



## CONTENTS

Welcome .....	i
Features.....	1
System Requirements .....	2
Installation and Upgrading .....	3
Registration.....	4
Opening Existing Projects .....	5
Screenshot Projects .....	7
Defining a Hotkey.....	10
Mouse Click Screenshots .....	11
Images Projects .....	12
Blank Projects .....	15
Thumbnail View.....	16
Inserting Blank Slides.....	18
Inserting Image Slides .....	19
Inserting Screenshots.....	21
Importing Slides .....	22
File Export .....	24
Printing / Page Layout .....	25
Color Palette .....	27
Slide Background Color .....	28
Slide Background Image.....	29
Slide View.....	30
Text Options .....	33
Spell Checker .....	36
Balloons .....	38
Notes .....	41
Slide Text .....	43
Export / Import Captions .....	45
Shapes .....	46
Inserted Images .....	51
Adding Audio .....	53
Pause Zone.....	56
Click Zone.....	58
Text Zone .....	61
Quiz Zone .....	65
Keystroke Zone.....	69
Hyperlinks.....	74
Export Audio .....	77
Compile Properties .....	79
Preview and Publish .....	91





Project Files .....	94
ViewletCentral .....	95
Support Options .....	96
Training .....	97
ViewletCreation .....	98
Sales .....	99





## Welcome

Qarbon welcomes you to the exciting world of Viewlet technology! It's hard to believe it all started just a few short years ago when the founders of Qarbon realized a simple yet profound idea: anyone should be able to create compelling multimedia presentations with ease. From this idea, the Viewlet concept was born: people are natural visual learners, so a quick animated Viewlet gets the point across much more effectively than words on a page.

With over three million presentations launched every month, Viewlets have become one of the most popular ways of sharing information, providing technical support, presenting products and training new employees.

ViewletBuilder, the authoring tool used to create Viewlets, allows anyone, regardless of technical or creative ability, to make compelling, animated online presentations with ease. Whether you need to design a marketing demo, training material, software simulations, support resources or help content, Viewlets are the answer.

Due to its versatility, intuitive user-interface and incredibly quick creation time, ViewletBuilder is now a standard content creation tool in corporations, governmental institutions and academic organizations around the world.

This ViewletBuilder4 User Guide is designed to introduce you to the world of Viewlet Authoring. This guide will provide you with an important overview of the ViewletBuilder4 features you will need to know to start creating your own Viewlets in no time.

Let's get started!





## Features

ViewletBuilder4 comes with many new enhancements, making the program even more versatile, the output even more compelling and the creation process smoother and faster than ever.

Please visit our website for more information:

<http://www.qarbon.com>





## System Requirements

System requirements for using ViewletBuilder4 will depend upon your operating system. For current information and to achieve the best results possible when creating Viewlets using ViewletBuilder4, please visit our web site at for more information about the recommended system requirements:

<http://www.qarbon.com/presentation-software/viewletbuilder/specs.php>





## Installation and Upgrading

A free version of ViewletBuilder4 is available for download from the Qarbon. The free version is fully functional. Viewlets published in this version to any location other than ViewletCentral will contain watermarks. To publish Viewlets locally or to a web server other than ViewletCentral without watermarks, users must purchase a license and, after receiving their license code, register it in their ViewletBulder4 program.

### To download ViewletBuilder4:

- Go to the Qarbon site at:  
<http://www.qarbon.com/download>
- Click on the download button for ViewletBuilder4.
- Follow the information on the download pages for entering email address, etc.
- Check your email (the one entered on the download page) for final instructions for downloading ViewletBuilder4.

### To install ViewletBuilder4:

- Double click the installation file to launch it.
- The ViewletBuilder4 Installation Wizard will open. Follow the instructions contained in this wizard to complete the installation process.





## Registration

To convert ViewletBuilder4 to the licensed version, you must register it with the serial number provided to you when you purchased your license.

- To register ViewletBuilder4 select “Activate ViewletBuilder”.

The screenshot shows a Windows-style dialog box titled "ViewletBuilder License Activation". It has a blue title bar with a close button (X) in the top right corner. The main area has a light beige background. At the top, it says "Enter your serial number" in bold, followed by "Please enter your serial number to activate ViewletBuilder". To the right of this text is a small icon of a padlock with a keyhole. Below this, it says "The serial number is found in your purchase confirmation email." followed by "Serial Number:" in bold. There is a text input field below this. Then, it says "Or if upgrading from ViewletBuilder3, enter your current serial number:" in bold, followed by another text input field. At the bottom right, there are two buttons: "OK" and "Cancel".

- Type your serial number from the email you received from Qarbon in the appropriate field.
- Click “Next” and a “Congratulations...” screen will appear, indicating that your program was converted to the registered version.

Keep in mind:

- If you wish to purchase a license for ViewletBuilder4, please visit [www.qarbon.com](http://www.qarbon.com) for more information on purchasing options.
- If you experience any problems while registering ViewletBuilder4, contact [support@qarbon.com](mailto:support@qarbon.com) immediately.





## Opening Existing Projects

- To open an existing project directly from disk, double click the project's .qvp file. This will launch ViewletBuilder4 and open the project in Thumbnail View.
- To open an existing project from inside ViewletBuilder4, select the "Open Project" button.
- Browse to find your project's .qvp file and select it.
- Click "Open." This will open the project inside ViewletBuilder4 in Thumbnail View.

### Converting ViewletBuilder2 Projects

- Select "File-Open" from the menu options.
- Browse to find the ViewletBuilder2 project and select it to open it.
- Once the project is loaded in Thumbnail View, select "File-SaveAs" from the menu options.
- In the "Save" window, rename the project (don't forget to remove the .vp extension from the file name). Click "Save". This will convert the ViewletBuilder2 project to the ViewletBuilder4 format.

### Converting ViewletBuilder3 Projects

- (**Note:** Projects converted from ViewletBuilder3 to ViewletBuilder4 will no longer be able to be opened in ViewletBuilder3, so if needed, make copies of project folder before converting.)
- Select "File-Open" from the menu options.
- Browse to find the ViewletBuilder3 project's .qvp file and select it.
- Click "Open".
- A warning screen will appear. Click "Yes" to open / convert the project.

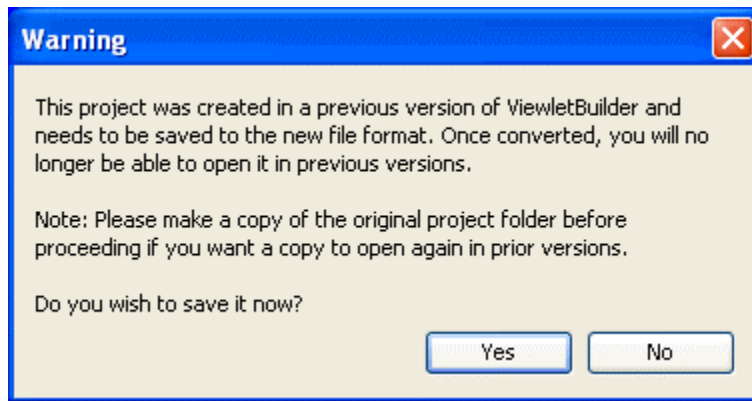






# Opening Existing Projects

Page 6



- When the slides appear in Thumbnail View, you must first edit something in the project to enable the “Save” menu option. Once this is done, select “File-Save” from the menu option and the project will be converted to the ViewletBuilder4 format, overwriting the existing project. **Note:** You can also use the “File-SaveAs” option to save the project to a new name.



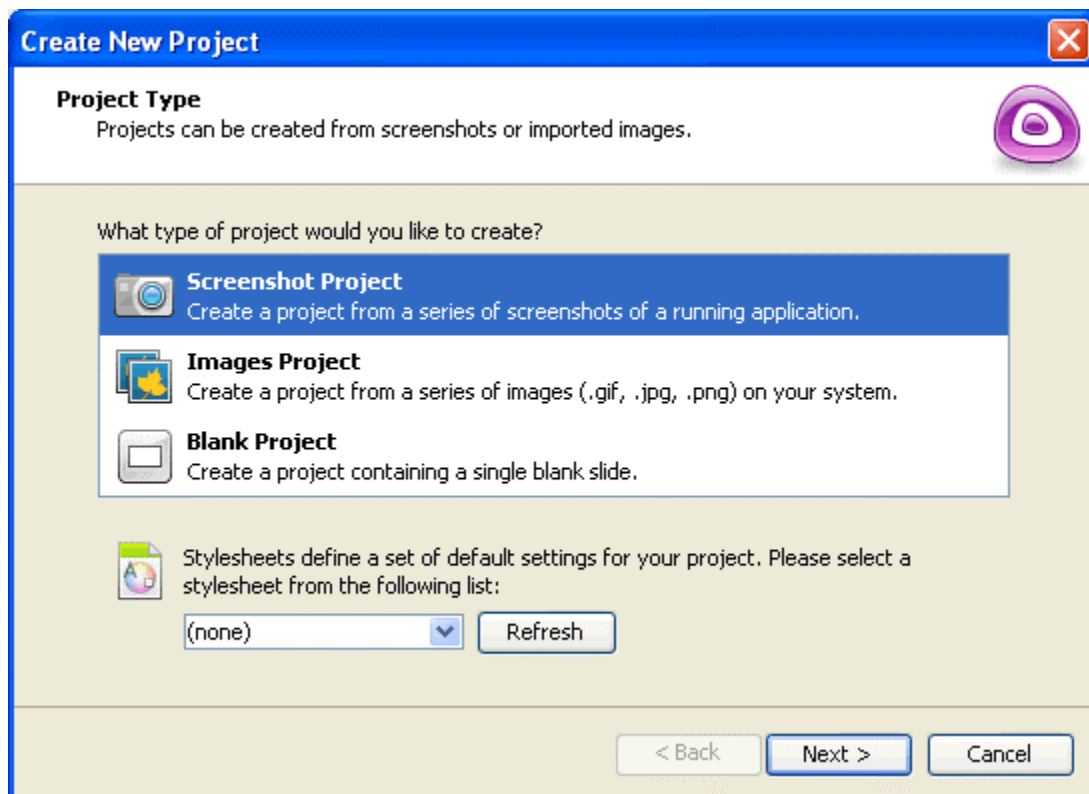


## Screenshot Projects

One method for creating a new Viewlet project is using the Screenshot Project method. This method lets you capture static screenshots of your target application using the Full Screen or Screen Area mode.

### Creating a New Viewlet Project with Screenshots

- Launch ViewletBuilder4.
- Select the "New Project" button to launch the "Create a New Project" wizard.
- For "Project Type," select "Screenshot Project," then click "Next."



- For "Screen Capture Options" choose either "Full Screen" or "Screen Area," then click "Next."





### Steps for Using Full Screen Mode

- For "Slide Size", choose one of the default settings (640x480, 800x600, etc.) then click "Next."
- Choose the "Hotkey" you want to use when taking screenshots (the Pause button is the default option. You can also choose the option to use "mouse clicks" at this step for taking screenshots in addition to using your Hotkey).
- When the "Screenshot Session Assistant" screen appears, click "Next" to begin your screenshot session. ViewletBuilder4 will automatically reset your monitor's resolution to match the slide size chosen and everything shown on your monitor will be included in the screenshot.

### Steps for Using Screen Area Mode

- For "Slide Size," select one of the default options (this can be changed prior to beginning your actual screenshot session) or choose the "Custom" option and fill in the width and height in the fields provided. Click "Next."
- Choose the "Hotkey" you want to use when taking screenshots (the Pause button is the default option. You can also choose the option to use "mouse clicks" at this step for taking screenshots in addition to using your Hotkey).
- When the "Screenshot Session Assistant" screen appears, click "Next" to begin your screenshots session.
- A transparent box (surrounded by a shaded area) will appear on your screen. To move it, hold down your left mouse button and drag it to the preferred location. You can also resize it by holding down your left mouse button over one of the "grab handles" and dragging.
- Once you have positioned and resized the screenshot box, double click it to lock it into place. The shaded area around the transparent box will disappear and you are ready to take screenshots. Everything inside this screenshot area box will be included in the screenshots, while everything outside of it will be cut off.

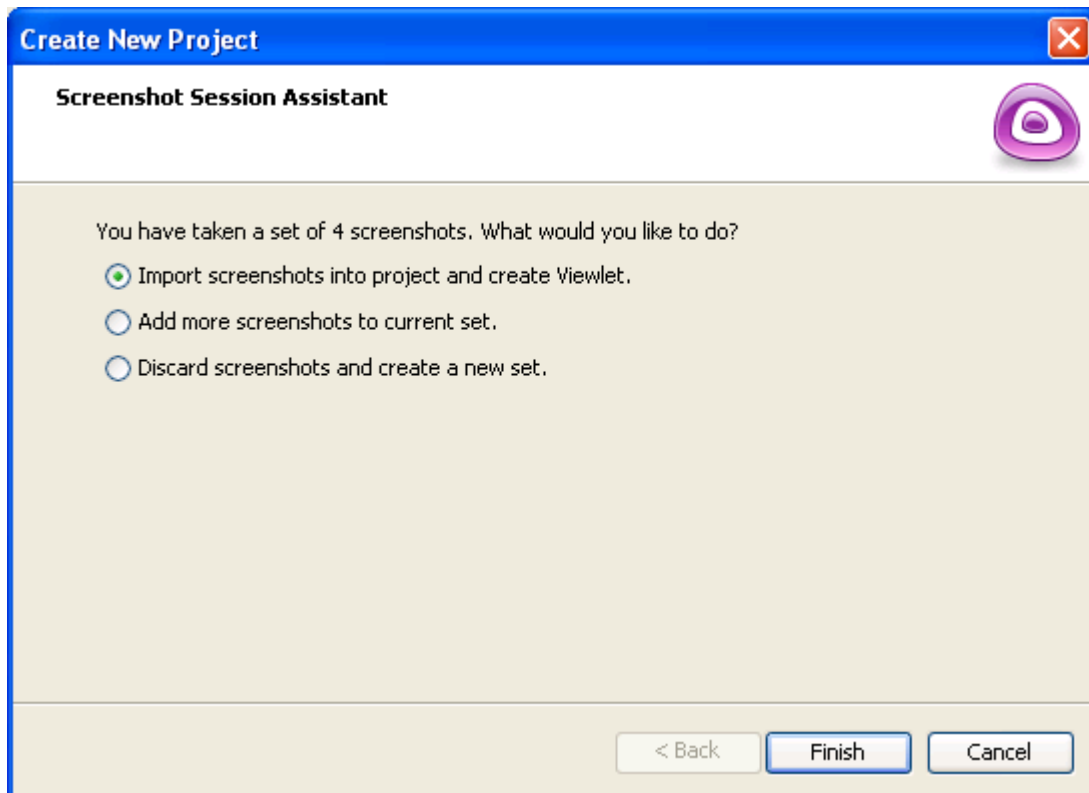




## Screenshot Projects

Page 9

- Once you are finished taking screenshots, click the ViewletBuilder4 icon in the system tray to end your screenshot session.
- When the "Screenshot Session Assistant" screen appears select "Import screenshots into project and create Viewlet" then click "Finish." This will render your screenshots as slides in Thumbnail View, ready for you to edit.



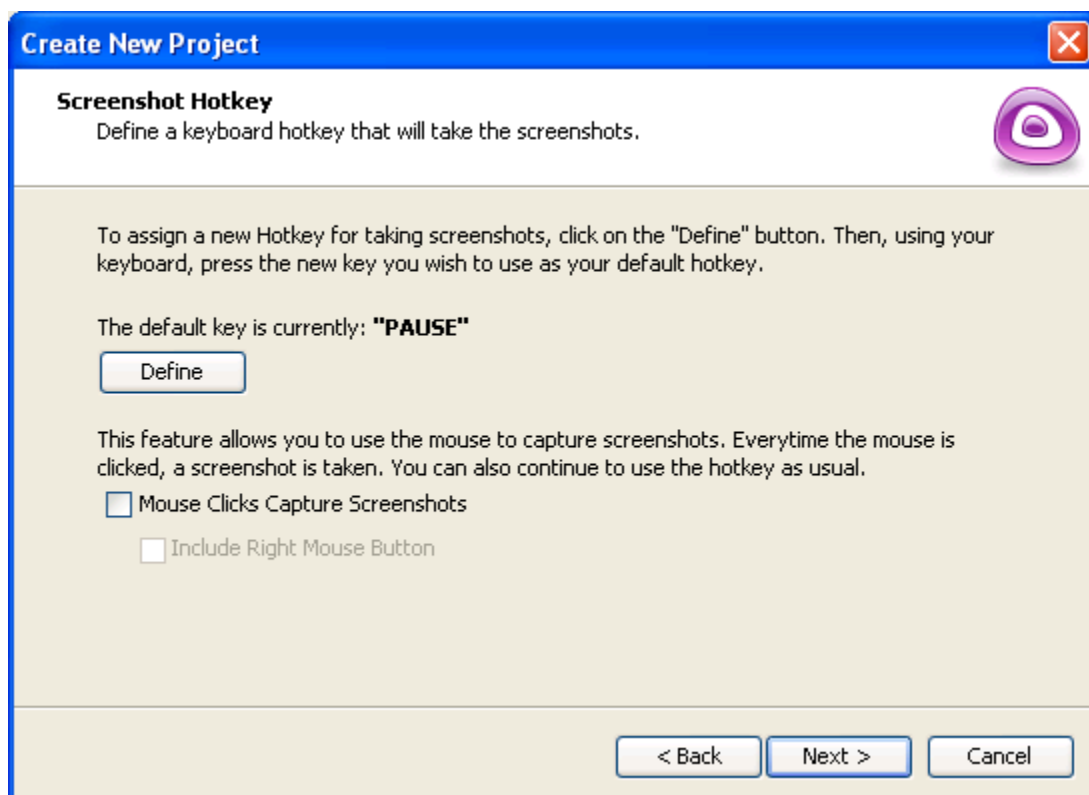


## Defining a Hotkey

Each time you create a new Viewlet project using the "Screenshot Project" method, or insert screenshots into an existing project, ViewletBuilder4 lets you define a "Hotkey" for taking screenshots. You can also choose to use "mouse clicks" in addition to using the Hotkey during your screenshot session.

### Changing the Hotkey for Taking Screenshots

- While setting up a new screenshot session, the wizard will display a "Screenshot Hotkey" screen. The default Hotkey will be shown in bold text.



- To change the Hotkey, press the "Define" button.
- When the "Press Any Key" text starts flashing, this indicates you are ready to change your Hotkey. Do this by pressing a key on your keyboard.

**Note:** You can only use a single key as the Hotkey. And, it is highly recommended that you do not use keys such as the ESC, Print Screen, or any of the Function keys as your Hotkey.





## Mouse Click Screenshots

- The "Screenshot Hotkey" screen also lets you add the option of using "mouse clicks" to take screenshots in addition to the Hotkey.
- To add the mouse click options, place a checkmark in the box next to "Mouse Clicks Capture Screenshots" by clicking it. You can also choose to "Include Right Mouse Button" by selecting the appropriate option.
- Click "Next" to continue with setting up the screenshot session. All the options set in the "Screenshot Hotkey" screen will then be used as the default Hotkey for all screenshot sessions.



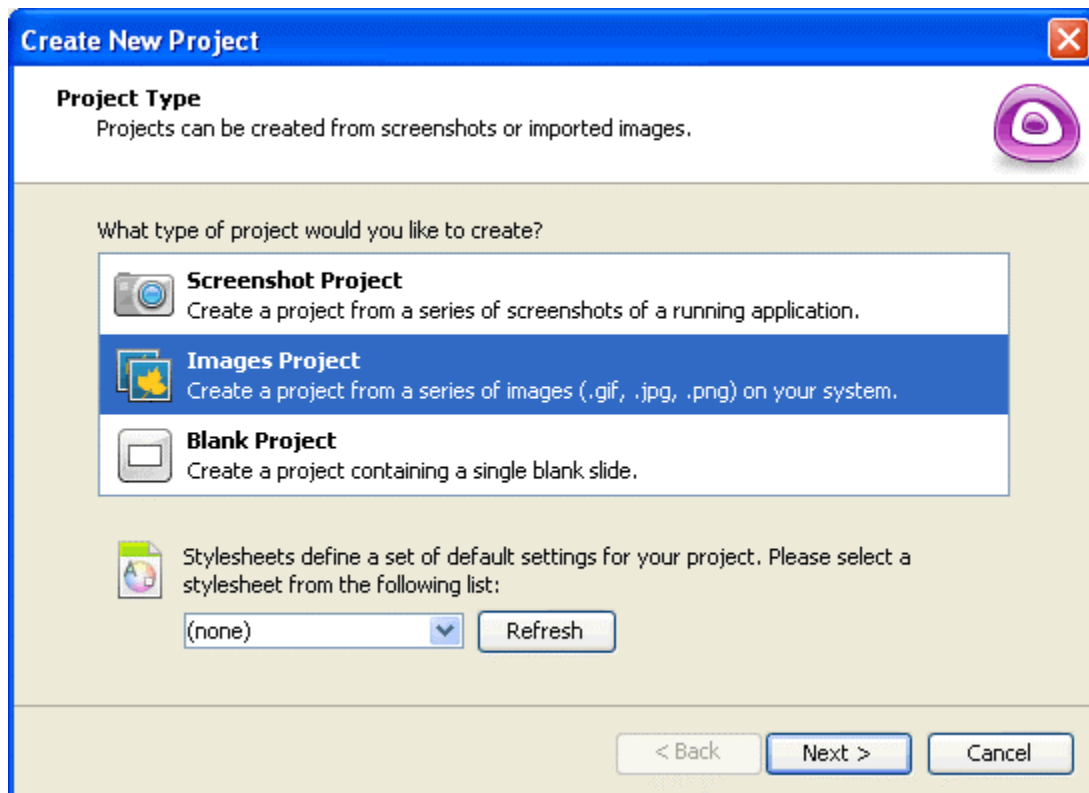


## Images Projects

You can create an entire new Viewlet project directly from a set of image files without having to take screenshots. This process allows you to select multiple images at one time while creating a new Viewlet project, scale them to fit as background images on slides--all in just a few easy steps.

### Creating a New Viewlet Project Using Images

- Launch ViewletBuilder4.
- Select the "New Project" button to launch the "Create a New Project" wizard.
- For "Project Type," select "Images Project," then click "Next."

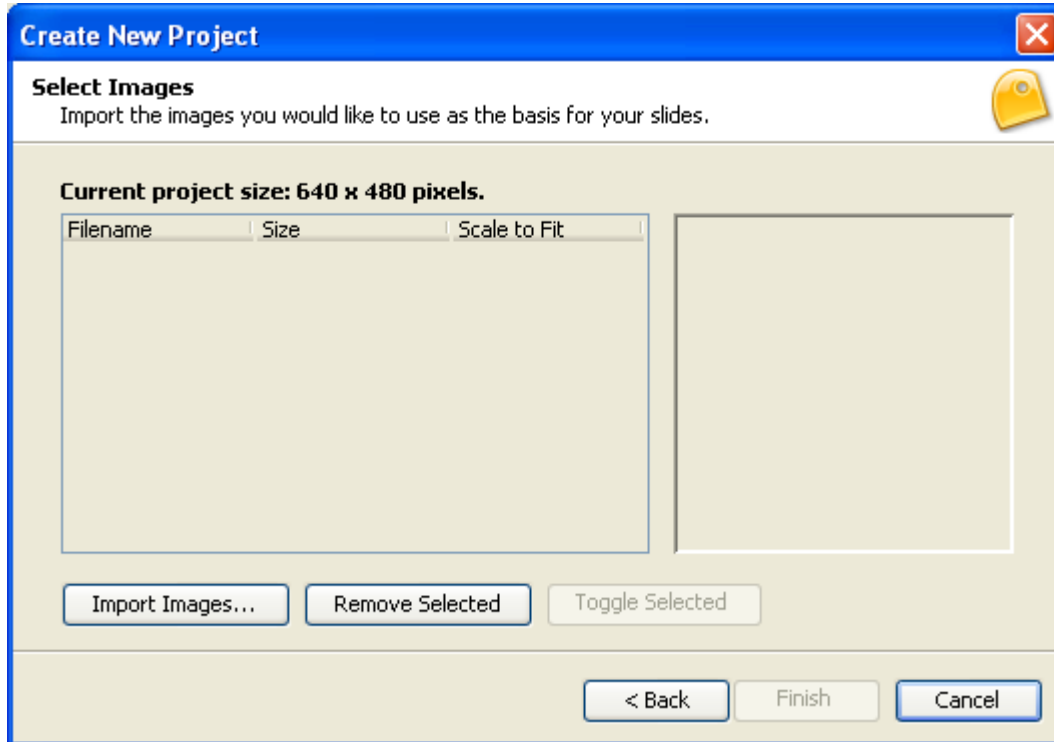


- For "Slide Size," select one of the default options, or choose the "Custom" option and fill in the width and height in the fields provided. Click "Next."





- In the “Select Images to Import” screen, select the “Import Images...” button.



- Browse to find your image files, select them, and click “Open.”
- The images will be loaded into the “Select Images to Import” screen and the image file names and sizes will be listed.
- To preview an image, click it to select it and it will appear on the right side of the screen.



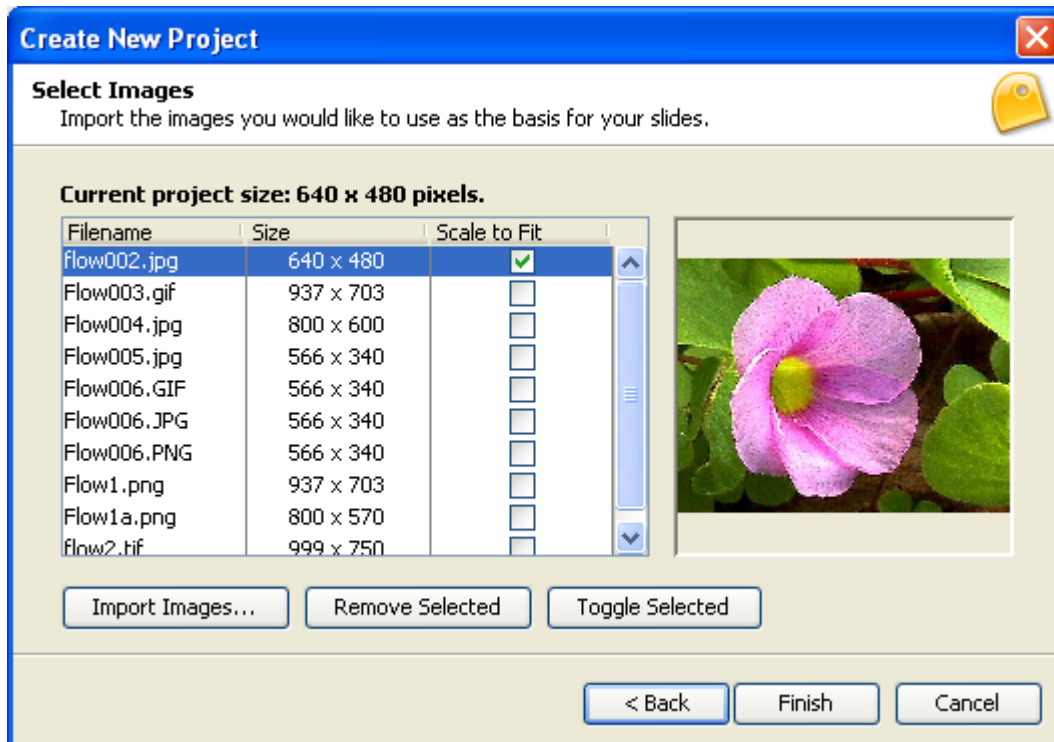




# Images Projects

Page 14

- Imported images will be embedded as the slide backgrounds. You can scale one or more of these images to match the dimensions of the slides by clicking the image to select it. Then, place a checkmark in the "Scale to Fit" option by clicking it. Images that are not scaled to fit the dimensions of the slides will be cropped (if larger than slide size) or centered (if smaller) on the slide.



- Click "OK." This will render your imported images as slides in Thumbnail View, ready for you to edit.



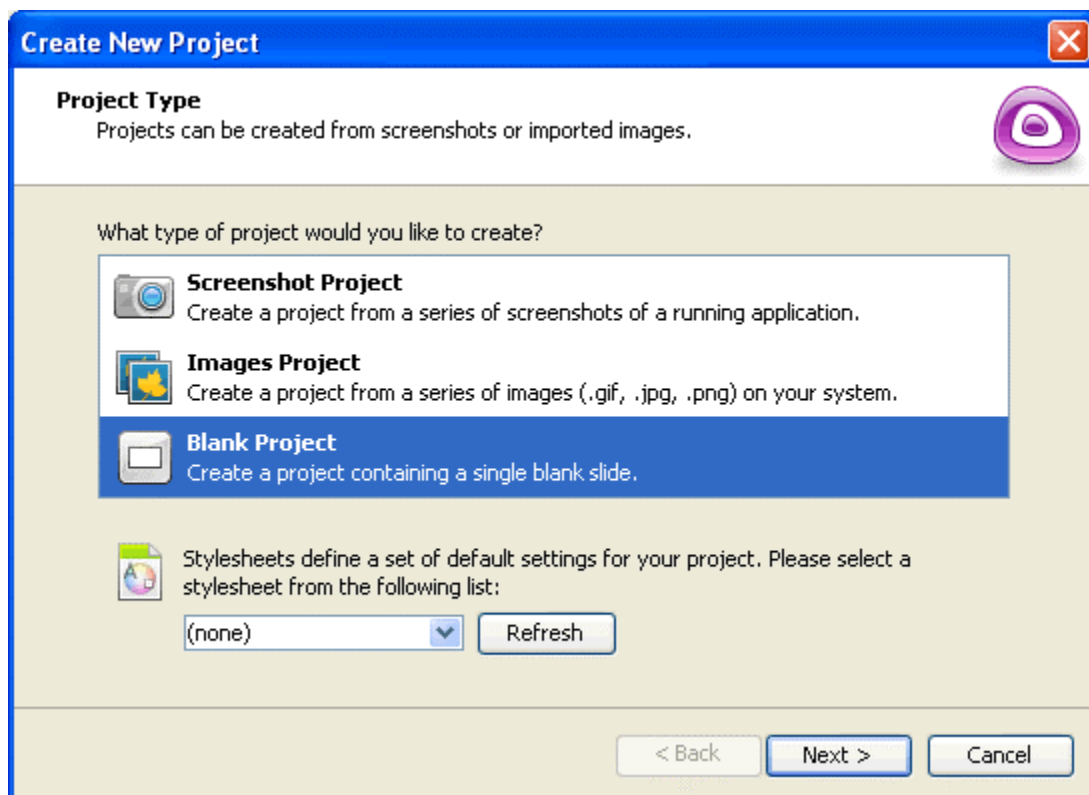


## Blank Projects

A handy feature for creating projects is the Blank Project method. This option lets you quickly create a new one-slide blank Viewlet project without taking screenshots.

