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Welcome to ViewletBuilder6 Enterprise

Qarbon welcomes you to the exciting world of Viewlet technology!

People are natural visual learners, so a quick animated Viewlet gets the point across much more effectively than words on a page. And, with over 3 million presentations launched every month, Viewlets are one of the most popular ways of sharing information, providing support, presenting products and training new employees.

ViewletBuilder6 Enterprise, the authoring tool used to create Viewlets, allows anyone, regardless of technical or creative ability, to make compelling, animated online presentations with ease. Due to its versatility, intuitive user-interface and incredibly quick creation time, ViewletBuilder6 Enterprise is now a standard content creation tool in corporations, governmental institutions and academic organizations around the world.

ViewletBuilder6 Enterprise combines the power of ViewletBuilder6 Professional with the highly dynamic and interactive features found in ViewletQuiz3. In addition, Enterprise includes the ability to import PowerPoint projects.

This ViewletBuilder6 Enterprise User Manual is designed to introduce you to the world of Viewlet authoring. It will provide you with a general overview of the ViewletBuilder6 Enterprise's most important features you will need to know to start creating your own Viewlets.

Let's get started!

New Features

ViewletBuilder6 Enterprise comes with many new enhancements, making the program even more versatile, the output more compelling and the creation process smoother. This, combined with more design control functionality for cursors, objects and other Viewlet elements, makes ViewletBuilder6 Enterprise more powerful then ever. The list is just too long to list in this manual.

Please visit our web site (www.qarbon.com) for more information on ViewletBuilder6 Enterprise's features.

System Requirements

System requirements for using ViewletBuilder6 Enterprise will depend upon several factors, including your operating system. If you have any questions about what your system needs to efficiently run ViewletBuilder6 Enterprise to achieve the best possible results, please visit our web site (www.qarbon.com) and look for the specific ViewletBuilder6 Enterprise products page. On this page you will find a Technical Specs link with more information.

If you still have questions, please send us an email: support@qarbon.com.

Download and Installation

The download and installation process for ViewletBuilder6 Enterprise is straightforward, but the location and process for it may vary overtime. For the fastest results, go to our home page (www.qarbon.com) and look for and click the **Download(s)** link. On the download page, click the link for the product you want to download and follow the instructions on the preceding pages to download the installation file. Remember the name and location of the installation file.

After downloading the file, close the browser window. Then, locate and double click the installation file. Follow the onscreen prompts to install ViewletBuilder6 Enterprise.
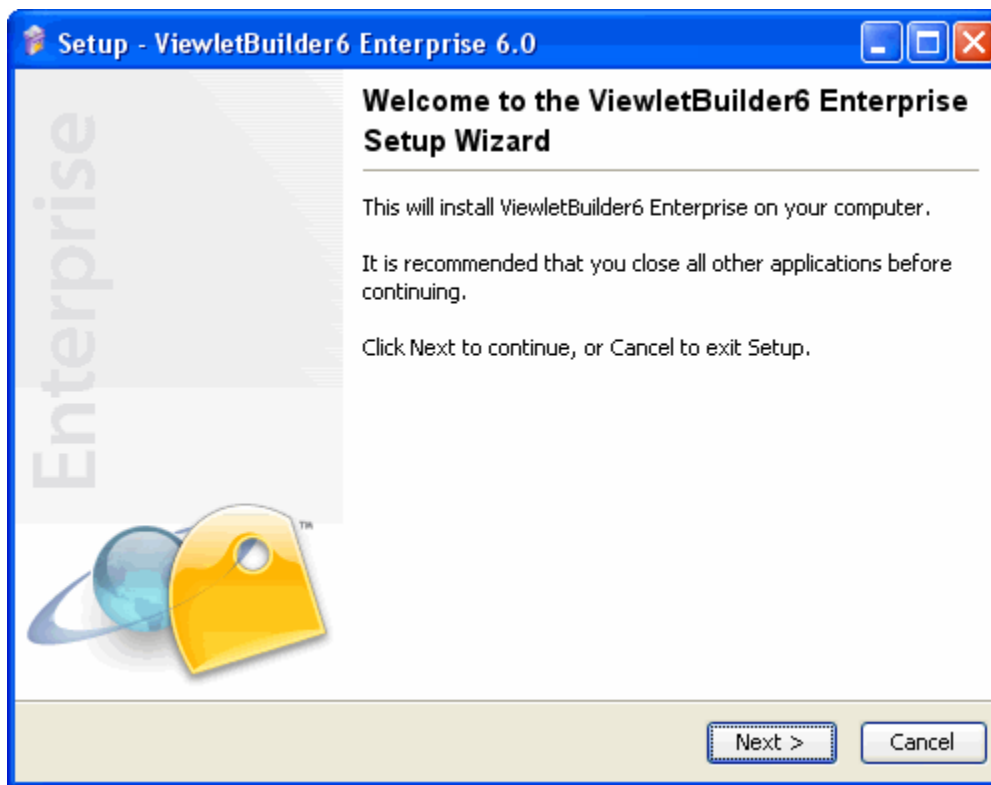
If you run into any installation issues or have any questions about the current ViewletBuilder6 Enterprise download and installation process, email: support@qarbon.com.

License Activation and Deactivation

In order to activate ViewletBuilder6 Enterprise, you will need to purchase a license. Purchase a license online by visiting our web site (www.qarbon.com). Look for and click the **Store** link where you will find various purchase options. Or, you can contact our Sales Team (sales@qarbon.com) for current pricing and purchasing information.

Once you purchase a license, you will receive a confirmation email with your license and purchase information. Keep this email for your records.

You will need to be connected to the Internet to activate ViewletBuilder6 Enterprise. Once connected, launch the program. Select **Help** > **License Activation** from the menu bar. Follow the screen prompts to complete the license activation process. For best results, copy the license number directly from your email and paste it in the required field when registering ViewletBuilder6 Enterprise.

To check license information, select **Help** > **About ViewletBuilder6** to display an "About" window that fetches current license type and membership status directly from the server. If the "About" window is unable to connect to the activation server, a link will be provided to display the activation status.
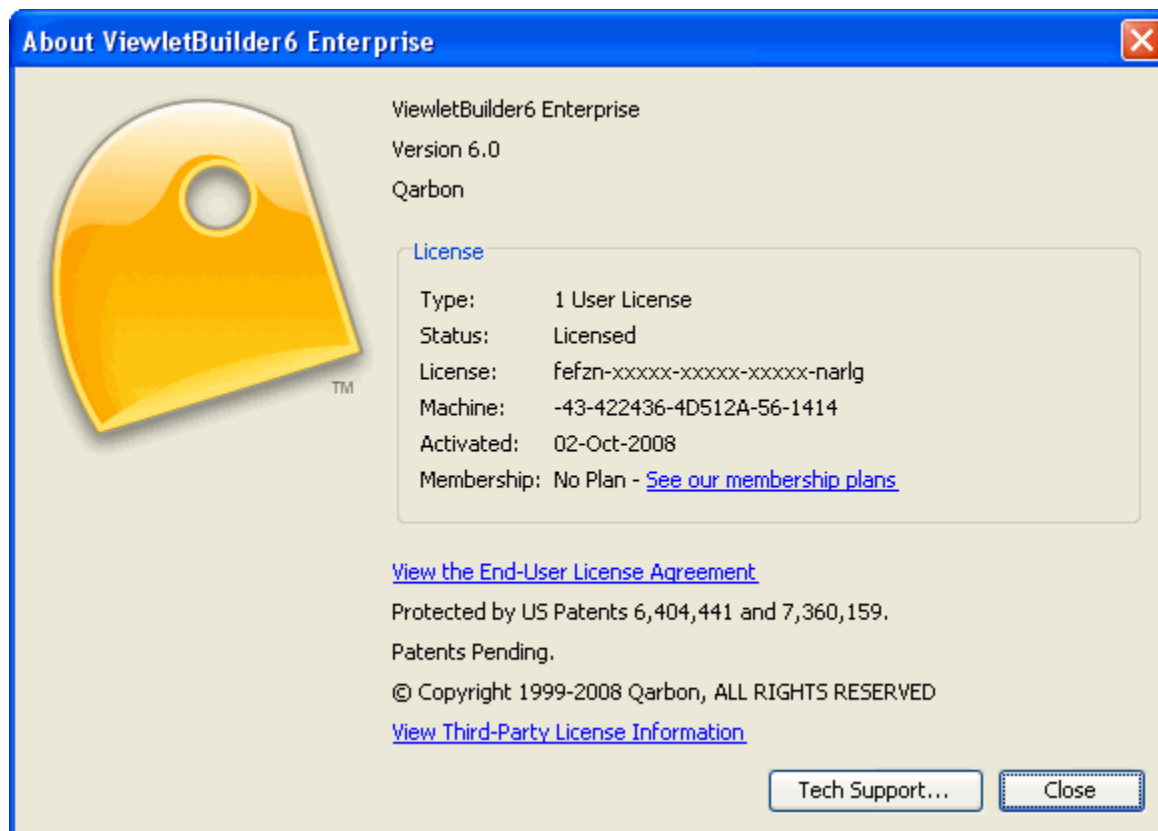
There may be times you will need to move your license to a different machine. To avoid any licensing abuse issues (such as registering the same license too many times, possibly resulting in your license being suspended), you can deactivate your license. To do this, make sure you are connected to the Internet. Launch ViewletBuilder6 Enterprise and select **Help** > **License Deactivation** from the menu bar. Follow the prompts to deactivate your license.

Once you're done, follow the steps outlined previously to activate your license on another computer.

<u>Note</u>: If you don't have an Internet connection or your firewall is blocking ViewletBuilder6 Enterprise, go through the activation wizard as normal, the last page will display steps to activate ViewletBuilder via the web. The page will look like this:
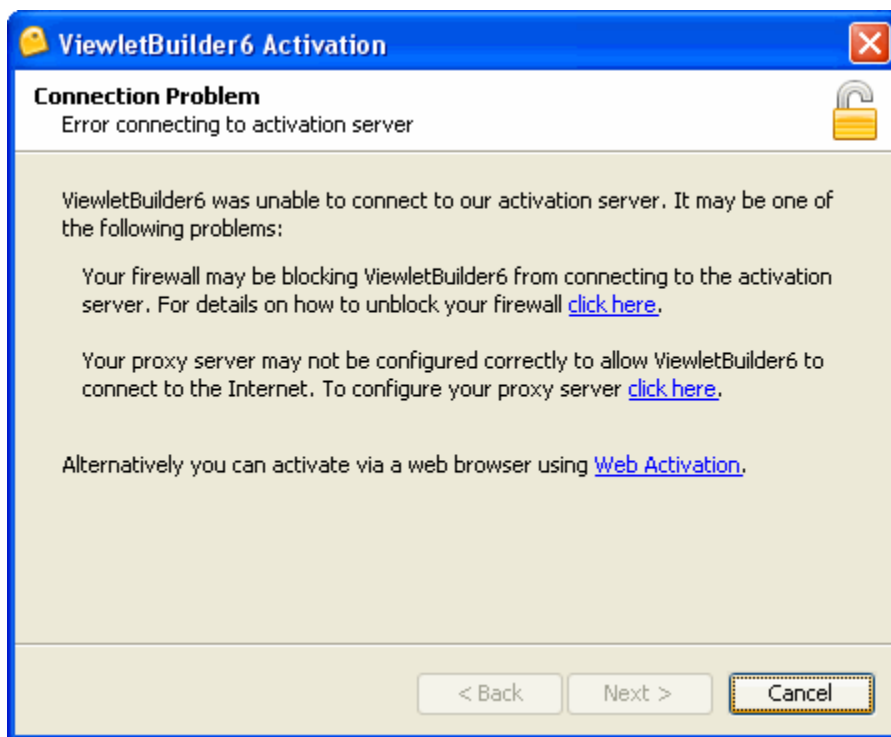
If you have any problems or questions regarding the license activation or deactivation process, email: support@qarbon.com.

Interface Overview

When ViewletBuilder6 Enterprise is launched and no project is open, the window is divided into the following sections:
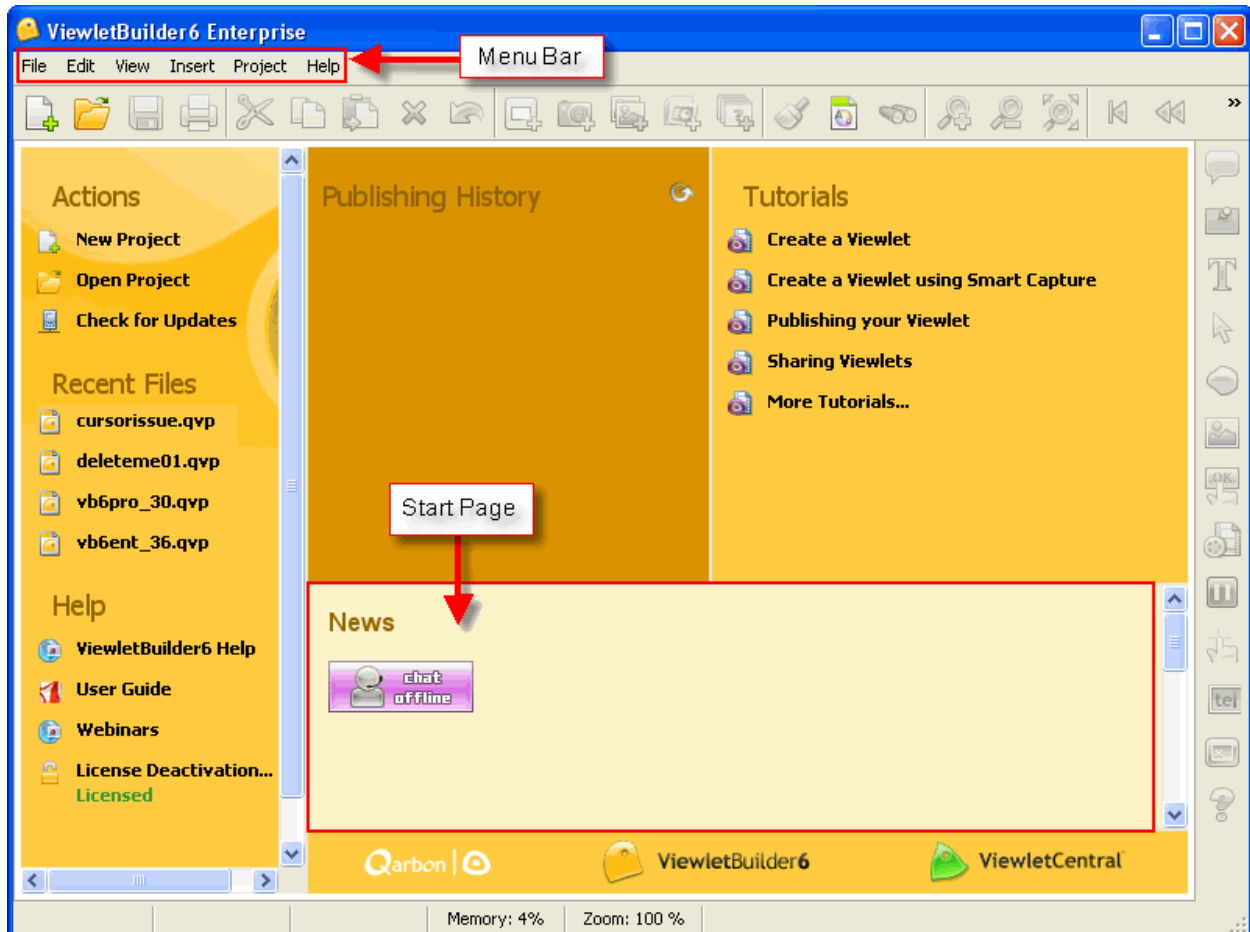
Example of ViewletBuilder6 Enterprise Interface – No Project Open

Example of ViewletBuilder6 Enterprise Interface – Project Open

- **Start Page**: The first screen you see when running ViewletBuilder6 Enterprise is the Start Page. This page displays quick links to commands you use most frequently. It also has links to your recently opened projects, tutorials, help and a dynamic news page.
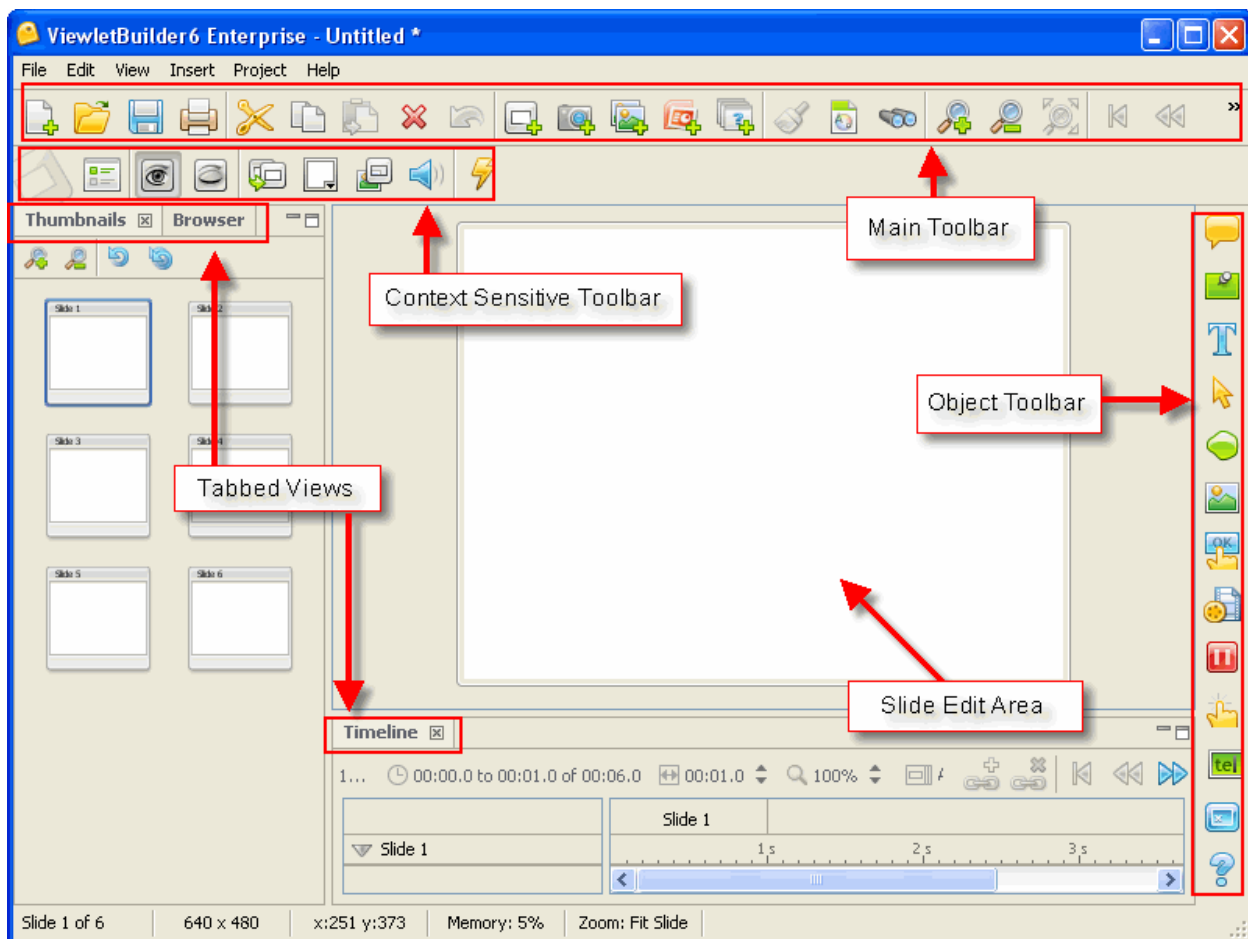
- **Menu Bar**: This is the bar that sits right below the title bar and contains menu titles that reveal additional options. The menu bar offers access to: **File**, **Edit**, **View**, **Insert**, **Project** and **Help** operations.

- **Main Toolbar**: Below the menu bar is the main toolbar containing a series of buttons. These buttons offer quick one-click access to the most common features in the program. In many cases, these buttons provide quicker access to tools found on the menu bar.

- **Context Sensitive Toolbar**: Displayed with open projects. It sits below the main toolbar and contains buttons to access the features related to the currently selected object. For example, when editing a slide, the context sensitive toolbar displays buttons for editing the slide. If you select a message, this toolbar will dynamically change accordingly.

- **Tabbed Views**: These include options for working with different views. Depending upon the selection, the tabbed view will display to the left of the slide editing area or below it. Tabbed views include: **Browser**, **Thumbnails**, **Stylesheets**, **Output**, **Timeline** and **Slide Notes**. This are explained in more detail later in this manual.

- **Object Toolbar**: This toolbar, previously known as the Tools Palette, contains buttons to add new objects into the slide such as: **Balloons**, **Notes**, **Text Boxes**, **Cursors**, **Shapes**, **Images**, **Buttons**, **Movies**, **Pause Zones**, **Click Zones**, **Text Zones**, **Keystroke Zones** and **Questions**.

When a project is opened, the slide view displays. The slide view is where you add elements to your project and edit them.

Many of these features are discussed in more detail later in this manual. If you have any questions, please email: support@qarbon.com.

Preferences

In ViewletBuilder6 Enterprise, you can set up preferences for such features as language, spelling options, proxy server, log files, backup files and Java. This chapter provides on overview to setting up preferences for your ViewletBuilder6 Enterprise projects.

Note: You do not need to have a project open to set up preferences.

To set preferences in the:

General tab:

The General tab allows you to specify the language that is used to display the user interface. By default this will pick up your current system's language, but you may want to switch to a different language in this tab.

You can also specify some sound recording preferences in this tab.
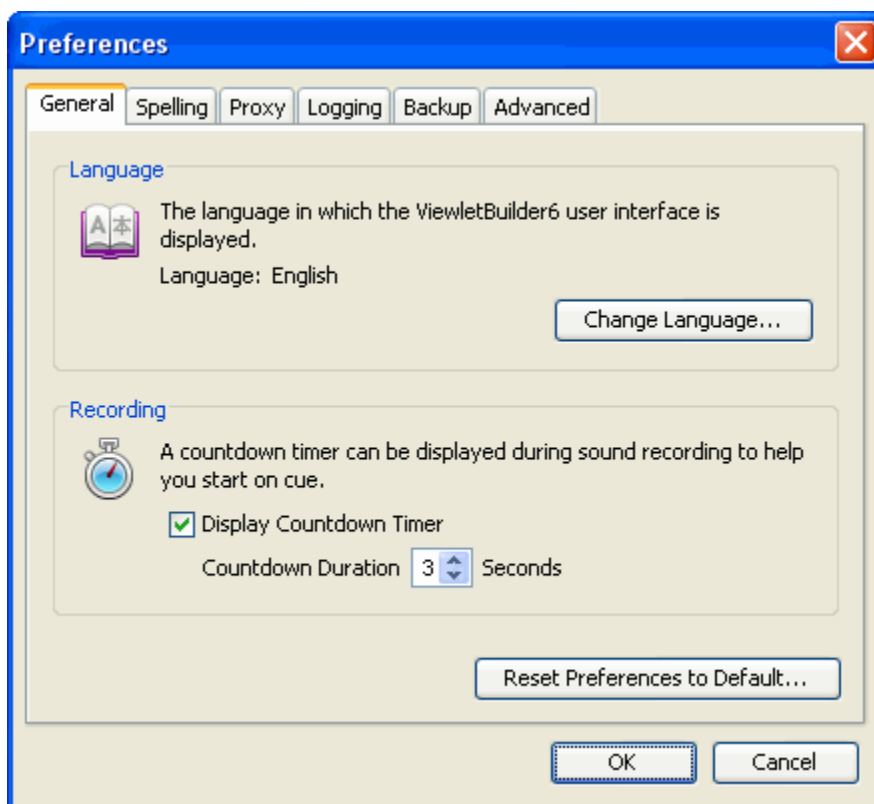
- Select **Edit** > **Preferences** from the menu bar.
- Select the *General* tab.
  - o In the *Language* area, click **Change Language**.
  - o Select a language from the list.
  - o Click **OK**.
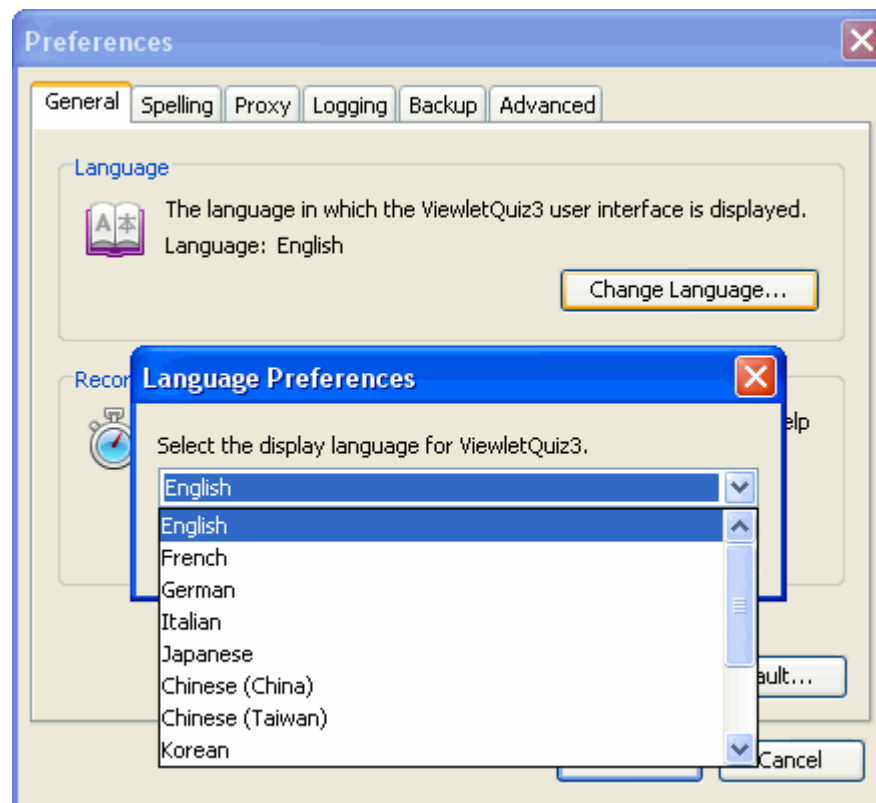
- o In the *Recording* area, set audio recording options as needed to display a countdown.
- o Click the **Reset Preferences to Default** to reset options in the *Preferences* window back to original settings at any time.

Spelling tab:

ViewletBuilder6 Enterprise will spell check any text entered into a message. This is enabled by default and can be turned on and off via the **View** menu > **Spelling Mistakes** selection.

This *Spelling* tab allows you to specify the spelling dictionary that should be used.
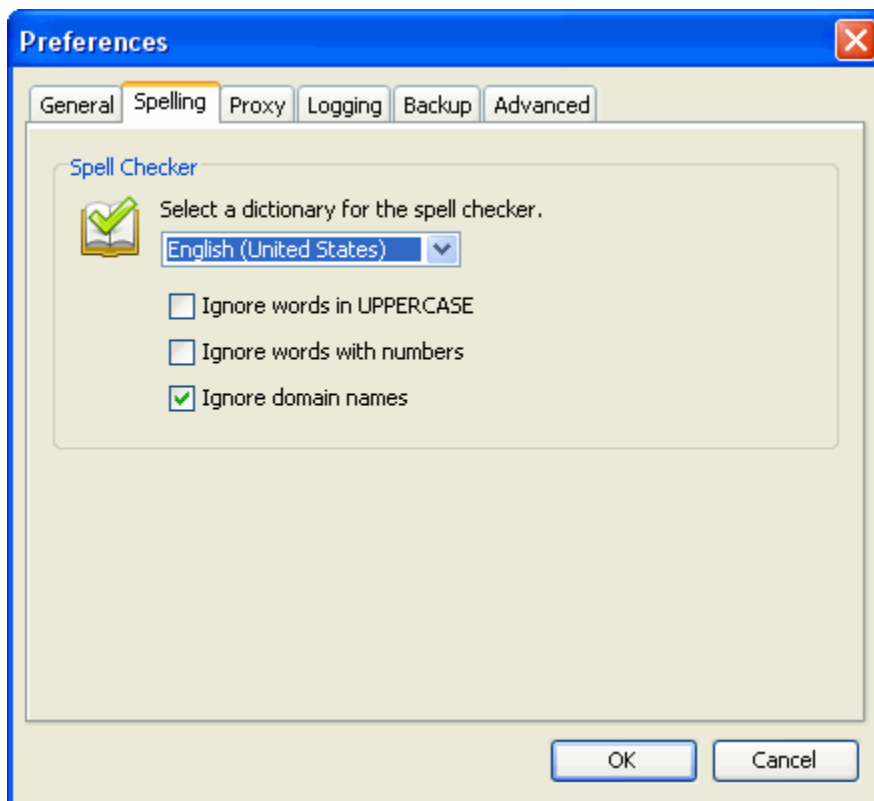
- Select the *Spelling* tab.
- Select a dictionary for the spell checker from the drop down list.
- Place a checkmark next to the additional spelling options as desired.

Proxy tab:

The Proxy tab is used to set up your proxy server. If you don't know what a proxy server is, chances are you don't need to worry about it. Some companies require the programs that access the Internet to log on through a proxy server. In this case your network administrator should have the information to fill out this preference screen.
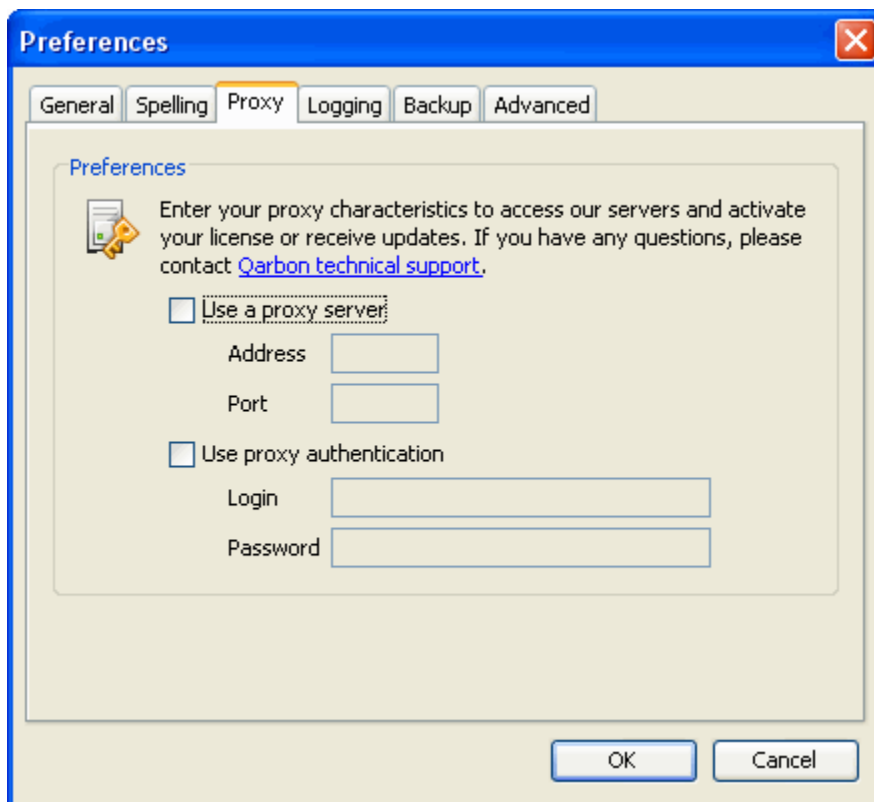
- Select the *Proxy* tab.
- In the Preferences area, select your proxy options.
- Enter additional proxy information as required in the fields provided.

Logging tab:

While ViewletBuilder6 Enterprise is running it writes a log that describes in detail what is going on in the background. This is indispensable for tracking down problems and making ViewltBuilder6 as bug free as possible.

The logging can be viewed in the *Output* tab, which can be viewed by selecting **View** > **Output** from the menu bar. It is also by default written to a log file. You should leave this option enabled and may be asked to send the log file to Qarbon Support if you are having issues.
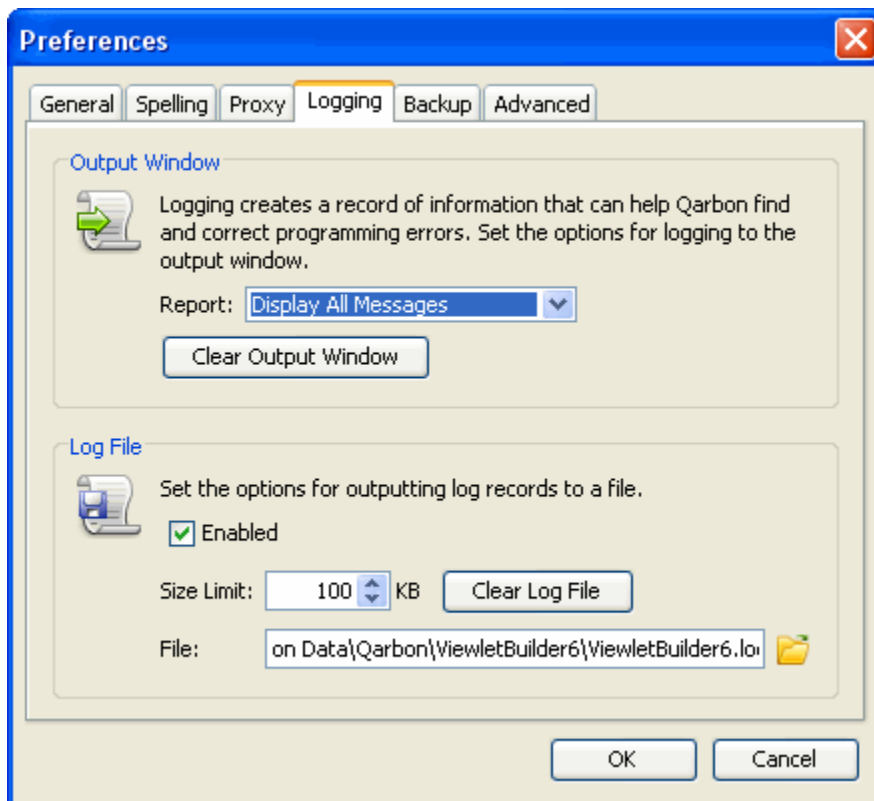
- Select the *Logging* tab.
- In the Output Window area, select a Report option from the drop down list.
- Click **Clear Output Window** (this is a tabbed view that, if selected as a View option, displays below the slide area), to clear the information in this tabbed view.
- In the Log File area, select the **Enabled** check box to activate this feature to create log files.
- If enabling logging, choose a file size limit and file save location path.
- Click **Clear Log File** to clear old log files from your system.

Backup tab:
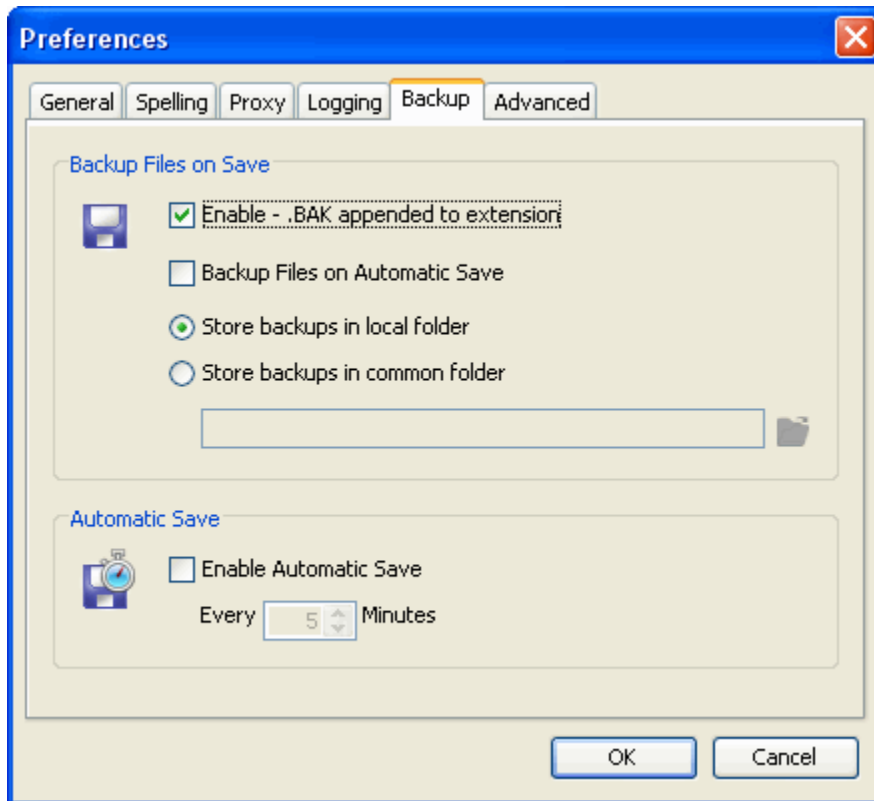
- Select the *Backup* tab.
- In the Backup Files on Save area, click the check box next to the desired options.
- If choosing to create backup files for automatic saves, select the radio button next to the store options and enter a path to save these files.
- In the Automatic Save area, click the check box to enable the automatic save function.
- If using automatic saves, select how many minutes each automatic save will be performed.

Advanced tab:
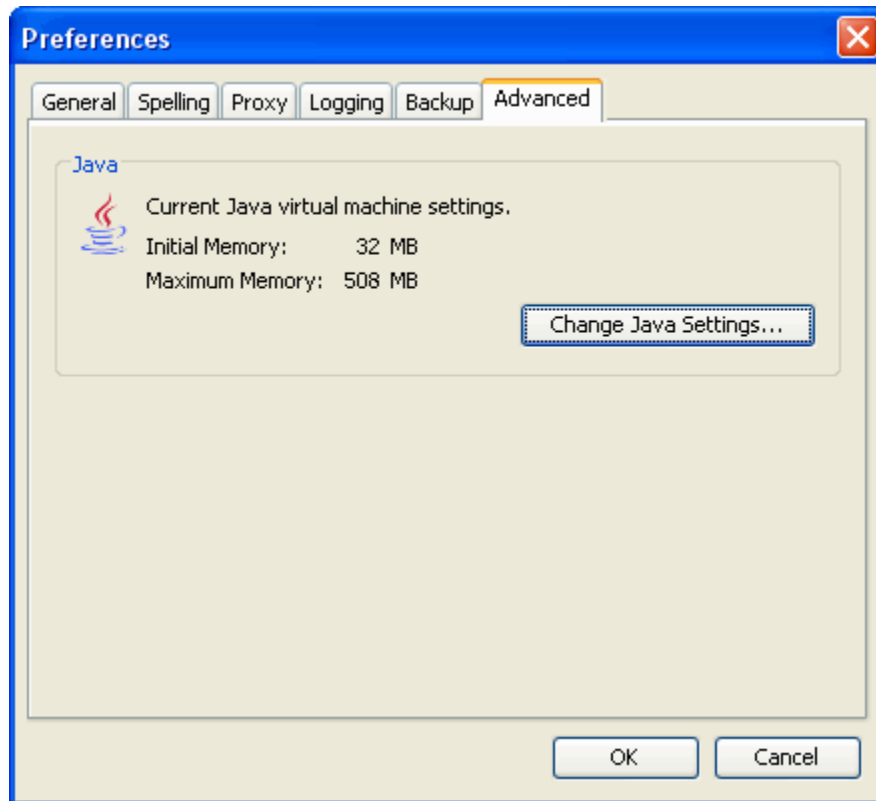
- Select the *Advanced* tab.
- View the *Java* settings or click the **Change Java Settings** button.
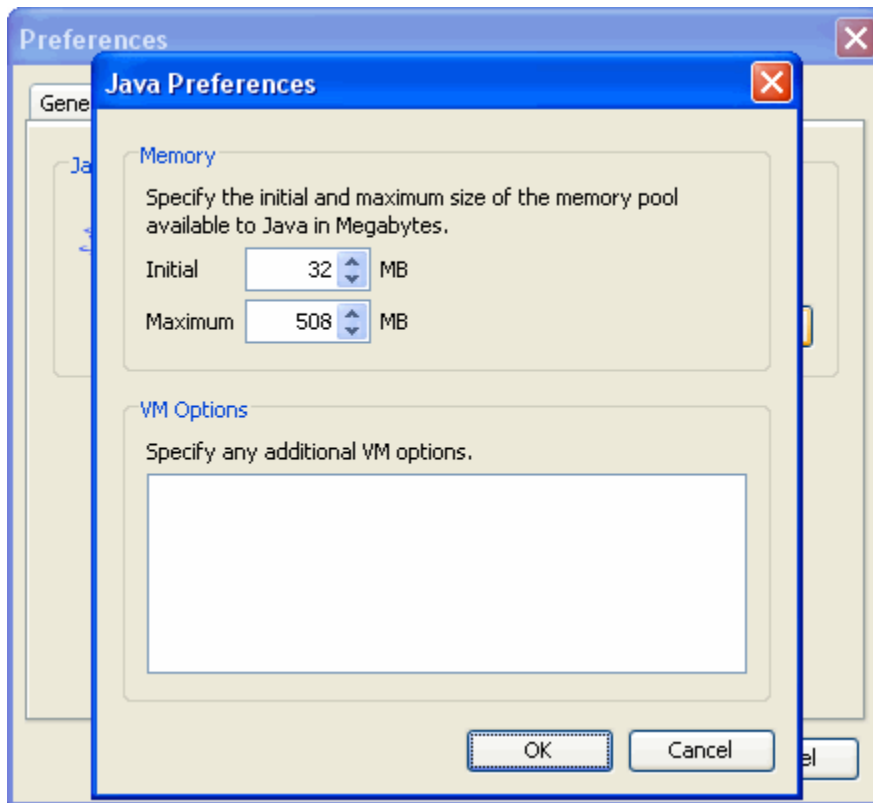
- A *Java Preferences* window displays where you can make selections.
- In the *Memory* area, set a value for minimum and maximum amount of memory that ViewletBuilder6 Enterprise may use.
- In the *VM Options* area, enter additional options as needed.
- Click **OK** to save options.

Once all the preferences are set up, click **OK**.

If you have any questions setting up ViewletBuilder6 Enterprise preferences, please contact support@qarbon.com.

Screenshot Project

ViewletBuilder6 Enterprise has the ability to create a project from a series of screenshots of a running application. Screenshot projects can be captured in various screen sizes (custom, standard, full screen, and more), and using various screen resolutions. There are two capture modes available: **Smart Capture** for automatic captures and **Manual Capture** for full capture control.
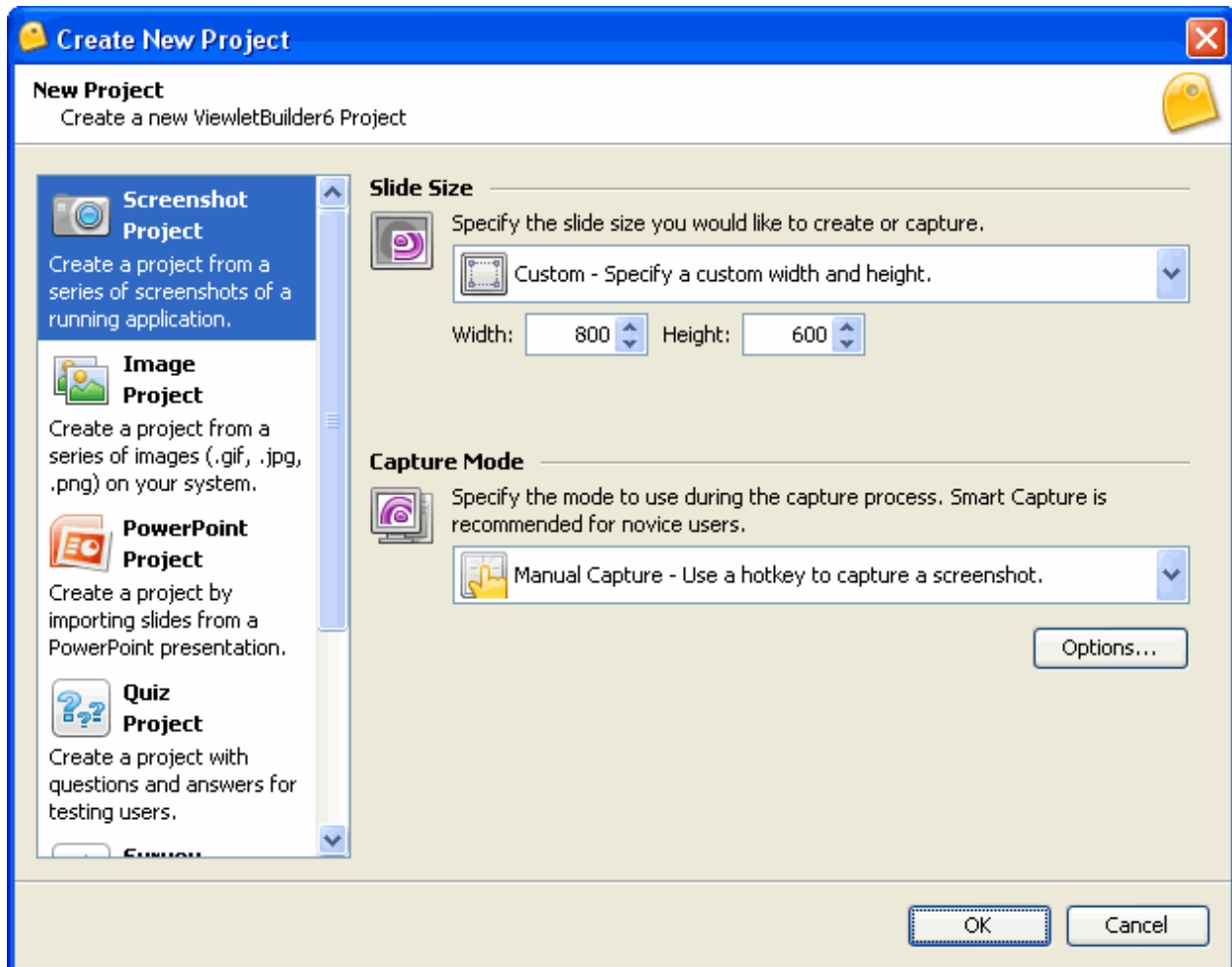
1. To create a screenshot project, open the *Create New Project* window:
   - Select **File** > **New** from the menu options, or
   - Click the **New** button on the toolbar, or
   - Click the **Create Project** button.

2. Select the **Screenshot Project** option.
3. Specify a **Slide Size** by selecting an option from the drop down list. The list includes slide sizes and a brief description of each.
   - Custom: Choose a custom width and height.

- Standards: Select a predefined standard size from the drop down list or create a new one.
    a. New Standard: Click the green plus symbol, enter the information in the *Standard Resolution* window and click **OK** to add it to the list.
    b. Modify a Standard: Select a size from the drop down list. Click the pencil icon and modify the information in the *Standard Resolution* window. Click **OK** to apply.
    c. Delete a Standard: Select a size from the drop down list and click the red 'X' icon. In the *Delete Standard* window, click **Yes**.
- Application: Capture a window of a running application by selecting one from the drop down list.
- Area: Capture an area of the screen that you will define prior to capturing screenshots.
- Window: Select a window to capture.
- Full Screen: Capture the entire screen by selecting a specific screen resolution from the drop down list.
4. Select a **Capture Mode** from the drop down list.
    - Manual Capture: Capture screenshots using a predefined hotkey.
    - Smart Capture: Capture screenshots automatically.

