ViewletBuilder7 Enterprise

User Manual

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Contents

(Page 1)

Contents

(Page 2)

Overview

ViewletBuilder7 Enterprise is the culmination of decades of Viewlet technology evolution and combines the all the powerful features of ViewletBuilder7 Professional with the dynamic assessment tools in ViewletQuiz4—with even a few extras thrown in. Regardless of your technical or creative ability, ViewletBuilder7 Enterprise makes it easy to create polished, compelling demonstrations, simulations and assessments in a short amount of time. It is really no wonder ViewletBuilder is a standard content creation tool in corporations, governmental institutions and academic organizations world-wide.

This user manual provides an overview of ViewletBuilder7 Enterprise's features to help you create simple, intermediate and advanced Flash Viewlets. Additional FREE self-help and purchased training options are available online at www.qarbon.com.

Let get started. Happy Viewleting!

New and Enhanced Features

ViewletBuilder7 Enterprise introduces many new and enhanced features too numerous to mention in one short list. So, as you go through this user manual, make sure to check the left margin for the “What’s new…” icon to quickly learn about these new and enhanced features.

What’s new… **Quickly find information on new and enhanced features.**

As an added bonus, be on the lookout (also along the left margin) for the “Tip” icon to gain some valuable information while working with ViewletBuilder7 Enterprise.

Tip **Learn valuable tips from Qarbon’s Dev Staff and the Viewlet Design Team.**

If you have any questions on what’s covered in this user guide or on Qarbon’s products/services in general, please visit us at www.qarbon.com for more information and current contact options.

Tech Specs

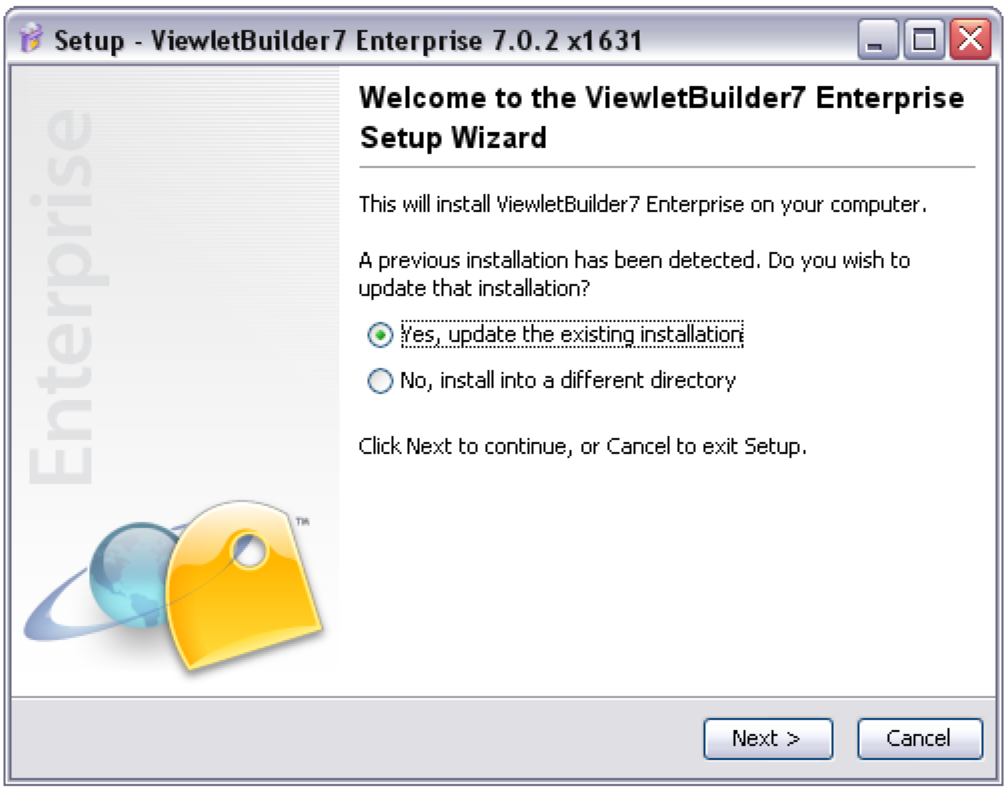
You can find the current suggested system requirements for ViewletBuilder7 Enterprise online at http://www.qarbon.com/presentation-software/viewletbuilder/specs.php. On the "Tech Specs" page, select your operating system to review the related technical information.

Download and Installation

To download ViewletBuilder7 Enterprise, go to the Qarbon home page at www.qarbon.com. Click the “Downloads” link. On the “downloads” page, select ViewletBuilder7 Enterprise as the product you want to download. Follow the instructions on the rest of the web pages that display to download the installation file.

Remember the file name and folder location of the installation file so you can find it when you are ready to install ViewletBuilder7 Enterprise.

After downloading the installation file, close the browser window. Then, locate and double click the installation file to launch the installation wizard. Follow the prompts in the installation wizard’s windows to install ViewletBuilder7 Enterprise.



If the Installation Wizard detects a prior installation of the software, it will prompt you to either update the existing installation or install in a new directory.

On the last screen of the installation, click **Finish** to complete the installation.

License Activation and Deactivation

You must purchase a license to activate ViewletBuilder7 Enterprise. To purchase a license online, go to www.qarbon.com and click the "Store" link and select a pricing option. Or, you can contact the Qarbon Sales Team (sales@qarbon.com) for current pricing and related 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.

License Activation

To activate ViewletBuilder7 Enterprise:

- Make sure your computer is connected to the Internet.
- Open the ViewletBuilder7 Enterprise program.
- Select **Help** > **License Activation** from the menu bar.
- Follow the instructions in the screens that display to complete the registration process.

Tip

For best results, copy the license number directly from your email and paste it in the required field when registering ViewletBuilder7 Enterprise.

To check license information:

- Make sure your computer is connected to the Internet.
- Open the ViewletBuilder7 Enterprise program.
- Select **Help** > **About ViewletBuilder7…** from the menu bar.
- Review the information in the *About ViewletBuilder7 Enterprise* screen that displays.
- Click **Close** to exit.

License Deactivation

There may be times when you will need to use your license on a different computer. The process is simple.

To deactivate your ViewletBuilder7 Enterprise license:

- Make sure your computer is connected to the Internet.
- Open the ViewletBuilder7 Enterprise program.
- Select **Help** > **License Deactivation** from the menu bar.
- Follow the instructions in the screens that display to complete the deactivation process. Once the license is deactivated, it can be activated on a different computer.

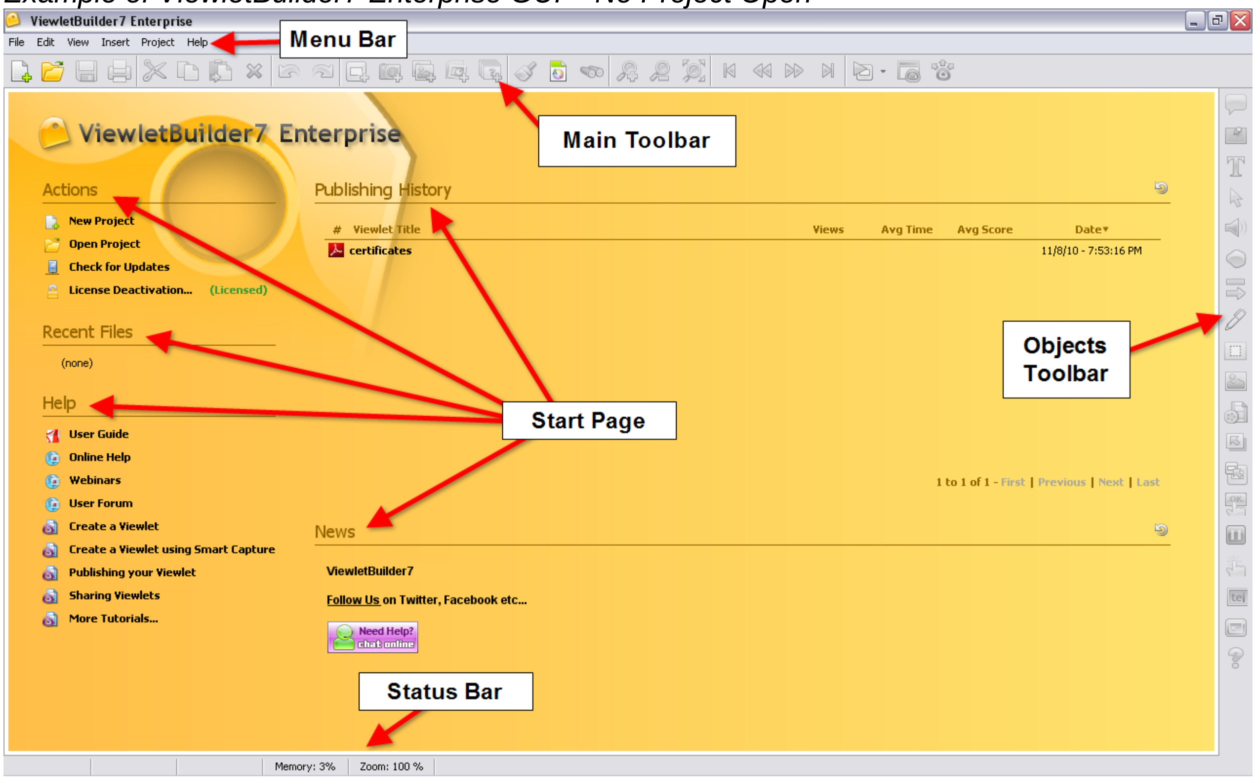
Tip

If you do not have Internet access or encounter firewall issues, start the activation/deactivation wizard and click on the "Web Activation..." button. Web Activation will allow you to activate or deactivate via a web browser on the current computer or any other computer that is connected to the Internet.

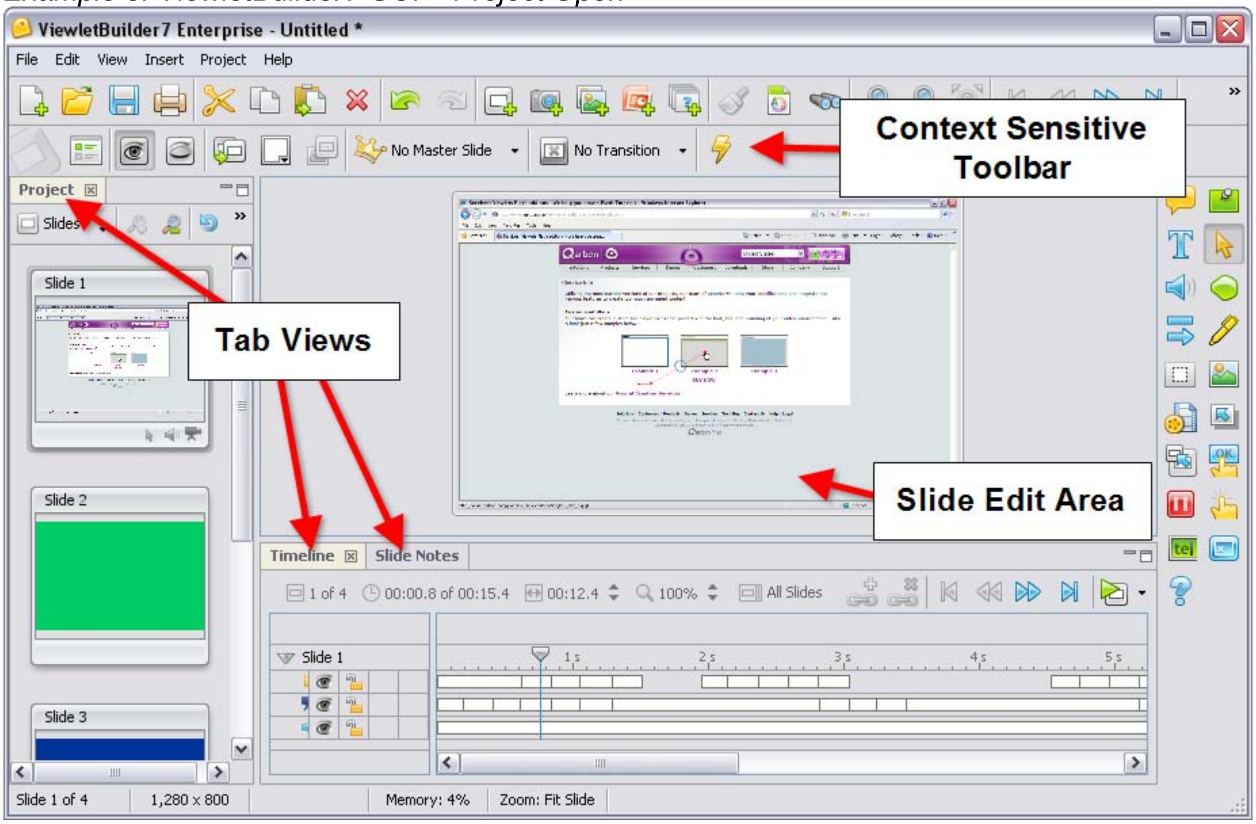
GUI (Graphical User Interface) Overview

This chapter provides some quick snapshots of what the Graphical User Interface looks like so that you can familiarize yourself with it and be more comfortable right from the start.

Example of ViewletBuilder7 Enterprise GUI – No Project Open



Example of ViewletBuilder7 GUI – Project Open



Interface Features and Tools

The ViewletBuilder7 Enterprise GUI includes:

What's new...

- **Enhanced Start Page:** The Start Page is updated and **quadrants removed** for quicker access to various, which include:
  - Actions: Quickly access new project types, open existing projects, check for software update, and manage license activation/deactivation.
  - Recent Files: One-click access to recent projects previously opened in ViewletBuilder7 Enterprise.
  - Help: Access self-help and additional training resources.
  - **Publishing History (New features added!):** Enhancements include access to ALL Viewlets publishing history no matter where the Viewlets are published. This includes access to local, FTP, ViewletCentral and even YouTube.
  - News: View the latest news from Qarbon. Join our social networks. There's even a link to chat online with us.

If you see this button anywhere in the software, use it to "Refresh" its related tool. For example, you can click this "Refresh" button to refresh the dynamic News area and also the Publishing History of the Start Page.

- **Title Bar**: This is the "bar" displayed at the top of the program window. Depending on whether the project is open or closed, it contains the program title, followed by the file name. It also includes three buttons to Minimize, Restore Down/Maximize and/or Close the program window.

- **Menu Toolbar**: This toolbar "sits" below the Title Bar and contains menu titles that reveal additional drop-down menu options. The menu bar offers access to: File, Edit, View, Insert, Project and Help operations.

- **Main Toolbar**: This toolbar is below the menu bar and displays a series of standard command buttons that offer quick "one-click" access to many tools in ViewletBuilder7 Enterprise. Many of these buttons on the Main Toolbar provide easier access to many options also available on the menu bar.

- **Context Sensitive Toolbar**: This toolbar displays when a project is open and is located below the Main Toolbar. The buttons displayed on this toolbar represent actions you can perform on the currently selected object.

- **Tabs (New features added!):** By default, different tabs for selected "views" display to the left of or below the slide editing area. From the menu bar, select **View > Tabs** and select the desired Tab (Project, Stylesheets, Browser, Timeline, Slide Notes, Output, Problems). **Thumbnails are now called "Project" and there is a new Tab called "Problems".**

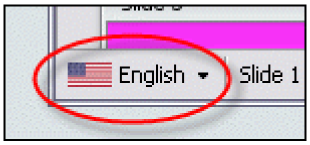
Select View > Tabs from the menu bar to access Tabs. The "Thumbnails" Tab has been renamed to "Project" and a new "Problems" Tab has been added.

- **Object Toolbar (New tools added!):** This toolbar displays to the right in the program window. It contains buttons for working with various objects such as: Balloons, Notes, Text Boxes, **Lines/Arrows (new)**, **Matte (new)**, **Zoom Zone (new)**, Cursors, Shapes, **Color Highlight (new)**, Images, **Popout Highlight (new)**, Buttons, Movies, Pause Zones, Click Zones, Text Zones, Keystroke Zones and Questions while editing a project.

- **Slide View**: This is the default view when a project is open. It displays the current slide for editing / viewing operations. The Slide Editing area is hidden when any Tabs is maximized.

Status Bar: Located at the bottom of the program window, this “bar” displays helpful information such as the number of the currently selected slide, the number of total slides in the project, the dimensions of the project, the “x” and “y” coordinates of your cursor as you work in the program window, the amount of system memory in use, and the zoom level currently selected.

To make it easier for non-English authors to change the software’s language, a language selector is available along the Status Bar.



Each of these features and tools are discussed later in the user manual in their respective chapters.

Program Preferences

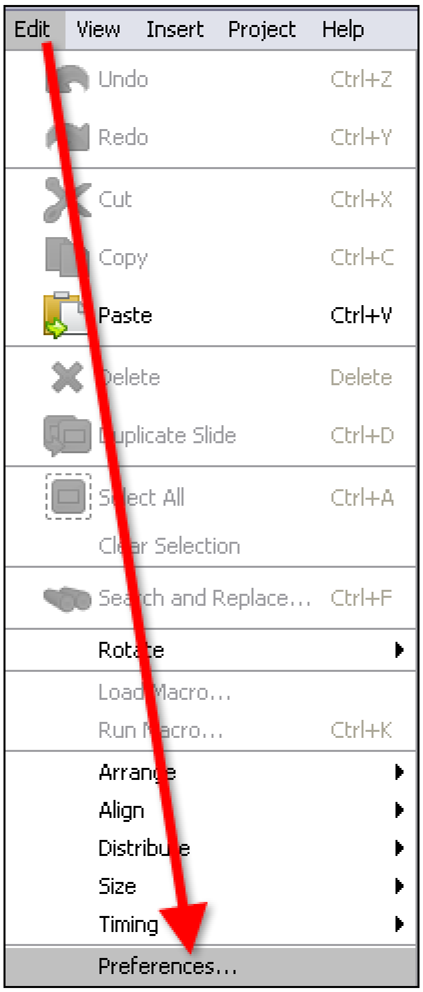
New Features Added!

In ViewletBuilder7 Enterprise, you can set up default program preferences.

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

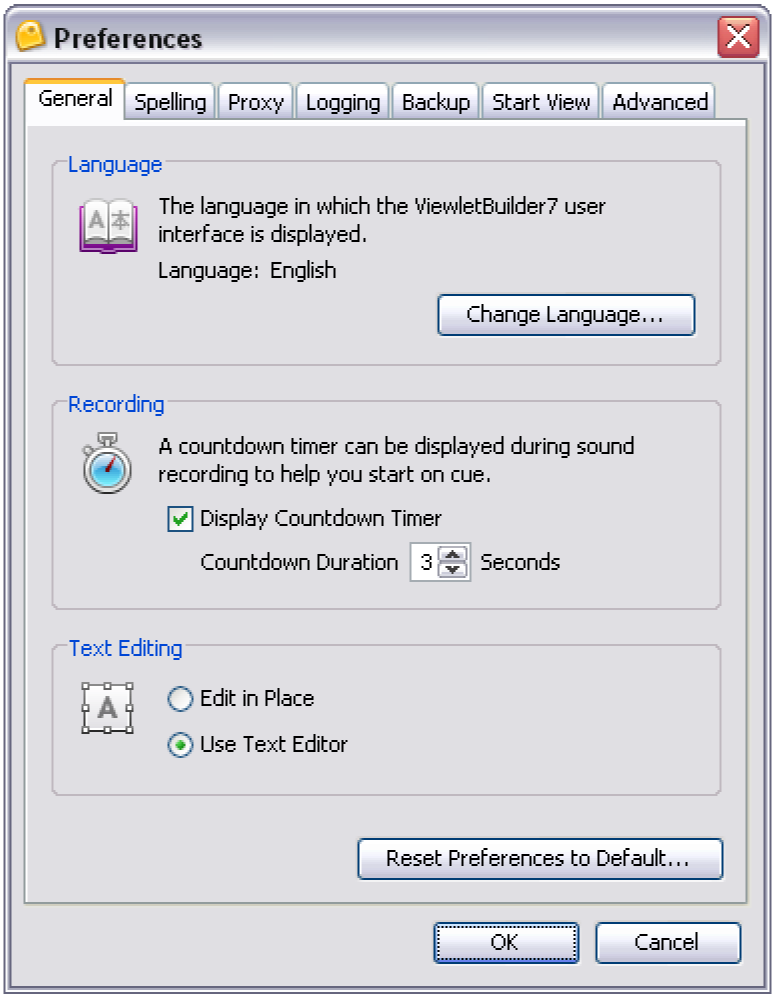
To access the program *Preferences* window:

- Select **Edit** > **Preferences** from the menu bar.



- The *Preferences* screen displays. Select the desired tab by clicking on it.

The *General* Tab



Language
The *General* tab allows you to specify the language that is used in the interface. By default, ViewletBuilder7 Enterprise will use your operating system's default language preference, but you may switch to a different language for use in this program only.

To select the default language to use in the ViewletBuilder7 Enterprise interface:

- In the *Preferences* window, select the *General* tab.
- In the *Language* area, click the **Change Language** button.
- Select a language from the available list.
- Click **OK**.

Recording
You can select a countdown timer to display before each audio recording session when adding audio to slides, shapes, images or message objects.

To set recording preferences:

- In the *Preferences* window, select the *General* tab.
- In the *Recording* area, select the **Display Countdown Timer** option.
- Type the number of seconds for the countdown to display in the *Countdown Duration* field, or use the up/down areas to set this value.

Text Editing (Formerly Message Editing)
In the Preferences window in the General tab, there is a new area called *Message Editing.* In this area, there are two options for editing message objects. Select one of these options to set as the default preference to use while working with notes, balloons and text boxes.

To set a default message editing preference:

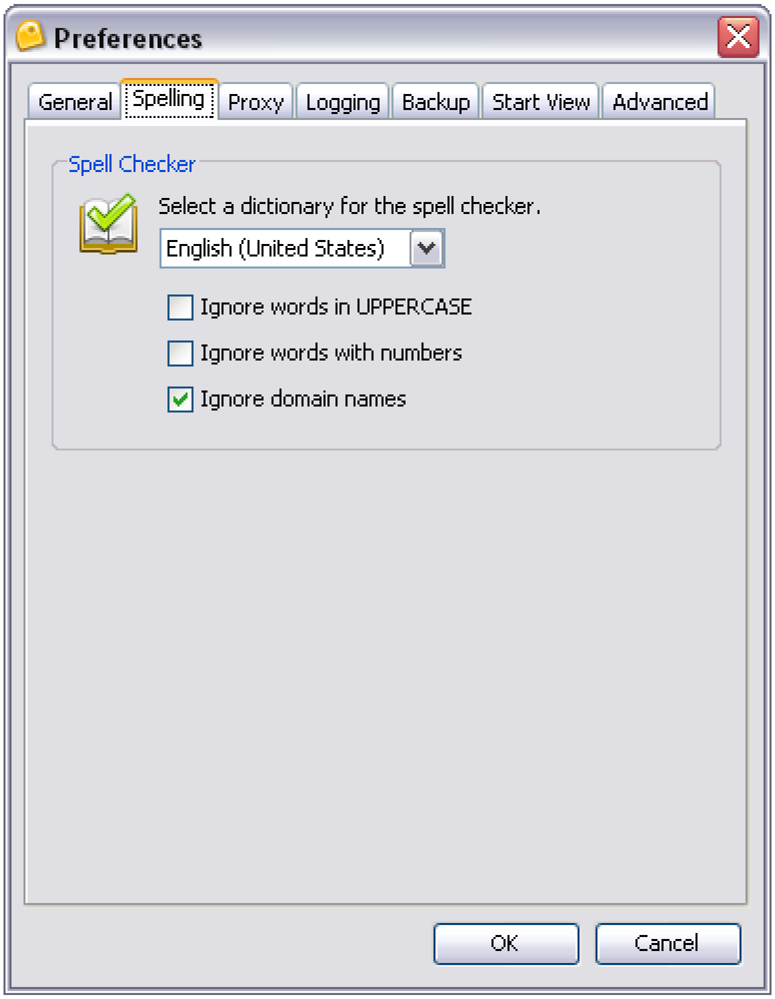
- In the *Preferences* window, select the *General* tab.
- In the ***Text Editing*** area, select either:
  - **Edit in Place**: When editing a text object, this selection allows you to edit text directly in the balloon, note, text box or button. And, you can use the message object's Context Sensitive Toolbar to edit other message object properties.

    or

  - **Text Editor (formerly Text Editor)**: When editing a message object's text, this selection opens the *Text Editor* window when double clicking a balloon, note or text box. This selection also allows you to edit other message object properties directly in the *Text Editor* window.

It's easy to switch between "text editing" options while working with message objects. Simply right click on the message object and, from the shortcut menu, select either "Open in Text Editor" to work in the "Text Editor" window, or select "Edit Message" to edit text directly in the message object.

The *Spelling* Tab



In ViewletBuilder7 Enterprise, you can set preferences for the spell checker tool, which will automatically proof text in all of the message objects throughout your project.

To select a default dictionary language to use in ViewletBuilder7 Enterprise:

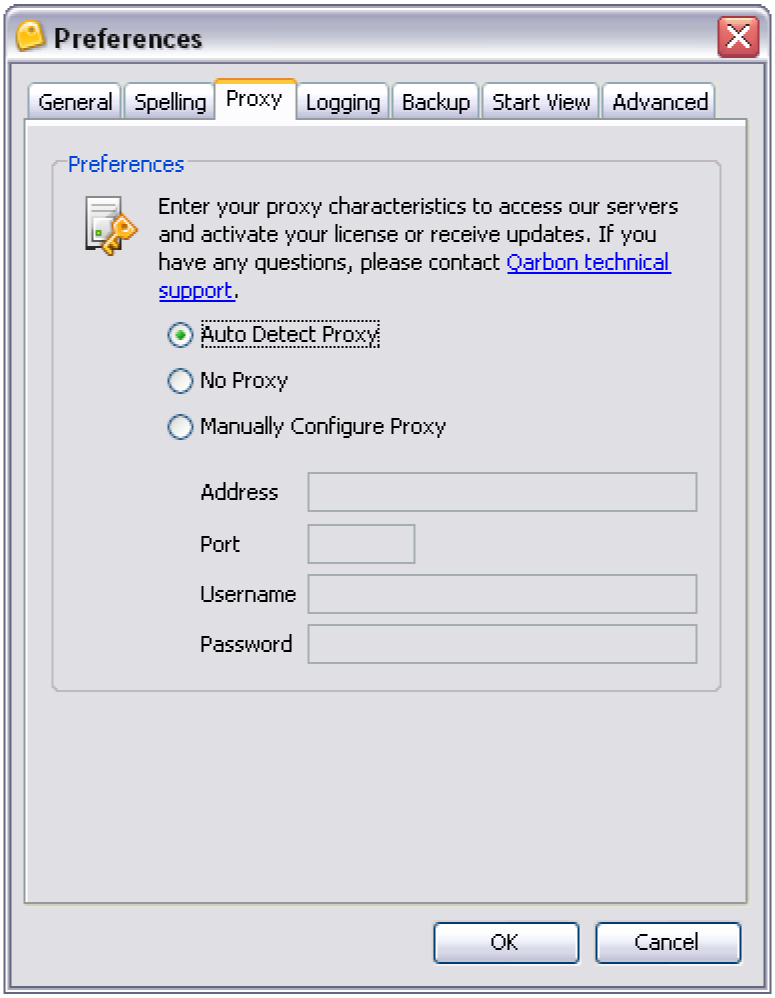
- In the *Preferences* window, select the *Spelling* tab.
- In the *Spell Checker* area, select a language from the list to use as the default for the program's spell checker tool.

To select additional options for the spell checker:

- In the *Preferences* window, select the *Spelling* tab.
- Under the language list, select any additional options to use with the spell checker including:
  - **Ignore words in UPPERCASE**
  - **Ignore words with numbers**
  - **Ignore domain names**

To enable/disable the spell checker tool, select "View" from the menu bar. Then select/deselect the "Spelling Mistakes" option.

The *Proxy* Tab



There may be times when you encounter firewall issues while working with ViewletBuilder7 Enterprise. This may occur when activating your license or when updating the program. This is when a proxy server comes in handy, if your company has one available. The *Proxy* tab is where you can set up default proxy server information for the program to automatically use when encountering firewall issues. If, however, you do not know what a proxy server is, chances are you don't need to worry about it. Some companies, however, actually require that software programs that access the Internet log on through a proxy server. In any case, there are several choices for proxy servers, but please contact your network or IT group for more information when working with this feature as needed.

Auto Detect Proxy

By default, the first option, **Auto Detect Proxy**, is selected. This feature will allow the program to search for and use a proxy server if required (for example, when a firewall prevents license activation or program updates).

No Proxy

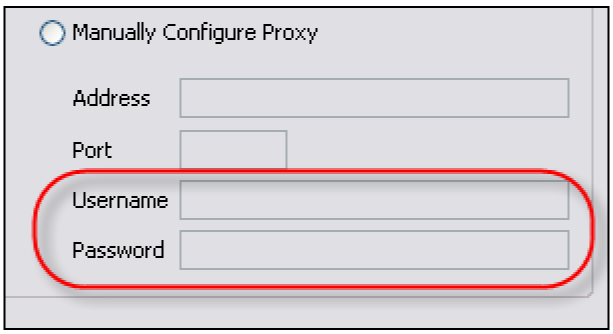
If you do not have access to a proxy server or do not want the program to search for it if firewall issues are encountered during license activation or program updates, select the **No Proxy** option.

What's new...

Manually Configure Proxy (Two new field options: Username & Password)

If your company requires you to use a proxy server for any reason, or if you encounter firewall issues while activating your license or obtaining program updates, select the **Manually Configure Proxy** option. Then, after obtaining the applicable information from your network or IT group:

- Enter the proxy server *Address* in the field provided.
- Enter the proxy server *Port* in the field provided.
- Enter the **User Name (new field option)** in the field provided.
- Enter the **Password (new field option)** in the field provided.

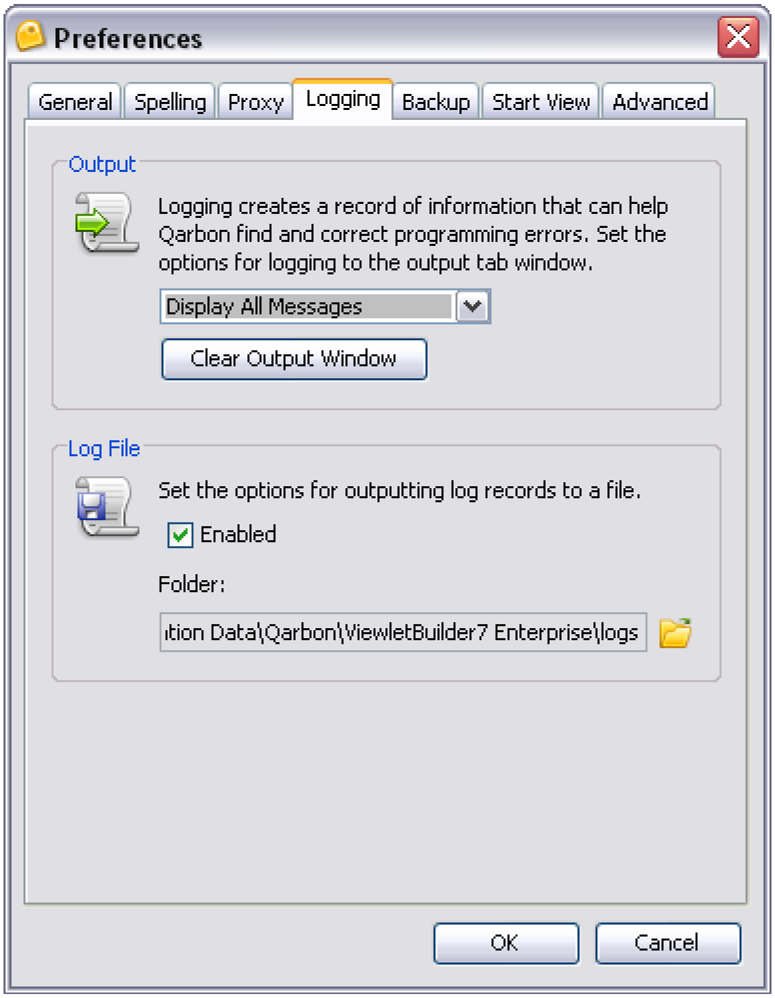


Click **OK** to apply changes made in the *Preferences* window. If any changes occur to the proxy server, a **Warning** will display, prompting you to restart the program.

Tip

You must restart ViewletBuilder each time you change the proxy server settings in the "Preferences" window in order for the new settings to take effect.

The *Logging* Tab



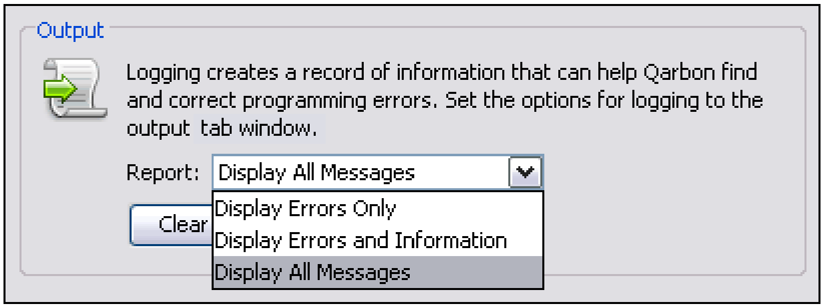
While ViewletBuilder7 Enterprise is running, it writes a log that describes in detail what is going on in the background. This is indispensable for tracking down software issues and making ViewletBuilder7 Enterprise as bug-free as possible. In the *Logging* tab, you can set program defaults for how ViewletBuilder7 handles logging reports and files.

<u>Output</u>

In the *Output* area of the *Logging* tab (*Preferences* window), you can set default options for the reporting of information in the *Output* tab, which can be viewed by selecting **View** > **Output** from the menu bar.

To select Output report options:

- In the *Preferences* window, select the *Logging* tab.
  In the *Output* area, select an option from the *Report* list. These include:
  - **Display Errors Only**
  - **Display Errors and Information**
  - **Display All Messages**



To clear the information in the *Output* tab:

- In the *Preferences* window, select the *Logging* tab.
- In the *Output* area, click the **Clear Output Window** button.

Log File

In the *Log File* area of the *Logging* tab (*Preferences* window), you can enable or disable logging and specify the location where ViewletBuilder7 Enterprise will save the file.

To enable the Logging feature for ViewletBuilder7 Enterprise:

- In the *Preferences* window, select the *Logging* tab.
- In the *Log File* area, select the **Enabled** option. This will allow ViewletBuilder7 Enterprise to create a record of information to help Qarbon find and correct program errors.

To clear the output window:

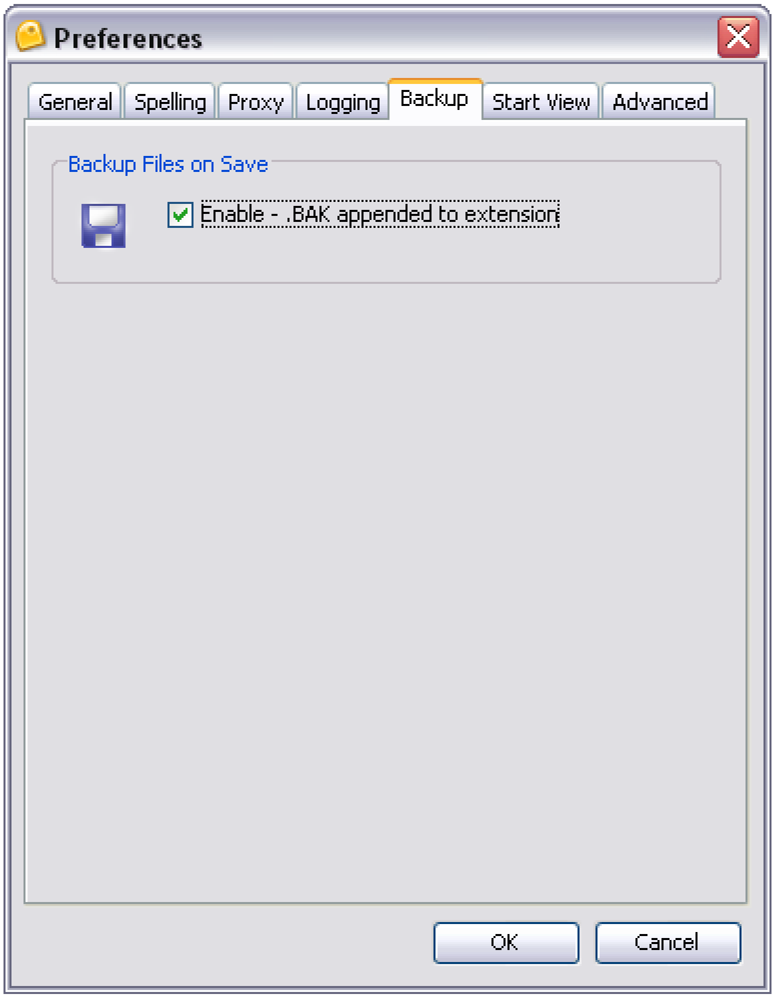
- In the *Preferences* window, select the *Logging* tab.
- In the *Log File* area, click the **Clear Output Window** button.

To set the default location where the log file will be saved:

- In the *Preferences* window, select the *Logging* tab.
- In the *Log File* area, type the path to where you want log files to be saved. Or, click the “yellow folder” next to the *File* field.
- A *Select Log File* window displays. Browse to locate and select a new save location for the log file.
- Click **Open** to apply and to return to the *Preferences* window.

The folder text field will show you where your log files are stored. Clicking on the yellow folder icon will open up a system folder allowing you to see all of your log files. This is useful if you are asked to send a log file to Qarbon Support.

The *Backup* Tab



The *Backup* tab allows you to set program preferences for creating backup files of your project's source file.

Backup Files on Save
When saving your project, ViewletBuilder7 Enterprise can create and update a backup file. This file can be used to restore a corrupted project from the last "known" good save.

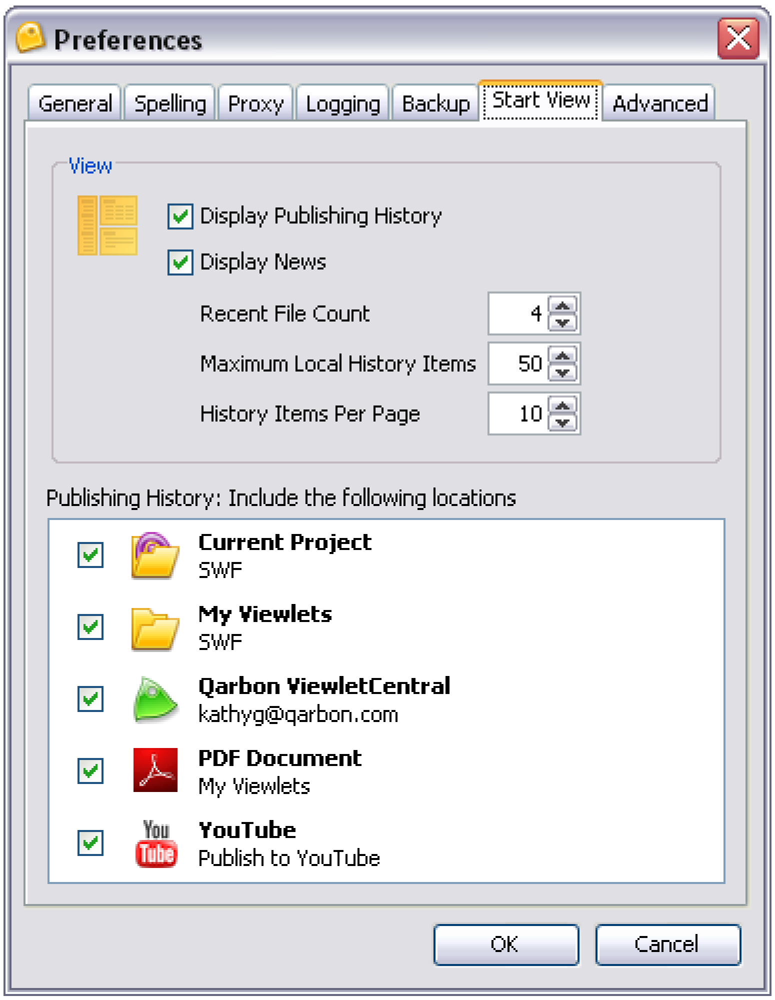
To enable ViewletBuilder7 Enterprise to create a backup project file:

- In the *Preferences* window, select the *Backup* tab.
- In the *Backup Files on Save* area, select the **Enable - .BAK appended extension** option.

ViewletBuilder7 Enterprise creates backup files that end in ".qvpx.BAK" or ".viex.BAK" (depending on the extension used for the save operation. To restore a project from a backup file, first rename the original project file's extension. Then, simply remove the ".BAK" extension from the backup file so that the file ends in ".qvpx" or ".viex", whichever is applicable. It will become the new project file, which can be opened in ViewletBuilder7 Enterprise.

The *Start View* Tab (New Feature!)

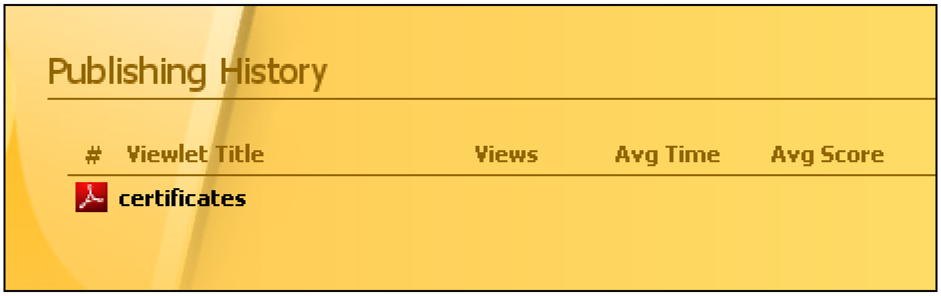
The *Start View* tab allows you to customize what you see on the initial Start View page.



<u>View</u>

In the *View* area, you can select the options you want to display on the Start View page:

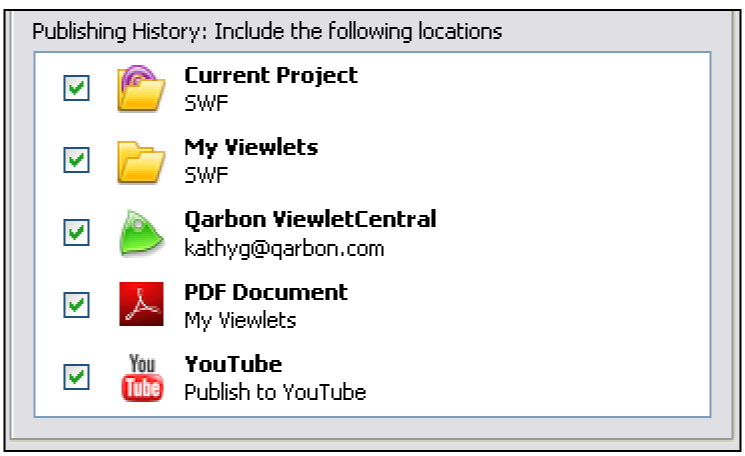
- **Display Publishing History:** Select this option to display the publishing history of your projects on the Start View page.



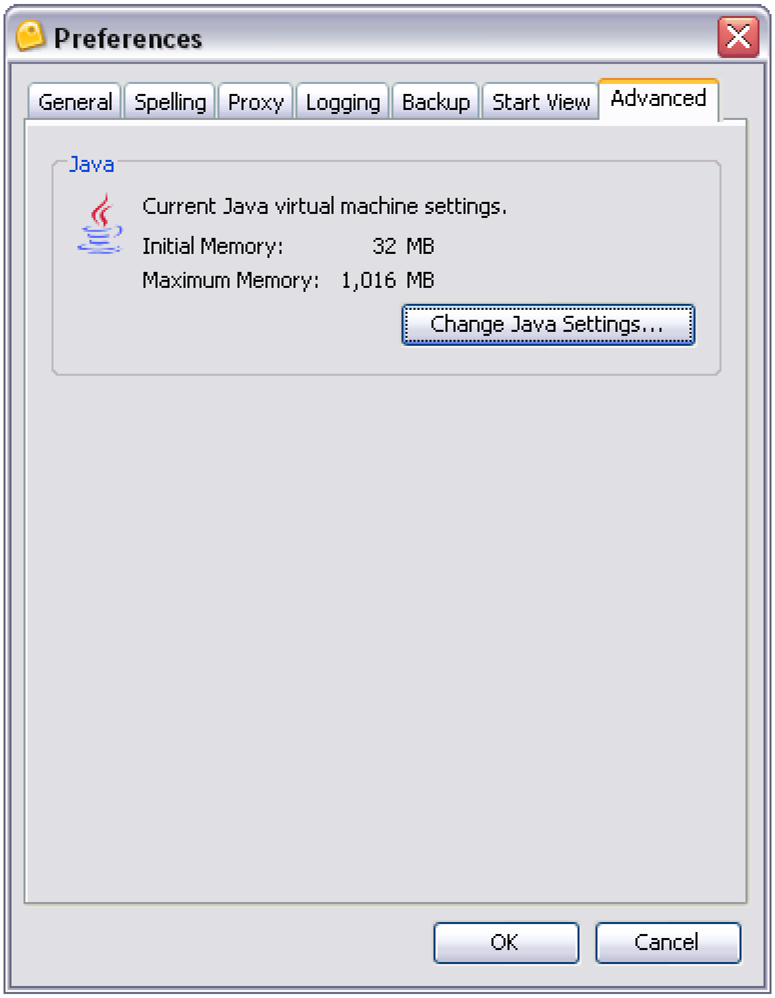
- **Display News**: Select this option to display recent news on the Start View page such as access to software updates, release notes, social network links, etc.
- **Recent Files Count:** Set the number of files to display in the "Recent Files" area of the Start View page.
- **Maximum Local History Items:** Set the number of "locally" (non-ViewletCentral) published files to display in the Publishing History on the Start View page.
- **History Items Per Page:** Set the number of published items to display on each page of the Publishing History shown on the Start View page.

Publishing History: Include the following locations

This area of the *Start View* tab allows you to select the publishing locations to display in the Publishing History area of the Start View page. You can select the check box next to as many, or as few, locations as desired.



The *Advanced* Tab



The *Advanced* tab displays the current virtual memory usage settings allowable when ViewletBuilder7 Enterprise is in use.

To view the current Java settings for ViewletBuilder7 Enterprise:

- In the *Preferences* window, select the *Advanced* tab.
- In the *Java* area, review the settings for initial and maximum memory allocations.

To change the memory settings allowable for ViewletBuilder7 Enterprise:

- In the *Preferences* window, select the *Advanced* tab.
- In the *Java* area, click the **Change Java Settings** button. A *Java Preferences* window displays.
- In the *Memory* area (*Java Preferences* window):
    - Enter a number for the *Initial* memory to be used by ViewletBuilder7 Enterprise in the field provided.
    - Enter a number for *Maximum* memory allowable in the field provided.

- In the *VM Options* area (*Java Preferences* window), enter additional Virtual Memory options as needed.

- Click **OK** to save the information and to close the *Java Preferences* window.

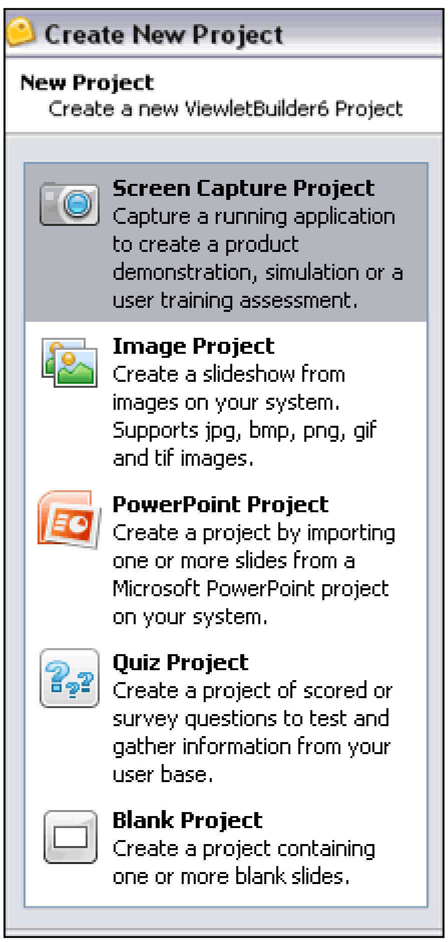
Once you've set all your program preferences, click **OK** to save the settings and to close the *Preferences* window.

You can set software preferences back to "factory settings" by clicking the Reset Preferences to Default… button in the *General* tab of the *Preferences* window.

Creating a New Project Basics

ViewletBuilder7 Enterprise, which combines ViewletBuilder7 Professional and ViewletQuiz4 into a single, all-encompassing Viewlet Authoring suite, offers five distinct options for creating new Viewlet projects. The new project types include:

- **Screen Capture Project:** Capture an application as it runs on your computer to create a demonstration, simulation or a user training assessment.
- **Image Project:** Create a presentation using one or more images (supported images: jpg, bmp, png, gif and tif).
- **PowerPoint Project:** Import slides directly from a Microsoft PowerPoint project.
- **Quiz Project:** Use this new project type to create a project of scored slides to test user, or create survey questions to gather information from your user base.
- **Blank Project:** Start from scratch by creating a project containing one or more blank slides.



Each project type is covered in more detail later in this user manual.

New Project First Steps

When creating your new project, the first few steps are common to all new projects. This chapter focuses on the "first steps" all authors will need to take when creating new projects.

<u>Step 1: Select a New Project Type</u>:
The first step when creating any new project is to decide what type of project you will be creating. As mentioned earlier in this chapter, there are five different new project types to choose from in ViewletBuilder7 Enterprise.

- Select **File** > **New** from the menu bar. Or, click the **New Project** link (from the Start View), or click the **New** button from the Main Toolbar.

- The *Create New Project* window displays. Select a new project type from the list on the left side of the window by clicking it to highlight it.

<u>Step 2: Select the New Project's Slide Size</u>:
Once you've select a new project type, the second step is to determine the size (width and height) for all the slides in your project. There are at least two slide size options available for all new project types:

- **Custom:** Set a custom width and height.
- **Standards:** Select from a list of standard resolutions, or create a new "standard" to add to the available list.

If you select **Screen Capture Project** as your new project type, there are several more slide size options to choose from (in addition to the two listed above):

- **Application:** Capture an open application and use its window size (width and height) as your new project's slide size.

- **Area:** Capture an area of the screen and use this area's size (as determined by you prior to capturing screenshots) as your new project's slide size.

- **Window:** Select either an open application's window or an open operating system window and use the selected window's size as your new project's slide size.

- **Full Screen:** Capture everything visible on your computer's screen and use the monitor's resolution (that is used during the capture session) as the width and height for your new project's slide size.

Tip

When selecting a slide size for your project, remember, this is also going to be the size that the Viewlet will be played back at when your audience views it. So, if a viewer has to scroll to view parts of the Viewlet that are "off-screen" then you may need to use a smaller size for your Viewlet.

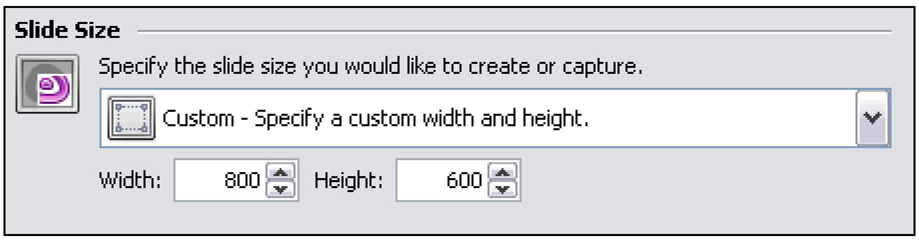
To select a slide size for your new project:

- In the *Create New Project* window, make sure you've selected the desired New Project Type.
- In the *Slide Size* area, select an option from the list of available slide sizes.

Working with the Various Slide Size Options

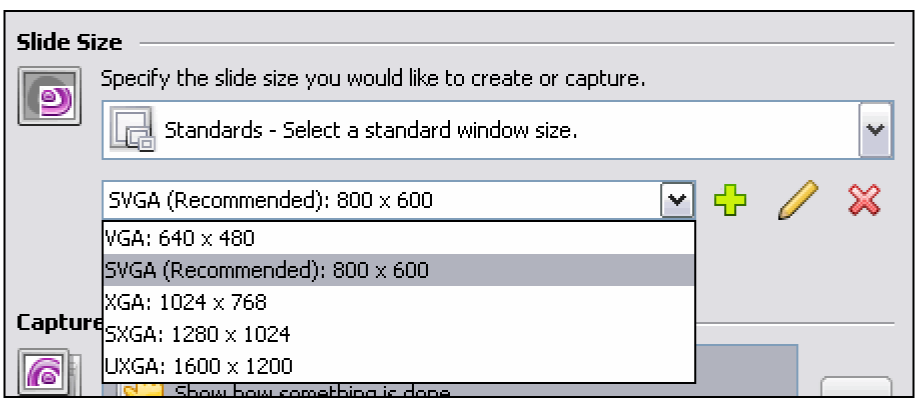
Each of the various slide size options have some additional selections, depending on which side size you choose. Following are instructions for working with each of the available slide size options.

- **Custom:** Select this option to create a custom project size.



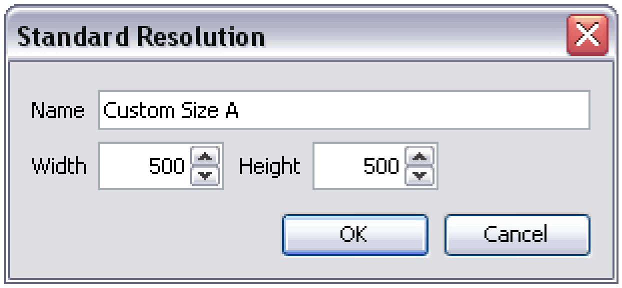
  - Enter a number in the *Width* field.
  - Enter a number in the *Height* field.

- **Standards:** Select this option to:



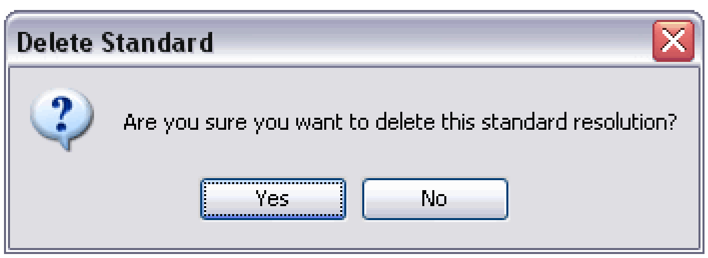
  - Create a project size based on a "standard" (monitor) resolution:
    - Select a preset standard resolution for your project size from the available list.
  - Create a "new" Standard:
    - Select a preset Standard from the list.
    - Click the **Add Standard**  button. The *Standard Resolution* window displays.

        - Enter a name for the new Standard in the field provided.
        - Enter a *Width* in the field provided.
        - Enter a *Height* in the field provided.
        - Click **OK** to save the settings and to close the *Standard Resolution* window.



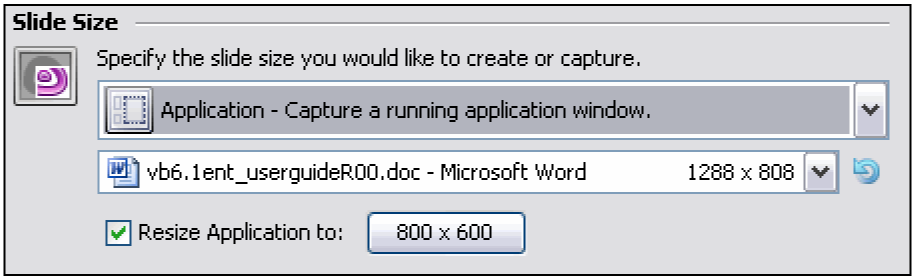
    - Modify an existing Standard:
        - Select a Standard from the list.
        - Click the *Modify Standard*  button. The *Standard Resolution* window displays.
        - Make your edits as needed and click **OK** to save the settings and to close the window.

    - Delete an existing Standard:
        - Select the Standard you want to remove from the list.
        - Click the *Delete Standard*  button. A *Delete Standard* warning window displays.

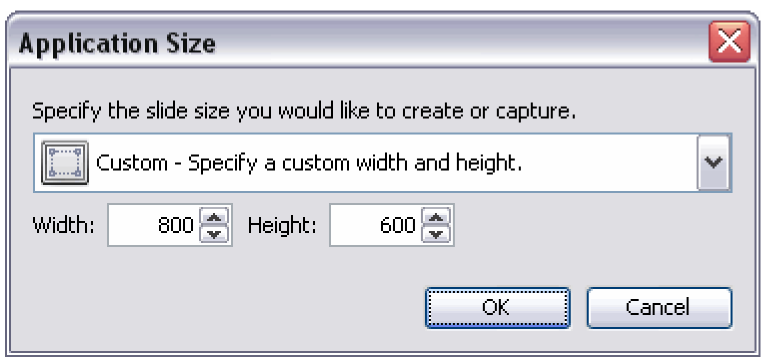


        - Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

- **Application**: Select this option to use an “active” program or operating system window as the baseline for your project size.

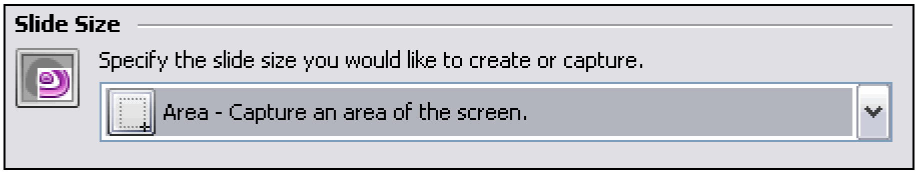


- Select an "active" program or operating system window from the list.
- If the window you need is not in the list, launch the program or open the desired operating system window in the appropriate size. Then, click the **Refresh Applications** button to refresh the list and make your selection from the list.
- To resize the selected "active" window to a specific size for the capture session:
  - Select the **Resize Application to:** option.
  - Click the button next to the **Resize Application to:** option. The *Application Size* window displays:
    -Select **Custom** or **Standards** from the slide size list.
    -Complete the steps for the selected slide size (covered previously in this chapter) as needed.
    -Click **OK** to save the settings and to close the *Application Size* window.

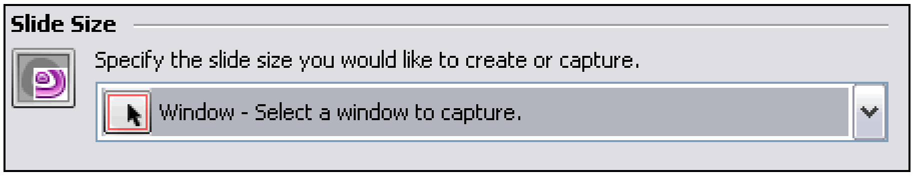


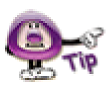
If you select "Application" (an active program or open operating system window) as your project's slide size option, ViewletBuilder7 Enterprise will move this "window" to the top of all open windows when you initiate your capture session. Use this same method when adding new screenshots into existing project to avoid "pixel jumps" when your Viewlet plays from existing screenshots to new screenshots and back to existing screenshots on video playback.

- **Area**: Select this option to set a custom project size by drawing the specified screenshot area prior to the capture session.



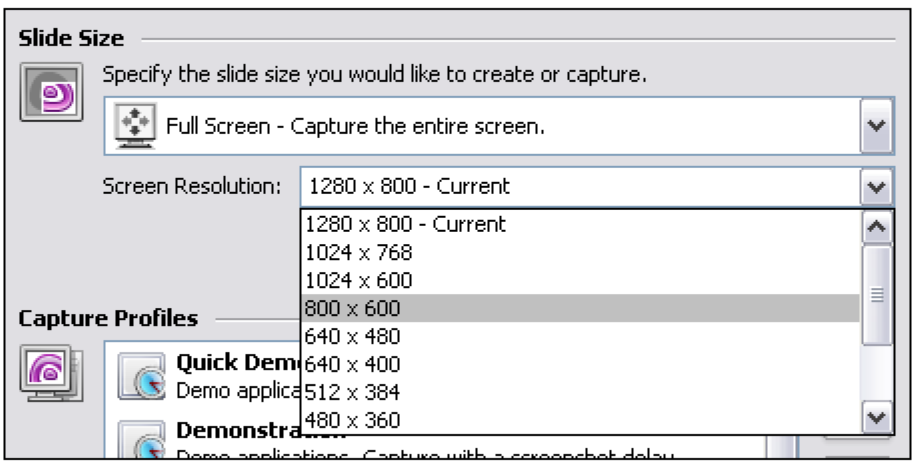
- **Window:** Select this option to choose a program or operating system window prior to starting the capture session as the baseline for your project size.





If you select "Window" as the slide size option for your project, you can also use this option to select a specific "portion" of a window (not just the entire window) prior to starting your capture session.

- **Full Screen**: Select this option to capture everything visible on your computer's screen during the screenshot session.



  - Select a *Screen Resolution* from the list. If the selection is different from your monitor's current resolution, ViewletBuilder7 Enterprise will automatically change your monitor's resolution to your selected resolution when you start your screenshot session. When you end your screenshot session, ViewletBuilder7 Enterprise will return your monitor's resolution back to the setting it was prior to the capture session.

Step 3: Make the rest of your selections in the *Create New Project* window:
After you complete the first two steps for creating a new project, the rest of the steps will differ depending on what you selected for your new project type. Please refer to the specific chapter for more information on creating a new project based on the type of new project you are creating.

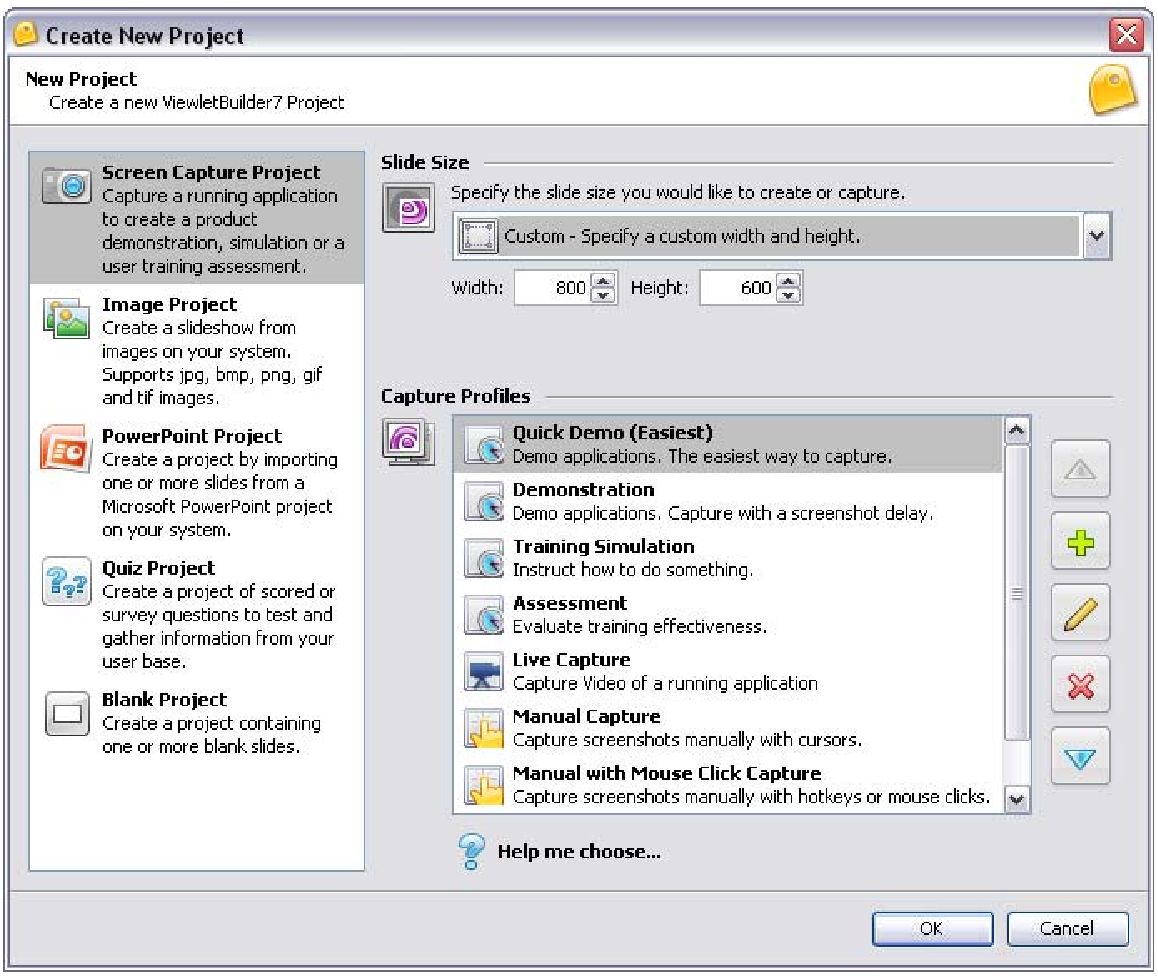
Screen Capture Project

ViewletBuilder7 Enterprise allows you to create a new project from a series of screenshots of an application running on your computer (or from various open operating system windows). Screen Capture projects can be captured using various “slide size” options based on custom sizes, active program / operating system windows, or screen resolutions. Each step of the process for creating a new Screen Capture Project follows.

1. Select the Project Type and Slide Size

- Select **File** > **New** from the menu option. Or, in *Start View*, click the **New Project** link, or click the **New** button from the Main Toolbar.

- The *Create New Project* window displays. Select **Screen Capture Project** from the New Project list. Additional options for creating a new screen capture project will display in this window.



- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

For more information on selecting a New Project Type or selecting a Slide Size for your new Viewlet project, please refer to the *Creating a New Project Basics* chapter.

2. Capture Profiles

Here's some quick "QA's" to get started working with capture profiles:

What is a Capture Profile?
It is a way to organize all the "capture options" chosen for Video Capture Mode, Smart Capture or Manual Capture recording session into one place or "profile".

Does the Capture Profile "title" signify anything?
Yes and no. The "title" of the Capture Profile is like the title of a document. It just gives you an idea of what the profile would be used for. You can change the title of the profile at any time.

Are Capture Profiles used for all new project types? If not, why not?
No, Capture Profiles are only used when creating new Screen Capture Projects or when inserting new screenshots into existing projects. The reason for this is because a Capture Profile is simply a "collection" of capture options (stored in one profile) used during a capture session.

What is the "basic" process for creating a "new" Capture Profile?

1. In the "New Project" window, with the "Screen Capture Project" type selected, click the "Add" button to open the "Capture Options" dialog window. It will be in this window where you will select options for your screenshot recording session. And, these selections will be saved in your new Capture Profile.

2. The next step is to decide what "capture mode" you want to use with this profile. The choice is one of three: "Video Capture" (Windows only) which is a "live" capture session (with audio, if enabled), "Smart Capture" (Windows only), which automatically captures screenshots, or "Manual Capture", which forces you to manually capture screenshots using a hotkey and or mouse click actions. The capture mode you select at this point determines what additional "tab options" display for additional selections for your Capture Profile.

3. Make your selections in the tabs that display below your selected "capture mode". These are the "additional" capture options that will be saved in your profile and used when taking screenshots using this Capture Profile.

   a. If you select "Video Capture" mode, four tabs will display (General, Feedback, Mouse and Advanced).

   b. If you select "Smart Capture" mode, seven tabs will display (General, Feedback, Mouse, Wheel, Keyboard, Annotations, Advanced).

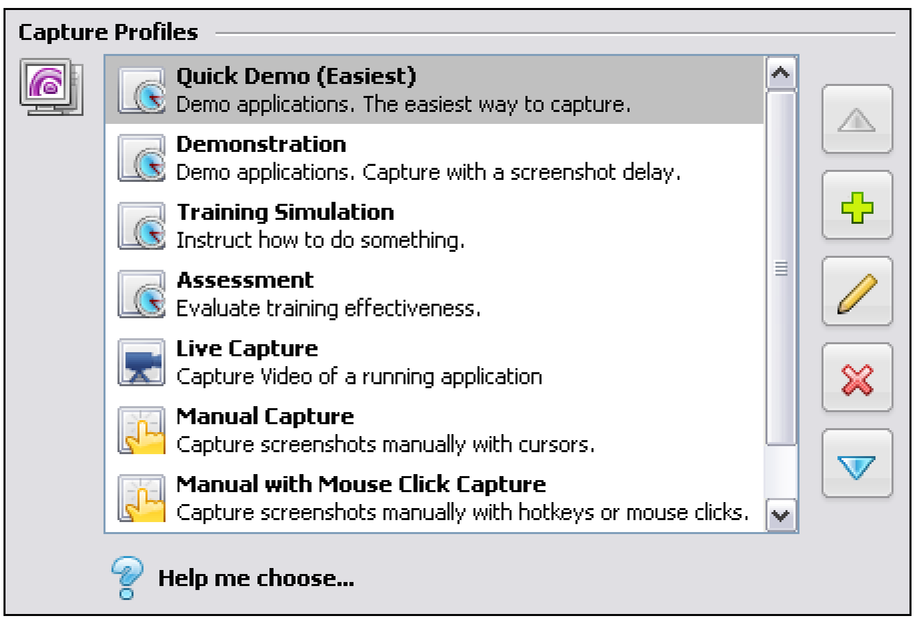
   c. If you select "Manual Capture" mode, four tabs will display (General, Feedback, Mouse, Advanced).

4. Once you've read through and completed all the information in the *Capture Options* window (in all the tabs), click **OK** to create the new profile.

5. Use this profile each time you want to create a new Screen Capture project or insert new screenshots using the selected capture mode.

Can Capture Profiles Be Modified?
Yes, when you install ViewletBuilder7 Enterprise, you will see a short list of Capture Profiles already installed. The title of each profile suggests the "type" of project the Capture Profile might be good for and is further explained in the profile's description. But, you can modify any of these profiles instead of creating a new one.

- When creating a new Screen Capture Project, ViewletBuilder7 Enterprise offers you several "prebuilt" capture profiles to help you easily create specific Viewlet projects (see image below). This list may vary.



Each capture profile (added during the program installation) contains pre-selected "capture options" based on the specific profile. You can use the defaults for the selected profile, modify the selections in the profile, or create a new capture profile from scratch.

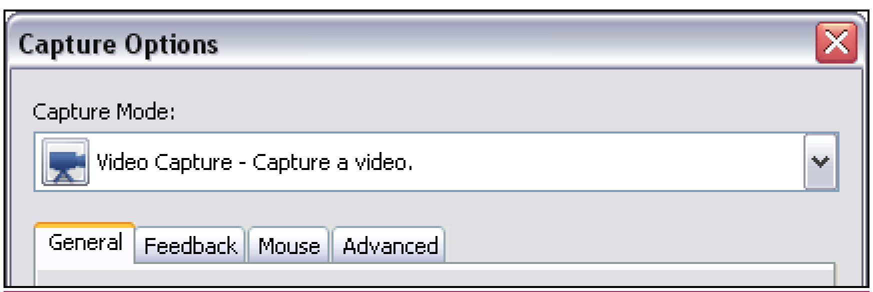
Select a "Capture Profile" from the list. Then, click the "Modify" button to open the "Capture Options" window where you can review and modify options as desired.

To create a new Capture Profile:

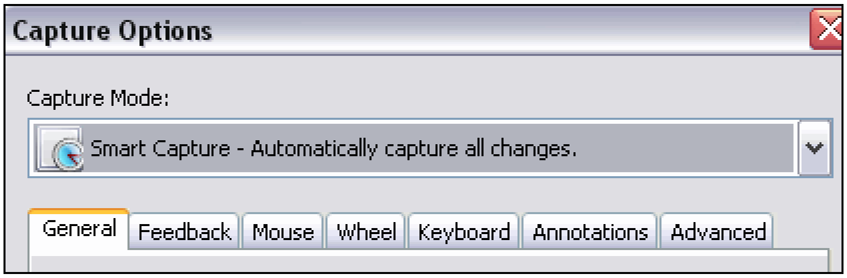
- In the *Capture Profiles* area, click the **Add** button.
- The *Capture Options* window displays. In the *Capture Mode* area, select a mode to use for the capture session:
  - o **Video Capture (New Feature!):** This mode allows you to capture a running application (in real time) and also record audio at the same time.
  - o **Smart Capture**: This mode automatically captures all changes that occur on your computer's screen during the screenshot session.
  - o **Manual Capture**: This mode allows you to use a hotkey to manually capture each screenshot during the capture session.

The "Capture Mode" you select determines what tabs will display in the "Capture Options" window where you will make additional selections for your capture session. And, some of the options may vary in each of the tabs depending on your selected capture mode.

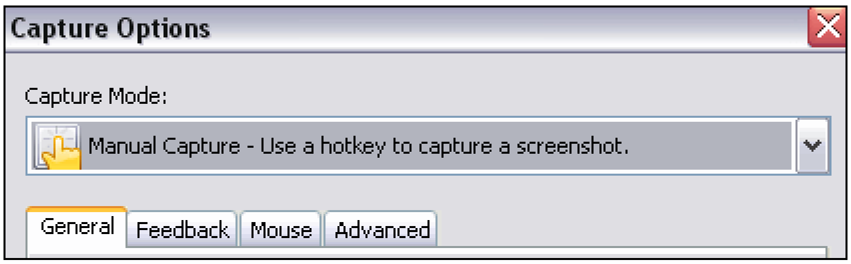
Video Capture Mode tabs:
General, Feedback, Mouse, Advanced



Smart Capture Mode tabs:
General, Feedback, Mouse, Wheel, Keyboard, Annotations, Advanced

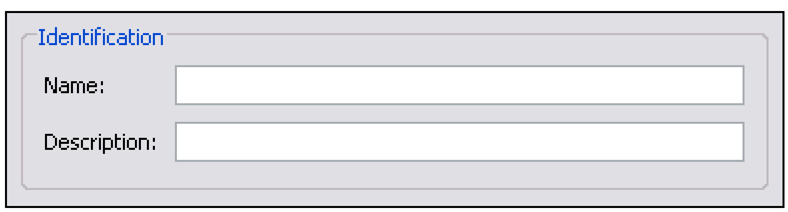


Manual Capture Mode tabs:
General, Feedback, Mouse, Advanced



Use the following instructions for the various tab options available in the capture options tabs. Note: Available options will vary depending on the select Capture Mode.

- In the *General* tab:
  - In the *Identification* area, enter a:
    - *Name* for the profile. This name will display in the **Capture Profiles** list.
    - *Description* or a short summary for the profile. This will display below the profile title in the **Capture Profiles** list.



  - In the *Timing* area:
    - Select the **Maintain Timing Links** to maintain links between applicable objects (message objects, cursors, etc.) along the Timeline on each slide. For more information on “Timing Links”, please review the *Timeline Tab* chapter.

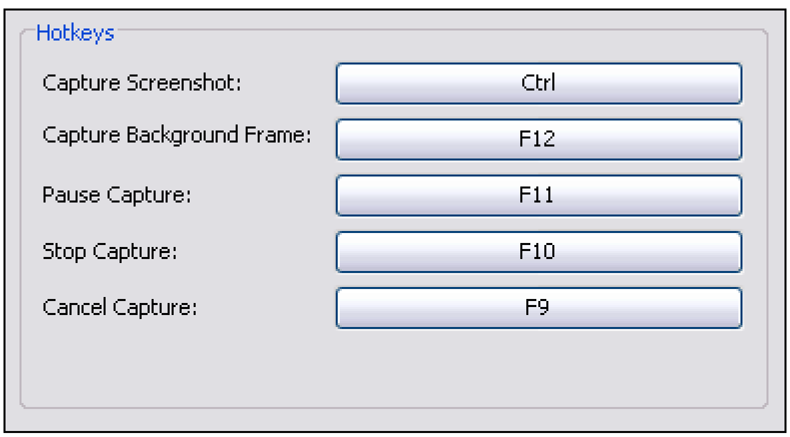
For more information on "Timing Links", please review the "Timeline Tab" chapter.

- Enter the number (of seconds) for an *Introductory Delay* default before the first note or balloon is displayed on a slide.

You can change the "Introductory Delay" for your project at any time by selecting "Project" then "Project Properties" from the menu bar. In the "Project Properties" window, select "Timing" from the list and change the number in the "Introductory Delay" area.

- In the *Hotkeys* area are several hotkeys available. To change a hotkey, click the applicable button next to the hotkey's description and press the new hotkey(s) to be used for the desired hotkey option.

<u>Capture Hotkeys</u>:

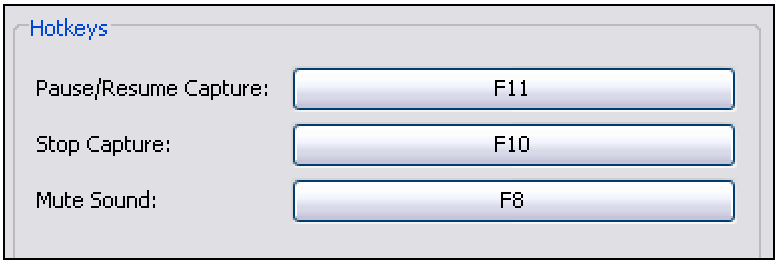


-**Capture Screenshot**: Use to capture a screenshot manually.
-**Capture Background Frame**: Use to capture an animation frame.
-**Pause Capture**: Use to pause the capture session.
-**Stop Capture**: Use to finish the capture session and convert screenshots to slides.
-**Cancel Capture**: Use to cancel a capture session without converting screenshots to slides.

What's new...

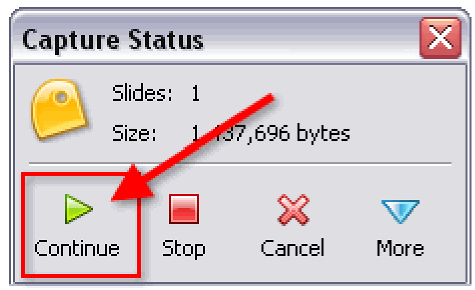
Video Capture Mode Hotkeys: The following hotkeys are available when using Video Capture Mode:

-**Pause/Resume Capture:** Use to pause and resume the Video Capture Mode session.
-**Stop Capture:** Like other capture modes, this is used to end the capture session.
-**Mute Sound:** Use to mute audio recording during the Video Capture Mode session.



Tip

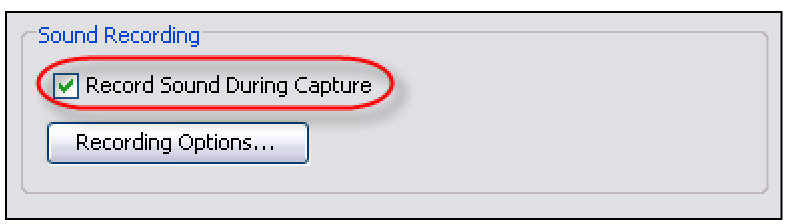
If you click the "Pause" hotkey during a recording session, to resume the session, simply click the "Continue" button in the "Capture Status" window that displays over the system tray.



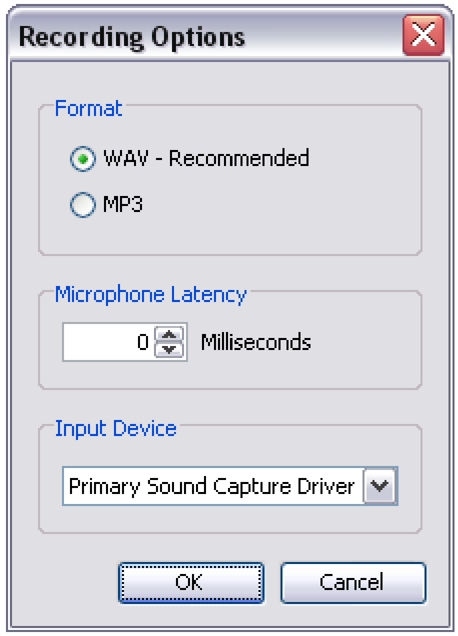
What's new...

Sound Recording: Sound recording options are available when using Video Capture.

- In the *Sound Recording* area, select options for recording sound during Video Capture:
  - Select the **Record Sound During Capture** to enable sound during capture.



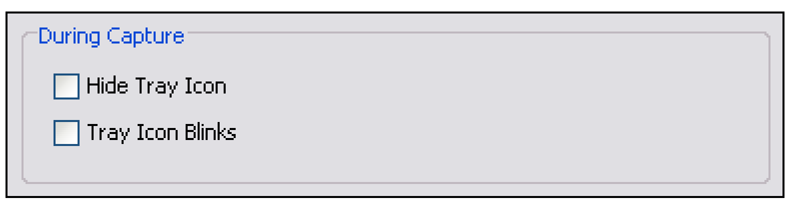
  - Click the **Recording Options…** button. The *Recording Options* window displays with additional selections for recording sound:



- **Format:** Select the sound format (WAV or MP3).
- **Microphone Latency:** Set a microphone delay, if needed.
- **Input Device:** Select the sound input device.

▪ In the *Feedback* tab:

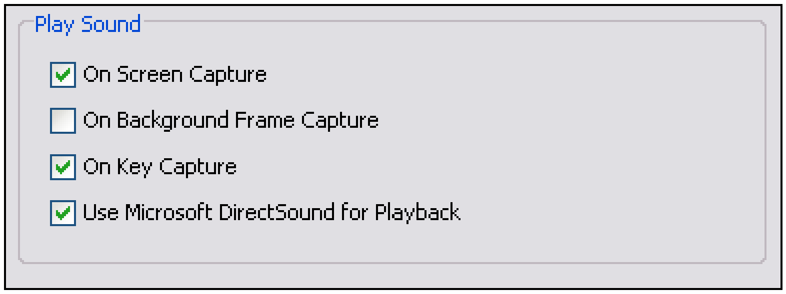
 o In the *During Capture* area, select / deselect (as needed):
   ▪ **Hide Tray Icon**
   ▪ **Tray Icon Blinks**



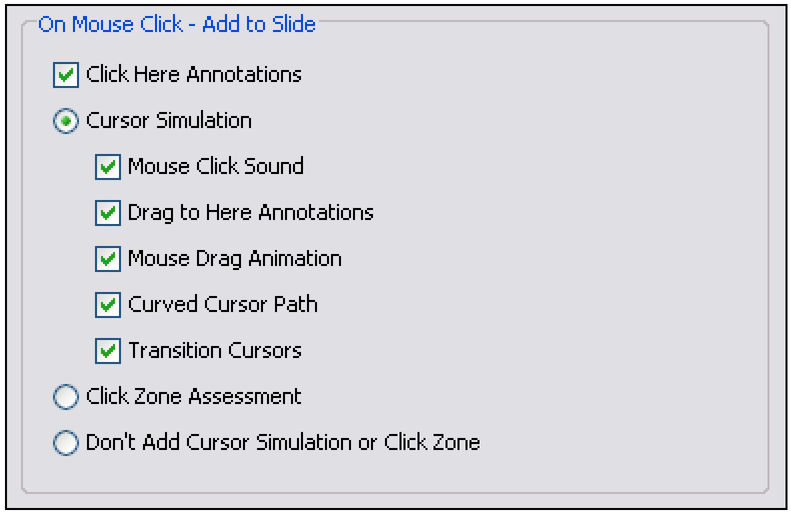
 o In the *Play Sound* area, select what sounds to play during the capture session, including:
   ▪ **On Screen Capture**
   ▪ **On Background Frame Capture**
   ▪ **On Key Capture**

And, for best “sound alert” performance during your capture session, select:

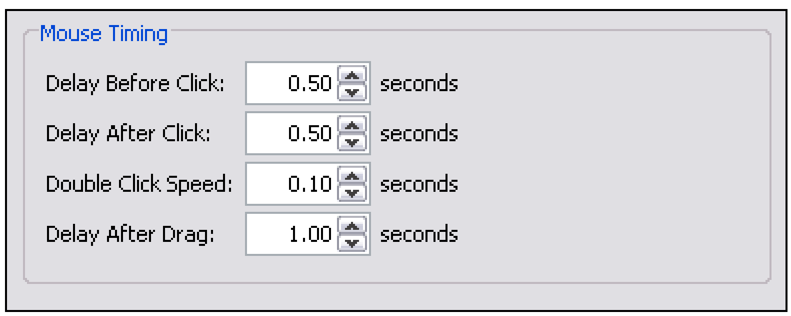
- **Use Microsoft DirectSound for Playback**



- In the *Mouse* tab:
  - In the *On Mouse Click – Add to Slide* area, select:
    - **Click Here Annotations**: To enable ViewletBuilder7 Enterprise to automatically insert balloons for click instructions during the capture session.
    - **Cursor Simulation**: To add various cursor animation effects to your project, which might include:
      - **Mouse Click Sound**
      - **Drag to Here Annotations**
      - **Mouse Drag Animation**
      - **Curved Cursor Path**
      - **Transition Cursors**
    - **Click Zone Assessment**: To automatically insert “Click Zones” to the project during the capture session.
    - **Don’t Add Cursor Simulation or Click Zone**: To disable all cursor simulation or Click Zone additions when clicking your mouse during the capture session.



- o In the *Mouse Timing* area, input the number (in seconds) for how long you want to “delay” for mouse click captures, to set the double click speed and to set the “delay” for drag captures. Options include:
  - **Delay Before Click**
  - **Delay After Click**
  - **Double Click Speed**
  - **Delay After Drag**

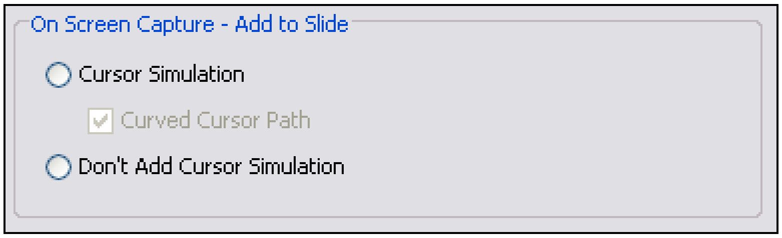


<u>Manual Capture – Mouse Tab Options</u>:

- o In the *On Screen Capture – Add to Slide* area:

  -Select the **Cursor Simulation** option to capture cursor movement during the recording session. And, to achieve more realistic cursor animation, select the **Curved Cursor Path** option.

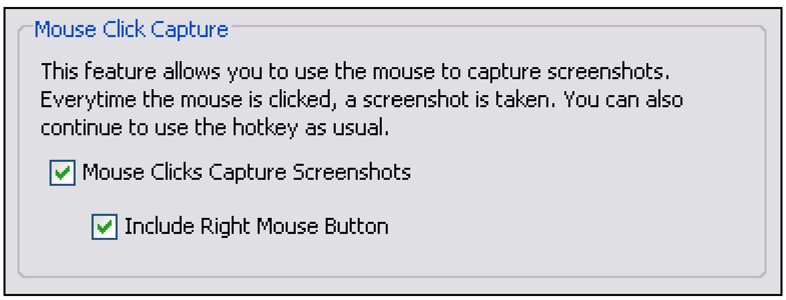
  -Select the **Don’t Add Cursor Simulation** option if you do NOT want to capture cursor movement during the recording session.



- In the *Mouse Click Capture* area:

  -Select the **Mouse Clicks Capture Screenshots** option if you want to a screenshot capture each time you click you mouse during a recording session.

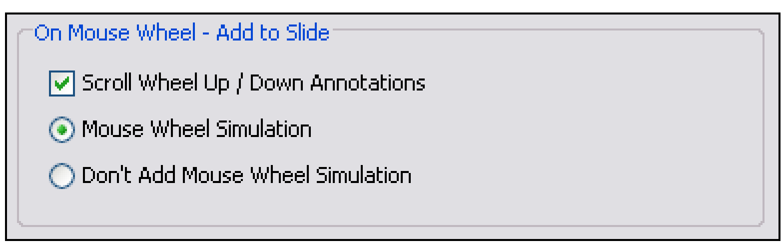
  -Select the **Include Right Mouse Button** option to capture a screenshot each time you right click during a recording session.



- In the *Wheel* tab:

  - In the *On Mouse Wheel – Add to Slide* area, select / deselect mouse wheel options for the capture session, including:

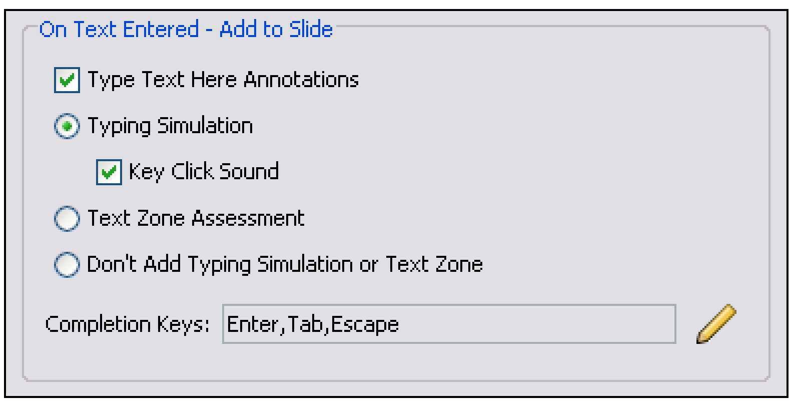
    - **Scroll Wheel Up / Down Annotations**
    - **Mouse Wheel Simulation**
    - **Don't Add Mouse Wheel Simulation**



  - In the *Wheel Timing* area, enter a number for the:

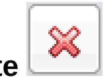
    - **Wheel Speed** (for click per seconds)
    - **Delay After Wheel** (for capture delay in seconds)

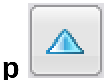
- In the *Keyboard* tab:
  - In the *On Text Entered – Add to Slide* area, select:
    - **Type Text Here Annotations**: To enable ViewletBuilder7 Enterprise to automatically add balloon instructions during text input in the capture session.
    - **Typing Simulation**: To add typing animation to your project.
      - **Key Click Sound**: To include sound effects with the typing animation.
    - **Text Zone Assessment**: To automatically add Text Zones to the project during the capture session (where applicable).
    - **Don't Add Typing Simulation or Text Zone**: To disable all typing simulation or Text Zone additions to the project when typing during the capture session.



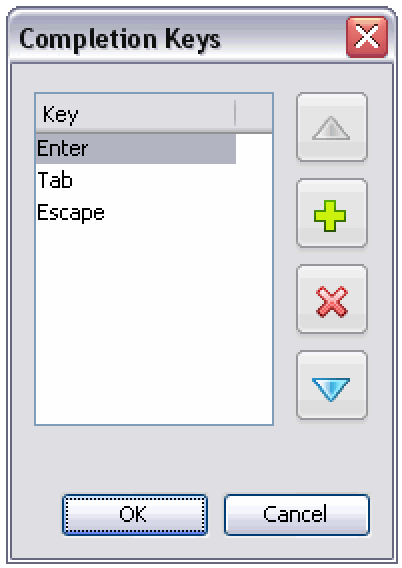
  - In the *On Text Entered – Add to Slide* area, click the **Modify**  button next to the **Completion Keys** field:
    - The *Completion Keys* window displays. The *Key* list displays the keyboard keys that ViewletBuilder7 Enterprise will recognize as a "completion key" hotkey when text simulation is captured. Basically, after typing text, when one of these hotkeys is pressed, a new screenshot will be captured.

- Click the **Add**  button to add a new Completion Key to the list.

- Select a key and click the **Delete**  button to remove it from the list.

- Select a key and click the **Move Up**  button to move it up in the list.

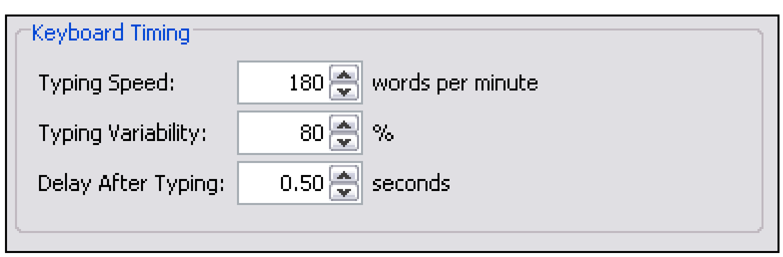
- Select a key and click the **Move Down**  button to move it down in the list.



  - Click **OK** to close the *Completion Keys* window.

o In the *Keyboard Timing* area, enter a number for the:

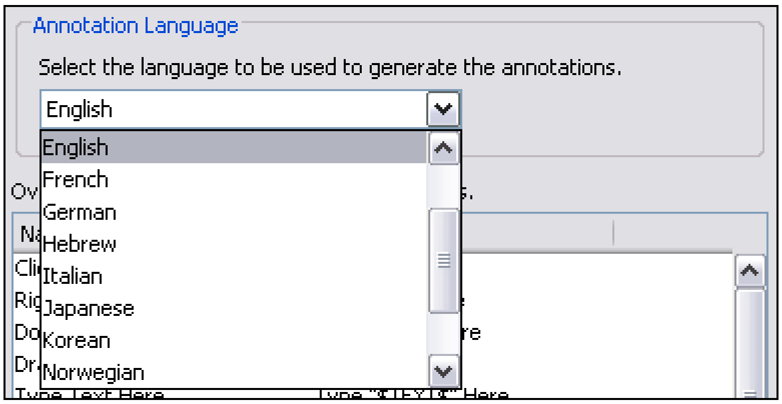
  - **Typing Speed** (rate of capture in words per minute)
  - **Typing Variability** (percentage to be used to vary the typing effects during playback for the most realistic simulation)
  - **Delay After Typing** (number of seconds of delay after typing simulation is complete)



Set the “Typing Variability” at or close to “0” for a more “robotic” typing simulation effect. Set the percentage closer at or close to “100” for a more “natural” and varied typing simulation effect.

- In the *Annotations* tab:

  - In the *Annotation Language* area, use the list to select the language to be used if enabling ViewletBuilder7 Enterprise to automatically create annotations (balloons) during the capture session.

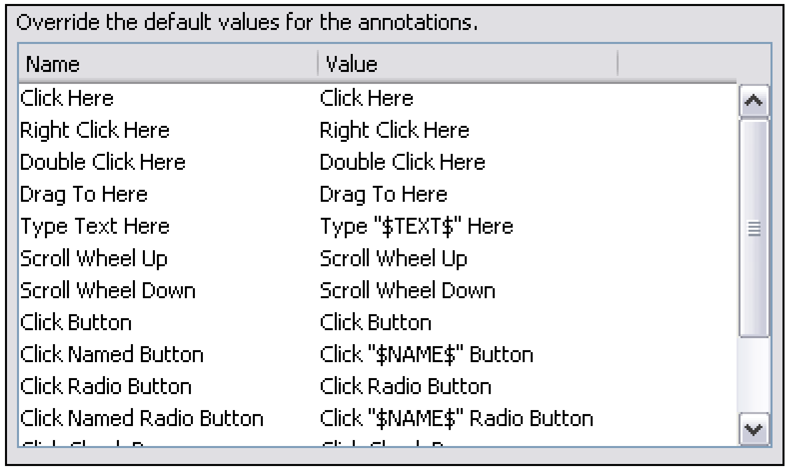


  - In the “default values” area, you can modify the default values for each of the annotations.

    For example, the **Name** column contains the “title of the action to occur” in order for the “data” in the **Value** column to be inserted in an annotation (balloon) during the capture session.

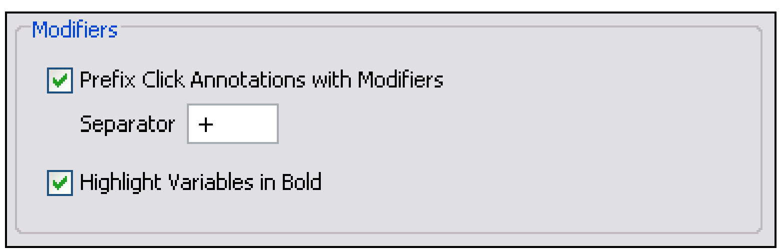
    To change the “data” (text) that will be inserted in a specific annotation:

    - Click the desired field in the **Value** column.
    - Type in the edits.
    - Press the **Enter** or **Tab** key to apply the edits.



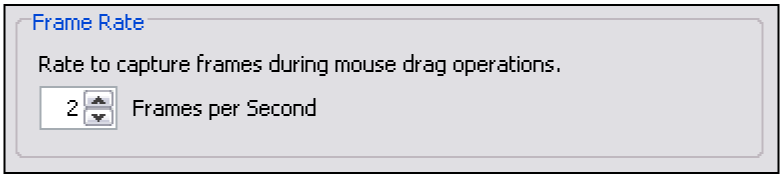
Tip: **Use the "Annotations" list to customize automatic annotations for use during your Smart Capture session.**

- In the *Modifiers* area, select (as needed):
  - **Prefix Click Annotations with Modifiers**: If selected, this will add the text "[Ctrl]" or "[Shift]" (when the applicable key is pressed at the same time a left mouse click occurs) as a "Modifier" to the "Click Here" annotation.
    - **Separator**: Enter the letter to use between the "Modifier" and the "Annotation" (Click Here) text.
  - **Highlight Variables in Bold**: If selected, this will bold the variable text contained in the annotation.



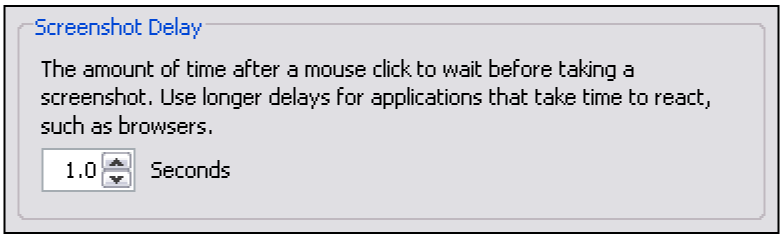
Tip: **Customizing "Annotations" is pretty straight-forward once you get comfortable working with them. So, if you have any questions with this feature, contact training@qarbon.com for help on honing your annotation-authoring skills.**

- In the *Advanced* tab:
  - In the *Frame Rate* area, enter a number (Frames per Second) for the rate at which you want to capture screenshots during a mouse drag operation.

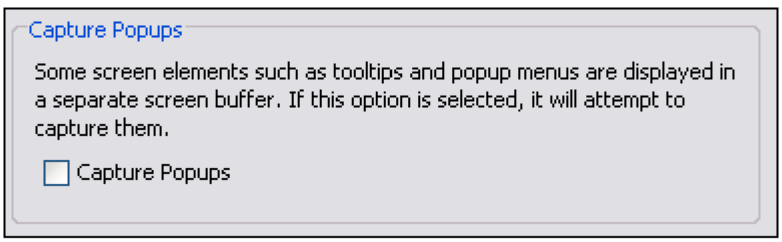


The higher the number for mouse drag operations, the smoother the resulting animation. You can set a frame rate between 1 to 10 frames per second.

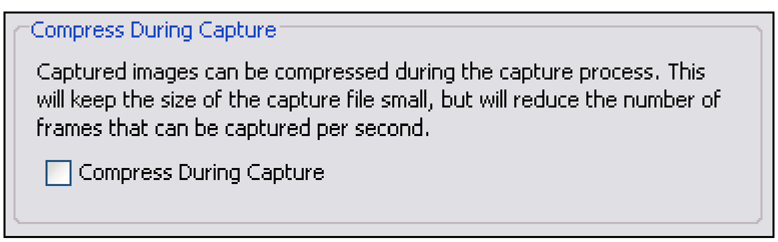
- In the *Screenshot Delay* area, enter a number (in seconds) for the amount of time ViewletBuilder7 Enterprise will delay after a mouse click to take a screenshot.



- In the *Capture Popups* area, select the **Capture Popups** option to enable capture of such elements as tooltips, hints and popup menus.

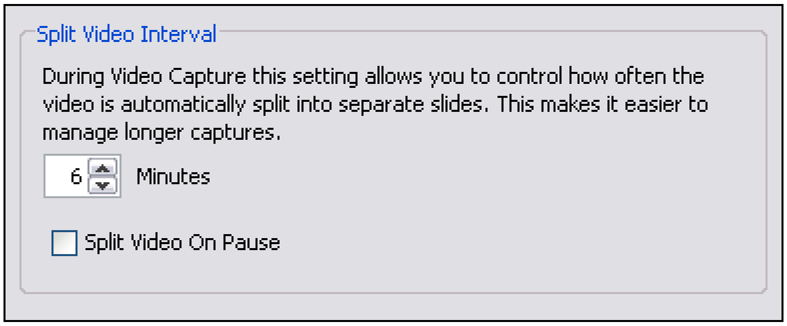


- In the *Compress During Capture* area, select the **Compress During Capture** option to compress captured images during the capture session. This option is useful for larger projects, but will reduce the number of frames that can be captured per second during the capture session.



What's new...

Split Video Interval: These Advanced options are available for Video Capture Mode.



- In the *Split Video Interval* area, select settings to control:
  - **Minutes:** The video will be split into different slides according the value set (in minutes). So, for example, if you set 6 as the "minutes" and the recording is 10 minutes total, the video will be split into two slides: first for 6 minutes, second for 4 minute.
  - **Split Video on Pause:** Select this option to split the video automatically into separate slides each time you pause during the recording session.

- Once all of the options are selected / edited in the *Capture Options* window, click **OK** to save the information and to close the window. You will be returned to the *Create New Project* window where you will see the new Capture Profile added to the list.

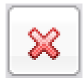
To modify an existing Capture Profile:

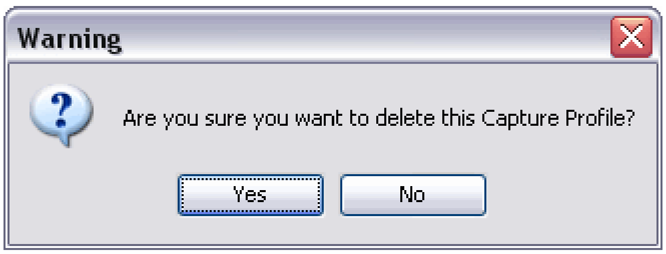
- Select the desired profile in the list.
- Click the **Modify**  button.
- The *Capture Options* window displays. Make your edits to the *Capture Mode* and in the various available tabs as needed.
- Click **OK** to save the edits and to close the *Capture Options* window.

To organize the Capture Profiles in the list:

- Select a profile in the list.
- Click the **Move Up**  button to move the profile up in the list.
- Click the **Move Down**  button to move the profile down in the list.

To remove a Capture Profile from the list:

- Select the desired profile in the list.
- Click the **Delete**  button.
- A *Warning* window will display. Click **Yes** to confirm the deletion, or click **No** to cancel the deletion.



To select a Capture Profile to use for the screen capture session:

- Click on a profile to highlight it to select it. This will be the profile that will be used during your capture session.

You can reset Capture Profiles to factory defaults by right-clicking on the profiles' list and select "Reset".

To learn more about Capture Profiles, click the "Help Me Choose" option under Capture Profiles list to launch a tutorial on this topic. Note: You must be online to view this tutorial.

3. Setting up the Screen Capture Session

For the most part, each screen capture session starts the same way. After selecting a **Capture Profile** to use for the capture session, you click **OK** to start the actual recording session. But, did you know that after you click **OK**, what happens next depends on the selection made for the project's slide size?

