

Outline:

- Actions
- Inserting Video/Sound Files
- Revealers
- Containers
- Restrictors
- Counters
- Moving Objects Between Pages
- Creating Magic Glasses

Actions

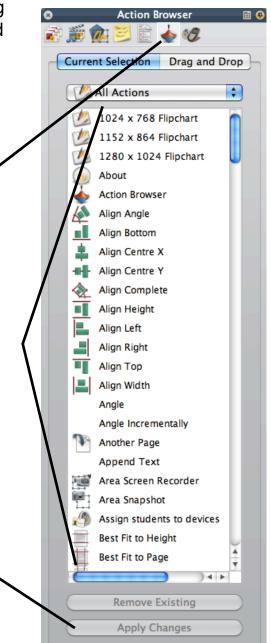
- To set actions, open up the Action Browser by going to the top menu bar and click View then go down and select Browsers or simply press Apple + B (Mac) or Control + B (Windows) on your keyboard to open the browser window.

- Then select the sixth icon on the top, to open up Action options.



- Go back to your flipchart page and click on the object that you would like to do the action.
- Then go back to the Action Browser and select the action you would like the object to do.
- Once you have selected an action, click Apply Changes at the bottom of the Action Browser.

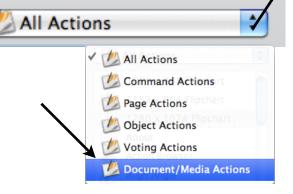
Apply Changes



Inserting Sound/Video Files

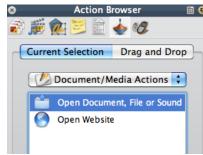
- Click once on the object that you would like to play the sound
- Open up the Action Browser Window
- Then click on the drop down selector that shows ALL ACTIONS

 The select Document/Media Actions

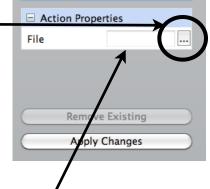


Current Selection Drag and Drop All Actions 1280 x 1024 Flipchart Action Browser Align Angle Align Bottom Align Centre X Align Centre Y Align Complete Align Height Align Left Align Right Align Top Align Width Anale Angle Incrementally Another Page Append Text Area Screen Recorder Area Snapshot Assign students to devices Best Fit to Height Best Fit to Page Remove Existing **Apply Changes**

- Then select Open Document, File, or Sound



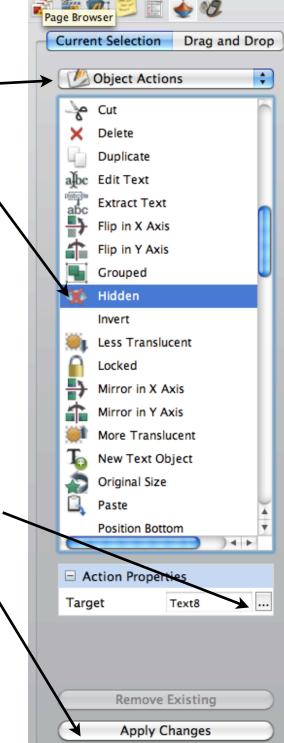
- Then click on the browser button on the bottom of the action browser window.
- Then navigate to media file that you want to open:
 - sound
 - video
- Once you have selected the media file, click Open.
- You should see the media file in the Action Properties.



<u>Creating Revealers</u>

- A revealer is an object placed over another object to reveal something like an answer.
 - It can be a square that you drew or a picture from the resource library.
- Once you have one object covering the other, click on the top object.
- Then open the Browser window and go to the Action Browser.
- Click on the Drop down selector and select Object Actions.
- Scroll down and select Action option: Hidden.

- Click on the Browse button and select the object that you would like to preform the hidden action.
- Then click Apply Changes to save the action.
- Go back to your flipchart page and click on the object. It should disappear once you click on it. Clicking on the same area again, will bring the object back.

