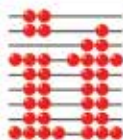


inclusive **t**echnology

ChooseIt! maker 2



*Inclusive
Technology*

Published by
Inclusive Technology Ltd
For Windows 2000, XP, Vista, Windows 7 and Macintosh OS X

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Credits

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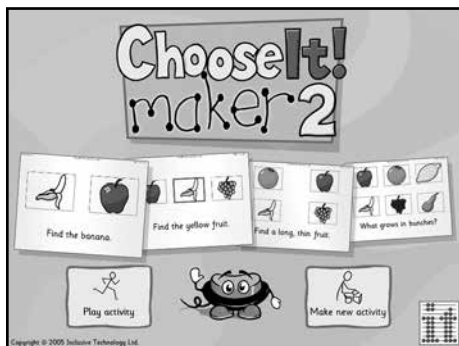
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Introduction



It's easy to create decision making activities and quizzes with **ChooseIt! Maker 2**.

The new version is even easier to use and has a lot of new features. Use text, images and sounds to make choice making activities and quizzes that are automatically accessible using a mouse, whiteboard, touch monitor, keyboard or switches.

It's great for helping switch users to learn to make choices using scanning techniques, as you can create lots of motivating activities in finely graded steps of progression. You can share your activities too; the free Player version means children can even take their work home.

The program includes many useful example files including a selection of PCS symbols from Mayer-Johnson, and it allows you to import a wider range of image and sound files than ever before.

A selection of ready-made activities is provided to give you activity ideas (remember you can change these to suit your needs). Best of all, students can make activities themselves! Put it on an interactive whiteboard and watch them fly.

See **www.chooseitmaker2.com** for extra support and ideas!

Minimum Specification

Windows

OS: Windows XP, Vista and Windows 7 (32-bit).

Processor: 733MHz Pentium III.

RAM: 128MB.

Apple Macintosh

OS: Mac OSX 10.4.11 or later.

Processor: 733MHz PowerPC G4.

RAM: 128Mb.

Installing Chooselt! Maker 2

You will need to install ***Chooselt! Maker 2*** before you can run it. You only need to do this once.

Windows

Insert the CD.

If your computer is set to **Auto-run CDs**, just follow the on-screen instructions.

Otherwise, double-click on **My Computer**, then double-click on the CD icon. Double-click on **Setup.exe** to run the installer.

Apple Macintosh

Insert the CD.

When the ***Chooselt! Maker 2*** CD icon appears, double-click on it. Double-click the icon called **Install *Chooselt! Maker 2*** to run the installer.

Running Chooselt! Maker 2

Windows

If the ***Chooselt! Maker 2*** icon is on the computer screen (the desktop), double-click on it. Otherwise click on the **Start** button, then on **Programs**, then on **Inclusive Technology**, then on ***Chooselt! Maker 2***.

Apple Macintosh

If the ***Chooselt! Maker 2*** icon is on the computer screen (the desktop), double-click on it. Otherwise go to where you chose to install ***Chooselt! Maker 2*** to find the icon.

Stopping Chooselt! Maker 2

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. ***Stopping Chooselt! Maker 2***.

Playing an Activity

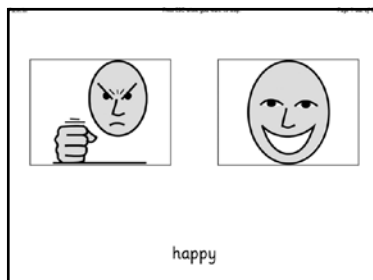
From the title page click **Play an activity**. This will take you to the Teacher Options which is the hub of **Chooselt! Maker 2**.



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.



Click the left mouse button on the correct choice box to navigate through the pages of the activity. When the last page is reached, the first page is shown again.

Press the **Esc** key on the keyboard to go back to the Teacher 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 Teacher Options screen to control the order that the activities play in. See page 14 for more help.

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 Teacher 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.



What is the little  next to each activity?

Roll your mouse over the  button to view some relevant information about that activity.

