INTELLITOOLS®

Popular Software Overlays

for IntelliKeys®

User's Guide

Credits

The *Popular Software Overlays for IntelliKeys* were produced through the collaborative efforts of many staff members at IntelliTools, as well as a network of highly dedicated assistive technology professionals. We are also grateful for the enthusiasm and expertise of our collaborators: Adobe Systems, Inc., America Online, Inc. (AOL), Apple Computer, Inc., Crick Software Inc., Don Johnston, Inc., Freedom Scientific, Inc., Inspiration Software, Inc., Kurzweil Education Systems, Inc., Mayer-Johnson LLC, Microsoft Corporation.

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Introduction

Congratulations on choosing *Popular Software Overlays for IntelliKeys*.

This unique set of 7 double-sided overlays, when combined with IntelliKeys USB, provides unprecedented access to many popular software applications, including several educational programs used in schools.

Simply launch one of the popular software programs and slide the matching overlay into the IntelliKeys. The popular software overlays can be used on Windows (98 and above) and Macintosh OSX (10.1.x and above).

The *Popular Software Overlays for IntelliKeys* can also be modified to meet the diverse needs of your students. Using *Overlay Maker 3* (sold separately) you can add or remove keys from the overlays, and then save and print your own customized overlays for use with popular software.

Follow the installation instructions below and then try out the overlays. This guide includes a description of each overlay and some tips on how to use it with the software.

There is also information included on how to modify and save your own versions of overlays.
We hope that these overlays will inspire you to create IntelliKeys access to other programs your students are using.

Minimum System Requirements

Windows
- Computer (or powered hub) with an available USB port.
- Windows 98, 98SE, ME, 2000 or XP.
- 13 MB free hard drive space.
- 32 MB RAM (Win 98/ME): 64 MB (Win 2000/XP).
- CD-ROM drive.
- IntelliKeys USB (sold separately)

Macintosh
- Computer (or powered hub) with an available USB port.
- Mac OS 10.1.x or higher.
- 14 MB free hard drive space.
- 4.5 MB available RAM.
- CD-ROM drive.
- IntelliKeys USB (sold separately)

Package Contents
- 1 *Popular Software Overlays* CD.
- 7 double-sided Printed Overlays.
- 1 *Popular Software Overlays for IntelliKeys* User's Guide.

Installing the *Popular Software Overlays* Software

The *Popular Software Overlays* are installed along with version 3.0 of the IntelliKeys USB software. This version of the IntelliKeys USB software introduces the ability to attach overlays to almost any application installed on your computer.

On a Windows Computer

Follow these steps to install the *Popular Software Overlays* on a Windows computer:

1. Insert the *Popular Software Overlays* CD into the CD-ROM drive. On most PCs the program installation will start automatically and you can proceed directly to step 5. If your computer's CD-ROM drive is not set up for autorun (see your computer's operations manual regarding a setting called Auto insert notification), proceed to step 2.

2. Double-click the My Computer icon on your desktop. A CD-ROM icon named *Popular Software Overlays* CD will be listed in the content window that appears.

3. Right-click the IntelliKeys *Popular Software Overlays* CD-ROM icon and select Explore from the menu that appears. This action displays the contents of the *Popular Software Overlays* CD.

4. Double-click the *setup.EXE* icon in the content window that appears. This starts the automated installation process.

5. Follow the installation instructions that appear on-screen. Click Finish when the Installation Complete dialog box appears. Restart your computer when prompted.
RESULT: The IntelliKeys USB program is stored in a folder labeled IntelliKeys USB. This folder is located in a folder labeled ITools (IntelliTools) on the computer's main drive. The IntelliKeys USB icon is added to the Taskbar in the lower right corner of your screen.

On a Macintosh Computer
Follow these steps to install the *Popular Software Overlays* on a Macintosh computer:

1. Insert the *Popular Software Overlays* CD into the CD-ROM drive. A CD-ROM icon labeled *Popular Software Overlays* will appear on the desktop along with an open folder labeled *Popular Software Overlays* CD.

2. Double-click the IKUSB PSO Installer/Uninstaller icon in the IntelliKeys USB folder. This starts the automated installation process.

3. Read the Read Me document and click Continue. Follow the on-screen instructions to complete the installation. Restart your computer when prompted.
RESULT: The IntelliKeys USB program is stored in a folder labeled IntelliKeys USB. This folder is located in a folder labeled IntelliTools on the computer's main hard drive (Mac OSX Applications: IntelliTools: IntelliKeys USB). The IntelliKeys USB icon is added to the menu bar in the upper right corner of your computer screen.

Once you have installed the Popular Software Overlays, proceed to Chapter 2 of the IntelliKeys USB Users Guide for instructions about connecting the IntelliKeys USB to your computer.

iTunes Overlay

The iTunes overlay is designed to operate common features found on iTunes, Apple's popular digital jukebox. This overlay was designed to work with iTunes versions 4.9 and 5.0 for Windows and Macintosh.

iTunes Overlay

How to Use

Launch iTunes and insert the iTunes overlay on your IntelliKeys USB. Press Play/Pause to begin playing the first song in your library. Press Next Song to play the next song in your library. Press Play/Pause again to pause the song. Press Previous Song to play the previous song. This overlay was designed to fit the 12 hole custom keyguard.

Special Features/Additional Keys

- Navigate – navigates to open panes within iTunes.
- Up and Down Arrows – used with the Navigate key to navigate items in the selected pane.
- Browse – shows or hides the Genre, Artist and Album panes.
- Show/Hide Artwork – shows or hides album artwork if present.
- Visualizer On/Off – shows or hides the Visualizer.
- Volume Down, Volume Up – lowers and raises the volume.

Safari Overlay

The Safari overlay is designed to provide access to common features found in Apple's Web browser. It includes Previous Page, Next Page, Reload, Stop, Home, Add Bookmark, Bookmarks, AutoFill, and Search. It also includes common parts of Internet Web addresses to save keystrokes when browsing. This overlay is for Macintosh computers only. This overlay was designed to work with Safari version 2.01.

Safari Overlay

How to Use

Launch Safari and insert the Safari overlay on your IntelliKeys USB. Press the Open Location key to place your cursor at the address bar. Press the IntelliTools key. Safari will be connected to the IntelliTools Web site.

