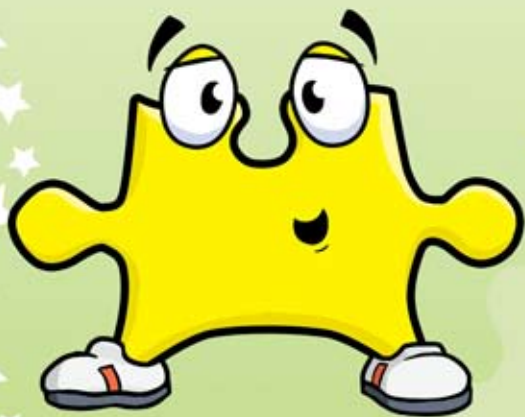


inclusive **t**echnology

SwitchIt!
Jigsaw maker 2



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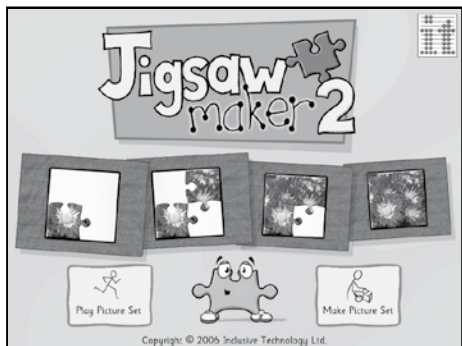
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Introduction

Jigsaw Maker 2 allows you to turn your own pictures into exciting new personalised jigsaw puzzle activities for your learners. Pictures can be cut into two, four, or nine piece puzzles and the jigsaws can be completed in different ways, providing activities with a finely graded progression in skill level.



Jigsaw Maker 2 is designed with ease of use in mind, to ensure that you can concentrate on teaching rather than computing, and includes a number of ready-made Picture Sets to get you started. The picture editor has even been designed so that students can add their own sets of jigsaws. A library of other pictures is also included.

Jigsaw Maker 2 is perfect for use with mouse, touch screens or interactive whiteboards. Jigsaws can be put together using the drag and drop method or with single clicks of the mouse. Learners who use switches to access the computer have also been catered for. Jigsaws can be put together using one or two switches, such as the Jelly Bean switches from the Inclusive Technology catalogue.

(You will also need a switch interface to connect these to the computer. These are also available from our catalogue or online shop.)

A number of other options are also available to allow **Jigsaw Maker 2** to be adapted to you learners' specific needs.

Installing SwitchIt! Jigsaw Maker 2

Please note: an active internet connection is required

To install **SwitchIt! Jigsaw Maker 2**, simply run the following file: switchit_jigsaw_maker_2.exe

The installer will prompt you to enter your name , email address and activation key (sent to you at the time of purchase). All fields are required.

When the activation key has been successfully validated , the installation will begin.

Running SwitchIt! Jigsaw Maker 2

If the **SwitchIt! Jigsaw Maker 2** icon is visible on the the desktop, you can double-click it to launch directly into the program.

If there isn't a desktop shortcut , you can find the software in the **Programs** list of your **Start menu / screen**.

Stopping SwitchIt! Jigsaw Maker 2

Whilst playing an activity, press the **Esc** key or the **M** key on the computer's keyboard. This will take you to the **Options** screen.

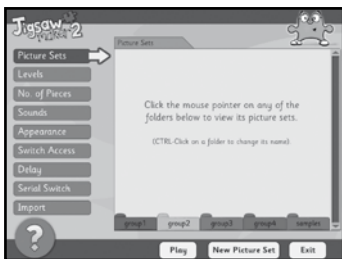
To exit the program completely, click on the **Exit** button.

Printing from SwitchIt! Jigsaw Maker 2

You can print out a picture from **SwitchIt! People Extra** at any time.

Hold down the **Ctrl** key and press the **P** key. A standard Windows **Print** dialogue box will appear. Click the **Print** button to print.