5. Set up capture mode **Options** and click **OK** to apply.
   - Click the **Options** button (located below the capture modes drop down list).
   - In the *Capture Options* window, in the:
     a. *Hotkeys* tab: Click a button and when it starts to blink, press the desired hotkey to replace for capturing screenshots, animation frames, to pause or continue, stop capture and cancel screenshot captures.
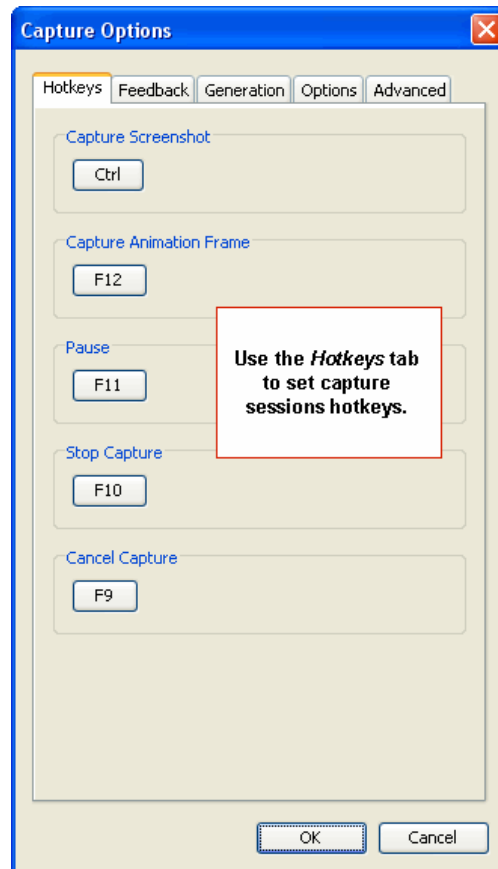
b. *Feedback* tab: In the During Capture area, select/deselect options for status window and tray icon behaviors. In the Play Sound area, select options for when to play sound during captures.
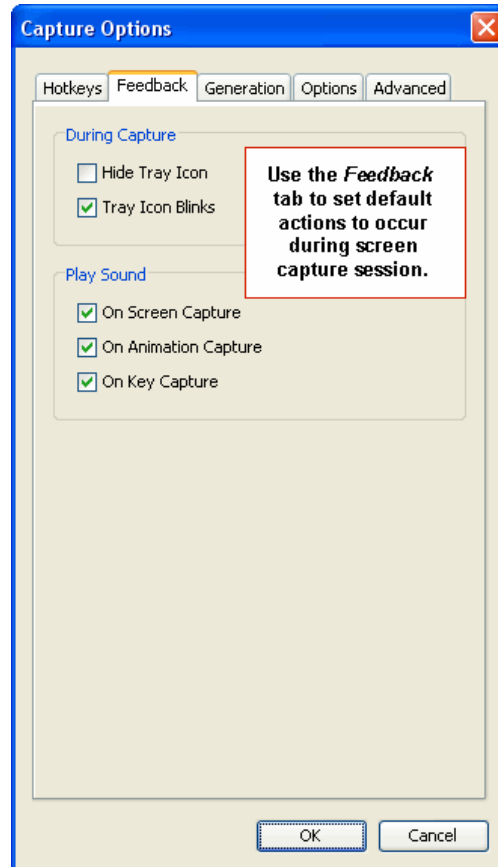
c. *Generation* tab: Make selections for Add to Slide options for On Mouse Click, On Text Entered and On Mouse Wheel activities during screen captures.
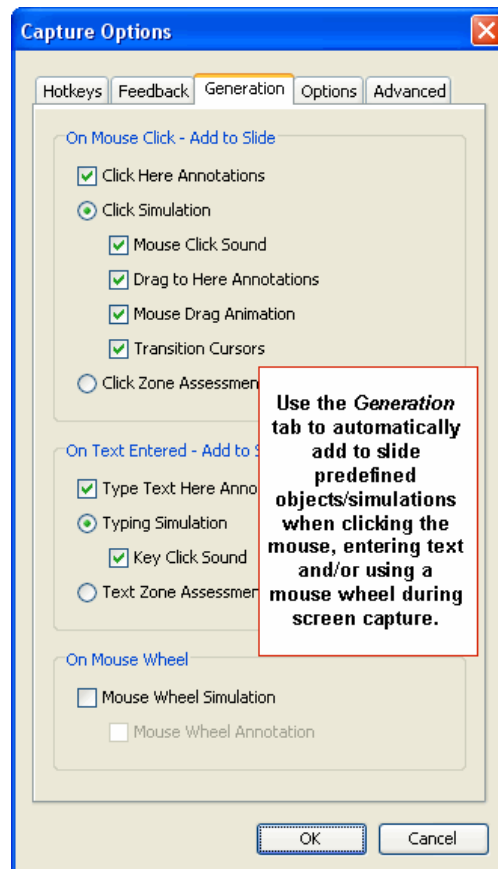
d. *Options* tab: In the Capture Popups area, select the check box to capture popup hints and tooltips during the capture session. To make the capture file size smaller, select the Compress During Caption option.
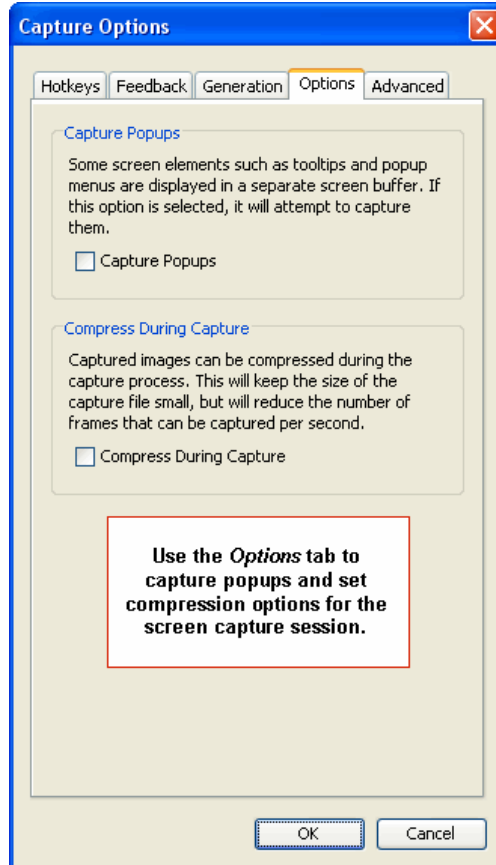
e. *Advanced* tab: Set the frame rate for capturing animation frames during drag and drop operations and screenshot delay to wait before taking a screenshot.

6. Once the slide size and capture mode are set, click **OK** to start the screenshot process. Depending upon the slide size chosen, you may be prompted to define an area of the window or a specific window to capture before starting. Depending upon the capture mode, you capture screenshots manually using your hotkey choice or the system will capture screenshots automatically using the smart capture mode.
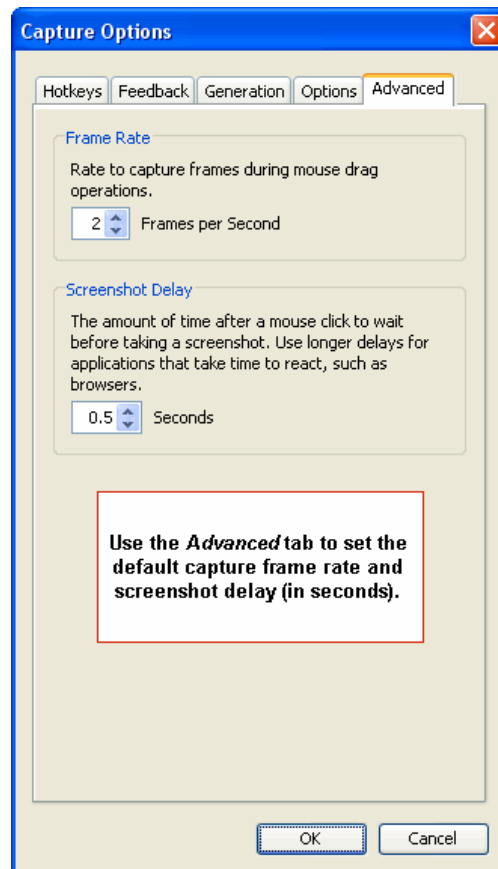7. Click the ViewletBuilder6 Enterprise icon in the system tray to choose options for pausing, ending or changing options during a screenshot session. Click **Stop** to end the screenshot session.
8. Once you stop (not cancel) a screenshot session, ViewletBuilder6 Enterprise will render your screenshots as a series of slides ready for editing.

If you have any questions or if any issues arise while creating Screenshot Projects, contact Support (support@qarbon.com) for assistance.

Image Project

Create a project from a series of images on your system or from an available storage device. Supported image formats include .jpeg, .gif, .tiff, .jpg, .png and .bmp. Images are embedded on slides as background images.
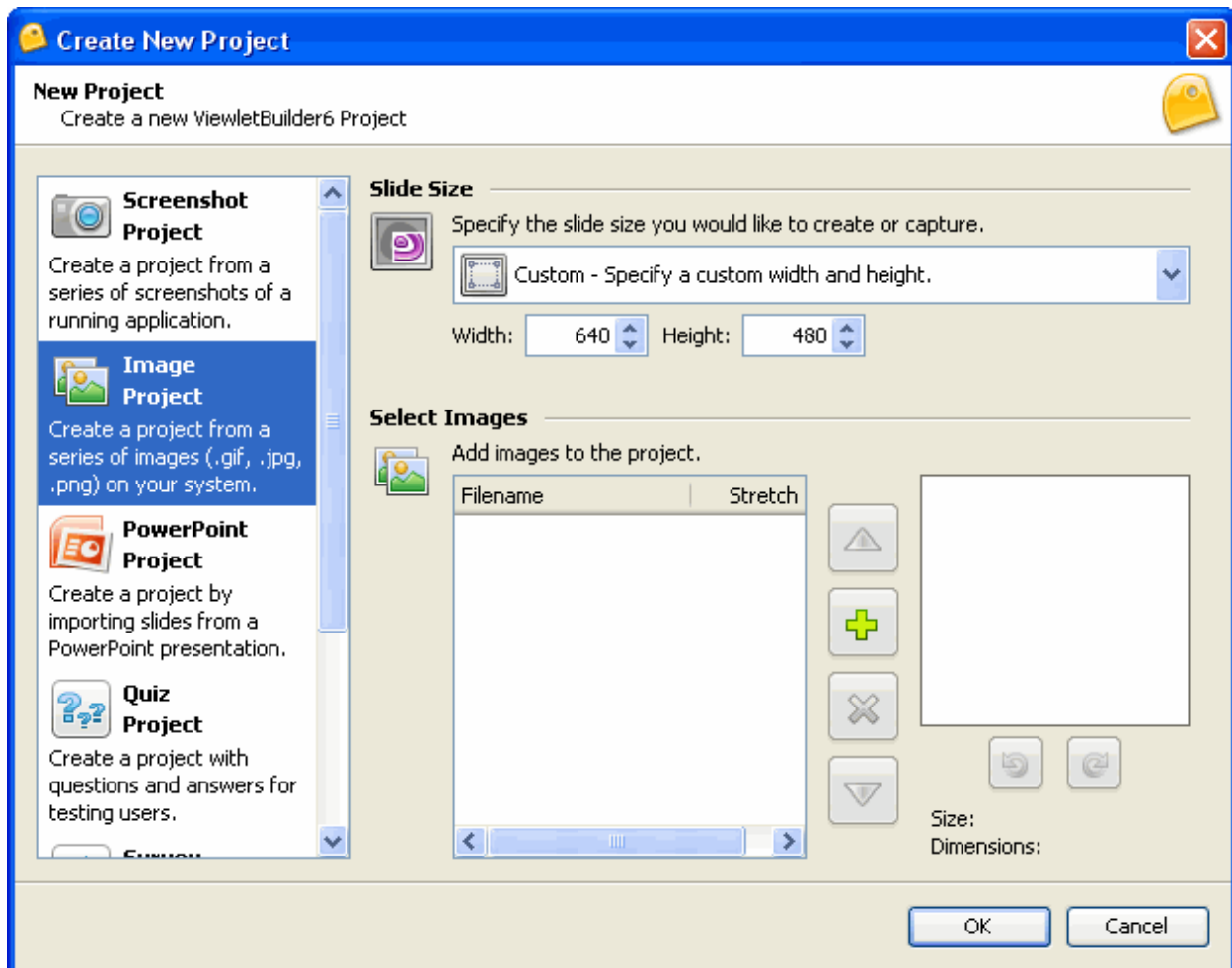
1. To create an image project, open the *Create New Project* window:
   ▪ Select **File** > **New** from the menu options, or
   ▪ Click the **New** button on the toolbar, or
   ▪ Click the **Create Project** button.
2. Select the **Image Project** option.
3. Specify a **Slide Size** by selecting an option from the drop down list. There are two options available.
   ▪ Custom: Choose a custom width and height.
   ▪ Standards: Select a predefined standard size from the drop down list or create a new one.
      a. New Standard: Click the green plus symbol, enter the information in the *Standard Resolution* window and click **OK** to add it to the list.

    b. Modify a Standard: Select a size from the drop down list. Click the pencil icon
        and modify the information in the *Standard Resolution* window. Click **OK** to
        apply.
    c. Delete a Standard: Select a size from the drop down list and click the red 'X'
        icon. In the *Delete Standard* window, click **Yes**.
4. Add images to the project by clicking the green plus icon. In the Select Images *Files*
    window, locate and select one or more image files and click **Open**.
5. A list of image files will display. To work with the image list before creating the new project:
    ▪ Click the **Filename** column header to sort the files by name in ascending/descending
      order.
    ▪ Select the **Stretch** check box option to have the image stretched to fill the entire slide
      background.
    ▪ Select a file and click either the up or down arrow (to the right of the list) to move the file
      up or down in the list.
    ▪ To add more files to the list, click the green plus icon.
    ▪ To remove a file from the list (not from the computer), click the red 'X' icon.
    ▪ To preview an image, select it in the list and view the preview panel.
    ▪ To rotate an image, select it and click one of the curved arrows below the preview pane
      to rotate the image as desired. This rotation orientation will be the position used when
      the image is embedded as a slide background.
    ▪ To view the size and dimensions of an image, select it in the list and view the information
      before the preview pane.
6. Click **OK** and the images will be embedded as slide backgrounds ready for editing.

If you have any questions regarding image projects, email: support@qarbon.com.

PowerPoint Project

ViewletBuilder6 Enterprise edition allows you to create a new project by directly importing slides from a PowerPoint (.ppt) presentation file while in ViewletBuilder6 Enterprise's *Create New Project* window.
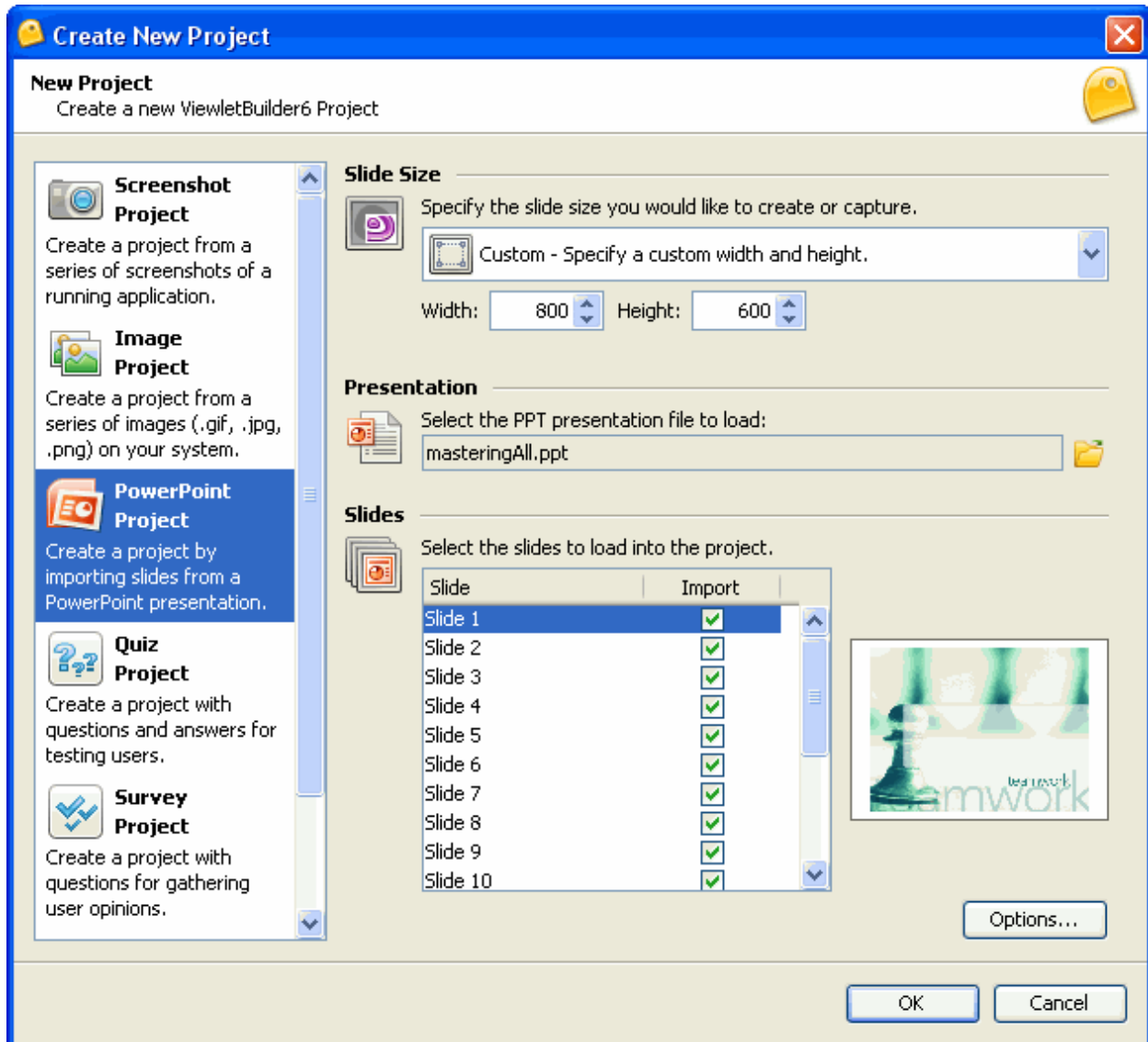
Steps to create a new Viewlet project from a PowerPoint presentation:

- Select the **New Project** option.
- Select **Power Point Project**.
- In the *Slide Size* area, specify the slide size you want to use for your new project.
- In the *Presentation* area, click the yellow folder to browse for and select the PowerPoint file to load.
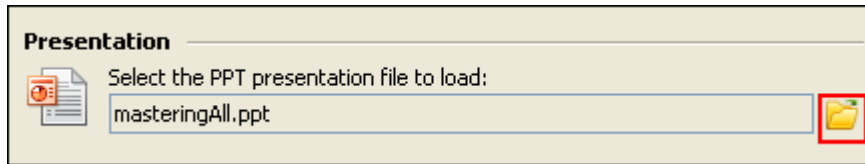
- In the *Slides* area, the PowerPoint slides will load in a preview list:
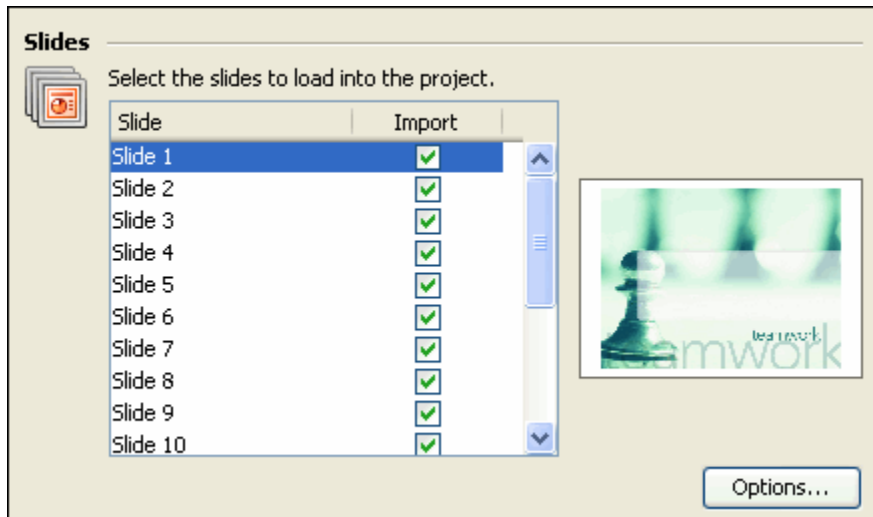
   o In the *Import* column, place a checkmark in the box for the slides you wish to import.
   o Select a slide to preview it to the right of the list in the preview area.
   o Click **Options** to view and set additional options for import.
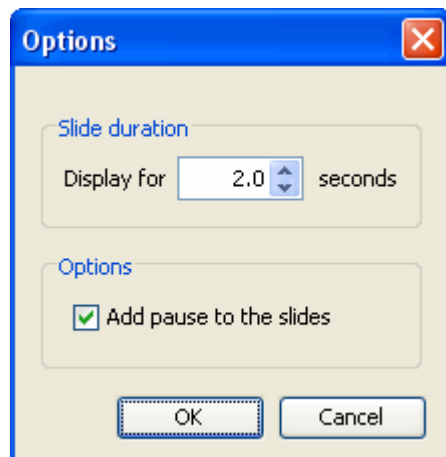
- Once all the settings are made for importing the PowerPoint slides, click **OK**.

The PowerPoint slides are converted to ViewletBuilder slides, ready for editing as a new ViewletBuilder6 Enterprise edition project file.
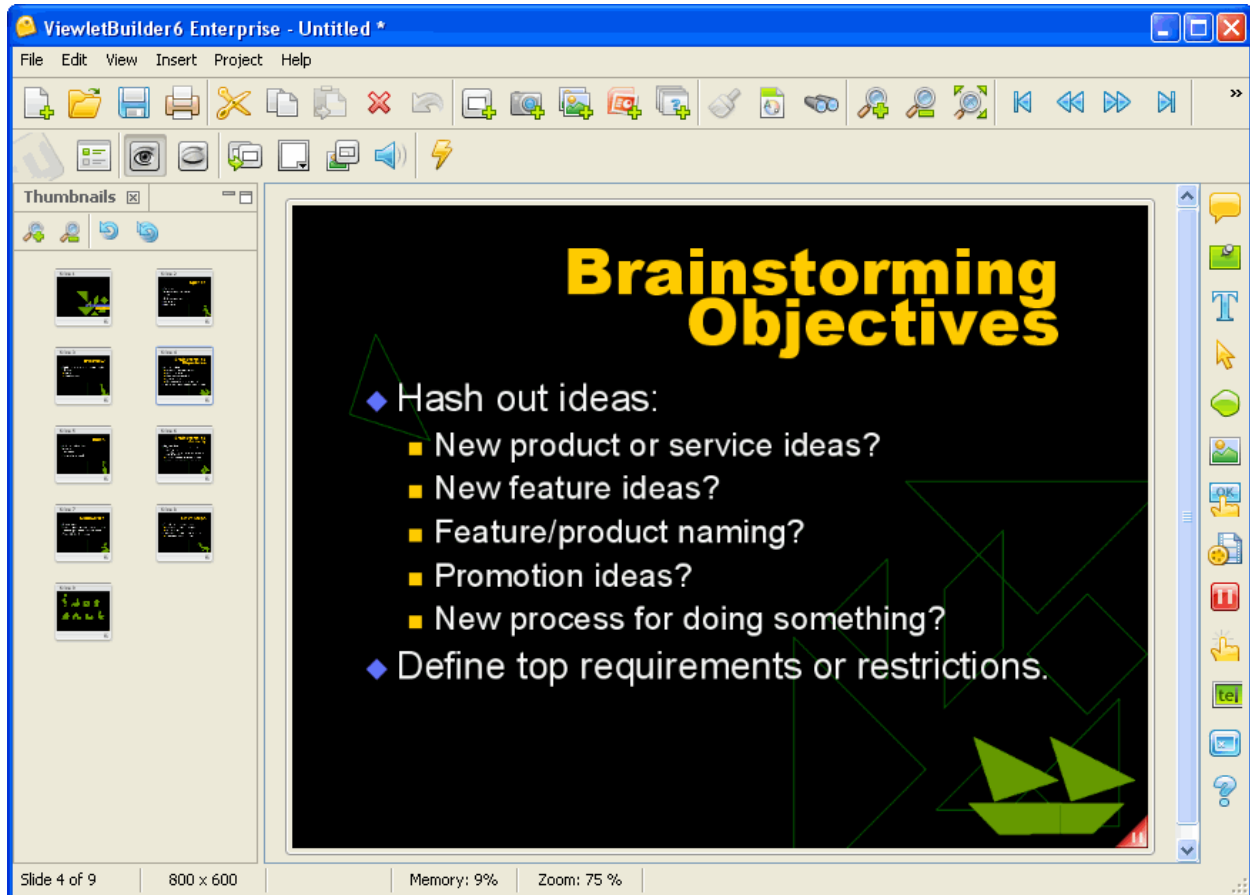
Quiz Project

The Quiz Project is the first of the ViewletBuilder6 Enterprise project types. ViewletBuilder6 Enterprise allows you to create a project with questions and answers for testing users.
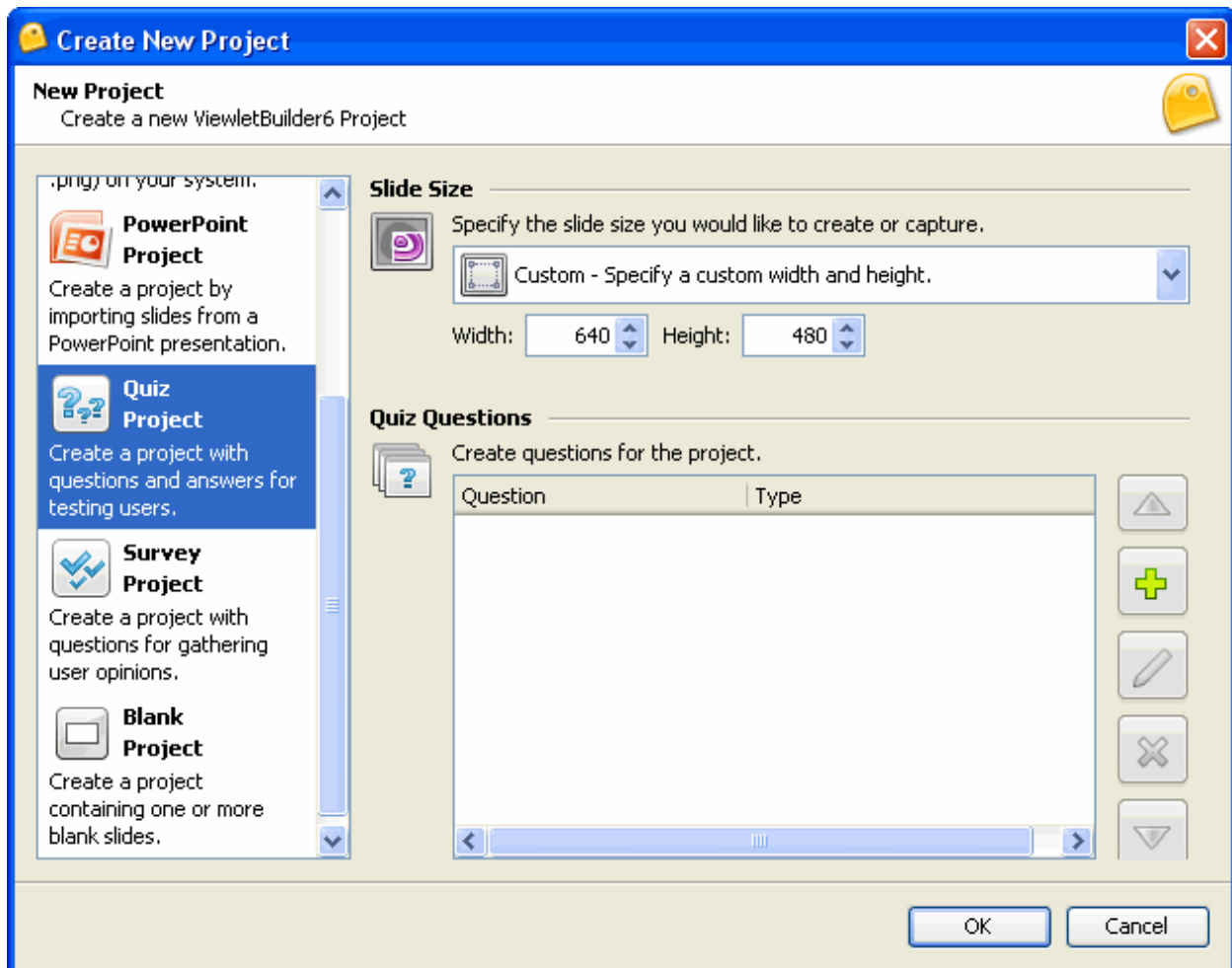
1. To create a quiz project, open the *Create New Project* window:
   - Select **File** > **New** from the menu options, or
   - Click the **New** button on the toolbar, or
   - Click the **Create Project** button.

2. Select the **Quiz Project** option.

3. Select a slide size using a custom or standard option.

4. In the Quiz Questions area, create and manage questions for your project:
   - To add a question:

     d. Click the **Add** button.

e. In the *Question* window, select a Question Type from the list. Scroll through the list to view all options.

f. Enter a Question in the field provided.

g. In the Survey or Quiz: area, select **Quiz – Requires the user to provide a correct answer** or **Survey – Does not require a correct answer**.

h. Click **OK**.

- To modify an existing question:

  a. Select the question you want to modify.

  b. Click the **Modify** button.

  c. Make your edits in the *Question* window.

  d. Click **OK**.

- To move a question up/down in the list:

  a. Select the question you want to move.

  b. Click the up/down arrow to move the question up/down in the list.

- To delete a question from the list:

  a. Select the question you want to delete.

  b. Click the **Delete** button.

5. Click **OK** to render the quiz questions as slides ready for editing.

For more information on creating quiz projects, contact support@qarbon.com.
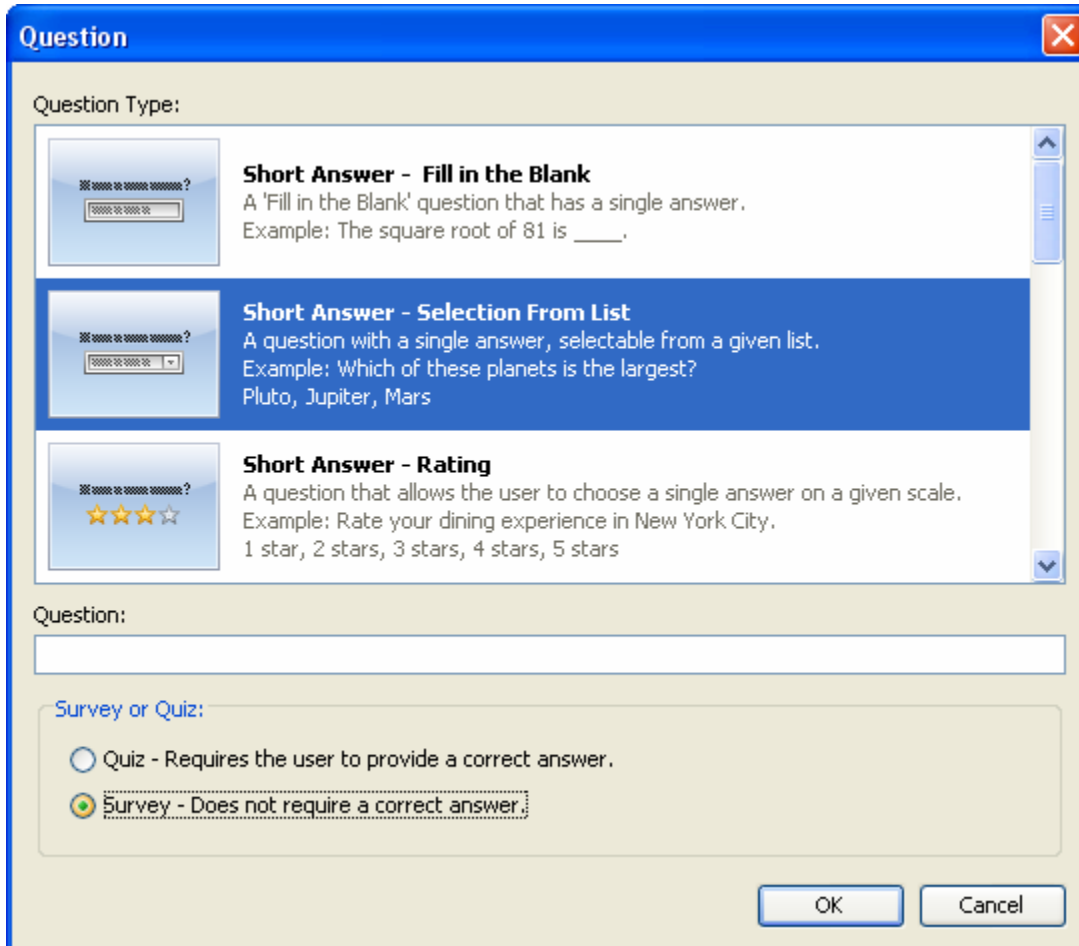
Survey Project

ViewletBuilder6 Enterprise allows you to create a survey project with questions for gathering user input or opinions. Unlike quiz projects, survey projects do not require a correct response from the user.

1. To create a survey project, open the *Create New Project* window:
    - Select **File** > **New** from the menu options, or
    - Click the **New** button on the toolbar, or
    - Click the **Create Project** button.

2. Select the **Survey Project** option.

3. Select a slide size using a custom or standard option.

4. In the Survey Questions area, create and manage questions for your project:
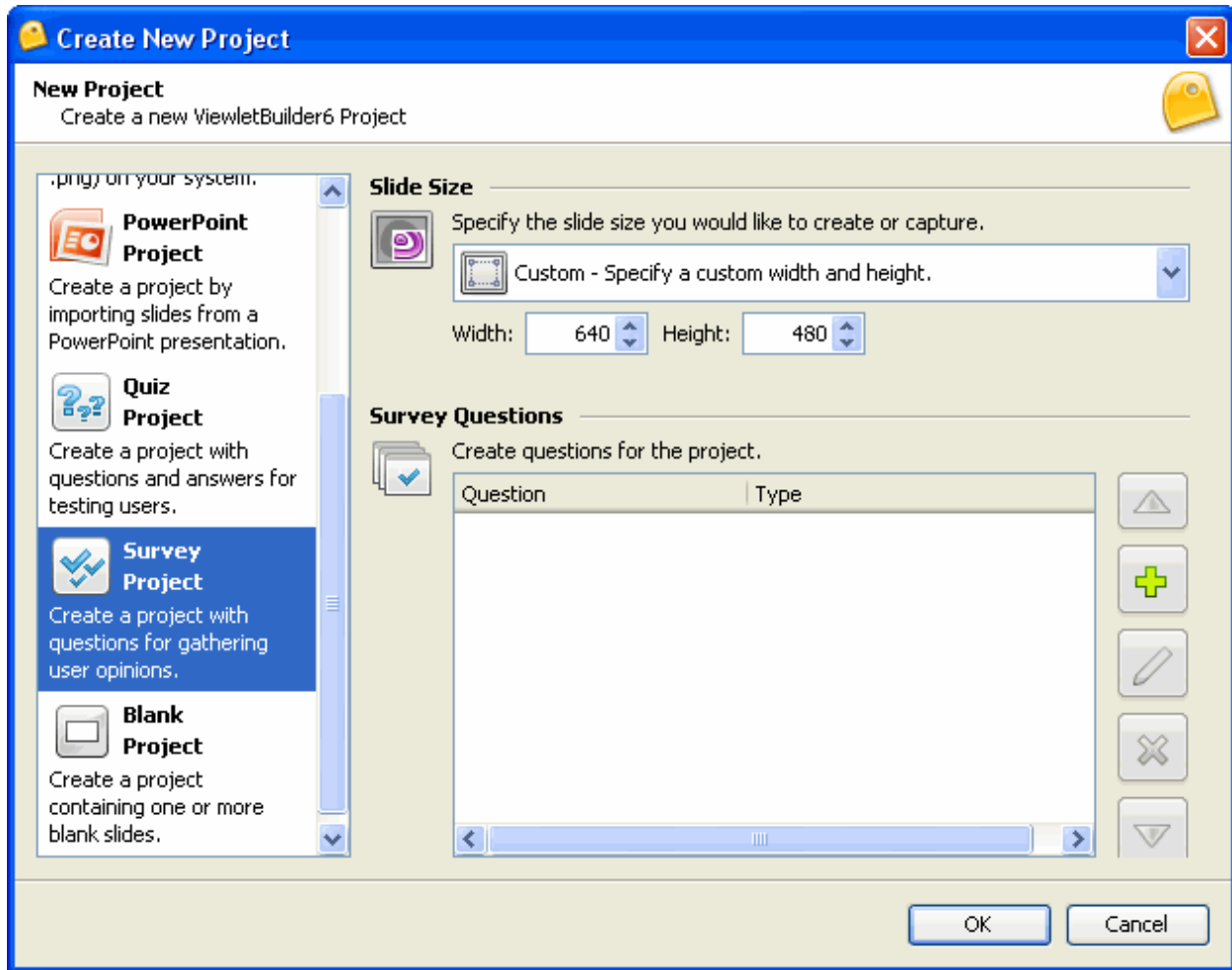   ▪ To add a question:

   a. Click the **Add** button.
   b. In the *Question* window, select a Question Type from the list. Scroll through the list to view all options.

   c. Enter a Question in the field provided.
   d. In the Survey or Quiz: area, select **Quiz – Requires the user to provide a correct answer** or **Survey – Does not require a correct answer**.
   e. Click **OK**.

- To modify an existing question:
    a. Select the question you want to modify.
    b. Click the **Modify** button.
    c. Make your edits in the *Question* window.
    d. Click **OK**.
- To move a question up/down in the list:
    a. Select the question you want to move.
    b. Click the up/down arrow to move the question up/down in the list.
- To delete a question from the list:
    a. Select the question you want to delete.
    b. Click the **Delete** button.

5. Click **OK** to render the survey questions as slides ready for editing

Quiz and Survey Project Question Types

ViewletBuilder6 Enterprise allows you to create dynamic quiz and survey projects. There are more then 10 common question types available for either type of project.

Here's a brief overview of each:

Short Answer – Fill in the Blank

This question type is a fill in the blank with a single answer.

What is the square root of 81?

Short Answer – Selection from List

This is a question with a single answer, selectable from a given list.

Name the first President of the United States.

George Washington ▼

Short Answer – Rating

This is a question type with a single answer on a given scale.

How would you rate the movie, "King Kong?"

★ ★ ★ ☆ ☆

Short Answer Essay

This is a question that allows the user to type in one or more paragraphs to respond.

Please tell us about your hobbies.

Multiple Choice – Single Answer
This is a question with a single answer given two or more choices.

What is the square root of 81?

- ○ 9
- ○ 8
- ○ 7

Multiple Choice – Multiple Answers
This is a question type with one or more answers.

Which of these fruits grow on trees?

- ☐ Apples
- ☐ Strawberries
- ☐ Pears

Multiple Choice – Fill in the Blanks
This is a question with one or more 'Fill in the Blank' entry fields.

I am ___feet tall and weigh ___ pounds.

Height [   ]
Weight [   ]

Multiple Choice – Selection from Lists
This is a question where respondents must choose answers from a list(s) of choices.

What is the capital of each of these countries?

United States [Washington, DC ▼]

Japan [Tokyo ▼]

Multiple Choice – Rating

This is a question type where respondents must select answers on a scale.

How would you rate these movies?

Gone with the Wind ★ ★ ★ ☆ ☆

King Kong ★ ★ ★ ☆ ☆

The Wizard of Oz ★ ★ ★ ☆ ☆

Multiple Choice – True/False

This is a question with only one of two possible answers.

Washington, DC is the capital of the United States.

○ True

○ False

Likert Scale

This is a question type where respondents specify their level of agreement to a statement.

The customer service representative was helpful.

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
○	○	○	○	○

Note: The main difference between a survey question type and a quiz question type is that one does not require a correct response (survey) and the other does require a correct response (quiz).

Quick Tip: For essay questions, set the Submit key to **None** to allow a user to hit the Enter key when submitting the answer.

For more information on question types, please send an email to: support@qarbon.com.

Blank Project

Create a project containing one or more blank slides. This option is a great starting point for authors who want to create projects using a blank template.
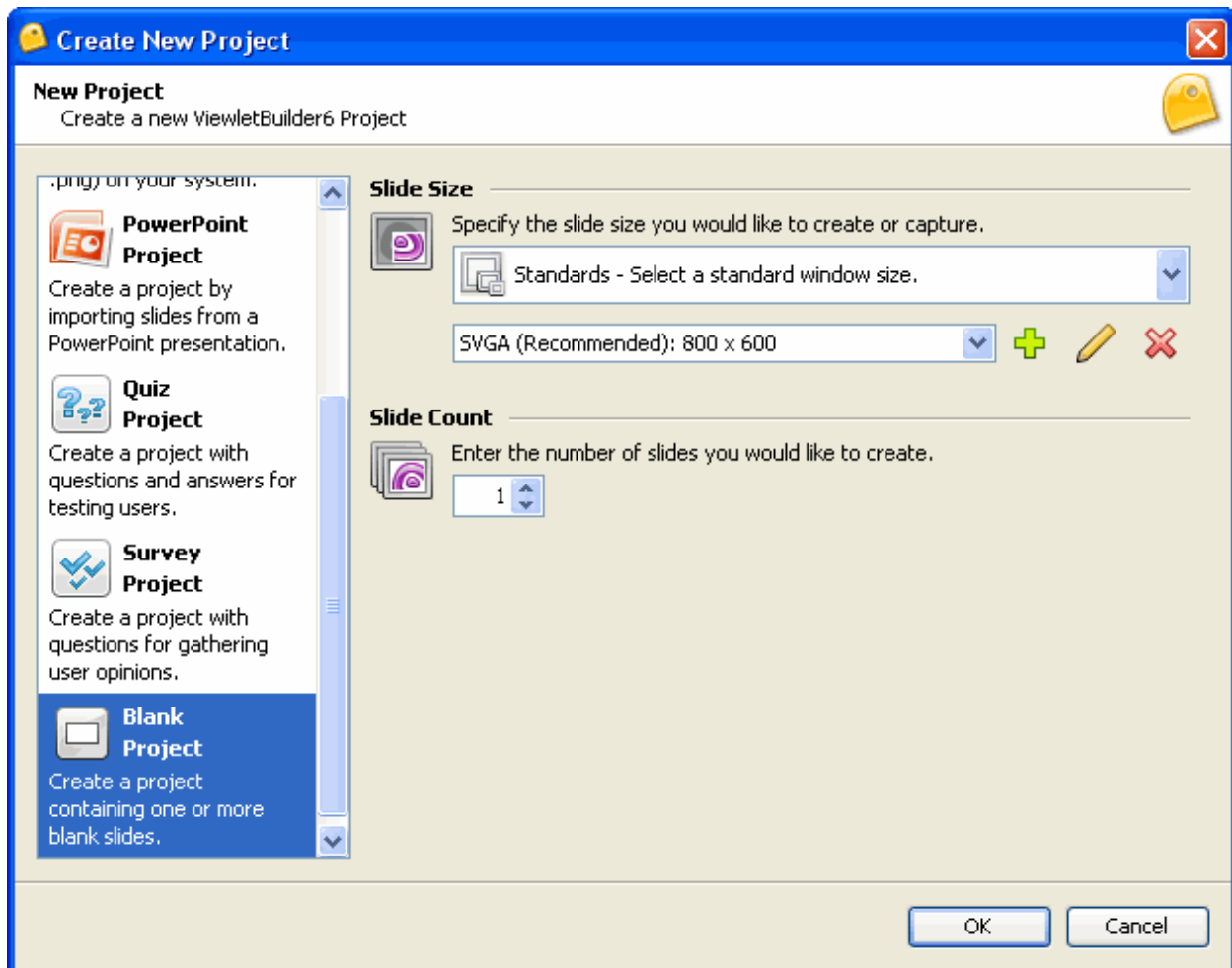
1. To create a blank project, open the *Create New Project* window:
   - Select **File** > **New** from the menu options, or
   - Click the **New** button on the toolbar, or
   - Click the **Create Project** button.

2. Select the **Blank Project** option.

3. Specify a **Slide Size** by selecting an option from the drop down list. There are two options available.
   - Custom: Choose a custom width and height.
   - Standards: Select a predefined standard size from the drop down list or create a new one.

      a. New Standard: Click the green plus symbol, enter the information in the *Standard Resolution* window and click **OK** to add it to the list.

      b. Modify a Standard: Select a size from the drop down list. Click the pencil icon and modify the information in the *Standard Resolution* window. Click **OK** to apply.

      c. Delete a Standard: Select a size from the drop down list and click the red 'X' icon. In the *Delete Standard* window, click **Yes**.

4. For **Slide Count**, enter the number of slides you want to create for the new project.

5. Click **OK** to create the new blank project ready for editing.

If you have any questions regarding blank projects, email: support@qarbon.com.

Slide View and Thumbnail View

If you have worked with ViewletBuilder in previous versions, there were two main views, Slide View and Thumbnail View. Both views are available in ViewletBuilder6 Enterprise, but with some very powerful options. Let's take a brief look at each.

