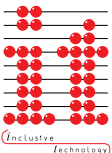


Card Maker



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

Contents

Credits	2
Introduction	3
Connecting Switches	5
Minimum Requirements	6
Installing Card Maker	7
Starting Card Maker	8
<i>Windows</i>	8
<i>Apple Macintosh</i>	8
Stopping Card Maker	9
Setting Up Card Maker	10
Creating Greetings Cards and Invitations	16
<i>Who is the Card For?</i>	16
<i>Choose the Occasion</i>	17
<i>Choose a Picture</i>	17
<i>Choose a Font</i>	18
<i>Choose a Colour</i>	18
<i>Choose Some Decoration</i>	19
<i>Who is the Card From?</i>	20
<i>Using the Webcam</i>	21
<i>Print and Save</i>	22
Creating Invitations	23
Card Maker Options	24
<i>Switch Settings</i>	24
<i>Scan Speed</i>	25
<i>Scan Colour</i>	25
<i>Auditory Prompt</i>	26
Troubleshooting Guide	27

Credits

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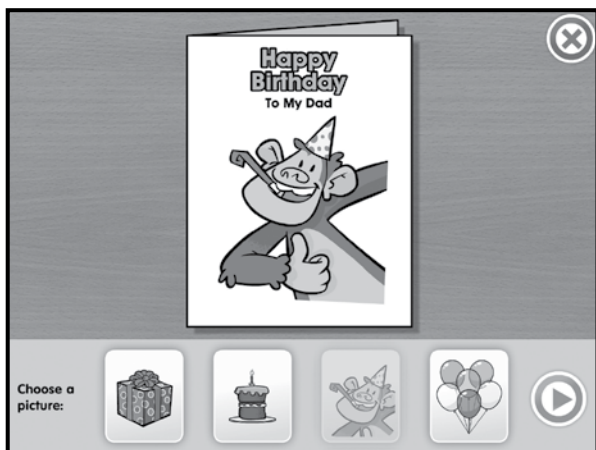
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Introduction



Card Maker is a program that gives all learners the opportunity for creative development, no matter what their ability. Thousands of different greetings cards and invitations can be created, by choosing pictures, text styles and different decorative effects. **Card Maker** makes this process easy for learners through a sequence of picture-based questions. As you progress, see your card being built up in front of you.

Inside the card you can write your name or use a webcam to insert a self-portrait. Once complete, the card can be printed and folded to shape, and completed by hand as required. Envelopes can also be printed.

Thirty different occasions are supported by **Card Maker**, celebrating events throughout the year along with others such as “Happy Birthday” and “Get Well Soon”. Cartoon styles or more adult-appropriate themes are provided. Teachers and carers can select the events and other features that are offered to students.

Card Maker is suitable for non-readers, as choices are made available using images and voiceover. These can be selected using a mouse, touch screen or specialised switch systems.

You can make greetings cards for all these occasions:

Anniversary	Mother's Day
Birthday	New Baby
Bonfire Night	New Home
Bon Voyage	Pancake Day
Chinese New Year	Party
Christening	Sorry
Christmas	St Patrick's Day
Diwali	St Valentine's Day
Easter	Sympathy
Eid	Thanksgiving
Father's Day	Thank you
Get Well Soon	Wedding
Good Luck	Welcome Back
Halloween	Well Done
Hanukkah	
Happy New Year	

Card Maker can also make invitations for these occasions:

Anniversary	Halloween
Birthday	Hanukkah
Bonfire Night	Happy New Year
Bon Voyage	New Baby
Chinese New Year	New Home
Christening	Party
Christmas	St Patrick's Day
Diwali	Thanksgiving
Easter	Wedding
Eid	Welcome Back

Connecting switches

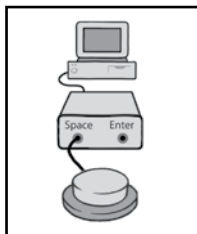


Switches come in all shapes and sizes. For example, the Smoothie Switch is a simple round plastic button that can be pushed down. It springs up again when you take your hand off. This means it is a 'non-latching' or 'momentary' switch, like a doorbell. Most switches available for special needs use are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



To use a switch with **Card Maker**, 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

Minimum Requirements

Card Maker will run on any PC computer that has Windows XP, Windows Vista or Windows 7.

It will also run on any Apple Macintosh computer that has OS X 10.4 and above.