Making a New Activity

To start making a new activity, either:

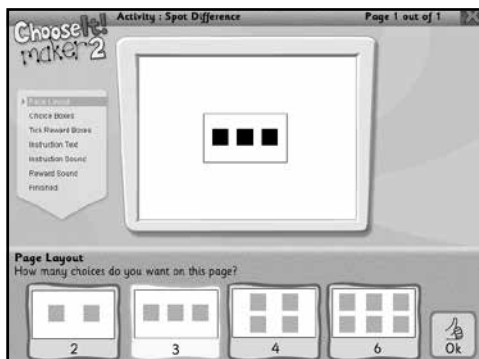
- On the **Chooselt! Maker 2** title screen, click the **Make a New Activity** button.
- In the Teacher Options, click the **New Activity** button at the bottom of the screen.



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.

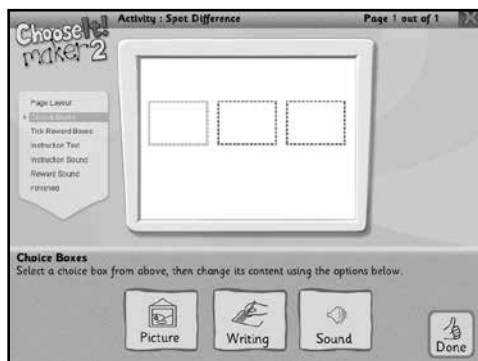
The Editor will now ask you a series of questions about the first page of your new activity:

How many choices do you want on this page?



Choose from two, three, four or six choices.

Add a picture to choice boxes

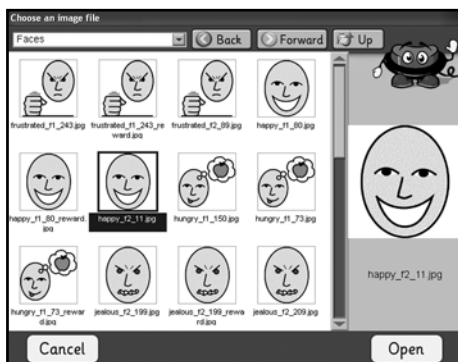


First, select a choice box from those you can see in the preview screen. Then choose to add a picture, writing or sound by clicking the appropriate button at the bottom of the screen.

Chooselt! Maker 2 will load pictures and photos of many file types, including Windows meta files. (See page 25 for

full list.) There is also a huge library of pictures on the **Chooselt! Maker 2** CD.

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



Click once on a picture 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 in the choice box.



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.

Adding text to choice boxes



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.)

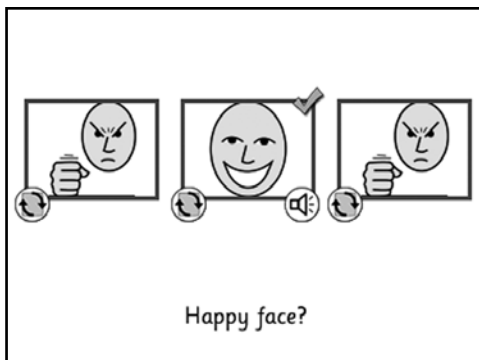
Use the 't' buttons on the left side to change the size of your text.

Adding sound to choice boxes

Here you can add some music, a sound effect or record a voice-over directly using a microphone. Students without speech can still contribute using a BIGmack or other voice output device. Just put the microphone up to it! You can record for up to 60 seconds.



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



Click the **Done** button when you have finished with your choice boxes.

Specify the correct answer

Click on the correct answer that will make **Chooselt! Maker 2** give a reward. There can be more than one correct answer if you wish.

Add instructions for the page - text and sound

If you wish you can add a written instruction to the page, such as 'Find the banana' or 'which is different?'. You can also add sound or speech to reinforce the written instruction.

Reward

Chooselt! Maker 2 allows you to add your own reward music for extra fun and motivation. You could record your students clapping or a favourite piece of music.

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 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 Chooselt! Maker 2.

Please check that you are looking in the right place. Otherwise your picture may be in an unusual file format not supported by **Chooselt! Maker 2** (see page 25 for a list).



When I load my picture into Chooselt! Maker 2 it is tiny.

This is because the original picture is tiny! **Chooselt! Maker 2** will shrink large pictures to fit the choice boxes, 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?

Chooselt! Maker 2 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 Teacher Options, click on **Colour** on the left, then make the text and background colours the same.

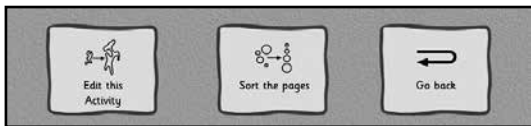
Editing an Activity

In editing an activity you can:

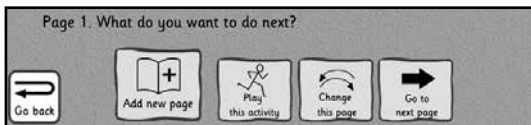
- Add more pages to the activity.
- Change the content of a page of the activity.

