Intellitalk II Palettes and Templates

Creating a New Palette

Activity

Palettes can be created and/or edited and saved as templates for reusable learning activities.

In this section, you will learn how to create palettes for specific activities, edit them and change their appearance and save them as templates and create an overlay for use with IntelliKeys.

*Note: If you are using a Macintosh, substitute the ⌘/Command key for the Ctrl/Control key in the keyboard shortcuts.

Instructions

Working with palettes can be a bit confusing as they look and act much like the toolbars you use in your office documents. In fact, when you open the palette library, the individual palettes are called **toolbars** (e.g. Advanced Typist Toolbar). IntelliTalk II uses palettes to create learning environments. They are used to insert text and graphics into your document or as toolbar functions.

IntelliTalk II provides several palettes to get you started. However, you may want to create your own palette or edit an existing one. A palette can be designed to be used as a standard navigation toolbar for writing activities or include subject specific items for a content activity such as dinosaurs or a combination of both! You will have an opportunity to create both kinds.

1. Create a Writing Toolbar Palette

- We will create a new toolbar with items that may enhance the writing process for a beginner writer.

- Open a new blank IntelliTalk II document.

- In the **Create menu**, select **Edit Palettes**. In the Palettes window, select **New Palette** and name it "First Writer". Click **OK**. The **Edit Palette Contents window** will automatically open.

- In the Edit Palette Contents window, select the Tool Bar Items category from the Item Library.

- We will create our new palette using these items.
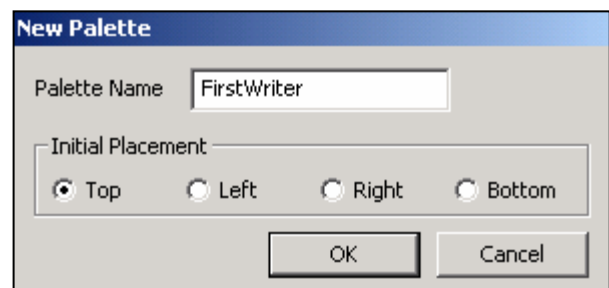
- Scroll down the list box until you see "New" (for new file). Click **Add>>** to add it to the palette.

- For this palette, select the following items to be added:

New	Open	Undo
Save	Spell Check	Delete Sentence
Print	Picture Library	Delete Word
Read Word	Read Sentence	Read all

Reorder The Items You will notice that as you add items to the palette they appear immediately in the document. After all the items are added you may want to put them in a different order.

- To reorder the items, first decide how you want the palette to look. Click on the item you want to move and then select either **Up** or **Down** to move it one place at a time. Again, the changes will be seen instantly on the document's palette.
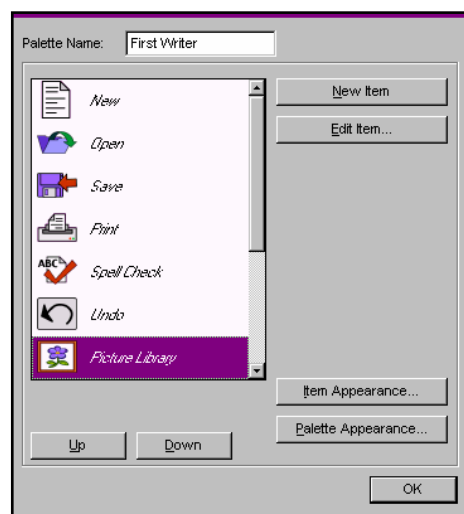
- When you have all the items in the correct order, click **OK**.

- Your First Writer palette may look like this:

2. Save As a Template

Palettes can be saved as templates for re-usable activities. You may want to save the document with the **First Writer palette** as a **toolbar template** to be used for a New Writing Document.

- In the **File menu**, click **Save As** and open the **Template** folder.

