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Welcome to ViewletBuilder6 Professional

Qarbon welcomes you to the exciting world of Viewlet technology!

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

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

ViewletBuilder6 Professional: Contains all of the classic ViewletBuilder features Viewlet authors have come to know and respect with many enhancements not found in prior versions.

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

Let’s get started!

New Features

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

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

System Requirements

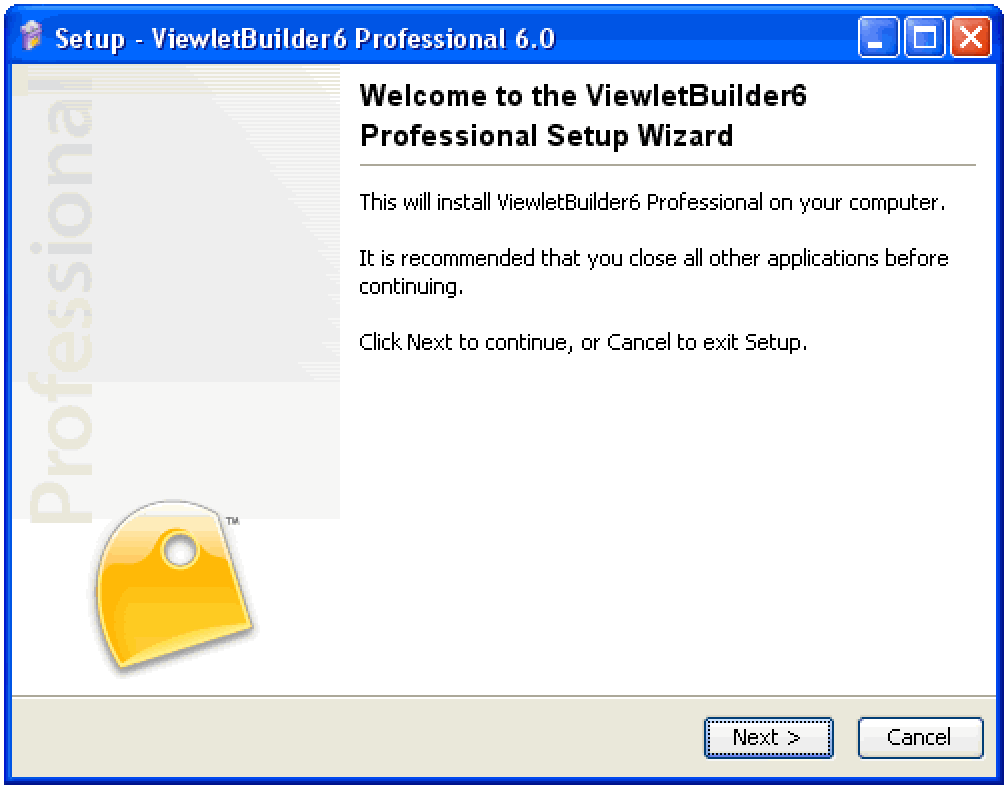
System requirements for using ViewletBuilder6 Professional will depend upon several factors, including your operating system. If you have any questions about what your system needs to efficiently run ViewletBuilder6 Professional to achieve the best possible results, please visit our web site (www.qarbon.com)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

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

Download and Installation

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

After downloading the file, close the browser window. Then, locate and double click the installation file. Follow the onscreen prompts to install ViewletBuilder6 Professional.



Welcome to the ViewletBuilder6 Professional Setup Wizard

This will install ViewletBuilder6 Professional on your computer.

It is recommended that you close all other applications before continuing.

Click Next to continue, or Cancel to exit Setup.

If you run into any installation issues or have any questions about the current ViewletBuilder6 Professional download and installation process, email: support@qarbon.com.

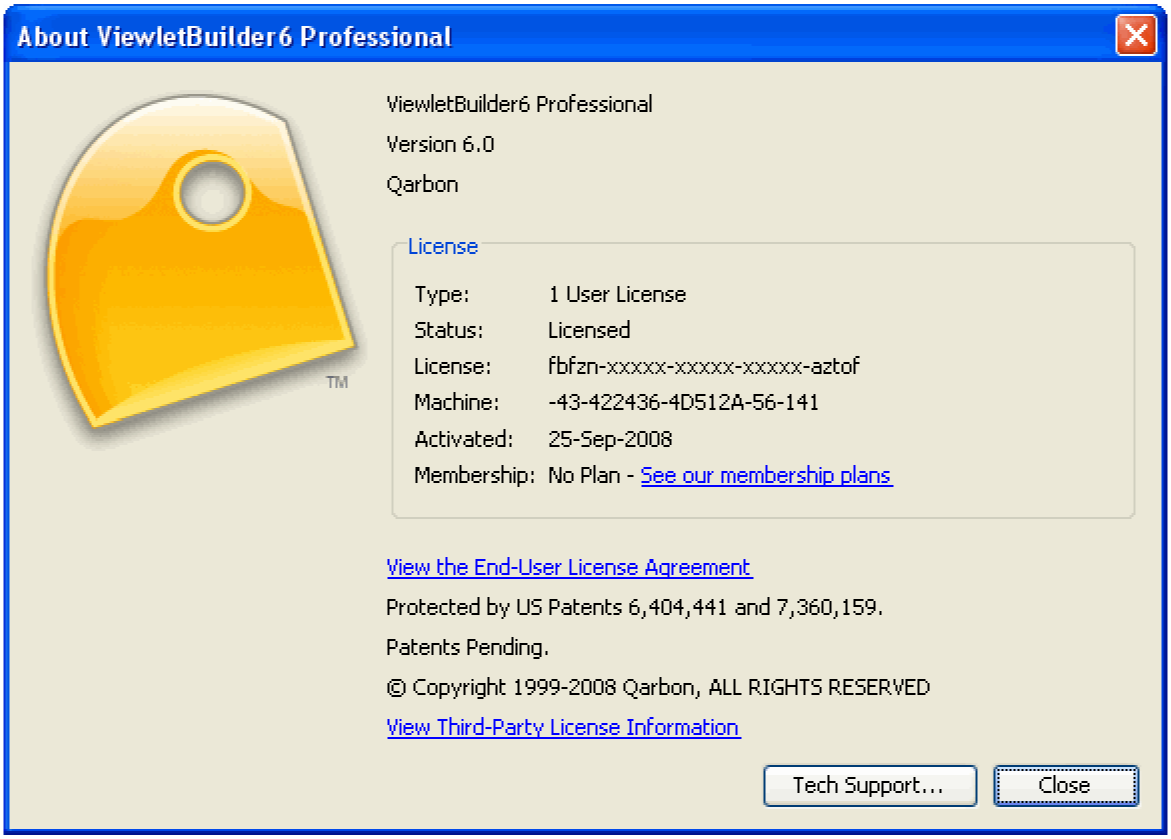
License Activation and Deactivation

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

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

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

To check license information, select **Help** > **About ViewletBullder6** to display an “About” window that fetches current license type and membership status directly from the server. If the “About” window is unable to connect to the activation server, a link will be provided to display the activation status.



ViewletBuilder6 Professional
Version 6.0
Qarbon

License
Type: 1 User License
Status: Licensed
License: fbfzn-xxxxx-xxxxx-xxxxx-aztof
Machine: -43-422436-4D512A-56-141
Activated: 25-Sep-2008
Membership: No Plan - See our membership plans

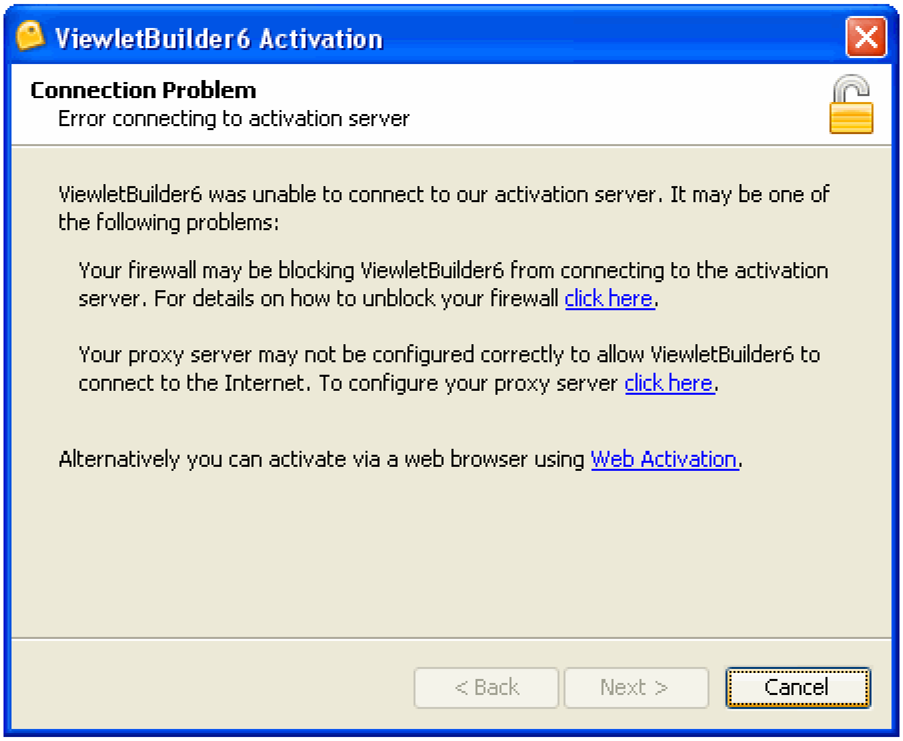
View the End-User License Agreement
Protected by US Patents 6,404,441 and 7,360,159.
Patents Pending.
© Copyright 1999-2008 Qarbon, ALL RIGHTS RESERVED
View Third-Party License Information

License Activation and Deactivation

There may be times you will need to move your license to a different machine. To avoid any licensing abuse issues (such as registering the same license too many times, possibly resulting in your license being suspended), you can deactivate your license. To do this, make sure you are connected to the Internet. Launch ViewletBuilder6 Professional and select **Help** > **License Deactivation** from the menu bar. Follow the prompts to deactivate your license.

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

Note: If you don't have an Internet connection or your firewall is blocking ViewletBuilder6 Professional, go through the activation wizard as normal, the last page will display steps to activate ViewletBuilder via the web. The page will look like this:



ViewletBuilder6 Activation

Connection Problem

Error connecting to activation server

ViewletBuilder6 was unable to connect to our activation server. It may be one of the following problems:

Your firewall may be blocking ViewletBuilder6 from connecting to the activation server. For details on how to unblock your firewall click here.

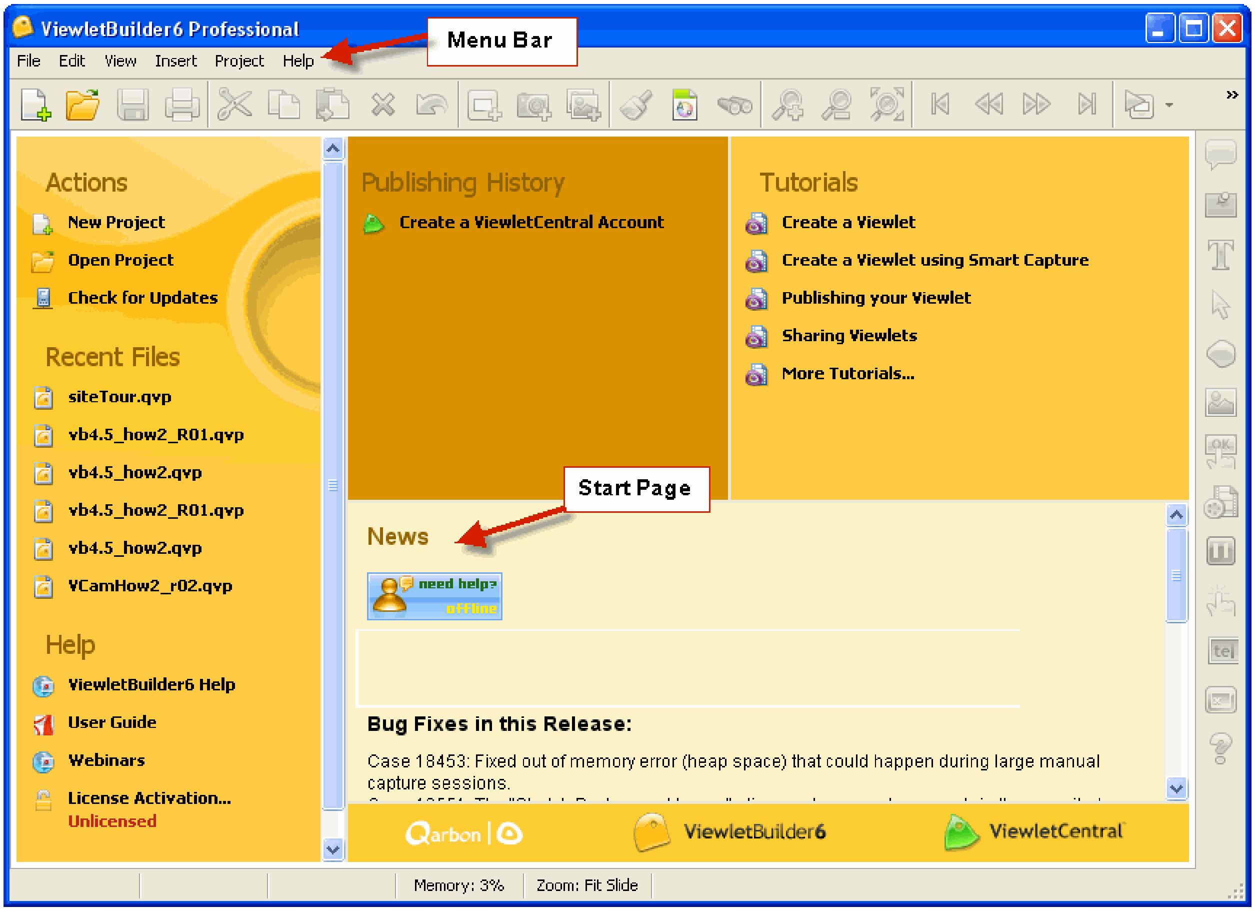
Your proxy server may not be configured correctly to allow ViewletBuilder6 to connect to the Internet. To configure your proxy server click here.

Alternatively you can activate via a web browser using Web Activation.

If you have any problems or questions regarding the license activation or deactivation process, email: support@qarbon.com.

Interface Overview

When ViewletBuilder6 Professional is launched and no project is open, the window is divided into the following sections:


ViewletBuilder6 Professional
File
Edit
View
Insert
Project
Help
Actions
New Project
Open Project
Check for Updates
Recent Files
siteTour.qvp
vb4.5_how2_R01.qvp
vb4.5_how2.qvp
vb4.5_how2_R01.qvp
vb4.5_how2.qvp
VCamHow2_r02.qvp
Help
ViewletBuilder6 Help
User Guide
Webinars
License Activation...
Unlicensed
Publishing History
Create a ViewletCentral Account
Tutorials
Create a Viewlet
Create a Viewlet using Smart Capture
Publishing your Viewlet
Sharing Viewlets
More Tutorials...
News
need help?
offline
Qarbon
ViewletBuilder6
ViewletCentral
Memory: 3%
Zoom: Fit Slide

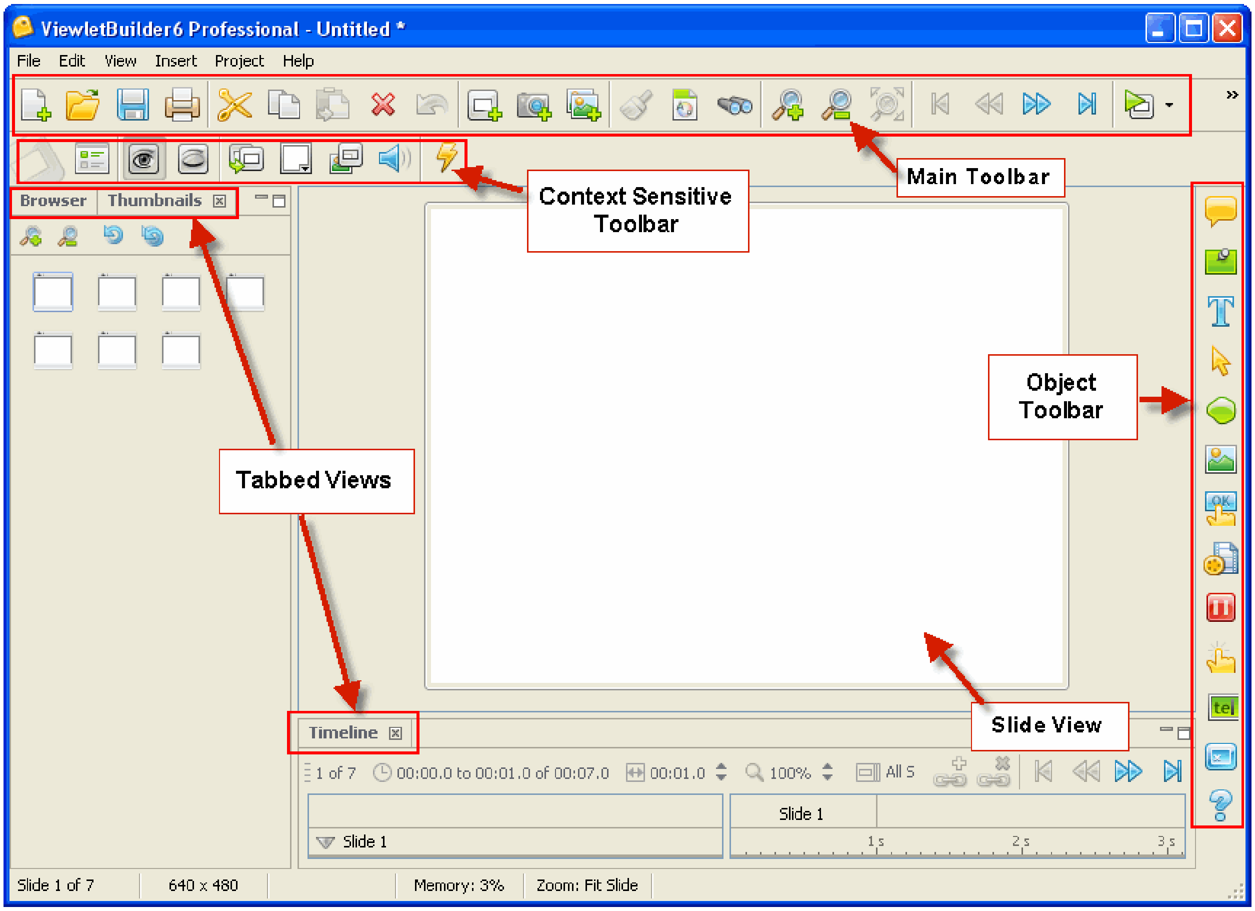
Menu Bar

Start Page

Bug Fixes in this Release:

Case 18453: Fixed out of memory error (heap space) that could happen during large manual capture sessions.

Example of ViewletBuilder6 Professional Interface – No Project Open


ViewletBuilder6 Professional - Untitled *
File
Edit
View
Insert
Project
Help
Main Toolbar
Context Sensitive Toolbar
Browser
Thumbnails
Object Toolbar
Tabbed Views
Slide View
Timeline
1 of 7
00:00.0 to 00:01.0 of 00:07.0
00:01.0
100%
All S
Slide 1
Slide 1
1 s
2 s
3 s
Slide 1 of 7
640 x 480
Memory: 3%
Zoom: Fit Slide

Example of ViewletBuilder6 Professional Interface – Project Open

- **Start Page**: The first screen you see when running ViewletBuilder6 Professional is the Start Page. This page displays quick links to commands you use most frequently. It also has links to your recently opened projects, tutorials, help and a dynamic news page.

- **Menu Bar**: This is the bar that sits right below the title bar and contains menu titles that reveal additional options. The menu bar offers access to: **File**, **Edit**, **View**, **Insert**, **Project** and **Help** operations.

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

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

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

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

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

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

Preferences

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

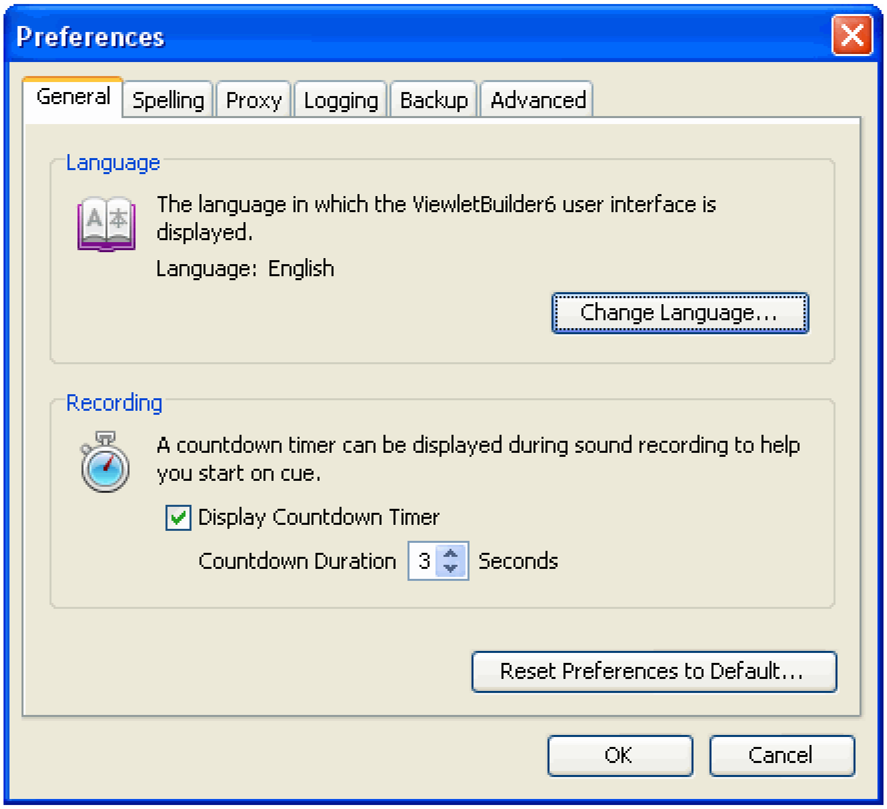
Note: You do not need to have a project open to set up preferences.

To set preferences in the:

General tab:

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

You can also specify some sound recording preferences in this tab.


Preferences
General
Spelling
Proxy
Logging
Backup
Advanced
Language
Change Language...
Recording
Reset Preferences to Default...
OK
Cancel

The language in which the ViewletBuilder6 user interface is displayed.

Language: English

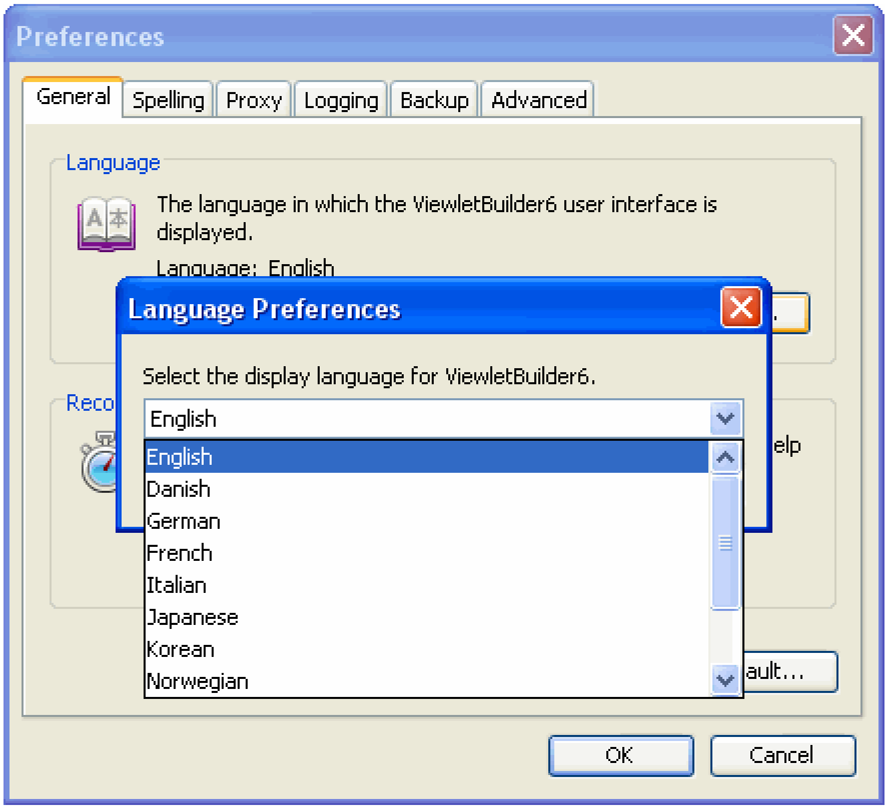
A countdown timer can be displayed during sound recording to help you start on cue.

☑ Display Countdown Timer

Countdown Duration 3 Seconds

- Select **Edit** > **Preferences** from the menu bar.
- Select the *General* tab.
    - In the *Language* area, click **Change Language**.
    - Select a language from the list.

- Click **OK**.


Preferences
General
Spelling
Proxy
Logging
Backup
Advanced
Language
Reco
Language Preferences
English
Danish
German
French
Italian
Japanese
Korean
Norwegian
elp
ault...
OK
Cancel

The language in which the ViewletBuilder6 user interface is displayed.

Language: English

Select the display language for ViewletBuilder6.

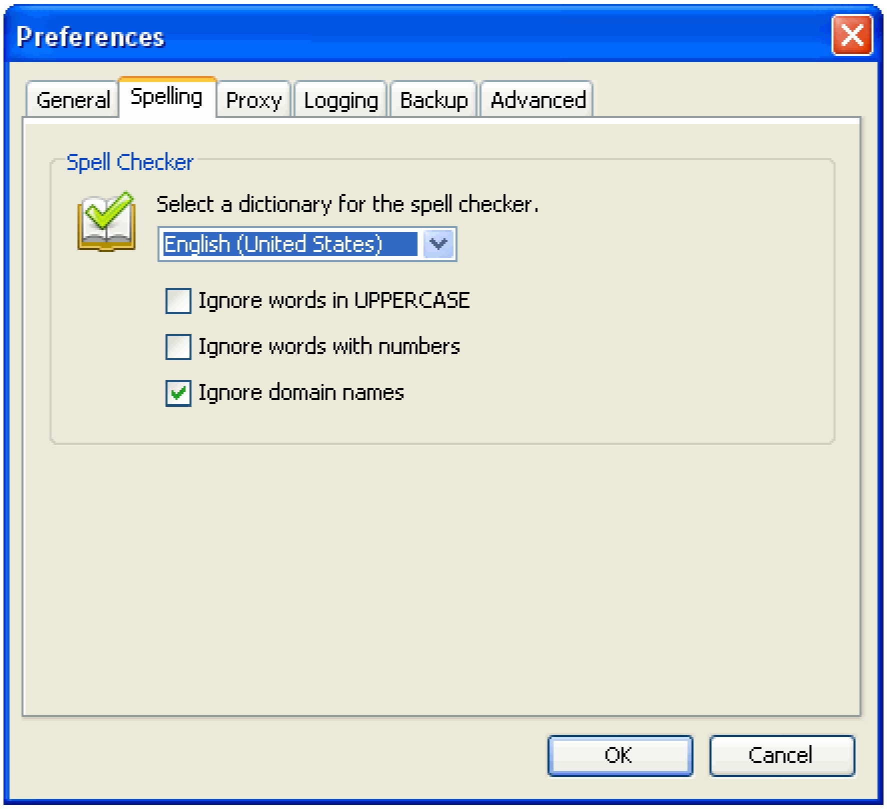
English

- In the *Recording* area, set audio recording options as needed to display a countdown.
- Click the **Reset Preferences to Default** to reset options in the *Preferences* window back to original settings at any time.

Spelling tab:

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

This *Spelling* tab allows you to specify the spelling dictionary that should be used.


Preferences
General
Spelling
Proxy
Logging
Backup
Advanced
Spell Checker
OK
Cancel

Select a dictionary for the spell checker.

English (United States)

☐ Ignore words in UPPERCASE

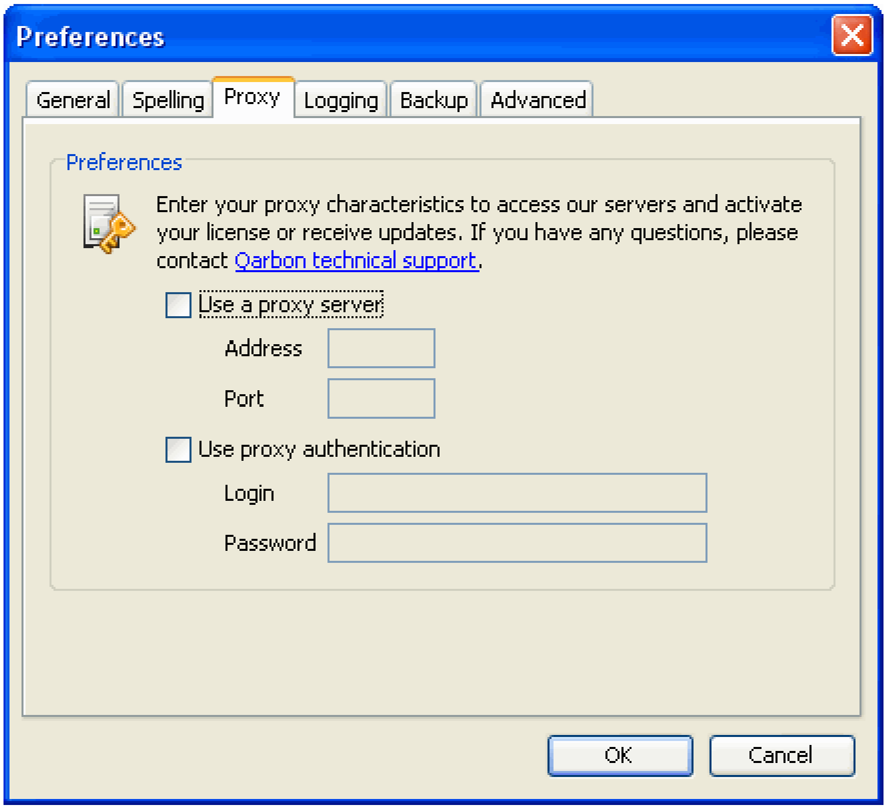
☐ Ignore words with numbers

☑ Ignore domain names

- Select the *Spelling* tab.
- Select a dictionary for the spell checker from the drop down list.
- Place a checkmark next to the additional spelling options as desired.

Proxy tab:

The Proxy tab is used to set up your proxy server. If you don't know what a proxy server is, chances are you don't need to worry about it. Some companies require the programs that access the Internet to log on through a proxy server. In this case your network administrator should have the information to fill out this preference screen.



Enter your proxy characteristics to access our servers and activate your license or receive updates. If you have any questions, please contact Qarbon technical support.

☐ Use a proxy server

Address

Port

☐ Use proxy authentication

Login

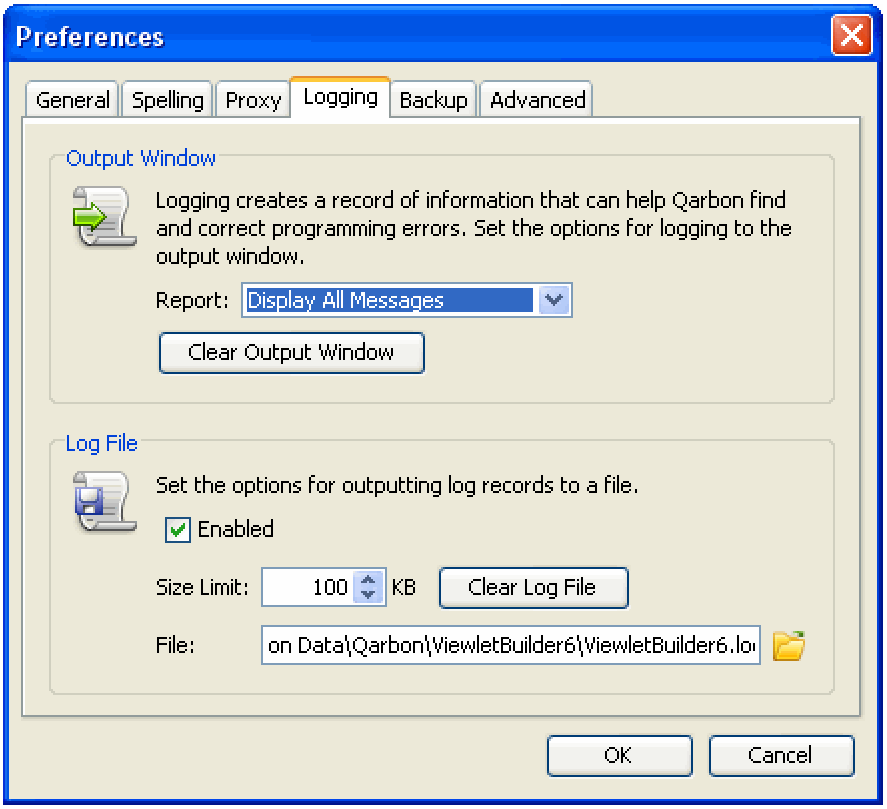
Password

- Select the *Proxy* tab.
- In the Preferences area, select your proxy options.
- Enter additional proxy information as required in the fields provided.

Logging tab:

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

The logging can be viewed in the Output tab, which can be viewed by selecting **View** > **Output** from the menu bar. It is also by default written to a log file. You should leave this option enabled and may be asked to send the log file to Qarbon Support if you are having issues.



Logging creates a record of information that can help Qarbon find and correct programming errors. Set the options for logging to the output window.

Report: Display All Messages

Set the options for outputting log records to a file.

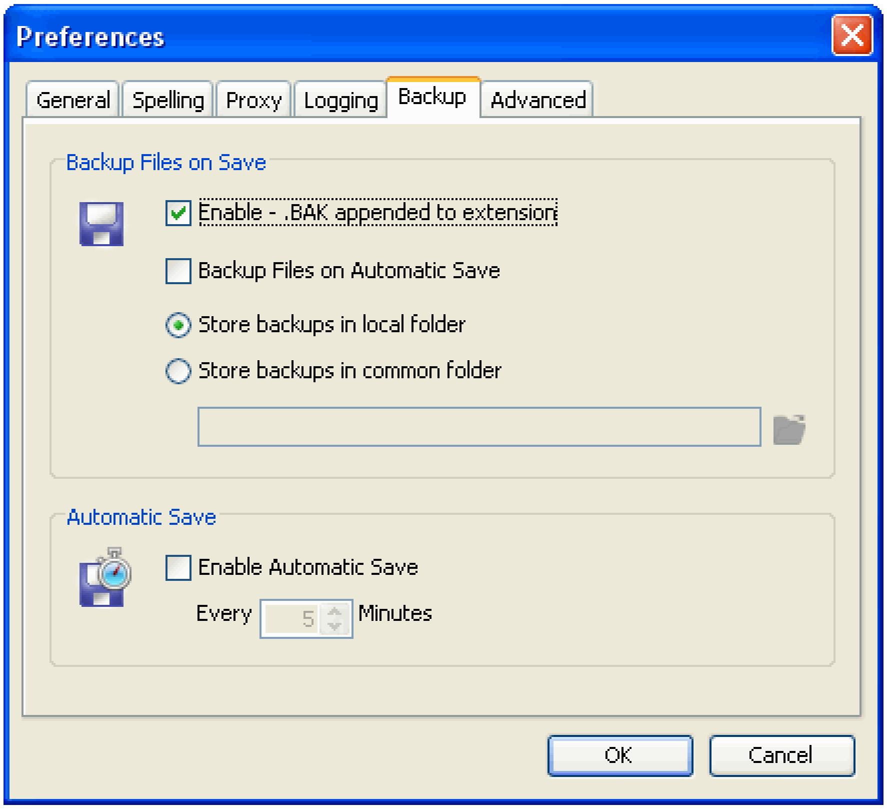
☑ Enabled

Size Limit: 100 KB

File: on Data\Qarbon\ViewletBuilder6\ViewletBuilder6.lo

- Select the *Logging* tab.
- In the Output Window area, select a Report option from the drop down list.
- Click **Clear Output Window** (this is a tabbed view that, if selected as a View option, displays below the slide area), to clear the information in this tabbed view.
- In the Log File area, select the **Enabled** check box to activate this feature to create log files.
- If enabling logging, choose a file size limit and file save location path.
- Click **Clear Log File** to clear old log files from your system.

Backup tab:



Backup Files on Save

☑ Enable - .BAK appended to extension

☐ Backup Files on Automatic Save

● Store backups in local folder

○ Store backups in common folder

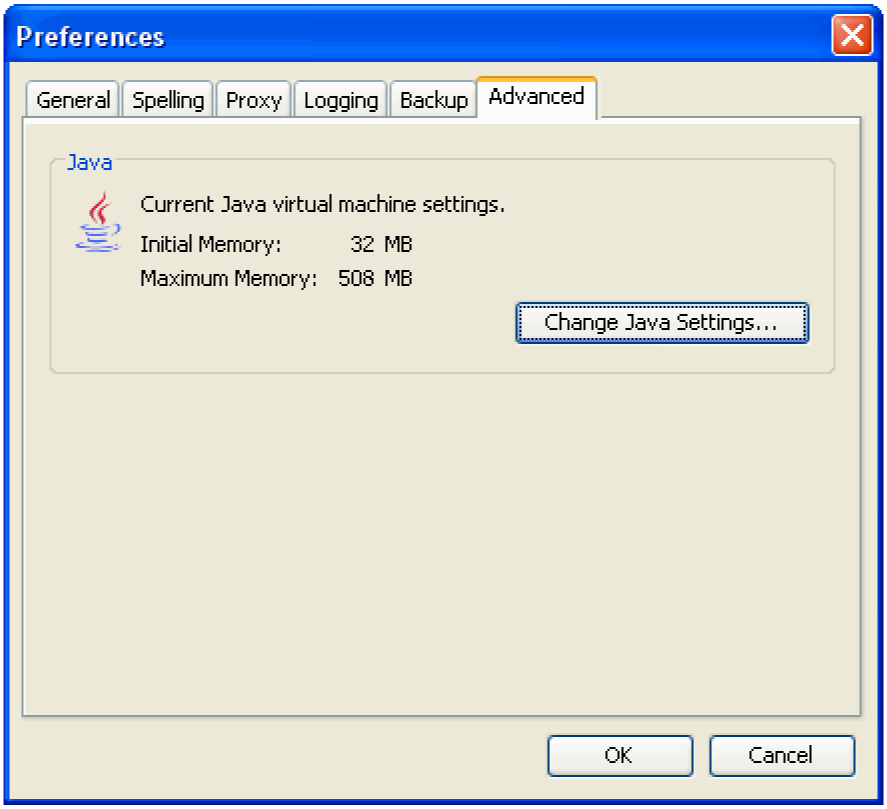
Automatic Save

☐ Enable Automatic Save

Every 5 Minutes

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

Advanced tab:

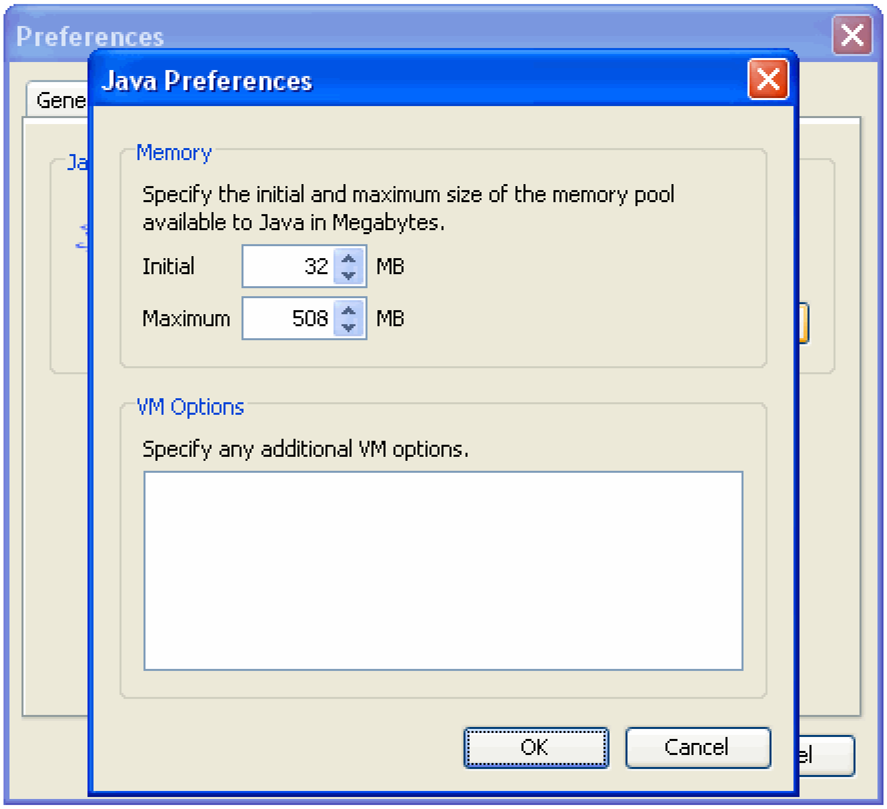

Preferences
General
Spelling
Proxy
Logging
Backup
Advanced
Java
Change Java Settings...
OK
Cancel

Current Java virtual machine settings.

Initial Memory: 32 MB

Maximum Memory: 508 MB

- Select the *Advanced* tab.
- View the *Java* settings or click the **Change Java Settings** button.



Memory

Specify the initial and maximum size of the memory pool available to Java in Megabytes.

Initial 32 MB

Maximum 508 MB

VM Options

Specify any additional VM options.

