text so that they cannot be erased or altered. This feature is extremely useful for creating worksheets. You will learn how to use and modify a template with locked text.

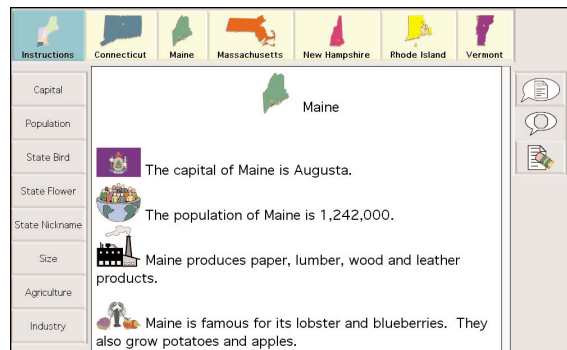
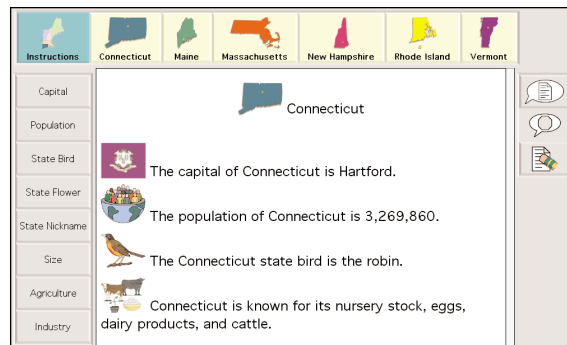
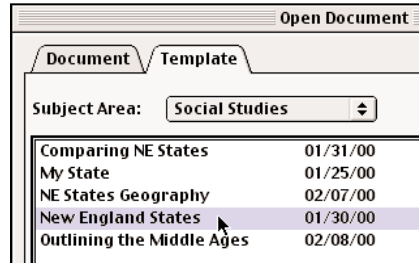
1. From the **File** menu, select **Open**. Select the **Template** tab. From the **Subject Area** drop-down list, select **Math**. Select **Making Change**. Click **Open**.
2. Click the **Read Locked Text** item. The program will read until it reaches the first answer field, an unlocked area, or the end of a sentence.
3. Select the appropriate coins to answer the question.
4. From the **View** menu, select **Highlight Locked Text**. The blue lines indicate the locked text.
5. In the **Text** menu, notice that **Lock** is checked. Lock is a toggle that is used to turn the lock text feature on and off.
6. To unlock text, choose **Select All** from the **Edit** menu. From the **Text** menu, deselect **Lock**.
7. Change the cost of each item by carefully deleting the current price and entering a new price.
8. To lock text again, choose **Select All** from the **Edit** menu. From the **Text** menu, select **Lock**.
9. Go back to the **View** menu and deselect **Highlight Locked Text**. It is that easy to modify a template.
10. From the **File** menu, select **Save**. Select the **Template** tab. Name it "Making Change 2". From the **Subject Area** drop-down list, select **Math**. Click **Save**.



Hide and Show Palettes

IntelliTalk II has the ability to link palettes. It allows you to hide palettes and access them through other palettes on the screen. The ability to branch from one palette to another enables you to create complex activities without crowding the screen.

1. From the **File** menu, select **Open**. Select the **Template** tab. From the Subject Area drop-down list, select **Social Studies** and select **New England States**. Click **Open**.
2. The palette at the top of the document lists the six New England states and includes an item called Instructions.
3. Select the **Instructions** item to learn how to use this document. 
4. Select **Connecticut**. Notice that a new palette appears on the left. (An item in one *IntelliTalk II* palette that brings up a second palette is described as branching to that palette.)
5. Select **Capital**. Notice that the information about the Capital refers to Connecticut.
6. Select **Maine**. Notice that the Connecticut information automatically disappears.
7. Select **Capital**. The information now refers to Maine.
8. Explore some of the other items in this document.
9. Close the **New England States** activity. Don't save this document.




Combining Locked Text and Branching

Julie of the Wolves is a novel by Jean Craighead George. The story takes place in Alaska and is about an Alaskan girl, Miyax, and her struggle to survive in the wilderness and in society.


1. From the **File** menu, select **Open**. Select the **Template** tab. From the **Subject Area** drop-down list, select **Language Arts** and then **Julie of the Wolves**. Click **Open**.


2. Select the **Directions** item in the upper left corner of the screen to learn how to use this activity.

3. Select the **Read Locked Text** item to read the title. Select it again to read the first question. 

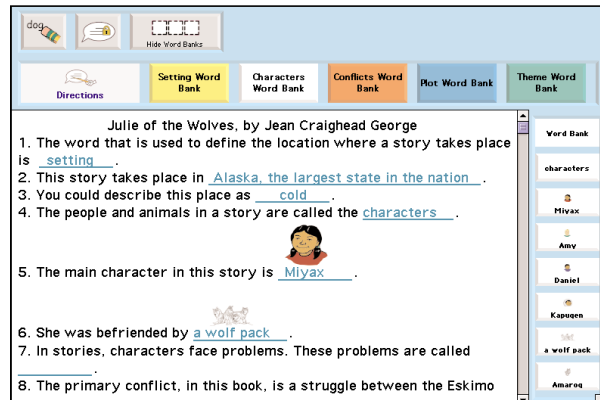
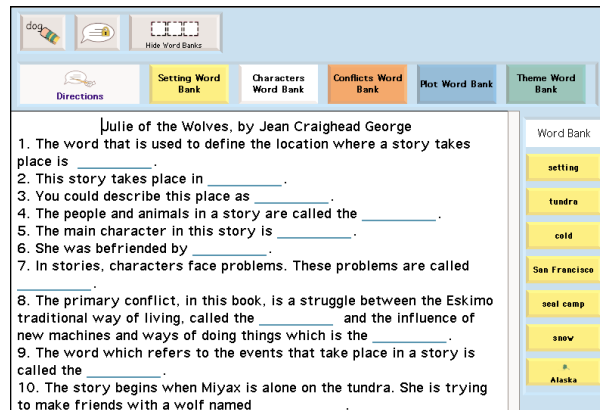
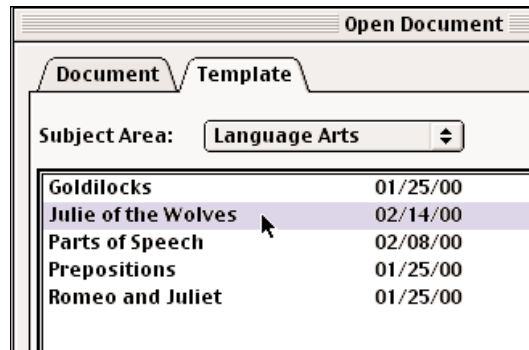
4. To answer question one, select **Setting Word Bank**. This item branches to a palette with words that refer to questions about the setting of the story. Select **setting** from this new palette.

5. Read the second question. Move the insertion point to the middle of the sentence, not in an answer field. Select **Alaska** from the palette on the right. Text is automatically placed in the answer field. You can't add text to the locked portion of the document.

6. Make sure the insertion point is at the end of the word Alaska. Select the **Delete Word** item. Notice that you can delete or change text in the answer field. 

7. Place the insertion point in front of question four. Select the **Read Locked Text** item. Select the **Characters Word Bank**. Notice that the palette on the right branches to words relating to the characters in the story. 

8. Answer the questions. Then close the **Julie of the Wolves** document. Don't save this document.

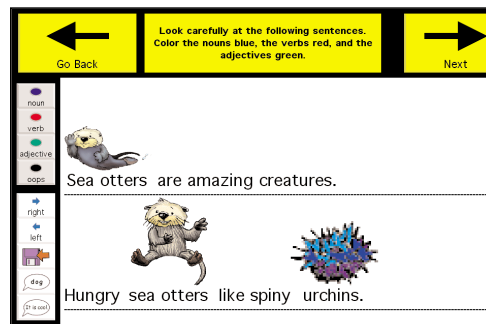
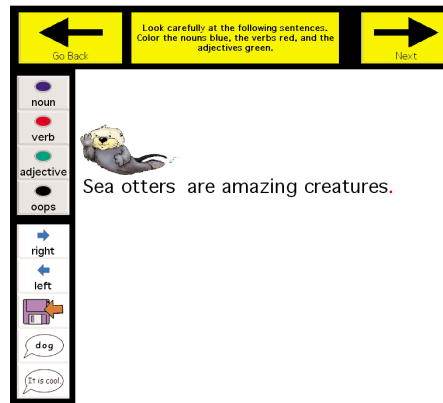


Using Page View

Page View is another useful feature of *IntelliTalk II*. It enables the user to view sections of the material being presented, one section at a time.

