ViewletBuilder6.2 Enterprise

User Manual

Macintosh

Windows

Capture   Edit   Annotate   Compile   Deliver

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Published by:
Qarbon.com, Inc.
www.Qarbon.com

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An Introduction to ViewletBuilder6.2 Enterprise

Qarbon welcomes you to the exciting world of Viewlet technology.

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

ViewletBuilder6.2 Enterprise, the authoring tool used to create Viewlets, allows anyone, regardless of technical or creative ability, to make compelling, animated online presentations with ease. Due to its versatility, intuitive interface and incredibly quick creation time, ViewletBuilder6.2 Enterprise is a standard content creation tool in corporations, governmental institutions and academic organizations throughout the world.

ViewletBuilder6.2 Enterprise combines the power of ViewletBuilder6.2 Professional with the highly dynamic and interactive features found in ViewletQuiz3.2. This user manual is designed to introduce you to the world of Viewlet authoring and provide you with an overview of the most important ViewletBuilder6.2 Enterprise features you will need to know to create your own Viewlets.

Important Note:
As you read this user manual, you will discover that the instructions, examples and images were developed using ViewletBuilder6.2 Enterprise for Windows.

Where possible, any significant supported feature differences between the Windows and the Mac program versions will be pointed out. However, the essential ViewletBuilder6.2 Enterprise authoring information is applicable to both the Windows and Mac platforms (with some slight differences in operating system-related terminology and where some features may be found from Windows to Mac).

New and Enhanced Features

ViewletBuilder6.2 Enterprise introduces some long awaited new features and many enhancements, which include:

- Preferences Proxy Tab (Auto Detect, No Proxy, Manually Configure)
- Pair Links (View Menu Selection)
- Drag and Drop Choice Text (Stylesheet Option)
- Drop Area (Stylesheet Option)
- Recording Options – Input Device (Sound Window)
- Remove It Option (Warning for One Interactive Zone or Question Per Slide)
- Drag and Drop (Quiz Project Question Type)
- Click Map (Quiz Project Question Type)
- Scale to Fit: Shapes, Images, Click Areas, Movies (Project Resize; Imported Slides)
- Clear Incorrect Answers on Retry (Scoring Options)
- PowerPoint Imported Slide Options (Select All, Select None)
- Background Soundtrack (Loop at End, Pause During Zones and Questions)
- Frame Rate Selection (Flash)
- ViewletSkins w/Enhanced Table of Contents and No Audio Options
- Social Networking (HTML Frame – ShareThis.qframe)
- Secure Connection Option (Corporate ViewletCentral)
- Passing Score in Manifest (SCORM Reporting Options)
- "Send Score" and Lesson Status Selections (SCORM Reporting Options)

To quickly spot new features or informative tips, scan the left margin for these icons:

 Find out what's new or enhanced with features and tools in ViewletBuilder6.2 Enterprise.

 Review important Viewlet authoring tips provided by Viewlet masters.

 If you are interested in reviewing detailed information with regards to a specific ViewletBuilder6.2 Enterprise release (version number), please visit our web site and read through the version's applicable "Release Notes".

If you have any questions, please contact us. Or, visit our web site (www.qarbon.com) for more information on all of Qarbon's products.

Tech Specs

The technical specifications, including minimum system requirements, for the effective use of ViewletBuilder6.2 Enterprise will depend on various factors, including your operating system. Go to the ViewletBuilder6.2 Enterprise product page (the link can be found on the Qarbon's web site home page at www.qarbon.com). On the product page select the "Technical Specs" (or related) link for more information.

If you have any questions after reviewing the technical specifications for ViewletBuilder6.2 Enterprise, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Download and Installation

To download ViewletBuilder6.2 Enterprise, go to the Qarbon home page (www.qarbon.com). Click the "Downloads" link. On the "downloads" page, select ViewletBuilder6.2 Enterprise as the product you want to download. Follow the instructions on the rest of the web pages that display to download the installation file.

After downloading the installation file, close the browser window. Then, locate and double click the installation file to launch the installation wizard. Follow the prompts in the installation wizard's windows to install ViewletBuilder6.2 Enterprise.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

License Activation and Deactivation

You must purchase a license to activate ViewletBuilder6.2 Enterprise. To purchase a license online, go to the Qarbon web site (www.qarbon.com) and click the "Store" link and select a pricing option. Or, you can contact the Qarbon Sales Team (sales@qarbon.com) for current pricing and related purchasing information.

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

License Activation

To activate ViewletBuilder6.2 Enterprise:
- Make sure your computer is connected to the Internet.
- Open the ViewletBuilder6.2 Enterprise program.
- Select **Help** > **License Activation** from the Menu bar.
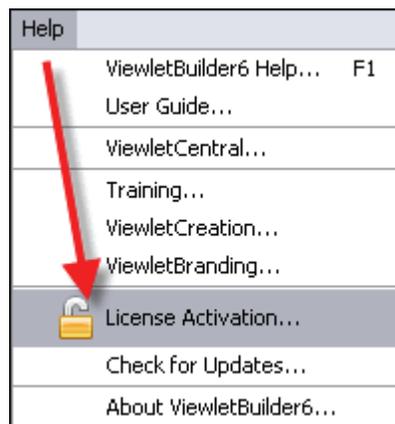
- Follow the instructions in the windows that display to complete the registration process.

For best results, copy the license number directly from your email and paste it in the required field when registering ViewletBuilder6.2 Enterprise.

To check license information:
- Make sure your computer is connected to the Internet.
- Open the ViewletBuilder6.2 Enterprise program.
- Select **Help** > **About ViewletBuilder6.2…** from the Menu bar.
- Review the information in the *About ViewletBuilder6.2 Enterprise* window that displays.
- Click **Close** to exit the window.

License Deactivation

There may be times when you will need to use your license on a different computer. To avoid any license abuse issues (such as registering a single use license on more than one machine at the same time, possibly resulting in your license being suspended), you can deactivate your license. The process is simple.

To deactivate your ViewletBuilder6.2 Enterprise license:
- Make sure your computer is connected to the Internet.
- Open the ViewletBuilder6.2 Enterprise program.
- Select **Help** > **License Deactivation** from the Menu bar.
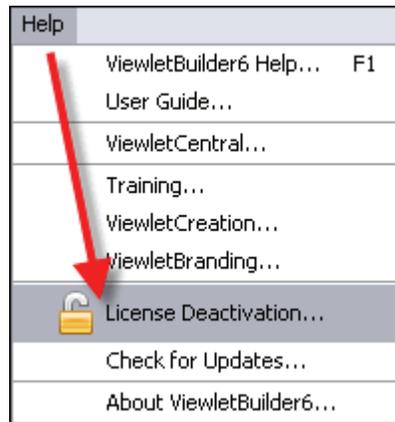
- Follow the instructions in the windows that display to complete the deactivation process.
- Install ViewletBuilder6.2 Enterprise the other computer.
- Follow the "license activation" steps to activate the license on the other computer.

If you do not have Internet access or encounter firewall issues, go through the activation/deactivation wizard as usual. On the last screen, you will find troubleshooting instructions to resolve/complete the activation/deactivation process.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

GUI (Graphical User Interface) Overview

It's important to be comfortable when working in ViewletBuilder6.2 Enterprise. This chapter provides some quick snapshots of what the ViewletBuilder6.2 Enterprise program GUI (Graphical User Interface) "looks like" before you open a project and when a project is first opened. It also contains a brief description of the most common features and tools displayed in each scenario to give you a good "jump start" into using ViewletBuilder6.2 Enterprise.

Example of ViewletBuilder6.2 Enterprise GUI – No Project Open
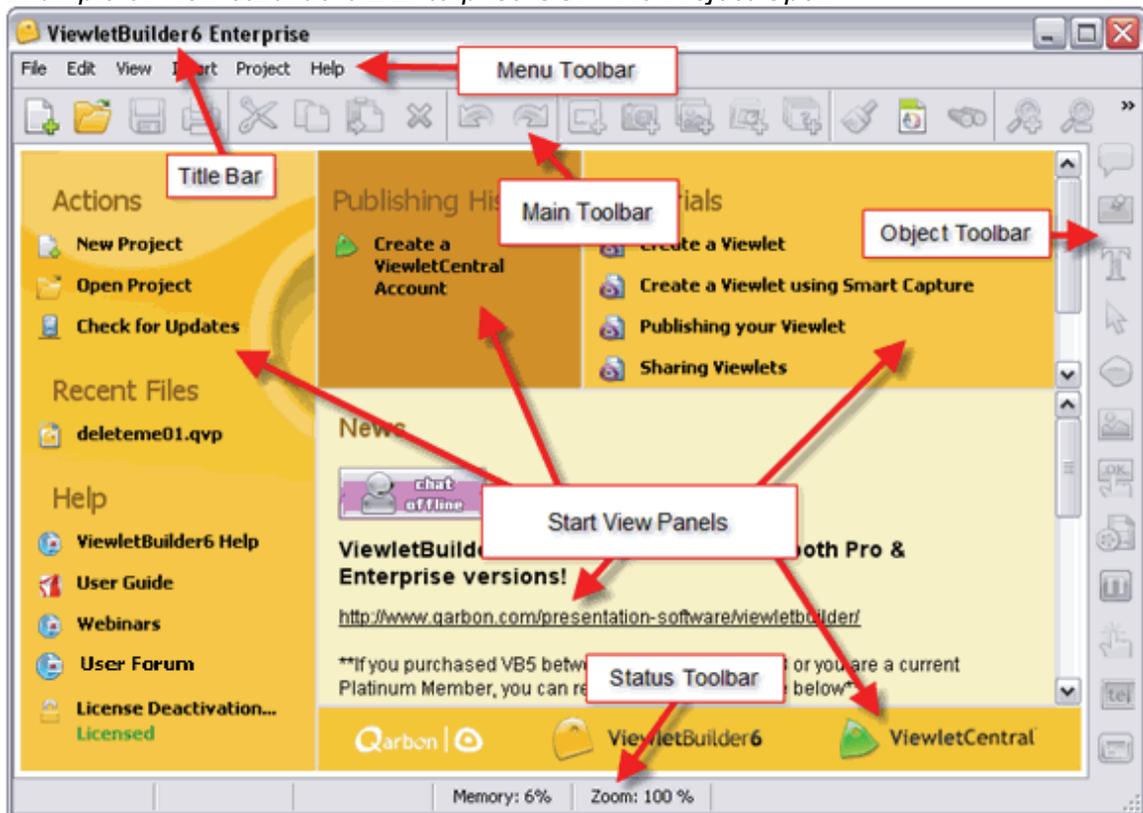
Example of ViewletBuilder6.2 GUI – Project Open
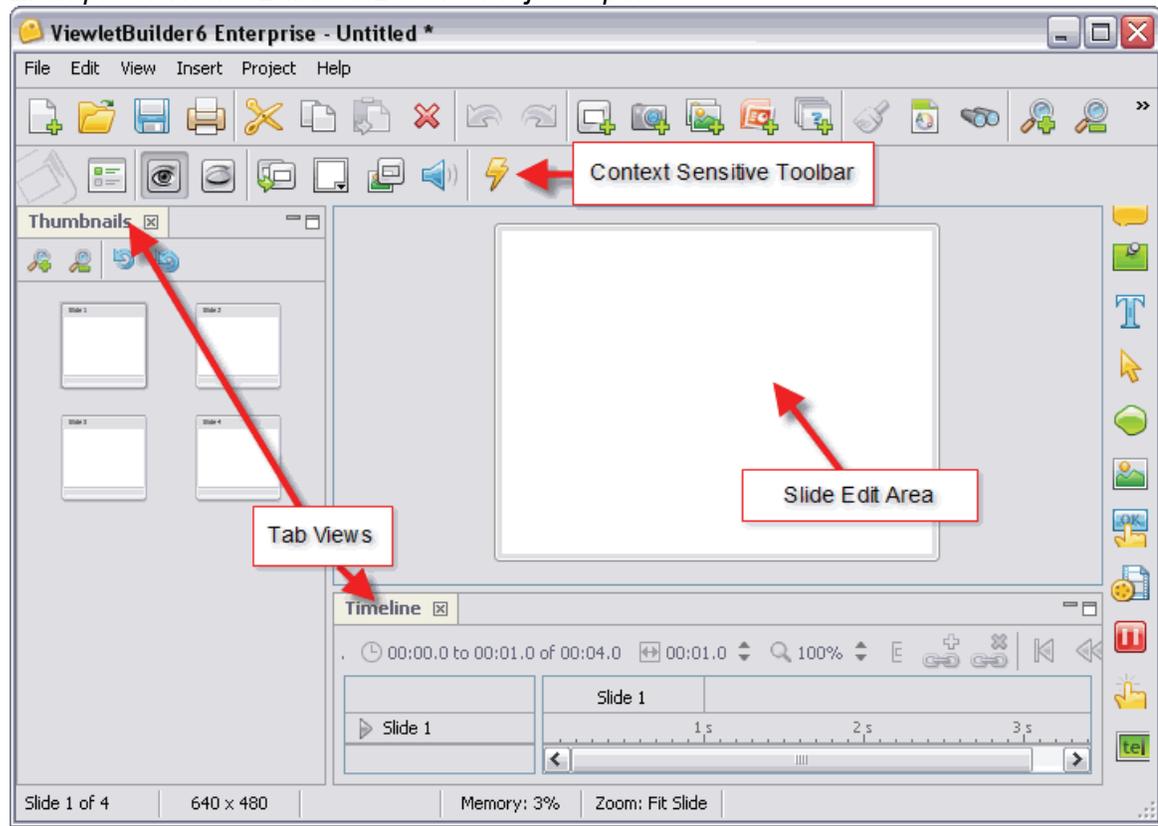
Interface Features and Tools

The ViewletBuilder6.2 Enterprise GUI includes:

- **Start View Panels**: When ViewletBuilder6.2 Enterprise is launched the opening window displays a "Start View", which is divided into individual "Panels":

  - Start View – Actions Panel: Displays "action" links for New Project, Open Project and Check for Updates.

  - Start View – Recent Files Panel: Displays links for quick access to the most recent projects previously opened in ViewletBuilder6.2 Enterprise.

  - Start View – Help Panel: Displays links to help and training resources such as ViewletBuilder6.2 Help, User Guide and Webinars. A License Activation or License Deactivation "quick access link" is also available.

  - Start View – Publishing History Panel: Displays a list of Viewlets published to ViewletCentral.

  - Start View – Tutorials Panel: Displays links to various self-help Viewlet authoring tutorials.

- o Start View – Start Panel: Dynamic (and fully customizable) page served from the Qarbon (or your company's) server with important information regarding product updates (or information relevant to your company, if applicable). For a customized version of this page, contact sales@qarbon.com for more information.

- o Start View – Web Page Buttons Panel: Displays three buttons (left to right) to launch the Qarbon home page, the ViewletBuilder6.2 products page and/or the ViewletCentral home page.

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

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

- **Main Toolbar**: This toolbar is below the Menu bar and displays a series of standard command buttons that offer quick "one-click" access to many tools in ViewletBuilder6.2 Enterprise. Many of these buttons on the Main Toolbar provide easier access to many options also available on the Menu bar.

- **Context Sensitive Toolbar**: This toolbar displays when a project is open and is located below the Main Toolbar. The buttons displayed on this toolbar vary, depending on the current selection. This toolbar's buttons change dynamically as you work within the project.

- **Tab Views**: By default, different tabs for selected "views" (from the View menu) display to the left of or below the slide editing pane. Tab View selections include: Browser, Thumbnails, Stylesheets, Output, Timeline and Slide Notes.

- **Object Toolbar**: Previously known as the "Tools Palette", this toolbar displays to the right program window. It contains buttons for working with various objects such as: Balloons, Notes, Text Boxes, Cursors, Shapes, Images, Buttons, Movies, Pause Zones, Click Zones, Text Zones, Keystroke Zones and Questions while editing a project.

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

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

Each of these features and tools are discussed throughout this user manual. If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Mac GUI (Graphical User Interface) Key Points

In ViewletBuilder6.2 Enterprise for Mac, the menu items are not part of the main ViewletBuilder6.2 Enterprise window. It is part of the standard OS X single menu across the top of the screen, which is typical for all OS X applications.

Example of ViewletBuilder6.2 Enterprise for Mac – No Project Open

In Mac OS X, the first menu, named the same as the application, **ViewletBuilder6 Enterprise** (in this instance) contains the following list of menu selections (some of these selections may vary on your computer):

- About ViewletBuilder6 Enterprise
- Preferences
- Services
- Hide ViewletBuilder6 Enterprise
- Hide Others
- Show All
- Quit ViewletBuilder6 Enterprise

The menu items shown in the image below may be different on your Mac system, but will include ViewletBuilder6.2 Enterprise options such as "About", "Preferences", "Quit", etc.
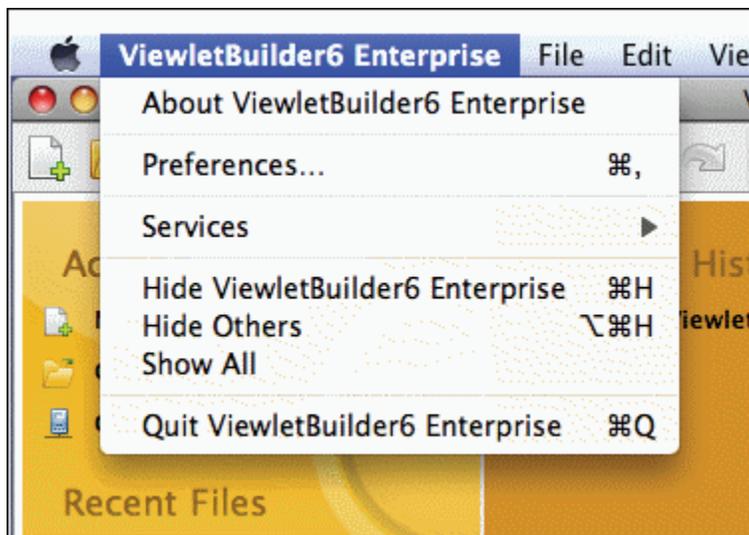
For more information on the ViewletBuilder6.2 GUI features, please see the previous chapter, *GUI (Graphical User Interface) Overview*, which has instructions and examples developed using ViewletBuilder6.2 Enterprise for Window. However, the essential authoring information is also applicable to ViewletBuilder6.2 Enterprise for Mac.

Program Preferences

In ViewletBuilder6.2 Enterprise, you can set up program preferences for features such as language, spelling, proxy server, log files for error reporting, backup files and more. This chapter explains how to set up each of these global preferences for your Viewlet projects.

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

To access the program *Preferences* window:

▪ Select **Edit** > **Preferences** from the Menu bar.
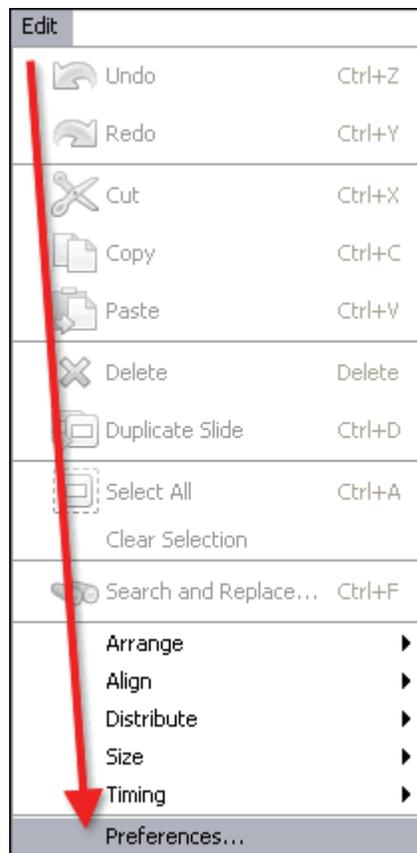
▪ The *Preferences* window displays. Select the desired tab by clicking on it.

Accessing Preferences – Mac

To access **Preferences** for ViewletBuilder6.2 Enterprise for Mac:

- Select **ViewletBuilder6 Enterprise** from the single top menu.
- Select **Preferences**.

- In the window that displays, select the desired tab.

The *General* Tab
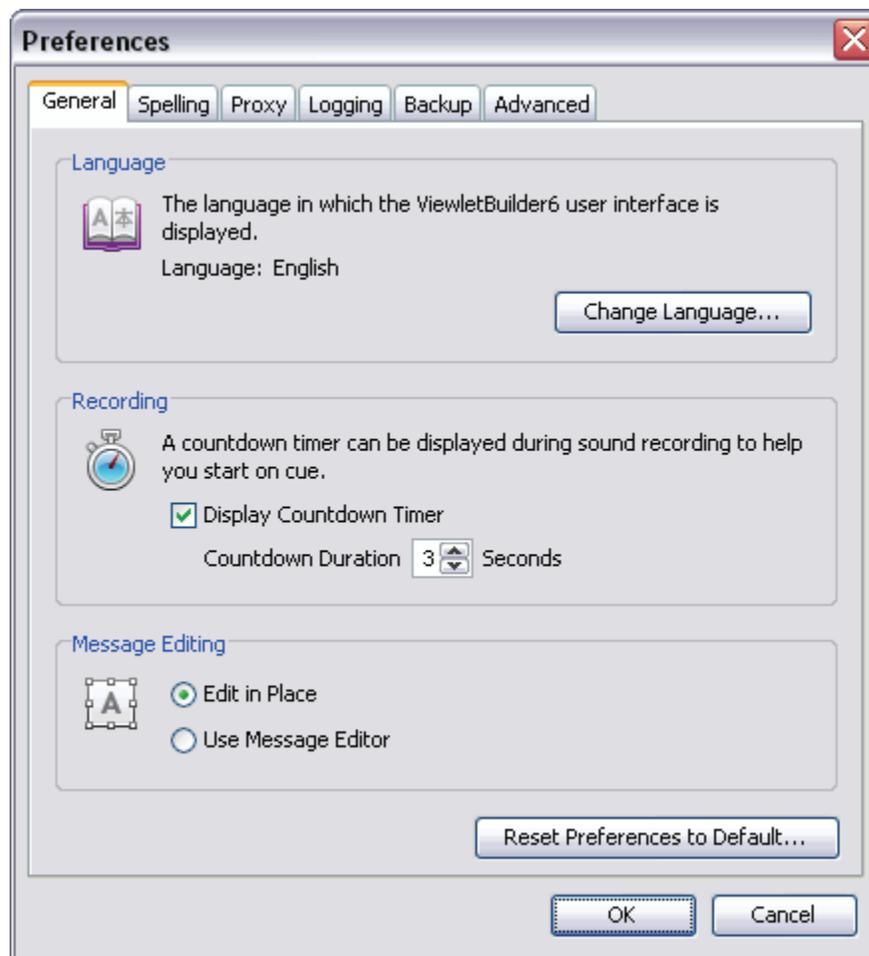
Language

The *General* tab allows you to specify the language that is used in the interface. By default, ViewletBuilder6.2 Enterprise will use your operating system's default language preference, but you may switch to a different language for use in this program only.

To select the default language to use in the ViewletBuilder6.2 Enterprise interface:
- In the *Preferences* window, select the *General* tab.
- In the *Language* area, click the **Change Language** button.
- Select a language from the available list.

- Click **OK**.

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

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

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

To set a default message editing preference:

- In the *Preferences* window, select the *General* tab.

- In the *Message Editing* area, select either:

    o **Edit in Place**: When editing a message object, this selection allows you to edit text directly in the balloon, note or text box. And, you can use the message object's Context Sensitive Toolbar to edit other message object properties.

      or

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

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

The *Spelling* Tab
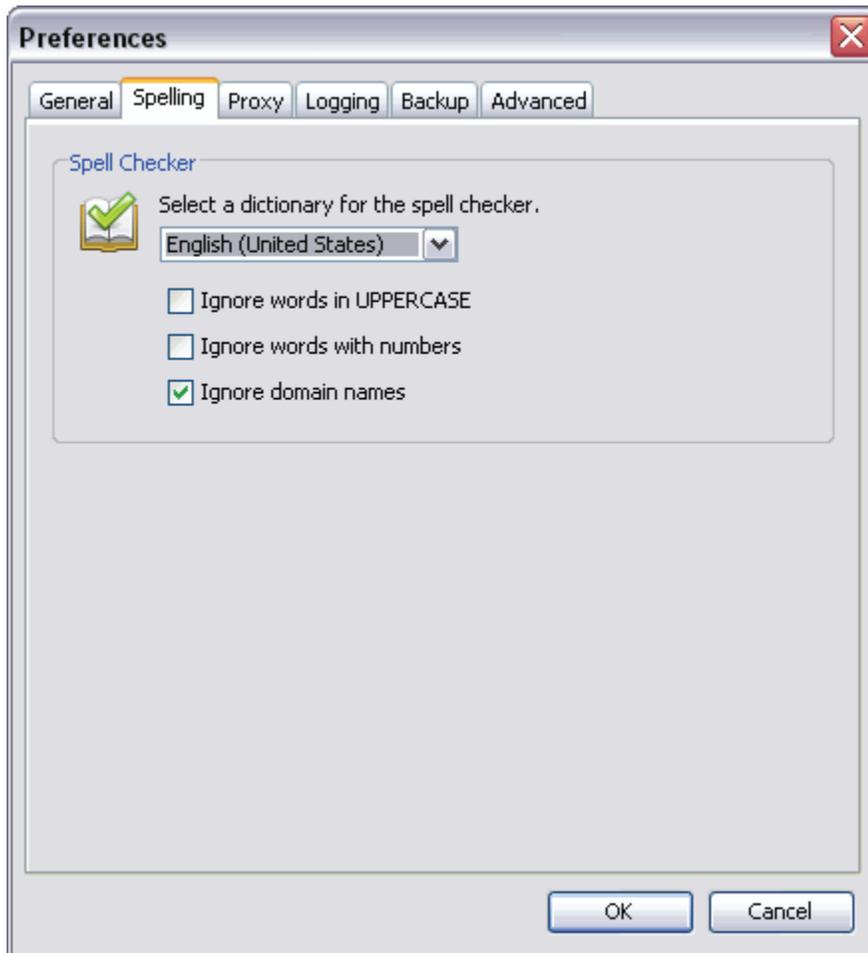
In ViewletBuilder6.2 Enterprise, you can set preferences for the spell checker tool, which will automatically proof text in all of the message objects throughout your project.

To select a default dictionary language to use in ViewletBuilder6.2 Enterprise:
- In the *Preferences* window, select the *Spelling* tab.
- In the *Spell Checker* area, select a language from the list to use as the default for the program's spell checker tool.

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

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

The *Proxy* Tab
(Enhanced feature starting in ViewletBuilder6.2 Enterprise)
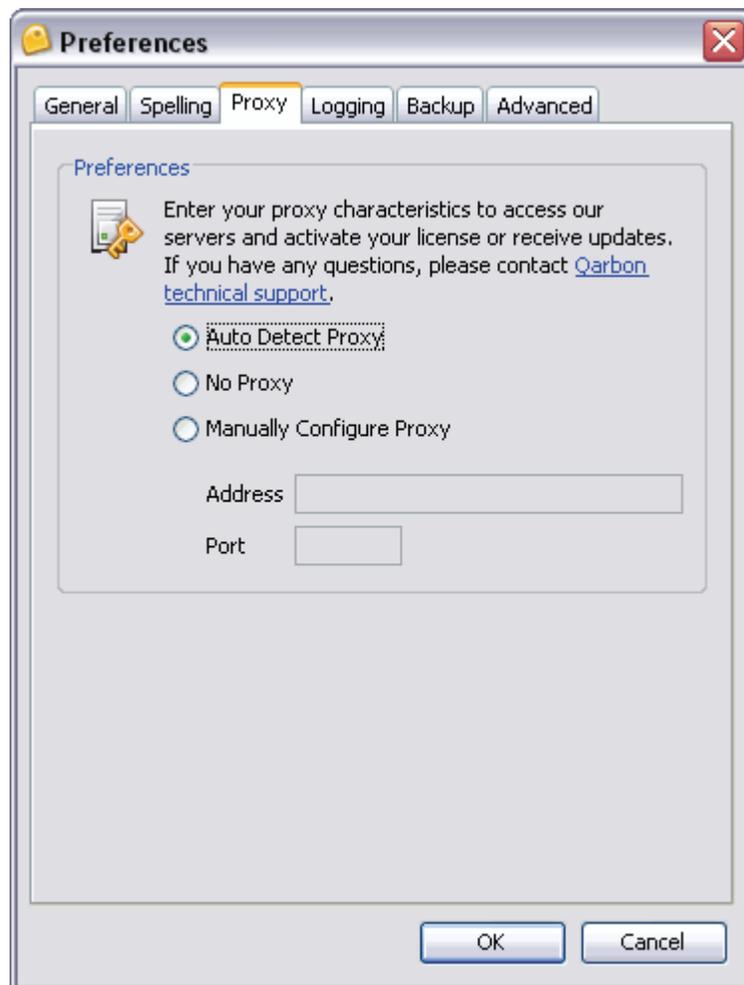
There may be times when you encounter firewall issues while working with ViewletBuilder6.2 Enterprise. This may occur when activating your license or when updating the program. This is when a proxy server comes in handy, if your company has one available. The *Proxy* tab is where you can set up default proxy server information for the program to automatically use when encountering firewall issues. If, however, you do not know what a proxy server is, chances are you don't need to worry about it. Some companies, however, actually require that software programs that access the Internet log on through a proxy server. In any case, there are several choices for proxy servers, but please contact your network or IT group for more information when working with this feature as needed.

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

No Proxy

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

Manually Configure Proxy

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

- Enter the proxy server *Address* in the field provided.
- Enter the proxy server *Port* in the field provided.

Click **OK** to apply changes made in the *Preferences* window. If any changes occur to the proxy server, a **Warning** will display, prompting you to restart the program.
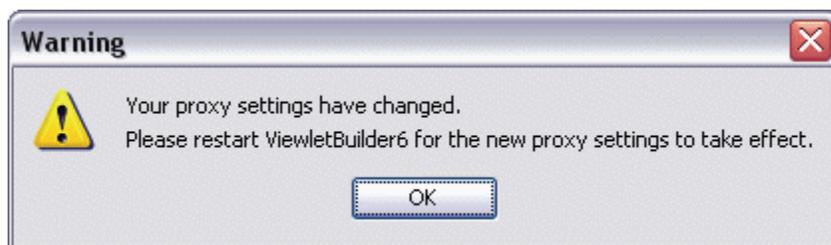
You must restart ViewletBuilder each time you change the proxy server settings in the "Preferences" window in order for the new settings to take effect.

When you relaunch ViewletBuilder6.2 Enterprise, if you are using a proxy server, you may be required to enter in your proxy server login information.

Contact your network or IT group for your **Username** and **Password** to log into your proxy server, if needed.

Select the "Remember my password" option if you want ViewletBuilder to remember your proxy server password each time you are prompted to log in.

The *Logging* Tab

Preferences

General | Spelling | Proxy | Logging | Backup | Advanced

Output

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

Report: Display All Messages ▾

Clear Output Window

Log File

Set the options for outputting log records to a file.

☑ Enabled

Size Limit: 100 ⬍ KB   Clear Log File

File: ·bon\ViewletBuilder6 Enterprise\ViewletBuilder6.log 📂

OK   Cancel

While ViewletBuilder6.2 Enterprise is running, it writes a log that describes in detail what is going on in the background. This is indispensable for tracking down software issues and making ViewletBuilder6.2 Enterprise as bug-free as possible. In the *Logging* tab, you can set program defaults for how ViewletBuilder6.2 handles logging reports and files.

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

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

Output

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

Report: Display All Messages ▾

Clear   Display Errors Only
         Display Errors and Information
         Display All Messages

To clear the information in the *Output* tab:
- In the *Preferences* window, select the *Logging* tab.
- In the *Output* area, click the **Clear Output Window** button.

<u>Log File</u>
In the *Log File* area of the *Logging* tab (*Preferences* window), you can set default options for the size of the logging file and the location where ViewletBuilder6.2 Enterprise will save the file.

To enable the Logging feature for ViewletBuilder6.2 Enterprise:
- In the *Preferences* window, select the *Logging* tab.
- In the *Log File* area, select the **Enabled** option. This will allow ViewletBuilder6.2 Enterprise to create a record of information to help Qarbon find and correct program errors.

To set the log report's maximum file size:
- In the *Preferences* window, select the *Logging* tab.
- In the *Log File* area, type a number in the *Size Limit* field. This will be the maximum size (in KB) allowable for the log file.

To clear the log file:
- In the *Preferences* window, select the *Logging* tab.
- In the *Log File* area, click the **Clear Log File** button.

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

The *Backup* Tab
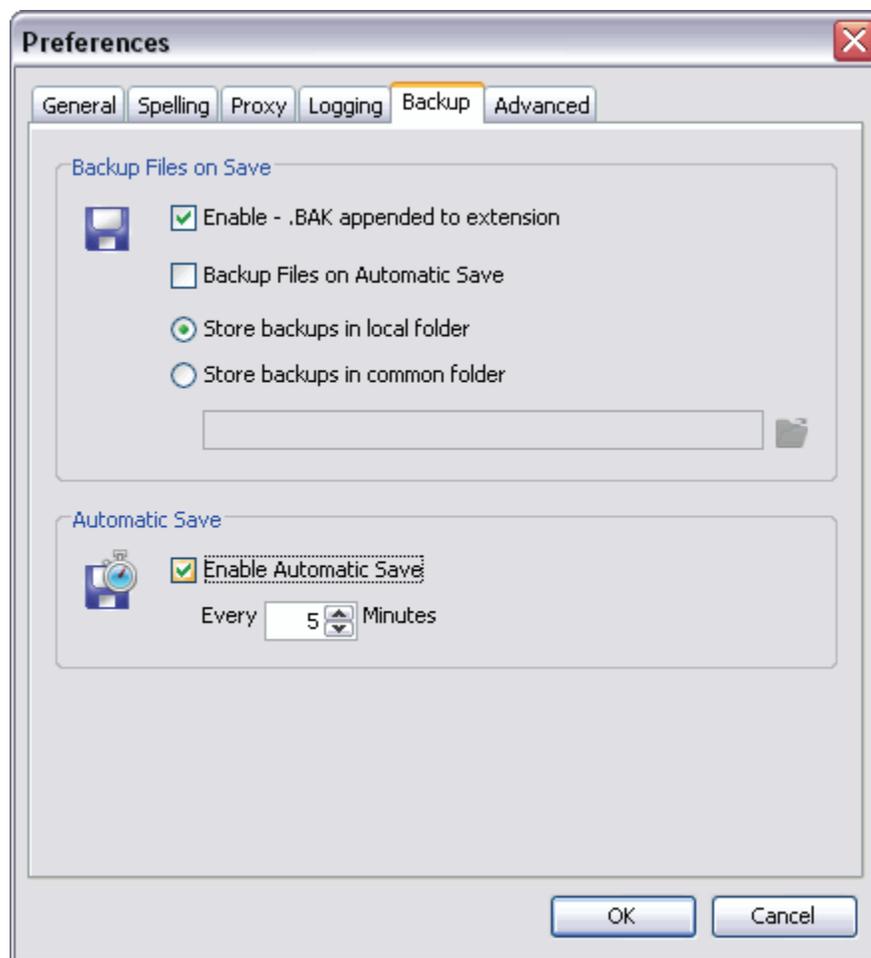
The *Backup* tab allows you to set program preferences for creating backup files while working on your Viewlet project.

Backup Files on Save
When saving your project, ViewletBuilder6.2 Enterprise can create and update a backup file. This file can be used to restore a corrupted project from the last "known" good save.

To enable ViewletBuilder6.2 Enterprise to create a backup project file:
- In the *Preferences* window, select the *Backup* tab.
- In the *Backup Files on Save* area, select the **Enable - .BAK appended extension** option.

ViewletBuilder6.2 Enterprise creates backup files that end in ".qvp.BAK". To restore a project from a backup file, first rename the original project file's extension to something like ".qvpOLD". Then, simply remove the ".BAK" extension from the backup file so that the file ends in ".qvp". It will become the new project file, which can be opened in ViewletBuilder6.2 Enterprise.

To create backup files automatically as you work on the project:
- In the *Preferences* window, select the *Backup* tab.
- In the *Backup Files on Save* area, select the **Backup Files on Automatic Save** option.

To save the backup files in the same folder where the original project file is saved:
- In the *Preferences* window, select the *Backup* tab.
- In the *Backup Files on Save* area, select the **Store backups in local folder** option.

To select a location to save the backup file in (other than in the same folder as the original project file):
- In the *Preferences* window, select the *Backup* tab.
- Select the **Store backups in common folder** option.
- Type the path where you want the backup file saved, or click the "yellow folder" button. In the *Select Folder* window, select a folder and click **Open** to save the new backup file location.

Automatic Save
ViewletBuilder6.2 Enterprise can create automatic backup files while you are working on your project.

To enable ViewletBuilder6.2 Enterprise to create automatic backup files and to set the automatic save intervals while working on your project:
- In the *Preferences* window, select the *Backup* tab.
- In the *Automatic Save* area, select the **Enable Automatic Save** option.
  - Enter a number in the field provided for when the project is automatically saved.

The *Advanced* Tab
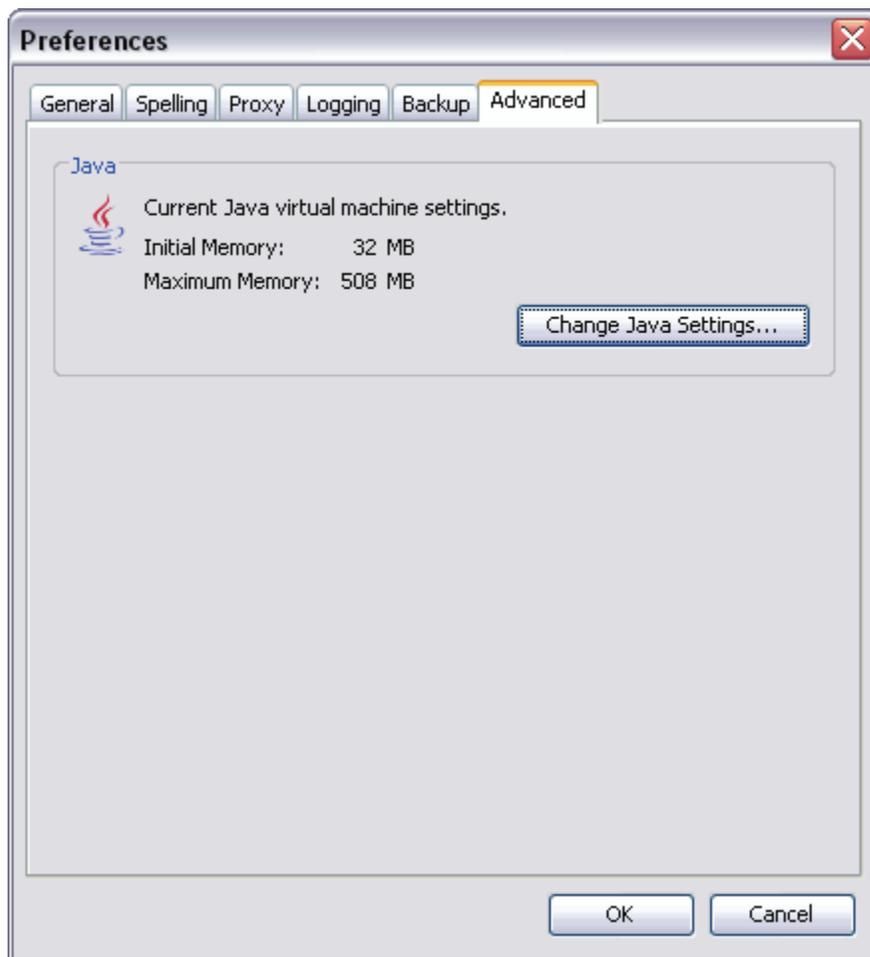
The *Advanced* tab displays the current virtual memory usage settings allowable when ViewletBuilder6.2 Enterprise is in use.

To view the current Java settings for ViewletBuilder6.2 Enterprise:
- In the *Preferences* window, select the *Advanced* tab.
- In the *Java* area, review the settings for initial and maximum memory allocations.

To change the memory settings allowable for ViewletBuilder6.2 Enterprise:
- In the *Preferences* window, select the *Advanced* tab.
- In the *Java* area, click the **Change Java Settings** button. A *Java Preferences* window displays.
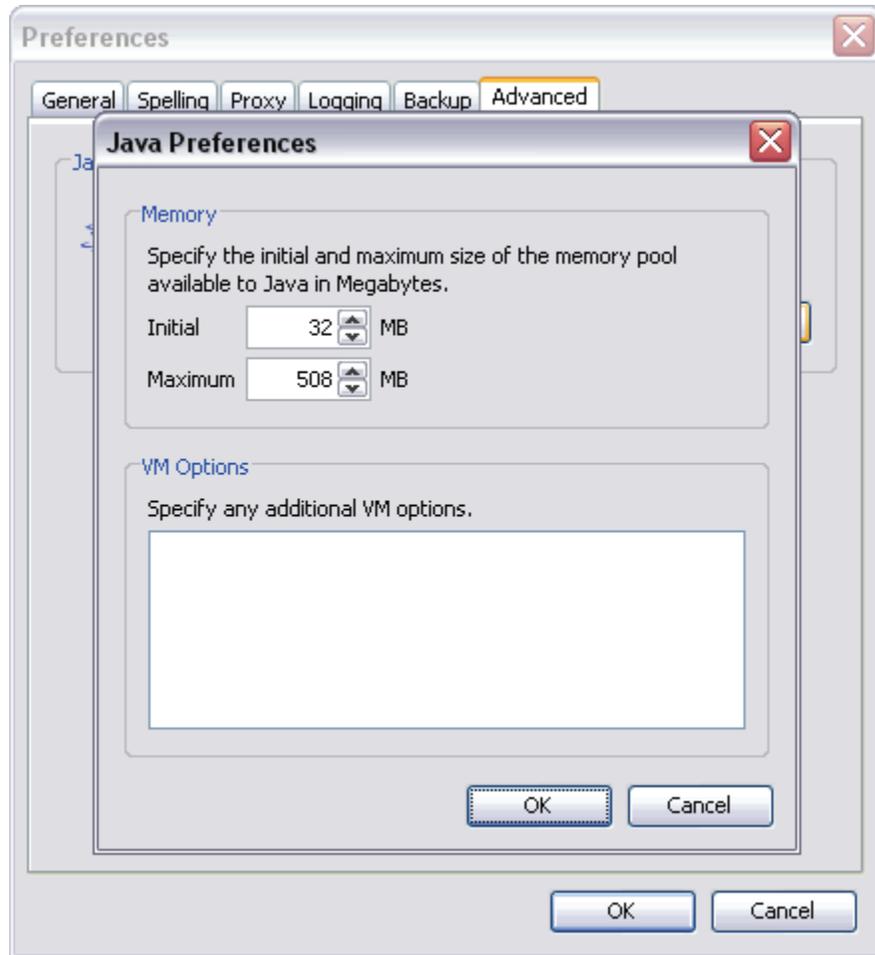
- In the *Memory* area (*Java Preferences* window):
  - Enter a number for the *Initial* memory to be used by ViewletBuilder6.2 Enterprise in the field provided.
  - Enter a number for *Maximum* memory allowable in the field provided.

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

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

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Creating a New Project Basics

ViewletBuilder6.2 Enterprise, which combines ViewletBuilder6.2 Professional and ViewletQuiz3.2 into a single, all-encompassing Viewlet Authoring suite, offers five distinct options for creating new Viewlet projects. The new project types include:

- **Screen Capture Project:** Capture an application as it runs on your computer to create a demonstration, simulation or a user training assessment.

- **Image Project:** Create a presentation using one or more images (supported images: jpg, bmp, png, gif and tif).

- **PowerPoint Project:** Import slides directly from a Microsoft PowerPoint project.

- **Quiz Project:** Use this new project type to create a project of scored slides to test user, or create survey questions to gather information from your user base.

- **Blank Project:** Start from scratch by creating a project containing one or more blank slides.
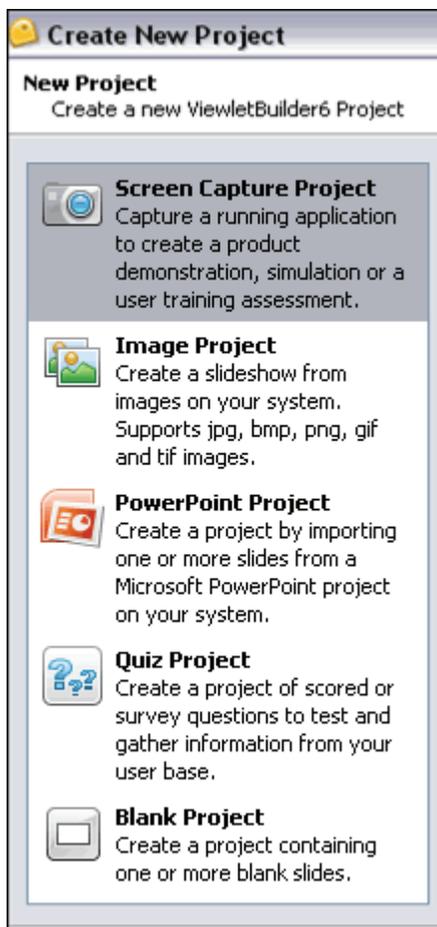
Each of the five new project types is covered in detail later in this user manual.

New Project First Steps

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

Step 1: Select a New Project Type:
The first step when creating any new project is to decide what type of project you will be creating. As mentioned earlier in this chapter, there are five different new project types to choose from in ViewletBuilder6.2 Enterprise.

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

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

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

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

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

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

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

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

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

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

To select a slide size for your new project:
- In the *Create New Project* window, make sure you've selected the desired New Project Type.
- In the *Slide Size* area, select an option from the list of available slide sizes.
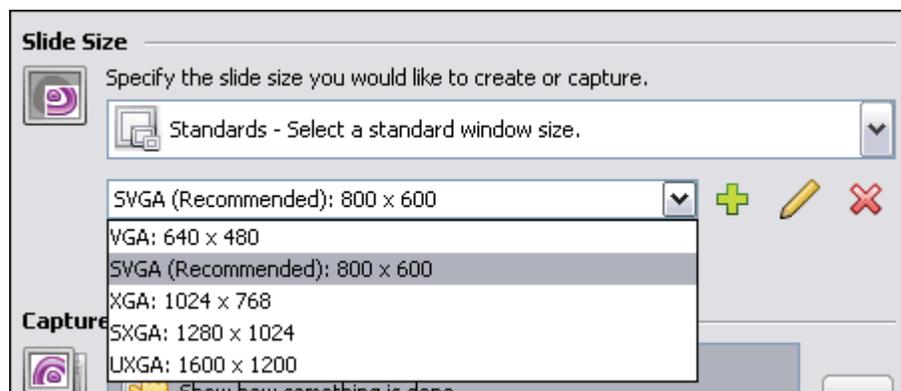
<u>Working with the Various Slide Size Options</u>
Each of the various slide size options have some additional selections, depending on which side size you choose. Following are instructions for working with each of the available slide size options.

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

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

  [ ]  Custom - Specify a custom width and height.          [v]

  Width:   800 [↕]  Height:   600 [↕]
  ```

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

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

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

  [ ]  Standards - Select a standard window size.          [v]

  SVGA (Recommended): 800 x 600          [v]  +  /  ✗
  VGA: 640 x 480
  SVGA (Recommended): 800 x 600
  XGA: 1024 x 768
  Capture SXGA: 1280 x 1024
  UXGA: 1600 x 1200
  Show how something is done
  ```

  - o Create a project size based on a "standard" (monitor) resolution:
    - Select a preset standard resolution for your project size from the available list.

  - o Create a "new" Standard:
    - Select a preset Standard from the list.

    - Click the **Add Standard** [+] button. The *Standard Resolution* window displays.
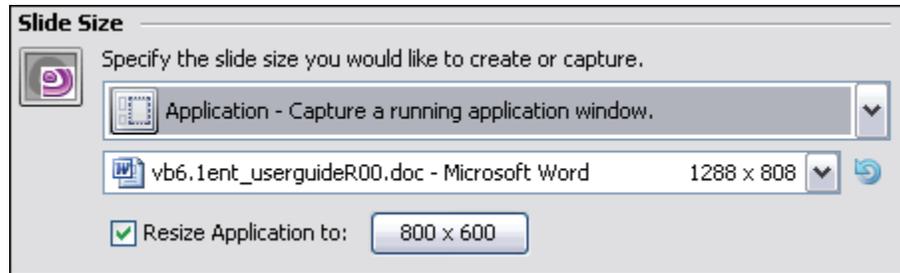
- Enter a name for the new Standard in the field provided.
- Enter a *Width* in the field provided.
- Enter a *Height* in the field provided.
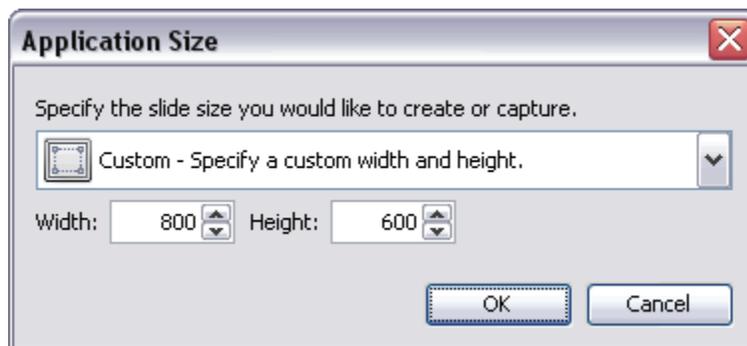- Click **OK** to save the settings and to close the *Standard Resolution* window.

Standard Resolution   ✕

Name   Custom Size A

Width   500 ⏶⏷   Height   500 ⏶⏷

     OK   Cancel
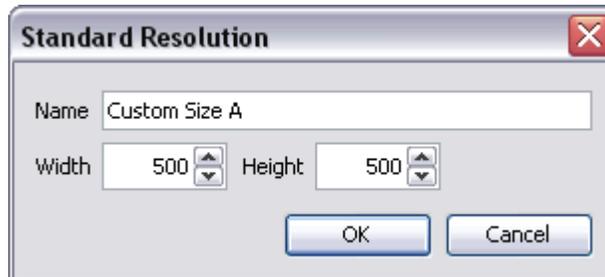
○ Modify an existing Standard:
- Select a Standard from the list.

- Click the *Modify Standard* ✏ button. The *Standard Resolution* window displays.
- Make your edits as needed and click **OK** to save the settings and to close the window.

○ Delete an existing Standard:
- Select the Standard you want to remove from the list.

- Click the *Delete Standard* ✖ button. A *Delete Standard* warning window displays.

Delete Standard   ✕

❓ Are you sure you want to delete this standard resolution?

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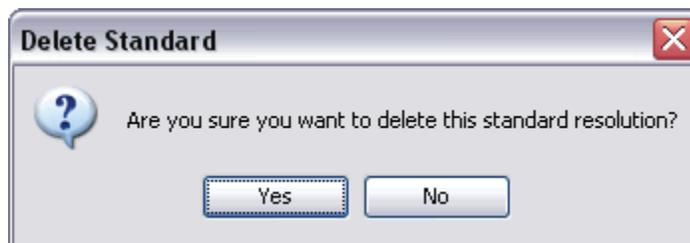
- Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

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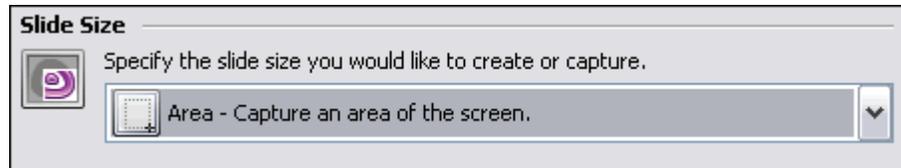
Slide Size

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

Application - Capture a running application window. ▾

vb6.1ent_userguideR00.doc - Microsoft Word   1288 x 808 ▾ ↺

☑ Resize Application to: 800 x 600

o   Select an "active" program or operating system window from the list.

o   If the window you need is not in the list, launch the program or open the
    desired operating system window in the appropriate size. Then, click the

    Refresh Applications ↺ button to refresh the list and make your
    selection from the list.

o   To resize the selected "active" window to a specific size for the capture
    session:
    ▪   Select the **Resize Application to:** option.
    ▪   Click the button next to the **Resize Application to:** option. The
        Application Size window displays:
        -Select **Custom** or **Standards** from the slide size list.
        -Complete the steps for the selected slide size (covered previously
        in this chapter) as needed.
   -Click **OK** to save the settings and to close the *Application Size*
        window.

Application Size   ☒

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

Custom - Specify a custom width and height. ▾

Width: 800 ⬍   Height: 600 ⬍

OK   Cancel

**If you select "Application" (an active program or open operating system window) as your
project's slide size option, ViewletBuilder6.2 Enterprise will move this "window" to the top
of all open windows when you initiate your capture session.**

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

Slide Size

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

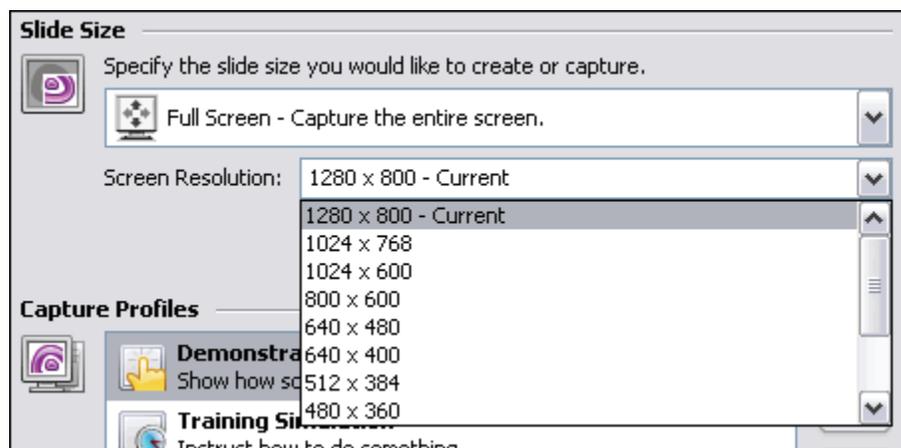Area - Capture an area of the screen.

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

Slide Size

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

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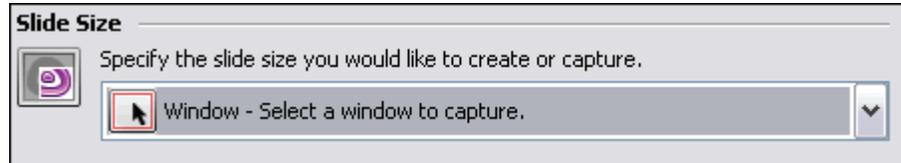
If you select "Window" as the slide size option for your project, you can also use this option to select a specific "portion" of a window (not just the entire window) prior to starting your capture session.

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

Slide Size

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

Full Screen - Capture the entire screen.

Screen Resolution: 1280 x 800 - Current

| 1280 x 800 - Current |
| 1024 x 768 |
| 1024 x 600 |
| 800 x 600 |
| 640 x 480 |
| 640 x 400 |
| 512 x 384 |
| 480 x 360 |

Capture Profiles

Demonstra...
Show how s...

Training Si...
Instruct how to do something

- o Select a *Screen Resolution* from the list. If the selection is different from your monitor's current resolution, ViewletBuilder6.2 Enterprise will automatically change your monitor's resolution to your selected resolution when you start your screenshot session. When you end your screenshot session, ViewletBuilder6.2 Enterprise will return your monitor's resolution back to the setting it was prior to the capture session.

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Screen Capture Project

ViewletBuilder6.2 Enterprise allows you to create a new project from a series of screenshots of an application running on your computer (or from various open operating system windows). Screen Capture projects can be captured using various "slide size" options based on custom sizes, active program / operating system windows, or screen resolutions. Each step of the process for creating a new Screen Capture Project follows.

1. Select the Project Type and Slide Size

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

- The *Create New Project* window displays. Select **Screen Capture Project** from the New Project list. Additional options for creating a new screen capture project will display in this window.
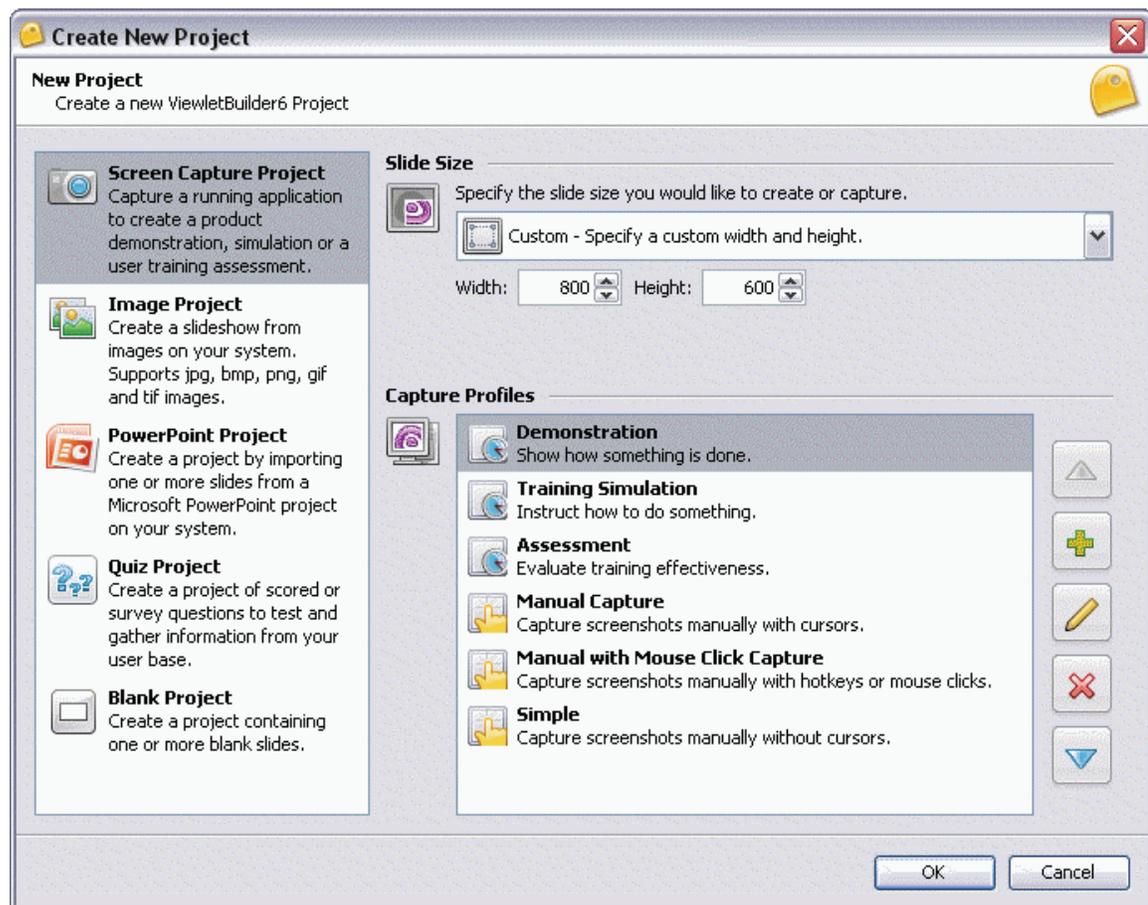
- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

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

2. Capture Profiles

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

What is a Capture Profile?
It is a way to organize all the "capture options" chosen for either a "Smart Capture" (Windows only) or a "Manual Capture" screenshot recording session into one place or "profile".

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

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

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

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

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

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

   a. If you selected "(available for ViewletBuilder6.2 Enterprise for Windows only) " mode, seven tabs will display (General, Feedback, Mouse, Wheel, Keyboard, Annotations, Advanced).

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

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

5. Use this profile each time you want to create a new Screen Capture project or insert new screenshots using the selected capture mode (Smart Capture - Windows only) or Manual Capture) and additional capture options in this Capture Profile.

Can Capture Profiles Be Modified?
Yes, when you install ViewletBuilder6.2 Enterprise, you will see a short list of Capture Profiles already installed. The title of each profile suggests the "type" of project the Capture Profile might be good for and is further explained in the profile's description. But, you can modify any of these profiles instead of creating a new one.

When creating a new Screen Capture Project, ViewletBuilder6.2 Enterprise offers you several "prebuilt" capture profiles to help you easily create specific Viewlet projects, including:

- **Demonstration**: Show how something is done.
- **Training Simulation**: Train users how to do something.
- **Assessment**: Evaluate training effectiveness.
- **Manual Capture**: Capture screenshots and cursor animation manually.
- **Manual with Mouse Click Capture**: Capture screenshots manually with hotkeys or mouse clicks.
- **Simple**: Capture screenshots (without cursor animation) manually.
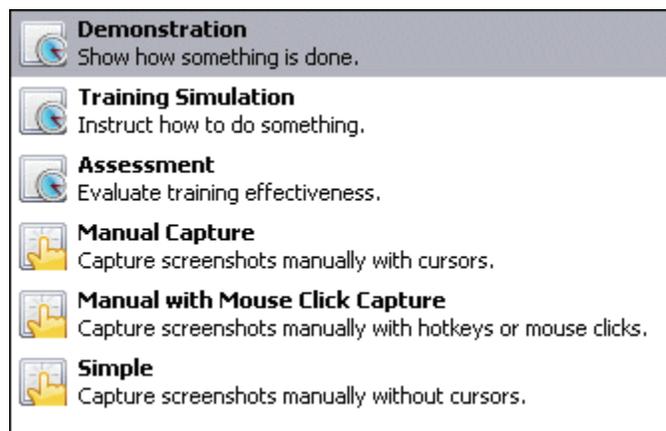
Each capture profile (added during the program installation) contains pre-selected "capture options" based on the specific profile. You can use the defaults for the selected profile, modify the selections in the profile, or create a new capture profile from scratch.

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

To create a new Capture Profile:

- In the *Capture Profile*s area, click the **Add** button.

- The *Capture Options* window displays. In the *Capture Mode* area, select a mode to use for the capture session:

    o **Smart Capture** (Windows only): This mode automatically captures all changes that occur on your computer's screen during the screenshot session.

       or

    o **Manual Capture**: This mode allows you to use a hotkey to manually capture each screenshot during the capture session.

The "Capture Mode" you select determines what tabs will display in the "Capture Options" window where you will make additional selections for your capture session. And, some of the options may vary in each of the tabs depending on your selected capture mode.
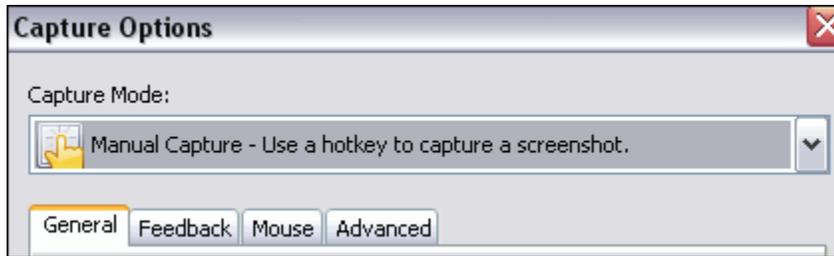
Smart Capture Mode tabs: (Windows only)
General, Feedback, Mouse, Wheel, Keyboard, Annotations, Advanced
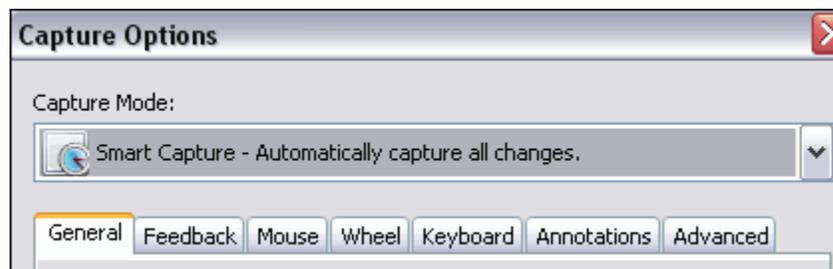
Manual Capture Mode tabs:
General, Feedback, Mouse, Advanced

- In the *General* tab (available for **Smart Capture** (Windows only) and **Manual Capture**):
  - In the *Identification* area, enter a:
    - *Name* for the profile. This name will display in the **Capture Profiles** list.
    - *Description* or a short summary for the profile. This will display below the profile title in the **Capture Profiles** list.

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

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

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

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

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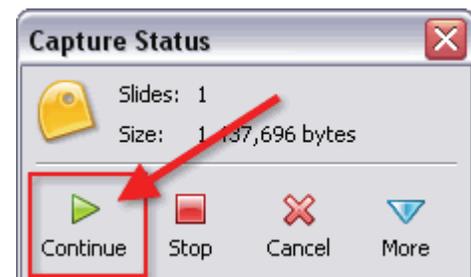
Capture Hotkeys:

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

If you click the "Pause" hotkey during a Smart Capture (Windows only) screenshot session, to resume the session, simply click the "Continue" button in the "Capture Status" window that displays over the system tray.

Use the "Pause" hotkey to display the "Capture Status" window to change various capture options on-the-fly during an active capture session.

- In the *Feedback* tab (available for **Smart Capture** - Windows only) and **Manual Capture**):

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

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

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

      - **Use Microsoft DirectSound for Playback**

- In the *Mouse* tab (available for **Smart Capture** (Windows only) and **Manual Capture**):

   Smart Capture – Mouse Tab Options: (Windows only)

   o In the *On Mouse Click – Add to Slide* area, select:

      - **Click Here Annotations**: To enable ViewletBuilder6.2 Enterprise to automatically insert balloons for click instructions during the capture session.

- **Cursor Simulation**: To add various cursor animation effects to your project, which might include:

    - **Mouse Click Sound**
    - **Drag to Here Annotations**
    - **Mouse Drag Animation**
    - **Curved Cursor Path**
    - **Transition Cursors**

- **Click Zone Assessment**: To automatically insert "Click Zones" to the project during the capture session.

