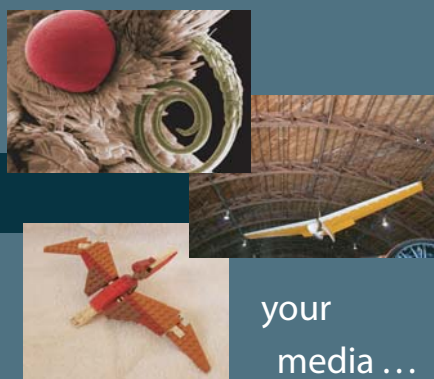


# Storymining

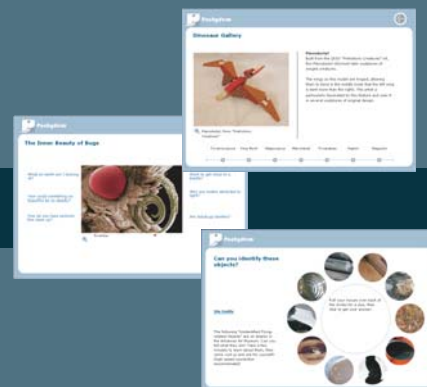
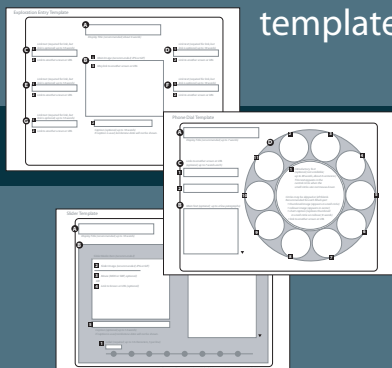
Exposing the Layers of Meaning  
in Art with Digital Media

Workshop Materials



your  
media ...

...Pachyderm  
templates ...



...visual stories

# Storymining

## Exposing the Layers of Meaning in Art with Digital Media

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# Storymining

## Exposing the Layers of Meaning in Art with Digital Media

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### Overview

*Storymining* is an intensive, three-day seminar and hands-on training for museum professionals to create interactive, engaging presentations about art, artists, and other themes. The training will focus on the entire creation process from basic storytelling technique through the essentials of producing high-quality images and video to storyboarding and, finally, authoring in Pachyderm. Participants who complete the training will receive certification as Pachyderm authors. The first two days of the seminar consist of training appropriate for all audiences, while the last day is devoted to advanced technical skill development and the completion of a draft digital story. This allows a museum to bring an entire team — curators, education staff, and technical staff — and have some of the team attend only the first day (eg, curators), the first two days (education staff), or all three days (production staff or teachers), depending on their role in the production process.

### Workshop Leaders

The seminar will be led by a team of highly skilled specialists, using a curriculum designed carefully by a team of digital media and museum professionals. The San Francisco Museum of Modern Art (SFMOMA) has designed a special pre-training on how to think about the layers of meaning that surround all art. The Center for Digital Storytelling (CDS) in Berkeley, California ([www.storycenter.org](http://www.storycenter.org)) will conduct the technical and storytelling aspects of the training. Pachyderm Project leaders will conduct training related to the Pachyderm authoring tool and its use. The NMC will provide overall facilitation services for each of the trainings, as well as technical and logistical support.

### Workshop Goals

The goals of the seminar are to:

- introduce the concept of *storymining* and using layers of meaning to craft a narrative experience in an online exhibition;
- teach participants the basics of producing and preparing material in digital media;
- introduce Pachyderm and its templates;
- teach participants to script and produce a digital story; and
- teach participants to put the pieces together to create a finished presentation.

Participants will work in groups to create a digital presentation about a topic they select. They will gather and process media, storyboard the project, create a rough draft of the Pachyderm project, draft a digital story, and work towards completing their project over the course of the three-day seminar.

### Online Components

Training and support does not end when participants return home. A variety of materials will be accessible online to extend the experience, broaden attendees' skills, and provide support as needed:

- All handouts and materials will be provided online as PDF files.
- A discussion forum will allow attendees to compare notes, ask questions, and swap tips.
- Occasional "virtual" classes will be offered on specific techniques.
- A gallery of projects will be available for inspiration and ideas.
- A human-operated help desk, reachable by phone and email, will be available during business hours.

### Shared Collection Prototype

Each institution that participates is asked to contribute a small number of sharable digital media (images, audio, and/or video) to a shared collection accessible during the training. These media will be placed in Pachyderm in advance of the meeting for use by attendees and their institutions.

## Pre-meeting Activities

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Prior to the training, participants will receive important information via email. This information will include:

- Logistical information about the time and location of the meeting;
- Links to examples of Pachyderm presentations at SFMOMA and elsewhere;
- Suggested forms of assets to bring and/or prepare (on CD, external portable storage media, and/or servers from which media can be downloaded); and
- Instructions for logging in to Pachyderm and uploading assets beforehand (optional, but recommended).

Participants will be encouraged to bring artifacts/ephemera to photograph, scan, and/or videotape during the workshop, in addition to (or instead of) having pre-digitized assets available.

### **Special Activity: Introduction to Pachyderm**

A special 45-minute session to introduce participants to Pachyderm will be held first thing in the morning before the full workshop begins (8:30-9:15 am).

**This session is required for anyone who has not previously attended an orientation to Pachyderm, but is open to all workshop attendees.**

Workshop leaders will show examples of finished presentations, demonstrate authoring, and demonstrate media management in Pachyderm. The full workshop will begin at 9:15 am on the first day.

## Day One

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The first full day includes orientation and planning activities. Attendees will be introduced to Pachyderm so that they have a mental model of the tool as they lay out their projects. Planning tools will be provided. At the end of the day, each project team will have completed a draft storyboard.

8:00–9:15 am	<b>Continental Breakfast</b>	
8:30–9:15 am	<b>Special Activity: Introduction to Pachyderm</b> Required for those who have not attended a Pachyderm presentation, optional for others, but open to all participants.	<i>workshop leaders</i>
9:15–9:30 am	<b>Introductions and Overview of Workshop Goals</b> Workshop leaders will introduce themselves and describe their roles. Participants will use the two-breath rule to introduce themselves. Workshop leaders will outline the goals for the workshop, giving participants a chance to suggest specific areas that they would like to see covered. If not already part of the agenda, these will be written down in a "parking lot" to be handled at an appropriate time.	<i>workshop leaders</i>
9:30–10:15 am	<b>Framing the Layers of Meaning &amp; Storymining</b> Workshop leaders will explain the "layers of meaning" idea as it relates to art. CDS staff will introduce the elements of storytelling, orient attendees to the process of crafting a story about art, and lead a brief writing exercise. The group will discuss the scope of the presentations to be created.	<i>workshop leaders</i>
10:15–10:30 am	<b>Break</b> ( <i>form teams</i> )	
10:30–12:00 noon	<b>Hands-on Time with Pachyderm: Guided Authoring Experience</b> Project leaders will guide participants through the process of creating a basic, two-screen presentation in Pachyderm, giving participants an opportunity to experience authoring firsthand.	<i>Pachyderm Project leaders</i>
12:00–1:00 pm	<b>Lunch</b>	
1:00–2:30 pm	<b>Scripting/Design Discussion &amp; Peer Feedback I</b> CDS staff will introduce the process of scripting and design. Each group will present their concept and describe their story; attendees and workshop leaders will offer constructive feedback and suggestions. Groups will begin high-level planning of their projects.	<i>CDS staff</i>
2:30–2:45 pm	<b>Break</b>	
2:45–3:30 pm	<b>Designing in Pachyderm: From Storyboards to Templates</b> Project leaders will review the Pachyderm templates and demonstrate how to use paper templates to plan a project.	<i>Pachyderm Project leaders</i>
3:30–4:30 pm	<b>Project Time</b> Groups will have time to work on their projects and receive feedback from workshop leaders.	<i>workshop leaders</i>

## Day Two

---

The second day will be a learn-and-work day, with attendees practicing new techniques as they learn them. By the end of the day, each project team will have created a draft of their project in Pachyderm.

8:30–9:00 am	<b>Continental Breakfast</b>	
9:00-10:30 am	<b>Working with Images (Photoshop Elements)</b> CDS Staff will introduce Photoshop Elements and demonstrate techniques for processing captured images. Groups will have time to work on their materials.	<i>CDS staff</i>
10:30-10:45 am	<b>Break</b>	
10:45 am - noon	<b>Project Time</b> With help from workshop staff, attendees will begin to capture digital media to use in their projects by scanning, photographing, and recording (audio and video). Groups will continue to work on their projects.	<i>project groups</i>
12:00-1:00 pm	<b>Lunch</b>	
1:00-2:30 pm	<b>Techniques for Capturing Photos, Audio, Video</b> With help from volunteers, workshop leaders will demonstrate how to use digital cameras and recording equipment; how to arrange lighting and set up for interviews; how to photograph flat and 3D works and people; and other methods for capturing media. Volunteers will produce media to use in their group projects.	<i>workshop leaders</i>
2:30-2:45 pm	<b>Break</b>	
2:45-4:30 pm	<b>Project Time</b> Groups will continue to work on their projects.	<i>project groups</i>

## Day Three

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The third day offers more technical instruction in audio and video design, and includes ample time for groups to work on their projects. At the end of the day, groups will share their projects in a showcase.

8:30–9:00 am	<b>Continental Breakfast</b>	
9:00-9:15 am	<b>Review &amp; Guest Visit</b> Workshop leaders will review the material covered thus far, giving attendees a chance to ask questions. Loose ends from the previous evening will be tied up, if any. A guest from a previous workshop will share their project-in-progress.	<i>workshop leaders</i>
9:15-10:15 am	<b>Video Design with Premiere Elements</b> CDS staff will demonstrate how to edit video in Premiere Elements. Groups will work on video they have captured.	<i>project groups</i>
10:15-10:30 am	<b>Break</b>	
10:30-12:00 noon	<b>Project Time</b> Groups will work on their projects. Workshop leaders will be available as needed.	<i>CDS staff</i>
12:00-1:00 pm	<b>Lunch</b>	
1:00-1:20 pm	<b>That Personal Touch: The Frame Editor</b> Project leaders will lead attendees through the process of creating a custom frame using the beta Frame Editor.	<i>workshop leaders</i>
1:20 – 2:45 pm	<b>Project Time</b> Groups will work on their projects. Workshop leaders will be available as needed.	<i>project groups</i>
2:45-3:00 pm	<b>Break</b>	
3:00-4:25 pm	<b>Presentation Showcase</b> Project groups will take turns sharing their works-in-progress. Attendees and workshop leaders will give constructive feedback and suggestions.	<i>project groups</i>
4:25-4:30 pm	<b>Closing Remarks</b> Your turn! Help us improve the workshops for the next round. Thank you for your time and hard work!	<i>workshop leaders</i>

# The Edward and Betty Marcus Digital Education Project for Texas Art Museums

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In the first Marcus Fellows grant to the North Texas Institute for Educators on the Visual Arts 14 years ago, the Fellows accepted a technological challenge. In collaboration with the Dallas Museum of Art, they developed an interactive CD-ROM to teach fifth graders about art. In more recent years, nearly every proposal to the foundation has included elements of technology. Today, through Marcus Foundation grants, Texas museums routinely send curriculum-based art lessons electronically directly into classrooms, collaborate with teachers across the state to develop lesson plans, and deliver those plans via the Internet to teachers whose schools are often too far from a museum for field trips.

In 2006, we will continue that tradition. The foundation will unveil a major new project: the *Edward and Betty Marcus Digital Education Project for Texas Art Museums*. The singular focus of the effort is to increase Texas museums' capacity to use digital storytelling tools. Over a two-year period, the project goals are to:

- 1) introduce Texas museum professionals to Pachyderm 2.0, an open-source authoring platform, and related digital production tools;
- 2) help them learn to use these tools to tell media-rich stories related to their collections and exhibitions on the Internet or in the museum;
- 3) pay for some equipment needed to take full advantage of the capabilities Pachyderm offers;
- 4) stimulate collaboration among the community of museum professionals interested in digital delivery of visual art education;
- 5) give 25 Texas museums access to a national community interested in digital education.

The New Media Consortium, an Austin, Texas-based group of over 200 universities, museums, research centers and foundations, will manage the project. Texas museum professionals will receive scholarships for custom-designed hands-on training, support for certain software and equipment installation including servers, access to help desk and support resources, and subsidized participation in a national community of like-minded professionals working in universities and museums. In addition, the project will host two major conferences on Digital Arts Education and subsidize the registration fees for participating Texas museum professionals.

The foundation believes the design for this project will be a model for other states. To that end, project participants will have opportunities to present papers at national conferences and symposia.

First and foremost, however, the primary beneficiaries will be the Texas museum community – museum professionals, visitors, teachers and children – who through this project will share and enjoy the rich collections of Texas art museums more effectively and easily than ever before.





## Pachyderm Template Overview

*Describes the templates and sorts them into 3 functional categories (Starting Screens, Mid-Level Screens, and Detail Screens). Templates may appear more than once.*

### Starting Screens

The following screens are ideal for the first screen in a presentation (the home screen). Your selection will depend on how many sections you wish to link directly from the home screen, as well as your vision of how the first screen should look.

#### Phone Dial

This is a visual Table of Contents screen about an idea, a subject area, or even a curriculum. As you mouse over each image on the dial, an image comes up in the center and a text label appears. Clicking on any thumbnail takes you to another screen or URL.

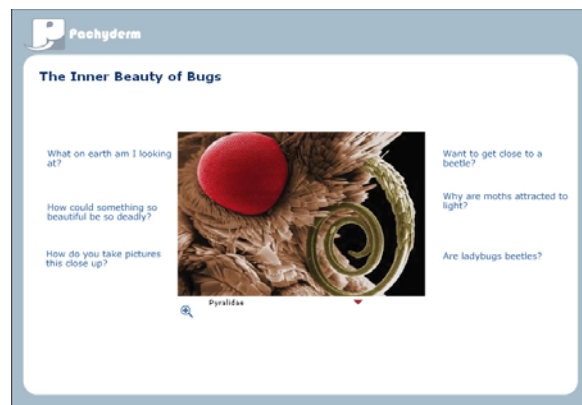
Because the Phone Dial offers so many links out (10 digits plus two side text links), it's ideal for the home screen of large presentations. The digits can be skipped or left blank if you don't need them all.



#### Exploration Entry

One of our fundamental components is the Exploration Entry Screen, with an image at its center surrounded by up to six topical links or thematic questions. You can either click directly on the artwork or object and go into the work to examine it further, or you can select one of the links that surround the work to explore the context. This screen is ideal as a starter for smaller presentations, or sub-sections of larger ones.

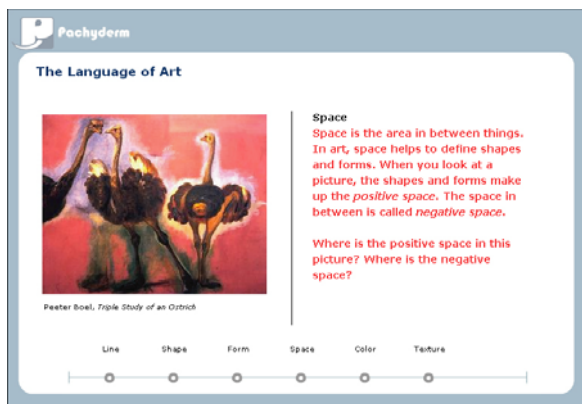
This template offers seven links away (six text and one for the main image).



#### Slider

The Slider template is most often used to create either a chronology or a typology, but it can be used as the home screen for a small presentation. As you pass your mouse over the circles on the bottom line, the screen above refreshes with new images and text in sequence, and can act as a preview for more content linked from this screen. The author may choose the number of slider stops to include.

Each slider stop offers one link away (the link appears under the main image, not on the stop circle).



