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Overview

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SST Super Show and Tell

With SST, you create a presentation based on the concept of a slide carousel. Each new visual in the presentation is a slide. A group of slides form the presentation or slide carousel. Each slide has a background image or color. A slide can be enhanced with the addition of media elements, like text, graphics, images, sounds or movies. A variety of attributes and/or actions can be assigned to each media element.

For a detailed description and basic techniques relating to [Carousels](#) or [Slides](#), click on the appropriate term.

Basic Design Concepts

At the core of the SST design is a simple concept, familiar to all presenters. SST presentations are built around the concept of the slide [carousel](#). One SST presentation or a module of a large presentation is created in a carousel, just like the slide carousel still used in traditional slide presentations. Individual SST slides are created to fill the carousel.

Unlike a traditional slide, SST [slides](#) can include several different types of media or slide elements. SST slide [elements](#) can be images, graphics, text, sound or movies. A variety of attributes and actions can be assigned to each media element used in a slide.

[Attributes](#) are used to define specific qualities of the media element. An attribute choice for draw media is the shape (e.g. line, rectangle or ellipse). Likewise, font style is an example of a text attribute.

Element [actions](#) are defined so that an element will take an action as the slide plays. For example, a graphic element can move or change shape, size or color; a sound or movie element can be played; and a text element can scroll across the screen. These are all examples of element actions.

To review, the terms carousel and slide are used to simplify the organization of your presentation. Carousels can contain an entire presentation or can be linked together to form larger presentations. Slides are used to create a carousel and are made up of slide elements. Slide elements have attributes and can have actions as the slide plays.

Slide Creation - MAAPPING a Slide


A slide can be composed of only a background color, gradient blend, image or sound or it may include a variety of media elements. A presentation consisting of a group of slides with only background color, images or sound will resemble a traditional slide show. What makes SST presentations dynamic is the ability to add a variety of other media elements to a slide and to assign actions to those elements.

To create a typical slide, you will:

1. Add new Media elements.
2. Modify or define the elements by assigning Attributes to them.
3. Select Actions for the media.
4. Time and synchronize these actions on the action Playlist.
5. Move through and play the carousel using the Play Controls.

This process is referred to as MAAPPING a slide, an acronym created from the underlined letters shown in the steps above. The MAAPP process is the key to creating multimedia presentations with SST.

Media

Using an appropriate blend of media types is what makes multimedia presentations impressive. To add media to a slide in SST, simply click on the **Media**  icon. A list of five types of media is presented: [text](#), [image](#), [sound](#), [draw](#) or [movie](#).



Click on one of the media choices to add an element of that media type to the slide. For example, if you click on **Media**, then click on **Draw**; a graphic shape is added to the slide and is visible in the [Preview Window](#).

When you select one of these media types, three things happen.

1. An element of the selected type is added to the current slide.
2. A description of the element is placed in the [Slide Element List](#). This list box is just right of the **Media** icon.
3. The [Media Editor](#) is changed to the appropriate editor for the tool selected. The **Media Editor** is the quarter screen area occupying the center left of the screen.

Attributes

After a media element is added to a slide, it can be assigned attributes (distinguishing qualities). The **Attributes** list box is located at the top of the **Media Editor**, which occupies the left center screen. The contents of the **Attributes** list box vary according to the type of media selected in the **Preview Window**.



To select and assign an attribute, first click on the **Attributes** list box to drop down the list of attribute choices for the selected media type. When a choice is made from the list, the lower part of the **Media Editor** changes to provide specific attribute choices. For example, if a draw element is selected and you choose the **Shape** attribute, several shape choices are shown. If you choose **Fill Color**, a color selection chart is presented.


When an attribute choice is made in the **Media Editor**, the selected element in the **Preview Window** immediately illustrates that change.

For details on the different attribute choices, click on one of the following media types: [text](#), [images](#), [draw](#), [sound](#) or [movies](#).

Actions

Actions are changes in attributes over time - as the slide plays.

To assign an action to a slide or slide element:

1. First select the element to be modified.
2. Click on the **Action** icon  or right click on the element to bring up a list of actions which can be assigned for the current media type.
3. Click on an item in the list to select it.

When an action is added, a description of that action will automatically be added to the [Playlist](#). A default time for each action is assigned. Click anywhere outside the list of choices to remove the list without adding an action.

Available actions differ depending on which type of media was selected. Click on one of the following media types for a description of the available actions: [Text](#), [Image](#), [Sound](#), [Draw](#) or [Movie](#) elements. Two actions are available in all action lists: **Pause** and **Auto Record**.

The **Pause** action is used to adjust timing, by inserting a pause in the Playlist. You can set the pause to wait for input, for a specific period of time or a combination of both. Wait for input means to pause until a specific key or mouse button is pressed. Click here to see the [Pause Editor](#).

Auto Record turns on the automatic recording mode when adding actions. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action. This process is much faster than clicking on the **Action** icon to add each action separately.

When **Auto Record** is on, the **Action** icon will flash. To exit the **Auto Record** mode, simply click on the **Action** icon or from the **Carousel** menu, click on **Auto Record** to deselect it.

Playlist

Every slide has its own **Playlist** which is automatically generated each time an action is added to a slide. Once added, actions are timed and synchronized directly on the **Playlist**.




The **Expand** icon  is used to open or close the **Playlist**.

Each action line in the playlist begins with a **Synchronize** icon, which consists of two triangles placed side by side horizontally or vertically. This icon is used to synchronize or separate actions. Clicking on the icon will toggle it from a horizontal to a vertical position and vice versa.

The vertical (default) position  indicates that the action is to take place only after the preceding action ends.

The horizontal position

 is the synchronize position. This indicates that the action should begin to play at the same time as any adjacent action also in the synchronize position. This feature is often used to synchronize sound with movement of objects or images.

When actions are defined, a default time is inserted in the Playlist just after the definition of the action. The action will occur over that time period. To edit the time setting directly on the line in the Playlist, simply position the mouse cursor over the numbers indicating time. When the mouse cursor changes to an I-beam shape, swipe across the numbers to highlight them, then enter the new time.

On the far right side of an open action **Playlist**, there are controls used to move through the **Playlist** quickly. The double arrows pointing up are used to move to the first action in the list. The single arrow up is used to move up five actions at a time. The **Expand** icon (in the middle) is used to open or close the playlist. Use the single arrow down to move down five actions and the double arrow down to move to the last action.

Play Controls

The slide can be played or viewed using the **Play Controls**. You can click on the Rewind icon to move to the beginning of the Playlist. Then click on the Play icon to see the slide in action.

Play Controls are also used to move forward or backward through the carousel, add new slides, or step forward or backward through actions on each slide. Click on any of the icons in the illustration below to see an explanation of that icon.



First Slide Icon

Click on the First Slide icon to move to the first slide of the current carousel.

Previous Slide Icon

Click on the Previous Slide icon to move to the slide which precedes the current slide in the carousel.

Previous Action Icon

Click on this icon to move backward one action on the current slide. In other words - to step back one line on the action playlist.

Rewind Icon

Click on this icon to move to the first action on the slide (to the beginning of the action playlist).

Stop Icon

Click on this icon to immediately stop playback of the actions on the slide.

Play Icon

Click on this icon to begin playing the actions on the current slide. The playback will begin from the current action. To see all actions on the slide, click on the Rewind icon first and then click on the Play icon.

Next Action Icon

Click on this icon to move to the next action on the current slide (down one action on the action playlist).

Next Slide Icon

Click on this icon to move forward one slide in the current carousel.

Last Slide Icon

Click on this icon to move directly to the last slide in the current carousel.

Basic Techniques

The following Help Topics are available:



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


[Troubleshooting](#)

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Menu Bar Commands

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[Audio Problems](#)



[Image Display Questions](#)



[Error Messages](#)



[Technical Support](#)

File Menu Commands



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[File Menu](#)

Use	To
New	Start a new carousel.
Open	Open an existing carousel file.
Close	Close the current carousel.
Save	Save changes made to the current carousel.
Save As	Save changes made to the current carousel under a new name.
Save All	Save the contents of all open carousels. Click on the Window menu to see a list of all open carousels.
Autosave	Toggle the autosave feature on or off. When Autosave is selected, a backup file will automatically be created at regular intervals, as defined in the User Preferences under the Edit menu. The backup file will be named filename.bak , where filename is the name of the SST file being saved.
Save Slides	Save a group of slides from this carousel as a file. Enter a new filename in the Save As dialog box. Then from the Select Slide Range To Copy dialog box, click on Set Start Slide to choose the first slide in the group to be copied. Click on Set End Slide and choose the last slide. Choose OK to exit or Cancel to exit without saving the information.
Load Slides	Load a group of slides into this carousel.
Printer Setup	Set the printer options.
Print Handouts	Print handouts of the screen display.
Print Playlist	Print information about the open carousel, including an illustration of each slide and the contents of its playlist.
Create Pres. Disk	Create a diskette for distribution of your carousel. Click on <u>Create Presentation Disk</u> for detailed information.
Quit	Exit SST.
<i>Filename</i>	Open one of the most recently accessed carousels.



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Use	To
Undo Delete	Undo the most recent deletion on the current slide and restore that element or slide.
Undo Slide Delete	Undo a slide deletion and restore slide to carousel.
Clipboard	Set the edit mode to Clipboard. In this mode, the contents of elements or slides are transferred using the Windows clipboard. This mode can be used to share data with other Windows applications. See notes.
Scrap Buffer	Set the edit mode to Scrap Buffer. In this mode, the element or slide itself will be edited using an SST buffer. All attributes of the element or slide are included in SST buffer information. For example, if a text element is selected all text attributes (font style and size, location on the screen, color, etc.) are included. See notes.

The function of the following edit choices varies depending on whether **Clipboard** or **Scrap Buffer** is selected. Each choice will be defined accordingly.

Use	To
Cut	<p>If Clipboard is selected: Remove the contents of the element and place it on the Windows clipboard.</p> <p>If Scrap Buffer is selected: Remove the element or slide itself, including all attributes and place it in the Scrap Buffer.</p>
Copy	<p>If Clipboard is selected: Copy the contents of the highlighted element to the clipboard. Text must be selected before it can be copied.</p> <p>If Scrap Buffer is selected: Copy the selected element or slide with its attributes to the Scrap Buffer. The original remains on the slide.</p>
Paste	<p>If Clipboard is selected: Paste the contents of the clipboard into the highlighted element in the Preview Window.</p> <p>If Scrap Buffer is selected: Paste the contents of the Scrap Buffer onto the current slide.</p>
Clear	<p>If Clipboard is selected: Delete the contents of the current element or slide, without placing it on the Clipboard.</p> <p>If Scrap Buffer is selected: Delete the element or slide, without placing it in the buffer.</p>

Duplicate	If either Clipboard or Scrap Buffer are selected: Copy the highlighted element and insert it on the screen or copy the slide and insert it after the current slide.
Insert Blank Slide	Insert a new slide at the current carousel location.
User Preferences	Define authoring preferences. Options include: <ul style="list-style-type: none">- the choice to play a sound when starting SST- Grid Spacing (5-100)- Autosave Time (1-30)- Playlist Time format (milliseconds or seconds).

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Use

Play Options...

To

Set default keystrokes and modes for playing the carousel. Click here for a complete description of available [play options](#).

Jump to Slide...

Bring up a dialog box to select a slide and jump to that slide. A thumbnail sketch of each slide is presented as it is highlighted to ensure that the correct slide is being selected.

Auto Record

Change to the automatic recording mode for assigning actions. If a check appears in front of this option, automatic recording is active. Click on [Auto Record](#) again to remove the check.

Presentation Size

See information on the length of time and how much space the presentation and each individual slide in it requires.



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[View Menu Commands](#)

Use	To
Toolbar Buttons	Toggle on or off the toolbar button display for file, edit and alignment tools.
Bring To Top	Moves the selected element to the top layer or slide foreground so that it will cover any other elements which overlap it.
Bring Forward	Move the selected element forward one layer or one position on the slide.
Push Behind	Move the selected element backward one layer or one position on the slide.
Push To Bottom	Move the selected element behind all other media elements.
Alignment	Present submenu with choices to Align Top, Align Left, Align Right, Align Bottom, Center Vertically or Center Horizontally. These alignment choices can be applied to several selected elements or to only one as indicated below. Click on the Align Submenu Choices for an explanation of each choice.
Even Spacing	Present submenu with choices to evenly space selected multiple elements in a Horizontal or Vertical direction.
Same Size	Present submenu with choices to make selected multiple elements the same size in Width or Height as the last selected.
Grid	Present a submenu with choices to turn a grid Off or place it on the Preview Window using Points or Lines.



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Use	To
Run	Play the carousel starting with the current slide.
Full screen	Switch to the full screen mode when playing the carousel.
Play Single Slide	Toggle this option on or off. On plays a single slide. Off plays the carousel from the current slide on.



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Use

Close All

To

Close all open carousels.

Filename

Select or make active the named carousel from a list of open carousels. The current carousel is identified with a check mark.



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Use

Launch Chart Mod.

To

Bring up a charting module used to create charts which then can be exported into SST.










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Use	To
Index	See an index of all help choices. Included in the help section is an overview of the screen and brief practice tutorials.
About SST	See current SST version information.

