



Using the Electronic Storybook Template Tutorial

Note: This tutorial requires that you have installed *IntelliPics Studio*. Authoring features necessary to complete this tutorial are not available when using *IntelliPics Studio Player*.



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Credits

IntelliPics Studio was produced through the collaborative efforts of many staff members at IntelliTools. Design: Arjan Khalsa, Scott Schafer; Project Management: David Robertshaw; Content Development: Suzanne Feit, Arjan Khalsa, Lucinda Ray, Patty Kilroy; Software Engineering: Scott Schafer, Paul Archibald, Fred Ross-Perry; User's Guide: Alan Rhody; Teacher's Guide: Lucinda Ray; Tutorial: Karen Sheehan; Additional Development: Philip Nittenberg, Jeremy Bolan, Linda Finley, Meida Pang, Steve Gensler; Testing: Dale Goetsch, Lisa Carr, Mike Burns, Meida Pang, Chris Finley; Artwork: Patty Kilroy, Chris Santeramo, Michelle Graham, Mary Ann Zapalac, Jeremy Bolan; Support Services: Linda Finley; Packaging: Patty Kilroy.

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Note

The illustrations in this tutorial are intended to be similar to what you see on-screen. Some may differ depending on the computer system you are using.

IntelliPics® Studio enables you to create your own electronic books for early learners to read and enjoy. You can add graphics, digital images, and have text read aloud on each page.

The Electronic Storybook template that accompanies this tutorial provides an easy-to-use pre-made environment to help you create such a storybook quickly.

Universal Design

The activities you create using the Electronic Storybook template and *IntelliPics Studio* are designed for all students, including those with physical or cognitive disabilities. Electronic Storybook activities are ideal for inclusion classrooms, because all students can use them: with a mouse, an IntelliKeys® keyboard, or a switch. The Electronic Storybook template includes a custom overlay (Electronic Storybook Overlay).

Copyright Issues

In this tutorial, you will be practicing the technique of adding pictures and text to pages to create an electronic book. You will be seeing samples of pages that use graphics produced by IntelliTools.

IntelliTools, Inc. grants the users of this tutorial the rights to use the graphics, sounds, and text provided in the Book Resources folder on the *IntelliPics Studio Fun, Two, Three!* CD in the classroom or for any other uses that qualify as fair use under U. S. Copyright law.

There are copyright issues involved in reproducing both text and graphics from any published book. Please consult your attorney for information about copyright. More information about copyright law can be found at the Web site:

<http://www.copyright.gov/title17/92chap1.html#107>

Important Note:

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Part 1: Gather Resources

For this tutorial, you will create an electronic book in a new *IntelliPics Studio* document using a predesigned template and a collection of pictures, sounds and text to tell your story. These story ingredients are located in the Book Resources folder on the *IntelliPics Studio Fun, Two, Three!* CD.

Locate Pictures

1. Create a new folder on your computer's desktop for the picture and sound files you will be using. This makes it easy to locate and import files into your document as you create your electronic book. For this tutorial, name that folder My Book.
2. If you are using the *Fun, Two, Three!* CD, navigate to and view the contents of the CD. Open the Activities folder. Open the More Fun subfolder. Locate the Book Resources folder. Copy the Book Resources folder into your My Book folder on your desktop.