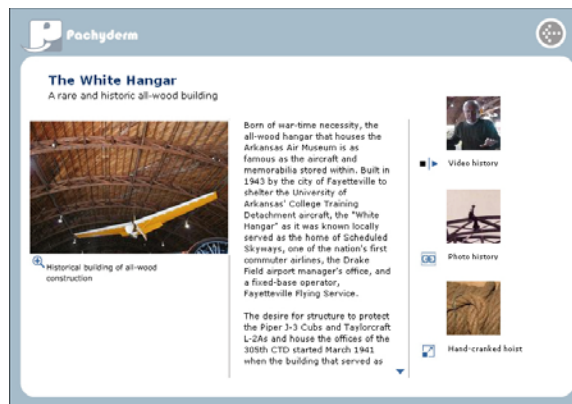
## Mid-Level Screens

Each of these screens offers links to further content, as well as space to go into detail about a topic. These are ideal for organizing sub-sections of a presentation. Note that links are optional in all screens, so these can also function as detail screens with or without further links out.

### Commentary

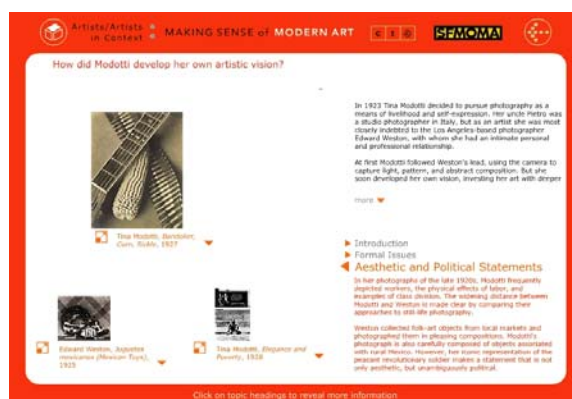
With this screen you can create the closest thing to an online coffee table book. You can lead off with a video clip in the upper left. You can also associate up to three other thumbnails in the right hand slots, each leading to additional screens, or alternatively to other media files like movies, animations, documents, or URLs. The overview commentary for this screen appears scrolling down the middle.

This screen offers up to four links away, or four video options, or any combination of the two.



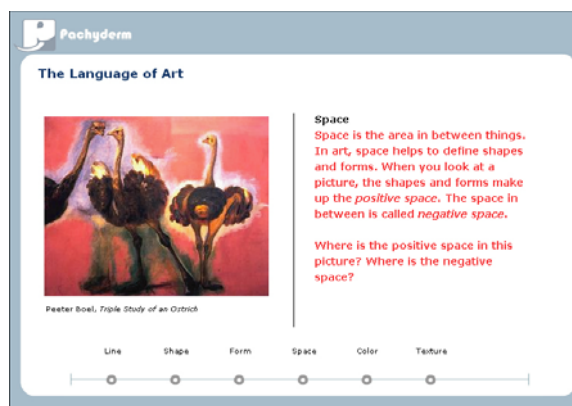
### Layers

This screen treats multiple "layers" of a single topic. The overview intro is on the upper right. The arrows middle right refer to different dimensions of the topic: clicking on any one of them changes the media on the left and the commentary below. You can pack a lot of information into this screen -- up to 5 layers comprising 15 images and/or videos, documents, etc., each accompanied by its own specific commentary. The main image and each of the two smaller images on each layer offers a link away -- up to 15 links out on each Layers screen.



### Slider

Used as a mid-level screen, the Slider makes a great topic header screen. Arriving here from a Phone Dial or Exploration Entry starting screen, the viewer is invited to explore different facets of a topic. Any slider stop can link to another screen for further detail. There is no limit to the number of slider stops that can be authored (although if you include too many, the viewer might get lost in the list).



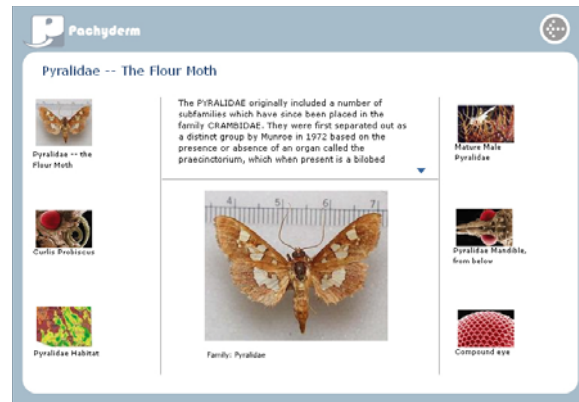
## Detail Screens

The following screens are perfect for delving into the details of one item or idea. Your choice will depend on the type of media you have available as well as the amount of textual information you wish to use.

### Aspects

This screen is especially good for showing relations between different artworks or creators. Clicking on any of the side thumbnails refreshes the content at the center of the screen (both the text at the top and the image at the bottom). Each space can hold a video clip if desired. Conversely, this can be used as a "Critical Response" screen, in which six different opinions are expressed about a single catalytic object.

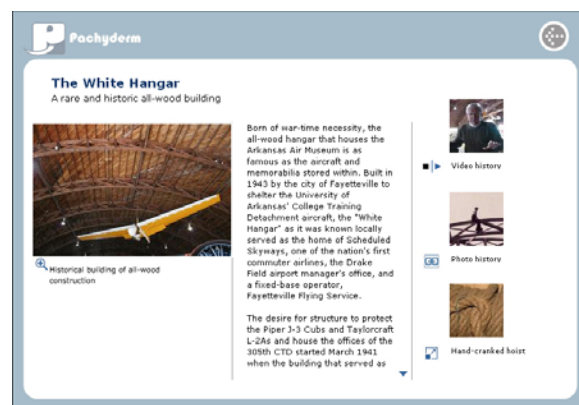
No outward links are possible from this screen; it only links back to its parent screen.



### Commentary

The commentary screen can function as a detail screen, with space for up to four videos and text. Each image spot can hold either a link or a video. The main text remains on the screen as different videos play, providing a contextual link that ties the various media together.

This screen has been used to show a video about a particular artist or artwork in the main media spot, with three supporting commentaries that express different views about the work in the smaller spots.



### Enlargement

This screen focuses attention on one image, with accompanying descriptive text. It is similar to the Media Focus screen, but the image display area is larger. The Enlargement screen accepts images only (no video).

No outward links are possible from this screen; it only links back to its parent screen.



## Detail Screens, continued

### Layers

With up to five layers of text, images, and video, the Layers screen can be a rich destination. It has been used to showcase five different artists who share a theme or common trait (i.e., five women artists; five Impressionists) or to show up to five steps in a process.

Each of the three image spaces can hold either a video or a link to another screen, if desired.



### Media Focus

This screen is essentially the Commentary screen without the additional thumbnails. It displays a single media file and accompanying text. The media file may be an image or a video clip.

No outward links are possible from this screen; it only links back to its parent screen.



### Series

The Series is our document viewer for paper-based media: books, letters, manuscripts, ephemera. The opening screen provides an overview of the book and thumbnails of its pages. Clicking on any thumbnail brings it up in a pan and zoom format permitting easy reading. The daughter zoom screen is like the Zoom Template (below), but without the audio, and with an additional text box for translations or comments.

No outward links other than to the daughter zoom screens are possible from the Series Screen.

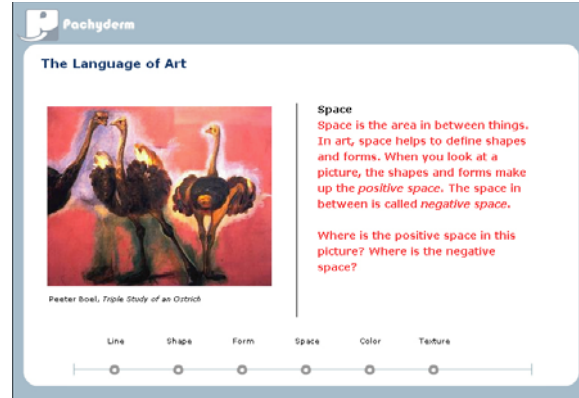




## Detail Screens, continued

### Slider

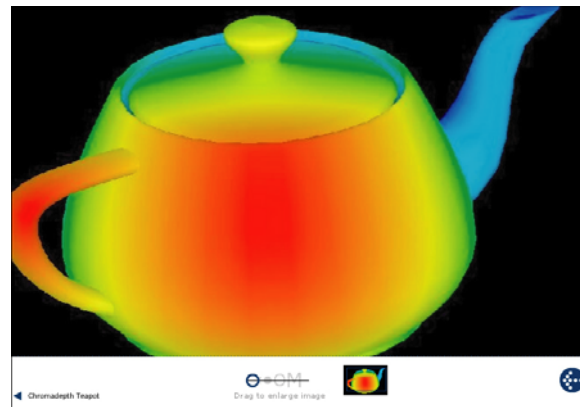
As a detail screen, the slider can be used for a typology, a chronology, a series of steps, or any other grouping of related material. Each slider stop holds an image, text, and a video or link to another screen or URL, if desired.



### Zoom

This screen includes pan and zoom functionality, giving the viewer a close-up of the desired image. It can accommodate up to two audio commentaries, as well as the tombstone or credit line, which always travels with the image.

No outward links are possible from this screen; it only links back to its parent screen.



## Screens in Development

The following screens are under development by the University of British Columbia.

**Timeline (right)** Allows comparisons of multiple items arranged on a chronological or topical scale.



**Dual Comparison (left)**  
Allows comparison of two items side by side.



**Hotspot (left)**

This template will enable authors to focus on parts of an image by adding circles that act as “hotspots” to provide detailed information when the user mouses over them.

# Exploration Entry Template

Screen Name:

**A**

Richard Diebenkorn, "View From the Park," 1959

Display Title (recommended; about 6 words)

**C**

**1** Link text (required for link, but link is optional; up to 10 words)

**2** Diebenkorn at SFMOMA

**2** Link to another screen or URL

**2** www.sfmoma.org/exhibitions/diebenkorn/

**B**

**1** Main Image (recommended; JPG or GIF)

**3** May link to another screen or URL

Image of "View from the Park"

→ links to "View from the Park Zoom" (zoom)

**E**

**1** Link text (required for link, but link is optional; up to 10 words)

**2** Gallery of Works

**2** Link to another screen or URL

**2** "Gallery by Diebenkorn" (slider)

**G**

**1** Link text (required for link, but link is optional; up to 10 words)

**2** Collector's Story

**2** Link to another screen or URL

**2** "Collectors' Story" (media focus)

**D**

**1** Link text (required for link, but link is optional; up to 10 words)

**2** A Closer Look

**2** Link to another screen or URL

**2** "View from the Park Zoom" (zoom)

**F**

**1** Link text (required for link, but link is optional; up to 10 words)

**2** Meet the Collectors

**2** Link to another screen or URL

**2** "Meet the Collectors" (commentary)

**H**

**1** Link text (required for link, but link is optional; up to 10 words)

**2**

**2** Link to another screen or URL

**2** oil on canvas  
66 x 70 inches (167.64 x 177.8 cm)  
Caption (optional; up to 10 words)  
If caption is used, tombstone data will not be shown.

# Media Focus Template

Screen Name:

**A**

**1**

Collectors' Story

Display Title (recommended; up to 10 words)

**2**

The Andersons talk about the works of Richard Diebenkorn.

Subtitle or Quote (optional; up to 2 sentences)

**B**

Text (recommended; up to a few paragraphs)

andersons - diebenkorn .txt

Ever since they first began collecting modern art, the Andersons have been fascinated by painting and sculpture that sit on the cusp of abstraction and representation...

**C**

Still image (recommended; JPG or GIF)

**D**

Video (optional; MOV or SWF)

Andersons - diebenkorn .mov

(clip of Andersons talking about "Views from the Porch")

Image: Andersons - diebenkorn .jpg

**E**

The Andersons talk about "Views from the Porch."

Caption (optional; up to 16 words)

If caption is used, tombstone data will not be shown.

# Aspects Template

Screen Name:

Each space C-G has the same elements illustrated here for B.  
Use one blank form for each desired space (up to six).

**A**

Display Title (recommended; about 10 words)

**B**

Thumbnail (required; JPG or GIF)

**4**

Caption (optional; 8 or 9 words; suppresses tombstone)

**5**

Text (recommended; scrollable)

**E**

**C**

**1**

Main Image (recommended; JPG or GIF)

**2**

Video (MOV or SWF, optional)

**F**

**D**

**3**

Caption (optional; 8 or 9 words; suppresses tombstone)

**G**



# Commentary Template

Screen Name:

**A**

**1**

Display Title (recommended; about 9 words)

**2**

Subtitle or Quote (optional; up to 2 short sentences)

**B**

Main Media

**1** Still image (recommended; JPG or GIF)

**2** Video (optional; MOV or SWF)

OR

**4** May link to another screen or URL

**3**

Caption (optional; 8-9 words)  
If caption is used, tombstone data will not be shown.

**C**

Text (recommended; up to a few paragraphs)

**D**

**1** Image (recommended; JPG or GIF)

**2** Video (optional; MOV or SWF)

or

**4** Link (optional)

**3**

Caption (optional; about 6 words)

**D**

**1** Image (recommended; JPG or GIF)

**2** Video (optional; MOV or SWF)

or

**4** Link (optional)

**3**

Caption (optional; about 6 words)

**D**

**1** Image (recommended; JPG or GIF)

**2** Video (optional; MOV or SWF)

or

**4** Link (optional)

**3**

Caption (optional; about 6 words)

# Enlargement Template

Screen Name:

**A**

*Image (required; JPG or GIF)*



**B**

*Text (recommended; up to several paragraphs)*

An empty rectangular box with a thin black border, intended for text. It occupies the right half of the main content area.

# Exploration Entry Template

Screen Name:

**A**

*Display Title (recommended; about 6 words)*

**C**

**1**

*Link text (required for link, but link is optional; up to 10 words)*

**2**

*Link to another screen or URL*

**E**

**1**

*Link text (required for link, but link is optional; up to 10 words)*

**2**

*Link to another screen or URL*

**G**

**1**

*Link text (required for link, but link is optional; up to 10 words)*

**2**

*Link to another screen or URL*

**B**

**1**

*Main Image (recommended; JPG or GIF)*

**3**

*May link to another screen or URL*

**2**

*Caption (optional; up to 10 words)*

*If caption is used, tombstone data will not be shown.*

**D**

**1**

*Link text (required for link, but link is optional; up to 10 words)*

**2**

*Link to another screen or URL*

**F**

**1**

*Link text (required for link, but link is optional; up to 10 words)*

**2**

*Link to another screen or URL*

**H**

**1**

*Link text (required for link, but link is optional; up to 10 words)*

**2**

*Link to another screen or URL*

Screen Name:

Use one blank form for each desired layer (up to five).

