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Adding a Screen

When you add a screen in *Multimedia Studio*, a new screen is automatically added to the bottom of each folder of your file.

To add a screen to your file:

1. From the **Screen** menu, select **Add Screen**.

2. A blank screen is added. After the screen has been added, *Multimedia Studio* brings you to the newly added screen. You can now begin creating your screen layouts by adding and editing objects on the new screen.

See also

Delete Screen
Adding a Folder

Adding a Folder

The Add Folder option allows you to add new folders (i.e., an entire group of screens) to your file. Adding a folder, can be used to do more than simply add another group of screens to an application. When global objects are used correctly, adding a folder can, in essence, add a new set of template screens. For example, if global objects are used to create the screens of folder 1 in a real-estate example, each time a new folder is added, a template will already exist as defined in folder 1.

To add a Folder:

1. From the **Screen** menu, select **Add Folder**.

2. After the **Add Folder** option has been selected, you are prompted to enter the name of the new folder. Type in the name of your new folder and choose **OK** to create the new folder or select **Cancel** if you want to cancel the operation.

3. Your new folder appears, and the folder name appears at the corner of the lower right of the status bar.

4. When the new folder appears, it automatically has the same number of screens that the existing folders have. In addition, any globally defined objects automatically appear on the screens in the new folder.

See also

Delete Folder
Adding a Screen

Animation HyperButton

Animation Buttons give you the ability to define buttons that, when selected, play any animation file from any supported animation programs. Animations can be played as full screen animations (640 x 480 resolution) or they can be played within an animation window (320x200 resolution).

To create a full screen animation button:

1. From the **HyperButtons** menu, select **Animation** or select the Animation button from the Toolbox.

2. Enter the name of the Animation HyperButton in the **Button Name** box.

3. Select a font by clicking on the browse button in the Font Attributes section.

4. Enter the number of loops, or times, that you would like for the animation file to play each time that the HyperButton is selected.

5. Enter the speed at which you would like for the animation file to be played at. Speed level "1" is the fastest play speed.

6. Type the file name (including the path) of the animation file that you want to play, or click on the browse button and select a file from the list that appears. For example, to play an Autodesk Animator Fli" file called *FISH.FLI* which exists in the *ANIMATE* directory, you would type **C:\ANIMATE\FISH.FLI** in the Animation File Name field. You can also click on the browse button and choose the file you want.

7. After selecting an animation file name, you can preview the animation by clicking on the **Play** button.

8. For full screen animations, leave the Animation Window and **Leave Last Frame** fields empty.

9. If you are happy with the default settings for the remaining attributes, select **OK**. Otherwise, select the **Options** button, and make any changes that you like.

10. After the animation button appears, you can move, resize, or change its color by selecting the appropriate editing tool. To use the Animation HyperButton, select the "Try-it" tool. You can now click on your new button, and the animation file will play.

See also

Creating an animation in a window
Animation Window

Animation Window

Multimedia Studio has the ability to play animations either as full screen animations (640 x 480 resolution) or as an animation inside of a window (320x 200 resolution). If you want to play an animation inside of a window, the first step is to create an Animation Window. An animation window defines the area where the animation will play, and is therefore much like an Image Field or a Video Window.

To create an Animation Window:

1. From the **Objects** menu, select **Animation Window** or select the Animation Window icon.

2. In the Name box enter the name you want to assign to that Animation Window (this name is only a reference name for your own use).

3. Select whether you want the Animation Window to be local or global.

4. Select the level you want the window to be on (i.e., the level on which you want the animation to appear).

5. You may now move the Animation Window to any location on the screen (Note that an Animation Window always displays at 320 x 200, and therefore cannot be resized). You are ready at this point to create an animation HyperButton to play an animation file within this window.

See also

Animation HyperButton

Auto Naming

Images that are captured, or imported are automatically saved on your hard drive as a TGA, JPEG, or PCX file. These files need to be given their own unique file names. You have the option to manually enter these file names, or to have names automatically assigned to them, using the Auto Naming feature. The default setting is set so that you must manually enter the file names. If you want to have names automatically assigned to your files, you can change this default setting.

To change to Auto Naming

1. Select **Options** from the **Image** menu.

2. At the bottom of the dialog box, you see a prompt, "Automatically Generate Image Names?". Check this setting to change the setting to automatically name your images. The names that are assigned to the images are in the following format: "PIC_0001", with the numbers beginning at 0001 and incrementing upward. If you want to use a Universal Palette, check that option. This option makes sure you do not fade to black between screens.

Auto Show

To make pictures appear automatically each time a screen containing an image or picture is displayed, select **Auto Show** from the Image Option. A check mark signifies that the Auto Show feature is active. The absence of a check mark signifies that Auto Show is not active.

If you activate the Image menu, you notice that there is a check mark next to the Auto Show option. This means that the Auto Show option is currently turned on. The default setting is for the Auto Show feature to be turned on.

Background

Multimedia Studio gives you the ability to assign images to be the background of individual screens. Each screen can be given its own unique screen background, to add as much variety to the application as desired. This exciting feature helps you easily create innovative and spectacular screen designs.

Multimedia Studio comes with 25 backgrounds that you can use. If you find yourself wanting more background screens, more are available through Advanced Media, Inc.

To assign an image as a screen background:

1. Move to the screen that you want to assign an image background to.
2. From the **Screen** menu, select **Background**.
3. Small TGA images of the available backgrounds appears. To select an image, click on it, then select **OK**.
4. The image now appears as a background on that screen.

You can also make any of your own TGA format images into a background.

See also

Making your own backgrounds

Making your own backgrounds

To make your own TGA images into backgrounds:

1. From the **Screen** menu, select **Background**. The Select Background dialog box appears.

2. Select **Add**.

3. A dialog box appears. Select the TGA image that you want to add by clicking on the down arrow and selecting from the list that appears.

4. Select **OK** when the desired TGA image is selected.

See also

Background

Box

To add a box to your screen layout:

1. From the **Objects** menu, select **Box**, or click on the Box icon.

2. After Box is selected, a dialog box appears prompting you for information about the box. Choose whether you want the box to be solid or clear*;* 2D, 3D or framed, and what level you want the box to appear on.

3. To add the box, select **OK**, or select **Cancel** to exit the dialog box without adding the box.

4. The box appears in the upper left portion of the screen. You can now move, copy, resize, change, color, or delete your box object using the tool icons.

See also

Color
Copy
Delete
Move
Resize

Creating an animation in a window

To create an animation in a window:

1. Create an Animation Window as described in the Animation Window section. This window defines the location on the screen where the animation is played.

2. Follow the same steps you would when creating a full screen Animation Hyperbutton with the following exceptions:

3. Enter the name of the Animation Window that you want to play the animation within.

4. When playing an animation in a window, you have the option of leaving the last frame of the animation on the screen after the animation has finished playing. If you would like to leave the last frame of the animation on the screen, click on the **Leave Last Frame** box until an "X" appears. To refresh the original screen after the animation has played, leave this box empty.

5. If you are happy with the default settings for the remaining attributes, select **OK** and you are done. Otherwise, select the **Options** button and make the necessary changes.

6. After the button appears, you can move, resize, or change its color by selecting the appropriate editing tool. To use the new HyperButton, select the "Try-it" tool. You can now click on the button, and the animation will play.

See also

Animation Window
Animation HyperButton

Capture Image

The Capture Image option allows you to capture images from a video source directly into pre-defined image fields. Therefore, you must have and image field on that screen, before you can capture an image.

In order to use the capture command, you need to have a video capture card and a video source (i.e. video camera, VCR, still video camera) properly installed.

Capture Image Field

To capture an image into an image field of the current screen of the current folder:

1. Go to the screen you want to capture images into.

2. From the **Image** menu, select **Capture**.

3. You are prompted to proceed with capturing an image into the Image field on the current screen. Select **Proceed** to continue, or **Cancel** to end the operation. Depending upon the type of capture card you have installed, you either see the incoming video signal on your computer monitor or on your video display monitor.

4. After you see the desired image you want to capture simply press the Enter key or select the left mouse button.

5. You are prompted with a question, "Maintain aspect ratio?" This is simply asking whether or not you want *Multimedia Studio* to "stretch" your image to fit the size of the image field exactly. If you do not want for your original image to be stretched, select **Yes**. If you don't mind if your original image is distorted by stretching, select **No**.

See also

Image Field

Circle

To add a circle to your screen layout:

1. From the **Objects** menu, select **Circle**, or click on the Circle icon.

2. After Circle has been selected, a dialog box appears prompting you for information about the circle. Choose whether you want the circle to be *solid* or *clear*, and what level you want the circle to appear on.

3. To add the circle, select **OK** or select **Cancel** to exit the dialog box without adding the circle.

4. The circle appears in the upper left portion of the screen. You can now move, copy, resize, change, color, or delete your circle object using the tool icons.

See also

Color
Copy
Delete
Move
Resize

Clear All

The Clear All option allows you to simultaneously clear both a Sort and Search criteria, resetting the viewing to all folders in your file.

Clear Search

The Clear Search option under the View menu is used to end the current search criteria and resets the viewing of the file folders to include all folders.

Clear Sort

The Clear Sort option allows you to clear the current sort criteria back to its default.

Closing a File

To close the file that you are currently in:

1. From the **File** menu, select **Close**.

2. The file that is currently open closes and you see the blank blue screen that you see when you first enter *Multimedia Studio*.

Note: The Close command does not exit you from *Multimedia Studio*. If you want to exit, you must select the Exit command in the File menu.

Color

The color tool allows you to choose the color of any screen object. *Multimedia Studio* provides many powerful features that make it possible to create professional quality colors. It is important to choose the right color for your presentation, that is why Multimedia Studio gives you the ability to create almost any color you desire.

To change the color of a specific screen object:

1. Select the **Color** Tool from the Toolbox, or choose **Color** from the **Edit** menu.

2. Select the desired object by positioning the mouse cursor over the object and clicking the left mouse button. The Color dialog box appears.

