

Attainment Company's

GoTalk

overlay software



user's guide

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Getting Started

GoTalk Overlay Software creates and prints correctly measured overlays for Attainment Company's GoTalk devices.

Use your own digital photos, scanned images or computer graphics in overlays. Also, add text in any size, font or color.

Using the GoTalk Cell Browser, search among more than 1000 GoTalk Cells to include in your overlays. GoTalk Cells are made with high-quality images carefully selected for augmentative communication.



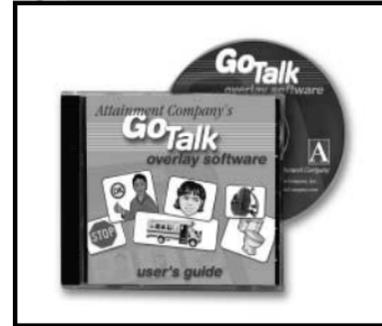
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Installing the Software

Install the GoTalk Overlay Software from the CD-ROM by double-clicking the **Install** application on the CD.

The installer will move the software and its files to your hard drive.

The GoTalk Cell Collection must remain on the CD.



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Trying it Out

Quickly become acquainted with GoTalk Overlay Software by using the **On-screen Help** or by following these steps to:

- Open an overlay
- Add a cell
- Change some cells
- Print

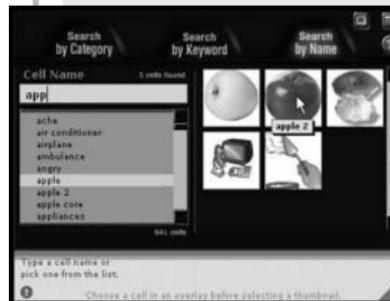
Open an Overlay

To open a sample overlay:

1. Pick **Open Overlay** from the **File** menu. The GoTalk File Selector dialog box opens.
2. Navigate to the **Overlays** Folder on the CD-ROM.



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3. Select **Sample.gto**
4. Click **Select**.
5. Click on the empty cell in the middle of the overlay. The cell frame moves to it.

Add a Cell

Add a cell from the GoTalk Cell Collection using the Cell Browser:

1. Pick **Cell Browser** from the **File** menu.
2. Click **Search by Name** in the Cell Browser.
3. Type **“app”** into the small field on the left of the Cell Browser.
4. Click on a thumbnail. The cell is inserted into the overlay.
5. Close by clicking the small button with a square in it.

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Changing Cells

Change cells in the overlay:

1. Drag a picture in any cell to a new position by clicking on it and moving the mouse with the button down. Drag text in a cell the same way.
2. Double-click a picture in a cell. Find the **Pictures Folder** using the GoTalk File Selector. Select a picture.
3. Double-click on text in a cell. Type new text in the dialog.
4. Click **OK**.



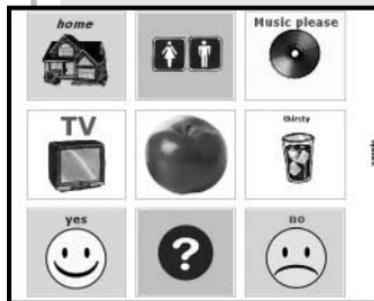
Printing an Overlay

First, label the overlay:

1. Click on the small field at the bottom of the overlay. Type a name in the dialog box.
2. Click **OK**.

Now print it:

1. Pick **Print Overlay...** from the File menu.
2. Click **Page Setup** to prepare the printer.
3. Click **Print**.
4. Cut out and use your overlay!



Working with Overlays

A GoTalk overlay is a printed grid of cells. Slip an overlay into a GoTalk device and each cell appears in a message key opening. Users press inside to hear recorded speech. Cells contain a picture, text or both.

Cells can be rearranged or duplicated in an overlay and copied from one overlay to another, even when the overlays have cells of different sizes.



Creating Overlays

When GoTalk Overlay Software opens, the buttonbar displays plugins available for the GoTalk and other Attainment talkers.



Click the picture of your device to open a new blank overlay.

You may also pick a GoTalk device by name from the **New Overlay** item in the File menu.

