

IntelliTalk II Palettes and Templates

Working with Palettes

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Activity

Palettes are the method to customize writing activities for any student.

This section explores the palette toolbar and library. You will learn how to preview palettes, add them to documents, edit palette appearance and change their location within documents.

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

Instructions

Palettes act as a group of buttons on a toolbar. A palette can be created with one or more items. The buttons provide a variety of actions, from reading directions, to changing the color of the text, to branching to a new palette. You can use more than one palette at a time in a chosen screen location. They can be turned on and off as needed.

Each item (or button) consists of 3 parts:

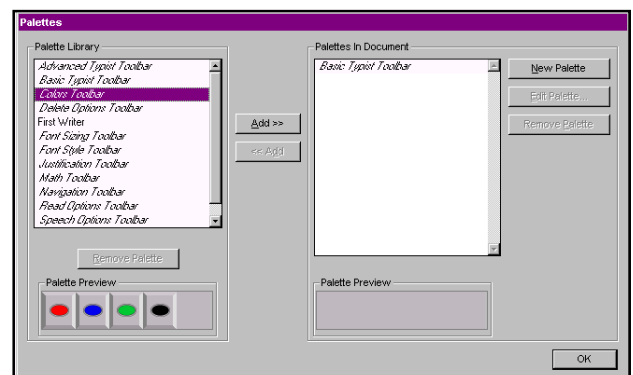
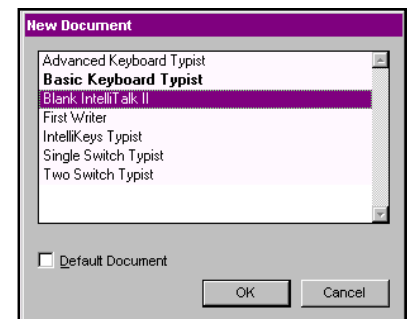
- item name
- picture
- one or more actions

Actions determine what happens when an item is selected (by clicking on it, using an overlay or switch).

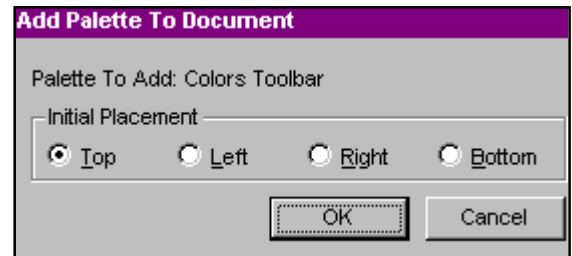
1. Using the Palette Library

IntelliTalk II includes a library of palettes that can be used in any combination in any document.

- Open a New document. Select **Blank IT II**.
- From the **Create** menu, select **Edit Palettes**.
- The **Palette** window appears. Standard palettes that cannot be removed are in italics. As a toolbar is selected, its items are previewed in the **Palette Preview** window.
- Scroll through the various toolbars, select one you want to add to a document and click **Add**.



- In the **Add Palette to Document** window, select where onscreen you want the palette to appear and click **OK**. The palette will appear in the list box.

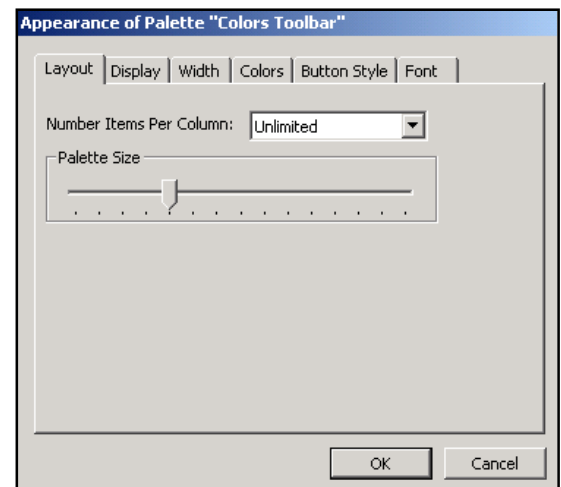


- Click **OK** to close the dialog box and see how the palette appears on the current document.
- Experiment by adding several palettes to your document. See how their placement affects the document appearance and use.

2. Edit Palette Appearance

You can control the appearance of your palettes, including the number of items in each row, the width of items and whether pictures and text will appear together, as well as font, background color and button style.

- In the **Palettes** window, click once on a toolbar to highlight it.
- Select Edit Palette. In the Edit Palette Contents dialog box select Palette Appearance.
- The features here are similar to those in the **Item Appearance** window. The difference is that changes are made to the *entire* palette.
- The **Layout Tab** is unique to the **Palette Appearance**; here you make choices on the overall size of the palette as well as the number of items that can appear in each row (Refer to the chart *Item and Appearance Settings* in the IntelliTools II User's Guide for options).



- 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.

- **Try It!** A student is completing an activity where parts of speech are defined by color.
 - Open a new blank IntelliTalk II document
 - Select the **Colors Toolbar** and place it on the right side of your document.
 - Make the following changes:
 - Layout – no change (unlimited)
 - Display – picture and item name
 - Width – no change
 - Colors – change item background color to purple
 - Button Style – push button
 - Font – Arial, 18pt., Plain
 - Click **OK** to close the Appearance Box.