### Creating a New Viewlet Project Using a Blank Slide

- Launch ViewletBuilder4.
- Select the “New Project” button to launch the “Create a New Project” wizard.
- For “Project Type,” select “Blank Project,” then click “Next.”



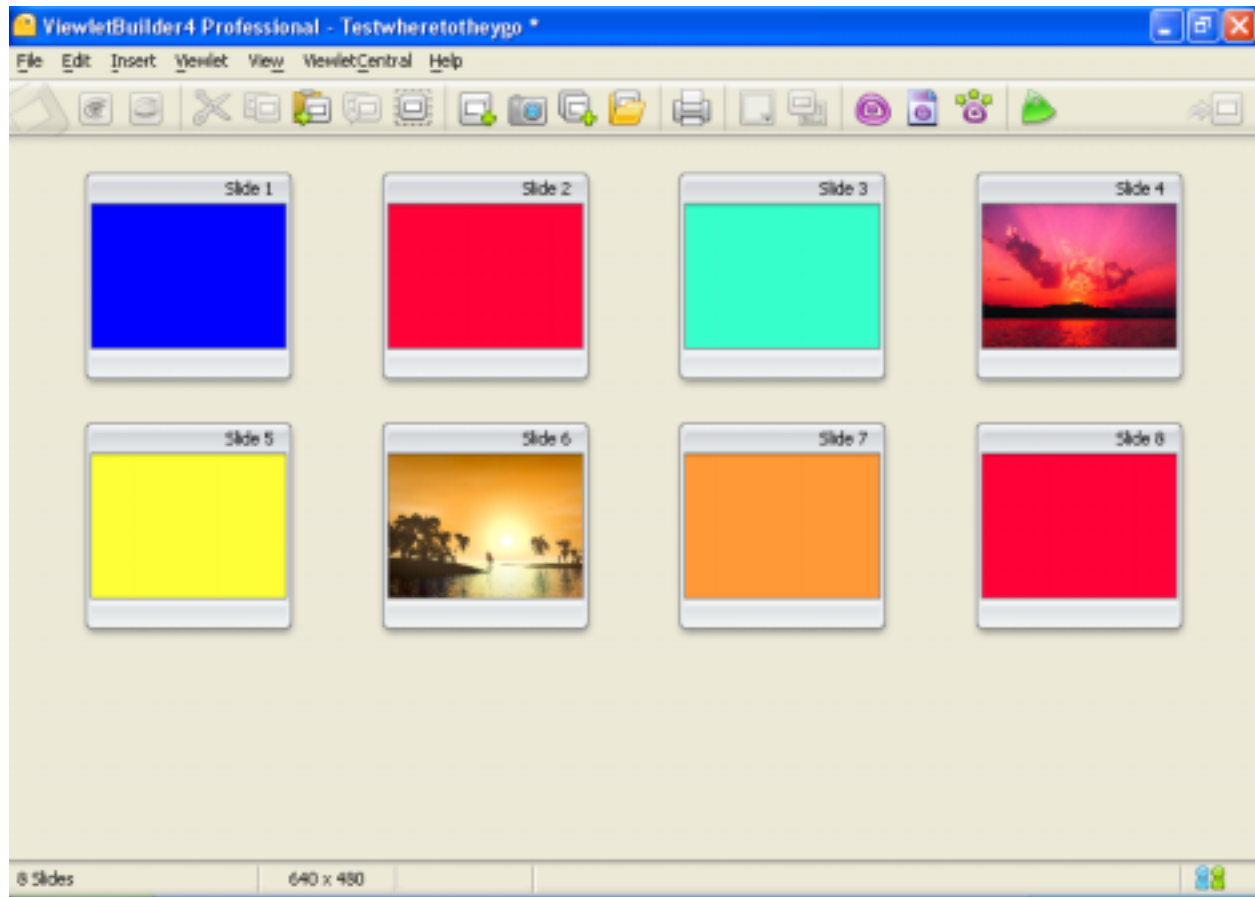
- For “Slide Size,” select one of the default options, or choose the “Custom” option and fill in the width and height in the fields provided.
- Click “Finish.” This will render a blank slide in Thumbnail View, ready for you to edit.





## Thumbnail View

After you finish a Viewlet screenshot session, create a new project, or open an existing project, ViewletBuilder4 will display your slides as small images in "Thumbnail View."



The Thumbnail View contains:

- A blue title bar that displays your file name. Menu options that can be used while working in this view such as File, Edit, Insert, Viewlet, View, ViewletCentral and Help.
- A context sensitive toolbar with button icons to perform tasks such as Show Slide, Hide Slide, Cut, Copy, Paste, Duplicate Slide, Select All (slides), Insert a Blank Slide, Insert New Screenshots into the Project, etc.
- A status bar at the bottom showing the number of slides in the project, the size used for the slides (width x height), and the icon "Tell a Friend about"





ViewletBuilder” allowing you to email the Qarbon site to others. A “progress bar” will also display along the status bar when saving, importing, compiling, etc.

- Thumbnail renderings of your slides.

On each of the Thumbnails, you will see:

- Slide Title: By default, slides are sequentially numbered. If you move slides or insert new slides between existing slides, the slides will automatically be renumbered. To change a Slide Title, click it and type in the new name.

## Working in Thumbnail View

Many tasks can be performed in Thumbnail View. To select a slide, simply click it to highlight it and then you can use the menu options, context sensitive toolbar, or right click shortcuts to perform the desired operation. You can also select multiple slides by holding down the SHIFT key (while selecting adjacent slides) or holding down the CTRL key (while selecting nonadjacent slides).

## Moving Slides in Thumbnail View

There are several ways to move slides in this view. The quickest way is by using the drag and drop method. Select the slide or slides you want to move by highlighting them. Then, holding down your left mouse button, drag the slide (or slides) to the new location and let go of the left mouse button to drop them into place. After doing this, all slide numbers will automatically be renumbered.

## Hiding Slides in Thumbnail View

ViewletBuilder4 lets you hide slides instead of deleting them. Hidden slides will not play back in ViewletBuilder4 while previewing the project in Slide View in play mode, nor will it appear in the final Viewlet.

- To hide a slide, (with it selected), click the “Closed Eye” icon. The slide will be “grayed out” and there will be an “X” in the lower left corner, indicating that the slide is now hidden.
- To unhide a slide, click the “Open Eye” icon.

## Switching to Slide View from Thumbnail View

- Choose a slide by clicking it to highlight it.
- Select “View-View Slide” from the menu options (you can also press F4).
- Or, on the right side of the context sensitive toolbar there is an icon enabling you to go from thumbnail view to slide view and vice versa.

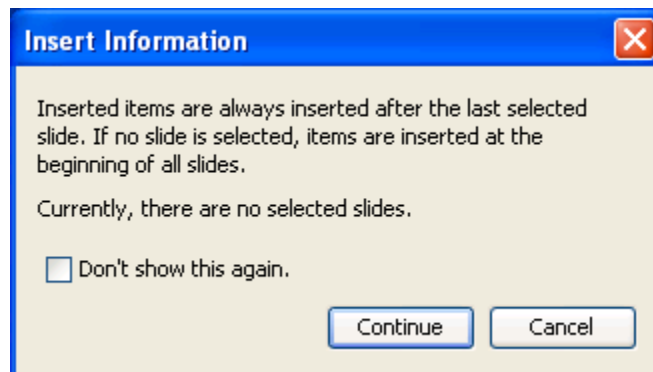




## Inserting Blank Slides

You can insert blank slides into existing projects. To do this:

- In "Thumbnail View" select an insertion point for the blank slides by clicking on a slide. Blank slides are always placed after the selected slide. If no slide is selected, then inserted slides will be placed at the beginning of all slides.
- Select "Insert" then "Blank Slides..." from the menu options.
- Or you can choose the appropriate button from the context sensitive toolbar.





## Inserting Image Slides

ViewletBuilder4 lets you create new Viewlet projects made entirely of imported images using the Imported Images project method. You can also insert images into existing projects in several ways; by creating slides using imported images directly in the Thumbnail View or by inserting individual images onto a slide while in Slide View.

### Create New Slides by Importing Images in Thumbnail View

- Select a slide in Thumbnail View by clicking it to highlight it. New slides will be inserted to the right of the selected slide. If no slide is selected, new slides will be inserted at the beginning of the project.
- Select "Insert" then "Image Slides..." from the menu options (or you can choose the appropriate button from the context sensitive toolbar).
- In the screen that opens, browse to find your images and select them.
- The images will then appear in the preview screen in the order they were selected. Choose the scaling options you wish to apply, if applicable.
- Click "OK." This will insert the new slides into your project, embedding the imported images as slide backgrounds.

### Changing a Slide's Embedded Image Background in Thumbnail View

- Select the slide whose background image you want to change by clicking it to highlight it.
- Click the "Set Slide Background Image..." button on the context sensitive toolbar.
- In the screen that appears, browse to find your new image and select it.
- Click "Open."
- If the image does not match the dimensions of the slide, you will be asked if you want to scale it. Select either "Yes" or "No."
- The new image will then be embedded as a background onto the selected slide.





## Inserting Image Slides

Page 20

### **Importing Images (other than SVG) onto a Slide in Slide View**

- While in Slide View, select "Insert" then "Picture..." from the menu options (or select the appropriate button on the Tools Palette).
- Browse to find your image file and select it.
- Click "Open" to insert the image file onto the slide.

### **Importing SVG files onto a Slide in Slide View**

- While in Slide View, select "Insert" then "SVG Vector Image..." from the menu options (or select the appropriate button on the Tools Palette).
- Browse to find your SVG file and select it.
- Click "Open" to insert it onto the slide.





## Inserting Screenshots

ViewletBuilder4 lets you insert new screenshots into your existing Viewlet projects.

### Create additional slides by inserting new screenshots in Thumbnail View

- Select a slide in Thumbnail View by clicking it to highlight it. New slides will be inserted to the right of the selected slide. If no slide is selected, new slides will be inserted at the beginning of the project.
- Select "Insert" then "Screenshots..." from the menu options (or you can choose the appropriate button from the context sensitive toolbar).
- From the Screen Capture Options select the method for taking screenshots (either Full Screen or Screen Area) and select "Next."
- Use the default "Hotkey" or define a new one and select "Next."
- When the "Screenshot Session Assistant" screen appears, click "Next" to begin your screenshot session.
- When finished capturing the new screenshots, click the ViewletBuilder icon on the system's tool tray and the Capture Screenshots screen will appear. Click "Finish" and the new screenshot slides will be imported into your project.







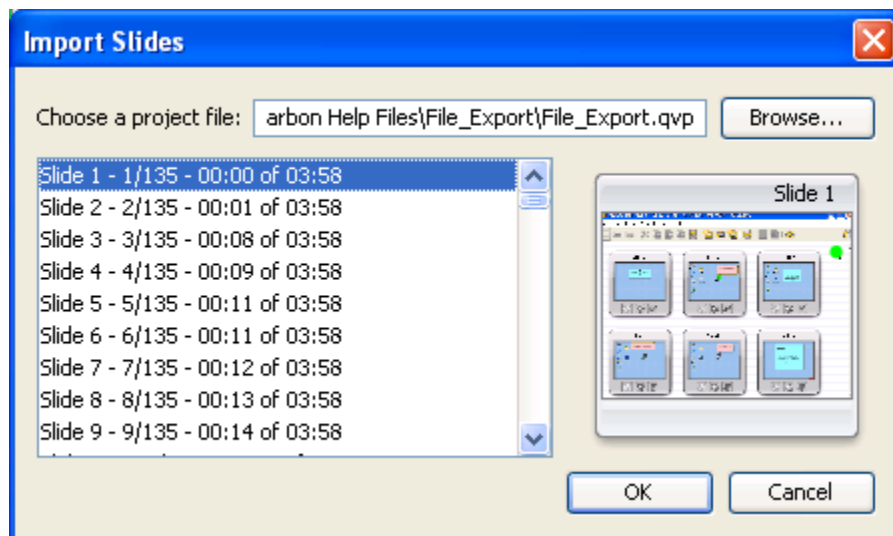
## Importing Slides

ViewletBuilder4 allows you to import slides between projects that contain slides of the same size. You can import slides from other ViewletBuilder4 (.qvp) files or even from older ViewletBuilder projects.

**Note:** Never copy/paste slides between two projects because this may result in file corruption.

### To Import Slides:

- In "Thumbnail View" select an insertion point for the imported slides by clicking on a slide. Inserted slides are always placed after the selected slide. If no slide is selected, then inserted slides will be placed at the beginning of all slides.
- Select "Insert" then "Import Slides..." from the menu options.
- In the "Import Slides" window, click the "Browse" button.
- Find your project, click it to select it and then select "Open." This will open the project in the "Import Slides" window.



- Select the slides you want to import. To select adjacent slides, click the first slide, hold down the Shift key, and then click the last slide in the series. This will highlight all the slides in the series. To select nonadjacent slides, click the first slide you need, hold down the Ctrl key, and click each additional slide you need.





## Importing Slides

Page 23

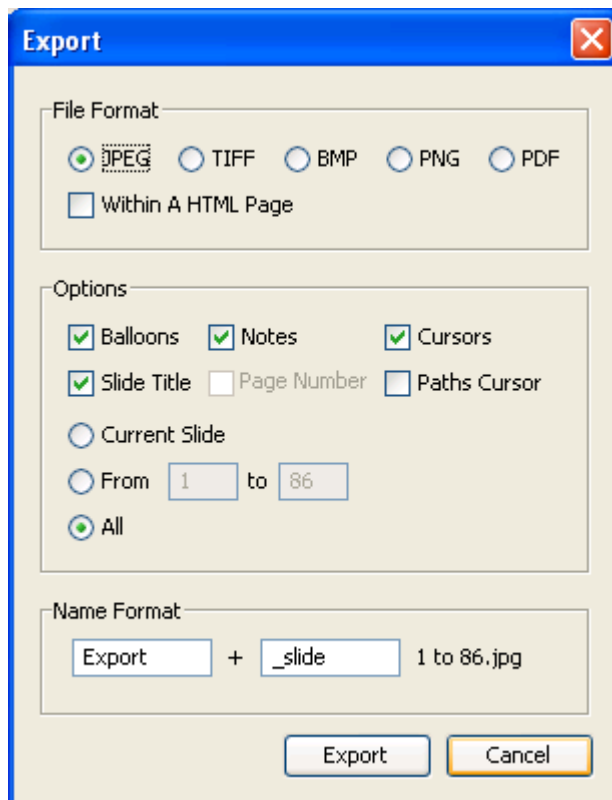
- Once all slides are selected, press the “OK” button to import them into the current project.





## File Export

ViewletBuilder4 allows you to export the slides in your project as different image types or as a PDF manual.



- Select "File" and then "Export" from the menu bar.
- Choose a file format from the "Export" window.
- Select "Within A HTML Page" if you want a web page automatically generated with your images embedded.
- Under Options, select the items you would like to be included in the export.
- You also have the option to decide what slide or slides to include in the export.
- Under "Name Format" field, you can change the name of the slides for the export. Your .qvp file name will not change.





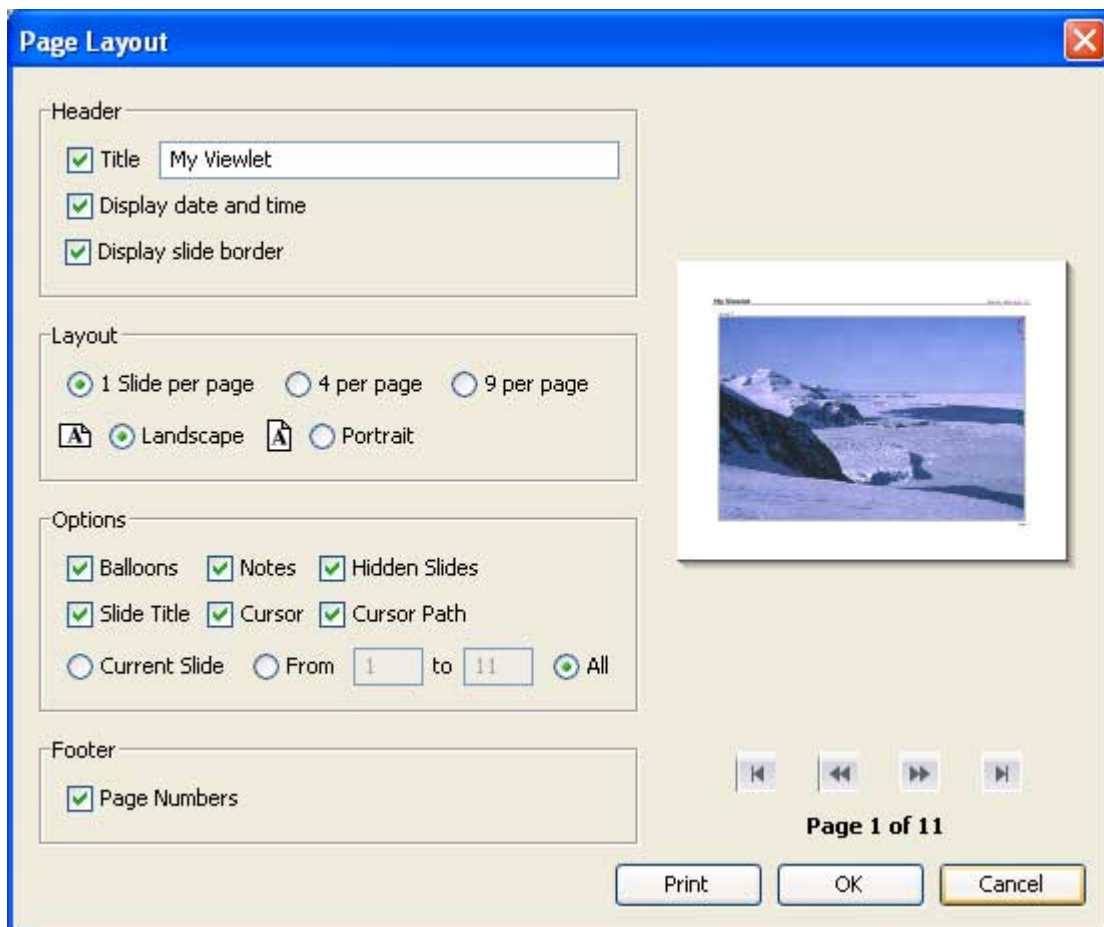
## Printing / Page Layout

ViewletBuilder4 allows you to print the slides contained in your Viewlet project. This is handy for creating quick study guides, training materials, speaker notes, and much more.

### Setting up the Print Job in the Page Layout Screen

The first thing you will do before printing your slides is setting the output options in the "Page Layout" screen.

- Select "File-Page Layout" from the menu options.





## Printing / Page Layout

Page 26

- Under "Header," you can add a "Title" and a "Date/Time" to your printouts.
- Under "Layout" choose how many slides to print per page and select either "Landscape" or "Portrait" for the printout orientation.
- Under "Options" choose whether or not to include Balloons, Notes, Hidden Slides, Slide Title, Cursor, and Cursor path to printed slides. You can also choose to print just the current slide or a range of slides.
- Under "Footer," you can add "Page Numbers" to the printed pages.
- On the right side of this screen is a preview panel, which displays what the printed pages will look like. You will see the number of pages that will be printed under the preview area. You can also scroll between pages using the appropriate arrows.
- Once you set your options in the Page Layout screen, click "OK" to return to your presentation or click the "Print" button to go immediately to the "Print" window.

### Printing Slides

- Once you have set the options for printing your slides in the Page Layout screen, you are ready to start printing your slides. If you are in the Page Layout screen, press the "Print" button, or if you are in either Slide or Thumbnail View, select "File" then "Print" from the menu options to open the "Print" window. You can also select the "Print..." icon from the context sensitive toolbar.
- In the "Print" window, from the "General" tab, select your printer from the drop down menu next to "Print Service."
- Click the "Print" button at the bottom of the screen to start the print job.

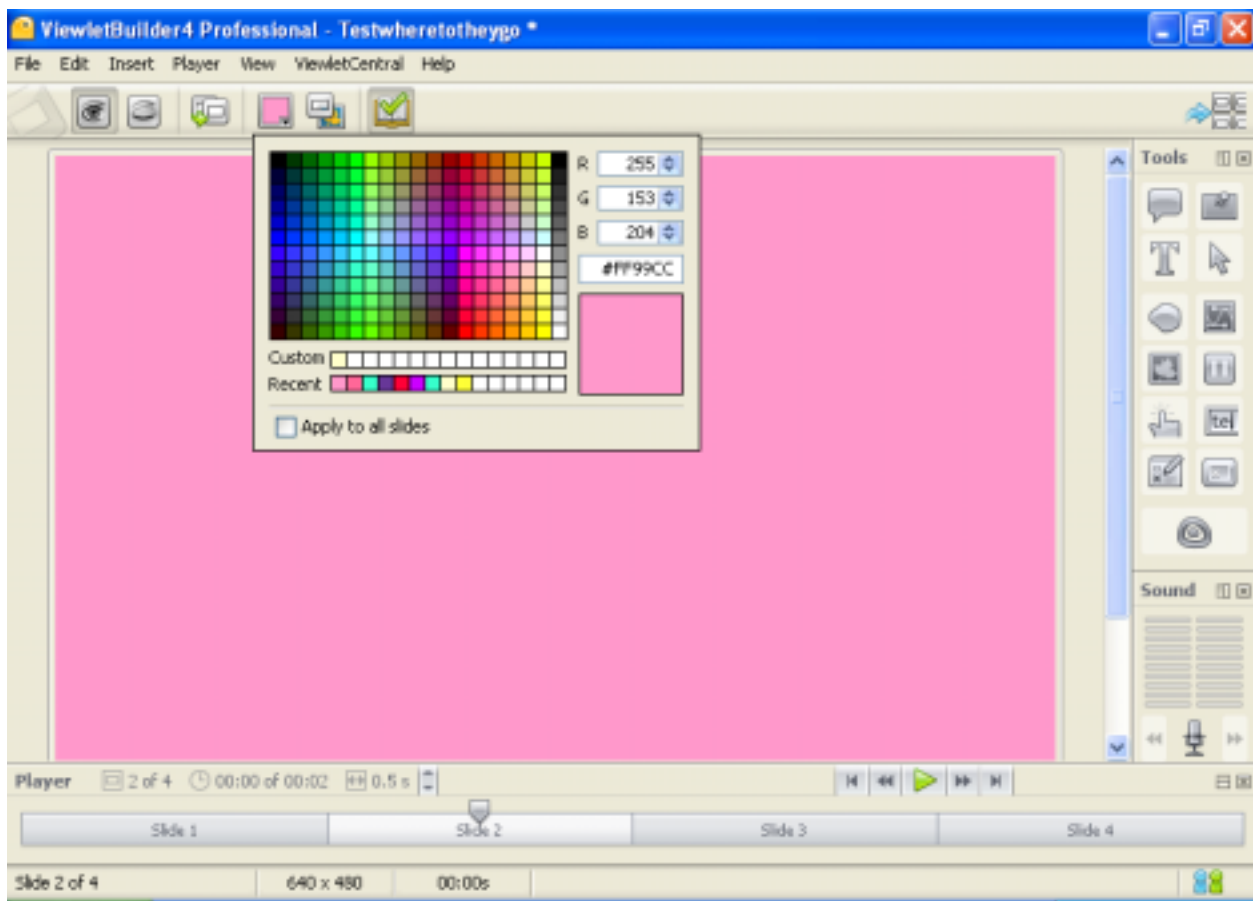




## Color Palette

ViewletBuilder4's color palette features options that can be applied to slide backgrounds, text, balloons, notes and more.

- Select the color icon on the context sensitive toolbar in Slide View or Thumbnail View.
- Type in an RGB code, use up/down arrows, pick a color from the palette, or type in a hexadecimal code.



- Once you've chosen a color, drag it to the custom palette for future use.
- To use the "Apply to all..." feature, place a checkmark in the appropriate box to apply the color change.





## Slide Background Color

ViewletBuilder4 lets you change the background color of one slide, several slides, or all the slides in your project.

### Slide View

- Click directly on the slide
- Click the "Background Color..." button on the context sensitive toolbar to reveal the color palette.
- Select a color from the palette, an RGB code, or input a hexadecimal code.
- To change the background color on all the slides in your project, click on the "Apply to all slides" box.
- To close the color palette, click back on the slide.

### Thumbnail View

- In Thumbnail View, you can select multiple nonadjacent slides by holding down the "Ctrl" key when clicking on each slide.
- Or, to select adjacent (or a series of) slides, hold down the "Shift" key, then click on the first slide in the series and then click on the last slide in the series to highlight (select) all the slides in the sequence.
- Or, choose the "Select All" button on the context sensitive toolbar and the slides will appear with a gray shadow around them.
- After the slides are selected, click on the "Slide Background Color" icon on the context sensitive toolbar to open the color palette to change the slide background color.
- With the Color Palette revealed, choose a color for the slide background and globally change all the slides in your project.





## Slide Background Image

### Changing a Slide's Embedded Image Background in Thumbnail View

- Select the slide whose background image you want to change by clicking it to highlight it.
- Click the "Set Slide Background Image..." button on the context sensitive toolbar.
- In the screen that appears, browse to find your new image and select it.
- Click "Open."
- If the image does not match the dimensions of the slide, you will be asked if you want to scale it. Select either "Yes" or "No."
- The new image will then be embedded as a background onto the selected slide.

### Changing a Slide's Embedded Image Background in Slide View

- Click the "Set Slide Background Image..." button on the context sensitive toolbar.
- In the screen that appears, browse to find your new image and select it.
- Click "Open."
- If the image does not match the dimensions of the slide, you will be asked if you want to scale it. Select either "Yes" or "No."
- The new image will then be embedded as a background onto the selected slide.



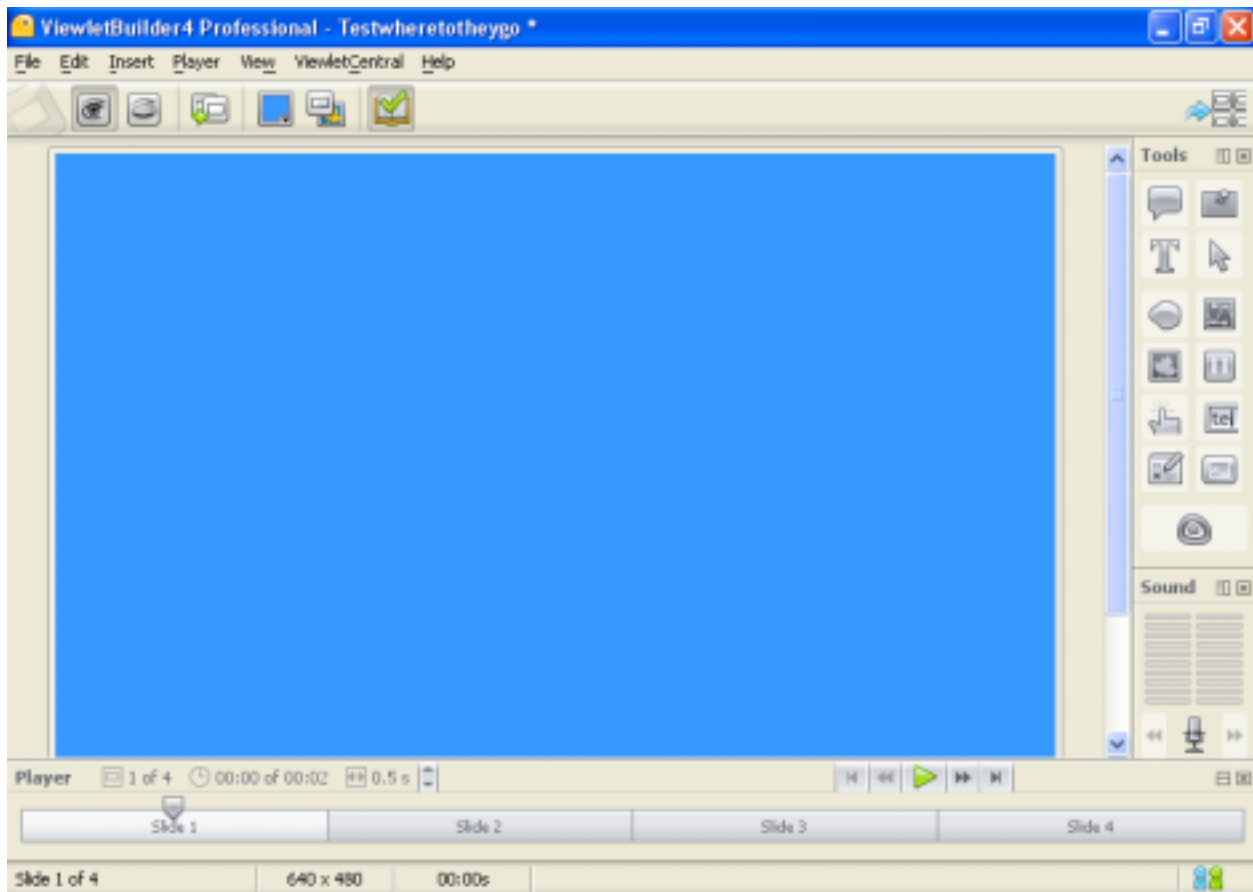




## Slide View

"Slide View" is the main "editing" window in ViewletBuilder4 and displays a single slide in full view. Most of the time you spend editing your project inside ViewletBuilder4 will be while working in the Slide View. This section of the guide contains a brief overview of what you will find in this view.

