Open!Info Manager Help Contents

Click one of the topics below to find more information on working with Open!Info Manager.

Menus

File Menu
Edit Menu
Mode Menu
Page Menu
Template Menu
Media Menu
Properties Menu
Window Menu
Help Menu
Popup Menus

Windows

Summary Window
Diagram Window
Template Window
Page Window
Media View Window

Other topics

Toolbar
Status Bar
Selection Dialog Boxes
Media Selection Dialog Boxes
Movement Button Controls
Display Media Controls
Behavior Button Controls
Player Button Controls
Text Overlay Controls
List Button Controls
Launch Button Controls
Control Colors
Control Fills
Layered Controls
Exiting a Preview
Keyboard Shortcuts
Open!Info Reader

File Menu

The File menu provides commands for working with <u>presentations</u> and backup files, as well as for clearing the <u>database</u> and exiting Open!Info Manager.

<u>New</u>
<u>Open</u>
<u>Delete</u>
<u>Save</u>
<u>Save As</u>
<u>Close</u>
<u>Publish</u>
<u>Preview</u>
<u>Create Backup</u>
<u>Load Backup</u>
<u>Clear All</u>
<u>Exit</u>

Edit Menu

The Edit menu provides commands for working with controls, as well as the Undo and Redo commands.

Undo
Redo
Cut
Copy
Paste
Paste Shared
Delete
Select All
Include Control
Align
Size
Bring to Front
Send to Back

Mode Menu

Use the commands on the Mode menu to change the operating mode.

[Select](#)
[Link](#)
[Create Movement Button](#)
[Create Display Media](#)
[Create Behavior Button](#)
[Create Player Button](#)
[Create Text Overlay](#)
[Create List Button](#)
[Create Launch Button](#)

Page Menu

The Page menu provides commands for working with pages, and previewing the presentation from a specific page.

Add
Modify
Delete
Insert
Preview From

Template Menu

Use the Template menu to work with templates.

[Add](#)
[Modify](#)
[Delete](#)
[Include](#)

Media Menu

Use the commands on the Media menu to work with media objects.

Import
View
Delete

Properties Menu

The Properties menu lets you work with properties for the different objects, as well as set your Preferences for the Open!Info Manager environment.

Preferences
Presentation
Page
Template
Control
Media
Remove Local

Window Menu

Open!Info Manager allows you to open multiple *documents* at one time, each in a separate window. You can open any combination of document windows: Summary, Diagram, Template, and Page. The Window menu gives you commands for manipulating these windows.

Cascade
Tile
Arrange Icons
Close All
Summary
Diagram
Window list

Help Menu

Use the **Help** menu to find information on a wide variety of topics.

[Contents](#)
[Topic](#)
[Using Help](#)
[About](#)

Cascade Command

Choose **Cascade** to arrange the full-size, open windows so you can see the title bar of each, with a cascaded or tiered effect.

See Also:
Window Menu

Tile Command

Choose **Tile** to resize each open window and arrange them so all windows share the available space equally.

See Also:

Window Menu

Arrange Icons Command

Arrange Icons positions all window icons in a row at the bottom of the screen. Window icons are created when you minimize a Summary, Diagram, Page, or Template window.

See Also:
Window Menu

Close All Command

Close All closes all open windows.

See Also:
Window Menu

Summary Command

Use the **Summary** command to open the Summary window, or make it the active window if it is already open.

See Also:
Window Menu

Diagram Command

Use the **Diagram** command to open the presentation's <u>Diagram window</u>, or make it the active window if it is already open.

See Also:
<u>Window Menu</u>

Window List

A list of open windows appears at the bottom of the <u>Window menu</u>. The windows are identified by the window name. Choose one of these names to make it the active window.

Contents Command

Contents displays a list of topics available for on-line Help. Alternatively, you can choose the **Help** button from the toolbar to display the Help Contents.

In the Contents, click the desired topic to see associated information.

See Also:

Help Menu

Topic Command

Topic presents a Help topic that discusses the window that is currently active. For example, if you're working in the Template window, select Topic from the Help window to see information about the Template window.

See Also:

Help Menu

Using Help Command

Using Help provides instructions for using the Windows on-line Help feature. It tells, for instance, how to move from topic to topic and how to search for a topic of interest.

See Also:
Help Menu

About Command

About displays copyright and version information for Open!Info Manager.

See Also:
Help Menu

Popup Menus

Popup menus are menus can appear almost anywhere on your screen. They pop up in the position of the pointer when you press the **right** mouse button, and offer quick access to menu commands.

Popup menus are *object-specific*, which means the content of the popup menu varies according to the object under the pointer: template, page, control, and so forth. For example, the popup menu that appears when you point to a control is different from the popup menu that appears when you point to a blank area in the Page window.

Summary Window

The Summary window presents a written summary of the <u>presentation</u>. Use this summary to verify that you have created the proper number of pages, and that each page is attached to the right template. You can also check the presentation properties and see which media objects are in use.

The Summary window may appear automatically when you start a new presentation or open an existing one, depending on the <u>Preferences</u> you set. You can access the Summary window at any time with one of the following methods.

o   Choose Summary from the <u>Window menu</u>, or press **F5** to open the window if it is not already open.

o   Choose the appropriate entry from the list of open windows in the Window menu, or press **F5**, or click anywhere in the window if the Summary window is already open.

Note: If you keep the Summary window open, Open!Info Manager updates its information frequently, which can impact overall performance.

This scrollable window is divided into four sections, each summarizing one type of information. Place the pointer over any item in this window to see important information about that object in the status bar.

Different actions are available in each section of the Summary window.

See Also:

<u>Presentation Properties Section</u>
<u>Presentation Pages Section</u>
<u>Presentation Templates Section</u>
<u>Presentation Media Objects Section</u>

Presentation Properties Section

The **Presentation Properties** section lists the presentation name, start page, and size, along with the total number of pages, templates, and media objects the presentation uses. This section is for informational purposes only; no actions are available.

See Also

Presentation Pages Section
Presentation Templates Section
Presentation Media Objects Section
Summary Window

Presentation Pages Section

The **Presentation Pages** section lists the name of each page in the presentation, and identifies the template attached to each. Double-click a page name to open its Page window. Right-click over a page name to display a popup menu with the following commands:

o **Modify Page** opens the Page window for the highlighted page. This is equivalent to double-clicking the page name.

o **Modify Template** opens the Template window for the template attached to the highlighted page. This command is dimmed if no template is attached to the page.

o **Delete Page** deletes the page from the presentation. *Use this command carefully; you cannot restore a page that has been deleted.*

o **Set Start Page** sets the highlighted page as the first page presented for viewing.

o **Delete Template** is dimmed in the Presentation Pages section.

See Also

Presentation Properties Section
Presentation Templates Section
Presentation Media Objects Section
Summary Window

Presentation Templates Section

The **Presentation Templates** section lists the name of each template created for the presentation, and identifies the total number of pages attached to it. Double-click a template name to open its Template window. Right-click the template name to display a popup menu with the following commands:

o **<u>Modify Template</u>** opens the Template window for the highlighted template. This command is dimmed if no template is attached to the page. This is equivalent to double-clicking the template name.

o **<u>Delete Template</u>** deletes the template from the presentation. *Use this command carefully; you cannot Undo a template that has been deleted.*

o **Modify Page**, **Delete Page**, and **Set Start Page** are dimmed in the Presentation Templates section.

See Also

<u>Presentation Properties Section</u>
<u>Presentation Pages Section</u>
<u>Presentation Media Objects Section</u>
<u>Summary Window</u>

Presentation Media Objects Section

The **Presentation Media Objects** section lists the name of each media object used anywhere in the presentation. Double-click a media object name to view the media in a window.

If a media object name is dimmed, it is a media file placeholder (the file does not exist at the specified location). You cannot view media file placeholders.

Click the right mouse button over a media object name to display a popup menu with the following commands:

o **View Media** displays the media object in a window. This is equivalent to double-clicking the media object name.

o **Media Properties** displays the Media Properties dialog box, where you can change the media object name, and view its filename and media type.

See Also

Presentation Properties Section
Presentation Pages Section
Presentation Templates Section
Summary Window

Diagram Window

Use the Diagram window to create a graphical illustration of the presentation flow. An icon appears for each presentation page, showing the beginning of the page name. The start page is colored green for easy identification.

Any pages created with commands on the Page menu are arranged in rows at the top of the window. If you add pages by double-clicking or with the popup menu commands, the page icons are placed at the location where you double-click.

The Diagram window is particularly useful at the beginning of the design phase. You can place pages visually, and arrange them to show the intended flow of the presentation.

The icons in the Diagram window take on different characteristics to illustrate certain aspects of the page.

A green page icon highlights the start page.

A template has been attached to any page whose icon contains this template symbol.

An exit button has been defined for any page whose icon contains this exit symbol.

Place the pointer over any page icon in this window to see important information about that page in the status bar.

The Diagram window may appear automatically when you start a new presentation or open an existing one, depending on the Preferences you set. You can access the Diagram window at any time with one of the following methods.

o   Choose **Diagram** from the Window menu, or press **F6** to open the window if it is not already open.

o   Choose the appropriate entry from the list of open windows in the Window menu, or press **F6**, or click anywhere in the window if the Diagram window is already open.

Note: If you keep the Diagram window open, Open!Info Manager updates its information frequently, which can impact overall performance.

See Also:

Creating New Pages in the Diagram Window
Moving Page Icons in the Diagram Window
Diagram Window Popup Menus
Viewing Movement Links in the Diagram Window
Viewing Sequence Links in the Diagram Window

Creating New Pages in the Diagram Window

You can create new pages for the presentation within the Diagram window. Use one of the following techniques.

o Double-click over an empty position in the window to place the page icon at the position of the pointer.

o Choose **Insert** from the Page menu to insert a page icon at the top of the window.

o Move the pointer to the desired location and choose **Insert Page** from the popup menu. This places the page icon at the position of the pointer.

Depending on your settings in Preferences, the Page Properties dialog box may appear. After you accept the properties settings, you are returned to the Diagram window.

See Also:

Moving Page Icons in the Diagram Window
Diagram Window Popup Menus
Viewing Movement Links in the Diagram Window
Viewing Sequence Links in the Diagram Window

Moving Page Icons in the Diagram Window

Page icons can be moved in the Diagram Window to illustrate the order the presentation flow.

1. Place the pointer over a page icon to be moved.

2. Hold down the mouse button while you drag the icon to a new location.

   The icon moves to the new location, and remains there until you move it again.

See Also:

Creating New Pages in the Diagram Window
Diagram Window Popup Menus
Viewing Movement Links in the Diagram Window
Viewing Sequence Links in the Diagram Window

Diagram Window Popup Menus

Popup menus appear when you click the right mouse button over a page icon or the empty work space. These menus give you quick access to various features.

Right-click over a page icon to access these commands:

o **Modify Page** opens the Page window for the selected page. This is equivalent to double-clicking the page icon.

o **Modify Template** opens the Template window for the template attached to the selected page. This command is dimmed if no template is attached to the page.

o **Delete Page** deletes the selected page from the presentation. *Use this command carefully; you cannot restore a page that has been deleted*.

o **Set Start Page** sets the selected page as the first page presented for viewing. This command is dimmed if the selected page is already the start page.

o **Start Preview** begins previewing the presentation, starting with the selected page.

Right-click over empty work space (not over a page icon) to access these commands:

o **Insert Page** creates a new page icon, which appears at the position of the pointer. Double-clicking at the location has the same effect.

   Depending on your settings in Preferences, the Page Properties dialog box may appear. After setting the properties you are returned to the Diagram window. Double-click the page icon (or use the popup menu) to quickly access the Page window.

o **Preferences** displays the Preferences dialog box, where you can choose to show or hide the Movement Links or Sequence Links, or change any other setting.

See Also:

Creating New Pages in the Diagram Window
Moving Page Icons in the Diagram Window
Viewing Movement Links in the Diagram Window
Viewing Sequence Links in the Diagram Window

Viewing Movement Links in the Diagram Window

Movement links are blue lines that connect page icons in the Diagram window. One line appears for each Movement Button Control whose movement type is Go To Page or Back, or for a List Button Control with movement items. Thus, one page may be connected by multiple movement links, depending on how these options are defined.

The movement link is drawn between the page containing the Movement Button Control and its destination page. Arrows indicate the direction of movement. Double arrows indicate that a viewer can move back and forth between the two pages.

When you click a movement link line the status bar shows the page names that are connected, and indicates whether it is a one-way or two-way link.

Open!Info Manager lets you specify which movement links you want to see through the Preferences dialog box, or by pressing the shortcut keys. Toggle the settings with the **F2** key, or use the shortcut key noted below to choose a specific setting.

o **All Pages** (ALT+F2) shows the movement links for every page in the presentation. Use this setting to verify that the presentation flows appropriately. This setting can be useful for rearranging the page icons to accurately illustrate presentation flow, and for identifying any pages that are not yet linked in the presentation.

o **Selected Pages** (CTRL+F2) shows the movement links for one page at a time. Click the page whose movement links you want to see. Click another page to show its movement links and hide all others.

o **No Pages** (SHIFT+F2) hides all movement links. Use this setting, for example, while arranging the page icons or while viewing sequence links. Then switch to All Pages to verify the proper flow.

See Also:

Creating New Pages in the Diagram Window
Moving Page Icons in the Diagram Window
Diagram Window Popup Menus
Viewing Sequence Links in the Diagram Window

Viewing Sequence Links in the Diagram Window

Sequence links are red lines that connect page icons in the <u>Diagram window</u>. Each line connects a page to the destination selected for automated <u>page sequencing</u>. An arrow indicates the direction of movement.

When you click a sequence link line the <u>status bar</u> shows the page names that are connected, and indicates whether it is a one-way or two-way link. It also shows the amount of time the *from* page must be idle before the *to* page is displayed.

Open!Info Manager lets you specify which sequence links you want to see through the <u>Preferences dialog box</u>, or by pressing the <u>shortcut keys</u>. Toggle the settings with the **F3** key, or use the shortcut key noted below to choose a specific setting.

o   **All Pages** (ALT+F3) shows the sequence links for every page in the presentation. Use this setting to verify that the presentation flows appropriately. This setting can be useful for rearranging the page icons to accurately illustrate presentation flow, and for identifying any pages that are not yet linked in the presentation.

o   **Selected Pages** (CTRL+F3) shows the sequence links for one page at a time. Click the page icon whose sequence links you want to see. Click another page icon to show its sequence links and hide all others.

o   **No Pages** (SHIFT+F3) hides all sequence links. Use this setting, for example, while arranging the page icons or while viewing <u>movement links</u>. Then switch to All Pages to verify the proper automated flow.
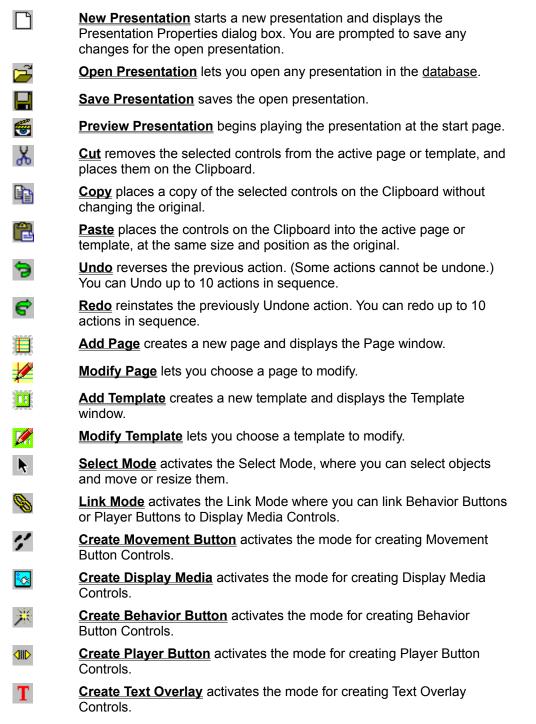
See Also:

<u>Creating New Pages in the Diagram Window</u>
<u>Moving Page Icons in the Diagram Window</u>
<u>Diagram Window Popup Menus</u>
<u>Viewing Movement Links in the Diagram Window</u>

Toolbar

The Open!Info Manager toolbar gives you quick access to several commonly used commands. As an alternative to choosing a command from a menu or using the shortcut keys, click the appropriate tool with the mouse.

Initially the toolbar is visible. You can choose whether the toolbar appears or not in the Preferences dialog box. Also in the Preferences dialog box you can choose whether to display toolbar tips: popup descriptions that appear beside the pointer when it rests on the same tool for a few seconds.

New Presentation starts a new presentation and displays the Presentation Properties dialog box. You are prompted to save any changes for the open presentation.

Open Presentation lets you open any presentation in the database.

Save Presentation saves the open presentation.

Preview Presentation begins playing the presentation at the start page.

Cut removes the selected controls from the active page or template, and places them on the Clipboard.

Copy places a copy of the selected controls on the Clipboard without changing the original.

Paste places the controls on the Clipboard into the active page or template, at the same size and position as the original.

Undo reverses the previous action. (Some actions cannot be undone.) You can Undo up to 10 actions in sequence.

Redo reinstates the previously Undone action. You can redo up to 10 actions in sequence.

Add Page creates a new page and displays the Page window.

Modify Page lets you choose a page to modify.

Add Template creates a new template and displays the Template window.

Modify Template lets you choose a template to modify.

Select Mode activates the Select Mode, where you can select objects and move or resize them.