Pick **Open Overlay** in the **File** menu to open an existing overlay. The GoTalk File Selector displays overlays as tiny grids.

Overlay Features

When it opens a new or existing overlay, the software shows cells arranged as in a GoTalk device.

In addition to cells, each overlay has a small field for a short label which prints on the overlay for reference.

Overlays print with a cutting guide. For printing efficiency, some overlay

documents contain cells for more than one paper overlay. Each group of cells will print with a cutting guide and label.

Navigating an Overlay

In every overlay window, a bright border frames the active cell. Controls in the buttonbar effect only the active cell.



The active cell changes every time you click or double-click another cell or use the arrow keys to move the active cell frame to the next or previous cell.

The center of the buttonbar displays the active cell's number.

Printing Overlays

Printing is the heart of the GoTalk Overlay Software. Inexpensive color inkjet printers make it easy to create expressive overlays. Black and white overlays, however, can be dramatic and very visible.

Preparing the Printer

Before printing in any program, set up the printer.

Prepare the printer by picking **Page Setup...** from the **File** menu.

Most overlays fit the page better if set up to print in landscape mode.



Previewing an Overlay

Pick **Print Overlay...** from the File menu to print an overlay. A preview of the overlay on a white background appears.

If the printer isn't set up yet, click the **Page Setup Button**.

Click **Print** to send the overlay to the printer.

Click **Cancel** to return without printing.



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Saving Overlay Files

Save editable overlays by picking **Save Overlay** or **Save Overlay As...** from the File menu. Choose a location for the file in the GoTalk File Selector.

Later you can open the overlay file, change the overlay, and save it again.

The GoTalk File Selector will add **.gto** to the file name you choose. As long as an overlay file has the **.gto** extension, Macintosh and Windows users can exchange GoTalk editable overlays.



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Exporting Overlay Images

When exporting an overlay, the software saves the overlay as an image file. You can open or print it in a graphics program, enclose it in an e-mail, or post it on the internet.

Pick **Export Overlay** from the **File** menu. A preview of the overlay on a white background appears. Select a file type and click **Export**.

Overlay files that have been exported as image files can no longer be edited or printed by GoTalk Overlay Software.



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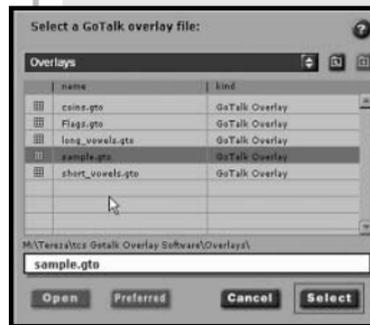
Using the GoTalk File Selector

The GoTalk File Selector provides simplified access to files on your computer.

It displays only those files of interest to the GoTalk Overlay Software and allows you to open instantly to preferred folders for pictures and overlays.

See **Folder Preferences** for how to set your preferred folders.

If you would rather use the system dialogs to choose files, check **Use System File Dialogs** in the Editor Preferences.



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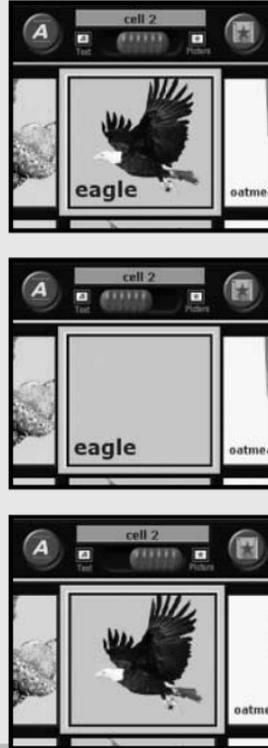
Editing Cells

At the top of the GoTalk Overlay Software screen, the buttonbar holds controls for the most frequent cell-editing operations.

Text controls appear on the left. The **A** symbol represents cell text.

Picture controls cluster on the right of the buttonbar. Pictures are represented by a star.

The center of the buttonbar shows the active cell in the overlay. Slide the control below it to temporarily hide the text or picture in the active cell.