Using Your Own Pictures

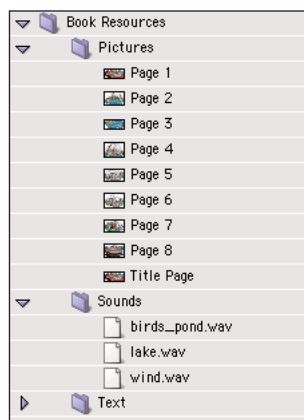
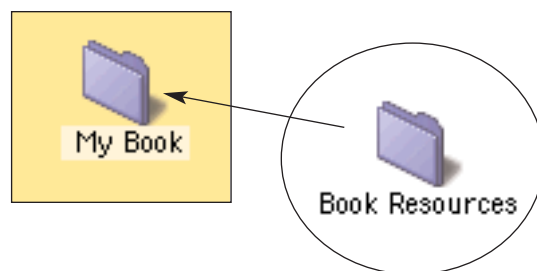
You can use your own pictures to illustrate the story (i.e., children's drawings that you have scanned, digital photos, clip art collections, etc.). *IntelliPics Studio* can import images with the following file formats: GIF, BMP, JPG/JPEG, DIB, PNG, PICT, and WMF. If you are scanning images for use in this project, it is recommended that you set the scanner to 72 dpi and save the images as JPEGs to keep the file size small. If you are considering scanning images and/or text from a published book, be sure to read the information on page 1 regarding copyright issues!

For this tutorial, you use one picture per page. Arrange the desired pictures in sequence and name each picture file according to the page on which it will appear (i.e., Title Page, Page 1, Page 2, Page 3...The End). Place them in the My Book folder.

Locate Text

The Book Resources folder in your My Book folder, includes a folder called Text. Locate the PDF file called *The Day at the Lake*. It contains text to accompany the provided pictures.

If you will provide your own text, decide what words will accompany each page. You may be recording your voice reading this text, and/or typing it into a text box.



Part 2: Title Page Picture

Open the Template

Beginning from *IntelliPics Studio*

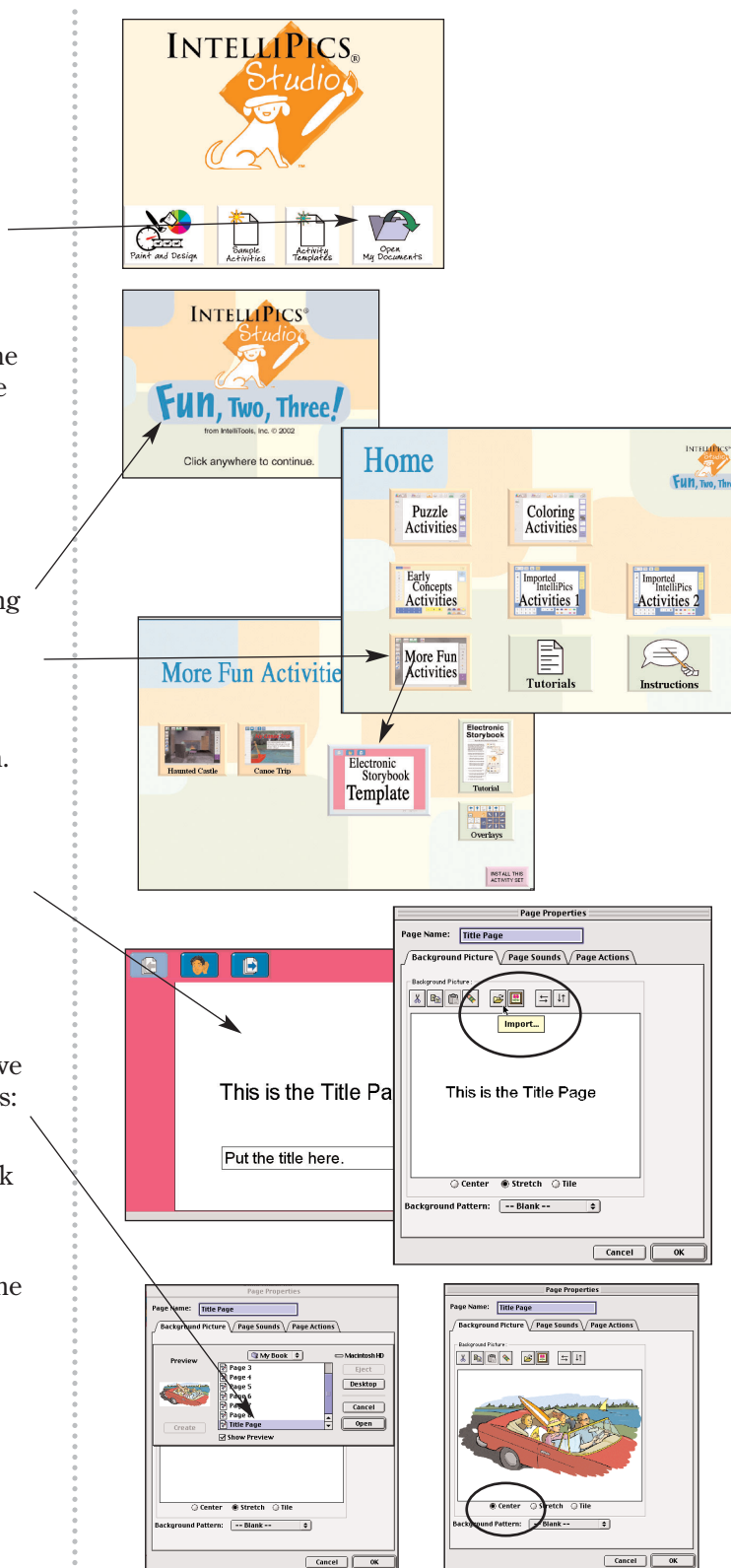
1. If it is not open, launch *IntelliPics Studio*. When the program launches, the Home page is displayed.
2. Click the Open My Documents button.
3. Click the Template tab. Select the Fun, Two Three Folder and open it.
4. Select the Electronic Storybook. Click Open. The Title Page of the Electronic Storybook Template displays.