3. Select the desired color from the displayed color palette box and click **OK**. The object that you selected appears in the color that you selected.

4. If you do not see a color you like on the initial color palette, you can create your own color.

See also

Creating Your Own Colors

Creating Your Own Colors

To create your own color:

1. From the Color dialog box, click on the **Define Custom Colors** button. The Color dialog box expands with a place for you to create your custom color.

2. Multimedia Studio gives you two sets of options for creating a custom color: Red, Green, Blue or Hue, Saturation, Lumination. You should use the appropriate options to create the color you desire.

See also

Red, Green, Blue Options
Hue, Saturation, Lumination

Red, Green, Blue Options

The Red, Green, Blue options allow you to amount of red, green and blue to create the color you want. Each color can range between 0 and 240. If you mix 0 of all the colors you get black. If you mix 240 of all the colors you get white.

The easiest way to select a color is to drag the marker in the two color boxes and visually select the color you want. The marker in the large box, controls the amount of red, green and blue. The marker in the narrow box to the right, controls the amount of black, which controls how dark or light your color is.

If you know the specific color you want, type in the appropriate amount to create your color. When you have created the appropriate color, click on the **Add to Custom Colors** button and the color you created appears in a box in the Custom Colors palette below the set colors to the left. This new color can be selected any time you want to change the color of an object.

See also

Colors
Hue, Saturation, Lumination

Hue, Saturation, Lumination

A color can be created by changing the hue, saturation and lumination of the color. Saturation refers to the purity or intensity of the color. Hue refers to the quality that makes colors different from another. Brightness refers to how much black is in a color.

These options are input automatically if you drag the markers to a specific color, or you can input the specific number to create the color. All options can have a number between 0 and 240. For brightness, 0 is no brightness or black and 240 is full brightness or white. For saturation, 0 is very low purity and 240 represents maximum purity of the color. For Hue, 0 corresponds to red, 40 to yellow, 80 to green, 120 to cyan and 160 to blue.

See also

Colors
Red, Green, Blue

Quit HyperButton

The Quit HyperButton is one of the authoring buttons that is essential to incorporate if you are planning to distribute runtimes. The Quit HyperButton, when selected, enables the end-user to exit a runtime application and return to Windows.

To define a Quit HyperButton:

1. From the **HyperButton** menu, select **Quit** or select the Quit icon from the Toolbox.
2. In the Button Name box, type the name you want to appear on the Quit button.
3. If you want to make any changes to the attributes in the Options dialog box, click on the **Options** button and make any changes that you would like.
4. After the appropriate options are input, click on the **OK** button.
5. After the exit button appears, you can move, resize, or change its colors by selecting the appropriate editing tool. To use the new HyperButton, select the "Try-it" tool. You can now click on the button, and you will exit the software.

Attributes

To redefine the attributes of an object:

1. Select the **Attributes** Icon from the Toolbox or select **Attributes** from the **Edit** menu.

2. Select the object you want to redefine by placing the mouse cursor over the object and clicking the left mouse button.

3. A dialog box containing the object's current attributes appears. A different dialog box appears depending on the object you select. For example, if you select text, the text dialog box appears. If you select a circle, the circle dialog box appears.

4. To save the object with its new attributes, make the appropriate changes and select **OK**.

Data Field

Data Fields are used to incorporate the database features of *Multimedia Studio*. Data Fields are place holders for data that helps describe screens, and can be used with the database functions such as searching and sorting.

For example, in a real-estate application you may create the following Data Fields: Price, City, # of Bedrooms, etc.

Data fields have the following attributes: *Field Name* and *Data Type*. The Field Name is a name given to the information contained in that field. For example "Price", "ID #", "Name", etc. The Data Type determines the type of information which is to be contained in the field such as character, date or numerical information. See the table below for information on the specific field types.

This data type:	**Stores:**
Character	Field contents as text (i.e. Names).
Numeric	Field contents as positive and negative numbers (i.e. Product Prices)
Date	Field contents as a date expression (i.e. 12/31/94).

To add a new Data Field object to your screen layout:

1. From the **Objects** menu, select **Data Field**, or click on the Data Field icon.

2. A dialog box appears prompting you for information about the data field. Enter the name of the new field. The name can be any alphabetic or numeric name under 21 characters.

3. Select a font you want the Data Field name to appear in.

4. Select whether you want the Data Field to be beveled (sunken, 3D) or not (flat 2D).

5. Select the field type of your data field by choosing "Character", "Numeric", or "Date". It is important to select the proper data type if you want to properly search or sort on your data fields.

6. Select the level on which you want the data field to appear.

7. To add the data field, select **OK**, or select **Cancel** to cancel the operation.

8. The data field appears in the upper left portion of the screen. You can now move, resize, change, color, or delete your data field object using the tool icons. The new data field appears on the current screen number for all of the folders in your file.

See also

Resizing a Data Field
Color
Copy
Delete
Move

Resizing a Data Field

To resize a data field:

1. Select the **Resize** icon from the Toolbox, or choose **Resize** from **Edit** menu.

2. Place the mouse cursor over the desired data field and click the left mouse button.

3. While holding the left mouse button down, slide the mouse cursor from the left to the right to expand or shrink the field accordingly. The field's length is displayed inside the data field.

4. When the desired field length is reached, release the left mouse button to save the new field length.

See also

Creating a Data Field

Delete Folder

Deleting a Folder removes a folder from your file, and deletes all the objects on all of the screens in the folder.

To delete a folder:

1. Go to any screen within the folder you want to delete.
2. From the **Screen** menu, select **Delete Folder**.
3. You are warned with the message, "Are you sure that you want to delete the folder?"
4. Select **Yes** to delete the folder or **No** to cancel the operation.

See also

Add Folder

Delete Screen

Multimedia Studio allows you to delete the last screen in your file. If your application has more than one folder, deleting a screen removes that screen from all folders within your file (i.e. it removes all screens in that row). All objects on the screens in that row will also be deleted.

To delete a screen:

1. Go to the screen you want to delete.
2. From the **Screen** menu, select **Delete Screen**.
3. You are prompted that all of your objects on all folders for the current screen number will be deleted. Select **OK** to proceed with screen deletion, or click **Cancel** to exit the dialog box without deleting the screen.

See also

Adding a Screen

Display Effects

The Display Effect tool is an exciting tool that can add a lot of flare to your application. The display effect tool allows you to fade any object onto a screen. This determines how and when an object is displayed on the screen. If you do not choose a display effect for an object, the object will be on the screen when you change screens. This should not be confused with transitional fade effects (used with Go to HyperButtons), where one entire screen fades into another.

The display effect tool can also be used to animate objects on the screen. There is a Fade Effect option called Animate which allows you to do this. This is especially useful when you want to have bullets of text appear on the screen. It can also be useful to animate other objects on the screen (i.e. buttons, graphics, etc.).

With the display effect tool, the only thing that fades in or out is the individual object that is selected. This tool can be used not only for objects, but also for text. This allows you to fade in bullet points for applications. A fade effect can be used to make objects appear and disappear on the screen without any type of fade. For example, to make text appear on the screen and then disappear after a certain length of time, just enter the amount of time you want the object to appear and disappear in and select none for the fade effect.

When using a display effect, timing is very important, especially when using text. When displaying and removing bullet points onto the screen, make sure that the text remains on the screen long enough for people that read slow. This varies depending on the target audience of your application.

To fade an object onto the screen:

1. Select the Display Effect icon, or choose **Display Effect** from the **Edit** menu.

2. Click on the object you want to fade in or out. The Display Effect dialog box appears.

3. You are prompted to enter a fade in (Object Appear) and a fade out (Object Disappear) time. The time that you enter is in seconds, and represents how many seconds after you are on a screen should the object either appear or disappear. In other words, when you first jump to a given screen, that point is time=0, much like a timeline and if you typed 5 in the Fade in box, the image will appear five seconds after you enter the screen. You need to enter the time at which the various objects fade in and out.

4. Next, you are prompted to select a fade effect and fade speed. Click on the down arrow and select the fade you want from the list that appears and click **OK**. You can select a different fade effect for an object to fade in and fade out.

See also

Animating Objects

Delete

To delete an object:

1. Select the **Delete** icon from the Toolbox, or choose **Delete** from the **Edit** menu.

2. Place the mouse cursor over the desired object and click the left mouse button.

3. A warning box appears requesting confirmation of your desire to delete the object. Select **Yes** to delete the object or **No** to cancel the command.

Exiting Multimedia Studio

When you want to exit *Multimedia Studio*, you can use the exit command.

To exit *Multimedia Studio*:

1. From the **File** menu, select **Exit**.

2. If you have an unsaved file open, you are prompted to save them. Click **Yes** to save the file and exit, click **No** to exit without saving the file and click **Cancel** to return back to *Multimedia Studio* without exiting or saving.

See also

Close

Goto HyperButtons

The GoTo HyperButton allows you to jump from one screen to another in your application. This allows you to determine where you are taken when a HyperButton is selected. The main function of the GoTo button is to link the screens of your application together. For this reason, the GoTo HyperButton is the most important HyperButton within *Multimedia Studio,* and the most commonly used. For example, GoTo HyperButtons can be used to create a main menu that begins an application and contains a variety of buttons that allow the user to select the topic in the application they want to go to.

The GoTo HyperButton also allows you to incorporate transitional fade and wipe effects into your application. You can also link GoTo buttons to different buttons which can perform different functions when the user goes to a new screen. For example, you can link a GoTo button to a sound button which would cause a sound file to be played when a user clicks on a button.

To create a GoTo HyperButton:

1. From the **HyperButton** menu, select **GoTo**.

2. In the Button Name box, enter the name you want to appear on the button.

3. Choose the font in which you want the button name to appear.

4. If you want to enter the destination screen using the View by Icon screen, select the **Icons** button. The View by Icon screen appears. You can select the destination screen by clicking on that screen's icon and selecting **OK**, or by double-clicking on the screen's icon. After you do this, you return to the dialog box, and the destination screen's information is automatically entered into the folder and screen # fields.