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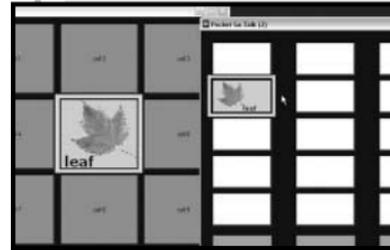
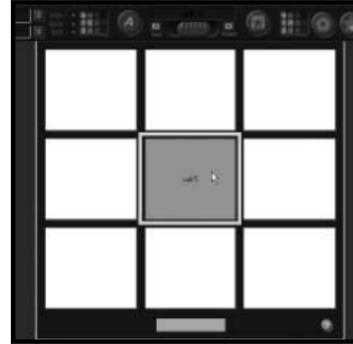
Create and Delete Cells

Blank cells fill new overlays.

Pick **New Cell** from the **Edit** menu or double-click on an empty cell in the overlay to create a blank cell.

Pick **Delete Cell** from the **Edit** menu to delete a cell.

A cell is empty when the cell name is visible. Empty cells do not print.



Copying Cells

Pick **Copy Cell** from the **Edit** menu to copy the active cell to the clipboard. Then choose another cell in the same or different overlay and pick **Paste Cell** from the **Edit** menu.

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The copied cell will replace the destination cell. If the destination is a different size, the software will adjust the picture and text to fit.

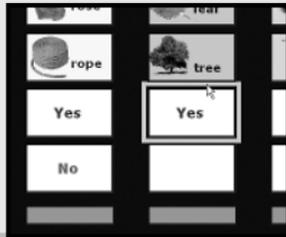
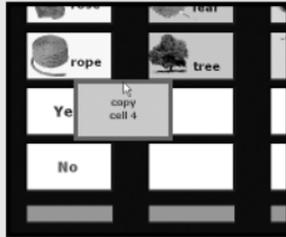
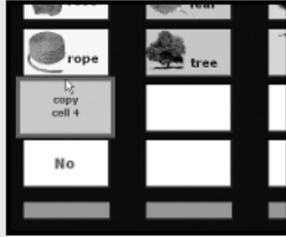
Pick **Undo Paste Cell** from the **Edit** menu to restore the destination cell.

Moving Cells

Shuffle cells in an overlay by dragging the active cell frame.

The mouse cursor becomes an arrow when passing over a frame. Press the mouse to begin dragging. Exchange two cells by dragging the frame to another cell in the overlay.

Duplicate a cell by holding down the **ALT** key (Windows) or the **Option** key (Mac) while dragging. The dragged cell replaces the destination cell.



Setting the Cell Color

The cell background color can communicate a message, enhance the picture in a cell or contrast with the picture or text.

Select a color from the cell color grid, or pick by name from the **Cell Color** item in the **Edit** menu.

Cell Picture

Add or replace a cell picture by double-clicking on a blank cell or on a cell picture, picking **Load Picture** from the **Edit** menu or clicking the **Load Picture** button on the buttonbar.

The **GoTalk File Selector** allows selection of picture files from a preferred picture folder. Picture files are marked with a ★.



Positioning a Picture

Move the picture within the cell to clearly communicate meaning.

When the mouse cursor passes over a picture in the active cell,



it becomes an open hand. Click and hold down the mouse on the picture. The cursor will grab the picture to drag it within the cell.

Rotate a Picture

The **Rotate Picture** button shows a spinning star.



Rotate the picture in the active cell 90 degrees clockwise by clicking the **Rotate** button on the buttonbar or select **Rotate Clockwise** in the **Picture** menu.



To rotate the picture 90 degrees counterclockwise, click the **Rotate** button on the menu bar while holding down the **Shift** key or select **Rotate Counterclockwise** in the **Picture** menu.

Cropping a Picture

Crop a picture in the selected cell by clicking the **Crop** button on the buttonbar or by picking **Crop** in the **Picture** menu.

A cropping frame appears around the picture in the cell. When the mouse moves over the square handles on the frame, the cursor becomes a double arrow. Drag handles to change the frame size. Click the **Crop** button again or press **ENTER** to finish cropping. Press **ESCAPE** to leave the picture unchanged.