This section focuses on what to expect and instructions for what you will need to do "right before" you actually start capturing screenshots (if applicable).

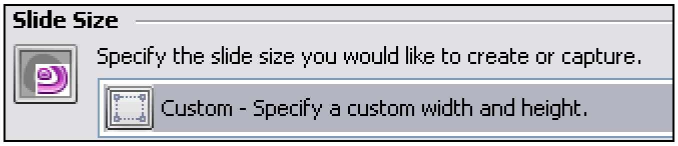
Before "setting" the capture area, you can "back out" by pressing the Esc key.

To set up your capture session:

- After selecting the **Capture Profile** to use for your capture session, click **OK**. The ViewletBuilder7 Enterprise GUI will hide in the background until the end of the capture session.

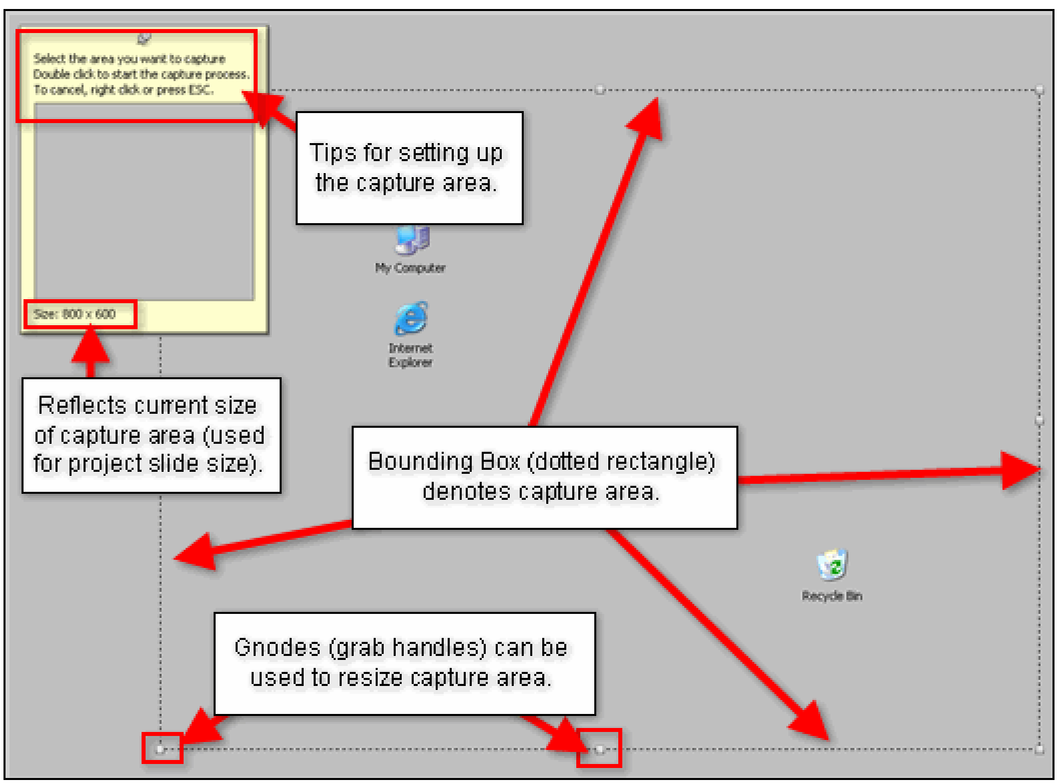
- If you selected (for the project's "Slide Size"):

  - **Custom – Specify a custom height and width.**



Before beginning the capture session, a "bounding box" (dotted rectangle) will display on your screen in the size you specified when selecting a width and height for your project. This box denotes the capture area. Everything inside this box will be included in the screenshot.

- To move the capture area, point your cursor over the bounding box. When the cursor changes to a "hand shape"  , hold down the left mouse button and drag to move the capture area to the desired location on your screen.



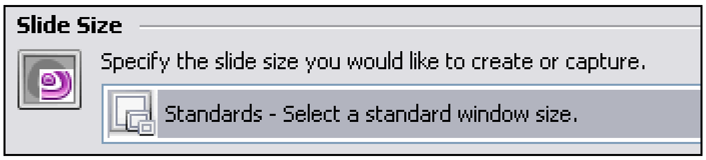
- To resize the capture area (if needed), point your cursor over one of the gnodes (grab handles) along the edge of the bounding box.

Hold down your left mouse button and drag to resize.

If you are using a "Custom" slide size for your project, do not resize the capture area unless absolutely necessary since the capture area dimensions (width and height) will become the slide size of your project.

- To "set" the capture area, mouse your cursor inside the capture area and **double click** to set its size and position. (You are now ready to take screenshots.)

o **Standards – Select a standard window size.**



Before beginning the capture session, a "bounding box" (dotted rectangle) will display on your screen in the size you specified when selecting a width and height for your project. This box denotes the capture area. Everything inside this box will be included in the screenshot.

- To move the capture area, point your cursor over the bounding box. When the cursor changes to a "hand shape" , hold down the left mouse button and drag to move the capture area to the desired location on your screen.

- To resize the capture area (if needed), point your cursor over one of the gnodes (grab handles) along the edge of the bounding box. Hold down your left mouse button and drag to resize.

- To "set" the capture area, mouse your cursor inside the capture area and **double click** to set its size and position. (You are now ready to take screenshots.)

o **Application – Capture a running application window.**

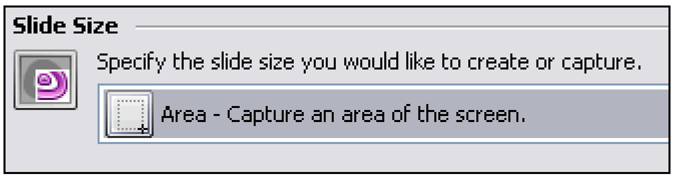
The selected program or operating system window will launch on top of all other open windows on your computer's screen and the screen capture session begins.

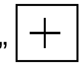
This "active" window, surrounded by a "bounding box" (dotted rectangle), indicates the capture area. Everything in the capture area (in this example, the “active” window) will be included in the screenshot.

If you select “Application” for the slide size AND are using “Smart Capture”, right after you click “OK”, the selected program or operating system window will display on top of all other items on your screen and the automatic screen capture session will IMMEDIATELY begin.

Please see the “Video Capture” chapter for more information on how to set up and run a Video Capture Mode session.

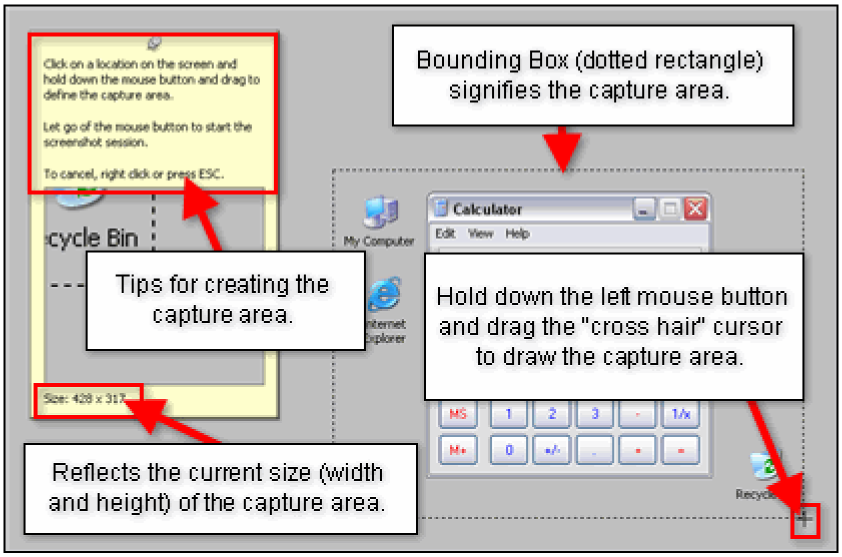
- **Area – Capture an area of the screen.**



- o Before the capture session, the cursor changes to a “cross hair”  shape. This means before the capture session can start, you must define the capture area. To do this:

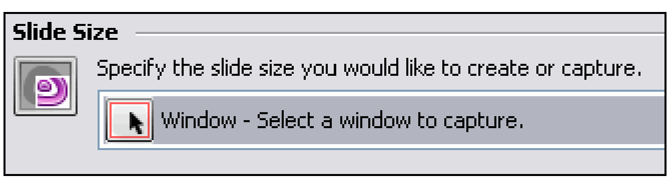
  - ▪ Point the “cross hair” cursor to the point on the screen where you want to start drawing your capture area.

  - ▪ Hold down the left mouse button and drag to draw the capture area. As you drag the cursor, a “bounding box” (dotted rectangle) will start to form. This is the capture area. Everything inside the capture area will be included in the screenshot.



  - ▪ Let go of the left mouse button to “set” the capture area’s size and position. (You are now ready to take screenshots.)

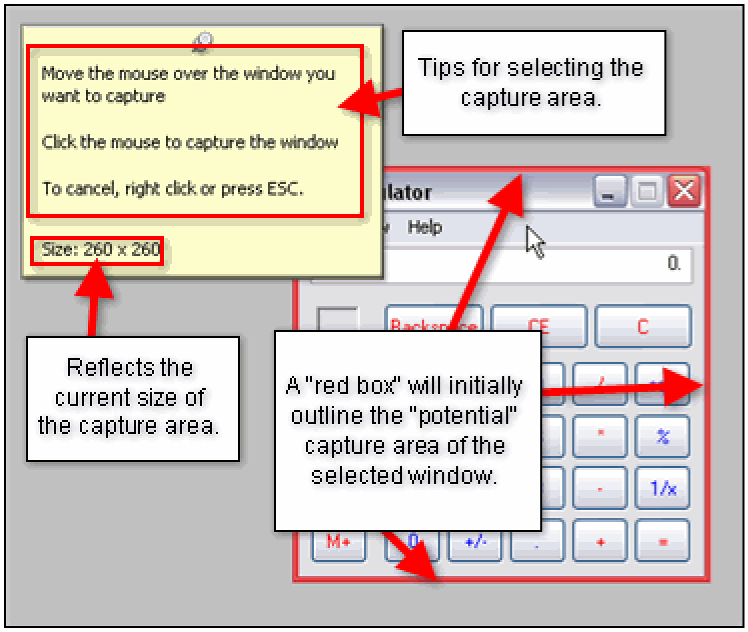
- o **Window – Select a window to capture.**



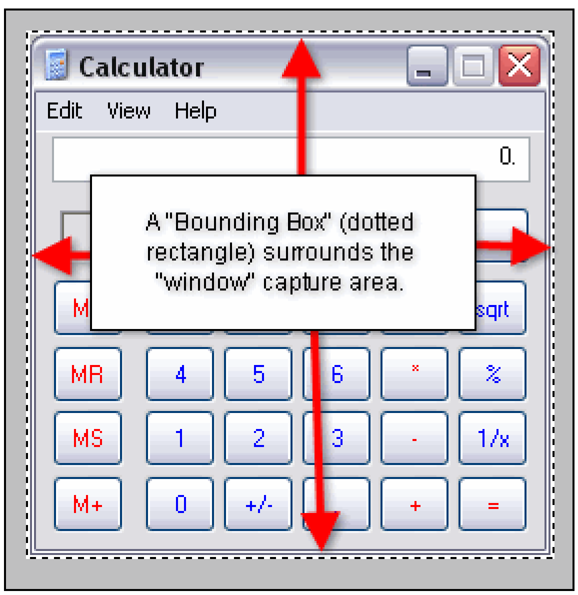
This option allows you to select an entire window (just like the “Active” slide size option) or a portion of an open window. The trick here is that you MUST have the window open (not minimized) BEFORE you click **OK** to set up the screen capture session. To do this:

  - ▪ Make sure the window you want to capture is open on your computer screen (underneath the ViewletBuilder7 Enterprise program) and all other program and operating system windows are closed or minimized.

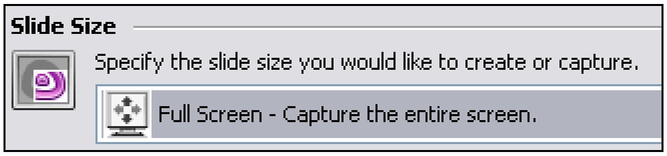
- Click **OK** to start the capture session.
- A "red box" will display over the window that is displayed on your computer screen. Move the cursor around the window until the "red box" outlines the entire window (to capture the entire window) or a portion of the window (to capture a sub-section of the window).



- To "set" the capture area, **double click** inside the "red box". The "red box" will change to a "Bounding Box" indicating that the capture area is set. (You are now ready to take screenshots.)



- **Full Screen – Capture the entire screen.**



When using the “Full Screen” slide size option, if you select a “screen resolution” different then what your monitor is set to when starting the screen capture session, after you click **OK** to start the capture session, ViewletBuilder7 Enterprise will automatically adjust your monitor’s resolution to what you selected for the slide size and, the screenshot capture session begins.

If you select “Full Screen” for the project’s slide size ViewletBuilder7 Enterprise will automatically adjust your monitor’s resolution (based on your selection). If the selected “screen resolution” for the slide size is the same as your monitor’s resolution, adjustments will be made to it by ViewletBuilder7 Enterprise.

Everything visible on your screen will be included in the screenshots. Once the capture session is ended, the monitor’s resolution will return back to its settings prior to taking screenshots.

Once you’ve made all of your selections for setting up for a new Screen Capture Project including…

- Selecting Screen Capture Project as your new project type
- Selecting the Slide Size options
- Selecting the Capture Profile and modifying (if needed) the associated Capture Options

…now it’s time to start the screen capture session. What happens next will depend on the Capture Mode (Video Capture Mode, Smart Capture or Manual Capture) selected for the capture session. Please see the following chapters (Video Capture Mode (Screen Capture) Project and/or Smart Capture vs. Manual Capture (Screen Capture) Project) for more information.

What's new...

Video Capture Mode

Create new Screen Capture Projects using Video Capture Mode. This new capture mode option allows you to capture everything running on your screen (such as a live application) in real time. And, you can also opt to include audio during the recording session too!

Important: Review the *Create New Project Basics* and *Screenshot Capture Project* chapters BEFORE using these instructions for creating a new Video Capture Mode project.

To create a new Video Capture Mode project:

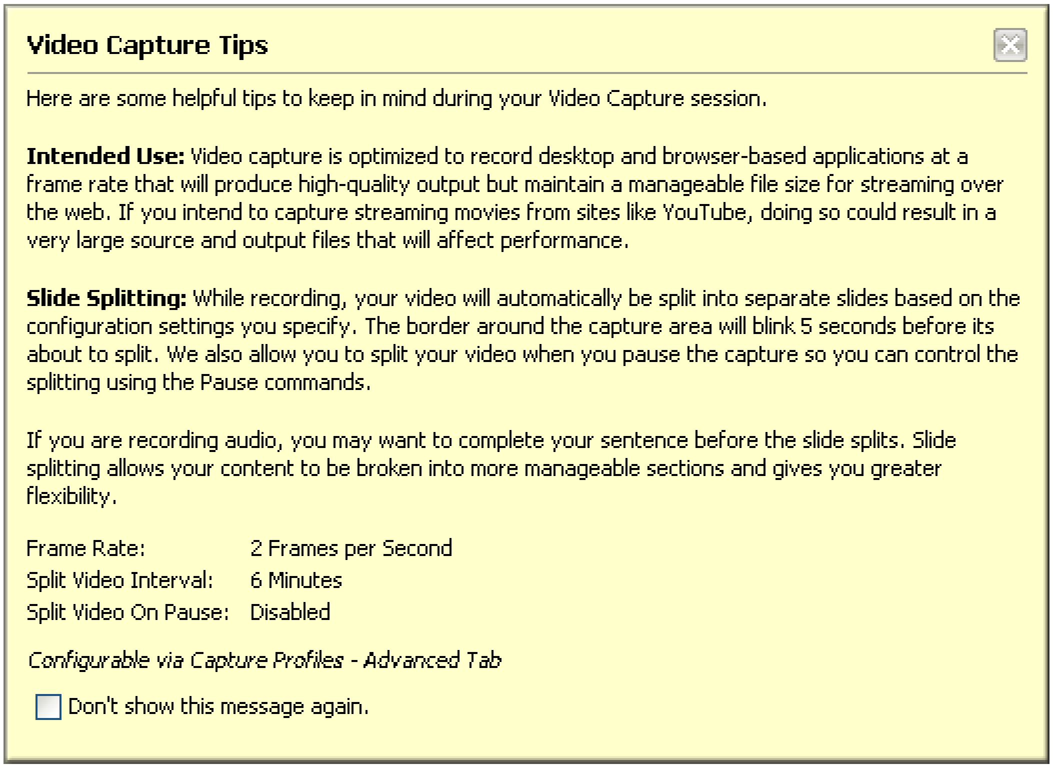
- Select Screen Capture Project as the new project type.
- Make the applicable selections for the Slide Size.
- Select Live Capture as the Capture Profile (or a Capture Profile that uses Video Capture Mode as its Capture Mode) and modify its options, if needed.

To begin the Video Capture Mode session (once you've made the required selections above):

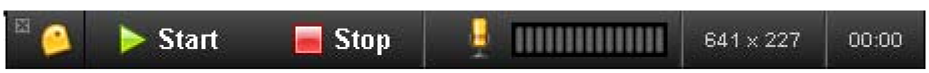
1. Click the **Finish** button to start the session.

   Remember, depending on the "Slide Size" method selected, the recording session may require some "extra steps" from you prior to actually starting the recording session. Please review the *Create New Project Basics* and *Screenshot Capture Project* chapters for more information.

2. A tips window displays. Read the information carefully and then click the "X" to close this window and to continue to the video capture session. Select the check box next to "Don't show this message again" at the bottom of this window if you don't want this window to display at the start of each new video capture session.



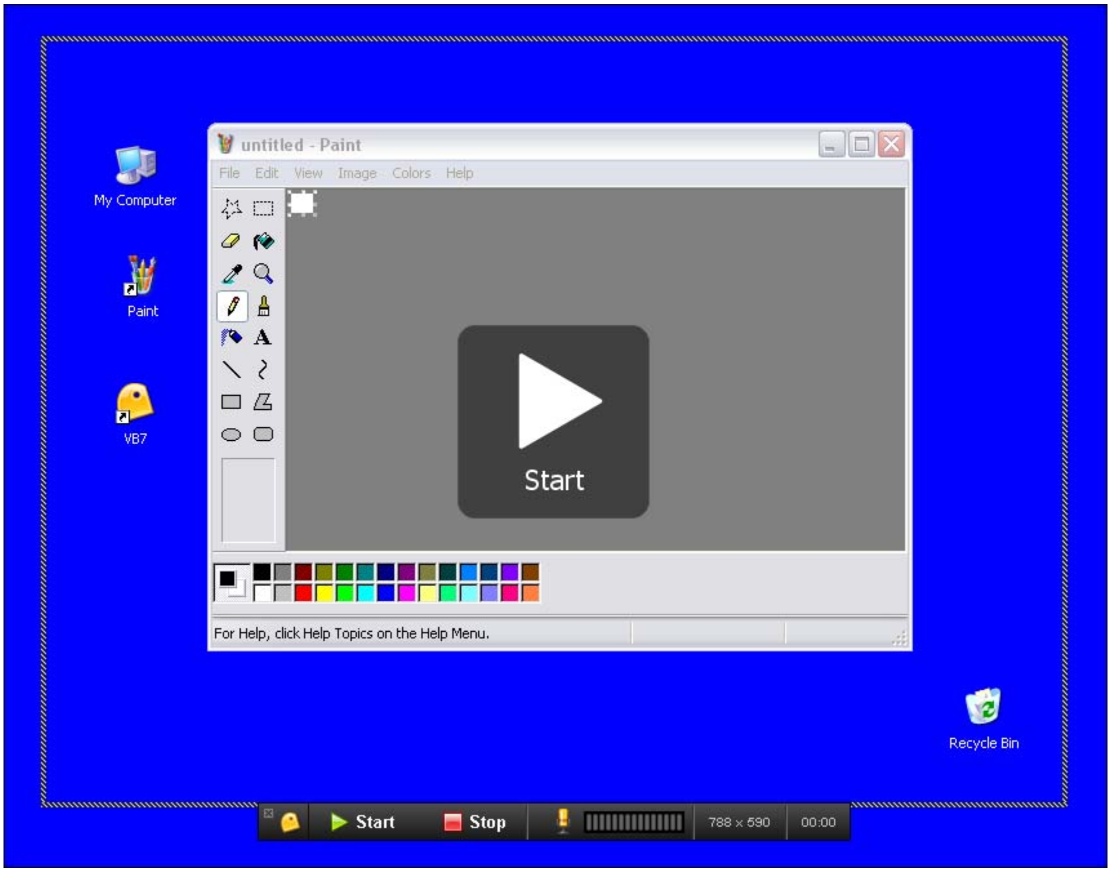
3. The Video Capture Mode toolbar displays options for the capture session:



a. **Start**: Use this button to begin the recording session.
b. **Stop**: Use this button to finish the recording session.
c. **Microphone**: Use this button to enable/disable audio during the recording session.

To close the Video Capture Mode toolbar, click the "X" in the left corner of the toolbar. You can then use your hotkeys for the recording session. To restore the Video Capture Mode toolbar, click the ViewletBuilder icon in the system tray.

4. You will be prompted by a **Start** button to begin the Video Capture Mode recording session. Click it to begin the recording session. Or, click the “Start” button on the Video Capture Mode toolbar to start the session.



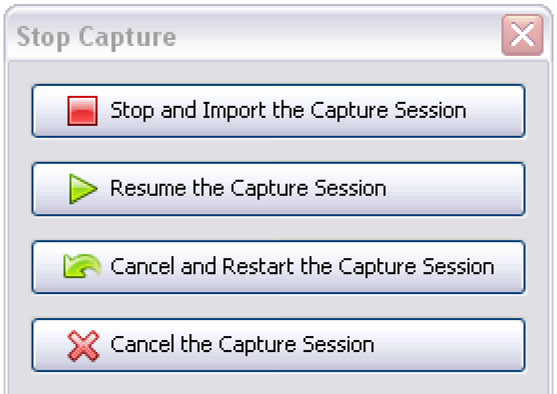
The above image shows an example of the beginning of a Video Capture Mode session (using the “Area” Slide Size method) before the “live” capture recording session is initiated prior to clicking the “Start” button.

Use the Microphone button on the Video Capture Mode toolbar to enable/disable audio recording before and DURING the Video Capture Mode session.

Click “Pause” to temporarily halt a live recording session then click “Resume” to continue.

5. Record your onscreen actions (and audio, if enabled) as desired. Click **Stop** to finish the Video Capture Mode session.

6. A **Stop Capture** screen displays (if screenshots were captured) with the following options:



   a. **Stop and Import the Capture Session** is used to end the current recording session and convert the capture to video for editing.

   b. **Resume the Capture Session** is used to continue a paused session.

   c. **Cancel and Restart the Capture Session** is used to cancel the active session, returning you to the "start" position for beginning the session.

   d. **Cancel the Capture Session** is used to discard all captures and returns you directly to ViewletBuilder7 Enterprise.

7. Click the **Stop and Import the Capture Session** button. The captures will be converted to video and added to your new Screen Capture Project, ready for editing.

Smart Capture vs. Manual Capture

In addition to Video Capture Mode, you also have the option to create a new Screen Capture Project using either Smart Capture or Manual Capture. This chapter discusses both Smart Capture and Manual Capture and compares/contrasts both.

Important: Review the *Create New Project Basics* and *Screenshot Capture Project* chapters BEFORE using these instructions for creating a new Smart or Manual Capture project.

To create a new Smart Capture or Manual Capture project:

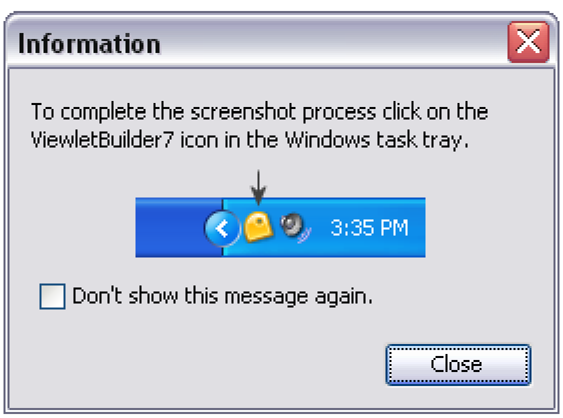
- Select Screen Capture Project as the new project type.
- Make the applicable selections for the Slide Size.
- Select a Capture Profile that uses either Smart Capture or Manual Capture as its Capture mode, and modify the profile (if needed).

To begin the screen capture session (once you've made the required selections above):

1. Click the **Finish** button to start the session.

   Remember, depending on the "Slide Size" method selected, the recording session may require some "extra steps" from you prior to actually starting the capture session. Please review the *Create New Project Basics* and *Screenshot Capture Project* chapters for more information.

2. Review the instructions in the *Information* screen, if prompted, then click **Close** to close it to continue.



If you do NOT want to be prompted with the above *Information* window before each capture session, select the check box next to "Don't show this message again."

3. How the actual “capture session” will begin depends on the Capture Mode selected:

I

- **Smart Capture**: This Capture Mode is driven by mouse clicks and key presses. Once the capture session starts, ViewletBuilder7 Enterprise will automatically start taking screenshots (based on the selections made in the Capture Profile you are using). Each time a screenshot is taken, you will hear a camera shutter sound (if the **On Screen Capture** option in the *Feedback* tab is selected). Note: Smart Capture records a minimum of three screenshots for each capture and will embed them as background frames on a single slide.

- **Manual Capture**: This Capture Mode is driven by hotkey clicks (and mouse clicks, if this option is enabled). Once the capture session is starts, use the **Capture Screenshot** hotkey (and mouse clicks, if applicable) to capture individual screenshots manually.

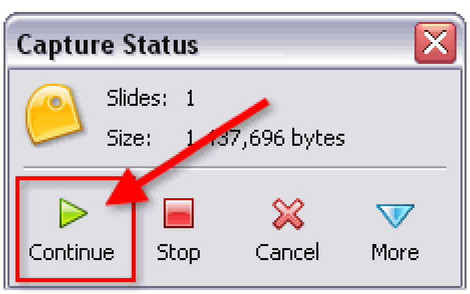
To capture an “extra” animation during a **Smart Capture** session:

- While a Smart Capture session is running, click the **Capture Background Frame** hotkey to manually capture any “extra” animation that displays on your screen that you think Smart Capture might not capture.

To pause and resume a capture session, if the capture mode you are using is:

- **Smart Capture**: Click the **Pause** hotkey to temporarily pause the Smart Capture session without ending it. The *Capture Status* window will display (over the system tray). To resume the Smart Capture session, click the **Continue** button.

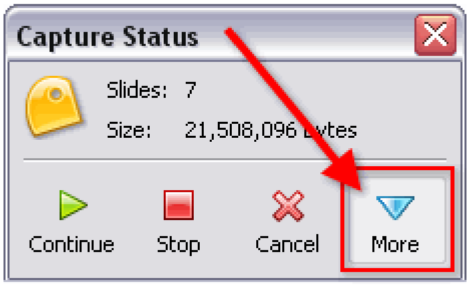
- **Manual Capture**: Click the **Pause** hotkey to temporarily pause the Manual Capture session without ending it. The *Capture Status* window will display (over the system tray). To resume the Manual Capture session, click the **Continue** button.



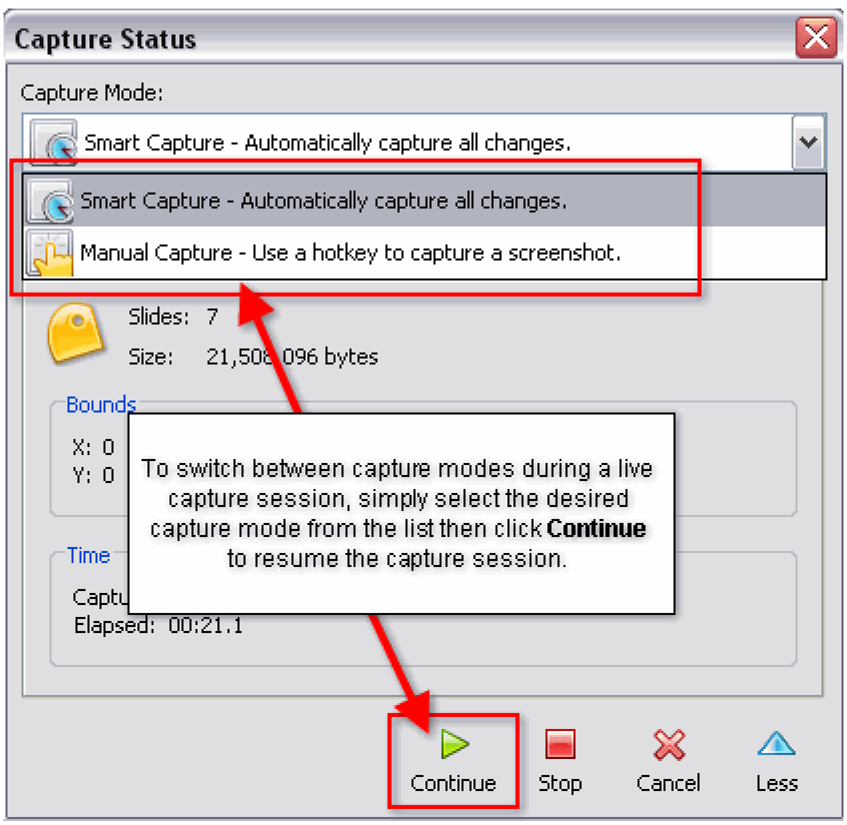
Another way to temporarily “pause” a capture session is by pointing your mouse over the system tray and clicking on the ViewletBuilder7 Enterprise icon to display the “Capture Status” window.

To switch between Smart Capture and Manual Capture modes during a capture session:

- Click the **Pause** hotkey to temporarily pause the capture session.
- The *Capture Status* window displays. Click the **More** button to expand the options available in the *Capture Status* window.



- Select the desired *Capture Mode* from the list (at the top of the *Capture Status* window).

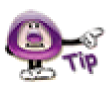


- Click **Continue** to resume the capture session, using the newly selected capture mode.

To modify capture options during a capture session:

- Click the **Pause** hotkey to temporarily pause the capture session.
- The *Capture Status* window displays. Click the **More** button to expand the window.
- Select the desired *Capture Mode* from the list.
- Select the applicable tab(s) and modify selections as needed.
- Click the **Less** 

button to collapse the *Capture Status* window.
- Click the **Continue** button to resume the capture session using the modified capture settings.

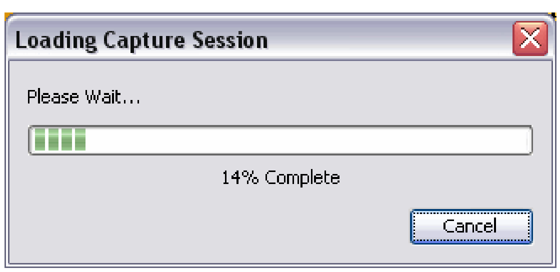


Be careful when modifying capture options "on-the-fly" during a live capture session. Any changes made in the "Capture Status" window will be updated in the selected "Capture Profile" being used for that capture session.

4. The last step to create a new Screen Capture Project using either Smart Capture or Manual Capture Mode is converting the screenshots taken during the capture session to the slides that will make up your new Viewlet project. To do this you must use the **Stop Capture** hotkey, or click the **Stop** button in the *Capture Status* window to properly end the capture session.

   a. To end a capture session using the **Stop Capture** hotkey:

      - Once all of your screenshots are captured, press the **Stop Capture** hotkey. This will end your capture session.
      - A progress bar may display briefly as the screenshots are converted to slides. Once complete, the new Screen Capture Project is displayed in ViewletBuilder7 Enterprise, ready for editing.



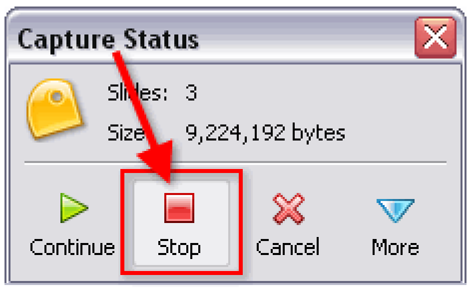
If using Smart Capture for your screen capture session, use the "Stop Capture" hotkey to end the capture session (instead of clicking the "Cancel" button) to avoid unwanted screen captures or cursor animations being added at the end of the project.

b. To end a capture session from the *Capture Status* window:

- Once all of your screenshots are captured, move your mouse over the system tray where you will see a ViewletBuilder7 Enterprise  icon displayed.

- Click the ViewletBuilder7 Enterprise icon.

- The *Capture Status* window displays. Click the **Stop** button.



- Depending on the number of screenshots captured, a progress bar may display briefly as the screenshots are converted to slides. Once complete, the new Screen Capture Project is displayed in ViewletBuilder7 Enterprise, ready for editing.

Canceling a Capture Session

You can "back out" of any "live" capture session by using the **Cancel Capture** hotkey. Or, click the **Cancel** button in the *Capture Status* window. When you cancel, this will end the active capture session without saving any screenshots. You will be returned to ViewletBuilder7 Enterprise's "Start View" to start anew.

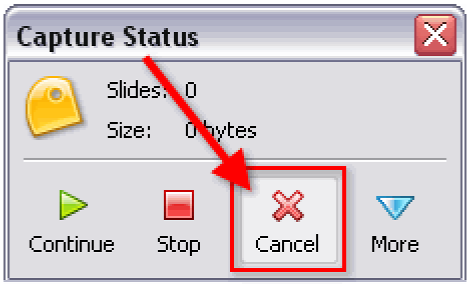
To back out of a capture session using the **Cancel Capture** hotkey:

- Click the **Cancel Capture** hotkey. This will end the active capture session.

- No screenshots will be saved and you will be returned to the "Start View" of ViewletBuilder7 Enterprise.

To back out of a capture session from the *Capture Status* window:

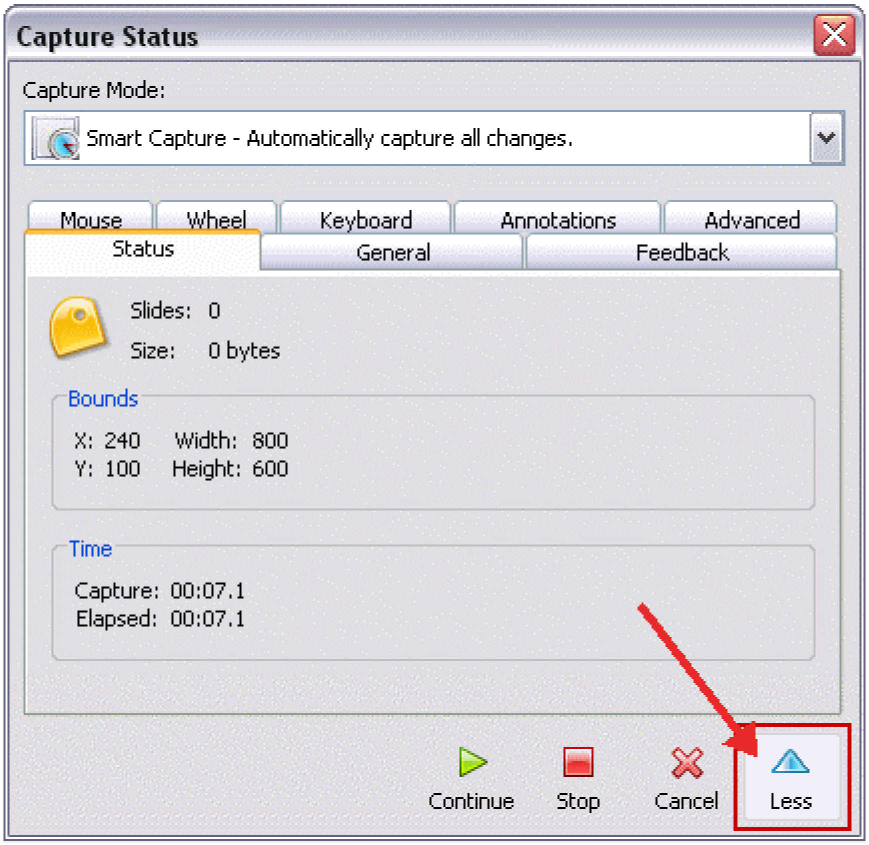
- Move your mouse over the system tray.
- Click the **ViewletBuilder7 Enterprise** icon that displays.
- The *Capture Status* window displays. Click the **Cancel** button.



- This will end the capture session and no screenshots will be saved. You will be returned to the "Start View" of ViewletBuilder7 Enterprise where you can start again.

To change capture options during a capture session:

- Move your mouse over the system tray.
- Click the **ViewletBuilder7 Enterprise** icon that displays.
- The *Capture Status* window displays. Click the **More** button.
- The *Capture Status* window expands, allowing you access to the capture modes and related capture mode tabs. Make your changes as desired.



- Click the **Less** button once all of your changes are made to hide the *Capture Status* window.
- Click **Continue**, **Stop** or **Cancel** as needed.

Image Project

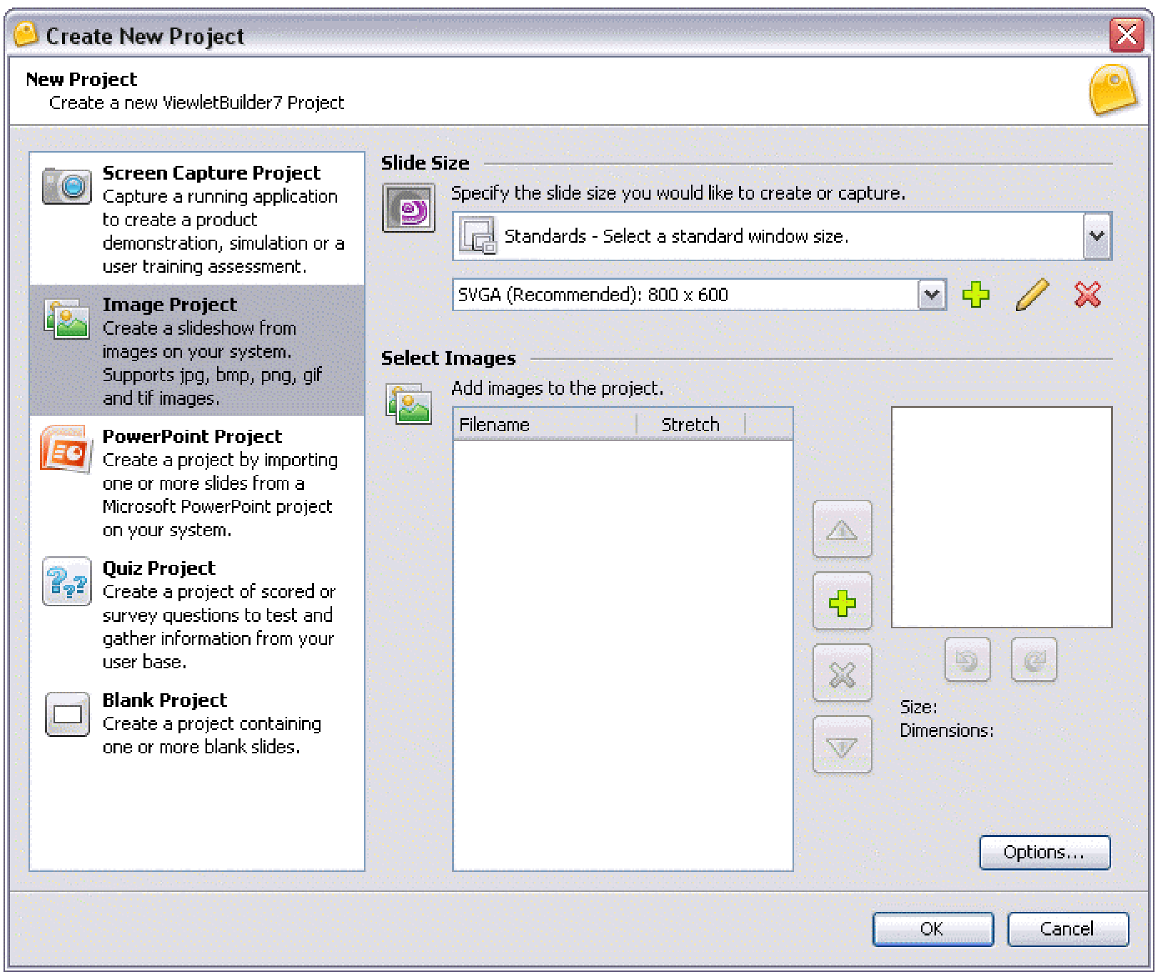
ViewletBuilder7 Enterprise allows you to create a new project from one or more images on your system or from an available storage device. You can use images of different file formats and of varying sizes, combining them all into a single, standard size Viewlet project.

Imported images are embedded on slides (one image per slide) as background frames. This chapter highlights the steps for creating a new Image Project.

1. Select the Project Type and Slide Size

- Select **File** > **New** from the menu option. Or, in *Start View*, click the **New Project** link, or click the **New** button from the Main Toolbar.

- The *Create New Project* window displays. Select **Image Project** from the New Project list. Additional options for creating a new image project will display in this window.



- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

For more information on selecting a New Project Type or selecting a Slide Size for your new Viewlet project, please refer to the *Creating a New Project Basics* chapter.

2. Select Images

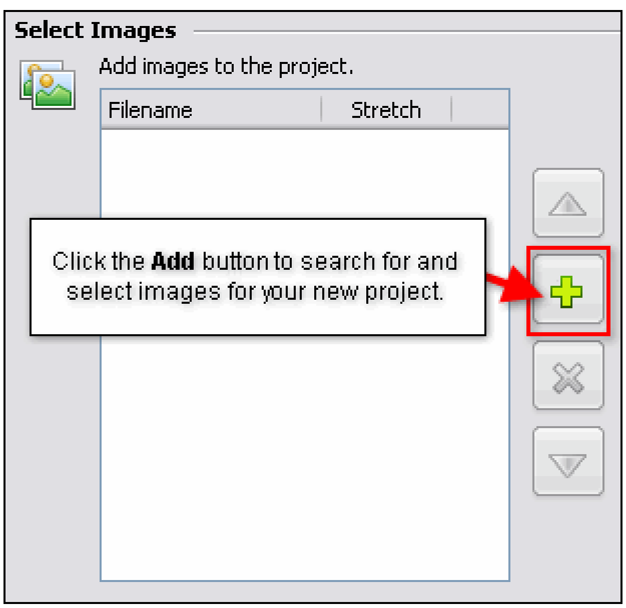
Once the project type and slide size are selected for your new project, the next step is to select the image or images that will make up your new Image Project. Here's a list of the various formats supported by ViewletBuilder7 Enterprise:

- **GIF**: Graphics Interchange Format
- **JPG**, **JPEG**: Joint Photographic Experts Group
- **PNG**: Portable Network Graphics
- **BMP**: Bitmap
- **TIF, TIFF**: Tagged Image File Format

Animated GIF images are not supported in ViewletBuilder7 Enterprise. If you import an animated GIF image into a project, it will display as a "static" image, showing the image's first frame only.

To select images for your new project:

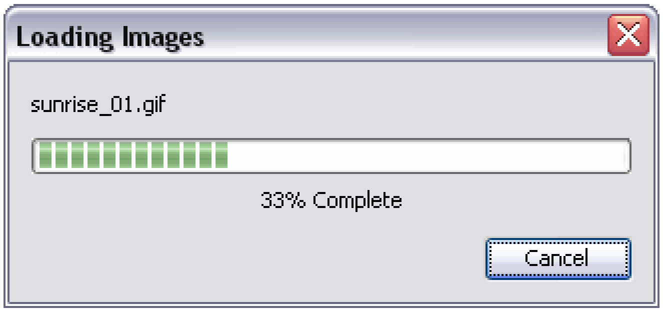
- In the *Select Images* area, click the **Add** button to search for image files.



- In the *Select Images File* window that displays, select the files you want to import.

To select multiple image files, hold down the "Shift" key and click on the first and last file in a sequence to select all the files in the sequence, or hold down the "Ctrl" as you click to select multiple, non-adjacent files

- After selecting the image files, click **Open**. Depending on the number and size of the image files selected, you may see a progress bar display on the screen indicating the status of the image files being imported into the *Create New Project* window.

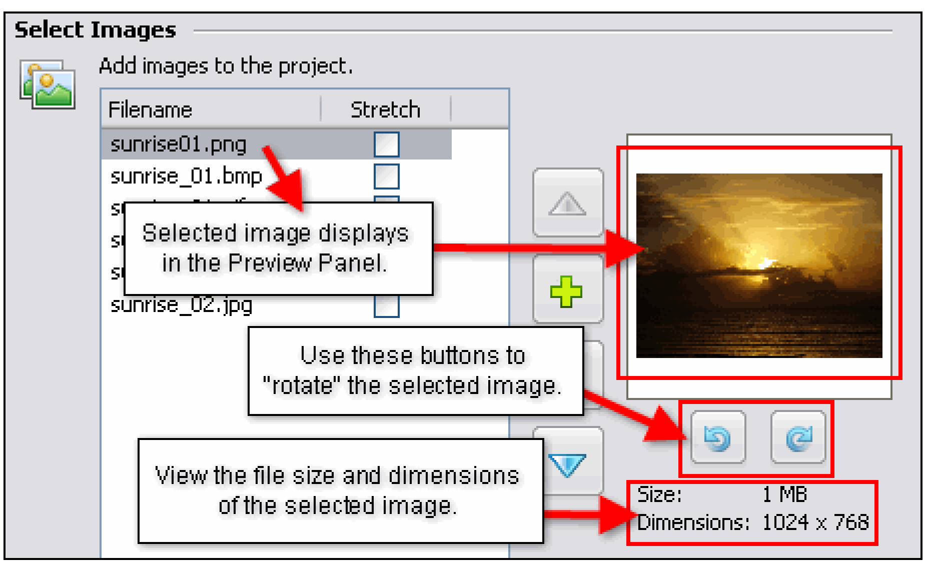


3. Preview and Select "Pre-Import" Image Options

In the *Select Images* area (*Create New Project* window), the newly selected images display in a list. Before importing these images into a new project, you can preview each image, select its scaling option for the slide, change its position on the list and more. Let's take a look at each of these options.

To preview an image in the preview panel:

- Click on the image in the list that you want to preview.
- The selected image displays in the preview panel to the "right" of the list. While the image is displayed in the preview panel:



- Click the **Rotate Left** button to rotate the image to the left.
- Click the **Rotate Right** button to rotate the image to the right.

If you rotate the image prior to importing it into a new project, this is the "orientation" that will be used when it is embedded as a background frame on its applicable slide.

- Below the "rotate buttons" view the selected image's file **Size** and **Dimensions**.

To add a new image to the list:

- Click the **Add** button.
- In the *Select Image Files* window that displays, browse for and select the image files you want to import.
- Click **Open**. The newly selected images will be added at the bottom of the list.

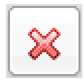
To move an image up or down in the list:

- Select the desired image.
- Click the **Move Up** button. Each time you click this button, it will move the selected image one position "up" in the list.
- Click the **Move Down** button. Each time you click this button, it will move the selected image one position "down" in the list.

The position of the images in the list determines their "slide" position in the project. The image at the "top" of the list will be converted to "slide 1", the second from the top will become "slide 2" and so on down the list.

To remove an image from the list:

- Select the desired image.

- Click the **Delete**  button. This will remove the image from the list only. It will NOT delete the original image file.

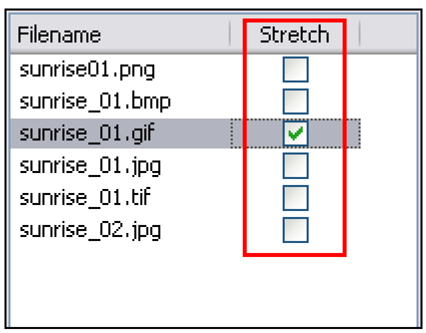
To modify the “size” of the image prior to importing it into a project:

- Select the desired image from the list.

- Preview the **Dimensions** of the image below the “rotation buttons”. If the image width and height is:

    - Larger than the project’s slide size, you don’t need to do anything. The image will fill the entire background frame of the slide.

    - Smaller than the project’s slide size:

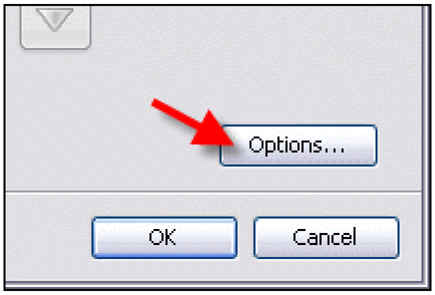


-Click the check box in the *Stretch* column next to the desired image. This will scale (stretch) the image to fill the slide proportionally. What this means is that it will scale it to “best fit” the slide, so the image may not fill the entire slide.

-Deselect the check box in the *Stretch* column next to the desired image. The image will remain its original size and be embedded as the background frame in the middle of the slide.

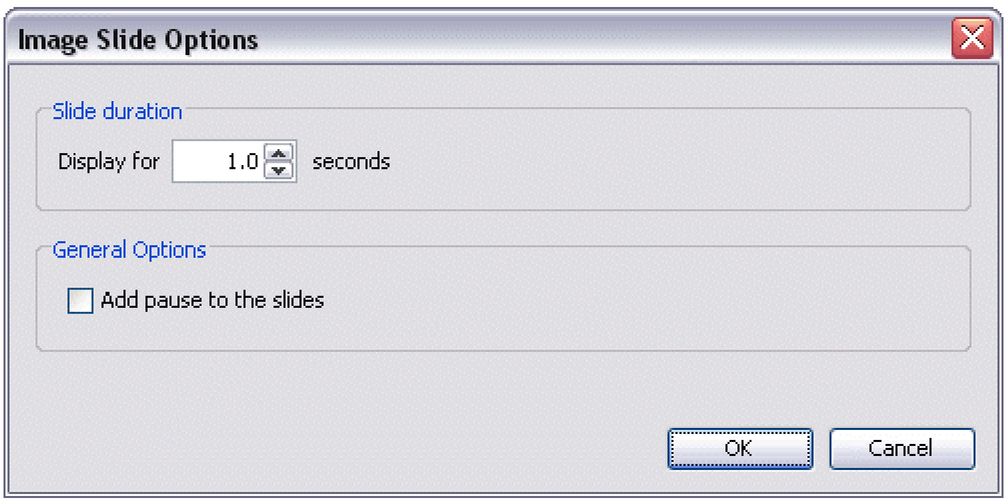
4. Options

Once the images are selected, click the **Options** button.



The *Image Slide Options* window displays. Make selections for:

- **Slide Duration:** Set a value for the amount of time (in seconds) to display the image slide.
- **General Options:** Select the check box next to "Add pause to the slides" to add a Pause Zone to each of the imported image slides.



Once you've made your selections in this window, click **OK** to apply.

5. Convert Images Files to Slides

Here are the last steps to perform in order to create your new Image Project:

- In the *Slide* Size area, make sure the slide size you selected for your new project is the one you actually want to use. Though the slide size can be change after creating the project, it's easier to select the proper size right at the beginning.
- In the *Select Images* area:

- Review the images list and make sure you have all the images you want listed.
- Make sure the images are listed in the order you want the slides to be created. Though you can rearrange slides once the project is created, it will save you a lot of work to list them in desired order right at the start.
- Rotate any images as needed.
- Select the check box in the *Stretch* column next to any images you want to "stretch" to fit the slide (only applicable to images smaller then the project's slide size).
- Delete any images you do NOT want to include in your new project.

- Click the **Options** button and make selection as needed for slide duration and pause zones.
- Once all your selections are complete, click **OK** to convert the images to slide background frames in your new Image Project.

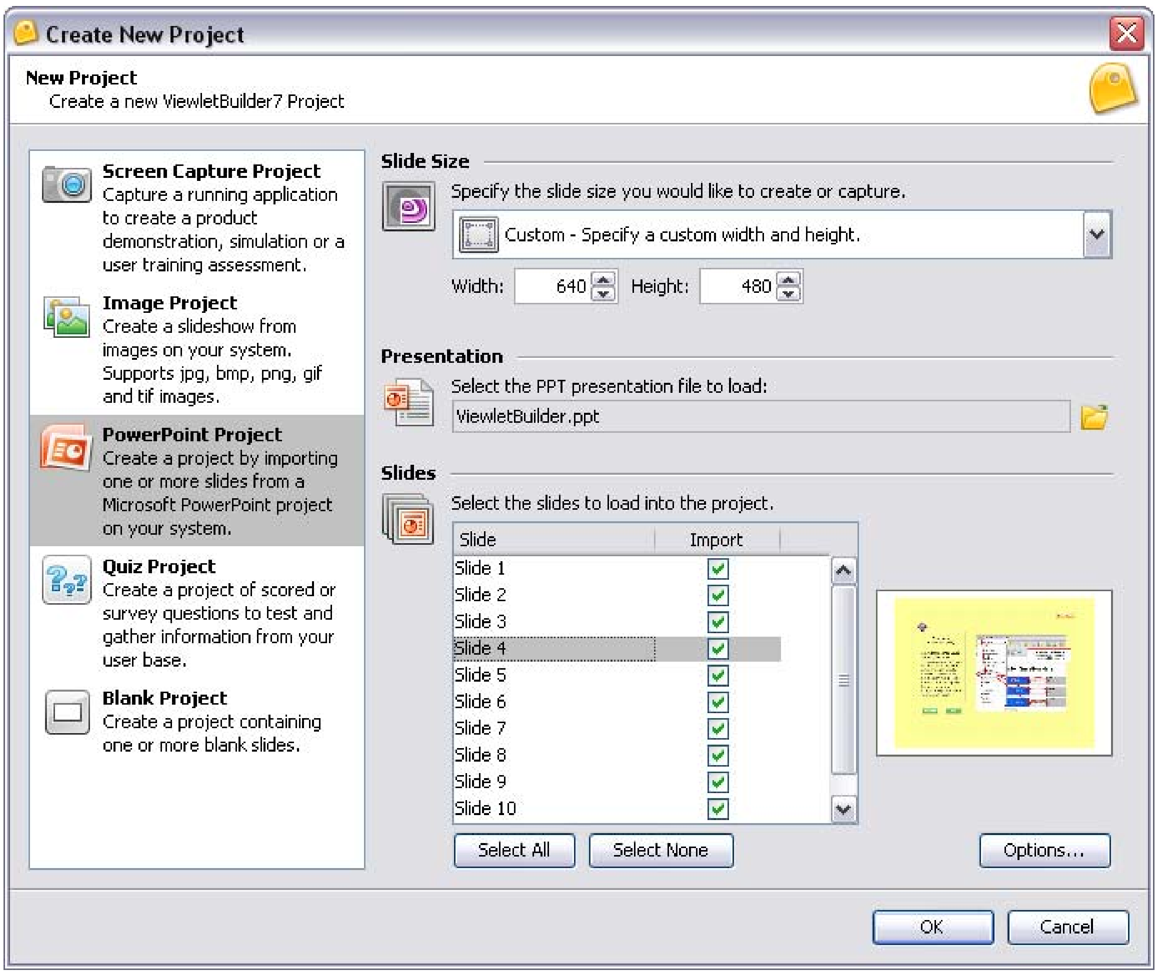
PowerPoint Project

ViewletBuilder7 Enterprise allows you to create a new project by directly importing slides from a Microsoft PowerPoint (.ppt) file while in the *Create New Project* window. This chapter walks through the steps for creating a new PowerPoint Project.

1. Select the Project Type and Slide Size

- Select **File** > **New** from the menu option. Or, in *Start View*, click the **New Project** link, or click the **New** button from the Main Toolbar.

- The *Create New Project* window displays. Select **PowerPoint Project** from the New Project list. Additional options for creating a new PowerPoint project will display in this window.



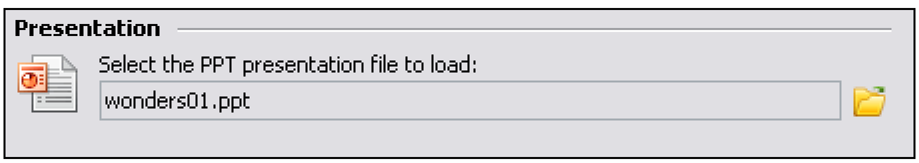
- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

2. Select the PowerPoint (.ppt) File

Once you've selected the slide size for your new project, it's time to browse for and select the PowerPoint presentation you want to covert to a Viewlet project. To do this:

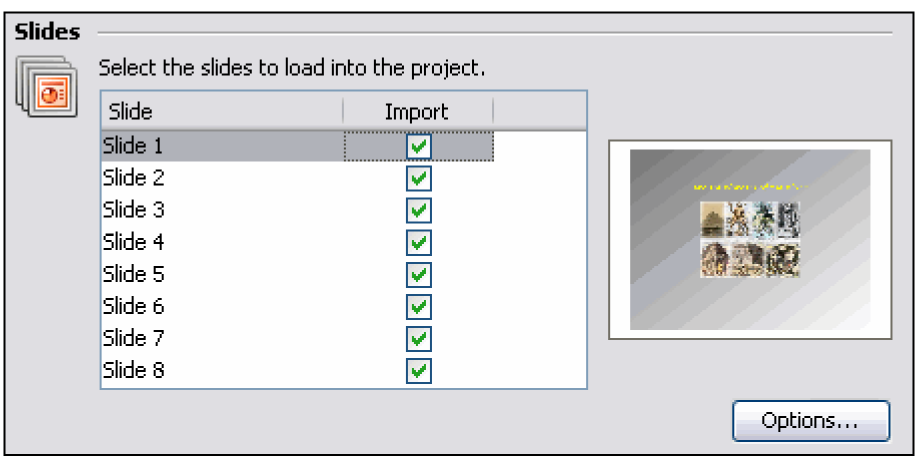
- In the *Presentation* area (*Create New Project*) window, click the **Load PPT file** button.

- In the *Open PowerPoint Presentation* window, browse for and select the presentation file.
- Click **Open**. You will be returned to the *Create New Project* window where you will see the presentation file listed in the *Presentation* area field.



3. Preview and Select "Pre-Import" PowerPoint Slides Options

In the *Slides* area (*Create New Project* area), the selected PowerPoint presentation slides display in a list. At this point, you can preview the slides one at a time, make final determinations which slides to import into your project, and select additional importing options. Let's take a look at each.



To select / deselect the PowerPoint slides to import into your new Viewlet project:

- Select the check box (to place a checkmark) next to each of the slides you want to include in your new project.

- Deselect the check box (to remove the checkmark) next to each of the slides you do NOT want to include in your new project.

To preview a slide prior to importing it into your new project:

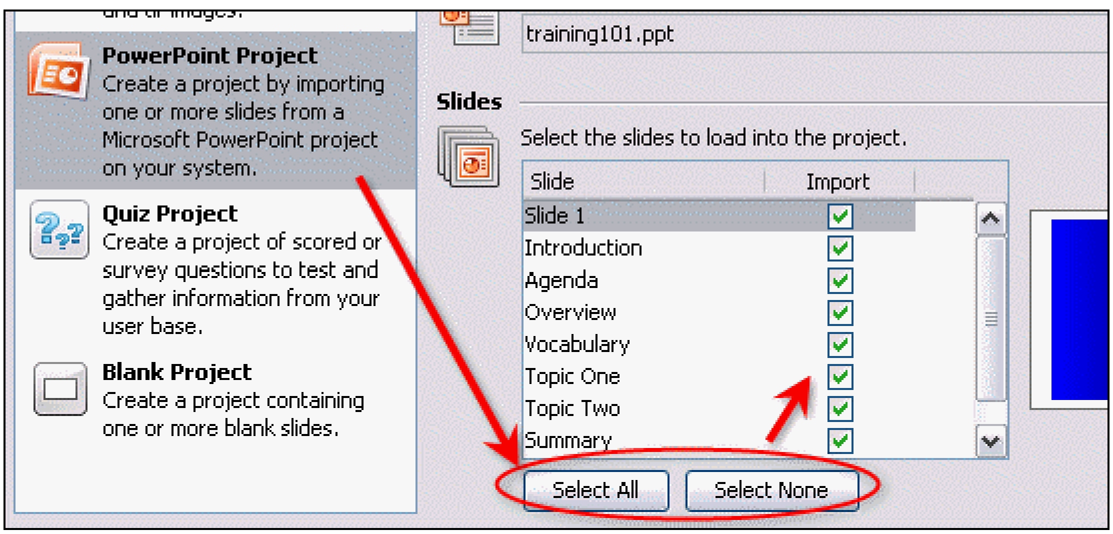
- Select the desired slide from the list.

- In the Preview Pane (to the right of the list), preview the selected slide.

- Follow these steps to preview each of the slides in the list.

To select all or select none of the slides in the import list:

- To select all of the slides in the import list, click the **Select All** button.
- To deselect all of the slides in the import list, click the **Select None** button.



To select additional “pre-import” options for your PowerPoint slides:

- Click the **Options** 

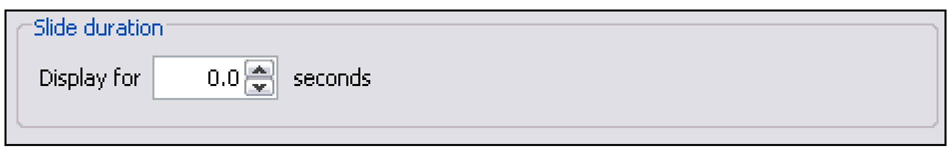
button.

- The *PowerPoint Options* window displays. There are two tabs available: *General* and *Fonts*. Select the desired tab for additional options.

General Tab

- Select the *General* tab. The *General* tab contains options for setting slide durations for your new project and a Pause Zone to each slide.

    - In the *Slide Duration* area (*General* tab), enter a number in the field provided for the amount of time to display the slide in your new project. This will be the “baseline” slide duration for each of the slides in your Viewlet project.



    - In the *Options* area (*General* tab):

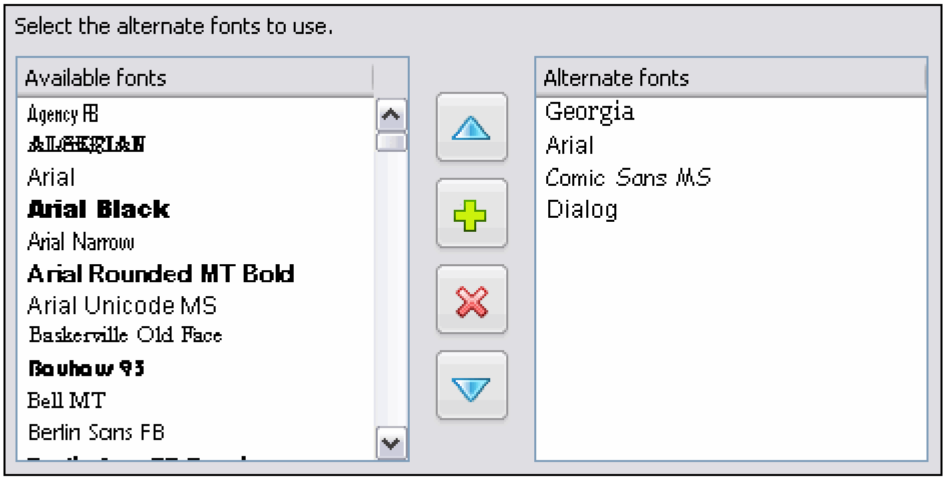
        - Select the **Add pause to the slides** to add a Pause Zone to each of the slides in your new project.

        - Deselect the **Add pause to the slides** if you do NOT want a Pause Zone added to each of the slides in your new project.

Fonts Tab

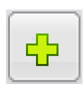
- Select the Fonts tab.

The *Fonts* tab allows you to select additional fonts for ViewletBuilder7 Enterprise to use if the font used in the imported PowerPoint Presentation is not available for use on your system (or from within ViewletBuilder7 Enterprise).



To select an alternate font from the list of available fonts:

- o Select the desired font from the *Available Fonts* list (on the left side of the *Fonts* tab).

- o Click the **Add**  button to add the selected font from the *Available fonts* to the list of *Alternate fonts* (on the right side of the *Fonts* tab).

- o Repeat the previous steps for each available font you want to add to the *Alternate fonts* list.

To move a font up or down in the *Alternate fonts* list:

- o Select the desired font you want to move in the *Alternate fonts* list.

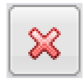
- o Click the **Move Up**  button to move the font up in the list. Repeat as needed to continue moving the font up in the list.

- o Click the **Move Down**  button to move the font down in the list. Repeat as needed to continue moving the font down in the list.

The order (top to bottom) of fonts in the *Alternate fonts* list is important. If ViewletBuilder7 Enterprise needs to use an alternate font for your project, it will start with the first one (top) in the list.

To remove a font from the *Alternate fonts* list:

- Select the desired font you want to remove from the *Alternate fonts* list.

- Click the **Delete**  button. This action will remove the selected font from the *Alternates fonts* list only.

- Once all options are selected in the *PowerPoint Options* window, click **OK** to save the information and to return to the previous window.

4. Convert the PowerPoint Presentation to Viewlet Project Slides

Here are the last steps to perform in order to create your new PowerPoint Project:

- In the *Slide* Size area, make sure the slide size you selected for your new project is the one you actually want to use. Though the slide size can be change after creating the project, it's easier to select the proper size right at the beginning.

- In the *Presentation* area, review the PowerPoint file name to make sure it is the one you want to convert.

- In the *Slides* area:

  - Review the list of PowerPoint slides and select each of the slides you want to preview in the Preview Pane.

  - Select / deselect the check box next to each of the slides you want to include / not include in your new PowerPoint Project.

  - Click the **Options** button and review / modify choices in the *PowerPoint Options* window in both the *General* and *Fonts* tabs.

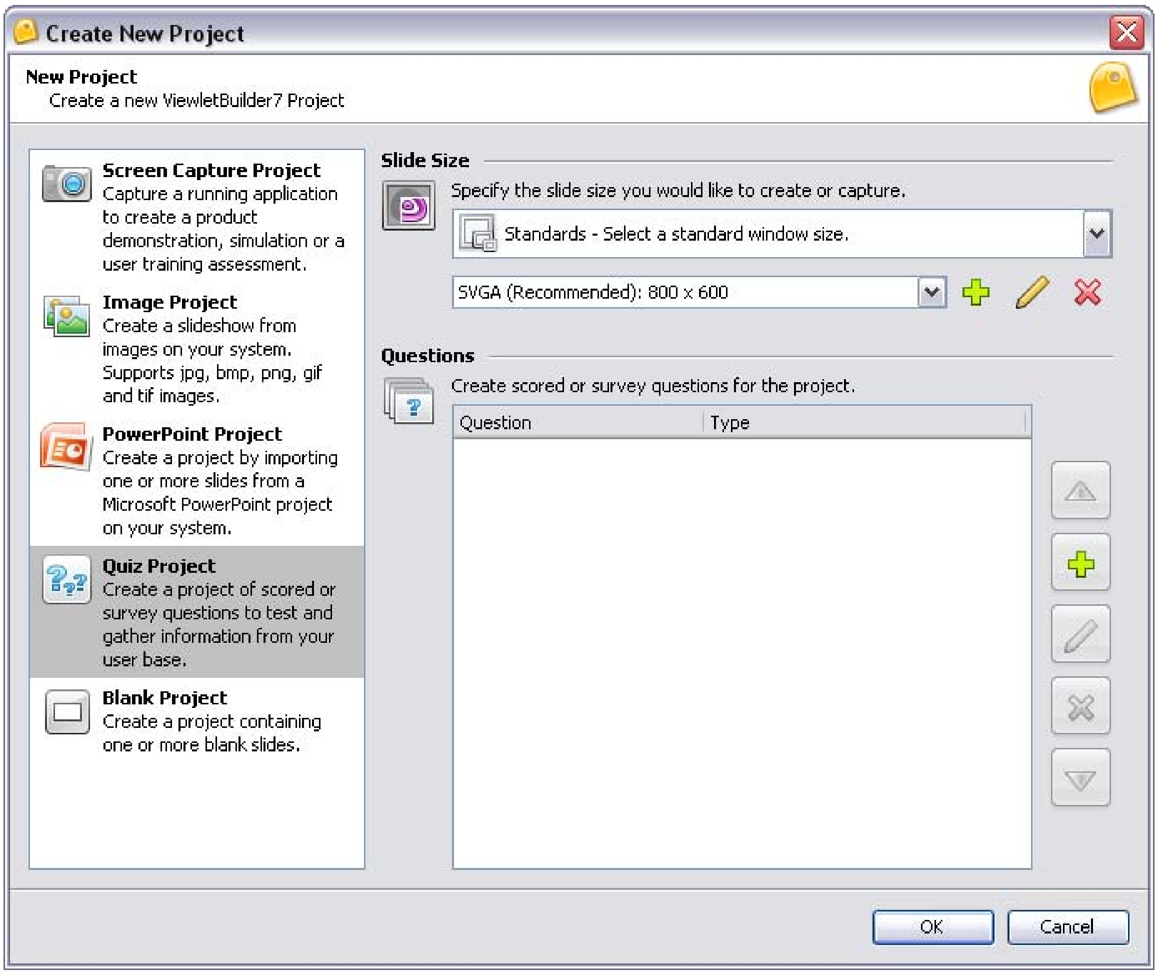
- Once all your selections are complete, click **OK** to convert the selected PowerPoint slides to slide background frames in your new PowerPoint Project.

- While the PowerPoint slides are being converted, you may see a *Loading PowerPoint File* window display as the new project slides are loading. Once the conversion is complete, your new PowerPoint Project displays and is ready for editing.

Quiz Project

The Quiz Project type allows you to integrate scored slides and simple survey question slides into a single Viewlet project. Or, if you prefer, use the Quiz Project to create an entire quiz project (for testing purposes) or an entire survey project (for gathering information from a user base).

This chapter explains the steps for creating a Quiz Project (with scored and/or non-scored question types). It also provides an overview of the various question types available for your Quiz Project.



1. Select the Project Type and Slide Size

- Select **File** > **New** from the menu option. Or, in *Start View*, click the **New Project** link, or click the **New** button from the Main Toolbar.

- The *Create New Project* window displays. Select **Quiz Project** from the New Project list. Additional options for creating a new Quiz Project will display in this window.

- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

Tip

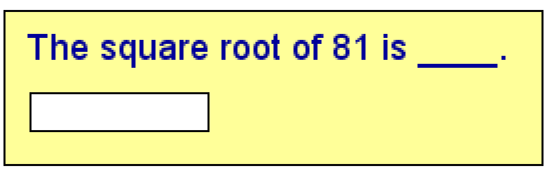
For more information on selecting a New Project Type or selecting a Slide Size for your new Viewlet project, please refer to the *Creating a New Project Basics* chapter.

2. Review Question Types

There are several common question types available for your Quiz Project. These question types can be scored or not, depending upon how you want to use them. The option to set a question type as a “quiz question” (scored) or a “survey question” (not scored) is covered later in this chapter. For now, let’s take a look at each of these question types.

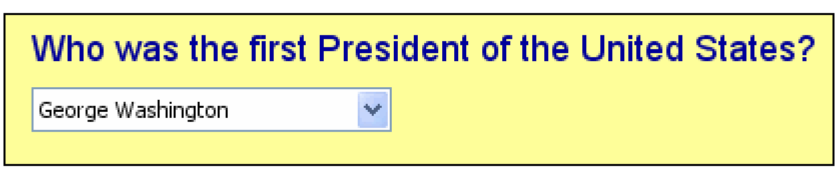
Short Answer – Fill in the Blank

This question type requires the user to fill in the blank with a single answer.



Short Answer – Selection from List

This question type requires the user to select a single answer from a list.

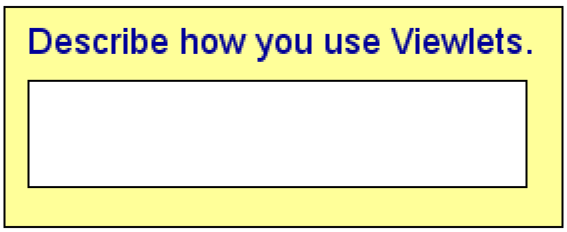


Short Answer – Rating

This question type requires the user to select a single rating from a given scale.

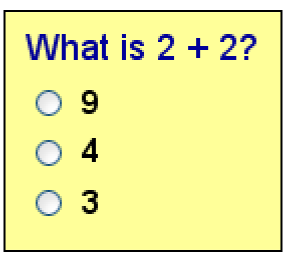
Short Answer – Essay

This question type allows the user to type in one or more words, sentences or paragraphs (essay style) to respond.



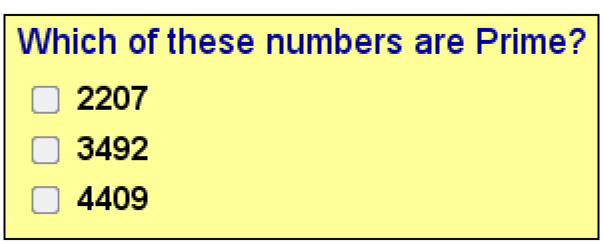
Multiple Choice – Single Answer

This question type requires the user to select a single answer from a list with two or more choices.



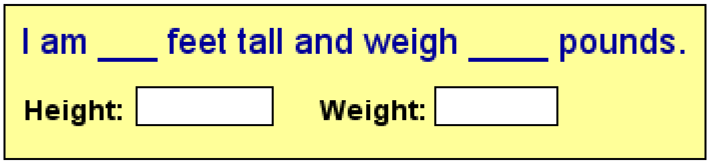
Multiple Choice – Multiple Answers

This question type requires the user to select a single or multiple answers from a list with two or more choices.



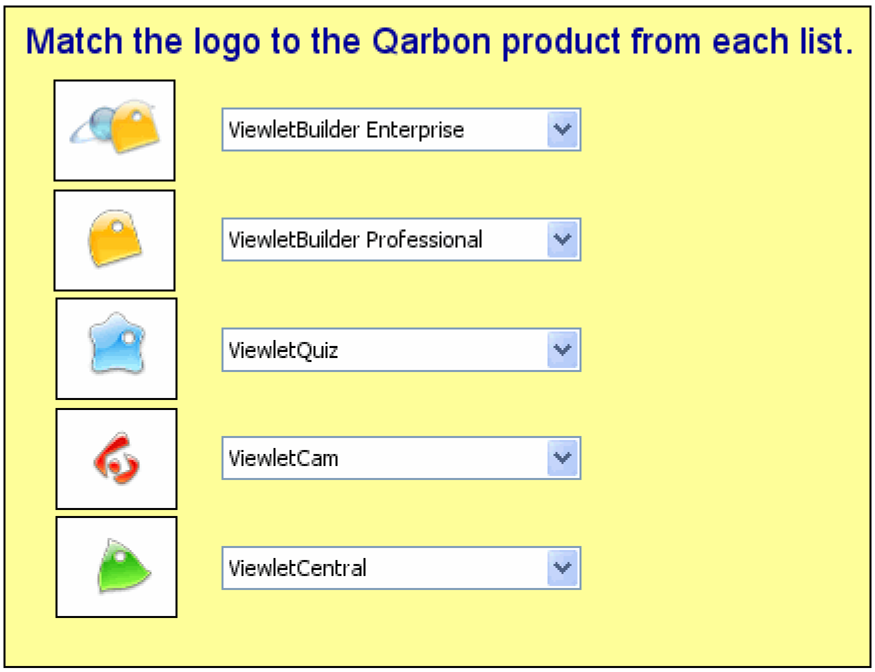
Multiple Choice – Fill in the Blanks

This question type requires the user to type in a response in one or more “fill in the blank” entry fields.



Multiple Choice – Selection from Lists

This question type requires the user to select an answer from one or more lists.

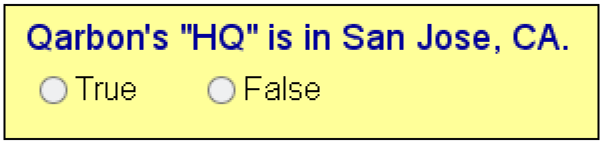


Multiple Choice – Rating

This question type requires the user to select one or more ratings from a single or multiple rating scales.

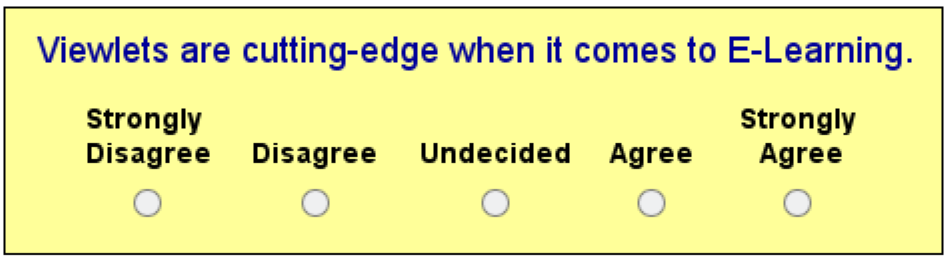
Multiple Choice – True/False

This question type requires the user to select an answer from one of only two possible choices.



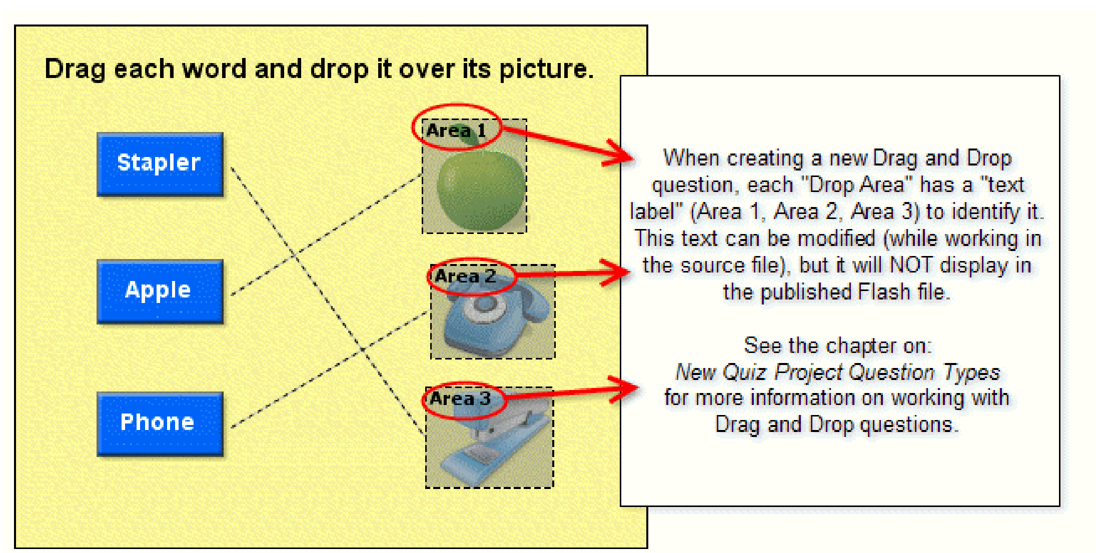
Likert Scale

This question type requires the user to select an answer based on their specific level of agreement to a specific statement.



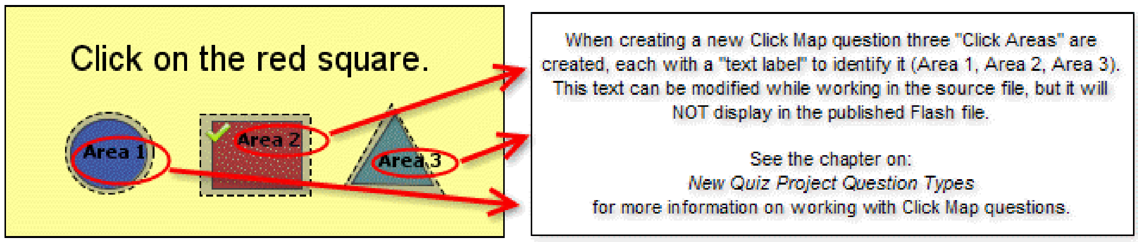
Drag and Drop

This question type requires the user to match up items by dragging their response(s) across columns.

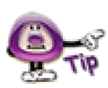


Click Map

This question type requires the user to click on one or more areas of the screen in order to respond.



Many of these question types can be used in quizzes or in surveys; the choice is up to you.



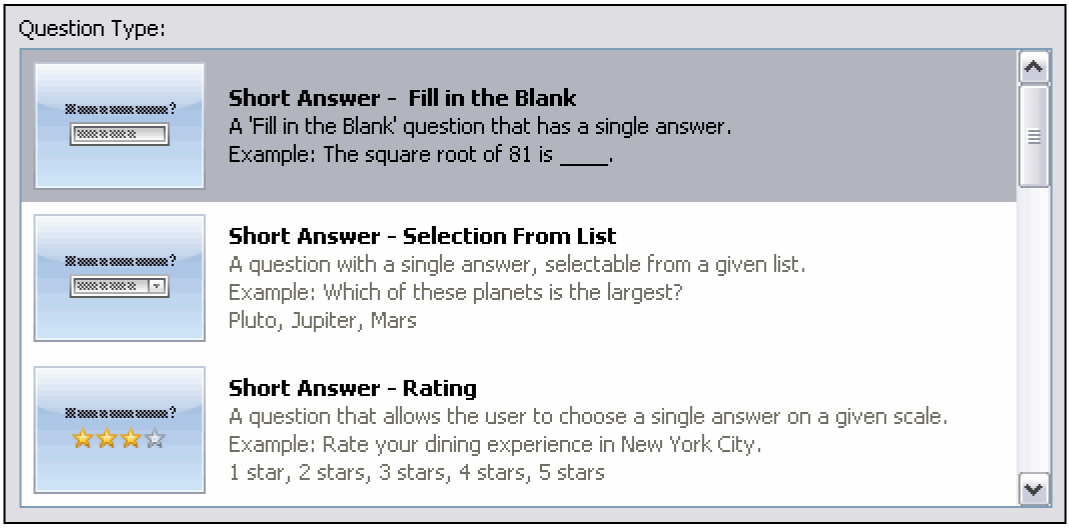
When creating a Question, did you know that its "Scoring Mode" determines whether it will be a quiz or survey question type? So, keep in mind that a quiz requires a correct response (and is typically scored), whereas a survey does not require a correct response (and is not scored).

3. Select Quiz Questions

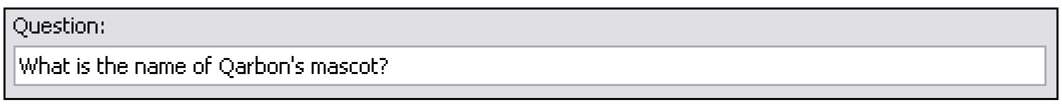
Make sure before you begin adding questions for your Quiz Project that you review the previous section so that you understand the different question types available for your project. This will help you determine what questions will work best for you. Once you feel comfortable with the various question types, you are ready to start building a list of questions for your project.

To create a new question for your project:

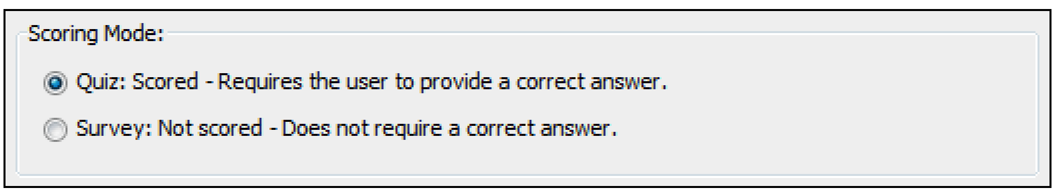
- In the *Quiz Questions* area (*Create New Project* window), click the **Add**  button.
- The *Question* window displays. Click on a question in the *Question Type* list to select it.



- Type a question in the field provided.



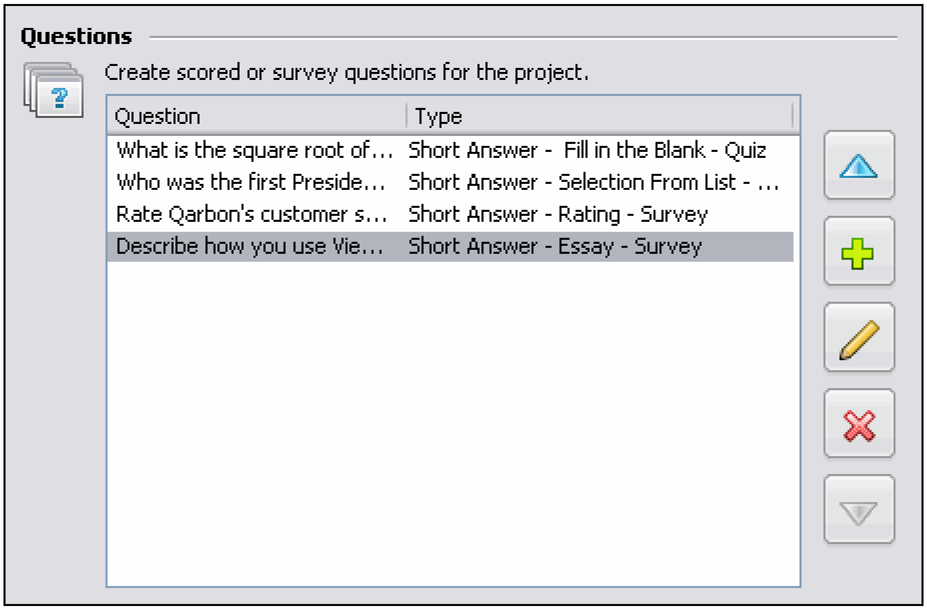
- In the *Scoring Mode* area, select either **Quiz** or **Survey**.



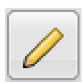
If you want to quiz a user, but do NOT want to score the questions, select “Quiz: Scored – Requires the user to provide a correct answer” for the “Scoring Mode”. Then, when you edit your project, in the “Score” window, set the “Points” value to “zero”. This way, the user will be required to answer correctly, but no score will be applied.

- Click **OK** to apply and to close the *Question* window. The new question will display in the *Quiz Questions* list.

- Repeat these steps for each additional question you want to create for your project.



To edit a question in the list:

- Select the desired question in the list.
- Click the **Modify**  button.
- Make your edits in the *Question* window that displays.
- Click **OK** to apply the changes and to close the *Question* window.

To move a question up or down in the list:

- Select the desired question in the list.
- Click the **Move Up**  button to move the question up in the list. Repeat this step to continue moving the selected question up in the list.
- Click the **Move Down**  button to move the question down in the list. Repeat this step to continue moving the selected question down in the list.

The position of questions in the list determines the order in which they will appear in the project. For example, the question at the top of the list will become slide 1 in the project, the second from the top will become slide 2 and so on. You can reorganize your slides once your project is created, but to save time, organize the list of questions as needed BEFORE creating your new Quiz Project.

To remove a question from the list:

- Select the desired question in the list.
- Click the **Delete** button. This will remove the selected question from the list.

Be careful when deleting questions from the list. Once you delete them, you cannot "Undo" the deletion. Once deleted, the question must be recreated if you need to add it back to the list.

4. Convert Questions to Slides

Here are the last steps to perform to create your new Quiz Project:

- In the *Slide* Size area, make sure the slide size you selected for your new project is the one you actually want to use. Though the slide size can be change after creating the project, it's easier to select the proper size right at the beginning.
- In the *Quiz Questions* area:
  - Review the list of questions and make sure they are in the order you want them to be when your new project is created.
  - Modify any of the questions as needed.
  - Delete any extra questions from the list so that unnecessary slides are not created.
- Once all of your selections are made and questions created, click **OK**. This will converts the questions in the list to slides. Once this operation is complete, your project will display, ready for editing.

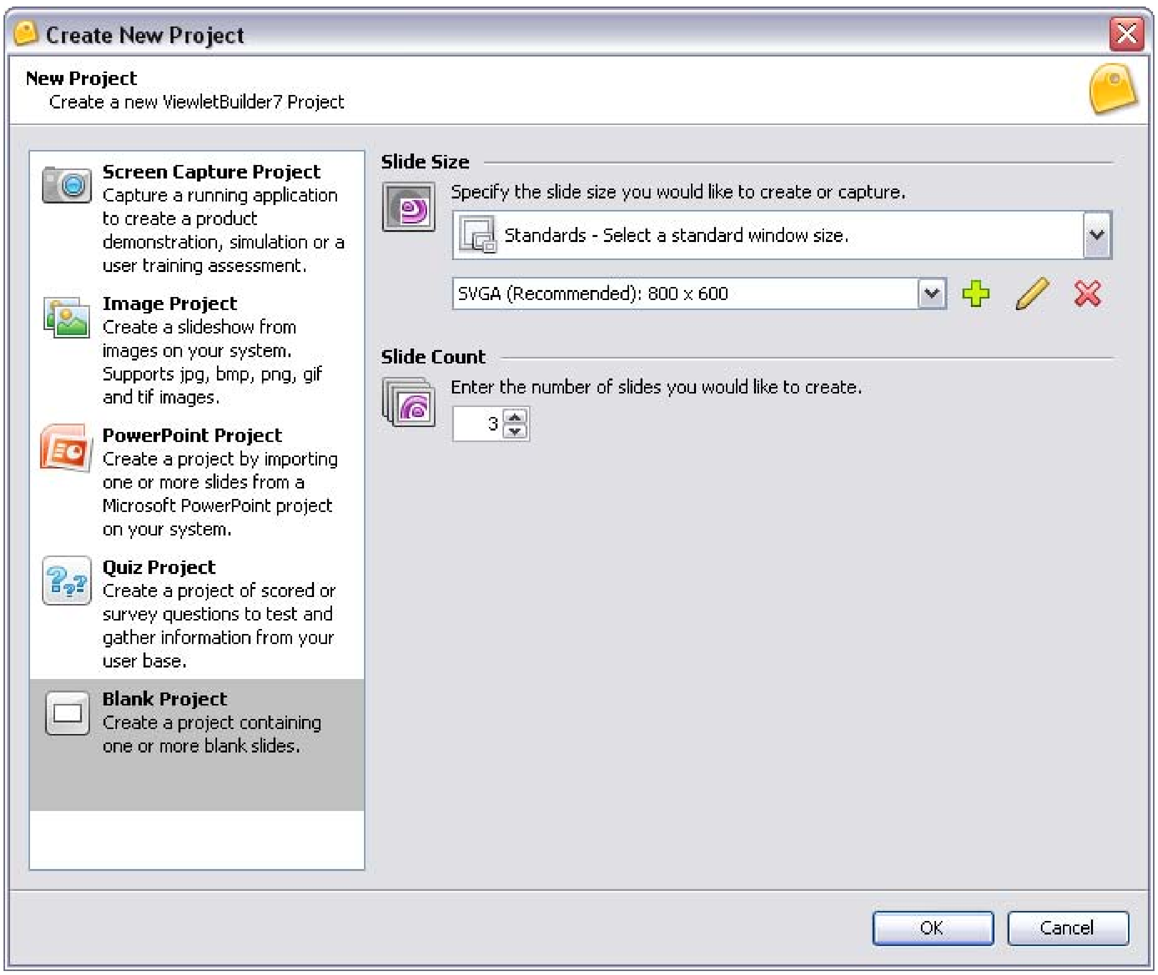
Blank Project

ViewletBuilder7 offers you the option of creating a new Blank Project containing one or more blank slides. This new project type is perfect for those not sure of what new project type to use or for those wanting to create a new project from scratch using a blank template.

1. Select the Project Type and Slide Size

- Select **File** > **New** from the menu option. Or, in *Start View*, click the **New Project** link, or click the **New** button from the Main Toolbar.

- The *Create New Project* window displays. Select **Blank Project** from the New Project list. Additional options for creating a new Blank project will display in this window.



- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

For more information on selecting a New Project Type or selecting a Slide Size for your new Viewlet project, please refer to the *Creating a New Project Basics* chapter.

2. Select the Number of Slides

Once you have set the options for the size of the slides for your new Blank Project, the next step is to decide the number of slides you would like to create for your new project.

- In the *Slide Count* area, enter the number of slides you want to create for your new project in the field provided.
  - Click the **Up Arrow** button to increase the number of slides.
  - Click the **Down Arrow** button to decrease the number of slides.

You may select from 1 to 999 slides for your new Blank Project.

3. Create Blank Slides

Here are the last steps to perform to create your new Blank Project:

- In the *Slide* Size area, make sure the slide size you selected for your new project is the one you actually want to use. Though the slide size can be change after creating the project, it's easier to select the proper size right at the beginning.
- In the *Slide Count* area, make sure that the number you entered is the actual number of slides you want to initially use for the number of slides in your new Blank Project.
- Click **OK**. The slides for your new project will display in ViewletBuilder7, ready for editing.

Saving a Project

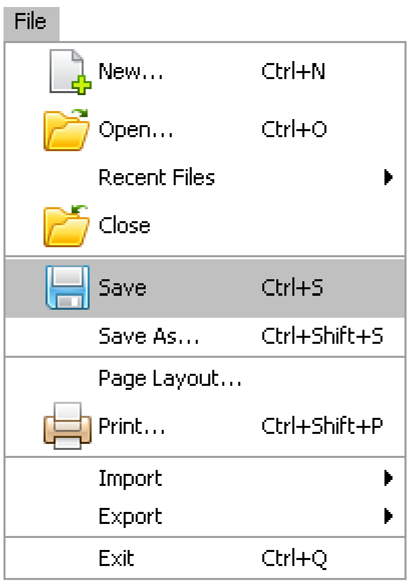
New Project "Save" Options for Faster Performance and Open Access to Resources!

ViewletBuilder7 Enterprise offers new options when saving your source files. The new features allow for faster performance when opening, saving, publishing and closing your project.

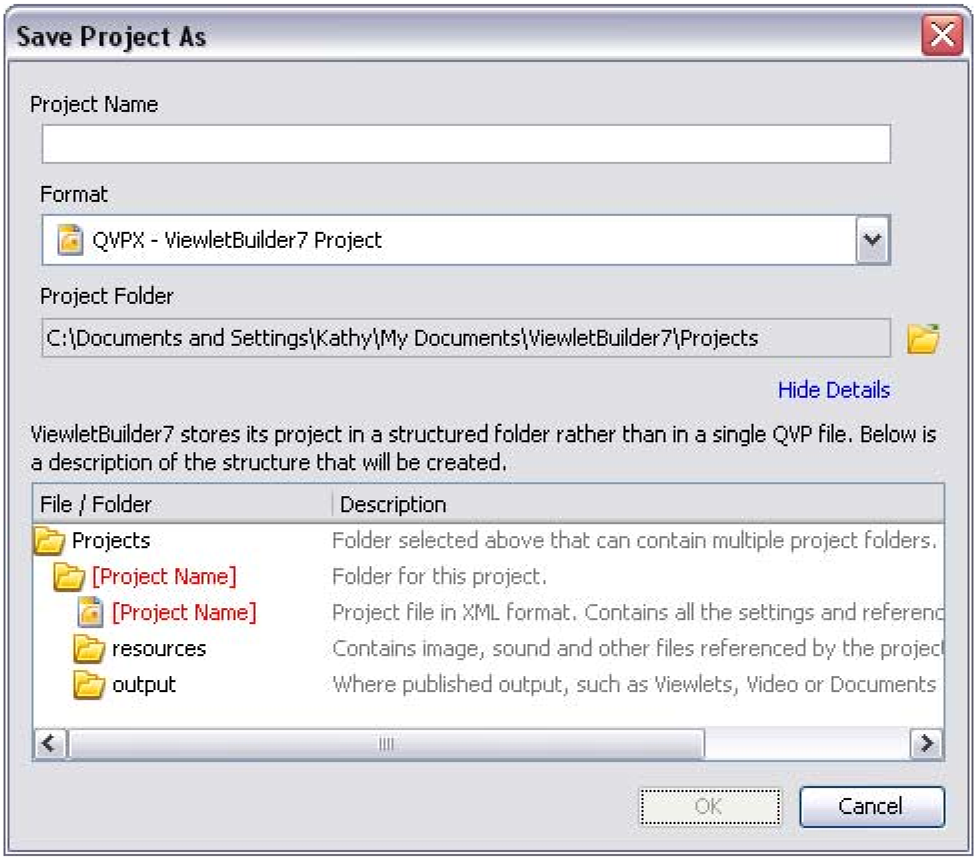
Save a Project

After you create your new project, you should save it. To do this:

1. Select **File** > **Save** from the menu bar.



2. The *Save Project As* window displays with options for you to select to save your source project:

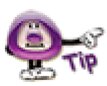


3. **Project Name**: Enter a name for your file.
4. **Format**: Select a file format to save your project. The default project format for ViewletBuilder7 projects is QVPX.
5. **Project Folder**: Click the **Browse** button to locate and select the folder where you want to save your project files.
6. Once all your selections are made in the *Save Project As* window, click **OK** to save the project.

The Anatomy of a Project File
By default, you projects will be saved to a ViewletBuilder7\Projects folder located on your local computer; however, you can choose to save your projects where ever you want. Inside a project folder you will find:

- The source file ending in either QVPX or VIEX
- A “Resources” folder containing all the project’s resources such as sound files, background frames, screenshots, thumbnails, cursors, etc.
- An “Output” folder containing all the project’s published output such as the Viewlet files, videos and/or Documents, etc. (this folder is not created until AFTER you publish your project)

Due to the open nature of the project file (Resources folder), you can directly access the project’s resources outside of the program. And, since files are written directly to the local drive, this allows quicker performance time when capturing, saving, opening, previewing and closing your project then ever before.



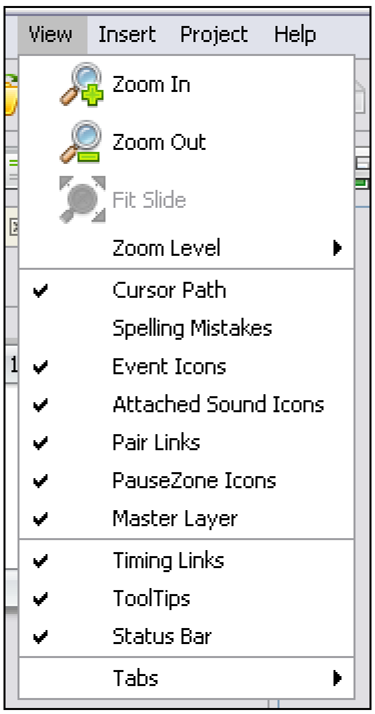
The source project file ending in either QVPX or VIEX is the file you edit in the authoring software. Do NOT include this file where you share / upload your published files. You need to publish a source file (using one of the options in the Publishing Wizard) to create another set of files that become the actual published Viewlet (or hardcopy) files.

Workspace & Tabs

While working on a project in ViewletBuilder7 Enterprise, there are various “workspace” features and views available to help you optimize your Viewlet authoring tasks. This chapter provides a look at:

- The **View** Menu – At a Glance
- Organizing Tabs and Workspace Areas

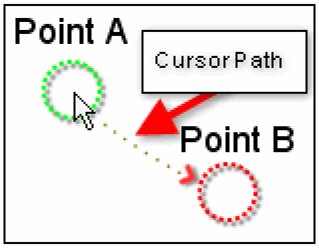
The View Menu – At a Glance



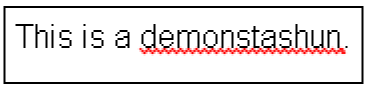
The **View** menu offers various tools, such as:

- **Slide Zoom:** This section contains various slide zoom options to use while working on your project, including **Zoom In**, **Zoom Out**, **Fit Slide** and various **Zoom Level** percentage zoom options.

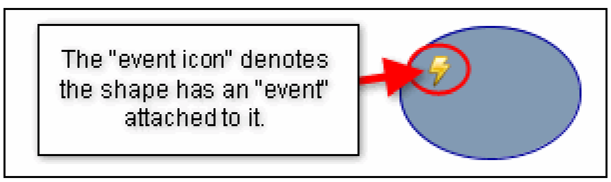
- **Cursor Path**: Displays a "dotted" line between cursors, indicating the path the cursor will travel from the current slide to the next slide.



- **Spelling Mistakes**: Displays a "red underline" under words that are not recognized by the dictionary.

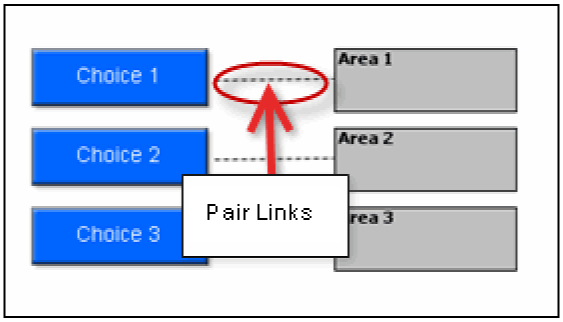


- **Event Icons**: Displays a "lightning bolt" over objects that have an "event" attached to them.

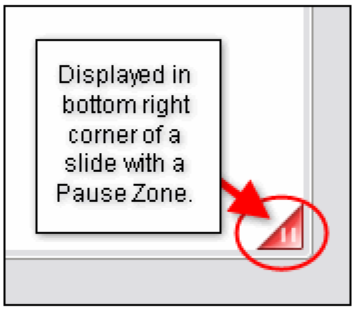


- **Attached Sound Icons**: Displays a "speaker" near objects that have a sound file attached.

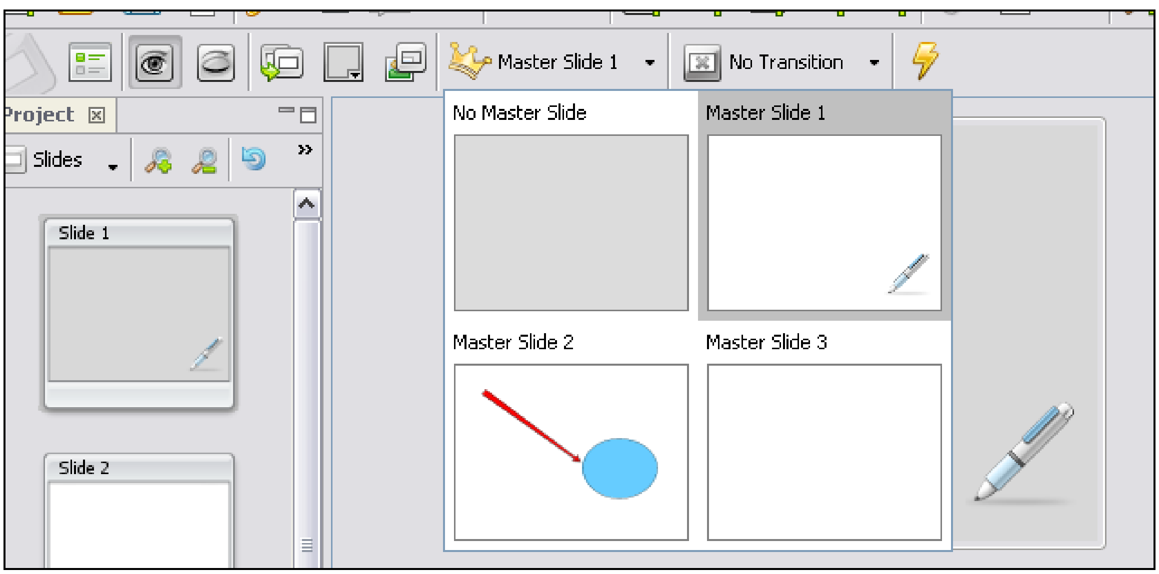
- **Pair Links**:
  Displays a link between the Drag Choice and the Drop Area in a Drag and Drop question type.



