

# Overlay Maker

## Create Overlays: Step by Step

### Assistive Technology Training Online

University at Buffalo - The State University of New York  
USDE# H324M980014  
<http://at-training.com>

## Activity

You will learn to create custom overlays by drawing keys on the computer screen, adding text labels and pictures and changing the size, color and shape of keys. You will also learn how to add special commands to take advantage of the unique read and delete features of a talking word processor. Finally, you will print your customized overlay, send the file to IntelliKeys and use it with a talking word processor.

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

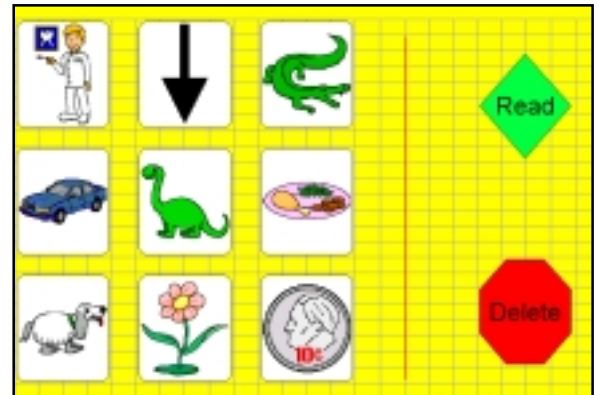
# Instructions

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## 1. Get Ready to Make an Overlay

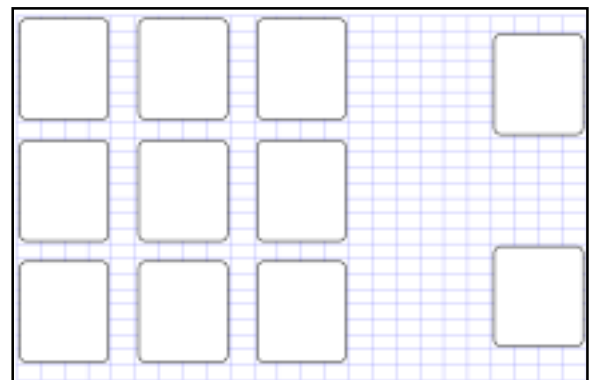
For this activity, you will create an overlay to help students identify words that start with the letter D. Students will use oral, written and visual language to communicate answers using technology.

- Open Overlay Maker. Make sure you have a new, blank overlay on the screen.
- Go under **File** to **Save [Ctrl+S]**. Select **Save** and name the overlay **D Words Overlay**. Notice you are saving your overlay in Standard Format. For this tutorial we will save the tutorial on the Desktop.







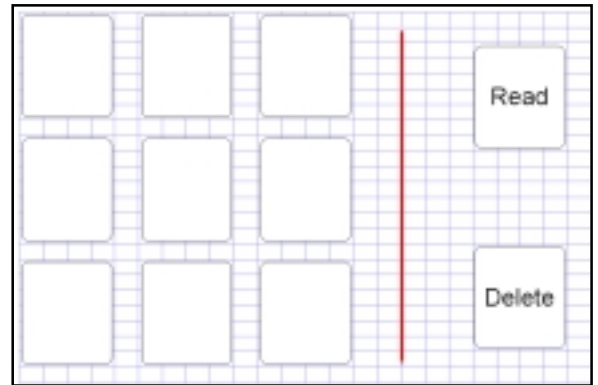
## 2. Create Eleven Keys

- Select the Key tool .
- Click and drag diagonally to create a key roughly the size of the key on the right (1.5" square).
- Go to **Edit** menu and select **Copy [Ctrl+C]**.
- Use **Paste [Ctrl+V]** in the **Edit** menu 10 times to make a total of 11 keys.
- Arrange the keys to look like the overlay to the right.






