

# **An Introduction to ToolBook Instructor 9**

The First 32 Bit Release of ToolBook

**Tom L. Hall  
TCC Publishing, Inc.**

All rights reserved. No part of the contents of this manual may be reproduced or transmitted in any form or by any means without the prior written permission of the author. Scripts that appear in the text may be used in individual applications.

SumTotal, Hotwords, Multimedia ToolBook, Neuron, OpenScript, ToolBook, ToolBook, ToolBook Instructor, ToolBook Assistant, SmartStyles, Smartpages, and WebBook are either trademarks or registered trademarks of SumTotal Systems, Inc in the United States and/or other countries. Java is a trademark of Sun Microsystems, Inc. Microsoft Windows and Windows NT are registered trademarks and Video for Windows is a trademark of Microsoft Corporation. Mac is a registered trademark of Apple Computer, Inc. UNIX is a registered trademark of UNIX Systems Laboratories. InstallShield is a registered trademark of Stirling Technologies. ActiveX and Microsoft Agents are registered trademarks of Microsoft Corporation. All other company and/or product names are trademarks or registered trademarks of their respective owners.

Screen captures of the ToolBook software shown in this manual and on the front cover are from ToolBook by SumTotal Systems, Inc. Screen captures of Microsoft Windows are from Microsoft Corporation.

**ISBN 0-9770099-3-9**  
**Published by TCC Publishing, Inc**  
**2055 Cherry Stone Lane**  
**Greenville, NC 27858**

**Copyright © 2007**

# TABLE OF CONTENTS

	Page
<b>Module 1: Introduction to ToolBook Instructor 9</b> .....	1-1
A First Look at ToolBook .....	1-1
Putting Together a ToolBook Application.....	1-2
The ToolBook Product Family.....	1-3
Authoring Tools .....	1-3
Distribution Options .....	1-3
Description of ToolBook Instructor .....	1-4
New Features of ToolBook Instructor 9.....	1-5
Installation of ToolBook Instructor 9 .....	1-8
Running ToolBook Instructor 9 .....	1-8
Setting Up Your Authoring Environment .....	1-11
Updating Books From Earlier Versions .....	1-12
Author vs. Reader Level .....	1-13
Author Level Tools.....	1-14
Title Bar .....	1-14
Menu Bar .....	1-15
Mouse Pointer .....	1-15
Scroll Bars.....	1-15
Tool Bar .....	1-15
The Tool Palette .....	1-18
The Status Bar.....	1-21
The Catalog .....	1-22
Working with the Catalog .....	1-23
A First Look at Selecting an Object .....	1-27
Dialog Boxes .....	1-27
Right-Click Menus.....	1-28
ToolBook Concepts.....	1-30
The Book .....	1-30
Structure of the Page: Background vs. Foreground ....	1-30
Page Navigation.....	1-31
System Cursors and Other Resources.....	1-31
Book Design and Performance.....	1-32
Properties of Objects.....	1-32
Book Properties.....	1-33
Lesson Properties .....	1-37
Page Properties.....	1-39
Button Properties.....	1-40
Field Properties.....	1-43
Extended Properties.....	1-47
A Closer Look at ToolBook Objects.....	1-48
Buttons.....	1-48