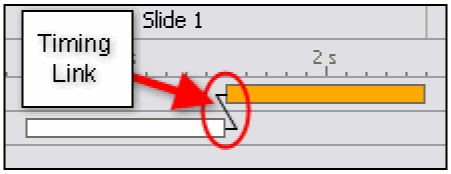
- **PauseZone Icons**: Displays a "red icon" in the bottom right of a slide that contains a Pause Zone. This "red icon" will not display in the published Viewlet.



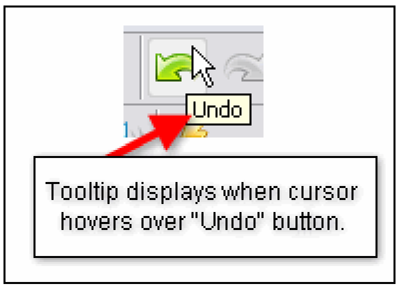
- **Master Layer (New Feature!)**: When selected, displays everything contained on the applicable Master Slides that are applied to the selected "main" slide in the Slide Editing area.



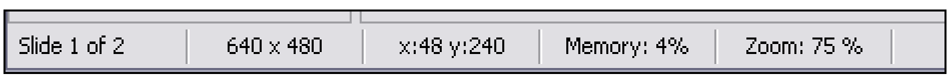
- **Timing Links**: Displays a link connecting two or more objects along the Timeline.



- **ToolTips**: Displays a “hint” near the button the cursor hovers over.

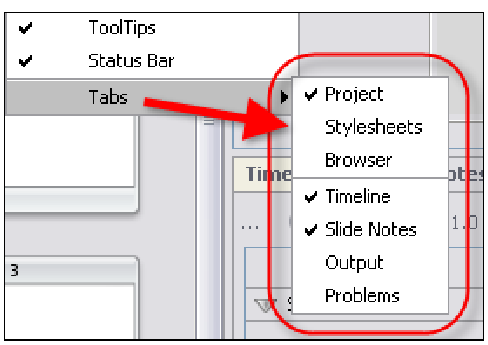


- **Status Bar**: Displays at the bottom of the program window and displays various information about the project.



What's new...

- **Tabs (New and Enhanced Tabs!)**: This section contains options called “Tabs”. Each Tab can be displayed or hidden as desired and are used for specific operations and include:



  - **Project (Formerly “Thumbnails”!)**
  - **Stylesheets (New Options Added!)**
  - Browser
  - Timeline
  - Slide Notes
  - Output
  - **Problems (New Tab!)**

Each Tab is discussed later in this manual, each in their own respective chapter.

Organizing Tabs and Workspace Areas

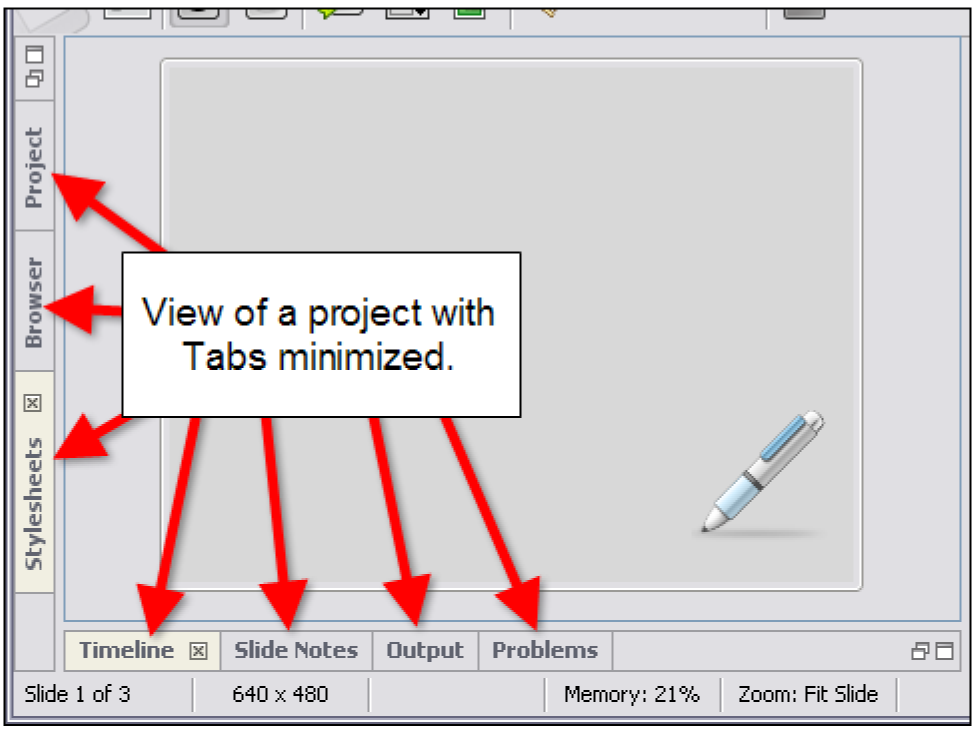
The project workspace area, by default, displays selected Tabs to the left and below the Slide Editing area. The workspace can be reorganized as desired based on your authoring needs.

To display / hide a Tab from the **View** Menu:

- Select **View** > **Tabs** from the menu bar.
- To display a Tab, select it from the list. When selected, a checkmark will display next to it.
- To hide a Tab, deselect it from the list to remove the checkmark next to it.

Each Tab contains buttons to expand or minimize / maximize the tab(s):

- Select the **Expand** button to expand the tab to full view.
- Select the **Minimize** button to minimize all active tabs.
- Select the **Maximize** button to restore all active tabs to their previous sizes.



To move between active Tab:

- If multiple tabs are displayed, only one tab can be in view at a given time. Click on the tab you want to work on to bring it to the front of the active tabs.
- Repeat this action to move between tabs.

To close (hide) an active Tab:

- Select the desired tab to bring it to the front of the tabs.
- Click the "X" located at the right edge of the selected tab. This will close (hide) the Tab, which must be reselected from **View** > **Tabs** to be displayed again.

Tip

Instead of closing (hiding) a Tab, click the "Minimize" button to neatly collapse it to the side (or bottom) of the workspace area. This way, it is out of the way, but can be easily accessed again when needed while working on the project.

To move a Tab from its default position:

- Point your left mouse button over the desired Tab.
- Hold down your left mouse button and drag the Tab to the bottom or "opposite side" of the project workspace area.
- When the area to where you are dragging the Tab is surrounded by a "dotted rectangle", let go of the left mouse button to drop it into place.

Tip

If you move a Tab to a new location on the screen and then close and reopen it, the Tab will display in its last "remembered" location on the screen.

To resize the "window area" of a Tab:

- Point your cursor over the right / left / top edge (whichever is applicable) until the cursor shape changes to a double arrow shape.
- Hold down the left mouse button and drag the edge of the Tabs window to resize it.
- Let go of the left mouse button when done.

Slide Editing Area and Zoom Tools

In ViewletBuilder7 Enterprise, when a project is open, the workspace area consists of various toolbars, Tabs and the traditional “Slide Editing” area. The Slide Editing area is where you directly add objects to a slide and edit them. This is also the area where you will spend a majority of your time while working on your Viewlet project.

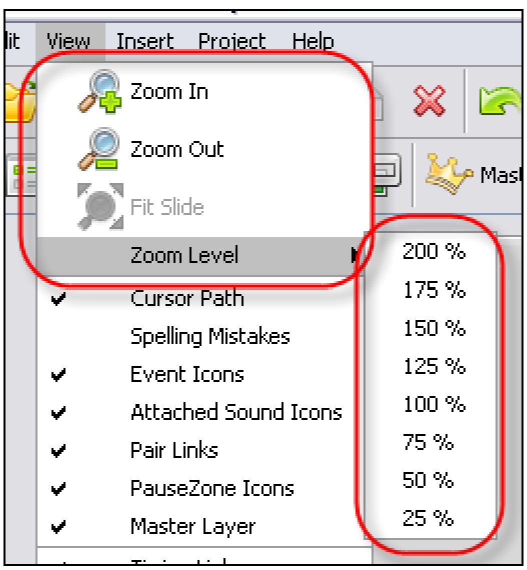
As discussed in the previous chapter, when selected, Tabs display (by default) to the left and below the Slide Editing area. These tabs can be minimized, repositioned or closed to allow more “working real estate” on the slide. When a Tab is “maximized” the Slide Editing area is hidden from view until the active tab is resized, minimized or maximized.

Zoom Tools

While working on a slide, there may be times you want to zoom in or out on the slide. This can be done using the options from the **View** Menu or by clicking any of three “zoom” buttons along the Main Toolbar.

To change the slide zoom level from the **View** Menu:

- Select the desired slide.
- Select the desired slide zoom from the available options (see image below).



To change the slide zoom level using the zoom button on the Main Toolbar:

- Select the desired slide.
- Click the **Zoom In**  button to zoom in on a slide.
- Click the **Zoom Out**  button to zoom out on a slide.
- Click the **Fit Slide**  button to zoom the slide to fit to the size of the current Slide Editing area.

Keep clicking the Zoom In or the Zoom Out button to continue zooming in or zooming out as desired on the selected slide.

Miscellaneous Editing
Other tasks, such as adding message objects, images, shapes, tweaking cursor animation, etc. will vary depending on the content of each project. These additional tasks performed in the Slide Editing area are covered in further detail throughout this user manual.

What's new...

Project Tab

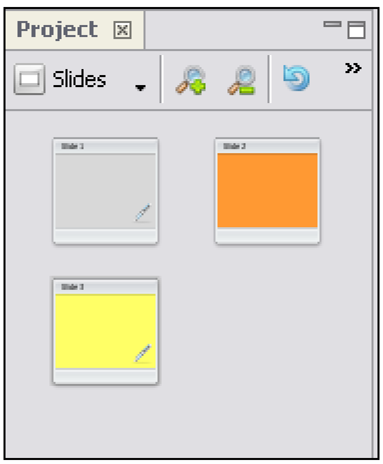
The Project Tab was previously known as the Thumbnails Tab.

The Project Tab, when selected, displays (by default) to the left side of the Slide Editing area. This tab allows you to:

- View and work with all project **Slides** (except for the Master Slides)
- View and work with the project's **Master Slides**

Project Slides

Various tasks can be performed while viewing thumbnails including: navigating through the slides in the project, moving the order of slides, adding features to one or more slides at the same time, copying and / or deleting slides, zooming in and out on thumbnails and more.



To view and work with non-Master Slides in your project:

1. Select **View** > **Tabs** > **Project** from the menu bar.
2. In the *Project* tab, select **Slides** from the drop-down list to display the non-Master Slides project slides in the *Project* tab.

The Project Tab contains a "tab" at the top of its window area with the title of "Project" indicating what tab it is. A toolbar displays below the tab's title with buttons for additional features while working with Project thumbnails.

To increase or decrease the zoom level of the thumbnails in the Project Tab:

- To increase the size of the thumbnails, click the **Zoom In** button.
- To decrease the size of the thumbnails, click the **Zoom Out** button.

To update the thumbnail of a recently edited slide:

- Select the desired thumbnail(s) from the list.
- Click the **Refresh Thumbnail**  button to refresh the selected thumbnail.

To updated all of the thumbnails in the project:

- Select the Project Tab to make it the active tab.
- Click the **Refresh All Thumbnails**  button to refresh all thumbnails in the project.

To move one or more slides within the project:

- Select the Project Tab to make it the active tab.
- Select one or more slide thumbnails by clicking on them to select them.
- Hold down your left mouse button and drag the selected thumbnail(s) to the desired location.
- Let go of the left mouse button to drop the selected thumbnail(s) into place.

If you have to move slides within your project, click the "Expand" button in the Project Tab. This will expand the number of thumbnails viewable in your project and make moving slides (thumbnails) a lot easier.

To copy one or more slides in the Project Tab:

- Select the desired thumbnail(s) from the list of thumbnails.
- Press **Ctrl** + **C** to copy the thumbnail(s). You can also select **Edit** > **Copy** from the menu bar. Or, select the thumbnail(s) and **right click** then select **Copy** from the shortcut menu.
- Select the thumbnail you want to use as the insertion point. Pasted thumbnails will be inserted "after" the selected thumbnail.
- Press **Ctrl** + **V** to paste the copied thumbnail(s). You can also select **Edit** > **Paste** from the menu bar, or **right click** on the "insertion point" thumbnail then select **Paste** from the shortcut menu.

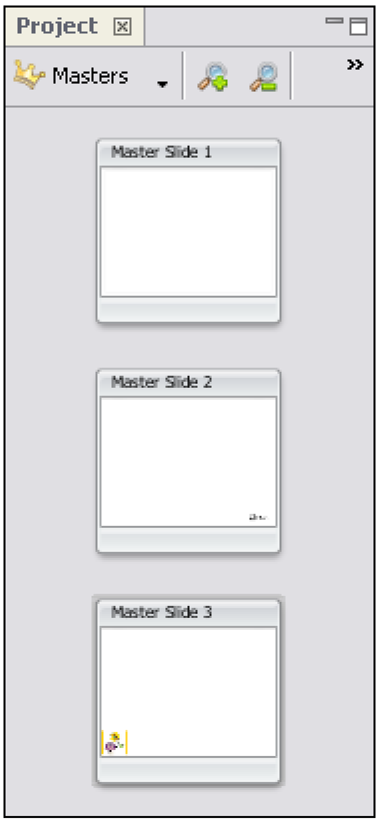
To delete one or more slides from the Project Tab:

- Select the desired thumbnail(s) from the list.
- Press the **Delete** key from the keyboard. Or, select **Edit** > **Delete** from the menu bar. Or, **right click** on the selected thumbnail(s) and select **Delete** from the shortcut menu.

What's new...

Project Master Slides (New Feature!)

Master Slides is a new feature in ViewletBuilder7 Enterprise. This section discusses how to access the Master Slides from the *Project* tab.



To access Master Slides in the *Project* tab:

1. Select **View** > **Tabs** > **Project** from the menu bar.
2. In the *Project* tab, select **Masters** from the drop-down list to display the Master Slides in the *Project* tab.

Tip

For more information, please see the *Master Slides* chapter for working with Master Slides within your project.

Stylesheets Tab

The Stylesheets Tab has new features added!

ViewletBuilder7 Enterprise offers cascading and customizable Stylesheets, which can be access in the Stylesheets tab. Stylesheets allows you to set properties of multiple objects using a template called a “stylesheet”. A stylesheet can be used for new and existing projects and updated as needed. You can set up one or more stylesheets and then choose to apply to the entire project or just to a current selection.

ViewletBuilder7 Enterprise starts you off with a few different stylesheet to get you going, so you can start off with any of them or create a new one.

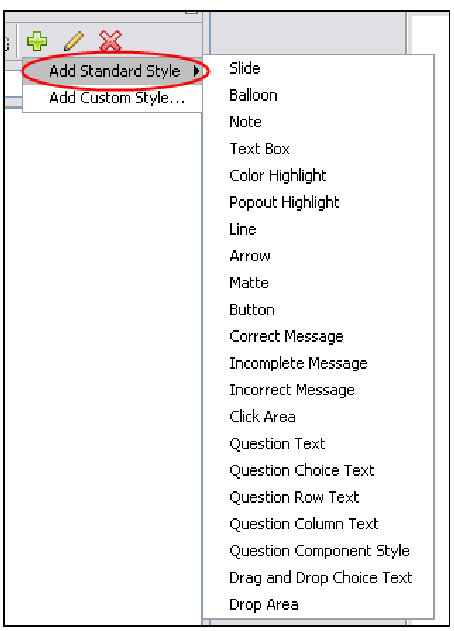
Customizing Stylesheets & Understanding Cascading Attributes

Before we dive into the Stylesheet “style” objects, we need to take a quick look at some important features that have been added to Stylesheets:

Adding New Stylesheet Styles (New Feature!)

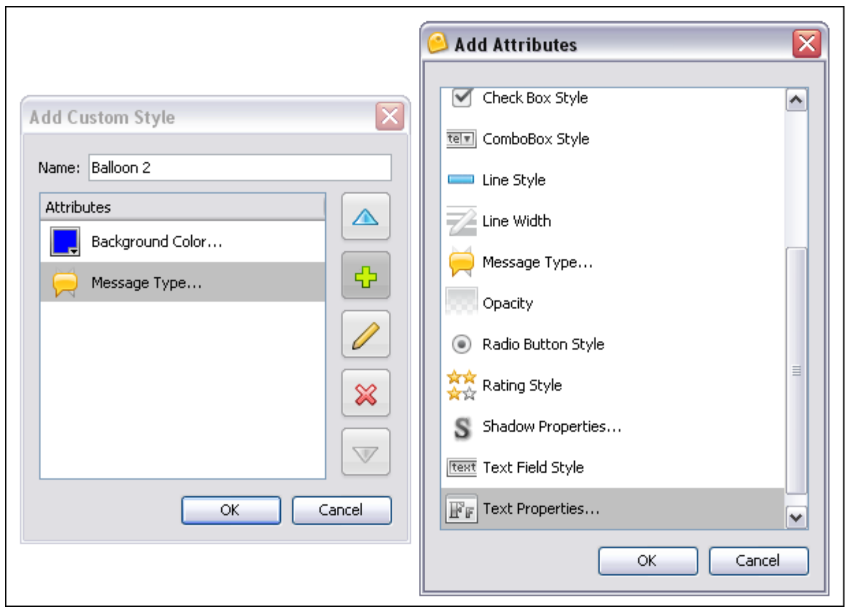
Customize your stylesheet by adding new styles to it. To do this:

1. In the *Stylesheets* tab, select a stylesheet.
2. Click the **Add Style** button.
3. Select an option from the list:
   a. **Add Standard Style:** Select a standard style from the list and it will be added to the existing stylesheet (at the bottom of all the existing styles). Once it’s added, you can then modify it as needed.

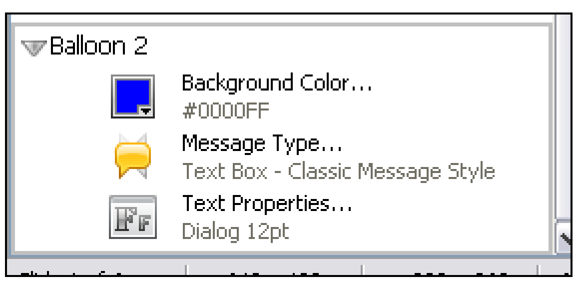


   b. **Add Custom Style:** Select this option to add a custom style to the stylesheet.

i. In the *Add Custom Style* window that displays, add as many attributes as desired for the new custom style.



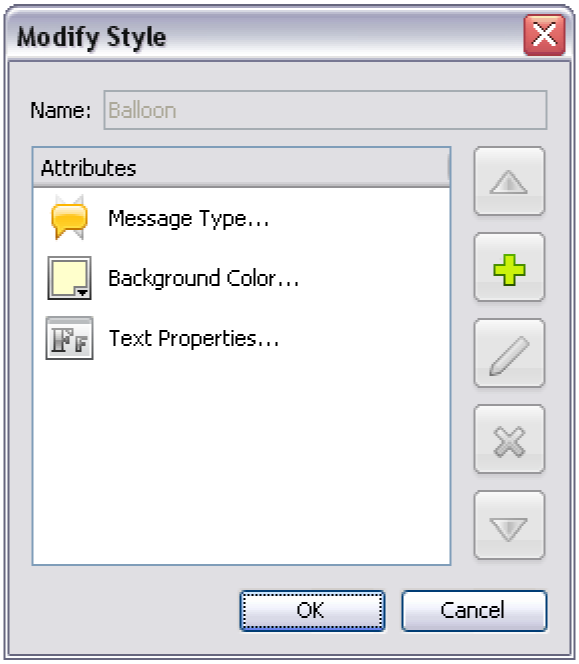
ii. Once all the attributes are added in the *Add Custom Style* window, click **OK** to create the new style. It will be added at the bottom of the Stylesheet.



To modify a Style:

1. Select the style from the stylesheet.
2. Click the **Modify Style**  button.

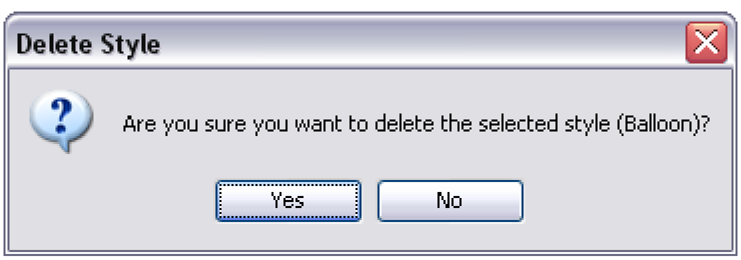
3. In the *Modify Style* window that displays, edit the attributes as needed.



4. Click **OK** to save the changes.

To delete a Style:

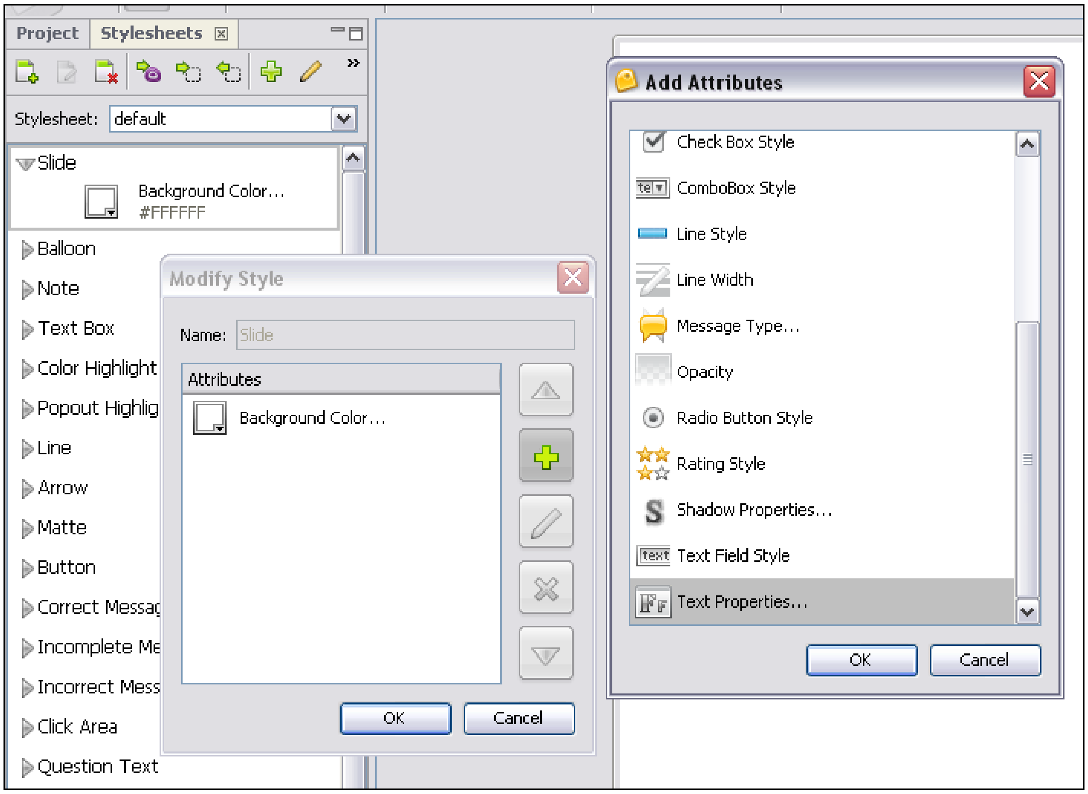
1. Select a style from the stylesheet.
2. Click the **Delete Style**  button.
3. When prompted, *"Are you sure you want to delete the selected style?"* click **Yes**.



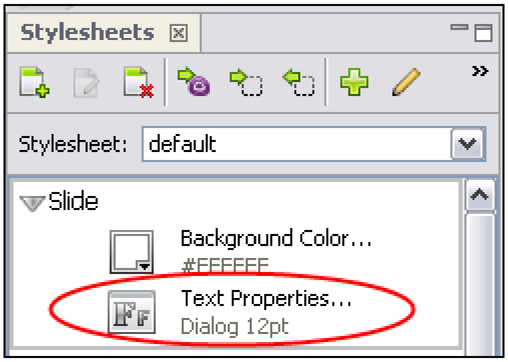
What's new...

Adding Attributes to Existing Styles (New Feature!)

You now have the option to select any of the existing stylesheet styles and add further attributes to them. For example, let's say that you want to be able to apply the attribute for "Text Properties" at the Slide level globally. This is easily done:



1. In the *Stylesheets* tab, select a stylesheet.
2. Double-click on a stylesheet style. For example, double-click **Slide**.
3. In the *Modify Style* window, you will see a list of Attributes already applied. To add an attribute, click the "green plus sign" (Add) icon.
4. In the *Add Attributes* window that displays, select the desired attribute.
5. Click **OK** to add it to the list.
6. Repeat steps 3-5 to add as many attributes as desired.
7. Once done, in the *Modify Style* window, click **OK** to apply the new attribute to the Stylesheet element.

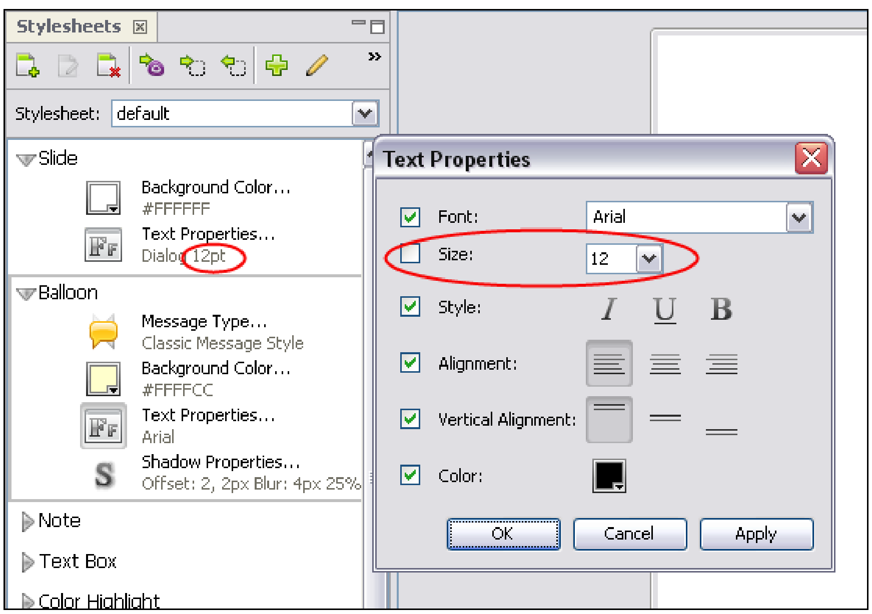


Repeat the steps above to add additional attributes to any Stylesheet style as needed.

Cascading Stylesheet Elements (New Feature!)

What's new...

In the previous example, we add the attribute of “Text Properties” to the *default* Stylesheet “Slide” object (style). Now, with this new attribute added at the “Slide” level, we can globally set text properties for the entire project at the Slide level. By doing this, these options will then cascade (filter) down to all other elements with the text properties attribute applied. This is a quick way to set attributes at the highest desired level in a project. However, you can override any “higher level” attribute applied to a “lower level” Stylesheet style easily.



For example, if expanded the Balloon object and then click the **Text Properties** icon, the *Text Properties* window would display. In this window, we would be able to see what options were cascaded down to this element from the Slide level and which were overridden in this window. Selected options override cascading options. Unselected options inherit the cascading option from the level above (in this case the balloon inherits from the Slide level text properties).

To override cascading attributes:

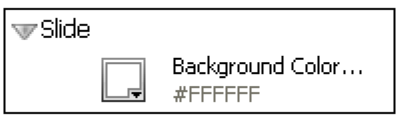
1. Select the desired Stylesheet style (such as a balloon, for example).
2. Click on the desired attribute (such as text properties, for example).
3. In the window that displays, select the check boxes next to the options you want to override at this object's level. Any options NOT selected will inherit attributes from the parent level object (for example, the text properties for the balloon will automatically inherit text properties from the Slide level, if applied).
4. Click **OK** to save the selections at this level.

Understanding Various Stylesheet Styles

The following examples use the "Classic" stylesheet, so not all stylesheet options may be included.

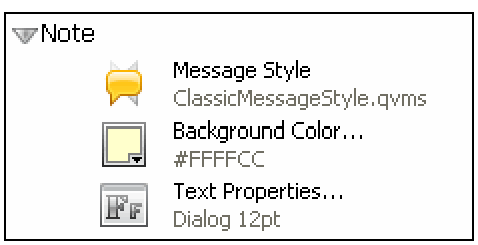
Stylesheet Styles (Classic Stylesheet)

- **Slide:** Used to set slide background color.



- **Balloon:** Used to set balloon message style, background color and text properties.

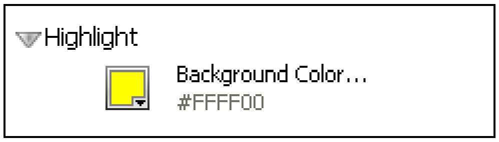
- **Note:** Used to set note message style, background color and text properties.



- **Text Box:** Used to set text properties (font, size, style, alignment, color) for text box.

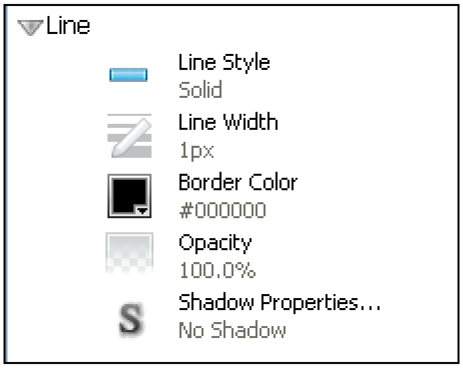
What's new...

- **Highlight (New Feature!):** Used to set the color used for the highlight tool.



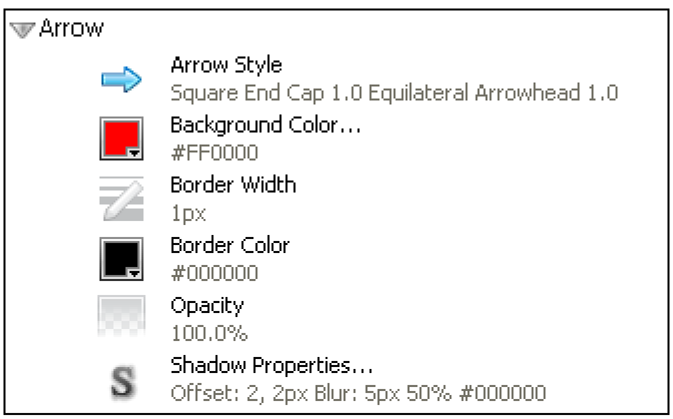
What's new...

- **Line (New Feature!):** Used to set Line tool properties (style, width, border color, opacity, shadow properties).



What's new...

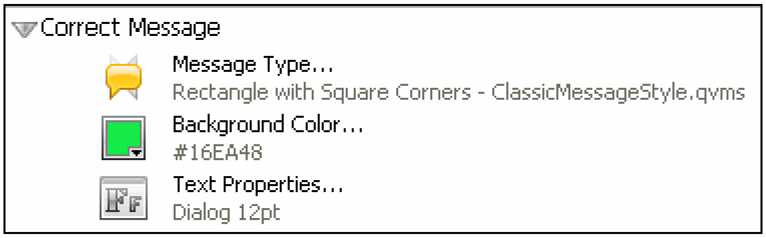
- **Arrow (New Feature!):** Used to set Arrow tool properties (style, background color, border width, border color, opacity, shadow properties).



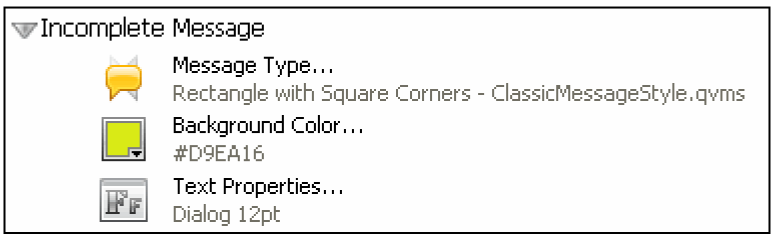
What's new...

- **Button (New Options Added!):** Used to set Button tool properties (style, text properties).

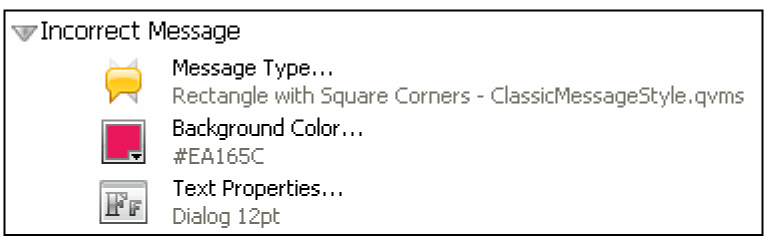
- **Correct Message:** Used to set correct message type, background color and text properties (font, size, style, alignment, color).



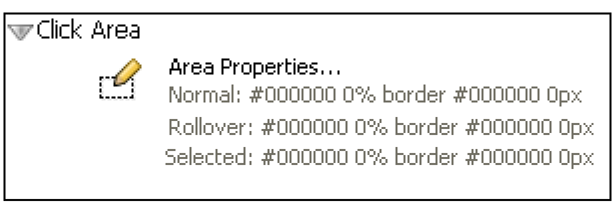
- **Incomplete Message:** Used to set incomplete message type, background color and text properties (font, size, style, alignment, color).



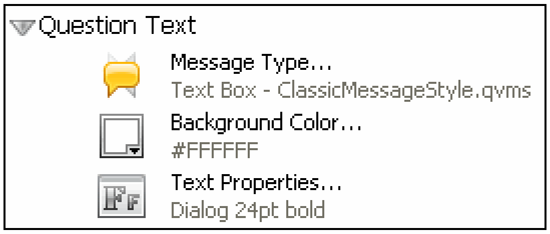
- **Incorrect Message:** Used to set incorrect message type, background color and text properties (font, size, style, alignment, color).



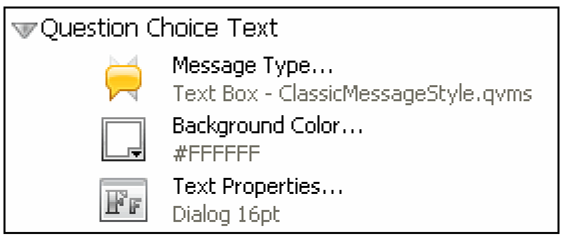
- **Click Area:** Used to set Click Area properties (for Normal, Rollover and Selected "states").



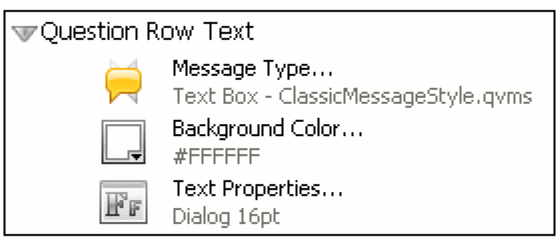
- **Question Text:** Used to set question text message type, background color and text properties (font, size, style, alignment, color).



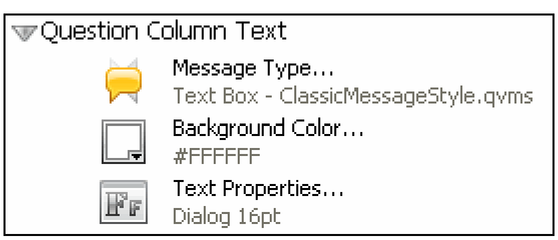
- **Question Choice Text:** Used to set question choice text message type, background color and text properties (font, size, style, alignment, color).



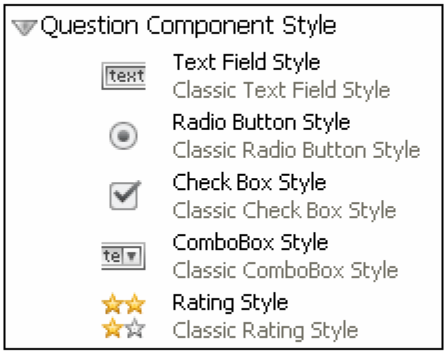
- **Question Row Text:** Used to set question row text message type, background color and text properties (font, size, style, alignment, color).



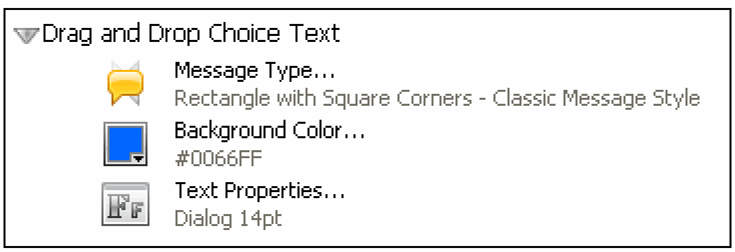
- **Question Column Text:** Used to set question column text message type, background color and text properties (font, size, style, alignment, color).



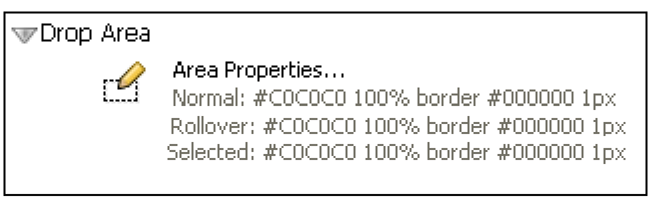
- **Question Component Style:** Used to set question slide "input" component styles for text fields, radio buttons, check boxes, comboboxes, and ratings from a library of component images.



- **Drag and Drop Choice Text**: Used to Drag and Drop Choice Text message type, background color and text properties (font, size, style, alignment, color) for Drag Choices.



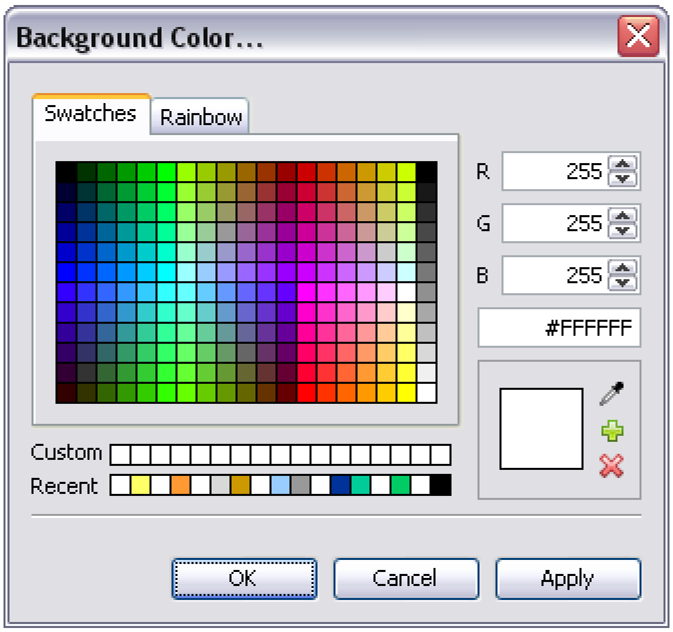
- **Drop Area**: Used to set Drop Area properties (for Normal, Rollover and Selected "states").



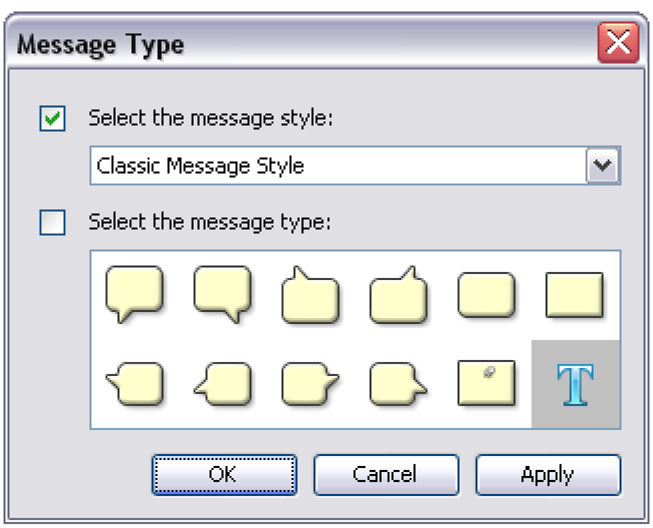
The Stylesheets Tab contains a "tab" at the top of its window area with the title of "Stylesheets" indicating what tab it is. A toolbar displays below the tab's title with buttons applicable to tools available in this tab.

Stylesheet – Common & Miscellaneous Elements
Each of the Stylesheet styles have various selections that you can choose to set up as default properties for various slide or slide element attributes. Following is a list of these elements:

Background Color
When available, you can select a background color to use as the fill color for the stylesheet style (such as slide, balloon, note, etc.). Please review the *Working with Colors* chapter for information on working with Background Color.

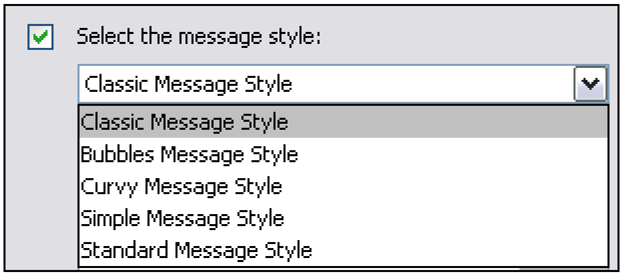


Message Type
This option is available when working with various text objects.

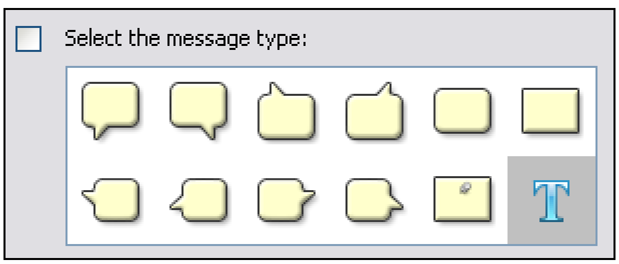


To select a Message Type:

1. Click the **Message Type**  icon.
2. By default the **Select the message style:** option is selected. Select a style from the list.



3. By default, the **Select the message type:** option is NOT selected. If you want to set a default style to be the baseline style for the message object, select this option. Then, choose a style from the list.

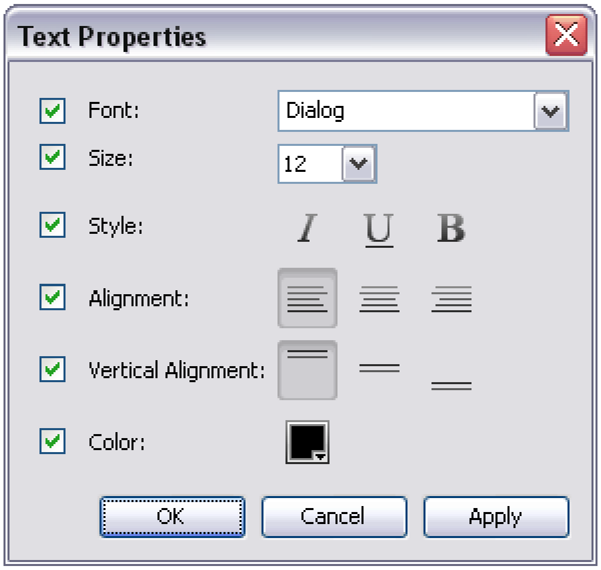


If the "Select the message type:" option is selected, this will be the baseline type used for this message object for the project. But, you can override this stylesheet option at any time while working with the message object during project editing by selecting a new message type.

4. Click **OK** to apply the selections.

Text Properties

These options are used when setting text attributes for different message objects (such as notes, balloons, choice text, etc.).



To set text properties:

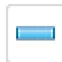
1. Click the **Text Properties**  button.
2. The *Text Properties* window displays. Make your selections (when available) as desired for:
    a. Font
    b. Size
    c. Style
    d. Alignment
    e. Vertical Alignment
    f. Color
3. Click **OK** to apply the selections.

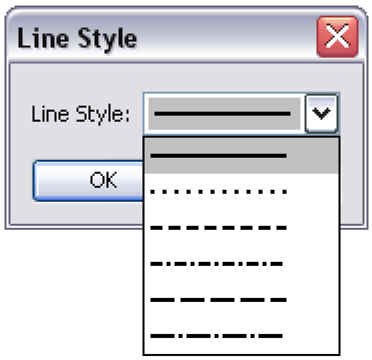
What's new...

Line Style (New Feature!)

This option is used to select a default style when creating lines.

To select a Line style:

1. Click the **Line Style**  button.
2. In the *Line Style* window, select a style from the list.



3. Click **OK** to set the style.

What's new...

Line Width (New Feature!)

This option is used to select a default width for lines.

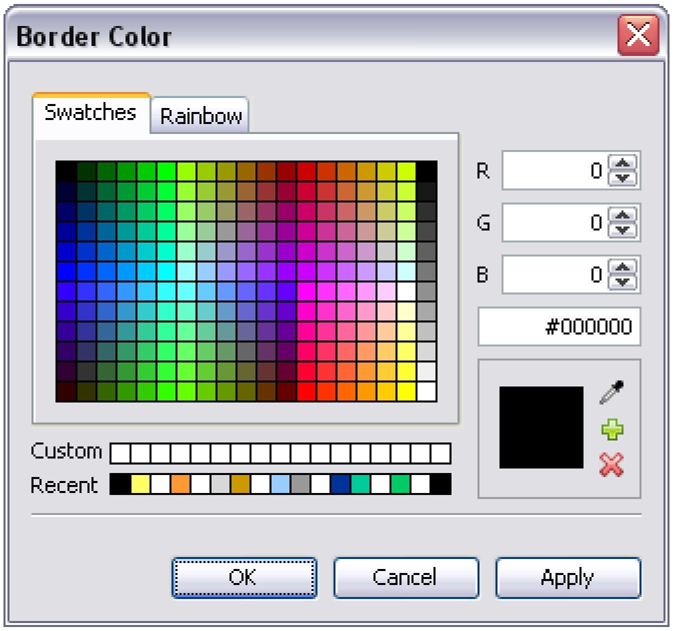
1. Click the **Line Width**  button.
2. In the *Line Width* window, set a number for the width.

3. Click **OK** to apply.

What's new...

Border Color (New Feature!)

When available, you can select a border color for the stylesheet style. Please review the *Working with Colors* chapter for information on working with Border Color.

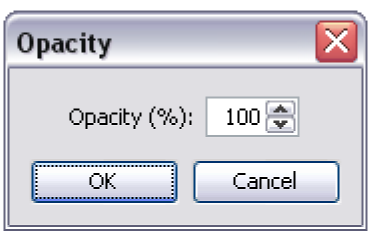


Opacity (New Feature!)

This option is used to determine the initial opacity (transparency) level of the slide object.

To set an Opacity level:

1. Click the **Opacity** button.
2. In the *Opacity* window, set a number for the opacity level.



3. Click **OK** to apply.

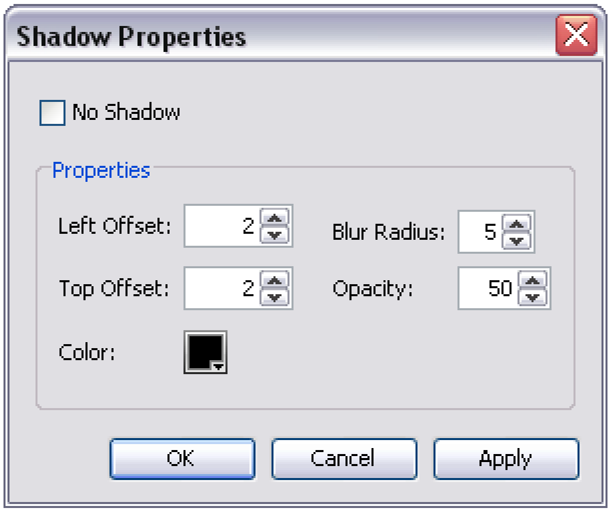
Shadow Properties (New Feature!)

Use this option to set the initial attributes for the Shadow tool

To set Shadow properties:

1. Click the **Shadow Properties**  button.

2. In the *Shadow Properties* window, make the following selections:



a. **No Shadow**: Select this option to disable the Shadow feature.

b. **Properties**: Set numbers for the Left Offset, Top Offset, Blur Radius, and Opacity levels for the Shadow.

c. **Color**: Click the color button to select and apply the color to use for the Shadow.

3. Click **OK** to apply.

What's new...

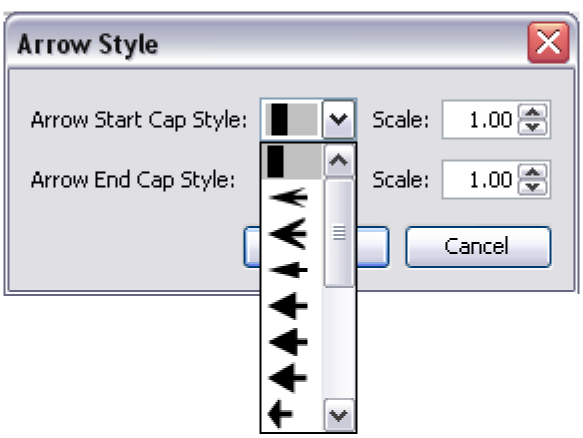
Arrow Style (New Feature!)

Used to set the default Start and End Cap attributes of an Arrow.

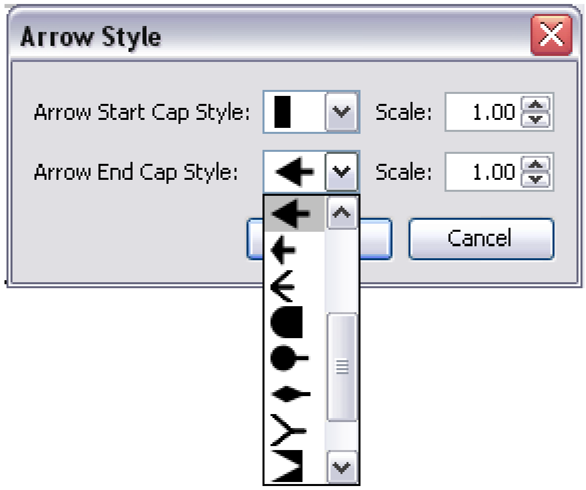
To set the Arrow styles:

1. Click the **Arrow Style**  button.
2. In the *Arrow Style* window:

a. Select an **Arrow Start Cap Style** from the list and set its **Scale** number.



b. Select an **Arrow End Cap Style** from the list and set its **Scale** number.



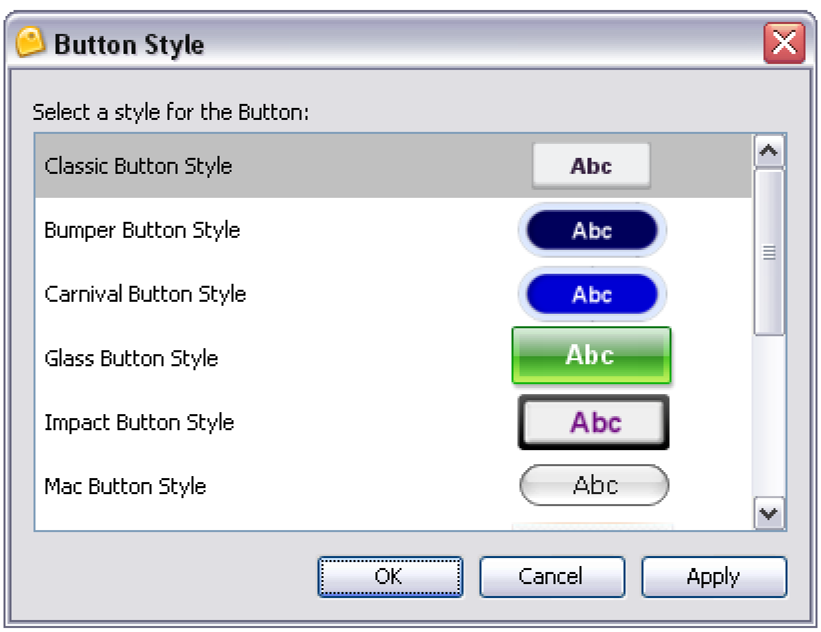
3. Click **OK** to save and apply the settings.

<u>Button Style</u>

Use this option to set the default Button style.

To select a Button style:

1. Click the **Button Style**  button.
2. Select a button style in the *Button Style* window.



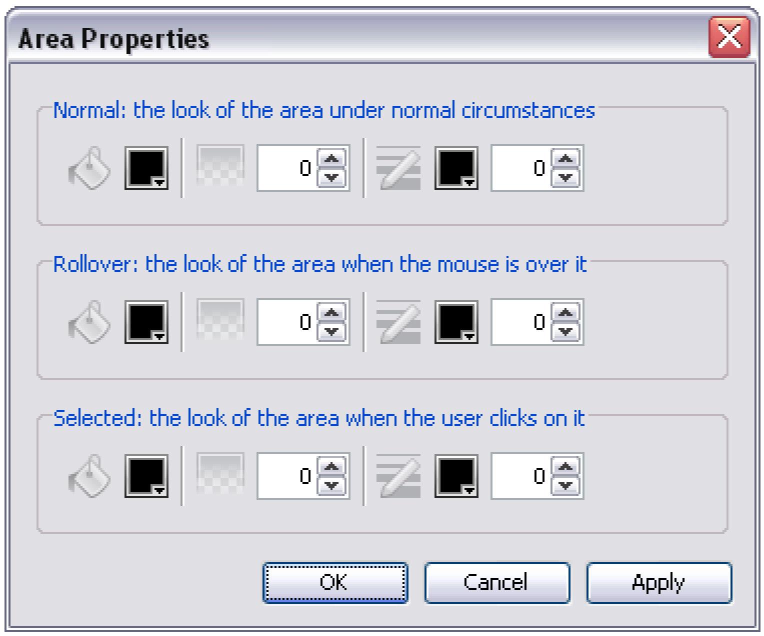
3. Click **OK** to save the selection.

Area Properties

This option is used to set the default properties for click areas (for Click Zones, Click Maps, etc.).

To set Area properties:

1. Click the **Area Properties**  button.
   - In the *Area Properties* window:

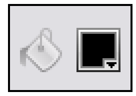


you have three “states” to set up for the fill (bucket) color / opacity and for the border (pencil) color / opacity:

- **Normal:** State when the mouse is NOT over the click area in the Viewlet.
- **Rollover:** State when the cursor moves on to the click area in the Viewlet.
- **Selected:** State hen the click area is “clicked”.

Use these instructions for selecting Background Color, Opacity, Border Color and Border Width:

a. Background Color:

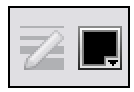
i. Click the **Background Color**  button.

ii. Select a color in the window that displays.

iii. Click **OK** to save it.

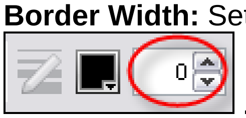
b. **Opacity:** Set the number value for the Opacity level  .

c. Border Color:

i. Click the **Border Color**  button.

ii. In the window that displays, select a color.

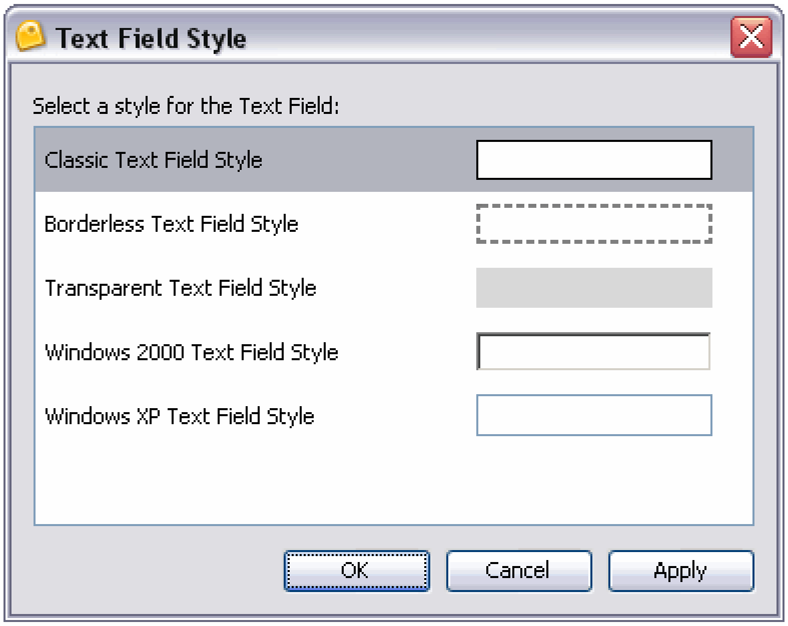
iii. Click **OK** to save it.

d. **Border Width:** Set the number to use for the border's width  .

2. Once all the selections are made in the *Area Properties* window, click **OK** to save the settings.

Text Field Style

Use this option to set the look of text input fields on question slides.



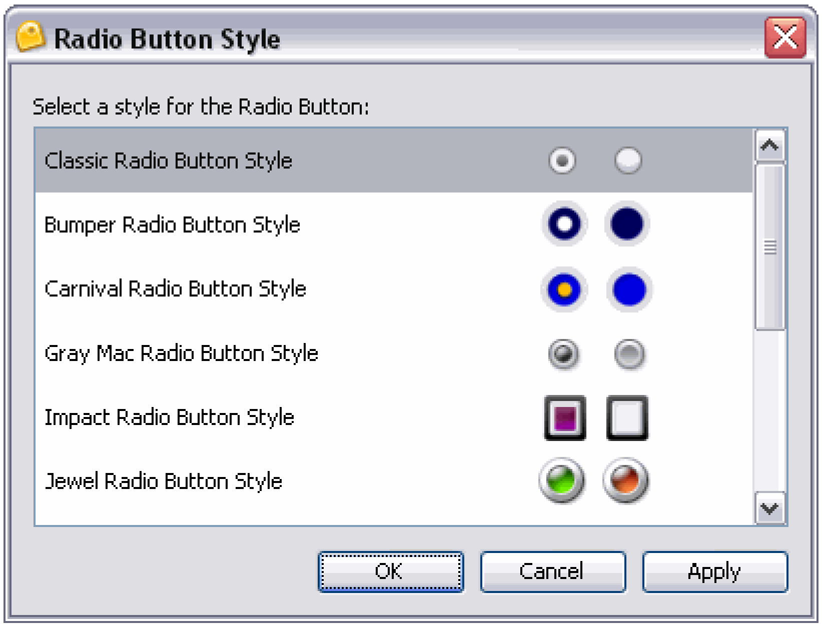
To set a Text Field style:

1. Click the **Text Field Style** 

 button.
2. In the *Text Field Style* window, select an option from the list.
3. Click **OK** to save the selection.

Radio Button Style

Set the look of radio buttons used with question slides.

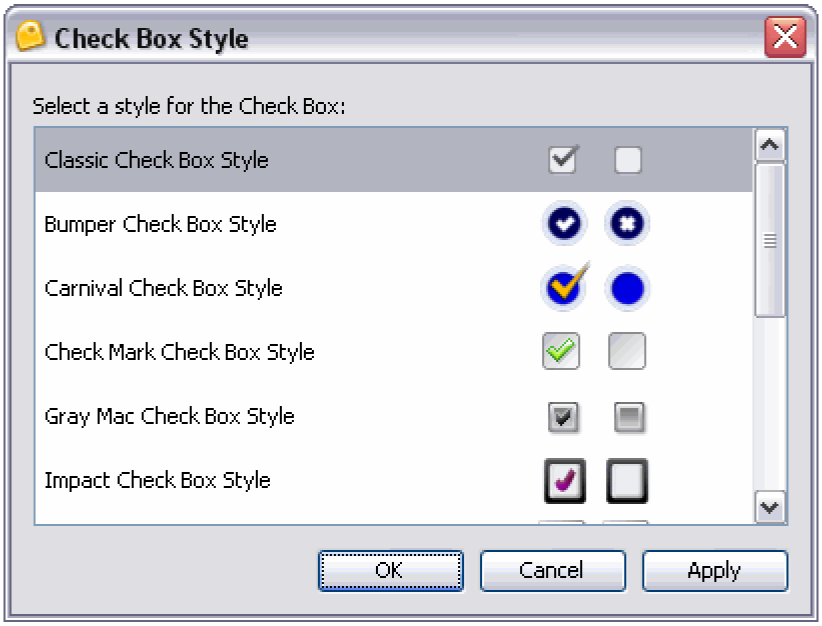


To set a Radio Button style:

1. Click the **Radio Button Style**  button.
2. In the *Radio Button Style* window, select an option from the list.
3. Click **OK** to save the selection.

Check Box Style

Set the look of check boxes used with question slides.

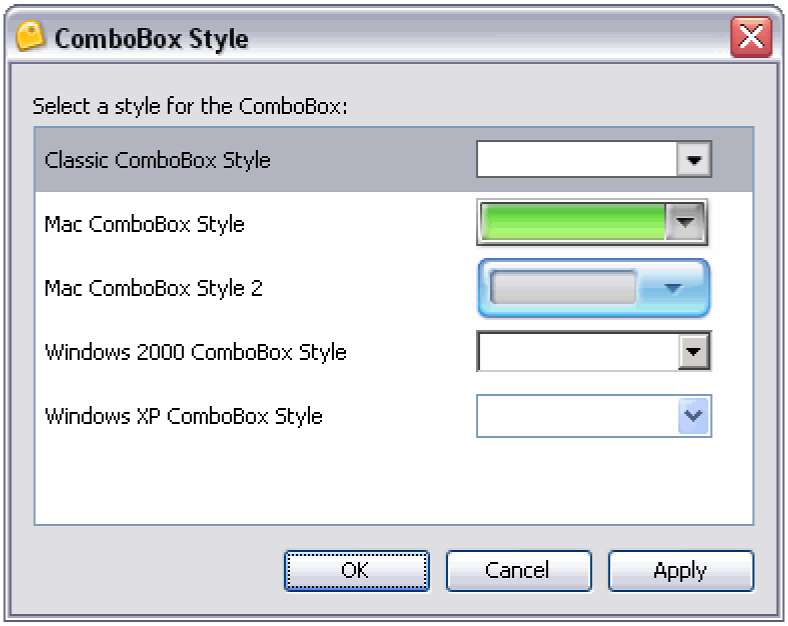


To set a Check Box style:

4. Click the **Check Box Style**  button.
5. In the *Check Box Style* window, select an option from the list.
6. Click **OK** to save the selection.

ComboBox Style

Set the look of ComboBox lists used with question slides.

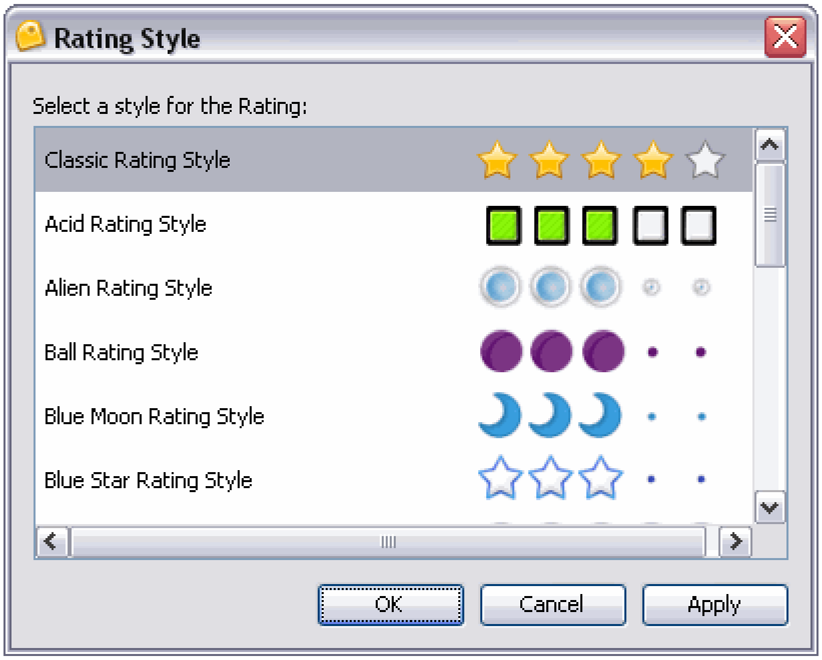


To set a ComboBox style:

7. Click the **ComboBox Style**  button.
8. In the *ComboBox Style* window, select an option from the list.
9. Click **OK** to save the selection.

Rating Style

Set the look of Rating Style lists used with survey question slides.



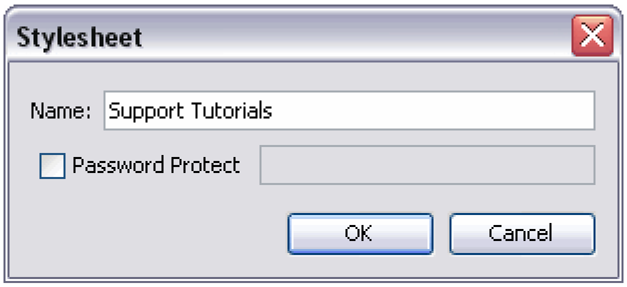
To set a Rating style:

10. Click the **Rating Style**  button.
11. In the *Rating Style* window, select an option from the list.
12. Click **OK** to save the selection.

Create your own custom Stylesheets to standardize different objects within new and existing Viewlet projects.

To create a new stylesheet:

- Select the Stylesheets Tab to make it the active tab.
- Click the **New Stylesheet**  button on the tab's toolbar.
- The *Stylesheet* window displays.

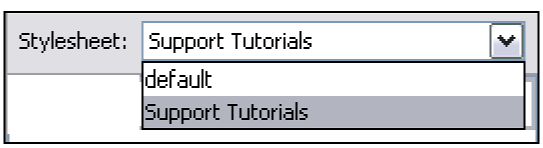


  - Enter a title for the new stylesheet in the *Name* field.
  - Select the **Password Protect** option and enter a password in the field provided.

- Click **OK**. The new stylesheet is added to the list of stylesheets.

To select a stylesheet from the list:

- Select the Stylesheet Tab to make it the active tab.
- Make a selection from the *Stylesheet* drop-down list.



To modify a Stylesheet:

- Select the Stylesheet Tab to make it the active tab.
- Make a selection from the *Stylesheet* list.
- Click the **Modify Stylesheet**  button on the tab's toolbar.
- The *Stylesheet* window displays. Make edits as needed and click **OK** to save.

To modify any of the styles in a stylesheet:

- Select the Stylesheet Tab to make it the active tab.
- Select the desired stylesheet from the list.
- Click the arrow button to the left of the object you want to modify.
- The arrow changes position and points down to reveal the object's "properties' that area available for editing.
- Click on the icon next to each of the "properties" listed below the selected stylesheet's object and follow the instructions in the window(s) that display to edit and save the changes.

To apply a stylesheet to the entire project:

- Select the desired stylesheet in the Stylesheet Tab.
- Click the **Apply Stylesheet to Project** button on the tab's toolbar.
- The *Apply Stylesheet to Project* window displays. Read the information and click **Yes** to apply the stylesheet to the project.

To apply a stylesheet's element to an object:

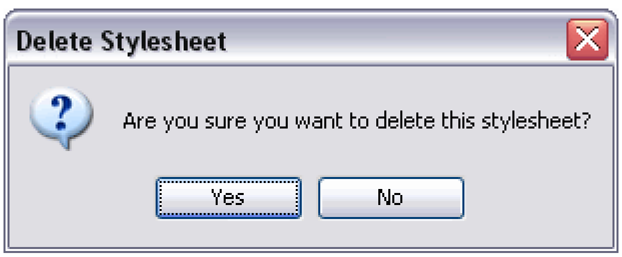
- Select the desired stylesheet in the Stylesheet Tab.
- Select the object to which you want to apply a stylesheet element.
- Select the stylesheet style you want to use to apply to a selected slide object by clicking the icon to the left of the element on the stylesheet.
- Click the **Apply Stylesheet to Selection** button. The selected object will immediately be updated, based on the stylesheet's settings.

To update a stylesheet's element based on a selection:

- Select the desired stylesheet in the Stylesheet Tab.
- Select the desired object you want to use when updating the stylesheet element.
- The applicable object on the stylesheet is automatically selected. Click the **Update Stylesheet with Selection** button and the stylesheet is automatically updated.

To remove a stylesheet from the list:

- Select the desired stylesheet in the Stylesheet Tab.
- Click the **Delete Stylesheet** button from the tab's toolbar.
- A *Delete Stylesheet* window displays. Read the information in the window and click **Yes** to confirm the deletion.



For more information on working with other Tabs options (such as expanding, minimizing, maximizing, moving, and closing the tab, etc.), see the chapter on *Workspace & Tabs*.

Browser Tab

The Browser Tab 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 locations, delete files or folders, and view statistics of your Viewlets published on ViewletCentral. This chapter highlights some of the features of the Browser Tab.

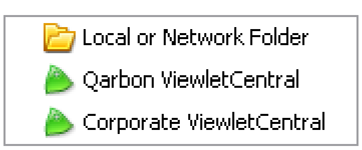
To display the Browser Tab:

- Select **View** > **Tabs** from the menu bar.
- Select **Browser** from the list.

The Browser Tab contains a "tab" at the top of its window area with the title of "Browser" indicating what tab it is. A toolbar displays below the tab's title with buttons applicable to tools available in this tab.

To add a new "publishing location" from the Browser Tab:

- Select the Browser Tab to make it the active tab.
- Click the **Add**  button.
- The publishing location options display. Select one from the list:



- In the additional windows that display, follow the instructions for creating the new publishing location. Please see the chapter on *Publishing a Viewlet* for more information on adding new and working with publishing locations.

Publishing locations can also be added during the publishing process.

To remove files or folders from the Browser Tab's list:

- Select the desired file or folder from the Browser Tab's list.
- Click the **Delete** button.
- A *Delete* window will display. Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

Pay careful attention to the information in the "Delete" window that displays after you click the "Delete" button. In some cases, the deletion will NOT delete the actual file or folder (if it is a shortcut). In other cases, the deletion WILL delete the actual file or folder from not only the "Browser Tab" but also from your system.

To navigate through files and folders in the Browser Tab's list:

- Select the desired file or folder to highlight it.
- Click the **Up One Level** button to move up to the next level in the list.
- If a folder is selected and it contains a plus symbol to the left of it, click this plus symbol to expand the list of files and additional folders contained in the folder.
- If a folder contains a minus symbol to the left of it, click this minus symbol to collapse the files and folders contained in the folder.
- Click on a desired file or folder at any time to quickly navigate through the list.

To refresh a selected folder in the Browser Tab:

- Select the desired folder in the Browser Tab list.
- Click the **Refresh the current folder** button to refresh the list of files and folder contained in the selected folder.

Tip

The document "check in / out" and "undo document check out" buttons on the Browser Tab's button toolbar are only available when working with the "Self Hosted" version of ViewletCentral. Contact sales@qarbon.com for more information.

To change how files and folders are displayed in the Browser Tab:

- Select the Browser Tab to make it the active tab.
- Click the **Views** button on the toolbar.
- The available view selections display. Select the:

  Icon View
  ● Details View
  Thumbnail View

  - **Icon View**: Displays an icon next to the file and folder in the lower portion of the Browser Tab.
  - **Details View**: Displays the file or folder name, type, number of slides, last modification date and file size.

For more information on working with other Tabs options (such as expanding, minimizing, maximizing, moving, and clost the tab, etc.), see the chapter on *Workspace & Tabs*.

Timeline Tab

New features have been added to the Timeline!

The Timeline Tab displays, by default, below the Slide Editing area at the bottom of the program window. The Timeline allows you to manage the start and duration times of all elements on each slide in your project. In addition to working with objects directly on a slide, the Timeline provides more enhancement options for your project as you hide, view, modify, group, sort and lock / unlock layers in the Timeline. But, that's not all. Using the Timeline's playhead tool you can scrub the Timeline to view your project's animations. You can also preview your project as it plays back, noting where actions occur along the Timeline, allowing you to "tweak" any part of the project exactly where it needs it.

What's new...

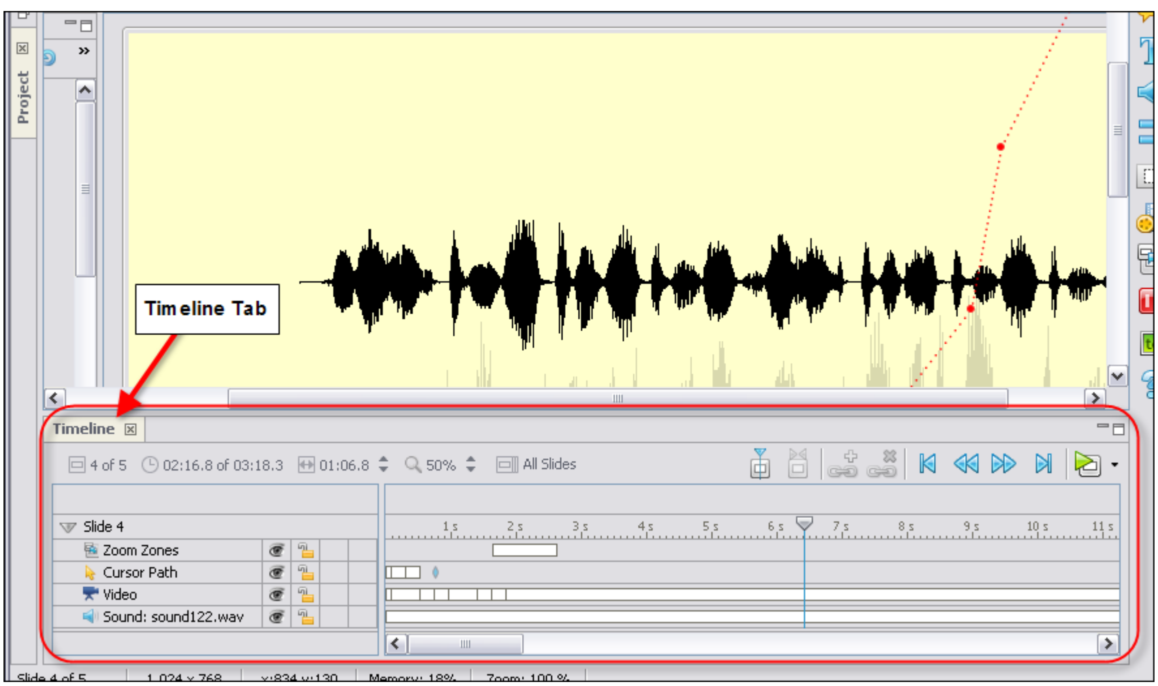
The Timeline now offers some new features including a:

- **Split Slide button that allows you to split slides**
- **New Sound Layer feature, which allows you to add multiple sound tracks across one or more slides**

This chapter highlights the main features while working in the Timeline Tab. For more information on how ViewletBuilder7 Enterprise handles other timing aspects of a project's elements, please see the *Object Timing* chapter.

To display the Timeline Tab:

- Select **View** > **Tabs** from the menu bar.
- Select **Timeline** from the list.

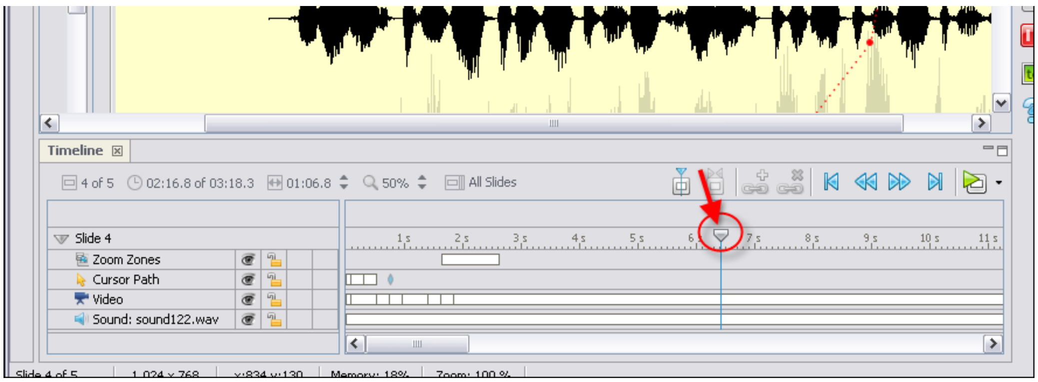


Time Select Mode (New Feature!)

Use “Time Select Mode” to add/edit project elements at any frame or time interval along the Timeline. Then, while in Time Select Mode, scrub the Timeline by dragging the playhead to preview animation results.

To switch to Time Select Mode while working with the Timeline:

- Click on the desired time interval (frame) along the Timeline to display the Playhead.



Once the Playhead is displayed, you can:

- Move it to any desired frame to insert a slide object at that interval, or
- Drag the Playhead to play back your project while you “scrub the Timeline”

The Timeline Tab contains the following elements:

Layers

The left side of the Timeline displays all the objects on the slide. Each object exists in a layer. These layers are “stacked” with “higher object layers” overlapping objects in lower layers. You can hide / unhide layers without deleting them from the project. You can lock layers to prevent them from being editing. You can also change the starting / ending points of objects as they display along the Timeline as well as their entire duration. You can work on single or multiple layers and group layers into one as needed.

To expand / collapse layers:

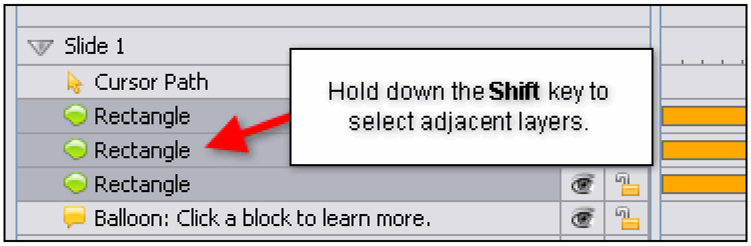
- Select the Timeline Tab.
- On the left side of the Timeline, click the right arrow next to the slide title.
- The arrow now points down indicating the layers are now expanded.
- To collapse the layers, click the down arrow again.

To select a single layer:

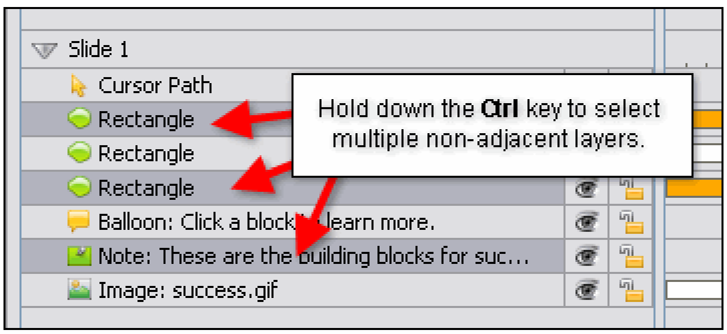
- Select the Timeline Tab.
- Expand the list of layers, if needed.
- Click on the desired layer to select it.

To select multiple layers:

- For adjacent layers:
  - Click on the first layer to highlight it.
  - Hold down the **Shift** key.
  - Click on the last layer in the series of adjacent layers. This will select the first and last layers as well as all the layers in between them.



- For non-adjacent layers:
  - Click on a layer to highlight it.
  - Hold down the **Ctrl** key while clicking on other layers to select them.



Select multiple layers to temporarily group them to speed up various authoring tasks that can be applied to all of the selected layers at the same time.

Arrange Layers via Drag and Drop Action

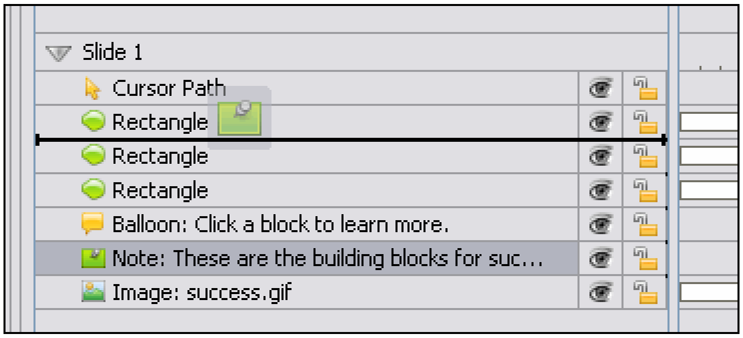
ViewletBuilder7 Enterprise allows you to arrange one or more layers via a select and then drag and drop action.

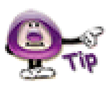
To drag (rearrange) a single layer up or down the stack in the Timeline:

- Single click on the layer to select it.

- Once the layer is highlighted, single click it again and hold down the left mouse button.

- While holding down the left mouse button, drag the layer up or down in the stack. While dragging the layer, its icon will display.
- Let go of the left mouse button to drop it into its new location in the stack.

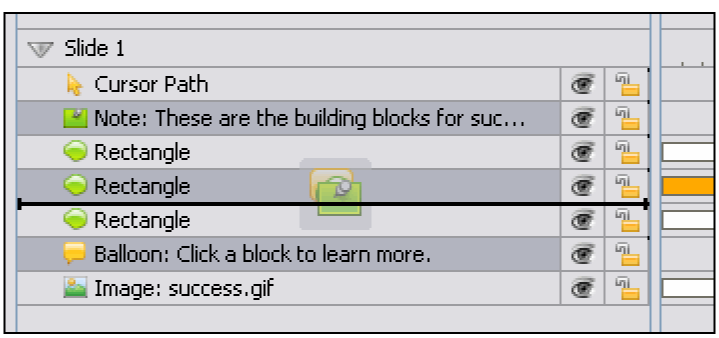




While dragging a single layer, its icon is displayed until you drop the layer into its new location in the stack.

To drag (rearrange) multiple layers up or down the stack in the Timeline:

- Click on the desired layers while using the **Shift** or the **Ctrl** key to select multiple adjacent or nonadjacent layers to highlight them.
- Once the layers are highlighted, single click on them again and hold down the left mouse button.
- While holding down the left mouse button, drag the multiple layers up or down in the stack. While dragging the layers, their icons will display.
- Let go of the left mouse button to drop the multiple layers into their new location in the stack.



While dragging multiple layers, their icons will displayed “stacked” until you drop the layers into their new location in the stack.

To hide / unhide a layer:

- To hide a layer, click the **Visible**  button to hide the layer. This changes the "open eye" to a "closed eye" indicating the layer is hidden.

- To unhide a layer, click the **Hidden**  button to display the layer. This changes the "closed eye" to an "open eye" indicating the layer is visible.

To lock / unlock a layer:

- To lock a layer, click the **Unlocked**  button to lock the layer. This changes the "open padlock" to a "closed padlock" indicating the layer is locked.

- To unlock a layer, click the **Locked**  button to unlock the layer. This changes the "closed padlock" to an "open padlock" indicating the layer is unlocked.

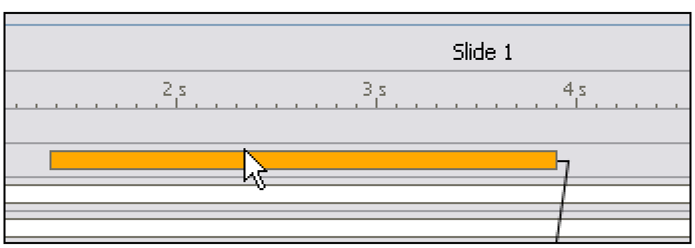
To prevent a layer from being edited, click the open padlock to close it to lock the layer.

To move an object to a new frame in the Timeline while working in its layer:

- Point your cursor over the object's rectangle (which indicates its position and duration along the frame in the Timeline).

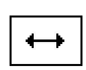
- Hold down your left mouse button to select the object's rectangle and drag.

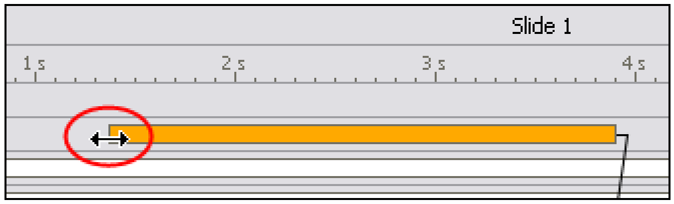
- Let go of the left mouse button to drop the object into its new location in the Timeline.



To increase or decrease an object's duration in the Timeline while working in its layer:

- Point your cursor over the left or right edge of the object's rectangle.

- When the cursor changes to a double arrow  hold down the left mouse button and drag to change the size (duration) of the rectangle.



- Once the rectangle indicates the desired duration (by its new size) on the Timeline, let go of the left mouse button.

- If a *Timing Rule* window displays, read the information and click **OK** to complete the operation.

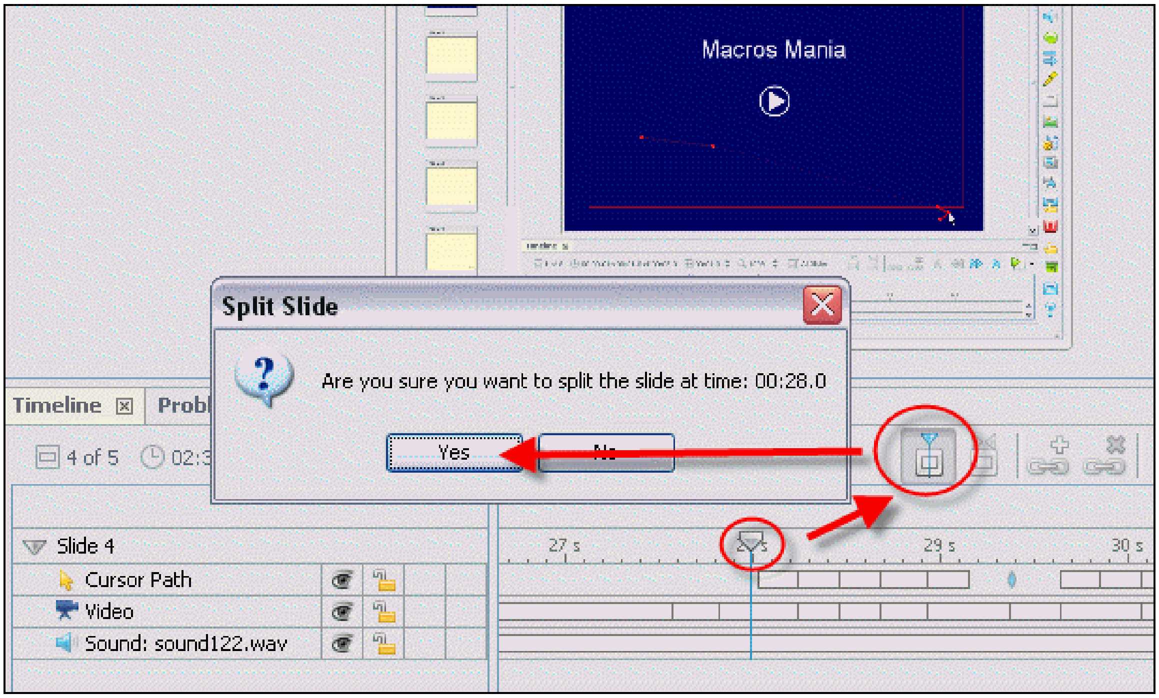
To delete a layer:
- Click on the layer to select it.
- Press the **Delete** key on the keyboard, or **right click** and select **Delete** from the shortcut menu.

If you accidentally delete a layer, try pressing "Ctrl + Z" to undo the action (if it was your last action) to restore the layer.

What's new...

Splitting Slides (New Feature!)

There may be times when you have a slide that you need to break a part into two slides. This is easily done with the "Split Slide" feature. Most commonly used to split video slides, this feature is also available for non-video slides too. Here's some information to get you started using this feature:

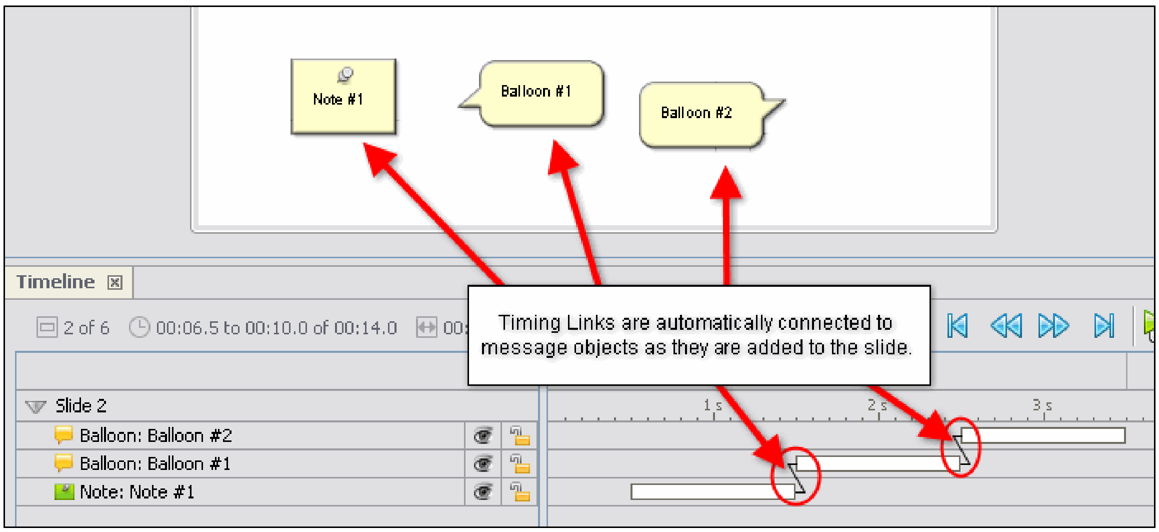


1. Select the slide you want to split.
2. Click on an interval (tick mark) along the Timeline (for that slide) where you want to "split" the slide.
3. If prompted, click "Yes" to complete the split operation.
4. Repeat the steps above as needed for each split.

Timing Links

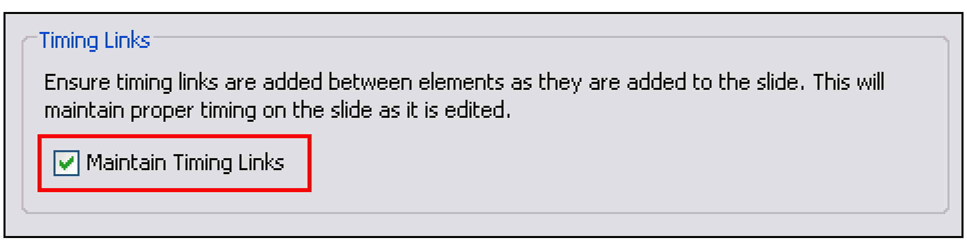
Timing Links are links that connect two or more objects in the Timeline. The benefit of this feature is that as you edit an object's timing in the Timeline, the linked objects update accordingly.

Timing Links are no longer automatically added to notes, balloons and cursors as they were in previous software versions. To enable Timing Links, go to Project Properties > Timing and select the "Maintain Timing Links" option.



To automatically update Timing Links:

- Open a Viewlet project.
- Select **Project** > **Project Properties** from the menu bar.
- The *Project Properties* window displays. Select **Timing** from the list (on the left side of the window).
- In the *Timing Links* area, select the **Maintain Timing Links** option.



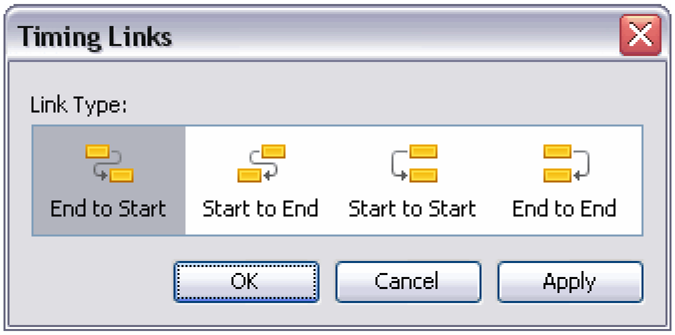
To add a Timing Link to two objects in the Timeline:

- Select the first object in the Timeline.
- Hold down the **Ctrl** key and click to select the second object in the Timeline.

The order in which the objects are selected is the order in which the Timing Links will be added to the objects.

- Click the **Add Timing Links**  button on the Timeline's toolbar.

- The *Timing Links* window displays. Select a *Link Type* from the list:



  - **End to Start:** Links end of first object to front of second object.
  - **Start to End:** Links front of first object to end of second object.
  - **Start to Start:** Links front of first object to front of second object.
  - **End to End:** Links end of first object to end of second object.

To remove a Timing Link:

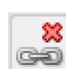
- Select an object on the Timeline.

- Hold down the **Ctrl** key to when clicking to select the second object that shares a Timing Link with the first selected object.

- Click the **Remove Timing Links**  button.

To remove all Timing Links on a slide at the same time:

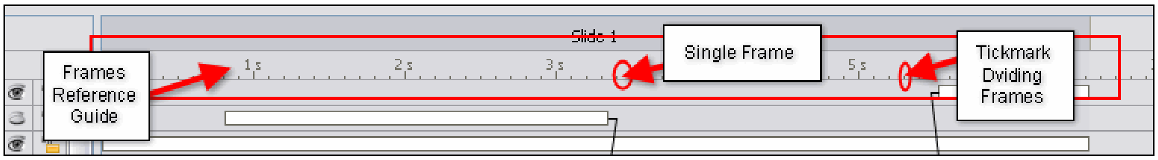
- Select all of the objects on the slide.

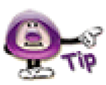
- Click the **Remove Timing Links**  button.

There may be times when you will be prompted to change an object to "Manual Timing" to allow a Timing Link to be added. And, there are some objects, such as an object on the main Timeline and an object inside a Question Slide or Interactive Zone, which cannot be connected by Timing Links.

Frames

The Timeline Tab contains a "guide bar" known as a **Frames Reference Guide**. Along this guide bar, there are small "sections" known as **frames** Each frame is divided by tickmarks into 1/10 of second intervals. The main sections of the Timeline are divided into 1 second intervals. Use this guide bar to position objects in the Timeline to determine when each will display and for how long when the project is played back.





On non-Video slides, the Background Layer contains special "key frames" where a background frame is "painted" over the entire slide. This, in combination with the Background Layer's "non-key frames" (which paint over a smaller, specific area on top of the key frame), can produce some dynamic and "attention-getting" effects. If you are interested in learning more about this topic, "key frames" are covered in more detail in the "Background Frames" chapter.

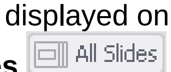
To select a frame on the Timeline:

- Click on the desired frame to select it. All objects that display in that frame in the Timeline will display on the slide.

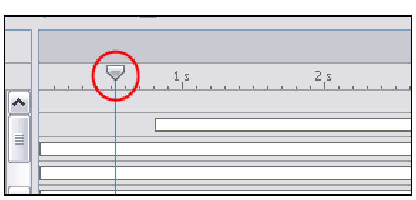
There is a phrase called "scrubbing the Timeline" that translates to dragging the playhead along the frames in the Timeline to preview actions that occur in the project. This is a useful "trick" to know if you want to manually preview specific sections of the project in the Timeline for intricate "tweaking".

To "scrub the Timeline" along specific frames within a single slide:

- If the **Current Slide** 

button is displayed on the Timeline Tab's toolbar, click it so that it changes to **All Slides** 

. This will change the Timeline view from "All Slides" to "Current Slide".
- Click on the frame where you want to begin.
- Hold down your left mouse button over the playhead and drag it along the frames and watch the actions as you move it along the Timeline.



To "scrub the Timeline" along specific frames across multiple slides:

- If the **All Slides** 

button is displayed on the Timeline Tab's toolbar, click it so that it changes to **Current Slide** 

. This will change the Timeline view from "Current Slide" to "All Slides".
- Click on the frame where you want to begin.
- Hold down your left mouse button over the playhead and drag it along the frames and watch the actions as you move it along the Timeline.

Miscellaneous Timeline Features and Tools

The Timeline Tab contains some status information and tools right above the Frames Reference Guide, which are useful when working in the Timeline. These include:

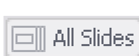
- **Slide Numbers:** Indicates current slide and number of slides in the project.

- **Clock Feature:** Indicates the duration of current slide in relation to overall project duration.

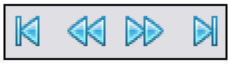
- **Slide Duration of Current Slide:** Indicates the full playtime for the current slide displayed in the Timeline, which can be increased / decreased by clicking the up / down arrows.

- **Zoom:** Signifies the current zoom of the Timeline. Use the up / down arrows to increase / decrease the zoom level of the Timeline.

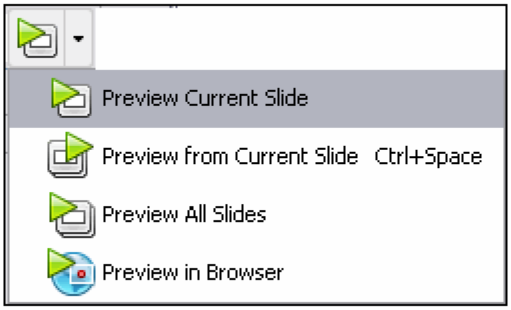
- **Views:** There are two different views that can be used while working in the Timeline: All Slides or Current Slide. When the **All Slides** button displays, the Timeline view is "current slide". When the **Current Slide** button displays, the view is "all slides". Click this button to toggle between these views.



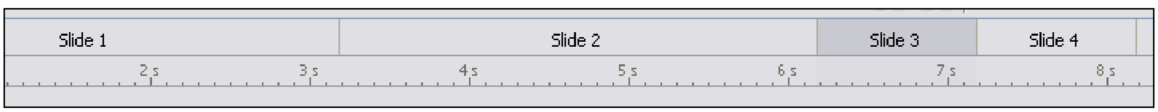
- **Player Buttons:** The “VCR style” buttons are used to navigate to the first slide, previous slide, next slide and last slide of the project.



- **Preview Menu:** Use this list to select from one of four project preview options.



- **Slide Titles:** Along the top of the Frames Reference Guide are boxes containing the titles for each of the slides in the project. By default, the titles are the slide number. By dragging the edge of the “title box” you can increase / decrease the duration of the slide in the Timeline.



For more information on working with other Tabs options (such as expanding, minimizing, maximizing, moving, and closing the tab, etc.), see the chapter on *Workspace & Tabs*.

Object Timing

Understanding how ViewletBuilder7 Enterprise handles the “timing aspects” of objects is essential to being able to effectively work in the Timeline or while setting the timing of objects through the use of dialog windows. There are two important “timing topics” that each Viewlet Author should review before creating any project: **Timing Commands** and **Timing Rules**.

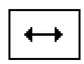
Timing Commands

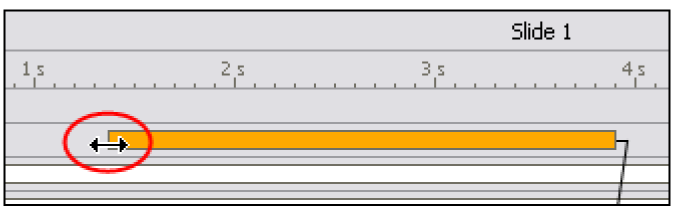
Timing commands can be applied to a single or multiple objects on a slide. An object’s timing will determine when it will display on a slide (or on the Timeline), how long it will remain displayed on a slide (or on the Timeline) and, if multiple objects display on the same slide, what timing command elements they may have in common.

An object’s timing can be adjusted in two places, in its *Properties* window and while working directly in the Timeline.

To adjust a message object’s timing in the Timeline:

- Point your cursor over the left or right edge of the object’s rectangle in the Timeline.

- When the cursor changes to a double arrow  hold down the left mouse button and drag to change the size (duration) of the rectangle.



- Once the rectangle indicates the desired duration (by its new size) on the Timeline, let go of the left mouse button.

- If a *Timing Rule* window displays, read the information and click **OK** to complete the operation.

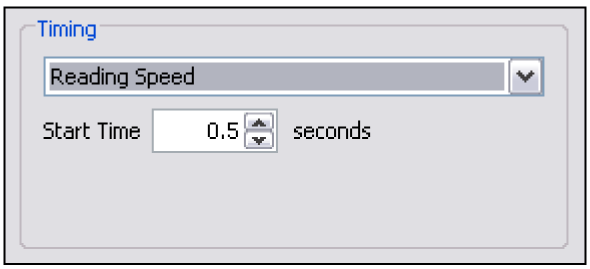
To change an object's timing using the object's *Properties* window:

- Click the desired object (from either the slide or in the Timeline) to select it.

- Click the object's *Properties*  button from the Context Sensitive Toolbar.

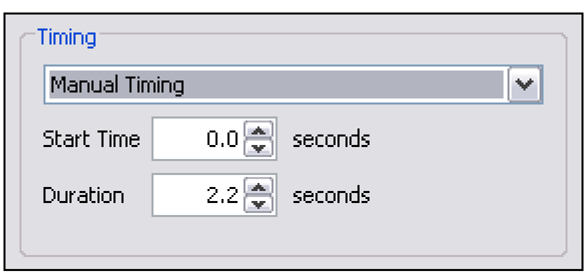
- The object's *Properties* window displays. In the *Timing* area, there are options for setting the object's timing (there's an additional selection for message objects). These include:

  - **Reading Speed:** Used (by default) for notes, balloons, and text boxes to display the message object from its set *Start Time* until the automatically calculated reading speed is reached.

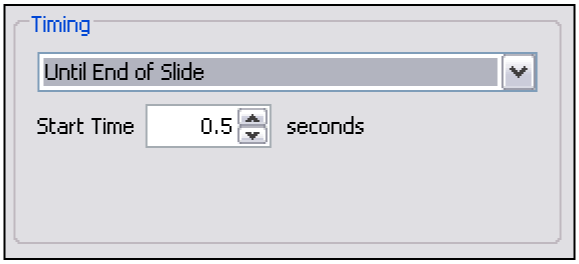


To set the default "Reading Speed" for ViewletBuilder7 Enterprise, select "Project > Project Properties" from the menu bar. In the "Project Properties" window that displays, select "Timing" from the list (left side of window). In the "Reading Speed" area, enter a number for the "words per minute" or "characters pr minute" reading speed. This value will be used when the program automatically calculates a message object's reading speed based on the amount of text it contains.

  - **Manual Timing:** Used to manually set the *Start Time* and *Duration* (in seconds) for the object.



- **Until End of Slide:** Used to display the object from its set *Start Time* (in seconds) until the end of the slide's "play" time.



- Select a *Timing* option for the object from the list.
- Enter a number for the *Start Time* (in seconds). This will be the amount of time the object will be delayed before displaying on the slide.
- For **Manual Timing**, enter a number for the *Duration*. This is the amount of time the object will display.
- Click **OK** to apply the timing settings and to close the object's *Properties* window.

To synchronize timing for multiple objects on a slide:

- Select the objects you want to synchronize the time of by clicking on each one while simultaneously holding down the **Ctrl** key.

Be careful when selecting multiple objects for timing synchronization. The first object selected will be used as the "key object" from which the other times are calculated.

- The Synchronization Context Sensitive Toolbar displays. Click one of the buttons to synchronize the selected objects timing:

 **Same Start Time:** Set the same start time for selected objects.

 **Same End Time:** Sets the same end time for selected objects.

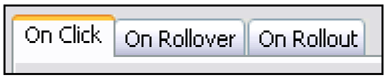
 **Same Start and End Time:** Sets the same start and end time for all objects based on the key object.

 **Display Until Last End Time:** Sets the end time for all objects to object's whose end time is the last on the slide (of those selected).

