SwitchIt! maker 2

Older Learners Edition

Cut out the biscuits.

First mix the ingredients.

Bake them in the oven.

Create your own switch accessible stories and slide shows with *SwitchIt! Maker 2 Older Learners Edition.*

Ready to eat!

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Credits

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Special thanks to Jennette Holden at Pendle View School, Burnley.

We welcome your comments on all Inclusive Technology products.

Introduction

Create your own switch accessible stories and slide shows with ***SwitchIt! Maker 2 OLE***. They're easy to make and easy to play! Each activity you make has a sequence of on-screen pages which can have a picture, a video, some writing, music or recorded speech. Once made, you can use a simple switch, the computer's spacebar or the mouse buttons to turn the pages of your activity.

Here are some of the things you can make:

- o A pictorial journal of a day out.
- o Pictures or videos of a drama project. Students can record their lines straight into ***SwitchIt! Maker 2 OLE***.
- o A storybook with your own paintings.
- o A slide show with photos of people in a group, to give to a new member.
- o A demonstration of how to make a sandwich, using photos or video.
- o A sequence of photos and symbols showing the order of activities through the day.
- o A Kim's Game activity with photos of familiar food.
- o A sequence of simple images and videos.
- o A multimedia 'life story', CV or 'Communication Profile' for a student about to start work experience.
- o A slide show tour of your town.
- o A self-running rolling presentation.

A selection of ready-made activities is provided to get you started. Best of all, students can make activities themselves! Ideal for an interactive whiteboard.

New Features

SwitchIt! Maker 2 OLE has all the benefits of *SwitchIt! Maker 2* but with an interface, example activities and graphics library that are specifically designed for older learners. Ideal for KS3, KS4 and beyond, this software makes it really easy for older users with learning difficulties to create life stories as part of person centred planning. They can also create their own talking stories or present their preferences and interests in a way that is meaningful for them. Activities are automatically accessible using a switch, touch monitor, keyboard or mouse.

- o   It supports a wide range of image file formats, plus video.
- o   It has import and export facilities, so you can easily transfer activities between computers.
- o   It can play a sequence of activities one after another.
- o   There is a choice of page layouts.

A library of age-appropriate pictures is included, together with a selection of music and videos.

Caution:

In order to retain integrity, a *SwitchIt! Maker 2 OLE* activity and all its pictures, sounds and video are kept completely separate from anything else on your computer. Be aware that activities created with lots of video and/or music can fill up your computer and reduce its performance.
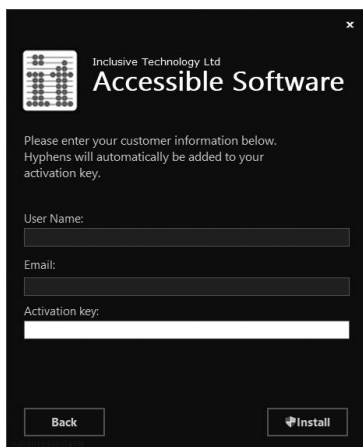
Installing SwitchIt! Maker 2 OLE

Please note: an active internet connection is required

To install *SwitchIt! Maker 2 OLE*, simply run the following file:

switchit_maker_2_ole.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! Maker 2 OLE

If a *SwitchIt! Maker 2 OLE* 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! Maker 2 OLE

Whilst playing an activity, press the **Esc** key on the keyboard to go to the Options menu. Then click on the **Exit** button to exit the program completely.

Playing an Activity

From the title page, click **Choose an activity**. This will take you to the Options, which is the hub of *SwitchIt! Maker 2 OLE*:

Activities 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 is in it.

Use the scroll bar on the right to move up and down the list of activities. To choose an activity, click on the white box next to its name to make a tick appear. The activity is now selected. Now click on the **Play** button at the bottom of the screen to play it.
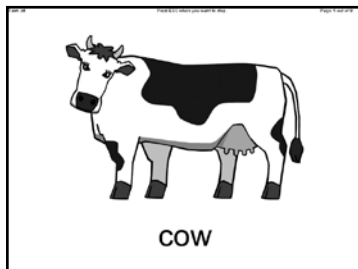
Press the spacebar or click the left mouse button to go through the pages of the activity. When the last page is reached, the first page is shown again.

Press the **Return** key (or '**Enter**') or the right-hand mouse button to hear the sound again. If the page has a video, this will play the video again.

Press the **Esc** key on the keyboard to go back to the Options.

