



Access QuickStart



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Introduction: Universal Access

Classroom Suite is accessible to keyboard, mouse, IntelliKeys, and switch users.

IntelliKeys

IntelliKeys is IntelliTools' award-winning adaptive keyboard that connects to Windows or Macintosh computers. The original IntelliKeys was created in 1991. IntelliKeys USB was introduced a decade later. Both IntelliKeys models (Classic and USB) offer a range of access settings to meet the needs of people with various disabilities. Access settings can be customized for individual students. IntelliKeys is most powerful and versatile when used with IntelliKeys overlays.



 **Note** For more detailed instructions about using IntelliKeys Classic or IntelliKeys USB, review your IntelliKeys User's Guide

IntelliKeys Overlays

The IntelliKeys keyboard works in conjunction with interchangeable IntelliKeys overlays. An overlay is a printed sheet of paper or plastic that is placed over the touch sensitive, front panel of the IntelliKeys. Each overlay has a keyboard layout printed on it that may correspond to an on-screen document. Simply insert the appropriate overlay and begin working. Pressing a printed key on the overlay sends the desired information to your computer. Using overlays, a student can type letters, enter numbers, navigate on-screen displays, or execute menu commands. A teacher can also customize IntelliKeys access settings for a student using the IntelliKeys USB Control Panel or Setup Overlay.

IntelliKeys for Switch Users

IntelliKeys has two built-in, programmable switch ports allowing the IntelliKeys to be used as a switch interface. Many commonly used switches can be plugged into these jacks.

In addition, the keyboard itself can behave as a two-key keyboard, thus replicating the actions of two switches. One switch area (one key) covers the entire left side of the IntelliKeys touch-sensitive surface, while a second switch area (a second key) covers the entire right side.

About the *Classroom Suite* Access Supplement

The *Classroom Suite* Access Supplement includes the Access QuickStart guide and a new selection of IntelliKeys overlays.

The Access QuickStart describes alternative access features available to *Classroom Suite* users. A printable copy of this guide (in pdf format) is included with the *Classroom Suite* Users Guide.

The preprinted, plastic overlays provided with the Access Supplement include general purpose overlays and activity specific overlays (see the next page for a complete listing). These overlays have been designed for use with *Classroom Suite*.

It is also possible for you to modify some existing preprinted overlays for use with *Classroom Suite* (see page 6 for details).

Classroom Suite Access Supplement Package Contents

1 Access QuickStart Guide

12 double-sided plastic overlays:

<u>Reference #</u>	<u>Side 1</u>	<u>Side 2</u>
OL-ICS-01	Attribute Blocks Overlay	Base Ten Overlay
OL-ICS-02	Decimal Blocks Overlay	Decimal Grid Overlay
OL-ICS-03	Fraction Bars Overlay	Geoboard Overlay
OL-ICS-04	Probability Overlay	Tangrams Overlay
OL-ICS-05	Counting Trucks Overlay	Shapes Patterns Overlay
OL-ICS-06	Basic Paint Overlay	Explore Concepts Overlay
OL-ICS-07	Basic Design Overlay	Intermediate Overlay
OL-ICS-08	Storybook Aquarium Overlay	Science Reef Overlay
OL-ICS-09	Classroom ABC Overlay	Classroom QWERTY Overlay
OL-ICS-10	Ant Quiz Overlay	Bk Quiz Julie Wolves Overlay
OL-ICS-11	Easy Football Overlay	Data Sports Overlay
OL-ICS-12	Automatic Scan Overlay	Step Scan Overlay

Chapter 1: Using *Classroom Suite* with IntelliKeys Overlays

This chapter explains how *Classroom Suite* can be accessed using IntelliKeys with IntelliKeys overlays (rather than using IntelliKeys solely as a switch device).



Using *Classroom Suite* with IntelliKeys and overlays is an ideal solution for students who have difficulty using a standard mouse or a standard keyboard.

Basic Information, Terms, and Definitions

Readers familiar with IntelliKeys and overlays can proceed to pages 4–8.

Overlay Files

If an IntelliKeys is connected to your computer (and the IntelliKeys USB is turned on), *Classroom Suite* can send electronic information automatically to the IntelliKeys. This information is called an “overlay file.”

Very simply, an overlay file provides information to IntelliKeys about the interactive parts of a particular on-screen document. The IntelliKeys needs this data to work correctly with this document. The overlay file allows the IntelliKeys user to have the same response choices as a mouse user or a standard keyboard user. You can create overlay files from any document using IntelliTools’ *Overlay Maker* (see page 6).

Attached Overlays

When an overlay file is associated with a document, it is said to be “attached” to the document. It is referred to as the “attached overlay.”

More than one overlay can be attached to a document to accommodate the varying needs of a single student or of students sharing an IntelliKeys. You can choose which overlay to send to IntelliKeys. However, only one attached overlay can be active at a given time. You can switch between overlays during an activity.

Classroom Suite includes a selection of predesigned documents for use by teachers and/or students. Some of these documents are prepared for open-ended authoring activities; others are formatted for more specific curriculum activities.

Preprinted Overlays

Along with an attached overlay sent to IntelliKeys, you need a corresponding printed sheet of paper or plastic to place over the touch sensitive surface of the IntelliKeys. This printed version of an overlay file, is referred to as the “overlay.”

An overlay can show some or all of the options a student sees on-screen. User options are presented as printed keys (like keys on a keyboard). Pressing the key on the overlay initiates the desired action on-screen.

A set of preprinted overlays designed for *Classroom Suite* activities is available from IntelliTools. See page 2 for a list of these preprinted overlays. In addition, each IntelliKeys (USB or Classic) comes with a set of standard preprinted overlays, intended for multi-purpose use. Some standard overlays are: QWERTY, Basic Writing, Alphabet (useful for word processing and text entry), Math Access, Web Access (USB only) and Mouse Access.