Link Mode activates the Link Mode where you can link Behavior Buttons or Player Buttons to Display Media Controls.

Create Movement Button activates the mode for creating Movement Button Controls.

Create Display Media activates the mode for creating Display Media Controls.

Create Behavior Button activates the mode for creating Behavior Button Controls.

Create Player Button activates the mode for creating Player Button Controls.

Create Text Overlay activates the mode for creating Text Overlay Controls.

Create List Button activates the mode for creating List Button Controls.

Create Launch Button activates the mode for creating Launch Button Controls.

Status Bar

The status bar, located at the bottom of the screen, provides a description and the shortcut keys for the menu, command, or tool under the pointer, or information about the object under the pointer. The status bar also displays the position of the pointer using X/Y coordinates in pixels and the active Mode.

Click and hold the mouse button over a menu, command, or tool to see a description of that item, and the keyboard shortcut for selectin it. If you do not want to use the selected item, drag the mouse away before releasing the button.

Place the pointer over a control in the Page or Template window to see information about that control. Place the pointer over a page icon in the Diagram window, or over a page, template, or media object name in the Summary window to see information about that item.

Initially the status bar is visible. You can choose whether the status bar appears or not in the Preferences dialog box.

Selection Dialog Boxes

Various Open!Info Manager commands present dialog boxes that let you choose from a list of items. For example, when you open a presentation, you see the Open Presentation dialog box. When you want to modify a page, you see the Modify Pages dialog box.

1. Use the scroll bar, the Text field, the Available Types list, and the search options, to bring the desired object name into view.

2. Double-click the object name to select it and close the dialog box.

    Alternatively, you can highlight the object name and then choose **OK** to select the object and close the dialog box.

    Some selection dialog boxes allow you to select multiple objects. To select multiple objects, hold down the SHIFT or CTRL key while clicking additional names. SHIFT selects all objects between the two clicked. CTRL selects only the individual objects clicked.

See Also:

Creating a Backup File
Deleting a Page
Deleting a Presentation
Deleting a Template
Including a Control
Including a Template
List Button Movement Item
Modifying a Page
Modifying a Template
Movement Button Properties
Previewing a Presentation
Opening an Existing Presentation
Page Properties
Presentation Properties
Publishing a Presentation
Template Properties

Media Selection Dialog Boxes

A media selection dialog box appears whenever you need to choose media for any purpose, such as viewing a media file, assigning media to a control, or deleting media from the database.

1. Use the scroll bar to move different parts of the list into view.

   You can also move directly to a particular section with the Text field, or shorten the list with the Available Types list and the search options.

2. Select **Show Information** if you want to see the media properties for the highlighted entry. Deselect this option to hide the media properties.

3. Select **Play Immediately** if you want a media preview to appear for the highlighted entry. Deselect this option to omit the preview.

   To improve speed, consider deselecting Play Immediately until you highlight an entry of particular interest. Then select Play Immediately to see its preview.

   A Play button appears near the preview area if Play Immediately is not selected. This becomes a Stop button while playable media is being previewed.

4. Click the **Play/Stop** button to preview the media or discontinue playback of a playable media.

5. Double-click an object name to select it and close the dialog box.

   Alternatively, you can highlight the object name and then choose **OK** to select the object and close the dialog box.

   Some media selection dialog boxes allow you to select multiple objects. To select multiple objects, hold down the SHIFT or CTRL key while clicking additional names. SHIFT selects all objects between the two clicked. CTRL selects only the individual objects clicked.

See Also:

Creating a Backup File
Behavior Button Properties
Deleting Media from the Database
Display Media Properties
Launch Button Properties
Link Properties for Behavior Button Controls
Linking Behavior Button Controls in Link Mode
List Button Behavior Item
List Button Properties
Movement Button Properties
Page Properties
Player Button Properties
Viewing Media in the Database
Template Properties

Available Types List

The **Available Types** list box provides a quick way to focus your search on a particular type of object. For example, if you are assigning media to a Display Media Control, you could choose Images in the Available Types list box to filter out all media objects that are not images. This shortens the selection list, making it easier to find the image you want.

Not all selection dialog boxes offer multiple object types. If you are opening a presentation, for instance, the Available Types selection is preset to Presentation; there are no other choices.

See Also:

Text Field
Searching a Selection List
Selection Dialog Boxes
Media Selection Dialog Boxes

Text Field

You can move directly to a certain section of any selection list by typing into the Text field.

Type the first letters of the section you want to see. The highlight bar automatically moves to the section of the list that begins with the typed letters, or the closest entry to those letters.

You can continue typing to further define the entry. For instance, if you type **M**, the highlight bar moves to the first entry that begins with the letter M. If you type **MO**, the highlight bar moves to the first entry that begins with those letters.

Either select the desired entry, or use the other options in the dialog box to search further.

See Also:

<u>Available Types List</u>
<u>Searching a Selection List</u>
<u>Selection Dialog Boxes</u>
<u>Media Selection Dialog Boxes</u>

Searching a Selection List

The search options help you locate an entry if you know only a portion of its name, even if you aren't sure of the spelling. This technique is especially useful for very long selection lists.

1. Type a portion of the name into the **Text** field, even if the spelling is uncertain.

   The text you enter can be from any part of the name. Open!Info Manager searches the entire name to find matching or similar text.

   Add an asterisk (*), called a _wildcard_, at the beginning or end if the word might contain more letters than you entered.

2. Select a search type.

   Exact initiates a narrow search, locating all names containing words that exactly match your entry.

   Fuzzy initiates a broader search, locating object names containing words that are similar to or the same as your entry, allowing for some variation in spelling. For instance, you can find the word **background** by entering **backgrnd** and choosing Fuzzy.

3. Click the **Find** button to begin the search for all entries that exactly or nearly match your entry.

   Open!Info Manager presents a new list containing only those entries containing the appropriate text.

4. Perform another search on the new list by typing new text and clicking the **Find** button.

5. Click the **Undo** button to undo the search and restore the previous list.

   If you have performed multiple searches, Undo restores the previous list. Click Undo multiple times to return to the original, complete selection list.

6. Either select the desired entry, or use the other options in the dialog box to search further.

See Also:

Available Type List
Text Field
Selection Dialog Boxes
Media Selection Dialog Boxes

Wildcards

You can include wildcard characters (*) in the Text field when searching in a <u>selection dialog box</u> or a <u>media selection dialog box</u>.

Place a wildcard character (*) at the beginning or end of any text you enter. This allows the search to find words that contain more characters than you entered. For example, entering **tele*** would find *telephone*, *telephoning*, *telephones*, *telemarketing,* and so on.

Without the wildcard, the text you enter is matched to whole words only. For instance, if you enter **at**, the search will find *at*, but not *Atty*.

See Also:

<u>Searching a Selection List</u>

Importing Media

Before you can actually use media in a presentation, you must import it into the Open!Info Manager database. Importing creates a *media object* in the database.

1. Be sure the media file is located in a directory where it can remain until the presentation is published.

   If the file is moved to a different directory later, Open!Info Manager converts its media object to a placeholder that must be completed.

2. Select **Import** from the Media menu, or press **F9**.

   The Import Media dialog box appears, where you can select multiple files at once.

3. Choose one or more files to be imported, then choose **OK**.

   If the message box appears, indicate whether you want to have Open!Info Manager assign each media object a name based on the original filename. If you choose Yes, after importing the selected media files, the Import Media dialog box returns.

   If you selected No, or you are importing only one file, the Media Properties dialog box appears.

4. Enter an object name in the Media Properties dialog box, if appropriate, and choose **OK**.

   If another media object needs to be named, its Media Properties dialog box appears. Otherwise, the Import Media dialog box returns.

   The **Cancel** button in the Media Properties dialog box cancels import of the named media file. It also terminates the import process. The media objects already created during this import are kept in the database. Any media files that were selected, but had not yet been imported when you chose Cancel are not imported.

5. Repeat these steps until all desired media files have been imported.

   Note: Avoid importing media files with identical filenames, even if they are located in different directories. If you try to publish presentations that use different media files with identical filenames, publishing will rename the duplicate files.

6. Choose **Cancel** in the Import Media dialog box when you finish importing media files.

See Also:

Media Menu

Import Media Dialog Box

The Import Media dialog box appears when you choose <u>Import</u> from the Media menu. In this dialog box you can select multiple files at once.

1. Use the **List Files of Type** list to choose the type of files you want to import.

    Animation Files - FLC, FLI formats

    Image Files - BMP, DCX, DIB, EPS, GIF, IMG, JPG, PCX, RLE, TGA, TIF, WMF, and WPG formats

    Sound Files - MID, RMI, and WAV formats

    Text Files - TXT format (less than 64 KB in size)

    Video Files - AVI, AVS, MOV, and MPG formats

    All Files lists files in all of the above formats.

2. Use the **Drive** and **Directory** lists to choose a directory containing files to be imported.

3. Select the file(s) you need.

    To select multiple files, hold down the SHIFT or CTRL key while clicking filenames. SHIFT selects all files between the two clicked. CTRL selects only the individual files clicked.

    Note: If you later remove the selected file from this directory, Open!Info Manager converts its media object to a <u>placeholder</u>.

4. Choose **OK**.

Note: Support for EPS, WMF, and WPG formats varies according to whether the file contains raster or vector layers, and what options you select when saving in these formats. If the display does not meet your needs, try selecting different options or saving the file in a different format.

See Also:

<u>Media Menu</u>

Media Properties

The Media Properties dialog box appears automatically when you import media files. You can display it at any time by choosing **Media** from the Properties menu, or by choosing **Media Properties** from a popup menu, or by pressing **CTRL+Q**.

1. Enter a new name for the media object in the **Name** field, if desired.

   During import Open!Info Manager presents the filename as a default. You can accept that or enter a different name.

   The full path and filename for the selected media file appears below the Name field. If this is a placeholder, the name is dimmed to indicate that the file does not yet exist at this location.

2. View the other properties. You cannot change these values.

   Source displays the full path and filename for the media file. The Source is dimmed if the object is a placeholder (the file does not exist in the named directory). You must complete media file placeholders before the media can be viewed in a presentation.

   Type indicates whether the file is an animation, image, sound, text, or video file. Open!Info Manager determines the file type automatically, based on the file format and extension.

   Size indicates the height and width of the image in pixels. For animation and video files, this also displays the number of frames. For sound, this becomes a **Time** field, and shows the length of sound in seconds. For text the size is the number of characters in the file.

   File Size shows the number of bytes this file occupies.

3. Choose **OK** when you finish working in the Media Properties dialog box.

See Also:

Importing Media
Media Menu

Creating Media File Placeholders

If a media file does not yet exist in your file structure, you can still use its name as a placeholder in the <u>database</u>. Then when you place the file in the proper directory, the database knows where to find it.

1. Choose **Import** from the <u>Media menu</u>, or press **F9**.

   The <u>Import Media dialog box</u> appears.

2. Open the directory where you plan to place the media file when it is ready.

3. Enter the filename, including extension, into the **File Name** field.

   This should not match an existing filename. Otherwise you'll be creating a standard <u>media object</u>, not a placeholder.

4. Choose **OK**.

   The <u>Media Properties dialog box</u> appears, displaying the filename as the default name for the new media.

5. Enter a **<u>Name</u>** for the new media object.

6. Choose **OK** to return to the Import Media dialog box.

7. Import other files or placeholders, or choose **Cancel**.

   You have created a media object for a media file that has not been stored in the specified directory. You can assign this media object as a background, or to any control as you develop the presentation.

   When you assign a placeholder, its name appears dimmed in the associated Properties dialog box, and in the Summary window. When you preview the presentation, any control whose media is a placeholder appears as a box that has diagonal lines.

8. <u>Complete the placeholder</u> so the media can be displayed in your presentations.

   Note: After you move the media file into the proper directory, you must restart Open!Info Manager before it can recognize the new file.

In addition to creating placeholders intentionally, as described above, you can create them unintentionally. This happens whenever you delete an imported media file from its directory or move it to a different directory. See <u>Moved Media Files</u> for information on completing these placeholders.

See Also:

<u>Setting Preferences</u>

Completing Media File Placeholders

Media file placeholders allow you to continue authoring a presentation while the media is being developed. Before you can view the media in the presentation, however, you must complete the placeholder.

1. View the media list in the Summary window to locate any media file placeholders used in the presentation.

   Placeholder names are dimmed in the Summary window.

2. Place the pointer over a placeholder name and record   the directory path and filename shown in the status bar.

   You can also find the directory path and filename in the <u>Media Properties dialog box</u>.

3. Place the completed media file into the proper directory, and give it the appropriate filename.

   The file must be given the same filename and be placed into the directory used to create the placeholder. If you use a different filename or directory, Open!Info Manager *cannot* find the file.

   Note: If the directory path includes a parenthetical code, such as (VideoPath) or (ImagePath), Open!Info Manager will look for the file in <u>multiple paths</u>, and the finished file can be placed in any of those paths.

4. Exit Open!Info Manager by choosing **Exit** from the File menu.

5. Restart Open!Info Manager by double-clicking its icon in the Program Manager.

   Open!Info Manager recognizes new files only during startup.

See Also:

<u>Creating Media File Placeholders</u>

Multiple Paths and Media File Placeholders

During installation, Open!Info Manager creates an OIM.INI file that contains important program information. Part of this information includes a list of directory paths where Open!Info Manager expects to find the media files you will import. There are separate entries for different types of media.

When you import a media file or a placeholder from one of these paths, Open!Info Manager remembers only the path type from the OIM.INI file (ImagePath, TextPath, and so on). When you view the Media Properties dialog box, Open!Info Manager checks the OIM.INI file and displays the associated directory path.

Sometimes, however, the OIM.INI file contains multiple directory paths for the same path type. This happens automatically if you choose not to download the sample presentation during installation. Also, you can manually edit the OIM.INI file and enter additional paths.

For example, you might store most media files in two standard locations: the Open!Info Manager directories and a network directory. In this case, you might edit the OIM.INI file to add the network directory:

    ImagePath=c:\oim\media\image;f:\graphics

When you create a media file placeholder from one of the paths listed in the OIM.INI file, Open!Info Manager stores only the path type (such as, ImagePath, TextPath). It does not store the actual directory path (F:\GRAPHICS) that you specified during the import process.

When you view the properties for that media file placeholder (either in the Media Properties dialog box or the status bar), Open!Info Manager looks for the proper path in the OIM.INI file. Since there are multiple options, Open!Info Manager simply gives you the path type. For example:

    (ImagePath)\DOLPHIN.BMP

You can place the completed media file into any of the paths listed for that path type in the OIM.INI file, regardless of which path you used to create the placeholder. In this example, Open!Info Manager could locate the DOLPHIN.BMP file in either of the following directories:

    c:\oim\media\image\DOLPHIN.BMP

    f:\graphics\DOLPHIN.BMP

Moved Media Files

Sometimes media file <u>placeholders</u> are created unintentionally when you move a media file from the directory where it was imported. Generally, the best way to complete this kind of placeholder is to move that media file back to its original location.

If there is some reason why the file cannot be returned to the original location, you must import the media file again, and assign the new media object wherever the original media object was previously assigned.

1. <u>Import</u> the media file again from its new location.

2. Assign the newly created media object to the appropriate controls.

   When you're done, the original media object should no longer be assigned to any pages, templates, or controls.

3. <u>Delete</u> the original media object (placeholder) from the database.

Setting Preferences

As you become familiar with Open!Info Manager, you will acquire your own authoring preferences. The Preferences dialog box provides options for controlling the appearance of your workspace and how certain features behave.

1. Choose **Preferences** from the Properties menu, or press **F3**.

    The Preferences dialog box appears, showing each of the options you can choose.

2. Choose settings based on how you prefer to work in Open!Info Manager.

3. Choose **OK** to close the dialog box and activate your selections.

See Also:

Show Toolbar
Show Toolbar Tips
Show Status Bar
Opens Summary
Opens Diagram
Sequence Links
Movement Links
Show Template/Page Properties Automatically
Show Control Properties Automatically
Show Assigned Image in Controls
Marquee Must Surround Controls
Snap to Grid
Grid X
Grid Y
Selection List - Show Icons
Selection List - Search
Add Parentheses to Imported Media Name
Backup Creates Media List File

Show Toolbar

Initially Show Toolbar is selected, so that the toolbar appears at the top of the window. The toolbar contains buttons you can click to quickly access common Open!Info Manager commands.

Deselect this option to hide the toolbar and provide more workspace in the Open!Info Manager window.

See Also:

Setting Preferences

Show Toolbar Tips

Initially Show Toolbar Tips is selected, so that popup descriptions appear when you rest the pointer over a tool. The tip appears only while the pointer rests over the tool.

Deselect this option to hide the toolbar tips if you don't need them.

See Also:

Setting Preferences

Show Status Bar

Initially Show Status Bar is selected, so that the status bar appears at the bottom of the window. The status bar displays information about the position of the pointer, the selected control, or the menu command or tool the pointer is resting over.

Deselect this option to hide the status bar and provide more workspace in the Open!Info Manager window.

See Also:

Setting Preferences

Opens Summary

Initially Opens Summary is selected. This causes Open!Info Manager to automatically open the <u>Summary window</u> whenever you create or open a presentation. While it is open, Open!Info Manager automatically updates the Summary window with any relevant changes to the presentation, which could impact overall performance.

Deselect this option to create or open presentations without opening the Summary window.

