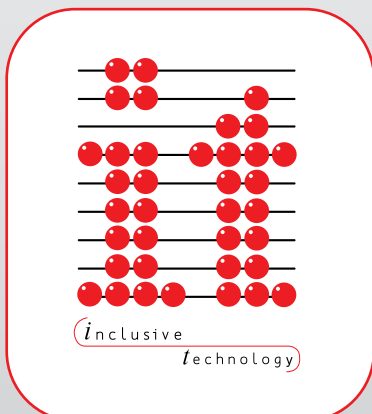


Learning Journeys

Step by Step Guide

SwitchIt! Maker 2



Inclusive Technology

All the help you need

» SwitchIt! Maker 2

SwitchIt! Maker 2 is an easy to learn tool that you can use to make activities that can be accessed with switches, touch screens, rollerballs and joysticks as well as the mouse and keyboard. The program has been carefully designed to lead you through the process of making activities in a series of small steps with support at every stage.

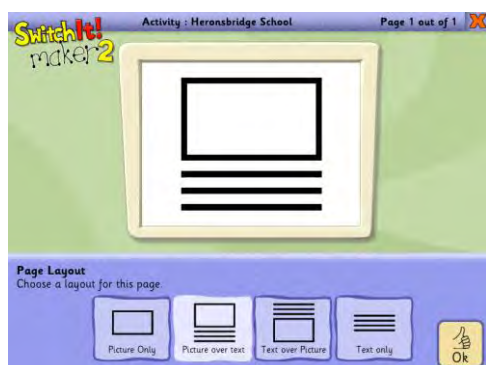
Making a New Activity

Load the program and choose '**New Activity**'.

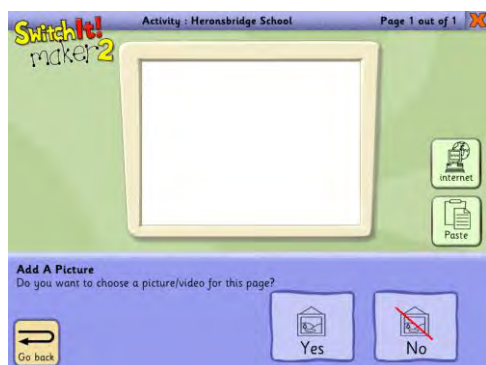


You need to give your activity a name and type this into the box as shown on the left. The name needs to be unique.

Choose a folder for your new activity. Remember you can rename the folders by holding down the **CTRL** key and clicking them with the mouse. When you are done, click **OK**.



Now choose an appropriate layout for this page. You can choose a photograph, a photograph with text or just text. **Choose carefully as you can't change this later.** Remember, you can choose a different layout for each page you create.



Now choose a picture or video clip for the page. To add a picture from those supplied with the program or one that you have previously saved from your digital camera click **Yes** and browse for your picture.



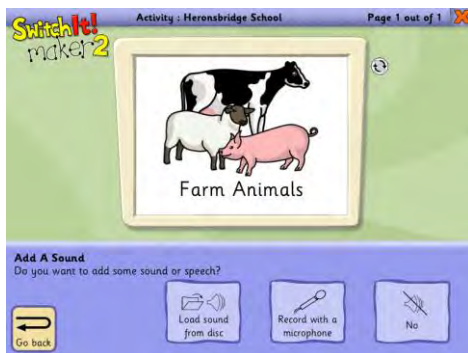
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If you want to use a picture from the Internet, click the **'Internet'** button. Your web browser will open automatically. Use a search engine such as Google Images to find your pictures. Be careful if you are searching for pictures when there are children present. You can never be sure what Google will come back with. It is always good practice to try the search yourself before the children try it – that way you know what will be shown. To add a picture from the Internet, simply display the picture on the screen and click it with the right mouse button. This will bring up a **menu box**. Choose **'COPY'** from the menu and close down your browser window. You should be back in *SwitchIt! Maker 2*. Now click the **'PASTE'** button to add your chosen picture to the page.



Now we need to add some text to the page. Click **'YES'** and the on-screen keyboard will be displayed. You can now type the words with the keyboard, click the letters with the mouse or touch them on a touch screen or interactive whiteboard. Remember that you can change the size of the text by clicking the size buttons (marked **t**) on the far left of the screen.

Click **'OK'** to move on.



Now we can add some sound to our page. We can do this in two different ways. If you have sound effects saved on your computer, click **'LOAD SOUNDS FROM DISK'** and browse to the folder. Click the sound and click **'ADD'** to add the sound to your page. Remember, you can always listen to the sounds before you choose them, by using the **PLAY** and **STOP** buttons.