- **Don't Add Cursor Simulation or Click Zone**: To disable all cursor simulation or Click Zone additions when clicking your mouse during the capture session.
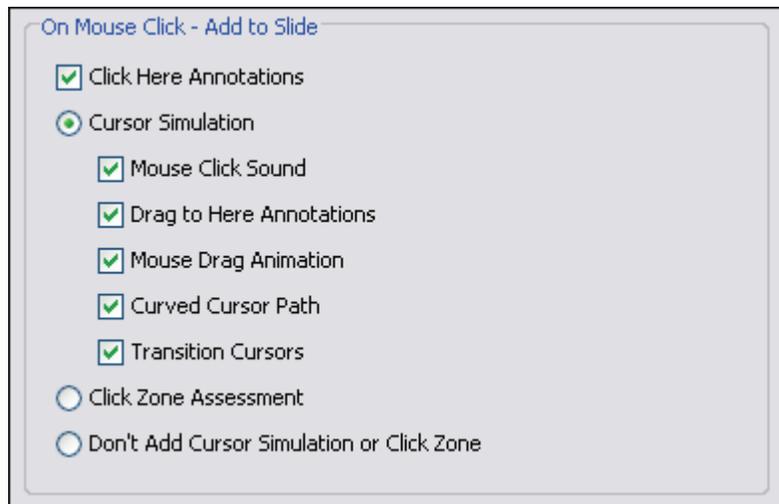
o In the *Mouse Timing* area, input the number (in seconds) for how long you want to "delay" for mouse click captures, to set the double click speed and to set the "delay" for drag captures. Options include:

- **Delay Before Click**
- **Delay After Click**
- **Double Click Speed**
- **Delay After Drag**

Manual Capture – Mouse Tab Options:

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

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

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

- o In the *Mouse Click Capture* area:

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

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

- In the *Wheel* tab (for **Smart Capture** - Windows only):

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

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

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

        - **Wheel Speed** (for click per seconds)
   - **Delay After Wheel** (for capture delay in seconds)
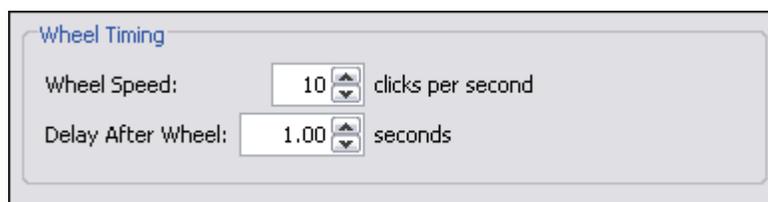
- In the *Keyboard* tab (for **Smart Capture** - Windows only):

    o In the *On Text Entered – Add to Slide* area, select:

        - **Type Text Here Annotations**: To enable ViewletBuilder6.2 Enterprise to automatically add balloon instructions during text input in the capture session.

        - **Typing Simulation**: To add typing animation to your project.

            • **Key Click Sound**: To include sound effects with the typing animation.

        - **Text Zone Assessment**: To automatically add Text Zones to the project during the capture session (where applicable).

        - **Don't Add Typing Simulation or Text Zone**: To disable all typing simulation or Text Zone additions to the project when typing during the capture session.
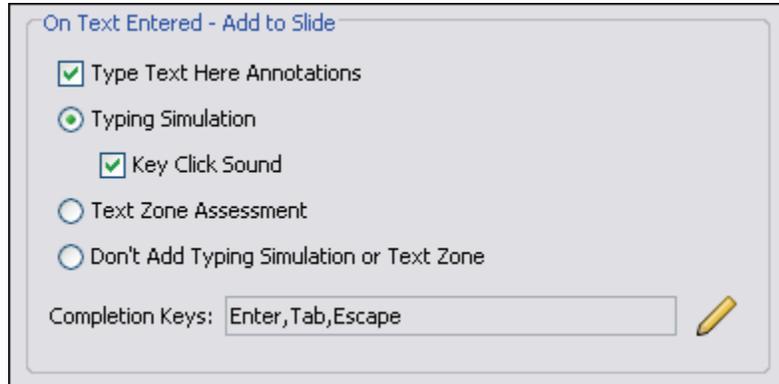
o In the *On Text Entered – Add to Slide* area, click the **Modify** button next to the **Completion Keys** field:

- The *Completion Keys* window displays. The *Key* list displays the keyboard keys that ViewletBuilder6.2 Enterprise will recognize as a "completion key" hotkey when text simulation is captured. Basically, after typing text, when one of these hotkeys is pressed, a new screenshot will be captured.

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

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

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

 - Select a key and click the **Move Down** button to move it down in the list.
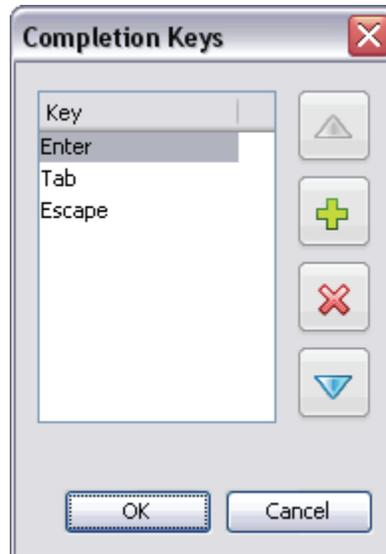
- Click **OK** to close the *Completion Keys* window.

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

    - **Typing Speed** (rate of capture in words per minute)
    - **Typing Variability** (percentage to be used to vary the typing effects during playback for the most realistic simulation)
    - **Delay After Typing** (number of seconds of delay after typing simulation is complete)
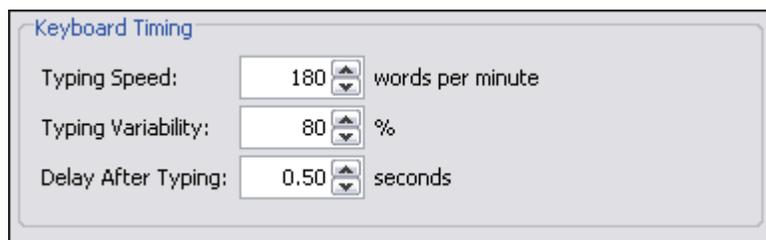
Set the "Typing Variability" at or close to "0" for a more "robotic" typing simulation effect. Set the percentage closer at or close to "100" for a more "natural" and varied typing simulation effect.

- In the *Annotations* tab (for **Smart Capture** - Windows only):

  o In the *Annotation Language* area, use the list to select the language to be used if enabling ViewletBuilder6.2 Enterprise to automatically create annotations (balloons) during the capture session.
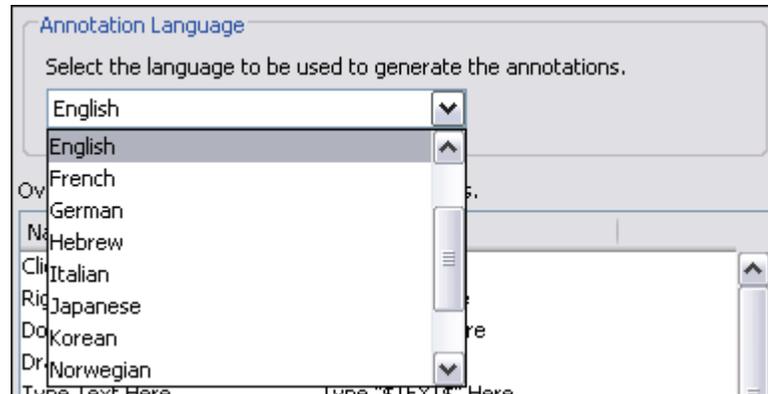
- o In the "default values" area, you can modify the default values for each of the annotations.

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

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

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

Use the "Annotations" list to customize automatic annotations for use during your Smart Capture (Windows only) session for all of your Viewlet projects.

o In the *Modifiers* area, select (as needed):

- **Prefix Click Annotations with Modifiers**: If selected, this will add the text "[Ctrl]" or "[Shift]" (when the applicable key is pressed at the same time a left mouse click occurs) as a "Modifier" to the "Click Here" annotation.

  - **Separator**: Enter the letter to use between the "Modifier" and the "Annotation" (Click Here) text.

- **Highlight Variables in Bold**: If selected, this will bold the variable text contained in the annotation.

Modifiers
☑ Prefix Click Annotations with Modifiers
Separator [+]
☑ Highlight Variables in Bold

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

- In the *Advanced* tab (certain options available for **Manual Capture** where noted):

  o In the *Frame Rate* area (for **Smart Capture** - Windows only), enter a number (Frames per Second) for the rate at which you want to capture screenshots during a mouse drag operation.
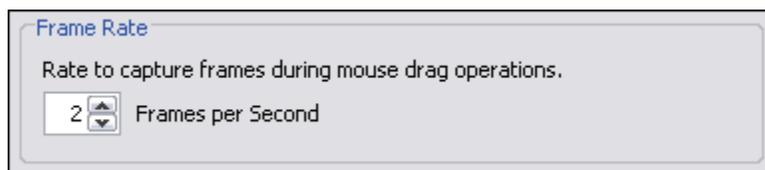
Frame Rate
Rate to capture frames during mouse drag operations.
[2 ▲▼] Frames per Second

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

  o In the *Screenshot Delay* area (for **Smart Capture** – Windows only), enter a number (in seconds) for the amount of time ViewletBuilder6.2 Enterprise will delay after a mouse click to take a screenshot.

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.

1.0 ⇕ Seconds

o   In the *Capture Popups* area (available for **Smart Capture** (Windows only) and **Manual Capture**), select the **Capture Popups** option to enable capture of such elements as tooltips, hints and popup menus.

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

o   In the *Compress During Capture* area (**Smart Capture** – Windows only) and **Manual Capture**), select the **Compress During Capture** option to compress captured images during the capture session. This option is useful for larger projects, but will reduce the number of frames that can be captured per second during the capture session.

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

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

To modify an existing Capture Profile:

▪   Select the desired profile in the list.

▪   Click the **Modify** [🖉] button.

▪   The *Capture Options* window displays. Make your edits to the *Capture Mode* and in the various available tabs as needed.

- Click **OK** to save the edits and to close the *Capture Options* window.

To organize the Capture Profiles in the list:

- Select a profile in the list.

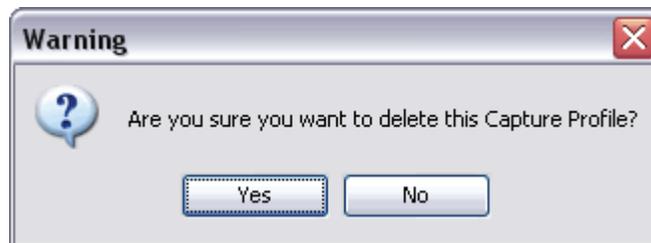- Click the **Move Up** [image] button to move the profile up in the list.

- Click the **Move Down** [image] button to move the profile down in the list.

To remove a Capture Profile from the list:

- Select the desired profile in the list.

- Click the **Delete** [image] button.

- A *Warning* window will display. Click **Yes** to confirm the deletion, or click **No** to cancel the deletion.

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

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

3. Setting up the Screens Capture Session

For the most part, each screen capture session starts the same way. After selecting a **Capture Profile** to use for the capture session, you click **OK** to start the actual recording session. But, did you know that after you click **OK**, what happens next depends on the selection made for the project's slide size?
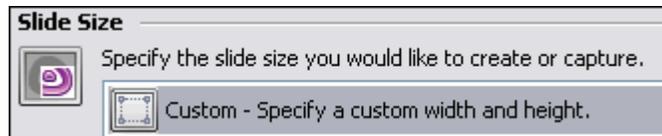
This section focuses on what to expect and instructions for what you will need to do "right before" you actually start capturing screenshots (if applicable).

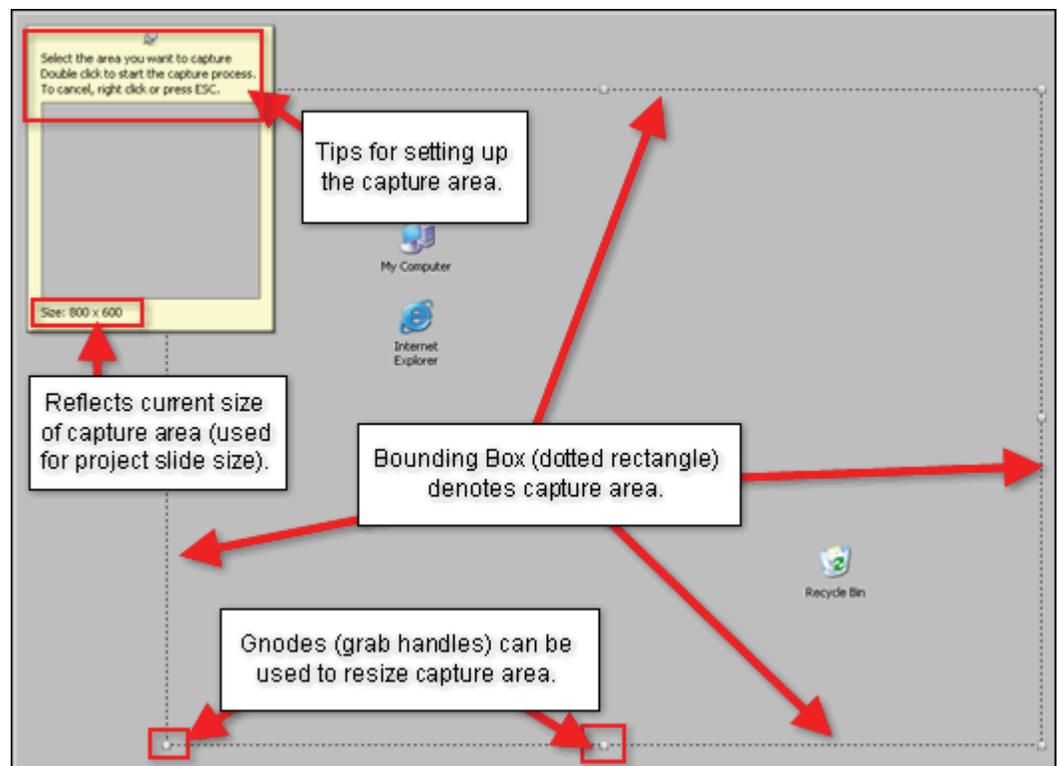**Before "setting" the capture area, you can "back out" by pressing the Esc key.**

To set up your capture session:

- After selecting the **Capture Profile** to use for your capture session, click **OK**. The ViewletBuilder6.2 Enterprise GUI will hide in the background until the end of the capture session.

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

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

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

  - To move the capture area, point your cursor over the bounding box. When the cursor changes to a "hand shape" , hold down the left mouse button and drag to move the capture area to the desired location on your screen.
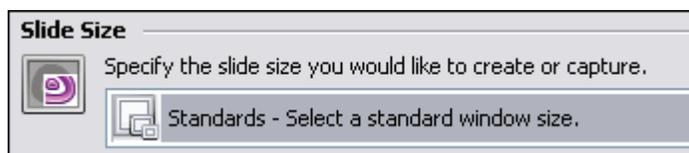
- To resize the capture area (if needed), point your cursor over one of the gnodes (grab handles) along the edge of the bounding box. Hold down your left mouse button and drag to resize.

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

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

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

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

Standards - Select a standard window size.

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

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

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

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

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

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

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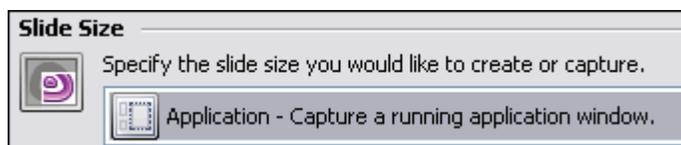
The selected program or operating system window will launch on top of all other open windows on your computer's screen and the screen capture session begins.

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

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

   o **Area – Capture an area of the screen.**
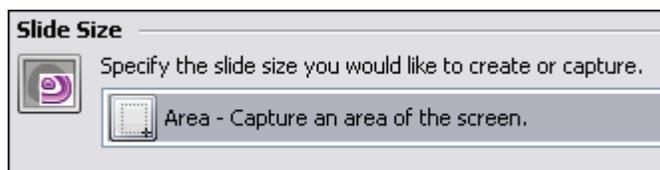
Before the capture session, the cursor changes to a "cross hair" shape. This means before the capture session can start, you must define the capture area. To do this:

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

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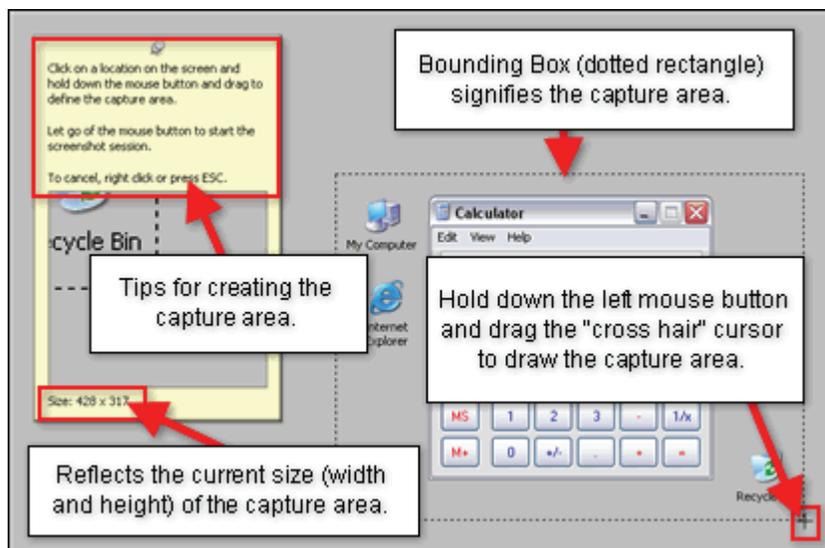

   ▪ Let go of the left mouse button to "set" the capture area's size and position. (You are now ready to take screenshots.)

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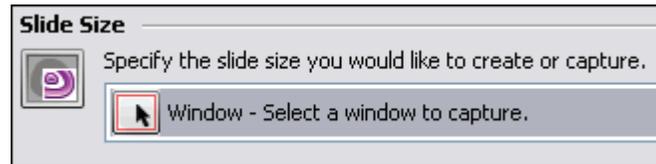
This option allows you to select an entire window (just like the "Active" slide size option) or a portion of an open window. The trick here is that you MUST have the window open (not minimized) BEFORE you click **OK** to set up the screen capture session. To do this:

▪ Make sure the window you want to capture is open on your computer screen (underneath the ViewletBuilder6.2 Enterprise program) and all other program and operating system windows are closed or minimized.

▪ Click **OK** to start the capture session.

▪ A "red box" will display over the window that is displayed on your computer screen. Move the cursor around the window until the "red box" outlines the entire window (to capture the entire window) or a portion of the window (to capture a sub-section of the window).
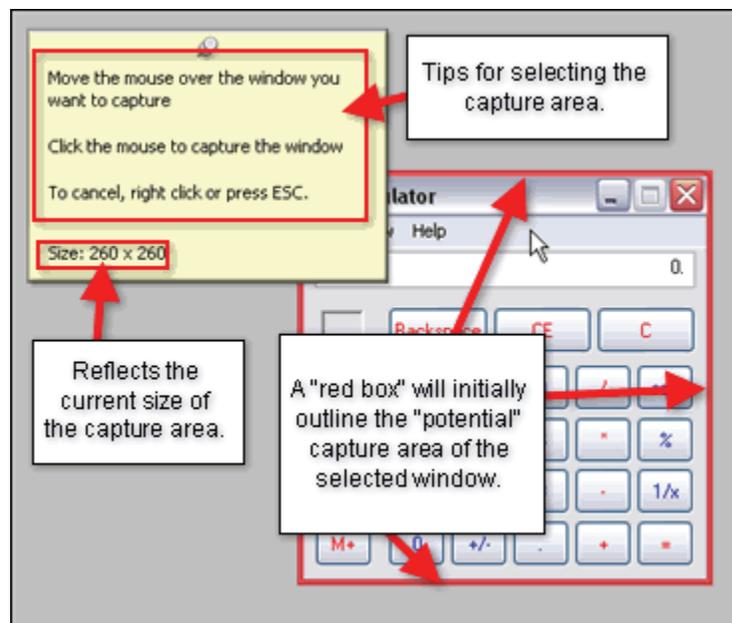
- To "set" the capture area, **double click** inside the "red box". The "red box" will change to a "Bounding Box" indicating that the capture area is set. (You are now ready to take screenshots.)
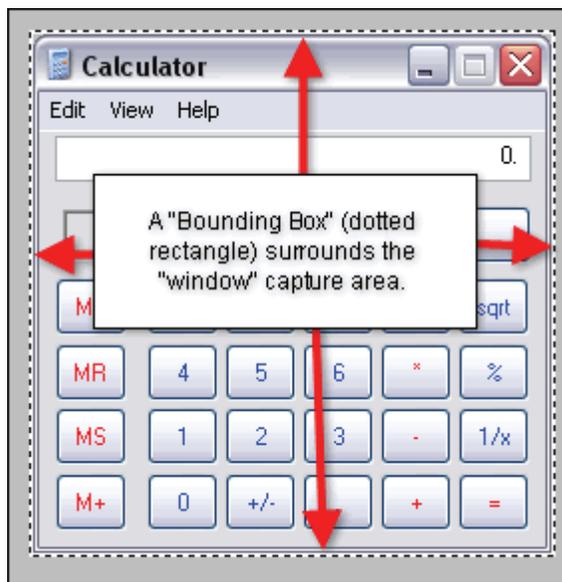
o **Full Screen – Capture the entire screen.**
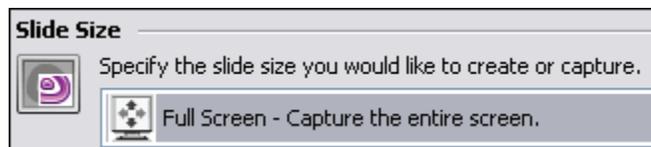
When using the "Full Screen" slide size option, if you select a "screen resolution" different then what your monitor is set to when starting the screen capture session, after you click **OK** to start the capture session, ViewletBuilder6.2 Enterprise will automatically adjust your monitor's resolution to what you selected for the slide size and, the screenshot capture session begins.

If you select "Full Screen" for the project's slide size AND are using "Smart Capture" (Windows only) mode, ViewletBuilder6.2 Enterprise will automatically adjust your monitor's resolution (based on your selection) and IMMEDIATELY start the automatic capture session. If the selected "screen resolution" for the slide size is the same as your monitor's resolution, no adjustments will be made and the automatic capture session will begin IMMEDIATELY after you click "OK" to begin the screenshot session.

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

4. Capturing Screenshots (Smart Capture (Windows only) vs. Manual Capture)

Once you've determined the slide size for your Screen Capture Project, have selected a Capture Profile to use during the capture session, click **OK** to begin the capture session, and (if applicable) "set up" the capture area—the screen capture session is "live". At this point, depending on the capture mode you are using (Smart Capture (Windows only) or Manual Capture), you can start taking screenshots.

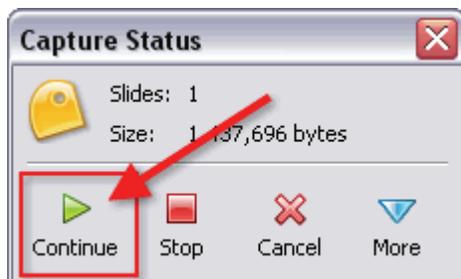To begin the capture session, if the capture mode you are using is:

- **Smart Capture** (Windows only): Once the capture session is "live", ViewletBuilder6.2 Enterprise will automatically start taking screenshots (based on the selections made in the Capture Profile you are using). Each time a screenshot is taken, you will hear a camera shutter sound (if the **On Screen Capture** option in the *Feedback* tab is selected).

- **Manual Capture**: Once the capture session is "live", use the **Capture Screenshot** hotkey to capture screenshots manually.

To capture an "extra" animation during a **Smart Capture** (Windows only) session:

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

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

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

- **Manual Capture**: Click the **Pause** hotkey to temporarily pause the Manual Capture session without ending it. The *Capture Status* window will display (over the system tray). To resume the Manual Capture session, click the **Continue** button.
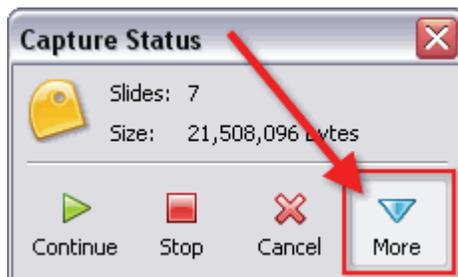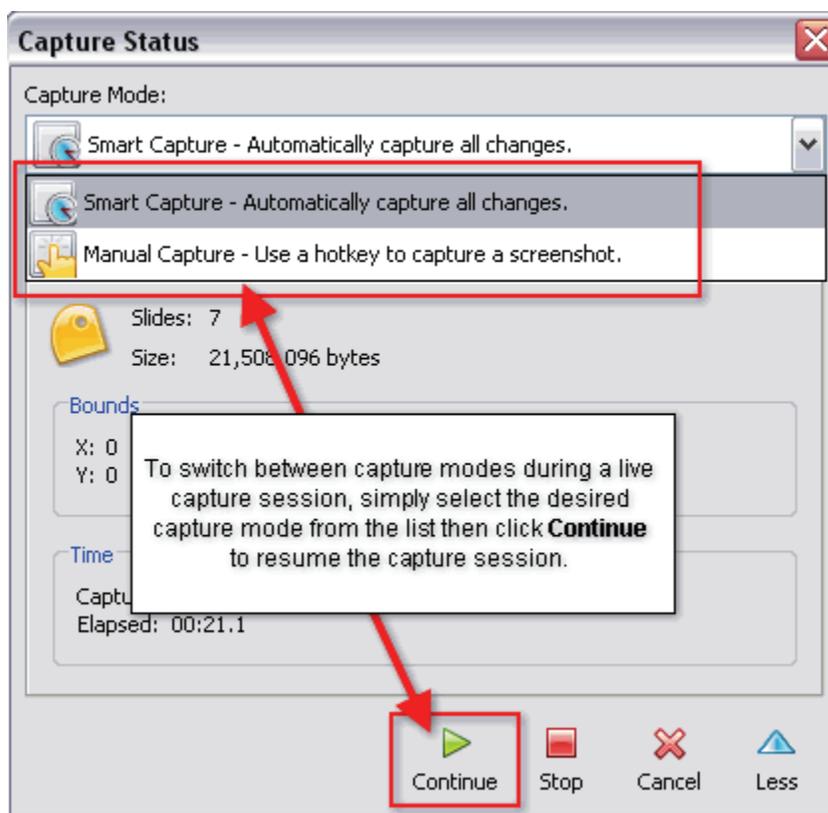
To switch between Smart Capture (Windows only) and Manual Capture modes during a capture session:

- Click the **Pause** hotkey to temporarily pause the capture session.

- The *Capture Status* window displays. Click the **More** button to expand the options available in the *Capture Status* window.

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

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

To modify capture options during a "live" capture session:

- Click the **Pause** hotkey to temporarily pause the capture session.

- The *Capture Status* window displays. Click the **More** button to expand the window.

- Select the desired *Capture Mode* from the list.

- Select the applicable tab(s) and modify selections as needed.
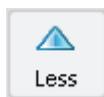
- Click the **Less** button to collapse the *Capture Status* window.

- Click the **Continue** button to resume the capture session using the modified capture settings.

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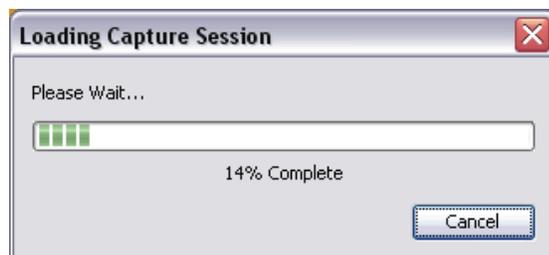
5. Ending or Canceling the Screen Capture Session

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

Ending a Capture Session
To end a capture session using the **Stop Capture** hotkey:
- Once all of your screenshots are captured, press the **Stop Capture** hotkey. This will end your capture session.

- A progress bar may display briefly as the screenshots are converted to slides. Once complete, the new Screen Capture Project is displayed in ViewletBuilder6.2 Enterprise, ready for editing.

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

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

- Once all of your screenshots are captured, move your mouse over the system tray where you will see a ViewletBuilder6.2 Enterprise icon displayed.

- Click the ViewletBuilder6.2 Enterprise icon.

- The *Capture Status* window displays. Click the **Stop** button.
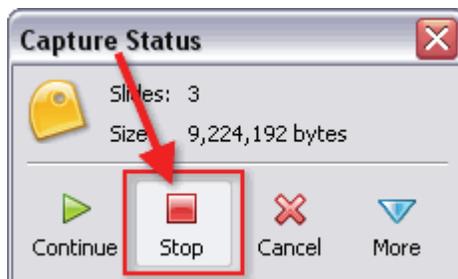
- Depending on the number of screenshots captured, a progress bar may display briefly as the screenshots are converted to slides. Once complete, the new Screen Capture Project is displayed in ViewletBuilder6.2 Enterprise, ready for editing.

Canceling a Capture Session
You can "back out" of any "live" capture session by using the **Cancel Capture** hotkey. Or, click the **Cancel** button in the *Capture Status* window. When you cancel, this will end the active capture session without saving any screenshots. You will be returned to ViewletBuilder6.2 Enterprise's "Start View" to start anew.

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

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

- No screenshots will be saved and you will be returned to the "Start View" of ViewletBuilder6.2 Enterprise.

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

- Move your mouse over the system tray.

- Click the **ViewletBuilder6.2 Enterprise** icon that displays.

- The *Capture Status* window displays. Click the **Cancel** button.
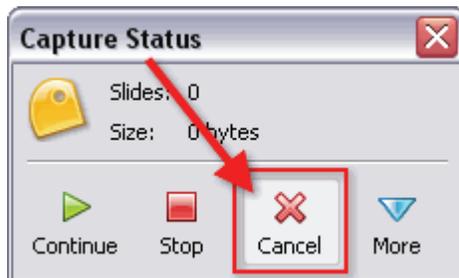
- This will end the capture session and no screenshots will be saved. You will be returned to the "Start View" of ViewletBuilder6.2 Enterprise where you can start again.

To change capture options during a "live" capture session:

- Move your mouse over the system tray.

- Click the **ViewletBuilder6.2 Enterprise** icon that displays.

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

- The *Capture Status* window expands, allowing you access to the capture modes and related capture mode tabs. Make your changes as desired.
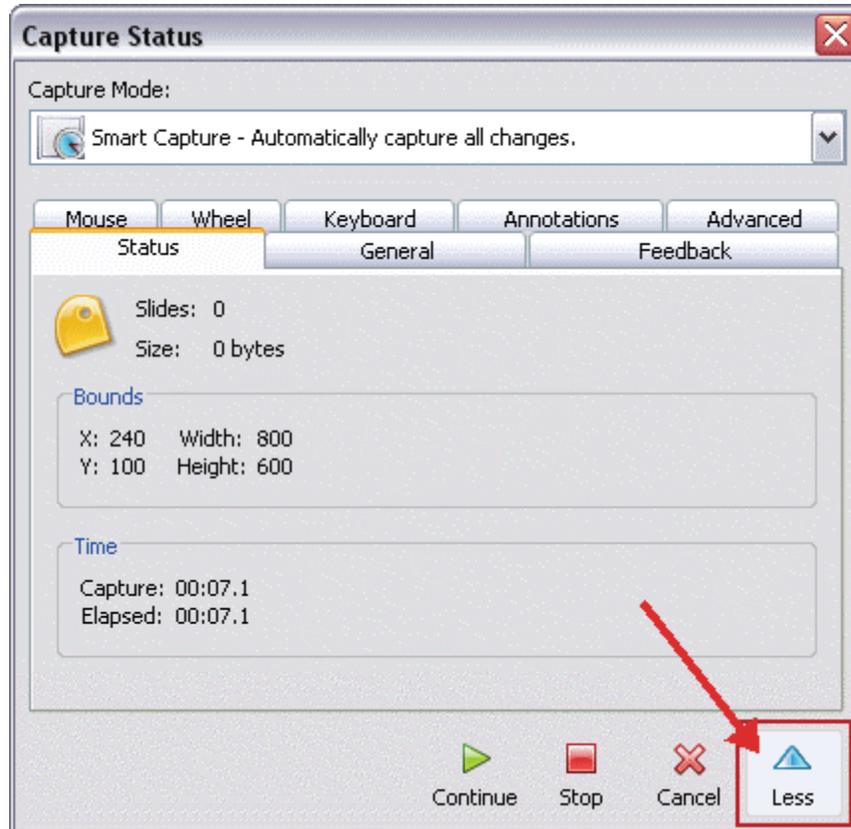
- Click the **Less** button once all of your changes are made to hide the *Capture Status* window.

- Click **Continue**, **Stop** or **Cancel** as needed.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Mac Screen Capture Project - Key Points

The previous chapter, *Screen Capture Project*, contains instructions and graphic examples developed while using ViewletBuilder6.2 for Windows. The essential authoring information, however, also pertains to ViewletBuilder6.2 for Mac.

Currently, ViewletBuilder6.2 for Mac does not support Smart Capture. This capture mode is planned for a future release. When capturing screenshots, Manual Capture mode is available.

In ViewletBuilder6.2 for Mac, in the *New Project* window, various capture profiles are available when creating a new Screen Capture Project. By default, these may include:
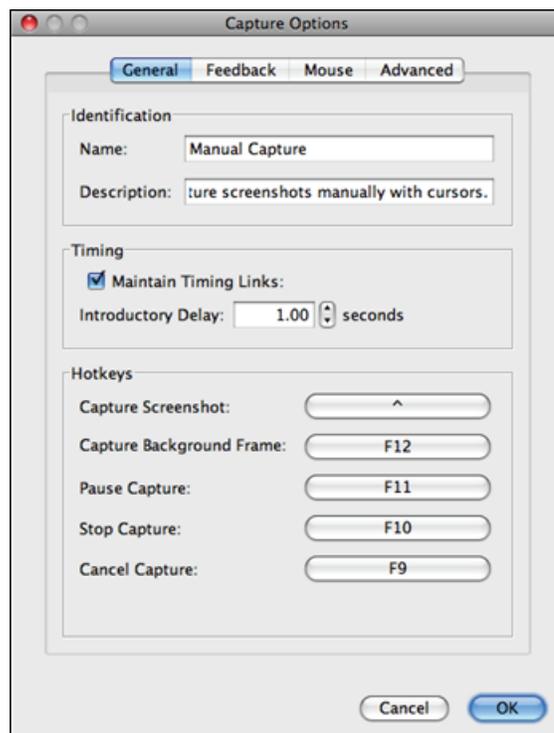
- Manual Capture
- Manual Capture with Mouse Click Capture
- Simple
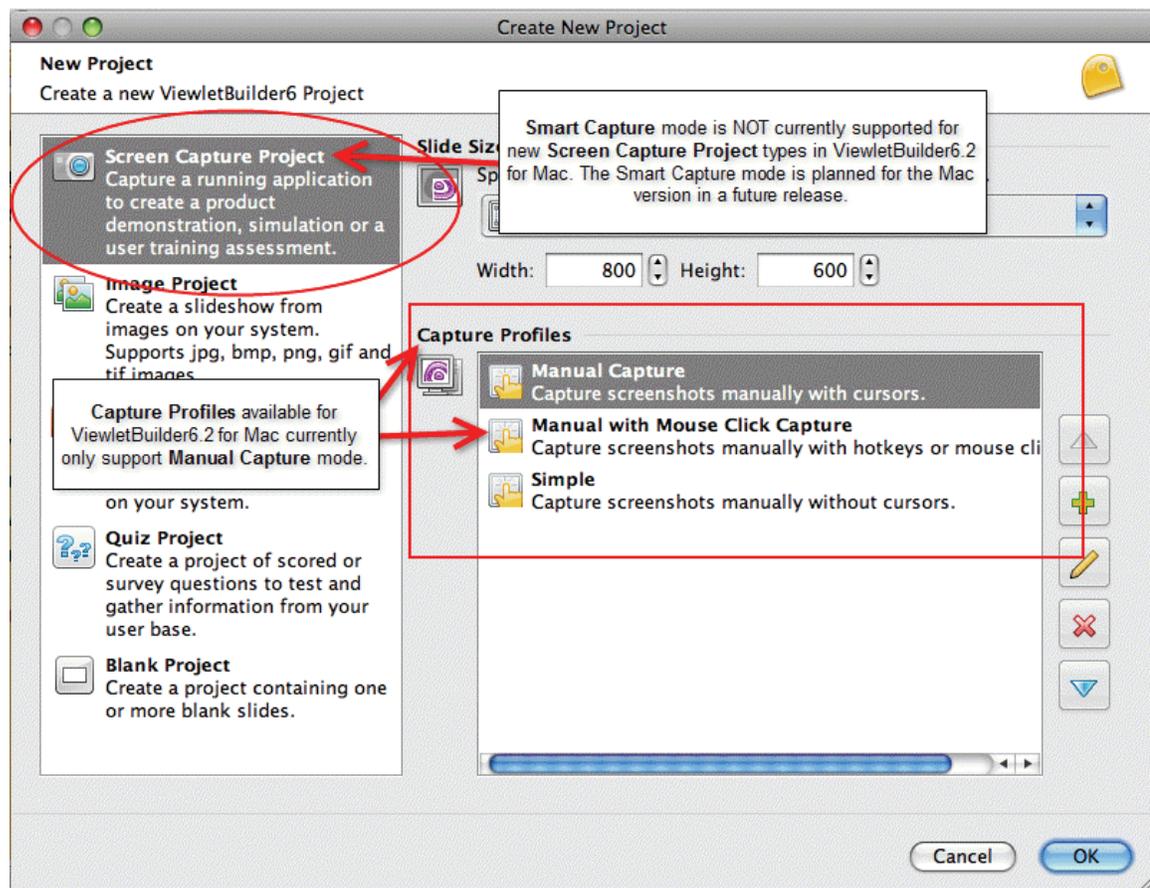
When creating a new Screen Capture project, you select a Capture Profile to use during your capture session. A Capture Profile is a way to organize all "capture options" chosen for a screenshot recording session into one place or "profile". For more information, please review the section on Capture Profiles covered earlier in this guide.
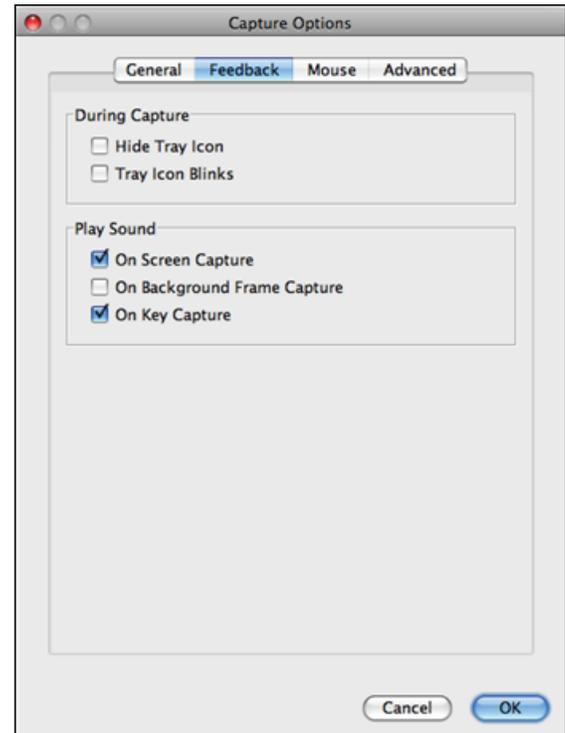
Manual Capture is the capture mode available for new Screen Capture projects in ViewletBuilder6.2 Enterprise for Mac. When creating or editing a Capture Profile, the **Capture Options** window displays. In this window, there are four tabs available with various options that you can select and store in your Capture Profile for your screenshot session. The Capture Options window includes these tabs:
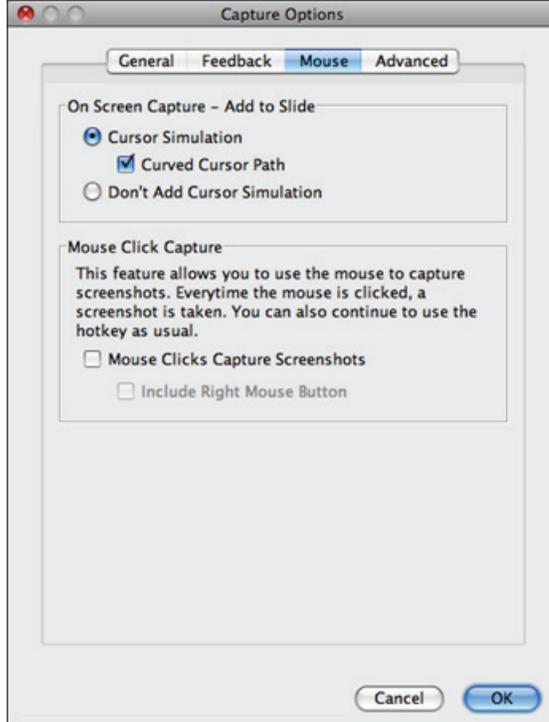
General tab

Feedback tab

Mouse tab   **Advanced tab**

For information on creating a new Screen Capture project and working with the various Capture Profile selections in the Capture Options window, please read the chapter *Screen Capture Project*, which covered these topics earlier in this guide.

Image Project

ViewletBuilder6.2 Enterprise allows you to create a new project from one or more images on your system or from an available storage device. You can use images of different file formats and of varying sizes, combining them all into a single, standard size Viewlet project.

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

1. Select the Project Type and Slide Size

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

- The *Create New Project* window displays. Select **Image Project** from the New Project list. Additional options for creating a new image project will display in this window.
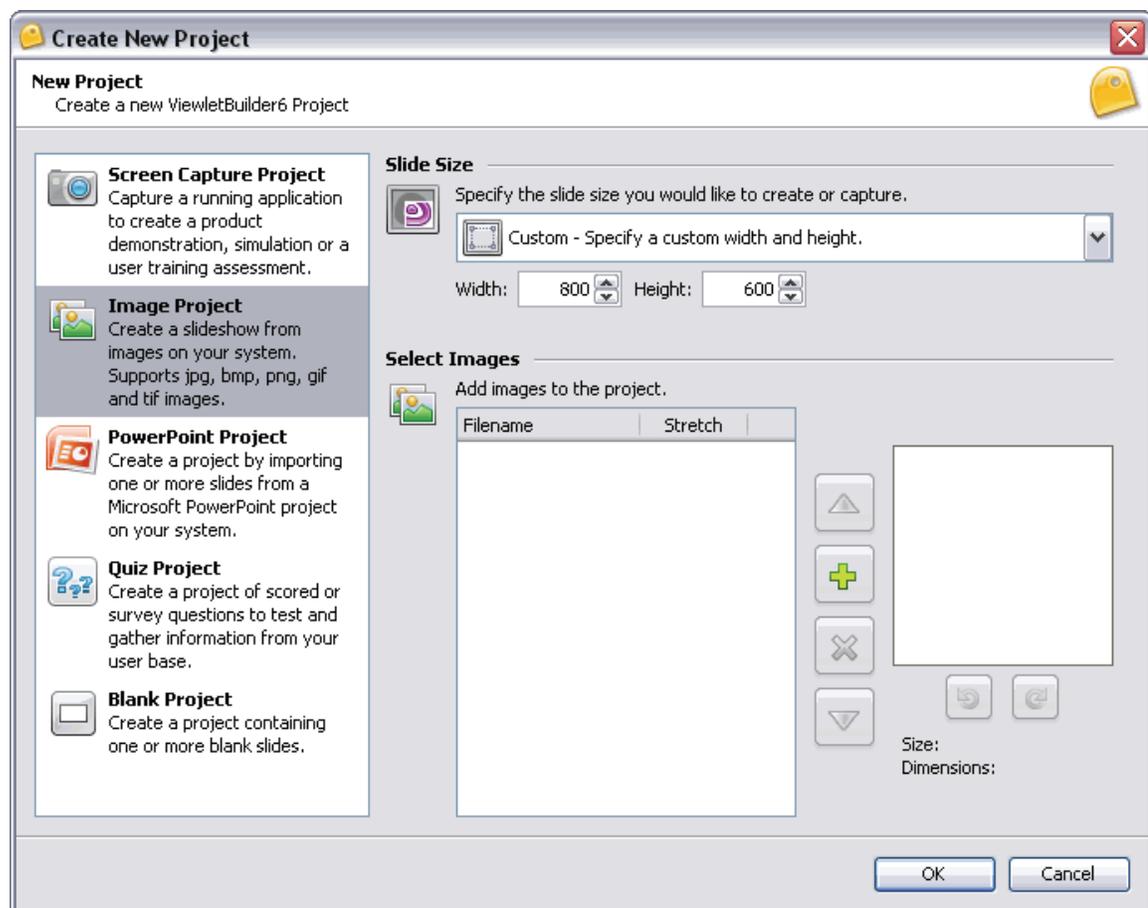
- In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

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

2. Select Images

Once the project type and slide size are selected for your new project, the next step is to select the image or images that will make up your new Image Project. Here's a list of the various formats supported by ViewletBuilder6.2 Enterprise:

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

Animated GIF images are not supported in ViewletBuilder6.2 Enterprise. If you import an animated GIF image into a project, it will display as a "static" image, showing the image's first frame only.

To select images for your new project:

- In the *Select Images* area, click the **Add** button to search for image files.
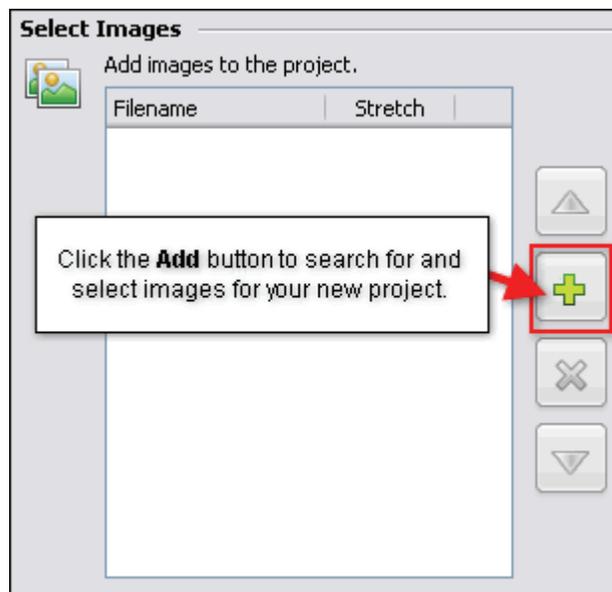
- In the *Select Images File* window that displays, select the files you want to import.

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

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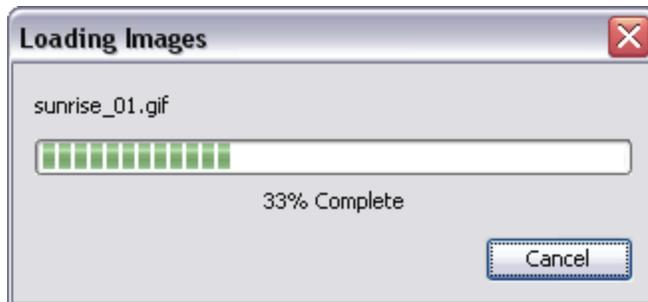
3. Preview and Select "Pre-Import" Image Options

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

To preview an image in the preview panel:

- Click on the image in the list that you want to preview.
- The selected image displays in the preview panel to the "right" of the list. While the image is displayed in the preview panel:
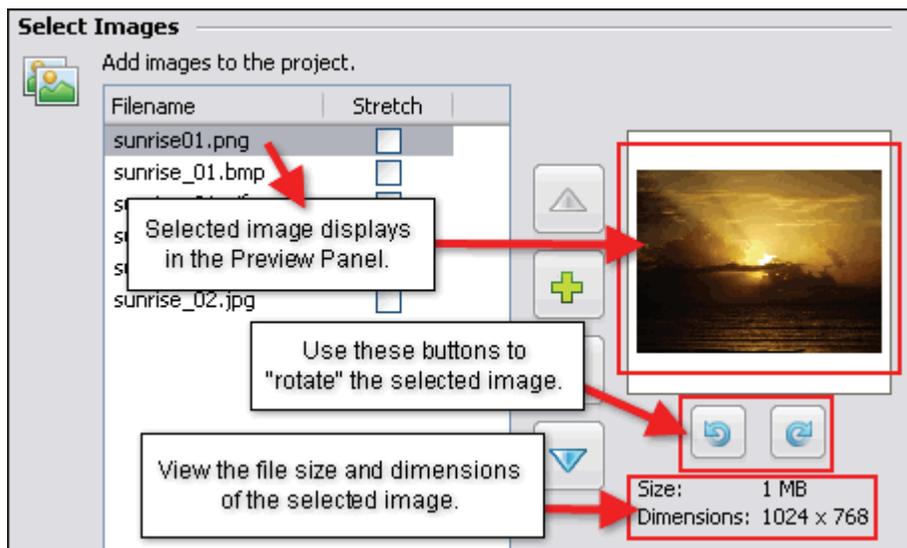
- o Click the **Rotate Left** [icon] button to rotate the image to the left.

- o Click the **Rotate Right** [icon] button to rotate the image to the right.

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

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

To add a new image to the list:

- Click the **Add** [icon] button.

- In the *Select Image Files* window that displays, browse for and select the image files you want to import.

- Click **Open**. The newly selected images will be added at the bottom of the list.

To move an image up or down in the list:

- Select the desired image.

- Click the **Move Up** [icon] button. Each time you click this button, it will move the selected image one position "up" in the list.

- Click the **Move Down** [icon] button. Each time you click this button, it will move the selected image one position "down" in the list.

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

To remove an image from the list:

- Select the desired image.

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

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

- Select the desired image from the list.

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

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

    o Smaller than the project's slide size:

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

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

4. Convert Images Files to Slides

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

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

- In the *Select Images* area:

  o Review the images list and make sure you have all the images you want listed.

  o Make sure the images are listed in the order you want the slides to be created. Though you can rearrange slides once the project is created, it will save you a lot of work to list them in desired order right at the start.

  o Rotate any images as needed.

  o Select the check box in the *Stretch* column next to any images you want to "stretch" to fit the slide (only applicable to images smaller then the project's slide size).

  o Delete any images you do NOT want to include in your new project.

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

PowerPoint Project

ViewletBuilder6.2 Enterprise allows you to create a new project by directly importing slides from a Microsoft PowerPoint (.ppt) file while in the *Create New Project* window. This chapter walks through the steps for creating a new PowerPoint Project.

1. Select the Project Type and Slide Size

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

▪ The *Create New Project* window displays. Select **PowerPoint Project** from the New Project list. Additional options for creating a new PowerPoint project will display in this window.
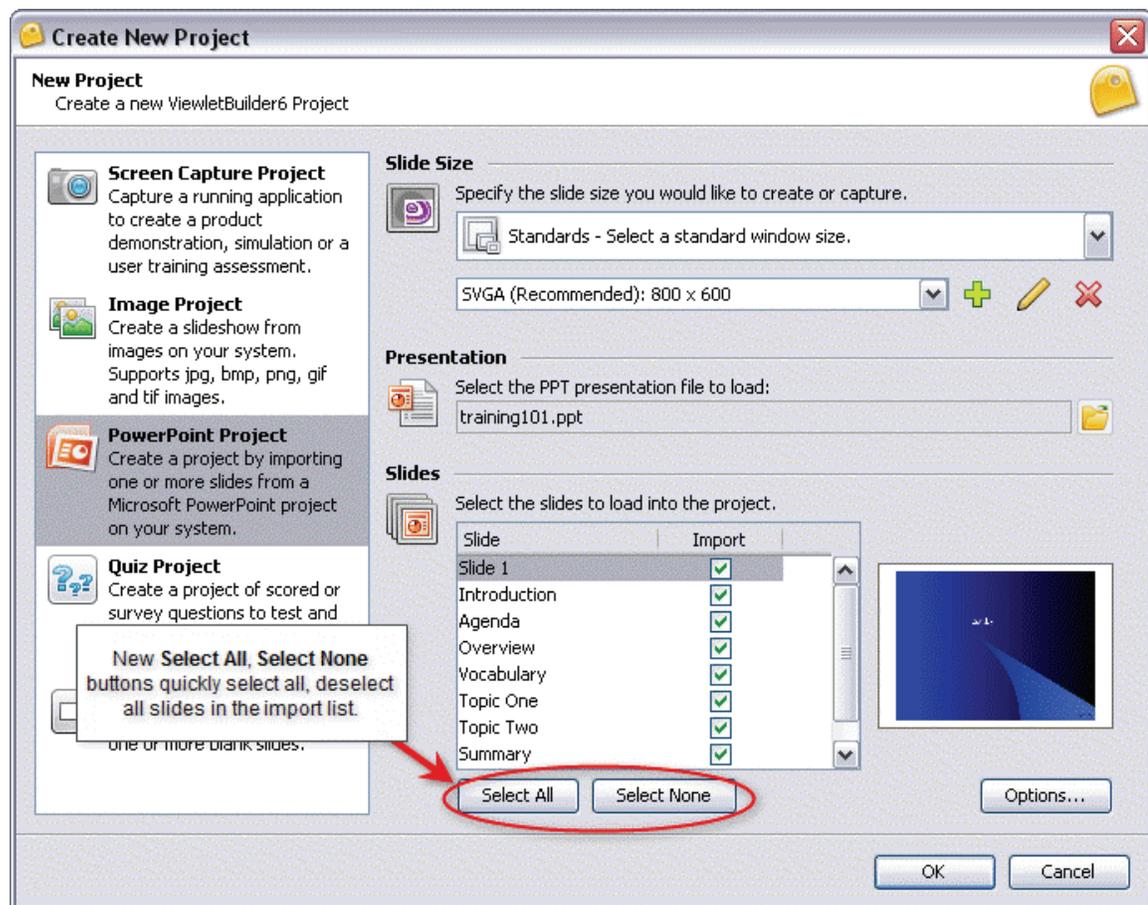
▪ In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

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

2. Select the PowerPoint (.ppt) File

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

- ▪ In the *Presentation* area (*Create New Project*) window, click the **Load PPT file** button.
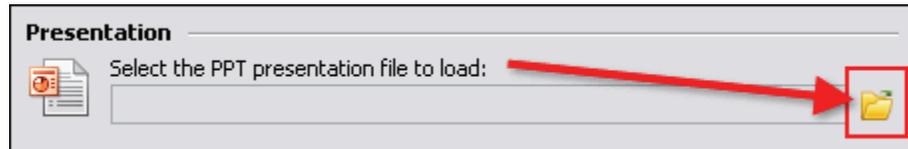
- ▪ In the *Open PowerPoint Presentation* window, browse for and select the presentation file.

- ▪ Click **Open**. You will be returned to the *Create New Project* window where you will see the presentation file listed in the *Presentation* area field.
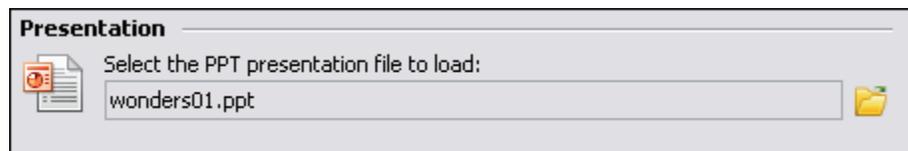
3. Preview and Select "Pre-Import" PowerPoint Slides Options

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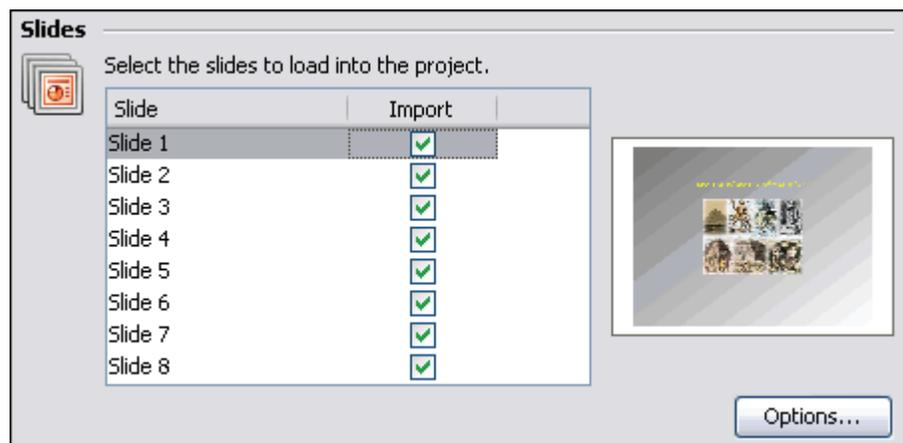
To select / deselect the PowerPoint slides to import into your new Viewlet project:

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

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

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

- Select the desired slide from the list.

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

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

What's New

To select all or select none of the slides in the import list:
(New in ViewletBuilder6.2 Enterprise)

- To select all of the slides in the import list, click the **Select All** button.
- To deselect all of the slides in the import list, click the **Select None** button.
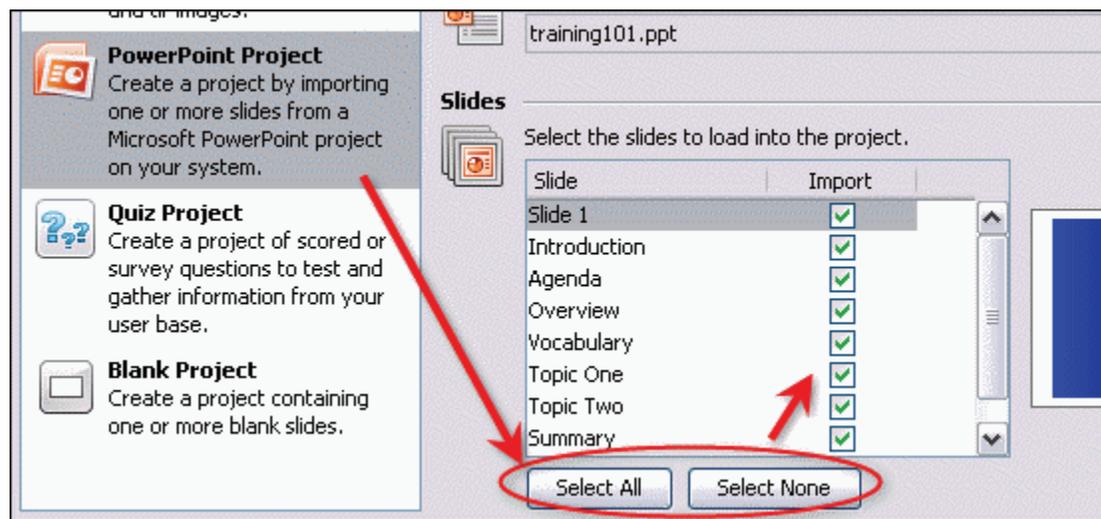
To select additional "pre-import" options for your PowerPoint slides:

- Click the **Options** [Options...] button.

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

PowerPoint Options

General | Fonts

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

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

    Slide duration

    Display for   0.0 ▲▼ seconds

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

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

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

Fonts Tab
- Select the Fonts tab.

  The *Fonts* tab allows you to select additional fonts for ViewletBuilder6.2 Enterprise to use if the font used in the imported PowerPoint Presentation is not available for use on your system (or from within ViewletBuilder6.2 Enterprise).
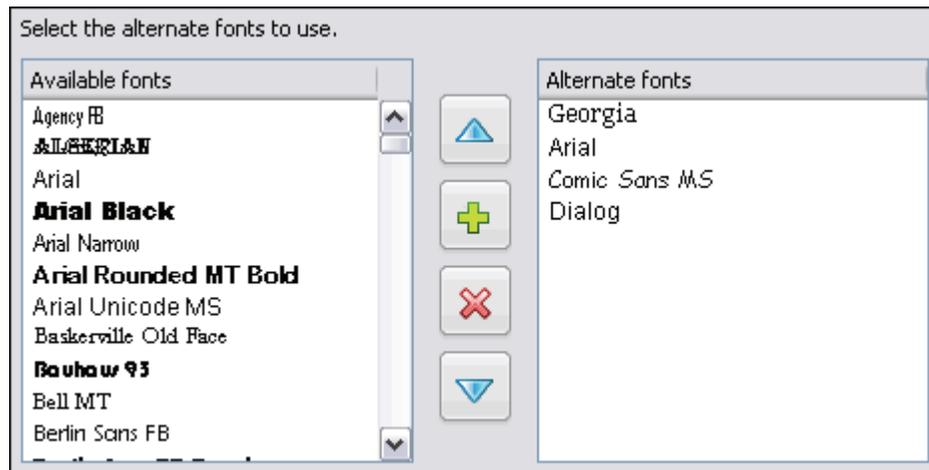
To select an alternate font from the list of available fonts:

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

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

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

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

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

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

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

The order (top to bottom) of fonts in the *Alternate fonts* list is important. If ViewletBuilder6.2 Enterprise needs to use an alternate font for your project, it will start with the first one (top) in the list.

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

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

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

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

4. Convert the PowerPoint Presentation to Viewlet Project Slides

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

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

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

- In the *Slides* area:

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

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

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

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

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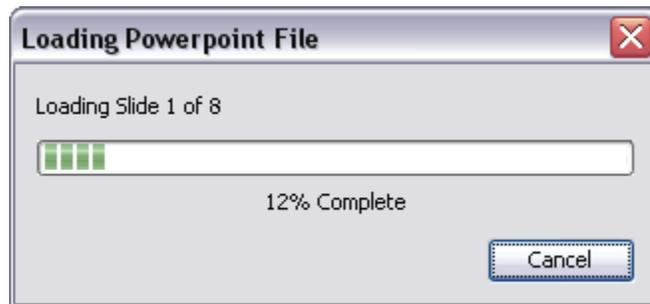
Loading Powerpoint File

Loading Slide 1 of 8

12% Complete

Cancel

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Quiz Project

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

When reviewing the Question Types (later in this chapter), check out the two new (Drag & Drop and Click Map) question types available for Quiz Projects.

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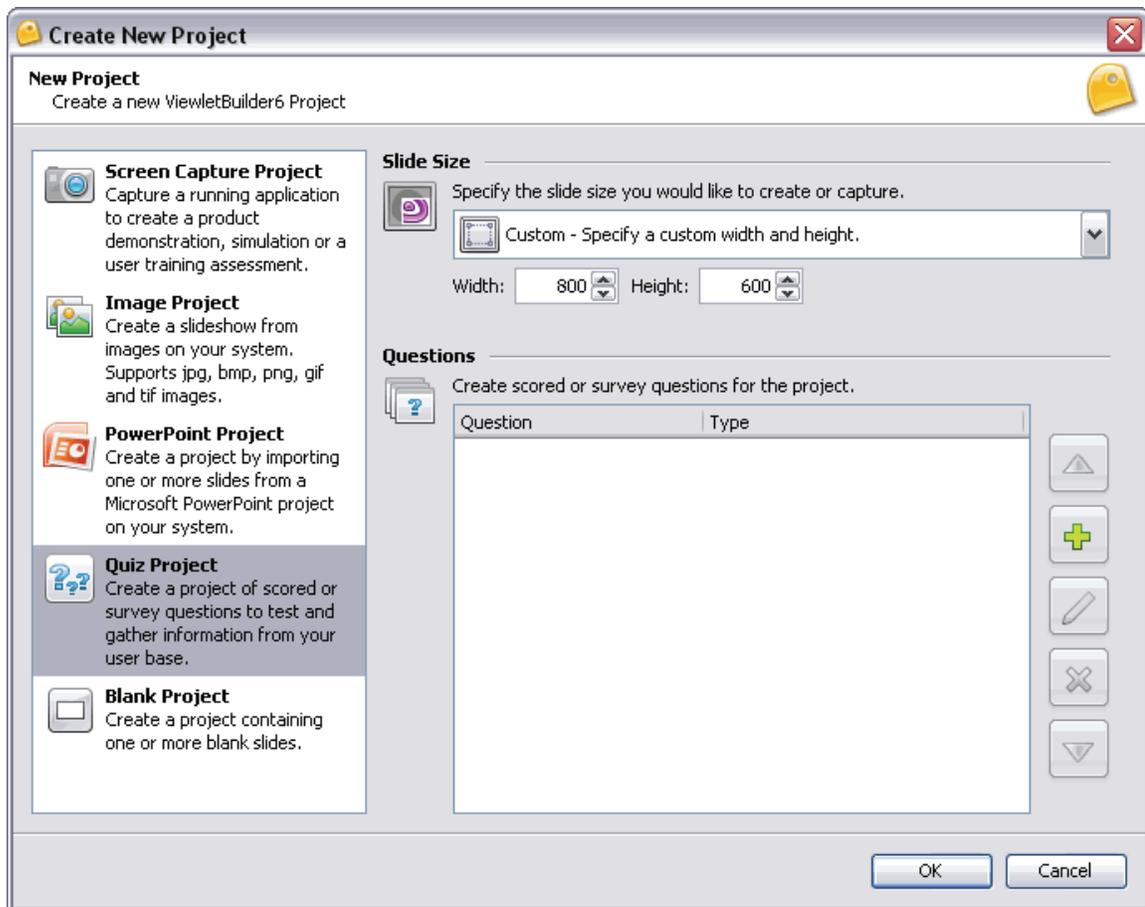
1. Select the Project Type and Slide Size

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

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

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

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

2. Review Question Types

(New Drag & Drop and Click Map Question Types in ViewletBuiler6.2 Enterprise)

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

Short Answer – Fill in the Blank

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

The square root of 81 is _____.

Short Answer – Selection from List

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

Who was the first President of the United States?

George Washington ▾

Short Answer – Rating

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

> **Rate Qarbon's customer service.**
> ☆ ☆ ☆ ☆ ☆

Short Answer – Essay

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

> **Describe how you use Viewlets.**
>
> [ ]

Multiple Choice – Single Answer

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

> **What is 2 + 2?**
> ○ 9
> ○ 4
> ○ 3

Multiple Choice – Multiple Answers

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

> **Which of these numbers are Prime?**
> ☐ 2207
> ☐ 3492
> ☐ 4409

Multiple Choice – Fill in the Blanks

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

I am ___ feet tall and weigh ____ pounds.

Height: [ ]　　Weight: [ ]

Multiple Choice – Selection from Lists

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

Match the logo to the Qarbon product from each list.

ViewletBuilder Enterprise

ViewletBuilder Professional

ViewletQuiz

ViewletCam

ViewletCentral

Multiple Choice – Rating

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

Rate these Viewlet authoring products.

ViewletBuilder6 ★★★☆☆

ViewletQuiz3 ★★★☆☆

ViewletCam2 ★★★☆☆

Multiple Choice – True/False

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

> **Qarbon's "HQ" is in San Jose, CA.**
> ○ True   ○ False

Likert Scale

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

> **Viewlets are cutting-edge when it comes to E-Learning.**
>
> Strongly Disagree   Disagree   Undecided   Agree   Strongly Agree
> ○   ○   ○   ○   ○

Drag and Drop

(New in ViewletBuilder6.2 Enterprise)

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

Drag each word and drop it over its picture.

When creating a new Drag and Drop question, each "Drop Area" has a "text label" (Area 1, Area 2, Area 3) to identify it. This text can be modified (while working in the source file), but it will NOT display in the published Flash file.

See the chapter on:
New Quiz Project Question Types
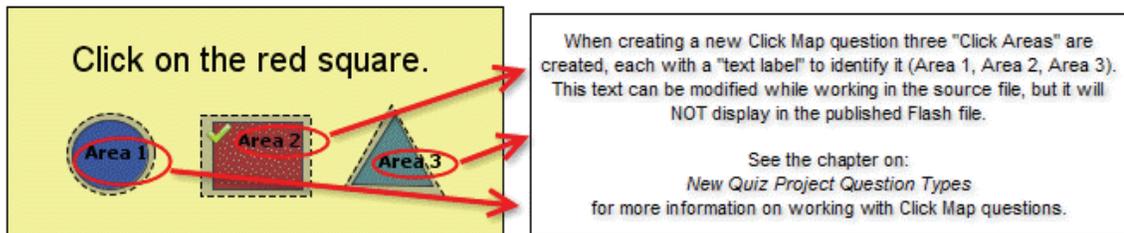for more information on working with Drag and Drop questions.