Getting Started

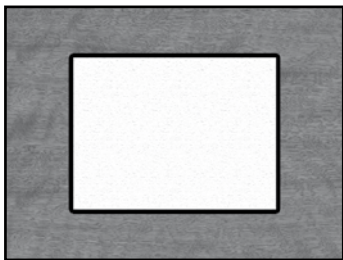


From the title page, click **Play Picture Set**. This will take you to the **Teacher Options** which is the hub of **Jigsaw Maker 2**:



Picture Sets are stored in folders to help you keep them organised. You can see the five folders near the bottom of the screen. Click on the **Samples** folder to see what's in it. Use the scroll bar on the right to move up and down the list of Picture Sets. To choose a Picture Set, click on the white box next to its

name to make a tick appear. The Picture Set is now selected.



Now click on the **Play** button at the bottom of the screen to start making jigsaws.

To make the jigsaw, just click anywhere on the screen to add a piece. You can use the mouse, a touch screen or an interactive whiteboard. You can even just press the **Spacebar**. When the jigsaw is complete you will get

an animated reward. **Jigsaw Maker 2** has more difficult ways of making jigsaws. See the next section for these different levels.

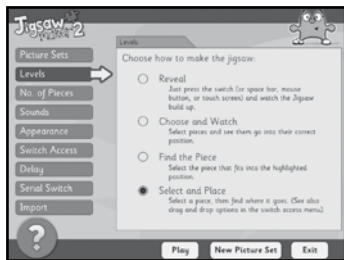


I tried to choose and play a Picture Set, but a different one played instead!

This has happened because one of the other Picture Sets was ticked as well. Both Picture Sets will play, but the one ticked first will play first. To stop a Picture Set from playing, click on its tick-box. The tick will disappear.

Different Jigsaw-Making Levels

Press the **Esc** or **M** key on your computer's keyboard to go back to the **Teacher Options**.



Jigsaw Maker 2 has four difficulty levels so you can adapt it for use with different learners, even those with profound learning difficulties.

Click on the **Levels** button on the left hand side of the screen. This shows the four games you can play. You can now select

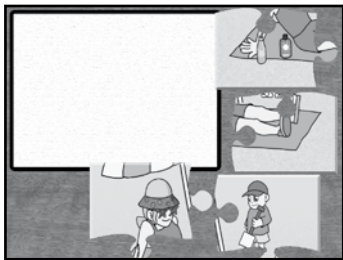
one and then click the **Play** button at the bottom of the screen to start play.

Reveal



This is the level that plays automatically when you start ***Jigsaw Maker 2***. The learner can simply click with their mouse or switch, or press the touch screen, and the jigsaw pieces will appear and then slide into place. When the picture is complete a reward will appear.

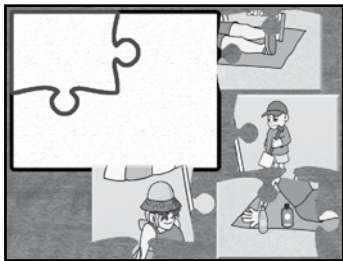
Choose and Watch



The jigsaw pieces are arranged around the screen. The learner simply clicks on any piece to make it slide into place.

Pieces can also be selected using single switch or two-switch scanning, dependent upon the settings in the **Switch Access** option.

Find the Piece

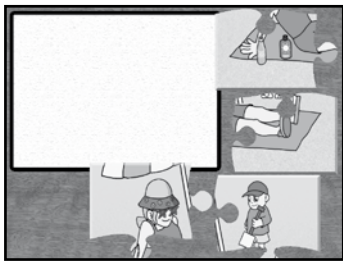


This level requires that the correct piece is selected to fit a specific place.

The pieces are arranged around the screen and the shape of the required piece will be highlighted.

The learner needs to select the right piece by matching the shapes.

Select and Place



In this level, the learner can select both the jigsaw piece and the position in which they would like to place it.