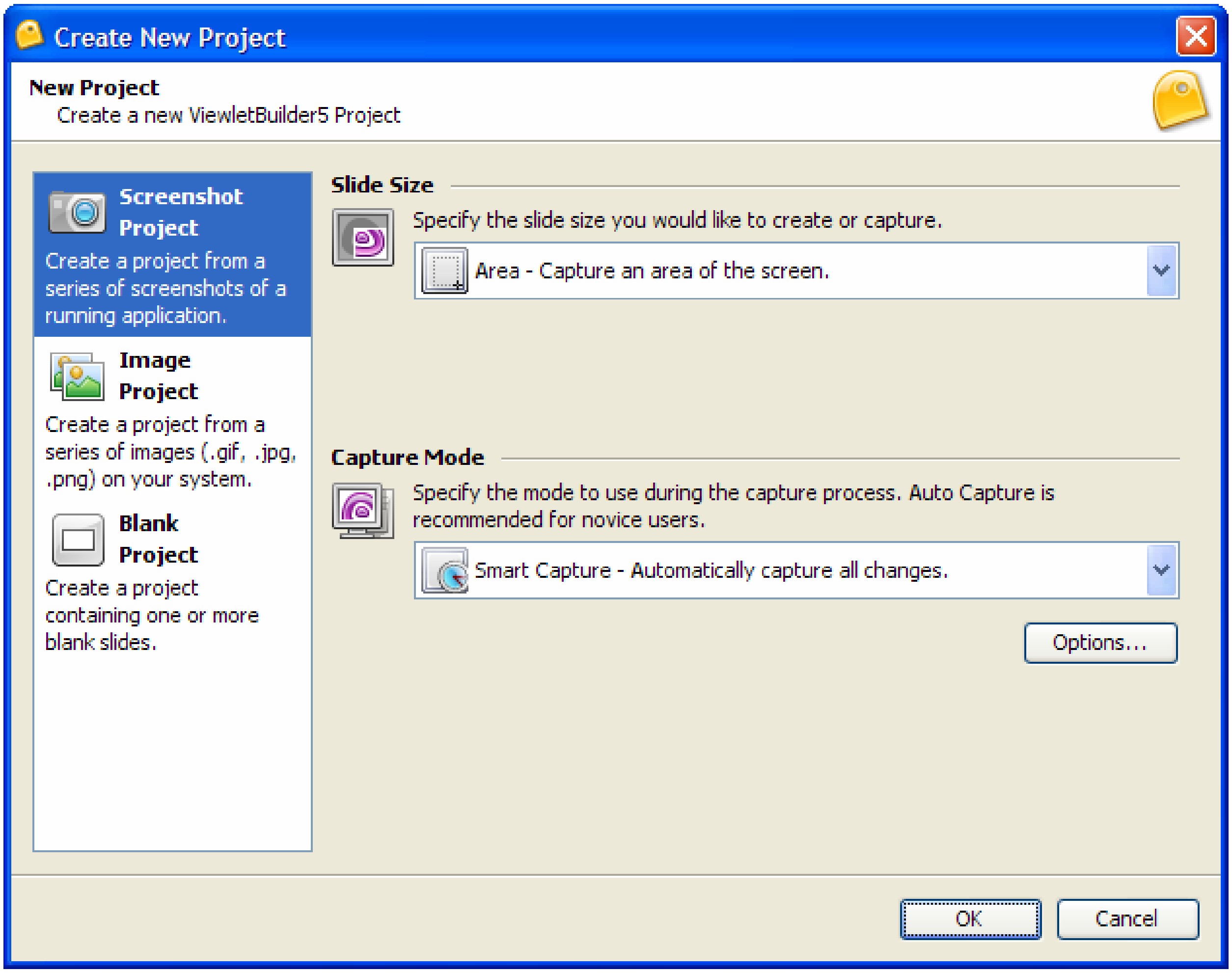
- A *Java Preferences* window displays where you can make selections.
- In the *Memory* area, set a value for minimum and maximum amount of memory that ViewletBuilder6 Professional may use.
- In the *VM Options* area, enter additional options as needed.
- Click **OK** to save options.

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

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

Screenshot Project

ViewletBuilder6 Professional has the ability to create a project from a series of screenshots of a running application. Screenshot projects can be captured in various sizes (custom, standard, full screen, and more), and using various screen resolutions. There are two capture modes available: Smart Capture for automatic captures and Manual Capture for full capture control.



Create a new ViewletBuilder5 Project

Screenshot Project Create a project from a series of screenshots of a running application.

Image Project Create a project from a series of images (.gif, .jpg, .png) on your system.

Blank Project Create a project containing one or more blank slides.

Slide Size

Specify the slide size you would like to create or capture.

Area - Capture an area of the screen.

Capture Mode

Specify the mode to use during the capture process. Auto Capture is recommended for novice users.

Smart Capture - Automatically capture all changes.

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

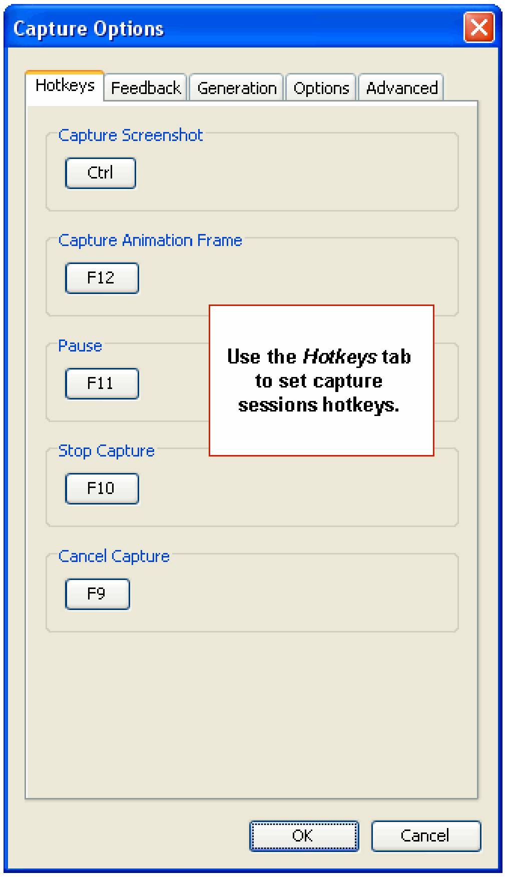
2. Select the **Screenshot Project** option.

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

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

4. Select a **Capture Mode** from the drop down list.
    - Manual Capture: Capture screenshots using a predefined hotkey.
    - Smart Capture: Capture screenshots automatically.

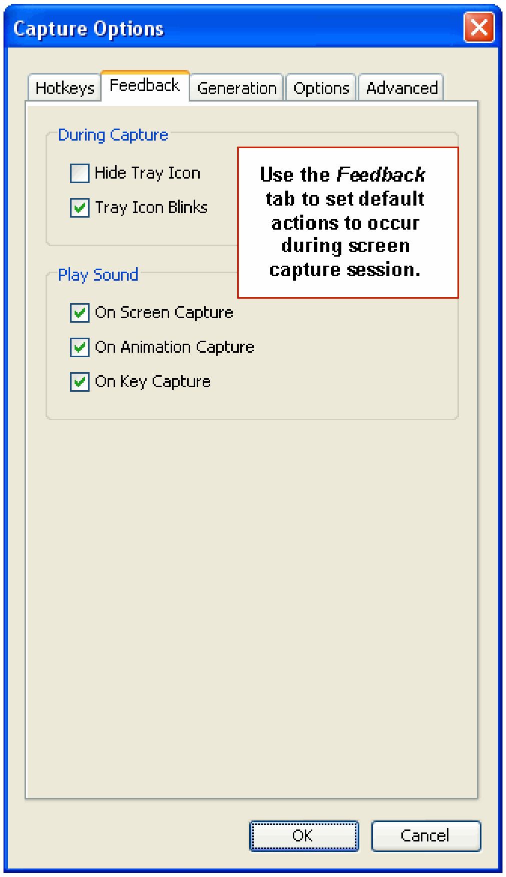
5. Set up capture mode **Options** and click **OK** to apply.
   - Click the **Options** button (located below the capture modes drop down list).
   - In the *Capture Options* window, in the:
     a. *Hotkeys* tab: Click a button and when it starts to blink, press the desired hotkey to replace for capturing screenshots, animation frames, to pause or continue, stop capture and cancel screenshot captures.


Capture Options
Hotkeys
Feedback
Generation
Options
Advanced
OK
Cancel

Capture Screenshot: Ctrl
Capture Animation Frame: F12
Pause: F11
Stop Capture: F10
Cancel Capture: F9

Use the *Hotkeys* tab to set capture sessions hotkeys.

b. *Feedback* tab: In the During Capture area, select/deselect options for status window and tray icon behaviors. In the Play Sound area, select options for when to play sound during captures.


Capture Options
Hotkeys
Feedback
Generation
Options
Advanced
OK
Cancel

During Capture

☐ Hide Tray Icon

☑ Tray Icon Blinks

Play Sound

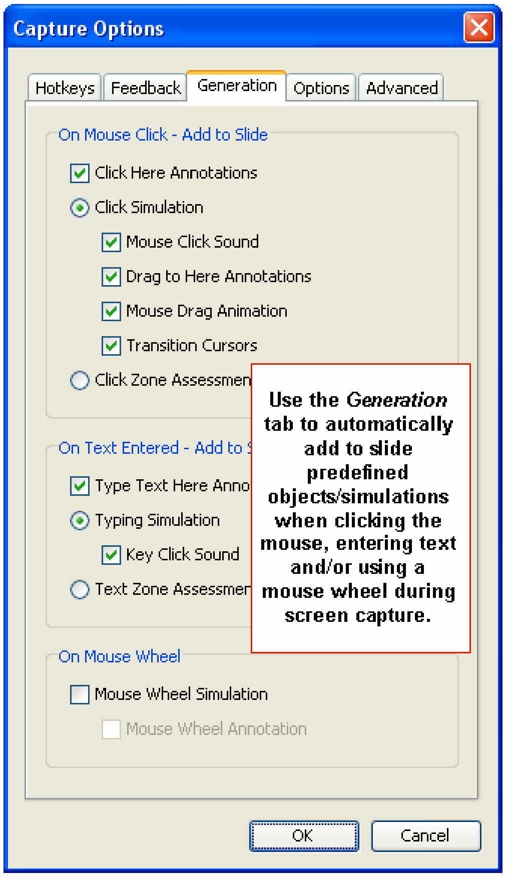
☑ On Screen Capture

☑ On Animation Capture

☑ On Key Capture

Use the *Feedback* tab to set default actions to occur during screen capture session.

c. *Generation* tab: Make selections for Add to Slide options for On Mouse Click, On Text Entered and On Mouse Wheel activities during screen captures.



On Mouse Click - Add to Slide

☑ Click Here Annotations

● Click Simulation

  ☑ Mouse Click Sound
  ☑ Drag to Here Annotations
  ☑ Mouse Drag Animation
  ☑ Transition Cursors

○ Click Zone Assessmen

On Text Entered - Add to S

☑ Type Text Here Anno

● Typing Simulation

  ☑ Key Click Sound

○ Text Zone Assessmen

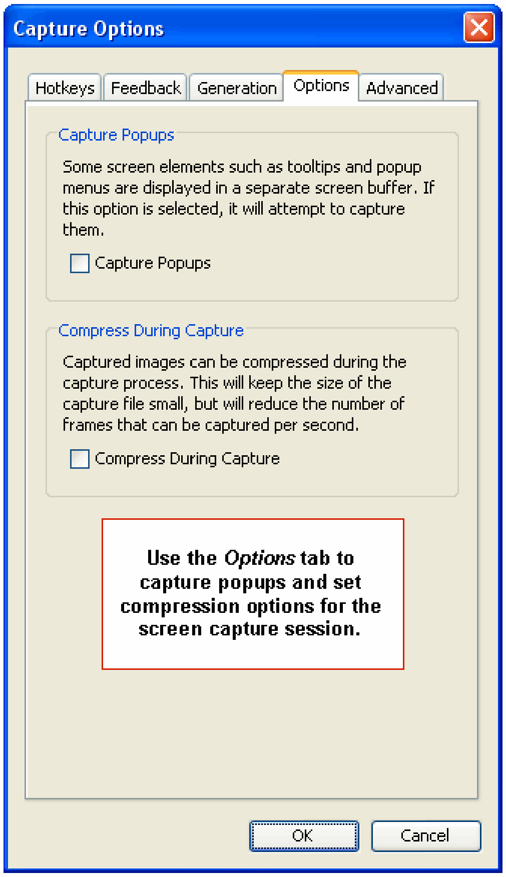
On Mouse Wheel

☐ Mouse Wheel Simulation

  ☐ Mouse Wheel Annotation

Use the *Generation* tab to automatically add to slide predefined objects/simulations when clicking the mouse, entering text and/or using a mouse wheel during screen capture.

d. *Options* tab: In the Capture Popups area, select the check box to capture popup hints and tooltips during the capture session. To make the capture file size smaller, select the Compress During Caption option.



Capture Popups

Some screen elements such as tooltips and popup menus are displayed in a separate screen buffer. If this option is selected, it will attempt to capture them.

☐ Capture Popups

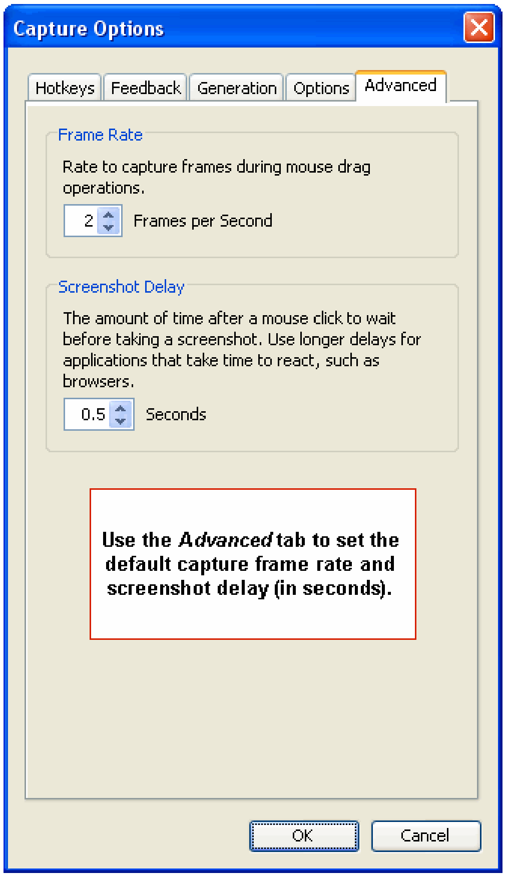
Compress During Capture

Captured images can be compressed during the capture process. This will keep the size of the capture file small, but will reduce the number of frames that can be captured per second.

☐ Compress During Capture

Use the *Options* tab to capture popups and set compression options for the screen capture session.

e. *Advanced* tab: Set the frame rate for capturing animation frames during drag and drop operations and screenshot delay to wait before taking a screenshot.



Frame Rate

Rate to capture frames during mouse drag operations.

2 Frames per Second

Screenshot Delay

The amount of time after a mouse click to wait before taking a screenshot. Use longer delays for applications that take time to react, such as browsers.

0.5 Seconds

Use the *Advanced* tab to set the default capture frame rate and screenshot delay (in seconds).

6. Once the slide size and capture mode are set, click **OK** to start the screenshot process. Depending upon the slide size chosen, you may be prompted to define an area of the window or a specific window to capture before starting. Depending upon the capture mode, you capture screenshots manually using your hotkey choice or the system will capture screenshots automatically using the smart capture mode.

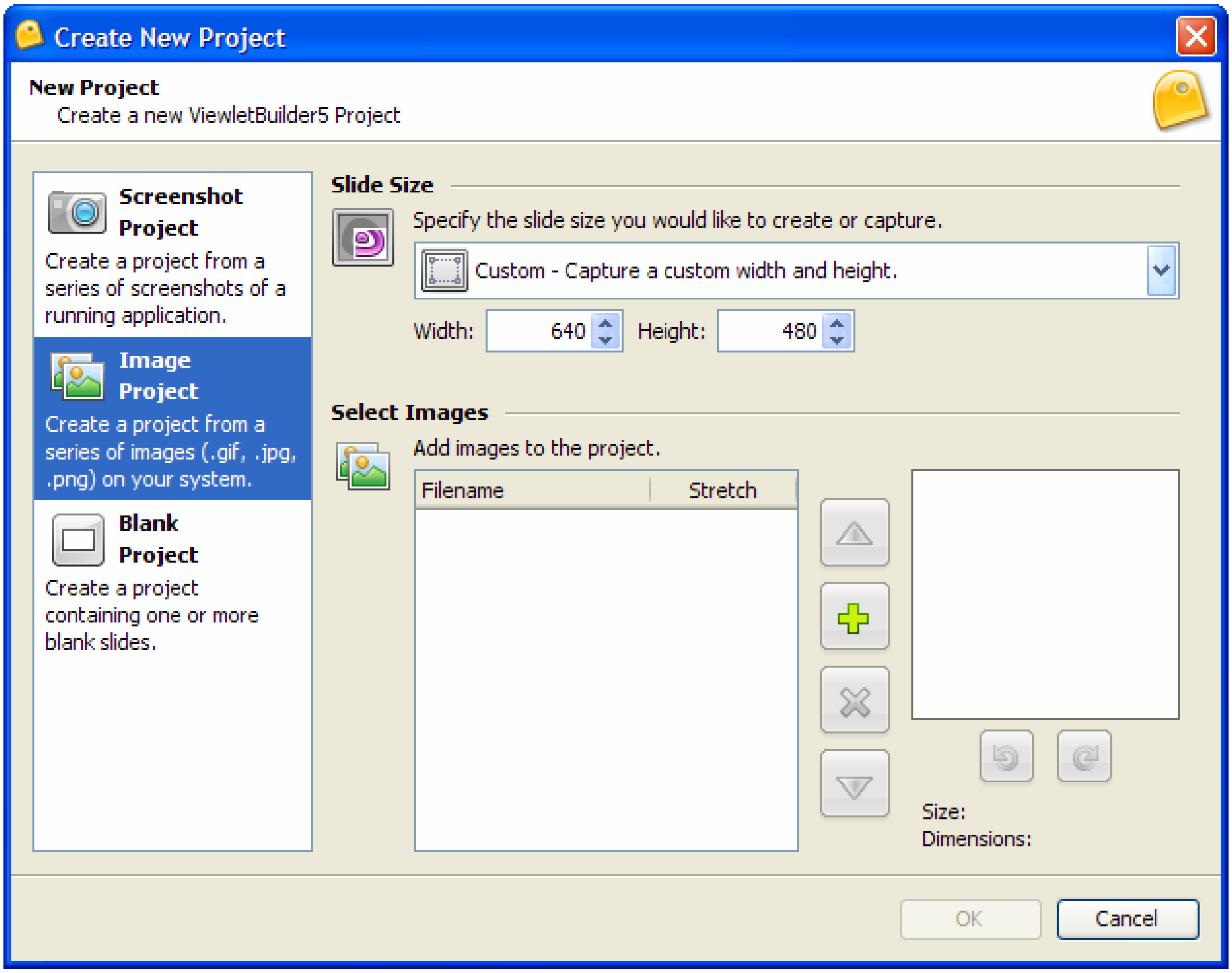
7. Click the ViewletBuilder 6 Professional icon in the system tray to choose options for pausing, ending or changing options during a screenshot session. Click **Stop** to end the screenshot session.

8. Once you stop (not cancel) a screenshot session, ViewletBuilder 6 Professional will render your screenshots as a series of slides ready for editing.

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

Image Project

Create a project from a series of images on your system or from an available storage device. Supported image formats include .jpeg, .gif, .tiff, .jpg, .png and .bmp. Images are embedded on slides as background images.



Create New Project

New Project

Create a new ViewletBuilder5 Project

Screenshot Project
Create a project from a series of screenshots of a running application.

Image Project
Create a project from a series of images (.gif, .jpg, .png) on your system.

Blank Project
Create a project containing one or more blank slides.

Slide Size
Specify the slide size you would like to create or capture.
Custom - Capture a custom width and height.
Width: 640 Height: 480

Select Images
Add images to the project.

Filename	Stretch

Size:
Dimensions:

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

2. Select the **Image Project** option.

3. Specify a **Slide Size** by selecting an option from the drop down list. There are two options available.
   - Custom: Choose a custom width and height.

- Standards: Select a predefined standard size from the drop down list or create a new one.
    a. New Standard: Click the green plus symbol, enter the information in the *Standard Resolution* window and click **OK** to add it to the list.
    b. Modify a Standard: Select a size from the drop down list. Click the pencil icon and modify the information in the *Standard Resolution* window. Click **OK** to apply.
    c. Delete a Standard: Select a size from the drop down list and click the red 'X' icon. In the *Delete Standard* window, click **Yes**.

4. Add images to the project by clicking the green plus icon. In the Select Images *Files* window, locate and select one or more image files and click **Open**.

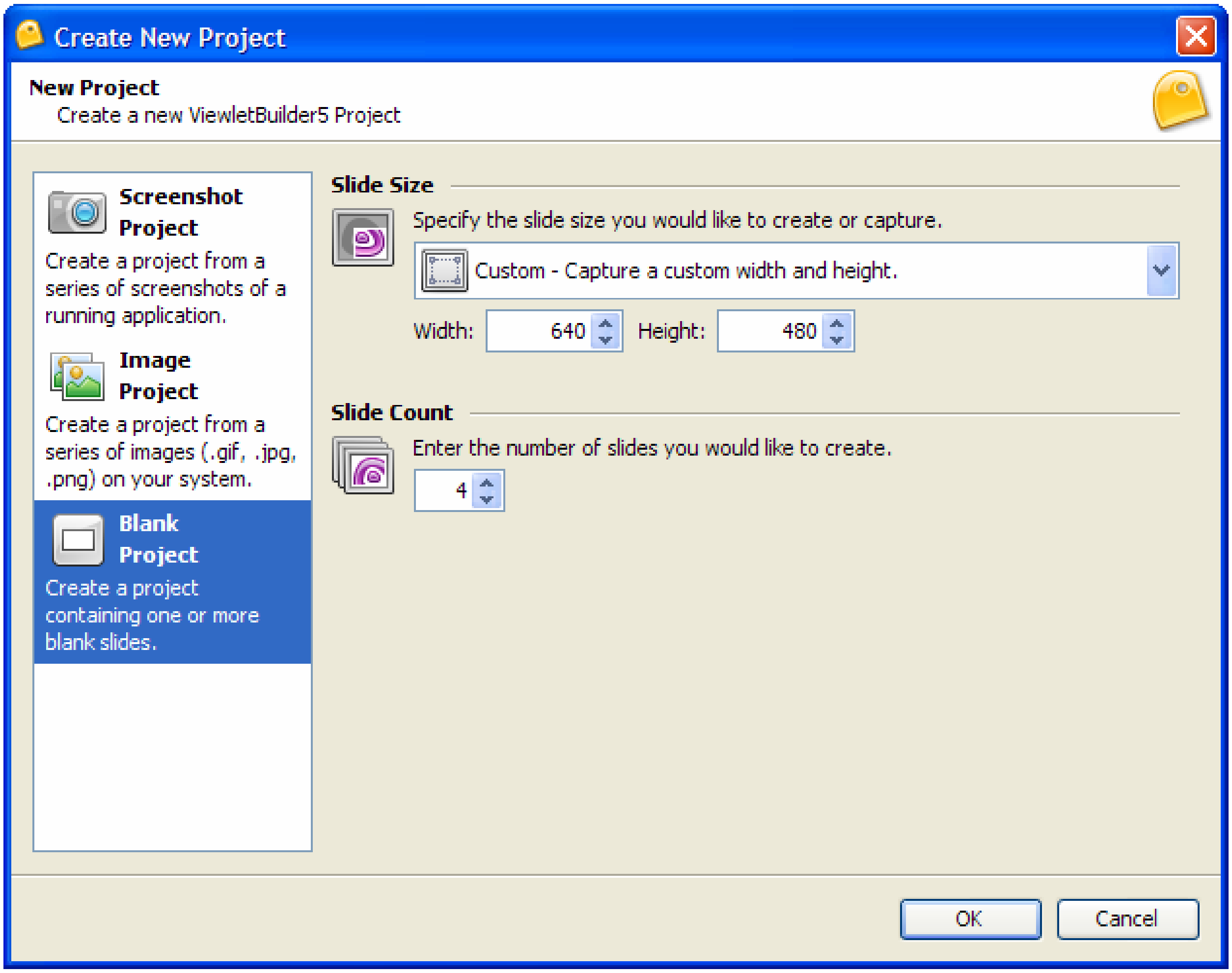
5. A list of image files will display. To work with the image list before creating the new project:
    - Click the **Filename** column header to sort the files by name in ascending/descending order.
    - Select the **Stretch** check box option to have the image stretched to fill the entire slide background.
    - Select a file and click either the up or down arrow (to the right of the list) to move the file up or down in the list.
    - To add more files to the list, click the green plus icon.
    - To remove a file from the list (not from the computer), click the red 'X' icon.
    - To preview an image, select it in the list and view the preview panel.
    - To rotate an image, select it and click one of the curved arrows below the preview pane to rotate the image as desired. This rotation orientation will be the position used when the image is embedded as a slide background.
    - To view the size and dimensions of an image, select it in the list and view the information before the preview pane.

6. Click **OK** and the images will be embedded as slide backgrounds ready for editing.

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

Blank Project

Create a project containing one or more blank slides. This option is a great starting point for authors who want to create projects using a blank template.



Create New Project

New Project

Create a new ViewletBuilder5 Project

Screenshot Project
Create a project from a series of screenshots of a running application.

Image Project
Create a project from a series of images (.gif, .jpg, .png) on your system.

Blank Project
Create a project containing one or more blank slides.

Slide Size

Specify the slide size you would like to create or capture.

Custom - Capture a custom width and height.

Width: 640 Height: 480

Slide Count

Enter the number of slides you would like to create.

4

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

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

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

   a. New Standard: Click the green plus symbol, enter the information in the *Standard Resolution* window and click **OK** to add it to the list.
   b. Modify a Standard: Select a size from the drop down list. Click the pencil icon and modify the information in the *Standard Resolution* window. Click **OK** to apply.
   c. Delete a Standard: Select a size from the drop down list and click the red 'X' icon. In the *Delete Standard* window, click **Yes**.

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

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

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

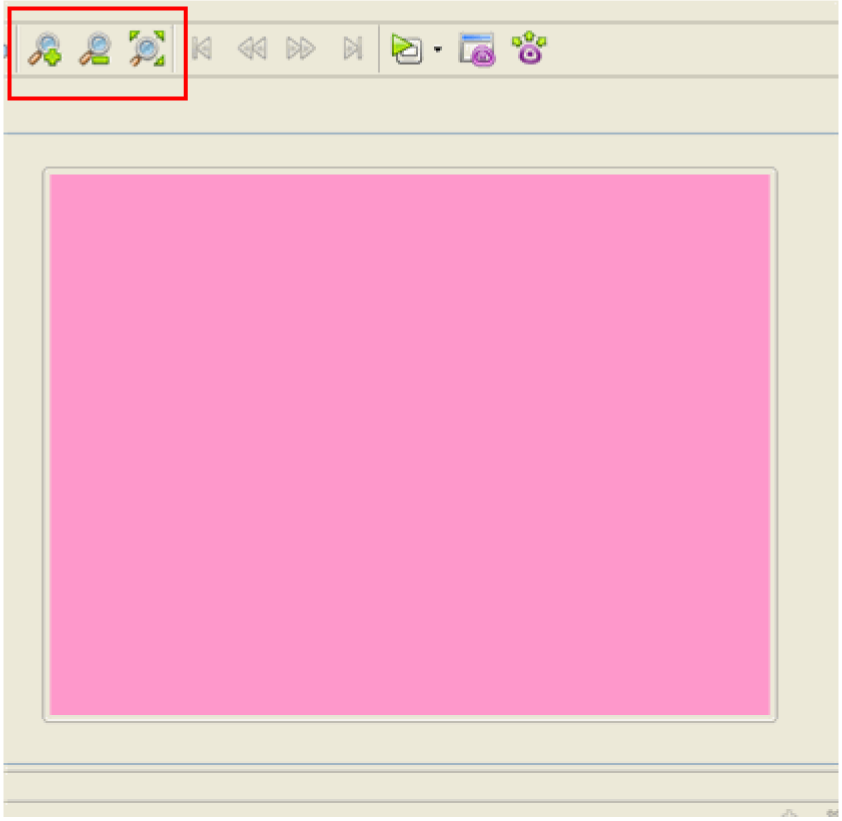
Slide View and Thumbnail View

If you have worked with ViewletBuilder in previous versions, there were two main views, Slide View and Thumbnail View. Both views are available in ViewletBuilder 6 Professional, but with some very powerful options. Let's take a brief look at each.

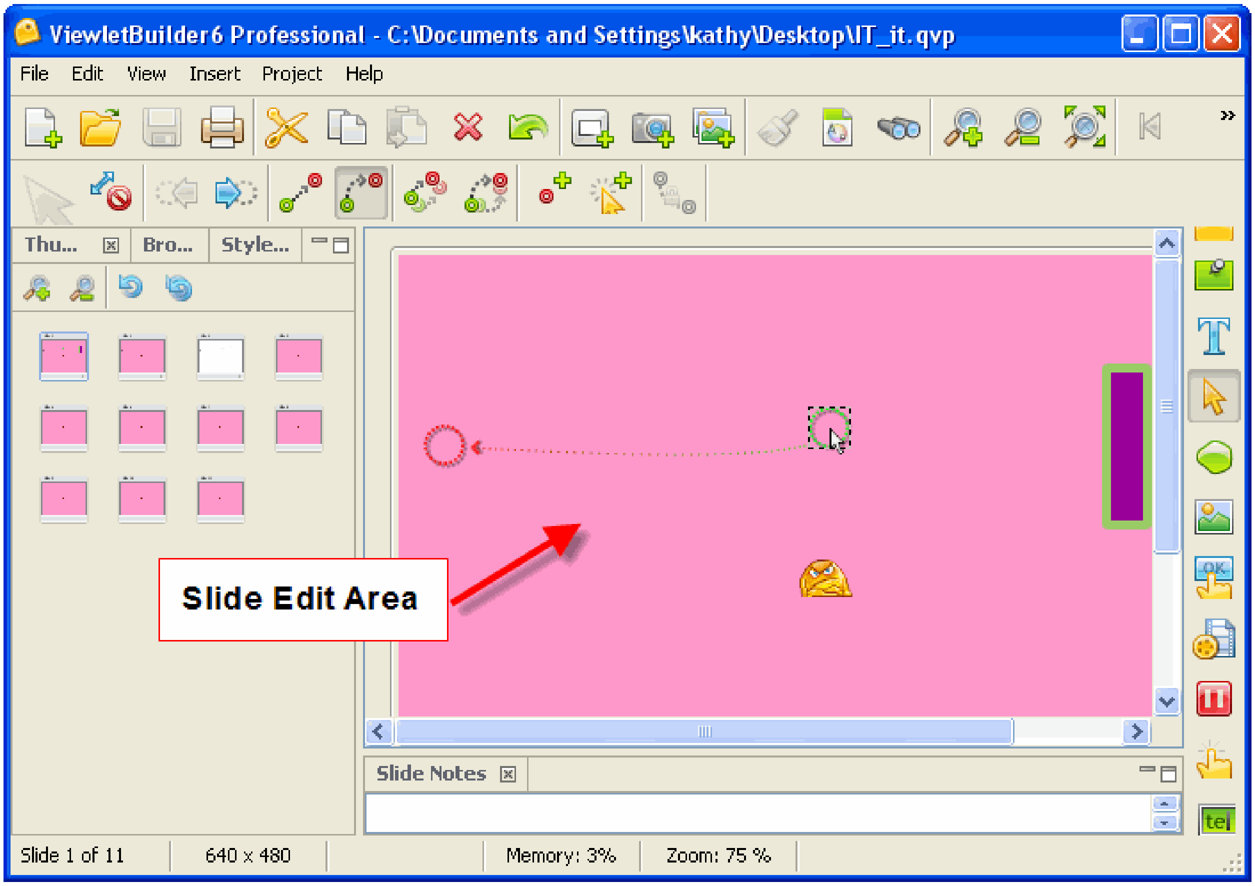
Slide View

The slide view is the area where you directly add objects to a slide and edit them. This is normally referred to as the main editing area of a project and where you will probably spend most of your time while working with a slide.

The main slide area can be resized by dragging the edges of the slide areas panels or by closing one or more tabbed views. The main slide area can be resized by dragging the edges of the slide areas panels or by closing one or more tabbed views. Or, you can use the various **Zoom** toolbar buttons to quickly zoom in/out or fit to size.



Tasks performed while working in the slide view area vary and are explained in further details throughout this manual.

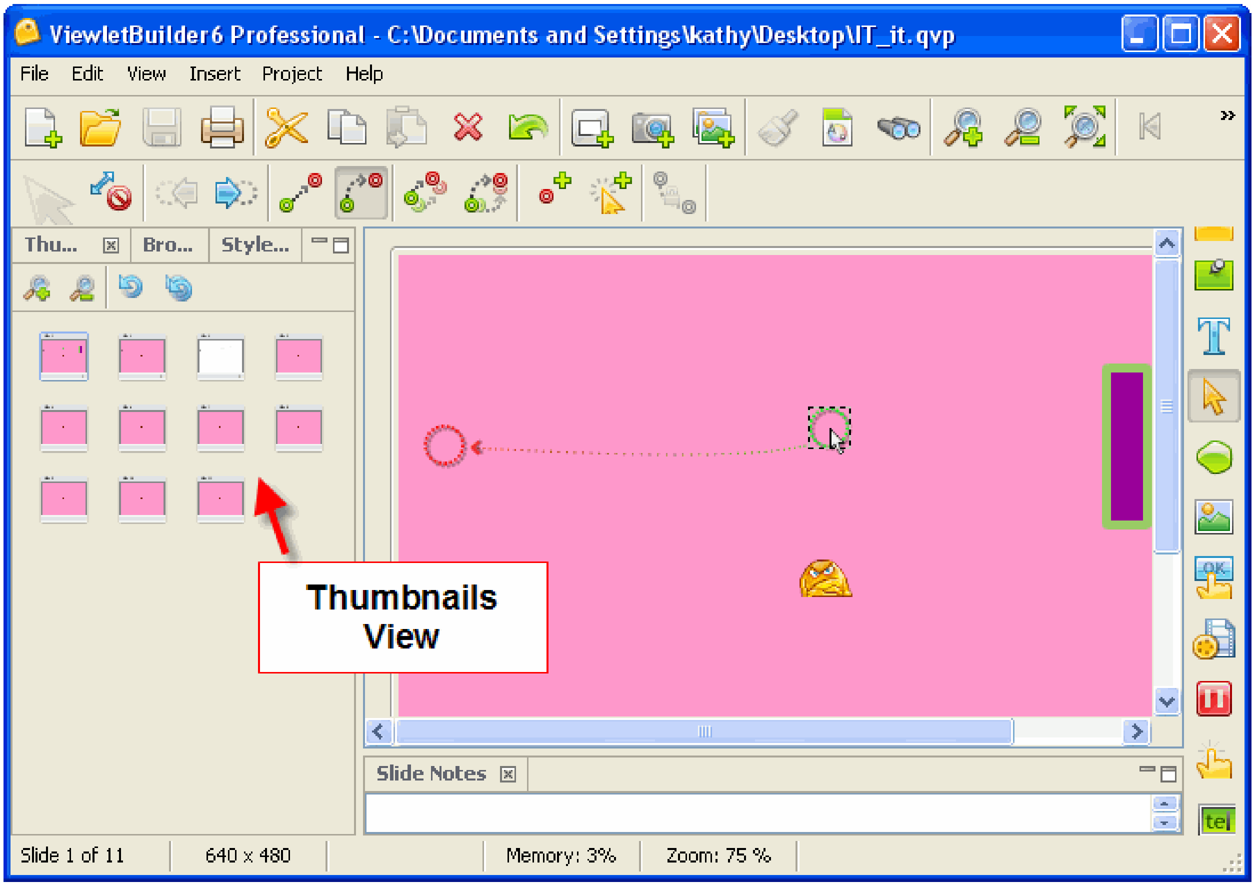

ViewletBuilder6 Professional - C:\Documents and Settings\kathy\Desktop\IT_it.qvp
File
Edit
View
Insert
Project
Help
Thu...
Bro...
Style...
Slide Edit Area
Slide Notes
Slide 1 of 11
640 x 480
Memory: 3%
Zoom: 75 %

Thumbnail View

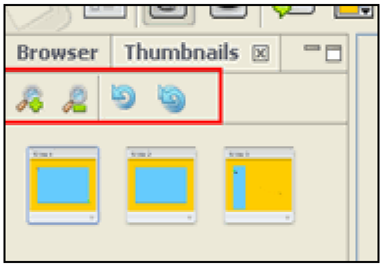
The thumbnail view allows you to view all the slides in the entire project. These slides are rendered as thumbnails. Various tasks can be performed while viewing thumbnails including moving slides around in the project, deleting slides, adding features to multiple slides, etc.

While in thumbnail view, you can use the zoom in and zoom out buttons to increase/decrease the size of the thumbnails. You can rename the slide by clicking on the thumbnail title. The bottom of the thumbnail contains various icons representing the kind of elements on that slide.

Slide View and Thumbnail View


ViewletBuilder6 Professional - C:\Documents and Settings\kathy\Desktop\IT_it.qvp
File
Edit
View
Insert
Project
Help
Thu...
Bro...
Style...
Thumbnails View
Slide Notes
Slide 1 of 11
640 x 480
Memory: 3%
Zoom: 75 %

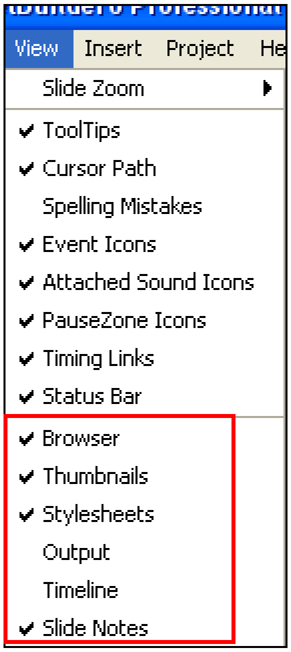
Quick Tip: Use the **Refresh** and **Refresh All** buttons to ensure all thumbnails are in sync with their slide.


Browser
Thumbnails

If you need further information about these features, please email support@qarbon.com, or visit the Help section of our web site (www.qarbon.com).

Tabbed Views – Brief Introduction

ViewletBuilder 6 Professional offers authors control over customizing various workspace views. These options are called Tabbed Views. While in slide view, these tabs display to the left of the slide or below, depending on the selection. Each view can be displayed or hidden as desired and are used for specific operations. If you would like to relocate one of these views, grab the tab with your mouse and move it to the left, right or bottom areas of your screen.


View
Insert
Project
He
Slide Zoom
✔ ToolTips
✔ Cursor Path
Spelling Mistakes
✔ Event Icons
✔ Attached Sound Icons
✔ PauseZone Icons
✔ Timing Links
✔ Status Bar
✔ Browser
✔ Thumbnails
✔ Stylesheets
Output
Timeline
✔ Slide Notes

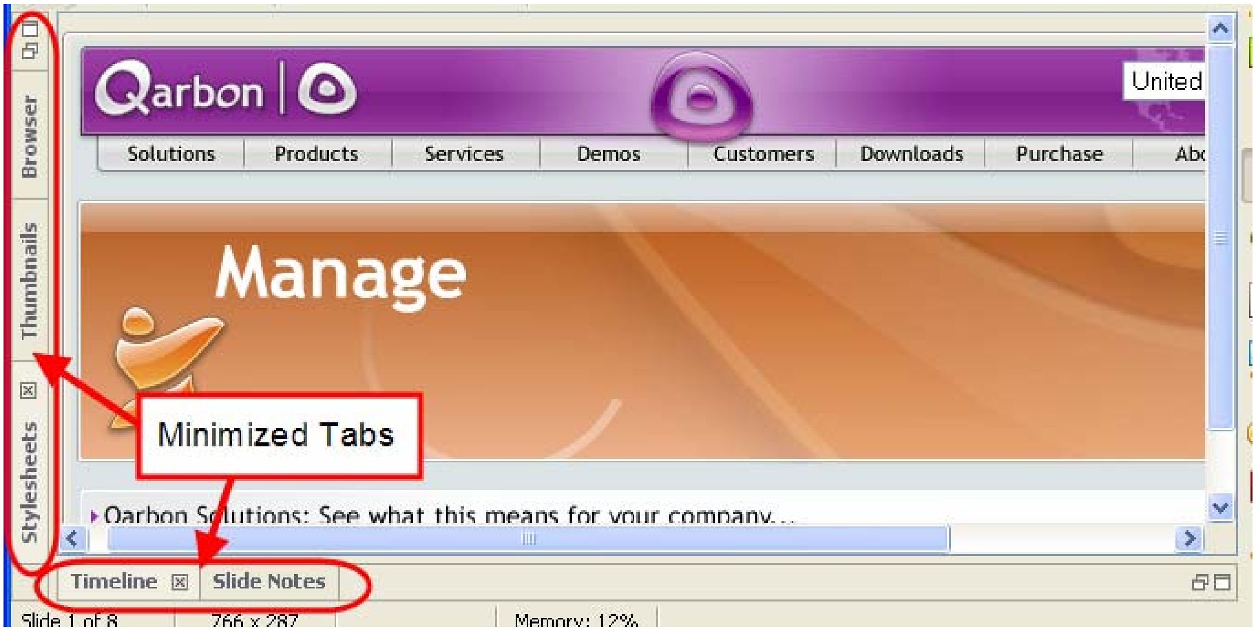
To view a list of available tabbed views:

- Select **View** from the menu bar.
- Select a tabbed view to display. If a view selection is already checked in the menu, select it to remove the checkmark to hide it.

Each tabbed view has buttons to expand or minimize/maximize the tab(s):

- Select the **Expand** ☐ button on the tab to see the tab in full view.
- Select the **Minimize** ▭ button on the tab to minimize all active tabs.
- Select the **Maximize** ❐ button on the tab to maximize all active tabs.