 **Sequence Times:** Sets the objects to display sequentially based on the selection order.

To adjust timing for a "Display Object" action:

- Select the desired object (note, balloon, text box, shape, image, etc.).
- Click the **Events**  button on the Context Sensitive Toolbar.
- The object's *Events* widow displays. Select one of the three tabs:



  - **On Click:** Set actions to occur when user clicks the object.
  - **On Rollover:** Set actions to occur when user rolls mouse over object.
  - **On Rollout:** Set actions to occur when user rolls mouse off object.

- Click the **Add**  button.
- The *Action* window displays. Select **Display Object** from the *Action Type* list.
- Select an object from the **Select an object on the slide to display** list.
- In the *Duration* area, select a timing command.
- Click **OK** to close the *Action* window.
- Click **OK** to close the object's *Events* window.

Timing Rules

Each object has a Timing Rule associated with it. Timing Rules automatically control how the timing for that object associated with it is calculated. Timing Rules differ from "timing synchronization commands" in that synchronization commands make a one-time adjustment where as Timing Rules are applied globally.

To understand Timing Rules better, let's take a 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 or characters in a message object and the reading speed set in the *Project Properties* window. This rule is automatically and globally applied to all message objects, so that each note, balloon and text box displays only as long as calculated reading speed allows.

To help standardize object timing, there are several Timing Rules available (each described in the previous "Timing Commands" section of this chapter):

- **Manual:** An object's timing is calculated manually, meaning the user has full control over the start time and duration.

- **Reading Speed:** Applies to message objects (notes, balloons, text boxes), the duration is calculated based on the reading speed set in the *Project Properties* window and the number of words or characters in the message object. The start time for the message object is adjustable without affecting this rule.

- **Until End of Slide:** An object displays from a user-defined start time until the end of the slide. The start time is adjustable without affecting this rule.

- **Display Object Action:** Used for objects displayed due to an event which triggers the "Display Object" action. You can use any "available" Timing Rule for the object that is to be displayed.

Tip

Each time you attempt to change an object's timing, a "Timing Rule Change" window will display if you are "breaking the rules" for the Timing Rule currently associated with the object. Read the information in the window carefully before proceeding.

What's new...

Video Slide Editing

Video slides are a new feature!

When you create a Screen Capture Project or insert new screenshots into an existing project and use Video Capture Mode, your captures will be converted to a "Video Slide". When viewed from the Timeline, the Video Slide, like traditional non-Video slides, is made up of layers that, in turn, are the elements that (combined) make up the entire Video Slide.

When the Video Slide thumbnail is selected, the Video Slide displays in the Slide Editing area. Like other slides, you can add slide elements to the Video Slide such as balloons, notes, highlights, etc. directly while working on the slide. And, like other slides, you determine where the slide objects will display (and for how long) by working with the Timeline.

So, for the most part, editing a Video Slide is the same as any other slide. However, there are some exceptions to the rule while working with the Timeline. Let's take a look at these exceptions.

When a new Video Slide is created, it is made up of layers, which might include (at a minimum):

- Cursor Path
- Video
- Sound Layer

Cursor Path Layer (Video Slide)
Along the Timeline, the Cursor Path is synched with the Video layer. For this reason, you will NOT be able to edit all of the elements that make up the cursor animation. You can, however:

- Change the cursor's style
- Add a Shadow to cursors
- Change the cursor path from straight to curved and visa versa
- Lock points along the cursor layer
- Move the position of the cursors on the slide at any interval (selected frame) along the Timeline
- Drag the position of any transitional cursor (indicated by blue circle) along the cursor path
- Remove the cursor path entirely
- Hide / display the layer
- Lock the layer to prevent it from being edited

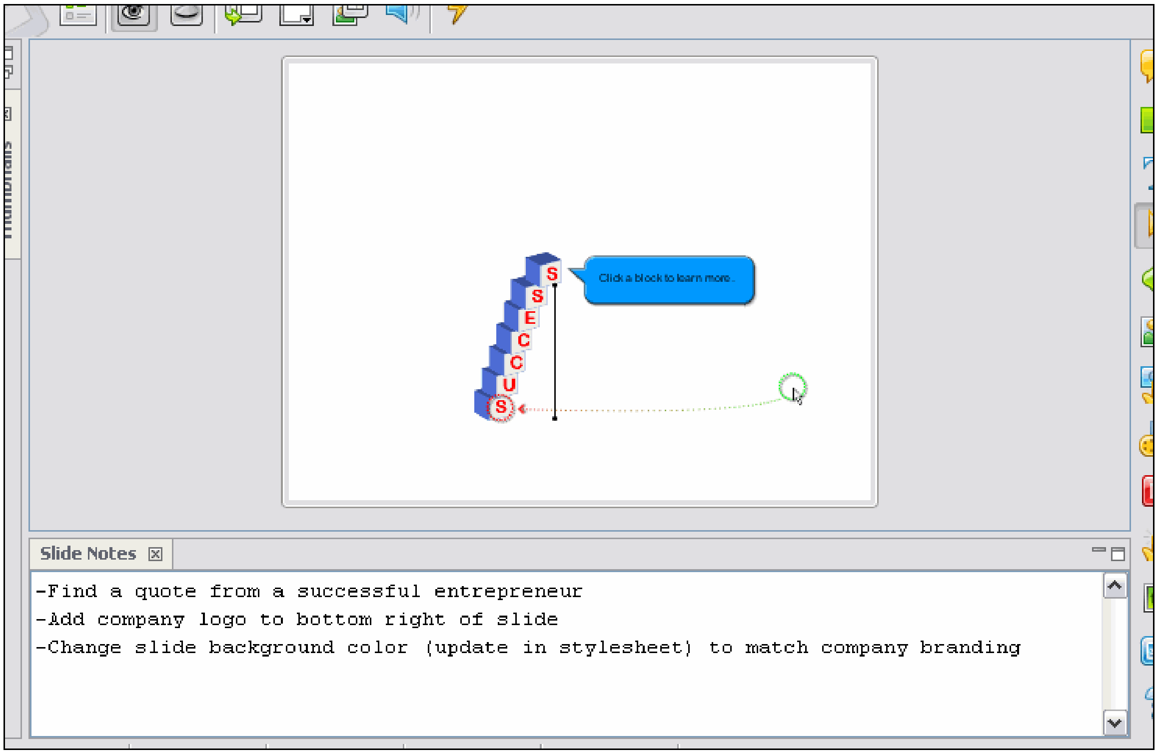
You will not be able to:
- Add new cursors
- Move the position of the cursors along the Timeline
- Change the duration of the cursors along the Timeline
- Add more points along the cursor path
- Edit (add/remove) cursor click sounds

Video Layer (Video Slide)
Along the Timeline, the Video Layer is synched with the Cursor Path layer, if cursor animation was captured during the recording session. Therefore, you will not be able to edit the “background frames” (images) that occur along the Timeline on the Video layer. Nor will you be able to “move” the position of frames along the Video Layer. You can, however, add various slide elements (such as notes, balloons, etc.) at various frames along the Timeline on the Video Slide and hide and lock the layer as needed. You can also split and/or merge video slides using the applicable buttons on the Timeline.

Sound Layer (Video Slide)
A Sound Layer is created if sound was enabled during Video Capture Mode and added to the project’s Video Slide. Initially, this layer is in synch with the Video Layer, but the sound layer can be edited. For example, you can change where the sound will start playing along the Timeline on the Video Slide by moving it. You can also insert recorded or imported sound clips as additional layers to a Video Slide. If you have multiple Sound layers, any sections that overlap (with the various Sound layers) will result in multiple Sounds playing back (at the overlapping frames) at the same time. And, of course, the Sound layer may also be hidden or locked as needed.

Slide Notes Tab

The Slide Notes tab displays, by default, below the Slide Editing area. In this tab, you can add presenter notes, which can be printed out for you and your audience. The Slide Notes tab can also be used as a collaboration tool by adding editing notes (not part of the actual slide) when working with a team of authors on the same project. These notes can be displayed or hidden inside ViewletBuilder7 Enterprise (and printed) as needed.



To display the Slide Notes Tab:

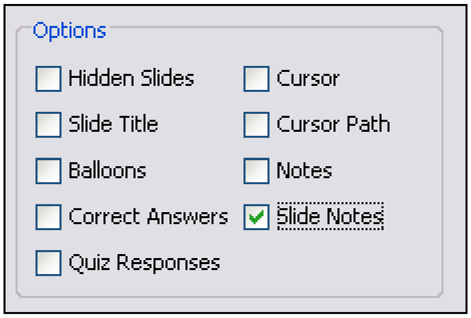
- Select **View** > **Tabs** from the menu bar.
- Select **Slide Notes** from the list.

To add text in the Slide Notes Tab:

- Select the desired slide so that it displays in the Slide Editing area.
- Select the Slide Notes Tab to make it the active tab.
- Click inside the Slide Notes field and type text as needed.

To print Slide Notes with your slides:

- Select **File** > **Page Layout** from the menu bar.
- The *Page Layout* window displays. In the *Options* area, select the **Slide Notes** option.

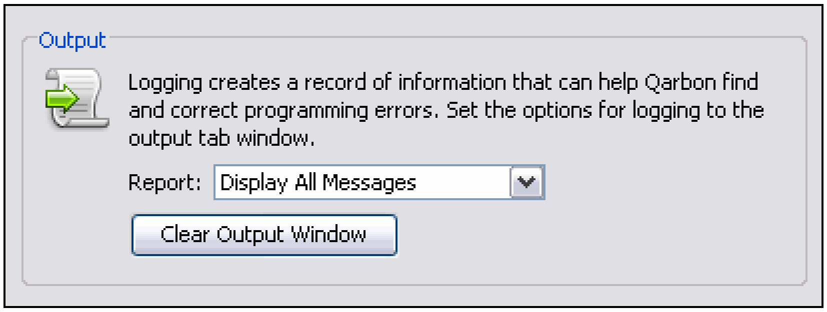


- Click **OK** to save this option. Each time you print slides, the Slide Notes will be added below the image of each slide.

For more information on working with other Tabs options (such as expanding, minimizing, maximizing, moving, and closing the tab, etc.), see the chapter on *Workspace & Tabs*.

Output Tab

The Output Tab displays, by default, below the Slide Editing area at the bottom of the program window. This tab contains a record of information that can help Qarbon find and correct ViewletBuilder7 Enterprise programming errors. The information that is recorded in the Output Tab is determined by preferences set up for ViewletBuilder7 Enterprise.



To set preferences for the report information recorded in the Output Tab:

- Select **Edit** > **Preferences** from the menu bar.
- The *Preferences* window displays. Select the *Logging* tab.
- In the *Output* area, from the *Reports* list, select:

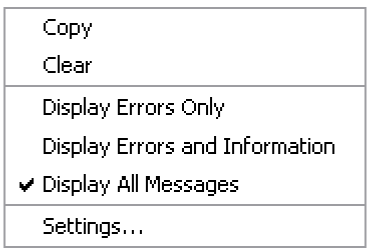
  - **Display Errors Only**
  - **Display Errors and Information**
  - **Display All Messages**

ViewletBuilder7 Enterprise creates an external log file with the information in the Output Tab that can be sent to Qarbon when program issues arise.

To display the Output Tab:

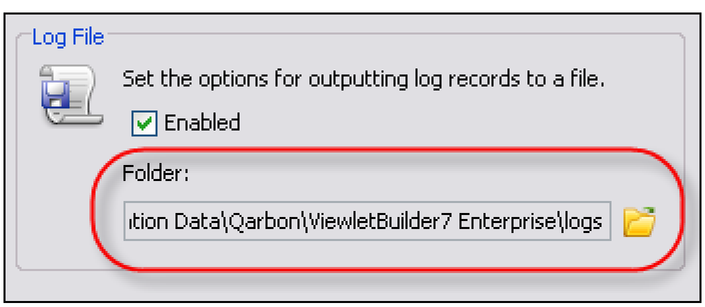
- Select **View** > **Tabs** from the menu bar.
- Select **Output** from the list.

You can quickly display Output tab options by right clicking anywhere within the Output tab and selecting an option from the shortcut menu.



To locate the log file containing the information also displayed in the Output Tab:

- Select **Edit** > **Preferences** from the menu bar.
- The *Preferences* window displays. Select the *Logging* tab.
- In the *Log File* area, the path to where the log file is saved displays in the *File* field. If you can't see the entire path to the file, click the **Browse** button next to the *File* field.



The location of the log file containing the report information also displayed in the Output Tab is determined when setting up ViewletBuilder7 Enterprise program preferences.

To clear the report information displayed in the Output Tab:

- Select **Edit** > **Preferences** from the menu bar.
- The *Preferences* window displays. Select the *Logging* tab.
- In the *Output* area, click the **Clear Output Window** 

button.

For more information on working with other Tabs options (such as expanding, minimizing, maximizing, moving, and closing the tab, etc.), see the chapter on *Workspace & Tabs*.

What's new...

Problems Tab

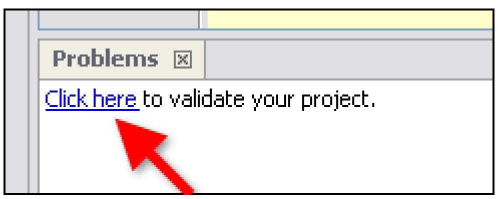
This is a new Tab view feature!

The Problems Tab is a tool that allows you to validate your project for potential issues. The Qarbon Dev Team created a “Top 25” list of things that could possibly go wrong with a project—those that have generated a lot of support tickets in the past. Armed with this information, a new Project Validation tool was created to check for these potential issues. And, the Problems Tab is where you can access and run this tool.

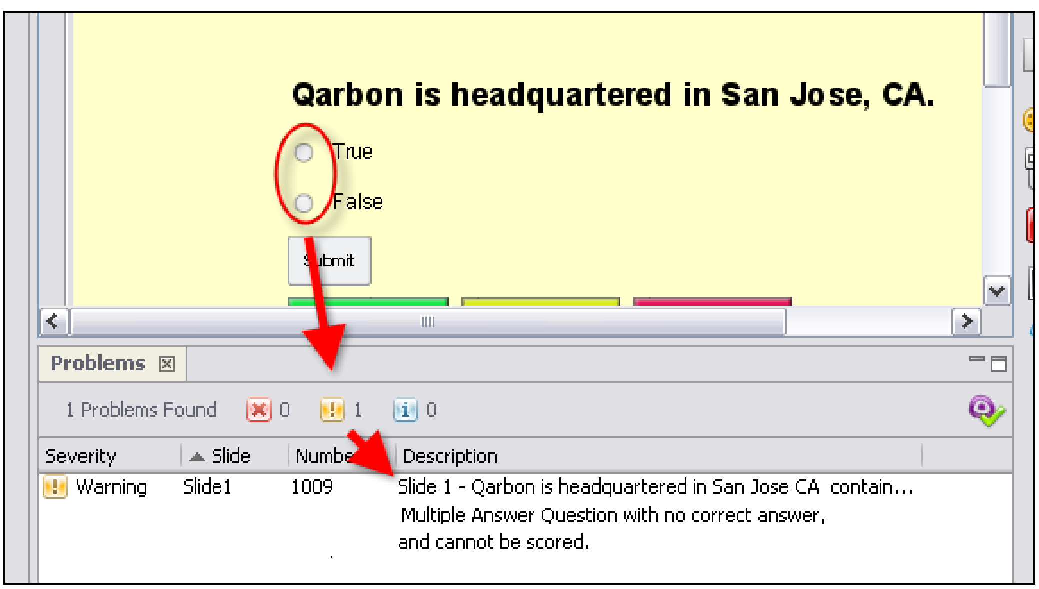
Let’s see how this might work. For example, on a Quiz slide, you might forget to mark the correct response for the question. Believe it or not, this is a common mistake. And, because of this, you wonder why your Viewlet is not scoring results correctly. Using the Problem Tab, you can now easily find out why.

To run Project Validation from the Problem Tab:

1. Select **View** > **Tabs** from the menu bar.
2. Select **Problems** from the list.
3. In the Problems Tab, click the “Click here” link to run project validation.



4. The validation results display in the Problems Tab.



What's new...

Working with Colors

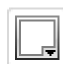
New options are available when working with Background / Border colors!

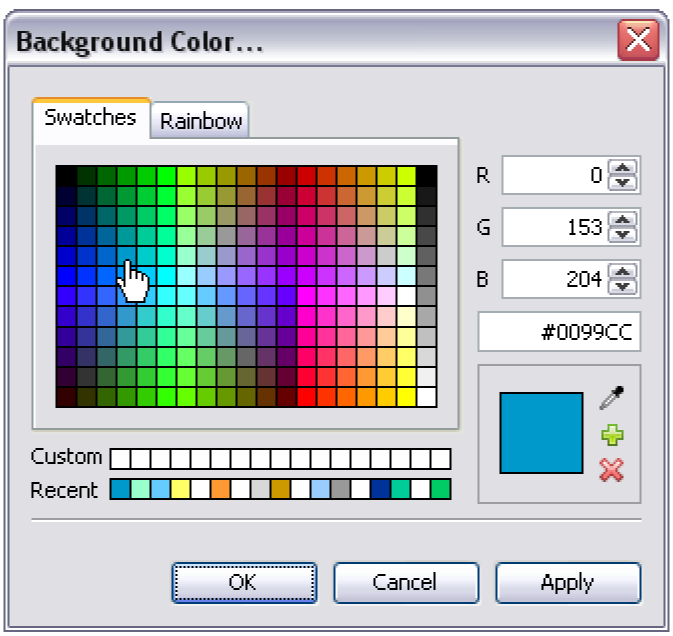
A background color is the color used to “fill” a project element such as a shape, message object, slide, etc. A border color is the color used as the “line” color around a slide object such as a shape, image, etc. When working with background and/or border color options, you have various choices to make. This chapter provides general instructions when working with background color and border color while editing your Viewlet project.

Background Color

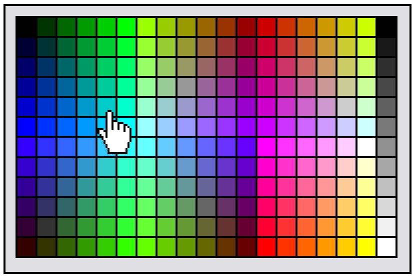
A Background Color can be applied to various elements within your project including slides, balloons, notes, highlights, lines, arrows, etc. When available, the Background Color is the color used to “fill” the selected element.

To set a Background Color:

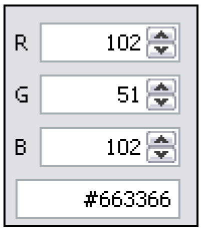
1. Click the **Background Color**  button.
2. In the *Background Color* screen that displays, select one of the tabs (Swatches, Rainbow).
    a. **Swatches** (tab)



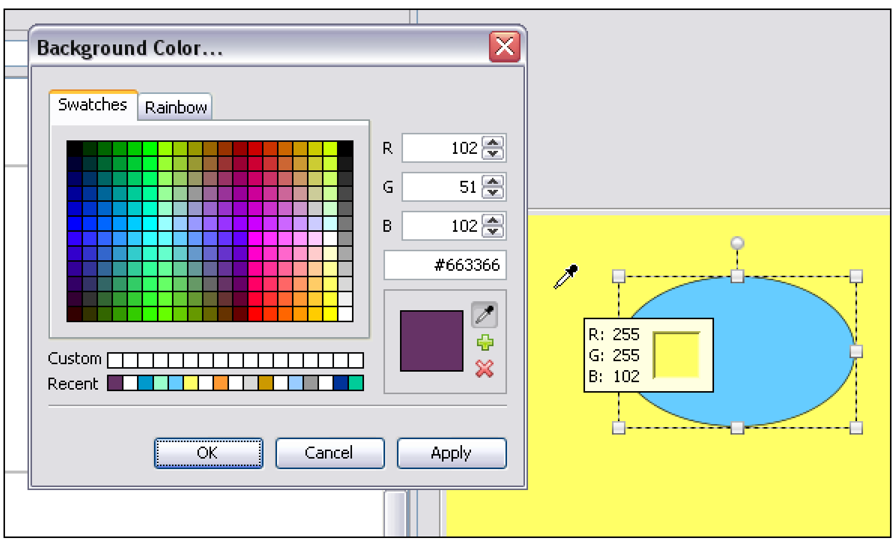
- Use the swatches area to click on a color of choice.



- Or, type in an R-G-B or Hexadecimal number for the desired color.



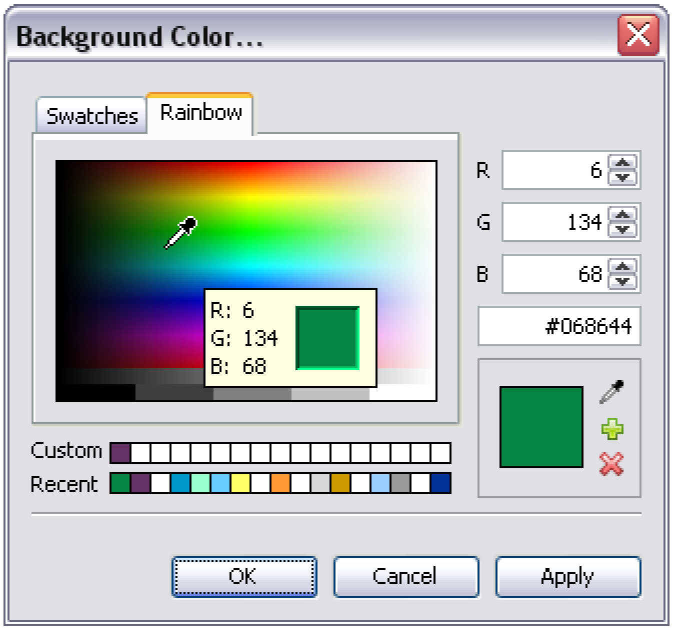
- Or, move the "eye dropper" over the desired color and click to select it as the color of choice.



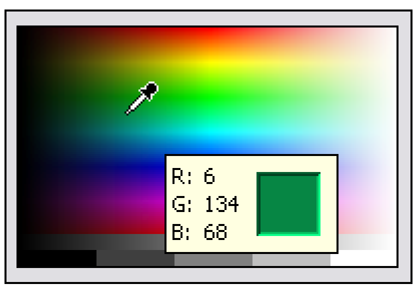
- To add a color to the **Custom** choices, select the desired color then click the green "plus" icon.

- To remove a color from the Custom list, select the color and click the "red X" (under the green "plus" icon).

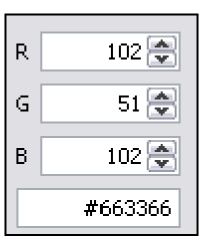
b. **Rainbow** (tab)



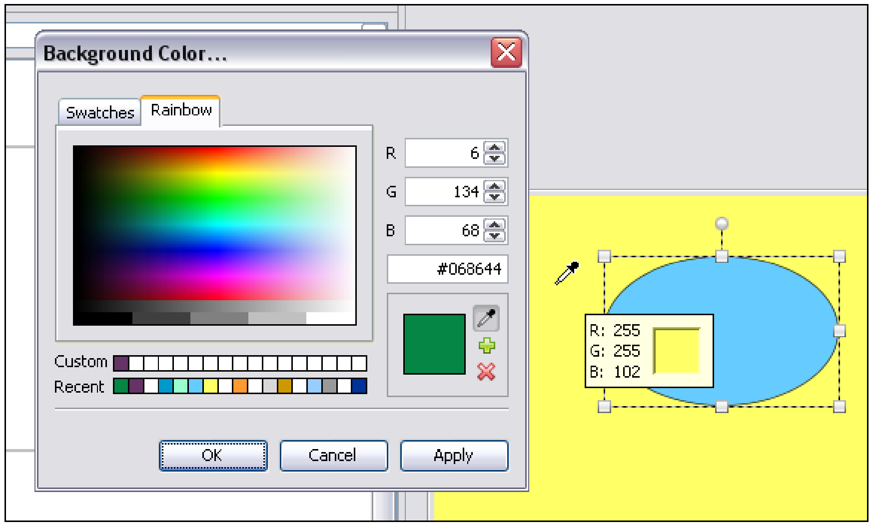
- Use the rainbow palette area to click on a color of choice.



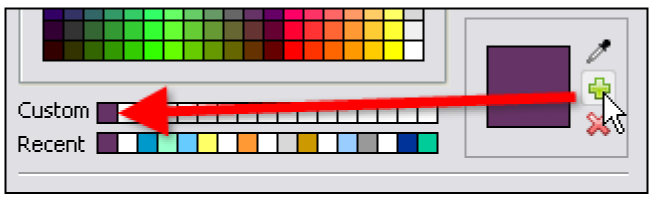
- Or, type in an R-G-B or Hexadecimal number for the desired color.



- Or, move the "eye dropper" over the desired color and click to select it as the color of choice.



- To add a color to the **Custom** choices, select the desired color then click the green “plus” icon.



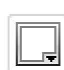
- To remove a color from the Custom list, select the color and click the “red X” (under the green “plus” icon).

Each time a new color is selected, it is automatically added to the “Recent” list of colors.

3. Once the color is selected, click **OK** to close the window and apply it.

Background Color
A Border Color can be applied to the lines that “border” various slide elements such as images, shapes, etc.

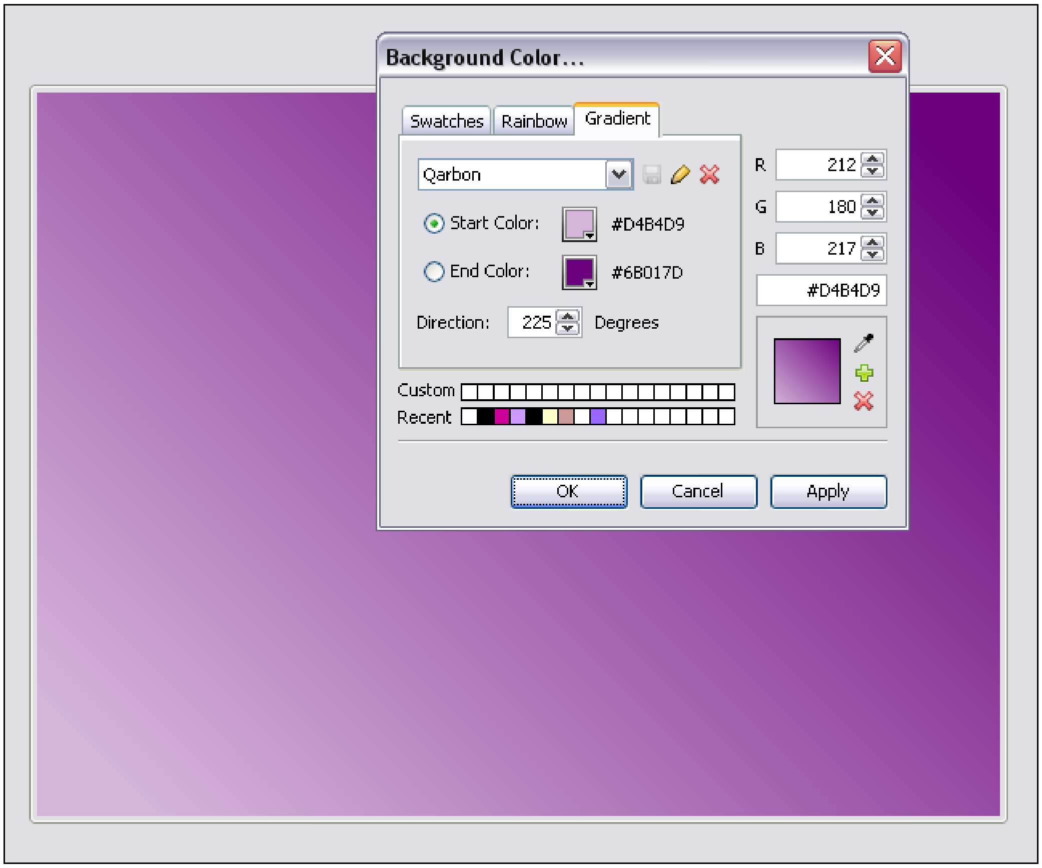
To set a Border Color:

1. Click the **Border Color**  button. The *Border Color* screen displays.
2. Follow the same instructions found in steps 2 and 3 as previously outlined for “Background Color” to select a Border Color (substituting the *Border Color* screen for the *Background Color* screen).

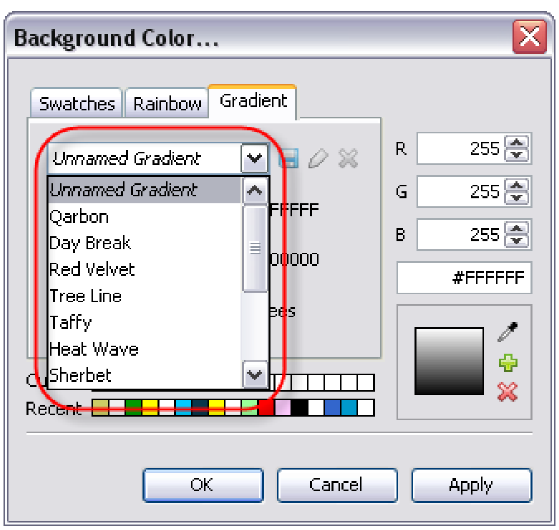
What's new...

Gradient Colors

This new Gradient color feature allows you to create, edit and apply custom gradients to slide background colors.



There are several gradients pre-installed and are available from the drop-down list:



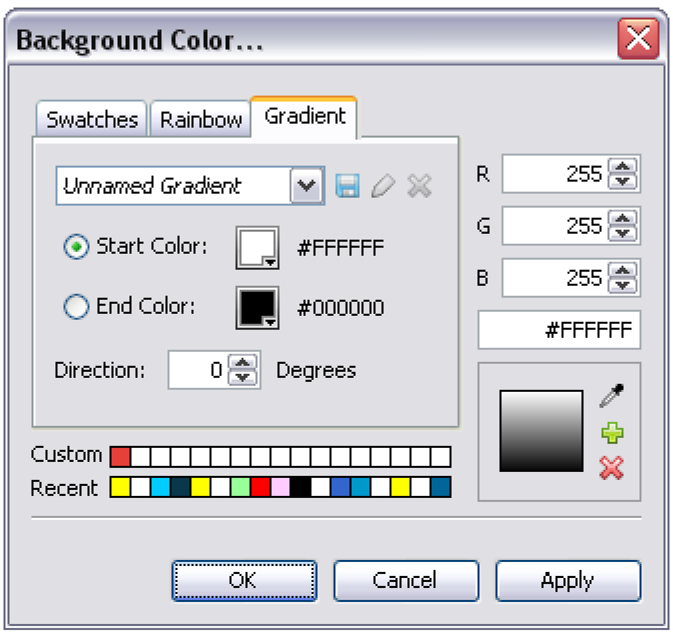
You can select a pre-installed gradient from the list, rename a gradient, create/save new gradients or delete gradients that you no longer need. This section highlights the basics of working with gradient colors.

Select a Gradient for the Slide Background Color

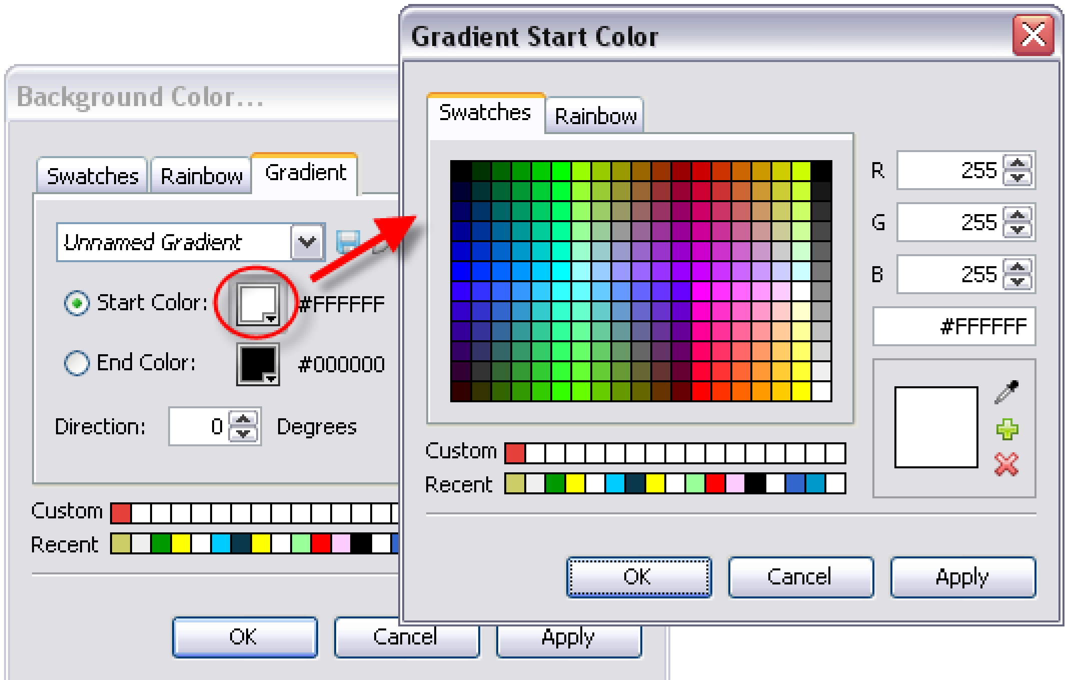
1. Select the slide you want to use for the gradient.
2. Click the **Background Color** button.
3. Select the **Gradient** tab.
4. Select a gradient from the drop-down list.
5. Click **OK** to apply it to the slide.

Create a New Gradient

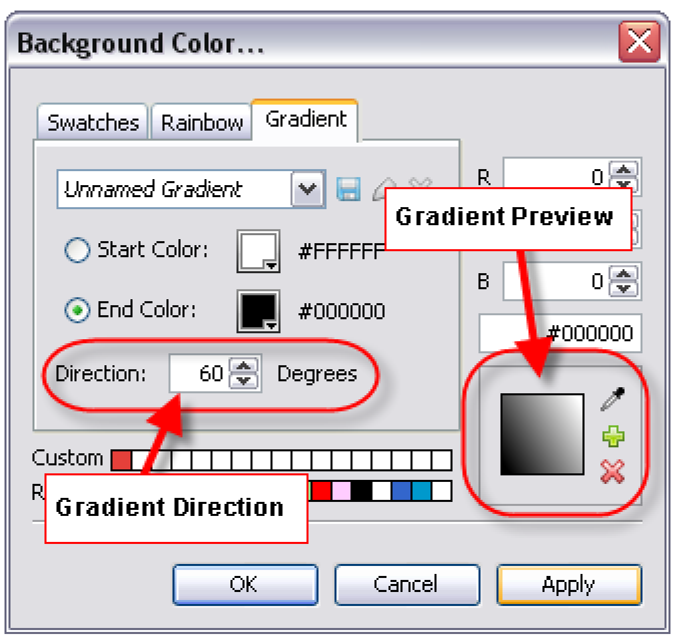
1. In the **Gradient** tab (Background Color window), select *Unnamed Gradient* from the drop-down list.



2. Select a **Start Color** by clicking the **Start Color** button. In the window that displays, select a color and click **OK** to save the selection and to close the window.

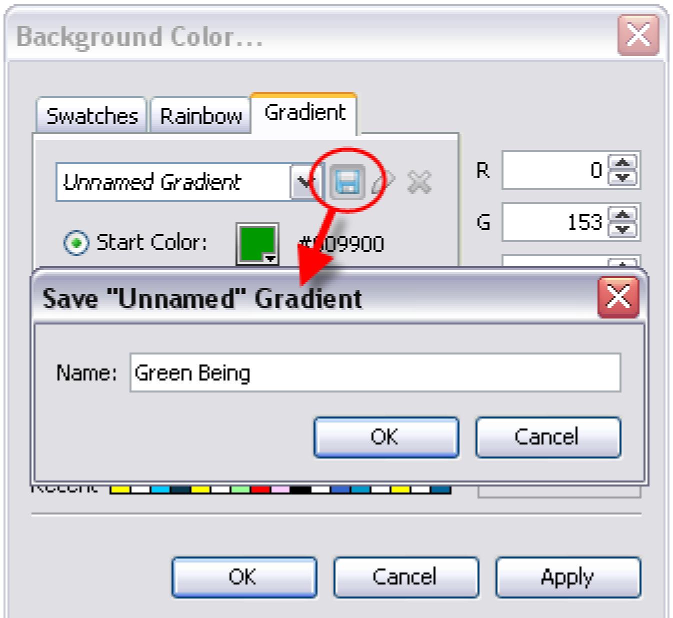


3. Select an **End Color** by clicking the **End Color** button and, using the same steps you did when choosing a Start Color, select an End Color in the window that displays, clicking **OK** to save the selection and to close the window.
4. When both colors are selected, make sure to take a look at the **Preview** area, which displays the current gradient effect for the selected colors.



5. Use the up/down arrows to change the **Direction** of the gradient. Watch the Preview area as you change the “degrees”.

6. Once you are satisfied with your selections, click the **Save** button. The **Save “Unnamed” Gradient** window displays.



7. Enter a name for the gradient and click **OK** to save it. The new gradient is saved to the list for future use.

Rename a Gradient

1. In the **Gradient** tab (Background Color window), select a gradient from the drop-down list.

2. Click the **Rename Gradient** button.

3. In the **Rename Gradient** window that displays, modify the name as needed.

4. Click **OK** to save the changes and to close this window.

Remove a Gradient

1. In the **Gradient** tab (Background Color window), select a gradient from the drop-down list.

2. Click the **Remove Gradient** button. Be careful when removing a gradient because once you click the removal button, the gradient is permanently removed/deleted from the drop-down list.

Cursor Management

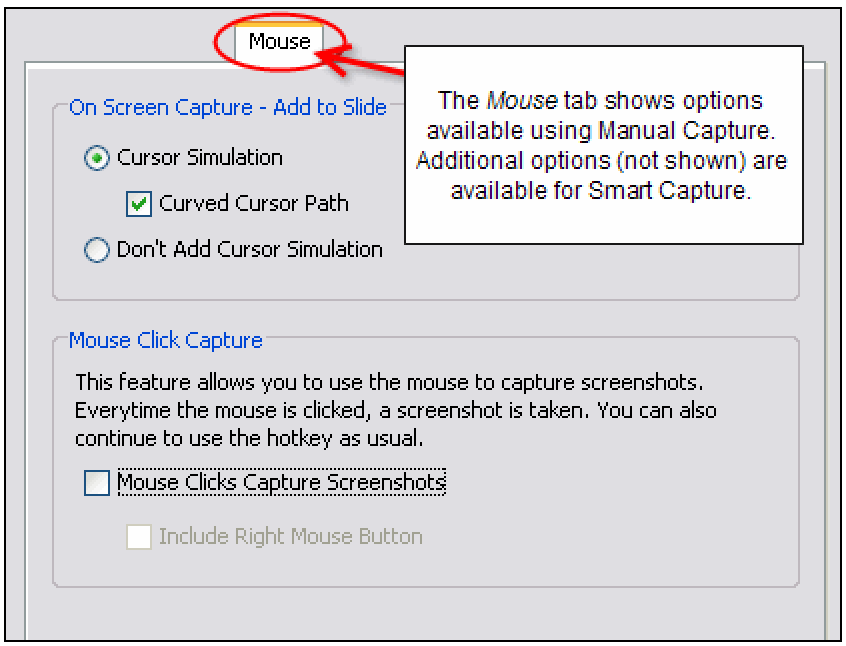
Cursor animation is a fundamental component of most Viewlet projects. Understanding the basics of how cursor movement is captured, the different parts that make up the actual slide-to-slide cursor animation and how to edit cursor movement is an important Viewlet authoring skill, which is essential for creating attention getting, dynamic Viewlets.

Tip

On a Video slide, the cursor layer works very much the same as it does on other project slides (non-Video slides). However, since the Cursor Path on a Video slide is intended to be "in sync" with the Video layer, certain elements on it cannot be edited.

The Mouse Tab

The *Mouse* tab in the *Capture Options* window is available for Viewlet authors when setting up or modifying **Capture Profile** options for new Screen Capture Projects or when inserting new screenshots into existing projects. In the *Mouse* tab, you have options for capturing cursor movement during a screenshot session and also the option to capture screenshots on mouse click action.



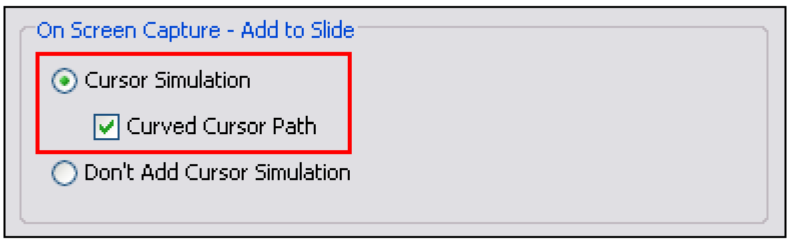
To access the *Mouse* tab for new Screen Capture Projects:

- Select **File** > **New** from the menu bar.
- The *Create New Project* window displays. Select **Screen Capture Project** from the new project type list.
- Select a profile from the list of **Capture Profiles** to use for the screenshot session.
- Click the **Modify**  button.
- The *Capture Options* window displays. Select the *Mouse* tab.

You can access the "Mouse" tab to set up cursor options prior to creating a new Screen Capture Project or right before inserting new screenshots into an existing project by adding a new "Capture Profile" or by selecting an existing "Capture Profile" and clicking "Modify" to display the "Capture Options" window where the "Mouse" tab is located.

To capture cursor movement during a screenshot recording session:

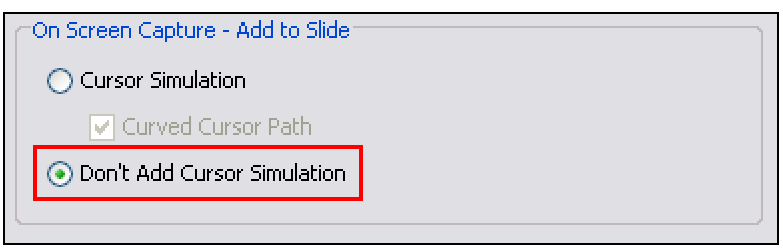
- In the *Capture Options* window (accessed when adding or modifying Capture Profiles), select the *Mouse* tab.
- In the *On Screen Capture – Add to Slide* area:
    - Select the **Cursor Simulation** option.



    - If you want to allow the cursor to follow a curved path (for added visual interest during playback), select the **Curved Cursor Path** option.
- Click **OK** to close the *Capture Options* window.

To remove cursor movement during a screenshot session:

- In the *Capture Options* window (accessed when adding or modifying Capture Profiles), select the *Mouse* tab.
- In the *On Screen Capture – Add to Slide* area, select the **Don't Add Cursor Simulation** option.

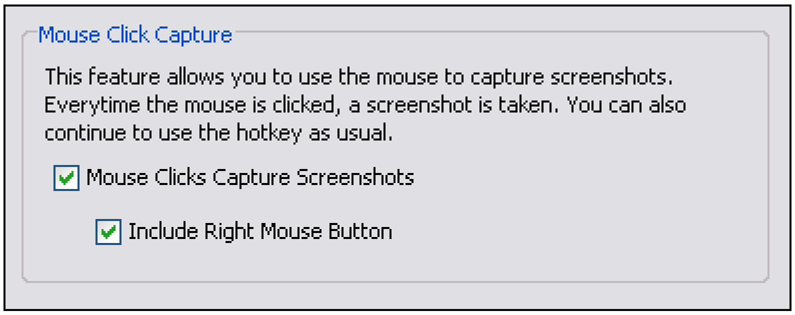


- Click **OK** to close the *Capture Options* window.

If you are using the "Manual Capture" mode for your screenshot session and do NOT want to include cursors, select the default "Simple" Capture Profile for your recording session.

To enable "mouse click" capture during a Manual Capture session:

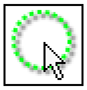
- In the *Capture Options* window (accessed when adding or modifying Capture Profiles), select the *Mouse* tab.
- In the *Mouse Click Capture* area to:
    - Enable mouse click capture of screenshots during a capture session, select the **Mouse Clicks Capture Screenshots**.



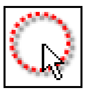
    - Select the **Include Right Mouse Button** to enable additional right click mouse click of screenshots capability during the recording session.
- Click **OK** to close the *Capture Options* window.

Cursor Indicators (Red, Green, Blue)

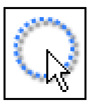
When you look at a slide that contains cursor movement, you will see cursors indicated by (at a minimum) a "green" circle and a "red" circle. These two cursor circle indicators are connected by a "dotted" line. And, there may be times when you see a "blue" circle along the dotted line connected the green and red circles. Let's take a look at what these all mean:



Green Circle: A green circle around a cursor signifies the starting position of the cursor on a cursor path.



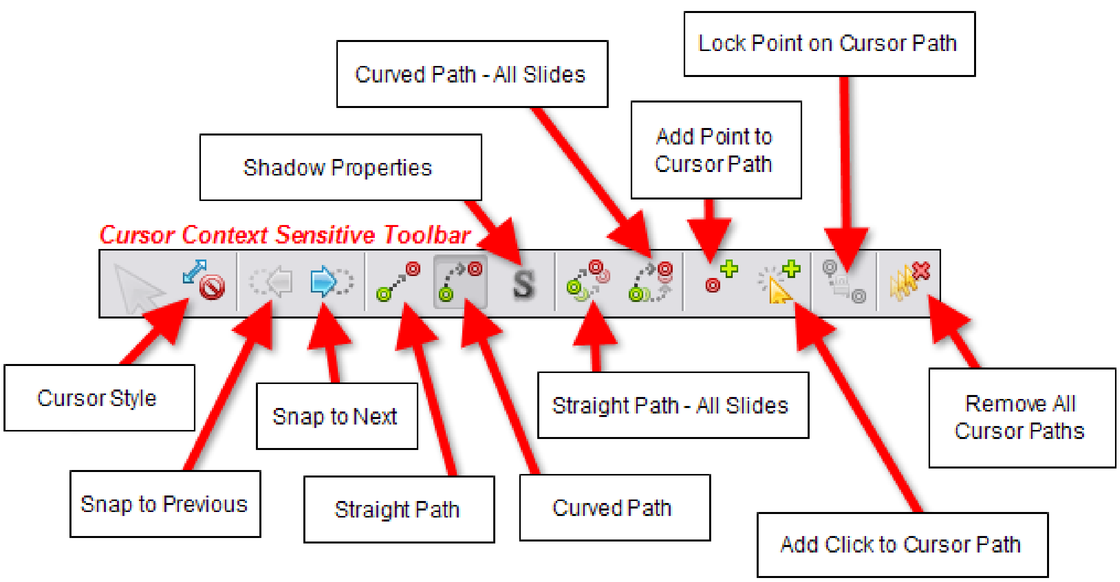
Red Circle: A red circle signifies the ending position of a cursor on a cursor path.



Blue Circle: A blue circle signifies the point on the cursor path will the cursor will change shape before it reaches its destination.

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 (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 or cursor style. Elements of the cursor path may be edited.



In some cases, there may be "points" along the cursor path. These points may be a "blue circle" cursor indicator where the cursor changes shape before it reaches the end of the cursor path. Or, the cursor path may contain "red points" that indicate a change in direction along the cursor path. You can edit these points by dragging them along the cursor path. Or, to change the direction the path takes, simply "pull" the point to change the cursor path's direction.

To move a green circle (starting cursor position) on the cursor path:

- Click on the green circle.
- While holding down your left mouse button, drag the green circle to where you want it to reside on the slide.
- Let go of the left mouse button to drop it into place.

To move a red circle (ending cursor position) on the cursor path:

- Click on the red circle.
- While holding down the left mouse button, drag the red circle to where you want it to reside on the slide.
- Let go of the left mouse button to drop it into place.

To move a blue circle (where cursor changes shape on cursor path) on the cursor path:

- Click on the blue circle.
- While holding down the left mouse button, drag the blue circle to where you want the cursor to change its shape on the cursor path.
- Let go of the left mouse button to drop it into place.

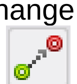
To add a "red point" to the cursor path:

- Click the green circle to select it.
- Click the **Add Point to Cursor Path**  button on the Context Sensitive Toolbar. A "red point" will display on the cursor path, ready for editing.

To move a "red point" along the cursor path:

- Click on the red point.
- Hold down the left mouse button and drag it along the cursor path.
- Let go of the left mouse button to drop it into place.

To change a single cursor path from straight to curved or curved to straight:

- Click the green circle to select it.
- To change the cursor path to straight, click the **Move the cursor in a straight path**  button on the Context Sensitive Toolbar.

- To change the cursor path to curved, click the **Move the cursor in a curved path**  button on the Context Sensitive Toolbar.

To globally change all cursor paths within the project to straight or curved:

- Click the green circle to select it.
- To change all cursor paths in the project to straight, click the **Straight Path – All Slides**  button on the Context Sensitive Toolbar.
- To change all cursor paths in the project to curved, click the **Curved Path – All Slides**  button on the Context Sensitive Toolbar.

To remove a “red point” or “blue circle” from the cursor path:

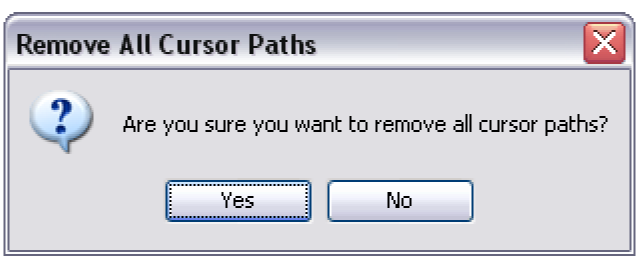
- Click on the “red point” or the “blue circle” to select it.
- Press the **Delete** key on the keyboard to delete it. Or, right click and select **Delete** from the shortcut menu.

What's new...

Remove All Cursor Paths

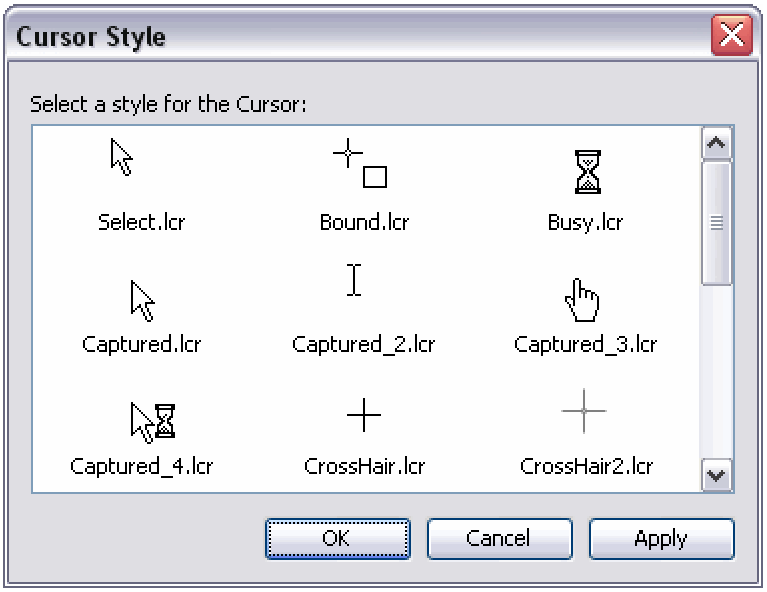
Now you have the option to manually remove all cursors and their subsequent cursor paths from an entire project with just one click. To do this:

- Select one of the cursors to activate the Cursor Context Sensitive Toolbar.
- Select the **Remove All Cursor Path**  button along the toolbar.
- When prompted “Are you sure you want to remove all cursor paths?” click **Yes**.



Cursor Style

ViewletBuilder7 Enterprise comes with a library of the most common cursor styles used in Viewlet projects. Cursor styles captured during screenshot sessions are added to the cursor style library. Once captured, cursors can be changed in a project as desired by selecting a different style from the cursor style library.



To add cursors to a slide that does not contain a cursor:

- Click the **Insert Cursor**  button from the Object Toolbar. Or, from the **Insert** Menu or right click shortcut menu, select **Cursor**. A cursor will display on the slide, ready for editing.

To change the cursor style:

- Click on the cursor to select it.
- Click the **Cursor Style**  button from the Context Sensitive Toolbar.
- The *Cursor Style* window displays. Click on a style to select it.
- Click **OK** to apply the new cursor style.

Add Shadow to Cursor

You can easily add a shadow to a selected cursor. For more information, please see the *Shadow Effect* chapter.

To add a new cursor to the cursor library, select the cursor. Then, open the "Cursor Style" window and the selected cursor will be added to the library for future use.

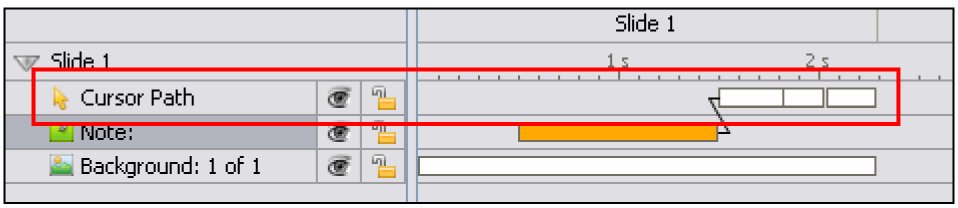
To a cursor from a slide:

- Click the green circle to select the cursor.
- Press the **Delete** key from the keyboard and the cursor, along with the cursor path, will be removed from the slide.

The "Insert Cursor" button on the Object Toolbar acts like a "toggle switch". If a cursor is displayed on the slide, click the "Insert Cursor" button to remove it. Click the button again to insert a cursor back on the slide.

Cursor Path Layer

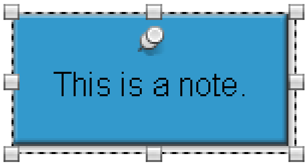
If a slide contains cursor animation, then along the Timeline you will see a **Cursor Path** layer. This layer will always be the uppermost layer in the stack of layers and cannot be moved down in the stack. You can edit the green circle and any red points along the cursor path by selecting the appropriate section on this layer. And, you can use this layer to "tweak" the duration of the cursor animation as it plays to the next slide.



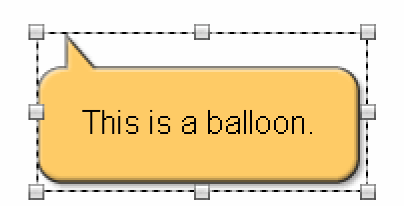
Messages

ViewletBuilder7 Enterprise allows you to add impact to your Viewlet projects with Messages. These Messages come in the form of notes, balloons and text boxes. The purpose of each Message object is ultimately determined by you, the Viewlet author, but here are some ideas for ways they are commonly used in a Viewlet:

- **Note:** A note is used to "introduce" a topic or action that is about to occur. It is also used in situations when you want to make sure the viewer takes notice of some important content such as special information, a tip or trick, or even a "warning" of some type.



- **Balloon:** A balloon is used to "point out" an area of the screen or an action. For example, a balloon may contain text that discusses different areas of the screen while using its "pointer" to point at the area being discussed. Or, more commonly, a balloon may point at a button or text entry field with instructions for the viewer to "interact" with the Viewlet.



- **Text Boxes:** A text box is used to "seamlessly blend" text into its background, whether it be the slide itself, a shape or an image or even other text. Text boxes are also used as the "question" box for quiz and survey question types.

Now that you know the three different Message types available in ViewletBuilder7 Enterprise, the next thing you should decide is the method you want to use when editing the text inside your Message object.

To set the default message editing preference for ViewletBuilder7 Enterprise:

- Select **Edit** > **Preferences** from the menu bar.
- The *Preferences* window displays. Select the *General* tab.
- In the *Text Editing* area, select an editing preference.
- Click **OK** to close the *Preferences* window.

Text Editing Methods

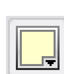
Text Editing was referred to as "Message Editing" prior to ViewletBuilder7.

There are two "Text Editing" methods available in ViewletBuilder7 Enterprise. You can decide the default method to use by selecting it when setting up program preferences.

Edit in Place
This is the "classic" message editing method used in previous versions of ViewletBuilder7 Enterprise. This method allows you to edit text directly in the note, balloon, or text box (without opening a dialog window). It also allows you to change the Message objects attributes using various buttons on the object's Context Sensitive Toolbar (when the object is selected and not in text editing mode).

Text Editor (New Name and New Alignment Tools!)

The **Text Editor** offers an alternative way to editing message objects in ViewletBuilder7 Enterprise all within the same window. When the "Text Editor" option is used, an editor window displays when you are in text edit mode. Inside the *Text Editor* window, you can use the:

- **Message Type**  button to change the object's style and type.
- **Background Color**  button to change the object's fill color.

- **Font** list and **Font Size** list to change the text font type and size.
- **Italic** , **Underline** , or **Bold** button to change text attributes.
- **Text Color** button to change selected text color.
- One of the alignment buttons to **Left Align** , **Center Align** , or **Right Align** selected text.
- What's new... New alignment tools to **Top Align** , **Middle Align** , or **Bottom Align** selected text within the message object.
- **Hyperlink** button to turn selected text into a clickable hyperlink.
- **Text edit** field to select text to edit or to select text to apply any of the available text attributes (font, font size, italic, bold, underline, color, alignment, hyperlink).
- **OK** button to save edits in the dialog window.
- **Cancel** button to exit the dialog window without saving any changes.
- **Apply** button to apply changes without exiting the dialog window.

To open the "Text Editor" from the Context Sensitive Toolbar or "right click" menu:

- Select the Message object you want to edit by single clicking it to select it.
- Click the **Text Editor** button on the Context Sensitive Toolbar,

OR

- Right click on the Message object and select **Open in Text Editor** from the shortcut menu.

- The *Text Editor* window displays. Make edits as needed and click **OK** to save changes and to close the window.

While working with Message objects, you will find the process and options used during the “editing” operation will be basically the same for each object whether it is a note, balloon or text box.

To insert a Message object on a slide:

Note:

- Click the **Insert Note**  button on the Object Toolbar.
- If you selected for “message editing”:
  - Edit in Place: A note object will display on the slide with a “blinking cursor” in side it. This indicates the note is ready for you to start typing in it.
  - Text Editor: The *Text Editor* window displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the “text edit” field. Click **OK** to save the information and the note will be inserted on the slide.

Balloon:

- Click the **Insert Balloon**  button on the Object Toolbar.
- If you selected for “message editing”:
  - Edit in Place: A balloon object will display on the slide with a “blinking cursor” in side it. This indicates the balloon is ready for you to start typing in it.
  - Text Editor: The *Text Editor* window displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the “text edit” field. Click **OK** to save the information and the balloon will be inserted on the slide.

Text Box:

- Click the **Insert Text Box** button on the Object Toolbar.

- The cursor changes to a cross-hair shape. Move the cursor over the slide and click where you want to “anchor” one corner of the text box. Hold down the left mouse button and draw the text box on the slide.

- If you selected for “message editing”:

    - Edit in Place: A text box object (surrounding by a “bounding box” that looks like a “dotted rectangle” with gnodes (grab handles) for resizing the box) will display on the slide with a “blinking cursor” in side it. This indicates the text box is ready for you to start typing in it.

    - Text Editor: The *Text Editor* window displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the “text edit” field. Click **OK** to save the information and the text box will be inserted on the slide.

Tip

To exit “text edit mode” while using the “Edit in Place” method, simply click off the note, balloon or text box to deselect it.

Message Styles and Type

Once you insert a Message object on a slide, you can change its “style” and its “type” at any time without recreating it from scratch. The process for doing this is the same for all Message objects.

To change a Message object’s style and / or type:

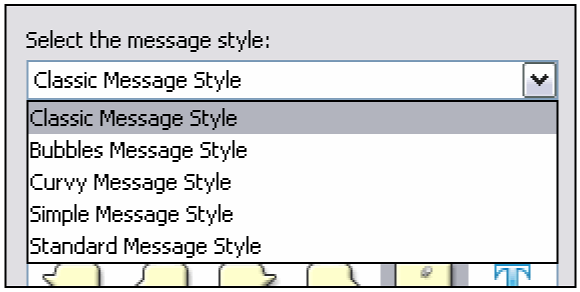
Using “Edit in Place” message editing:

- Single click the message object to select it.

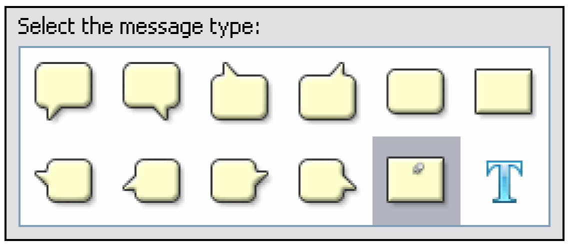
- Click the **Message Type** button on the Context Sensitive Toolbar.

- The *Message Type* window displays. Select:

    - A “message style” from the first list.



- o A “message type” from the second list.



- Click **OK** to save and apply the selections.

Using “Text Editor” message editing:

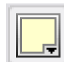
- Double click the Message object.
- The *Text Editor* window displays. Click the **Message Type**  button.
- The *Message Type* window displays. Select:
  - o A “message style” from the first list.
  - o A “message type” from the second list.
- Click **OK** to save selections and to close the *Message Type* window.
- Click **OK** to close the *Text Editor* window and to apply changes.

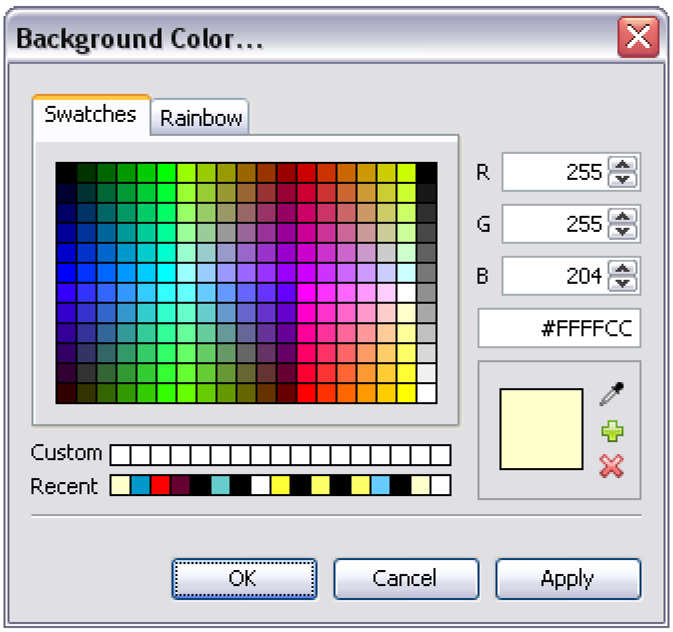
Select a new message type in the *Message Type* window to change a Message object from a note to a balloon to a text box and so on as needed without recreating the Message object from scratch.

Message Object's Background Color

You can change the background color of a note or balloon while the Message object is selected (using the "Edit in Place" message editing method) or from inside the *Text Editor* window.

To edit a note or balloon object's background color while using "Edit in Place":

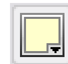
- Single click the note or balloon to select it.
- Click the **Background Color**  button on the Context Sensitive Toolbar.
- The *Background Color* window displays. Make your color selections in either the *Swatches* or *Rainbow* tab.



- Click **OK** to apply the selected color to the Message object.

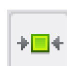
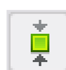
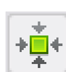
Please see the *Working with Colors* chapter for more information on working with Background Color.

To edit a note or balloon object’s background color while using “Text Editor”:

- Double click the note or balloon to open the Text Editor.
- In the *Text Editor* window, click the **Background Color**  button.
- The *Background Color* window displays. Make your color selection in either the *Swatches* or *Rainbow* tab.
- Click **OK** to save the selection and to close the *Background Color* window.
- Click **OK** to close the *Text Editor* window and to apply the selected color.

Message Object Alignment Tools
When the Message object is selected (not in text edit mode), three object “alignment” buttons display on the Context Sensitive Toolbar. These buttons can be used to align a selected Message object on the slide.

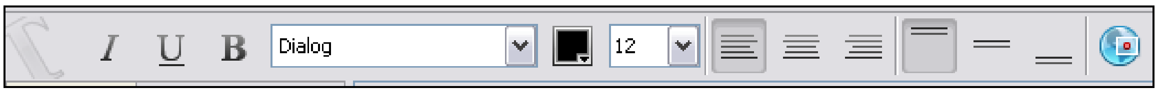
To align a Message object on a slide:

- Single click on the desired Message object.
- Click the:
  - **Center Horizontally**  button to horizontally center the selected object on the slide.
  - **Center Vertically**  button to vertically center the selected object on the slide.
  - **Center**  button to center (both horizontally and vertically) the selected object on the slide.

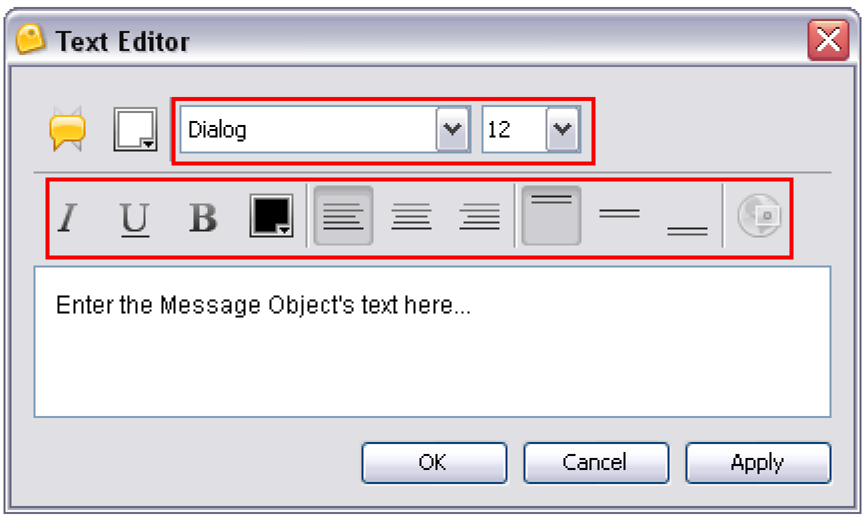
Message Text Options

While working with Message objects (notes, balloons, text boxes), you will want to customize the various attributes that can be applied to the textual content. Text options include: font, font size, attributes (italic, bold, underline), text color, text alignment within the Message object and hyperlink capability. Each of these options is available while editing text using:

- **Edit in Place:** Double click the Message object so that a “blinking cursor” displays inside it. This indicates you are in “text edit” mode and a Context Sensitive Toolbar is available with various buttons for text editing options.



- **Text Editor:** Double click the Message object to open the *Text Editor* window. The text option tools are available within this window (as shown in the image below).



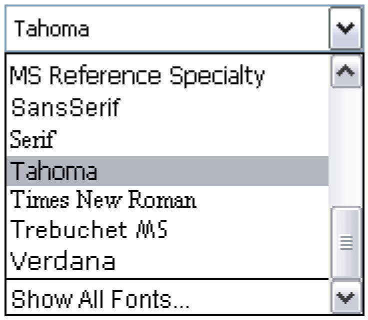
To edit text in a Message object:

- **Double click** on the Message object. Depending on the “message editing” method used, either a Context Sensitive Toolbar (for “Edit in Place” message editing) or a *Text Editor* window (for “Text Editor” message editing) displays.

- Highlight the text you want to edit (either in the Message object itself or within the text edit field in the *Text Editor* window).

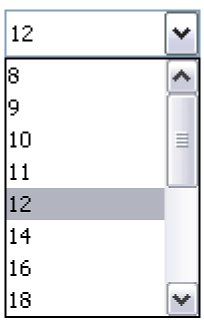
You MUST highlight the text you want to edit BEFORE applying any changes.

- Click the applicable option to make the desired text edit:
  - **Font:** Select a new font from the *Font* list.



If the desired font does not display in the "Font" list, but it is a font available on your computer, scroll down to the bottom of the list and select the "Show All Fonts" option.

  - **Font Size:** Select a new text size from the *Font Size* list.



  - **Italic:** Click the **Italic** button to set the selected text in italics.
  - **Underline:** Click the **Underline** button to underline the selected text.
  - **Bold:** Click the **Bold** button to bold the selected text.
  - **Text Color:** Click the **Text Color** button. In the *Text Color* window, select a color from either the *Swatches* or *Rainbow* tab then click **OK**.
  - **Left Align:** Click the **Left Align** button to left align the text in the Message object.

- o **Center Align:** Click the **Center Align** button to center the text in the Message object.

- o **Right Align:** Click the **Right Align** button to right align the text in the Message object.

What's new...

New Alignment Tools Added!
There are three alignment tools available while editing text: Top, Middle and Bottom.

- o **Top Align:** Click the **Top Align** button to align the text at the top of the Message object.

- o **Middle Align:** Click the **Middle Align** button to align the text in the middle of the Message object.

- o **Bottom Align:** Click the **Bottom Align** button to align the text at the bottom of the Message object.

- o **Hyperlink:** Click the **Hyperlink** button. In the *Hyperlink* window that displays, make your selections as required and click **OK** to close the window.

Tip

See the chapter on "Hyperlinks" for more information on creating clickable text links.

- To exit text edit mode while using the message editing option:
  - o **Edit in Place:** Click off the Message object to deselect it.
  - o **Text Editor**: Click **OK** to save the changes and to close the *Text Editor* window.

Automatic Resize of Message Objects
ViewletBuilder7 Enterprise offers an option on the message object's context sensitive toolbar that allows you to automatically resize the message object as text is edited. This feature can be enabled / disabled at will.

To enable "automatic" resizing of a Message object as you edit text:

- Click on the Message object to load its Context Sensitive Toolbar.

- Click the **Automatically size message to fit when editing** button.

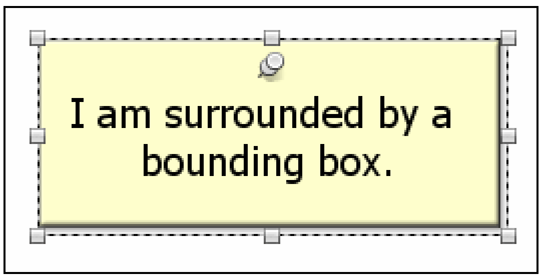
- **Double click** to Message object to enter "text edit" mode.
- If you selected for "Text Editing":
    - Edit in Place: As you edit text, the object automatically resize as you type directly in the Message object.
    - Text Editor: The *Text Editor* displays. Once you click **Apply** or **OK** to save the text edits, the Message object will be automatically resized.

Tip

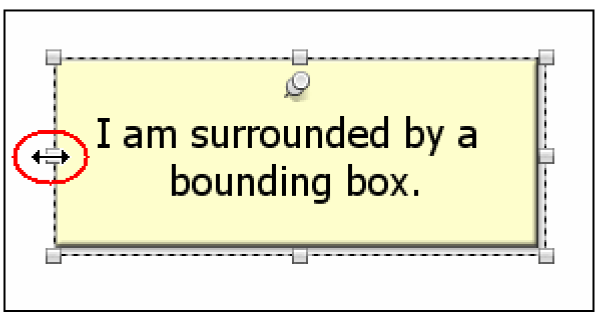
If enabled, you can quickly "turn off" the auto-resize Message object feature by clicking it to deselect it on the Context Sensitive Toolbar at any time while editing a Message object.

To manually resize a Message object:

- Single click on the Message object to select the object itself (not in text edit mode). A "bounding box" (dotted rectangle) will display around it.



- Move your cursor over one of the gnodes (grab handles). When the cursor changes to a "double arrow" shape, hold down the left mouse button and drag to resize the Message object.



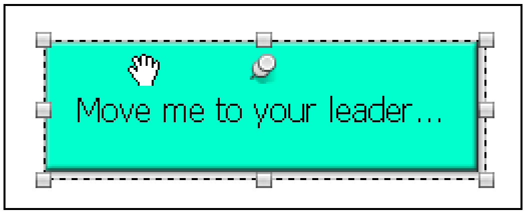
Tip

If you manually resize a Message object, if enabled, the "auto-resize" Message object feature will be disabled for that Message object only until it is again selected.

- Let go of the left mouse button to complete the resizing action.

To move a Message object on a slide:

- Click the object to select it so that a "bounding box" (dotted rectangle) displays around it.
- Point your cursor over the selected Message object. When the cursor changes to a "hand"  shape, hold down your left mouse button and drag the object to its new location on the slide.



- Let go of the left mouse button to drop the object into place.

To attach audio to a Message object:

- Click the object to select it so that a "bounding box" (dotted rectangle) displays around it.
- Click the applicable **Attach Sound** button on the Context Sensitive Toolbar.

 **Attach Sound to Note**

 **Attach Sound to Balloon**

 **Attach Sound to Text Box**

- In the *Sound* window that displays, insert or record a sound file.
- Click **OK** to save the sound file and attach it to the Message object.

Add Shadow Effect to Message Objects (New Feature!)

Add "pop" to your message objects (notes, balloons, and text boxes) by adding a shadow effect using the new Shadow tool.

To add a Shadow to a message object:

1. Select the message object (note, balloon or text box) so the object itself is selected (and you are NOT in text edit mode).
2. Click the **Shadow Properties** button.
3. Make your selections in the *Shadow Properties* window and click **OK** to apply.

For more information on working with the Shadow tool, please see the *Shadow Effect* chapter.

To remove a Message object from a slide:

- Click on the Message object to select it.
- Click the **Delete** button on the Context Sensitive Toolbar. The selected object will be deleted.

If you accidentally delete a Message object and this was the last action you performed, click the "Undo" button or press "Ctrl + Z" to undo the deletion.

Format Painter

The Format Painter may be used to quickly change text properties in notes, balloons and text boxes. It can also be used to change properties of a shape object's border (color, width) and fill color based on another shape.

To use the Format Painter to apply text attributes from one message 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.

Use the Format Painter to quickly match the format of a selected object or shape across multiple slides.

Dictionary, Spell Check, Search and Replace

ViewletBuilder7 Enterprise offers various tools to help you make sure that your content is accurate, typos are caught and corrected, and grammar rules are followed. These features include:

- **Dictionary:** Set your dictionary to one of several languages. The dictionary helps you catch unwanted typos and allows you to build it for more complex content by adding custom words.

- **Spell Check:** Enable the "Spelling Mistakes" option from the View menu to automatically check text in message objects against the selected dictionary. Incorrectly spelled words, or words not recognized by the dictionary, will be quickly identified by a red, squiggly underline.

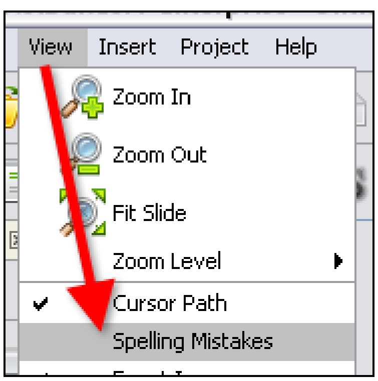
- **Search and Replace:** Use this tool to quickly search for and replace a specific word (or even a phrase) on a message by message basis or throughout the entire project.

To set your dictionary and spell check preferences:

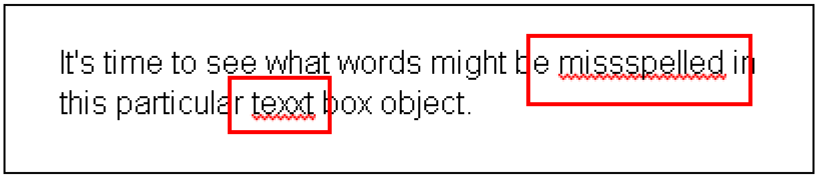
- Select **Edit** > **Preferences** from the menu bar.
- Select the *Spelling* tab.
- Select a language to use for the spell check dictionary from the list.
- Select additional options for the spell check as needed.

To enable or disable the Spell Check tool:

- To enable the Spell Check tool, select **View** > **Spelling Mistakes** from the menu bar.



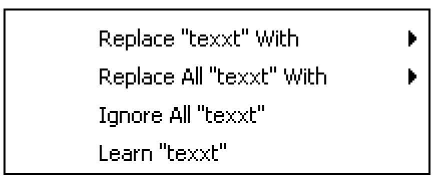
- When a word is incorrectly spelled or is not recognized by the selected dictionary, it will be designated with a "red squiggly underline".



- To disable the spell check tool, select **View** from the menu bar.
- If the **Spelling Mistakes** option has a checkmark next to it, click it to remove the checkmark to deselect the tool.

To correct a typo using the right click menu:

- Click anywhere in the text where the typo appears (as indicated by the red squiggly underline).
- **Right click** to display the shortcut menu.
- At the bottom of the shortcut menu, select the appropriate option:



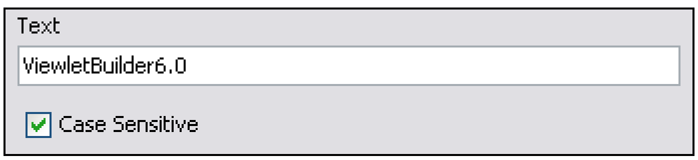
  - **Replace:** Select this option to display a list of suggested words to use to replace the “selected” incorrect text.
  - **Replace All:** Select this option to display a listed of suggested words to use to replace all instances of the “selected” incorrect text throughout the entire project.
  - **Ignore All:** Select this option to ignore all instances of the “selected” incorrect text throughout the project.
  - **Learn:** Select this option to add the “selected” incorrect text to the dictionary.

To add custom words not recognized by the Spell Check tool to the dictionary, select the “Learn” option from the shortcut menu.

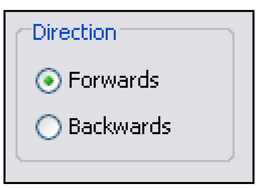
To use the Search and Replace tool:

- Click the **Search and Replace**  button on the Main Toolbar.
- The *Search and Replace* window displays. Two tabs are available: *Search* and *Replace*.

- To search for a specific word or phrase:
    - Select the *Search* tab if it is not already selected by default.
    - In the *Text* field, type in the word or phrase you want to search for.
    - Select the **Case Sensitive** option to narrow results.

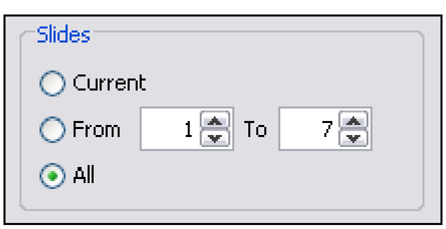


    - In the *Direction* area, select **Forwards** to search from this point in the project forwards, or select **Backwards** to search from this point in the object backwards.



    - In the *Slides* area, select:

      -**Current** to search the current slide.
      -**From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
      -**All** to search all slides within the project.



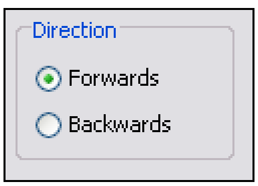
- o Click the **Find Next** 

button to start the search operation.

▪ To replace a specific word or phrase:

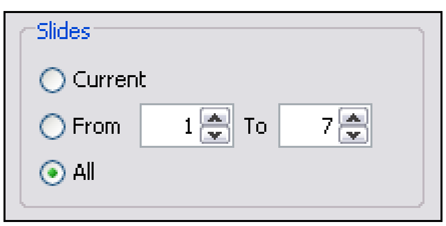
- o Select the *Replace* tab.
- o In the *Text* field, type in the word or phrase you want to search for.
- o In the *Replace With* field, type in the word or phrase you want to use as the replacement text.
- o Select the **Case Sensitive** option to narrow results.

- o In the *Direction* area, select **Forwards** to search from this point in the project forwards, or select **Backwards** to search from this point in the object backwards.



- o In the *Slides* area, select:

  -**Current** to search the current slide.
  -**From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
  -**All** to search all slides within the project.



- Once all the information is entered / selected in the *Replace* tab, click the:

  -**Replace All** to search for and replace all instances of the text with the text provided.

  -**Replace** to replace the currently "selected" text found after clicking the **Find Next** button.

  -**Find Next** button to find the next instance of the desired word or phrase entered in the *Text* field.

- Once you are finished using the Search and Replace tool, click the red "x" to close the window. Or, click **Cancel** to end the search and replace operation.

Tip

While performing a Search and Replace operation, use the "Replace All" button to quickly replace a single word or phrase throughout the entire project with a single click action.

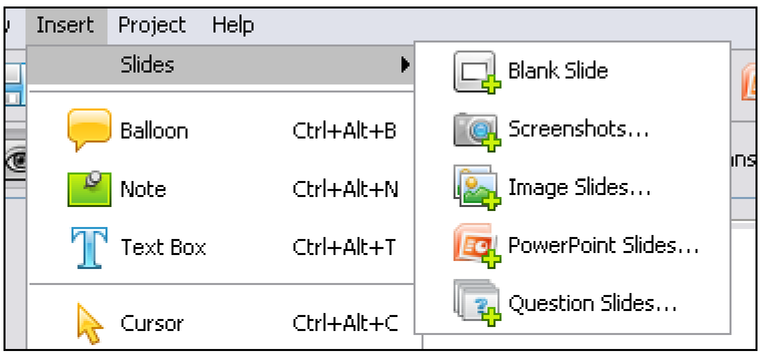
Working with Slides

ViewletBuilder7 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 introduces some of the most common features available while working with slides within your Viewlet project.

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



You can insert new slides into existing projects by selecting "Insert" from the menu bar. Or, right click on a slide and select "Insert" from the shortcut menu. Either way, once you select "Insert" you will see a list of available new slide options for your project.

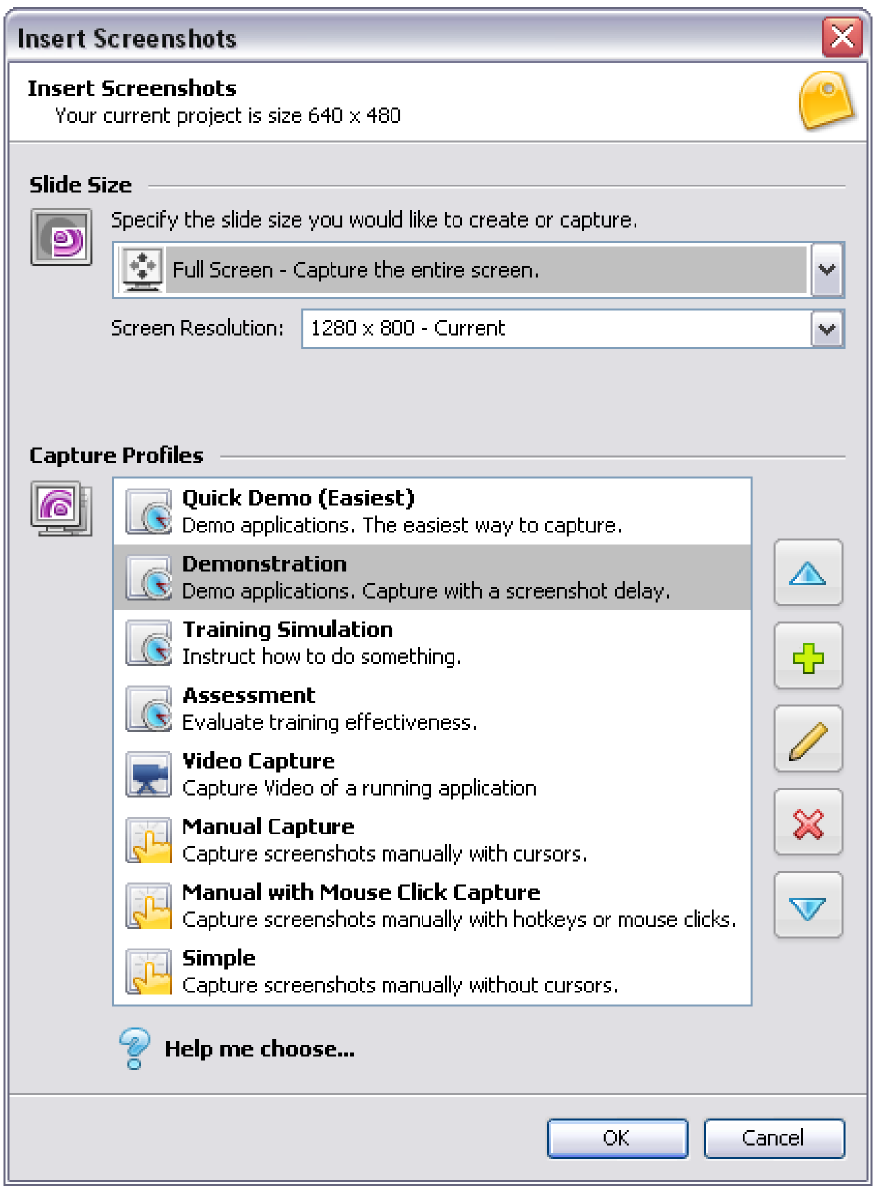
These slide types may seem familiar. This is because these slide types are also the same options that are available when creating new projects.

To insert blank slides:

- Select a thumbnail. The inserted slide will be inserted right after this slide.
- Select **Insert** > **Slides** > **Blank Slide** from the menu bar. Repeat these steps to insert additional blank slides.

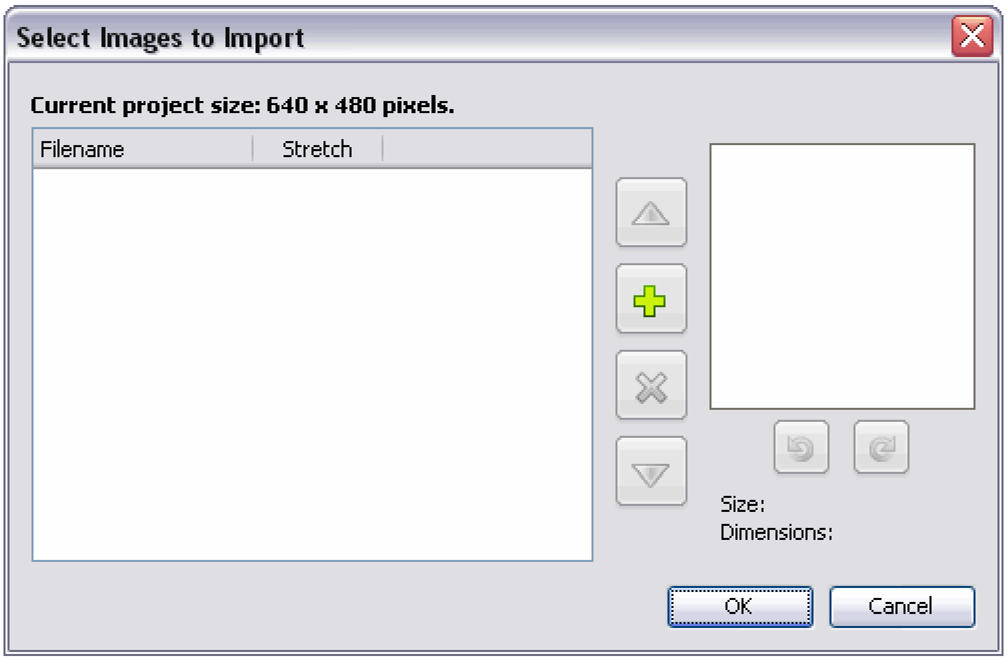
To insert screenshot slides:

- Select a thumbnail. The new screenshot(s) will be inserted right after this slide.
- Select **Insert** > **Slides** > **Screenshots** from the menu bar.
- The *Insert* Screenshots window displays. Make your selections as needed and in the windows that display, follow the prompts to select options for screenshots.
- Take your screenshots during the recording session.
- End your screenshot session and new screenshots will be converted to slides and inserted into your existing project.



To insert image slides:

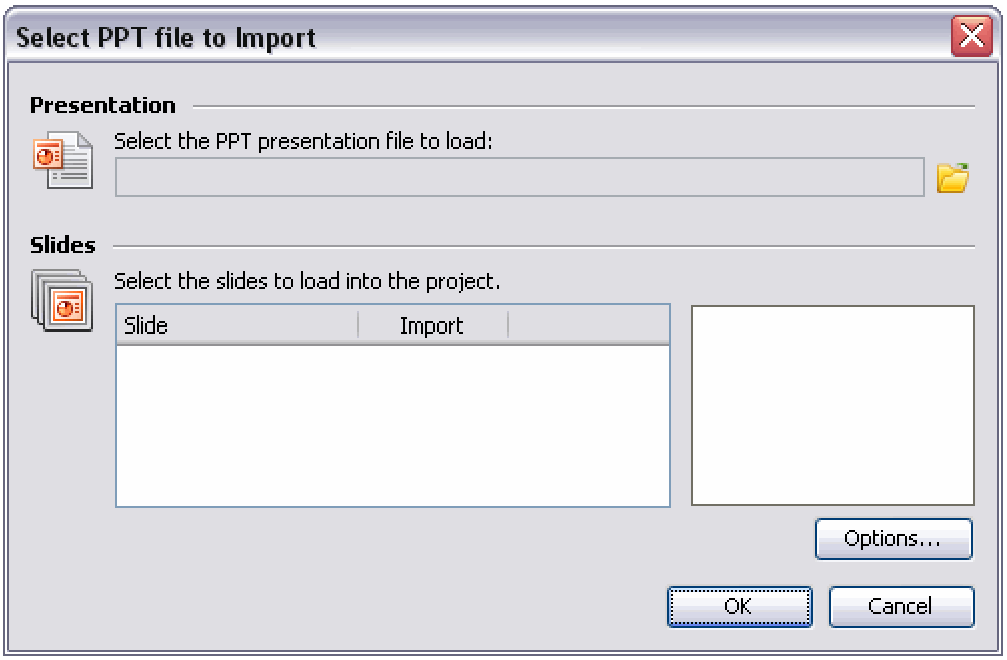
- Select a thumbnail. The new image(s) will be embedded onto slides right after this slide.
- Select **Insert** > **Slides** > **Image Slides** from the menu bar.
- Follow the instructions in the *Select Images to Import* window that displays for locating and selecting your image files.



- Once your images are selected, click **OK** to insert the new image slides into your existing project.

To insert PowerPoint slides:

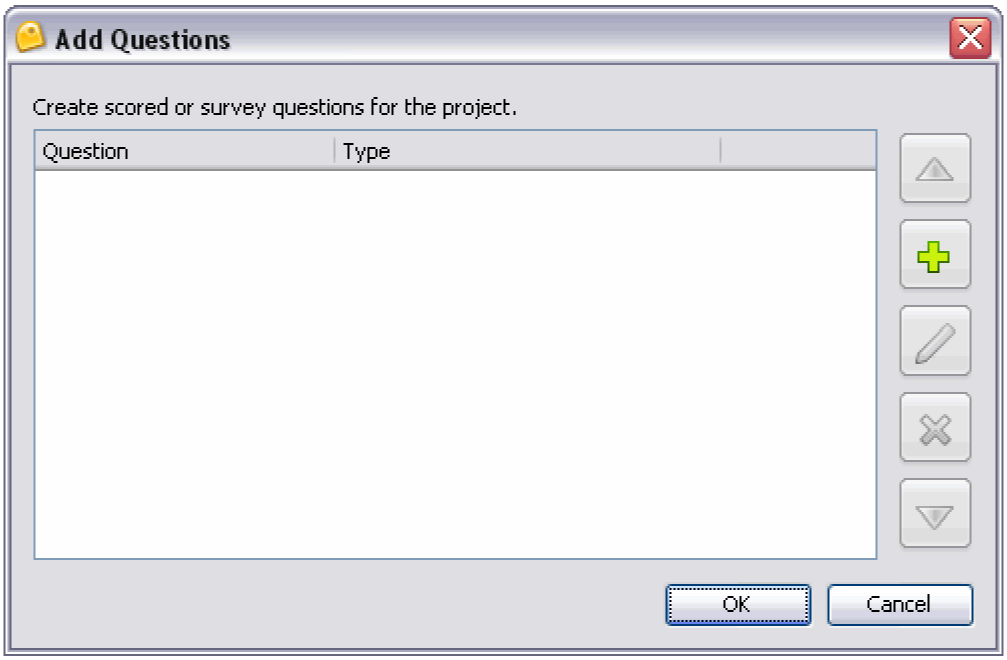
- Select a thumbnail. The new PowerPoint slides will be inserted right after this slide.
- Select **Insert** > **Slides** > **PowerPoint Slides** from the menu bar.
- Follow the instructions in the *Select PPT file to Import* window and those that follow to locate and select your PowerPoint slides.



- Once your presentation slides are selected, click the **Options** button.
- In the *Options* window, review your selections as needed in the *General* and the *Fonts* tab. Then, click **OK** to return to the *Select PPT file to Import* window.
- Click **OK** to insert the PowerPoint slides into your existing project.

To insert question slides:

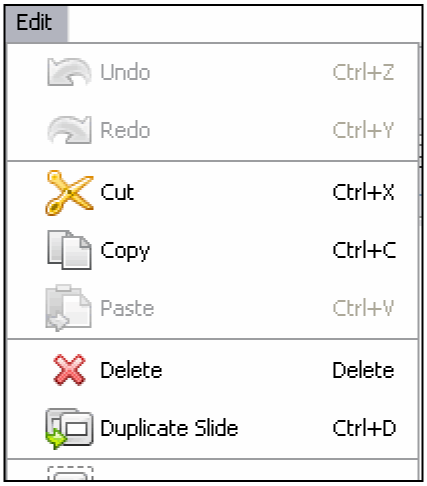
- Select a thumbnail. The Question slides will be inserted right after this slide.
- Select **Insert** > **Slides** > **Question Slides** from the menu bar.
- In the *Add Questions* window, make your question selections as you would when creating a new quiz project.



- 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, style, duration and whether to include the slide in the table of contents (for viewing purposes).

To access slide properties:

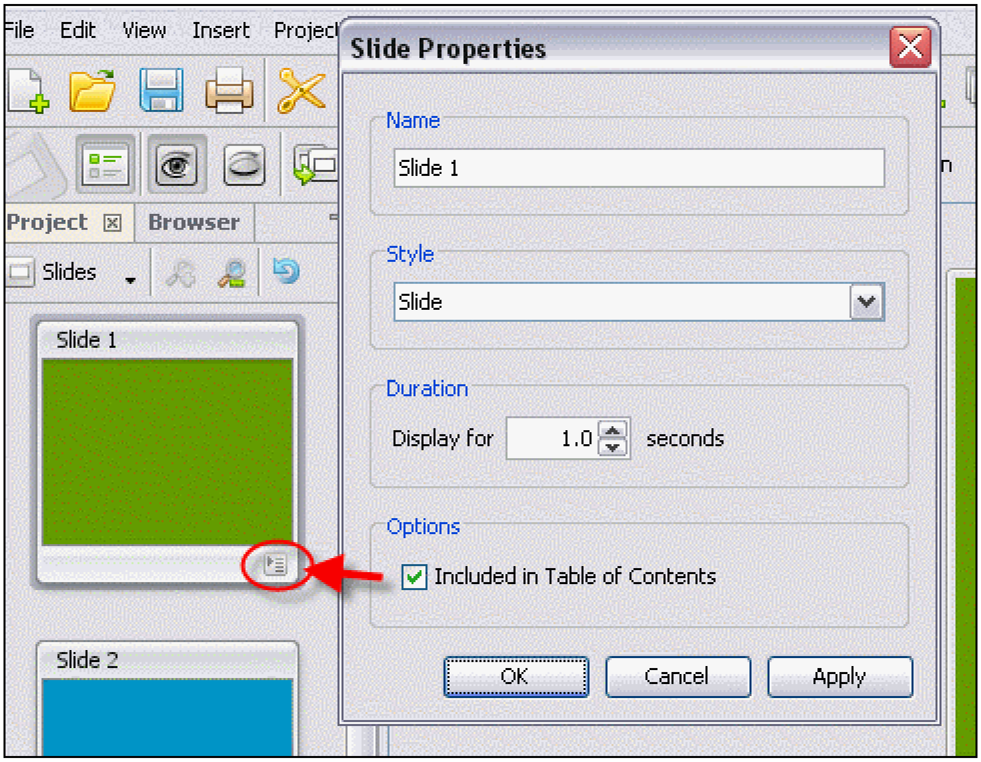
- Right click on a slide.
- Select **Slide Properties** from the shortcut menu. Or, double click directly on the slide to open the *Slide Properties* widow.

To edit slide properties:

- Select a slide by clicking on it.
- Click the **Slide Properties** button on the Context Sensitive Toolbar.
- In the *Slide Properties* window, edit the:

  - **Name**: This is the title of the slide displayed at the top of the slide while in Thumbnail View and along the timeline.
  - **Style**: This is the style set up in the stylesheet.
  - **Duration**: The amount of time the slide displays.
  - **Options**: Select this option if you want it included in the Table of Contents when viewed as a Flash file.

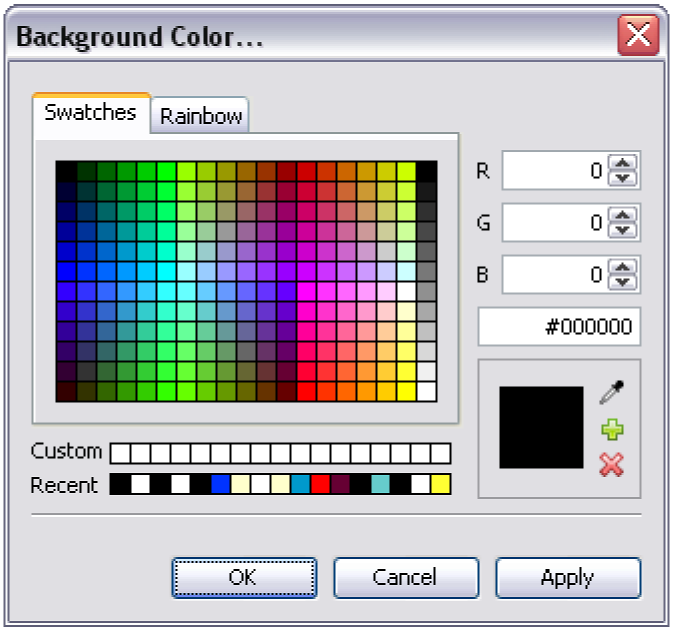
If the "Included in Table of Contents" option is selected (*Slide Properties* window), a visual indicator displays on the slide's thumbnail.



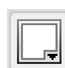
Slide Background Color

The Slide's Background 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. This section highlights the basics of working with slide background color.

For more information, please see the *Working with Colors* chapter.

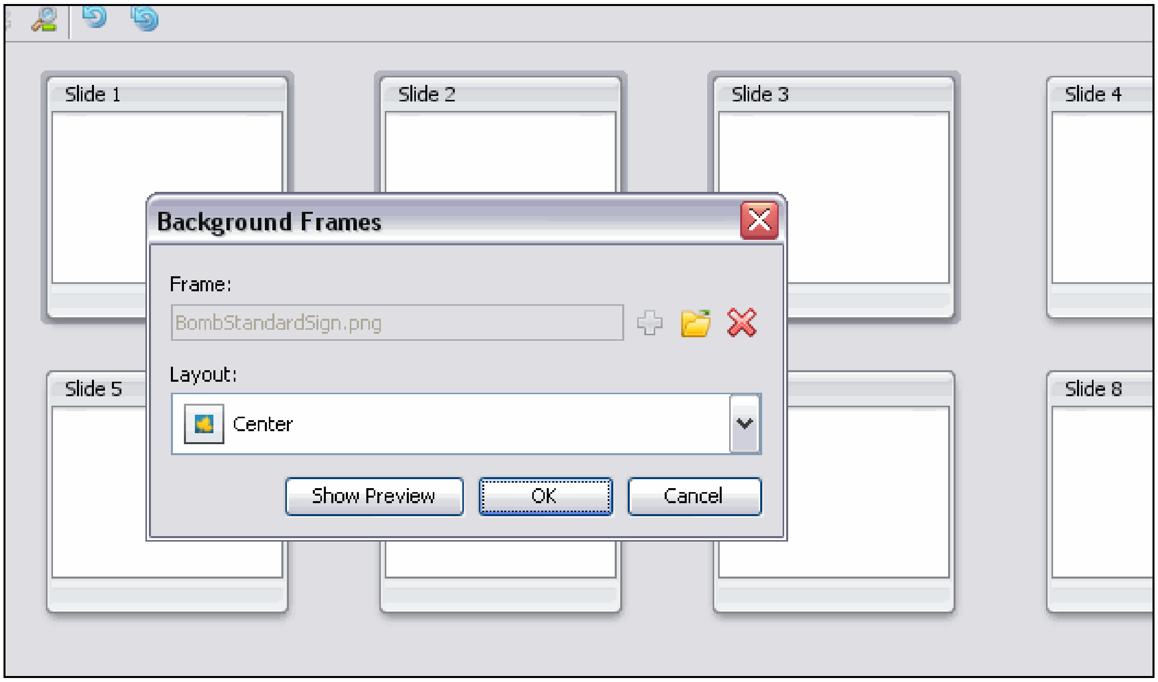


To change slide background color:

- Select the slide or slides you want to work with.
- Click the **Background Color**  button from the toolbar.
- In the *Background Color* window, select a color from either the *Swatches* or *Rainbow* tab.
- Click **OK** to apply it to the selected slide or slides.

Slide Background Frame

A slide background frame may also be referred to as a 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 **Load** Image  button.
- Locate an image file, select it and click **Open**.
- Select a *Layout* option.
- Click **OK**.

In the “Background Frames” window, click “Show Preview” to view a preview of the selected background frame image.

To delete a background frame:

- Right click a slide and select **Background Frames**.
- In the *Background Frames* window, click the **Remove Background** button.
- 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 slide thumbnails.

To move slides using drop and drag:

- Make sure the Project Tab is displayed. You can work in this view or while it is expanded in full view so that only slide 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 Project Tab is displayed.
- Select the slide you want to move.
- Click the **Cut** button on the toolbar.
- Click on the slide where you want to insert the “cut” slide next to.
- Click the **Paste** button on the toolbar.

Click the “Undo” button to immediately undo cut and paste operations.

Deleting Slides

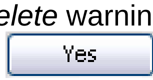
You can remove slides from a project while in Slide Edit view or while working with slide thumbnails. The choice is up to you. However, if you are deleting multiple slides at the same time, you will need to do this while working with in the Project Tab.

To delete a single slide:

- Select the thumbnail or click on it while in slide edit view (so that it is the current slide).
- Click the **Delete**  button on the toolbar.
- A *Delete* warning window displays. Read the information in it and click the **Yes** 

button to confirm and complete the deletion.

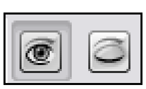
To delete multiple slides:

- Select the slides you want to delete while viewing thumbnails.
- Click the **Delete**  button on the toolbar.
- A *Delete* warning window displays. Read the information in it and click the **Yes** 

button to confirm and complete the deletion.

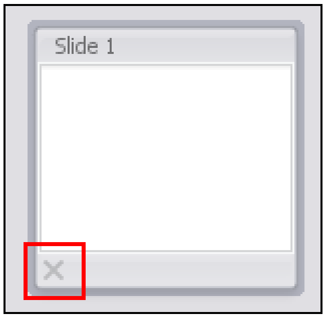
The Hidden Slide

ViewletBuilder7 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.
- To hide a slide, click the **Hide Slide**  button on the Context Sensitive Toolbar to hide the slide.

Hidden slides will not display (or be heard) when previewing a project; however, they will remain in the slide count.