Printing Overlays

You can use IntelliTools’ *Overlay Maker* or *Overlay Printer* to print any *Classroom Suite* overlay on legal-size paper using a standard computer printer.



Contact your IntelliTools sales representative or visit our Web site: www.intellitools.com to order IntelliKeys, *Overlay Maker*, or preprinted overlays.



Tip For more detailed instructions about creating and editing overlays, review the *Overlay Maker* User's Guide.

Creating and Editing Overlays

If you design your own *Classroom Suite* activities and want to create overlays for IntelliKeys users, you will need IntelliTools' *Overlay Maker*. *Overlay Maker* allows you to create an overlay file based on an open document. (You can also print the file.)

In some instances it may be useful to edit a pre-existing overlay. For example, you might want to delete some keys that a student could find distracting, reposition some keys to make them easier to press, or change the color of a key to make it easier to see. *Overlay Maker* allows you to edit an overlay that is already attached to a document, or to edit an overlay that has not yet been attached to a document (perhaps one that another teacher has already designed).

Sending Overlays

The selected, attached overlay for a *Classroom Suite* document is sent to IntelliKeys automatically. If an overlay file is used infrequently, you may not want to attach it to a document and have it sent automatically to IntelliKeys each time that document is opened. In that case, you can send an overlay file manually using the Options menu's IntelliKeys > Send Overlay option.

An unattached overlay that is sent using *Overlay Sender* (or *Overlay Printer*) works only as long as the associated document is open. If the document is closed or becomes inactive (if you switch to another document) you must resend the overlay to use it again.

IntelliTools' Overlay Software

Overlay Maker

This program allows you to create new overlay files, send overlay files to IntelliKeys, and print overlays. *Overlay Maker* also allows you to view and edit existing overlays. *Overlay Maker* is available from IntelliTools. Once installed on a computer with *Classroom Suite*, *Overlay Maker* launches automatically when a user selects the Make Overlay or Edit/Attach Overlay feature.

Overlay Printer

This program allows you to view and print overlays if you don't own *Overlay Maker*. *Overlay Printer* is included on the *Classroom Suite* CD. To install it, open the Utilities folder on the CD. Double-click the Overlay Printer icon and follow on-screen instructions (Windows) or drag the program to your desktop (Macintosh). If you have *Overlay Printer*, you will need to open the *Overlay Printer* program and open the overlay file to print the overlay.

	Create Overlay	Edit Overlay	Print Overlay	Send Overlay
Overlay Maker	√	√	√	√
Overlay Printer			√	*

* *Overlay Printer* can be used to send overlays on Windows computers only.

Attaching an Overlay

More than one overlay can be attached to a document to accommodate the varying needs of a single student or of students sharing an IntelliKeys. You can choose which overlay to send to IntelliKeys. However, only one attached overlay can be active at a given time. You can switch between overlays during an activity.

How can I tell if a document has an overlay file (or files) already attached to it?

1. Open the document.
2. Select IntelliKeys from the Options menu to see a list of attached overlays.

How can I tell if an attached overlay was sent to IntelliKeys?

- When a document opens, you should see a message indicating that an overlay is being sent to IntelliKeys.
- You can also select IntelliKeys from the Options menu to see a list of attached overlays. The attached overlay most recently sent to IntelliKeys has a check mark next to it.

How can I attach an overlay file to a document?

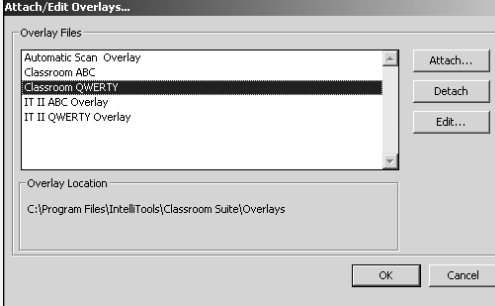
1. Open the document.
2. Select IntelliKeys > Attach/Edit Overlays from the Options menu. The Attach /Edit Overlays dialog box displays.
3. Click Attach. A navigation dialog box displays. If the Overlays folder is not already showing, navigate to it.
4. Select the overlay file you want to attach to the document and click Open.
5. Click OK. The Attach/Edit Overlays dialog box closes.

How do I detach an overlay file from a document?

1. Open the document.
2. Select IntelliKeys > Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays dialog box displays.

The **Attach/Edit Overlays** dialog box includes:

- ◆ Overlay Files list box – lists the names of all overlays attached to the open document.
- ◆ Overlay Location – shows directory path for selected overlay.
- ◆ Attach... – click to navigate to an overlay that you wish to attach.
- ◆ Detach – click to detach the selected overlay from the open document.
- ◆ Edit... – click to open *Overlay Maker*



3. From the Overlay Files list box, select the overlay file you want to detach from the document and click Detach.
4. Click OK. The Attach/Edit Overlays dialog box closes.



Tip Overlays attached to the open document are listed in the IntelliKeys sub menu (Options > IntelliKeys > overlays). A check mark indicates the overlay most recently sent to IntelliKeys.

Using Your Existing Preprinted Overlays

Classroom Suite (IntelliPics Studio 3, IntelliMathics 3, and/or IntelliTalk 3) has options and features that were not included in *IntelliPics Studio*, *IntelliMathics*, and/or *IntelliTalk II* (e.g., Check Work, Spell Check, Word Prediction, etc.). Therefore, the preprinted overlays that worked with the earlier versions of these programs do not include keys for these new *Classroom Suite* features.

However, if you wish to use your existing preprinted overlays, rather than purchase a new set of *Classroom Suite* overlays, you can easily modify them to match the *Classroom Suite* overlay files (these electronic files include the key content for new features). Simply place an adhesive sticker on the overlay as instructed.* The sticker has a new graphic that reflects the key's new function. When you press that key on the IntelliKeys overlay, the new option or feature will be selected.