Slide View
The slide view area is the area where you directly add objects to a slide and edit them. This is normally referred to as the main editing area of a project and where you will probably spend most of your time while working with a slide.
The main slide area can be resized by dragging the edges of the slide areas panels or by closing one or more tabbed views. The main slide area can be resized by dragging the edges of the slide areas panels or by closing one or more tabbed views. Or, you can use the various **Zoom** toolbar buttons to quickly zoom in/out or fit to size.
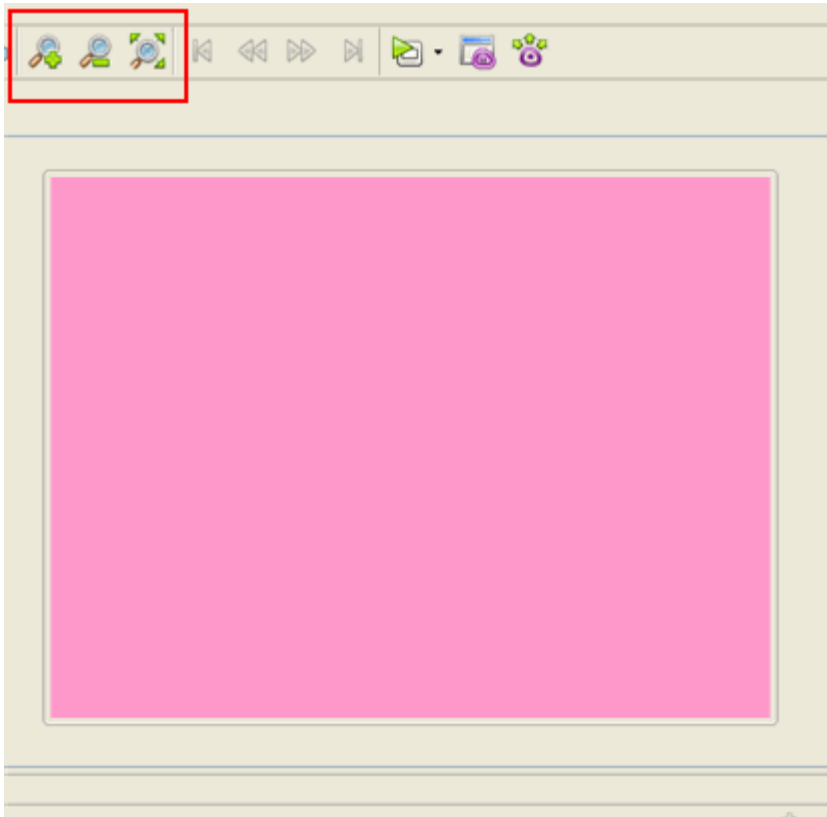
Tasks performed while working in the slide view area vary and are explained in further details throughout this manual.
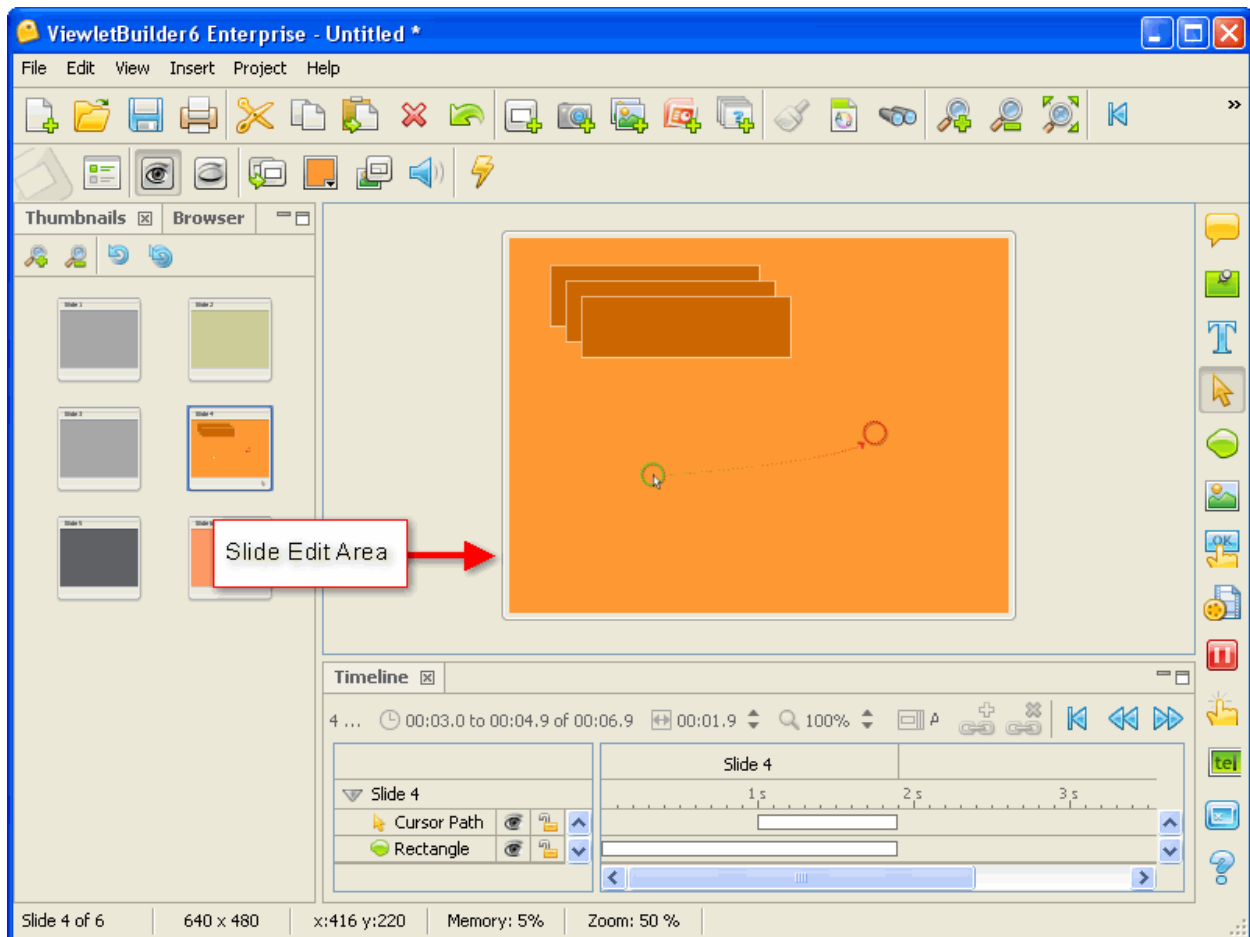
Thumbnail View
The thumbnail view allows you to view all the slides in the entire project. These slides are rendered as thumbnails. Various tasks can be performed while viewing thumbnails including moving slides around in the project, deleting slides, adding features to multiple slides, etc. While in thumbnail view, you can use the zoom in and zoom out buttons to increase/decrease the size of the thumbnails. You can rename the slide by clicking on the thumbnail title. The bottom of the thumbnail contains various icons representing the kind of elements on that slide.
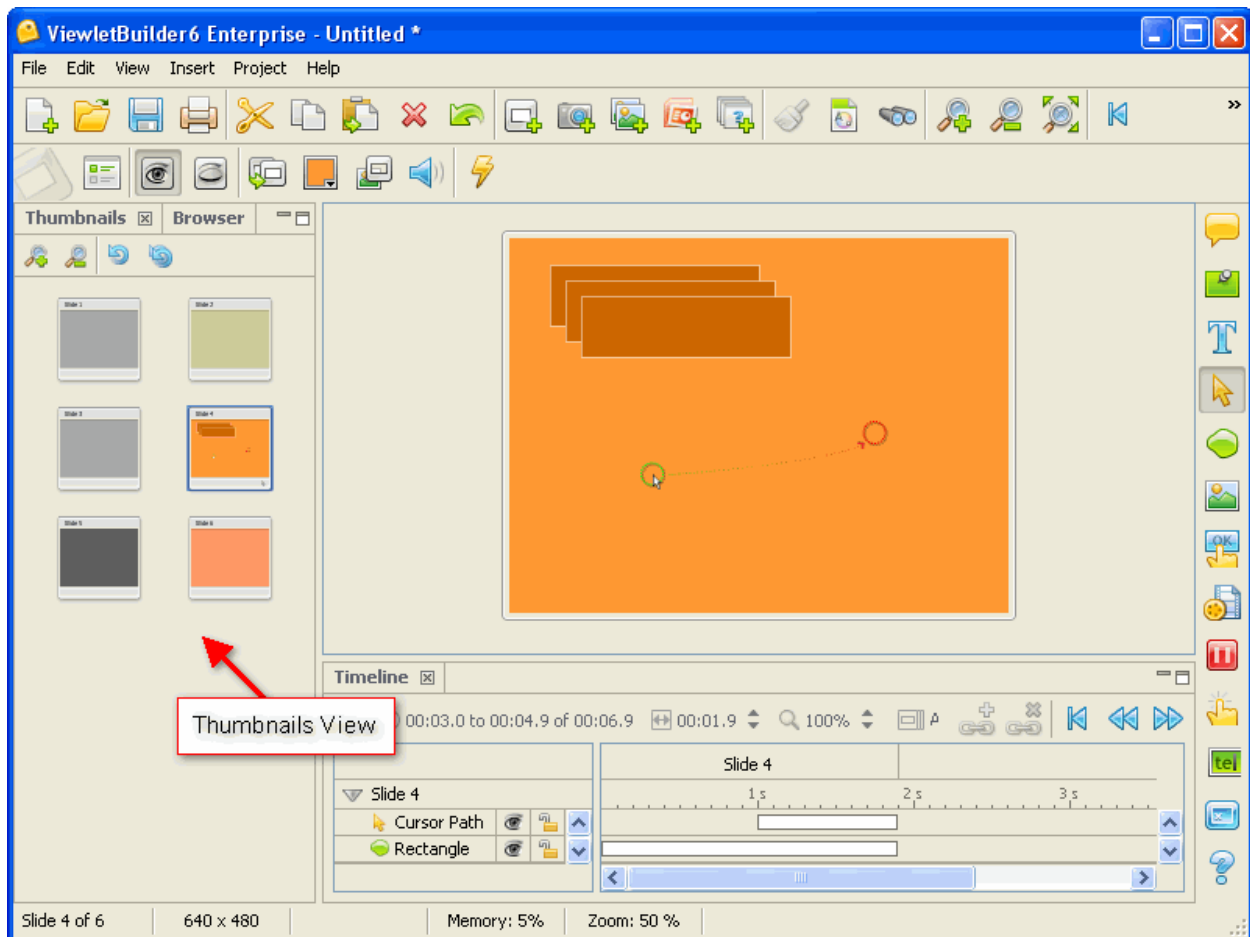
Quick Tip: Use the **Refresh** and **Refresh All** buttons to ensure all thumbnails are in sync with their slide.
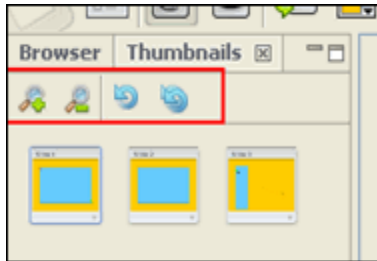
If you need further information about these features, please email support@qarbon.com, or visit the Help section of our web site (www.qarbon.com).

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Tabbed Views – Brief Introduction

ViewletBuilder6 Enterprise offers authors control over customizing various workspace views. These options are called Tabbed Views. While in slide view, these tabs display to the left of the slide or below, depending upon the view selected. Each view can be displayed or hidden as desired and are used for specific operations. If you would like to relocate one of these views, grab the tab with your mouse and move it to the left, right or bottom areas of your screen.
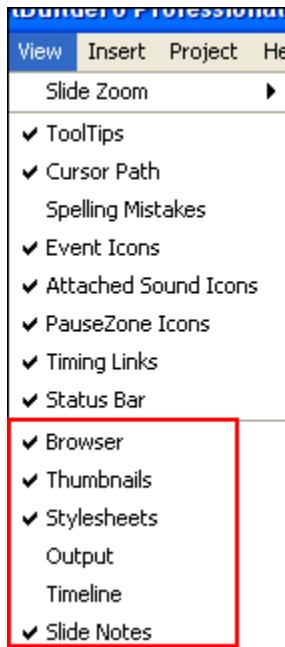
To view a list of available tabbed views:
- Select **View** from the menu bar.
- Select a tabbed view to display. If a view selection is already checked in the menu, select it to remove the checkmark to hide it.

Each tabbed view has buttons to expand or minimize/maximize the tab(s):
- Select the **Expand** □ button on the tab to see the tab in full view.
- Select the **Minimize** ▬ button on the tab to minimize all active tabs.
- Select the **Maximize** ▭ button on the tab to maximize all active tabs.

View of minimized tabs:

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Browser Tabbed View

This tabbed view allows you to easily organize, access and manage the resources that are available to you while you author your Viewlets. You can open projects, drag and drop images and movies, add publishing targets, delete files or folders, and view statistics of your Viewlets published on ViewletCentral.
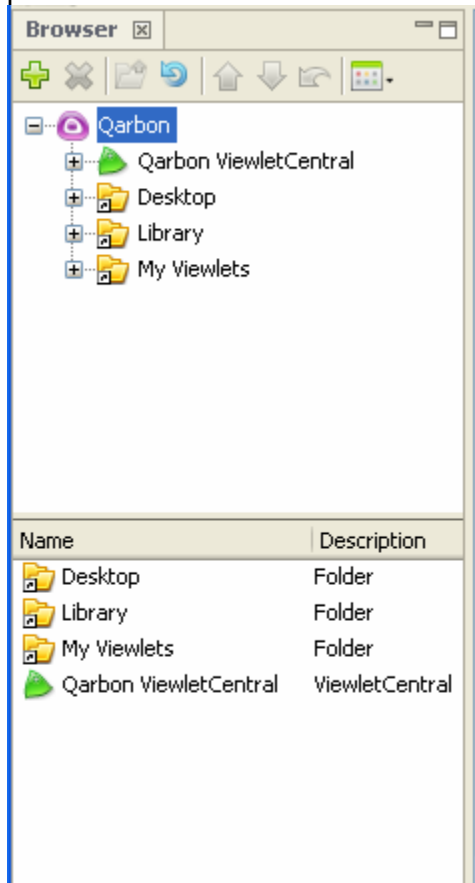
To display the *Browser* tab:
- If the browser tab is not in view to the left of the slide area, select **View** from the menu bar.
- Select **Browser** from the drop down list.

To add a publishing target:
- Click the **Add** (green plus) icon.
- Select a publishing target from the drop down list.
  1. Local or network folder: Select a folder and click **Select Folder** to add it to the list in the *Browser* tab while in ViewletBuilder6 Enterprise.
  2. Add FTP server: Fill in the required information in the *FTP Server* window and click **OK**.
  3. Add Corporate ViewletCentral: In the window that displays, enter the requested information. If you do not have this available, contact your ViewletCentral Administrator. Click **OK**.

To delete files or folders from the list (not from the system):
- Select the file or folder.
- Click the **Delete** icon (red 'X') on the *Browser* toolbar.
- A *Delete* confirmation will appear. Click **Yes**.

To navigate through files and folders:
- Click the desired file or folder to highlight it.
- If the folder contains a plus symbol, click it to expand the files/folders beneath it.
- If the folder contains a minus symbol, click it to hide (collapse the view of) the files/folders in it.
- Click the yellow folder with the green up arrow on the toolbar to move back to the top of the list.

To refresh the list of files and folder:
- Click the blue circular arrow on the toolbar to refresh the current files and folders being viewed.

To change views of how files and folders are displayed:
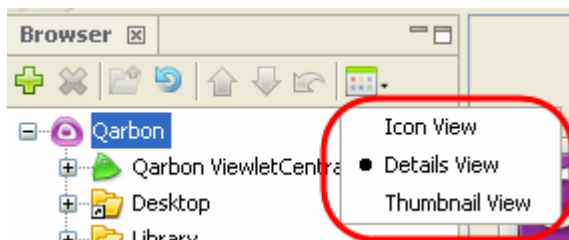
- Click the **Views** button on the toolbar.
- Select a view option:
  1. Icon View: Displays the name of each file in its perspective folder.
  2. Details View: Displays the file or folder name, type, dimensions, number of slides, last modification date and file size. You can sort by each of these by clicking the appropriate column header. Sort the columns as needed by clicking a column and dragging it to its new location.
  3. Thumbnail View: View each file as a thumbnail.

To expand/collapse the Browser view:
- Click on the slide icon to the right of the tab to expand the view.
- Click the double slide icon to minimize the tab view.

To close/hide the Browser tab:
- Select **View** from the menu options and deselect **Browser** from the drop down list, or
- Click the small 'x' in the right corner of the Browser tab.

Thumbnails Tabbed View

This tab appears to the left of the slide editing area and displays thumbnails of all the slides in the current project. Thumbnails can be resized in this view and the tab expanded to take advantage of additional operations performed in Thumbnail View such as moving slides, performing the same operation on multiple slides, etc.
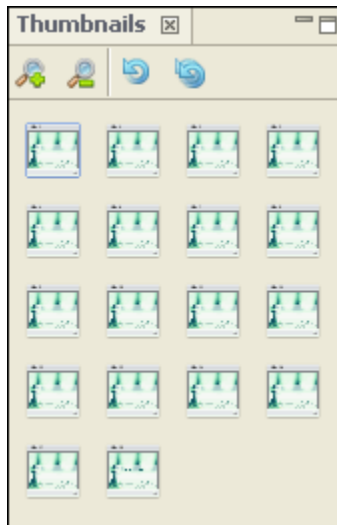
To display the *Thumbnails* tab:
- Select **View** from the menu bar.
- Select **Thumbnails** from the drop down list. The *Thumbnails* tab will appear to the left of the slide editing area.

To expand/minimize the tab:
- By default, the tab appears in minimized view. To expand it, click the slide icon to the right of the tab. This will close the slide editing view, displaying all the project's slides in a Thumbnail View.
- To go back to slide edit view or to minimize this view, double click a thumbnail or click the double slides icon to the right of the view.

Note: If you miss the old ViewletBuilder4 thumbnail view and want to see all your thumbnails on one large screen, you can use the Thumbnails tab's **Maximize** button get the same effect. Once you find the slide you want to edit, simply double click on it and it will open in Slide View.

Timeline Tabbed View

The Timeline appears across the bottom by default. It allows you to manage the start and duration times of all elements on your slide. Let creativity flow and productivity increase as you hide, view, modify, and lock layers along the Timeline. Using the play head feature, scrub the Timeline or follow it as you automatically play back sections of your project.
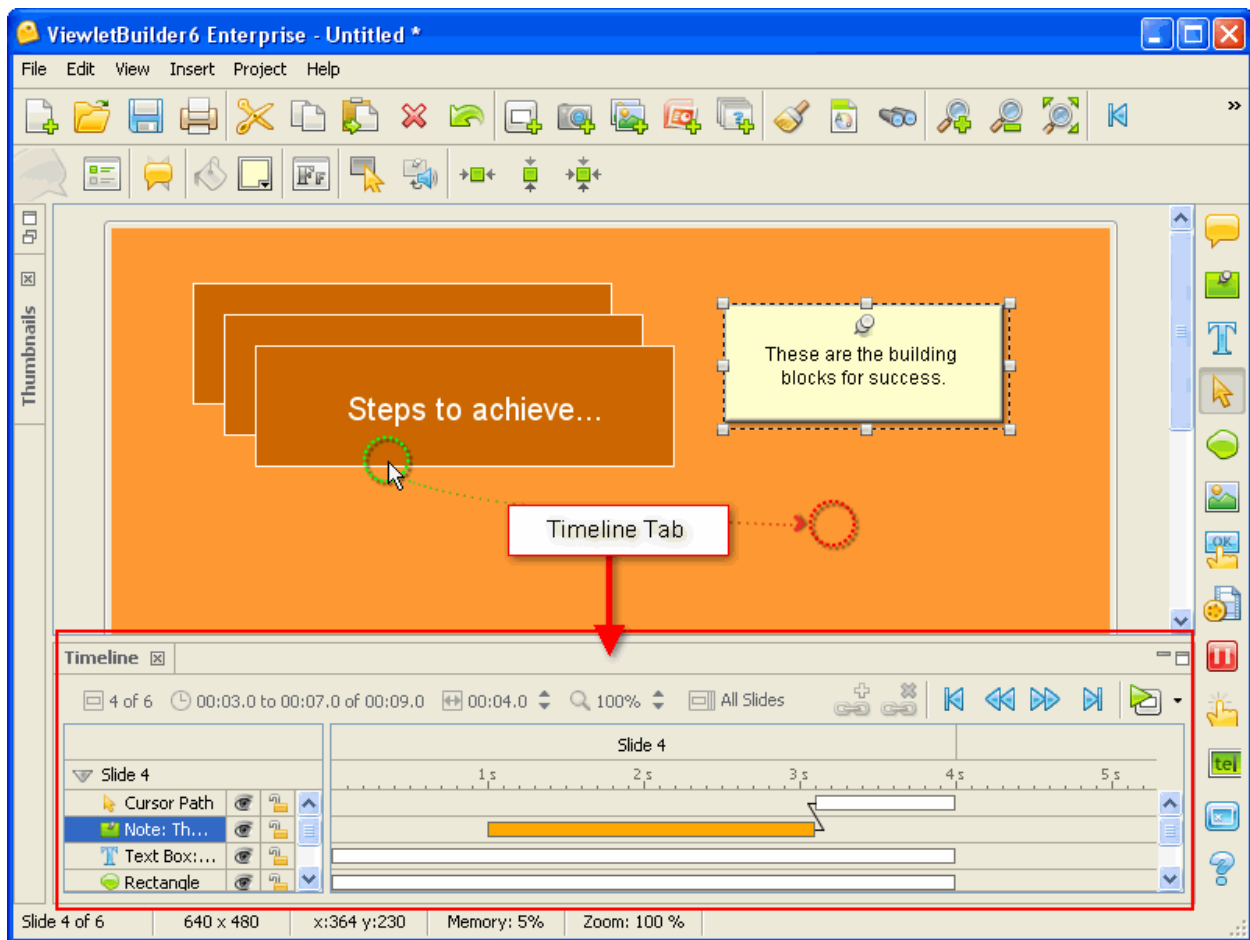
To display the *Timeline* tab:
- Select **View** from the menu bar.
- Select **Timeline** from the drop down list. The *Timeline* tab will appear below the slide editing area.
- Click the triangle to expand the Timeline open and closed as needed.

Quick Tip: The Timeline allows selection of multiple elements via **Ctrl** clicks.

The Timeline contains the following features:

Layers
The left side of the Timeline displays all the elements on the slide. Each element exists in a layer. Elements in higher layers will overlap elements in lower layers. The Layers maybe be expanded or collapsed via the arrow to the left of the slide title.
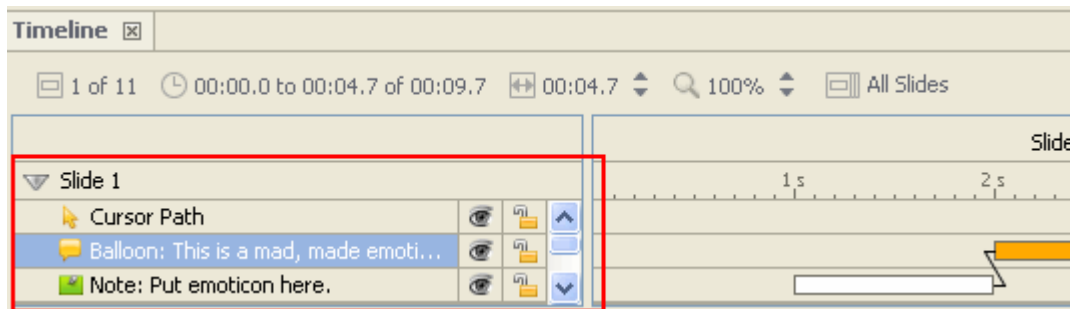
To expand/collapse the layers while viewing the Timeline:
▪ Select the *Timeline* tab.
▪ On the left side of the Timeline, click the right arrow. This changes the arrow to a down arrow displaying the project layers.
▪ Repeat this process, clicking the down arrow to hide all of the project layers.

To rearrange layers:
▪ Expand the layers so that all are in view.
▪ Select a layer by clicking on it.
▪ Right click on the same layer to display the shortcut menu.
▪ Select **Arrange** and then select an option for arranging the layer on the slide.

To hide/display a layer:
▪ Select a layer.
▪ Click the "eye" icon to hide the layer.
▪ To display a hidden layer, click on the "eye" icon again to display it.

To lock/unlock a layer:
▪ Select a layer.
▪ Click the lock along the layer to lock it. This prevents it from being edited.
▪ If a layer is locked, click the lock to unlock it to allow the layer to be edited.

To move an object along a layer:
▪ Click on the rectangle inside the layer that displays the object's duration along the Timeline.
▪ Drag the rectangle along the Timeline as needed.

Quick Tip: Select multiple objects to move them at the same time along the Timeline.

To increase/decrease an object's duration in a layer along the Timeline:
- Click on one of the edges of the rectangle that displays the object's duration along the Timeline when the double arrow displays.
- Drag the edge of the rectangle as needed to increase/decrease the object's duration.

To delete a layer:
- Select one or more layers.
- Press the delete key on the keyboard or right click and select **Delete** from the shortcut menu or click the **Delete** button on the Main toolbar.

Timing Links
Timing links are links that connect two or more elements along the Timeline. The benefit of this feature is that as you edit an element's timing along the Timeline, the linked elements are also updated accordingly.
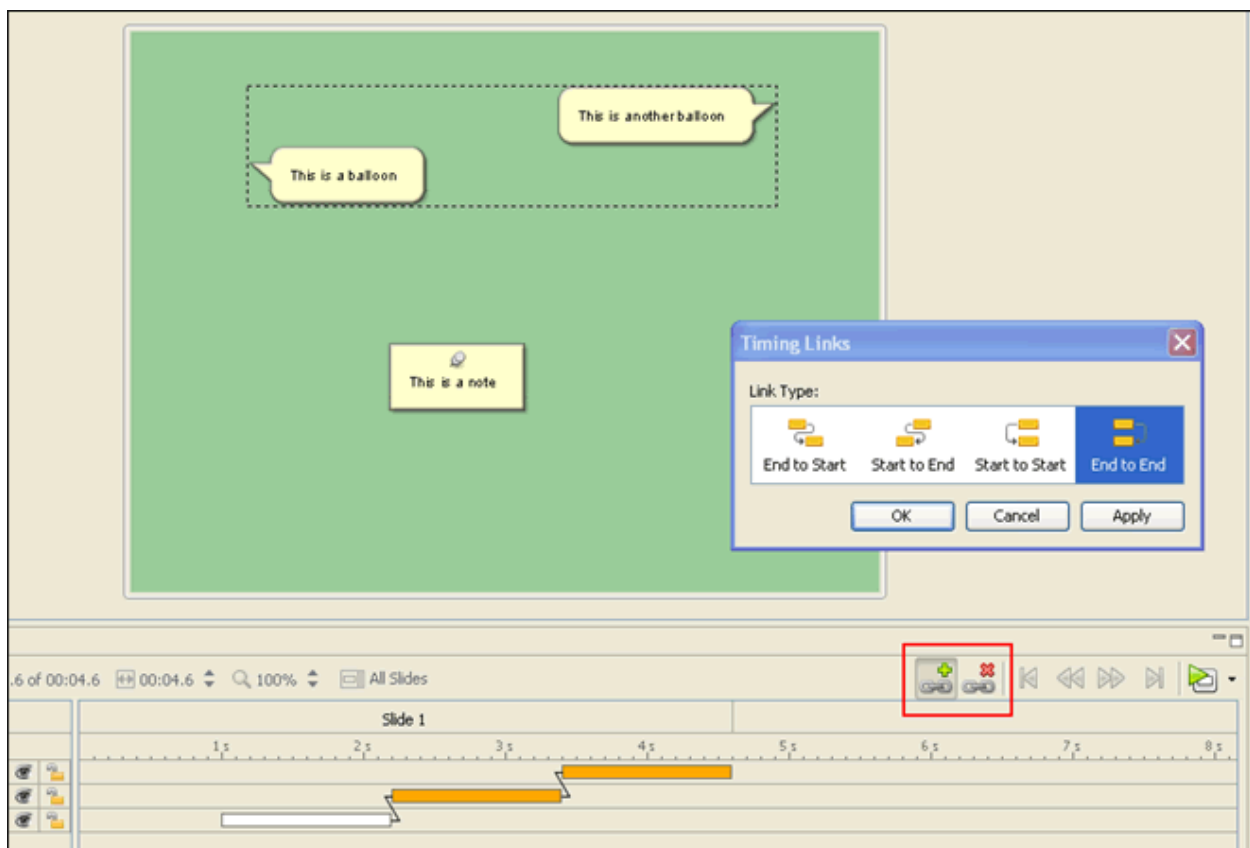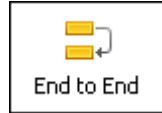
To add a timing link:
- Select two objects via a Ctrl + Click.
- Click the **Add Timing Links** button

When adding a timing link, the order the objects were selected is significant.

To remove a timing link:
- Select two or more objects.
- Click the **Remove Timing Link** button.

Timing Links come in four different styles:

- End to Start :
  Link the end time of the first selected object to the start time of the second selected object.

- Start to End:
  Link the start time of the first selected object to the end time of the second selected object

- Start to Start:
  Link the start times of the two selected objects.

- End to End:
  Link the end times of the two selected objects.

Note: Sometimes you may be asked to change an element to a manual timing rule to allow the timing link to be placed. Also, there are some objects that you can't add timing links between, such as an object on the main timeline and an object that exists inside of a Question or Zone.

Maintaining Timing Links
In the Project Properties window in the Timing section, there is a check box labeled "Maintain Timing Links". By default this check box is enabled. It ensures that as notes, balloons and cursors are added to a slide that timing links are added to them to maintain best practice timing for presentations.
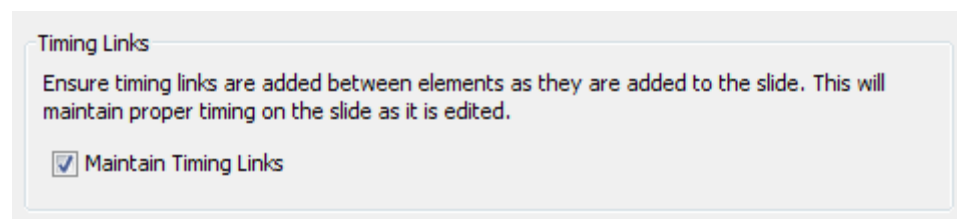
For example, notes will always be displayed first, followed by balloons then cursors. This is exactly as it was in ViewletBuilder4 with the exception that ViewletBuilder6 Enterprise allows for multiple notes and balloons per slide.

If the timing links are getting in your way you can select all the elements on the slide and click on the **Remove Timing Links** button or you can turn it off globally for the project via the **Maintain Timing Links** check box.

Slides Features
Above the main area of the Timeline, there are a series of numbers and arrows that are used when working with slide options. These include:

- Slide numbers: Indicates current slide and number of slides in the project.

  ▭ 1 of 10
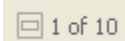
- Seconds: Indicates the duration of current slide in relation to overall project duration.

  ⏱ 00:00.0 to 00:06.1 of 00:12.3
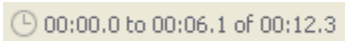
- Active slide duration: Indicates full playtime for current slide, which can be increased/decreased by clicking the up/down arrow.

  ↔ 00:06.1 ↕
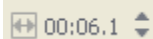
Additional Timeline Features:
In addition to layer and slide options, the Timeline has additional tools to make working along the Timeline more productive. For example:

- Zoom: Next to the magnifying glass is a viewing percentage signifying the current zoom of the Timeline. Use the up/down arrow next to this to increase/decrease the overall zoom level of the Timeline.

  🔍 100% ↕
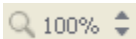
- Switch views: Select to view All Slides or Current Slide along the Timeline.

  All Slides   or   Current Slide

- Timing Links: When multiple objects are selected, you can click a timing link to add timing links or remove timing links of selected objects.

- Player buttons: To the right of the Zoom tool are player buttons. These buttons can be used to jump to the beginning of the project, go back one slide, go forward one slide, or jump to the end of the project.

- Preview menu: Click the arrow at the top right of the Timeline to view a menu with various options for previewing the project.
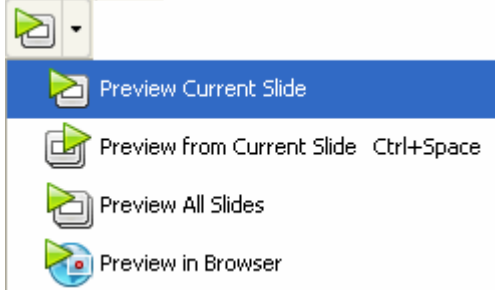
- Slide name boxes: These indicate the position and number (or title) of the slides that make up the project. By dragging the edge of a box, you can increase/decrease the duration of a slide along the Timeline.
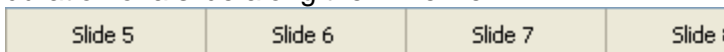
- Play head: Click on the top of a tick mark and a play head will appear. Drag this play head to manually scrub (or move along) the Timeline.
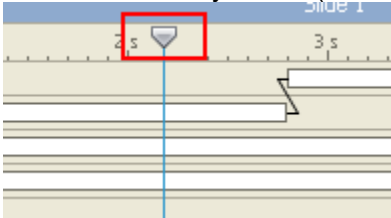
If you have any questions about working with the Timeline, email: support@qarbon.com.

Stylesheets Tabbed View

ViewletBuilder6 Enterprise allows you to set properties of multiple objects using a template called a **Stylesheet**. You can define several Stylesheets and then choose one to apply to all slides in a project or to a selection. The following table lists all objects whose properties can be defined using Stylesheets.

Objects with Properties Definable Using Stylesheets

Object	Properties
Slide	Background Color
Balloon Note Correct Message Incomplete Message Incorrect Message Question Text Question Choice Text	Message Style Background Color Text Properties (Font, Size, Style, Alignment and Color)
Text Box	Text Properties (Font, Size, Style, Alignment and Color)
Button	Button Style
Click Area	Modify Click Area
Question Column Text	Message Type Background Color Text Properties
Question Component Style	Text Field Style Radio Button Style Check Box Style ComboBox Style Rating Style

To display the *Stylesheet* tab:
- Select **View** from the menu bar.
- Select **Stylesheet** from the drop down list. The *Stylesheet* tab will appear to the left of the slide editing area.

To select an object's default Stylesheet:
- Select the *Stylesheet* tab.
- Select an object from the list to display its default Stylesheet.

To create a new Stylesheet:
- Select the *Stylesheet* tab.
- Click the **New Stylesheet** icon on the toolbar.
- In the *Stylesheet* window, enter a name and password (if desired).
- Click **OK**.
- Make sure this is the active Stylesheet and make changes to object's as desired.

To modify a Stylesheet:
- In the *Stylesheet* tab, select a Stylesheet from the drop down list. Note: The *default* Stylesheet cannot be modified.
- Edit object properties as needed.
- To change the name or password, right click on an object and select **Modify Stylesheet**.
- In the *Stylesheet* window, edit as needed and click **OK**.

Applying a Stylesheet:
- In the *Stylesheet* tab, select a Stylesheet from the drop down list.
- Right click on an object and select the apply option of your choice. Or, select an apply button option (**Apply to Project** or **Apply to Selection**) from the toolbar.

To update a Stylesheet:
- Make the appropriate changes to the object(s) and/or slide as needed.
- Click the **Update Stylesheet with Selection** icon on the toolbar.

To delete a Stylesheet:
- Select a Stylesheet from the drop down list.
- Click the **Delete Stylesheet** icon from the toolbar.

For any questions working with Stylesheets, email support@qarbon.com.

Slide Notes Tabbed View

Slide Notes allows you to add presentation notations that are not part of the actual slide. Or, you may use Slide Notes as a collaboration tool by adding editing notes when working with a team of authors on the same project. These notes may be viewed or hidden and printed as desired.
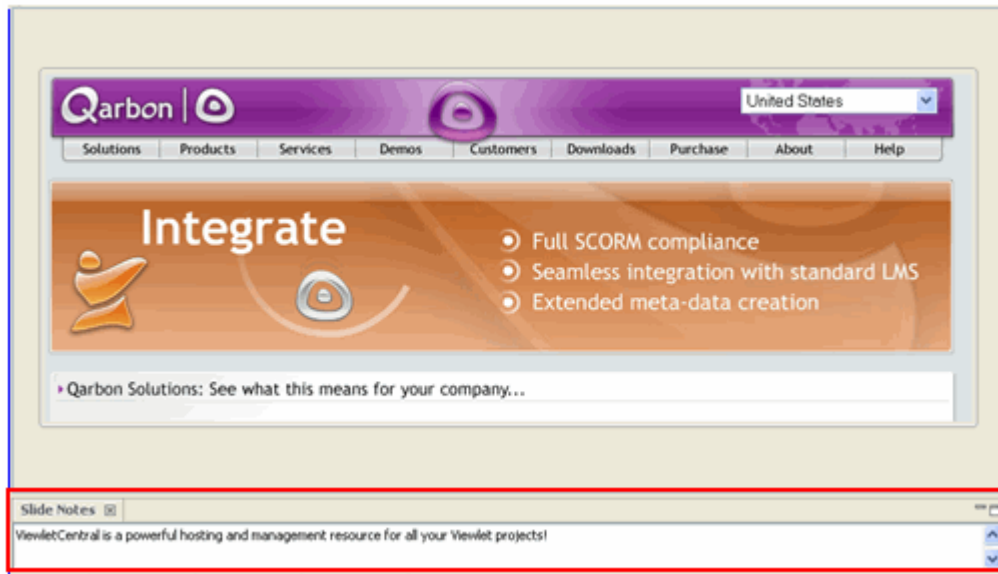
To display the *Slide Notes* tab:
- Select **View** from the menu bar.
- Select **Slide Notes** from the drop down list. The *Slide Notes* tab will appear below the slide editing area.

To add a Slide Note to a slide:
- Select the desired slide so that it displays in slide edit view.
- Select the *Slide Notes* tab to make it the active tab below the slide.
- Type your notes in the notes area.

To print Slide Notes with your slide:
- Select **File** > **Page Layout** from the menu bar.
- In the *Layout* window, in the Options area, select the **Slide Notes** options as desired.
- Click **OK** to save these options or click **Print**.

Working with Cursors

Cursor animation is a fundamental component of most Viewlet projects. While capturing screenshots, whether manually or by using ViewletBuilder6 Enterprise's Smart Capture tool, cursors and their paths and click actions are automatically captured as part of the project. Once the project is rendered as a source file (.qvp), cursors are one of the elements that may be easily edited to product dynamic results.

This section of the user manual provides an overview of working with cursors in a ViewletBuilder6 Enterprise project.

Red, Green and Blue Circle Indicators
There are three shades of circles that surround cursors, each indicating a different cursor attribute. They are:

- **Green** circle: A green circle around a cursor signifies the starting position of the cursor.
  - o To move the position of the green circle (cursor):
    - a. Click on the green circle to select it.
    - b. Drag the green circle (cursor) to its new location.

- **Red** circle: A red circle indicates the ending position of the cursor.
  - o To move the position of the red circle (cursor):
    - a. (Recommended) Go to the next slide where the red circle becomes the green circle and drag it to its new location. Then switch back to the original slide to note where the new location of the red circle resides.
    - b. Click on the red circle to select it.
    - c. Hold down your left mouse button over the red circle.
    - d. Drag it to its new location. (Use caution and remember to check the new position of this cursor on the next slide when using this approach.).

- Red point: The cursor will travel on either a straight or curved path between the Start and End cursors. Between the Start and End Cursor there can be one or more points that allow the cursor to travel a more complex path. These points are represented by red points.

- **Blue** circle: A blue circle is a point on the cursor path that also has a separate cursor shape from the previous point on the path..
  - o To move the position of the blue circle (cursor):
    - a. Click on the blue circle to select it.
    - b. Drag it along the cursor path.
    - c. Let go of it along the path where you want the cursor to change shape.

Quick Tip: Cursors are linked from one slide to the next. So, as you move the start cursor on one slide, you are also moving the end cursor on the previous slide and vise versa.

Cursor Path
The dotted line between the green circle and the red circle is known as the cursor path. This is the path the cursor travels during its animation (or while moving from one slide to the next slide). A basic path starts at the green circle and ends at the red circle. A more complicated path includes points along the cursor path where the cursor may change direction. Elements of the cursor path may be edited.
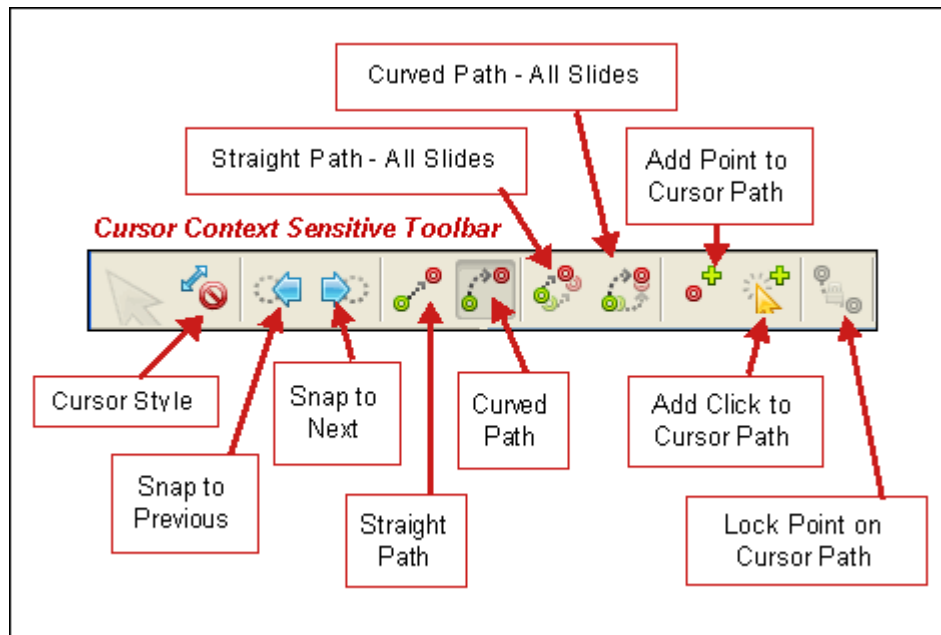
To change the cursor path from straight to curved or curved to straight:
- Click on the green circle to select it.
- Click the **Straight Path** or **Curved Path** button from the context sensitive toolbar.

To change all cursor paths to straight or curved within the project:
- Click the green circle to select it.
- Click the **Straight Path – All Slides** or **Curved Path – All Slides** button from the context sensitive toolbar.

To add points along a cursor path:
- Click the green circle to select it.
- Click the **Add Point to Cursor Path** button on the context sensitive toolbar.
- A red point will appear along the cursor path, ready for editing.

To edit a point along a cursor path:
- Click the desired point on the cursor path.
- Drag it to a new location.

To delete a point along a cursor path:
- Click the desired point on the cursor path.
- Press **Delete** on your keyboard or right click and select **Delete** from the shortcut menu.

Cursor Style

ViewletBuilder6 Enterprise comes with a library of the most common cursor styles. Cursor styles are also called cursor shapes (in previous ViewletBuilder versions). Captured during screenshot sessions, additional cursor styles are added to the library of cursor style objects as your create new projects. Cursor styles, once captured, may be changed in a project as desired.
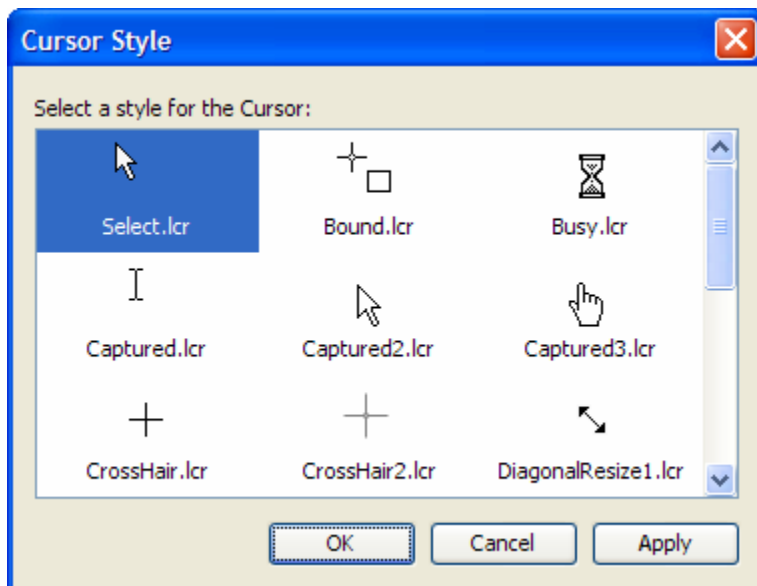
To add cursors to a project:
- Cursors are automatically captured during screenshot sessions. To add cursors to slides that do not have cursors (or to Image or Blank projects), click on the slide where you want to add a cursor.
- Click the **Insert Cursor** (arrow icon) on the Object Toolbar. A new cursor will appear on the slide.

To change the shape of the cursor:
- Select the cursor you want to change.
- Right click it and select **Cursor Style** from the shortcut menu.
- In the *Cursor Style* window, click the new cursor style you desire.
- Click **OK**.

To add a new cursor style to the library:
- Capture a slide (during a screenshot session) with the desired cursor. Or, if an existing project has the desired cursor, import it into your current project temporarily.
- In slide editing view, select the cursor you want to add to the library.
- Right click the cursor to open the *Cursor Style* window. The new cursor style is added automatically.
- Click **OK** to close the window.

To delete a cursor from a slide:
- Select the cursor you want to delete.
- Press the **Delete** key on your keyboard, or click the arrow icon on the Objects Toolbar.

If you have any questions on working with cursors such as removing cursors from the library or repairing stray cursor movement, please contact support@qarbon.com.

Messages

ViewletBuilder6 Enterprise allows you to add impact to your project with Messages. These Messages come in the form of Balloons, Notes and Text Boxes. Let's take a look at each of these.

Balloons

This type of message is used to point at a specific part of a slide. It may provide text information in it. Balloons are useful when you need to related important information quickly and effectively. New to ViewletBuilder6 Enterprise is the ability to add multiple Balloons to the same slide. And, each balloon can be controlled individually with regards to when it appears on a slide, how long it displays and in what order with other objects on the same slide.
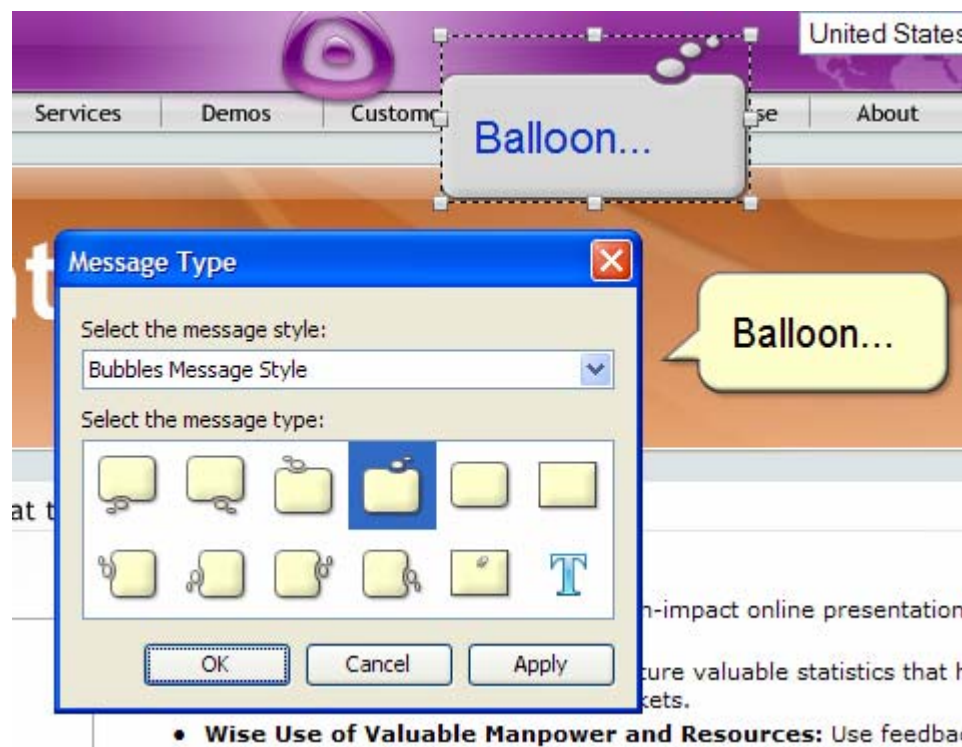
To insert a Balloon on a slide:
- Click the **Insert Balloon** icon on the Objects Toolbar.
- Move your cursor over the slide and you will see the cursor change to a cross-hair shape. Position this cursor where you want to insert the slide.
- Click to insert the Balloon on the slide.