5. If you want to enter the screen location manually, enter the **folder name** and **screen #** that you want to link the current screen to when the button is pressed. You can either type these names or select from a list clicking on the down arrow. In addition to establishing absolute jumps between two screens, you may also want to have a GoTo button jump to the Next, Previous, First or Last folder or screen of the file. *Multimedia Studio* makes this easy. Enter the word **Next**, **Previous**, **First**, or **Last** in the GoTo Folder Name, or GoTo Screen # fields to create this kind of GoTo button.

6. If you want to incorporate a transitional fade or wipe effect, click on the down arrow next to the Effect box and select one from the list that appears.

   Note: Transitional effects only work in the Preview and Runtime modes. They will not work when you are using the Try-It tool.

7. If you want to create a bookmark, check the Bookmark option. A bookmark can be used to create a GoTo HyperButton that returns to the original screen. For example, if you have GoTo HyperButtons on a Main Menu, you can check the Bookmark options for these HyperButtons. You can then put GoTo HyperButtons on the other screens that automatically return to the Main Menu. These GoTo HyperButtons do not need to have the Bookmark option selected and you can leave the Folder and Screen blank.

8. If you want to make any changes to the attributes in the Options dialog box, click on the **Options** button and make any changes that you like.

9. Click on the **OK** button.

10. After the button appears, you may move, resize, or change its color by selecting the appropriate tool from the Toolbox. You can test the GoTo HyperButton by selecting the Try It tool, and then clicking on the GoTo button.

11. After the button appears, you may move, resize, or change its color by selecting the appropriate tool from the Toolbox. You can test the GoTo HyperButton by selecting the Try It tool, and then clicking on the GoTo button.

See also

Display Effects

Grid

The Grids tool overlays grids on the screen to make lining up screen objects easier. This tool is very useful when you are designing complex screens and you want to be very accurate. You can control the density of these grids and control whether or not objects snap to the grid lines.

To put a grid on the screen:

1. Select the **Grids** tool from either the Toolbox or the **Edit** menu. The Grid dialog box appears.

2. Enter the width and height in pixels that separates the individual gridlines. The lower the number the denser the grid lines.

3. If you want to activate the "snap to" feature, click on the **Snap to Column** or **Snap to Row** toggle boxes until "X"s appear. When an object is moved with these options selected, it automatically snaps to the closest grid line.

4. To turn the Grid off, reselect the **Grid** option.

Import

The Import Image option under the Image Menu allows you to import .BMP, TGA, PCX, TIFF, JPEG, or GIF mages into defined image fields. This allows you to incorporate images created with popular paint and graphic packages into your application.

Note: You must create and save an Image Field with the Image Field command in the Objects menu, before importing an image.

To import images:

1. From the **Image** menu, select **Import**.

2. A dialog box appears with the question, "Import image for (image field name)? Select **Yes** to continue or **Cancel** to abort the process.

3. A second dialog box appears requesting the name of the image you want to import. To import an image file, click on the browse button and select the image you want to import. If you know the name and path of the image, you can just type it in.

4. At the bottom of the dialog there is a **Maintain Aspect Ratio** check box. This option allows you to select if you want an image to be resized to fit the image field, or if you want an image to stay the same size and be cropped to fit in the image field. If you do not want for your original image to be stretched to fit in the image field, select click on this option. Clicking the Maintain Aspect Ratio option crops your image so that only part of it is displayed. If you don't mind if your original image is resized so that it fits in the image field, you can select leave this option unselected.

5. Select **OK** to import the image. The first dialog box disappears, and the file begins to be imported.

6. After you import your image, you can use the editing tools to resize and move your image.

See also

Image Field

Image Field

Incorporating images into your application is a two step process. The first step is to create an image field, which simply defines a window where you can later import or capture an image into. The second step is to either capture, or import an image into the image field.

Important: An image field must be defined *AND SAVED* on your screen before you can capture or import an image to that screen.

To add an image field to your screen layout:

1. From the **Objects** menu, select **Image Field**, or click on the Image Field icon.

2. A dialog box appears prompting you for information about the image field. In the **Name** box, enter the name that you want to give the new field, and the level on which you want the image field to appear.

3. Select the image format you want to save the image to - either Targa (TGA), JPEG, or PCX.

4. If you want a 3D frame to automatically frame the image field, click on the **Framed** toggle box.

5. Enter the level at which you want the image field to appear on.

6. To add the image field, select **OK**, or select **Cancel** to exit the dialog box without adding the image.

7. The image field appears in the upper left portion of the screen. You can now move, resize, change, or delete your image field object using the editing tool icons. The new image field appears on the current screen number for all of the folders in your file.

   Note: When you first create an image field it has hash marks through it. This means that the image field has not yet been saved. Before an image can be brought into an image field, it must first be saved. Select **Save** from the **File** menu.

8. After an image field is saved, you may begin putting images into your image fields by saving your changes, and selecting Capture or Import from the Image menu.

See also

Import Image
Copy
Delete
Move
Resize

Boolean

Boolean search operators to expand the power of your searching capabilities. The following shows examples of the use of Boolean operators in a real-estate Application.

Operator	Description	Numeric Fields	Characters
<	Less than	<$150,000	<Irvine
<=	Less than or equal to	<=$150,000	<=Anaheim
>	Greater than	>$100,000	>Anaheim
>=	Greater than or equal to	>=$150,000	>=Mesa
<>	Not equal to	<>$250,000	<>Tustin
;	OR	$1,000;$2,000	Tustin;Irvine
:	Range (low to high)	$1,000:$2,000	Mesa:Reed
..	Sub-String Search	..25 or 34..	New..

***** ***Operator must always proceed search value.***

(<,<=,>,>=) Operators

To find all folders with price values less than $150,000, you would enter <$150,000 in the Price field and select **Proceed** to begin your search.

When used with character data, the "less than" operator, for example, can be used to retrieve all the houses located in cities that are "less than" Los Angeles, in alphabetical order, such as La Palma or Buena Park. To use this search, you would enter <Los Angeles in the City field and press **Proceed** to begin the search. The other four operators {=, >, >=, <>} work similarly.

_____

See also

OR Operator
Range Operator

Range Operator

Range Operator
The range operator (":") is used to find a subset of folders within your file that is defined by a lower limit and a sequentially higher upper limit.

For example, to find the homes with a price range between $140,000 and $250,000 you would type **$140,000:$250,000** into the *price* field and select **Proceed** to begin your search. To find all cities within the range of Apple Valley and Indigo, enter **Apple Valley:Indigo** in the City field and select *Proceed* to begin the search.

OR Operator

"*OR*" *Operator*

If, for example, you want to find all the homes located in the city of Tustin or Irvine, you would use the "OR" (";") operator. For the above example, you would type **Tustin;Irvine** into the City field and select *Proceed* to begin your search. You may also expand your search to include Anaheim by typing **Tustin;Irvine;Anaheim** into the City field.

For numeric data fields, the "OR" (";") operator acts similarly. To find folders with numeric values for a price field of $150,000, $125,000 or $75,000, you would enter $150,000;$125,000;$75,000 in the *price* field and select **Proceed**. *Multimedia Studio* would then find all file folders which meet this search criteria.

Levels

Whenever you create an object in *Multimedia Studio*, you have the ability to specify the "level" on which that object is painted onto the screen. Objects can be placed on up to nine levels. For example, you may want to display a line of text on top of a circle, which is on top of a box.

The number (1) indicates that you want the object to appear on the first or lowest level. The number (9) indicates that you want the object to appear on the last or highest level. All objects defined with the same level number appear on the same screen level. The level option provides extraordinary power in designing three dimensional effects with screen objects as well as other attractive screen designs. For example, you might specify level 1 for the circle, level 2 for the box, and level 3 for the text to get the layering effect you want.

Hint: Objects with higher numbers appear on top of objects with lower numbers.

Linking HyperButtons

Another important linking feature is the ability to link one HyperButton to another (which, in turn, can be linked to another, etc.). This can be used to link various combinations of HyperButtons together, giving the user unprecedented power. HyperButtons can be linked to one another by clicking on the **Option** button in the dialog box of the HyperButton you are creating and selecting the name of the button you want to link to in the Link Button box.

As a result, this linking feature can be used to link screens together, and create a self-running application. This is done by linking a series of GoTo HyperButtons together. For example, you can create a Sound HyperButton that is linked to a GoTo HyperButton. When this button is clicked on, a sound file plays and then the new screen appears. For example, you may want a short sound file to play (i.e. a beep or gong sound) every time a button is pushed.

To view a good example of how linking HyperButtons can work, open the AMIDEMO file and go to Folder1 Screen 4. Use the attributes tool and click on the Applications button and click on the Options button. This displays the attributes of the Applications button. Notice that the Applications button is linked to the GotoAppAreas button, which is linked to the Play Music button. When the application is previewed, the only button that is visible is the Application button, but when the user clicks on the Applications button, a sound file plays, you go to another screen and then another sound file plays. Because the buttons are all linked together, this all happens automatically by clicking on one button.

Note: In many cases you may want to link to invisible button. This way the user does not see the linked button. This gives the effect that multiple things are happening when the user clicks on a single button. In reality, multiple buttons are being activated, but the user only notices the one button that they click on.

To link HyperButtons:

1. Create your HyperButton as you normally would.
2. Click on the **Options** button.
3. Click on the down arrow to the right of the Link Button option and select the button you want to link to.

See also

Goto HyperButtons

Live Video Window

If your computer has a Video Overlay Card installed, you can integrate live video into your application screens. This live video comes from various sources, including laser disc players, PC-VCRs, and video cameras.

To define a live video window:

1. From the **Objects** menu, select **Live Video Window**. The Live Video dialog box appears prompting you for information about the video window.

