












# Using Intellitalk with the Intellikeys Board

Make sure the Intellikeys board is attached to the computer and switched on. Insert the overlay you intend to use with Intellitalk.

Load **Intellitalk**. This will automatically create a blank document with a **standard palette** displayed.

	Save
	Print
	Spellcheck
	Undo
	Read and advance (cursor)
	Repeat
	Read all
	Select text
	Increase/decrease font size
	Bold, I talic, Underline, Plain text
	Text colour

Items within this palette can be removed or added to. They can be accessed using a pointing device on screen or an overlay keyboard.



## Features of Intellitalk

### Speech feedback

The advantage of a talking word processor is that pupils using the program can hear their work read out to them by **letter, word or sentence**.

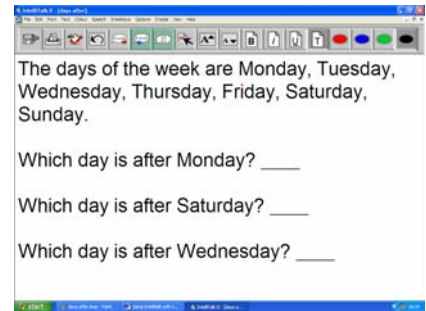
Speech	IntelliKeys	Options	Create	View
Speak None				Ctrl+1
Speak Letters				Ctrl+2
✓ Speak Words				Ctrl+3
Speak Sentences				Ctrl+4

It can be used for basic text entry providing auditory feedback or for reading back information you have created, possibly followed by questions set up ready for an answer.



A pupil could use the Read and Advance button to hear the information, press it again to hear the first question and have the cursor automatically moved to the correct position ready for their answer.

The answer can be entered from the keyboard, an overlay or an on-screen palette. Depending on the speech settings they will hear each letter or word read back.



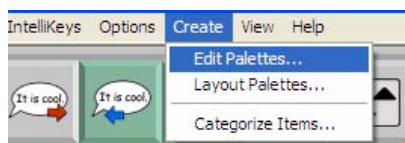
### Text and document formatting

Using the menu bar changes can be made to the **font, size, style, alignment, text colour and background colour**. This can be done to suit the personal preferences of an individual pupil.

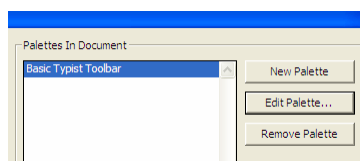
The days of the week are Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

### Editing the palette

The standard palette has quite a lot of icons on it, many of which you may not wish a pupil to have access to. It may be that too many are a distraction or that you wish to add some functions that are not there.



To make changes to the palette open it by selecting **Create** from the menu bar and **Edit Palettes**.



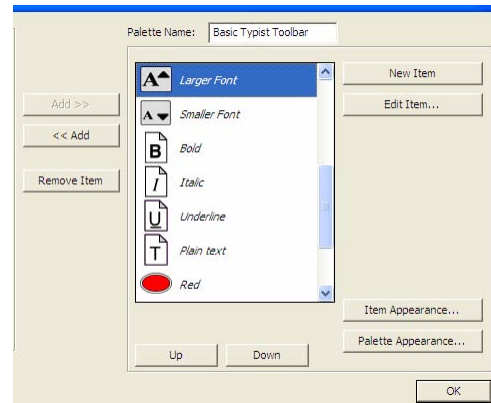
Select the palette to edit then **Edit Palette**.

## Removing an item in the palette

All the items in the palette can be seen in the box.

To remove one select it then click on **Remove Item**.  
The original will still be in the main set.

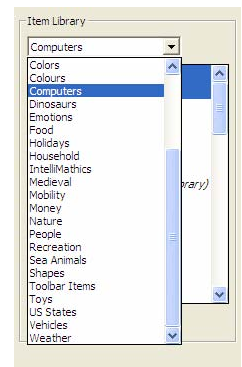
Repeat this process for any items you would wish to be removed then click on **OK** when finished.



## Adding an item to the palette

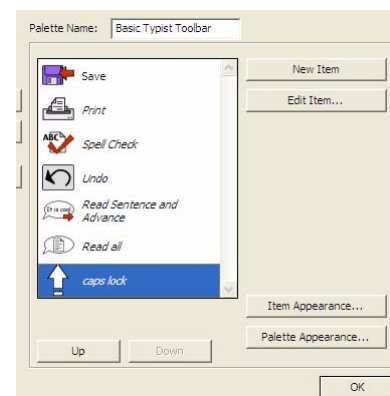
It may be that you wish a feature to be added. A pupil may need access to the caps lock key but this is not in the standard palette.

Subsets are available in the Item library - anything to do with the keyboard will be in the computer set. Selecting this makes it easier to find caps lock.

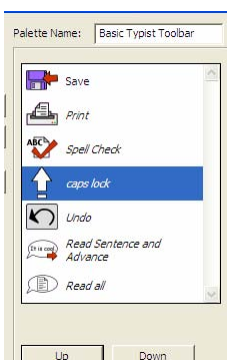


Clicking on the icon results in the **Add** button becoming available.

Click on **Add** and the item will appear on the palette.