The Slide View contains:

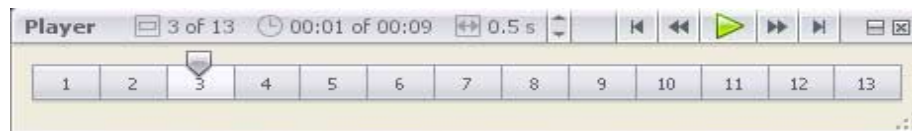


- A blue title bar displaying the program you are using, your file name, and options to Minimize, Restore Down, and Close. Menu options that can be used while working in this view such as File, Edit, Insert, Viewlet, Player, View, ViewletCentral and Help.





- A context sensitive toolbar with button icons to quickly perform tasks such as Show Slide, Hide Slide, Duplicate Slide, Slide Background Color, Set Slide Background Image and Spell Checker.
- A bar at the bottom showing the number of slides in the project, the size used for the slides (width x height), the duration of each slide, and the icon "Tell a Friend About ViewletBuilder" allowing you to email the Qarbon site to others.
- And, based upon what is selected on the slide, a context sensitive toolbar will be displayed below the menu options.
- A Toolbox (also called a Tools Palette) with icons that can be clicked to insert or delete Balloons, Notes, Slide Text, Cursors, Shape objects, SVG Vector Images, Pictures, Pause Zones, Click Zones, Text Zones, Quiz Zone, and Keystroke Zone. There is also an icon to Compile.
- A Player bar, indicating the current slide number, slide delay, buttons to move from one slide to another or play the Viewlet. This Player bar also contains a sliding bar that can be dragged to move quickly between slides and up/down arrows the can be used to increase/decrease the slide's delay.



### Slide View and Context Sensitive Toolbars

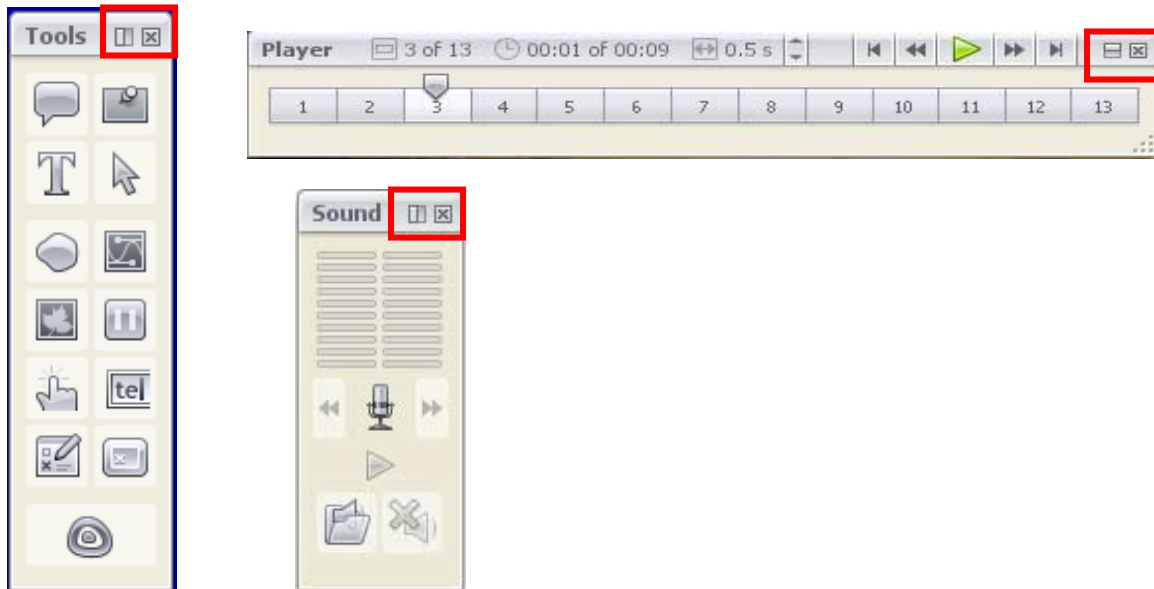
While working in Slide View, the context sensitive toolbar will change, depending upon what you select. This feature helps to speed up the process while working in this view.





### Slide View and Dockable Palettes

While working in Slide View, the Toolbar, Player bar, and Sound bar can be snapped (docked) in place making them non-floating for easier editing. Simply click on the “line” icon next to the “x” icon.



### Switching from Slide View to Thumbnail View

- To switch to Thumbnail View, select “View” then “View Thumbnails” from the menu options. Or, you can press F4 or click the “View Thumbnails” icon on the right side of the menu bar.
- This action will switch you to Thumbnail View and the slide that was just displayed in Slide View will now be highlighted in Thumbnail View.

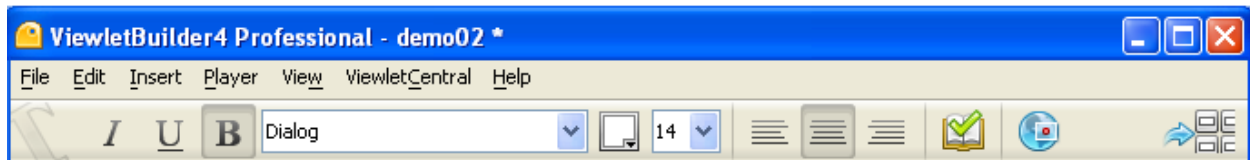
More information about working with the various options in Slide View can be found elsewhere in this guide. Or, if you need more help while working in this view, please visit <http://www.qarbon.com/help/> or contact [support@qarbon.com](mailto:support@qarbon.com).





## Text Options

ViewletBuidler4 lets you enhance the text on your balloons, notes, and slide text. Text options include italics, underline, bold, font type, color, size, alignment, a spell checker, and hyperlink feature. You can access text options from the context sensitive toolbar. Instructions for using text options are basically the same whether you are working with balloons, notes or slide text.



### Entering/Exiting Text Edit Mode

- To enter text edit mode, double click on the balloon, note or slide text object.
- A blinking cursor will appear in the object, indicating you are in text edit mode.
- To exit text edit mode, click to the slide, off of the object you are working with.

### Setting Text to Italics, Underline or Bold

- Enter text edit mode by double clicking the balloon, note or slide text.
- Select the text you want to edit by holding down your left mouse button and dragging it over the text to highlight it.
- Choose the appropriate button icon on the context sensitive toolbar to set the text to italics, to underline it, and/or to bold it.

### Changing the Text Font Type

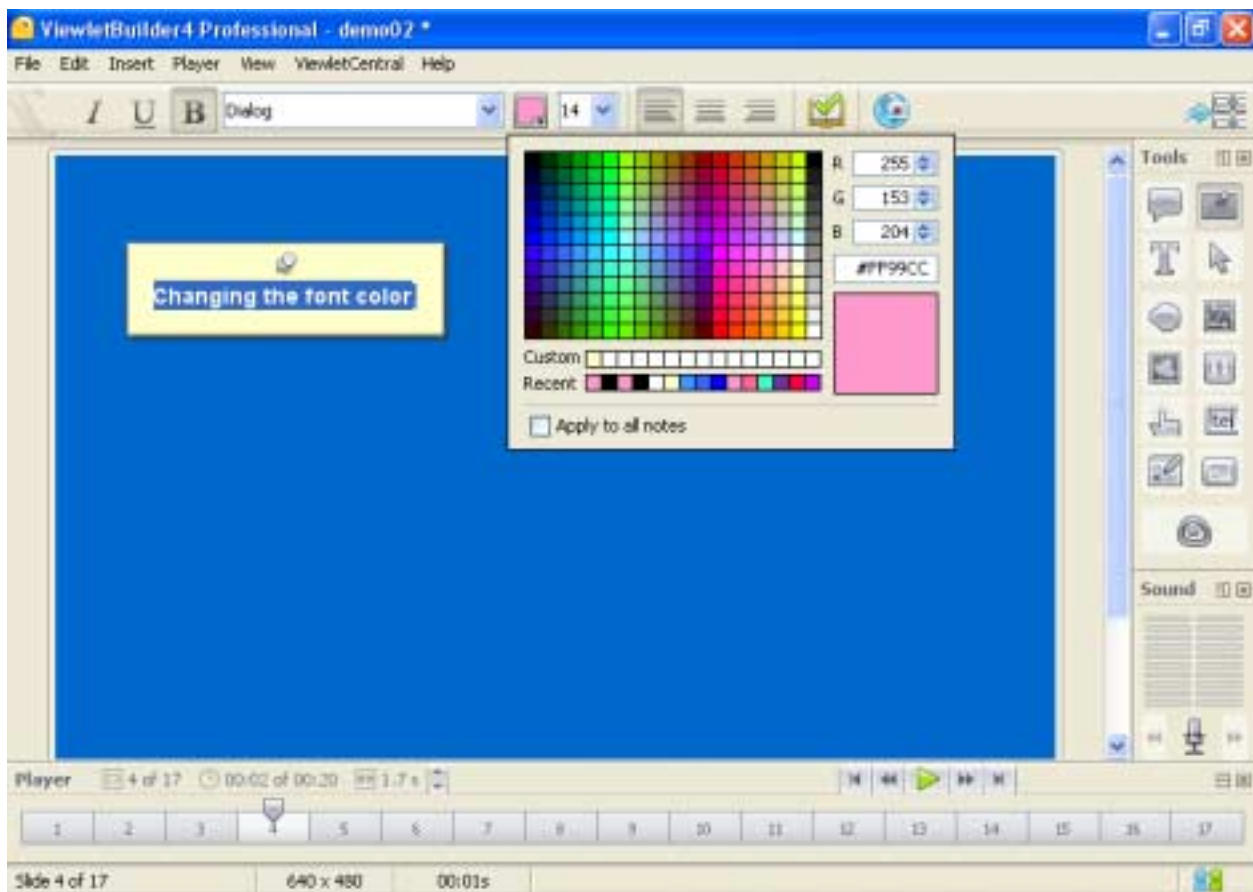
- Enter text edit mode by double clicking the balloon, note or slide text.
- Select the text you want to edit by highlighting it.
- Click the "Font" button icon on the context sensitive toolbar to reveal the drop down list of available fonts.
- Choose the new font by clicking it from the list to apply it to the selected text.
- To view additional fonts, scroll to the bottom of the font list and select "Show All Fonts".





### Changing the Text Color

- Enter text edit mode by double clicking the balloon, note or slide text.
- Select the text you want to edit by highlighting it.
- Click the “Text Color” button icon on the context sensitive toolbar to open the color palette.



- Select a color by clicking on it in the palette to apply it to the selected text.
- To close the color palette, click another area of the slide away from the color palette.





## Changing the Text Size

- Enter text edit mode by double clicking the balloon, note or slide text.
- Select the text you want to edit by highlighting it.
- Click the “Text Size” button icon on the context sensitive toolbar to reveal the drop down list of available text sizes.
- Choose the text size from the list to apply it to the selected text.

## Changing Text Alignment

- Enter text edit mode by double clicking the balloon, note or slide text.
- When the cursor flashes in the object, click the appropriate button on the context sensitive toolbar to change the alignment to left, center, or right justification.

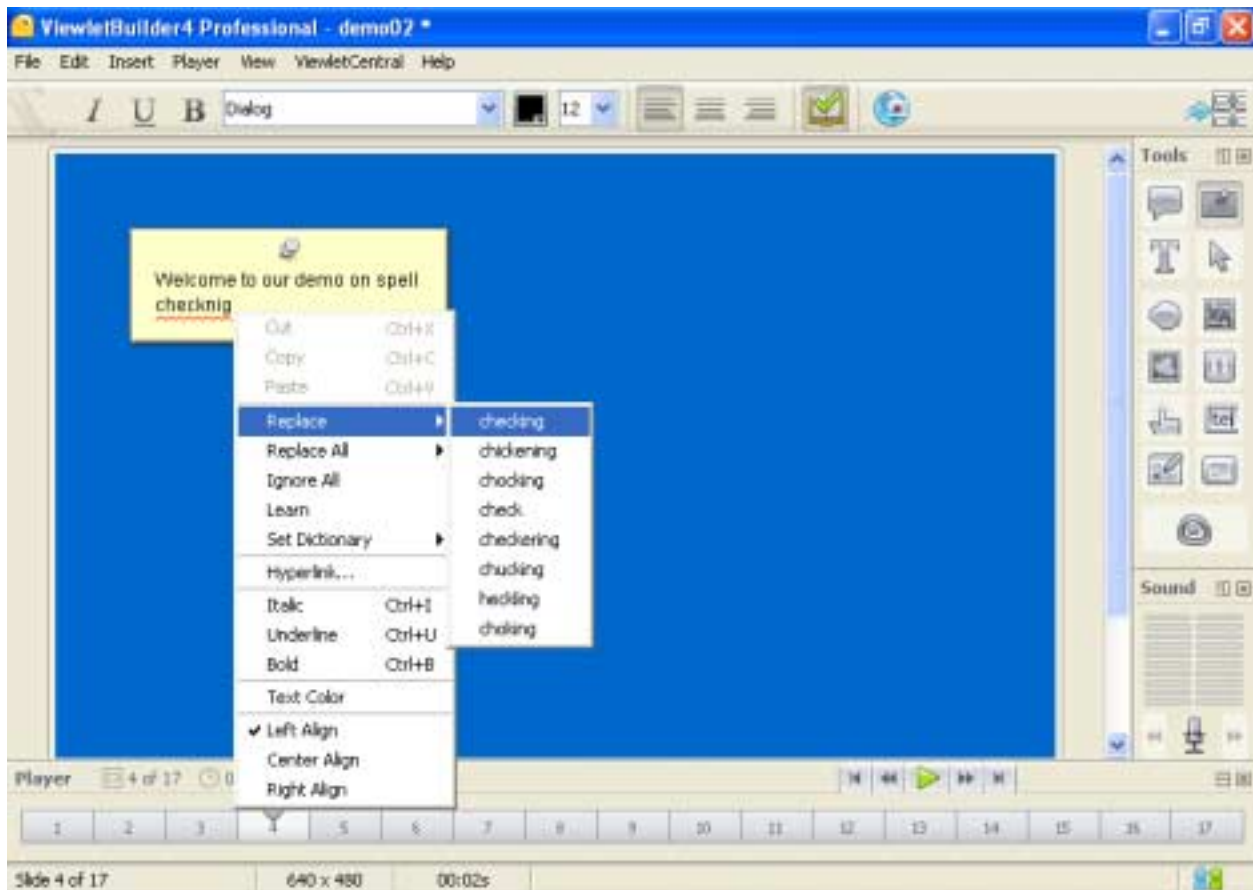




## Spell Checker

You can use the Spell Checker to check for typos while working with text.  
To run the spell checker:

- Enter text edit mode by double clicking on a text object.
- Mouse over the “Spell Checker” button on the context sensitive toolbar to see if it’s active. The rollover text will say “Show Spelling Mistakes” if it’s not active, click the button to activate the Spell Checker.
- Misspelled words will be underlined in red.
- Right click on the misspelled word and select Replace or Replace All.





- You can correct the spelling by typing over the selection or by clicking one of the “Suggestions” in the list.
- Use “Replace All” to correct all the same typos in the same text object. Use the “Ignore All” to ignore the error(s). And, if this is not an actual error or typo, you can add this new word to the Spell Checker database by clicking “Learn”.

For any questions on Spell Checker features, please contact [support@qarbon.com](mailto:support@qarbon.com).







# Balloons

While working in Slide View, you can add impact to your project with the addition of balloons. Balloons can be used to “point” at a specific part of a slide, providing text information in it.

## Inserting a Balloon on a Slide

- In Slide View, click the “Create Balloon” icon in the Tools Palette.
- As you move your mouse over the slide, the cursor will change to a cross-hair shape. Position the cross hair where you want to position the balloon and single click.
- A balloon will appear on your slide. **Note:** You can add only one balloon to each slide.

## Removing a Balloon from a Slide

- Click the “Remove Balloon” icon in the Tools palette.
- This action will remove the balloon from the current slide.

## Resizing a Balloon

- Select the Balloon by clicking it.
- When the grab handles appear, point your cursor over the applicable grab handle.
- Hold down your left mouse button and drag the grab handle to resize the Balloon.

## Moving a Balloon on a Slide

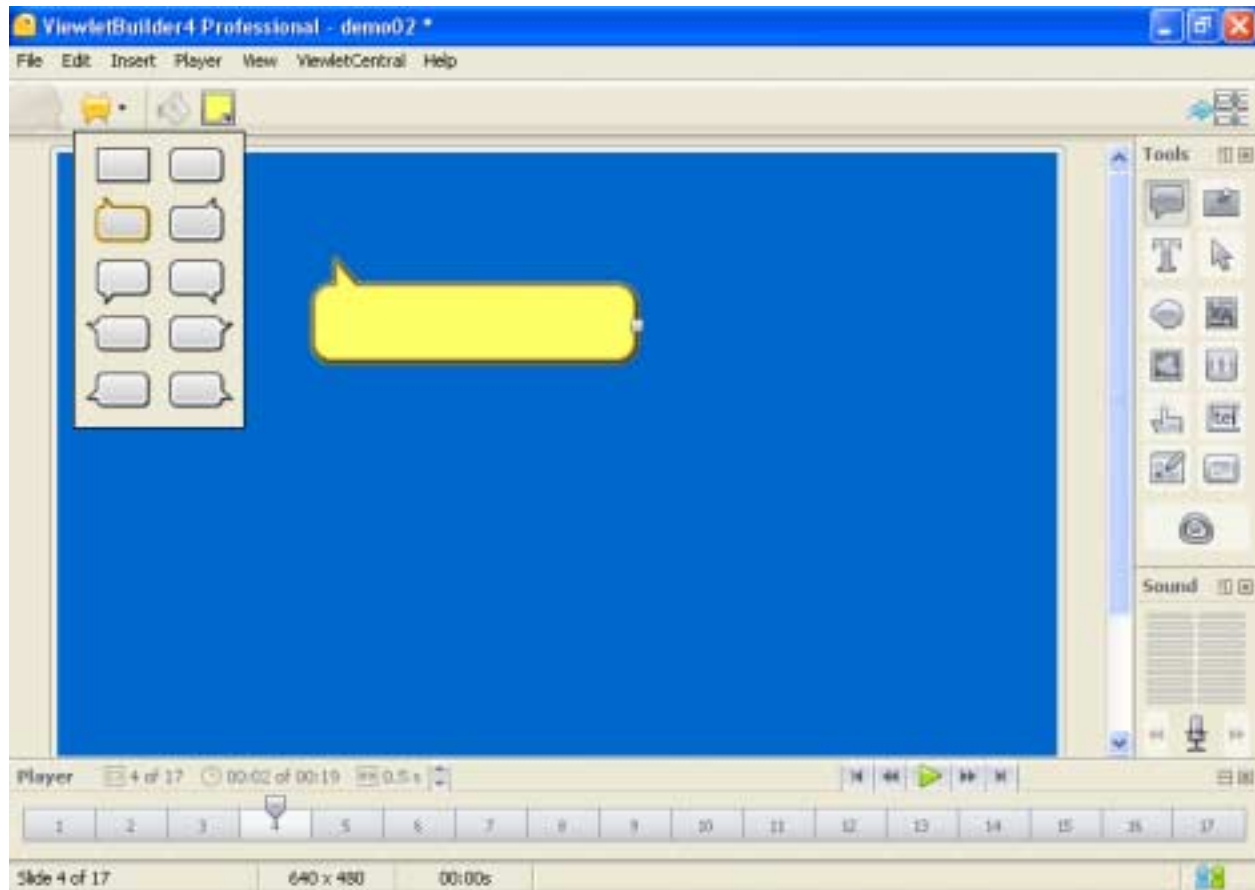
- Click the balloon to select it.
- Mouse over the balloon so your cursor changes to a hand shape.
- Hold down your left mouse button and drag the balloon.
- Once you've repositioned the balloon, let go of the left mouse button to drop it into place.





### Changing the Balloon Shape

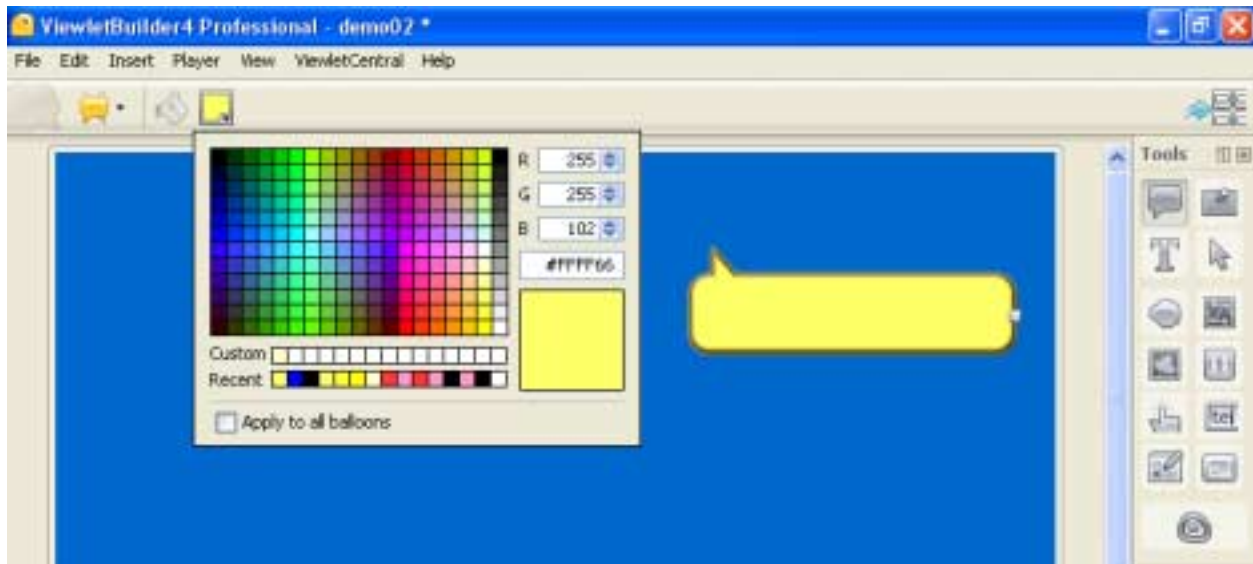
- Click the balloon to select it.
- Select the "Change Shape..." button from the context sensitive toolbar.
- Select the desired shape by clicking it to apply it.





## Changing the Background Color of a Balloon

- Select the balloon by clicking it.
- Click the “Background Color...” button in the context sensitive toolbar to reveal the color palette.
- Select a color from the palette, or by using an RGB or hexadecimal code.



- To globally change the color of all the balloons in your project, select a color and check the box “Apply to all balloons.”
- To close the color palette, click back on the slide.

## Adding Text to a Balloon

- Double click inside the balloon to go into text edit mode.
- Once your cursor starts flashing inside the balloon, you are ready to input text.
- Use the options on the context sensitive toolbar to italicize, underline and bold your text. You can also change your font, font color, font size, and alignment while in text edit mode.
- To globally change the color of all the text in the balloons throughout your project, highlight the text, select a color and check the box “Apply to all balloons.”
- To keep specific job-related colors, type in the RGB numbers or select a color, mouse over the preview screen until the hand appears, click and drag the color to the “Custom” row.





## Notes

While working in Slide View, you can add impact to your project with the addition of notes. Notes can be used to list summaries, give more details about the particular slide, etc. without calling attention to a particular area of the slide.

### Inserting a Note on a Slide

- In Slide View, click the “Create Note” icon in the Tools palette.
- This action will insert a note on the current slide. **Note:** You can only add one note to each slide.

### Removing a Note from a Slide

- Click the “Remove Note” icon in the Tools palette.
- This action will remove the note from the current slide.

### Resizing a Note

- Select the Note by clicking it.
- When the grab handles appear, point your cursor over the applicable grab handle.
- Hold down your left mouse button and drag the grab handle to resize the Note.

### Moving a Note on a Slide

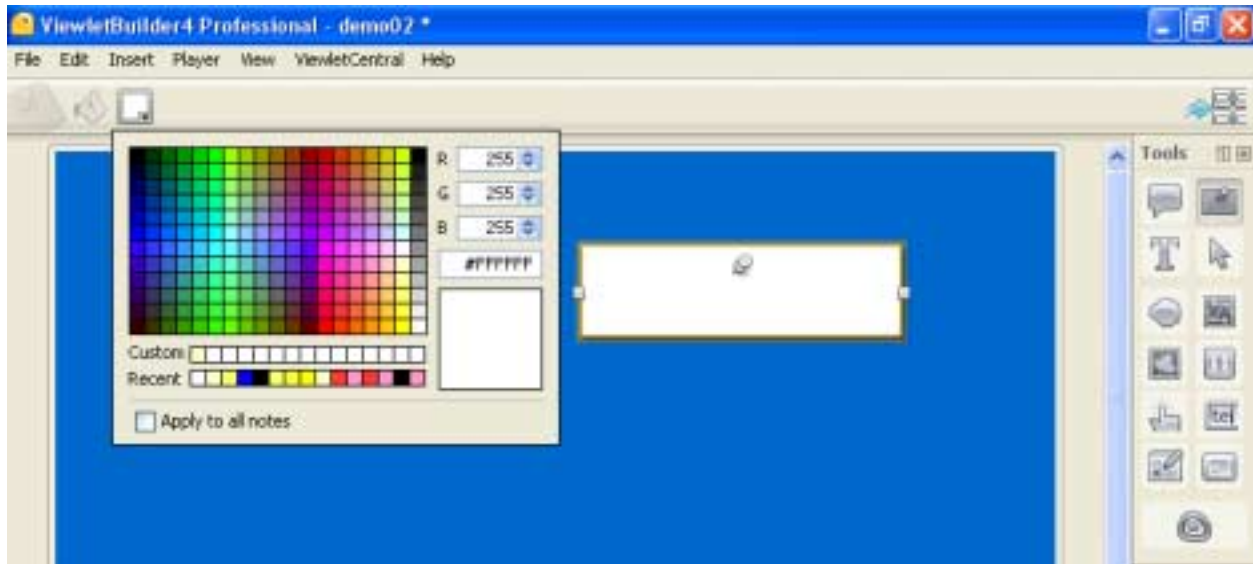
- Click the note to select it.
- Mouse over the note so your cursor changes to a hand shape.
- Hold down your left mouse button and drag the note.
- Once you've repositioned the note, let go of the left mouse button to drop it into place.





## Changing the Background Color of a Note

- Select the note by clicking it.
- Click the “Background Color...” button in the context sensitive toolbar to reveal the color palette.



- Select a color from the palette or by using an RGB or hexadecimal code.
- To close the color palette, click back on the slide.
- To globally change the color of all the notes in your project, select a color and check the box “Apply to all notes.”

## Adding Text to a Note

- Double click inside the note to go into text edit mode.
- Once your cursor starts flashing inside the note, you are ready to input text.
- Use the options on the context sensitive toolbar to italicize, underline, and bold your text. You can also change your font, font color, font size, and alignment while in text edit mode.
- To globally change the color of the text in all the notes throughout your project, highlight the text, select a color and check the box “Apply to all notes.”
- To keep specific job-related colors, type in the RGB numbers or select a color, mouse over the preview screen until the hand appears, click and drag the color to the “Custom” row.