### 3. Add Text Labels and Lines

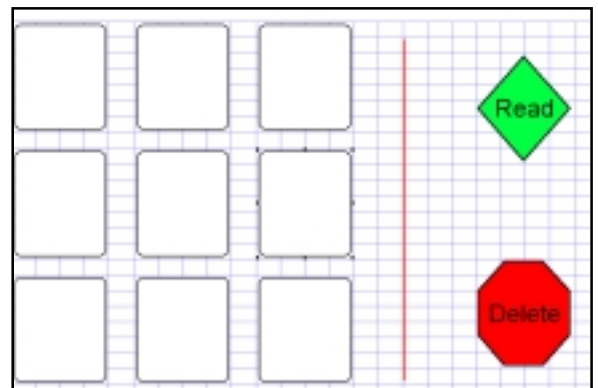
- Click to select the Text Tool .
- Click inside the keys on the far right side and type: **Read** and **Delete**.
- Select the Line Tool . Holding the Shift key down, make a line from top to bottom by dragging the line cursor.
- Select the Line Width Palette  and select a wider line.
- Select the Line Color Palette  and choose Red.



### 4. Change the Shape and the Color of the Keys

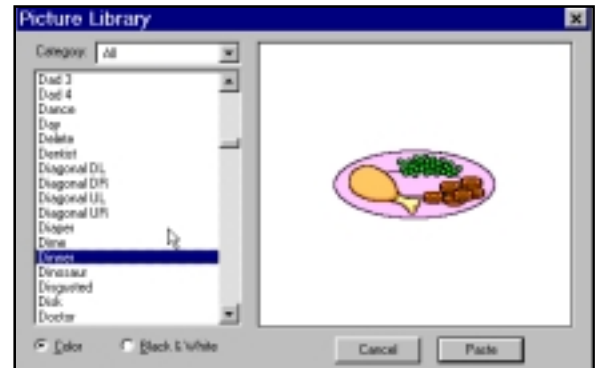
Now you will change the shape of the of the **Read** and **Delete** keys.

- Select the Pointer Tool . Click once on the **Read** key.
- Hold down the Shapes Palette  Tool and select the diamond.
- Hold down the Key Fill Palette Tool  and select green for the color of the key.
- Now change the shape of the **Delete** key to octagonal, and the color to Red.




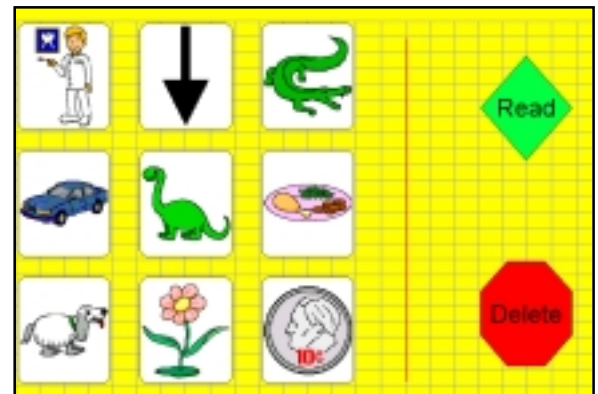
## 5. Add Pictures to the Keys

- Click once on a key to select it.
- Select **Picture Library** from the **Edit** menu [Ctrl+Y]. There are 3 ways to explore the 300-picture library: 1) by category, 2) by typing in the first letter of the name, and 3) by using the scroll bar.
- Select the picture and click on **Paste**.
- Add the following pictures that begin with 'D' to the 6 squares as illustrated in the finished overlay: dentist, down arrow, dinosaur, dinner, dog and dime.
- Add the following pictures: alligator, car and flower to the remaining 3 squares.