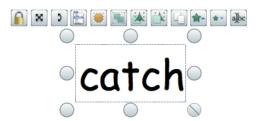


Action Browser

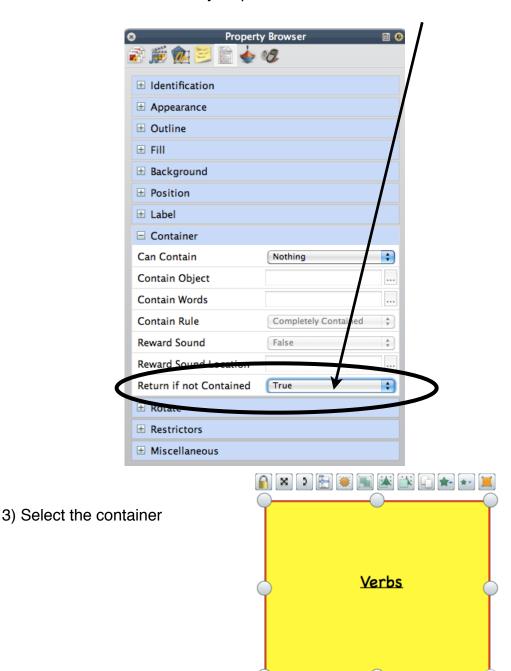
Creating Containers

To create a container to contain a single object

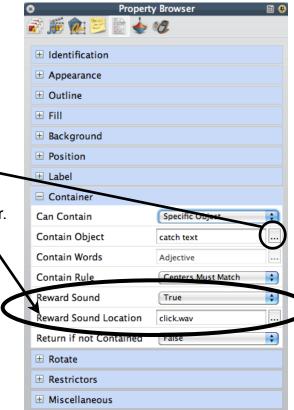
1) Select the objects that are to be contained.



2) Open the Property Browser and select **True** for **Return if not contained** under Containers. That is the only step for the items that are to be contained.



- 4) Open the Property Browser again and scroll down to Container
- 5) Click on the drop down selector next to **Can Contain** choose Specific Object
- 6) Click on the browse button next to Contain Object
- 7) Search for and select the object belongs to that container.
- 8) Below, you can **Reward Sound** from False to True.
- 9) Then click on the browse button next to **Reward Sound Location** to choose which sound you would like to play.
- 10) Repeat for any other containers that will contain one specific object.
- 11) Always make sure that the containers are large enough to hold objects to contained.



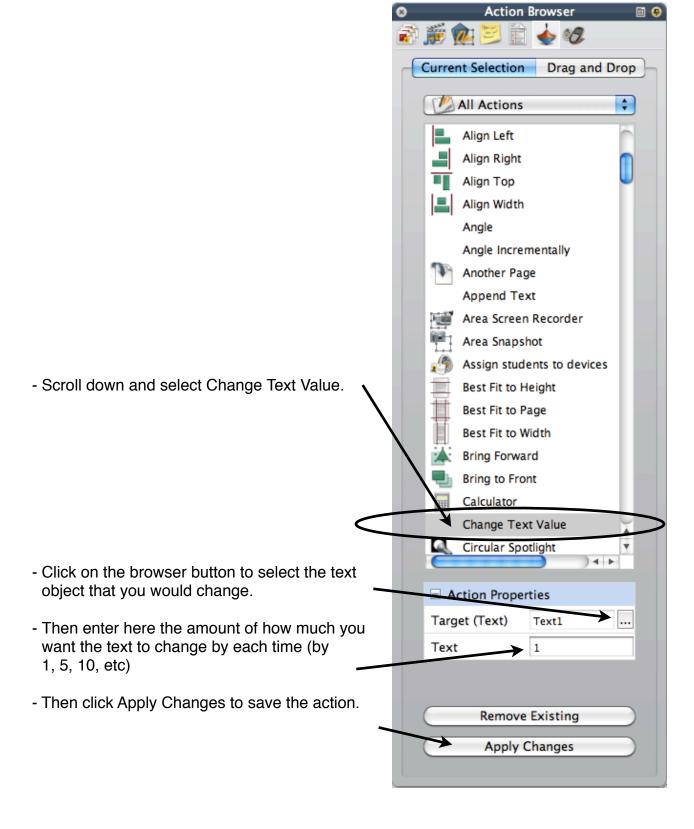
To Create a Container to Contain Multiple Objects Using Keywords