The diagram illustrates a digital tombstone layout with the following components and callouts:

- A**: Display Title (recommended; up to 12 words)
- B**: Main Text (appears on all layers; recommended; scrollable)
- C**: Ellipsis indicating multiple layers.
- D**: Main Media Item (recommended; JPG or GIF)
- E**: May have optional associated movie (MOV or SWF) OR May link to another screen or URL
- F**: Caption (optional; up to 20 words, about 2 sentences) If caption is used, tombstone data will not be shown.
- G**: Ancillary Media Item (optional; JPG or GIF)
- H**: May have an optional associated movie (MOV or SWF) OR May link to another screen or URL
- I**: Caption (optional; up to 7 words) For both media items: If caption is used, tombstone data will not be shown.
- J**: Layer Title/Layer Link (required; up to 7 words)
- K**: Layer Text (optional; up to a few paragraphs)

# Media Focus Template

Screen Name:

**A**

**1**

*Display Title (recommended; up to 10 words)*

**2**

*Subtitle or Quote (optional; up to 2 sentences)*

**B**

*Text (recommended; up to a few paragraphs)*

**C**

*Still image (recommended; JPG or GIF)*

**D**

*Video (optional; MOV or SWF)*

**E**

*Caption (optional; up to 16 words)*

*If caption is used, tombstone data will not be shown.*

Screen Name:

--

**D**

3

*Links to another screen or URL  
(optional; up to 7 words each)*

--

--

*Main Text (optional; up to a few paragraphs)*

[illegible]

10

11

1

*Introductory Text  
(optional; not scrollable;  
up to 40 words, about 4 sentences)  
This text appears in the  
central circle when the  
small circles are not moused over.*

Circles may be skipped or left blank.  
Recommended for each filled spot:

- 1 thumbnail image (appears in small circle)
- 1 rollover image (appears in center)
- 1 short caption (replaces thumbnail in small circle on rollover; 8 words)
- 1 link to another screen or URL

5

4

6

7

8

9

2

3

4

5

6

7

8

9

10

1

2

**B**



Screen Name:

**A**


--

**B**

3

**D**

©



*The thumbnail label becomes the title of the new screen.*

**E**

**F**

--	--

11



11



**J**

10

2

1

---

11/1/2014

11/11/2019

11/11/2016

11/11/2016

11/1/2010

3

Add a series thumbnail for each desired page (no upper limit).  
Scroll arrows will appear as needed to move through all series pages.

# Slider Template

Screen Name:

Use one blank form for each desired slider item (no limit).

**A**

Display Title (recommended; up to 10 words)

**B**

Slider Media Item (recommended)

**2** Slider Image (recommended; JPG or GIF)

**3** Movie (MOV or SWF, optional)

OR

**4** Link to Screen or URL (optional)

**5**

Caption (optional; up to 14 words)  
If caption is used, tombstone data will not be shown.

**1** Label (required; up to 10 characters, 5 per line)



**6**

Slider Text (recommended; scrollable)



Scroll arrows will appear to right and left of slider as needed to move through all slider spots.



# Zoom Template

Screen Name:

**A**

*Main Image (required; JPG or GIF)*

*\* High-resolution images work best. Pachyderm automatically sizes zoom screen images at 2560x2548 pixels; prepare your image as close to those dimensions as possible to ensure a high-quality zoom image.*

**1**

*Audio file (optional; MPG or SWF)*

**2**

*Audio Caption (optional; about 8 words)*

**C**

**1**

*Audio file (optional; MPG or SWF)*

**2**

*Audio Caption (optional; about 8 words)*

**D**

**B**

*Caption (optional; about 10 words)*

*If caption is used, tombstone data will not be shown.*

## Asset Planning

**Project Name** \_\_\_\_\_

**Project Description** Briefly describe your project.

## Asset List

List assets or content pieces and note where you will get them or who will create them for you. Use the status column to keep track of assets as they are created or digitized.

[illegible]

## Common HTML Tags & Tag Attributes

---

These tags can be used in most Pachyderm text areas and fields to format your text.

### HTML Tags

<u>Open Tag</u>	<u>Close Tag</u>	<u>Result</u>
<H1>	</H1>	Header tag. Causes surrounded text to be placed on a separate line, in large bold type. Other header tags in descending size order are H2, H3, H4, H5 and H6.
<FONT FACE="font">	</FONT>	Allows user to specify a particular font. (Substitute the name of the font for the word "font.") See Attributes (below) for more options.
<B>	</B>	Makes surrounded text bold.
<P>	</P>	Creates a paragraph break -- two carriage returns.
 	</BR> (optional)	Creates a line break -- one carriage return.
<UL>	</UL>	Opens and closes an unordered list.
<OL>	</OL>	Opens and closes an ordered list.
<LI>	</LI>	Creates a bullet or number for an item in a list.
<A HREF = "URL">	</A>	Creates an anchor in the HTML document and a link on the web page. (Substitute a real URL for the letters URL.)
<IMG SRC="image">	(none)	Places an image on the page. (Substitute a URL that leads to the image for the word "image.")

### Some Tag Attributes

<u>Tag</u>	<u>Available Attributes</u>	<u>Example</u>
<FONT>	face -- <i>specifies the font face to use</i> size -- <i>makes the text larger or smaller than normal body text</i> color -- <i>specifies the color for the text</i> <b>note:</b> <i>these attributes can be "stacked"</i>	<FONT face = "verdana"> <FONT size = "+3"> or <FONT size = "-1">  <FONT color = "#0000FF"> ( <i>a really bright blue</i> ) <FONT face = "verdana" size = "+3" color = "#030303">
<IMG>	width -- <i>sets image width (in pixels)</i> height -- <i>sets image height (pixels)</i> alt -- <i>specifies mouseover text</i> border -- <i>sets the border of the image (in pixels)</i>	<IMG width=75 height=15 SRC="bar.gif"> <IMG SRC="home.gif" alt="To My Home Page"> <IMG border=0 SRC="bar.gif"> <IMG border=3 SRC="home.gif">

### Finding Hex Color Codes

For an excellent reference and color picker, see <http://www.december.com/html/spec/color.html>



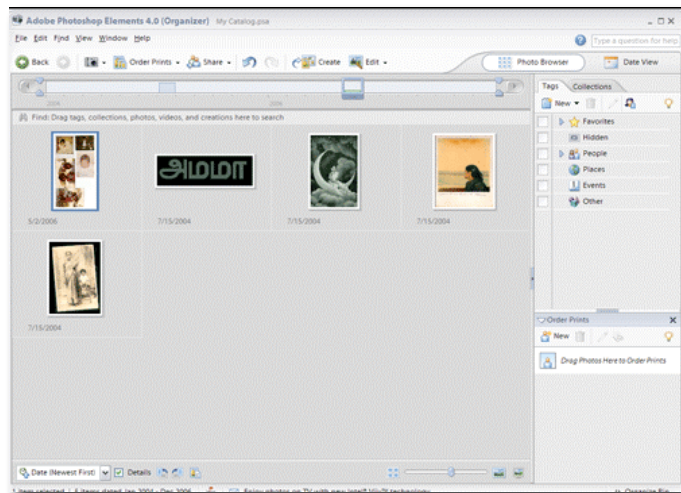
## Photoshop Elements 4.0 Tutorial

### What is Photoshop Elements 4.0?

Photoshop Elements 4.0 (from hereon referred to as PE4) is an image editing software that is inexpensive and powerful enough to allow you to composite (collage) images, fix images, crop them, and save them in a variety of formats.

### Step 1 – Open Program and Getting Photos

After installing the software and opening up the software you will see the “welcome” window. Select “View and Organize Photos”. This will open up the Organizer window. Click File > Get Photos > From Files and Folders and navigate to Desktop > Tutorial > Scans and click “Get Photos”. Our tutorial files should be imported into the Organizer.



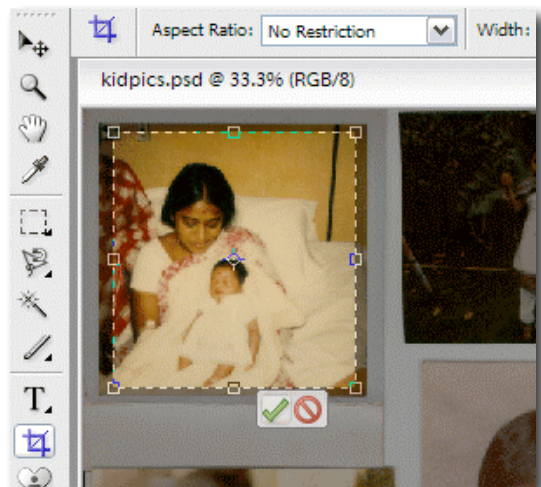
### Step 2 – Selecting a Photo to Edit

To edit a photo, click once on the photo and click “Edit” (then Standard Edit) from the selection shortcut bar at the top of the Organizer. Do this for Kidpix (the photo with five smaller photos in it). A new window will open. This is the PE4 Editor workspace. Many of the tools we’ll be using are on the far left, in a vertical strip. You can find out each tool’s name/function by hovering over the tool with your mouse.

### Step 3 - Cropping

This is what a typical image might look like if you scanned a bunch of pictures at once. Our first job is to separate these photos, edit them and then save each one. The cropping tool is the 10<sup>th</sup> tool down. Click on it to select it. Move into the image space and click and drag a box around the image of the woman in bed with the baby. After making a good selection, click on the green check mark to crop the image.

Tip #1 – Considering that we’re editing these images for use in a piece of video, think about how you’d like your image to fill/not fill the video screen. Most video screens (such as your computer or TV) are rectangle (or a 4:3) ratio. Many people like to crop their images to this shape so that it fills the viewing screen in the final product. If you have a square or vertical image, the video editing software will usually put black around the photo to get it to fill the screen. For those who want to be exact, the screen size in video is 720x480 pixels. You can set your crop tool for this size and use it as a cookie-cutter if you want.



#### Step 4 – Enhancing the Image

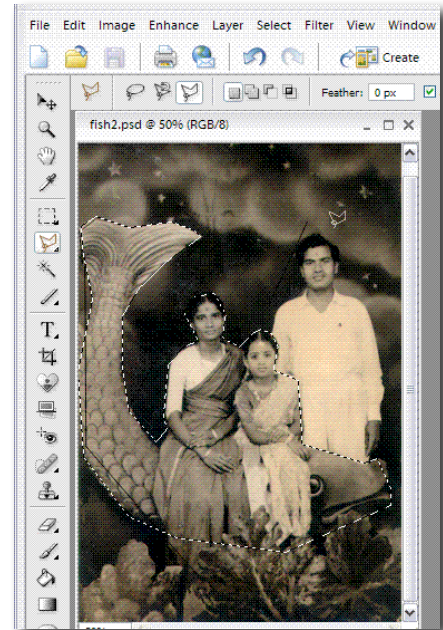
In some cases, your images may be too dark or discolored. In many cases the Auto Smart Fix under the “Enhance” menu at the top of your window can fix things. But if you want to control the enhancements, you can use Enhance > Adjust Lighting > Levels (for highlights and shadows) or Enhance > Adjust Color > Color Variations (to change the hue or tint on an image).

#### Step 5 – Saving the New Image

In most cases, it’s a good idea to save a retouched image as a new image, so that you can always go back to your original if necessary. So, to do this, click File > Save As and save this into a different folder with a new name.

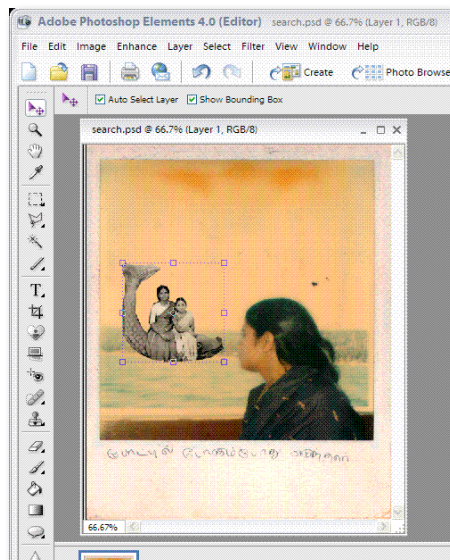
#### Step 6 – Extras: Compositing in PE4 (Selecting)

If you’d like to collage or composite an image in PE4, it’s as simple as copying part of an image, or the whole image, from one file, selecting it, using a variety of selection tools, and then pasting it onto another image. To do this, open up the picture called “fish”, now you can use the rectangle/elliptical selection tool, if it’s a regular shape, or in the case of our tutorial, you can make an irregular selection. The Lasso tool in your toolbar has a couple options, the angular (polygonal) Lasso is the best for this job. Using your mouse, click and drag a selection around the mom/girl/fish. Click back on your starting point to complete the selection. Click Edit > Copy from the window menu at the top of the screen and then close the file.

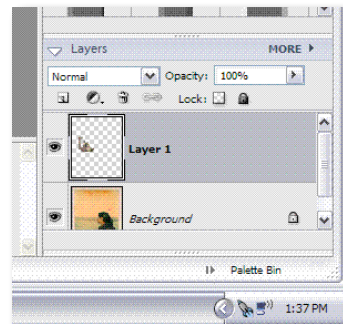


#### Step 7 – Extras: Compositing in PE4 (Pasting)

Open the file called “search”. Now you can click Edit > Paste from the window menu at the top of the screen and you’ll see your selection pasted on top of the “search” image. Click on your Move Tool in your toolbar (it’s the pointer tool at the top). Now you can resize the mom/girl/fish and make them smaller. Click on any of the corners of that selection and drag inwards. (shown below)



You can also see another small window in your workspace called the Layers Palette. (at right). This shows the layers and hierarchy of layers in your document. This functions much the same as making a collage out of paper. You can change the order of the layers by actually dragging and dropping the layers in this list on top or beneath each other within this window. If you have many layers in a document, you may find this useful in putting some images in front of, or behind, others.



Using the “Save As” command from you File menu, save and then close this document.





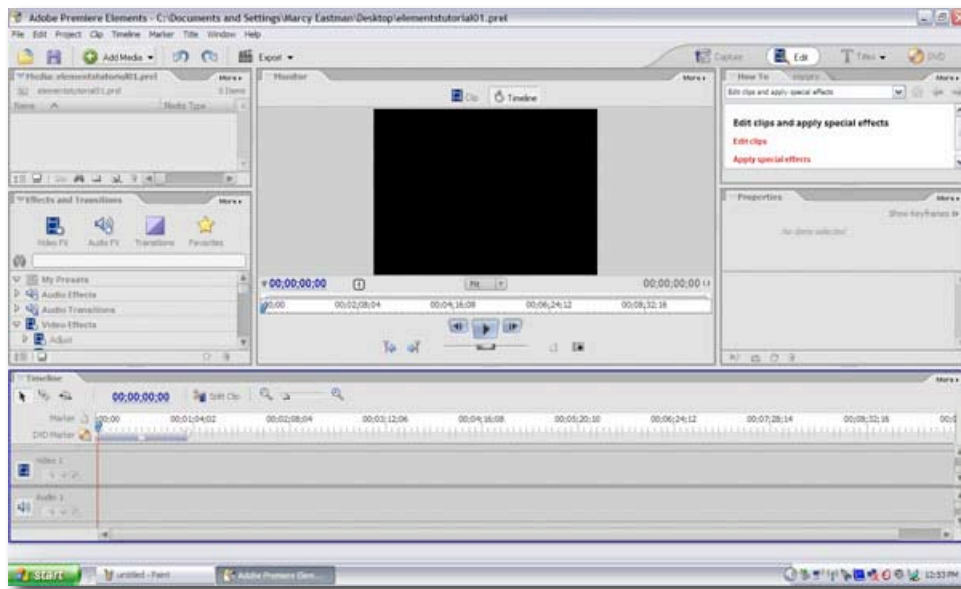
## Premiere Elements 2.0 Tutorial

### What is Premiere Elements 2.0?

Premiere Elements 2.0 (hereon referred to as Premiere) is a video editing software that is inexpensive and powerful enough to allow you to combine still images, video, voiceover, music and titles, add effects such as zooming on still images, fades, and export projects as standalone movies in a variety of formats.

### Step 1 – Open Program and Adding Media

After installing the software and opening up the software you will see the “welcome” window. Select “New Project” and save/name your project. The program will open up and you’ll see a window in the upper left called Media (this will be where your media, or ingredients will live), the Timeline window (where you’ll drag and drop your media and arrange it over time) and the black Monitor window (where you’ll watch what you’ve created in the timeline).

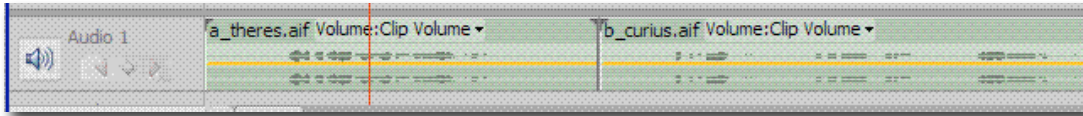


To begin, we first need to get the ingredients you’ll need in your digital story. Click on the green plus button that says Add Media > From Files or Folders. Select the “sizeimag” folder from the Tutorial folder and click “Add Folder”. Do this for the “soundtrk”, “video” and “voiceover” folders as well.