See Also:

<u>Setting Preferences</u>

Opens Diagram

Initially Opens Diagram is selected. This causes Open!Info Manager to automatically open the Diagram window whenever you create or open a presentation. While it is open, Open!Info Manager automatically updates   the Diagram window with any relevant changes to the presentation, which could impact overall performance.

Deselect this option to create or open presentations without opening the Diagram window.

See Also:

Setting Preferences

Sequence Links

The Diagram window illustrates all the pages in the presentation. Optionally, you can have it display arrows showing the way automated page sequencing moves through the presentation.

All Pages shows the sequence link arrows for all pages in the presentation. This setting can help you verify that the presentation flow has been properly defined.

Selected Page shows the sequence link arrows for the selected page only. This setting can help you verify that page sequencing has been defined properly for individual pages.

No Pages removes all sequence link lines. Use this setting to eliminate clutter as you verify that the pages have all been defined.

If both movement links and sequence links are displayed, the movement link arrow will hide a sequence link arrow if both go to the same page.

See Also:

Page Properties
Template Properties
Setting Preferences

Movement Links

The Diagram window illustrates all the pages in the presentation. Optionally, you can have it display arrows showing the way a viewer can move among the pages with Movement Button Controls.

All Pages shows the movement link arrows for all pages in the presentation. This setting can help you verify that the presentation flow has been properly defined.

Selected Page shows the movement link arrows for the selected page only. This setting can help you verify that individual Movement Button Controls have been set up properly.

No Pages removes all movement link arrows. Use this setting to eliminate clutter as you verify that the pages have all been defined.

If both movement links and sequence links are displayed, the movement link arrow will hide a sequence link arrow if both go to the same page.

See Also:

Page Properties
Template Properties
Setting Preferences

Show Template/Page Properties Automatically

Each template and page you create has certain *properties*. Template properties include a name, a transition, a background, and an automated page sequence. Page properties include a name, an attached template, a transition, a background, and an automated page sequence.

The Properties dialog boxes are used to set the properties for the active page or template.

Initially Show Template/Page Properties Automatically is selected, so that any time you create or open a template or page, its Properties dialog box appears first.

Deselect this option if you want to display the Template Properties or Page Properties dialog box only when requested.

See Also:

Setting Preferences

Show Control Properties Automatically

Each control you create has certain *properties*. For instance, all control types contain name, size, and position properties. Button controls also have primary and selected image properties. A separate Properties dialog box is used to set the properties for the each control type.

Initially Show Control Properties Automatically is selected, so that any time you create a control, its Properties dialog box appears first.

Deselect this option if you want to display the control Properties dialog box only when requested.

See Also:

Movement Button Properties
Display Media Properties
Behavior Button Properties
Player Button Properties
Text Overlay Properties
List Button Properties
Launch Button Properties
Setting Preferences

Show Assigned Image in Controls

Assigned image refers to a still, graphic image assigned directly to a control. For example, the primary button image is an assigned image. If you assign a graphic image to a Display Media Control, that is an assigned image. Entered text is the assigned image for a Text Overlay Control.

The term *assigned image* does not refer to animation, sound, text, or video media assigned to a control.

Initially, Show Assigned Image in Controls is selected, so that the Page and Template windows display the image as soon as you assign it to a control.

Deselect this option to hide the assigned images in the Page and Template windows, and display colored fill in the controls. The colored fill draws faster than most images.

See Also:

Setting Preferences

Marquee Must Surround Controls to Select Them

The *marquee* is a box you drag out to <u>select</u> multiple controls for some action. Open!Info Manager lets you determine how selections are made with the marquee.

Initially, Marquee Must Surround Controls is not selected so that the marquee automatically selects any control it touches.

Select this option to have the marquee select only those controls that are completely surrounded.

See Also:

<u>Setting Preferences</u>

Snap to Grid

As you work in Open!Info Manager, you'll be creating page icons in the <u>Diagram window</u>, and control boxes in the <u>Page</u> and <u>Template</u> windows. Your Snap to Grid setting determines how these elements can be moved within their windows.

Initially, Snap to Grid is selected so that when you move a page icon or control box, it automatically moves to a grid line. Grid lines are spaced at 4-pixel increments by default.

Deselect this option to allow page icons and control boxes to move freely in the window.

See Also:

<u>Grid X</u>
<u>Grid Y</u>
<u>Setting Preferences</u>

Grid X

Initially, Open!Info Manager sets vertical grid lines every four pixels. Enter a number to change the frequency of the vertical grid lines. If Snap to Grid is selected, all page icons and control boxes align to one of these grid lines.

See Also:

Snap to Grid
Grid Y
Setting Preferences

Grid Y

Initially, Open!Info Manager sets horizontal grid lines every four pixels. Enter a number to change the frequency of the horizontal grid lines. If Snap to Grid is selected, all page icons and control boxes align to one of these grid lines.

See Also:

Snap to Grid
Grid X
Setting Preferences

Selection List - Show Icons

Whenever you have to choose an object (template, page, media element, and so on) from a list, Open!Info Manager displays a <u>selection dialog box</u> or a <u>media selection dialog box</u> with a list of object names.

Initially, Show Icons is selected so that the objects in these lists are accompanied by an icon. The icon helps you visually distinguish between object types.

Deselect this option to hide the icons and show more entries in the list box at one time.

The following icons appear in various selection lists.

Icon	Description
	Sound icon
	Animation icon
	AVI video icon
	AVS video icon
	Bitmap image icon
	Movement Button Control icon
	Display Media Control icon
	Behavior Button Control icon
	Player Button Control icon
	Text Overlay Control icon
	List Button Control icon
	Launch Button Control icon
	MIDI sound icon
	MPEG video icon
	Page icon
	Playable media icon
	Presentation icon
	QuickTime Movie video icon
	Template icon
	Text media icon
	WAV sound icon

See Also:

[Setting Preferences](#)

Selection List - Search

Selection and media selection dialog boxes allow you to enter one or more words and search through the list for entries containing those words. This setting lets you choose whether Fuzzy or Exact is selected by default in these dialog boxes.

Initially, **Fuzzy** is selected so that each time you open a selection or media selection dialog box the Fuzzy option is selected by default. When Fuzzy is active, a search finds entries containing words that are similar to the words you entered, as well as exact matches. This enables Open!Info Manager to find an entry even if the spelling is a bit different than your entry.

Select **Exact** if you want the default to be Exact in the selection or media selection dialog boxes. When the Exact option is used, searches find only those entries containing the exact words you entered.

See Also:

Wildcards
Setting Preferences

Add Parentheses to Imported Media Name

When you import media files to create media objects in the Open!Info Manager database, the filename is displayed as a default object name. You can include this filename as part (or all) of the object name, or replace it completely.

Initially, Add Parentheses is deselected, so that the default object name contains only the filename.

Select this option if you want the filename enclosed in parentheses by default. The parentheses can be useful for distinguishing the filename if you use it as part of the object name.

See Also:

Media Properties
Properties Menu

Backup Creates Media List File

Open!Info Manager backup files store data from the <u>database</u> only. The actual media files, which reside separately on your hard disk or network, are not stored in the backup file.

Initially, Backup Creates Media List File is selected so that Open!Info Manager automatically creates a separate, <u>media list file</u> whenever you create a backup file. This media list file identifies all the media files linked to the backup file, giving the path and filename. The media list file has the same name and location as the backup file, with .TXT as the extension. This file is very useful if you plan to move the presentation and its media files to a new machine, or want to back up those media files as well.

Deselect this option if the backup files are being used for local backup, and you do not plan to copy the media files.

See Also:

<u>Creating a Backup File</u>
<u>Setting Preferences</u>

Presentation Properties

Each presentation has certain characteristics, called *presentation properties*, that affect the overall presentation rather than the individual pages and templates. The Presentation Properties dialog box appears automatically whenever you create a new presentation, or open an existing presentation. You can also open this dialog box at any time by choosing **Presentation** from the Properties menu (or pressing **CTRL+R**).

The properties you set (other than name and start page) are stored in the OIM.INI file. These settings are used for all new presentations until you change them.

Name - You can accept the default name Open!Info Manager supplies, or enter a different name. It must not duplicate the name of any other presentation in the database.

Width, Height - The initial default width and height are 640 and 480, the base SVGA resolution. Set these values according to the size and resolution of the monitor where the presentation will be viewed. To prevent controls from appearing outside the page or template boundaries, the page width and height cannot be changed if you modify the presentation properties later.

Start Page - Click this button to display a dialog box where you can choose the first page presented to viewers.

This option is unavailable until you create at least one page. By default, Open!Info Manager uses the first page you create as the start page.

Show Title Bar - Select this check box to show the presentation name as a title above the presentation during viewing. Deselect this check box to omit the title bar.

If the resolution of the screen is the same as the presentation width and height, the title bar is omitted. This allows the viewer to see the entire presentation page.

Allow Text Search for Text Media - Select this check box to let viewers search through text that appears in Display Media Controls. Deselect the check box to disallow text searches.

Pages without Backgrounds are Transparent - Select this check box to allow the background from the previous page show through when the viewer opens a page that has no background image assigned. Deselect this check box to display a solid-color background (from the Windows Control Panel) for pages that have no background image assigned.

Align - Choose the default alignment for Text Overlay Controls. You can override this default for individual controls. **Left** starts all text at the left side of the Text Overlay Control box. **Center** centers all text within the control box. **Right** ends all text at the right side of the control box. **Justify** spaces out the words so the text fills the control box from left to right. (If there is only one word, Justify works like Left.)

Border - Select this check box to draw a border around Text Overlay Controls by default. Deselect this option to omit the border by default. You can override this default for individual controls. The border is a thin line that surrounds the area allocated to the Text Overlay Control.

Shadow - Select this check box to draw shadowed text by default when you create a Text Overlay Control. Deselect this option to omit the shadowing effect by default. You can override this default for individual controls.

Font - Choose this button to display the Select a Font dialog box, where you can set the default font, size, and style for Text Overlay Controls. You can override these defaults for individual controls.

Colors - Choose this button to select the default color settings for Text Overlay Controls.

OK -Choose this button to accept the settings and close the dialog box.

Cancel - Choose this button to cancel all changes and close the dialog box. If you choose Cancel after starting a new presentation, the presentation is canceled as well.

See Also:

Properties Menu

Adding a Page

Open!Info Manager lets you add a new <u>page</u> to the open presentation at any time.

1. Choose **Add** from the <u>Page menu</u>, click the **Add Page** tool on the <u>toolbar</u>, or press **F7**.

   The Page Properties dialog box may appear, depending on your <u>Preferences</u>.

2. Enter the <u>properties</u> for this page.

3. Choose **OK** in the Page Properties dialog box to accept the new settings.

   If there is another page in the presentation with the same name, you will be asked whether you want to accept the duplicate name or rename the page. If you choose to rename, the Page Properties dialog box returns. Choose **OK** after entering a new name.

   The <u>Page window</u> opens, showing the controls and properties of the attached template (if there is one).

4. Make local assignments to the <u>global controls</u> created on the template, or create <u>controls</u> that are unique to the page.

5. <u>Save</u> the presentation.

Note: You cannot <u>Undo</u> the new page or any previous actions.

See Also:

<u>Inserting a Page</u>

Inserting a Page

Open!Info Manager lets you insert a new page icon into the <u>Diagram window</u> at any time.

1. Insert a new page with one of the following techniques:
    - o   Place the pointer where the page icon should appear in the Diagram window, and double-click over an open space.
    - o   Place the pointer where the page icon should appear in the Diagram window, then choose **Insert Page** from the <u>popup menu</u>.
    - o   Choose **Insert** from the <u>Page menu</u>. Open!Info Manager opens the Diagram window (if it is not already open) and draws a new page icon in the upper left corner.

    Depending on the <u>Preferences</u> you set, the <u>Page Properties dialog box</u> may appear for you to enter a name and set other properties. Set the desired properties and choose **OK**.

2. Move the page icon to its proper place in the presentation flow, if desired.
3. Double-click the page icon, or place the pointer over it and choose **<u>Modify Page</u>** from the popup menu to open its <u>Page window</u>.

Note: You cannot <u>Undo</u> an inserted page or any previous actions.

Page Properties

Page properties are attributes that apply to the page as a whole. Depending on your settings in Preferences, the Page Properties dialog box may appear each time you open the Page window. Additionally, you can access this dialog box at any time:

o   Double-click over the page background (not over a control).

o   Right-click over the page background, then choose **Page Properties** from the popup menu.

o   Choose **Page** from the Properties menu.

o   Press **CTRL+G**.

Set the properties that are appropriate for the page.

Name - You can accept the default name Open!Info Manager supplies, or enter a different name. If it duplicates another page name in the presentation, you will be given an opportunity to change the name or accept the duplication.

Template - You can attach a template to provide a foundation for the page. Click this button to display a dialog box for selecting the template to be attached. Use **No Template** if you do not want the page to reference any template.

The Template button is dimmed if no templates have been created for the presentation.

Transition - The transition is a visual effect when a viewer opens the page. Click this button to display the Transitions dialog box where you can select a transition effect for the page.

From Template - Select this check box only if you want to revert to the transition set in the attached template. If no template is attached, this check box shows **No Transition**, and you can select it to remove the assigned transition.

You can alternate between the transition selected for the page and the one set in the template (or No Transition) as long as the Page Properties dialog box remains open. If you close it with the From Template check box selected, the page setting is lost.

Background - Click the Background button to display a dialog box where you can select an image to appear as the background for this page.

If a background was assigned to the attached template, its name appears beside the From Template check box. This option is automatically selected and cannot be deselected until you assign a background for the page.

If no template is attached, the title From Template does not appear, but the check box is still selected to indicate that no background is assigned.

From Template - Select this check box only if you want to revert to the background set in the attached template. If no template is attached, this check box shows **No Background**, and you can select it to remove the assigned background image.

You can alternate between the background selected for the page and the one set in the template (or No Background) as long as the Page Properties dialog box remains open. If you close it with the From Template check box selected, the page setting is lost.

Next Page - Click this button to set up an automatic page change after a specified time period. A dialog box lets you choose the page that will be displayed if the viewer does not select an action within a given number of seconds.

Seconds Idle - Enter a number of seconds. After the page draws completely, if the viewer does not make any selections within this amount of time, Open!Info Manager automatically presents the Next Page.

From Template - If a page sequence was set up for the attached template, its Next Page and Seconds Idle settings appear beside the From Template check box. This option is automatically selected and cannot be deselected until you assign page sequence settings   for the page. If no template is attached, the title From Template does not appear, but the check box is still selected to indicate that no Next Page has been assigned.

You can alternate between the page sequence selected for the page and the one set in the template (or no page sequence) as long as the Page Properties dialog box remains open. If you close it with From Template selected, the page setting is lost.

OK - Choose this button to accept the settings and close the dialog box.

Cancel - Choose this button to cancel all changes and close the dialog box. If you choose Cancel after starting a <u>new page</u>, the page is canceled as well.

Modifying a Page

After you've created a page, you may need to open it again to review it, to complete it, or to make changes and enhancements.

1. Open the Page window in one of the following ways:

   o Choose **Modify** from the Page menu, then select a page from the dialog box that appears.

   o Press **SHIFT+F7**, then select the appropriate page from the dialog box.

   o Double-click the page icon in the Diagram window, or place the pointer over a page icon and choose **Modify Page** from the popup menu.

   o Double-click the page in the Summary window, or select the page and choose **Modify Page** from the popup menu.

2. Make the desired changes.

   You can create or change page controls, delete page controls, make local assignments to global controls, or change the page properties.

3. Save the presentation after making the changes.

Deleting a Page

Pages can be deleted from the open presentation if they are no longer needed. You can delete one or more pages by selecting them from a list, or delete individual pages with popup menu commands.

Note: Deleting a page clears the Undo list. You cannot Undo the deleted page, or any actions taken before the page was deleted.

Selecting from a List

1. Choose **Delete** from the Page menu, or press **ALT+F7**.
2. Select one or more pages from the dialog box, then choose **OK**.
3. Choose **Yes** to confirm.

    Open!Info Manager deletes the selected pages from the presentation.

Popup Menu

1. Open the Diagram window or Summary window.
2. Select the page to be deleted.
3. Choose **Delete Page** from the popup menu.
4. Choose **Yes**. to confirm.

    Open!Info Manager deletes the selected page from the presentation.

Setting the Start Page

The start page is the first page presented to the viewer. Initially Open!Info Manager assigns the first page you create as the start page. However, you do not have to create the start page first.

Set a different start page with one of the following methods.

o   Use the **Start Page** button in the <u>Presentation Properties</u> dialog box.

o   Select the appropriate page in the <u>Summary window</u>, then choose **Set Start Page** from the <u>popup menu</u>. Notice that the Presentation Properties section of the Summary window reflects your change immediately.

o   Select the appropriate page icon in the <u>Diagram window</u>, then choose **Set Start Page** from the popup menu. Notice that the page icon turns green.

Adding a Template

A presentation can have as many <u>templates</u> as it needs. Use the following procedure to add a new template.

Note: You cannot <u>Undo</u> a new template, nor can you Undo any previous actions.

1. Choose **Add** from the Template menu, or press **F8**.

   The <u>Template Properties dialog box</u> may appear, depending on your settings in <u>Preferences</u>.

2. Set the desired properties.

3. Choose **OK** to accept the properties and open the <u>Template window</u>.

4. Create <u>controls</u> for the template and set their properties.

   After the template is complete you can <u>attach</u> it to all pages that use the same layout.