-  [Tutorials](#)

Clipboard Notes

Note: The **Clipboard** mode is only available for Text and Image elements or the background slide image. If the **Scrap Buffer** mode is selected, the slide and all types of media elements can be transferred and their attributes will be retained.

Align Submenu Choices

Use	To
Align Top	Align the selected element to the top of the screen OR If multiple elements are selected, align all to the top edge of the last selected element (identified by solid pull squares).
Align Left	Align the selected element to the left side of the screen OR If multiple elements are selected, align all to the left edge of the last selected element.
Align Right	Align the selected element to the right side of the screen OR If multiple elements are selected, align all to the right edge of the last selected element.
Align Bottom	Align the selected element to the bottom edge of the screen OR If multiple elements are selected, align all to the bottom edge of the last selected element.
Center Vertically	Center between top and bottom of the screen OR If multiple elements are selected, align all with the vertical center of the last selected element.
Center Horiz.	Center between the left and right sides OR If multiple elements are selected, align all with the horizontal center of the last selected element.

Play Options

The Play Options are selected by clicking on the box or circle in front of each option. A check in the box or a filled circle indicates that the option is selected. If the option is triggered by a mouse click or keystroke, a list box displays selection choices.

For more information about the play options, click on that option in the illustration below.

The image shows a screenshot of a software dialog box titled "Default Carousel Settings". The dialog box has a blue title bar and a grey body. It contains several settings for a presentation carousel. At the top, there are three rows of settings, each with a checkbox and a list box: "Pause Presentation Key:" with "Space" selected, "Exit Presentation Key:" with "Escape" selected, and "Jump To Slide Dialog" with "Home" selected. Below these, there is a section for "Mouse Button Actions" with three radio buttons: "Left" (selected), "Middle", and "Right". To the right of the radio buttons is a list box showing "Move To Previous Slide". Below this is a section for "Carousel Presentation Mode" with two radio buttons: "Replay Carousel When Last Slide Finished" and "Play One Time and End" (selected). At the bottom, there are three checkboxes: "Unload Slides When Played" (checked), "Disable Auto-Blacking (clearing screen when palettes differ)" (checked), and "Select And Use Master Slide" (unchecked). On the right side of the dialog box, there are two buttons: "Ok" and "Cancel".

Default Carousel Settings

☐ Pause Presentation Key: Space

☒ Exit Presentation Key: Escape

☐ Jump To Slide Dialog: Home

☐ Mouse Button Actions

☒ Left

☐ Middle

☐ Right

Move To Previous Slide

Carousel Presentation Mode

☐ Replay Carousel When Last Slide Finished

☒ Play One Time and End

☒ Unload Slides When Played

☒ Disable Auto-Blacking (clearing screen when palettes differ)

☐ Select And Use Master Slide

Ok

Cancel

Pause Presentation Key

Select Pause Presentation Key to select a key to be used to temporarily stop the presentation. If the key is pressed the actions on the current slide will stop until the same key is pressed again to restart the presentation. This allows a presenter to pause and respond to a question.

Exit Presentation Key

Click on Exit Presentation Key to select the key which can be used to interrupt and exit a presentation as it plays.

Jump To Slide Dialog

This selection allows you to choose a keystroke to be used to present the **Jump to Slide** dialog box on the screen as the presentation plays. This allows the presenter to choose and spontaneously jump to another part of the presentation as it is being shown.

Mouse Button Actions

Choose Mouse Button Actions to select actions which will occur if the **Left**, **Center** or **Right** mouse button is clicked. Mouse button actions are often used to allow the presenter to move forward or back one slide in the carousel when the mouse button is clicked.

Unload Slides When Played

Place a check in front of this option to unload slides after they play. This option is used to free memory.

Disable Auto-Blackening

Place a check in front of this option to remove the auto-blackening between slides. Auto-blackening occurs by default whenever showing a slide with a different palette. This prevents the flash of color otherwise seen during these transitions.

Select and Use Master Slide

Click on this option to bring up a dialog box for selecting a slide to be used as a master slide. When a master slides is selected, all slides added or inserted will be duplicates of the master, including slide attributes, media elements and actions. The master slide can be changed or removed at any time.

Carousel Presentation Modes

The **Carousel Presentation Modes** option provides two choices: **Replay Carousel When Last Slide Finished** and **Play One Time and End**. Thus you can elect to continuously replay the carousel or stop after one playback.

Create Presentation Disk

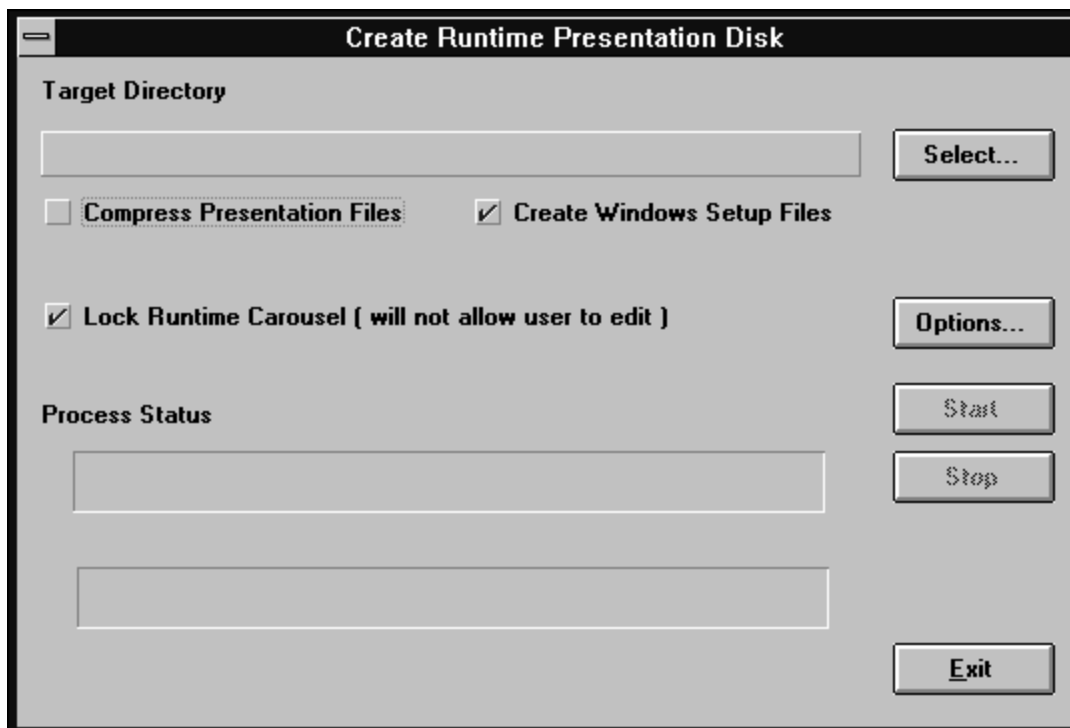
SST allows you to create a runtime version of your carousel to be installed and played on other systems. The runtime version will contain all files used in the carousel and all files needed by SST to run the carousel. The time required for creating a runtime disk will vary according to the size of your carousel and the elements contained in it.

From the **File** menu, click on **Create Presentation Disk** to bring up a dialog box as shown below used to set preferences for the runtime version.

To create a runtime version of your carousel:

1. Click on **Select** to choose the drive and directory into which your runtime version will be placed. Your choice will appear in the box labeled: Target Directory.
2. Determine which options you will use (e.g. **Lock Runtime Carousel**). Place a check in the box in front of an option to select it.
3. Click on **Start** to begin the process.
4. Click on **Stop** to stop the process before it is complete.
5. Click on **Exit** to remove this dialog box and return to SST.

For more information about some of the options available in this dialog box, click on the option in the illustration when the mouse cursor changes shape.



Note: If you plan to distribute your presentation, we recommend that you use only standard Windows fonts, in case the end user does not have other fonts available. Fonts are not included in the Runtime version, due to setup constraints.

Create Presentation Disk can also be used to create a backup of all the files used in a presentation. Use a new directory for the backup files, then choose that directory as the target directory. All media files used in the carousel will be placed in this directory.

Process Status Bars

As the runtime version is being created two **Process Status** bars at the bottom of the dialog box present progress information. The top bar illustrates the overall progress made in creating the runtime version, while the lower bar illustrates the status as each file used in the carousel is added.

Compress Presentation Files

Select this option to compress the files so that the runtime version will require less disk space (e.g. fewer diskettes to distribute).

Note: If the Compress feature is selected one large compressed file will be created. Using **Compress Presentation Files** will require more hard disk space on the target computer as the application is being installed. The space required will be equal to the size of the compressed file plus the size of each expanded file used in the application. This feature also uses temporary work space on the hard drive which is established with the SET command in your AUTOEXEC.BAT file. An example of this command line is: SETTEMP=C:\TEMP

If this option is selected you must select **Create Windows Setup Files** so that the compressed file can be decompressed properly.

Create Windows Setup Files

Select this option to include files necessary for creating a Windows setup routine. Setup is used to install your presentation on another system. This option is selected by default.

Lock Runtime Carousel

Select this option to protect your carousel from being changed or edited. If the carousel is not locked, anyone using SST can modify it.

Options

Select Options to bring up the [Play Options](#) dialog box. This allows you to define presentation mode, mouse button actions and other carousel play option preferences.

Element Layers

Media elements are layered on the screen as they are added, with those elements on the top covering elements in lower "layers". The Element List reflects the order of the elements on the slide. To reorder elements, use one of the four layering controls found under the View menu: Bring To Top, Bring Forward, Push Behind, Bush To Bottom.

Carousel

Since a carousel is the presentation file itself, many of the options used to manipulate a carousel can be found under the **File** menu. Carousels can be opened, closed, saved, printed or distributed using selections from the **File** menu.

Though more than one carousel may be open at one time, only one is visible in the SST creation environment. It is referred to as the **current carousel** and is identified in a box near the lower left corner of the creation environment.

To play a carousel:

1. Move to the beginning of the carousel using the **First Slide** icon  in the **Play Controls**. Then move to the beginning of the slide, using the **Rewind** icon.



2. Double-click on the thumbnail sketch of the first slide to play the carousel.

-OR-

2. Click on the **Play** icon  in the **Play Controls**. The slide will be presented full screen and will begin to play.

-OR-

2. From the **Run** menu, choose **Run**.

To stop playing a carousel:

- Press ESC. You will be returned to the SST environment. ESC is the default key selection. Another choice can be made by modifying the [Play Options](#) under the **Carousel** menu for [Exit Presentation Key](#).

You can play the current slide only or the entire carousel. Under **View**, the option to **Play Single Slide** allows you to make that choice. To play only the current slide, place a check by **Play Single Slide**.

For more information on any of the following techniques, click on the highlighted area.

To [open an existing or create](#) a new carousel.

To [save](#) a carousel.

To [close](#) a carousel.

To [link carousels](#) together.

To distribute a carousel, use [Create Presentation Disk](#) from the File menu.

To [move to a new slide](#) in a carousel.

To [print](#) a carousel or carousel information.

To [check carousel information](#) (size, play options).

Open or Create Carousel

To create a new carousel - from the **File** menu, choose **New**.

To open an existing carousel - from the **File** menu, choose **Open**.

To bring up a different already open carousel - from the **Window** menu, choose the carousel *filename*.

Save Carousel

To save a carousel - from the **File** menu, choose **Save**.

To save a carousel under a new name - from the **File** menu, choose **Save As**.

To save several open carousels - from the **File** menu, choose **Save All**.

To backup file automatically - from the **File** menu, choose **Autosave**.

Close Carousel

To close the current carousel - from the **File** menu, choose **Close**.

-OR-

To close all open carousels - from the **Window** menu, chose **Close All**.

Link Carousels

To link carousels together, designate a **Hot Spot** in one carousel with the option selected to branch to a specific slide in another carousel.

-OR-

Under **Slide** attributes, choose **Exit**, then **Select Next Carousel**.

Move to a Different Slide

To move to a new position in the carousel, choose the appropriate icon from the **Play Controls**.

-OR-

From the **Carousel** menu, choose **Jump to Slide**.

-OR-

After clicking on the **Sorter**  icon, use the [autoscroll technique](#).

Autoscroll Technique

To reorder slides using the autoscroll technique:

1. Click on the slide to be moved and drag it toward the direction indicated below:

<u>Drag to this edge</u>	<u>To scroll this direction</u>
Top	Backward in the carousel, one row of slides at a time
Right	Forward one slide at a time
Left	Backward one slide at a time
Bottom	Forward one row of slide at a time
2. Drop the slide in its new position.

Print Carousel

To print slides - from the **File** menu, choose **Print Handouts**. A dialog box will be displayed allowing you to choose to print the entire carousel, a single slide or group of slides.

To print slides with their playlists - from the **File** menu, choose **Print Playlist**. You may choose to print the entire carousel, a single slide or a group of slides. A page is printed for each slide which has a view of the screen and the contents of the Playlist.

Check Carousel Information

To check presentation size - choose **Presentation Size** from the **Carousel** menu. A dialog box will be presented listing each slide and its size and a total size for the presentation.

To modify carousel playback options - choose [Play Options](#) from the **Carousel** menu. A dialog box is presented which offers several choices.