2. Depending upon the brand of video board that is installed, you will see a different dialog box. All boxes prompt you to enter a level, and whether the video window is local or global. Some boards allow you to size the video window just like any other object within *Multimedia Studio*, while others restrict you to only a few possible sizes. Make your selections, and choose **OK.**

3. The video window appears in the upper left hand corner of your screen. If you have a video source hooked up, you should see video on your computer screen. You may now move the Video Window to any location on the screen.

See also

Video HyperButton
Copy
Delete
Move
Resize

Button Image

Perhaps the most powerful screen design feature within *Multimedia Studio* is the ability to wrap an image around a 3D HyperButton. You can assign any TGA format image to a HyperButton, making it possible to turn any image into a 3 dimensional HyperButton! As a result, runtime users are able to click on an image to activate any of the interactive HyperButton features within *Multimedia Studio*. And images can be more than just pictures, they can be textures, color fades - anything that can be saved as a TGA image!

To assign an image name to a HyperButton:

1. Enter an image name into the "Button Image" prompt, or click on the browse button and select an image from the list that appears.

2. By default, *Multimedia Studio* does not scale the image to fit the HyperButton. Instead, it keeps the images at their original size, and applies the portion of the image beginning at the upper left corner, and extending downward and to the right to the exact dimensions of the HyperButton.

3. In some cases, particularly when you are applying a texture image to a button, it is ideal that the image is not resized. This way, the texture does not become distorted by scaling, and you can use the same image throughout an application to create multiple buttons of various sizes. After resizing the HyperButton to the desired size, you are prompted with a question asking if you would like the image to be scaled to fit the new dimensions of the HyperButton. In this case, select **No**.

4. In other cases, particularly when you are applying a picture to a button, you want the image to be resized to the exact size of the button. To do this, use the resize tool to resize the button to its final size. You are prompted with a dialog box asking whether you want to resize the image to fit the button. Select **Yes**.

License Agreement

You should install your copy of *Multimedia Studio* only after you have read and accepted the terms of the license agreement as printed on the envelop containing the program diskettes. Opening the license envelop and installing *Multimedia Studio* acknowledges your acceptance of the license agreement and all of the terms and conditions specified therein.

Menu On/Off

If you click on this icon, the menu and status bars are removed. This is a very important feature because it allows you to see the entire work area. Remember, runtime versions of your application have no menus, so you should create your screens so they use up the entire work area. The Tool boxes allow you to turn the menus off, and still have access to the editing and objects functions. As a result, you can now create and place objects on the entire screen.

Mouse Usage

To select a menu item with the mouse:

1. Point to the name of the menu on the menu bar and click on the name to open the menu.

2. Click on the menu item you want.

Move

The Move tool is the default active tool in the Toolbox, so it is automatically active whenever you enter a file. The move tool is the most common of all tools, and is used to move an object on the screen from one location to another.

To move an object:

1. Select the **Move** icon, or choose **Move** from the **Edit** menu.

2. Click on the object you want to move with the left mouse button, and while holding down the left mouse button, drag the object to the new location.

3. Release the mouse button to place the object in its new location.

MPEG/AVI Video Window

An MPEG/AVI Video Window determines where on the screen your video files are played. This command allows you to create a Video Window for either MPEG (**M**otion **P**ictures **E**xpert **G**roup) or AVI files. *Multimedia Studio* includes the decompression player software needed to play MPEG compressed video files. This revolutionary software allows you to incorporate compressed video into your applications *without requiring any additional software!* This is very important when you are creating runtimes, because it is important to reduce the hardware requirements of the systems that will be running the runtimes. This means that more people can view your application. Limiting the hardware requirements of your application greatly increases your target audience.

Note: In order to convert video into MPEG files, you need an MPEG encoder device such as a Sigma Designs Reel Magic board. For more information on MPEG encoding, contact Advanced Media, Inc.

Integrating an MPEG or .AVI video clip into an application is a two step process. The first step is to create an MPEG/AVI Video Window. The second step is to create a Video HyperButton. When a Video HyperButton is clicked on, the associated MPEG or .AVI file is played in the MPEG/AVI Video Window. You should create the MPEG/AVI Video Window first because you have to tell the Video button the name of the Video Window the video is going to play in.

You can have as many MPEG/AVI Video Windows as you like. For example, you may want to play video in different areas on the screen. In this case you can have three Video buttons that each play video in a different Video Window that is a different size and located at a different area of the screen. You can also have multiple Video buttons that play video in the same Video Window.

To create an MPEG/AVI Video Window:

1. From the **Objects** menu, select **MPEG/AVI Video Window**.

2. The MPEG/AVI Video Window dialog box appears.

3. In the Name box, enter the name you want to assign to the MPEG/AVI Video Window (this name is only a reference name for your own use). Make a note of this name because when you create the Video HyperButton, you must enter the name of the MPEG/AVI Video Window you want the video to play in.

4. In the Video Format, select the type of video file that is going to be played in the window. Select MPEG if you are going to play an MPEG file, or select AVI if you are going to play an .AVI file. The file that is played is selected when you create your Video HyperButton later on.

5. Select whether you want the MPEG/AVI Window to be local or global. Local means that the window only appears on the current screen. Global means that the window appears on the current screen for every Folder (i.e. if you are on screen 2, every screen 2 of every folder will have the video window on it).

6. Select the level on which you want the window to appear on (i.e., the level on which you want the video to appear).

7. You can now move the MPEG/AVI Window to any location on the screen using the Move tool. You can now create a Video HyperButton to play an MPEG file within this window.

See also

Video HyperButton

Use Hi Color

In the kiosk environment, it is important to convey a very highly polished final application. After all, the kiosk is going to be a reflection of the product(s) and/or service(s) that it presents. With the price of hi color boards being as low as they are today, the benefits of using hi color easily outweigh the costs. Not only will a hi color board allow you to display still images in over 32,000 colors, it will also allow you to display hi color background images. The result - you can create an interface that will put most existing kiosks to shame!

Open File

To open a previously created file:

1. From the **File** menu, select **Open**. The Open File dialog box appears.

2. This dialog box contains a list of previously saved files. From the list that appears, go to the directory you want and select the file you want to open and then choose **OK** to open the file, or select **Cancel** if you want to cancel the operation (double clicking on the filename also opens the file).

New File

The first step to creating an application with *Multimedia Studio* is the creation of a file that contains the screens of your application. You must select the New command to create a new file. When you first start Multimedia Studio, you see a blank white screen. Selecting New from the File menu starts a new file with one screen. As your application becomes more complex, you can begin adding new screens and folders to your application. See the section on adding new screens and folders for more information.

To create a new file:

1. From the **File** menu, select **New**. A blank screen appears with the Toolbox in the upper right corner.

2. A blank teal colored screen appears, labeled FOLDER 1 of 1, SCREEN 1 of 1 with the Toolbox in the upper right corner. This indicates that you are on the first screen of the first folder of your new file.

3. You can now begin designing the first screen of your application. This screen can consist of any thing you like, including HyperButtons, Graphics, Images, etc. You can then begin adding new screens and folders as you need them.

Hint: Many interactive multimedia applications have a main menu which allows the user to click on different buttons that take them to different sections of the application. If your application is going to have a main menu, you may want to create this menu on the first screen.

Options dialog box

When you are in any HyperButton's dialog box, notice that in addition to the OK and Cancel buttons on the right hand side of the box, there is also an **Options** button. The Options button displays additional options for your HyperButtons in the dialog box. Unlike other buttons, this button displays the same options for all HyperButtons.

See also

Linking HyperButtons
Button Image
Solid, Clear and Invisible

Solid, Clear and Invisible

If you choose not to assign an image to a HyperButton, the Options dialog box allows you to define whether you want the HyperButton to be solid, clear, or invisible. This provides you with further flexibility in screen design. For example, invisible HyperButtons allow you to place HyperButtons on top of live video, text, etc., and still remain unseen by the end user. As a result, you can have a user activate HyperButton capabilities by clicking on images, live video, text, etc. Clear HyperButtons are similar to invisible HyperButtons, but clear buttons show an outline of the HyperButton. Finally, solid HyperButtons are the standard 3D buttons, which can be changed to any color, resized, etc., to create the desired look. For example, if you want to go to a specific screen when an image is clicked on, you can put an invisible Goto HyperButton on the image.

Overview

One of the most powerful screen management features within *Multimedia Studio* is the Screen Overview feature (also called "View by Icon") which allows you to see small images of all the screens within your file. The Screen Overview feature is particularly useful for viewing the overall layout of your file, locating specific screens, or "jumping" to screens within your file.

To view your screens:

1. From the **Screen** menu, select the **Overview** option.

2. A dialog box appears containing all of the screens of your file organized by screen number and folder name.

3. You may navigate through the screens by selecting the scroll bars at the right of the screen, or through the folders by selecting the left/right arrows at the bottom of the screen.

4. To "Jump to a particular screen, double click the left mouse button over the desired image, or single click until a red border appears, and select the **OK** button. Select **Cancel** to return to the screen you were on before entering the View by Icon screen.

Renaming Folder

Naming your folders can be an important part of organizing the screens within your files. *Multimedia Studio* gives you the ability to change a folder's name.

To rename a folder:

1. Double click the left mouse button on the current folder name at the bottom of the screen.

2. A dialog box appears with the current folder name. To change the name, type a new unique folder name and select **OK**. If the folder name you enter is not unique, *Multimedia Studio* prompts you to re-enter a new name.

Repaint

Occasionally, when moving, resizing, and deleting screen objects, you may temporarily overwrite another screen object or the menu and status bars. The **Repaint** tool allows you to "re-paint" the screen so that all of the screen objects reappear.

To repaint the screen:

1. Select the Repaint tool from the Toolbox, or choose **Repaint** from the **Edit** menu.
2. The screen should be re-painted and all objects should reappear.