*Contact your IntelliTools sales representative or the IntelliTools Customer Service department to obtain the necessary stickers and instructions.

Making a New Overlay

To create an overlay, *Overlay Maker* must be installed on your computer. *Classroom Suite* gives you the option to include every button in a document in an overlay file. When the overlay file is printed, on-screen buttons are printed as keys on the IntelliKeys overlay. Instead of clicking on-screen buttons, an IntelliKeys user presses the corresponding keys on the printed overlay.

How do I create an overlay file and attach it using *Overlay Maker*?

1. Open the document for which you will create an overlay. This document must have at least one custom toolbar.
2. Select IntelliKeys > Make Overlay from the Options menu. The Make Overlay dialog box displays.

The Make Overlay dialog box contains a list of all toolbars in the document (including toolbars that are hidden from view). By default, only toolbars that are currently visible in the document are pre-selected.

Note: If you select Buttons on Page, only the page buttons on the current page will have keys created.

3. Select any additional toolbars, such as hidden toolbars, that you want to include in your overlay. Deselect any toolbars that you do not want to include.
4. (Optional) Check the Pictures In Keys option to include button pictures on the corresponding overlay keys. If this option is not selected, only button names show.
5. (Keyguard users) Check the Fit to Keyguard option. When the overlay is created, keys will be arranged so that they match one of IntelliTools' standard keyguards. If the number of keys does not match the number of holes in the keyguards exactly, the keys will be arranged to match the keyguard with more holes (for example, an overlay containing 10 keys would match the 12-hole keyguard, not the 9-hole keyguard).
6. (Switch Users) If you are using additional switches connected to IntelliKeys, locate the Switch Action area and select either:



Note If, after creating an overlay, you rename existing toolbars in a document, create new buttons, or delete buttons, you need to remake the overlay using the instructions on this page.

- Auto Scanning – for single-switch use. Selecting Auto Scanning will set the content of both switch ports on the IntelliKeys to [Ctrl]+[Enter] (Windows) or [Ctrl]+[Return] (Macintosh).
 - Step Scanning – for use with two switches. Selecting Step Scanning will set the content for switch port 1 to [Ctrl]+[Right Arrow] and the content for switch port 2 to [Ctrl]+[Down Arrow].
7. Click OK. A Save As dialog box displays.
 8. (Optional) The default file name is the name of the document plus the word “Overlay.” To use a different name, type it into the File name text box (Windows) or the Save File As text box (Macintosh). The new name does not have to include the word “overlay.”
 9. Click Save to save the overlay in the Overlays folder. (To save the overlay to a different location, navigate to the desired location and click Save.) Saving an overlay after creating it attaches it to the open document.
 10. (Optional) *Overlay Maker* displays the selected toolbars as keys on a grid. (The grid is displayed for alignment purposes and is not printed.) Edit and print the overlay.
 11. From the *Overlay Maker* File menu, select Save. Then select Exit or Quit. The open *Classroom Suite* document (see step 1) remains on-screen.
 12. Select IntelliKeys from the Options menu. Notice that the name of the new overlay is listed, because the overlay is now attached to the document.

Making an Overlay that Includes Standard Toolbar Buttons

The buttons included on Standard Toolbars are not copied into an overlay during the Make Overlay process, as they are not a permanent part of the original document. However, there are two ways to include them in an overlay: copying toolbars from the Standard Library into your document and making an overlay from the modified document, and copying buttons from a predesigned overlay that contains the desired buttons.

How do I use the Standard Library to add Standard Toolbar buttons to an overlay?

To make it easy for you to add buttons found on a Standard Toolbar to an overlay, copies of these buttons are included on custom toolbars that are included in the Standard Library. Once these custom toolbars have been added to a document, the buttons on these toolbars will be selectable to become overlay keys when you use the Make Overlay option.

1. Select Custom Toolbars and Buttons from the Edit menu.
2. Click Add Toolbar... (located in the upper left corner of the screen). The Add Toolbar dialog box displays.
3. Click the Add from Standard Library tab.
4. Select a custom toolbar from the Standard Library that includes the same Standard Toolbar buttons you wish to include in a new overlay. The preview box shows the buttons in the selected toolbar.
5. Click Insert. The selected toolbar is inserted in the open document. The Add Toolbar dialog box closes (unless you have checked the Stay Open After Insert option).
6. Repeat steps 2–5 for each custom toolbar you want to insert in the document.

7. Click Done.
8. Make an overlay using the procedure described in the previous section Making a New Overlay.

How do I use the Toolbar Buttons Overlay to add Standard Toolbar buttons to an overlay?

To make it easy for you to add buttons found on a Standard Toolbar to an overlay, a Toolbar Buttons overlay is provided for you in the Overlays folder. The keys included on this overlay represent Standard Toolbar buttons.

1. Launch *Overlay Maker*.
2. Select Open from the File menu. A navigation dialog box displays.
3. Navigate to and open the Overlays folder in the Classroom Suite program folder.
4. Select the Toolbar Buttons overlay. Click Open.
5. Select the key from the Toolbar Buttons Overlay that you wish to include in the new overlay.

Note: You can double-click a key to see its content (i.e., what the key does).

6. Select Copy from the Edit menu.
7. Select New Overlay from the Edit menu.
8. Select Paste from the Edit menu.
9. Repeat steps 5–8 for each key you wish to copy from the Toolbar Button Overlay to the new overlay.
10. Select Save from the File menu.
11. Select Exit/Quit to close *Overlay Maker*.