Slide

[Slide Description](#)

[Slide Techniques](#)

[Slide Attributes](#)

[Slide Actions](#)

Slide Description

Slides are grouped together to form carousels. The slide itself can have attributes and can take on actions. Other media is added to the slide as a slide element.

The qualities or attributes which define a slide can be images, colors or sounds. A very simple slide show type of presentation is created by simply assigning slide attributes to a series of slides. However a typical SST slide is created by modifying slide attributes and by adding new media elements, which also have attributes.

Sound and images can be added to a slide either as media elements or as attributes of the slide. The basic rule to remember is that images or sounds attached to the background slide itself cannot be manipulated (assigned actions) whereas sound or image media added as media elements can be assigned their own attributes or actions.

The current slide is the one available for editing. It is displayed in both the **Preview Window** and the center, framed thumbnail in the band of thumbnail sketches. This allows you to view the current slide in relation to other slides in the carousel. The current slide is identified in a box to the left of the thumbnail sketches.

Slide Techniques

A slide can be composed only of a background color, gradient blend, image or sound or it may include a variety of media elements. A presentation consisting of a group of slides with only background color, images or sound will resemble a traditional slide show. What makes SST presentations dynamic is the ability to add a variety of other media elements to a slide and to assign actions to those elements.

Here are a few of the basic techniques used with slides.

To add a new slide:

- Click on the **Slide Advance** icon (slide is inserted after current slide).

-OR-

- From the **Edit** menu, select **Insert Slide** (slide is inserted in front of current slide).

To change slide attributes:

1. Click on the slide background or choose Slide from the **Slide Element List** to bring up the **Slide Editor**.
2. Click on the **Attributes** list box to see a list of attribute choices.

To move to a different slide:

- Double-click on the thumbnail sketch of the slide to be selected. It will be placed in the slide **Preview Window**.

-OR-


- Under **Carousel**, choose **Jump to Slide** and select the desired slide. The **Jump to Slide** dialog box contains a list of slides. As each slide on the list is highlighted a thumbnail sketch is shown to ensure that the correct slide is selected.

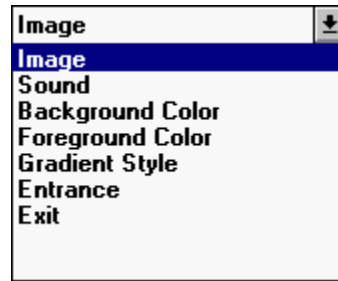
To create a typical slide, you will:

1. Add new **Media** elements.
2. Modify or define the elements by assigning **Attributes** to it.
3. Select **Actions** for the media.
4. Time and synchronize these actions on the action **Playlist**.
5. Move through and play the carousel using the **Play Controls**.

This process is referred to as MAAPPing a slide, an acronym created from the underlined letters shown in the steps above. The MAAPP process is the key to creating presentations with SST.

To reorder slides in a carousel:

- Position the mouse cursor on the slide to be moved, then drag and drop it on the new position. The mouse cursor changes to a scissor shape. This may be easier if you first click on the **Sorter** icon  to bring up a screen with a larger number of slides.



Slide Attributes

The **Slide Editor** is used to assign attributes to the slide itself. Seven attributes can be assigned. Click on the **Attributes** list box to view the list of attribute choices for the background slide.

Image - Click on **Image** to place an image on the slide. SST supports nine image file formats: BMP, DIB, PCX, TIF, GIF, TGA, WMF, JPG or PCD. When **Image** is selected, the [Image Editor](#) will be presented.

Sound - Click on **Sound** to associate a sound file with the slide itself. SST supports both the WAV and MIDI formats. When Sound is selected, the [Sound Editor](#) is displayed.

Background Color - Click on **Background Color** to assign a background color to the slide itself. When **Background Color** is selected, the **Slide Editor** will display a group of colors. Click on a color to select it. The entire slide background will change to that color.

Foreground Color - Click on **Foreground Color** to assign a second color to be used in creating gradients. When **Foreground Color** is selected, the **Slide Editor** will display a group of colors. Click on a color to select it. The background and foreground colors are blended in the style selected in the **Gradient Style** attribute below. If the **Solid** style is selected, a **Foreground Color** will not be used.

Gradient Style - Click on **Gradient Style** to select a [gradient](#) style for the fill color(s). The [Gradient Style Editor](#) will appear.

Entrance - Click on **Entrance** to define entrance options for the slide, such as transition effects and times. When **Entrance** is selected, the [Slide Entrance Editor](#) will be displayed.

Exit - Click on **Exit** to define exit options for the slide. When **Exit** is selected, the [Slide Exit Editor](#) will be displayed.

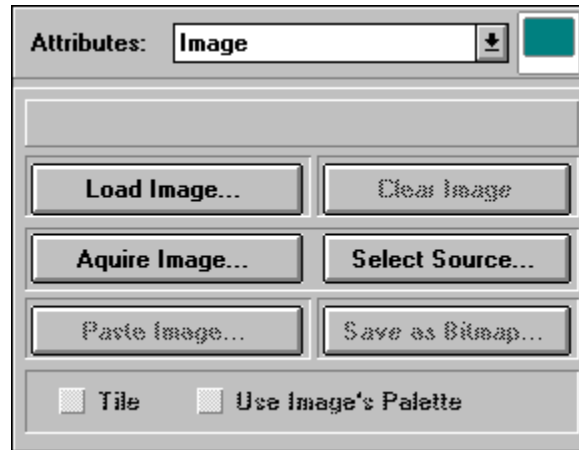


Image Editor

- Use **Load Image** to bring up a File Selection dialog box. Choose **List Files of Type** to select the appropriate file format. Use **Drives** and **Directories** to locate the proper subdirectory, then double-click on the *filename* to select the file. A Preview box is available in the File Selection box. Click on **Preview** to see a thumbnail sketch of the highlighted image.
- Use **Clear Image** to remove the selected image from the image element so that a different image can be selected with the **Load Image...** option.
- Use **Acquire Image** to bring up the interface for the **TWAIN** device chosen in **Select Source**. The interface presented will vary according to the device selected, but is used to create a new image. For example if a scanner was the selected TWAIN device, the interface would probably have a preview window, options to set scan mode, resolution and size, as well as the option to create the new image.

When the image is created, save it as a bitmap. Then use the **Load Image** option in this editor to add it to an SST presentation.

- Use **Select Source** to choose the **TWAIN** device to be used when you select **Acquire Image**. A list box is presented listing all TWAIN devices detected on your system. Select a device by double-clicking on it or by highlighting it and clicking **Select**. Click **Cancel** to exit the selection box without choosing a device.
- Use **Paste Image** to paste the contents of the Windows clipboard as the image attribute.
- Use **Save as Bitmap** to convert the selected (non-BMP) file into the *.BMP format, which displays more quickly in SST.
- Use **Tile** to place multiple copies of the image on the screen until the screen is filled (the wallpaper effect).
- Choose **Use Images Palette** to opt to use the palette saved with this file instead of using a default palette when displaying the image. This produces a more accurate reproduction of the file on the screen. On the other hand, if several images are being shown at one time, using the default palette may be a better option.

Note: The **Image** attribute for a slide will always be positioned in the center of the screen. It cannot be repositioned or resized. Because fewer calculations are required to display this type of image, it is an excellent choice to be used as a background for smoothly scrolling text or graphics. When elements are scrolled across images which have been resized, the movement is less smooth.

Background Sound Editor

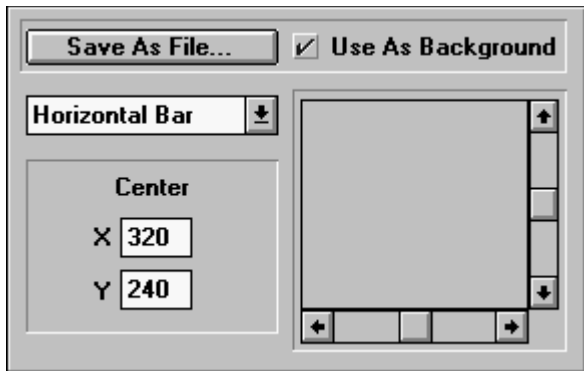


- Click on **Select Sound** to bring up a File Selection box. Under **List Files of Type**, choose ***.WAV** for a digital audio file or ***.MID** for a MIDI file. Double-click on the *filename* to be selected. Click on the **Preview** box to listen to a sound before selecting it.
- Use **Clear** to remove the selected sound file from the sound element.

Note: If a slide has a **Sound** attribute, the sound file will automatically begin to play when the slide is displayed. Because it is not connected to a play action, it will continue to play as the actions on the **Playlist** occur.

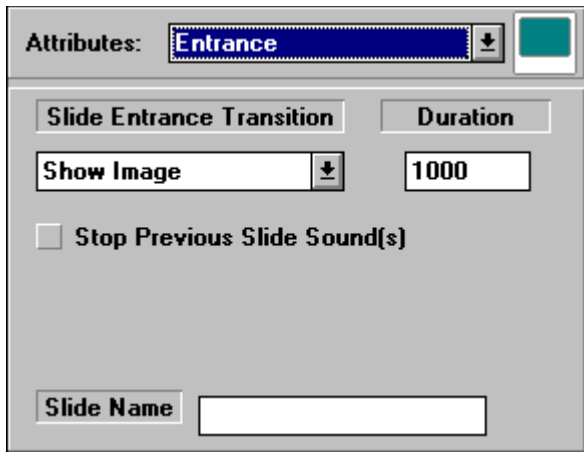
The Sound attribute can be used to play a sound file over multiple slides. Simply set the Show Slide time to less than the length of the sound file. For example, if there are no other actions on the **Playlist** and Show Slide is set at for five seconds, a nine-second sound file will continue to play for four seconds as the next slide is shown. In addition, under the **Exit** attribute, deselect the option to **Exit When Slide Audio Complete**.

Gradient Style Editor



- Click on the list box to choose a gradient style. Available styles are: Solid, Rectangle, Ellipse, Horizontal Bar, Vertical Bar, Star 1, Star 2, Star 3 and Diamond.
- Choose the center point from which the gradient will blend outward by designating a pixel location or by adjusting the horizontal and vertical sliders.
- Use **Save As File** to bring up a dialog box to name and save the gradient background as a *.BMP file.
- Select **Use As Background** if you wish to use the saved file as a background image on the current slide.

Slide Entrance Editor



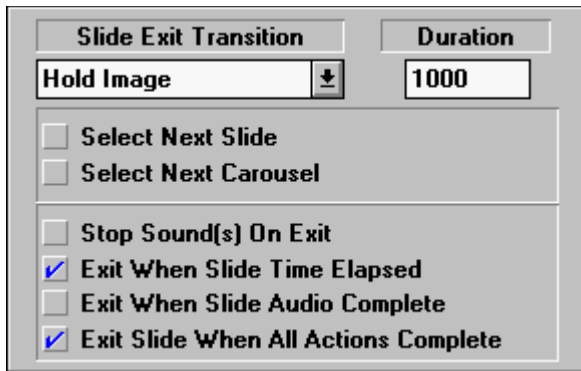
The image shows a software dialog box titled "Slide Entrance Editor". At the top, there is a section labeled "Attributes:" with a dropdown menu currently set to "Entrance" and a small teal square icon to its right. Below this, the dialog is divided into two main columns. The left column has a label "Slide Entrance Transition" above a dropdown menu that currently shows "Show Image". The right column has a label "Duration" above a text input field containing the number "1000". Below these two columns, there is a checkbox labeled "Stop Previous Slide Sound(s)" which is currently unchecked. At the bottom of the dialog, there is a label "Slide Name" followed by an empty text input field.

- Use **Slide Entrance Transition** to choose a transition effect. There are 33 possible [entrance transitional effects](#).
- Use **Duration** to set the length of time over which the entrance will occur.
- Use **Stop Previous Slide Sound(s)** to turn off or stop playing a sound file from previous slide if it is still playing.
- Use **Slide Name** to designate a name for this slide, instead of using the default slide number. This is helpful in large carousels especially if you will be branching to the slide.

Entrance Transitions

- **Show Image** shows the slide without any special effect. This is the default entrance.
- **Horizontal Blinds** presents the slide in horizontal bands across the screen, which increase in size until the slide fills the screen. This creates the illusion of blinds being opened.
- **Vertical Blinds** presents the slide in vertical bands across the screen, creating the illusion of vertical blinds.
- **Slide from (*direction*)** slides the image onto the screen from the specified direction. With a slide transition, the opposite edge of the slide appears first and gradually shifts into the correct position. Slide transitions can occur from the **Right, Left, Top, Bottom, Top Right, Top Left, Bottom Right** or **Bottom Left**.
- **Reveal from (*direction*)** reveals the slide from the specified direction. This transition gives the appearance of simply uncovering the slide, instead of moving or sliding it on the screen. Reveal transitions can occur from the **Right, Left, Top, Bottom, Top Right, Top Left, Bottom Right, Bottom Left, Center** or **Edges**.
- **Grow from (*direction*)** increases the size of the slide until it fills the entire screen. A small version of the slide first appears at the location defined by the direction. Grow transitions can occur from the **Right, Left, Top, Bottom, Top Right, Top Left, Bottom Right, Bottom Left** or **Center**.
- **Double Blinds** combines the horizontal and vertical blind transitions for a square fill effect.
- **Open Iris** fills the screen beginning from a circle in the center and developing outward. As the transition evolves, the circle gradually changes into the rectangular shape of the screen.
- **Star Burst** fills the screen beginning with a star shape and developing outward until the entire screen is filled.