To remove a Balloon from a slide:
- Click the Balloon to select it.
- Press **Delete** on your keyboard, or right click and select **Delete** from the shortcut menu.

To resize a Balloon:
- Click the Balloon to select it.
- Point your cursor over one of the grab handles and drag to resize.

To move a Balloon on a slide:
- Point your cursor at the Balloon until the cursor changes to a hand shape.
- Hold down your left mouse button and drag it to its new position on the slide.

To change the background color of a Balloon:
- Select the Balloon by right clicking on it.
- Click **Background Color** from the shortcut menu.
- In the *Background Color* window, select a color.
- Click **OK** to apply it.

To add text to a Balloon:
- Double click inside the Balloon to enter text edit mode.
- Once the cursor starting blinking inside the Balloon, you are ready to input text.
  <u>Note</u>: Use the options on the context sensitive toolbar (while in text edit mode) to italicize, underline and bold your text. You can also change your font, font color, font size and alignment while in text edit mode.

Notes
Another type of Message is the Note. Notes may be used to remind the viewer of some important information without calling attention to a particular area of a slide (as you would with a Balloon). Or, it can be used to provide general information or tips and tricks.

To insert a Note on a slide:
- Click the **Insert Note** icon on the Objects Toolbar.
- A Note will be inserted on the current slide.

To remove a Note from a slide:
- Click the Note to select it.
- Press **Delete** on your keyboard, or right click and select **Delete** from the shortcut menu.

To resize a Note:
- Click the Note to select it.
- Point your cursor over one of the grab handles, and drag to resize.

To move a Note on a slide:
- Point your cursor at the Note until the cursor changes to a hand shape.
- Hold down your left mouse button and drag it to its new position on the slide.

To change the background color of a Note:
- Select the Note by right clicking on it.
- Click **Background Color** from the shortcut menu.
- In the *Background Color* window, select a color.
- Click **OK** to apply it.

To add text to a Note:
- Double click inside the Note to enter text edit mode.
- Once the cursor starting blinking inside the Note, you are ready to input text.
  <u>Note</u>: Use the options on the context sensitive toolbar (while in text edit mode) to italicize, underline and bold your text. You can also change your font, font color, font size and alignment while in text edit mode.

Text Boxes

Another type of Message is the Text Box. There may be times when you want to enhance your Viewlet project or portions of a slide by inserting text. The Text Box allows you to add text directly to a slide or over an image seamlessly.
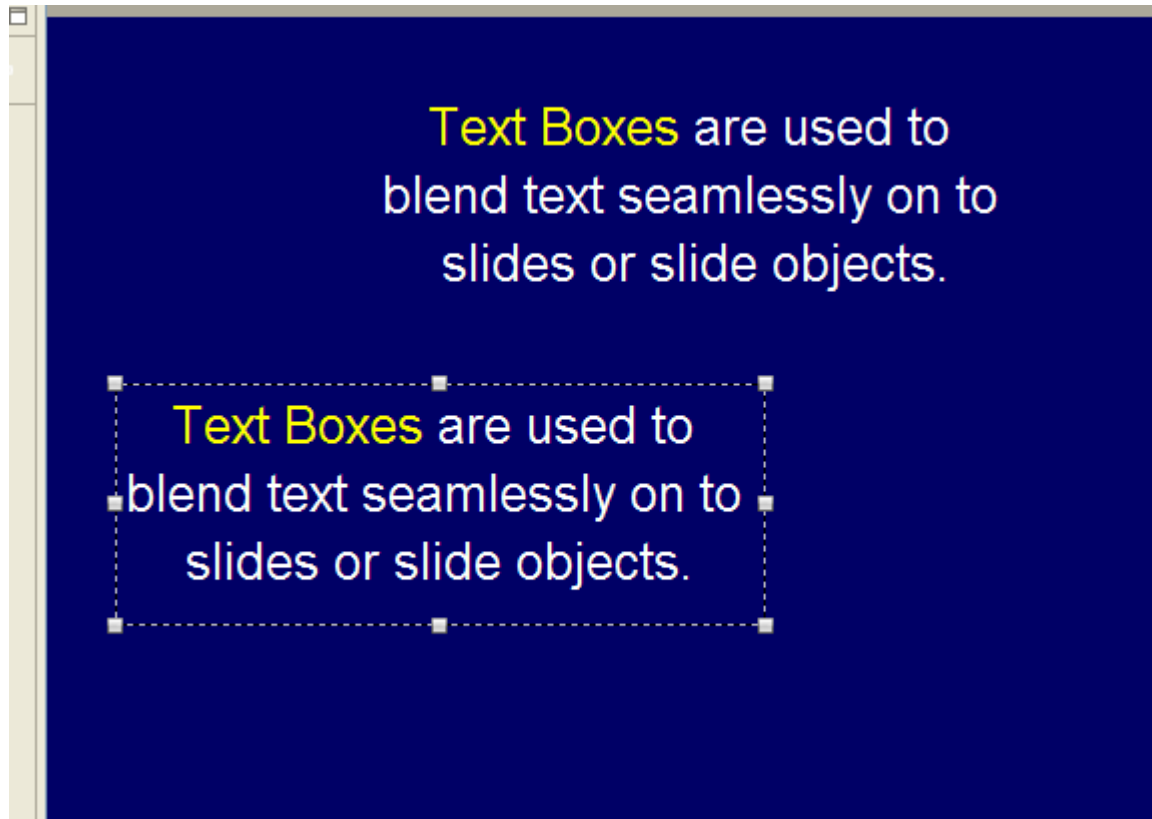
To insert a Text Box:

- Click the **Insert Text Box** icon on the Object Toolbar.
- As you move your cursor over the slide, the cursor will change to a cross-hair shape. Click on the slide to insert the Text Box.

To delete a Text Box:

- Click the Text Box to select it.
- Press the **Delete** key or right click and select **Delete** from the shortcut menu.

To resize a Text Box:
- Click the Text Box to select it.
- Point your cursor over a grab handle.
- When the cursor changes to an arrow, hold down the left mouse button and drag to resize the Text Box.

To add/edit text in a Text Box:
- Double click on the Text Box.
- When the cursor starts blinking you are in text edit mode. Input (edit) text.
- Click outside of the Text Box to exit text edit mode.

Message Styles and Types
ViewletBuilder6 Enterprise allows you to change message object styles and types quickly and easily. So, for instance, if you start with a Balloon, you can change it to a different Balloon type or even to a Note with just a few clicks.
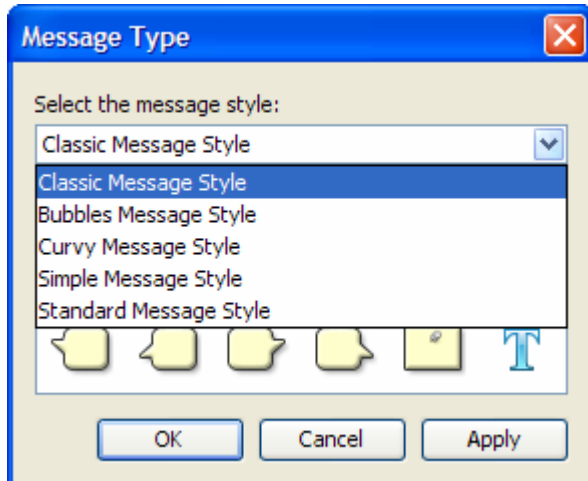
To change a message's style:
- Right click on a message.
- Select **Message Type** from the shortcut menu.
- In the *Message Type* window, select a new message style from the drop down list.
- Click **OK**.

To change a message's type:
- Right click on a message.
- Select **Message Type** from the shortcut menu.
- In the *Message Type* window, make sure that you have selected your desired message style from the drop down list.
- In the message type area, click on the image of the message type desired.
- Click **OK**.

Message Text Options

While working with Message Objects (Balloons, Notes and Text Boxes), you will apply various attributes to the text contained within each one. Text options include italics, underline, bold, font type, color, size, alignment, etc. The steps for working with text in each of the message objects are basically the same, for ease of use.
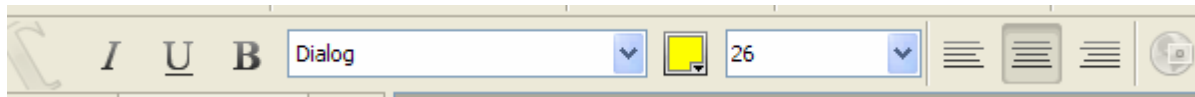
To enter and exit text edit mode:
- Double click inside the message object
- When the cursor starts blinking, you are in text edit mode
- Click off the message object to deselect it to exit text edit mode

Quick Tip: Balloons and notes automatically wrap around text for quick editing.

To underline, bold, or italicize text:
- Highlight the text
- Click the **Underline** icon (on the context sensitive toolbar) or press **Ctrl + U** to underline text
- Click the **Bold** icon (on the context sensitive toolbar) or press **Ctrl + B** to bold text
- Click the **Italics** icon (on the context sensitive toolbar) or press **Ctrl + I** to italicize text

To change the text's font style (using the context sensitive toolbar):
- Highlight the text
- Select a font from the **Font** drop down list

To change text color (using the context sensitive toolbar):
- Highlight the text
- Click the **Text Color** icon
- Select a color from the palette
- Click **OK**

To align text in a message object:
Click anywhere in a line of text
   Note: You do NOT have to highlight text to change its alignment.
Click the **Left Align**, **Center Align**, or **Right Align** button

Message Object Options Available on the Right Click Menu
Balloons, Notes and Text Boxes are the three Message objects available in ViewletBuilder6 Enterprise. While working with them, you will find that many of their features are similar (text input and editing, background color, moving, resizing, etc.). There are additional features while working with Messages available quickly via the right click menu. (Note: These same options may also be available on the object's context sensitive toolbar.)
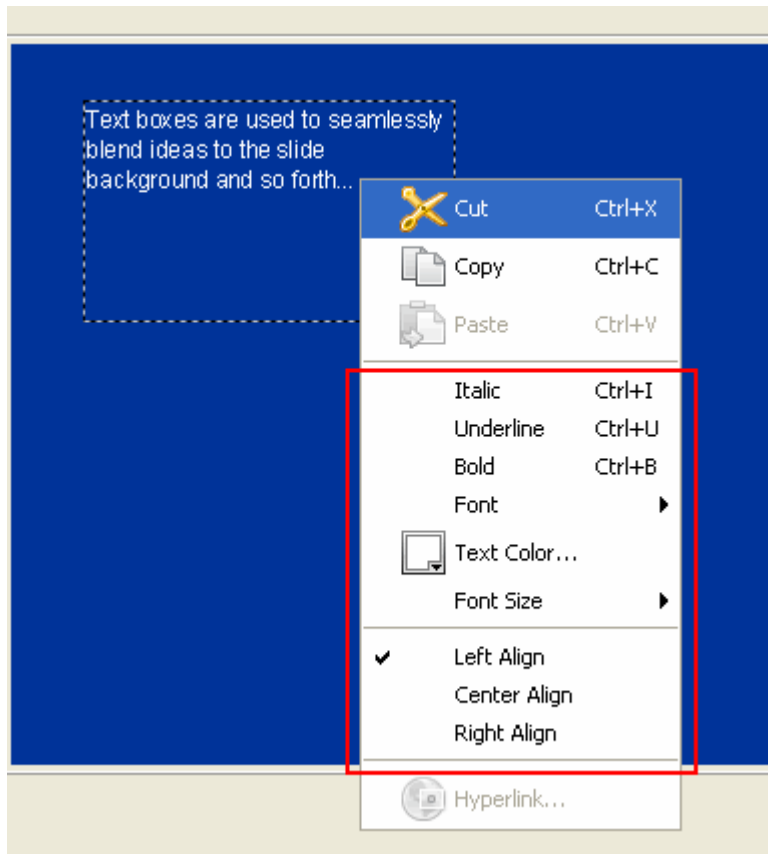
To enter text edit mode:
- Right click on a message object.
- Select **Edit Message**.
- As soon as the cursor starts blinking inside the message object, you are ready to edit text.

To move a message from one slide to another:
- Select the message by clicking on it.
- Right click and select **Cut** from the shortcut menu.
- Go to the slide where you want to reinsert the message.
- Right click and select **Paste** from the shortcut menu to insert the message.

To arrange messages in layers:
- Make sure the Timeline tab is displayed below the slide (this will make more sense as you arrange the message objects on the slide).
- Click on the message you want to appear at the top of the stack (or at the top of the stack in the layers in the Timeline).
- Right click and select **Arrange**.
- Select an arrange position as desired. The resulting position will be reflected in the stack (if messages are stacked on the slide) and also in the layers.

To align a message on a slide:
- Select the message or messages to align.
- Right click and select **Align**.
- Select an alignment option as needed.

To apply a Stylesheet to a message:
- Select the message.
- In the *Stylesheet* tab, select a Stylesheet from the drop down list.
- Right click on the message and select **Stylesheet**.
- Select **Apply Stylesheet to Selection**.

To view/modify message properties (such as name, location & size and timing):
- Right click on a message.
- Select **Message Properties** from the shortcut menu.
- In the *Message Properties* window, modify the properties as desired.
- Click **OK**.

To attach sound to a message:
- Right click on a message.
- Select **Attach Sound** from the shortcut menu.
- In the *Sound* window:
    - Click to folder icon to browse for and select a sound file.
    - Click the **Record** button to record a sound file.
- Click **OK** to attach the sound.

To delete sound from attached to a message:
- Right click on a message.
- Select **Attach Sound** from the shortcut menu.
- In the *Sound* window, click the red 'X" to remove the sound file.
- Click **OK**.

If you have any questions working with Messages, please email support@qarbon.com.

Object Timing

Timing Commands

Timing commands can be applied to a single or multiple objects on a slide. An object's timing will determine when it will display on a slide, how long it will remain displayed on a slide and, if multiple objects display on the same slide, what timing command elements they may have in common.
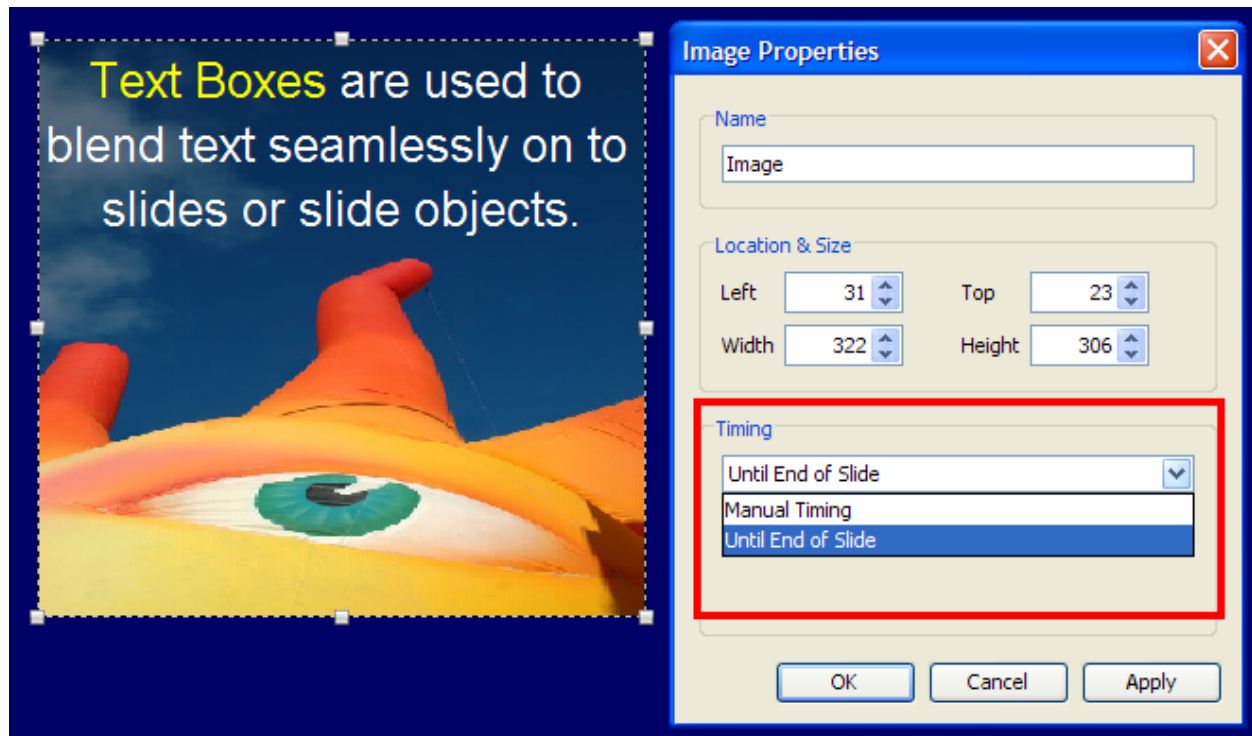
Timing may be adjusted in two places: in the properties window and along the Timeline.

To adjust a message (balloon, note, text box) object's timing:

- Right click on the message object.
- Select **Message Properties** from the shortcut menu.
- In the *Message Properties* window, in the Timing area, select a timing option from the drop down list:
- Manual Timing: Select a value for the Start Time (the delay in seconds before the object displays on the slide) and the Duration (time displayed on the slide).
- Until End of Slide: Select a value for the Start Time. The message will remain displayed from the start time for the duration the slide displays.
- Reading Speed: Select a value for the Start Time. The message will remain displayed from the start time until the automatically calculated reading speed (based on the amount of text in the message object) is reached.
- Click OK.

To adjust a shape object's timing:
- Right click on the shape object.
- Select **Shape Properties** from the shortcut menu.
- In the *Message Properties* window, in the Timing area, select a timing option from the drop down list:
    - o Manual Timing: Select a value for the Start Time (the delay in seconds before the object displays on the slide) and the Duration (time displayed on the slide).
    - o Until End of Slide: Select a value for the Start Time. The message will remain displayed from the start time for the duration the slide displays.
- Click **OK**.

To adjust an image's timing:
- Right click on the image.
- Select **Image Properties** from the shortcut menu.
- In the *Message Properties* window, in the Timing area, select a timing option from the drop down list:
    - o Manual Timing: Select a value for the Start Time (the delay in seconds before the object displays on the slide) and the Duration (time displayed on the slide).
    - o Until End of Slide: Select a value for the Start Time. The message will remain displayed from the start time for the duration the slide displays.
- Click **OK**.

Note: To change any object's timing using the properties window, right click on the object and select the appropriate "properties" option from the shortcut menu.

To adjust an object's timing along the Timeline:
- Display the Timeline tab below the slide editing area.
- Click on the down arrow to the left of the Timeline to display all layers.
- Select the object layer.
- Point your cursor over an edge of the rectangle (that signifies the duration of that object along the Timeline) until it changes to a double-arrow.
- Hold down your left mouse button and drag to increase or decrease the object's duration (time) along the Timeline.

To synchronize timing for multiple objects on a slide:
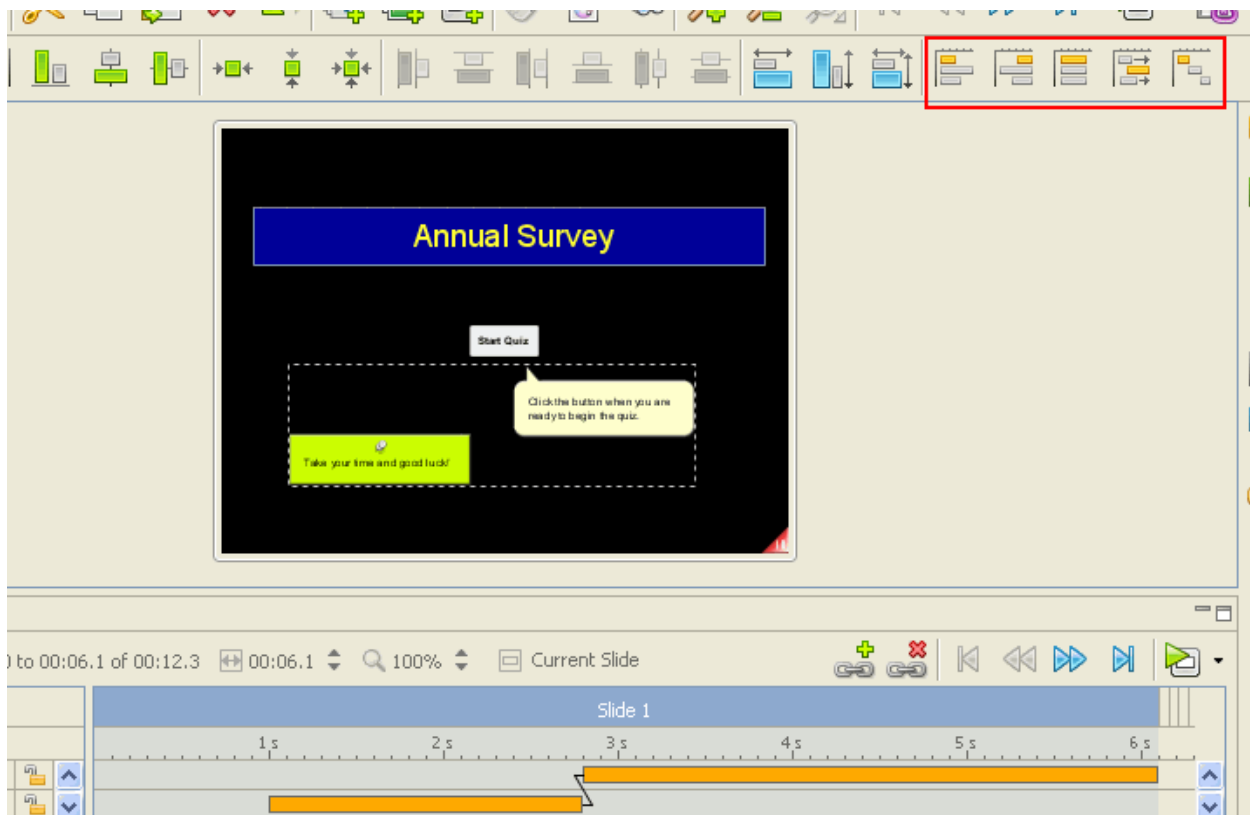
- Select the objects you want synchronize the time of by clicking on one, holding down the **Ctrl** key and selecting additional objects. Note: Be careful when selecting multiple objects. The FIRST object selected will be used as the key object from which the other times are calculated.
- Click on one of the following synchronization commands (left to right as highlighted in the image above) from the Context Sensitive toolbar:
    - Same Start Time: Selected objects use the same Start Time as the key object.
    - Same End Time: Selected objects use the same End Time as the key object.
    - Same Start and End Time: Selected objects get the same Start and End Time as the key object.
    - Sequence Times: Selected objects are displayed sequentially in the order they were selected.
    - Display Until End Time: The end times of all elements will be set to the end time of the last end time. This is useful if you want all elements to stop being displayed at the same time.

To adjust timing for a "Display Object" action:
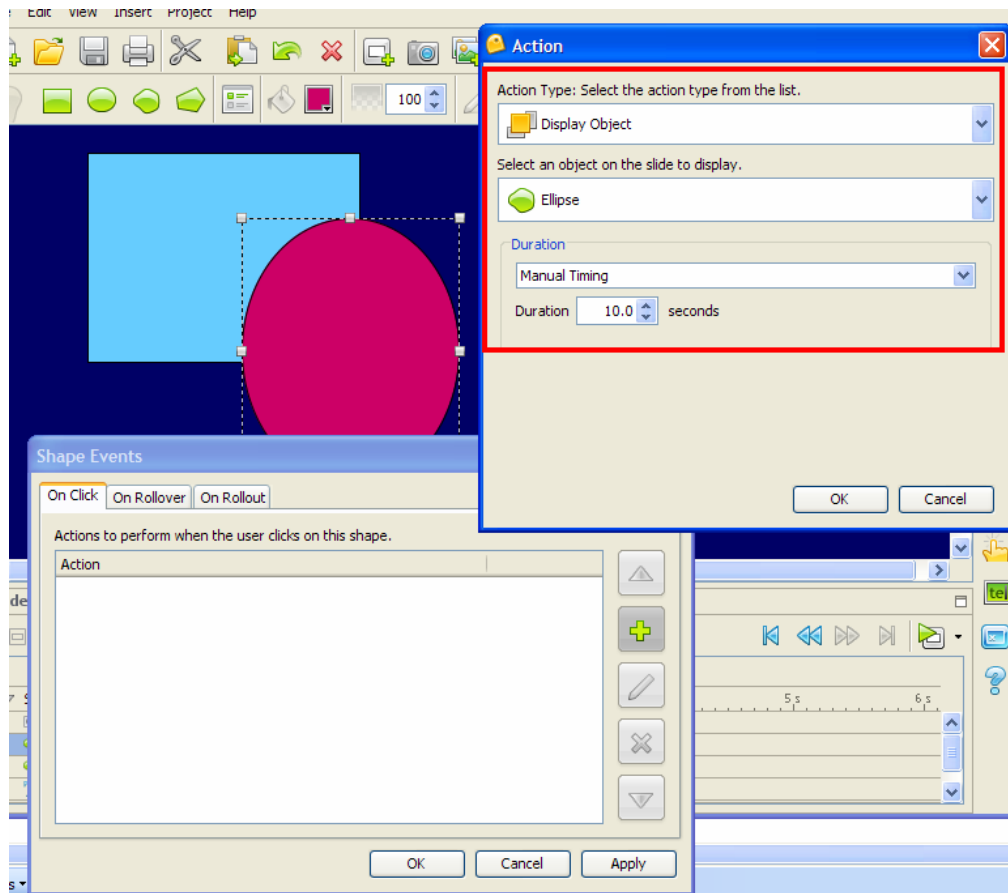
- Select the object (shape, image, etc.).
- Click the **Events** icon on the context sensitive toolbar, or right click and select **Events** from the shortcut menu.
- Select the appropriate tab (*On Click*, *On Rollover*, *On Rollout*).
- Click the **Add** button (green plus symbol).
- In the *Action* window, select **Display Object** from the first (top) drop down list.
- In the Duration area, select a timing command from the last (bottom) drop down list:
  - o Manual Timing: Enter a value for the Duration the object will display for the Object Action.
  - o Until End of Slide: Object displays once Object Action is performed and for the duration the slide is displayed.
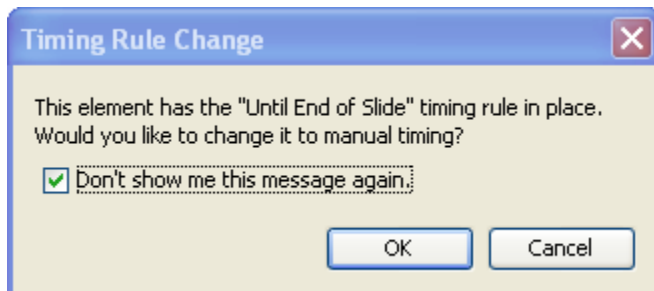
Timing Rules
Each object has a timing rule associated with it. Timing rules automatically control how the timing for that object is calculated. Timing rules differ from the timing synchronization commands in that synchronization commands make a one-time adjustment.

To understand Timing Rules a bit better, let's look at an example. A simple timing rule is "Reading Speed" which insures that the duration of a message object is calculated from the number of words and reading speed. This rule may be applied to the message so that the message disappears after a specific duration (based on what ViewletBuilder6 Enterprise calculates for the reading time for the message based on the amount of text it contains).

To help standardize object timing, ViewletBuilder6 Enterprise offers a set of Timing Rules:
- Manual: An object's timing is calculated manually, meaning that the user has full control over the start time and duration.

- Reading Speed: This rule only applies to Balloons, Notes and Messages. The duration is calculated based on the reading speed and the number of words in the text. The user can adjust the start time.

- Until End of Slide: Objects with this rule will from a user specified start time display until the end of the slide.

- Displayed via Show Object Action: Objects with this rule have no timing themselves, instead, they are displayed when a "Display Object" action tells them to display.

A *Timing Rule Change* window will display when you attempt to change the timing of an object on the timeline in a way that is not allowed by its current Timing Rule. ViewletBuilder6 Enterprise will ask if you want to change to manual timing. You might want to select the **Don't show me this message again** check box when this window displays.

If you have questions about object timing, timing commands or timing rules, please contact support@qarbon.com.

Format Painter

The Format Painter may be used to quickly change text properties in balloons, notes and text boxes without the need for stylesheets. You can also use the Format Painter to easily apply properties of one shape object to another throughout your project.
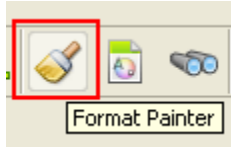
To use the Format Painter to apply text attributes from one object to another:
- Make your changes to text in your message object.
- Click on the text (or click anywhere inside the text) that will be copied from.
- Click the Format Painter.
- Click on subsequent text objects to apply this formatting from the first selection.
- Continue clicking on text on the current or any other slide to apply the formatting.
- When you are finished, click the Format Painter to deselect it.

To use the Format Painter to copy a shape's attributes and apply them to other shapes:
- Make your changes to the shape as desired and then make sure it is selected.
- Click the Format Painter.
- Click on subsequent shapes to apply the formatting.
- When you are finished, click the Format Painter to deselect it.

Quick Tip: You can even use the Format Painter across multiple slides.

If you have any questions about the Format Painter, please contact support@qarbon.com.

Dictionary, Spell Check & Search and Replace

ViewletBuilder6 Enterprise offers spell check and dictionary tools. You can set your dictionary to one of several languages and enable your spell check to highlight typos as you write your project's content.

To set your dictionary and spell check preferences:
- Select **Edit** > **Preferences** from the menu bar.
- Select the *Spelling* tab.
- Select a language for the spell check dictionary from the drop down list.
- Select additional options for the spell check as needed.

To enable or disable the spell check tool:
- To enable the **Spelling Mistakes** tool, select **View** > **Spelling Mistakes** from the menu.
- To disable, repeat the above action to deselect the feature from the **View** menu.

To correct a typo using the right click menu:
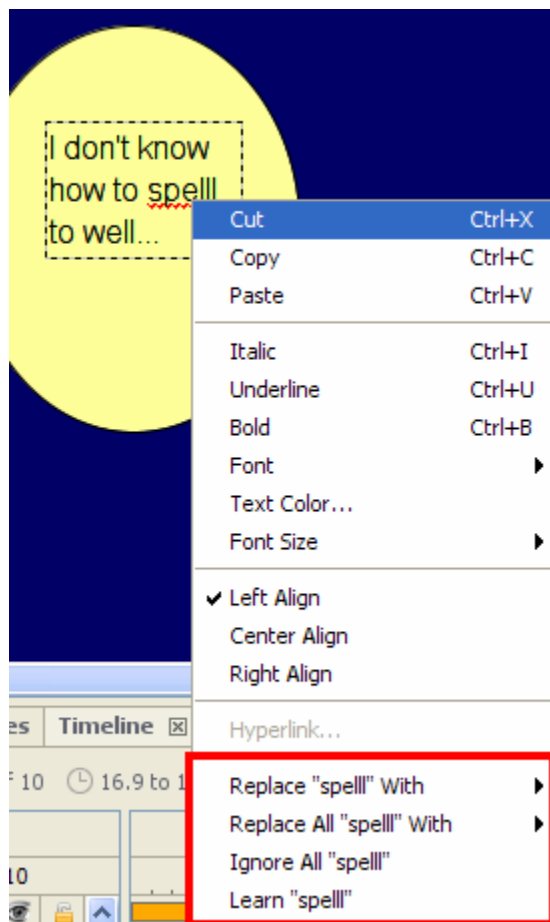
- Click anywhere in the text where the typo appears.
- Right click to reveal the shortcut menu.

- At the bottom of the shortcut menu, select an option:
  - **Replace**: Replaces text with the listed selection.
  - **Replace All**: Replaces all similar text through out the project with listed selection.
  - **Ignore All**: Disables spell check red line for all instances of text.
  - **Learn**: Adds text (underlined in red) to the dictionary.

To use the Search and Replace tool:

- Click the **Search and Replace** icon on the button toolbar.
- To use the Search feature only, select the *Search* tab:
  - Enter text in the field provided.
  - Select the **Case Sensitive** option if desired.
  - Select a Direction.
  - Select the Slides to search.
  - Click **Slide Next** to continue search.
- To use the Search AND Replace feature, select the *Replace* tab:
  - Enter text in the field provided for the search.
  - Enter text to replace the searched text with in the field provided.
  - Select the **Case Sensitive** option if desired.
  - Select the Direction and Slides to search.
  - Click **Replace All**, **Replace**, **Find Next** or **Cancel**.

If you have any questions on working with the Dictionary, Spell Check and Search and Replace tools, please contact support@qarbon.com.

Working with Slides

ViewletBuilder6 Enterprise projects are made up of slides, so it's important to understand how to work with the most common slide features while building your project. This chapter provides a starting point for you to use while working with slides. While there may be several ways to perform the same tasks, they may not all be covered in this section.
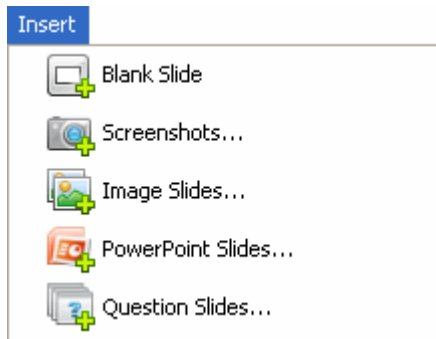
Slide Types
There are essentially five types of slides that you may insert into existing projects:
- Blank slides
- Screenshot slides
- Image slides
- PowerPoint Slides
- Question Slides

These slide types may seem familiar. This is because these slide types are also the same options that are available when creating new projects.

To insert blank slides:
- Select a thumbnail. The inserted slide will be inserted right after this slide.
- Select **Insert** > **Blank Slide** from the menu bar.
  Note: You can only insert one blank slide at a time using the above or right click insert option. If your project has blank slides, you can also copy/paste to more blank slides.

To insert screenshot slides:
- Select a thumbnail. The new screenshot(s) will be inserted right after this slide.
- Select **Insert** > **Screenshots** from the menu bar.
- In the windows that appear, follow the prompts to select options for taking screenshots.
- Take your screenshots as prompted.
- End your screenshot session to insert the new screenshots into your existing project.

To insert image slides:
- Select a thumbnail. The new image(s) will be embedded onto slides right after this slide.
- Select Insert > Images from the menu bar.
- Follow the instructions in the *Select Images to Import* window that displays for locating and selecting your image files.
- Once your images are selected, click **OK** to insert the new image slides into your existing project.

To insert PowerPoint slides:
- Select a thumbnail. The new PowerPoint slides will be inserted right after this slide.
- Select **Insert** > **PowerPoint Slides** from the menu bar.
- Follow the instructions in the *Select PPT file to Import* window and those that follow to locate and select your PowerPoint slides.
- Once your presentation slides are selected, click the **Options** button.
- In the *Options* window, input your global settings for the slides to be imported such as duration and adding a pause zone to each slide and click **OK**.
- Click **OK** to insert the PowerPoint slides into your existing project.

To insert question slides:
- Select a thumbnail. The Question slides will be inserted right after this slide.
- Select **Insert** > **Question Slides** from the menu bar.
- In the *Add Questions* window, make your question selections as you would when creating a new quiz or survey project.
- Click **OK** to insert the new question slides into your project.

To insert duplicate slides quickly:
- Click on a slide so that it displays in slide edit view.
- Press **Ctrl + D** on your keyboard or select **Edit** > **Duplicate Slide** from the menu bar.

Slide Properties
Slide properties can be set for each slide. These properties include the slide name, duration and whether to include the slide in the table of contents (for viewing purposes).
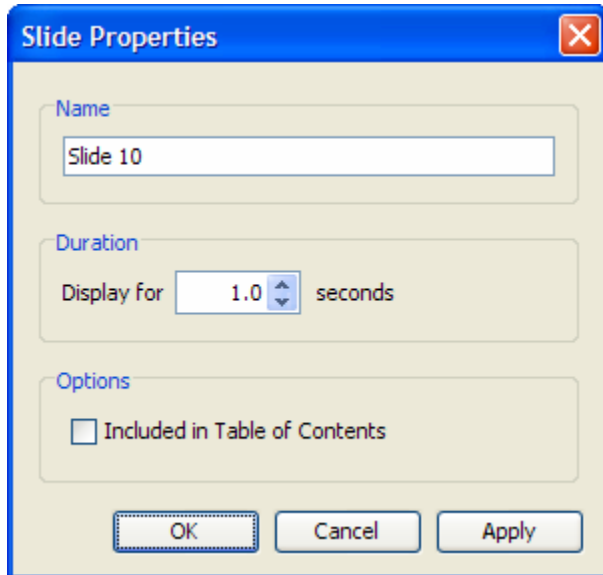
To access slide properties:
- ▪ Right click on a slide.
- ▪ Select **Slide Properties** from the shortcut menu.

To edit slide properties:
- ▪ In the *Slide Properties* window, edit the:
    - o **Name**: This is the title of the slide displayed at the top of the slide while in Thumbnail View and along the timeline.
    - o **Duration**: The amount of time the slide displays.
    - o **Options**: Select this option if you want it included in the Table of Contents when viewed as a Flash file.

Slide Color
Slide color is applied directly to the slide and can be changed on one or multiple slides. The slide color appears behind slide objects and embedded images. The color chooser remembers recent and custom color selections and has buttons for adding and deleting custom colors to make that functionality easier to use.
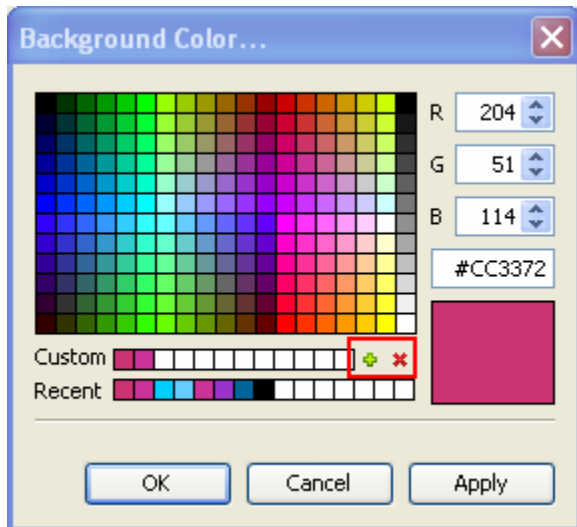
To change slide color:
- Select the slide or slides you want to work with.
- Right click and select **Background Color** from the shortcut menu.
- In the *Background Color* window, select a color.
- Click **OK** to apply it to the selected slide or slides.

Slide Background Image:
You can embed an image directly to a slide background. In fact, you can do this to one or multiple slides using the same image. In addition, images can be aligned in various ways on the slide or stretched as needed.
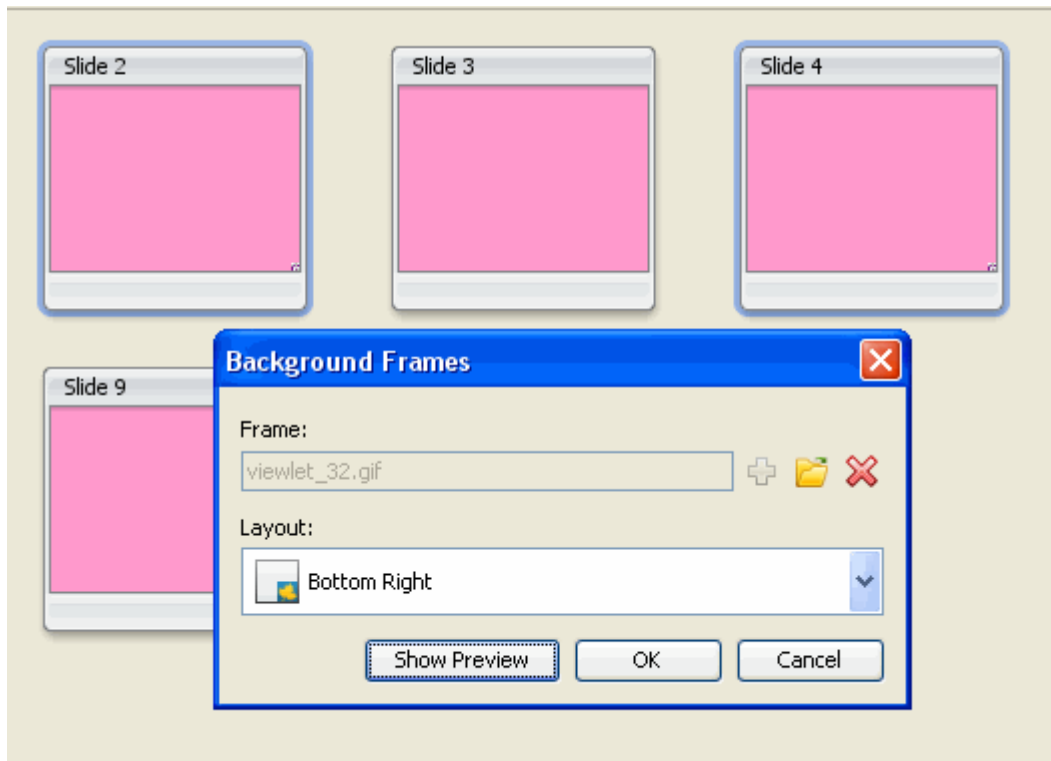
To add a background image to a slide or slides:
- Select the slide or slides you want to work with.
- Right click and select **Background Frames**.
- In the *Background Frames* window, click the folder icon.
- Locate an image file, select it and click **Open**.
- Select a *Layout* option.
- Click **OK**.

Quick Tip: In the *Background Frames* window, click **Show Preview** to view a preview of the select frame image.

To delete a background image:
- Right click a slide and select **Background Frames**.
- In the *Background Frames* window, click the red 'X' icon.
- Click **OK**.

Moving Slides

There are various ways to move slides with in a project. The easiest way to do it is while working with thumbnails.

To move slides using drop and drag:
- Make sure the Thumbnails tab is displayed. You can work in this view or while it is expanded in full view so that only thumbnails are displayed.
- Select the slide (or slides) you want to move by clicking on them.
- Hold down the left mouse button and drag the slide(s) to the new location and drop into place.

To move slides using cut and paste:
- Make sure the Thumbnails tab is displayed.
- Select the slide you want to move.
- Right click on it and select **Cut**.
- Click on the slide where you want to insert the "cut" slide next to.
- Right click and select **Paste**.

Quick Tip: Click the **Undo** button to immediately undo cut and paste operations.

Deleting Slides

You can remove slides from a project while in slide edit view or while working with thumbnails. The choice is up to you. However, if you are deleting multiple slides at the same time, you will need to do this while working with thumbnails.

To delete a single slide:
- Select the thumbnail or click on it while in slide edit view (so that it is the current slide).
- Right click and select **Delete** from the shortcut menu.

To delete multiple slides:
- Select the slides you want to delete while viewing thumbnails.
- Select **Edit** > **Delete** from the menu bar or press **Delete** on your keyboard.
- When the *Delete* window appears, click **Yes**.

The Hidden Slide

ViewletBuilder6 Enterprise offers you the option of hiding a slide instead of deleting it. This feature is handy because instead of deleting the slide, it will hide it so that it will not display while previewing or publishing the project, but can later be unhidden when needed.

The main features of working with hidden slides include:
- The thumbnail for a hidden slide has an X in the lower left corner.
- If you select a hidden slide in thumbnails, it will display in slide edit view at 50% opacity.
- If you use slide navigation arrows to go from slide to slide, hidden slides are skipped.
- The duration of hidden slides is ignored in the times in the Timeline.

To hide or unhide a slide:
- Click on the slide (while in slide edit view) or slides in thumbnail view.
- Click the **Hide Slide** icon on the context sensitive toolbar (closed eye) to hide the slide.
  <u>Note</u>: Hidden slides will not display when previewing project, however, they will remain in the slide count.
- To display a slide, click the **Show Slide** (open eye) icon on the context sensitive toolbar.

Quick Tip: Hidden slide sounds are will not be heard during preview.

For questions on working with slides, please contact support@qarbon.com.

Audio

ViewletBuilder6 Enterprise allows you to add sound to your project. You can import sound files or record them directly while working in ViewletBuilder6 Enterprise. Audio files may be attached directly to a slide or various slide objects such as balloons, notes, text boxes and shapes. You may also export sound from projects. And, there is a feature that allows you to add a background sound track (independent of sound attached to slides or slide objects) to your project.
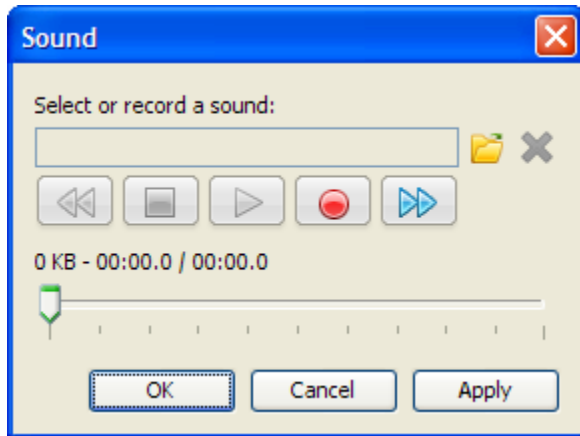
To attach audio to a slide or a slide object:
- Click on the slide or slide object to select it.
- Click the **Attach Sound** icon on the context sensitive toolbar. Or, right click and select **Attach Sound** from the menu bar.
- In the *Sound* window, choose your desired sound option.
- Click **OK**.

To import a sound file to attach to a slide or slide object:
- Click on the slide or slide object to select it.
- Click the **Attach Sound** icon on the context sensitive toolbar.
- In the *Sound* window, click the **Load Sound** (folder) icon.
- In the *Load Sound* window, select a sound file.
  Note: Supported sound files include MP3, AIF, WAV and AU
- Click **Open**.
- In the *Sound* window, click **OK**.

To record sound inside ViewletBuilder6 Enterprise:
- Click on the slide or slide object to select it.
- Right click and select **Attach Sound**.
- In the *Sound* window, click the **Record** (red circle) button.
  Note: In order to record audio, your computer must have a sound card. ViewletBuilder6 Enterprise records audio using the MP3 format. This reduces file sizes in projects containing audio.
- Speak into your system's microphone to record.
- Press the **Stop** (red square) button to end the recording.
- Click **OK** to attach the recording to the slide or slide object.

To listen to a sound file attached to a slide or slide object:
- Click on the slide or slide object to select it.
- Right click and select **Attach Sound**.
- In the *Sound* window, press the **Play** (green arrow) button to listen to the sound file attached to the slide or slide object.
- Click **OK** to close the *Sound* window.