Resize

The Resize tool allows you to shrink or enlarge the size of any object, such as increasing a data field from 10 characters to 25 or shrinking a full-screen image field to a quarter-screen image field. The only object that cannot be resized with this tool is text.

To resize image fields and other objects:

1. Select the **Resize** Icon from the Toolbox or select **Resize** from the **Edit** menu..
2. Position and click the left mouse button inside (or on) the outer edge of the object you want to resize.
3. While holding the left mouse button down, drag the mouse button up and down or left and right until the desired size is reached.
4. When the desired size is reached, release the mouse button to save the new object size. This process can be repeated as many times as you like until the object is the desired size.

See also

Resizing Data Fields

Resizing Data Fields

To resize a data field:

1. Select the **Resize** icon from the Toolbox, or choose **Resize** from **Edit** menu.

2. Place the mouse cursor over the desired data field and click the left mouse button.

3. While holding the left mouse button down, slide the mouse cursor from the left to the right to expand or shrink the field accordingly. The field's length is displayed inside the data field.

4. When the desired field length is reached, release the left mouse button to save the new field length.

Save File

It is important that you frequently save any changes that you make to your application. The Save command saves your file and any changes made to it with its current name. If you have not yet saved your file, you are prompted with the Save As dialog box to enter a name for the file.

To save your changes:

1. From the **File** menu, select **Save**.

2. The file and its changes are saved using the files current name.

Save As

The Save As command allows you to save your file with another name, other than its current name.

To save a file with another name:

1. From the **File** menu, select **Save As**. The Save As dialog box appears.

2. Select the drive and directory where you want the file saved to. Type in a new name for the file and click **OK**.

Screen Overview

One of the most powerful screen management features within *Multimedia Studio* is the Screen Overview feature (also called "View by Icon") which allows you to see small images of all the screens within your file. The Screen Overview feature is particularly useful for viewing the overall layout of your file, locating specific screens, or "jumping" to screens within your file.

To view your screens:

1. From the **Screen** menu, select the **Overview** option.

2. A dialog box appears containing all of the screens of your file organized by screen number and folder name.

3. You may navigate through the screens by selecting the up/down arrows at the right of the screen, or through the folders by selecting the left/right arrows at the bottom of the screen.

4. To "Jump" to a particular screen, double click the left mouse button over the desired image, or single click until a red border appears, and select the **OK** button. Select **Cancel** to return to the screen you were on before entering the View by Icon screen.

Search Criteria

Sometimes you may want to retrieve only certain folders with fields that contain specific text information in data fields. For example, you may want to select only folders from a real-estate application which includes houses with four bedrooms, three baths, and a pool. The searching function within *Multimedia Studio* is much like that within a standard database. After you perform a search, you have set a filter so that only those folders that meet the search criteria are available. All folders can again become available by using the Clear Search option.

See also

Creating a new search criteria
Selecting a Search Criteria

Selecting a Search Criteria

To view file folders by a specific criteria:

1. From the **View** menu, select **By Search**.

2. To execute a saved criteria, highlight the desired search criteria and double click the mouse button, or press the **OK** button.

3. You are prompted with the number of matches that meet your criteria and are asked to proceed with viewing the matched folders.

Creating a new search criteria

To enter a new search criteria:

1. From the **View** menu, select **By Search**.

2. Select **Add** from the dialog box.

3. Enter a search and click OK.

4. The current screen repaints, leaving all of the Data Fields empty. You can enter search strings into one or more of the Data Fields. When entering the strings, you can incorporate Boolean operators.

5. To begin the search, select **OK** from the dialog box in the upper right corner of the screen. *Multimedia Studio* retrieves all folders containing the values in the defined fields. The status bar arrow keys only navigate through folders which meet the selected search criteria.

6. To reset the viewing of folders to all folders of your file, select **Clear Search** from the **View** menu.

Show Image Name

The Show Name feature is handy for many reasons, which include the capability to provide you with valuable information about a captured image you might want to bring into a common paint program or desktop publishing packages.

To display the name of the image(s) for the current screen:

1. From the **Image** menu, select **Show Name**.

2. The names of all the Image Fields on the current screen, and the names of the images within these Image Fields is displayed.

3. The Show Name feature also provides you with other information on an image, such as its file format, coordinate position and width and height. You can access this information using the scroll bars.

Sound HyperButton

Sound can be an important part of your multimedia application. Sound (and video) is one of the main components of your multimedia application that truly differentiates it from standard printed material. With *Multimedia Studio*, incorporating sound into an application is easy.

Sound buttons, when selected, play a specified sound file. To play a sound file, you must have a sound board in your computer. *Multimedia Studio* supports .WAV and MIDI files and these sound files can be used in many different ways. They can be used to activate background music when a screen appears, they can be used to activate a sound when the user selects a button that takes them to another screen (this is done with linking a sound file to a Goto button), or they can be used to simple play a sound file when a button is clicked on. For example, you may have a screen that contains information (i.e. video, images) about elephants. On that screen you can have a button that when clicked on plays the sound that an elephant makes.

To create a sound button:

1. From the **HyperButton** menu, select **Sound**. The Sound Button dialog box appears.

2. In the Button Name box, type the name you want to appear on the sound button. Typically you can type the name of the sound file on this button or just simply Sound or any name that you feel appropriate.

3. Leave the File radio button selected and click on the browse button and select the font style and size for the button name.

4. Because we are creating a button that plays a sound file leave the Stop Sound toggle unselected. Selecting this option creates a button that stops the sound file from playing. This provides the user the ability to stop a sound file from playing. Creating a stop sound button can be very important and is discussed in the next section.

5. Click on the browse button next to the File Name box. In the File Type box, select the type of sound file you want to select (MIDI. WAV). Browse through your directories and select the sound file you want to use and click **OK**.

6. If you want to make any changes to the attributes in the Options dialog box, click on the **Options** button and make any changes that you would like.

7. After the sound button appears, you can move, resize, or change its color by selecting the appropriate editing tool. To test the new Sound HyperButton, select the "Try-it" tool. You can now click on your new button, and the sound file plays.

See also

Stop Sound File

Stop Sound File

When a sound file is playing, you can give the user the option of stopping the sound file. This can be important because someone might get a phone call (or other distraction) while using your application and they want to stop the sound. When creating a multimedia application with sound, you may want to keep this in mind. A Stop sound button is created in the same way as a regular sound file, except you now select the stop sound option when creating the button. This type of button can be called Stop Sound or anything else you like.

To stop a sound file:

1. From the **HyperButton** menu, select **Sound**. The Sound Button dialog box appears.
2. In the Button Name box, type the name which you want to appear on the sound button.
3. Select a font by clicking on the browse button in the Font Attributes section.
4. Select the Stop Sound toggle so there is an X in the box.
5. Leave the Sound file blank.
6. If you want to make any changes to the attributes in the Options dialog box, click on the **Options** button and make any changes that you would like.
7. After the sound button appears, you can move, resize, or change its color by selecting the appropriate editing tool. To use the new HyperButton, select the "Try-it" tool.

Try It

The Try It tool allows you to test a HyperButton or other parts of your application and make sure that they are working in the way that you would like it to. It is recommended that you test your HyperButtons after you create them. You can also test your application by using the Preview command in the File menu. The Try It tool, unlike the Preview command, does not remove the menus and toolbox.

To test a HyperButton:

1. Select Try It from the **Edit** menu, or select the Try It tool from the Toolbox.
2. Click on the HyperButton that you want to test.

Text

The process of adding text to a screen design is very simple. The text tool allows you to add non-interactive text to a screen. Which means, if you click on the text nothing happens. The text added to a screen with the text tool is for design purposes only. For example, in the Tutorial demo, the text on the opening screen that says, Main Menu was created with the text tool.

If you want to allow a user to click on text and have something happen (i.e. go to a new screen or play sound or video file), you can use an invisible HyperButton and place it on top of the text. When the user clicks on the text it will be the same as clicking on the invisible HyperButton. Because the user does not see the HyperButton, they will think the text is the hot spot. For example, you may have an image of a house and you want the user to click on that area of the house and then go to a screen that contains more information about the house. You can add text on top of the image that says CLICK HERE and then put an invisible Goto HyperButton on top of the house that goes to a screen with a more detailed picture of the house.

To add standard text to a screen:

1. From the **Objects** menu, select **Text**, or click on the Text icon.

2. After Text has been selected, a dialog box appears with the available text options. In the Text box, enter the desired text.

3. Select the font and size for the text by clicking on the browse button at the right side of the Name box in the Font Attributes section. The Font dialog box appears. Click **OK** when you select the font, font style and size you want.

4. If you want to apply a drop shadow to the text, select an offset value between 1 and 25 (the number indicates the number of pixels that the drop shadow is offset from the text).