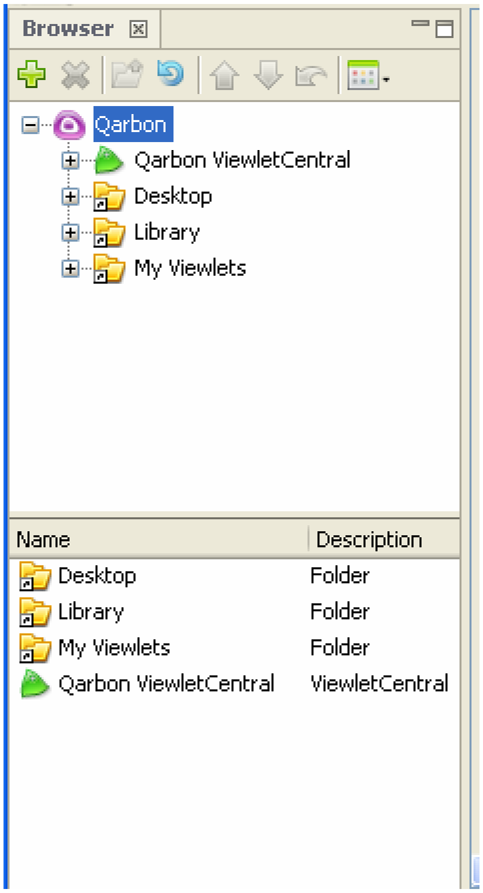
View of minimized tabs:


Browser
Thumbnails
Stylesheets
Qarbon
United
Solutions
Products
Services
Demos
Customers
Downloads
Purchase
Manage
Minimized Tabs
Qarbon Solutions: See what this means for your company...
Timeline
Slide Notes
Slide 1 of 8
766 x 287
Memory: 12%

.

Browser Tabbed View

This tabbed view allows you to easily organize, access and manage the resources that are available to you while you author your Viewlets. You can open projects, drag and drop images and movies, add publishing targets, delete files or folders, and view statistics of your Viewlets published on ViewletCentral.



Name	Description
Desktop	Folder
Library	Folder
My Viewlets	Folder
Qarbon ViewletCentral	ViewletCentral

To display the *Browser* tab:

- If the browser tab is not in view to the left of the slide area, select **View** from the menu bar.
- Select **Browser** from the drop down list.

To add a publishing target:

- Click the **Add** (green plus) icon.
- Select a publishing target from the drop down list.
    1. Local or network folder: Select a folder and click **Select Folder** to add it to the list in the *Browser* tab while in ViewletBuilder 6 Professional.
    2. Add FTP server: Fill in the required information in the *FTP Server* window and click **OK**.

3. Add Corporate ViewletCentral: In the window that displays, enter the requested information. If you do not have this available, contact your ViewletCentral Administrator. Click **OK**.

To delete files or folders from the list (not from the system):

- Select the file or folder.
- Click the **Delete** icon (red 'X') on the *Browser* toolbar.
- A *Delete* confirmation will appear. Click **Yes**.

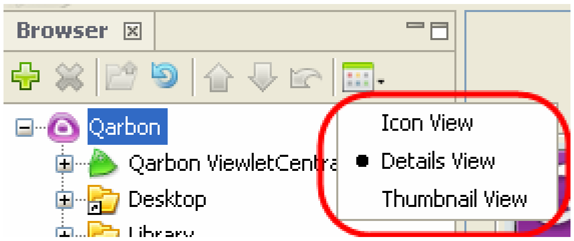
To navigate through files and folders:

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

To refresh the list of files and folder:

- Click the blue circular arrow on the toolbar to refresh the current files and folders being viewed.

To change views of how files and folders are displayed:



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

To expand/collapse the Browser view:

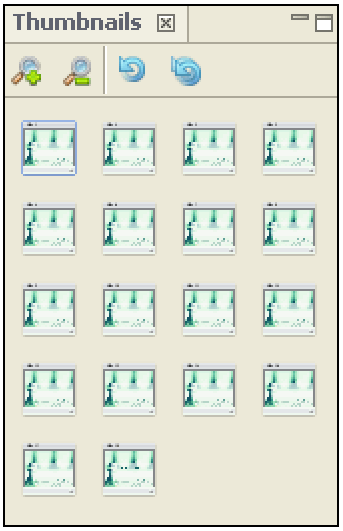
- Click on the slide icon to the right of the tab to expand the view.
- Click the double slide icon to minimize the tab view.

To close/hide the Browser tab:

- Select **View** from the menu options and deselect **Browser** from the drop down list, or
- Click the small ‘x’ in the right corner of the Browser tab.

Thumbnails Tabbed View

This tab appears to the left of the slide editing area and displays thumbnails of all the slides in the current project. Thumbnails can be resized in this view and the tab expanded to take advantage of additional operations performed in Thumbnail View such as moving slides, performing the same operation on multiple slides, etc.



To display the *Thumbnails* tab:

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

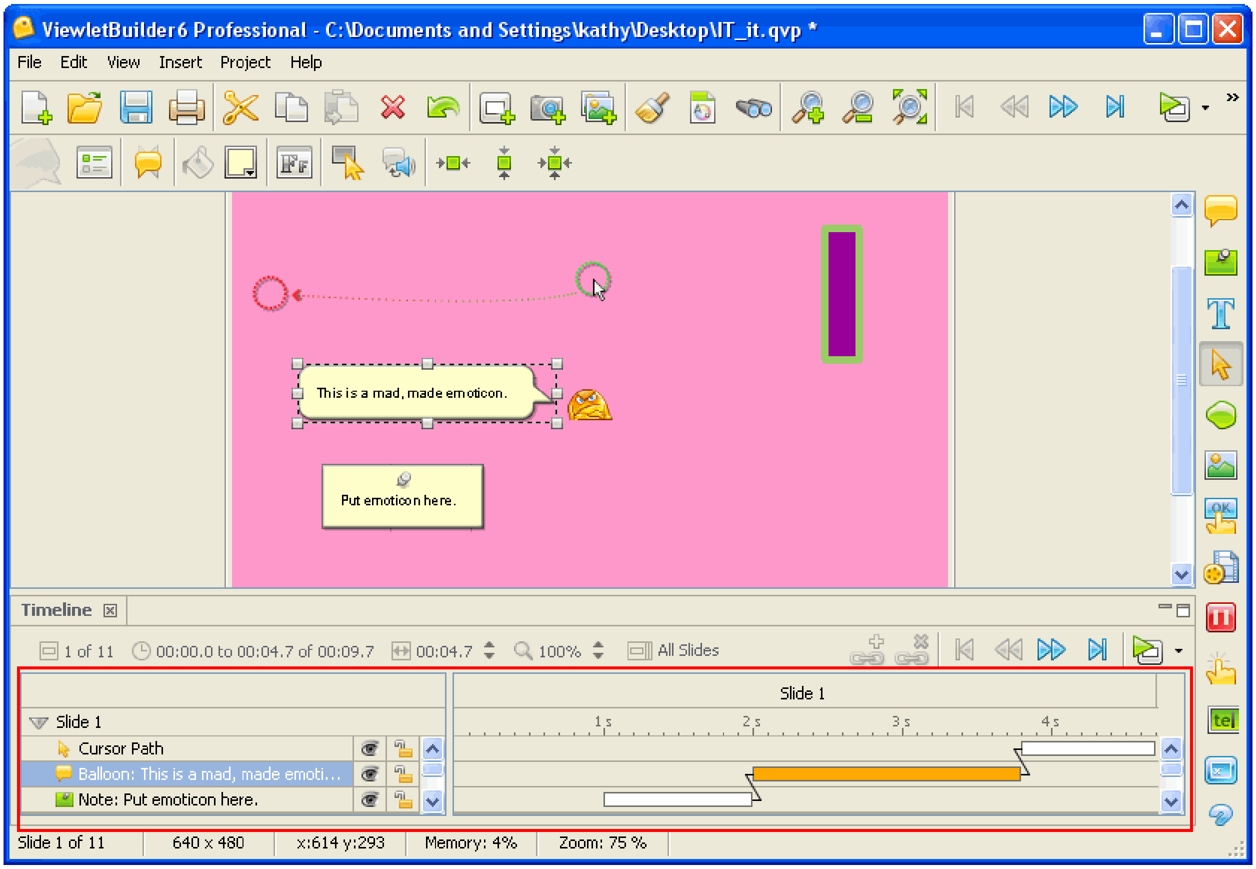
To expand/minimize the tab:

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

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

Timeline Tabbed View

The Timeline appears across the bottom by default. It allows you to manage the start and duration times of all elements on your slide. Let creativity flow and productivity increase as you hide, view, modify, and lock layers along the Timeline. Using the play head feature, scrub the Timeline or follow it as you automatically play back sections of your project.


ViewletBuilder6 Professional - C:\Documents and Settings\kathy\Desktop\IT_it.qvp *
File
Edit
View
Insert
Project
Help
This is a mad, made emoticon.
Put emoticon here.
Timeline
1 of 11
00:00.0 to 00:04.7 of 00:09.7
00:04.7
100%
All Slides
Slide 1
1 s
2 s
3 s
4 s
Slide 1
Cursor Path
Balloon: This is a mad, made emoti...
Note: Put emoticon here.
Slide 1 of 11
640 x 480
x:614 y:293
Memory: 4%
Zoom: 75 %

To display the *Timeline* tab:

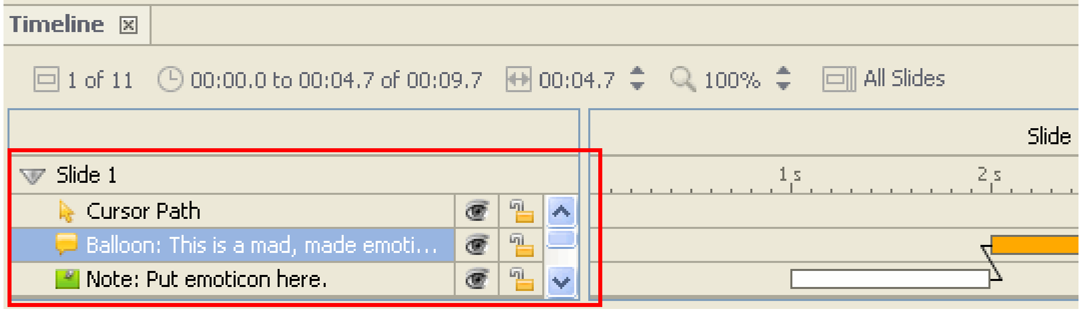
- Select **View** from the menu bar.
- Select **Timeline** from the drop down list. The *Timeline* tab will appear below the slide editing area.
- Click the triangle to expand the Timeline open and closed as needed.

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

Timeline Tabbed View

The Timeline contains the following features:

Layers
The left side of the Timeline displays all the elements on the slide. Each element exists in a layer. Elements in higher layers will overlap elements in lower layers. The Layers maybe be expanded or collapsed via the arrow to the left of the slide title.



To expand/collapse the layers while viewing the Timeline:

- Select the *Timeline* tab.
- On the left side of the Timeline, click the right arrow. This changes the arrow to a down arrow displaying the project layers.
- Repeat this process, clicking the down arrow to hide all of the project layers.

To rearrange layers:

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

To hide/display a layer:

- Select a layer.
- Click the “eye” icon to hide the layer.
- To display a hidden layer, click on the “eye” icon again to display it.

To lock/unlock a layer:

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

To move an object along a layer:

- Click on the rectangle inside the layer that displays the object’s duration along the Timeline.
- Drag the rectangle along the Timeline as needed.

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

To increase/decrease an object’s duration in a layer along the Timeline:

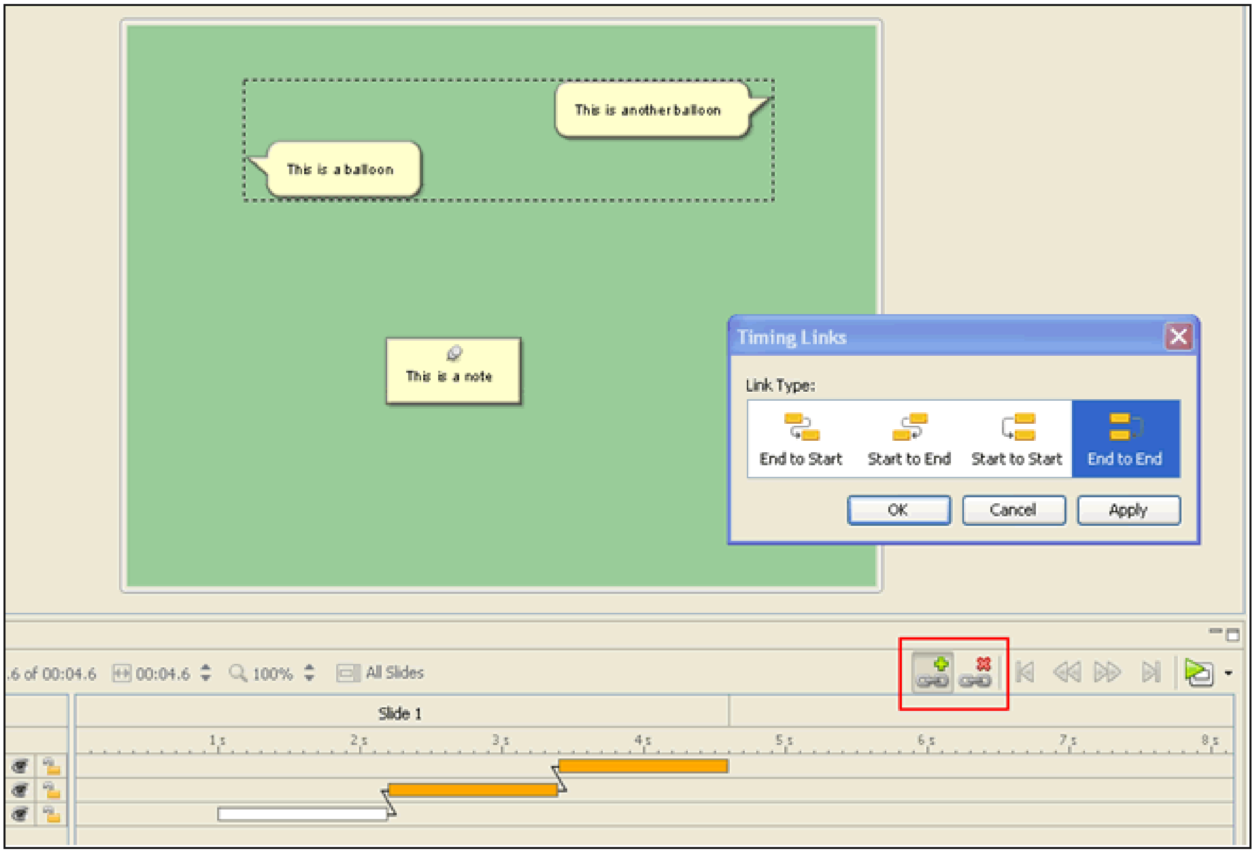
- Click on one of the edges of the rectangle that displays the object’s duration along the Timeline when the double arrow displays.
- Drag the edge of the rectangle as needed to increase/decrease the object’s duration.

To delete a layer:

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

Timing Links

Timing links are links that connect two or more elements along the Timeline. The benefit of this feature is that as you edit an element’s timing along the Timeline, the linked elements are also updated accordingly.


This is another balloon
This is a balloon
This is a note
Timing Links
Link Type:
End to Start
Start to End
Start to Start
End to End
OK
Cancel
Apply
.6 of 00:04.6
00:04.6
100%
All Slides
Slide 1
1 s
2 s
3 s
4 s
5 s
6 s
7 s
8 s

To add a timing link:

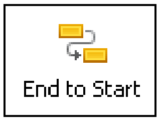
- Select two objects via a Ctrl + Click.
- Click the **Add Timing Links** button

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

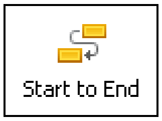
To remove a timing link:

- Select two or more objects.
- Click the **Remove Timing Link** button.

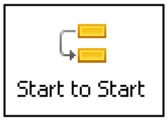
Timing Links come in four different styles:



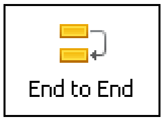
- End to Start :
  Link the end time of the first selected object to the start time of the second selected object.



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



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

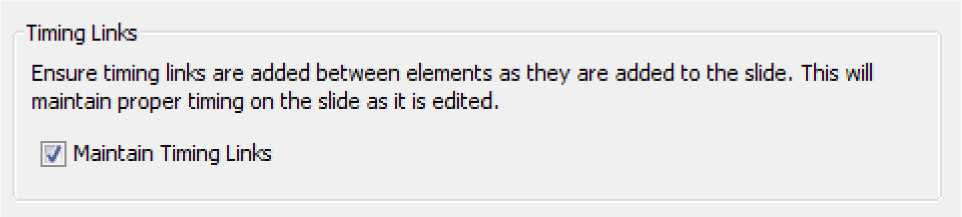


- End to End:
  Link the end times of the two selected objects.

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

Maintaining Timing Links

In the Project Properties window in the Timing section, there is a check box labeled "Maintain Timing Links". By default this check box is enabled. It ensures that as notes, balloons and cursors are added to a slide that timing links are added to them to maintain best practice timing for presentations.



Timing Links

Ensure timing links are added between elements as they are added to the slide. This will maintain proper timing on the slide as it is edited.

☑ Maintain Timing Links

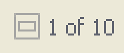
For example, notes will always be displayed first, followed by balloons then cursors. This is exactly as it was in ViewletBuilder4 with the exception that ViewletBuilder 6 Professional allows for multiple notes and balloons per slide.

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

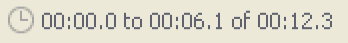
Slides Features

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

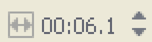
- Slide numbers: Indicates current slide and number of slides in the project.

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

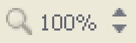
- Active slide duration: Indicates full playtime for current slide, which can be increased/decreased by clicking the up/down arrow.

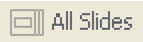
Additional Timeline Features:

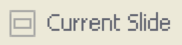
In addition to layer and slide options, the Timeline has additional tools to make working along the Timeline more productive. For example:

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

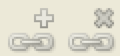
  

- Switch views: Select to view All Slides or Current Slide along the Timeline.

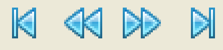
  

  or
  

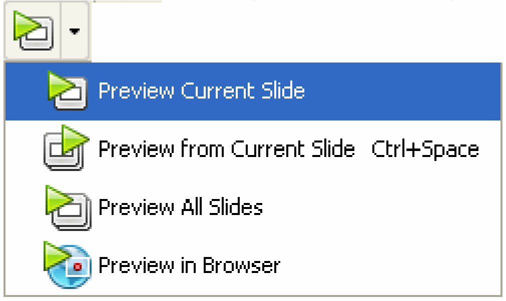
- Timing Links: When multiple objects are selected, you can click a timing link to add timing links or remove timing links of selected objects.

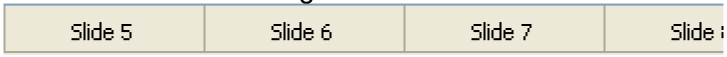
- Player buttons: To the right of the Zoom tool are player buttons. These buttons can be used to jump to the beginning of the project, go back one slide, go forward one slide, or jump to the end of the project.

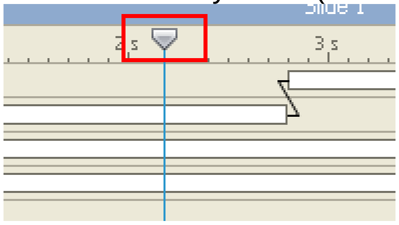
- Preview menu: Click the arrow at the top right of the Timeline to view a menu with various options for previewing the project.


Preview Current Slide
Preview from Current Slide Ctrl+Space
Preview All Slides
Preview in Browser

- Slide name boxes: These indicate the position and number (or title) of the slides that make up the project. By dragging the edge of a box, you can increase/decrease the duration of a slide along the Timeline.


Slide 5
Slide 6
Slide 7
Slide

- Play head: Click on the top of a tick mark and a play head will appear. Drag this play head to manually scrub (or move along) the Timeline.


Slide 1
2 s
3 s

If you have any questions about working with the Timeline, email: support@qarbon.com.

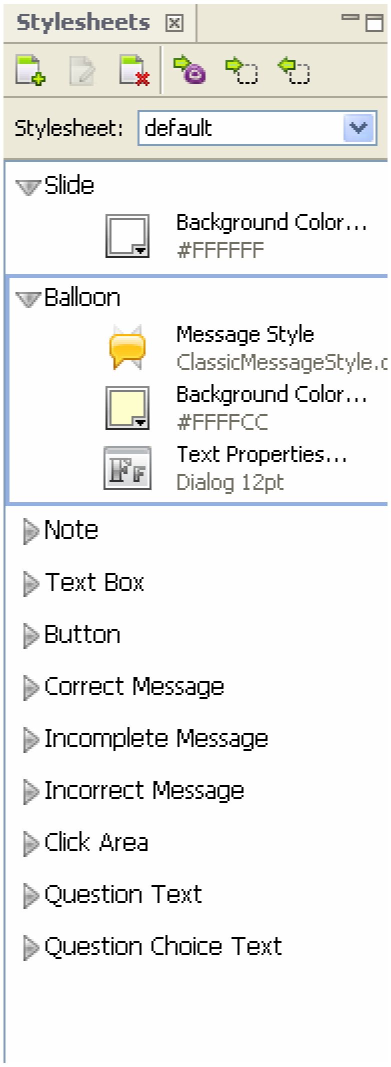
Stylesheets Tabbed View

ViewletBuilder 6 Professional allows you to set properties of multiple objects using a template called a **Stylesheet**. You can define several Stylesheets and then choose one to apply to all slides in a project or to a selection. The following table lists all objects whose properties can be defined using Stylesheets.

Objects with Properties Definable Using Stylesheets

Object	**Properties**
Slide	Background Color
Balloon Note Correct Message Incomplete Message Incorrect Message Question Text Question Choice Text	Message Style Background Color Text Properties (Font, Size, Style, Alignment and Color)
Text Box	Text Properties (Font, Size, Style, Alignment and Color)
Button	Button Style
Click Area	Modify Click Area

Stylesheets Tabbed View


Stylesheets
Slide
Balloon
Note
Text Box
Button
Correct Message
Incomplete Message
Incorrect Message
Click Area
Question Text
Question Choice Text

Stylesheet: default

Background Color... #FFFFFF

Message Style ClassicMessageStyle.c

Background Color... #FFFFCC

Text Properties... Dialog 12pt

To display the *Stylesheet* tab:

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

To select an object's default Stylesheet:

- Select the *Stylesheet* tab.
- Select an object from the list to display its default Stylesheet.

To create a new Stylesheet:

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

To modify a Stylesheet:

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

Applying a Stylesheet:

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

To update a Stylesheet:

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

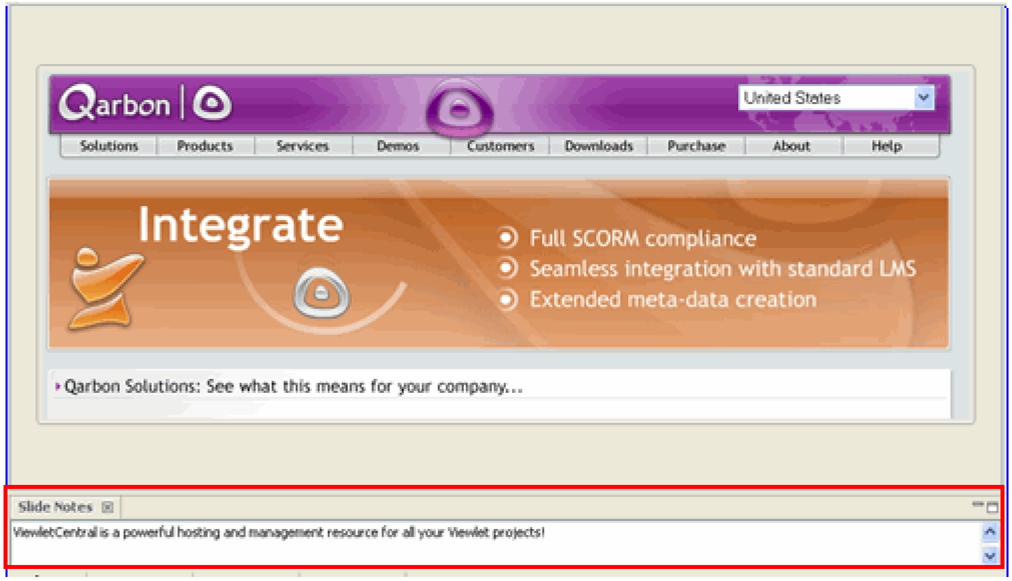
To delete a Stylesheet:

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

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

Slide Notes Tabbed View

Slide Notes allows you to add presentation notations that are not part of the actual slide. Or, you may use Slide Notes as a collaboration tool by adding editing notes when working with a team of authors on the same project. These notes may be viewed or hidden and printed as desired.


Qarbon
United States
Solutions
Products
Services
Demos
Customers
Downloads
Purchase
About
Help
Integrate
Full SCORM compliance
Seamless integration with standard LMS
Extended meta-data creation
Qarbon Solutions: See what this means for your company...
Slide Notes

ViewletCentral is a powerful hosting and management resource for all your Viewlet projects!

To display the *Slide Notes* tab:

- Select **View** from the menu bar.
- Select **Slide Notes** from the drop down list. The *Slide Notes* tab will appear below the slide editing area.

To add a Slide Note to a slide:

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

To print Slide Notes with your slide:

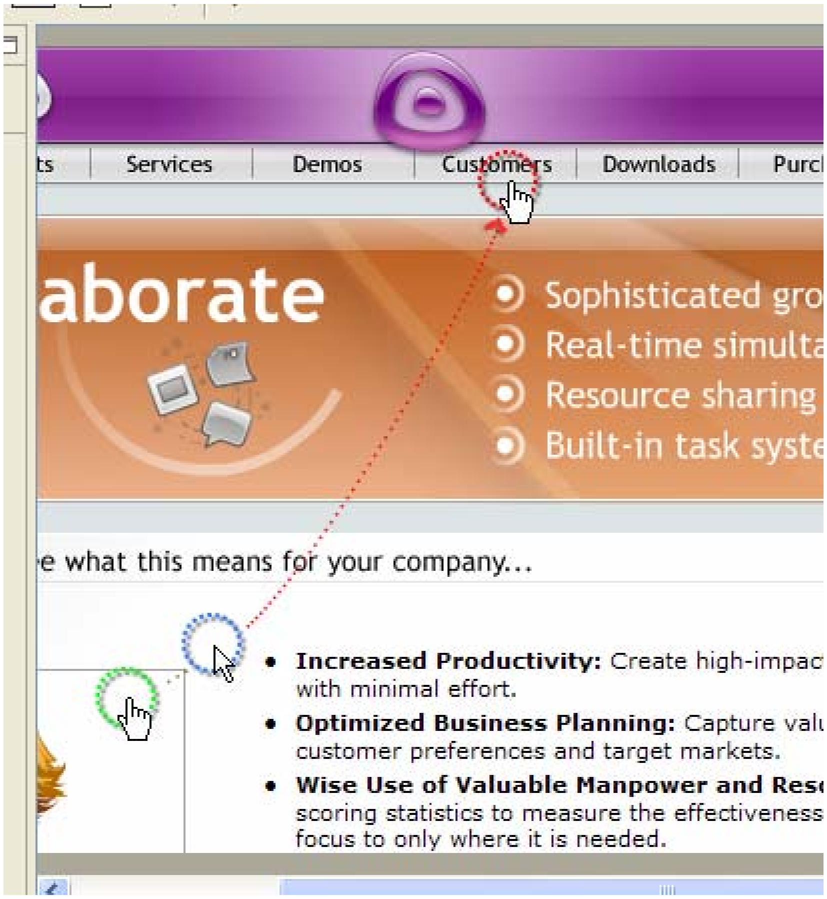
- Select **File** > **Page Layout** from the menu bar.
- In the *Layout* window, in the Options area, select the **Slide Notes** options as desired.
- Click **OK** to save these options or click **Print**.

Working with Cursors

Cursor animation is a fundamental component of most Viewlet projects. While capturing screenshots, whether manually or by using ViewletBuilder 6 Professional's Smart Capture tool, cursors and their paths and click actions are automatically captured as part of the project. Once the project is rendered as a source file (.qvp), cursors are one of the elements that may be easily edited to product dynamic results.

This section of the user manual provides an overview of working with cursors in a ViewletBuilder 6 Professional project.

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


ts
Services
Demos
Customers
Downloads
Purcl
aborate
Sophisticated gro
Real-time simulta
Resource sharing
Built-in task syste

e what this means for your company...

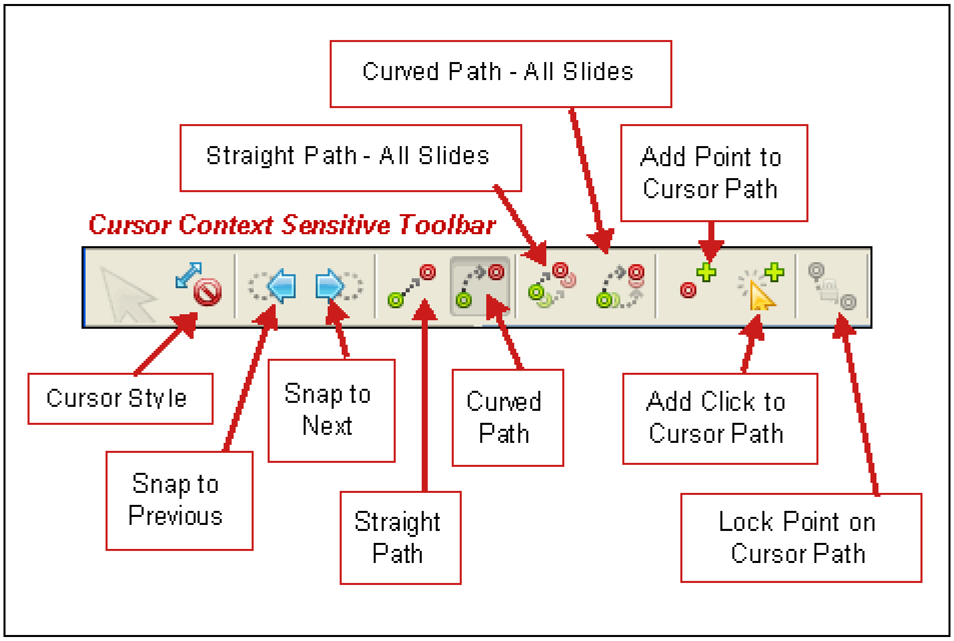
- **Increased Productivity:** Create high-impac with minimal effort.
- **Optimized Business Planning:** Capture valu customer preferences and target markets.
- **Wise Use of Valuable Manpower and Reso** scoring statistics to measure the effectiveness focus to only where it is needed.

- **Green** circle: A green circle around a cursor signifies the starting position of the cursor.
    - To move the position of the green circle (cursor):
        1. Click on the green circle to select it.
        2. Drag the green circle (cursor) to its new location.
- **Red** circle: A red circle indicates the ending position of the cursor.
    - To move the position of the red circle (cursor):
        1. (Recommended) Go to the next slide where the red circle becomes the green circle and drag it to its new location. Then switch back to the original slide to note where the new location of the red circle resides.
        2. Click on the red circle to select it.
        3. Hold down your left mouse button over the red circle.
        4. Drag it to its new location. (Use caution and remember to check the new position of this cursor on the next slide when using this approach.).
- Red Point: The cursor will travel on either a straight or curved path between the Start and End cursors. Between the Start and End Cursor there can be one or more points that allow the cursor to travel a more complex path. These points are represented by red dots.
- **Blue** circle: A blue circle is a point on the cursor path that also has a separate cursor shape from the previous point on the path..
    - To move the position of the blue circle (cursor):
        1. Click on the blue circle to select it.
        2. Drag it along the cursor path.
        3. Let go of it along the path where you want the cursor to change shape.

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

Cursor Path

The dotted line between the green circle and the red circle is known as the cursor path. This is the path the cursor travels during its animation (or while moving from one slide to the next slide). A basic path starts at the green circle and ends at the red circle. A more complicated path includes points along the cursor path where the cursor may change direction. Elements of the cursor path may be edited.


Curved Path - All Slides
Straight Path - All Slides
Add Point to Cursor Path
Cursor Context Sensitive Toolbar
Cursor Style
Snap to Next
Curved Path
Add Click to Cursor Path
Snap to Previous
Straight Path
Lock Point on Cursor Path

To change the cursor path from straight to curved or curved to straight:

- Click on the green circle to select it.
- Click the **Straight Path** or **Curved Path** button from the context sensitive toolbar.

To change all cursor paths to straight or curved within the project:

- Click the green circle to select it.
- Click the **Straight Path – All Slides** or **Curved Path – All Slides** button from the context sensitive toolbar.

To add points along a cursor path:

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

To edit a point along a cursor path:

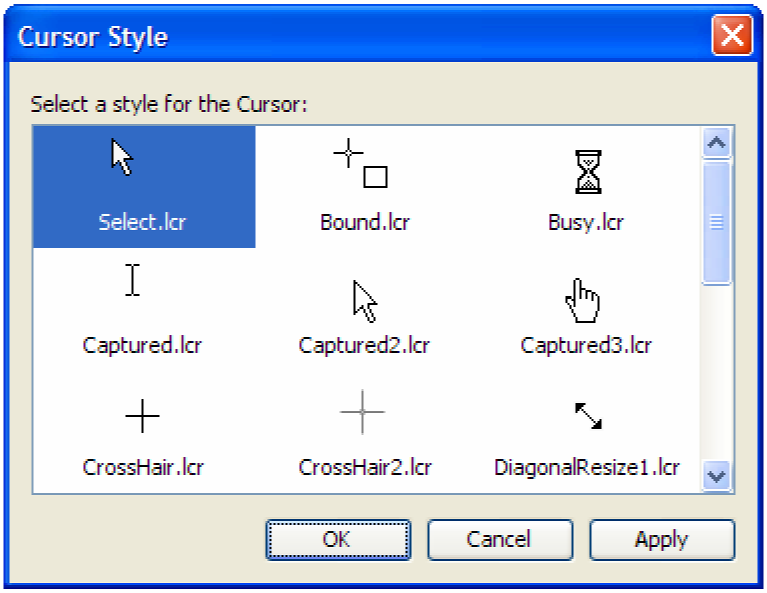
- Click the desired point on the cursor path.
- Drag it to a new location.

To delete a point along a cursor path:

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

Cursor Style

ViewletBuilder 6 Professional comes with a library of the most common cursor styles. Cursor styles are also called cursor shapes (in previous ViewletBuilder versions). Captured during screenshot sessions, additional cursor styles are added to the library of cursor style objects as your create new projects. Cursor styles, once captured, may be changed in a project as desired.


Cursor Style
Select a style for the Cursor:
Select.lcr
Bound.lcr
Busy.lcr
Captured.lcr
Captured2.lcr
Captured3.lcr
CrossHair.lcr
CrossHair2.lcr
DiagonalResize1.lcr
OK
Cancel
Apply

To add cursors to a project:

Cursors are automatically captured during screenshot sessions. To add cursors to slides that do not have cursors (or to Image or Blank projects), click on the slide where you want to add a cursor.

Click the **Insert Cursor** (arrow) icon on the Object Toolbar. A new cursor will appear on the slide.

To change the shape of the cursor:

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

To add a new cursor style to the library:

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

To delete a cursor from a slide:

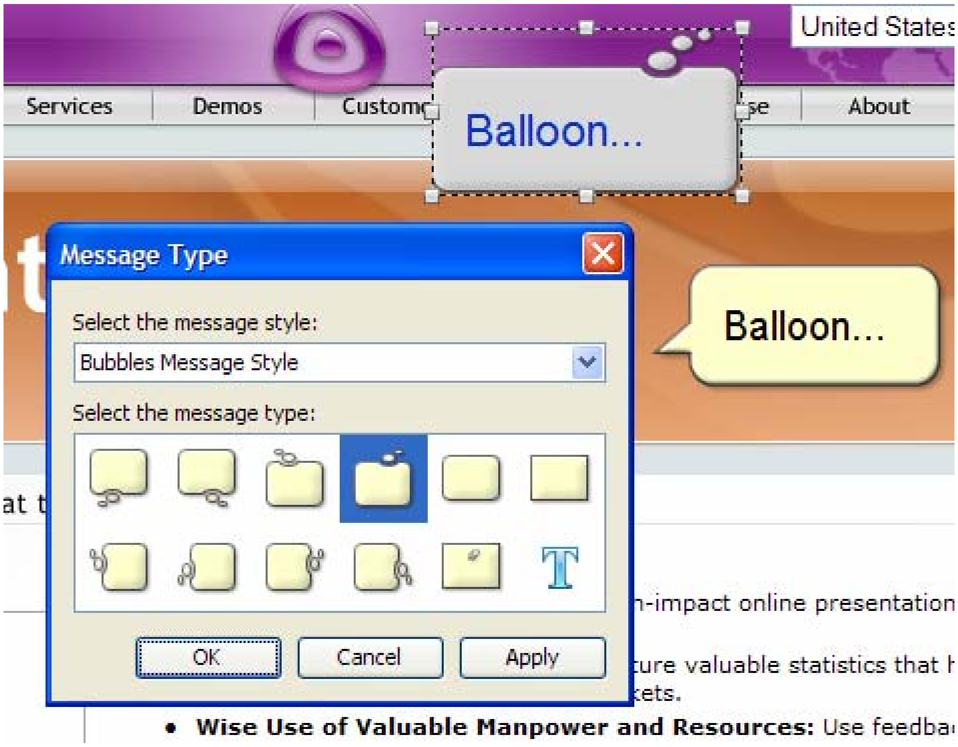
- Select the cursor you want to delete.
- Press the **Delete** key on your keyboard, or click the arrow icon on the Objects Toolbar.

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

Messages

ViewletBuilder 6 Professional allows you to add impact to your project with Messages. These Messages come in the form of Balloons, Notes and Text Boxes. Let's take a look at each of these.

Balloons
This type of message is used to point at a specific part of a slide. It may provide text information in it. Balloons are useful when you need to related important information quickly and effectively. New to ViewletBuilder 6 Professional is the ability to add multiple Balloons to the same slide. And, each balloon can be controlled individually with regards to when it appears on a slide, how long it displays and in what order with other objects on the same slide.


United States
Services
Demos
Custom
se
About
Balloon...
Message Type
Select the message style:
Bubbles Message Style
Select the message type:
OK
Cancel
Apply
Balloon...
at t
-impact online presentation
ture valuable statistics that
ets.
Wise Use of Valuable Manpower and Resources: Use feedba

To insert a Balloon on a slide:

- Click the **Insert Balloon** icon on the Objects Toolbar.
- Move your cursor over the slide and you will see the cursor change to a cross-hair shape. Position this cursor where you want to insert the slide.
- Click to insert the Balloon on the slide.

To remove a Balloon from a slide:

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

To resize a Balloon:

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

To move a Balloon on a slide:

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

To change the background color of a Balloon:

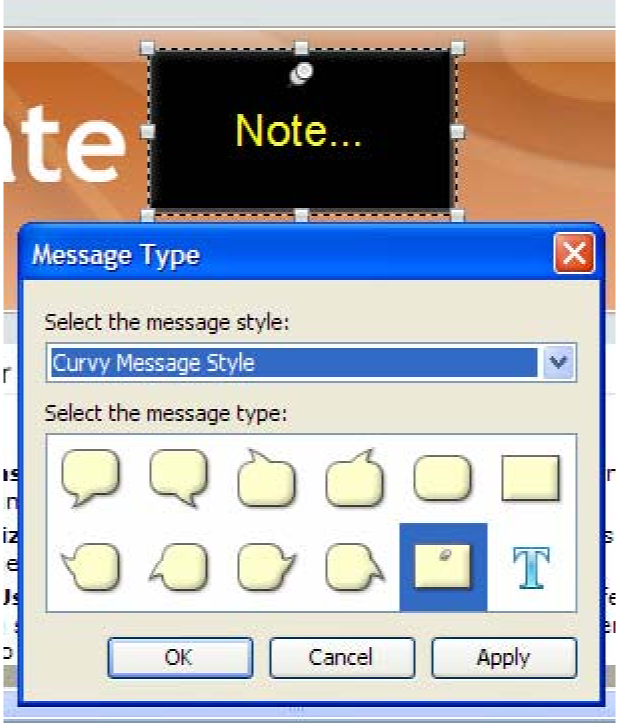
- Select the Balloon by right clicking on it.
- Click **Background Color** from the shortcut menu.
- In the *Background Color* window, select a color.
- Click **OK** to apply it.

To add text to a Balloon:

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

Notes

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



Select the message style: Curvy Message Style

Select the message type:

To insert a Note on a slide:

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

To remove a Note from a slide:

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

To resize a Note:

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

To move a Note on a slide:

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

To change the background color of a Note:

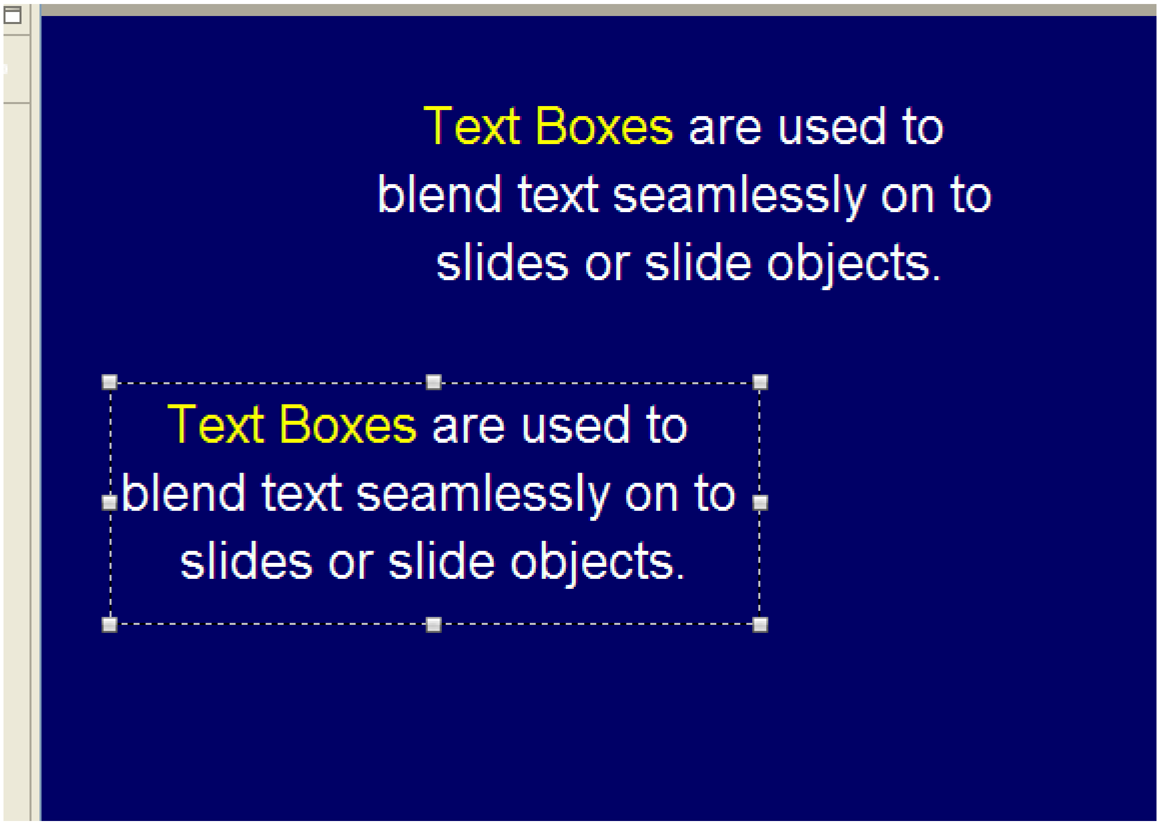
- Select the Note by right clicking on it.
- Click **Background Color** from the shortcut menu.
- In the *Background Color* window, select a color.
- Click **OK** to apply it.