1. From the **File** menu, select **Open**. Select the **Template** tab. From the **Subject Area** drop-down list, select **Language Arts**. Select **Parts of Speech**. Click **Open**.
2. To hear the directions, select the large yellow rectangle with instructions in the upper portion of the screen.
3. Using the blue arrow item in the palette on the left, place the insertion point at the beginning of **Sea Otters**. Select the item **noun**. Notice that the text and graphic change to blue.
4. Move the insertion point to the beginning of the word **are** and select the item **verb**. Notice that the word turns red. In a similar fashion, complete the task of identifying the remaining parts of speech in the sentence.
5. When done, select the **Next** item at the top of the page to go to the next screen. Complete the activity.
6. From the **View** menu, select **Normal View**. Notice the screen breaks, indicated by the dotted lines. This document was saved in Page View to present one section or sentence at a time.

Note: Each page is separated by a Screen Break, which was inserted from the Edit menu.



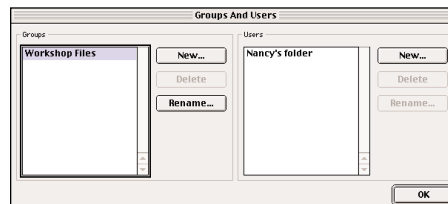
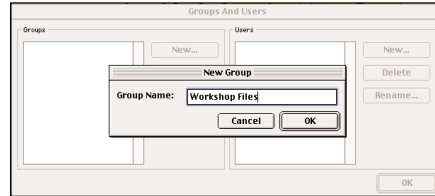
Creating Student Portfolios

IntelliTalk II allows you to save documents in special folders for different groups and for each user within a group. Once you create a folder, you can store documents for easy access.

1. From the **File** menu, select **Edit Groups And Users**. Select **New**. Name your group **Workshop Files**.
2. Highlight Workshop Files. Beside the **Users** window, select **New** to create a folder with your name. Select **OK** to close the Groups and Users dialog box. Individual students can have their own folders.
3. You can now save files in any of the folders under Users. In the **File** menu, select **Save**. In **Groups And Users**, select the **Workshop Files** folder. Note that the Users folder is also available.

Congratulations!

You have explored and modified several *IntelliTalk II* activities. You are now ready to create an activity from scratch and learn more about this full-featured word processor.



Part II – Creating a New Activity

Introduction

This tutorial will take you through the steps required to create a new activity in *IntelliTalk II*. While the activity you will create focuses on clothing in the Middle Ages, the skills you will learn can be applied to any subject area, purpose, and age range.

Goals

This tutorial has been designed with three broad goals in mind:

1. Learning the steps to create an *IntelliTalk II* activity.
2. Incorporating basic features of *IntelliTalk II* into the activity.
3. Showing how *IntelliTalk II* can be used to support your curriculum.

About this Activity

In this activity you will create a worksheet that will enable students to write about the clothing worn by the King and Queen, the Knight, and the Serf—three important classes of people during the Middle Ages.

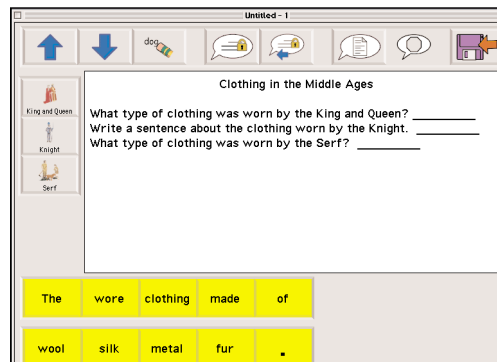
Your worksheet will include directions that students cannot change, as well as three on-screen palettes that students use to create their sentences. One palette features graphics of the King and Queen, the Knight, and the Serf. The other two palettes include the vocabulary words students will need to compose their sentences.

You will also import one of the toolbar palettes that comes with the program. Students can use the items on the toolbar to perform basic functions such as reading back text, deleting text, and printing their work.

Skills

By working through this tutorial, you will learn how to:

1. Create palettes that include both pictures and words.
2. Import an existing palette from the Palette Library into your document.
3. Add actions to palette items.
4. Edit and Move palettes.
5. Create Locked Text and Answer Fields.



Background Information for this Activity

The activity you will create is designed to assess a student's understanding and mastery of information that has been presented as part of a thematic unit on the Middle Ages. It presupposes that the student is knowledgeable about the clothing worn by the King and Queen, Knight, and Serf. Below is a summary of the information evaluated in the activity.

The King and Queen were the supreme rulers or monarchs. They owned expensive clothing made of fur, velvet, and silk. They also wore jewelry made of gold, silver, and gems. Everyone in the society, from the serfs to the knights, paid taxes to support the luxurious life of the King and Queen.

The medieval knight was a warrior. He wore many layers of armor for protection. He also owned a war horse and weapons. Because he fought for the King, the King paid him with gold and gave him a fief (land on which to build a castle and establish a village of serfs to grow his food and act as servants).

Serfs were servants, farmers, or craftsmen who worked for knights and other noblemen. They were very poor and had few belongings. They wore ill-fitting clothing made of rough wool or hand-me-downs from their lord and lady.

Special *IntelliTalk II* Terms Used in the Tutorial

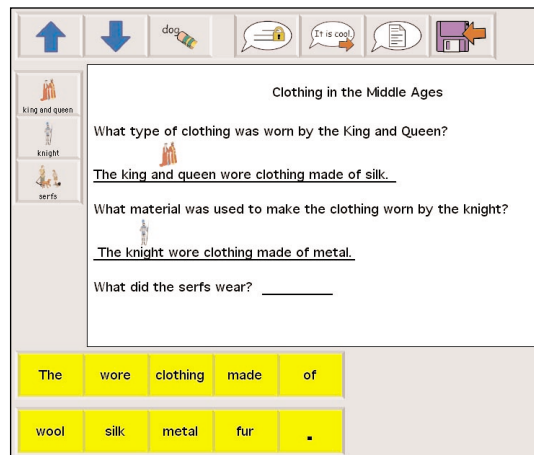
Palette	A collection of Picture Items that appear on the screen together and typically have some logical relationship to each other. Use <i>IntelliTalk II's</i> many built-in palettes or create your own.
Picture Item	An item that contains a picture and/or text and also performs an action when selected. <i>IntelliTalk II</i> comes with hundreds of Picture Items. You can also edit or create your own Picture Items.
Actions	Picture Items can also include Actions—these are pre-programmed commands that send a particular set of instructions to the computer.
Item Library	A collection of hundreds of items (each containing a picture, name, and action) that come with <i>IntelliTalk II</i> . You can add your own Picture Items to the Item Library.

Getting Started

Macintosh users: Before starting this tutorial, go to the **Apple** menu. From **Control Panels**, select **Monitors & Sound**. Make sure your monitor resolution is set at a minimum of 800x600 color depth, 256 colors or greater. If your resolution has to be changed, you must restart your computer.

Windows users: Before starting this tutorial, from the **Start** menu, select **Settings**. Click **Control Panel**. Double-click the **Display** icon. Click the **Settings** tab. In the **Colors** area, make sure that colors are set to 256 colors or greater. In the **Screen area**, move the slider bar to 800 by 600 pixels or higher. Click **OK**.

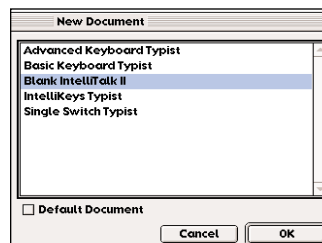
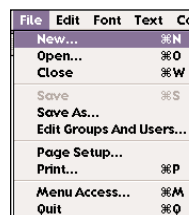
In this tutorial, you will create the activity shown at the right.



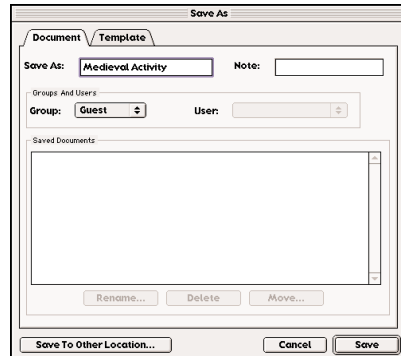
The Medieval Activity

Creating the *IntelliTalk II* Activity

1. Launch **IntelliTalk II**. For this activity, we will begin with a blank document.
2. From the **File** menu, select **New**.
3. Select **Blank IntelliTalk II** document.
4. Select **OK** to open your blank document.