See Also:

<u>Including a Template</u>
<u>Template Menu</u>

Including a Template

Since different presentations can have pages with similar layouts, Open!Info Manager lets you copy a template from another presentation. The copy becomes a part of the presentation that is currently open. It starts with the characteristics of the original, but you can modify the copy to customize it for the current presentation. Your changes do not affect the original template, just the copy.

Note: You cannot Undo the copied template, nor can you Undo any previous actions.

1. Choose **Include** from the Template menu.
2. Select a presentation from the dialog box that appears, and choose **OK**.

   Another dialog box appears, listing all templates in the selected presentation.

3. Select the template to be copied, and choose **OK**.

   Open!Info Manager copies the template and all its controls into the current presentation as a new template. If necessary, Open!Info Manager assigns a new, unique template name. The Template window opens.

4. Customize the template for the current presentation, changing its template properties and controls as needed.

   Open!Info Manager clears any settings that are not meaningful in the current presentation. For instance, a Movement Button Control might have a destination page that does not exist in this presentation. Be sure to modify the template properties and control properties appropriately.

Template Properties

Template properties are attributes that apply to the template as a whole. Depending on your Preferences, the Template Properties dialog box may appear each time you create a template or open the Template window. You can also display the Template Properties dialog box at any time with one of the following techniques.

o   Double-click over the template background (not over a control).

o   Right-click over the template background, then choose **Template Properties** from the popup menu.

o   Choose **Template** from the Properties menu.

o   Press **CTRL+F**.

Set the properties appropriate for this template and all the associated pages.

Name - You can accept the default name Open!Info Manager supplies, or enter a different name. If it duplicates another template name in the presentation, you will be given an opportunity to change the name or accept the duplication.

Transition - The transition is a visual effect when a viewer opens the associated page. Click this button to display the Transitions dialog box, where you can set a transition for this template. You can override this transition for individual pages.

Background - Click the Background button to display a dialog box where you can select an image to appear as the background for each page that references this template. You can override this background for individual pages.

Next Page - Click this button to set up an automatic page change after a specified time period. A dialog box lets you choose the page that will be displayed if the viewer does not select an action within a given number of seconds. You can override the Next Page for individual pages.

Seconds Idle - Enter a number of seconds. After the page draws completely, if the viewer does not make any selections within this amount of time, Open!Info Manager automatically presents the Next Page. This field is dimmed if no Next Page has been set.

OK - Choose this button to accept the settings and close the dialog box. Open!Info Manager automatically updates all associated pages as soon as you close the Templates Properties dialog box.

Cancel - Choose this button to cancel all changes and close the dialog box. If you choose Cancel after starting a new template, the template is canceled as well.

Modifying a Template

Any time you modify a template, Open!Info Manager immediately updates all the associated pages. If any attached pages are open, you can see the changes in those windows, as well.

1. Open the Template window in one of the following ways:

    o   Choose **Modify** from the Template menu, then select the appropriate template from the dialog box that appears.

    o   Press **SHIFT+F8**, then select the appropriate template from the dialog box.

    o   Place the pointer over a page icon in the Diagram window, and choose **Modify Template** from the popup menu.

    o   Double-click the template name in the Summary window, or select the template and choose **Modify Template** from the popup menu.

    o   Select a page with an attached template in the Summary window, and choose **Modify Template** from the popup menu.

    o   Choose **Modify Template** from the popup menu in any Page window.

2. Make the desired changes.

    You can create, change, or delete global controls, or set the template properties.

3. Save the presentation after making the changes.

Display Media Controls

A Display Media Control defines an area for displaying media, which represents the content of a page. For example, if a page is to present a video illustrating your product and text describing it, you would create two Display Media Controls: one to display video and one to display text.

Display Media Controls can be created in the template or the page. Commonly, if the control is created in the template, the media is assigned locally to the individual pages.

1. Activate the template or page where you want to create the control.
2. Activate the <u>Create Display Media Mode</u>.
3. <u>Draw</u> a control box.

   The box is filled with diagonal blue lines, indicating that no media has been assigned to the control.
4. Set the <u>control properties</u>.

   The Display Media Control becomes solid blue if media was assigned. Otherwise, it shows diagonal blue lines. (The media image appears instead, if one was assigned and you chose to display assigned images in the <u>Preferences dialog box</u>.)

Display Media Properties

The Display Media Properties dialog box lets you assign a name and specific media object to the control, as well as set a precise size and position. The Properties dialog box may appear automatically after you draw the control box, depending on the Preferences you set. You can also display the dialog box at any time.

o   Double-click the control.

o   Select the control and choose **Control** from the Properties menu.

o   Place the pointer over the control and choose **Control Properties** from the popup menu.

Set the properties for the control. (The name, size, and position set in a global control cannot be overridden for individual pages. If you want to change one of these settings, it must be changed in the template.)

Name - Make the name as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the page to the left side of the control box, in pixels.

Y - The distance from the top of the page to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Media - Displays a dialog box for selecting the media to appear in this Display Media Control.

If you assign media to a Display Media Control globally in the template, that media element appears automatically on each page that references the template. You can override the global media assignment for individual pages.

Resize Control to Fit - Adjusts the width and height of the control box so it matches the size of the selected media. (This button is dimmed if the selected media is sound or text, or if the media object is a placeholder).

If you do not select this button, or you change the size later, the media will be scaled to fit the control box.

Play Continuously - Select this check box if playable media assigned to this Display Media Control should run continuously (loop) while the page is visible. Deselect this option to run the playable media only once until restarted from a linked Player Button Control.

This setting affects only playable media: video, animation, and sound, whether it is assigned directly in the Display Media Control or is placed there by a Behavior Button Control. If non-playable media is assigned, this setting has no effect.

OK - The Display Media Control becomes solid blue if media was assigned. Otherwise, it shows diagonal blue lines. (The media image may appear instead, depending on your settings in Preferences.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just drawn.

Movement Button Controls

A Movement Button Control defines a button the viewer can click to move from the current page to another (destination) page, or to exit the presentation. For example, a page might have three different Movement Button Controls: one to move forward to the next page, one to move back to the previous page, and one to exit the presentation.

Commonly an Exit button is defined on most templates. Other Movement Button Controls may be created on the template, with the destination page assigned locally for individual pages.

1. Activate the template or page where you want to create the control.

2. Activate the Create Movement Button Mode.

3. Draw a control box.

   The box is filled with diagonal green lines, indicating that the control has not yet been assigned a movement type and destination page.

4. Set the control properties.

   The Movement Button Control becomes solid green if movement type and destination page were assigned. Otherwise, it shows diagonal green lines. (The primary button image may appear instead, depending on your settings in the Preferences dialog box.)

Movement Button Properties

The Movement Button Properties dialog box may appear automatically after you draw the control box, depending on the Preferences you set. You can also display the dialog box at any time.

o   Double-click the control.

o   Select the control and choose **Control** from the Properties menu.

o   Place the pointer over the control and choose **Control Properties** from the popup menu.

Set the properties for the control. (The name, size, position, and button image settings in a global control cannot be overridden for individual pages. If you want to change one of these settings, it must be changed in the template.)

Name - Make the name as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the page to the left side of the control box, in pixels.

Y - The distance from the top of the page to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Primary - Displays a dialog box for selecting an image to appear in this control.

Resize Control to Fit - Adjusts the width and height of the control box so it matches the size of the selected primary image. (This button is dimmed if the selected media is a placeholder).

If you do not select this button, or you change the size later, the media will be scaled to fit the control box.

Selection Effect - Determines how the primary image changes when a viewer selects the button.

> **None** displays the primary image continuously, without change.
> **Flash** reverses the colors of the primary image while the viewer holds down the mouse button.
> **Show Image** displays the Selected Image while the viewer holds down the mouse button.

Selected - Displays a dialog box for selecting an image to appear while the viewer holds down the mouse button. This button is dimmed unless you choose Show Image as the Selection Effect.

Movement Type - Select what should happen when the viewer clicks this Movement Button Control.

> **Go To Page** displays the page selected with the Page button.
> **Exit** closes the presentation.
> **Back** moves back one page.

Page - Displays a dialog box for selecting the page that will appear when a viewer clicks this Movement Button Control.

OK - The Movement Button Control becomes solid green if a primary image was assigned. Otherwise, it shows diagonal green lines. (The primary image may appear instead, depending on your settings in Preferences.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just drawn.

Behavior Button Controls

Behavior Button Controls define buttons that give the viewer control over the behavior of linked Display Media Controls.   For example, a page might use two Display Media Controls, one for showing video of the product at work and another for showing a photograph of the product. If you want to present two different products on the same page, you could create two Behavior Button Controls, one for each product. When the viewer clicks the Product A button, the video and picture of Product A appear. When the viewer clicks the Product B button, the video and picture of Product B appear.

1. Activate the template or page where you want to create the control.

2. Activate the <u>Create Behavior Button Mode</u>.

3. <u>Draw</u> a control box.

   The box is filled with diagonal cyan lines, indicating that the control has not yet been linked to any Display Media Controls.

4. Set the <u>control properties</u>.

   The Behavior Button Control becomes solid cyan if the button was <u>linked</u> to any Display Media Controls. Otherwise, it shows diagonal cyan lines. (The primary button image may appear instead, depending on your settings in the <u>Preferences dialog box</u>.)

5. Link the control to Display Media Controls with the <u>Link Mode</u> if the necessary links were not established in the Properties dialog box.

Behavior Button Properties

The Behavior Button Properties dialog box may appear automatically after you draw the control box, depending on the <u>Preferences</u> you set. You can also display the dialog box at any time.

o   Double-click the control.

o   Select the control and choose **Control** from the <u>Properties menu</u>.

o   Place the pointer over the control and choose **Control Properties** from the <u>popup menu</u>.

Set the properties for this control. (The name, size, position, and button image settings in a <u>global control</u> cannot be overridden for individual pages. If you want to change one of these values, it must be changed in the template.)

Name - Make the <u>name</u> as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the page to the left side of the control box, in pixels.

Y - The distance from the top of the page to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Primary - Displays a dialog box for <u>selecting</u> an image to appear in this control.

Resize Control to Fit - Adjusts the width and height so it matches the size of the selected primary image. (This button is dimmed if the selected media is a <u>placeholder</u>).

If you do not select this button, or you <u>change the size</u> later, the media will be scaled to fit the new control size.

Selection Effect - Determines how the primary image changes when a viewer selects the button.

None displays the primary image continuously, without change.
Flash reverses the colors of the primary image while the viewer holds down the mouse button.
Show Image displays the Selected Image while the viewer holds down the mouse button.

Selected - Displays a dialog box for selecting an image to appear while the viewer holds down the mouse button. This button is dimmed unless you choose Show Image as the Selection Effect.

Links - Displays the <u>Link Properties dialog box</u> where you can determine which Display Media Controls are affected when a viewer clicks this Behavior Button Control, and how. You can also use the <u>Link Mode</u> to link this control to Display Media Controls.

OK - The Behavior Button Control becomes solid cyan if any links were established. Otherwise, it shows diagonal cyan lines. (The primary image may appear instead, depending on your settings in <u>Preferences</u>.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just <u>drawn</u>.

Text Overlay Controls

Text Overlay Controls give you a way to present small amounts of text on a page. You might, for example, use Text Overlay Controls to create a title, or a list of bulleted items. You can enter one line of text for each Text Overlay Control, as well as set the font, alignment, and special effects.

1. Activate the template or page where you want to create the control.

2. Activate the Create Text Overlay Mode.

3. Draw a control box.

    The box is filled with diagonal black lines, indicating that text has not yet been entered.

4. Set the control properties.

    The Text Overlay Control becomes solid black if text was entered. Otherwise, it shows diagonal black lines. (The text may appear instead, depending on your settings in the Preferences dialog box.)

Text Overlay Properties

The Text Overlay Properties dialog box lets you enter text for the control and select the look of the text, as well as set a precise size and position. The Properties dialog box may appear automatically after you draw the control box, depending on the <u>Preferences</u> you set. You can also display the dialog box at any time with one of the following techniques.

o   Double-click the control.

o   Select the control and choose **Control** from the <u>Properties menu</u>.

o   Place the pointer over the control and choose **Control Properties** from the <u>popup menu</u>.

Set the desired properties for this control. (The name, size, and position settings in a <u>global control</u> cannot be overridden for individual pages. If you want to change one of these settings, it must be changed in the template.)

Name - Make the <u>name</u> as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the window to the left side of the control box, in pixels.

Y - The distance from the top of the window to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Text - Type up to 255 characters. If the text does not fit into the Text Overlay Control box, consider changing the font size or resizing the control box.

Align - Choose whether the text should be positioned at the **Left** , **Right**, or **Center** of the control box. Choose **Justify** to space out the words to fill the control box from left to right. (If there is only one word, Justify works like Left.)

Border - Select this check box to draw a thin border line around the control box. Deselect this check box to omit the border.

Shadow - Select this check box to draw shadowed text in the control. Deselect this check box to omit the shadowing effect.

Font - Displays the Select a Font dialog box, where you can select the font, size, and style for this Text Overlay Control.

Colors - Displays the Colors dialog box, where you can choose a color for the text.

OK - The Text Overlay Control becomes solid black if text was entered. Otherwise, it shows diagonal black lines. (The text may appear instead, depending on your settings in <u>Preferences</u>.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just <u>drawn</u>.

Launch Button Controls

A Launch Button Control defines a button that launches another Windows application, such as HTI *Sure*!MAPS or Microsoft® Excel. It also can display a specific file, such as a map or spreadsheet. When the viewer clicks the Launch Button Control, Open!Info Manager launches the application and displays the selected file. After reviewing the information, the viewer closes the application normally to return to the appropriate page of the presentation.

Note: Do not use a Launch Button Control to start an application that uses an ActionMedia II card to display PLV or TrueMotion Classic video. Closing that   application will return to the DOS prompt, not the presentation.

1. Activate the template or page where you want to create the control.

2. Activate the Create Launch Button Mode.

3. Draw a control box.

   The box is filled with diagonal red lines, indicating that the Command Line has not yet been entered.

4. Set the control properties.

   The Launch Button Control becomes solid red if the Command Line was entered. Otherwise, it shows diagonal red lines. (The primary button image may appear instead, depending on your settings in the Preferences dialog box.)

Launch Button Properties

The Launch Button Properties dialog box lets you designate what application to launch and which file to display. The Properties dialog box may appear automatically after you draw the control box, depending on the Preferences you set. You can also display the dialog box at any time with one of the following techniques.

o   Double-click the control.

o   Select the control and choose **Control** from the Properties menu.

o   Place the pointer over the control and choose **Control Properties** from the popup menu.

Set the properties for this control. (The name, size, position, and button image settings in a global control cannot be overridden for individual pages. If you want to change one of these settings, it must be changed in the template.)

Name - Make the name as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the page to the left side of the control box, in pixels.

Y - The distance from the top of the page to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Primary - Displays a dialog box for selecting an image to appear in this control.

Resize Control to Fit - Adjusts the width and height so it matches the size of the selected primary image. (This button is dimmed if the selected media is a placeholder).

If you do not select this button, or you change the size later, the media will be scaled to fit the control box.

Selection Effect - Determines how the primary image changes when a viewer selects the button.
    None displays the primary image continuously, without change.
    Flash reverses the colors of the primary image while the viewer holds down the mouse button.
    Show Image displays the Selected Image while the viewer holds down the mouse button.

Selected - Displays a dialog box for selecting an image to appear while the viewer holds down the mouse button. This button is dimmed unless Show Image is chosen as the Selected Effect.

Command Line - Enter the name (including extension) of the program file for launching the application and a document filename in the **Command Line** field.

If the program files will be in the same directory on every machine where the published presentation is viewed, include the full path with the filename. For example: C:\WIN\EXCEL\ EXCEL.EXE.

If the program files might be in different directories on the machines where the published presentation is viewed, enter only the filename here. For example: EXCEL.EXE. Be sure that each machine where the published presentation is viewed contains the path to this file in its search path.

After the program filename, you will generally add a space and the name of a file to be opened when the program is run.

Browse - Displays a dialog box where you can browse the directories on your network or local hard disk to locate the appropriate program file path and name.

Working Dir - Enter the full path of the directory where files for this application are stored, if it is different from the Command Line directory.

OK - The Launch Button Control becomes solid red if a command line was entered. Otherwise, it shows diagonal red lines. (The primary image may appear instead, depending on your settings in Preferences.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just

drawn.

IMPORTANT: <u>Publishing</u> the presentation *does not* copy the program files or the document files used by a Launch Button Control. You must copy these files separately for distribution. Be sure your license permits such copying.

Player Button Controls

A Player Button Control defines a button to regulate playable media, such as video, animation, or sound, in a linked Display Media Control. You choose what effect this button will have on   the media playback.

1. Activate the template or page where you want to create the control.

2. Activate the Create Player Button Mode.

3. Draw a control box.

   The box is filled with diagonal yellow lines, indicating that the control has not yet been linked to any Display Media Controls.

4. Set the control properties.

   The Player Button Control becomes solid yellow if this button was linked to any Display Media Controls. Otherwise, it shows diagonal yellow lines. (The primary button image may appear instead, depending on your settings in the Preferences dialog box.)

5. Link the control to Display Media Controls with the Link Mode if the necessary links were not established in the Properties dialog box.

Player Button Control Properties

The Player Button Properties dialog box may appear automatically after you draw the control box, depending on the Preferences you set. You can also display the dialog box at any time with one of the following techniques.

o   Double-click the control.

o   Select the control and choose **Control** from the Properties menu.

o   Place the pointer over the control and choose **Control Properties** from the popup menu.