In the Teacher 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 (see **Making a New Activity** on page 9). If you don't want this new page to be at the end, finish creating it first and then sort your pages later (see page 15).

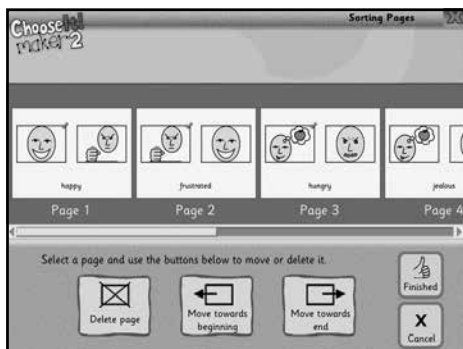
Change page will go through the page's content, asking what you want to change, in a similar way to when you created it.

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.

You can also choose to play the activity.

Sorting (re-ordering) the Pages of an Activity

In the Teacher 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.

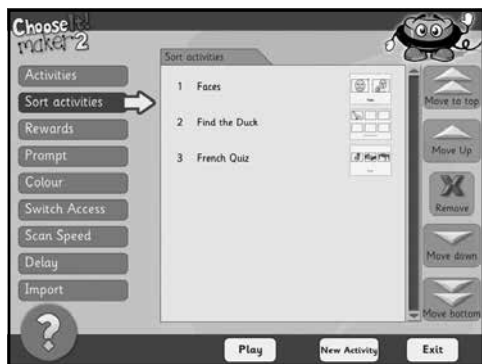
To move a page, first click on it, then use the **move forward** and **move back** buttons to change its place in the activity.

Deleting a Page from an Activity

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

Options for Playing Activities

Sorting Activities to be Played



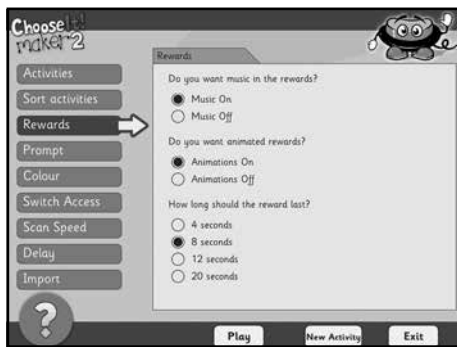
Chooselt! Maker 2 lets you select a number of activities that will be presented in sequence.

The **Sort Activities** option lets you change the order they appear in.

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

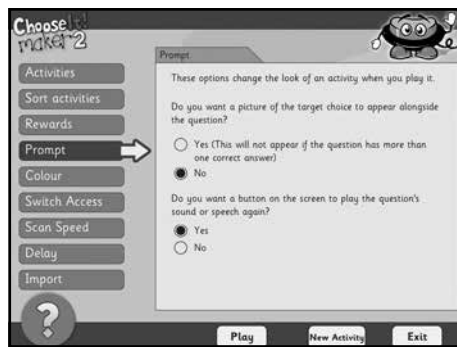
Select an activity by clicking on its name, then move it using the yellow **Move** buttons. When they are in the right order, click **Play** at the bottom of the screen. Click the red **X** button to exclude an activity from your next session.

Rewards



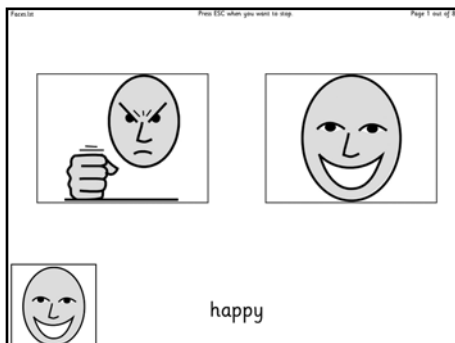
Here you can decide whether the on-screen reward will be accompanied by music and/or animation. You can also set how long the reward should last.

Prompt

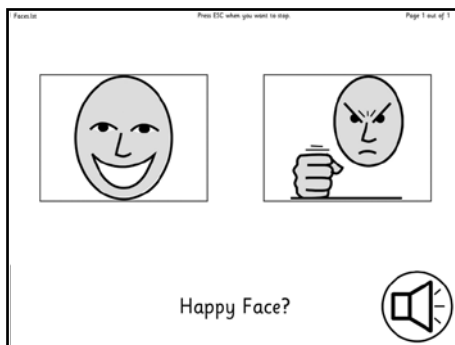


Here you can create additional prompts to help the learner with the activity.

