

Overlay Maker

Using Pictures: Step by Step

Assistive Technology Training Online

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Activity

Using your own pictures and graphics can further enhance the usefulness of an overlay. Learn how to how to take a screen shot of an image displayed on your computer screen, where to find graphics and pictures on the internet and how to import these images to use with your overlays. Finally, discover how to use a single picture as an overlay background with "hidden keys" (Windows users only).

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

Instructions

1. Finding Graphics and Pictures to use with Overlay Maker

Overlay Maker lets you add pictures to keys from sources other than the **Picture Library** using the **Copy** and **Paste** commands in the **Edit menu**. A variety of commercial software resources are available. You can also scan images into the computer using a scanner, use digital photos or obtain images through screen shots and the Internet.

A. Screen Shots

- **What are Screen Shots?** Screen shots allow you to take a picture of whatever is on the computer screen (i.e. the desktop, windows, software, etc.)
- **What can you use them for?** Use them to provide exact picture representations for computer activities or communication boards. They are also useful in making instructions for running a particular software program.
- **Macintosh users:** press **[Shift + ⌘] + 3** to take a picture of the screen. You will hear a shutter-click sound. The file will appear as Pic1 on the desktop. Open the file and crop the sections you want to the overlay software program, scrapbook. Pressing **[Shift + ⌘] + 4** will allow you to crop the photo before it is saved to the hard drive.
- **Windows users:** press **[Alt + Print Screen]**; there will not be any sound- the picture goes to the clipboard. Paste the picture in any graphics/drawing program (i.e. Paint program in the Accessories folder), or into MS Word. Crop the sections you want and copy the screen shot to the overlay software program, or save it for later use.
- **Example:** Below is a full screen shot of a page from the American Heritage Dictionary and an enlargement of the "Word Finder" area for use on an overlay.



B. Internet Resources

- Many Internet websites offer free clip art, animated graphics and more. You can download or save these images to use with your overlays.
- **Macintosh users:** place your cursor on the image you would like to save. Hold down your mouse button and drag the image to your desktop. A copy of the image will automatically be saved to the desktop.

- **Windows users:** place the cursor on the image you would like to save. Use the right mouse to click once on the image and select **Save Image As...** Choose a name for the image and the location you would like the image saved to.



- Open the image using any photo-editing program such as Adobe Photoshop or Microsoft Photo Editor. Make any necessary adjustments, such as cropping the image, and copy it to the clipboard.
- With your overlay open in Overlay Maker, select the key you would like to paste your picture onto, and choose **Paste [Control + V]** from the **Edit menu**.
- There are many Internet websites that serve as resources for clip art, animated graphics and photographs:
 - Microsoft Design Graphics: <http://dgl.microsoft.com/>
 - Beyond Autism: <http://trainland.tripod.com/>
 - DiscoverySchool.com: <http://school.discovery.com/>
 - Google Image Search: <http://images.google.com>
 - Pcs4Learning: <http://pics4learning.com>

2. Get Ready To Make Your Overlay Using Hidden Keys

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

3. Add a Free Picture to the Overlay

- First, click on the overlay background to make sure that you do not have any keys made or selected.
- Select **Picture Library** from the Edit menu [Ctrl+Y].
- Select the **bedroom** picture by clicking on it once.
- Click on **Paste** [Ctrl + V]. A dialog box will appear asking if you want to paste in a picture without having a key selected. Click on **OK**.
- Resize the picture so that it covers the entire overlay. First click on it to select it. Then, pull one of the black selection handles at the corner of the picture.
- Drag the corner diagonally to make the picture larger. Fill all of the empty space on the overlay.




Note: When you are resizing pictures, you can hold down the shift key to resize proportionally. This prevents a picture from becoming ‘ too tall’ or ‘ too fat’ .

4. Create Keys on Top of the Free Picture

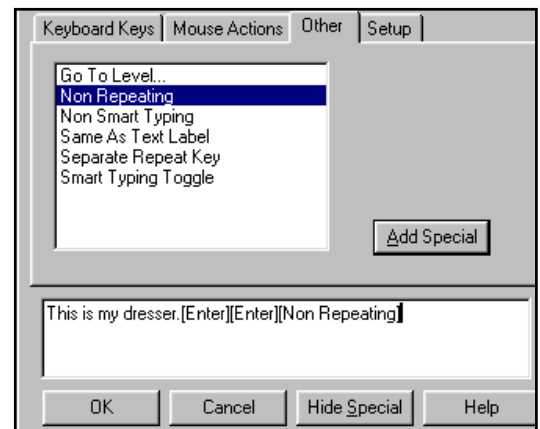
- Next you will create the keys that will type when areas of the picture are pressed. When the overlay is finished, the free picture of the bedroom will be on top of these keys, hiding them.




- Click on the key button . Then, click and drag to create a key that covers the dresser. You may need to move the key by dragging it into place over the dresser.

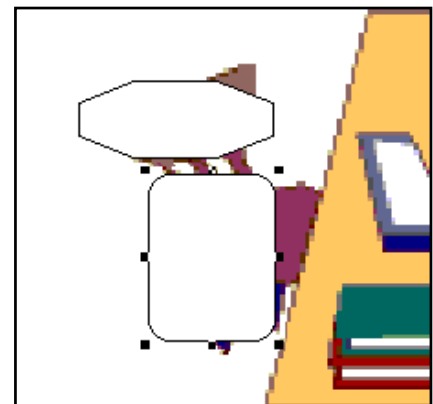
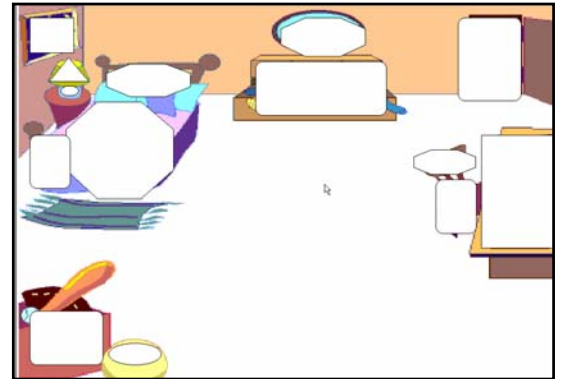
5. Add Content to the Key

- Click on the key over the dresser. Select **Edit Content [Ctrl+E]** from the pull down **Keys** Menu or double-click on the key. Type, “ **This is my dresser**” without the quotation marks. Be sure to add a period and *two enters* to the key. *Enter* is found in the **Keyboard Keys** menu. The returns are to separate the words for a beginning reader.
- 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.



6. Continue Adding Keys and Key Content to the Overlay

- This overlay should type something whenever an important area of the picture is touched (e.g. window, mirror, door, bed, desk, etc.). For that to happen, a key needs to be located on each of the important areas.
- In order cover irregular areas on an overlay, use the **shapes tool**  and resize the keys to fit. You can also fill an irregularly shaped area with two keys that do the same thing. The picture to the right shows two keys covering the chair. The key content on the two keys to the right should be identical so that the student can press the chair anywhere to hear what it is.
- To position keys more exactly; deselect the **Snap to Grid** option [Alt + S] in the keys menu.



7. Hide the Keys Behind Your Free Picture

- When you have completed all your keys, you will place the free picture on top of them so that they are hidden. The keys will still function, but the student will only see the picture, not the keys.
- Click on the free picture to select it.
- Select **Move to Front** from the **Draw** menu. The free picture will appear over the keys, and the keys will be hidden from view.

8. 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.
- Edit the overlay if needed.