You can tick more than one activity to play at the same time. The activities will play one after another and then return to the first one again. Click on **Sort Activities** on the left side of the Options screen to control the order that the activities play in.

NB. Press the **Esc** key whilst playing an activity to return to the Options.

I tried to choose and play an activity, but a different one played instead!

You have another activity selected as well. In the Options, click on **Sort Activities** on the left. This lists all the activities you have selected and allows you to turn them off using the **Remove** button. See page 15 for more help.

Sometimes when I press the spacebar or my switch, the screen doesn't change.

SwitchIt! Maker 2 OLE has a built-in 'de-bounce delay' to help users who have a physical tremor. If you press your switch twice quickly, the second press will be regarded as unintentional and ignored. Note that, by default, you must wait for the sounds or video to finish before moving on.

Making a New Activity

To start making a new activity, either:

- On the title screen, click the **Make a new activity** button.
- In the Options, click the **New activity** button at the bottom of the screen.

The Editor will now ask you for a name for your new activity and also which of the five folders to store it in.

The Editor will now ask you a series of questions about the first page of your new activity:

The page layout

There are four layouts to choose from. You can have just a picture, just writing, or pages with both a picture and writing.

A picture or a video for the page

SwitchIt! Maker 2 OLE will load pictures and photos of many file types, including Windows meta files. There is also a huge library of pictures in the *SwitchIt! Maker 2 OLE* download folder, and some videos too.

The **Choose file** window is similar to those you normally see in other programs, but shows miniature 'thumbnails' of your pictures by default.

Click once on a picture or video thumbnail and you will see a preview of it on the right-hand side. (This preview will also allow you to hear sound files later on in the Editor.) Click the **Open** button to place it on your activity page.

You can also load a video with the file type avi, mpeg, wmv or mov.

The **Internet** button allows you to get pictures from the Internet and paste them into *SwitchIt! Maker 2 OLE* immediately. Click on the **Internet** button and your web browser will open in front of *SwitchIt! Maker 2 OLE*. Once you have found your picture, right-click on it with the mouse and select **Copy** from the pop-up menu. Then close the web browser to return to *SwitchIt! Maker 2 OLE*. 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.

Use this button to preview a video you have loaded. Click it again to stop the video.

Writing for the page

Text can be added to the page using the real computer keyboard or the on-screen keyboard, which is really designed for those using a large touch screen or an interactive whiteboard.

(The on-screen keyboard doesn't have all the keys; you will sometimes have to use the real keyboard instead.)

Use the 't' buttons on the left side to change the size of your text.

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Sound for the page

Here you can add some music, a sound effect or record a voice-over directly using a microphone. Just put the microphone up to it! You can record for up to 60 seconds.

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.

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.

Special effects

For fun we have added some special effects, which will play when the page opens. (These do not work if your page has a video.)

You have finished!

When you have finished a page and clicked **OK**, the Editor will ask what you want to do next. You can add a new page, make changes to the page you've just made or try out what you've got so far.

We have found that students like to try their activity each time they add a page. To do this, click the **Play activity** button. The activity will play through once and then return to the Editor.

When you have finished making your new activity, click the **X** button at the top of the screen.

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

Your picture may be in an unusual file format not supported by *SwitchIt! Maker 2 OLE*.

When I load my picture into SwitchIt! Maker 2 OLE, it is tiny.

This is because the original picture is tiny! *SwitchIt! Maker 2 OLE* will shrink large pictures to fit the page, but it does not scale pictures up as quality is lost. If you really want to blow pictures up, use an art program such as *Paint*, which comes with all Windows computers.

How do I save my activity?

SwitchIt! Maker 2 OLE automatically saves your activities.

I have created an activity with pictures and text, but sometimes I want to play it without the text showing. How can I do this?

In the Options, click on **Colour** on the left, then make the text and background colours the same.

I've added video to my page, but I can't see it in the Editor.

Some video files will not preview in the *SwitchIt! Maker 2 OLE* editor. However, they will still appear when you play the activity.

Editing an Activity

In editing an activity you can:

- o Add more pages to the activity.
- o Change the content of a page of the activity.

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

Click **Edit this Activity** to continue to these choices:

Add new page will add a new page to the end of your activity and ask you to choose its layout and content. If you don't want this new page to be at the end, finish creating it first and then sort your pages later.

Change this page will go through the page's content, asking what you want to change, in a similar way to when you created it.

