



# Introduction to Overlay Maker® Windows Tutorial



## About Overlay Maker

Overlay Maker is a simple, easy-to-use drawing program that allows you to create your own custom overlays for IntelliKeys®. It comes with the IntelliTools Picture Library of over 300 graphic images. You can also add pictures from your favorite clip art source or use digitized photos. Snap-In™ Keyguards are also available from IntelliTools to help prevent unintentional keystrokes.

With Overlay Maker, you can design overlays to enhance cognitive and physical access to the computer for people with disabilities. Beginning readers and writers can benefit by using simple overlays designed with keys that combine pictures and text. For people with physical limitations, the keys can be sized to suit their needs. The background and text color can be chosen to accommodate visual and processing difficulties. Overlays can be printed out and laminated. The possibilities for creating custom overlays are endless.

## About this Tutorial

Using the tutorial you will learn how to create custom overlays by drawing keys on the computer screen, adding text labels, changing the size, shape and color of keys. You will also learn how to add special commands to take advantage of the unique read and delete features of IntelliTalk®. Finally, you will send your finished custom overlay to IntelliKeys and use it with IntelliTalk.

Overlay Maker is available for MAC, Windows, and Apple II computers. Listed below are the materials needed to do this tutorial.

## Materials Needed

### TUTORIAL

Introduction to Overlay Maker Tutorial

### PRINTED OVERLAYS

Needed: 6 Key Overlay

Optional: Weather Overlay, Match It Overlay

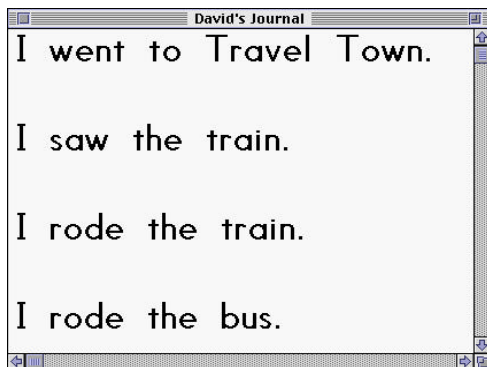
### SOFTWARE

Overlay Maker, IntelliTalk, I Can Write™ Strategy Series files,\* What's My Job? IntelliTalk file,\* I Can Write Slideshow\*

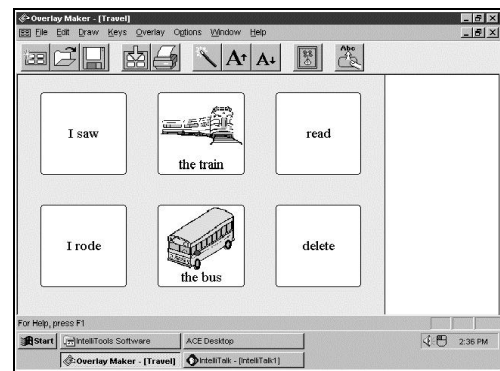
### HARDWARE

IntelliKeys and cable, two switches

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



**IntelliTalk**



**Travel Overlay**



# Introduction to Overlay Maker®

## Windows Tutorial



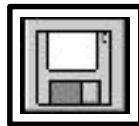
## Exploring Overlay Maker® For Windows

Overlay Maker for Windows allows you to design your own overlays for IntelliKeys®. The program offers two menu options: Easy Mode (the default option) and Standard Mode. In Easy Mode, the user chooses from a set of pre-designed overlay layouts that can be used with IntelliTools Snap-In™ Keyguards. Standard Mode offers users additional design options such as creating and sizing keys, placing free graphics, and accessing the new on-line help.

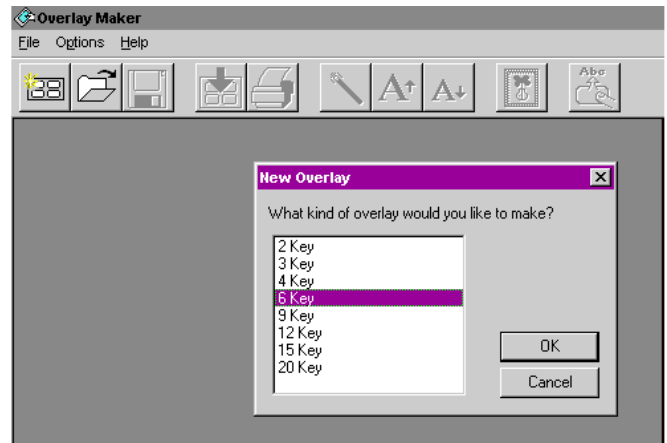
## Easy Mode

### 1. Name and Save Your Overlay

- Open **Overlay Maker®**. The program opens in Easy Mode. The tool bar should look like the model on the right. (If not, choose **Easy Mode** from the **Options** menu.)
- Select **6 key** and press **OK**.
- Click on the **Save** picture icon.

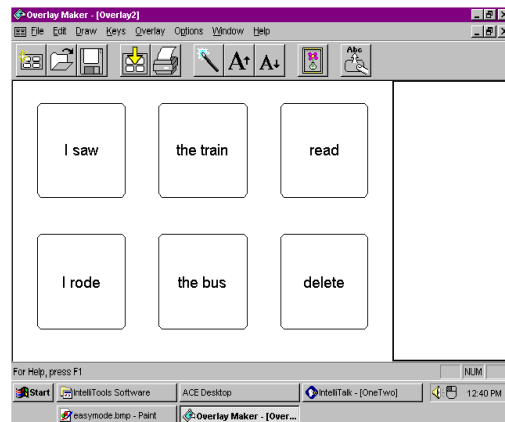


- Name your overlay **Travel Overlay**.
- While working on your overlay, save your work every 10 minutes!



### 2. Add Text Labels to Each Key

- Click inside each key and type: **I saw, I rode, etc.** (Follow the model at right.)