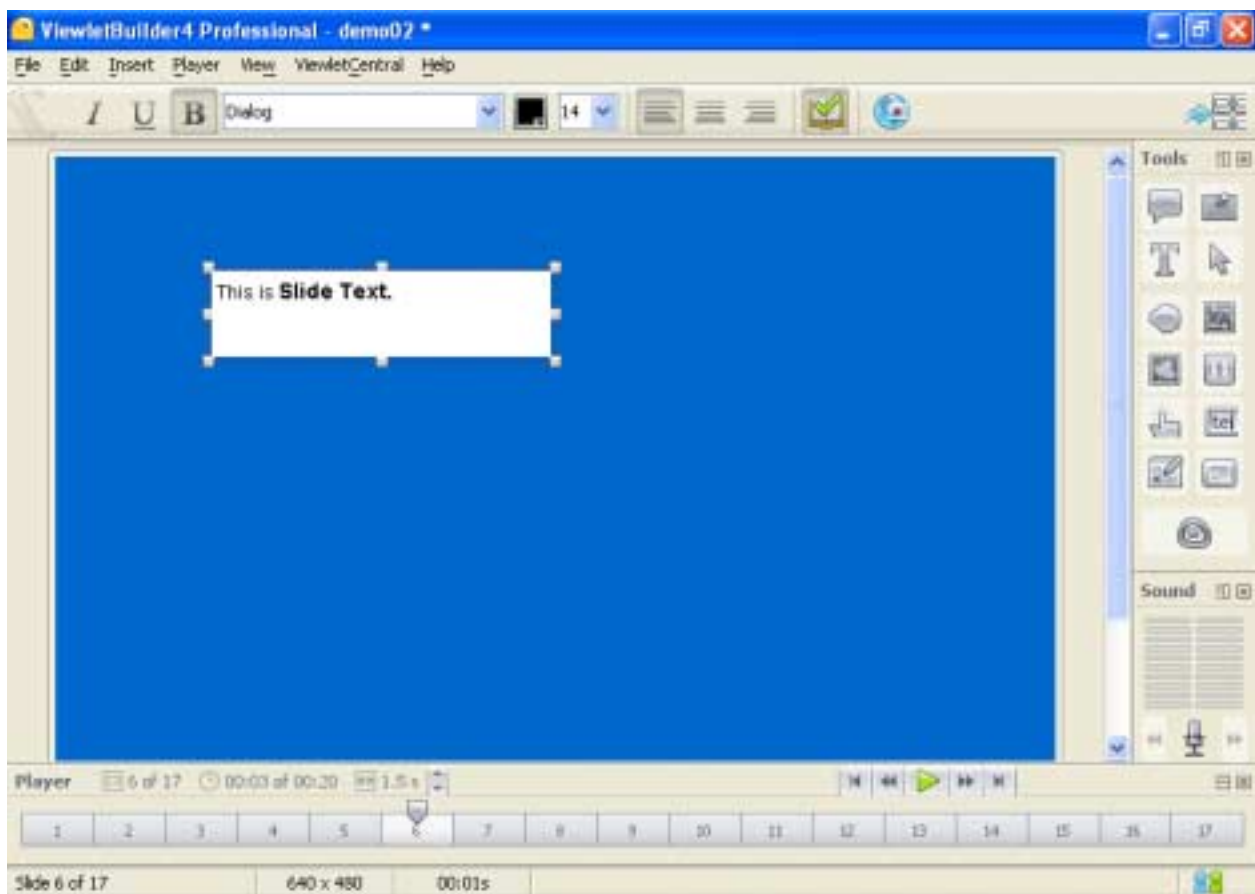


## Slide Text

While working in Slide View, you can add impact to your project with the addition of Slide Text. You can add text directly to a slide (without a balloon or a note) using the Slide text option.

### Adding Slide Text to a Slide

- Select the "Slide Text" button in the Tools palette.
- As you move your mouse over the slide, your cursor will change to a cross-hair shape. Click the slide to insert the Slide Text object.
- A white Slide Text box with grab handles will appear, ready for you to start inputting text.



- Unlike balloons or notes, you can add multiple Slide Text objects to the same slide by repeating these instructions.



**Removing Slide Text from a Slide**

- Select the Slide Text you want to delete by clicking it.
- When you see the Slide Text object surrounded by grab handles, press the delete button on your keyboard to delete it.

**Moving Slide Text on a Slide**

- Select the Slide Text by clicking it so the grab handles appear.
- Mouse over the Slide Text until your cursor changes to a hand shape.
- Hold down your left mouse button and drag the Slide Text to a new position.
- When repositioned, let go of the left mouse button to drop it into place.

**Resizing Slide Text Object**

- Select the Slide Text by clicking it.
- When the grab handles appear, point your cursor over the applicable grab handle.
- Hold down your left mouse button and drag the grab handle to resize the Slide Text box.

**Adding/Editing Text in Slide Text**

- Double click the Slide Text object to enter text edit mode.
- A flashing cursor will appear, indicating that you are ready to input or edit the text.
- To exit from edit mode, click somewhere on the slide away from the Slide text object.
- To globally change the color of the text in all the Slide Text objects throughout your project, highlight the text, select a color and check the box "Apply to all slide text."
- To keep specific job-related colors, type in the RGB numbers or select a color, mouse over the preview screen until the hand appears, click and drag the color to the "Custom" row.

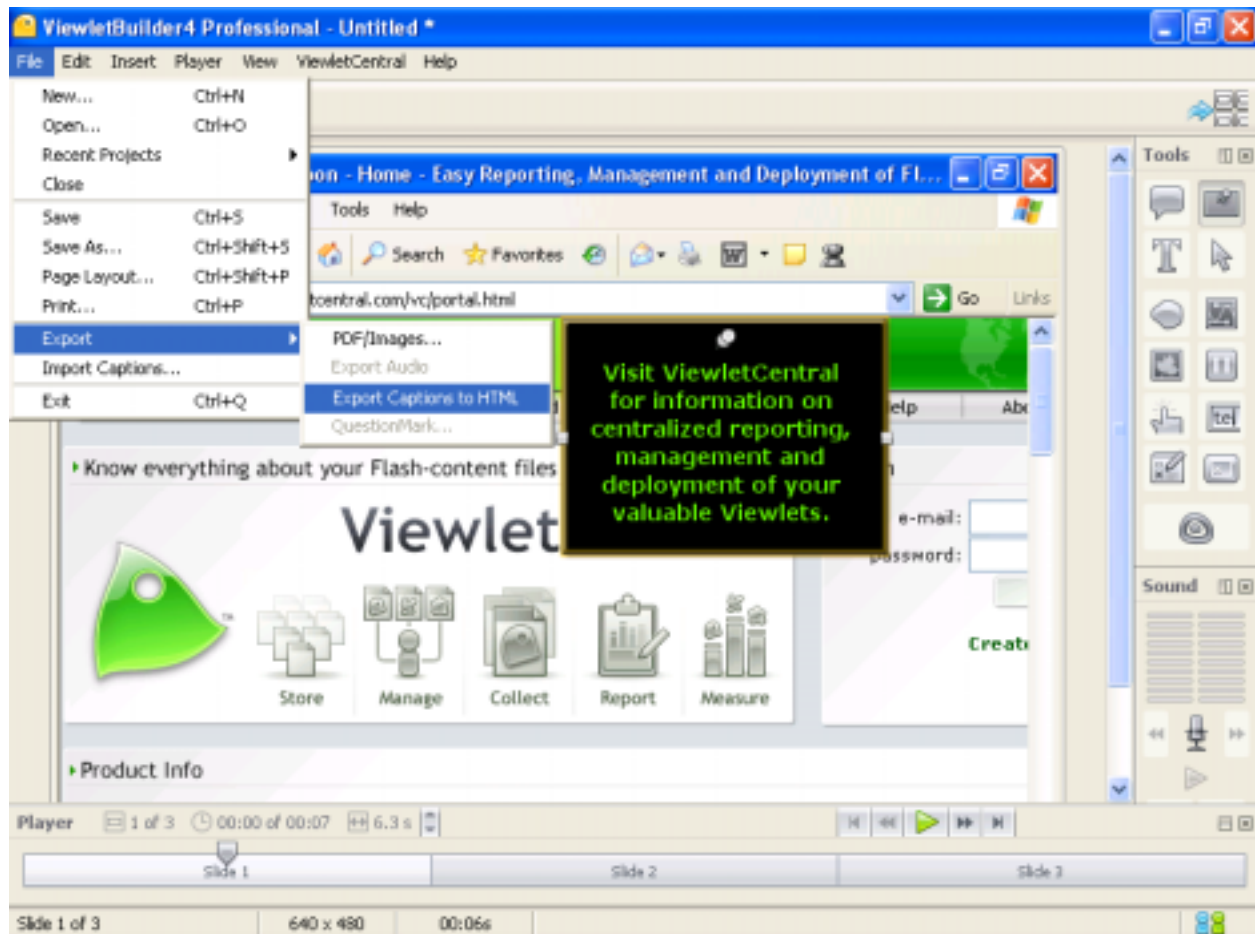




## Export / Import Captions

ViewletBuilder4 allows you to export text in balloons, notes, and slide text to an HTML file, do external editing and re-import back into your project. You are able to save several revisions for exported captions for templates and / or proofing text annotations or translations.

- From File-Export on the menu, select "Export Captions to HTML".
- Save the HTML file to a designated location.
- Open the HTML file in Notepad or a web-authoring program.
- Edit the HTML file, save the file; open the Viewlet, and select "File-Import Captions..." to import the changes.







# Shapes

ViewletBuilder4 lets you add impact to your presentation via “Shape” tools available in Slide View. Using this feature, you can draw rectangles, ellipses and free-form shapes directly onto a slide. This feature also allows you to change your shape's color, opacity, add borders and more!

## Drawing Rectangles and Ellipses

- While in Slide View, select the “Shape” button from the Toolbox.
- A context sensitive toolbar will appear. Select the appropriate button, either the “Rectangle Tool” or the “Ellipse Tool.”
- Move your mouse over the slide and you will see your cursor change to a cross-hair shape.
- To draw the shape, click the slide AND continue to hold down you left mouse button. Drag the cursor to form the shape.
- Let go of the left mouse button to set the shape.

## Drawing Free-Form Shapes with the Lasso Tool

- While in Slide View, select the “Shape” button from the Toolbox.
- Select the “Lasso Tool” from the context sensitive toolbar.
- Move your mouse over the slide and you will see your cursor change to a lasso shape.
- Click the slide AND hold down your left mouse button to draw your shape.
- Let go of the left mouse to set the shape on the slide.

## Drawing Linear Shapes with the Poly Lasso Tool

- In “Slide View,” select the “Shape” button from the Toolbox.
- Select the “Poly Lasso Tool” from the context sensitive toolbar.
- Move your mouse over the slide and you will see your cursor change to a “linear” (poly) lasso shape.
- Click the slide to set the first “point” of your linear shape. (Remember to let go of the left mouse button.)

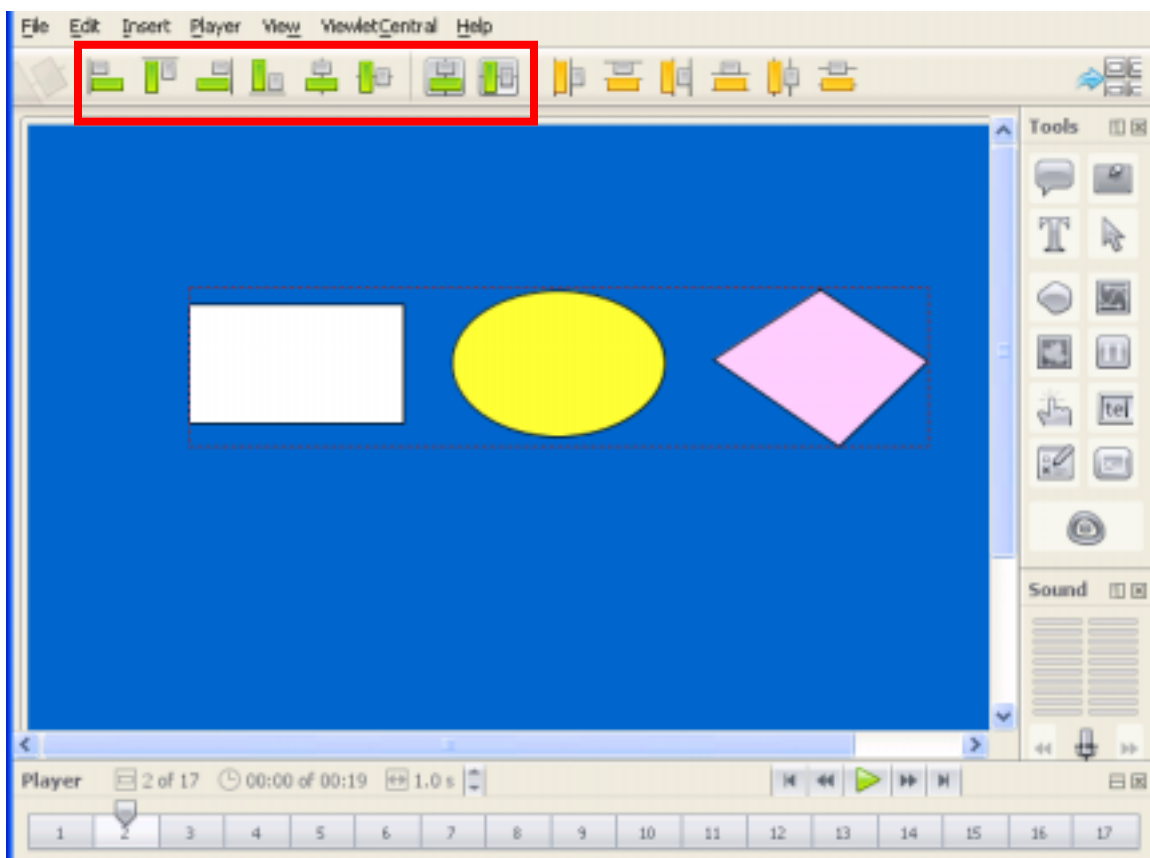




- Position your cursor in a different location and click again. This will form one of the linear edges of your shape (all shapes drawn with this tool will have "straight lined" edges).
- Keep repeating these steps until the desired shape is formed.
- To set the shape you must "close it" by clicking back on the "first point" you created. This will form the final shape and set it on your slide.

### Aligning Shapes on a Slide

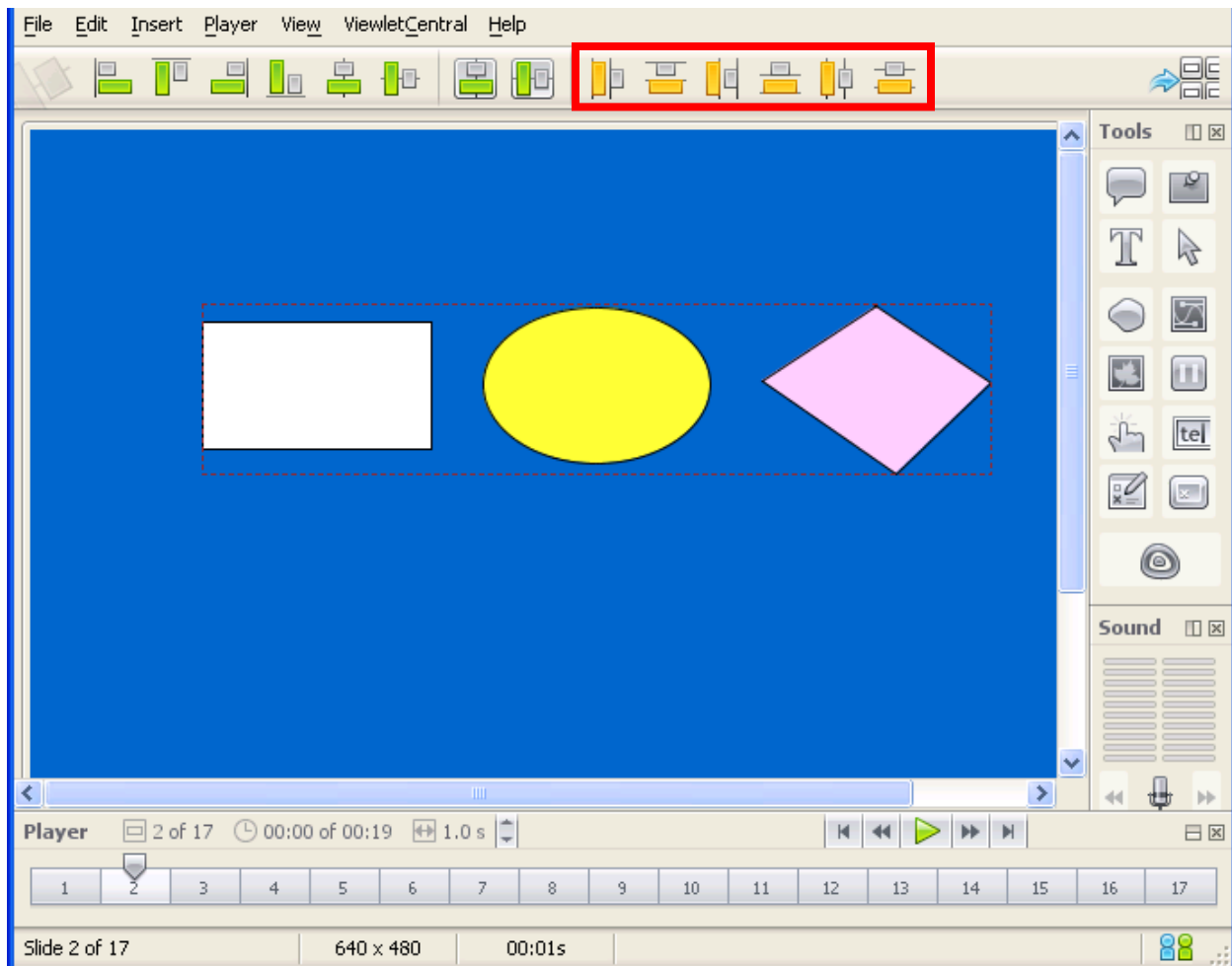
- Select the shapes by holding down the shift key and clicking on each shape. On the context sensitive tool bar you will have the option to "Align Left Edges", "Align Top Edges", etc., plus "Slide Align Horizontal Center" or Slide Align Vertical Center."
- By selecting one of the objects you also have the option to "Slide Align Horizontal Center" or Slide Align Vertical Center."





## Distribution of Shapes on a Slide

- By selecting two or more shapes, the context sensitive toolbar appears with several distribution options such as "Distribute Left Edges", "Distribute Top Edges", etc.



## Moving Shapes on a Slide

- Select the shape by clicking it.
- Move your mouse over the shape until a hand shaped cursor appears.
- Hold down your left mouse button and drag the shape to a new location.
- Let go of the left mouse button to drop the shape into place.



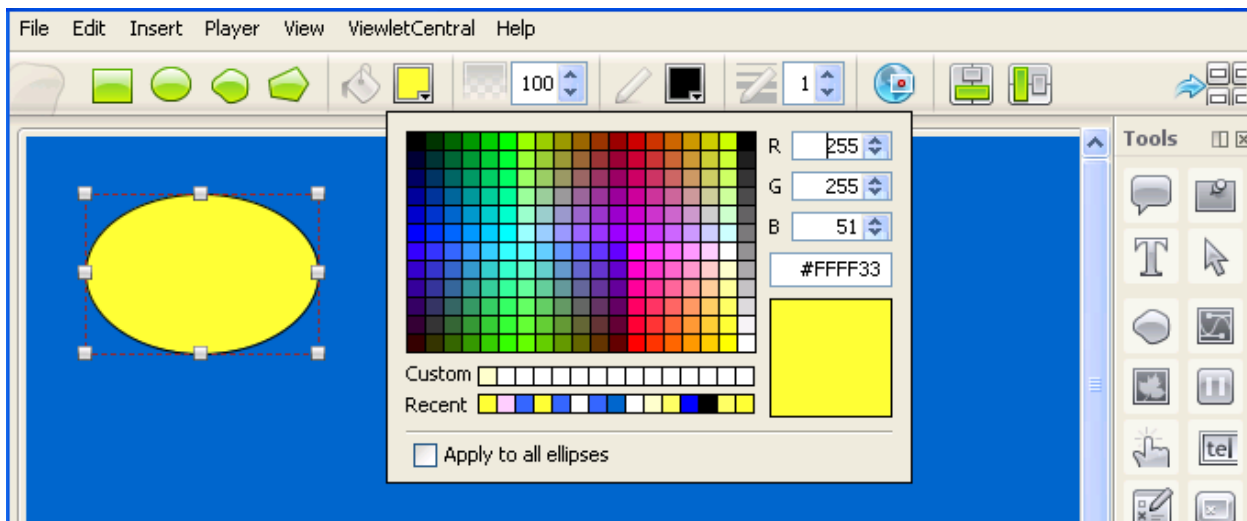


### Resizing Shapes on a Slide

- Select the shape by clicking it.
- When the grab handles appear, point your mouse over one of them.
- Hold down your left mouse button and drag the mouse to resize the shape.
- Let go of the left mouse button when done.

### Changing the Fill Color of a Shape

- Click the shape to select it.
- Click the “Background Color...” button in the context sensitive toolbar to reveal the color palette.
- Select a color from the palette by clicking it to apply it to the shape.
- To globally change the color of the shape (ellipse in this case) throughout your project, select a color and check the box “Apply to all ellipses.”



- To close the color palette, click back on the slide.

### Setting the Opacity of a Shape's Fill Color

- Select the shape by clicking it.





- In the context sensitive toolbar, next to “Opacity,” use the up/down arrows to change the level of the shape color's opacity (or type in a number directly into the field). As you change this number, the changes will appear in your shape.

### **Changing the Color of a Shape's Border**

- Select the shape by clicking it.
- In the context sensitive toolbar, click the “Border Color...” button to reveal the color palette.
- Select a new color by clicking it to apply it to the shape.
- Close the color palette by clicking back on the slide.

### **Changing the Style and Thickness of a Shape's Border**

- Select the shape by clicking it.
- In the context sensitive toolbar, select the drop down menu next to “Style” for a list of available line styles.
- Click a line to apply it to the shape.
- To change the thickness of the border, type a number in the field next to “Thickness” on the context sensitive toolbar, or use the up/down arrows to change the number.

### **Deleting Shapes from a Slide**

- Select the shape you want to delete.
- Press the “delete” key on your keyboard to delete the selected shape.





## Inserted Images

ViewletBuilder4 lets you create new Viewlet projects, made of entirely of imported images, using the Imported Image project method. You can also insert images into existing projects in several ways; by creating slides using imported images directly in the Thumbnail View or by inserting individual images onto a slide while in Slide View.

### Create New Slides by Importing Images in Thumbnail View

- Select a slide in Thumbnail View by clicking it to highlight it. New slides will be inserted to the right of the selected slide. If no slide is selected, new slides will be inserted at the beginning of the project.
- Select "Insert" then "Image Slides..." from the menu options (or you can choose the appropriate button from the context sensitive toolbar).
- In the screen that opens, browse to find your images and select open.
- The images will then appear in the preview screen in the order they were selected. Choose the scaling options you wish to apply, if applicable.
- Click "OK." This will insert the new slides into your project, embedding the imported images as slide backgrounds.

### Changing a Slide's Embedded Image Background in Thumbnail View

- Select the slide whose background image you want to change by clicking it to highlight it.
- Click the "Set Slide Background Image..." button on the context sensitive toolbar.
- In the screen that appears, browse to find your new image and select it.
- Click "Open."
- If the image does not match the dimensions of the slide, you will be asked if you want to scale it. Select either "Yes" or "No."
- The new image will then be embedded as a background onto the selected slide.



**Importing Images (other than SVG) onto a Slide in Slide View**

- While in Slide View, select “Insert” then “Picture...” from the menu options (or select the appropriate button on the Tools palette).
- Browse to find your image file and select it.
- Click “Open” to insert the image file onto the slide.

**Importing SVG files onto a Slide in Slide View**

- While in Slide View, select “Insert” then “SVG Vector Image...” from the menu options (or select the appropriate button on the Toolbox).
- Browse to find your SVG file and select it.
- Click “Open” to insert it onto the slide.

**Resizing Images Inserted onto Slides in Slide View**

- Click the image to select it.
- Point your mouse over one of the grab handles.
- Hold down your left mouse button and drag to resize the image.
- Let go of the left mouse button when finished.

**Moving Images Inserted onto Slides in Slide View**

- Click the image to select it.
- Mouse over the selected image until your cursor changes to a hand shape.
- Hold down your left mouse button and drag the image to a new location.
- Let go of your left mouse button to drop the image into place.

**Changing the Opacity of an Image Inserted onto Slides in Slide View**

- Select the image by clicking it to load the appropriate context sensitive toolbar or right click to view the shortcut menu.
- Use the “Opacity” number option to change the opacity of the selected object. As you change this number, you will instantly see the changes reflect in your image.



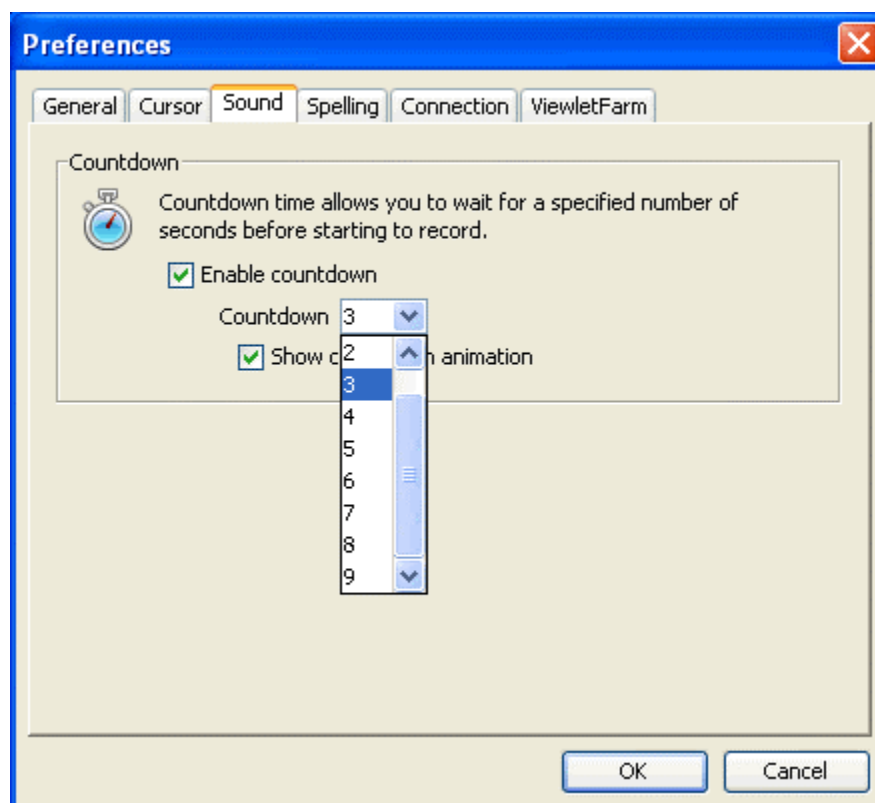


## Adding Audio

ViewletBuilder4's sound features let you record or import sound files directly to a slide while in Slide View.

### Setting Default Delay for Recording Sound

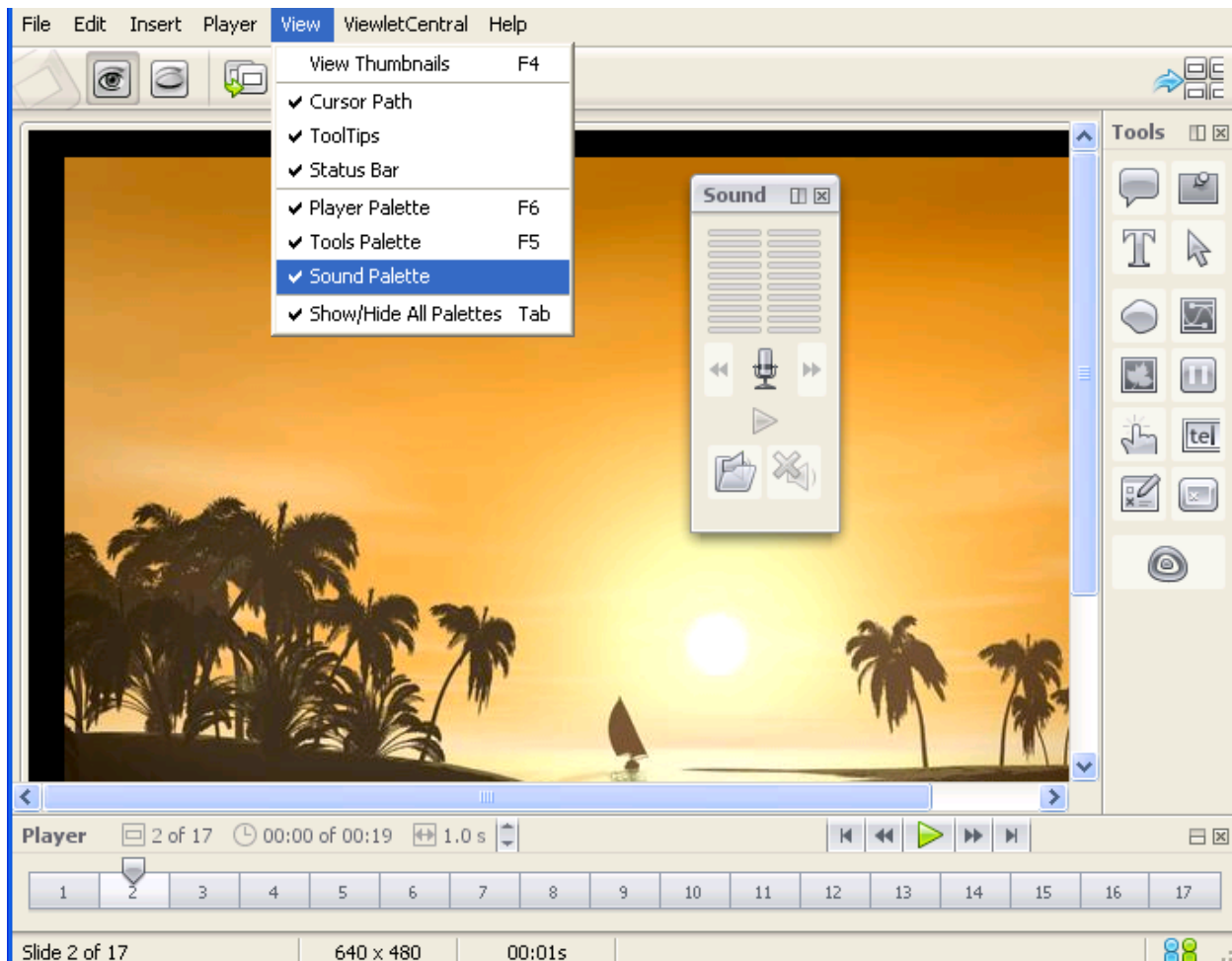
- To set the default delay to occur before recording sound on a slide, select "Edit" then "Preferences" from the menu options.
- Click the "Sound" tab.
- In the drop-down menu, select the delay (from 1 to 9 seconds) that you want to use when recording sound for each slide.
- Additional options for recording sound include "Enable countdown" and, if this option is selected, "Show countdown animation".