The first option allows you to have the correct choice shown alongside the instructions for the activity.

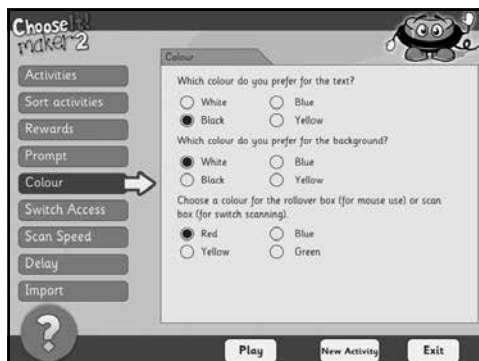


You can use this to make picture matching or word matching activities.



The second option will add a button to the activity screen which, when pressed, will replay the sound that accompanies the activity instruction.

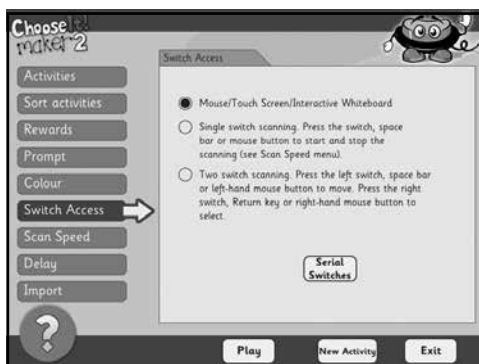
Colour



Use this screen to set the colour of the text and background throughout your activities. You can also choose a colour for the mouse rollover box or scan box.

Switch Access

Switch Access contains three options which control how an activity is played.



Select the first option to access the program using a mouse, touch screen or interactive whiteboard.

The second option is for **single switch scanning**. The user presses their switch, the spacebar on the keyboard or a mouse button to start the scanning. When the required box is scanned,

the switch should be pressed again.

The third option allows for **two switch scanning**, whereby one switch controls the movement of the scan box and the second switch selects. (see **Scan Speed** on page 20).

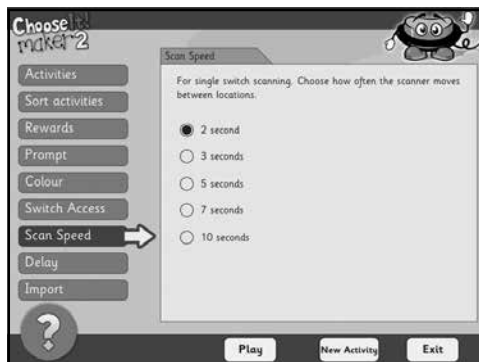
If you are using switches or an IntelliKeys keyboard on a PC connected through a switch box plugged into a serial port, click on the box labelled **Serial Switches**. A dialogue box will appear where you can configure the software.

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



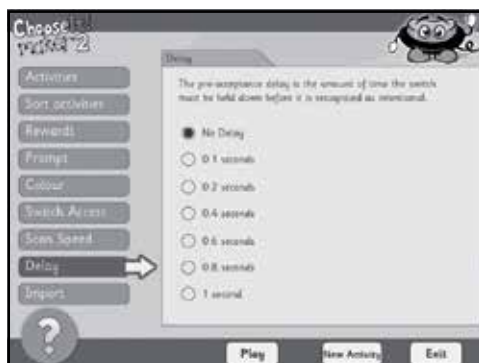
You can test your switches by seeing if the on-screen switches move up and down as you press your real switches/IntelliKeys keyboard. Click on **OK** when you have finished.

Scan Speed



This option is for single switch scanning. Here you can decide how quickly the scan box will move between the selectable options on the screen.

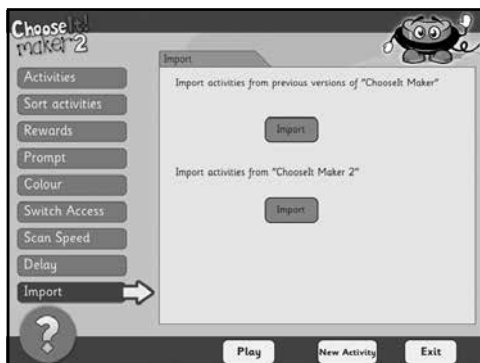
Delay



Choose! Maker 2 has 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.