Fields.....	1-49
Record Fields.....	1-50
Hotwords .....	1-50
Graphic Objects .....	1-50
Viewers .....	1-50
List Boxes and Combo Boxes .....	1-51
Stages.....	1-52
Working with Objects .....	1-53
Creating a New Page .....	1-53
Creating an Object .....	1-53
Selecting an Object .....	1-54
Resizing an Object .....	1-55
Moving an Object .....	1-55
Using Cut, Copy, Paste, and Duplicate.....	1-55
Adding or Editing Text in a Field .....	1-56
Selecting, Changing, and Formatting Text.....	1-57
Formatting a Paragraph.....	1-58
Layering of Objects.....	1-59
Transparent Objects.....	1-60
Multiple Selection and Grouping Objects .....	1-60
More on Multiple Selection/Deleting Objects .....	1-61
Working with Palettes.....	1-62
The Color Tray.....	1-62
The Pattern Palette .....	1-63
The Line Palette.....	1-63
The Line Ends Palette .....	1-64
The Polygon Palette.....	1-64
The OpenScript Language.....	1-65
Events and Handlers .....	1-65
Working with Scripts .....	1-67
The Command Window .....	1-68
An Introduction to the Book Explorer.....	1-68
An Introduction to the Property Browser .....	1-71
An Introduction to the Startup Dialog Box .....	1-72
An Introduction to SmartStyles and Book Wizards .....	1-73
An Introduction to Templates .....	1-73
An Introduction to the ToolBook Coach.....	1-74
An Introduction to the Actions Editor .....	1-74
An Introduction to ActiveX .....	1-75
An Introduction to ASP and HTTP Post .....	1-75
Customizing the Catalog.....	1-76
Choosing a Deployment Method .....	1-78
Setting System Defaults .....	1-78
Saving Your Work.....	1-79
Summary .....	1-79

<b>Module 2: ToolBook Instructor’s Installed Components</b> .....	2-1
Introduction.....	2-1
Documentation .....	2-1
ToolBook Utilities .....	2-3
FTP Utility.....	2-3
Using the Version Updater.....	2-4
Using the Repair Kit .....	2-8
Summary .....	2-10
<b>Module 3: An Overview of the Startup Dialog Box</b> .....	3-1
Introduction.....	3-1
Welcome Tab.....	3-2
Quick Start Tab .....	3-2
Default Template .....	3-2
Blank Native ToolBook Book.....	3-3
Blank DHTML Book.....	3-3
Book Wizard .....	3-3
Templates Tab .....	3-4
Book Wizards Tab.....	3-5
The Lesson Design Wizard .....	3-5
The Book Wizard .....	3-5
Existing Books Tab.....	3-6
Summary .....	3-7
<b>Module 4: Adding Multimedia Components</b> .....	4-1
Introduction.....	4-1
Playing Multimedia .....	4-1
Media Clips .....	4-2
The Clip Manager .....	4-2
Using the Clip Manager and Clip Editor .....	4-4
Creating an Audio Clip .....	4-4
A Close Look at the Clip Editor.....	4-5
Adding a Video Clip .....	4-7
Adding a Graphic Image .....	4-9
The Stage Object .....	4-9
Stage Properties.....	4-10
Draw tab.....	4-10
Bounds .....	4-11
Pre-Effect and Post-Effect .....	4-11
Scripts to Play Media Clips .....	4-11
Playing Video Clips .....	4-12
Displaying a Graphic Image .....	4-13
Playing an Audio Clip .....	4-14
Using ToolBook Media Players.....	4-14
Playing an Audio Clip Using a Media Player .....	4-15

Playing a Video Clip Using a Media Player .....	4-18
Using Media Players (Hotwords) .....	4-19
Using the Video Players .....	4-20
Displaying a Graphic Image Using the Stage .....	4-22
Adding Media From the Catalog .....	4-24
Adding Clipart .....	4-24
Adding Icons .....	4-25
Adding an Animation .....	4-26
Adding a Web Graphic .....	4-29
Using the Reusable Graphic Placeholder .....	4-30
Importing a Background Image .....	4-31
Using Insert Graphic Option .....	4-33
Inserting a BMP File .....	4-33
Inserting a GIF File .....	4-34
Inserting a JPG File .....	4-34
Copying/Pasting Images from a Graphics Program .....	4-34
Using Edit, Paste .....	4-34
Using Edit, Paste Special .....	4-35
Summary .....	4-35

