IntelliTools Classroom Pac
& IntelliKeys Techy Tips

This handout provides a quick reference to the features and functions of IntelliKeys, IntelliTalk II, IntelliMathics and IntelliPics Studio. This is not meant to replace the extensive hands-on tutorials that ship with each tool. This handout is a quick guide for teachers and trainers to better understand some of the special features and actions that provide the architecture of the tools.

Table of Contents

IntelliTools Software System Requirements Charts 11/7/01

IntelliKeys Classic and IntelliKeys USB Information Sheet

	IntelliKeys Classic	IntelliKeys USB

1. Set-up	Plug and use	IntelliKeys USB drivers must be loaded to create Control Panel prior to initial use
2. On – Off Switch	None	Top left of keyboard 0 = off & 1 = on
3. Minimum Computer Model	386 with AT or PS2 port(PC) IIGS or System-6.07(MAC)	Pentium 166MHz or comparable with USB port (PC) IMac or G3 with USB port(MAC)
4. Minimal RAM Required	NA	4.5MB MAC Win 98, 98 SE,ME 32MB(PC) Win 2000 64 MB (PC)
5. Hard Drive Space	none	12 MB
6. Cables	IIGS/MAC, AT or PS2	USB cable
7. CD ROM drive required	no	Yes -ships with installer CD
8. Standard Overlays	7 single sided overlays	4 double sided overlays
9. Set Keyboard -Response	Set-up overlay	Set-up Overlay or IntelliKeys USB Control Panel
10. Mouse – Response		Set-up Overlay or IntelliKeys USB Control Panel
11. Switch Settings, other access settings	Set-up overlay	Set-up Overlay or IntelliKeys USB Control Panel- *When you define a custom User setting this will override the settings of an overlay Attached to a file.*
12. Control Panel(s)	No	Used to customize keyboard and for individual Groups and Users.
13. Overlay Files to print and modify	Overlays found in Overlay Maker application	PDF files ship with IK installer & custom overlays Overlay Printer and Overlay Sender ship with product.
14. Updating Keyboard	Keyboard must be returned to IntelliTools for updates	Software updates can be downloaded from the IntelliTools Website. www.intellitools.com

<h1 style="text-align:center">IntelliTalk II NumberPad – Reading Options</h1>

The number pad on the standard keyboard can be used to access the special reading features of IntelliTalk II. This feature is useful for students with visual impairments as well as students with learning disabilities. Just by pressing a number on the NumberPad when Numlock is OFF the letters, words and sentences on the screen can be read out loud.

7	8	9
Prior Sentence: Moves the insertion point the preceding sentence and reads it.	**Current Sentence:** Reads the sentence that the insertion point is near.	**Next Sentence:** Moves the insertion point to the next sentence and reads it.
4	5	6
Prior Word: Reads the word to the left of the insertion point.	**Current Word:** Reads the word that the insertion point is on or the word to the right of the insertion point. Pressing twice spells the word out loud.	**Next Word**: Advances the insertion point by one word, then reads the word to the right of the insertion point.
1	2	3
Prior Character: Reads the character to the left of the insertion point.	**Current Character:** Reads the character to the right of the insertion point. Pressing twice reads the military spelling.	**Next Character:** Advances the insertion point and reads the character to the right of the insertion point.

0
Current Selection. Reads the current selected text.
If no text is selected, the work blank is spoken. Press 0 twice to have the selection spelled.

<h1 style="text-align:center">Keyboard Shortcuts</h1>

Keyboard shortcuts can simplify the editing process because it takes less time to access the editing features of the program. Hold down the modified and tap the key following the + sign.

|	
Control+Click	Hold down Control key and click the mouse on any palette item or picture/graphic on the screen to be instantly be taken to the edit dialog box. Quicker than pull down menus.
Ctrl+A	Selects all the text on the screen. Use to change font, style, and color. IntelliTalk ships with 10 font styles including *cursive*. The $\mathbb{ABC}$ PrintDottedlined useful to print documents for follow-up fine motor practice.
Ctrl A & Ctrl L	Selects all the text and then locks or unlocks the text on the screen.
Ctrl+Y	Takes you to the Picture Item Library
Alt+Tab (PC) Opt+Tab(MAC)	Shifts from one folder or open application to another. This is useful when using Overlay Maker and IT II at the same time. Hold down modifier and **tap** tab key.
Ctrl+S (PC) Command+S (MAC)	Quickest way to avoid unnecessary frustration. Use these keys often to SAVE your work!