Go to next page allows you to select the page you want to edit, or quickly scan through what you have already created. If the last page of the activity is showing, another click will take you to the first page again.

Sorting (re-ordering) the Pages of an Activity

In the Options, click on the **Edit** button next to an activity. Then click on the **Sort Pages** button.
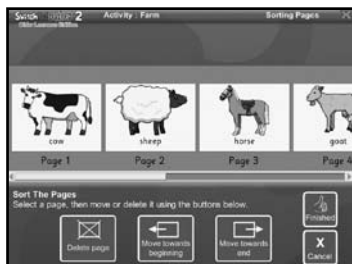
Use the scroll bar to see pages that are off the screen.

To move a page, first click on it, then use the **move forward** and **move back** buttons to change its place in the activity.

Deleting a Page from an Activity

Pages can deleted in the **Sort Pages** screen (see above). To delete a page, first click on it, then click the **Delete** button.

Options for Playing Activities

Sorting Activities to be Played

In the Options screen, first select the activities you wish to play using the **Activities** screen. Next, click the **Sort activities** button on the left-hand side.

Select an activity by clicking on its name, then move it using the yellow **Move** buttons. When they are in the right order, click **Play** at the bottom of the screen. Click the red **X** button to exclude an activity from your next session.

Access (for using switches)

Access contains two options which control how an activity is played.

In the first option, you can decide whether sound and video will be played automatically when a page is displayed, or only when **Return** or the right mouse button is pressed.

In the second option, you can control whether the user has to wait for the sound or video on one page to complete before they can move on to the next page. Set this to **No** if the user has a habit of pressing the switch/ mouse/spacebar indiscriminately.

If you are using switches or concept keyboard on a PC connected through a switch box plugged into the serial port, click on the box labelled **Serial Switches**. A dialogue box will appear where you can configure the software.

Select the COM port through which your serial device is connected.

You can test your switches by seeing if the on-screen switches move up and down as you press your real switches/concept keyboard. Click on **OK** when you have finished.

Delay

Switchlt! Maker 2 OLE 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.

For example, if you set the delay to 0.5 seconds, the program will only accept switch presses that last longer than 0.5 seconds.

Page Numbers

Here you can choose whether to have the page numbers of your activity displayed on the screen as it is being played.

Colour

Use this screen to set the colour of the text and background throughout your activities.

You could also use this screen to play your activity without text. Simply set the background and text to the same colour.
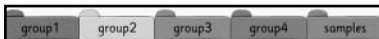
Slideshow

Use this option if you would like your activity to run on its own. This will turn the pages every 10 seconds.

Changing the Names of Activity Folders

The activity folders appear in the **Activities** panel of the Options screen. These have default names, but you can change them to suit your 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
Maths	History
John	Sarah

How do I move an activity from one folder to another?

To move activities from one folder to another, see **Managing an Activity**, **Rename Activity** below.

Managing an Activity

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

- o   Change its name (and folder).
- o   Duplicate it.
- o   Delete it.
- o   Print it.
- o   Export it (for storage or transfer to other computers).
- o   Make it into a series of web pages.

Renaming an Activity

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.

Deleting an Activity

When you create an activity and load pictures etc. into it, these items are copied into the *SwitchIt! Maker 2 OLE* 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 before deleting it. See **Exporting an Activity**.

Duplicating an Activity

You may want to change an activity, but keep a copy of the original. Use this button to do this.

Printing an Activity

This will print all the pages of your activity.

To give a preview, the pages are shown on the screen. After the first page appears, click on the pages to go through them.

You can also print what is on the screen at any time.

Hold down the **Ctrl** key and press the **P** key.

**Exporting an Activity (for storage or 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 disc, memory stick etc, and give it to someone else to put on their computer. (See **Importing an Activity**.)

The activity will be saved as a folder containing all its pictures, text and sound files.

Exporting an Activity as HTML

This will export an activity so you can play it in a web browser such as *Internet Explorer*. You may find this an easier way of sharing your activities with others, but note that this will not contain any sounds, videos or special effects that are in your original activity.