### Step 2 – Editing in the Timeline

In our model, we always drop the voiceover into the timeline first, because it is a finite piece of media with a beginning and an end. We find it’s easier to put that in the timeline and then choose photos to match up with the voice, deciding how long we want pictures up on the screen for is up to us.

So, drag and drop the entire voiceover folder into the timeline, to the far left side of the timeline into the part of that window called “Audio 1”. Then, to see the audio selection better, use the magnifying glass sidebar at the top of the Timeline window. In the Timeline, you should see a red line with a blue “playhead” on top of it. If you hit the enter or return key on your keyboard, it will start this playhead from moving across the timeline. At this point, you should hear the voice, but the Monitor window should remain black because we have not put any pictures in the timeline yet. Try stopping the playhead when the woman says the word “mother”

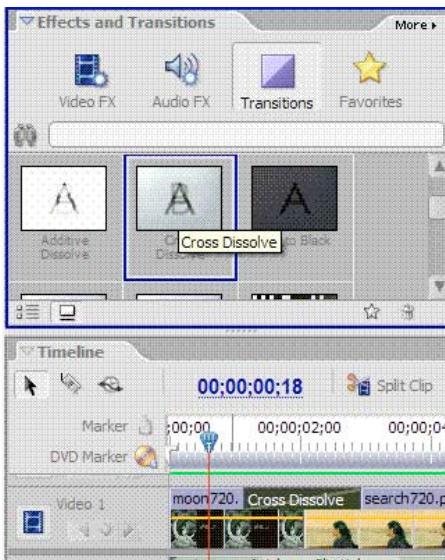


### Step 3 – Adding and Editing Pictures

From your “Media” window, drag the “search” image into Video 1 in the timeline so that the left edge of the grey image bar snaps to the red edit line, and drop. You should now see the picture in the timeline as well as in the monitor window. All images have default durations of 5 seconds on the timeline. There are two basic functions of the pointer tool in Premiere. If you click in the middle of a file and drag, you can change its place on the timeline without changing the duration. If you put your pointer at the edge of an image and drag to the right or left, you can change its duration on the timeline. Try dropping many pictures into the timeline. Practice matching up certain pictures with parts of the voiceover, such as the doctor image with the word “doctor”, and young image with “girl”, etc.

### Step 4 – Adding and Editing Video

Drop “wife.mov” from the Video folder we imported down into the timeline. Notice two things: video brings its own audio into the timeline (which can be deleted, and vice versa, once the files are unlinked), and that using the edge tool on a finite file actually cuts away at the video you have. Most people open the video file in the monitor window, choose which section of video they want from the raw file (by using “in” and “out” brackets) and then drop that section down into the timeline.

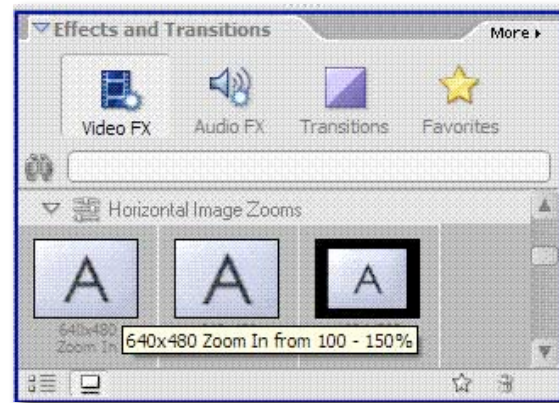


### Step 5 – Adding Transitions

When working with video, most people don’t use transitions other than the cut edit (cutting straight from one shot to another), but when working with stills, transitions can help create a flow to work. Look in the Effects and Transitions window, click Transitions. Usually a Cross Dissolve (fading one picture out while another fades in) is a good one. Simply drag and drop the transition into the timeline where two files meet. You can then use your cursor (edge tool) to lengthen and shorten the duration of the dissolve. Note: There are audio transitions as well in this window, such as fading in/out audio tracks.

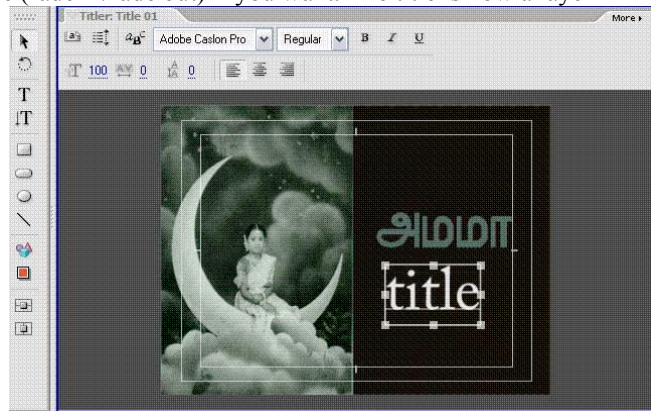
### Step 6 – Panning and Zooming

To pan or zoom (in or out) on an image, go to the Effects and Transitions window again, choose Video FX, and look in the Presets folder. There are pre-made zooms and pans (vertical and horizontal). You can drag and drop these onto images in the timeline. There is also a more difficult way of setting your own zooms as well, called key framing motion.



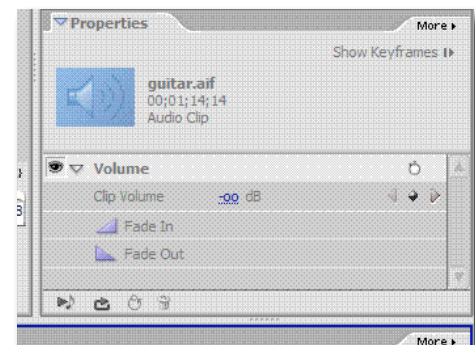
### Step 6 – Compositing in Premiere (titles)

The easiest way to think about layers in Premiere is to make a title. Click on the Title button at the top right of your screen and you can select pre-made titles, or a new title. The titling window is fairly basic, it will show you the image that your playhead is currently on, in case you want to arrange a title to appear in a specific part of a image. You can choose font, color, and then use the pointer tool to decide the title's location. When you're done, you should see the title in your Media window. Drag and drop it into the Video 2 track. You can put transitions on this title (fade in/fade out) if you want. The title is now a layer (same as in Photoshop) that lives on top of another layer (the image beneath it). This same concept can be done with multiple images or video clips. The thing to remember is that if you have two layers that are the same size (720x480) and the top one is not transparent or partially transparent, then you will not see the layer beneath it. The title, for example, is much smaller than the image beneath it, and the space around the title itself is transparent, so that is why the composite works and you can see both images at once. Your choice is to make layers on top either smaller or more transparent to achieve layering or compositing.



### Step 7 – Adding Music

Similar to the previous step, we are going to drag and drop the file "guitar" from the soundtrack folder in our Media window down into Audio 2. In this sense we are "layering" audio. You can fade in/fade out the audio clip in the Properties window (once you click on the file in the timeline). You can also change the volume of the entire audio clip by taking your cursor into the clip and moving the yellow line (volume line) up and down. Here as well, you can learn how to key frame the audio, and set points on the volume line where the music goes up or down when you want it to. This can be done in the timeline or in the Properties window.



### Step 8 – Exporting a Movie

When you're finished editing, click on Export at the top of your workspace. From there you can decide what kind of file you'd like and the quality (and relative file size of that file). We recommend exporting one large file for archiving or putting on a DVD, and one compressed (smaller) file for putting on a CD, on the web, etc.





## Audacity Tutorial

### What is Audacity?

Audacity is a free cross-platform audio recording and editing program that allows you to simply record your voice and export in a variety of formats, from wav to mp3.

### Step 1 - Download

Download Audacity and follow installation instructions:

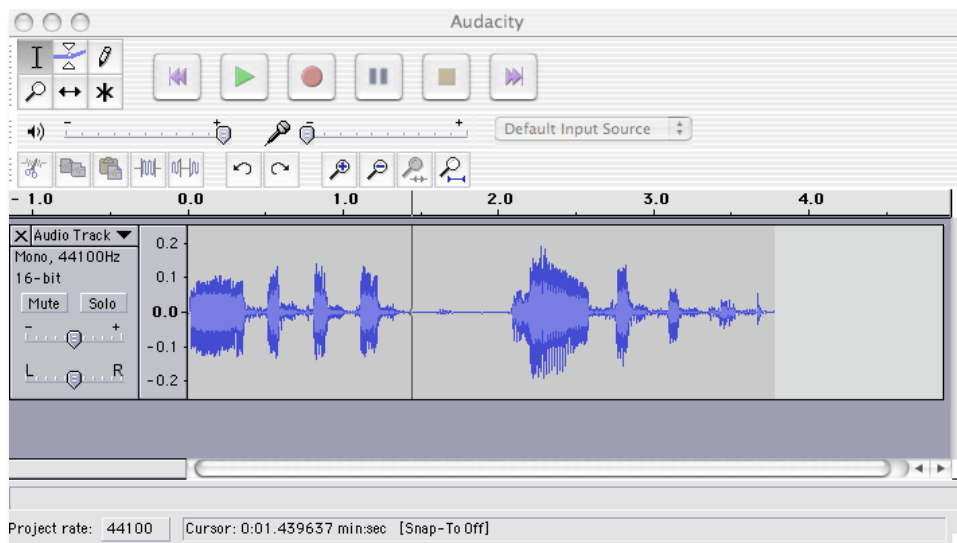
<http://audacity.sourceforge.net/download>

### Step 2 - Setup

Connect a microphone to your PC. Most PCs have a mic input in the back.

### Step 3 - Recording

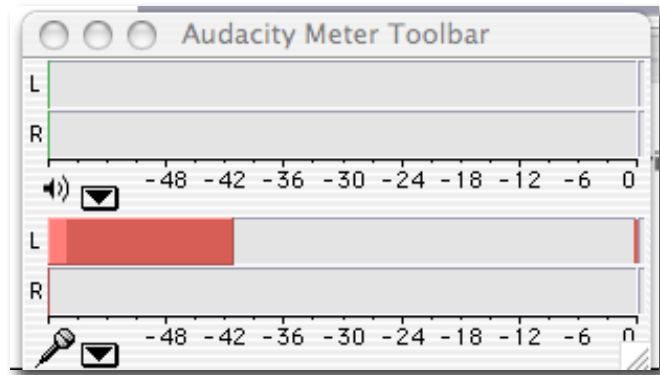
Open Audacity. Bring the mic about 6 inches from your mouth. Press the red record button and Audacity will begin recording your voice. Press the orange stop button to stop the recording. A blue waveform should now occupy the audio track. This waveform is a visual representation of your voice. The waveform should be fairly thick, but not touching the top or bottom of the track, as that means that the recording was too loud and will pop on speakers.



#### Step 4 – Listening

You can now use your cursor to “cue up” the audio track, by click with your mouse inside the track and by using the horizontal scrollbar at the bottom of the track to move back and forth from one end of the track to the other. To listen from the beginning, move the scrollbar all the way to the left, click with your mouse in the audio track at the far left edge of the track and press the green “play” triangle button (or simply use your spacebar to stop and start).

When listening or recording, take a look at the Audacity Meter Toolbar to see how loud your recording is. The red bar should not go above the -6 decibel level, otherwise it will “pop” the speakers and sound distorted. If your audio is too high, record again, this time moving the microphone farther away from your mouth. You should always try to record in your natural voice. Don’t adjust your vocal volume, instead adjust the microphone.



#### Step 5 – Editing

Typically we tell people to just record one paragraph of their script at a time, listen, and decide whether to save that section or delete it and record a 2nd take. Another option you have is to highlight certain sections of your audio track (using the cursor) and delete those sections by pressing the delete button. You can also record some room noise (blank space) at the end of your audio track, copy it into your clipboard by selecting that section and clicking Edit > Copy. Then you can easily paste that blank space between sentences in your audio track by clicking at the place in the track where you’d like to insert a pause (silence), and clicking Edit > Paste.

#### Step 6 – Saving

When you’re done editing your audio track, click File > Save and you can choose to save it as a .wav file (high quality) or an .mp3 (lower quality). In most cases, video editing software will accept both wav and mp3 files. The advantage of wav is that the sound quality is higher, but the file size is bigger. Vice versa applies for mp3 files.





# Pachyderm 2.0 User Manual

*Anne Leonard*

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## Introduction: Pachyderm 2.0 Overview

---

Pachyderm is a visually-oriented, template based program which allows one to present images and other media (audio or video files) and text together in a number of inter-linked, inter-related ways. The building blocks of Pachyderm are the templates. In Pachyderm, relationships of texts to images, or images to images, and their subsequent meaning, are determined not only by content but also by spatial relationships and where they exist relative to each other in viewing.

A Pachyderm presentation is like a plant, with twigs, layers, and leaves extending from a single trunk. But, like a plant, a Pachyderm presentation must be carefully controlled and pruned for greatest beauty and strength. It is easy and intuitive to put information into a template, and fun to play around with different templates to see what arrangement has the most visual impact, but unchecked growth can lead to tangled branches (and confused viewers). While most Pachyderm authors will be able to work with the program easily without a detailed set of instructions, a guide to the program and its capabilities will help authors focus their material and time more effectively.

Some users may find that browsing is a better way to learn from this manual than reading straight through. This will depend significantly upon the extent and goals of Pachyderm usage by a particular user, as well as a user's past experience with non-print media and software programs.

The ► indicates a tip or helpful point that might otherwise take trial and error to find out, or be easily overlooked.

Sentences in **bold type** are key points or program limitations that should be kept in mind during the authoring process.

## Getting Started

---

All that is required to begin authoring is an account on a Pachyderm server. Record your information here:

Server URL:

Login:

Record your password in a safe place.

## Logging In

---

The initial screen requires the user to enter user name and password previously assigned. Upon logging in, the user is taken to the Home Screen and given a choice of areas to go to: "Your Media," "Your Presentations," "Edit Your Account," or "Log Out." "Your Media" allows the user to upload, edit, or otherwise manage audio or visual media files that are to be used in presentations. "Your Presentations" allows the user to create a new presentation or to select an already existing presentation and make edits to it.

## Managing Your Account

---

Pachyderm users can manage basic information about their account. First and last names, passwords, and e-mails can be changed with confirmation. Users can easily move from working on a presentation to account management and then return. Account information is accessed by clicking the "Edit Your Account" link on the Home screen in the authoring system.

## Media Management

---

### Uploading New Media to the Server

---

Pachyderm can handle media in a variety of types. Media are uploaded to and stored on the main institution server and then imported to an individual presentation. Acceptable file types are images or pictures (GIF or JPG files), audio (MP3), Flash files (SWF), or video (MOV). **Not all media are available for all template types.** There are limits on file sizes, and some files may need to be edited prior to uploading in order to work successfully.

#### Media File Information

For *images*, the size of the zoom template is 2560 x 2548 pixels; it is recommended that any uploaded images function at this size. For the zoom template in particular, images that are smaller than the specified size will not fill the template. Pachyderm will resize images for thumbnails and in other places where the image appears, so it is beneficial to have images uploaded at the largest size to preserve image quality.

For *Flash and video files*, standard aspect ratios should be 320 x 240 pixels.

*Audio and video files* should be small enough for all likely users to download easily (i.e. no more than a few megabytes).

*PDF files* are not uploadable directly into a Pachyderm template. However, Pachyderm templates which have links to other URLs can be linked to a web page where the PDF file resides.

Users can upload single files or batches of files. Batch files can be combined as a single .zip file or uploaded as a manually selected group. **Media upload, especially of multiple or .zip files, takes a very long time (up to several minutes).** Please be patient while media is uploading.