Displaying an Overlay File

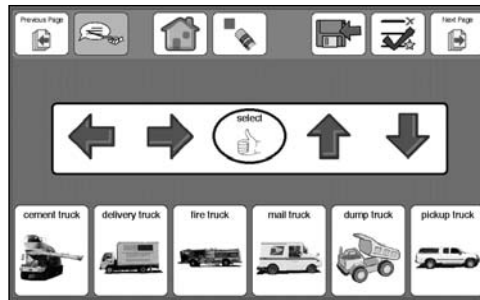
Sometimes it is useful to see what an overlay file looks like (e.g., to see user options, to see how overlay keys are arranged, to preview an overlay you want to print, etc.).

How do I display an overlay file attached to a document so I can see what keys are in the overlay?

1. If *Overlay Maker* is installed, select IntelliKeys > Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays box displays.
2. From the Overlay Files list box, select the overlay file you want to display.
3. Click Edit.... *Overlay Maker* launches automatically and the overlay file displays.



The document used to create the overlay



The overlay created for the document, ready to edit and/or print

How do I edit an overlay?

To make changes to an overlay file, you must have *Overlay Maker* installed. Using *Overlay Maker*, you can modify the placement of keys and/or change fonts and colors to best suit the IntelliKeys user. The edited overlay can be saved and printed.

1. Open the document with the attached overlay you want to change.
2. Select IntelliKeys > Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays dialog box displays.
3. From the Overlay Files list box, select the overlay you want to modify and click Edit. *Overlay Maker* launches automatically and the overlay file displays.

For details about editing the overlay, refer to your *Overlay Maker* User's Guide.

4. After making the changes, print the edited overlay.
5. Select Save from the *Overlay Maker* File menu.
6. Select Quit/Exit to close *Overlay Maker*.



Tip

Once the overlay is displayed, you can change the placement of keys by dragging them to the desired location. See the *Overlay Maker* User's Guide for more editing options.



Note

Overlay Maker font and color options affect the printed overlay, not the document to which the overlay is attached.

Printing an Overlay

Overlay Maker or *Overlay Printer* must be installed on your computer in order to print overlay files for use with IntelliKeys.

How do I print an overlay file that is attached to a document?

1. If *Overlay Maker* is installed, select IntelliKeys > Attach/Edit Overlays from the Options menu. The Attach/Edit Overlays box displays. If only *Overlay Printer* is installed, follow the steps in the next section, How do I print an overlay file that is not attached to a document?
2. From the Overlay Files list box, select the overlay you want to print and click Edit.... *Overlay Maker* launches automatically and the overlay file displays.
3. From the File menu, select Page Setup. The landscape orientation and legal paper settings are recommended, but not mandatory—the program will modify the printout to the selected paper size. Crop and tape marks are printed.
4. From the File menu, select Print.
5. Exit/Quit *Overlay Maker*.

How do I print an overlay file that is not attached to a document?

1. Navigate to and open the Classroom Suite program folder installed on your computer's hard drive (or if you are on a network, on the appropriate server).
2. Locate the Overlays folder and open it.
3. Double-click the desired file. *Overlay Maker* or *Overlay Printer* will launch automatically and open the overlay file.
4. From the File menu, select Page Setup. The landscape orientation and legal paper settings are recommended, but not mandatory—the program will modify the printout to the selected paper size. Crop and tape marks are printed.
5. From the File menu, select Print.
6. Exit/Quit *Overlay Maker* or *Overlay Printer*.



Caution

Setting your print set-up as portrait rather than landscape will print the overlay on two pages.

Sending an Overlay

Overlay files need to be sent to IntelliKeys for the printed overlay to be functional.

If you place an IntelliKeys Standard (plastic) overlay on the IntelliKeys, the overlay file is recognized automatically by IntelliKeys (the bar code printed on the back of the overlay is recognized by the IntelliKeys).

If you use a preprinted *Classroom Suite* overlay with IntelliKeys, you need to open the document with an attached overlay—the overlay file is sent automatically.

If you print an unattached overlay for use with IntelliKeys, you need to send the overlay file.

How can I send a different attached overlay file to IntelliKeys if more than one overlay file is attached to the open document?

1. Open the document.
2. Select IntelliKeys from the Options menu to see a list of attached overlays. There is a check mark next to name of the overlay that was most recently sent to IntelliKeys.
3. Select a different overlay file in this list. This overlay file will be sent to IntelliKeys and a check mark will appear next to this file name.

How do I send an overlay that is not attached to a document?

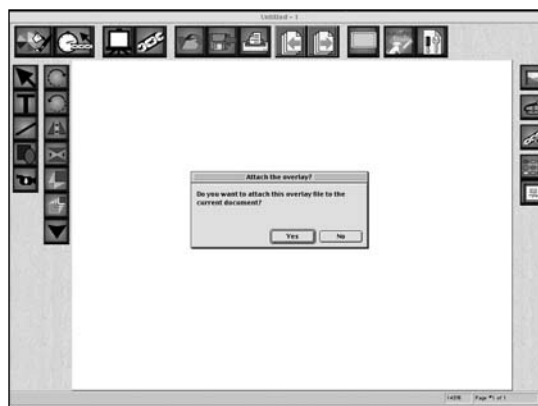
You can send an overlay to Intellikeys that is not currently attached to the open document. For example, another overlay may be stored in the *Classroom Suite* Overlays folder.

For the overlay to work with the open document, the overlay keys must correspond to buttons in the open document.

1. Open the document.
2. Select IntelliKeys > Send Overlay from the Options menu. A navigation dialog box displays. If the Overlays folder is not already showing, navigate to it to display its contents.
3. Select the desired overlay or navigate to another location.
4. Click Open.
5. You will see a message asking if you want to permanently attach the overlay to the current document. Click No. You will then see a message indicating that the overlay is being sent.

Since the overlay is not attached to the document:

- the overlay will not be sent to IntelliKeys each time the document is opened.
- the overlay's name is not listed in the IntelliKeys menu.



An open document with Confirm Attach Overlay message box displayed



Note

If you switch to another document by using the Window menu, you must also resend that document's overlay if it is not attached to the document.