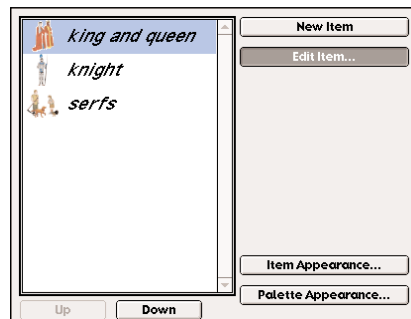
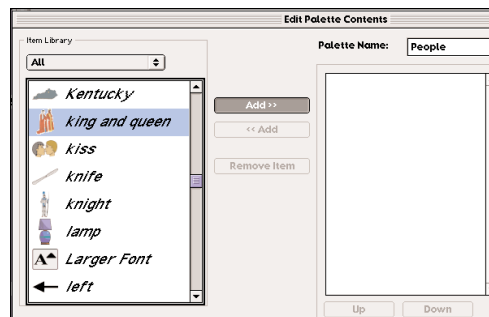
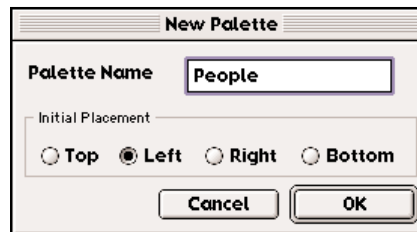
5. Select **Save** from the **File** menu. Title your document “Medieval Activity”. From the **Group** drop-down list, you will save into the **Guest** folder of *IntelliTalk II*.
6. Select **Save**. Be sure to save frequently as you develop your activity.



Create the First Palette

You will begin by creating the People palette. This palette will contain Picture Items for the king and queen, the knight, and the serf. You will insert these items from the Picture Library that comes with the *IntelliTalk II* program. Each item in your palette will show both pictures and words.

1. From the **Create** menu, select **Edit Palettes**.
2. Select **New Palette**. Type “People” in the **Palette Name** window.
3. Under **Initial Placement**, click **Left**. This will place the palette on the left-hand side of your screen.
4. Click **OK**. The **Edit Palette Contents** dialog box will open.
5. On the left-hand side of the dialog box is a list of all the items in the Item Library. Scroll down and select **king and queen**. Click **Add>>** to add this item to your palette.
6. Repeat these steps to add the **knight** and the **serfs**.
7. If you make a mistake and wish to remove an item, select **Remove Item**.
8. The hundreds of items in the Item Library already contain pictures and programmed actions. To look at the content of the king and queen item, highlight it and select **Edit Item**.



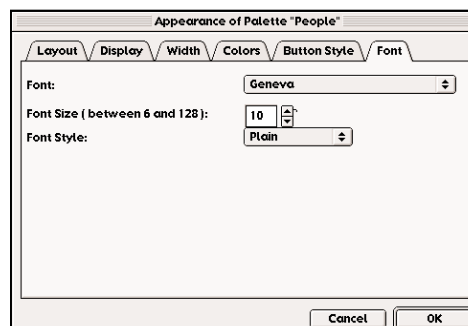
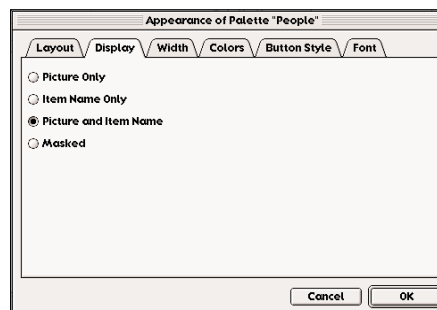
9. Notice that you have two options, **Picture** and **Actions**. **Picture** is highlighted. You see that the picture of the king and queen has been placed in the item.
10. Now select **Actions**. The default action that has been assigned to this item is **Insert Item**. This places the item into your document.
11. Select **OK** to navigate back to the **Edit Palette Contents** dialog box.



Adjust the Appearance of the Palette Items

Now that you have successfully created your first palette, you will edit the appearance of the items in the palette.

1. In the **Edit Palette Contents** dialog box, select **Palette Appearance**.
2. Select the **Display** tab. Select **Picture and Item Name**. Now both the picture and name will appear on the palette.
3. Select the **Font** tab. You can scroll through the **Font** drop-down list to change the font.
4. Change the **Font Size** to **10** and check that **Font Style** is set at **Plain**.
5. Close all open dialog boxes by selecting **OK** to get back to your document and view your palette.
6. **Save** your work.



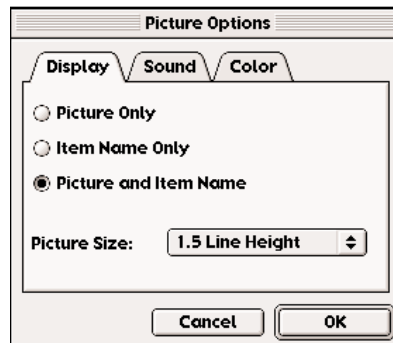
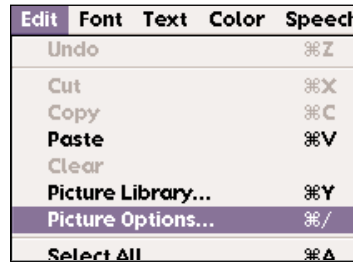
Adjust the Item Appearance in the Document

In the previous section you made changes to the way pictures and words appear on the palette. Now you will adjust how each item appears when selected and placed in the document.

1. Select the **king and queen** item in the palette.
Notice that only the picture of the king and queen is placed in your document. To reinforce literacy, you will change the Picture Options to include the name of the item as well.
2. **Delete** the picture of the king and queen placed in your document.
3. From the **Edit** menu, select **Picture Options**.
4. From the **Display** tab, select **Picture and Item Name**. Now both the picture and name will appear in your document. Select **OK**.

Hint: You can also change the size of the picture as it is inserted into the document. In the Picture Size drop-down list, scroll through to see your sizing options.

5. Click the items on your palette to view your changes.



Create the Two Word Bank Palettes

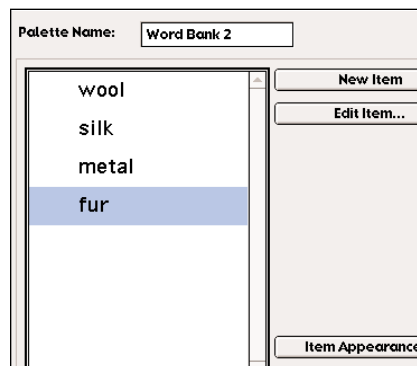
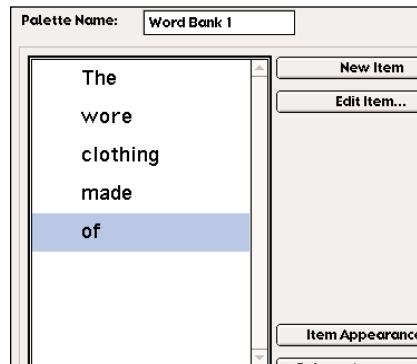
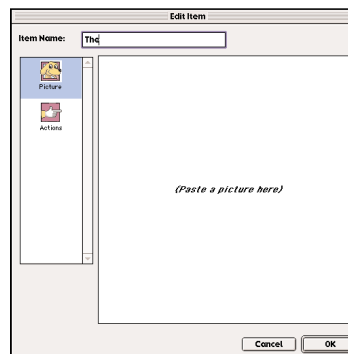
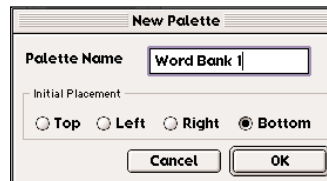
You will now create two palettes that contain sets of words students will use in answering questions in this activity. The items in these palettes will contain no pictures. Unlike the People palette, where you used items from the library, each will be created as new items.

Word Bank 1 Palette

1. From the **Create** menu, select **Edit Palettes**.
2. Select **New Palette**. Name your palette “Word Bank 1”. Under **Initial Placement**, select **Bottom**. Select **OK**.
3. In the **Edit Palette Contents** dialog box, select **New Item**.
4. In **Item Name**, type “The”. **Picture** is highlighted but note that this item has no picture. Select **Actions**. The default action is **Insert Item**. This means that the word will be inserted into the document instead of a picture.
5. Select **OK**.
6. Select **New Item** and type “wore”. Select **OK**.
7. Repeat step 6 and create three more items with the names “clothing”, “made”, and “of”.
8. Keep selecting **OK** until you return to your document.