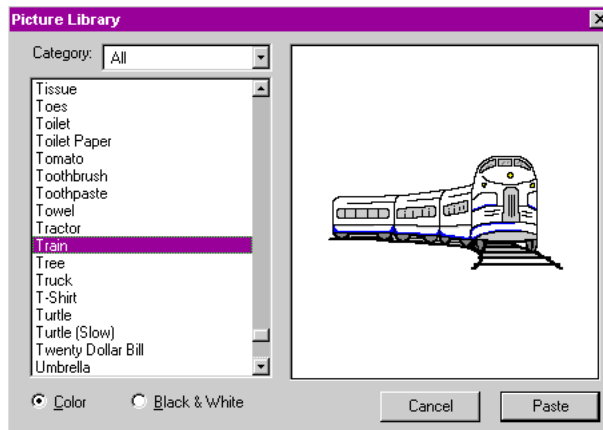


### 3. Add Pictures to the Keys

- Click once on the key that says **the train**.
- Select the **Picture Library** icon.



- There are 3 ways to explore the **Picture Library** of over 300 pictures: 1) by category, 2) by typing in the first letter of the name of the picture you want, and 3) by using the scroll bar.
- Select **train**, and click on **Paste**. Notice that the picture is automatically pasted onto the selected key.
- Click once on the key that says **the bus**.
- Open the **Picture Library**. Select **bus**, and click on **Paste**.



### 4. Adding Content to Each Key

For every key on your overlay, it's necessary to add a command to let the computer know what to do when that key is pressed. We use the Edit Content picture icon for this purpose.

- Click on the key labeled **I saw**. Click on the **Edit Content** icon. Click on **Show Special**.



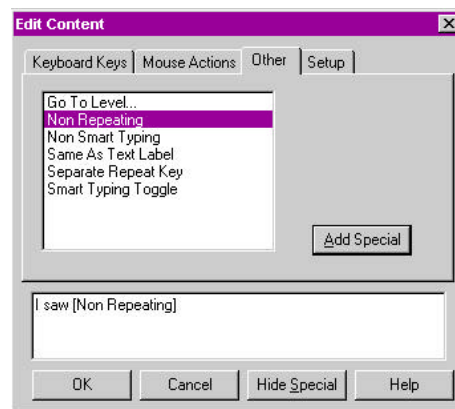
- Type **I saw** in the **Key Content** box. Make sure you leave a space after each word.
- Click on **Other**. Select **[Non-Repeating]**. Click on **Add Special** to add an item to the Key Content box. Click on **OK**.

We use [Non-Repeating] to prevent the key from repeating over and over if held down too long by the student.

- Repeat the above steps to add Key Content to the key labeled **I rode**.
- Click on the key labeled **the train**. Select the **Edit Content** icon. Type **the train**. Be sure to add a period since this phrase completes the sentence.
- Go to **Keyboard Keys**. Add **[Enter]** two times. Click on **Other** and add **[Non-Repeating]**.

[Enter] is used to separate the sentences for a beginning reader.

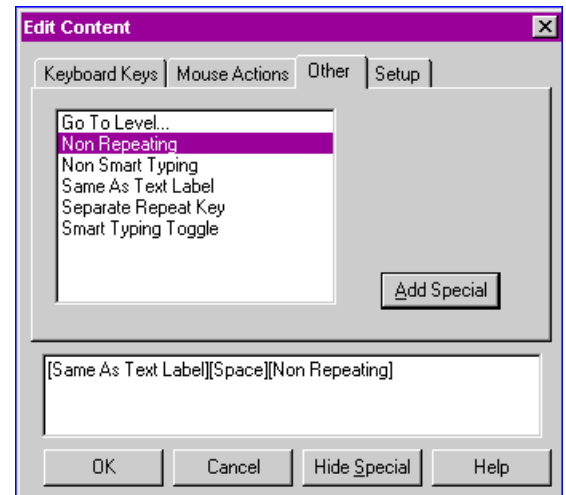
- Follow the same procedure to enter the key content for the key labeled **the bus**.



## ***FYI***

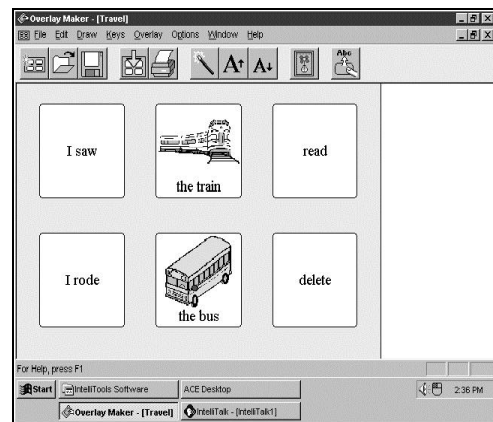
### ***Using [Same as Text Label]***

- *When you add a text label to a key, the Key Content box automatically defaults to [Same as Text Label]. If you want the words on the Text Label to be part of your Key Content, there is no need to type them again.*
- *Simply place the cursor after [Same as Text Label] and add special characters such as [Enter] or [Non-Repeating] as you did previously.*
- *There are times when you don't want the words on the Text Label to be part of the Key Content. For example, when you press the read key, you don't want the computer to display the word "read" on the screen. In cases where using [Same as Text Label] doesn't apply, delete it and add the appropriate commands.*



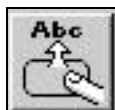
## **5. Adding Background Color**

- Hold down the **Change Appearance Tool** and choose a color for the background screen.



## 6. Create the Read and Delete Keys

- Click on the **read** key. Select the **Edit Content** icon.



- Delete [**Same as Label**] and add [**Alt**]ra[**Non-Repeating**] to the Key Content box.

[Alt]ra is the IntelliTalk<sup>®</sup> command for Read All.

- Add [**Alt**]dw[**Alt**]dw[**Non-Repeating**] as the Key Content for the **delete** key.