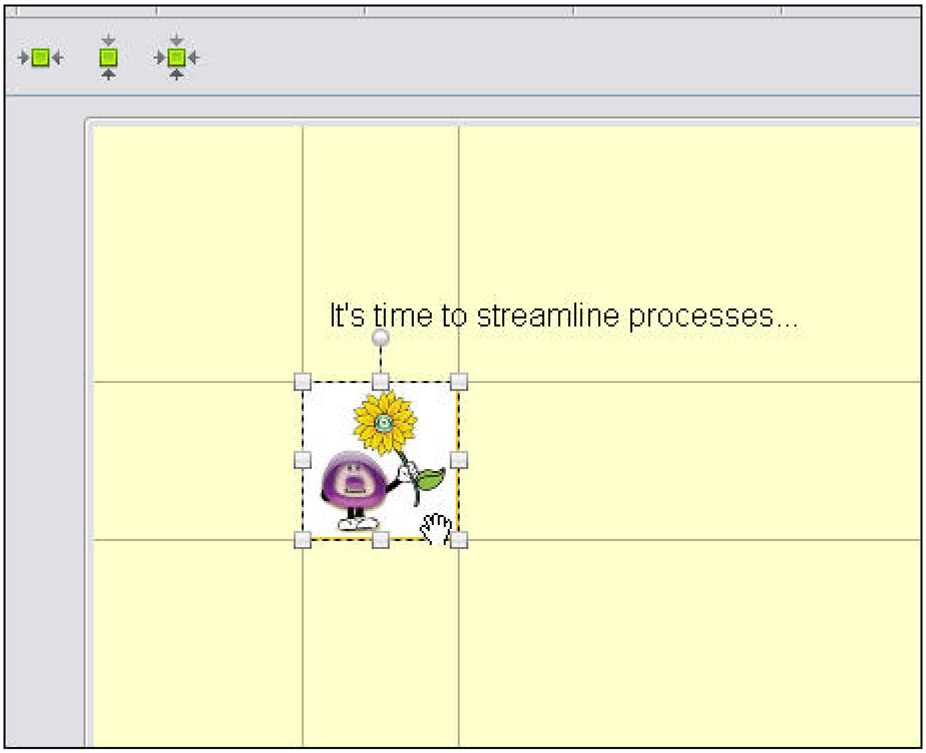
- To display a slide, click the **Show Slide**  button on the Context Sensitive Toolbar to display the slide.

What's new...

Floating Guides

New feature to help you improve alignment of slide objects!

The next time you insert or select a slide object, don't be surprised when you see a set of "grid lines" display beyond the edges of your selection. These are the Floating Guides and do exactly what their name implies. As you drag your selection on the slide, you can use these Floating Guides to align the selection with other slide objects. These guides will only display with an active slide object selection, ready for your use. It's as easy as that.



Master Slide

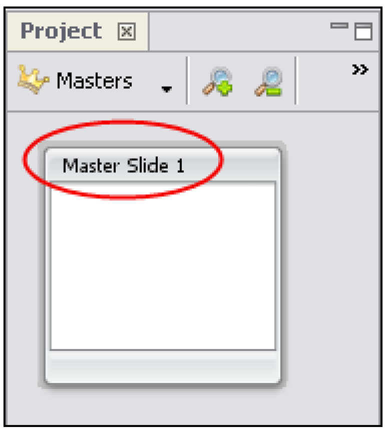
New feature in ViewletBuilder7 Enterprise!

The Master Slide tool lets you create a slide template that can then be applied to one or multiple slides within your project.

To create a Master Slide:

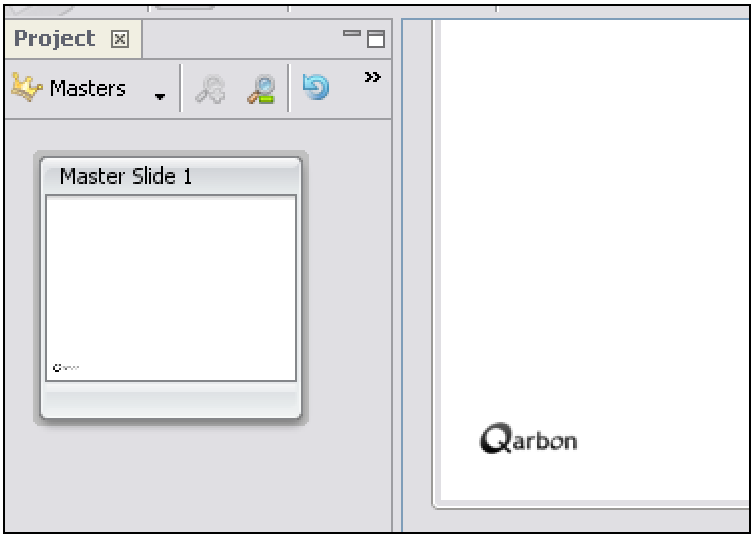
1. In the *Project* tab, select **Masters** from the drop-down list.

2. If this is the first Master Slide you are creating for this project, a single "Master Side 1" will display. You can create additional Master Slides as needed. Select the Master Slide you want to work with from the thumbnails list.

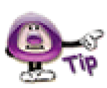


If you do not see a Master Slide displayed when you select the "Masters" option from the list in the *Project* tab, you can create one by inserting a Blank Slide.

3. Edit this slide in the Slide Edit view as needed, keeping in mind that this is not a regular project slide, but a Master Slide that will be used as a template for other project slides. So, for example, you can add the company logo to this slide.



4. Create additional Master Slides as needed.



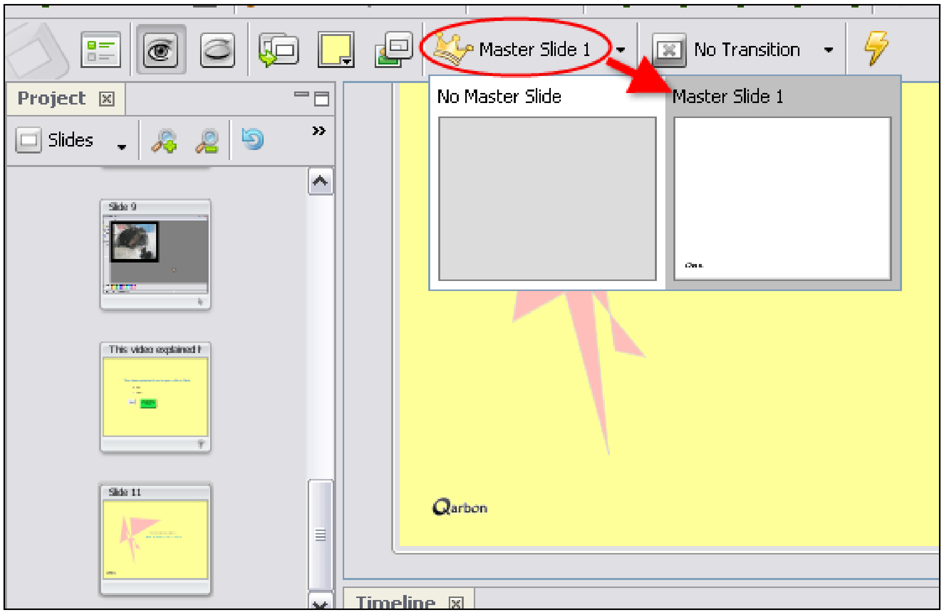
If you change the Background Color of a Master Slide that Background Color will not be used on any of the project slides this Master Side is applied to.

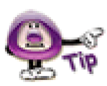
To apply a Master Slide to a project slide:

1. Create your Master Slides as needed.
2. In the *Project* tab, select **Slides** from the drop-down list to view all the thumbnails of your project.

3. Select the slide thumbnails you want to apply the Master Slide to from the thumbnails list.

4. From the Context Sensitive Toolbar, select the **Master Slide** button and select the desired Master Slide from the list.





Only one Master Side may be applied to a project slide at a time.

To remove a Master Slide from a project slide:

1. Select the desired project slides from the thumbnails list.
2. Select the **Master Slide** button from the Context Sensitive Toolbar.
3. Select **No Master Slide** from the list.

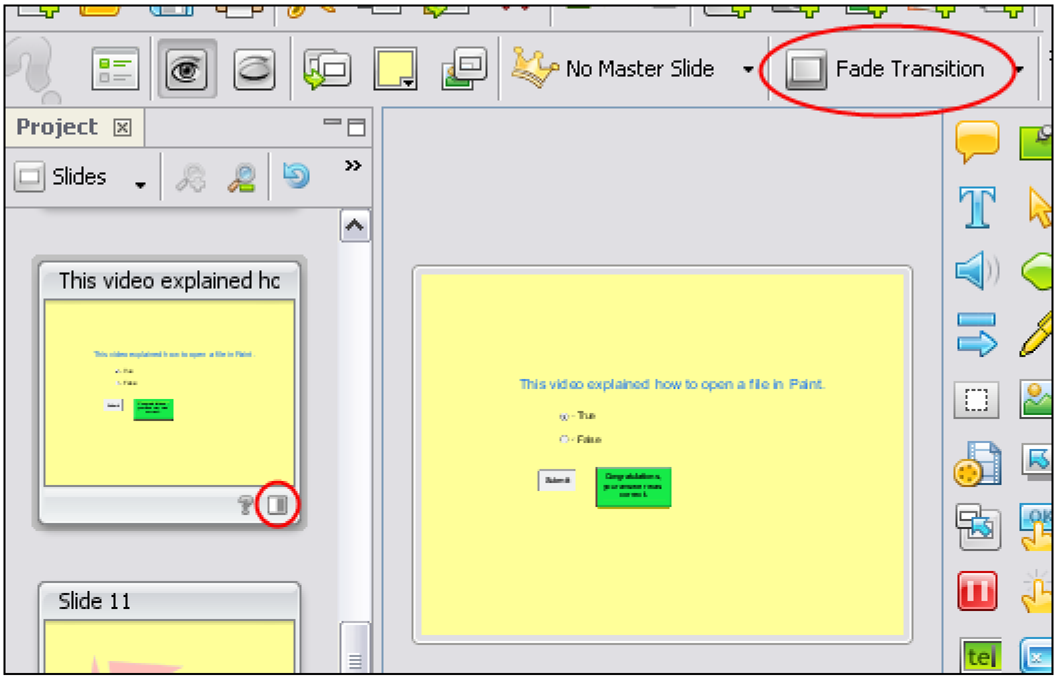
New slides will inherit the last Master Slide applied.

What's new...

Slide Transitions

New feature in ViewletBuilder7 Enterprise!

Slide Transitions are applied between slides and are not visible when editing the project between slide thumbnails. If a slide has a transition applied to it, you will see a "transition" icon applied to its thumbnail as well as the actual transition applied along the Context Sensitive Toolbar.



Slide Transitions occur AFTER a slide and can only be previewed in the published file.

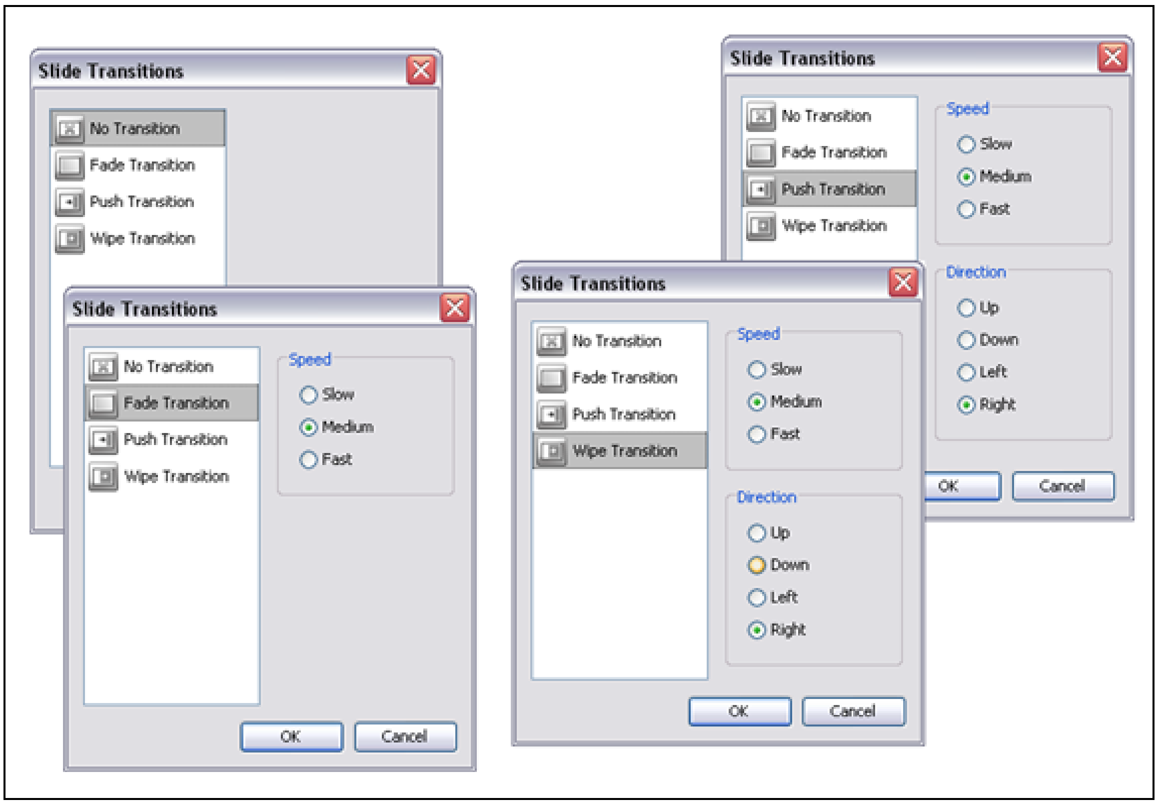
There are several transitions available:

- **No Transition:** Select this option if you do NOT want any transition to occur between slides.

- **Fade Transition:** Select this option to fade the slide out before playing to the next slide.
- **Push Transition:** Select this option to have the next slide push the current slide out of view as it plays to the next slide.
- **Wipe Transition:** Select this option to have the current slide wipe off the screen to reveal the next slide as it plays to the next slide.

To apply a transition to one or multiple project slides:

1. Select the project slides (from the **Slides** view in the *Project* tab) you want to use for the transitions.
2. Select the **Transition** button from the Context Sensitive Toolbar.
3. In the *Slide Transition* window that displays, select the desired transition.
4. Select any additional options that may display for the transition. These will vary.
5. Click **OK** to apply.



What's new...

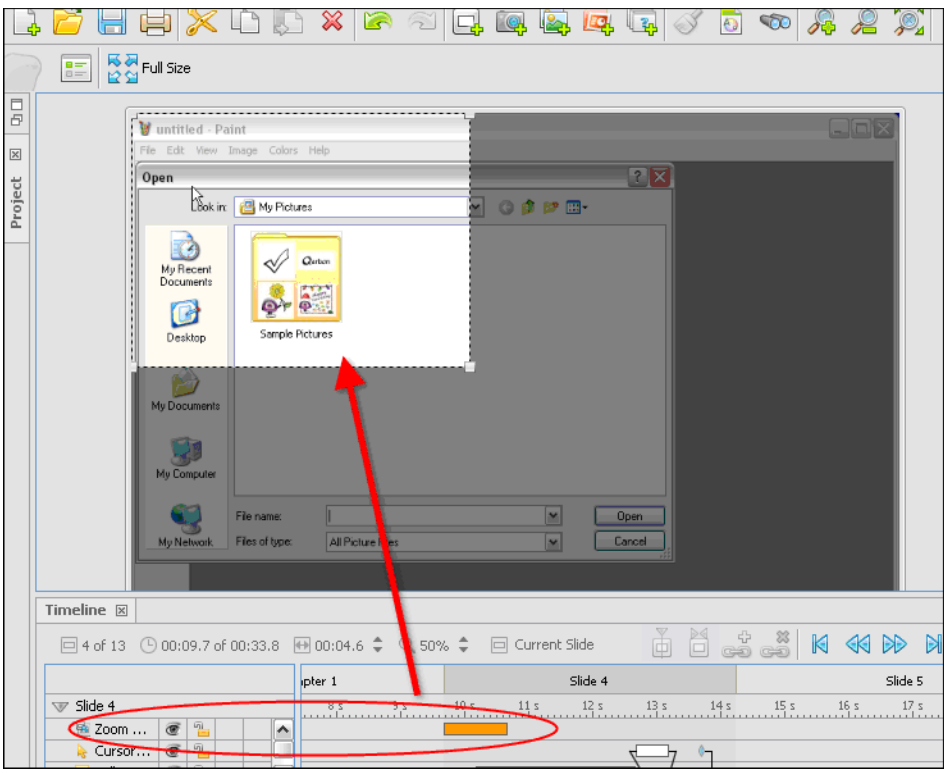
Zoom Zone

New feature in ViewletBuilder7 Enterprise!

If you want to zoom in on a specific area of a slide, it's easily done now using the Zoom Zone tool. This chapter highlights the basics of adding zoom elements to a slide.

To add a Zoom Zone along the Timeline:

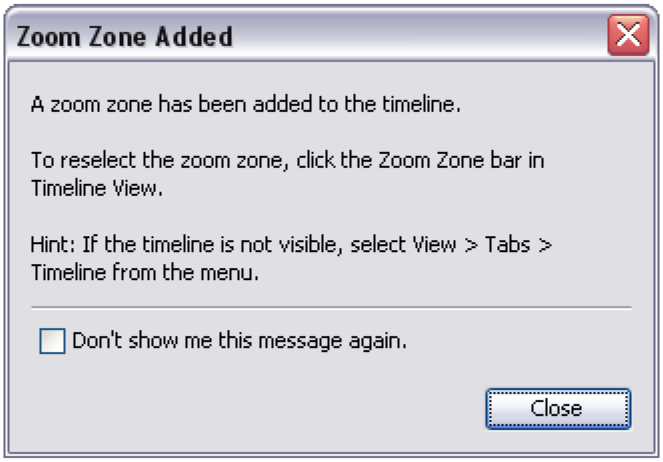
1. Click a frame along the Timeline where you want to add the starting point for the Zoom Zone.
2. From the Objects Toolbar, click the **Zoom Zone**  button.
3. A bounding box displays on the slide. Everything inside this box will be the area that will be zoomed in on. Move this box around and resize as needed.

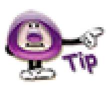


Tip

By default, the Zoom Zone will display for about one second along the Timeline. You can increase/decrease as needed. The longer the Zoom Zone displays, the longer the zooming transition will be.

4. Click off the slide to exit Time Select Mode and to add the new Zoom Zone.
5. You will be prompted each time a new Zoom Zone is added. Click **Close** to close this information window.





You can add multiple Zoom Zones to the same slide. The Zoom will remain at its "current" level until a new Zoom Zone replaces it.

6. You can view the Zoom Zone results in several ways:
   - Drag the Playhead over the Zoom Zone (while in Time Select Mode)
   - Preview the slide(s) within the project
   - Preview the published Viewlet

To zoom back in at Full Screen:

1. Select an interval along the Timeline where you want to insert a Zoom Zone.
2. Click the Zoom Zone button on the Objects Toolbar.
3. Click the **Full Screen** 

button along the Context Sensitive Toolbar.
4. This will snap the Zoom Zone to fit the entire slide.
5. Click off of the slide to apply and exit from Time Select Mode.

Highlight Tools

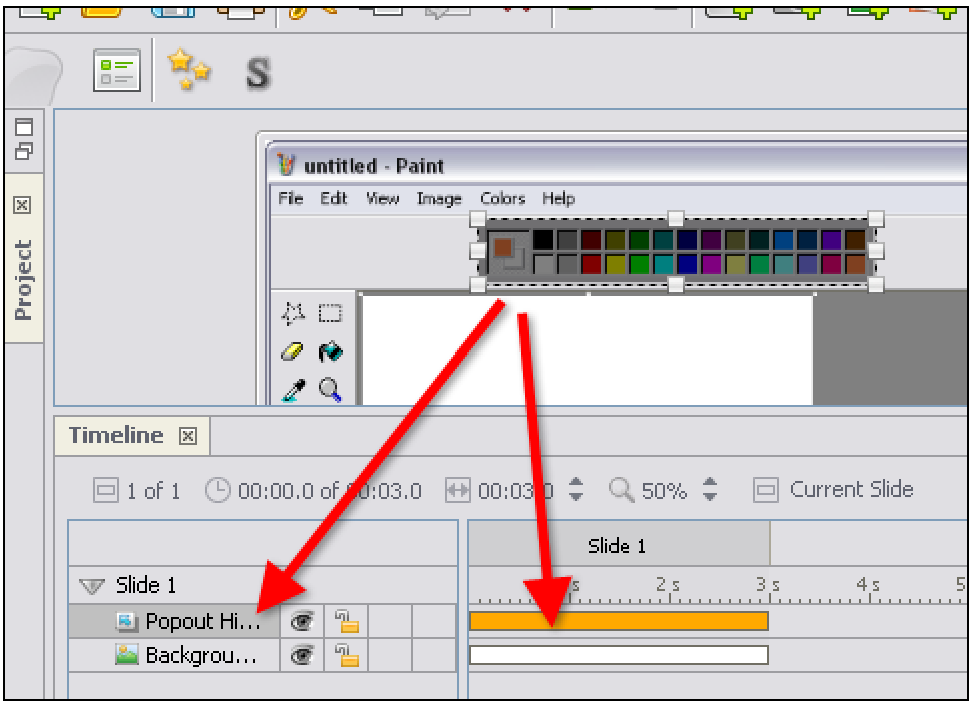
New features available in ViewletBuilder7 Enterprise!

To add more impact and dimension to any slide, take advantage of the new Highlight tools available in ViewletBuilder7 Enterprise. There are three available highlighters:

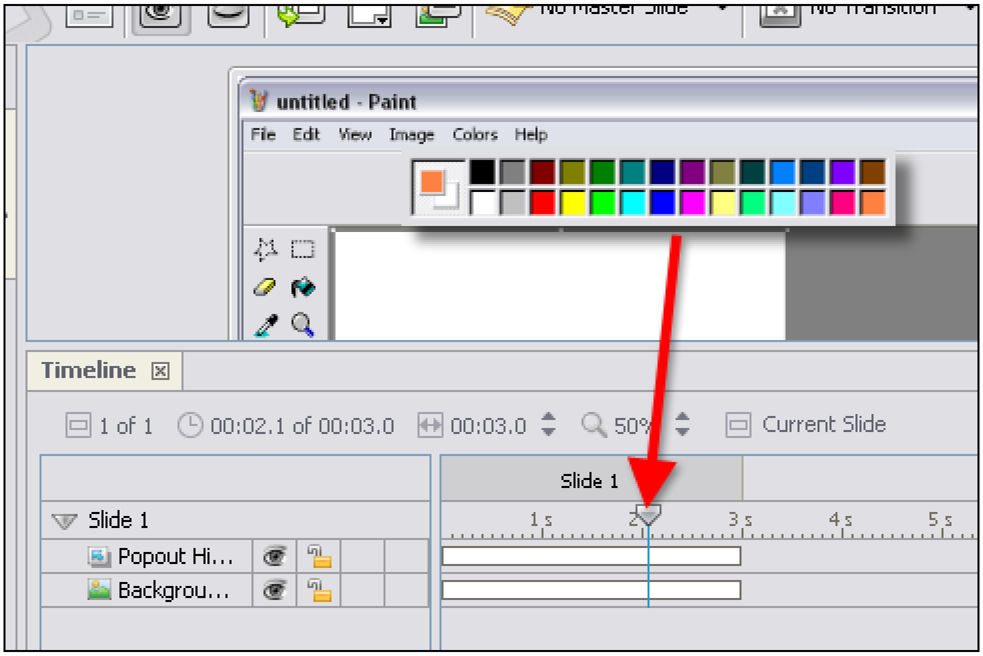
Popout Highlight (New Feature!)

Use the Popout Highlight tool to focus in on an area of the slide by "popping it out".

1. Click the **Popout Highlight**  button on the Objects Toolbar.
2. A shaded bounding box displays on the slide. Resize the box as needed and placing it over the area of the slide you want to have pop out.



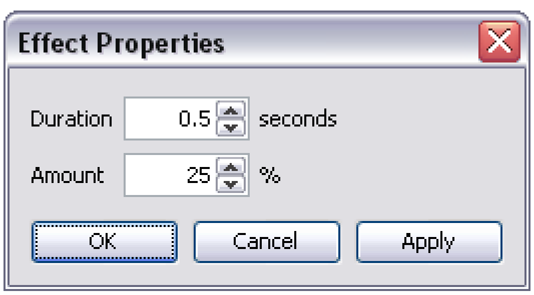
3. Click off the box to apply the Popout Highlight.
4. Preview results by playing back the current slide in the project or Viewlet. You can also preview results by dragging the Playhead to scrub the Timeline.



You can change the Shadow applied to the Popout Highlight by selecting the Popout Highlight layer and click the Shadow Properties button on the Context Sensitive Toolbar. See the *Shadow Effects* chapter for more information on working with Shadow Properties.

To change the Popout Highlight "Effects":

1. Select the desired Popout Highlight layer.
2. Click the **Effect Properties** button on the Context Sensitive Toolbar.
3. In the *Effect Properties* window that displays:



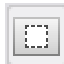
   a. Select the **Duration** you want the Popout Effect to display. The longer the duration, the longer the transition from pop out to "pop back in" will be.
   b. Select the **Amount** (percentage) for the size of the pop out area. The higher the percentage, the bigger the pop out image on playback.

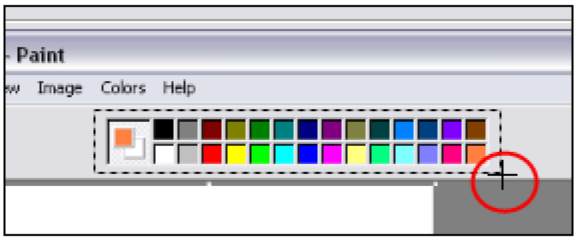
4. Click **OK**.

What's new...

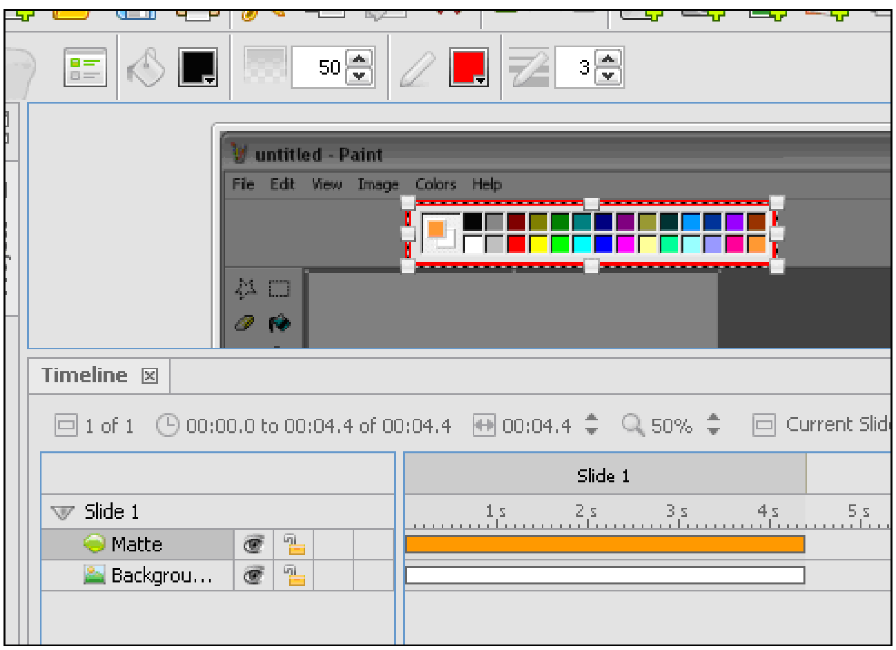
Matte Tool

Let's say you want to focus on an area of the slide, but want to block out the rest of the slide while you are doing this. You can accomplish this using another Highlight Tool called the Matte Tool.

1. Click the **Matte**  button on the Objects Toolbar.
2. The cursor changes to a cross-hair. Drag to form a box around the area you want to provide focus on.

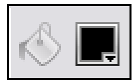


3. Let go of the left mouse button. The area inside the bounding box will be displayed while everything outside of the box will be shaded out of view.

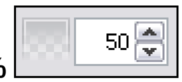


4. Click off of the Matte box to apply it.

To change the Matte's shading color:

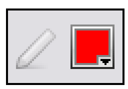
1. Select the Matte layer.
2. Click the **Background Color**  button.
3. In the window that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to apply it.

To change the Matte's shaded area's opacity level:

1. Select the Matte layer.
2. Enter a number for the new Opacity level next to the **Opacity %** 

button on the Context Sensitive Toolbar.
3. Tab or click out of the field to apply final results.

To change the "focus" area's border color:

1. Select the Matte layer.
2. Click the **Border Color**  button on the Context Sensitive Toolbar.
3. In the window that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to apply it.

To change the "focus" area's border width:

4. Select the Matte layer.
5. Enter a number for the new border width next to the **Border Width** 

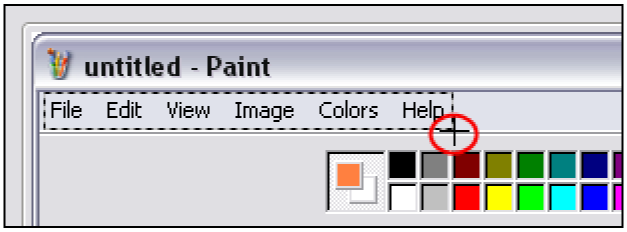
button on the Context Sensitive Toolbar.
6. Tab or click out of the field to apply final results.

Color Highlight

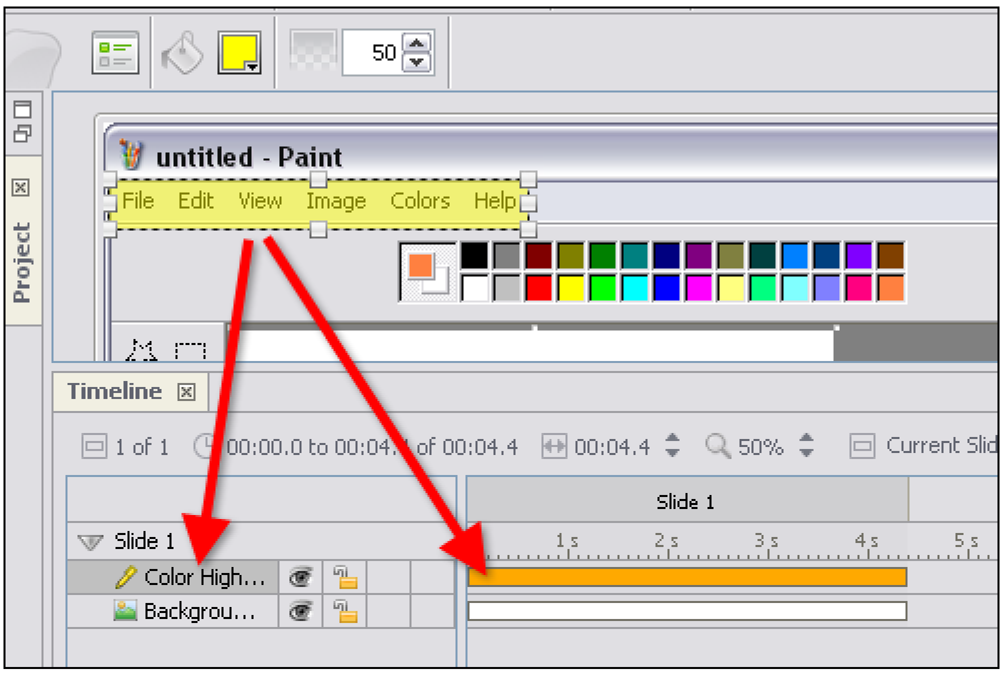
In the earlier days when creating Viewlets, if you wanted to highlight a specific area of a slide, you would have to use a shape tool and then change its opacity level and border width. Now, you can use the Color Highlight Tool to achieve these effects.

To create a Color Highlight:

1. Click the **Color Highlight**  button on the Objects Toolbar.
2. The cursor changes to a cross-hair shape. Drag it to form a box over the area of the slide you want to highlight.

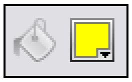


3. Let go of the mouse button to form the highlight.



4. Click off the highlight box to complete the operation.

To change the Color Highlight's color:

1. Select the Color Highlight layer.
2. Click the **Highlight Color**  button on the Context Sensitive Toolbar.
3. In the window that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to apply it.

To change the Color Highlight's opacity level:

1. Select the Color Highlight layer.
2. Edit the number used for the highlight's **Opacity (%)** 

.
3. Press **Tab** or **Enter** on the keyboard (or click outside the number field) to apply the change.

Sound

New Sound Features Available!

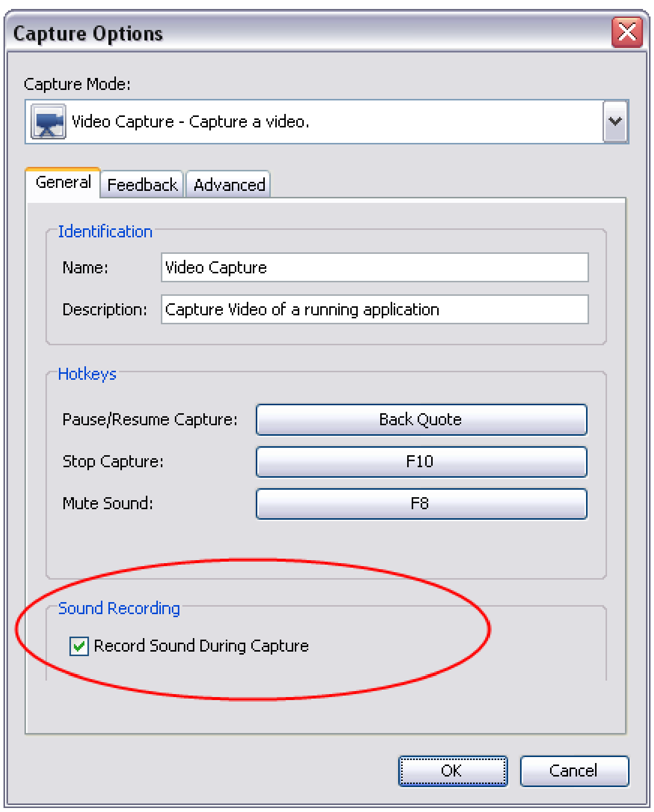
ViewletBuilder7 Enterprise offers several different ways to add sound to your project. You can import sound files or record voice narration, using the built-in sound recording tool. Sound can be attached to slides as well as various slide objects.

Let's take at the some of the ways you can add Sound to a Viewlet project.

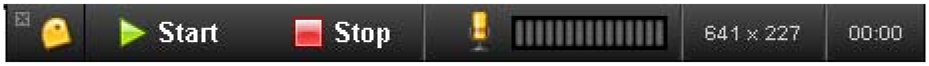
Recording Sound During Video Capture Mode (New Feature!)

When creating a new project, if Video Capture Mode is selected as the Capture Mode option (in the *Capture Options* window), you will see an option for recording sound. This includes:

Setting Sound in the Capture Profile:
You can select the option to record sound when creating a new Screen Capture Project or while inserting new screenshots into an existing project. In the *Capture Options* window, in the *General* tab, in the *Sound Recording* area, select the check box next to the **Record Sound During Capture** option.



Enabling Sound During Video Capture Mode Session:
During a Video Recording session, a toolbar displays with various buttons that can be used during the capture. There is a microphone button that can be used to enable/disable sound recording at the start and at any time during the recording session.

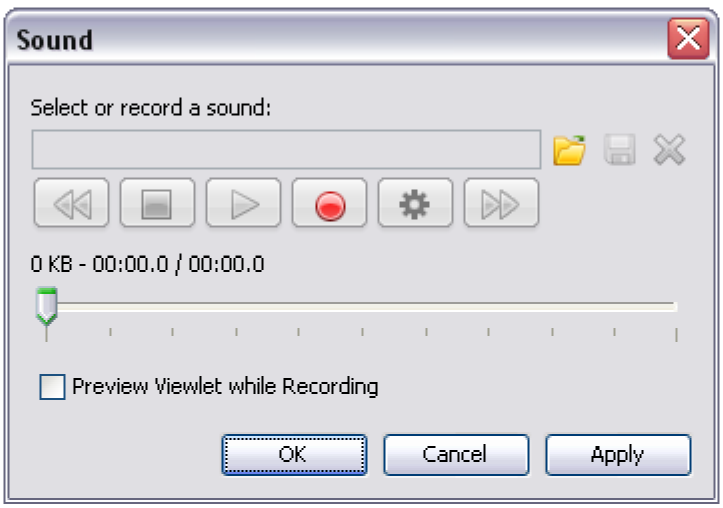


Adding Sound to Project Slides

Enhanced features!

You can attach sound to slides within a project:

1. Select the slide where you want to add the sound.
2. Click the **Insert Sound**  button on the Objects Toolbar.
3. The *Sound window displays* with options for adding sound to the slide.



Select or record a sound area

Importing Sound Files:

a. To import a sound file, click the **Load Sound**  button.
b. Select a sound file and click **Open** to return to the *Sound* window.

Supported sound file formats include MP3, RAW, AIF, WAV and AU.

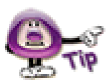
Recording Sound Files:

a. Select the **Recording Options**  button.

b. In the *Recording Options* window that displays, select the **Input Device** you want to use for recording audio from the list.

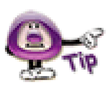
c. Click **OK** to apply the selection for the sound recording input device and to close this window.

d. In the *Sound* window, when you are ready to start recording sound, click the **Record**  button.

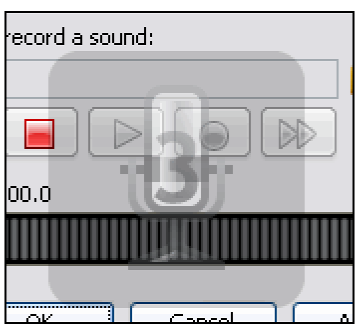


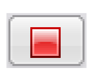
In order to record audio, your computer must have a sound card. ViewletBuilder7 Enterprise records audio using the MP3 format. This reduces file sizes in projects containing audio.

e. Speak into your microphone to record.



A "Countdown Timer" will display prior to recording audio if you selected the "Display Countdown Timer" option when setting up program preferences (Edit > Preferences > General tab). Start speaking after the timer countdown is complete.



f. Press the **Stop**  button to end the recording.

You MUST click the Stop button to end the recording. The sound file will NOT be saved if you click OK BEFORE clicking Stop.

g. Press the **Play**  button to listen to the sound file.

4. Click **OK** to close apply the sound file to the selected slide or slides and to close the *Sound* window.

Previewing Viewlet While Adding Sound to a Slide (New Feature!)

You can now preview the source project's slide while dubbing sound right inside the software.

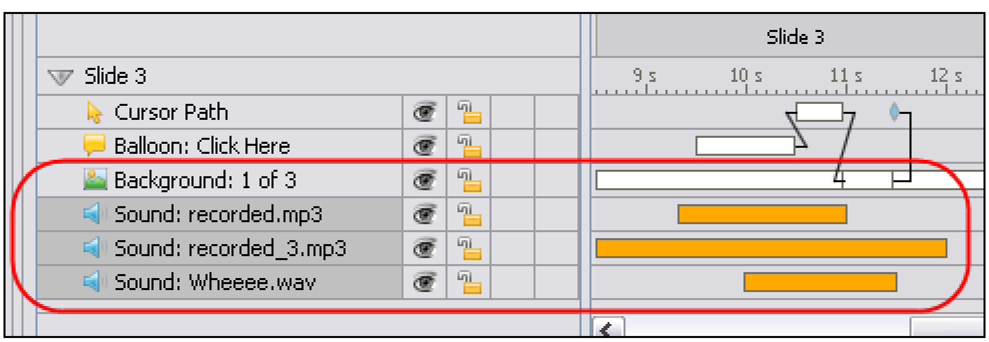
1. Select the slide where you want to add sound.
2. Click the **Insert Sound** button on the Objects Toolbar.
3. In the *Sound* window, select check box next to the **Preview Viewlet while Recording** option.

4. Follow the steps listed previously in this chapter for recording sound.
5. When finished, click **OK** to add the sound to the selected slide.

Multiple Sound Layers (New Feature!)

Multiple sound layers can be added to the same slide. To do this:

1. Select the slide where you want to add sound.
2. Select the frame (time interval) along the Timeline for that slide where you want to insert the sound.
3. Click the **Attach Sound** button on the Objects Toolbar.
4. In the *Sound* window that displays, import or record the sound file.
5. Click **OK** to add the new sound layer to the slide.
6. Move the sound layer as needed (if applicable) along the Timeline by dragging it.



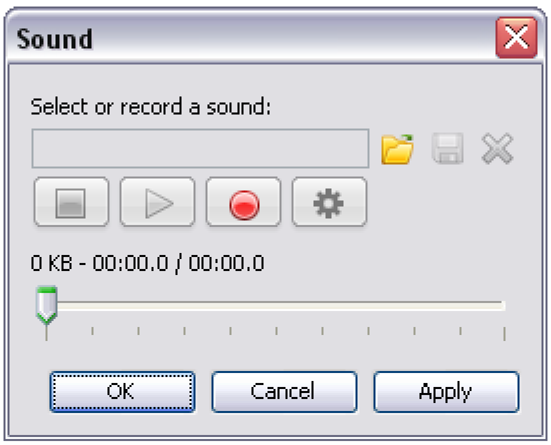
Background Soundtrack (Enhance Feature!)

The Background Soundtrack feature has enhancements added. Please check out the "Background Soundtrack" section of the *Project Properties* chapter for more information on adding a background soundtrack to your project.

Attaching Sound to Slide Objects

When ever you see a speaker icon along a slide object's Context Sensitive Toolbar, this means that you can attach sound to selected slide object.

1. Select the slide object that will have the attached sound file.
2. Select the applicable **Attach Sound to** button on the Context Sensitive Toolbar.
3. The *Sound* window displays. Follow the instructions for importing sound or recording sound outlined previously in this chapter to import/record a sound file from this window.

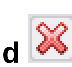


4. Preview the sound file and, when satisfied, click **OK** to apply it to the selected slide object.

Miscellaneous Sound Options

This section contains information for other miscellaneous sound features not previously covered in this chapter.

To remove sound attached to a slide or slide object:

- Open the applicable *Sound* window (for the slide or slide object).
- In the *Sound* window, click the **Delete Sound**  button.
- Click **OK** to confirm the deletion and to close the *Sound* window.

To export sounds from your project:

- Before exporting any sound files from your project, create a folder outside of ViewletBuilder7 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**.

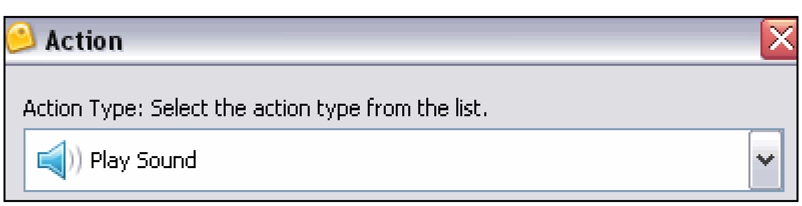
Exported sound files are saved in the same format (and with the same file name) as they have in the project prior to being exported.

Events – Actions "Play Sound" Options

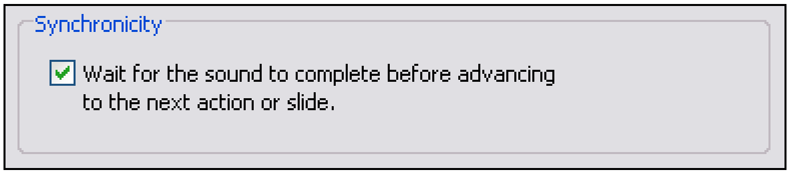
When working with Events and Actions, you can add a "Play Sound" action to many different Events such as when a slide loads or unloads, when a mouse rolls over an object or area of the slide, when the user clicks and more. The "Play Sound" action has some synchronicity and concurrency features for ultimate sound control during Viewlet playback.

Synchronicity (Play Sound Action)

In the *Action* window, when the *Action Type* of **Play Sound** is selected you have the ability to determine when your sound file will end.

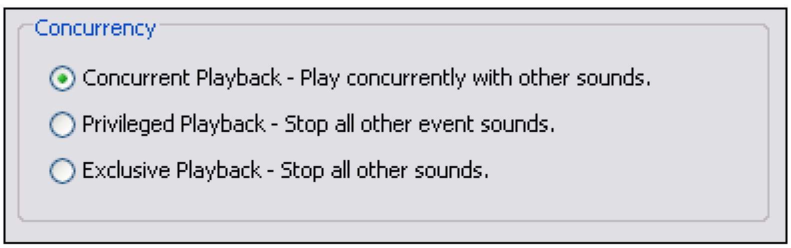


In the *Synchronicity* area, select the **Wait for the sound to complete before advancing to the next action or slide** if desired.



Concurrency (Play Sound Action)
A new "Play Sound" action option includes selections for further controlling when the sound files plays along with other sounds on the slide. In the *Concurrency* area, select the desired option:

- **Concurrent Playback – Play concurrently with other sounds.**
- **Privileged Playback – Stop all other event sounds.**
- **Exclusive Playback – Stop all other sounds.**



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.

Images

New enhancements added while working with 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 background frames. When used in this way, images cannot be moved around the slide.

Multiple images may be used as part of a slide's background frames. See the chapter on "Background Frames" for more information.

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.

Let's look at some ways to work with images and slides.

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.

Supported image file formats include JPEG, GIF, TIFF, JPG, TIF, PNG and BMP.

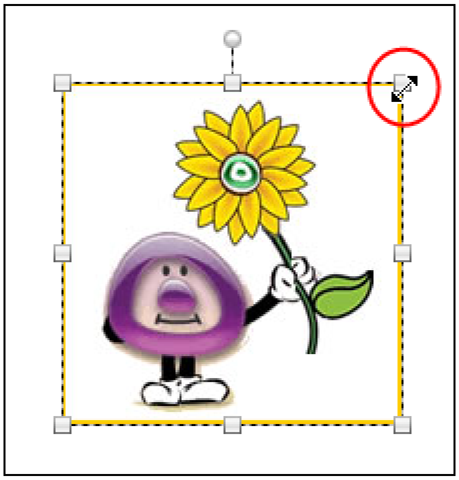
- Select the image file and click **Open**. The image is inserted on the slide, ready for editing.

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:

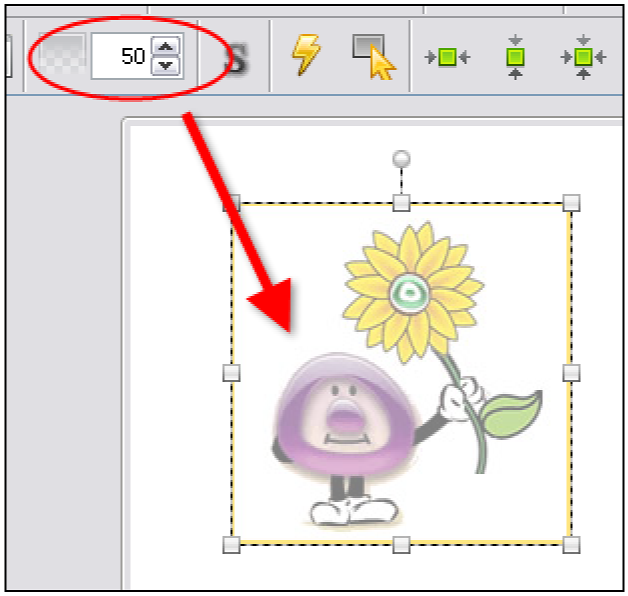
- Select an image by clicking on it.
- Point your cursor over one of the grab handles.
- When the cursor changes to an arrow, hold down your left mouse button.



- 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 (and other objects):

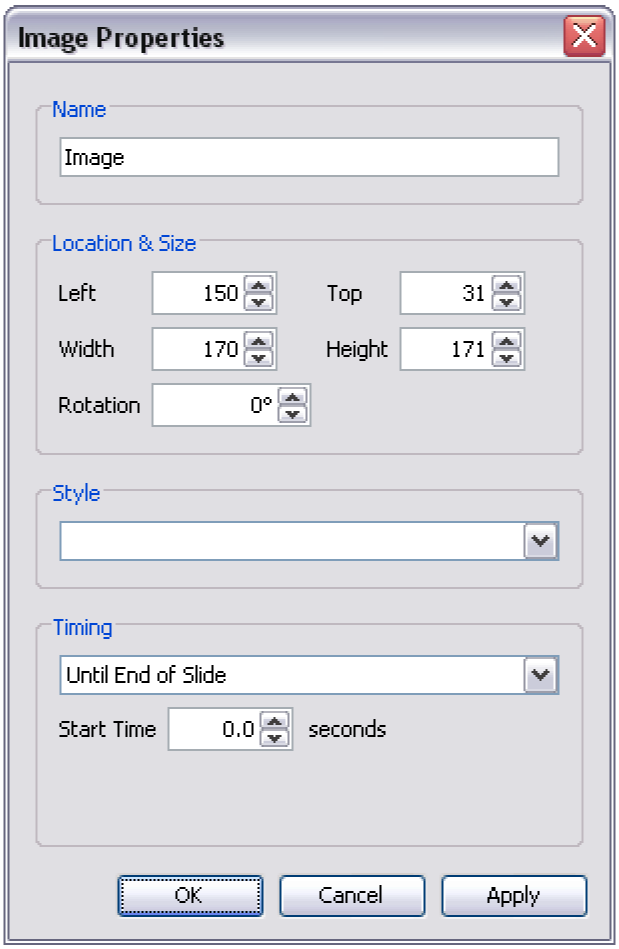
- **Right click** on the image.
- Select **Arrange** from the shortcut menu.
- Select an arrangement option from the fly-out menu.

Rotating Images

There is a new feature called the “Rotate Tool” that can be used when working with images. This tool allows you to rotate one or multiple images. Please see the *Rotate Tool* chapter for more information.

To view and/or modify image properties:

- Click on the image to select it.
- Click the **Image Properties**  button on the Context Sensitive Toolbar.
- In the *Image Properties* window, view and edit the selections as needed.

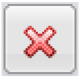


- Click **OK** to close the *Image Properties* window.

To create an image event:

- Click on the image to select it.
- Click the **Events**  button on the Context Sensitive Toolbar.
- In the *Image Events* window, select an events tab and choose the desired action.
- Click **OK** to apply.

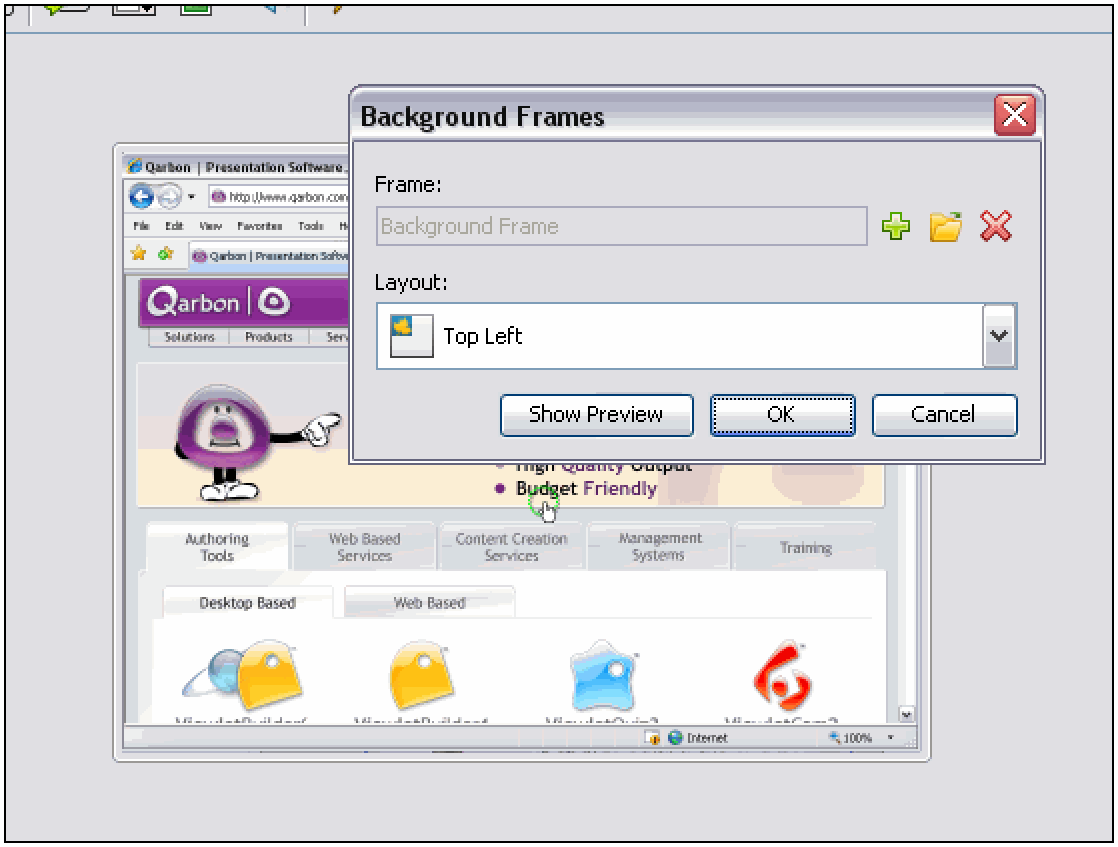
To delete an image:

- Select the image.
- Click the **Delete**  button on the Context Sensitive Toolbar.

Background Frames

The most popular Viewlet projects have slides that contain embedded images as part of the background. These background images are known as **Background Frames**. This chapter discusses how to work with single and multiple slide background frames, an important component of many Viewlet projects.

Background Frames – Single Frame

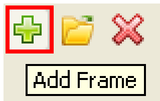


To access the *Background Frames* window:

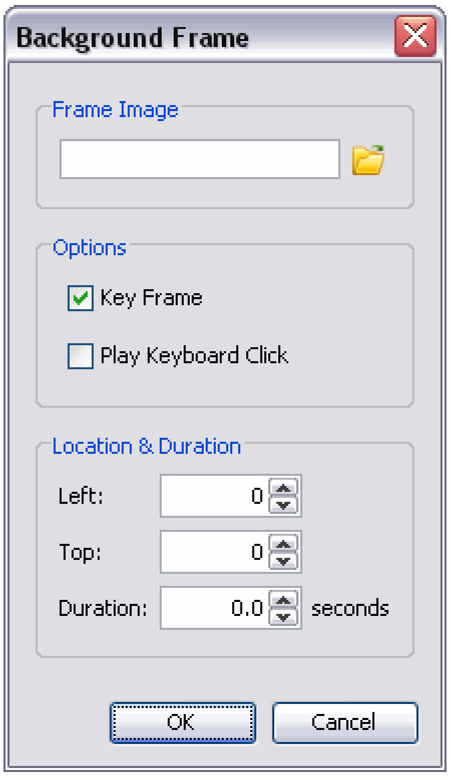
- Select the desired slide in slide or thumbnail view.
- **Right click** and select **Background Frames**. The *Background Frames* window displays.
- You can also double click on the frame along the Timeline to display the *Background Frames* window.

To add a background frame to a slide with detailed settings:

- In the *Background Frames* window, click the **Add Frame** button.



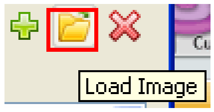
- The *Background Frame* window displays. Click the folder button to search for and select an image for the frame.



- 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.

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** 

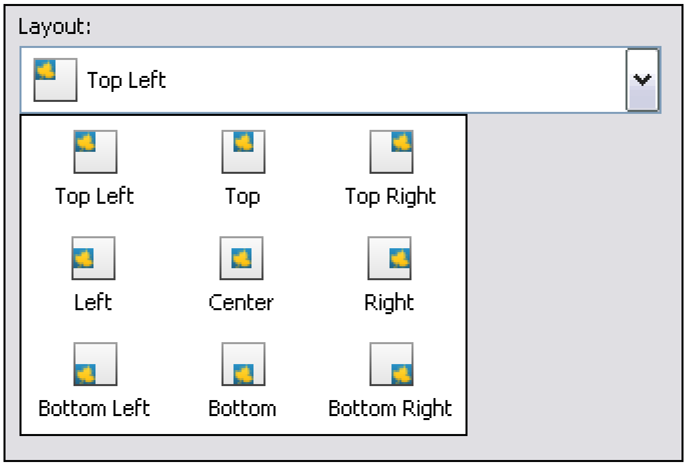
button to expand the window.

  To collapse the window, click the **Hide Preview** 

button.

To choose the layout for the frame:

- In the *Background Frames* window, select an orientation for the image from the *Layout* list.

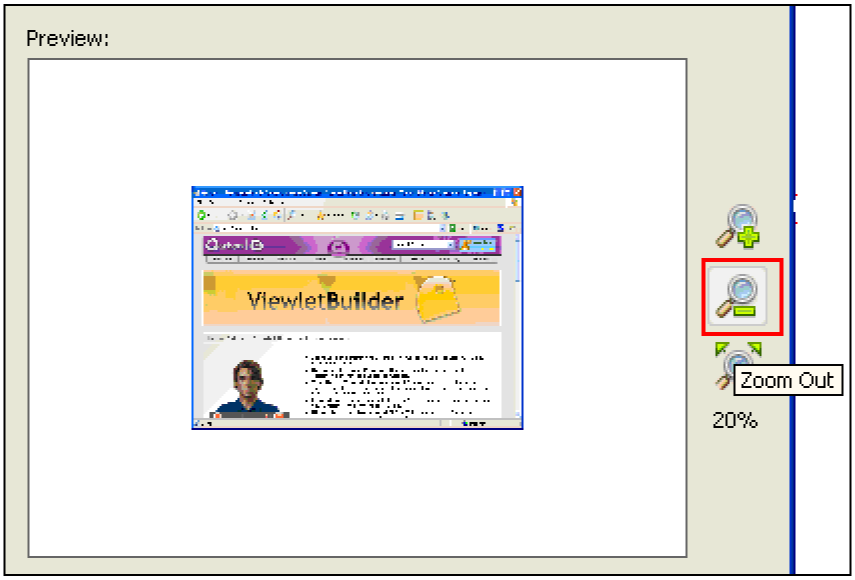


- Click **OK** to close the *Background Frames* window.

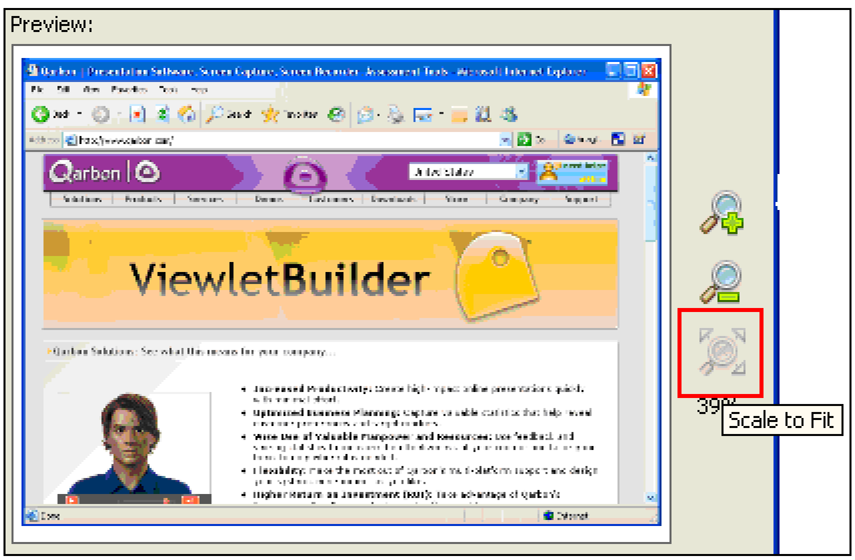
To change zoom selection of frame Preview:

- To zoom in, click the **Zoom In** button.

- To zoom out, click the **Zoom Out** button.



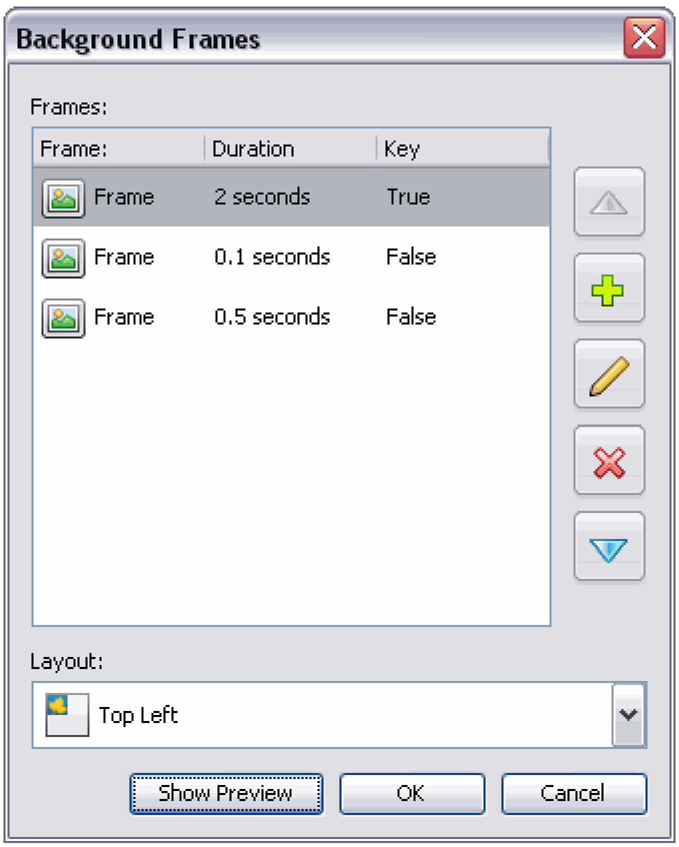
- To fit the image in the Preview panel, click the **Scale to Fit** button.



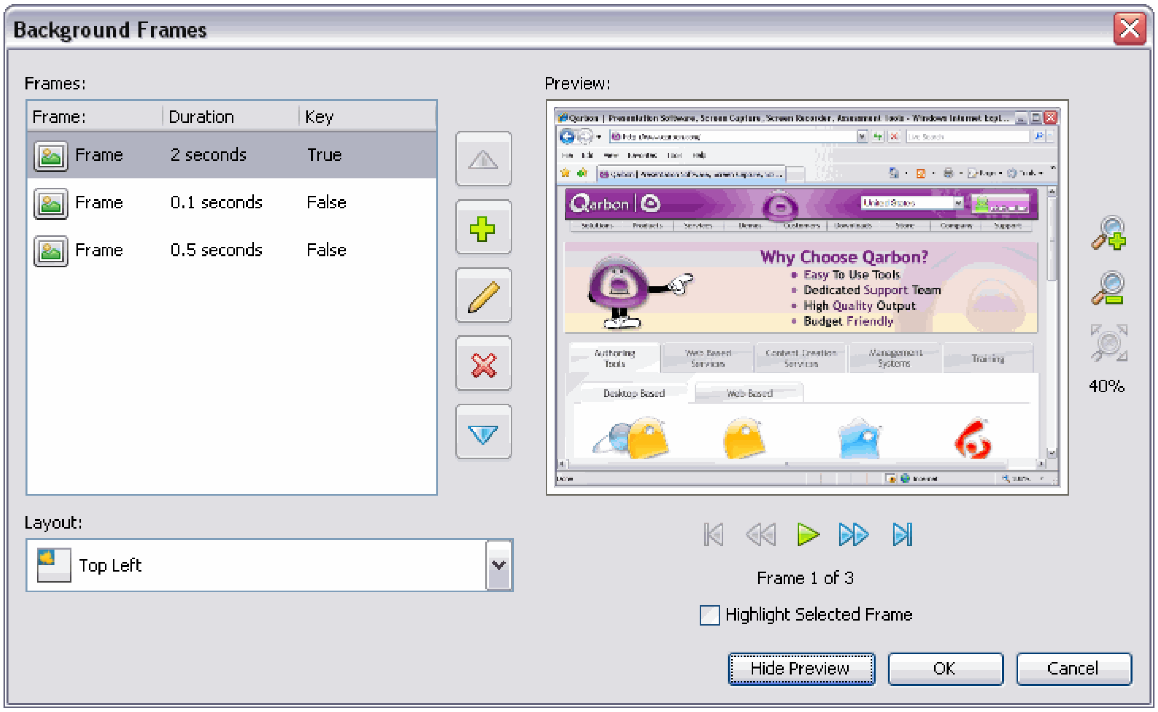
Background Frames – Multiple Frames

Slides may be comprised of multiple background frames. This most commonly happens when creating projects using Smart Capture. Slides containing multiple background frames are animated during playback on the slide itself (similar to an animated GIF file). To edit a slide with multiple background frames, you will use the same steps 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

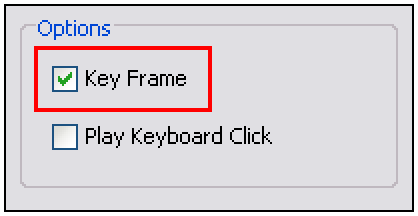
Key Frame

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 Screen Capture 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.

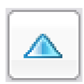
To enable/disable a Key Frame:

- In the *Background Frames* window, double click a frame.
- In the *Background Frame* window, select the **Key Frame** option.



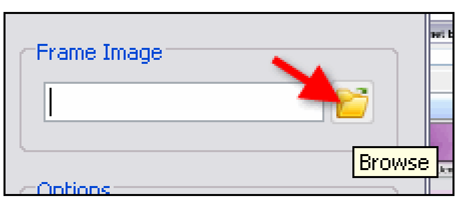
- Click **OK**.

To move a frame up/down within the list:

- Select the frame in the list.
- Click the **Move Up**  button to move the frame up in the list.
- Click the **Move Down**  button to move the frame down in the list.

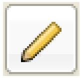
To add a frame to the list of frames:

- Click the **Add**  button.
- In the *Background Frame* window, click **Browse**.



- The *Select Frame Image* window displays. Select and image file and click **Open**.
- In the *Background Frame* window, make other selections as needed and click **OK**.

To edit a background frame:

- Select a frame in the list.
- Click the **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.

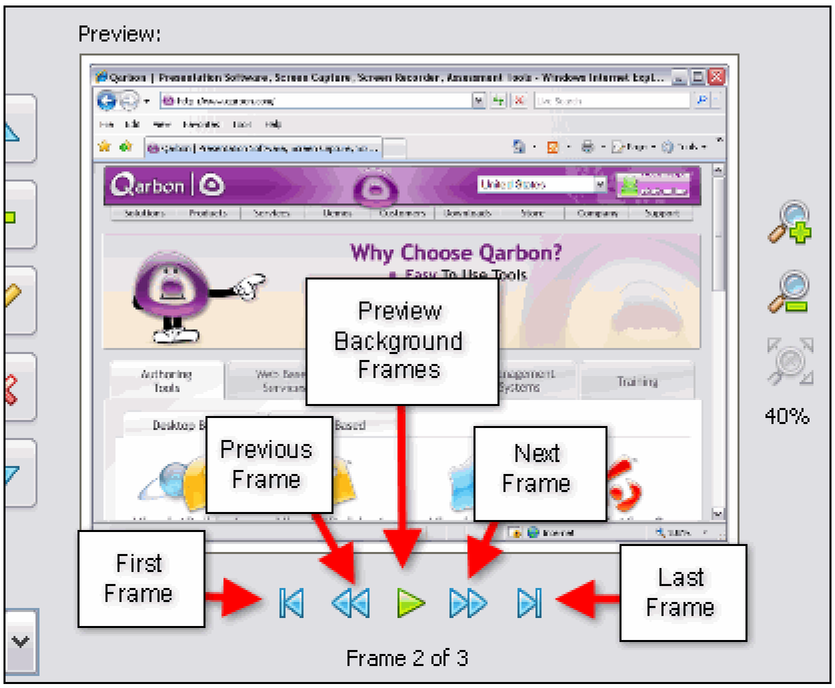
If you accidentally delete a background frame from a slide (and this was your last action), simply press "Ctrl + Z" to undo this last action.

Previewing 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 background frames.

To navigate through multiple background frames:

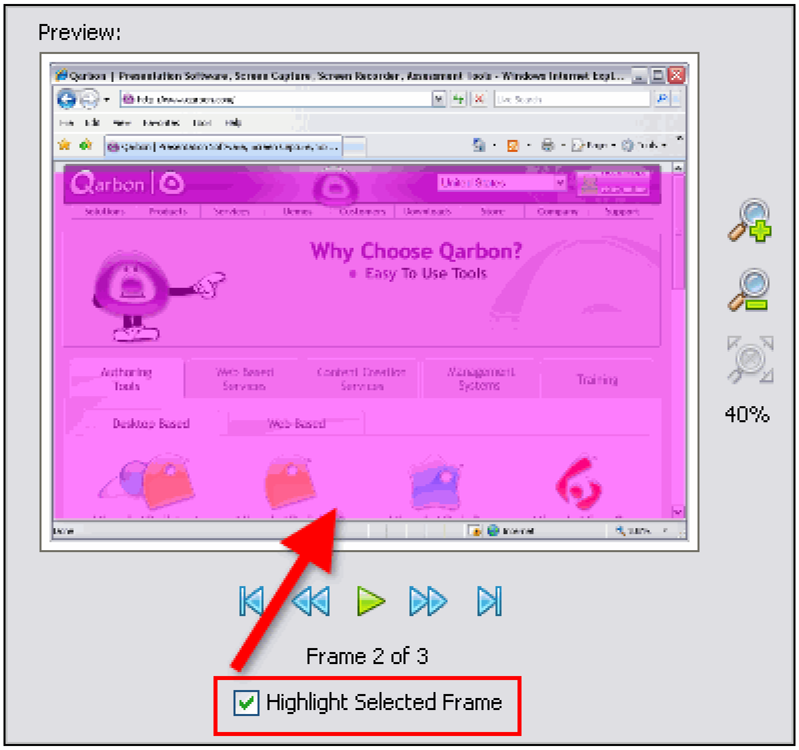
- In the *Background Frames* window, select a frame in the list.
- Click the **Show Preview**  button, if applicable.
- Click the appropriate button (below the preview pane):



  - **First Frame**
  - **Previous Frame**
  - **Preview Background Frames**
  - **Next Frame**
  - **Last Frame**

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** option.

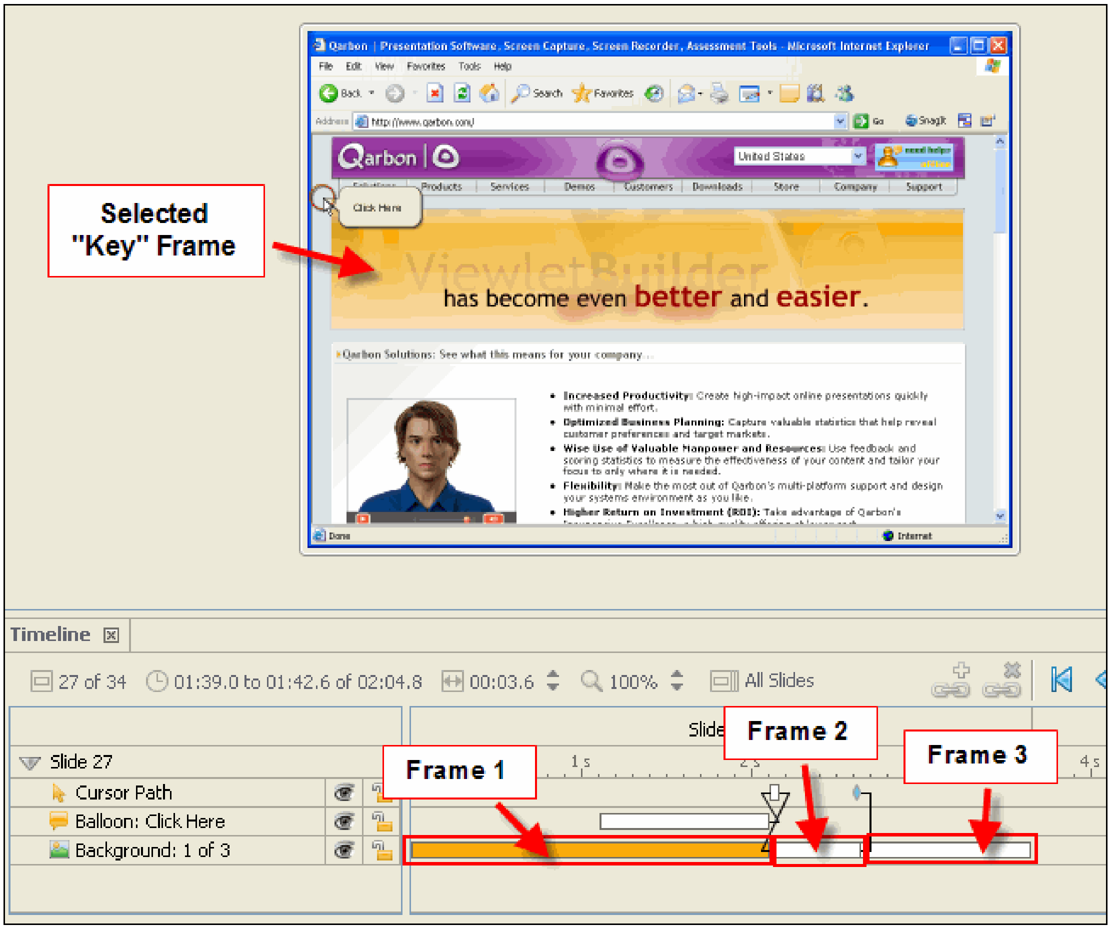


If the selected background frame is a "Key Frame" the entire image will be highlighted. If it is not a Key Frame, only the image that "sits on top of the Key Frame" will be highlighted.

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 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.

If you click on a specific background frame in the Timeline, it will display it in the Slide Editing area.

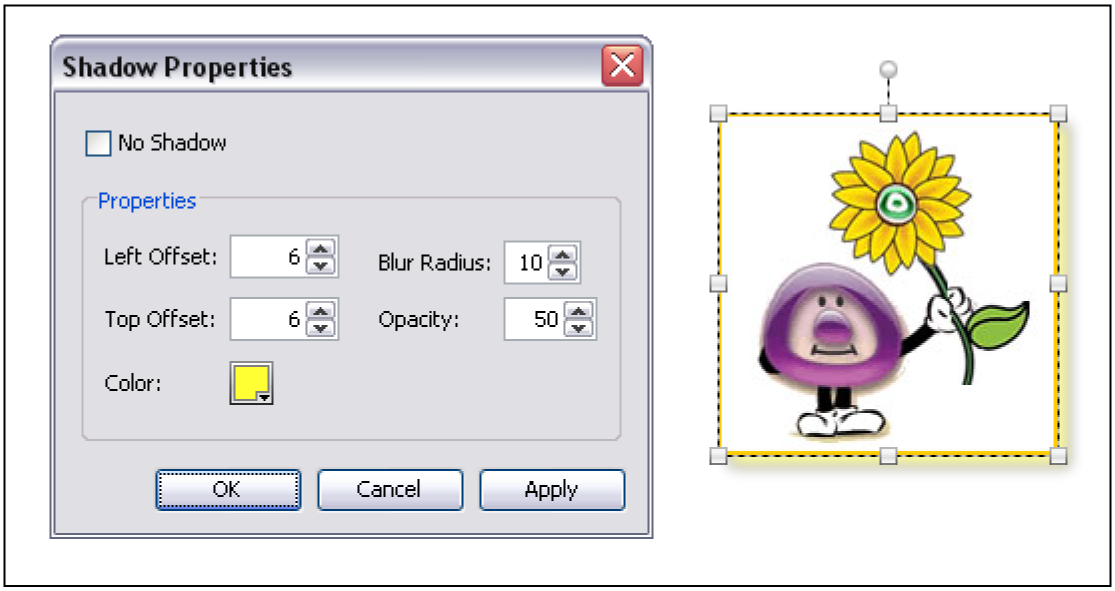
What's new...

Shadow Effect

Enhance slide objects with the addition of a shadow. The Shadow tool allows you to add a shadow effect to most slide objects such as cursors, images, shapes, message objects, etc. And, it's very easy to do!

To add a Shadow to a slide object:

1. Select the slide object (such as an image, for example) to load its Context Sensitive Toolbar.
2. Select the **Shadow Properties**  button (if available) from the toolbar.
3. In the *Shadow Properties* window that displays:



   a. Deselect the check box next to the **No Shadow** option.
   b. In the *Properties* area, make selections for Left Offset, Top Offset, Blur Radius, Opacity and Color.
   c. Click **Apply** to see the results BEFORE closing the *Shadow Properties* window and make adjustments as needed with your selections.
   d. When satisfied, click **OK** to save your shadow selections.

To remove a shadow from a selected slide object:

1. Select the slide object (such as an image, for example) to load its Context Sensitive Toolbar.
2. Select the **Shadow Properties** button from the toolbar.
3. In the *Shadow Properties* window that displays, select the check box next to the **No Shadow** option.
4. Click **OK** to apply.

Tip

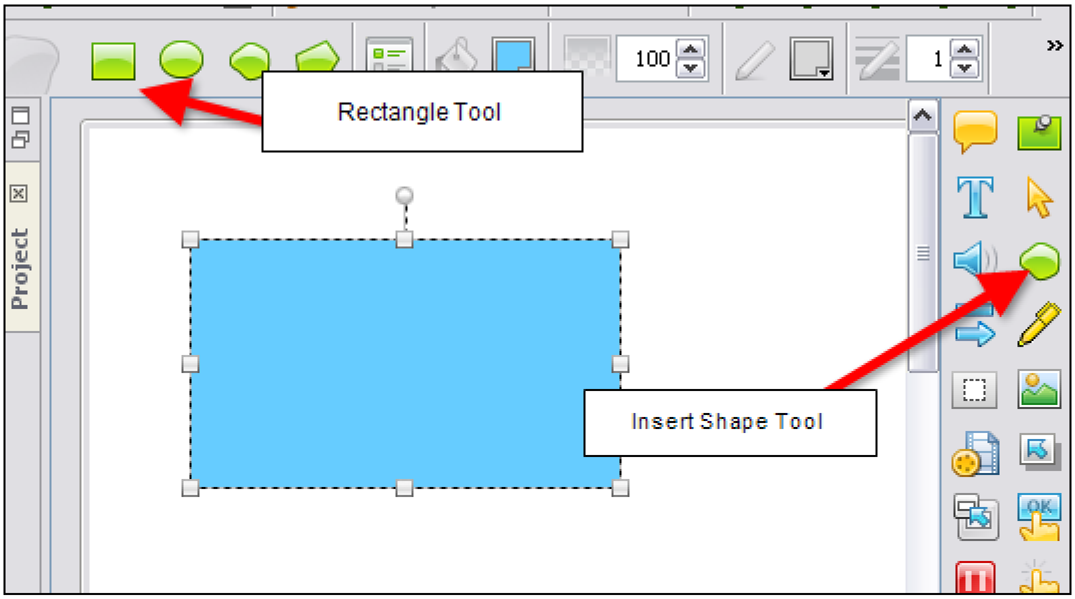
One way to enhance the shadow effect applied to your selected slide object is by experimenting with different colors and opacity levels.

Shapes

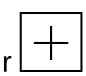
Using the Shape Tool, you can draw rectangles and ellipses directly on slides. Or, using the Lasso or Poly Lasso, draw freeform. This chapter provides an overview of these four basic Shape Tools.

The Rectangle Tool

The rectangle tool allows you to draw rectangles and squares on a slide.

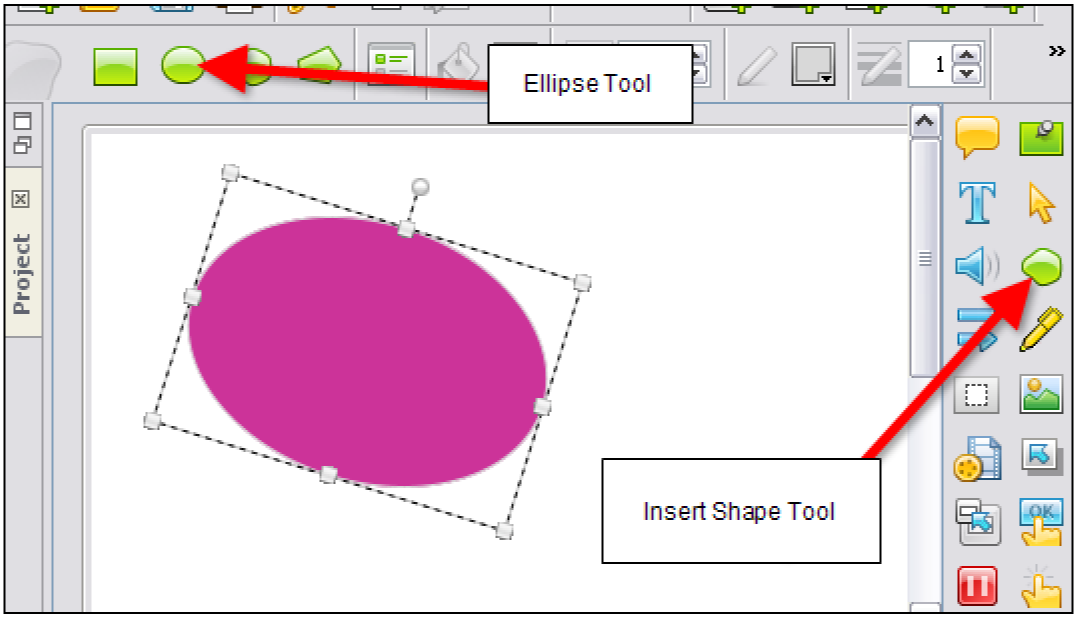


To insert a rectangle:

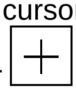
- Click the **Insert Shape**  button on the Object Toolbar.
- Click the **Rectangle Tool**  button on the Context Sensitive Toolbar.
- Move the cursor over the slide until the cursor changes to a cross-hair  shape.
- Click on the slide and hold down the left mouse button.
- Continue to hold down the 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.

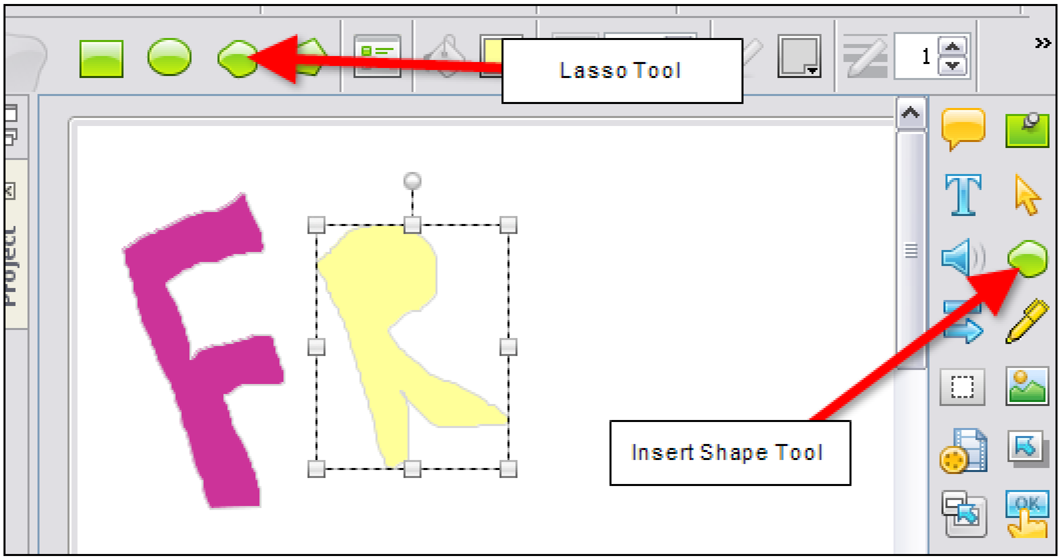


To insert an ellipse:

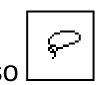
- Click the **Insert Shape**  on the Object Toolbar.
- Click the **Ellipse Tool**  button on the Context Sensitive Toolbar.
- Move the cursor over the slide until the cursor until the cursor changes to a cross-hair  shape.
- Click on the slide and hold down the left mouse button.
- Continue to hold down 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.

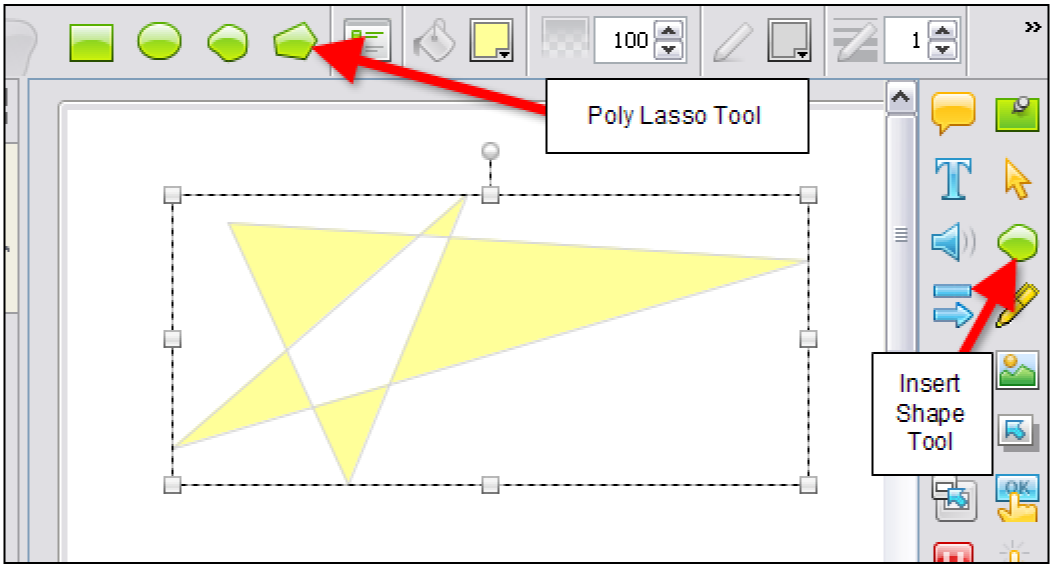


To create a free-form shape:

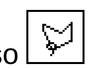
- Click the **Insert Shape**  on the Object Toolbar.
- Click the **Lasso Tool**  button on the Context Sensitive Toolbar.
- Move the cursor over the slide until the cursor changes to a lasso  shape.
- Hold down the left mouse button and draw your shape.
- Let go of the left mouse button when the free-form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

The Poly Lasso Tool

The poly lasso tool allows you to create polygonal shapes.



To create a polygonal shape:

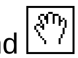
- Click the **Insert Shape**  button on the Object Toolbar.
- Click the **Poly Lasso Tool**  button on the Context Sensitive Toolbar.
- Move the cursor over the slide until the cursor changes to a poly lasso  shape.
- Click on the slide to insert the first “anchor” point.
- Drag the cursor to form the 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.

To close one of the lasso shapes, make sure to click back on the starting point. Or, double click when you are ready to close the shape.

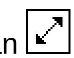
Miscellaneous Shape Tool Features

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 grab 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 rotate a shape created with the Rectangle, Ellipse, Lasso or Poly Lasso tool:

- Click the shape to select it.
- Move your cursor over the extended “circular” gnode until the cursor changes to a circular arrow.
- Hold down the left mouse button and drag to rotate the image.

Please see the *Rotate Tool* chapter for more information on rotating shapes.

To delete a shape from the slide:

- Click the shape to select it.
- Click the **Delete** button on the toolbar.

Use the shape tools in ViewletBuilder7 Enterprise to create custom slide effects for your Viewlet project.

What's new...

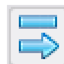
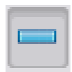
Lines & Arrows

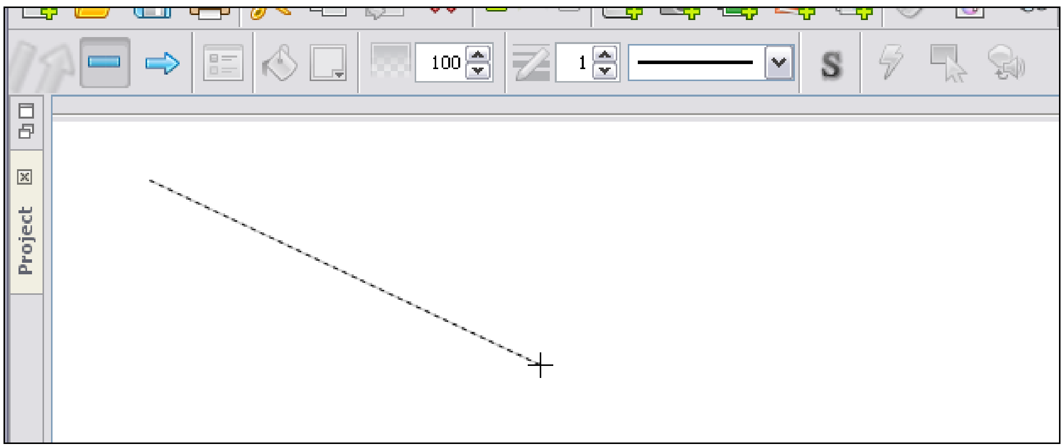
New shape objects in ViewletBuilder7 Enterprise!

Now it's even easier then ever to literally "draw attention" to areas on the slide. Use the Line or Arrow Tool to draw various line and arrow shapes on your slide.

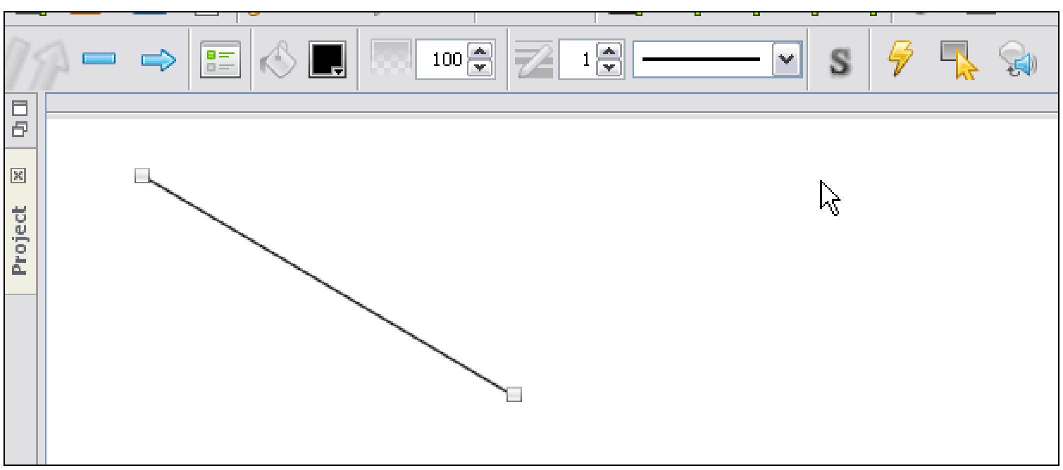
Lines

To draw a Line on your slide:

1. Select the **Line or Arrow Tool**  button from the Objects Toolbar.
2. Click the **Line Tool**  button from the Context Sensitive Toolbar.
3. The cursor changes to a cross-hair shape. Drag the cursor on the slide to draw the line shape.



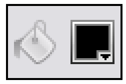
4. Let go of the left mouse button to complete the line shape.



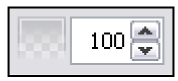
5. Edit the line attributes using any of the buttons along the Context Sensitive Toolbar.

6. Click off of the line when finished.

To change the line's color:

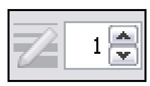
1. Select the line object.
2. Click the **Line Color**  button from the Context Sensitive Toolbar.
3. In the window that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to save the change.

To change the line's opacity:

1. Select the line object.
2. Set a number for the **Opacity (%)** 

percentage.
3. Press **Tab** or **Enter** or click out of the number field to apply

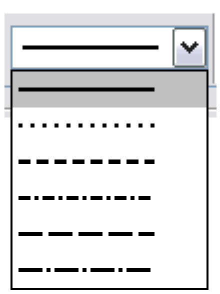
To change the line's width:

1. Select the line object.
2. Set a number for the **Line Width** 

.
3. Press **Tab** or **Enter** or click out of the number field to apply.

To change the line's style:

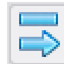
1. Select the line object.
2. Select a new style from the **Line Style** list.

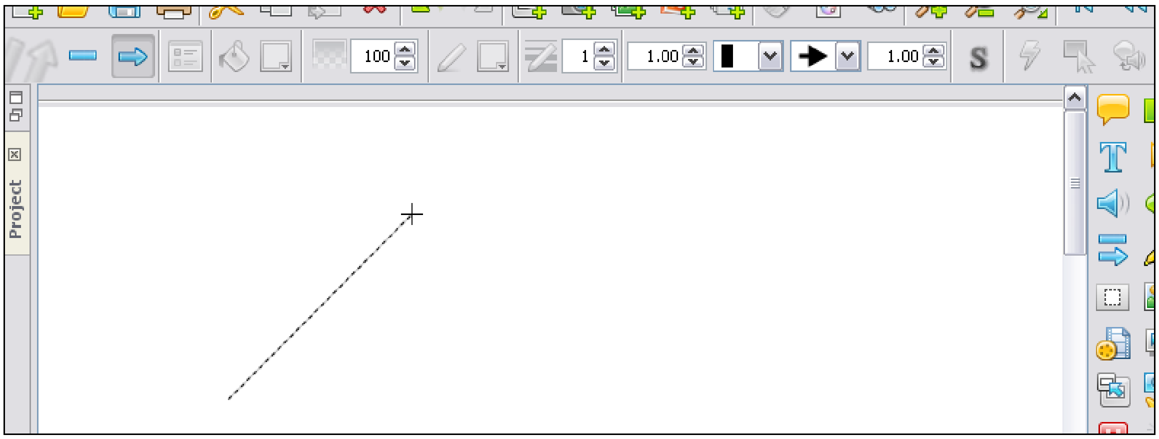


You can also add a Shadow, Events/Actions, Rollovers and Sounds to any line. Please see the applicable chapters for more information on these features.

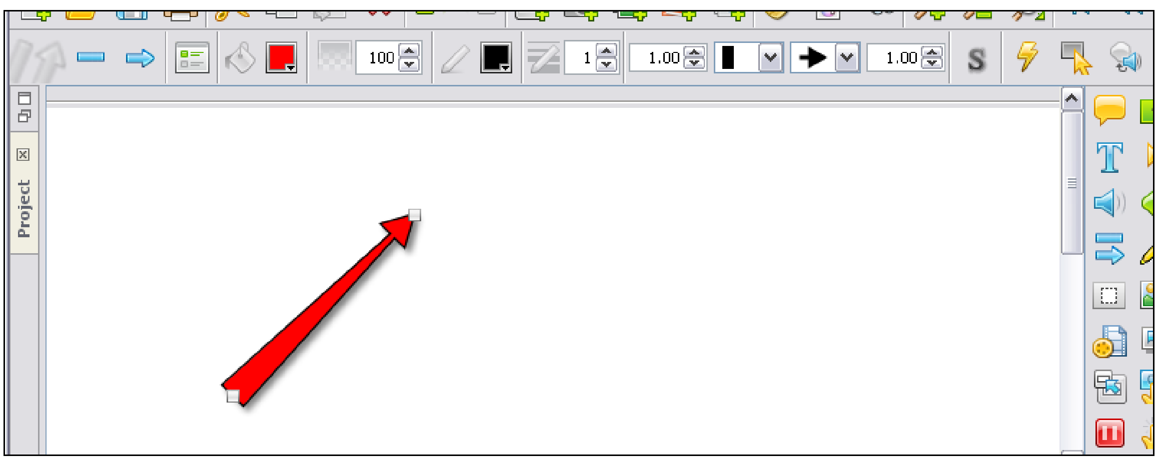
Arrows

To draw an Arrow on your slide:

1. Select the **Line or Arrow Tool**  button from the Objects Toolbar.
2. Click the **Arrow Tool**  button from the Context Sensitive Toolbar.
3. The cursor changes to a cross-hair shape. Drag the cursor on the slide to draw the arrow shape.



4. Let go of the left mouse button to complete the arrow shape.

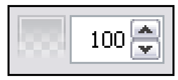


5. Edit the arrow attributes using any of the buttons along the Context Sensitive Toolbar.
6. Click off of the arrow when finished.

To change the arrow's background (fill) color:

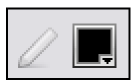
1. Select the arrow object.
2. Click the **Background Color** button from the Context Sensitive Toolbar.
3. In the window that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to save the change.

To change the arrow's opacity:

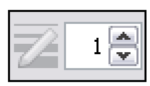
1. Select the arrow object.
2. Set a number for the **Opacity (%)**  percentage.

3. Press **Tab** or **Enter** or click out of the number field to apply

To change the arrow's border color:

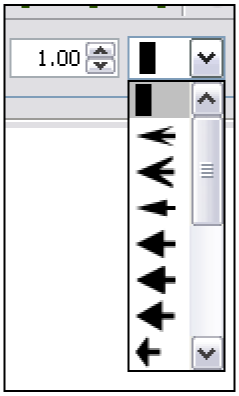
1. Select the arrow object.
2. Click the **Border Color**  button from the Context Sensitive Toolbar.
3. In the window that displays, select a color from the *Swatches* or *Rainbow* tab.
4. Click **OK** to save the change.

To change the arrow's border width:

1. Select the arrow object.
2. Set a number for the **Border Width**  .

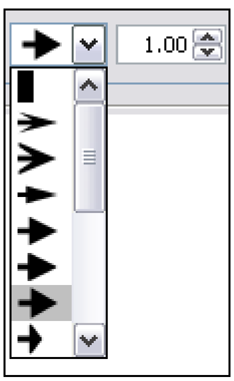
3. Press **Tab** or **Enter** or click out of the number field to apply.

To change an arrow's "Start Cap" attributes:



1. Select the arrow object.
2. Enter a number in the **Start Cap Scale Factor** number field.
3. Select an **Arrow Start Cap Style** from the list.

To change an arrow's "End Cap" attributes:



1. Select an arrow object.
2. Enter a number in the **End Cap Scale Factor** number field.
3. Select an **Arrow End Cap Style** from the list.

Tip

You can also add a Shadow, Events/Actions, Rollovers and Sounds to any line. Please see the applicable chapters for more information on these features.

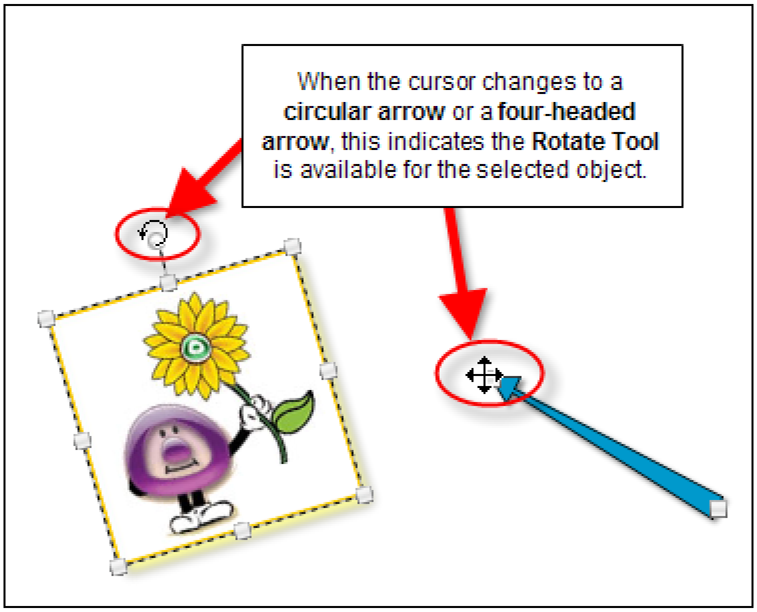
Tip

You can rotate a line or arrow. For more information, see the *Rotate Tool* chapter.

What's new...

Rotate Tool

The Rotate Tool allows you to rotate an individually selected slide object such as an inserted image or shape up to 360 degrees clockwise or counter clockwise.



To rotate a selected image or shape (created with rectangle, elipse, lasso or poly lasso shape tools):

1. Select the desired inserted image or shape.
2. Point your cursor over the extended circle gnode (usually at the top center) until the cursor changes to a **circular arrow** shape.
3. Hold down your left mouse button and drag left or right to rotate.
4. Let go of the left mouse button when satisfied to complete the rotate operation.

To rotate a selected shape created using the line or arrow tool:

1. Select the desired inserted line or arrow.
2. Point your cursor over one of its edge gnodes until the cursor changes to a **four-headed arrow** shape.
3. Hold down your left mouse button and drag left or right to rotate.
4. Let go of the left mouse button when satisfied to complete the rotate operation.

Grouped Objects Alignment, Distribution and Sizing

ViewletBuilder7 Enterprise offers various alignment, distribution and sizing tools when working with multiple objects. This chapter provides an overview of working with these options.

Alignment Tools

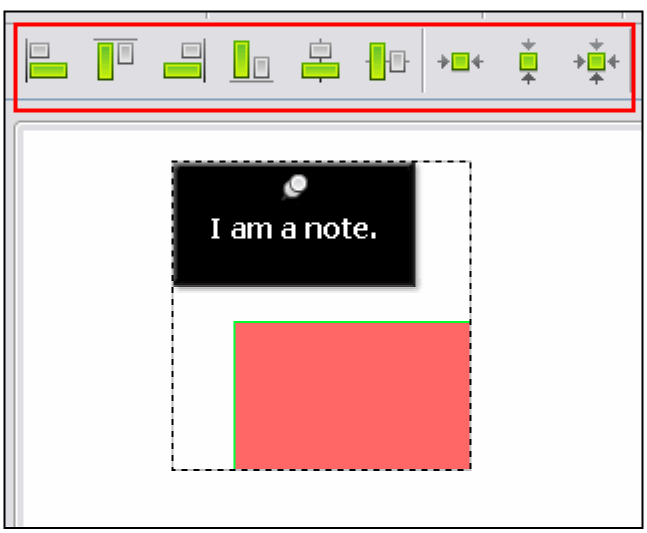
Alignment tools are available for selected objects. The alignment tools are divided into two sections:

1. Aligning selected objects within the group's "bounding" box (as indicated by the dotted rectangle surrounding the selected objects).

2. Aligning selected objects on the slide.

To align two or more selected objects within the group's "bounding" box:

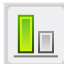
- Click on the first object to select it.
- Hold down the **Ctrl** key while clicking to select additional objects. A "bounding box" surrounds the selected objects. It will be inside this bounding box area that the alignment will occur.
- Click the applicable "group alignment" button for the selected objects:



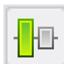
Align Left Edges

Align Top Edges

 **Align Right Edges**

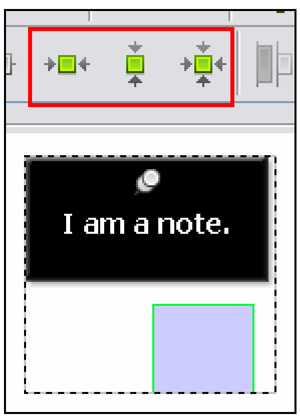
 **Align Bottom Edges**

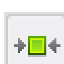
 **Align Horizontal Center**

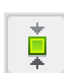
 **Align Vertical Center**

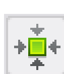
To align a single or multiple objects on a slide:

- Select the object to select it.
- If selecting multiple objects, hold down the **Ctrl** key while clicking on additional objects to select them.
- Click the applicable “slide alignment” button for the selected object(s).