To add text to a Note:

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

Text Boxes

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



Text Boxes are used to blend text seamlessly on to slides or slide objects.

Text Boxes are used to blend text seamlessly on to slides or slide objects.

To insert a Text Box:

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

To delete a Text Box:

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

To resize a Text Box:

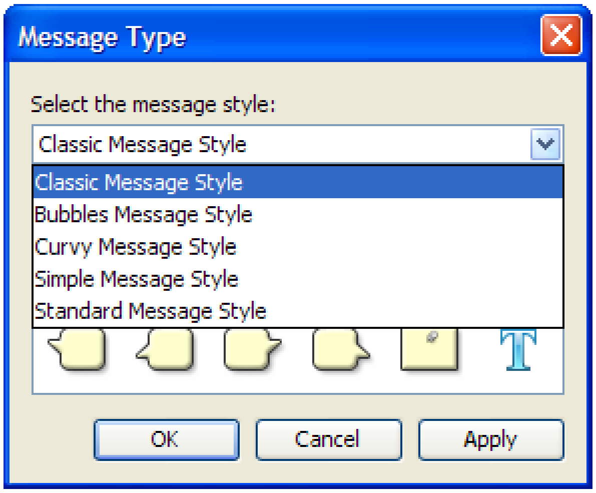
- Click the Text Box to select it.
- Point your cursor over a grab handle.
- When the cursor changes to an arrow, hold down the left mouse button and drag to resize the Text Box.

To add/edit text in a Text Box:

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

Message Styles and Types

ViewletBuilder 6 Professional allows you to change message object styles and types quickly and easily. So, for instance, if you start with a Balloon, you can change it to a different Balloon type or even to a Note with just a few clicks.


Message Type

Select the message style:

Classic Message Style

Classic Message Style
Bubbles Message Style
Curvy Message Style
Simple Message Style
Standard Message Style
OK
Cancel
Apply

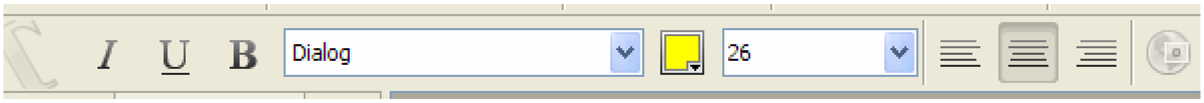
To change a message's style:

- Right click on a message.
- Select **Message Type** from the shortcut menu.
- In the *Message Type* window, select a new message style from the drop down list.
- Click **OK**.

To change a message's type:

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

Message Text Options
While working with Message Objects (Balloons, Notes and Text Boxes), you will apply various attributes to the text contained within each one. Text options include italics, underline, bold, font type, color, size, alignment, etc. The steps for working with text in each of the message objects are basically the same, for ease of use.



To enter and exit text edit mode:

- Double click inside the message object
- When the cursor starts blinking, you are in text edit mode
- Click off the message object to deselect it to exit text edit mode

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

To underline, bold, or italicize text:

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

To change the text's font style (using the context sensitive toolbar):

- Highlight the text
- Select a font from the **Font** drop down list

To change text color (using the context sensitive toolbar):

- Highlight the text
- Click the **Text Color** icon
- Select a color from the palette
- Click **OK**

To align text in a message object:

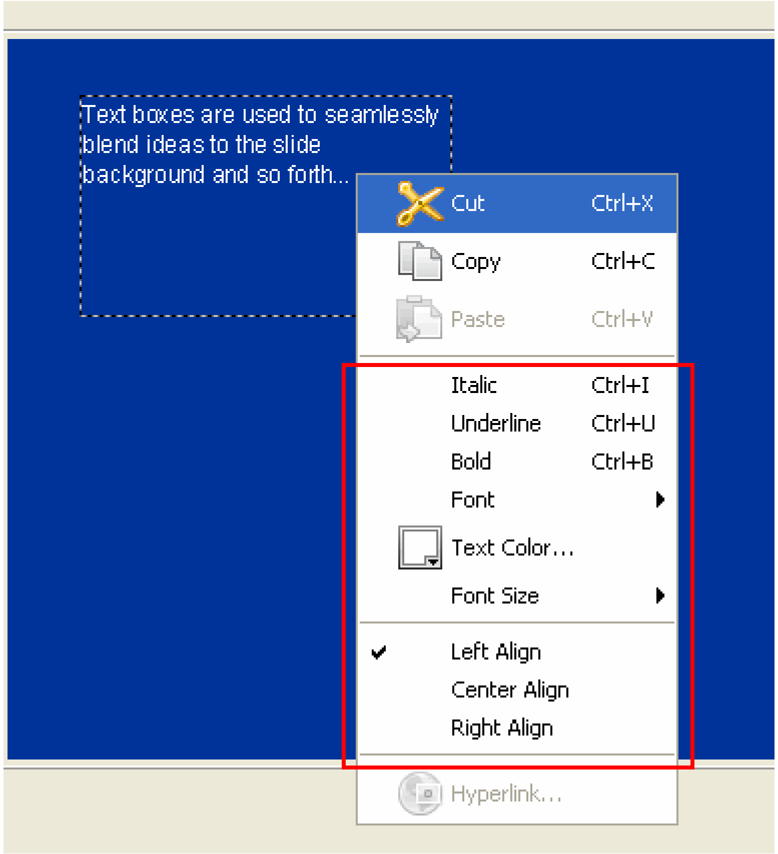
Click anywhere in a line of text

Note: You do NOT have to highlight text to change its alignment.

Click the **Left Align**, **Center Align**, or **Right Align** button

Message Object Options Available on the Right Click Menu

Balloons, Notes and Text Boxes are the three Message objects available in ViewletBuilder 6 Professional. While working with them, you will find that many of their features are similar (text input and editing, background color, moving, resizing, etc.). There are additional features while working with Messages available quickly via the right click menu. (Note: These same options may also be available on the object's context sensitive toolbar.)



Text boxes are used to seamlessly blend ideas to the slide background and so forth...

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Italic Ctrl+I
Underline Ctrl+U
Bold Ctrl+B
Font
Text Color...
Font Size
✓ Left Align
Center Align
Right Align
Hyperlink...

To enter text edit mode:

- Right click on a message object.
- Select **Edit Message**.
- As soon as the cursor starts blinking inside the message object, you are ready to edit text.

To move a message from one slide to another:

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

To arrange messages in layers:

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

To align a message on a slide:

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

To apply a Stylesheet to a message:

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

To view/modify message properties (such as name, location & size and timing):

- Right click on a message.
- Select **Message Properties** from the shortcut menu.
- In the *Message Properties* window, modify the properties as desired.
- Click **OK**.

To attach sound to a message:

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

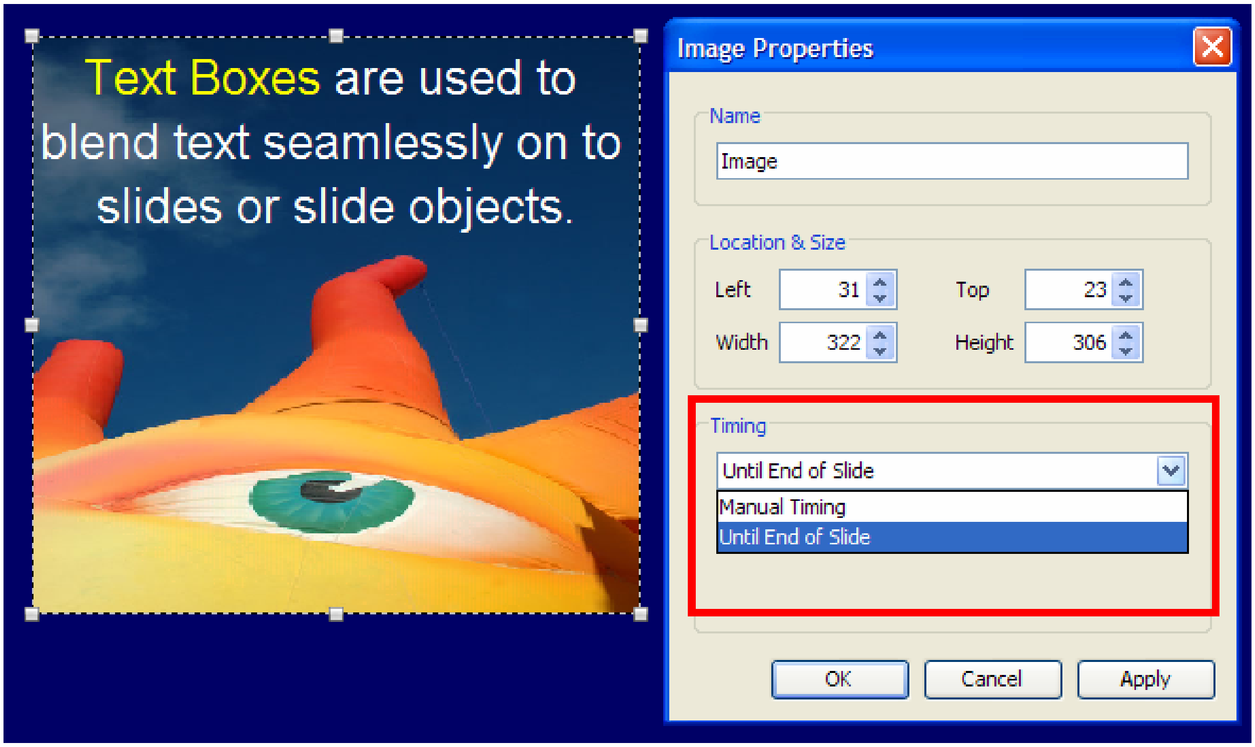
To delete sound from attached to a message:

- Right click on a message.
- Select **Attach Sound** from the shortcut menu.
- In the *Sound* window, click the red ‘X” to remove the sound file.
- Click **OK**.

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

Object Timing

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



Text Boxes are used to blend text seamlessly on to slides or slide objects.

Image Properties

Name: Image

Location & Size

Left: 31

Top: 23

Width: 322

Height: 306

Timing: Until End of Slide

Timing may be adjusted in two places: in the properties window and along the Timeline.

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

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

To adjust a shape object's timing:

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

To adjust an image's timing:

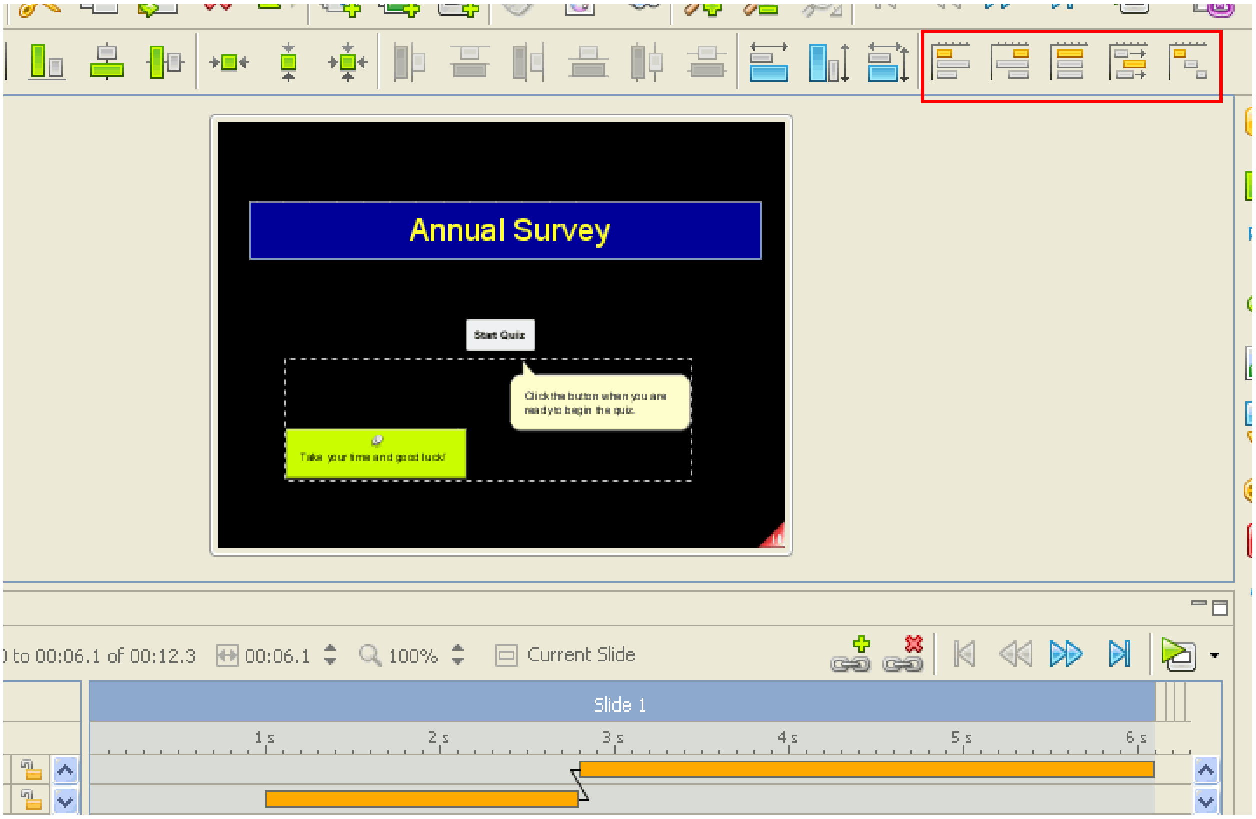
- Right click on the image.
- Select **Image Properties** from the shortcut menu.
- In the *Message Properties* window, in the Timing area, select a timing option from the drop down list:
  - Manual Timing: Select a value for the Start Time (the delay in seconds before the object displays on the slide)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

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

To adjust an object's timing along the Timeline:

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

To synchronize timing for multiple objects on a slide:



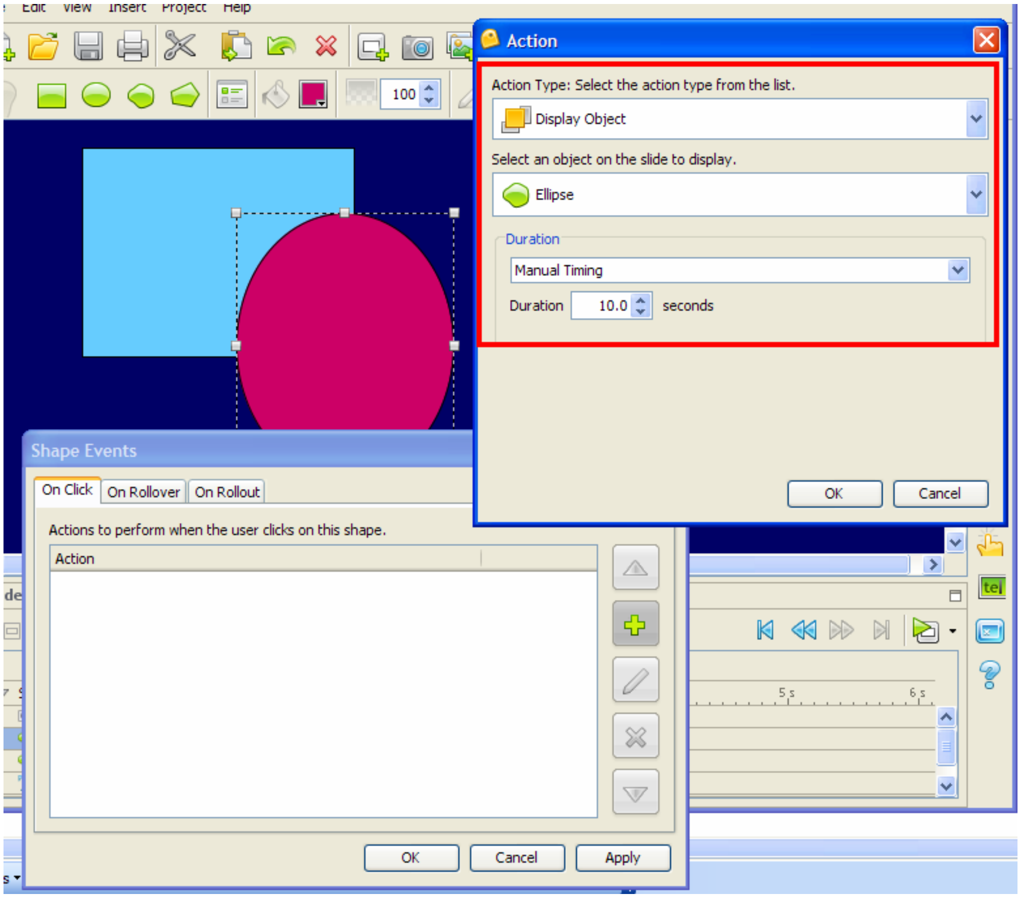
Annual Survey

Click the button when you are ready to begin the quiz.

Take your time and good luck!

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

To adjust timing for a “Display Object” action:


Edit
View
Insert
Project
Help
100
Action
Shape Events
On Click
On Rollover
On Rollout
OK
Cancel
OK
Cancel
Apply

Action Type: Select the action type from the list.
Display Object
Select an object on the slide to display.
Ellipse
Duration
Manual Timing
Duration 10.0 seconds

Actions to perform when the user clicks on this shape.
Action

- Select the object (shape, image, etc.).
- Click the **Events** icon on the context sensitive toolbar, or right click and select **Events** from the shortcut menu.
- Select the appropriate tab (*On Click*, *On Rollover*, *On Rollout*).
- Click the **Add** button (green plus symbol).
- In the *Action* window, select **Display Object** from the first (top) drop down list.
- In the Duration area, select a timing command from the last (bottom) drop down list:
  - Manual Timing: Enter a value for the Duration the object will display for the Object Action.
  - Until End of Slide: Object displays once Object Action is performed and for the duration the slide is displayed.

Timing Rules

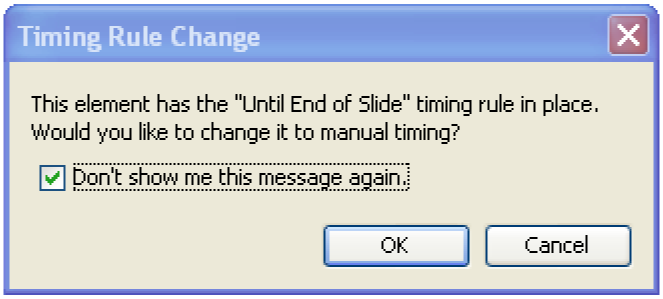
Each object has a timing rule associated with it. Timing rules automatically control how the timing for that object is calculated. Timing rules differ from the timing synchronization commands in that synchronization commands make a one-time adjustment.

To understand Timing Rules a bit better, let's look at an example. A simple timing rule is "Reading Speed" which insures that the duration of a message object is calculated from the number of words and reading speed. This rule may be applied to the message so that the message disappears after a specific duration (based on what ViewletBuilder 6 Professional calculates for the reading time for the message based on the amount of text it contains).

To help standardize object timing, ViewletBuilder 6 Professional offers a set of Timing Rules:

- Manual: An object's timing is calculated manually, meaning that the user has full control over the start time and duration.
- Reading Speed: This rule only applies to Balloons, Notes and Messages. The duration is calculated based on the reading speed and the number of words in the text. The user can adjust the start time.
- Until End of Slide: Objects with this rule will from a user specified start time display until the end of the slide.
- Displayed via Show Object Action: Objects with this rule have no timing themselves, instead, they are displayed when a "Display Object" action tells them to display.

A *Timing Rule Change* window will display when you attempt to change the timing of an object on the timeline in a way that is not allowed by its current Timing Rule. ViewletBuilder 6 Professional will ask if you want to change to manual timing. If you manually edit timing a lot, then you might want to select the **Don't show me this message again** check box when this window displays.



Timing Rule Change

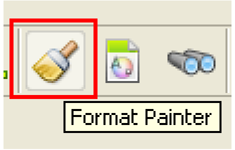
This element has the "Until End of Slide" timing rule in place.
Would you like to change it to manual timing?

☑ Don't show me this message again.

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

Format Painter

The Format Painter may be used to quickly change text properties in balloons, notes and text boxes without the need for stylesheets. You can also use the Format Painter to easily apply properties of one shape object to another throughout your project.



To use the Format Painter to apply text attributes from one object to another:

- Make your changes to text in your message object.
- Click on the text (or click anywhere inside the text) that will be copied from.
- Click the Format Painter.
- Click on subsequent text objects to apply this formatting from the first selection.
- Continue clicking on text on the current or any other slide to apply the formatting.
- When you are finished, click the Format Painter to deselect it.

To use the Format Painter to copy a shape’s attributes and apply them to other shapes:

- Make your changes to the shape as desired and then make sure it is selected.
- Click the Format Painter.
- Click on subsequent shapes to apply the formatting.
- When you are finished, click the Format Painter to deselect it.

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

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

Dictionary, Spell Check & Search and Replace

ViewletBuilder 6 Professional offers spell check and dictionary tools. You can set your dictionary to one of several languages and enable your spell check to highlight typos as you write your project's content.

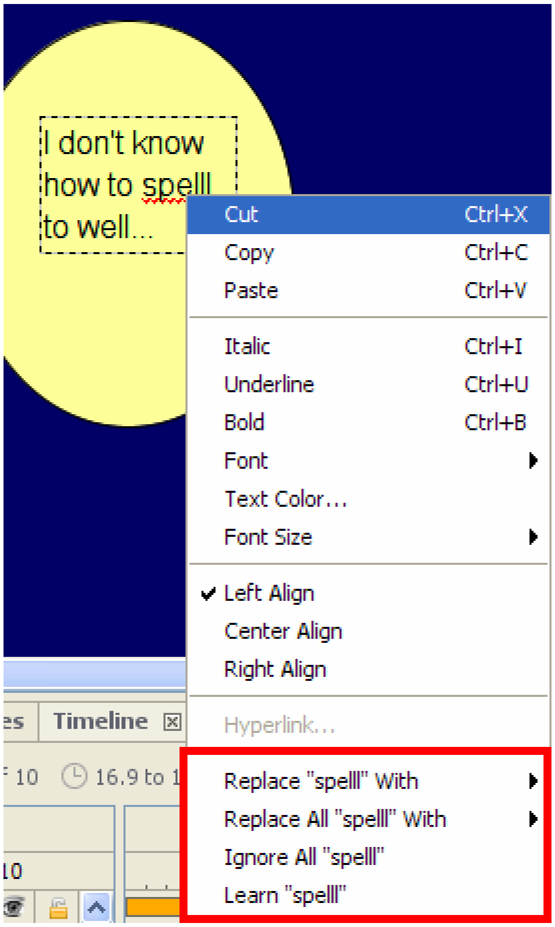
To set your dictionary and spell check preferences:

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

To enable or disable the spell check tool:

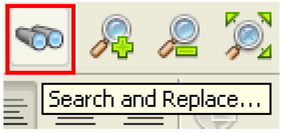
- To enable the **Spelling Mistakes** tool, select **View** > **Spelling Mistakes** from the menu.
- To disable, repeat the above action to deselect the feature from the **View** menu.

To correct a typo using the right click menu:


I don't know
how to spelll
to well...
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Italic Ctrl+I
Underline Ctrl+U
Bold Ctrl+B
Font
Text Color...
Font Size
Left Align
Center Align
Right Align
Hyperlink...
Replace "spelll" With
Replace All "spelll" With
Ignore All "spelll"
Learn "spelll"
Timeline

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

To use the Search and Replace tool:

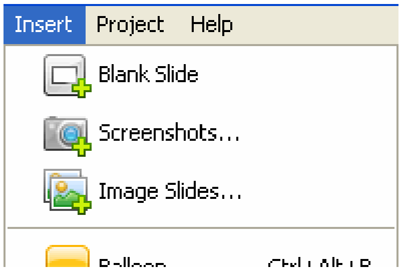


- Click the **Search and Replace** icon on the button toolbar.
- To use the Search feature only, select the *Search* tab:
    - Enter text in the field provided.
    - Select the **Case Sensitive** option if desired.
    - Select a Direction.
    - Select the Slides to search.
    - Click **Slide Next**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

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

Working with Slides

ViewletBuilder 6 Professional projects are made up of slides, so it's important to understand how to work with the most common slide features while building your project. This chapter provides a starting point for you to use while working with slides. While there may be several ways to perform the same tasks, they may not all be covered in this section.



Slide Types

There are essentially three types of slides that you may insert into existing projects:

- Blank slides
- Screenshot slides
- Image slides

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

To insert blank slides:

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

To insert screenshot slides:

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

To insert image slides:

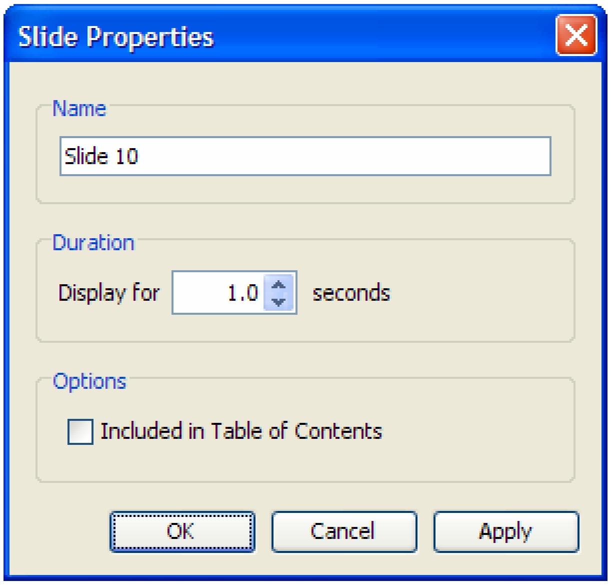
- Select a thumbnail. The new image(s) will be embedded onto slides right after this slide.
- Select **Insert** > **Images** from the menu bar.
- Follow the instructions in the *Select Images to Import* window that displays for locating and selecting your image files.
- Once your images are selected,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

To insert duplicate slides quickly:

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

Slide Properties

Slide properties can be set for each slide. These properties include the slide name, duration and whether to include the slide in the table of contents (for viewing purposes).



Slide Properties

Name: Slide 10

Duration: Display for 1.0 seconds

Options: ☐ Included in Table of Contents

To access slide properties:

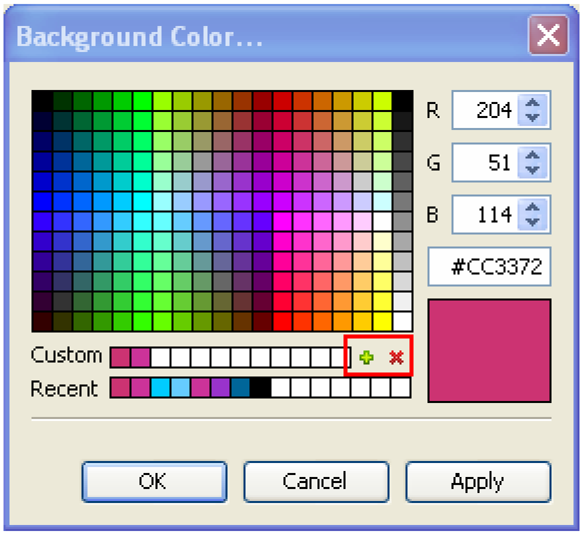
Right click on a slide.
Select **Slide Properties** from the shortcut menu.

To edit slide properties:

- In the *Slide Properties* window, edit the:
  - **Name**: This is the title of the slide displayed at the top of the slide while in Thumbnail View and along the timeline.
  - **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.

Slide Color

Slide color is applied directly to the slide and can be changed on one or multiple slides. The slide color appears behind slide objects and embedded images. The color chooser remembers recent and custom color selections and has buttons for adding and deleting custom colors to make that functionality easier to use.


Background Color...
Custom
Recent
OK
Cancel
Apply

R 204

G 51

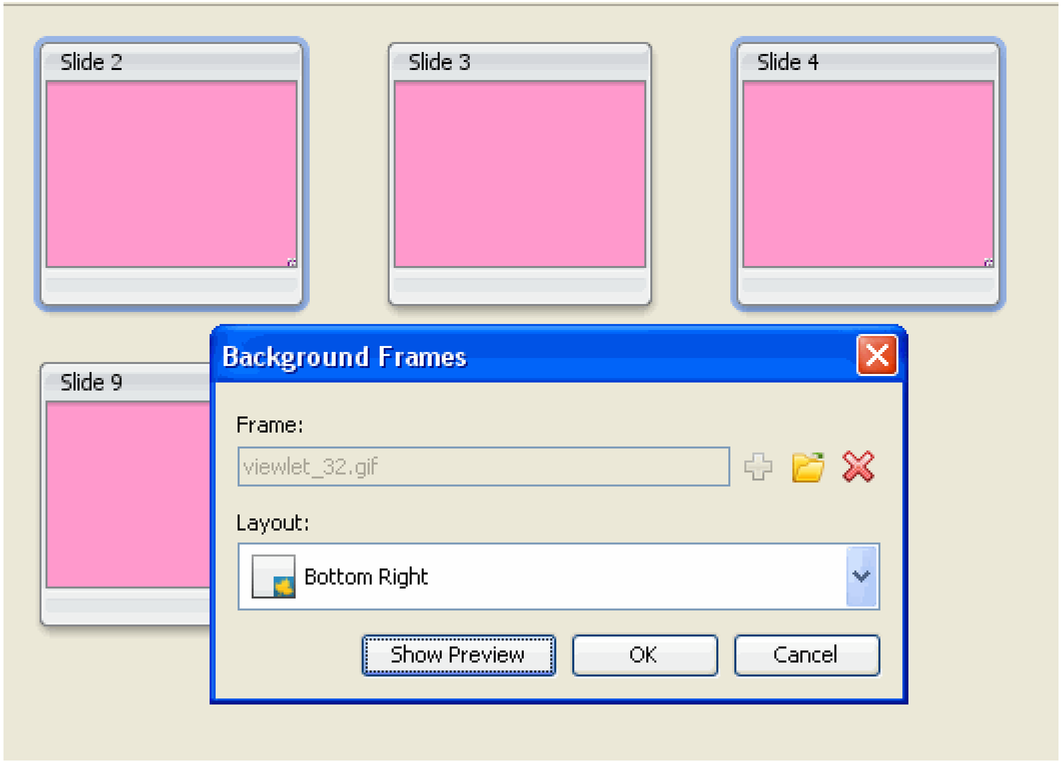
B 114

#CC3372

To change slide color:

- Select the slide or slides you want to work with.
- Right click and select **Background Color** from the shortcut menu.
- In the *Background Color* window, select a color.
- Click **OK** to apply it to the selected slide or slides.

Slide Background Image:
You can embed an image directly to a slide background. In fact, you can do this to one or multiple slides using the same image. In addition, images can be aligned in various ways on the slide or stretched as needed.



Frame: viewlet_32.gif

Layout: Bottom Right

To add a background image to a slide or slides:

- Select the slide or slides you want to work with.
- Right click and select **Background Frames**.
- In the *Background Frames* window, click the folder icon.
- Locate an image file, select it and click **Open**.
- Select a *Layout* option.
- Click **OK**.

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

To delete a background image:

- Right click a slide and select **Background Frames**.
- In the *Background Frames* window, click the red ‘X’ icon.
- Click **OK**.

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

To move slides using drop and drag:

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

To move slides using cut and paste:

- Make sure the Thumbnails tab is displayed.
- Select the slide you want to move.
- Right click on it and select **Cut**.
- Click on the slide where you want to insert the “cut” slide next to.
- Right click and select **Paste**.

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

Deleting Slides

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

To delete a single slide:

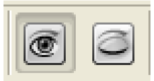
- Select the thumbnail or click on it while in slide edit view (so that it is the current slide).
- Right click and select **Delete** from the shortcut menu.

To delete multiple slides:

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

The Hidden Slide

ViewletBuilder 6 Professional offers you the option of hiding a slide instead of deleting it. This feature is handy because instead of deleting the slide, it will hide it so that it will not display while previewing or publishing the project, but can later be unhidden when needed.



The main features of working with hidden slides include:

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

To hide or unhide a slide:

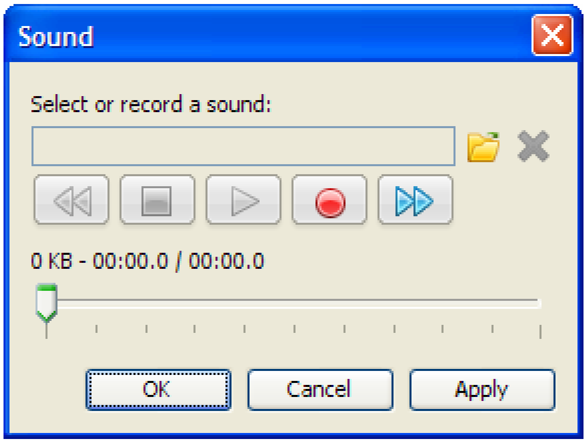
- Click on the slide (while in slide edit view) or slides in thumbnail view.
- Click the **Hide Slide** icon on the context sensitive toolbar (closed eye) to hide the slide. Note: Hidden slides will not display when previewing project, however, they will remain in the slide count.
- To display a slide,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

Quick Tip: Hidden slide sounds will not play during preview.

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

Audio

ViewletBuilder 6 Professional allows you to add sound to your project. You can import sound files or record them directly while working in ViewletBuilder 6 Professional. Audio files may be attached directly to a slide or various slide objects such as balloons, notes, text boxes and shapes. You may also export sound from projects. And, there is a feature that allows you to add a background sound track (independent of sound attached to slides or slide objects) to your project.



To attach audio to a slide or a slide object:

- Click on the slide or slide object to select it.
- Click the **Attach Sound** icon on the context sensitive toolbar. Or, right click and select **Attach Sound** from the menu bar.
- In the *Sound* window, choose your desired sound option.
- Click **OK**.

To import a sound file to attach to a slide or slide object:

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

To record sound inside ViewletBuilder 6 Professional:

- Click on the slide or slide object to select it.
- Right click and select **Attach Sound**.
- In the *Sound* window, click the **Record** (red circle) button.
  Note: In order to record audio, your computer must have a sound card. ViewletBuilder 6 Professional records audio using the MP3 format. This reduces file sizes in projects containing audio.
- Speak into your system's microphone to record.

- Press the **Stop** (red square) button to end the recording.
- Click **OK** to attach the recording to the slide or slide object.

To listen to a sound file attached to a slide or slide object:

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

To remove sound attached to a slide or slide object:

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

To export sounds from your project:

- Before exporting any sound files from your project, create a folder outside of ViewletBuilder 6 Professional to save your exported sound files in (recommended).
- Select **File** > **Export** from the menu bar.
- Select **Sounds**.
- In the *Export Sounds* window, select the slides to export:
  - **Current Slide**: Only the sound attached to the current slide and any attached to slide objects will be exported.
  - **From**: Enter a starting slide number in the first field and an ending slide number in the second field. Sound attached to the slides (and objects on the slides) in this sequence will be exported.
  - **All**: All sound attached to slides and slide objects will be exported.
- In the *Save File In* window, select a folder to save the exported audio files in.
- Click **Save**.
  Note: Exported sound files are saved in the WAV format.

Sound Quality for Published Project

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

Background Soundtrack

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

Images

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

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

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

To insert an image on to a slide:

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

To move an image on a slide:

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

To resize an image on a slide:

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

To change an image's opacity level:

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

To layer images (or images and shapes):

- Right click on the image.
- Select **Arrange** from the shortcut menu.
- Select an arrangement option from the fly-out menu.

To view and/or modify image properties:

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

To create an image event:

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

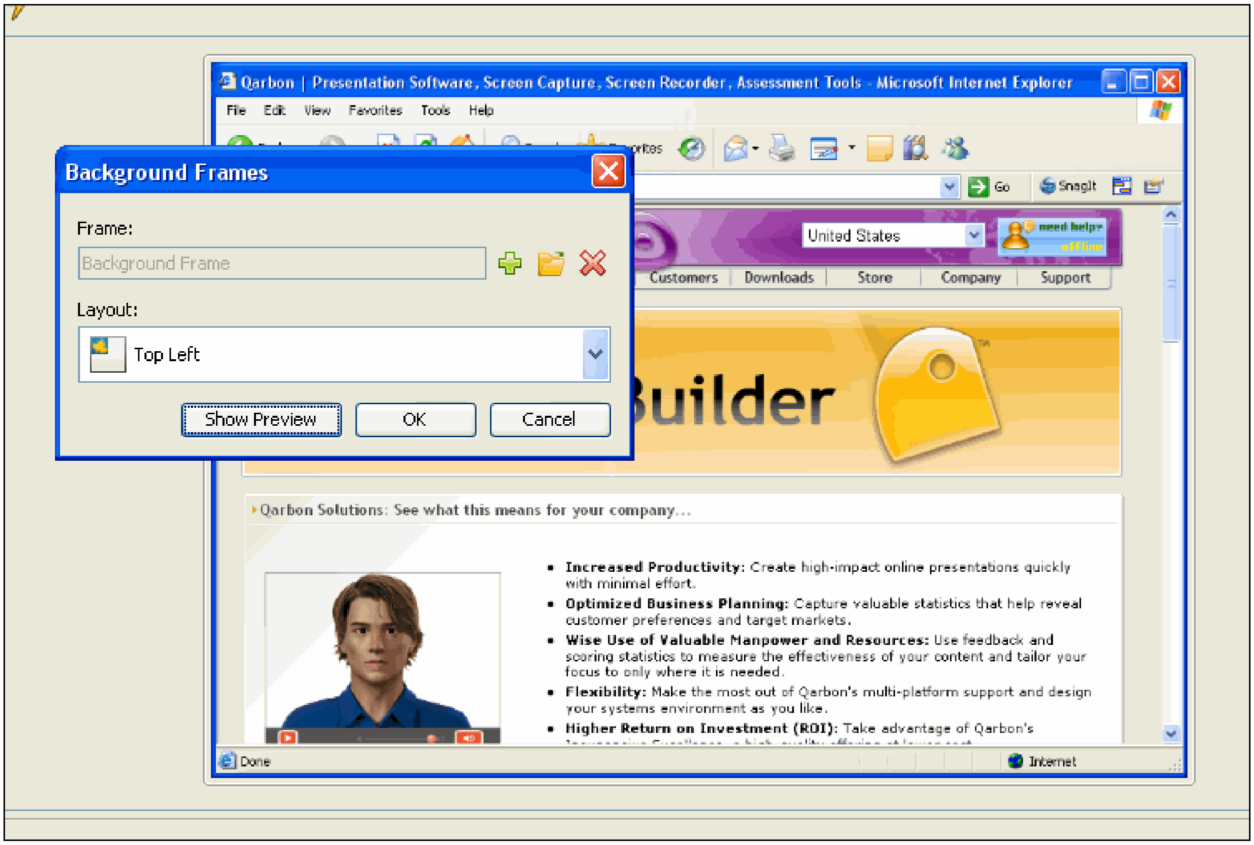
To delete an image:

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

Background Frames

In ViewletBuilder 6 Professional, the *Background Frames* window replaces the *Background Images* window found in earlier versions of ViewletBuilder. In ViewletBuilder4 and ViewletBuilder5, a slide contained a single background image. Now, in ViewletBuilder 6 Professional, a single slide can have a single background image (called a frame) or a series of images like the frames in a movie. Each of the frames are displayed (during playback) in order for a specified duration.

Background Frames – Single Frame



Background Frames

Frame: Background Frame

Layout: Top Left

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- **Increased Productivity:** Create high-impact online presentations quickly with minimal effort.
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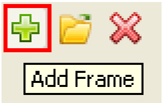
- **Wise Use of Valuable Manpower and Resources:** Use feedback and scoring statistics to measure the effectiveness of your content and tailor your focus to only where it is needed.
- **Flexibility:** Make the most out of Qarbon's multi-platform support and design your systems environment as you like.
- **Higher Return on Investment (ROI):** Take advantage of Qarbon's

To access the *Background Frames* window:

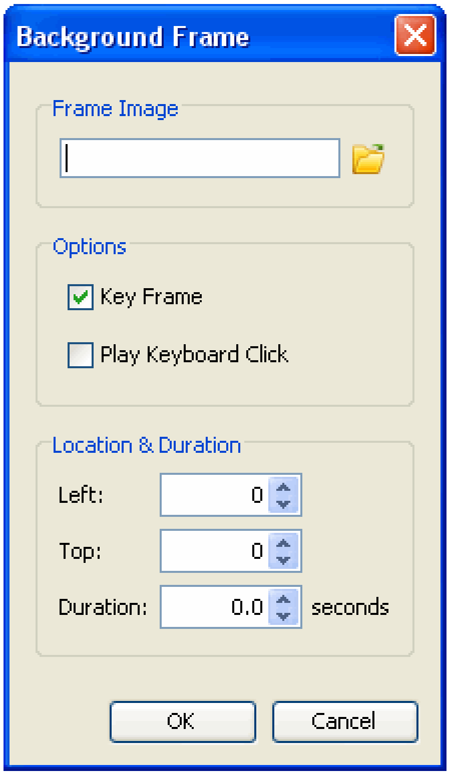
- Select the desired slide in slide or thumbnail view.
- Right click and select **Background Frames**. The *Background Frames* window displays.
- You can also double click on the frame along the Timeline to display the *Background Frames* window.

To add a background frame to a slide with detailed settings:

- In the *Background Frames* window, click the **Add Frame** (green plus) button.



- The *Background Frame* window displays. Click the folder button to search for and select an image for the frame.