Beginning from the *IntelliPics Studio Fun, Two, Three!* CD

1. Open the *Fun, Two, Three!* CD. Click the opening screen to proceed.
2. From the Home page that displays, click the More Fun Activities button.
3. Click the Electronic Storybook Template button. The Electronic Storybook Template opens and displays the Title Page.

Add a Background Picture

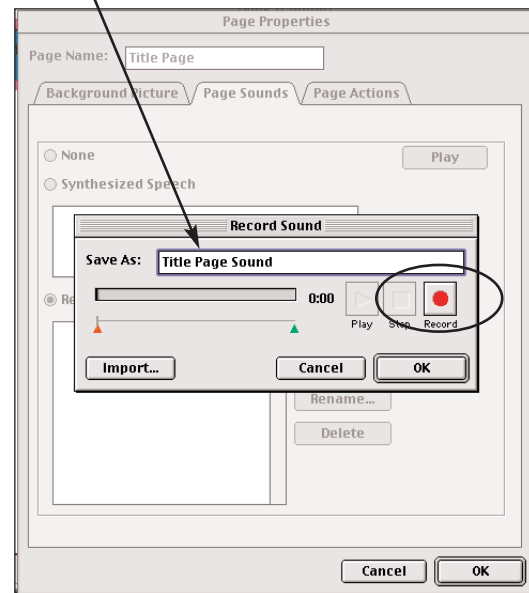
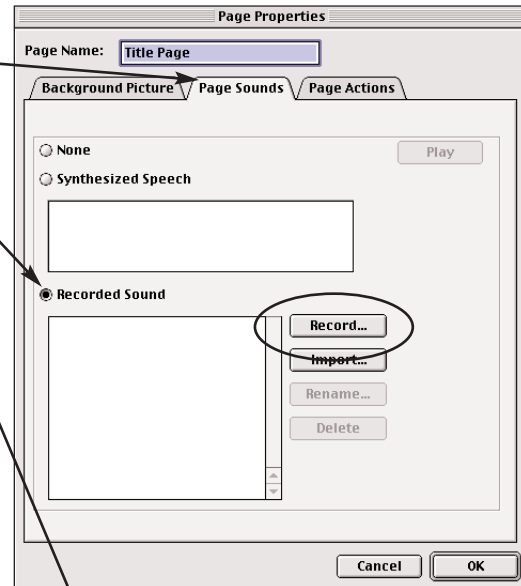
1. Press **[Ctrl]** and click the white background of the page (do not click the text box). The Page Properties dialog displays.
2. Click the Import icon.
3. Navigate to the folder (My Book) where you have stored the images for this book. (Windows users: Files of type – All Files).
4. Highlight the image named Title Page, and click Open.
5. The title page picture will appear in the preview window. Click the Center button. Do not close the Page Properties dialog.