To remove sound attached to a slide or slide object:
- Click on the slide or slide object to select it.
- Click the **Attach Sound** icon on the context sensitive toolbar.
- In the *Sound* window, click the **Delete Sound** (red X) button.
- Click **OK** to close the *Sound* window.

To export sounds from your project:
- Before exporting any sound files from your project, create a folder outside of ViewletBuilder6 Enterprise to save your exported sound files in (recommended).
- Select **File** > **Export** from the menu bar.
- Select **Sounds**.
- In the *Export Sounds* window, select the slides to export:
  - **Current Slide**: Only the sound attached to the current slide and any attached to slide objects will be exported.
  - **From**: Enter a starting slide number in the first field and an ending slide number in the second field. Sound attached to the slides (and objects on the slides) in this sequence will be exported.
  - **All**: All sound attached to slides and slide objects will be exported.
- In the *Save File In* window, select a folder to save the exported audio files in.
- Click **Save**.
  Note: Exported sound files are saved in the WAV format.

Sound Quality for Published Project
Please refer to the *Project Properties* chapter for information regarding how to set up sound quality options for your published project.

Background Soundtrack

As discussed previously in this chapter, audio may be attached directly to a slide as well as to other slide objects. You may also attach a background sound track to your published project. This sound track is independent of sound attached to slides and slide objects and plays in the background when the Viewlet is played . Please refer to the *Project Properties* chapter for more information on adding a background soundtrack to your Viewlet. It should be noted that this track will loop in the background and play even when the Viewlet pauses on zone slides. If the viewer pauses the Viewlet using the player bar or clicks an object with a pause event, all sounds will stop though. Although the design was not intended for project narration across all slides, it is possible to do this assuming you do not have any zones that could cause the background track to get out of sync with the foreground track.

Images

Images may be used in projects in a few different ways. One option is to create an entire project made up of image files. When creating image projects or when inserting image slides, images are embedded as slide backgrounds. When used in this way, images cannot be moved around the slide. And, only one image may be embedded as a slide background.

You may also insert images onto slides as slide objects. When inserted on the slide, images may be resized, moved on the slide, converted to a hyperlink object, become a rollover event, have its transparency level modified and more. And, multiple images may be inserted on the same slide.

This chapter covers the basics of working with images that are inserted on to slides as slide objects.

To insert an image on to a slide:
- Select the slide you want to insert the image on.
- Click the **Insert Image** button on the Object Toolbar.
- In the *Insert an Image* window, browse to locate the image file.
  Note: Support image file formats include JPEG, GIF, TIFF, JPG, TIF, PNG, BMP
- Select the image file and click **Open**.
- The image is inserted in the center of the slide ready for editing.

To move an image on a slide:
- Select the image by clicking on it.
- Move your cursor over the image and when the cursor changes to a hand shape, hold down the left mouse button.
- Drag the image (while holding down the left mouse button) to its new location on the slide.

To resize an image on a slide:
- Select an image by clicking on it.
- Point your cursor over one of the grab handles.
- When the cursor changes to an arrow, hold down your left mouse button.
- Drag the grab handle (while holding down the left mouse button) to resize the image.

To change an image's opacity level:
- Select an image by clicking on it.
- Enter a value in the **Opacity** field on the context sensitive toolbar.
- Press enter to apply the new opacity level.

To layer images (or images and shapes):
- Right click on the image.
- Select **Arrange** from the shortcut menu.
- Select an arrangement option from the fly-out menu.

To view and/or modify image properties:
- Right click on the image.
- Select **Image Properties** from the shortcut menu.
- In the *Image Properties* window, view/edit the Name, Location & Size and Timing as desired.
- Click **OK** to close the *Image Properties* window.

To create an image event:
- Click on the image to select it.
- Click the **Events** icon on the context sensitive toolbar.
- In the *Image Events* window, select an events tab and choose the desired action.
- Click **OK** to apply.

To delete an image:
- Select the image.
- Press the **Delete** key on your keyboard or right click and select **Delete** from the shortcut menu.

Background Frames

In ViewletBuilder6 Enterprise, the *Background Frames* window replaces the *Background Images* window found in earlier versions of ViewletBuilder. In ViewletBuilder4 and ViewletBuilder5, a slide contained a single background image. Now, in ViewletBuilder6 Enterprise, a single slide can have a single background image (called a frame) or a series of images like the frames in a movie. Each of the frames are displayed (during playback) in order for a specified duration.

Background Frames – Single Frame
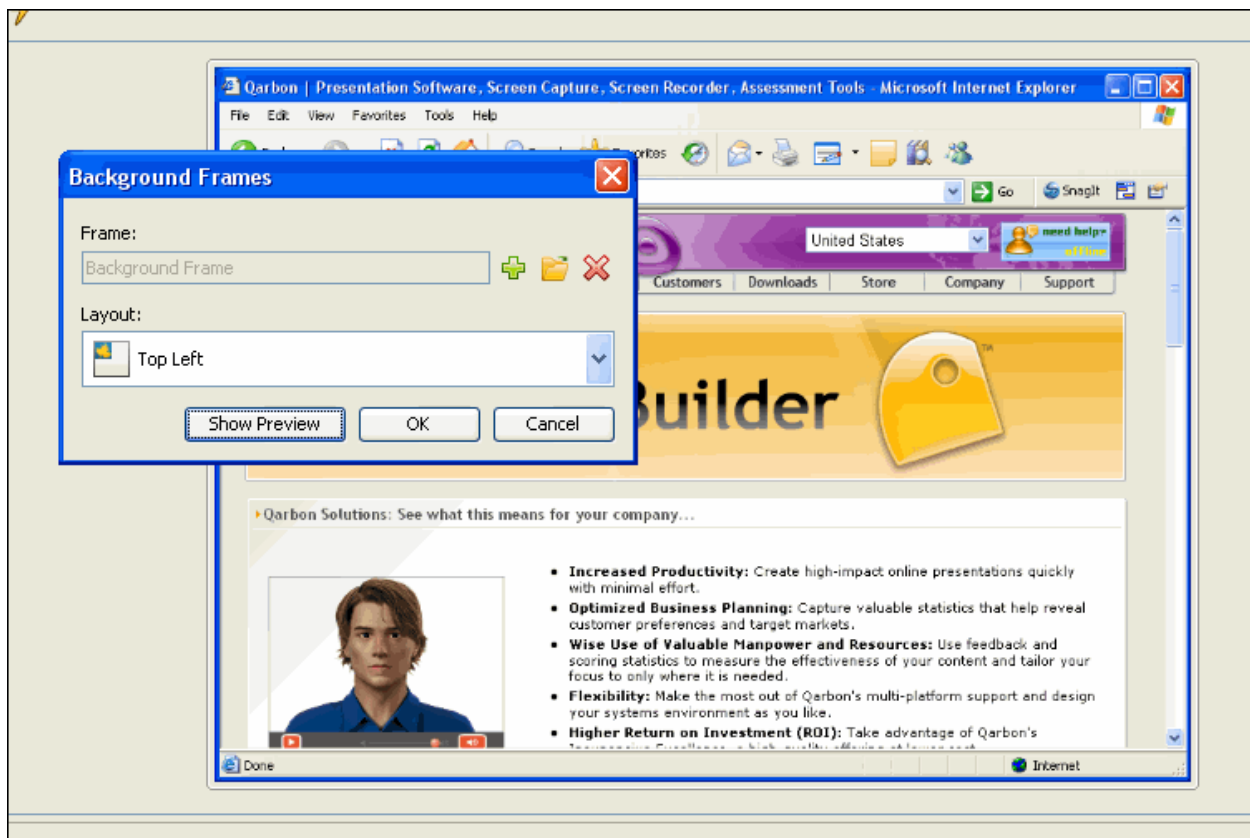
To access the *Background Frames* window:

- Select the desired slide in slide or thumbnail view.
- Right click and select **Background Frames**. The *Background Frames* window displays.
- You can also double click on the frame along the Timeline to display the *Background Frames* window.

To add a background frame to a slide with detailed settings:
- In the *Background Frames* window, click the **Add Frame** (green plus) button.

- The *Background Frame* window displays. Click the folder button to search for and select an image for the frame.
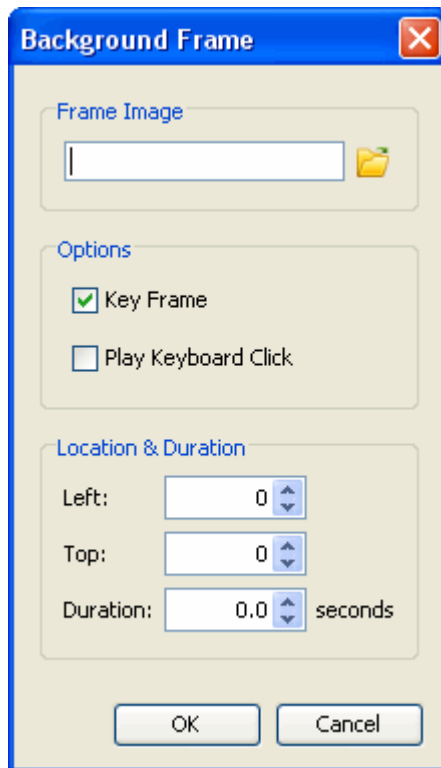
- Set *Options*, *Location & Duration* settings as desired.
- Click **OK**.
- Click **OK** in the *Background Frames* window to load the selected frame.

To directly load a frame from the *Background Frames* window:
- In the *Background Frames* window, select the **Load Image** button.

- Browse for and select an image.
- Click **Open**.
- Click **OK**.

To delete a background frame:
- In the *Background Frames* window, click the **Remove Background** button.

Click **OK** to remove the background frame.

Quick Tip: If you accidentally delete a background frame from a slide (and this was your last action), simply press **Ctrl + Z** to undo this last action.

To expand/collapse the *Background Frames* window:
- In the *Background Frames* window, click **Show Preview** to expand the window.
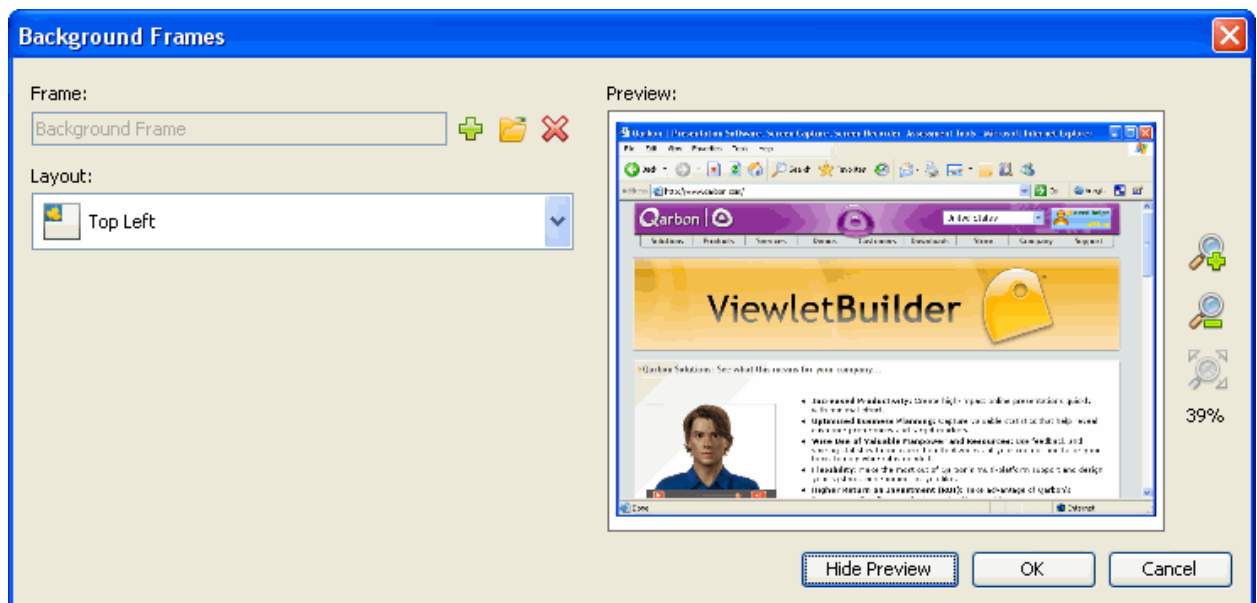
- To collapse the window, click **Hide Preview**.

To choose the layout for the frame:
- In the *Background Frames* window, select an orientation for the image from the *Layout* list.
- Click **OK**.

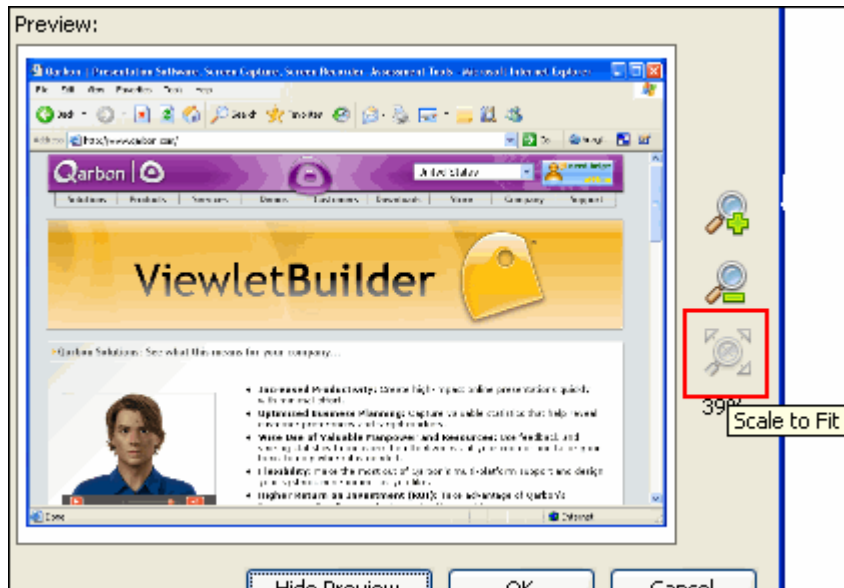To change zoom selection of frame Preview:
- To zoom in, click the **Zoom In** button.

- To zoom out, click the **Zoom Out** button.
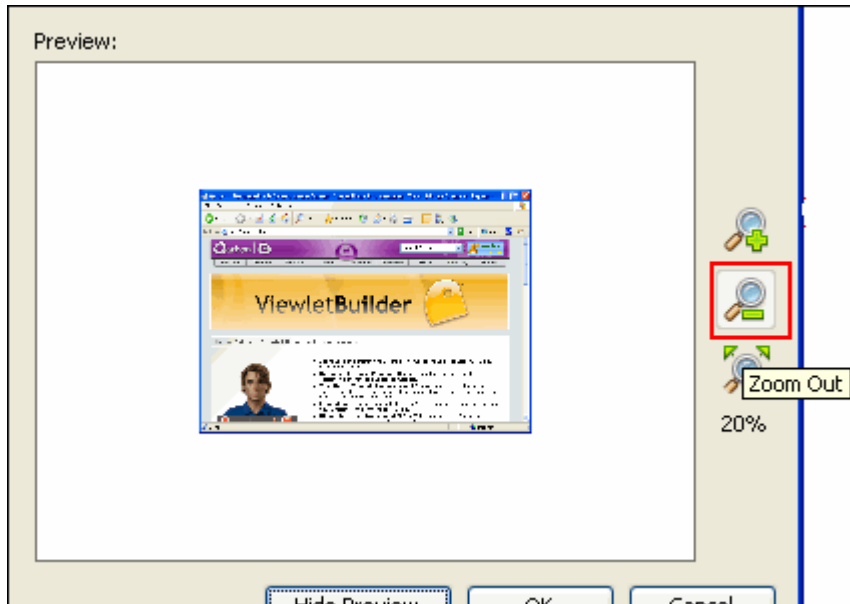
- To fit the image in the Preview panel, click the **Scale to Fit** button.
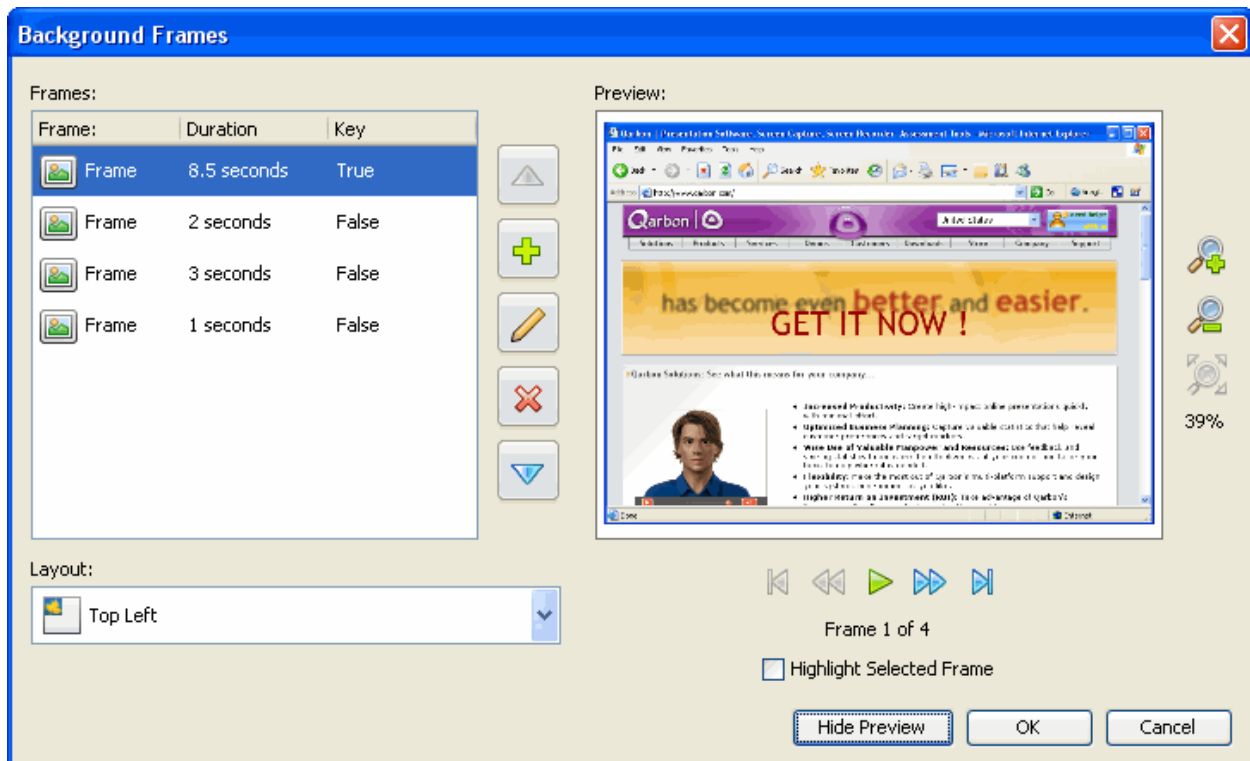
Background Frames – Multiple Frames
As previously mentioned, in ViewletBuilder6 Enterprise a single slide may contain multiple background images (usually created when using the Smart Capture feature for screenshots) that make up slide background animation. You will use the same steps to modify multiple background frames as you would with the steps outlined for modifying a slide with a single background frame. There are, of course, a few additional options since you are working with multiple frames.

For instance, following is an example of what a typical *Background Frames* window looks like when working with a slide containing multiple background frames.
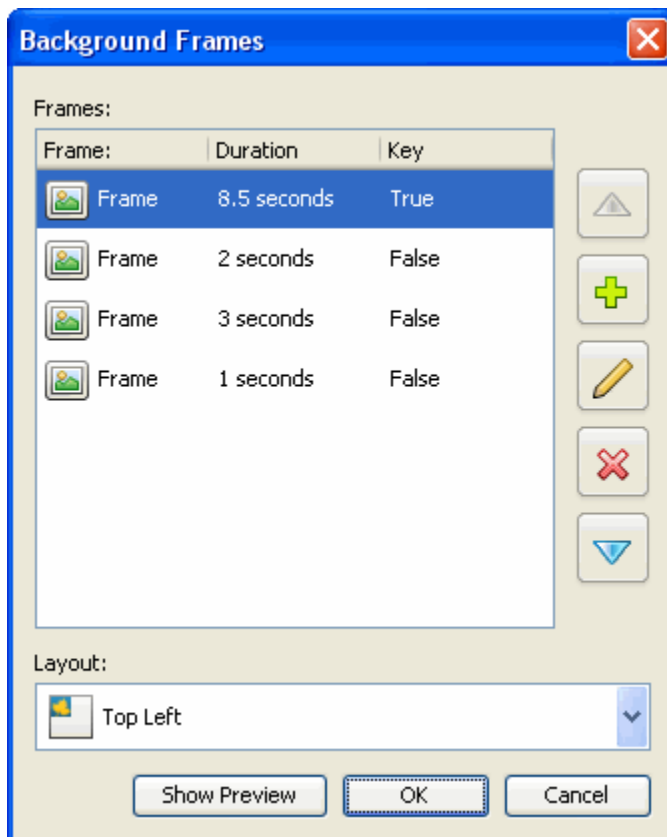
Background Frames window with Preview Hidden

*Background Frames* window with Preview Displayed

Key Frame
Frames added after the first frame may or may not be key frames. If marked as a key frame, the key frame will completely replace the previous image in the sequence. If a frame is not marked as a key frame, the frame is just "painted" on top of the previous key frame, like an additional image layered on top of it.

After creating a screenshot project or adding new screenshots using Smart Capture, if you look at a slide that has multiple animation frames on it, you will see that all but the first frame are NOT key frames.
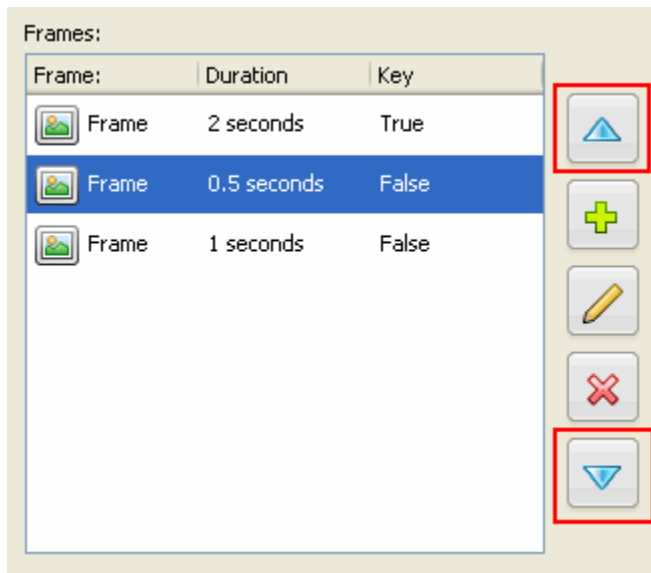
To enable/disable a Key Frame:
- In the *Background Frames* window, double click a frame.
- In the *Background Frame* window, select the **Key Frame** option.
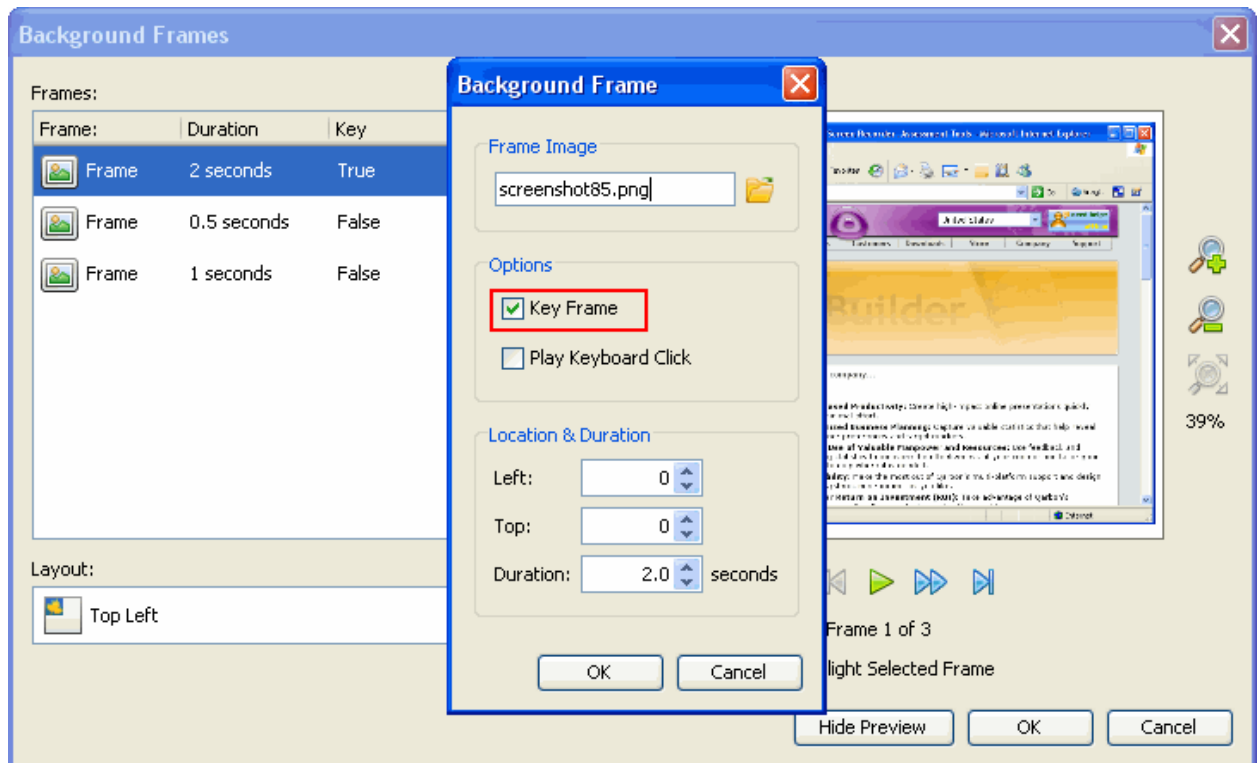
- Click **OK**.

To move a frame up/down within the list:
- Select the frame in the list.
- Click the **Move Up** button (blue "up" arrow) to move the frame up in the list.
- Click the **Move Down** button (blue "down" arrow) to move the frame down in the list.

To add a frame to the list of frames:

- Click the **Add** button ![add button].
- In the *Background Frame* window, load a frame image and make other selections as desired.
- Click **OK**.

To edit a frame:
- Select a frame in the list.

- Click the **Modify** button ![modify button].
- In the *Background Frame* window, make selections as desired.
- Click **OK**.

To delete a frame:
- Select a frame in the list.

- Click the **Delete** button ![delete button].

Navigating the Preview of Multiple Background Frames
When working with multiple background frames there are a few different features for navigating the Preview in addition to the zoom features previously covered. Use the following tools to quickly navigate through animation frames.

To navigate through multiple animation frames:
- In the *Background Frames* window, select a frame in the list.
- Click **Show Preview** if applicable.
- Click the appropriate button (below the preview pane):
    - **First Frame**
    - **Previous Frame**
    - **Next Frame**
    - **Last Frame**
- To preview the animation frames, click **Preview Background Frames**.
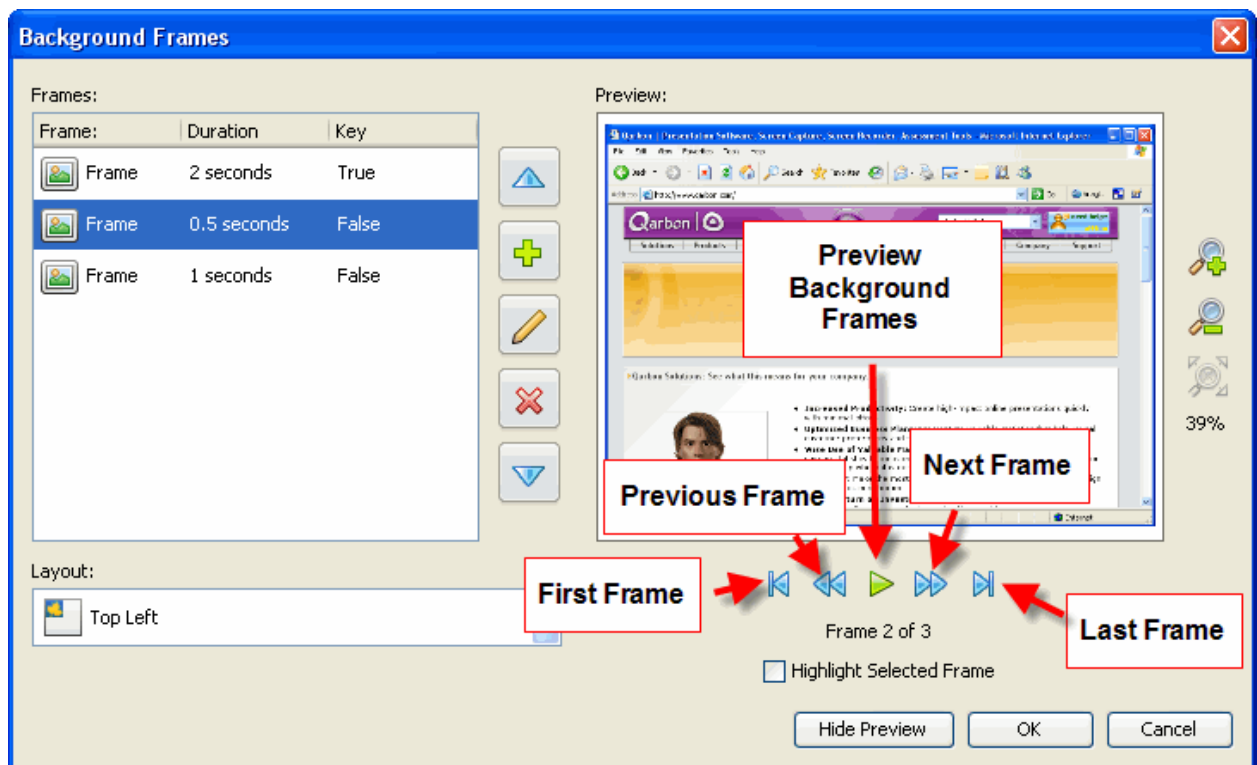

To highlight a selected frame:
- In the *Background Frames* window, select a frame in the list.
- Under the preview pane, select the **Highlight Selected Frame** checkbox.

Quick Tip: The highlight will differ for a Key Frame and a non-Key frame.

1. If the selected frame is a Key Frame and the **Highlight Selected Frame** check box is selected, the entire frame will be highlighted.
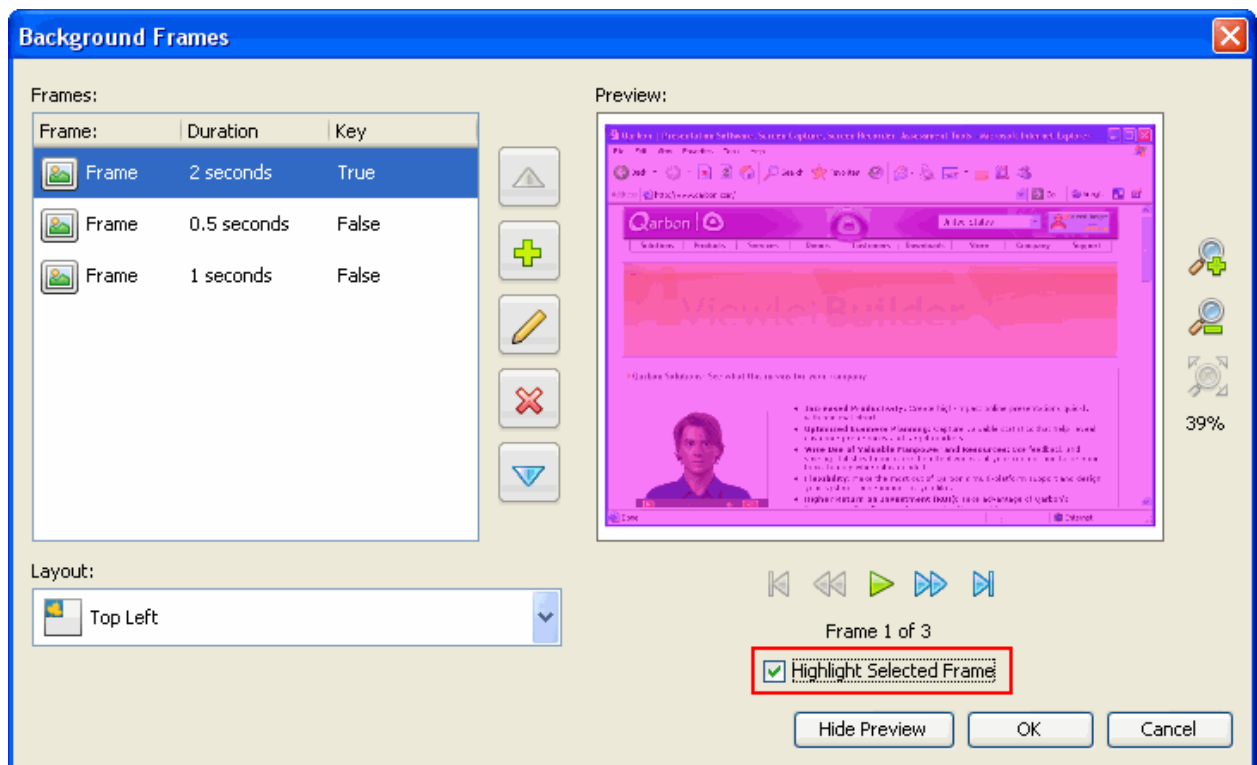
2. If the selected frame is NOT a Key Frame and the **HIghlight Selected Frame** check box is selected, only the applicable portion of the frame is selected because this frame is a subset of the entire frame.
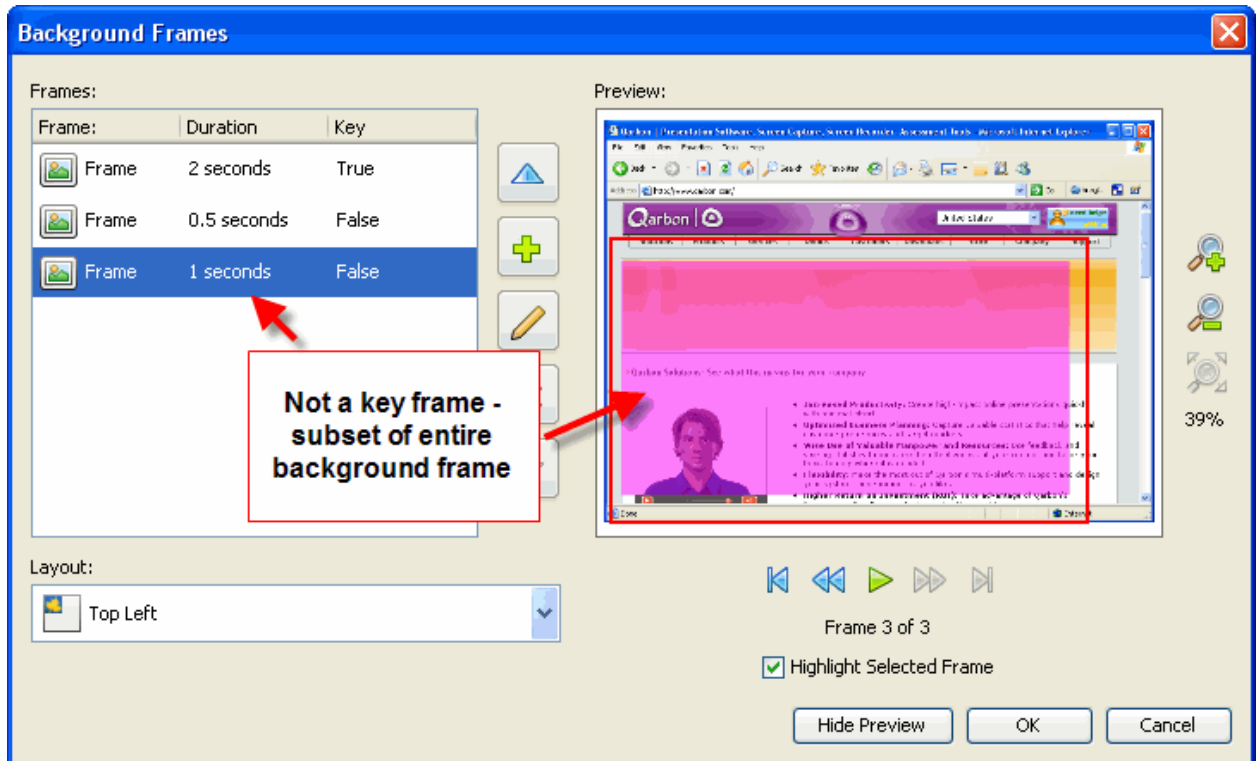
Using the Timeline to Access Background Frames
If you prefer to edit your project using the Timeline, you can also easily access the *Background Frames* window to modify your background frames.

Here's an example of what a slide containing multiple background frames (animation frames) looks like along the Timeline:
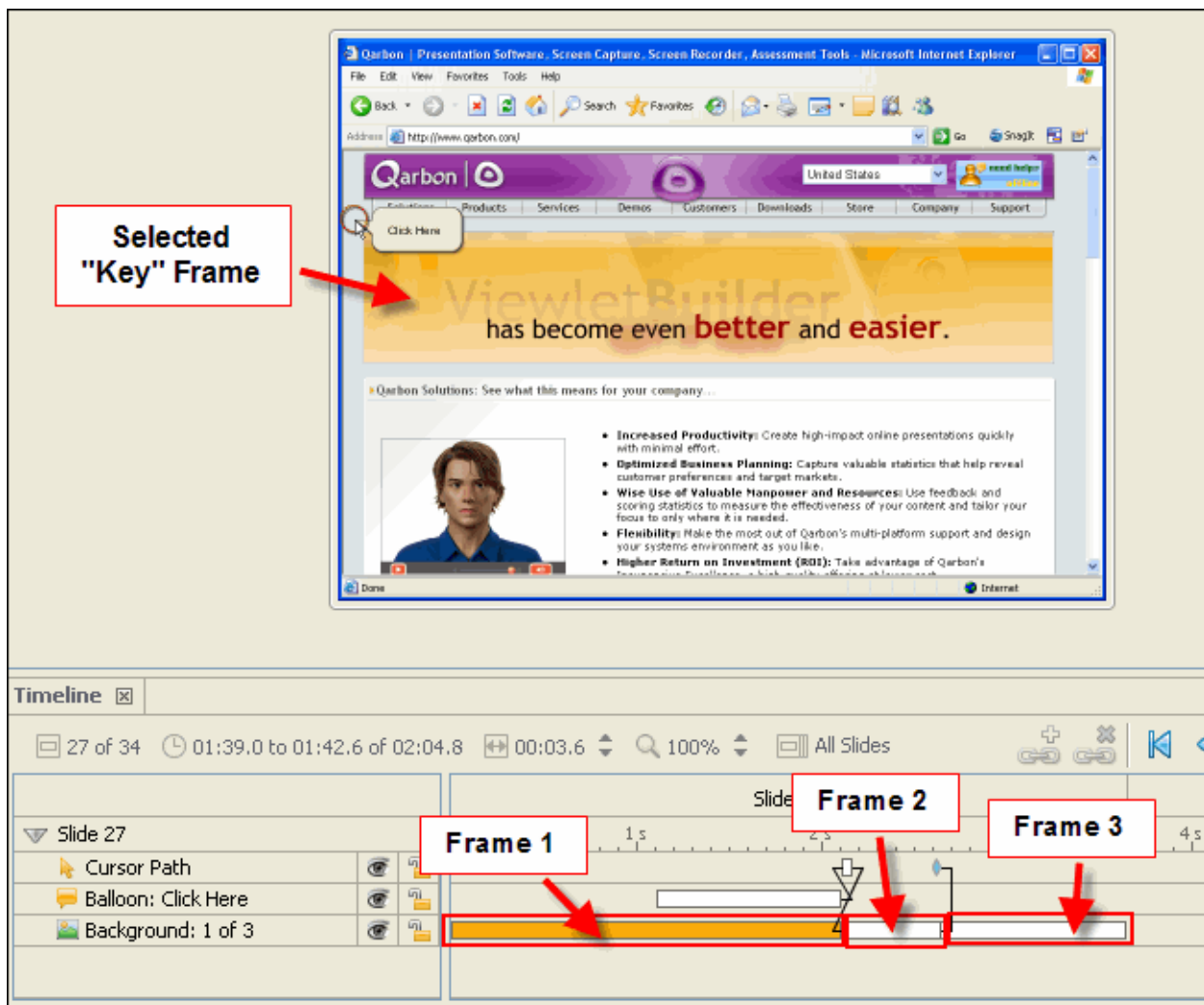
In the illustration above, Slide 27 contains multiple animation background frames. In fact, it contains three frames (as designated in the layer called "Background: 1 of 3). **Frame 1** is the selected frame and, in this example, is a Key Frame. **Frame 2** and **Frame 3** are part of the background frames, but will not display until selected along the Timeline. In this example, they are not selected.

Clicking on a background frame will also display that frame in slide view.

Quick Tip: To preview the background frame animation, click the playhead at the beginning of the Timeline (for the slide) and drag it while watching it progress along the Background layer and across the different animation frames. Or, click at the beginning of the Timeline for the frame and click the **Preview** button for the current slide.

Shapes

You may insert one or more shapes onto slides. This chapter provides an overview of the four basic tools for creating shapes and how to edit them.

The Rectangle Tool
The rectangle tool allows you to draw rectangles and squares on a slide.
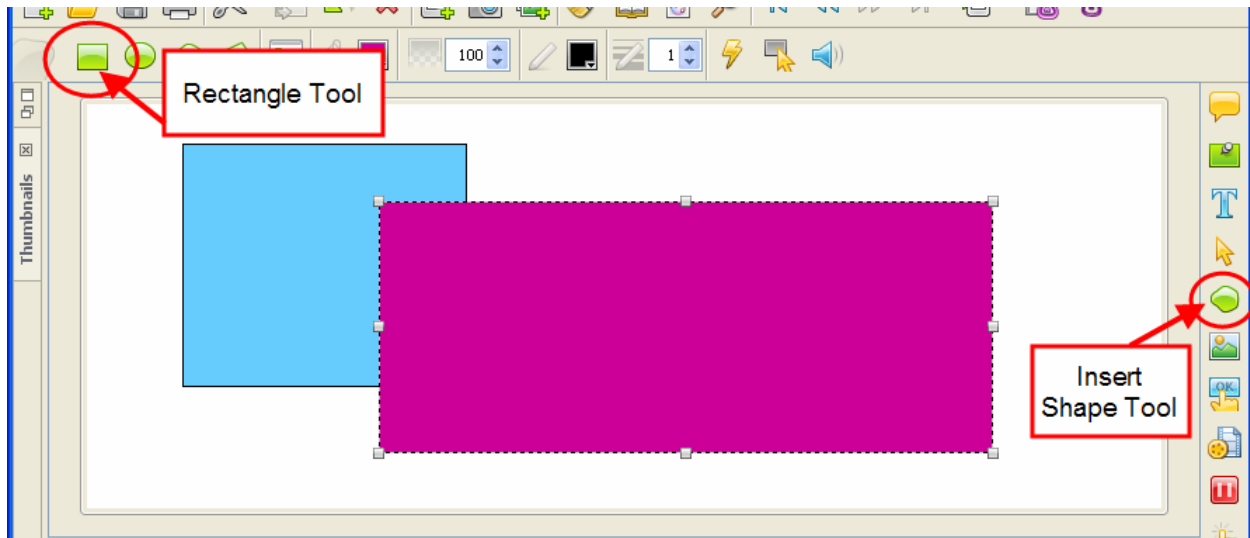
To insert a rectangle:
- Click the **Insert Shape** icon on the Object Toolbar.
- If not already selected, click the **Rectangle Tool** icon on the context sensitive toolbar.
- Move the cursor over the slide until the cursor changes to a cross-hair shape.
- Click on the slide and hold down the left mouse button.
- Continue to hold down the left mouse button and drag to draw the rectangular shape.
- Let go of the left mouse button to complete the shape.

The Ellipse Tool
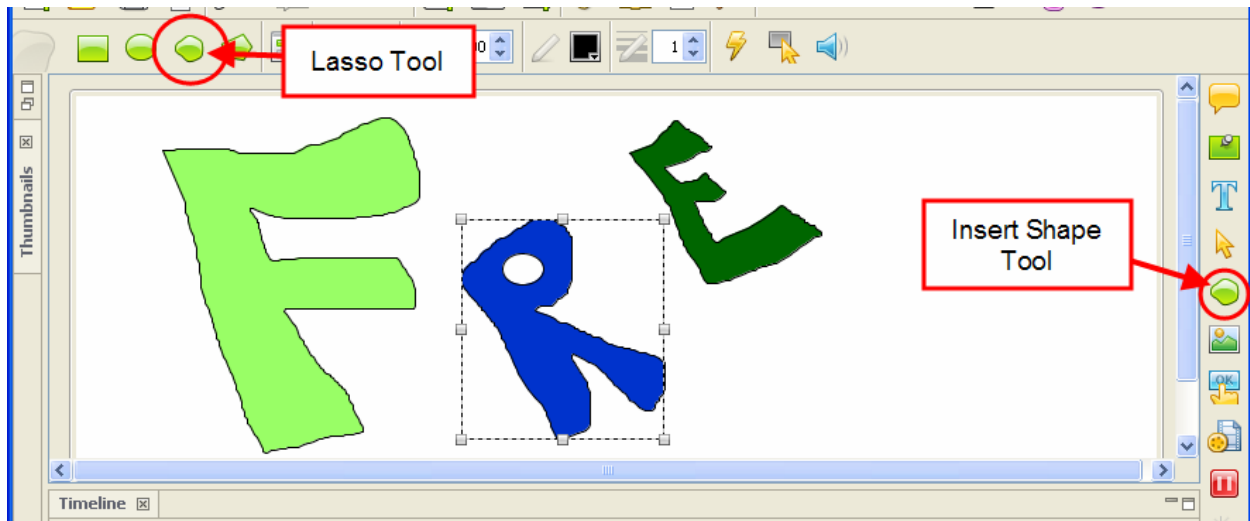The ellipse tool allows you to draw circles or ovals on a slide.
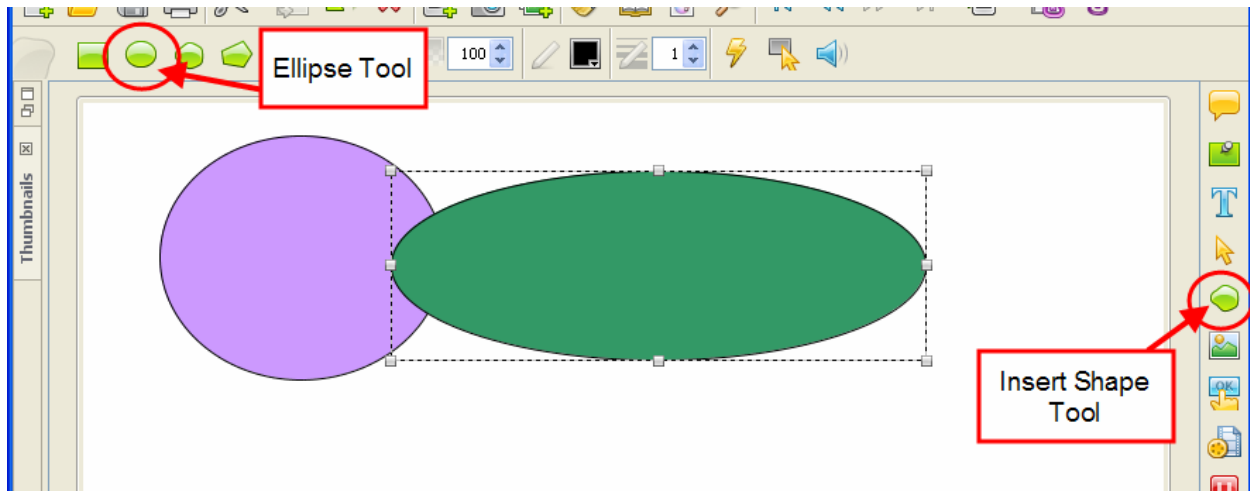
To insert an ellipse:
- Click the **Insert Shape** icon on the Object Toolbar.
- Click the **Ellipse Tool** on the context sensitive toolbar.
- Move the cursor over the slide until the cursor until the cursor changes to a cross-hair shape.
- Click on the slide and hold down the left mouse button.
- Continue to hold down the left mouse button and drag to draw the elliptical shape.
- Let go of the left mouse button to complete the shape.