Installing Card Maker

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

This will also install printable resources in an “Inclusive Resources” folder on your computer.

Windows

Insert the CD.

If your computer is set to auto-run CDs a ‘**Card Maker**’ window will pop up after about 10 seconds. Otherwise, double-click on **My Computer**, then double-click on the **CD** icon. If this just opens a file window, double-click the **presetup** icon to start.

Click the **install** button to install **Card Maker**.

Apple Macintosh

Insert the CD.

When the **Card Maker** CD icon appears, double-click on it.

Double-click the icon called **Install Card Maker** to run the installer.

Starting Card Maker

Windows

If the **Card Maker** 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 click on **Card Maker**.

Apple Macintosh

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

The title screen offers a choice to make greetings cards or invitations:



Stopping Card Maker



Whilst making a card, click the **close** button in the top right of the screen to go back.



Then click on the **home** button to go back to the 'Choose an activity' screen.

From here you can exit the program completely by clicking on the **close** button at the top right.

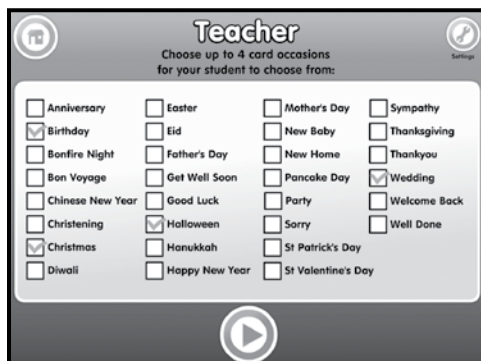
Setting Up Card Maker

Before your learners can start making cards, **Card Maker** needs some information from you about what choices your learners should be offered. For instance, if your learners can't use the keyboard, you can enter a selection of names for them to choose from.

1. First, from the title screen, choose whether to make **greetings cards** or **invitations** for a party or other event.



2. Now you can choose four occasions that you want to offer your learners.



Card Maker can make cards for 30 different occasions, but to make things easier for your learners, you need to choose just four. These four will be presented pictorially to the learner:



Note: If you chose to make invitations, there are only 20 occasions to choose from.

3. **Card Maker** will next ask what **style of pictures** you want to use.



There are cartoons for children and more serious pictures for older students. You can have cartoons like this:



Or black and white cartoons for colouring in after they have been printed:



Note: these may be better for some learners with visual impairment.

Or you can have photographs and illustrations like this:



You can also choose **All**. This will give the learner a choice of eight pictures rather than the standard four. This will make the choice-making more difficult.

4. The next screen asks **Who is the card for?**

Teacher
Who is the card for?

Card Maker can print out a recipient's name on the card.
Learners can type the name, or choose one from the screen.

Choose: ☒ Type a name ☐ Choose a name

Who is this card for?

Tick up to 4 names for the learner to choose from:
You can type in some names yourself. Click on the speaker button to record the names for auditory scanning.

<input checked="" type="checkbox"/> mum	<input type="checkbox"/> granddad	<input type="text" value="Harry"/>	<input checked="" type="checkbox"/> Chris
<input checked="" type="checkbox"/> dad	<input type="checkbox"/> grandma	<input type="text" value="Marge"/>	<input type="checkbox"/> William
<input type="checkbox"/> brother	<input type="checkbox"/> brother	<input type="text" value="Toodles"/>	<input checked="" type="checkbox"/> Ruby
<input type="checkbox"/> sister	<input type="checkbox"/> sister	<input type="text" value="mark"/>	<input type="checkbox"/> Ian

If your learners are able to use a keyboard to type names, just make sure **Type a name** is ticked and click the **next question** button at the bottom.

Otherwise you can set up **Card Maker** so it offers four names for learners to choose from. These learners might use a mouse, touch screen, interactive whiteboard or even switches to make their choice.

Who is this card for?

Mum Dad Chris Ruby

Click the **Choose a name** tick box. Now tick up to four of the names below.

You can type in up to eight names of your own. These might be names of learners in your class, or the many variations on "grandmother"!



To add auditory scanning for learners who need reading support, click the loudspeaker buttons next to the names. You will need a microphone for this if your computer does not have one built-in.



5. The last screen asks **Who is the card from?**

This option is similar to the above, but this name will go inside the card. Again, if your learners can use the keyboard, you can tick the **Type a name** button and then click the **next question** button at the bottom.



Non-keyboard users can pick something from the screen instead. Click the **Choose something from the screen** button.