Word Bank 2 Palette

1. From the **Create** menu, select **Edit Palettes**.
2. Select **New Palette**.
3. Name your palette “Word Bank 2”. Under **Initial Placement**, select **Bottom**. Follow the same steps used in Word Bank 1 to create the items: “wool”, “silk”, “metal”, “fur”, and “.” (period) for the Word Bank 2 palette.



Modifying an Action

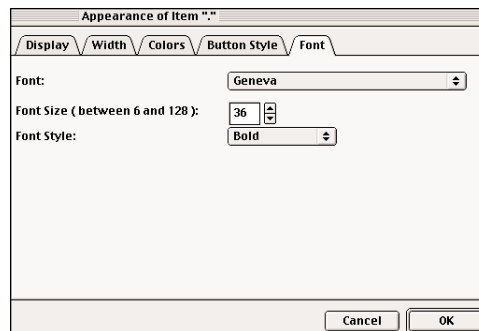
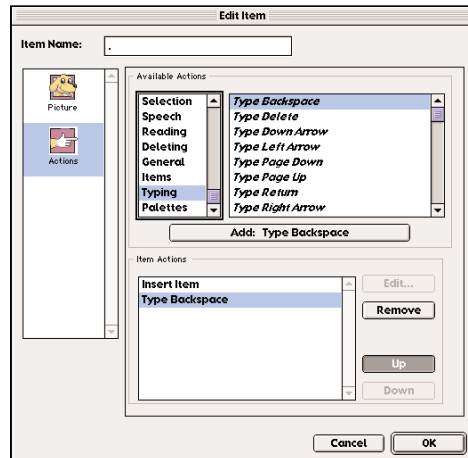
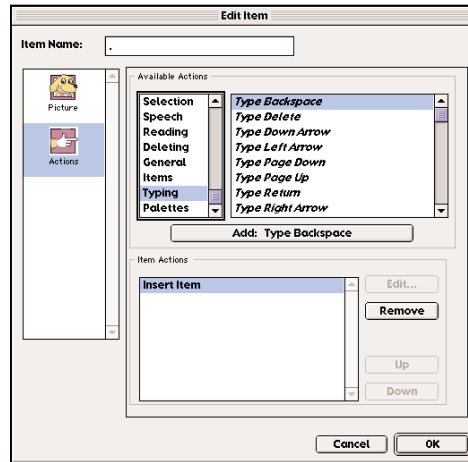
When *IntelliTalk II* inserts words from a palette into a document, it automatically types a space after the word. Since a period must be placed directly after the last word in the sentence, you will have to delete the space command that is there.

1. Highlight the “.” Select **Edit Item**. Highlight **Available Actions**. Scroll down in the **Available Actions** category list box and highlight **Typing**. A list of typing actions appears to the right.
2. Select **Type Backspace** from the list of actions. This will delete the space after the last word in the sentence.
3. Select **Add: Type Backspace** to add this action to the Item Actions list box. Notice that it appears after the default action, Insert Item.
4. The order that the actions will occur is:

Insert Item
Type Backspace

Changing the Order of Item Actions

1. Because you want the space removed before the period is inserted, you will change the order of the actions. In the **Item Actions** window, select **Type Backspace**. Select **Up**. This will move the Type Backspace action above the Insert Item action.
2. Select **OK** to return to the Edit Palette Contents window.
3. To make the period more visible, you will change the font size and style.
4. Select the period (.) item to highlight it.
5. Select **Item Appearance**. Select the **Font** tab.
6. Change the **Font Size** to **36** and the **Font Style** to **Bold**.
7. Keep selecting **OK** to return to your document. Save your work.



Change the Background Color of the Word Bank Palettes

To make the words more visible on the palette, you will change the background color of the items in the two Word Bank palettes. This is an important feature for students who require high visual contrast.

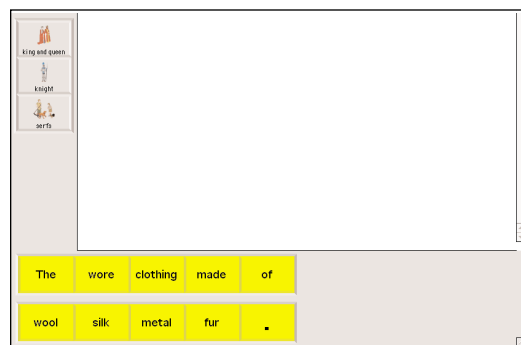
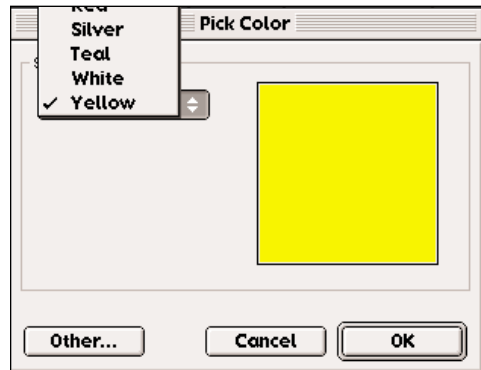
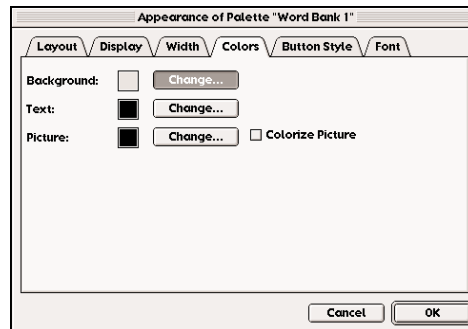
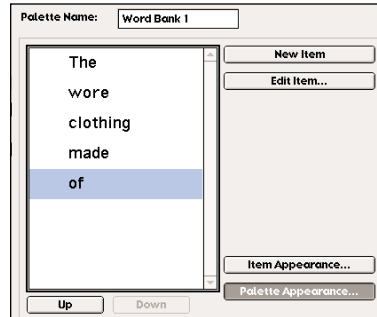
1. From the **Create** menu, select **Edit Palettes**.
2. Select the **Word Bank 1** palette. Select **Edit Palette**.
3. Select **Palette Appearance**.

4. Select the **Colors** tab. In **Background**, select **Change**.

Note: You can also change the color of a palette's text and picture from this window.

5. From the **Background** drop-down list, select **Yellow**.
6. Select **OK** until you have navigated back to the **Edit Palettes** window.
7. Select the **Word Bank 2** palette and make the same changes as in Word Bank 1.

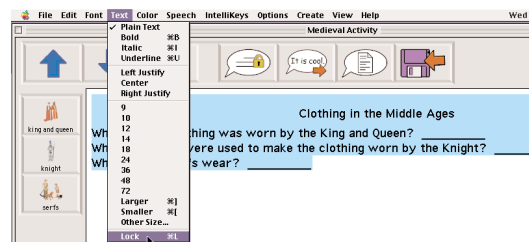
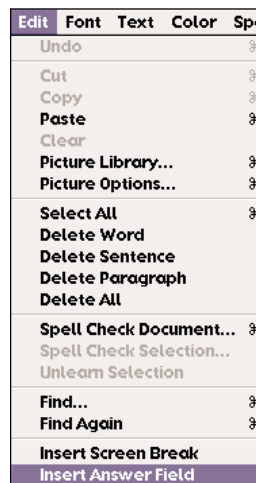
8. Select **OK** to close all dialog boxes. Save your work.



Create Locked Text and Answer Fields

Next, you are going to add text to your document in the form of questions the student will answer by using the palettes you have created. The text will be locked so the student can't erase or change it. You will create an answer field after each question, where students can write an answer of unlimited length.