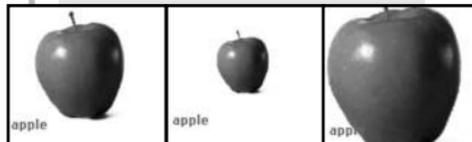


Resizing a Picture

The **Resize Picture** button shows a big and a small star.

Shrink the picture in the selected cell by clicking the **Size** button on the buttonbar or by selecting **Make Smaller** in the **Picture** menu.

To enlarge the picture, click the **Size** button on the buttonbar while holding down the **Shift** key or pick **Make Larger** in the **Picture** menu.



Erase Parts of a Picture

Make areas transparent to allow the cell color to show through.

Select the **Transparency** button on

the buttonbar. The cursor becomes a star until it moves over the picture, where it turns into crosshairs.

Click within the picture to erase all adjacent pixels that are the same color as the clicked pixel.



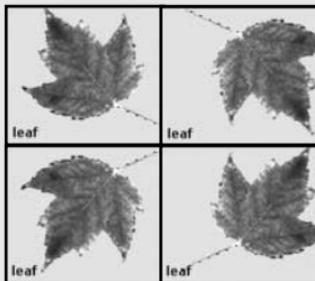
Click outside the picture to turn off the transparency tool.

Flipping a Picture

Make a mirror image of a picture by flipping it.

Flip the picture in the active cell horizontally by selecting **Flip Horizontal** in the **Picture** menu.

Flip the picture in the active cell vertically by selecting **Flip Vertical** in the **Picture** menu.



Cell Text

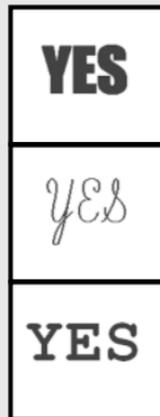
Add or edit cell text by picking **Edit Text** from the **Edit** menu, clicking the **Edit Text** button on the buttonbar or double-clicking the existing text in the cell.

A dialog pops up for entering or editing text. Type new text and click **OK** to change or add text. Click **Cancel** to leave the text unchanged.

Changing the Font

Choose a font by clicking **Text Font** in the buttonbar, or pick a font from the **Font Item** in the **Text** menu.

Choose fonts commonly available on



both Macintosh and Windows computers if intending to edit overlays on both platforms.

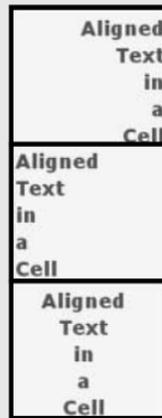
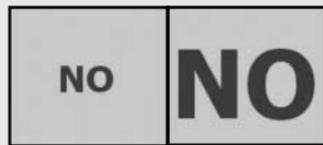
Positioning Text

Position text in the cell to complement the picture.

The mouse cursor becomes an open hand when passing over text in the active cell. Click and hold down the mouse on the text. The cursor grabs the text and drags it within the cell.

Text Size and Style

Put a big bold word alone in the center of a cell or add a subtle label to the cell picture. Adjust the size of text in a cell by clicking **Text Size** in



the buttonbar or pick a size from the **Size Item** in the **Text** menu.

Adjust the text style in a cell by clicking the **Text Style** button in the buttonbar or pick a text style from the **Style Item** in the **Text** menu.

Align Text

Improve the way the cell text fits with the cell picture by aligning it to the left or right.

Click one of the **Text Alignment** buttons in the buttonbar to align the text in a cell or pick from the **Align Item** in the **Text** menu. For the best effect, move the text in a cell after it is aligned.

Using the Cell Browser

Pick **Cell Browser** from the File menu to open the browser on the right side of the screen. Collapse the Browser window with the button on its top right. Drag the green triangle at the bottom to enlarge the window. Close the Cell Browser by clicking the button with the small square on it.

Choose one of three search modes by clicking the appropriate tab.



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Search by Category

Choose **Search by Category** to explore GoTalk Cells applying to particular situations. Each GoTalk cell fits in at least one category.