The media upload screen, with choices of single or multiple files, is accessed from the Home page by selecting "Your Media." Media can also be uploaded by selecting the "Media" tab beside either the "Presentations" screen or the "Edit" screen.

Media can be marked "Private," which makes it available only to the person who uploaded it.

- It is more efficient to make sure all, or at least most, of the media needed for a presentation are uploaded prior to authoring the presentation than to upload during the authoring process.

### Importing Media Into a Presentation

---

Uploading new media from a home computer or other source to the Pachyderm database does not automatically import media into a presentation. Media can be imported into a presentation from existing media already in the Pachyderm database; media can also be uploaded to the database in the process of creating a presentation.

When working within a particular template, clicking on the "Browse" button located in the authoring window (see discussion of Authoring in Pachyderm) at a spot where media can be added takes the author to a "Find Media" Screen. "Find Media" has options to add new media directly from the "Find Media" screen or to select the "Media" tab alongside the "Find Media" screen. **Selecting the "Media" tab will take the user out of the authoring mode and requires re-entering "Presentations" and then re-selecting the screen to edit.** Adding



new media from the "Find Media" screen returns the author to the template screen in the works when the media and its information have been successfully imported.

Rachel Smith  
HOME > Media

LOG OUT REPORT BUGS

PRESENTATIONS  
MEDIA

## MEDIA:

Media files in Pachyderm consist of graphic files (jpg, gif), audio files (mp3, swf) and video files (mov)

You have access to the files you've uploaded into the Pachyderm system as well as temporary access to others who have not marked their uploaded files as 'Private'. (Be aware that you may use others' non-private files in your presentation, but that the owner may delete them from the Pachyderm system at any time. In that case, your already-published presentations using such files will not be affected, but any presentations in production that use others' deleted files will need to have replacement media chosen.)

SEARCH FOR A MEDIA FILE:

ADD NEW MEDIA FILE:

[Upload a single file](#) or [import multiple files at once](#)

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*The Search and Add Media Screen*

## Media Metadata

When uploading media, whether a single file, multiple files, or a .zip file containing numerous individual files, the user is asked to enter basic information about the media. This should not be about the file type (e.g. JPG or MP3) but about the file content. **Institutions will have their own criteria for entering information into these fields.** These fields, which represent a subset of Dublin Core, and their possible uses are listed below. All are optional except *title*.

*Title:* The name or title of the item ("The Birth of Venus"; "Red-Tailed Hawk"; "Protein Molecule").

*Description:* A brief abstract or content description of what the item is.

*Rights:* Who owns the copyright to works not in the public domain.

*Keywords:* Your own keywords describing the topic of the resource, such as the type of media (photograph, painting, concerto), any associated subjects (geography, Keynesian economics, Impressionism), significant dates, or other important identifying information that will be useful in searching for the particular media object.

*Publisher:* The creator, publisher, or manufacturer of the work.

*Contributor:* Name(s) of significant contributor(s) other than the creator, if any.

*Coverage:* Spatial and/or temporal characteristics of the resource; for example, if the item is a photograph of part of a building, this field could describe the part covered

by the photograph. Similarly, if the item is a song fragment or clip from a longer video, this field might describe what part of the song or video is included.

*Relation:* Relationship to other resources, in case someone wishes to search for other items related to this one.

*Source:* Unique string or number for a printed or digital work from which this resource is derived; could be a URL or ISBN number, if applicable.

*Tombstone:* A caption that can be displayed with the media item. The tombstone is like the label in a museum that identifies an artwork; it can contain several lines of information about the media item. The name *tombstone* is a museum term and its use here reflects Pachyderm's origins at the San Francisco Museum of Modern Art.

- Many of the templates also offer a place for a caption about an image to be entered while authoring. If a caption is used during authoring, the tombstone data will not be shown.

**The more data that are filled in, the more efficient a search can be when authoring your presentation later on.**

- There are non-programmatic issues related to this data that need to be determined by authors and institutions. As a program, Pachyderm will accept whatever information is entered by the author. The author and/or the institution will need to make decisions about nomenclature and media type on their own. Among the key questions to be decided will be those related to any representational content and to the original item represented by the content. Among these might be issues such as if a photograph of a painting should have the keyword "photograph," "painting," or both, if the photographer of the painting should be credited, if the location of the photograph (University Archives) and the location of the painting (the Louvre) need to both be identified, and so on. In the absence of other guidelines for entering data, the presentation author will be best served by thinking about the way in which the media file will be used, the context in which it will appear, and his or her own search strategies and patterns.

## **Searching for Media**

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To import media into a presentation, the author must first search the media database. To find media that have already been uploaded into Pachyderm, the author enters and submits search terms. Search fields include those fields with data entered when media are initially uploaded.

If uploading the media directly from a home computer or some source other than the Pachyderm database, the author should select "Add New Media" from the "Find Media" screen and browse the source of the new media. The media will then be imported directly into the presentation as well as uploaded to the server for later use.

## Authoring in Pachyderm

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### The Authoring Environment

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Pachyderm is essentially a pattern kit that provides multiple pre-designed screens called templates. Each template is designed for a different purpose, although some templates overlap with others. The same template can be used multiple times in one presentation. It is not necessary to use all or even most of the templates. The process of creating a presentation screen is more or less the same for each template: entering text (including hyperlinks) as directed, and importing images or other media files to the indicated locations. The challenging—and exciting—part of Pachyderm is not mastering techniques for building a screen from a template but rather learning how to compose the overall presentation.

Pachyderm is not a WYSIWYG program ("What you see is what you get"); the template screens used in authoring are essentially layout diagrams that help the user place text and other media in the appropriate place. While they look significantly more like the finished product than a blueprint looks like a finished building, they are a schematic that is not as visually appealing as the actual presentation will be.

The steps to authoring a presentation in Pachyderm are straightforward, but authoring will go most smoothly if certain preliminary work is done. Preparing the presentation ahead of time by assembling all materials and outlining each template needed is crucial. Because Pachyderm consists of interlinked templates whose relations to each other are determined by the author, the author needs a clear understanding of what each template will add to the presentation and how it will be related to the other templates.

For each screen, the author will need to think about how it is connected to the other screens (first in a series, last in a series, reached from many points or just one). The more screens that are likely to link to it, the higher the priority for having it as a finished screen. Not all Pachyderm templates provide links to other screens in the presentation or to external web pages, so some screens naturally function better as endpoints in a sequence than others.

Authors will need to think about how the structure of the presentation—which screens connect to which—affects the arrangement of content. Mapping links from one template screen to another in advance or working backwards from most specific to most general will be the most efficient procedure for most authors. The opening page of the presentation may be the last one to be authored. Building Pachyderm templates will go most quickly when it is a matter of plugging in already created text and files to the appropriate places.

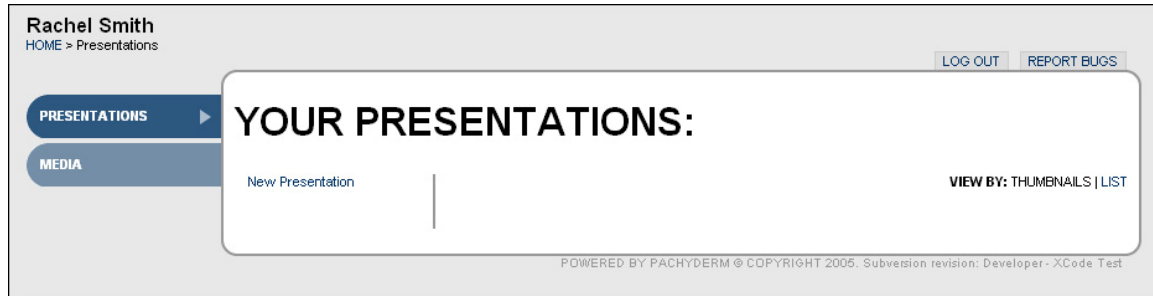
With the Template Workbook, authors can print template views of each screen and fill in by hand what information goes where before beginning to author a presentation.

- A copy of the template workbook is available in PDF form at the Pachyderm website ([www.pachyderm.org](http://www.pachyderm.org)) in the Authors section.

When working on a presentation, Pachyderm leaves a trail of "breadcrumbs" at the upper left of the screen, above the work area, showing the different steps taken from the Home Screen. Clicking on any of the crumbs returns the author to that window to perform work.

## Starting a New Presentation

Authoring in Pachyderm begins by selecting "Your Presentations" from the Pachyderm Home Screen, and then choosing "New Presentation." If this is the first time the author has logged in to Pachyderm, there will be no presentations displayed.



*The Presentations Screen, the first time a user logs in*

- If presentations already exist, the option to select one of them will also appear. The existing presentations will be displayed in either list or thumbnail view, with the option to change from one to the other. Information displayed in either view includes the presentation title, the modified date, the number of screens in the presentation, and the options to Edit or Delete the presentation. When the presentation has been published, there is also a View option.

A presentation name and brief description are the first things to add. The name should be memorable.

The next step is to select one of the available templates as the default starting screen for the presentation. While this screen will be called "Home," any other screen can be selected as the "Home Screen" at any time while authoring. If the presentation has been prepared thoroughly in advance by laying out template files, the actual Home Screen might be the logical place to start. On the other hand, a user who is working from the bottom up might begin by authoring a screen that is last in a series of screens and changing another template (one which serves to link the others together) to Home as soon as it is built.

- The Home Screen for the Pachyderm program is not the same as the Home Screen for a presentation. The difference is very clear when authoring.

After a screen is selected, a new window opens to begin authoring. On the left-hand side of the display there is a graphic representation, or screen-shot, of the selected screen with letters (A, B, C, etc.) indicating where information and media will show on the presentation screen. It is a schematic only, not an exact representation of the finished presentation screen. The screen-shot is a static map of the template and will not change as material is added. Below the screen-shot is a field for the screen name and a field for notes. Neither will be a visible part of the presentation when viewed. The screen name functions as a file name; it should be specific and memorable for easy recognition when viewed by name only. **Many templates have places for a visible display title, which need not be the same as the screen name.**

The right-hand portion, the authoring window, is a screen for entry of data and files that will appear on the presentation screen. Beside each field is a letter or number corresponding to the letters on the screen-shot, indicating where the information will appear on the screen in the presentation, and brief instructions of what to do (e.g. "Display title goes here."). **The**

**authoring window has its own vertical scroll bar, which should be used instead of the scroll-bar for the entire Pachyderm window in cases where both appear.** As some of the templates contain many different choices for data entry, not every user will fill in every possible spot.

The letters, or position labels, on the authoring window frequently have categories, and more items will be displayed in the authoring window than appear on the schematic. For example, "C" might appear on the schematic and in the authoring window as a media object, and several components also appear in the authoring window: C1 is the thumbnail for the image, C2 is the larger image which appears when the thumbnail is clicked, C3 is a caption for the image, and C4 is a link to another presentation screen. At times the author will have to choose between making a link to another presentation screen, a URL, or a video clip; whatever the choice, a still image should be associated with each.

- If a caption is entered during authoring, it will suppress the display of any tombstone data that might be associated with a media file. To display the tombstone, leave the caption space blank in the authoring form.

## Sample Authoring Screen

**Rachel Smith**  
HOME > PRESENTATIONS > EDIT PRESENTATION > Edit Screen

REPORT BUGS

**A Display Title** ▼ Collapse  
Sketches & Drawings Enter a title for this screen (up to 53 characters, about ten words).

**B Comment Text** ▼ Collapse  
"It's easier to draw it..." - David Enter a comment, subtitle, or quote for this screen (up to 53 characters, about ten words).

**C Series Image** ▼ Collapse  
Series Image Select a main image to appear in spot C.  
Browse

**D Main Content Text** ▼ Collapse  
According to David, "It's easier to draw it than to build it out of LEGO because I don't have to" This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

Series Screen

Screen Name:  
Sketches and Drawings

Notes:  
need main text  
need main image (David drawing?)

Language for editing:  
English ▼ Select Language

Save Save/Done Cancel

Preview Screen

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*An authoring screen (Series Template)*

In the authoring window, the user can type or paste text where indicated and import media files. Each template has its own capacities and limitations, which users should become familiar with prior to authoring. The amount of text that can be used varies with the template and location on the template. Pachyderm will set fonts for display titles, captions, and any text. Hard returns will display as a blank line in the presentation. By selecting "Preview Screen," at the bottom of the left-hand side of the authoring window, the author can see what the screen will look like in the finished presentation.

When an author has made desired changes, the author then selects "Save" (to save and continue on the same screen) or "Save/Done" (to save and return to the listing of screens in the presentation).

## **The "Edit Presentation" Screen**

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On the "Edit Presentation" screen, there are choices to edit the existing screen, to delete the screen, to add another screen to the presentation, or to publish and view the presentation. As screens are added to the presentation, they will appear on the "Edit Presentation" Screen. By default they will appear as thumbnail images of the screen labeled with the screen title, but the user can change them to a list format. The screen that is the "Home Screen" will be identified. All other screens will include the option "Make Home;" clicking this will make that screen into the Home Screen (the first one to be displayed when the presentation is launched).

When linking to another screen in a presentation, the author selects Browse at the appropriate place. This moves the author to another window, called "Find Screen," which lists all the screens existing in the presentation by their name and also allows a search by title. After the desired screen is selected, Pachyderm returns to the previous editing window.

- When a screen has the capacity to link to another screen in the presentation, it can only link to a screen that has already been created. In multi-screen presentations, users will need to create all desired screens, each with at least a specific screen name, fairly early on. Each screen can be edited individually and content filled in after the structure of the presentation is established.

When the presentation is complete, it can then be published. (See Publishing, below.)

## **Adding Additional Screens to a Presentation**

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Screens can be added to a presentation during the authoring process or after publishing. When creating a new screen, the starting place is the main editing window which appears after selecting "Edit Presentation" (or "Create a New Presentation") from the "Presentations" window. The main editing screen has a place to "Add Screen to Presentation." After choosing this, the presentation author will be given the same thumbnail array of templates to pick from as when beginning a new presentation, and work goes forward from there.

Other screens which link to the new screen will need to be edited to have the new screen added. If no links are established to the screen from existing screens, it can only be displayed if it is the "Home" Screen. Some authors might choose to create many of their "detail" screens (screens which can only be linked to, not linked from, such as the Zoom Screen or the Enlargement Screen) first, and then create the links to these screens later on in the presentation. Others may prefer to "sketch out" the structure of their presentation, creating main screens first and then linking in subsequent screens as they become available.

- The "notes" field on the left side of each authoring window is an ideal place to list screens that need to be built and/or media that need to be uploaded in order to complete a given screen. This field is for the author's use and does not appear in the published presentation.

Linking one screen to another when possible is done by selecting "Browse" beside the instructions for adding a new screen or URL. The "Browse" command here takes the author to a "Find Screen" window, which allows the author to select from a list of screens already in the

presentation or to search by screen title if the list is extensive. **Screens cannot be copied from one presentation to another but must be re-created for each presentation.**

After the screen has been added to the presentation, the presentation can be published. If it has already been published, publishing again will overwrite and update the existing presentation.

A screen can be deleted from the main editing window by selecting the "Delete" command below the screen name. The author will be asked to confirm this operation before the screen is actually deleted. **Once deleted, a screen is gone and cannot be retrieved.** When the Home Screen is the only screen in a presentation, it cannot be deleted except by deleting the entire presentation from the "Edit Presentations" window.

## **Publishing**

---

Publishing is the process of uploading a presentation to the main server where it will live and from which it will be downloaded for viewing. The "Edit Presentation" window has a tab on the upper right labeled "Publish." There is also a link on the left labeled "Publish 'Presentation Name'." After the presentation has been published at least once, a link labeled "View 'Presentation Name'" will also appear on the left.

- ▶ Selecting "VIEW" opens the most recent published version will in a new browser window. Any changes made since the last publish will not appear in the presentation.
- ▶ Selecting "PUBLISH" will re-publish the presentation; any changes since the last publish will be incorporated.