1. Select **OK** to navigate back to your document screen.
2. From the **Text** menu, select a text size of **18** for this document.
3. From the **Text** menu, select **Center** to center your title. Type the title "Clothing in the Middle Ages". Type **Return** or **Enter** after the title.
4. From the **Text** menu, select **Left Justify**. Type the sentence: "What type of clothing was worn by the King and Queen?"
5. With the insertion point to the right of the question mark, type two spaces. From the **Edit** menu, select **Insert Answer Field**. Move the insertion point to the end of the Answer Field.
6. Press **Return** or **Enter** and type the sentence: "What material was used to make the clothing worn by the Knight?" Insert two spaces. From the **Edit** menu, select **Insert Answer Field**. Move the insertion point to the end of the Answer Field.
7. Press **Return** or **Enter** and type the sentence: "What did the serfs wear?" Insert two spaces. From the **Edit** menu, select **Insert Answer Field**.
8. From the **Edit** menu, select all text on the screen. (For Macintosh users, the keyboard shortcut is **[Command]+a**; for Windows users, it is **[Ctrl]+a**.)
9. From the **Text** menu, select **Lock**.
10. Notice that all text is now underlined. *IntelliTalk II* has an option that allows you to view locked text. To hide the underline feature, from the **View** menu, deselect **Highlight Locked Text**.
11. Place the insertion point somewhere within the sentence and start typing. Notice that the insertion point automatically moves to the next unlocked area.

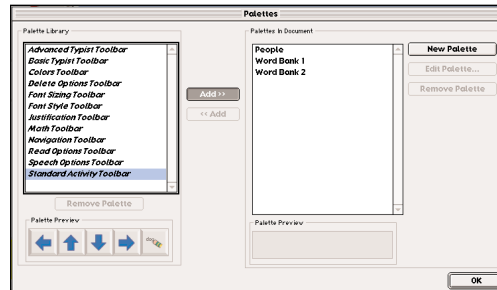


Hint: If you find an error in your locked text, highlight the text. From the Edit menu, deselect Lock to unlock that text. Make your changes. Then highlight the text again and select Lock again to relock the text.

Import a Palette as a Toolbar

The final palette you will add to your document is a pre-made toolbar that gives the student tools to navigate through the document easily. *IntelliTalk II* comes with a selection of toolbars that collectively contain most of the navigation keys you will need for your activities.

1. From the **Create** menu, select **Edit Palettes**.
2. On the left-hand side of the window there is a list of palettes in the Palette Library. Select the **Standard Activity Toolbar** palette. Select **Add>>**.
3. In **Initial Placement**, select **Top** to place toolbar at the top of your activity.
4. The palette will be added to the list of Palettes in Document and appear on your screen.



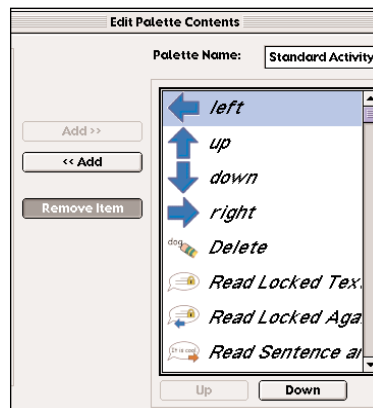
Make Changes to the Standard Activity Toolbar

After importing a palette into your document from the Palette Library, you can make changes to it. You will delete several items from the Standard Activity Toolbar that are not needed for this activity. You will rename and save the modified toolbar.

1. Select the **Standard Activity Toolbar** palette. Select **Edit Palettes**.
2. In the Medieval Activity, the student will only use the up and down arrows to navigate. You will delete the left and right arrows.
3. Select the **left** arrow. Select **Remove Item**.
4. Do the same for the **right** arrow.
5. Remove the following items:

**Read Locked Text Again
Stop Reading**

6. To rename this toolbar, select **Standard** in the **Palette Name** window. Replace it with “Medieval”.



Hint: For a complete explanation of Toolbar items and their function see Appendix A in the User’s Guide.

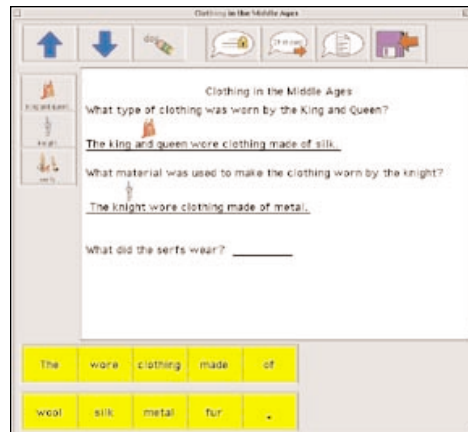


7. Navigate back to your document by closing any open dialog boxes.

8. Now try out the items in your toolbar. The **Read Locked Text** item allows the user to read the text on the screen and the insertion point is automatically moved to the Answer Field.



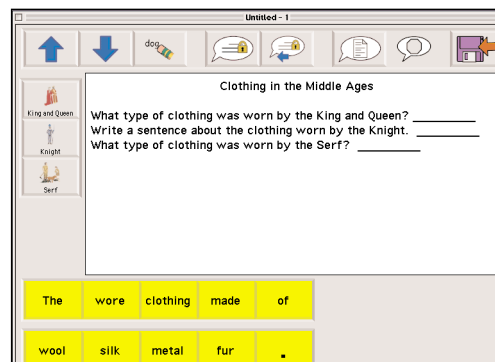
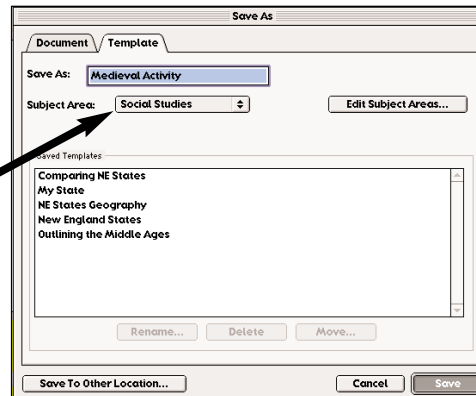
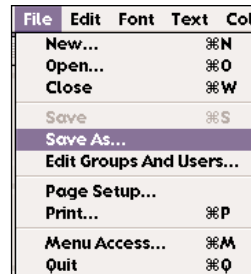
9. Use the palette items from the People palette and the Word Bank palettes to create sentences about clothing during the Middle Ages.



Save Your Activity as a Template

Now that you have completed your activity, you may want to save your document as a template. Saving as a template allows your activity to be opened as a new, untitled document. Students can make changes to their document without changing the original.

1. Select **Save As** from the **File** menu.
2. Select the **Template** tab.
3. The **Subject Area** drop-down list allows you to save as a Blank Document or save into one of the subject areas such as Social Studies.
4. In the **Subject Area** drop-down list, select **Social Studies**.
5. Select **Save**.
6. Close your document.
7. To open the template, select **Open** from the **File** menu.
8. Select the **Template** tab.
9. In the **Subject Area** drop-down list, select **Social Studies**. Select the **Medieval Activity**.
10. Saving your document as a template means that each time you open it, it creates a new untitled copy, leaving the original activity unchanged. The template can then be used again and again.



Part III – Using Advanced Features

Introduction

This tutorial will introduce you to ways you can enhance an activity using some of the advanced features of *IntelliTalk II*. Starting with the simple writing activity created in the Basic Tutorial Part I, you will add additional text and word palettes geared toward a student in the third or fourth grades. You will learn a technique to show and hide palettes, so you can control the content on the screen and make it easy for the student to navigate through the activity. When you have mastered these techniques, you can further modify this or other activities by changing the vocabulary in the word bank palettes, adding new palettes, changing the text, or selecting or importing new Picture Items.

About this Activity

In this tutorial, you will create a worksheet with information and questions about the King and Queen and the Knight.

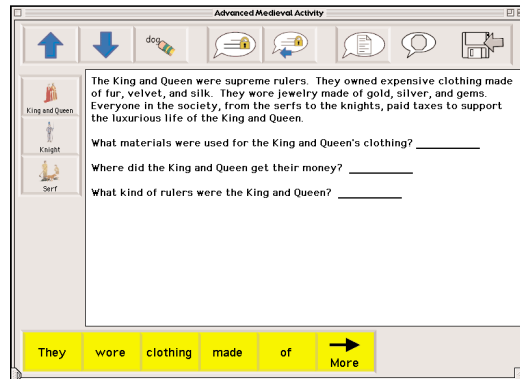
As you add text and palettes to the original Medieval Activity, you will notice that the screen becomes very crowded. You will learn how to show and hide palettes as well as to control the text and number of palettes on the screen at any one time.

When you have completed this activity, you will be able to select an item on the People palette and automatically bring up information pertaining to that item. You'll answer questions using words from three word bank palettes that you will view one palette at a time. You'll create and use a Picture Item named More to hide and show palettes.

