

Overlay Maker & Easy Mode

Accessing a Living Books Talking Story

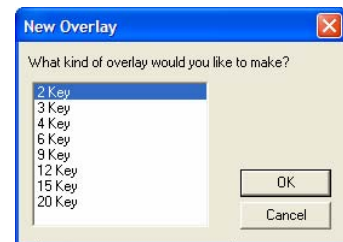
Quick Guide

Created 01/05

In order to operate a talking book a user needs to be able to operate a mouse to select the *go back* and *go forward* buttons. For those with difficulty in operating the mouse or seeing the buttons, an overlay can provide more suitable access. This guide will take you through creating a simple 2 cell overlay to operate any of the Living Books titles.

Create a new overlay

Launch the program from the start menu or a desktop shortcut. If **Easy mode** is on, loading the program will automatically present you with the **New Overlay** box. If not, then change to **Easy Mode** from the **Options** menu. Select the **2 Key** option and click on **OK**.




Adding text to the keys

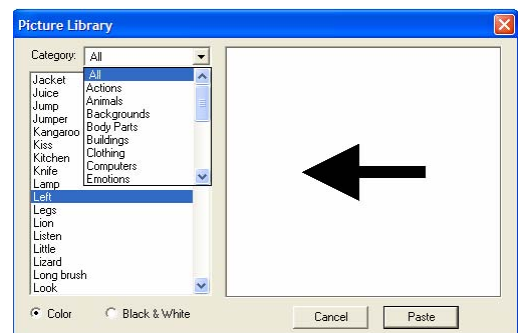
Click in the first key and enter the text *go back*.
Click in the second key and enter *go forward*.



Adding graphics to the keys

 Click on the *go back* key to select it then open the picture library with **ctrl y** or click on the icon.

You can type in the first few letters of a word you are looking for or refine the options by selecting from the list of categories. Keyboard actions will be in the **Computers** Category.



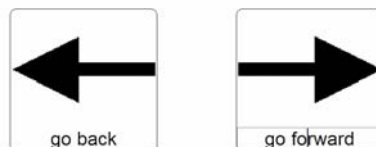
CALL Centre
University of Edinburgh, Paterson's Land,
Holyrood Road, Edinburgh, EH8 8AQ
Tel: 0131 651 6236
<http://www.callcentrescotland.org.uk>



Copyright © CALL Centre 2005


The **left arrow** seems a sensible picture here so click on **paste** and the key will now have text and a picture.

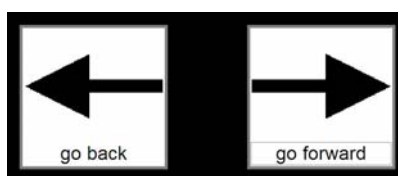
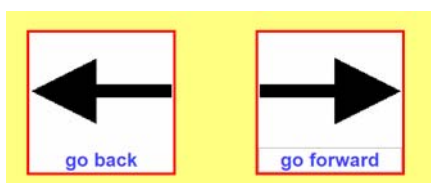
Select the **right arrow** to do the same for *go forward*.



Looking good so far! Could do with a bit more colour though to help it stand out.

Changing the Overlay and Text Appearance

By clicking on the **Change Appearance** tool  you can (in Easy Mode) scroll through a set range of alternatives and choose the one best suited to your own student.



Other options are available in **Standard mode** (see later!). It is of course possible to print an overlay on coloured paper!

Changing the content of the key

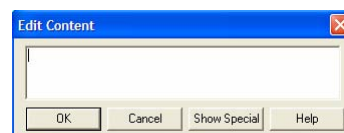
The keys need to contain the commands which will instruct the program to go back or go forward. At the moment the content of the keys will be [**Same as Text Label**] which is the default setting. This would mean that 'go back' would be sent to the computer if the left key was pressed.

Click on the *go back* key and select **Edit Content** (Ctrl e) from the **Key** menu

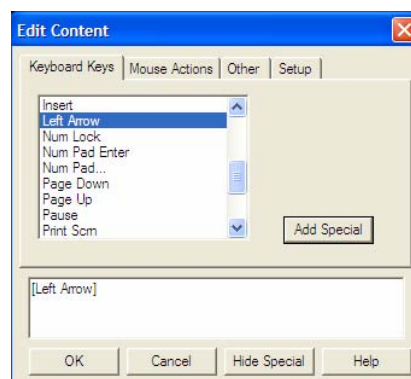
or choose the **Edit Content** button



You need access to the **Add Special** button. If it does not appear, then click on **Show Special**.