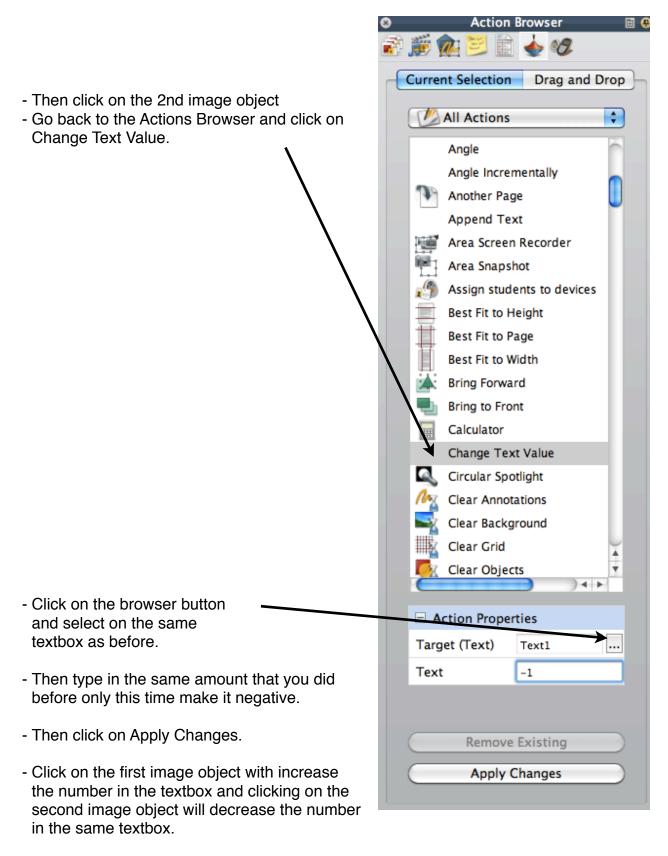
- 1) Select the first container
- 2) Open the Property Broswer
- 3) Scroll down to Container
- 4) Select Keywords from the **Can Contain** drop down menu
- 5) Type in the identifying keyword in the Contain Words box
- 6) Next, select all of objects that will be contained in this container. To select them all at once, hold down the Apple (command) key for Macs or the the Control key for Windows. While holding that key down, click on all of the objects that belong to that container.
- 7) Once they are selected, open up your Property Browser.
- 8) In the Identification section, type in the same keyword that you type for step 5.
- 9) Save the flipchart.
- 10) Then test to make sure the container works. If you test it before you save it, then it will save the page with the objects already in the container.

Creating Counters

- Start by putting 3 objects on the page:
 - 2 images of an any kind (could be arrows, plus or minus signs, etc)
 - 1 text object starting at 0
- Click on the first image object. Then open up the Actions Browser.







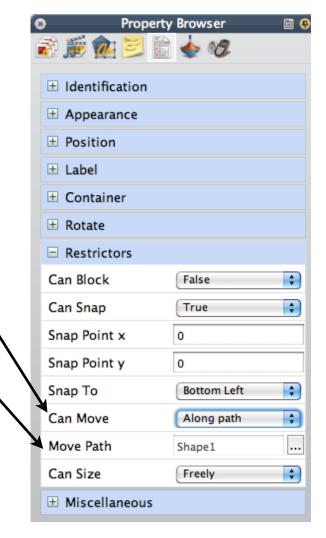
- These counters can be used in many ways. It can be used for scorecards, behavior charts, counting by 10s, 100s, etc.