Now you can choose up to four things for the learner to choose from. As in the previous screen, you can type in some names and record them for auditory scanning, or you can choose to offer a smiley face, love-heart, or to leave the card blank.



There is also a webcam option. This will enable the learner to take a picture of him/herself using a webcam. This will then be “pasted” inside the card.

You are now ready to start making cards! Click the **next question** button at the bottom of the screen.

Creating Greetings Cards and Invitations

Creating cards is easy - just answer the questions!

Who is the Card For?



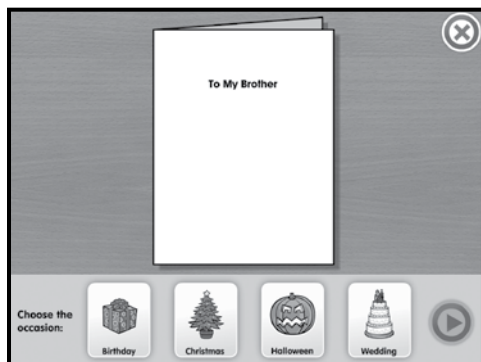
The first question asks who the card is for. If you set up **Card Maker** so that a name should be typed in, you will see a keyboard. You can use the on-screen keyboard or a real keyboard.

Otherwise the learner is offered up to four names to choose from. Learners can use a mouse, touch screen, interactive whiteboard or even switch scanning access. The chosen name appears on the card.



Click on the **next question** button to move on.

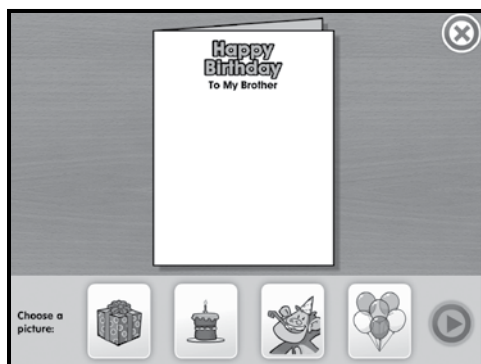
Choose the Occasion



The learner is now offered up to four occasions. These are offered in words and pictures for both readers and non-readers.

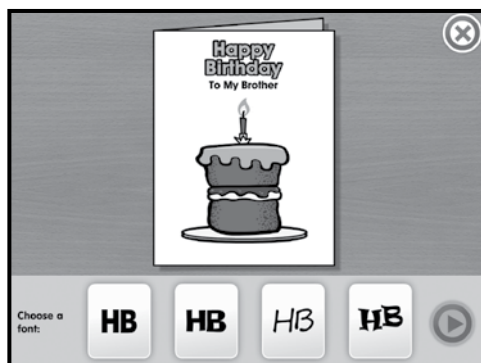
Choose one to put the greeting on the card. You can try different ones. When you have decided, click the **next question** button.

Choose a Picture



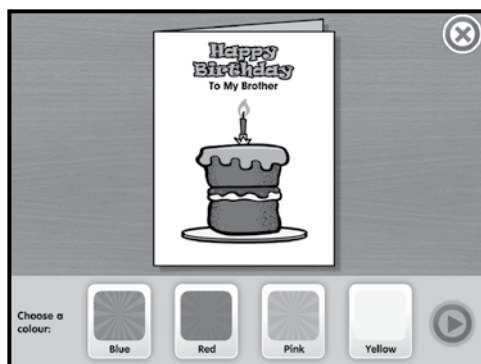
The learner can now choose a picture for the card. Four are offered to suit the occasion. (Eight may be displayed if you chose **All** in the set-up page for Picture Styles.)

Choose a Font



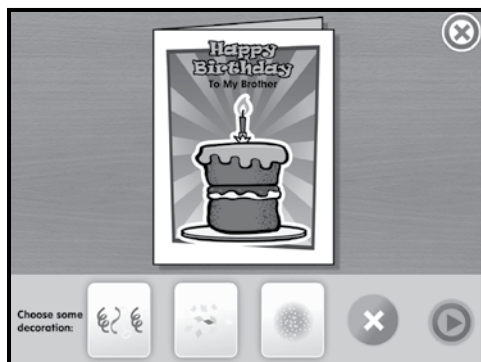
This question gives you optional styles for the greetings text. The learner can choose something to match their picture.

Choose a Colour



The learner can now choose a colour to go round the card.