Slide Exit Editor



The screenshot shows a dialog box titled "Slide Exit Editor". It has two main sections: "Slide Exit Transition" and "Duration". In the "Slide Exit Transition" section, there is a dropdown menu currently set to "Hold Image" with a small arrow icon to its right. Below this are three checkboxes: "Select Next Slide" (unchecked), "Select Next Carousel" (unchecked), and "Stop Sound(s) On Exit" (unchecked). In the "Duration" section, there is a text input field containing the number "1000". Below this are three more checkboxes: "Exit When Slide Time Elapsed" (checked with a blue checkmark), "Exit When Slide Audio Complete" (unchecked), and "Exit Slide When All Actions Complete" (checked with a blue checkmark).

- Use **Slide Exit Transition** to choose a transition effect to be used to remove slide. There are 33 possible [exit transition effects](#).
- Use **Duration** to set the time over which the exit transition will occur. The default setting is 1000 milliseconds or one second.
- Use **Select Next Slide** to select the next slide if it is not the next slide in order in the carousel.
- Use **Select Next Carousel** to select a new carousel to play when this slide has finished playing.
- Use **Stop Sound(s) on Exit** to stop all sound files from playing when the slide exits.
- Use **Exit When Slide Time Elapsed** to exit if the time set for the Show Slide action in the **Playlist** has elapsed.
- Use **Exit When Slide Audio Complete** to exit if all audio files have finished playing. Deselect this option to play a sound slide attribute over several slides.
- Use **Exit Slide When All Actions Complete** to exit only if all actions on the **Playlist** have finished playing.

Note: If the last three exit conditions are not selected the slide will not exit until a Hot Spot is clicked to branch to another slide. Thus de-selecting the three exit conditions is often used to create a wait for user input.

Exit Transitions

- **Hold Image** keeps the slide on screen until it is covered with the next slide in the carousel. This is the default transition.
- **Horizontal Blinds** removes the slide by covering it with black horizontal bands across the screen. The bands increase in width until the entire slide is removed. This transition creates the illusion of blinds closing.
- **Vertical Blinds** removes the slide by covering it with black vertical bands which increase in width until they fill the screen.
- **Slide to (*direction*)** slides or shifts the slide off the screen in the specified direction. Direction options are **Right, Left, Top, Bottom, Top Right, Top Left, Bottom Right** and **Bottom Left**.
- **Hide to (*direction*)** hides or covers the slide in one of the following directions: **Right, Left, Top, Bottom, Top Right, Bottom Right, Bottom Left, Center** or **Edges**.
- **Shrink to (*direction*)** shrinks or scales down the slide until it disappears from the screen. The Shrink transition can occur to the **Right, Left, Top, Bottom, Top Right, Top Left, Bottom Right, Bottom Left** or **Center**.
- **Double Blinds** removes the slide by covering it with vertical and horizontal black bars which increase in size until the slide is completely covered.
- **Close Iris** removes the slide in a pattern which begins at the outside edges of the screen and moves inward. As the transition evolves, the remaining slide is visible as a circular shape in the center of **the screen before it disappears**.
- **Star Burst** removes the slide from the outside edges first and moves inward, leaving the slide visible in a star shape before disappearing from the screen.

Slide Actions

Slide Actions
Background Color Change
Pause
Auto Record

There are three slide action choices. To bring up a list of slide actions, click on the **Action** icon when the Slide Editor is being displayed.


Background Color Change - Select **Background Color Change** to change the background fill color of the slide to a new shade during the specified time.

Pause - Select **Pause** to insert a pause in the Playlist, in other words to pause before executing the next action for a set period of time or until a specified key or mouse button is clicked. Click here to see the [Media Editor for Pause](#).

Auto Record - Choose **Auto Record** to turn on the automatic recording mode when adding actions. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action.

The **Action** icon will flash when the **Auto Record** mode is on. **Auto Record** can be initiated by choosing this option from any Action list or by selecting the **Auto Record** option from the **Carousel** menu. To exit **Auto Record**, click on the **Action** icon or from the **Carousel** menu, deselect **Auto Record** by clicking on it.

Pause

<input checked="" type="checkbox"/> Wait For Input	<input checked="" type="checkbox"/> Time Out
Input Type	Pause Time
Left Mouse 	5000

- Place a check by **Wait for Input** to set a pause until a specific mouse button or key stroke is pressed. Select the appropriate key stroke or mouse button action from the list box below this selection.
- Place a check by **Time Out** to set a pause for a specific period of time. Enter the amount of time in the box below this selection.

Media



[Quick Help](#)



[Basic Techniques](#)



[Carousel](#)



[Slides](#)



[Media](#)



[Text](#)



[Image](#)



[Draw](#)



[Sound](#)



[Movie](#)



[Menu bar Commands](#)

Text

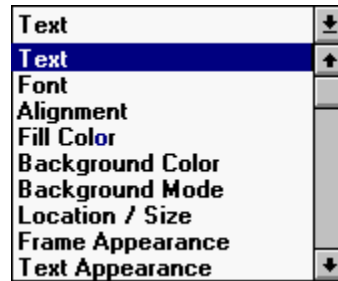
[Text Description](#)

[Text Attributes](#)

[Text Actions](#)

Text Description

Text is used to add titles, identify areas shown on the screen or provide written descriptions. Text should never overwhelm the reader, but should be used to enhance the presentation by focusing the audience on the key points and helping to explain those points. Avoid cluttering a slide with too much text, using too many text styles or colors or using all capital letters. Text can be added to an SST presentation either by importing an ASCII text file (*.TXT) or by entering the text directly via the Text Editor.



Text Attributes

The **Text Editor** is used to assign attributes to text elements. Ten text attributes are listed for text.

Text - Use **Text** to enter or edit the text string for the current text element. Click on **Import Text** to bring up a File Selection dialog box to select a text file to be imported. Any ASCII file (*.TXT) can be imported into the **Text Editor**.

Font - Use **Font** to check or change the current font setting. To change the font, click on **Select Font** to bring up a Font Selection dialog box. Then choose a **Font**, **Font Style** (e.g. bold or italic) and point **Size**.

Alignment - Use **Alignment** to align the text string within the text bounding box to the **Left**, **Right** or **Center** of the bounding box.

Fill Color - Use **Fill Color** to set the color of the text itself.

Background Color - Use **Background Color** to set the color used to fill the area inside the text element bounding box excluding the text itself. The background color is only visible if the **Background Mode** is set to **Opaque**.

Background Mode - Use **Background Mode** to set the background mode to **Transparent** (the default) or **Opaque**. If the mode is **Transparent**, the **Background Color** attribute has no effect.

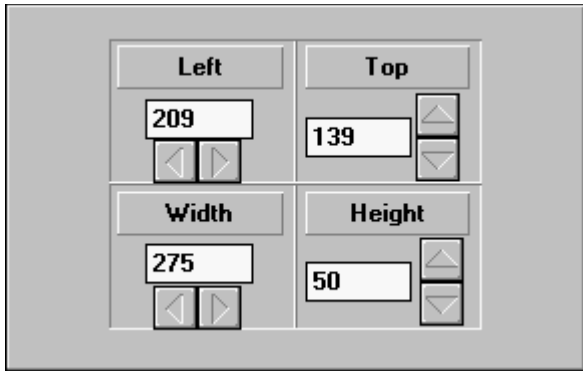
Location / Size - Use **Location/Size** to position element on slide using right, left, up and down arrows. A [Location/Size Editor](#) will be displayed.

Frame Appearance - Use **Frame Appearance** to create a frame around the selected element. Choices for frame appearance are made from the [Frame Appearance Editor](#).

Text Appearance - Use **Text Appearance** to assign special text attributes. If Text Appearance is selected the [Text Appearance Editor](#) is displayed.

Hot Spot - Use **Hot Spot** to define the area covered by the bounding box of this element as a hot spot for interactive branching or to trigger an event. If **Hot Spot** is selected, the [Hot Spot Editor](#) is displayed.

Location/Size



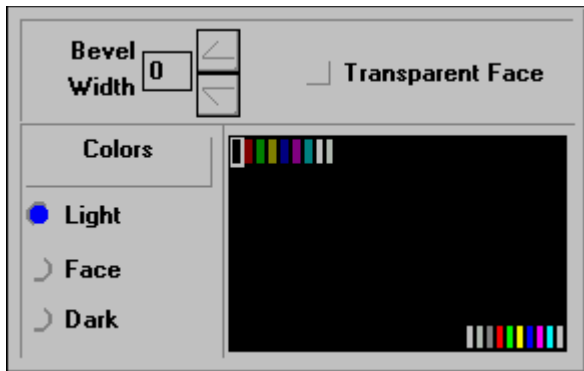
The image shows a 'Location/Size' panel with four sections: 'Left', 'Top', 'Width', and 'Height'. Each section contains a text input field and a set of arrows. The 'Left' section has a value of 209 and two horizontal arrows. The 'Top' section has a value of 139 and two vertical arrows. The 'Width' section has a value of 275 and two horizontal arrows. The 'Height' section has a value of 50 and two vertical arrows.

Left	Top
209	139
◀ ▶	↑ ↓
Width	Height
275	50
◀ ▶	↑ ↓

The **Media Editor** is divided into four areas labeled **Left**, **Top**, **Width** and **Height**.

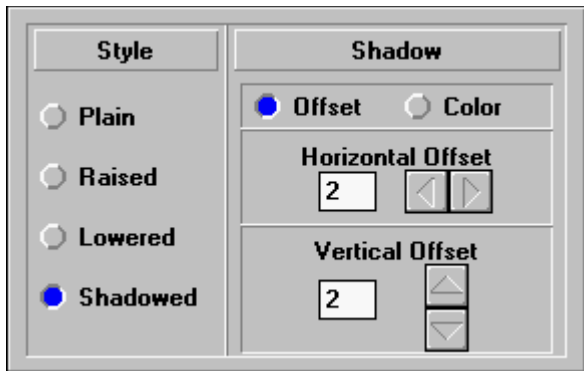
- Clicking on the arrows in the **Left** or **Top** areas moves the selected object in the corresponding direction. The edit box in the **Left** area gives the pixel location of the pull squares on the left edge of the element. The edit box in the **Top** area lists the pixel location of the pull squares on the top edge of the element.
- Use the arrows in the **Width** or **Height** areas to resize the object. The elements width in pixels is indicated in the **Width** edit box. The height of the element is indicated in the **Height** edit box.

Frame Appearance



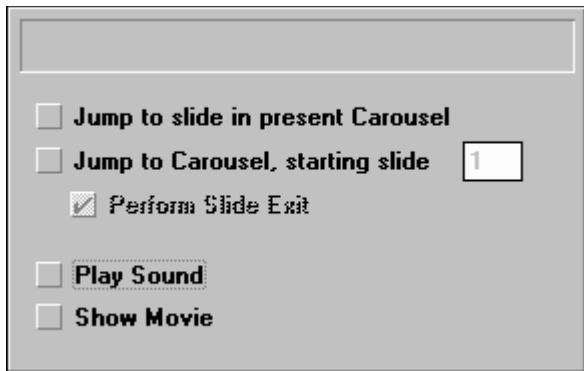
- Use the **Bevel Width** list box to define the width in pixels of the beveled area of the frame.
- Three **Colors** are used in the frame. **Light** and **Dark** are each used for two sides of the frame to give it a three dimensional look. **Light** is used for the upper and left sides, **Dark** defines the lower and right sides. **Face** sets a fill color for the background of the bounding box of the text and irregular shape elements.
- Use **Transparent Face** to make the background of the bounding box around the element transparent (applicable to text and irregular shapes only).

Text Appearance



- Use **Plain** to present the text without any shadowing effects.
- Use **Raised** to create a raised text appearance with a black edge.
- Use **Lowered** to create a recessed text appearance with a white edge.
- Use **Shadowed** to create a text shadow. When **Shadowed** is selected, two choices on the right side of the media editor become available: **Offset** and **Color**.
 - Click on **Offset** to define a **Horizontal** and **Vertical Offset** in pixels. Positive numbers are used to place the shadow to the right of and beneath the text. Negative numbers are used to place the shadow to the left of and above the text.
 - Click on **Color** to bring up a color selection box to choose the shadow color.

Hot Spot



- Use **Jump to slide in present Carousel** to bring up a **Jump to Slide** dialog box. Thumbnail sketches of slides appear as each slide is highlighted on the list to ensure that the correct slide is being selected. Double-click on the slide name to select it. The slide will be identified in a box at the top of the editor. If the image element is clicked as the presentation plays, the selected slide will be presented immediately.
- Use **Jump to Carousel, starting slide** to bring up a File Selection box to select the name of a different carousel. Double-click on the *filename* to select it. The carousel is identified in a box at the top of the editor. By default, the second carousel will begin playing on the first slide. A different beginning slide in the second carousel can be selected by editing the slide number which appears in the starting slide box.
- Use **Perform Slide Exit** to complete the display of this slide as defined by the Exit slide attribute before jumping to a new slide or carousel. This option is only available if either the **Jump to slide** or **Jump to Carousel** option is checked.
- Use **Play Sound** to bring up a list of sound elements for the slide. Double-click on the sound element to select it. The sound will be played if the hot spot is triggered.
- Use **Show Movie** to bring up a list of movie elements for the slide. Double-click on a movie element to select it. Then the movie will begin to play if the hot spot is triggered.