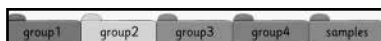
Import



Here you can choose to import activities created in **Choose! Maker 2** or the original **Choose! Maker**. Simply click on the relevant button and you will then be asked where the activities are on your computer.

Changing the Names of Activity Folders

The activity folders appear in the **Activities** panel of the Teacher 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:

Faces	Stories
Maths	RE
Class 6	Lower 3
John	Sarah



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

To move activities from one folder to another, see **Renaming an Activity** on page 22.

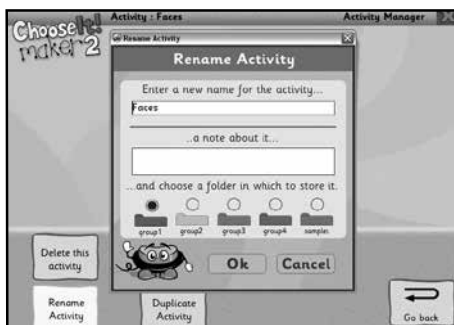
Managing an Activity

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 activity as a whole:

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

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. You can also change the description of the activity.



Deleting an Activity

When you create an activity and load pictures etc. into it, these items are copied into the **Chooselt! Maker 2** folder. If you handle a lot of images 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.

Windows computers: hold down the **Ctrl** key and press the **P** key.

Macintosh computers: hold down the **Apple** 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** on page 21).

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

Sharing Activities with Other People (Free Player)

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

First you need to export the activity. (See above).

We have provided a free Player version of **Chooselt! Maker 2** on the CD that you can give to others along with your activities. These may be:

- Parents or carers of students.
- Practitioners in other schools or colleges.
- Partner schools in other countries.
- Anybody else!

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

To access the free Player, put the **Chooselt! Maker 2** CD in your computer and wait for the CD's window to appear. Now click the button indicated below. This will reveal the free Player installer, which you can then copy to your computer and burn on a CD along with your activities. You can also put this on other removable media (such as a memory stick) or on your network for others to access.



Click to view
the free Player
installer.

Recipients of your CD should first install the free Player and then run it. They will then be able to load your activities and play them.

Content File Types Supported by Chooselt! Maker 2

Chooselt! Maker 2 can load the following file types:

Images (pictures and photos):

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

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:

Windows computers:

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

Apple Macintosh computers:

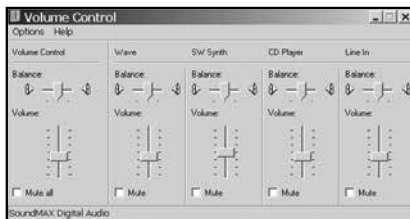
- Usually have a built-in microphone.
- Possibly marked with a symbol (often a circle with an arrow on each side).
- Possibly marked with a symbol like an old fashioned announcer's microphone.

Setting up your Microphone

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

Windows XP

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.

Windows Vista and Windows 7

Recording devices and levels can be configured in the **Sound** program (located in the **Control Panel**):



The graphic on the right hand side of the window should rise and fall as you speak into the microphone. To adjust input levels, click on the relevant recording device, click **Properties** then select the **Levels** tab (see below).



If recorded messages sound distorted, you may need to lower the input level and Microphone Boost level.

As on Windows XP, you can test recorded messages by using **Sound Recorder (Start >> All Programs >> Accessories)**.

If your microphone doesn't appear to be working, make sure the mute button (to the right of the Microphone level slider) isn't selected.

Apple Macintosh

Go to the **Apple Menu** (top left corner) and select **System Preferences**. Then click the **Sound** icon to open a window where you can set the recording level for your microphone.

Getting Music off Music CDs

Activities that play your students' favourite music are always going to be highly motivating, but you probably don't want the whole song to play in response to a single switch press. However, getting a 10 second snippet off a CD is tricky.

The easy method: use **Chooselt! Maker 2** and play the CD in an ordinary CD player. Record using a microphone put up to the CD player's speaker.

Method for Windows users who want quality

You will need to use three Windows programs.

When you put an audio CD in the computer, it will start playing using either a program called **CD Player** (Windows 98) or **Media Player** (Windows 2000/XP).^{*} You can use this to pick a track to play, and play and pause it just like a real CD player.