IntelliTalk II---- Feature Reference Sheet

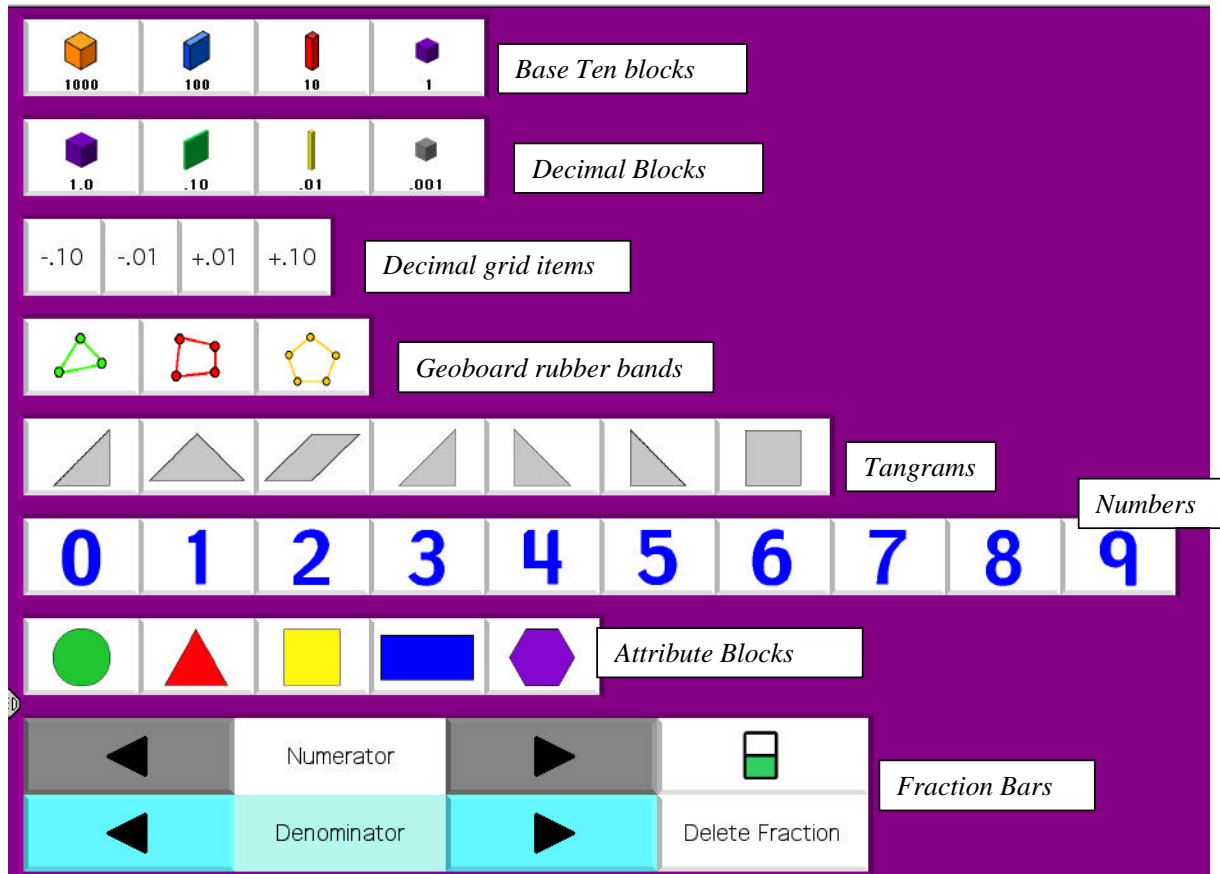| Feature	Comments
1. Creating Palettes- Edit Menu	Palettes contain palette items. Palettes can be moved to any perimeter and customized.
2. Moving Palettes –Layout Menu	Create-Layout Menu – palettes will resize to fit space
3. Hiding Palettes	Use to limit the number of palettes on the screen and add actions to hide and show palettes as needed.
4. Branching Palettes	Branching palettes will hide one palette and show another.
5. Customizing Palette Items Item Appearance Palette Appearance Masking Items	Items can have specific color, size and show text, graphics or both. Masking items is good for limiting items that you may unmask at a later time when the student is ready for more items.
6. Item Library- adding items removing items	Adding a palette or item from a palette to the library expands the library. This can only be done from Edit Palettes Menu.
7. Locked Text Viewing Modifying	Locked text can not be edited. The Highlight Locked Text located under the View menu will help you see which text is locked. The highlight lines do not print. Unlock text to edit.
8. Answer Fields	Answer fields expand with text. The TAB key moves cursor to each answer field when text is locked.
9. Screen Breaks	Screen breaks allow you to limit text on the screen. These are not page breaks and do not print on separate pages.
10. Page View vs. Normal View	When Page View is combined with Screen Breaks to limit text on screen. Normal view will show the breaks.
11. Documents Vs Templates	Templates open as 'Untitled' and have .iat as extensions. Documents are named files and have .iad extensions.
12. Adding Groups and Users	Located under File menu. Portfolio structure to save individual student files.
13. Adding or removing Subject Areas	Located in Template tab under Save dialog box. Also can be done in Application folder on hard drive.
14. Actions	Added to palette items actions provide the script to customize items. See attached Action listing.
15. Picture Options within a document	Located under Edit menu, use to customize size, color and sounds of pictures within or added to a document.
16. Scanning Preferences	Located under Options menu. Customize speed, feedback and access.
17. Teacher Security Options	Use to hide the menus and therefore limit access to design options for students. Standard Menu, Simple Menu, Menu Protection, Password
18. Creating, Editing & Attaching Overlays	IntelliKeys Menu- if Overlay Maker is installed overlays located in ITII Overlays folder can be easily edited.
19. Overlay Key Content	Created from a palette the key content is [F12] Item Name[Returns][Non-Repeating]
20. IntelliTalk II Program Folder Contents	Application file on PC- C/Itools/IntelliTalk II and on Mac IntelliTalk II folder. Documentation and all files.