## 6. Add Background Color

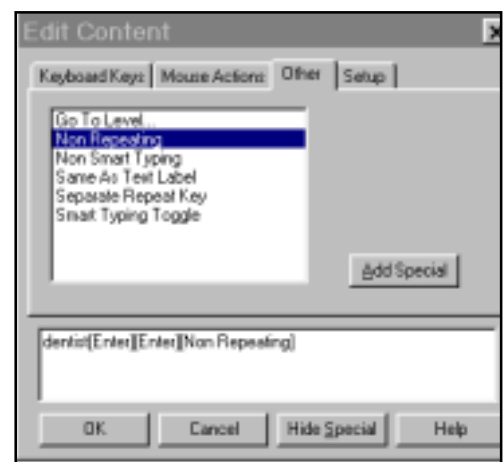
- Hold down the **Background Palette Tool**  and choose yellow for the background screen.



## 7. Add Content to the Keys

The **Content** is the information the computer will receive when the key is pressed.

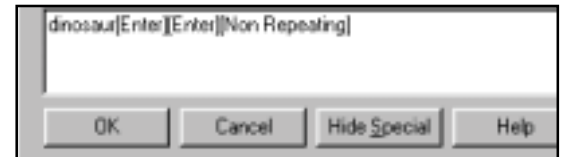
- Click on the key with the **dentist** picture. Select **Edit Content** [Ctrl+E] from the pull down **Keys** Menu or double-click on the key. Type **dentist**. Be sure to add a period and *two* **Enters** to the key. **Enter** is found in the **Keyboard Keys** menu.
- Select **Enter**, and click on **Add Special**. You will need



to do this twice to add two **Enters**. The **Enters** are to separate the words for a beginning reader.

Note: Pressing the **Enter** key on your keyboard will NOT add a return to the key content.

- Add **Non-Repeating** from the menu **Other**. **Non-Repeating** will prevent the key from repeating over and over if held down too long by the student.
- Repeat the above 3 steps to add content to other picture keys.



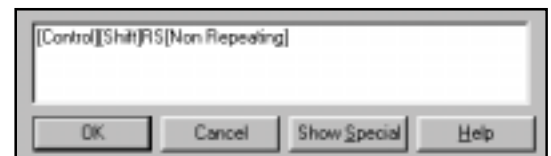
## 8. Create the Read and Delete Keys

- Click on the **Read** key. Select **Edit Content** from the **Keys** Menu or double-click on the key.
- Using your talking word processor, determine the keyboard command for read-sentence:

IntelliTalk II

IntelliTalk II: **[Ctrl] [Shift] RS**

**[Non-Repeating]** Make sure to use caps.



Write:Outloud: **[Ctrl] [Up Arrow] [Ctrl] [Shift]**

**M [Ctrl] T**. Add **Non-Repeating**

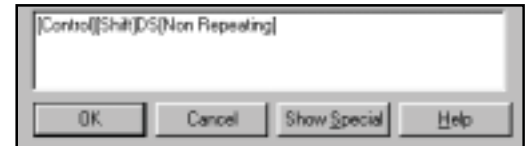
Write:Outloud



- In the same manner, select the **Delete** key and determine the word processor command for delete:

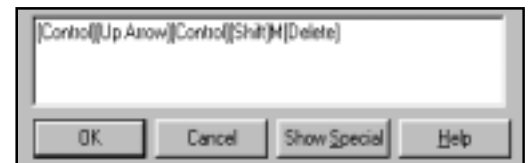
IntelliTalk II: **[Ctrl] [Shift] DS [Non-Repeating]**. Make sure to use caps.

IntelliTalk II



Write:Outloud: **[Ctrl] [Up Arrow]**  
**[Ctrl] [Shift] M [Delete]**. Add **Non-Repeating**

Write:Outloud



## 9. Save, Send and Test the Overlay

- Save and print your overlay from the **File** menu.
- From the **File** menu, select **Send Overlay**.
- Open the talking word processor program. Set it to **Speak Words** and **Speak Sentences**.
- Slide the printed overlay into the IntelliKeys keyboard.
- Press the keys on the overlay to hear the words spoken. Click on the **Read** and **Delete** keys.
- Edit the overlay if needed; change the size of the keys to fill the overlay.