

Introduction to IntelliTalk® Windows Tutorial

WIN

About IntelliTalk

IntelliTalk® is an easy-to-use talking word processor that can be made to speak letters, words, sentences, or any combination of the three. When used with Overlay Maker® and IntelliKeys®, IntelliTalk becomes a powerful tool for communication.

IntelliTalk is useful for beginning readers, people with a visual or learning disability, people who need a simple communication program, and people for whom English is a second language.

About this Tutorial

Using the tutorial you will explore IntelliTalk's unique read and delete features. You will learn how to customize features such as speech and text to create an accessible, multisensory writing environment.

You will also learn how to make a template file that can be saved and used many times. Special features of the template include using color cueing and fill-in-the-blanks to highlight key student work areas.

IntelliTalk is available for the MAC, Windows, DOS and Apple II. PC users must have a sound card. SoundBlaster® or Echo PCI® are the most common.

Materials Needed

TUTORIAL

Introduction to IntelliTalk Tutorial

SOFTWARE

IntelliTalk

OVERLAYS

Standard overlay set (comes with IntelliKeys), ITSpeech, ITStyles

HARDWARE

IntelliKeys and cable



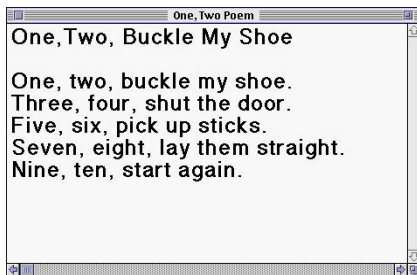
Introduction to IntelliTalk[®] Windows Tutorial



IntelliTalk is a talking word processor that allows students to hear each letter, word, and sentence as they type. The program can be used with IntelliKeys and standard or customized overlays to provide mouseless access to all menus and features.

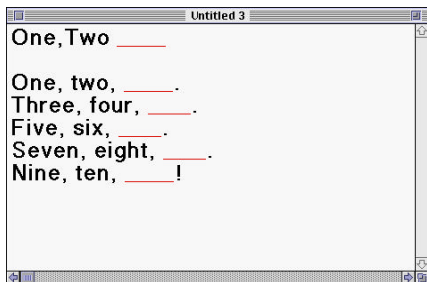
IntelliTalk has specialized speech, read and delete features that promote independence for students. Using the mouse, or keyboard commands, students can have words, sentences and paragraphs read out loud to facilitate comprehension and access to the text. Mouse and keyboard commands can also be used to delete single words, sentences, or paragraphs.

The IntelliTalk Workshop Tutorial guides you through the program's special access features and curriculum applications. It focuses on one extremely useful application - teacher-made templates. As illustrated below with the poem One, Two, Buckle My Shoe, the teacher creates the initial model and saves it as a read-only file. Students can then access the file, rename it, and save their work individually.



Step 1:

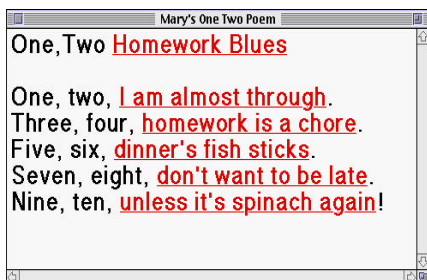
The poem is typed into the computer and printed as a model for the students. The poem file is saved.



Step 2:

To turn the poem file into a template, the teacher removes the last few words in each line and leaves only the number words as sentence starters. He or she chooses a different font color and leaves a small underline for students to begin their writing.

The file is then saved as a read-only file to be used as a template.



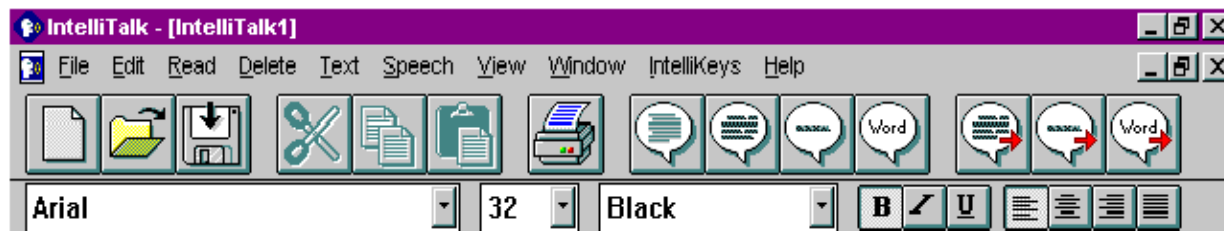
Step 3:

Now students can use the template to create their own poems. They save their work as a new file and the original template can be used again and again.