IntelliTalk II Item Action List v1.1.3

Deleting

Delete All
Delete Paragraph
Delete Sentence
Delete Word

Formatting

Black
Blue
Bold…(toggle, turn on/off)
Center
Gray
Green
Italic…(toggle, turn on/off)
Larger (enlarges text or graphics)
Left Justify
Light Blue
Lime
Maroon
Navy
Olive
Other Size…(select font size 6-128)
Pink
Plain Text
Purple
Red
Remember Font and Style
Restore Font and Style
Right Justify
Select Font.. (select any font installed)
Silver
Smaller (shrinks text or graphics)
Teal
Underline…(toggle,on/off)
White
Yellow

Items

Insert Item
Remember Picture Options
Restore Picture Options
Show As…(Picture,Item Name,
          Picture and Item Name)
Size to…(Full Size, Line Height, .
          1.5 to 4 times line height)
When Reading…(Talk Items, Do not
Speak

Clear
Copy
Cut
New
Open
Paste
Picture Library
Print
Quit
Save
Spell Check Document
Spell Check Selection
Undo

Palettes

Draw Randomly
From…(select)
Pick Randomly
From…(select)
Hide All Palettes
Hide Palette…(select)
Show Palette…(select)
Switch to Palette…(select)

Draw Randomly will continue to pick items from a palette until all items have been selected. This is useful in spelling and vocabulary activities.

Pick Randomly will select items and might repeat the same item. This might be helpful in games and number activities.

Reading

Read All
Read Locked Text
Read Locked Text Again
Read Paragraph
Read Paragraph and Advance
Read Previous Sentence
Read Selection
Read Sentence
Read Sentence and Advance
Spell Current Selection
Stop Reading
 Read refers to text found within the document

Selection

Restore Selection
Scroll to Top
Select All
Select Letter After
Select Letter Before
Select Paragraph
Select Sentence
Select Word

Speech

Restore Speech Settings
Remember Speech Settings
Select Voice..(system installed
          synthetic voices)
Speak Letters..(toggle on/off)
Speak None
Speak Sentence..(toggle on/off)
Speak Text.(enter specific text)
Speak Words…(toggle on/off)
Voice Speed…(select 1-4)
Speak refers to feedback while typing or inputting text

Typing

Type Backspace
Type Caps Lock
Type Down Arrow
* Type Latching Shift
Type Left Arrow
Type Page Down
Type Page Up
Type Return
Type Right Arrow
Type Space
Type Tab
Type Text..(enter specific text)
Type Up Arrow

Note: Latching Shift will change font to uppercase for next letter only.