Set the appropriate properties for this control. (The name, size, position, and button image settings in a global control cannot be overridden for individual pages. If you want to change one of these values, it must be changed in the template.)

Name - Make the name as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the page to the left side of the control box, in pixels.

Y - The distance from the top of the page to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Primary - Displays a dialog box for selecting an image to appear in this control.

Resize Control to Fit - Adjusts the width and height so it matches the size of the selected primary image. (This button is dimmed if the selected media is a placeholder).

If you do not select this button, or you change the size later, the media will be scaled to fit the new control size.

Selection Effect - Determines how the primary image changes when a viewer selects the button.

> **None** displays the primary image continuously, without change.
> **Flash** reverses the colors of the primary image while the viewer holds down the mouse button.
> **Show Image** displays the Selected Image while the viewer holds down the mouse button.

Selected - Displays a dialog box for selecting an image to appear while the viewer holds down the mouse button. This button is dimmed unless Show Image is chosen as the Selected Effect.

Playback Action - Choose how this Player Button Control will affect the linked Display Media Controls.

> **None** indicates that no playback action is selected. If the Playback Action is None, the control does not appear when that page is viewed.
> **Stop** stops the media playback, and resets it to play again from the beginning.
> **Step** moves the media forward one frame each time the viewer clicks this button.
> **Play** plays the media from beginning or from the point at which it was paused.
> **Replay** stops the media at its current frame and restarts it at the beginning.
> **Pause** stops the media playback without resetting it to the beginning.

Links - Displays the Link Properties dialog box where you can determine which Display Media Controls are affected when a viewer clicks this Player Button Control. You can also link this control to Display Media Controls graphically, in the Link Mode.

OK - The Player Button Control becomes solid yellow if any links were established. Otherwise, it shows diagonal yellow lines. (The primary image may appear instead, depending on your settings in Preferences.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just drawn.

List Button Controls

A List Button Control lets you group one or more options into a single button. When the viewer selects the List Button Control, a list appears showing each available option. The viewer then chooses an option to start its action. List Button Controls can contain any combination of Movement, Launch, and Behavior items.

1. Activate the template or page where you want to create the control.
2. Activate the Create List Button Mode.
3. Draw a control box.

   The box is filled with diagonal magenta lines, indicating that no list items have been created.

4. Set the control properties.

   The List Button Control becomes solid magenta if any list items were defined. Otherwise, it shows diagonal magenta lines. (The primary button image may appear instead, depending on your settings in the Preferences dialog box.)

List Button Properties

The List Button Properties dialog box may appear automatically after you draw the control box, depending on the Preferences you set. You can also display the dialog box at any time with one of the following techniques.

o   Double-click the control.

o   Select the control and choose **Control** from the Properties menu.

o   Place the pointer over the control and choose **Control Properties** from the popup menu.

Set the appropriate properties for this control. (The name, size, position, and button image settings in a global control cannot be overridden for individual pages. If you want to change one of these values, it must be changed in the template.)

Name - Make the name as descriptive as possible so this control is easy to identify.

X - The distance from the left side of the page to the left side of the control box, in pixels.

Y - The distance from the top of the page to the top of the control box, in pixels.

Width - The width of the control box, in pixels.

Height - The height of the control box, in pixels.

Primary - Displays a dialog box for selecting an image to appear in this control.

Resize Control to Fit - Adjusts the width and height so it matches the size of the selected primary image. (This button is dimmed if the selected media is a placeholder).

If you do not select this button, or you change the size later, the media will be scaled to fit the new control size.

Selection Effect - Determines how the primary image changes when a viewer selects the button.

> **None** displays the primary image continuously, without change.
> **Flash** reverses the colors of the primary image while the viewer holds down the mouse button.
> **Show Image** displays the Selected Image while the viewer holds down the mouse button.

Selected - Displays a dialog box for selecting an image to appear while the viewer holds down the mouse button. This button is dimmed unless Show Image is chosen as the Selected Effect.

Items - Displays the List Button Control Items dialog box where you can define the actions for this List Button Control.

OK - The List Button Control becomes solid magenta if any items were defined. Otherwise, it shows diagonal magenta lines. (The primary image may appear instead, depending on your settings in Preferences.)

Cancel - Click this button to cancel any changes made, or eliminate the control if it was just drawn.

Link Properties for Behavior Button Controls

When you select the Links button in the Behavior Button Properties dialog box, the Link Properties dialog box appears. Use this dialog box to select the Display Media Controls whose behavior will be altered when a viewer clicks this Behavior Button Control, and to select the media that will appear in each.

1. Choose the **Links** button in the Behavior Button Properties dialog box.

    The Link Properties dialog box appears, showing the names of all Display Media Controls on the same page or template. Existing links are indicated with an asterisk (*) beside the control name.

2. Select a Display Media Control from the list, then choose the **Set Link** button to establish a link to it.

    A media selection dialog box appears, listing all media objects in the database.

3. Select the media object to appear in the selected Display Media Control when a viewer clicks this Behavior Button Control.

    The Link Properties dialog box returns showing an asterisk beside the Display Media Control name. The linked media object name appears below the list of Display Media Controls.

4. Link to additional Display Media Controls by repeating steps 2 and 3, as needed.

5. Remove any unwanted links by highlighting the Display Media Control and choosing the **Remove Link** button.

6. Choose **OK** to accept the established links, or choose **Cancel** to cancel the links.

See Also:

Linking Behavior Button Controls in Link Mode
Removing Links in Link Mode

Linking Behavior Button Controls in Link Mode

Behavior Button Controls can be linked to Display Media Controls graphically with the <u>Link Mode</u> outside the <u>Behavior Button Properties dialog box</u>.

1. <u>Select</u> the Behavior Button Control you want to link.

2. Activate the <u>Link Mode</u>.

   Notice that a link symbol appears when the pointer is over a Display Media Control. If the pointer is outside a Display Media Control area the arrow pointer appears. You cannot establish a link unless the link pointer is visible.

3. Place the pointer over a Display Media Control to be linked.

   Eligible Display Media Controls are shown with diagonal lines, if <u>assigned images</u> are not shown. If a Display Media Control is solid blue, it has already been linked to this Behavior Button Control.

4. Choose the appropriate action from the popup menu.

   No Media establishes a link to this Display Media Control. When the viewer selects this Behavior Button, the Display Media Control is cleared, and no new media is displayed. The viewer sees either the page background or any controls that were <u>layered</u> beneath the cleared Display Media Control.

   Set Media establishes a link, and displays a media selection dialog box.

5. <u>Select</u> a media object to appear in the Display Media Control when a viewer clicks this Behavior Button Control.

6. Link additional Display Media Controls by repeating steps 3-5.

7. Exit the Link Mode by activating either the <u>Select Mode</u> or a <u>Create Mode</u>.

See Also:

<u>Link Properties for Behavior Button Controls</u>
<u>Removing Links in Link Mode</u>

Removing Links in Link Mode

Any link established between a <u>Behavior Button Control</u> or <u>Player Button Control</u> and a Display Media Control can be removed quickly and easily in the Link Mode. You can remove individual links or remove all links at once.

1. <u>Select</u> the appropriate Behavior or Player Button Control.
2. Activate the <u>Link Mode</u>.
3. Remove the desired links with one of the following techniques.
    - o Place the pointer over a Display Media Control whose link is to be removed, then select **Remove Link** from the <u>popup menu</u>. (Linked Display Media Controls appear with solid blue fill if <u>assigned images</u> are not shown.)
    - o Place the pointer outside any Display Media Control (in the empty workspace), then choose **Remove All Links** from the popup menu.

    You can continue working in the Link Mode, or choose a different mode.

See Also:

<u>Linking Behavior Button Controls in Link Mode</u>
<u>Linking Player Button Controls in Link Mode</u>

Link Properties for Player Button Controls

When you select the Links button in the Player Button Properties dialog box, the Link Properties dialog box appears. Use this dialog box to select the Display Media Controls that will be affected when a viewer clicks this Player Button Control.

1. Choose the **Links** button in the Player Button Properties dialog box.

   The Link Properties dialog box appears, showing the names of all Display Media Controls on the same page or template. Existing links are indicated with an asterisk (*) beside the control name.

2. Select a Display Media Control from the list, then choose the **Set Link** button to establish a link to it.

3. Select a Display Media Control that has already been linked and choose **Remove Link** to remove any unwanted links.

4. Set or remove additional links by repeating steps 2 and 3.

   Note: You can play only one AVS video with the same Player Button Control. However, you can play multiple animations and sound media.

5. Choose **OK** to accept the established links, or choose **Cancel** to cancel the links.

See Also:

Linking Player Button Controls in Link Mode
Removing Links in Link Mode

Linking Player Button Controls in Link Mode

Player Button Controls can be linked to Display Media Controls graphically with the Link Mode outside the Player Button Properties dialog box.

1. Select the Player Button Control you want to link.
2. Activate the Link Mode.

    Notice that a link symbol appears when the pointer is over a Display Media Control. If the pointer is outside a Display Media Control area the arrow pointer appears. You cannot establish a link unless the link pointer is visible.

3. Place the pointer over a Display Media Control to be linked.

    Eligible Display Media Controls are shown with diagonal lines, if assigned images are not shown. If a Display Media Control is solid blue, it has already been linked to this Player Button Control.

4. Choose **Set Link** from the popup menu:

    The Player Button Control becomes solid yellow after a link has been established. (The actual may image appear instead, depending on your settings in Preferences.)

5. Link additional Display Media Controls by repeating steps 3 and 4.
6. Exit the Link Mode by activating either the Select Mode or a Create Mode.

See Also:

Link Properties for Player Button Controls
Removing Links in Link Mode

Loading a Backup File

Backup files can be loaded into any Open!Info Manager database. The backup file does not contain actual media files. It contains only media objects. If you are loading the backup file on a different machine, be sure the media files have been copied to that machine as well.

1. Choose **Load Backup** from the File menu.
2. Select the appropriate path and filenames from the Load Backup File dialog box, then choose **OK**.

   Open!Info Manager begins loading the backup files into the database. Depending on the number and size of the files being loaded, this may take a few minutes. A message box indicates progress.

   The list box at the bottom reports any errors, warnings, or notes of interest, such as presentations that have been renamed to avoid duplicate names. All messages are stored in a text file called ERRORS.TXT and stored in the OIM directory for later viewing.

   If an error occurs, the backup file cannot be loaded. You must cancel the Load. If you selected multiple backup files to load, only those that were completely loaded before the error occurred will be loaded.

3. Choose the **OK** button when loading is complete.

   You can now open a presentation that was loaded, or preview and use any media that was loaded.

   If you cancel the Load in process, the current backup file is not loaded, and any other files you selected for loading are also canceled. If any backup files were completely loaded before you canceled, their objects remain in the database after you cancel.

See Also:

Creating a Backup File

Creating a Backup File

You can create a backup file for selected presentations, selected media objects, or for the entire database.

1. Choose **Create Backup** from the File menu.
2. Choose the type of information to be backed up from the submenu.

   Presentation creates a backup file containing information on the presentations you select.

   Media creates a backup file containing selected media objects from the database.

   All creates a backup file containing all presentations in the database *and* all media objects in the database.

3. Select one or more presentations or media objects to be included in the backup file, if appropriate.

   The Backup File Name dialog box appears.

4. Enter a name for the backup file and choose a directory path, or accept the default presented.

   It is not necessary to enter an extension. Open!Info Manager automatically provides the extension .OIM.

5. Choose **OK**.

   Open!Info Manager displays status information as it creates the backup file. A message box indicates when the file is complete.

   Depending on the Preferences   you set, Open!Info Manager may also create a media list file to help you determine what media files are represented by the media objects in the backup file.

See Also:

Loading a Backup File

Clearing the Database

Use the Clear All option to delete everything from the <u>database</u>, including all media objects.

1. Store the presentations and media objects in a <u>backup file</u> before you clear the database.

    You cannot use the <u>Undo</u> command after clearing the database entirely. The only way to restore any objects cleared from the database is to load the appropriate backup file.

2. Choose **Clear All** from the <u>File menu</u>.

    You are asked to verify that you want to remove all objects from the database.

3. Choose **Yes**.

    The database is emptied. You can <u>load a backup file</u>, or begin <u>creating new presentations</u>.

Remember, this does not delete media files from your hard disk. It merely deletes the media objects from the Open!Info Manager database.

Exiting Open!Info Manager

To exit Open!Info Manager, choose **Exit** from the File menu. Alternatively, you can double-click the control menu box in the upper left corner of the window, or press **ALT+F4**.

Previewing a Presentation

Previewing a <u>presentation</u> allows you to verify that all settings have been implemented properly and determine the presentation's effectiveness. Start a preview at any time during the development process. All the tools to make corrections and enhancements are right at your fingertips. After you make changes, preview it again to see their effect.

1. <u>Open</u> the presentation you want to preview.

2. Select **Preview** from the <u>File menu</u>, or click the **Preview** tool on the <u>toolbar</u>, or press **F4**.

   Open!Info Manager begins playing the open presentation, beginning with the page selected as the <u>Start Page</u>.

   To begin previewing with the page that is open in the <u>Page window</u> or selected in the <u>Diagram window</u>, press **SHIFT+F4**, or choose **Start Preview** from the <u>popup menu</u>.

   You can also begin a preview with any page in the presentation. Choose **Preview From** on the <u>Page menu</u>, then choose a page from the <u>selection dialog box</u>.

3. Navigate through the presentation by clicking the buttons you built into the pages.

   When you move the mouse pointer onto a button's area, the pointer changes from an arrow to a hand. Click the mouse when the hand is visible to perform that button's action.

4. <u>Exit</u> the preview at any time.

   If changes are needed, you can quickly access the templates and pages that need further work, make your changes, then preview the presentation again.

See Also:

<u>Searching for Text</u>

Creating a Presentation

Once you have designed the presentation and begun gathering media, you are ready to assemble these elements by creating a new presentation.

1. Choose **New** from the File menu, or click the **New Presentation** tool on the toolbar, or press **CTRL+N**.

   Open!Info Manager displays the Presentation Properties dialog box.

2. Set the desired properties for this presentation.
3. Create the needed templates and pages.
4. Review the presentation flow in the Diagram window.
5. Review the information in the Summary window.
6. Preview the presentation.
7. Save the presentation.

Opening an Existing Presentation

You can open any <u>presentation</u> in the <u>database</u> for preview or modification.

1. Select **Open** from the <u>File menu</u>, or click the **Open Presentation** tool on the <u>toolbar</u>, or press **CTRL+O**.

2. <u>Select</u> one of the available presentations from the dialog box that appears.

   If the presentation you want has been <u>deleted</u> from the database, you must <u>load</u> its backup file before you can open it.

3. Choose **OK** to open the presentation.

   If the currently open presentation has changes that have not been saved, you are given an opportunity to save them.

   Open!Info Manager opens the selected presentation. The <u>Summary</u> or <u>Diagram window</u> may open, depending on the <u>Preferences</u> you set. <u>Preview</u> the presentation, or make any needed changes.

Resizing a Control

After you draw a control box you may decide it is not quite the right size. Open!Info Manager lets you resize a control box graphically with the resizing handles that appear when you select the control. You can see the effect as you resize the box vertically, horizontally, or proportionally.

1. Activate the Select Mode.
2. Select the control to be resized.

   The resizing handles appear around the box if the control was created on this page or template. If you have selected a global control in the Page window, no resizing handles appear, only a thick black border. You cannot resize a global control in the Page window.

3. Drag one of the resizing handles to the new size.

   Side handles let you resize the box horizontally.

   Top and **bottom** handles let you resize the box vertically.

   Corner handles let you resize the box proportionally.

   The status bar indicates the control size as you drag.

   If Snap to Grid is active, the control box always resizes to a grid line.

4. Release the mouse button when the box is at the appropriate size.

You can also set a precise pixel size and position for any control in its Properties dialog box.

See Also:

Movement Button Properties
Display Media Properties
Behavior Button Properties
Player Button Properties
Text Overlay Properties
List Button Properties
Launch Button Properties

Deleting a Control

You can delete a control on the template or page where it was created.

1. Activate the <u>Select Mode</u>.
2. Select one or more controls.
3. Press the D<small>EL</small> key, or choose **Delete** from the <u>popup menu</u>, or choose **Delete** from the <u>Edit menu</u>.

   The controls are deleted from the template or page. They are also deleted from the <u>database</u>, with one exception. A shared control (global control that has been copied to another template with the <u>Include Control</u> or <u>Paste Shared</u> command) is removed from the current template, but not from any other template that is using it. If no other template is using the shared control, it is also deleted from the database when the presentation is saved.

   You can use the <u>Undo command</u> on the Edit menu if you want to restore the control.

Note: You cannot delete a <u>global control</u> from an individual page. To remove a global control from a page, you must delete it from the template, or choose a different template for the page.

Setting Local Properties for Global Controls

Some global controls are not completely defined in the template, or need to be modified for individual pages. For example, you might define a global Movement Button Control but assign the destination page separately for each page. Perhaps several pages show the corporate logo in the same place, but on one page a different graphic should be shown.

You cannot change the name, size, position, or button image settings of a global control in the Page window, but you can change any of its type-specific properties.

Note: Global controls that have local properties are not updated with changes made to type-specific properties in the template. See Removing Local Properties.

1. Select a global control in the Page window.

   The control box becomes a thick black line to indicate that it is selected.