Check out the *New Quiz Project Question Types* chapter for more information on working with Drag and Drop Question Types.

Click Map

(New in ViewletBuilder6.2 Enterprise)

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

Check out the *New Quiz Project Question Types* chapter for more information on working with Click Map Question Types.

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

A quiz requires a correct response (and is typically scored), whereas a survey does not require a correct response (and is not scored).

3. Select Quiz Questions

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

To create a new question for your project:

- In the *Quiz Questions* area (*Create New Project* window), click the **Add** button.

- The *Question* window displays. Click on a question in the *Question Type* list to select it.

- Type a question in the field provided.

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

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

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

- Repeat these steps for each additional question you want to create for your project.
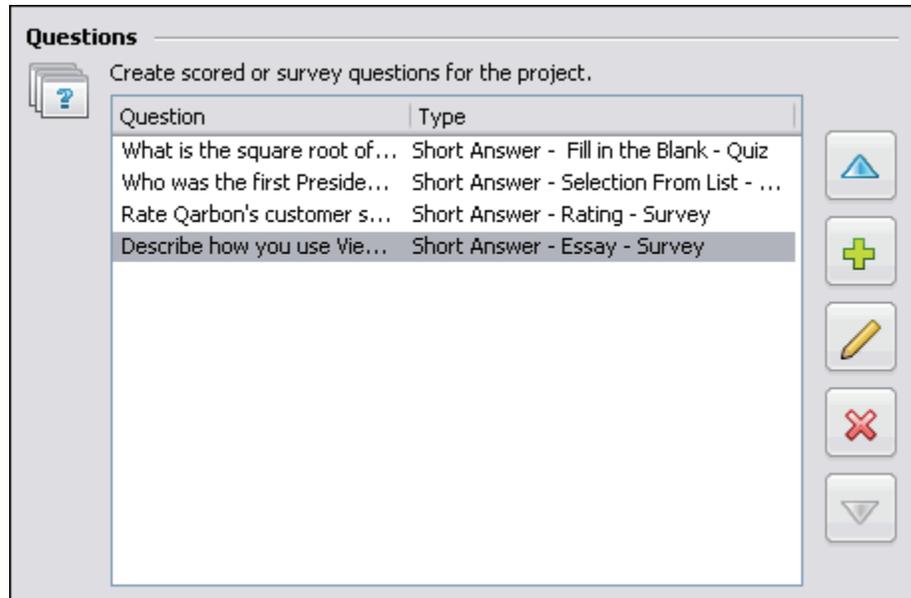
To edit a question in the list:

- Select the desired question in the list.

- Click the **Modify** button.

- Make your edits in the *Question* window that displays.

- Click **OK** to apply the changes and to close the *Question* window.

To move a question up or down in the list:

- Select the desired question in the list.

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

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

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

To remove a question from the list:

- Select the desired question in the list.

- Click the **Delete** [✖] button. This will remove the selected question from the list.

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

4. Convert Questions to Slides

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

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

- In the *Quiz Questions* area:

    o Review the list of questions and make sure they are in the order you want them to be when your new project is created.

    o Modify any of the questions as needed.

    o Delete any extra questions from the list so that unnecessary slides are not created.

- Once all of your selections are made and questions created, click **OK**. This will converts the questions in the list to slides. Once this operation is complete, your project will display, ready for editing.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Blank Project

ViewletBuilder6.2 offers you the option of creating a new Blank Project containing one or more blank slides. This new project type is perfect for those not sure of what new project type to use or for those wanting to create a new project from scratch using a blank template.

1. Select the Project Type and Slide Size

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

▪ The *Create New Project* window displays. Select **Blank Project** from the New Project list. Additional options for creating a new Blank project will display in this window.
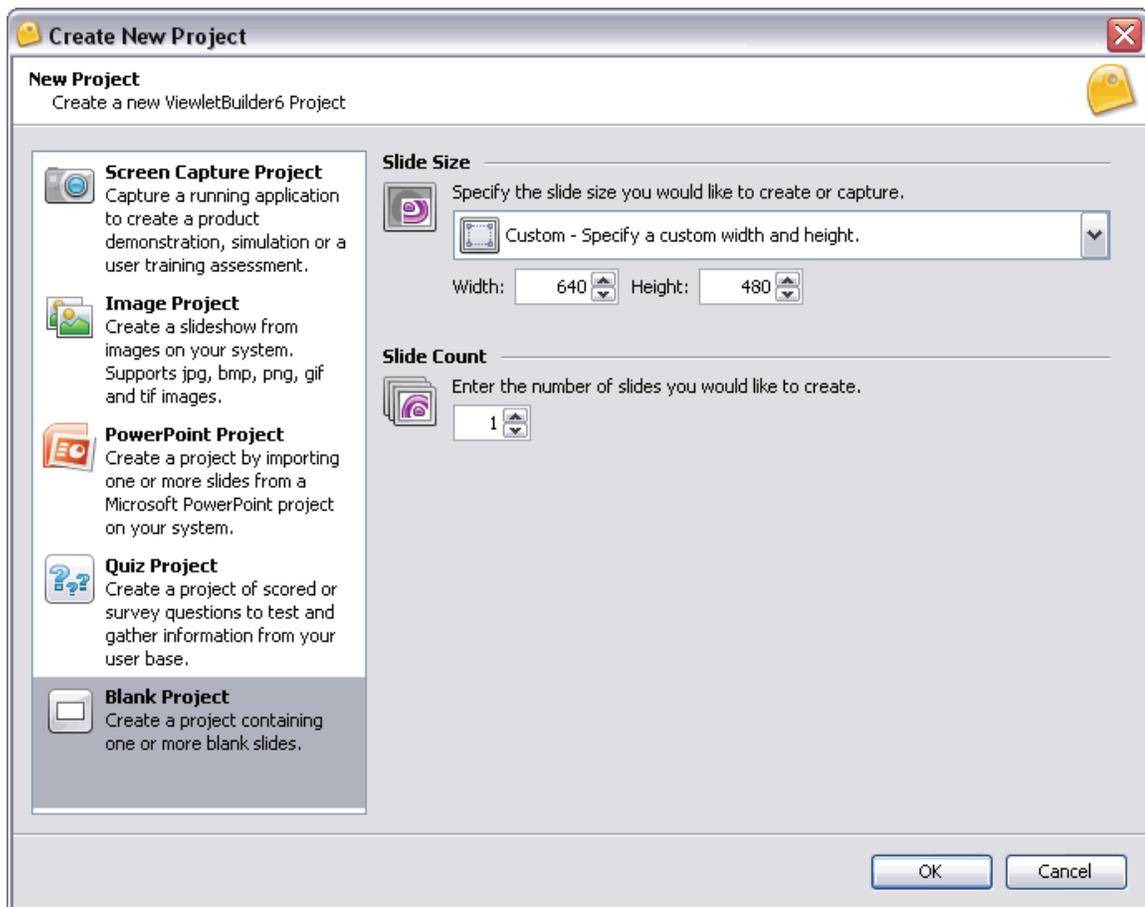
▪ In the *Slide Size* area of the *Create New Project* window, select a width and height for your Viewlet project.

2. Select the Number of Slides

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

- In the *Slide Count* area, enter the number of slides you want to create for your new project in the field provided.

    o Click the **Up Arrow** button to increase the number of slides.
    o Click the **Down Arrow** button to decrease the number of slides.

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

3. Create Blank Slides

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

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

- In the *Slide Count* area, make sure that the number you entered is the actual number of slides you want to initially use for the number of slides in your new Blank Project.

- Click **OK**. The slides for your new project will display in ViewletBuilder6.2, ready for editing.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Workspace Features and Tab Views

While working on a project in ViewletBuilder6.2 Enterprise, there are various "workspace" features and views available to help you optimize your Viewlet authoring tasks. This chapter provides a look at:

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

The View Menu – At a Glance

View	
Slide Zoom	▶
ToolTips	
Cursor Path	
Spelling Mistakes	
Event Icons	
Attached Sound Icons	
PauseZone Icons	
Timing Links	
Pair Links	
Status Bar	
Browser	
Thumbnails	
Stylesheets	
Output	
Timeline	
Slide Notes	
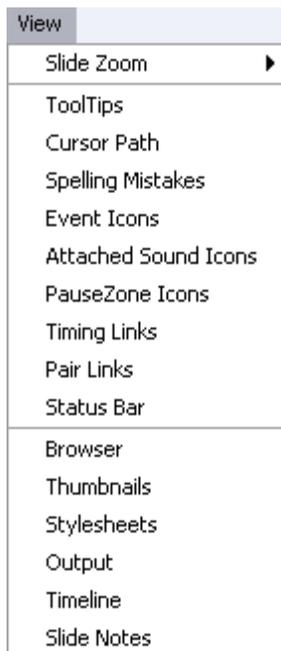
The **View** menu is divided into three main sections, with selections for use while working in your project. These include:

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

- **Miscellaneous Tools:** This section contains selections to enable / disable tools such as:

    o <u>ToolTips</u>: Displays a "hint" near the button the cursor hovers over.
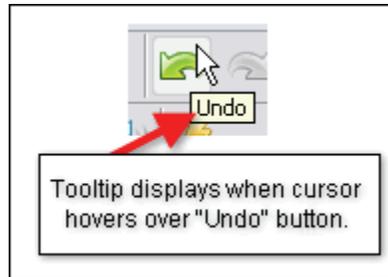
    o <u>Cursor Path</u>: Displays a "dotted" line between cursors, indicating the path the cursor will travel from the current slide to the next slide.
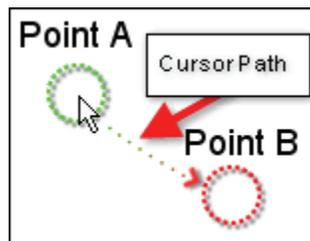
    o <u>Spelling Mistakes</u>: Displays a "red underline" under words that are not recognized by the dictionary.
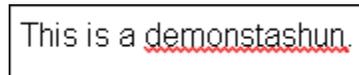
    o <u>Event Icons</u>: Displays a "lightning bolt" over objects that have an "event" attached to them.
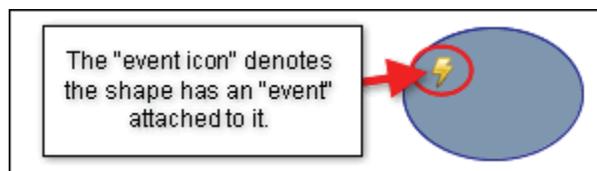
o **Attached Sound Icons**: Displays a "speaker" near objects that have a sound file attached.
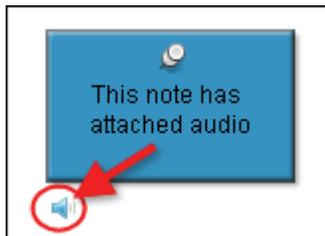
o **PauseZone Icons**: Displays a "red icon" in the bottom right of a slide that contains a Pause Zone. This "red icon" will not display in the published Viewlet.
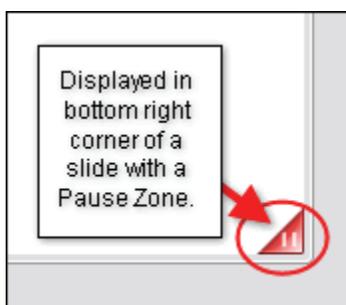
o **Timing Links**: Displays a link connecting two or more objects along the Timeline.
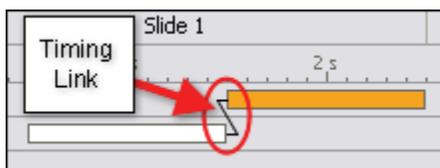
o **Pair Links**: (New in ViewletBuilder6.2 Enterprise)
Displays a link between the Drag Choice and the Drop Area in a Drag and Drop question type.
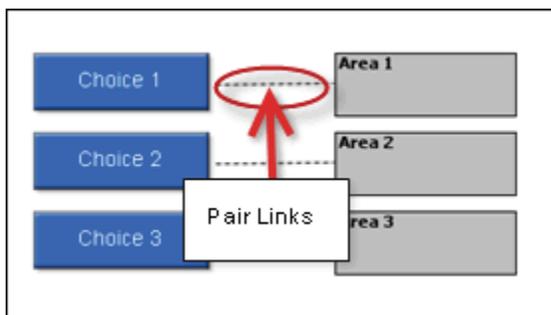
       o <u>Status Bar</u>: Displays at the bottom of the program window and displays various information about the project.

Slide 1 of 2	640 x 480	x:48 y:240	Memory: 4%	Zoom: 75 %

- ▪ **Tab Views**: This section contains options called "Tab Views". Each view can be displayed or hidden as desired and are used for specific operations. The list of Tab Views include:

  - o Browser
  - o Thumbnails
  - o Stylesheets
  - o Output
  - o Timeline
  - o Slide Notes

  Each of these Tab Views are discussed later in this manual, each in their own respective chapter.

Organizing Tab Views and Workspace Areas

The project workspace area, by default, displays selected Tab Views to the left and below the slide edit area. The workspace can be reorganized as desired based on your authoring needs.

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

By default, when first selected, the "Browser", "Thumbnails" and "Stylesheets" Tab Views display to the left of the slide edit area. The "Output", "Timeline" and "Slide Notes" Tab Views display below the slide edit area.

Each Tab View contains buttons to expand or minimize / maximize the tab(s):
- Select the **Expand** □ button to expand the tab to full view.
- Select the **Minimize** ▬ button to minimize all active tabs.
- Select the **Maximize** ⬕ button to restore all active tabs to their previous sizes.

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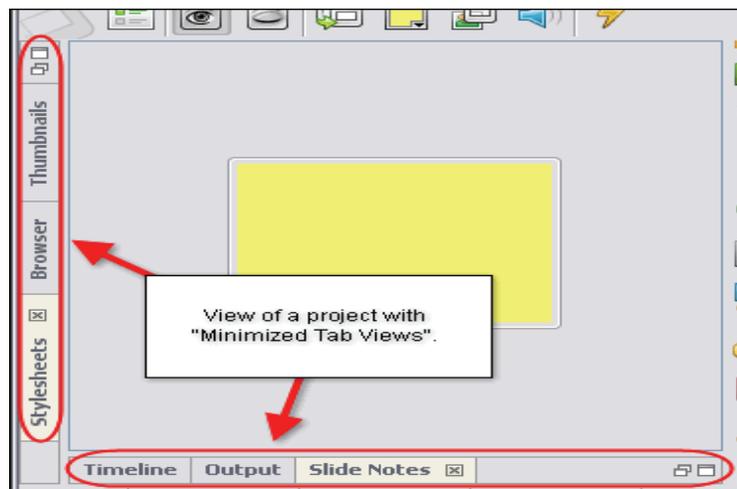
To move between active Tab Views:
- If multiple tabs are displayed, only one tab can be in view at a given time. Click on the tab you want to work on to bring it to the front of the active tabs.
- Repeat this action to move between tabs.

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

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

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

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

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Slide Edit Area and Zoom Tools

In ViewletBuilder6.2 Enterprise, when a project is open, the workspace area consists of various toolbars, Tab Views and the traditional "Slide Edit" area. The Slide Edit area is where you directly add objects to a slide and edit them. This is also the areas where you will spend a majority of your time while working on your Viewlet project.

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

Zoom Tools

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

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

- Select the desired slide.
- Select **View** > **Slide Zoom** from the Menu bar.
- Select the desired slide zoom from the available options.
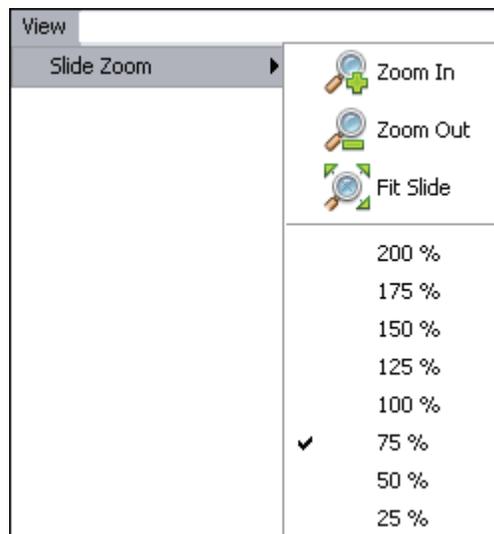
To change the slide zoom using the zoom button on the Main Toolbar:

- Select the desired slide.

- Click the **Zoom In** button to zoom in on a slide.

- Click the **Zoom Out** button to zoom out on a slide.

- Click the **Fit Slide** button to zoom the slide to fit to the size of the current Slide Edit area.

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

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Browser Tab

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

To display the Browser Tab:
- Select **View** from the Menu bar.
- Select **Browser**.

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

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

- Select the Browser Tab to make it the active tab.

- Click the **Add** button.

- The publishing target options display. Select one from the list:

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

Publishing targets can also be added during the publishing process.

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

▪ Select the desired file or folder from the Browser Tab's list.

▪ Click the **Delete** ❌ button.

▪ A *Delete* window will display. Click **Yes** to confirm the deletion. Click **No** to cancel the deletion.

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

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

▪ Select the desired file or folder to highlight it.

▪ Click the **Up One Level** button to move up to the next level in the list.

▪ If a folder is selected and it contains a plus ⊞ symbol to the left of it, click this plus symbol to expand the list of files and additional folders contained in the folder.

▪ If a folder contains a minus ⊟ symbol to the left of it, click this minus symbol to collapse the files and folders contained in the folder.

▪ Click on a desired file or folder at any time to quickly navigate through the list.

To refresh a selected folder in the Browser Tab:

▪ Select the desired folder in the Browser Tab list.

▪ Click the **Refresh the current folder** button to refresh the list of files and folder contained in the selected folder.

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

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

- Select the Browser Tab to make it the active tab.

- Click the **Views** button on the toolbar.

- The available view selections display. Select the:

> Icon View
> ● Details View
> Thumbnail View
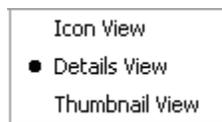
- o **Icon View**: Displays an icon next to the file and folder in the lower portion of the Browser Tab.

- o **Details View**: Displays the file or folder name, type, number of slides, last modification date and file size.

To sort files and folders displayed in the Browser Tab using the "Details View", simply click the applicable column header.

> ▼ Name | Description

Available sorts include "Name" or "Description" columns.

- o **Thumbnail View**: Displays the file as a thumbnail.

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Thumbnails Tab

The Thumbnails Tab, when selected, displays (by default) to the left side of the Slide Edit area. This tab allows you to view all the slides in the entire project. Various tasks can be performed while viewing thumbnails including: navigating through the slides in the project, moving the order of slides, adding features to one or more slides at the same time, copying and / or deleting slides, zooming in and out on thumbnails and more. This chapter highlights the main features available while working in the Thumbnails Tab.
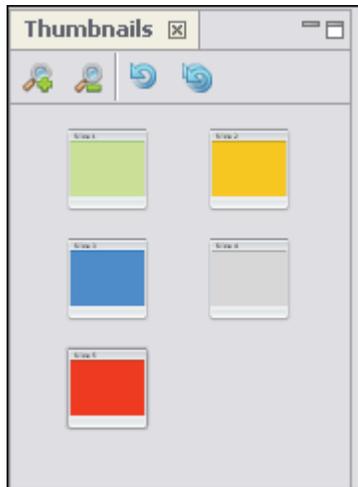
To display the Thumbnail Tab:
  ▪ Select **View** from the Menu bar.
  ▪ Select **Thumbnails** from the list.

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

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

  ▪ To increase the size of the thumbnails, click the **Zoom In** button.

  ▪ To decrease the size of the thumbnails, click the **Zoom Out** button.

To update the thumbnail of a recently edited slide:

  ▪ Select the desired thumbnail(s) from the list.

  ▪ Click the **Refresh Thumbnail** button to refresh the selected thumbnail.

To updated all of the thumbnails in the project:

- Select the Thumbnails Tab to make it the active tab.

- Click the **Refresh All Thumbnails** button to refresh all thumbnails in the project.

To move one or more slides within the project:

- Select the Thumbnails Tab to make it the active tab.

- Select one or more slide thumbnails by clicking on them to select them.

- Hold down your left mouse button and drag the selected thumbnail(s) to the desired location.

- Let go of the left mouse button to drop the selected thumbnail(s) into place.

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

To copy one or more slides in the Thumbnails Tab:

- Select the desired thumbnail(s) from the list of thumbnails.

- Press **Ctrl** + **C** to copy the thumbnail(s). You can also select **Edit** > **Copy** from the Menu bar. Or, select the thumbnail(s) and **right click** then select **Copy** from the shortcut menu.

- Select the thumbnail you want to use as the insertion point. Pasted thumbnails will be inserted "after" the selected thumbnail.

- Press **Ctrl** + **V** to paste the copied thumbnail(s). You can also select **Edit** > **Paste** from the Menu bar, or **right click** on the "insertion point" thumbnail then select **Paste** from the shortcut menu.

To delete one or more slides from the Thumbnails Tab:

- Select the desired thumbnail(s) from the list.

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

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

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Stylesheets Tab

The Stylesheets Tab allows you to set properties of multiple objects using a template called a "stylesheet". A stylesheet can be used for new and existing projects and updated as needed. You can set up one or more stylesheets and then choose to apply to the entire project or just to a current selection. Here's an alphabetical list of the "properties" that can be set up in stylesheets:

- **Background Color:** Set the background color of a slide or message object.
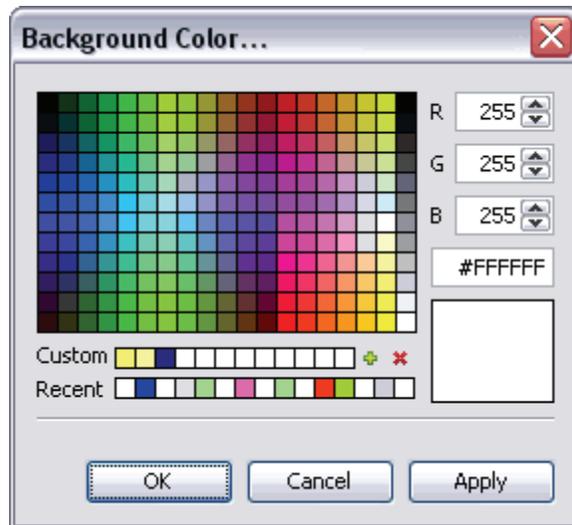
- **Button Style**: Standardize the "look" of clickable buttons used in a project from a library of button images.

▪ **Check Box Style:** Set the "look" of check box selection fields used in question slides from a library of check box images.
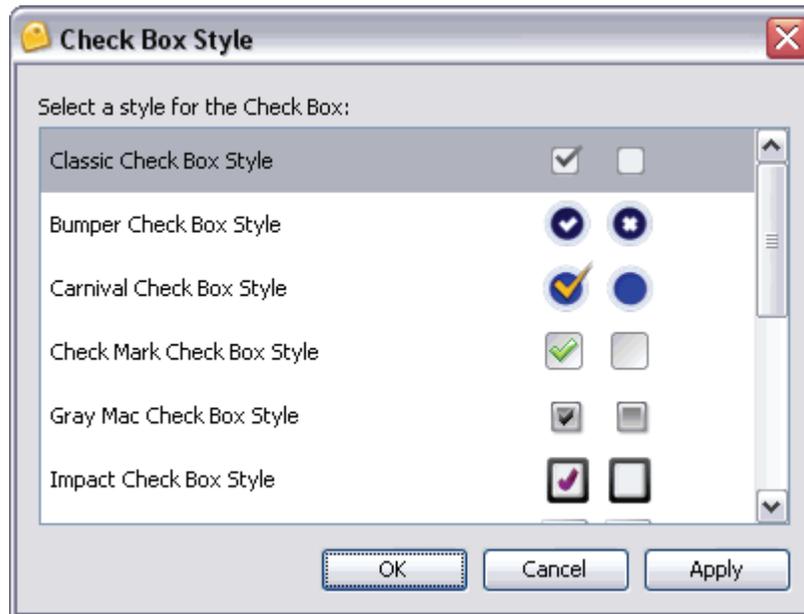
▪ **ComboBox Style:** Set the "look" used for combobox lists used in question slides from a library of combobox images.
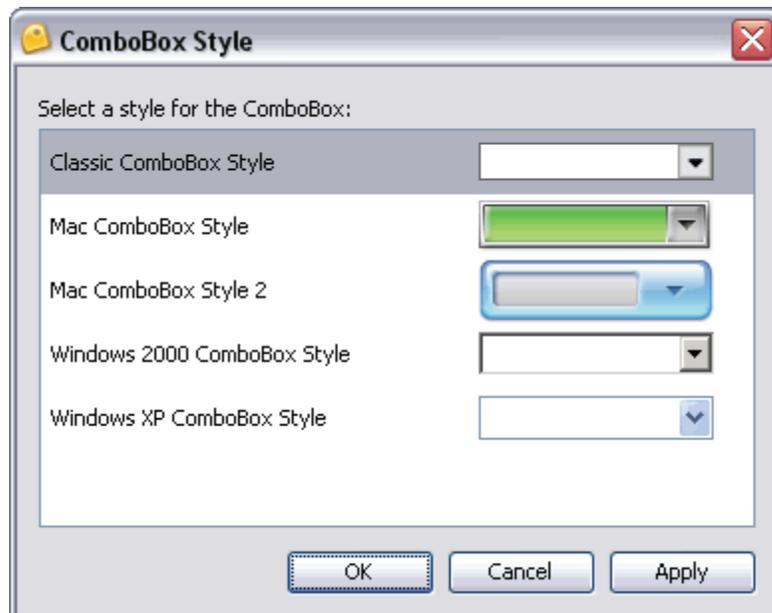
- **Message Style:** Set the style used for message objects from a list of available "pre-defined" styles.

- **Message Type:** Standardize the style and type of message objects such as notes, balloons and text boxes.
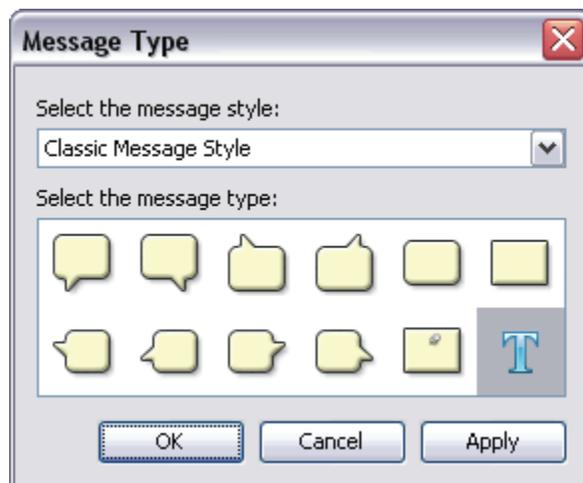
- **Modify Click Area:** Set the attributes of what happens when a user interacts with a Click Zone.
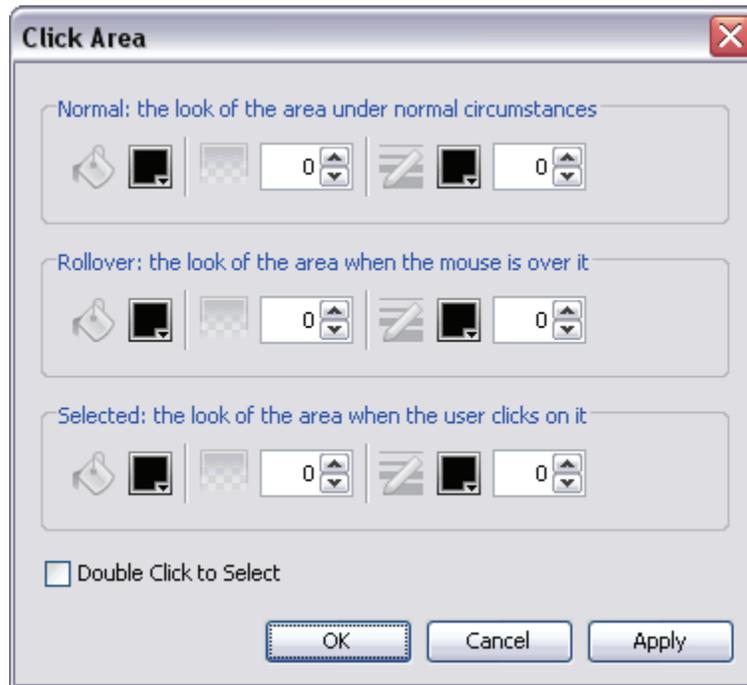
- **Radio Button Style:** Set the "look" of radio buttons used with question slides from a library of radio button images.

- **Rating Style:** Standardize the "look" of survey question rating objects used on question slides from a library of rating style images.

- **Text Field Style:** Set the "look" for text input fields on question slides from a library of text field images.
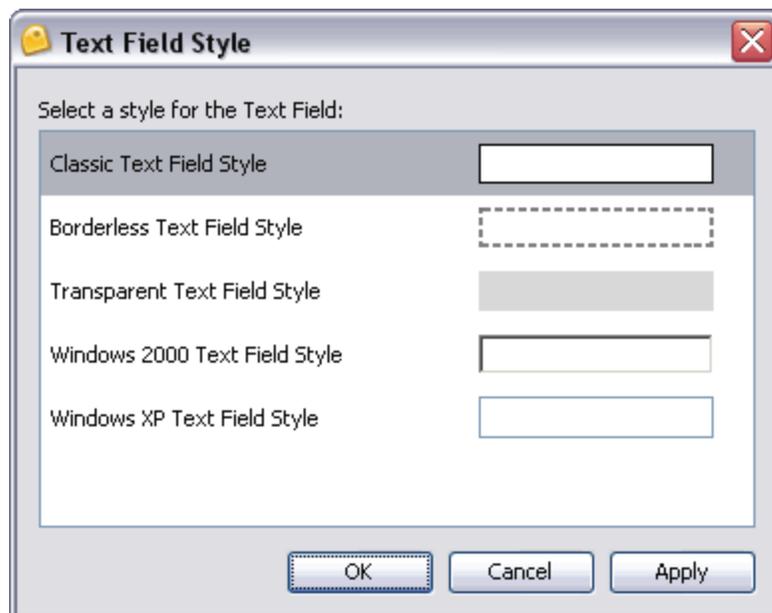
- **Text Properties:** Set text attributes, including: font, size, style, alignment and color for message objects.
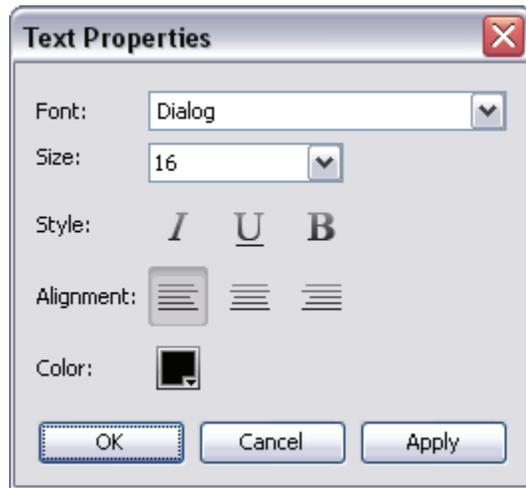
To display the Stylesheets Tab:
- Select **View** from the Menu bar.
- Select **Stylesheets** from the list.

ViewletBuilder6.2 Enterprise starts you off with a "default" stylesheet, which can be modified based on your needs. Each stylesheet contains objects whose properties can be standardized for use in your current or new projects. These stylesheet elements include:

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

- **Balloon:** Used to set balloon message style, background color and text properties.
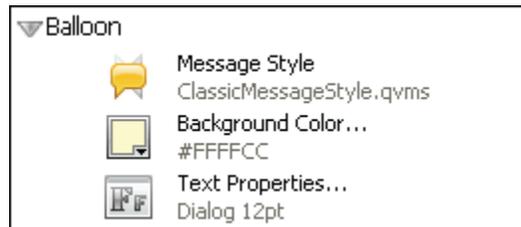
- **Note:** Used to set note message style, background color and text properties.
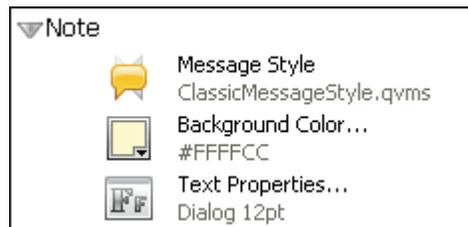
- **Text Box:** Used to set text properties (font, size, style, alignment, color) for text box.

- **Button:** Used to set button style from a library of button images.

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

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

```
▽ Incomplete Message
        Message Type...
        Rectangle with Square Corners - ClassicMessageStyle.qvms
        Background Color...
        #D9EA16
        Text Properties...
        Dialog 12pt
```

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

```
▽ Incorrect Message
        Message Type...
        Rectangle with Square Corners - ClassicMessageStyle.qvms
        Background Color...
        #EA165C
        Text Properties...
        Dialog 12pt
```

▪ **Click Area:** Used to set Click Zone attributes, including enabling double click action.

```
▽ Click Area
        Modify Click Area...
        Normal: #000000 0% border #000000 0px
        Rollover: #000000 0% border #000000 0px
        Selected: #000000 0% border #000000 0px
```
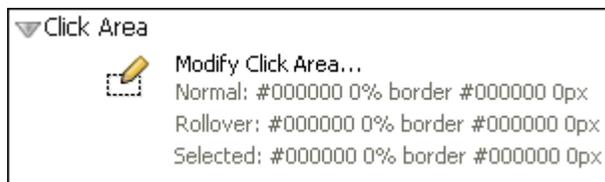
- **Question Text:** Used to set question text message type, background color and text properties (font, size, style, alignment, color).
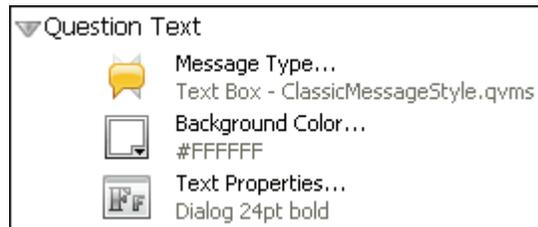
- **Question Choice Text:** Used to set question choice text message type, background color and text properties (font, size, style, alignment, color).

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

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

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

▽ Question Component Style

	Text Field Style
text	Classic Text Field Style
◉	Radio Button Style
	Classic Radio Button Style
☑	Check Box Style
	Classic Check Box Style
te▼	ComboBox Style
	Classic ComboBox Style
★★	Rating Style
★☆	Classic Rating Style

- ▪ **Drag and Drop Choice Text**: (New in ViewletBuilder6.2 Enterprise)
  In Drag and Drop question types, used to set the message type, background color and text properties (font, size, style, alignment, color) for Drag Choices.

▽ Drag and Drop Choice Text
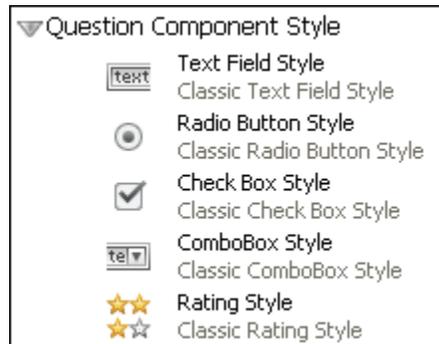
	Message Type...
💬	Rectangle with Square Corners - Classic Message Style
🟦	Background Color...
	#0066FF
FF	Text Properties...
	Dialog 14pt

- ▪ **Drop Area**: (New in ViewletBuilder6.2 Enterprise)
  In Drag and Drop question types, used to set Drop Area properties for its Normal, Rollover and Selected states.

▽ Drop Area

|	Area Properties...
✏	Normal: #C0C0C0 100% border #000000 1px
	Rollover: #C0C0C0 100% border #000000 1px
	Selected: #C0C0C0 100% border #000000 1px

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

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

To create a new stylesheet:

- Select the Stylesheets Tab to make it the active tab.

- Click the **New Stylesheet** button on the tab's toolbar.

- The *Stylesheet* window displays.
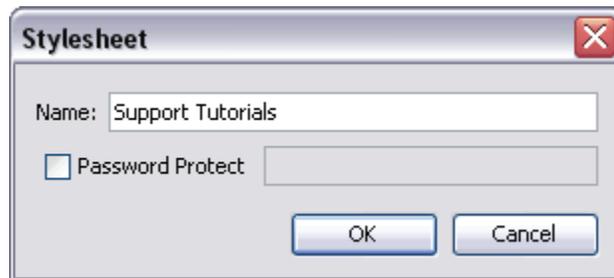
o Enter a title for the new stylesheet in the *Name* field.

o Select the **Password Protect** option and enter a password in the field provided.

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

To select a stylesheet from the list:

- Select the Stylesheet Tab to make it the active tab.

- Make a selection from the *Stylesheet* drop-down list.

To modify a stylesheet's properties:

- Select the Stylesheet Tab to make it the active tab.

- Make a selection from the *Stylesheet* list.

- Click the **Modify Stylesheet** button on the tab's toolbar.

- The *Stylesheet* window displays. Make edits as needed and click **OK** to save the changes to the stylesheet's properties.

To modify any of the elements (objects) in a stylesheet:

- Select the Stylesheet Tab to make it the active tab.

- Select the desired stylesheet from the list.

- Click the arrow ▷ button to the left of the object you want to modify.

- The arrow changes position and points down ▽ to reveal the object's "properties" that area available for editing.

- Click on the icon next to each of the "properties" listed below the selected stylesheet's object and follow the instructions in the window(s) that display to edit and save the changes.

To apply a stylesheet to the entire project:

- Select the desired stylesheet in the Stylesheet Tab.

- Click the **Apply Stylesheet to Project** button on the tab's toolbar.

- The *Apply Stylesheet to Project* window displays. Read the information and click **Yes** to apply the stylesheet to the project.
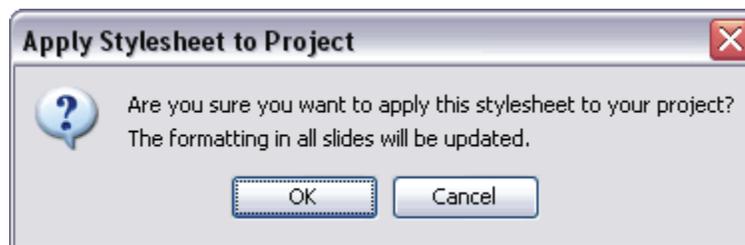
To apply a stylesheet's element to an object:

- Select the desired stylesheet in the Stylesheet Tab.

- Select the object to which you want to apply a stylesheet element.

- Select the stylesheet object you want to use to apply to a selected slide object by clicking the icon to the left of the element on the stylesheet.

- Click the **Apply Stylesheet to Selection** button. The selected object will immediately be updated, based on the stylesheet's settings.

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

- Select the desired stylesheet in the Stylesheet Tab.

- Select the desired object you want to use when updating the stylesheet element.

- The applicable object on the stylesheet is automatically selected. Click the

    Update Stylesheet with Selection button and the stylesheet is automatically updated.

To remove a stylesheet from the list:

- Select the desired stylesheet in the Stylesheet Tab.

- Click the **Delete Stylesheet** button from the tab's toolbar.

- A *Delete Stylesheet* window displays. Read the information in the window and click **Yes** to confirm the deletion.
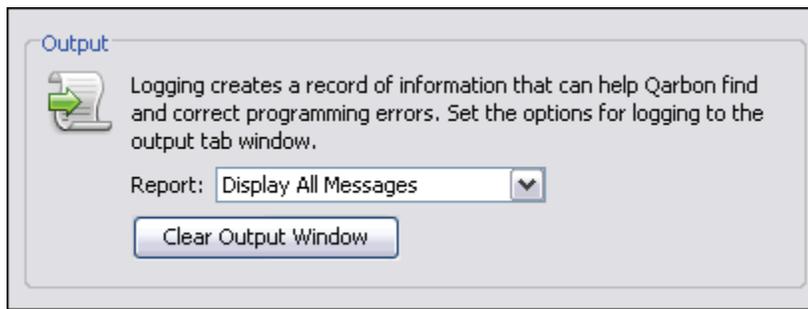

For more information on working with other Tab View options (such as expanding, minimizing, maximizing, moving, and closing the tab, etc.), see the chapter on *Workspace Features and Tab Views*.

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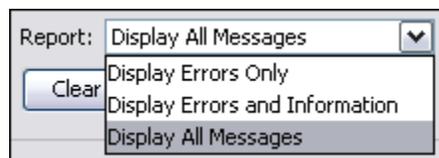
Output Tab

The Output Tab displays, by default, below the Slide Edit area at the bottom of the program window. This tab contains a record of information that can help Qarbon find and correct ViewletBuilder6.2 Enterprise programming errors. The information that is recorded in the Output Tab is determined by preferences set up for ViewletBuilder6.2 Enterprise.

Output

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

Report: Display All Messages

Clear Output Window

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

▪ Select **Edit** > **Preferences** from the Menu bar.

▪ The *Preferences* window displays. Select the *Logging* tab.

▪ In the *Output* area, from the *Reports* list, select:

Report: Display All Messages

Clear Display Errors Only
Display Errors and Information
Display All Messages

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

ViewletBuilder6.2 Enterprise creates an external log file with the information in the Output Tab that can be sent to Qarbon when program issues arise.

To display the Output Tab:

- Select **View** from the Menu bar.

- Select **Output** from the list.

You can quickly display Output tab options by right clicking anywhere within the Output tab and selecting an option from the shortcut menu.
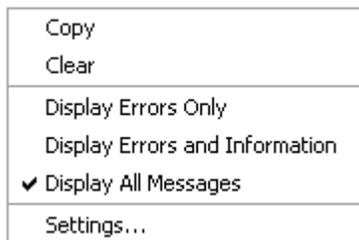
To locate the log file containing the information also displayed in the Output Tab:

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

- The *Preferences* window displays. Select the *Logging* tab.

- In the *Log File* area, the path to where the log file is saved displays in the *File* field. If you can't see the entire path to the file, click the **Browse** button next to the *File* field.
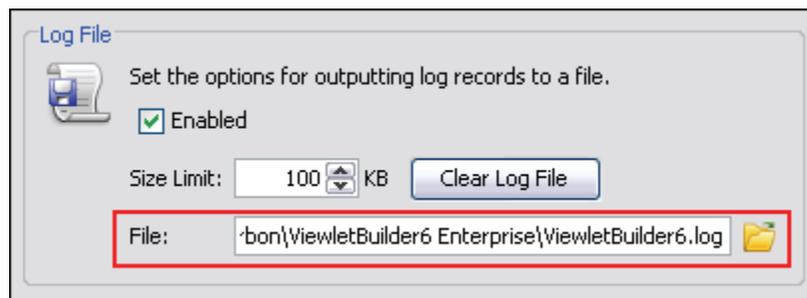
- The *Select Log File* window displays, showing the log file, which end with the extension **.log**. To view the full path to where the file is located, click the down arrow next to the *Look In* list to see the entire path to the folder containing this log file.
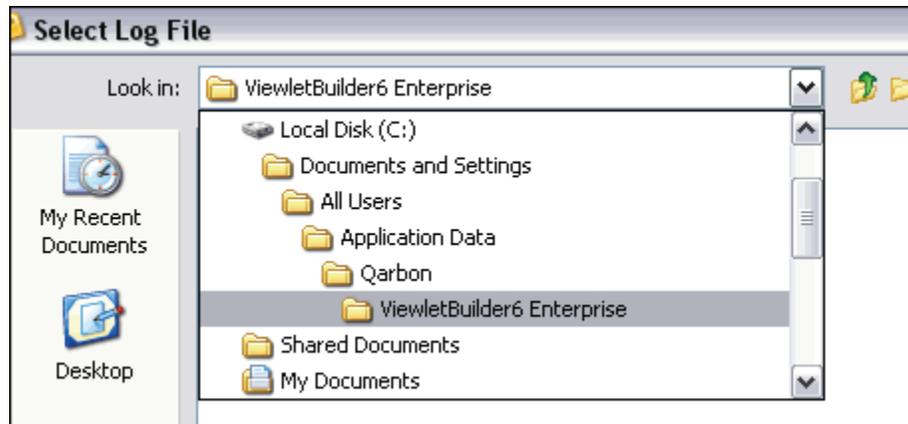

The location of the log file containing the report information also displayed in the Output Tab is determined when setting up ViewletBuilder6.2 Enterprise program preferences.

To clear the report information displayed in the Output Tab:

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

- The *Preferences* window displays. Select the *Logging* tab.

- In the *Output* area, click the **Clear Output Window** button.

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.
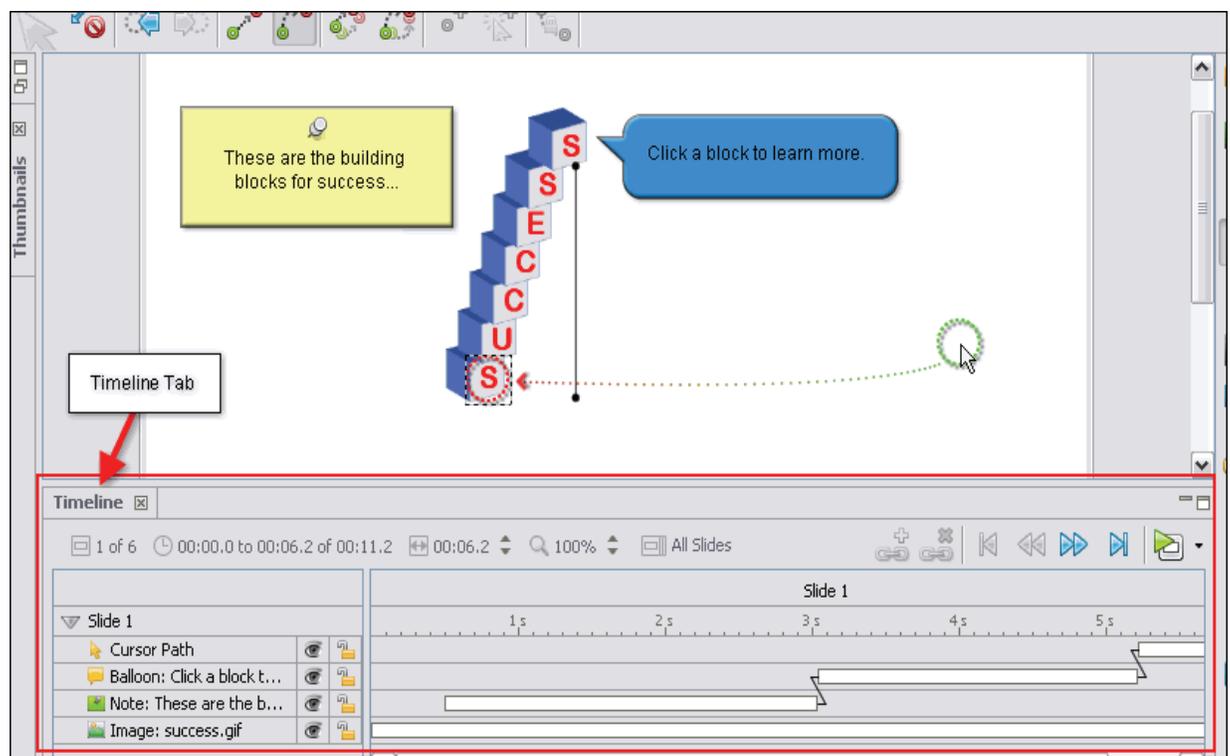
Timeline Tab

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

This chapter highlights the main features while working in the Timeline Tab. For more information on how ViewletBuilder6.2 Enterprise handles other timing aspects of a project's elements, please see the *Object Timing* chapter.

To display the Timeline Tab:
- Select **View** from the Menu bar.
- Select **Timeline** from the list.

The Timeline Tab contains the following elements:

Layers

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

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

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

To select multiple layers:
- For adjacent layers:
  - Click on the first layer to highlight it.
  - Hold down the **Shift** key.
  - Click on the last layer in the series of adjacent layers. This will select the first and last layers as well as all the layers in between them.
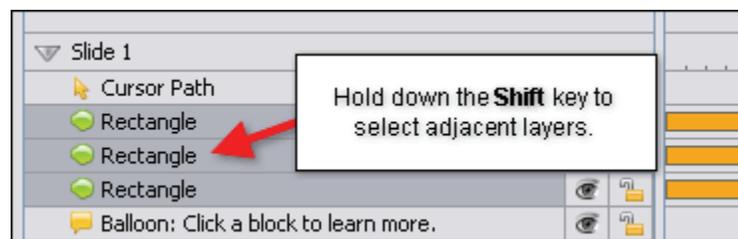
- For non-adjacent layers:
    - o Click on a layer to highlight it.
    - o Hold down the **Ctrl** key while clicking on other layers to select them.

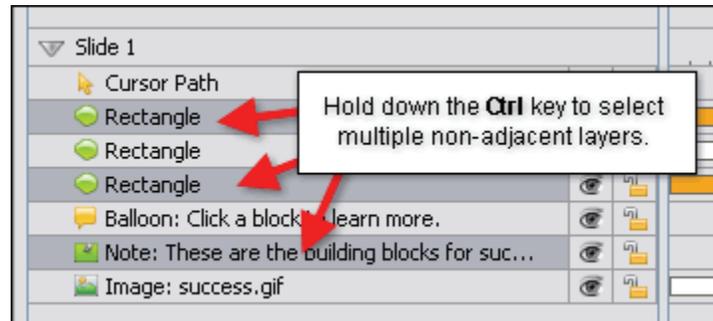Select multiple layers to temporarily group them to speed up various authoring tasks that can be applied to all of the selected layers at the same time.

Arrange Layers via Drag and Drop Action

ViewletBuilder6.2 Enterprise allows you to arrange one or more layers via a select and then drag and drop action.

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

- Single click on the layer to select it.

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

- While holding down the left mouse button, drag the layer up or down in the stack. While dragging the layer, its icon will display.

- Let go of the left mouse button to drop it into its new location in the stack.
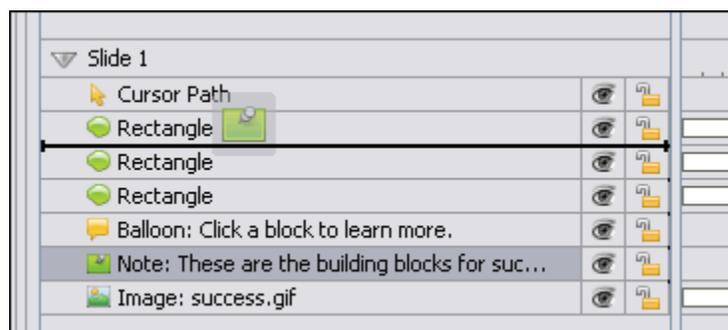
While dragging a single layer, its icon is displayed until you drop the layer into its new location in the stack.

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

- Click on the desired layers while using the **Shift** or the **Ctrl** key to select multiple adjacent or nonadjacent layers to highlight them.

- Once the layers are highlighted, single click on them again and hold down the left mouse button.

- While holding down the left mouse button, drag the multiple layers up or down in the stack. While dragging the layers, their icons will display.

- Let go of the left mouse button to drop the multiple layers into their new location in the stack.
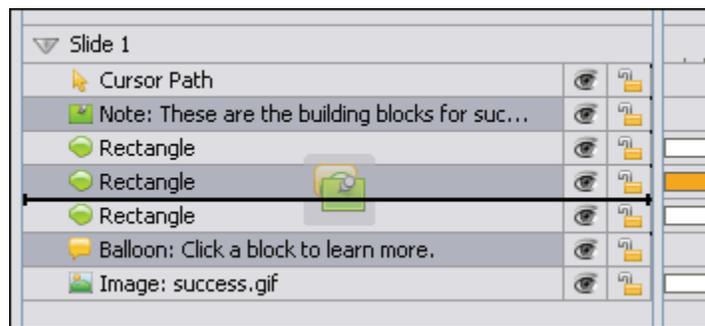
While dragging multiple layers, their icons will displayed "stacked" until you drop the layers into their new location in the stack.

To hide / unhide a layer:

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

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

To lock / unlock a layer:

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

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

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

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

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

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

- Let go of the left mouse button to drop the object into its new location in the Timeline.
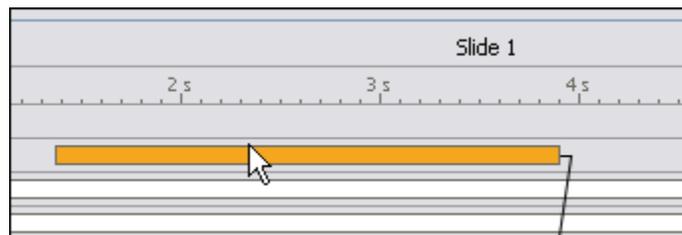
To increase or decrease an object's duration in the Timeline while working in its layer:

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

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

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

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

Timing Rule Change

This element has the "Manual Timing" timing rule in place.
Would you like to change it to manual timing?

☐ Don't show me this message again.

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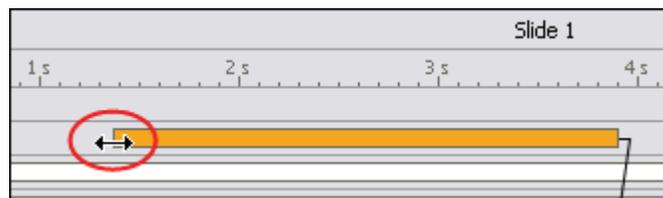
To delete a layer:
- Click on the layer to select it.
- Press the **Delete** key on the keyboard, or **right click** and select **Delete** from the shortcut menu.

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

Timing Links

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

Timing Links are automatically added to notes, balloons and cursors as they are inserted in the Timeline if the **Maintain Timing Links** option is selected (*Project Properties* window > *Timing* section).
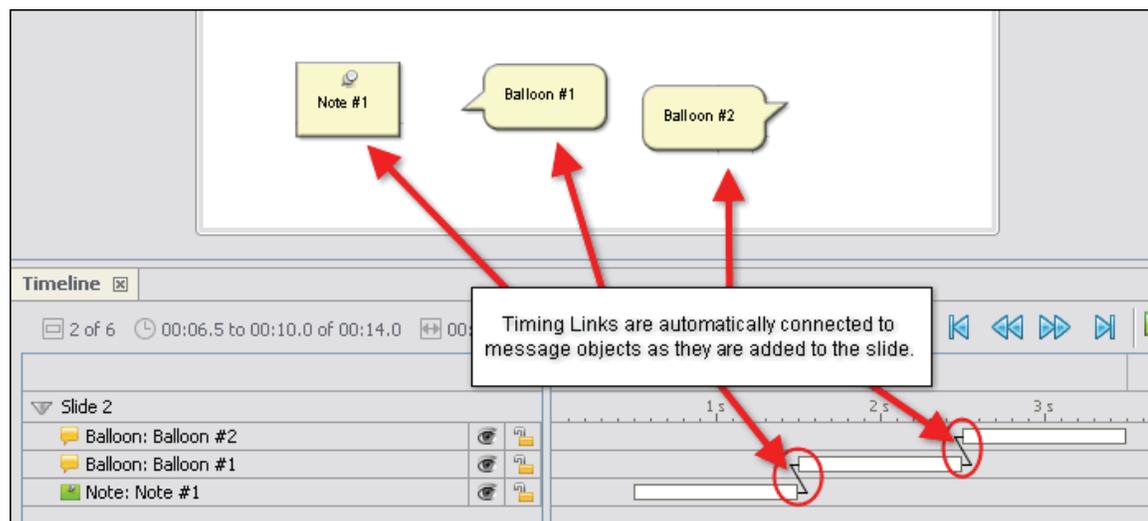
For best practice purposes, by default, when notes are added to a slide, they display first in the Timeline. When balloons are added to a slide, they display after all of the notes. Cursors display after balloons. The reason for this is because it is assumed that a note introduces an action, a balloon points out the action, while cursor animation is an action. Of course, the position of any object can be change in the Timeline at any time.
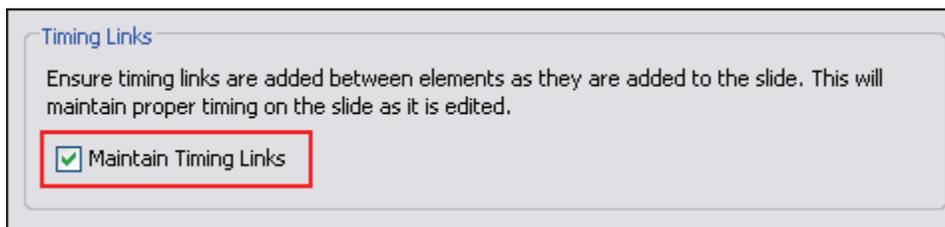
To automatically update Timing Links:
- Open a Viewlet project.
- Select **Project** > **Project Properties** from the Menu bar.
- The *Project Properties* window displays. Select **Timing** from the list (on the left side of the window).
- In the *Timing Links* area, select the **Maintain Timing Links** option.

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

The default order that message objects are displayed in the Timeline are "Notes" first (Note #1, Note #2, etc.) followed by "Balloons" second (Balloon #1, Balloon #2) no matter when the new balloon or note is inserted o a slide.

To add a Timing Link to two objects in the Timeline:
- Select the first object in the Timeline.
- Hold down the **Ctrl** key and click to select the second object in the Timeline.

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

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

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

Timing Links

Link Type:

End to Start   Start to End   Start to Start   End to End

OK   Cancel   Apply
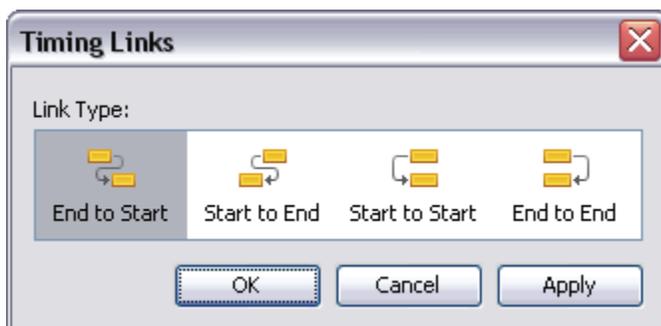
- o **End to Start:** Links end of first object to front of second object.
- o **Start to End:** Links front of first object to end of second object.

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

To remove a Timing Link:

- Select an object on the Timeline.

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

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

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

- Select all of the objects on the slide.

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

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

Frames

The Timeline Tab contains a "guide bar" known as a **Frames Reference Guide**. Along this guide bar, there are small "sections" known as **frames** Each frame is divided by tickmarks into 1/10 of second intervals. The main sections of the Timeline are divided into 1 second intervals. Use this guide bar to position objects in the Timeline to determine when each will display and for how long when the project is played back.
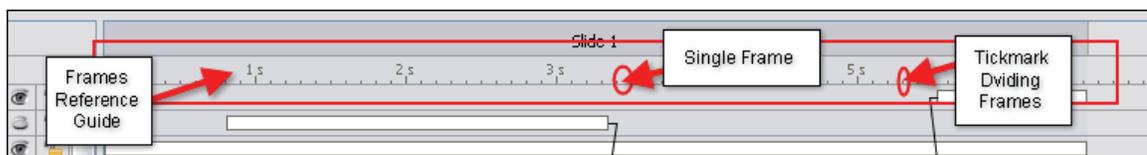
The Background Layer contains special "key frames" where a background frame is "painted" over the entire slide. This, in combination with the Background Layer's "non-key frames" (which paint over a smaller, specific area on top of the key frame), can produce some dynamic and "attention-getting" effects. If you are interested in learning more about this topic, "key frames" are covered in more detail in the "Background Frames" chapter.

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

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

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

- If the **Current Slide** 🔲 Current Slide button is displayed on the Timeline Tab's toolbar, click it so that it changes to **All Slides** 🔲 All Slides . This will change the Timeline view from "All Slides" to "Current Slide".

- Click on the frame where you want to begin.

- A **playhead** displays on the selected frame with a line that intersects the Timeline below the playhead. Hold down your left mouse button and drag the playhead along the frames and watch the actions as you move it along the Timeline.
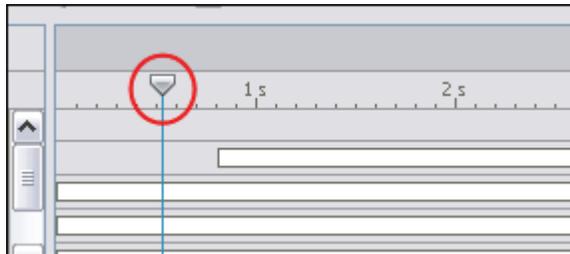
- Once you reach the end of the frames contained for the current slide, you will no longer be able to move the playhead. If you want to "jump" to the next slide, click on a frame in the next slide to display the playhead and repeat these steps to scrub the Timeline again.

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

- If the **All Slides** All Slides button is displayed on the Timeline Tab's toolbar,
  click it so that it changes to **Current Slide** Current Slide . This will change the
  Timeline view from "Current Slide" to "All Slides".

- Click on the frame where you want to begin.

- A **playhead** displays on the selected frame with a line that intersects the
  Timeline below the playhead. Hold down your left mouse button and drag the
  playhead along the frames and watch the actions as you move it along the
  Timeline.

Miscellaneous Timeline Features and Tools

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

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

  1 of 6

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

  00:00.0 to 00:06.5 of 00:14.0

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

  00:06.5
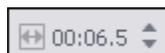
- **Zoom:** Signifies the current zoom of the Timeline. Use the up / down arrows to
 increase / decrease the zoom level of the Timeline.

  100%

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

  All Slides   Current Slide

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

- **Preview Menu:** Use this list to select from one of four project preview options.
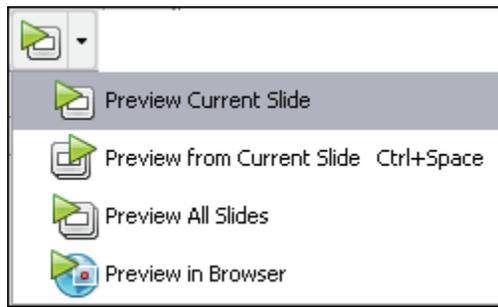
- **Slide Titles:** Along the top of the Frames Reference Guide are boxes containing the titles for each of the slides in the project. By default, the titles are the slide number. By dragging the edge of the "title box" you can increase / decrease the duration of the slide in the Timeline.

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Object Timing

Understanding how ViewletBuilder6.2 Enterprise handles the "timing aspects" of objects is essential to being able to effectively work in the Timeline or while setting the timing of objects through the use of dialog windows. There are two important "timing topics" that each Viewlet Author should review before creating any project: **Timing Commands** and **Timing Rules**.

Timing Commands

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

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

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

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

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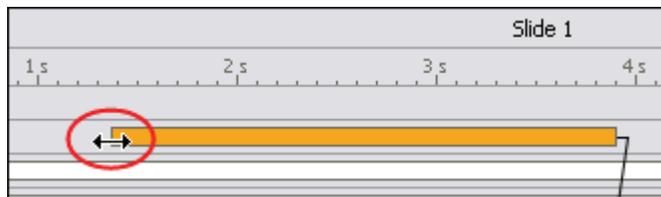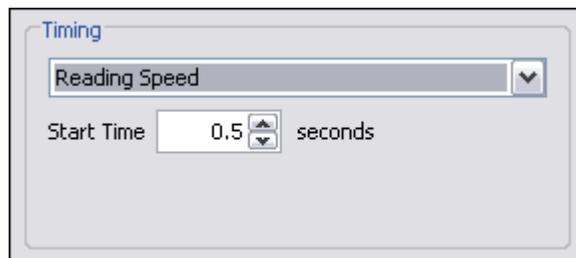

- Once the rectangle indicates the desired duration (by its new size) on the Timeline, let go of the left mouse button.

- If a *Timing Rule* window displays, read the information and click **OK** to complete the operation.
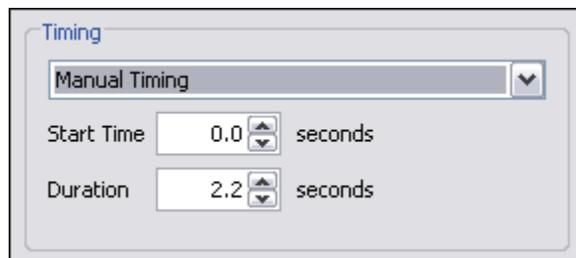
To change an object's timing using the object's *Properties* window:

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

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

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

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

   ```
   ┌─ Timing ──────────────────────────┐
   │  ┌──────────────────────────┬──┐   │
   │  │ Reading Speed            │ ▼│   │
   │  └──────────────────────────┴──┘   │
   │                                    │
   │  Start Time    0.5 ▲  seconds       │
   │                    ▼                │
   │                                    │
   └────────────────────────────────────┘
   ```
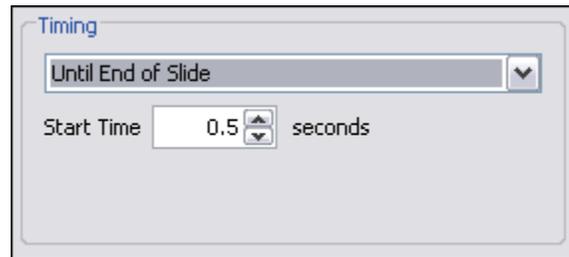
To set the default "Reading Speed" for ViewletBuilder6.2 Enterprise, select "Project > Project Properties" from the Menu bar. In the "Project Properties" window that displays, select "Timing" from the list (left side of window). In the "Reading Speed" area, enter a number for the "words per minute" reading speed. This value will be used when the program automatically calculates a message object's reading speed based on the amount of text it contains.

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

   ```
   ┌─ Timing ──────────────────────────┐
   │  ┌──────────────────────────┬──┐   │
   │  │ Manual Timing            │ ▼│   │
   │  └──────────────────────────┴──┘   │
   │                                    │
   │  Start Time    0.0 ▲  seconds       │
   │                    ▼                │
   │                                    │
   │  Duration      2.2 ▲  seconds       │
   │                    ▼                │
   └────────────────────────────────────┘
   ```

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

```
┌─ Timing ──────────────────────────────────┐
│                                            │
│  │ Until End of Slide              │ ▼ │    │
│                                            │
│  Start Time      0.5 ⬆⬇  seconds           │
│                                            │
└────────────────────────────────────────────┘
```

- Select a *Timing* option for the object from the list.

- Enter a number for the *Start Time* (in seconds). This will be the amount of time the object will be delayed before displaying on the slide.

- For **Manual Timing**, enter a number for the *Duration*. This is the amount of time the object will display.

- Click **OK** to apply the timing settings and to close the object's *Properties* window.

To synchronize timing for multiple objects on a slide:

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

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

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

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

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

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

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

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

To adjust timing for a "Display Object" action:

- Select the desired object (note, balloon, text box, shape, image, etc.).

- Click the **Events** [⚡] button on the Context Sensitive Toolbar.

- The object's *Events* widow displays. Select one of the three tabs:

| On Click | On Rollover | On Rollout |

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

- Click the **Add** [➕] button.

- The *Action* window displays. Select **Display Object** from the *Action Type* list.

- Select an object from the **Select an object on the slide to display** list.

- In the *Duration* area, select a timing command.