IntelliMathics Gear List

Feature	Comments
1. Palettes	Palettes can be imported from IT2 and IPS. The Attributes feature is an addition from IT2.(See IT2 Palette section for additional information on palettes.)
2. Items	Items can be insert from picture library. To place an item on the screen it must come from library or a palette.
3. Gear	There is a finite set of gear that is defined by the program. Manipulative can be assigned attributes, values and characteristics. The gear is used in conjunction with the manipulatives.
Sorting Bins	These are squares with report boxes. The report boxes read either the item name, attributes, color or size. Users can customize the frame and background of both the box and report section below. When items are moved into the box the report, if showing, will list the selected options. Control-click on the box to customize.
Venn Hoops	These enter in sets of two overlapping hoops. They can be used together or apart. They report the same options as the sorting bin. However, if venns overlap the reports are still visible.
Counting Box	Square with report box that only shows the assigned numeric value of an item. The value can be a decimal or value to 9999, The value is assigned to a palette item from the Attribute numeric value.
Grid	Grids are used to organize items. You can decide the number across or down and expand this using Ctrl-click and change the options. You can also have numbers show on grid to help with counting items. The grid numbers can start at any number, including a negative number. Inserted items resize to fit in grid. Arrow keys move items along the grid.
Decimal Grid	Ranges from .01 to 1.0 and works with decimal-based bar manipulatives. It does not track value or attributes of manipulatives.
Geoboard	The geoboard works with the rubber band manipulatives. The geoboard measures line segments, angles and areas.
Dice	Dice can be brought out singularly or in pairs. The option is to show the event, number and total number of rolls. Good for games, probability and taking turns.
2 -3 or 4 Choice Spinners	Spinners can be set to show event, number and total spins. Good for games, probability and taking turns.
Flipping Coin	Shows heads or tails and tracks the flipping. Good for games and probability.
4. Pages	Documents can have many pages. Use page arrows or Page Up and Page Down keys to navigate.
5. Actions	Added to palette items actions provide the script to customize items. See attached Action listing.
6. Scanning Preferences	Located under Options menu. Customize speed, feedback and access. All objects scan and you can select object to scan left, right, up, down or rotate.
7. IntelliMathics Program Folder	Application file on PC- C/Itools/ IntelliMathics and on Mac IntelliMathics folder. Documentation and all files are located here.

IntelliMathics Item Action List

Deleting

Clear
Clear All Manipulatives
Delete All
Delete Paragraph
Delete Sentence
Delete Word
Delete decimal grid hundredth
Delete decimal grid tenth

Events

Reset All Event Results
Reset Event Results
Update All Events
Update Event

Formatting

Black	Olive
Blue	Pink
Gray	Purple
Green	Red
Light Blue	Silver
Lime	Teal
Maroon	White
Navy	Yellow

Insert

Add a Hundredth to Decimal Grid
Add a Tenth to Decimal Grid
Flipping Coin
Two Choice Spinner
Three Choice Spinner
Four Choice Spinner
One Die
Two Dice
Insert 3 Sided Figure on Geoboard
Insert 4 Sided Figure on Geoboard
Insert 5 Sided Figure on Geoboard
Insert Base Ten 1 Cube
Insert Base Ten 10 Bar
Insert Base Ten 100 Flat
Insert Base Ten 1000 Cube
Insert Decimal 0.001 Cube
Insert Decimal 0.010 Bar
Insert Decimal 0.100 Flat
Insert Decimal 1.000 Cube

General

Copy   Paste
Cut   Quit
Print   Save
New   Open
Duplicate Item
Picture Library

Items

Insert Item

Modify

Decrease Denominator
Increase Denominator
Decrease Numerator
Increase Numerator
Flip Horizontally
Flip Vertically
Group Blocks (Base 10 & Decimal)
Ungroup Blocks(Base 10 & Decimal)
Make Big
Make Bigger
Make Biggest
Make Medium Sized
Make Small
Make Smaller
Make Smallest
Rotate Clockwise
Rotate Counterclockwise

Pages

Delete Page
Duplicate Page
Go to Page Number…
New Page
Next Page
Previous Page

Palettes

Draw Randomly From…(select)
Pick Randomly From…(select)
Hide All Palettes
Hide Palette…(select)
Show Palette…(select)
Switch to Palette…(select)
 *Draw Randomly picks every item before repeat.   *Pick Random is totally random.