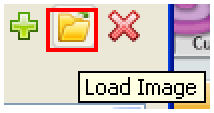

Background Frame
Frame Image
Options
Location & Duration
OK
Cancel

☑ Key Frame
☐ Play Keyboard Click
Left: 0
Top: 0
Duration: 0.0 seconds

- 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:

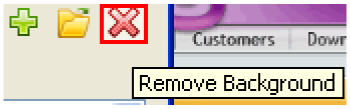
- In the *Background Frames* window, select the **Load Image** button.



- 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.

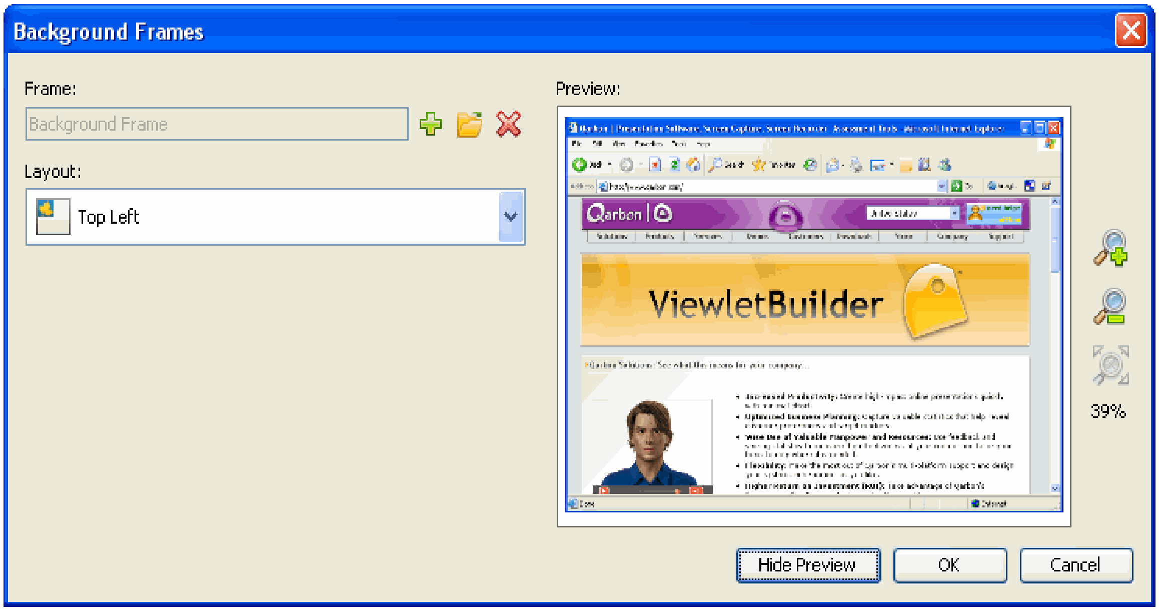

Customers
Down
Remove Background

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

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

To expand/collapse the *Background Frames* window:

- In the *Background Frames* window, click **Show Preview** to expand the window.


Background Frames
Frame:
Background Frame
Layout:
Top Left
Preview:
ViewletBuilder
39%
Hide Preview
OK
Cancel

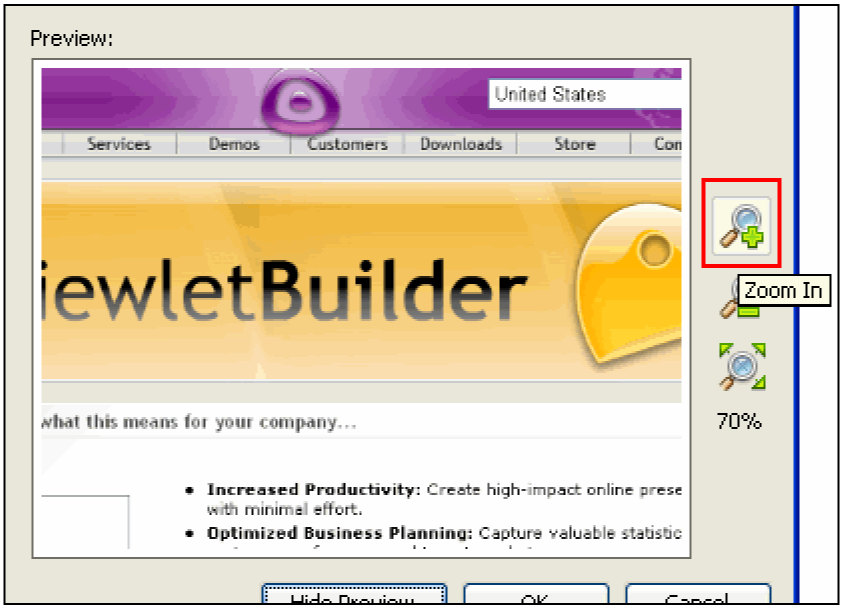
- To collapse the window, click **Hide Preview**.

To choose the layout for the frame:

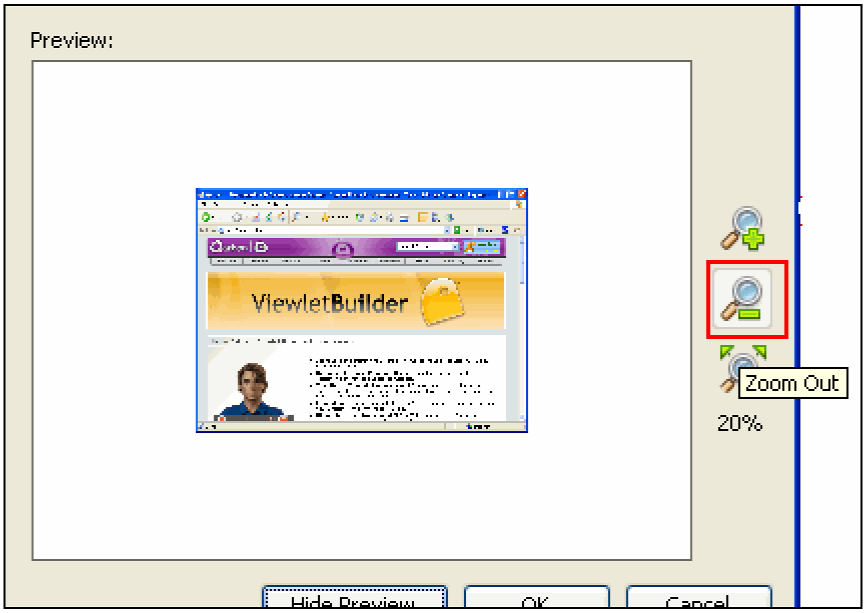
- In the *Background Frames* window, select an orientation for the image from the *Layout* list.
- Click **OK**.

To change zoom selection of frame Preview:

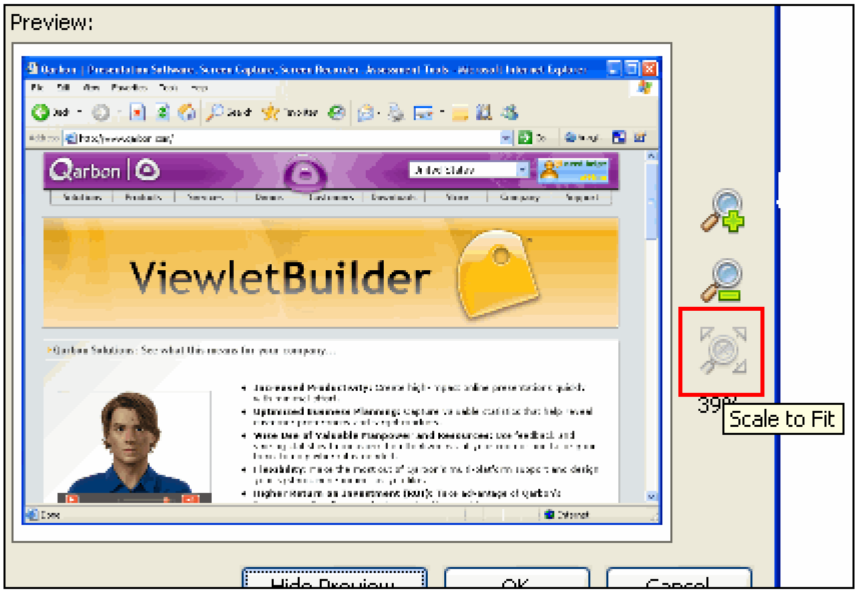
- To zoom in, click the **Zoom In** button.


Preview:
United States
Services
Demos
Customers
Downloads
Store
Con
iewletBuilder
what this means for your company...
Increased Productivity: Create high-impact online prese with minimal effort.
Optimized Business Planning: Capture valuable statistic
Zoom In
70%
Hide Preview
OK
Cancel

- To zoom out, click the **Zoom Out** button.

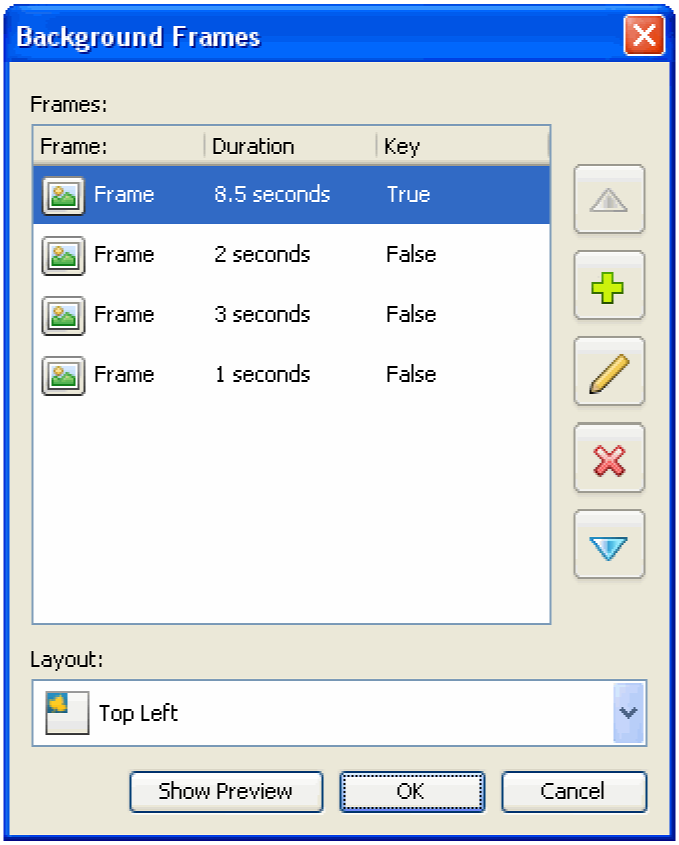

Preview:
ViewletBuilder
Zoom Out
20%
Hide Preview
OK
Cancel

- To fit the image in the Preview panel, click the **Scale to Fit** button.



Background Frames – Multiple Frames
As previously mentioned, in ViewletBuilder 6 Professional a single slide may contain multiple background images (usually created when using the Smart Capture feature for screenshots) that make up slide background animation. You will use the same steps to modify multiple background frames as you would with the steps outlined for modifying a slide with a single background frame. There are, of course, a few additional options since you are working with multiple frames.

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

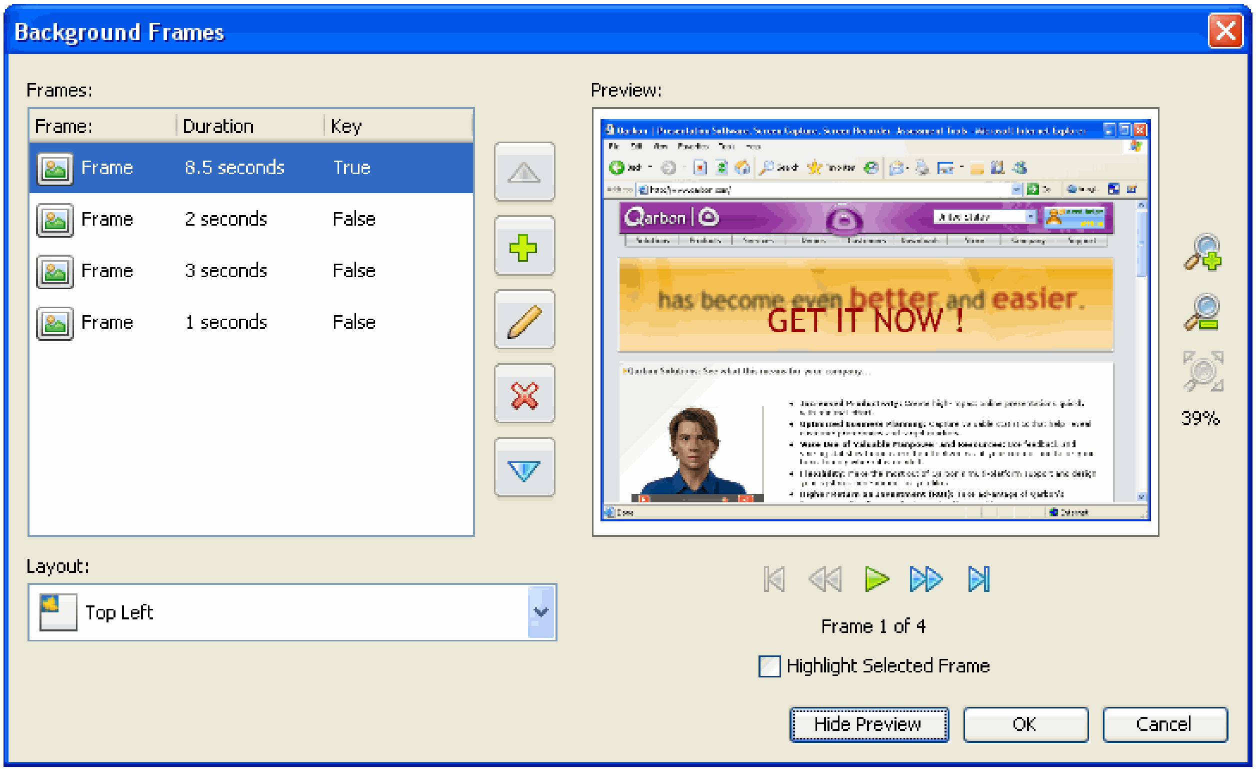

Background Frames
Show Preview
OK
Cancel

Frames:

Frame:	Duration	Key
Frame	8.5 seconds	True
Frame	2 seconds	False
Frame	3 seconds	False
Frame	1 seconds	False

Layout: Top Left

Background Frames window with Preview Hidden



Frames:

Frame:	Duration	Key
Frame	8.5 seconds	True
Frame	2 seconds	False
Frame	3 seconds	False
Frame	1 seconds	False

Layout: Top Left

Frame 1 of 4

☐ Highlight Selected Frame

Background Frames window with Preview Displayed

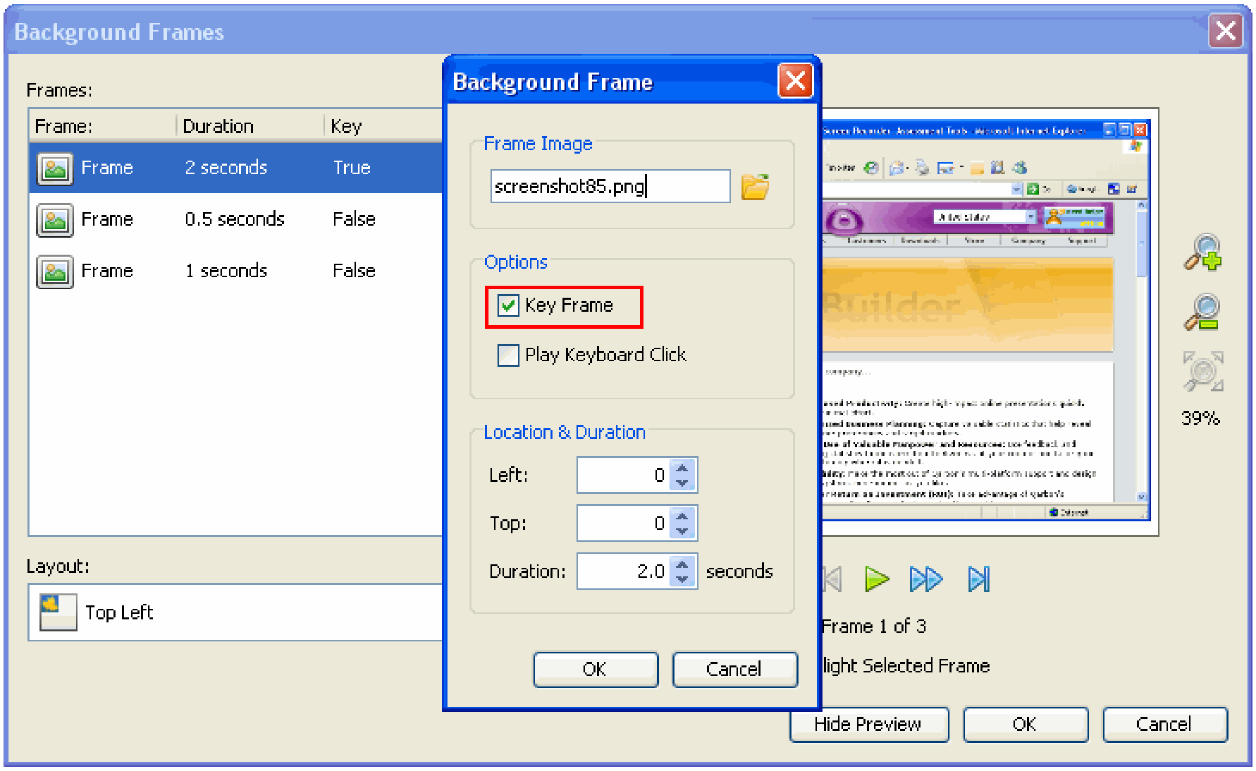
Key Frame

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

After creating a screenshot project or adding new screenshots using SmartCapture, 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.


Background Frames
Background Frame
Frame Image
Options
Location & Duration
OK
Cancel
Hide Preview
OK
Cancel
light Selected Frame

Frames:

Frame:	Duration	Key
Frame	2 seconds	True
Frame	0.5 seconds	False
Frame	1 seconds	False

Layout: Top Left

Frame Image: screenshot85.png

☑ Key Frame

☐ Play Keyboard Click

Left: 0

Top: 0

Duration: 2.0 seconds

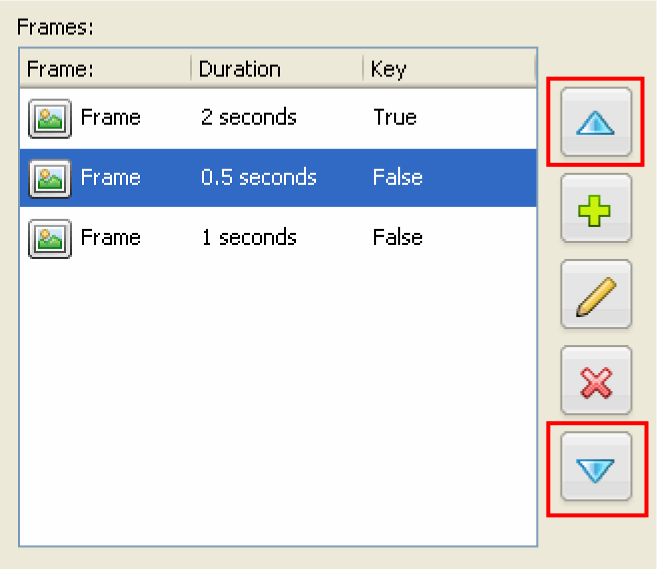
Frame 1 of 3

39%

- Click **OK**.

To move a frame up/down within the list:

- Select the frame in the list.
- Click the **Move Up** button (blue “up” arrow) to move the frame up in the list.
- Click the **Move Down** button (blue “down” arrow) to move the frame down in the list.



Frames:

Frame:	Duration	Key
Frame	2 seconds	True
Frame	0.5 seconds	False
Frame	1 seconds	False

To add a frame to the list of frames:

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

To edit a frame:
- Select a frame in the list.
- Click the **Modify** button ✎.
- In the *Background Frame* window, make selections as desired.
- Click **OK**.

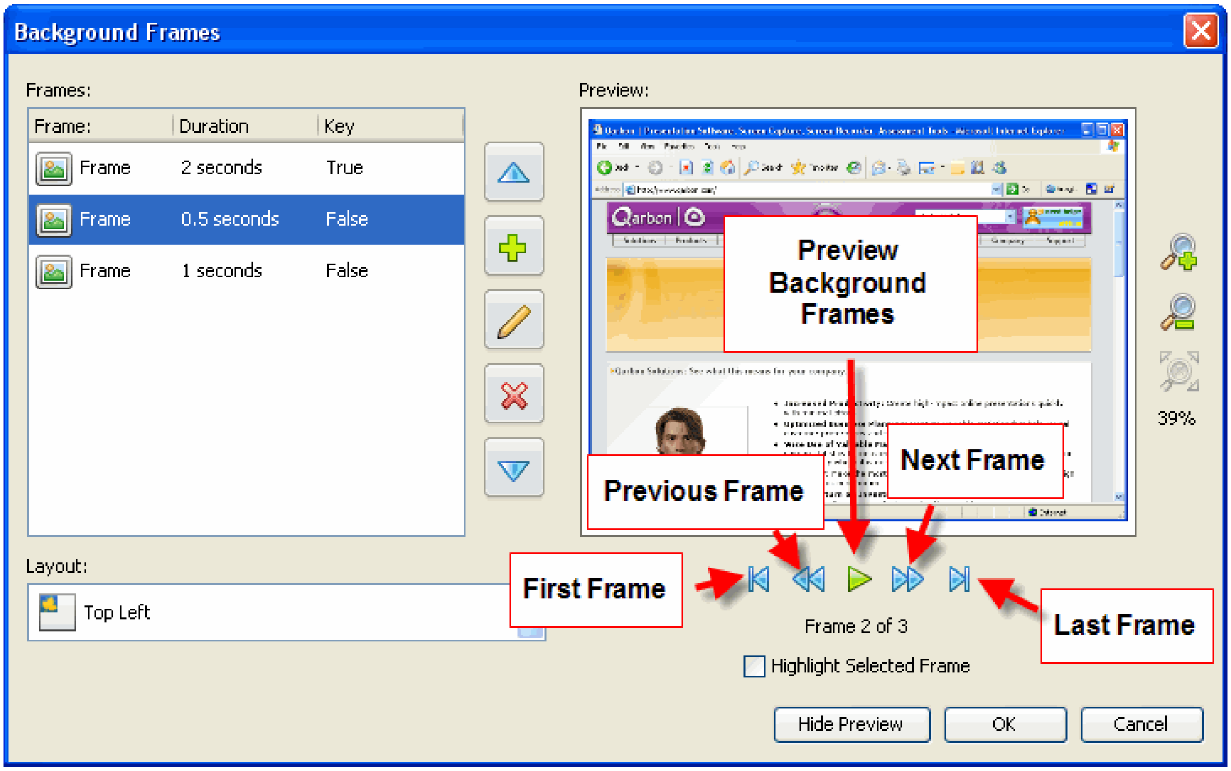
To delete a frame:
- Select a frame in the list.
- Click the **Delete** button ✖.

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

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

Background Frames

- To preview the animation frames, click **Preview Background Frames**.


Background Frames
Frames:
Preview:
Layout:
Top Left
39%
Preview Background Frames
Previous Frame
Next Frame
First Frame
Last Frame
Frame 2 of 3
☐ Highlight Selected Frame
Hide Preview
OK
Cancel

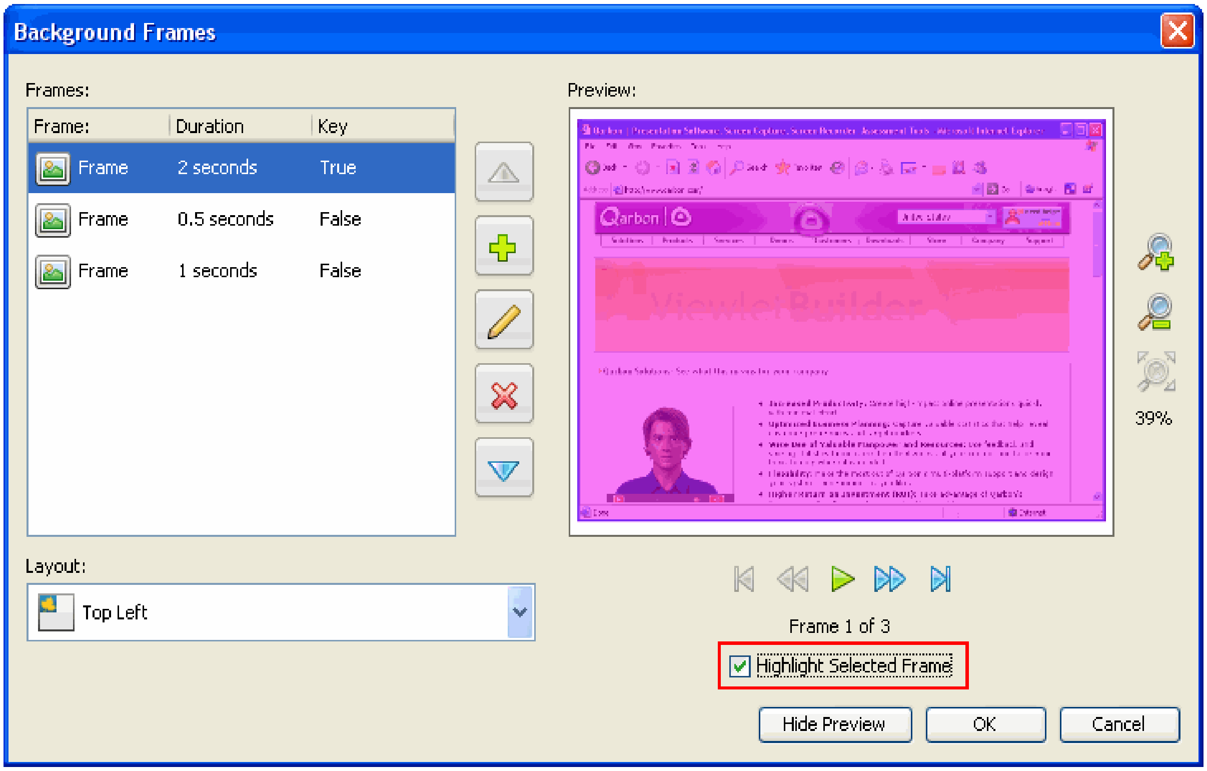
Frame:	Duration	Key
Frame	2 seconds	True
Frame	0.5 seconds	False
Frame	1 seconds	False

To highlight a selected frame:

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

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

1. If the selected frame is a Key Frame and the **Highlight Selected Frame** check box is selected, the entire frame will be highlighted.



Background Frames

Frames:

Frame:	Duration	Key
Frame	2 seconds	True
Frame	0.5 seconds	False
Frame	1 seconds	False

Layout: Top Left

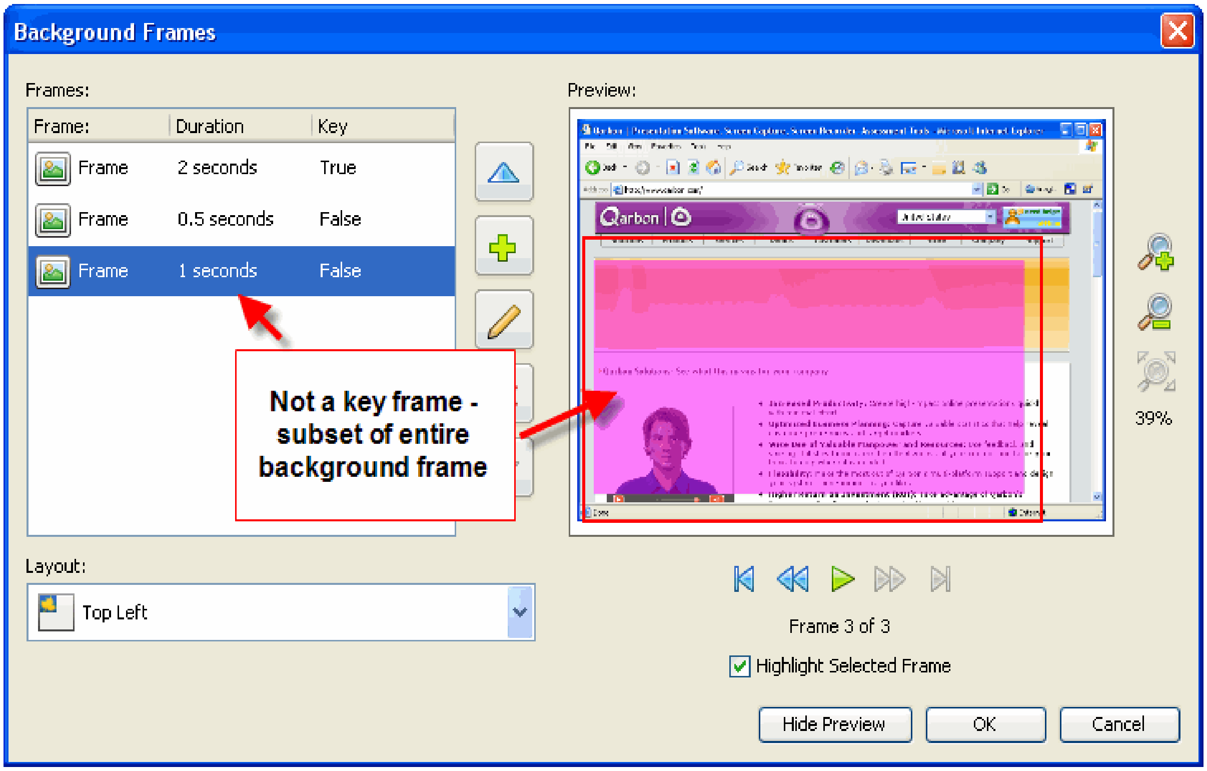
Preview:

39%

Frame 1 of 3

☑ Highlight Selected Frame

2. If the selected frame is NOT a Key Frame and the **HIghlight Selected Frame** check box is selected, only the applicable portion of the frame is selected because this frame is a subset of the entire frame.



Background Frames
Frames:
Frame:
Duration
Key
Preview:
Layout:
Hide Preview
OK
Cancel
39%

Frame:	Duration	Key
Frame	2 seconds	True
Frame	0.5 seconds	False
Frame	1 seconds	False

Layout: Top Left

Frame 3 of 3

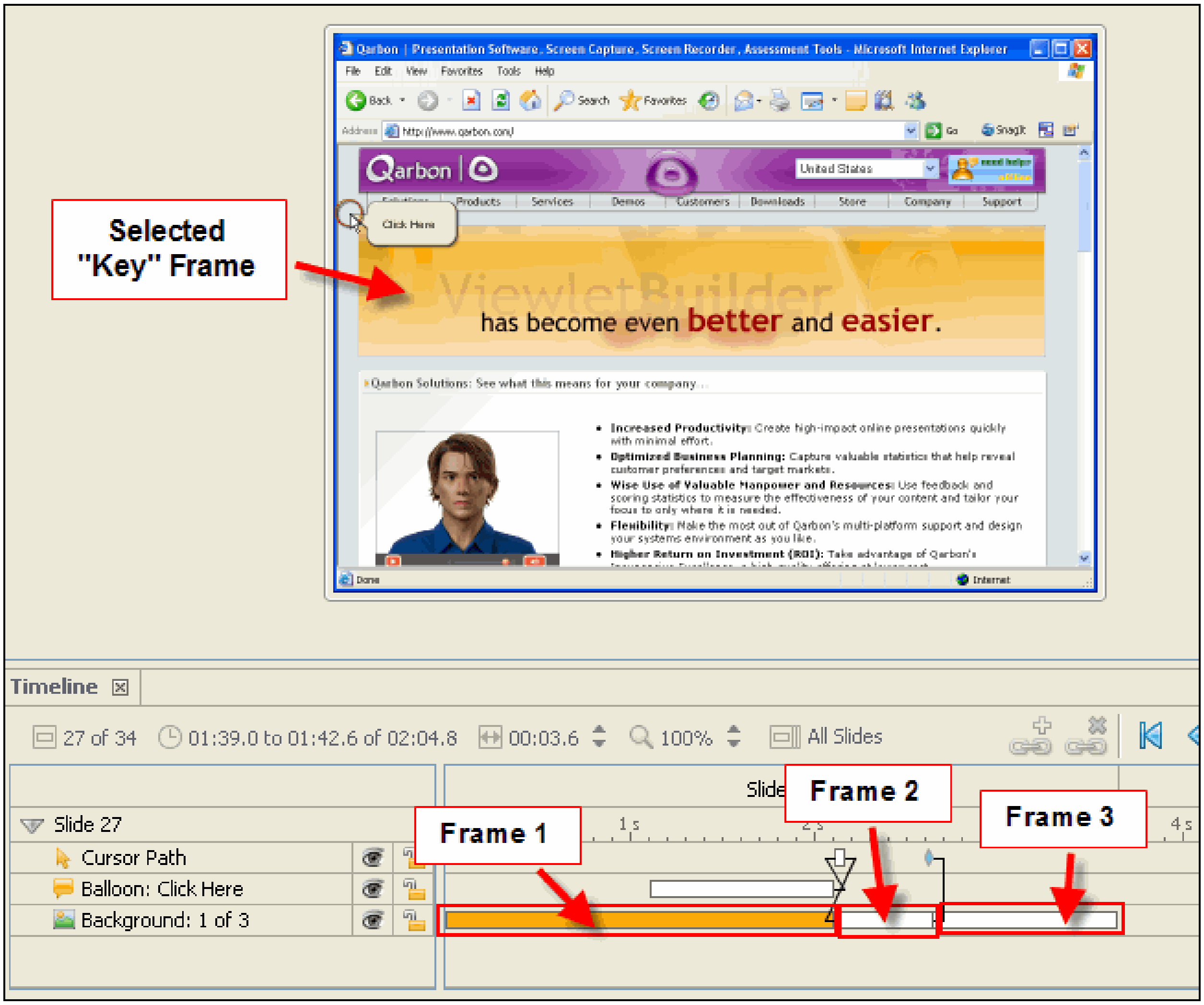
☑ Highlight Selected Frame

Not a key frame - subset of entire background frame

Using the Timeline to Access Background Frames

If you prefer to edit your project using the Timeline, you can also easily access the *Background Frames* window to modify your background frames.

Here's an example of what a slide containing multiple background frames (animation frames) looks like along the Timeline:


Selected "Key" Frame
Click Here
ViewletBuilder
has become even better and easier.
Timeline
27 of 34
01:39.0 to 01:42.6 of 02:04.8
00:03.6
100%
All Slides
Slide 27
Cursor Path
Balloon: Click Here
Background: 1 of 3
Frame 1
Frame 2
Frame 3

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

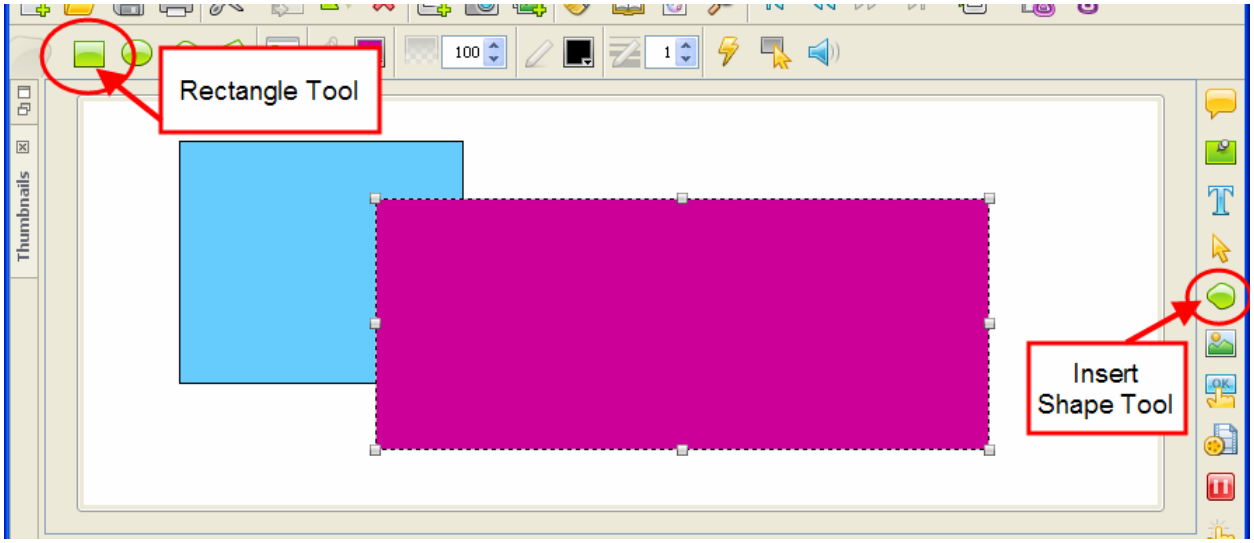
Clicking on a background frame will also display that frame in slide view.

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

Shapes

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

The Rectangle Tool
The rectangle tool allows you to draw rectangles and squares on a slide.

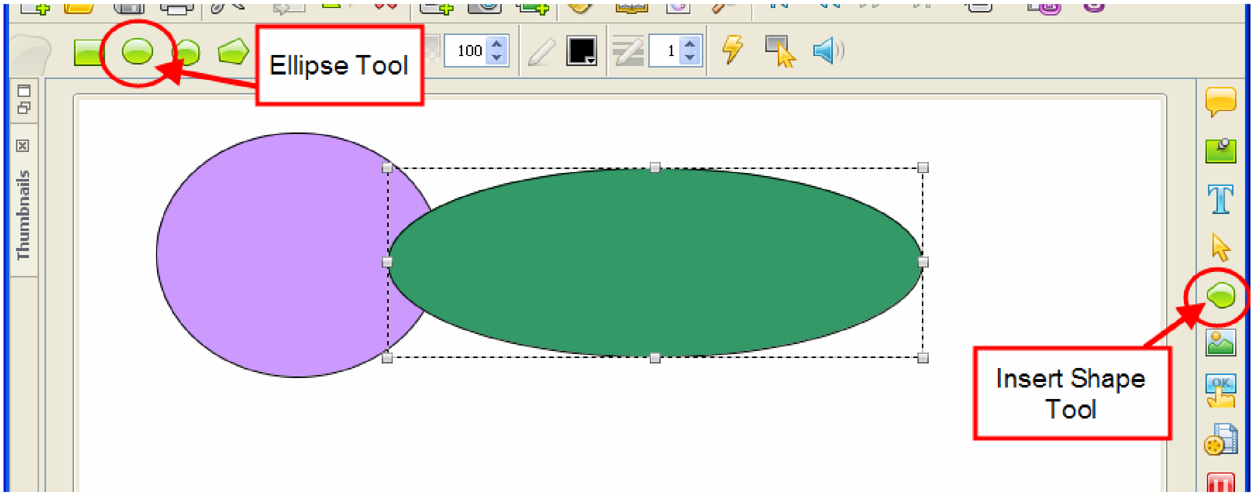

100
1
Thumbnails
Rectangle Tool
Insert Shape Tool

To insert a rectangle:

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

The Ellipse Tool

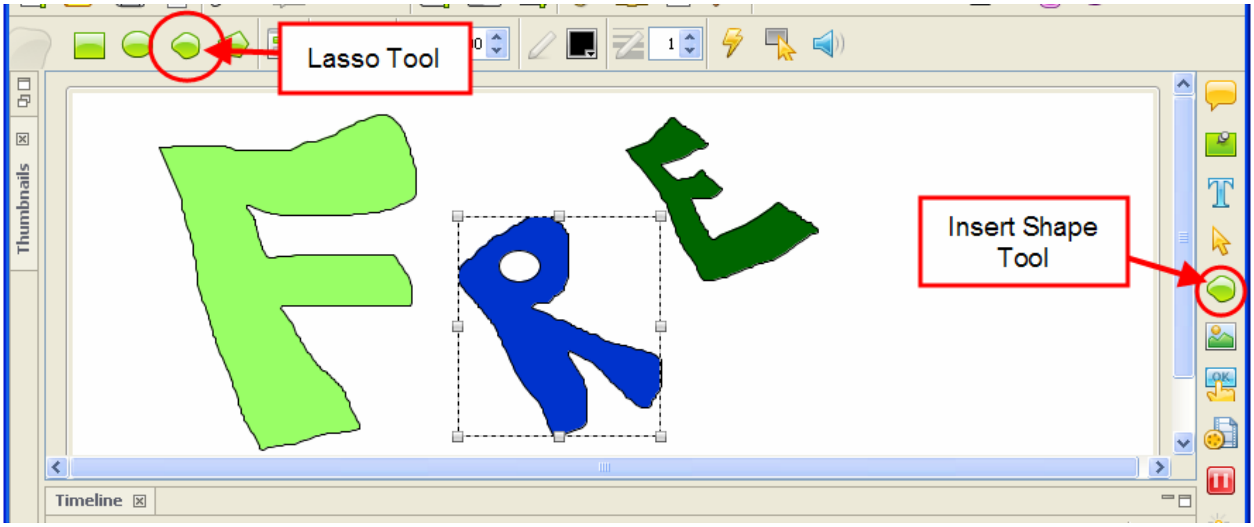
The ellipse tool allows you to draw circles or ovals on a slide.



To insert an ellipse:

- Click the **Insert Shape** icon on the Object Toolbar.
- Click the **Ellipse Tool** on the context sensitive toolbar.
- Move the cursor over the slide until the cursor until the cursor changes to a cross-hair shape.
- Click on the slide and hold down the left mouse button.
- Continue to hold down the left mouse button and drag to draw the elliptical shape.
- Let go of the left mouse button to complete the shape.