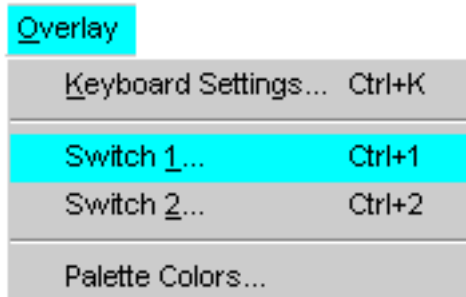
[Alt]dw is the IntelliTalk command for Delete Word. It's repeated because on this overlay, each key has two words.



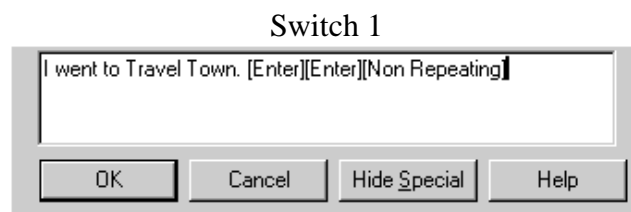
## 7. Setting the Key Content for Switches

IntelliKeys<sup>®</sup> has two switch ports. You can set the switch content from the Overlay menu. Both switch and IntelliKeys users can work together on the same activity.

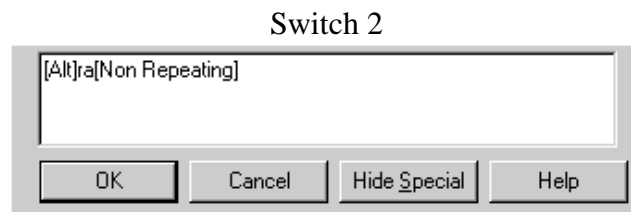
- In this example, when the student presses Switch 1, the computer will type "I went to Travel Town." When he or she presses Switch 2, IntelliTalk will read the text on the screen.
- Select the **Overlay** menu on the Menu Bar.
- Select **Switch 1**.



- In the Key Content area, type **I went to Travel Town**. Be sure to add a period. Add [**Enter**] two times. Add [**Non-Repeating**]. Click on **OK**. (*See model.*)



- Select the **Overlay** menu on the Menu Bar.
- Select **Switch 2**.
- In the Key Content area, add [**Alt**]ra[**Non-Repeating**]. Click on **OK**.



## 8. Save, Print, and Send the Overlay to IntelliKeys®



- To save your file, select the **Save** icon.
- To print your overlay, select the **Print** icon and follow instructions.



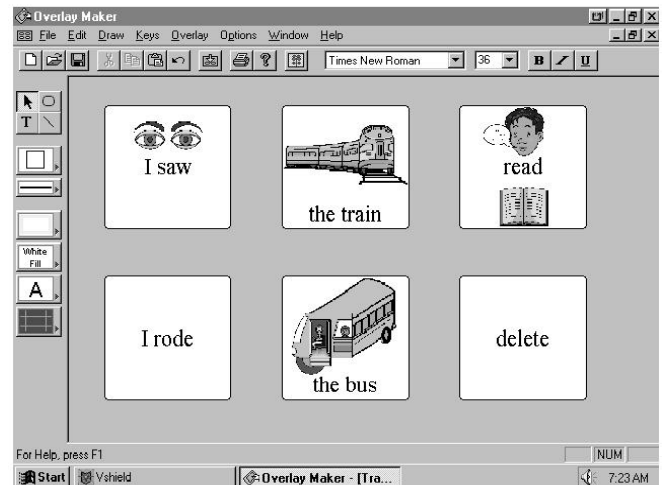
- To send your overlay to IntelliKeys, select the **Send Overlay** icon.
- You can leave Overlay Maker open in case you wish to edit your work.

## 9. Test the Overlay

- Open the word processor **IntelliTalk® for Windows**.
- Go to the **Speech** menu and set IntelliTalk to **Speak Words** and **Speak Sentences**.
- Slide the printed overlay onto IntelliKeys.
- Press keys on the overlay and hear the words spoken by IntelliTalk.

## 10. Adding Free Graphics in Standard Mode

- In Standard Mode, you can enhance your overlay by changing the size of your graphics or adding more than one graphic to a key.
- (Make sure that the **Travel Overlay** file is open.)
- Click on **Options** and select **Standard Mode**.
- To paste a graphic as a free graphic, make sure none of the keys are selected.
- Go to the **Picture Library** icon. Select **eyes**. Click on **Paste**. You will be asked if you want to paste as a free picture. Select **OK**. The graphic appears in the upper left corner of the screen. Move it to the key labeled **I saw**.
- Repeat the procedure to add additional graphics such as **talk** and **book** to the **read** key. Try adding the bus driver to the bus key. Resize graphics as needed.

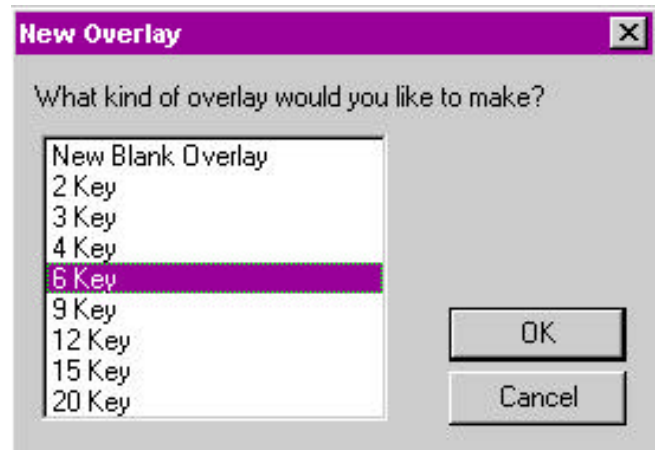


# Standard Mode




You will be creating a new overlay called 'What's My Job'. The overlay will work with a template file that has been created using IntelliTalk . To make your work easier, we'll start by using a pre-designed template: **6 key**.