This can be played using different access methods by using the program's **Switch Access** options. This includes dragging and dropping pieces into place.

Jigsaw Maker 2 Options

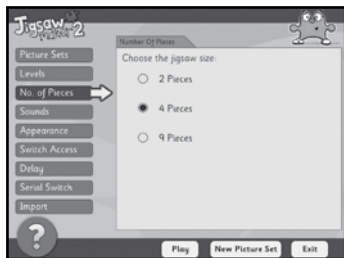
When **Jigsaw Maker 2** starts, you can click on the **Play Picture Set** button to access the **Teacher Options**. (If you are making a jigsaw, press the **Esc** or **M** key to go back to the **Teacher Options**.)

On the left-hand side you will see a column of buttons where different options can be set. Click on these to see the changes you can make.

Levels

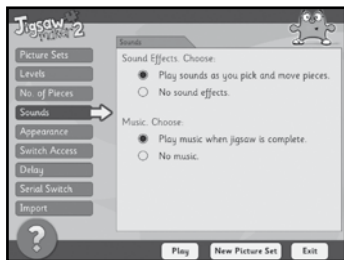
Choose **Reveal**, **Choose and Watch**, **Find the Piece** or **Select and Place**. See the previous section.

Number of Pieces



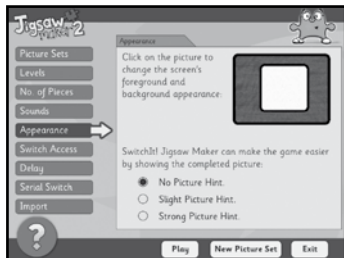
Choose for the pictures to be cut up into two, four or nine piece puzzles, to provide increased levels of difficulty.

Sound



Here you can switch the music and sound effects on or off.

Appearance



This option can be used to make the puzzles easier for your learners. Adding a slight or strong **Picture Hint** will display the finished puzzle as a background to the picture panel. This will help the learner to decide where to place selected jigsaw pieces.

Switch Access



Choose to use a mouse, touch screen or one or two switches. With one switch scanning, you can also decide how long the scan box will take to move on to the next object on-screen. Choose from a 2, 3 or 5 second scan speed.

If you have **Select and Place** selected in the **Levels** options, you can also opt to complete the puzzles using drag and drop. There are easy, medium and hard levels of drag and drop, each requiring a greater degree of precision with the mouse or touch screen.

See the **Summary of Access Options** at the end of this manual for more information.

Delay

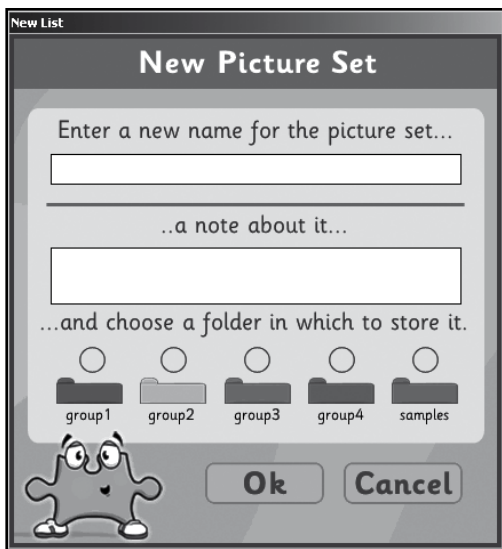
Jigsaw Maker 2 includes a 'pre-acceptance delay' function. This is useful for students who make brief involuntary switch presses which you don't want the program to recognise. If you set the delay to 0.4 seconds, the program will only accept switch presses that last longer than 0.4 seconds.

Making a New Picture Set

The **Jigsaw Maker 2** Editor allows you to manage the pictures in the program and add your own. We have tried to make this as easy as possible for you and your learners.

To start making a new activity, either:

- On the **Jigsaw Maker 2** title screen, click the **Make Picture Set** button.
- From the **Teacher Options**, click the **New Picture Set** button at the bottom of the screen.



