

Demonstrating Editor



Introduction

This is a suggested approach to demonstrating Question Tools Editor. You do not have to follow this approach. Indeed, it is usually a good idea to spend some time listening to the customer prior to demonstrating anything, as you can then tailor the demonstration to the issues they raise.

Practise. Experienced professionals always practise alone prior to a demonstration.

Preparation

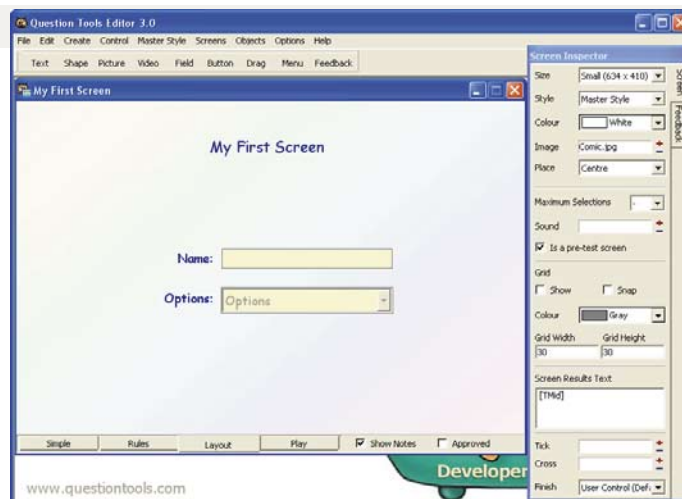
Download the Question Tools EditSuite installer from the Question Tools web site:

<http://www.questiontools.com/downloads.html>

Overview

Start Editor

- Editor is a drawing-like application that allows you to drag and place text, pictures, video, feedback and buttons.
- It allows you to create e-learning, e-assessment and survey content without the need for specialist programming skills — if you can use Microsoft Office then you can use Question Tools Editor.



Create a text area, double-click it and enter some text

- You can create text areas, easily enter text, and set a style.

Create a Picture, then double-click to select a picture, then select a clip-art arrow.

- Creating a picture is easy, and you can double-click to select an image file, or with the Professional Edition select from a list of clip art.

Create a Video

- You can add a video, and you can also select and import Flash files.

Add a Field, Button and Drag

- Adding question elements, such as Text Fields, Buttons, Drags and Menus, is just as easy.

Press the Play tab and enter some text, select the buttons, etc.

- And, you only need to press the Play tab to try out your screen, enter text, press buttons, select from menus and drag drags.



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Screens and Styles

Select New Screen from File menu and select a new multiple choice question

- Creating new screens is easy, you can start with a blank screen or a template.

Change the Style selection from the Style menu.

- The appearance of all screens can be altered using Styles.

Change the style again.

- You can easily create your own styles — they speed up content creation and help to create a consistent look and feel.

Help and Training

Mouse over a control to display a tooltip.

- Question Tools applications have detailed tooltips throughout.

Create a text area on screen and press F1.

- And the online help is genuinely useful, as well as context-sensitive.
- If you press the F1 key on your keyboard the help displayed relates to what you have selected.

Show the search tab in Help Search for 'text'