- Click **OK** to close the *Action* window.

- Click **OK** to close the object's *Events* window.

Timing Rules

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

To understand Timing Rules better, let's take a look at an example. A simple timing rule is "Reading Speed", which insures that the duration of a message object is calculated from the number of words in a message object and the reading speed set in the *Project Properties* window. This rule is automatically and globally applied to all message objects, so that each note, balloon and text box displays only as long as calculated reading speed allows.

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

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

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

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

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

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Slide Notes Tab

The Slide Notes tab displays, by default, below the Slide Edit area. In this tab, you can add presenter notes, which can be printed out for you and your audience. The Slide Notes tab can also be used as a collaboration tool by adding editing notes (not part of the actual slide) when working with a team of authors on the same project. These notes can be displayed or hidden inside ViewletBuilder6.2 Enterprise (and printed) as needed.
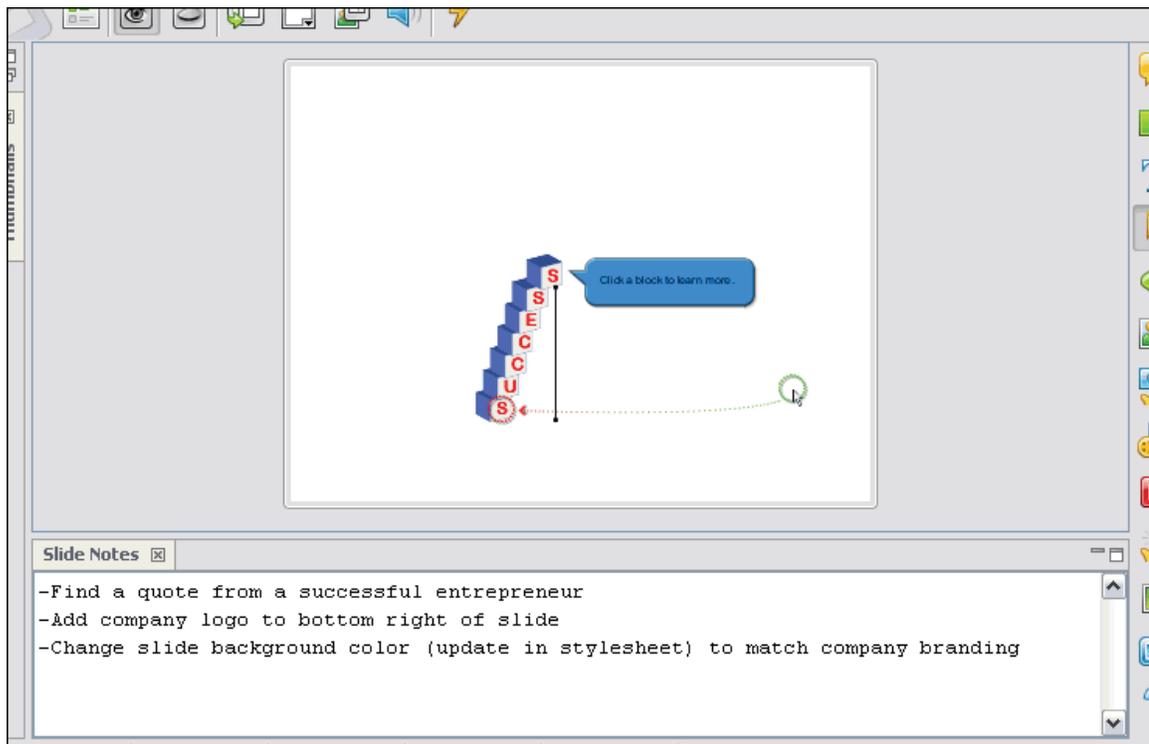
Did you know that you can use Slide Notes in combination with ViewletBuilder6.2 Enterprise's JavaScript function to add a computer simulated voice-over to your project on a slide-per-slide basis? For more information, contact support@qarbon.com for more information on this advanced Viewlet authoring trick.

To display the Slide Notes Tab:

- Select **View** from the Menu bar.
- Select **Slide Notes** from the list.

To add text in the Slide Notes Tab:

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

To print Slide Notes with your slides:

- Select **File** > **Page Layout** from the Menu bar.

- The *Page Layout* window displays. In the *Options* area, select the **Slide Notes** option.
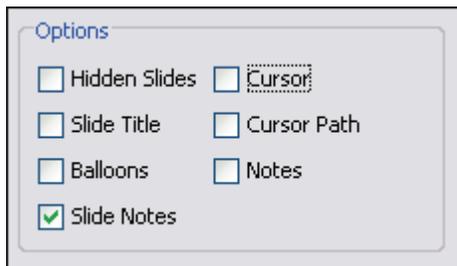
- Click **OK** to save this option. Each time you print slides, the Slide Notes will be added below the image of each slide.

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Cursor Management

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

The Mouse Tab

The *Mouse* tab in the *Capture Options* window is available for Viewlet authors when setting up or modifying **Capture Profile** options for new Screen Capture Projects or when inserting new screenshots into existing projects. In the *Mouse* tab, you have options for capturing cursor movement during a screenshot session and also the option to capture screenshots on mouse click action.
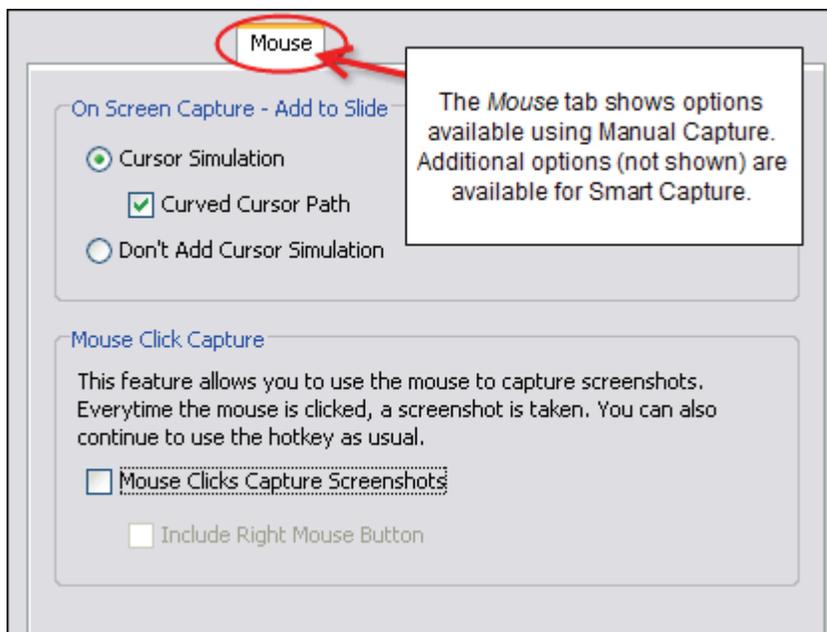
To access the *Mouse* tab for new Screen Capture Projects:
- Select **File** > **New** from the Menu bar.
- The *Create New Project* window displays. Select **Screen Capture Project** from the new project type list.
- Select a profile from the list of **Capture Profiles** to use for the screenshot session.
- Click the **Modify** button.
- The *Capture Options* window displays. Select the *Mouse* tab.

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

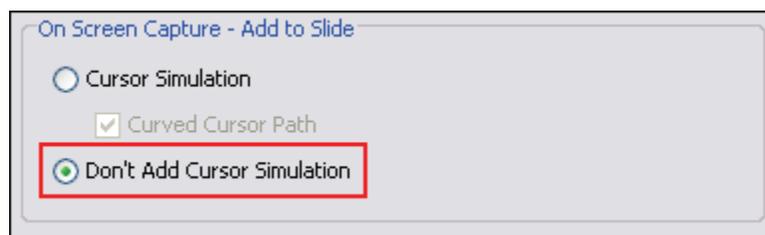To capture cursor movement during a screenshot recording session:

- In the *Capture Options* window (accessed when adding or modifying Capture Profiles), select the *Mouse* tab.

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

  o Select the **Cursor Simulation** option.
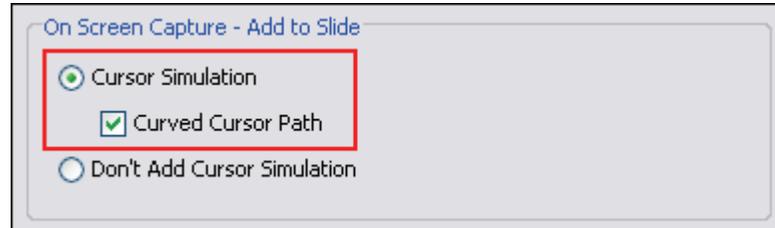
  o If you want to allow the cursor to follow a curved path (for added visual interest during playback), select the **Curved Cursor Path** option.

- Click **OK** to close the *Capture Options* window.

To remove cursor movement during a screenshot session:

- In the *Capture Options* window (accessed when adding or modifying Capture Profiles), select the *Mouse* tab.

- In the *On Screen Capture – Add to Slide* area, select the **Don't Add Cursor Simulation** option.

- Click **OK** to close the *Capture Options* window.

If you are using the "Manual Capture" mode for your screenshot session and do NOT want to include cursors, select the default "Simple" Capture Profile for your recording session.

To enable "mouse click" capture during a screenshot session:

- In the *Capture Options* window (accessed when adding or modifying Capture Profiles), select the *Mouse* tab.

- In the *Mouse Click Capture* area to:

    o Enable mouse click capture of screenshots during a capture session, select the **Mouse Clicks Capture Screenshots**.
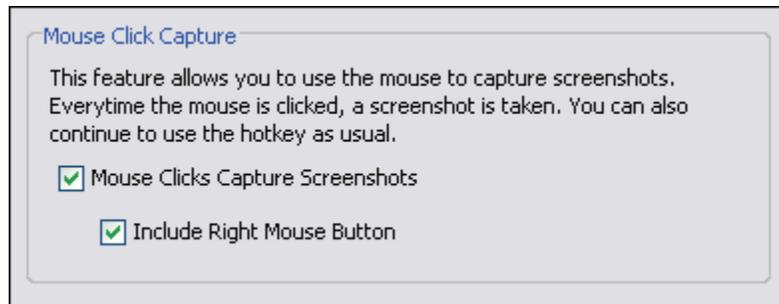
    o Select the **Include Right Mouse Button** to enable additional right click mouse click of screenshots capability during the recording session.

- Click **OK** to close the *Capture Options* window.

Cursor Indicators (Red, Green, Blue)

When you look at a slide that contains cursor movement, you will see cursors indicated by (at a minimum) a "green" circle and a "red" circle. These two cursor circle indicators are connected by a "dotted" line. And, there may be times when you see a "blue" circle along the dotted line connected the green and red circles. Let's take a look at what these all mean:

 Green Circle: A green circle around a cursor signifies the starting position of the cursor on a cursor path.

 Red Circle: A red circle signifies the ending position of a cursor on a cursor path.

 Blue Circle: A blue circle signifies the point on the cursor path will the cursor will change shape before it reaches its destination.

Cursor Path

The "dotted line" between the green circle and the red circle is known as the "cursor path". This is the path the cursor travels during its animation (while moving from one slide to the next slide). A basic path starts at the green circle and ends at the red circle. A more complicated path includes points along the cursor path where the cursor may change direction or cursor style. Elements of the cursor path may be edited.
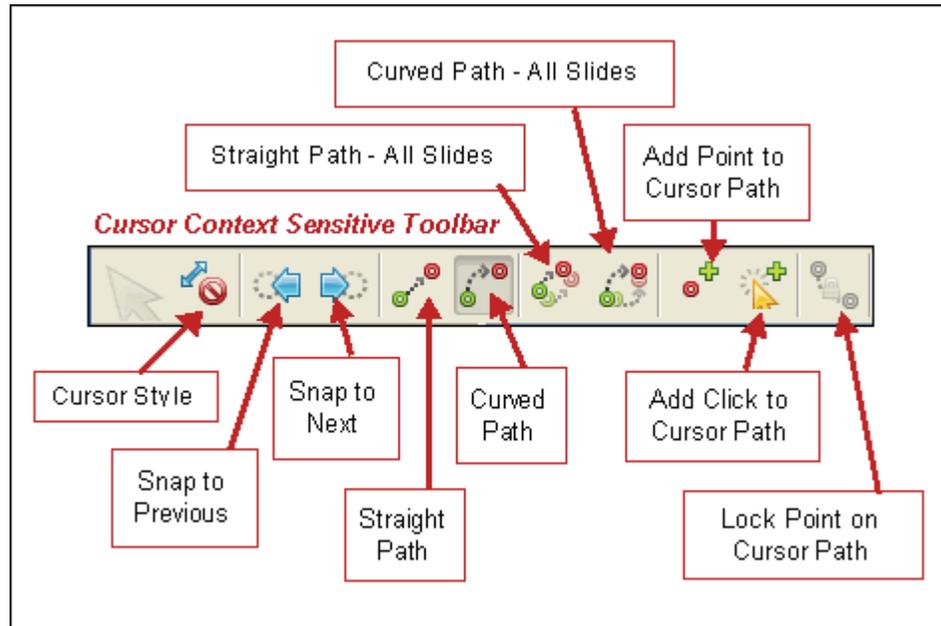
In some cases, there may be "points" along the cursor path. These points may be a "blue circle" cursor indicator where the cursor changes shape before it reaches the end of the cursor path. Or, the cursor path may contain "red points" that indicate a change in direction along the cursor path. You can edit these points by dragging them along the cursor path. Or, to change the direction the path takes, simply "pull" the point to change the cursor path's direction.

To move a green circle (starting cursor position) on the cursor path:
- Click on the green circle.
- While holding down your left mouse button, drag the green circle to where you want it to reside on the slide.
- Let go of the left mouse button to drop it into place.

To move a red circle (ending cursor position) on the cursor path:
- Click on the red circle.
- While holding down the left mouse button, drag the red circle to where you want it to reside on the slide.
- Let go of the left mouse button to drop it into place.

To move a blue circle (where cursor changes shape on cursor path) on the cursor path:
- Click on the blue circle.
- While holding down the left mouse button, drag the blue circle to where you want the cursor to change its shape on the cursor path.
- Let go of the left mouse button to drop it into place.

To add a "red point" to the cursor path:

- Click the green circle to select it.

- Click the **Add Point to Cursor Path** button on the Context Sensitive Toolbar. A "red point" will display on the cursor path, ready for editing.

To move a "red point" along the cursor path:
- Click on the red point.
- Hold down the left mouse button and drag it along the cursor path.
- Let go of the left mouse button to drop it into place.

To change a single cursor path from straight to curved or curved to straight:

- Click the green circle to select it.

- To change the cursor path to straight, click the **Move the cursor in a straight path** button on the Context Sensitive Toolbar.

- To change the cursor path to curved, click the **Move the cursor in a curved path** button on the Context Sensitive Toolbar.

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

- Click the green circle to select it.

- To change all cursor paths in the project to straight, click the **Straight Path – All Slides** button on the Context Sensitive Toolbar.

- To change all cursor paths in the project to curved, click the **Curved Path – All Slides** button on the Context Sensitive Toolbar.

To remove a "red point" or "blue circle" from the cursor path:
- Click on the "red point" or the "blue circle" to select it.
- Press the **Delete** key on the keyboard to delete it. Or, right click and select **Delete** from the shortcut menu.

Cursor Style

ViewletBuilder6.2 Enterprise comes with a library of the most common cursor styles used in Viewlet projects. Cursor styles captured during screenshot sessions are added to the cursor style library. Once captured, cursors can be changed in a project as desired by selecting a different style from the cursor style library.
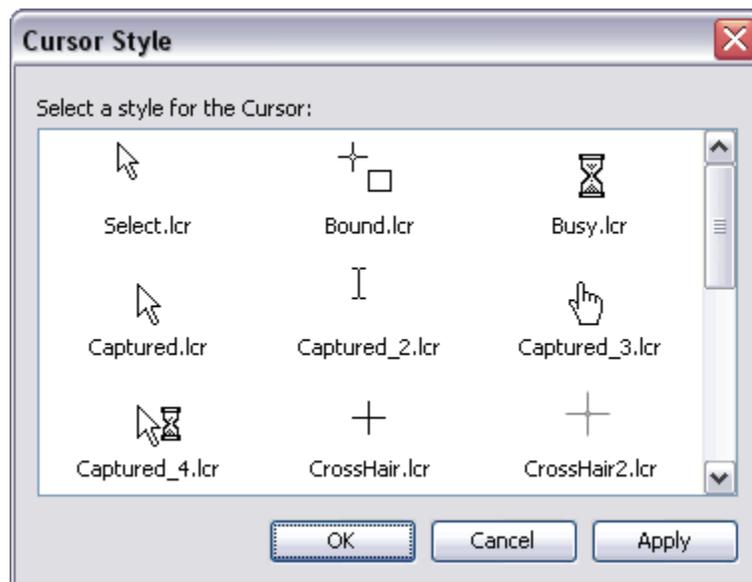
To add cursors to a slide that does not contain a cursor:

- Click the **Insert Cursor** button from the Object Toolbar. Or, from the **Insert** Menu or right click shortcut menu, select **Cursor**. A cursor will display on the slide, ready for editing.

To change the cursor style:

- Click on the cursor to select it.

- Click the **Cursor Style** button from the Context Sensitive Toolbar.

- The *Cursor Style* window displays. Click on a style to select it.

- Click **OK** to apply the new cursor style.

To add a new cursor to the cursor library, select the cursor. Then, open the "Cursor Style" window and the selected cursor will be added to the library for future use.

To a cursor from a slide:

- Click the green circle to select the cursor.

- Press the **Delete** key from the keyboard and the cursor, along with the cursor path, will be removed from the slide.

The "Insert Cursor" button on the Object Toolbar acts like a "toggle switch". If a cursor is displayed on the slide, click the "Insert Cursor" button to remove it. Click the button again to insert a cursor back on the slide.

Cursor Path Layer
If a slide contains cursor animation, then along the Timeline you will see a **Cursor Path** layer. This layer will always be the uppermost layer in the stack of layers and cannot be moved down in the stack. You can edit the green circle and any red points along the cursor path by selecting the appropriate section on this layer. And, you can use this layer to "tweak" the duration of the cursor animation as it plays to the next slide.
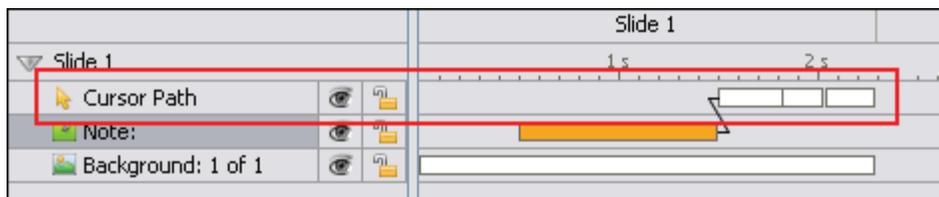
You can move the cursor animation to any point within the slide's Timeline; however, it is recommended for most projects that cursor animation occur at the end of the slide. Additionally, only ONE "Cursor Path" layer can be included on a slide at the any time.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.
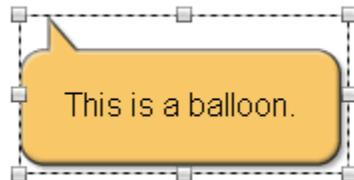
Messages

ViewletBuilder6.2 Enterprise allows you to add impact to your Viewlet projects with Messages. These Messages come in the form of notes, balloons and text boxes. The purpose of each Message object is ultimately determined by you, the Viewlet author, but here are some ideas for ways they are commonly used in a Viewlet:

▪ **Note:** A note is used to "introduce" a topic or action that is about to occur. It is also used in situations when you want to make sure the viewer takes notice of some important content such as special information, a tip or trick, or even a "warning" of some type.

▪ **Balloon:** A balloon is used to "point out" an area of the screen or an action. For example, a balloon may contain text that discusses different areas of the screen while using its "pointer" to point at the area being discussed. Or, more commonly, a balloon may point at a button or text entry field with instructions for the viewer to "interact" with the Viewlet.

▪ **Text Boxes:** A text box is used to "seamlessly blend" text into its background, whether it be the slide itself, a shape or an image or even other text. Text boxes are also used as the "question" box for quiz and survey question types.
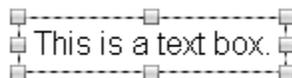
Multiple Message objects may be added to the same slide. By default, however, no matter what order you insert them on a slide, the notes are added first along the Timeline followed by balloons.

Now that you know the three different Message types available in ViewletBuilder6.2 Enterprise, the next thing you should decide is the method you want to use when editing the text inside your Message object.

To set the default message editing preference for ViewletBuilder6.2 Enterprise:

▪ Select **Edit** > **Preferences** from the Menu bar.

- The *Preferences* window displays. Select the *General* tab.

- In the *Message Editing* area, select an editing preference.

- Click **OK** to close the *Preferences* window.

Message Editing Methods

There are two "message editing" methods available in ViewletBuilder6.2 Enterprise. You can decide the default method to use by selecting it when setting up program preferences.
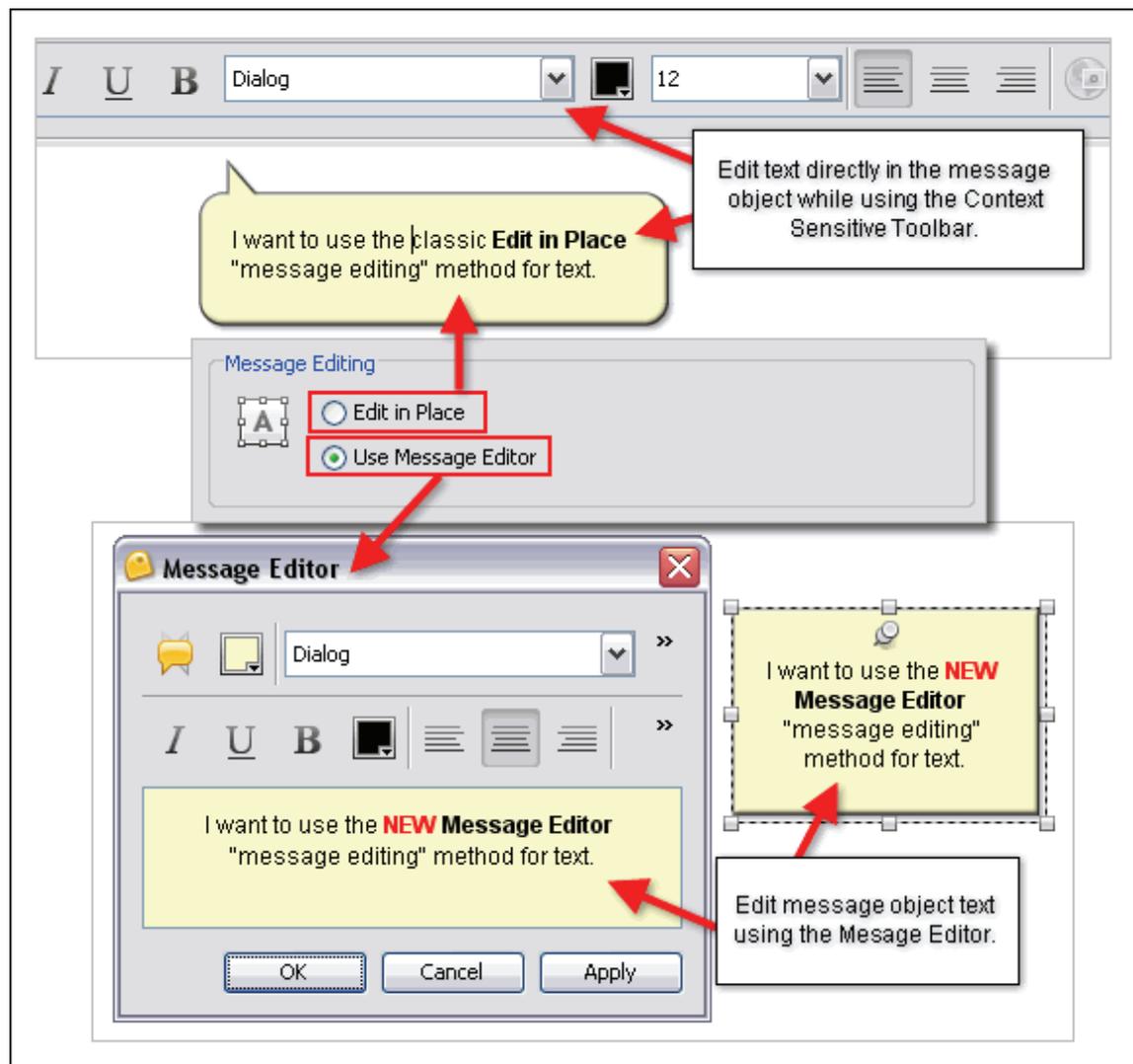
Edit in Place
This is the "classic" message editing method used in previous versions of
ViewletBuilder6.2 Enterprise. This method allows you to edit text directly in the note,
balloon, or text box (without opening a dialog window). It also allows you to change the
Message objects attributes using various buttons on the object's Context Sensitive
Toolbar (when the object is selected and not in text editing mode).

Message Editor
The **Message Editor** offers an alternative way to editing message objects in
ViewletBuilder6.2 Enterprise all within the same window. When the "Message Editor"
option is used, an editor window displays when you are in text edit mode. Inside the
Message Editor window, you can use the:
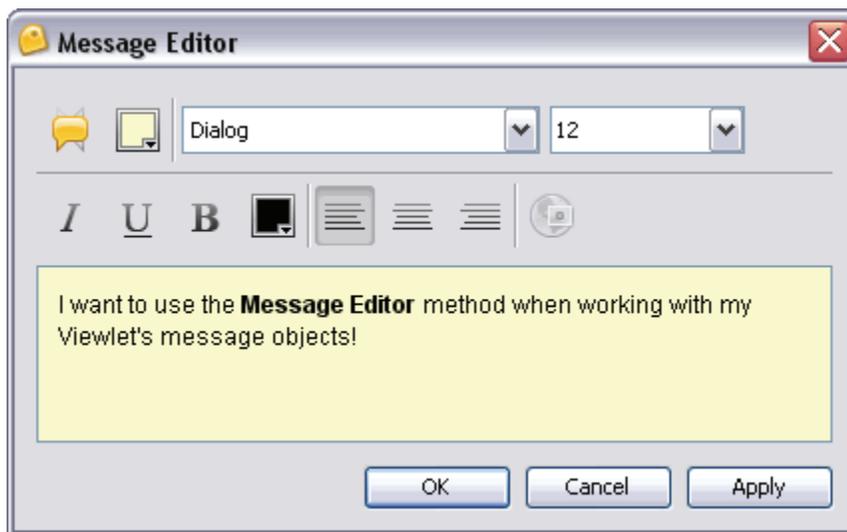
- **Message Type** button to change the object's style and type.

- **Background Color** button to change the object's fill color.

- **Font** list and **Font Size** list to change the text font type and size.

- **Italic** , **Underline** , or **Bold** button to change text attributes.

- **Text Color** button to change selected text color.

- One of the alignment buttons to **Left Align** , **Center Align** , or **Right Align** selected text.

- **Hyperlink** button to turn selected text into a clickable hyperlink.

- **Text edit** field to select text to edit or to select text to apply any of the available text attributes (font, font size, italic, bold, underline, color, alignment, hyperlink).

- **OK** button to save edits in the dialog window.

- **Cancel** button to exit the dialog window without saving any changes.

- **Apply** button to apply changes without exiting the dialog window.

To open the "Message Editor" from the Context Sensitive Toolbar or "right click" menu:

- Select the Message object you want to edit by single clicking it to select it.

- Click the **Message Editor** button on the Context Sensitive Toolbar,

OR
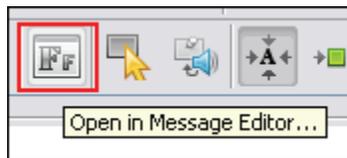
- Right click on the Message object and select **Open in Message Editor** from the shortcut menu.

- The *Message Editor* window displays. Make edits as needed and click **OK** to save changes and to close the window.

While working with Message objects, you will find the process and options used during the "editing" operation will be basically the same for each object whether it is a note, balloon or text box.

To insert a Message object on a slide:

Note:

- Click the **Insert Note** button on the Object Toolbar.

- If you selected for "message editing":

  o <u>Edit in Place</u>: A note object will display on the slide with a "blinking cursor" in side it. This indicates the note is ready for you to start typing in it.

  o <u>Message Editor</u>: The *Message Editor* window displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the "text edit" field. Click **OK** to save the information and the note will be inserted on the slide.

Balloon:

- Click the **Insert Balloon** button on the Object Toolbar.

- If you selected for "message editing":

  o <u>Edit in Place</u>: A balloon object will display on the slide with a "blinking cursor" in side it. This indicates the balloon is ready for you to start typing in it.

  o <u>Message Editor</u>: The *Message Editor* window displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the "text edit" field. Click **OK** to save the information and the balloon will be inserted on the slide.

Text Box:

- Click the **Insert Text Box** button on the Object Toolbar.

- The cursor changes to a cross-hair shape. Move the cursor over the slide and click where you want to "anchor" one corner of the text box. Hold down the left mouse button and draw the text box on the slide.

- If you selected for "message editing":

  o <u>Edit in Place</u>: A text box object (surrounding by a "bounding box" that looks like a "dotted rectangle" with gnodes (grab handles) for resizing the box) will display on the slide with a "blinking cursor" in side it. This indicates the text box is ready for you to start typing in it.

o Message Editor: The *Message Editor* window displays. Make your selections for the text using the available buttons (font, font size, etc.) and type your text in the "text edit" field. Click **OK** to save the information and the text box will be inserted on the slide.

To exit "text edit mode" while using the "Edit in Place" method, simply click off the note, balloon or text box to deselect it.
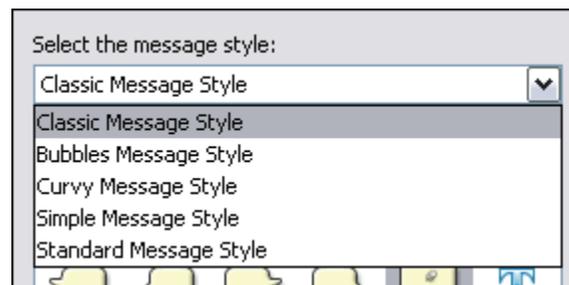
Message Styles and Type

Once you insert a Message object on a slide, you can change its "style" and its "type" at any time without recreating it from scratch. The process for doing this is the same for all Message objects.

To change a Message object's style and / or type:

Using "Edit in Place" message editing:

▪ Single click the message object to select it.

▪ Click the **Message Type** button on the Context Sensitive Toolbar.

▪ The *Message Type* window displays. Select:

o A "message style" from the first list.

o A "message type" from the second list.

▪ Click **OK** to save and apply the selections.

Using "Message Editor" message editing:

▪ Double click the Message object.

▪ The *Message Editor* window displays. Click the **Message Type** button.

▪ The *Message Type* window displays. Select:

  ○ A "message style" from the first list.

  ○ A "message type" from the second list.

▪ Click **OK** to save selections and to close the *Message Type* window.

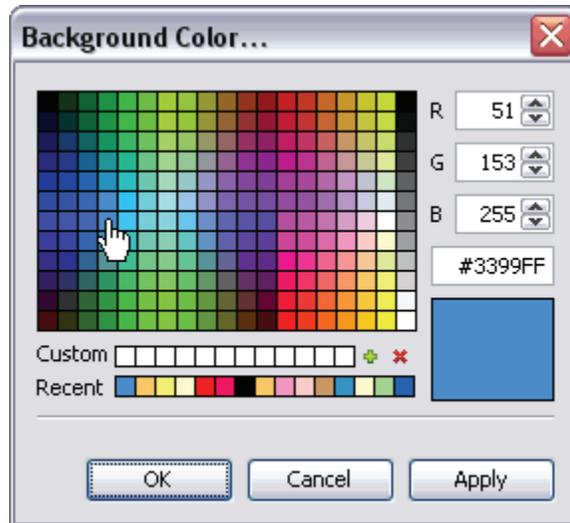▪ Click **OK** to close the *Message Editor* window and to apply changes.

Select a new message type in the *Message Type* window to change a Message object from a note to a balloon to a text box and so on as needed without recreating the Message object from scratch.

Message Object's Background Color
You can change the background color of a note or balloon while the Message object is selected (using the "Edit in Place" message editing method) or from inside the *Message Editor* window.

To edit a note or balloon object's background color while using "Edit in Place":

▪ Single click the note or balloon to select it.

▪ Click the **Background Color** button on the Context Sensitive Toolbar.

▪ The *Background Color* window displays. Move your cursor over the palette and when the cursor changes to a "pointing hand" shape, click to select a color.

- Click **OK** to apply the selected color to the Message object.

To edit a note or balloon object's background color while using "Message Editor":

- Double click the note or balloon to open the Message Editor.

- In the *Message Editor* window, click the **Background Color** button.

- The *Background Color* window displays. Move your cursor over the palette and when the cursor changes to a "pointing hand" shape, click to select a color.

- Click **OK** to save the selection and to close the *Background Color* window.

- Click **OK** to close the *Message Editor* window and to apply the selected color.

Message Object Alignment Tools

When the Message object is selected (not in text edit mode), three object "alignment" buttons display on the Context Sensitive Toolbar. These buttons can be used to align a selected Message object on the slide.

To align a Message object on a slide:

- Single click on the desired Message object.

- Click the:

    o **Center Horizontally** button to horizontally center the selected object on the slide.

    o **Center Vertically** button to vertically center the selected object on the slide.

    o **Center** button to center (both horizontally and vertically) the selected object on the slide.

Message Text Options
While working with Message objects (notes, balloons, text boxes), you will want to customize the various attributes that can be applied to the textual content. Text options include: font, font size, attributes (italic, bold, underline), text color, text alignment within the Message object and hyperlink capability. Each of these options is available while editing using:

- **Edit in Place:** Double click the Message object so that a "blinking cursor" displays inside it. This indicates you are in "text edit" mode and a Context Sensitive Toolbar is available with various buttons for text editing options.

- **Message Editor:** Double click the Message object to open the *Message* Editor window. The text option tools are available within this window (as shown in the image below).

To edit text in a Message object:

- **Double click** on the Message object. Depending on the "message editing" method used, either a Context Sensitive Toolbar (for "Edit in Place" message editing) or a *Message Editor* window (for "Message Editor" message editing) displays.

- Highlight the text you want to edit (either in the Message object itself or within the text edit field in the *Message Editor* window).

You MUST highlight the text you want to edit BEFORE applying any changes.

- Click the applicable option to make the desired text edit:

  - **Font:** Select a new font from the *Font* list.

Tahoma	▼
MS Reference Specialty	▲
SansSerif	
Serif	
Tahoma	
Times New Roman	
Trebuchet MS	
Verdana	
Show All Fonts...	▼
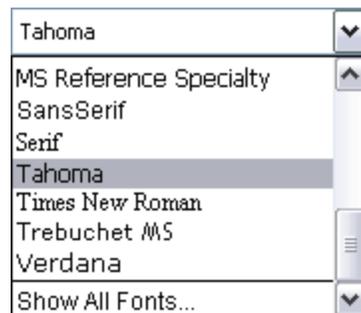
If the desired font does not display in the "Font" list, but it is a font available on your computer, scroll down to the bottom of the list and select the "Show All Fonts" option.

  - **Font Size:** Select a new text size from the *Font Size* list.

12	▼
8	▲
9	
10	
11	
12	
14	
16	
18	▼
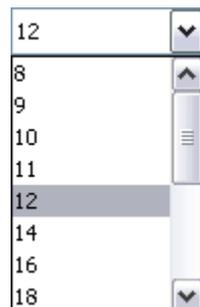
  - **Italic:** Click the **Italic** *I* button to set the selected text in italics.

  - **Underline:** Click the **Underline** U button to underline the selected text.

  - **Bold:** Click the **Bold** B button to bold the selected text.

  - **Text Color:** Click the **Text Color** button. In the *Text Color* window, select a color by clicking on it and then click **OK** to close the window.

     o   **Left Align:** Click the **Left Align** button to left align the text in the Message object.

     o   **Center Align:** Click the **Center Align** button to center the text in the Message object.

     o   **Right Align:** Click the **Right Align** button to right align the text in the Message object.

You do NOT have to highlight text in order to apply an alignment option. However, you must apply an alignment option to each section of text separated by a "carriage return" (each time you hit the "Enter" key to start a new paragraph or line of text).

     o   **Hyperlink:** Click the **Hyperlink** button. In the *Hyperlink* window that displays, make your selections as required and click **OK** to close the window.

See the chapter on "Hyperlinks" for more information on creating clickable text links.

- To exit text edit mode while using the message editing option:

     o   **Edit in Place:** Click off the Message object to deselect it.

     o   **Message Editor**: Click **OK** to save the changes and to close the *Message Editor* window.

Automatic Resize of Message Objects
ViewletBuilder6.2 Enterprise offers an option on the message object's context sensitive toolbar that allows you to automatically resize the message object as text is edited. This feature can be enabled / disabled at will.

To enable "automatic" resizing of a Message object as you edit text:

- Click on the Message object to load its Context Sensitive Toolbar.

- Click the **Automatically size message to fit when editing** button.

- **Double click** to Message object to enter "text edit" mode.

- If you selected for "message editing":

    o Edit in Place: As you edit text, the object automatically resize as you type directly in the Message object.

    o Message Editor: The *Message Editor* displays. Once you click **Apply** or **OK** to save the text edits, the Message object will be automatically resized.

If enabled, you can quickly "turn off" the auto-resize Message object feature by clicking it to deselect it on the Context Sensitive Toolbar at any time while editing a Message object.

To manually resize a Message object:

- Single click on the Message object to select the object itself (not in text edit mode). A "bounding box" (dotted rectangle) will display around it.
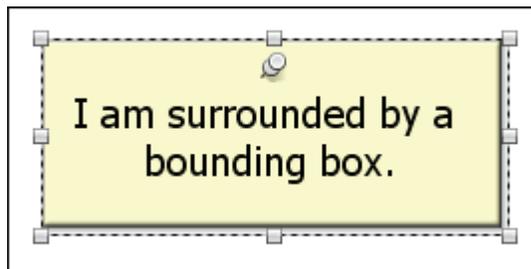
- Move your cursor over one of the gnodes (grab handles). When the cursor changes to a "double arrow" shape, hold down the left mouse button and drag to resize the Message object.
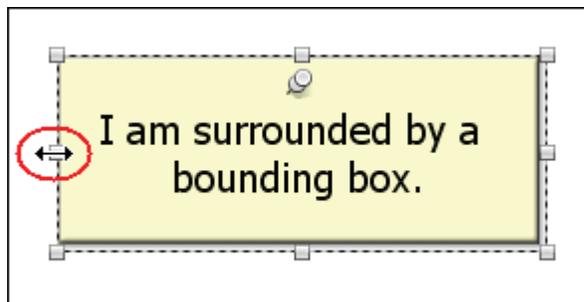
If you manually resize a Message object, if enabled, the "auto-resize" Message object feature will be disabled for that Message object only until it is again selected.

- Let go of the left mouse button to complete the resizing action.

To move a Message object on a slide:

▪ Click the object to select it so that a "bounding box" (dotted rectangle) displays around it.

▪ Point your cursor over the selected Message object. When the cursor changes to a "hand" [hand icon] shape, hold down your left mouse button and drag the object to its new location on the slide.

▪ Let go of the left mouse button to drop the object into place.

To attach audio to a Message object:

▪ Click the object to select it so that a "bounding box" (dotted rectangle) displays around it.

▪ Click the applicable **Attach Sound** button on the Context Sensitive Toolbar.

[icon] **Attach Sound to Note**

[icon] **Attach Sound to Balloon**

[icon] **Attach Sound to Text Box**

▪ In the *Sound* window that displays, insert or record a sound file.

▪ Click **OK** to save the sound file and attach it to the Message object.

To remove a Message object from a slide:

- Click on the Message object to select it.

- Click the **Delete** [X] button on the Context Sensitive Toolbar. The selected object will be deleted.

If you accidentally delete a Message object and this was the last action you performed, click the "Undo" button or press "Ctrl + Z" to undo the deletion.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Format Painter

The Format Painter may be used to quickly change text properties in notes, balloons and text boxes. It can also be used to change properties of a shape object's border (color, width) and fill color based on another shape.
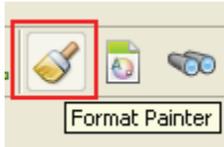
To use the Format Painter to apply text attributes from one message object to another:
- Make your changes to text in your message object.
- Click on the text (or click anywhere inside the text) that will be copied from.
- Click the Format Painter.
- Click on subsequent text objects to apply this formatting from the first selection.
- Continue clicking on text on the current or any other slide to apply the formatting.
- When you are finished, click the Format Painter to deselect it.

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

Use the Format Painter to quickly match the format of a selected object or shape across multiple slides.

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Dictionary, Spell Check, Search and Replace

ViewletBuilder6.2 Enterprise offers various tools to help you make sure that your content is accurate, typos are caught and corrected, and grammar rules are followed. These features include:

- **Dictionary:** Set your dictionary to one of several languages. The dictionary helps you catch unwanted typos and allows you to build it for more complex content by adding custom words.

- **Spell Check:** Enable the "Spelling Mistakes" option from the View menu to automatically check text in message objects against the selected dictionary. Incorrectly spelled words, or words not recognized by the dictionary, will be quickly identified by a red, squiggly underline.

- **Search and Replace:** Use this tool to quickly search for and replace a specific word (or even a phrase) on a message by message basis or throughout the entire project.

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

To enable or disable the Spell Check tool:

- To enable the Spell Check tool, select **View** > **Spelling Mistakes** from the Menu bar.
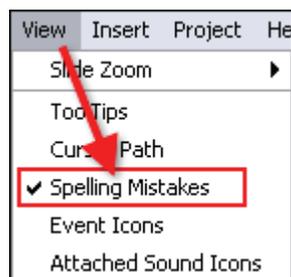
- When a word is incorrectly spelled or is not recognized by the selected dictionary, it will be designated with a "red squiggly underline".

It's time to see what words might be missspelled in this particular texxt box object.

- To disable the spell check tool, select **View** from the Menu bar.

- If the **Spelling Mistakes** option has a checkmark next to it, click it to remove the checkmark to deselect the tool.

To correct a typo using the right click menu:

- Click anywhere in the text where the typo appears (as indicated by the red squiggly underline).

- **Right click** to display the shortcut menu.

- At the bottom of the shortcut menu, select the appropriate option:

Replace "texxt" With ▶
Replace All "texxt" With ▶
Ignore All "texxt"
Learn "texxt"
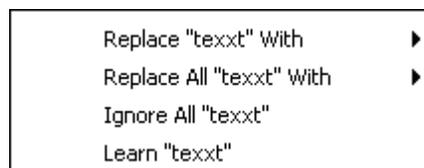
- o **Replace:** Select this option to display a list of suggested words to use to replace the "selected" incorrect text.

- o **Replace All:** Select this option to display a listed of suggested words to use to replace all instances of the "selected" incorrect text throughout the entire project.

- o **Ignore All:** Select this option to ignore all instances of the "selected" incorrect text throughout the project.

- o **Learn:** Select this option to add the "selected" incorrect text to the dictionary.

To add custom words not recognized by the Spell Check tool to the dictionary, select the "Learn" option from the shortcut menu.

To use the Search and Replace tool:

- Click the **Search and Replace** button on the Main Toolbar.

- The *Search and Replace* window displays. Two tabs are available: *Search* and *Replace*.

- To search for a specific word or phrase:

    o Select the *Search* tab if it is not already selected by default.

    o In the *Text* field, type in the word or phrase you want to search for.

    o Select the **Case Sensitive** option to narrow results.

    o In the *Direction* area, select **Forwards** to search from this point in the project forwards, or select **Backwards** to search from this point in the object backwards.

    o In the *Slides* area, select:

        -**Current** to search the current slide.
        -**From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
        -**All** to search all slides within the project.

o Click the **Find Next** Find Next button to start the search operation.

▪ To replace a specific word or phrase:

  o Select the *Replace* tab.

  o In the *Text* field, type in the word or phrase you want to search for.

  o In the *Replace With* field, type in the word or phrase you want to use as the replacement text.

  o Select the **Case Sensitive** option to narrow results.

> **Text**
> ViewletBuilder6.0
>
> **Replace With**
> ViewletBuilder6.1
>
> ☑ Case Sensitive

  o In the *Direction* area, select **Forwards** to search from this point in the project forwards, or select **Backwards** to search from this point in the object backwards.

> **Direction**
> ⦿ Forwards
> ○ Backwards

  o In the *Slides* area, select:

  -**Current** to search the current slide.
  -**From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
  -**All** to search all slides within the project.

> **Slides**
> ○ Current
> ○ From   1 ⬍ To   7 ⬍
> ⦿ All

o Once all the information is entered / selected in the *Replace* tab, click the:

-**Replace All** Replace All to search for and replace all instances of the text with the text provided.

-**Replace** Replace to replace the currently "selected" text found after clicking the **Find Next** button.

-**Find Next** Find Next button to find the next instance of the desired word or phrase entered in the *Text* field.

▪ Once you are finished using the Search and Replace tool, click the red "x" to close the window. Or, click **Cancel** to end the search and replace operation.

While performing a Search and Replace operation, use the "Replace All" button to quickly replace a single word or phrase throughout the entire project with a single click action.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Working with Slides

ViewletBuilder6.2 Enterprise projects are made up of slides, so it's important to understand how to work with the most common slide features while building your project. This chapter introduces some of the most common features available while working with slides within your Viewlet project.

Slide Types

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

- Blank slides
- Screenshot slides
- Image slides
- PowerPoint Slides
- Question Slides
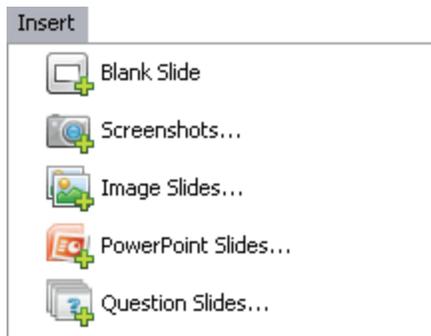
You can insert new slides into existing projects by selecting "Insert" from the Menu bar. Or, right click on a slide and select "Insert" from the shortcut menu. Either way, once you select "Insert" you will see a list of available new slide options for your project.

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

To insert blank slides:

- Select a thumbnail. The inserted slide will be inserted right after this slide.

- Select **Insert** > **Blank Slide** from the Menu bar. Repeat these steps to insert additional blank slides.

To insert screenshot slides:

- Select a thumbnail. The new screenshot(s) will be inserted right after this slide.

- Select **Insert** > **Screenshots** from the Menu bar.

- The *Insert* Screenshots window displays. Make your selections as needed and in the windows that display, follow the prompts to select options for screenshots.

Sample "Insert Screenshots" window (Windows)   Sample "Insert Screenshots" window (Mac)
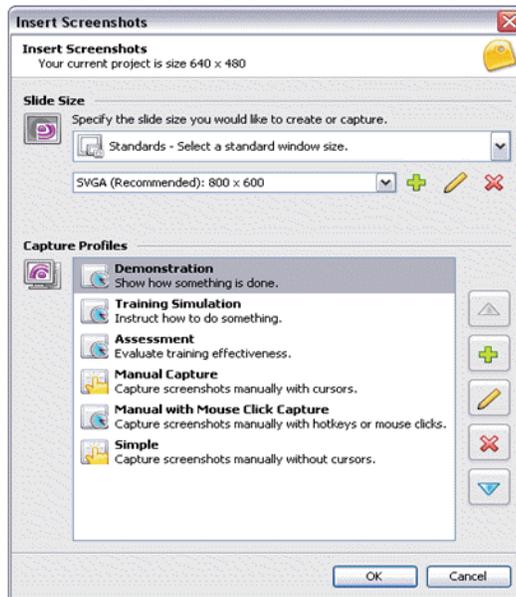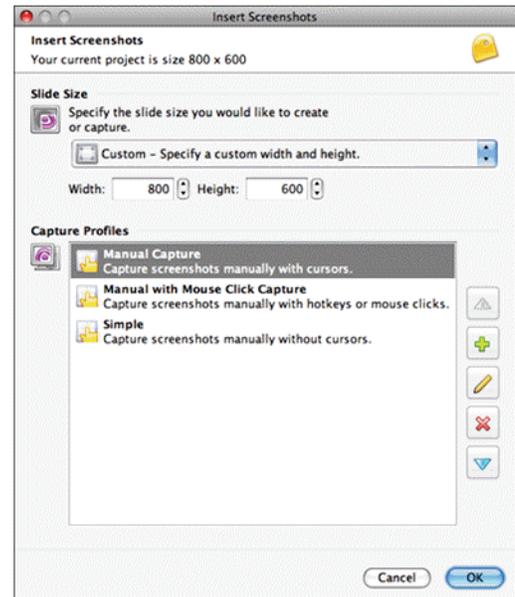
In ViewletBuilder6.2 for Windows, both Smart Capture and Manual Capture modes are available when capturing screenshots. In ViewletBuilder6.2 for Mac, only Manual Capture mode is currently supported, but Smart Capture (for Mac) is planned for a future version of ViewletBuilder6.2 for Mac.

- Take your screenshots during the recording session.

- End your screenshot session and new screenshots will be converted to slides and inserted into your existing project.

To insert image slides:

- Select a thumbnail. The new image(s) will be embedded onto slides right after this slide.

- Select **Insert** > **Image Slides** from the Menu bar.

- Follow the instructions in the *Select Images to Import* window that displays for locating and selecting your image files.
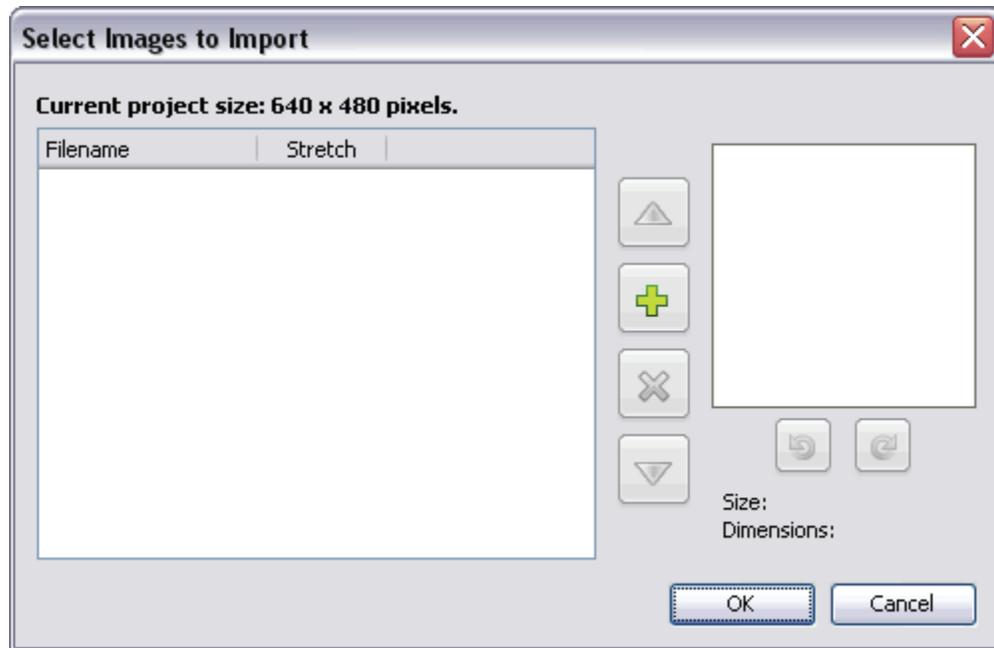
- Once your images are selected, click **OK** to insert the new image slides into your existing project.

To insert PowerPoint slides:

- Select a thumbnail. The new PowerPoint slides will be inserted right after this slide.

- Select **Insert** > **PowerPoint Slides** from the Menu bar.

- Follow the instructions in the *Select PPT file to Import* window and those that follow to locate and select your PowerPoint slides.
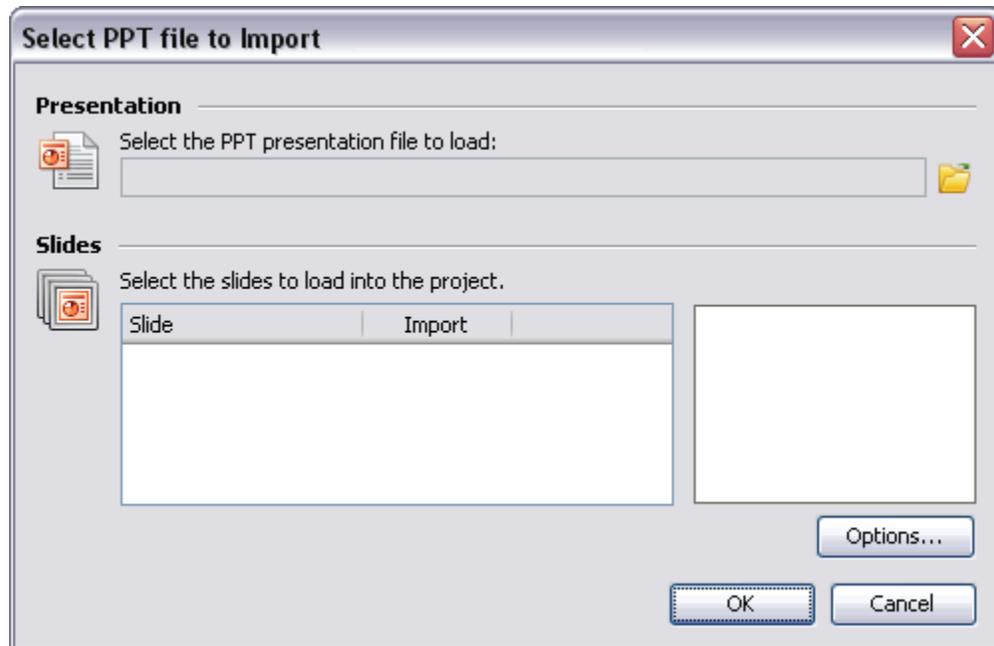
- Once your presentation slides are selected, click the **Options** button.

- In the *Options* window, review your selections as needed in the *General* and the *Fonts* tab. Then, click **OK** to return to the *Select PPT file to Import* window.

- Click **OK** to insert the PowerPoint slides into your existing project.

To insert question slides:

- Select a thumbnail. The Question slides will be inserted right after this slide.

- Select **Insert** > **Question Slides** from the Menu bar.

- In the *Add Questions* window, make your question selections as you would when creating a new quiz project.
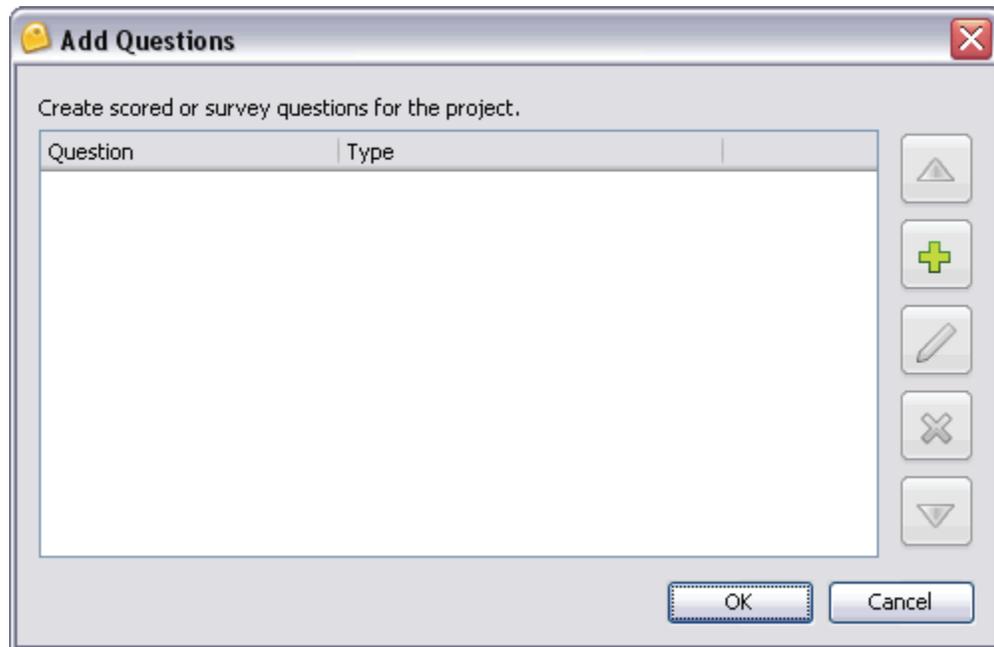
- Click **OK** to insert the new question slides into your project.

To insert duplicate slides quickly:

- Click on a slide so that it displays in slide edit view.

- Press **Ctrl + D** on your keyboard, or select **Edit** > **Duplicate Slide** from the Menu bar.

Slide Properties

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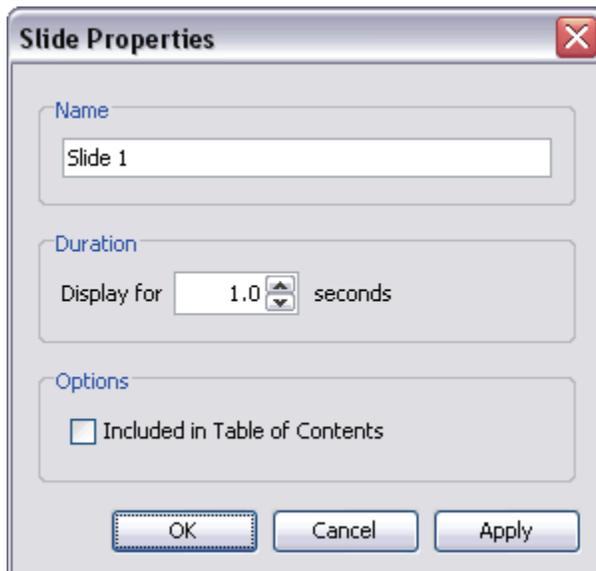
To access slide properties:

- ▪ Right click on a slide.

- ▪ Select **Slide Properties** from the shortcut menu. Or, double click directly on the slide to open the *Slide Properties* widow.

To edit slide properties:

- ▪ Select a slide by clicking on it.

- ▪ Click the **Slide Properties** button on the Context Sensitive Toolbar.

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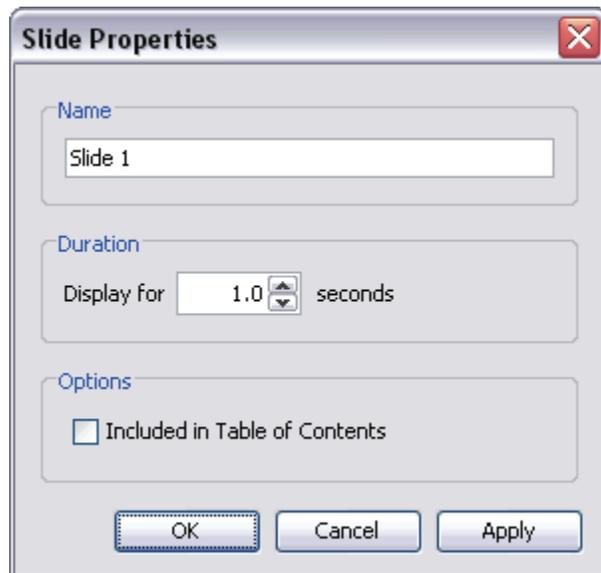
- o **Name**: This is the title of the slide displayed at the top of the slide while in Thumbnail View and along the timeline.

- o **Duration**: The amount of time the slide displays.

- o **Options**: Select this option if you want it included in the Table of Contents when viewed as a Flash file.

Slide Color

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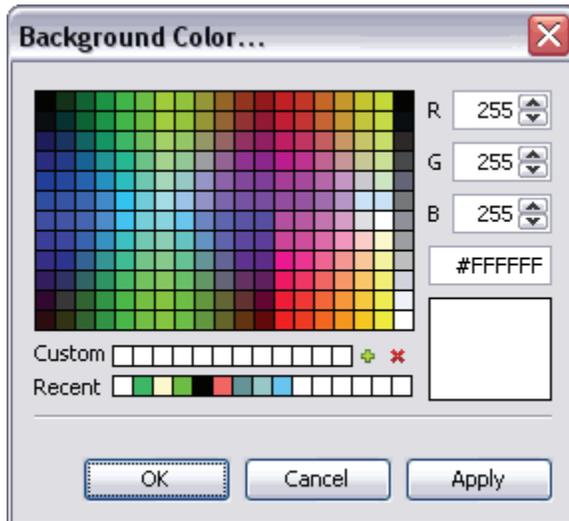
To change slide color:

- Select the slide or slides you want to work with.

- Click the **Background Color** button from the toolbar.

- In the *Background Color* window, select a color.

- Click **OK** to apply it to the selected slide or slides.

Slide Background Frame

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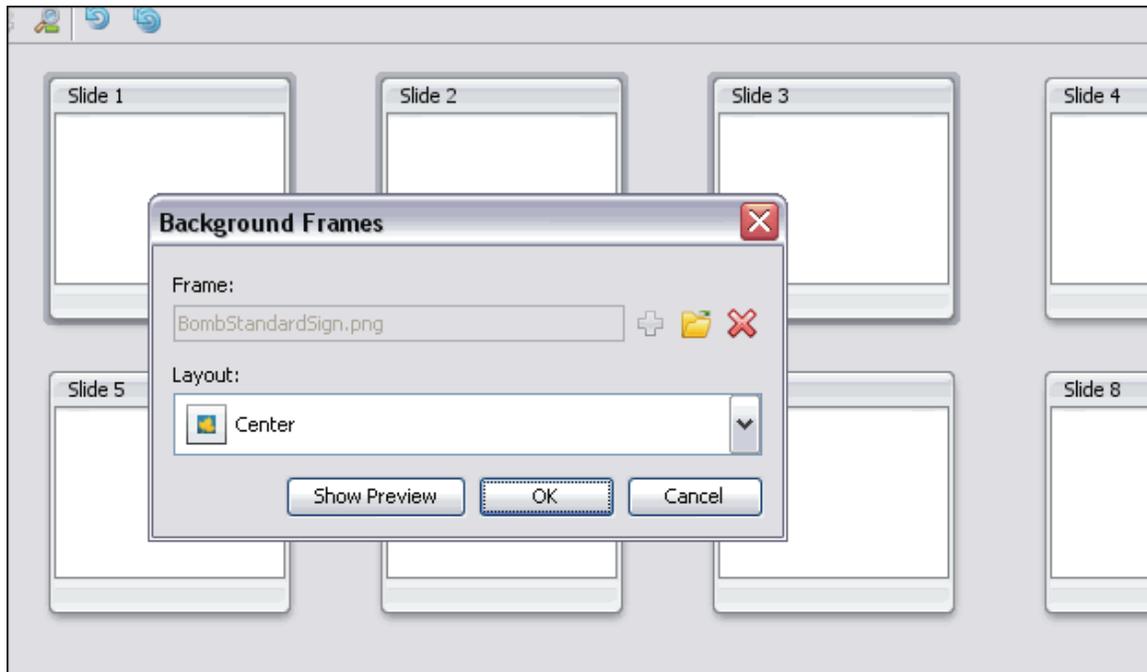
To add a background image to a slide or slides:

- Select the slide or slides you want to work with.

- **Right click** and select **Background Frames**.

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

- Locate an image file, select it and click **Open**.

- Select a *Layout* option.

- Click **OK**.

In the "Background Frames" window, click "Show Preview" to view a preview of the selected background frame image.

To delete a background frame:

- Right click a slide and select **Background Frames**.

- In the *Background Frames* window, click the **Remove Background** button.

- Click **OK**.

Moving Slides

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

- Click the **Cut** button on the toolbar.

- Click on the slide where you want to insert the "cut" slide next to.

- Click the **Paste** button on the toolbar.

Click the "Undo" button to immediately undo cut and paste operations.

Deleting Slides

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

To delete a single slide:

- Select the thumbnail or click on it while in slide edit view (so that it is the current slide).

- Click the **Delete** button on the toolbar.

- A *Delete* warning window displays. Read the information in it and click the **Yes** button to confirm and complete the deletion.

To delete multiple slides:

- Select the slides you want to delete while viewing thumbnails.

- Click the **Delete** button on the toolbar.

- A *Delete* warning window displays. Read the information in it and click the **Yes** button to confirm and complete the deletion.

The Hidden Slide

ViewletBuilder6.2 Enterprise offers you the option of hiding a slide instead of deleting it. This feature is handy because instead of deleting the slide, it will hide it so that it will not display while previewing or publishing the project, but can later be unhidden when needed.

The main features of working with hidden slides include:

- The thumbnail for a hidden slide has an X in the lower left corner.
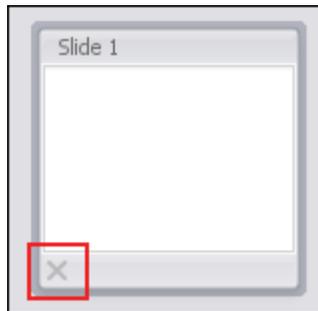
- If you select a hidden slide in thumbnails, it will display in slide edit view at 50% opacity.

- If you use slide navigation arrows to go from slide to slide, hidden slides are skipped.

- The duration of hidden slides is ignored in the times in the Timeline.

To hide or unhide a slide:

- Click on the slide (while in slide edit view) or slides in thumbnail view.

- To hide a slide, click the **Hide Slide** button on the Context Sensitive Toolbar to hide the slide.

Hidden slides will not display (or be heard) when previewing a project; however, they will remain in the slide count.

- To display a slide, click the **Show Slide** button on the Context Sensitive Toolbar to display the slide.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Audio

ViewletBuilder6.2 Enterprise allows you to add sound to your project. You can import sound files or record them directly while working in ViewletBuilder6.2 Enterprise. Audio files may be attached directly to a slide or various slide objects such as balloons, notes, text boxes and shapes. You may also export sound from projects. And, there is a feature that allows you to add a background sound track (independent of sound attached to slides or slide objects) to your project.

In the Sound window, select the recording option to use when recording audio for slides or other slide objects.

To attach an external audio file to a slide or a slide object:

- Click on the slide or slide object to select it.

- Click the **Attach Sound** button on the Context Sensitive Toolbar.

- In the *Sound* window, click the **Load Sound** button.

- Select a sound file and click **Open** to return to the *Sound* window.

Supported sound file formats include MP3, RAW, AIF, WAV and AU.

The RAW Audio File Format *(New in ViewletBuilder6.2 Enterprise)*
ViewletBuilder6.2 Enterprise now supports the **RAW** audio format. A "raw" sound file can contain audio in any codec, but is usually used with PCM audio data. So, if you have "raw" audio files, you can now import them into your Viewlet projects.

- Click **Open** to return to the *Sound* window.

- In the *Sound* window, click **OK**.

To record sound inside ViewletBuilder6.2 Enterprise:

- Click on the slide or slide object to select it.

- Click the **Attach Sound** button on the Context Sensitive Toolbar. The *Sound* window displays.