Text Actions
Move / Size Font Change Fill Color Change Text Alignment Background Color Change Background Mode Shadow Change
Pause Auto Record

Text Actions

Text Actions are assigned to text elements, by clicking the **Action** icon while the element is highlighted.

Move / Size - Use **Move/Size** to move a text element to a new position on or off the slide or to resize the element. After **Move/Size** is selected the element can be moved or resized using the arrows displayed in the **Text Editor**. It can also be moved by dragging it to a new location or resized by dragging one of the pull squares around the bounding box.

Font Change - Use **Font Change** to change to a different font style. This action cannot occur gradually, but is automatically set to occur over one millisecond.

Fill Color Change - Use **Fill Color** to change the color of the text.

Text Alignment - Use **Text Alignment** to change the alignment of the text in the bounding box. Choices are **Left**, **Right** or **Center** alignment.

Background Color Change - Use **Background Color Change** to change the color of the area inside the bounding box, excluding the text. The option applies only if the **Background Mode** is **Opaque**.

Background Mode - Use **Background Mode** to change the background mode to **Transparent** or **Opaque**.

Shadow Change - Use **Shadow Change** to change the text appearance (e.g. plain, raised, lowered or shadowed effects).

Pause - Use **Pause** to add a pause in the **Playlist** which will occur before executing the next action in the **Playlist** either for a set period of time or until a specified key or mouse button is pressed or both. These choices are presented in the [Pause Editor](#).

Auto Record - Use **Auto Record** to switch to the automatic recording mode. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action.

The **Action** icon will flash when the **Auto Record** mode is on. **Auto Record** can be initiated by choosing this option from any Action list or by selecting the **Auto Record** option from the **Carousel** menu. To exit **Auto Record**, click on the **Action** icon or from the **Carousel** menu, deselect **Auto Record** by clicking on it.

Image

[Image Description](#)

[Image Attributes](#)

[Image Actions](#)

Image Description

Images add visual interest to any presentation. Images can be scanned, drawn in a paint program, created in the chart module, selected from clip media or captured using a video capture card. If your image creation tool (e.g. a scanner) has TWAIN drivers, images can be created directly from within SST.

Regardless of the source of the image, if it has been saved in a file format supported by SST, it can be displayed in an SST presentation. The supported file formats are: BMP, DIB, PCX, TIF, GIF, WMF, PCD, JPG or TGA. Images can also be saved in a variety of resolutions. A 24-bit (16.7 million colors) image, though impressive, requires more disk space and may not be supported on some systems. Consider whether the presentation is to be distributed or shown on only one system before deciding what type and resolution of images will be included in your presentation.

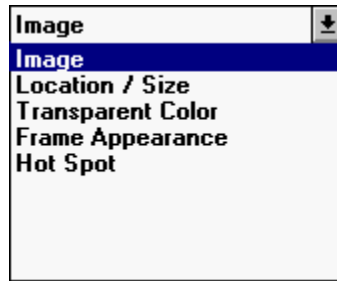


Image Attributes

The **Image Editor** is used to select or modify image elements. Five attributes can be selected from the **Image Editor**. The ability to define attributes and actions for an image element is what makes it unique from an image used as a slide attribute.

Image - Use **Image** to select an image file (BMP, PCX, DIB, TIF, GIF, WMF, TGA, JPG or PCD format) for the image element. The [Image Editor](#) which is displayed has options for selecting or creating an image.

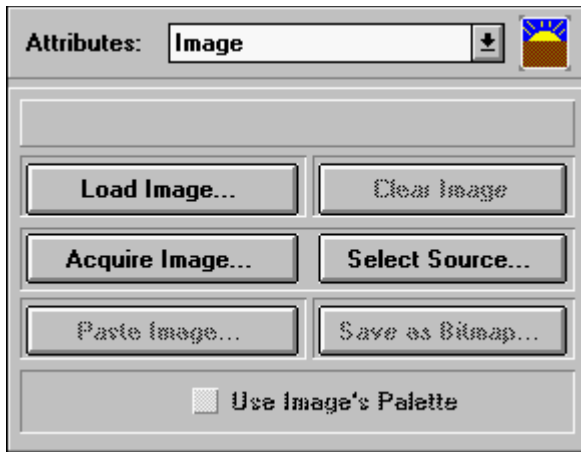
Location / Size - Use **Location/Size** to position the element on the slide or to resize the element. A [Location/Size Editor](#) will be displayed.

Transparent Color - Use **Transparent Color** to choose a color from the image to be made transparent. Place a check in front of **Mask Color** to make the color transparent. This attribute is useful for an image which has an irregular shape drawn on a plain background, such as a company logo. If the color of the background is transparent, only the shape itself will show.

Frame Appearance - Use **Frame Appearance** to create a frame around the selected element. The [Frame Appearance Editor](#) will be presented if this attribute is selected..

Hot Spot - Use **Hot Spot** to define the area covered by this element as a hot spot for interactive branching or to trigger an event. When the **Hot Spot** attribute is selected, the [Hot Spot Editor](#) will be presented.

Image Editor



- Use **Load Image...** to bring up the File Selection dialog box to select an image file. Open the **List Files of Type** list box to select the correct file format. Use **Drives** and **Directories** to locate the subdirectory containing the file to be selected. Click on **Preview** to see a thumbnail sketch of the image before selecting it. Then double-click on the *filename* to select it.
- Use **Clear Image** to remove the selected image from the element, so that a new image can be selected.
- Use **Acquire Image** to bring up the interface for the **TWAIN** device chosen in **Select Source**. The interface presented will vary according to the device selected, but will allow you to create a new image using that device. For example if a scanner was the selected TWAIN device, the interface would probably have a preview window, options to set scan mode, resolution and size and the option to create the new image.

When the image is created, save it as a bitmap. Then use the **Load Image** option in this editor to add it to an SST presentation.

- Use **Select Source** to choose the **TWAIN** device to be used when you select **Acquire Image**. A list box is presented listing all TWAIN devices detected on your system. Select a device by double-clicking on it or by highlighting it and clicking on **Select**. Click **Cancel** to exit the selection box without choosing a device.
- Use **Paste Image** to paste the contents of the Windows clipboard into the image element.
- Use **Save as Bitmap** to convert the selected (non-BMP) file into the *.BMP format, which displays more quickly in SST.
- Choose **Use Images Palette** to opt to use the palette saved with this file instead of using the general default palette. This produces a more accurate reproduction of the file on the screen. On the other hand, if several images are being shown at one time, using the default palette may be a better option, since it has an even mix of colors.

Image Actions

Image Actions
Move / Size
Pause
Auto Record

Image Actions are actions which can be assigned to an image element. Click on the **Action** icon when an image element is selected to bring up a list of all image actions.

Move / Size - Use **Move/Size** to move the image to a new position on or off the slide or to resize the element. The image element is placed in a new position or resized by manipulating the arrows in the media editor. The element can also be dragged into a new position or resized by dragging on the pull squares around the bounding box.

Pause - Use **Pause** to pause before executing the next action in the Playlist for a set period of time or until specified key or mouse button is clicked. A [Pause Editor](#) will be displayed.

Auto Record - Use **Auto Record** to switch to the automatic recording mode for defining actions. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action.

The **Action** icon will flash when the **Auto Record** mode is on. **Auto Record** can be initiated by choosing this option from any Action list or by selecting the **Auto Record** option from the **Carousel** menu. To exit **Auto Record**, click on the **Action** icon or from the **Carousel** menu, deselect **Auto Record** by clicking on it.

Draw

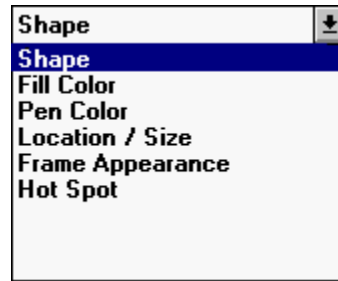
[Draw Description](#)

[Draw Attributes](#)

[Draw Actions](#)

Draw Description

Draw elements such as circles and lines can be used to create bullet points, underline key words or highlight an area of the screen. As with text elements, use colors for draw elements which will complement the overall slide. Avoid the temptation to make draw elements too busy and thus detract from the message.



Draw Attributes

The **Draw Editor** is used to define attributes for all draw elements. Click on the **Attributes** list box of the **Draw Editor** to see these draw attribute choices.

Shape - Use **Shape** to choose a shape for the draw element. A [Shape Editor](#) will be displayed.

Fill Color - Use **Fill Color** to select a color to fill the inside area of a shape. When the color editor is displayed, click on a color to select it.

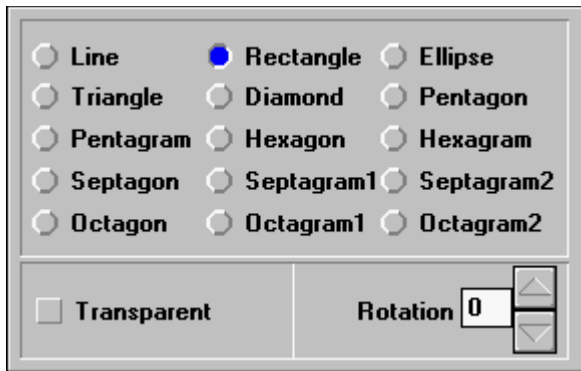
Pen Color - Use **Pen Color** to select the color of a line or to select the perimeter color of other shapes.

Location / Size - Use **Location/Size** to position the element on the slide or to resize the element. A [Location/Size Editor](#) is displayed.

Frame Appearance - Use **Frame Appearance** to create a frame around the selected element. A [Frame Appearance Editor](#) will be displayed.

Hot Spot - Use **Hot Spot** to define the area covered by the draw element as a hot spot for interactive branching or to trigger an event. Click here to see an illustration of the [Hot Spot Editor](#) and a complete description of each choice.

Shape Editor



The Shape Editor dialog box contains a grid of radio buttons for selecting a shape. The shapes are arranged in four rows and three columns. The first row includes Line, Rectangle (which is selected with a blue dot), and Ellipse. The second row includes Triangle, Diamond, and Pentagon. The third row includes Pentagon, Hexagon, and Hexagram. The fourth row includes Septagon, Septagram1, and Septagram2. The fifth row includes Octagon, Octagram1, and Octagram2. Below the grid, there is a checkbox labeled 'Transparent' and a 'Rotation' section. The 'Rotation' section consists of a text box containing the number '0' and two arrow buttons (up and down) for adjusting the value.

<input type="radio"/> Line	<input checked="" type="radio"/> Rectangle	<input type="radio"/> Ellipse
<input type="radio"/> Triangle	<input type="radio"/> Diamond	<input type="radio"/> Pentagon
<input type="radio"/> Pentagon	<input type="radio"/> Hexagon	<input type="radio"/> Hexagram
<input type="radio"/> Septagon	<input type="radio"/> Septagram1	<input type="radio"/> Septagram2
<input type="radio"/> Octagon	<input type="radio"/> Octagram1	<input type="radio"/> Octagram2

☐ Transparent

Rotation

- Click on the radio box by a shape to select it.
- Select the **Transparent** option to make the shape transparent (remove all color). This is useful for creating an invisible hot spot.
- Select **Rotation** to rotate the shape within the bounding box in a counterclockwise direction. Enter number of degrees in the list box.

Drawing Actions
Move / Size Fill Color Change Pen Color Change Shape Change
Pause Auto Record

Draw Actions

Draw Actions are actions which can be assigned to a draw element. Click on the **Action** icon when a draw element is selected or right click on the selected element to bring up this list of draw actions. Then click on an action to select it.

Move / Size - Use **Move/Size** to move a draw element to a new position on or off the slide or to resize the element. The element is moved or resized using the arrows in the editor. An element can also be dragged to a new location or resized by pulling on one of the pull squares around the bounding box.

Fill Color Change - Use **Fill Color Change** to change the inside or fill color of a shape to a different color. Click on the new color in the color editor to select it.

Pen Color Change - Use **Pen Color Change** to change the color of a line or the perimeter color of any other shape to a new color.

Shape Change - Use **Shape Change** to change the shape of the element to a different shape.

Pause - Use **Pause** to define a pause before executing the next action in the Playlist. Pause is set for a set period of time or until specified key or mouse button is clicked. See the [Pause Editor](#) for details.

Auto Record - Use **Auto Record** to switch to the automatic recording mode for defining actions. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action.

The **Action** icon will flash when the **Auto Record** mode is on. **Auto Record** can be initiated by choosing this option from any Action list or by selecting the **Auto Record** option from the **Carousel** menu. To exit **Auto Record**, click on the **Action** icon or from the **Carousel** menu, deselect **Auto Record** by clicking on it.