Open categories in the outline and thumbnails of cells appear. Click on a thumbnail to paste it into the active cell of an overlay, replacing the existing contents. Pick **Undo Paste Cell** from the **Edit** menu to restore the cell.

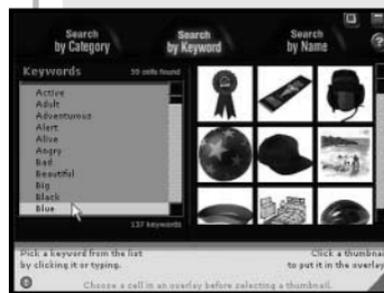
Search by Keyword

Choose **Search by Keyword** to see GoTalk Cells sorted by description.

Most GoTalk Cells have been assigned more than one keyword.

Pick a keyword from the list and thumbnails begin to appear. Fast forward to a keyword by typing its name in the field.

Click on a thumbnail to paste it into the active cell of an overlay,



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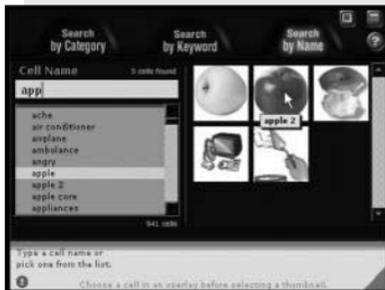
replacing the existing contents. Pick **Undo Paste Cell** from the Edit menu to restore the cell.

Search by Name

Go straight to a particular GoTalk Cell by choosing to Search by Name.

Type the cell name or pick one from the alphabetical list. As you type, thumbnails begin to appear.

Click on a thumbnail to paste it into the active cell of an overlay, replacing the existing contents. Pick **Undo Paste Cell** from the **Edit** menu to restore the cell.



Setting Preferences



To individualize GoTalk Overlay Software, click **Preferences** from the File menu.

Click **Editor** to change aspects of program operation.

Choose **Cell** to provide default settings for new cells.

Folder stores paths for loading and saving files.

Save settings for a specific purpose or user as a Preference Set. Click **OK** to keep your changes, or **Cancel** to return without changing.

Editor Preferences

Editor preferences change aspects of program operation.

Fill in the **User Name** to set text for overlay labels and file names.

Uncheck **Play Sound Effects** to turn off sound.

Check **Hide desktop at startup** to reduce desktop clutter.

Check **Use system file dialogs** to bypass the GoTalk File Selector.



Cell Preferences

Cell preferences provide default settings for new cells.

Set the font, size, color, alignment



and style for new text in cells.

On the right, set the background cell color for new cells in overlays.

Click **Factory Settings** to revert to original settings.

Folder Preferences

Folder Preferences store paths to preferred locations.

For example, set the **Picture Folder** to where you keep downloaded images or to a folder used for digital photographs.

Set the **Editable Overlay Folder** to your “documents” folder, or to a folder for a student or client.

Set the **Exported Overlays Folder** to your web design or e-mail folder.



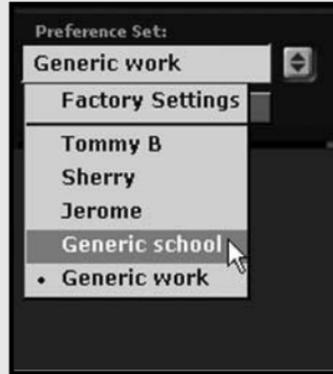
Preference Sets

Save settings for a specific purpose or user as a Preference Set.

Set preferences, then name settings by clicking the **New** button. Type a name for the Preference Set in the dialog box.

Click **OK** and the named settings will be saved. Later, instantly switch to the saved settings by picking from the list.

Click **Clear** to remove an unneeded preference set.



Technical Support

If you have a problem running **GoTalk Overlay Software**, please visit our website to check for updates or call Attainment Technical Support. If possible, with your computer nearby, have the program running while we discuss solutions. You can speed the process if you collect some basic information ahead of time.

- Note the error and type of error message, if any
- What triggers the problem?
- Can you duplicate the problem?
- The Macintosh system version or Windows version
- The amount of available RAM

Technical Support is available weekdays from 9am-5pm (CST)
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