Finding, Saving and Storing *Classroom Suite* Overlay Files

Classroom Suite overlay files are stored in the Overlays folder, located in the Classroom Suite program folder.

Where do I save overlay files I created?

By default, overlays you create using the Make Overlay option will be saved in the *Classroom Suite* Overlays folder.

Where do I store overlay files I received from another user?

It is recommended that you store overlays you receive from other users in the Overlays folder (IntelliTools folder > Classroom Suite folder > Overlays folder).

1. Navigate to and open the Classroom Suite program folder installed on your computer's hard drive (or if you are on a network, on the appropriate server).
2. Locate and open the Overlays folder.
3. Save or store all *Classroom Suite* overlay files in this Overlays folder.
4. Alternately, if you will be sharing your document and overlay, store the overlay file in the same folder as the document.

Where do I find the Overlays folder with overlay files?

If a document you are working with does not have the desired overlay already attached to it, you cannot view or print it using IntelliKeys menu options. In this case, you need to make a selection from the *Classroom Suite* Overlays folder. For instance, you may want to print copies of a preprinted *Classroom Suite* overlay, print additional overlay files that you need, or print overlays that you received from another user.

1. Navigate to and open the Classroom Suite program folder installed on your computer's hard drive (or if you are on a network, on the appropriate server).
2. Locate and open the Overlays folder to see a list of overlay file names. Most overlay file names match the name of the document with which they are associated.
3. Alternately, the overlay file may be in the same folder as the document file.

These icons represent overlay files:



**Standard
Overlay**



**Content only
Overlay**



**Group
Overlay**



Note Overlay files created for IntelliTools programs other than *Classroom Suite* will be stored in those programs' Overlays folders.

Chapter 2: Scanning Features for Switch Users

This chapter explains *Classroom Suite's* scanning features.



Using *Classroom Suite's* scanning features with a switch (or switches) is a solution for students who have difficulty using a keyboard or mouse.

Using a Switch and a Switch Interface

A switch is a simple on/off device that sends a signal to a switch interface. It may be large, small, hand activated, a foot pedal, wand-based, etc. The switch plugs into a switch interface. The interface connects to the computer.

The switch interface can be configured, or “programmed” if software is involved, to best fit a user’s needs. For instance, the interface may be set for single switch use or multiple switch use. Programmable interfaces, such as IntelliTools’ IntelliKeys, provide customizable functionality for the switches.

If you do not have a switch and a switch interface, *Classroom Suite* enables you to dedicate a standard mouse or keys on a standard keyboard as a surrogate switch device.

On-Screen Scanning Features

Classroom Suite's scanning features enable switch users performing an on-screen activity to access visible buttons and objects in an open document. When scanning is in effect, a highlight surrounds each selectable button or object in a document, sequentially. The default setting for the highlight is a flashing red outline. (The highlight color can be changed and the highlight can be set to not flash.)

When a desired response choice is highlighted, the user presses the switch to make a selection.

Scanning Features for IntelliKeys and Programmable Switch Users

Two scanning modes are available for IntelliKeys and other programmable switch users:

- Automatic scanning – for single switch users. Pressing the switch once starts scanning. Pressing the switch a second time makes a selection. Scanning resumes when the switch is pressed again.
- Step scanning – for dual switch users. Pressing the first switch once starts scanning. Pressing the second switch makes a selection. Scanning resumes when the first switch is pressed again.

Scanning Feature for Mouse and Standard Keyboard Users

Another scanning feature, called Dedicated scanning, allows a standard keyboard or a standard mouse to function as a switch (see page 15). This is useful if you do not have an IntelliKeys keyboard or a programmable switch.

How do I activate scanning when using a standard keyboard?

Standard keyboard users can activate scanning by pressing [Ctrl]+[Enter/Return] for automatic scanning; [Ctrl]+[Right Arrow] to scan forward; [Ctrl]+[Down Arrow] to select; [Ctrl] + [Left Arrow] to scan back.

Using IntelliKeys as a Programmable Switch Interface

IntelliTools' IntelliKeys adaptive keyboard is a versatile switch interface. Users can plug one or two switches into it (there are two switch ports or jacks on the side of IntelliKeys) or press the touch sensitive front panel directly.

How do I enable scanning for switches plugged into an IntelliKeys?

1. From the Options menu, select IntelliKeys, then select Attach/Edit Overlays. The Attach/Edit Overlays dialog box displays.

2. Click Attach. A navigation dialog box displays.

Single Switch user: Navigate to the *Classroom Suite* Overlays folder (in the Classroom Suite program folder) and select the Automatic Scan Overlay. Click Open.

Two Switch user: Navigate to the *Classroom Suite* Overlays folder (in the Classroom Suite program folder) and select the Step Scan Overlay. Click Open.

3. Click OK to close the Attach/Edit dialog box.

How do I create overlays that can be used by IntelliKeys users and switch users plugged into IntelliKeys?

When using IntelliKeys additionally as a switch interface, you program the switch ports by creating an overlay file for the *Classroom Suite* document you are using. IntelliTools' *Overlay Maker* must be installed in order for you to create an overlay.

1. Refer to page 6 and follow Making a New Overlay steps 1–5.

2. At step 6, from the Switch Action area in the Make Overlay dialog box, select either Auto Scanning or Step Scanning, depending on the needs of the switch user.

3. Finish creating an overlay. The resulting overlay file contains the desired switch commands.

4. Turn the computer off. Plug the switch(es) into the ports on the left side of IntelliKeys. Turn the computer on.

5. Open the document. When the attached overlay file is sent to IntelliKeys, the switch ports are programmed automatically.

Using Other Programmable Switch Interfaces

Other companies besides IntelliTools' manufacture switch interfaces. If you are using a switch interface other than IntelliKeys, you will need to program the switch interface as described below to make the interface compatible with *Classroom Suite*.