This electronic worksheet has advantages over the pencil and paper kind. As students type in the underlined area, it expands to accommodate whatever is written leaving just the right amount of room for their answer. This helps all students feel successful.

Exploring IntelliTalk® For Windows

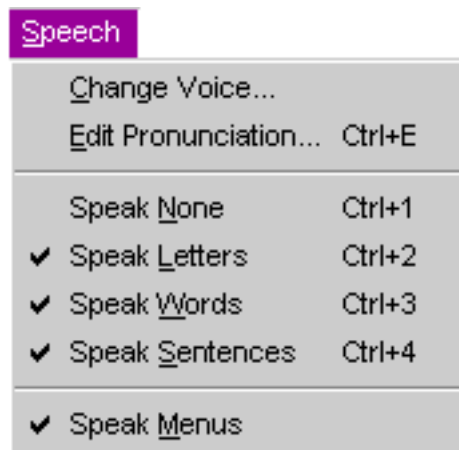
1. Exploring Menus



- Open the application **IntelliTalk®** .
- Slowly drag the cursor across the icon menu bar. Notice that a tool tip describes what each button does. Notice that each menu item is read aloud.

2. Type and Listen

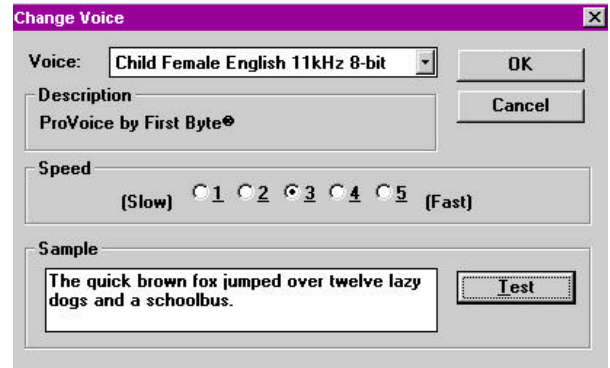
- Go to the **Speech** Menu and select **Speak Letters**, **Speak Words** and **Speak Sentences**. A check appears when the item is listed.
- Type the sentence: *I like to write*. Notice that IntelliTalk speaks each letter and each word. It speaks back the sentence when you type the period.
- Go to the **Speech** Menu. De-select **Speak Letters**. Type the sentence: *Students can choose to listen to each letter, word and sentence as they type*. Notice that the program only speaks after you type each word.
- You can also use keyboard equivalents: **Control 1**, **Control 2**, **Control 3**, and **Control 4** to select speech options. Hold down the **Control** key and press **2**. Control 2 turns on Speak Letters. Type another word. What happens?



3. Exploring the Voice Menus and Read Text Options

- Go to the **Speech** menu and choose **Change Voice**.
- IntelliTalk has an installer that automatically chooses the best voice options for your machine.
- Click on the **arrow** to the right of the Voice menu. Select a new voice. Click on **OK**.
- Click on the **Read All** icon to hear the page read to you. (You can stop the page from reading at any time by pressing the **Esc** key.)
- Move the cursor to the first word in a sentence on your screen. Click on the **Read Sentence and Advance** icon.
- Notice that each word is highlighted as it is read. This feature helps students read directions and edit their work more successfully. Explore each of the other read icons.
- Notice that when you select the **Read** menu at the top of the page, you can select how you want text read to you. The **Read** menu also gives the keyboard equivalents that are used when creating overlays.

For example, the keyboard equivalent for Read Word is ALT + RW. When this command is used, the word next to the cursor is read aloud. To select Read Word using the keyboard, hold down the **ALT** key and the letter **r**. Then press **w**.