Special Features/Additional Keys

- Open Location – places your cursor at the address bar (the text box where you enter a World Wide Web address). Type in the address and press Enter.
- Apple.com – connects to the Apple Web site.
- Print and Copy – make it easy to access these common commands.
- Scroll Up and Scroll Down – moves through a page one screen at a time.
- Tab – navigates Safari's Address Bar and Bookmarks Bar as well as links on Web pages.
- Up and Down arrows – scroll a page continuously.
- www., .com, .edu, .gov, .net, .org – inserts these common parts of an Internet Web address in the address bar.
- AutoFill – completes web forms using information from your Address Book card.
- Bookmarks – shows all bookmarks. Use the arrow keys to select a bookmark and press the Space key to go to the Web page represented by the selected bookmark.
- Add Bookmarks – adds the current Web page to your bookmarks.

Kurzweil 3000 Overlay

The Kurzweil 3000 overlay is designed to provide access to many features of the Kurzweil 3000 word processing program. It includes large reading keys on the bottom left for easy access to this commonly used feature. This overlay was designed to work with Kurzweil 3000 version 9. This overlay will only work with the Windows version of Kurzweil 3000.
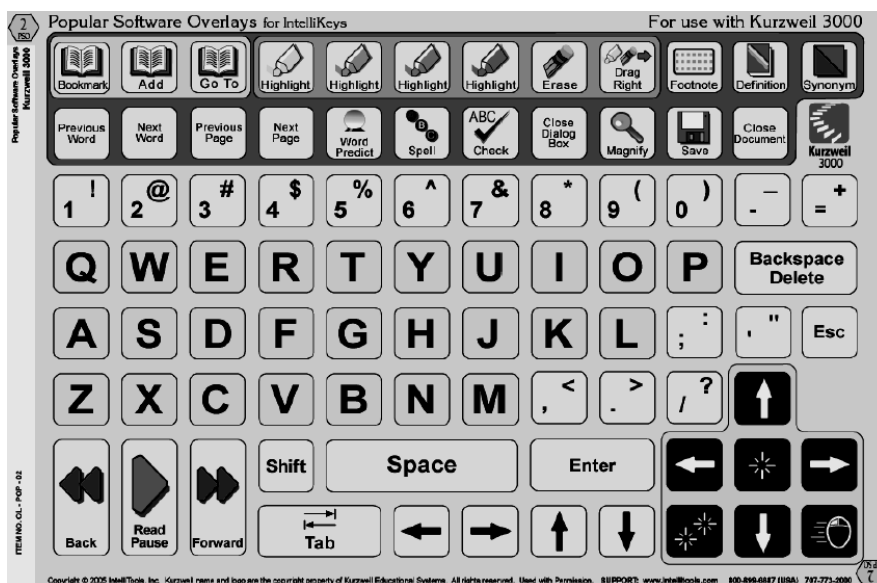
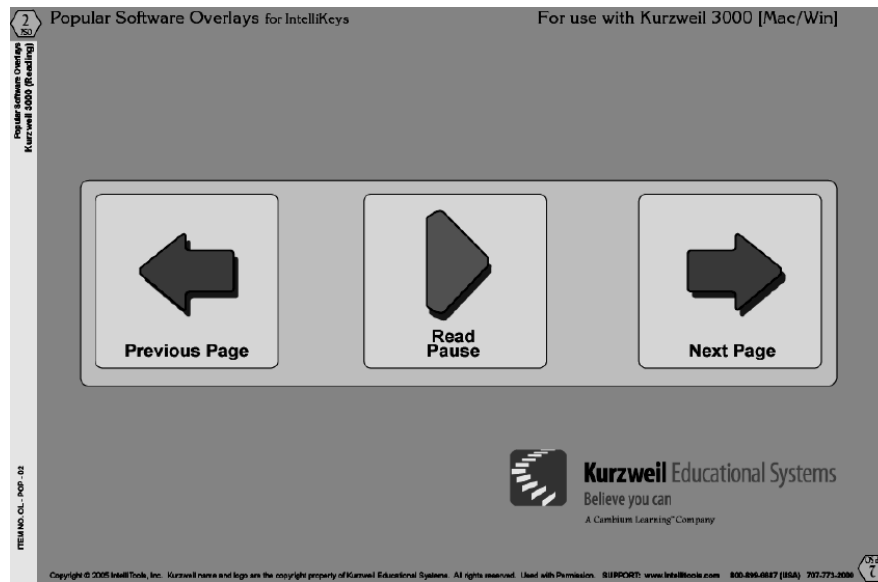Kurzweil 3000 Overlay

How to Use

Launch Kurzweil and insert the Kurzweil 3000 overlay on your IntelliKeys USB. Open a document and press the Read/Pause key to begin reading the document. Press the Read/Pause again to stop reading.

Special Features/Additional Keys

- Bookmark – opens the Bookmarks dialog box. Use the Tab and arrow keys to navigate.
- Add – adds a bookmark when the Bookmarks dialog box is open.
- Go To – moves the cursor to the selected bookmark in the Bookmarks dialog box.
- Word Predict – toggles Word Prediction on and off.
- Highlight (Yellow, Green, Cyan, and Magenta) – toggles highlighting on and off.
- Erase – toggles Erase on and off.
- Drag Right – after pressing a Highlight or Erase key, use this key to highlight (or erase the highlight on) words to the right of the cursor.
- Footnote – opens a text box on the bottom of the screen and creates a Footnote anchor at the cursor location. Press Close Dialog Box when you are finished typing the footnote.
- Magnify – magnifies the spoken word.
- Close Dialog Box – closes the Bookmark, Footnote, Spell, and Spell Check dialog boxes.
- Close Document – closes open documents. (The Definition and Synonym keys open new documents which can be closed with this key.)

Kurzweil 3000 (Reading) Overlay

The Kurzweil 3000 (Reading) overlay is designed to provide simplified reading and navigation access to the Kurzweil 3000 word processing program. This overlay was designed to work with Kurzweil version 9 for Windows and Macintosh.