The Editor will now start and ask you for a name for your new activity and also which of the five folders to store it in. You can also add a note about the Picture Set as a reminder for yourself. Eg: "Photos from Class 5's visit to the zoo on 28th February."

Adding the First Picture to the New Set

The Editor will now ask you for the first picture. Click the **Add Picture** button to get the **Choose an image** file window:



The **Choose an image** file window is similar to those you use in other programs, but shows miniature “thumbnails” of your pictures by default. To find your way round your computer for the first time, click on the down-arrow button at the right side of the of the white box at the top left corner.

Jigsaw Maker 2 will load pictures and photos of many file types, including Windows meta files. There is also a library of ready-to-use pictures. On newer computers you will be able to load pictures straight from a digital camera.

The **Internet** button allows you to get pictures from the Internet and paste them into **Jigsaw Maker 2** immediately. Click on the Internet and your web browser will open in front of **Jigsaw Maker 2**.

Once you have found your picture, right-click the mouse on it and select **Copy** from the list. Then close the web browser to return to **Jigsaw Maker 2**.

You should now click the **Paste** button to put the copied picture on your page.

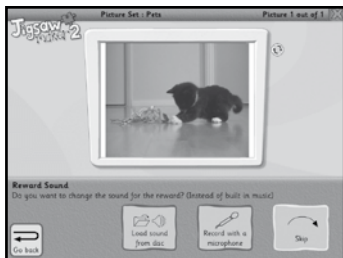


Use the **Rotate** button if your picture is the wrong way up. This will give your picture a quarter turn every time you click on it.

Changing the Reward Sound

Jigsaw Maker 2 has built-in music which plays when you have finished making a jigsaw. However, you can override this for each picture with your own music, sound effect or spoken praise. For example, a particular learner may be motivated best using music by a certain pop group, or you may want the computer to say "Well done, it's Steven!" when the jigsaw is completed.

Our research has found that this part of the process is highly motivating for students who need practice vocalising. Many will want to operate the recording controls themselves, and attempt to perfect their performance.



Rather than recording, you can load any sound with the file type wav, aiff or mp3.

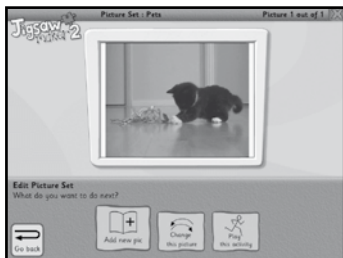
If you don't want to add your own reward sound, just click the **Skip** button.



When you have added a sound to your page, you can click on this button to hear your sound again. Click on it again to stop the sound.

You Have Finished!

When you have finished a page and clicked **OK**, the Editor will ask you what you want to do next. You can:



- Add another picture
- Change what you've already done
- Start making jigsaws with your new pictures.

When you have finished adding pictures to your new Picture Set, click the **X** button at the top of the screen.



I know my where picture is, but I can't see it in Jigsaw Maker 2.

Make sure you are looking in the right place. Otherwise your picture may be in an unusual file format not supported by **Jigsaw Maker 2**.



How do I save my Picture Set?

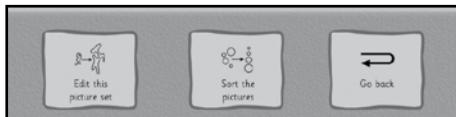
Jigsaw Maker 2 automatically saves your Picture Sets for you.

Editing an Existing Picture Set

In editing a Picture Set, you can:

- Add more pictures to the Picture Set.
- Change any of the pictures or reward sounds in a Picture Set.