Choose Some Decoration



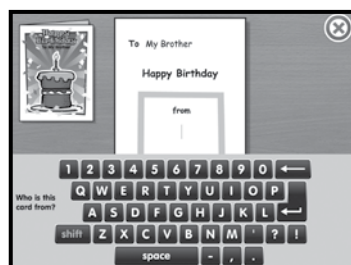
A selection of decorations appropriate to the occasion can also be put on the card.



If you don't want any, just click the green **no decoration** button.

The front of your card is now complete.

Who is the Card From?



The card design is now finished and **Card Maker** will give you the option to put something inside. If you set up **Card Maker** so that a name should be typed in, you will see a keyboard.

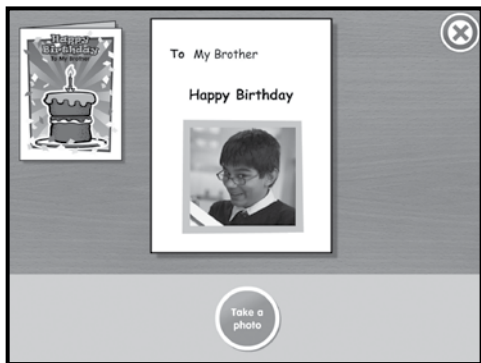
If not, you will see four buttons with pictures or names. Click one of these to put the picture or the name inside the card. You may also have the webcam button to try.

Using the Webcam



If the computer has a webcam, the learner can take a picture of him/herself to go inside the card.

Just click the **webcam** button.

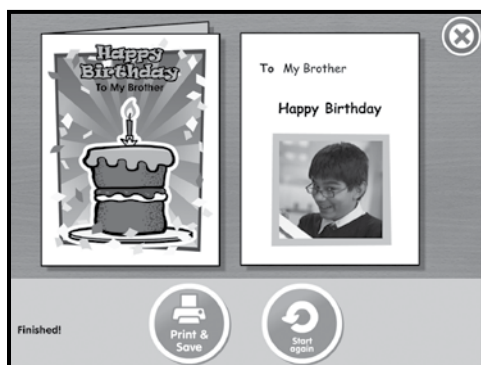


The computer first makes sure it can find your webcam. It may then display a little **Adobe Flash Player settings warning**. Just click the **Allow** button.

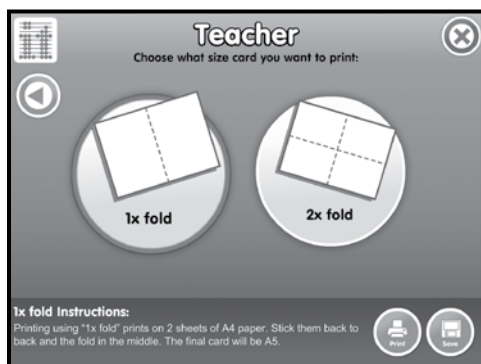
The webcam view will then appear on the card. Get yourself ready and click the **Take a photo** button. There is a five second countdown before a photo is taken.

After the picture is taken you can click **I'm done** to put it in the card or **Try again** to take another.

Print and Save

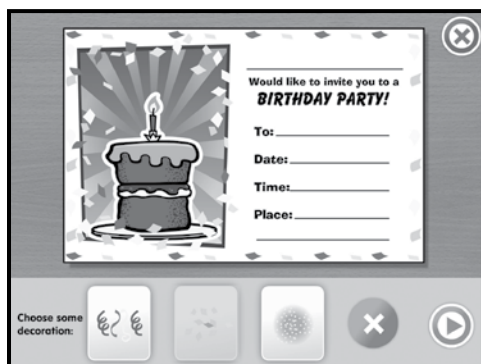


The learner's card is now finished and ready to print. You should do this step for them. Click the **Print & Save** button. A new screen gives you options for printing and saving your card.



You can print your card, or save it as a PDF file. The PDF can then be printed out later or transferred to another computer. You can even email it to a friend.

Creating Invitations

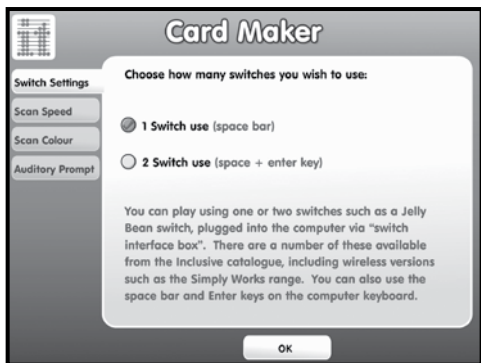


The process for creating invitations is just the same as for making cards. Once you have printed out your invitations you will need to write the details.