Part 3: Title Page Sound

Record Sound

1. Click the Page Sounds tab. The Page Sounds dialog box displays.
2. Click the Recorded Sound radio button. Then click the Record Button.
3. The Record dialog displays. Name the sound Title Page Sound.
4. Click the red Record button and read the title (and author, if desired) of the book. For this tutorial, record *The Day at the Lake*. Click Play to hear what you have recorded. Click Record again if you want to record the title over again. Click OK when you are satisfied with your recording.
5. Click OK to close all dialog boxes.
6. Save your work with a unique name, such as *Fun at the Lake*, into the *My Book* folder you created.
7. In the next section of the tutorial, you will learn to add text to the page.



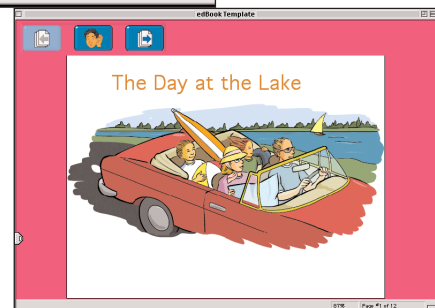
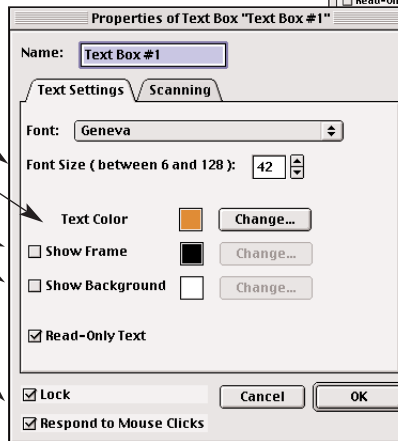
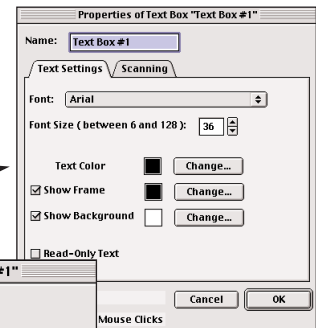
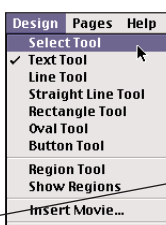
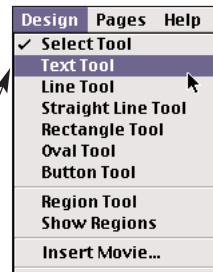
Part 4: Title Page Text

Add Text

1. If you have used a scanned image for the title page, it is possible that the image you placed on the title page already has the title as part of the image. If this is the case, you should delete the text box that says Put title here. However, the steps below will be used to place text on any page, so you may wish to follow the procedure first, for practice, and then delete the text box.
2. From the Design menu, select the Text Tool.
3. Click the text box that is on the Title Page. Delete the text. Then type the text you want to appear in that text box. This will probably be the same text you recorded for the page. For this tutorial, type The Day at the Lake.
4. You may want to change the location of the text. In order to do this, from the Design menu, select the Select Tool.
5. Now, click the text box and move it wherever you would like on the page.