In **Teacher Options**, click on the **Edit** button next to an activity. The Editor will open with these choices:



Click **Edit this picture set** to continue to these choices:

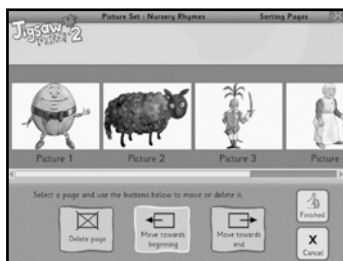


Add new pic will add a new page to the end of your Picture Set and ask you to choose content for it. (See **Creating a new Picture Set**.) If you don't want this new page to be put at the end, finish creating it for now and then sort your pages later.

Change the picture will allow you change the picture or its reward sound.

Go to next picture allows you to select the page you want to edit, or quickly scan through what you've got already. If the last picture in the set is showing, another click will take you to the first picture again.

Sorting (re-ordering) the Pictures in a Picture Set



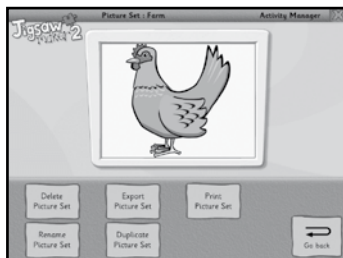
In the **Teacher Options**, click on the **Edit** button next to a Picture Set. Then click on the **Sort the Pictures** button.

Use the scroll bar to see pages that are off-screen. To move a page, first click on it, then use the **move towards beginning** and **move towards end** buttons to change its place in the set.

Deleting a Page from a Picture Set

Pages can be deleted in the **Sort the Pictures** screen. See above. To delete a page, first click on it, then click the **Delete** button.

Managing a Picture Set



Next to each activity listed in the **Teacher Options** is a **Manage** button. Clicking on this takes you to the Manager where you can do things that affect the Picture Set as a whole:

- Change its name (and folder)
- Duplicate it
- Delete it
- Print it
- Export it (for storage or transfer to other computers).

Deleting a Picture Set

When you create an activity and load pictures etc. into it, these items are copied into **Jigsaw Maker 2's** own folder. If you handle a lot of video and sound, your computer can fill up fast! Use **Delete** to clear out activities no longer used.

If you want to keep the activity for long-term record keeping purposes, you should export it first and burn it on a CD before deleting it. See **Exporting a Picture Set**.

Renaming a Picture Set

Not only can you rename an activity, but you can also change the folder it is stored in. This can help you organise your activities.

Changing the Group a Picture Set is in

Use the **Rename** button to change a Picture Set's group.

Exporting a Picture Set (for transfer to other computers)

Export will make a copy of the whole activity to anywhere on your computer (or network). You can then put this on a CD, floppy disk, memory stick, etc., and give it to someone else to put on their computer. (See **Importing a Picture Set**.)

Note: the Picture Set will be saved as a folder containing all its pictures and sound files.

Duplicating a Picture Set

You may want to change a Picture Set, but keep a copy of the original. Use this button to make a copy to edit.

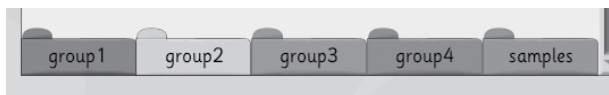
Printing a Picture Set

This will print all the pictures in the Picture Set. You can then cut out and make jigsaws using paper or card.

Note: you can also print whatever is on the screen whilst completing a jigsaw. To do this, hold down the **Ctrl** key on the computer's keyboard and press the **P** key.

Changing the Names of Picture Set Folders

The Picture Set folders appear in the Picture Sets panel of the **Teacher Options** screen. These have default names when you get **Jigsaw Maker 2** but you can change them to suit your own needs.



Hold down the **Ctrl** key on your keyboard and click on a folder. A window will appear asking for a new name for the folder.

Example folder names:

Trips, Stories, History, Class 6, Lower 3, John, Sarah.



How do I move a Picture Set from one folder to another?

To move activities from one folder to another, see **Managing a Picture Set** and **Renaming a Picture Set**.

Importing a Picture Set

To import a Picture Set that has been created on a different computer, go to the **Teacher Options** and click the **Import** button on the left.