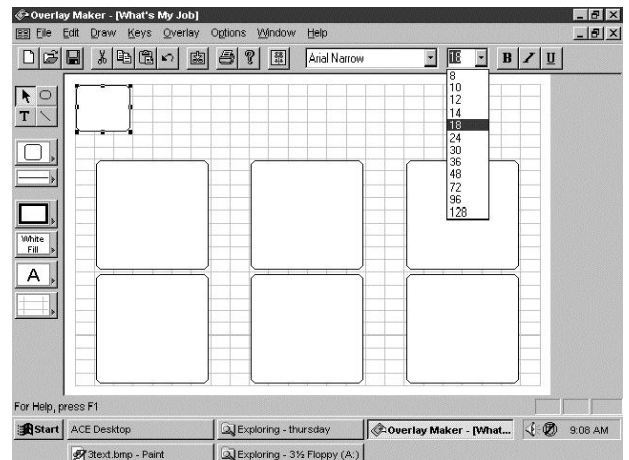
## 1. Using Standard Mode

- Open Overlay Maker<sup>®</sup>
- Go to the **Options** menu and select **Standard Mode**.
- Drag your mouse over the menu icons on top and on the side of the screen. Notice that the tool tip describes what each button does.
- Select the **New Overlay** icon. A menu will come up asking what kind of overlay you would like. You can choose a blank overlay or one with a preset number of keys.
- Choose **6 Key**. Click on **OK**.
- Select the **Save** icon and name your file **Whats My Job**.
- Be sure to save often as you work.



## 2. Creating New Keys

- Move the keys down to the bottom of the screen as shown to create room at the top.
- Click on the **Key Tool**  and create a new key that is 3 across and 4 down.
- While the new key is selected, use the **Font Size** menu to change the font size to 18 point.
- Select the **Copy** icon .
- Click on the **Paste**  icon until you have eight keys across the top of your overlay.

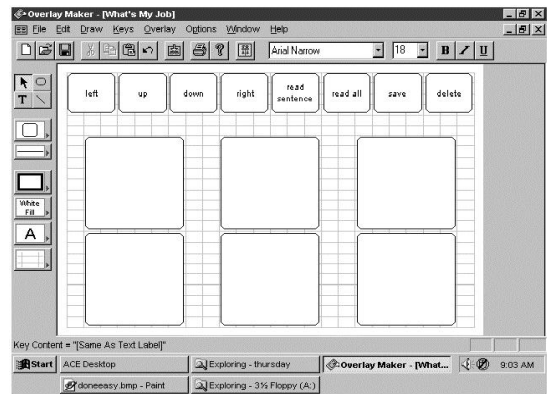


### 3. Adding Text Labels to Keys

- To type on a key choose the **Text Tool**.



- Using the model to the right, type the Text Labels for the eight keys at the top of the overlay.
- For this overlay, the lower six keys will have graphics but no text. (Note: even when no text is used on the surface of a key, the Key Content must still be specified.)



### 4. Adding Graphics and Changing the Shape of the Text Keys

- Choose the **Select Tool**.



- Click on the key labeled **left**.

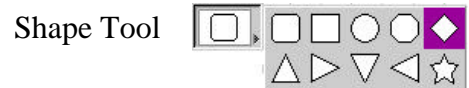
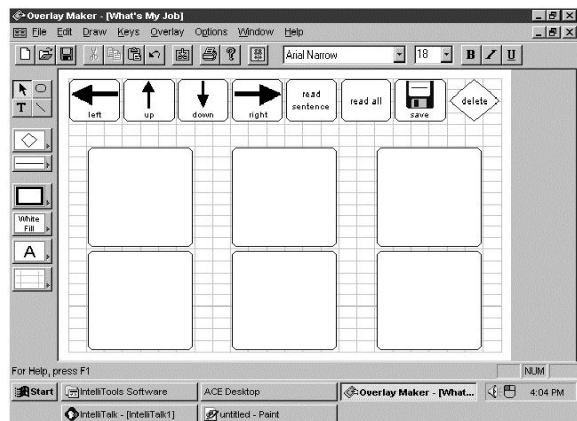
- Select the **Picture Library** icon.



Go to the **Computer** category. Click on **left** (the graphic of the left arrow). Select **Paste**.

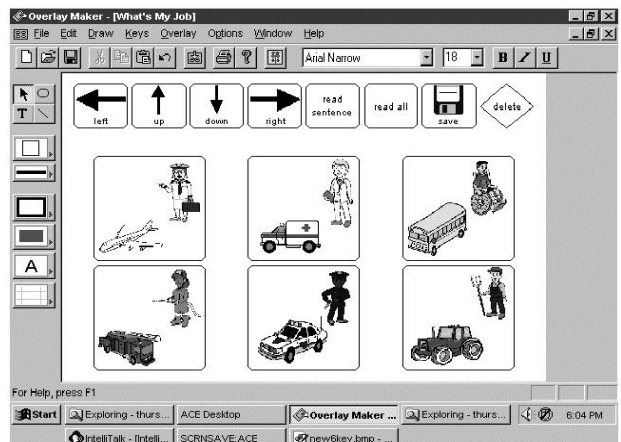
- Now, paste the **up**, **down**, and **right** graphics on their respective keys. Add the **disk** graphic to the **save** key.

- To change the shape of the delete key, select it, choose the **Shape Tool**, and change the key to a **diamond**.



### 5. Adding Free Graphics

- Make sure no keys are selected.
- Go to the **Picture Library** and select the category **Vehicles**. Select **airplane** and click on **Paste**. Move the graphic of the airplane as shown in the model at the right.
- Add and resize additional graphics including: ambulance, bus, fire truck, police car, and tractor.
- Add graphics of people to match vehicles including: pilot, doctor, boy in wheelchair, fireman, policeman, and farmer.

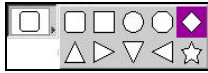


## 6. Adding Background Colors and a Free Shape

- Select the **Background Color** icon and fill in a background color.



