

# Intellitalk Template

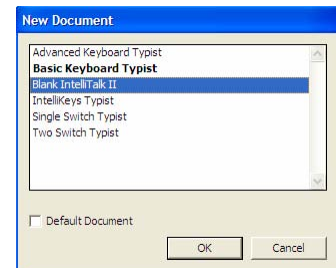
## Creating a sample question file

# Quick Guide

Created 01/05

The task is to create a talking word processing file with information, questions and answer fields then save as a template.

Load **Intellitalk**. Create a **New Document** and choose a **Blank Intellitalk II** then **OK**



Create text

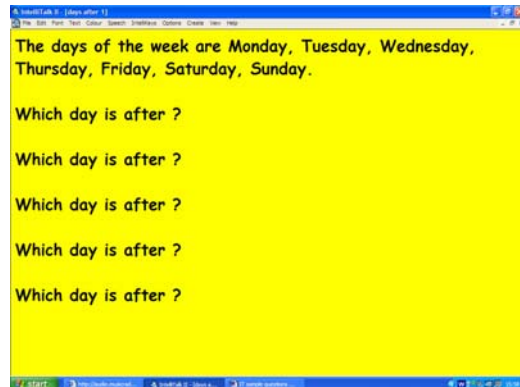
Enter the text as shown with the following settings.

Font: Comic Sans

Size: 24

Colour: Black

Background Colour: Yellow



You can, of course, add as many more questions as you like!

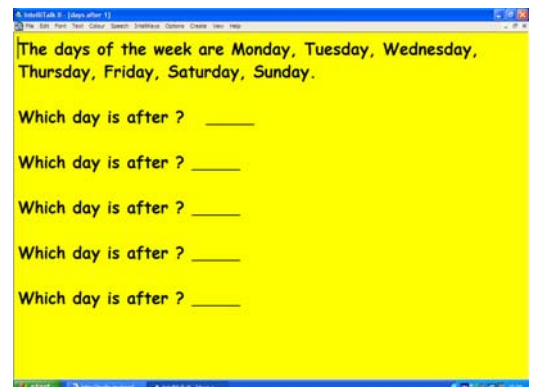
Creating an answer field

At the end of a question you can create a space for an answer to go. When Read & Advance is used the cursor is automatically placed ready for the answer. If this function is included on an overlay the pupil can read the text and enter answers all from the overlay.

Position the cursor after the question mark and press **shift, ctrl** and **?**

What looks like an underline mark appears.

Repeat this for each of the questions.



CALL Centre  
University of Edinburgh, Paterson's Land,  
Holyrood Road, Edinburgh, EH8 8AQ  
Tel: 0131 651 6236  
<http://www.callcentrescotland.org.uk>

**CALL Centre**

Copyright © CALL Centre 2003

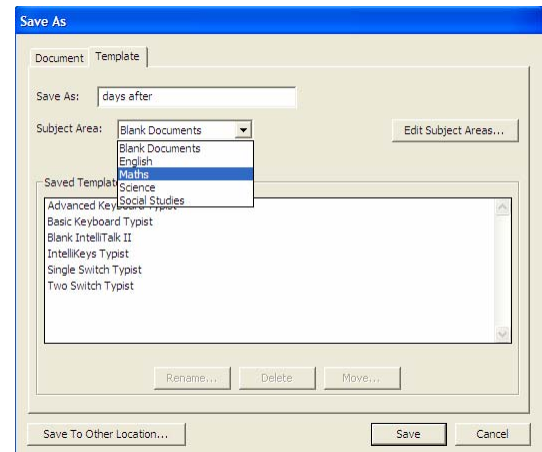
## Saving the file as a template

Select **Save As** from the **File** menu and enter a suitable name.

Saving as a template leaves the original intact and enables more than one pupil to open this file.

Click on the **Subject Area** and drag down to find the one most suitable (maths in this case).

Click on **Save**.



## Using the file

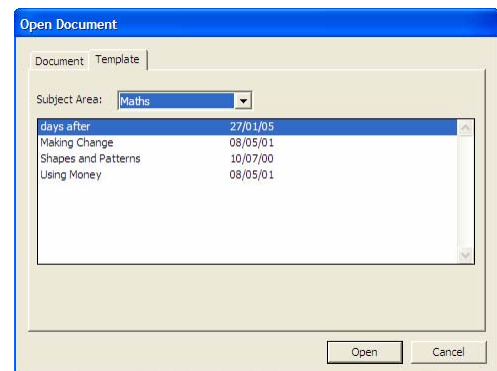
Load **Intellitalk**.

Go to **File** and **Open**.

Select **Template** and the **Subject Area**.

This will give you a list of the files available. Select the one you want and click on **Open**.

The file will open with the filename [Untitled 1].



## Saving pupil file

Once you have entered the data that you wish to use you will need to save the file.

The days of the week are **Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday**.

Which day is after **Monday**? \_\_\_\_\_

Which day is after **Thursday**? \_\_\_\_\_

Go to **File** and **Save**.

The **Document** folder will appear and the file can be suitably renamed.

There is the option to **Save To Other Location** should you wish to save elsewhere.