Upon selecting "Publish," authors will be taken to a window which gives the publication status ("Build") and messages regarding program code. There is also a place to "Refresh" the status; click this in order to see when the presentation is finished building and is ready to view. **Users must click Refresh in order to refresh the screen and get an updated status.** When the presentation has been completely built, the status will say "Completed." At the bottom of the window will be the choice to view the published presentation, download the .zip archive, or return to presentation editing.

- ▶ Click "Refresh" periodically until the status says "Completed."
- ▶ Once publishing has begun, it will continue even if the publish window is closed or the author returns to the Edit Presentation screen before the build is completed. It is not necessary to wait on the publish screen until the build is finished, although it is convenient to do so in order to view the newly published presentation.

## The Pachyderm Templates

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As stated in the introduction, Pachyderm is a template-based program. This means the author has a choice of pre-designed screens to use in the presentation. The content is restricted only by file and media types. Most of the template screens in Pachyderm allow for multiple types of media files and information; a few are more specifically limited. Some templates have the capacity to link to many other presentation screens, while some have no links to other screens. Consequently, the content and structure of a presentation will influence each other. By understanding what each template can and cannot do, the author can make decisions about what will be the most effective way to present material, whether it is simple or complex.

This section of the manual gives a brief overview of what each template does, what it might be used for most effectively, and what some of the limitations of the particular template are. It also explains the steps in authoring each screen. However, it is not a prescription for how to select content or arrange screens. Practicing with the templates will be an important part of learning how to use them; this section serves as an introduction to the templates and leaves the specific creative uses of them to the prospective author.

### **Available templates:**

- Aspects
- Commentary
- Enlargement
- Exploration Entry
- Layers
- Media Focus
- Phone Dial
- Series
- Slider
- Zoom

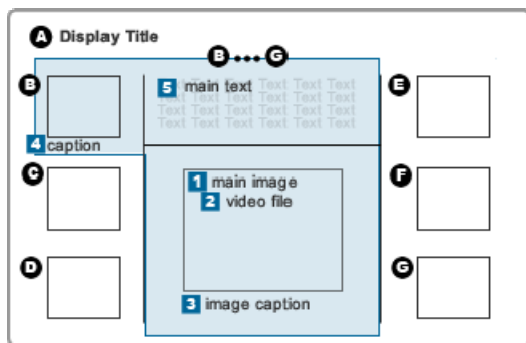


## Aspects Template

This is a multi-image screen good for demonstrating relationships between different concepts, people, or objects (represented with thumbnail images). It is also well-suited to organizing multiple media files that explore different aspects of – or perspectives on – a central topic. There are a total of 6 thumbnails around a central image box and text box; clicking on a thumbnail brings up a larger image in the central image box. The text associated with it appears above. Tombstone information, if any, will be displayed next to each thumbnail or enlargement, unless a caption is entered to override it.

There are no links to other screens or URLs available from the Aspects Screen. This screen is ideal for quickly showing related pictures and explanatory text for each when the level of individual detail that would require a link to another screen is unnecessary. As its name suggests, it works well to cover several aspects of the same topic.

- It is not necessary to use all six spots on this template. Four can be equally effective, for instance.



*Authoring Scheme for Aspects Template*



*Sample Published Template*

### Authoring the Aspects Template

A. Display Title: Enter a title for this screen (up to 55 characters, about ten words).

B – G: Aspects Media

1. Image Item: Select a main image, which will appear in the center of the screen when its thumbnail is clicked. Also select a thumbnail for this image (it can be the same file, or a different one).
2. Aspects Movie: If desired, select a video file to accompany the image. Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.
3. Main Image Caption: If desired, enter a caption to appear under the **main** image (up to 45 characters, about nine words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.
4. Thumbnail Caption: If desired, enter a caption to appear under the **thumbnail** image (up to 40 characters, about eight words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.

5. Aspects Text: This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen. It will appear in spot 5 at the top of the screen.

*\* The aspects template does not allow links to any other screens (except the "back" arrow).*

### Media Table for the Aspects Template

Spot	Media Type(s)	Notes
A	text	About ten words for the display title.
B-G: 1	JPG, GIF	Thumbnail and main image for each spot may be the same image, but do not have to be.
B-G: 2	MOV, SWF (video)	Remember to keep videos short to avoid long download times.
B-G: 3-4	text	About eight or nine words, each spot. If used, caption will suppress tombstone display.
B-G: 5	text	Text will scroll as needed; may be a few paragraphs in length.

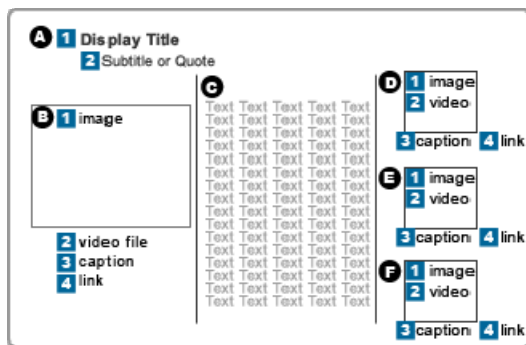
### Sample Uses

- Several views or angles of the same building, statue, animal, plant, etc. with a brief comment about each view.
- Several videos or animations showing different aspects of a single topic/phenomenon.
- Six sequential images showing growth or change.
- Six related items with text commentary on how they are alike and different.

## Commentary Template

The Commentary Template is an ideal "middle of the presentation" screen; it allows for a fairly detailed textual description of an image, and then provides places to go to related material. The upper left-hand portion of the screen is designed for an image or a video clip; the middle has scrollable text; and the right hand side provides three additional thumbnails which can be linked to other Pachyderm screens or other media files (including URLs). There is room for a display title and a subtitle or quotation.

► Authors who link a video file to a still image on the left cannot also link that image to another screen or URL.



*Authoring Scheme for Commentary Template*



*Sample Published Template*

### Authoring the Commentary Template

#### A. Display Title & Screen Subtitle

1. Enter a title for this screen (up to 50 characters, about nine words).
2. Enter text that will display as a subtitle under the main title (up to 165 characters, about two short sentences or one long one).

#### B. Main Media

1. Image: Select an image to display in spot B-1.
2. Movie: If desired, select a video file (this media item can have either a video or a screen link, but not both). ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.
3. Caption Text: If desired, enter a caption to appear under the image (up to 70 characters, or about thirteen words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.
4. Screen Link: If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both). ► If a video has been placed in spot B2, this link will not work.

#### C. Main Text

This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

## D – F. Media Items

1. Thumbnail Image: Select an image to display in spot 1.
2. Movie: If desired, select a video file (each media item can have either a video or a screen link, but not both). ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.
3. Caption Text: If desired, enter a caption to appear under the image (27 characters, or about six words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.
4. Screen Link: If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both). ► If a video has been placed in spot 2, this link will not work.

### Media Table for the Commentary Template

Spot	Media Type(s)	Notes
A1	text	About nine words for the display title.
A2	text	Up to two sentences for the subtitle or quote.
B, D-F: 1	JPG, GIF	Pachyderm will resize the image as needed.
B, D-F: 2	MOV, SWF (video)	Remember to keep videos short to avoid long download times.
B, D-F: 3	text	B3: About 13 words. D-F3: About six words each.
B, D-F: 4	screen link or URL	If no movie is used in a given spot, a link to either another screen or a URL may be added.
C	text	Text will scroll as needed; may be a few paragraphs in length.

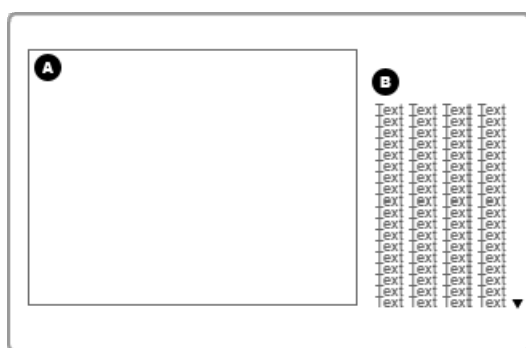
### Sample Uses

- Present a variety of opinions about a single topic, using video interviews or commentaries.
- Use as an intermediary screen between a table-of-contents screen (like Phone Dial) and more detailed screens, linked from the four media areas.

## Enlargement Template

This is the simplest Pachyderm screen, showing a static enlargement of an image, its tombstone data or a caption, and up to several paragraphs of associated text. This screen has no links to other screens. It is ideal for presenting large amounts of written information about a single subject. The image on the Enlargement Template will be larger than images on any other screen except Zoom.

The size of the image box on the authoring scheme (below) does not represent the actual size of the image as it will appear in the published presentation (see sample published template, below). The box represents the maximum area for both vertical and horizontal images; image display will vary based on the aspect ratio of the image selected.



*Authoring Scheme for Enlargement Template*



*Sample Published Template*

### Authoring the Enlargement Template

#### A. Image

Select an image to display in spot A.

#### B. Main Text

This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

### Media Table for the Enlargement Template

Spot	Media Type(s)	Notes
A	JPG, GIF	Pachyderm will resize the image as needed.
B	text	Text will scroll as needed; may be a few paragraphs in length.

### Sample Uses

- A book review accompanied by an image of the book cover.
- The text of a letter or speech accompanied by a photograph of the writer or speaker.
- Study questions or thought-provoking statements about a topic, accompanied by a relevant image.
- A recipe accompanied by a photograph of the prepared dish.
- A larger illustration and explanation of a thumbnail included on a Commentary or Layers screen.

## Exploration Entry Template

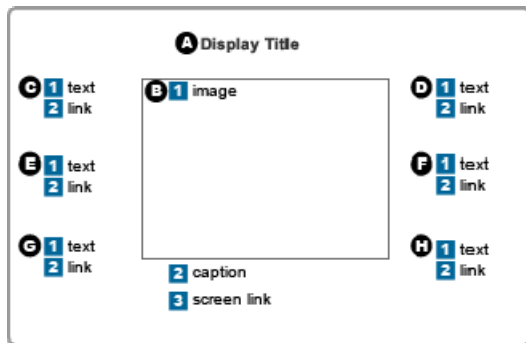
---

This screen provides a place for a central image, a displayed title, tombstone data or a caption for the image, and visible text links for up to 6 other presentation screens or URLs. These links could be used, for example, in the form of a short question about the central image. Clicking on the linked text of the question would then take the user to another screen which provides more information and an answer to the question. When a user viewing the presentation moves his or her mouse over one of the links, the text grows in size, accompanied by a sound effect.

A link can also be attached to the central image, so that clicking on it takes the user to another screen (often a zoom or enlargement screen, though any screen may be used here) or a URL.

The Exploration Entry Template is a logical screen for a user to go to when clicking on a phone dial thumbnail, because it can be used to provide more detailed information about the thumbnail image. It can also function as the introductory screen to a presentation when fewer links and images are needed than are present on the Phone Dial Screen.

Because further information is obtained through links to other screens and not directly on the Exploration Entry Template itself, it is not ideal to use this screen when a single image and scrollable text can convey all that is necessary. In this situation, authors would be better choosing a template such as the Enlargement Screen or Commentary Screen.



*Authoring Scheme for Exploration Entry Template*



*Sample Published Template*

### Authoring the Exploration Entry Template

#### A. Display Title

Enter a title for this screen (up to 35 characters, about six words).

#### B. Main Media

1. Image: Select an image to display in spot 1. ► If no image is present, the links will not appear and the published screen will be blank.

2. Caption: If desired, enter a caption to appear under the image (48 characters, about ten words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.

3. Screen Link: The main image may link to another screen or to a URL. If desired, choose an existing screen or type a URL to link to.

#### C-H. Screen Links

1. Link Text: Enter the text to appear as a clickable link in spots C-H (50 characters, about ten words). ► If no link is attached, the text will not appear in the published presentation.

2. Screen Link: This text may link to another screen or to a URL. If desired, choose an existing screen or type a URL to link to. ► If no link is attached, the text will not appear in the published presentation.

### Media Table for the Exploration Entry Template

Spot	Media Type(s)	Notes
A	text	About six words for the display title.
B1	JPG, GIF	Pachyderm will resize the image as needed.
B2	text	Up to ten words for a caption, if desired. Caption will suppress tombstone display.
B3	screen link or URL	An optional link to another screen or URL may be attached to the main image.
C-H: 1	text	About eight or nine words max, each spot.
C-H: 2	screen link or URL	If no link is attached, the text for the link will not appear in the published presentation.

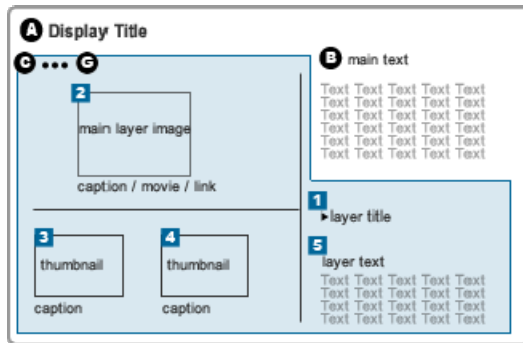
### Sample Uses

- Surround a central image of an invention, artwork, object, historical document, or scientific discovery with up to six questions about how it works, important dates or people associated with it, or other topics.
- With a photograph of a person in the center, use the six links to bracket a decade (or other important phase) of his/her life; these would lead to screens that explore those periods in detail.

## Layers Template

This screen allows for an immense amount of material on a single topic to be collected together and sorted in layers. It is an ideal screen for an in-depth exploration of any topic, especially when a variety of media (video, images, and text) are available. The main screen includes a place on the upper right for introductory text which will be constant on all layers. It also has a large image which can be linked to other screens or URLs, and two thumbnail images which can be linked to other screens or URLs. Authors who do not want to have a screen link can instead have video clips attached to the larger image and/or any thumbnail. Authors also add a title for the layer, and there is a place for text specific to the layer.

And that is only on the first screen. By selecting "Add New Layer" at the bottom of the authoring window, another screen with the same spaces for links and text can be added. The main text will remain the same, but the images and layer text change. Viewers of the finished presentation move from one layer to another by clicking on the layer title. This allows the viewer to move quickly and easily between different screens with the same visual format. It is ideal for use when quick cross-referencing between one image and another is desired, or when the author wants to collect related material in the same style of display.



Authoring Scheme for Layers Template



Sample Published Template

### Authoring the Layers Template

#### A. Display Title

Enter a title for this screen (up to 60 characters, about twelve words).

#### B. Main Text

This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

#### C-G. Layers 1-5 (*all five layers need not be used*)

1. Layer Title: Enter a title for this layer (up to 35 characters, about seven words).

#### 2. Main Media Item 1

*Image:* Select an image to display in spot 2 on this layer.

*Caption:* If desired, enter a caption to appear under the image (up to two sentences in length, about 20 words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.



*Movie:* If desired, select a video file (this media item can have either a video or a link, but not both). ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.

*Screen Link:* If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both). ► If a movie has been attached to this spot, this link will not work.

### 3. Ancillary Media Item 1

*Image:* Select an image to display in spot 3 on this layer.

*Caption:* If desired, enter a caption to appear under the image (up to 35 characters, about seven words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.

*Movie:* If desired, select a video file (this media item can have either a video or a link, but not both). ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.

*Screen Link:* If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both). ► If a movie has been attached to this spot, this link will not work.

### 4. Ancillary Media Item 2

*Image:* Select an image to display in spot 4 on this layer.

*Caption:* If desired, enter a caption to appear under the image (up to 35 characters, about seven words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.

*Movie:* If desired, select a video file (this media item can have either a video or a link, but not both). ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.

*Screen Link:* If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both). ► If a movie has been attached to this spot, this link will not work.

5. Layer Text: This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

## Media Table for the Layers Template

Spot	Media Type(s)	Notes
A	text	About twelve words for the display title.
B	text	Text will scroll as needed; may be a few paragraphs in length.
C-G: 1	text	About seven words for the layer title.
C-G: 2-4 (image)	JPG, GIF	Pachyderm will resize the image as needed.