The Lasso Tool
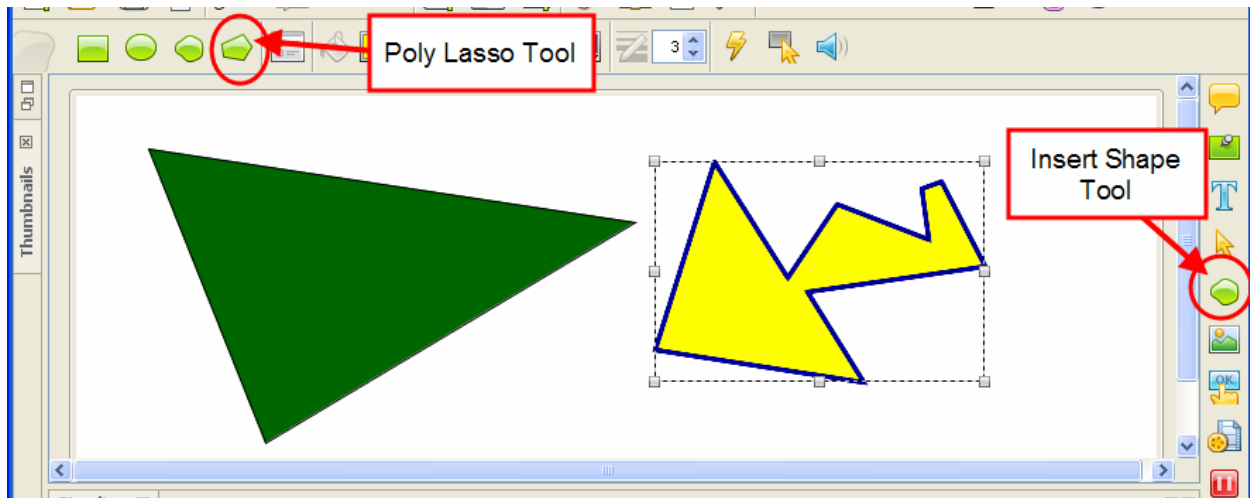The lasso tool allows you to create free-form shapes.

To create a free-form shape:
- Click the **Insert Shape** icon on the Object Toolbar.
- Click the **Lasso Tool** on the context sensitive toolbar.
- Move the cursor over the slide until the cursor changes to a lasso shape.
- Hold down the left mouse button and draw your shape.
- Let go of the left mouse button when the free-form shape is complete.

The Poly Lasso Tool
The poly lasso tool allows you to create polygonal shapes.

To create a polygonal shape:
- Click the **Insert Shape** icon on the Object Toolbar.
- Click the **Poly Lasso Tool** on the context sensitive toolbar.
- Move the cursor over the slide until the cursor changes to a lasso shape.
- Click on the slide to insert the first "anchor" point.
- Drag the cursor to form the first leg of the polygon.
- Click again to insert the next anchor point.
- Drag the cursor again to form the next leg of the polygon.
- Continue repeating these steps until the polygon shape is formed.

Miscellaneous Shape Tool Features
Once shapes are created, you may move, resize, recolor, and arrange them to create custom effects.

To move a shape on a slide:
- Click the shape to select it.
- Move your cursor over the shape until the cursor becomes a hand shape.
- Hold down the left mouse button and drag the shape to move it.

To resize a shape:
- Click the shape to select it.
- Move your cursor over one of the grab handles until the cursor changes to an arrow shape.
- Hold down the left mouse button and drag to resize the shape.

To arrange the shape in a stack:
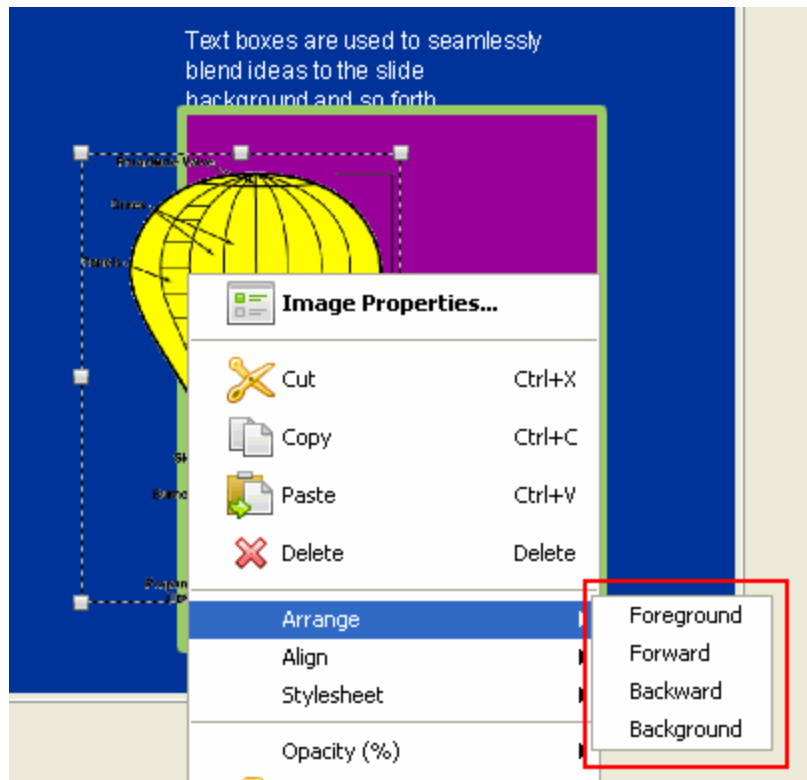
- Click the shape to select it.
- Right click and select **Arrange** from the shortcut menu.
- Select one of the arrange options to move the shape to that position in the stack.

To delete a shape from the slide:
- Click the shape to select it.
- Right click and select **Delete** from the shortcut menu. Or, press the **Delete** key on your keyboard.

Events and Actions Overview

ViewletBuilder6 Enterprise offers a robust set of events and actions that may be associated with slides and slide objects such as shapes and images to produce greater dynamics and a higher user interactive experience than ever before. This chapter provides a brief introduction into ViewletBuilder6 Enterprise's events and actions features.

Events
Events may be defined as what happens when a certain scenario occurs. For example, a slide event may be the "On Load" event. This means that when the slide "loads" or as it "loads" this "loading" is an event.
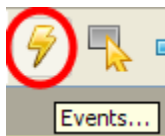
To create a slide event:
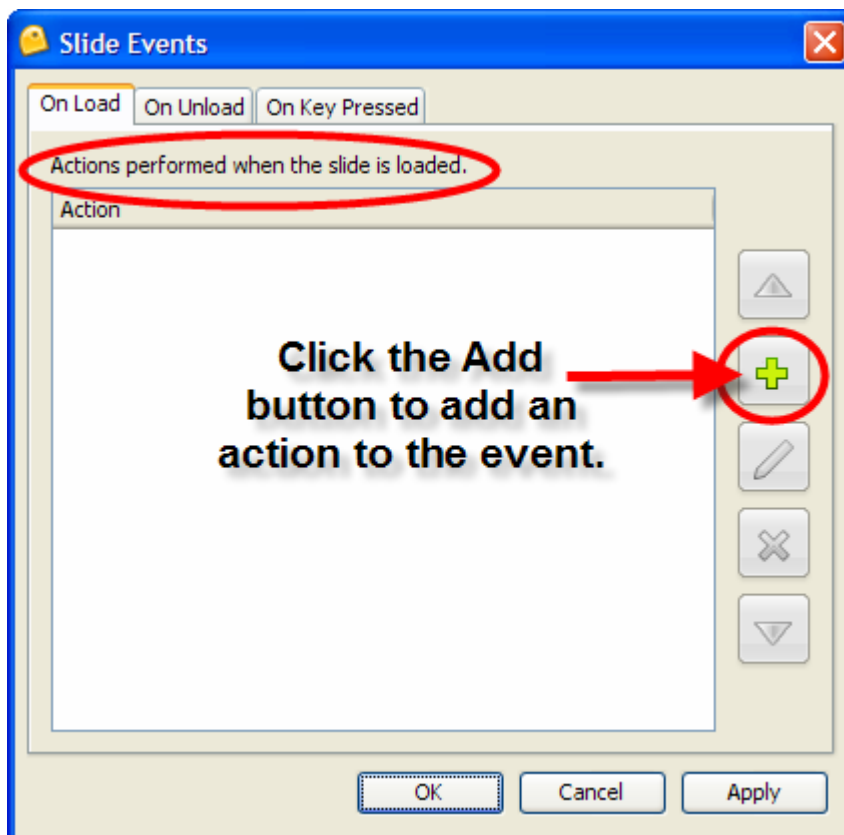
- Right click on a slide directly and select **Events** from the shortcut menu.
- In the *Slide Events* window, select a tab:
  - o On Load: This is when a slide is loaded.

- o On Unload: This is when you leave the slide.
- o On Key Pressed: This is when a key is press while on a slide.
- Select an action as desired.
- Click **OK**.

To create a shape event:
- Right click on a shape.
- Select **Events** from the shortcut menu.
- In the *Shape Events* window, select a tab:
  - o On Click: This is when the user clicks on the shape.
  - o On Rollover: This is when the user moves the mouse over the shape.
  - o On Rollout: This is when the user has moved the mouse off the shape.
- Select an action as desired.
- Click **OK**.

To create image event:
- Right click on an image.
- Select **Events** from the shortcut menu.
- In the *Image Events* window, select an events tab.
- Select an action as desired.
- Click **OK**.

Actions

Actions are associated with Events and are "what will take place" once a particular event occurs. For example, an "On Click" event may have a "Goto slide" action attached to it. So, when a user clicks on a shape, for example, the project will "go to" a predefined slide.
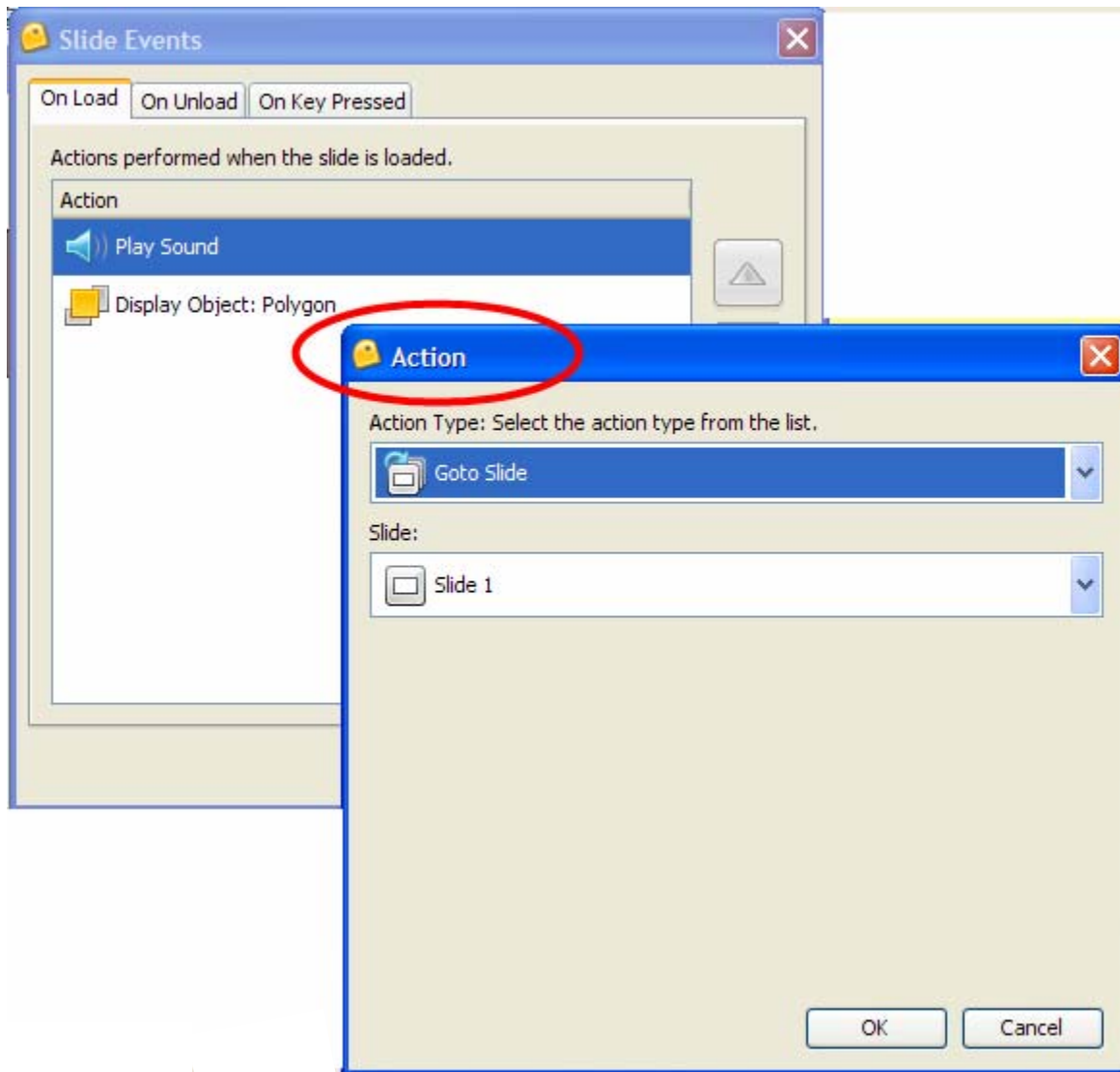
To attach an action to an event:

- Select a slide, shape, image or other object (that supports events).
- Right click and select **Events** from the shortcut menu.
- In the *Events* window, select an events tab.
- In the tab, click the **Add** button.
- In the *Action* window, select an action from the drop down list.
- Click **OK** to close the *Action* window to return to the *Events* window.
- Click **OK** to close the *Events* window.

To arrange multiple actions for a given event:
- In the *Events* window, select an events tab.
- If multiple actions are listed in that tab, click an action to highlight it.
- Click the up or down arrow to move the action up or down within the action list.
- Click **OK**.

To edit an action :
- In the *Events* window, select an events tab.
- Select the action to edit.
- Click the **Modify** (pencil) icon.
- In the *Action* window, modify the action as needed.
- Click **OK** to close the *Action* window.
- Click **OK** to close the *Events* window.

To delete an action :
- In the *Events* window, select an events tab.
- Select the action to delete.
- Click the **Delete** (red X) button.
- Click **OK** to close the *Events* window.

Quick Tip: If Multiple Actions can be assigned to an Event, they will be performed sequentially.

For more information on working with Events and Actions in ViewletBuilder6 Enterprise, please email support@qarbon.com.

Buttons

Buttons may be used to increase user interactivity within your Viewlet project. For example, if you want to give your viewer the control to advance through your Viewlet at their own pace, you can create your own series of customized buttons for them to do this. Or, you might provide buttons that, when clicked, will allow the viewer to skips ahead or to different parts of your project instead of just progressing through it in a linear fashion.
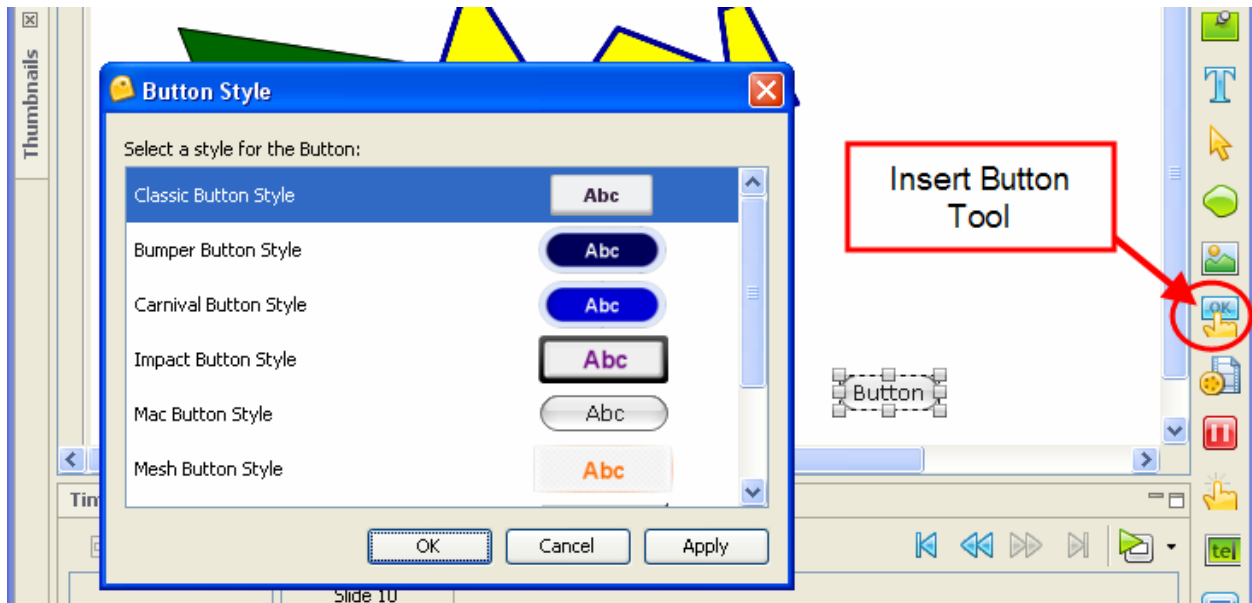
To insert a button on to a slide:
- Select the **Insert Button** icon on the Object Toolbar.
- A button is inserted on the slide ready for editing.

To view/modify button properties:
- Right click a button and select **Button Properties** from the shortcut menu.
- In the *Button Properties* window in the:
  - o Name area: Enter a name for the button in the field provided. Enter the Text to be displayed on the button in the field provided.
  - o Location & Size area: Enter values for its Left and Top margin. Enter values for the Width and Height of the button.
  - o Timing: Selection a timing option for the button to display on the slide from the drop down list. Enter values for any Start/Duration times as applicable.
- Click **OK**.

To move a button on a slide:
- Click a button to select it.
- Point your cursor over the button and when the cursor changes to a hand shape, hold down your left mouse button.
- Continue to hold down the left mouse button and drag the button to its new location.

To resize a button:
- Click a button to select it.
- Point your cursor over a grab handle until the cursor changes to an arrow shape.
- Hold down the left mouse button over the grab handle and drag it to resize the button.

To select a button style:
- Right click on the button and select **Button Style**.
- In the *Button Style* window, select a style from the list.
- Click **OK**.

To add an event and action(s) to the button:
- Right click on the button.
- Select **Events** from the shortcut menu.
- In the *Button Events* window, in the *On Click* tab, click the **Add** icon.
- In the *Action* window, select an action from the drop down list.
- Click **OK** to close the *Action* window.
- Click **OK** to close the *Button Events* window.

To delete a button:
- Select a button to delete.
- Right click and select **Delete** from the shortcut menu.

For more information on working with Buttons, contact support@qarbon.com.

Hyperlinks

A hyperlink allows a user, with a single click action, to perform an action such as jump to another section of the project, open an email, go to a web page and more. In ViewletBuilder6 Enterprise, hyperlinks functionality has been expanded to include not only the common hyperlink functions you may have become familiar with in previous versions, but with many more options too. This chapter covers some basics steps for creating hyperlinks in your Viewlet projects.
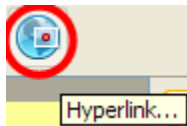
Message Hyperlinks
While message objects themselves cannot be set up as a hyperlink, a portion or all of the text inside can. These types of hyperlinks are known as text links.
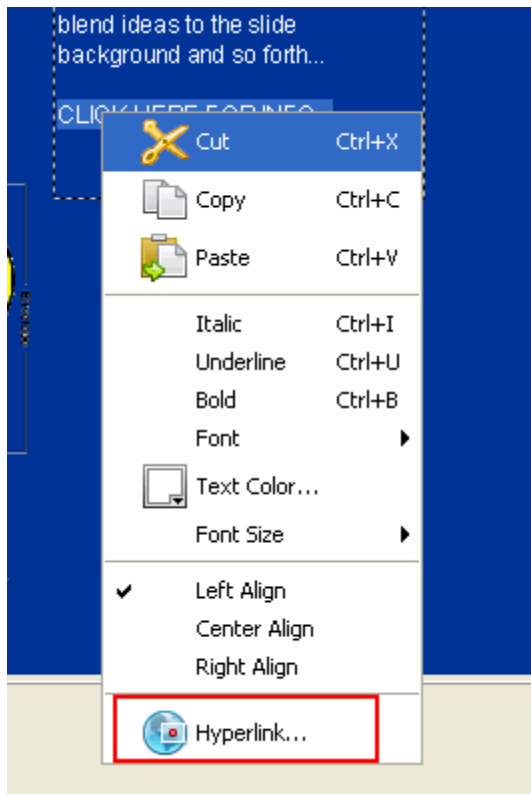
To create a test link within a message object:
- Highlight the text you want to use for the link.
- Right click the text and select **Hyperlink** from the shortcut menu. Or, click the **Hyperlink** (globe) icon on the context sensitive toolbar.
- In the *Hyperlink* window, make sure the *On Click* tab is selected.

- Click the **Add** (green plus) button.
- In the *Action* window, click on action from the first drop down list and select/enter additional options below this after making your selection as required.
- Click **OK** to close the *Action* window.
- Click **OK** to close the *Hyperlink* window.
  Note: By default, a text hyperlink will be blue underlined text. Once a hyperlink is created, you may change the link's text attributes as needed.

Miscellaneous Hyperlinks
Any object that requires the user to click may be considered a link of some sort. Message (text) hyperlinks work the same as when you are creating an Event/Action setup. Links can also be set up to occur when an image loads, etc. Please refer to the chapter on *Events and Actions Overview*. Or, contact support@qarbon.com for more information.
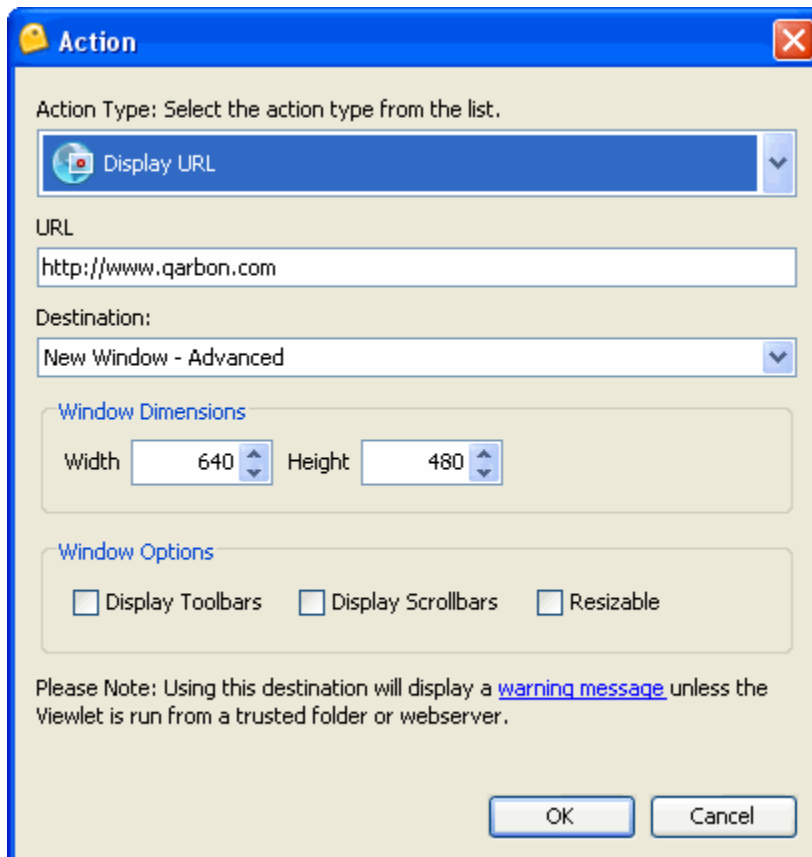
Interactive Zones – Common Features

Interactivity is key to acquiring and maintaining your viewer's interest. And, with the use of interactive zones within your Viewlet, you can gain valuable input from your viewers for training, marketing and even product development purposes. The Interactive Zones are a staple of ViewletBuilder and have been in almost all of the previous versions. They provide dynamic results like Events and Actions, but focus on specific purposes.

ViewletBuilder6 Enterprise offers five Interactive Zones:
- Click Zone
- Text Zone
- Keystroke Zone
- Pause Zone
- Question Slide

For purposes of this chapter, we are not including Hyperlinks or Events/Actions since they have already been covered in the previous chapters.

The Interactive Zones (with the exception of the Pause Zone) have many elements in common. These include:
- Only one zone per slide.
- An input field OR a clickable area or button.
- Audio option.
- Response to user input in the form of a message or some other object for when the user answers correctly or incorrectly or doesn't complete a response.
- Scoring with points, attempts and time for answering.

Let's review each of these elements separately.

The One Zone Per Slide Rule
Unlike other dynamic elements, Interactive Zones serve a specific purpose and therefore, only one zone may be on the slide at a time. If you try to insert multiple slides, you will see a *Warning* window the will inform you what type of zone the slide already contains. It will offer you the following Options:
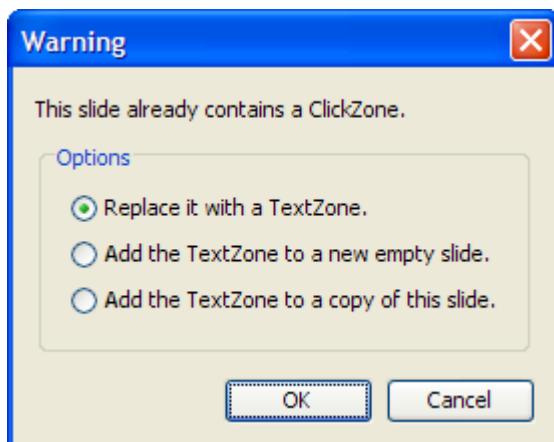
- Replace it with a [selected zone].
- Add the [selected zone] to a new empty slide.
- Add the [selected zone] to a copy of this slide.

Select one of these options and click **OK**.

Zone Interactive Area

Each of the zones contain some type of "input area" or "zone" that the user will interact with and these will vary, depending upon the zone:

- Click Zone: Contains a click area that covers a portion of the slide. This area (transparent in the published project) is where the user must click to correctly respond.
- Text Zone: Contains a text input field. The user must input the answer correctly into this field.
- Keystroke Zone: Contains a zone that shows the Viewlet author (not the viewer) the keys that the viewer must press in the published file to answer correctly. This "zone" will not display in the published file.
- Pause Zone: Though not technically a zone, when this zone is inserted on a slide, it will insert a red triangle (not viewable in the published file) in the bottom right corner of the slide and the slide will pause.
- Question Slide: The newest of the zones, these slides will vary in look, but they will contain some type of input button or field to select or input an answer. These slides also contain a button to "Submit" the input.

Audio Attached to a Zone

In some instances, you may attach a sound file to a zone. To see which zones have this option, click on the zone's input field and if the **Audio** icon on the context sensitive toolbar is active, you can attach audio to the zone. Otherwise, you still have the option to attach audio to a slide as a workaround if desired (and the option is not available for your zone).

Response to User Input

When creating an Interactive Zone, you should offer some type of response to the user after they've completed their input. In its simplest form, this response may simply be a message object that informs the user they've answered correctly. Or, it may be as elaborate as a combination of a message that, when the user answers incorrectly, a message appears telling them this and directing them to click a link to launch a quick training movie before continuing or to just continue without this option, etc. The choice as to how simple or complex the response will be is up to you. You even have the option to remove all responses to user input as well, if you desire. Note: Response objects will only displays as setup in the Viewlet itself.
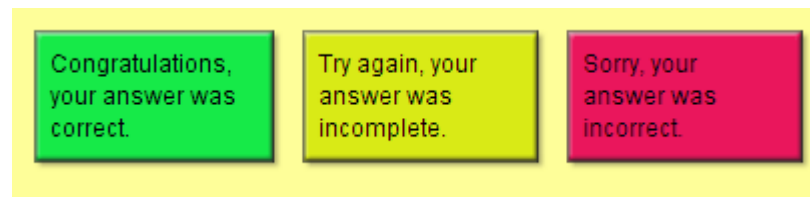
To create a response message object:
- Insert an Interactive Zone and, if applicable, three response text messages will appear.
  - Green message object: This will display if the user answers correctly.
  - Lime message object: This will display if the user did not complete the message.
  - Red message object: This will display if the user answers incorrectly.
- Select a message object and edit as you would any other message object with regards to text and message type/style itself.
- Move and stack the messages as desired on the slide.

To edit a response object:
You may change a response object from a message to an image or shape or none at all. In addition, you may change how this response object responds in reaction to a certain user action and the duration a response displays on a slide. These features are part of ViewletBuilder6 Enterprise's events/actions tools.
- Click on the "zone" area for the Interactive Zone.
- Click the **Events** icon on the context sensitive toolbar.
- In the *Slide Events* tab, click the appropriate tab. For example, to change the response that will display when the user answers correctly, select the *On Correct* tab.
- In the *Slide Events* window, select the action to modify and click the **Modify** (pencil) icon.
- In the *Action* window, edit as desired and click **OK**.
- In the *Slide Events* window, select another tab and repeat this process as desired for each of the response objects.
- When complete, click **OK** to close the *Slide Events* window.

To quickly delete a response object:
- Click the response object.
- Press **Delete** on your keyboard.

Scoring Options
Several of the Interactive Zones offer you the option of scoring user input. When available, these scoring options include points, attempts and time to complete an answer.
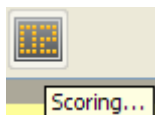
To set up scoring options for an Interactive Zone:

- Click on the zone's input or zone field.
- Click the **Scoring** icon on the context sensitive toolbar.
- In the *Score* window, three scoring options are available. To set:
  - Points: Enter a number that will be used for the point value if the user answers the question correctly.
  - Attempts: Enter a number of times the user has to answer the question correctly. After this number is reached and if the question is not answered correctly, it will be marked as incorrect and the Viewlet will continue. Select the option to allow the question to be reanswered if the user navigates backwards in the project, if desired.
  - Time: To limit the amount of time a user has to answer a question, select the **Enable a time limit for the question** check box. Then, enter the **Hours/Minutes/Seconds** as desired.
- Click **OK** to apply the scoring options and to close the *Score* window.

For more information on working with Interactive Zone features covered in this chapter, please contact support@qarbon.com.

Click Zones

The Click Zone is one of the most popular interactive zones used in ViewletBuilder6 Enterprise. A Click Zone may be used to increase the effectiveness of your Viewlet, forcing the user to interact with it by clicking on a portion of the slide in order to continue.
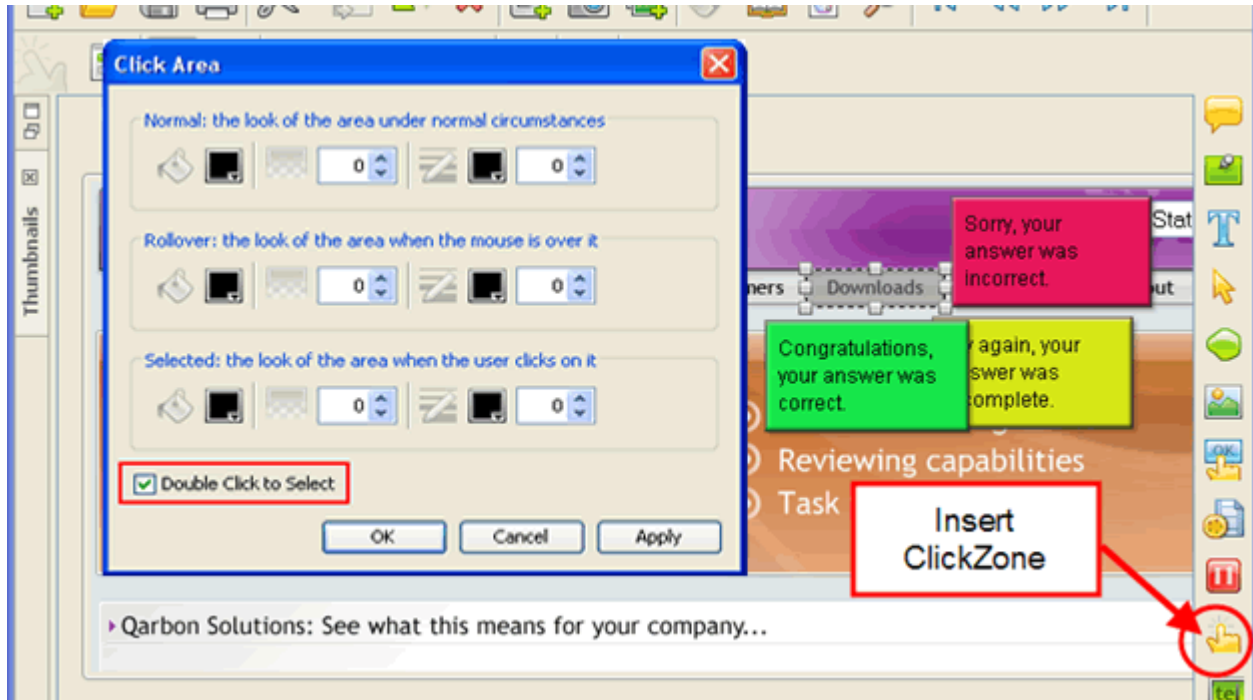
This chapter highlights the Click Zone, providing information on this zone not already covered in a previous chapter, *Interactive Zones – Common Features*.

To create a Click Zone:
- Click the **Insert ClickZone** button on the Object Toolbar.
- By default, a click zone area and three response message objects will be inserted on the slide.

To edit the click area properties:
- Double click on the click area or right click it and select **Modify Click Area** from the shortcut menu.
- In the *Click Area* window, you have three "states" to set up for the fill (bucket) color and for the border (pencil) color. <u>Note</u>: When the number is set to zero (0), the fill/border color will be transparent. The three states are:
    - o Normal: Enter a value for the fill and for the border when the mouse is NOT over the click area in the Viewlet.
    - o Rollover: Enter a value for the fill and border when the cursor moves on to the click area in the Viewlet.
    - o Selected: Enter a value for the fill and border when the click area is "clicked".
    - o Select the **Double Click to Select** check box if you want the user to double click (instead of the default single click) to respond correctly.
- Click **OK**.

To move a click area on a slide:
- Select the click area.
- Move your cursor over the click area until the cursor changes to a hand shape.
- Hold down your left mouse button and drag the area to its new location.

To resize a click area:
- Select the click area.
- Move your cursor over one of the grab handles until the cursor changes to a double arrow.
- Hold down your left mouse button and resize the area as desired.

To delete a Click Zone:
- Select the click area of the Click Zone.
- Press **Delete** on your keyboard.

Quick Tip: Click Area styles are applied to new Click Zones.
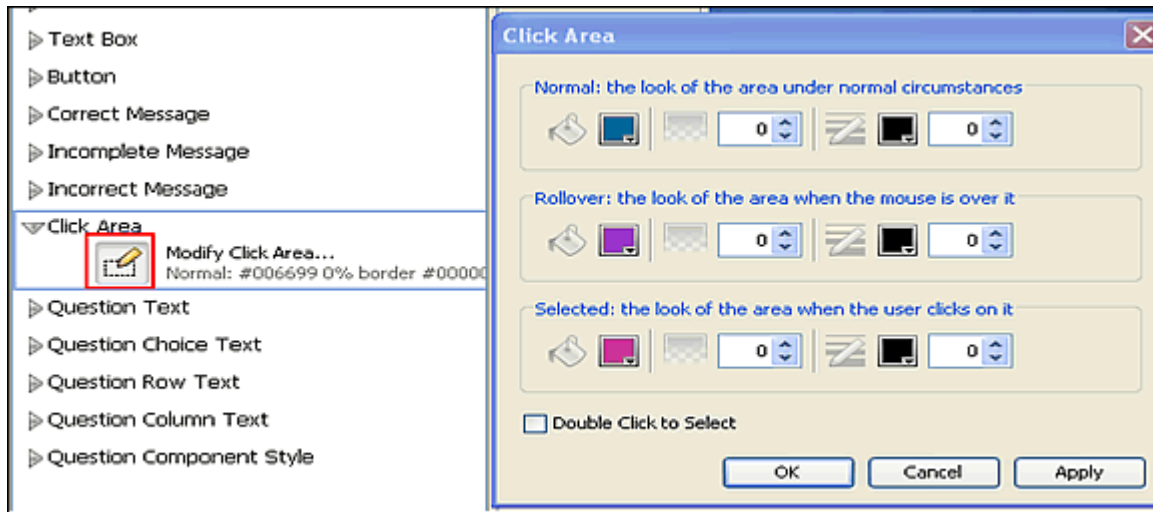
For additional Click Zone features, please review the *Interactive Zones – Common Features* chapter. Or, email support@qarbon.com with any questions you may have.

Text Zones

Text Zones are another popular interactive features used in Viewlets by Viewlet authors. These zones may be added to slides when you require the user to answer questions by inputting text responses into a field.
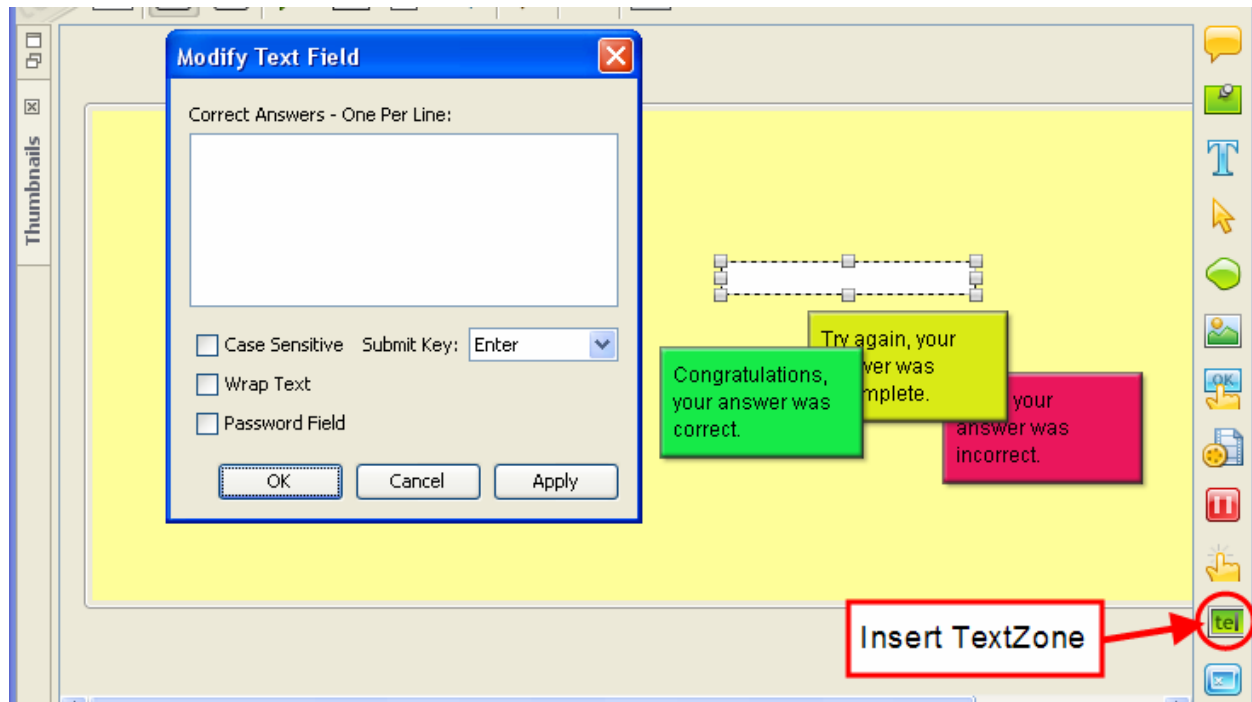
This chapter highlights the Text Zone, providing information on this zone not already covered in a previous chapter, *Interactive Zones – Common Features*.

To create a Text Zone:
- Click the **Insert TextZone** icon on the Object Toolbar.
- By default, a text input field and three response message objects are inserted on the slide.

To modify the text zone input field:
- Double click the text field or right click it and select **Modify Text Field** from the shortcut menu.
- In the *Modify Text Field* window, enter information as needed:
  - o For Correct Answers – One Per Line: Input the correct answers in the field provided. This is what the user will need to type in the field in order to answer correctly. For multiple answers, press the **Enter** key between each correct entry.
  - o Case Sensitive: By default, user may enter responses using caps or not and the answers, if input otherwise properly, will be considered to be correct. To force a user to use capital letters (for proper nouns, etc.), select the **Case Sensitive** check box.
  - o Wrap Text: Select the **Wrap Text** option to allow text to wrap inside the text field.

- o Password Field: To encrypt the user input while typing in the text field, select the **Password Field** check box.
- o Submit Key: Choose a key from the drop down list the user must press in order to submit the response.

Quick Tip: To let users hit the Enter key without clicking Submit, set the Submit Key to None.
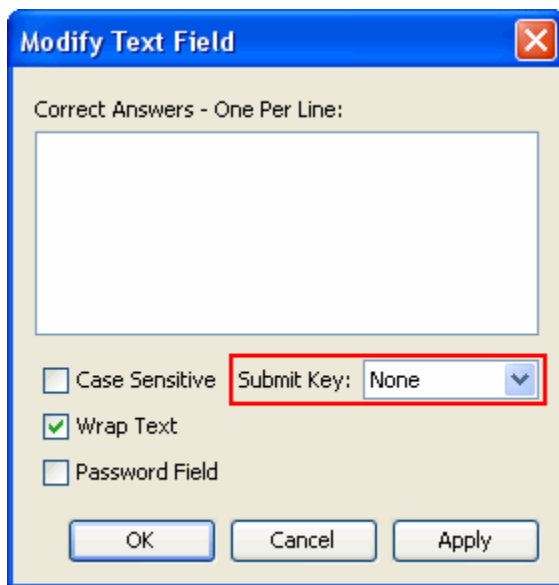
To move the text field on the slide:
- Select the text field.
- Mouse your cursor over the text field until the cursor changes to a hand shape.
- Hold down the left mouse button and move the text field to its new location.

To resize the text field:
- Select the text field.
- Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.
- Hold down your left mouse button and drag the grab handle to resize the text field.

To delete a Text Zone:
- Select the text field.
- Press the **Delete** key on your keyboard.

Keystroke Zones

A Keystroke Zone may be inserted on a slide to force the user to press an individual or combination of keys in order to continue with the Viewlet. This chapter highlights the Keystroke Zone features not already covered in a previous chapter *Interactive Zones – Common Features*.
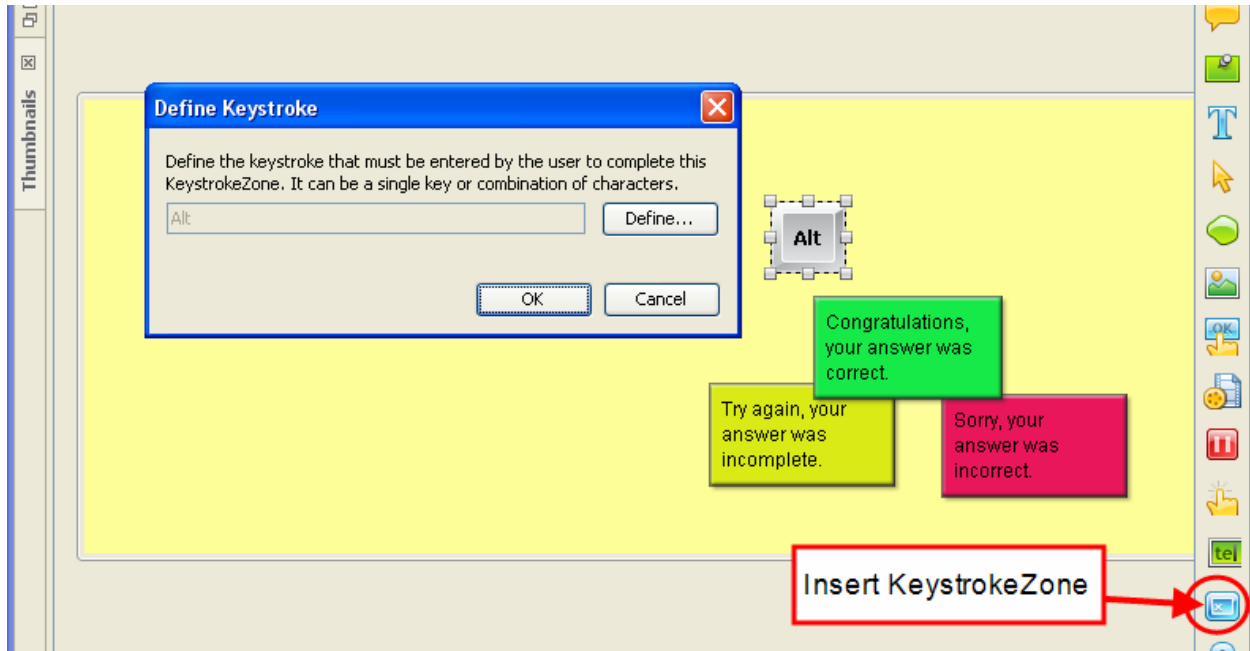
To insert a Keystroke Zone:

- Select **Insert KeystrokeZone** button on the Object Toolbar.
- By default, a keystroke "object" (not visible in the Viewlet) that indicates the current key that the user needs to press in order to answer correct will display along with three response message objects.

To define the keystroke:

- Right click on the keystroke object and select **Define Keystroke** from the shortcut menu.
- In the *Define Keystroke* window, follow the instructions for defining a new keystroke or keystroke combination.
- Click **OK** to apply.

Quick Tip: If you define a keystroke or set of keystrokes that is incompatible with Flash an error will display, warning you of the issue.