This asks you if the Picture Set was created in **SwitchIt! Jigsaw Maker** or **Jigsaw Maker 2**. It will then simply ask you where the Picture Set is. Select the Picture Set's folder and click **OK**.

Content File Types Supported by Jigsaw Maker 2

Jigsaw Maker 2 can load the following file types:

Images (pictures and photos):

- jpg (jpeg)
- gif
- tif (tiff)
- emf
- bmp (bitmap)
- png
- wmf (windows meta file)

Audio (sound, music and voiceover):

- wav
- aiff
- mp3

Where to Plug in Your Microphone

Microphone sockets on computers are often marked differently. Here are some tips on finding it:

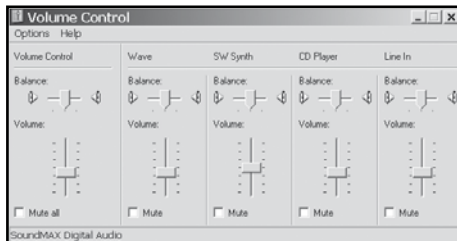
- Often pink in colour.
- Possibly marked with a symbol of a microphone with or without radiating lines.
- Possibly marked with the word 'MIC'.

Setting Up Your Microphone

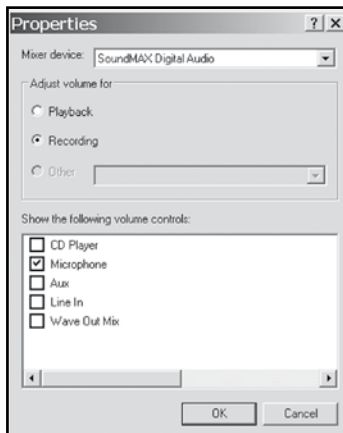
If you find your microphone doesn't work in ***Jigsaw Maker 2***, the microphone recording level on the computer may be turned down or even switched off.

Windows

1. Windows comes with a program called **Volume Control**. To run this, click **Start**, then **Programs**, then **Accessories**, then **Entertainment**, then **Volume Control**.



2. Click the **Options** menu and choose **Properties**.



3. Click in the **Recording** radio button, as shown.
4. From the list below the radio buttons, tick the **Microphone** box.
5. Click **OK**.



You should now see something like this.

You can use Windows **Sound Recorder** to test your microphone. To run this click **Start**, then **Programs**, then **Accessories**, then **Entertainment**, then **Sound Recorder**. You can also use this to help you refine the recording level in **Volume Control** (as seen above). If the recording is distorted, try lowering the microphone volume level by dragging the slider down.

If the recording doesn't work, you may have to alter the recording level settings in **Volume Control**, as covered in the previous section for using a microphone. You will need to experiment with the range of recording sources available, as this can be different depending on your computer make and model. Don't forget to switch the Record Control setting back to **Microphone** when you have finished.

*Your computer may use another program such as a **RealPlayer**, but should allow you to pick tracks and play and pause them.

Summary of Access Options

Mouse and Touch Screen

If the program is set for mouse access, any of the mouse buttons will operate as a single switch. The mouse can also work as two switches: if the **Two Switches** option is selected, the left and right mouse buttons will operate as two separate switches.

Touch screens will work as a single switch. Just touch anywhere on the screen!

In the touch screen control panel, set the touch mode to **drawing** or **click on touch** for the best drag and drop performance.

Keyboard

If **Jigsaw Maker 2** is set up for single switch operation, the **Spacebar** or **Enter** keys will act as the switch.

If the software is set up for two switch use, **Spacebar** and **Enter** operate as two separate switches.

SwitchIt! Jigsaw maker 2



Now even easier to use!

SwitchIt! Jigsaw Maker 2 turns your pictures into exciting new jigsaw puzzles for your learners. Just add a picture and the program does the rest for you! Pictures can be cut into two, four or nine piece puzzles at the click of a button. It's so easy, your learners can create their own jigsaws too. Comes with switch access support.



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