If you are looking for sound effects to use, a good place to look is the sound effect search engine www.findsounds.com. Simply type in the name of the sound effect you are looking for and click search. When you find one you like, click it with the right mouse button, choose **'SAVE TARGET AS ...'** and save it to a folder on your computer.

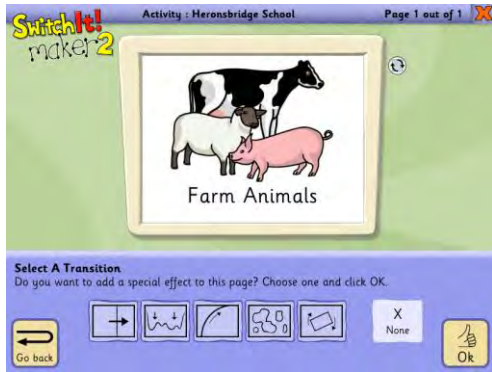


Alternatively, you can record your own sound effects or speech onto the page. To do this you will need a microphone connected to your computer. Inexpensive microphones are available from your local computer shop or from Maplins. We have even seen them in our local £1 shop. Do make sure that your microphone is turned on in

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Windows. If you are not sure how to do this ask the school technician.

To record an effect click the '**RECORD**' button and speak into the microphone. Remember, you can record music from CDs and tapes quickly and easily by using the microphone. Click '**STOP**' to stop recording. Click '**PLAY**' to listen to your recording. You can do this as many times as you need. When you are happy with your recording, click '**OK**'.



All we need to do now is choose a page transition. This is a simple graphical effect which determines how the pages of your activities change. Simply choose one of the available options and click **OK**. It is worth remembering that for some children the transition can help key the child into the fact that something has changed on the screen, conversely, for other children, transitions which cause the page to spin can distract the child from the main focus of the activity.

Congratulations! You have made your first page in *SwitchIt! Maker 2*. Complete your activity by adding more pages.

Settings

Press '**ESC**' to enter the teacher Menu.



From here you can select activities to play simply by ticking them and clicking the '**PLAY**' button. You can link activities together by ticking all of those you wish to play. If you need to change the order in which they are played, click '**SORT ACTIVITIES**'.

ACCESS

This option changes how the program responds to the mouse, keyboard or switch. If you want to use your activity with a single switch you don't need to change anything. If you want to use two switches, select '**NO**'.

DELAY

This allows you to set how long the switch needs to be held down before the page will turn. This is useful for children who tap the switch or over-click the mouse.

PAGE NUMBERS

Each page in *SwitchIt! Maker 2* has a unique page number. This is part of an extended feature allowing you to jump to specific pages by pressing

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the relevant key on the keyboard. For example, you could create a number activity where on each page from one to five you had pictures of one to five objects. When the child presses number five on the keyboard the program will automatically jump to page five and display five objects.

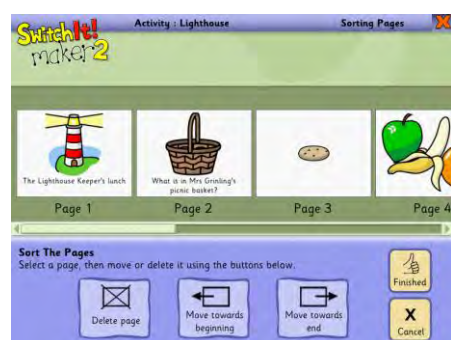
You can use this feature with IntelliKeys boards to create activities linked to overlays. For example, an overlay might have pictures of different animals, and when the child touches an animal the program will automatically jump to a page to show a short video of that animal.

COLOUR

The colour option enables you to change the background and text colours used on the page. This can be useful when working with children who have some level of visual impairment.

SLIDESHOW

Select '**SLIDESHOW**' if you want the program to display your pages automatically. This can be a really useful when working with children at an experiential level.



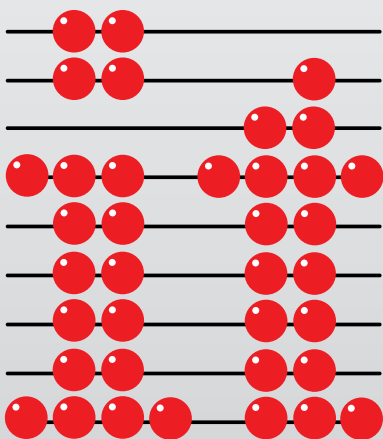
SORTING PAGES

You can sort the pages of your activity by clicking '**EDIT**' on the '**ACTIVITIES**' button. Choose '**SORT PAGES**' and follow the on-screen instructions.



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