Skills

By working through this tutorial you will learn how to:

1. Create reading comprehension paragraphs and questions
2. Edit and move palettes
3. Add advanced actions to palette items
4. Hide and show palettes
5. Build in screen breaks
6. Effectively use page view versus normal view
7. Create a hierarchy of classroom and student folders



Before You Begin

In working through the previous tutorial you may have found the Talking Dialogs feature of *IntelliTalk II* unnecessary. This feature can be turned off. To do so, select **Talking Dialogs** from the **Speech** menu. By selecting it, you turn this feature off; the check mark no longer appears next to Talking Dialogs.

Open the Medieval Activity

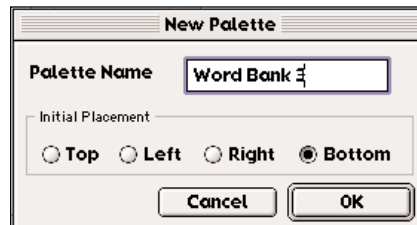
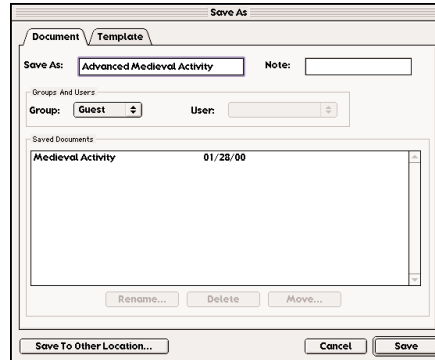
The Medieval Activity was saved as a template in the Social Studies Subject Area. Now you will open this template and save it as a document under a new name.

1. Launch *IntelliTalk II*.
2. From the **File** menu, select **Open**.
3. Select the **Template** tab.
4. From the **Subject Area** drop-down list, select **Social Studies**. Select the **Medieval Activity**. Click **Open**.
5. From the **File** menu, select **Save**.
6. Select the **Document** tab and name your document “Advanced Medieval Activity”. Save into the **Guest** folder. Select **Save**.

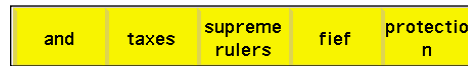
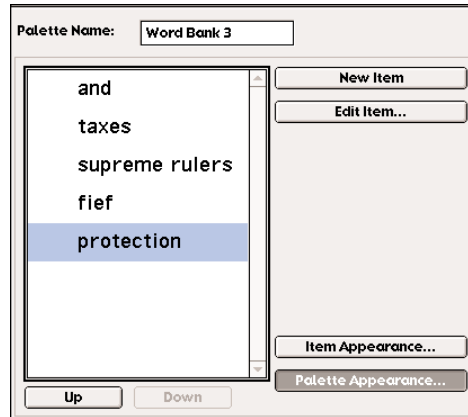
Create a Third Word Bank Palette

In the Medieval Activity, you created two Word Bank palettes. For this activity, you will create a third Word Bank palette containing additional words needed to complete the comprehension questions.

1. From the **Create** menu, select **Edit Palettes**.
2. Select **New Palette**. Title it “Word Bank 3”. In **Initial Placement**, select **Bottom**. Click **OK**.
3. Select **New Item**. Name it “and”. Click **OK**.
4. Repeat the previous step four times, creating four more new items. Name them “taxes”, “supreme rulers”, “fief”, and “protection”.
5. Next, change the background color of these items to yellow. Select **Palette Appearance**. Select the **Colors** tab. In **Background**, select **Change**. Scroll through the **Standard Colors** drop-down list and select **Yellow**. Select **OK** several times to navigate back to the document window.



6. Notice that the new palette is at the bottom of the screen. The letters of the word “protection” don’t fit on the item or may appear crowded. You will adjust the width of the item, using Item Appearance.



7. On a Macintosh computer, hold down [Command] and click the **protection** item on the palette. On a Windows computer, hold down [Ctrl] and click the **protection** item on the palette. This is a quick way to open an item for editing.

8. Select **OK** to navigate to the **Edit Palette Contents** dialog box. The item **protection** should be highlighted.

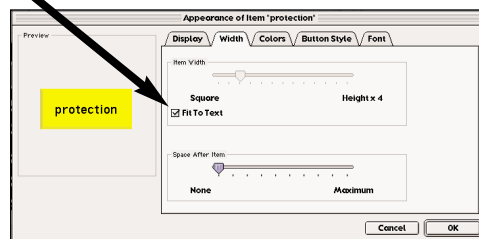
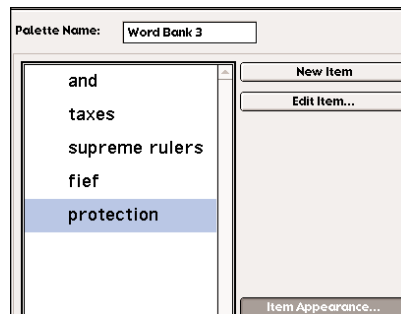
9. Select **Item Appearance**.

10. Select the **Width** tab.

11. Select **Fit To Text**. A check will appear in the box.

12. Click **OK** to navigate back to the document. Notice the word protection now fits on one line and the item is longer than the others are.

13. **Save** your changes.



Hide and Show Palettes

The three Word Bank palettes take up a lot of room on the screen, leaving little space for writing. You can reduce the number of palettes on the screen while still allowing the student access to them.

You will hide two of the three palettes so that only one palette is visible at a time. To do this, you will create a special item to help students navigate between palettes, which you will name More. The More item will serve as a toggle to hide and show different palettes.

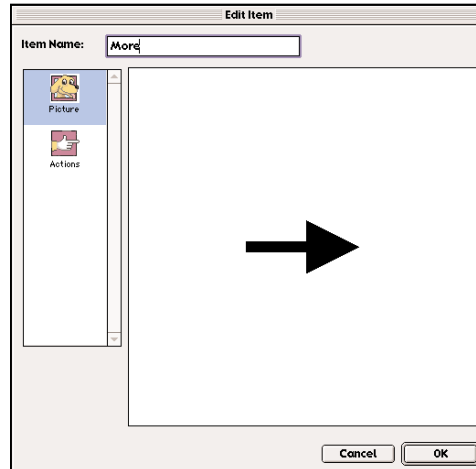
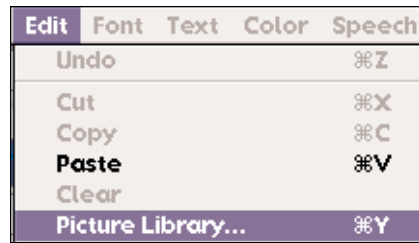
Create the More Item

1. From the **Create** menu, select **Edit Palettes**.
2. Select Word Bank 1. Select Edit Palette.
3. Select **New Item**. Name this item “More”.
4. Click **Picture** if it is not already selected.
5. You will add a picture of a right arrow to indicate the function of the item. You will find a picture of an arrow in the Picture Library that is part of *IntelliTalk II*.
6. For Macintosh users, from the **Edit** menu, select **Picture Library**. For Windows users, type **[Ctrl]+y**. Scroll down the list to the picture of **Right**.

Shortcut: You can navigate within the Picture Library quickly by typing the first few letters of an item’s name.

7. From the **Picture Library** menu, select **Paste** to place the picture of the arrow in your item.

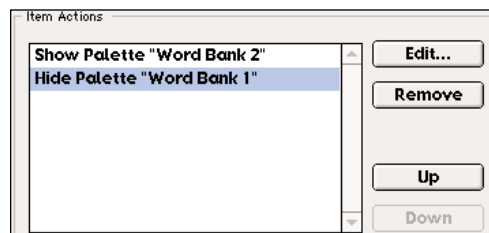
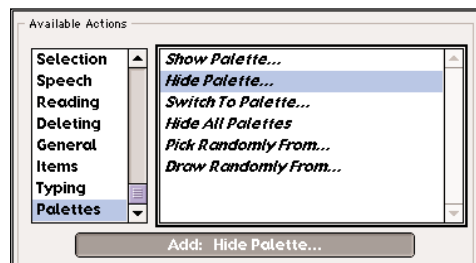
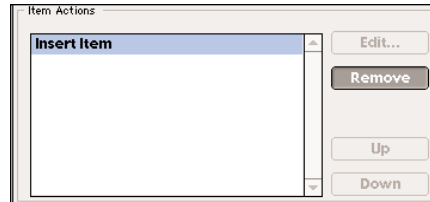
Hint: When you just need a picture to paste into an item, use the Picture Library. To add a picture and an action to a document, select an item from the Item Library.