Windows also has a built-in program called **Sound Recorder**. To run this, click **Start**, then **Programs**, then **Accessories**, then **Entertainment**, then **Sound Recorder**. You can make **Sound Recorder** record the music from the CD, then you can save that recording on your computer. Here's how: start playing the CD. When it reaches the bit you want, click the **record** button in **Sound Recorder**. When you have finished, click the **stop** button.

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.

Connecting switches

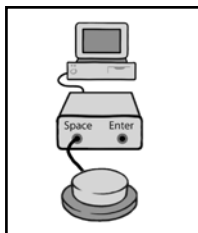


Switches come in all shapes and sizes. For example, the Smoothie Switch is a simple round plastic button that can be pushed down. It springs up again when you take your hand off. This means it is a 'non-latching' or 'momentary' switch, like a doorbell. Most switches available for special needs use are of this type.



To use a switch with **Chooselt! Maker 2**, you will need to attach it to the computer using an interface box. There are a number of interface boxes available. The **Inclusive Simple Switch Box** is inexpensive and easy to use.

Just plug your switch into the interface box, then plug that into one of the computer's rectangular USB sockets.



After installing the program, you will find pictures you can print out and stick on your switches in the 'Inclusive Resources' folder on your computer or on the CD. They can also be printed out and made into flash cards for choice-making, or used with communication aids.

For further information about using switches,
see **www.inclusive.co.uk**

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 **Chooselt! 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.

Concept Keyboard

This option is only available for the **Windows** version of the software.

You may use a Concept Keyboard as a single switch or as two switches, using the left and right sides of the board.

Go to the **Serial Switch** menu and click on the **Serial** button. Select the COM port where your Concept Keyboard is attached.

Switches



Switches can be connected to the computer in a variety of ways. As a rule however, switches should act as if the **Space bar** or **Enter** keys are pressed.

The descriptions below will cover many of the options:

- **Simple Switch Box** - just plug your switches into the **Space** and **Enter** sockets.
- **Inclusive Multiswitch** - plug your switches into sockets 1 and 2. If this does not automatically work with the program, make sure its software is set up so the switches act like the **Space bar** and **Enter** keys.
- **Simply Works it-Switch with it-Receive** - underneath the it-Switch is a button to set its action. Set one it-Switch to **Space** and a second it-Switch to **Enter**.
- **Crick USB Switch Interface** - plug your switches into sockets 1 and 2. If these do not automatically work with the program, then make sure its software is set up so the switches act like the **Space bar** and **Enter** keys.
- **QuizWorks USB Switch Interface** - plug your switches into the left hand sockets. Press the red button on the side of the box one or more times to make the red light line up with "Space Enter Tab Esc Backspace".
- **Joy Cable 2** - plug your switches into sockets 1 and 2. If this does not automatically work, make sure its software is set up so the switches act like the **Space bar** and **Enter** keys.

- **Serial Switch Box** - go to the Serial Switches menu screen and click on **Setup Serial Switches**. Select the COM port through which your switch box is connected.
- **Don Johnston Switch Interface Pro 6.0** - plug your switches into the left hand sockets. Then click the settings button until a blue light appears.
- **IntelliKeys** - if you are connecting switches through an IntelliKeys keyboard, go to the menu screen and click on **IntelliKeys**. The relevant information will be sent automatically to your IntelliKeys keyboard.

The Inclusive Technology

Troubleshooting Guide

This is a simple guide to common problems when trying to install, remove or use any new software. If you need any further assistance, please contact us. Our online support website is available at www.inclusive.co.uk (click on support), e-mail us on support@inclusive.co.uk or telephone Technical Support on 01457 819723.

1. I put my CD in and nothing happens.

To install the software, do the following:

- Click on 'My Computer'. This is either on the desktop of your computer or in the Windows Start Menu.
- This will open a window showing all your computer drives. Double-click on your CD drive (usually the D drive) and you will see a list of everything on the CD. There will be an icon called 'Setup'. Double-click on this icon and the software installation will start.



2. I have installed the program but no text appears in the menu.

To complete the installation you must restart your machine. After a reboot, all text will appear.

3. How do I set switches up?

It's a popular misconception that switches plug directly into your computer when used with switch accessible software. You actually need to plug them into a **Switch Interface**. These come in various shapes and sizes including switch boxes and roller/joysticks (see www.inclusive.co.uk).