 **Center Horizontally** (on slide)

 **Center Vertically** (on slide)

 **Center** (horizontally and vertically on slide)

Distribution Tools

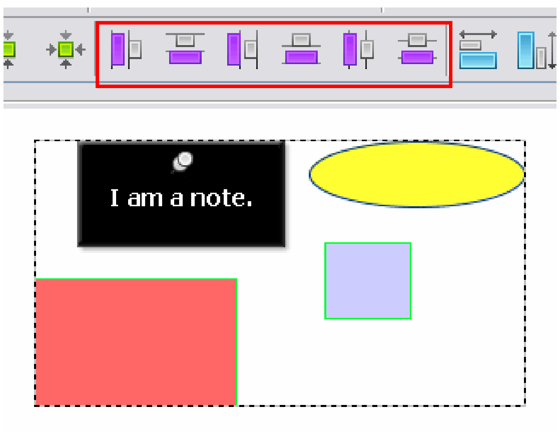
Distribution tools are available for selected objects. In order to use the distribution tools, three or more objects must be selected. A “bounding box” (dotted rectangle) displays around the selected objects and it is inside the perimeter of this bounding box the distribution will be applied.

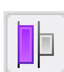
To use the distribution tools:

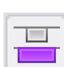
- Click on the first object to select it.
- Hold down the **Ctrl** key when clicking to select the additional objects.

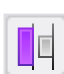
Three or more objects must be selected in order to access the distribution tools.

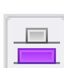
- A “bounding” box displays around the selected objects. Click the applicable “distribution” button on the Context Sensitive Toolbar to apply it to the object group.

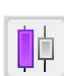


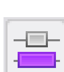
 **Distribute Left Edges**

 **Distribute Top Edges**

 **Distribute Right Edges**

 **Distribute Bottom Edges**

 **Distribute Horizontal Center**

 **Distribute Vertical Center**

Sizing Tools

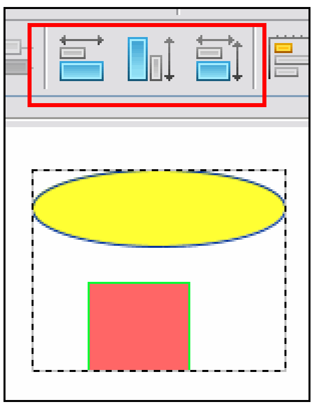
Sizing tools are available for two or more selected objects. Use this tool if you want to quickly set all objects within a selected group to the same size.

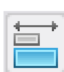
To resize two or more selected objects:

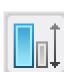
- Click on the first object to select it.

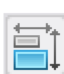
The order that you select your objects is IMPORTANT. The objects will be "resized" based on the first object selected in the group.

- Hold down the **Ctrl** key when clicking to select the additional objects.
- A "bounding" box displays around the selected objects. Click the applicable "sizing" button on the Context Sensitive Toolbar to apply it to the object group.



 **Make Same Width**

 **Make Same Height**

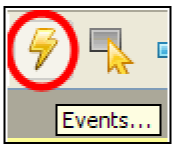
 **Make Same Size**

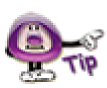
Events and Actions Overview

ViewletBuilder7 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 an overview of events and actions features.

Events

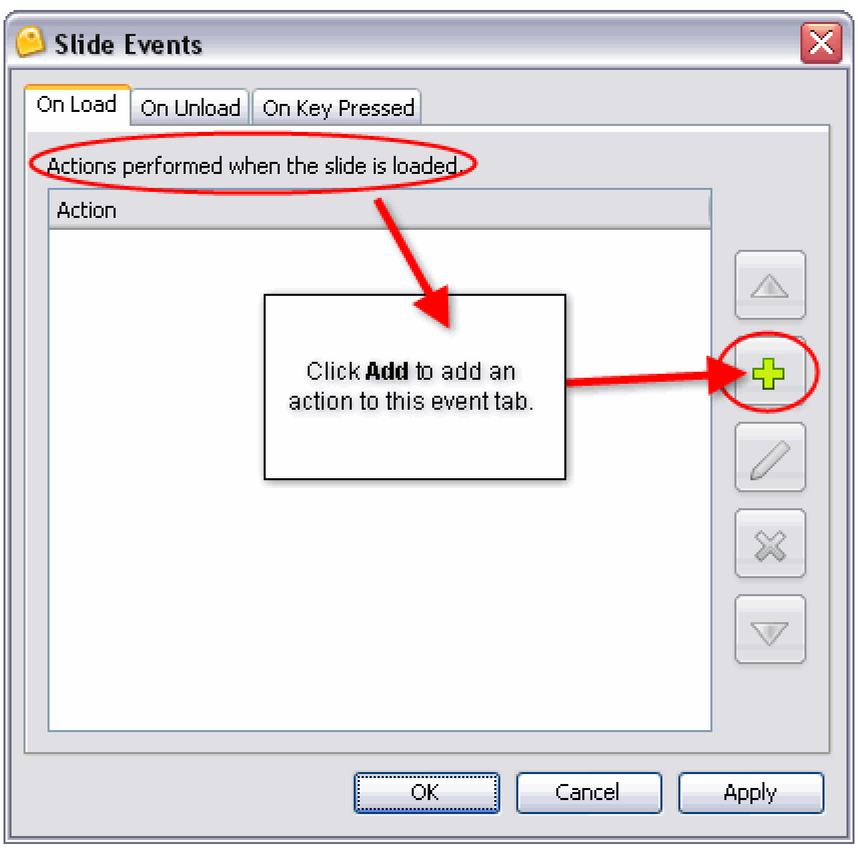
Events may be defined as what happens when a certain scenario occurs. For example, a slide event may be the “On Load” event. This means that when the slide “loads” or as it “loads” this “loading” is an event.





All slides and various slide objects may have Events/Actions associated with them, but not all are listed in this chapter. If you see a lightning bolt along the selections Context Sensitive Toolbar, this means Events/Actions are available.

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:

  - **On Load:** This is when a slide is loaded.
  - **On Unload:** This is when you leave the slide.
  - **On Key Pressed:** This is when a key is press while on a slide.

- Select an action as desired.

The selections you make for the selected "action" will depend upon the action you select.

- 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:

  - **On Click:** This is when the user clicks on the shape.
  - **On Rollover:** This is when the user moves the mouse over the shape.
  - **On Rollout:** This is when the user has moved the mouse off the shape.

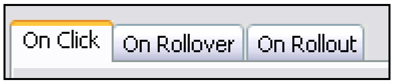
- Select an action as desired.

- Click **OK**.

Don't forget, you can add multiple actions to an events tab!

To create image event:

- **Right click** on an image.
- Select **Events** from the shortcut menu.
- In the *Image Events* window, select an events tab.

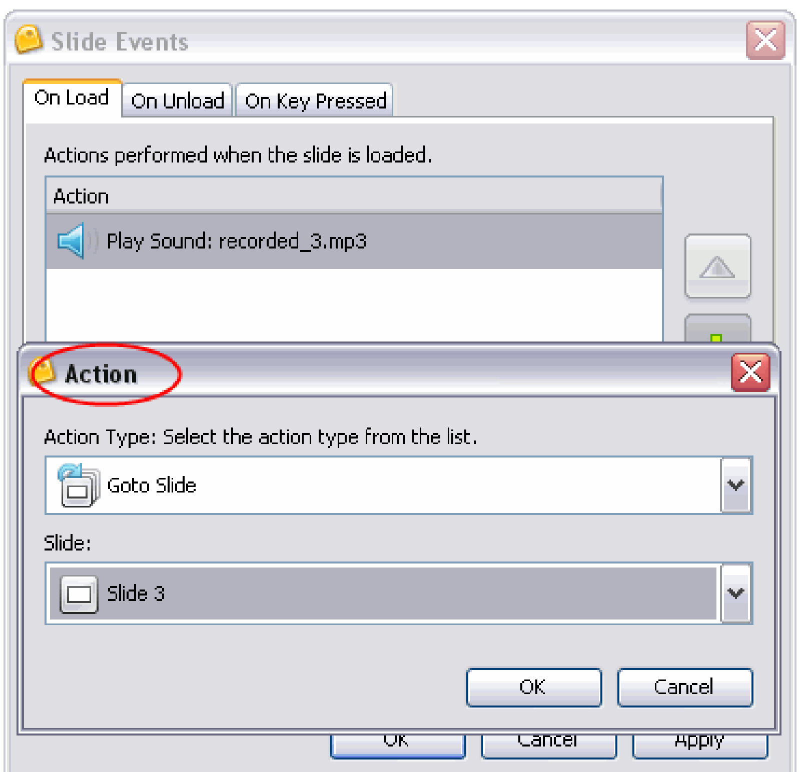


  - **On Click:** This is when the user clicks on the image.
  - **On Rollover:** This is when the user moves the mouse over the image.
  - **On Rollout:** This is when the user has moved the mouse off the image.

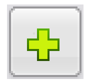
- Select an action as desired.
- Click **OK**.

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 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 list. If applicable, make additional selections for the selected action as needed.
- 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 **Move Up**  button to move the selected action up in the list.
- Click the **Move Down**  button to move the selected action down in the list.
- Click **OK**.

To edit an action:

- In the *Events* window, select an events tab.
- Select the action to edit.
- Click the **Modify**  button.
- 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**  button.
- Click **OK** to close the *Events* window.

If an event has multiple actions associated with it, the actions will be performed in the order in which they are listed in the "Action" window (from top to bottom).

What's new...

Macros

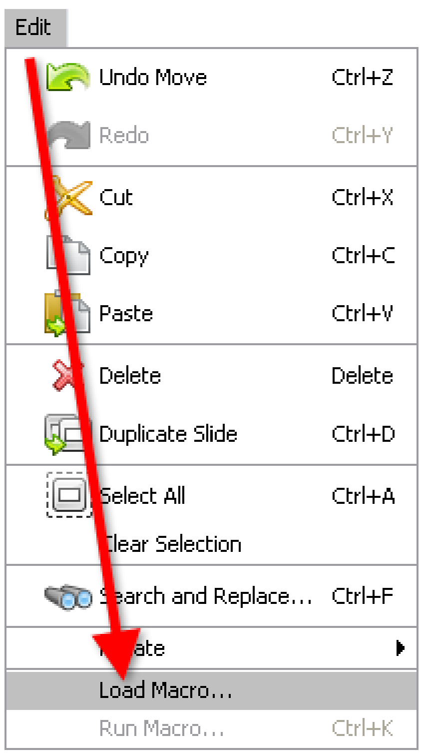
New Feature in ViewletBuilder7!

There may be times when you need to perform mass edits throughout your project. Now there is a feature that will allow you to do this quickly using the “Macros” tool.

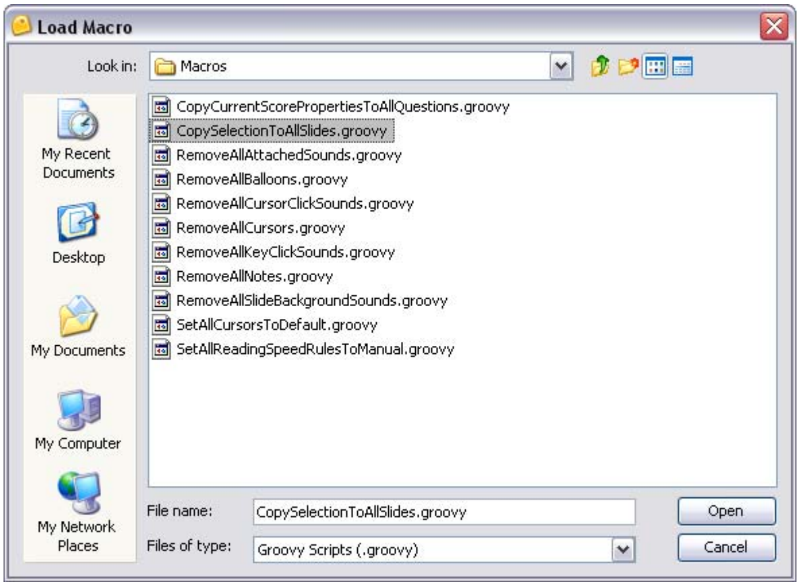
Currently, there are several pre-built Macros, called “stock macros”, included that can be run to perform such operations as copying selections, removing all cursors, setting global reading speed rules and more!

To load a Macro:

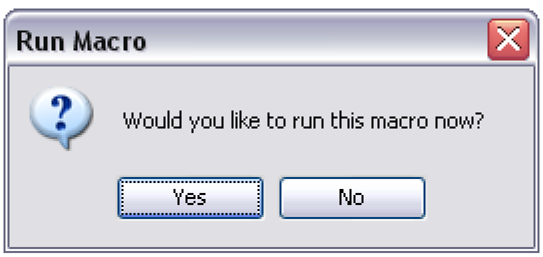
1. If applicable, select the appropriate object (not required for all macros).
2. Select **Edit > Load Macro** from the menu bar.



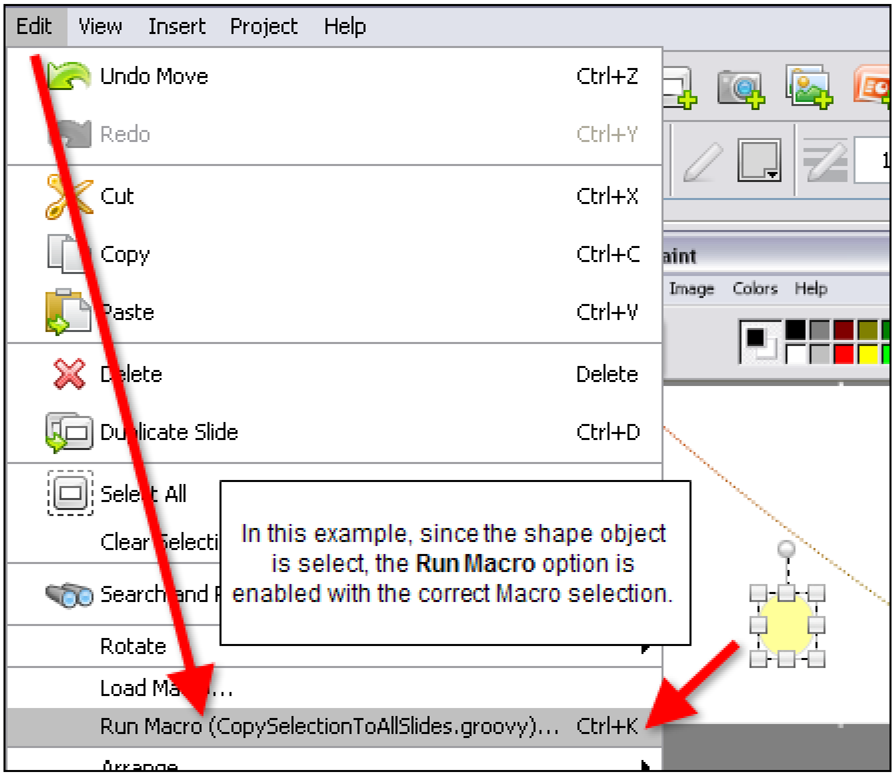
3. In the *Load Macro* window, select a Macro. Note: These macros are located in the “Stock Macros” folder.

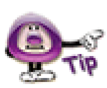


4. Click the **Open** button.
5. When prompted, “Would you like to run this macro now?”, click **Yes**.



In some cases, ViewletBuilder7 may auto-detect the Macro you will want to run. When this happens, you will see the **Run Macros [name of macro]** listed in the **Edit** menu. Select the **Run Macro** option when applicable.

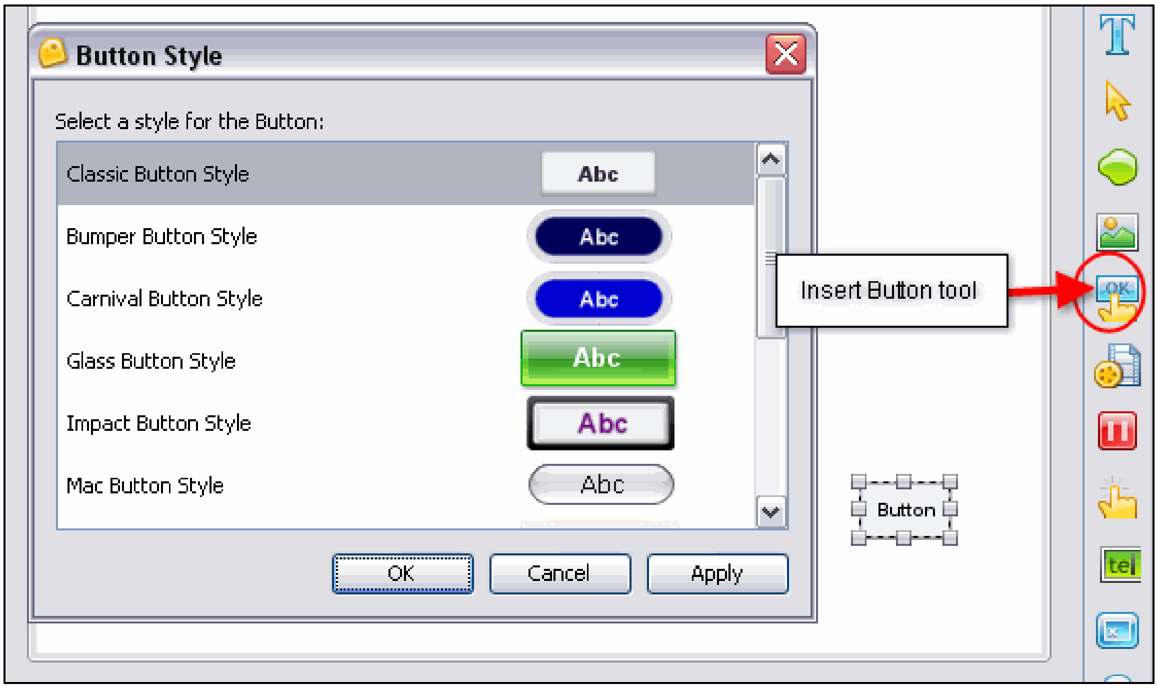




Please contact support@qarbon.com to learn how you can write your own custom Macros or have our development team create a custom Macro to take care of your specific mass edits needs.

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.



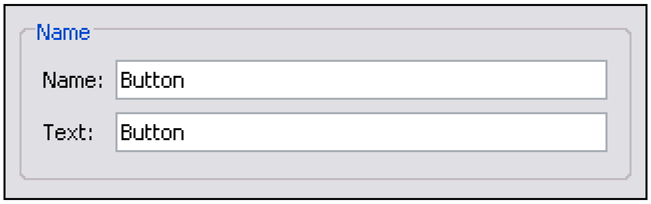
To insert a button on to a slide:

- Select the **Insert Button**  button on the Object Toolbar.
- A button is inserted on the slide ready for editing.

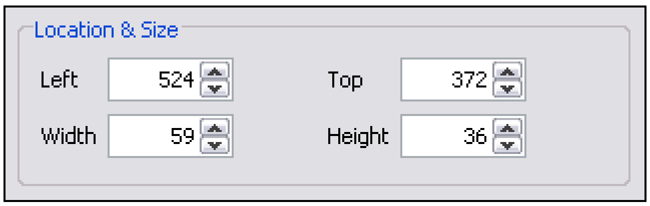
Don't forget to add a "Pause Zone" to a slide that contains a button. This will give the viewer a chance to click the button for further navigation in the Viewlet.

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.

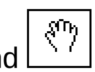


    - o *Location & Size* area: Enter values for its Left and Top margin. Enter values for the Width and Height of the button.



    - o *Timing* area: Select 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**.

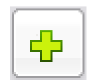
To move a button on a slide:

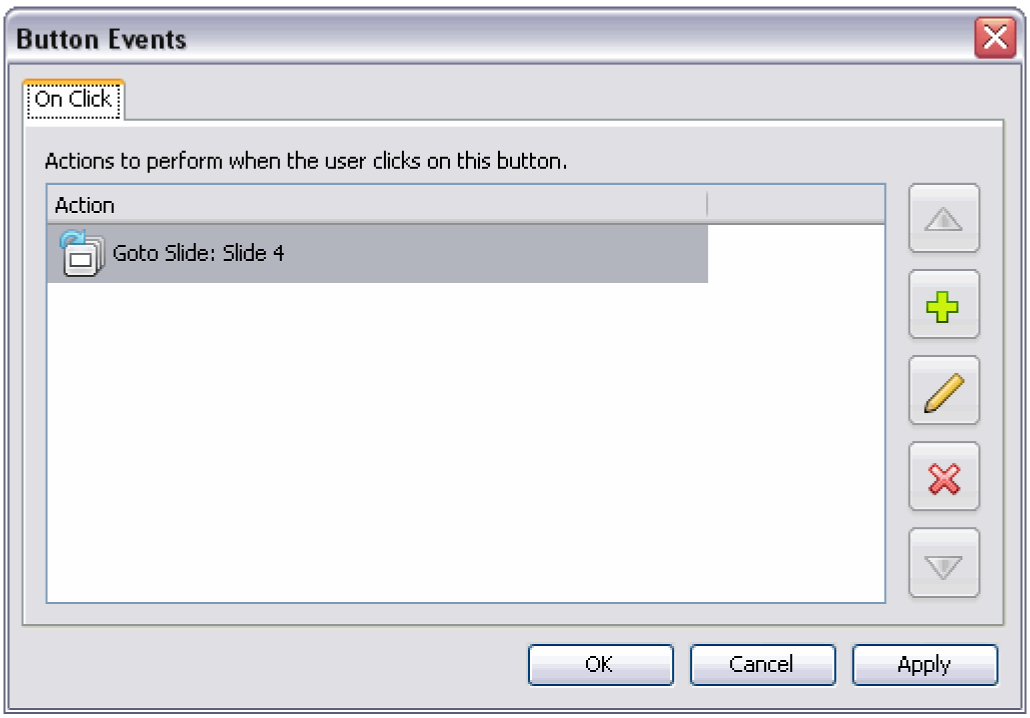
- Click a button to select it.
- Point your cursor over the button and when the cursor changes to a hand  shape, hold down your left mouse button.
- Continue to hold down the left mouse button and drag the button to its new location.

To 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.

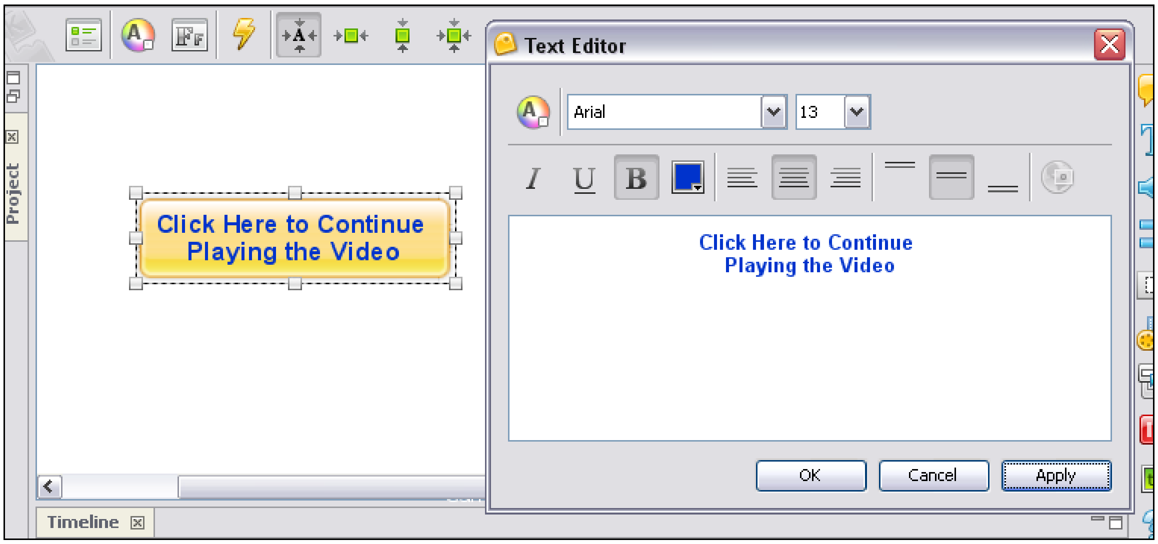


- In the *Action* window, select an action from the list. Make additional selections as needed.
- Click **OK** to close the *Action* window.
- Click **OK** to close the *Button Events* window.

New Button Features

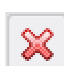
You can now customize the text and size of interactive buttons. To do this:

1. Select the button.
2. Click the **Open in Text Editor**  button on the Context Sensitive Toolbar.
3. Use the various options in the *Text Editor* window that displays (like you would while working with other text objects) to customize the text attributes used for the button.



4. Once you've made your selections and typed in your text as desired, click **OK** to apply them to the selected button.

To delete a button:

- Select a button to delete.
- Click the **Delete**  button on the toolbar.

Use multiple buttons on a slide for non-linear navigation within the Viewlet.

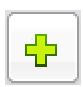
Hyperlinks

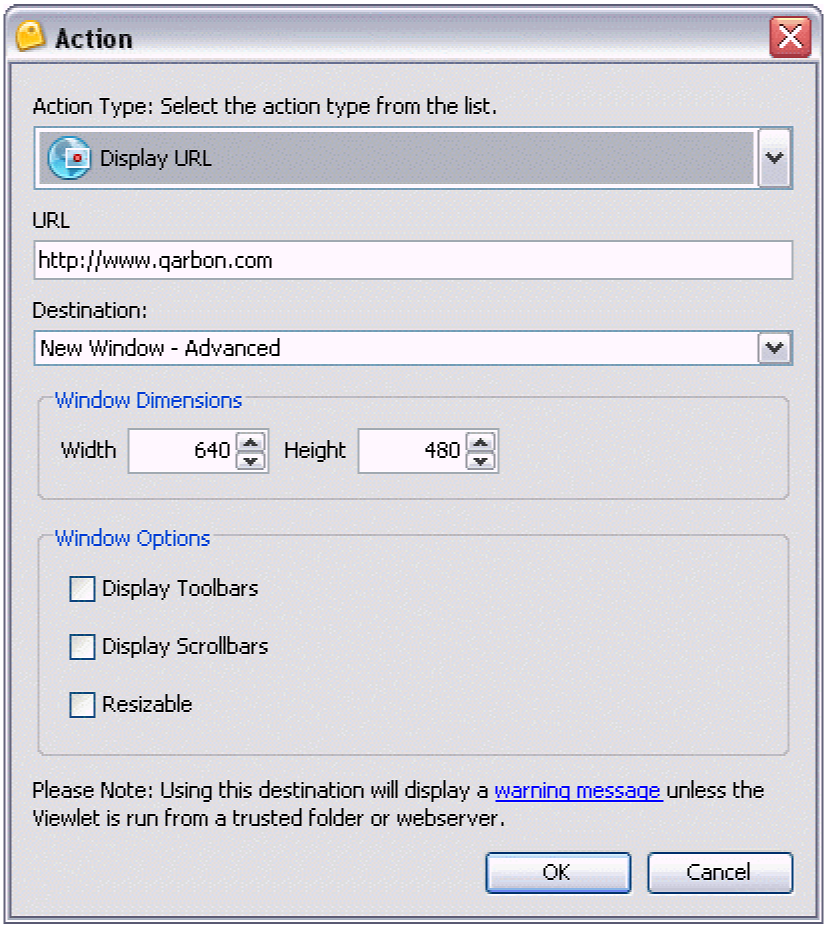
A hyperlink allows a user, with a single click, to perform an action such as jump to another section of the project, open an email, go to a web page and more. In ViewletBuilder7 Enterprise, hyperlink functionality includes text links and the ability to make other objects work as “clickable” links. This chapter covers the 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 text 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.
- In the *Hyperlink* window, make sure the *On Click* tab is selected.
- Click the **Add**  button.
- In the *Action* window, select an action from the list. Make additional selections as needed.
- Click **OK** to close the *Action* window.
- Click **OK** to close the *Hyperlink* window.



Tip

By default, a text hyperlink will be blue underlined text. Once a hyperlink is created, you can 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*.

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 ViewletBuilder7 Enterprise and have been in almost all of the previous versions. They provide dynamic results like Events and Actions, but focus on specific purposes.

ViewletBuilder7 Enterprise offers five Interactive Zones:

- Click Zone
- Text Zone
- Keystroke Zone
- Pause Zone
- Questions

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 (except for the Pause Zone). If you try to insert multiple zones, 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:

- Remove it.
- 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.

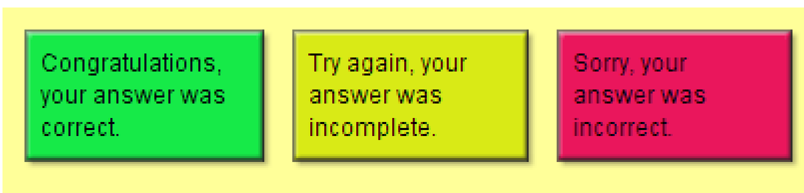
- **Pause Zone:** Though not technically a zone, when this zone is inserted on a slide, it will insert a red triangle (not viewable in the published file) in the bottom right corner of the slide and the slide will pause at the point along the Timeline where it was inserted (multiple Pause Zones may be added to a slide).

- **Question:** These slides will vary in look, but they will contain some type of input button, field or "object" to select, input or drag for the answer. These slides may also contain a button to "Submit" the input.

You can attach audio to different parts of a zone. To see what parts support audio, click the object and look at the Context Sensitive Toolbar. If a "sound" button displays for the selection, then you can attach audio to it.

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.



Response objects will only display when the user submits a response or the zone has "timed out".

To create a response message object:

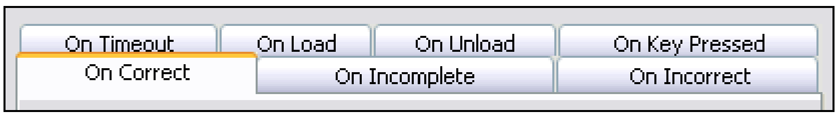
- Insert an Interactive zone and, if applicable, three default response text messages will display.
    - **Green** message object: This will display if the user answers correctly.
    - **Lime** message object: This will display if the user did not complete the message.
    - **Red** message object: 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.

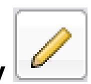
To edit a response object:
You may change a response object from a message to an image or shape or none at all. In addition, you may change how this response object responds in reaction to a certain user action and the duration a response displays on a slide. These features are part of ViewletBuilder7 Enterprise's events/actions tools.

- Click on the "zone" area for the Interactive Zone.

- Click the **Events**  button on the Context Sensitive Toolbar.

- In the *Slide Events* window, click the appropriate tab. For example, to change the response that will display when the user answers correctly, select the *On Correct* tab.



- Select the action to modify and click the **Modify**  button.

- 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.

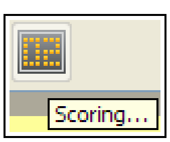
To delete a response object:

- Click the response object.

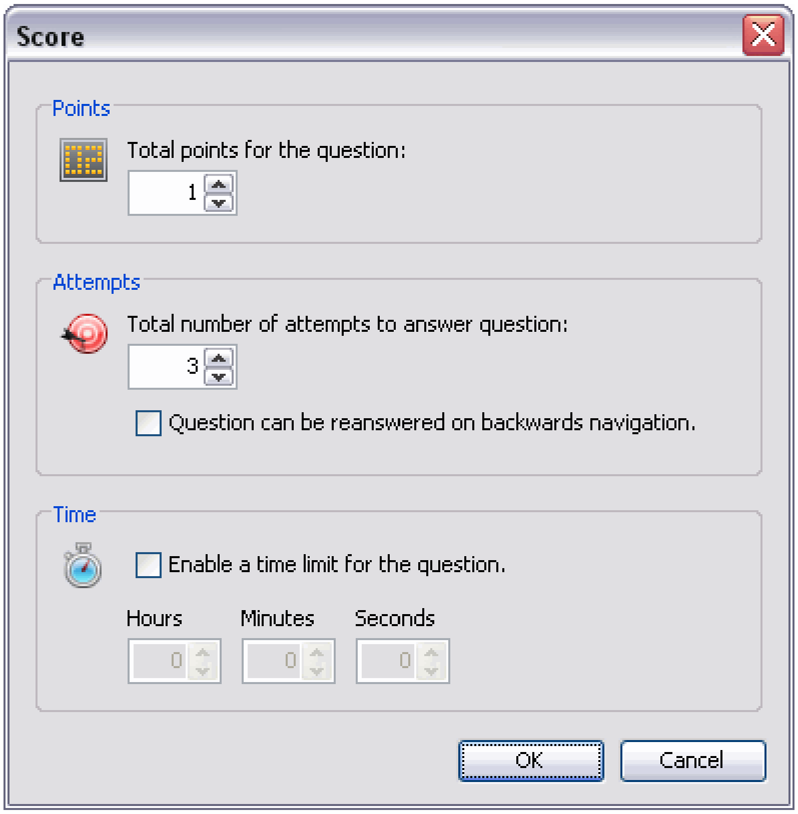
- Press **Delete** on your keyboard.

Scoring Options

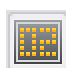
Several of the Interactive Zones offer you the option of scoring user input. When available, these scoring options include points, attempts and time to complete an answer.



To set up scoring options for an Interactive Zone:



- Click on the zone's input or zone field.

- Click the **Scoring**  button 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.

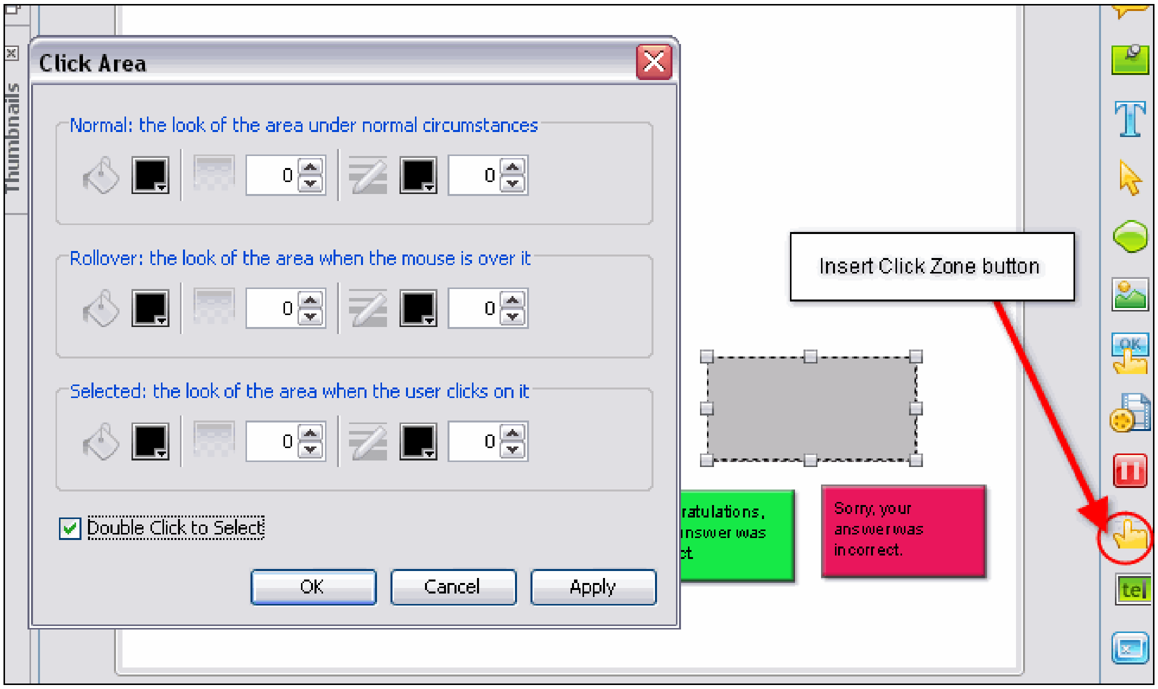
    - **Time:** To limit the amount of time a user has to answer a question, select the **Enable a time limit for the question** check box. Then, enter the **Hours/Minutes/Seconds** as desired.

    -

- Click **OK** to apply the scoring options and to close the *Score* window.

Click Zone

The Click Zone is one of the most popular interactive zones used in ViewletBuilder7 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:

    - **Normal:** Enter a value for the fill and for the border when the mouse is NOT over the click area in the Viewlet.

    - **Rollover:** Enter a value for the fill and border when the cursor moves on to the click area in the Viewlet.

    - **Selected:** Enter a value for the fill and border when the click area is “clicked”.

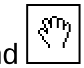
    - Select the **Double Click to Select** opton if you want the user to double click (instead of the default single click) to respond correctly.

Tip

When the number is zero for any of the values, the fill/border color will be transparent.

- 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:

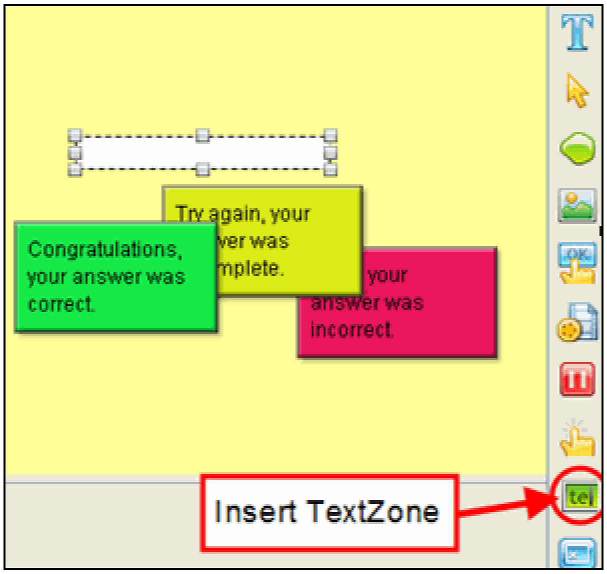
- Select the click area.
- Move your cursor over one of the grab handles until the cursor changes to a double arrow.
- Hold down your left mouse button and resize the area as desired.

To delete a Click Zone:

- Select the click area of the Click Zone.
- Press **Delete** on your keyboard.

Text Zone

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**  button 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:

    - **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.

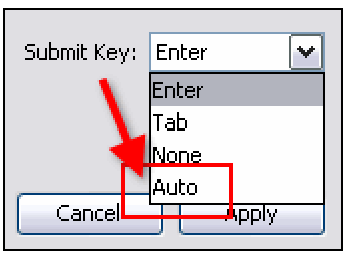
    - **Case Sensitive:** By default, user may enter responses using caps or not and the answers, if input otherwise properly, will be considered to be correct. To force a user to use capital letters (for proper nouns, etc.), select the **Case Sensitive** check box.

    - **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.

The Submit Key

After inputting text, the user clicks the **Submit Key** to submit the answer. If you do not want to require the user to press a button after typing in a response in the text field, use the **Auto** option. When selected, once the user types in a response, after approximately three seconds, the Viewlet will automatically "submit" the input and respond accordingly.

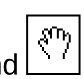


- **Submit Key:** Make a selection from the list. This will be what will be used for the viewer to submit the response.

To force users to click the "Submit" button in order to submit the response, select "None" from the "Submit Key" list.

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:

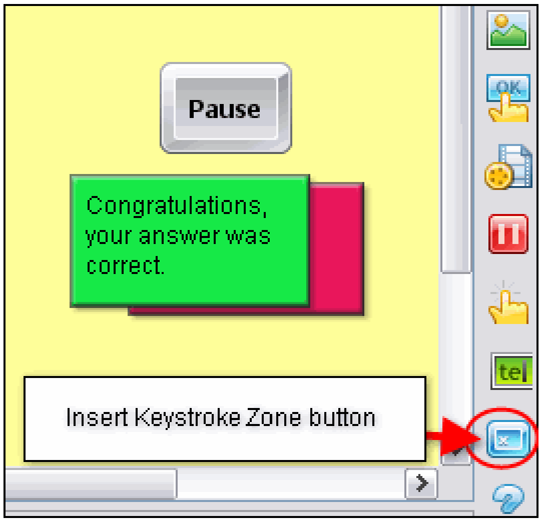
- Select the text field.
- Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.
- Hold down your left mouse button and drag the grab handle to resize the text field.

To delete a Text Zone:

- Select the text field.
- Press the **Delete** key on your keyboard.

Keystroke Zone

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*.

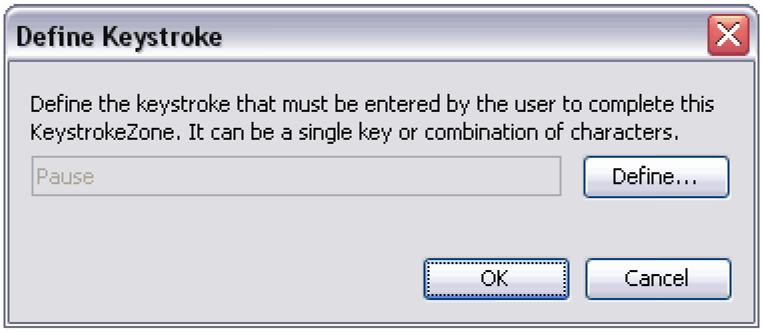


To insert a Keystroke Zone:

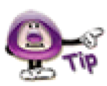
- Select **Insert KeystrokeZone**  button on the Object Toolbar.
- By default, a keystroke "object" that indicates the current key the user needs to press in order to answer correct will display along with response messages. **Double click** the "keyboard key object".

To define the keystroke:

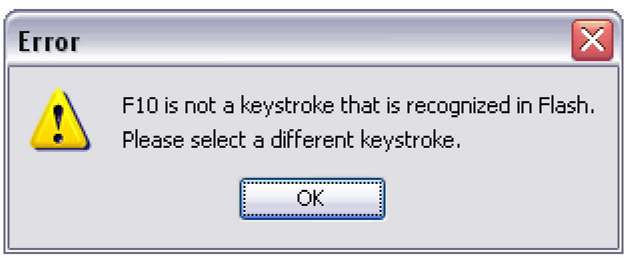
- **Right click** on the keystroke object and select **Define Keystroke** from the shortcut menu.
- In the *Define Keystroke* window, follow the instructions for defining a new keystroke or keystroke combination.



- Click **OK** to apply.

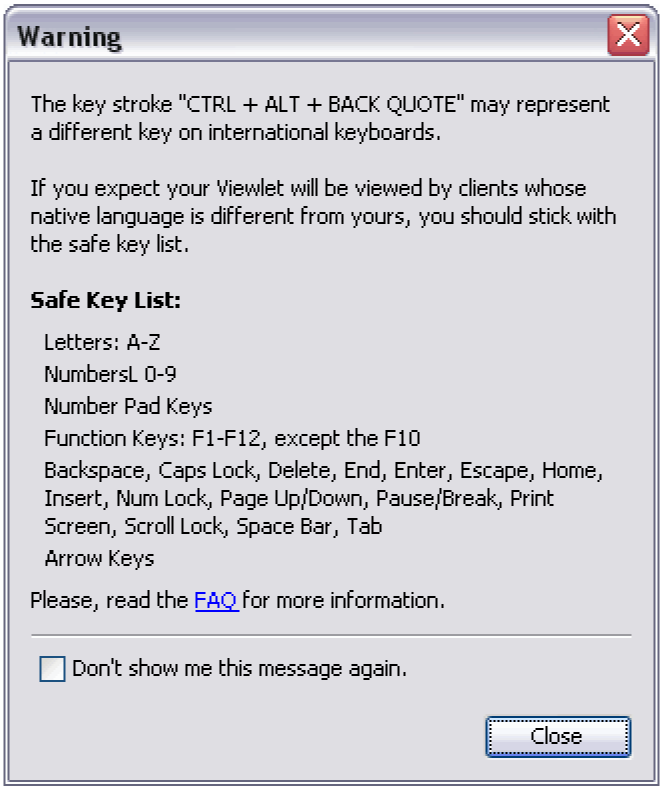


If you define a keystroke combination that is not compatible with Flash, an error will display, warning you of the issue.



Keystroke Zones & International Users

If you expect your Viewlet will be viewed by an audience whose native language differs from what you've used in your Viewlet, when defining Keystroke Zones, a *Warning* window will display when a keystroke combination possibly represents a different key combination on international keyboards. Along with this warning, you will be presented with a **Safe Key List** to help you select a safer and more appropriate keystroke combination for "all" your global users.

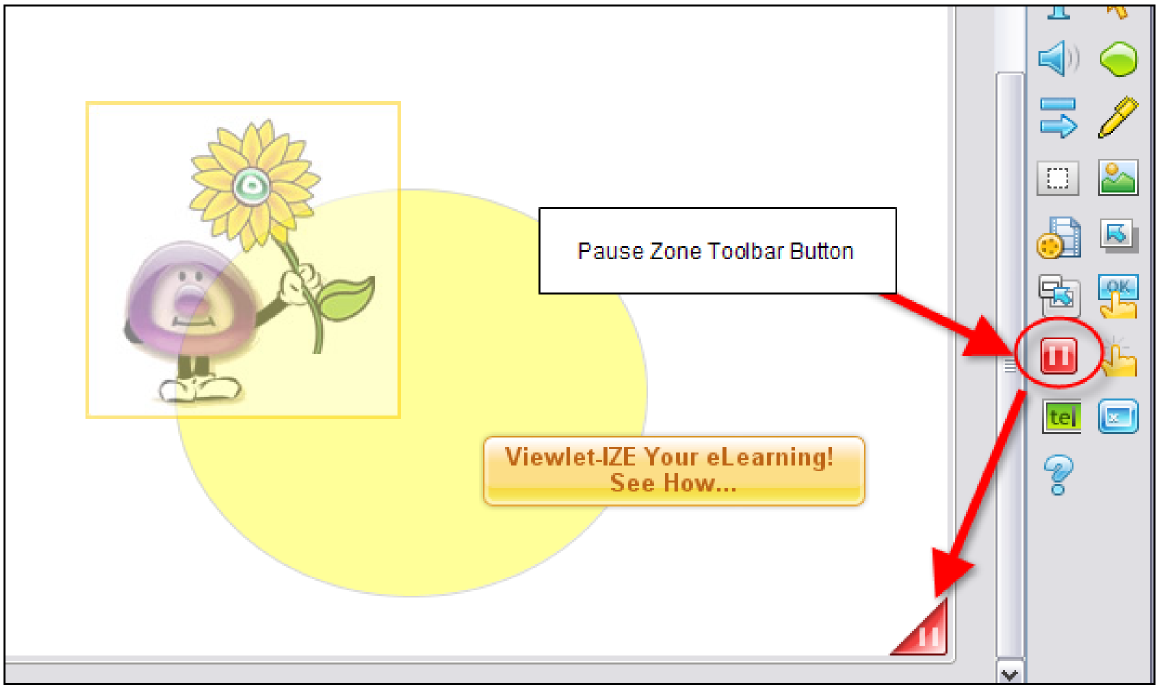


What's new...

Pause Zone

New enhancements added!

The Pause Zone is used to pause the Viewlet on a particular slide or at a particular interval on a 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.



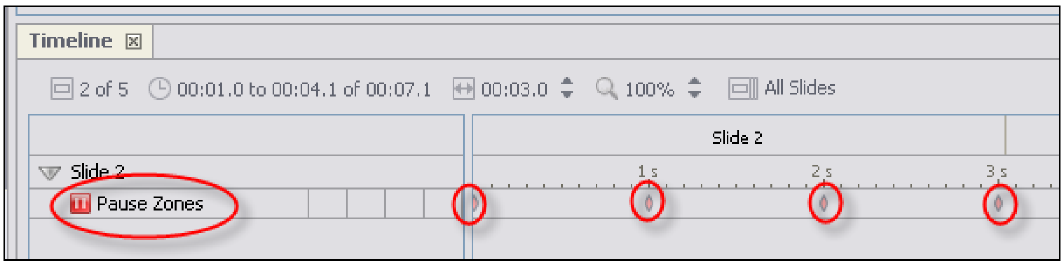
To insert a Pause Zone on a slide:

- Click the interval along the Timeline where you want to insert a Pause Zone.
- Click the **Insert PauseZone**  button on the Objects Toolbar.
- A Pause Zone indicator will be added to the Timeline where the Pause Zone was added and 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.

What's new...

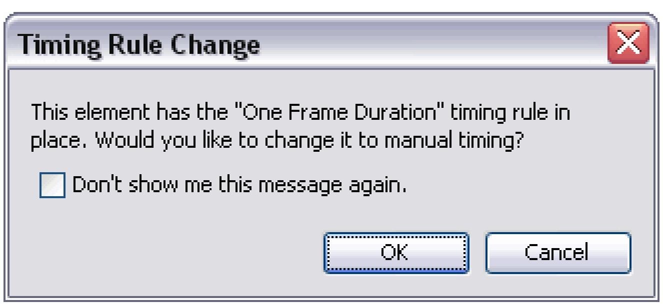
To insert multiple Pause Zones on a slide (new feature!):

- Click the **Insert PauseZone** button on the Objects Toolbar.
- A new Pause Zone is added and, if there is more then one on the slide, the layer's name is changed to "Pause Zones".
- Click the **Insert PauseZone** button for each additional Pause Zone needed on the slide.
- Drag the Pause Zone indicator along the timeline as needed.



To move a Pause Zone in the Timeline:

- Click the Pause Zone layer to select it.
- Select the object's indicator in the Timeline by clicking on it.
- Hold down your left mouse button and drag the zone.
- Let go of the left mouse button to drop it into place.
- A *Timing Rule Change* window displays. Read the information and click **OK** to change the timing rule to manual timing.



To remove a Pause Zone from a slide:

- Select the Pause Zone indicator along the Timeline.
- Press the **Delete** key on your keyboard to remove the Pause Zone.

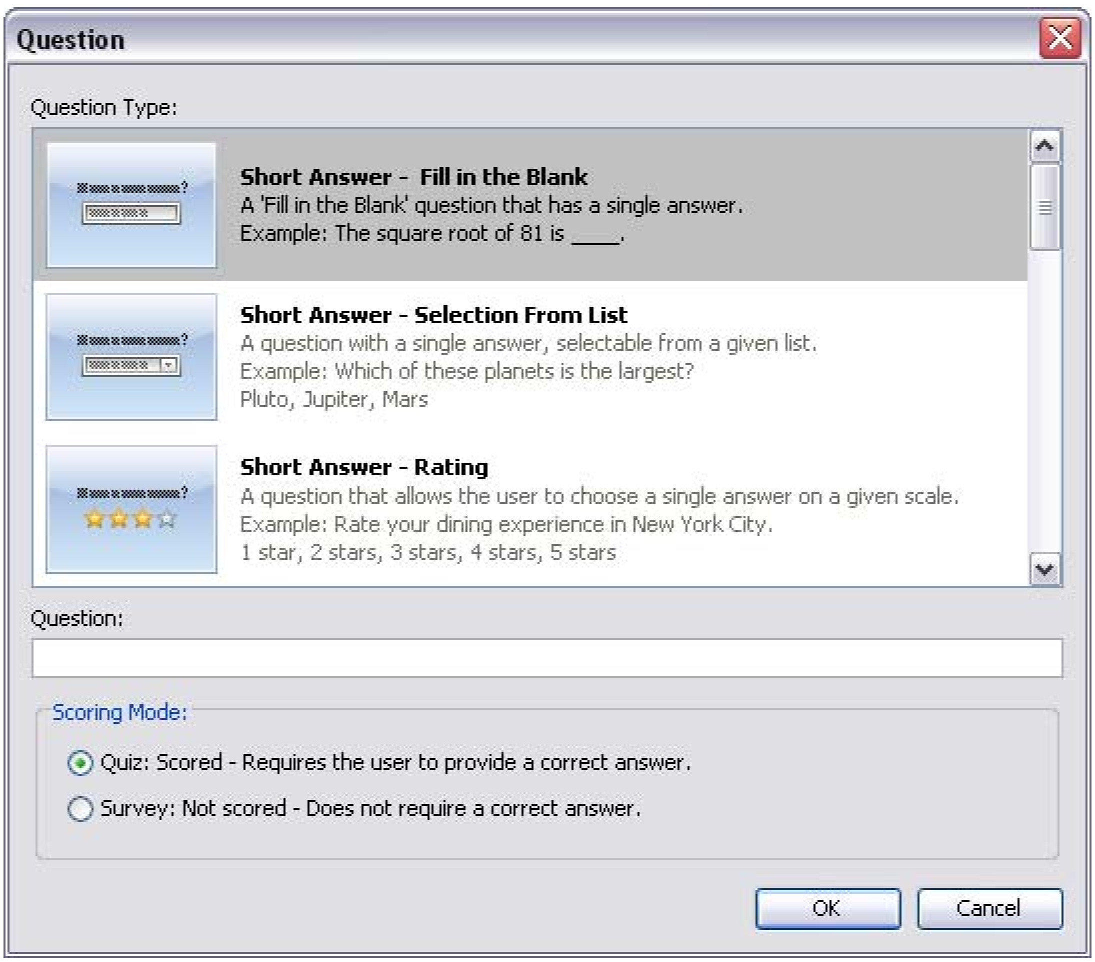
Question

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

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

To insert a Question on an existing slide:

- Click the **Insert Question** button on the Object Toolbar.
- The *Question* window displays. Select the desired Question Type.



- Enter the *Question* or instructions (if a survey) in the field provided.
- Select a *Scoring* mode (Quiz or Survey).
- Click **OK** to add the question to the slide.

Question Elements

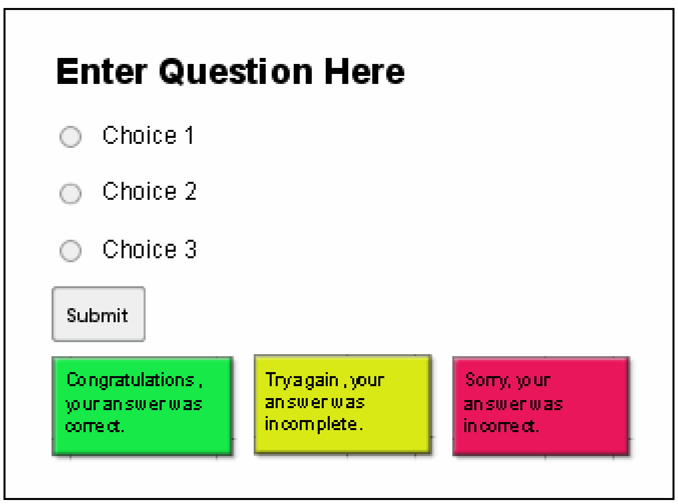
The “question type” determines the default elements of the Question zone. These elements normally include a text box for the question, text boxes for answers in a list, some type of “input” object for the user to click on to respond, submit button to submit the response and response message (or image) objects.

Use stylesheets to standardize the “elements” that make up each Question zone for your projects.

Let’s take look at the different question types (in general) and their default elements. For more information on specific question types, please refer to the “Review Question Types” section of the *Quiz Project* chapter.

Choice Lists

This question type requires users to select answers from a list of choice by selecting a radio button or check box next to each text option. The user 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, this question type’s elements (by default) include:



- Text box for the question
- Radio buttons for users to select an answer
- Text boxes containing possible answers
- Submit button the user clicks to submit the response
- Response message objects

You can customize the default elements of any Question to best fit your project’s needs.

To modify the text box containing the Question zone's question:

- **Double** click the text box.
- Edit the text as you would in any other message object.

To add additional choices:

- Click the **Add Choice**  button on the Context Sensitive Toolbar.
- Repeat the step above for to add each new choice.

To delete a choice option:

- Select the radio button / check box or the text box of the choice you want to delete.
- Press the **Delete** key on your keyboard.

To set the correct responses:

- Select the radio button / check box next to the choice you want to set as the correct response.
- Click the **Modify Choice**  button on the Context Sensitive Toolbar.
- Repeat these steps for each choice you want to set as the correct response.
- If a choice is set as the correct response, click the **Modify Choice** button again to deselect it as the correct response.

Each Question can contain one or more correct responses. The choice is up to you.

To change the radio button style:

- Click on any of the radio buttons to select one.
- Click the **Choice Type**  button on the Context Sensitive Toolbar to display a menu of options.
- Select **Radio Button** 

option from the list.

Use the “Check Box” option as an alternative Choice Type for the Radio Button.

- The *Radio Button Style* window displays. Select a style for the radio button from the list.
- Click **OK** to apply the new style.

To modify an answer text box:

- **Double click** the text box.
- Edit the text as you would in any other message object.

To modify the Submit button properties:

- Select the **Submit** button.
- Click the **Button Properties**  button on the Context Sensitive Toolbar.
- In the *Button Properties* window, edit the information as required.
- Click **OK**.

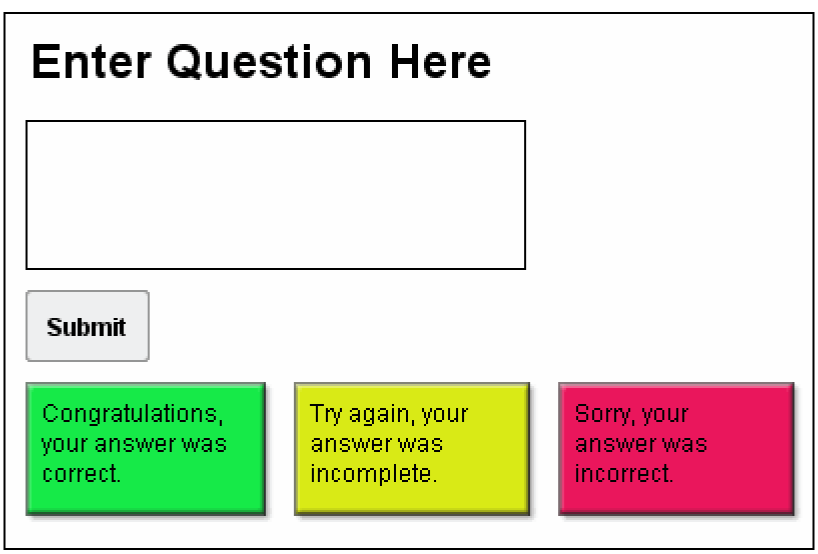
Refer to the chapter on *Buttons* for more information on modifying the “Submit” button.

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**

Text Input Fields
This question type requires the user to respond to a question by typing a response into a text input field. The response is then submitted either automatically or by the user clicking the Submit button. This question may (quiz) or may not (survey) be scored.



This question's default elements include:

- Text box for the question
- Text input field for users type their responses in
- Submit button the user clicks to submit the response
- Response message objects

To modify the text box containing the Question zone's question:

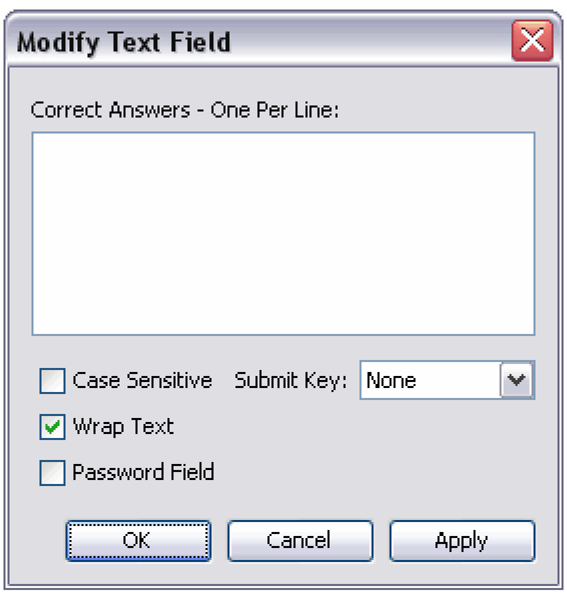
- **Double** click the text box.

- Edit the text as you would in any other message object.

To modify the text input field:

- **Double click** the text input field.

- The *Modify Text* Field window displays. Enter information or make selections as follows:



  - **Correct Answers – One Per Line:** If this question requires a correct response, type it in this field. This is what the user will need to type in the text input field in order to answer correctly. For multiple answers, press the **Enter** key between each correct entry.

Leave the "Correct Answers – One Per Line" field blank if the Question is not scored (a survey question).

- **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.

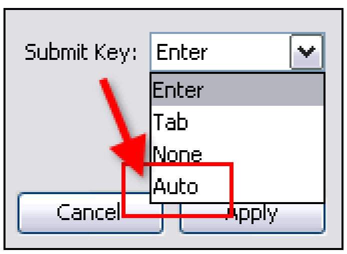
- **Wrap Text:** Select the **Wrap Text** option to allow text to wrap inside the text field.

- **Password Field:** To encrypt the user input while typing in the text field, select the **Password Field** check box.

- **Submit Key:** Make a selection from the list. This will be what will be used for the user to submit the response.

The Submit Key

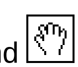
After inputting text, the user clicks the **Submit Key** to submit the answer. If you do not want to require the user to press a button after typing in a response in the text field, use the **Auto** option. When selected, once the user types in a response, after approximately three seconds, the Viewlet will automatically "submit" the input and respond accordingly.



To force users to click the "Submit" button in order to submit the response, select "None" from the "Submit Key" list.

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:

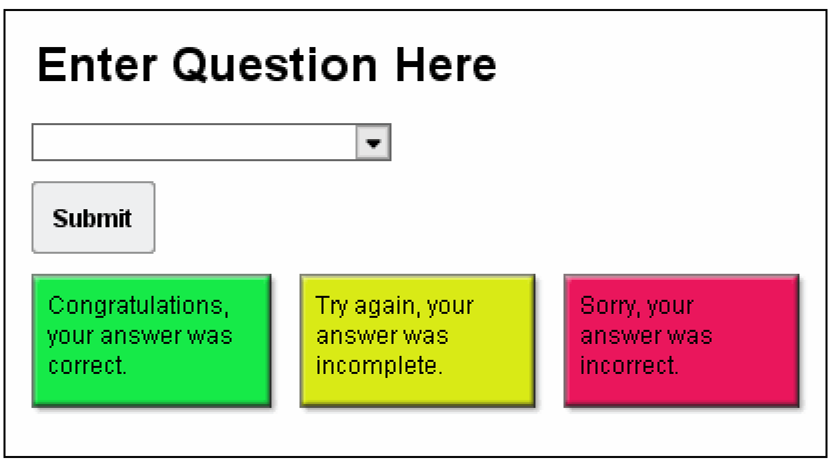
- Select the text field.
- Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.
- Hold down your left mouse button and drag the grab handle to resize the text field.

To delete an input field:

- Select the text field.
- Press the **Delete** key on your keyboard.

ComboBoxes

This question type requires users to answer a question by selecting a single answer from a list of answers contained within a drop-down list. Then the user clicks the Submit button to submit the response. So, this question type's elements (by default) include:



- Text box for the question
- ComboBox for users to select an answer from a drop-down list
- Submit button the user clicks to submit the response
- Response message objects

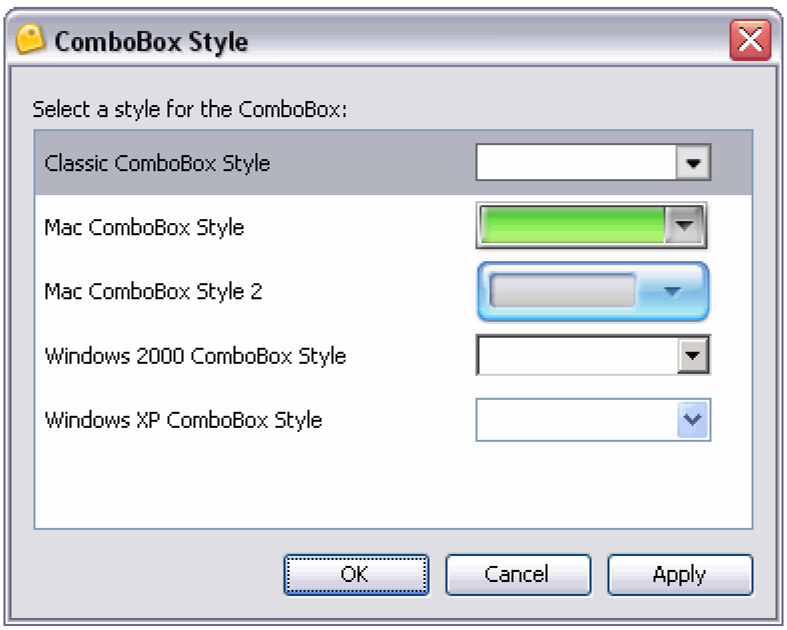
To modify the text box containing the Question zone’s question:

- **Double** click the text box.
- Edit the text as you would in any other message object.

To modify a ComboBox style:

- Click the **Choice Type**  button on the Context Sensitive Toolbar.
- Select **ComboBox** 

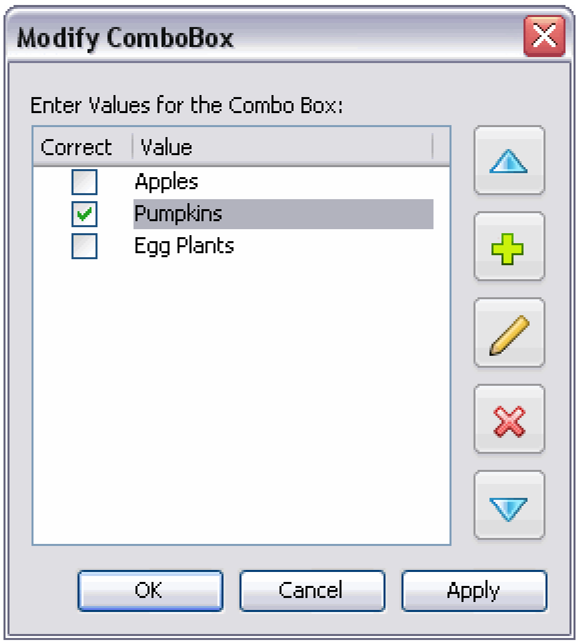
from the list that displays.
- In the *ComboBox Style* window, select a style from the list.



- Click **OK**.

To set up and manage the ComboBox's options list:

- **Double click** on the Combobox.
- The *Modify ComboBox* window displays. In this window:



- To insert an answer:

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

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

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

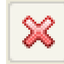
- To set an answer as "correct":
  -Click on the check box  next to the desired value.
  -Deselect the checkbox to remove the checkmark.

- To move an answer up or down in the list:
  -Select the desired value.

  -Click the **Move Up**  button to move it up in the list.

  -Click the **Move Down**  button to move it down in the list.

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

  -Click the **Delete**  button.

▪ Click **OK** to save the list and to close the window.

Ratings
This question type gathers information from a user by posing a question such as “What is your overall level of satisfaction?” In response, the user is required to click along a “rating” scale and then click a Submit button to submit the response. This type of question is for surveys only and not scored.

The (default) elements for this question type include:

▪ Text box for the question
▪ Rating scale the user clicks on in response to the question
▪ Submit button the user clicks to submit the response

To modify the text box containing the Question zone’s question:

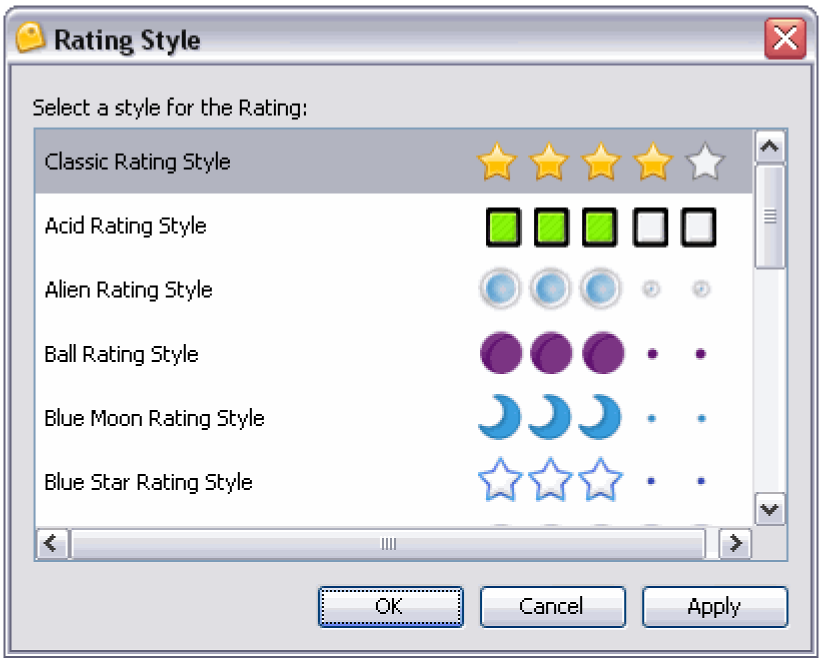
▪ **Double** click the text box.

▪ Edit the text as you would in any other message object.

To change a Rating scale's style:

- Select the Rating object to select it.
- Click the **Modify Choice**  button on the Context Sensitive Toolbar.
- Select **Rating** 

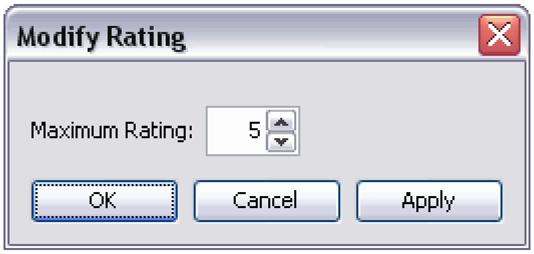
from the list.
- The *Rating Style* window displays. Select a new style from the list.



- Click **OK** to apply it.

To increase / decrease the rating scale:

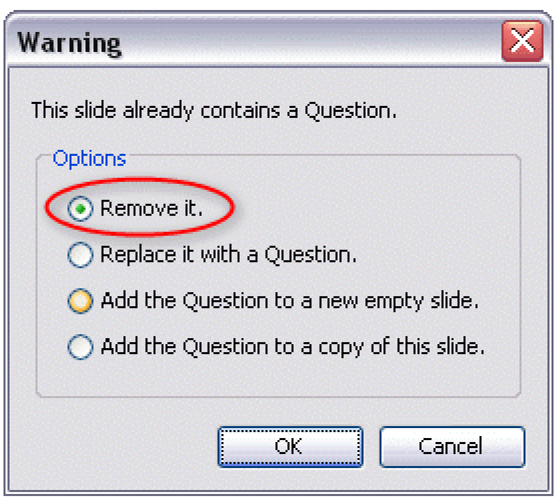
- **Double click** on the Rating object.
- The *Modify Rating* window displays. Enter a number in the field provided for the *Maximum Rating* desired.



- Click **OK**.

To remove a Question from a slide:

- Click the **Insert Question**  button on the Object Toolbar.
- When the *Warning* screen displays, select **Remove It**.

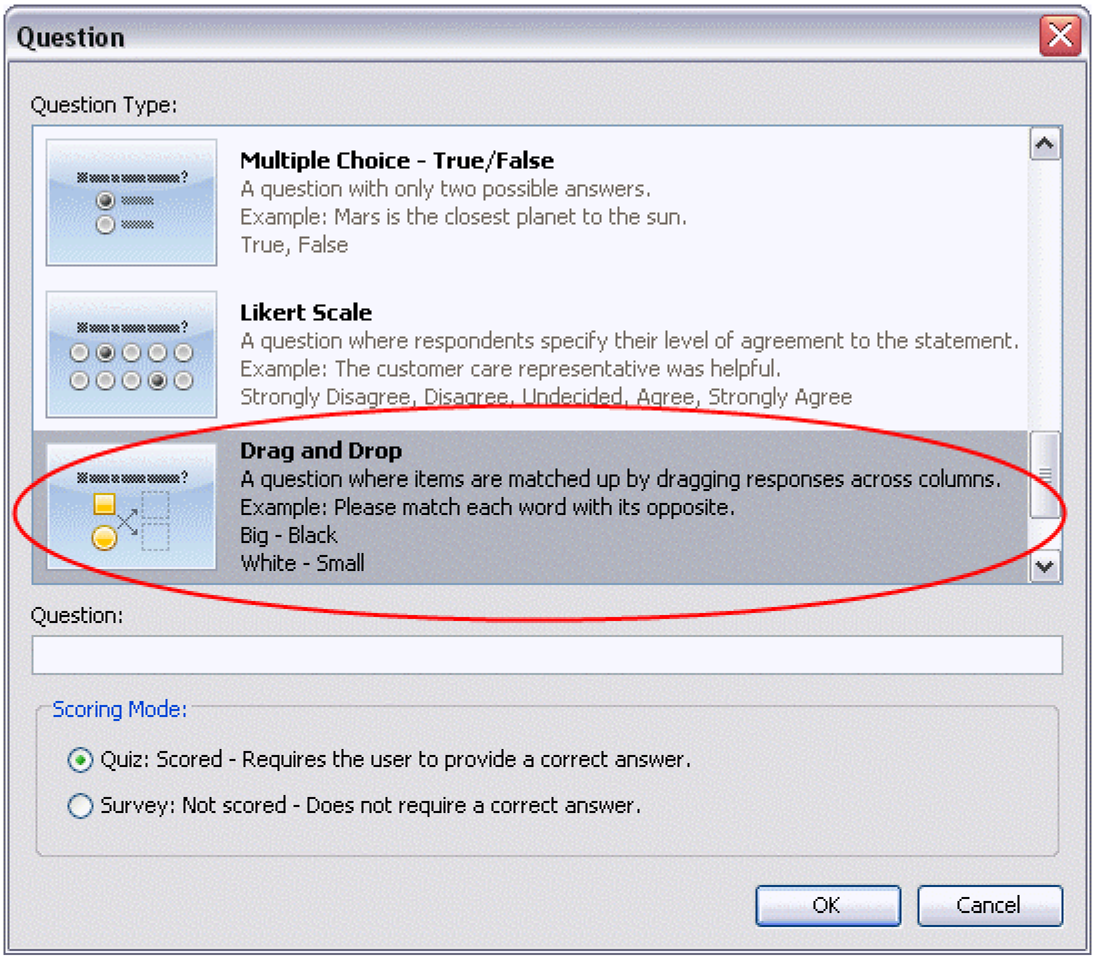


- Click **OK** to remove the Question from the slide.

Drag and Drop & Click Map Question Types

Drag and Drop Question Type

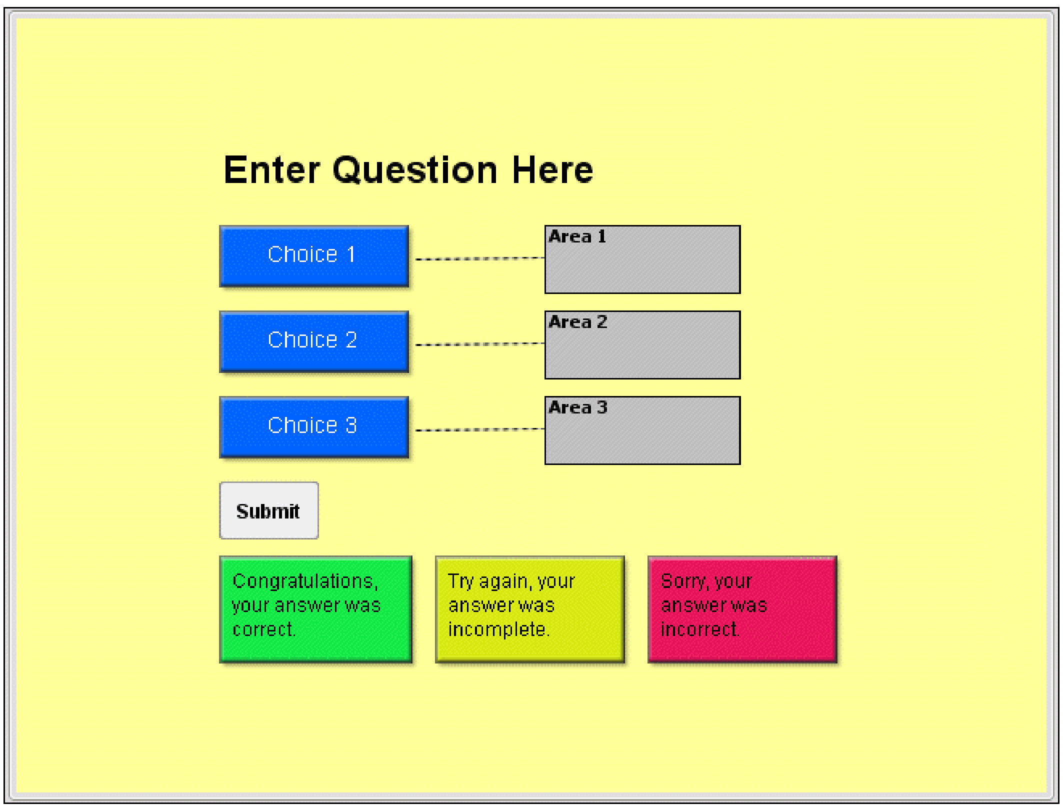
The **Drag and Drop** question type requires the viewer to match up items by dragging responses across columns. This question type can be used as a quiz (scored) question or as a survey (non-scored) question.



As with any feature in ViewletBuilder7 Enterprise, there are several ways to achieve the same results. Remember, access to different features when working with the Drag and Drop and the Click Map question types are also available via Context Sensitive toolbars and via right click shortcut menus.

To create a Drag and Drop question:

- Click the **Insert Question** button on the Object Toolbar.
- A *Question* window displays. Scroll down the list of *Question Types* and select **Drag and Drop** from the list.
- Type your *Question* or instructions for the question in the field provided.
- In the *Scoring Mode* area, select **Quiz** if the question will be scored, or select **Survey** if the question will not be scored.
- Click **OK** and a slide with the new Drag and Drop question type will be created.



Drag and Drop Question Properties

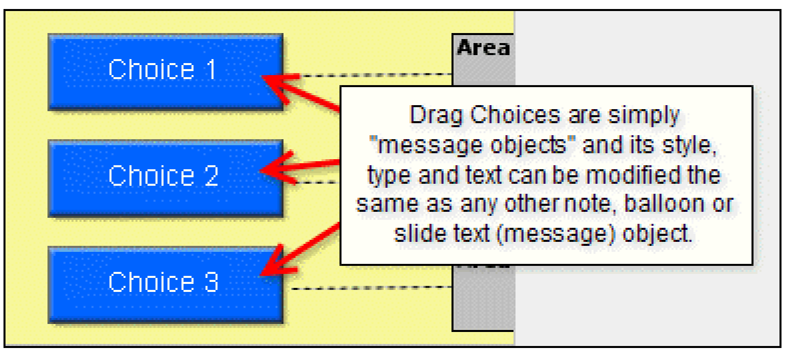
By default, the Drag and Drop question contains various elements (all of which are editable) when first created including:

- **Question Text**: A text box displays at the top of the question elements with text entered in the *Question* field in the *Question* window when selecting the question type. If no text is entered into the field prior to creating the question, the default text will be **Enter Question Here**.

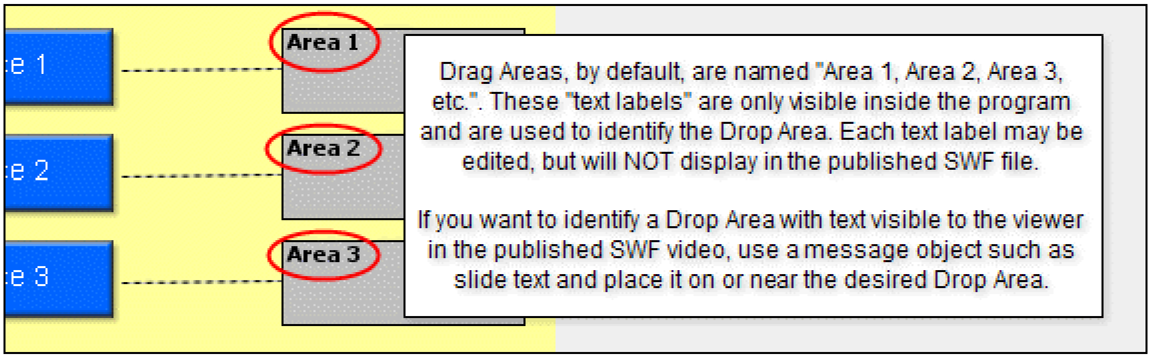
  For more information on working with Question Text, see the instructions "To Edit the Question Text" steps. Or, since Question Text is simply a slide text message object, review the chapter on *Messages* (for details on working with message objects like notes, balloons and slide text).

- **Drag Choices**: The first column contains three text boxes, which are the responses that the viewer is instructed to "drag and drop" on the Drop Areas in the second column in order to answer the question correctly. The Drag Choices are simply message objects, so its style, type and text can be modified just like any other note, balloon or slide text (message) object.

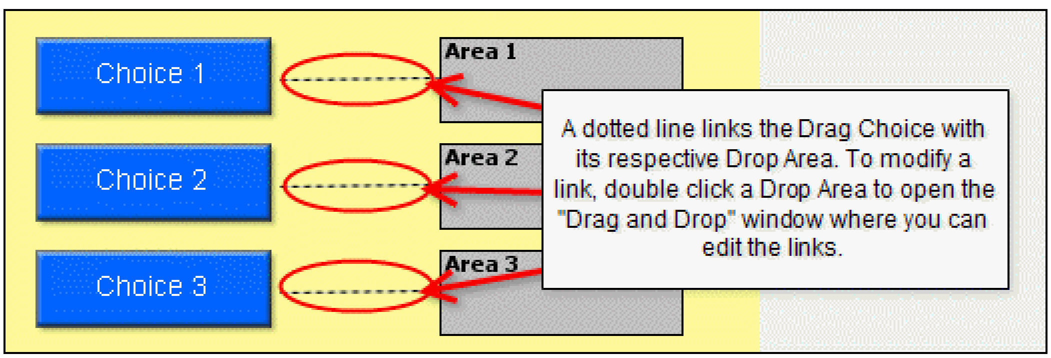
  For more information on working with Drag Choices, see the instructions "To work with Drag Choices" steps. Or, to edit a Drag Choice's style, type or text, review the chapter on *Messages*.

- **Drop Areas**: The second column contains three Drop Areas that, by default, are linked to their respective Drag Choice. This is the area on the slide where the viewer drops the Drag Choice on in order to respond. You can modify the opacity level, name, etc. of this area.



For more information on Drop Areas, see the instructions "To work with Drop Areas" steps. If you plan to add a message object (such as slide text) next to or on the Drop Area to provide "visible text" for the viewer to see and associate with each Drop Area, review the chapter on *Messages* as needed.

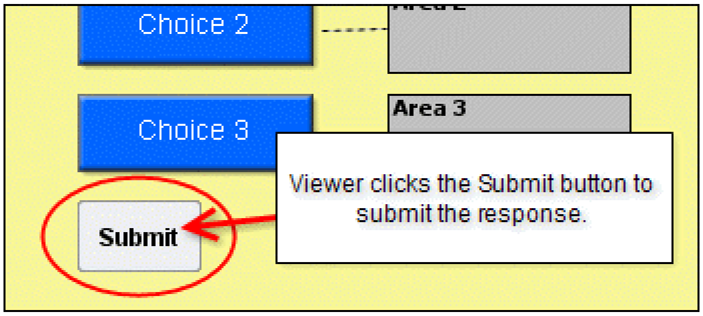
- **Links**: A dotted line displays between each Drag Choice and its associated Drop Area, signifying they are "linked" together. Links can be removed and added between new "pairs" of Drag Choices and Drop Areas as desired.



For more information on links, see the instructions "To link / unlink Drag and Drop pairs" steps.

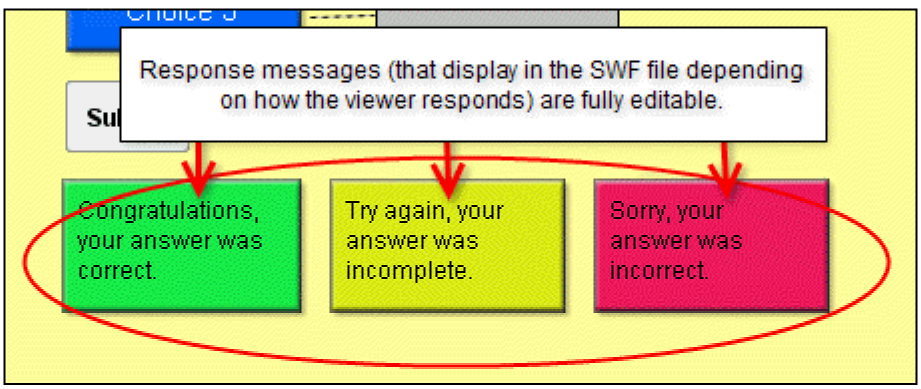
Even though the Drag Choices and the Drop Areas are, by default, placed initially in a two column spread, you can move them around anywhere on the slide as desired.

- **Submit Button**: Once all of the appropriate responses are “dragged and dropped”, the viewer clicks this button to submit the answers.



The button’s look, text and “on click” action may be modified (but it is not recommended unless absolutely necessary). For more information of working with buttons, review the chapter on *Buttons*.

- **Response Messages**: One of three text boxes display to the viewer, by default, based on how they respond. These response messages are used for correct, incorrect and incomplete responses and may be edited.



For more information on working with Response Messages, review the “Response to User Input” section in the *Interactive Zones – Common Features* chapter.

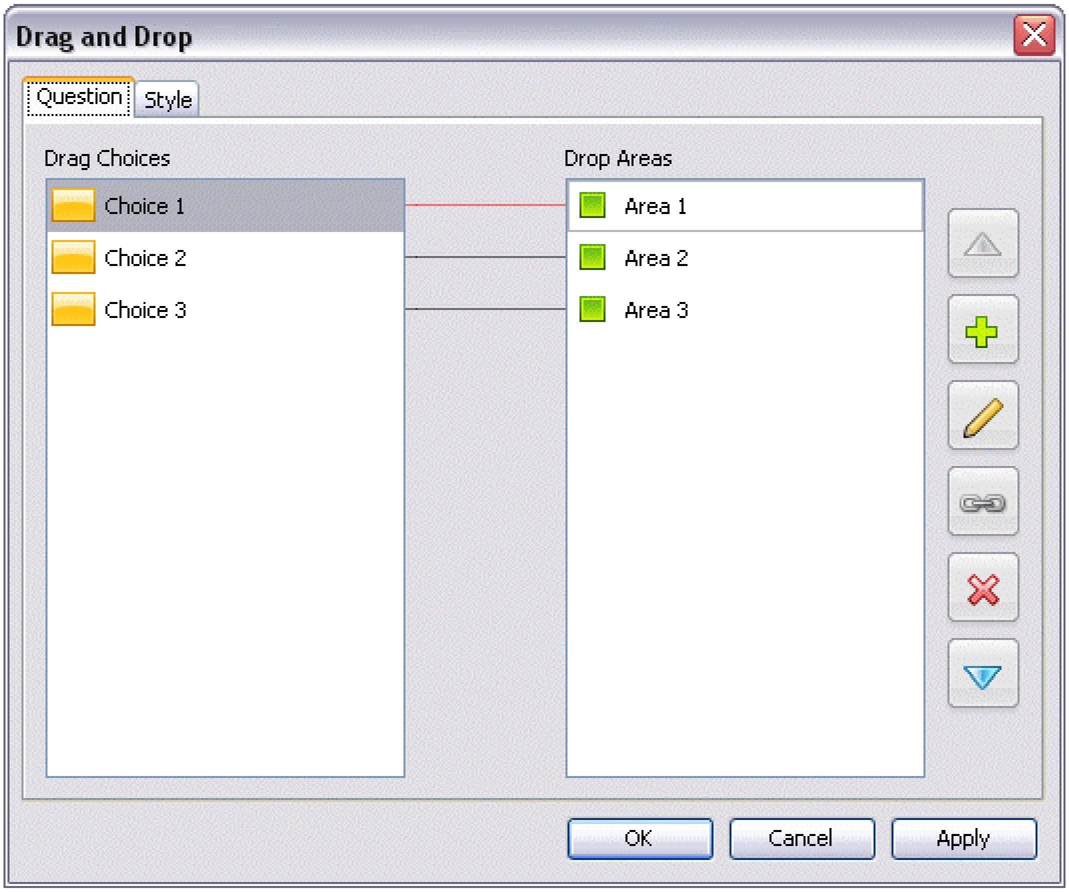
To edit the Question Text:

- Double click on the text box to enter text edit mode.
- Edit your text and its attributes as desired.
- Deselect the text box and then single click it to select the object itself.
- Resize and move the text box as needed.

Since “Drag Choices” are essentially the same as a message object, you can quickly edit it as you would any other message object with regards to changing its style, text content and text attributes using the buttons along the context sensitive toolbar, if desired.

To work with Drag Choices (using the *Drag and Drop* window):

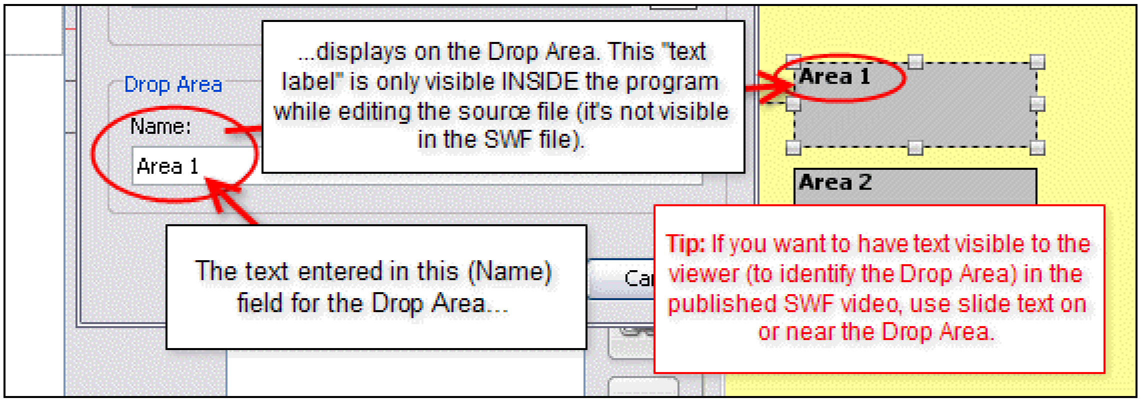
- Click on a Drag Choice to select it.
- Click on the **Modify Question**  button.
- The *Drag and Drop* window displays. Select the *Question* tab.



- Various options for working with Drag Choices are available:
  - To add a new Drag Choice + Drop Area pair:
    - Click the **Add**  button.
    - Select **Add Drag Drop Pair** from the shortcut menu that displays.

    - A *Drag and Drop Pair* window displays.
      - Select a message *Type* from the list.
      - Type the *Text* for the Drag Choice in the field provided.
      - Accept the title for the *Drop Area Name* or type a new one in the field provided.

The text used in the “Name” field will display over the Drop Area. You will see this “text label” on the Drop Area while editing your source file INSIDE ViewletBuilder7 Enterprise (it is used to identify its respective Drop Area). However, after you publish the file, this text will NOT be visible to the viewer in the SWF file. If you want to have the Drop Area “labeled” with text that will be visible to the viewer, you must add a message object (such as slide text) on or near the Drop Area.

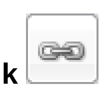


- Click **OK** to create the new pair and add it to the list.

To modify an existing Drag Choice:

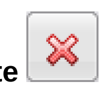
- Select a “choice” from the *Drag Choices* list.
- Click the **Modify**  button.
- In the window that displays, make your desired edits.
- Click **OK** to apply the changes and to return to the previous window.

▪ To link / unlink Drag and Drop Pairs:

- To remove an existing link:
  - o Select either item from one of the lists.
  - o Click the **Link**  button. This will remove the link between the selected pair.

- To link an unlinked Drag Choice and Drop Area:
  - o Start by clicking on the desired Drag Choice.
  - o Then, click on the desired Drop Area that you want to link to the Drag Choice.
  - o Click the **Link**  button. A link will display between the selections.

- <u>To move an item up or down within one of the lists</u>:
  - o Select a Drag Choice or a Drop Area.
  - o Click the **Move Up**  button to move the selection up in the list.
  - o Click the **Move Down**  button to move the selection down in the list.

- <u>To delete an item in one of the lists</u>:
  - o Select a Drag Choice or a Drop Area.
  - o Click the **Delete**  button. The selection is removed from the list.

Be careful when deleting a Drag Choice or Drop Area. If the selection is part of a "Drag and Drop Pair" (meaning it is linked), both the Drag Choice and its associated (linked) Drop Area (and visa versa) will be deleted.

- Once all of the selections / edits are made in the *Drag and Drop* window, click **OK** to apply / save them.

To modify a Drag Choice (while editing directly on the slide):

- To change the style, type or fill color of the Drag Choice, single click on it to select it.
- When the context sensitive toolbar loads, use its buttons to modify the Drag Choice object just as you would any other message (note, balloon, slide text) object.
- To edit the text within the Drag Choice, double click it to enter text edit mode. Edit the text as you would any other message object.

  For more information on working with message objects such as notes, balloons and slide text, please review the *Messages* chapter.

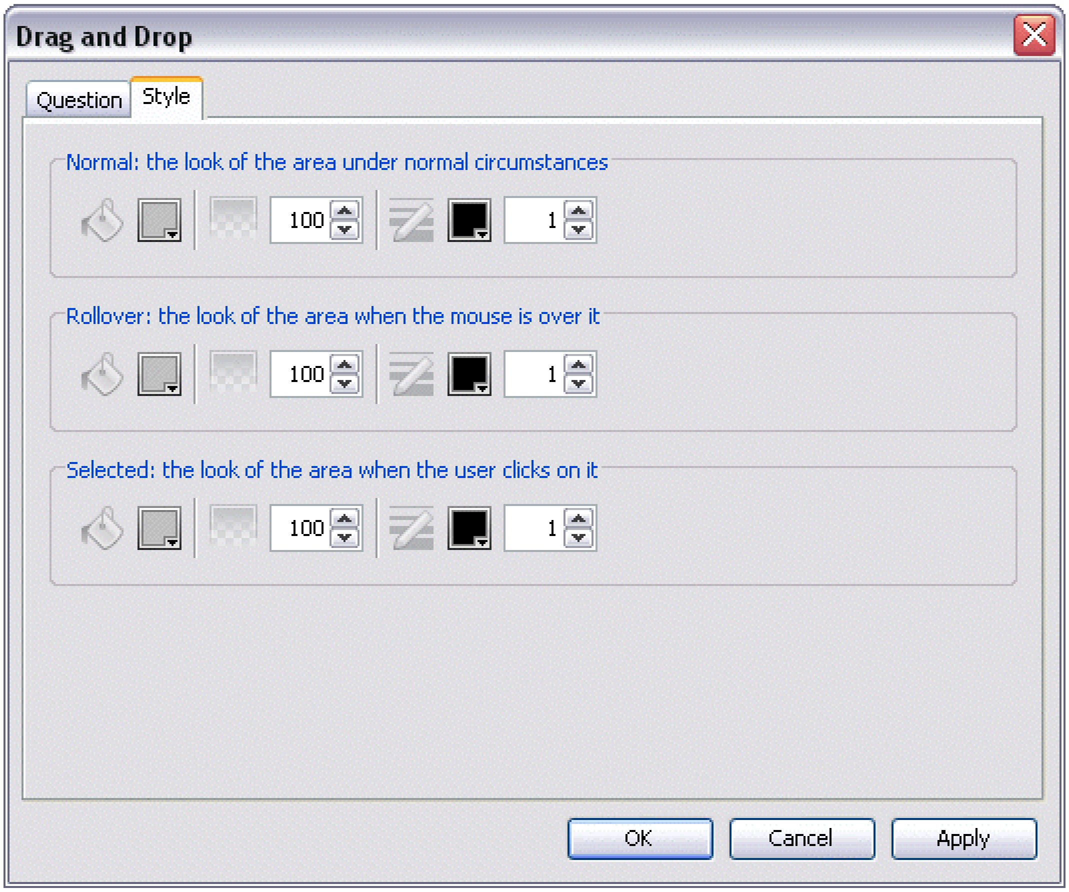
To randomize (mix up) Drag Choices automatically:

- Create and modify the Drag and Drop question on the slide as desired.
- To mix up the Drag Choices (without affecting the position of their associated Drop Areas and slide text, if applicable), click on the slide itself to make sure the slide is selected.
- Click the **Randomize Drag Choices** button on the context sensitive toolbar. This will mix up the Drag Choices.

  Note: When you use the "Randomize Drag Choices" button (feature) this will NOT randomize the Drag Choices in the published SWF file (this feature is planned for a future release). It will only "mix up" or randomize the Drag Choices each time you click the randomize button while editing the project in the source file.

To work with Drop Areas (using the Drag and Drop window):

- Double click on a Drop Area.
- The *Drag and Drop* window displays. The *Question* tab displays by default.
- In the *Question* tab, make selections / modifications as desired. For more information on working in this tab, refer to the previous instructions when selecting the *Question* tab in the *Drag and Drop* window.
- To change the attributes of the Drop Areas, select the *Style* tab.

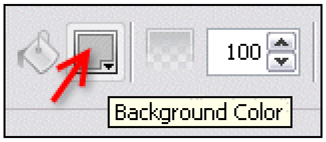


The default "Style" of the Drop Areas will be 100% opacity (meaning no transparency is set) for the fill color and 1 point for the border. These settings can be edited in the stylesheet or on-the-fly.

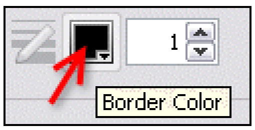
You have three "states" to set up for the fill (bucket) color and for the border (pencil) color:

- **Normal:** The look of the area when the mouse is not over or clicked on it.
- **Rollover:** The look of the area when the mouse is "over" but not clicked on it.
- **Selected:** The look of the area when the mouse is clicked on it.

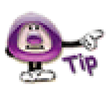
- To change the fill color for the area for any of these “states” click on the **Background Color** button. In the window that displays, select a color and click **OK** to return to the previous window.



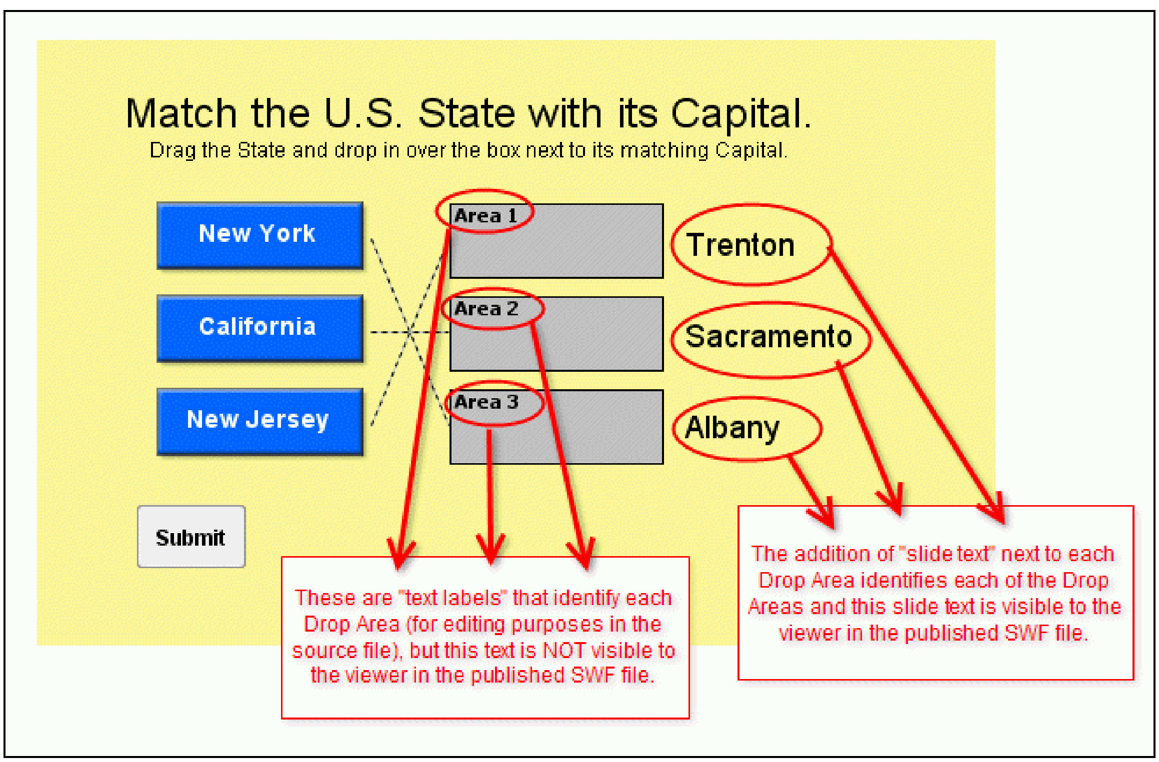
- To change the area’s border color for any of these “states” click on the **Border Color** button. In the window that displays, select a color and click **OK**.



- Once your selections are made for the Drop Areas in the *Style* tab. Click **OK** to apply / save the selections.



The text that you see on the Drop Area while working in your source file within ViewletBuilder7 Enterprise is used to identify its respective Drop Area. This text is only visible within ViewletBuilder7 Enterprise and will NOT be visible to the viewer in the published SWF file. If you want to use text to identify each Drop Area and have this text visible to the viewer in the published SWF file, you must add a message object (such as slide text) on or near each of the Drop Areas.



To add slide text next Drop Areas that will be visible to the viewer in the published SWF file:

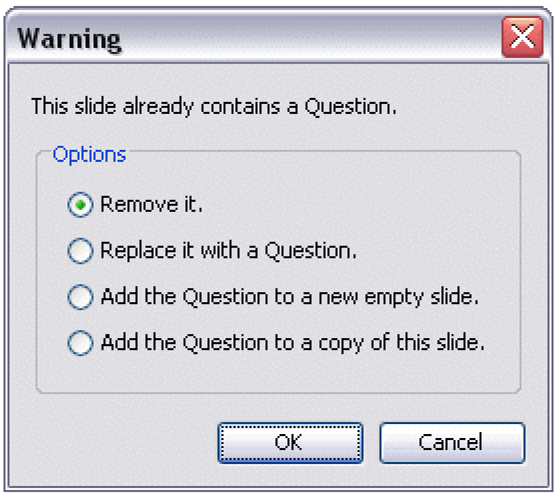
- Create and modify the Drag and Drop question as needed on the slide, including randomizing Drag Choices and Drop Areas as desired.
- Click the **Insert Text Box** button on the Objects Toolbar.
- Draw the text box for the slide text on the slide where desired.
- Input the slide text and modify its attributes as needed. For more information on working with message objects like slide text, please review the chapter on *Messages*.
- Repeat these steps as needed for each slide text box you need to create for each Drop Area.

To resize / move a Drop Area:

- Click on the Drop Area to select it. A “bounding box” displays around it.
- Use the “grab handles” to drag and resize the Drop Area as desired.
- To move the Drop Area, point your cursor over the object and hold down the left mouse button and drag it to a new location on the slide as desired.