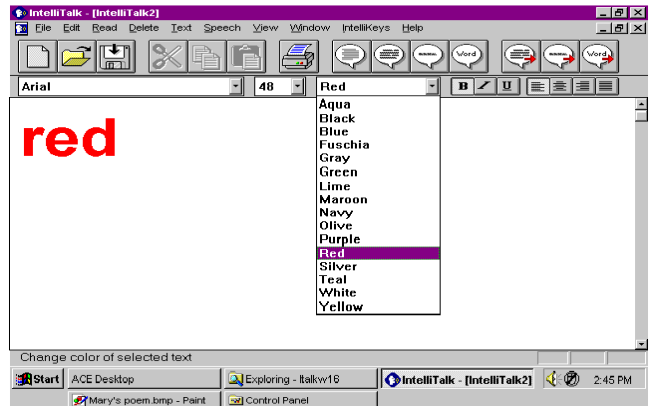


Read Sentence and Advance icon

Read	
Read <u>W</u> ord	Alt+R W
Read <u>S</u> entence	Alt+R S
Read <u>P</u> aragraph	Alt+R P
Read <u>A</u> ll	Alt+R A
<hr/>	
<u>R</u> ead Selection	Ctrl+L
<hr/>	
Read <u>W</u> ord and Advance	Ctrl+Shift+W
Read <u>S</u> entence and Advance	Ctrl+Shift+S
Read <u>P</u> aragraph and Advance	Ctrl+Shift+P

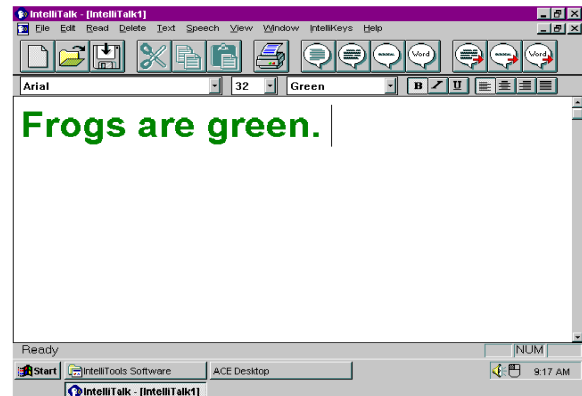
4. Changing Text and Background Colors

- IntelliTalk allows you to change the font, text size, color and style from the menu bar below the menu icons.
- Type the word **red**. Click and drag to highlight the word.
- Select the **Size** menu and change the font size to 48.
- Go to the **Color** menu bar and change the color to red.
- Type the word **blue** to change the color of the word to blue.
- Go to the **Text** menu and select **Background Color**. Choose a background screen color. This feature is useful to provide high contrast for people with visual impairments.



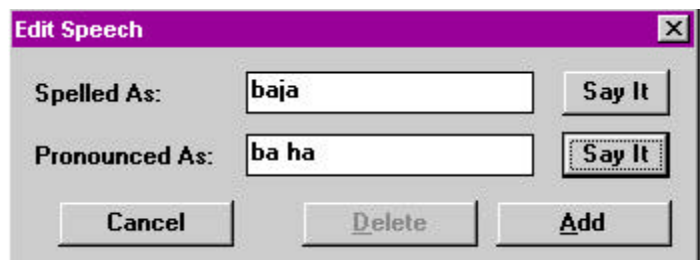
5. Changing Text Colors using the Keyboard

- IntelliTalk allows you to change the name of a font, size or color without using a mouse. This is useful when creating overlays.
- Hold down the [Control] key and press **t**. Type the word **green** and press [Enter]. (You will not see anything on the screen)
- Type the phrase: **Frogs are green**. To return to the previous color, hold down the [Shift] key, and press [Control] **t**.



6. Using Edit Pronunciation

- IntelliTalk has a pronunciation dictionary containing about 3000 of the most common words that elementary school children use.
- Type a name or foreign word that is not pronounced correctly. i.e. 'Baja'.
- Go to the **Speech** menu and select **Edit Pronunciation**. A box comes up for you to enter the correct spelling of the word and the phonetic spelling. IntelliTalk will always remember your new pronunciation.



7. Special Delete Features

- The **Delete** command allows the user to quickly delete words, sentences or even entire paragraphs. This feature is extremely powerful when used after entering whole words and sentences with an IntelliKeys overlay.
- Type any sentence into IntelliTalk. Go to the **Delete** menu. Notice that you have a choice of deleting by word, sentence, paragraph or the entire page. Select **Delete Word**.
- Note: Another way to select Delete Words is with the keyboard command [Alt]dw. Hold down the **Alt** key and the letter **d**. Then press **w**. Keyboard equivalents are used when creating custom overlays with the program Overlay Maker®.



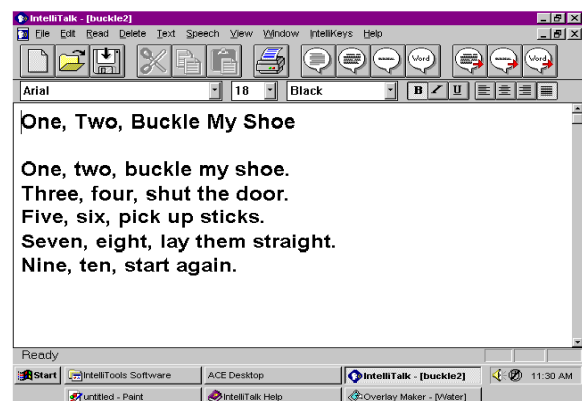
Creating a Template

A template is a file that can be saved and used many times. The original file is saved as a **Read Only** file. Students can use the template to do their own work which can be saved as an independent file.