- Optional: (New in ViewletBuilder6.2 Enterprise)
  Select the input device to use for your sound recording. To do this:
    - Select the **Recording Options** button.
    - In the *Recording Options* window that displays, select the **Input Device** you want to use for recording audio from the list.

      Recording Options

      Input Device:

      Primary Sound Capture Driver

      [OK] [Cancel]

    - Click **OK** to apply the selection for the sound recording input device.

- The *Sound* window displays. Click the **Record** button.

In order to record audio, your computer must have a sound card. ViewletBuilder6.2 Enterprise records audio using the MP3 format. This reduces file sizes in projects containing audio.

- Speak into your system's microphone to record.

A "Countdown Timer" will display prior to recording audio if you selected the "Display Countdown Timer" option when setting up program preferences (Edit > Preferences > General tab). Start speaking after the timer countdown is complete.

- Press the **Stop** [■] button to end the recording.

- Click **OK** to attach the recording to the slide or slide object.

To preview a sound file in the *Sound* window:

- In the *Sound* window, press the **Play** [▷] button to listen to the sound file attached to the slide or slide object.

- Click **OK** to close the *Sound* window.

You can listen to sound files attached directly to slides by clicking on a slide. Then, click the "Attach Sound to Slide" button. In the "Sound" window that displays, click the "Previous Sound" button or the "Next Sound" button. This will move you automatically to the applicable slide and the sound attached to it in the "Sound" window. Click "Play" to preview the sound. Repeat these steps while in the "Sound" window to listen to slide sounds throughout the project without closing 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** button on the Context Sensitive Toolbar.

- In the *Sound* window, click the **Delete Sound** button.

- Click **OK** to close the *Sound* window.

To export sounds from your project:

- Before exporting any sound files from your project, create a folder outside of ViewletBuilder6.2 Enterprise to save your exported sound files in (recommended).

- Select **File** > **Export** from the Menu bar.

- Select **Sounds**.
- In the *Export Sounds* window, select the slides to export:

- o **Current Slide**: Only the sound attached to the current slide and any attached to slide objects will be exported.

- o **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.

- o **All**: All sound attached to slides and slide objects will be exported.

- ▪ In the *Save File In* window, select a folder to save the exported audio files in.

- ▪ Click **Save**.

Exported sound files are saved in the same format (and with the same file name) as they have in the project prior to being exported.

Events – Actions "Play Sound" Options

When working with Events and Actions, you can add a "Play Sound" action to many different Events such as when a slide loads or unloads, when a mouse rolls over an object or area of the slide, when the user clicks and more. The "Play Sound" action has some synchronicity and concurrency features for ultimate sound control during Viewlet playback.

Synchronicity (Play Sound Action)
In the *Action* window, when the *Action Type* of **Play Sound** is selected you have the ability to determine when your sound file will end.
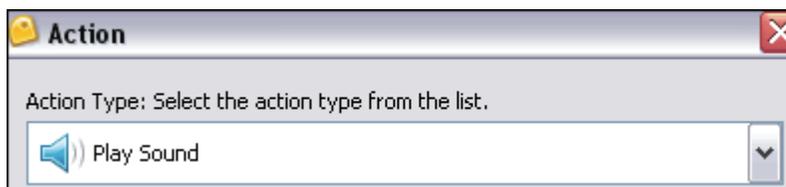
In the *Synchronicity* area, select the **Wait for the sound to complete before advancing to the next action or slide** if desired.
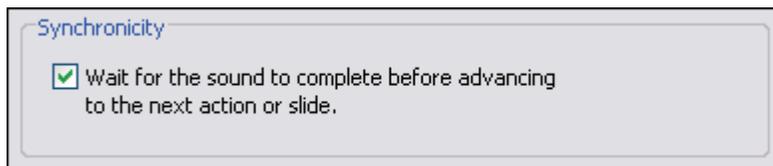
Concurrency (Play Sound Action) *(New in ViewletBuilder6.2 Enterprise)*
A new "Play Sound" action option includes selections for further controlling when the sound files plays along with other sounds on the slide. In the *Concurrency* area, select the desired option:

- **Concurrent Playback – Play concurrently with other sounds.**
- **Privileged Playback – Stop all other event sounds.**
- **Exclusive Playback – Stop all other sounds.**
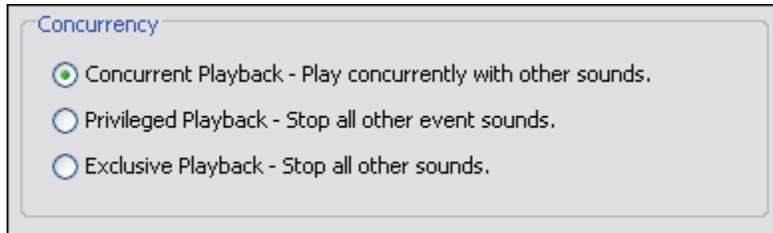
Sound Quality for Published Project

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

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.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Images

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

Multiple images may be used as part of a slide's background frames. See the chapter on "Background Frames" for more information.

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

Let's look at some ways to work with images and slides.

To insert an image on to a slide:

- Select the slide you want to insert the image on.

- Click the **Insert Image** button on the Object Toolbar.

- In the *Insert an Image* window, browse to locate the image file.

Supported image file formats include JPEG, GIF, TIFF, JPG, TIF, PNG and BMP.

- Select the image file and click **Open**. The image is inserted on the slide, ready for editing.

To move an image on a slide:

- Select the image by clicking on it.

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

To resize an image on a slide:

- Select an image by clicking on it.

- Point your cursor over one of the grab handles.

- When the cursor changes to an arrow, hold down your left mouse button.

- Drag the grab handle (while holding down the left mouse button) to resize the image.

To change an image's opacity level:

- Select an image by clicking on it.

- Enter a value in the **Opacity** field on the Context Sensitive Toolbar.
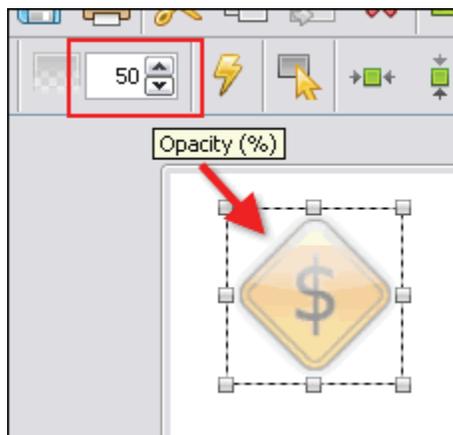
- Press enter to apply the new opacity level.

To layer images (and other objects):

- **Right click** on the image.

- Select **Arrange** from the shortcut menu.

- Select an arrangement option from the fly-out menu.
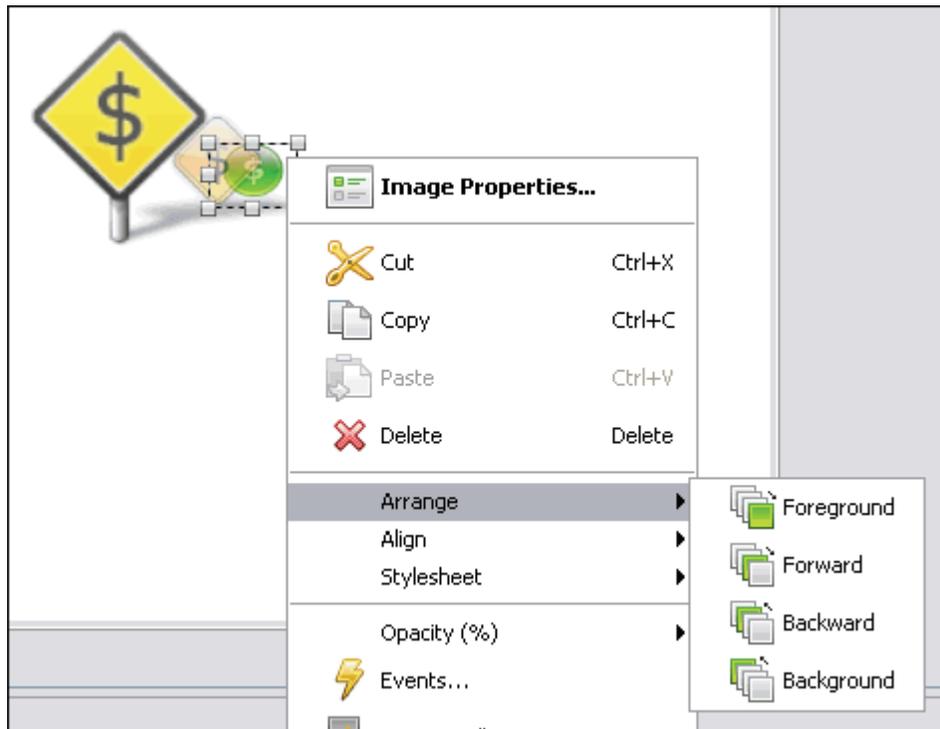
To view and/or modify image properties:

- Click on the image to select it.

- Click the **Image Properties** button on the Context Sensitive Toolbar.

- In the *Image Properties* window, view/edit the Name, Location & Size and Timing as desired.
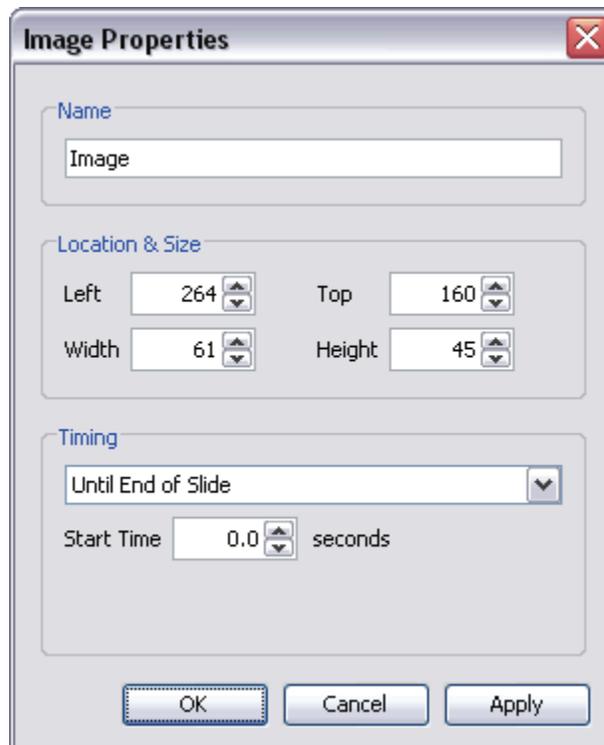
- Click **OK** to close the *Image Properties* window.

To create an image event:

- Click on the image to select it.

- Click the **Events** button on the Context Sensitive Toolbar.

- In the *Image Events* window, select an events tab and choose the desired action.

- Click **OK** to apply.

To delete an image:

- ▪ Select the image.

- ▪ Click the **Delete** button on the Context Sensitive Toolbar.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Background Frames

The most popular Viewlet projects have slides that contain embedded images as part of the background. These background images are known as **Background Frames**. This chapter discusses how to work with single and multiple slide background frames, an important component of many Viewlet projects.

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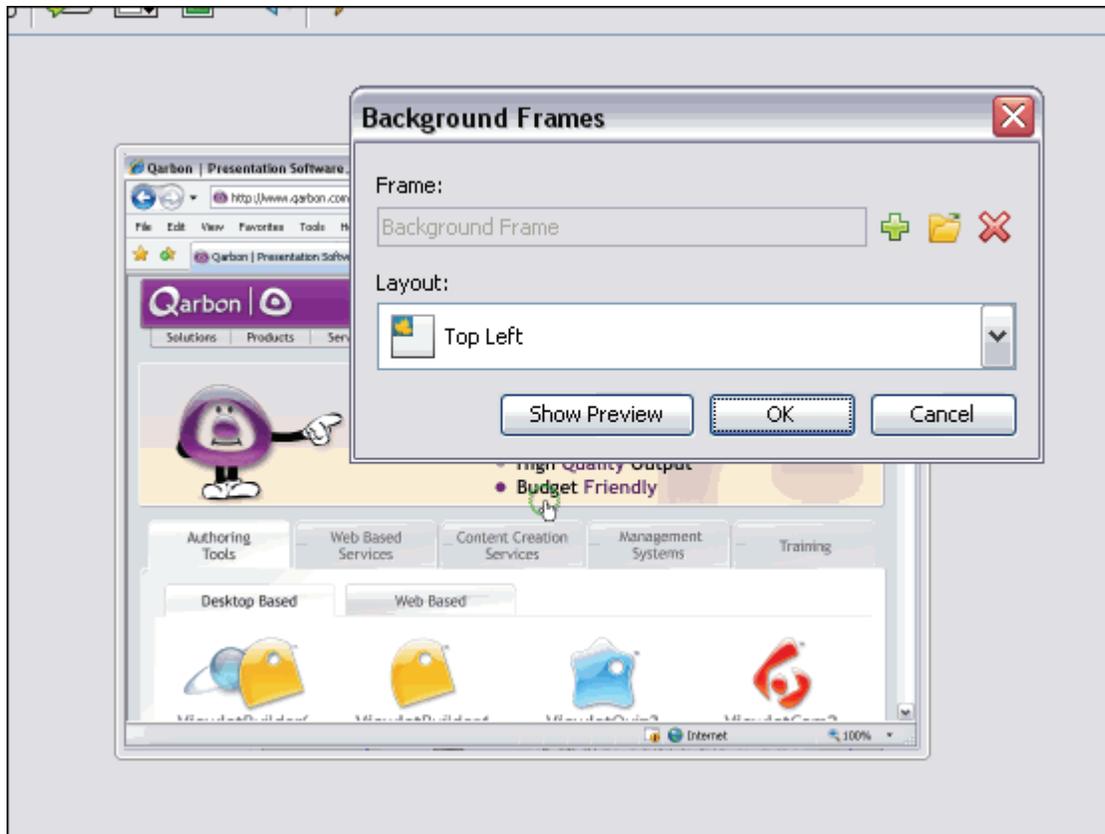
To access the *Background Frames* window:

- Select the desired slide in slide or thumbnail view.

- **Right click** and select **Background Frames**. The *Background Frames* window displays.

- You can also double click on the frame along the Timeline to display the *Background Frames* window.

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

- In the *Background Frames* window, click the **Add Frame** button.

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

- Set *Options*, *Location & Duration* settings as desired.

- Click **OK**.

- Click **OK** in the *Background Frames* window to load the selected frame.

To directly load a frame from the *Background Frames* window:

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

- Browse for and select an image.

- Click **Open**.

- Click **OK**.

To delete a background frame:

- In the *Background Frames* window, click the **Remove Background** button.

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

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

To expand/collapse the *Background Frames* window:

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

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

To choose the layout for the frame:

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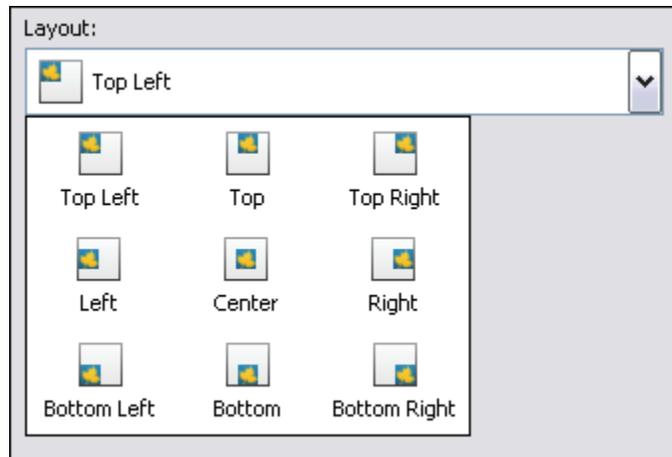
- Click **OK** to close the *Background Frames* window.

To change zoom selection of frame Preview:

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

- To zoom out, click the **Zoom Out** button.
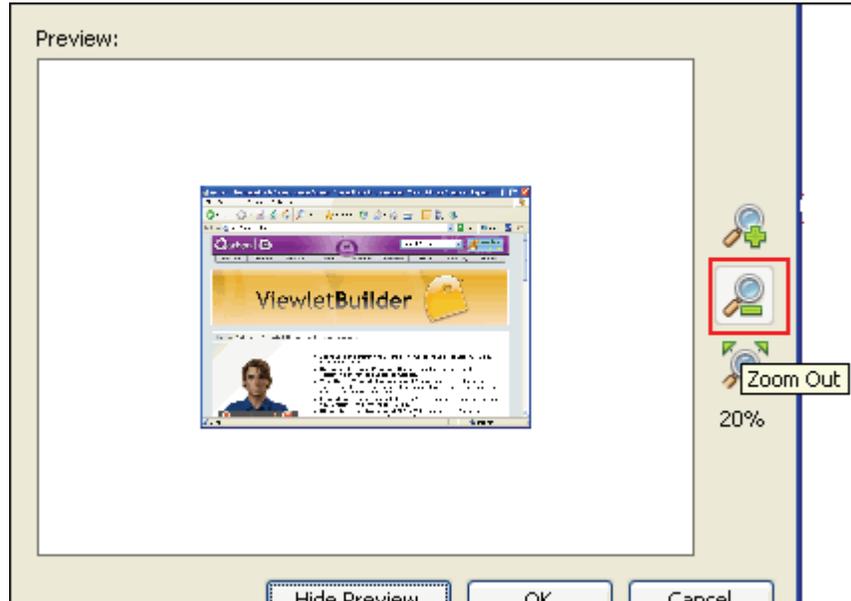
- To fit the image in the Preview panel, click the **Scale to Fit** button.
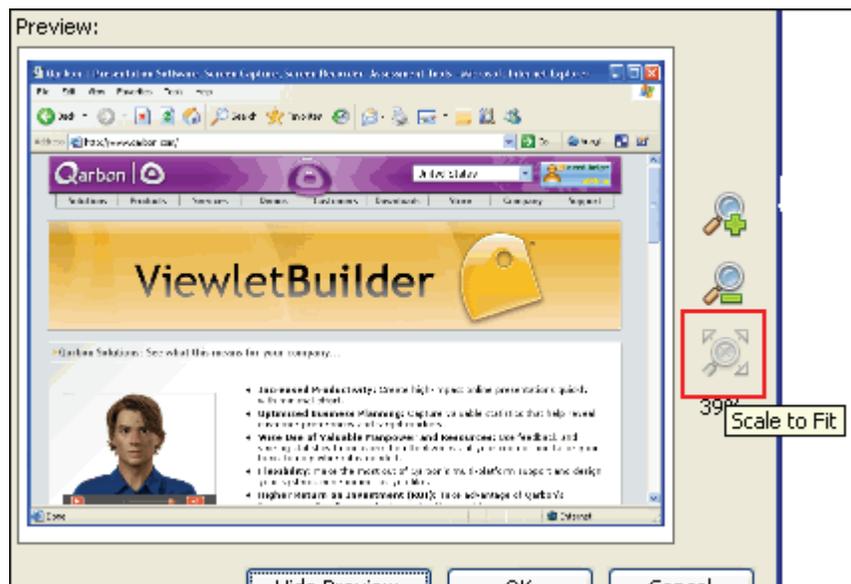
Background Frames – Multiple Frames

Slides may be comprised of multiple background frames. This most commonly happens when creating projects using Smart Capture (Windows only). Slides containing multiple background frames are animated during playback on the slide itself (similar to an animated GIF file). To edit a slide with multiple background frames, you will use the same steps as you would with the steps outlined for modifying a slide with a single background frame. There are, of course, a few additional options since you are working with multiple frames.

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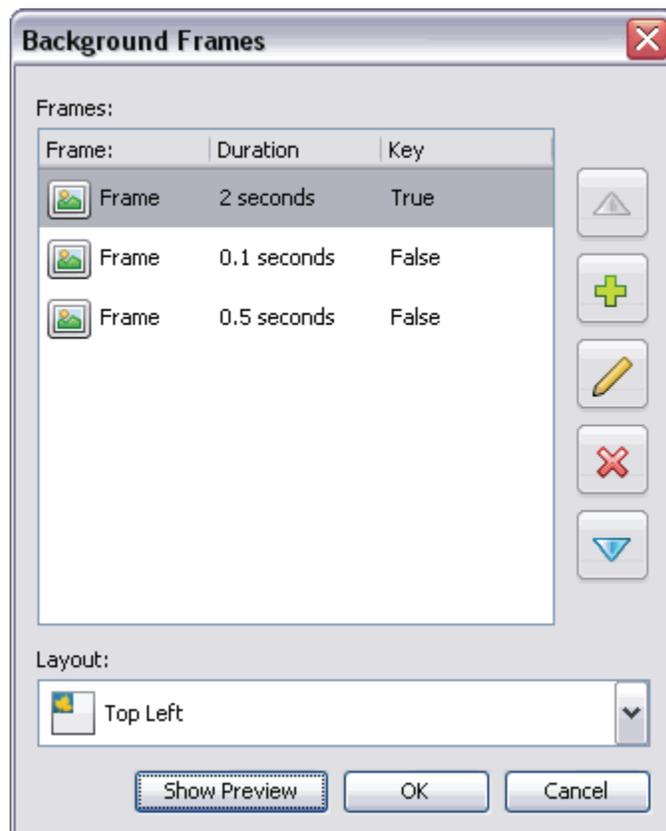
Background Frames Window with Preview Hidden
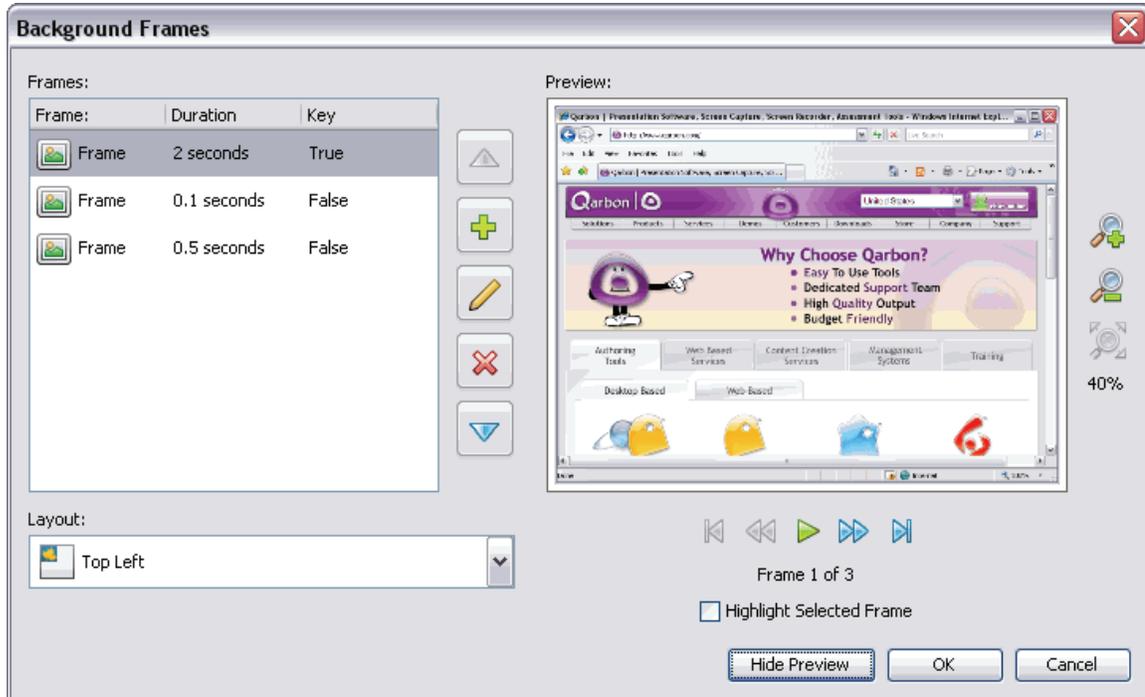
Background Frames window with Preview Displayed

Key Frame

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

After creating a Screen Capture Project or adding new screenshots using Smart Capture (Windows only), if you look at a slide that has multiple animation frames on it, you will see that all but the first frame are NOT key frames.

To enable/disable a Key Frame:

- In the *Background Frames* window, double click a frame.

- In the *Background Frame* window, select the **Key Frame** option.

- Click **OK**.

To move a frame up/down within the list:

- Select the frame in the list.

- Click the **Move Up** button to move the frame up in the list.

- Click the **Move Down** button to move the frame down in the list.

To add a frame to the list of frames:

- Click the **Add** button.

- In the *Background Frame* window, click **Browse**.

- The *Select Frame Image* window displays. Select and image file and click **Open**.

- In the *Background Frame* window, make other selections as needed and click **OK**.

To edit a background frame:

- Select a frame in the list.

- Click the **Modify** button.

- In the *Background Frame* window, make selections as desired.

- Click **OK**.

To delete a frame:

- Select a frame in the list.

- Click the **Delete** button.

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

Previewing Multiple Background Frames

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

To navigate through multiple background frames:

- In the *Background Frames* window, select a frame in the list.

- Click the **Show Preview** Show Preview button, if applicable.

- Click the appropriate button (below the preview pane):
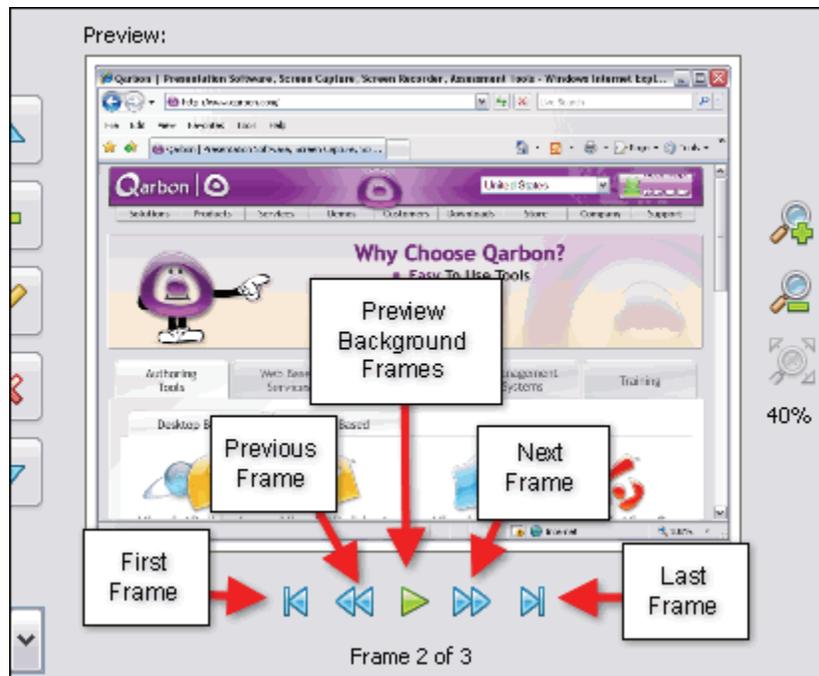
- o **First Frame**
- o **Previous Frame**
- o **Preview Background Frames**
- o **Next Frame**
- o **Last Frame**

To highlight a selected frame:

- In the *Background Frames* window, select a frame in the list.

- Under the preview pane, select the **Highlight Selected Frame** option.
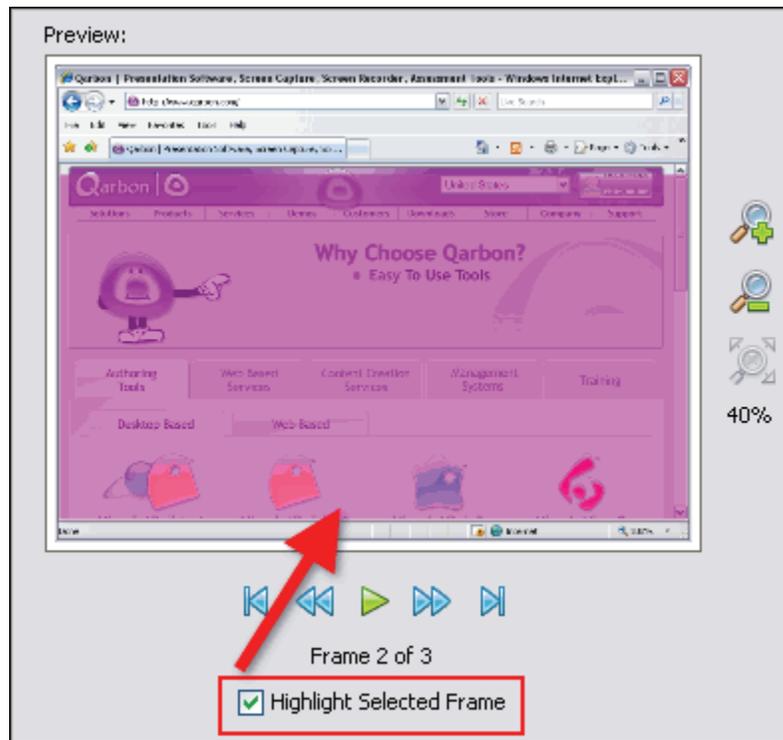
If the selected background frame is a "Key Frame" the entire image will be highlighted. If it is not a Key Frame, only the image that "sits on top of the Key Frame" will be highlighted.

Using the Timeline to Access Background Frames

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

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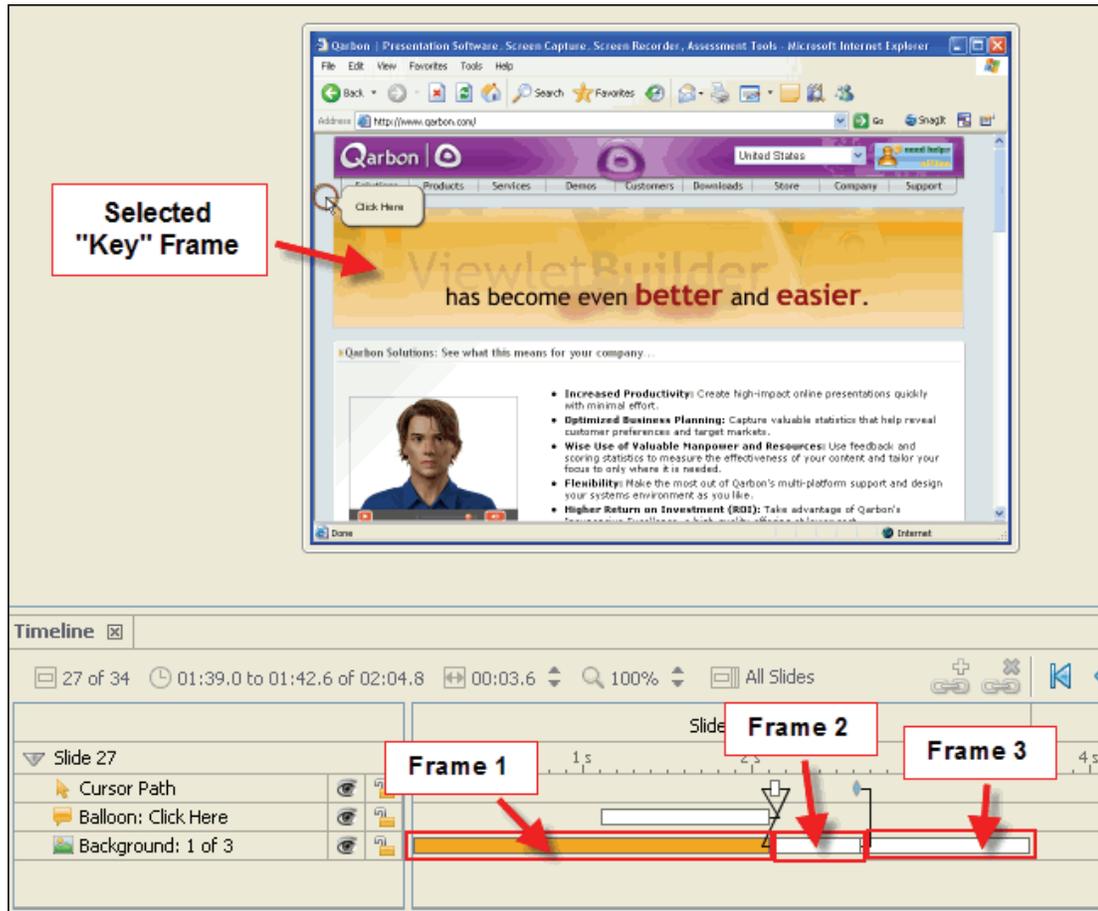
In the illustration above, Slide 27 contains multiple animation background frames. In fact, it contains three frames (as designated in the layer called "Background: 1 of 3). **Frame 1** is the selected frame and, in this example, is a Key Frame. **Frame 2** and **Frame 3** are part of the background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

If you click on a specific background frame in the Timeline, it will display it in the Slide Edit area.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Shapes

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

The Rectangle Tool

The rectangle tool allows you to draw rectangles and squares on a slide.
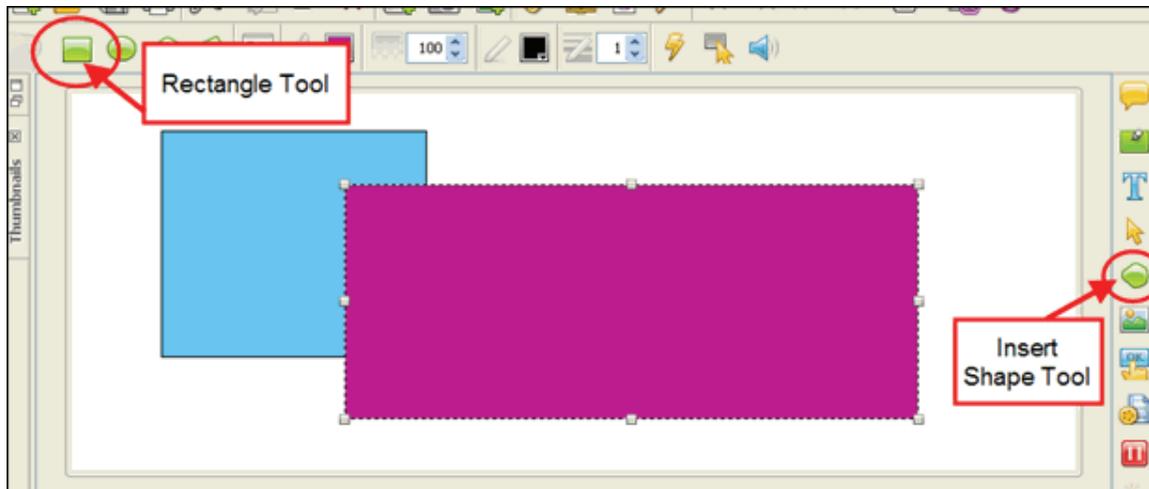
To insert a rectangle:

- Click the **Insert Shape** ⬡ button on the Object Toolbar.

- Click the **Rectangle Tool** ▢ button on the Context Sensitive Toolbar.

- Move the cursor over the slide until the cursor changes to a cross-hair ➕ shape.

- Click on the slide and hold down the left mouse button.

- Continue to hold down the left mouse button and drag to draw the rectangular shape.

- Let go of the left mouse button to complete the shape.

The Ellipse Tool

The ellipse tool allows you to draw circles or ovals on a slide.
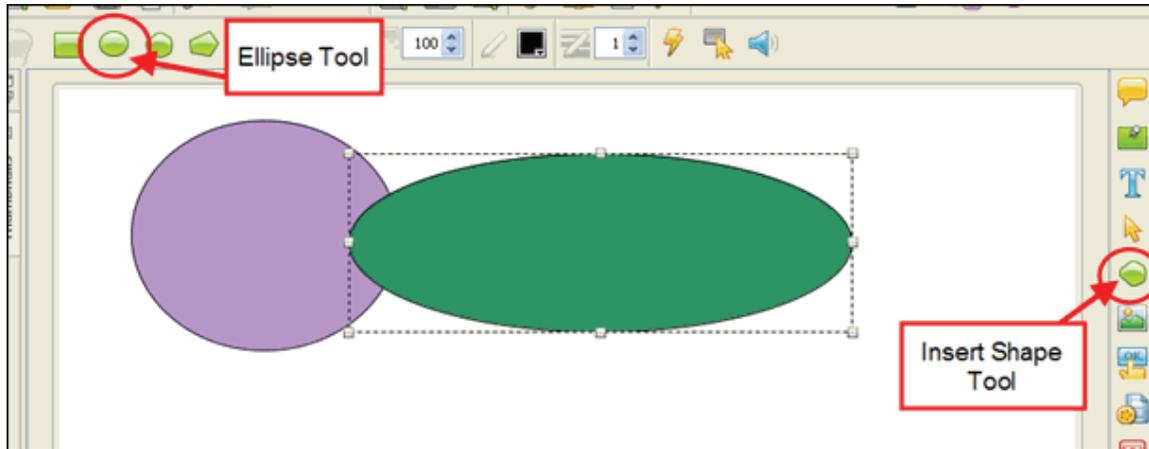
To insert an ellipse:

- Click the **Insert Shape** ⬢ on the Object Toolbar.

- Click the **Ellipse Tool** ⬤ button on the Context Sensitive Toolbar.

- Move the cursor over the slide until the cursor until the cursor changes to a cross-hair ⊞ shape.

- Click on the slide and hold down the left mouse button.

- Continue to hold down the left mouse button and drag to draw the elliptical shape.

- Let go of the left mouse button to complete the shape.

The Lasso Tool

The lasso tool allows you to create free-form shapes.
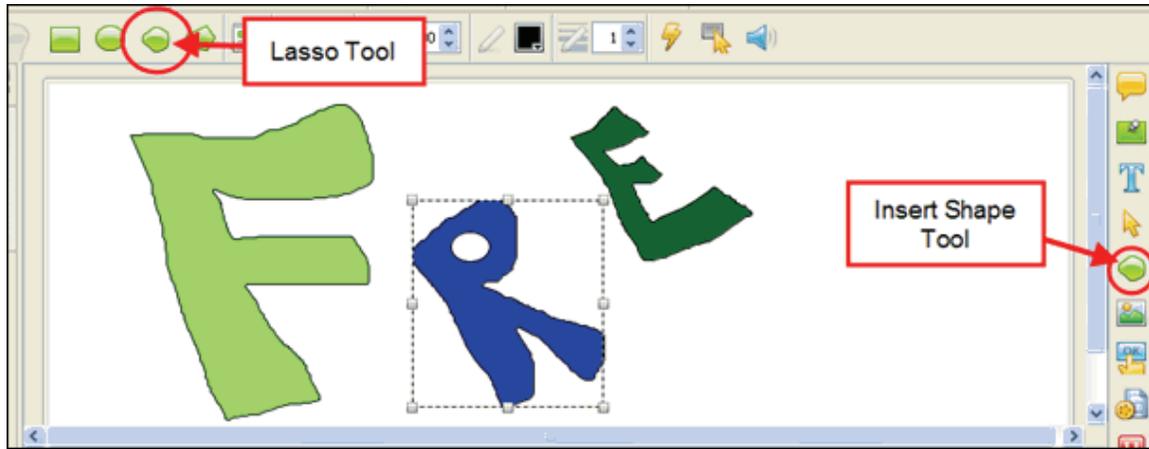
To create a free-form shape:

- Click the **Insert Shape** on the Object Toolbar.

- Click the **Lasso Tool** button on the Context Sensitive Toolbar.

- Move the cursor over the slide until the cursor changes to a lasso shape.

- Hold down the left mouse button and draw your shape.

- Let go of the left mouse button when the free-form shape is complete.

The Poly Lasso Tool
The poly lasso tool allows you to create polygonal shapes.
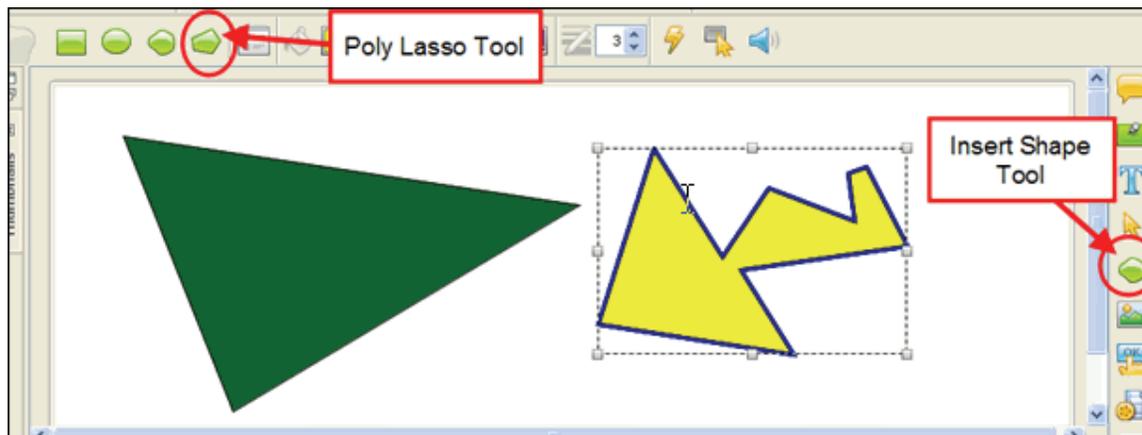
To create a polygonal shape:

- Click the **Insert Shape** ![icon] button on the Object Toolbar.

- Click the **Poly Lasso Tool** ![icon] button on the Context Sensitive Toolbar.

- Move the cursor over the slide until the cursor changes to a poly lasso ![icon] shape.

- Click on the slide to insert the first "anchor" point.

- Drag the cursor to form the first leg of the polygon.

- Click again to insert the next anchor point.

- Drag the cursor again to form the next leg of the polygon.

- Continue repeating these steps until the polygon shape is formed.

To close one of the lasso shapes, make sure to click back on the starting point. Or, double click when you are ready to close the shape.

Miscellaneous Shape Tool Features

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

To move a shape on a slide:

- Click the shape to select it.

- Move your cursor over the shape until the cursor becomes a grab hand shape.

- Hold down the left mouse button and drag the shape to move it.

To resize a shape:

- Click the shape to select it.

- Move your cursor over one of the grab handles until the cursor changes to an arrow shape.

- Hold down the left mouse button and drag to resize the shape.

To arrange the shape in a stack:
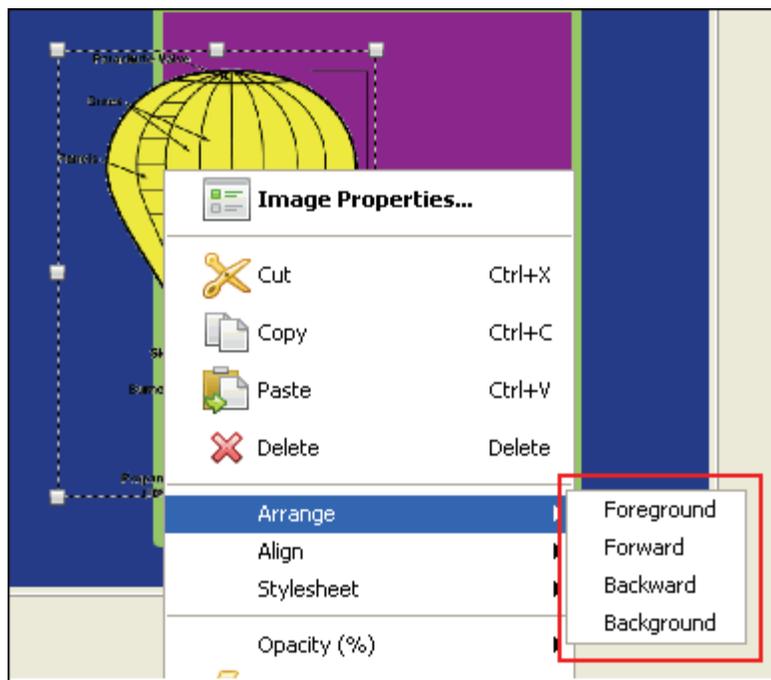
- Click the shape to select it.

- **Right click** and select **Arrange** from the shortcut menu.

- Select one of the arrange options to move the shape to that position in the stack.

To delete a shape from the slide:

- Click the shape to select it.

- Click the **Delete** ⌧ button on the toolbar.

Use the shape tools in ViewletBuilder6.2 Enterprise to create custom slide effects for your Viewlet project.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Grouped Objects Alignment, Distribution and Sizing

ViewletBuilder6.2 Enterprise offers various alignment, distribution and sizing tools when working with multiple objects. This chapter provides an overview of working with these options.

Alignment Tools
Alignment tools are available for selected objects. The alignment tools are divided into two sections:

1. Aligning selected objects within the group's "bounding" box (as indicated by the dotted rectangle surrounding the selected objects).

2. Aligning selected objects on the slide.
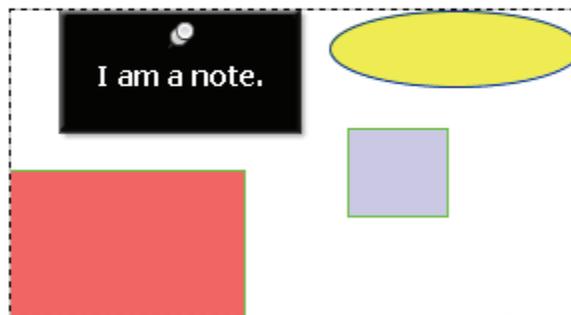
To align two or more selected objects within the group's "bounding" box:

- Click on the first object to select it.

- Hold down the **Ctrl** key while clicking to select additional objects. A "bounding box" surrounds the selected objects. It will be inside this bounding box area that the alignment will occur.

- Click the applicable "group alignment" button for the selected objects:

 Align Left Edges

 Align Top Edges

Align Right Edges

Align Bottom Edges

Align Horizontal Center

Align Vertical Center

To align a single or multiple objects on a slide:

- Select the object to select it.

- If selecting multiple objects, hold down the **Ctrl** key while clicking on additional objects to select them.

- Click the applicable "slide alignment" button for the selected object(s).

Center Horizontally (on slide)

Center Vertically (on slide)

Center (horizontally and vertically on slide)
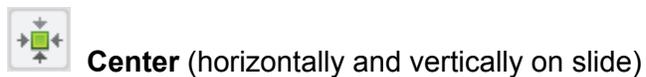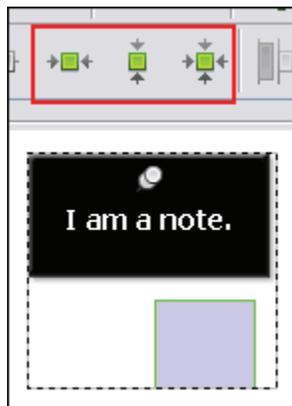
Distribution Tools

Distribution tools are available for selected objects. In order to use the distribution tools, three or more objects must be selected. A "bounding box" (dotted rectangle) displays around the selected objects and it is inside the perimeter of this bounding box the distribution will be applied.

To use the distribution tools:

- Click on the first object to select it.

- Hold down the **Ctrl** key when clicking to select the additional objects.

Three or more objects must be selected in order to access the distribution tools.

- A "bounding" box displays around the selected objects. Click the applicable "distribution" button on the Context Sensitive Toolbar to apply it to the object group.

Distribute Left Edges

Distribute Top Edges

Distribute Right Edges

Distribute Bottom Edges

Distribute Horizontal Center

Distribute Vertical Center

Sizing Tools

Sizing tools are available for two or more selected objects. Use this tool if you want to quickly set all objects within a selected group to the same size.

To resize two or more selected objects:

- Click on the first object to select it.

The order that you select your objects is IMPORTANT. The objects will be "resized" based on the first object selected in the group.

- Hold down the **Ctrl** key when clicking to select the additional objects.

- A "bounding" box displays around the selected objects. Click the applicable "sizing" button on the Context Sensitive Toolbar to apply it to the object group.
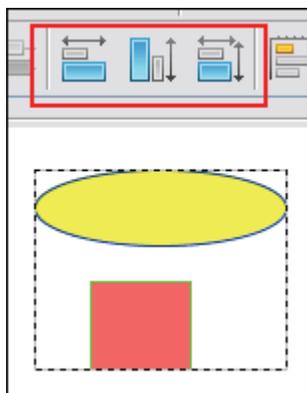
Make Same Width

Make Same Height

Make Same Size

Events and Actions – An Introduction

ViewletBuilder6.2 Enterprise offers a robust set of events and actions that may be associated with slides and slide objects such as shapes and images to produce greater dynamics and a higher user interactive experience than ever before. This chapter provides an introduction into ViewletBuilder6.2 Enterprise's events and actions features.

Events

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

To create a slide event:
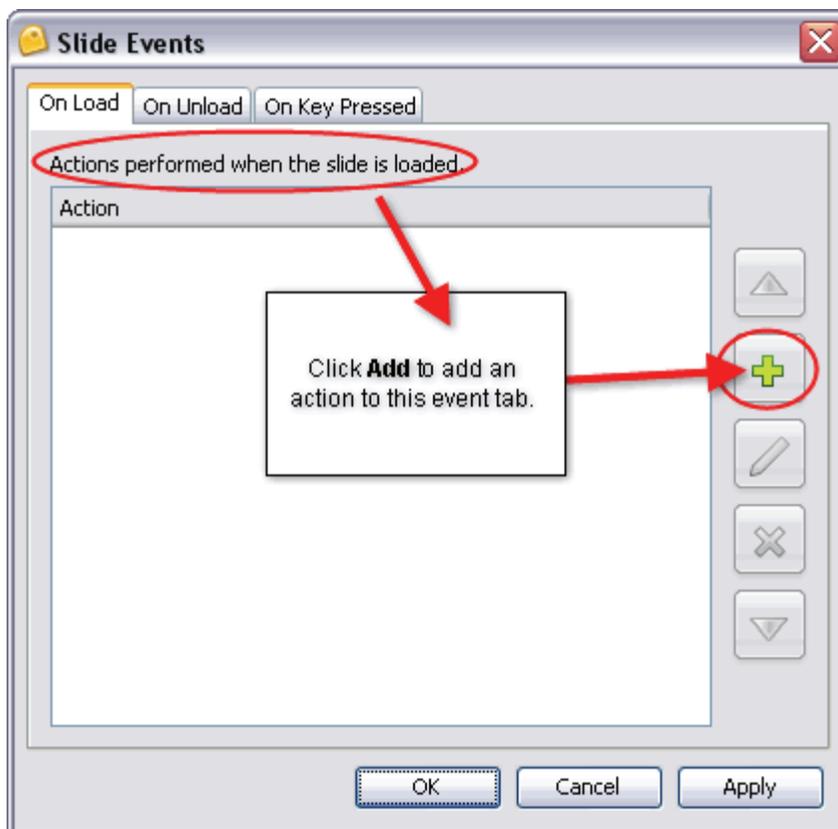
- ▪ **Right click** on a slide directly and select **Events** from the shortcut menu.

- In the *Slide Events* window, select a tab:

  On Load | On Unload | On Key Pressed

    - o **On Load:** This is when a slide is loaded.
    - o **On Unload:** This is when you leave the slide.
    - o **On Key Pressed:** This is when a key is press while on a slide.

- Select an action as desired.

The selections you make for the selected "action" will depend upon the action you select.

- Click **OK**.

To create a shape event:

- **Right click** on a shape.

- Select **Events** from the shortcut menu.

- In the *Shape Events* window, select a tab:

  On Click | On Rollover | On Rollout

    - o **On Click:** This is when the user clicks on the shape.
    - o **On Rollover:** This is when the user moves the mouse over the shape.
    - o **On Rollout:** This is when the user has moved the mouse off the shape.

- Select an action as desired.

- Click **OK**.

Don't forget, you can add multiple actions to an events tab!

To create image event:

- ▪ **Right click** on an image.

- ▪ Select **Events** from the shortcut menu.

- ▪ In the *Image Events* window, select an events tab.

    - o **On Click:** This is when the user clicks on the image.
    - o **On Rollover:** This is when the user moves the mouse over the image.
    - o **On Rollout:** This is when the user has moved the mouse off the image.

- ▪ Select an action as desired.

- ▪ Click **OK**.

Actions

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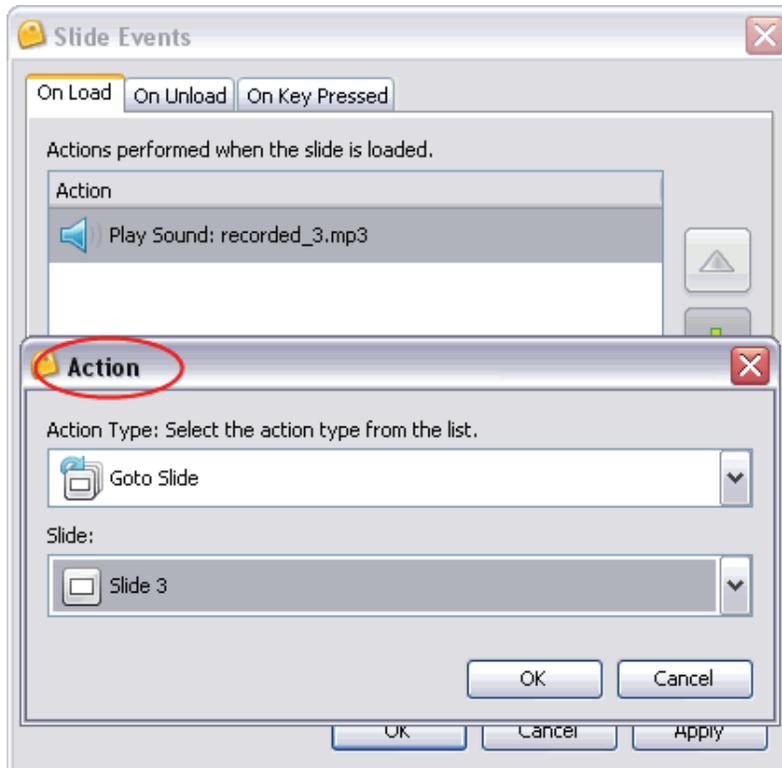
To attach an action to an event:

- Select a slide, shape, image or other object (that supports events).

- **Right click** and select **Events** from the shortcut menu.

- In the *Events* window, select an events tab.

- In the tab, click the **Add** button.

- In the *Action* window, select an action from the list. If applicable, make additional selections for the selected action as needed.

- Click **OK** to close the *Action* window to return to the *Events* window.

- Click **OK** to close the *Events* window.

To arrange multiple actions for a given event:

- In the *Events* window, select an events tab.

- If multiple actions are listed in that tab, click an action to highlight it.

- Click the **Move Up** button to move the selected action up in the list.

- Click the **Move Down** button to move the selected action down in the list.

- Click **OK**.

To edit an action:

- In the *Events* window, select an events tab.

- Select the action to edit.

- Click the **Modify** button.

- In the *Action* window, modify the action as needed.

- Click **OK** to close the *Action* window.

- Click **OK** to close the *Events* window.

To delete an action:

- In the *Events* window, select an events tab.

- Select the action to delete.

- Click the **Delete** ❌ button.

- Click **OK** to close the *Events* window.

If an event has multiple actions associated with it, the actions will be performed in the order in which they are listed in the "Action" window (from top to bottom).

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Buttons

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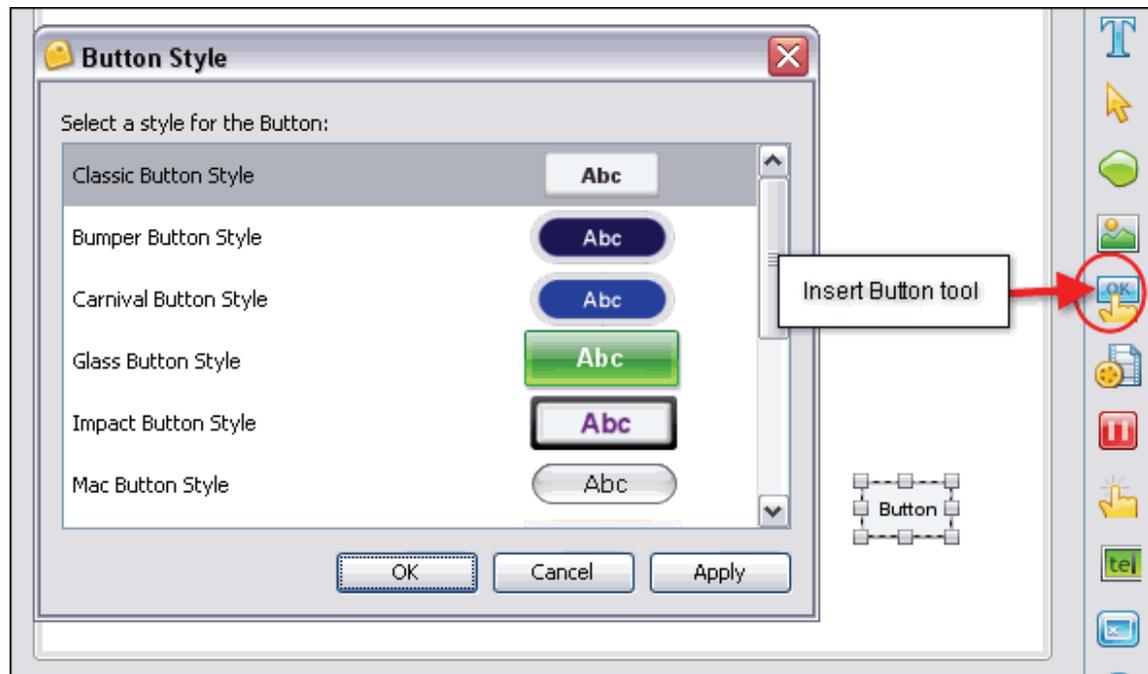
To insert a button on to a slide:

- Select the **Insert Button** button on the Object Toolbar.

- A button is inserted on the slide ready for editing.

Don't forget to add a "Pause Zone" to a slide that contains a button. This will give the viewer a chance to click the button for further navigation in the Viewlet.

To view/modify button properties:

- **Right click** a button and select **Button Properties** from the shortcut menu.

- In the *Button Properties* window in the:

    o *Name* area: Enter a name for the button in the field provided. Enter the Text to be displayed on the button in the field provided.

    o *Location & Size* area: Enter values for its Left and Top margin. Enter values for the Width and Height of the button.

    o *Timing* area: Select a timing option for the button to display on the slide from the drop down list. Enter values for any Start/Duration times as applicable.

- Click **OK**.

To move a button on a slide:

- Click a button to select it.

- Point your cursor over the button and when the cursor changes to a hand shape, hold down your left mouse button.

- Continue to hold down the left mouse button and drag the button to its new location.

To select a button style:

- **Right click** on the button and select **Button Style**.

- In the *Button Style* window, select a style from the list.

- Click **OK**.

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

- **Right click** on the button.

- Select **Events** from the shortcut menu.

- In the *Button Events* window, in the *On Click* tab, click the **Add** icon.
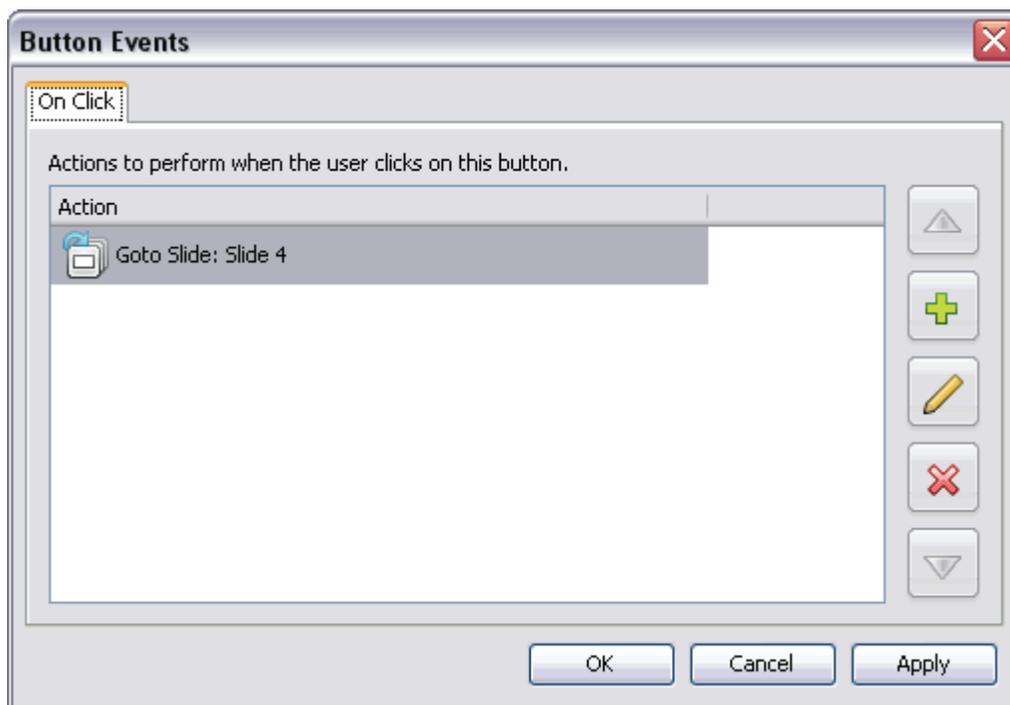
- In the *Action* window, select an action from the list. Make additional selections as needed.

- Click **OK** to close the *Action* window.

- Click **OK** to close the *Button Events* window.

To delete a button:

- Select a button to delete.

- Click the **Delete** ❌ button on the toolbar.

Use multiple buttons on a slide for non-linear navigation within the Viewlet.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Hyperlinks

A hyperlink allows a user, with a single click, to perform an action such as jump to another section of the project, open an email, go to a web page and more. In ViewletBuilder6.2 Enterprise, hyperlink functionality includes text links and the ability to make other objects work as "clickable" links. This chapter covers the basics steps for creating hyperlinks in your Viewlet projects.
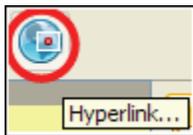
Message Hyperlinks

While message objects themselves cannot be set up as a hyperlink, a portion or all of the text inside can. These types of hyperlinks are known as text links.
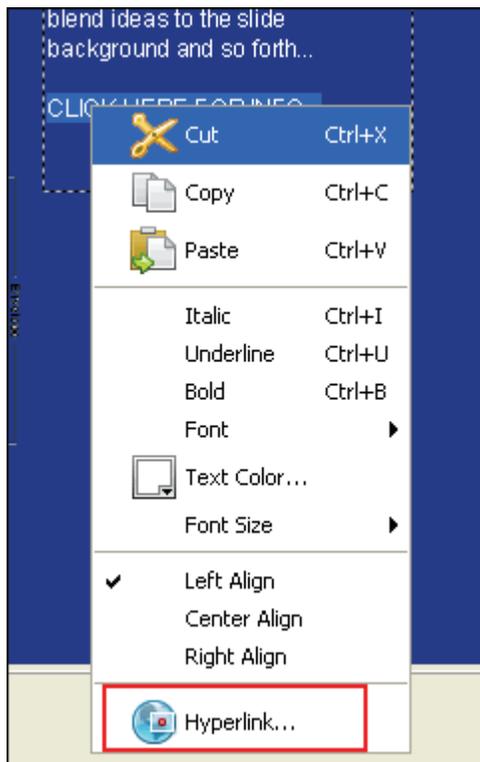
To create a text link within a message object:

- Highlight the text you want to use for the link.

- **Right click** the text and select **Hyperlink** from the shortcut menu.

- In the *Hyperlink* window, make sure the *On Click* tab is selected.

- Click the **Add** button.

- In the *Action* window, select an action from the list. Make additional selections as needed.

- Click **OK** to close the *Action* window.

- Click **OK** to close the *Hyperlink* window.
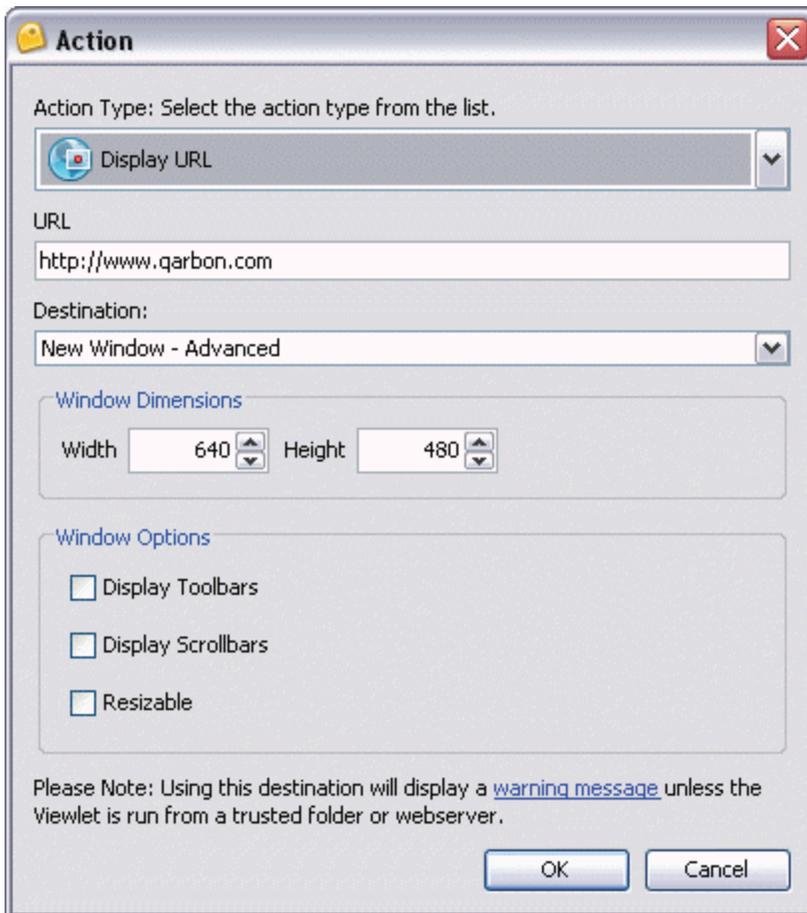
By default, a text hyperlink will be blue underlined text. Once a hyperlink is created, you can change the link's text attributes as needed.

Miscellaneous Hyperlinks

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

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 ViewletBuilder6.2 Enterprise and have been in almost all of the previous versions. They provide dynamic results like Events and Actions, but focus on specific purposes.

ViewletBuilder6.2 Enterprise offers five Interactive Zones:

- Click Zone
- Text Zone
- Keystroke Zone
- Pause Zone
- Questions

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

The Interactive Zones (with the exception of the Pause Zone) have many elements in common. These include:

- Only one zone per slide.
- An input field OR a clickable area or button.
- Audio option.
- Response to user input in the form of a message or some other object for when the user answers correctly or incorrectly or doesn't complete a response.
- Scoring with points, attempts and time for answering.

Let's review each of these elements separately.

The One Zone Per Slide Rule

Unlike other dynamic elements, Interactive Zones serve a specific purpose and therefore, only one zone may be on the slide at a time. 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:

What's New

- ▪ Remove it. (Enhanced feature starting in ViewletBuilder6.2)
- ▪ 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:** These slides will vary in look, but they will contain some type of input button, field or "object" to select, input or drag for the answer. These slides may also contain a button to "Submit" the input.

You can attach audio to different parts of a zone. To see what parts support audio, click the object and look at the Context Sensitive Toolbar. If a "sound" button displays for the selection, then you can attach audio to it.