To export an activity as HTML, click the **Export as HTML** button. The activity will be exported as a folder with the same name, to a location of your choice.
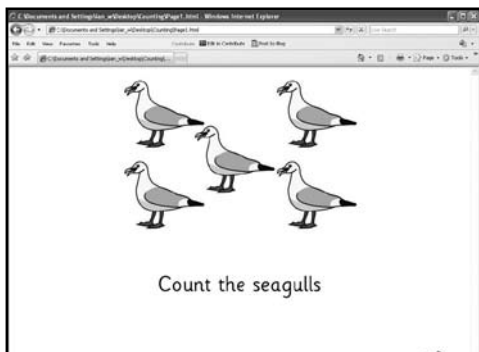
To play the exported activity (after exiting *SwitchIt! Maker 2 OLE*), open its folder and double click the HTML file called **page 1**. Your web browser will automatically open and play the activity. Click on the arrow button to go to the next page.

Importing an Activity

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

This asks you if the activities were created in *SwitchIt! Maker* or *SwitchIt! Maker 2*. It will then simply ask you where the activities are.

Sharing Activities With Other People (Free Player)

Do you want to give your activities to someone who hasn't got *SwitchIt! Maker 2 OLE*?

We have provided a Free Player version of *SwitchIt! Maker 2 OLE* that you can give to others along with your activities so that they can view them on their own computer.

The Free Player can run activities, but you cannot use it to edit activities or create new ones.

Content File Types Supported by SwitchIt! Maker 2 OLE

SwitchIt! Maker 2 OLE can load the following file types:

Images (pictures and photos):

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

Video:

avi	wmv (Windows Movie File)
mov	mpeg (mp1, mp2, mp4)

Audio (sound, music and voice-over):

wav	aiff
mp3	

Where to Plug in Your Microphone

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

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

Setting Up Your Microphone

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

1. Windows comes with a program called Volume Control. To run this, click **Start**, then **Programs**, then **Accessories**, then **Entertainment**, then **Volume Control**.
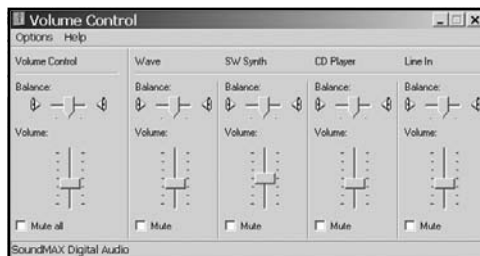
2. Click the Options menu and choose **Properties**.

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.

Using switches to choose pages from your activity

SwitchIt! Maker 2 OLE was designed to make slide show and story activities for use with one switch, but you can use two, three or four switches to choose the pages from an activity with two, three or four pages.
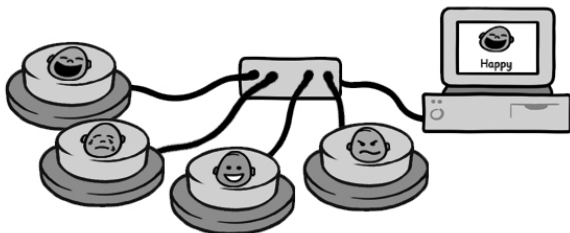
In this example, the student has pressed the 'happy' switch to see the corresponding picture appear on-screen.

To set this up, simply use the software or controls for your switch box so that:

The first switch sends a "1" to the computer.

The second switch sends a "2" to the computer.

The third switch sends a "3".

The fourth switch sends a "4".

The same can be achieved for IntelliKeys using the ***Overlay Maker*** program.

Picture Communication Symbols

SwitchIt! Maker 2 OLE includes a small sample of the Picture Communication Symbols range from Mayer-Johnson.

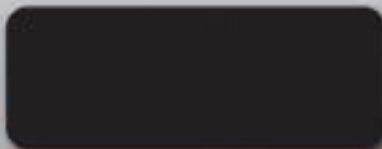The full range is available, either as PCS Metafiles or with **Boardmaker**, from Inclusive Technology.
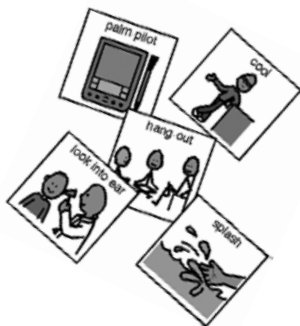
Customers in the USA can purchase them from:

The building blocks for learning

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Telephone: 858-550-0084
Fax: 858-550-0449
Toll free: 800-588-4548
www.mayer-johnson.com

knife and fork

Create your own switch accessible stories and slide shows with *SwitchIt! Maker 2 Older Learners Edition*. They're easy to make and easy to play! Add your own pictures, photos, video, text, speech and music.