Kurzweil 3000 (Reading) Overlay

How to Use

Launch Kurzweil and insert the Kurzweil 3000 (Reading) overlay on your IntelliKeys USB. On Windows computers, the Kurzweil 3000 (Reading) overlay is attached to the Kurzweil program but it is not the default overlay that sends to IntelliKeys USB. To send the Kurzweil 3000 (Reading) overlay, open the IntelliKeys USB control panel and select the Applications tab. On the left side, select Kurzweil 3000. On the right side select the Kurzweil Reading overlay. Click Done to close the IntelliKeys USB control panel. This overlay was designed to fit the 3 hole custom keyguard.

Special Features/Additional Keys

- Read/Pause – reads the text or pauses the reading.
- Previous Page – goes back one page.
- Next Page – advances one page.

Microsoft Word Overlay

The Microsoft Word overlay is designed to provide access to many of the common features in Microsoft Word. This overlay was designed to work with Microsoft Word 2002 (version 10) and 2003 (version 11) for Windows and Microsoft Word version X and 2004 for Macintosh.


Microsoft Word Overlay

How to Use

Launch Microsoft Word and insert the Microsoft Word overlay on your IntelliKeys USB. Press New to open a new blank document. Type a sentence. Press Center to center the text. Press Select All to select the text. Press Bold to change the text style to bold. Press the Spelling key to check the spelling and grammar in the document. Use the Tab and Arrow keys to navigate the Spelling and Grammar window, and use the Enter key to make your selection. Press the Close Dialog Boxes key to close the spelling Window.

Special Features/Additional Keys

- Header/Footer – places the cursor in the document's header. Use the Down Arrow to go to the Footer. Press the Header/Footer key again to return to the document.
- AutoText – shows a list of AutoText entries including common salutations and closings. Use the Up and Down arrows to navigate the list and the Enter key to add the selection to your document.
- Font – opens the font dialog box. Press tab to go from Font to Font Style, Size, Color, etc. Use the Up and Down arrows to scroll through the selections. Use Enter to accept your selections and close the Font dialog box.
- Bullets/Numbers – opens the Bullets and Numbering window. Use your Arrow keys to choose a bullet style, and then press the Enter key to add the bullets to your document.
- Close Dialog Boxes – closes most dialog boxes including Print, Find, and Spelling.

Microsoft PowerPoint Overlay

The Microsoft PowerPoint overlay provides navigation access to PowerPoint slideshows. This overlay was designed to work with Microsoft PowerPoint 2002 (version 10) and 2003 (version 11) for Windows and Microsoft PowerPoint X and 2004 for Macintosh.
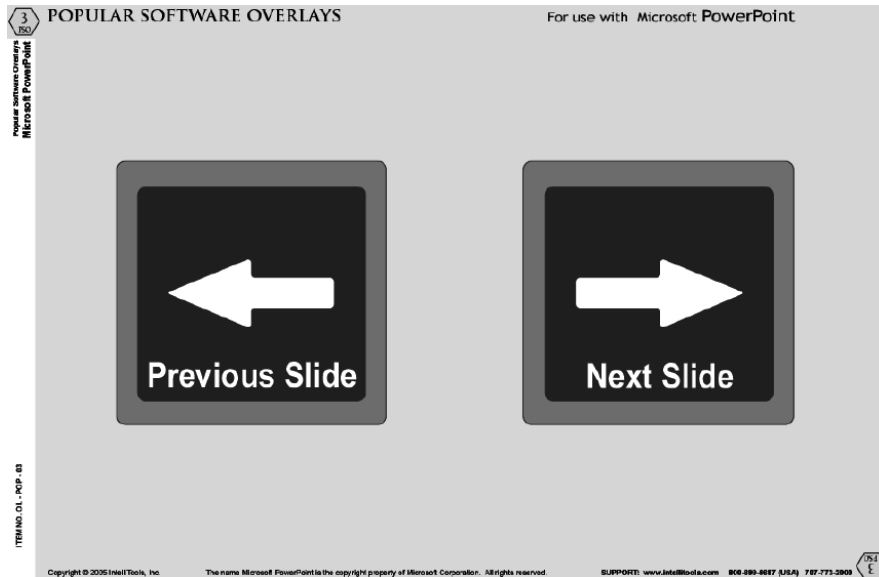

Microsoft PowerPoint Overlay

How to Use

Launch Microsoft PowerPoint, open a slideshow and insert the Microsoft PowerPoint overlay on your IntelliKeys. Press the Next Slide key to advance to the next slide. Press the Previous Slide key to go back to the previous slide. This overlay was designed to fit the 2 hole custom keyguard.

TestTalker Overlay

The TestTalker overlay provides access to Multiple Choice and True/False tests created in Freedom Scientific's TestTalker. This overlay is for use on Windows computers only and was designed to work with TestTalker version 1.1.
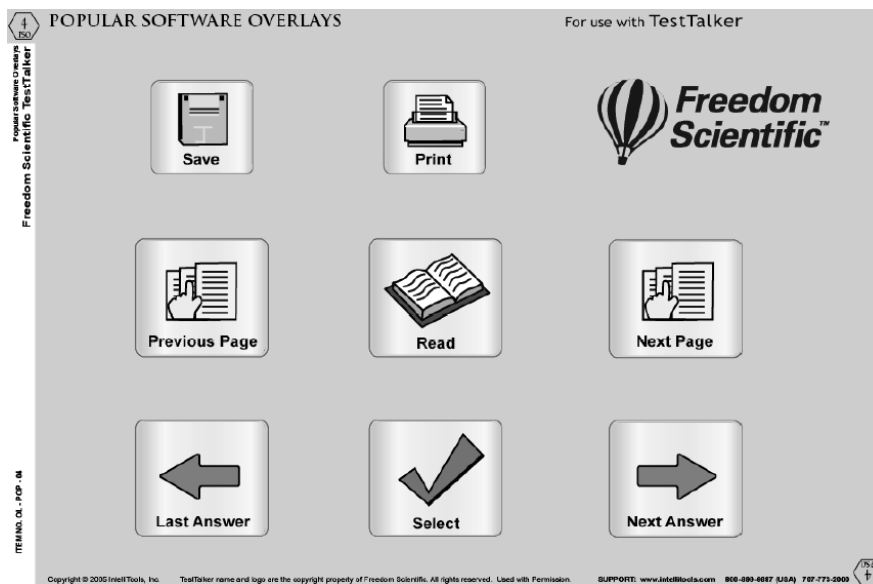
TestTalker Overlay

How to Use

Launch TestTalker student edition, open a Multiple Choice or True/False test, and insert the TestTalker overlay on your IntelliKeys. Use the Read key to read the first question. Press the Read key again to pause. Press the Next Answer key to navigate to the answer you wish to choose. Press the Select key to mark your answer.