## Changing the appearance of the Palette or items in it

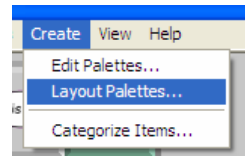


Items can be altered to change how they look or what they do. The order of items in the display can be altered. The palette can be altered to change how it looks. However, these are a bit more complex and best looked at when you are more familiar with the program.

## Moving the Palette

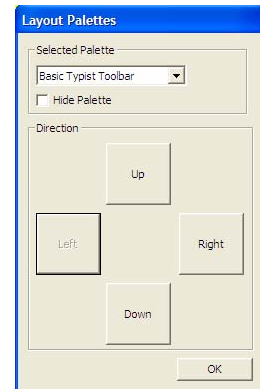
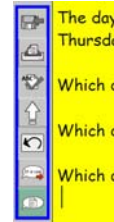
Most standard palettes are positioned at the top of the screen – moving to another position may suit the particular needs of a pupil.

Select **Layout Palettes** from the **Create** menu.



The palettes in the document will be displayed, clicking on the options will immediately enable you to see how it will look.

Note that it is possible to **hide** the palette should you not wish a pupil to have access to it.



## Saving the file

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

You may wish to save it in **Guest** and **Documents** or create a **group** and **users**.

## Creating a Group and Users

To better manage files it is possible to create a folder for classes and within that, a folder for each pupil.

Select the **Edit Group and Users** from the **File** menu, click on **New**, enter a name for the group, and then **OK**.

Select the **Group** then click on **New** in the **Users** box, enter a name, click on **OK** and repeat till you have all the names you need.



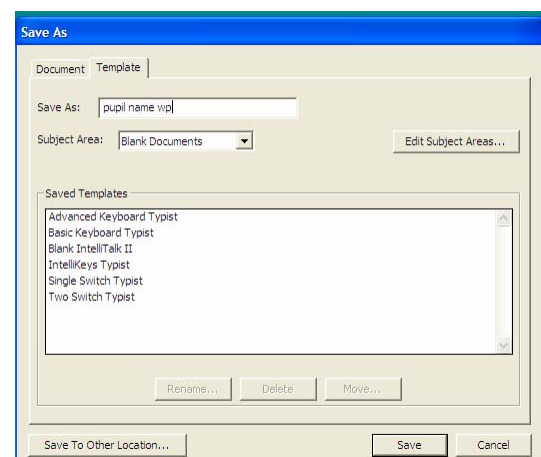
Files created can now be individualised and saved in the appropriate pupil folder.

## Saving a file as a template

This enables a file to be created and used by many, when the user saves they will be prompted to give a filename (and may save in their own folder) leaving the original intact.

**Save As** from the **File** menu,  
**Template**,  
**Blank Documents**

and enter the file name with the **pupil's name** or **filename** you wish to use.



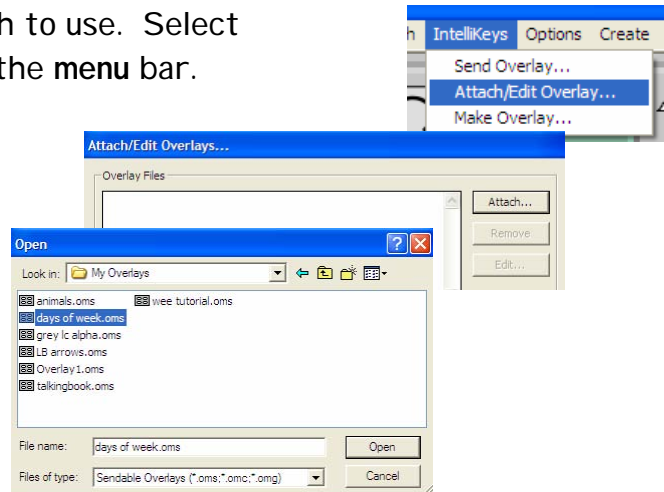
## Attaching an overlay to a file

Having the overlay **attached** means that it will **automatically load** when the Intellitalk file is loaded. Having set up a word processing file with a pupil's preferences it may be that an adapted overlay keyboard would also be of benefit. This would be a sensible reason to attach an overlay to a file. Alternatively where information and/or question files are created with overlays containing answers then it would make sense to load the overlay with the file.

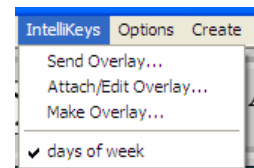
To do this open the **Intellitalk** file you wish to use. Select **Attach/Edit Overlay** from **Intellikeys** on the menu bar.

Click on **Attach**

then locate the overlay you want to use and click on **Open**.



Now when you go to the Intellikeys menu you should see the overlay you attached with a tick in front.



## Sending the Overlay

If the overlay has not been attached to a file then there are two methods of getting it sent to Intellitalk:-

1. **Open** the **Overlay** in **Overlay Maker** and choose **Send Overlay** from the **File** menu. Then open the **Intellitalk** file you wish to use it with.

2. Load the **Intellitalk** file, choose **Send Overlay** from the **Intellikeys** menu in **Intellitalk**, locate the file, select it and click on **Open**.

You will be then be asked if you wish to **attach** this overlay to the file. Unless this is a standard overlay, such as a modified keyboard you wish a pupil to use consistently, then choose **no**.