You will practice making a template that uses color cueing and fill-in-the-blanks. Notice how the blank line expands to accommodate the student's answer. Problems that come up during a pencil and paper activity, such as legibility, or having enough space for the answer, are no longer a concern.

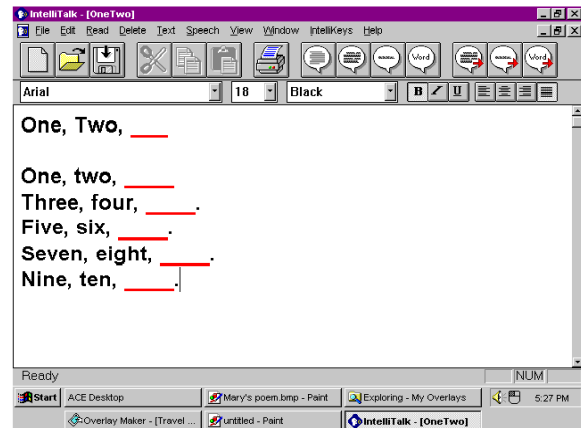
1. Creating the File

- Create a new document. Select the **New** icon on the top left of the screen.
- Type the poem on the right.
- Select the **Save** icon and name your file **Shoe Poem**. This is your original. Click **OK**.



2. Creating the Fill-in-the-Blank Lines

- Go to the **File** menu and select **Save As**. Rename your file **One Two**. You will modify this version. Click **OK**.
- You will replace some words with a red line. This is the target where students will create their own rhymes.
- Click and drag to select the words **Buckle My Shoe** in the title. Select the **Cut** icon to delete these words.
- Go to the **Color** menu and select **Red**.
- Select the **Underline** button. Hold down the **Shift** key and press the **Underscore** key five times or so to create a red underline. This is the target.
- Repeat the steps above to create a red underline after each phrase.
- When you are ready to create your read only file, go to **File** and select **Save As**. Rename your file **One Two Template**. Click on the **Read Only** option. Click on **OK** to save the file. (If you are asked to replace your template, select Yes.) Close the file.



Underscore keyboard key



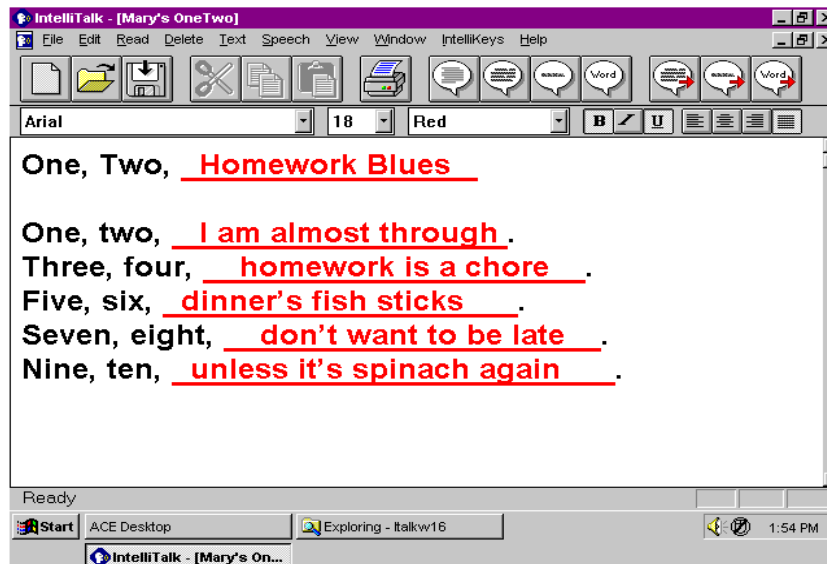
Select **Read Only**

3. Using a Template

- Open up **One Two Template**.
- Now select the **Save** icon to give the file another name. One strategy is to use your name followed by **One Two** (i.e. Mary's One Two). This makes it easy to locate each student's copy of the poem. You will not be able to save changes without renaming this file.
- Place your cursor in the center of each red underline and create a new rhyme.