Note: For Fill-in-the-Blank tests that require keyboard input, you can use the WYNN overlay which is already attached to the TestTalker application. On the Applications tab in the IntelliKeys USB control panel, select TestTalker from the list of applications. From the list of overlays on the right side, select the WYNN overlay and click done. All of the keys on the TestTalker overlay are also available on the WYNN overlay. Use Tab to navigate to the next answer and Shift+Tab to navigate to the previous answer. Use Space to select an answer.

This overlay was designed to fit the 9 hole custom keyguard.

Special Features/Additional Keys

- Save – saves the document.
- Print – prints the document.
- Previous Page – goes back one page.
- Next page – goes forward one page.
- Read – Toggles Reading on and off.
- Last Answer – highlights the previous answer.
- Next Answer – highlights the next answer.
- Select – selects the highlighted answer.

WYNN Overlay

The WYNN overlay is designed to provide access to all of the toolbar items in Freedom Scientific's WYNN literacy software. This overlay is for use on Windows computers only. This overlay was designed to work with WYNN 3.51 and WYNN 4.
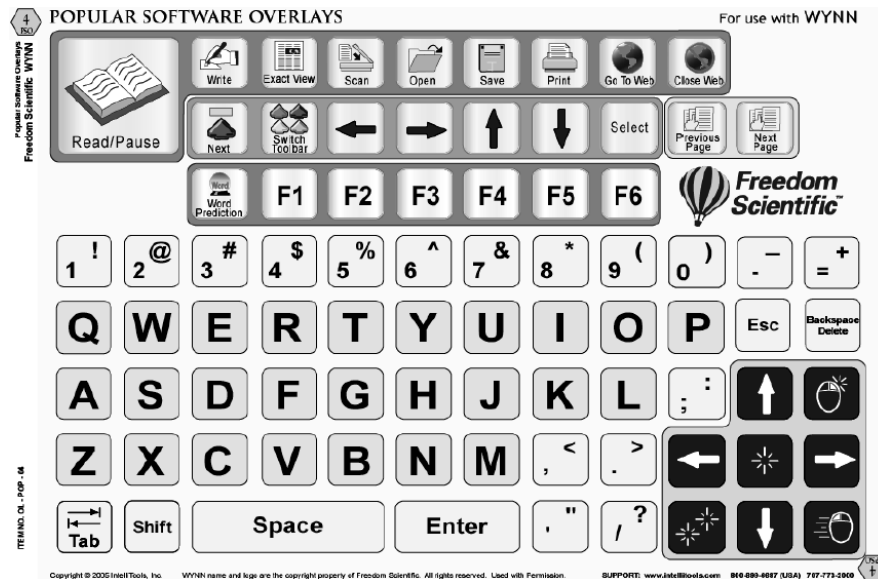
WYNN Overlay

How to Use

Launch WYNN and insert the WYNN overlay on your IntelliKeys USB. Press the Next key to bring the focus to the Next button in WYNN. Press the Switch Toolbar key to change to the next color-coded toolbar. Use the Arrow keys to move to the button you want. Press the Select key to activate the button. Use the Tab key to navigate the buttons in open tools and the Space key to activate the buttons.

Special Features/Additional Keys

- Read/Pause – toggles reading on and off.
- Write – toggles between Edit Mode and Read-Only Mode.
- Exact View – toggles between Exact View and Text View.
- Scan – begins scanning a page placed on your scanner.
- Go To Web – opens WYNN's Web browser.
- Close Web – closes WYNN's Web browser.
- Next – highlights the Next Button.
- Switch Toolbar – cycles through the toolbars when the Next button is active.
- Arrow Keys – navigate to the various toolbar buttons.
- Select – activates the selected toolbar button.
- Previous Page – goes back one page.
- Next Page – goes forward one page.
- Word Prediction – toggles Word Prediction on and off.
- Function keys (F1-F6) – use in conjunction with Word Prediction to select words.

AOL Instant Messenger (AIM) Overlay

The AOL Instant Messenger overlay is designed to provide access to common features of this popular messaging program. Large keys are included for creating and sending instant messages. This overlay was designed to work with AOL Instant Messenger version 5.9 for Windows and version 4.7 for Macintosh.
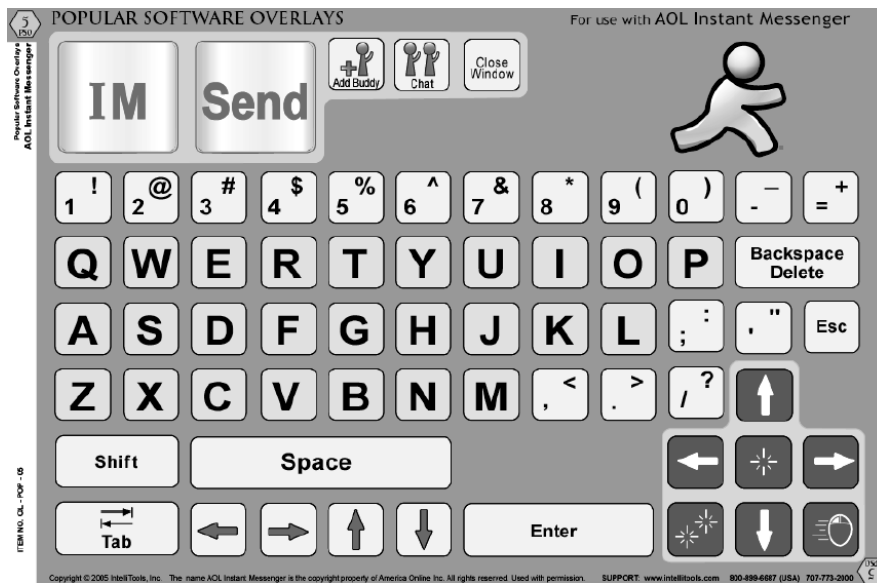
AOL Instant Messenger (AIM) Overlay

How to Use

Launch AOL Instant Messenger and insert the AOL Instant Messenger overlay on your IntelliKeys USB. Press the IM key to open the Instant Message window. Type the name of the user you wish to send a message to. Press the Tab key to move to the body of the message. Type the body of the message and press Send.