Creating Restictors

- Draw a path, it can be a straight line or it can be a circle.
- Grab an image from the resource library, any image.
- Place that image on the line or the circle.

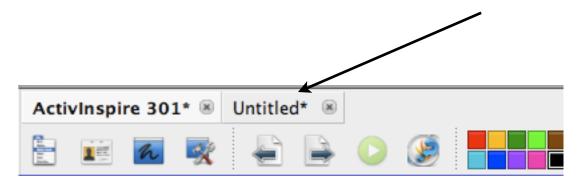


- Click on the image once to get the handles around it.
- Then open the Property Browser and go to the Restrictor section.
- In the Restrictors sections, change the following settings:
 - Can Move: Along path
- Then click on the Browse button and select the shape the you drew the path with.
- Once this is done, click off of the image placed on the path.
 Then click and hold on the image and the image should only move on the path.



Moving Objects Between Pages

- Open the Page Browser so that you can see all of your pages in the flipchart.
- Click on the image that you would copy to another page.
- Click and hold and drag it to another page in the page browser. You should see it appear right there in the page browser.
- This same concept can be used to shared pages within 2 flipcharts. With the page browser open, click and hold one of the pages and drag it to another flipchart file that you have. You should see it in the tab. Click and drag the page to here.



Creating Magic Glass:

- 1. Open a new blank flipchart page.
- 2. Select the Pen tool from the tool bar:
- a. Set the line thickness to about 40
- b. Choose the color.
- 3. Ctrl-Click on the Pen tool to bring up the Extended Pen set:
- a. Select the shape you want to build your glasses
- 4. Draw the shape on the page (rectangles work well, but any shape will do):
- a. Make it just the size you need
- 5. Close the extended Pen set.
- 6. Select the Highlighter tool:
- a. Leave the line thickness set to around 40.
- 7. Color the shape you created in the last steps with the highlighter pen using one continuous

movement:

- a. Cover it completely, but there is no need to stay in the lines, draw outside the lines so that you can see what you are highlighting.
- 8. Select the Eraser Tool
- a. Set the line thickness about 25-30
- 9. Erase the highlighting INSIDE the shape
- a. You must erase in one continuous movement
- b. If you make a drastic error, use the Undo button on your toolbox.
- c. You don't have to be real careful here, we'll clean it up later.

- 10. Select the Marquee Select tool (the arrow) and drag the highlighting away from your shape:
- a. Make sure that you have only the highlighting
- b. Notice that the highlighting comes out whole
- 11. Select the Pen tool:
- a. Set the line thickness slightly large than you selected the first time. If you used 40 to make the first shape, try 45 or so for this step
- b. Select a color different from that of the first shape.
- 12. Draw a new similar shape over the first one so that it covers it and "cleans up" the edges:
- a. Be very careful NOT to move either the first shape or the eraser annotation
- b. Click on the new shape and use the handles for fine-tuning.
- 13. Use the Marquee Select tool to select all the objects by drawing a box around the items.
- 14. Click on one of the handles to bring up the grouping icon (under the new shapes):
- a. Click on the icon to lock all the selected objects together
- 15. Open your Resource Library to My Annotations.
- 16. Click once on your Magic Glass to view the handles.
- 17. Take your glasses "by the hand" and drag it to the thumbnail pane of the library.
- 18. Name your glasses and save them.

Your Magic glass is now ready for use... Have fun!

To use your Magic Glass:

- 1. Open up a new blank flipchart page.
- 2. Select a picture, object or text you want to hide temporarily and then reveal in your flipchart.
- 3. Make sure that the object is located on the middle layer and lock it down.
- 4. Select a larger object, photo or container to place over the top of the item you want to hide
- 5. Make the larger object large enough to completely cover the first object:
- a. Move the object to the top layer and lock it down.
- 6. Now locate the Magic Glass you created in the Resource Library and click once on them to

bring a copy to the flipchart.

7. Move the magic glass over the large item and notice that you can see right through it to the

bottom, hidden object...It's magic!