Modify Text

1. Next, you can modify the font size and color. **[Ctrl]**+ click the text box. The Properties of Text Box #1 displays.
2. Change the Font Size to 42.
3. Change the Text Color.
4. Click to remove the checks in front of Show Frame and Show Background, so the text can appear to float on top of the picture.
5. Click to add check marks in front of Read Only and Lock. Locking the text box keeps students from removing it accidentally. Selecting Read Only means the text will read aloud if you click it or on Read Again (the item between the page arrows).
6. Click OK to close the dialog box.
7. If you want to make changes to the text, you can always **[Ctrl]**+ click the text box. Deselect Lock and click OK to edit the text box. Make other changes by repeating steps 2–6.
8. Save your work. In the next part of the tutorial, you will add pictures, sound, and text to Page 1 of your book.



Part 5: Additional Pages

1. Click the blue Next Page button at the top of the Title Page to go to Page 1 of your book.
2. Page 1 of your book displays, ready for you to add a picture, sound, and text.

Add a Background Picture

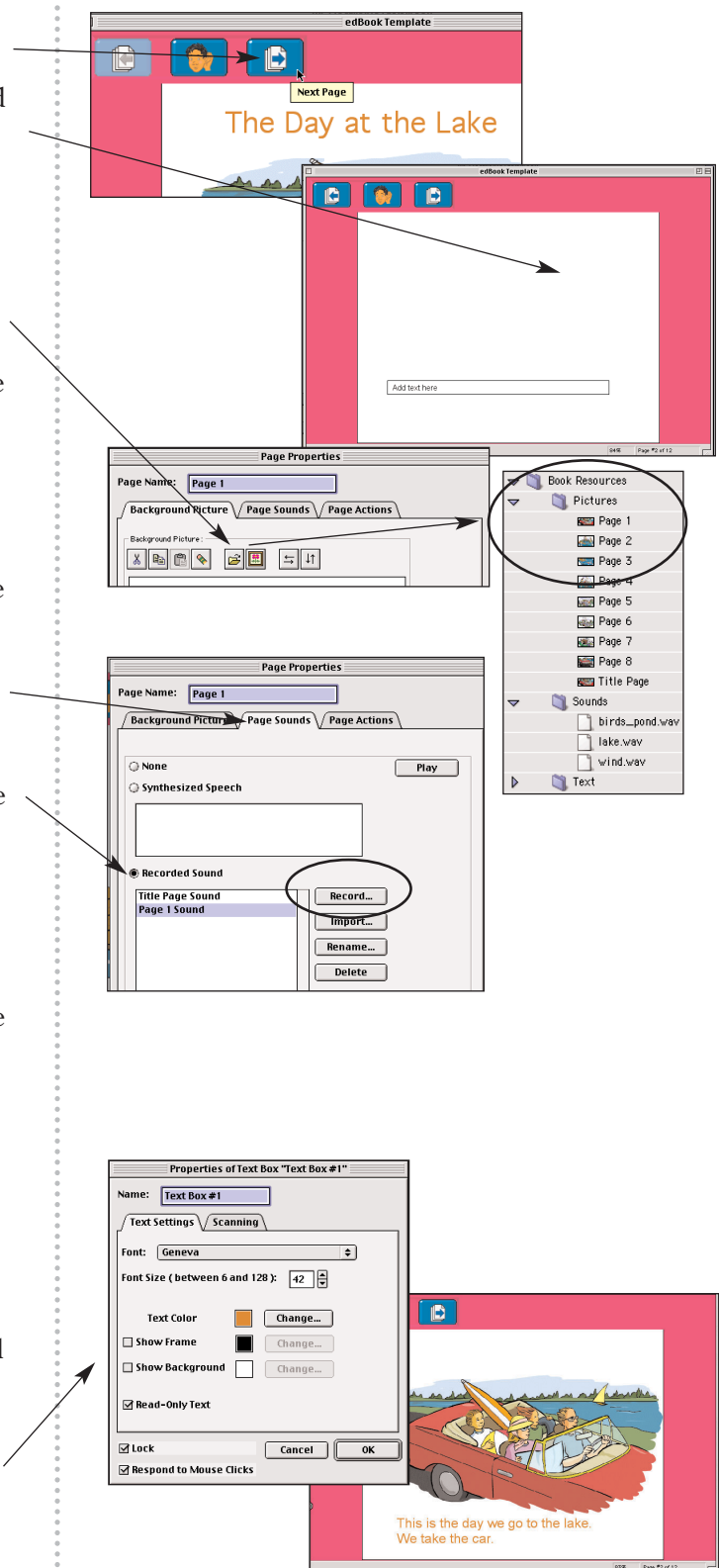
1. Press **[Ctrl]+** click the white background of the page (do not click the text box). The Page Properties dialog displays.
2. Click the Import icon.
3. Navigate to the folder (My Book) where you have stored the images for this book. Highlight the image named Page 1, and click Open. (For this book, the same image is used on the title page and on the first page of text.)
4. The picture for Page 1 will appear in the preview window. Click the Center button. Do not close the Page Properties dialog box.