- Give the template a name: *First Writer.*

- In the **Subject Area**, select **Blank Documents**. This is where you store basic toolbar templates. Click **Save.**
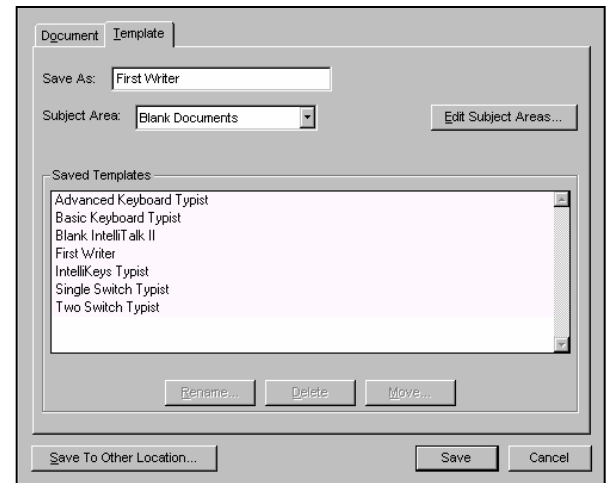
3. Create an Activity Toolbar Palette

Palettes can be used for specific content activities making it possible for students to participate independently. Let's create an exploratory activity called "Good Food" in which students can select a picture of either a fruit or vegetable and learn about it.
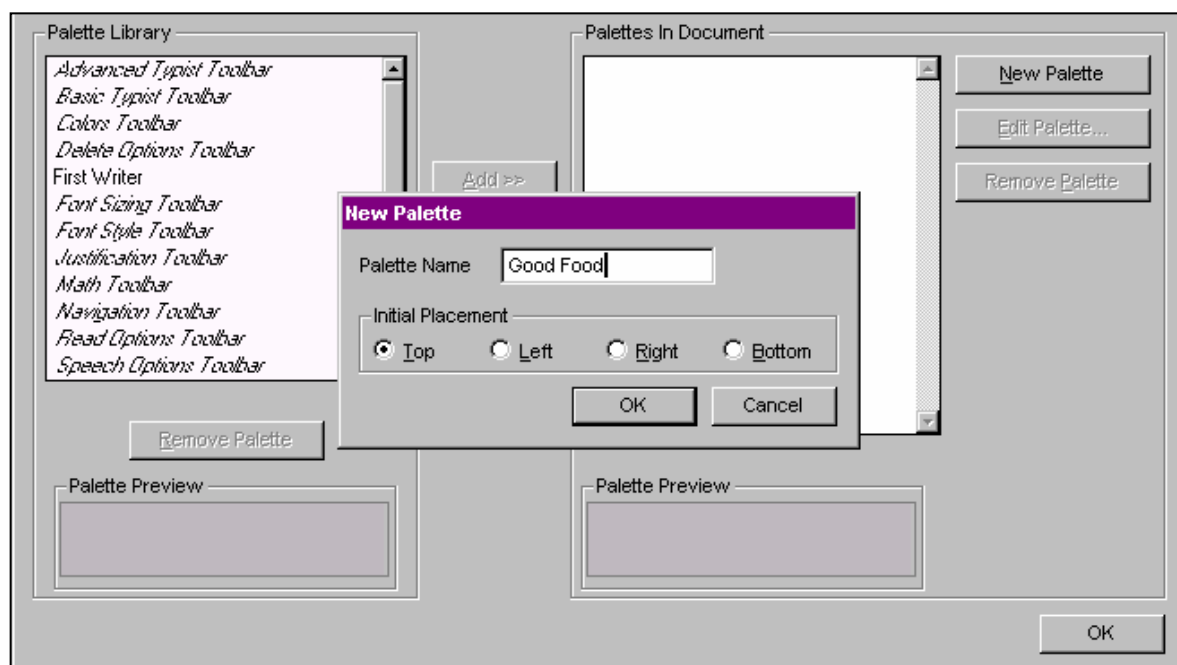
- Open a new blank IntelliTalk II document. In the **Create menu**, select **Edit Palettes**. In the **Palettes window**, select **New Palette** and name it "Good Food".

- Place it at the top of the document. Click **OK**.
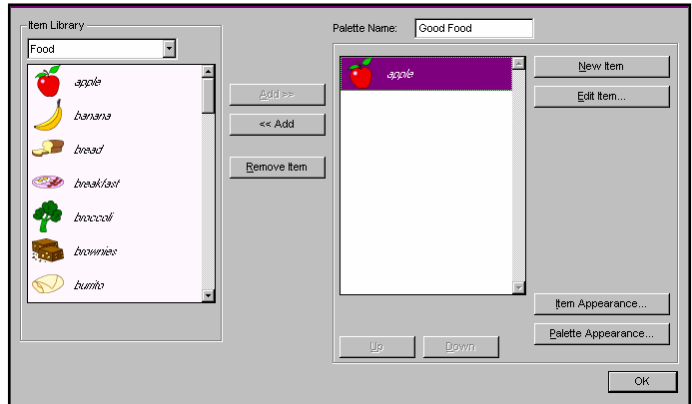
- In the Edit Palette Contents window, select the Food category from the Item Library.