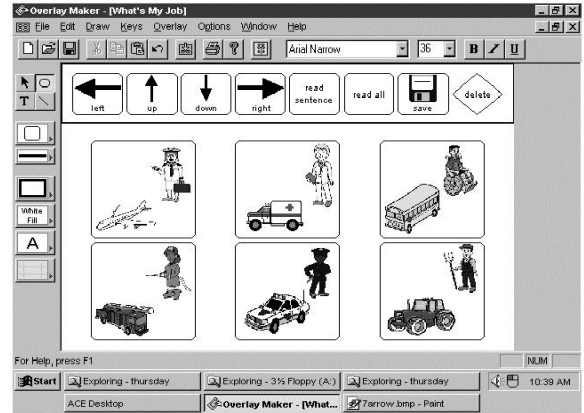
- To separate the upper keys from the lower keys with a box, we need to create a rectangular free shape key behind the top row of keys.
- Choose the **Shape Tool** and select the **square** shape.



- Select the **Key Tool**.



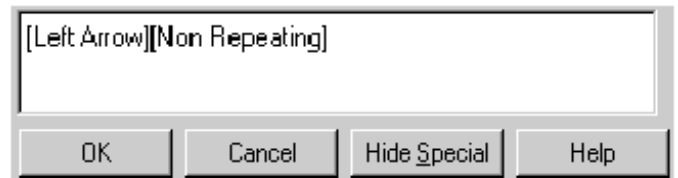
- Place the cursor in the upper left corner of the overlay. Hold down the **[Ctrl]** key and the **mouse button**. Drag the cursor across and around the top row of keys. Once your box is drawn, you can change its color by selecting the **Fill Color** tool.



The free shape key is behind the top row of keys.

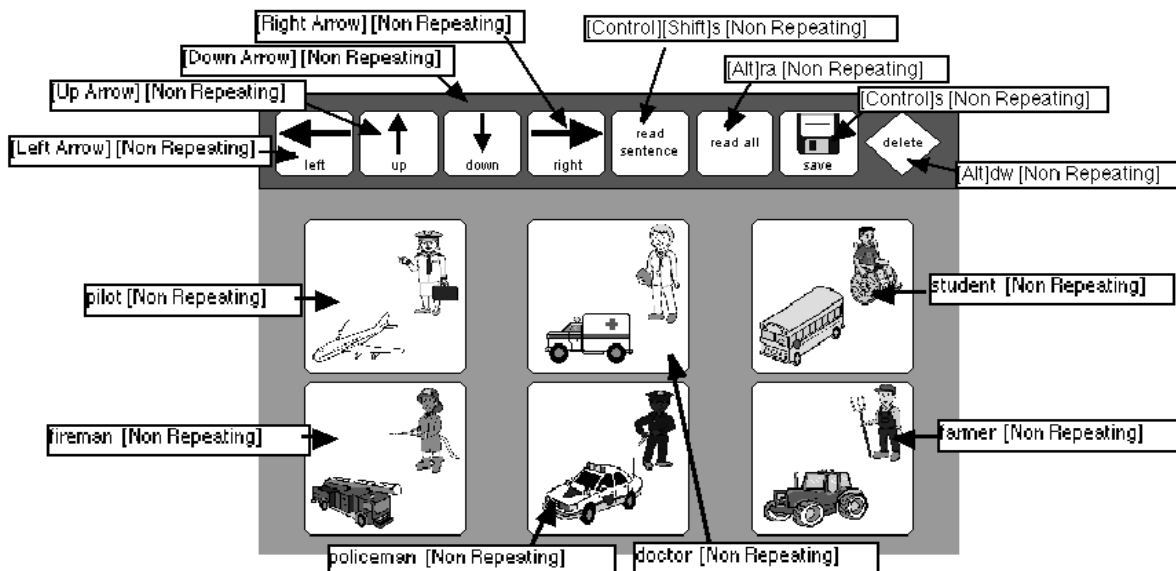
## 7. Adding Key Content

- Double click on the **left arrow** key to select it. Click on **Show Special**.
- Select **[Left Arrow]** from the **Keyboard Keys** menu. Select **[Non-Repeating]** from the **Other** menu. Click on **OK**.
- Add the key content to the rest of the keys in the top row. (See below)
- Now add the Key Content to the six graphic keys.
- Go to the **airplane graphic**. Double click on the key area and not the graphic. In the Key Content box, type in the word **pilot**. Add a **space** and **[Non-Repeating]**. Click **OK**.
- Now add the Key Content to the five other graphic keys. (See below)



## 8. Reviewing Key Contents

- Below are the contents for the keys on the overlay.
- Notice that you can drag your mouse over the keys on the screen and the key content appears in the lower left corner of the screen.



## 9. Save and Send the Overlay

- Save your overlay.
- To send your overlay to IntelliKeys<sup>®</sup>, select the **Send Overlay** icon.



- You can leave Overlay Maker open in case you wish to edit your work.

## 10. Use With an IntelliTalk<sup>®</sup> Template

- Open the IntelliTalk Template named **Who Am I**.
- Using arrow keys, move the cursor to the targeted underline.
- Fill in the correct answer. Try using the read and delete keys on the overlay.

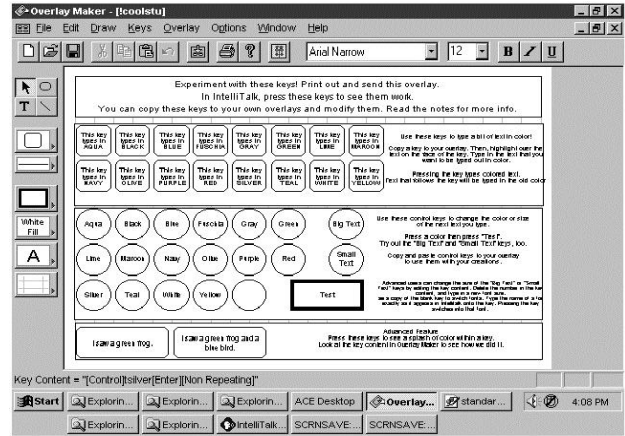
I fly the airplane.  
 I am a \_\_\_\_\_.  
 I drive the tractor.  
 I am a \_\_\_\_\_.  
 I ride in the ambulance.  
 I am a \_\_\_\_\_.  
 I ride in the fire truck.  
 I am a \_\_\_\_\_.  
 I ride in a police car.  
 I am a \_\_\_\_\_.

