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Introduction

Create unique picture and word grids with **GoTalk Overlay Software**. The program includes many pre-made grid templates, in addition to templates for Attainment's entire line of GoTalk communication devices

It's easy to create an overlay! Just select a template, add and edit images, add and edit text, and then print it out.

Use digital photos or access the built-in image library, including over 4300 Imagine Symbols, through the program's Cell Browser. **GoTalk Overlay Software** now adds unlimited image choices with the new integrated Internet search.

This User Guide provides basic instructions for creating and printing overlays. For more detailed information and instructions, use the built-in help system by pressing **F1** at any time from within the program.



Installation

To Install:

1. Insert the **GoTalk Overlay Software** CD into the CD-ROM drive.
2. If the Autoplay menu does not start automatically, choose **Run** from the **Start Menu** and type **D:\autoplay.exe** (substitute the letter of the CD-ROM drive if it is different) and click **OK**.
3. Click the **Install** button on the Autoplay menu and follow the on-screen instructions.

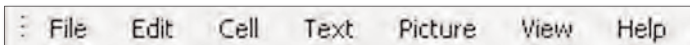
Additional Microsoft software components may be required by this application. If not detected on the system, a notification is displayed during installation.



Navigating

Menu Bar

The menu bar is one way to navigate **GoTalk Overlay Software**. Other options for implementing commands are using the icon-based toolbars (below) or right-click menus. Many commands also have keystroke shortcuts (see p. 23).



Menu Bar

Toolbars

Move the mouse over the buttons on the toolbars to display a description of their actions.



Overlay Toolbar



Picture Toolbar



Text Formatting Toolbar

Template Manager

Template Manager

The Template Manager displays a list of all available templates. Choose templates that will be used frequently. Once selected, the templates are available in a drop-down list when creating a New Overlay.

Access the Template Manager from the **File** menu. Use the check boxes to indicate individual overlay templates. Press **OK** when finished selecting templates. The Template Manager can be accessed at any time to add or remove overlay templates.

The Template Manager opens automatically when starting the program for the first time, or if no templates are selected.

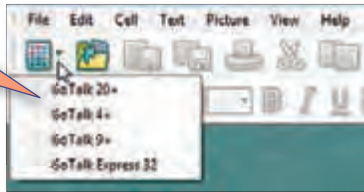
Previews of the device and overlay are displayed when moving the mouse over template names.



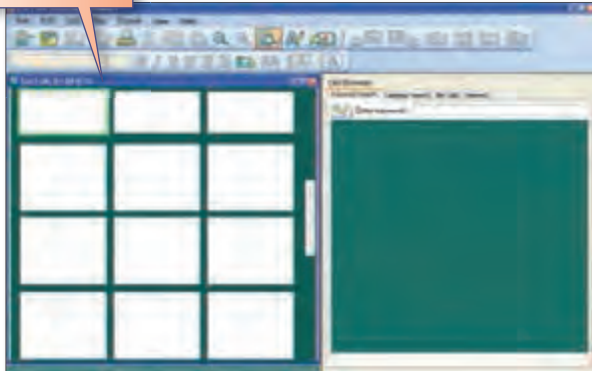
Creating a New Overlay

Select the **New Overlay** button on the Overlay toolbar then choose a template from the drop-down list. Once selected, a blank overlay window opens beneath the toolbar.

Templates selected in the Template Manager (pg. 7) will appear in this drop-down list when clicking the New Overlay button.



New Overlay window




Cell Browser

The Cell Browser is located on the right side of the screen and has four search option tabs: Keyword Search, Category Search, My Cells, and Internet.

Thumbnail images appear in the cell browser window when searching or browsing for images. Click a thumbnail image to copy it to a highlighted overlay cell, or drag it to any cell in an overlay.

Keyword Search

Choose this tab to search for a specific image or concept. An alphabetical list of all keywords appears by clicking the **Toggle Keyword List** button .

Type one or more descriptive words into the “**Enter keyword**” field. Thumbnail images with matching keywords are displayed in the Cell Browser window while entering keywords.



Cell Browser

Category Search

When selecting this tab, the Cell Browser displays image libraries arranged by categories and subcategories.

Open subcategories by clicking the **+** next to the category names.

Click on a category name to show thumbnails of images in that category.



Adjust the width of the Category list and thumbnails by moving the center divider.

Cell Browser

My Cells

When choosing this tab, the Cell Browser displays thumbnails of custom saved cells. See p. 18 to learn how to save a cell.