### Adding Recorded Sound to a Slide

- While in Slide View, select "View-Sound Panel" button from the menu bar.
- The sound panel will appear next to the Toolbox.



- Click the microphone to start and stop recording.
- An instructional screen will appear, outlining the steps for recording the audio. Follow the instructions in this screen to record audio for the current slide. Once you click the "OK" button, the recording session will immediately begin.





- For continuous recording, click the right and left arrows on the Sounds Toolbox to add a recording to the next or previous slides.

### Inserting Imported Sound onto a Slide

- While in Slide View, select the “Import Sound” button from the context sensitive toolbar.
- Browse to find your sound file and select it.
- Click “Open” to add the sound file to the current slide.

### Listening to Sound on a Slide

After you record sound or import a sound file onto a slide, you can listen to it by clicking the “Play Sound” button from the context sensitive toolbar. If you play your Viewlet back inside ViewletBuilder4 while in Slide View, you will also hear the sound for each slide as the project plays.

### Removing Sound from a Slide

To remove sound from a slide, click the “Delete Sound” button from the context sensitive toolbar.

### Choosing Sound Output Quality for the Compiled Viewlet

What you hear while playing the Viewlet project back inside ViewletBuilder4 may be different from what you hear in the compiled Viewlet. A lot will depend upon what “Sound” options you select in the “Viewlet Profile” screen prior to compiling your Viewlet. See the Viewlet Profile section of this guide for more information on this topic.



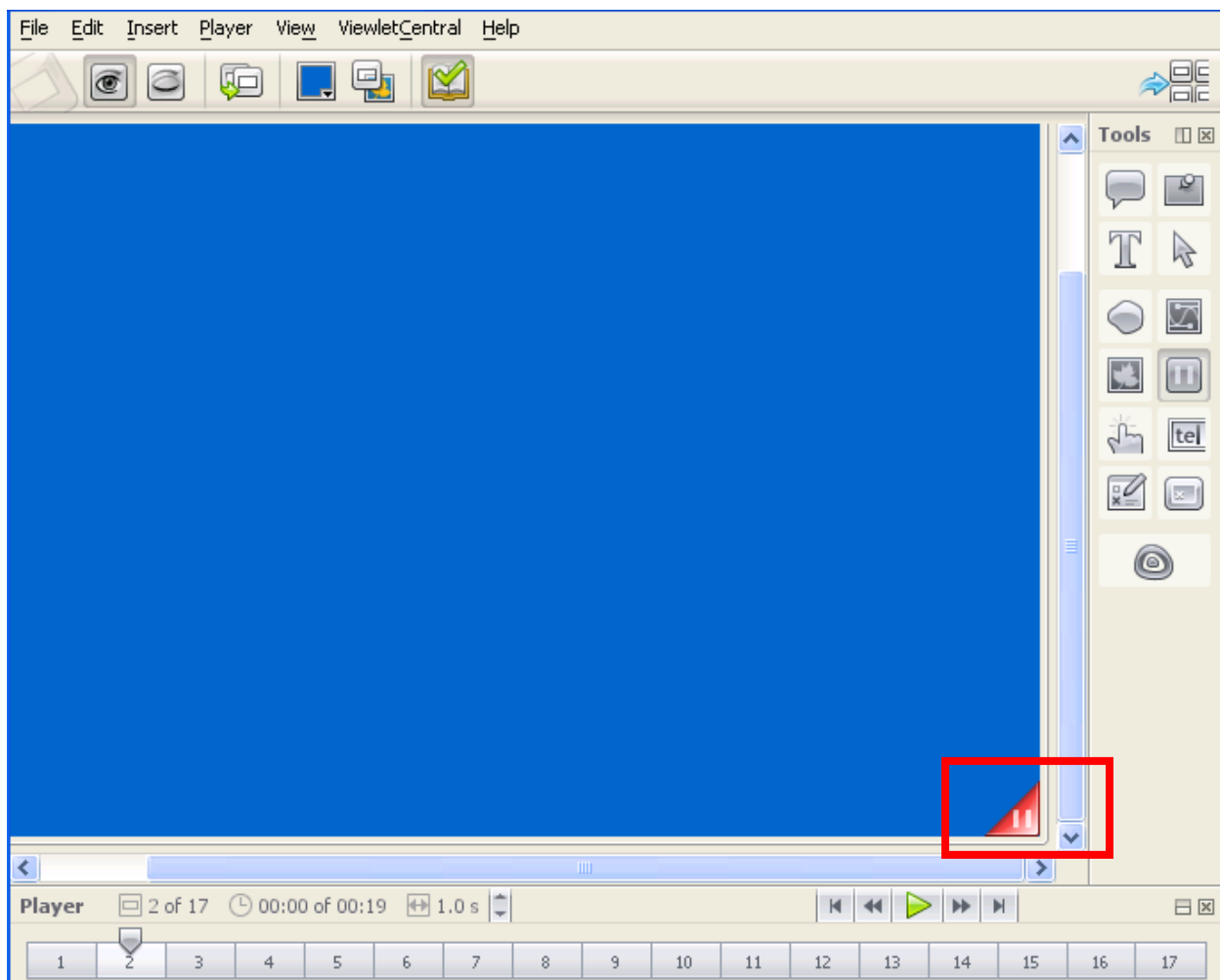


## Pause Zone

You can add a Pause Zone to your project while in Slide View. A “pause zone” is used to force the viewer to have interaction in order for the Viewlet to continue playing. One of the most common uses is on slides containing hyperlinks. **Note:** Only one Pause Zone can be added to a slide.

### Pause Zone Basics

- Add a Pause Zone to a slide by clicking the “Create Pause Zone” button in the Toolbox. A red triangle will appear in the bottom right corner of your slide.  
**Note:** This red triangle will not appear in the compiled Viewlet.

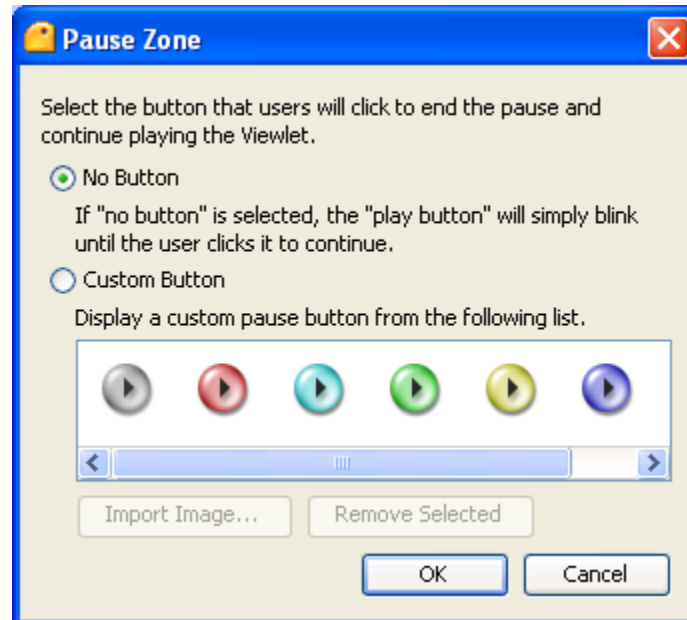




## Pause Zone

Page 57

- To add a custom Pause Button to the slide (in place of the red triangle); click the red triangle to activate the context sensitive toolbar.
- Click the "Pause Zone Properties..." button on the context sensitive toolbar.



- In the "Pause Zone" window, follow the instructions for selecting a custom button (**Note:** imported images can also be used as Pause Zones).
- Click OK to insert the custom Pause button.
- You can move the custom Pause button by pointing your mouse over it, then while holding down the left mouse button, drag it and left go of the left mouse button to drop it into place.
- To remove a Pause Zone from your slide, select the "Delete Pause Zone" button in the Toolbox.



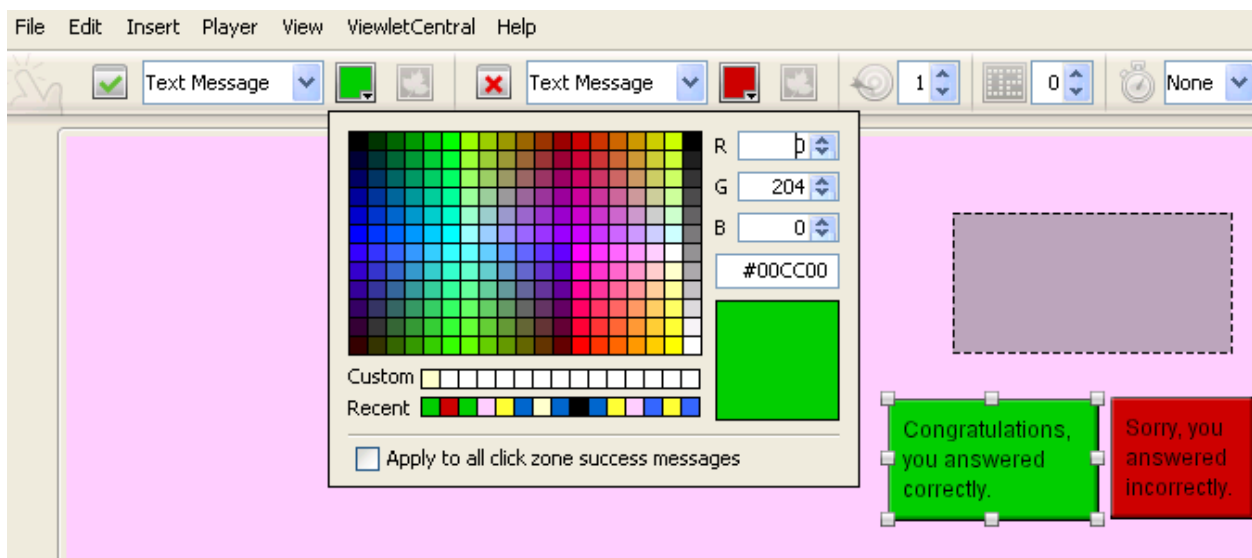


## Click Zone

You can add a Click Zone to your project while in Slide View. The Click Zone can be used to increase the effectiveness of the presentation and engage the viewer's interaction.

### Click Zone Basics

- Add a Click Zone to a slide by clicking the "Add Click Zone" button in the Toolbox.
- A Click Zone object (shaded box) will appear on your screen along with a "Success" and an "Error" text box.
- To move the Click Zone, point your mouse over the shaded box and, while holding down your left mouse button, drag the box to a new location.
- To resize the Click Zone, click the shaded box to reveal the grab handles. Then, point your mouse over a grab handle and, while holding down your left mouse button, drag the grab handle to resize the box.
- In text edit mode, you can input text into the Success and Error text boxes and edit text enhancements. For more information, see the Text Options section of this guide.
- You can change the color background of the Success/Error textbox by clicking it to select it. Then, select the "Background Color..." button from the context sensitive toolbar to reveal the color palette. Click the color you want to apply it to your text box. Click back on the slide to close the color palette.





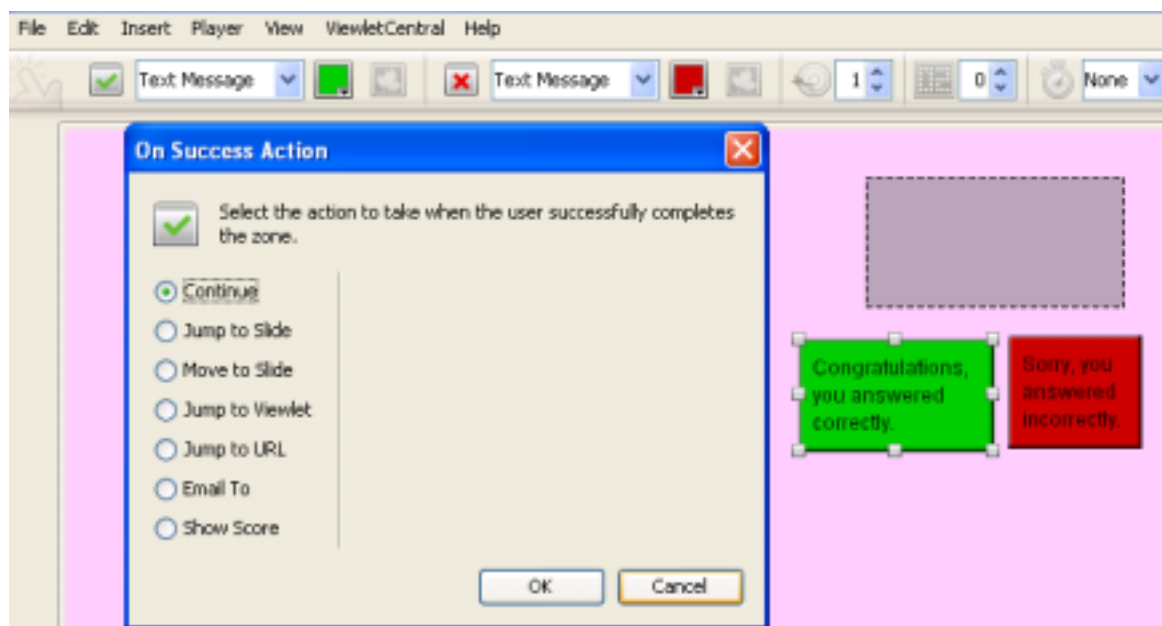
You can globally change the background color of the Success/Error message boxes by clicking on the color palette, checking the "Apply to all Click Zone (success and/or error) messages" and then selecting a color from the color palette.

- You can move your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- To resize the Success/Error text boxes, click one to select it. Then, point your mouse over a grab handle, hold down your left mouse button, and drag it to resize the text box.
- To remove a Click Zone from a slide, select the "Delete Click Zone" button in the Toolbox.

### Setting On Success and On Error Responses in Click Zones

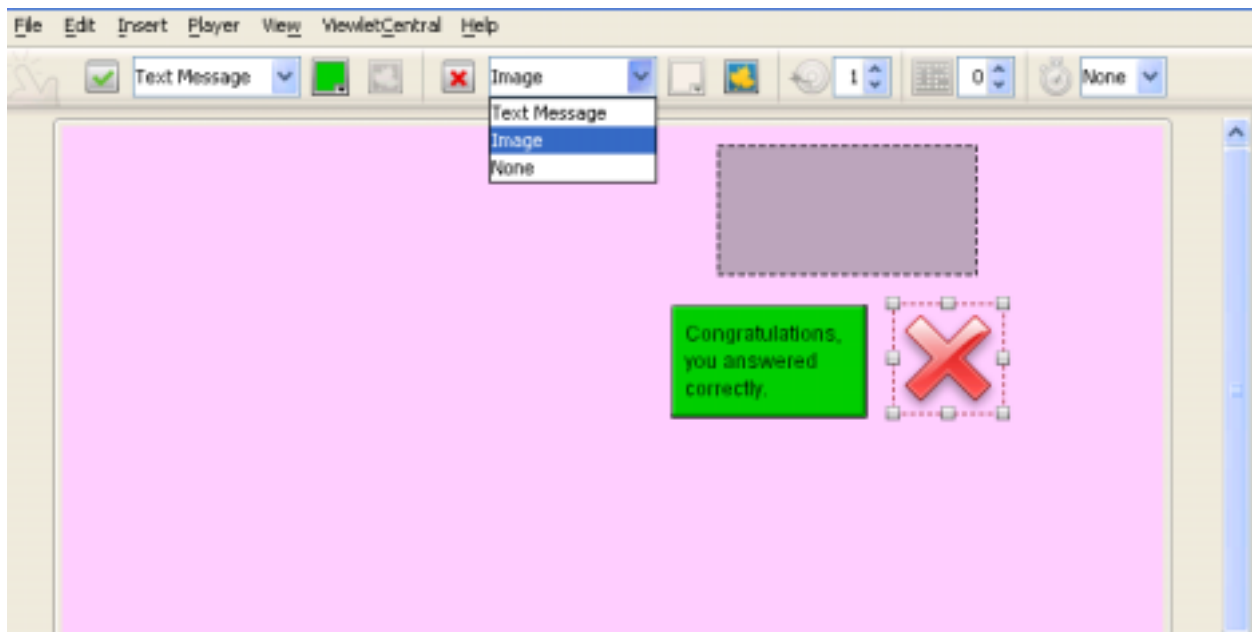
You can set an "On Success Action" and an "On Error Action" response in the Click Zone for the Viewlet to Continue, Jump to slide, Move forward / backward "x" number of slides, Jump to Viewlet, Jump to URL, Email, and Show Score when the Viewer clicks on the correct or incorrect section of the slide.

- Click on any of the Click Zone objects to reveal the context sensitive toolbar.
- Select either the "On Success" or the "On Error" button from the context sensitive toolbar.
- In the window that appears, set the options for the action to occur when the viewer successfully or unsuccessfully completes the zone. Close the window by clicking back on the slide.





- You can set the display options for the “right” or “wrong” answer notification type to be text, image or none at all.



- You can set the number of “Attempts” a viewer can try to click the correct area of the slide by changing the number in the field next to “Attempts” in the context sensitive toolbar.
- By selecting “Show Score” from the “On Success Action” or “On Error Action” response screen you can score each element by setting the number for each right or wrong answer in order to track the viewer’s success.
- You can set the response time (in seconds) the viewer has to click the correct area of the slide before the Viewlet continues.





## Text Zone

You can add a Text Zone to your project while in Slide View. The Text Zone can be used to increase the effectiveness of the presentation and engage the viewer's interaction.

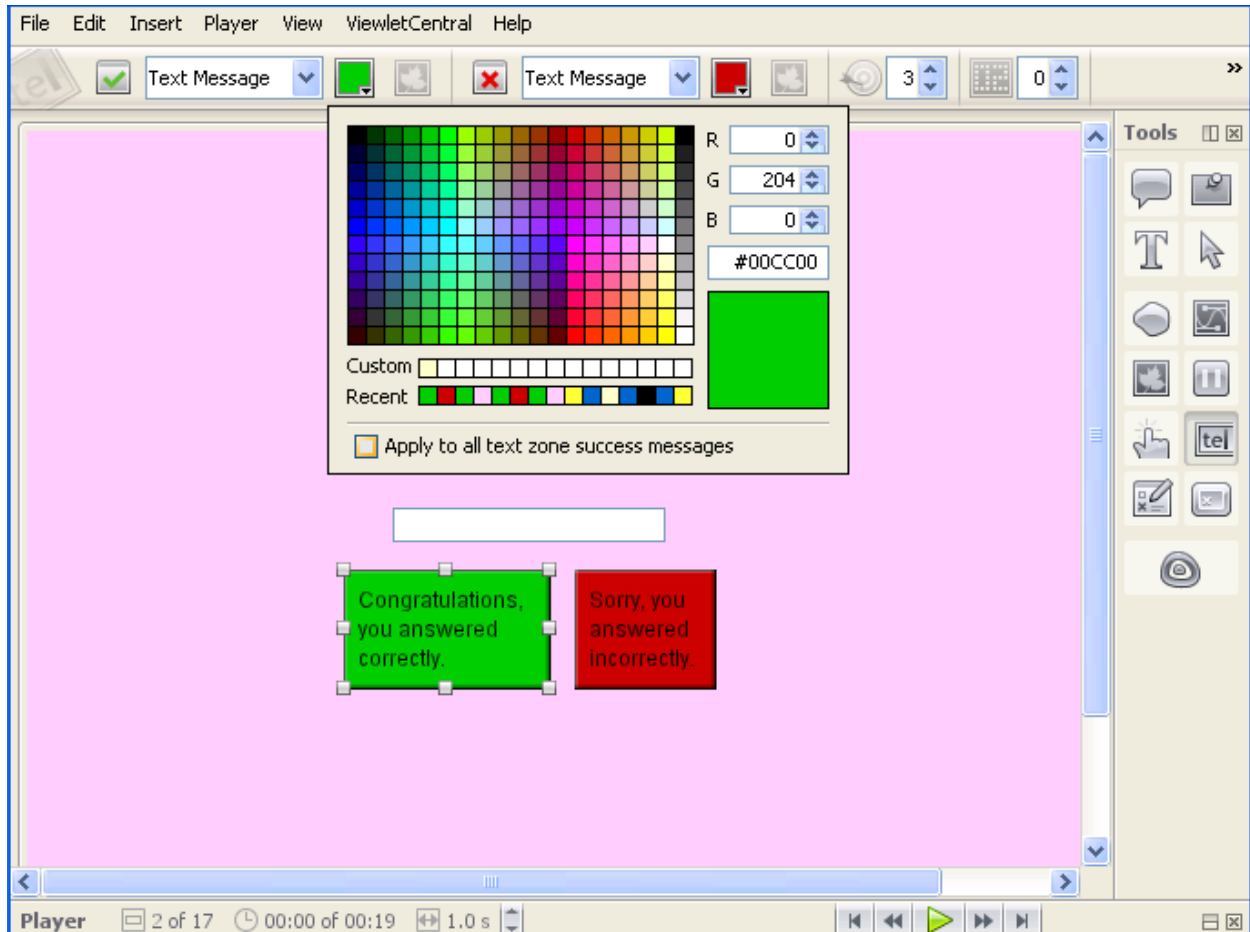
### Text Zone Basics

- Add a Text Zone to a slide by clicking the "Create Text Zone" button in the Toolbox.
- A Text Zone object (white box) will appear on your screen along with a "Success" and an "Error" text box.
- Type your question in any of the text objects (balloon, note, or slide text).
- Type the correct answer in the "white box."
- You can make the Text Zone "case sensitive" by clicking on the "Abc" icon on the menu bar or right click on the white box to view the shortcut menu.
- You can have the "white box" be a "password field."
- You can choose to have the correct answer be case sensitive.
- You can have the required key to "submit text response" to the "enter" key, "tab" key or no key.
- To move the Text Zone, click on the white box and, while holding down your left mouse button, drag the box to a new location.
- To resize the Text Zone, click the white box to reveal the grab handles. Then, point your mouse over a grab handle and, while holding down your left mouse button, drag the grab handle to resize the box.
- In text edit mode, you can input text into the Success and Error text boxes and edit text enhancements. For more information, see the Text Options section of this guide.
- You can change the color background of the Success/Error textbox by clicking it to select it. Then, select the "Background Color..." button from the context sensitive toolbar to reveal the color palette. Click the color you want to apply to your text box. Click back on the slide to close the color palette.





- You can globally change the background color of the Success/Error message boxes by clicking on the color palette, checking the "Apply to all text zone (success and/or error) messages" and then selecting a color from the color palette.



- You can move your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- You can resize your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- To remove a Text Zone from a slide, select the "Delete Text Zone" button in the Toolbox.

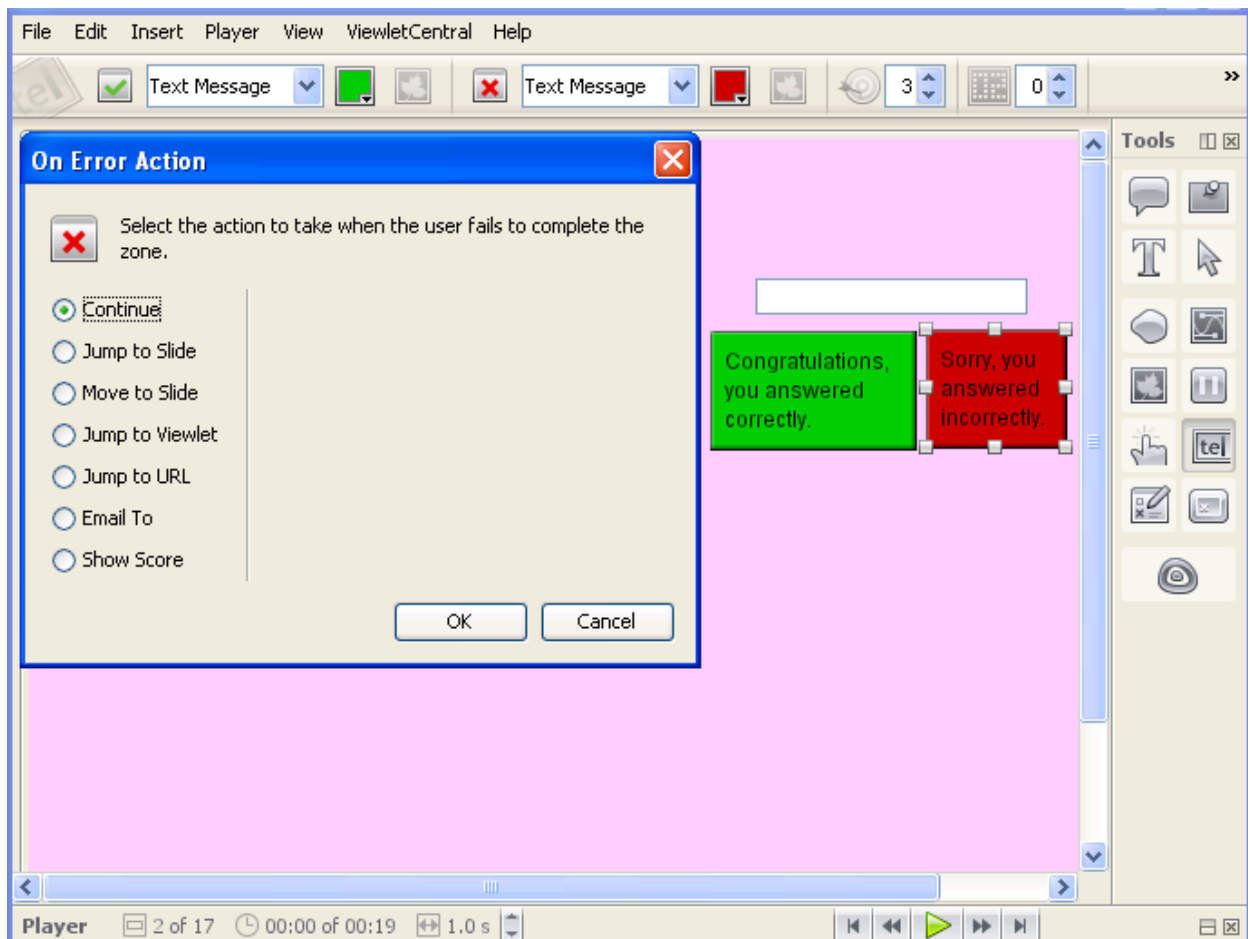




## Setting On Success and On Error Responses in Text Zones

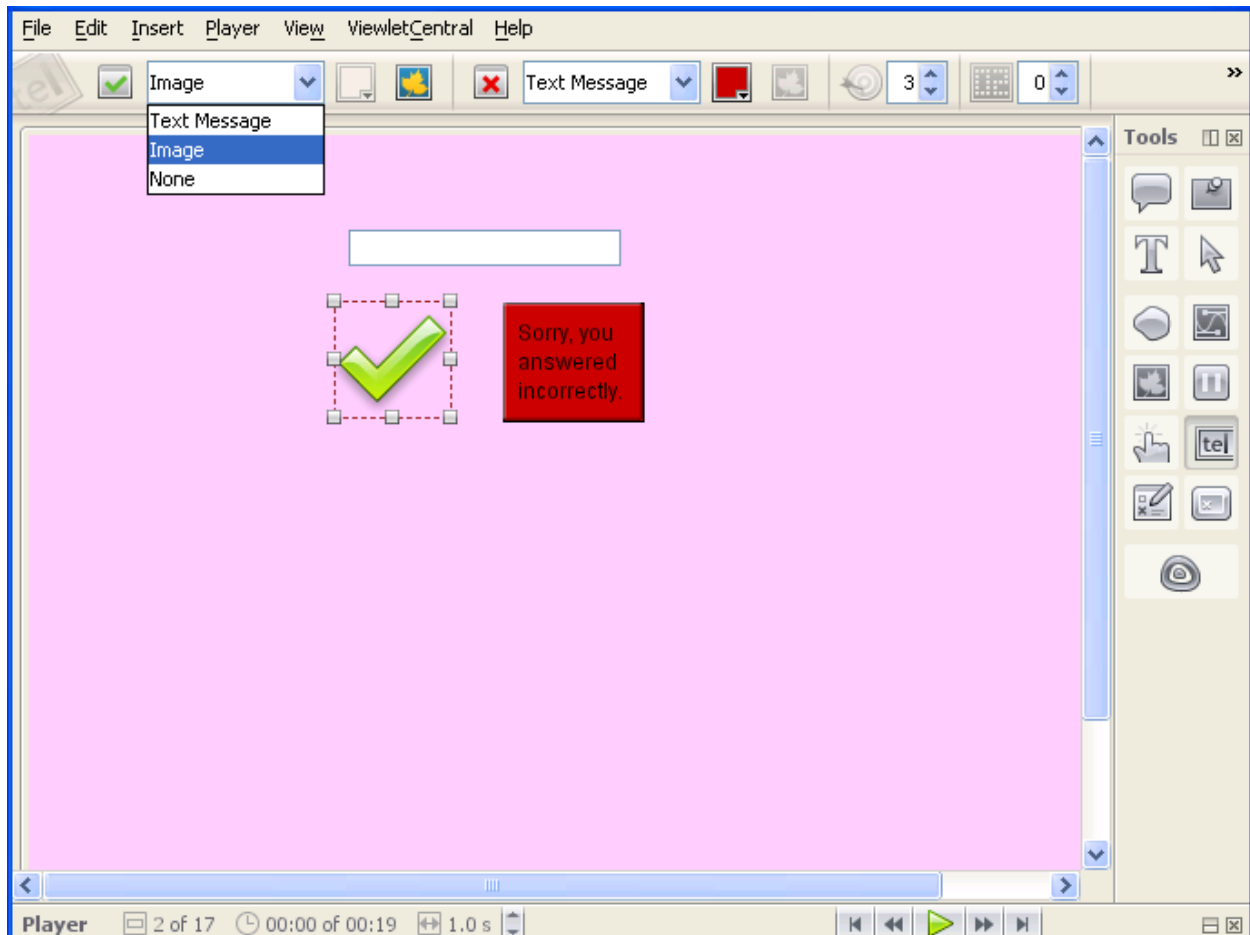
You can set an "On Success Action" and an "On Error Action" response in the Text Zone for the Viewlet to Continue, Jump to slide, Move forward / backward "x" number of slides, Jump to Viewlet, Jump to URL, Email, and Show Score when the Viewer clicks on the correct or incorrect section of the slide.