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

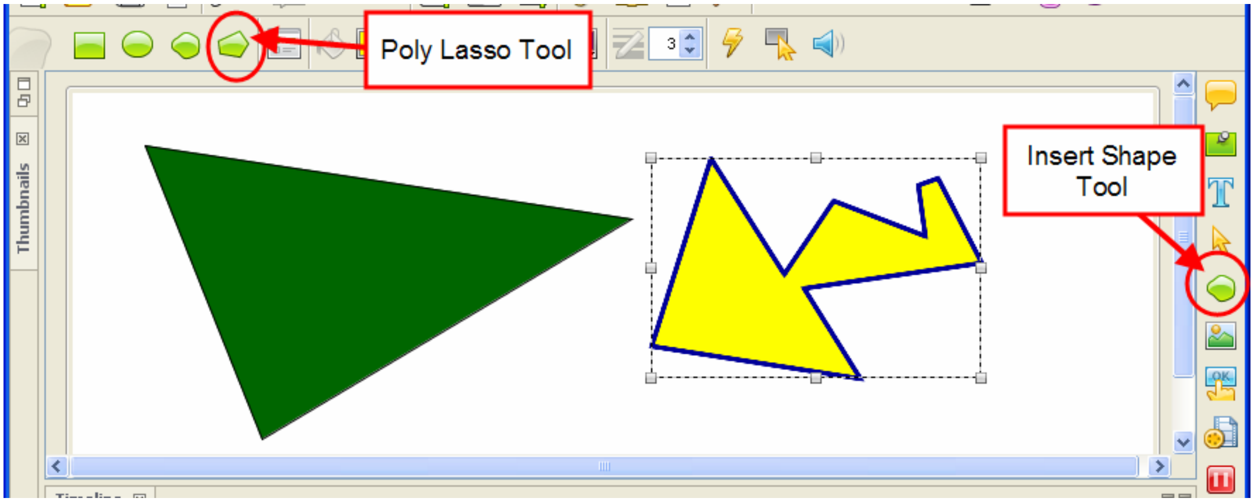


To create a free-form shape:

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

The Poly Lasso Tool

The poly lasso tool allows you to create polygonal shapes.



To create a polygonal shape:

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

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

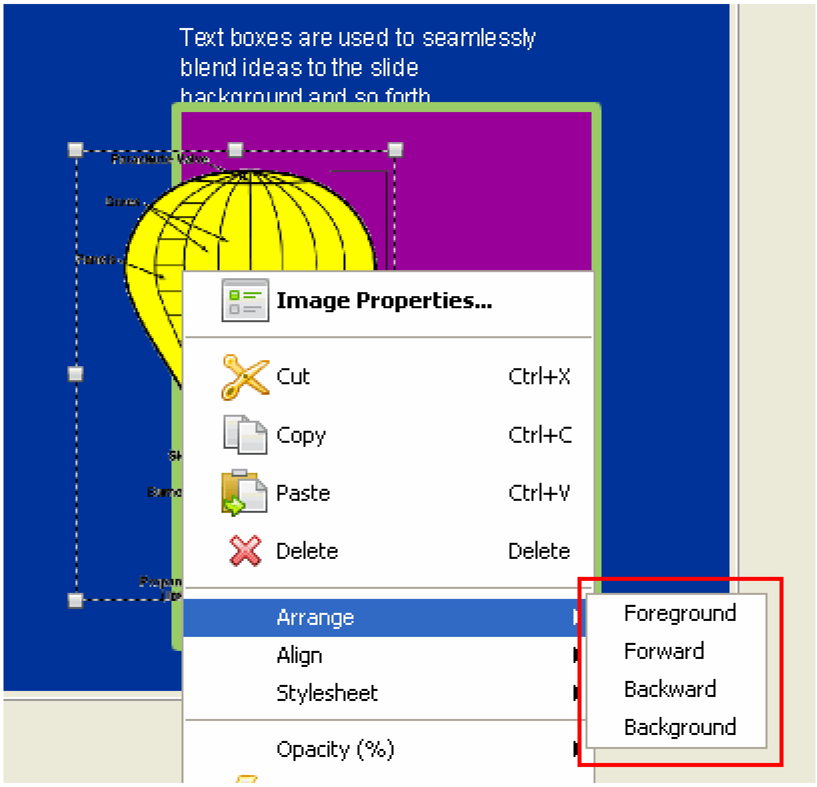
To move a shape on a slide:

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

To resize a shape:

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

To arrange the shape in a stack:



Text boxes are used to seamlessly blend ideas to the slide background and so forth

Image Properties...
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Delete Delete
Arrange
Align
Stylesheet
Opacity (%)
Foreground
Forward
Backward
Background

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

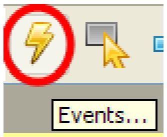
To delete a shape from the slide:

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

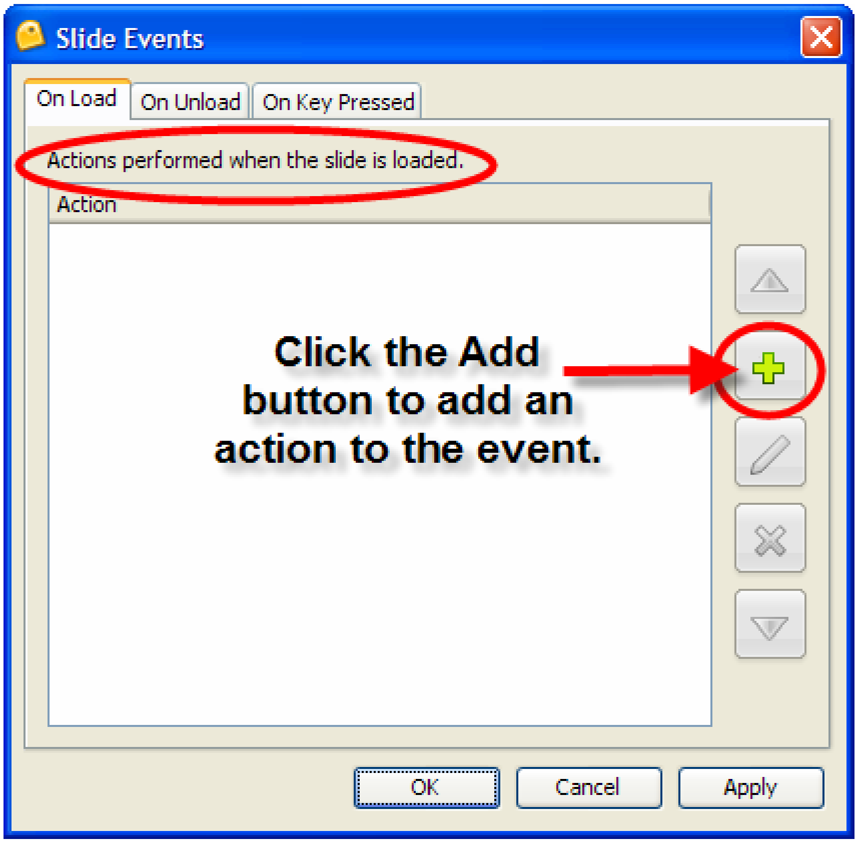
Events and Actions Overview

ViewletBuilder 6 Professional offers a robust set of events and actions that may be associated with slides and slide objects such as shapes and images to produce greater dynamics and a higher user interactive experience than ever before. This chapter provides a brief introduction into ViewletBuilder 6 Professional's events and actions features.

Events
Events may be defined as what happens when a certain scenario occurs. For example, a slide event may be the "On Load" event. This means that when the slide "loads" or as it "loads" this "loading" is an event.



To create a slide event:



Actions performed when the slide is loaded.

Click the Add button to add an action to the 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.
- Click **OK**.

To create a shape event:

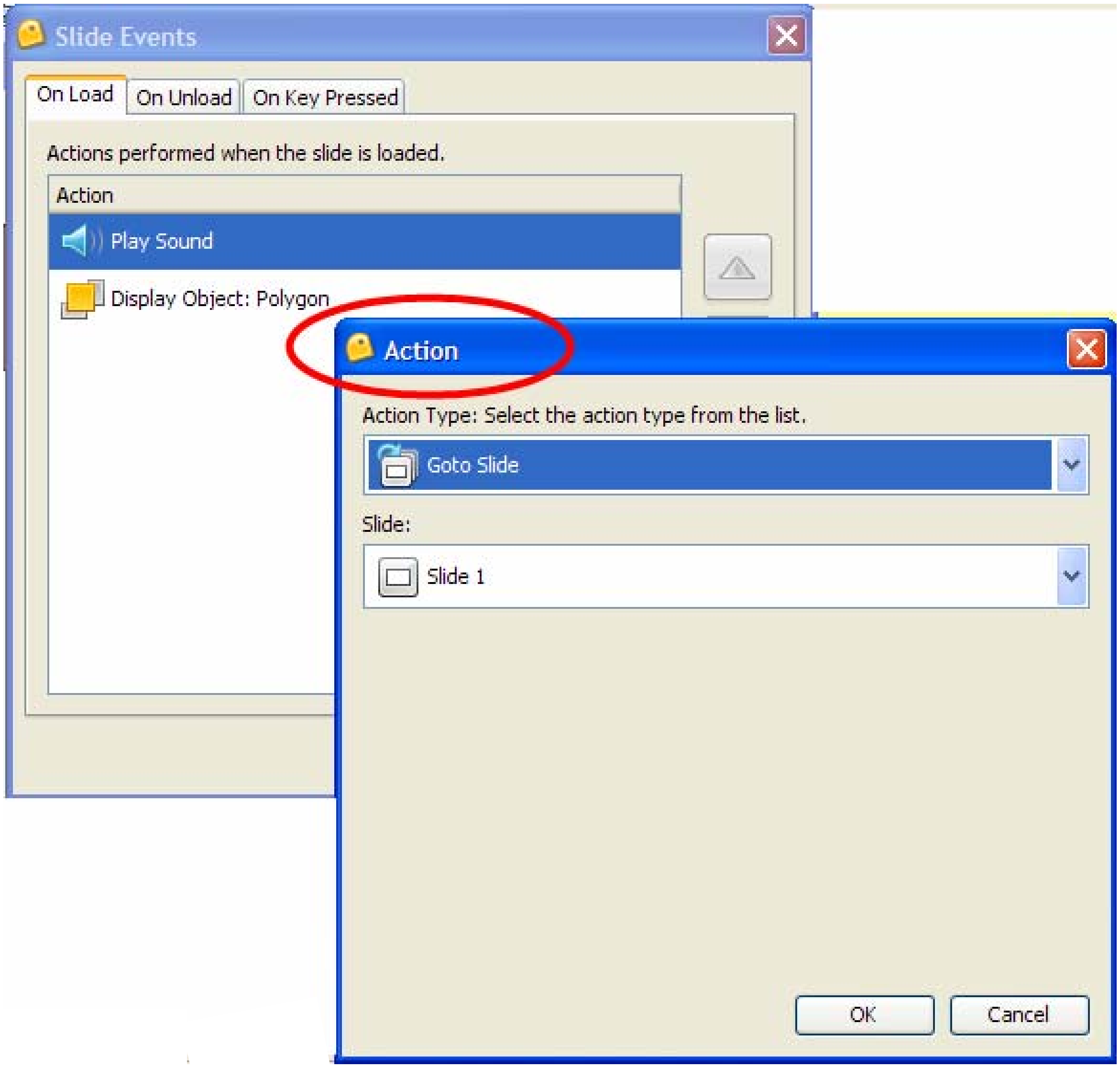
- Right click on a shape.
- Select **Events** from the shortcut menu.
- In the *Shape Events* window, select a tab:
    - On Click: This is when the user clicks on the shape.
    - On Rollover: This is when the user moves the mouse over the shape.
    - On Rollout: This is when the user has moved the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

To create image event:

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

Actions

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



Actions performed when the slide is loaded.

Action

Play Sound

Display Object: Polygon

Action Type: Select the action type from the list.

Goto Slide

Slide:

Slide 1

To attach an action to an event:

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

To arrange multiple actions for a given event:

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

To edit an action ✎ :

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

To delete an action ✖ :

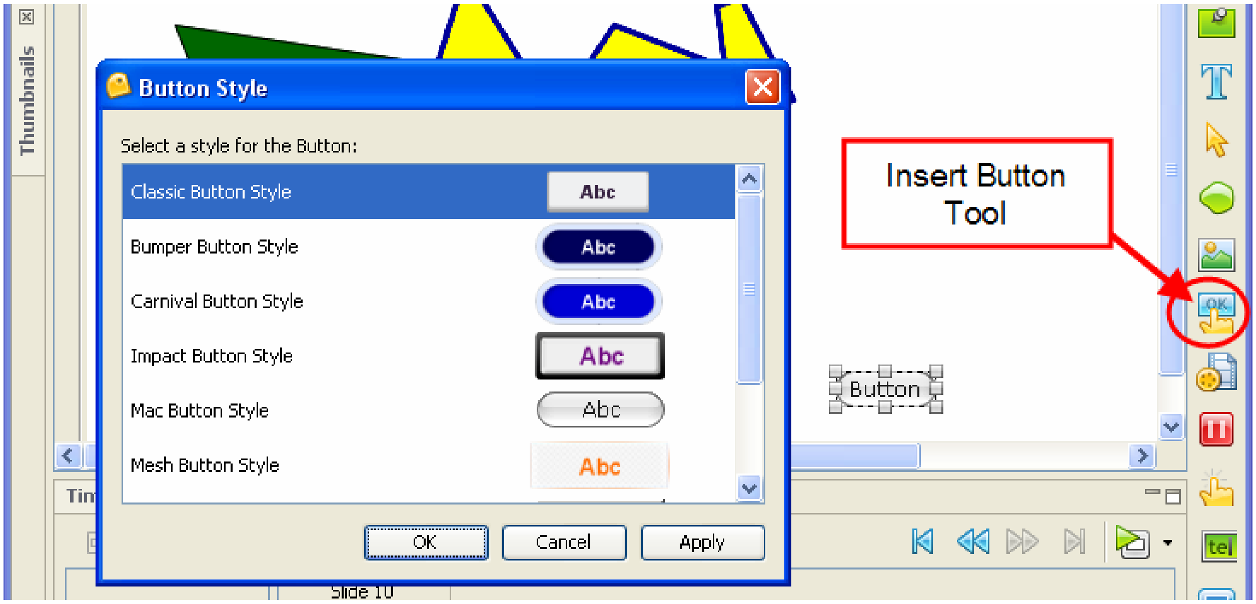
- In the *Events* window, select an events tab.
- Select the action to delete.
- Click the **Delete** (red X) button.
- Click **OK** to close the *Events* window.

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

For more information on working with Events and Actions in ViewletBuilder 6 Professional, please email support@qarbon.com.

Buttons

Buttons may be used to increase user interactivity within your Viewlet project. For example, if you want to give your viewer the control to advance through your Viewlet at their own pace, you can create your own series of customized buttons for them to do this. Or, you might provide buttons that, when clicked, will allow the viewer to skips ahead or to different parts of your project instead of just progressing through it in a linear fashion.


Thumbnails
Button Style
Select a style for the Button:
Classic Button Style
Abc
Bumper Button Style
Abc
Carnival Button Style
Abc
Impact Button Style
Abc
Mac Button Style
Abc
Mesh Button Style
Abc
OK
Cancel
Apply
Insert Button Tool
Button
Tin
Slide 10

To insert a button on to a slide:

- Select the **Insert Button** icon on the Object Toolbar.
- A button is inserted on the slide ready for editing.

To view/modify button properties:

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

To move a button on a slide:

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

To resize a button:

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

To select a button style:

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

To add an event and action(s) to the button:

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

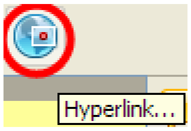
To delete a button:

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

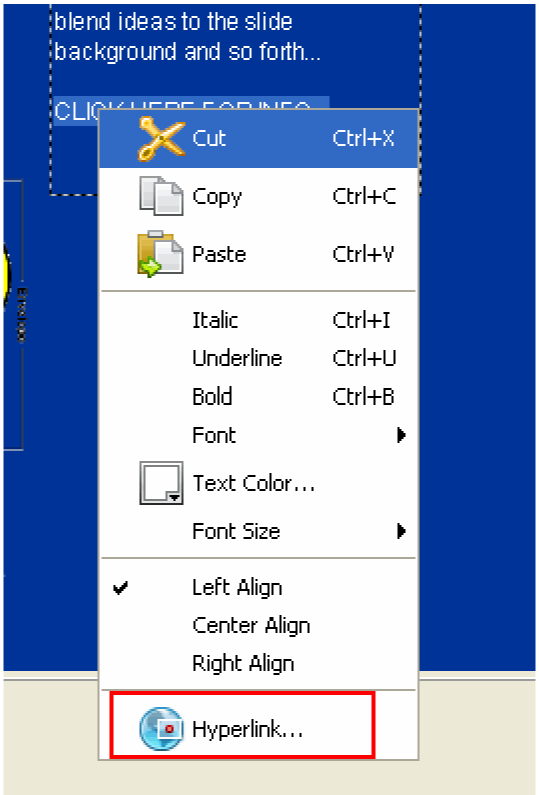
For more information on working with Buttons, contact support@qarbon.com.

Hyperlinks

A hyperlink allows a user, with a single click action, to perform an action such as jump to another section of the project, open an email, go to a web page and more. In ViewletBuilder 6 Professional, hyperlinks functionality has been expanded to include not only the common hyperlink functions you may have become familiar with in previous versions, but with many more options too. This chapter covers some basics steps for creating hyperlinks in your Viewlet projects.



Message Hyperlinks
While message objects themselves cannot be set up as a hyperlink, a portion or all of the text inside can. These types of hyperlinks are known as text links.


blend ideas to the slide background and so forth...
CLICK HERE FOR INFO
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Italic Ctrl+I
Underline Ctrl+U
Bold Ctrl+B
Font
Text Color...
Font Size
✓ Left Align
Center Align
Right Align
Hyperlink...

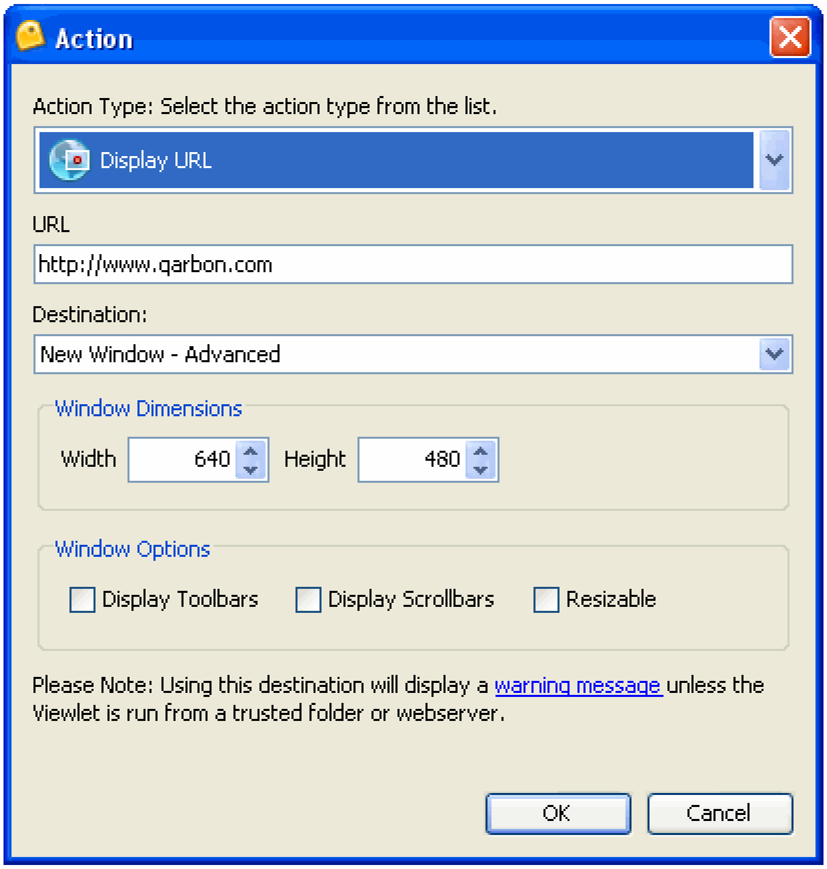
To create a test link within a message object:

- Highlight the text you want to use for the link.
- Right click the text and select **Hyperlink** from the shortcut menu. Or, click the **Hyperlink** (globe) icon on the context sensitive toolbar.
- In the *Hyperlink* window, make sure the *On Click* tab is selected.

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

Miscellaneous Hyperlinks

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



Action Type: Select the action type from the list.

Display URL

URL

http://www.qarbon.com

Destination:

New Window - Advanced

Width 640 Height 480

☐ Display Toolbars ☐ Display Scrollbars ☐ Resizable

Please Note: Using this destination will display a warning message unless the Viewlet is run from a trusted folder or webserver.

Interactive Zones – Common Features

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

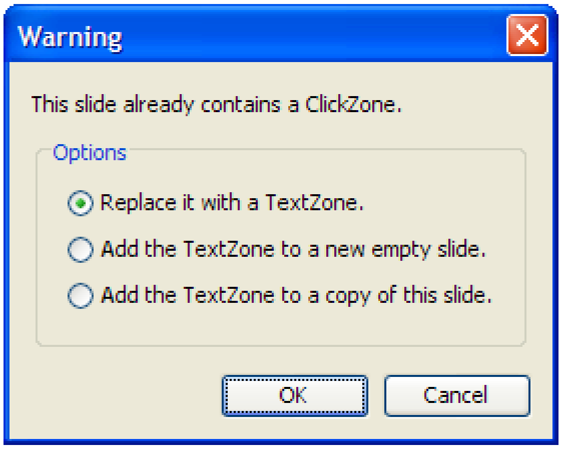
ViewletBuilder 6 Professional offers five Interactive Zones:
- Click Zone
- Text Zone
- Keystroke Zone
- Pause Zone
- Question Slide

For purposes of this chapter, we are not including Hyperlinks or Events/Actions. These later features are covered in previous chapters.

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

Let's review each of these elements separately.

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



Warning

This slide already contains a ClickZone.

Options

● Replace it with a TextZone.

○ Add the TextZone to a new empty slide.

○ Add the TextZone to a copy of this slide.

- Replace it with a [selected zone].
- Add the [selected zone] to a new empty slide.
- Add the [selected zone] to a copy of this slide.

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

Zone Interactive Area

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

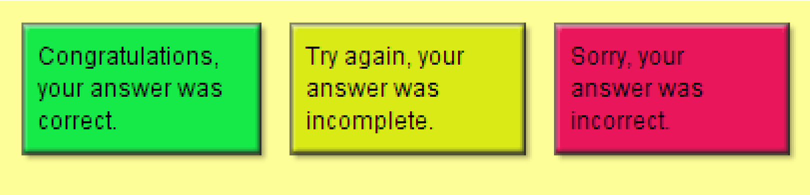
- Click Zone: Contains a click area that covers a portion of the slide. This area (transparent in the published project) is where the user must click to correctly respond.
- Text Zone: Contains a text input field. The user must input the answer correctly into this field.
- Keystroke Zone: Contains a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

Audio Attached to a Zone

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

Response to User Input

When creating an Interactive Zone, you should offer some type of response to the user after they've completed their input. In its simplest form, this response may simply be a message object that informs the user they've answered correctly. Or, it may be as elaborate as a combination of a message that, when the user answers incorrectly, a message appears telling them this and directing them to click a link to launch a quick training movie before continuing or to just continue without this option, etc. The choice as to how simple or complex the response will be is up to you. You even have the option to remove all responses to user input as well, if you desire. Note: Response objects will only displays as setup in the Viewlet itself.



Congratulations, your answer was correct.

Try again, your answer was incomplete.

Sorry, your answer was incorrect.

To create a response message object:

- Insert an Interactive Zone and, if applicable, three response text messages will appear.
    - Green message object: This will display if the user answers correctly.
    - Lime message object: This will display if the user did not complete the message.
    - Red message object: This will display if the user answers incorrectly.
- Select a message object and edit as you would any other message object with regards to text and message type/style itself.
- Move and stack the messages as desired on the slide.

To edit a response object:

You may change a response object from a message to an image or shape or none at all. In addition, you may change how this response object responds in reaction to a certain user action and the duration a response displays on a slide. These features are part of ViewletBuilder 6 Professional's events/actions tools.

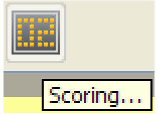
- Click on the "zone" area for the Interactive Zone.
- Click the **Events** icon on the context sensitive toolbar.
- In the *Slide Events* tab, click the appropriate tab. For example, to change the response that will display when the user answers correctly, select the *On Correct* tab.
- In the *Slide Events* window, select the action to modify and click the **Modify** (pencil) icon.
- In the *Action* window, edit as desired and click **OK**.
- In the *Slide Events* window, select another tab and repeat this process as desired for each of the response objects.
- When complete, click **OK** to close the *Slide Events* window.

To quickly delete a response object:

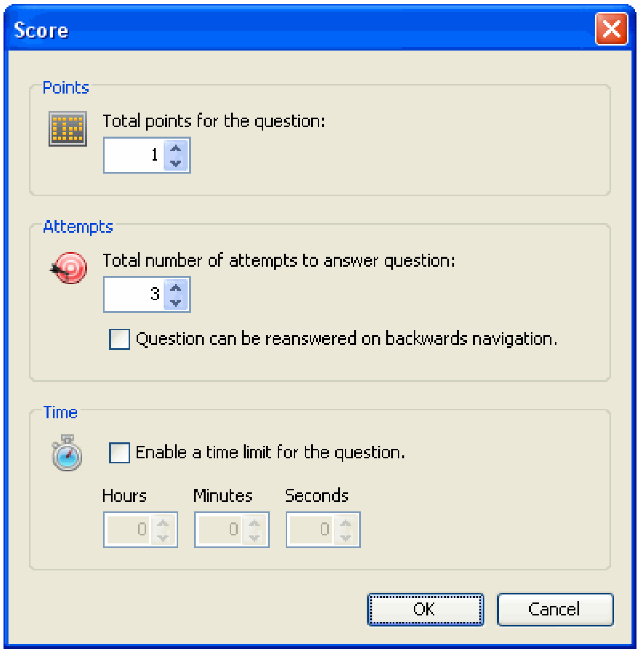
- Click the response object.
- Press **Delete** on your keyboard.

Scoring Options

Several of the Interactive Zones offer you the option of scoring user input. When available, these scoring options include points, attempts and time to complete an answer.



To set up scoring options for an Interactive Zone:



Points

Total points for the question: 1

Attempts

Total number of attempts to answer question: 3

☐ Question can be reanswered on backwards navigation.

Time

☐ Enable a time limit for the question.

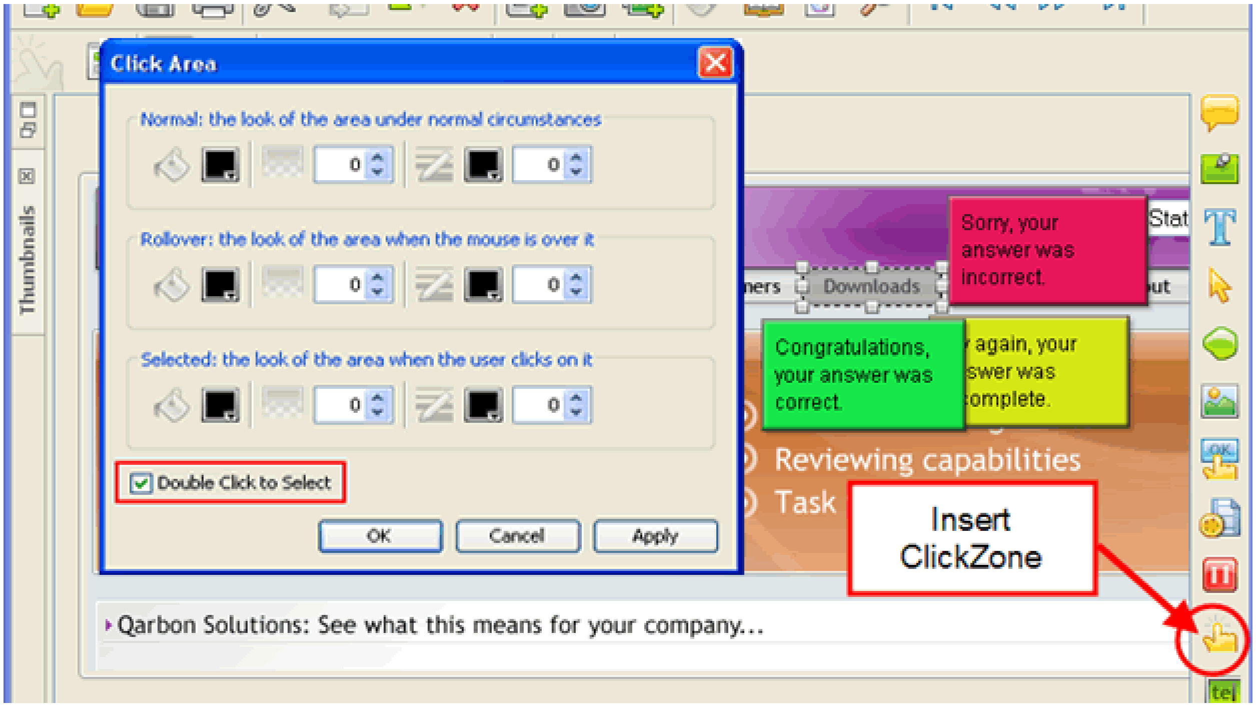
Hours: 0
Minutes: 0
Seconds: 0

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

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

Click Zones

The Click Zone is one of the most popular interactive zones used in ViewletBuilder 6 Professional. 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.


Click Area
Normal: the look of the area under normal circumstances
0
0
Rollover: the look of the area when the mouse is over it
0
0
Selected: the look of the area when the user clicks on it
0
0
☑ Double Click to Select
OK
Cancel
Apply
Thumbnails
Downloads
Reviewing capabilities
Task
Qarbon Solutions: See what this means for your company...

Sorry, your answer was incorrect.

Congratulations, your answer was correct.

again, your swer was omplete.

Insert ClickZone

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. Note: When the number is set to zero (0), the fill/border color will be transparent. The three states are:
  - 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** check box if you want the user to double click (instead of the default single click) to respond correctly.
- Click **OK**.

To move a click area on a slide:

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

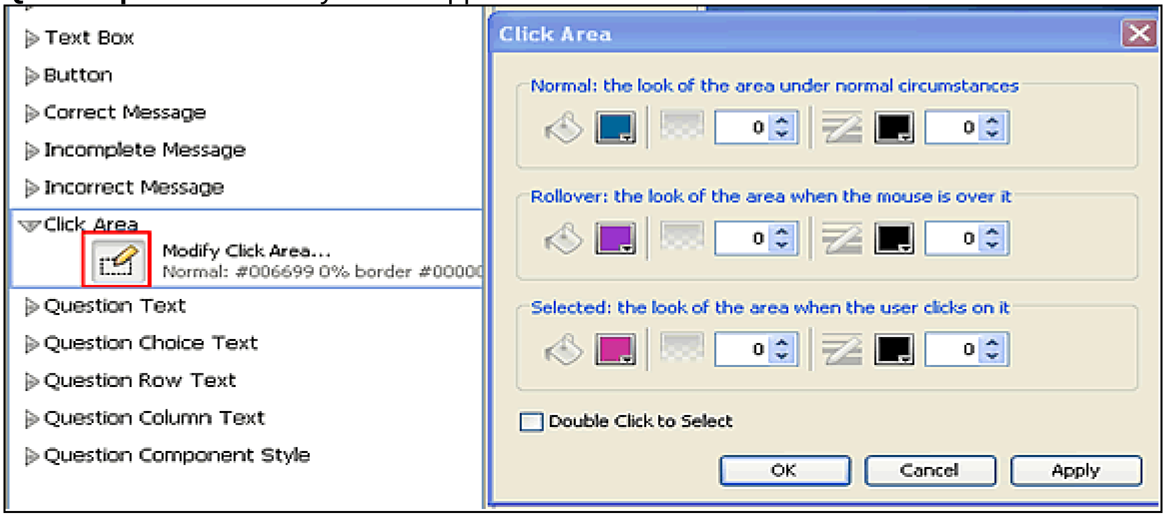
To resize a click area:

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

To delete a Click Zone:

- Select the click area of the Click Zone.
- Press **Delete** on your keyboard.

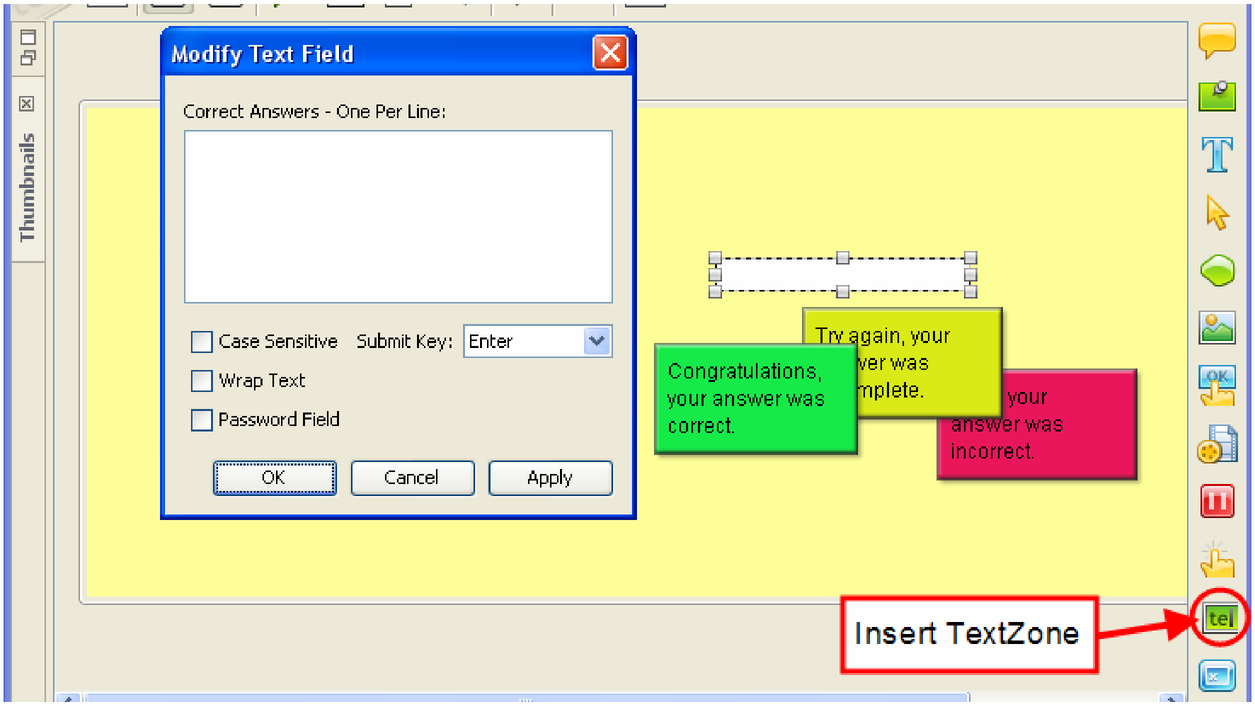
Quick Tip: Click Area styles are applied to new Click Zones.


Text Box
Button
Correct Message
Incomplete Message
Incorrect Message
Click Area
Modify Click Area...
Normal: #006699 0% border #00000
Question Text
Question Choice Text
Question Row Text
Question Column Text
Question Component Style
Click Area
Normal: the look of the area under normal circumstances
0
0
Rollover: the look of the area when the mouse is over it
0
0
Selected: the look of the area when the user clicks on it
0
0
☐ Double Click to Select
OK
Cancel
Apply

For additional Click Zone features, please review the *Interactive Zones – Common Features* chapter. Or, email support@qarbon.com with any questions you may have.

Text Zones

Text Zones are another popular interactive features used in Viewlets by Viewlet authors. These zones may be added to slides when you require the user to answer questions by inputting text responses into a field.



Correct Answers - One Per Line:

☐ Case Sensitive Submit Key: Enter

☐ Wrap Text

☐ Password Field

Congratulations, your answer was correct.

Try again, your ...ver was ...mplete.

...your answer was incorrect.

This chapter highlights the Text Zone, providing information on this zone not already covered in a previous chapter, *Interactive Zones – Common Features*.

To create a Text Zone:

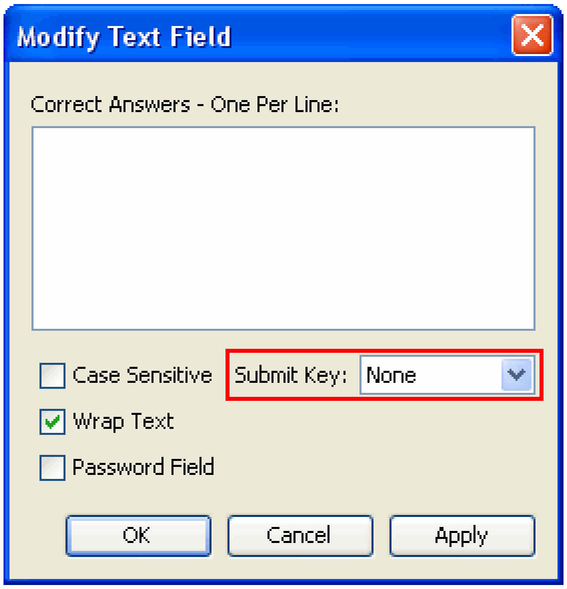
- Click the **Insert TextZone** icon on the Object Toolbar.
- By default, a text input field and three response message objects are inserted on the slide.

To modify the text zone input field:

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

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

Quick Tip: To let users hit the Enter key without clicking Submit, set the Submit Key to None.



☐ Case Sensitive
Submit Key: None
☑ Wrap Text
☐ Password Field

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:

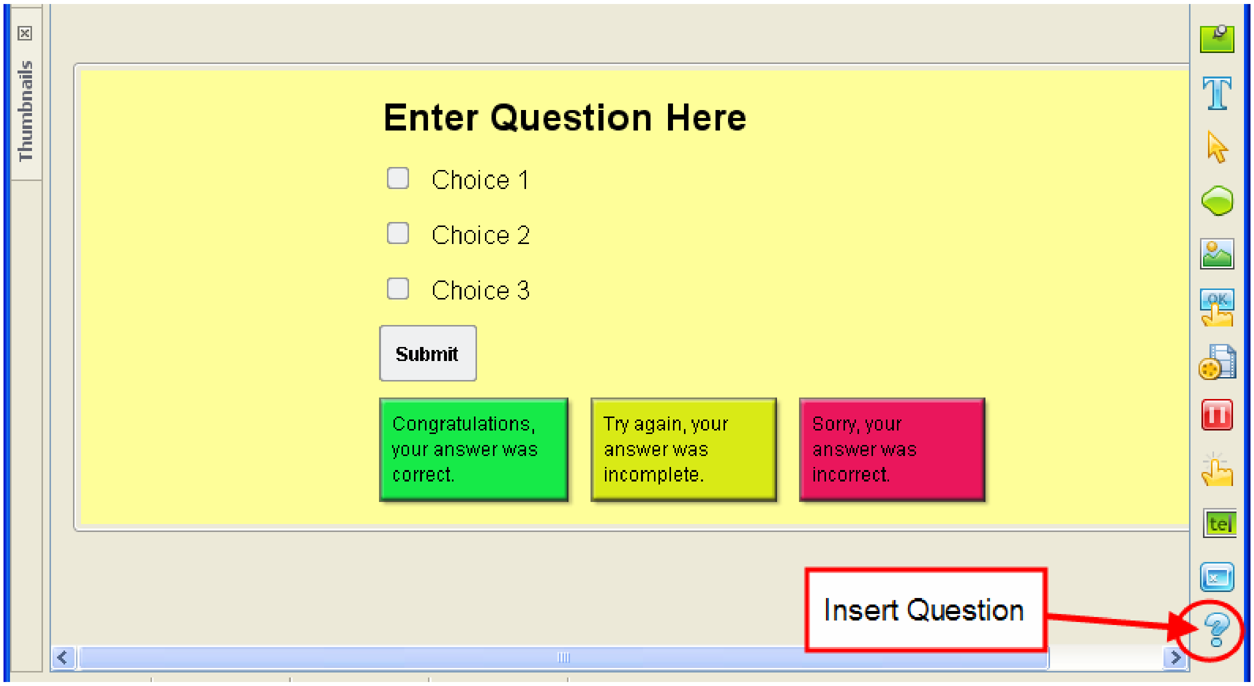
- Select the text field.
- Press the **Delete** key on your keyboard.

Question Slides

Turn your Viewlet into a testing or survey tool by using Question Slides. Question Slides are a form of an Interactive Zone and contain (by default):

- Text box for the question.
- Choice boxes for users to select an answer
- Text boxes for answers
- Submit button the user clicks to submit the response
- Response message objects

This chapter highlights the Question Slide, providing information on this feature not already covered in a previous chapter, *Interactive Zones – Common Features*.



Enter Question Here

☐ Choice 1

☐ Choice 2

☐ Choice 3

Congratulations, your answer was correct.

Try again, your answer was incomplete.

Sorry, your answer was incorrect.

To create a Question Slide:

- Select the **Insert Question** icon on the Object Toolbar.
- The Question elements are inserted on the slide.

To modify the question text box:

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

To add additional choice fields:

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

To delete a choice field:

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

To select a choice field or fields as the correct response:

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

To modify an answer text box:

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

To modify the Submit button properties:

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

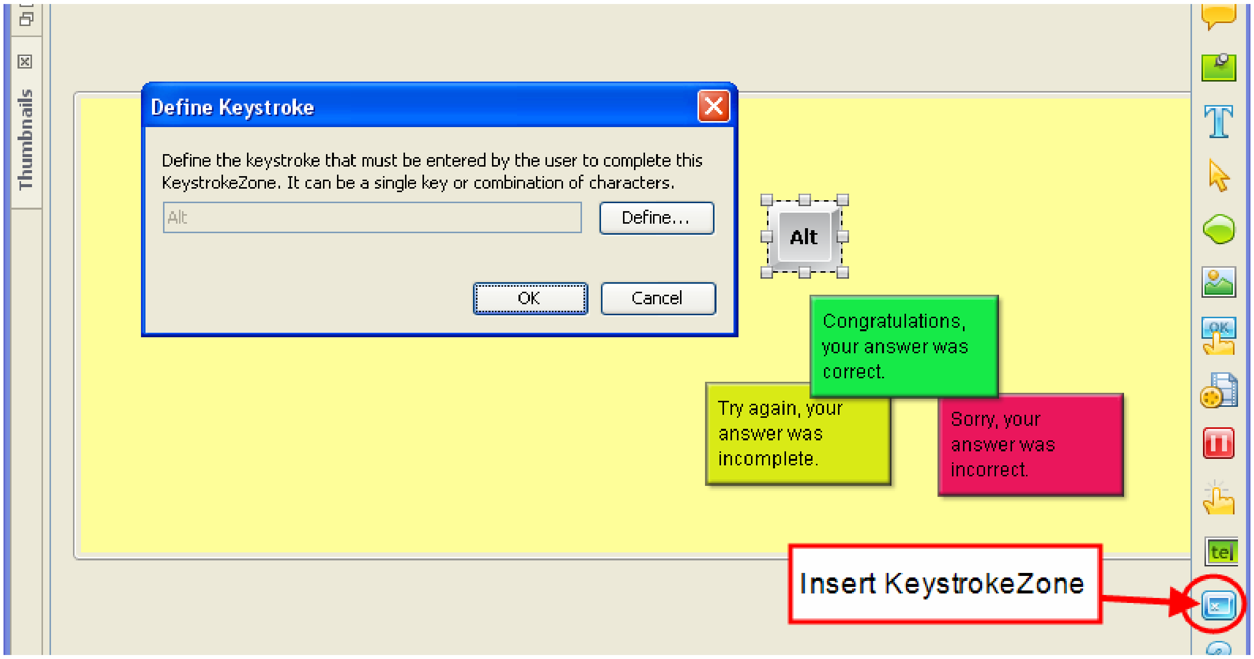
To modify additional Submit button options:
Please refer to the *Buttons* chapter for more information on editing the Submit button's style and Events/Actions.