Record Sound

1. Click the Page Sounds tab. The Page Sounds dialog box displays.
2. Click the Recorded Sounds button. Then click the Record Button.
3. The Record dialog box displays. Name the sound Page 1 Sound.
4. Click the red Record button. For this tutorial, record: This is the day we go to the lake. We take the car. (The rest of the text for this book is in the Book Resources folder, in the Text folder.)
5. Click Play to hear what you have recorded. Click Record again if you want to record the text again. Click OK when you are done.
6. Click OK to close all dialog boxes.

Add Text

1. From the Design menu, select the Text Tool.
2. Click the text box that is on the page. Delete: Add text here. Type the text you want to appear. For this tutorial, type the text from step 4 above.
3. Follow steps 1–7 on page 5 of this tutorial to modify the appearance of the text.
4. Repeat the steps on this page to add pictures, sound, and text to each page in your book.
5. Save your work but leave the document open.



Part 6: More About Sound

Listening to Text Sounds

Try clicking the blue Previous Page item. You will notice that the text you recorded reads aloud as each page opens.

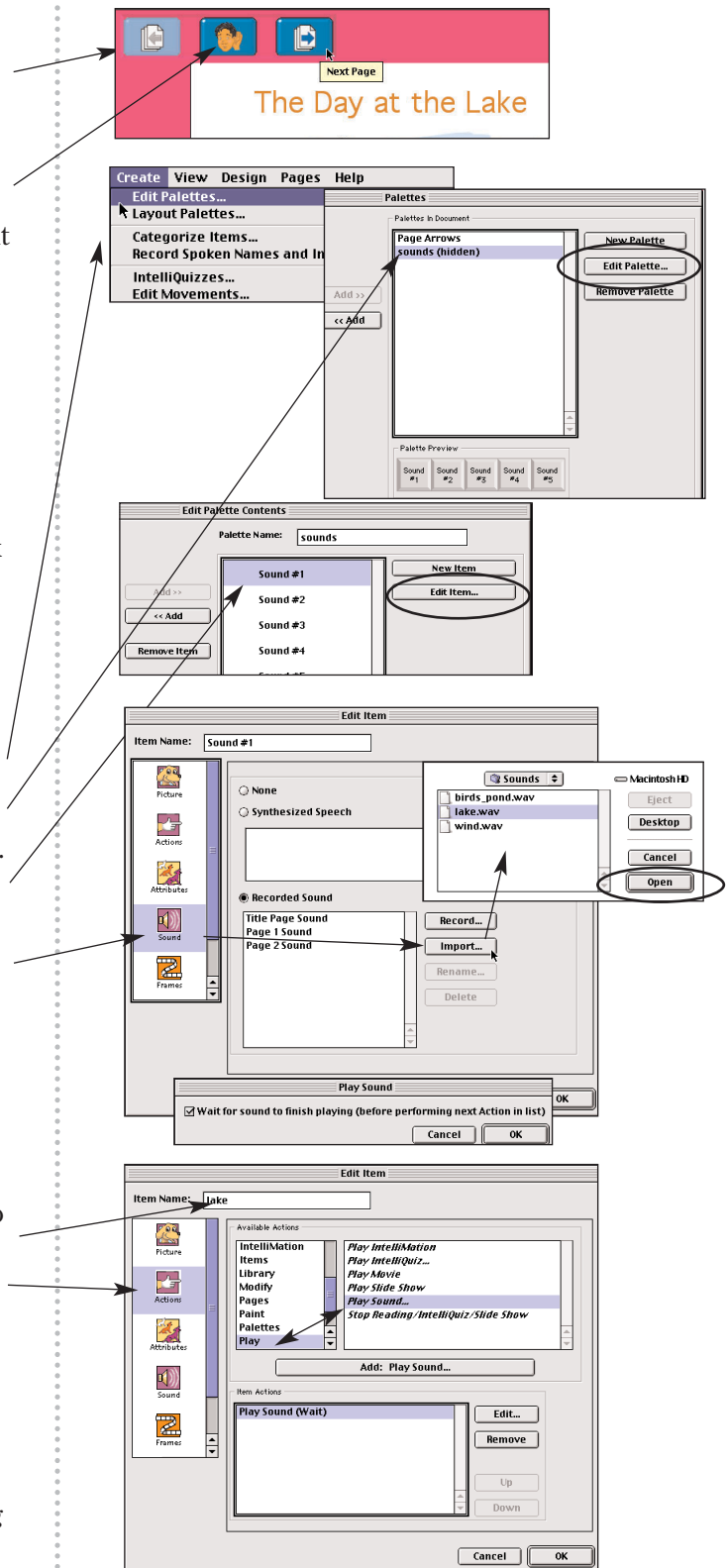
Click Read Again to hear the text on any page read aloud (in a synthesized voice). This Read Again feature enables students to hear the text again without having to turn the page.

Adding Imported Sounds