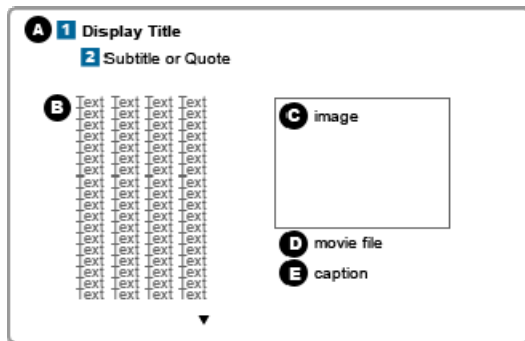
C-G: 2-4 (caption)	text	2: Up to two sentences. 3-4: Up to seven words. Caption will suppress tombstone display.
C-G: 2-4 (movie)	MOV, SWF (video)	Remember to keep videos short to avoid long download times.
C-G: 2-4 (link)	screen link or URL	If no movie is used in a given spot, a link to either another screen or a URL may be added.
C-G: 5	text	Text will scroll as needed; may be a few paragraphs in length.

### Sample Uses

- Present a long-term project, such as the construction of a pyramid, broken into phases (of time or of construction) – one phase per layer.
- Compare five scientists, including a photograph, a short biography, an animation or video illustrating a key discovery, and a video of each scientist speaking or working (or a video of colleagues or faculty discussing the contributions of each).
- Describe an artistic movement and use layers to suggest its many dimensions, e.g., the Architecture, Painting, Typography, Craft Workshops, and Pedagogical Philosophy of the Bauhaus.
- Describe a Zeitgeist moment in summary form, e.g., the Sixties, with a layer for Civil Rights, another about the Vietnam War, and others about international student radicalism in 1968, the Counter-culture, and Music.

## Media Focus Template

This screen allows for a title and subtitle, scrollable text, and an image with a movie. There are no links to other screens. A caption or tombstone data for the image may be displayed. This screen is very similar to the Enlargement Template, described above, with the major difference being that the Media Focus Template has the capacity to show video as well as still images.



Authoring Scheme for Media Focus Template



Sample Published Template

### Authoring the Media Focus Template

#### A. Display Title & Subtitle

1. Enter a title for this screen (up to 50 characters, about ten words).
2. Enter text that will display as a subtitle under the main title (up to 165 characters, about two short sentences or one long one).

#### B. Main Text

This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

#### C. Image

Select an image to display in spot C-1.

#### D. Movie

If desired, select a video file to accompany the image. ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.

#### E. Caption

If desired, enter a caption to appear under the image (up to 95 characters, about sixteen words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.

### Media Table for the Media Focus Template

Spot	Media Type(s)	Notes
A1	text	About ten words for the display title.
A2	text	Up to two sentences for the subtitle or quote.

B	text	Text will scroll as needed; may be a few paragraphs in length.
C	JPG, GIF	Pachyderm will resize the image as needed.
D	MOV, SWF (video)	Remember to keep videos short to avoid long download times.
E	text	Up to 16 words for a caption, if desired. Caption will suppress tombstone display.

### Sample Uses

- Include a video, a still photo from the video, and a discussion of the contents or a transcript of the video.
- Show a flash movie of plant growth and include descriptive text and/or questions.
- Display a still image only (no video) and include descriptive text and/or discussion questions.
- Use this screen for an "about the author" feature about the person who made the presentation, including a photograph and a short biography.

## Phone Dial Template

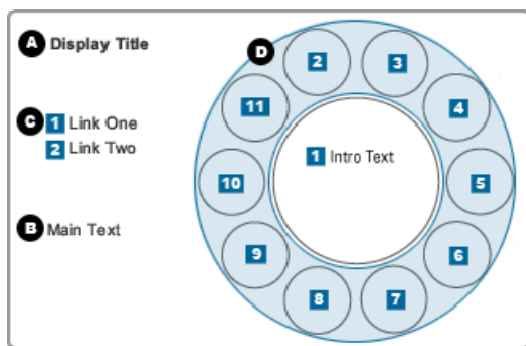
This screen, which looks like an old-fashioned phone dial beside text, functions as a "visual Table of Contents" about the presentation and serves as an ideal "Home" screen. By using a series of images, it literally provides a snapshot of the material that will be covered. It is an ideal introductory screen which does not present much content on its own; the content is all made available through links to other screens which allow significantly more quantities and more varied kinds of information to be presented.

The template has a place on the left hand side for the screen display title, links to two other template screens or URLs, and a space for the main text content, which is scrollable. Because of the large number of possible images and links, the Phone Dial Template has many more steps in it than most of the other templates.

The right hand ("dial") side holds up to ten images and their associated links. The center area of the dial allows for short text. Because the images are arranged in a circle and not in a vertical or left-to-right fashion, it also allows for open-ended instead of linear exploration if the user desires. Users might start at the top and go around the circle clock-wise, but there is no sequential requirement that they do so. Rolling the mouse over a thumbnail image allows an enlargement of that image to appear in the center area and a few words of text (called "caption" in the authoring window) to appear in the phone dial; clicking on either the thumbnail or the central image takes the user to the screen or URL, if any, that the image is linked to.

The image that appears in the center when a thumbnail is rolled over is not automatically the same as the thumbnail image; the image needs to be selected individually for each. Any captions for the thumbnail images need to be entered separately, as any associated tombstone data will not appear on this screen.

With twelve possible link locations, the Phone Dial Template allows connections to a large number of other template screens or external web resources. Like a traditional table of contents, the Phone Dial Template might well be the last screen created rather than the first.



*Authoring Scheme for Phone Dial Template*



*Sample Published Template*

### Authoring the Phone Dial Template

#### A. Display Title

Enter a title for this screen (up to 35 characters, about seven words).

#### B. Main Text

This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

#### C1–C2. Link Items 1-2

*Link Text:* Enter text for this link (up to 35 characters, about seven words).

*Screen Link:* If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both).

► These links may be left blank.

#### D1. Intro Text

Enter text to appear in the center of the dial when no image is moused over (up to 248 characters, about 40 words or four sentences).

#### D2-D11. Phone Dial Digits 1-11 (*all eleven digits need not be used*)

*Digit Thumbnail:* Select an image to fill the small circle of this digit. Tombstone data for this image will not appear.

*Digit Rollover:* If desired, select an image to appear in the center of the dial when this digit is moused over. (This may be the same as the digit thumbnail, but does not have to be.) Tombstone data for this image will not appear.

*Phone Digit Caption:* Enter text for the caption (up to 40 characters, about eight words). This will appear inside the small circle when this digit is moused over.

*Screen Link:* If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both).

### Media Table for the Phone Dial Template

Spot	Media Type(s)	Notes
A	text	About seven words for the display title.
B	text	Text will scroll as needed; may be a few paragraphs in length.
C1-2	text	About seven words for each link.
C1-2	screen link or URL	A link to either another screen or a URL may be added.
D1	text	About 40 words or four sentences (text will not scroll; extra text will not appear).
D2-11 (thumbnail)	JPG, GIF	Pachyderm will resize the image as needed and scale it to fill the digit circle.
D2-11 (rollover)	JPG, GIF	Pachyderm will resize the image as needed. This will appear in the center of the dial.
D2-11 (caption)	text	Up to 8 words for a caption, if desired. (Tombstone data will not display in this spot whether or not there is a caption).

D2-11 (link)	screen link or URL	A link to either another screen or a URL may be added.
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### Sample Uses

- Table of Contents/Home Screen for a presentation.
- Link to detail screens with examples of members of the animal kingdom, plant kingdom, etc.
- Illustrate phases of growth or changes over time, with one digit for each phase, linking to a detail screen describing that phase.
- Show how up to eleven different people contributed to a discovery or invention.

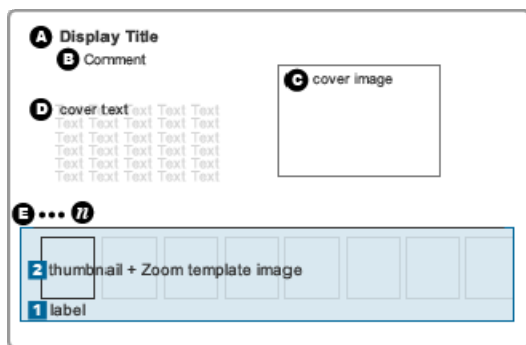
## Series Template

While the Series Screen is considered a single screen, it automatically generates daughter screens for each thumbnail included. The opening screen provides a scrollable text overview, a main media area (which could be an image and a video), and thumbnails of subsequent screens ("pages"). Each thumbnail can be labeled with the name of the page it appears on, telling the viewer what page he or she will go to when clicking on the thumbnail. Authors might use page numbers for the names, but could also use image titles. When the thumbnails are clicked, the image is brought up in enlarged format with pan and zoom features (very like the Zoom Template). A "Text" button can be clicked with the mouse and a small pop-up box displaying associated text will appear. Users can move from one page in the series to the next by means of forward and backward arrows on each screen. From the main Series Screen, any thumbnail can be clicked, so it is possible to view the series out of sequence.

Unlike the Zoom Screen, which is appropriate for use when only one image is to be examined closely and when audio rather than written commentary is provided, the Series Screen is appropriate for looking at successive enlargements of related images or material, with only brief written commentary.

The default authoring window for the Series Screen only has thumbnails, page title, main media area, and text box for one additional screen. To add more screens, the author must select "Add New Series Page" at the bottom of the authoring window.

Because the series screen has built-in links to zoom screens from each thumbnail, it does not support additional links to other screens or URLs. Other screen types cannot be selected in place of the zoom screens. All of the daughter screens are authored within the same window as the main page.



*Authoring Scheme for Series Template*



*Sample Published Template*

### Authoring the Series Template

#### A. Display Title

Enter a title for this screen (up to 53 characters, about ten words).

#### B. Comment Text

Enter a comment, subtitle, or quote for this screen (up to 53 characters, about ten words).

#### C. Cover Image

Select a main image to appear in spot C.

#### D. Cover Text



This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

#### Series Pages (*E, F, G, etc; no upper limit*)

##### 1. Series Page Title

Enter a title for the detail page, which will also be the caption under the thumbnail on the main page and the heading in the page content text box (up to 15 characters, about three words).

##### 2. Series Image Item

*Series Page Thumbnail:* Select an image to appear in the series of thumbnails at the bottom of the page.

*Series Image Item:* Select an image to appear on the series detail (zoom) page. This can be the same as the thumbnail, but it does not have to be.

##### 3. Page Content Text

This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen. This text will appear in a pop-up overlay box on the series detail page.

#### Media Table for the Series Template

Spot	Media Type(s)	Notes
A	text	About ten words for the display title.
B	text	Up to ten words for the subtitle or quote.
C	JPG, GIF	Pachyderm will resize the image as needed.
D	text	Text will scroll as needed; may be a few paragraphs in length.
E1	text	Up to 15 characters, about 3 words. Appears under thumbnail and on the series detail page, and in the detail text box.
E2 (thumbnail)	JPG, GIF	Pachyderm will resize the image as needed.
E2 (image)	JPG, GIF	Pachyderm will resize the image as needed.
E3	text	Text will scroll as needed; may be a few paragraphs in length.

#### Sample Uses

- This screen is ideal for showing close-up detail, because of the zoom pages.
- Show progression, growth or change with a series of photographs or illustrations.
- Show pages of a manuscript or book.
- Showcase a series of works by one artist or craftsperson, or show related works in a single style (art deco, early American quilts, Shaker furniture).

## Slider Template

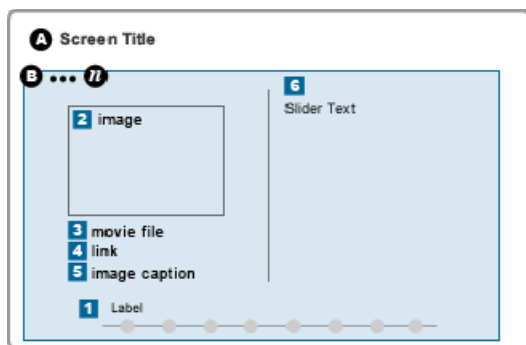
This screen allows the user to move through a series of up to 8 images and/or linked screens. Video media can also be used. There is a space for scrollable text to accompany each image.

► If the same text is desired more than once, it will need to be entered each time. Images can also be linked to other presentation screens or URLs.

The image and its caption or tombstone appears on the left hand side of the screen, with the text on the right. If a link to another screen or URL is present, its icon appears below the image. The bottom of the screen displays a series of small circles on a line, each with a title. By moving the mouse to any circle, the user sees the image, text, and other material associated with that stop. It is possible to skip images or view them out of sequence.

Because the slider screen can contain a large number of images or videos, each with numerous associated parts, authoring a Slider Screen takes time and care. After the image is selected via the usual browse method, the author can input a short label for the image (as it will appear on the slider bar), link to another screen or URL, add a caption for the image, and type or paste in scrollable text. If no caption for the image is entered, the tombstone (if any) will be displayed.

The Slider Screen works well for chronologies, typologies, and quick comparisons of multiple images. It can be used to construct a narrative or to give instructions with accompanying sample pictures or videos. A large amount of data can be included on a single screen.



*Authoring Scheme for Slider Template*



*Sample Published Template*

### Authoring the Slider Template

#### A. Display Title

Enter a title for this screen (up to 55 characters, about ten words).

#### B. Slider Media Items

There is no upper limit on the number of slider items that may be added. To remove an item, click "remove."

1. Slider Label: Enter a label for this slider stop (up to 10 characters, with a maximum of six characters per line).

2. Slider Image: Select an image to display in spot 2 when this stop is selected.

3. Slider Movie: If desired, select a video file (this media item can have either a video or a link, but not both). ► Although audio files may appear in the search results when searching for a video, only .mov or .swf movies will play in this spot.

4. Slider Link: If desired, select a screen to link to, or enter a URL (this spot can have either a screen or URL link, but not both). ► If a video has been placed in B3, this link will not work.

5. Slider Image Caption: If desired, enter a caption to appear under the image (up to 70 characters, about 14 words). ► If a caption is entered, the "tombstone" data for the image will not be displayed.

6. Slider Text: This can be up to a few paragraphs; the text will scroll if it does not all fit on the published screen.

### Media Table for the Slider Template

Spot	Media Type(s)	Notes
A	text	About six words for the display title.
B1	text	Up to 10 characters for the slider label. <i>For best results, use one short word.</i>
B2	JPG, GIF	Pachyderm will resize the image as needed.
B3	MOV, SWF (video)	Remember to keep videos short to avoid long download times.
B4	screen link or URL	A link to either another screen or a URL may be added.
B5	text	Up to 14 words for a caption, if desired. Caption will suppress tombstone display.
B6	text	Text will scroll as needed; may be a few paragraphs in length.

### Sample Uses

- The Slider Template can be used in the same ways as the Series Template, but Slider is best when close-up detail is not important. Slider allows the author to include several paragraphs of text with each image.
- Show progression, growth or change over time with a chronological or typological series of photographs or illustrations, and describe or ask questions about each one in the text field.
- Showcase a series of works by one artist or craftsperson, or show related works in a single style; include text or questions in the text field.

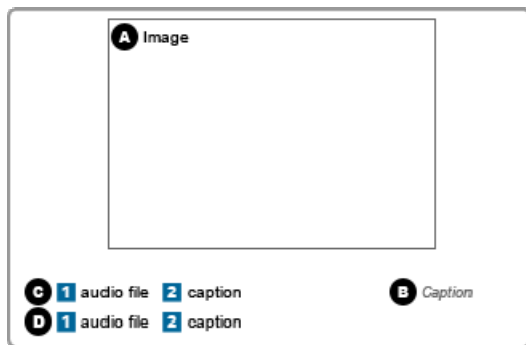
## Zoom Template

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The Zoom Template allows the user to zoom in on an image. This screen can also have two audio files attached to it. It has some of the same capabilities as the Series Template (described above), but is designed for a visual focus on one image only. This is a good screen to link to from the central image on an Exploration Entry Template, or from one of the stops on a Slider Template, or anywhere a thumbnail image may link to another screen and a larger look at the image is desired. The Zoom Template is a "detail" screen; no other screens or URLs can be linked to it.