- Find the apple. Click **Add>>** to move it to the palette.

- Select and add 4 fruits and 4 vegetables and the salad item. Arrange them so that the fruits and vegetables are randomly placed with the salad at the end of the palette.

- Select the apple and click **Edit Item**. In the **Edit Item window** the picture of the apple appears. Click on **Actions** where we will identify what happens when the apple item is selected.

- IT II automatically includes "Insert Item" which causes the text or picture associated with apple to be placed in the document.

- Select the actions you want to view by selecting the general type in the list box. The choices in each category will appear in the box on the right. For this activity, select "Typing" and then add "type text..."

- In the text box type: "Apples are fruit that grow on trees. They can be sweet or sour and red or
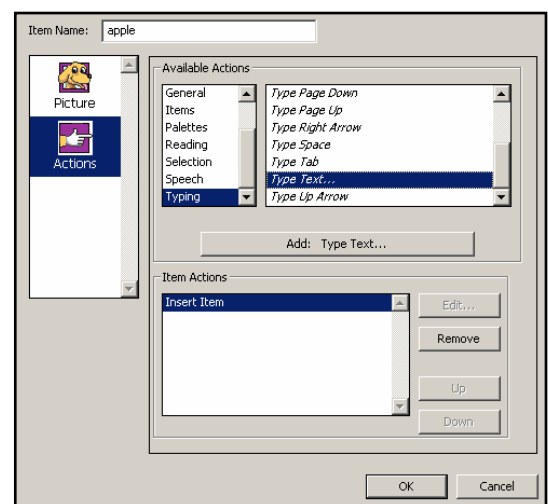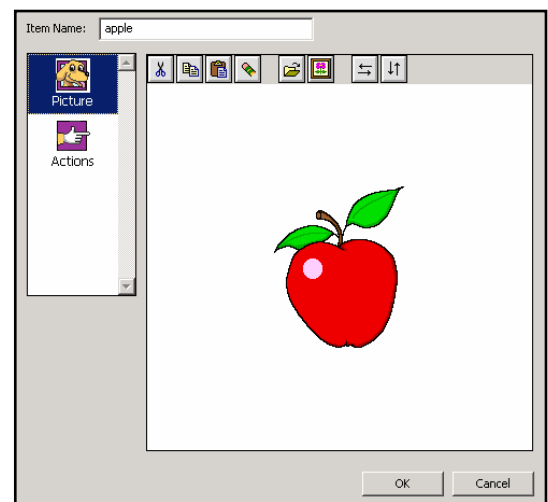
yellow." This is the text that will be read when the apple is selected. Make sure to include punctuation to indicate the end of the sentence.

- We will set the read text options from the document window.

- Click **OK** and select the next item. For each item **ADD Type Text** and include its name, whether it is a fruit or vegetable and something else about it.

- When you have all the items in the correct order, click **OK**.

- Your First Writer palette may look like this:


4. Activity Trial and Editing

- Let's try out the Good Food activity. In the document window, from the **Speech menu** select **Speak Sentences**. Click on the apple item. Now click on the broccoli. What happened?

- You may want to make sure that each new sentence starts on a new line. To do this we will have to add an **Enter/Return** command to each item's action list. Adding **Read Sentence** and **Delete Sentence** items to the toolbar will give the student more control.