Edit the Actions of the More Item

1. Select **Actions**. The **Insert Item** action will be highlighted. Select **Remove** to delete this action. (You do not want the word More or the arrow to be placed into the document. You just want the More item to navigate to a new section of the document.)
2. From the **Available Actions** list box, select the **Palettes** category.
3. Select the **Show Palette** action. Select **Add: Show Palette**. A drop-down list will appear. Scroll through the list and select **Word Bank 2**. Click **OK**. The Show Palette action will appear in the Item Actions box.
4. Select the **Hide Palette** action. Select **Add: Hide Palette**. Scroll through the drop-down list and select **Word Bank 1**. Click **OK**.

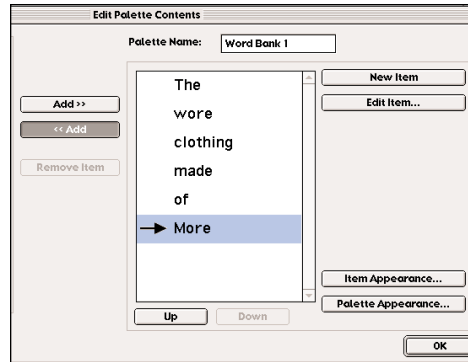
Hint: You may also want to change the item to include both Picture and Item Name. If so, select Item Appearance. Select the Display tab. Select Picture and Item Name. Click OK. Both the word More and the arrow will appear on the item.



Add the More Item to the Item Library

The More item will be used in all three palettes. Instead of creating it two more times, you will add it to the Item Library and then import it into the other two palettes.

1. In the **Edit Palette Contents** dialog box, the More item should be highlighted. Select **<<Add** to add this item to the Item Library.
2. Notice that it will appear alphabetically in the list of items in the Item Library.
3. Click **OK** to navigate to the **Palettes** dialog box.



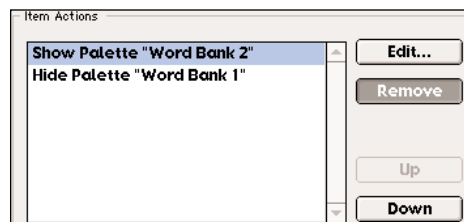
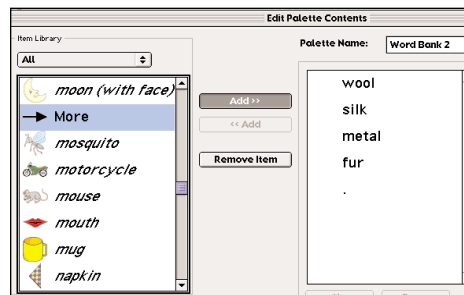
Add the More Item to Word Bank 2

This section will show you how to import the More item into the other Word Bank palettes and how to edit the Show and Hide actions in each palette appropriately.

1. Select **Word Bank 2**. Select **Edit Palette**.

Shortcut: Double-click Word Bank 2 to move quickly to the Edit Palette window.

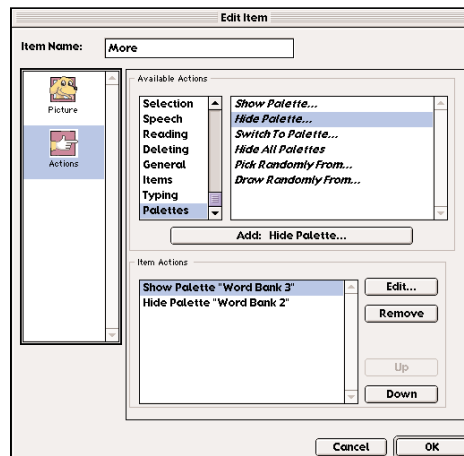
2. Scroll down the list of items in the **Item Library** and select **More**.
3. Click **Add>>**. The More item will appear in the list of items in the Word Bank 2 palette.
4. Select **Edit Item**.
5. Make sure **Actions** is selected. Select **Show Palette "Word Bank 2"**. Select **Remove**.
6. Remove the **Hide Palette** action also.



7. Replace these actions with:

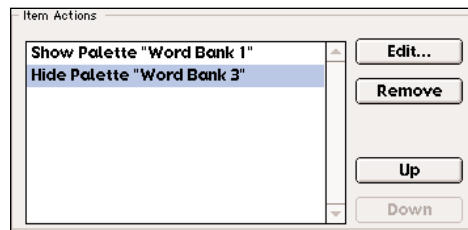
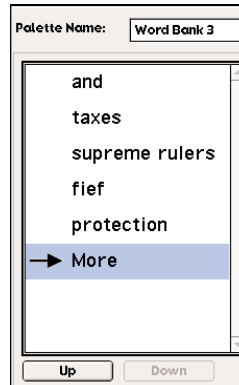
Show Palette: "Word Bank 3"
Hide Palette: "Word Bank 2"

8. Select **OK** twice to navigate back to the **Palette** dialog box.



Add the More Item to Word Bank 3

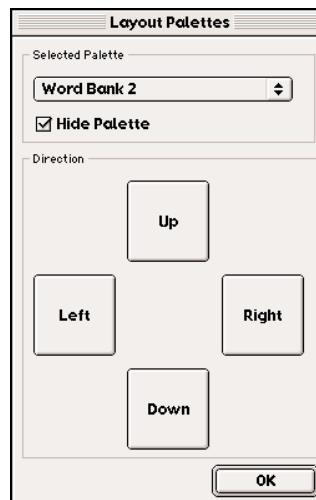
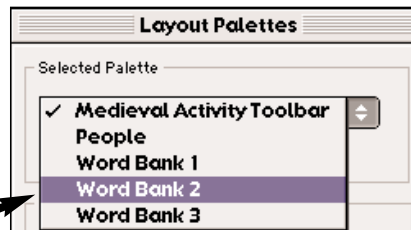
1. Select **Word Bank 3**. Select **Edit Palette**. Add the **More** item from the **Item Library** into the **Word Bank 3** palette.
2. Select **Edit Item**.
3. Make sure **Actions** is selected. Select **Show Palette "Word Bank 2"**. Select **Remove**. Remove the **Hide Palette** actions.
4. Replace these actions with:
Show Palette: "Word Bank 1"
Hide Palette: "Word Bank 3"
5. Select **OK** until you navigate back to your document.
6. **Save** your work.



Hide Word Banks 2 and 3 Using Layout Palettes Dialog Box

The three Word Bank palettes are still visible on screen. To hide Word Banks 2 and 3 and set up the document for the user, you will use the Layout Palettes dialog box.

1. From the **Create** menu, select **Layout Palettes**.
2. From the **Selected Palette** drop-down list, select **Word Bank 2**.
3. Click the box to the left of **Hide Palette**. A check mark will appear in the box.
4. Repeat steps 2 and 3 for **Word Bank 3**.
5. Click **OK** to return to your document.
6. Notice that only one of the Word Bank palettes is visible on the screen. Select the **More** item and see what happens!



Create Two Comprehension Paragraphs

Next, you will add two short paragraphs, each followed by a set of questions. You will separate each paragraph and its set of questions by a screen break. The screen break adds visual clarity to the document and isolates the task. Students will view only one paragraph and one set of questions at a time. They will navigate between paragraphs by choosing the King and Queen or the Knight items.

Create Text about the King and Queen

You will type information about the King and Queen and then use the Spell Check feature of *IntelliTalk II* to check for any mistakes. Then you will select and lock your text. Finally, you'll add a Screen Break to separate the paragraph about the King and Queen from the paragraph about the Knight.

1. Select all the text and answer fields in your document.
2. From the **Text** menu, deselect **Lock** to unlock the text. **Delete** all text currently on the screen.
3. From the **Text** menu, select a font size of **14** and **Bold**.
4. Type in the paragraph and questions below. Insert an Answer Field after each question. First, place the insertion point after each question. Then, from the **Edit** menu, select **Answer Field**.

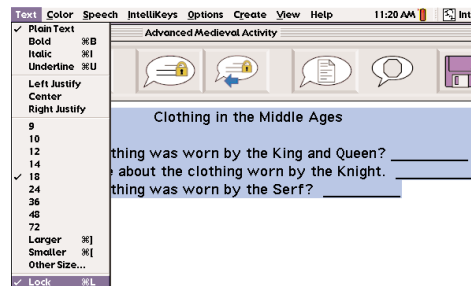
Hint: From the Speech menu, select Speak None so that *IntelliTalk II* does not repeat every word as you type.

“The King and Queen were supreme rulers. They owned expensive clothing made of fur, velvet, and silk. They wore jewelry made of gold, silver, and gems. Everyone in the society, from the serfs to the knights, paid taxes to support the luxurious life of the King and Queen.”