- Click on any of the Text Zone objects to reveal the context sensitive toolbar.
- Select either the "On Success" or the "On Error" button from the context sensitive toolbar.
- In the window that appears, set the options for the action to occur when the viewer successfully or unsuccessfully completes the zone. Close the window by clicking back on the slide.





- You can set the display options for the “right” or “wrong” answer notification type to be text, image or none at all.



- You can set the number of “Attempts” a viewer can try to click the correct area of the slide by changing the number in the field next to “Attempts” in the context sensitive toolbar.
- By selecting “Show Score” from the “On Success Action” or “On Error Action” response screen you can score each element by setting the number for each right or wrong answer in order to track the viewer’s success.
- You can set the response time (in seconds) the viewer has to click the correct area of the slide before the Viewlet continues.



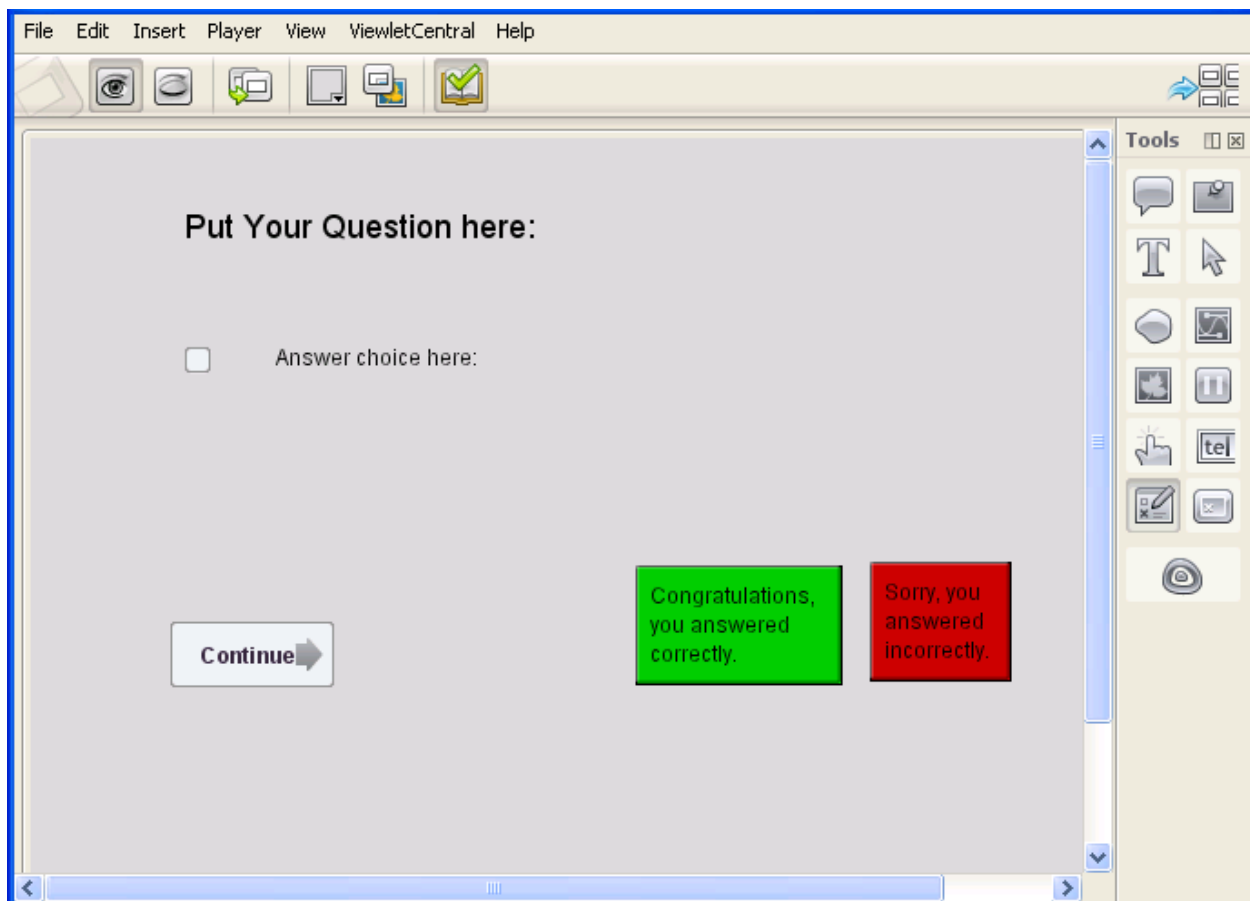


## Quiz Zone

You can add a Quiz Zone to your project while in Slide View. The Quiz Zone can be used to create multiple choices or true-false questions. Multiple choice questions can include single or multiple correct responses with the option to email test scores. Quiz Zone slides can be exported to QuestionMark's QML format for integration in their Perception environment.

### Quiz Zone Basics

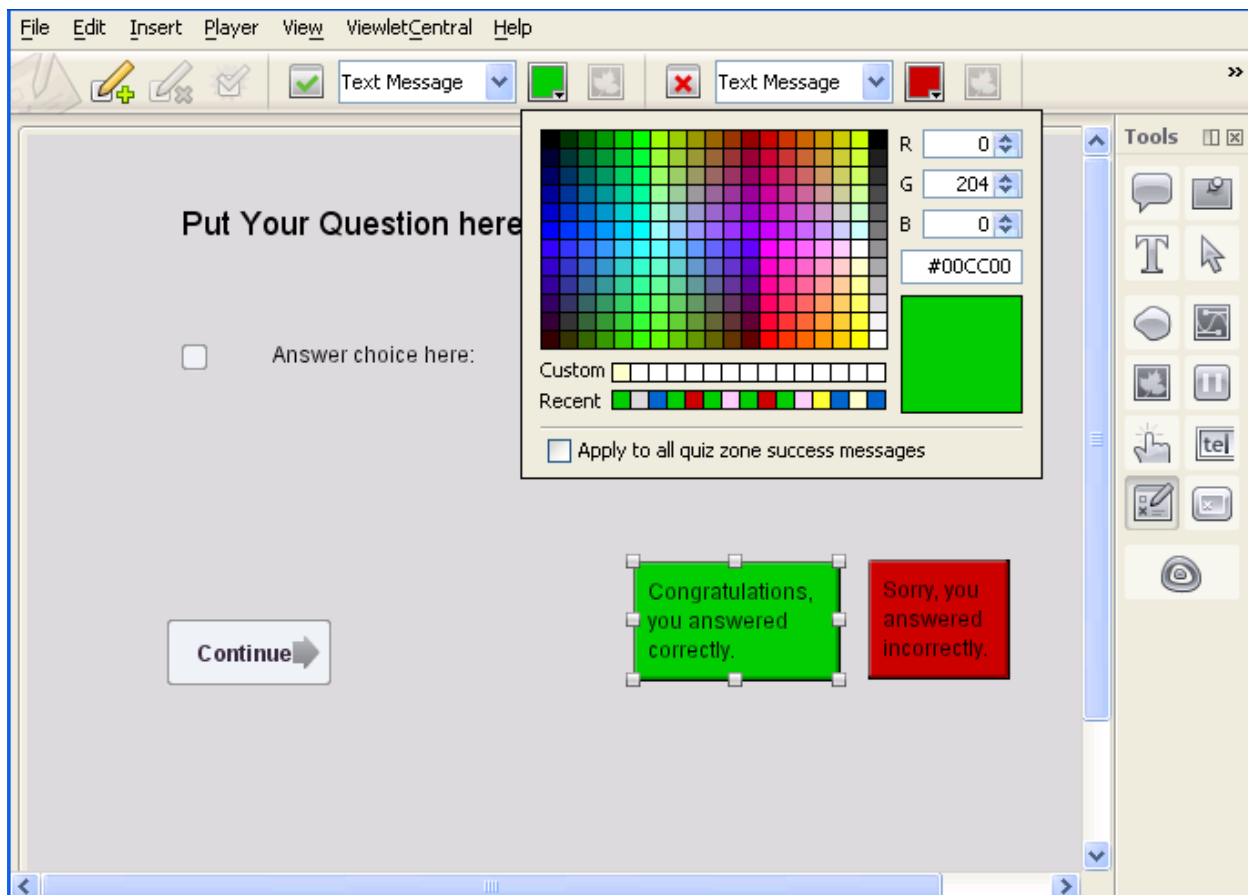
- Add a Quiz Zone to a slide by clicking the "Create Quiz Zone" button in the Toolbox.
- A Quiz Zone will appear on your screen along with a "Success" and an "Error" text box, along with the continue button.



- Double click on the area "Put your answer here:" to highlight it. You can either delete it or simply type your question over the top of it.



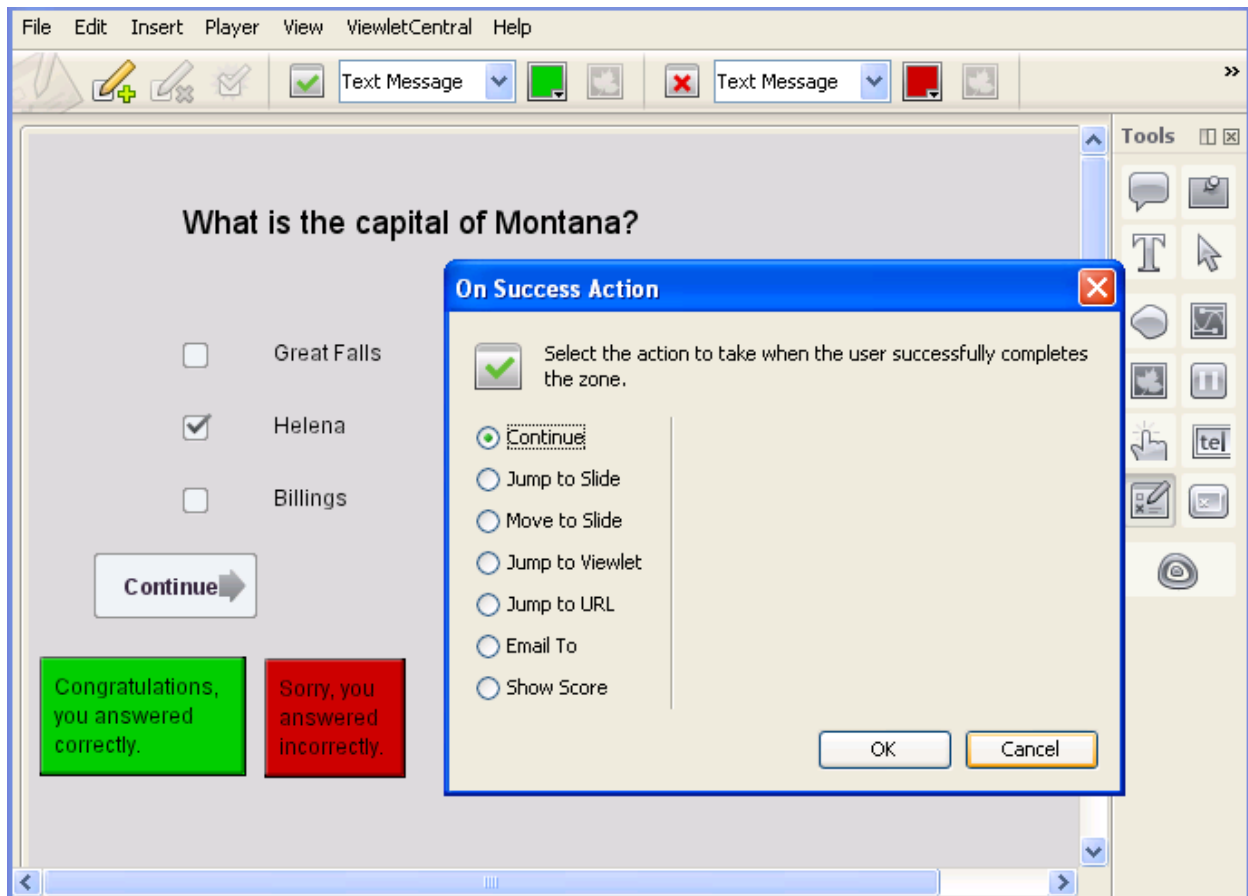
- Click on either the “white box” or “Answer choice here:” to load the appropriate context sensitive toolbar.
- By clicking on the “Add Quiz Choice” icon (pencil with a +) you can add as many choices as you need.
- If you want fewer choices, click on the “white box” or “Answer choice here:” and select the “Remove Selected Choice” (pencil with an ✕) icon.
- To move the Quiz Zone, click on any of the inserts and, while holding down your left mouse button, drag to a new location.
- You can change the color background of the Success/Error textbox by clicking it to select it. Then, select the “Background Color...” button from the context sensitive toolbar to reveal the color palette. Click the color you want to apply to your text box. Click back on the slide to close the color palette.
- You can globally change the background color of the Success/Error message boxes by clicking on the color palette, checking the “Apply to all quiz zone (success and/or error) messages” and then selecting a color from the color palette.



- After you have your question and the answer choices typed in, select the correct answer by clicking on the “white box” and selecting the icon “Set as Correct Choice”. A check mark will appear in the box, which will be invisible after compilation.
- To remove a Text Zone from a slide, select the “Delete Text Zone” button in the Toolbox.

### Setting On Success and On Error Responses in Quiz Zones

You can set an “On Success Action” and an “On Error Action” response in the Quiz Zone for the Viewlet to Continue, Jump to slide, Move forward / backward “x” number of slides, Jump to Viewlet, Jump to URL, Email, and Show Score when the Viewer clicks on the correct or incorrect section of the slide.





- Click on any of the Quiz Zone objects to reveal the context sensitive toolbar.
- Select either the "On Success" or the "On Error" button from the context sensitive toolbar.
- In the window that appears, set the options for the action to occur when the viewer successfully or unsuccessfully completes the zone. Close the window by clicking back on the slide.
- You can set the display options for the "right" or "wrong" answer notification type to be text, image or none at all.
- You can set the number of "Attempts" a viewer can try to click the correct area of the slide by changing the number in the field next to "Attempts" in the context sensitive toolbar.
- By selecting "Show Score" from the "On Success Action" or "On Error Action" response screen you can score each element by setting the number for each right or wrong answer in order to track the viewer's success.





## Keystroke Zone

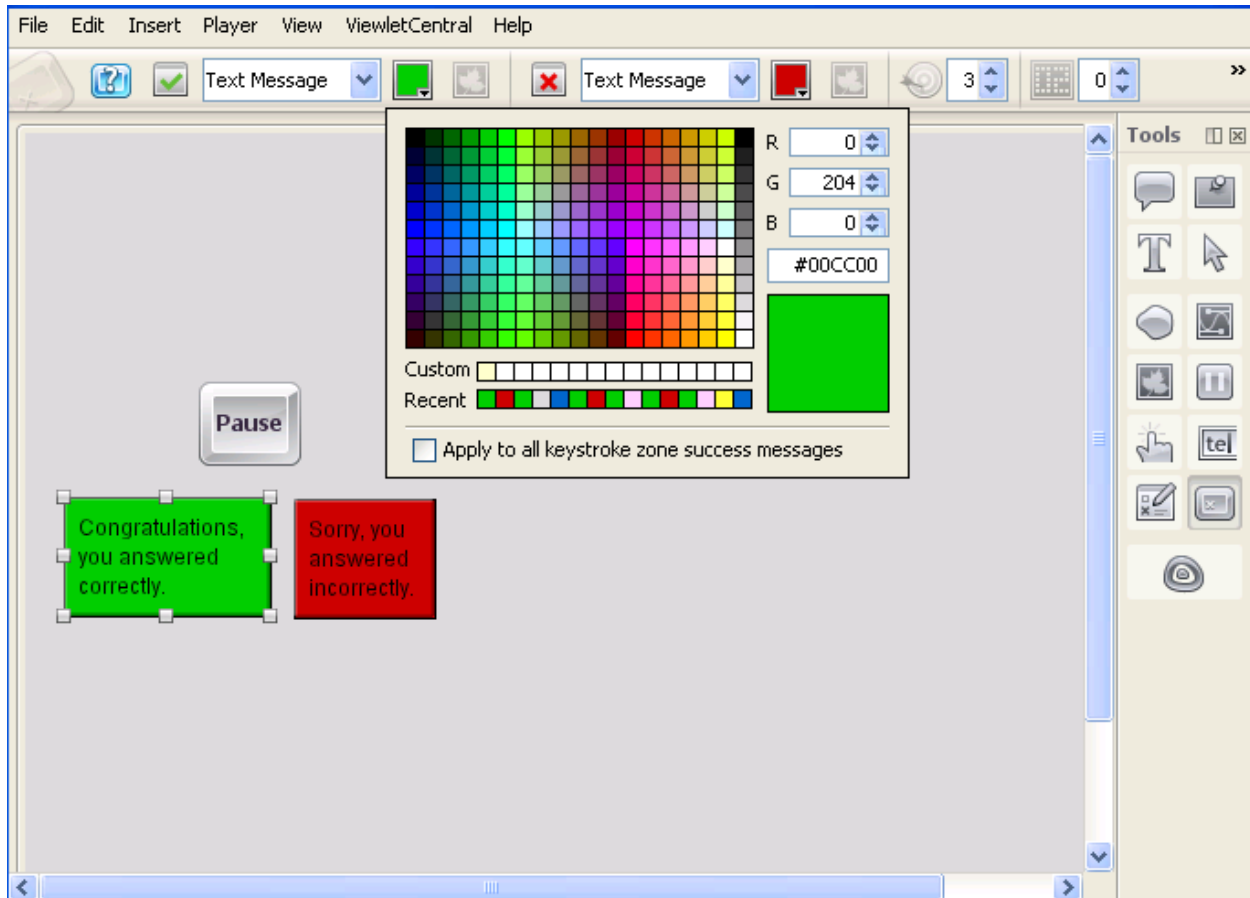
You can add a Keystroke Zone to your project while in Slide View. Keystroke Zone is an interactive zone to define keystrokes to test users on single or multiple keystroke input.

### Keystroke Zone Basics

- Add a Keystroke Zone to a slide by clicking the “Create Keystroke Zone” button in the Toolbox.
- A Keystroke Zone will appear on your screen along with a “Success” and an “Error” text box.
- To move the Keystroke Zone, click on image for the zone and, while holding down your left mouse button, drag it to a new location.
- In text edit mode, you can input text into the Success and Error text boxes and edit text enhancements. For more information, see the Text Options section of this guide.
- You can change the color background of the Success/Error textbox by clicking it to select it. Then, select the “Background Color...” button from the context sensitive toolbar to reveal the color palette. Click the color you want to apply to your text box. Click back on the slide to close the color palette.
- You can globally change the background color of the Success/Error message boxes by clicking on the color palette, checking the “Apply to all text zone (success and/or error) messages” and then selecting a color from the color palette.







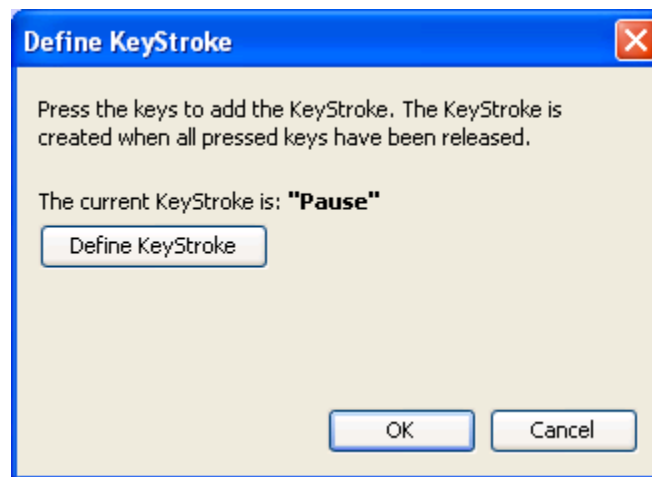
- You can move your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- You can resize your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- To remove a Keystroke Zone from a slide, select the "Delete Keystroke Zone" button in the Toolbox.



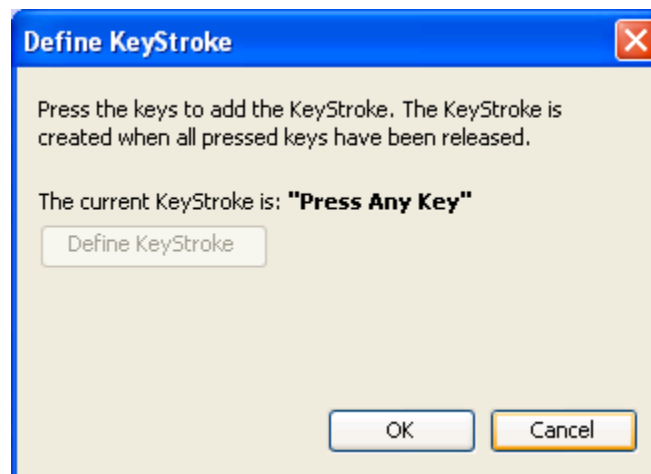


## Defining the Keystroke

- To define the keystroke action you want your viewer to do, click on the keystroke image or either of the message boxes.
- On the context sensitive toolbar, click on the “Define Keystroke” (the question mark) icon and the following screen will appear.



- Click on the “Define Keystroke” tab and “**Press Any Key**” will blink until you chose your keystrokes.

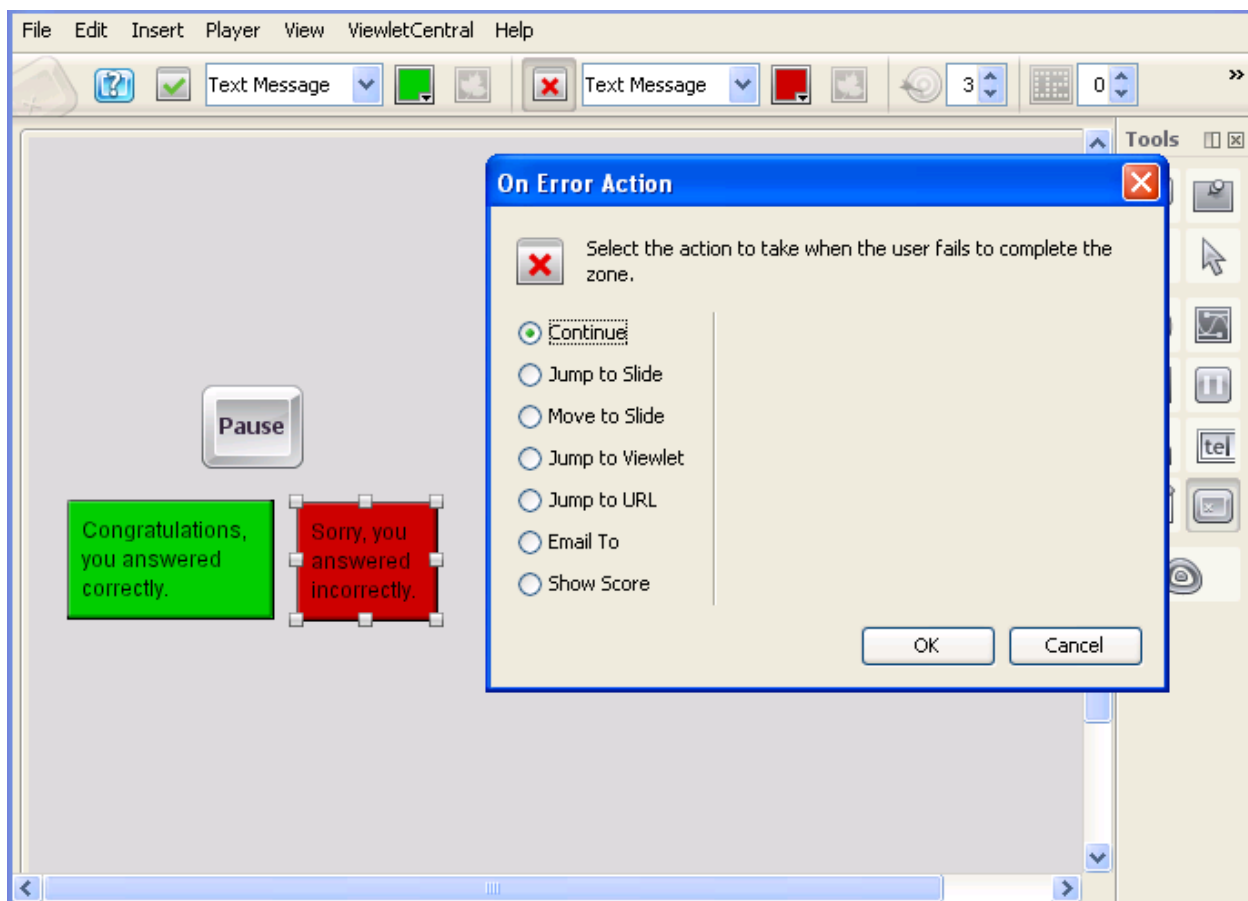




## Setting On Success and On Error Responses in Keystroke Zones

You can set an “On Success Action” and an “On Error Action” response in the Keystroke Zone for the Viewlet to Continue, Jump to slide, Move forward / backward “x” number of slides, Jump to Viewlet, Jump to URL, Email, and Show Score when the Viewer clicks on the correct or incorrect section of the slide.

- Click on the Keystroke Zone object to reveal the context sensitive toolbar.
- Select either the “On Success” or the “On Error” button from the context sensitive toolbar.
- In the window that appears, set the options for the action to occur when the viewer successfully or unsuccessfully completes the zone. Close the window by clicking back on the slide.





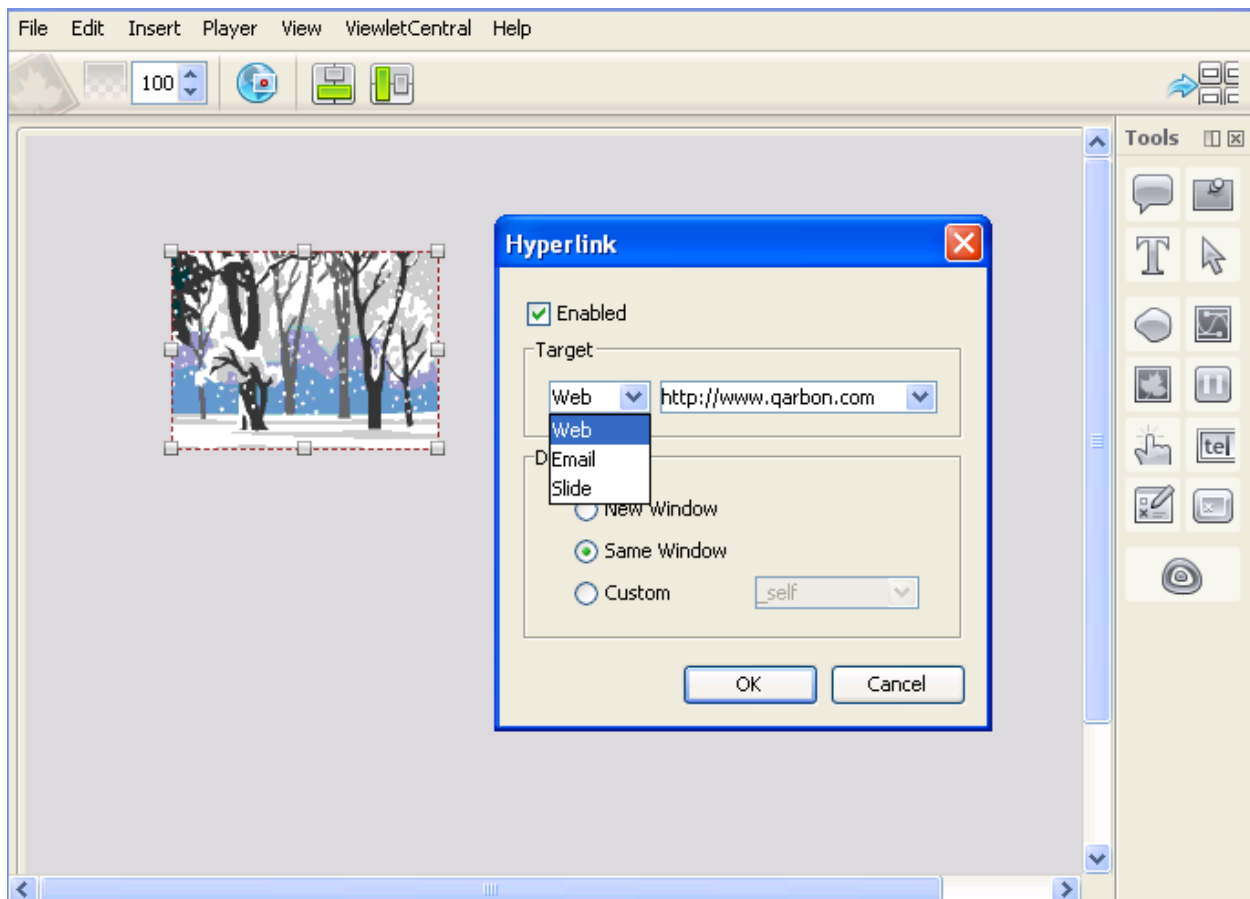
- You can set the display options for the “right” or “wrong” answer notification type to be text, image or none at all.
- You can set the number of “Attempts” a viewer can try to click the correct area of the slide by changing the number in the field next to “Attempts” in the context sensitive toolbar.
- By selecting “Show Score” from the “On Success Action” or “On Error Action” response screen you can score each element by setting the number for each right or wrong answer in order to track the viewer’s success.
- You can set the response time (in seconds) the viewer has to select the correct keystrokes before the Viewlet continues.