Card Maker Options

Card Maker has extra options for learners with special needs.

Switch Settings



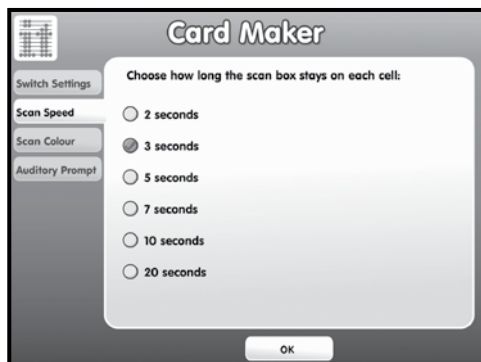
Switch scanning is available at all times whilst making a card, except where the learner is asked to type in a name. Just press the switch to start the scanning. This option allows you to choose between one switch auto scan and two-switch step scanning. See **Connecting Switches** on page 5.

One Switch Auto Scan - The switch should be set up to act like the **Space bar** or the **Enter key**. Press the switch to start the scanning. The scan box will move on its own around all the buttons on the screen*. Wait for the scan box to reach the required button and press the switch to select it.

Two Switch Step Scan - One switch (the 'move' switch) should be set up to act like the **Space bar**. The other ('select') switch should be set up to act like the **Enter key**. First press the 'move' switch to make the scan box appear. Press it again to move it to the next button. Keep pressing it until you reach the button you want*. Then press the **select switch** to choose that button.

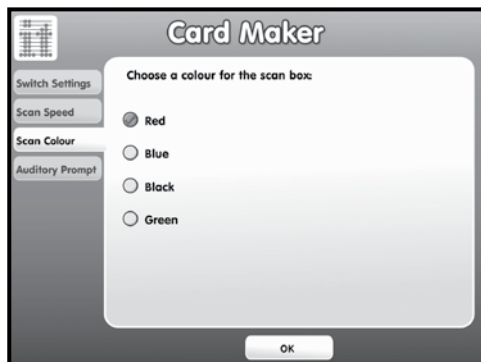
** When the scan box has reached the last button, it will go back to the beginning again.*

Scan Speed



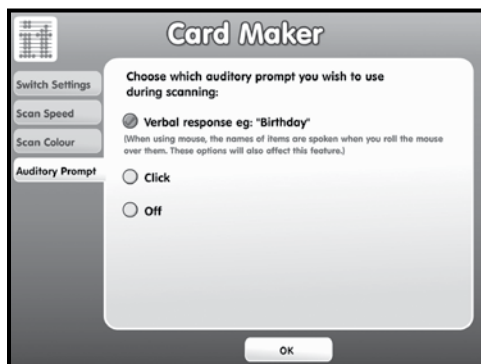
Fix the timing for single switch auto scan in the Scan Speed option.

Scan Colour



This allows you change the colour of the scan box that appears during switch scanning.

Auditory Prompt



This option controls the speech that plays when you use switch scanning or roll the mouse over the buttons when creating a card.

You can change this speech to simple clicks or turn it off completely.

Note: when using a mouse, the names of items are spoken when you roll the mouse pointer over them. These options will also affect this feature.

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. 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).

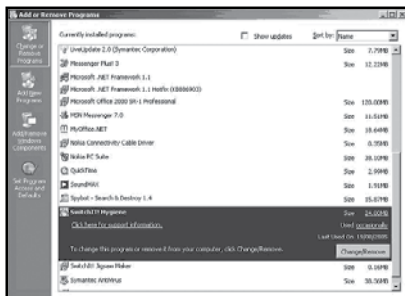
The most popular interfaces are dedicated devices that sit between the switch and the computer and convert the switch press into the press of a chosen keyboard key. The software recognises this key press (usually Space and/or Enter) and acts accordingly. When using two switches (one to scan, the other 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.

3. 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:



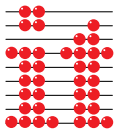
Click on the Change/Remove button and follow the prompts to remove the software.

- 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'.

Card Maker



Card Maker is a program that gives all learners the opportunity for creative development, no matter what their ability. Thousands of different greetings cards and invitations can be created, by choosing pictures, text styles and different decorative effects.



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