How do I program the switch ports for other switch interfaces?

Consult the switch interface instruction manual for specific programming instructions.

- For Automatic scanning:

Windows users – Program the single switch to [Ctrl]+[Enter].

Macintosh users – Program the single switch to [Ctrl]+[Return].

- For Step scanning:

Program switch 1 to [Ctrl]+[Right Arrow].

Program switch 2 to [Ctrl]+[Down Arrow].

Using Dedicated Scanning

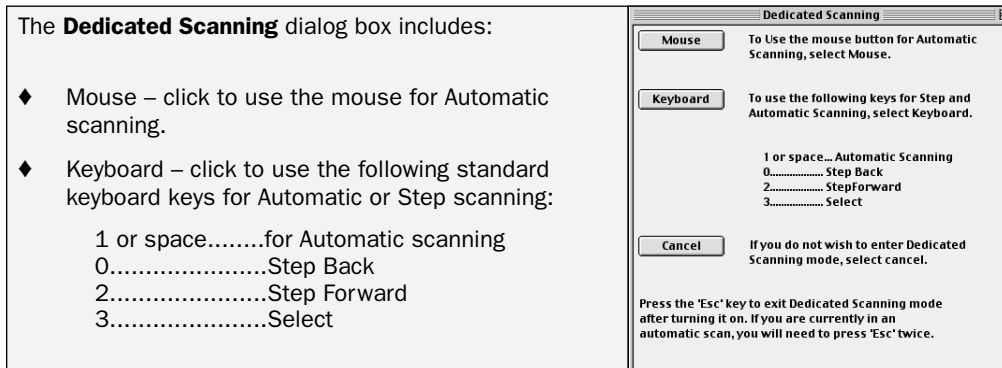
When Dedicated scanning is active, the mouse or keyboard is “dedicated” to scanning. You cannot use the keyboard or the mouse normally until you exit Dedicated scanning mode.

- With Dedicated Mouse scanning on, clicking the mouse starts Automatic scanning. Clicking the mouse again selects. The keyboard operates normally.
- With Dedicated Keyboard scanning on, the specified keyboard keys are dedicated to these scanning functions:
 - Key # 1 and [Spacebar] – in Automatic scanning mode, scans forward and selects.
 - Key # 0 (zero) – in Step scanning mode, scans back.
 - Key # 2 – in Step scanning mode, scans forward.
 - Key # 3 – in Step scanning mode, selects what is currently highlighted.

The mouse operates normally.

How do I activate Dedicated scanning?

1. Select Dedicated Scanning from the Options menu. Or, on the standard keyboard, press [Ctrl]+[Delete]. The Dedicated Scanning dialog box displays.




2. Make the desired selection or click Cancel.

How do I exit Dedicated scanning?

- Press [Esc] at any time to resume normal keyboard and mouse functions.
- If you are currently in an Automatic scan, you must press [Esc] twice in succession to exit Dedicated scanning. A message box confirms that you are exiting.

How do I use Dedicated scanning with a non-programmable switch interface?

Consult the switch interface instruction manual for specific programming instructions.

 A switch icon displayed on the menu bar indicates that Dedicated scanning is active.

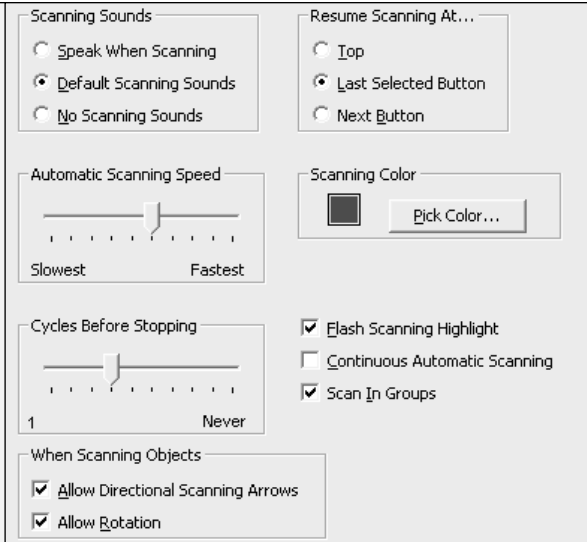
The **Scanning Preferences** tab includes:

◆ **Scanning Sounds**

Speak When Scanning – if selected, speaks the names of selections as they are scanned. If toolbars containing multiple rows or columns are scanned, the names of the first and last buttons in the row or column are spoken.

Default Scanning Sounds – if selected, plays a sound each time a selection is scanned.

No Scanning Sounds – if selected, scanning highlights but no scanning sounds are played.



Scanning tab showing default settings

◆ **Resume Scanning At...**

Top – if selected, after a scan user has made a selection, scanning resumes at the first scannable button or object in the current document window.

Last Selected Button – if selected, after a scan user has made a selection, resumes scanning at the same choice that was last selected.

Next Button – if selected, after a scan user has made a selection, resumes scanning just after the choice that was last selected.

◆ **Automatic Scanning Speed** (an Automatic Scanning option) – determines the speed at which the scanning highlight moves between choices. Move the pointer to the left to slow the scanning speed; move it to the right to increase the scanning speed.

◆ **Scanning Color** – shows the current color of the scanning highlight. Click Pick Color.. for additional color choices.

◆ **Cycles Before Stopping** (Automatic Scanning) – specifies the number of times that choices will be scanned when no selection is made.

◆ **Flash Scanning Highlight** – if checked, makes the scanning highlight flash as it scans each choice.

◆ **Continuous Automatic Scanning** – if checked, Automatic scanning resumes after a selection has been made.

If unchecked, the automatic scan sequence is as follows: Press the switch to start Automatic scanning. Press the switch again to select. Press the switch a third time to resume Automatic scanning. Press [Esc] to stop Automatic scanning at any time.