To remove a Drag and Drop question from the slide:

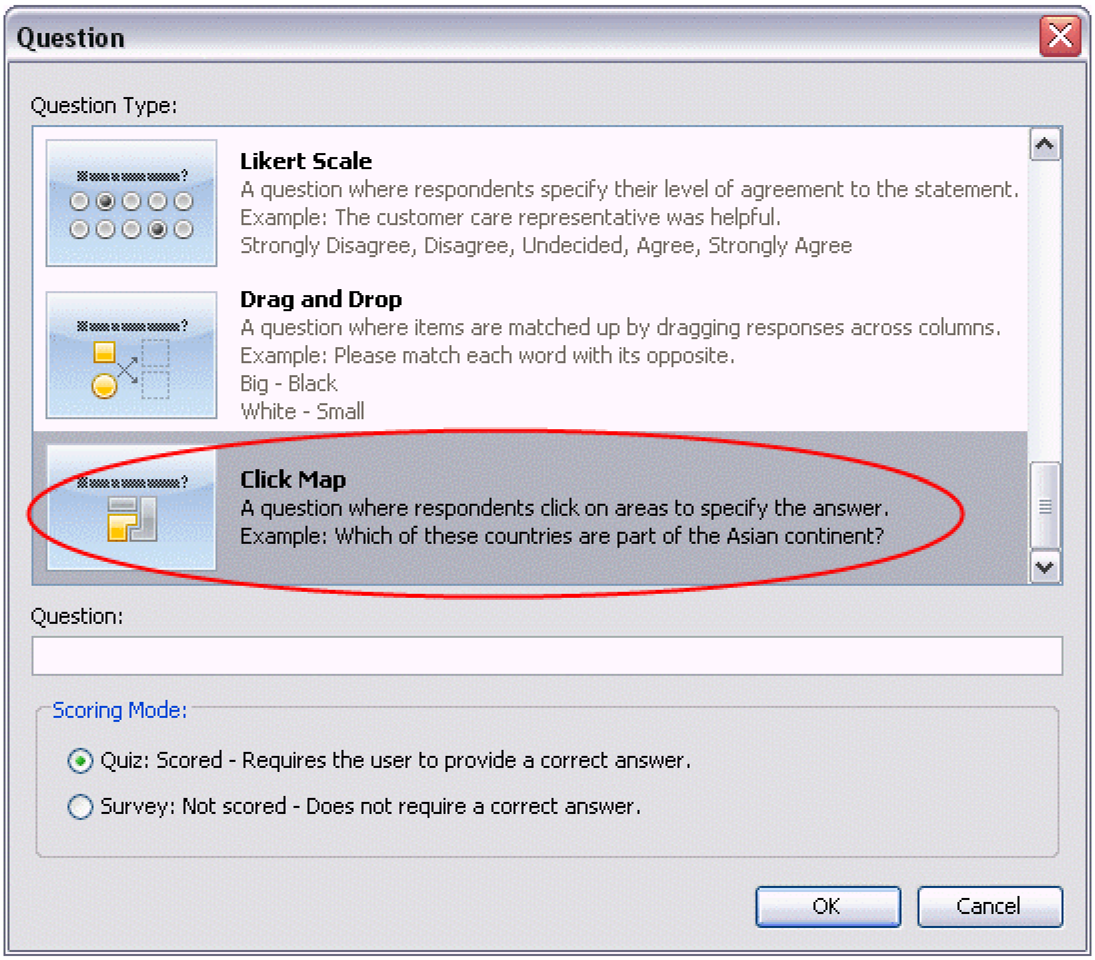
- Click on the **Insert Question**  button on the Objects Toolbar.
- A *Warning* window displays. Select the **Remove It** option.



- Click **OK** to complete the deletion.

Click Map Question Type

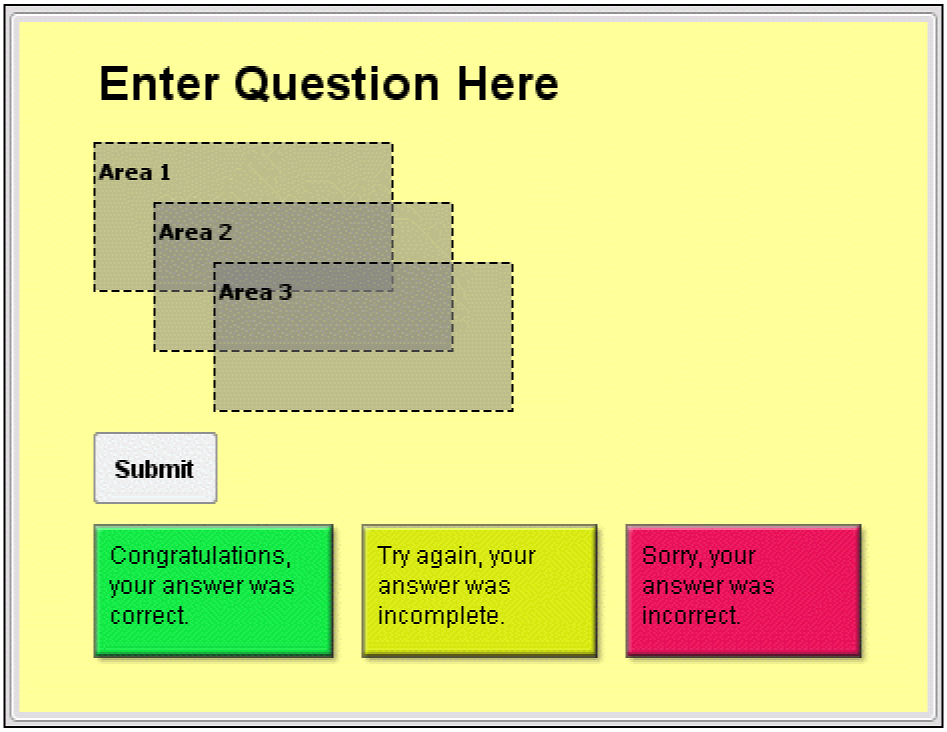
The **Click Map** question type requires the viewers to click on one or more areas of the screen in order to respond. This question type can be used as a quiz (scored) question or as a survey (non-scored) question.



To create a Click Map question:

- Click the **Insert Question**  button on the Object Toolbar.
- A *Question* window displays. Scroll down the list of *Question Types* and select **Click Map** from the list.
- Type your *Question* or instructions for the question in the field provided.
- In the *Scoring Mode* area, select **Quiz** if the question will be scored, or select **Survey** if the question will not be scored.

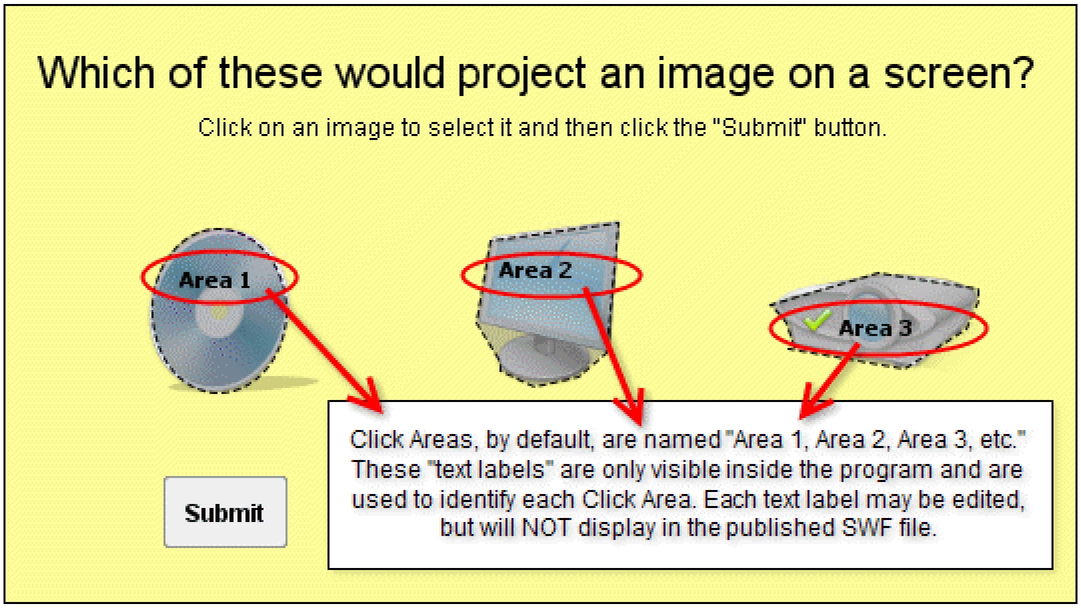
- Click **OK** and a slide with the new Click Map question type will be created.



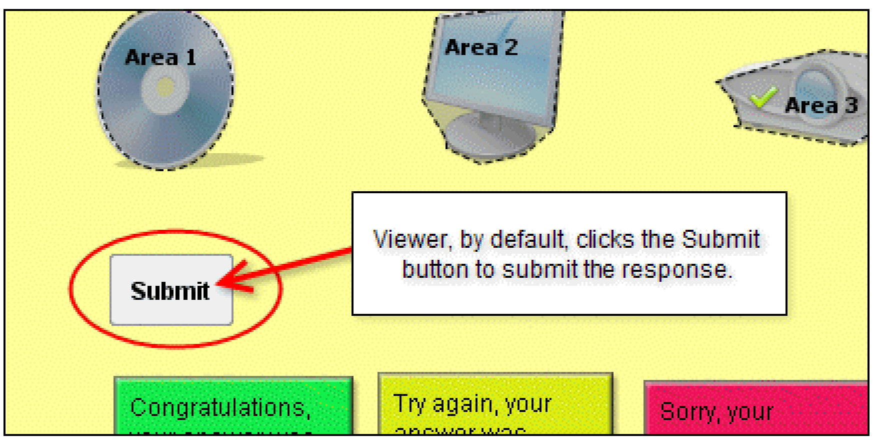
Click Map Question Properties
By default, the Click Map question contains various elements (all of which are editable) when first created including:

- **Question Text**: A text box displays at the top of the question elements with text entered in the *Question* field in the *Question* window when selecting the question type. If no text is entered into the field prior to creating the question, the default text will be **Enter Question Here**.

- **Click Areas**: Similar to the classic "Click Zone", the Click Map displays three "click areas" on the creation of a new question. You can delete or add click areas, redraw their shapes using any of the drawing tools, resize them and reposition them on the slide. You can also designate one or more "areas" as what the viewer needs to click on in order to respond correctly.

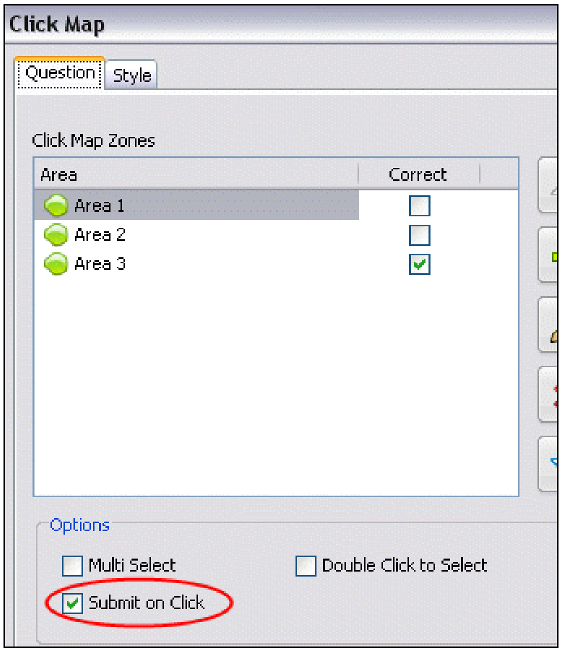


- **Submit Button**: Once the appropriate selections are "clicked on", the viewer (by default) clicks this button to submit the response.

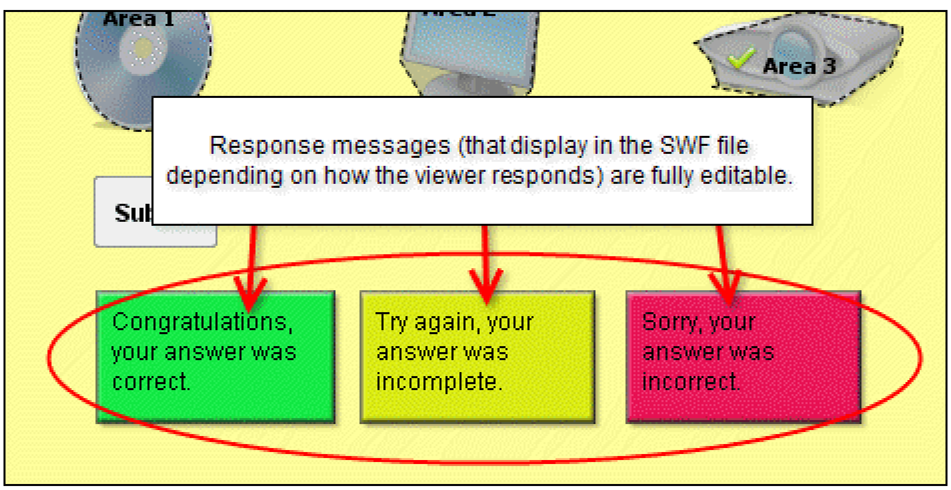


The button's look, text and "on click" action may be modified (but it is not recommended unless absolutely necessary).

If the viewer is only required to click on ONE click area, you can have the answer automatically submitted without use of the Submit button. To set this up, double click on a click area to open the "Click Map" window. Under "Options" select the "Submit on Click" option. This will automatically remove the "Submit" button from the slide. Keep in mind, this option will not be available if multiple click areas are designated as the correct response.



- **Response Messages**: One of three text boxes display to the viewer, by default, based on how they respond. These response messages are used for correct, incorrect and incomplete responses and may be edited.



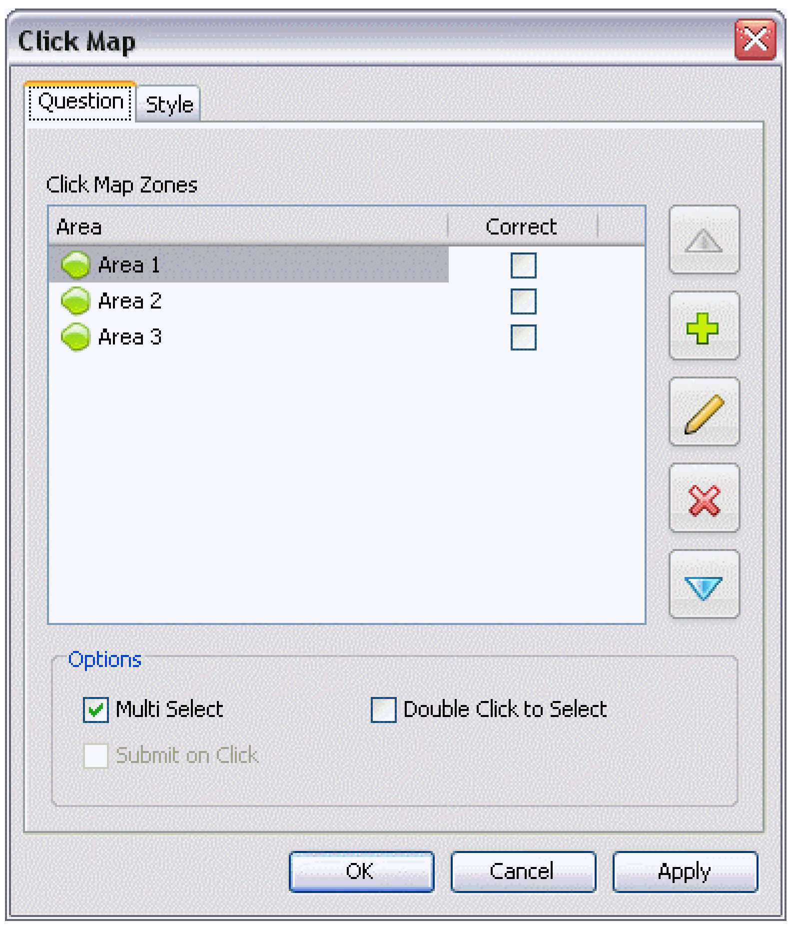
For more information on working with Response Messages, review the "Response to User Input" section in the *Interactive Zones – Common Features* chapter.

To edit the Question Text:

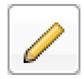
- Double click on the text box to enter text edit mode.
- Edit your text and its attributes as desired.
- Deselect the text box and then single click it to select the object itself.
- Resize and move the text box as needed.

To work with Click Areas:

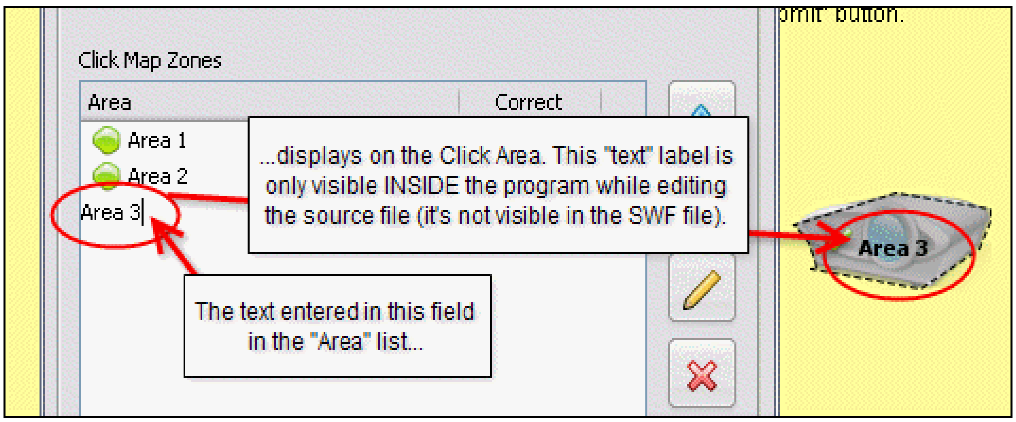
- Double click on any of the click areas.
- The *Click Map* window displays. Two tabs are available:
    - Select the *Question* tab.
        - In the *Click Map Zones* area, click on an area in the list to work with it.



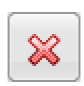
- Click the **Add**  button to add a new area to the list. After it displays in the list, edit its text as needed.

- Click the **Modify**  button to edit the text of a selected area.

Note: The text entered in the field in the "Area" list displays on the Click Area, but will NOT display to the viewer in the published SWF file. If for any reason you want to have some type of "text" associated with or near the Click Area that is visible to the viewer, use a message object such as slide text.



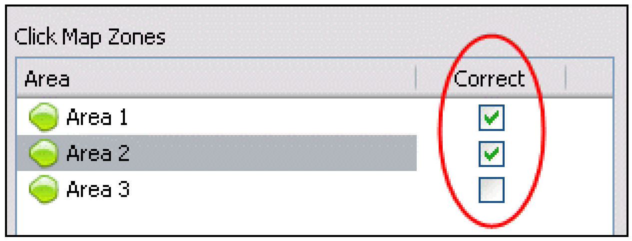
- To move an item up or down in the list, click the **Move Up**  button to move the item up in the list. Click the **Move Down**  button to move the item down in the list.

- Click the **Delete**  button to remove a selected area from the list.

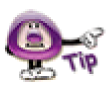
- In the *Click Map Zones* area, to set one or more areas as the correct response:

    - In the *Correct* column, click the check box next to the area you want designated as the correct "click area".

    - Repeat the step above for each additional "correct" click area the viewer must click on in order to respond correctly.

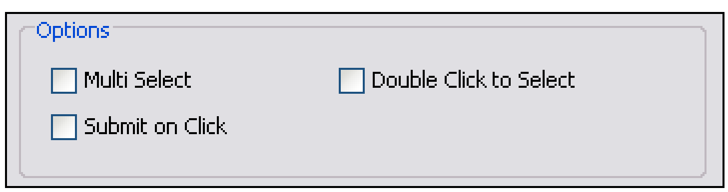


    - To deselect a correct response, click on the check box containing the checkmark to remove (deselect) it as the correct response.



Another way to designate a Click Area as the "Correct" response is to single click on the Click Area to select it (while editing directly on the slide). On the context sensitive toolbar that loads, click the "Mark Area Correct" button.

- In the *Options* area, to specify "how the user needs to click" in order to respond correctly when clicking on selections:



    - Select the **Multi Select** option if multiple click areas are designated as correct responses, meaning the viewer must click multiple click areas in order to respond correctly.

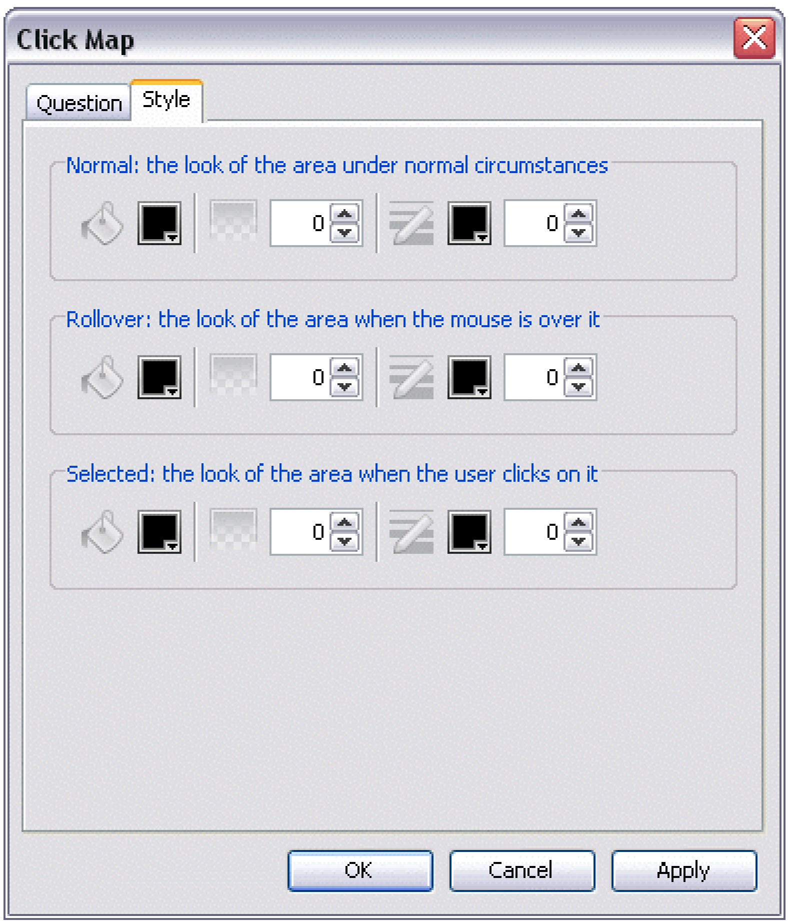
If designating multiple click areas as the correct response and selecting "Multi Select" as the click (select) option, the "Submit on Click" option will not be available.

- Select the **Submit on Click** option when only one click area is designated as the correct response. This will remove the **Submit** button from the slide and once the viewer clicks on any of the available click areas, the response will automatically be submitted right after clicking.

If designating a single click area as the correct response and selecting "Submit on Click" as the click option, the "Submit" button will be removed from the slide.

- Select the **Double Click to Select** option if you want the viewer to double click on one or more click areas in order to select and respond correctly.

  - Select the *Style* tab.

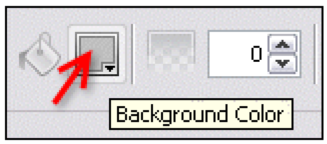


The default "Style" of the Click Areas will be 0% opacity (meaning it is fully transparent) for the fill color and 0 point for the border. These settings can be edited in the stylesheet or on-the-fly.

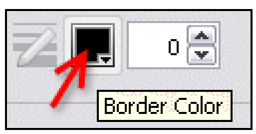
You have three “states” to set up for the fill (bucket) color and for the border (pencil) color:

- **Normal:** The look of the area when the mouse is not over or clicked on it.
- **Rollover:** The look of the area when the mouse is “over” but not clicked on it.
- **Selected:** The look of the area when the mouse is clicked on it.

- For any of these “states” click on the **Background Color** button. In the window that displays, select a color and click **OK** to return to the previous window.

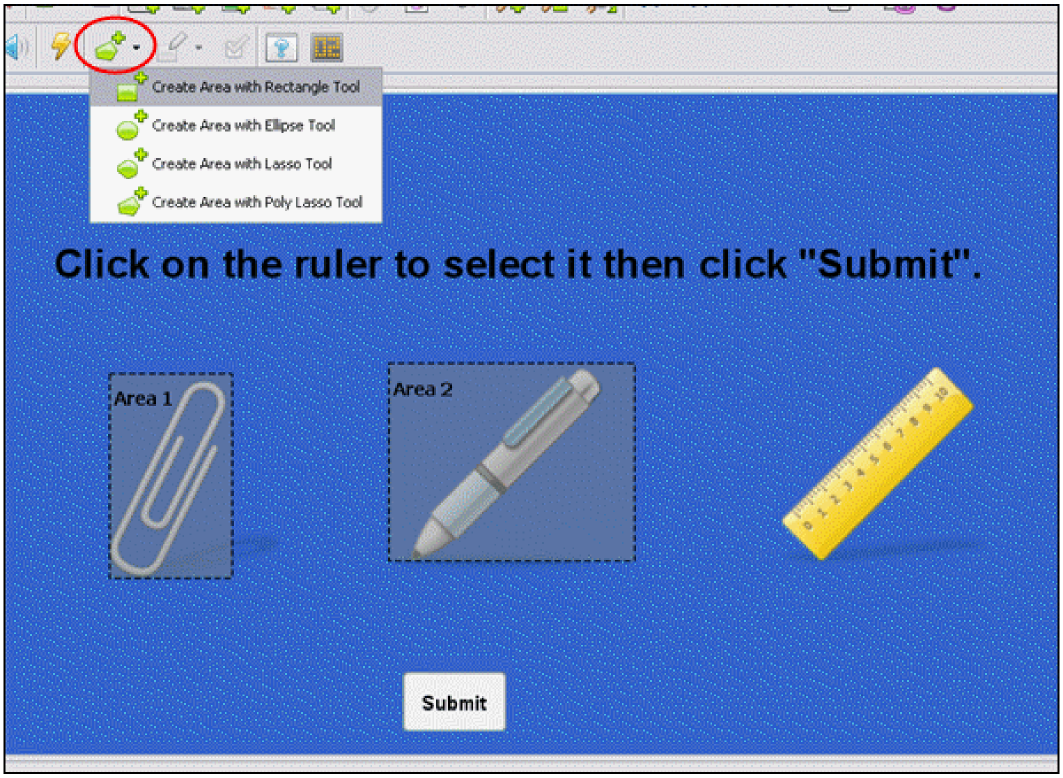


- For any of these “states” click on the **Border Color** button. In the window that displays, select a color and click **OK**.



- Once your selections are made in the *Click Map* window, click **OK** to apply / save the selections.

To create a new Click Area:



- Click the **Create Area** … button on the Context Sensitive toolbar.
- Select one of the menu options to draw (create) the Drop Area:
    - **Create Area with Rectangle Tool**: Use this option to create a rectangular shaped Drop Area on the slide.
    - **Create Area with Ellipse Tool**: Use this option to create an elliptical (circle or oval) shaped Drop Area on the slide.
    - **Create Area with Lasso Tool**: Use this option to create a free-form shaped Drop Area on the slide.
    - **Create Area with Poly Lasso Tool**: Use this option to create a polygon shaped Drop Area on the slide.

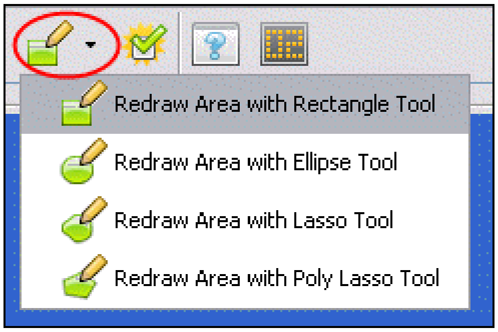
Tip

The "tools" used to draw Drop Areas are the same when creating shape objects. See the *Shapes* chapter for more information on using the shape tools to draw the various shape areas.

- When the cursor changes to a cross-hair, hold down the left mouse button on the area of the slide where you want to draw the Drop Area. Drag to draw the area.
- Let go of the left mouse button to complete the Drop Area.

To "redraw" a Drop Area:

- Click on the Drop Area you want to redraw to select it.
- Click the **Redraw Area** button on the Context Sensitive toolbar.



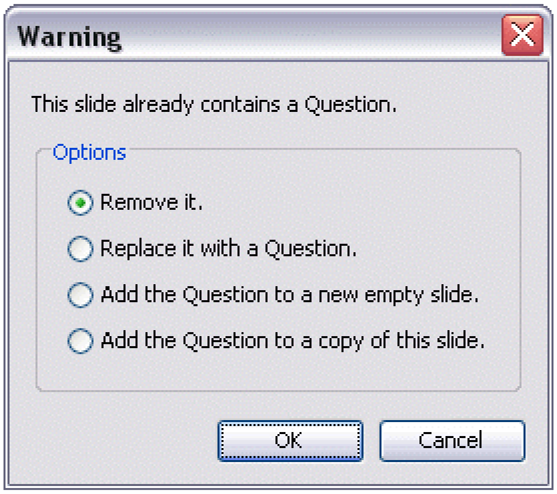
- Select one of the menu options to redraw the Drop Area:
  - **Create Area with Rectangle Tool**: Use this option to redraw a rectangular shaped Drop Area on the slide.
  - **Create Area with Ellipse Tool**: Use this option to redraw an elliptical (circle or oval) shaped Drop Area on the slide.
  - **Create Area with Lasso Tool**: Use this option to redraw a free-form shaped Drop Area on the slide.
  - **Create Area with Poly Lasso Tool**: Use this option to redraw a polygon shaped Drop Area on the slide.

To resize / move a Drop Area:

- Click on the Drop Area to select it. A "bounding box" displays around it.
- Use the "grab handles" to drag and resize the Drop Area as desired.
- To move the Drop Area, point your cursor over the object and hold down the left mouse button and drag it to a new location on the slide as desired.

To remove a Drag and Drop question from the slide:

- Click on the **Insert Question**  button on the Objects Toolbar.
- A *Warning* window displays. Select the **Remove It** option.



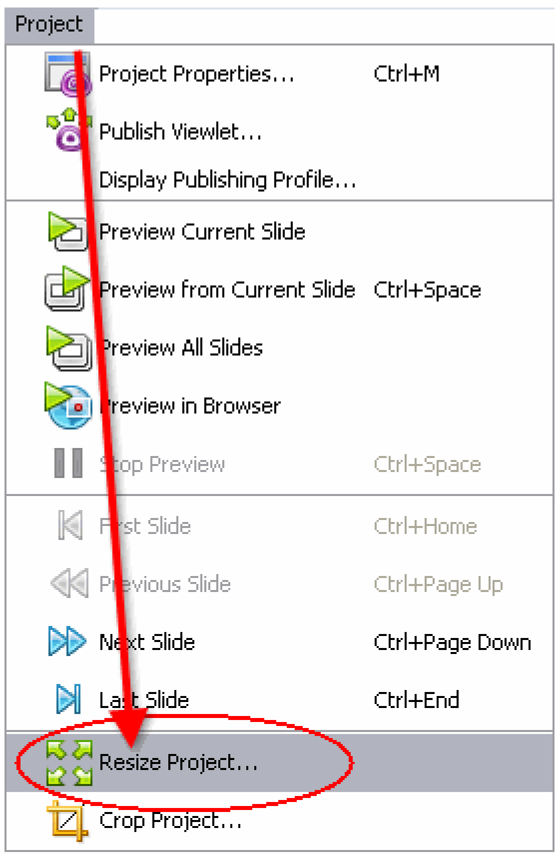
- Click **OK** to complete the deletion.

Resize Project

Have you ever worked for hours on end perfecting your Viewlet only to realize its dimensions were either too small or too big for your viewers needs? ViewletBuilder7 Enterprise offers a “Resize Project” tool that allows you to resize your current project. You can do this directly within the project, while inserting new screenshots, or even while importing slides from a project (whether or not the slides are the same size as the current project). Let’s take a look at how this works.

Resizing the Current Project

- Select **Project** > **Resize Project** from the Menu.



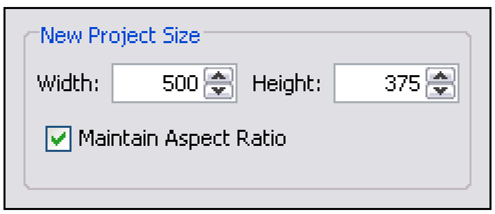
- The *Project Resize* window displays.

    - In the *Current Project Size* area, the project's original size displays. Review this information.

    - In the *New Project Size* area:

      -Enter a number for the new *Width* and *Height* in the fields provided.

      -To maintain the correct ratio between the new width and height, select the **Maintain Aspect Ratio** option BEFORE entering a number in either the *Width* or the *Height* field.



If the "Maintain Aspect Ratio" option is selected, just enter a number in either the "Width" or the "Height" field and press the "Enter" key and number for the "other" value will automatically be filled in the applicable field.

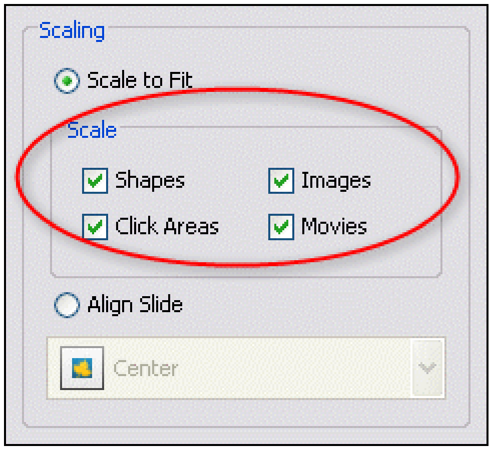
    - In the *Scaling* area, select one of the scaling options:

        - **Scale to Fit:** Scales the slide background image to "best fit" the new slide dimensions.

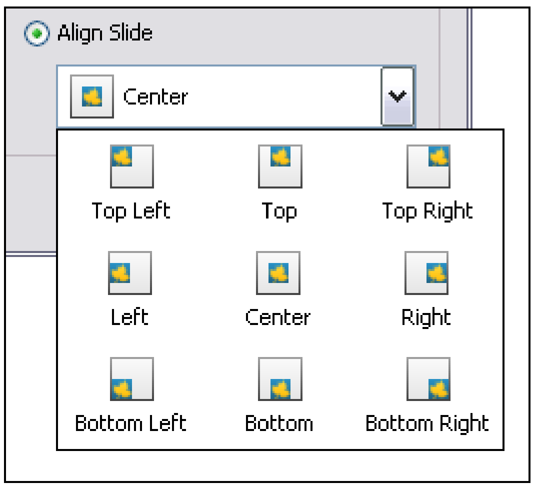
          Additionally, to **Scale** a slide object, select the check box next to:

            - Shapes
            - Click Areas
            - Images
            - Movies

          Each of the selected slide objects will be scaled to fit in proportion to the new slide size.

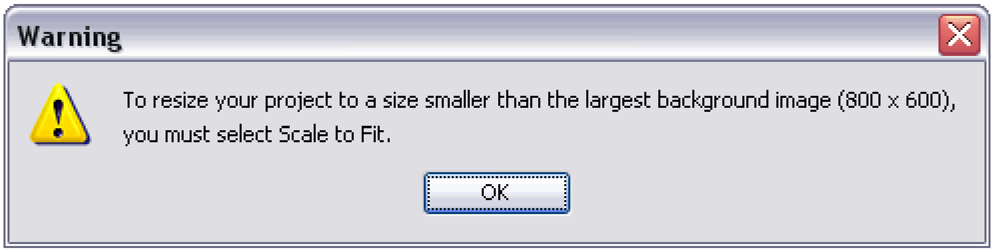


- **Align Slide:** Maintains the current size of the slide's background image and aligns it on the new slide based on the alignment selection. Normally used when the new project (slide) size is larger then the original project dimensions. After selecting this option, select an alignment option from the alignment menu.



- Click **OK** to resize the project.

If a "Warning" window displays after clicking "OK", read the information in it and click "OK" to close the window. Then, back in the "Resize Project" window, edit the selections as instructed by the warning and click "OK" to resize the project.



Did you know the "Project Resize" feature also allows you to import slides from projects with dimensions "different" from the current, open project? For more information on this topic, review the "Importing Slides with Different Sizes" section of the "Export and Import Options" chapter.

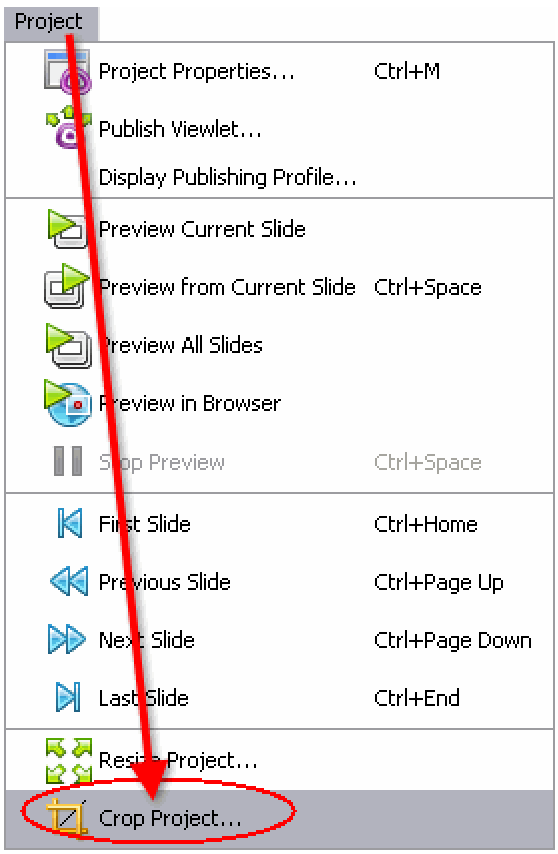
Crop Project

ViewletBuilder7 Enterprise offers you the ability to crop the dimensions of your project's slide size. An alternative to the "Resize Project" feature, the "Crop Project" feature will crop the project's slide without the need for scaling the background image. Let take a look at how this works.

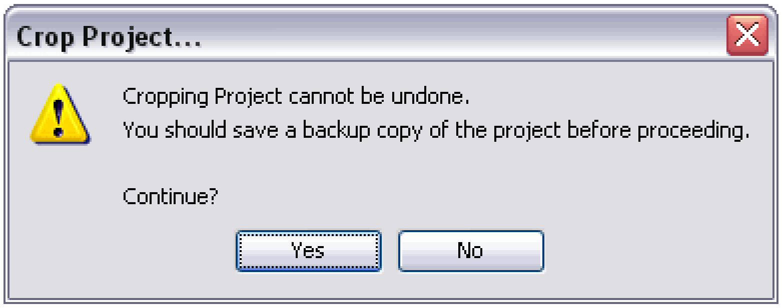
Cropping the project's slide size

The "Crop Project" operation cannot be undone, so make sure you create a backup copy of your project BEFORE you crop the original project's slide size.

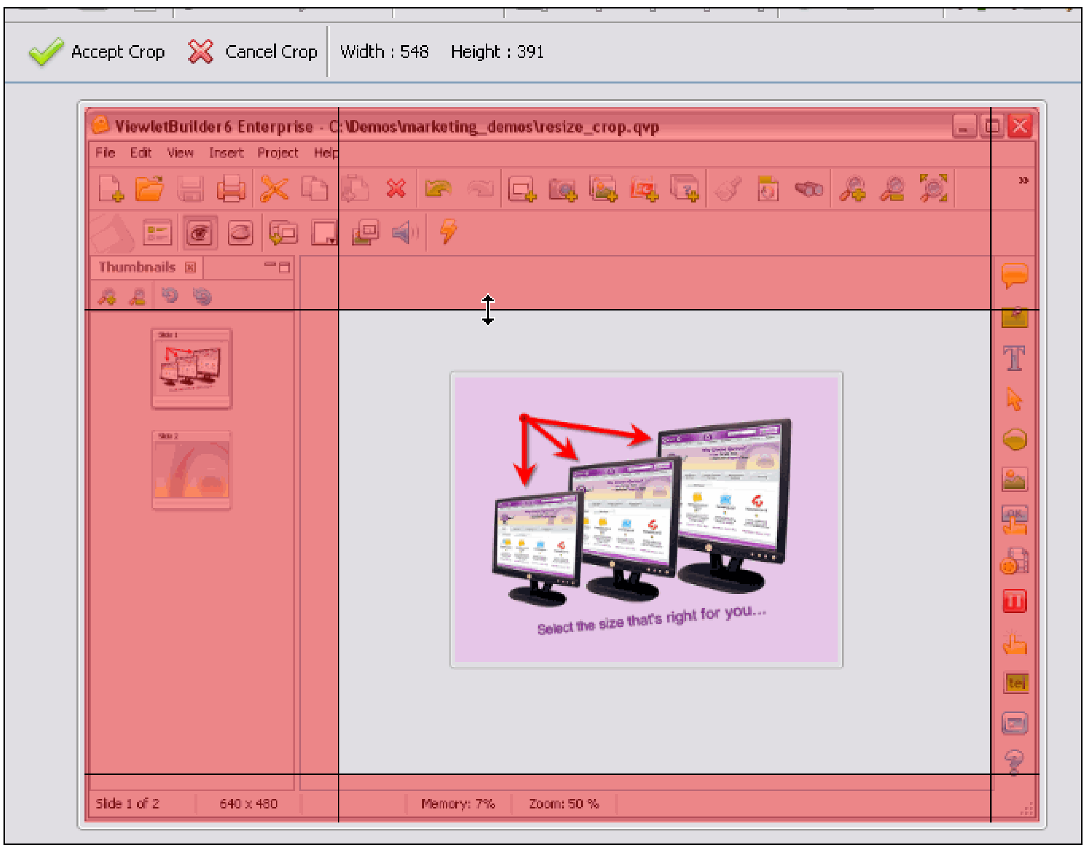
- Select **Project** > **Crop Project** from the menu bar.



- A *Crop Project* warning window displays. Read the information in the window and click **Yes** to continue with the cropping task.



- In the “Slide Edit” area, four “shaded” sections surround the current slide. The area in the shaded portions of the slide will be “cropped” out and the areas of the slide that are NOT shaded will not be cropped.

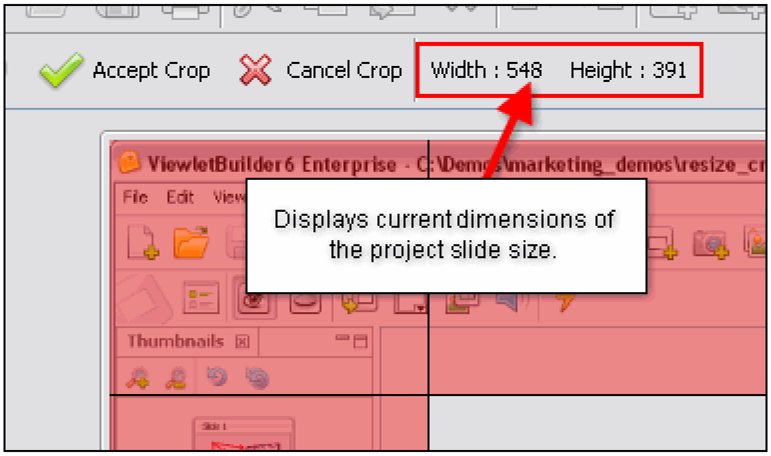


- To resize the “crop area”, point your cursor on one of the lines separating the shaded area and the unshaded slide area.

- When your cursor changes to a “double arrow” shape, hold down the left mouse button and drag to resize the crop area.

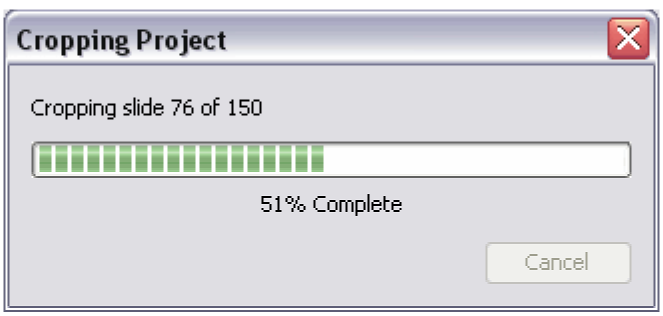
- Let go of the left mouse button when you are finished resizing one of the edges of the crop area.

- To view the current dimensions of the new slide size as you resize the crop area, look at the top of the slide area where the “Width” and the “Height” are displayed.



- Once you’ve resized the crop area, click the **Accept Crop** 

button. Depending on the size of the project, you may see a progress bar display the status of the cropping operation.



If you decide you do not want to crop the project while viewing the shaded and unshaded slide areas, click the “Cancel” button.

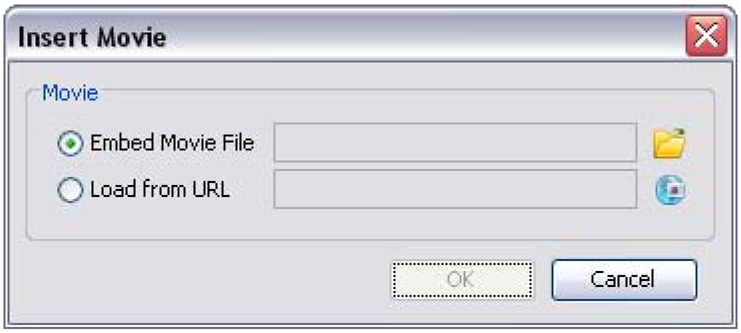
What's new...

Insert Movie

New FLV movie format supported for inserted movies!

You can insert (embed) Flash files directly to slides within your project.

1. Select the slide on which you want to embed the movie file.
2. Click the **Insert Movie** button from the Objects Toolbar.
3. In the *Insert Movie* window:



   a. Embed Movie File:

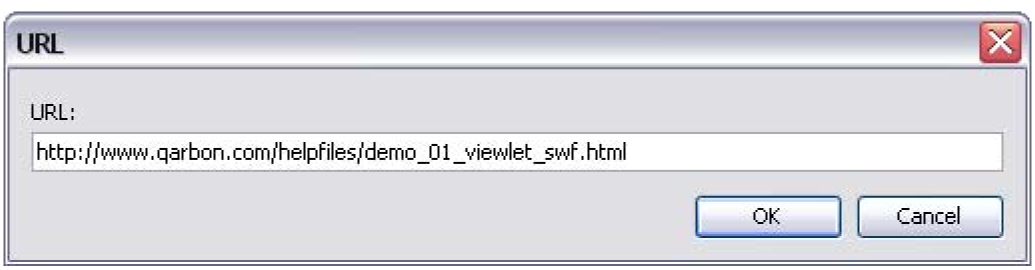
      i. Click the **Load a Movie (folder)** button to locate and select a movie file (SWF or **FLV – new movie format file supported!**).

      ii. Click **Open** to load the file into the *Insert Movie* window.

   b. Load from URL:

      i. Click the **Load a Movie (globe)** button.

      ii. The *URL* window displays. Type the URL to the movie file in the field provided



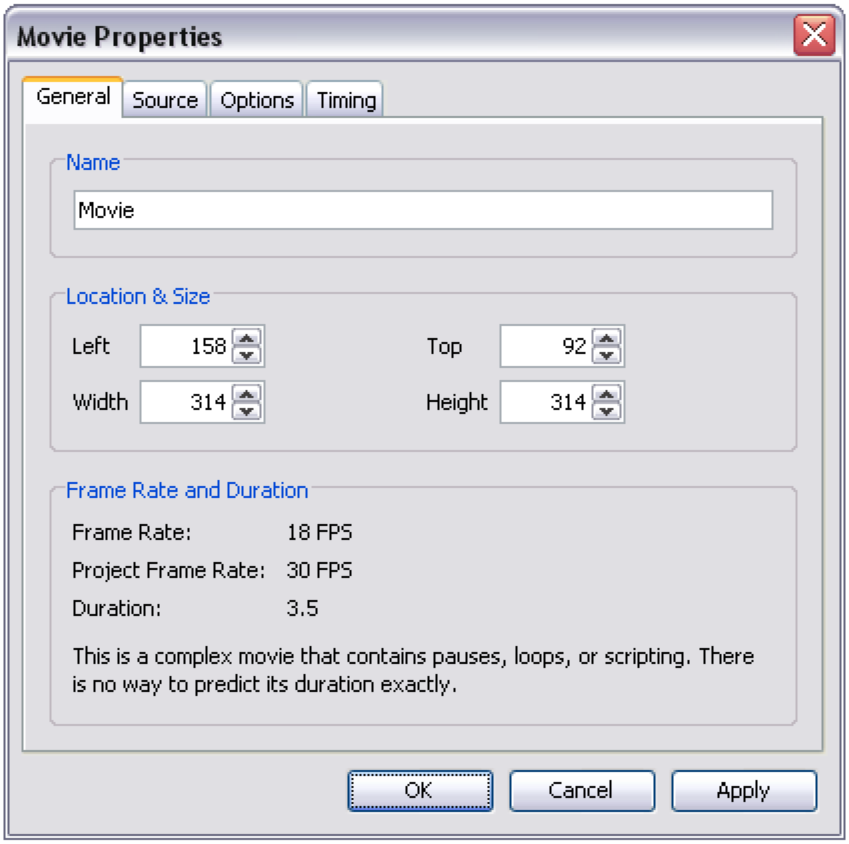
      iii. Click **OK**.

   c. Back in the *Insert Movie* window, review the information.

4. Click **OK** to embed the movie on the slide.

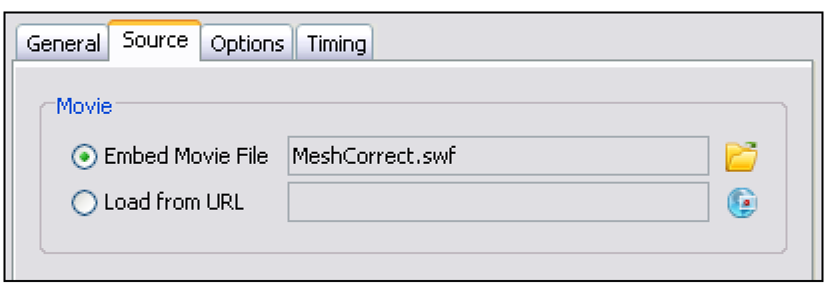
Inserted Movie Properties
Once the movie file (SWF or FLV) is inserted on the slide, you can then review its properties and edit them as needed.

1. Double-click the inserted movie thumbnail located on the slide.
2. The *Movie Properties* window displays with several tabs options.



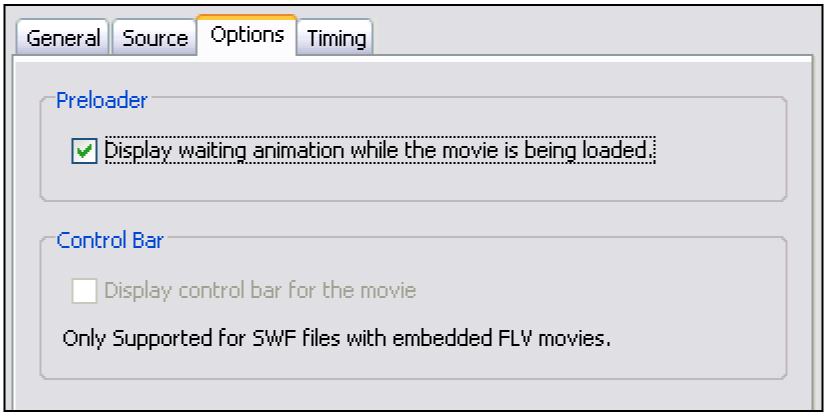
General Tab
In the *General* tab, review/edit the options in the Name and Location & Size areas. You can also review the information in the Frame Rate and Duration area for this movie.

Source Tab
In the *Source* tab, you can review information for the inserted movie file and edit as needed right from this tab.

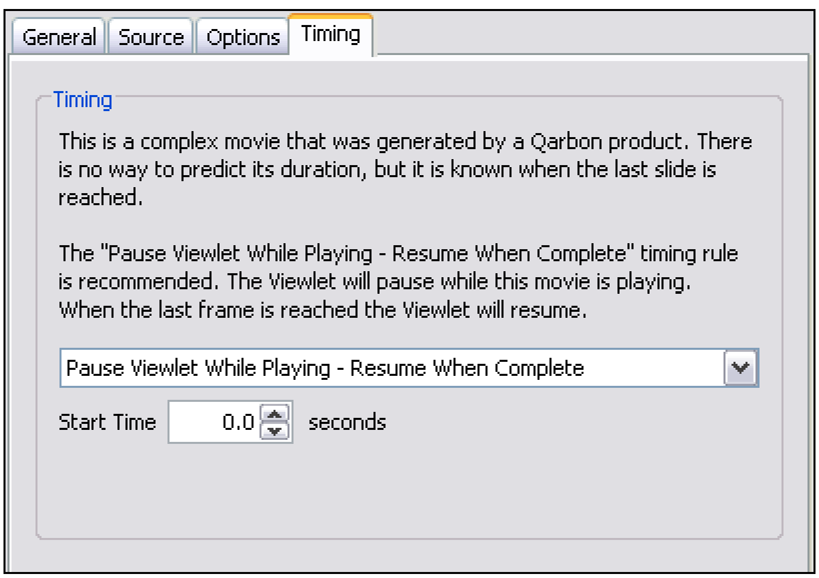


Options Tab
In the *Options* tab you can opt to display a:

- **Preloader**: as a waiting animation while to movie is being loaded
- **Control Bar**: for the inserted movie in supported SWF files with their own embedded FLV movies

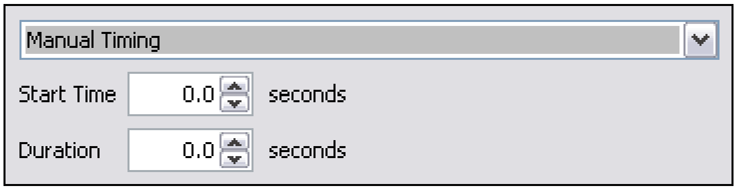


Timing Tab
In the *Timing* tab review the information provided.

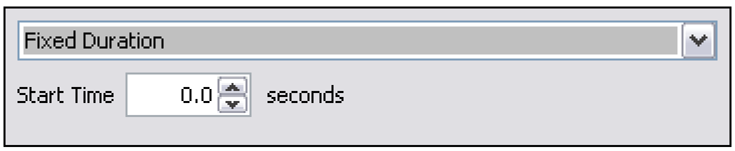


Then, based on the suggestions and your needs, select a timing option from the list, which includes:

- **Manual Timing**: Set the *Start Time* and *Duration* manually.



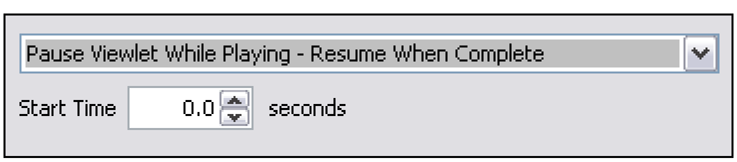
- **Fixed Duration**: Use the inserted movie's own length of time for the duration.



- **Until End of Slide**: Set the *Start Time* for the movie to play, using the movie original time for its playback length.

- **Pause Viewlet While Playing**: (Recommended for most inserted movies) Set the *Start Time* for the movie to play, meanwhile, the Viewlet will be paused.

- **Pause Viewlet While Playing – Resume When Complete**: Set the *Start Time* for the movie to play. Like the "Pause Viewlet While Playing" the Viewlet will be paused while the movie is playing, when complete the Viewlet will resume.



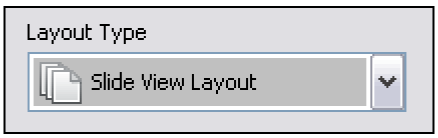
Page Layout

New enhancements added and reorganized options for optimum results!

An often overlooked feature is Page Layout. This tool makes it easy for you to determine what your electronic and hardcopy (printed) materials will look like. And, it makes it an ideal tool for creating handouts, assessment, tests and more!).

1. Select **File** > **Page Layout** from the menu bar.
2. The *Page Layout* window displays.
3. In the *Layout Type* area, select a layout type from the list.

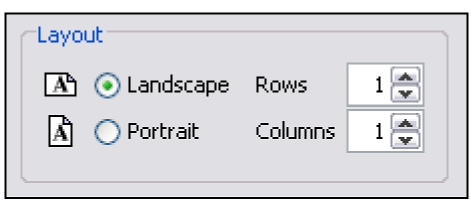
Slide Layout



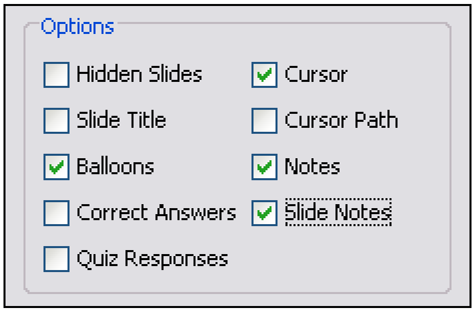
This layout is used for setting options when printing slides as shown in the Slide Edit area while editing your project.

a. In the *Header* area, make selections for the Title, Display date and time, and Display slide border options.

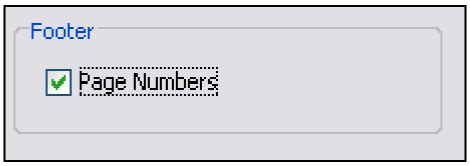
b. In the *Layout* area, select an orientation (Landscape or Portrait) and the number of rows/columns needed.



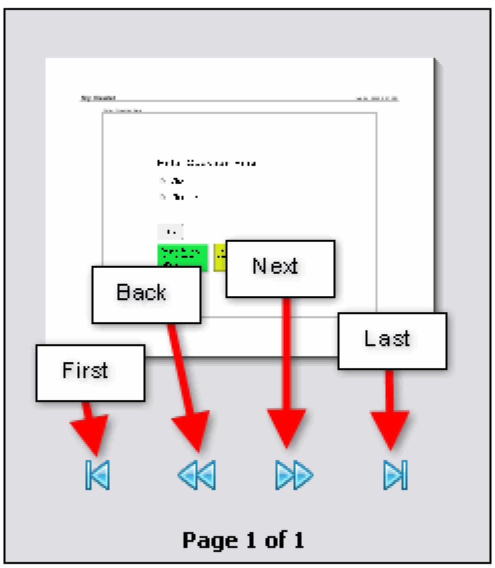
c. In the *Options* area, select the elements you want to include on the printed slides (see image below).



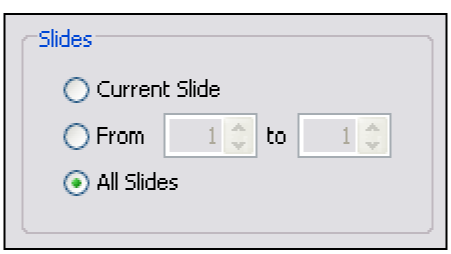
d. In the *Footer* area, if you want page numbers for each printed page, select the check box next to **Page Numbers**.



e. After you make your selections in the *Slide Layout* window, you can preview results using the “VCR style” buttons (First, Back, Next, Last) to navigate through the slides in the preview area.



f. In the *Slides* area, select which slides to print.



i. **Current Slide:** Select this option to print the slide selected prior to opening the *Page Layout* window.

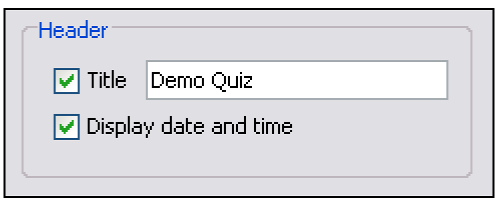
ii. **From:** Select this option and enter the number of the first slide to the last slide (in the fields provided) for the “series” of slide you want to print.

iii. **All Slides:** Select this option to print all the slides in the project.

Question Summary Layout

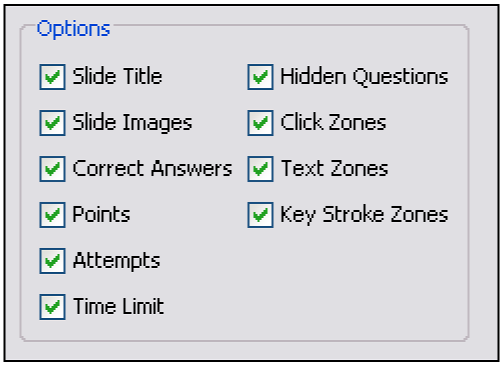
This layout is used to create hard copy printouts such as handouts and also self-assessments, tests and answer keys for projects containing question elements.

a. In the *Header* area, make selections for the Title and Display date and time.

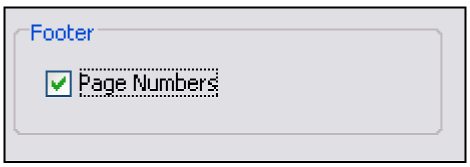


b. In the *Layout* area, select either Landscape or Portrait for the orientation.

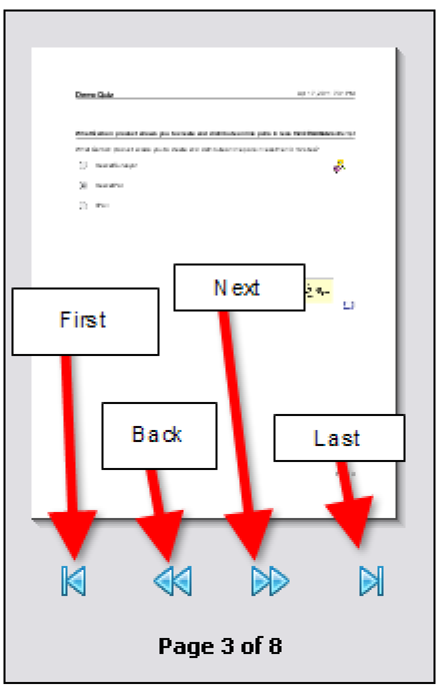
c. In the *Options* area, select the elements you want to include on the printed slides (see image below).



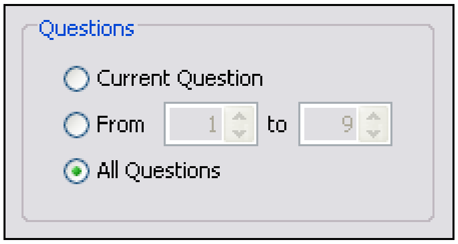
d. In the *Footer* area, if you want page numbers on the printouts, select the check box next to the **Page Numbers** option.



e. After you make your selections in the *Question Summary Layout* window, you can preview results using the "VCR style" buttons (First, Back, Next, Last) to navigate through the slides in the preview area.



f. In the *Questions* area, select which slides to print.

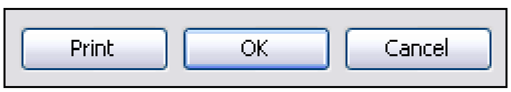


i. **Current Question:** Select this option to print the current question slide selected prior to opening the *Page Layout* window.

ii. **From:** Select this option and enter the number of the first question slide to the last question slide (in the fields provided) for the “series” of question slides you want to print.

iii. **All Questions:** Select this option to print all the question slides in the project.

4. Once all of the selections are made in the *Page Layout* window, select:



a. **Print**: to open your system’s *Print* window to continue with the print operation

b. **OK**: to save the selections you’ve made as the default page layout options for this project

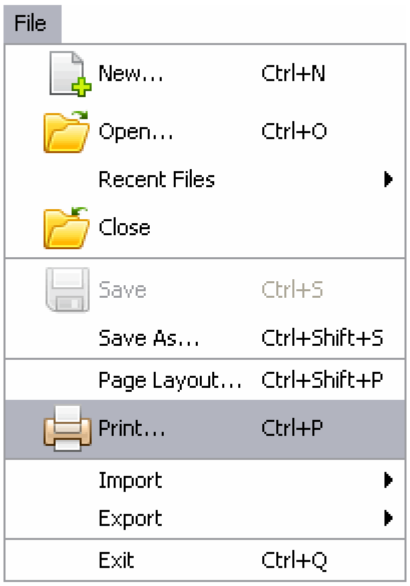
c. **Cancel**: to close the *Page Layout* window without saving any changes

Printing

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 a hardcopy of your slides:

- Select **File** > **Print** from the menu bar.



- The *Print* window displays. Select the options in this window for your print job as desired.

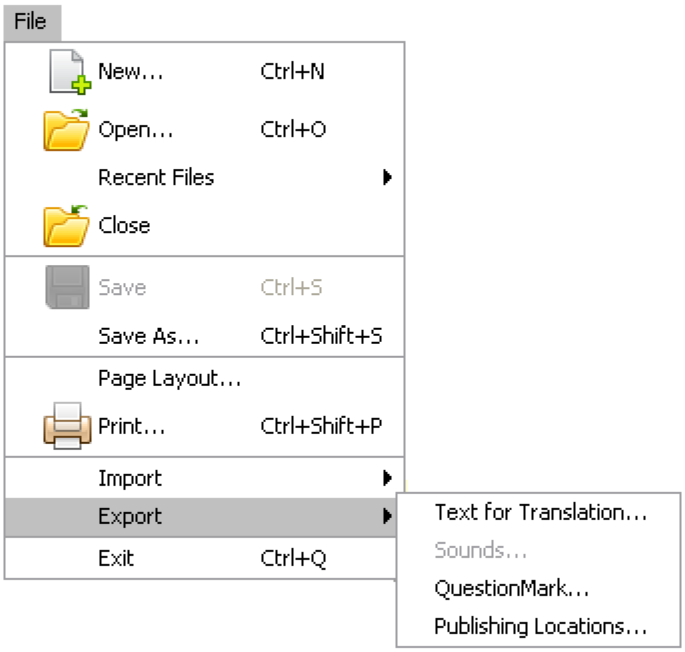
The options available in the "Print" window will vary from computer to computer.

- Click the **Print**  button to print the selected slides.

Export and Import Options

ViewletBuilder7 Enterprise offers various export and import options. These include:

Export Options



- Text for Translation
- Sounds
- QuestionMark
- Publishing Locations

Text for Translation

To export the project's text for translation or other copywriting purposes:

- Select **File** > **Export** > **Text for Translation** from the menu bar.

- In the *Export Text* window, select a location to save the file, which will be saved in "XML" format.

  Enter a name for the file and click **Save**.

- If an *Information* window displays, click **OK**.

Sound
To export sounds from your project:

- Create a folder outside of ViewletBuilder7 Enterprise to save the exported sound file in.
- Select **File** > **Export** > **Sounds** from the menu bar.
- In the *Export Sounds* window, select what slides you want to export audio from.
- Click **Export**. The sound files will be saved in the designated folder with the same file names and as the same files types as they exist in your project.

Tip

For more information on exporting sound from your project, review *Sound* chapter.

QuestionMark
If you want to export your question slides to this specific format:

- Select **File** > **Export** > **QuestionMark** form the menu bar.
- In the window that displays, give the file a name.
- Click **Save** and the project will be saved to the ".qml" format.

Publishing Locations
In order to resolve possible conflicts that might occur when publishing the same project from different computers, ViewletBuilder7 Enterprise offers the ability to create a file (publish.dat) to list the publishing locations available for the project. This file can be "transported" with the source file when publishing from different computers.

To create a publishing locations data file:

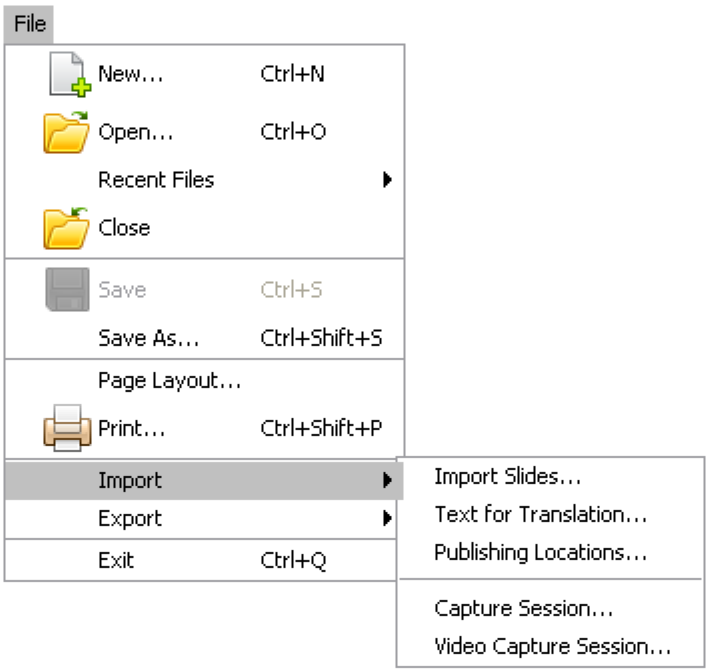
- Select **File** > **Export** > **Publishing Locations** from the menu bar.
- In the *Save File In* window, select a folder to save the "publish.dat" file in.
- Click **Save**.
- An *Information* window displays. Read the information in it and click **OK**.

Tip

When publishing your project from different computers, import the "publish.dat" file into the project while working the "different" computer.

Import Options

New Features Added!



- Import Slides
- Text for Translation
- Publishing Locations
- **Capture Session (New Feature!)**
- **Video Capture Mode Session (New Feature!)**

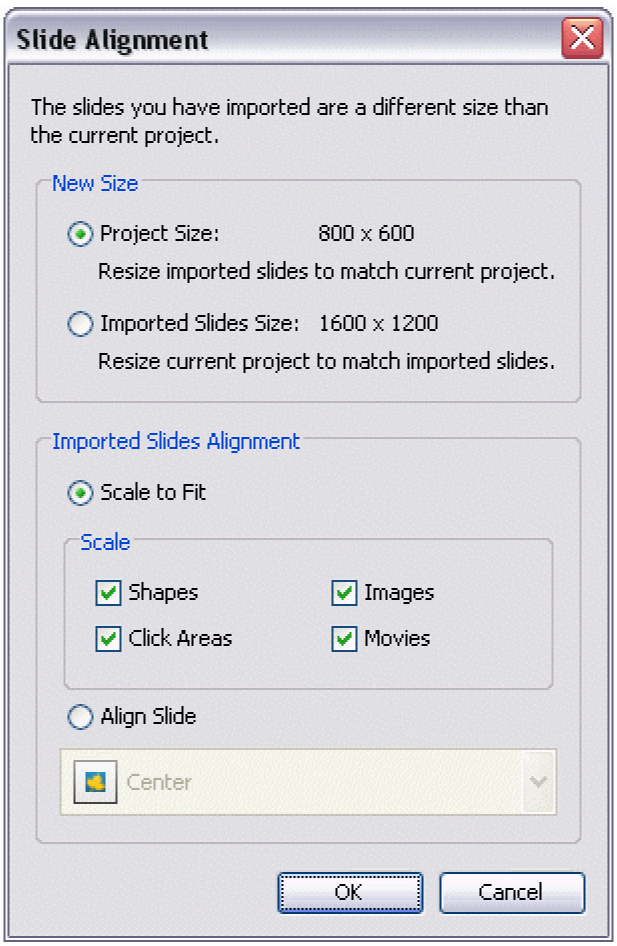
Import Slides

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** > **Import Slides** from the menu bar.
- 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.

Importing Slides with Different Sizes

ViewletBuilder7 Enterprise allows you to import slides from projects with different slide sizes. If ViewletBuilder7 Enterprise detects a difference in size, a *Slide Alignment* window displays with options for “matching up” the slide sizes for consistency when importing slides of a different size into your current project.



- If the slides you select to import are a different size, the *Slide Alignment* window displays requiring you to make some additional selections:

    - In the *New Size* area, select:

        - **Project Size:** This option will resize the imported slides to match the size of the current project.

        - **Imported Slide Size:** This option will resize the current project to match the size of the imported slides.

    - In the *Imported Slides Alignment* area, if you selected the **Imported Slide Size** option in the *New Size* area, select an alignment option for the imported slides:

    - **Scale to Fit:** This option will scale the imported slides to "best fit" the current project's slide size and center the image on the slides.

      Additionally, to **Scale** a slide object, select the check box next to:

        - Shapes
        - Click Areas
        - Images
        - Movies

      Each of the selected slide objects will be scaled to fit in proportion to the new slide size.

Tip

You must use the "Scale to Fit" alignment option if the imported slides are "larger" then the slide size of the current project.

-**Align Slide:** This option will retain the original size of the imported slides, but will align the image on the slide based on your alignment selection.

- Click **OK** and the slides will be imported into the current project.

Text for Translation
To import text for translation:

- Select **File** > **Import** > **Text for Translation** from the menu bar.
- The *Import Text* window displays. Locate the text translation XML file. This is the file previously created from this Viewlet when using the “Export > Text for Translation” option.
- Click **Open**.
- If an *Information* window displays, click **OK**.

In order to use the “Import > Text for Translation” option, you will have to create an XML file for this SAME Viewlet using the “Export > Text for Translation” option.

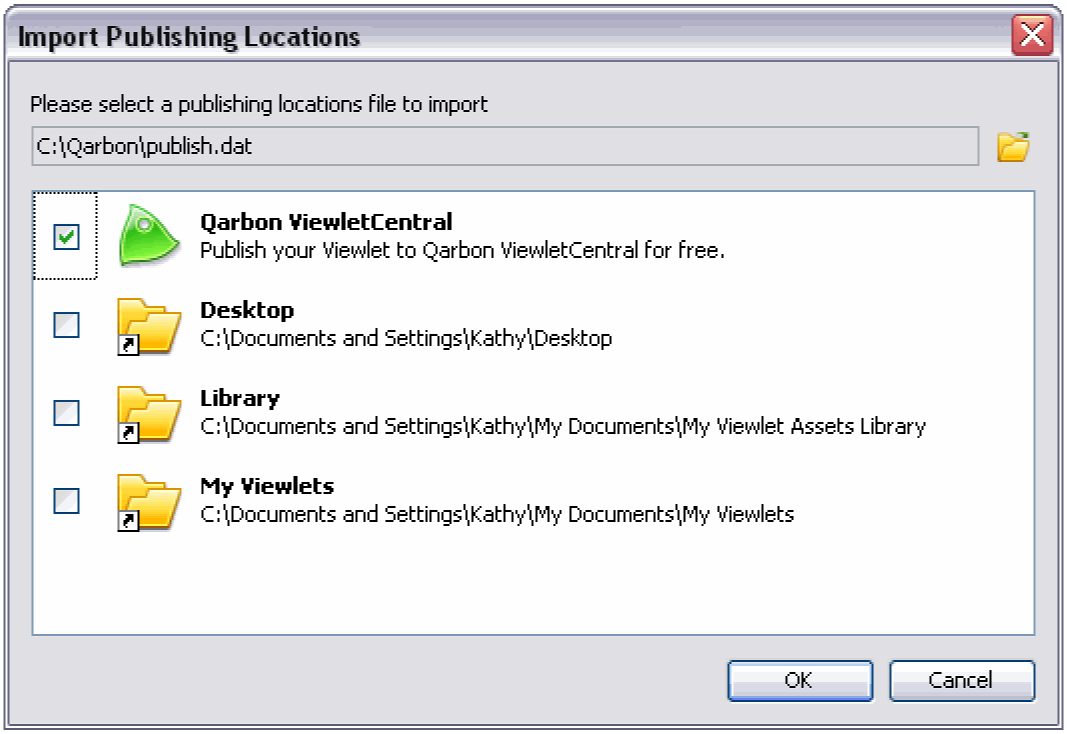
Publishing Locations
In order to resolve possible conflicts that might occur when publishing the same project from different computers, ViewletBuilder7 Enterprise offers the ability to create a file (publish.dat) to list the publishing locations available for the project. (See the “Export Options” section of this chapter for information on creating a “publish.dat” file.) This file can be “transported” with the source file when publishing from different computers.

To publish a project from a different computer using the publish.dat file:

- Select **File** > **Import** > **Publishing Locations** from the menu bar.
- The *Import Publishing Locations* window displays. Click the **Browse** button.
- Locate the **publish.dat** file previously created when working on your project on the original computer used to publish it.

In order to use the “Import > Publishing Locations” option, you must first create a “publish.dat” file on the computer the project was originally published from by using the “Export > Publishing Locations” option.

- Click **Open**.
- Back in the *Import Publishing Locations* window, a list of available publishing locations display. Select the publishing location to use to publish the project by clicking the check box next to the desired location.



- Click **OK** to import the selected publishing locations in ViewletBuilder7 Enterprise to use for the current project.

Tip

Once you've imported the desired publishing locations for your project, click the "Publish Viewlet" button and the selected publishing locations will be available in the "Location" list.

What's new...

Importing a Qarbon Capture Session (.qcs) or Video Capture Mode Session (.vcs) File

You can now import Qarbon Capture Session files or Video Capture Mode Session files directly into a project. For more information about these import features, please contact our support team (support@qarbon.com).

What's new...

Project Properties

New Enhanced Features Added!

ViewletBuilder7 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
- Language
- Soundtrack
- 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:

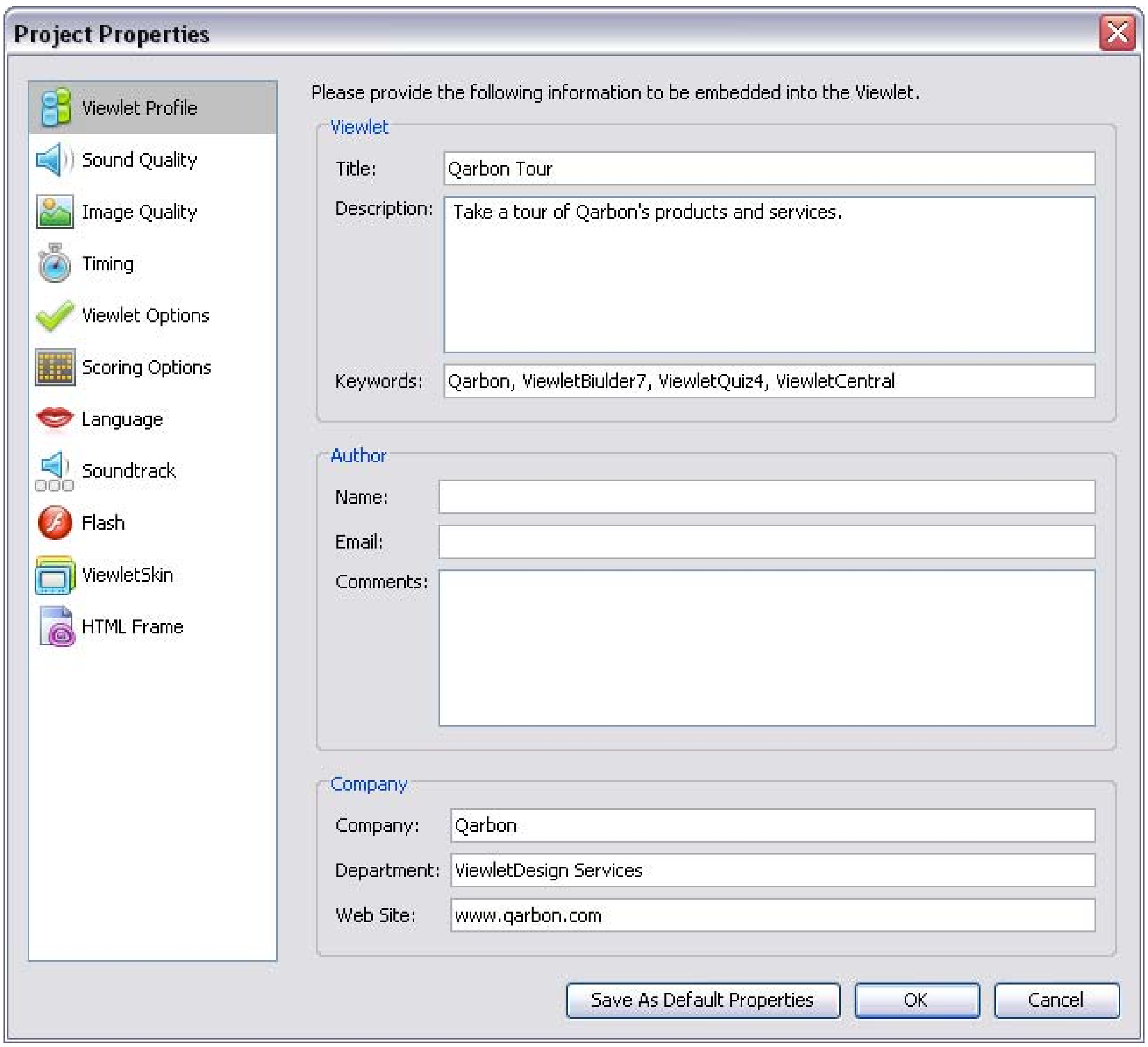
- Select **Project** > **Project Properties** from the menu bar.
- In the *Project Properties* window, edit the properties as desired.
- Click the **Save as Default Properties**  button.
- Click **OK** to close the *Project Properties* window.

The "Save As Default Properties" button does NOT save other changes to the project, only edits made in the "Project Properties" window.

Viewlet Profile – Project Properties

New Features Added!

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:

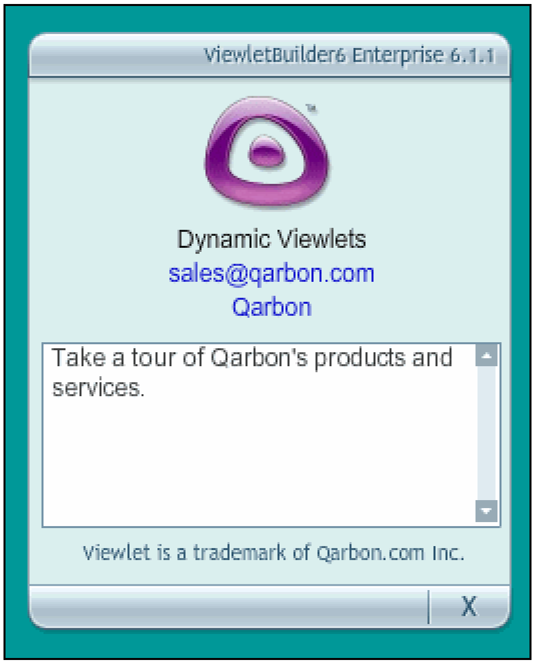
- Enter a *Title*. This information will display in the browser's title bar when the Viewlet is played back and will also be included in the Viewlet's metatag information.

- Enter a *Description*. This information will be included in the Viewlet's metatag information.
- **Keywords (New Feature!):** This information will be included in the Viewlet's metatag information used for keyword searches.

In the *Author* area:

- Enter an author *Name*.
- Enter an *Email*.
- Enter additional *Comments*.

Use the "Author" information to promote your Viewlet. The author's name, email and comments display Viewlet's information window.



In the Company area:

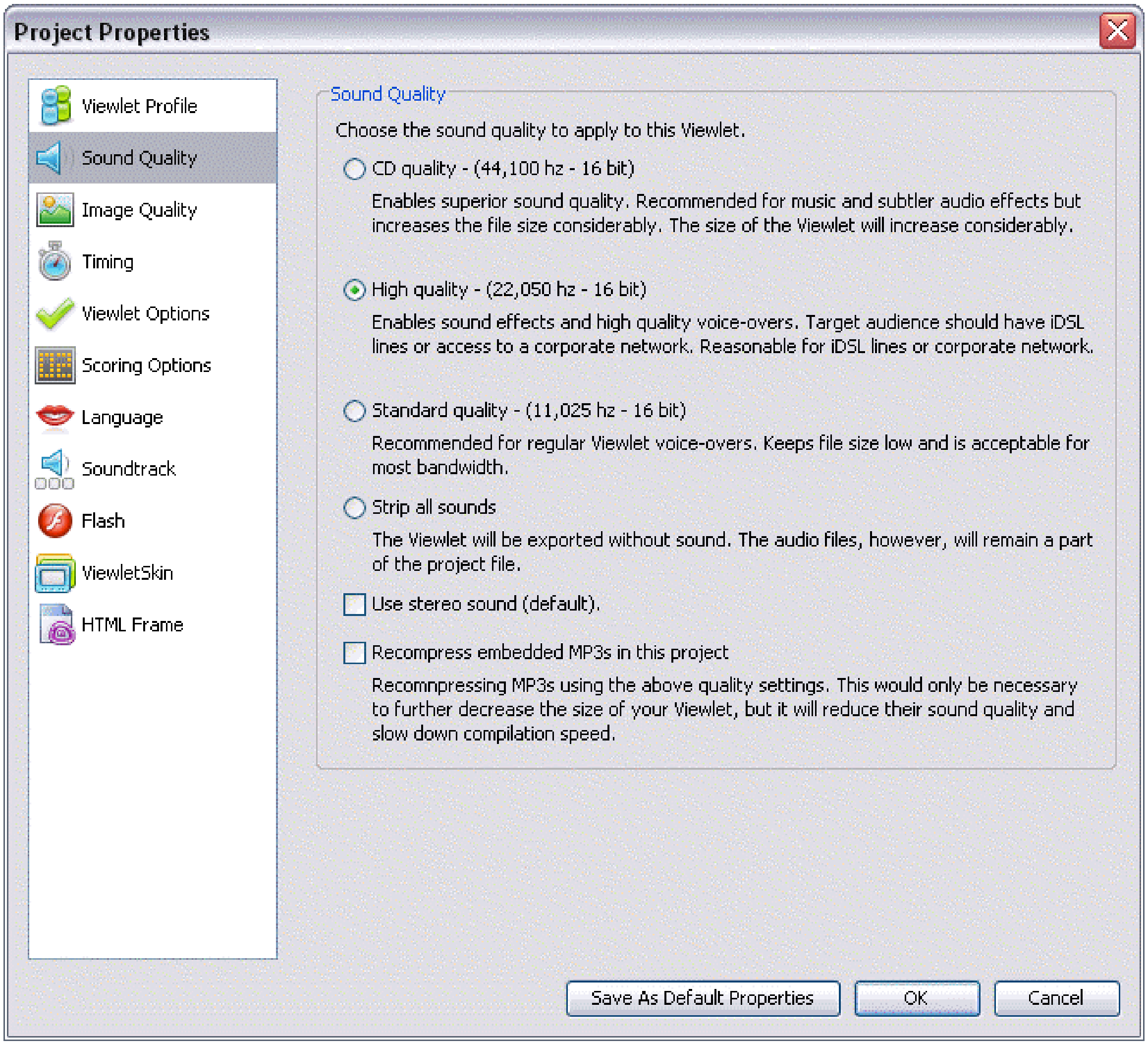
- Enter a *Company* name.
- Enter a *Department*.
- Enter a company *Web Site*.

What's new...

Sound Quality – Project Properties

New Features Added!

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



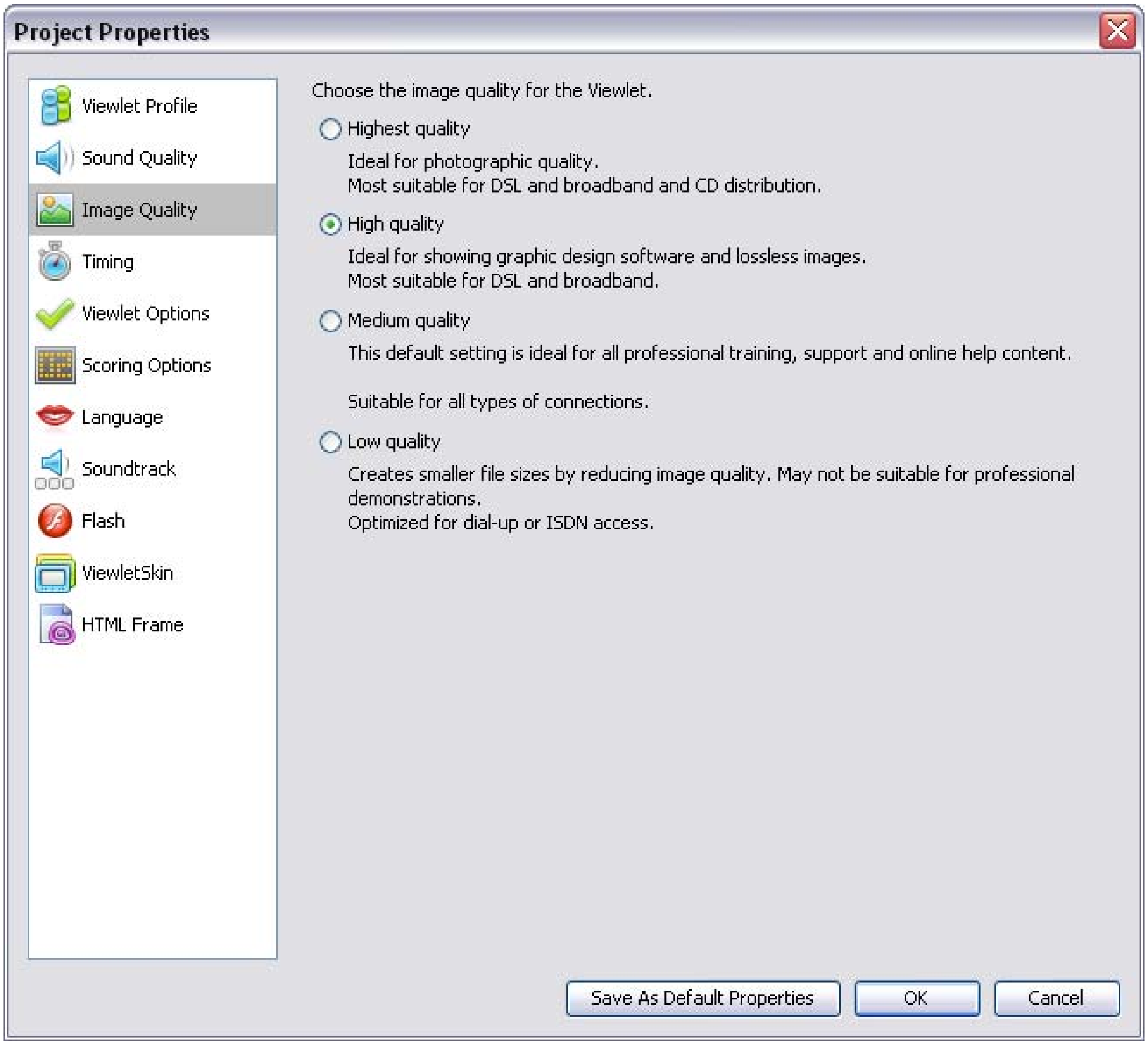
To select Sound Quality options:

- Select **Project** > **Project Properties** from the menu bar.
- Select **Sound Quality** from the left navigation menu.
- Select one of the sound quality options:
    - **CD quality:** Highest sound quality option, which is recommended for music and subtle audio effects. Results in biggest file size.
    - **High quality:** This is the second best sound quality choice, which is suitable for good qualify audio effects and high quality voice-overs. Best choice for viewers using high speed or network connections.
    - **Standard quality:** This is the third best sound quality choice, which is recommended for average voice narration quality. Results in lowest file size possible (with projects containing audio) and is suitable for most bandwidths.
    - **Strip all sounds:** Removes all sound when publishing the project.
    - **Use stereo sound (default):** Publishes audio using "stereo" quality sound, if applicable.
    - **Recompress embedded MP3s in this project (New Feature):** This option further compresses the MP3s in your project to further reduce file size, but will lower sound quality and slow down compilation time.

The sound quality selection you make in the "Project Properties" will not affect the sound in 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.

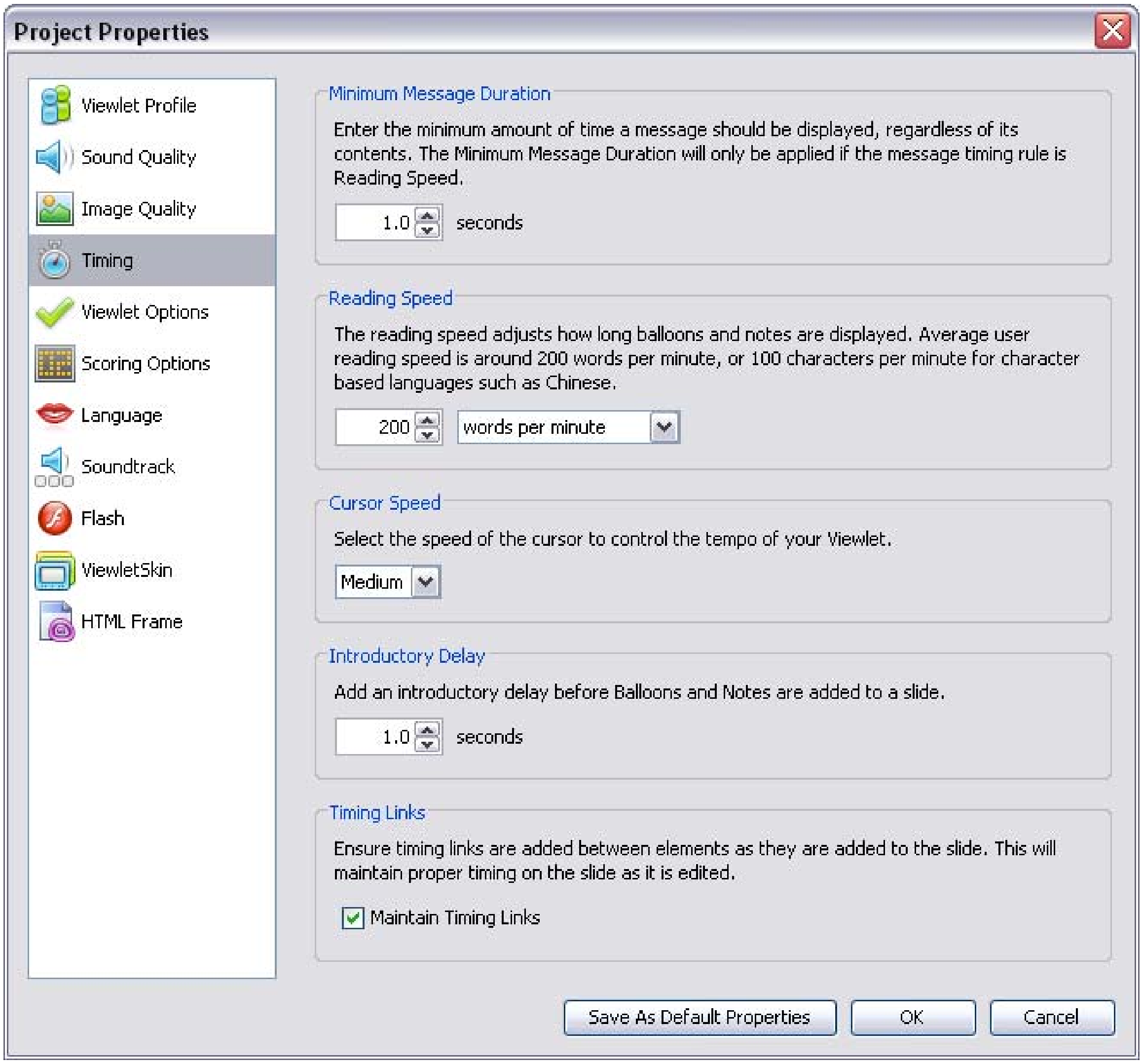
- There are several image settings to choose from. Select the radio button next to the image quality of your choice:

    - **Highest Quality:** This option is best suited for photographic quality images, but results in the biggest file size.
    - **High Quality:** This selection is recommended for images created in graphic design software and for lossless images. Results in a file size best suited for high speed connections.
    - **Medium Quality:** This is the default setting for all professional training and online help content. Acceptable file size for most connections.
    - **Low Quality:** This selection creates the smallest file size by reducing the image quality as much as possible. Not recommended for professional demonstrations, but is optimized for dial-up connections.

The selection made for image quality in the "Project Properties" window will not affect the image quality of the source file.

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 or characters per minute) for your project.

Tip

Changing the reading speed maintains the 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:

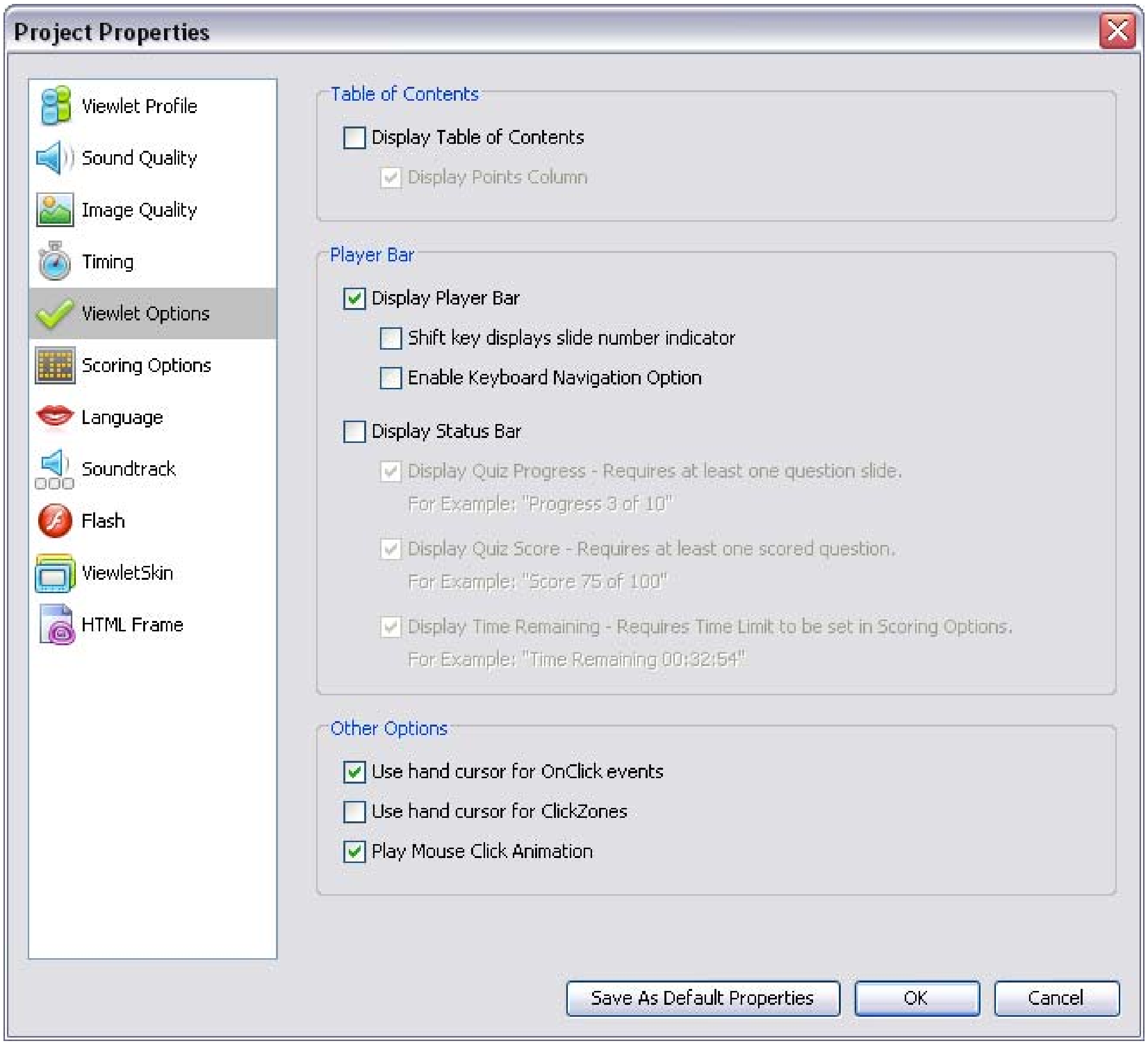
- Select the **Maintain Timing Links** check box to automatically add and maintain timing between elements along the Timeline while editing a project. For more information on “Timing Links”, see the *Timeline Tab* chapter.

What's new...

Viewlet Options – Project Properties

Reorganized with New Features!

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 *Table of Contents* area:

- If you want to display a Table of Content with your Viewlet, select the check box next to **Display Table of Contents**.

- If there are scored slides in your Viewlet, you can show a point column in the TOC by selecting the check box next to **Display Points Column**.

In the *Player Bar* area:

- Select the **Display Player Bar** to display a player control bar with the published Viewlet. You can also opt to select the option to:

    - **Shift key displays slide number indicator**
    - **Enable Keyboard Navigation Option**

- Select the **Display Status Bar** to show a progress bar with the published Viewlet. Additional options include:

    - **Display Quiz Progress:** Displays progress of the Viewlet as it plays. Requires at least one question slide.

    - **Display Quiz Score:** Displays the current score. Requires at least one scored question.

    - **Display Time Remaining:** If the Viewlet is set with a time limit, the remaining time displays.

In the *Other Options* area:

- **Use hand cursor for OnClick events**: Select this option to have the cursor change to a hand when moved over clickable areas in the Viewlet.

- **Use hand cursor for ClickZones**: Select this option to have the cursor change to a hand when moved over Click Zones in the Viewlet.

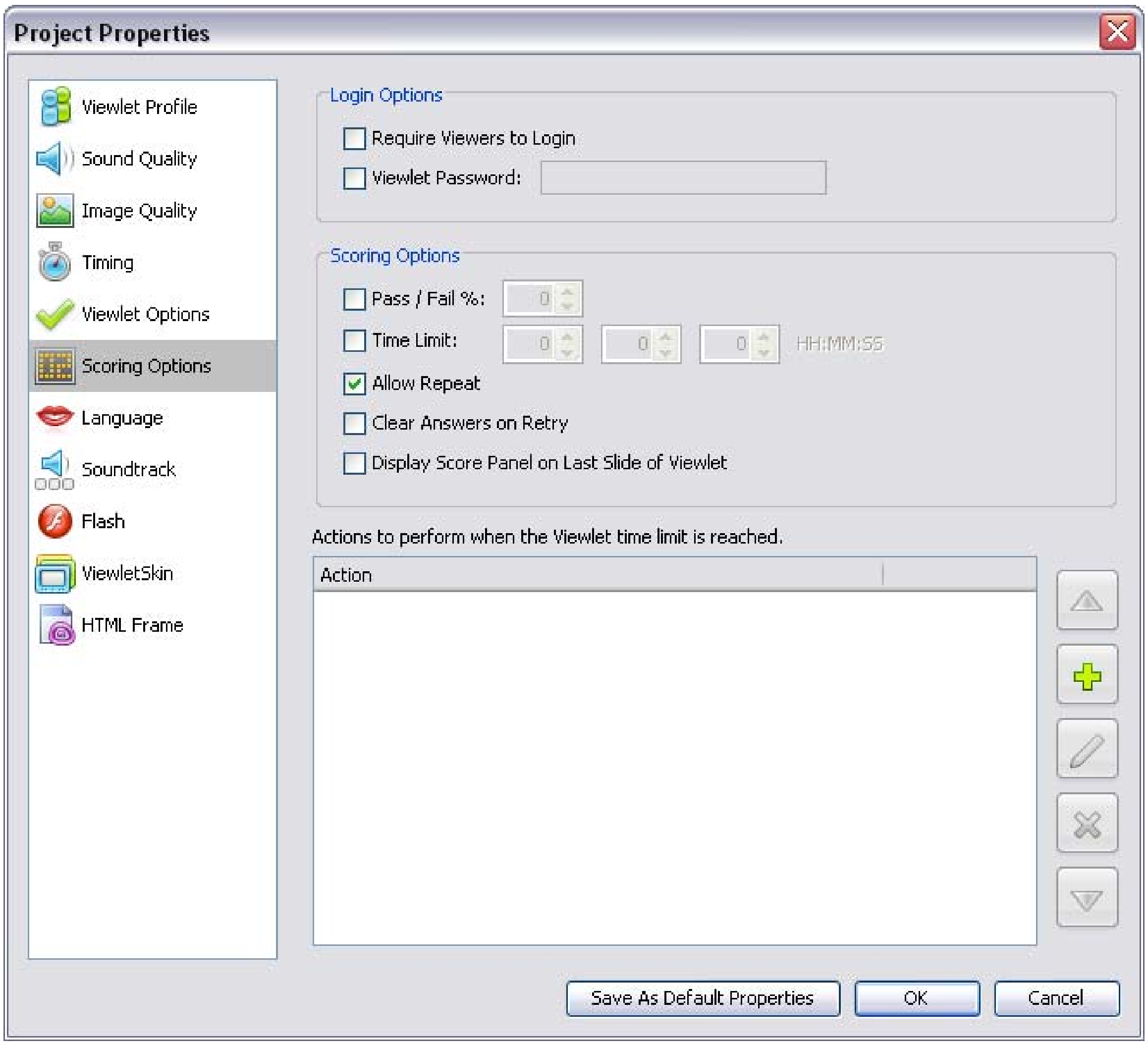
- **Play Mouse Click Animation (New Feature!)**: Select this option to add a cursor animation to mouse clicks in the Viewlet.