For more information on applying other Keystroke Zone features, review the *Interactive Zones – Common Features* chapter. Or, email support@qarbon.com.

Pause Zone

The Pause Zone is used to pause the Viewlet on a particular slide. These zones are easy to use on slide and are most commonly used on slides that contain hyperlinks or buttons that allow the user to click when they decide to continue to play the Viewlet.
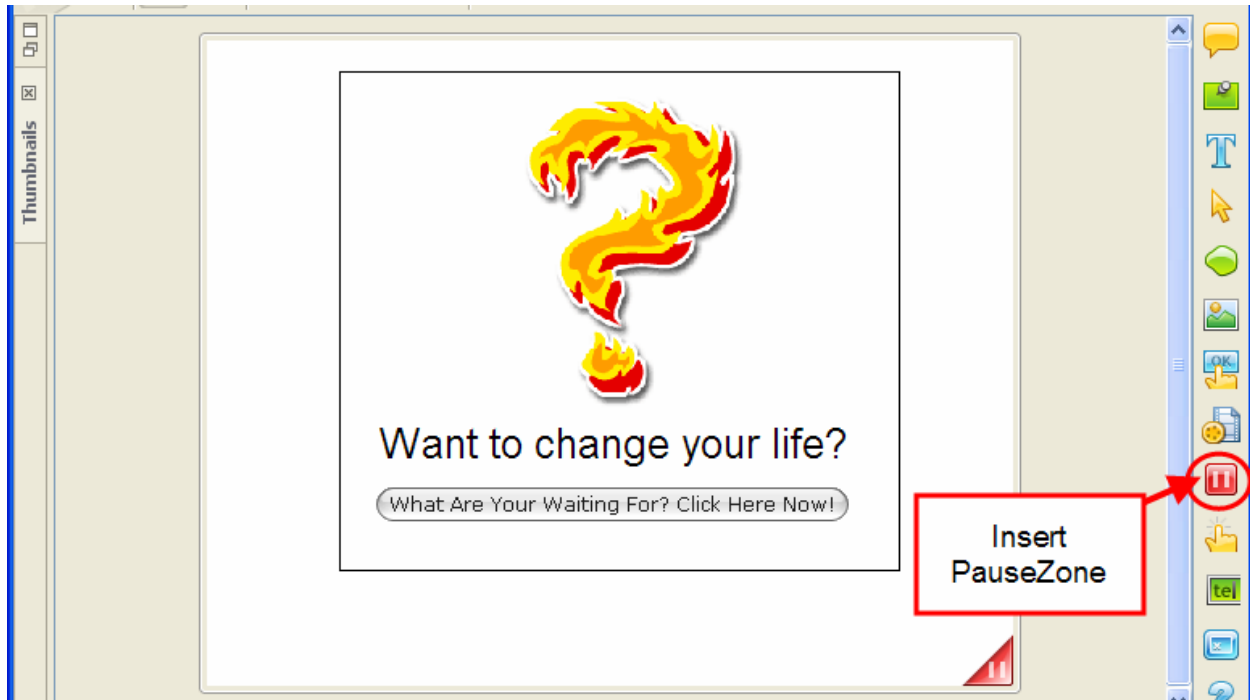
To insert a Pause Zone on a slide:
- Click the **Insert PauseZone** icon on the Object Toolbar.
- A red triangle will be inserted in the bottom right corner of the slide. This triangle indicates the slide will pause, but this triangle will not display in the Viewlet.

To remove a Pause Zone from a slide:
- Click the **Insert PauseZone** icon on the Object Toolbar.
- In the *Warning* window, select the **Remove It** option.
- Click **OK**.

Quick Tip: You must preview the project in a browser or after it is published to view the results of the Pause Zone.

Note: Pause zones are now editable on the timeline. By default they will always be placed at the end of the slide, but they can be moved to happen at any point in the slide.

For more information on working with Pause Zones, please contact support@qarbon.com.
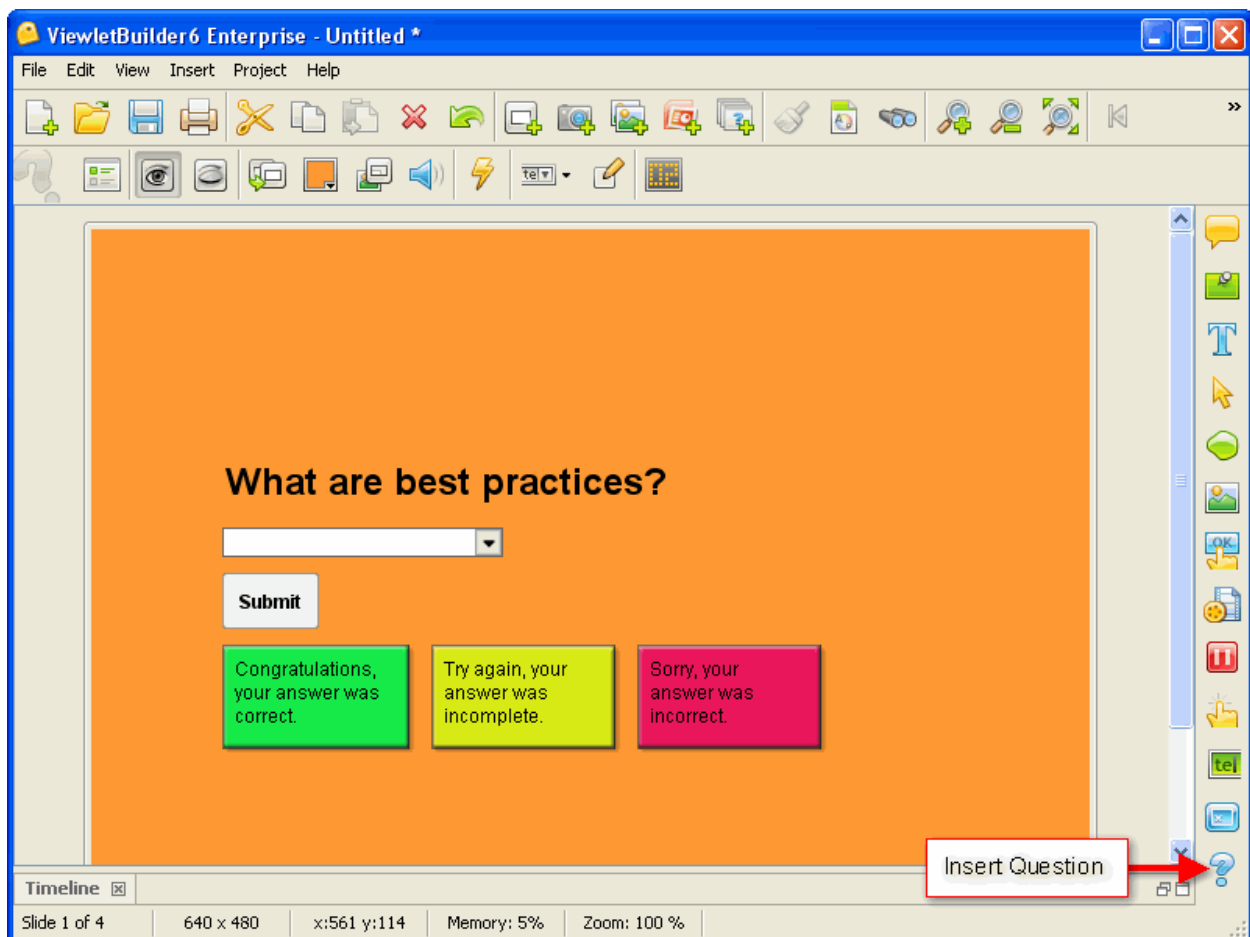
Question Slides

Turn your Viewlet into a testing or survey tool by using Question Slides. This chapter highlights the Question Slide, providing information on this feature not already covered in a previous chapter, *Interactive Zones – Common Features*.

Quick Tip: What is the difference between a quiz and a survey? A quiz question normally requires the user to provide a correct response and is usually scored. A survey does not normally require a correct response and therefore is usually not scored.

<u>Note</u>: To insert a new Question Slide, follow the instructions outlined previously in the manual in the *Working with Slides* chapter for inserting Question Slides.

To insert a Question on an existing slide:
- Click the **Insert Question** icon on the Object Toolbar.

- In the *Question* window that displays:
  - Select a question type from the list.
  - Type your question in the field provided.
  - Set the question to be a quiz or a survey by selecting the appropriate radio button.
- Click **OK** to insert the question on the slide.

Choice Boxes, Input Fields, Combo Boxes and Ratings
The question type determines the interactive element (choice box, input field, combo box, or ratings) the user will respond to. Following are some instructions to get you started with working with each of these response objects.

Choice Box: Question requiring user to select from a list of options:
This type of question poses a question to the viewer and requires the viewer to select one or more answers from a list of choices. After the selection(s) are made, the viewer then clicks a Submit button. If the question is a quiz, it will be scored. If the question is a survey, it will not be scored. So, these types of slide contain (by default):
- Text box for the question.
- Choice boxes for users to select an answer

- Text boxes for answers
- Submit button the user clicks to submit the response
- Response message objects

To modify the question text box:
- Select the question text box located on the top of the slide.
- Right-click and select **Edit Message** from the shortcut menu.
- Edit the text as you would in any text box.
- Click off the question text box to deselect it.

To add additional choice fields:
- Click on one of the Choice field boxes to load its context sensitive toolbar.
- Click the **Add Choice** button on the context sensitive toolbar to add another choice to the list.

To delete a choice field:
- Click on the choice field to select it.
- Press the **Delete** key on your keyboard.

To select a choice field or fields as the correct response:
- To select the correct choice response, double-click the choice field that the user will need to click for the correct response. A checkmark will display in the choice field box. **Note**: Multiple choice fields may be selected if the user is required to answer with multiple selections.
- To deselect a choice, if a checkmark is displayed, double-click it to deselect it and remove the checkmark.

To modify an answer text box:
- Right-click on the answer text box and select **Edit Message** from the shortcut menu.
- Edit the text.
- Click off the answer text box to deselect it.

To modify the Submit button properties:
- Double-click the Submit button.
- In the *Button Properties* window, edit the information as required.
- Click **OK**.

To modify additional Submit button options:
Please refer to the *Buttons* chapter for more information on editing the Submit button's style and Events/Actions.

To delete a Question from the slide:
- Click the **Insert Question** button on the Object Toolbar.
- In the *Warning* window, select the **Remove It** option.
- Click **OK**

Input Field: Question requires user to enter text in an input field:
These questions contain a question (text box) followed by one or more text input fields. The user is required to enter information into the field(s) and click Submit. The question may (quiz) or may not (survey) be scored.
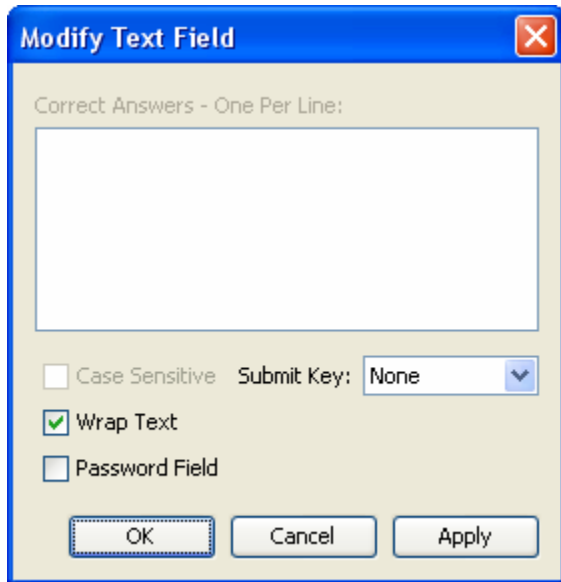
To modify the input field:
- Double-click the text field or right-click it and select **Modify Text Field** from the shortcut menu.
- In the *Modify Text Field* window, enter information as needed:
    - For Correct Answers – One Per Line: Input the correct answers in the field provided. This is what the user will need to type in the field in order to answer correctly. For multiple answers, press the **Enter** key between each correct entry.
    - Case Sensitive: By default, user may enter responses using caps or not and the answers, if input otherwise properly, will be considered to be correct. To force a user to use capital letters (for proper nouns, etc.), select the **Case Sensitive** check box.
    - Wrap Text: Select the **Wrap Text** option to allow text to wrap inside the text field.
    - Password Field: To encrypt the user input while typing in the text field, select the **Password Field** check box.
    - Submit Key: Choose a key from the drop-down list the user must press in order to submit the response.

To move the text field on the slide:
- Select the text field.
- Mouse your cursor over the text field until the cursor changes to a hand shape.
- Hold down the left mouse button and move the text field to its new location.

To resize the text field:
- Select the text field.
- Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.
- Hold down your left mouse button and drag the grab handle to resize the text field.

To delete an input field:
- Select the text field.
- Press the **Delete** key on your keyboard.

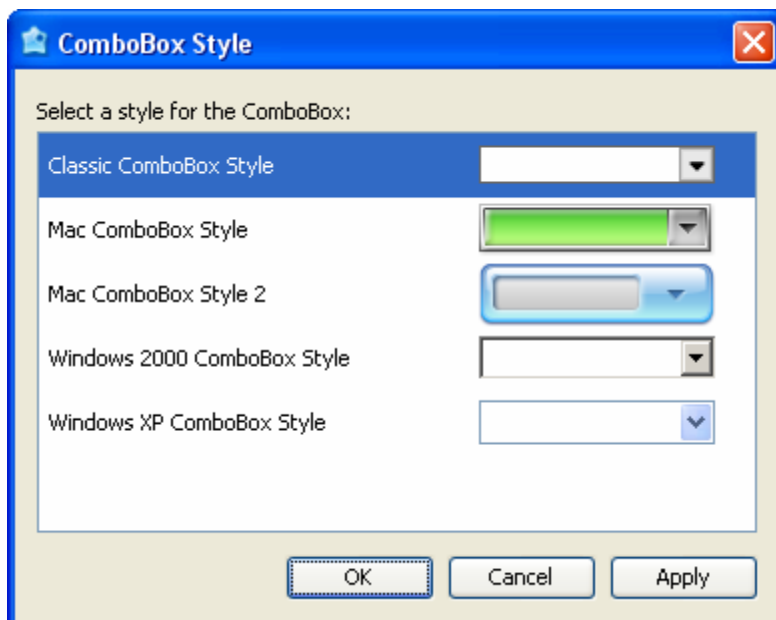ComboBox: Question requires user to make a selection from a drop-down list:
This type of question is followed by a selection list contained within a drop-down list. The user makes a selection from the list and then clicks Submit.

To modify a combo box style:
- Click the **Choice Type** button on the toolbar.
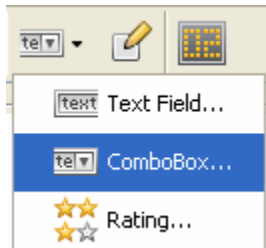
- In the *ComboBox Style* window, select an option.
- Click **OK**.

To manage selections in the drop-down ComboBox list:
- Double-click on the ComboBox.
- In the *Modify ComboBox* window:

    o To insert an answer:

      -Click the **Add** button.
      -Type a value in the list area.

    o To modify an answer:
      -Select a value in the list.

      -Click the **Modify** button.
      -Edit the highlighted value.

    o To remove an answer from the list.
      -Select a value in the list.

      -Click the **Delete** button.

- Click **OK** once the list is complete.
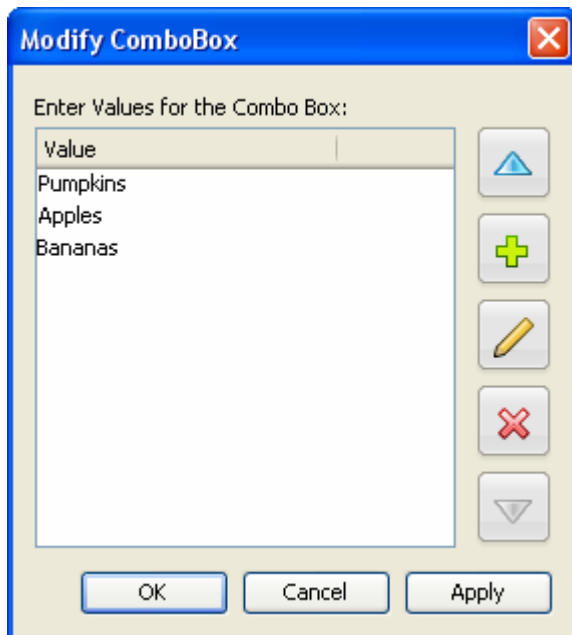
Ratings: Question requires viewer to make a selection by clicking on a ratings symbol:
The type of questions pose a question such as "What is your overall level of satisfaction?" The viewer is required to click along a scale and then click Submit. This type of question is for surveys only and not scored.
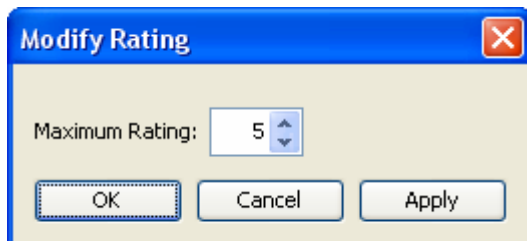
To change a ratings style:

- Right-click on a rating symbol and select **Choice Type > Rating** from the shortcut menu.
- In the *Rating Style* window, select a new style.
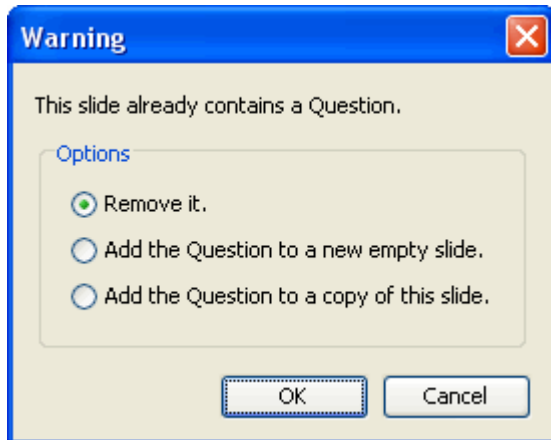- Click **OK** to apply it.

To modify the rating scale (increase or decrease):

- Double-click on the ratings icon.
- In the *Modify Rating* window, enter a number for the Maximum Rating.
- Click **OK**.

To remove a Question from a slide:
- Click the **Insert Question** on the Object Toolbar.
- When the *Warning* screen displays, select **Remove It**.
- Click **OK** to remove the Question from the slide.

Page Layout

Once your project is completed, you may want to print the slides. One feature, often overlooked, is Page Layout. In this window, you may set up print options for your slides.
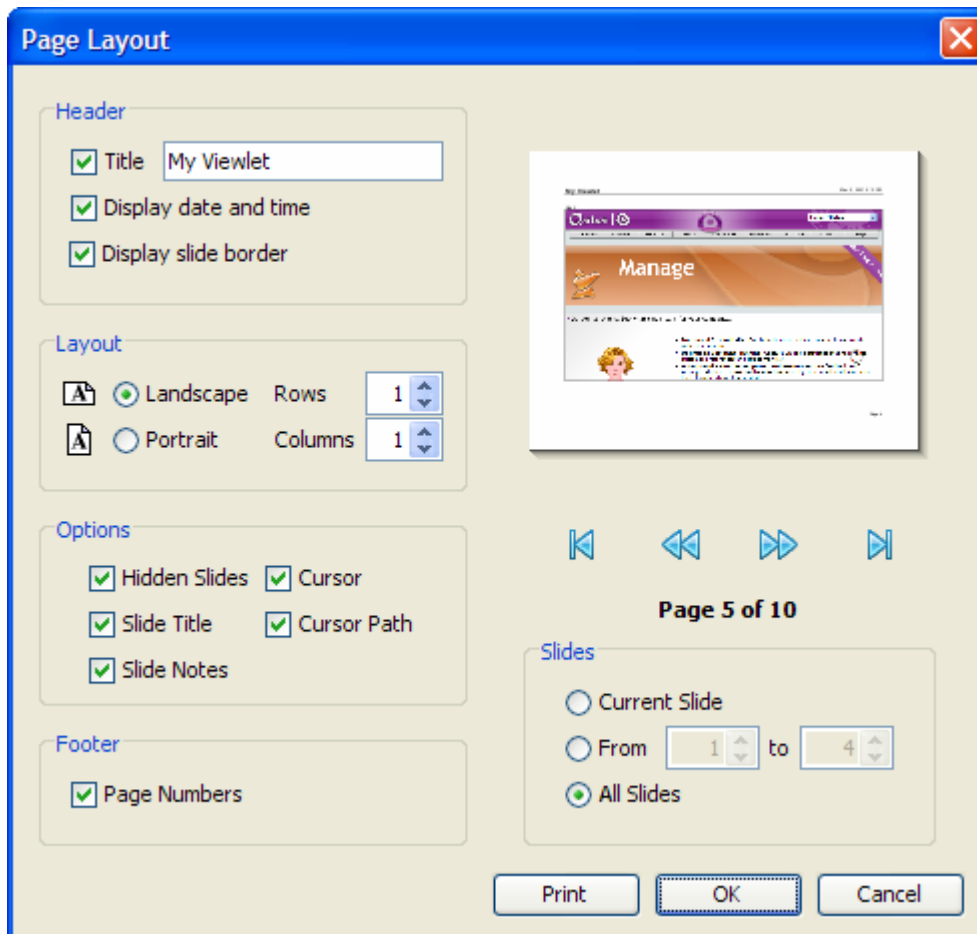
To access Page Layout:
- Select **File** > **Page Layout** from the menu bar.
- The *Page Layout* window displays.

To edit options for Page Layout:
- Access the *Page Layout* window.
- In the Header area, select/deselect options for:
  o Title
  o Date and Time
  o Slide Border
- In the Layout area, select:
  o Landscape orientation, including the number of rows (slides) per page.
  o Portrait orientation, including the number of columns (slides) per page.

- In the *Options* area, select/deselect whether to display:
  - Hidden slides
  - Slide Title
  - Slide Notes
  - Cursor
  - Cursor Path
- In the Footer area, select/deselect if you want **Page Numbers** to display.
- As you make selections, view the slide Preview arrow, using the arrows underneath the preview display to navigate throughout your project.
- In the Slides area, select which slides to print.
- Click **OK** to save these as the default options for this project or click **Print** to open the **Print** window.

Printing Slides

There may be times you want to print your slides for users to view or as reference materials. Before you print your slides, review the *Page Layout* chapter for setting up layout options for printing your slides.
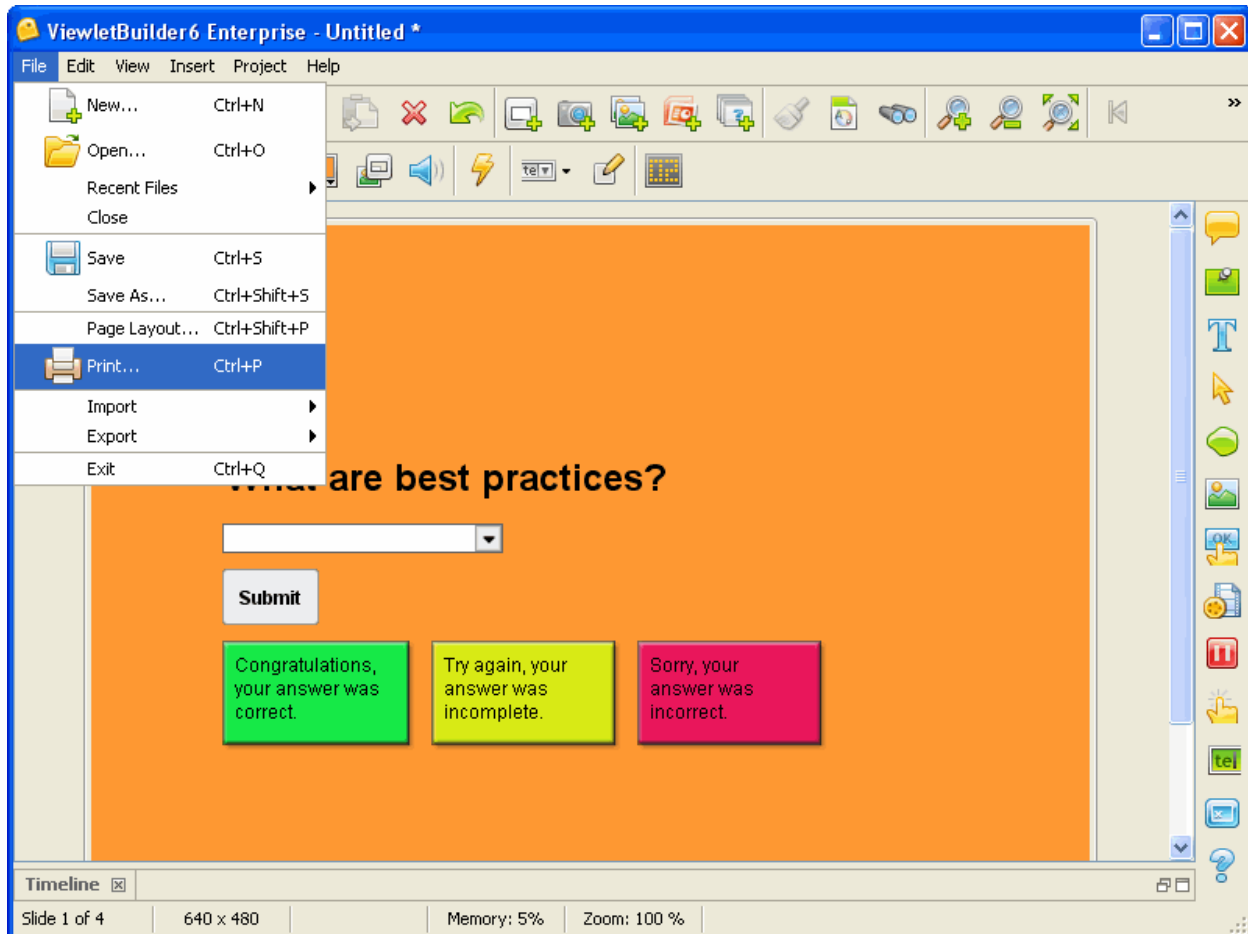
To print open the *Print* window:

- Select **File** > **Print** from the menu bar, or
- Press **Ctrl + P** on your keyboard, or
- Click the **Printer** button on the button toolbar.

Setting print options and printing your slides:

- Open the *Print* window as previously described.
- In the *General* tab, select a printer from the drop down list. <u>Note</u>: The *Print* window options will vary from computer to computer.
- In the Print Range area, select what slides (pages) to print.
- If available, in the Copies area, enter a value for the number of copies to print.
- Click **Print**. Depending upon the speed of your computer, a progress bar may appear across your screen as the print job is processed.

To print an electronic copy of your slides:
- Use the instructions for printing as described above, but select a PDF option for the printer, or
- Select **File** > **Export** from the menu options.
- Select **PDF**.
- In the *Export PDF* window, make selections in the Options and in the Slides area.
- Click **Export**.
- In the *Export PDF* second window, select a location to save the file in and give the file a name. Click **Save**.
- Depending upon the size of your file, a progress bar may display. Once complete, you will be returned to your Viewlet project.

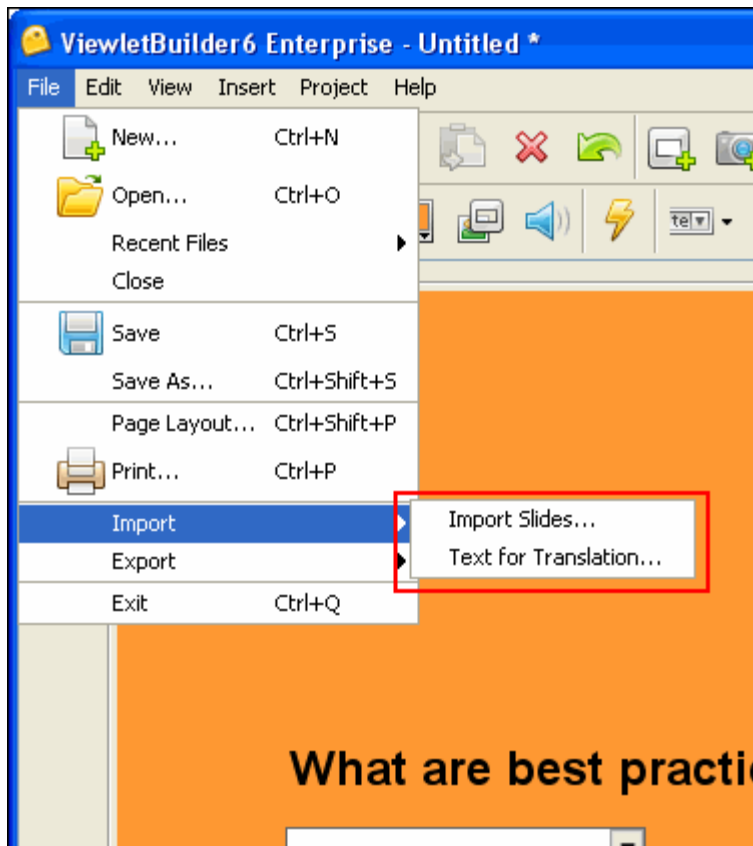If you have any questions on printing your project, contact support@qarbon.com.

Export and Import Options

ViewletBuilder6 Enterprise offers various export and import options. These include:

Export Options:
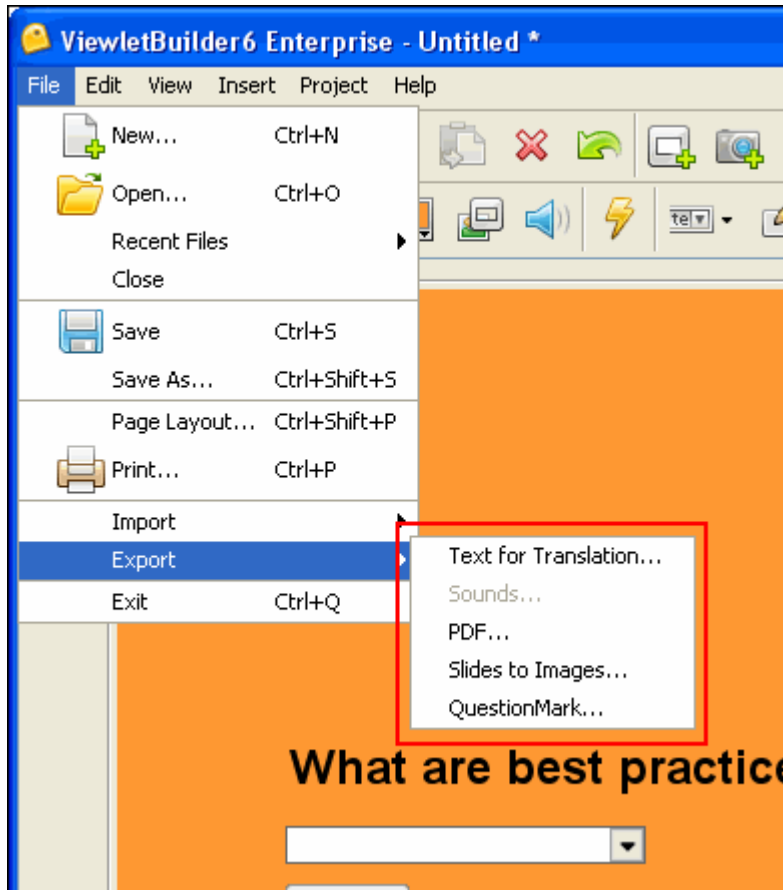
- Text for Translation
- Sounds
- PDF
- Slides to Images
- QuestionMark

Import Options:

- Import Slides
- Text for Translation

To export the project's text for translation or other copywriting purposes:
- Select **File** > **Export** from the menu bar.
- Select **Text for Translation**.
- In the *Export Text* window, select a location to save the file.
  Note: The file will be saved as an XML file.
- Enter a name for the file and click **Save**.
  Note: Remember where you saved your XML file for future reference.
- If an *Information* window displays, click **OK**.

To export sounds from your project:
  Outside of ViewletBuilder6 Enterprise, create a folder to save the exported sound files in.
  Select **File** > **Export** from the menu bar.
  Select **Sounds**.
  In the *Export Sounds* window, select which slides to export audio from.
  Click **Export**.
  In the *Save File In* window, select a folder to save the files in and click **Save**.
    Note: Exported sound files are saved using the WAV format.

To export slides as a PDF file:
- Select **File** > **Export** from the menu bar.
- Select **PDF**.
- In the *Export PDF* window, make selections for Options and for Slides.
- Click **Export**.
- In the second *Export PDF* window, select a location to save the file in.
- Enter a name for the file and click **Save**.

To export slides as image files:
- Select **File** > **Export** from the menu bar.
- Select **Slides to Images**.
- In the *Export Slides to Images* window in the:
  o File area: Enter a Prefix (used for beginning of file names); select an Extension from the drop down list (this will determine the type of image file that will be saved when slides are exported); and, if applicable, select the Quality (for JPG files) from the drop down list.
  o Options area: Select additional options as desired.
  o Slides area: Select which slides to export as images by select the radio button next to one of the options.
- Click **Export**.
- In the *Save File In* window, select a folder to save the exported image files in.
- Click **Save**.

To import slides (from another qvp project):
- Select a thumbnail as an insertion point for imported slides. Imported slides will be inserted after the selected slide.
- Select **File** > **Import** from the menu bar.
- Select **Import Slides**.
- In the *Import Slides* window, click **Browse**. Locate and select a QVP file to load into the preview window.
- Select the slide or slides to import.
- Click **OK**.

To import text for translation:
Note: In order to use this feature, you will have to create an XML file for THIS EXACT Viewlet using the Export Text for Translation feature.
- Select **File** > **Import** from the menu bar.
- Select **Text for Translation**.
- In the *Import Text* window, locate the XML file (previously created from this Viewlet when exporting text for translation) and select it.
- Click **Open**.
- If an *Information* window displays, click **OK**.

For more information on export and import options, contact support@qarbon.com.

Project Properties

ViewletBuilder6 Enterprise allows you to set up default properties for all of your Viewlet projects. These project properties may be modified on a project per project basis. The project properties set up in the *Project* Properties are used when the project is published.
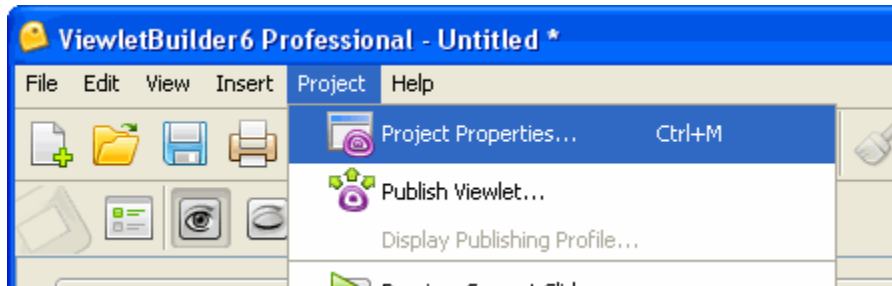
Project properties include:

- Viewlet Profile
- Sound Quality
- Image Quality
- Timing
- Viewlet Options
- Scoring Options
- Packaging
- Language
- Flash
- ViewletSkin
- HTML Frame

To set up project properties:
- Select **Project** > **Project Properties** from the menu bar.
- In the *Project Properties* window, set up options for your project as needed.

To save project properties as default settings:
- Select **Project** > **Project Properties** from the menu bar.
- In the *Project Properties* window, edit the properties as desired.
- Click **Save as Default Properties**.
- Click **OK** to close the *Project Properties* window.

Viewlet Profile – Project Properties
Information entered in the Viewlet Profile section of the *Project Properties* window will be embedded into the Viewlet.

To set up Viewlet Profile details:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Viewlet Profile** from the left navigation menu.

In the Viewlet area:
- Enter a Title.
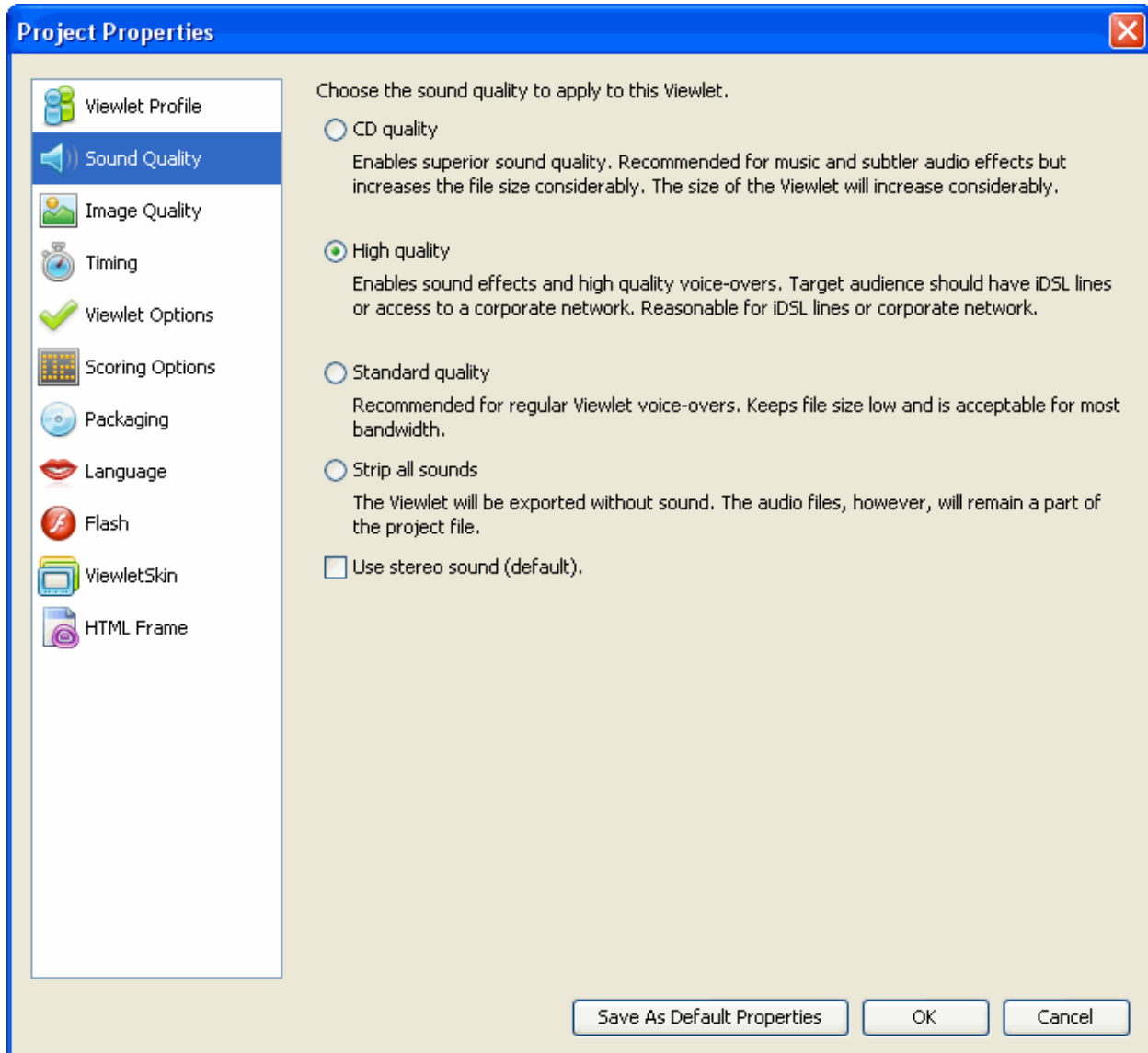- Enter a Description.

In the Author area:
- Enter an author Name.
- Enter an Email.
- Enter additional Comments.

In the Company area:
- Enter a Company name.
- Enter a Department.
- Enter a company Web Site.

Sound Quality – Project Properties

The sound quality selected in the Sound Quality section of the *Project Properties* window will be what is used when the Viewlet is published.
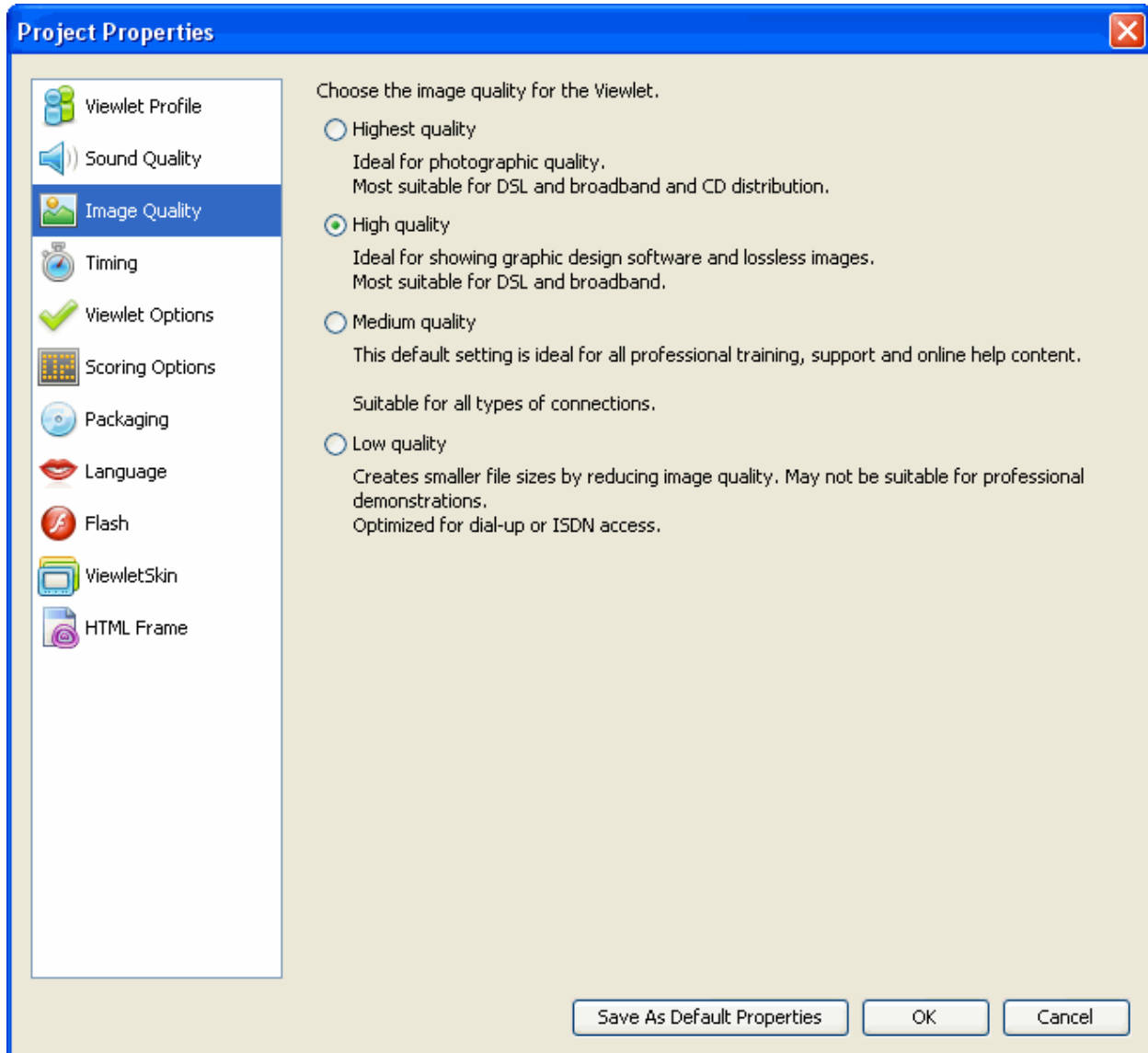

To select Sound Quality options:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Sound Quality** from the left navigation menu.
- There are three quality options and also the option to strip sounds from the published file. Read the descriptions for each and select the radio button next to the sound quality of your choice. <u>Note</u>: This selection will not affect the sound quality of the "pre-published" source qvp file.

Image Quality – Project Properties
The image quality select in the Image Quality section of the *Project Properties* window will be the setting used when the Viewlet is published.


To select Image Quality options:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Image Quality** from the left navigation menu.
- There are three image quality settings. Select the radio button next to the image quality of your choice for your Viewlet. <u>Note</u>: This will not affect the image quality of the project source qvp file. The better the image quality selected, the bigger the published file size.

Timing – Project Properties

In the Timing section of the *Project Properties* window, you can set minimum defaults for timing features throughout your project. These settings serve as a baseline for your project and may be modified on a slide-per-slide or object-per-object basis, where applicable, as needed.
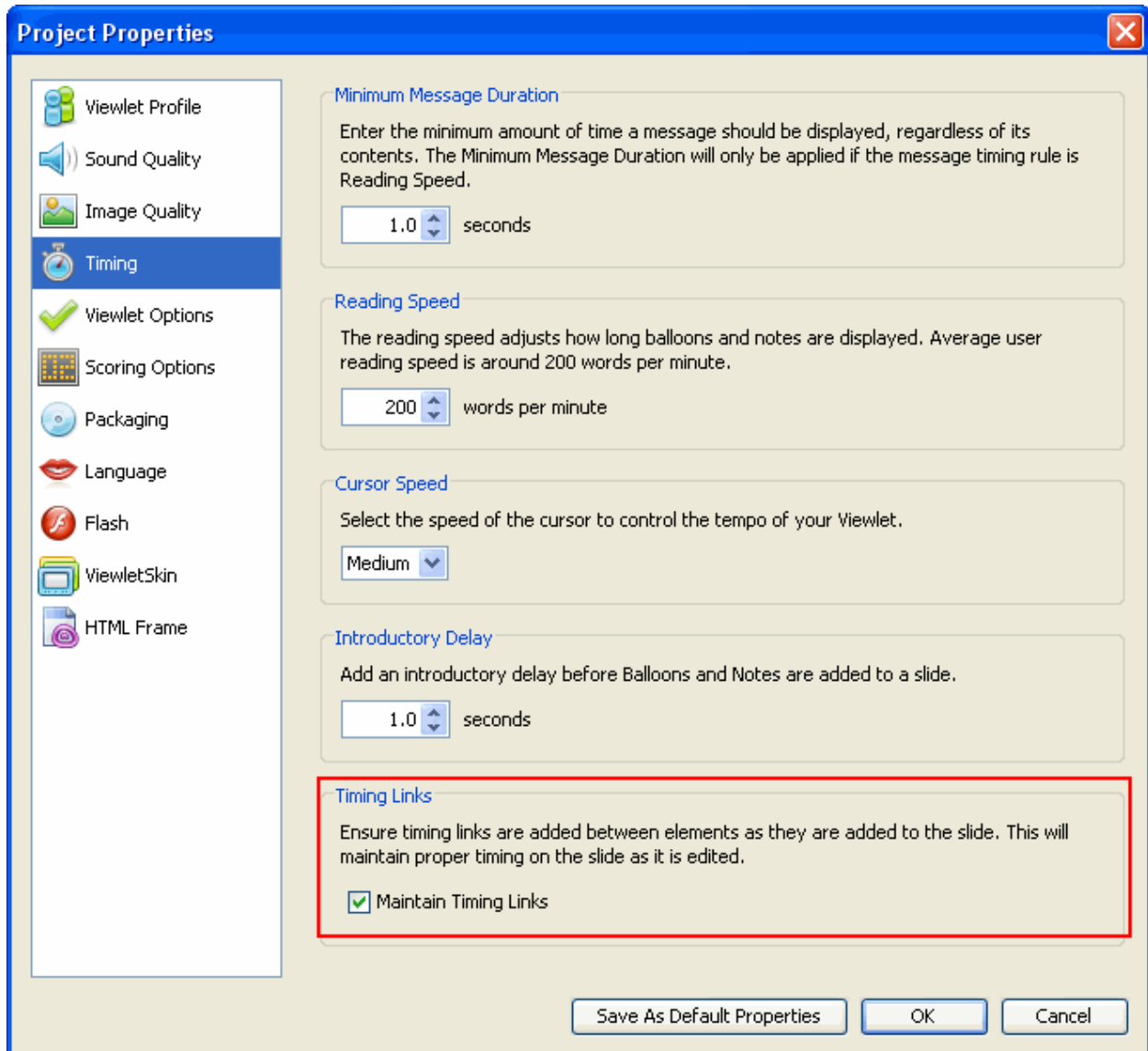
To set up Timing options:

- Select **Project** > **Project Properties** from the menu bar.
- Select **Timing** from the left navigation menu.