◆ **Scan in Groups** – if checked, groupings (such as entire toolbars, rows or columns within each toolbar, and the page area itself) are scanned first. The user can select one of these groupings, narrowing the available choices to scan until the desired choice is selected.

◆ **When Scanning Objects**

Allow Directional Scanning Arrows – if checked, an object on a page can be moved by a switch user. (A mouse user would be dragging this object.)

Allow Rotation – if checked, an object on a page can be rotated by a switch user. (A mouse user would click the Rotate Clockwise or Rotate Counterclockwise buttons.)



Tip To change the automatic scanning speed while the scan is

in progress, from the standard keyboard, press a number from 1 to 9, with 1 being the slowest speed. This feature cannot be used with Dedicated Keyboard scanning.

Setting Scanning Preferences

Classroom Suite contains a number of features that enable you to customize scanning for each switch user. To access these features for a user:

1. Select User Preferences from the Options menu. The User Preferences dialog box displays.
Or, Sign in as a teacher and select Teacher Options. Select the appropriate class and student name.
2. Click the Scanning tab. See the facing page for a description of the Scanning tab.
3. Make the desired selections.
4. Click OK.

Scanning Parts of a Document

With automatic scanning and step scanning, *Classroom Suite* enables a switch user to select buttons in a visible toolbar and objects on a page.

Scanning Order

Toolbars are scanned before objects on a page. Toolbars are scanned starting at the top of the document window, then highlighting left to right, and progressing to the bottom of the window. Similarly, objects on a page are scanned starting at the top of the page highlighting left to right progressing to the bottom of the page.

To customize the scan order for objects on a page, use the Layers feature. Layers are scanned from front to back (e.g., objects on Layer 1 are scanned first, then Layer 0, then Layer -1, etc.).

Why use the Scan in Groups feature?


Scan in Groups reduces the scanning cycle, which benefits the switch user. When this option is selected (the default setting), the program scans by highlighting groups of buttons (e.g., a toolbar). If a highlighted grouping is selected during a document scan, the program will then scan the contents of that group.

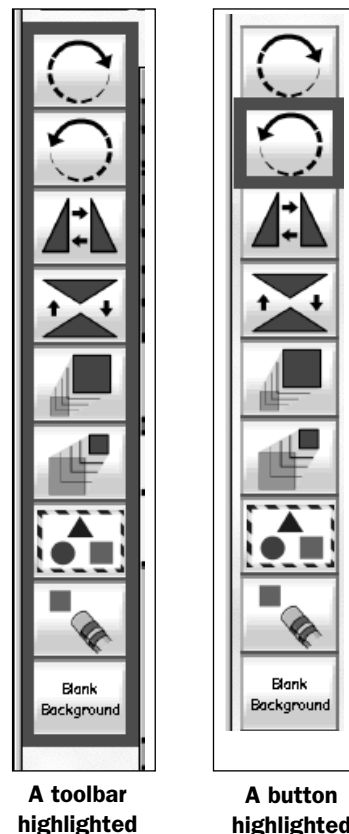
Some groupings contain multiple scan levels. For example, the most inclusive grouping may be an entire toolbar with two rows of buttons. The next level of grouping is a single row of toolbar buttons. When the row is selected, each button in the row is scanned.

When the Scan in Groups feature is not selected, the scan cycle will highlight each visible button in the window and each object on the page. The scanning cycle is lengthened.

How does a switch user select a scanned button?

When the desired button is highlighted, press the select switch. (A mouse user would click the button.)

 **Note** *Classroom Suite* dialog boxes and message boxes are not available to switch users.



Moving and Rotating Scanned Objects on a Page

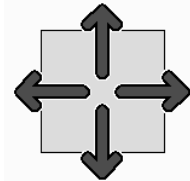
Some scanned objects on a page (such as inserted pictures or math manipulatives) can be repositioned and/or rotated clockwise if the appropriate scanning options are checked, if the object is selectable (i.e., responds to mouse clicks), and if the object is unlocked.

How does a switch user move a scanned object on a page?

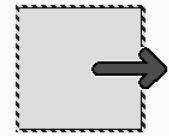
1. Select Scanning Preferences from the Options menu. Select the Allow Directional Scanning Arrows option.
2. Four directional arrows appear over the object when it is scanned. Press the switch to provide a choice of compass directions. Left arrow moves the object left. Up arrow moves the object up. Right arrow moves the object right. Down arrow moves the object down.

If no selection is made, the program will proceed to the next scannable object (or rotating if that option is selected, see below).

3. Press the switch when the desired directional arrow appears. The object will begin to move incrementally in the selected direction.
4. Press the switch again to stop the moving object.



Directional highlight



Single direction highlight



Rotational highlight

How does a switch user rotate a scanned object on a page?

1. Select Scanning Preferences from the Options menu. Select the Allow Rotation option.
2. A rotational highlight appears over the object when it is scanned. (This highlight follows the directional arrows described above.)
If no selection is made, the program will proceed to the next scannable object.
3. Press the switch to select the rotational highlight. The object will incrementally rotate clockwise.
4. Press the switch to stop the rotating object.


How does a switch user color and draw? (IPS)


Scanning occurs in *IntelliPics Studio 3's* Paint mode, enabling switch users to color and draw.


1. Press the switch to scan to and select the Paint button.
2. Press the switch to scan to and select the desired Paint Tool (Brush, Eraser, Fill Tool, or Marquee Tool).
3. Press the switch to display the directional arrows, then press the switch to select the blue Down arrow. This places the Paint Tool down on the page. (A mouse user would hold the mouse button down.)
4. Press the switch to scan and select the desired directional arrow. The Paint Tool will begin to move incrementally. (A mouse user would drag the Paint tool.)
5. Press the switch to stop the moving Paint Tool.
6. Press the switch to display the directional arrows, then press the switch to select the blue Up arrow. This lifts the Paint Tool up from the page. (A mouse user would release the mouse button).