Special Features/Additional Keys

- Add Buddy – opens the Setup Buddy List window and creates a new Buddy.
- Chat – opens a new Chat window.
- Close Window – closes the active window. Use to close the IM, Chat, or Setup Buddy List window.
- Tab – navigates to items in open windows.
- Space or Enter – activates selected items in open windows.

AOL Explorer Overlay

The AOL Explorer overlay is designed to provide access to common features found in AOL's Web browser. It includes Back, Forward, Stop, Refresh, Favorites and Add to Favorites. It also includes common parts of Internet Web addresses to save keystrokes when browsing. This overlay was designed to work with AOL Explorer version 1.1 for Windows only.
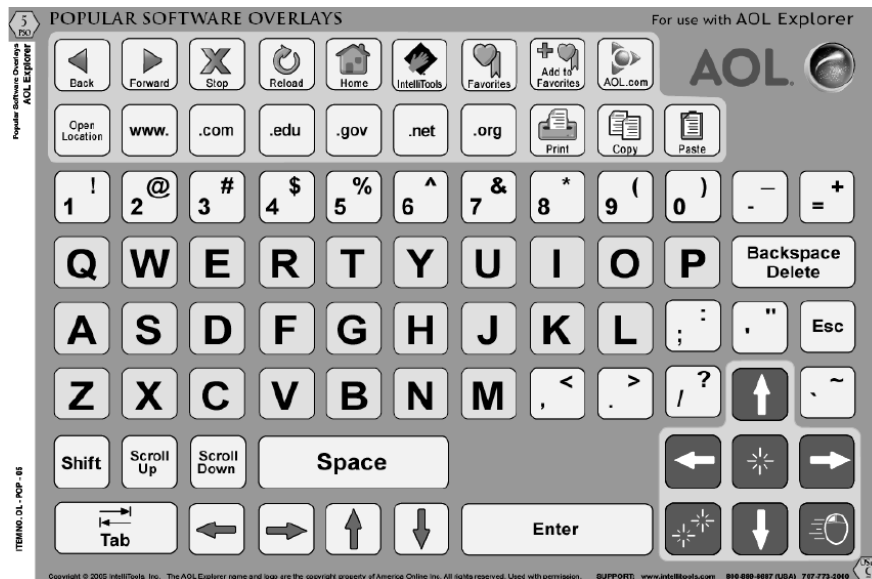
AOL Explorer Overlay

How to Use

Launch AOL Explorer and insert the AOL Explorer overlay on your IntelliKeys USB. Because AOL Explorer is installed to a unique location on every computer, you will need to find the AOL Explorer application. Open the IntelliKeys USB and IntelliSwitch Control Panel and click the Applications tab. In the list of applications, click *AOL Explorer (not found),* and then click Find. Browse to AOLServiceHost.exe and click Open. The path to the application will be similar to: c:\Program Files\Common files\AOL\1127266671\ AOLServiceHost.exe
The numbered folder in this path will be unique on each computer.

Special Features/Additional Keys

- Open Location – places your cursor at the address bar (the text box where you enter a World Wide Web address). Type in the address and press Enter.
- AOL.com – connects to the AOL Web site.
- Print, Copy, and Paste – make it easy to access these common commands.
- Scroll Up, Scroll Down – moves through a page one screen at a time.
- Tab – navigates the Address Bar and links on the web page.
- Up and Down arrows – scroll a page continuously.
- www., .com, .edu, .gov, .net, .org – inserts these common parts of an Internet Web address in the address bar.
- Favorites – shows a list of all favorites. Use the arrow keys to select a favorite and press the Enter key to go to the Web page represented by the selected favorite.
- Add to Favorites – adds the current Web page to your Favorites.

Co:Writer Overlay

The Co:Writer overlay is designed to provide access to Don Johnston's word prediction and vocabulary assistant program. This overlay was designed to work with Co:Writer Solo Edition, version 5.0 for Windows and Macintosh.
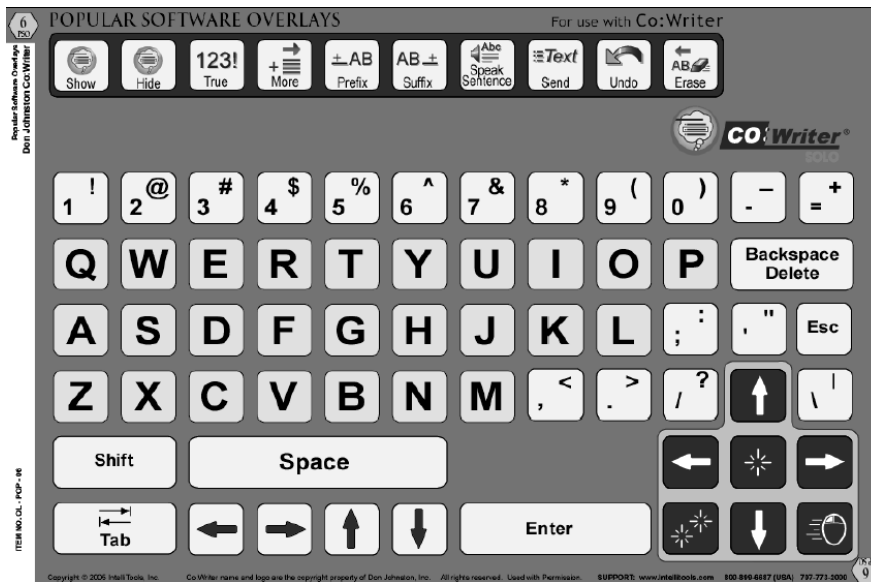
Co:Writer Overlay

How to Use

Launch Co:Writer and connect it to your Word processing program. Insert the Co:Writer overlay on your IntelliKeys USB. Begin typing and use the number keys to choose a word listed. Now press the Send key. The word will be typed in your word processor.