Sound

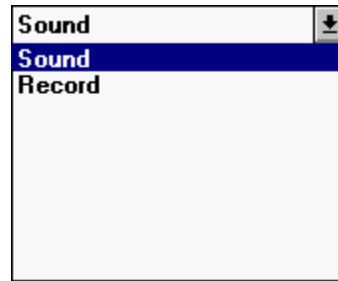
[Sound Description](#)

[Sound Attributes](#)

[Sound Actions](#)

Sound Description

Sound elements are used for background music, voice narration or sound effects. Two types of sound files can be used in an SST presentation, WAV or MIDI files. WAV files are available as clip media or are created using a sound card. They are typically used for sound effects or voice narration. To create a WAV file in SST, use the Record attribute of a sound element. Since MIDI files are synthesized sound instead of sampled digital audio like a WAV file, they are often used to provide background music. An advantage of MIDI files is that they require far less disk space than WAV files. MIDI and WAV files can be played together in SST, thus voice narration can be accompanied by background music if your sound card supports this capability.



Sound Attributes

The **Sound Editor** is used to select or test sound elements. Click on the Attributes list box to view the following two attribute choices.

Sound - Use **Sound** to verify, select or change a sound file. Click here to see the [Sound selection editor](#).

Record - Use **Record** to record or test a sound file. Click here to see the [Sound Recorder](#).

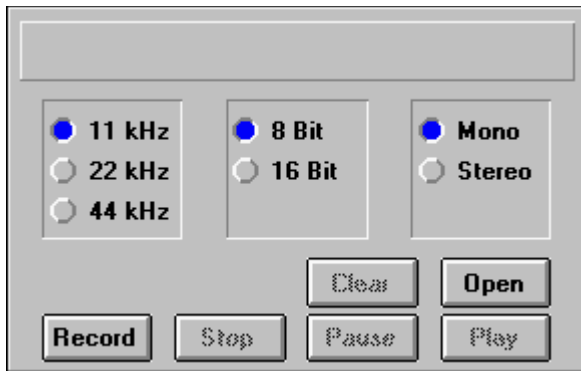
Sound Editor



The box at the top of the editor displays the name of the sound file if one has been selected.

- Click on **Clear** to remove the selected file from the sound element.
- Click on **Select Sound** to bring up a File Selection dialog box. Choose **List Files of Type** to choose the ***.WAV** or ***.MID** format. Use **Drives** and **Directories** to move to the correct subdirectory. Click on **Preview** to listen to the highlighted sound file before selecting it. Then double-click on the *filename* of the sound file to select it.

Sound Recorder



- Before recording set options for sampling rate (11, 22 or 44 kHz), resolution (8 or 16 bit) and mode (mono or stereo).
- Use **Clear** to clear the contents of the selected sound element.
- Use **Open** to bring up a File Selection box so that you can choose a file to open.
- Use **Record** to begin recording at the beginning of the file. Previous contents will be overwritten if you save the file.
- Use **Stop** to stop recording. A File Selection box will appear to allow you to save the file.
- Use **Pause** to pause during the middle of recording. If **Pause** is selected the button changes to **Resume**. Use **Resume** to resume recording at the point at which the pause was executed.
- Use **Play** to listen to the contents of the file.

Sound Actions
Play Sound
Pause
Auto Record

Sound Actions

Sound Actions are the actions which can be assigned to a sound element. Unlike a sound file which is added to a file as a slide attribute, sound elements must be assigned a **Play Sound** action to begin playing. This feature allows you to synchronize sound with other actions occurring on the slide. Click on the **Action** icon when a sound element is selected to bring up the list of sound actions.

Play Sound - Use **Play Sound** to play the sound file. When the action is added to the Playlist it is assigned a default time. This time is based on the length of the file. Due to differences in sound cards and drivers, this length of time will not be exact. In some cases, it may be necessary to increase the amount of time in order to hear the entire file.

Pause - Use **Pause** to pause before executing the next action in the **Playlist** for a set period of time or until a specified key or mouse button is clicked. Click here to see the [Pause Editor](#).

Auto Record - Use **Auto Record** to switch to the automatic recording mode for defining actions. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action.

The **Action** icon will flash when the **Auto Record** mode is on. **Auto Record** can be initiated by choosing this option from any Action list or by selecting the **Auto Record** option from the **Carousel** menu. To exit **Auto Record**, click on the **Action** icon or from the **Carousel** menu, deselect **Auto Record** by clicking on it.

Movie

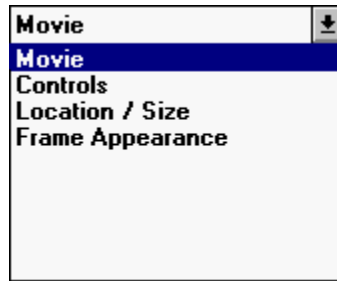
[Movie Description](#)

[Movie Attributes](#)

[Movie Actions](#)

Movie Description

Movie elements can be animation or digital video files. Animations range from simple object animation, like the movement of a text across the screen, to complex 3D renderings. Digital video is video which has been converted from an analog format and stored on the computer. Because of the complex nature of animation or digital video files, they typically require considerable space on your hard drive. They are used in presentations to add excitement and to present complex visual information.



Movie Attributes

The **Movie Editor** is used to select or play video segments (movies). There are four attribute selections in the editor.

Movie - Use **Movie** to check or select the movie file (FLC, FLI or [AVI](#) format) to associate with the current movie element. Click here to see the [Movie](#) selection editor.

Controls - Use **Controls** to play the animation or video clip file. The choices available in this editor are **Play** and **Stop**.

Location / Size - Use **Location/Size** to position the element on the slide or to resize the element. A [Location/Size Editor](#) displays .

Frame Appearance - Use **Frame Appearance** to create a frame around the selected element. A [Frame Appearance Editor](#) is displayed.

Movie Editor



- Use **Clear** to remove the selected movie file from the movie element so that a new choice can be made.
- Use **Select Movie** to bring up a File Selection dialog box. Under **List Files of Type**, select the *.FLC, *.FLI, or *.AVI file format. Use **Drives** and **Directories** to move to the correct subdirectory. Then double-click on the *filename* to select the file to be loaded.
- Select **Load into Memory** to load the entire animation file into memory before it plays. This will allow the file to play more quickly after it begins.

Movie Actions
Play Move / Size
Pause Auto Record

Movie Actions

Movie Actions are the actions which can be assigned to a movie element. Click on the **Action** icon when a movie element is selected to bring up a list of action choices.

Play - Use **Play** to play the animation or video clip file.

Move / Size - Use **Move/Size** to reposition or resize the movie element as it plays. Move the movie to its new location or change its size using the arrows in the editor. The element can also be dragged to a new location or resized using the pull squares around the bounding box.

Pause - Use **Pause** to pause before executing the next action in the action list. A Media Editor for Pause will be presented.

Auto Record - Use **Auto Record** to switch to the automatic recording mode for defining actions. This mode streamlines the operation of defining a series of actions. When **Auto Record** is on any changes made to the attributes of the slide or element will be recorded as a new action.

The **Action** icon will flash when the **Auto Record** mode is on. **Auto Record** can be initiated by choosing this option from any Action list or by selecting the **Auto Record** option from the **Carousel** menu. To exit **Auto Record**, click on the **Action** icon or from the **Carousel** menu, deselect **Auto Record** by clicking on it.

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Carousel

A carousel is the basic structure on which SST presentations are built. Carousels are made up of slides and can contain an entire presentation or be linked together to form a larger presentation.

Slide

A slide is a segment of an SST presentation or carousel. Each slide can be thought of as a mini-movie. A slide can have its own attributes and it may contain additional elements.

Element

An element is a media component which can be added to a slide. It can be text, a graphic, an image, a sound or a movie. Elements can have a variety of attributes and can take on actions.

Attribute

An attribute is a quality that a slide or a slide element can have. Possible attributes vary according to the type of media. For example, font style is a text attribute, shape is a draw attribute.

Action

An action is used to define a change in an element while a slide is being shown. Actions vary according to the type of media. A move is an example of an image action, whereas play is an example of a sound action.

Asynchronous

Actions not occurring at the same time.

Synchronous

Synchronous means to occur concurrently. Synchronous actions are played together.

Action Playlist

The action playlist is a list of all actions defined for the current slide. The playlist is automatically generated as actions are added - either using the Action icon or while in Auto Record mode.

Alignment Icons

The alignment icons are used to position media elements on the screen.

Edit Icons

The edit icons are used to cut, copy, paste or duplicate elements .

Element List

The element list is a list of all media elements on the current slide.

Play Controls

The play controls allow you to play back or view the actions on the current slide as well as advance, reverse one slide at a time or jump to the beginning or end of a carousel.

Media Editor

The media editor is used to present attribute options for the selected media element. The editor allows you to make selections, such as filename, shape or font style, which are used to define each element.

Tile

The tile effect is used to fill an entire area with multiple copies of an image.

Use Image's Palette

The Use Image's Palette Option instructs SST to use the palette of the current image for the current slide.

Preview Window

The Preview Window is a work window in SST where the slides are created and modified in a quarter screen area.

Convert

The process of changing the file format to a different format. In SST, the Save as Bitmap feature of the Image Editor is used to convert images to the BMP file format. The BMP file format can be displayed more quickly than other file formats.

Bar Chart

A 2 dimensional chart style using bars to illustrate data.

2D Charts

Charts with a two dimensional aspect, such as bar, line and area charts.

3D Charts

Charts depicting trends based on two variables. These charts have a three dimensional aspect.

Animation

A computer visual containing motion. Animation formats vary according to the software used to create them. The FLC and FLI formats are the standard supported by Autodesk™ products.

ASCII

The American Standard Code for Information Interchange, a standard which assigns a unique binary value to each text and control character.

Auto Record

An SST authoring mode in which all attribute changes are recorded as new actions automatically.

AVI

Audio Video Interleaved - a file format developed by Microsoft used to display video clips with audio in Windows.

Bitmap Image

An image saved in a format defined as an array of pixels or pattern of dots.

Channel

Defines the way in which audio is recorded, single channel (mono) or two channel (stereo).

Chart

An image used to illustrate data in a graphical format.

Windows Clipboard

A temporary storage area used to transfer data within or between applications.

File Format

The structure of information in a file, often identified by the file extension.

Font

A set of characters (letters, numbers, symbols, punctuation marks) which have a specific size and design. The design itself is called a typeface.

Font Size

The size of a font, also known as point size, which is the height of a font in points. A point is 1/72nd of an inch.

Gradient

A gradual blend of two colors. Gradients may have different styles, which determine the direction or pattern of the blend.

Grid Lines or Dots

Lines or dots optionally displayed in the Preview Window to help align elements.

Hot Spot

An area of a slide which triggers an action when clicked on with a mouse.

Interactivity

The ability to branch or take some other action in a presentation based on user input.

Line Chart

A chart style using points to illustrate data and connecting the points with lines.

Master Slide

A slide selected to be used as the basis for any new slide added to a presentation. Master slides may include background images and sounds, as well as media elements and actions.

MCI

Media Control Interface - a Windows standard for multimedia devices.

Menu Bar

Located near the top of the screen, the menu bar contains the names of available menu choices. When clicked, a menu choice will bring up a list of available commands or options.

MIDI

Musical Instrument Digital Interface, an audio file standard providing instructions for hardware to play back sound at specified tones, volumes, tempos, and lengths.

Mono

Monophonic sound, recorded and played back on a single channel.

Pixel

A picture element, a single dot in a digital image.

Image Palette

The range of colors used to create a digital image. This information is contained in the file itself.

Permanent Swap File

A reserved area of the hard disk used by Windows to temporarily place information in order to free memory.

Pie Charts

Charts used to illustrate parts of a whole.

Photo CD

A format for high resolution, photographic images. Any roll of film can be converted to Photo CD files which can be displayed on the computer - which provides an economical alternative for creating digital images.

Resolution, Graphics

The quality level at which images are displayed - the number of pixels a monitor or video card can display expressed in two numbers (for columns and rows). Higher resolutions produce better quality, but require more disk space.

Runtime Version

A version of an SST presentation which can be distributed (i.e. installed and run on another system which does not have SST).

Sample Rate

The rate at which audio data was sampled when recording a digital audio file.

Sample Resolution

The quality of each sound sample, 8-bit or 16-bit. An 8-bit sample can have 256 values, whereas a 16-bit sample can have 65,536 values. Though 16-bit files will be of higher quality, they are twice as large.

Sampling

The means of creating a digital sound file from the analog format, by recording samples of the sound at regular intervals.

Sound Recorder

A tool used to record digital audio files for playback in a presentation.

Status Bar

The bar at the bottom of the screen used to identify areas of the SST interface as the mouse cursor passes over them.

Template

A design used for a chart, exclusive of data, which can be applied to other charts.

Thumbnail

A reduced view of a slide.

Transition

The effect used to move between two slides in a presentation. Entrance and exit transitions can be defined.

TWAIN

A software specification designed to provide a uniform interface between software which supports graphics and image capture hardware, such as scanners and digital cameras.