# Copy and Paste Feature Key Overlays

You will explore two overlays that make it easier to create customized activities. You can copy the keys with special keyboard equivalent contents that take advantage of the speech, color, read and delete features of IntelliTalk. You can then paste the keys directly onto your own overlays.

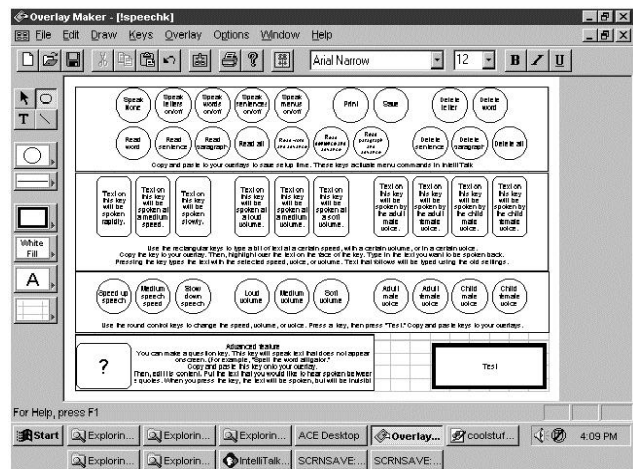
## 1. Exploring the ITStyles Overlay

- Open a new **IntelliTalk<sup>®</sup>** file.
- Put the **ITStyles** overlay on IntelliKeys.
- Go to the **IntelliKeys<sup>®</sup>** menu and select **Send Overlay**. Send the **ITStyles** overlay located in the **My Overlays** folder.
- Try out the cool features!
- Go to **Overlay Maker**.
- Open this overlay. Look at the key content under the keys.



## 2. Exploring the ITSpeech Overlay

- Open a new IntelliTalk file.
- Put the **ITSpeech** overlay on IntelliKeys.
- Go to the **IntelliKeys** menu and select **Send Overlay**. Send the **ITSpeech** overlay located in the **My Overlays** folder.
- Try out the speech keys.
- Open this overlay using **Overlay Maker<sup>®</sup>**. Look at the key content under the keys.



# Appendix

- A. Overlay Maker<sup>®</sup> Feature Highlight Sheet
  
- B. Workshop Outline for the Trainer  
Suggestions for incorporating the Overlay Maker tutorial in a workshop format
  
- C. I Can Write<sup>™</sup> Strategy Series  
Suggestions for using Overlay Maker and IntelliTalk to develop basic reading and writing skills

Five-Pac and Multi-User Pricing Available.

Call 800-899-6687 for information.



# Introduction to Overlay Maker<sup>®</sup>

## Feature Highlights



*Overlay Maker is an easy-to-use drawing program that allows you to create custom overlays for IntelliKeys. Installation Requirements: 4MB RAM, 8MB Win95, SVGA, 16MB hard drive space Win3.1, 12MB Win 95*

### Steps to creating an overlay

- Plan purpose and appearance.
- Add keys to the overlay.
- Add text and picture labels to keys.
- Adjust the appearance of the overlay.
- Edit the key content.
- Save, print, send and test overlay.

### Four different selection tools

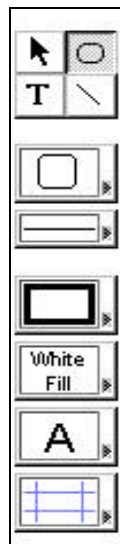
- Pointer Tool
- Key Tool
- Line Tool
- Text Tool

### Four ways to modify overlay keys

- Change the shape.
- Alter the thickness of the border.
- Change the color of the border.
- Change the color inside key.

### Four Ways to modify text

- Color
- Size
- Font
- Style



### Four categories under the Key Content's Show Special Menu

- Keyboard Keys
- Mouse Actions
- Other (Non-Repeating, Levels, etc.)
- Setup Characters ( Response rate, etc.)

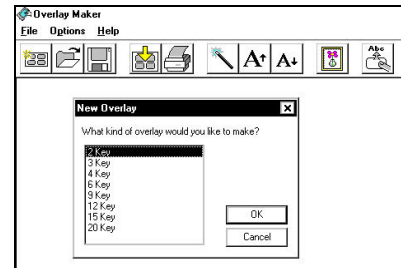
### Importing Graphics

300 Pictures in the Overlay Maker Picture library can be imported or exported from other applications through the Clipboard. Picture library is shared with IntelliPics.

### Sample Overlays

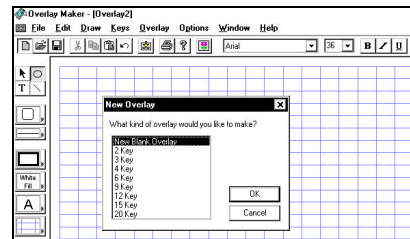
- Review the Sample overlays folder
1. Activity Overlays
  2. Ideas for creating overlays
  3. IntelliKeys Standard Overlays files included for adaptations.

### Easy Mode Screen



- Select the number of keys.
- Overlay will fit keyboard overlay.
- Simple easy to use menu options.

### Standard Mode Screen



- Select number of keys or custom layout.
- More tools available to edit key layouts and design.

### Five ways to send an overlay

- Send from Overlay Maker Application
- Send from Overlay Sender Application.
- Drop overlay icon onto Overlay Sender
- Attach an overlay with ClickIt!<sup>TM</sup>
- Double Click on Content-Only overlay

### Additional ways to customize

- Change the background color of overlay
- Add background key(s)
- Group overlays for easy access.

### Printing Overlays

- 8 1/2 by 14 legal sized paper landscape mode.
- 8 1/2 by 11 letter size paper landscape mode and glue the pages together.