To go back a page in the Living Books stories the left arrow can be pressed. Choose the **Left Arrow** from the **Keyboard Keys** menu (scroll down if not visible), click on **Add Special** then **OK**.

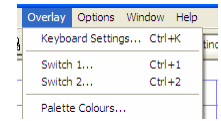


Repeat these steps for the *go forward* key choosing **Right Arrow**.

Making the overlay switch accessible

For those users unable to press on the board, the two switch sockets at the left side of the Intellikeys board can be programmed to operate the program.


Select **Switch 1** from the **Overlay** menu. You will see [Space] which is the default action. Click on **Show Special** and select **Left Arrow** from the **Keyboard Keys** menu as before. This will replace the [Space].



Do the same for **Switch 2**, setting it as the **Right Arrow**.

Any switch can be attached to the Intellikeys Board.

Saving an overlay

To save your overlay either select the **Save** button  or press **Ctrl s**.

When you first save, the dialogue box will appear prompting you for a filename. This will automatically save the file in the **My Overlays** folder in Overlay Maker.



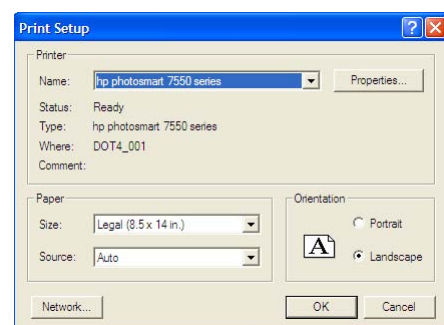
Alternatively, you may choose to save the file in another location by clicking on the **More** button and navigating to where you wish to save it. Wherever you save, it makes sense to choose a meaningful filename!

Printing an overlay

The Intellikeys Board is larger than standard A4 and needs US Legal paper (can be purchased from Inclusive Technology or ordered from suppliers). The default settings on most computers are for A4 and portrait: you may need to alter these to **US Legal** and **Landscape**.

To check the settings prior to printing go to **Print Setup** on the File menu and confirm or change the settings.

Once you are sure all is fine (and of course having US Legal paper in the printer) then print as usual (ctrl p, command p)



or

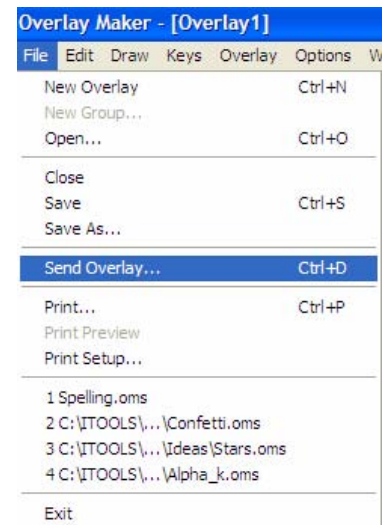
Sending the overlay

This overlay will need to be sent to the Intellikeys Board **before** you load the Talking Book.

With Overlay Maker open select **Send Overlay** (Ctrl D (pc), Command D (mac)) from the **File** menu.

NOTE:

The contents of the overlay will remain in the Intellikeys memory until you send another one or reset the board. This is an important point to remember as any pressure subsequently on the keyboard will send the contents of a key to the computer (whether the overlay is physically there or not). This can cause havoc with other users or your desktop as items are renamed! The USB board has an on/off switch at the left top-side which is very useful; however, be aware that when you switch back on, the last sent overlay is still active.



Place the overlay in the board and it's ready for testing.

Testing

ALWAYS test your overlay before letting any pupils use it. It is so easy to make simple mistakes in the creation of the overlay but much more difficult to win back the confidence and co-operation of a pupil when things have gone wrong.

Load the **Talking Book** and set up to **Let Me Play**. The user can now actively listen, pressing /switching for the next page once each page has finished.

Further use

Many talking books use the left and right arrows to move forward and back. Check the information for each program – you may be able to use this overlay for more than just the Living Books Series.