Virtual Memory

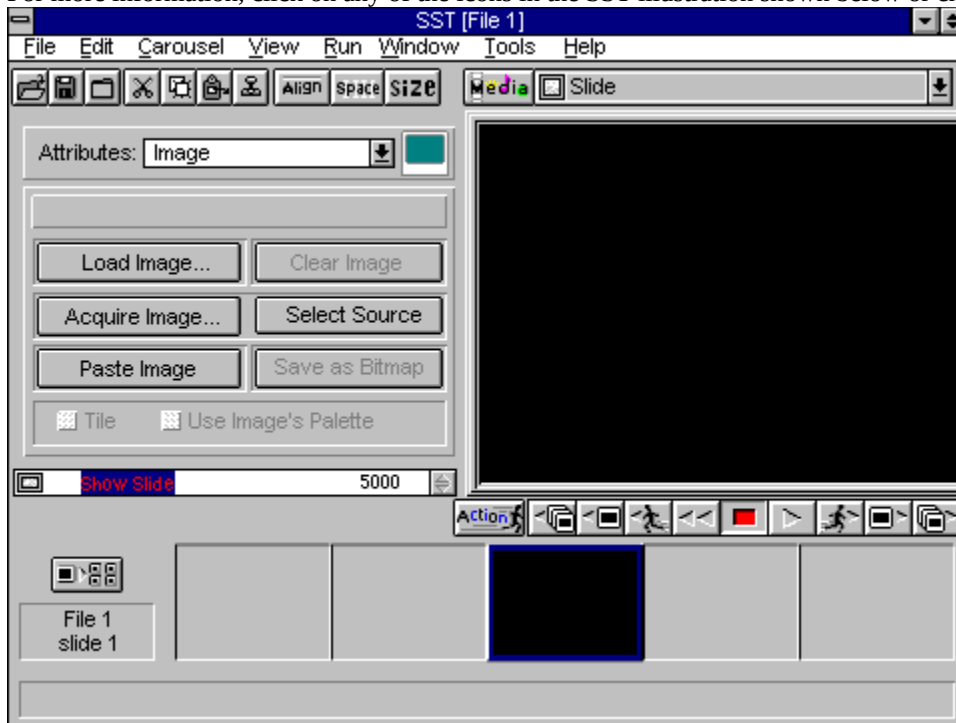
Computer space utilized as memory, such as hard disk space, which is not RAM.

Wave Sound

A sampled sound file with a *.WAV extension. This is the Windows digital audio standard and is typically used for voice files and sound effects.

Quick Help

For more information, click on any of the icons in the SST illustration shown below or choose from the list.



[Action icon](#)
[Attributes](#)
[Edit icons](#)
[File icons](#)
[Media Editor](#)
[Media icon](#)
[Menu Bar](#)
[Placement icons](#)
[Play Controls](#)
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[Sorter icon](#)
[Status Bar](#)
[Thumbnail sketches](#)






Action icon

The **Action** icon is located directly beneath the slide **Preview Window**. Clicking on the **Action** icon brings up a list of [actions](#) for the current (highlighted) element.

To choose an action from the list, click on that action choice. If an action is added, a description of that action will automatically be added to the **Playlist**. A default time for each action is assigned. Click anywhere outside the list of choices to remove the list without adding an action.

Edit icons

The Edit icons are removed or placed on the screen by clicking on **Toolbar Buttons** under the **View** menu. The icons are displayed only if the option has a check mark in front of it.

The  Cut,  Copy,
 Paste
 and Duplicate
 icons are used to edit a slide or slide element.

Two options under the **Edit** menu, **Clipboard** and **Scrap Buffer** define the functions of these icons. If **Clipboard** is selected, only the slide itself or text or image elements can be edited. This edit mode is used to place the contents of the element on the Windows clipboard, where it can be accessed by other applications or transferred to another location in SST. If **Scrap Buffer** is selected, the slide and all types of media can be edited. In this mode, the element or slide with all its attributes is transferred.

Cut icon

If **Clipboard** is selected:

- Click on **Cut** to remove the contents of the element and place it on the Windows Clipboard. For example if a text element is selected, only the text -not the font style, color or location - will be placed on the Clipboard.

If **Scrap Buffer** is selected:

- Click on **Cut** to remove the element and its attributes and place them in the buffer. In this case if a text element is selected, the text, with its font style, color and all other attributes is placed in the buffer.

Copy icon

If **Clipboard** is selected:

- Click on **Copy** to copy the contents of the highlighted element to the Clipboard.

If **Scrap Buffer** is selected:

- Click on **Copy** to copy the element and its attributes into the buffer, while leaving the original on the slide.

Paste icon

If **Clipboard** is selected:

- Click on **Paste** to paste the contents of the Clipboard into the highlighted element.

If **Scrap Buffer** is selected:


- Click on **Paste** to place the contents of the buffer on the slide.


Duplicate icon


Click on the **Duplicate** icon to copy the highlighted slide element and insert the copy on the slide. If the slide itself is being duplicated, the copy will be inserted after the current slide.

File icons

File icons are used to open, save or close a carousel. The File icons are removed or placed on the screen by clicking on **Toolbar Buttons** under the **View** menu. The icons are displayed only if the option has a check mark in front of it.

Click on **Open**  to bring up a file selection box to choose a file to be opened.

Click on **Save**  to save the contents of the current carousel.

Click on **Close**  to close the current carousel file.

Media Editor

The **Media Editor** is the center left quarter of the screen. Each time a new slide element is selected, the **Media Editor** automatically changes to the appropriate editor for that type of media. The basic SST interface remains the same, but the media editors vary. A **Media Type** icon is displayed on the upper right of the editor to identify the type of **Media Editor** currently in use.

The [Attributes](#) list box is located at the top of the **Media Editor**. It contains a list of attributes for the selected element. When an attribute is chosen, the lower part of the editor displays all available options for that attribute choice.

For example, if you add a draw element, a graphic shape will be added to the slide. The element can then be assigned a variety of attributes. Attributes for draw media are: Shape, Fill Color, Pen Color, Location/Size, Frame Appearance and Hot Spot. If Fill Color is selected, a chart of available colors is presented. Clicking on a color in the chart selects that color to fill the shape.

Menu Bar

The menu bar contains the names of available menu choices. When clicked, a menu choice will bring up a list of available commands or options.


For more information see [File](#), [Edit](#), [Carousel](#), [View](#), [Run](#), [Window](#), [Tools](#), or [Help](#).

Placement icons

The Placement icons are removed or placed on the screen by clicking on **Toolbar Buttons** under the **View** menu. The icons are displayed only if the option has a check mark in front of it.


There are three types of **Placement** icons: Align, Space and Size. If you click on any of these placement options, a list of choices is presented.




Align  can be used to position a single element or group of elements. **Alignment** icons are used to position slide elements on the screen quickly, just as the align choices under the **Edit** menu do. They can be used to move an element to its beginning position on a slide or after a **Move/Size** action was selected to move the element to a new location. Simply click on the **Align** icon and then on the appropriate **Alignment** icon to move the element to the indicated location.

Several elements can be aligned at one time. To select several elements, hold down the SHIFT key while clicking on each element. When multiple elements are selected, elements will not align to the edge of the screen, but will align with the last selected element (identified with solid pull squares). For example, if left align is selected, the elements will be aligned to the left edge of the last selected element instead of to the left edge of the screen.



Space  is used to adjust the spacing between elements. It is only active when three or more elements are selected. To create even spacing between elements, first select at least three elements. Then click on **Space** and select either **Even Vertical** or **Even Horizontal** spacing.



Size  is used to make elements equal in size to the last selected element. That element is depicted with solid pull squares, while other selected elements have outlined pull squares. When **Size** is selected, two choices are presented: **Equal Width** or **Equal Height**.

Preview Window

In the center right area of the screen, the current slide will be presented in quarter screen size. Slide creation is simplified with this WYSIWYG (What You See Is What You Get) view of the slide. As new elements are added to the slide they are illustrated in this slide **Preview Window**. As attributes and actions are assigned to the elements, they are shown in the **Preview Window**.

The current slide and current carousel are identified in the box to the left of the band of thumbnail sketches.

Slide Element List

The **Slide Element List** is a list of all media elements which have been added to a slide. It is automatically generated. Each time a new element is added to a slide, a line is added to the **Slide Element List** which states the type of media and a descriptive file name or phrase.



To view the Slide Element List contents:

- Click on the **Slide Element List** box.

When the **Element List** is closed, it displays only the name of the current element. The current element is also highlighted in the list below. An element can be selected by clicking on it. That item is then highlighted (appears in a bounding box with small pull squares at the outside corners and sides) in the **Preview Window**.

Elements are placed on the screen in layers as they are added to a slide. Each layer overlaps preceding layers. These layers can be reordered using the **View** menu options: **Bring To Top**, **Bring Forward**, **Push Behind** or **Push To Bottom**. As items are reordered, their positions on the element list will change.

Note: The **Element List** can be used to select an element which is to be modified or assigned an action. This is necessary if the element has been moved outside the area visible in the slide **Preview Window** or if the element is a sound element and cannot be distinguished in the **Preview Window** from any other sound element.

Sorter icon

To see a broader cross section of the carousel, click on the **Sorter** icon. It is located above the carousel/slide identifier. A new screen showing up to 23 slides will appear. Not only does this screen provide a view of a wider cross section of the carousel, it also allows you to quickly reorder the slides.

To reorder slides using the autoscroll technique:

1. Click on the slide to be moved and drag it toward the direction indicated below:

<u>Drag to this edge</u>	<u>To scroll this direction</u>
Top	Backward in the carousel, one row of slides at a time
Right	Forward one slide at a time
Left	Backward one slide at a time
Bottom	Forward one row of slide at a time
2. Drop the slide in its new position.

Thumbnail sketches

The thumbnail sketches of five slides are displayed above the status bar near the bottom of the screen. The framed slide in the middle is a thumbnail sketch of the current slide. The first two thumbnails are slides which precede the current slide in the current carousel. The two thumbnails on the right follow the current slide.

The ability to view thumbnail sketches of adjacent slides in a carousel speeds up the creation process. At any time you can see not only what is being presented on the current slide, but how it fits into the overall presentation. Slides can be repositioned in the carousel simply by dragging the slide to a new slide location and dropping it.

Tutorials



[An Overview](#)



[Quick Help for Interface](#)



[Basic Techniques](#)



[Menu Bar Commands](#)



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[Quick Lesson 1 - Beginner](#)



[Quick Lesson 2 - Intermediate](#)



[Quick Lesson 3 - Advanced](#)



[Troubleshooting](#)

For Help on Help, Press F1


Quick Lesson 1 - Beginner


Quick lesson 1 will show how easily and quickly a presentation can be built.

This lesson may be printed, if you want a print out of Quick Lesson 1, choose **Print Topic** from the **File Menu**.

Introduction to the Background Slide:

The Background Slide can be thought of as a backdrop for your presentation. To add a Background Slide

to your presentation click the  button in the Media Editor. This will bring a dialog to the screen for you to select an image. Select **bgkgnd002.bmp** for your Background Slide. Notice that the Slide Element List has the name of the image for your Background Slide, the [Preview Window](#) now contains a reduced version of the Background Slide, and that there is a small thumbnail sketch named Slide 1 near the bottom of the screen.

Click the  on the Carousel Control to advance to the next slide. Add another Background Slide named **bluesst.bmp** to your presentation. You will see that this image is quite small and is in the center of the screen, to fill the screen with many of these images, select **Tile** from the Media Editor.

To see the presentation you have created, perform the following steps:

Click the  on the Carousel Control to back up to the first slide in your Carousel.


Click the  on the Carousel Control to rewind the action playlist.

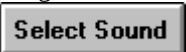
From the Run Menu select **Full Screen** (a ✓ will appear to the left when selected) and unselect the option **Play Single Slide**.

Double-click the Current Slide Thumbnail.

Introduction to Background Sound:

Adding sound to your presentation is also very easy. To add sound to the presentation you created above perform the following steps.

Click the  on the Carousel Control to back up to the first slide in your Carousel. Pull down the Attribute List above the Media Editor and select **Sound**. You will notice that the Media Editor has now changed to an editor that is applicable to sound.

Click  to bring a dialog to the screen for selecting a sound file. Choose the file named **jet.wav**.

You have just added sound to your presentation! To see and hear the presentation, rewind the action playlist and double-click the Current Slide Thumbnail.

Quick Lesson 2 - Intermediate


Quick lesson 2 will introduce [actions](#) and the Action Playlist.

This lesson may be printed, if you want a print out of Quick Lesson 2, choose **Print Topic** from the **File Menu**.

Introduction to the Actions in Slides:

Create a Text Element:

Click on the Media Icon .

Click on the Text Icon  then drag and drop the Text Element near the left edge of the screen.

Edit the text:

While the Text Element has the Bounding Box around it, make sure the [Attribute](#) is set to **Text** in the Media Editor.

Click in the large white area in the [Media Editor](#) that contains the words **Default Text**.

Change the words to: **Hello, and welcome to the world of Multimedia!**

Resize the Bounding Box to make complete text visible:

Click and drag the center Pull Point, on the right edge of the Bounding Box, towards the left edge of the screen until the ! can be seen.

Move the Bounding Box to the lower right portion of the Preview Window:

Click anywhere inside the Bounding Box and drag it towards the lower right corner of the Preview Window.

Change the Attribute of the Media Editor to Alignment:

Click the Down Arrow for the Attributes and select **Alignment**.