In the *Minimum Slide Duration* area:

- Enter a value for the minimum number of seconds a slide will be displayed.

In the *Reading Speed* area:

- Enter a default reading speed (words per minute) for your project.

Quick Tip: Changing the reading speed maintains timing on slides, including manual gaps added at the end of the slide.

In the *Cursor Speed* area:
- Select a default cursor speed from the drop down list.

In the *Introductory Delay* area:
- Enter a default delay (in seconds) before a message object is displayed.

In the *Timing Links* area:
Select the **Maintain Timing Links** check box to automatically add and maintain timing between elements along the Timeline while editing a project.

Viewlet Options – Project Properties
In the Viewlet Options section of the *Project Properties* window, you may set up additional miscellaneous features for your published Viewlet.
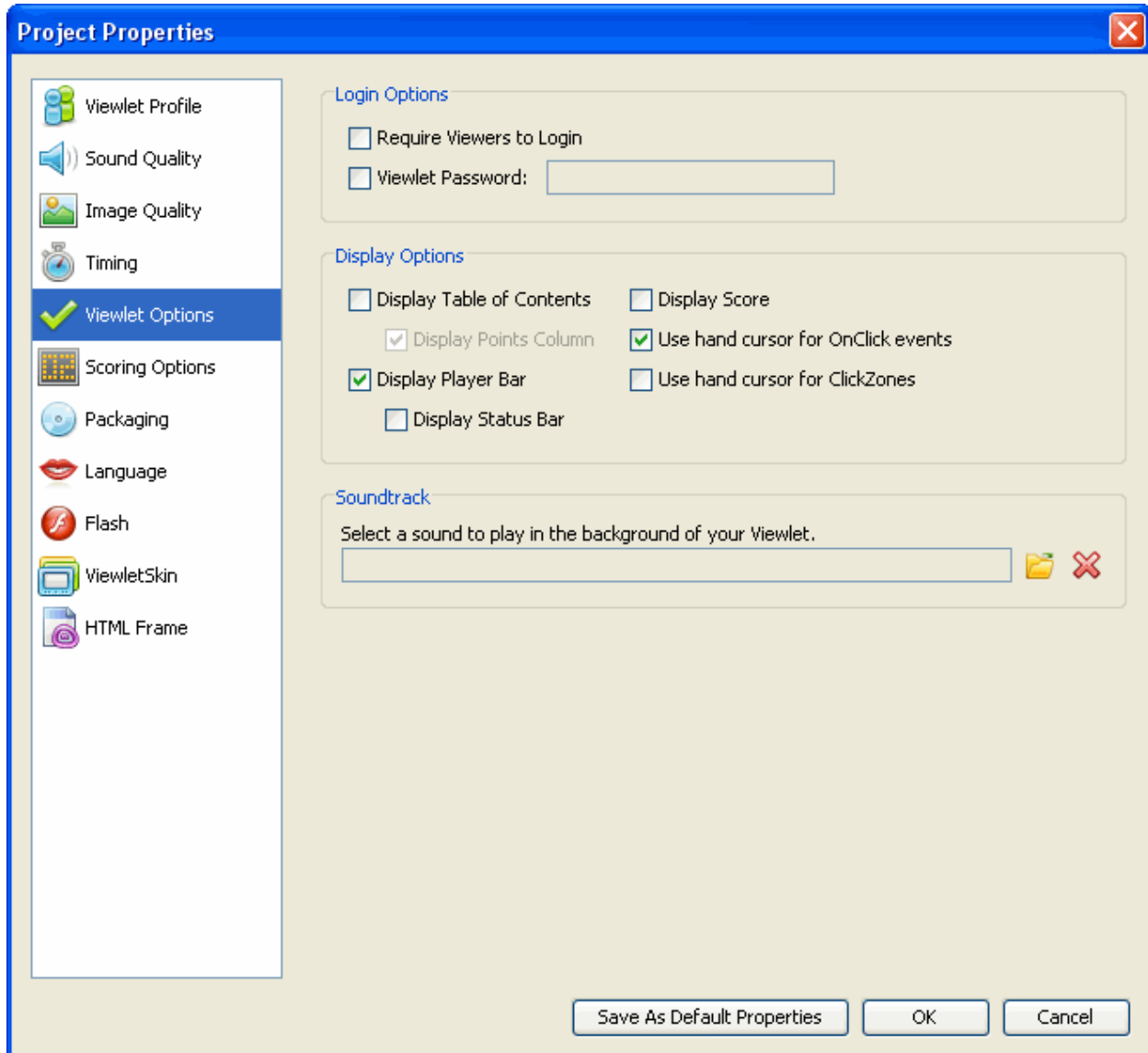
To set up Viewlet Options:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Viewlet Options** from the left navigation menu.

In the *Login Options* area:
- Select the option to require viewers to login before viewing your Viewlet
- Select the password option and enter a password (that you will provide to viewers) in the password field

In the *Display Options* area:
- Select the option to display Table of Contents when the Viewlet is viewed
- Select a Status Bar to be displayed as the Viewlet is playing
- Select the display score option if desired (recommended for scored Viewlets)
- Select the options for when the hand shape cursor is displayed for OnClick Events and ClickZones

In the *Soundtrack* area:
- Click the folder icon to locate and select a sound file that will play in the background when the Viewlet is viewed.
- If a sound file is displayed in the field and you want to remove it, click the red "X" icon.

Quick Tip: The project's background soundtrack will continue to play asynchronously even if the slide contains a zone.

Scoring Options – Project Properties
The Scoring Options section of the *Project Properties* window offers scoring selections for your Viewlet project.
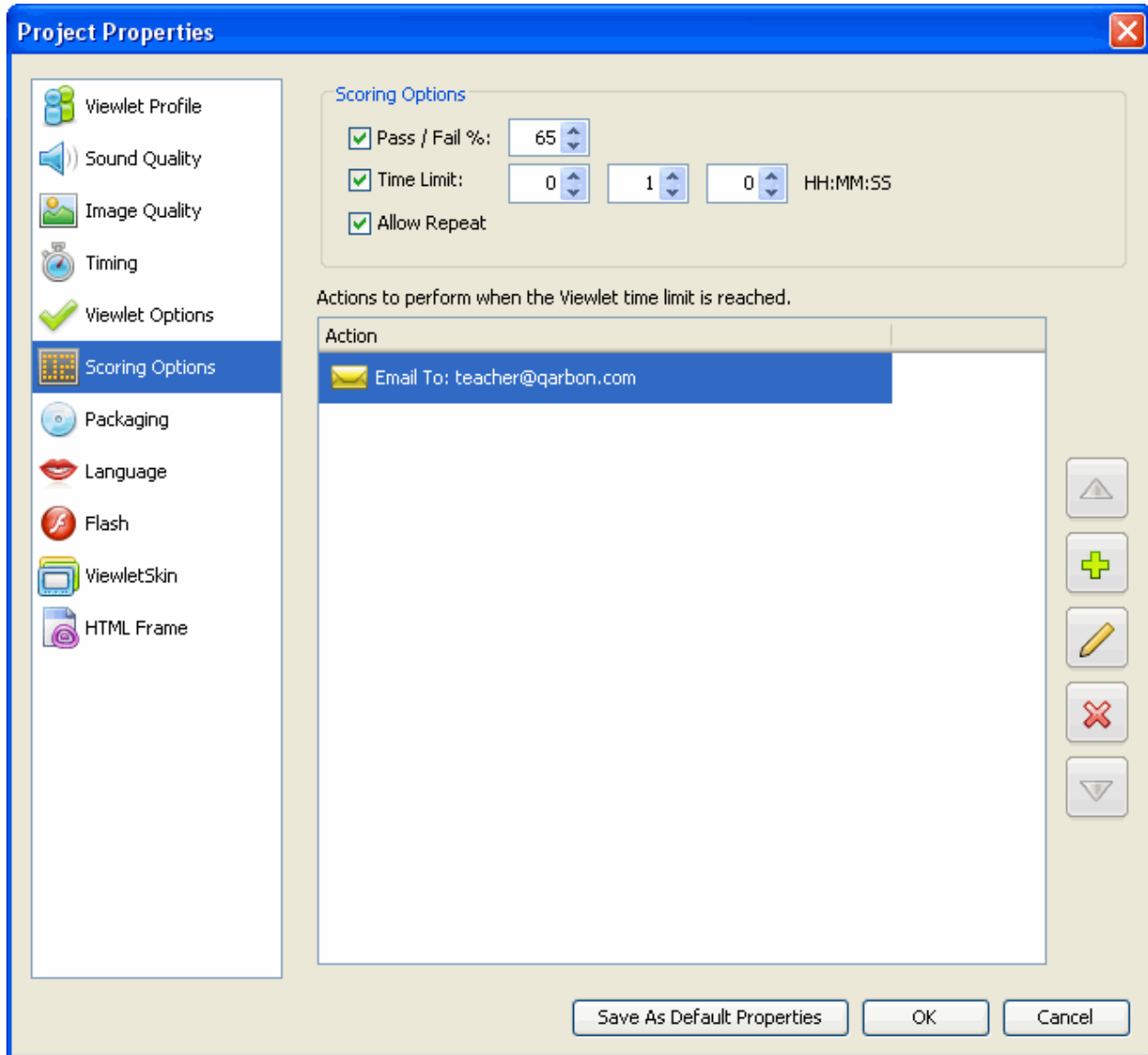

In the *Scoring Options* area:
▪ Select a Pass / Fail percentage and its value in the field provided
▪ Limit the Time the viewer has to answer a question
▪ Select **Allow Repeat** if you will allow the viewer to play the Viewlet again (if it is scored)

Quick Tip: You can set a global OnTimeout event by selecting an action to occur in the **Actions to perform when the Viewlet time limit is reached** area of the Scoring Options section. This action is fired when the global Viewlet time limit expires.

Packaging – Project Properties
The Packaging section of the *Project Properties* window offers additional publishing selections for your Viewlet project.
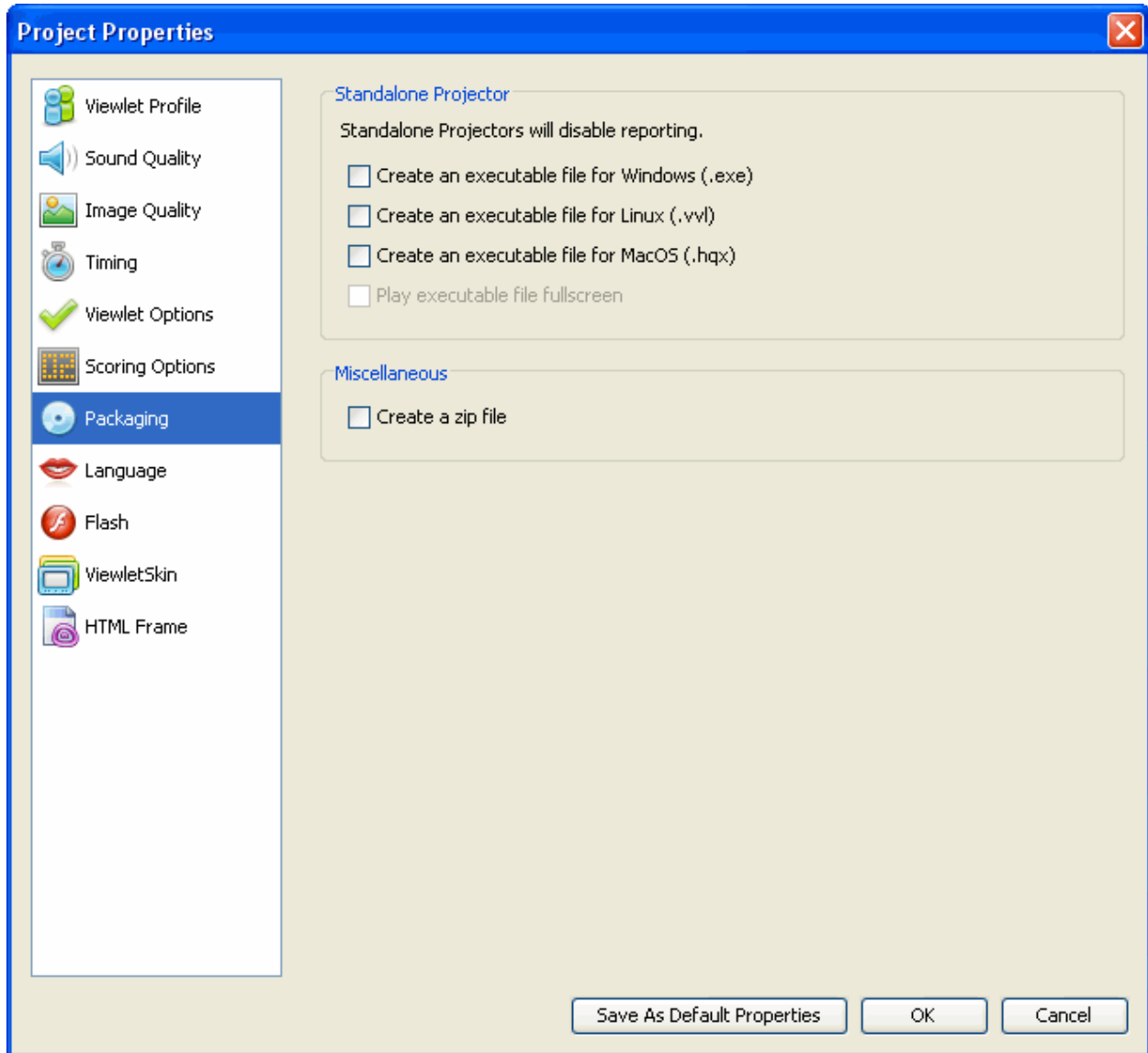
To select additional Viewlet file Packaging options:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Packaging** from the left navigation menu.

In the *Standalone Projector* area:
- Select options for creating "standalone Viewlets" that play in their own viewer (according to the operating system selected).
- Select the **Play executable file fullscreen** if you want the standalone Viewlet to launch fullscreen (filling the entire viewing area of the user's monitor) when played.

In the *Miscellaneous* area:
- Select the **Create a zip file** option to create a copy of the Viewlet files contained in a zip file.

Language – Project Properties
In the Language section of the *Project Properties* window, you may set default language preferences for your Viewlet.
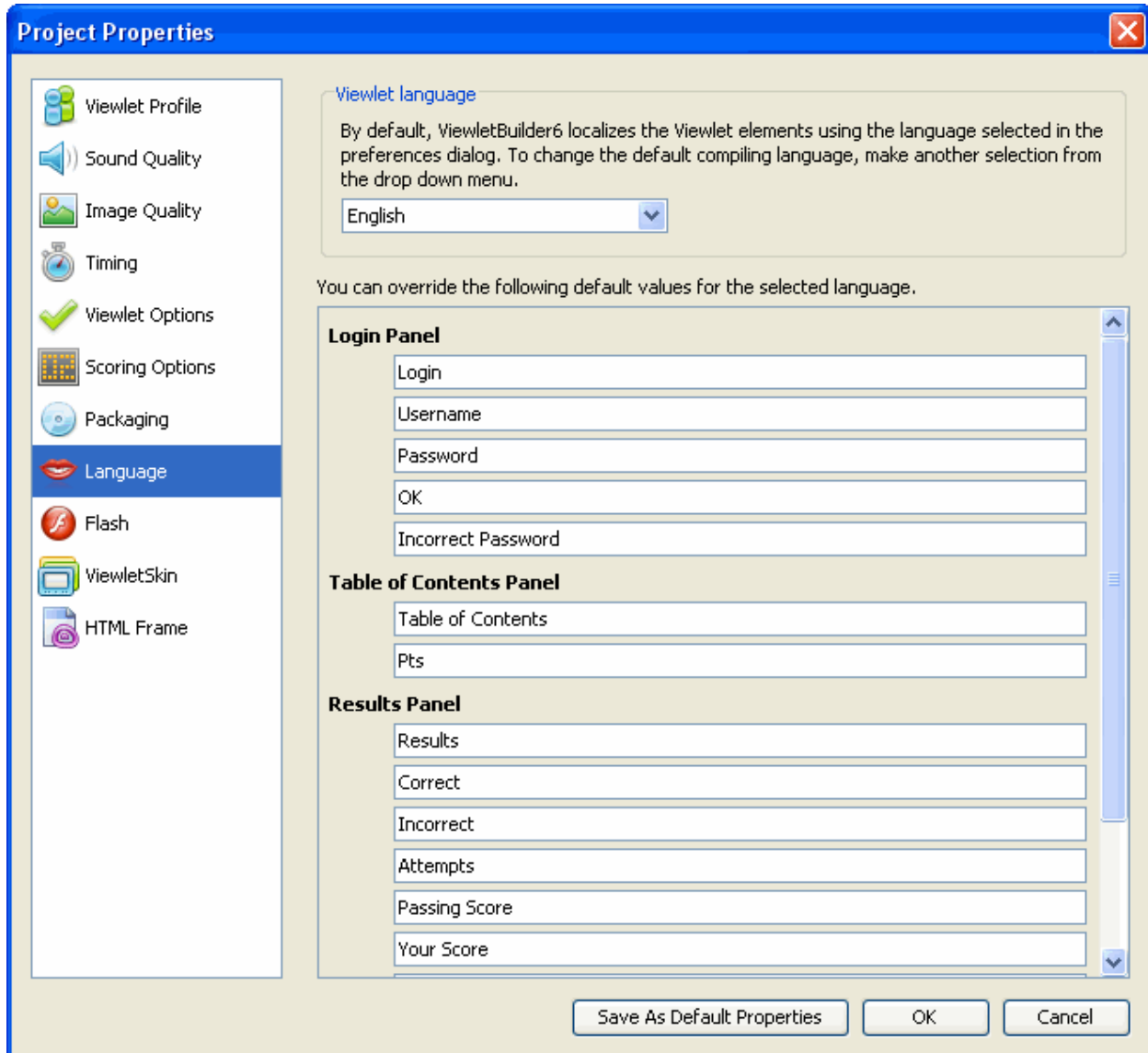
To set up Language details:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Language** from the left navigation menu.

In the *Viewlet language* area:

- By default, the compiling language used by ViewletBuilder6 Enterprise is the same as your computer's operating system. To change it, select a new language from the drop down list.

To change default language or text details for various Viewlet panels:

- **Login Panel**: If you require viewers to log into the Viewlet, you can change the text displayed in the login panel in the fields provided.
- **Table of Contents Panel**: If you choose to display a Table of Contents with the Viewlet, you may edit this panel's text in the fields provided.
- **Results Panel**: If your Viewlet is scored, you may modify the text that displays in the results panel in the fields provided.

Flash – Project Properties
In the Flash section of the *Project Properties* window, you may set up your default Flash settings for your Viewlet.
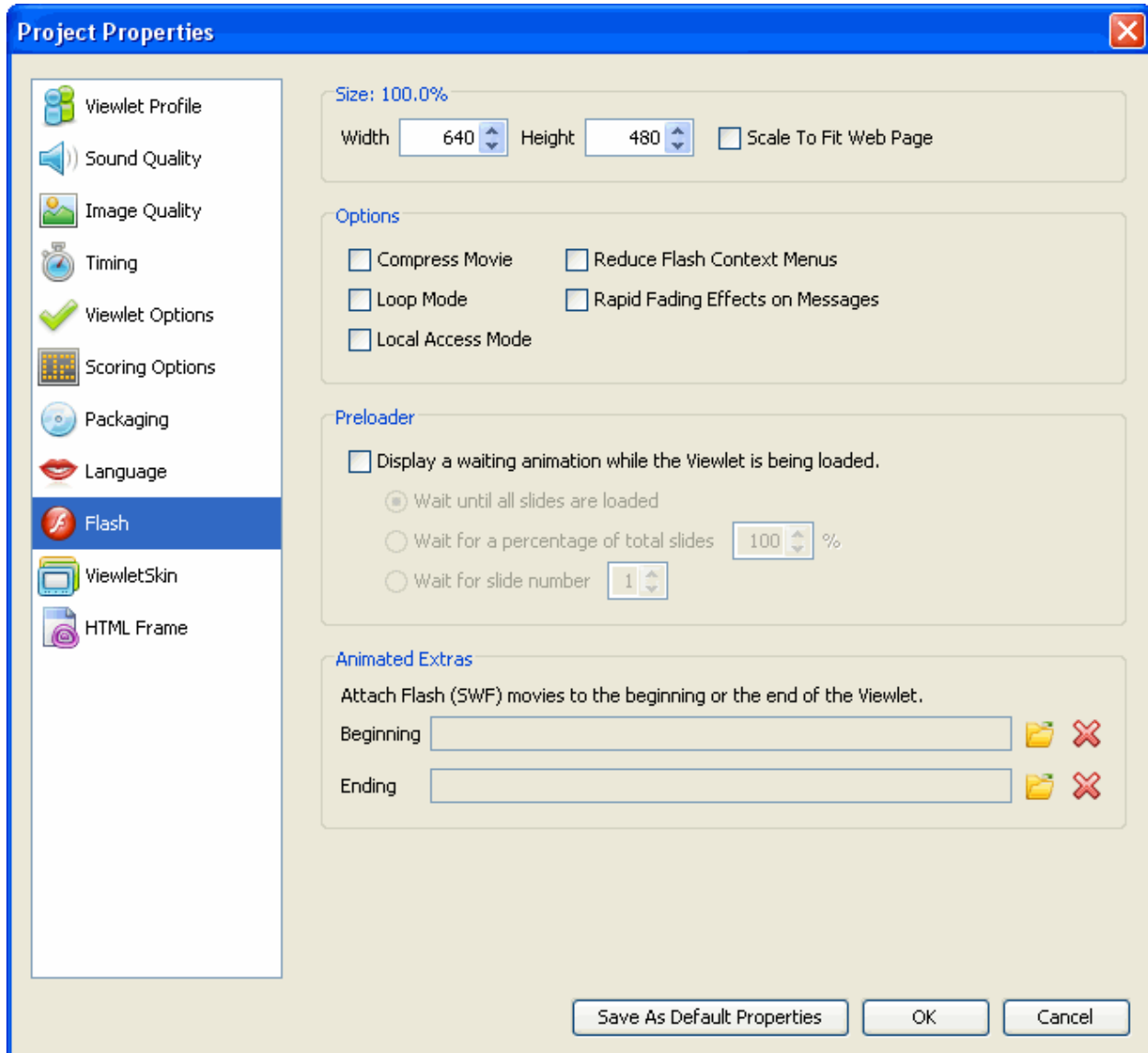
To set up Flash defaults:
- Select **Project** > **Project Properties** from the menu bar.
- Select **Flash** from the left navigation menu.

In the *Size* area:
- Enter a value for the final Width and Height of your SWF file, or
- Select the **Scale to Fit Web Page** option.

In the *Options* area:
- Select additional options for your Flash file including:
    o Compress Movie: Recommended for smaller file size.
    o Loop Mode: Recommended for tradeshow Viewlets to play continuously.
    o Reduce Flash Context Menus: Displays abbreviated right click Flash shortcut menu options.
    o Rapid Fading Effects on Message: Fades message objects in / out on slides.
    o Local Access Mode: Allows Viewlet to have access to local files.

In the *Preloader* area:
- Select **Display a waiting animation while the Viewlet is being loaded** option is you want a Preloader animation to display while the Viewlet streams in the background.
- If a Preloader is selected, select how long the Preloader will "Wait" by selecting a radio button next to the desired option.

In the *Animated Extras* area:
- To display a SWF movie before the Viewlet plays and/or after the Viewlet is played, click the folder icon next to the Beginning and/or Ending field. Locate the SWF movie (Viewlet SWF files CANNOT be used), select it and click **Open**.
- To delete a Beginning and/or Ending SWF movie file, click the red "X" button next to the Beginning and/or Ending field.

ViewletSkin – Project Properties

In the ViewletSkin section of the *Project Properties* window, you may select a wrapper that will display around your Viewlet.
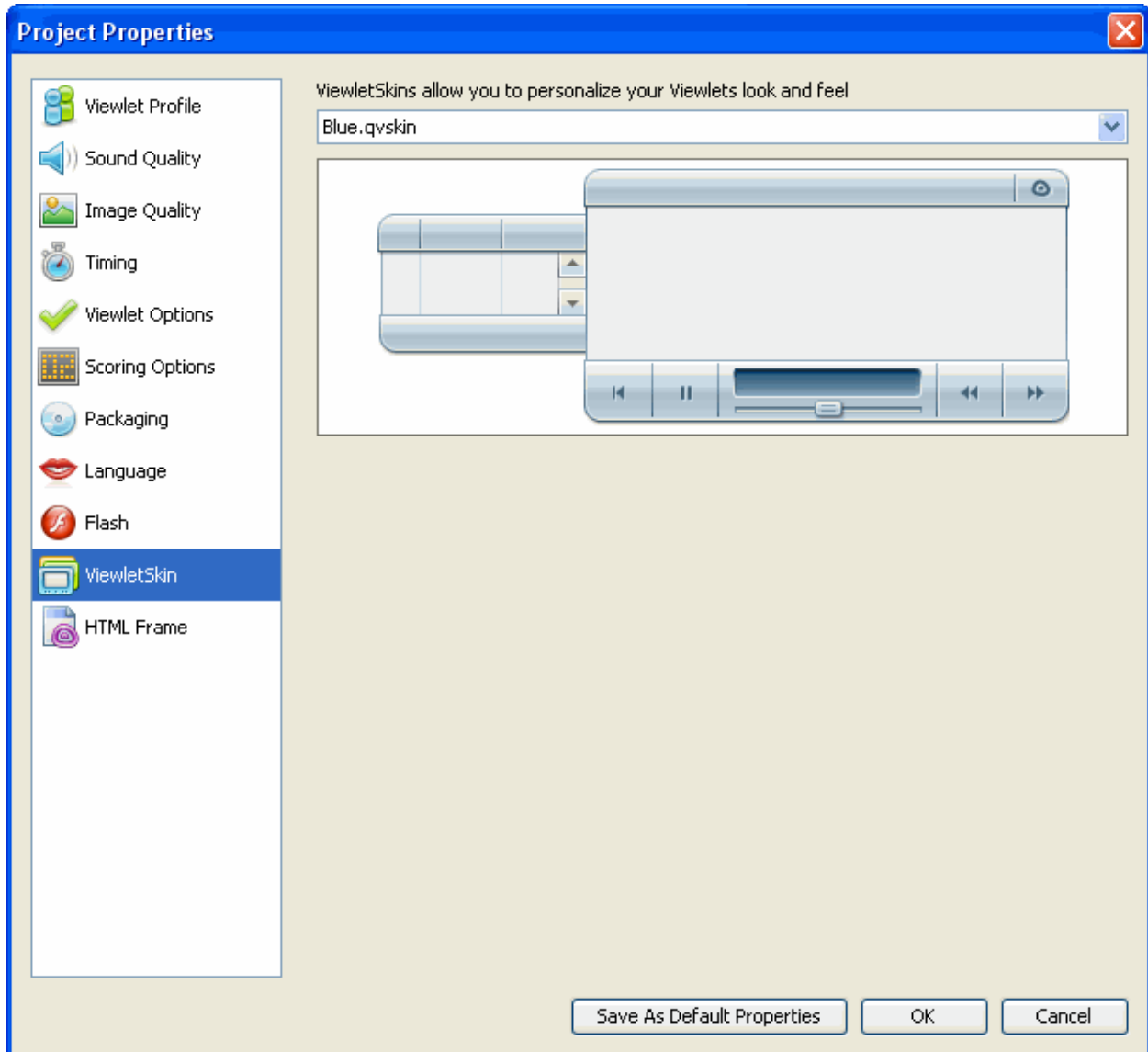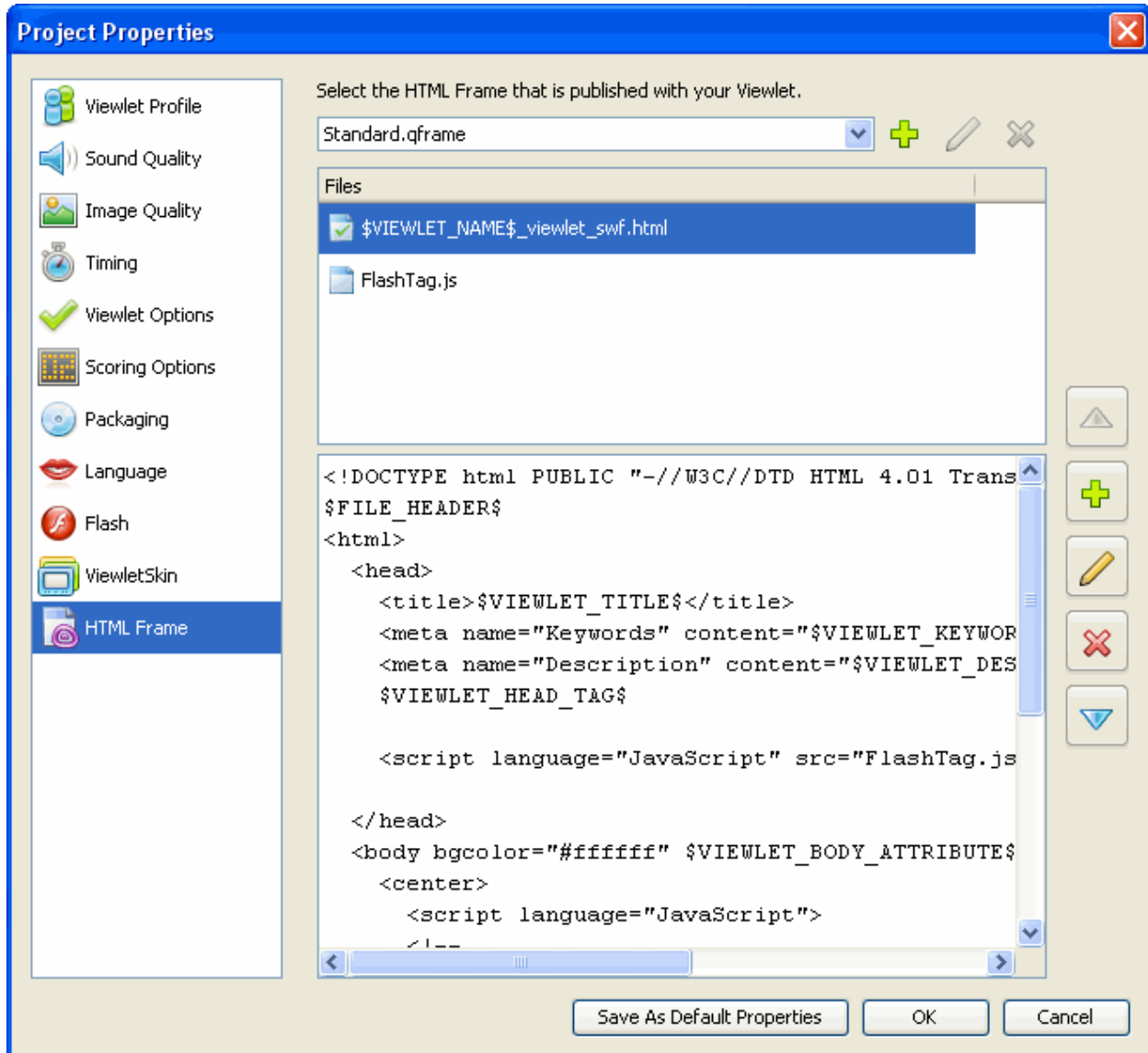

To select a ViewletSkin:
- Select **Project** > **Project Properties** from the menu bar.
- Select **ViewletSkin** from the left navigation menu.
- Select a ViewletSkin from the drop down list. Once a skin is selected, you may preview it in the preview area below the drop down list.

HTML Frame – Project Properties
In the HTML Frame section of the *Project Properties* window, you may choose and modify the HTML Frame that is published with your Viewlet.

To select HTML Frame options:
- Select **Project** > **Project Properties** from the menu bar.
- Select **HTML Frame** from the left navigation menu.

To select the frame that is published with your project:
- In the HTML Frame section of the *Project Properties* window, select a default frame from the drop down list.
- The frame will be added to the Files field area below the list.

To add a custom frame:
- In the HTML Frame section of the *Project Properties* window, click the **Add** (green plus) icon.
- In the *HTML Frame Properties* window, enter a Name for the new frame.
- Click **OK**.
- Double click inside the "coding" field area. In the *Resource Properties* window that displays, edit as needed.
- Click **OK**.

To edit or delete an HTML frame:
- Select an HTML Frame from the drop down list.
- To modify an HTML Frame:
  - Click the **Modify** (pencil) icon.
  - In the *HTML Frame* Properties window, edit the Name and click **OK**.
  - Double click in the "coding" field.
  - In the *Resource Properties* window, edit as needed and click **OK**.
- To delete an HTML Frame:
  - Select a frame from the drop down list.
  - Click the **Delete** (red "X") icon.

Quick Tip: A warning displays if the HTML Frame entry point is not set correctly.

To Save Project Properties
Once all of the options are set up in the *Project Properties* window, click **OK**.

For more information on Project Properties, contact support@qarbon.com.

Previewing a Viewlet

There are various ways to preview your Viewlet project. For example, any place you see these buttons:

You may use them to advance through your project while inside ViewletBuilder6 Enterprise.

Quick Tip: You can preview the slide background soundtrack, audio attached to objects, cursor click sounds and key click animation frame sounds within ViewletBuilder6 Enterprise without the need to publish to Flash.

Additionally, you may access preview options:

From the Timeline:
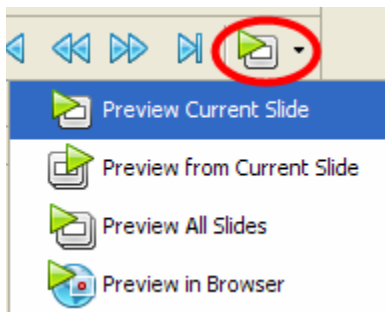
- Click the Preview button at the top right of the Timeline to preview the project, or
- Click the down arrow and select a Preview option from the drop down list.

From the menu bar:
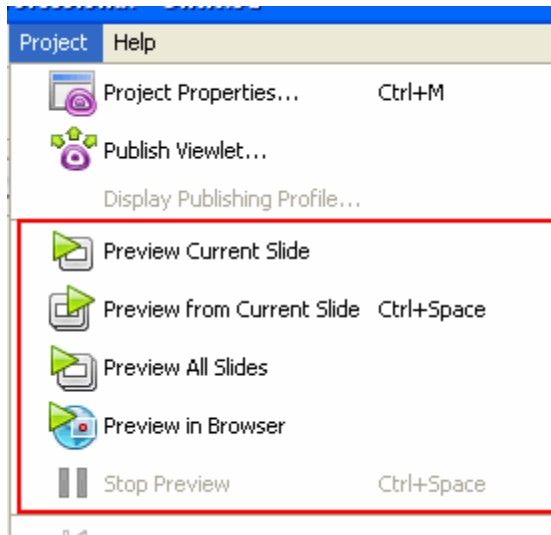
- Select **Project** from the menu bar.
- Select a preview option:
  o Preview Current Slide: Plays the current slide inside ViewletBuilder6 Enterprise.
  o Preview From Current Slide: Plays the project inside ViewletBuilder6 Enterprise from the selected slide to the end of the project.
  o Preview All Slides: Plays the entire project while inside ViewletBuilder6 Enterprise.
  o Preview in Browser: Quickly compiles (publishes) the file to SWF (Flash) format and launches it in a browser.

Quick Tip: Displaying the About window during Viewlet playback pauses the Viewlet. Closing the About window returns the Viewlet to play mode.

After publishing a project:

- Select **Project** from the menu bar.
- Select **Publish Viewlet**.
- Complete the information in the windows that display to publish your project.
- In the last *Publish Viewlet* window, click the **View** button to preview the published Viewlet.

Outside of ViewletBuilder6 Enterprise:
Once you've published a Viewlet file, a folder containing the published files is created. Locate this folder and open it. Double click the HTML or the SWF file to preview the Viewlet.

Publishing a Viewlet

In order to create the final Flash Viewlet your audience will see, you must publish your Viewlet source (qvp) file. ViewletBuilder6 Enterprise allows you to publish your Viewlets to a:
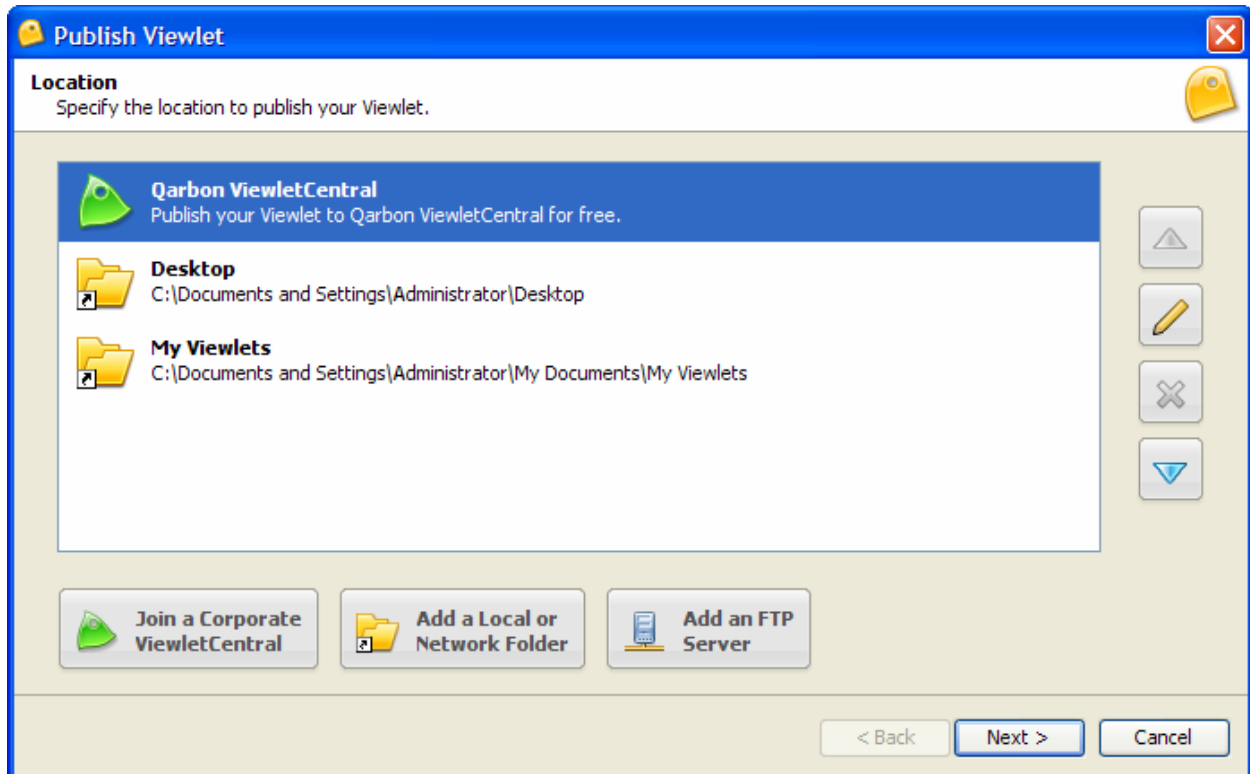
- Local or Network folder: This includes your hard drive, a network drive, or any other external file storage device (such as a floppy disk, CD, jump drive, etc.)
- FTP Server
- ViewletCentral

Quick Tip: To avoid issues with accidentally deleting the project's source file, you cannot publish your Viewlet to the same folder as the project folder.

Local or Network Folders

To add a local or network folder as a publishing location:
- Select the **Publish Viewlet** button on the toolbar.
- In the *Publish Viewlet* window, click the **Add a Local or Network Folder** button.
- Locate the desired folder, select it and click **Select Folder**.
- The folder is added to the Location list.

To modify a local or network location:
- In the *Publish Viewlet* window, select the desired folder.
- Click the **Modify** (pencil) icon.
- In the *Folder* window, edit the folder name and path as needed.
- Click **OK**.

To delete a local or network location:
- In the *Publish Viewlet* window, select the desired folder.
- Click the **Delete** (red "X") icon.
- If prompted to delete the publishing location, click **Yes**.
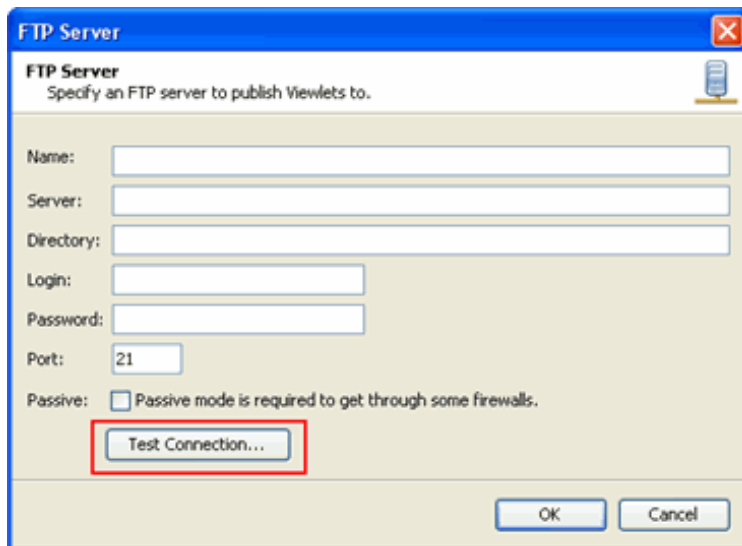
To publish a Viewlet to a local or network folder:
- Select the **Publish Viewlet** button on the toolbar.
- In the *Location* screen, select a local or network folder and click **Next**.
- Follow the instructions in the windows that display to complete the process for publishing your Viewlet to the selected local or network folder.
- When prompted (in the last window) that the Viewlet is published, click **Finish** to close the window.

FTP Servers

To add an FTP server as a publishing location:
- Select **Project** > **Publish Viewlet** from the menu bar.
- In the *Location* screen, click the **Add an FTP Server** button.
- In the *FTP Server* window, fill in the following information for your FTP server:
    - Name
    - Server
    - Directory (to where you will publish your files)
    - Login
    - Password
    - Port (by default port is 21)
    - Passive mode option
- Click **OK**.

Quick Tip: When configuring an FTP publishing target, click the **Test Connection** button. A message will display information you whether or not the connection passed the test.

To modify an FTP server location:
- In the *Publish Viewlet* window, select the desired FTP server.
- Click the **Modify** (pencil) icon.
- In the *FTP Server* window, edit the information as needed.
- Click **OK**.

To delete an FTP server location:
- In the *Publish Viewlet* window, select the desired FTP server.
- Click the **Delete** (red "X") icon.
- If prompted to delete the publishing location, click **Yes**.

To publish a Viewlet to an FTP server:
- Select the **Publish Viewlet** button on the toolbar.
- In the *Location* screen, select the desired FTP server and click **Next**.
- Follow the instructions in the windows that display to complete the process for publishing your Viewlet to your FTP server.
- When prompted (in the last window) that the Viewlet is published, click **Finish** to close the window.

ViewletCentral

To modify your ViewletCentral information:
- In the *Publish Viewlet* window, select Qarbon ViewletCentral.
- Click the **Modify** (pencil) icon.
- In the *Qarbon ViewletCentral* window, edit the information as needed.
- Click **OK**.

To publish a Viewlet to Qarbon ViewletCentral:

- Select the **Publish Viewlet** button on the toolbar.
- In the *Location* screen, select Qarbon ViewletCentral and click **Next**.
- Follow the instructions in the windows that display to complete the process for publishing your Viewlet to ViewletCentral.
- When prompted (in the last window) that the Viewlet is published, click **Finish** to close the window.

Quick Tip: Republishing to ViewletCentral from a different computer but to the same account updates the Viewlet instead of creating a new one.

For more information on publishing Viewlets to a local or network folder, an FTP Server or to ViewletCentral, email support@qarbon.com.

ViewletCentral – General Information

Are you looking for a solution for publishing your Viewlets on the Web? Why not check out Qarbon's ViewletCentral. ViewletCentral is a server-based application that provides centralized reporting, management and deployment of your valuable Viewlets and other Flash-content files.

To discover all the features of ViewletCentral, you can immediately open a Free account, which will give you ample disk space to store your Viewlets. For more information about ViewletCentral information, please visit our web site at:

http://www.qarbon.com/presentation-software/viewletcentral/

ViewletCentral Self-Hosted Server

When you purchase a Self-Hosted ViewletCentral server license, you not only get all of the same features that the Qarbon-Hosted version has, but you gain the ability to perform account and project management activities easily and efficiently from one single location.

http://www.qarbon.com/presentation-software/viewletcentral/host_server.php
If you are interested in learning more about Self-Hosted ViewletCentral, please contact our sales group (sales@qarbon.com) or support (support@qarbon.com).

Support and Self-Help

Qarbon offers a support plan to fit your needs. Standard Support is offered to all customers at no charge. You can also purchase Platinum Membership, which is a software maintenance plan with enhanced support benefits.

For more information on support plans and options available, visit us online at:

http://www.qarbon.com/help/support_plans.php

Qarbon also offers users online, self-help resources in the form of Viewlet tutorials, user manuals and FAQs. For access to these self-help aids, please visit our site at:

http://www.qarbon.com/help/

You may also contact support@qarbon.com with any support questions you may have.

Training

Take advantage of all the features in ViewletBuilder6 Enterprise by signing up for Qarbon's training classes. Learn how to get the most out of your Viewlet authoring tool to create stunning Flash demonstrations and interactive movies in no time. For information on how to learn from the Viewlet experts, visit us online at:

http://www.qarbon.com/services/webinars/index.php

Sales and General Customer Service

Customer support is our top priority at Qarbon! Please feel free to contact our Sales or Support staff at any time if you have ANY ViewletBuilder6 Enterprise (or other product related) questions or concerns or for options to discuss additional training needs.

For current contact information, visit our web site:

http://www.qarbon.com/about_us/contact_us/