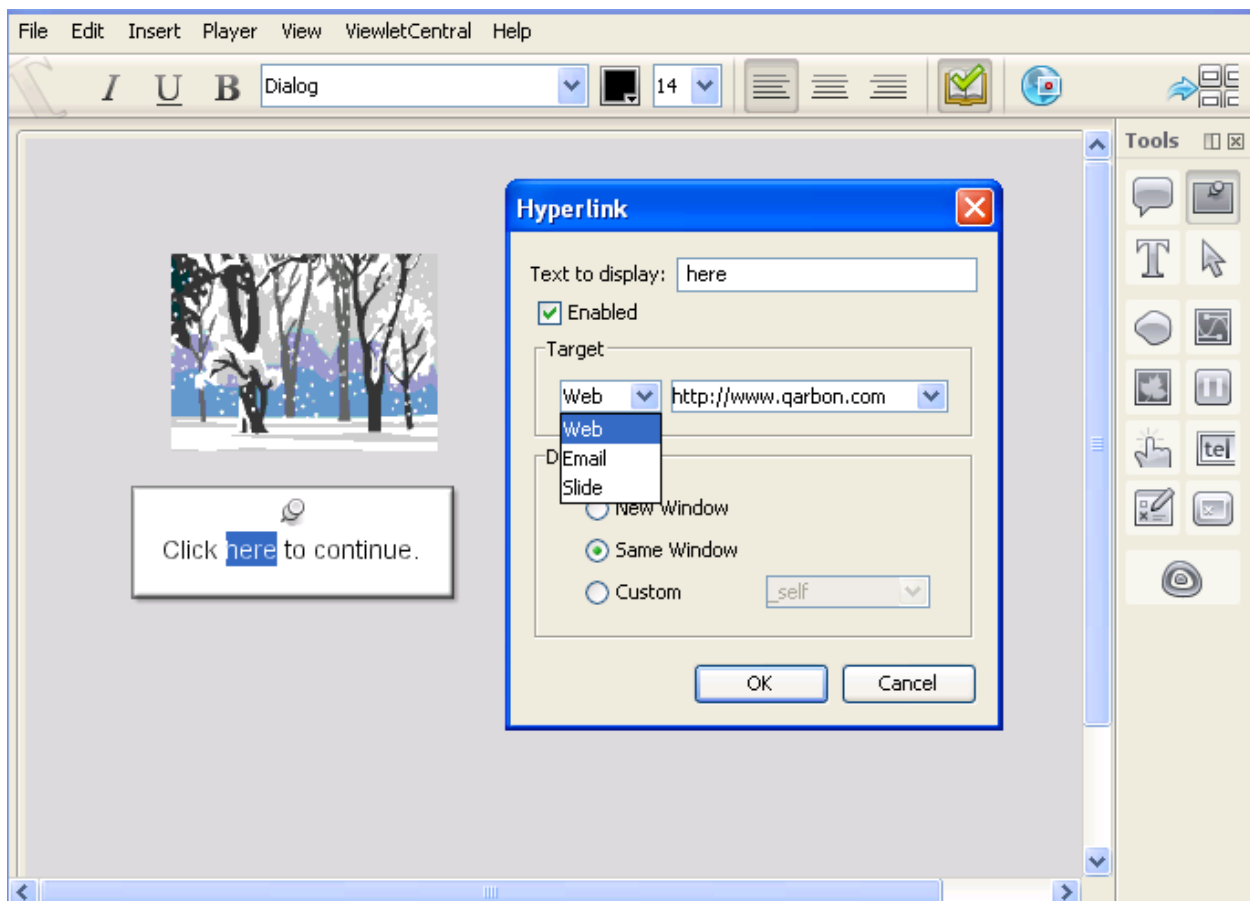
# Hyperlinks

You can add Hyperlinks to text, shapes and imported images that the viewer can click to go to a web address, another file, send an email, or even skip to a different slide in the same Viewlet. You can have the target destination open in a New Window, the Same Window, or a Custom window.



To add a text hyperlink:

- While in Slide View, highlight the text you want to use for the hyperlink.
- In the context sensitive toolbar, select the “Hyperlink...” button.
- In the window that appears, place a checkmark in the box next to “Enabled” to activate the hyperlink options.
- Select your “Target” from the drop down menu. You can choose Web, Email or Slide.



- To link to a web site or file, choose “Web” from the “Target” menu and type in the full address.
- To have an email window open when the viewer clicks the hyperlink, select “Email” for the “Target” and type the full email address into the field provided.
- To use the hyperlink option to “skip” to a different slide in the same presentation, select “Slide” for the “Target” and then use the drop down menu to select the appropriate slide number.





- You can have the web target destination open in a New Window, the Same Window, or a Custom window.
- To close this window after making your selections, click back on the slide.

To add a hyperlink to a shape or an imported image:

- While in Slide View, select the shape or imported image you want to use for the hyperlink.
- In the context sensitive toolbar, select the "Hyperlink..." button.
- In the window that appears, place a checkmark in the box next to "Enabled" to activate the hyperlink options.
- Select your "Target" from the drop down menu. You can choose Web, Email or Slide.
- To link to a web site or file, choose "Web" from the "Target" menu and type in the full address.
- To have an email window open when the viewer clicks the hyperlink, select "Email" for the "Target" and type the full email address into the field provided.
- To use the hyperlink option to "skip" to a different slide in the same presentation, select "Slide" for the "Target" and then use the drop down menu to select the appropriate slide number.
- You can have the web target destination open in a New Window, the Same Window, or a Custom window.
- To close this window after making your selections, click back on the slide.

One last tip about using hyperlinks: Remember to increase the delay on the slide, or add a Pause Zone to the slide to give the user time to find and click the hyperlink zone when playing back the compiled Viewlet.

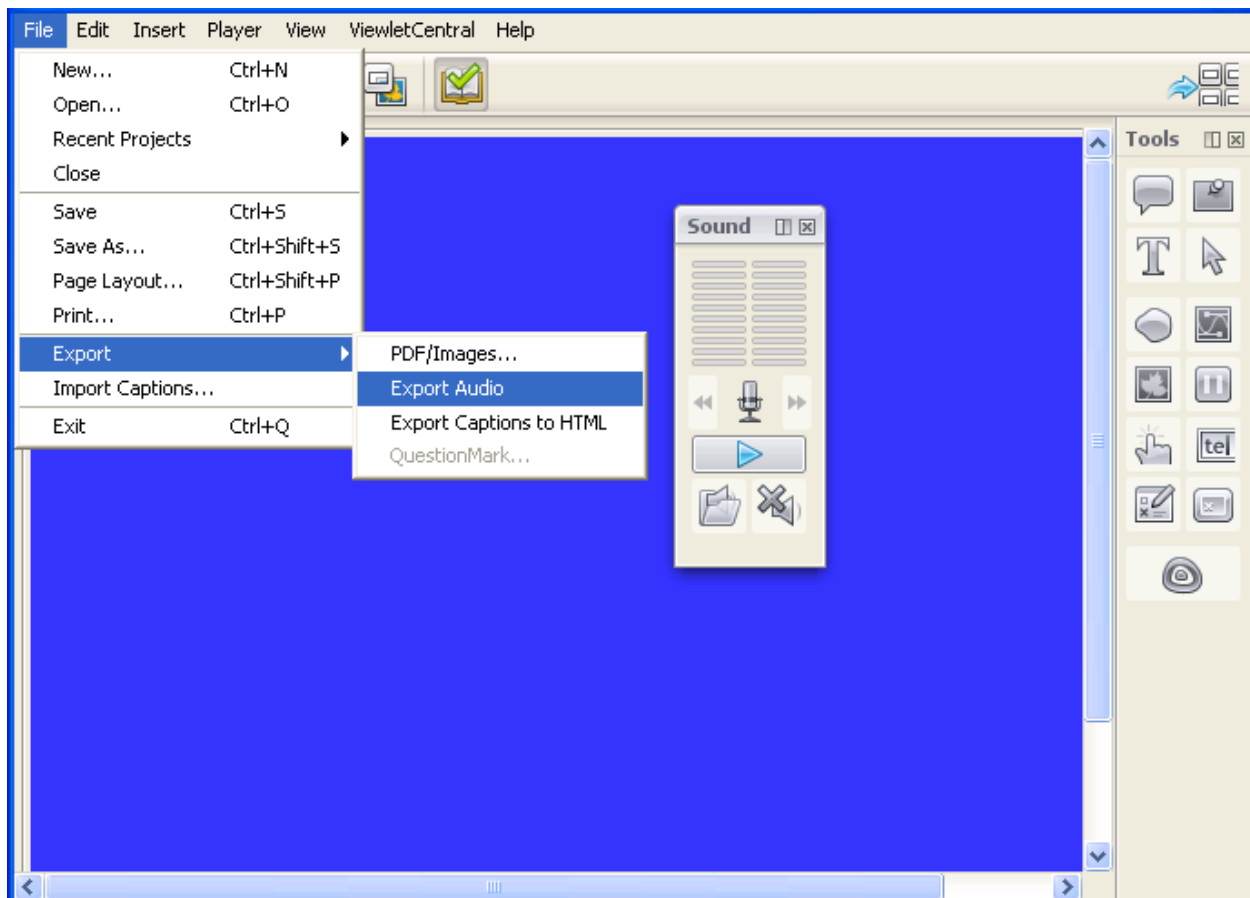




## Export Audio

ViewletBuilder4 allows you to export the embedded audio in your Viewlet project to an independent, external .wav file..

- From File-Export menu, select “Export Audio.”
- Save the .wav files to a designated location.



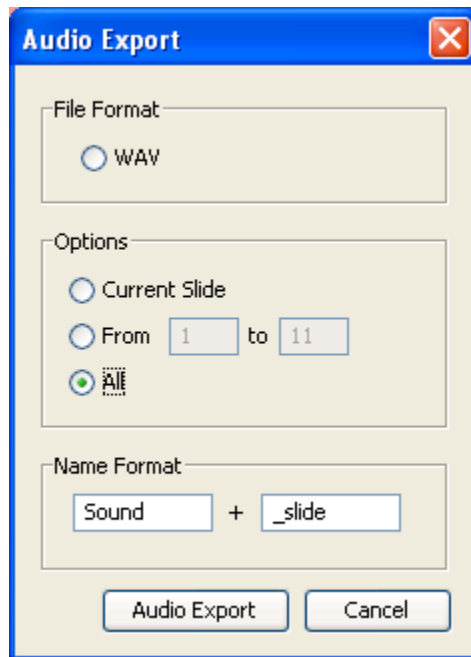




## Export Audio

Page 78

- From the “Audio Export” screen choose the option to export the current slide, select the number of slides you want to export, or choose to export the audio on all the slides.
- In the “Name Format” field, you have the option to change the name of your slides for the export.



For additional tips on using Export Audio, please contact [support@qarbon.com](mailto:support@qarbon.com).





## Compile Properties

Prior to Previewing or Publishing your Viewlet, you should review all the options in the "Compile Properties" screen. The options you select will be used in your published Flash Viewlets.

### Setting Preferences in the Compile Properties Screen

- In Thumbnail View, select "Viewlet" then either "Compile Properties..." or select the "Compile Properties" icon from the menu bar. In Slide View, select the "Compile Properties" button icon from the "Tools Palette".
- The "Viewlet Profile" section contains information about your Viewlet project. This section supports the eXtensible Metadata Platform (XMP) by allowing you to embed titles, descriptions and keywords into your Viewlets for fast and easy search and retrieval.

**Compile Properties**

Please provide the following information to be embedded into the Viewlet.

**Viewlet**

Title: Interactive Demo 02

Description: A Viewlet using all interactive zones.

**Author**

Name: Andrea

Email:

Comments:

**Company**

Company: Qarbon

Department: ViewletCreation

Web Site: www.qarbon.com

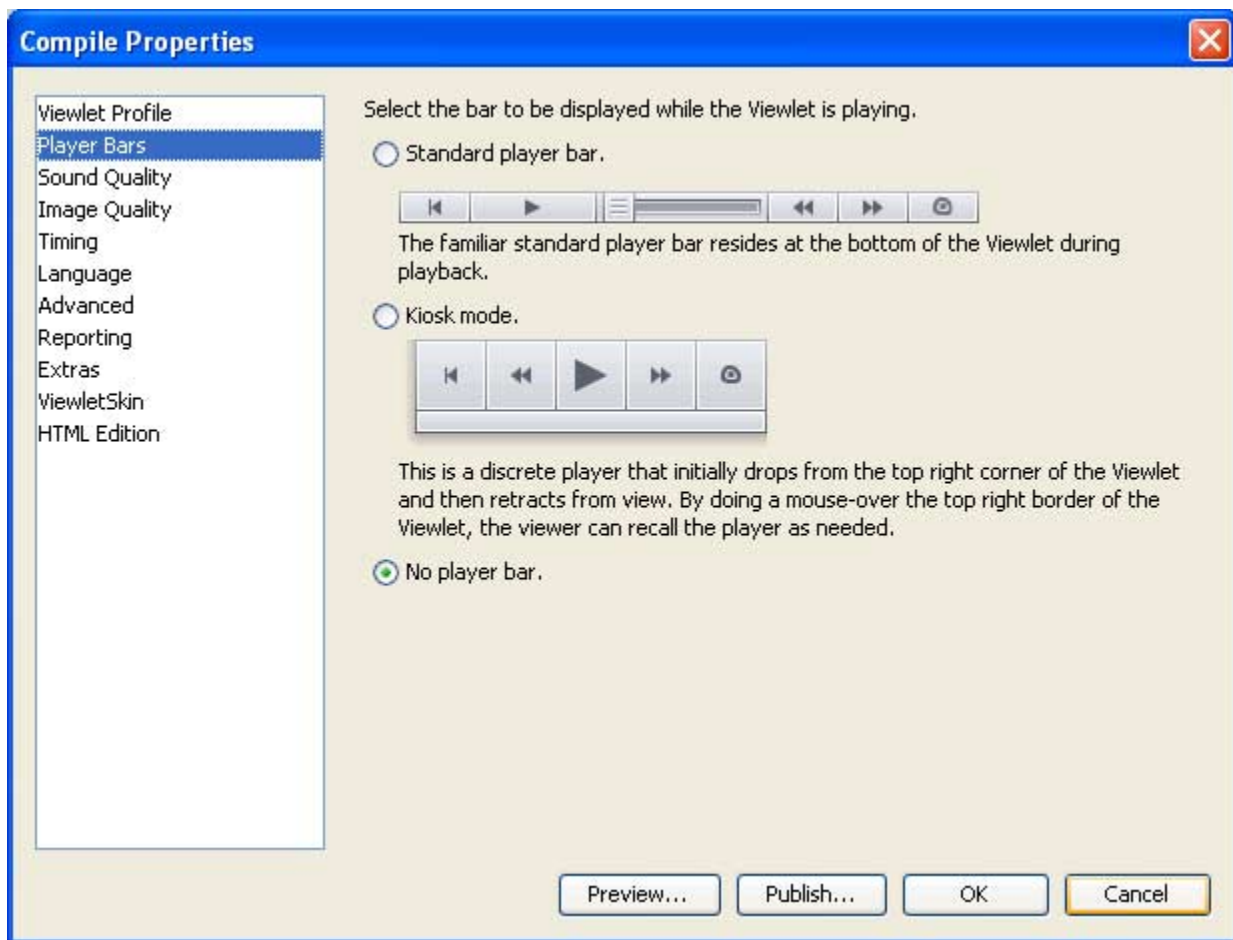
Preview... Publish... OK Cancel





## Player Bars

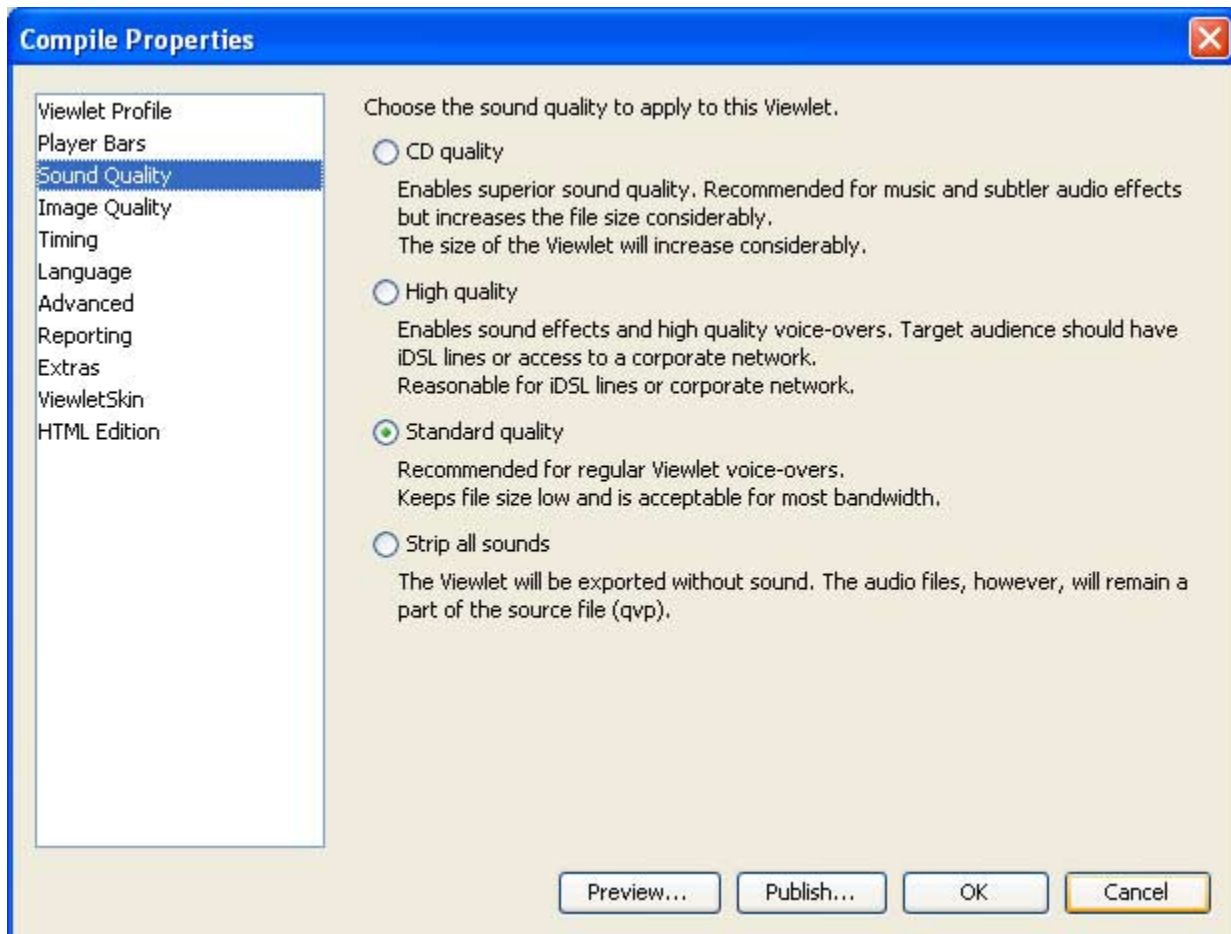
- The “Player Bars” option allows you to select the Player Bar settings for your Viewlet.





## Sound Quality

- The “Sound Quality” is used to choose the quality output for sound in the published Viewlet.



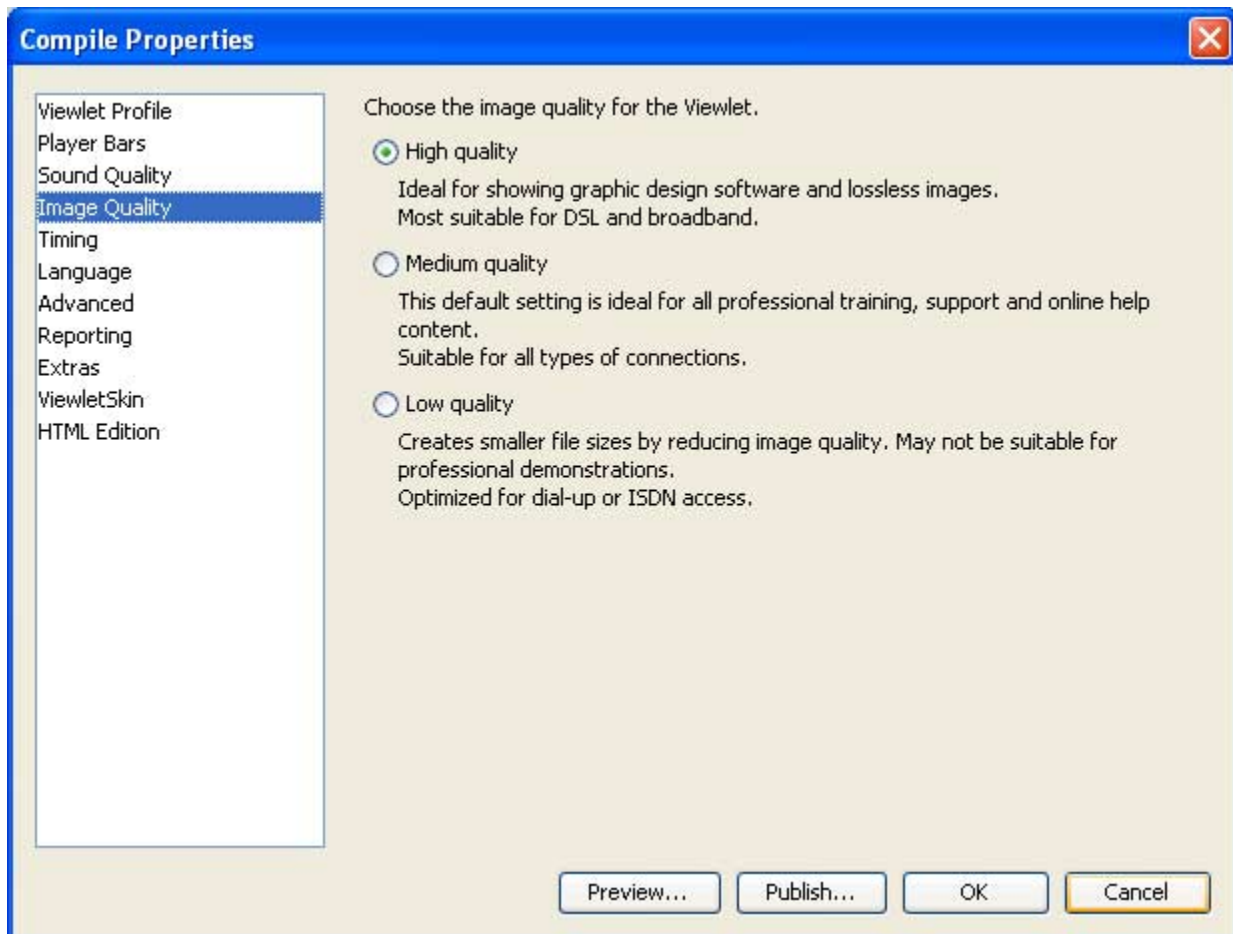


# Compile Properties

Page 82

## Image Quality

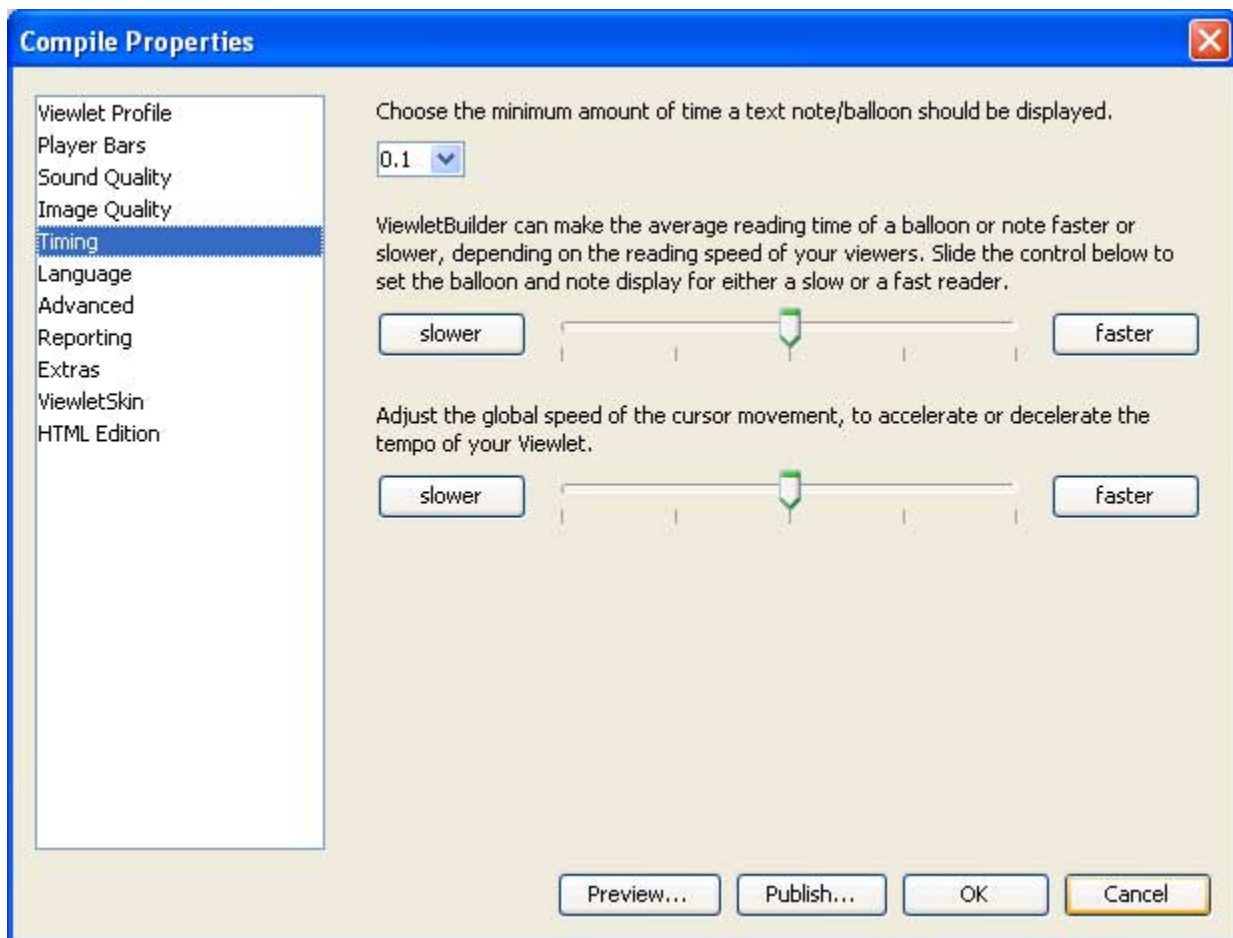
- To change the image quality options for your Viewlet project, select the “Image Quality” option from the list.





## Timing

- To change the global timing options for your Viewlet project, select the “Timing” option from the list and choose the needed settings.



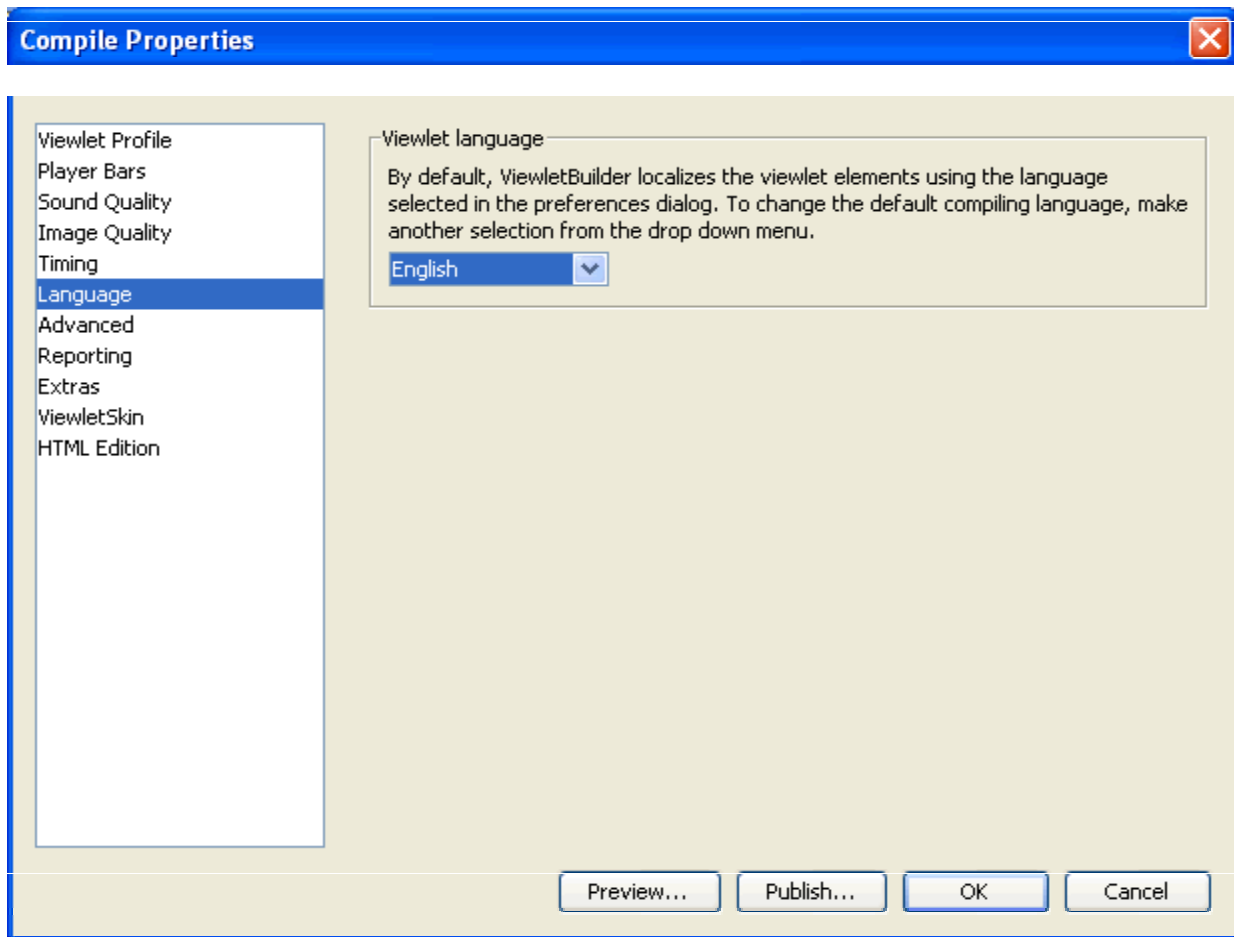
**Note:** If you change the timing in the Compile Properties screen, this will also impact your source .qvp file.