What materials were used for the King and Queen's clothing? _____

How did the King and Queen get their money?

What kind of rulers were the King and Queen?



- After typing this text, from the **Edit** menu, select **Spell Check Document** to check for and correct any mistakes.
- From the **Edit** menu, select **Select All**. From the **Text** menu, select **Lock**.
- Place the insertion point on the line below the last question and its Answer Field.
- From the **Edit** menu, select **Insert Screen Break**.
- Save** your work.

Create Text about the Knight

- Place the insertion point below the Screen Break. The Screen Break will appear as a dotted line on the screen, and a scroll bar will appear on the right-hand side of the document window.
- Type the following paragraph and questions. Insert an **Answer Field** after each question.

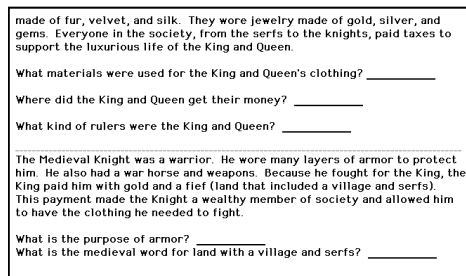
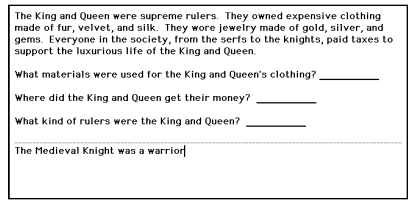
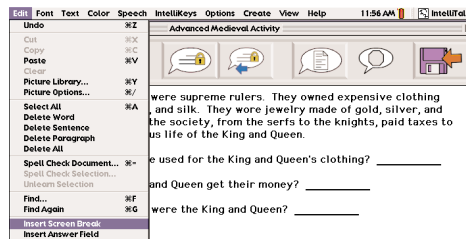
“The Medieval Knight was a warrior. He wore many layers of armor to protect him. He also had a war horse and weapons. Because he fought for the King, the King paid him with gold and a fief (land that included a village and serfs). This payment made the Knight a wealthy member of society and allowed him to have the clothing he needed to fight.”

What is the purpose of armor? _____

What is the medieval word for land with a village and serfs? _____

- After typing this text, from the **Edit** menu, select **Spell Check Document**.
- From the **Edit** menu, select **Select All**. From the **Text** menu, select **Lock**.
- Save** your work.

Note: In the interest of time, we have not included a paragraph of text for the Serf. Now that you know the steps, you can create your own paragraph and questions about the Serf, using the information provided in the Basic Tutorial Part I, page 18. Remember to add a Screen Break after the paragraph about the Knight.



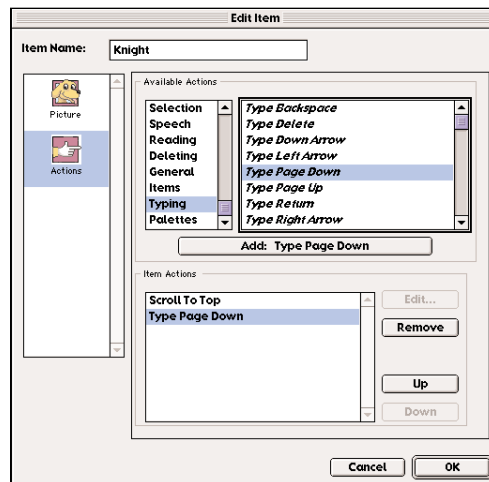
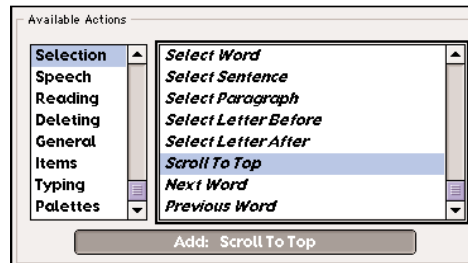
Add Branching to the People Palette

You will use branching to link an item in the People palette with the information and questions about that item. When the student selects the King and Queen item, the document will navigate to the paragraph and questions about the King and Queen. When the student selects the Knight item, the document will navigate to the paragraph and questions about the Knight.

1. On a Macintosh computer, press [**Command**] and click the king and queen item. On a Windows computer, press [**Ctrl**] and click the king and queen item.
2. Remove the **Insert Item** action.
3. Select the **Selection** category from **Available Actions**.
4. Select **Scroll To Top**. Select **Add: Scroll To Top**.

Note: Add Scroll to Top even though the document opens to the first page, because a student may have selected the Knight item first and will need to navigate back to the first page to complete the questions about the King and Queen.

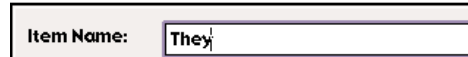
5. Select **OK**.
6. Select **knight**. Select **Edit Item**.
7. Remove **Insert Item**.
8. From **Available Actions**, choose the **Selection** category.
9. Select **Scroll To Top**. Select **Add: Scroll to Top**.
10. Select the **Typing** category from **Available Actions**.
11. Select **Type Page Down**. Select **Add: Type Page Down**.
12. Select **OK** to return to your document.
13. **Save** your work.



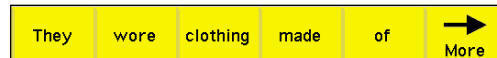
Make a Minor Change to Word Bank 1

The king and queen item no longer inserts its name into the document. So, you will change “The” in Word Bank 1 to “They.” This will allow the student to write a complete sentence.

1. From the **Create** menu, select **Edit Palettes**.
2. Select **Word Bank 1** and **Edit Palette**.
3. Select **The** and **Edit Item**.
4. Change the Item Name **The** to “They”.
5. Select **OK** to navigate back to your document.
6. **Save** your changes.



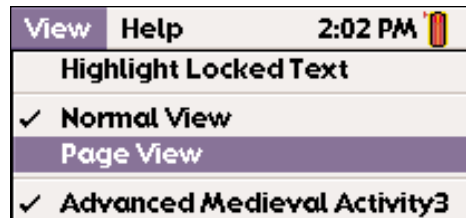
Item Name:



They wore clothing made of **→** More

Normal View vs. Page View

1. Open the **View** menu.
2. Notice that **Normal View** is selected. Normal View allows you to see more than one page at a time on the screen and have access to the scroll bar.
3. Select **Page View**. Notice that the scroll bar is disabled and only one page can be seen at a time.
4. When using this document with a student, **Page View** should be selected.
5. **Save** your changes.



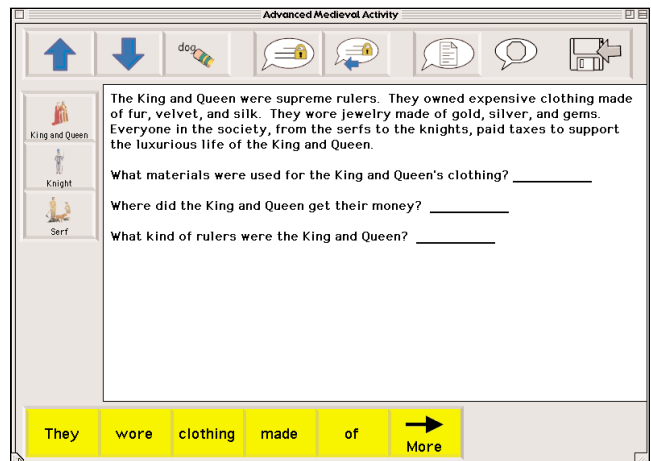
Save Your Activity as a Template

Now that you have completed this activity, from the **Speech** menu, restore **Speak Words** and **Speak Sentences**.

Follow the steps outlined on page 30 of the Basic Tutorial Part I to save your document as a template. Students can then open the document and answer the comprehension questions without changing the original.

Try Out Your Activity

Congratulations! You have successfully completed the Basic Tutorial II: Advanced Features. Try out your finished activity. Using the various palettes, read and answer the questions. You can use the format of this activity to create additional adaptations based on curriculum themes you are studying in your classroom.



Advanced Medieval Activity

The King and Queen were supreme rulers. They owned expensive clothing made of fur, velvet, and silk. They wore jewelry made of gold, silver, and gems. Everyone in the society, from the serfs to the knights, paid taxes to support the luxurious life of the King and Queen.

King and Queen
Knight
Serf

What materials were used for the King and Queen's clothing? _____

Where did the King and Queen get their money? _____

What kind of rulers were the King and Queen? _____

They wore clothing made of **→** More