Note for Windows users: If you connect to Write:OutLoud, which already has an overlay attached, you may want to set the IntelliKeys USB control panel to send no overlay for Write:OutLoud. Open the IntelliKeys USB control panel. Click the Applications tab. Select Write:OutLoud in the application list, then click Send No Overlay. Click Done.

Note for Mac users: The Co:Writer overlay will not send automatically. You will need to attach the Co:Writer overlay to the word processor you use. See the section on Attaching Overlays to Applications. If you connect to Write:OutLoud, the Co:Writer overlay is already attached. All you need to do is to select the Co:Writer overlay as the overlay to send for Write:OutLoud on the Applications tab of the IntelliKeys USB control panel.

Special Features/Additional Keys

- Show and Hide – shows or hides the Co:Writer window.
- True – lets you type numbers instead of choosing a word in the prediction list.
- More – shows more word choices in the word prediction list.
- Prefix and Suffix – shows more word choices with prefixes or suffixes added.
- Speak Sentence – speaks the current sentence.
- Send – sends the text in the Co:Writer window to your word processor.
- Undo – cancels the last change you made.
- Erase – erases the previous word.

Write:OutLoud Overlay

The Write:OutLoud overlay is designed to provide access to commonly used features of Don Johnston's talking word processor. The overlay includes keys for navigation, speech, spell check, and dictionary. This overlay was designed to work with Write:OutLoud Solo Edition version 4.0 for Windows and Macintosh.
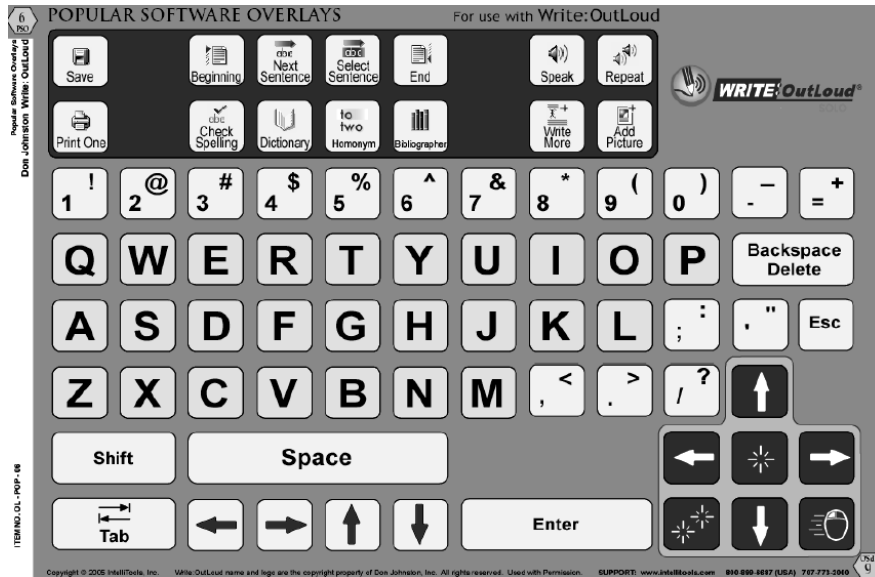
Write:OutLoud Overlay

How to Use

Launch Write:OutLoud, open a document, and insert the Write:OutLoud overlay on your IntelliKeys USB. Press Select Sentence to select the sentence to the right of the cursor. Press Speak to have the selected sentence read.
Note: If you use Co:Writer with Write:Outloud, see the overlay description for Co:Writer.

Special Features/Additional Keys

- Save and Print – make it easy to access these common commands.
- Beginning – moves the cursor to the beginning of the document.
- Next Sentence – moves the cursor to the beginning of the next sentence.
- Select Sentence – Selects the sentence to the right of the cursor.
- End – moves the cursor to the end of the document.
- Speak – Speaks the current sentence.
- Repeat – repeats the last sentence spoken.
- Spell Check, Dictionary, Homonym, Add Picture, and Bibliographer keys all open new windows. Use the Tab and arrow keys to navigate, and the Space key to select in these windows.
- Write More – adds two blank lines after the cursor to give you room to write more.
- Add Picture – opens the Picture Library window.

Inspiration Overlay

The Inspiration overlay is designed to provide access to most features of Inspiration, the premier tool to develop ideas and organize thinking. This overlay was designed to work with Inspiration version 7.6 for Windows and Macintosh.
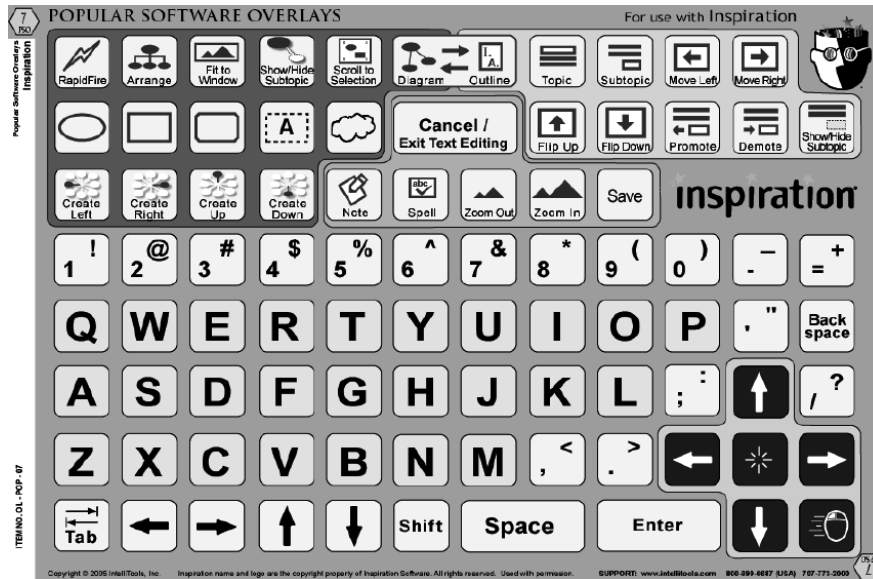
Inspiration Overlay

How to Use

Launch Inspiration and insert the Inspiration overlay on your IntelliKeys USB. Press the Diagram/Outline key to toggle between Diagram View and Outline View. In Diagram View you can use any of the keys in the green area to create and arrange symbols. In Outline View you can use any of the keys in the yellow area to create and arrange topics. The keys in the orange area will work in both views.