5. Select the level on which you want the text to be painted, by clicking on the circle corresponding to that level.

6. To add the text, select **OK** or select **Cancel** to exit the dialog box without adding the text.

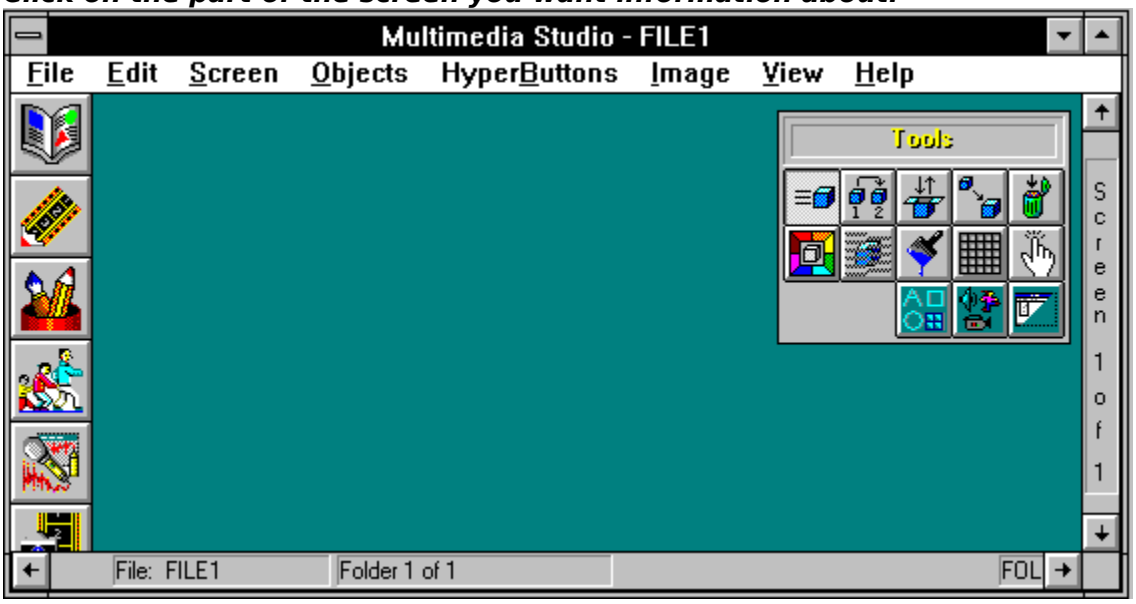
7. The text appears in the upper left portion of the screen. You can now move, copy, color, change, or delete your text object using the tool icons.

See also

Color
Copy
Delete
Move

Parts of the Multimedia Studio Screen

Click on the part of the screen you want information about:



Copy

The Copy tool allows you to copy any object to any other screen within your file. This makes the creation of multiple objects extremely easy. This command can be used to copy a single object or a group of objects. When copying a single object, you can only copy to the existing screen. When copying multiple objects, you can copy these objects to another screen or the existing screen.

Note: If you are creating a lot of objects with similar characteristics, you can copy the object and then change the attributes of the copied objects. For example, you may want five Goto buttons that are the same size, but go to different screens. You can create one Goto button and then copy it four times. You can then change the attributes of the new Goto buttons so each one goes to a different screen.

To copy a single object:

1. Select the **Copy** icon or choose **Copy** from the **Edit** menu.
2. Click on the object you want to copy. A copy of the selected object appears that has the same attributes as the object you selected.
3. You can now move, resize, change, or add color to the newly copied object by selecting the appropriate tool icon.

See also

Copying Multiple Objects

Video HyperButton

The Video HyperButton is used to play a segment of video from analog video devices such as laser disc players and computer controllable VCRs, or to play digital files saved to an MPEG (**M**otion **P**ictures **E**xpert **G**roup) or .AVI format. If you want to display analog video from an external source or a hardware assisted MPEG file on you VGA monitor, you need to be sure that you have a Video Windowing Board installed. If you want to play a software only MPEG or .AVI file, a Video Windowing Board is not required.

Before creating a Video HyperButton to play analog video or a hardware assisted MPEG file, you need to define a Video Window, as explained in the section on Live Video Window. You also need to be sure that you have setup *Multimedia Sudio* to work with the video device. If you have not, double click on the Hardware Setup icon in the *Multimedia Studio* group in the Program Manager and select the proper video device.

Note: Using the Video Editor program that comes with *Multimedia Studio*, you can edit your video clips. You can also use the video editor to incorporate sound into your video clips and you can even combine multiple sound clips using different transitions. For more information on the Video Editor, see the Media Studio documentation.

Before creating a Video HyperButton to play a digital MPEG or .AVI file, you need to create an MPEG\AVI Video Window (see section on MPEG\AVI Video Window). This window determines the size of the video when it is played on the screen and where the video file is going to be played on the screen

To create a Video HyperButton:

1. From the **HyperButton** menu, select **Video**.

2. In the Button Name box, type the name you want to appear on the Video button (i.e. Play Video, Video, etc.).

3. Select a font by clicking on the browse button in the Font Attributes section.

4. The middle section of the Video HyperButton dialog box is designed for creating video buttons to control external analog video devices such as laser disc players, video cameras and PC-VCRs. To create such a button:

   - Select a command by clicking on the down arrow. The list of available commands depends upon the video device that you have installed, but will always at least include the command to play a range of video.

   - If the command that you select requires a starting and stopping address (i.e. if you select Play Range), type the starting and stopping address for the video sequence you want to play (you may need to consult your video devices manual to determine how to enter an starting and stopping address). Disregard the lower portion of the dialog box, which is used only for MPEG video.

5. If you are creating a button to activate an MPEG or .AVI video clip, disregard the upper potion of the dialog box used to control external live video devices. The lower portion of the Video dialog

box is used when creating a button to play a MPEG video clip.

- Click on the down arrow to the right of the Command option and select Play. Certain video boards display additional options here. For example, an Optibase board has options that allow you to control the video (i.e. fast forward, rewind, etc.).

- Leave the File option selected and click on the browse button to the right of the File option. Browse through your directories and select the MPEG or .AVI file that you want to play and click **OK**.

- Enter the name of the MPEG/AVI Video Window that the video clip will play within. This window should be created prior to creating the Video button with the MPEG/AVI Video Window command in the Objects menu.

6. If you want to make any changes to the attributes in the Options dialog box, click on the **Options** button and make the changes you want.

7. Click **OK** when the appropriate options are entered.

8. After the Video button appears, you can move, resize, or change its color by selecting the appropriate editing tool. To test the new HyperButton, select the Try-it tool and click on the button. The video you selected will play in the selected window.

See also

Live Video Window

Menu Bar

When you select an item in the Menu bar a box drops down with a list of commands. To select one of these commands, select the desired command name with the left mouse button. These commands can also be activated by using the keyboard. To activate a command with the keyboard, hold the Alt key on your keyboard and simultaneously press the underlined letter from the menu you want. When the menu drops down, type the underlined letter of the command you want.

Window Control Box

The Window Control Box allows you to perform a variety of standard Windows functions. For more information on the Window Control Box, refer to your Windows manual.

Title Bar

The Title Bar displays the name of the current program and file currently being run.

Minimize/Maximize Buttons

These buttons are used to resize the main *Multimedia Studio* window or to minimize the window down to an icon.

Tools Box

The Tools Box contains a variety of tools that can be used to create presentations. There are three different types of tool boxes, with each containing different icons (Editing, Objects and HyperButtons). To use a tool in the Toolbox, click on the icon that represents the tool you want to use.

Screen Status

The Screen Status area tells you which screen you are currently viewing in the current folder.

Screen Scroll Button

Clicking on the Screen Scroll button either takes you to the next screen, or the previous screen, depending on which button you click on.

Folder Scroll Button

Clicking on the Folder Scroll button either takes you to the next folder, or the previous folder, depending on which button you click on.

Folder Name

This area tells you the name of the current folder you are in. Double clicking on the folder name allows you to change the folder name.

Quick Jump

Double clicking on this area of the screen displays a dialog box that allows you to go to a particular screen or folder in your presentation.

Folder Status

The Folder Status area tells you which folder you are currently in.

File Name

This area of the screen displays the name of the current file you are working on.

Work Area

The work area is where you create your application (images, HyperButtons, etc.).

Selecting Menu Items

Multimedia Studio uses a standard Windows menu bar for executing certain commands. See the Microsoft Windows User's Guide for information on using the menu bar.

Active menu items appear in black, inactive choices in gray. When you point to an active item on the menu bar, the option is highlighted.

To select a menu item with the mouse:

1. Point to the name of the menu on the menu bar and click on the name to open the menu.

2. Click on the menu item you want.

To select a menu item with the keyboard:

1. Menus have underlined letters. To open a menu with the keyboard, press **ALT** and simultaneously press the key that corresponds to the underlined letter.

2. Menu items also have underlined letters. When the menu is displayed, press the key that corresponds to the underlined letter of a menu item to activate it.

To cancel a selected menu:

1. Click on the menu name or anywhere outside the menu, or

2. Press the **Esc** key.

Icons

The Tool boxes contain a variety of icons which makes accessing the Multimedia Studio tools quick and easy. These icons are broken down into three Tool boxes.
Click on the icon you want information about:

Edit Icons

Object Icons

HyperButton Icons

Edit Icon

Clicking on this icon displays the Toolbox that contains the Editing icons.

Object Icon

Clicking on this icon displays the Toolbox that contains the Object icons.

HyperButton Icon

Clicking on this icon displays the Toolbox that contains the HyperButton icons.

Selecting HyperButtons

HyperButtons are areas on the screen, which when selected, execute predetermined operations such as linking screens, activating sound and animation files, performing search functions, activating live video, etc. When HyperButtons are created, they can be activated in different ways:

- Clicking on them with the mouse.
- Typing the first letter of the name on the button using a keyboard or keypad.
- Touching the button when using a touch screen.

Glossary

Analog Video

Video requiring hardware for playback (i.e. VCR). Stored in a linear format on tape.

Applications

A collection of screens from a file or multiple files, that have been organized into specific order which, when mastered, can be distributed to your audience. After the screens have been created, you may "Preview" the application to test its operation. After you are satisfied with the application, you can now "Master" it for distribution.

Digital Video

Video requiring software for playback. Can be stored in a binary format on a hard disk. This type of video uses some type of video compression.

Fields

In *Multimedia Studio*, there are two types of Object fields: ***Data fields*** and ***Image Fields***. Data fields store text information such as names, prices, dates, and numbers. Image fields are used to define the area on the screen where you want an image or graphic to be displayed. Image fields can be any size and placed anywhere within a screen work area.

File Layout

The structure in which *Multimedia Studio* screens are organized within a file, can be summarized in terms of columns (up and down) and rows (left and right). When a new screen is added in *Multimedia Studio*, it will be added to the bottom of the first column (in *Multimedia Studio* terms, the new screen will be added at the bottom of the first "folder").

Files

Files organize and store the individual screens of your Applications. In *Multimedia Studio*, you can create an unlimited number of files which can contain an unlimited number of screens.