2. Choose **Control** from the Properties menu, or choose **Control Properties** from the popup menu.

3. Enter any changes in the Properties dialog box that appears.

   Notice that the Name, X, Y, Width, Height, and Button Image fields are dimmed, indicating that they cannot be changed. However, you can modify any other property.

4. Choose **OK** to accept the local properties.

See Also:

Movement Button Properties
Display Media Properties
Behavior Button Properties
Player Button Properties
Text Overlay Properties
List Button Properties
Launch Button Properties

Removing Local Properties

You cannot delete global controls from an individual page. However, you can delete the local properties set in the page.

1. Activate the Select Mode.
2. Select a control.

   You cannot select multiple global controls while working on a page.

3. Choose **Remove Local** from the Properties menu, or choose **Remove Local Properties** from the popup menu.

Viewing Media in the Database

You can view media that has been imported into the underline database at any time. If you plan to view video or sound media objects, consider setting up the volume controls that came with your sound card so that you can control the volume during viewing. Refer to the sound card documentation for details.

1. Choose **View** from the Media menu.
2. Choose **Imported** from the submenu.

   A media selection dialog box lists all media objects in the database.

3. Select the media object you want to view.
4. Choose **OK**.

   Open!Info Manager displays the selected media in a separate media view window. Use the popup menu in that window to control the display.

5. Press **ALT+F4**, or double-click the control box in the upper left corner to close the media view window.

See Also:

Viewing Media Outside the Database

Viewing Media Outside the Database

You can view media that has not yet been imported into the Open!Info Manager <u>database</u>, perhaps to help you decide which media to import.

1. Choose **View** from the <u>Media menu</u>.
2. Choose **Other** from the submenu to display the View Other Media dialog box.
3. Use the **List Files of Type** list to choose a particular type of media to view.
4. Use the **Drive** and **Directories** lists to choose a directory path whose files you want to view.
5. Select a media file in the **File Name** list, or type a name into the **File Name** field.
6. Choose **OK**.

   Open!Info Manager displays the selected media file in a separate <u>media view window</u>. Use the popup menu in that window to control the display.
7. Press **ALT+F4**, or double-click the control box in the upper left corner to close the media view window.

See Also:

<u>Viewing Media in the Database</u>

Deleting Media from the Database

A large number of media objects in the database can mean a long list to search through when you assign media. You can shorten this list by deleting some of the media objects that are not currently needed.

Deleting a media object **does not** delete the actual media file from your hard disk. It merely removes Open!Info Manager's link to that media file. You can restore the link by importing that media file again, or by loading a backup file with the media object.

Note: You cannot Undo a deleted media object.

1. Choose **Delete** from the Media menu.

   A dialog box lists all media that is not currently used by any presentation in the database. You cannot delete a media object that has been assigned to a presentation. If you assigned a media object in the open presentation, then deleted that assignment, the media object cannot be deleted until the presentation has been saved.

2. Select one or more objects from the list.

3. Choose **OK**.

4. Choose **Yes** when asked to confirm the delete request.

   The selected media objects are deleted from the database.

Saving a Presentation

Saving a <u>presentation</u> stores each of its objects in the <u>database</u>, making it available for future Open! Info Manager sessions. Be sure to save the presentation periodically as you work to protect against loss in the event of a power failure or other problem.

You can save a presentation in one of three ways.

o   Choose **Save** from the <u>File menu</u>.

o   Click the **Save** tool on the <u>toolbar</u>.

o   Press **CTRL+S**.

Open!Info Manager saves the presentation under the name entered in the Presentation Properties dialog box.

Note: You cannot <u>Undo</u> the saved presentation, or any previous actions.

See Also:

<u>Copying a Presentation</u>
<u>Creating a Backup File</u>

Copying a Presentation

Copying a <u>presentation</u> gives you a new version that you can use as the basis of a new presentation, or to test changes that you're not sure you'll want to keep.

1. <u>Open</u> the presentation to be copied.

2. Choose **Save As** from the <u>File menu</u>.

    The <u>Presentation Properties dialog box</u> appears.

3. Enter a new name for the presentation, and choose **OK**.

    Open!Info Manager duplicates the presentation and all its objects, and saves them under the name you enter. The copy is opened automatically, allowing you to make changes right away.

An alternative technique is to <u>load</u> the presentation's backup file twice. Open!Info Manager automatically assigns a new, unique name to the presentation during loading if there is already another presentation with the same name.

Deleting a Presentation

You can keep the <u>database</u> to a minimum by deleting <u>presentations</u> you're not currently working with, such as those that are already published, or are temporarily on hold.

1. <u>Create a backup file</u> for the presentation if you want to store it for future use or revision.

    Deleted presentations cannot be restored unless they have been saved in a backup file.

2. Choose **Delete** from the <u>File menu</u>.

3. <u>Select</u> one or more presentations from the dialog box, then choose **OK**.

4. Choose **Yes** when asked to confirm that the presentations should be deleted.

    Open!Info Manager asks whether you want to also delete the media objects associated with the deleted presentation.

5. Choose **Yes** to delete the media objects, or **No** to leave them in the database.

    The presentations are deleted from the database. If you elected to delete the media objects, they are deleted from the database as well. However, Open!Info Manager does not delete any media object that is used by another presentation in the database.

    If you choose **Cancel**, the entire delete request is canceled.

    Note: You cannot <u>Undo</u> a deleted presentation. To restore a presentation that was previously backed up, use the <u>Load Backup command</u>.

Create Modes

Use the Create Modes to create new controls. There is a separate Create Mode for each control type. To activate a Create Mode choose the appropriate **Create Control** command from the Mode menu, or choose the appropriate **Create** tool from the toolbar, or press the shortcut keys listed below.

For this Create Mode	Press
Movement Button Control	CTRL+M
Display Media Control	CTRL+D
Behavior Button Control	CTRL+B
Player Button Control	CTRL+P
Text Overlay Control	CTRL+T
List Button Control	CTRL+I
Launch Button Control	CTRL+H

Select Mode

Use the Select Mode to choose one or more controls for the next action. For example, you might select a control to resize, or select a control to link, or select two controls to move.

You can activate the Select Mode in several ways:

o   Click an existing control while in a Create Mode or the Link Mode.

o   Choose **Select** from the Mode menu.

o   Click the **Select** tool on the toolbar.

o   Press **CTRL+E**.

Once you have activated the Select Mode, use any of the following methods to select one or more controls:

o   Select one control by clicking anywhere in its box. If you select a control that can be moved and resized Open!Info Manager displays resizing handles.

   If you select a global control while working in the Page window, Open!Info Manager draws a dark border around the selected control. No handles appear because the control cannot be moved or resized.

o   Select additional controls by pressing the SHIFT or CTRL key while clicking the control box. If you click another control without holding down the SHIFT or CTRL key, the first control is deselected and the second is selected.

o   Select multiple controls at once by placing the pointer outside one control, then holding down the mouse button while dragging out a marquee around all controls to be selected.

o   Select all controls at the same time by choosing **Select All** from the Edit menu or pressing **CTRL+A**.

Link Mode

The Link Mode is used for graphically linking a Player Button or Behavior Button Control to the appropriate Display Media Controls. Activate the Link Mode by choosing **Link** from the Mode menu, or by choosing the **Link Mode** tool from the toolbar, or by pressing **CTRL+L**.

See Also:

Linking Behavior Button Controls in Link Mode
Linking Player Button Controls in Link Mode
Removing Links in Link Mode

Control Fills

As you work with controls, Open!Info Manager uses different graphical fills to help you quickly identify those controls whose <u>primary property</u> has been set, and those that still need to be set.

If you choose to work with the <u>assigned image</u> displayed, these fills are visible only before you assign an image to the control.

Diagonal fill indicates that the control's primary property has not been set.

Solid fill indicates that the control's primary property has been set. If the primary property is set for the page, the fill is a darker color than if it was set for the template.

See Also:
<u>Control Colors</u>

Primary Properties

Open!Info Manager changes the underline graphical fill of a control box to illustrate whether its primary property has been set, and where. The primary properties for each control type are listed below.

Control Type	Primary Property
Movement Button	Movement Type and Destination Page (if needed)
Display Media	Media Assignment
Behavior Button	Link to a Display Media Control
Player Button	Link to a Display Media Control
Text Overlay	Text
List Button	List Item
Launch Button	Command Line

See Also:

Control Colors

Layered Controls

You can layer controls in different ways to create special effects in the presentation. The control in front is activated whenever the viewer clicks an overlapping area.

For example, you might create a Movement Button Control that fills the entire screen, and place all other controls in front of it. The viewer can click other controls to start their action, or click the page background (the large Movement Button Control) to move through the presentation.

However, the drawing order (front to back) cannot be altered on the page if the overlapping controls were not originally created on the page. Global controls are always drawn at the back. You can set their order within the template. Global controls with local properties are always drawn in front of global controls without local properties. Page controls are always drawn in front of all other controls. You can set their order in the page.

Use the Send to Back and Bring to Front commands if you need to change the order in which overlapping controls are drawn.

1. Select the control whose layer is to be changed.
2. Choose the appropriate command, either from that control's popup menu or from the Edit menu:

   Send to Back moves the current control to the back layer.

   Bring to Front moves the current control to the front layer.

Exiting a Preview

There are several ways to exit a presentation you are previewing.

o   Click the <u>Exit button</u> you created on the page to return to the window from which you started the preview.

o   Click the right mouse button anywhere in the preview to display a <u>popup menu</u> with the following options:

Exit returns to the window from which you started the preview.

Exit to Page returns to the Page window showing the page where you exited the preview.

Exit to Template returns to the Template window showing the template attached to the page where you exited the preview.

o   Press **ALT+F4**.

Open!Info Reader

Open!Info Reader is a royalty-free runtime program that allows viewers to view presentations created in Open!Info Manager. Open!Info Reader is provided as part of the Open!Info Manager package. It is designed for distribution, and contains no authoring functionality. When you publish a completed presentation, Open!Info Reader is automatically published along with it.

Open!Info Reader can operate from a portable PC, workstation, or a kiosk environment to reach the general public. The viewer's system must be set up with all hardware and software required to view the presentation. For example, if the presentation plays PLV video, Open!Info Reader must be run on a system that contains an ActionMedia II card (or equivalent) with 2 MB of VRAM. If the presentation launches another application, that application must be licensed and installed separately.

Viewing a presentation with Open!Info Reader is like previewing a presentation from Open!Info Manager. The viewer simply clicks buttons and follows on-screen cues.

See Also:

Distributing Published Presentations

Drawing a Control Box

Every control represents an area where some media or text will appear, or an area for viewer interaction. One part of creating any control, regardless of the type, is drawing a control box to identify the size and placement of the control.

1. Choose a Create Mode.

   The pointer becomes a crosshair as you move it over the workspace.

2. Place the crosshair at one corner of the control area and press down the left mouse button.

3. Hold down the mouse button while dragging diagonally to create a box of the appropriate size.

   Notice that the status bar shows the position (X and Y) of the pointer, as well as the height and width of the control box as you draw. These values are displayed in pixels. You can modify the position, height, or width later either graphically or in the associated Properties dialog box.

See Also:

Control Fills
Control Colors

Control Colors

After you draw the control box, Open!Info Manager assigns a color to it, based on the type of control you're creating. Use the colors to help you distinguish the control types as you work. (The status bar also indicates control type when the pointer rests over a control box.)

Control Type	Color
Movement Button	Green
Display Media	Blue
Behavior Button	Cyan (bluegreen)
Player Button	Yellow
Text Overlay	Black
List Button	Magenta (pinkish purple)
Launch Button	Red

If you have chosen to display the assigned images, these colors appear until the image is assigned.

See Also:

Control Fills

Deleting a Template

If a template becomes obsolete and will not be needed for future presentation development, you can delete it from the database.

Note: You cannot Undo a deleted template, or any previous actions.

1. Check the Presentation Templates section in the Summary window to determine whether the template is being used by any pages.

   If you delete a template that is attached to any page, you may need to modify that page after deleting its template.

2. Choose **Delete** from the Template menu, or press **ALT+F8**.

   You can also delete a template in the Summary window. Select the template name and choose **Delete Template** from the popup menu.

3. Select one or more templates from the dialog box that appears.

4. Choose **OK**.

   After you confirm the request, Open!Info Manager deletes the selected templates from the database.

   Note: If the deleted template shares any controls with other templates, the shared controls are not deleted on the remaining templates.

List Button Control Items

Use the List Button Control Items dialog box to define one or more items for the viewer to choose after selecting this List Button in the presentation.

1. Create a <u>List Button Control</u> and open its <u>Properties dialog box</u>.
2. Choose the **Items** button.

   The List Button Control Items dialog box appears.
3. Create one or more <u>Movement items</u>.
4. Create one or more <u>Launch items</u>.
5. Create one or more <u>Behavior items</u>.
6. Select an unwanted item from the list and choose the **Delete** button to delete it.
7. Choose **OK** to accept the items and return to the List Button Properties dialog box.

List Button Movement Item

A List Button Movement item lets the viewer move to a new page in the presentation. A movement item is equivalent to a <u>Movement Button Control</u> whose movement type is Go To Page.

1. Choose the **Add Movement** button in the List Button Control Items dialog box.

    The dialog box displays the appropriate fields, if they are not already visible.

2. Enter a <u>name</u> for this Movement item in the **Name** field.

    Be sure the name clearly describes the action to be taken; this is the text the viewer will see when choosing an option from the list.

3. Choose the **Page** button to display a dialog box listing the names of all pages in the presentation.

4. <u>Select</u> the desired destination page, and choose **OK**.

    The <u>List Button Control Items dialog box</u> returns, showing the selected page name beside the Page button.

See Also:

<u>List Button Controls</u>
<u>List Button Behavior Item</u>
<u>List Button Launch Items</u>

List Button Behavior Item

Like a Behavior Button Control, a List Button Behavior item affects the behavior of linked Display Media Controls.

1. Choose **Add Behavior** in the List Button Control Items dialog box.

    The dialog box displays the appropriate fields, if they are not already visible.

2. Enter a name for this Behavior item in the **Name** field.

    Be sure the name clearly describes the action to be taken; this is the text the viewer will see when choosing an option from the list.

3. Choose the **Link** button to display the Link Properties dialog box.

    This dialog box lists each Display Media Control defined for the same template or page. Existing links are indicated with an asterisk (*) before the control name.

4. Select a Display Media Control from the list, then choose the **Set Link** button to establish a link to it.

    A media selection dialog box appears.

5. Select the media object to appear in the linked Display Media Control (step 4) when a viewer chooses this Behavior item.

    An asterisk appears beside the Display Media Control name, and the selected media object appears below the list.

6. Link this Behavior item to additional Display Media Controls by repeating steps 4 and 5.

7. Remove any unneeded links by selecting that Display Media Control in the list and choosing the **Remove** button.

8. Choose **OK** in the Link Properties dialog box.

    The List Button Control Items dialog box returns, showing the number of links established.

See Also:

List Button Controls
List Button Movement Item
List Button Launch Item

List Button Launch Item

Like a Launch Button Control, a List Button Launch item launches another Windows application to display information relevant to the presentation.

1. Choose the **Add Launch** button in the List Button Control Items dialog box.

   The dialog box displays the appropriate fields, if they are not already visible.

2. Enter a name for this Launch item.

   Be sure the name clearly describes the action to be taken; this is the text the viewer will see when choosing an option from the list.

3. Enter into the **Command Line** field the name (including extension) of the program file for launching the application, and a document filename.

   If the program files will be in the same directory on every machine where the published presentation is viewed, include the full path with the filename. Include a path for the document file only if it is different from the program file path. For example:

   > C:\WIN\EXCEL\EXCEL.EXE   SALEDATA.XLS

   If the program files might be in different directories on the machines where the published presentation is viewed, enter only the filenames here. For example:

   > EXCEL.EXE   SALEDATA.XLS

   IMPORTANT: If you omit the path, be sure that each machine where the published presentation is viewed contains the path to this file in its search path. Otherwise, Open!Info Reader cannot launch the application.

4. Enter into the **Working Dir** field the full path of the directory where files for this application are stored, if it is different from the Command Line directory.

See Also:

List Button Controls
List Button Movement Item
List Button Behavior Item

Keyboard Shortcuts

You can choose menu commands with keys, instead of the mouse. Additionally, Open!Info Manager offers key combinations (keyboard shortcuts) that can be used as you work to execute a command without opening the menu.

To operate a menu from the keyboard,

1. Press the ALT key followed by the letter underlined in the menu name.

   For example, to access the File menu, press ALT+F.

2. Select a command in one of the following ways.
   - o   Press the up and down arrow keys until the desired command is highlighted, then press ENTER.
   - o   Press the letter underlined in the command name, such as O for Open.

Many actions also have special shortcut keys assigned.