Blue Down arrow

 **Note** A locked object cannot be moved.

 **Tip** Activity authors can uncheck an object's Respond to Mouse Click option to have that object be unavailable to scanners (and mouse clicks).

 **Note** *IntelliPics Studio's* Design Tools (Text, Line, Oval, and Rectangle) are inaccessible to scanners.

Chapter 3: Additional Alternative Access Features

This chapter describes *Classroom Suite*'s screen reader features.

The screen reader features enable persons with visual impairments or learning disabilities to hear on-screen text read aloud.



Note A bracketed word refers to a key on a standard keyboard or on an IntelliKeys.

Reading Text Using Screen Reader Keys

Screen reader keys emulate keystrokes used by screen reader software—they enable a user to control how text on a page is read aloud (i.e., *IntelliTalk 3* text, *IntelliPics Studio 3* and *IntelliMathics 3* text in text boxes; *Classroom Suite* dialog boxes).

How do I use screen reader keys to hear text read aloud?

The 0–9 keys on a standard keyboard's numeric keypad are used as screen reader keys when Num Lock—a standard keyboard option—is turned off. (Many keyboards have an indicator light that indicates if this option is on or off.)

1. Turn Num Lock off. (Num Lock is automatically turned off each time you launch *Classroom Suite*. It can be turned on or off again by toggling the [Num Lock] key.)
2. Place your cursor (i.e., insertion point) in the desired location or select the text you want read aloud. Refer to the list below for appropriate cursor placement.
3. Press the corresponding key on the numeric keypad (see list below).

Key	Screen Reader Action
[0]	Current Selection – reads the currently selected text. If no text is selected, the word “blank” is spoken. Press [0] twice in succession to have the selection spelled.
[1]	Prior Character – reads the character to the left of the insertion point.
[2]	Current Character – reads the character to the right of the insertion point. Press 2 twice in succession to read the character using military spelling.*
[3]	Next Character – advances the insertion point and reads the character to the right of the insertion point.
[4]	Prior Word – reads the word to the left of the insertion point.
[5]	Current Word – reads the word to the right of the insertion point.
[6]	Next Word – advances the insertion point by one word, then reads the word to the right of the insertion point.
[7]	Prior Sentence – moves the insertion point to the preceding sentence and reads it.
[8]	Current Sentence – reads the sentence that the insertion point is in or near.
[9]	Next Sentence – moves the insertion point to the next sentence and reads it.
	* Military spelling uses an easily distinguishable word to represent a letter (see chart below).

Military spelling:	D = Delta	I = India	N = November	S = Sierra	X = X-ray
A = Alpha	E = Echo	J = Juliet	O = Oscar	T = Tango	Y = Yankee
B = Bravo	F = Foxtrot	K = Kilo	P = Paper	U = Uniform	Z = Zulu
C = Charlie	G = Golf	L = Lima	Q = Quebec	V = Victor	
	H = Hotel	M = Mike	R = Romeo	W = Whiskey	

Accessing Dialog Boxes and Menu Options Using a Keyboard

Classroom Suite enables keyboard users to navigate within, and make selections from, dialog boxes and menus.

How do I navigate and make selections within dialog boxes using a keyboard?

With a dialog box displayed:

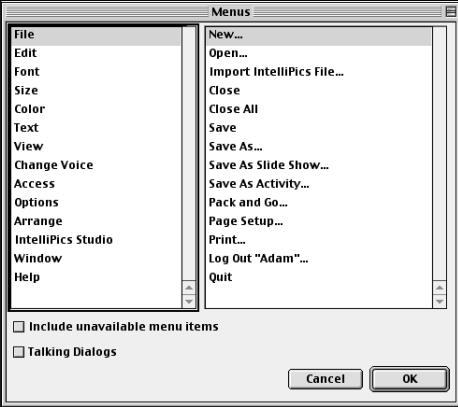
- Use the [Tab] key to navigate to the various list boxes and buttons within a dialog box.
- Press the [spacebar] to add or remove check marks in boxes. Press it again to undo.
- Use the [↑] and [↓] keys to make selections from list boxes and drop-down list boxes.
- In dialog boxes that have section tabs, use the [←] and [→] keys to select a tab.
- Use the [Enter] or [Return] key to select OK and close a dialog box.
- Use [Esc] to select Cancel and close a dialog box.

How do I access menus using a keyboard?

1. Type [Ctrl]+m (Windows) or [Command]+m (Macintosh), or select Menu Access from the Options menu. The Menu dialog box displays.

The **Menu** dialog box includes:

- ◆ Main menu list box (left) – Classroom Suite main menus
- ◆ Menu options list box (right) – menu options for the selected main menu.
- ◆ Include Unavailable Menu Items – if checked, unavailable menu items are included in the two list boxes.
- ◆ Use Talking Dialogs – if checked, dialog boxes are read aloud. (This is the same option that is included in the User Preferences, User Interface tab.)



Note: a border or highlight surrounds the currently selected list box, check box, or button.

Menu dialog box showing default settings

2. Select Include Unavailable Menu Items and/or Talking Dialogs if desired.
3. Use the [Tab] key to navigate to the list box of main menus (the list box on the left).
4. Use the [↑] and [↓] keys to select the desired menu. Your selection highlights.
5. Once the desired menu has been selected, press [Tab] to navigate to the related list of menu options (the list box on the right).
6. Use the [↑] and [↓] keys to select the desired menu option. Your selection highlights.
7. Press [Enter] or [Return] to select that menu option.

Note: Windows users can use standard Windows accelerator keys (e.g., [Alt]+f, [Alt]+e, [Alt]+f, p) to access menus and, if desired, select the Talking Menu user preference.