To delete a Question from the slide:

- Click the **Insert Question** button on the Object Toolbar.
- In the *Warning* window, select the **Remove It** option.
- Click **OK**.

Keystroke Zones

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



Define Keystroke

Define the keystroke that must be entered by the user to complete this KeystrokeZone. It can be a single key or combination of characters.

Alt

Congratulations, your answer was correct.

Try again, your answer was incomplete.

Sorry, your answer was incorrect.

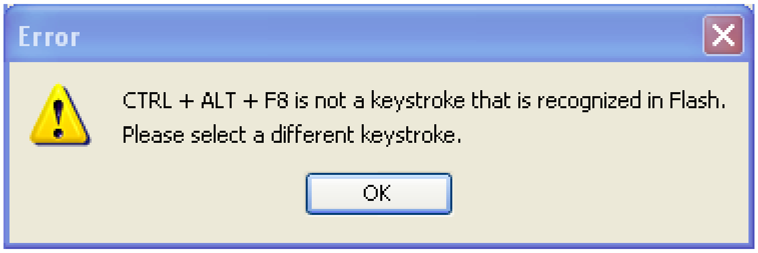
To insert a Keystroke Zone:

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

To define the keystroke:

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

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

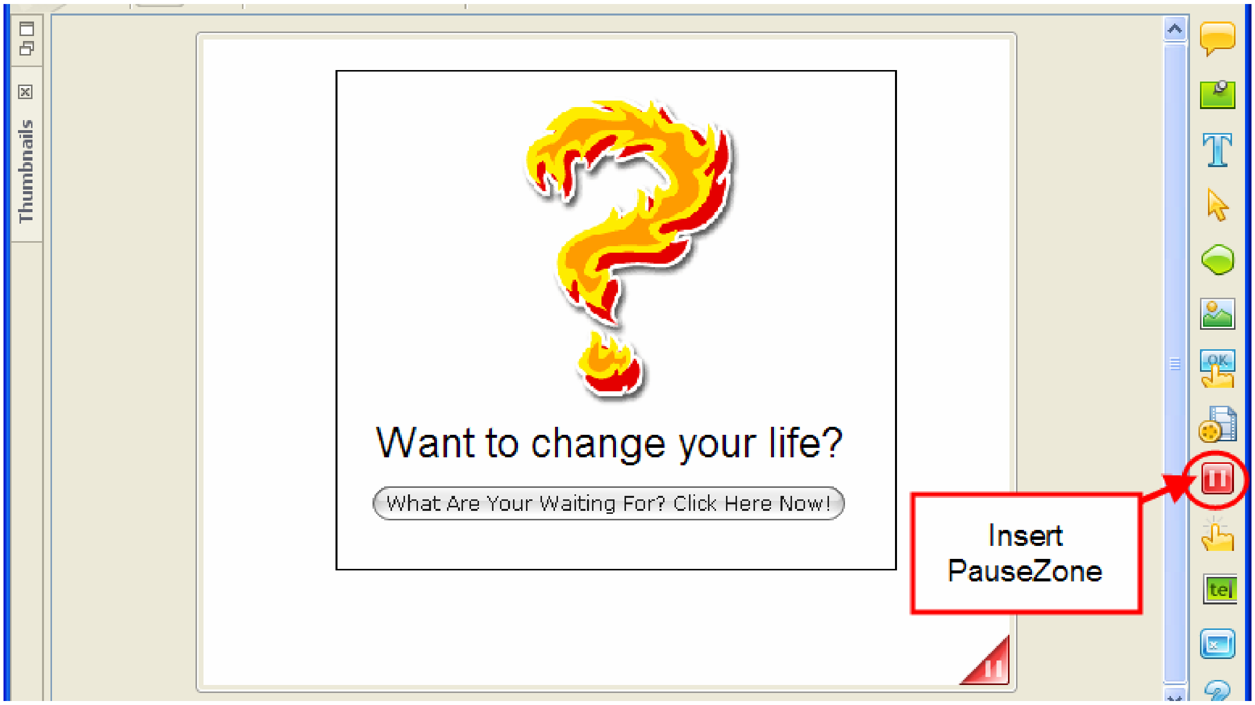


CTRL + ALT + F8 is not a keystroke that is recognized in Flash.
Please select a different keystroke.

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

Pause Zone

The Pause Zone is used to pause the Viewlet on a particular slide. These zones are easy to use on slide and are most commonly used on slides that contain hyperlinks or buttons that allow the user to click when they decide to continue to play the Viewlet.


Thumbnails
Want to change your life?
What Are Your Waiting For? Click Here Now!
Insert PauseZone

To insert a Pause Zone on a slide:

- Click the **Insert PauseZone** icon on the Object Toolbar.
- A red triangle will be inserted in the bottom right corner of the slide. This triangle indicates the slide will pause, but this triangle will not display in the Viewlet.

To remove a Pause Zone from a slide:

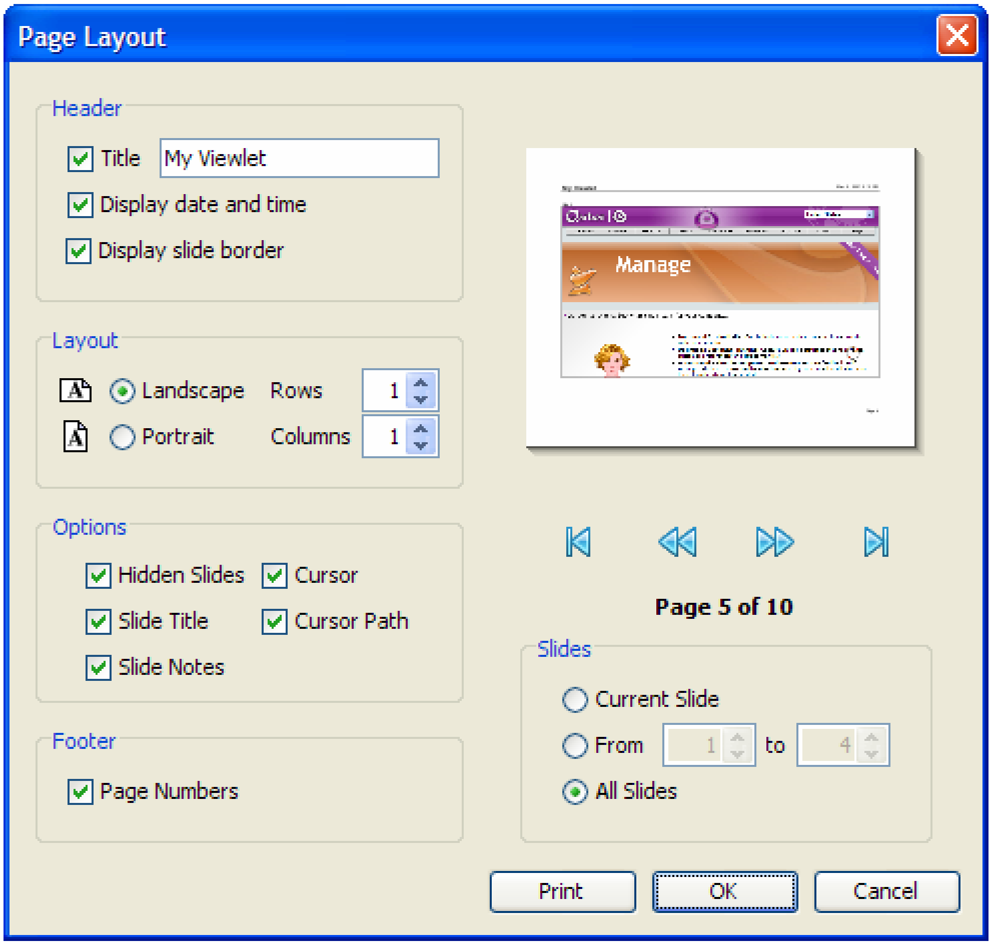
- Click the **Insert PauseZone** icon on the Object Toolbar.
- In the *Warning* window, select the **Remove It** option.
- Click **OK**.

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

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

Page Layout

Once your project is completed, you may want to print the slides. One feature, often overlooked, is Page Layout. In this window, you may set up print options for your slides.



☑ Title: My Viewlet
☑ Display date and time
☑ Display slide border

● Landscape Rows: 1
○ Portrait Columns: 1

☑ Hidden Slides ☑ Cursor
☑ Slide Title ☑ Cursor Path
☑ Slide Notes

☑ Page Numbers

Page 5 of 10

○ Current Slide
○ From 1 to 4
● All Slides

To access Page Layout:

- Select **File** > **Page Layout** from the menu bar.
- The *Page Layout* window displays.

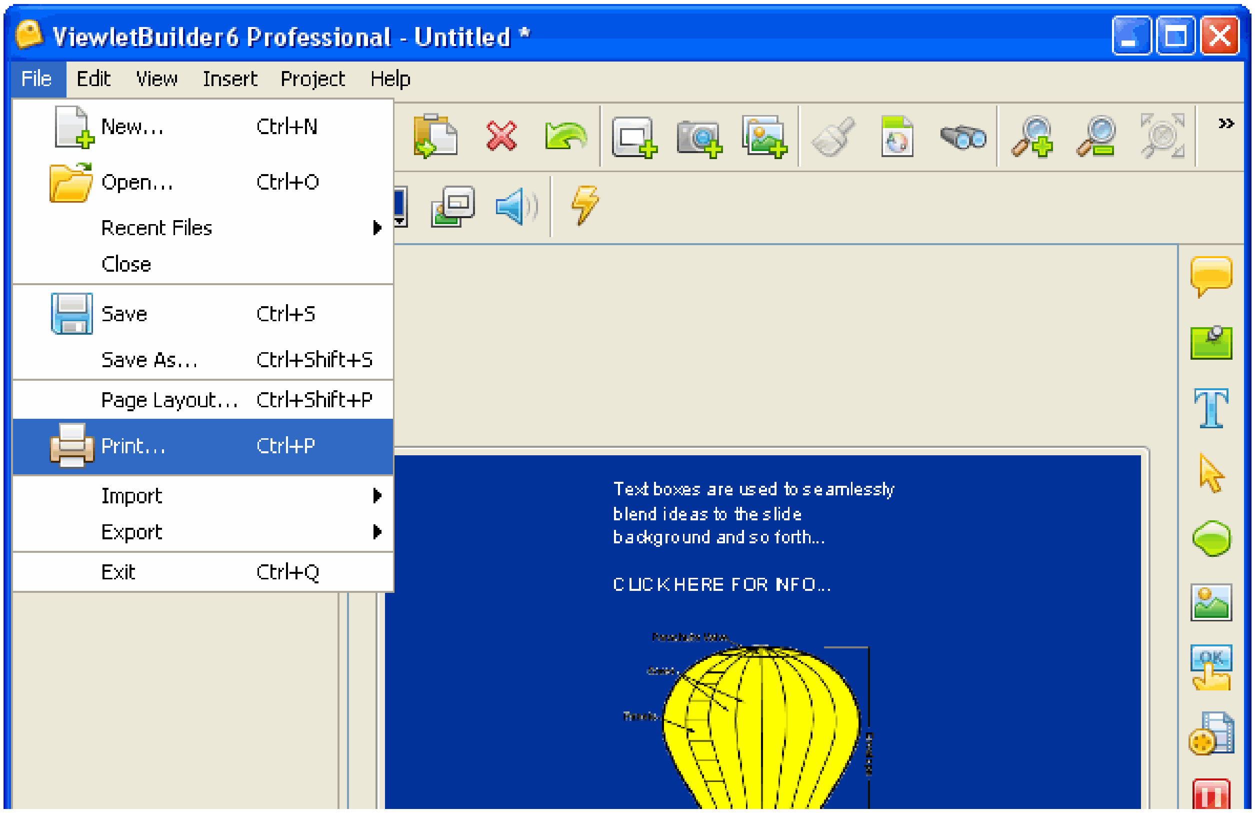
To edit options for Page Layout:

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

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

Printing Slides

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


ViewletBuilder6 Professional - Untitled *
File
Edit
View
Insert
Project
Help
New... Ctrl+N
Open... Ctrl+O
Recent Files
Close
Save Ctrl+S
Save As... Ctrl+Shift+S
Page Layout... Ctrl+Shift+P
Print... Ctrl+P
Import
Export
Exit Ctrl+Q

Text boxes are used to seamlessly blend ideas to the slide background and so forth...

CLICK HERE FOR INFO...

To print open the *Print* window:

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

Setting print options and printing your slides:

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

To print an electronic copy of your slides:

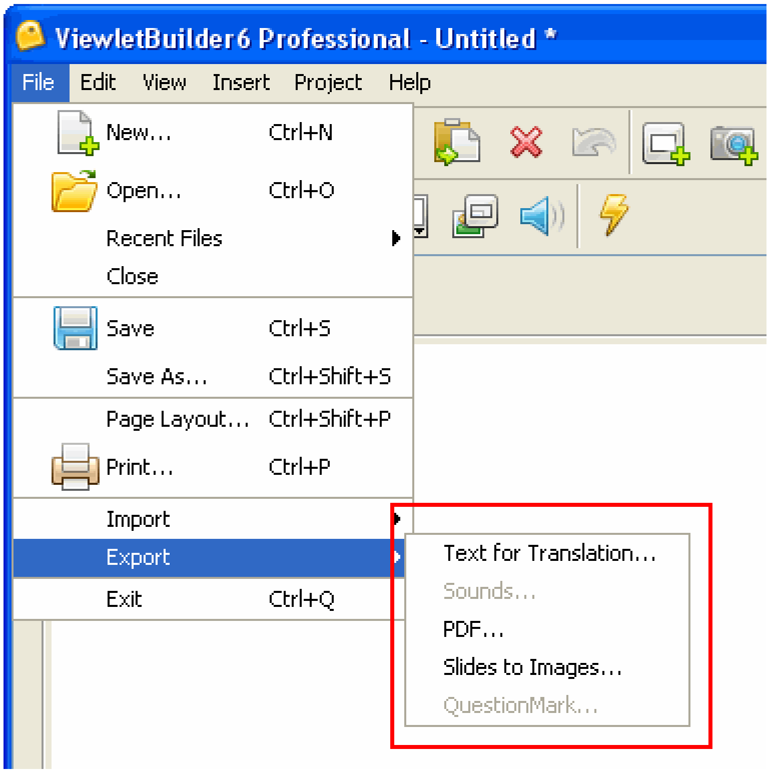
- Use the instructions for printing as described above, but select a PDF option for the printer, or
- Select **File** > **Export** from the menu options.
- Select **PDF**.
- In the *Export PDF* window, make selections in the Options and in the Slides area.
- Click **Export**.
- In the *Export PDF* second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

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

Export and Import Options

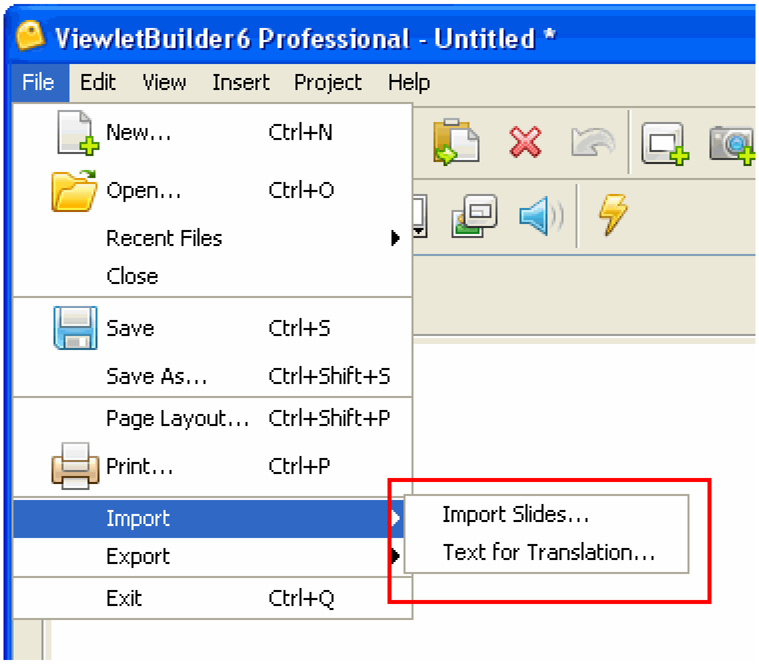
ViewletBuilder 6 Professional offers various export and import options. These include:

Export Options:


ViewletBuilder6 Professional - Untitled *
File
Edit
View
Insert
Project
Help
New... Ctrl+N
Open... Ctrl+O
Recent Files
Close
Save Ctrl+S
Save As... Ctrl+Shift+S
Page Layout... Ctrl+Shift+P
Print... Ctrl+P
Import
Export
Exit Ctrl+Q
Text for Translation...
Sounds...
PDF...
Slides to Images...
QuestionMark...

- Text for Translation
- Sounds
- PDF
- Slides to Images
- QuestionMark

Import Options:


ViewletBuilder6 Professional - Untitled *
File
Edit
View
Insert
Project
Help
New... Ctrl+N
Open... Ctrl+O
Recent Files
Close
Save Ctrl+S
Save As... Ctrl+Shift+S
Page Layout... Ctrl+Shift+P
Print... Ctrl+P
Import
Export
Exit Ctrl+Q
Import Slides...
Text for Translation...

- Import Slides
- Text for Translation

To export the project’s text for translation or other copywriting purposes:

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

To export sounds from your project:

Outside of ViewletBuilder 6 Professional, create a folder to save the exported sound files in.
Select **File** > **Export** from the menu bar.
Select **Sounds**.
In the *Export Sounds* window, select which slides to export audio from.
Click **Export**.
In the *Save File In* window, select a folder to save the files in and click **Save**.
Note: Exported sound files are saved using the WAV format.

To export slides as a PDF file:

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

To export slides as image files:

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

To import slides (from another qvp project):

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

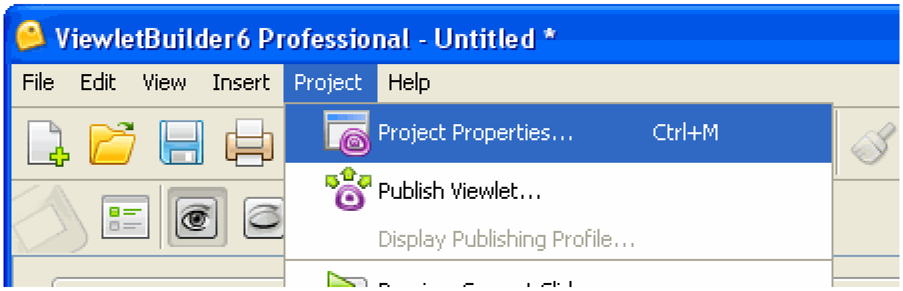
To import text for translation:
Note: In order to use this feature, you will have to create an XML file for THIS EXACT Viewlet using the Export Text for Translation feature.

- Select **File** > **Import** from the menu bar.
- Select **Text for Translation**.
- In the *Import Text* window, locate the XML file (previously created from this Viewlet when exporting text for translation) and select it.
- Click **Open**.
- If an *Information* window displays, click **OK**.

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

Project Properties

ViewletBuilder 6 Professional 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.


ViewletBuilder6 Professional - Untitled *
File
Edit
View
Insert
Project
Help
Project Properties...
Ctrl+M
Publish Viewlet...
Display Publishing Profile...

Project properties include:

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

To set up project properties:

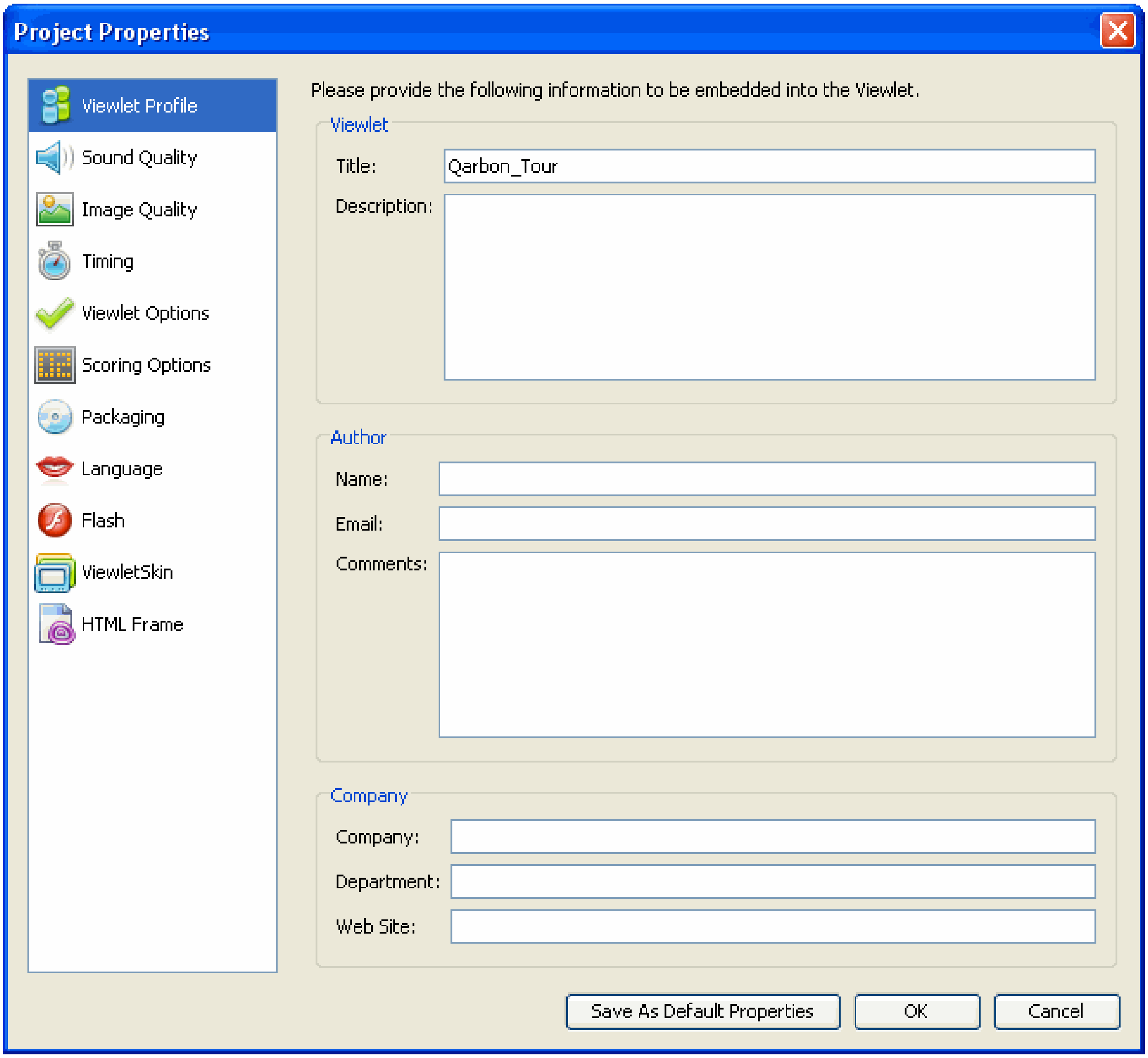
- Select **Project** > **Project Properties** from the menu bar.
- In the *Project Properties* window, set up options for your project as needed.

To save project properties as default settings:

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

Viewlet Profile – Project Properties

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


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Please provide the following information to be embedded into the Viewlet.

Viewlet

Title: Qarbon_Tour

Description:

Author

Name:

Email:

Comments:

Company

Company:

Department:

Web Site:

To set up Viewlet Profile details:

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

In the Viewlet area:

- Enter a Title.
- Enter a Description.

In the Author area:

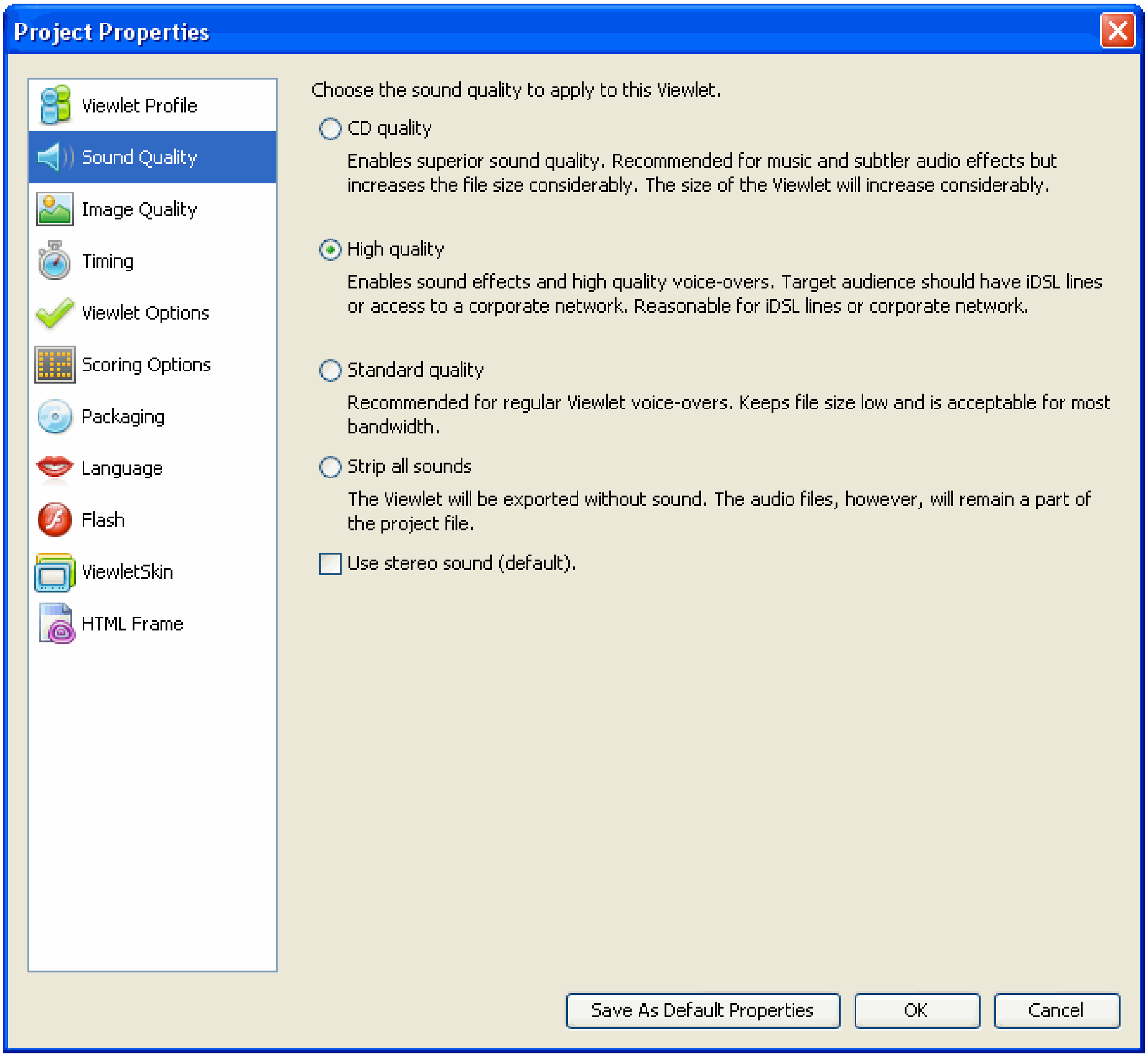
- Enter an author Name.
- Enter an Email.
- Enter additional Comments.

In the Company area:

- Enter a Company name.
- Enter a Department.
- Enter a company Web Site.

Sound Quality – Project Properties

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



Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Choose the sound quality to apply to this Viewlet.

○ CD quality

Enables superior sound quality. Recommended for music and subtler audio effects but increases the file size considerably. The size of the Viewlet will increase considerably.

● High quality

Enables sound effects and high quality voice-overs. Target audience should have iDSL lines or access to a corporate network. Reasonable for iDSL lines or corporate network.

○ Standard quality

Recommended for regular Viewlet voice-overs. Keeps file size low and is acceptable for most bandwidth.

○ Strip all sounds

The Viewlet will be exported without sound. The audio files, however, will remain a part of the project file.

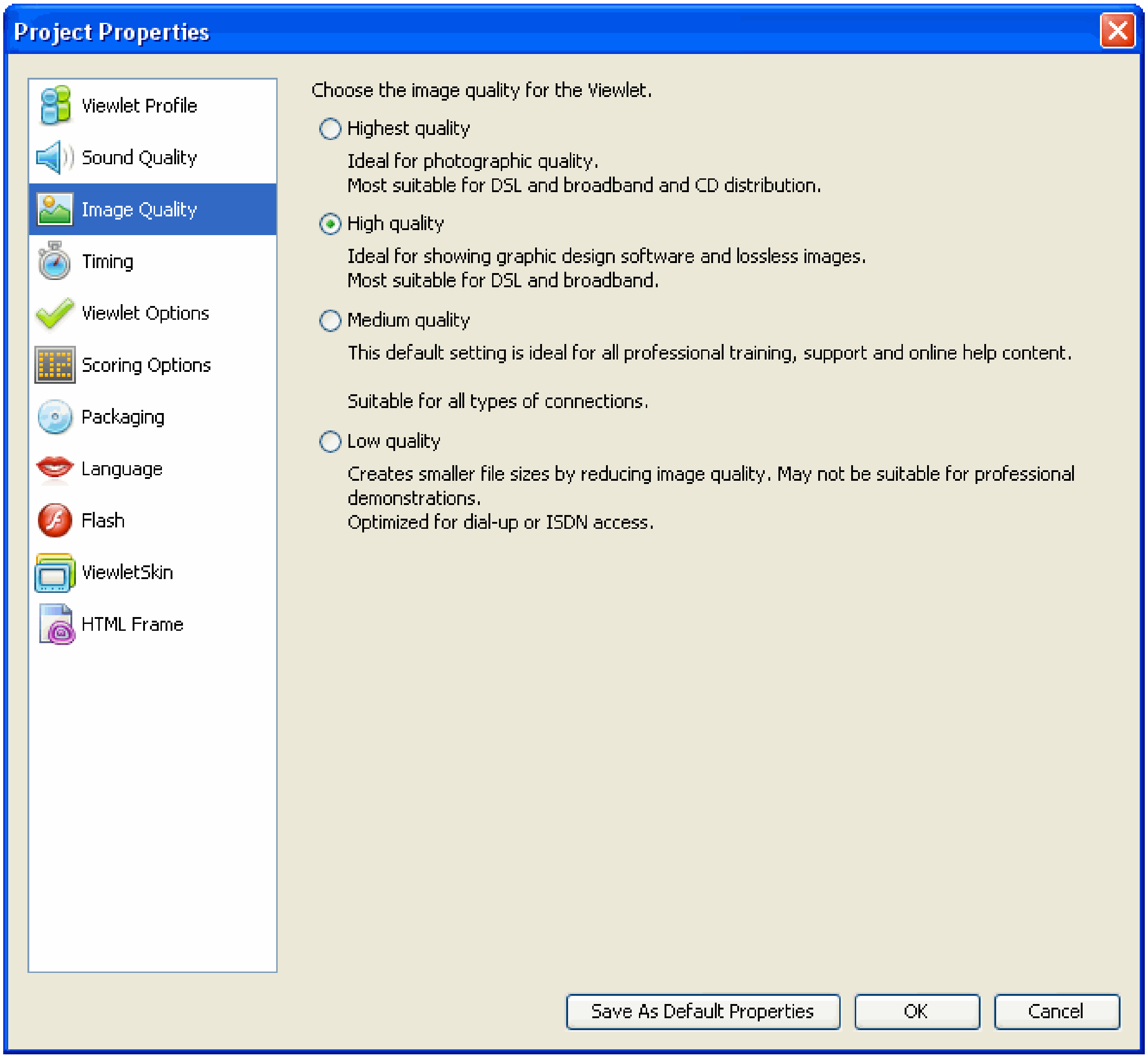
☐ Use stereo sound (default).

To select Sound Quality options:

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

Image Quality – Project Properties

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


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Choose the image quality for the Viewlet.

○ Highest quality

Ideal for photographic quality.
Most suitable for DSL and broadband and CD distribution.

● High quality

Ideal for showing graphic design software and lossless images.
Most suitable for DSL and broadband.

○ Medium quality

This default setting is ideal for all professional training, support and online help content.

Suitable for all types of connections.

○ Low quality

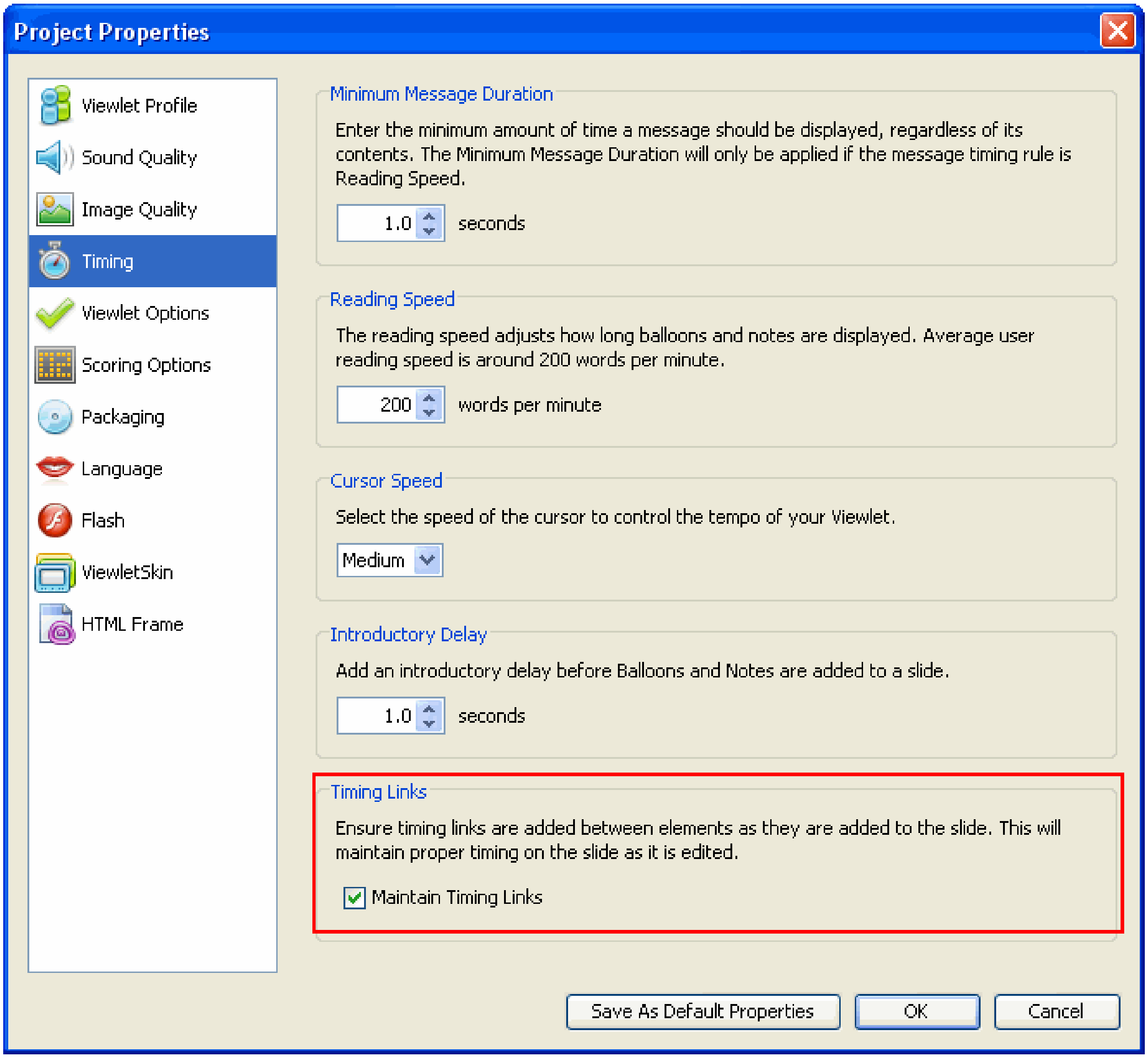
Creates smaller file sizes by reducing image quality. May not be suitable for professional demonstrations.
Optimized for dial-up or ISDN access.

To select Image Quality options:

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

Timing – Project Properties

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


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Minimum Message Duration

Enter the minimum amount of time a message should be displayed, regardless of its contents. The Minimum Message Duration will only be applied if the message timing rule is Reading Speed.

1.0 seconds

Reading Speed

The reading speed adjusts how long balloons and notes are displayed. Average user reading speed is around 200 words per minute.

200 words per minute

Cursor Speed

Select the speed of the cursor to control the tempo of your Viewlet.

Medium

Introductory Delay

Add an introductory delay before Balloons and Notes are added to a slide.

1.0 seconds

Timing Links

Ensure timing links are added between elements as they are added to the slide. This will maintain proper timing on the slide as it is edited.

☑ Maintain Timing Links

To set up Timing options:

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

In the Minimum Slide Duration area:

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

In the Reading Speed area:

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

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

In the Cursor Speed area:

- Select a default cursor speed from the drop down list.

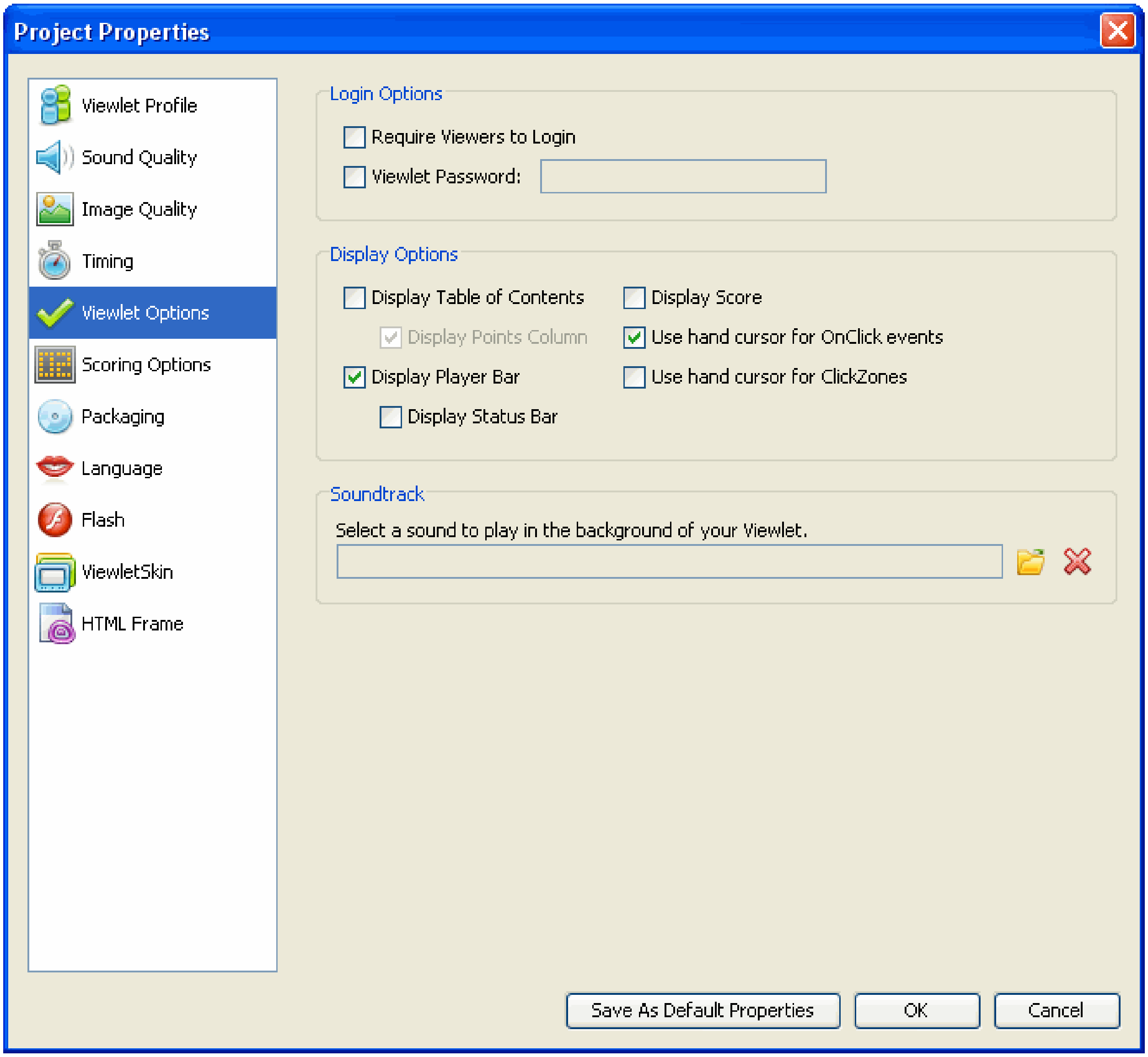
In the Introductory Delay area:

- Enter a default delay (in seconds) before a message object is displayed.

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

Viewlet Options – Project Properties

In the Viewlet Options section of the *Project Properties* window, you may set up additional miscellaneous features for your published Viewlet.


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Login Options

☐ Require Viewers to Login

☐ Viewlet Password:

Display Options

☐ Display Table of Contents

☑ Display Points Column

☑ Display Player Bar

☐ Display Status Bar

☐ Display Score

☑ Use hand cursor for OnClick events

☐ Use hand cursor for ClickZones

Soundtrack

Select a sound to play in the background of your Viewlet.