Action:	Shortcut:
Start a new presentation	CTRL+N
Open a presentation	CTRL+O
Save a presentation	CTRL+S
Preview the open presentation	F4
Preview starting with the current page	SHIFT+F4
Display Presentation Properties	CTRL+R
Select All controls	CTRL+A
Copy selected control(s)	CTRL+C
Cut selected control(s)	CTRL+X
Paste control(s) from the Clipboard	CTRL+V
Paste Shared control(s) from the Clipboard	CTRL+J
Delete selected control(s)	DEL
Undo last action performed	CTRL+Z
Redo last action that was Undone	CTRL+Y
Control Properties for the selected control(s)	CTRL+K
Help for the current topic	CTRL+F1
Help Contents	F1
Toggle movement links	F2
Movement links off	SHIFT+F2
Movement links for selected page(s)	CTRL+F2
Movement links for all pages	ALT+F2
Open Preferences dialog box	CTRL+F10
Summary window	F5
Diagram window	F6
Add a page	F7
Modify a page	SHIFT+F7
Delete a page	ALT+F7
Page Properties	CTRL+G

Add a template	F8
Modify a template	SHIFT+F8
Delete a template	ALT+F8
Template Properties	CTRL+F
Import media	CTRL+F9
Media Properties	CTRL+Q
Select Mode	CTRL+E
Link Mode	CTRL+L
Movement Button Control	CTRL+M
Display Media Control	CTRL+D
Behavior Button Control	CTRL+B
Player Button Control	CTRL+P
Text Overlay Control	CTRL+T
List Button Control	CTRL+I
Launch Button Control	CTRL+H

Media Formats

Open!Info Manager supports a wide variety of data formats, so you can use media from almost any popular graphics, animation, video, or sound application. If you already have media files in another format, consider converting them to a supported format. Many applications offer the option to save data in a different format.

You can view other formats, as well, by creating a Launch Button Control to launch another Windows application from within Open!Info Manager.

The following formats are supported.

Video Formats

AVI	video that runs under Video for Windows
AVS	video for the ActionMedia II board, or equivalent
MOV	QuickTime™ for Windows Movies
MPG	Motion Picture Experts Group (MPEG)

Graphic Images

BMP	Windows Bitmap (Open!Info is optimized to display BMP images most rapidly)
DCX	Multiple PCX image format
DIB	Device Independent Bitmap
EPS **	Encapsulated Postscript with preview
GIF	Graphics Interchange Format (non-interlaced only)
IMG	IBM GEM image format (black and white only)
JPG	JFIF (JPEG File Interchange Format)
PCX	ZSoft PC Paintbrush bitmap
RLE	Run Length Encoding bitmap
TGA	Truevision TARGA format
TIF	Tagged Image File format
WMF **	Windows Metafile
WPG **	WordPerfect Graphics file format

** Support for these formats varies according to whether the file contains raster or vector layers, and what options you select when saving the file in this format. If the display in Open!Info Manager does not meet your needs, try selecting different options, or converting the file to a different format.

Animation Formats

FLC	Autodesk Animation File Format
FLI	Autodesk Animation File Format

Sound Formats

MID	Musical Instrument Digital Interface (MIDI)
RMI	RIFF (Resource Interchange File Format) MIDI Format
WAV	Sound

Text Formats

TXT	ASCII Text (less than 64KB in size)

Moving Controls

You can move a control to a new position graphically while in the Select Mode. This lets you see the

effect as you move the control box.

1. Activate the Select Mode.
2. Place the pointer anywhere in the control box, then press and hold the mouse button.
3. Drag the mouse until the control box is in the correct position.

    The status bar displays the position as you drag.

    Note: You cannot move a global control in the Page window.

Another way to move a control is to enter a precise pixel position for the upper left corner of the control box in the Properties dialog box.

See Also:

Movement Button Properties
Display Media Properties
Behavior Button Properties
Player Button Properties
Text Overlay Properties
List Button Properties
Launch Button Properties

Cut Command

Use the following procedure to cut controls from the page   or template and save them for future use.

1. Activate the Select Mode.
2. Select one or more controls.
3. Choose **Cut** from the Edit menu, or click the **Cut** tool on the toolbar, or press **CTRL+X**.

    This removes the selected control(s) from the template and places them onto the Clipboard. Use the Paste or Paste Shared command to place the controls into another page or template.

See Also:

Copy Command
Include Control Command

Copy Command

Use the following procedure to copy controls to the Clipboard and leave the original in place.

1. Activate the <u>Select Mode</u>.

2. Select one or more controls.

3. Choose **Copy** from the <u>Edit menu</u>, or click the **Copy** tool on the <u>toolbar</u>, or press **CTRL+C**.

   This places a copy of each selected control onto the Clipboard. The original controls are unchanged. Use the <u>Paste</u> or <u>Paste Shared</u> command to place the controls into another page or template.

See Also:

<u>Cut Command</u>
<u>Include Control Command</u>

Paste Command

Paste places the control(s) that are currently on the Clipboard onto the active template or page, in the same location as the original. Each pasted control is given a new control name that is unique within the presentation. You can then modify the control properties as needed for this new location.

Paste the Clipboard contents onto the active template or page in one of several ways.

o   Choose **Paste** from the Edit menu or popup menu.

o   Click the **Paste** tool on the toolbar.

o   Press **CTRL+V**.

Behavior Button Controls and Player Button Controls both involve links to Display Media Controls. When you paste one of these controls onto a page or template, Open!Info Manager deletes all links unless the linked Display Media Control is pasted at the same time, or has already been pasted on the template with the Paste Shared or Include Control command.

However, on a template the associated Display Media Control may have already been copied to the new template with the Paste Shared or Include Control command. If so, the link is retained when the Behavior Button or Player Button Control is pasted into the template.

See Also:

Cut Command
Copy Command

Paste Shared Command

Paste Shared places the contents of the Clipboard onto the active template while maintaining a special relationship between the original and the copy. All properties are identical for both controls. If you change any property (such as the size or position) for one, that property automatically changes for the shared copy, as well.

Paste Shared is available only in the Template window for controls that were cut or copied from a template window. You cannot use Paste Shared to place a control onto an individual page.

Paste Shared the Clipboard contents into the active template or page in one two ways.

o   Choose **Paste Shared** from the Edit menu or popup menu.

o   Press **CTRL+J**.

Behavior Button Controls and Player Button Controls both involve links to Display Media Controls. When you use Paste Shared to paste a Behavior Button or Player Button Control on a new template, Open!Info Manager deactivates all links, with two exceptions. The links remain active if:

o   The linked Display Media Control is pasted at the same time.

o   The linked Display Media Control has already been placed on the new template with the Paste Shared or Include Control command.

The inactive links will be reactivated if the associated Display Media Control is later pasted on the same template with the Paste Shared or Include Control command.

See Also:
Cut Command
Copy Command
Paste Command

Include Control Command

At times you may want to use a control that matches one you created for a different template that is not currently open. Rather than recreating the control, or opening its template to select and copy it, you can use the Include Control command.

Include Control is similar to Paste Shared, except that it lets you choose any global control from the presentation rather than using a control on the Clipboard. Like a control placed with the Paste Shared command, an *included* control maintains a special relationship with the original; all properties are identical for both controls. If you change any property for one, that property automatically changes for the other as well.

1. Open the template where you want to include an existing control.

2. Choose **Include Control** from the Edit menu or popup menu.

    A selection dialog box lists all controls created for templates in this presentation, except those already on the open template.

3. Select one or more controls from the list.

4. Choose **OK.**

    Open!Info Manager places the selected controls onto the current template. They are identical to the original control, sharing all the same properties. Any changes you make to the newly included control automatically alter the original, and vice versa.

Behavior Button Controls and Player Button Controls both involve links to Display Media Controls. When you use Include Control to copy a Behavior Button or Player Button Control on a new template, Open!Info Manager deactivates all links, with two exceptions. The links remain active if:

o   The linked Display Media Control is included at the same time.

o   The linked Display Media Control has already been placed on the new template with the Paste Shared or Include Control command.

The inactive links will be reactivated if the associated Display Media Control is later pasted on the same template with the Paste Shared or Include Control command.

See Also:

Cut Command
Copy Command
Paste Command

Copying Media Files

Media files are stored on the hard disk or on the network file server, outside the Open!Info Manager database. Importing a media file creates a media object that contains a descriptive object name and information about the actual media file.

When you load a backup file into the database, you need to be sure its media files are in the appropriate directories. If they are not, you cannot display the media within Open!Info Manager. If you have copied the backup file to a different machine that does not have the right directory structure, create the necessary directories and place the media files in them. Refer to the media list file to determine the correct files and directory structure.

See Also:

Creating a Backup File

Media List File

When you create a backup file, Open!Info Manager can also create a text file listing the name and directory path for each media object in the associated backup file. See the Preferences dialog box to choose whether the media list file is created.

Use this list to determine which media files should be backed up or copied to another machine along with the presentations in the backup file. It also helps you copy the files to the proper directories on the other machine.

The media list is placed into a text file in the same directory and using the same name as the backup file, but with .TXT as the extension. So, if you create a backup file called MYPRES.OIM, the associated media list file is called MYPRES.TXT.

The first section identifies the paths where Open!Info Manager generally expects to find the various media files. There may be multiple paths for any type of media file. These paths are set in the OIM.INI file.

```
Base paths set in the OIM.INI file.
<animation path> = C:\oim\media\playable
<sound path>     = C:\oim\media\playable
<image path>     = C:\oim\media\image
<text path>      = C:\oim\media\text
<video path>     = C:\oim\media\playable
```

The second section lists the names of all media files referenced in the backup file. Each media file is preceded by either a full (absolute) path or the path identifier (such as <video path>) from the OIM.INI file.

A full path includes the drive and directories to the file, such as C:\VIDEO\MYVID.AVI. Full paths are used for media files stored outside the suggested Open!Info Manager directory structure.

Copy the media file from the specified directory to an identical directory on the machine where the presentation is transferred. Using the previous example, you might have to create a C:\VIDEO directory before copying MYVID.AVI into it.

Media files stored in the media directories from the OIM.INI file are preceded with a path identifier, such as <video path>. The identifier refers to an entry at the top of the file. To locate these files, start with the appropriate path from the top of the file and follow with the path shown in the list. In this example, suppose you want to locate the file listed as:

```
<video path>  mypres\myvid.avi
```

Simply replace <video path> with the path identified at the top of the file. In this example, the full path would be:

```
c:\oim\media\playable\mypres\myvid.avi
```

If the OIM.INI file has multiple paths for the different media types, see Multiple Paths When Moving Media Files for help in finding the file and copying it to a new machine.

Multiple Paths When Moving Media Files

If the OIM.INI file contains multiple paths for the different media types, it may take some effort to locate the media file you want to copy to a new machine, and be sure it is copied to the proper location.

For example, suppose the video path is:

```
<video path>= c:\oim\media\playable;c:\video
```

In this case, you may have to check all the possible paths to locate the media file. If an entry in the media list file shows:

```
<video path>  mypres\myvid.avi
```

The MYVID.AVI file will be found in either of the following paths:

```
c:\oim\media\playable\mypres\myvid.avi
c:\video\mypres\myvid.avi
```

If you are transferring the media from the OIM.INI paths to another machine, you must place these files into the directories where that machine expects to find them.

First view the OIM.INI file on the destination machine with a text editor, such as Microsoft Notepad. Locate the appropriate path entries in the Paths section of the file, and copy the media files into that directory structure.

Continuing the example above, suppose the destination machine has the following video path:

```
d:\dev\video
```

The video to be transferred is in the MYPRES directory under the video path on the source machine:

```
<video path>  mypres\myvid.avi
```

So you would create a MYPRES directory under the video path on the destination machine, and place MYVID.AVI into it.

```
d:\dev\video\mypres\myvid.avi
```

If the destination machine lists multiple paths in the OIM.INI file, you can create the MYPRES directory under any of those paths.

Undo and Redo Commands

Open!Info Manager keeps track of most actions you take when you are working with controls. Some other kinds of actions are tracked as well.

Use **Undo** to cancel the last action performed. Choose Undo multiple times to undo preceding actions in sequence. You can Undo up to 10 actions in sequence.

o   Choose **Undo** from the Edit menu or a popup menu.

o   Click the **Undo** tool on the toolbar.

o   Press **CTRL+Z.**

Use **Redo** to reinstate the last action that was canceled with Undo. Choose Redo multiple times to redo the previously Undone actions in sequence. You can Redo up to 10 actions in sequence.

o   Choose Redo from the Edit menu or a popup menu.

o   Click the **Redo** tool on the toolbar.

o   Press **CTRL+Y.**

Some actions have such a comprehensive impact on the database that they actually clear the Undo/Redo lists. See Actions that Clear the Undo List.

Some actions are not tracked, and therefore cannot be canceled or reinstated with the Undo and Redo commands. See Untracked Actions.

Actions that Clear the Undo List

The following actions have such a comprehensive impact on the <u>database</u> that you cannot <u>Undo</u> them, or any actions taken prior to them.

o   Creating a new presentation (<u>File/New</u> command)

o   Saving a presentation (<u>File/Save</u> and <u>File/Save As</u> commands)

o   Copying a template from another presentation (<u>Template/Include</u> command)

o   Creating a new page or template (<u>Page/Add</u>, <u>Page/Insert</u>, and <u>Template/Add</u> commands)

o   Deleting a page or template (<u>Page/Delete</u>, and <u>Template/Delete</u> commands)

o   Clearing the database (<u>File/Clear All</u> command)

Untracked Actions

The following actions are not tracked, and therefore cannot be canceled or reinstated with the Undo and Redo commands.

o   Opening or deleting a presentation (File/Open and File/Delete commands)
o   Opening and closing windows (Page/Modify, Template/Modify, Window/Summary and Window/Diagram commands)
o   Most actions taken in the Summary window and Diagram window (with the exception of moving a page in the Diagram window, which can be Undone)
o   Importing, viewing, and deleting media (Media/Import, Media/View, and Media/Delete commands)
o   Setting Preferences (Properties/Preferences command)
o   Setting Presentation or Media Properties (Properties/Presentation and Properties/Media commands)
o   Previewing a presentation (File/Preview command)
o   Publishing a presentation (File/Publish)
o   Creating and loading backup files (File/Create Backup and File/Load Backup commands)

Searching for Text

Depending on your settings in the Presentation Properties dialog box, a viewer may be allowed to search for specific words in a Display Media Control that displays a text file.

1. Place the pointer over the Display Media Control that shows a text file.
2. Right-click to display the Text Search dialog box.
3. Enter the text you want to find in the Text field.
4. Choose a direction (**Up** or **Down**) for the search.
5. Choose the type of search you want to perform:

   Fuzzy finds exact matches and words that are generally similar to your entry.

   Exact finds exact matches only.
6. Choose the **Find** button to go to the first occurrence of your text (or similar text).

   The Text Search dialog box remains open. Click **Find** again to move to the next occurrence of the text.
7. Choose **Cancel** to close the dialog box when you finish searching.

See Also:

Previewing a Presentation

The OIM.INI File

The OIM.INI file is created the first time you run Open!Info Manager. It stores important information relative to running Open!Info Manager, such as your Preference settings and default settings for various features. By storing this information in the OIM.INI file, Open!Info Manager is able to retain your settings from session to session.

As you work, certain changes you make affect settings in the OIM.INI file automatically. For example, whenever you change the page width and height in the Presentation Properties dialog box for a new presentation, those settings are stored in the OIM.INI file as defaults for the next new presentation.

Other settings in the OIM.INI file are defaults which you can change manually. For instance, the number of actions you can Undo or Redo is set to 10 by default. You can change that number by editing the OIM.INI file.

To change the OIM.INI file, edit it with an ASCII text editor, such as Windows Notepad. The file must be saved in ASCII format, as well. Changes you make in the OIM.INI file take effect the next time you start Open!Info Manager. If needed, you can exit Open!Info Manager and restart right away, to activate the changes.

Additionally, an OIR.INI file is created to contain settings for Open!Info Reader, the royalty-free runtime program. This file contains settings that are appropriate to viewing presentations.

Open!Info Manager is designed so that changes to the OIM.INI file are usually unnecessary. However, if you are an experienced Windows user, you may want to become familiar with its settings and options. Refer to the *Open!Info Manager User's Guide* if you need to modify this file.

Select All Command

Use the Select All command on the Edit menu to select all controls in the active page or template at one time. When the controls are all selected you can move or resize the controls proportionally, or use other Edit menu commands to work with the selected controls.

See Also:

Select Mode

Viewing Media

Open!Info Manager lets you view any media file to help determine whether it is appropriate for your presentation. Choose **View** from the Media menu, then choose an option from the submenu.

Imported lets you view media that has already been imported into the database.

Other lets you view media that has not yet been imported into the database.

See also:

Media View Window

Control Properties

You can access the Properties dialog box for any existing control quickly and easily. Either double-click the control box, or follow these steps:

1. <u>Select</u> the control whose properties you want to review or change.

2. Choose **Control** from the <u>Properties menu</u>, or choose **Control Properties** from the <u>popup menu</u>.

See Also:

<u>Movement Button Properties</u>
<u>Display Media Properties</u>
<u>Behavior Button Properties</u>
<u>Player Button Properties</u>
<u>Text Overlay Properties</u>
<u>List Button Properties</u>
<u>Launch Button Properties</u>

Transitions

Transitions are different ways of drawing a page to give the impression of direction and motion as the presentation moves from one page to the next. Use the Transitions dialog box to choose from 20 effects, and to control how they are implemented.

The Transitions dialog box appears when you choose the Transitions button in either the Page Properties or the Template Properties dialog box.

Effect determines how the page is drawn on the screen. Choose from a list of 20 different effects.

Direction determines the direction from which the page is drawn. Choose **Random** to have Open!Info Manager change the direction each time. Other options vary, depending on the effect selected. Try different settings to determine which works best for a particular page.

Speed indicates the time delay between drawing segments of the page. **Optimum** uses the speed that has been selected as working best in combination with the selected Effect and the Optimum Granularity setting. Other options range from **No Delay** (0 millisecond delay) to **Very Slow** (250 millisecond delay).