Change to Right Align:

Select **Right** in the Media Editor.


Move the Bounding Box so that the words cannot be seen on the screen but the left edge of the Bounding Box is still visible.

Add a Move to the Text Object:

While the Bounding Box is still visible, Click the Action Icon . A list of applicable actions will appear on the screen, select **Move/Size**.

Click and drag the Bounding Box to the lower left corner of the screen until the ! disappears.

To see what has been created, perform the following steps:

From the Run Menu select **Full Screen** (a  will appear to the left when selected)

Click the  on the Carousel Control to rewind the action playlist.

Double-click the Current Slide Thumbnail.

If the words seem to go by too fast to read, the time for each action is easily adjusted.

Adjust the time for this action:

Click on the Expand Icon for the Action Playlist

Select the Move/Size Text action

Click on the number 2000 and change it to 10000. This number is in milliseconds (10000 = 10 seconds).


Run the presentation to see what has changed:

Click the  on the Carousel Control to rewind the action playlist.

Double-click the Current Slide Thumbnail.

Add a circle to the screen:


Click on the Media Icon .

Click on the Draw Media Icon , drag and drop the element in the upper left corner of the Preview Window.

Change the Attribute of the Media Editor to **Shape** by clicking the attributes box.

Click on **ellipse** in the Media Editor.


Add a Move to the ellipse:

While the Bounding Box is around the ellipse, click the Action Icon , a list of applicable actions will appear on the screen.

Select **Move/Size**.

Drag and drop the ellipse near the bottom middle portion of the Preview Window.

Add another Move to the ellipse:

While the Bounding Box is around the ellipse, click the Action Icon , a list of applicable actions will appear on the screen.

Select **Move/Size**.

Drag and drop the ellipse near the top right portion of the Preview Window.

Run the presentation to see what has changed:

Click the  on the Carousel Control to rewind the action playlist.

Double-click the Current Slide Thumbnail.

Notice that the Synchronize Icons (located in the Action Playlist) looks like this . This means that these actions will happen one after the other.

Change the Actions to be Synchronized:

Click on the Expand Icon for the Action Playlist to expand the Action Playlist.

Click on all three of the Synchronize Icons (They will now look like this .

Adjust the time for the Move Shape Actions to 5000 milliseconds each.

Congratulations! You have successfully added action to a slide, run the presentation to see what has changed:

Click the  on the Carousel Control to rewind the action playlist.

Double-click the Current Slide Thumbnail.

Quick Lesson 3 - Advanced

Quick lesson 3 will introduce the more advanced features of such as pause, wait for input and branching.

This lesson may be printed, if you want a print out of Quick Lesson 2, choose **Print Topic** from the **File Menu**.

In this tutorial, four slides will be created. The first slide will be an interactive menu which will allow you to jump directly to any of the other slides.

Create four slides:

When Slide 1 is loaded, select the Background Color attribute of the slide editor. Choose a green background for the slide.

Advance the carousel to Slide 2. Select a red background color for the slide.

Advance the carousel to Slide 3. Select a white background color.

Advance the carousel to Slide 4. Select a blue background color.

Move back to the first slide:

From the Carousel menu, choose Jump to Slide.

Double-click on Slide 1.

Change the exit options for Slide 1:

Choose the Exit attribute of the slide editor.

Deselect all exit options. If a check appears by any of the last three options, remove the check by clicking on it.

Add a text element:

Click on Media, then Text to add a new text element and drag it to a point 1/4 of the way from the top of the screen.

Edit the text to read: "Choose a color:"

Adjust the size of the bounding box to accommodate all of the text if necessary.

Choose the Alignment attribute and select **Center**.

Add three more text elements:

Click on Media, then Text 3 times to add 3 more text elements.

Position these elements under the first text element in one column.

Edit the text elements to read: "Red", "White" and "Blue" respectively.

Take the following steps for each of the last 3 elements:

Choose the Background Mode attribute and select **Opaque**.

Choose the Background Color attribute and select White.

Choose the Alignment attribute and select **Center**.

Drag the element directly to the left until it is not visible.

Assign a move to the "Red" text element:

Click on the element list and select the "Red" text element when the list appears.

Click on the Action icon and select **Move/Size**.

Click on the horizontal center icon (2nd from right) to center the text horizontally on the screen with this move.

Edit the time setting for this move to 1. (To edit time, position the cursor over the time display on the action list. Click the mouse when the cursor changes shape and enter the correct time.)

Click on the Action icon and select **Pause**.

Edit the time setting for this pause action to 1000.

Now the "Red" text element will pop on the screen, then a 1 second pause will occur before any other action.

Assign a move to the "White" text element:

- Click on the element list and select the "White" text element when the list appears.
- Click on the Action icon and select **Move/Size**.
- Click on the horizontal center icon to center the text horizontally on the screen with this move.
- Edit the time setting for this move to 1.
- Click on the Action icon and select **Pause**.
- Edit the time setting for this pause action to 1000.

Assign a move to the "Blue" text element:

- Click on the element list to bring it up and select the "Blue" text element.
- Click on the Action icon and select **Move/Size**.
- Click on the horizontal center icon to center the text element with this move.
- Edit the time setting for this move to 1.

Check the escape options, before running the carousel:

- From the Carousel menu, select **Play Options**.
- Check the setting for Exit Presentation Key and select Escape if it is not already selected.
- Under Carousel Presentation Mode, select **Replay Carousel When Last Slide Finished**.
- Click on OK to exit from the Play Options dialog box.

View the first slide:

- From the Run Menu, select **Play Single Slide**.
- Double-click on the small thumbnail sketch of slide 1 to view the actions assigned to this slide.

Assign hot spots:

- Click on the "Red" text element to select it.
- Click on the Hot Spot attribute and choose Jump to Slide.
- When the dialog box appears, double-click on Slide 2.
- Click on the "White" text element to select it.
- Click on the Hot Spot attribute and choose Jump to Slide.
- When the dialog box appears, double-click on Slide 3.
- Click on the "Blue" text element to select it.
- Click on the Hot Spot attribute and choose Jump to Slide.
- When the dialog box appears, double-click on Slide 4.

Play the example:

- From the Run Menu, deselect **Play Single Slide**.
- Double-click on the small thumbnail sketch of slide 1 to view the carousel.

The first slide is displayed. Since no exit conditions were defined, Slide 1 remains on screen until a hot spot selection is made. When a selection is made, a jump or branch is immediately made to the slide assigned to the hot spot definition.

For example if "White" is selected, Slide 3, the White slide, will be shown immediately. Any slides which follow the selected slide, will then be shown in order, until Slide 1 reappears.

Press Escape to exit.

Another branching technique might be to return immediately to Slide 1 after each slide is shown.

Take the following steps on Slide 2, Slide 3 and Slide 4 to set up this branching structure:

- Select the Exit option from the slide attribute list.
- Click on Select Next Slide.
- When the dialog box appears, double-click on Slide 1.

View the carousel once again.

- Double-click on the small thumbnail sketch of Slide 1 to view the carousel.
- Press Escape to exit when you have finished testing the carousel.

This tutorial focused on branching techniques used to create an interactive carousel. If you have taken the three tutorials provided with the help system, you have been introduced to most of the basic techniques used in creating SST presentations. If you would like to try more examples refer to the tutorial included the SST manual.

General Troubleshooting

If SST does not open after a successful installation, the problem may be outdated video drivers. To determine if outdated video drivers are causing a problem, first try to run SST in regular VGA mode.

To run SST in VGA mode:

1. Click on Windows Setup in the Main program group.
2. Choose Options, then System Settings. After noting the current setting, change the setting to VGA. Restart Windows when prompted.
3. If SST opens in regular VGA mode, you should contact your video card manufacturer for new drivers. When new drivers are installed, use System Settings again to reinstall video drivers. This will allow you to run SST with your previous system settings OR
4. If you still have problems, reinstall SST.

If the carousel is large and starts to run slowly:

1. Increase the size of your [Permanent Swap File](#).
2. Use the Unload Files feature found under Play Options in the Carousel menu. This feature unloads files from memory after they have played, thus freeing memory for other uses.

If the SST program manager group does not display after installation:

- If you have a large number of program groups, delete the program groups of any programs not currently being used. There is a limited amount of space for displaying program groups in Windows. Deleting or combining some groups will create more space. Then reinstall SST.

Audio Problems

To determine why sound does not play in SST:

1. If it is a sound element, make sure a Play action is assigned to it. See [Sound Actions](#).
2. Attempt to play the file using the Media Player in the Accessories group. If a sound file plays in the Media Player, it will play in SST.

If the file does not play in the Media Player, verify that audio drivers are installed. From the Control Panel, select Drivers. Look for MCI Sound drivers and drivers specific to your audio card. If drivers are installed, check with the audio card manufacturer for updated Windows drivers. If you do not have an audio card, check the PC speaker drivers.

To prevent an audio file from cutting off while playing:

- Increase the time setting for the Play action by 100-200 milliseconds. If your processor speed is slow or several actions are being processed, playback of the audio file may not be completed in the default time setting. Increasing the time over which the action will occur should resolve the problem.

It is also advisable to set the memory available for buffering audio data to the maximum allowed (nine seconds). The Windows default setting is four seconds.

To increase the memory available for buffering audio data:

1. Choose the Control Panel icon from the Main program group. Then choose the Drivers icon.
2. Select MCI Sound and choose Setup. When the dialog box appears, set the memory to the maximum setting of nine seconds.

Image Display Questions

To display images more quickly:

- Remember, larger files take longer to load. Thus files with a high resolution and/or large number of colors will take longer to load. If the load time is unacceptable, convert the file to a lower resolution.
- If the image is a slide attribute, do not use an entrance transition when presenting the slide.
- If it is an image element which is being scaled, display time will increase. Use an image conversion utility to create a new file if necessary.
- Use BMP or DIB files. Since these are the native Windows formats, they are the preferred image file formats for SST and display the most quickly. Images can be converted to the BMP format from within SST. To do so, use the option to Save as Bitmap... from the Image Editor. Both image elements and image slide attributes can be converted.
- A Windows accelerator or VESA local bus video card will also improve the speed with which images can be displayed.

When displaying images while running in a 256 color mode, a bright flash of color may appear as a new image is brought to the screen. This occurs if the images use different color palettes and the option to **Use Images Palette** is on. The flash is actually the old image shown briefly with the color palette of the image about to appear. Since this flash is distracting, SST has an option to change the screen to black between slides.

To eliminate a palette flash between slides:

- Check to make sure that the option to **Disable Auto-blackening** is not selected. To do so, choose **Play Options** from the Carousel. If a check appears in the box in front of **Disable Auto-blackening**, click on the box to remove the check and deselect the option.

Auto-blackening between slides is the default mode. The option to **Disable Auto-blackening** is available because the transition to black is sometimes inappropriate or awkward. If an image displays, but is distorted in some way, the problem may be related to the palette or resolution used to display the image.

To display an image with the correct palette:

- Select the option to **Use Images Palette** from the Image attribute editor.

To determine the resolution and color mode of the image:

1. Open the image file in Windows Paintbrush. Highlight a file name and click on Info. A dialog box with resolution and color mode information is presented.
2. Verify that the image is saved in the same mode or lower as the mode in which you are running Windows. That will be the optimum mode for displaying the image in SST.

Error Messages

To troubleshoot a General Protection Fault:

- If you receive a Windows error message, such as a General Protection Fault, while working in SST, it is possible that there is a problem handling memory or in swapping information to and from the [Permanent Swap File](#). Thus, some of the memory area may be corrupt or the Permanent Swap File may be fragmented. To correct either problem, exit SST and Windows then reboot your computer.

Problems may also occur if the Permanent Swap File is on a compressed drive. For smoother operation, create a Permanent Swap File on an uncompressed drive.

To correct a General Protection Fault in *anydevice.DRV*:

- If you receive an error regarding a *.DRV file, check with the vendor supplying the *.DRV files in question to see if they have an updated version. This error indicates a conflict in Windows with the device driver for *anydevice*, where *anydevice* is hardware installed on your system and the device driver is the software which handles that device. A typical conflict would result from outdated drivers for an audio card.

If you receive the message: **Couldnt find AAPLAY.DLL:**

AAPLAY.DLL is a Dynamic Linked Library which allows you to display *.FLC or *.FLI files, the Autodesk™ format. If this file is not found, SST will not run. The installation program places AAPLAY.DLL on the local Windows System directory. Sometimes, if you are running Windows on a network, the location of this file is different. In this case, you should take the following steps:

1. Find AAPLAY.DLL and AAVGA.DLL on the local hard drive in the Windows System directory.
2. As a temporary solution, copy these files to the directory where SST is installed.
3. As a permanent solution, ask the system administrator to place these files in the proper drive on the network (usually the Windows System directory).

Technical Support

There are a variety of sources of help available when using SST. Your first option is to refer to the manual or to the online help. Online help is accessed by clicking on the **Help** menu name, then choosing **Index**.

Technical support for SST is available from Monday through Friday from 8 a.m. to 6 p.m. CST. The telephone number is 1-612-531-0603. The high priority FAX line is 612-531-0645.

The technical support BBS number is 612-531-0702 (9600 bps, 8, 1, N). Contact technical support via CompuServe at address 73204,271.

