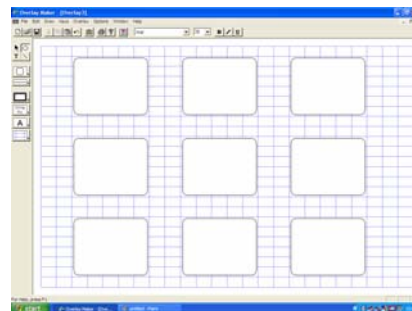
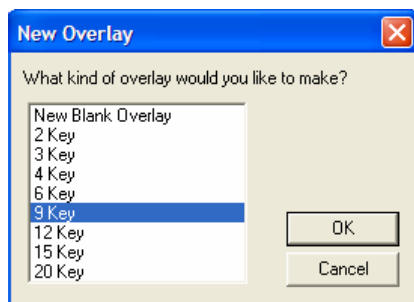


These instructions will take you through creating a small sequencing activity *Morning Routine* using either clip art or digital images.

Create a new overlay


Choose **New Overlay** from the **File** menu, choosing the **9 Key Overlay**

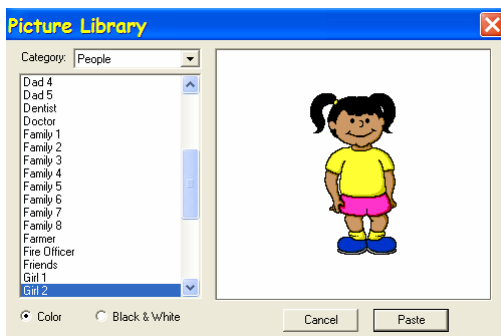


Adding a graphic

There will be 9 pictures matching the following activities: wake up, wash, dress, breakfast, teeth, coat, house, taxi, me at school. As the task is to sequence these, they should not be in order on the overlay.

Clip art

Click on any cell to select it then choose the picture library , either key in the word e.g. bed or scroll through the images. Selecting the image will place the picture in the cell. Sometimes the word you use doesn't give the image you want: wash gave washcloth, I prefer sink. Go through the cells finding suitable graphics.



Graphics categories

To see all the images in a particular category you may find it quicker to use the category chooser. For example to get a boy or girl, click to the right of *All* and scroll down to *People*.



Using digital photographs

For many pupils, using a digital photo of the actual item can be better than clipart images which may not be familiar.

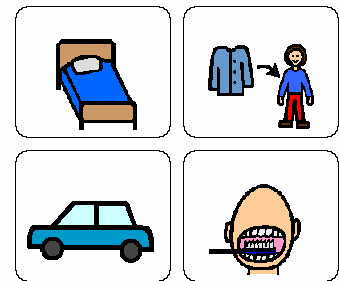
It is easier if you have all the images in one folder, e.g. 'Morning routine' in 'My Pictures'.

With the overlay open and the required cell selected, go to Start and My Documents, find My Pictures folder and then the actual image or the folder the pictures are stored in.

Double click the image and it should open into a graphics program such as IrfanView. Go to Edit and Copy; this places an image on the clipboard. Quit the graphics program and using the bar at the bottom of your screen go back to your Overlay Maker file. Go to Edit and Paste and the image will appear.

Using clipart from other programs

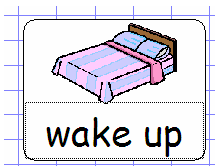
Pupils who use symbols (Makaton, Bliss, PCS) can have these images copied and paste into an overlay. Using the program and selecting the set of symbols as you normally do, collect all those you need. Select the first image and go to Edit and Copy, move back to your Overlay Maker file then use Edit and Paste and the image will appear. Move between the two programs until all the images are in.

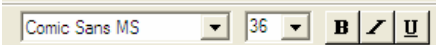


Removing a graphic

Click on the cell and choose the Edit menu then Erase Picture (or Ctrl R).

Adding text to the keys



It may be that you wish only to have pictures on your keys, however some text may be useful. Select the key then click on the text tool **T** and a text box will appear below the picture. Select the font, size and style you want from the toolbar  then enter the text.

Adding content to the keys

To insert text into a document where there is either limited or no text in the key you can edit the content. If you double click the key you will get the standard key content the [Same As Text Label]. To alter this just enter the text you wish.



Saving the overlay

Go to **File>Save** and name the file with an appropriate name in an appropriate place.

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.

You may chose to save the file in another location by clicking on the **more** button



Using the overlay

This overlay needs to be **sent** to the **Intellikeys Board** before the board can be programmed with its contents. It needs to be **printed** and placed on the board so the child can use it.

Sending Overlay

Select **Send Overlay** from the **File** menu (ctrl d for pc, cmd d for mac).

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; be aware that when you switch back on the last sent overlay is still active.

Printing Overlay

Ensure that **US Legal paper** is in the printer then select **Print Overlay** from the **File** menu (ctrl p for pc, cmd p for mac)

Load the word processing program you wish to use the overlay with and it's ready to go.