# Introduction to Overlay Maker<sup>®</sup>

## Workshop Outline for the Trainer



Estimated time: 2 1/2 hours

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

### MATERIALS NEEDED

- Print one set of overlays for each computer prior to the workshop. Include the Spelling List, Circle Time—Weather, Big as a Bear, and I Can Write 7 Letters as well as the Travel Overlay. (Instructions for making the Travel Overlay are part of the Overlay Maker tutorial. Other files can be found on the web/tutorial CD-ROM available free from IntelliTools).
- Each participant should bring two blank, formatted disks for copying IntelliTools Training Materials files as well as any activities made during the workshop.

### OVERLAY MAKER<sup>®</sup> WORKSHOP OUTLINE

**Introduction to Overlay Maker .....5 minutes**

#### Overview of Program

- Show menus, tool bar, and palettes to demonstrate how it's similar to a standard drawing program.
- Explain what the grid lines are (24 x 24 matrix for a total of 576 cells).

**Try Samples (send from Overlay Maker using IntelliTalk<sup>®</sup>) .....20 minutes**

- Hold up and discuss overlays.

#### For each sample:

- OPEN the overlay.
- SEND the overlay to IntelliKeys<sup>®</sup>.
- PLACE the printed overlay onto IntelliKeys. Pretend they printed it out.
- USE the overlay with IntelliTalk<sup>®</sup>.

**Overlay Sender .....5 minutes**

- Try sending overlays with Overlay Sender by both double-clicking on Overlay Sender and dragging overlays onto its icon.

**Creating the Travel Overlay Tutorial.....30 minutes**

(Follow printed tutorial) Be sure to explain special key contents on the overlay such as two returns for separating sentences to help beginning readers, and two deletes (useful because each text key inputs two words at a time).

**What’s My Job? Overlay .....20 minutes**

- This will allow you to explore standard menus and see how the overlay can be used within an Overlay Maker template. The What’s My Job overlay has been designed to work with the What’s My Job IntelliTalk template located on the Web CD-ROM available free from IntelliTools.

**Create 6-choice communication board/dialog (optional) .....30 minutes**

- This is the final and most open-ended exercise. If you have a printer available for each computer team, you can make this even more open-ended. The idea is that you are providing a “blank” printout (six blank keys). Each computer team decides what kind of overlay to make, calling upon their experiences with overlays over the course of the workshop. Each team makes an overlay, either printing it out on a printer or drawing in the blank squares of the 6 Key Overlay. They send the overlay to IntelliKeys and use it with IntelliTalk. Participants circulate around the room trying out the various creations.

**I Can Write™ Files .....20 minutes**

- Show the I Can Write PowerPoint slideshow
- Show the 4 “Kittens” sample overlays from the folder.
- Show participants where to locate the I Can Write Series Files in Training Materials folder. These files are also on the Web.
- Open the I Can Write™ 7 Letters. temp file. Use the word “kittens.” Save overlay and use IntelliTalk®.

**Discuss the value of content-only overlays.....5 minutes**

- Easy to access.

For more information on creating and using Content Only overlays see the Overlay Maker Users Guide.

**Demonstrate the overlay with the Snap-In™ Keyguard.....2 minutes**



# I Can Write™ Strategy Series

## Fostering Writing with Overlay Maker and IntelliTalk

WIN

**I Can Write™** gives teachers a step-by-step method for teaching beginning writing skills using IntelliKeys®, IntelliTalk® and Overlay Maker®. This method consists of two approaches: writing letter by letter and word by word. Students learn to find specific letters on the keyboard, to read and type basic words made with these letters, and then to write simple stories using the same words.

A set of ready-to-use overlays takes teachers through this process. A set of customizable overlay template files ALSO accompanies this tutorial so that teachers can add their own letters, words and sentences. We suggest that teachers print one copy of each of the blank templates on legal size paper. They can then make multiple photocopies of each template and use them as black line masters. Rather than taking the time to print a new overlay every time they add new letters and words, teachers can write directly on their photocopied blank overlays.

### How to Use the I Can Write Templates:

- Choose the file with the number of targeted letters or words you need.
- Open the file in Overlay Maker.
- Type the targeted letters or words.
- Name and save the overlay.
- Write the letters or words on a blank overlay sheet or print the overlay.
- Send the overlay to the IntelliKeys keyboard.
- Open a new IntelliTalk file. Set the **Speech** menu to **Speak letters, Speak Words and Speak Sentences**. (You may choose to turn off **Speak letters** when using the **I Can Write Word by Word** templates.)
- Place the overlay on IntelliKeys and use with IntelliTalk.
- Students can hear all their work read back by pressing the read button on their overlay.
- Students can also hear work read back by pressing a switch connected to IntelliKeys.

### Files Included with this Tutorial:

#### I Can Write Letter by Letter Folder

- 8—**I Can Write Letter templates**—designed for words with two to nine letters
- 1—**I Can Write Blank Keybrd**—designed for just the targeted letters
- 1—**I Can Write Full Alphabet**—complete with lowercase letters
- 1—**IntelliTalk Alphabet**—complete with lowercase letters, vowel cueing, special read keys that take advantage of the read word and sentences feature of IntelliTalk and punctuation keys.

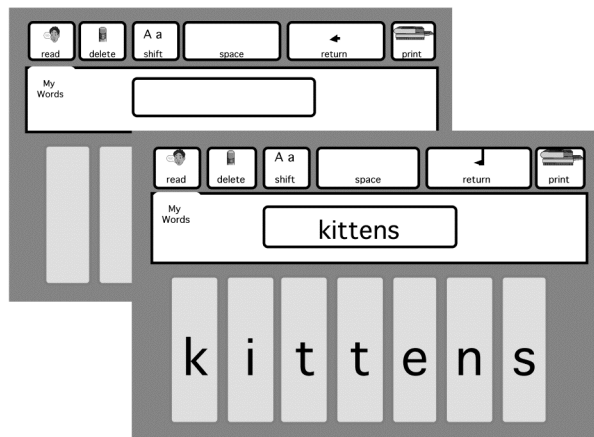
#### I Can Write Word by Word Folder

- I Can Write Word by Word 1**—designed to accommodate a beginning language pattern of noun/verb/adjective. For example: The kittens are soft.
- I Can Write Word by Word 2**—designed to create more complex sentences, form plural words by adding an ‘s’, and the use of conjunctions. For example: The dogs are large and brown.
- I Can Write Word by Word 3**—designed for additional language options.