Folders

The "columns" within a file are called Folders, and are used to organize associated screens together for database applications. For applications emphasizing database capabilities, each folder is designed to be a unique record. For example, in a real-estate application, each house might have its own folder consisting of several screens per house. Or, in a product catalog, each part might have its own folder.

Global

Refers to objects that appear on the same screen, in every folder throughout a file.

HyperButtons Definition

HyperButtons are *Multimedia Studio's* unique approach to incorporating interactivity into an application. Through the use of HyperButtons, even the most novice computer user can design sophisticated multimedia applications. Experienced computer users will find that HyperButtons provide unprecedented flexibility and speed for incorporating laborious programming tasks with simple to define HyperButtons.

Master

The Master option allows you to copy or "master" your applications so that they can be distributed to your audience. Mastering an application is similar to mastering a record album. After the application has been mastered, changes can be made only by changing the original application and re-mastering it.

See also

Master Application

Objects

In *Multimedia Studio*, there are several types of Objects which can be used to design the Layout of your application screens. These Objects include Data and Image Fields, Video Windows, Text, Circles, Boxes, Animation Windows, Document Windows and HyperButtons.

Preview

The Preview function allows you to see the application as the user of a runtime would. In other words, the menus are taken away, the opening screen appears, and you can then only interact with the program by selecting the HyperButtons that are on your screens. Previewing an application is very important, because it allows you to test the links that make up your application before mastering and distributing your application.

Runtime

The mastered copy of an application is called a runtime. A runtime contains the files needed to allow a person who does not have their own copy of *Multimedia Studio* to load the application that you created on their computer. The user of a runtime version will interact with an application in the same way that you would during the application preview mode.

Screen Layout

Within *Multimedia Studio*, a Screen's Layout refers to the design of a particular screen, i.e. the placement of all objects on that screen. A Screen's Layout can be changed by adding objects and using various editing tools.

Screens

Screens are the individual "slides" that make up an application and is also referred to as the "work area".

Variable Text

Database searchable data within a data field.

Windows

Windows are user-definable boxes that specify an area of the screen in which certain types of information will be displayed. There are four types of Windows available within *Multimedia Studio*, including Animation Windows, MPEG\AVI Video Windows, Document Windows and Live Video Windows.

Menu Commands

File Menu
New
Open
Close
Save
Save As
Delete
Print
Setup
Preview
Master
Exit

Edit Menu
Data
Move
Copy
Attributes
Resize
Delete
Color
Display Effects
Try It
Grids
Toolbox
Repaint

Screen Menu
Add Screen
Delete Screen
Add Folder
Delete Folder
Overview
Update Icons
Background

Objects Menu
Text
Box
Circle
Data Field
Image Field
Live Video Window
MPEG\AVI Video Window
Animation Window

HyperButtons Menu
Goto
Sound
Video
Animation

Quit

Image Menu

Auto Show
Show Name
Delete
Capture
Import
Options

View Menu

By Search
By Sort
By Table
Clear Search
Clear Sort
Clear All

Delete File

It may at times become necessary to delete some of your files, in order to save disk space, simplify management of your files, etc.

To delete a file:

1. Open the file you want to delete with the Open command.
2. From the **File** menu, select **Delete**. A dialog box appears with a confirmation message.
3. Choose **Yes** to delete the file or Select **No** if you do not want to delete the file.

Data Command

The first option that appears in the Edit menu is the Data option. This option allows you to enter or change the data contained within data fields. If there are no Data Fields on the current screen, the Edit Data option will not do anything.

To edit data within Data Fields:

1. From the **Edit** menu, select **Data** so there is a check mark next to it.
2. The Try It tools automatically becomes selected.
3. Click on the Data Field that you want to enter data into.
4. A blinking cursor appears in the Data Field. Type the data you want in the Data box. Select as many Data Fields as you like, and enter data into them.
5. To turn the Edit Data function off, Select **Data** from the **Edit** menu again so there is no check mark.

Toolbox Command

The Toolbox option in the Edit menu allows you to turn the Toolbox off during the creation of your screens. To remove the Toolbox, select **Toolbox** from the **Edit** menu.

The Toolbox option works as a toggle switch. When the Toolbox is active, the Toolbox option has a check mark next to it. If you turn the Toolbox off, the check mark disappears. To bring the Toolbox back, select Toolbox from the Edit menu again. The Toolbox re-appears, and a check mark returns next to the Toolbox option.

Update Icons

Multimedia Studio has built-in functions which updates the images used in the Screen Overview feature. However, at times you will find that all of the screens are not updated. If you want to manually update the icons, *Multimedia Studio* provides you with a way to do this using the Update Icons option in the Screen Menu.

To update your screen icons:

1. From the **Screen** menu, select **Update Icons**.

2. A dialog box appears, asking you if you want to update the TGA icon images of your screens. You have several options regarding updating these icons.

   The first selection allows you to continue without updating any icons. If you select the **Cancel** button, you continue on without updating any icons.

   The second selection, the default setting, is to update only the screens that have been changed in some way, but have not been updated.

   The third option available is "Manually Selected Only". This option allows you to manually select which screens icons are updated. If you choose this option, the Screen Overview screen appears. Click on the icons that you want to update and select **OK**.

   The final selection is to update all of your screens. Updating all of your screens may require a lot of time, so you should avoid using this option unless you need to have all of the icons updated.

Delete Image

Multimedia Studio makes it easy to delete any unwanted images from your files.

To delete an image:

1. From the **Image** menu, select **Delete**.
2. A message appears directing you to click on the image that you want to delete.
3. Click on the image that you want to delete.
4. A dialog box appears, asking you to confirm that you want to delete the image.
5. Select **Yes** to delete the image, or **No** to exit the dialog box without deleting the image.
6. Continue selecting the images you want to delete or press the ESC key to stop deleting images.

Options Command

The Options selection allows you to set up the Drive, and Directory to store your captured images. Images can be stored in the current directory, or across multiple drives. This can be useful when you want to keep track of your images and where they are located.

To set your capture path:

1. From the **Image** menu, select **Options**. The Options dialog box appears.

2. Click on the browse button and select the path you want your images captured to. If you know the path you want your images captured to just type in the path you want to use.

3. In addition to setting the capture path for your image, you may also select whether you want captured images named automatically or manually. The default setting is for images to be named manually. Each time you capture a new image, you will be prompted to enter its name. Alternatively, you may choose to automatically name each new image that is captured. To select automatic naming, click on the Automatic Naming option so there is an X in the box.

4. You can also select whether or not you want to use a Universal Palette for your images. The Universal Palette option forces all images to use the same color palette when they are displayed in *Multimedia Studio*. If you choose to use a universal palette, your images will not fade to black when using screen transitions in 256 color mode, but the quality of the image is reduced. To use a universal palette, click on the Universal Palette option so there is an X in the box.

By Sort

To set a new sort criteria:

1. From the **View** menu, select **By Sort**.

2. Click on the **Add** button and enter the name of your new sort criteria.

3. The current screen repaints, leaving all of the Data Fields empty. You can enter the sorting order by entering number into the Data Fields. For example, if you want to sort first by price, then by # of bedrooms, and the # of baths, you would enter a "1" in the price Data Field, a "2" in the # of bedrooms Data Field, and a "3" in the # of baths Data Field.

4. To begin your new sort criteria, click **Proceed** on the bottom of the screen.

By Table

Multimedia Studio lets you view the records in your application in a table. When using a table to view your records, your records are displayed in rows, and the fields are displayed in columns. After your records are displayed in a table, you can scroll through your records and then double click on the record of your choice. This displays the screen that contains the data on that record. Creating a table is similar to creating the criteria when using the By Search option. The only difference is that the By Search option allows you to specify a specific search criteria for the records you want to display and the By Table option displays all of the records in your application.

Note: When creating a table, you can specify the order of the columns and which fields are in the table. If you do not

To display your records in a table:

1. After creating your data fields, select **By Table** from the **View** menu.

2. Click on the **Add** button.

3. In the dialog box that appears type a name for the search and click **OK**. When entering name, it is useful to use a name that is descriptive of the search criteria.

4. From this screen, you can determine which fields are going to be in your table and in which order they are going to appear. This is done by entering a number in the field you want to include in your table. The order of the number determines how the fields are displayed in the table. For example, if you have 5 fields called First Name, Last Name, Amount, Address and Date on each screen, but only want to display Last Name and Date in the table, you would enter a 1 in the Last Name field and a 2 in the Date field. This would create a table with two columns, the first being Last Name and the second being Date. If you wanted Date to be the first column, you would enter a 1 in the Date field and a 2 in the Last Name field. You can have as many columns as you like in your table. The numbering determines the order of the columns in the table. If you do not enter a number in a field, it is not included in the table.

Note: If a column in your table is too long, you can determine the width of the column when you enter the criteria. This is done by adding a comma and then the width of the column. For example, if you have a field that contains 35 characters, you can enter 4,10 in the field and only the column for that field will only be 10 characters wide.

5. After you enter all of the numbers in the fields you want to use, click on the **OK** button.

6. A table appears containing all of the records that meet your criteria.

7. Double click on the record your want to display. The screen containing the record you double clicked on is displayed.

To view records in a table using an pre-existing table format:

1. From the **View** menu, select **By Table**. Highlight the desired table criteria and select **OK**. The

table appears with only those folders which meet the defined search criteria.

2. To directly go to a specific folder, highlight the folder and double click the left mouse button or click on the **OK** button.

See also

Defining a New Table

Defining a New Table

To define a new table criteria:

1. From the **View** menu, select **By Table**.

2. Click on the **Add** button.

3. To define the column headings for your new table criteria, highlight the desired fields and enter the appropriate column numbers you want the fields to be displayed in.