Note: The actual speed for drawing a page is determined by a combination of the Effect, Speed, and Granularity settings. Some effects are inherently faster than others. Additionally, the coarser the granularity, the faster the page draws.

Granularity indicates the size of each segment during the effect.

> **Optimum** uses the granularity that has been selected as working best in combination with the selected Effect and the Optimum Speed setting.

> **Very Fine** draws segments one pixel in width or height.

> **Fine** draws segments two pixels in width or height.

> **Medium** draws segments four pixels in width or height.

> **Coarse** draws segments eight pixels in width or height.

> **Very Coarse** draws segments 16 pixels in width or height.

OK accepts the transition and closes the Transitions dialog box. The Page Properties or the Template Properties dialog box returns.

CANCEL discards any changes and closes the Transitions dialog box. The Page Properties or Template Properties dialog box returns.

Transition Effects

Open!Info Manager offers a choice of 20 different transition effects for displaying the pages of your presentation. The Effects list in the <u>Transitions dialog box</u> gives you the following options:

No Transition creates no transition between pages. Each page simply appears in place of the previous page.

Random draws a different transition each time you change the page.

Crush draws opposite edges of the page first, and moves toward the center. (This is the opposite of Split.)

Diagonal draws from one corner toward the diagonally opposite corner.

Drip draws one row at a time while dripping its colors to the opposite end of the page.

Explode draws the page in four quadrants.

Grow Lines builds the picture from one edge by drawing several lines across the screen.

Interleave draws alternate lines from two edges until they cross over and fill in the entire page.

Pieces draws small pieces of the picture in a random pattern until the entire page is drawn.

Sand draws colors across the screen to build the page from the opposite end.

Slide moves the entire page across the screen from one edge, while sliding over the top of previous page.

Slide Blind draws lines across the screen, then gradually fills in the space between them to draw the full page. (This is similar to Venetian Blind.)

Slide Push moves the entire page across the screen from one edge while pushing the previous page out of the way.

Slide Weave draws lines from opposite sides of the page, dragging the picture across until the lines overlap to draw the entire page. (This is similar to Weave.)

Snake draws a line across the page in one direction, then back in the other direction, building the page from one edge to the other.

Spiral draws a line around the screen, gradually building the page from the edges or from the center.

Split draws a line down the center and draws out to both edges. (This is the opposite of Crush.)

Venetian Blind draws lines across the screen, then smoothly fills in between them to draw the entire page.

Weave draws lines from opposite sides of the page, building the picture as the lines overlap to draw the entire page. (This is similar to Slide Weave.)

Wipe paints the page across the screen starting from one edge.

Media View Window

The View command on the Media menu lets you select one or more media files to be viewed. Open! Info Manager displays each selected media object in a separate *media view window*.

The window size is determined by the size of the media being displayed. If you resize the window, the media stretches or shrinks to fit the window. If the media is playable (video, animation, or sound), it plays through from beginning to end.

Note: If you are working with windows maximized, the media view window is maximized as well. You may need to reduce the window size to view the media.

Double-click anywhere in the media view window to display the Media Properties dialog box for the active media object (available only for imported media). You can also right-click in the window to access a popup menu with the following options:

Media Properties displays the Media Properties dialog box for the active media object. This is the same as double-clicking in the view window.

Replay is dimmed unless the media is playable: animation, sound, or video. Choose this option to replay the media from the beginning.

Original Media Size restores the media view window to a size that is appropriate to the media file. This option is dimmed if the media view window has not been resized.

Press **ALT+F4**, or double-click the control menu box in the upper left corner to close the media view window.

NOTE: If you plan to view video or sound media objects, consider setting up the volume controls that came with your sound card so that you can control the volume during the preview. Refer to the sound card documentation for details.

Aligning Controls

Select one or more controls, then choose **Align** from the Edit menu, or from the Edit submenu on the control's popup menu. This displays the Align Controls dialog box where you can align controls to each other or to the edge of the page or template. (You cannot align global controls in the Page window.)

Choose one option for horizontal alignment and one option for vertical alignment.

No Change leaves the controls at their current position in the selected direction.

Left Sides moves the controls so that all align with the left side of the selected control that is farthest left. If only one control is selected, it is moved to the left side of the page or template.

Right Sides moves the controls so that all align with selected control that is farthest right. If only one control is selected, it is moved to the right side of the page or template.

Tops moves the controls so all are aligned with the top of the highest selected control. If only one control is selected, it moves to the top of the page or template.

Bottoms moves the controls so all are aligned with the bottom of the lowest selected control. If only one control is selected, it moves to the bottom of the page or template.

Centers moves controls to the horizontal or vertical center of the rectangular area defined by the selected controls. This option is dimmed if only one control is selected.

Space Equally moves the controls vertically or horizontally until all are equally spaced within the rectangular area defined by the selected controls. This option is dimmed if only one control is selected.

Center on page moves the selected controls to the center of the page. If multiple controls are selected, they are drawn in layers. Use the Bring to Front and Send to Back commands to determine which control is drawn on top.

Choose **OK** to accept your selections and close the Align Controls dialog box. Open!Info Manager moves the controls to their new position.

Size Controls

Select one or more controls, then choose **Size** from the <u>Edit menu</u> or from the Edit submenu of the control <u>popup menu</u>. This displays the Size Controls dialog box, where you can resize controls to match each other, or to fill the page either horizontally, vertically, or both. (You cannot resize global controls in the Page window.)

Choose one option for horizontal size and one option for vertical size.

> **No Change** retains the current size in the selected direction (horizontal or vertical).

> **Shrink to Smallest** and **Grow to Largest** are available only when multiple controls are selected. All selected controls are resized to match the smallest or largest of the selected controls, in the selected direction.

> **Width of Page** and **Height of Page** expand the controls to fill the page in the specified direction.

Choose **OK** to accept your selections and close the Size Controls dialog box. Open!Info Manager redraws the controls according to your selections.

Closing a Presentation

When you finish working with a <u>presentation</u>, you can close it and continue working in Open!Info Manager.

Choose **Close** from the File menu. Open!Info Manager gives you an opportunity to <u>save</u> changes to the presentation if they have not been saved already.

Publishing a Presentation

Publishing a <u>presentation</u> creates a separate directory structure containing all the files needed to run Open!Info Reader and view the presentation. If any AVI or MOV video files are included in the presentation, runtime versions of Video for Windows and/or QuickTime for Windows are placed into the directory structure, as well. TrueMotion-S drivers are included if the AVI or MOV files were compressed with TrueMotion-S.

Note: Please consult your license agreement for distribution and licensing rights to these programs.

Open!Info Manager publishes to an existing directory. Be sure to create the publishing directory, or to clear any unrelated files from it before you being the publishing process.

1. Choose **Publish** from the File menu.
2. Select one or more presentations from the <u>selection dialog box</u>.

   Open!Info Manager verifies that any current changes must have been saved. If not, you are given an opportunity to save and continue publishing. (If any selected presentation does not have a start page, a message indicates that publishing cannot be completed.)
3. Choose a directory path for the published presentation from the <u>Select Path dialog box</u>, and choose **OK**.

   Open!Info Manager displays the Publishing dialog box as it compares the files to be published with any files already in the directory selected for publishing. To save time, Open!Info Manager does not copy any file whose date, time, and size is identical to a file already in the directory.

   Any missing media files are reported at the bottom of the dialog box, and saved in a separate text file, ERRORS.TXT, in the Open!Info Manager directory.
4. Review the information in the <u>Publishing Summary</u> that appears after the comparison is complete.
5. Choose **Continue** if there is sufficient space to publish. (If you choose **Cancel**, the entire publishing process is canceled. Copied files remain in the published directory, and you may need to delete them separately.)

   Open!Info Manager displays a progress bar as it copies files to create the <u>published directory structure</u>.   If any missing files are listed, press the **Continue** button to continue publishing. You can add those files to the proper directories later.

   This dialog box indicates what percent of the total amount being copied is represented by each file as it is copied. A progress bar indicates how much of the total publishing process is complete.

   After the files are copied Open!Info Manager displays the Publishing Selected Presentations message box as it creates a published backup file. The Loading Objects into Database dialog box appears as this backup file is loaded into the published <u>database</u>.

   If any messages appear in the Notes/Warnings/Errors list box, use the scroll bar to scroll through and review the messages before closing the dialog box. These messages are written to the same error file as the messages from the Publishing dialog box (step 3).
6. Choose **OK**, if needed, to close the Loading Objects dialog box when the database is fully loaded. This dialog box closes automatically if no messages are shown.
7. Choose **OK** in the message box that indicates publishing was completed.
10. Review the error file if any problems were reported, and correct the problems.

    Place any missing media files into the appropriate subdirectory of the published MEDIA directory. If other problems were encountered, refer to the *User's Guide*, for help in correcting them. If needed, publish the presentation(s) again after correcting the problems.
11. <u>Test</u> the published presentation.

Publishing Summary

The Publishing Summary shows information comparing the amount of space required to publish and the amount of space available. The space required to publish will be different from the final published size if some files already exist in the publishing directory.

Choose **Continue** if there is sufficient space to publish and you want to continue. Choose **Cancel** to cancel the publishing process.

Published Directories

Open!Info Manager creates a directory structure based on the directory you selected for <u>publishing</u>. Depending on the size of the presentation being published this may take a few minutes. This structure contains:

o   Open!Info Reader files.

o   Presentation media files.

o   Setup program for Open!Info Reader and presentation media.

o   Runtime versions of Video for Windows and QuickTime for Windows, if needed.

The Open!Info Reader Setup program is stored in the publishing directory. The following directories are created below the publishing directory.

PROGRAM contains the Open!Info Reader program files and a <u>database</u> containing only the published presentations.

MEDIA MEDIA contains separate subdirectories for different types of media: IMAGE, PLAYABLE, and TEXT. Publishing does not reproduce the directory structure used to store media during authoring. Rather, separate subdirectories are created for each published presentation below the IMAGE, PLAYABLE, and TEXT directories.

Other directories are created as needed, based on the video file types contained in the published presentations.

VFW contains the Video for Windows runtime files for AVI video file playback. It also contains a Setup program to install or update Video for Windows for viewing the published presentation. This directory is created whenever published presentations include AVI video files that are not TrueMotion-S (such as Indeo).

VFWTMS contains the Video for Windows runtime files and the TrueMotion-S decompressor for AVI video file playback. It also contains a Setup program to install or update Video for Windows and the TrueMotion-S decompressor for viewing the published presentations. This directory is created only if the published presentation contains TrueMotion-S AVI video files.

QTW contains the QuickTime for Windows runtime files for MOV video file playback. It also contains a Setup program to install or update QuickTime for Windows for viewing the published presentation. This directory is created whenever published presentations include MOV video files that are not TrueMotion-S (such as Cinepak).

QTWTMS contains the QuickTime for Windows runtime files and the TrueMotion-S decompressor for MOV video file playback. It also contains a Setup program to install or update QuickTime for Windows and the TrueMotion-S decompressor for viewing the published presentations. This directory is created only if the published presentation contains TrueMotion-S MOV video files.

Test the Published Presentation

You should test the published presentations before distributing them to viewers.

1. Exit Open!Info Manager by choosing **Exit** from the File menu.

   You cannot run the published Open!Info Reader while Open!Info Manager is open.

2. Choose **Run** from the Program Manager File menu.

3. Use the **Browse** button to select **OIR.EXE** from the published PROGRAM directory, such as OIM\ PUBLISH\PROGRAM.

4. Choose **OK** in the Run dialog box to run the published version of Open!Info Reader.

   If you published only one presentation, it begins immediately. If you published multiple presentations, a dialog box allows you to choose a presentation to view.

5. View the presentation.

6 If any errors are encountered, the publishing process cannot be completed. The Publishing message box remains open. Go to step 7. If there are no errors, proceed to step 9.

7. Review the messages in the Errors list if there are any, then choose Cancel to close the Publishing message box.

8. Correct the errors, then publish the presentation(s) again, if errors were encountered.

9. Distribute the published directories .

Distributing Published Presentations

After presentations have been published in Open!Info Manager, you need to place the data on some distribution media, such as a removable hard disk or CD-ROM. At the viewing site, you need to install Open!Info Reader with the presentations. This will create a Windows program group with the Open! Info Reader icon.

Open!Info Manager provides a Setup program that installs the Open!Info Reader program, as well as the published <u>database</u> and media files. Additionally, the Open!Info Reader Setup program will direct you to run the Video for Windows Setup program if the presentations contains AVI files, and the QuickTime for Windows Setup program if the presentations contains MOV files. The message displays the location of these Setup programs.

Note: Be sure to run these Setup programs, even if Video for Windows or QuickTime for Windows is already installed on the machine. These Setup programs update them with the latest video drivers.

For detailed instructions on setting up the viewing site, see the *Open!Info Manager User's Guide*.

See Also:

<u>Publishing a Presentation</u>

Select Path for Publishing

The Select Path dialog box is used to choose a path for the published presentation. The first time you publish it displays the default path, PUBLISH under the Open!Info Manager directory (example OIM\ PUBLISH). Subsequently, it displays the last publishing path used.

Choose a different path by clicking the appropriate names in the **Drive** and **Directory** lists. Move to a previous directory by clicking [..] in the **Directory** list. Alternatively, you can enter the first letter of the desired drive or directory after moving to its list box.

The currently selected path appears above the directory list box. Choose **OK** when the correct path appears above the Drive list.

Open!Info Manager requests confirmation of the selected path. If a presentation was previously published to this path, you are asked to confirm that you want to publish to the same directory.

Note: You cannot publish to the same location where Open!Info Manager is installed.

See Also:

Publishing a Presentation

Template

A template provides a foundation for multiple pages that are similar in appearance. Use a template to select a transition, background image, or automated page sequence for multiple pages. Controls you create on a template are global controls that display media or define buttons for all pages referencing the template.

Page

A page is the individual screen that displays media to communicate your message and buttons for viewer interaction. Each page can have a transition, a background image, and an automated page sequence assigned to it. The media and buttons are defined as controls.

If multiple pages share certain elements, such as a transition or background, create a template with those shared elements. Then you can attach that template to any page, making it much faster to define the page.

Page Window

The **Page** window provides the tools to create and modify <u>pages</u>. You can assign <u>page properties</u>, as well as define <u>controls</u>.

Template Window

The **Template** window provides the tools to create and modify templates. You can assign template properties and define global controls.

Presentation

A presentation is a collection of pages, templates, controls and media that will be presented to a viewer. It combines video, sound, images, animation, and text to communicate a message.

Control

A control defines an area where media is displayed, or a button the viewer can click to perform some action. There are seven types of controls: Movement Button, Display Media, Behavior Button, Player Button, Text Overlay, List Button, Launch Button, each designed to perform a different function.

Database

Open!Info Manager's database stores everything you create for a presentation as a separate entity, or *object*, in the database. Every page, template, display area, and button is a separate object. Media is not stored directly in the database. To save disk space, the database stores *media object*, which is a link to the actual media files.

The database manages these objects, and makes them available as you create presentations.

Backup File

A backup file is a file outside the database that contains copies of one or more entire presentations, selected media objects, or all the contents of the entire database. This file can be stored as protection against data loss, used to transfer the presentations or media objects to a different machine, or as backup for presentations you are not actively working on.

Global Control

If a page has a template attached, the Page window displays all the controls from that template. These are called global controls.

Global controls cannot be resized or repositioned in the Page window. The only way to modify the size and position of a global control is to modify the template itself, which will affect all other pages that have the same template attached.

Some global controls are appropriate for the page as they were defined in the template. For example, a global exit button is often complete and does not need any change for individual pages. Other global controls, however, may need to be modified for individual pages. These modifications are made within the Page window by modifying the control's properties.

Local Control

Local controls are controls that were originally created on a template (global control), whose properties are being reviewed or have been changed for a specific page. For example, a template Launch Button Control might be defined to launch HTI *Sure*!MAPS displaying a map of Europe. For one page, however, you might choose to have that Launch Button Control display a map of Africa, instead.

You cannot move a local control, or change its size or button image settings. Only the control-specific properties can be overridden. Local controls are not affected by changes in the template, either. To return a local control to its global settings, remove the local properties.

Page Controls

Page controls are created within the Page window, and are unique to the page where they are created. You can create, modify and delete page controls as needed, without affecting any other page. You can copy page controls onto other pages, but not onto templates.

Media Object

Open!Info Manager does not store actual media files in the database. Rather, it stores media objects which contain key information about a media file, including the type of media, the directory where it is located, the filename, and the media size. Media objects can be assigned as backgrounds and can be assigned to illustrate individual controls.

In the database, media objects are stored separately and linked to each presentation that uses them. If you delete a page or presentation, the media object link is deleted but the media object remains in the database. This enables you to use the same media for multiple templates, pages, and presentations.

Object Names

When you create any object, Open!Info Manager assigns it a unique name, such as Page - 235 or Template - 150. The first part, of course, indicates the type of object, and the number is based on the number of objects currently in the database.

You can change any object name in the associated Properties dialog box. Open!Info Manager lets you give truly descriptive names by allowing up to 48 characters in all object names. Object names can include blank spaces and special characters, such as slash (/) and comma (,) which are not permitted in MS-DOS filenames. Object names cannot, however, be blank or contain only spaces, and cannot contain two exclamation points together (!!).

Placeholder

A placeholder is a media object that links the Open!Info Manager database to a media file that has not yet been placed into the proper directory. By creating placeholders, you can assign media to the presentation before that media has been developed. This lets you author the presentation and develop media simultaneously.