Response to User Input

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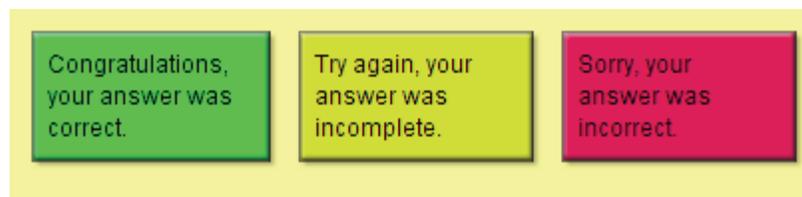
Response objects will only display when the user submits a response or the zone has "timed out".

To create a response message object:

- Insert an Interactive zone and, if applicable, three default response text messages will display.

  - o **Green** message object: This will display if the user answers correctly.
  - o **Lime** message object: This will display if the user did not complete the message.
  - o **Red** message object: This will display if the user answers incorrectly.

- Select a message object and edit as you would any other message object with regards to text and message type/style itself.

- Move and stack the messages as desired on the slide.

To edit a response object:
You may change a response object from a message to an image or shape or none at all. In addition, you may change how this response object responds in reaction to a certain user action and the duration a response displays on a slide. These features are part of ViewletBuilder6.2 Enterprise's events/actions tools.

- Click on the "zone" area for the Interactive Zone.

- Click the **Events** button on the Context Sensitive Toolbar.

- In the *Slide Events* window, click the appropriate tab. For example, to change the response that will display when the user answers correctly, select the *On Correct* tab.

| On Timeout | On Load | On Unload | On Key Pressed |
| On Correct | On Incomplete | | On Incorrect |
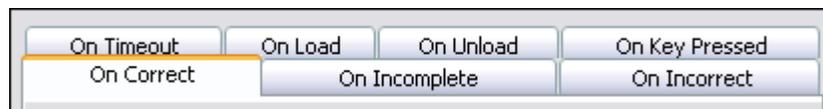
- Select the action to modify and click the **Modify** button.

- In the *Action* window, edit as desired and click **OK**.

- In the *Slide Events* window, select another tab and repeat this process as desired for each of the response objects.

- When complete, click **OK** to close the *Slide Events* window.

To delete a response object:

- Click the response object.

- Press **Delete** on your keyboard.

Scoring Options

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

Scoring…

To set up scoring options for an Interactive Zone:

Score

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   Minutes   Seconds

0   0   0

OK   Cancel

- Click on the zone's input or zone field.

- Click the **Scoring** button on the Context Sensitive Toolbar.

- In the *Score* window, three scoring options are available. To set:

  o **Points:** Enter a number that will be used for the point value if the user answers the question correctly.

  o **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.

  o **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.

  o

- 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 Zone

The Click Zone is one of the most popular interactive zones used in ViewletBuilder6.2 Enterprise. A Click Zone may be used to increase the effectiveness of your Viewlet, forcing the user to interact with it by clicking on a portion of the slide in order to continue.
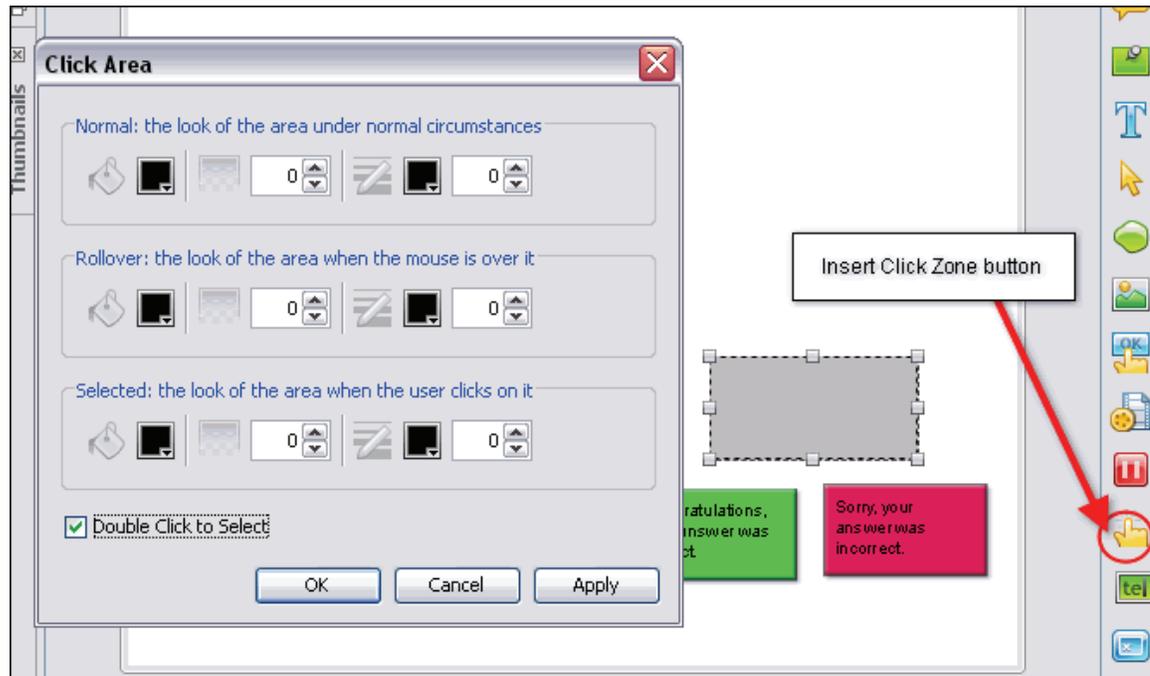
This chapter highlights the Click Zone, providing information on this zone not already covered in a previous chapter, *Interactive Zones – Common Features*.

To create a Click Zone:

- Click the **Insert ClickZone** button on the Object Toolbar.

- By default, a click zone area and three response message objects will be inserted on the slide.

To edit the click area properties:

- **Double click** on the click area or right click it and select **Modify Click Area** from the shortcut menu.

- In the *Click Area* window, you have three "states" to set up for the fill (bucket) color and for the border (pencil) color:

    o **Normal:** Enter a value for the fill and for the border when the mouse is NOT over the click area in the Viewlet.

    o **Rollover:** Enter a value for the fill and border when the cursor moves on to the click area in the Viewlet.

    o **Selected:** Enter a value for the fill and border when the click area is "clicked".

    o Select the **Double Click to Select** opton if you want the user to double click (instead of the default single click) to respond correctly.

When the number is zero for any of the values, the fill/border color will be transparent.

- Click **OK**.

To move a click area on a slide:

- Select the click area.

- Move your cursor over the click area until the cursor changes to a hand shape.

- Hold down your left mouse button and drag the area to its new location.

To resize a click area:

- Select the click area.

- Move your cursor over one of the grab handles until the cursor changes to a double arrow.

- Hold down your left mouse button and resize the area as desired.

To delete a Click Zone:

- Select the click area of the Click Zone.

- Press **Delete** on your keyboard.

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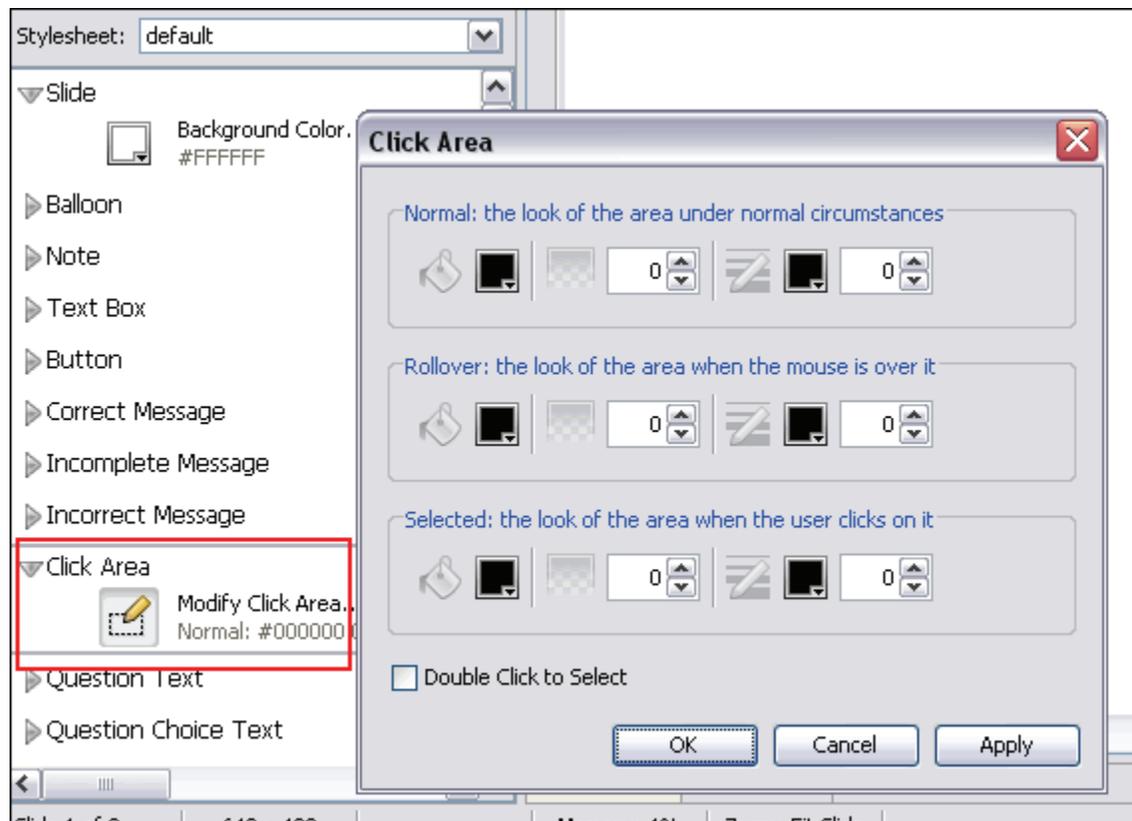
For additional Click Zone features, please review the *Interactive Zones – Common Features* chapter. Or, email support@qarbon.com with any questions you may have.

Text Zone

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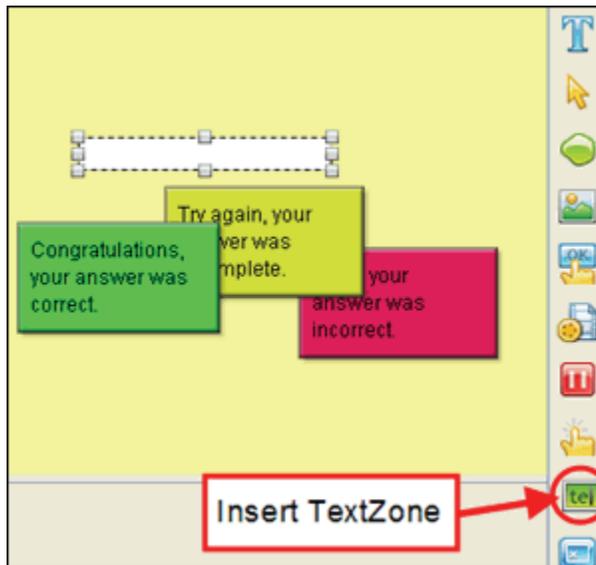
This chapter highlights the Text Zone, providing information on this zone not already covered in a previous chapter, *Interactive Zones – Common Features*.

To create a Text Zone:

- ▪ Click the **Insert TextZone** [tel] button on the Object Toolbar.

- ▪ By default, a text input field and three response message objects are inserted on the slide.

To modify the text zone input field:

- ▪ Double click the text field or right click it and select **Modify Text Field** from the shortcut menu.

- In the *Modify Text Field* window, enter information as needed:

  o **For Correct Answers – One Per Line:** Input the correct answers in the field provided. This is what the user will need to type in the field in order to answer correctly. For multiple answers, press the **Enter** key between each correct entry.

  o **Case Sensitive:** By default, user may enter responses using caps or not and the answers, if input otherwise properly, will be considered to be correct. To force a user to use capital letters (for proper nouns, etc.), select the **Case Sensitive** check box.

  o **Wrap Text:** Select the **Wrap Text** option to allow text to wrap inside the text field.

  o **Password Field:** To encrypt the user input while typing in the text field, select the **Password Field** check box.

The Submit Key
After inputting text, the user clicks the **Submit Key** to submit the answer. If you do not want to require the user to press a button after typing in a response in the text field, use the **Auto** option. When selected, once the user types in a response, after approximately three seconds, the Viewlet will automatically "submit" the input and respond accordingly.
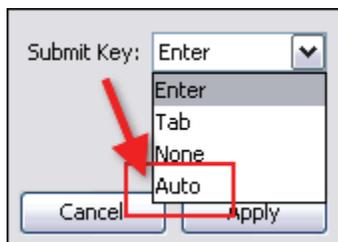
  o **Submit Key:** Make a selection from the list. This will be what will be used for the viewer to submit the response.

To force users to click the "Submit" button in order to submit the response, select "None" from the "Submit Key" list.

To move the text field on the slide:

- Select the text field.

  Mouse your cursor over the text field until the cursor changes to a hand shape.

- Hold down the left mouse button and move the text field to its new location.

To resize the text field:
- Select the text field.

- Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.

- Hold down your left mouse button and drag the grab handle to resize the text field.

To delete a Text Zone:

- Select the text field.

- Press the **Delete** key on your keyboard.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Keystroke Zone

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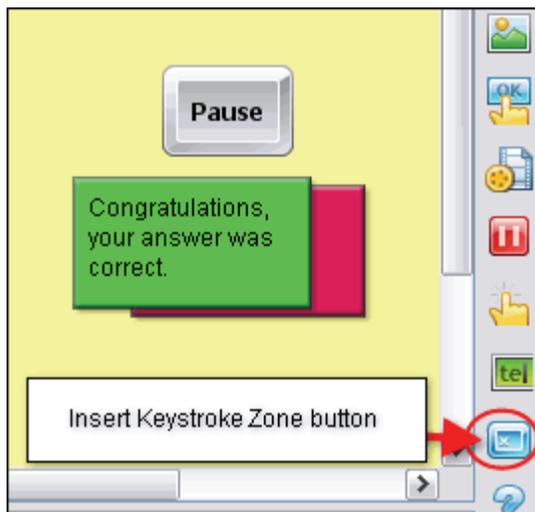
To insert a Keystroke Zone:

- Select **Insert KeystrokeZone** button on the Object Toolbar.

- By default, a keystroke "object" that indicates the current key the user needs to press in order to answer correct will display along with response messages. **Double click** the "keyboard key object".

To define the keystroke:

- **Right click** on the keystroke object and select **Define Keystroke** from the shortcut menu.

- In the *Define Keystroke* window, follow the instructions for defining a new keystroke or keystroke combination.

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.

Pause   [Define...]

[OK]   [Cancel]

- Click **OK** to apply.

If you define a keystroke combination that is not compatible with Flash, an error will display, warning you of the issue.

Error

⚠ F10 is not a keystroke that is recognized in Flash. Please select a different keystroke.

[OK]
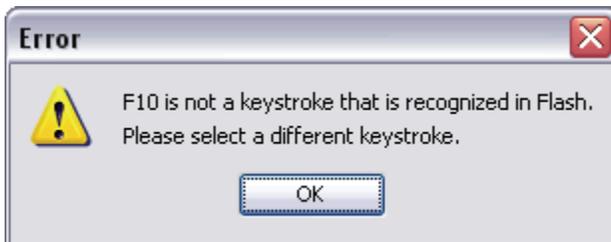
Keystroke Zones & International Users

If you expect your Viewlet will be viewed by an audience whose native language differs from what you've used in your Viewlet, when defining Keystroke Zones, a *Warning* window will display when a keystroke combination possibly represents a different key combination on international keyboards. Along with this warning, you will be presented with a **Safe Key List** to help you select a safer and more appropriate keystroke combination for "all" your global users.
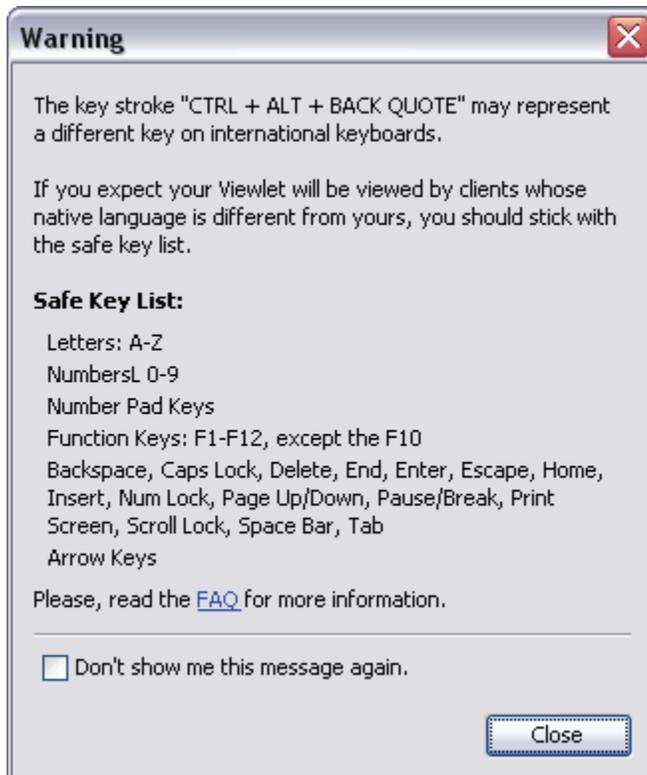
For more information on applying other Keystroke Zone features, review the *Interactive Zones – Common Features* chapter. Or, email support@qarbon.com.

Pause Zone

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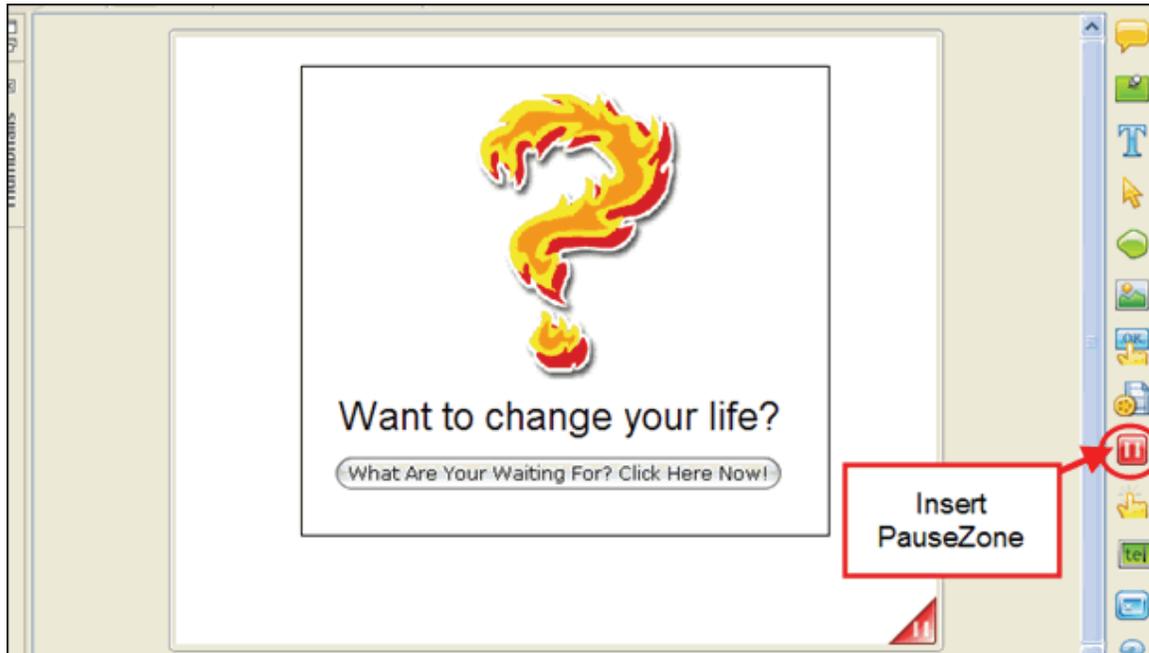
To insert a Pause Zone on a slide:

- Click the **Insert PauseZone** ⏸ 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 move a Pause Zone in the Timeline:

- Click the Pause Zone layer to select it.

- Select the object's "rectangle" in the Timeline by clicking on it.

- Hold down your left mouse button and drag the zone.

- Let go of the left mouse button to drop it into place.

- A *Timing Rule Change* window displays. Read the information and click **OK** to change the timing rule to manual timing.

Timing Rule Change

This element has the "One Frame Duration" timing rule in place. Would you like to change it to manual timing?

☐ Don't show me this message again.

[OK]   [Cancel]
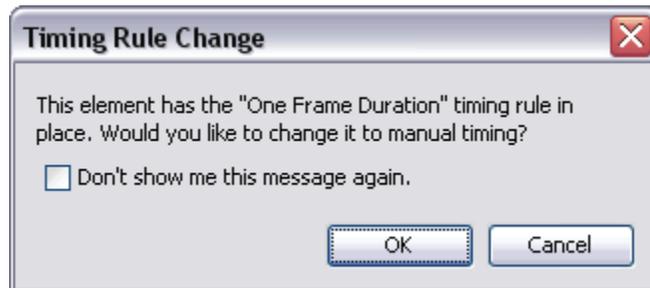
To remove a Pause Zone from a slide:

- Click the **Insert PauseZone** [▐▐] on the Object Toolbar.

- In the *Warning* window, select the **Remove It** option.

Warning

This slide already contains a PauseZone.

Options

◉ Remove it.

○ Add the PauseZone to a new empty slide.

○ Add the PauseZone to a copy of this slide.

[OK]   [Cancel]
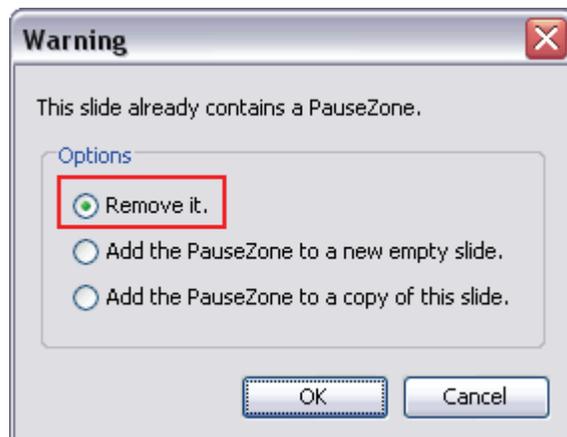
- Click **OK**.

You must preview the project in a browser to view the results of the Pause Zone.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Question

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

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

To insert a Question on an existing slide:

- Click the **Insert Question** button on the Object Toolbar.

- In the *Question* window that displays:

- o Select a *Question Type* from the list.

- o Type your *Question* in the field provided.

- o In the *Scoring Mode* area, select either **Quiz** or **Survey** to use for the scoring mode for the new question.

- Click **OK** to insert the question on the slide.

Question Elements

The "question type" determines the default elements of the Question zone. These elements normally include a text box for the question, text boxes for answers in a list, some type of "input" object for the user to click on to respond, submit button to submit the response and response message (or image) objects.

Use stylesheets to standardize the "elements" that make up each Question zone for your projects.

Let's take look at the different question types (in general) and their default elements. For more information on specific question types, please refer to the "Review Question Types" section of the *Quiz Project* chapter.

Choice Lists

This question type requires users to select answers from a list of choice by selecting a radio button or check box next to each text option. The user then clicks a Submit button. If the question is a quiz, it will be scored. If the question is a survey, it will not be scored. So, this question type's elements (by default) include:

- Text box for the question
- Radio buttons for users to select an answer
- Text boxes containing possible answers
- Submit button the user clicks to submit the response
- Response message objects

You can customize the default elements of any Question to best fit your project's needs.

To modify the text box containing the Question zone's question:

- **Double** click the text box.

- Edit the text as you would in any other message object.

To add additional choices:

- Click the **Add Choice** button on the Context Sensitive Toolbar.

- Repeat the step above for to add each new choice.

To delete a choice option:

- Select the radio button / check box or the text box of the choice you want to delete.

- Press the **Delete** key on your keyboard.

To set the correct responses:

- Select the radio button / check box next to the choice you want to set as the correct response.

- Click the **Modify Choice** button on the Context Sensitive Toolbar.

- Repeat these steps for each choice you want to set as the correct response.

- If a choice is set as the correct response, click the **Modify Choice** button again to deselect it as the correct response.

Each Question can contain one or more correct responses. The choice is up to you.

To change the radio button style:

- Click on any of the radio buttons to select one.

- Click the **Choice Type** button on the Context Sensitive Toolbar to display a menu of options.

- Select **Radio Button** option from the list.

Use the "Check Box" option as an alternative Choice Type for the Radio Button.

- The *Radio Button Style* window displays. Select a style for the radio button from the list.

- Click **OK** to apply the new style.

To modify an answer text box:

- **Double click** the text box.

- Edit the text as you would in any other message object.

To modify the Submit button properties:

- Select the **Submit** button.

- Click the **Button Properties** button on the Context Sensitive Toolbar.

- In the *Button Properties* window, edit the information as required.

- Click **OK**.

Refer to the chapter on *Buttons* for more information on modifying the "Submit" button.

To delete a Question from the slide:

- Click the **Insert Question** button on the Object Toolbar.

- In the *Warning* window, select the **Remove It** option.

Warning

This slide already contains a Question.

Options

- ◉ Remove it.
- ○ Replace it with a Question.
- ○ Add the Question to a new empty slide.
- ○ Add the Question to a copy of this slide.

OK   Cancel
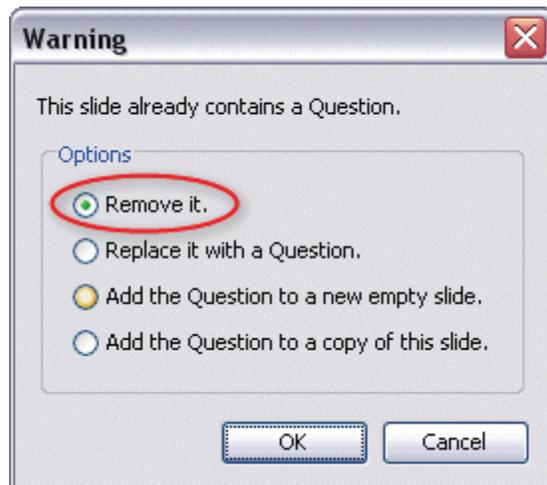
- Click **OK**

Text Input Fields
This question type requires the user to respond to a question by typing a response into a text input field. The response is then submitted either automatically or by the user clicking the Submit button. This question may (quiz) or may not (survey) be scored.

Enter Question Here

Submit

Congratulations, your answer was correct.

Try again, your answer was incomplete.

Sorry, your answer was incorrect.

This question's default elements include:

- Text box for the question
- Text input field for users type their responses in
- Submit button the user clicks to submit the response
- Response message objects

To modify the text box containing the Question zone's question:

- **Double** click the text box.

- Edit the text as you would in any other message object.

To modify the text input field:

- **Double click** the text input field.

- The *Modify Text* Field window displays. Enter information or make selections as follows:

- o **Correct Answers – One Per Line:** If this question requires a correct response, type it in this field. This is what the user will need to type in the text input field in order to answer correctly. For multiple answers, press the **Enter** key between each correct entry.

Leave the "Correct Answers – One Per Line" field blank if the Question is not scored (a survey question).

- o **Case Sensitive:** By default, user may enter responses using caps or not and the answers, if input otherwise properly, will be considered to be correct. To force a user to use capital letters (for proper nouns, etc.), select the **Case Sensitive** check box.

- o **Wrap Text:** Select the **Wrap Text** option to allow text to wrap inside the text field.

- o **Password Field:** To encrypt the user input while typing in the text field, select the **Password Field** check box.

- o **Submit Key:** Make a selection from the list. This will be what will be used for the user to submit the response.

The Submit Key
After inputting text, the user clicks the **Submit Key** to submit the answer. If you do not want to require the user to press a button after typing in a response in the text field, use the **Auto** option. When selected, once the user types in a response, after approximately three seconds, the Viewlet will automatically "submit" the input and respond accordingly.

To force users to click the "Submit" button in order to submit the response, select "None" from the "Submit Key" list.

To move the text field on the slide:

- ▪ Select the text field.

- ▪ Mouse your cursor over the text field until the cursor changes to a hand shape.

- ▪ Hold down the left mouse button and move the text field to its new location.

To resize the text field:

- Select the text field.

- Mouse your cursor over one of the grab handles until the cursor changes to a double arrow shape.

- Hold down your left mouse button and drag the grab handle to resize the text field.

To delete an input field:

- Select the text field.

- Press the **Delete** key on your keyboard.

ComboBoxes
This question type requires users to answer a question by selecting a single answer from a list of answers contained within a drop-down list. Then the user clicks the Submit button to submit the response. So, this question type's elements (by default) include:
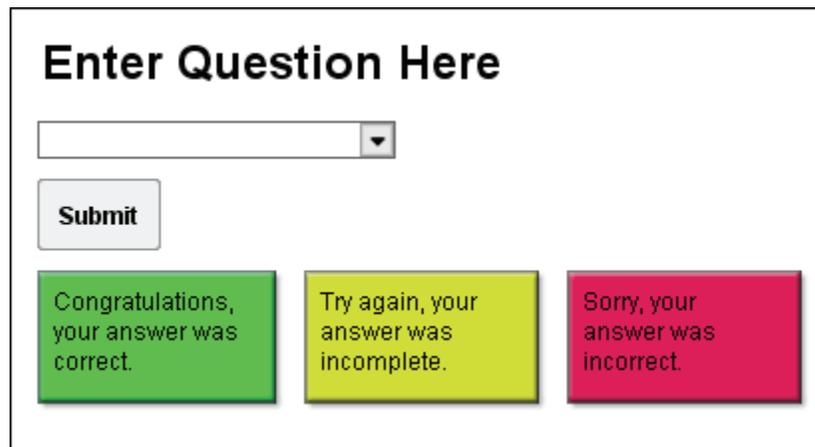
- Text box for the question
- ComboBox for users to select an answer from a drop-down list
- Submit button the user clicks to submit the response
- Response message objects

To modify the text box containing the Question zone's question:

- **Double** click the text box.

- Edit the text as you would in any other message object.

To modify a ComboBox style:

- Click the **Choice Type** button on the Context Sensitive Toolbar.
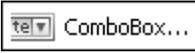
- Select **ComboBox** from the list that displays.

- In the *ComboBox Style* window, select a style from the list.
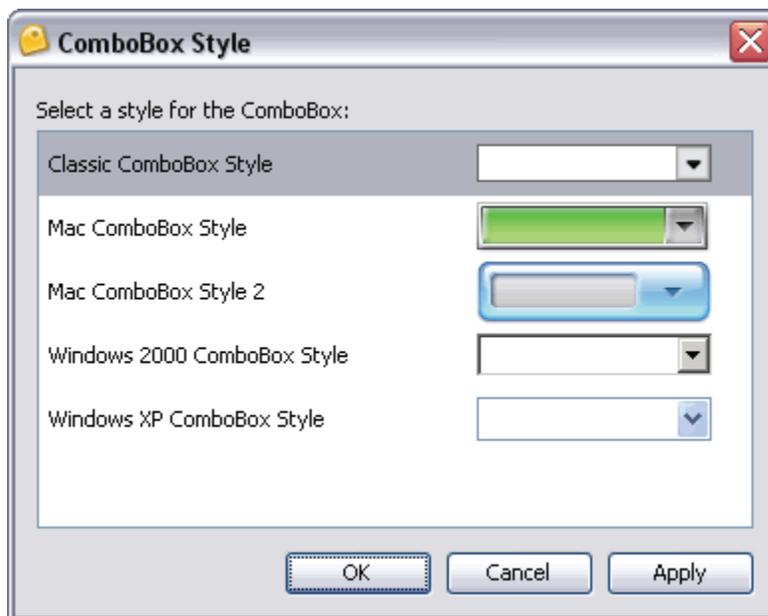
- Click **OK**.

To set up and manage the ComboBox's options list:

- **Double click** on the Combobox.

- The *Modify ComboBox* window displays. In this window:
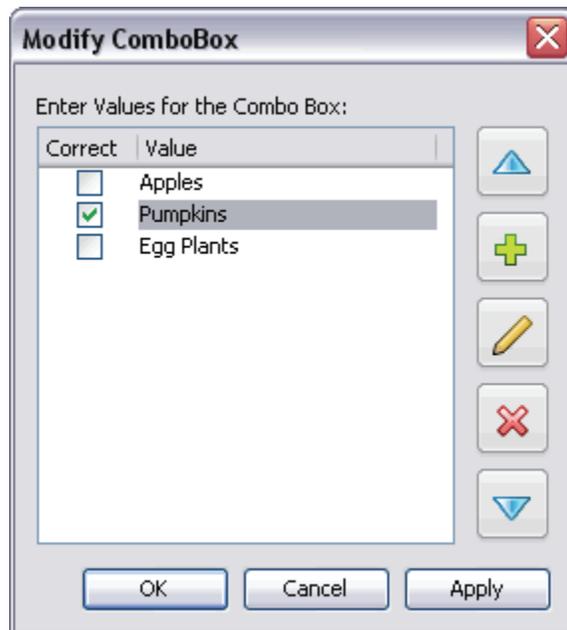
- o To insert an answer:

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

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

  -Click the **Modify** [/] button.
  -Edit the highlighted value.

- o To set an answer as "correct":
  -Click on the check box ☑ next to the desired value.
  -Deselect the checkbox to remove the checkmark.

- o To move an answer up or down in the list:
  -Select the desired value.

  -Click the **Move Up** [▲] button to move it up in the list.

  -Click the **Move Down** [▼] button to move it down in the list.

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

         -Click the **Delete** [✖] button.

- Click **OK** to save the list and to close the window.

Ratings

This question type gathers information from a user by posing a question such as "What is your overall level of satisfaction?" In response, the user is required to click along a "rating" scale and then click a Submit button to submit the response. This type of question is for surveys only and not scored.

Enter Question Here

★ ★ ★ ☆ ☆

Submit

The (default) elements for this question type include:

- Text box for the question
- Rating scale the user clicks on in response to the question
- Submit button the user clicks to submit the response

To modify the text box containing the Question zone's question:

- **Double** click the text box.

- Edit the text as you would in any other message object.

To change a Rating scale's style:

- Select the Rating object to select it.

- Click the **Modify Choice** button on the Context Sensitive Toolbar.

- Select **Rating** from the list.

- The *Rating Style* window displays. Select a new style from the list.

- Click **OK** to apply it.

To increase / decrease the rating scale:

- **Double click** on the Rating object.

- The *Modify Rating* window displays. Enter a number in the field provided for the *Maximum Rating* desired.

- Click **OK**.

To remove a Question from a slide:

- Click the **Insert Question** button on the Object Toolbar.

- When the *Warning* screen displays, select **Remove It**.

- Click **OK** to remove the Question from the slide.

New Quiz Project Question Types:
Drag and Drop & Click Map

(New in ViewletBuilder6.2 Enterprise)

ViewletBuilder6.2 Enterprise offers more than a dozen Quiz Project question types for both quiz (scored) and survey (non-scored) questions. Starting in ViewletBuilder6.2 Enterprise, two new question types are available:

Drag and Drop Question Type

The **Drag and Drop** question type requires the viewer to match up items by dragging responses across columns. This question type can be used as a quiz (scored) question or as a survey (non-scored) question.
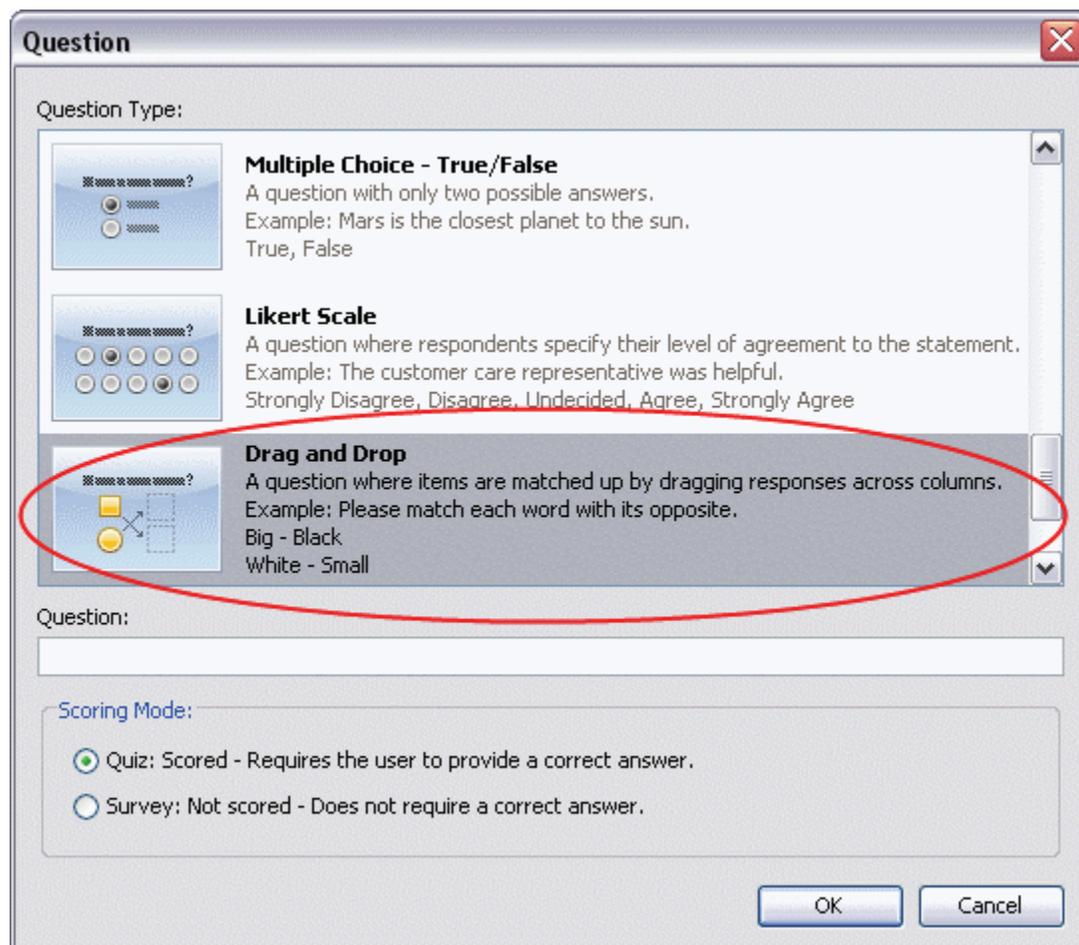
This chapter highlights the two new Quiz Project Question Types, providing information not already covered in a previous chapter, *Interactive Zones – Common Features*.

As with any feature in ViewletBuilder6.2 Enterprise, there are several ways to achieve the same results. Remember, access to different features when working with the Drag and Drop and the Click Map question types are also available via Context Sensitive toolbars and via right click shortcut menus.

To create a Drag and Drop question:

- Click the **Insert Question** [?] button on the Object Toolbar.

- A *Question* window displays. Scroll down the list of *Question Types* and select **Drag and Drop** from the list.

- Type your *Question* or instructions for the question in the field provided.

- In the *Scoring Mode* area, select **Quiz** if the question will be scored, or select **Survey** if the question will not be scored.

- Click **OK** and a slide with the new Drag and Drop question type will be created.

Drag and Drop Question Properties

By default, the Drag and Drop question contains various elements (all of which are editable) when first created including:

- **Question Text**: A text box displays at the top of the question elements with text entered in the *Question* field in the *Question* window when selecting the question type. If no text is entered into the field prior to creating the question, the default text will be **Enter Question Here**.

For more information on working with Question Text, see the instructions "To Edit the Question Text" steps. Or, since Question Text is simply a slide text message object, review the chapter on *Messages* (for details on working with message objects like notes, balloons and slide text).

- **Drag Choices**: The first column contains three text boxes, which are the responses that the viewer is instructed to "drag and drop" on the Drop Areas in the second column in order to answer the question correctly. The Drag Choices are simply message objects, so its style, type and text can be modified just like any other note, balloon or slide text (message) object.
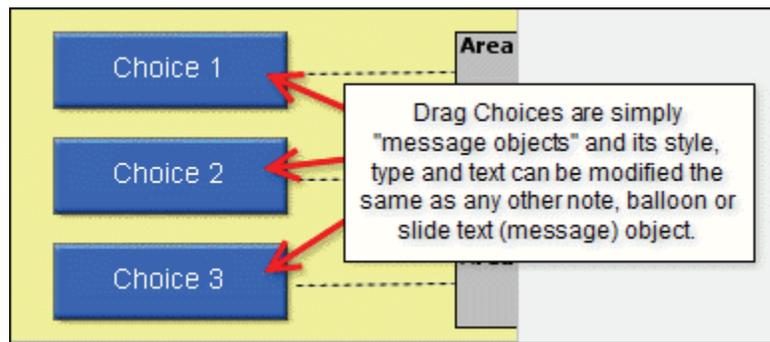
For more information on working with Drag Choices, see the instructions "To work with Drag Choices" steps. Or, to edit a Drag Choice's style, type or text, review the chapter on *Messages*.

▪ **Drop Areas**: The second column contains three Drop Areas that, by default, are linked to their respective Drag Choice. This is the area on the slide where the viewer drops the Drag Choice on in order to respond. You can modify the opacity level, name, etc. of this area.
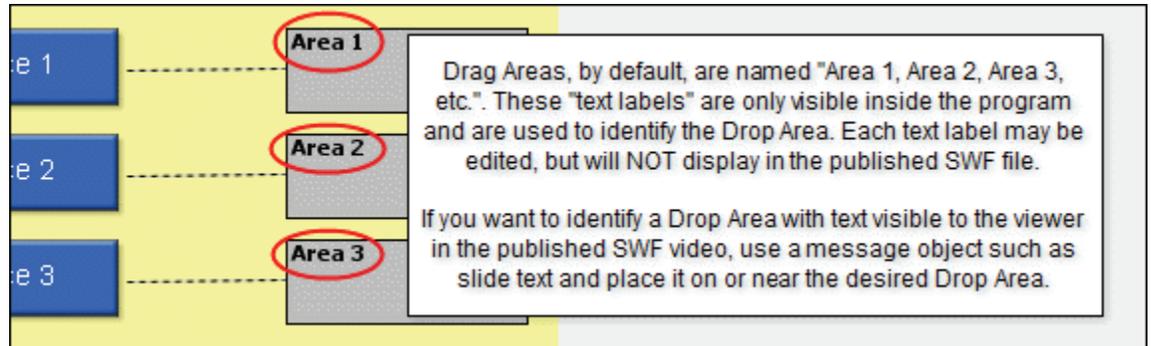
For more information on Drop Areas, see the instructions "To work with Drop Areas" steps. If you plan to add a message object (such as slide text) next to or on the Drop Area to provide "visible text" for the viewer to see and associate with each Drop Area, review the chapter on *Messages* as needed.

▪ **Links**: A dotted line displays between each Drag Choice and its associated Drop Area, signifying they are "linked" together. Links can be removed and added between new "pairs" of Drag Choices and Drop Areas as desired.
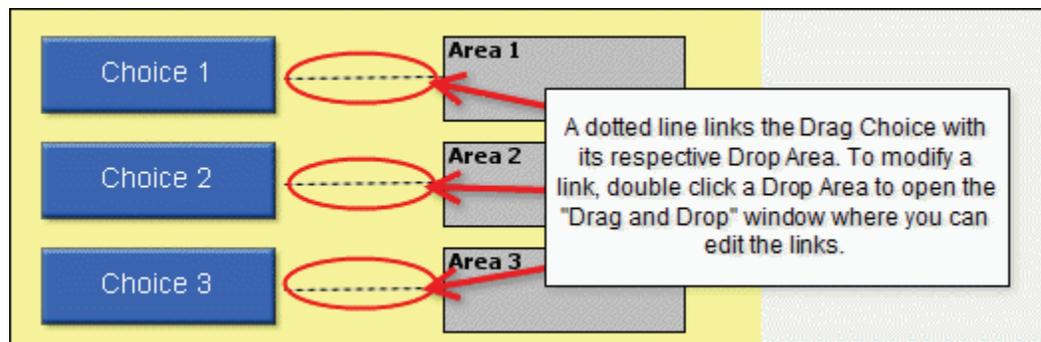
For more information on links, see the instructions "To link / unlink Drag and Drop pairs" steps.

Even though the Drag Choices and the Drop Areas are, by default, placed initially in a two column spread, you can move them around anywhere on the slide as desired.

- **Submit Button**: Once all of the appropriate responses are "dragged and dropped", the viewer clicks this button to submit the answers.
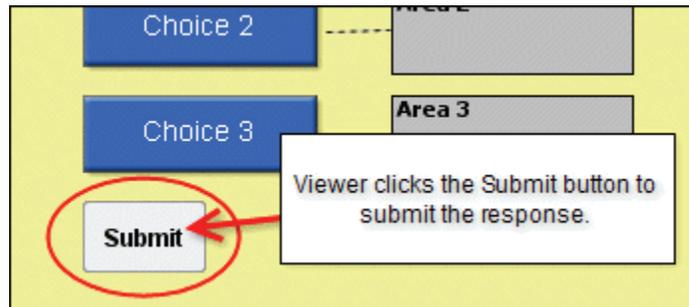
The button's look, text and "on click" action may be modified (but it is not recommended unless absolutely necessary). For more information of working with buttons, review the chapter on *Buttons*.

- **Response Messages**: One of three text boxes display to the viewer, by default, based on how they respond. These response messages are used for correct, incorrect and incomplete responses and may be edited.

For more information on working with Response Messages, review the "Response to User Input" section in the *Interactive Zones – Common Features* chapter.

To edit the Question Text:
- Double click on the text box to enter text edit mode.
- Edit your text and its attributes as desired.
- Deselect the text box and then single click it to select the object itself.
- Resize and move the text box as needed.

Since "Drag Choices" are essentially the same as a message object, you can quickly edit it as you would any other message object with regards to changing its style, text content and text attributes using the buttons along the context sensitive toolbar, if desired.

To work with Drag Choices (using the *Drag and Drop* window):

- ▪ Click on a Drag Choice to select it.

- ▪ Click on the **Modify Question** button.

- ▪ The *Drag and Drop* window displays. Select the *Question* tab.
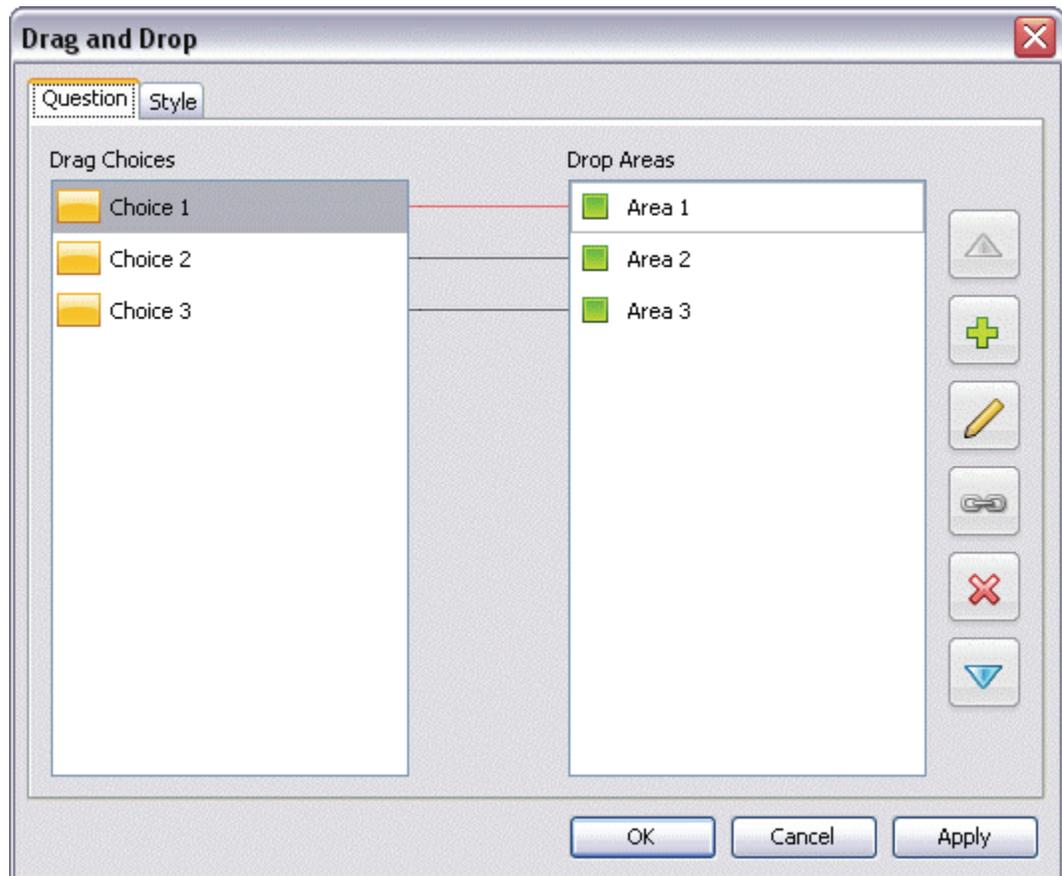
- Various options for working with Drag Choices are available:

  o <u>To add a new Drag Choice + Drop Area pair</u>:

    - Click the **Add** button.

   - Select **Add Drag Drop Pair** from the shortcut menu that displays.
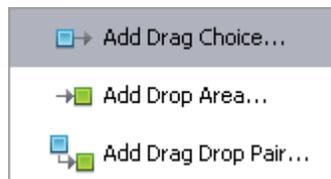
    - A *Drag and Drop Pair* window displays.

      - Select a message *Type* from the list.

      - Type the *Text* for the Drag Choice in the field provided.

      - Accept the title for the *Drop Area Name* or type a new one in the field provided.

The text used in the "Name" field will display over the Drop Area. You will see this "text label" on the Drop Area while editing your source file INSIDE ViewletBuilder6 Enterprise (it is used to identify its respective Drop Area). However, after you publish the file, this text will NOT be visible to the viewer in the SWF file. If you want to have the Drop Area "labeled" with text that will be visible to the viewer, you must add a message object (such as slide text) on or near the Drop Area.
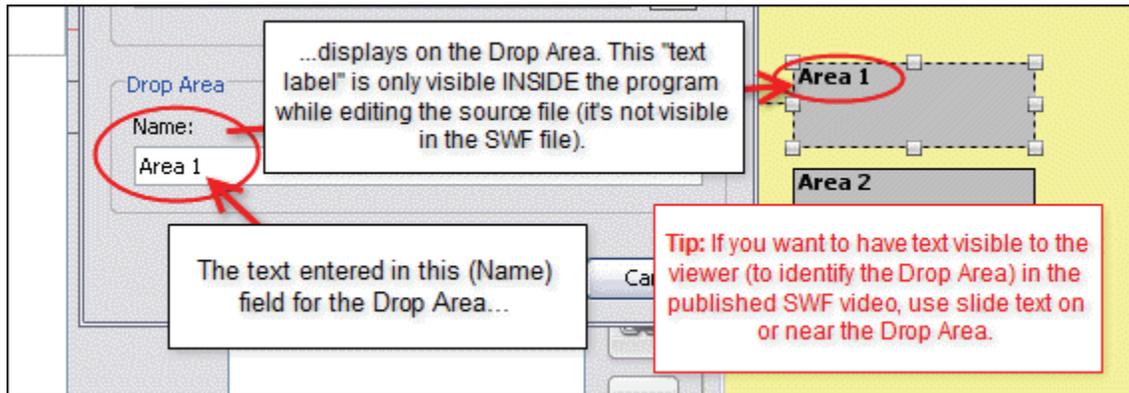
- Click **OK** to create the new pair and add it to the list.

To modify an existing Drag Choice:

- Select a "choice" from the *Drag Choices* list.

- Click the **Modify** ✏️ button.

- In the window that displays, make your desired edits.

- Click **OK** to apply the changes and to return to the previous window.

- To link / unlink Drag and Drop Pairs:

  - To remove an existing link:
    - o Select either item from one of the lists.

    - o Click the **Link** 🔗 button. This will remove the link between the selected pair.

- To link an unlinked Drag Choice and Drop Area:
  - ○ Start by clicking on the desired Drag Choice.

  - ○ Then, click on the desired Drop Area that you want to link to the Drag Choice.

  - ○ Click the **Link** [ ] button. A link will display between the selections.

- <u>To move an item up or down within one of the lists</u>:

  - ○ Select a Drag Choice or a Drop Area.

  - ○ Click the **Move Up** [ ] button to move the selection up in the list.

  - ○ Click the **Move Down** [ ] button to move the selection down in the list.

- <u>To delete an item in one of the lists</u>:

  - ○ Select a Drag Choice or a Drop Area.

  - ○ Click the **Delete** [ ] button. The selection is removed from the list.

Be careful when deleting a Drag Choice or Drop Area. If the selection is part of a "Drag and Drop Pair" (meaning it is linked), both the Drag Choice and its associated (linked) Drop Area (and visa versa) will be deleted.

- Once all of the selections / edits are made in the *Drag and Drop* window, click **OK** to apply / save them.

To modify a Drag Choice (while editing directly on the slide):

- To change the style, type or fill color of the Drag Choice, single click on it to select it.

- When the context sensitive toolbar loads, use its buttons to modify the Drag Choice object just as you would any other message (note, balloon, slide text) object.

- To edit the text within the Drag Choice, double click it to enter text edit mode. Edit the text as you would any other message object.

  For more information on working with message objects such as notes, balloons and slide text, please review the *Messages* chapter.

To randomize (mix up) Drag Choices automatically:

- Create and modify the Drag and Drop question on the slide as desired.

- To mix up the Drag Choices (without affecting the position of their associated Drop Areas and slide text, if applicable), click on the slide itself to make sure the slide is selected.

- Click the **Randomize Drag Choices** button on the context sensitive toolbar. This will mix up the Drag Choices.

  > **Note:** When you use the "Randomize Drag Choices" button (feature) this will NOT randomize the Drag Choices in the published SWF file (this feature is planned for a future release). It will only "mix up" or randomize the Drag Choices each time you click the randomize button while editing the project in the source file.

To work with Drop Areas (using the Drag and Drop window):

- Double click on a Drop Area.

- The *Drag and Drop* window displays. The *Question* tab displays by default.

- In the *Question* tab, make selections / modifications as desired. For more information on working in this tab, refer to the previous instructions when selecting the *Question* tab in the *Drag and Drop* window.

- To change the attributes of the Drop Areas, select the *Style* tab.

Drag and Drop

Question | Style

Normal: the look of the area under normal circumstances

100 | 1

Rollover: the look of the area when the mouse is over it

100 | 1

Selected: the look of the area when the user clicks on it

100 | 1

OK | Cancel | Apply
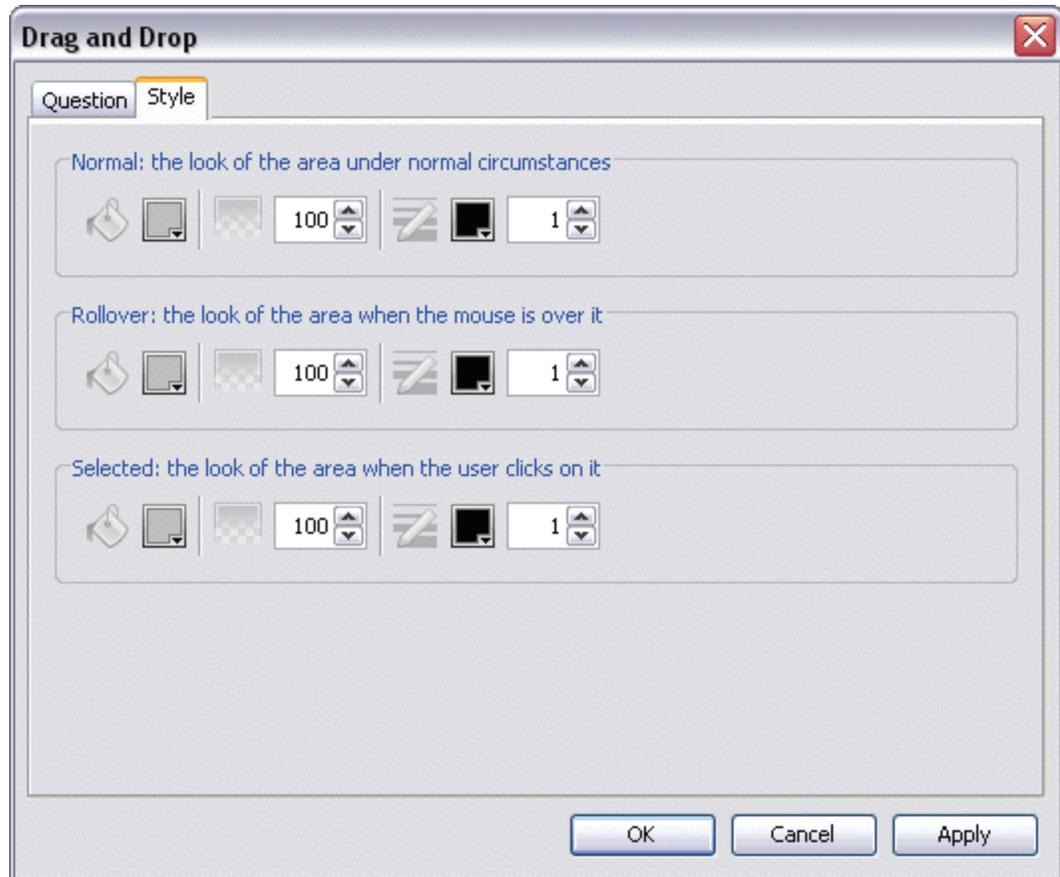
The default "Style" of the Drop Areas will be 100% opacity (meaning no transparency is set) for the fill color and 1 point for the border. These settings can be edited in the stylesheet or on-the-fly.

You have three "states" to set up for the fill (bucket) color and for the border (pencil) color:

- **Normal:** The look of the area when the mouse is not over or clicked on it.
- **Rollover:** The look of the area when the mouse is "over" but not clicked on it.
- **Selected:** The look of the area when the mouse is clicked on it.

o To change the fill color for the area for any of these "states" click on the **Background Color** button. In the window that displays, select a color and click **OK** to return to the previous window.

o To change the area's border color for any of these "states" click on the **Border Color** button. In the window that displays, select a color and click **OK**.

▪ Once your selections are made for the Drop Areas in the *Style* tab. Click **OK** to apply / save the selections.

The text that you see on the Drop Area while working in your source file within ViewletBuilder6.2 Enterprise is used to identify its respective Drop Area. This text is only visible within ViewletBuilder6.2 Enterprise and will NOT be visible to the viewer in the published SWF file. If you want to use text to identify each Drop Area and have this text visible to the viewer in the published SWF file, you must add a message object (such as slide text) on or near each of the Drop Areas.

To add slide text next Drop Areas that will be visible to the viewer in the published SWF file:
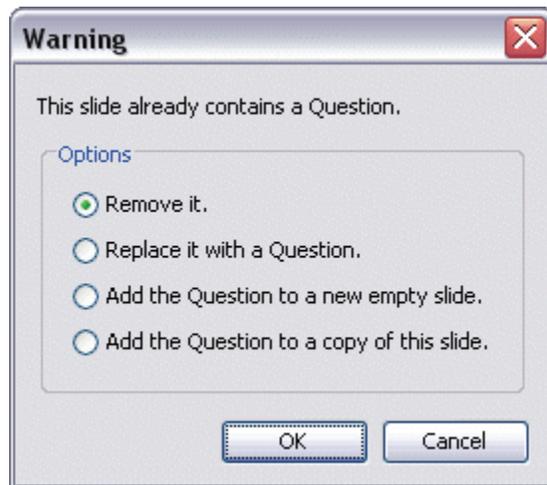
- Create and modify the Drag and Drop question as needed on the slide, including randomizing Drag Choices and Drop Areas as desired.

- Click the **Insert Text Box** button on the Objects Toolbar.

- Draw the text box for the slide text on the slide where desired.

- Input the slide text and modify its attributes as needed. For more information on working with message objects like slide text, please review the chapter on *Messages*.

- Repeat these steps as needed for each slide text box you need to create for each Drop Area.

To resize / move a Drop Area:

- Click on the Drop Area to select it. A "bounding box" displays around it.

- Use the "grab handles" to drag and resize the Drop Area as desired.

- To move the Drop Area, point your cursor over the object and hold down the left mouse button and drag it to a new location on the slide as desired.

To remove a Drag and Drop question from the slide:

- Click on the **Insert Question** button on the Objects Toolbar.

- A *Warning* window displays. Select the **Remove It** option.

Warning

This slide already contains a Question.

Options
- ⦿ Remove it.
- ○ Replace it with a Question.
- ○ Add the Question to a new empty slide.
- ○ Add the Question to a copy of this slide.

OK   Cancel

- Click **OK** to complete the deletion.

Click Map Question Type

The **Click Map** question type requires the viewers to click on one or more areas of the screen in order to respond. This question type can be used as a quiz (scored) question or as a survey (non-scored) question.
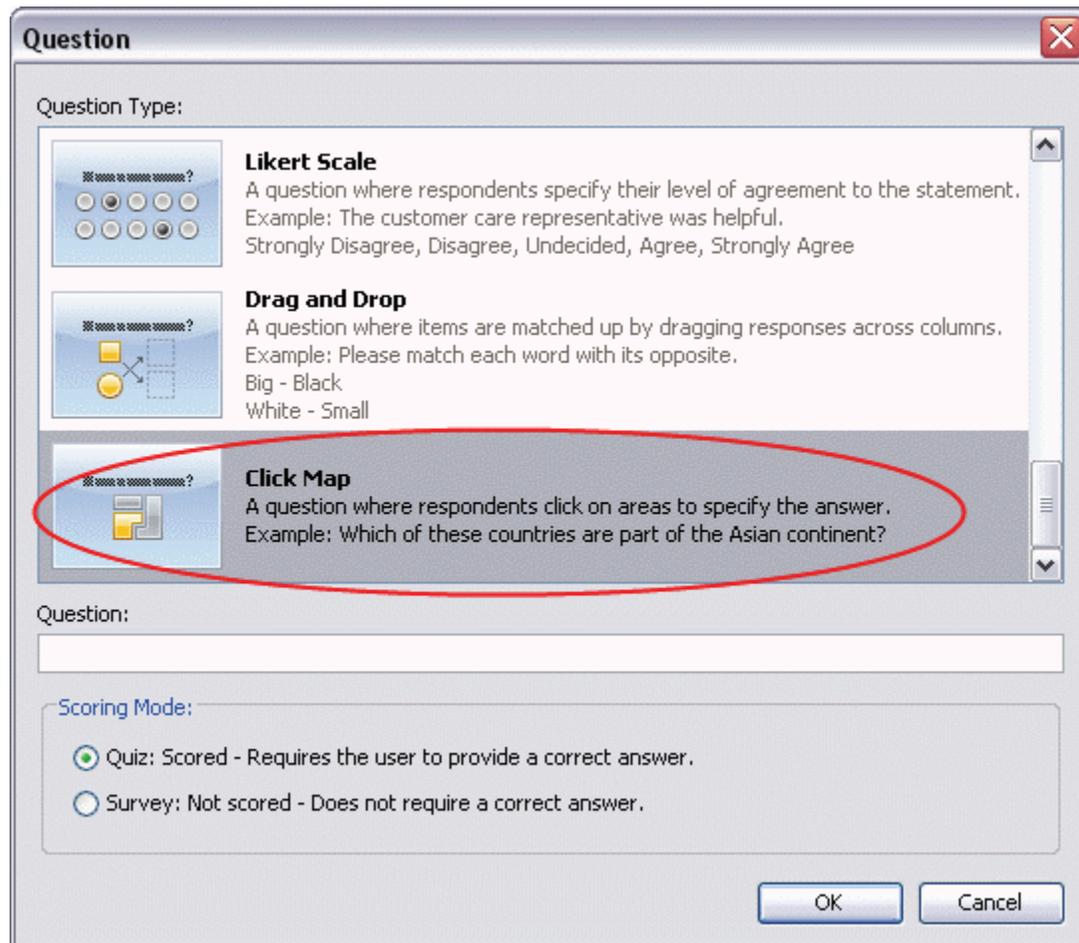
To create a Click Map question:

- Click the **Insert Question** button on the Object Toolbar.

- A *Question* window displays. Scroll down the list of *Question Types* and select **Click Map** from the list.

- Type your *Question* or instructions for the question in the field provided.

- In the *Scoring Mode* area, select **Quiz** if the question will be scored, or select **Survey** if the question will not be scored.

- Click **OK** and a slide with the new Click Map question type will be created.
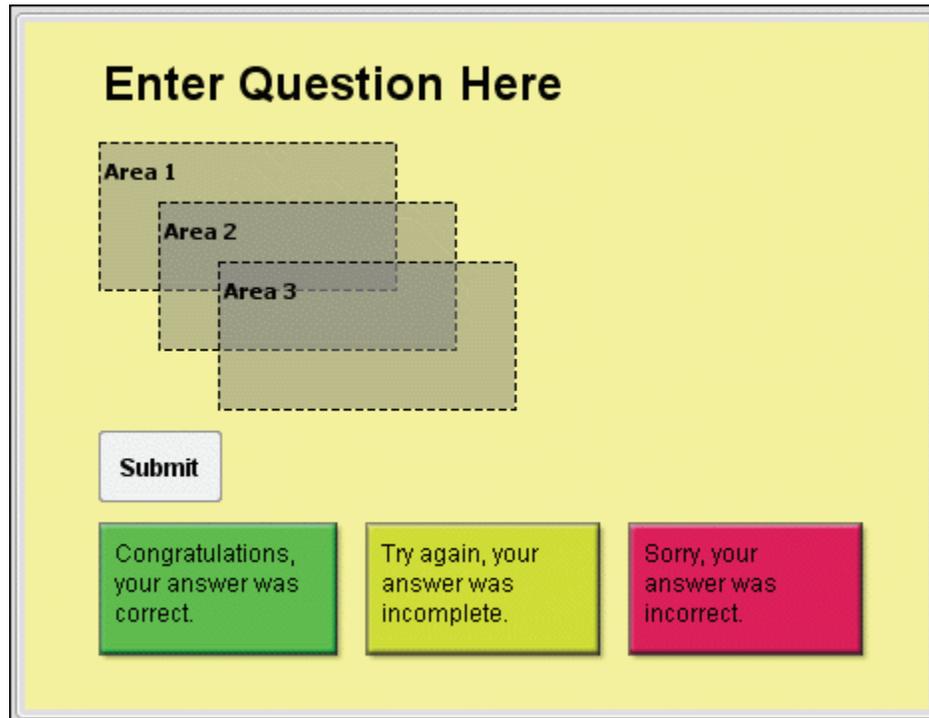
Click Map Question Properties
By default, the Click Map question contains various elements (all of which are editable) when first created including:

- **Question Text**: A text box displays at the top of the question elements with text entered in the *Question* field in the *Question* window when selecting the question type. If no text is entered into the field prior to creating the question, the default text will be **Enter Question Here**.

For more information on working with Question Text, see the instructions "To Edit the Question Text" steps. Or, since Question Text is simply a slide text message object, review the chapter on *Messages* (for details on working with message objects like notes, balloons and slide text).