Special Features/Additional Keys

Diagram View Keys
- RapidFire – turns on RapidFire mode to quickly create new symbols.
- Arrange – opens the Arrange diagram window. Use tab and arrow keys to navigate.
- Fit to Window – sizes the diagram so it will fit on the screen.
- Show/Hide Subtopic – shows or hides the selected subtopic.
- Scroll to Selection – centers the selected symbol.
- 5 shape keys – change the shape of the selected symbol.
- Create Left, Right, Up, Down – creates a new symbol in the direction shown. You can begin typing in the symbol as soon as it is created. Press Cancel/Exit Text Editing when you are done typing.

Outline View Keys
- Topic – adds a new topic.
- SubTopic – adds a new subtopic to the selected topic.
- Move Left – moves the selected topic left.
- Move Right – moves the selected topic right.

Inspiration Overlay Continued

- Flip Up – moves the selected topic up in the outline order.
- Flip Down – moves the selected topic down in the outline order.
- Promote – moves all subtopics to the level of the selected topic.
- Demote – makes all topics below the selected topic into subtopics.
- Show/Hide Subtopic – shows or hides the selected subtopic.

Other Keys

- Diagram/Outline – toggles between Diagram View and Outline View.
- Cancel/Exit Text Editing – exits text editing and RapidFire modes.
- Note – toggles note on and off.
- Spell – checks the spelling in your document.
- Zoom Out, Zoom In – makes the diagram or outline larger or smaller.
- Save – saves the current document.

Kidspiration Overlay

The Kidspiration overlay is designed to provide access to the most common features of Kidspiration, the visual learning tool for K–5 learners. This overlay was designed to work with Kidspiration version 2 for Windows and Macintosh.
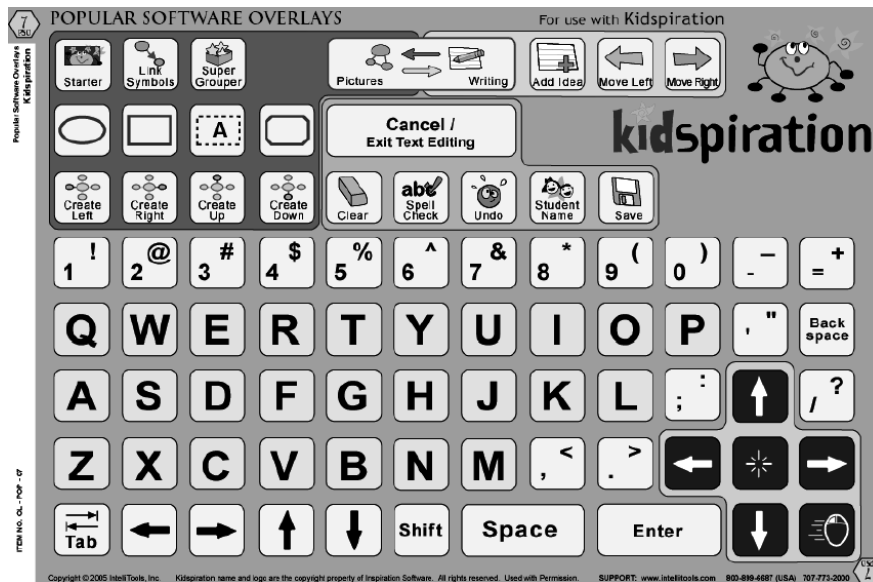
Kidspiration Overlay

How to Use

Launch Kidspiration and insert the Kidspiration overlay on your IntelliKeys USB. Press the Pictures/Writing key to toggle between Picture View and Writing View. In Picture View you can use any of the keys in the green area to create and arrange your picture. In Writing View you can use any of the keys in the yellow area to create and arrange your ideas. The keys in the orange area will work in both Views.

Special Features/Additional Keys

Picture View Keys
- Starter – exits current document and returns to Starter menu. Use Tab to navigate the Starter menu and Enter to select.
- Link Symbols – creates a new link. Use the arrow keys to move the link to a symbol and then press Enter.
- SuperGrouper – adds a SuperGrouper shape to the diagram. Press the SuperGrouper key again to toggle through the default shapes.
- Shape keys – change the shape of the selected symbol.
- Create Left, Right, Up, Down – creates a new symbol in the direction shown.

Writing View Keys
- Add idea – adds an idea in Writing View.
- Move Left – moves the selected idea left.
- Move Right – moves the selected idea right.

Kidspiration Overlay Continued

Other Keys
- Pictures/Writing – toggles between Picture View and Writing View.
- Cancel/Exit Text Editing – Use this key to exit text editing mode.
- Spell Check – checks the spelling in your document.
- Clear – removes the selected symbol or idea.
- Undo – cancels the last change you made.
- Student Name – opens the Student Name dialog box.
- Save – saves the current document.

Modifying Overlays

The *Popular Software Overlays* are designed to provide access to most of the commonly used features in the software programs. In some instances it may be useful to edit an overlay to meet the needs of a particular student. 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 3* allows you to easily edit any of the *Popular Software Overlays* right from the IntelliKeys USB and IntelliSwitch control panel. A trial version CD of *Overlay Maker 3* is included with the *Popular Software Overlays*.

Editing Overlays

The Applications tab on the IntelliKeys USB and IntelliSwitch Control Panel lists all of the Popular Software applications for which overlays are installed. Click to select the application that has the overlay you wish to edit. The attached overlay(s) will be listed on the right. Click to select the overlay you wish to edit and then click the Edit button. If *Overlay Maker 3* is not installed on your computer, the Edit button is grayed out and cannot be used. A free 45-day trial version of *Overlay Maker 3* is included with every new IntelliKeys USB, allowing you to get a feel for the power and flexibility provided by overlay editing capability. *Overlay Maker 3* Trial can also be downloaded for free online from the IntelliTools Web site. If you have *Overlay Maker 3* installed on your computer, click the Edit button to open the selected overlay in *Overlay Maker 3*, allowing you to quickly edit, print, and save your changes. See the *Overlay Maker 3 User's Guide* included in PDF format on the Trial CD for more on how to customize overlays.

