## **Tech Ease for All**

## **Introduction to Automator**

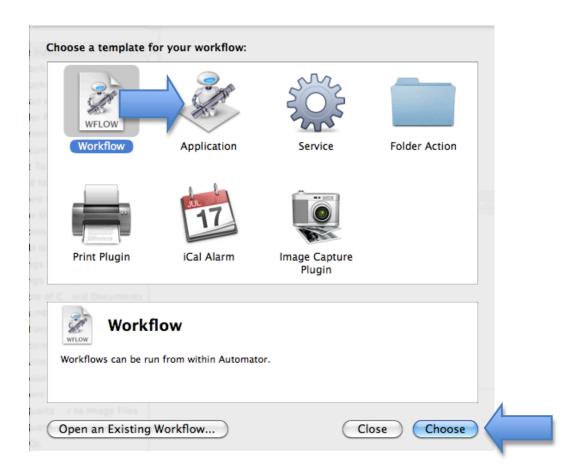
As the name suggests, Automator is a program included with Mac OS X that automates common tasks. Automator makes it possible for teachers to create packaged applications that students with a disabilities can doubleclick to perform a series of tasks on their computers. This can save time and also help students who have limited motor skills.

To create a simple Automator application:

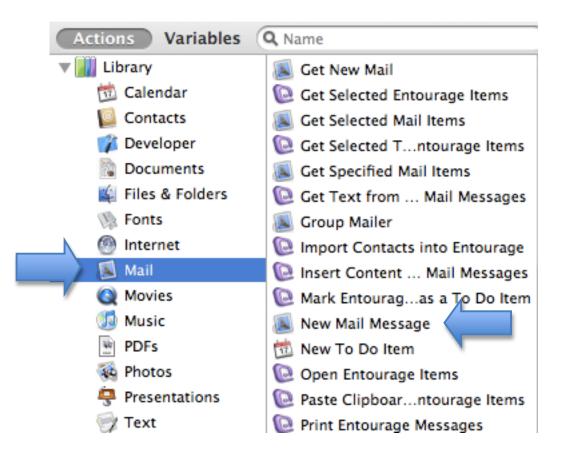
1. Launch Automator from the Applications folder.



2. Select a template from the Template Chooser. For this example, I'll choose the Application template. This creates a packaged application students can double-click to perform a series of tasks.



- 3. Click Choose at the bottom of the window.
- 4. On the left side of the Automator window, choose a program from the first column and an action (the task you want to perform) from the second column.



5. Drag the desired action to the column on the right side of the window.

			Untitled (Application)	
de Library Media			Record	Step Stop Ru
Actions Variables	Q.			
🚻 Library	V Activate Fonts		Application receives files and folders as input	
觉 Calendar	💿 Add Attachmeurage Messages	U		
Contacts	🔊 Add Attachme Front Message			
🎲 Developer	🗣 Add Chart to Slide			
Documents	( Add Color Profile			
🍇 Files & Folders	W Add Content to Word Documents			
S Fonts	🔰 Add Documentord Documents		N	
Internet	📮 Add File To Slide			
🔊 Mail	🐞 Add Grid to P 🚺 n			
Movies	🖏 Add Movie to 🗸 👔		urag actions or files here to build your workflow.	
🚮 Music	Search Add New Sheet to Workbooks	_	Brag actions of mes here to build your worknow.	
PDFs	Add Photos to Album		P	
🙀 Photos	Add Slide to Keynote Presentation			
Presentations	Add Songs to iPod			
🕎 Text	Add Songs to Playlist			
💥 Utilities	🕦 Add Table of Cord Documents			
Most Used	🚳 Add Thumbnai to Image Files			
Recently Added	N Add to Font Library			
	W Add Watermarord Documents			
	P Apply AnimatiPoint Slide Parts			
	Apply ColorSync Profile to Images			
	W Apply Font Forord Documents	Log	8	Duration
	📝 Apply Quartzr to Image Files			
	() Apply Quartz FDF Documents			
	X Apply SQL			
	💥 Ask for Confirmation	4		
	🙀 Ask for Finder Items	×		
	ht © 2004–2009 Apple Inc. All eserved.			
			8	

- 6. Enter any information you want to be included by default in the application. For this example, I will enter an email address I want to add to each email by default.
- 7. Choose File, Save As.
- 8. Enter the desired name for the application and make sure the Format is set to Application.

Save As: Untitled
Where: 📋 Desktop 🛟
File Format: Application
Cancel Save

9. Choose Save.

With our example application, an icon will be created at the save location (I chose the Desktop for ease of access). When a student double-clicks the application, a new email will be created with the recipient address already entered. This is much easier for a student with limited motor skills than choosing File, New Message and entering the address manually.

For additional tutorials, please visit our website at http://etc.usf.edu/techease/4all/