The most popular interfaces are dedicated devices that sit between the switch and the computer and convert the switch press into the press of a chosen keyboard key. The software recognises this key press (usually Space and/or Enter) and acts accordingly. When using two switches (one to scan, the other to select), all Inclusive Technology software uses the same key presses: Space to scan and Enter to select. Some switch interfaces are programmed using their own software; others are simply a case of plug-in and play. If you require further help regarding switch set-up, please contact us.

4. I would like to remove the software but don't know how.

There are two ways to remove programs:

a) Go to the Windows Start menu. Click Settings and then Control Panel.

Double-click on 'Add or Remove Programs'. This will bring up a window showing all software installed on your computer:



Click on the Change/Remove button and follow the prompts to remove the software.

b) Not all software appears in Add/Remove programs. If your software does not, follow these steps:

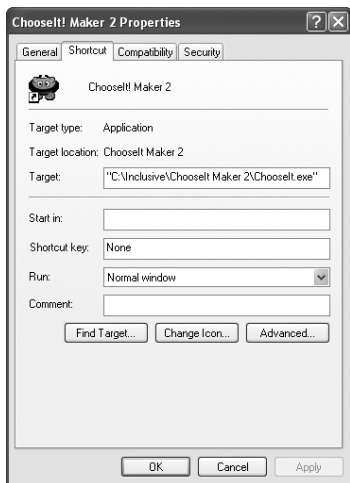
- Open 'My Computer' (see Question 1).
- Double-click on the C drive.
- Double-click on the Inclusive folder.
- Highlight the folder with the software you want to remove and press 'Delete'.

5. When I run the program, my screen goes black, or only some of the program is displayed on the screen. (Windows only.)

This problem is sometimes caused by the program trying to fill your computer screen. It is usually solved by installing the correct software drivers for your monitor. If this can't be done, there is a way to prevent the program from trying to fill up your screen.

a) Click the **right** mouse button on the program icon on the Desktop. This will make a pop-up menu appear.

b) Click the left mouse button on **Properties** at the bottom of the pop-up menu. This will make the following window appear:



(If it doesn't look much like this, click on the word **Shortcut** at the top of the window.)

c) Add " /c" to the end of the text in the **Target** window.

For example, if the text ends **Chooselt.exe**"

Change this to **Chooselt.exe" /c**

Remember to type a space before /c. Also make sure the / is not a \.

d) Now click the **OK** button at the bottom of the window.

Now try running the program again. If the program runs but has a black border round the edge, you can exit the program and try changing the "display resolution" to 800x600.

6. When trying to run over a network, only one client can run the program concurrently.

Please ensure that the .exe, all .cxt and .dxx files and the .dir and .cst file within the extwindows subfolder of the install directory are set to READ ONLY to allow more than one simultaneous user.

Please refer to the network installation instructions that come with your network licence.

Extra help from Inclusive...

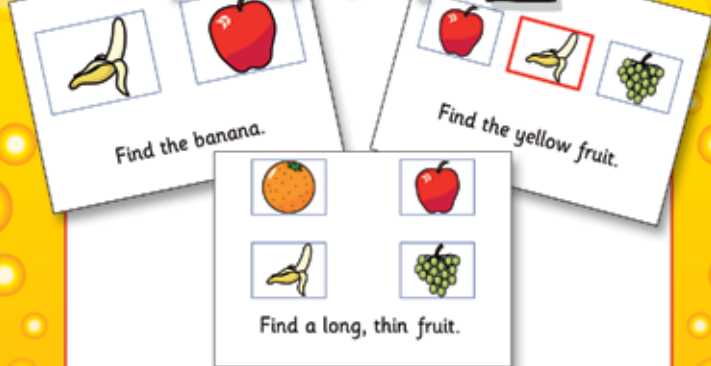
Don't forget that there are over a thousand pages of information about using technology to support your learners on our website. See: www.inclusive.co.uk

We organise Information Days around the country which are packed with advice, inspiration and ideas. See: www.inclusive.co.uk/events

We also organise exhibitions about ICT for special needs.

See: www.inclusive.co.uk/exhibitions

ChooseIt! maker2



It's easy to create decision making activities and quizzes with *ChooseIt! Maker 2*.

This new version is even easier to use and has lots of new features. It turns your text, images and sounds into choice making activities and quizzes that are automatically accessible using a mouse, whiteboard, touch monitor, keyboard or switches.

See lots of ideas and resources at:
www.chooseitmaker2.com



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