Reading

Read All
Read All Manipulatives
Read Current State of Event
Read Grid Order
Read Instructions & Text Boxes
Read Reports
 *Read refers to text found within the document

Selection

Select Next Event
Select Next Manipulative

Speech

Remember Speech Settings
Restore Speech Settings
Select Voice..(system installed
                    synthetic voices)
Speak Letters..(toggle on/off)
Speak Text.(enter specific text)
Voice Speed…(select 1-4)
* Speak refers to feedback while typing or inputting text

Typing

Type Backspace
Type Caps Lock
Type Down Arrow
Type Latching Shift
Type Left Arrow
Type Page Down
Type Page Up
Type Return
Type Right Arrow
Type Space
Type Text..(enter specific text)
Type Up Arrow

IntelliMathics Manipulatives

Base Ten blocks

Decimal Blocks

Decimal grid items

Geoboard rubber bands

Tangrams

Numbers

Attribute Blocks

Fraction Bars

Every activity has a special IntelliKeys Arrow palette. This palette allows IntelliKeys users to move the objects on the screen. The arrow keys move the object and the tab key in the center selects the next item.

Options that are Activity specific:
1. Put out objects randomly or Put out objects next to each other.
2. Pages can be added, duplicated, deleted and moved to the top of the document
3. Hide or show palettes on the screen. Change Palette color and Page Size.

Options that are Application specific
1. Sticky Mouse eliminates the need to hold down the mouse button when moving an object.
2. Show or Hide ToolTips
3. Sound Effects and Speak while Inserting.

IntelliPics Studio Feature Listing

Feature	Comments
Palettes	Palettes can be imported from IT2 and IM.
Items	Items can be insert from picture library. To place an item on the screen it must come from library or a palette. Items may have Pictures, Actions, Attributes, Sounds and Frame Animation. Control-Click on an item and select options for scanning, locking, layering (-100 to +100) and response to mouse click
Importing IntelliPics File	Use this feature found under File menu to import files created using the previous version of IntelliPics.
View Options:	There are 3 modes Design, Paint and Explore. Different tools are available and applicable to each mode.
Design Mode	In this mode, picture items appear as manipulatives on the screen that can be locked, layered, scanned sized or colored.
Design Tools	Select Tool, Line Tool, Text Tool, Straight Line Tool, Oval Tool, Rectangle Tool, Button Tool, Region Tool
Button Tool	Buttons can contain a picture, and actions. The buttons can be used to play quizzes, sounds or navigate to another page of the document.
Region Tool	This is used only for scanning. It targets areas that items can be inserted during scanning or colored in paint mode.
Paint Mode	In this mode, picture items appear as stamps on the screen that are put directly onto the background
Paint Tools	Brush, Eraser, Fill Tool, Marquee Tool (use to create your own stamps using Make Item from Selection)
IntelliMation	This feature allows you to create a path animation to any and all items on the screen. You can animate a graphic, frame animation or button. Utilizing the IntelliMation time line with increments of five seconds allows users to resize, reorientate and color
IntelliQuiz	An IntelliQuiz is a pre-formatted activity that you can customize and include in any IntelliPics Studio document. Each IntelliQuiz is an interactive quiz session that includes one or more questions for the user to answer, or tasks for the user to perform. A document can include multiple quizzes.
Slideshow Mode	Making a document into a Slide Show allows you to present the document in the same way you would project a series of photographic slides—one at a time in a predetermined sequence. Using this analogy, each page of your document is a separate slide; all the pages in the document make up the complete Slide Show. Just like a conventional slide show, the user cannot interact with what is displayed on-screen. IntelliPics Player will play activities in Slideshow mode.
Multimedia File Formats	Image Files: GIF, JPG/JPEG, DIB, BMP, PNG, PICT, WMF(Win) Sound Files: WAV, AIF, MP3, SND (sys 7 MAC) Movie Files: MOV, MPG/MPEG, AVI
Pages Menu	Activities can have many pages that can be added, duplicated or deleted. The Page Sorter is used to sort, organize and name each page.
Preferences Menu	Use this menu to customize palettes and features specific to an activity or to the entire application such as Sticky Mouse.
Help Menu	Use this Menu to directly visit the IntelliTools Website (if connected to Internet) and also to search the ReadMe file for FAQ and additional items.