Click the **Folder Browser** button  to display a list of folders on your computer.



When selecting a folder with photos or other images, the thumbnail images appear in the cell browser window. This makes it easy to copy existing image files into an overlay.

Use the folder path drop-down list to navigate to frequently used folders. Folders containing images are added to this list and remain until exiting the program.

Move the divider bar up or down to adjust the height of the Folder Browser.

Cell Browser

Internet Search

Use the Internet tab to search for additional images on the Internet. Internet access is required to use the Internet search.

Type keywords in the “**Enter keyword**” field and click the **Search** button to begin the search. Search speed is dependent on the internet connection speed.

Use the Image Type filter to narrow search results to specific image types.

Use Content filter to prevent profane content from appearing.

All content found through Internet search is subject to copyright. We recommend that you verify the copyright of all images before using them for non-personal use.

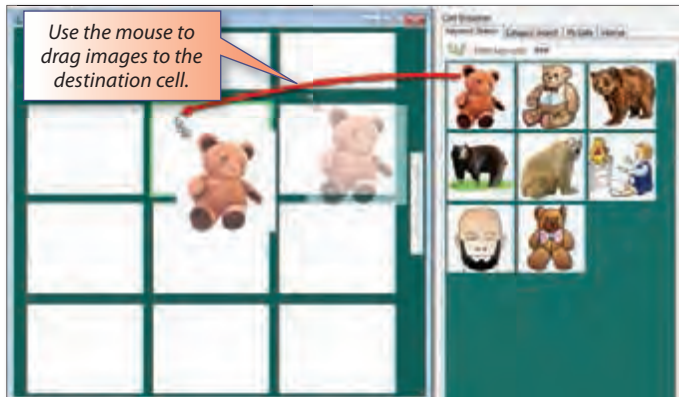
Right-click thumbnails and click **View web page** to open the web site (in a separate web-browser application) where the image was found. The Internet tab can be removed from the Cell Browser in **Preferences** (p. 22).



Adding Images from the Cell Browser

Images can be added from the Cell Browser or imported from a file (p. 14).

Images from the Cell Browser can be added by dragging the thumbnail to the desired cell in an overlay. Or, if an overlay cell is already selected, clicking a thumbnail will copy the image to the selected cell.



Adding Images from Files

Personal digital photos make great additions to overlays and are easy to use. Many common image formats are supported: .JPG, .PNG, .BMP, .GIF, .TIF, .TIFF, .WMF, and .EMF. Pictures can be added directly from a file or by using the **Folder Browser** option under the **My Cells** tab in the Cell Browser (p. 11).

To insert a picture from a file, select a destination cell in an overlay, then click the **Load Picture** button  on the **Overlay** toolbar. A browser window opens to locate the image.

It is also possible to copy and paste images directly into overlay cells from other applications. For example, when using a web browser, right-click on an image and select **Copy**, then, right-click on a cell in the **GoTalk Overlay Software** and select **Paste**.



Editing Images

Several image editing tools are located on the **Picture** toolbar.



Make Bigger - increase the original size of the image in small increments.



Make Smaller - decrease the original size of the image in small increments.



Flip Picture Horizontally - create a mirror image by flipping the orientation horizontally.



Flip Picture Vertically - create a mirror image by flipping the orientation vertically.




Rotate Picture - rotate the picture clockwise (or counter-clockwise with the CTRL key) in 15 degree increments.



Crop Picture - trim unnecessary parts of an image. Click this button to activate, then drag the sides of the crop box to define an area. Click the **Crop** button again to complete the crop.

Add and Edit Text

Select a cell on an overlay and click the **Add Text** button  on the **Overlay** toolbar. A new text box is displayed in Edit mode in the selected cell. Type the desired text and click anywhere outside the text box when finished. Use the **Text Formatting** toolbar to change the font, font size, and other text properties.



Text Formatting Toolbar



Changed Text Color



Changed Text Background Color

Edit text in a text box by double-clicking the text box. The flashing cursor will appear after the last character in the text box. Click anywhere outside the text box when finished editing.

Moving Images and Text

Moving Images and Text

Images and text objects can be moved within a cell or to different cells by dragging them with the mouse.

Use the keyboard arrow keys to move objects within cells.



Labels

Some overlay templates include labels fields which can be used to quickly identify printed overlays. Click anywhere in a label field and type the label text.

Labels are text only, and limited to 20 characters.