To set up Viewlet Options:

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

In the Login Options area:

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

In the Display Options area:

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

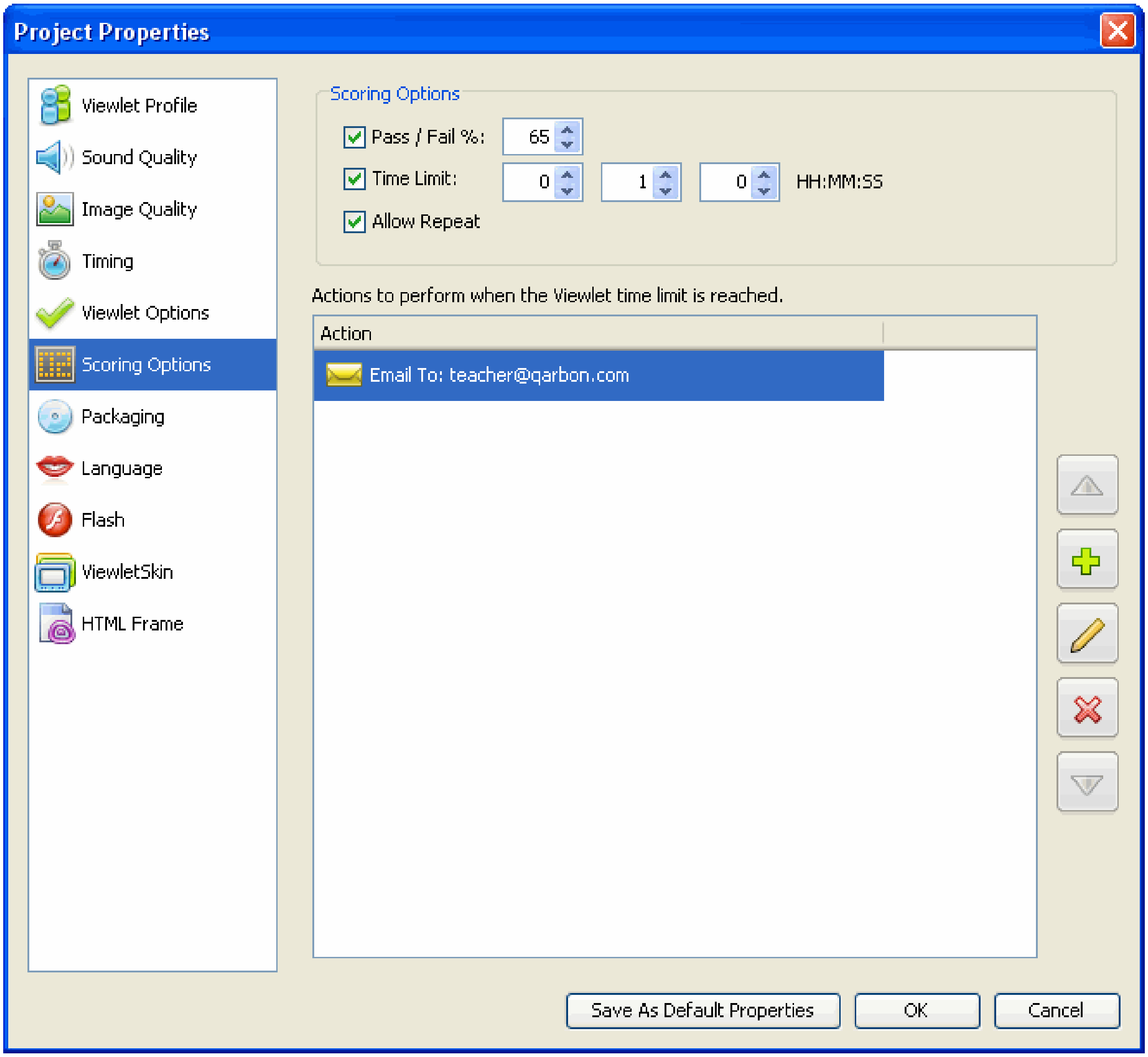
In the Soundtrack area:

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

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

Scoring Options – Project Properties

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


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Scoring Options

☑ Pass / Fail %: 65

☑ Time Limit: 0 1 0 HH:MM:SS

☑ Allow Repeat

Actions to perform when the Viewlet time limit is reached.

Action
Email To: teacher@qarbon.com

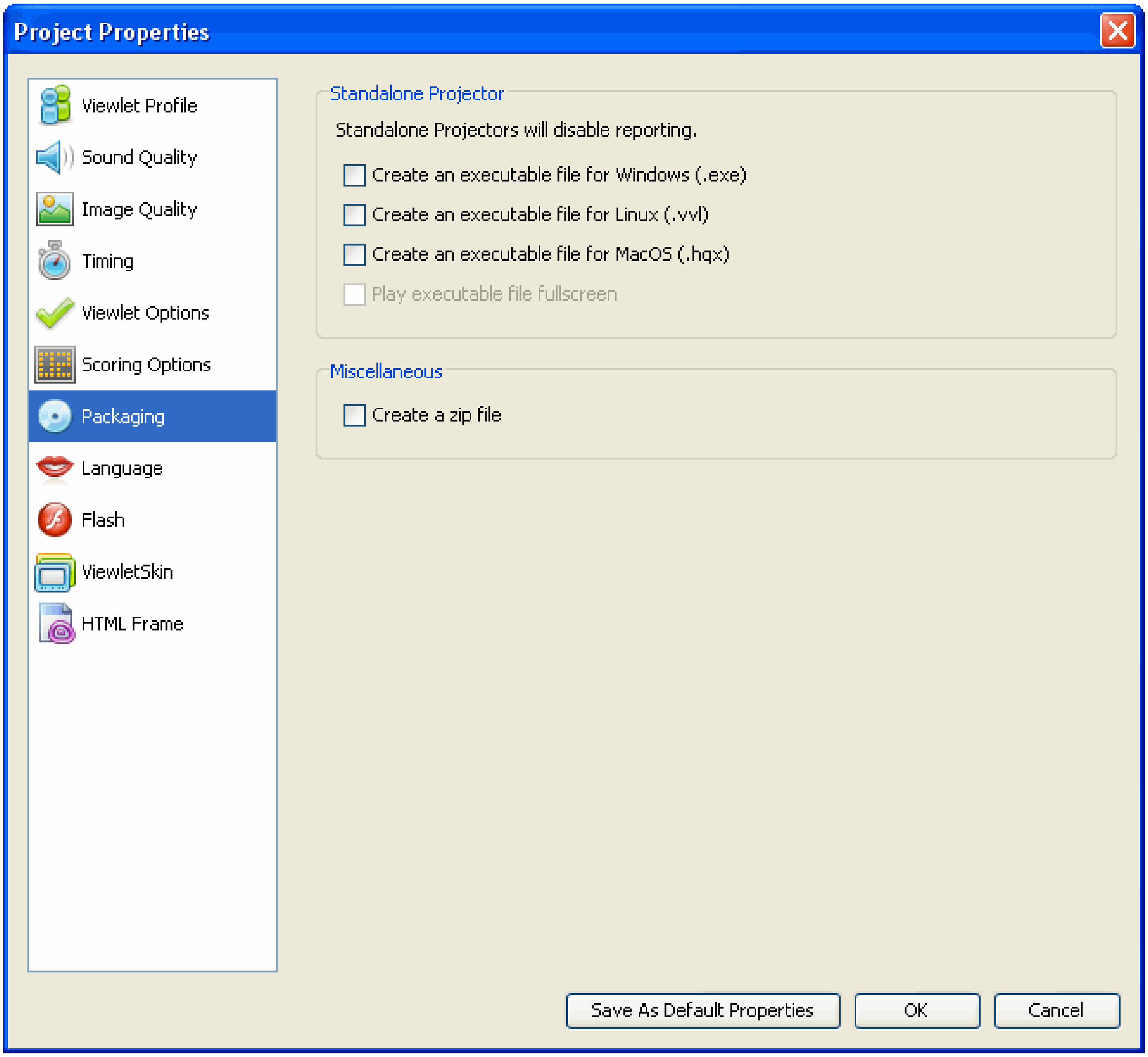
In the Scoring Options area:

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

Quick Tip: If the time limit feature is used on a slide that requires the user interaction, you can set a global OnTimeout event by selecting an action to occur in the **Actions to perform when the Viewlet time limit is reached** area of the Scoring Options section. This action is fired when the global Viewlet time limit expires.

Packaging – Project Properties

The Packaging section of the *Project Properties* window offers additional publishing selections for your Viewlet project.


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Standalone Projector

Standalone Projectors will disable reporting.

☐ Create an executable file for Windows (.exe)
☐ Create an executable file for Linux (.vvl)
☐ Create an executable file for MacOS (.hqx)
☐ Play executable file fullscreen

Miscellaneous

☐ Create a zip file

To select additional Viewlet file Packaging options:

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

In the Standalone Projector area:

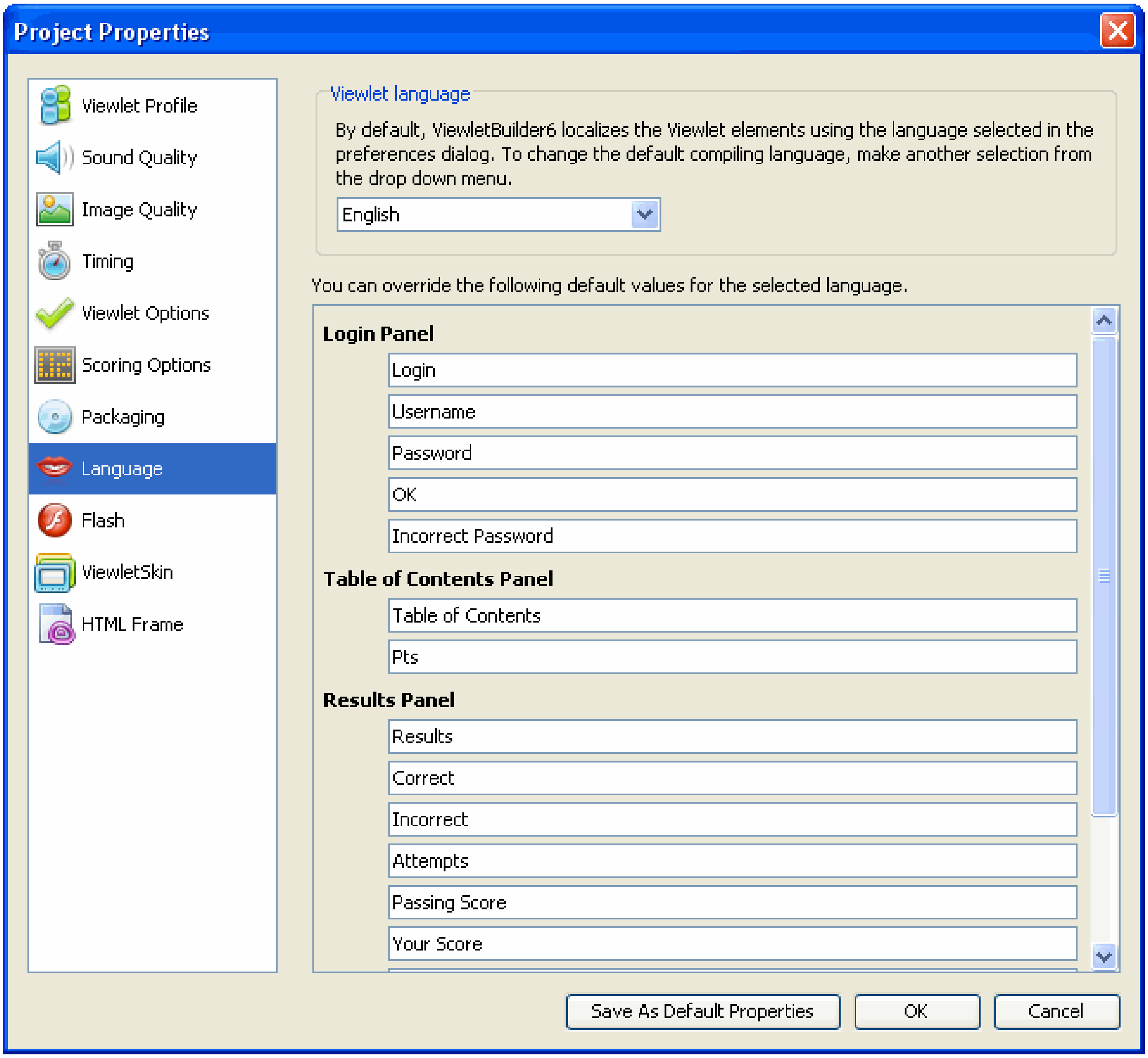
- Select options for creating “standalone Viewlets” that play in their own viewer (according to the operating system selected).
- Select the **Play executable file fullscreen** if you want the standalone Viewlet to launch fullscreen (filling the entire viewing area of the user’s monitor) when played.

In the Miscellaneous area:

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

Language – Project Properties

In the Language section of the *Project Properties* window, you may set default language preferences for your Viewlet.


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Viewlet language

By default, ViewletBuilder6 localizes the Viewlet elements using the language selected in the preferences dialog. To change the default compiling language, make another selection from the drop down menu.

English

You can override the following default values for the selected language.

Login Panel

Login

Username

Password

OK

Incorrect Password

Table of Contents Panel

Table of Contents

Pts

Results Panel

Results

Correct

Incorrect

Attempts

Passing Score

Your Score

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:

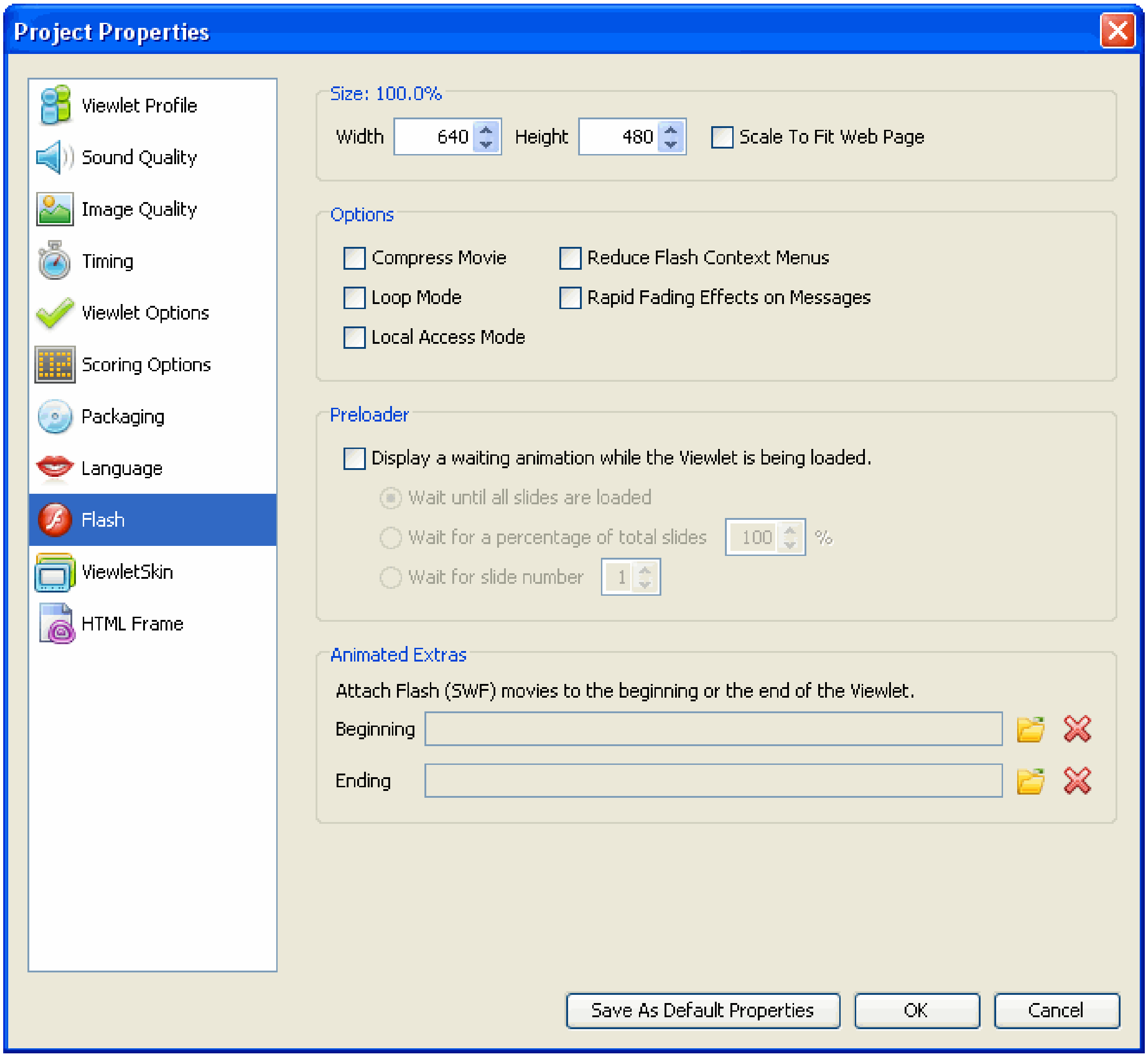
- By default, the compiling language used by ViewletBuilder 6 Professional is the same as your computer's operating system. To change it, select a new language from the drop down list.

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

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

Flash – Project Properties

In the Flash section of the *Project Properties* window, you may set up your default Flash settings for your Viewlet.


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

Size: 100.0%

Width 640 Height 480 ☐ Scale To Fit Web Page

Options

☐ Compress Movie ☐ Reduce Flash Context Menus

☐ Loop Mode ☐ Rapid Fading Effects on Messages

☐ Local Access Mode

Preloader

☐ Display a waiting animation while the Viewlet is being loaded.

● Wait until all slides are loaded

○ Wait for a percentage of total slides 100 %

○ Wait for slide number 1

Animated Extras

Attach Flash (SWF) movies to the beginning or the end of the Viewlet.

Beginning

Ending

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 Message: Fades message objects in / out on slides.
    - Local Access Mode: Allows Viewlet to have access to local files.

In the Preloader area:

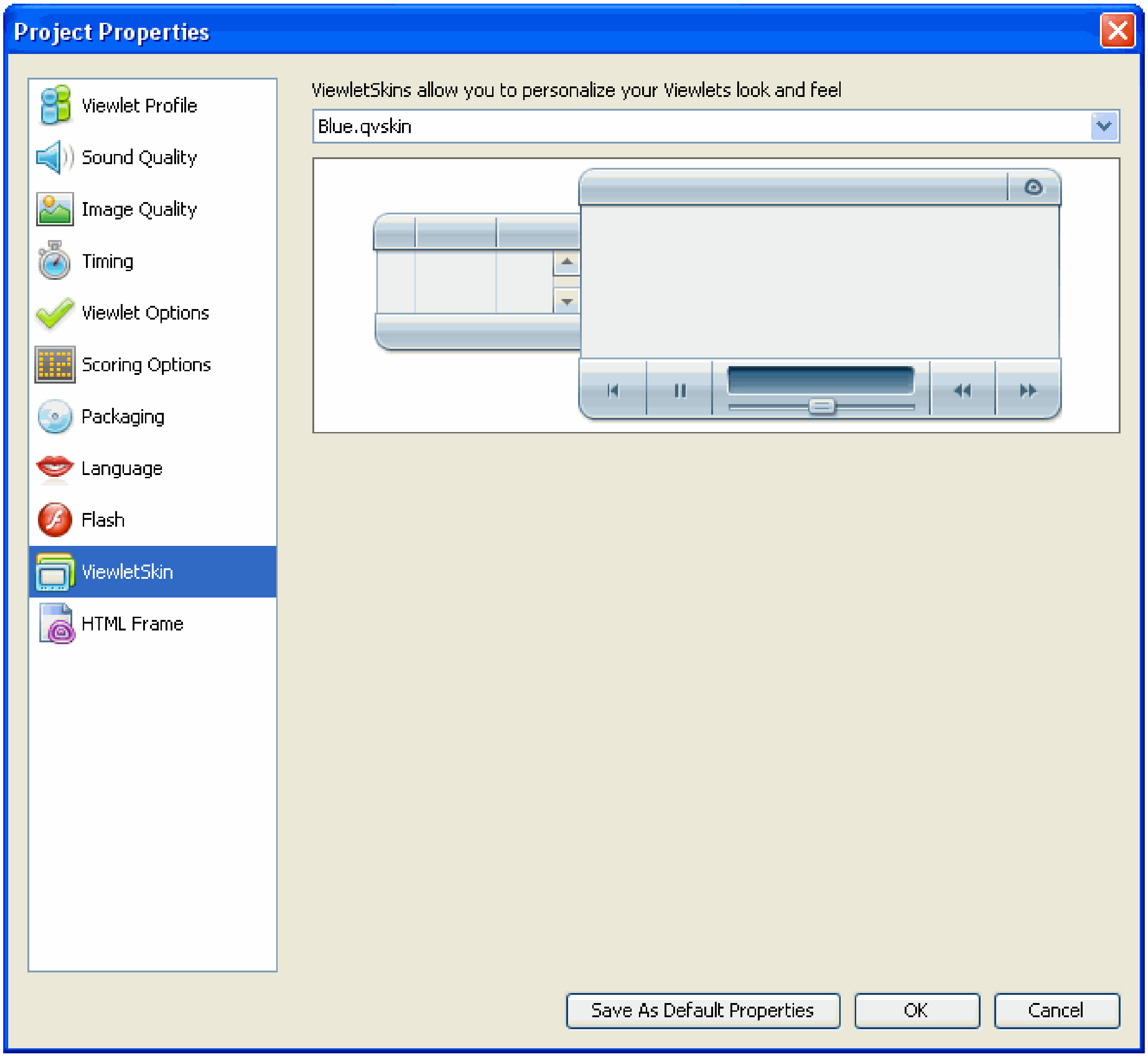
- Select **Display a waiting animation while the Viewlet is being loaded** option is you want a Preloader animation to display while the Viewlet streams in the background.
- If a Preloader is selected, select how long the Preloader will “Wait” by selecting a radio button next to the desired option.

In the Animated Extras area:

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

ViewletSkin – Project Properties

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


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Save As Default Properties
OK
Cancel

ViewletSkins allow you to personalize your Viewlets look and feel

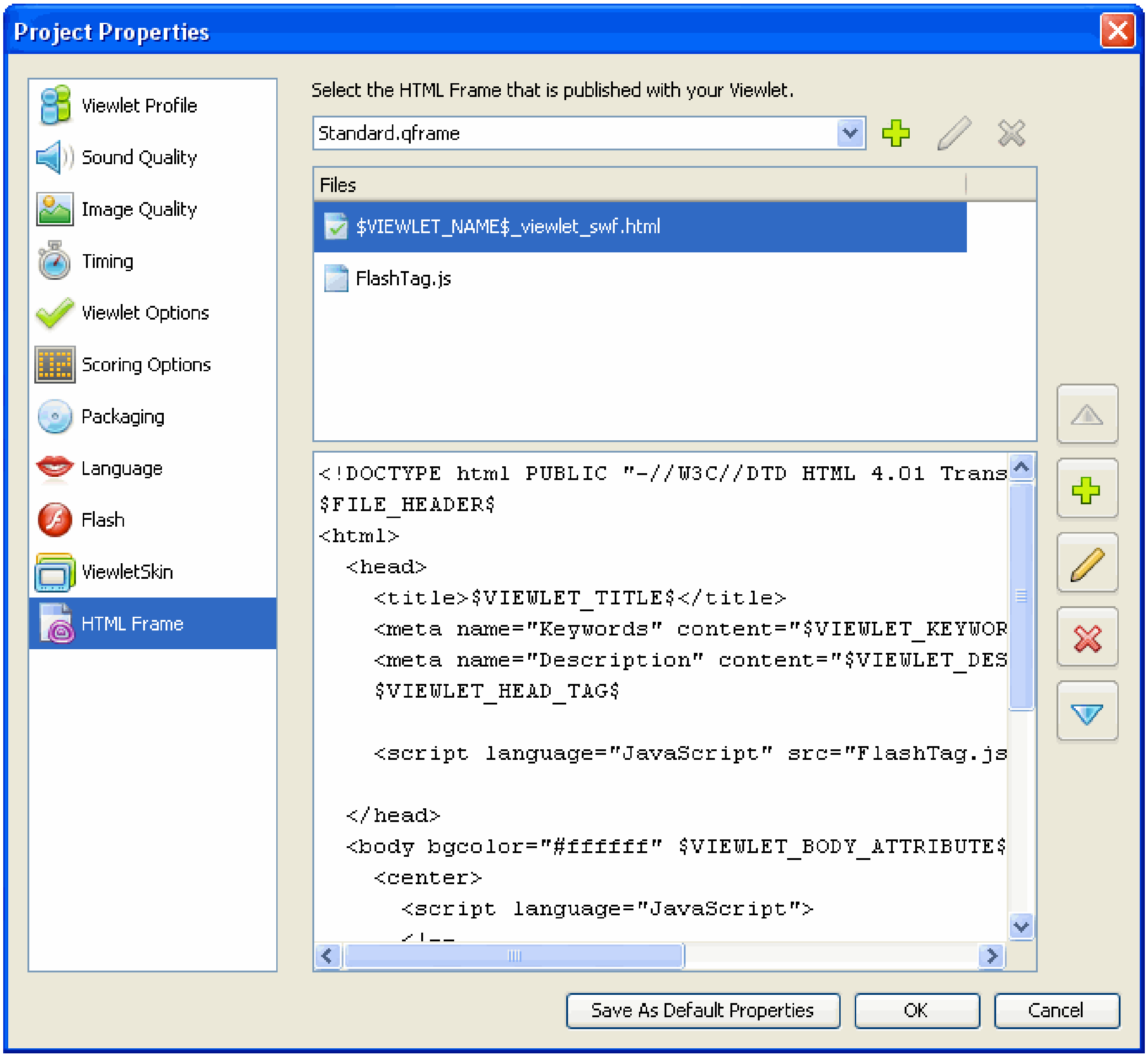
Blue.qvskin

To select a ViewletSkin:

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

HTML Frame – Project Properties

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


Project Properties
Viewlet Profile
Sound Quality
Image Quality
Timing
Viewlet Options
Scoring Options
Packaging
Language
Flash
ViewletSkin
HTML Frame
Files
Save As Default Properties
OK
Cancel

Select the HTML Frame that is published with your Viewlet.

Standard.qframe

$VIEWLET_NAME$_viewlet_swf.html

FlashTag.js

```
<!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01 Trans
$FILE_HEADER$
<html>
  <head>
    <title>$VIEWLET_TITLE$</title>
    <meta name="Keywords" content="$VIEWLET_KEYWOR
    <meta name="Description" content="$VIEWLET_DES
    $VIEWLET_HEAD_TAG$

    <script language="JavaScript" src="FlashTag.js

  </head>
  <body bgcolor="#ffffff" $VIEWLET_BODY_ATTRIBUTE$
    <center>
      <script language="JavaScript">
```

To select HTML Frame options:

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

To select the frame that is published with your project:

- In the HTML Frame section of the *Project Properties* window, select a default frame from the drop down list.
- The frame will be added to the Files field area below the list.

To add a custom frame:

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

To edit or delete an HTML frame:

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

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

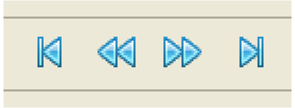
To Save Project Properties

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

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

Previewing a Viewlet

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

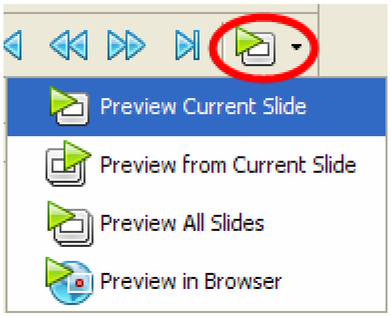


You may use them to advance through your project while inside ViewletBuilder 6 Professional.

Quick Tip: You can preview the slide background soundtrack, audio attached to objects, cursor click sounds and key click animation frame sounds within ViewletBuilder 6 Professional without the need to publish to Flash.

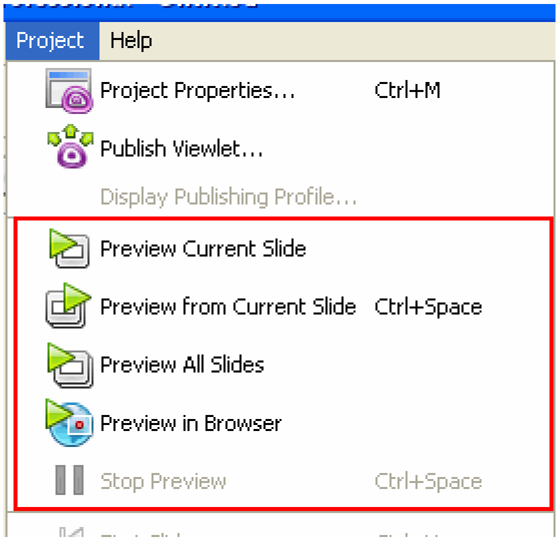
Additionally, you may access preview options:

From the Timeline:


Preview Current Slide
Preview from Current Slide
Preview All Slides
Preview in Browser

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

From the menu bar:


Project
Help
Project Properties... Ctrl+M
Publish Viewlet...
Display Publishing Profile...
Preview Current Slide
Preview from Current Slide Ctrl+Space
Preview All Slides
Preview in Browser
Stop Preview Ctrl+Space

- Select **Project** from the menu bar.
- Select a preview option:
    - Preview Current Slide: Plays the current slide inside ViewletBuilder 6 Professional.
    - Preview From Current Slide: Plays the project inside ViewletBuilder 6 Professional from the selected slide to the end of the project.
    - Preview All Slides: Plays the entire project while inside ViewletBuilder 6 Professional.
    - Preview in Browser: Quickly compiles (publishes) the file to SWF (Flash) format and launches it in a browser.

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

After publishing a project:

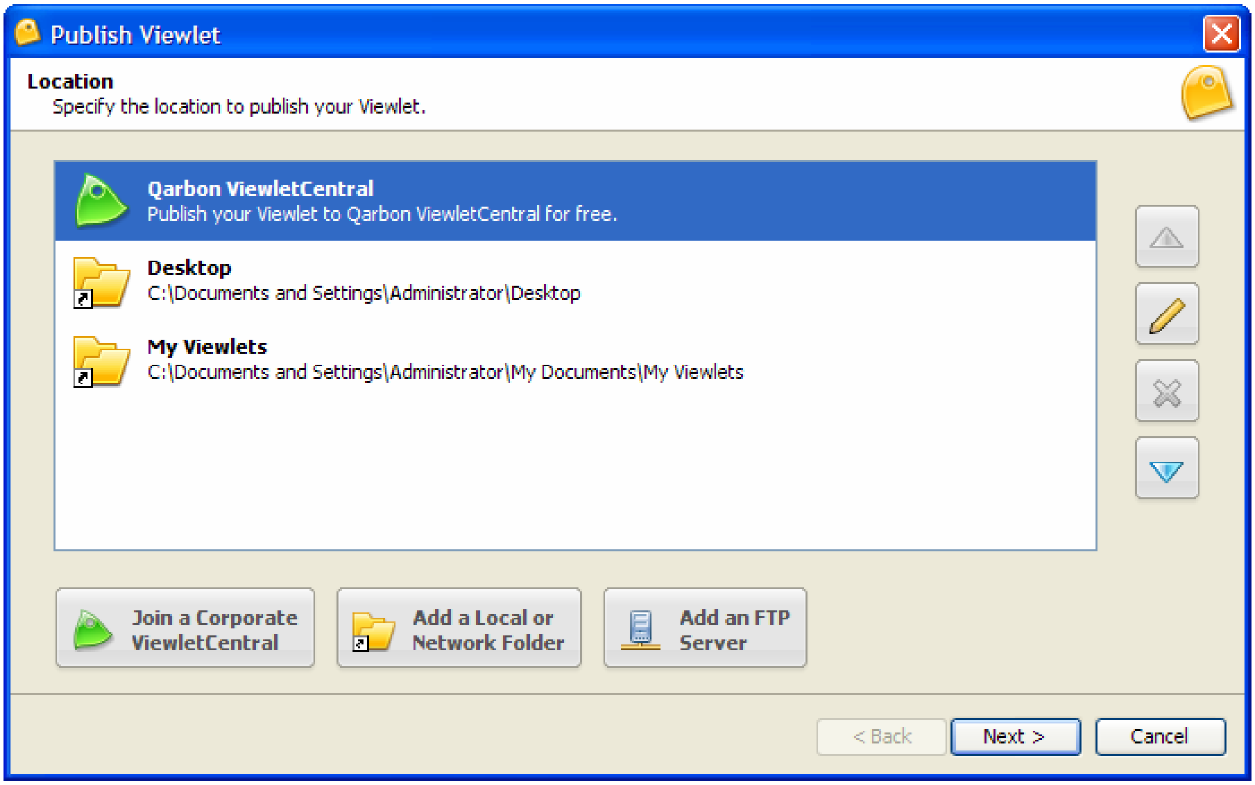
- Select **Project** from the menu bar.
- Select **Publish Viewlet**.
- Complete the information in the windows that display to publish your project.
- In the last *Publish Viewlet* window, click the **View** button to preview the published Viewlet.

Outside of ViewletBuilder 6 Professional:

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

Publishing a Viewlet

In order to create the final Flash Viewlet your audience will see, you must publish your Viewlet source (qvp) file. ViewletBuilder 6 Professional allows you to publish your Viewlets to a:


Publish Viewlet
Location
Specify the location to publish your Viewlet.
Qarbon ViewletCentral
Publish your Viewlet to Qarbon ViewletCentral for free.
Desktop
C:\Documents and Settings\Administrator\Desktop
My Viewlets
C:\Documents and Settings\Administrator\My Documents\My Viewlets
Join a Corporate ViewletCentral
Add a Local or Network Folder
Add an FTP Server
< Back
Next >
Cancel

- Local or Network folder: This includes your hard drive, a network drive, or any other external file storage device (such as a floppy disk, CD, jump drive, etc.)
- FTP Server
- ViewletCentral

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

Local or Network Folders

To add a local or network folder as a publishing location:

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

To modify a local or network location:

- In the *Publish Viewlet* window, select the desired folder.
- Click the **Modify** (pencil) icon.
- In the *Folder* window, edit the folder name and path as needed.
- Click **OK**.

To delete a local or network location:

- In the *Publish Viewlet* window, select the desired folder.
- Click the **Delete** (red “X”) icon.
- If prompted to delete the publishing location, click **Yes**.

To publish a Viewlet to a local or network folder:

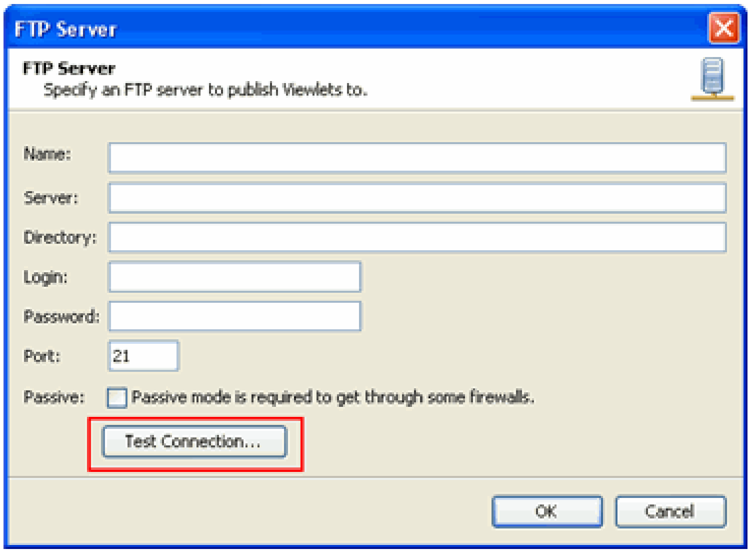
- Select the **Publish Viewlet** button on the toolbar.
- In the *Location* screen, select a local or network folder and click **Next**.
- Follow the instructions in the windows that display to complete the process for publishing your Viewlet to the selected local or network folder.
- When prompted (in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

FTP Servers

To add an FTP server as a publishing location:

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

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


FTP Server

FTP Server

Specify an FTP server to publish Viewlets to.

Port: 21

Passive: ☐ Passive mode is required to get through some firewalls.

To modify an FTP server location:

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

To delete an FTP server location:

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

To publish a Viewlet to an FTP server:

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

ViewletCentral

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

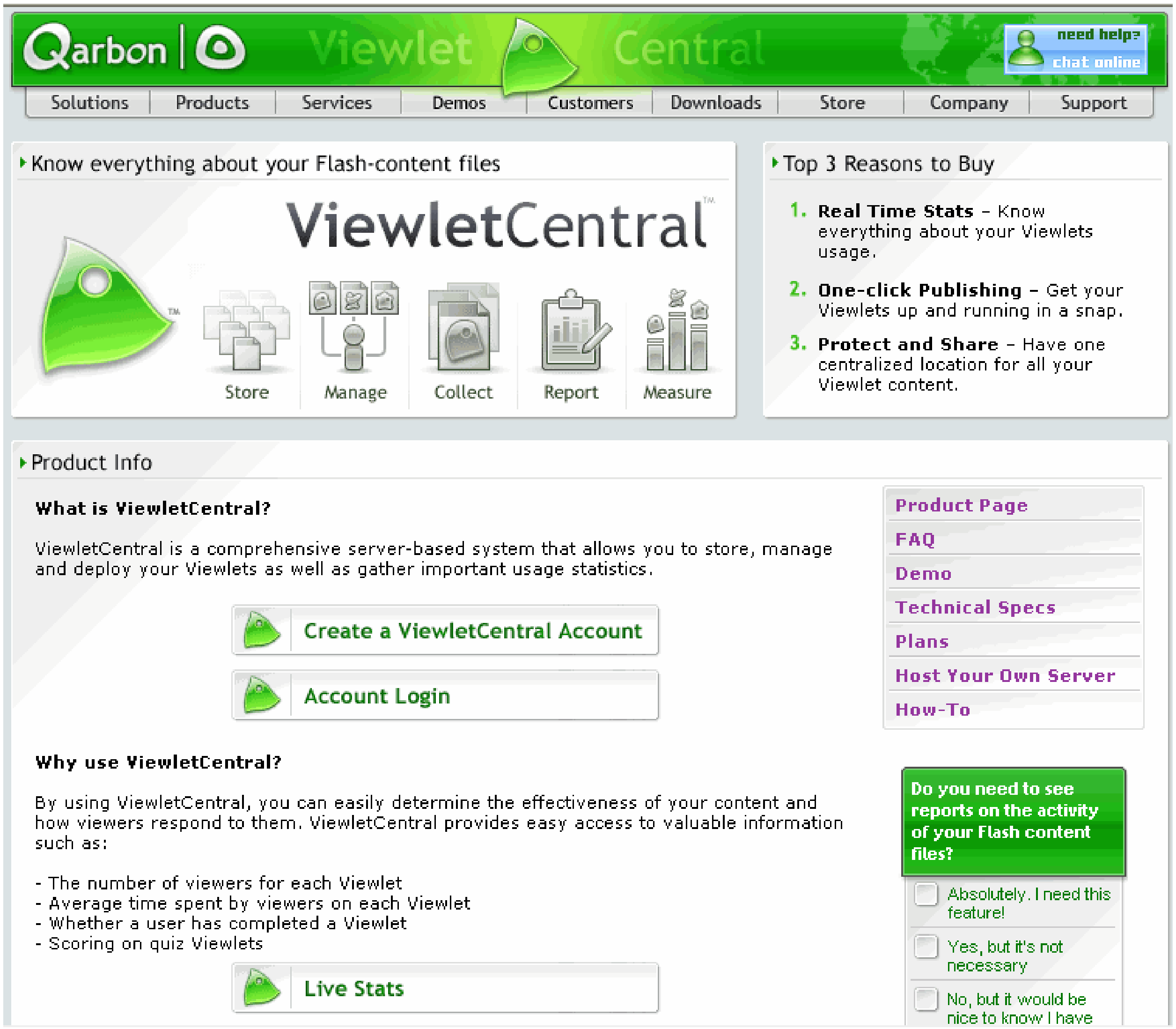
To publish a Viewlet to Qarbon ViewletCentral:
- Select the **Publish Viewlet** button on the toolbar.
- In the *Location* screen, select Qarbon ViewletCentral and click **Next**.
- Follow the instructions in the windows that display to complete the process for publishing your Viewlet to ViewletCentral.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

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

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

ViewletCentral – General Information

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


Qarbon
Viewlet Central
need help? chat online
Solutions
Products
Services
Demos
Customers
Downloads
Store
Company
Support
Know everything about your Flash-content files
ViewletCentral
Store
Manage
Collect
Report
Measure
Top 3 Reasons to Buy
Product Info
Create a ViewletCentral Account
Account Login
Live Stats
Product Page
FAQ
Demo
Technical Specs
Plans
Host Your Own Server
How-To

1. **Real Time Stats** – Know everything about your Viewlets usage.
2. **One-click Publishing** – Get your Viewlets up and running in a snap.
3. **Protect and Share** – Have one centralized location for all your Viewlet content.

What is ViewletCentral?

ViewletCentral is a comprehensive server-based system that allows you to store, manage and deploy your Viewlets as well as gather important usage statistics.

Why use ViewletCentral?

By using ViewletCentral, you can easily determine the effectiveness of your content and how viewers respond to them. ViewletCentral provides easy access to valuable information such as:

- The number of viewers for each Viewlet
- Average time spent by viewers on each Viewlet
- Whether a user has completed a Viewlet
- Scoring on quiz Viewlets

Do you need to see reports on the activity of your Flash content files?

☐ Absolutely. I need this feature!
☐ Yes, but it's not necessary
☐ No, but it would be nice to know I have

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

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

ViewletCentral Self-Hosted Server

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

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

If you are interested in learning more about Self-Hosted ViewletCentral, please contact our sales group (sales@qarbon.com) or support (support@qarbon.com).

Support and Self-Help

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

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

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

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

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

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

Training

Take advantage of all the features in ViewletBuilder 6 Professional by signing up for Qarbon's training classes. Learn how to get the most out of your Viewlet authoring tool to create stunning Flash demonstrations and interactive movies in no time. For information on how to learn from the Viewlet experts, visit us online at:

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

Sales and General Customer Service

Customer support is our top priority at Qarbon! Please feel free to contact our Sales or Support staff at any time if you have ANY ViewletBuilder 6 Professional (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/