## I Can Write Samples Folder - sample ideas for teachers

- **I Can Write 7 Letters Kittens** overlay - a sample file using the word kittens.
- **I Can Write Kittens Keyboard** overlay - a sample file using the letters in kittens with words in the My Words box to help students learn how letters can be used to form new words.
- **I Can Write Word 1 Kittens** overlay - a sample file showing how several simple sentences can be formed to help foster language development.
- **I Can Write Word 2 Kittens** overlay - a sample file using more complex language possibilities.

## I Can Write Kittens Sample Files

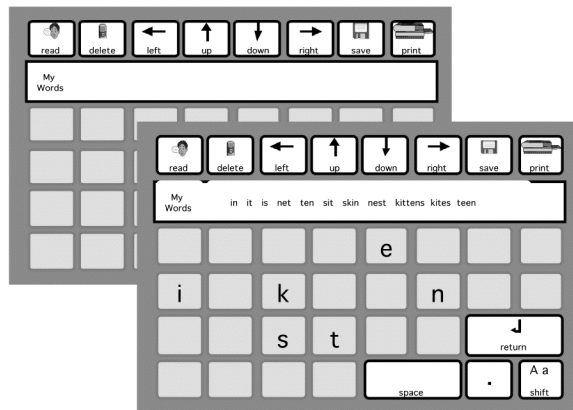


### Skills

- Tracking left to right
- Letter and word recognition
- Building words from a set of letters
- Building simple sentences
- Building complex sentences
- Singular and plural
- Mastering the keyboard

### I Can Write 7 Letters Kittens Overlay

Letters of a favorite word are placed within the spaces of a blank letter template. This helps the student sequence letters from left to right and to write the word successfully.



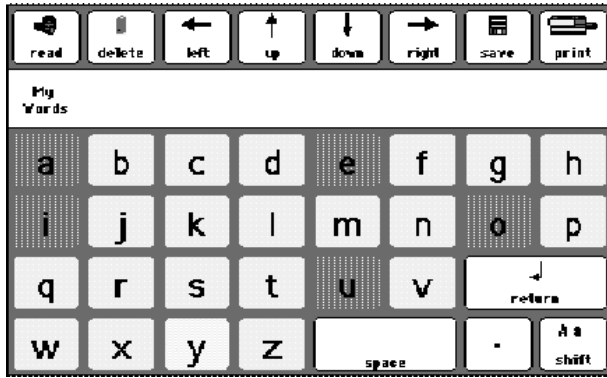
### I Can Write Kittens Keyboard Overlay

Next the letters of the word are placed within a blank alphabet layout. The student learns to use the letters in creating other words.



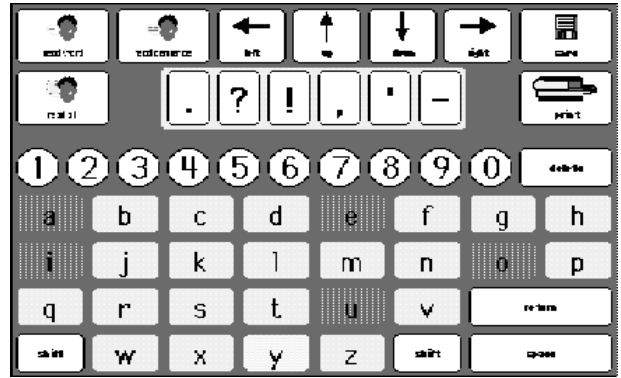
Here is a sample list of some of the words generated using only the letters in the word 'kittens'.

## I Can Write Strategies Series



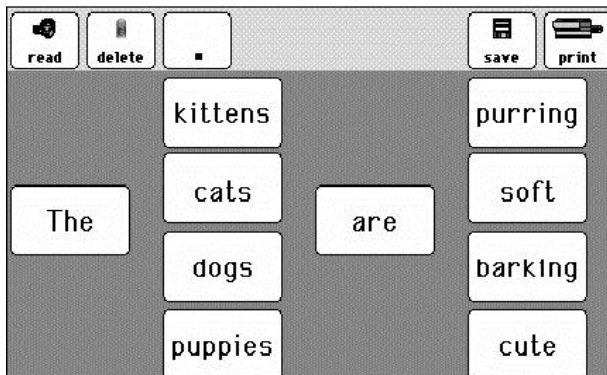
### I Can Write Full Alphabet Overlay

Students can progress to a full alphabet overlay. The vowel letters are color cued to help students with spelling.



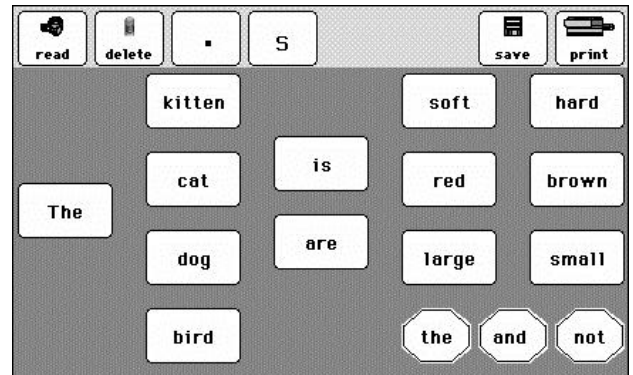
### IntelliTalk Alphabet Overlay

This overlay takes advantage of the special read features of IntelliTalk<sup>®</sup>. Students can easily read a word, read a sentence or read all of their work.



### I Can Write Word 1 Kittens Overlay

Students can press the keys to write word by word. They can write sentences such as "The kittens are purring."



### I Can Write Word 2 Kittens Overlay

This more advanced overlay uses the singular and plural form of the verb as well as connecting words like "and" and "not".