IntelliPics Studio Actions

Colors

Color Black	Color Olive
Color Blue	Color Orange
Color Blush	Color Pink
Color Brown	Color Purple
Color Buff	Color Red
Color Burnt Orange	Color Silver
Color Forest Green	Color Sky
Color Glass	Color Sunshine
Color Grass	Color Tan
Color Lavender	Color Teal
Color Light Blue	Color Tomato
Color Lime	Color Violet
Color Marigold	Color White
Color Maroon	Color Yellow
Color Navy	

Design

Brush/Line Width #1
Brush/Line Width #2
Brush/Line Width #3
Brush/Line Width #4
Brush/Line Width #5
Button Tool –create onscreen button
Copy to Background- keeps objects
Design-switches to Design mode
Erase Background-(Design)
Fix to Background-can't move objects
Line Tool- (Design)
Oval Tool- (Design)
Rectangle Tool-(Design)
Select All-(Design)
Select Tool
Set Fill Color
Set Line Color
Straight Line Tool
Text Tool

Explore

Customize Caption…
Explore
Hide Caption
Hide Typing Window
Show Caption
Show Typing Window

Formatting (Text)

Bold…(toggle or on/off)
Italic…(toggle or on/off)
Larger
Plain Text
Smaller
Underline…(toggle or on/off)

General

Clear
Close
Copy
Cut
Document Settings-opens setting dialog box
Duplicate Selection
Edit Palettes
New
Open File
Open URL..(website)
Open
Paste
Picture Library
Print
Properties – opens dialog box of current selected object
Quit
Repeat-
Save as Slide Show
Save
Select Object….(enter item name)

Insert

Insert as Background- fills screen
Insert Item
Insert Movie –(must lock to play, .mov, .avi format)
Insert Picture-(creates palette item, pict,bmp,gif format)

IntelliMation

Create IntelliMation
Play IntelliMation
Remove IntelliMation
Set IntelliMation Time…
Stop
Reading/IntelliQuiz/Slides how

Items

Insert Item
Select Item….(use Item name)

Library

Hide Picture Library
Select Category…(within Pict. Lib)
Show Picture Library
Toggle Picture Library-(show/hide)

Modify

Apply Custom Color…
Apply Movement…(Explore?)
Apply Number – (1 –20)
Bring Forward
Flip Horizontally
Flip Vertically
Make Large
Make Larger
Make Largest
Make Small
Make Smaller
Make Smallest
Rotate Clockwise
Rotate Counterclockwise
Send Backward
Previous Page
Record Page Sound
Sort Pages

Pages

Delete Page
Duplicate Page
Go to Page…
New Page
Next Page
Page Properties
Play IntelliMation

Paint

Brush
Brush/Line Width #1
Brush/Line Width #2
Brush/Line Width #3
Brush/Line Width #4
Brush/Line Width #5
Erase All
Eraser
Fill Tool
Marquee Tool
Paint
Undo

Palettes

Draw Randomly From…
Hide All Palettes
Hide Palette…
Pick Randomly From…
Show Palette…
Switch to Palette….
Toggle Palette…(Show/hide)

Play

Play IntelliMation
Play IntelliQuiz
Play Movie
Play Slide Show
Play Sound
Stop Reading/IntelliQuiz/SlideShow

Reading

Read All
Read Paragraph
Read Paragraph and Advance
Read Selection
Read Sentence
Read Sentence and Advance
Read Word
Read Word and Advance
Spell Current Selection
Stop
Reading/IntelliQuiz/SlideShow

Speech

Remember Speech Settings
Restore Speech Settings
Select Voice…
Speak Text
Voice Speed