In addition to recording your (or a student's) voice reading the text, you can also import sound clips. A small collection of appropriate sounds have been provided for you to import into The Day at the Lake. You can find those sounds in a Sounds folder in the Book Resources folder you copied into your My Book folder.

The Electronic Storybook template has a special palette that you can use to add imported sounds to pages in addition to your recorded voice. This palette is hidden, because students will not be using it.

1. From the Create menu, select Edit Palettes.
2. Select the sounds (hidden) palette. Click Edit Palette. The Edit Palette Contents dialog displays.
3. Highlight Sound #1 and click Edit Item. The Edit Item dialog box opens.
4. Click the Sound icon. Then click Import.
5. Navigate to the My Book folder you created. Open the Book Resources folder. Open the Sounds folder.
6. Select the lake sound. Click Open. Now you have added the lake sound to this palette item.
7. Now rename this item lake, so it is easy for you to identify that this item will play the lake sound.
8. Click the Actions icon. From the list at the left, select Play. From the list at the right, select Play Sound.
9. Click Add Play Sound button. Click OK to close all open dialog boxes.
10. Repeat steps 3–9 for Sound #2 and Sound #3, adding the wind sound to Sound #2 and renaming it wind, and adding the birds_pond sound to Sound #3 and renaming it birds_pond.
11. Save your work.