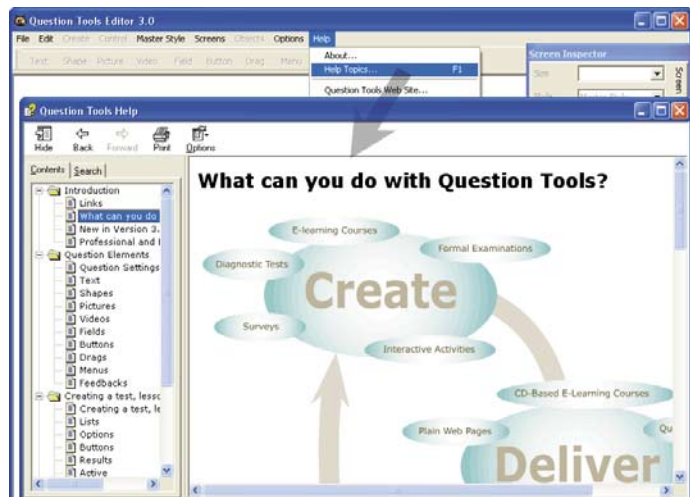
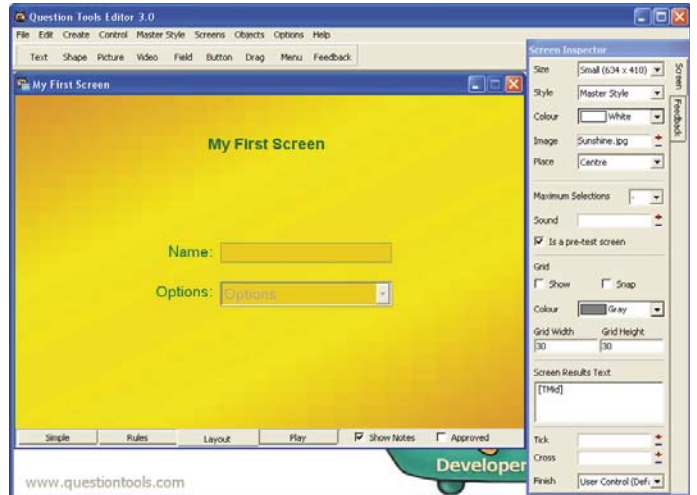
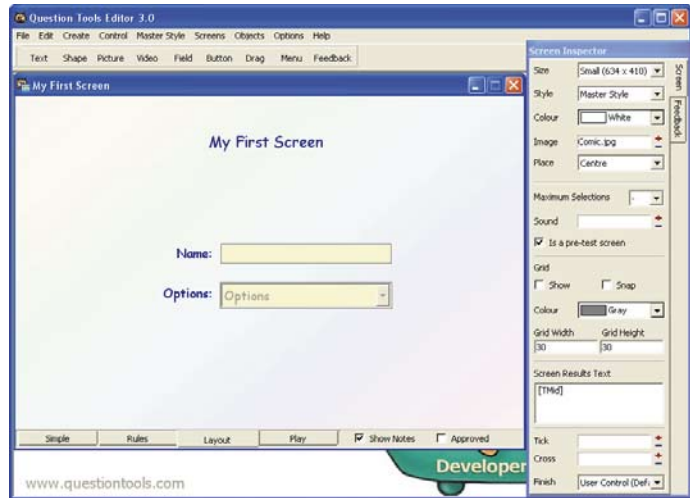
- Or you can just use the search facility.

Show the user guide.

- The Question Tools User Guide is available in printed and PDF formats.

Show the Tutor menu if available.

- There are spoken and animated tutorials introducing all aspects of Question Tools.



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Editing

Create a new screen, add text and a button.

- Editor has a lot of tools and tricks to make editing easy.

Turn the grid and grid snap on, and then move some of the objects

- There is a grid you can turn on, and if you want objects like text areas, pictures and buttons will snap to the grid.

Show the group menu

- You can group objects, and move them using the arrow keys on the keyboard just one pixel at a time.

Show the align menu, and then copy objects and paste them into a different window.

- Objects can be aligned and distributed, and you can copy and paste between different screens.

Click on a button and then a text area and drag using the right mouse button.

- Clicking on objects using the right mouse button reveals useful options.

Show Alt-dragging and dragging with the Shift key held down.

- There are other hidden tricks. You can drag an object and press the Alt key to create a duplicate, or hold down the shift key to constrain movement.

Show the Pasteboard from the Options menu and drag some text into a multiple choice.

- There is a pasteboard, that allows you to copy and drag existing text to where you need it to be.

Show the characters window, and enter some in a text area

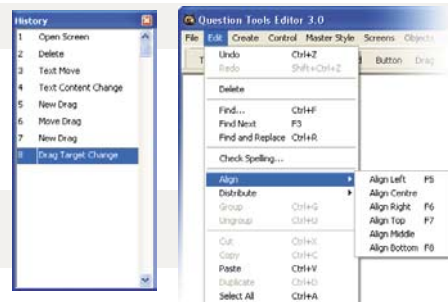
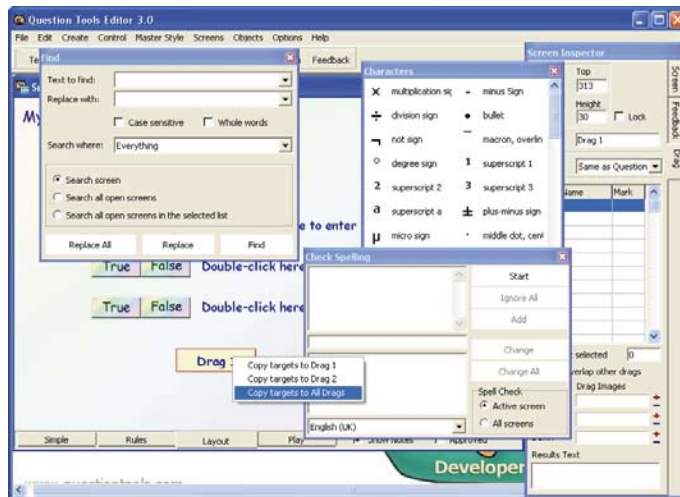
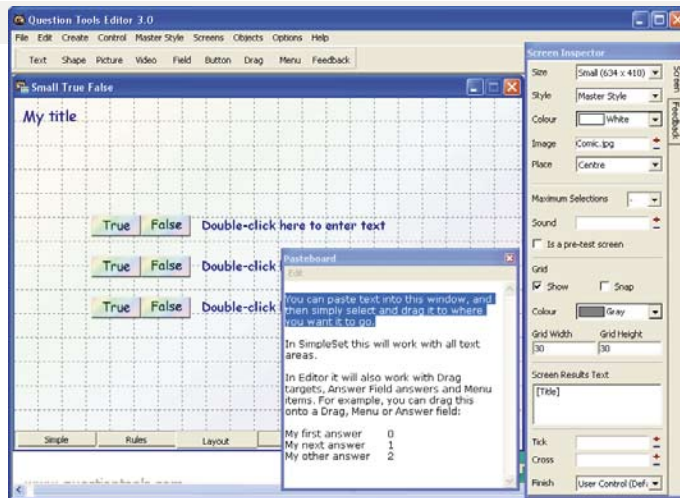
- The Professional Edition has a helper for those difficult-to-enter characters.