- **Click Areas**: Similar to the classic "Click Zone", the Click Map displays three "click areas" on the creation of a new question. You can delete or add click areas, redraw their shapes using any of the drawing tools, resize them and reposition them on the slide. You can also designate one or more "areas" as what the viewer needs to click on in order to respond correctly.
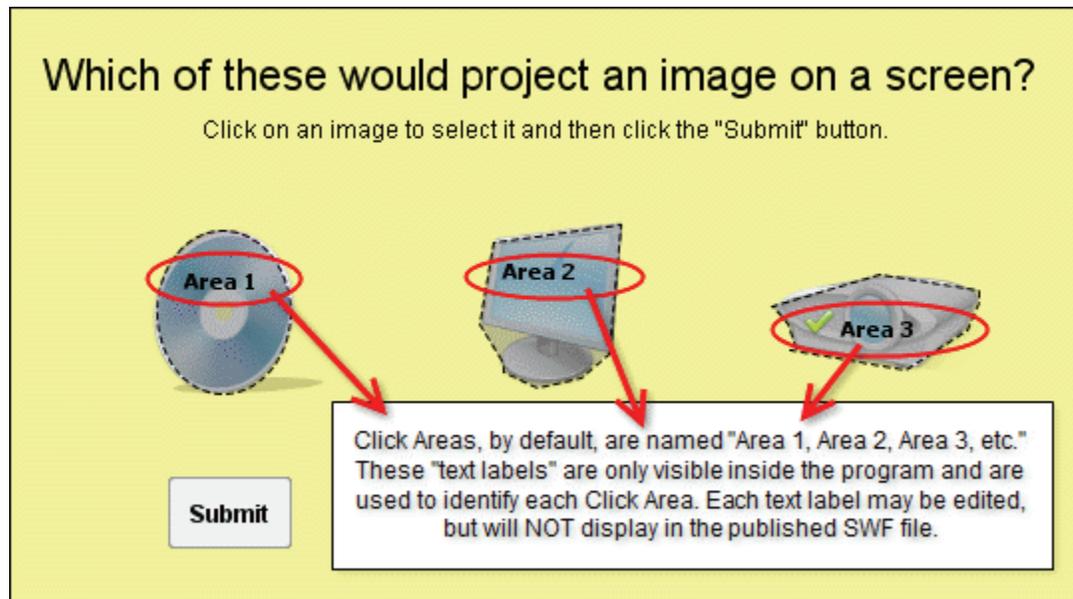
For more information on Click Areas, see the instructions "To work with Click Areas" steps.

- **Submit Button**: Once the appropriate selections are "clicked on", the viewer (by default) clicks this button to submit the response.
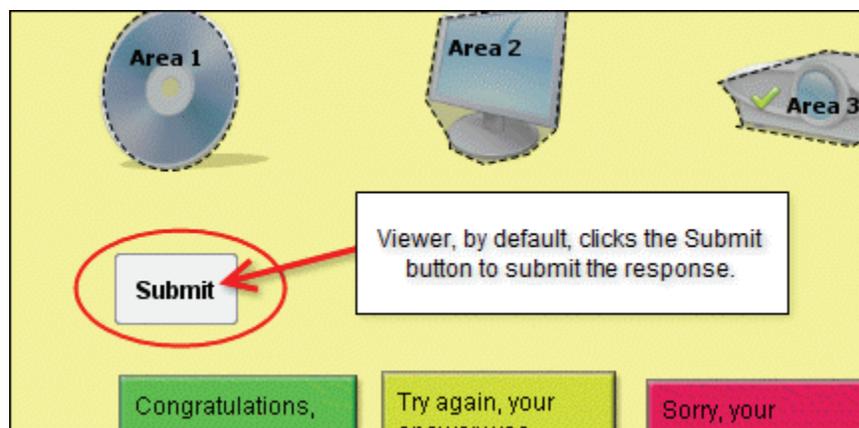
The button's look, text and "on click" action may be modified (but it is not recommended unless absolutely necessary). For more information of working with buttons, review the chapter on *Buttons*.

TIP

If the viewer is only required to click on ONE click area, you can have the answer automatically submitted without use of the Submit button. To set this up, double click on a click area to open the "Click Map" window. Under "Options" select the "Submit on Click" option. This will automatically remove the "Submit" button from the slide. Keep in mind, this option will not be available if multiple click areas are designated as the correct response.
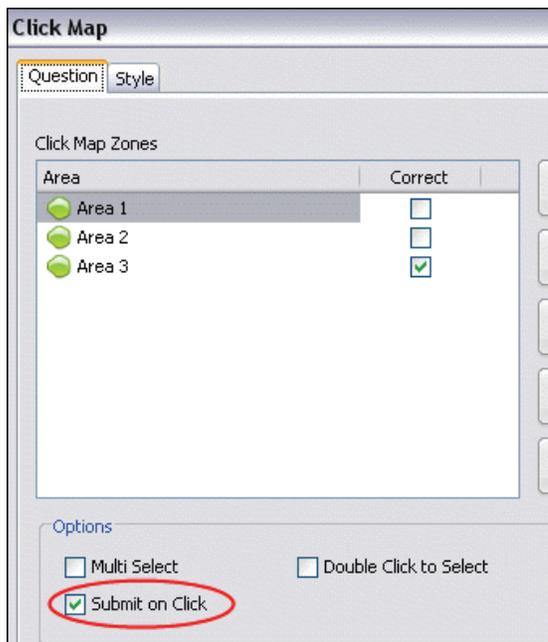
- ▪ **Response Messages**: One of three text boxes display to the viewer, by default, based on how they respond. These response messages are used for correct, incorrect and incomplete responses and may be edited.


For more information on working with Response Messages, review the "Response to User Input" section in the *Interactive Zones – Common Features* chapter.

To edit the Question Text:
- Double click on the text box to enter text edit mode.
- Edit your text and its attributes as desired.
- Deselect the text box and then single click it to select the object itself.
- Resize and move the text box as needed.

To work with Click Areas:

- Double click on any of the click areas.

- The *Click Map* window displays. Two tabs are available:

    o Select the *Question* tab.

        - In the *Click Map Zones* area, click on an area in the list to work with it.
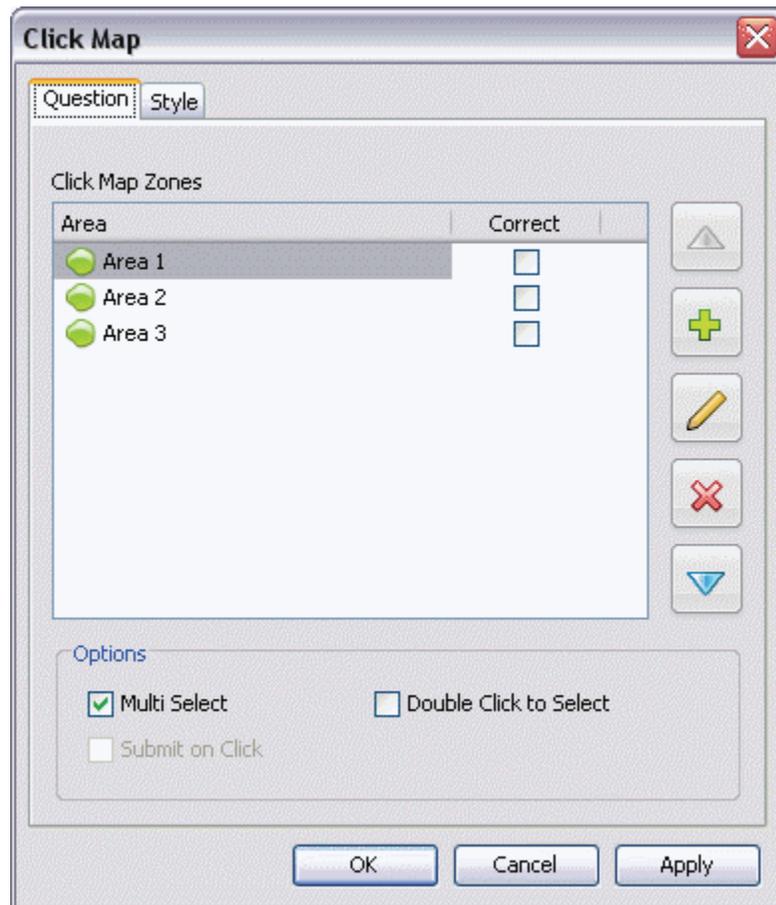
- Click the **Add** button to add a new area to the list. After it displays in the list, edit its text as needed.

- Click the **Modify** button to edit the text of a selected area.

Note: The text entered in the field in the "Area" list displays on the Click Area, but will NOT display to the viewer in the published SWF file. If for any reason you want to have some type of "text" associated with or near the Click Area that is visible to the viewer, use a message object such as slide text. Please read the chapter on *Messages* for more information on working with message objects.
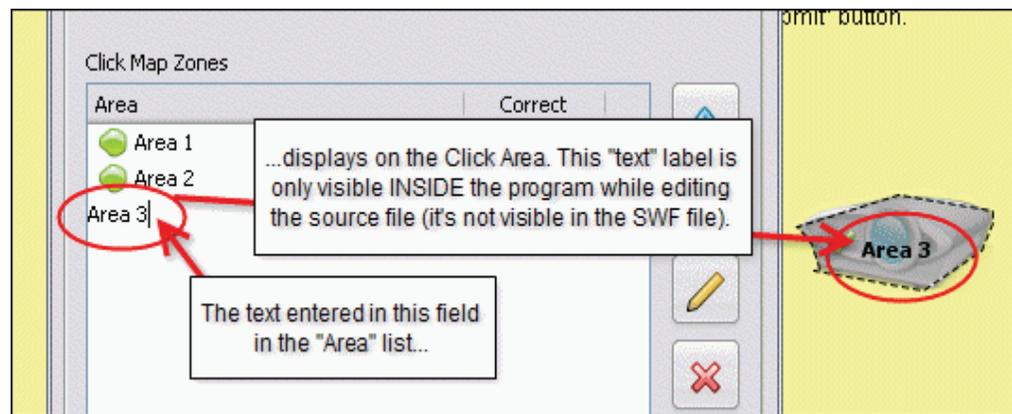
- To move an item up or down in the list, click the **Move Up** button to move the item up in the list. Click the **Move Down** button to move the item down in the list.

- Click the **Delete** button to remove a selected area from the list.

▪ In the *Click Map Zones* area, to set one or more areas as the correct response:

- In the *Correct* column, click the check box next to the area you want designated as the correct "click area".

- Repeat the step above for each additional "correct" click area the viewer must click on in order to respond correctly.
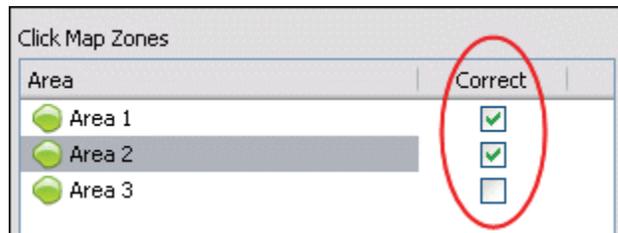
- To deselect a correct response, click on the check box containing the checkmark to remove (deselect) it as the correct response.

Another way to designate a Click Area as the "Correct" response is to single click on the Click Area to select it (while editing directly on the slide). On the context sensitive toolbar that loads, click the "Mark Area Correct" button.
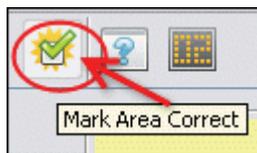
▪ In the *Options* area, to specify "how the user needs to click" in order to respond correctly when clicking on selections:

- Select the **Multi Select** option if multiple click areas are designated as correct responses, meaning the viewer must click multiple click areas in order to respond correctly.

If designating multiple click areas as the correct response and selecting "Multi Select" as the click (select) option, the "Submit on Click" option will not be available.

- Select the **Submit on Click** option when only one click area is designated as the correct response. This will remove the **Submit** button from the slide and once the viewer clicks on any of the available click areas, the response will automatically be submitted right after clicking.

If designating a single click area as the correct response and selecting "Submit on Click" as the click option, the "Submit" button will be removed from the slide.

- Select the **Double Click to Select** option if you want the viewer to double click on one or more click areas in order to select and respond correctly.

  o Select the *Style* tab.
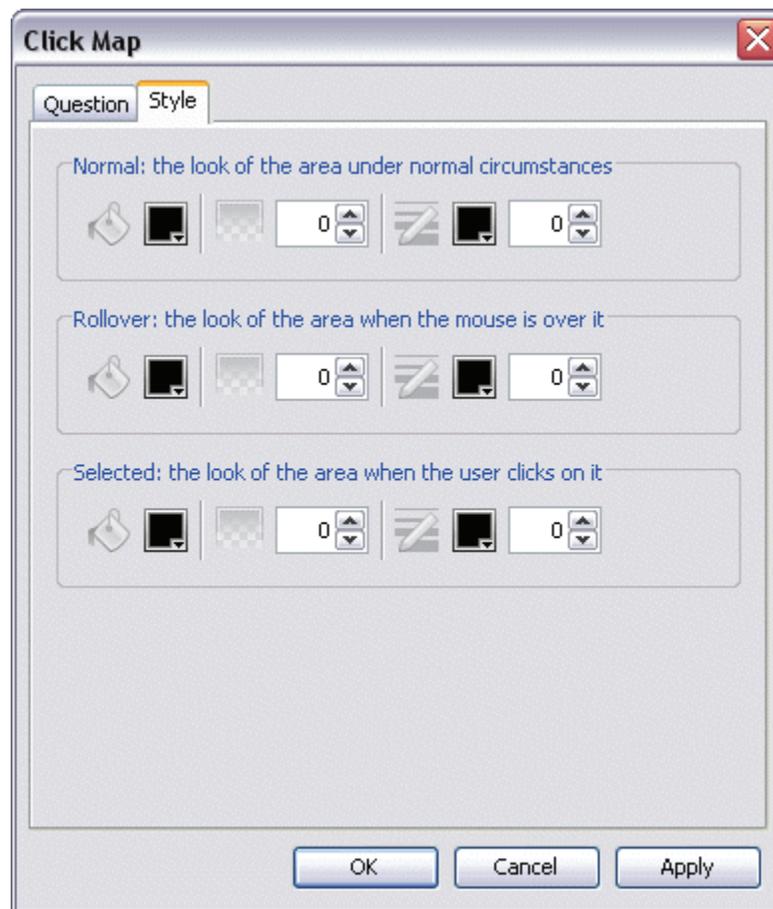
The default "Style" of the Click Areas will be 0% opacity (meaning it is fully transparent) for the fill color and 0 point for the border. These settings can be edited in the Stylesheet or on-the-fly.

You have three "states" to set up for the fill (bucket) color and for the border (pencil) color:

- **Normal:** The look of the area when the mouse is not over or clicked on it.
- **Rollover:** The look of the area when the mouse is "over" but not clicked on it.
- **Selected:** The look of the area when the mouse is clicked on it.

▪ For any of these "states" click on the **Background Color** button. In the window that displays, select a color and click **OK** to return to the previous window.
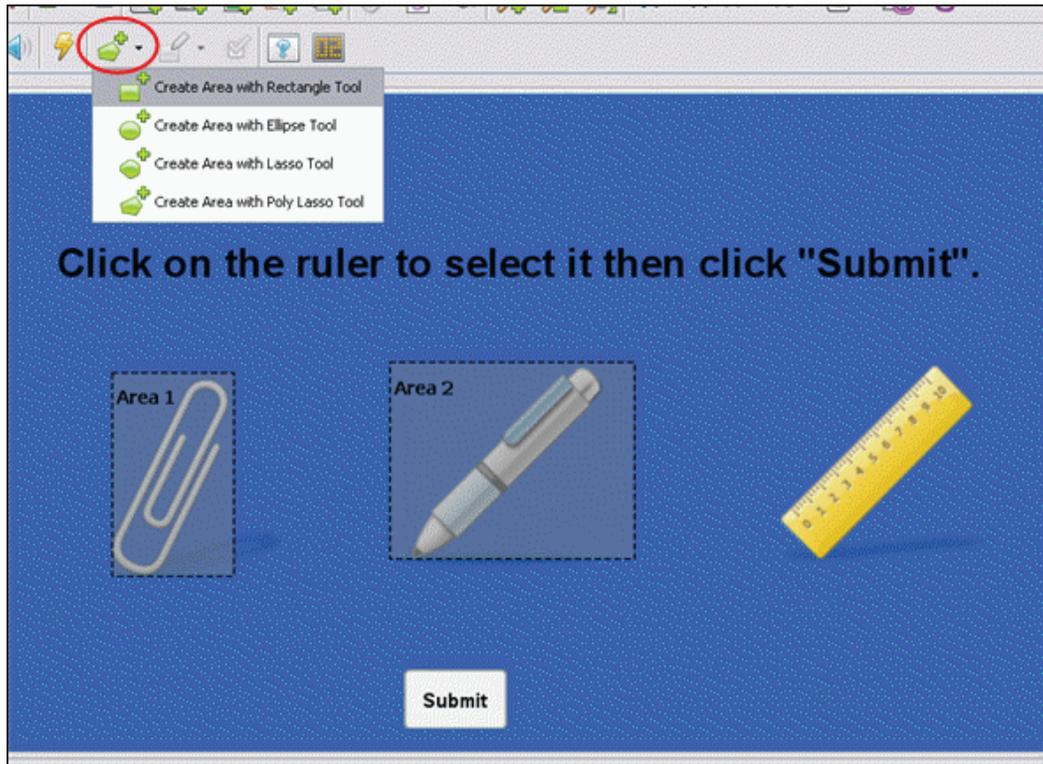

▪ For any of these "states" click on the **Border Color** button. In the window that displays, select a color and click **OK**.

▪ Once your selections are made in the *Click Map* window, click **OK** to apply / save the selections.

To create a new Click Area:

- Click the **Create Area** … button on the Context Sensitive toolbar.

- Select one of the menu options to draw (create) the Drop Area:

    o **Create Area with Rectangle Tool**: Use this option to create a rectangular shaped Drop Area on the slide.

    o **Create Area with Ellipse Tool**: Use this option to create an elliptical (circle or oval) shaped Drop Area on the slide.

    o **Create Area with Lasso Tool**: Use this option to create a free-form shaped Drop Area on the slide.

    o **Create Area with Poly Lasso Tool**: Use this option to create a polygon shaped Drop Area on the slide.
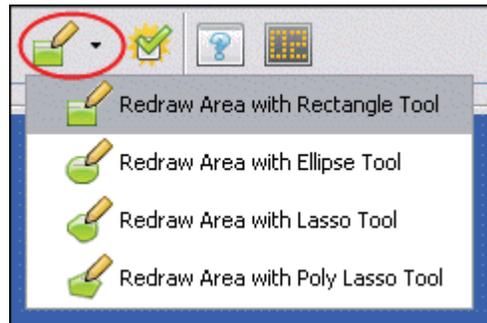
The "tools" used to draw Drop Areas are the same when creating shape objects. See the chapter on "Shapes" for more information on using the shape tools to draw the various shape areas.

- When the cursor changes to a cross-hair, hold down the left mouse button on the area of the slide where you want to draw the Drop Area. Drag to draw the area.

- Let go of the left mouse button to complete the Drop Area.

To "redraw" a Drop Area:

- Click on the Drop Area you want to redraw to select it.

- Click the **Redraw Area** button on the Context Sensitive toolbar.

- Select one of the menu options to redraw the Drop Area:

  - o **Create Area with Rectangle Tool**: Use this option to redraw a rectangular shaped Drop Area on the slide.

  - o **Create Area with Ellipse Tool**: Use this option to redraw an elliptical (circle or oval) shaped Drop Area on the slide.

  - o **Create Area with Lasso Tool**: Use this option to redraw a free-form shaped Drop Area on the slide.

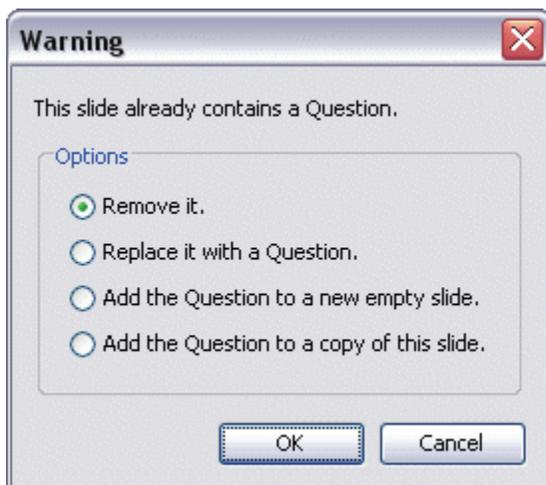 - o **Create Area with Poly Lasso Tool**: Use this option to redraw a polygon shaped Drop Area on the slide.

The "tools" used to redraw Drop Areas are the same when creating shape objects. See the chapter on "Shapes" for more information on using the shape tools to draw the various shape areas.

To resize / move a Drop Area:

- Click on the Drop Area to select it. A "bounding box" displays around it.

- Use the "grab handles" to drag and resize the Drop Area as desired.

- To move the Drop Area, point your cursor over the object and hold down the left mouse button and drag it to a new location on the slide as desired.

To remove a Drag and Drop question from the slide:

- Click on the **Insert Question** button on the Objects Toolbar.

- A *Warning* window displays. Select the **Remove It** option.

Warning

This slide already contains a Question.

Options
- ● Remove it.
- ○ Replace it with a Question.
- ○ Add the Question to a new empty slide.
- ○ Add the Question to a copy of this slide.

OK   Cancel

- Click **OK** to complete the deletion.

For additional information on features pertaining to the Drag and Drop and the Click Map question types, please review the *Interactive Zones – Common Features* chapter. Or, email support@qarbon.com with any questions you may have.

Resize Project

Have you ever worked for hours on end perfecting your Viewlet only to realize its dimensions were either too small or too big for your viewers needs? ViewletBuilder6.2 Enterprise offers a "Resize Project" tool that allows you to resize your current project. You can do this directly within the project, while inserting new screenshots, or even while importing slides from a project (whether or not the slides are the same size as the current project). Let's take a look at how this works.

Resizing the Current Project

- ▪ Select **Project** > **Resize Project** from the Menu.
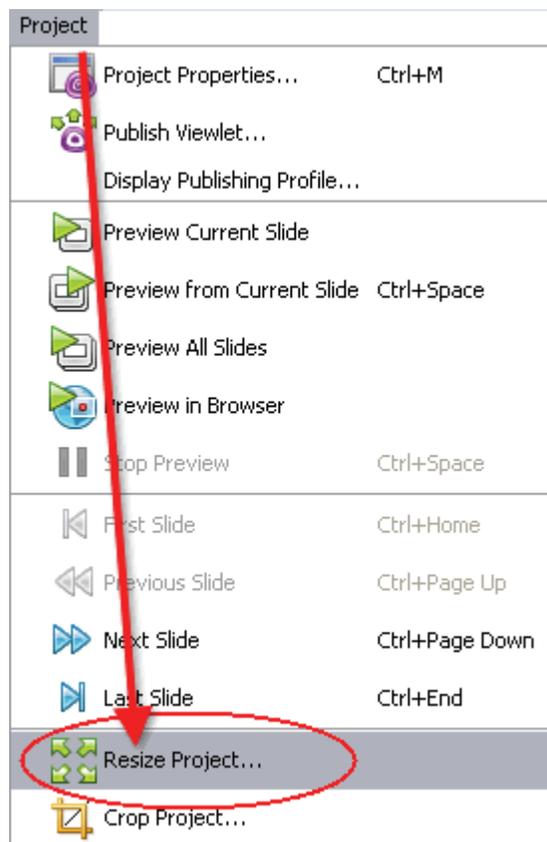
▪ The *Project Resize* window displays.

    o In the *Current Project Size* area, the project's original size displays. Review this information.

Current Project Size

      Width: 800 Height: 600

    o In the *New Project Size* area:

    -Enter a number for the new *Width* and *Height* in the fields provided.

    -To maintain the correct ratio between the new width and height, select the **Maintain Aspect Ratio** option BEFORE entering a number in either the *Width* or the *Height* field.

New Project Size

    Width: 500   Height: 375

    ☑ Maintain Aspect Ratio

If the "Maintain Aspect Ratio" option is selected, just enter a number in either the "Width" or the "Height" field and press the "Enter" key and number for the "other" value will automatically be filled in the applicable field.

    o In the *Scaling* area, select one of the scaling options:

        ▪ **Scale to Fit:** Scales the slide background image to "best fit" the new slide dimensions.
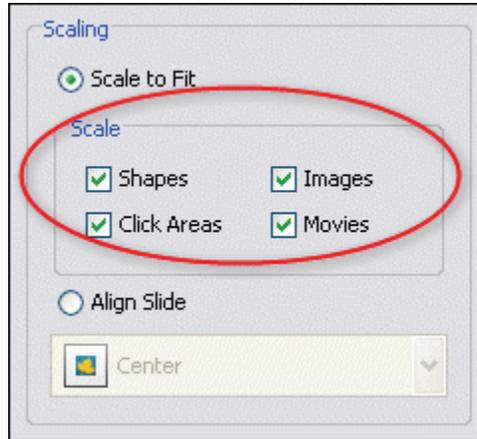
        (New in ViewletBuilder6.2 Enterprise)
        Additionally, to **Scale** a slide object, select the check box next to:

           • Shapes
           • Click Areas
           • Images
           • Movies

        Each of the selected slide objects will be scaled to fit in proportion to the new slide size.

- **Align Slide:** Maintains the current size of the slide's background image and aligns it on the new slide based on the alignment selection. Normally used when the new project (slide) size is larger then the original project dimensions. After selecting this option, select an alignment option from the alignment menu.
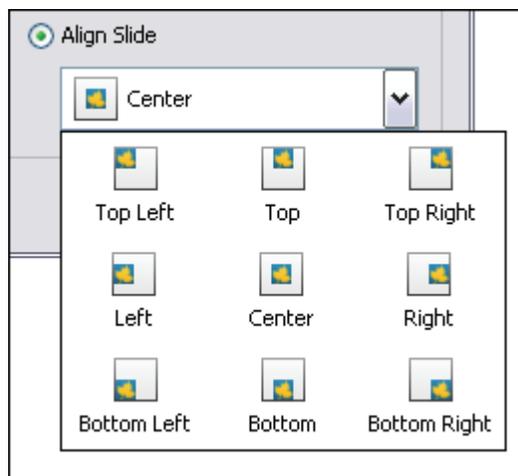
- Click **OK** to resize the project.

If a "Warning" window displays after clicking "OK", read the information in it and click "OK" to close the window. Then, back in the "Resize Project" window, edit the selections as instructed by the warning and click "OK" to resize the project.

Warning

To resize your project to a size smaller than the largest background image (800 x 600), you must select Scale to Fit.

OK

Did you know the "Project Resize" feature also allows you to import slides from projects with dimensions "different" from the current, open project? For more information on this topic, review the "Importing Slides with Different Sizes" section of the "Export and Import Options" chapter.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Crop Project

ViewletBuilder6.2 Enterprise offers you the ability to crop the dimensions of your project's slide size. An alternative to the "Resize Project" feature, the "Crop Project" feature will crop the project's slide without the need for scaling the background image. Let take a look at how this works.
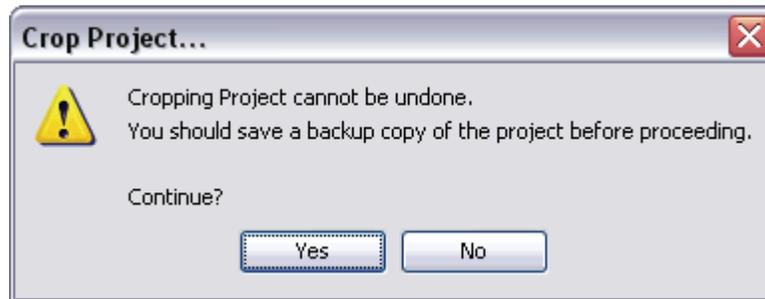
Cropping the project's slide size

**The "Crop Project" operation cannot be undone, so make sure you create a backup copy of your project BEFORE you crop the original project's slide size.**

- Select **Project** > **Crop Project** from the Menu bar.
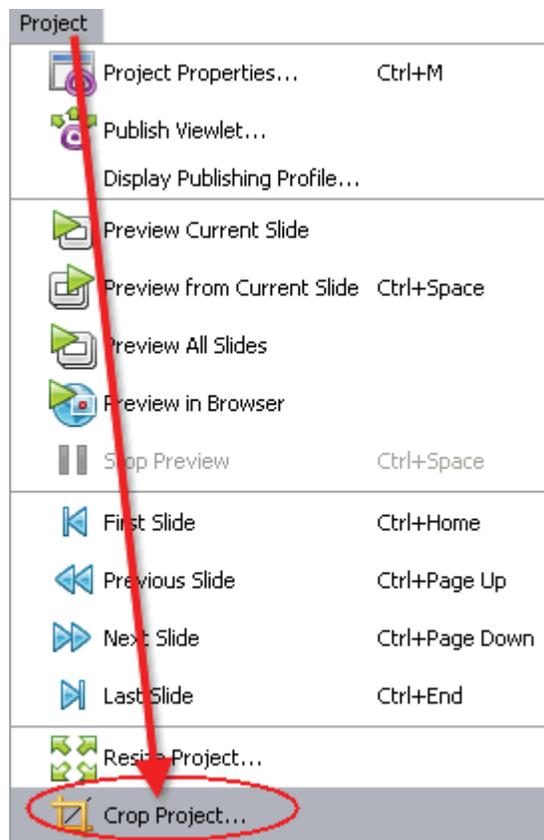
- A *Crop Project* warning window displays. Read the information in the window and click **Yes** to continue with the cropping task.


- In the "Slide Edit" area, four "shaded" sections surround the current slide. The area in the shaded portions of the slide will be "cropped" out and the areas of the slide that are NOT shaded will not be cropped.
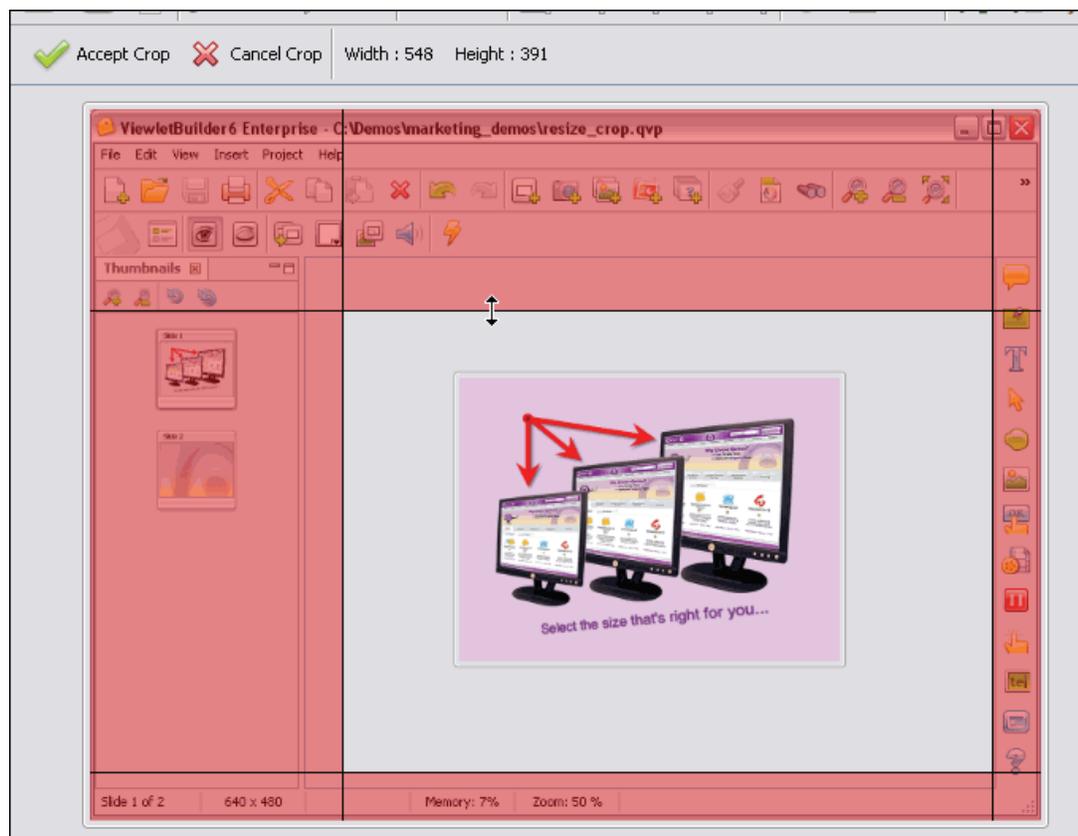

- To resize the "crop area", point your cursor on one of the lines separating the shaded area and the unshaded slide area.

- When your cursor changes to a "double arrow" shape, hold down the left mouse button and drag to resize the crop area.

- Let go of the left mouse button when you are finished resizing one of the edges of the crop area.

- To view the current dimensions of the new slide size as you resize the crop area, look at the top of the slide area where the "Width" and the "Height" are displayed.
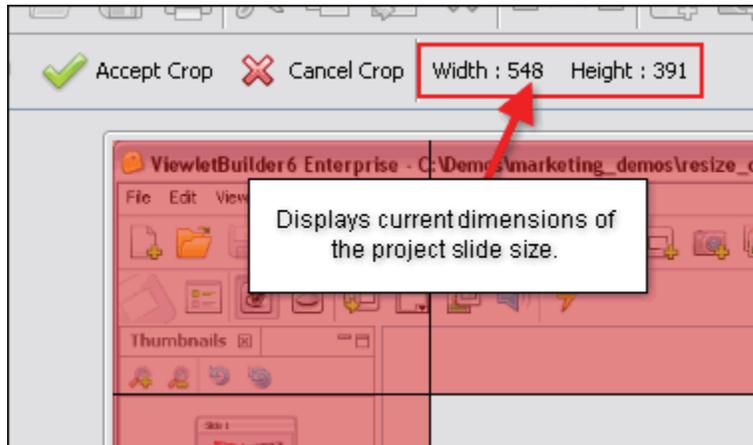
- Once you've resized the crop area, click the **Accept Crop** [Accept Crop] button. Depending on the size of the project, you may see a progress bar display the status of the cropping operation.
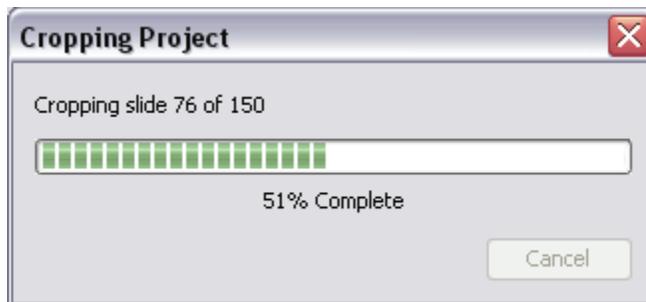

If you decide you do not want to crop the project while viewing the shaded and unshaded slide areas, click the "Cancel" button.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Page Layout

The Page Layout feature is an often overlooked option in ViewletBuilder6.2 Enterprise. The settings in the *Page Layout* window determine what your hardcopy and electronic "printed" materials will look like. You can set print (page layout) options for the page header, the layout of images on each page, what slide elements to include, page numbers and the slides to print.
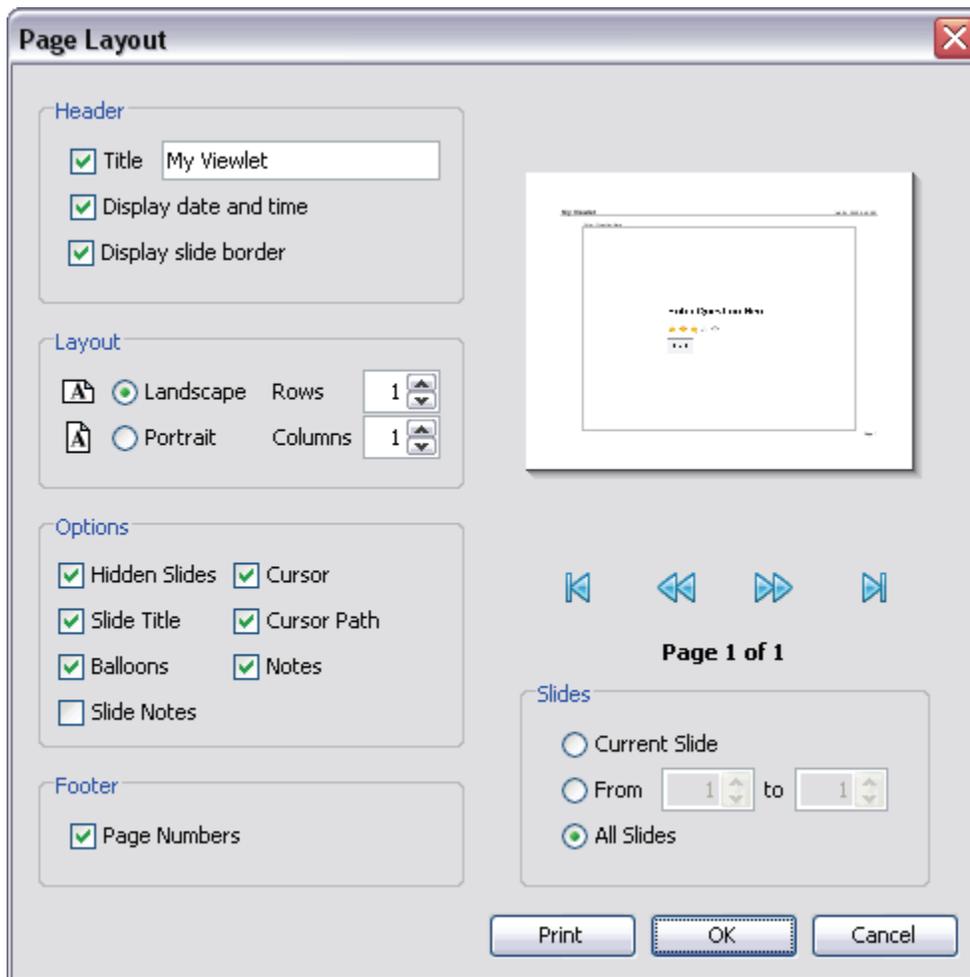
To access Page Layout:

- Select **File** > **Page Layout** from the Menu bar.

- The *Page Layout* window displays.

To edit options for Page Layout:

- Open the *Page Layout* window.
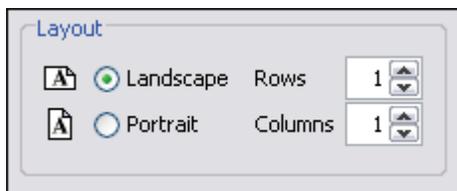
- In the *Header* area (if desired):

o Select the **Title** option and type a title in the field.
o Select the **Display date and time** option to add a date signature.
o Select the **Display slide border** to add a border around each slide.
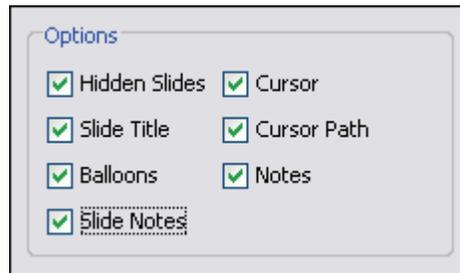
- In the *Layout* area:

o Select **Landscape** orientation and enter a number for the number of rows (slides) to include per page.

   or

o Select **Portrait** orientation and enter a number for the number of columns (slides) to include per page.

- In the *Options* area, select the elements you want to include on the print materials, including:
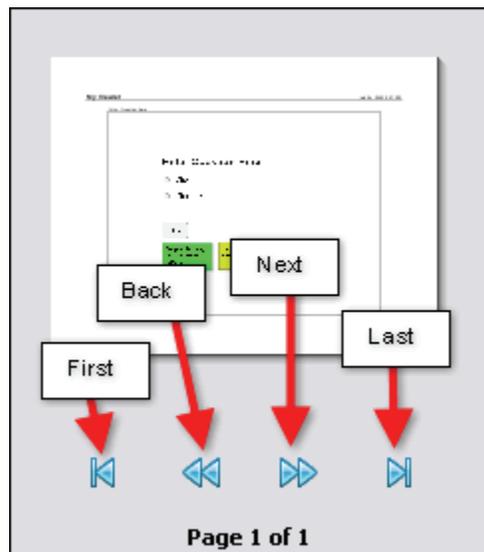

- o   Hidden slides
- o   Slide Title
- o   Balloons
- o   Slide Notes
- o   Cursor
- o   Cursor Path
- o   Notes

Previewing and Printing

The *Page Layout* window offers a preview area for you to review your slides before printing. To navigate through the slides to preview:

- In the Footer area, select/deselect if you want **Page Numbers** to display.

- As you make selections, view the slide Preview area. Use the "VCR style" buttons (First, Back, Next, Last) to navigate through the slides preview.

- In the *Slides* area, select which slides to print.

- o **Current Slide:** Select this option to print the slide selected prior to opening the *Page Layout* window.

- o **From:** Select this option and enter the number of the first slide to the last slide (in the fields provided) for the "series" of slide you want to print.

- o **All Slides:** Select this option to print all the slides in the project.

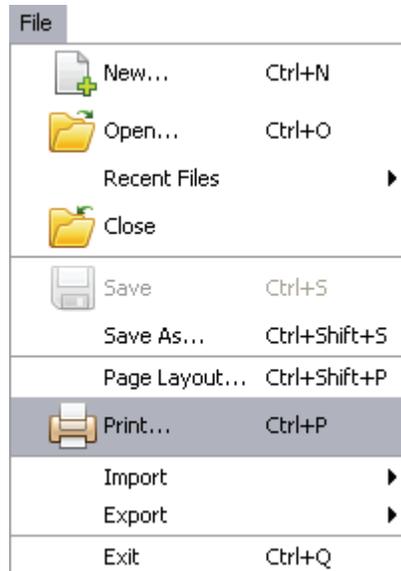- Click **OK** to save these as the default options for this project. Or, click **Print** to open the *Print* window.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Printing

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

To print a hardcopy of your slides:

- Select **File** > **Print** from the Menu bar.

File	
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

- The *Print* window displays. Select the options in this window for your print job as desired.
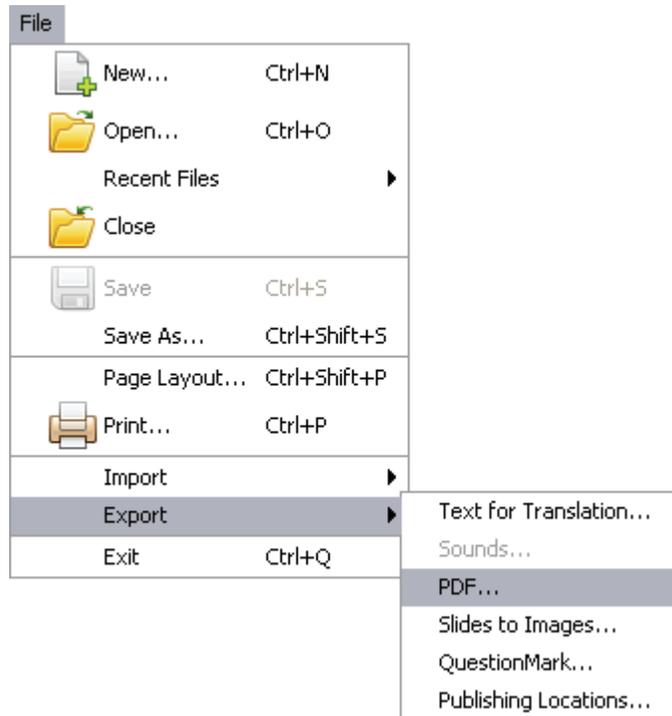
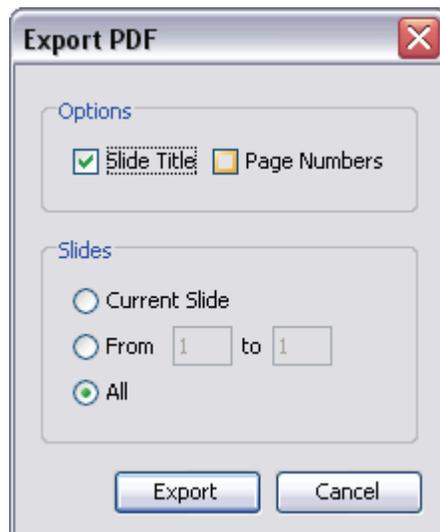**The options available in the "Print" window will vary from computer to computer.**

- Click the **Print** Print button to print the selected slides.

To print an electronic copy of your slides:

- Select **File** > **Export** > **PDF** from the Menu.

File	
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

Export submenu:
- Text for Translation...
- Sounds...
- PDF...
- Slides to Images...
- QuestionMark...
- Publishing Locations...

- The *Export PDF* window displays.

Export PDF

Options
- ☑ Slide Title ☐ Page Numbers

Slides
- ○ Current Slide
- ○ From [1] to [1]
- ● All

[Export] [Cancel]

- o In the *Options* area: Select **Slide Title** and / or **Page Numbers** if you want to include these in the electronic document.

o In the *Slides* area, select what slides to print:

-**Current Slide:** Select this option to print the slide selected prior to opening the *Page Layout* window.

-**From:** Select this option and enter the number of the first slide to the last slide (in the fields provided) for the "series" of slide you want to print.

-**All Slides:** Select this option to print all the slides in the project.

- Click the **Export** [Export] button.

- The *Export PDF* window displays. Select a folder 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.

Another way to print an electronic copy of your slides is by selecting a "PDF" printer from the "Print" window, if one is available on your system.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Export and Import Options

ViewletBuilder6.2 Enterprise offers various export and import options. These include:

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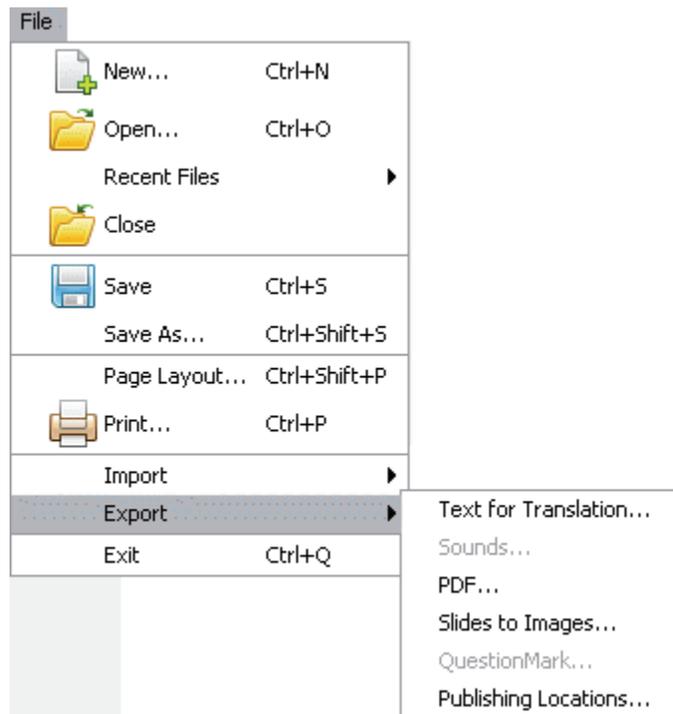
- Text for Translation
- Sounds
- PDF
- Slides to Images
- QuestionMark
- Publishing Locations

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

- Select **File** > **Export** > **Text for Translation** from the Menu bar.

- In the *Export Text* window, select a location to save the file, which will be saved in "XML" format.

  Enter a name for the file and click **Save**.

- If an *Information* window displays, click **OK**.

To export sounds from your project:

- Create a folder outside of ViewletBuilder6.2 Enterprise to save the exported sound file in.

- Select **File** > **Export** > **Sounds** from the Menu bar.

- In the *Export Sounds* window, select what slides you want to export audio from.

- Click **Export**. The sound files will be saved in the designated folder with the same file names and as the same files types as they exist in your project.

For more information on exporting sound from your project, review the chapter on "Audio".

To export slides as a PDF file:

- Select **File** > **Export** > **PDF** from the Menu bar.

- In the *Export PDF* window, make selections for *Options* and for *Slides*
.

- Click **Export**.
- In the second *Export PDF* window that displays, select a folder to save the file in.

- Enter a name for the file and click **Save**.

To export slides as image files:

- Select **File** > **Export** > **Slides to Images** from the Menu bar.

- Select **Slides to Images**.
- In the *Export Slides to Images* window in the:
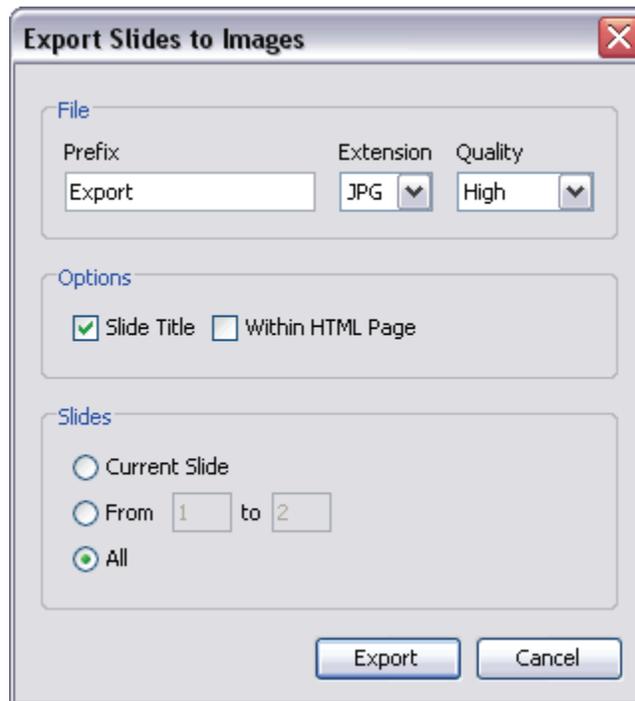
- o *File* area: Enter a *Prefix* (used for beginning of file names); select an *Extension* from the drop down list (this will determine the type of image file that will be saved when slides are exported); and, if applicable, select the *Quality* (for JPG files) from the drop down list.

- o *Options* area: Select additional options as desired.

- o *Slides* area: Select which slides to export as images.

  - **Current** to search the current slide.
  - **From** and enter a number in each of the fields provided to search from a specific slide to a specific slide based.
  - **All** to search all slides within the project.

- Click **Export**.

- In the *Save File In* window, select a folder to save the image files in.

- Click **Save**.

Publishing Locations
In order to resolve possible conflicts that might occur when publishing the same project from different computers, ViewletBuilder6.2 Enterprise offers the ability to create a file (publish.dat) to list the publishing locations available for the project. This file can be "transported" with the source file when publishing from different computers.

To create a publishing locations data file:

- Select **File** > **Export** > **Publishing Locations** from the Menu bar.

- In the *Save File In* window, select a folder to save the "publish.dat" file in.

- Click **Save**.

- An *Information* window displays. Read the information in it and click **OK**.

When publishing your project from different computers, import the "publish.dat" file into the project while working the "different" computer.
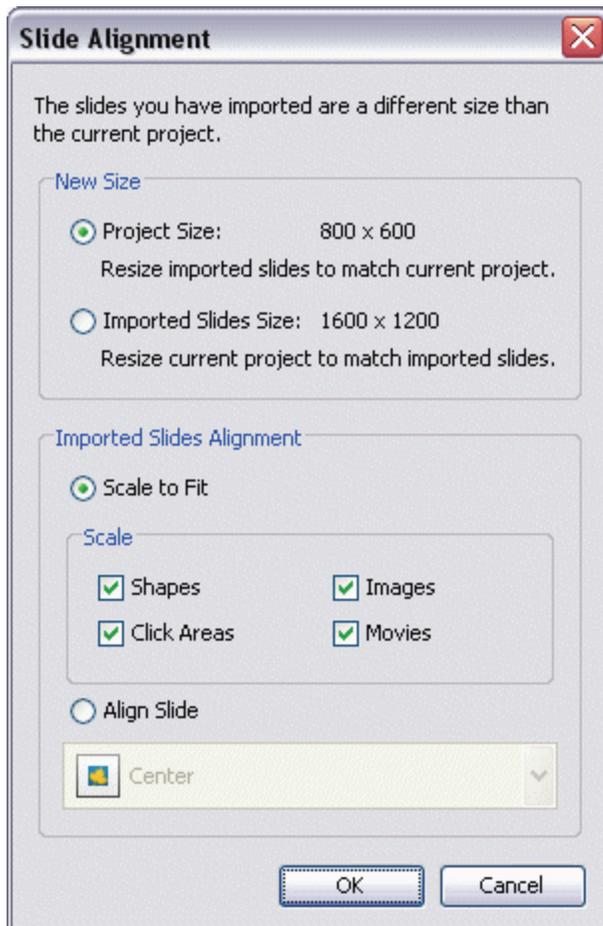
Import Options
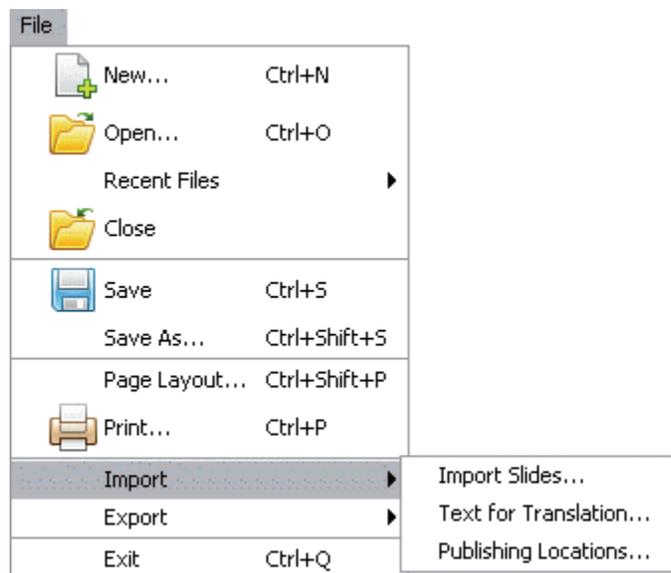
- Import Slides
- Text for Translation
- Publishing Locations

To import slides (from another qvp project):

- Select a thumbnail as an insertion point for imported slides. Imported slides will be inserted after the selected slide.

- Select **File** > **Import** > **Import Slides** from the Menu bar.

- In the *Import Slides* window, click **Browse**. Locate and select a QVP file to load into the preview window.

- Select the slide or slides to import.

Importing Slides with Different Sizes
ViewletBuilder6.2 Enterprise allows you to import slides from projects with different slide sizes. If ViewletBuilder6.2 Enterprise detects a difference in size, a *Slide Alignment* window displays with options for "matching up" the slide sizes for consistency when importing slides of a different size into your current project.

- If the slides you select to import are a different size, the *Slide Alignment* window displays requiring you to make some additional selections:

  - o In the *New Size* area, select:

    - ▪ **Project Size:** This option will resize the imported slides to match the size of the current project.

    - ▪ **Imported Slide Size:** This option will resize the current project to match the size of the imported slides.

  - o In the *Imported Slides Alignment* area, if you selected the **Imported Slide Size** option in the *New Size* area, select an alignment option for the imported slides:

  - o **Scale to Fit:** This option will scale the imported slides to "best fit" the current project's slide size and center the image on the slides.

    (New in ViewletBuilder6.2 Enterprise)
    Additionally, to **Scale** a slide object, select the check box next to:

    - Shapes
    - Click Areas
    - Images
    - Movies

    Each of the selected slide objects will be scaled to fit in proportion to the new slide size.

You must use the "Scale to Fit" alignment option if the imported slides are "larger" then the slide size of the current project.

-**Align Slide:** This option will retain the original size of the imported slides, but will align the image on the slide based on your alignment selection.

- Click **OK** and the slides will be imported into the current project.

To import text for translation:

- Select **File** > **Import** > **Text for Translation** from the Menu bar.

- The *Import Text* window displays. Locate the text translation XML file. This is the file previously created from this Viewlet when using the "Export > Text for Translation" option.

- Click **Open**.

- If an *Information* window displays, click **OK**.

In order to use the "Import > Text for Translation" option, you will have to create an XML file for this SAME Viewlet using the "Export > Text for Translation" option.

Publishing Locations

In order to resolve possible conflicts that might occur when publishing the same project from different computers, ViewletBuilder6.2 Enterprise offers the ability to create a file (publish.dat) to list the publishing locations available for the project. (See the "Export Options" section of this chapter for information on creating a "publish.dat" file.) This file can be "transported" with the source file when publishing from different computers.

To publish a project from a different computer using the publish.dat file:

- Select **File** > **Import** > **Publishing Locations** from the Menu bar.

- The *Import Publishing Locations* window displays. Click the **Browse** button.

- Locate the **publish.dat** file previously created when working on your project on the original computer used to publish it.

In order to use the "Import > Publishing Locations" option, you must first create a "publish.dat" file on the computer the project was originally published from by using the "Export > Publishing Locations" option.

- Click **Open**.

- Back in the *Import Publishing Locations* window, a list of available publishing locations display. Select the publishing location to use to publish the project by clicking the check box next to the desired location.
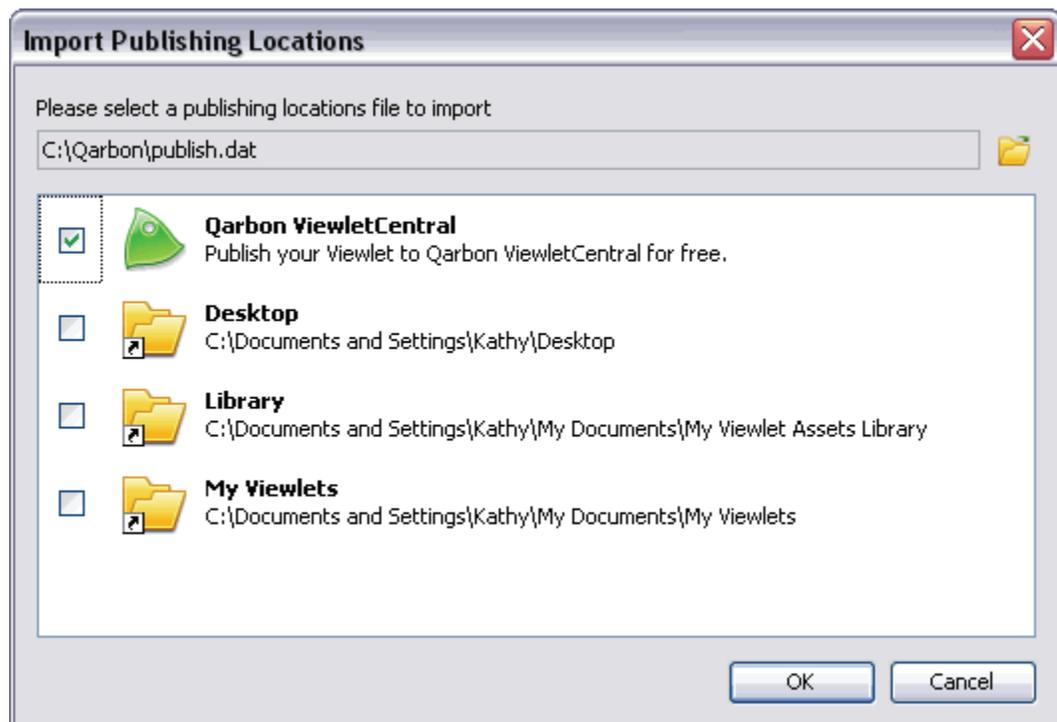
- Click **OK** to import the selected publishing locations in ViewletBuilder6.2 Enterprise to use for the current project.

Once you've imported the desired publishing locations for your project, click the "Publish Viewlet" button and the selected publishing locations will be available in the "Location" list.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Project Properties

ViewletBuilder6.2 Enterprise allows you to set up default properties for all of your Viewlet projects. These project properties may be modified on a project per project basis. The project properties set up in the *Project* Properties are used when the project is published.

Project	Help
🖼 Project Properties...	Ctrl+M
🖼 Publish Viewlet...	

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 the **Save as Default Properties** Save As Default Properties button.

- Click **OK** to close the *Project Properties* window.

The "Save As Default Properties" button does NOT save other changes to the project, only edits made in the "Project Properties" window.

Viewlet Profile – Project Properties

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

To set up Viewlet Profile details:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Viewlet Profile** from the left navigation menu.

In the *Viewlet* area:

- Enter a *Title*. This information will display in the browser's title bar when the Viewlet is played back and will also be included in the Viewlet's metatag information.

- Enter a *Description*. This information will be included in the Viewlet's metatag information.

In the *Author* area:

- Enter an author *Name*.

- Enter an *Email*.

- Enter additional *Comments*.

Use the "Author" information to promote your Viewlet. The author's name, email and comments display Viewlet's information window.
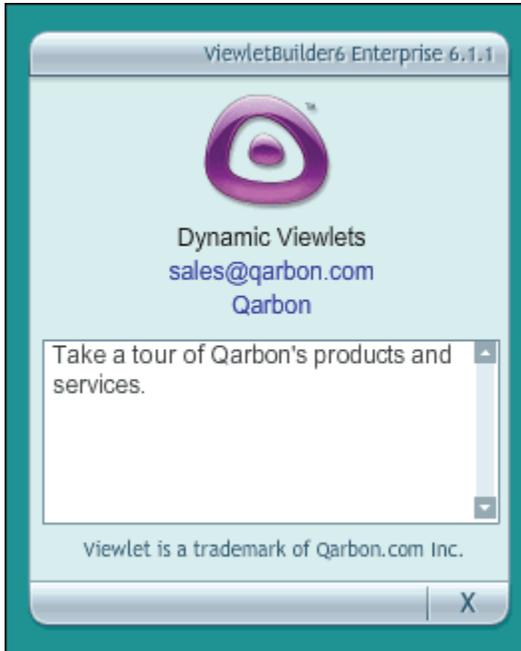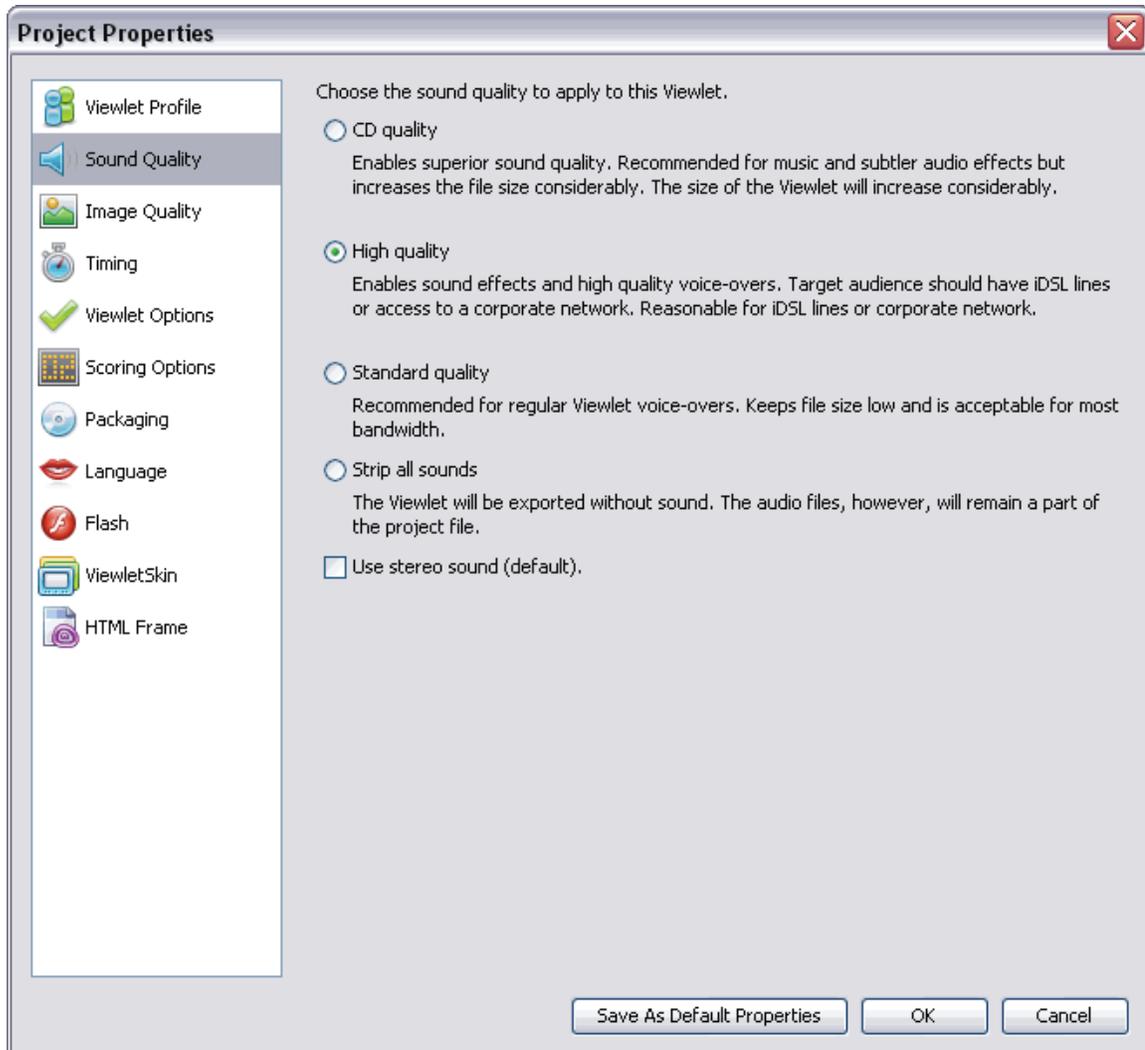
In the Company area:

- Enter a *Company* name.

- Enter a *Department*.

- Enter a company *Web Site*.