Saving Cells

Individual cells can be saved and reused at a later time. Add keywords to saved cells to help organize and access them quickly using the Keyword search.

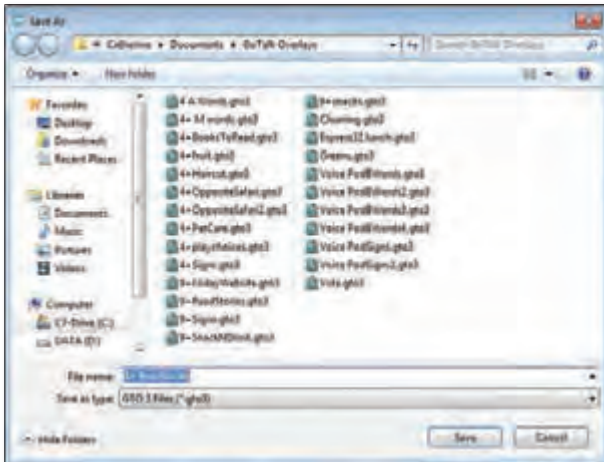


To save a cell, select the desired cell in the overlay. Then, choose **Save Cell** from the **Cell** menu. Enter a descriptive name in the **Cell Name** field. The cell name becomes the file name of the saved cell. Optionally, enter keywords in the **Keywords** field. Click the **Save** button to save the custom cell file.



Saving Overlays

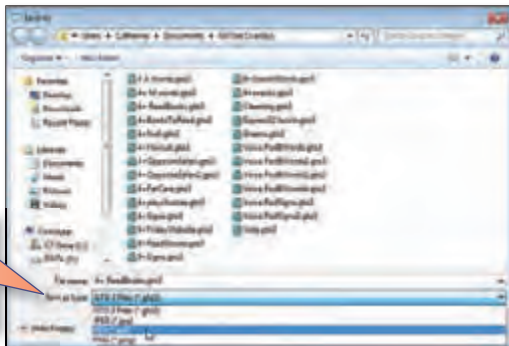
Save overlays to print or modify them later. Editing a saved overlay instead of starting from scratch can save time. To edit an overlay without overwriting the original, choose **Save Overlay As** from the **File** menu on the menu bar and specify a new name.



Saving Overlays

To share an overlay with someone who does not have **GoTalk Overlay Software**, save it as a PDF or image file (.pdf, .jpg, .png).

To save an overlay as a PDF or image file, select **Save Overlay As** from the **File** menu. At the bottom of the save window, change the “**Save as type**” to the preferred file format. Decide where to save the overlay, type a file name, and click **Save**.



Note: Overlays saved as a PDF, JPG, or PNG cannot be modified by the **GoTalk Overlay Software**. Overlays must be saved as an overlay file (.gto3) to make any future modifications.

Printing



To quickly print an overlay, click the **Print Overlay** button on the **Overlay** toolbar, select the printer, and click the **Print** button.

To preview the overlay before printing, use the Print Preview option by selecting **Print Preview** from the **File** menu.

A preview of the printed overlay appears in a window. Click anywhere on the preview to zoom in, CTRL-click to zoom out, or select a zoom value from the zoom menu at the top of the preview window.

Some overlays may be auto-rotated to fit on the selected paper size. A warning message will be displayed if the overlay will not fit on the selected paper size.



Preferences

Access the **Preferences** screen from the **File** menu. In the **General** options section, check the appropriate boxes to Play Sound Effects, turn on Safe Printing, and Show the Internet tab in the Cell Browser.

The **Preferred Folders** box provides a place to choose default locations when loading an image (Pictures), saving and retrieving overlays or saving and retrieving cells.

In the **Cell** preferences box, set default font, font size, text alignment, cell background color, font color and text background color or text background transparent.

When satisfied with preference settings, click **OK**. Click **Restore** to revert to the default settings.



Keyboard Shortcuts

Action	Keystroke
Open Overlay	Ctrl+O
Save Overlay	Ctrl+S
Print Overlay	Ctrl+P
Quit	Alt+F4
Undo	Ctrl+Z
Redo	Ctrl+Y
Select All	Ctrl+A
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear Cell	Ctrl+Del
Make Picture Bigger	Ctrl+Pg Up
Make Picture Smaller	Ctrl+Pg Down
Make Text Bold	Ctrl+B
Make Text Underlined	Ctrl+U
Make Text Italicized	Ctrl+I
Zoom In	Ctrl++
Zoom Out	Ctrl+-
Help	F1

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