Show find window, and then spell checking (if you can spell check multiple screens it can look impressive).

- There is a find and replace window, as well as spell-checking that can check all open screens at once.

Show the undo menu item, and then the History window

- Of course, we all make mistakes, and for this reason Question Tools Editor tracks your last 50 actions on each open screen and allows you to undo them — to step back if you need to.



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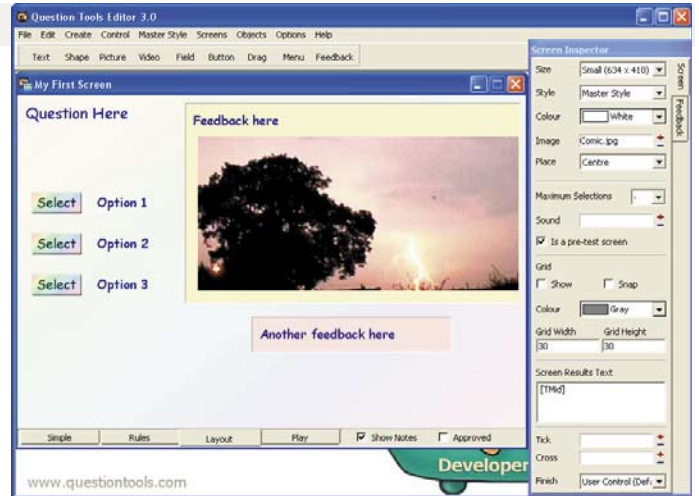
Feedback

Create a Feedback area, and add a video

- Question Tools is all about creating interesting and meaningful interaction, and so to this end you can create feedback areas in a screen.
- Feedbacks explain mistakes and misunderstandings, and suggest where specific help can be found.

Add a picture and some text to a feedback

- You can attach sounds to feedbacks, and include video, pictures, text and links to external resources.



Create another feedback and add some text.

- Which feedback is displayed depends upon what the user selects, or the score they achieve.

Creating

Show the List Inspector.

- Once you have created your screens you make a list of the ones you want in your lesson, survey or test in the List Inspector.

Show Add Screens and select some files to add.

- You can select Add Screens and add a whole folder of screen files if you wish.

Reorder some of the files.

- And drag them into the order you want.

Select a screen and assign it to a category

- Users of the Professional Edition and above can categorize screens, which allows results to be broken down, showing skill strengths and weaknesses.

Show the Number displayed box in the List Inspector Options tab

- There are a wide variety of options, including the ability to randomly select just a portion of the available screens for each student.

Point out the time limit, and possibly start a timed test with a countdown field.

- The Professional version also allows you to set both screen and overall time limits - and users can even see a count down if you wish.

Point out the checkboxes in the Buttons tab, and if possible show a survey/ lesson with the buttons.

- The buttons a user can see, such as Forward, Back, Cheat and Finish, can all be turned on or off.

Show the Result tab and if possible show a test finishing without showing the user any results.

- While the access to results at the end of an exercise can be restricted.

Show the export screen, and if possible the content in these different formats (or images)

- Question Tools can create your content as a set of web pages, a single file for uploading to a NetSeries webserver for capturing results, or a Bank for Question Tools Exam, as well as some other formats.