Sound Quality – Project Properties

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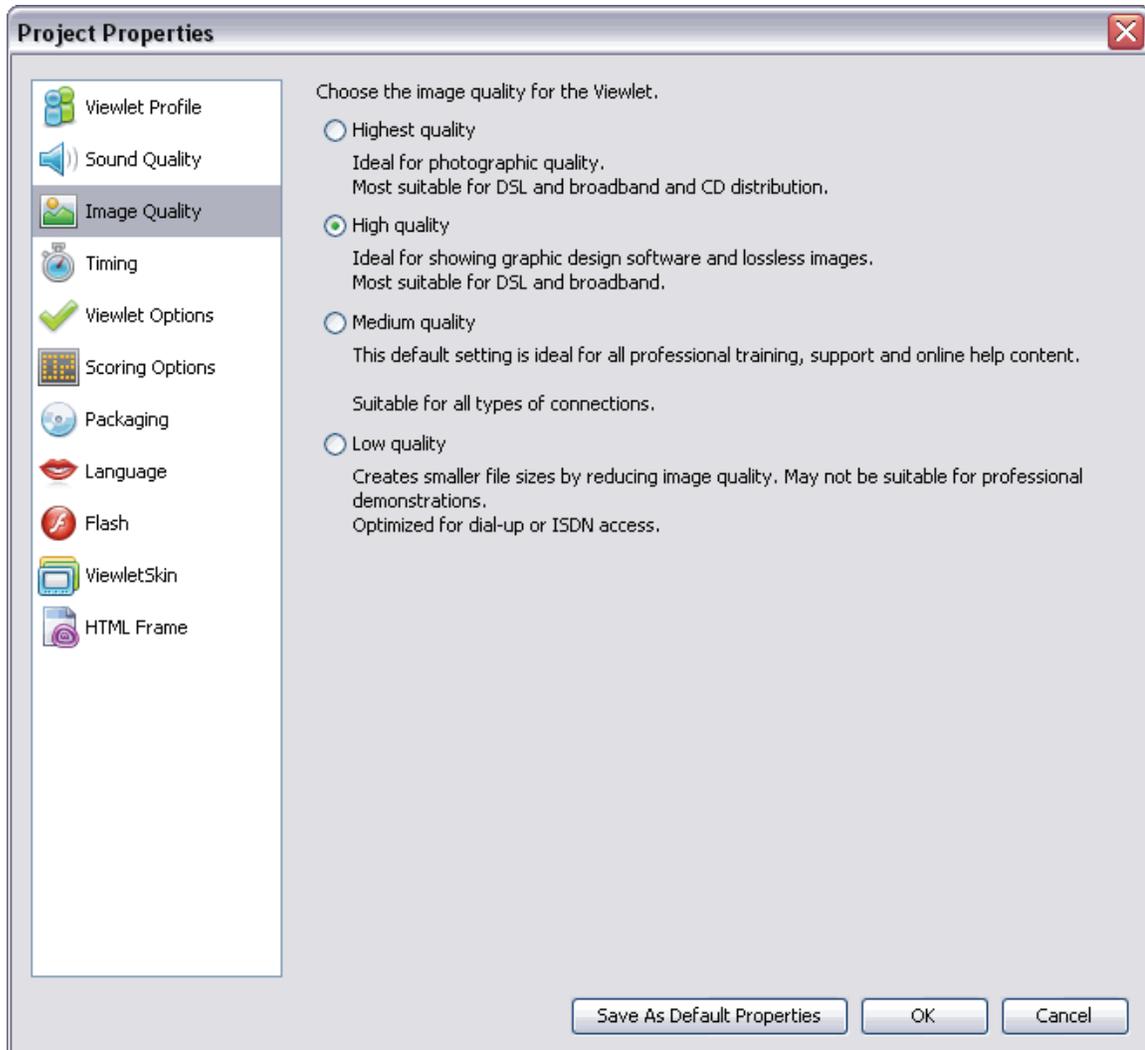
To select Sound Quality options:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Sound Quality** from the left navigation menu.

- Select one of the sound quality options:

  o **CD quality:** Highest sound quality option, which is recommended for music and subtle audio effects. Results in biggest file size.

  o **High quality:** This is the second best sound quality choice, which is suitable for good qualify audio effects and high quality voice-overs. Best choice for viewers using high speed or network connections.

  o **Standard quality:** This is the third best sound quality choice, which is recommended for average voice narration quality. Results in lowest file size possible (with projects containing audio) and is suitable for most bandwidths.

  o **Strip all sounds:** Removes all sound when publishing the project.

  o **Use stereo sound (default):** Publishes audio using "stereo" quality sound, if applicable.

The sound quality selection you make in the "Project Properties" will not affect the sound in the "pre-published" source qvp file.

Image Quality – Project Properties

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

To select Image Quality options:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Image Quality** from the left navigation menu.

- There are several image settings to choose from. Select the radio button next to the image quality of your choice:

  - **Highest Quality:** This option is best suited for photographic quality images, but results in the biggest file size.

  - **High Quality:** This selection is recommended for images created in graphic design software and for lossless images. Results in a file size best suited for high speed connections.

  - **Medium Quality:** This is the default setting for all professional training and online help content. Acceptable file size for most connections.

  - **Low Quality:** This selection creates the smallest file size by reducing the image quality as much as possible. Not recommended for professional demonstrations, but is optimized for dial-up connections.

The selection made for image quality in the "Project Properties" window will not affect the image quality of the source file.

Timing – Project Properties

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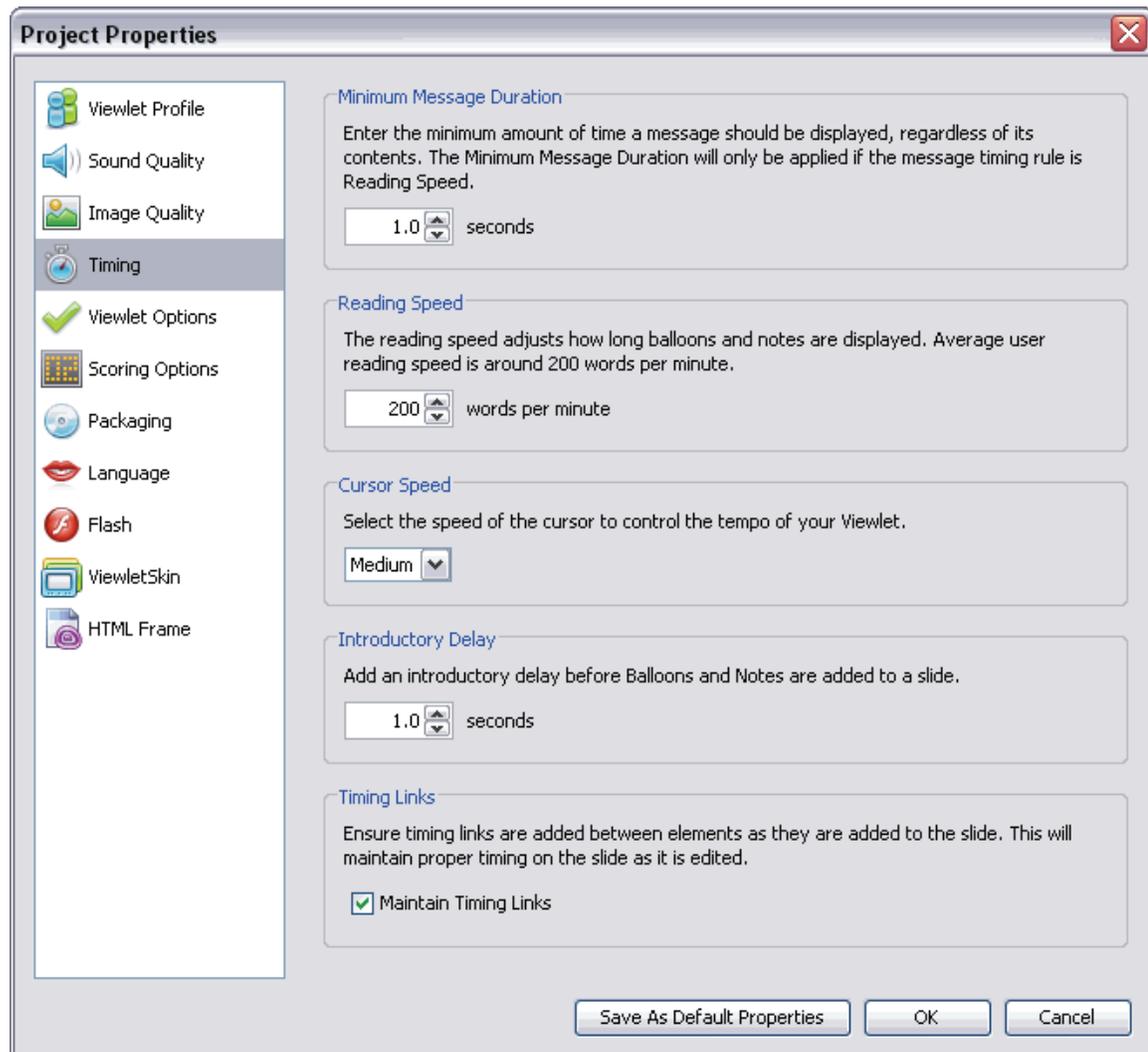
To set up Timing options:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Timing** from the left navigation menu.

In the *Minimum Slide Duration* area:

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

In the *Reading Speed* area:

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

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

In the *Cursor Speed* area:

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

In the *Introductory Delay* area:

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

In the *Timing Links* area:

- Select the **Maintain Timing Links** check box to automatically add and maintain timing between elements along the Timeline while editing a project. For more information on "Timing Links", see the *Timeline Tab* chapter.

Viewlet Options – Project Properties

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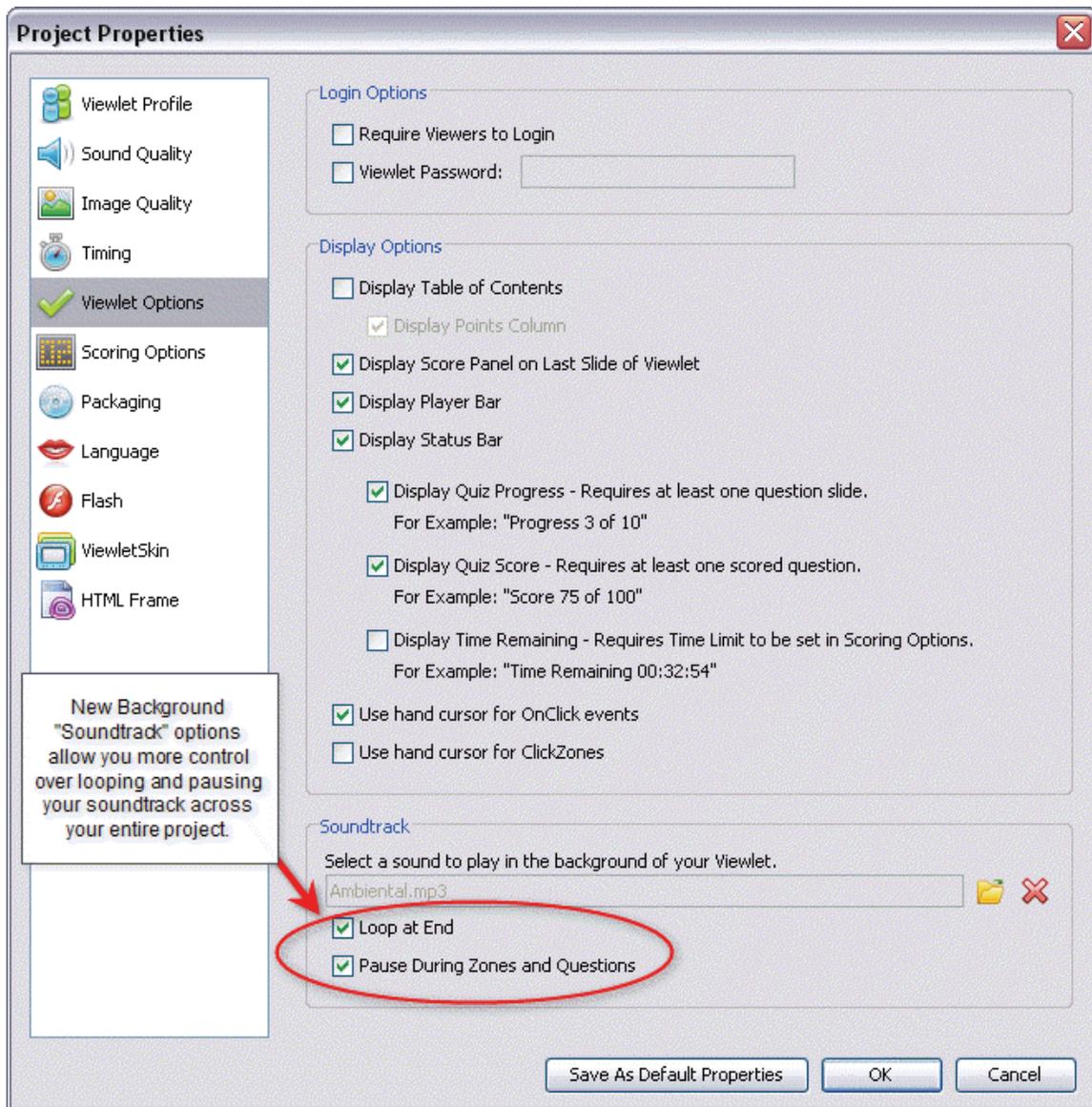
To set up Viewlet Options:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Viewlet Options** from the left navigation menu.

In the *Login Options* area:

- Select the option to require viewers to login before viewing your Viewlet.

- Select the password option and enter a password (that you will provide to viewers) in the password field.

In the *Display Options* area:

- Select the option to display Table of Contents when the Viewlet is viewed.

- Select a Status Bar to be displayed as the Viewlet is playing. Select additional options for the status bar as desired:

  o **Display Quiz Progress:** Displays progress of the Viewlet as it plays. Requires at least one question slide.

  o **Display Quiz Score:** Displays the current score. Requires at least one scored question.

  o **Display Time Remaining:** If the Viewlet is set with a time limit, the remaining time displays.

- Select the display score option if you want the "final" score displayed at the end of the Viewlet.

- Select the options for when the hand shape cursor is displayed for OnClick Events and ClickZones

In the *Soundtrack* area:

- Click the **Load Soundtrack** button to locate and select a sound file that will play in the background when the Viewlet plays.

- **Loop to End** (New in ViewletBuilder6.2 Enterprise)
  If your soundtrack is shorter in duration then the playback time of your project, you can select the **Loop to End** option. This will make your background audio repeat until the Viewlet project is played through.

- **Pause During Zones and Questions** (New in ViewletBuilder6.2 Enterprise)
  If you want the viewer to concentrate on Interactive Zones or questions in your Viewlet, you can temporarily pause the background soundtrack. Select the **Pause During Zones and Questions** option and when the Viewlet plays these slides, the background soundtrack will pause until the viewer responds and the Viewlet returns to play mode.

- To remove a soundtrack, click the **Delete Soundtrack** button.

Scoring Options – Project Properties

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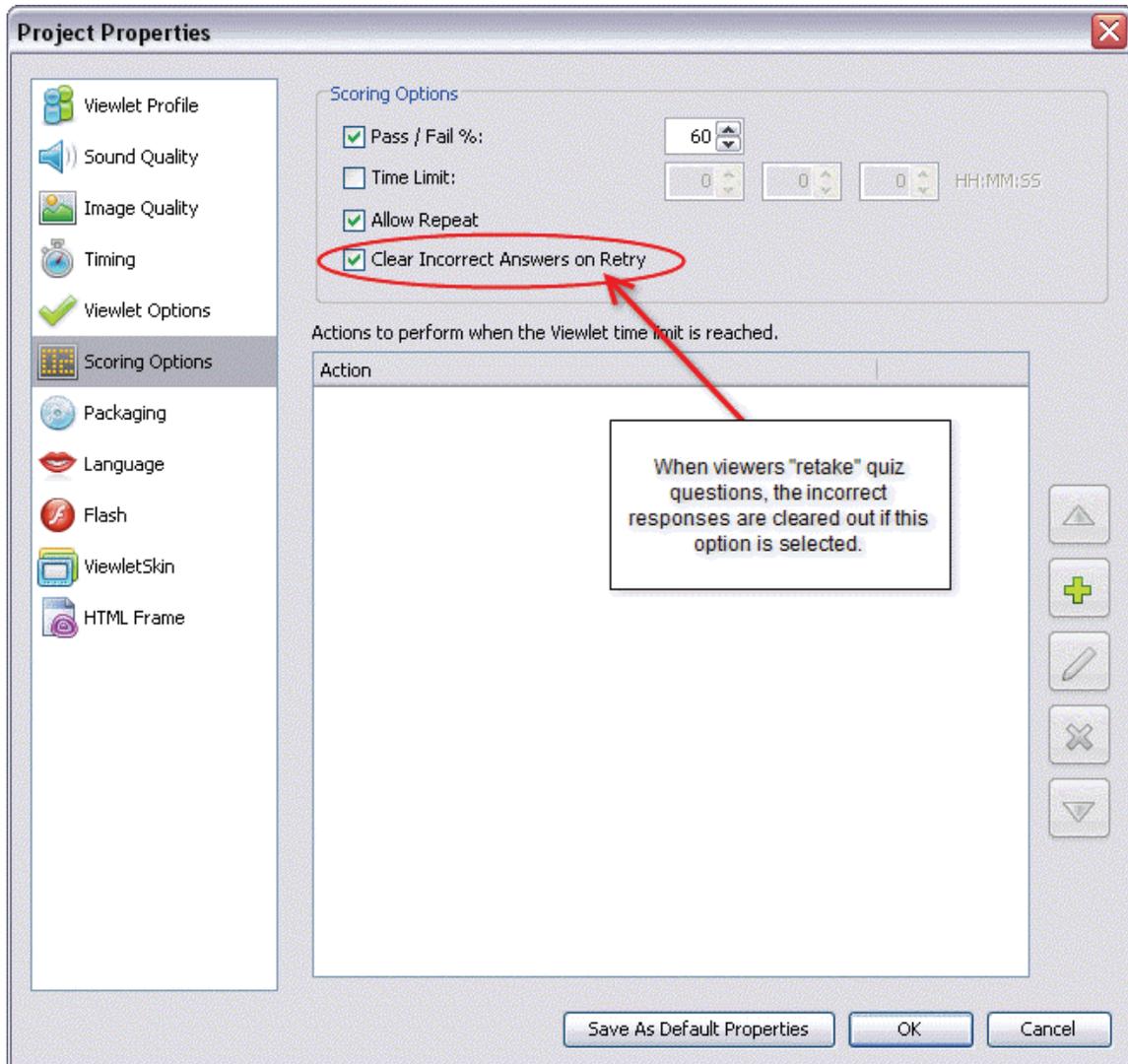
In the *Scoring Options* area:

- Select a Pass / Fail percentage and its value in the field provided.

- Limit the amount of time the viewer has to answer a question in the fields provided.

- Select **Allow Repeat** if you will allow the viewer to play the Viewlet again.

- (New in ViewletBuilder6.2 Enterprise)
  Select the **Clear Incorrect Answers on Retry** to have previously incorrect responses "cleared out" when the viewer retakes quiz questions.

You can set a global "on time out" 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. The action triggers when the Viewlet's global time limit is reached.

Packaging – Project Properties

The Packaging section of the *Project Properties* window offers additional publishing selections for your Viewlet project.
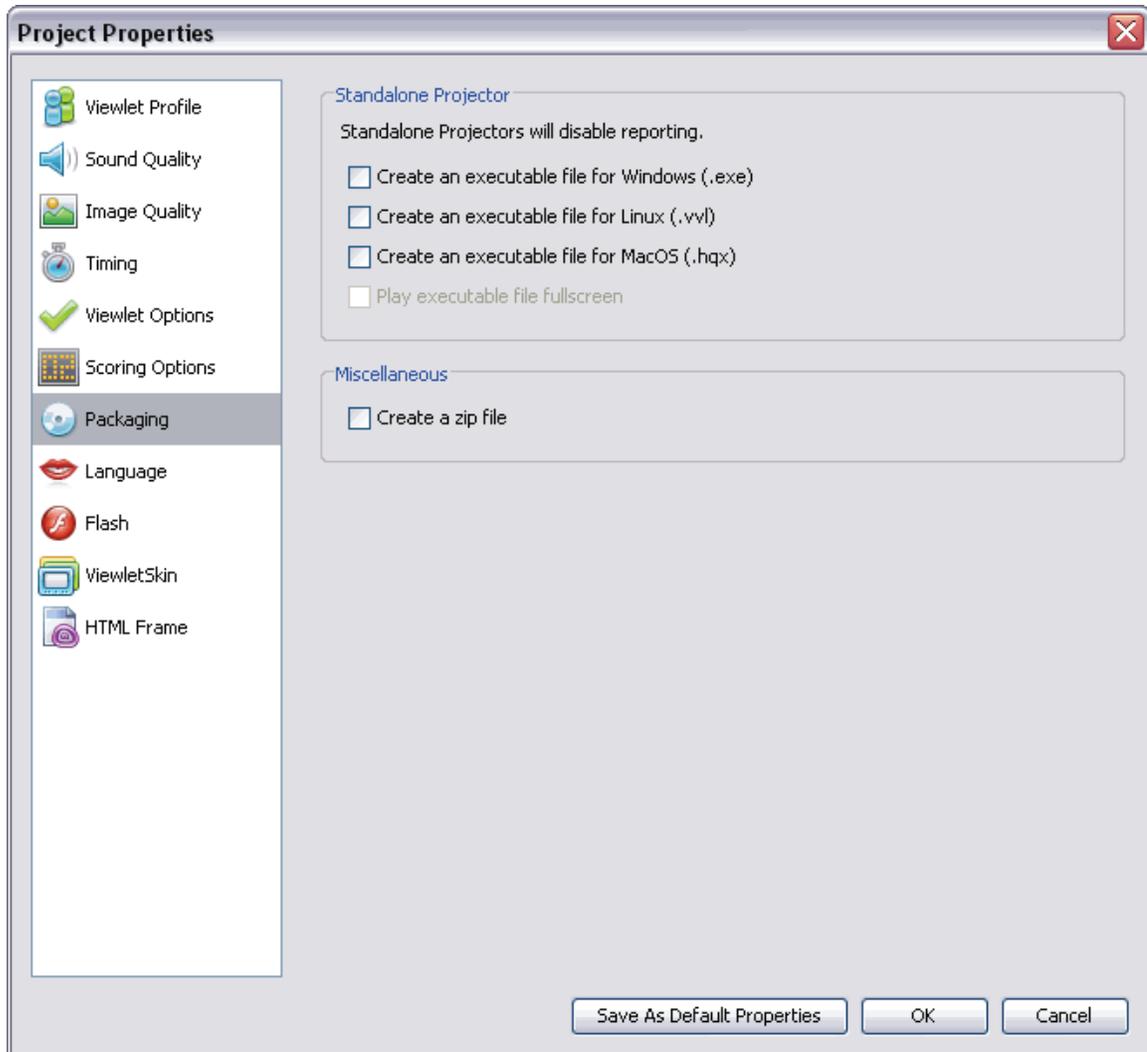
To select additional Viewlet file Packaging options:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Packaging** from the left navigation menu.

In the *Standalone Projector* area:

- Select options for creating "standalone Viewlets" that play in their own viewer (according to the operating system selected).

- Select the **Play executable file fullscreen** if you want the standalone Viewlet to launch fullscreen (filling the entire viewing area of the user's monitor) when played.

In the *Miscellaneous* area:

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

Language – Project Properties

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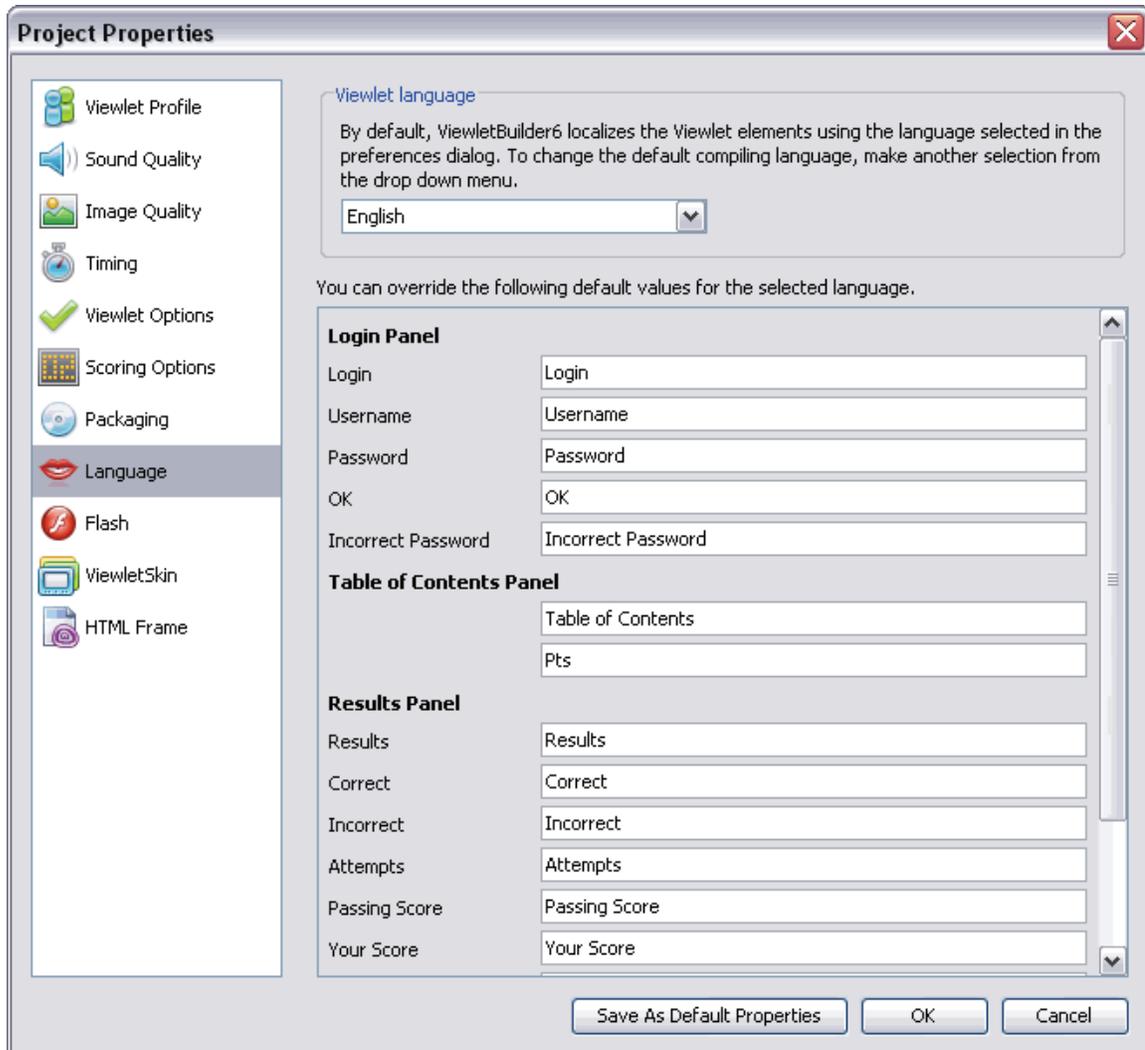
To set up Language details:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Language** from the left navigation menu.

In the *Viewlet language* area:

- ▪ By default, the compiling language used by ViewletBuilder6.2 Enterprise is the same as your computer's operating system. To change it, select a new language from the list.

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

- ▪ **Login Panel**: If you require viewers to log into the Viewlet, you can change the text displayed in the login panel in the fields provided.

- ▪ **Table of Contents Panel**: If you choose to display a Table of Contents with the Viewlet, you may edit this panel's text in the fields provided.

- ▪ **Results Panel**: If your Viewlet is scored, you may modify the text that displays in the results panel in the fields provided.

Flash – Project Properties

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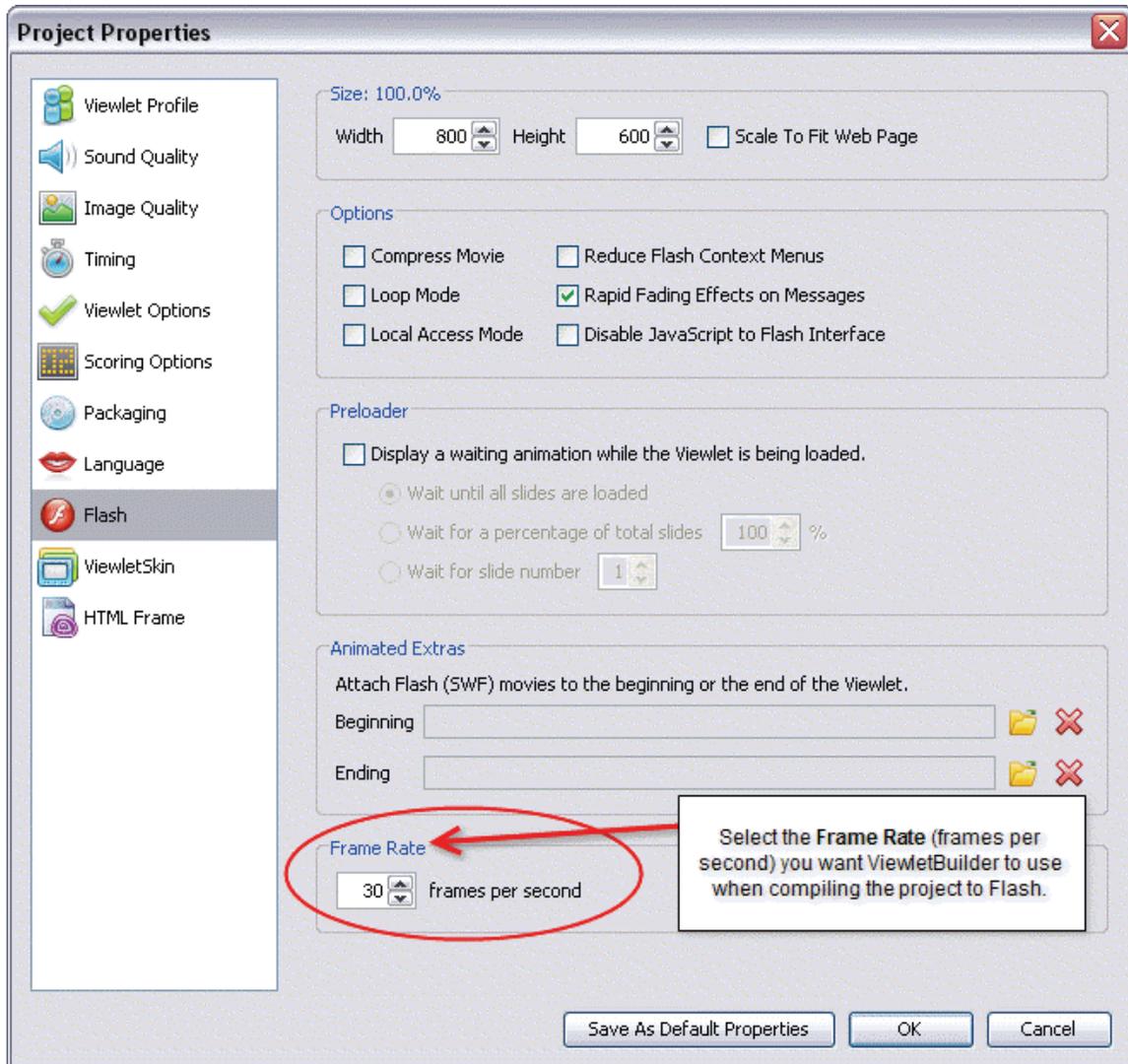
To set up Flash defaults:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **Flash** from the left navigation menu.

In the *Size* area:

- Enter a value for the final Width and Height of your SWF file, or

- Select the **Scale to Fit Web Page** option.

In the *Options* area:

- Select additional options for your Flash file including:

  o **Compress Movie:** Recommended for smaller file size.

  o **Loop Mode:** Recommended for tradeshow Viewlets to play continuously.

  o **Reduce Flash Context Menus:** Displays abbreviated right click Flash shortcut menu options.

  o **Rapid Fading Effects on Messages:** Fades message objects in / out on slides.

  o **Local Access Mode:** Allows Viewlet to have access to local files.

  o **Disable JavaScript to Flash Interface:** Select this option if your Viewlet contains JavaScript functions that might conflict with the Flash interface.

In the *Preloader* area:

- Select **Display a waiting animation while the Viewlet is being loaded** option is you want a Preloader animation to display while the Viewlet streams in the background.

- If a Preloader is selected, select how long the Preloader will "wait" by selecting a radio button next to the desired option.

In the *Animated Extras* area:

- To display a SWF movie before the Viewlet plays and/or after the Viewlet is played, click the **Load Movie** folder next to the Beginning and/or Ending field. Locate the SWF movie, select it and click **Open**.

- To delete a Beginning and/or Ending SWF movie file, click the **Delete Movie** button next to the Beginning and/or Ending field.

In the *Frame Rate* area: (New in ViewletBuilder6.2 Enterprise)

- Input the number of *frames per second* you want ViewletBuilder to use when compiling the qvp source file into a published Flash swf file. You can input the number in the field provided or click the up / down arrows to change it.

The default "Frame Rate" is 30 frames per second. The lower the number, the smaller the resulting file size, however, the smoothness of playback may be affected.

ViewletSkin – Project Properties

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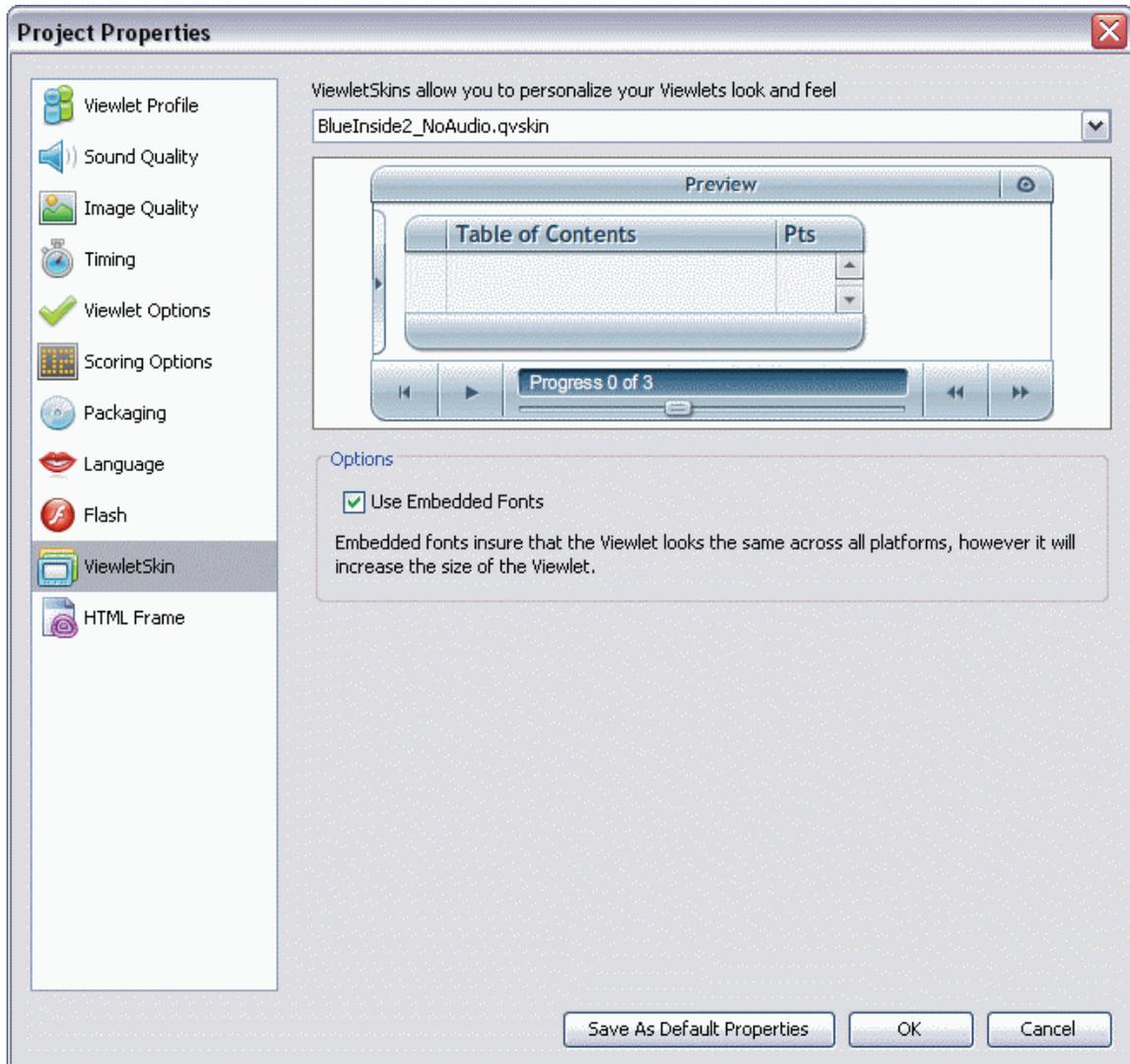
To select a ViewletSkin:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **ViewletSkin** from the left navigation menu.

- Select a ViewletSkin from the list. Once a skin is selected, you may preview it in the preview area below the list.

ViewletSkins Features (New in ViewletBuilder6.2 Enterprise)
ViewletBuilder6.2 Enterprise offers several skins to publish with your Viewlet Flash file. New and enhanced skin features include:

- Table of Contents: If you want to include a Table of Contents as a navigational element in your published video, ViewletBuilder6.2 offers several skins with enhanced Table of Contents.

To include slides in a ViewletSkin with a TOC, remember to select the "Included in Table of Contents" option in the Slide Properties window. And, in the Project Properties window, in the Viewlet Options section, remember to select the "Display Table of Contents" check box.

- Audio or No Audio Buttons: ViewletBuilder6.2 provides skins for Viewlet demos with audio buttons. But, if your Viewlet doesn't have sound, select from several new skins that will publish a player bar without the audio button features.

ViewletSkin Embedded Fonts
To insure your Viewlet "looks" the same across multiple platforms, ViewletBuilder6.2 Enterprise allows you to use "embedded fonts" in your ViewletSkin. This feature will standardize the look of your Viewlet across platforms, but will also significantly increase the size of your Viewlet file.
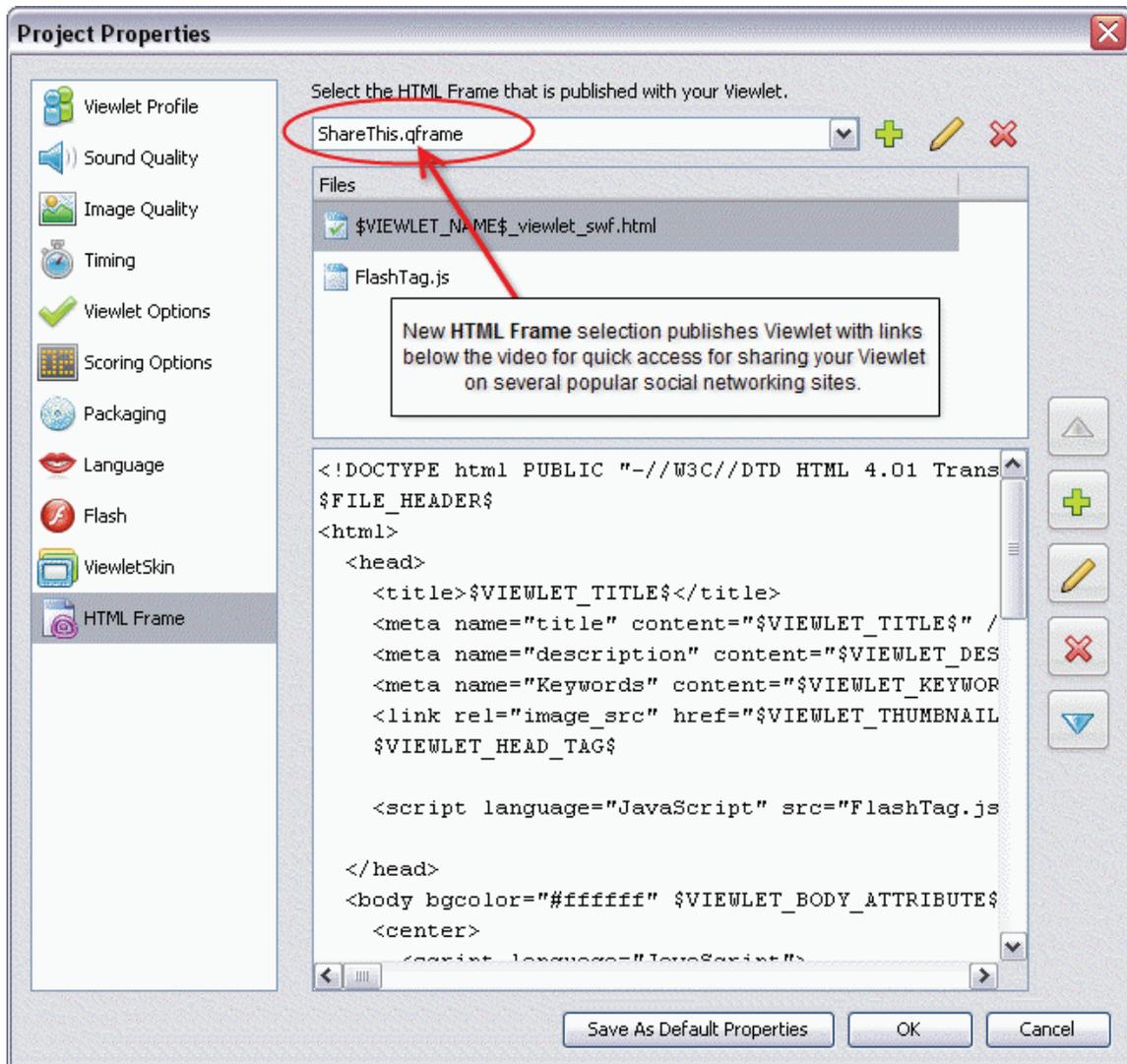
To embed fonts in your ViewletSkin:

- Select your ViewletSkin from the available list.

- In the *Options* area, select the **Use Embedded Fonts** option to embed fonts in the selected ViewletSkin.
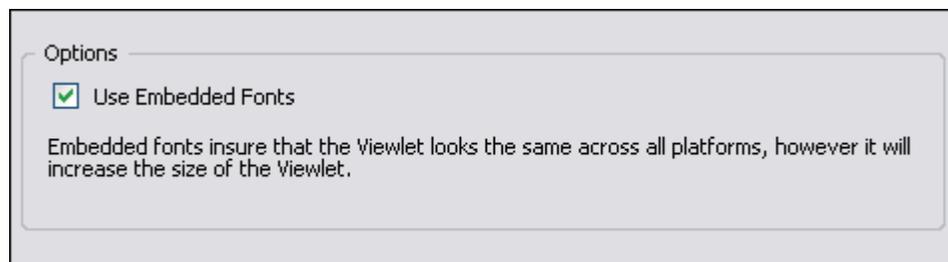
HTML Frame – Project Properties

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

Social Networking for Your Flash Video (New in ViewletBuilder6.2)
ViewletBuilder6.2 Enterprise features an HTML Frame that contains links below the Flash video that, when clicked, enable you to quickly publish your Viewlet to several of the most popular networking sites to share with others.

To publish a Viewlet with Social Networking sharing links:

- In the *Project Properties* window, select **HTML Frame** from the left navigation menu.

- Select the **ShareThis.qframe** from the *Select the HTML Frame that is published with your Viewlet* list.

- Publish the Viewlet. When previewing, click one of the links to your favorite social networking site displayed below the Viewlet to share your Viewlet with others at that site.

To select HTML Frame options:

- Select **Project** > **Project Properties** from the Menu bar.

- Select **HTML Frame** from the left navigation menu.

To select the frame that is published with your project:

- In the HTML Frame section of the *Project Properties* window, select a default frame from the list.

- The frame will be added to the *Files* field area below the list.

To add a custom frame:

- In the HTML Frame section, click the **Add** button.

- In the *HTML Frame Properties* window, enter a *Name* for the new frame.

- Click **OK**.

- **Double click** inside the "coding" field area. In the *Resource Properties* window that displays, edit as needed.

- Click **OK**.

To edit or delete an HTML frame:

- Select an HTML Frame from the list.

- To modify an HTML Frame:

    o Click the **Modify** button.

    o In the *HTML Frame* Properties window, edit the *Name* and click **OK**.

    o **Double click** in the "coding" field.

    o In the *Resource Properties* window, edit as needed and click **OK**.

- To delete an HTML Frame:

  o Select a frame from the list.

  o Click the **Delete** ✖ button.

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

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

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email 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 navigate through your project while inside ViewletBuilder6.2 Enterprise. These buttons will allow you to go to the:

- **First Slide** |◀

- **Previous Slide** ◀◀

- **Next Slide** ▶▶

- **Last Slide** ▶|

You can preview the slide background soundtrack, audio attached to objects, cursor click sounds and key click background frame sounds within ViewletBuilder6.2 Enterprise without publishing the project.

Additionally, you may access preview options:

From the Timeline:

Preview Current Slide
Preview from Current Slide   Ctrl+Space
Preview All Slides
Preview in Browser
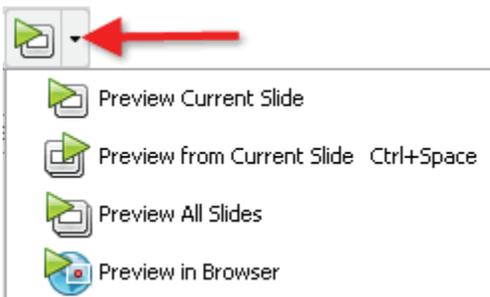
- Click the **Preview** button at the top right of the Timeline to preview the project, or

- Click the down arrow and select a preview option from the menu list.

From the Menu bar:
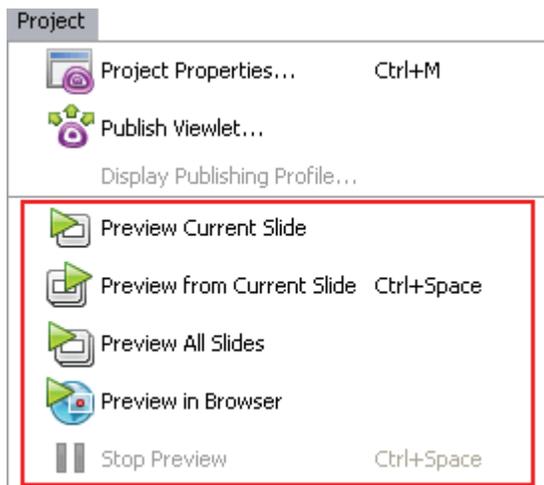
- Select **Project** from the Menu bar.

- Select a preview option:

  o **Preview Current Slide:** Plays the current slide inside ViewletBuilder6.2 Enterprise.

  o **Preview From Current Slide:** Plays the project inside ViewletBuilder6.2 Enterprise from the selected slide to the end of the project.

  o **Preview All Slides:** Plays the entire project while inside ViewletBuilder6.2 Enterprise.

  o **Preview in Browser:** Quickly compiles (publishes) the file to SWF (Flash) format and launches it (from a temp folder) in a browser.

Displaying the informational "About" window during Viewlet playback pauses the Viewlet. Closing the window returns the Viewlet to play mode.

After publishing a project:

- Select **Project** > **Publish Viewlet** from the Menu bar.

- Complete the information in the windows that display to publish your project.

- In the last *Publish Viewlet* window, click the **View** button to preview the published Viewlet.

Outside of ViewletBuilder6.2 Enterprise:
Once you've published a Viewlet file, a folder containing the published files is created. Locate this folder and open it. Double click the HTML or the SWF file to preview the Viewlet.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

Publishing a Viewlet

In order to create the final Flash Viewlet your audience will see, you must publish your Viewlet source (qvp) file. ViewletBuilder6.2 Enterprise allows you to publish your Viewlets to a several locations, some are preinstalled with the program while others you can add to the list.
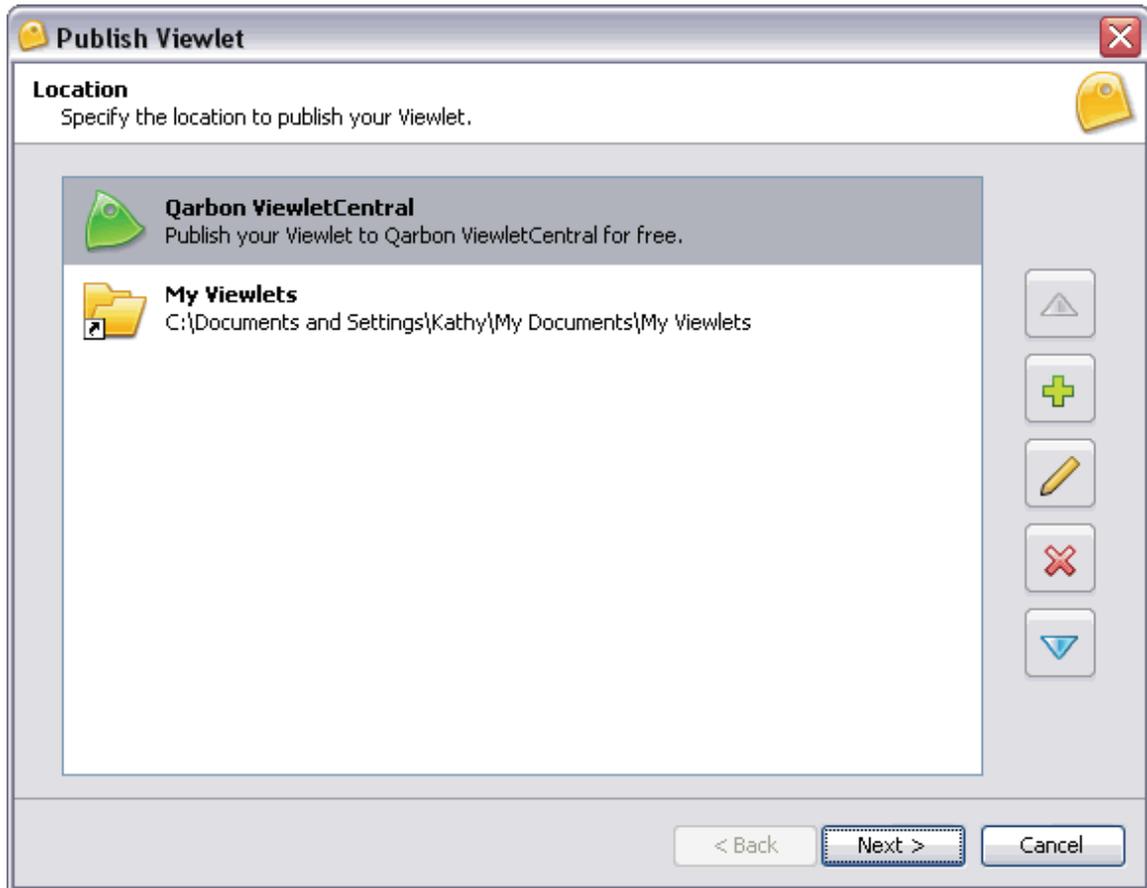
To add a publishing location to the list:

- Click the **Add** [icon] button.

- Select a location type from the menu list that displays:

  📁 Add Local or Network Folder…
  🖥 Add FTP Server…
  📗 Add Qarbon ViewletCentral…
  📗 Add Corporate ViewletCentral…
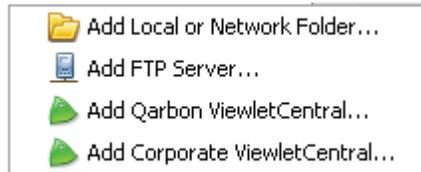
  - **Local or Network Folder:** This includes your hard drive, a network drive, or any other external file storage device (such as a floppy disk, CD, jump drive, etc.).

  - **FTP Server**

  - **Qarbon ViewletCentral**

  - **Corporate ViewletCentral**

- If, for the publishing location you select:

  - **Add Local or Network Folder**: This includes folders on your hard drive, a network drive or any other external file storage device (floppy disk, CD, jump drive, etc.).

    -In the *Select Folder* window, locate and select a folder from a local or network drive.

    -Click the **Select Folder** [Select Folder] button. You will be returned to the *Publish Viewlet* window and the new local or network folder will be displayed in the "Location" list.

When selecting a publish folder, if an "Allow Publishing to Folder" window displays, read the information and click "Yes" to create the location.

Allow Publishing to Folder

❓ This folder does not allow publishing.
Allow Viewlets to be published to this folder?

[Yes]   [No]
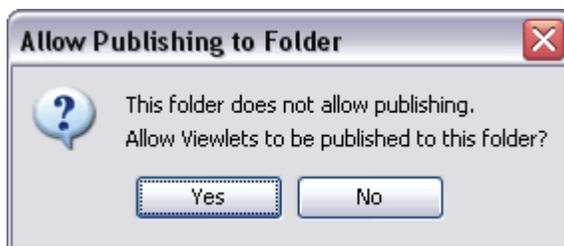
o **FTP Server:** The *FTP Server* window displays. Make sure the required fields and selections are complete:

-<u>Name</u>: This is the name that will display in the "Location" list for the FTP Server.

-<u>Server</u>: This is the path to your FTP Server. (for example: ftp.qarbon.com).

-<u>Directory</u>: This is the folder on the server where you will publish your files.

-<u>Login</u>: Enter the login information for your server.

-<u>Password</u>: Enter the password required to access your server.

-<u>Port</u>: This is the port used by the server, by default it is "21".

-<u>Passive</u>: Select the **Passive mode is required to get through some firewalls** option is your server is behind a firewall.

When configuring an FTP Server for a publishing location, click the "Text Connection" button. An information window will display letting you know if the connection passed.

-Click **OK** to save the information. The FTP Server will be added to the "Location" list in the *Publish Viewlet* window.

o **Qarbon ViewletCentral:** The *Qarbon ViewletCentral* window displays.

Qarbon ViewletCentral

Qarbon ViewletCentral
Specify your account information or create a new account.

Congratulations, you have chosen Qarbon ViewletCentral to publish your Viewlets! ViewletCentral is the easiest, most rewarding way to publish, manage, and track your Viewlets. Tell Me More...

Email Address:

Password:

If you lost your password, go to the ViewletCentral Login Page and fill in the lost password form.

Get the power of ViewletCentral.
Create an account now and start publishing immediately.

OK   Cancel

- In the *Email Address* field, type in the email address used when signing up for Qarbon ViewletCentral.

- In the *Password* field, type in the applicable password to sign into ViewletCentral.

- Click **OK** to save this information. The Qarbon ViewletCentral publishing location is added to the list in the *Publish Viewlet* window.

- o **Corporate ViewletCentral:** The *Corporate ViewletCentral* window displays. This option is available to organizations who subscribed for a Self-Hosted ViewletCentral. Fill in the following fields with information provided by your ViewletCentral Administrator:

  - In the *Name* field, type in the name of the ViewletCentral account.

  - In the *Server* field, type in the server information.

  - In the *Login* field, type in the login used to access ViewletCentral.

  - In *Password* field, type in the password required to access ViewletCentral.

  - **Secure Connection** option (New in ViewletBuilder6.2):
    If your Corporate ViewletCentral Account is hosted on a secure server, select the check box next to **Secure Connection**.

  - Click **OK** to save the information. The Corporate ViewletCentral publishing location is added to the list in the *Publish Viewlet* window.
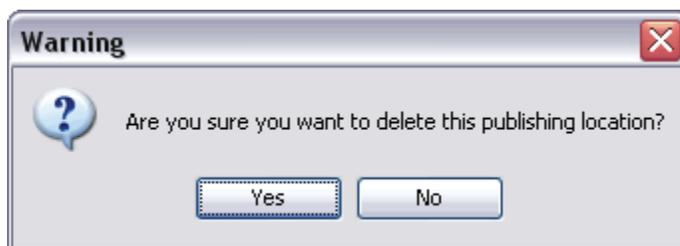
To edit a publishing location:

- Select the desired location from the list.

- Click the **Modify** button.

- Make edits in the windows that display as needed.

- Click **OK** to save edits and to return to the *Publish Viewlet* window.

To move a publishing location up or down in the list:

- Select the desired publishing location.

- Click the **Move Up** button to move the selection up in the list.

- Click the **Move Down** button to move the selection down in the list.

To remove a publishing location from the list:

- Select the desired publishing location.

- Click the **Delete** button.

- A Warning window displays. Read the information and click Yes to confirm the deletion. The selection is removed from the list.

Warning

Are you sure you want to delete this publishing location?

| Yes | No |

If you remove all of your publishing locations, the next time you try to publish your project, you will be prompted to add a new publishing location.


To publish a project to a local or network folder:

- Make sure you've completed all your edits and save your file.

- Select **Project** > **Publish Viewlet** from the Menu bar.

- The *Publish Viewlet* window displays. Select a local or network publishing location from the "Location" list.

- Click **Next**.

- Select a "Reporting" or "Learning Management System" from the list:

  o **None:** Select this option if you do not have any reporting or LMS options.
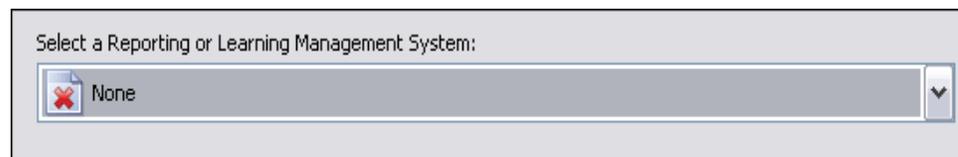
  o **Qarbon Email Reporting System:** Select this option to have an email of Viewlet results sent to the email or emails specified.

    - Enter an email address in the field provided.

    - Select **HTML Format** to send the email results in HTML format.
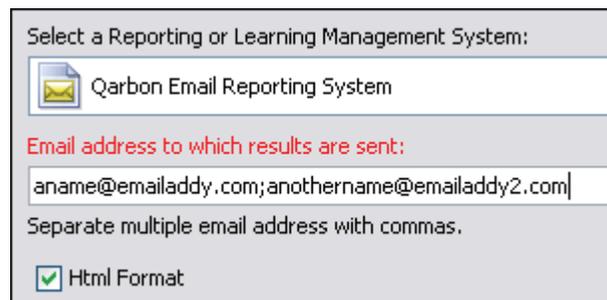
When using multiple email addresses, separate each email with a semi-colon.

o **SCORM 2004 Learning Management System:** Select this option to publish files to meet SCORM 2004 compliancy for your LMS.

- Select the **Create a zip file** option to have ViewletBuilder6.2 Enterprise create a zip file containing copies of all of the published files when using the SCORM 2004 LMS option.

- Passing Score in Manifest (New in ViewletBuilder6.2 Enterprise): Select the check box next to **Include passing score in the manifest** if publishing a Quiz Viewlet to an LMS.

- o **SCORM 1.2 Learning Management System:** Select this option to publish files to meet SCORM 1.2 compliancy for your LMS.

  - ▪ Select the **Create a zip file** option to create a zip file containing copies of all the published files when using the SCORM 1.2 LMS reporting option.

Select a Reporting or Learning Management System:

☐ S SCORM 1.2 Learning Management System ▾

☑ Create a zip file

Send score to LMS as

⦿ Score   ◯ Percent

☐ Do not send score if total points is zero (formerly called "Include Saba compatibility features")

Lesson Status

⦿ Always use Complete/Incomplete

◯ Report Pass/Fail if applicable to the report data

☑ Include passing score in the manifest

- ▪ **Send score to LMS as** option:
  (New in ViewletBuilder6.2 Enterprise)

  - In the *Send score to LMS as* area, select the radio button next to **Score** or **Percent**.

  - Select the **Do not send score if total points is zero** … option if applicable.

- ▪ **Lesson Status**:
  (New in ViewletBuilder6.2 Enterprise)

  - **Always use Complete/Incomplete**: Select this option to have the LMS use the 'complete / incomplete' reporting option for non-scored lessons.

  - **Report Pass/Fail if applicable to report data**: Select this option if the lesson is scored and the viewer is required to have a passing or failing score reported.

- ▪ Passing Score in Manifest (New in ViewletBuilder6.2 Enterprise): Select the check box next to **Include passing score in the manifest** if publishing a Quiz Viewlet to an LMS.

- o **AICC Learning Management System:** Select this option to publish files to meet AICC compliancy requirements for your LMS.

Select a Reporting or Learning Management System:

A | AICC Learning Management System
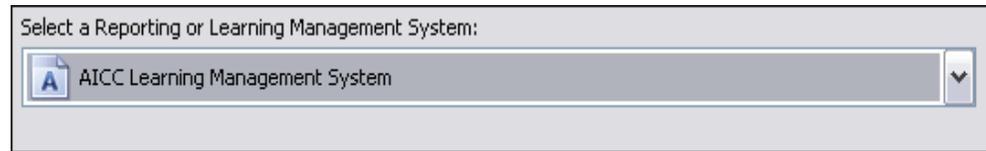
- Once you've selected a "Reporting" or "Learning Management System" option from the list, click **Next**.

- In the *Publish Viewlet* window, a "Folder Publish Complete" information screen will display once the Viewlet has been successfully published.

Folder Publish Complete
Your Viewlet has been successfully published to the folder.

Viewlet URL:

and Settings/Kathy/Desktop/deleteme02/deleteme02_viewlet_swf.html   [View]   [Browse]

- o Click the **View** button to view the Viewlet in your default browser.

- o Click the **Browse** button to view the published project files.

If your computer displays the "path" to folder when displaying operating system windows, when you click the "Browse" button, a path to the folder containing the published project files displays. Use this information to quickly locate these files when needed.

- o Click **Finish** to close the *Publish Viewlet* window once publication is complete.

To publish a project to a **Qarbon ViewletCentral** or **Corporate ViewletCentral** account:

- Make sure you've completed all the edits to your project and save the file.

- Select **Project** > **Publish Viewlet** from the Menu bar.

- The *Publish Viewlet* window displays. Select a "ViewletCentral" account from the publishing location list.

- Click **Next**.

- The "Reporting Options" screen displays. Keep the default selected and click **Next**.

- The "ViewletCentral – Space Available" screen displays. Read the information about the space available in the ViewletCentral account. Then, click **Next**.
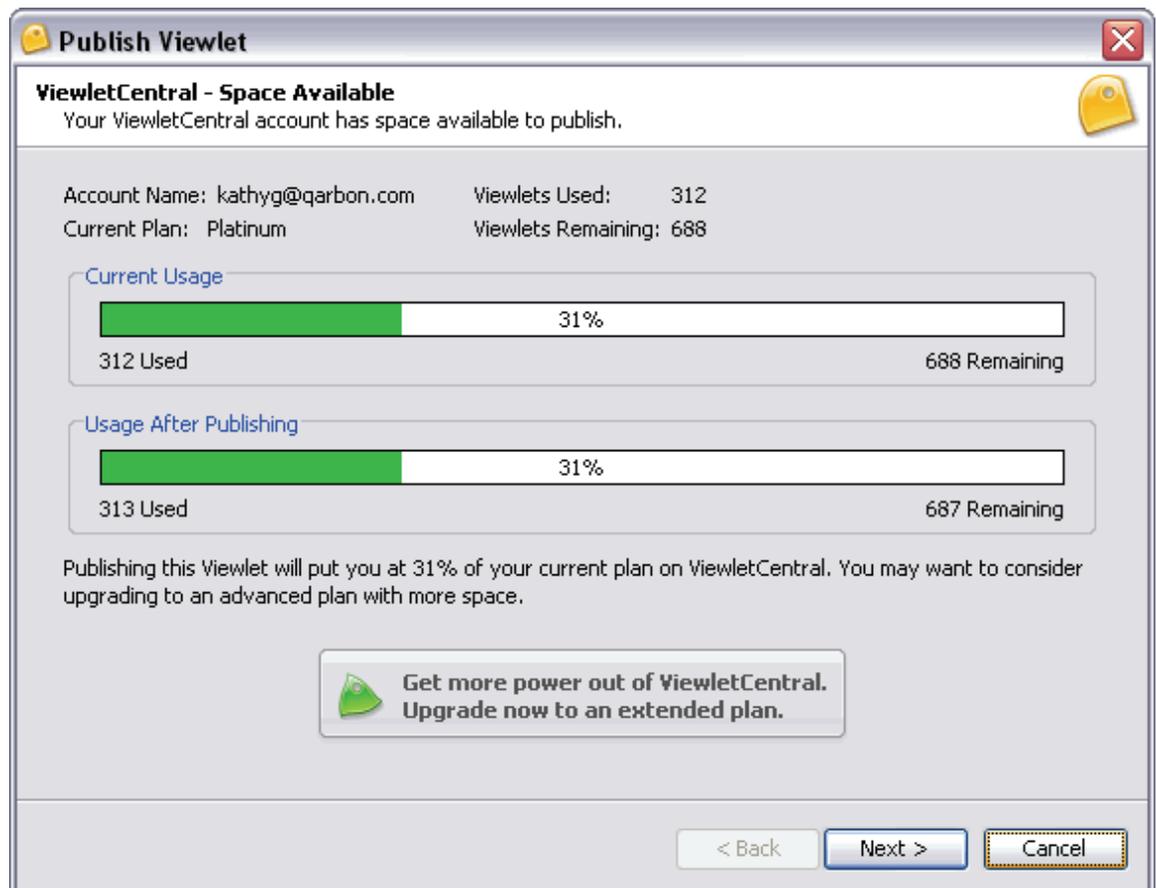
- Once the project a published, a "Publish Complete" screen displays.

Publish Complete
Your Viewlet has been successfully published to ViewletCentral.

Viewlet URL:

http://www.viewletcentral.com/vc/viewlet/676314550/   View

The Viewlet statistics can be viewed at the following URL:

http://www.viewletcentral.com/vc/content_show.html   View

For your records, you will also receive an email with this information.

- o In the *Viewlet URL* area, a path to the Flash file displays. Click the **View** button next to this field to launch the Viewlet in your default browser.

- o In *The Viewlet statistics can be viewed at the following URL:* field, a path to an information page showing your Viewlet's stats displays. Click the **View** button next to this field to go to your Viewlet's stats' page on ViewletCentral.

- o Click **Finish** to close the *Publish Viewlet* window.

Each time you publish your project, as long as the file name remains the same, the Viewlet will be updated on ViewletCentral.

To view publishing information for your Viewlet:

- Select **Project** > **Display Publishing Profile** from the Menu bar.

- In the *Publishing Profile* window that displays:

  o In the *Location* area, select a publishing location from the publishing history list.
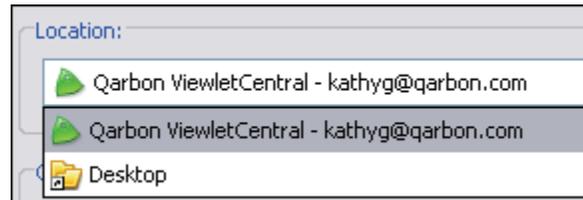
  o In the *General* area, review the Viewlet's publishing information, including date of publishing, time of publishing and reporting type.

  o In the *Viewlet URL* area:

    - Click the **View** button to launch the Viewlet in the default browser.
    - Click the **Browse** button to open the folder containing the published files.

  o Click **Close** to close the *Publishing Profile* window.

If you have any questions, contact us using the "Contact Us" or "Support" links on the home page (www.qarbon.com). Or, if you prefer, email support@qarbon.com.

ViewletCentral – General Information

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

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

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

Viewlet Central 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 Options

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

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

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

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

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

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

Webinars and Training Opportunities

Take advantage of all the features in ViewletBuilder6.2 Enterprise by signing up for Qarbon's training classes. Learn how to get the most out of your Viewlet authoring tool to create stunning Flash demonstrations and interactive movies in no time. For information on how to learn from the Viewlet experts, visit us online at:

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

Sales and General Customer Service

Customer support is our top priority at Qarbon! Please feel free to contact our Sales or Support staff at any time if you have ANY ViewletBuilder6.2 Enterprise (or other product related) questions or concerns or for options to discuss additional training needs.

For current contact information, visit our web site:

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

Qarbon User Forum

Want to share ideas on Viewlet Authoring? Are you hunting for a specific authoring trick to take your Viewlets to the next level? Qarbon offers a Viewlet user forum just for you. It's free to join and free to use. It's a great place to meet other Viewlet enthusiasts from across the globe and spotlight your own great Viewlet ideas too!

Go to: http://forum.qarbon.com/

Sign up and join in the fun!