What's new...

Scoring Options – Project Properties

(Features Reorganized for Optimum Results!)

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



In the *Login Options* area:

- Select the **Require Viewers to Login** option if you want to require viewers to log into the Viewlet.
- **Viewlet Password**: Select this option and type a password in the field provided if you want to require viewers to input a password in order to view the Viewlet.

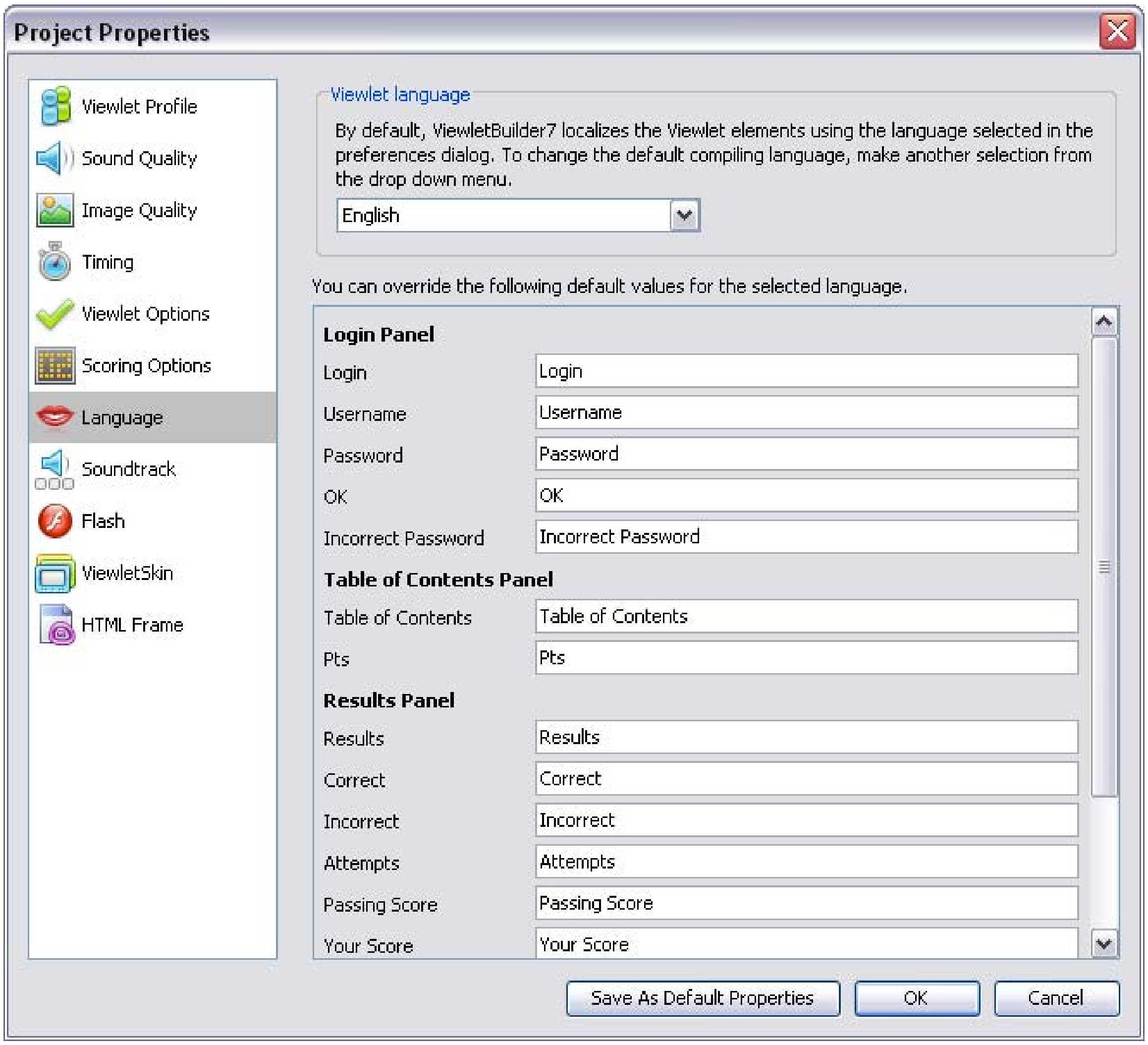
In the *Scoring Options* area, select options for:

- **Pass / Fail %**: Set a Pass / Fail percentage for the Viewlet, if it contains scored slides.
- **Time Limit**: Limit the amount of time the viewer has to answer a question in the fields provided.
- **Allow Repeat**: Allows the viewer to play the Viewlet again.
- **Clear Answers on Retry**: Clears all answers when the viewer retakes quiz questions.
- **Display Score Panel on Last Slide of Viewlet**: Displays a “Results” score panel on the last slide of the Viewlet.

In the *Actions* panel:
Set global actions to occur when the Viewlet time limit is reached, if applicable. The “Time Limit” option has to be selected and set in the *Scoring Options* area above the Actions panel.

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:

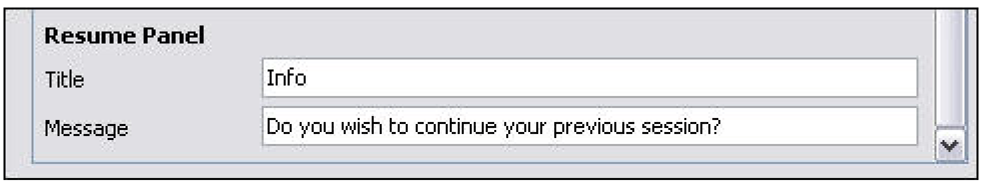
- By default, the compiling language used by ViewletBuilder7 Enterprise is the same as your computer's operating system. To change it, select a new language from the list.

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.

What's new...

- **Resume Panel**: Now you can customize the Results Panel. The text you enter in the **Title** and the **Message** field will be what the viewer will see when they are prompted when returning to resume the Viewlet.

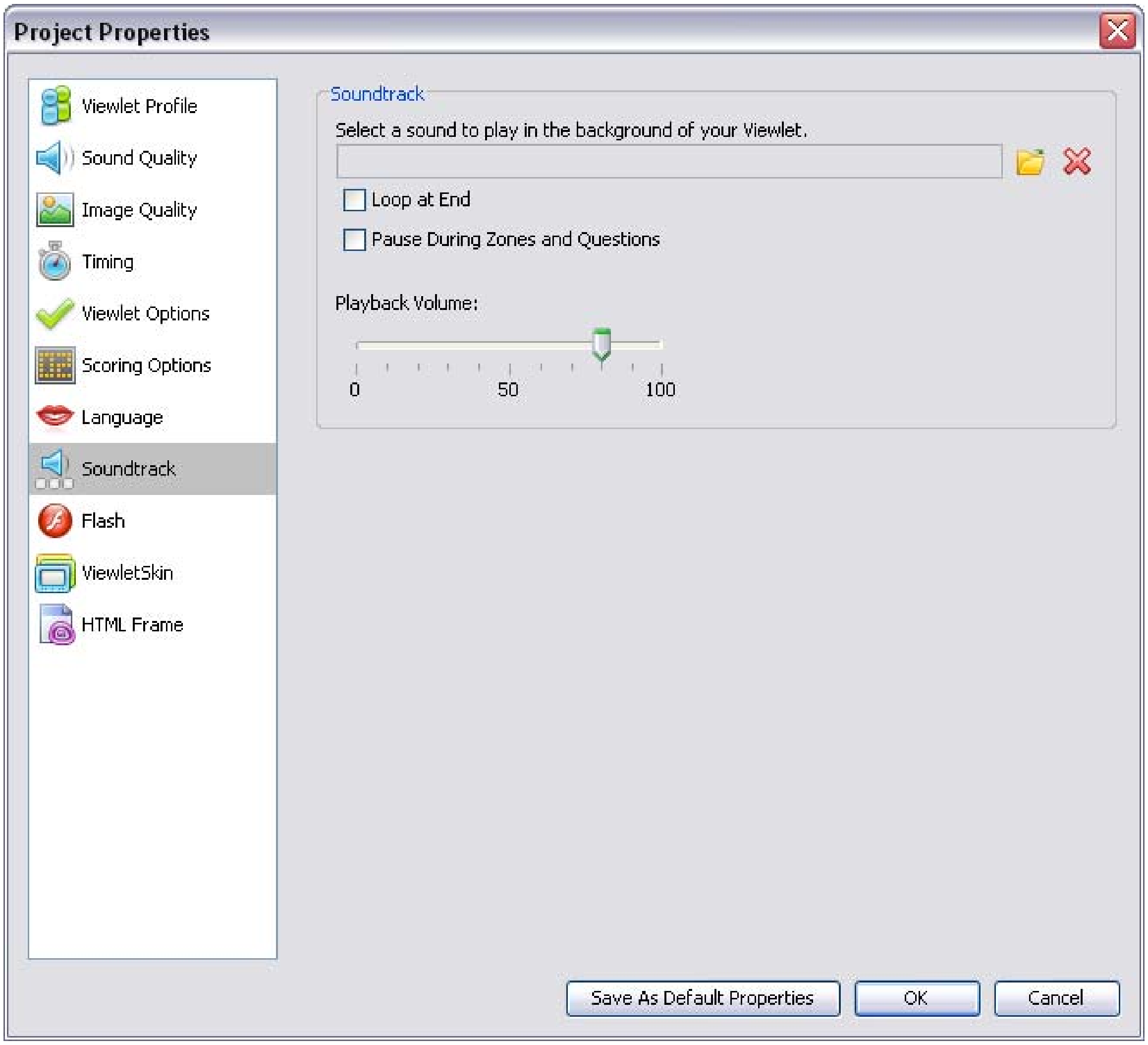


What's new...

Soundtrack – Project Properties

New Features Added!

You can include a background soundtrack to play while your Viewlet is played.

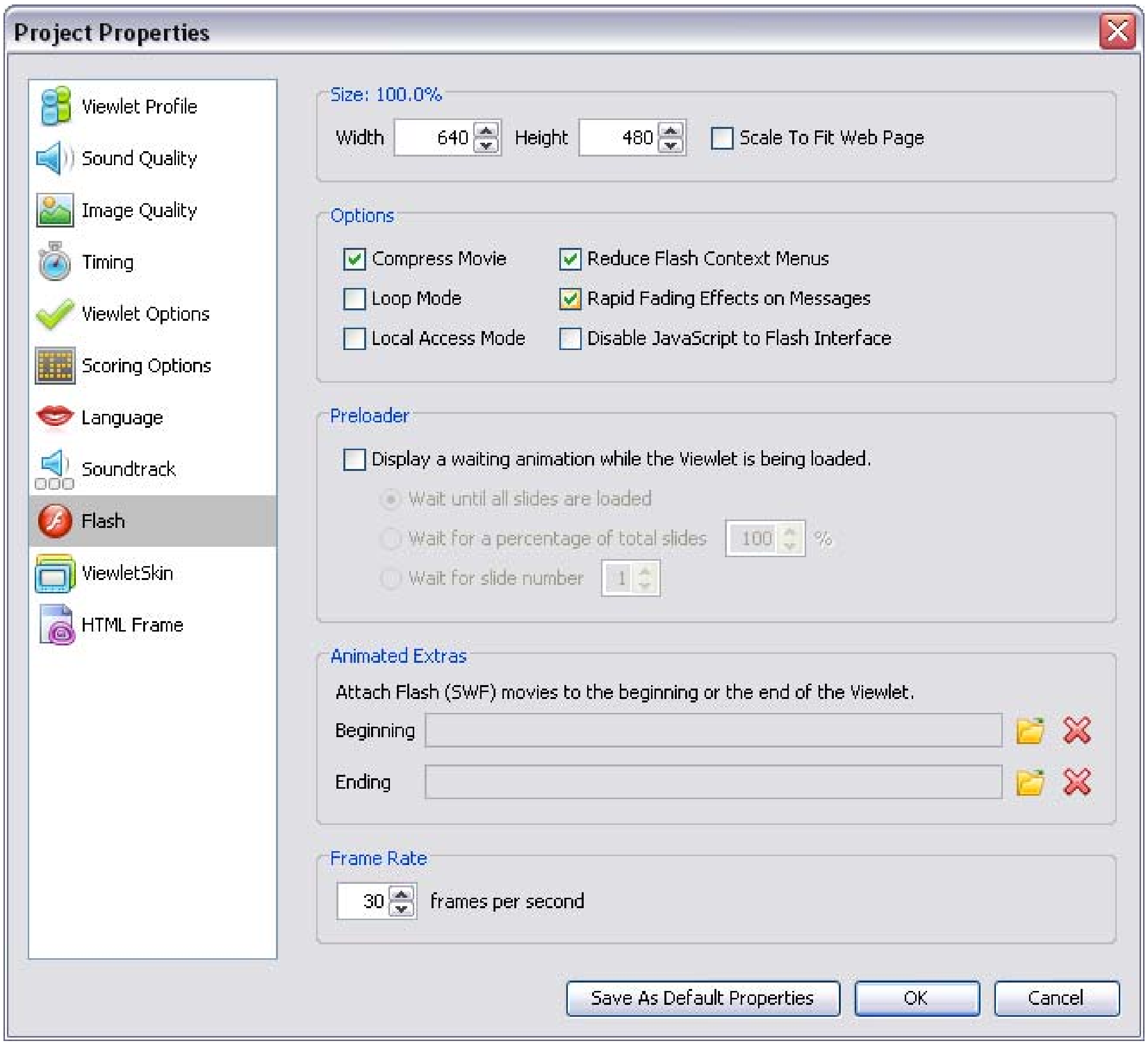


In the *Soundtrack* area:

- Click the **Load Soundtrack**  button to locate and select a soundtrack file. (Note: Remove it using the **Delete Soundtrack**  button).
- Select the **Loop at End** option if you want the soundtrack file to loop.
- Select the **Pause During Zones and Questions** to pause the soundtrack when interactive zone and question slides are played.
- Use the **Playback Volume** option to adjust the soundtrack's volume level.

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:
    - **Compress Movie:** Recommended for smaller file size.
    - **Loop Mode:** Recommended for tradeshow Viewlets to play continuously.
    - **Reduce Flash Context Menus:** Displays abbreviated right click Flash shortcut menu options.
    - **Rapid Fading Effects on Messages:** Fades message objects in / out on slides.
    - **Local Access Mode:** Allows Viewlet to have access to local files.
    - **Disable JavaScript to Flash Interface:** Select this option if your Viewlet contains JavaScript functions that might conflict with the Flash interface.

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 **Load Movie** folder next to the Beginning and/or Ending field. Locate the SWF movie, select it and click **Open**.
- To delete a Beginning and/or Ending SWF movie file, click the **Delete Movie** button next to the Beginning and/or Ending field.

In the *Frame Rate* area:

- Input the number of *frames per second* you want ViewletBuilder to use when compiling the qvp source file into a published Flash swf file. You can input the number in the field provided or click the up / down arrows to change it.

Tip

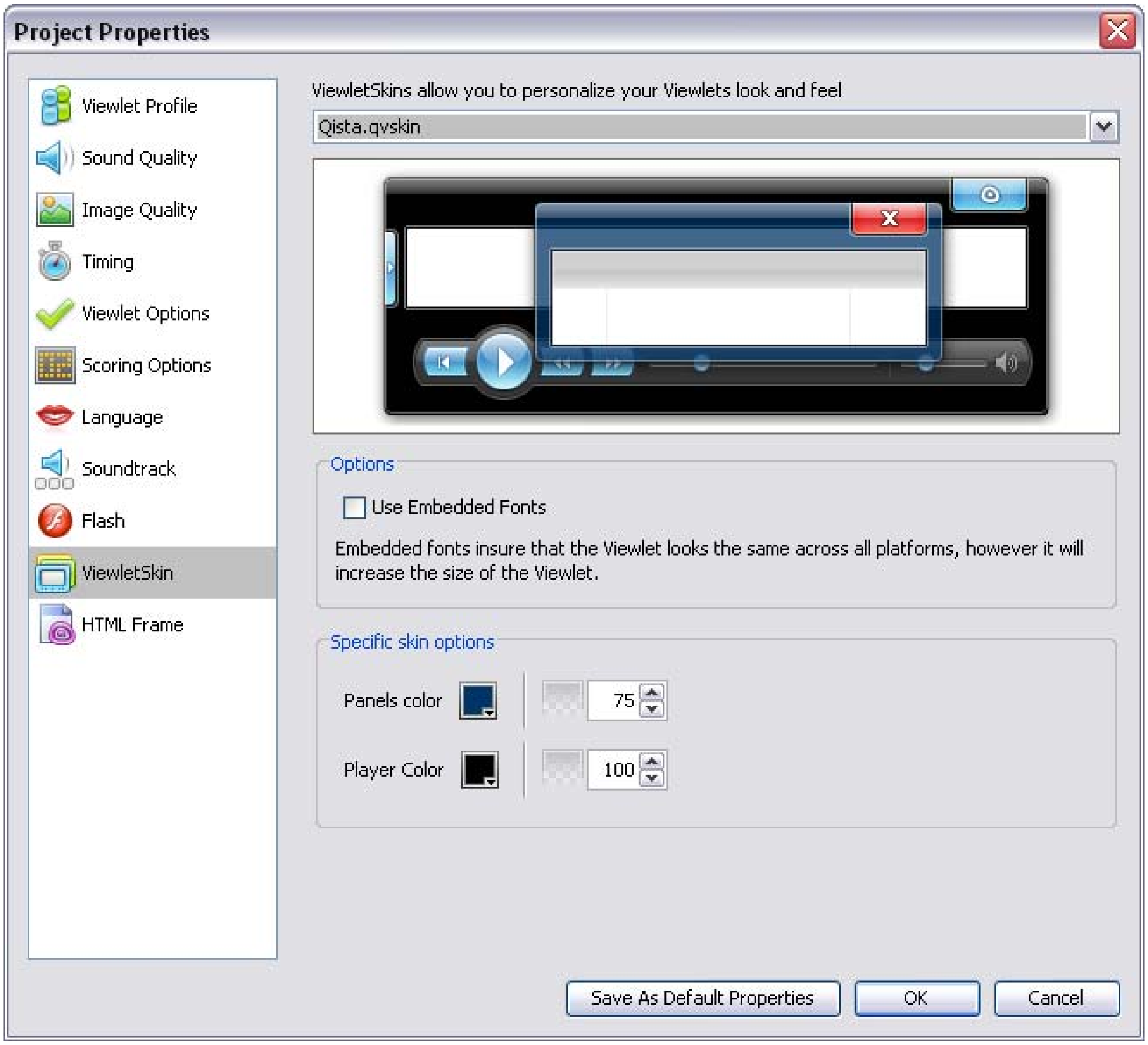
The default "Frame Rate" is 30 frames per second. The lower the number, the smaller the resulting file size, however, the smoothness of playback may be affected.

What's new...

ViewletSkin – Project Properties

New Qarbon & Qista ViewletSkins and Other Features Added!

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

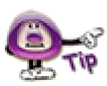


To select a ViewletSkin:

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

ViewletSkins Features
ViewletBuilder7 Enterprise offers several skins to publish with your Viewlet Flash file. New and enhanced skin features include:

- Table of Contents: If you want to include a Table of Contents as a navigational element in your published video, ViewletBuilder7 offers several skins with enhanced Table of Contents.



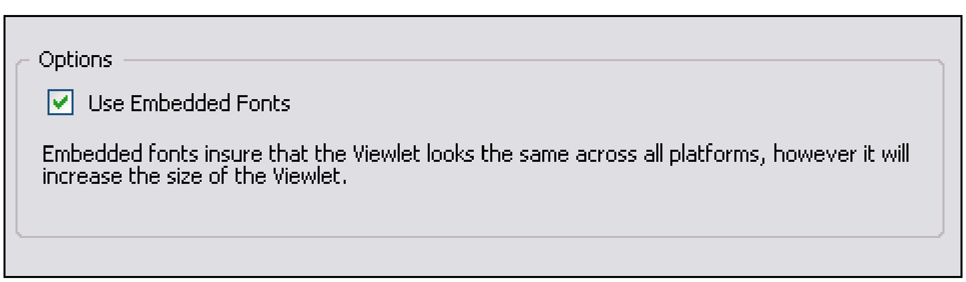
To include slides in a ViewletSkin with a TOC, remember to select the “Included in Table of Contents” option in the Slide Properties window. And, in the Project Properties window, in the Viewlet Options section, remember to select the “Display Table of Contents” check box.

- Audio or No Audio Buttons: ViewletBuilder7 provides skins for Viewlet demos with audio buttons. But, if your Viewlet doesn’t have sound, select from several new skins that will publish a player bar without the audio button features.

ViewletSkin Embedded Fonts
To insure your Viewlet “looks” the same across multiple platforms, ViewletBuilder7 Enterprise allows you to use “embedded fonts” in your ViewletSkin. This feature will standardize the look of your Viewlet across platforms, but will also significantly increase the size of your Viewlet file.

To embed fonts in your ViewletSkin:

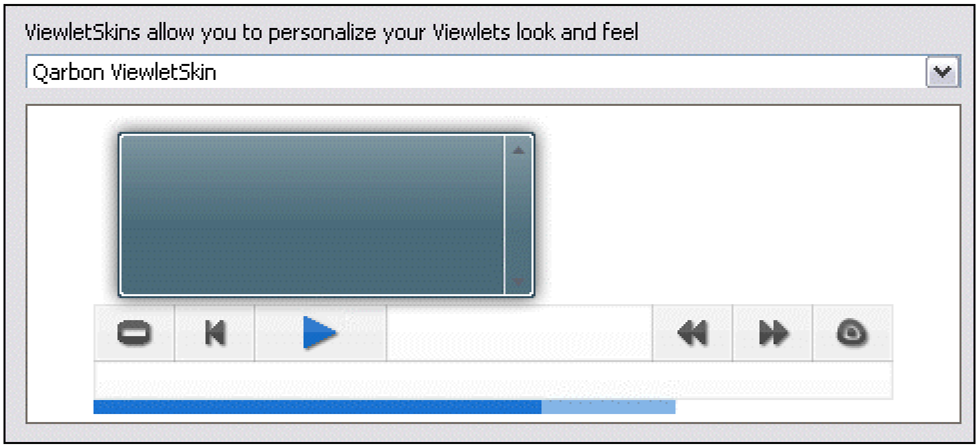
- Select your ViewletSkin from the available list.
- In the *Options* area, select the **Use Embedded Fonts** option to embed fonts in the selected ViewletSkin.



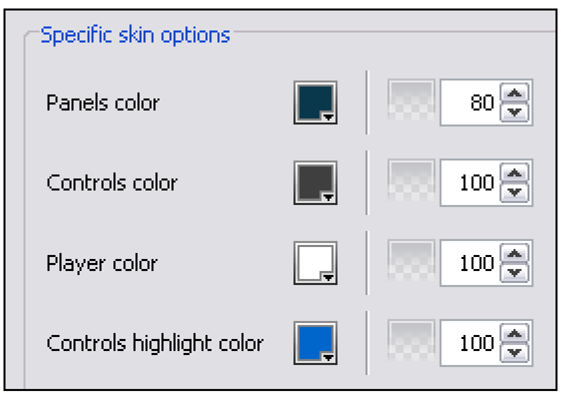
What's new...

Qarbon ViewletSkin (New ViewletSkin!)

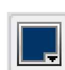
Get ready to share your Viewlets with a new customizable skin PERFECT for publishing FLV files directly to YouTube.



1. Select the Qarbon ViewletSkin from the list of ViewletSkins.
2. In the *Specific skin options* area, choose options for the **Panels color, Controls color, Player color** and **Controls highlight color** using the steps that follow:

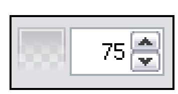


To select a color for each of the Specific skin options:

a. Click the **Select Color**  button.

b. In the *Select Color* window, select a color from either the *Swatches* or *Rainbow* tab.

c. Click **OK** to apply it.

d. Input a number in the **Opacity %** value field 

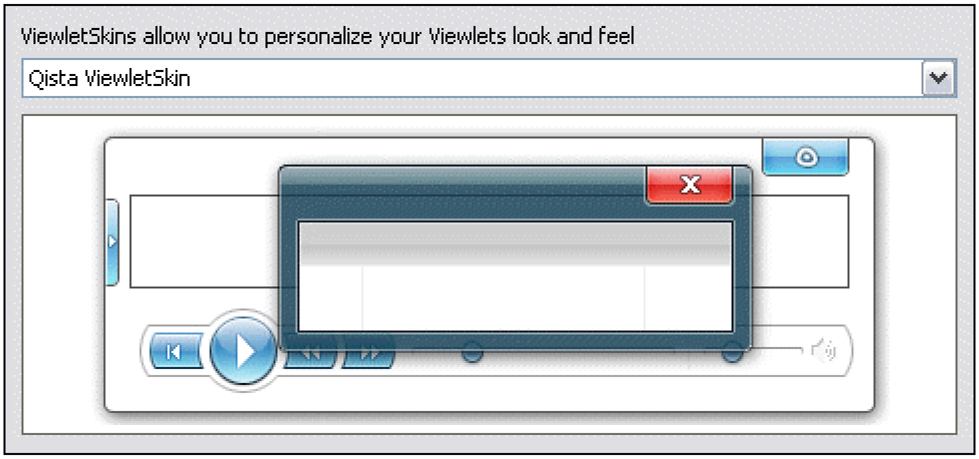
to set the color's opacity level.

Tip

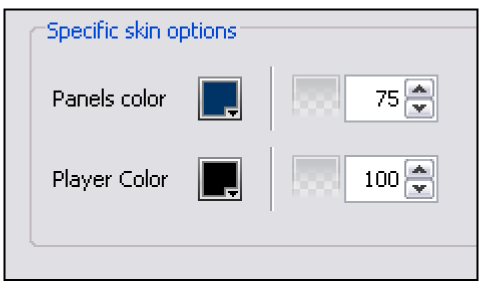
As you make changes to the Qarbon skin's colors and opacity levels, the preview panel that shows the skin will update accordingly.

Qista ViewletSkin (New ViewletSkin!)

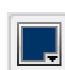
The new Qista ViewletSkin allows you match the color of the skin to suit your needs and change its look by varying its opacity too.



1. Select the Qista ViewletSkin from the list of ViewletSkins.
2. In the *Specific skin options* area, choose options for the **Panel color** and **Player color** using the steps that follow:

   For both Panel Color and Player Color:

   a. Click the **Select Color**  button.
   b. In the *Select Color* window, select a color from either the *Swatches* or *Rainbow* tab.
   c. Click **OK** to apply it.
   d. Input a number in the **Opacity %** value field  to set the color's opacity level.

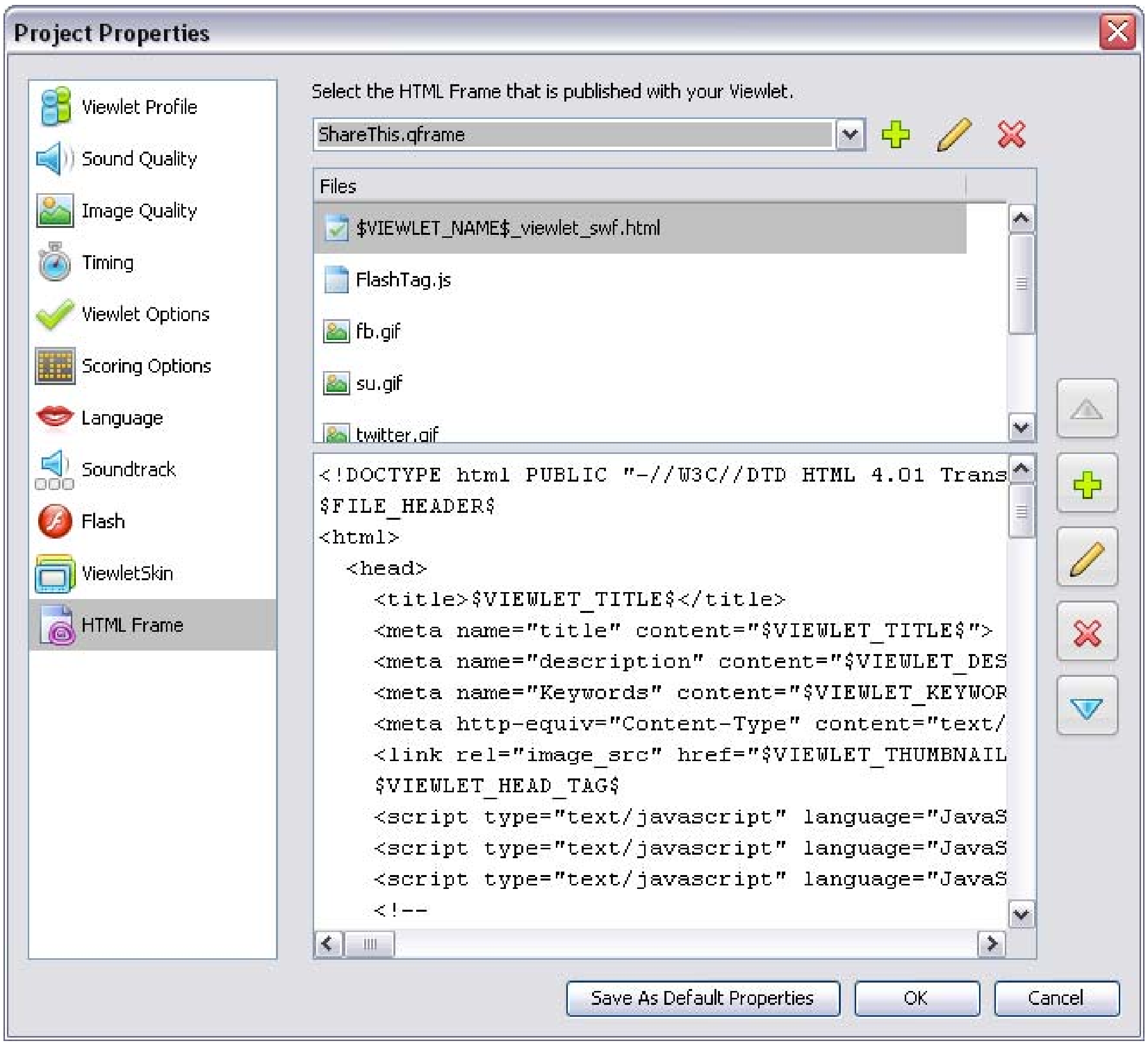
As you make changes to the Qista skin's colors and opacity levels, the preview panel that shows the skin will update accordingly.

What's new...

HTML Frame – Project Properties

New QFrames Added!

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



Social Networking for Your Flash Video
ViewletBuilder7 Enterprise features an HTML Frame that contains links below the Flash video that, when clicked, enable you to quickly publish your Viewlet to several of the most popular networking sites to share with others.

To publish a Viewlet with Social Networking sharing links:

- In the *Project Properties* window, select **HTML Frame** from the left navigation menu.
- Select the **ShareThis.qframe** from the *Select the HTML Frame that is published with your Viewlet* list.
- Publish the Viewlet. When previewing, click one of the links to your favorite social networking site displayed below the Viewlet to share your Viewlet with others at that site.

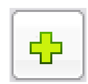
To select HTML Frame options:

- 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 list.
- The frame will be added to the *Files* field area below the list.

To add a custom frame:

- In the HTML Frame section, click the **Add**  button.
- 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 list.
- To modify an HTML Frame:
  - Click the **Modify**  button.
  - 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:
  - o Select a frame from the list.
  - o Click the **Delete** button.

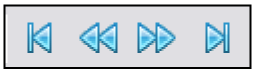
A warning displays if the HTML Frame entry point is not set correctly.

If you are unsure which qframe to use, just select the Standard one. It works just fine for most Viewlet projects.

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

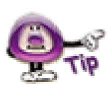
Previewing a Viewlet

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



You may use them to navigate through your project while inside ViewletBuilder7 Enterprise. These buttons will allow you to go to the:

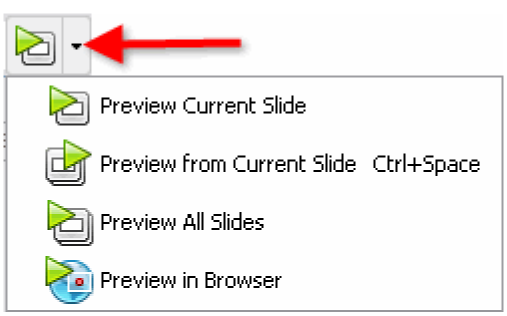
- **First Slide** 
- **Previous Slide** 
- **Next Slide** 
- **Last Slide** 



You can preview the slide background soundtrack, audio attached to objects, cursor click sounds and key click background frame sounds within ViewletBuilder7 Enterprise without publishing the project.

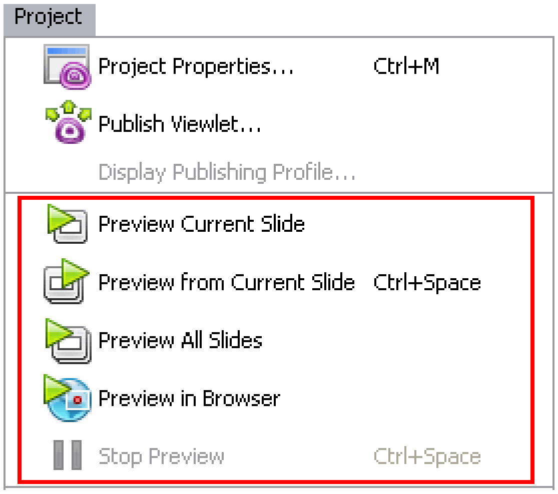
Additionally, you may access preview options:

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 menu list.

From the menu bar:



- Select **Project** from the menu bar.
- Select a preview option:
    - **Preview Current Slide:** Plays the current slide inside ViewletBuilder7 Enterprise.
    - **Preview From Current Slide:** Plays the project inside ViewletBuilder7 Enterprise from the selected slide to the end of the project.
    - **Preview All Slides:** Plays the entire project while inside ViewletBuilder7 Enterprise.
    - **Preview in Browser:** Quickly compiles (publishes) the file to SWF (Flash) format and launches it (from a temp folder) in a browser.

Displaying the informational "About" window during Viewlet playback pauses the Viewlet. Closing the window returns the Viewlet to play mode.

After publishing a project:

- Select **Project** > **Publish Viewlet** from the menu bar.
- 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.

You can also preview a published Viewlet Flash file by locating the _viewlet_swf.html file associated with the project. Double-click this file to launch the Viewlet in the browser.

What's new...

Publishing Wizard

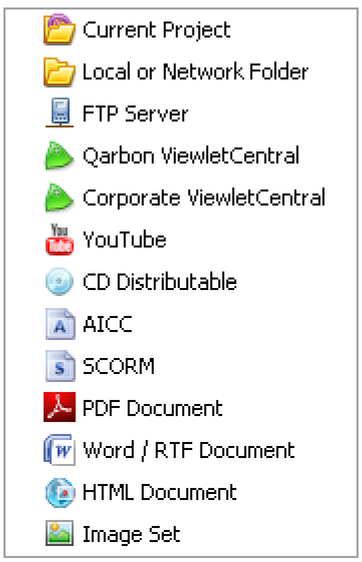
Many New Features Added – Check Them Out!

The Publishing Wizard is totally revamped, offering many more robust publishing opportunities for your Viewlets—all in one location. Do you want to publish your Viewlet to YouTube, Facebook or Twitter? Perhaps you want to publish hardcopies for handouts, tests, etc. directly to PDF or Word/RTF format? Need to plug your Viewlets into an LMS meeting SCORM or AICC compliancy? Or, do you just want to publish your Viewlets locally, to your own server or to ViewletCentral? All of these publishing scenarios are easily accomplished from one central location.

This chapter provides a high level view of the various publishing options. We'll get you started then you can follow the intuitive instructions provided in the wizard to complete your specific publishing needs.

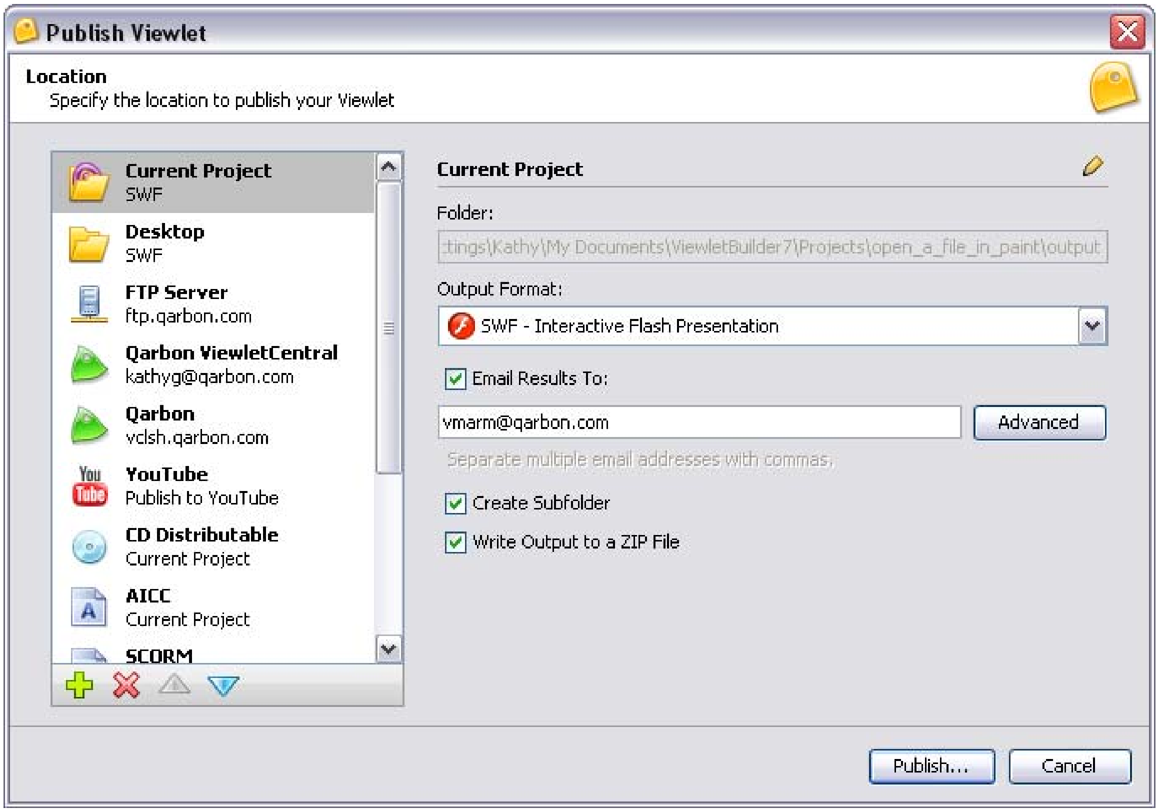
Publishing "Output" Options

There are many publishing output formats included in the wizard. Here is a list of available publishing locations that come installed with the software:

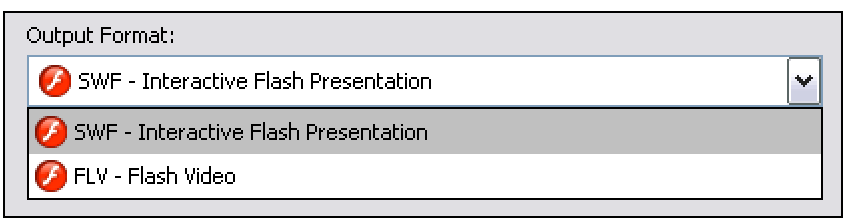


Current Project

This option publishes files in the same location as your current project.



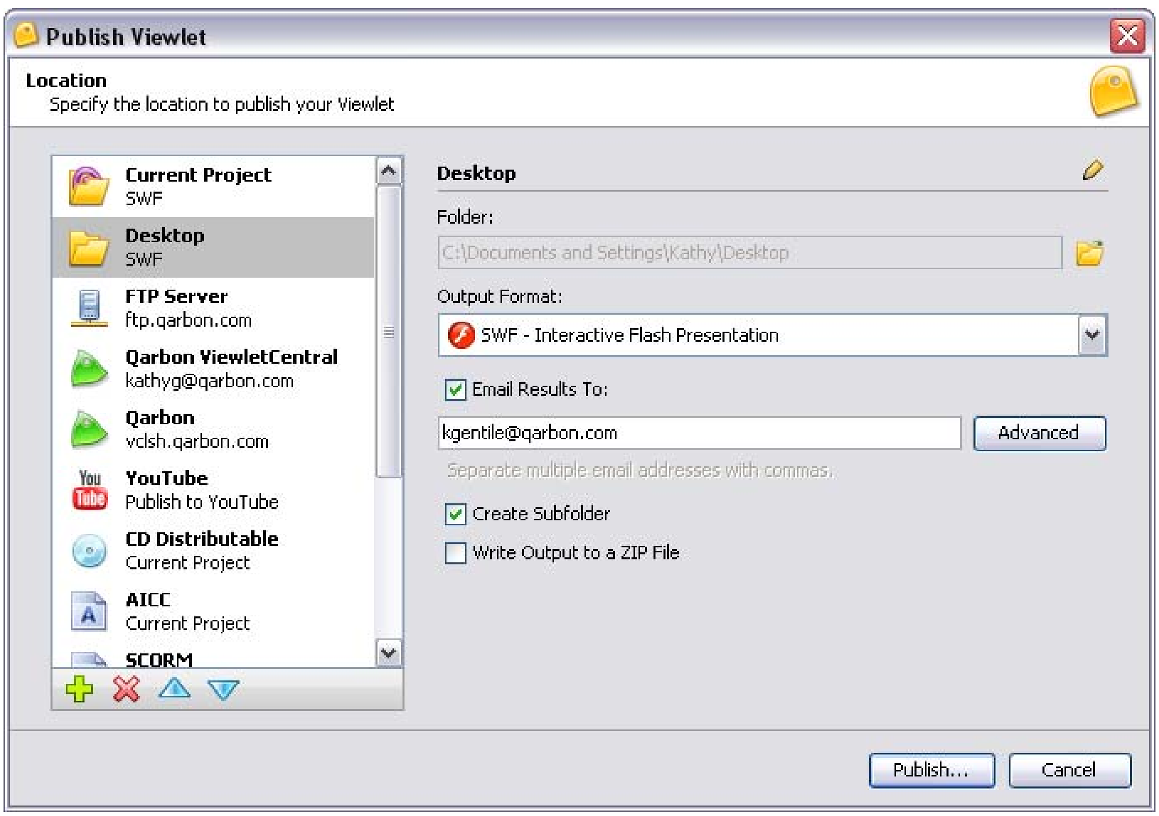
- Select the Output Format for your Viewlet project (SWF or FLV).



- If your Viewlet contains quiz or survey slides, select the **Email Results To:** option and input the email addresses you want results emailed to.
- To configure more email reporting options, click the **Advanced** button and make your selections as needed in the *Configure Email Reporting* window. Click **OK** to return to the Publishing Wizard.

Local or Network Folder

This option publishes files to a selected local or network folder. You can add as many local or network publishing locations as desired.

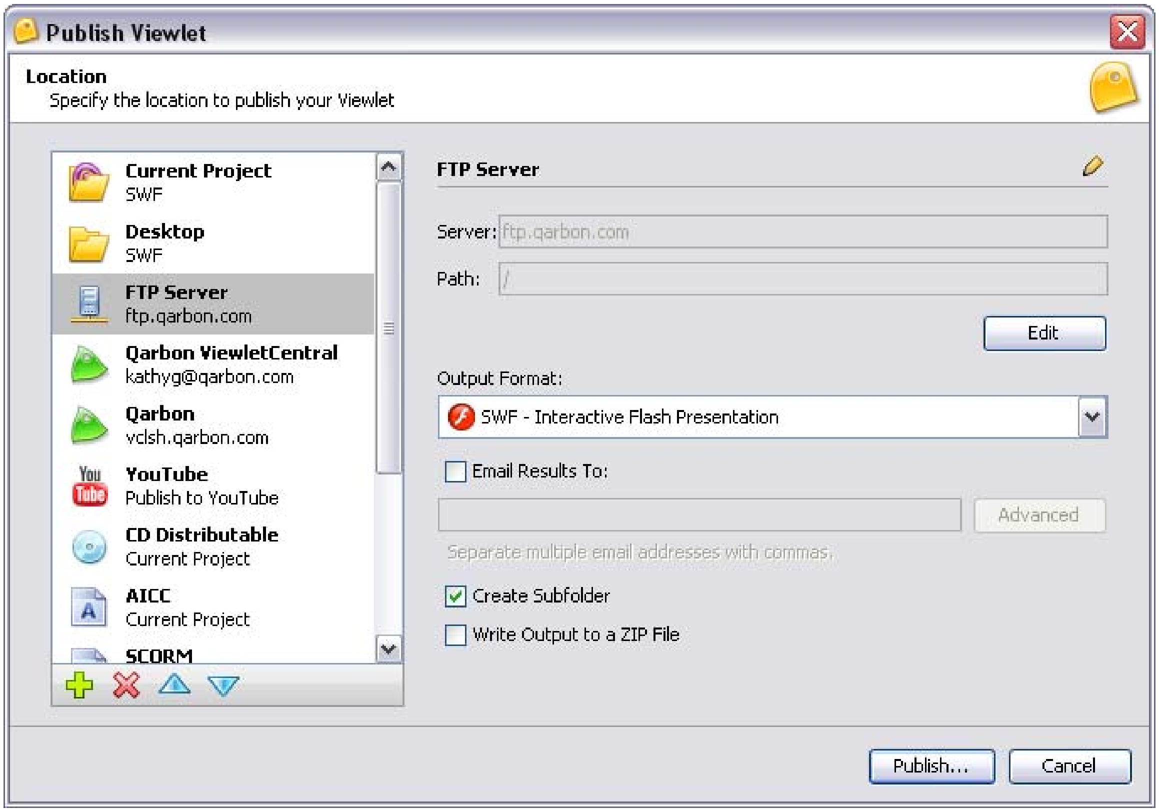


Use the same steps outlined previously for “Current Project” when publishing to a local or network folder.

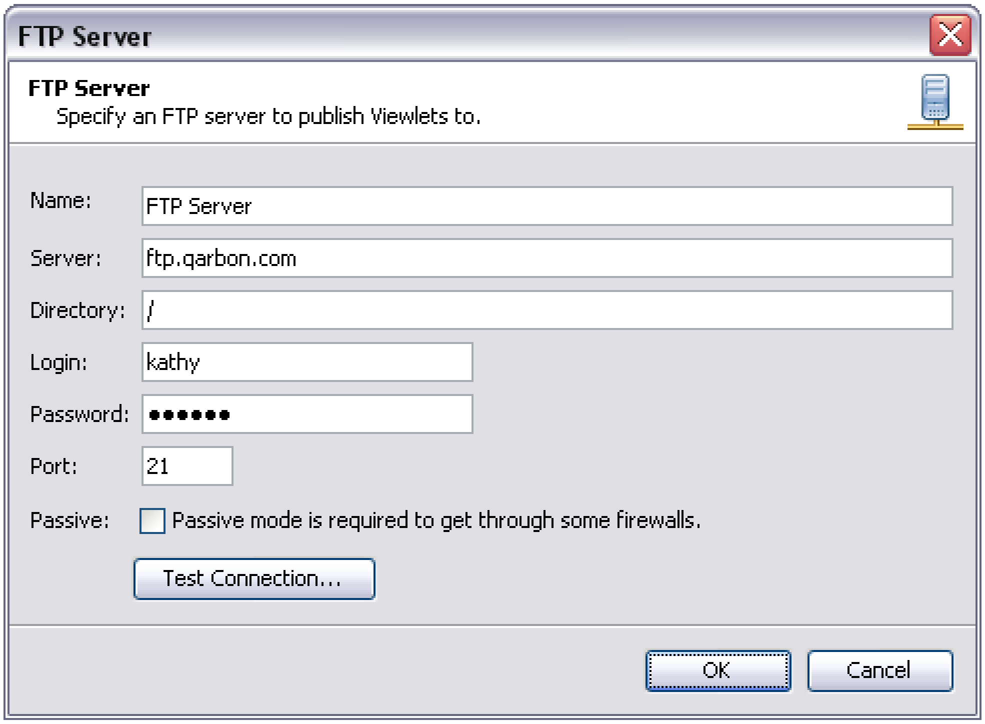
What's new...

A default FLV player allows you to easily preview your FLV Viewlet directly after publishing.

FTP Server
This option allows you to set up an FTP server location as a publishing target.

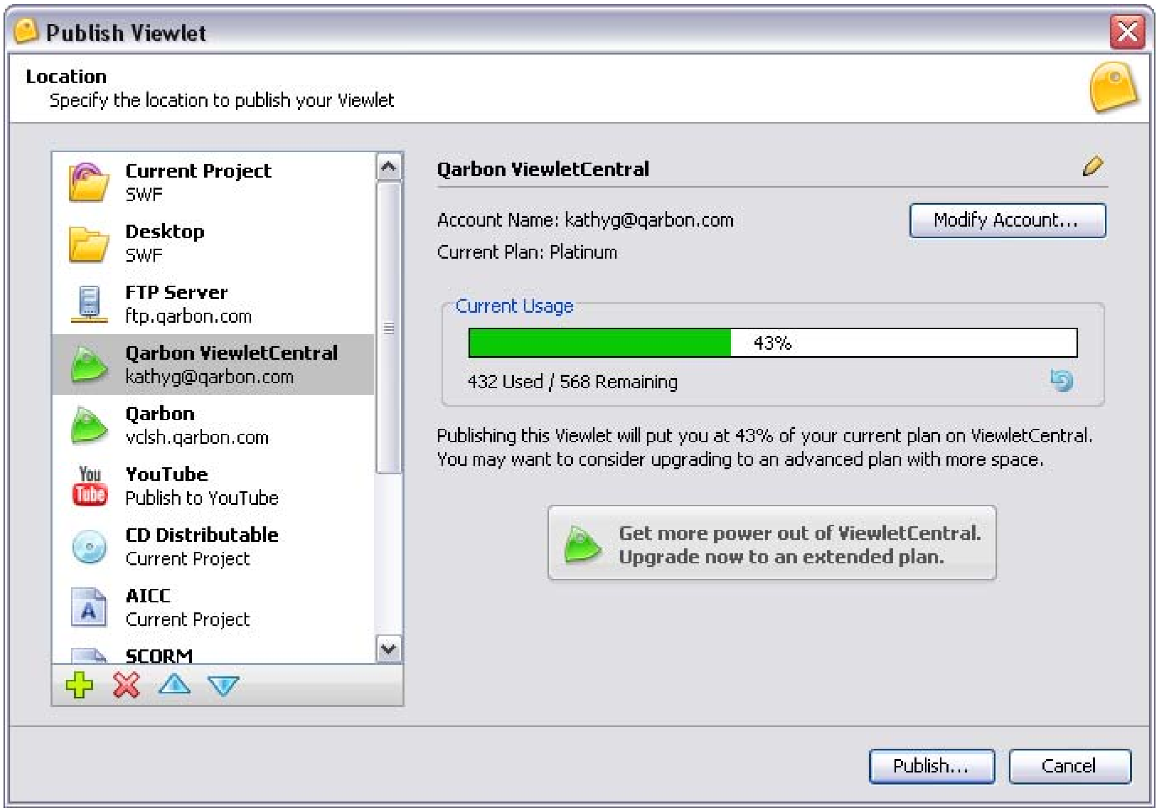


- Use the instructions previously outlined for “Current Project” when using this publishing location.
- Click the **Edit** button to edit any FTP server information and to test the connection in the *FTP Server* window.

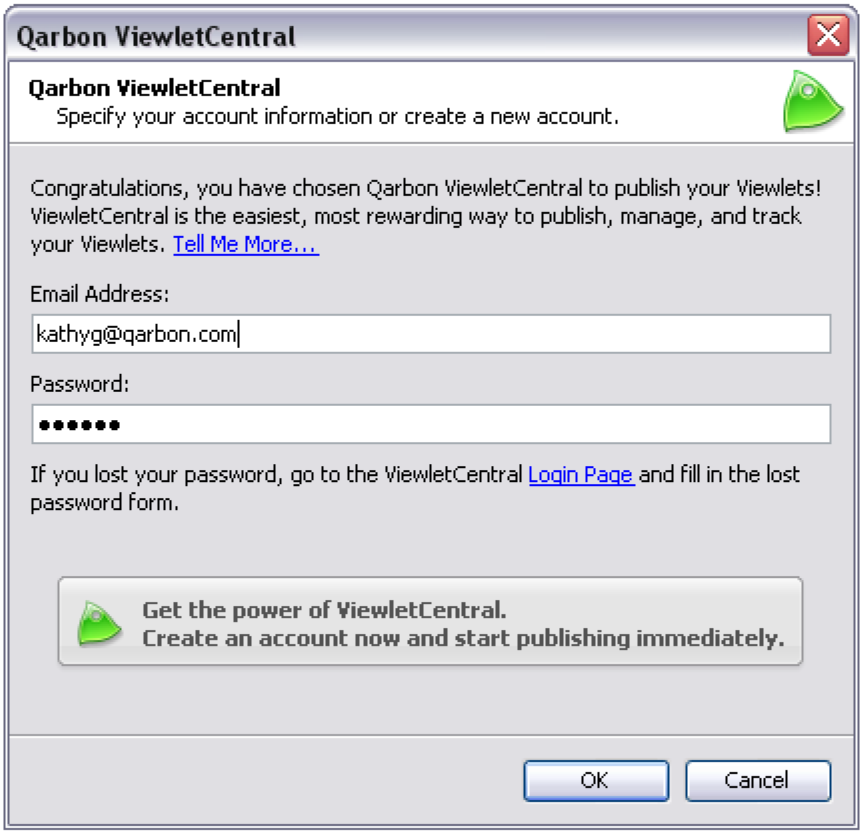

FTP Server
FTP Server
Specify an FTP server to publish Viewlets to.
Name:
FTP Server
Server:
ftp.qarbon.com
Directory:
/
Login:
kathy
Password:
Port:
21
Passive:
Passive mode is required to get through some firewalls.
Test Connection...
OK
Cancel

Qarbon ViewletCentral

Publishes files to Qarbon ViewletCentral and requires either a FREE or paid subscription to Qarbon ViewletCentral.



Your Qarbon ViewletCentral Account information displays. Click the **Modify Account** button to edit your Qarbon ViewletCentral Account information as needed.

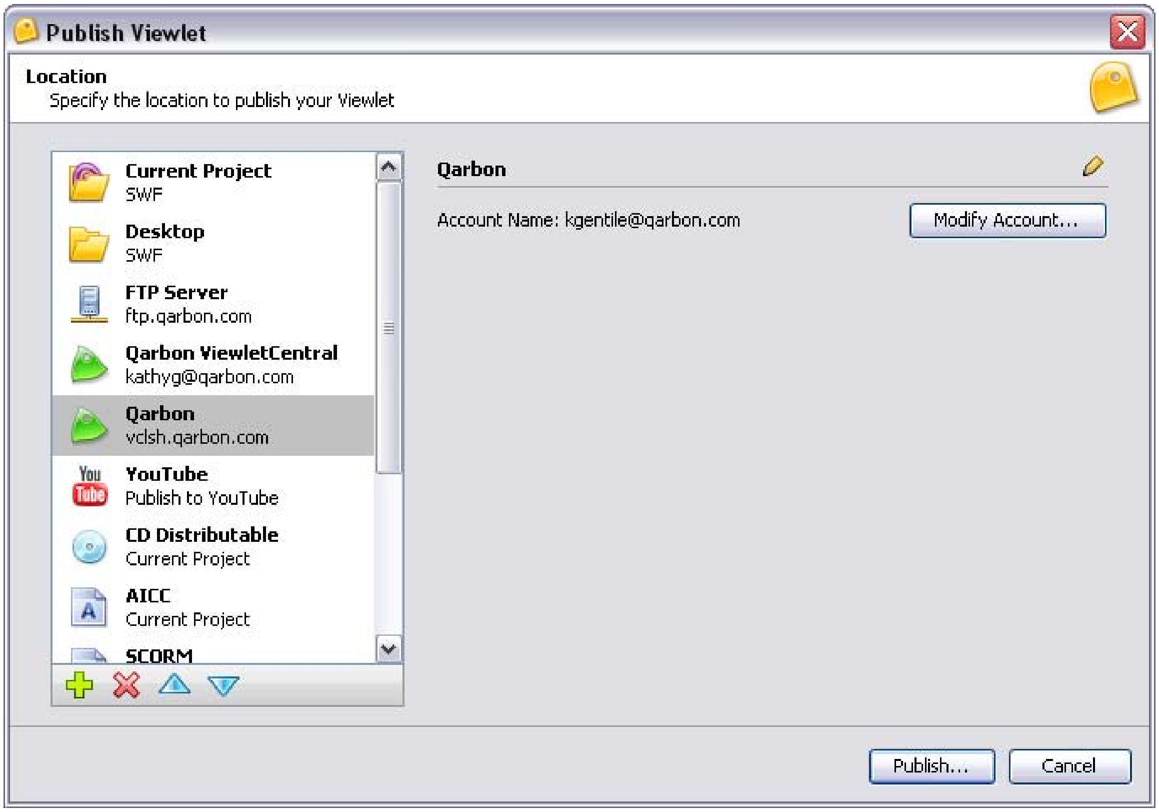


In the *Qarbon ViewletCentral* window, if you do not have a Qarbon ViewletCentral account, you can easily sign up for a free one by clicking the button below:

And, follow the instructions on the web page that displays to sign up and start reaping the rewards of your own FREE ViewletCentral account!

Corporate ViewletCentral

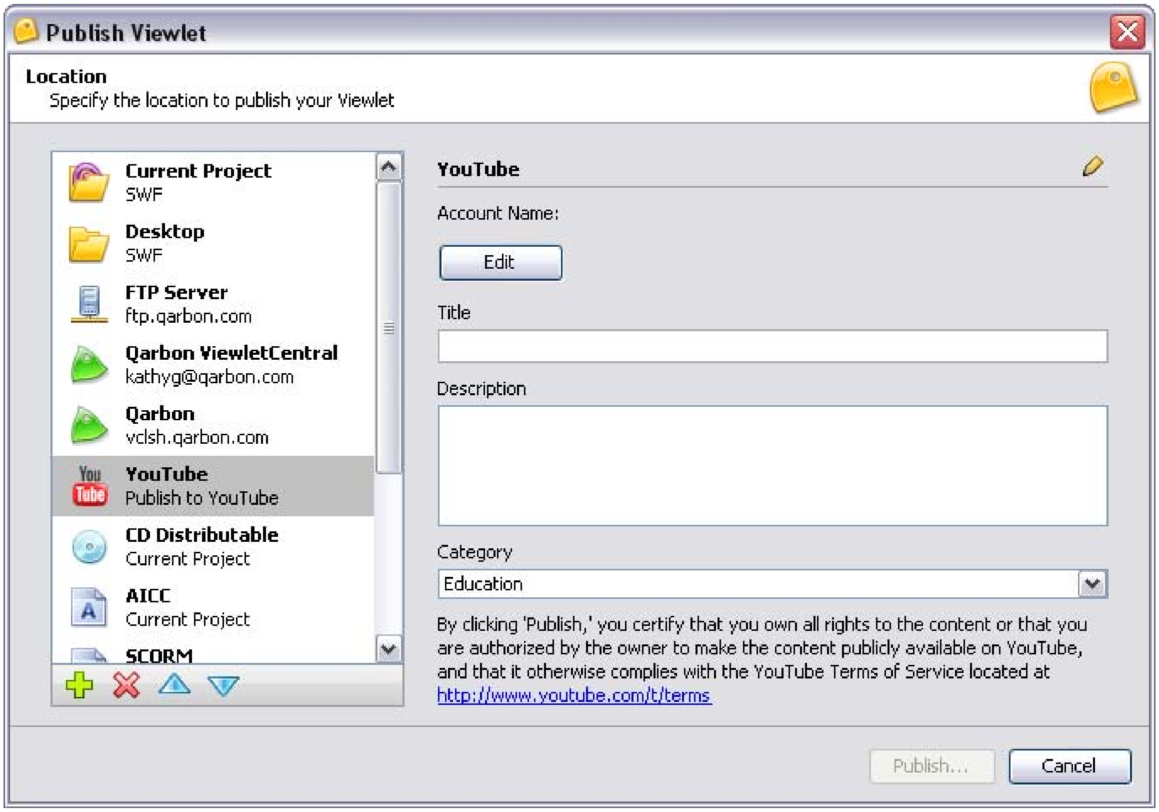
This option allows you to publish your projects directly to your company's Corporate ViewletCentral account (also known as ViewletCentral Enterprise). This requires the purchased of a ViewletCentral Enterprise account.



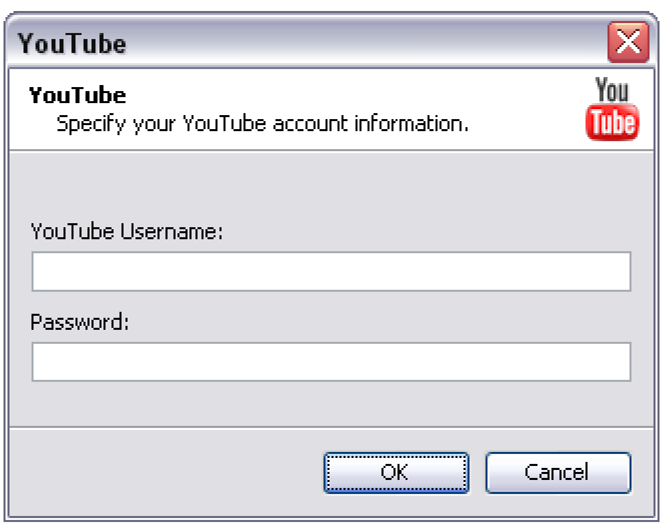
Click the **Modify Account** button to edit the information to connect you to your company's Corporate ViewletCentral account.


Corporate ViewletCentral
Corporate ViewletCentral
Specify your Corporate ViewletCentral account information.
If your organization has subscribed for a Private Self-Hosted ViewletCentral, you may now join it. You should have received from the ViewletCentral Administrator the required information, including your login and password.
To start experiencing the power of ViewletCentral, enter this information now.
Name:
Qarbon
Server:
vclsh.qarbon.com
Login:
kgentile@qarbon.com
Password:
Secure Connection
OK
Cancel

YouTube
It's time to take your Viewlets globally in just a few clicks! Use this option to publish your Viewlet directly to the popular YouTube social network.

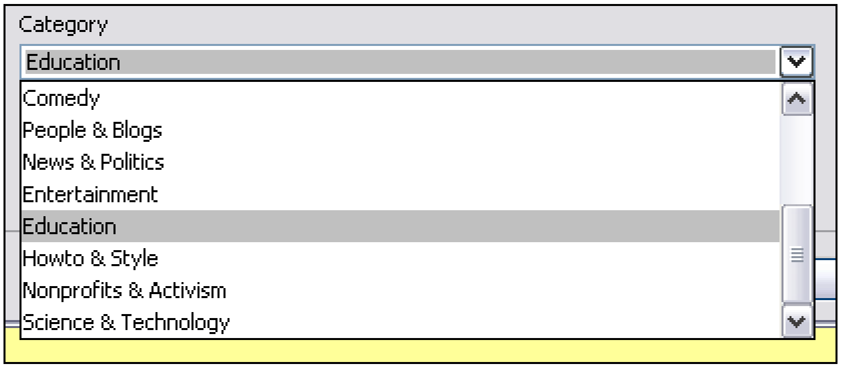


- Click the **Edit** button to edit your YouTube account information.



- Give your YouTube Viewlet a **Title** and **Description** in the fields provided.

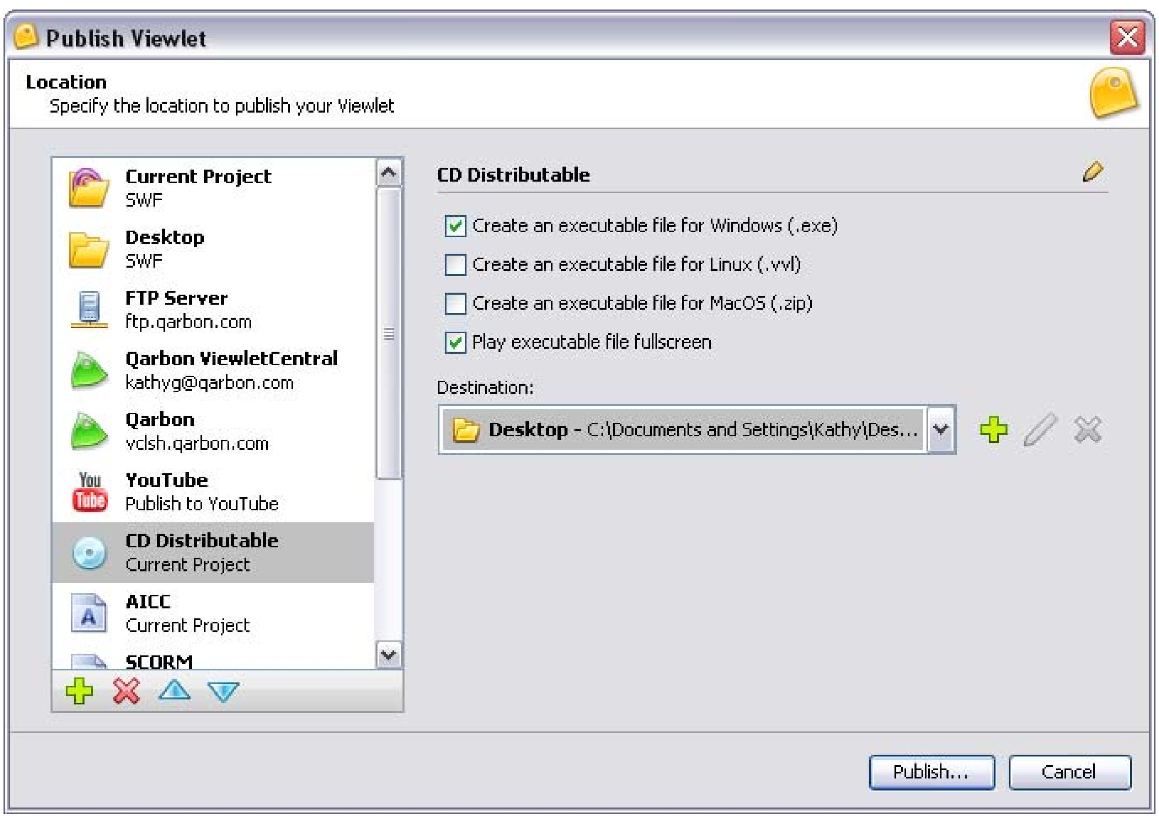
- Select a **Category** from the list. This is the category the YouTube will use when listing your file on the site.



- And, don't forget when using this option to click the YouTube Terms of Service link provided in this screen to review the YouTube policies when publishing to their site.

CD Distributable

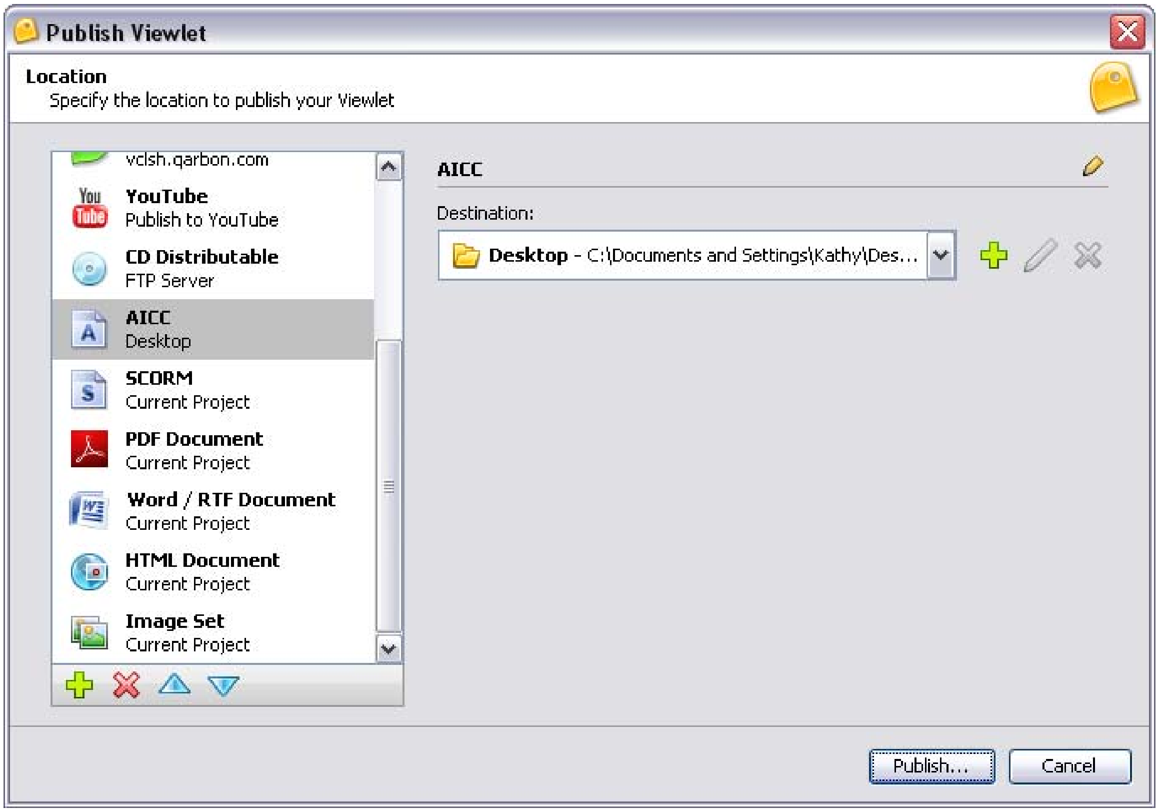
Use this option to create executable files for Windows, Linux and Mac.



You can also opt to play the file fullscreen and where you want the files published.

AICC

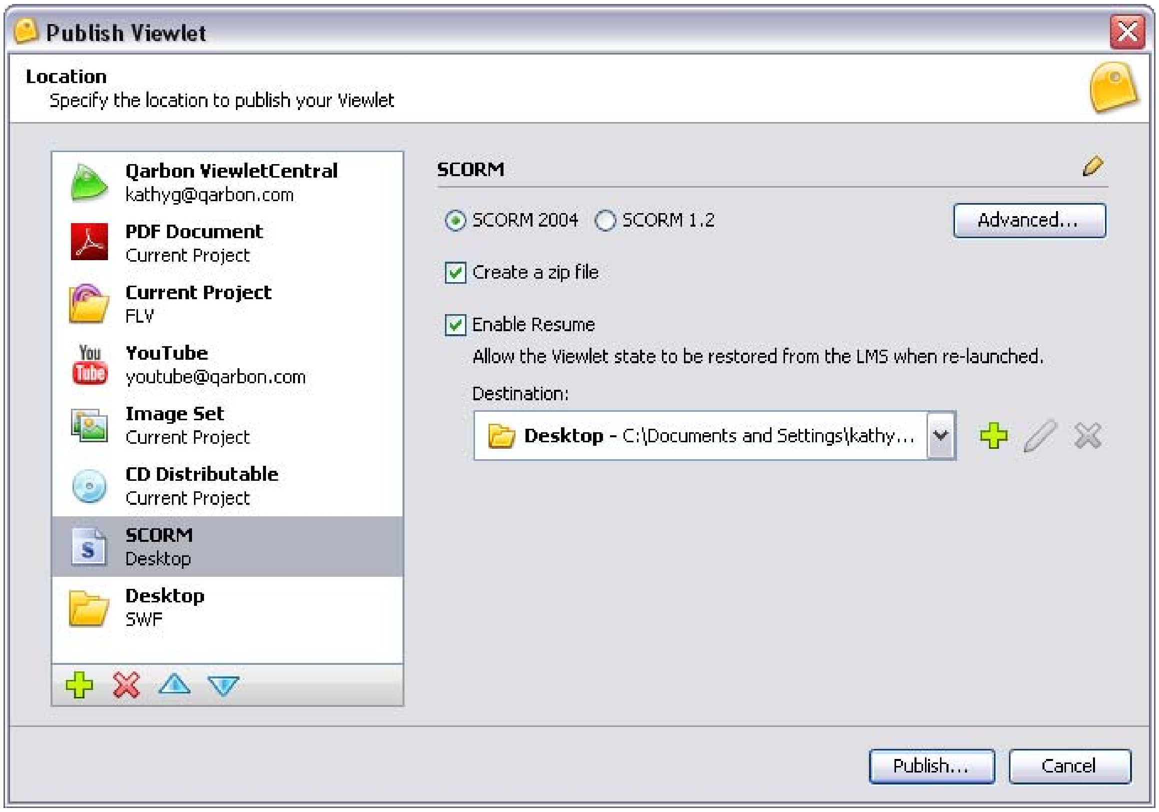
Use this option to publish your Viewlet files to meet AICC compliancy requirements for your Learning Management System.



Select the **Destination** where to publish your AICC complaint files from the list.

SCORM

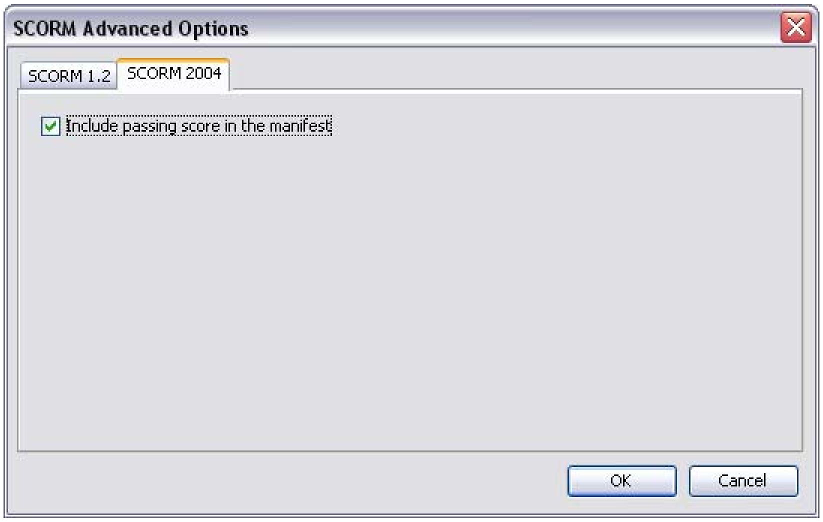
If you have a Learning Management System and you need to publish your files to meet SCORM 2004 or SCORM 1.2 compliancy standards, select this publishing option.

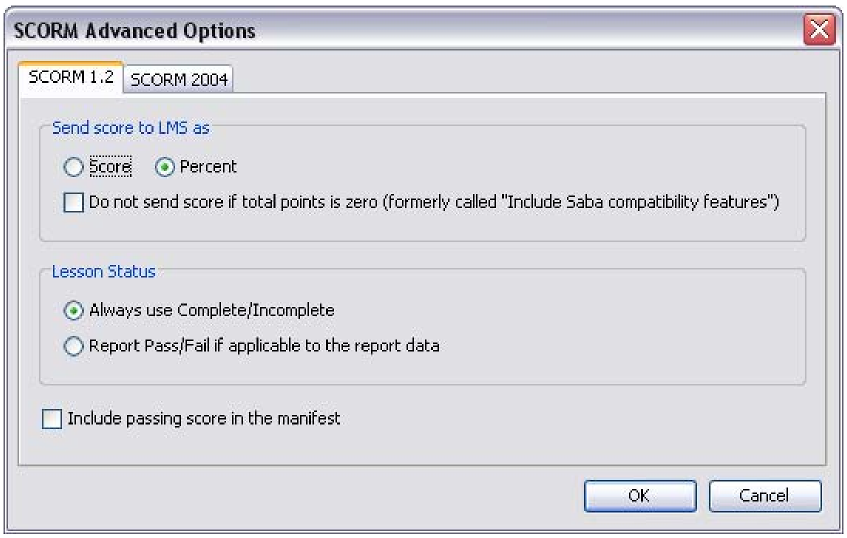


- Select the radio button next to either **SCORM 2004** or **SCORM 1.2**.
- Select the check box next to **Create a zip file** to create a zip deployment package for your SCORM files (recommended!)

What's new...

- **Enable Resume** (new feature): Select this option to enable the Viewlet to be resumed at the point where the viewer 'left off' when viewing it. You can also customize the text in the "Enable Resume" window that will display to viewers (see Project Properties > Language > Resume Panel for more information).
- Click **Advanced** to view and edit more options for either SCORM selection:



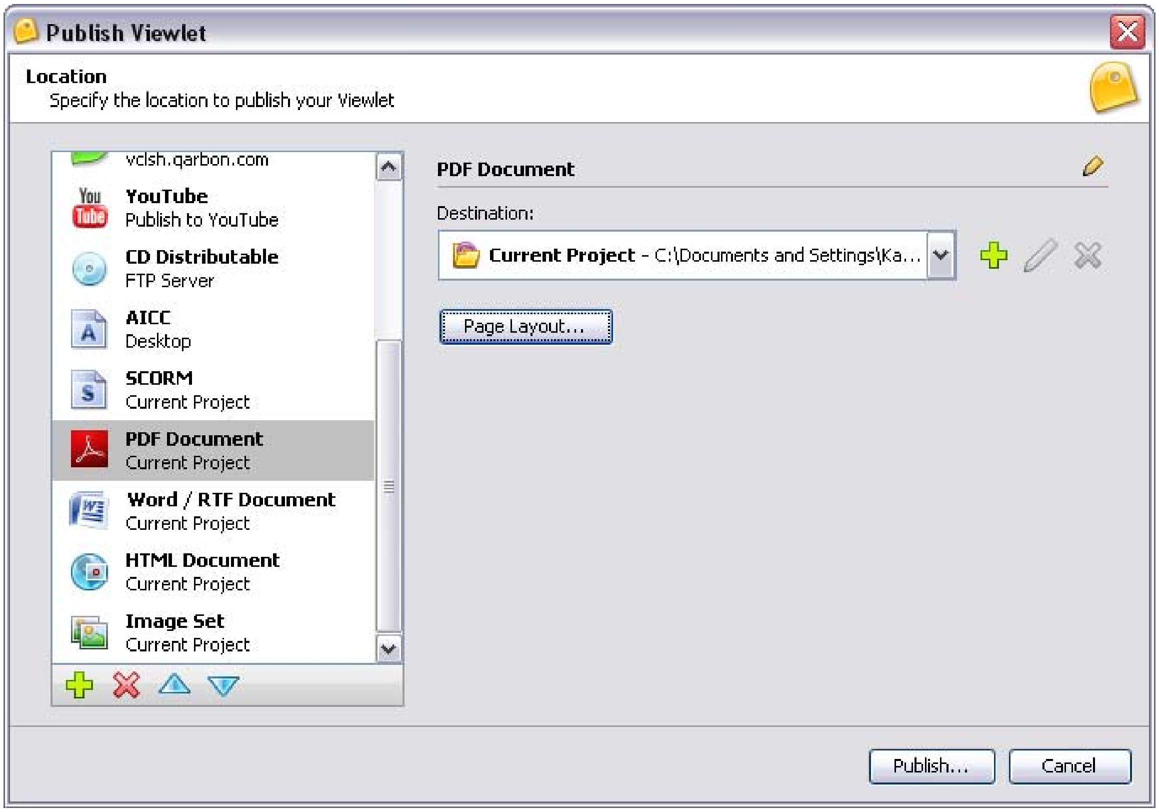


- After you make selections in the *SCORM Advanced Options* window, click **OK** to save and apply the changes to return to the main publishing wizard.

- Select the **Destination** folder from the list where you want to publish your SCORM compliant Viewlet files.

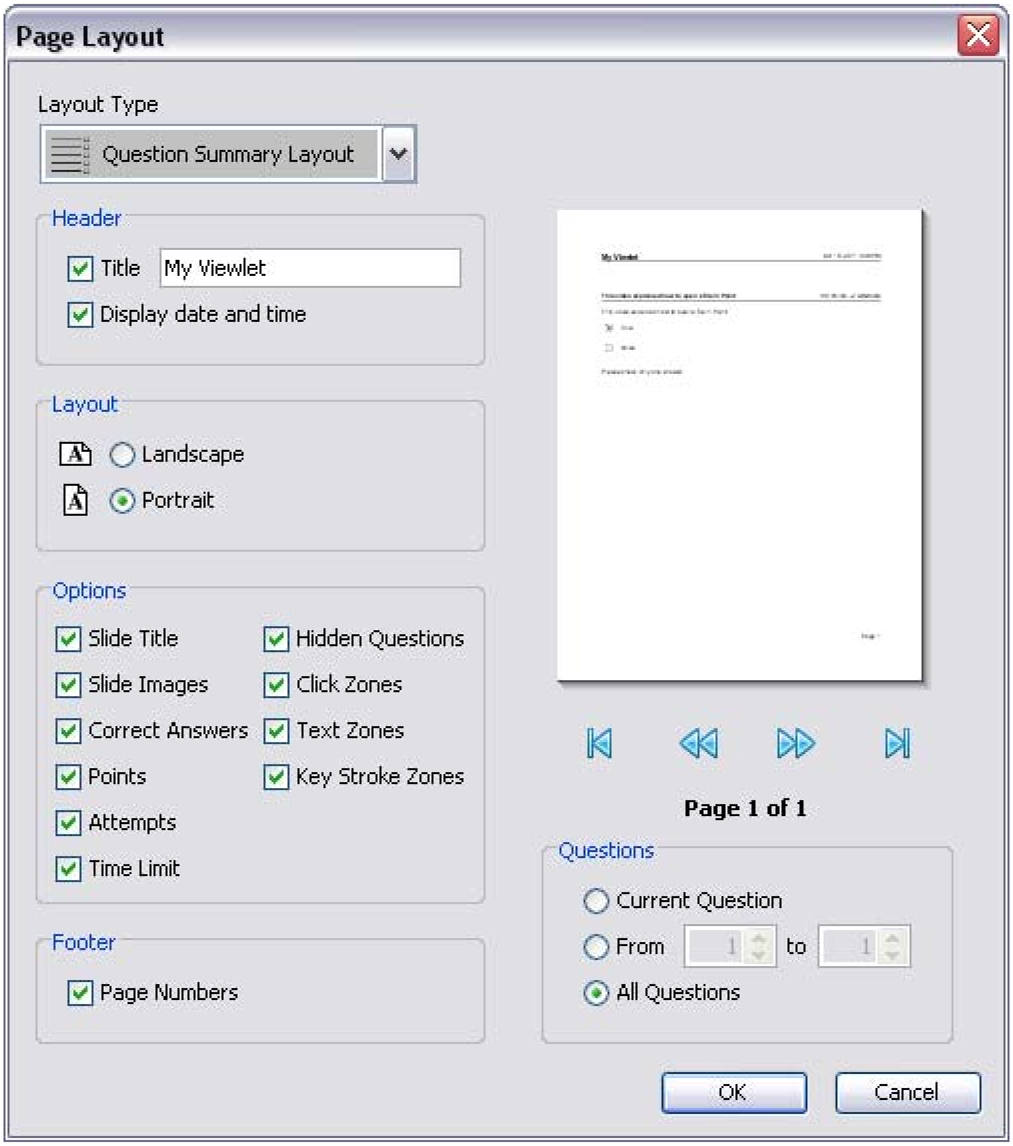
PDF

This option let you publish your files directly to PDF format. This is a great choice for handouts, speaker notes, training materials, ready-to-go tests (directly from Viewlet question slides) and more!



- Select a **Destination** from the list provided to publish your PDF file to.

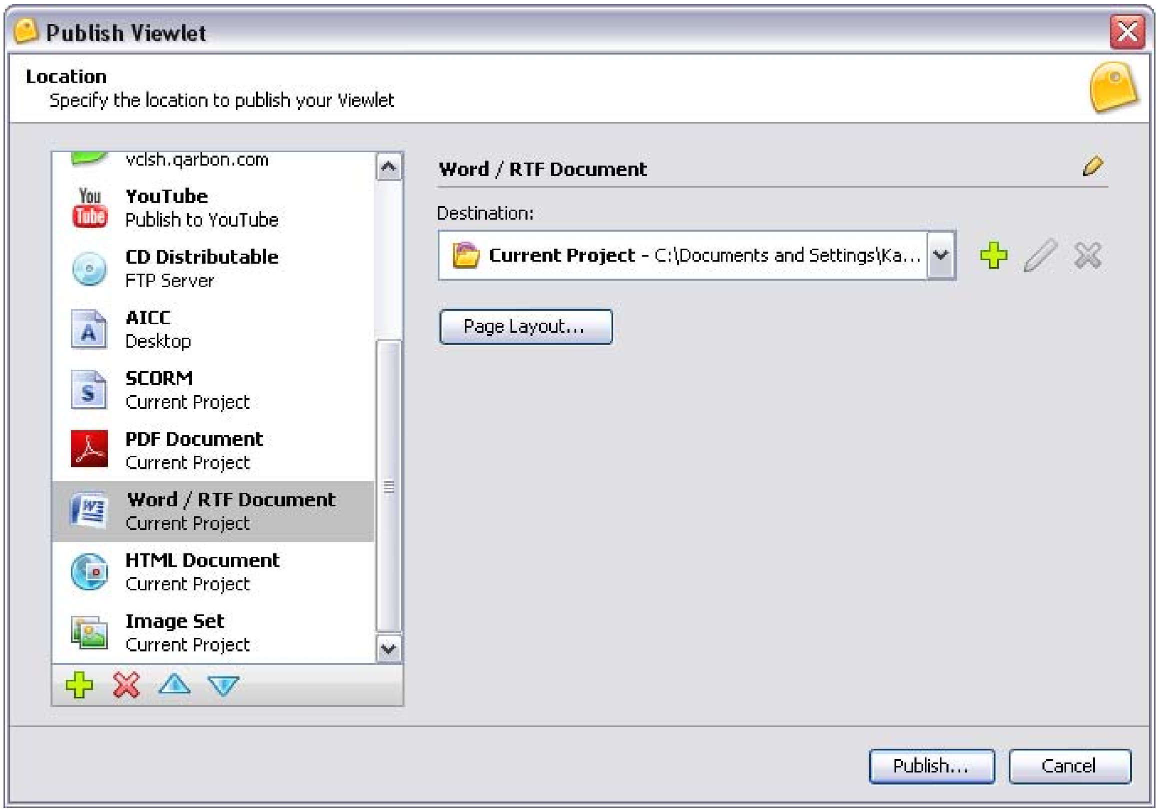
- Click **Page Layout** to make any adjustments to the layout you want to use when publishing to PDF format.



- Click **OK** to save changes to the *Page Layout* and to return to the publishing wizard.

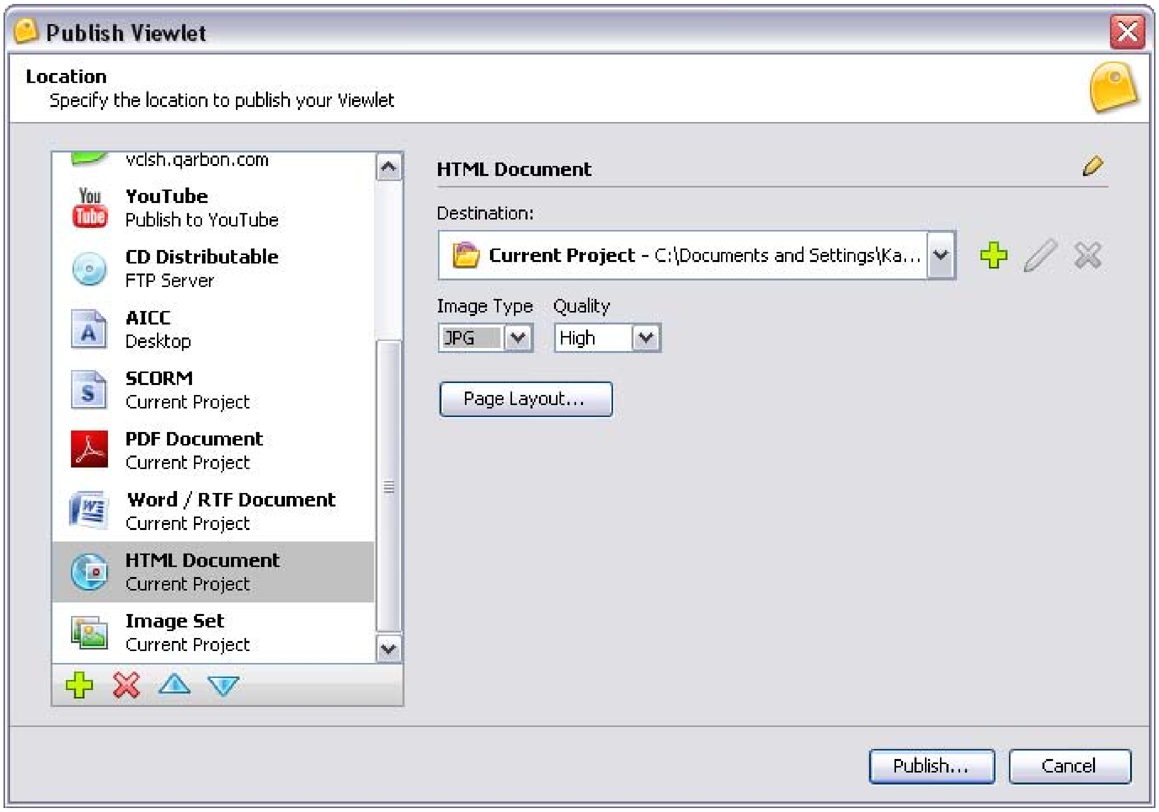
Word / RTF Document

Similar to the PDF output publishing format, you can opt to publish your Viewlet slides or question slides directly to Word or Rich Text Format (RTF) format.

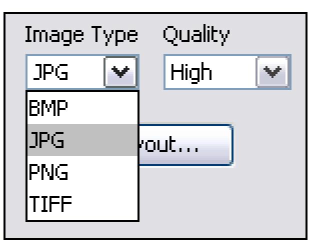


- Click **Page Layout** to make any adjustments to the layout you want to use when publishing to Word / RTF format.
- Click **OK** to save changes to the *Page Layout* and to return to the publishing wizard.

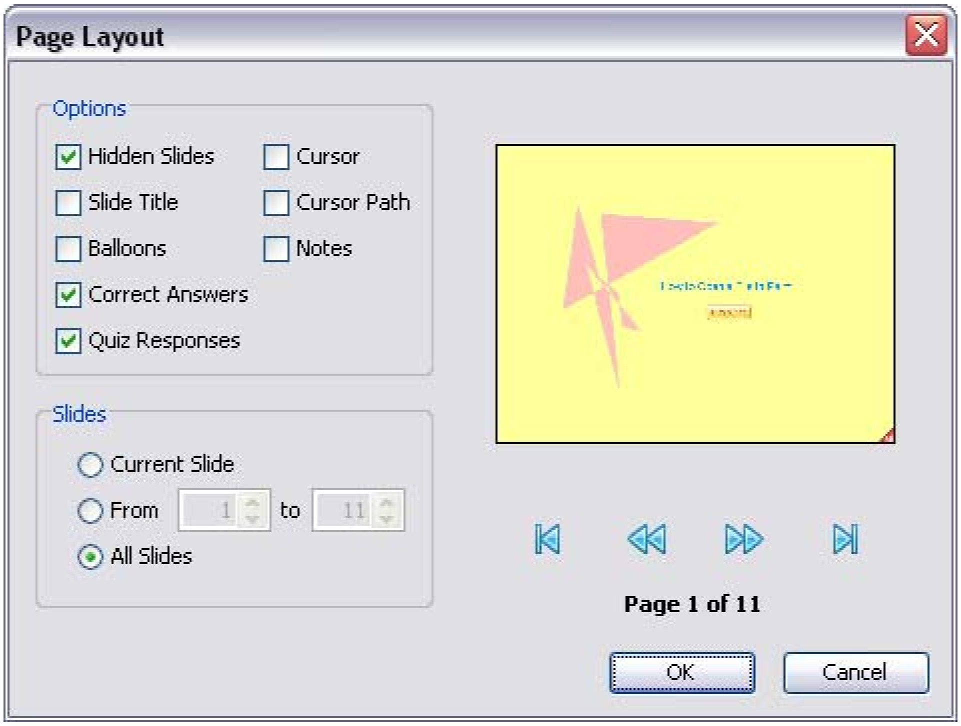
HTML Document
If you want to create an HTML page, use this option.



- Select a **Destination** folder for your published HTML files.
- Choose an **Image Type** from the list (and make any additional selections as needed).



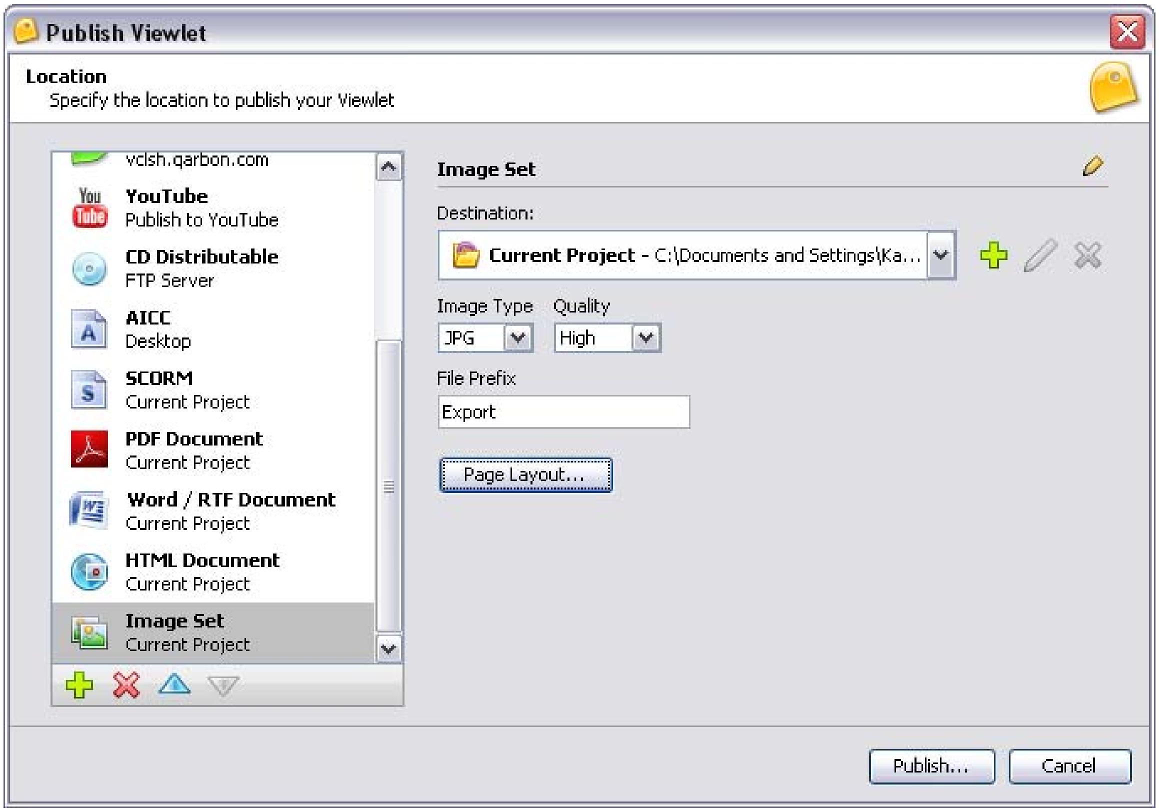
- Click **Page Layout** to make any edits to the page layout options for the HTML page.



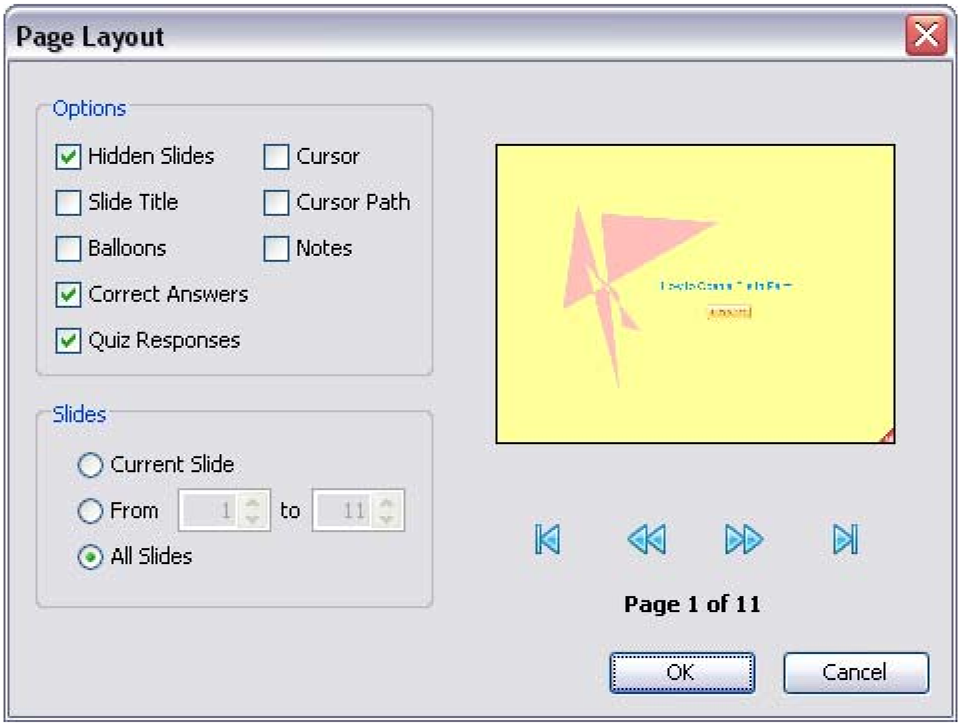
- Once you make change to in the *Page Layout* window, click **OK** to save them and to return to the publishing wizard.

Image Set

Use this option to publish your slides as individual image files.



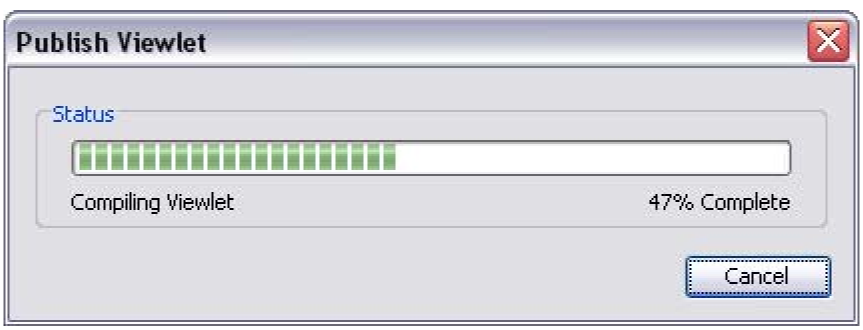
- Select a **Destination** folder to publish your image files out to.
- Select an **Image Type** and make additional selections as needed.
- Type in a **File Prefix** in the field provided. This will be the prefix used for all of the exported image files that are published.
- Click the **Page Layout** button and make changes as needed to the layout for the image files.



Publishing Wizard – Final Steps

Once you've selected a publishing location and have made all the appropriate selections for it, it's time to publish your Viewlet.

- Click the **Publish**  button. A progress bar will display indicating the status of your publication.



Sample of Screen Indicating the Progress of a Viewlet Being Published

- Once the Viewlet is published, a completion screen will display with information about your published files. The information in the screen will vary based on the publishing location you choose.

Did you know you can change the "title" of any of the publishing locations by clicking the Pencil icon in the top right of the publishing wizard screen. Make the changes and then click the Pencil icon again to save it.

Publishing Viewlets to Your Web Server – The Basics

There are so many publishing options now available in ViewletBuilder7 Enterprise and so many web server options that there is no easy way to provide instructions for all the ways to publish your Viewlets to your web server. This short chapter will, however, give you an idea of the basics of publishing Viewlets to your web server.

1. Once you've created your Viewlet project, remember to save it.
2. Select **Project** > **Publish Viewlet** from the menu bar.
3. Select your options in the Publishing Wizard that displays, and remember where you export your published files to.
4. At this point, you can close the authoring software, unless you need to further edit your source file ending in QVPX or VIEX.
5. Locate the folder containing all the project's published files. These are the files you will upload to your web server. If you opt to publish ALL your Viewlets published files to the SAME folder on your web site, you only need one copy of the files ending in .js.
6. From your web page, link to the file ending in _viewlet_swf.html. This is the file that controls the size and other attributes of your Viewlet when it calls the SWF file to play back in the browser.

That's all there is to it! Of course this just covers the basics, so if you have any further questions, please contact 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/

Viewlet Central Self-Hosted Server

Now known as ViewletCentral Enterprise, 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 ViewletCentral Enterprise (Self-Hosted ViewletCentral), please contact our sales group (sales@qarbon.com) or support (support@qarbon.com).

Support and Self-Help Options

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.

Webinars, Workshops, Private Coaching & Informal Q&A…

Take advantage of all the features available in ViewletBuilder7 Enterprise by taking advantage of all the training opportunities. You can start out with some FREE webinars for a high level overview and even join in an informal Q&A session with our dev team in real time!

If the FREE stuff isn't enough, check out further training opportunities to hone your skills in the form of scripted workshops or even private coaching sessions designed to meet your specific needs. Visit our web site at www.qarbon.com for more information on all the latest training services available at Qarbon!

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 ViewletBuilder7 Enterprise (or other product related) questions or concerns or for options to discuss additional training needs.

For current contact information, visit our web site:

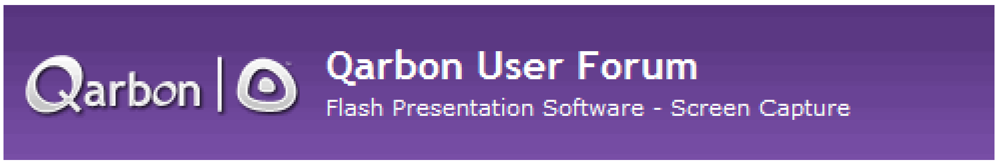
http://www.qarbon.com/about_us/contact_us/

Qarbon User Forum

Want to share ideas on Viewlet Authoring? Are you hunting for a specific authoring trick to take your Viewlets to the next level? Qarbon offers a Viewlet user forum just for you. It's free to join and free to use. It's a great place to meet other Viewlet enthusiasts from across the globe and spotlight your own great Viewlet ideas too!

Go to: http://forum.qarbon.com/

Sign up and join in the fun!




Capture
Edit
Annotate
Compile
Deliver
ViewletBuilder7
Enterprise