Saving Overlays

The *Popular Software Overlays* are template overlays. When you open an overlay to edit you will actually be editing a copy of the overlay. When you are done editing the overlay, go to the File menu and select Save. The default location to save is the overlays folder in *Overlay Maker 3*. You can save to the default or any other location; however you must note where you saved the overlay, so it can be attached to the application.

Printing Overlays

Once you have saved the new overlay you will want to print it and place it on the IntelliKeys USB. In *Overlay Maker 3*, click the File menu and select Print. Be sure your printer is set to legal size paper and Landscape mode.

Attaching Overlays

Now that the overlay is saved and printed, you will need to attach the overlay to the application. On the Applications tab in the IntelliKeys USB and IntelliSwitch control panel, select the application from the list of applications. On the right side of the Applications tab click Attach. Browse to the overlay you saved and click open. The default location for saved overlays is: Windows computers: C:\Program Files\IntelliTools\Overlay Maker 3\Overlays.
Macintosh computers: Hard Drive:Applications:IntelliTools:Overlay Maker 3:Overlays.

Using Overlays with Mayer-Johnson Products

If you wish to make and attach direct-select overlays to Boardmaker or Speaking Dynamically Pro, you can use a feature called Button Keys. With Button Keys, buttons on your boards can be selected by pressing specific keys on the keyboard. These keys can then be added to the key content on an overlay. See your Mayer-Johnson product manual for instructions on Button Keys. See your *Overlay Maker 3* manual for instructions on creating overlays and adding key content.

Adding Keyboard Shortcuts to Macintosh OS X

Most Macintosh programs do not include keyboard shortcuts for all menu items. Macintosh OS 10.3 and 10.4 include the ability to add keyboard shortcuts to any menu item in any program installed on your computer. Once these shortcuts are made, they can be added to overlay keys using *Overlay Maker 3*.

From the Apple menu, select System Preferences. Click Keyboard & Mouse. On the Keyboard & Mouse System Preference, Click Keyboard Shortcuts.
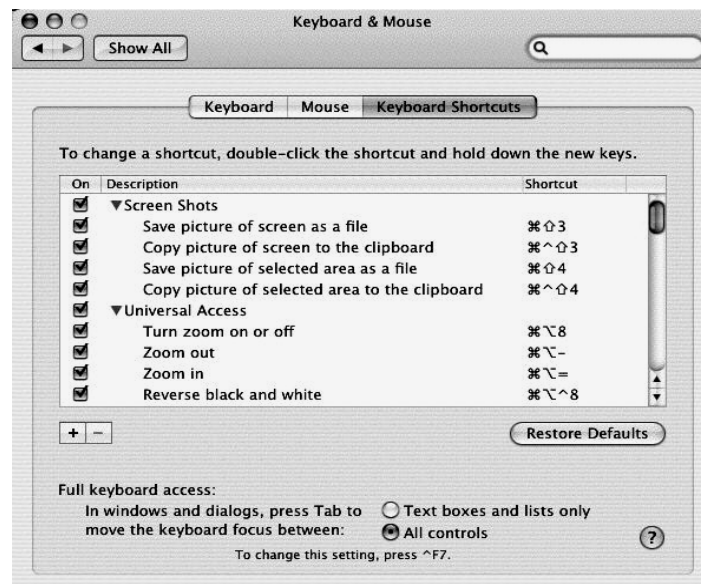
Keyboard & Mouse System Preference

Click the Plus sign.

Define shortcuts within Applications

Click the All Applications pull-down and scroll down until you find your application.

Adding Menu Titles and Keyboard Shortcuts

Click in the Menu Title box and type the menu command from the program you want to create a keyboard shortcut for. Click in the Keyboard Shortcut box and press the keyboard keys that will make the keyboard shortcut. The shortcut above is Command+Control+1.

List of Shortcuts for Kurzweil 3000

Above is an example of Menu Items and their corresponding keyboard shortcuts created for Kurzweil 3000.

Troubleshooting

The application shows *(not found)* **in the Applications window.**

Probable cause 1: The software application is not installed on your computer.
Solution: Install the application to its default location on your computer.

Probable cause 2: The application is not installed to the default location on your computer.
Solution: Open the IntelliKeys USB and IntelliSwitch Control Panel and click the Applications tab. Click the application to highlight it, and then click Find. Browse to the application and click Open.

Probable cause 3: The version of your application does not match the version used to design the *Popular Software Overlays*.
Solution: Open the IntelliKeys USB and IntelliSwitch Control Panel and click the Applications tab. Click the application to highlight it, and then click Find. Browse to the application and click Open. **Note:** Because the overlays were designed for particular versions of the software, some keys may not work if you are using a different version. See the overlay description pages to see the version numbers of the popular software titles used to create the overlays.

The application shows in the Applications window but the overlay does not send.

Probable cause 1: The IntelliKeys USB and IntelliSwitch Control Panel, Advanced tab is set to be used "With only one overlay for all applications" or it is set to be used "As a switch with the following settings".
Solution: Change the setting on the Advanced tab to "With overlays attached to applications".

Probable cause 2: The IntelliKeys USB and IntelliSwitch Control Panel, Applications tab is set to send no overlay with your application.
Solution: On the Applications tab, highlight your application and choose "Send the selected overlay".

The overlay sends but some of the keys on the overlay do not work.

Probable cause 1: Keyboard shortcuts may change as software versions change. The version of your application does not match the version used to design the *Popular Software Overlays*. See the overlay description pages to see the version numbers of the Popular software titles used to create the overlays.
Solution: See the Product's User Guide for a list of keyboard shortcuts. Edit the overlay keys to match the keyboard shortcut. See the *Overlay Maker 3 User's Guide* for instructions on editing overlays.

Probable cause 2: Some program functions only work when in a particular mode. Overlay keys designed for a particular mode may not work unless the program is in the correct mode.
Solution: See the Product's User Guide to learn what functions are tied to specific modes.

For additional troubleshooting solutions, see the IntelliKeys USB User's Guide.

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