Typing

Type Backspace
Type Caps Lock
Type Down Arrow
Type Enter
Type Latching Shift
Type Left Arrow
Type Page Down
Type Page Up
Type Return
Type Right Arrow
Type Space
Type Tab
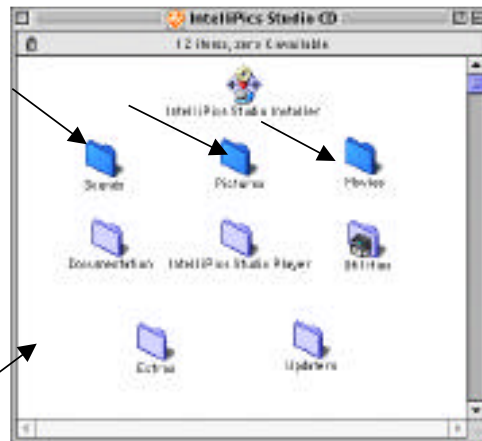Type Text..(enter specific text)
Type Up Arrow

IntelliPics Studio CD Contents

IntelliPics Studio CD

The CD resources that ship with the product. IntelliPics studio requires a lot of space on the hard drive. The installer will install almost 200 MB of templates and activities that helps users quickly sees the wonderful potential of this product.

In addition there are almost 2000 additional resources. These include pictures, movies and sounds that enhance the custom activities that the users will create.

There is also a folder that includes the extensive User's Manual, Teacher's Guide and Hands-on Tutorials. These are PDF files and can be printed and used for reference and in training.

The IntelliPics Studio Player

The IntelliPics Studio Player allows people who don't own IntelliPics Studio to view your creations. You create the activities and overlays - then give them to parents, students, and colleagues to use on their computer, even with their IntelliKeys!
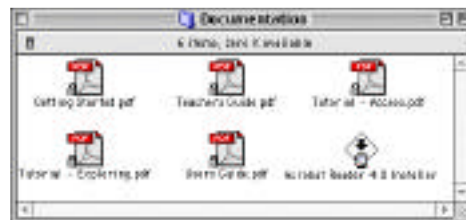
Most activities will play as a slide show, displaying each page sequentially with palettes hidden. IntelliMations and Page Sounds play automatically. Minimal viewer interaction is available.

Activities which function exclusively in Explore, such as Early Concepts, will be fully useable, including playing IntelliQuizzes. If your Explore Mode activity uses an overlay, make sure it is moved into the Overlays folder of IntelliPics Studio Player.

Documentation Folder

The Documentation folder contains the Users Guide, Teacher's Guide, information on installing the program and the step by step tutorial files that have been created to help you learn the features, the activities and the authoring features of IntelliPics Studio
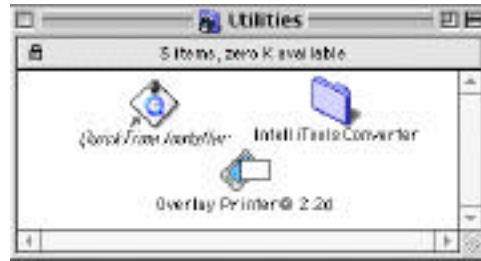
Utilities Folder

When you purchase IPS the CD will install the program into either a MAC or PC. The files you create can be opened on either a MAC or PC.
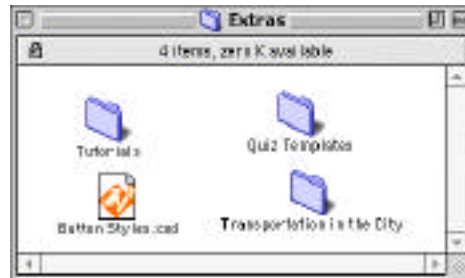
However, overlays created on a MAC can not be used on a PC unless they are converted. Inside the Utilities folder is the application, IntelliTools Converter. This application will convert the MAC overlays to PC format and they can then be transferred and used on the PC. (This will also convert older IntelliPics files into PC format)

Overlay Printer- even if you don't own Overlay Maker you can still print overlays that have been created to use with activities. Overlays can not be edited or modified without Overlay Maker but they can be printed, shared and used on IntelliKeys.

Extras

These are files to show users more about Quizzes and things found in IPS. There is also a sample activity that shows a creative use of QuickTime.

Updaters

IntelliPics Studio is part of the IntelliTools Classroom Suite. The palettes and items used in IntelliTalk II, IntelliMathics and IntelliPics Studio can be shared in each program. As each program is released there are constant upgrades that are being made to all of the tools. It is recommended that users update to the latest version of the software. These updaters can also be downloaded from the IntelliTools website.