<u>two</u>	<u>four</u>	<u>six</u>	<u>eight</u>	<u>ten</u>
you	roar	tricks	late	Arjan
new	snore	picks	great	hen
zoo	store	licks	fate	pen
flew	score	fix	freight	men
knew	pour	mix	mate	ten
screw	seashore	kicks	bait	yen
blue	more	bricks	gate	Zen
through	gore	chicks	hate	again
grew	floor	clicks	trait	children
moo	soar	candlewicks	slate	ocean
drew	war	ticks	plate	women

Sample list of rhyming words.



Mary's OneTwo Poem

- Select the **Read All** icon to listen to your poem. You can also try the **Read Sentence and Advance** icon.

Appendix

A. IntelliTalk[®] Feature Highlight Sheet

B. Workshop Outline for the Trainer
Suggestions for incorporating the IntelliTalk tutorial in a workshop format



IntelliTalk®

Feature Highlights

WIN

*IntelliTalk is a talking word processor that allows you to hear what you type.
Installation requirements: 8MB RAM Win95, 5MB RAM Win3.1, SVGA, Windows sound card.*

Icon Driven Toolbar Menu



- Talking Toolbar can be hidden or accessible
- Toolbar items also accessible through keyboard equivalents.
- Tool tips for each item

Toolbar Options



- Customize the screen to hide or show
 1. Toolbar or picture/icon menu
 2. Style Bar – used to select font, size, text color, text style and alignment.
 3. Status Bar

Features regarding voices and speech

- Choose from a variety of voices.
- Edit the pronunciation of a word.
- Edit a voice by changing rate of speech and pitch.

Customize the text and background color

- Customize the size of text.
- Customize the color of text.
- Select an appropriate background color.
- Capture defaults for an individual student.

Using Feature Keys ITSpeech and ITStyles

- IntelliTalk ships with two sample overlays that are installed in My Overlays folder, if Overlay Maker from IntelliTools is loaded onto your machine. These overlays are called ITSpeech and ITStyles.
- ITSpeech contains keys that can be copied to your custom overlays and used to change voices and rates of speech.
- ITStyles contains keys that can be copied to your overlays and used to easily change text color and size.

Read Words Keyboard Equivalents

Read	
Read <u>W</u> ord	Alt+R W
Read <u>S</u> entence	Alt+R S
Read <u>P</u> aragraph	Alt+R P
Read <u>A</u> ll	Alt+R A
<u>R</u> ead Selection	Ctrl+L
Read <u>W</u> ord and Advance	Ctrl+Shift+W
Read <u>S</u> entence and Advance	Ctrl+Shift+S
Read <u>P</u> aragraph and Advance	Ctrl+Shift+P

Delete Words Keyboard Equivalents

Delete	
Delete <u>W</u> ord	Alt+D W
Delete <u>S</u> entence	Alt+D S
Delete <u>P</u> aragraph	Alt+D P
Delete <u>A</u> ll	Alt+D A

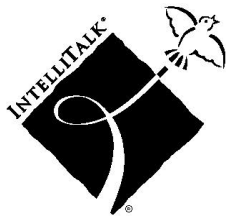
Speech Menus Keyboard Equivalents

Speech	
<u>C</u> hange Voice...	
<u>E</u> dit Pronunciation...	Ctrl+E
Speak <u>N</u> one	Ctrl+1
✓ Speak <u>L</u> etters	Ctrl+2
✓ Speak <u>W</u> ords	Ctrl+3
✓ Speak <u>S</u> entences	Ctrl+4
✓ Speak <u>M</u> enus	

Send Overlays from within IntelliTalk

- Use IntelliTalk Menu to adjust data send rate
- Send overlays from within IntelliTalk using IntelliKeys menu.





Introduction to IntelliTalk® Workshop Outline for the Trainer



Estimated time: 1 hour

If you are using this tutorial as part of a workshop on IntelliTalk, this section will help you prepare the materials and equipment you will need as well as provide you with a suggested workshop outline to follow. Please feel free to duplicate the IntelliTalk tutorial and any of the files referred to in the tutorial for distribution at your trainings.

INTELLITALK WORKSHOP OUTLINE

Introduction to IntelliTalk10 minutes

Overview of Program

- How IntelliTalk works with Overlay Maker® as a talking communication tool

Writing with IntelliTalk Tutorial.....50 minutes

(Follow printed tutorial)

- Menus25 minutes
- Template file..... 25 minutes
- ITSpeech and ITStyles- discussion if Overlay Maker is available10 minutes