In a published presentation, a user may move the circle on the line right to zoom in or enlarge the image, left to zoom out. A thumbnail of the image next to the zoom slider has an area box for selecting the part of the image to zoom in on. Users may view a different area within the image by clicking on it and dragging the image up or down, left or right. When present, the optional audio files are controlled with start/stop/pause buttons in the lower left. Tombstone data for the main image is accessible (when present) by clicking the small triangle in the lower right. The arrow in the lower right-hand corner returns the user to the previous screen.

- All other Pachyderm screens have arrows in the upper right for return to prior screens; the Zoom Screen has its back arrow in the lower right-hand corner.



*Authoring Scheme for Zoom Template*



*Sample Published Template*

### Authoring the Zoom Template

#### A. Image

Select an image to display in spot A. ► For best results, use an image that has been uploaded at high resolution (2560 x 2548 pixels or larger).

#### B. Caption

If desired, enter a caption to appear under the image (65 characters, about twelve words).  
► If a caption is entered, the "tombstone" data for the image will not be displayed.

#### C-D. Audio Files

1. If desired, select an audio file. Viewers will be able to play the file in the published presentation.

2. Enter a caption for the audio file, if desired (39 characters, about eight words). This will appear beside the audio controls.

### Media Table for the Zoom Template

Spot	Media Type(s)	Notes
A	JPG, GIF	For best results, prepare this image at 2560 x 2548 pixels or larger.
B	text	Up to 10 words for a caption, if desired. Caption will suppress tombstone display.
C1, D1	MPG, SWF (audio only)	Remember to keep audio files short to avoid long download times.
C2, D2	text	Up to 8 words for a caption, if desired. Caption will suppress tombstone display.

### Sample Uses

- Image of a particular species of bird and two bird calls (one right and one wrong, or one male and one female, etc).
- Diagram of a heart and two heartbeat sounds: one normal and one irregular.
- Any image with a high level of detail, such as a scanned manuscript, a large painting or illustration, period clothing, microscopic creatures, etc.

## Template Properties

The table below shows which templates (listed across the top) have any given property (listed down the left column).

	Aspects	Commentary	Enlargement	Exploration Entry	Layers	Media Focus	Phone Dial	Series	Slider	Zoom
Title	x	x		x	x	x	x	x	x	
Subtitle		x				x		x		
Main Text		x	x		x	x		x	x	
Smaller Text Block(s)	x				x		x			
Main Image	x	x	x	x	x	x		x	x	x
Small Thumbnails	x	x			x		x	x		
Large Thumbnails							x			
Zoomable Image										x
Links (screen/URL)		x		x	x		x	*	x	
Image Caption(s)	x	x	x	x	x	x		x	x	x
Tombstone Display	x	x	x	x	x	x		x	x	x
Built-in Sound	x	x	x	x	x	x	x	x	x	x
Accepts Audio										x
Accepts Video	x	x			x	x			x	

\* This template links only to automatically-generated daughter pages.

## Suggested Uses for Templates

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This section briefly sorts the templates by the kind of work they are useful for in a presentation. Full descriptions are available under "Templates." Templates with multiple uses are repeated.

### Introductory Material or Overviews

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These templates allow for numerous links and one central image and function best as an overview rather than a detailed account of one idea.

#### *Exploration Entry Template*

This allows 6 text-based links that are related to a single image. The image can also be linked to another screen for more detail. There is no significant space for text.

#### *Phone Dial Template*

Allows 2 text-based links and up to 10 image-based links. Each one may be linked to a different screen or URL, allowing for more depth of exploration. Mousing over the images changes the display. There is space for brief accompanying text.

### Images

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These templates allow the viewer to look at part of an image in more detail.

#### *Aspects Template*

This gives the viewer 6 thumbnail images, each with a small portion of associated text. When the thumbnail is selected, an enlarged image appears in the center of the screen. There is room for brief text. No further screen links are possible.

#### *Enlargement Template and Media Focus Template*

These two screens both provide a large image and space for a significant amount of text. The main difference between them is that the Media Focus Template can accommodate video as well as still images; the Enlargement Screen holds a larger image.

#### *Layers Template*

Allows for one large image and two thumbnail sized images, each of which can be linked to something else. There is also a space for text, and the capacity to add up to four more screens with identical format. The text on each layer scrolls, and each thumbnail can be linked to an Enlargement screen, allowing ample room for text. This screen is ideal for suggesting the multiple dimensions of a single topic.

#### *Series Template*

This screen gives the viewer a central image and a series of thumbnail images, each of which links to a zoom-screen image and the possibility of short associated text content. These screens are ideal for reproducing original books, documents, maps, or image sequences that need to be viewed in detail.

#### *Slider Template*

Allows user to move quickly through a series of images, like a text and slide show. It is similar to the Series Screen but allows significantly more accompanying text and links to other screens or URLs. These screens are ideal for quick comparisons between images or ideas.

#### *Zoom Template*

The viewer can pan and zoom in on one part of an image and enlarge it. The only associated text is the name of the image. No links are possible to other screens. Audio links can be attached to supplement the image.

## **Multiple Images, Minimal Text**

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### *Aspects Template*

This gives the viewer 6 thumbnail images, each with a small portion of associated text. When the thumbnail is selected, an enlarged image appears in the center of the screen. There is room for brief text. No further screen links are possible. Ideal for showing multiple videos on a single topic.

### *Layers Template*

Allows for one large image and two thumbnail sized images, each of which can be linked to something else. There is also a space for text, and the capacity to add up to four more screens with identical format. The text on each layer scrolls, and each thumbnail can be linked to an Enlargement screen, allowing ample room for text. This screen is ideal for suggesting the multiple dimensions of a single topic.

### *Series Template*

This screen gives the viewer a central image and a series of thumbnail images, each of which links to a zoom-screen image with the possibility of short associated text content. These screens are ideal for reproducing original books, documents, maps, or image sequences that need to be viewed in detail.

## **Explanatory Material with Extensive Text**

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### *Commentary Template*

This screen has a large image on the left, three thumbnail links on the right, and space for scrollable text in the center.

### *Enlargement Template and Media Focus Template*

These two screens both provide a large image and space for a significant amount of text. The main difference between them is that the Media Focus Template can accommodate video as well as still images; the Enlargement Template holds a larger image.

### *Slider Template*

This screen has a movie or link, space for links to multiple other screens, and a large area for scrollable text.

## **Audio and Video**

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### *Aspects Template*

This screen supports video in the main media area.

### *Commentary Template*

This screen supports video in the main media area, and/or launched from the three thumbnail areas, if these are not linked to another screen or URL.

### *Layers Template*

This screen supports video in the main media area and/or launched from the two thumbnail areas for all layers, if these are not linked to another screen or URL.

### *Media Focus Template*



This screen supports video in the main media area.

*Slider Template*

This screen supports video in the main media area, if the main media item is not linked to another screen or URL.

*Zoom Template*

The viewer can pan and zoom in on one part of a still image and enlarge it. Two audio links can be attached to supplement the image for commentary, archival audio, or music.

## Quick Reference for Linking

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### **Templates that allow multiple links to other screens or URLs**

- Commentary — 4 image links
- Exploration Entry — 6 text links
- Layers— 3 image links for each layer, to a maximum of 5 layers (15 links)
- Phone Dial— 12 (10 image links, 2 text links)
- Slider— 1 main image link, plus one for each slider item

### **Templates which do not have links to other screens**

- Aspects
- Enlargement
- Media Focus
- Series (has built-in links to zoom-like screens which it creates)
- Zoom

Some templates work better for large, involved presentations and others are ideal for smaller work. Authors can finish any of the "detail" screens, which do not have links to other screens, as soon as they have all their media uploaded onto the server. Most detail screens cannot, however, serve as home screens for a multi-screen presentation. All screens except the Home Screen must have a link to them from another screen to be viewed in the published presentation.

## Presentation Management

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Presentations are managed from the "Presentations" screen. Here authors can create a new presentations and view, edit, or delete existing ones. Authors can return to the "Your Presentations" screen while editing by selecting the "Presentations" Tab beside the "Edit" or authoring window, or by choosing "Presentations" from the breadcrumbs in the upper left.

Authors can edit the screens of an existing presentation by clicking on the screen's thumbnail in the Edit window, or by selecting "Edit" below the thumbnail. If viewing in list view, the "Edit" option will be in the "Options" column.















A presentation may be deleted by clicking "Delete." The author will be asked to confirm that this action is intended. **A deleted presentation is gone and cannot be retrieved.**

## About Published Presentations

Published presentations look very different from the schematics used in authoring. Pachyderm has built-in dynamics that add interest to the presentation without labor for the author. On some templates, moving the mouse over a title or phrase causes the phrase to enlarge and appear to move toward the viewer. Other features are accompanied by sound; for example, when viewing an image tombstone, a "click" accompanies opening the tombstone box, and a "whoosh" accompanies closing it. The Phone Dial template plays a different note for each thumbnail on the dial. All screens are set against the Pachyderm background.

When a published presentation is being loaded for viewing, an arrow appears in a circle in the middle of the screen and gives the progress as each screen loads. This will also appear when moving from one screen to another in the presentation. A number of other icons appear on various screens to give the viewer guidance on further actions available.

### Pachyderm Icons

Icon	Name	Indicates...
	Back	Goes back to the previous screen the user was on. Present on all screens except the first one; always in the upper right except on the Zoom template, where it appears in the lower right.
 Show Text	Show Text	Show the text associated with a Series Zoom screen.
	Scroll Down Triangle	1. Indicates more text is present below; scrolls the text down. 2. Indicates tombstone text is present; pops open tombstone window.
	Scroll Both Triangles	Indicates more text is present above and below; scrolls the text up (top arrow) or down (bottom arrow).
	Scroll Up Triangle	Indicates more text is present above; scrolls the text up.
	Layers Triangles	Top: Active layer on Layers screen. Bottom: Inactive layer on Layers screen.
	General Screen Link	Indicates a link to another screen in the presentation.
	Enlargement	Indicates a link to an Enlargement screen.
	URL	Indicates a link to a Web URL
	Video	Indicates a link to a video file
	Video Controls	Controls a video clip; square stops the video and triangle starts it.
	Zoom	Indicates a link to a Zoom screen.
	Audio	Controls an audio clip; left part plays, middle pauses, and right part resets to the beginning of the audio clip.
	Zoom	Controls a zoom image; blue circle may be dragged along the line, or user may click anywhere on the line with the mouse to pop the circle to that point.

## **Navigating Pachyderm**

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When viewing a presentation, the viewer can move back to the previous screen by clicking on the back arrow in the upper right, above the presentation area. (In the Zoom Template, it is in the lower right.) Forward movement to another screen occurs by clicking on the appropriate link. The Layers and Series screens allow movement within the screen from one "page" to another by clicking on page titles (Layers) or arrows under the image (Series).

Viewers can only return to the Home Screen of a presentation by moving successively back with the back arrows or from a direct link in another screen. Consequently, authors should carefully consider how long a string of screens they want. Multiple short strings will be more friendly to the average viewer than a few long strings requiring repeated "rewinding."

## **Creating a .Zip Archive**

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A .zip archive is automatically created when a presentation is published. It may be downloaded by clicking the link provided on the publish status screen once publishing is complete.

## **Putting Presentations on a Website**

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Authors who have their own websites may easily place completed presentations in their own web spaces. After downloading the .zip archive and unzipping it, simply place the files in their own directory on a web server. The home page is already named index.html, so pointing a web browser at the directory should bring up the opening screen of the presentation.

- The .zip archive represents a single, published snapshot of the presentation. To make changes to a presentation, the author will need to return to Pachyderm, republish, download a new .zip archive, and upload the entire contents of the archive into his or her web space again.



# using the pachyderm frame editor (beta)

Now you can put your own brand on your presentations! The Pachyderm Frame Editor makes it easy to change the color of the background, add text, graphics, and links, and create your own custom frame.

## **Adding a New Frame to Your Presentations**

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Once you have created and published your Pachyderm presentation as you normally would, follow these steps to create a new frame and transfer it to your presentation:

1. Download the .zip file of your presentation (there is an option to do this on the Presentation screen inside the authoring tool).
2. Unzip the downloaded file and place it on your own website.
3. Go to the frame editor on the web and create your frame, using the instructions below.
4. Publish and download your frame.
5. Unzip the downloaded file and copy the contents into the folder that has your Pachyderm presentation inside. The files from the frame editor replace the frame files that come with your Pachyderm presentation, and presto! You get a custom frame.

You can find the Pachyderm Frame Editor (BETA) here: <http://ccw.arts.ubc.ca/pfe/>

## **Creating Your Own Frame**

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1. When you load the URL above, click "Enter here" (If you are a new user to frame editor, Enter here) to create a new account.
2. *Write down* the long ID number that you are assigned on the next screen; you'll need it if you return to edit your frame later (see page 2 of this handout for space to write this).
3. Click "here" in the first line of text to get into the frame editor. Next time, you can just type your number in the box on the first page.

The frame editor is divided into several parts. From top to bottom, these are:

- Add Image
- Add Text
- Change background color
- Change back button color

Instructions appear on the right (in the gray box), and you can name and save your template using the controls under the instruction box.

### **To change the border color:**

1. Click the box under "background color" and select a new color.
2. Click "Apply Color" to set the new color.

### **To change the color of the back arrow:**

1. Click the box under "Navigation button color" and select a new color.
2. Click "Apply Color" to set the new color.

### **To add a text box / custom text:**

1. Under "Add text block," click the color box and select a text color.
2. Choose a size and font, if desired, from the dropdown menus.
3. Click the "Add" button. A text box appears at the top of the frame in the middle.

4. Click in the new text box and type your text.
5. You can drag the text box around by clicking at the edge just inside the box (I found the top edge to work best most of the time).
6. You can expand the text box (or shrink it) by dragging the small square at the lower right of the text box.
7. Place your text anywhere you like. If you need to adjust the color, size, or font, you can do so using the text controls as long as your text box is selected.
8. You can add a link to the text by typing the URL in the link box (it appears in the gray instructions area).
9. You can delete a text box by selecting it and clicking the "remove" button (in the gray instructions area).

#### **To add an image:**

1. Click "Add Images"
2. Type a URL in the box if your image is on the web, or click "browse" to upload one from your hard drive. Only JPG or SWF files work.
3. In either case, click "Add new image to list"
4. Click "Back to Frame Editor" to get back.
5. Your image appears in the middle of the frame editor.
6. You can put it wherever you like on the frame.

#### **To save your frame:**

1. Type a name for your frame in the box and click "Save Changes"
2. If you are ready to publish, click "publish your frame border"
3. To preview, click "view presentation," or to download the frame, click "download the zipped file"

#### **To apply your frame to a presentation:**

1. Make sure you have downloaded and unzipped your Pachyderm presentation.
2. \*\*\* **NOTE:** You may wish to make a backup copy of your downloaded Pachyderm presentation BEFORE you apply the frame \*\*\*
3. Unzip your frame file.
4. Open the folder and copy all the files into your Pachyderm presentation.
5. Launch your presentation by clicking "index.html" -- check out your new frame!

We hope you enjoy playing with the frame editor. Your comments and suggestions are welcome; please send them to [pachybug@nmc.org](mailto:pachybug@nmc.org). Have fun customizing your presentations!

#### **Frame Editor Numbers**

Use this space to record your frame editor numbers for future reference.

Frame or Presentation Name	ID Number	Date or Notes