Part 6: More About Sounds

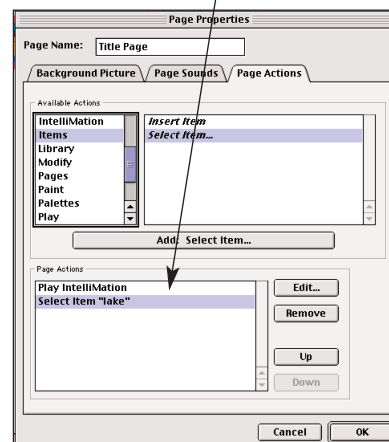
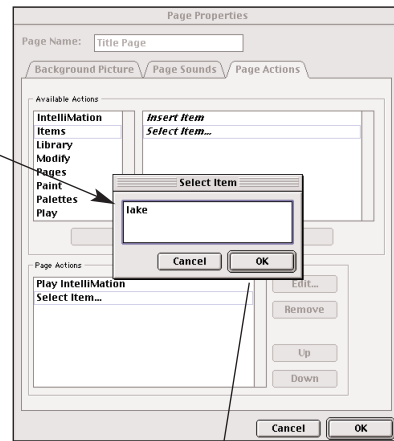
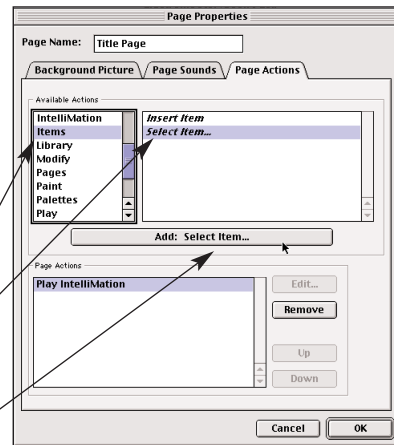
Adding Imported Sounds to Pages

Now that you have imported the sound clips and added them to the sounds palette, you can add any of these sounds to any page. The sound will play after the text is read.

1. Use the blue Previous Page arrow to return to the Title Page.
2. From the Pages menu, select Page Properties.
3. Click the Page Actions tab.
4. From the Available Actions scrolling list box on the left, choose Items. From the list box on the right, choose Select Item.
5. Click the Add: Select Item button.
6. When the Select Item dialog box appears, type in the name of the imported sound you want to play on the title page. For this tutorial, type in lake.
7. Click OK to close all dialog boxes. Now use the blue Next Page arrow to go on to Page 1.
8. Repeat steps 1–9 on page 7, selecting the sound wind.
9. Now use the Previous Page arrow to return to the Title Page. You will hear your voice reading the title, followed by the sound of water in the lake.
10. Go to Page 1. You will hear your voice reading the text on Page 1, followed by the sound of the wind.
11. You can add any of the three sounds you have imported to any page, using that page's Page Action.
12. Save your work.

The *IntelliPics Studio* CD has a collection of over 200 sound files that you can add to electronic books.

In the next section of the tutorial, you will learn about adding or deleting pages to books you create.



Part 7: More About Pages

You can add or remove pages from the Electronic Storybook template. The template provides a Title Page, ten pages for the story, and a The End page.

Deleting Pages from the Template

The Day at the Lake only has pictures for the Title Page and for eight pages of the story, so you will want to delete several pages.

1. From the Pages menu, select Sort Pages.
2. The Sort Pages dialog box will appear.
3. Click Page 9 to select it.
4. Click Delete Page to remove Page 9.
5. Save your book. Do not close the Sort Pages dialog box.

Adding Pages to the Template

For other books, you may want more than ten pages. The easiest way to add pages is to duplicate an existing page that already includes a text box

1. From the Sort Pages dialog box, select Page 10.
2. Click the Duplicate Page button.
3. Notice that your new page is named Page 10 #2. This is because *IntelliPics Studio* automatically assigns page numbers to added pages. However, for the purposes of this template, the pages were renamed, from #1, #2, etc., to Title Page, Page 1, Page 2, etc.

The pages were renamed to make it easier for you to add pictures and sounds on the appropriate pages.

4. Select the new page you created (Page 10 #2) and click the Rename Page button. Rename the page Page 9.
5. Now click the Move Towards Beginning button to arrange the order of Pages 9 and 10.
6. If you add additional pages to this template, be sure to rename them appropriately.
7. Click OK to clear all dialog boxes.
8. Save your document.

Congratulations! You have created an Electronic Storybook!