4. To display a table criteria, highlight the desired criteria and double click the left mouse button, or press **OK**.

5. After the table is displayed, you may go to a specific folder by highlighting the desired folder and double clicking the left mouse button or by selecting the **OK** button. To exit the table and return to the current folder, select the **Cancel** button.

Setup Application

The Setup option in the File menu allows you to select the start-up screen for the current application. The setup screen can be any screen from any *Multimedia Studio* file. The Opening screen serves as the first, or main, application screen from which all other screens of your application are linked.

To select the setup screen for an application:

1. Open the desired application.

2. From the **File** menu, select **Setup**. The Application Setup dialog box appears.

3. Enter the Starting file name, Starting folder name and Starting screen # for the screen you want to load each time the current application is opened.

Master Application

The Master option in the File menu is used to Master your application so that it can be distributed to your audience. Mastering an application is similar to mastering a record album or CD disk. After the application is mastered, changes can only be made by changing the original application and re-mastering it. The Master command puts all of the files (including executables) into a single directory with the appropriate sub-directories. You can now easily take this single directory and copy it to a CD ROM, Tape backup, Network drive, or any other media you like.

When you are ready to distribute an application:

1. Open the desired Application.

2. From the **File** menu, select **Master**.

3. A dialog box appears requesting the directory name you want to master your application into.

4. The selected directory must be empty. Select whether you want a DOS or Windows runtime. You can now select the new directory and proceed with the mastering of your application, select **OK to** `master the application or select **Cancel** to end the operation.

5. *Multimedia Studio* copies all information and associated files for all the screens of your application including sound, document, and animation files to your selected directory.

6. To run your mastered application from Windows, go to the Program Manager and select **Run** from the **File** menu. In the Run box, type VIWIN followed by the name of your application and click **OK**. Your application starts.

7. You may now distribute your application via floppy disks, hard drive, optical drive, etc., by copying the entire contents of the application directory onto your distribution media (i.e. Floppy disk, CD ROM).

8. A file called **HWSETUP.EXE** is included in the mastered directory which allows users to setup their Applications to run with their particular hardware configuration.

System Requirements

There are a few minimum system requirements to run *Multimedia Studio* successfully.

- 386 or Higher
- Hard Drive
- VGA Monitor and display card
- 4 MB of RAM or Higher
- Microsoft Compatible Mouse
- Windows 3.1

Copying Multiple Objects

Using the Copy command, you can copy multiple objects simultaneously.

To copy multiple objects:

1. Select the **Copy** icon or choose **Copy** from the **Edit** menu.

2. Click and drag your cursor so that the box you draw encompasses the objects you want to copy.

3. A dialog box appears telling you how many objects have been selected. Click **OK** to continue.

4. Another screen appears that contains small icons that represent the screens in your application. Double click on the icon that represents the screen you want to copy the selected objects to. If you want to copy an object to multiple screens, you can select multiple icons and then click on the **OK** button. This is very useful when you want the same object to appear on more than one screen. For example, you may want a button that returns to the main menu to appear on many different screens.

5. You can now go to the screen that you copied the objects to and move or edit the copied objects.

   Note: When you copy objects to other screens, your screen icons are not updated until you either move to those screens within the editing mode, or until you select "Update Icons from the Screen Menu.

See also

Copy

Browse Button

Close File

To close the file that you are currently in:

1. From the **File** menu, select **Close**.

2. The file that is currently open closes and you see the blank screen that you see when you first enter *Multimedia Studio*.

Self-Running Applications

Using GoTo HyperButtons, you can create self running applications and presentations. With the Time Out option, located at the bottom of the GoTo HyperButton dialog box, you can automatically activate GoTo buttons after a specified time period, without having to click on them.

When creating self running applications it is best to use invisible GoTo HyperButtons that Time Out (activate) after a specified time. This way the user does not see the button and the screen changes automatically. For example, your application starts out by putting some bullet points on the screen. After the person finishes reading the bullet points (about 15 seconds), you want the application to automatically continue and display another screen with more information. To do this, all you have to do is create an invisible GoTo HyperButton on the screen that has a Time Out of 15 seconds. After 15 seconds the GoTo button will activate and the desired screen automatically appears.

Note: When using GoTo HyperButtons that time out after a specified time period, make sure the user has ample time to read the on screen information. Changing screens too quickly can be irritating for the person attempting read the information. For best results, let people of different reading speeds test your application and then make the appropriate adjustments to the timing.

Another application that might require GoTo HyperButtons that time out is a Kiosk. Many kiosks are left standing unattended. When a kiosk is left unattended, someone may begin using the kiosk and then just walk away after they get the information they need. When the user walks away, and a new person approaches the kiosk, and the kiosk is left displaying the screen that was left when the last person walked away. To avoid this and to make sure that your kiosk always displays the Main Menu or opening screen, you can put invisible GoTo HyperButtons with a Time Out of 15 seconds (or whatever an appropriate time may be for your application) on every screen. These GoTo HyperButtons should go to the Main Menu. This will make sure that if no one touches or interacts with the kiosk for 15 seconds, the Main Menu is automatically displayed.

To create a GoTo HyperButton that automatically activates:

1. Create a GoTo HyperButton as described in the previous section.

2. In the **Time Out** option of the GoTo HyperButton dialog box, enter the time you want to elapse before the GoTo HyperButton activates.

3. Click on the **Options** button and select the **Invisible** option in the Textures section.

4. Deselect the **Clickable** option. This makes sure that no one randomly clicks on the screen and activates the invisible HyperButton.

5. Click **OK** and the button appears in the upper left corner of the screen. The screen location of this button does not matter because this button is invisible and is not clickable. Whenever the current screen appears and is in active for the time specified in the Time Out option, the GoTo HyperButton activates as if it was clicked on.

Multimedia Production Tools

The icons in the following toolbar are used to access the Multimedia Production tools. These tools are documented in the Multimedia Production Tools manual. Click on an icon for a description.

Video Editor

This program is a professional video editing tool that uses a timeline based editor. You can overlay text on top of video, you can combine two video clips, you can incorporate sound into your video, plus you can edit your video in a variety of other ways.

Sound Editor

This program is a professional sound editing. You can edit your sound clips in a variety of ways. You can apply special effects to your sound, fade sound in or out, combine sound clips, plus a variety of other effects.

Image Editor

The image editor is an advanced image and graphic editing program that allows you to edit existing images as well as create new ones.

Morph Editor

The morph is an easy to use program that allows you to take an image and then transform that image, or part of it, into another. This effect can be saved as an .AVI files and give your application some very dramatic special effects.

Album

The album program allows you to categorize your multimedia content into specific categories that so you can easily organize and access your multimedia content.

Screen Capture

The Screen Capture program allows you to capture screen images that can be edited and exported into a variety of formats. These screens can be incorporated into your applications.

Video Capture

The Video Capture program allows you to capture video from an external source. You need a video capture board to utilize this tool.

CD Browser

The CD Browser is an essential utility for those with access to a Kodak Photo CD, and helps you save both time and disk space by displaying pictures in an instant album-like catalog.

Viewer

The Viewer lets you quickly and easily open and display image and graphic files without having to open them in their associated program.

Animating Objects

Using the Animate option in the Effect drop down box, you can animate objects on the screen. The Animate option moves an object on to, or off the screen from the direction you select. This command animates objects from a 45 degree angle from the direction you select.

To animate an object:

1. Select the Display Effect icon, or choose Display Effect from the **Edit** menu.

2. Click on the object you want to animate. The Display Effect dialog box appears.

3. You are prompted to enter a Appear in (Object Appear) and a Disappear in (Object Disappear) time. The time that you enter is in seconds, and represents how many seconds after you are on a screen should the object begin to animate. In other words, when you first jump to a given screen, that point is time=0, much like a timeline and if you typed 5 in the Appear in box, the image will appear five seconds after you enter the screen. You can enter the time at which the various objects fade in and out. You can have an object fade in, fade out, both, or none. If you type 5 in the Disappear in box, the object will be removed in five seconds.

4. Next, you need to select a fade effect and fade speed. Click on the down arrow to the right of the Effect box and select the **Animate** option from the list that appears. You can now enter a number for the speed of the animation. The lower the speed number the faster the animation takes place. For example, if you select a fade speed of 1, the object appears very quickly. If you select a fade speed of 8, the object appears very slowly.

5. You can now select the direction you want the object to appear or disappear from. After you select the Animate option from the Effect box, the **Animation Path** option is no longer gray. Click on the radio button whose arrow represents the direction you want the object to appear or disappear in. The object will move across the screen in a 45 degree angle based on the direction you select (either appearing or disappearing).

6. Click **OK** when you are complete. Select **Preview** from the **File** menu and watch your object move. Sometimes it takes a few tries to get an object to animate exactly the speed and way you want. If you want to make any changes, select the display effects tool and select the object again. You can then make the necessary changes.

See also

Display Effects

Print

The Print command allows you to print either a Report, Screen, or an Image on the screen. When you select the Print option from the File menu, you can select any of these options. The Report option lets you print a report based on the data fields on the current screen. The Screen option prints the entire screen including all objects and HyperButtons on the screen. The Image option prints a specified image on the current screen.

To print a report:

1. From the **File** menu, select **Print**.
2. Select the **Report** option and click **OK**.
3. Select a report and click **OK**. If a report doesnt exist, click on the **Add** button and create your own report.
4. If you want any text to appear in the Header or Footer, enter the text you want.
5. If you want specific margins, enter the margin amount you want to use. Click **OK** when the appropriate options are entered.

To print a screen:

1. From the **File** menu, select **Print**.
2. Select the **Screen** option and click **OK**.
3. Select the size of the output you want and click **OK**. If you want to change your printer or printer settings, click on the **Setup** button.

To print an image:

1. From the **File** menu, select **Print**.
2. Select the **Image** option and click **OK**.

   Note: If you have more than one image on the screen, you must click on the image you want to print.

3. Select the size of the output you want and click **OK**. If you want to change your printer or printer settings, click on the **Setup** button.