## Language

- ViewletBuilder is in the language of your operating system. From here you can change the publishing language by selecting it from the drop down menu.



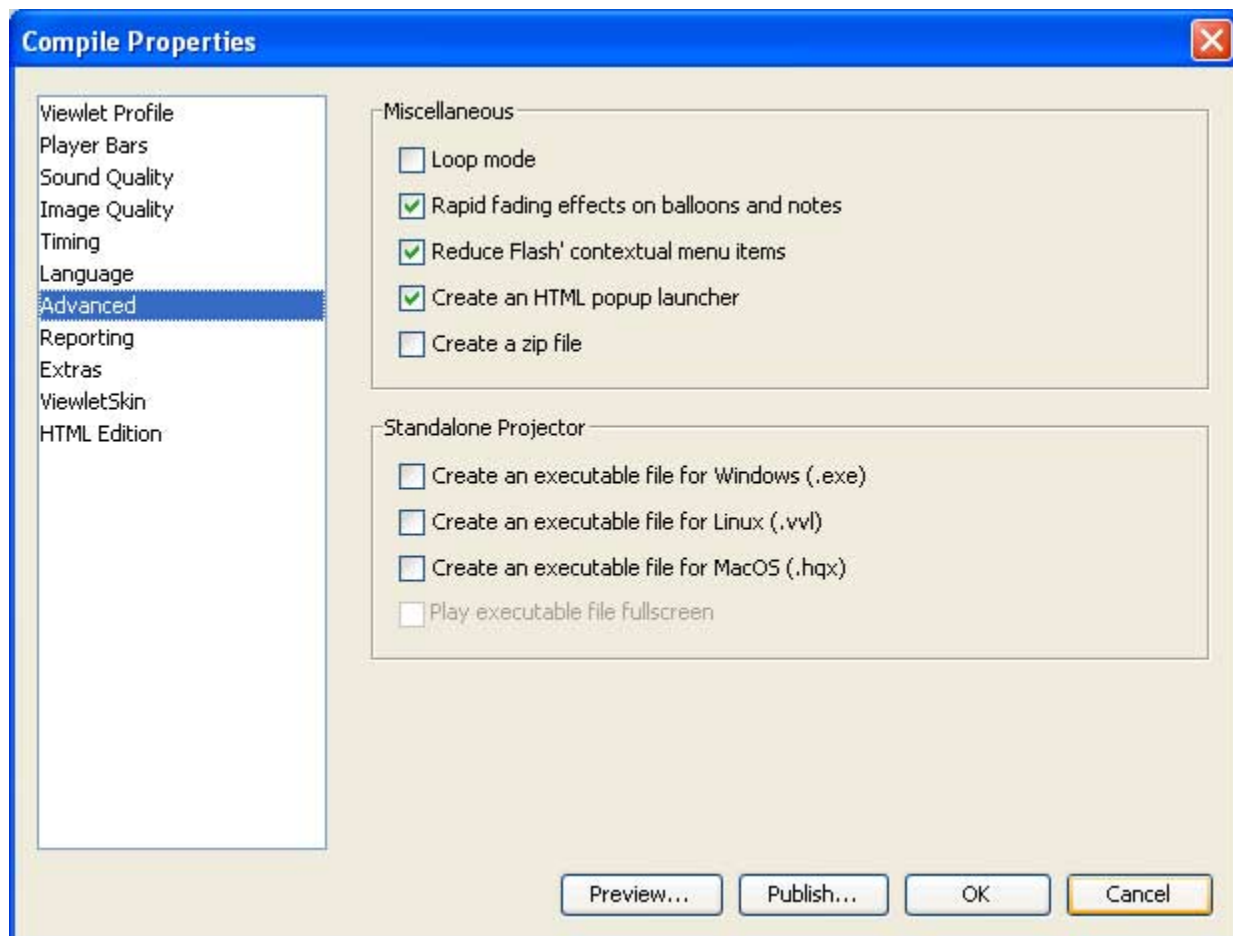


# Compile Properties

Page 85

## Advanced

- The “Advanced” option is where you would choose to have your project continually play (Loop mode), have your balloons and notes fade out as the Viewlet continues, Reduce Flash contextual menu items, create an HTML popup launcher, and create a zip file, as well as creating executable files for Windows, Linux and MacOS along with the option to have the executable files play full screen.





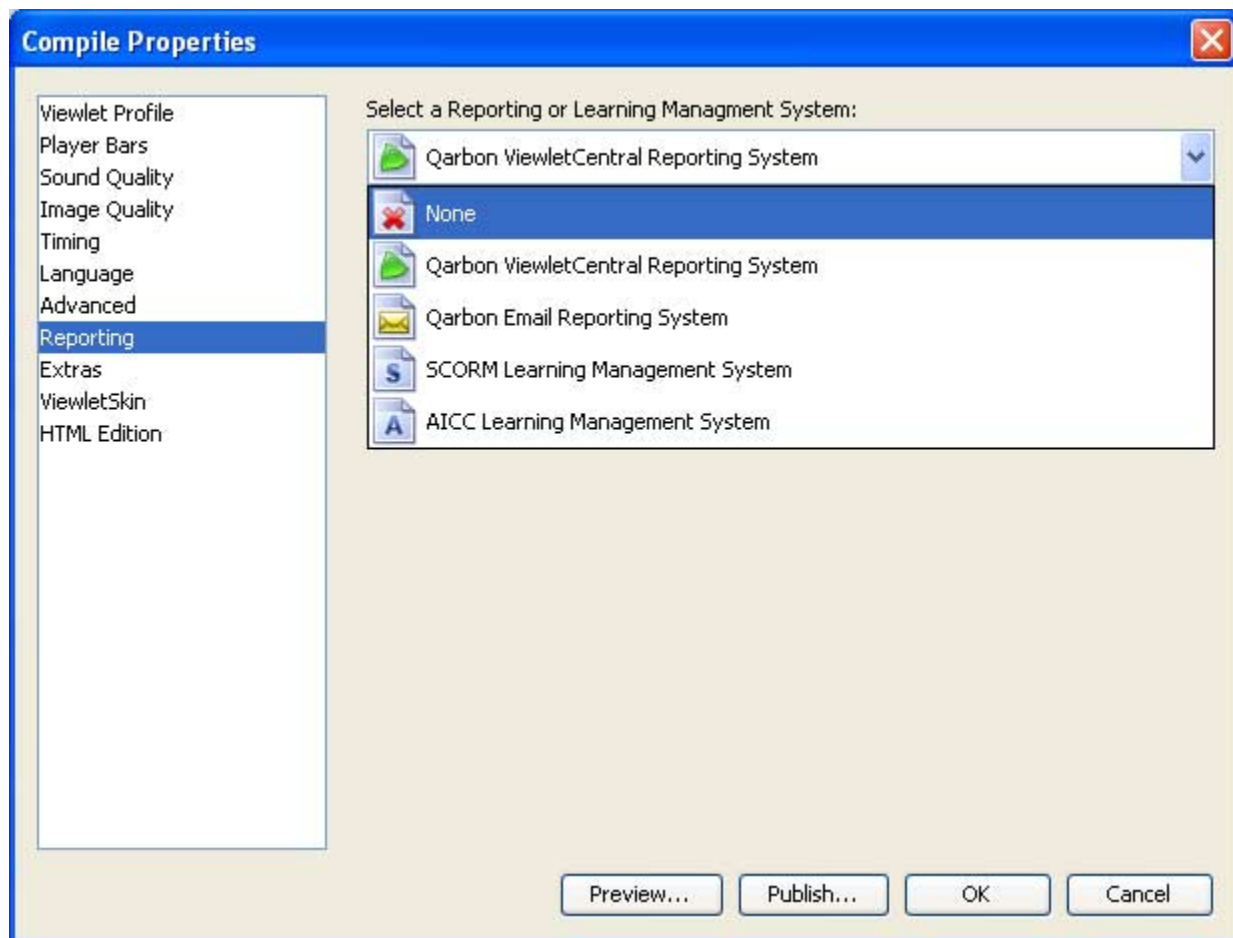


# Compile Properties

Page 86

## Reporting

- In the “Reporting” screen you can select reporting options for your LMS or ViewletCentral for tracking purposes.

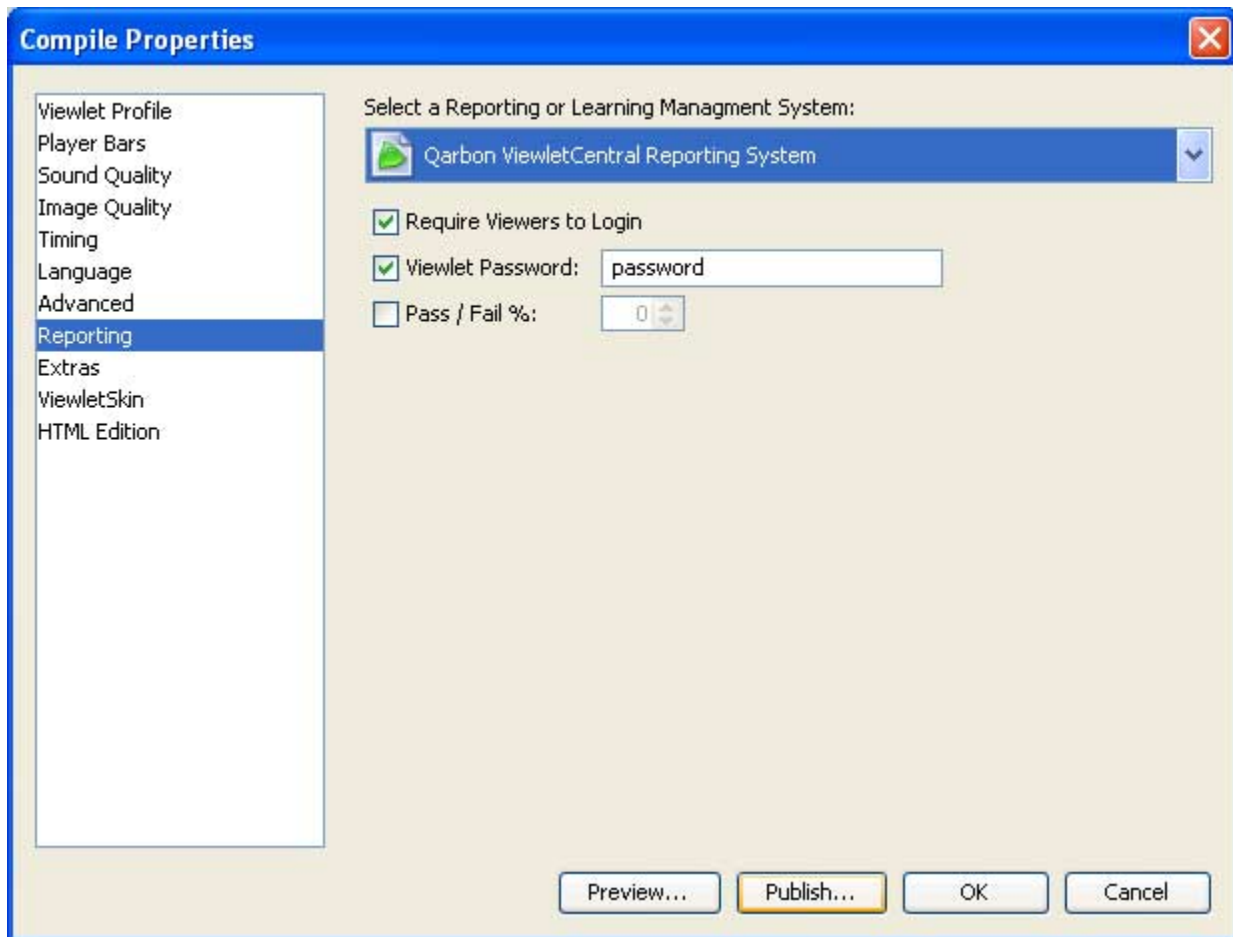




# Compile Properties

Page 87

- If you select “Qarbon ViewletCentral Reporting System” or “Qarbon Email Reporting System” you have the option to force the viewer to login and have a password, plus show a “Pass / Fail %”.



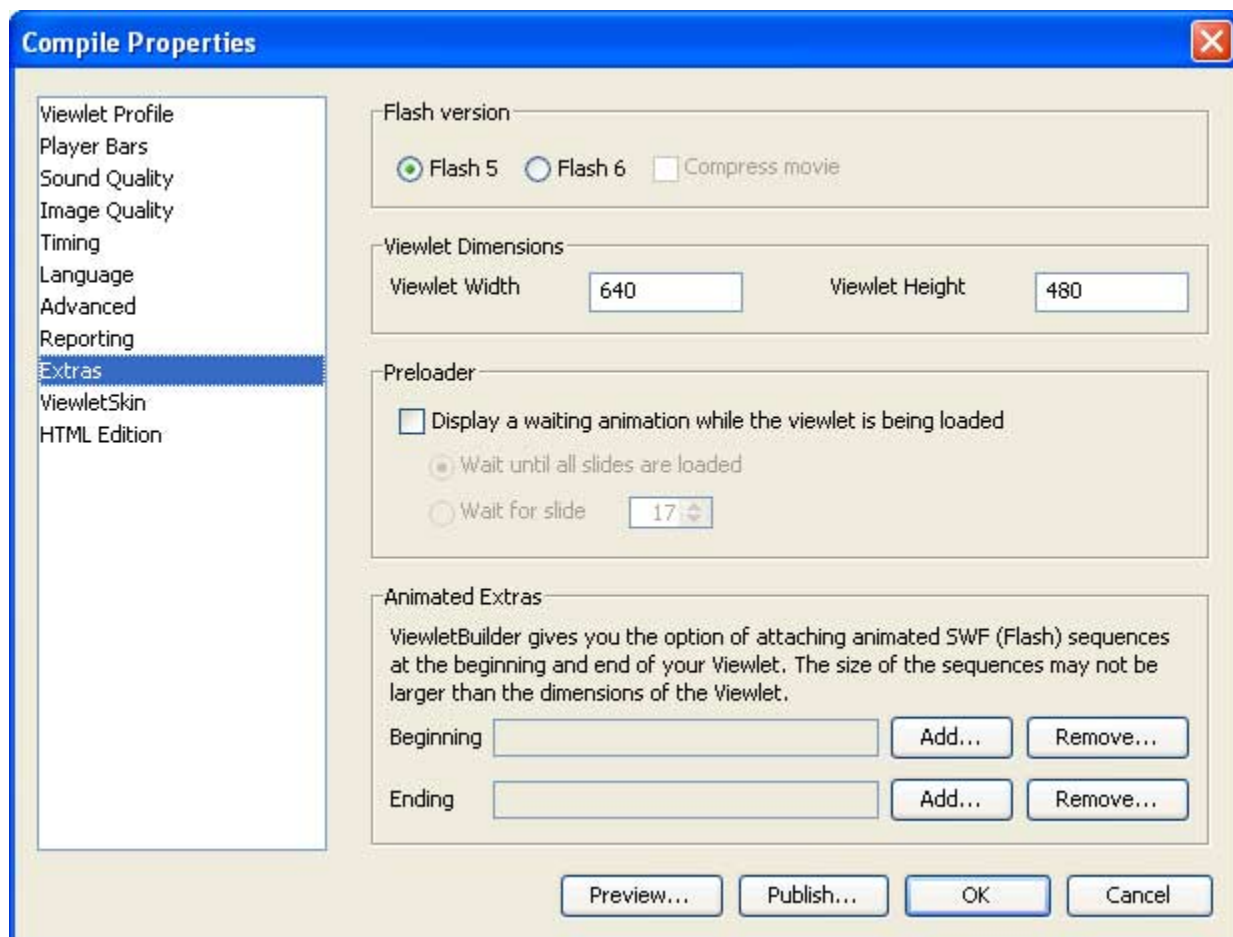


# Compile Properties

Page 88

## Extras

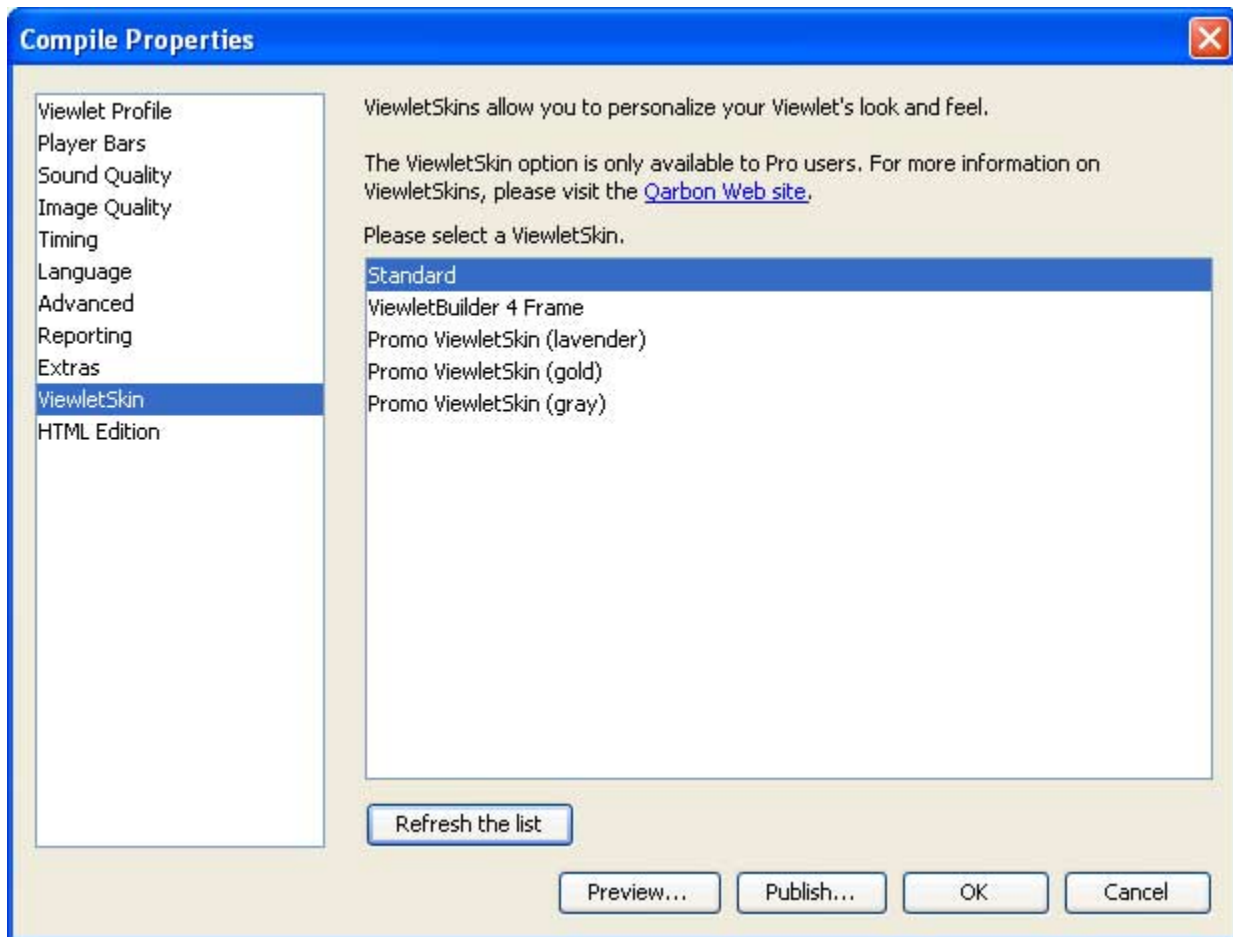
- “Extras” lets you choose to have your Viewlet compiled in Flash 5 or Flash 6.
- The “Viewlet Dimensions” feature allows you to reset the dimensions of the Viewlet for playback. This will not affect the source (qvp) file.
- A “Preloader” option is available to play at the beginning of your Viewlet, which allows the rest of the Viewlet to stream while the preloader is displayed.
- You can add your own animated Flash sequences to the beginning and/or end of your Viewlet. The dimensions of the Flash object must be the same as the slide size (or smaller) of your Viewlet project. If smaller, the intro/outro sequences will be centered on the playback “stage”.





### ViewletSkin

- This option allows users to apply various available ViewletSkins to the compiled Viewlet. For more information on custom skins, please contact sales.



**HTML Edition**

- “HTML Edition” allows you to edit the HTML page that is used to launch the Viewlet (\_viewlet\_swf.html file). It’s easy to make mistakes while editing the HTML file, so you can always go back to the standard settings by clicking “Reset to Standard Code.”
- Once you set all the options in the Viewlet Profile screen, you can choose to Preview or Publish your Viewlet. To save the settings in your Compile Properties screen, click “OK” or click “Cancel” to exit without applying changes.





## Preview and Publish

Once you are satisfied with the options set in the Compile Properties screen, it's time to decide whether to Preview your Viewlet or Publish it.

### Preview a Viewlet

The preview option in ViewletBuilder4 allows you to view your completed Viewlet without having to publish it.

- In Thumbnail View, you can preview your Viewlet by selecting "Viewlet" then "Preview Viewlet..." from the menu options. Or, select the "Compile Properties" option from either view.
- When the Compile Properties screen opens select the "Preview" button. The Viewlet will display in your computer's default browser, ready for immediate viewing.

**Compile Properties**

Please provide the following information to be embedded into the Viewlet.

**Viewlet**

Title: My Viewlet Project

Description:

**Author**

Name: ViewletCreation Services

Email: viewletcreation@qarbon.com

Comments:

**Company**

Company: Qarbon

Department:

Web Site: http://www.qarbon.com

Preview... Publish... OK Cancel

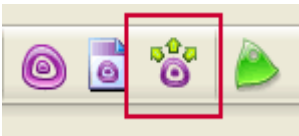




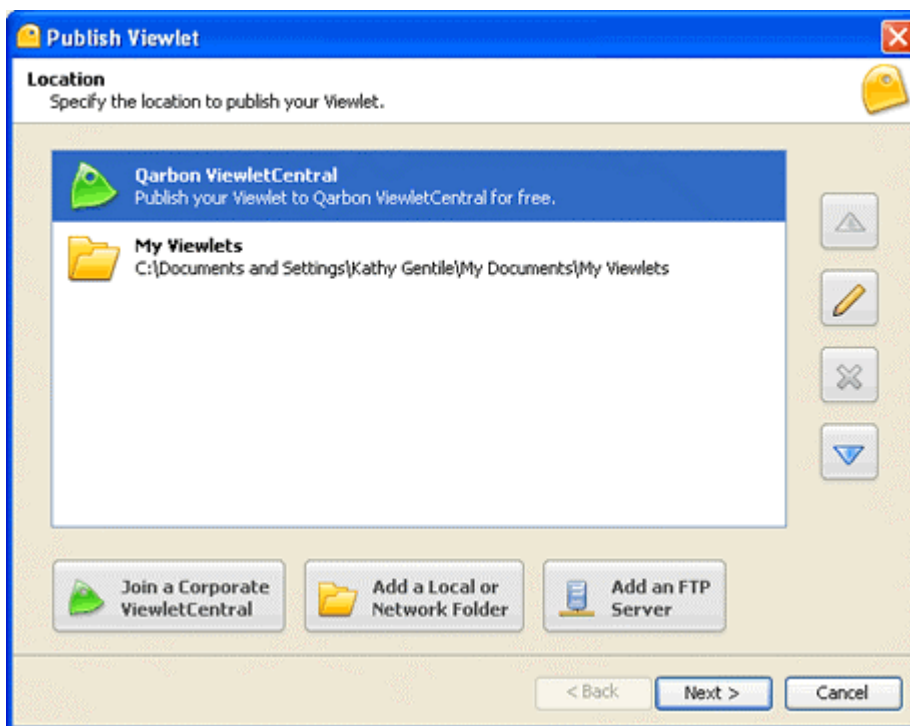
## Publishing a Viewlet

In order to create the final Flash Viewlet that users will view, you must “Publish” your Viewlet source file. To do this:

- In Thumbnail View, select the “Publish Viewlet” button icon from the Context Sensitive Toolbar. Note: You can also access the “Publish Viewlet” option from the “Viewlet” menu option or anytime while in the “Compile Properties” screen.



- In the “Publish Viewlet” screen that appears, select a “Location” to publish your Viewlet and click “Next”.





## Preview and Publish

Page 93

If you publish to ViewletCentral, follow the instructions in the Wizard to complete the publishing process. Once publication is complete (publishing locally, to your own web server, or to ViewletCentral), a URL to where your final Viewlet is published will be displayed for your reference.

More information about publishing to ViewletCentral can be found by visiting our Online Help Center at:

<http://www.qarbon.com/help/>







## Project Files

Each new ViewletBuilder4 project is saved in the folder wherever you designated it on your computer. No project folder is created when saving the source file. The files created (when you save the source file) are:

- **qvp (file):**  
This is the project's source file, containing all the screenshots, imported images, audio, etc., embedded into this single source file. This qvp file is what is opened and edited inside ViewletBuilder3.
- **.qv~ (file):**  
This is the project's backup source file. If needed, a project may be restored from the backup file by changing the last character from a "~" to a "p."

When you "Publish" your project locally or to your own web server, a folder using the name designated when saving your project for the first time will be created.

Depending upon the choices made in the "Compile Properties" screen (Advanced option), each project folder contains, at a minimum, the following:

- **. project (folder):**  
This folder contains the project's compiled files including a .swf (Flash) file and \_viewlet\_swf.html file.
- **.swf (file):**  
This is the compiled Viewlet file (found in the . project folder and the .zip file) that can be played back through a browser that contains a Flash (5.0 or better) plugin or through a Flash (5.0 or better) stand-alone player.
- **\_viewlet\_swf.html (file):**  
This is a sample HTML file created when a project is compiled. This file has the .swf embedded into it and can be used to launch the Viewlet in a browser instead of launching the .swf file directly.

Additional files may also be found in the Viewlet's project folder, depending upon choices made for publishing options. If you need more information on this topic, please contact [support@qarbon.com](mailto:support@qarbon.com).





## ViewletCentral

Are you looking for a solution for publishing your Viewlets on the Web? Why not check out Qarbon's ViewletCentral? ViewletCentral is a server-based application that provides centralized reporting, management and deployment of your valuable Viewlets and other Flash-content files.

To discover all the features of ViewletCentral, you can immediately open a Free Discovery Plan Account. **Your Free Discovery Plan** will give you 1MB of disk space to store your Viewlets and 1,000 Viewlets views per month. All Viewlets published with your free Discovery Plan will be banner-enabled. Banner-enabled means that Qarbon may serve ad-banners above your Viewlets when they are viewed.

For more information about ViewletCentral, please visit our web site at:

<http://www.viewletcentral.com/vc/portal.html>





## Support Options

Qarbon offers a variety of support plans designed to fit your specific needs. Choose from Standard, Premium, or Elite Support plans.

- Standard Support is offered to all customers at no charge. For more information on the Premium and Elite Support plans please visit our site at:

[http://www.qarbon.com/help/support\\_plans.php](http://www.qarbon.com/help/support_plans.php)

- Qarbon also offers users online help in the form of Tutorials, User Guides, and FAQs. For more information please visit our site at:

<http://www.qarbon.com/help/>





## Training

Take advantage of all the features in ViewletBuilder4 by signing up for Qarbon's training classes. Learn how to better utilize our simulation software to create a powerful product demonstration, online tutorial, and/or e-learning demos! For more information, please visit our site at:

<http://www.qarbon.com/services/training/>

Viewers can also take Qarbon's ViewletBuilder Basics Webinar, which will help you with getting started with a project, understanding the key points of ViewletBuilder, and have you on your way to creating beautiful Viewlets. For more information please visit our site at:

<http://www.qarbon.com/services/webinars/index.php>





## ViewletCreation

Need help creating Viewlets? Qarbon's ViewletCreation Services helps companies train thousands of employees with our training software quickly and effectively. So, whether your objective is to enhance marketing efforts with a flash product demonstration, supplement training with online software training, or reduce support costs using our help authoring tool, Qarbon's ViewletCreation Services can help you achieve your goals. For more information, please visit our site:

<http://www.qarbon.com/services/creation/>





## Sales

Please feel free to contact our Sales or Support staff at anytime if you have ANY ViewletBuilder4 (or other product related) questions or concerns or for options to discuss additional training needs.

For current contact information, visit our web site at:

[http://www.qarbon.com/about\\_us/contact\\_us/](http://www.qarbon.com/about_us/contact_us/)