- In the **Create** menu, select **Edit Palette**. Add **Read Sentence** and **Delete Sentence** items to the palette. They can be found in the **Toolbar Items** of the **Palette Library**. They will be added to the end of the palette.
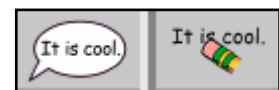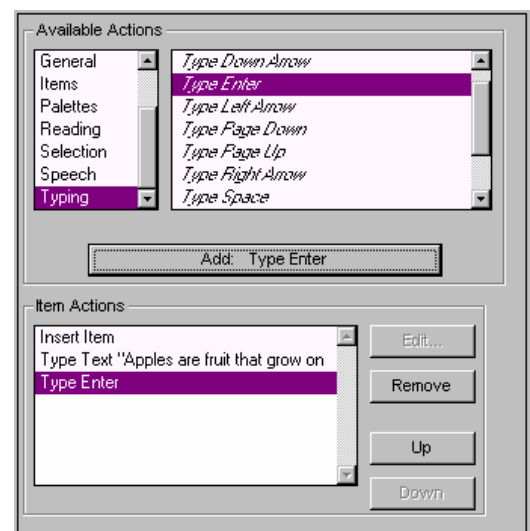
- To add **[Enter]** to each of the items, select the first item and click **Edit Item**. At the Actions window, select "Typing" and add "Type Enter" to the list of actions. Make sure it is the last action. If you have to move the action's order, use the **Up** and **Down** buttons. Click **OK**. Do this for each item. Close out the edit windows and try out the activity again, including the new items.

5. Change the Appearance of an Individual Palette Item

You may want to make the command keys on the palette appear different from the fruit and vegetable choices so they are easier to see.
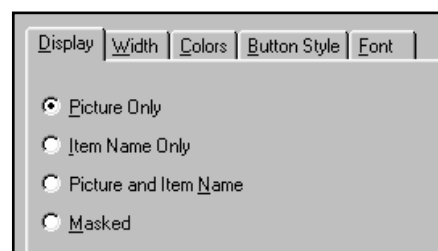
- In the Create menu select Edit Palettes.

- Highlight Good Food and select **Edit Palette**.

- Highlight Read Sentence; select Item Appearance.

- You can experiment with various changes here. As you click **OK** in any area, you will immediately see how that change affects the palette within the document. You can then keep or change as you'd like.

- Try It! Click once on **Read Sentence** and edit the following:

- Display –   picture only

- Width –   no change

- Colors –   change item background color to lime

- Button Style –   radio button

- Font –   Arial, 18pt., Plain

- Click **OK**.

- Repeat the steps for changes to the **Delete sentence** item. Your palette will reflect the changes. Close out the **edit windows** and try out the activity again, including the new items. Make additional changes if you want.

- When you are satisfied, save the activity as a Document Template.

6. Make an Overlay

You can generate overlays from IntelliTalk II activities for use with IntelliKeys. You will need Overlay Maker on your computer to do this.

- With the Good Food template open, pull down the **IntelliKeys menu** and select **Make Overlay**. Notice that the palette is already selected and you have the option to include scanning, pictures in the keys, and/or fit the overlay to a keyguard.

- Select **Auto Scanning, Picture In Keys** and **Fit to Keyguard.** Click **OK**.

- The **Save** window appears. Name the file *Good Food Overlay*. Click **Save**.

- Overlay Maker automatically opens with the new overlay keys and key content instantly created.

- Use Overlay Maker's tools to edit the overlay's appearance.

- **Save** and **Print** your overlay and close Overlay Maker.

- Return to IntelliTalk II. If you need to, pull down the **IntelliKeys menu** and select **Send Overlay.**
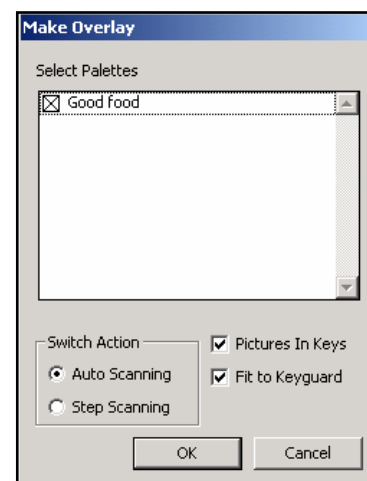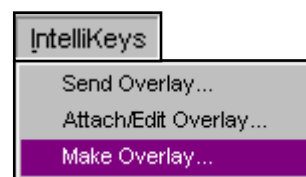
- Select the *Good Food Overlay* and click **Open.** IntelliKeys will send the overlay to Overlay Maker.

- Place the overlay in the IntelliKeys keyboard and try it out. Edit the overlay as necessary for your students.

Note: If you kept the same layout, i.e. you did not rearrange the keys on the overlay or change their shape, it can be used with the 9 hole keyguard from IntelliTools, Inc.