<b>Module 5: Basic ToolBook Lessons Using OpenScript .....</b>	<b>5-1</b>
Introduction .....	5-1
Lesson One: Creating a Linear Application .....	5-1
Lesson Two: Creating a Nonlinear Application .....	5-9
Lesson Three: Checkmark Menu and Shared Scripts .....	5-12
Lesson Four: Different Ways to Present Information .....	5-15
Lesson Five: Adding Hyperlinks and Getting User Input .....	5-19
Lesson Six: Creating Hotwords and Record Fields .....	5-26
Lesson Seven: Customizing the Catalog .....	5-29
Lesson Eight: Creating Hidden Labels .....	5-30
Lesson Nine: Creating Animation Using OpenScript .....	5-32
Lesson Ten: Inserting a Graphic Image .....	5-34
Lesson Eleven: Creating a Viewer .....	5-35
Lesson Twelve: Using Drag and Drop and Variables .....	5-38
Lesson Thirteen: Tooltips and User-Defined Properties .....	5-41
Lesson Fourteen: Adding a Timer to Your Page .....	5-43
Lesson Fifteen: Printing or Saving to a File .....	5-44
Lesson Sixteen: List Boxes and Combo Boxes .....	5-46
Lesson Seventeen: Custom Cursors .....	5-48
Using SysCursor Command .....	5-48
Adding Custom Cursors .....	5-48
Lesson Eighteen: A Final Look at OpenScript .....	5-50
Ask Command with Put Command .....	5-50
Ask Command with Request Command .....	5-51
More Use of Notify Handlers .....	5-51

Step Command .....	5-52
Operators .....	5-52
More Use of Variables .....	5-53
Printing a Page.....	5-54
Handling Keyboard Events.....	5-58
Handling the Enter Key.....	5-59
Printing any Page with a Keyboard Event.....	5-60
Using Pop Command .....	5-61
Using the Status Bar at Reader .....	5-62
Summary .....	5-62

<b>Module 6: Building Applications with the Specialists.....</b>	<b>6-1</b>
Introduction.....	6-1
Earlier Versions of ToolBook .....	6-1
An Introduction to SmartStyles and SmartPages .....	6-2
Smart Styles .....	6-2
Smart Pages.....	6-7
Summary of Using SmartStyles and SmarPages	
Features.....	6-11
SmartStyle Outlines .....	6-11
Page Usage, Page Type, and Page Structure .....	6-11
New Smart Styles and New Smart Pages.....	6-12
Smart Objects and Element Names.....	6-12
Element Names and Clases in the Cascading	
Style Sheet.....	6-14
The Background .....	6-16
The Page .....	6-19
Creating a new Smart Style.....	6-20
Creating a New Smart Background.....	6-24
Creating New Smart Pages .....	6-26
Adding the New Styles and New Pages.....	6-28
Using the New Smart Styles and Smart Pages .....	6-30
The New Ptp Files .....	6-33
The Sim Basic1 Style .....	6-33
The Sim Basic2 Style .....	6-35
Object Positioning.....	6-36
Making Smart Styles and Smart Pages Mobile .....	6-38
Summary of the Terminology Used .....	6-39
How SmartStyles Affect the Book Wizards.....	6-39
Overview of The Book Wizard .....	6-42
Using the Book Wizard.....	6-45
Using the Presentation Outline .....	6-51
Adding an Automatic Menu .....	6-54
Customizing the Automatic Menu.....	6-55
Adding Buttons and Fields.....	6-56

Adding Icons and Clipart .....	6-57
Importing Graphics .....	6-58
Using the Simple Training Outline .....	6-60
Setting Up Title Page/Modifying Outline.....	6-62
Using the Book Explorer .....	6-63
Setting Up Table of Contents/Objectives.....	6-64
Using an Audio Player .....	6-65
Setting Up a Multiple Choice Question Object .....	6-67
Setting Up a Video Player.....	6-72
Adding Another Multiple Choice Question Object.....	6-63
Setting Up Summary/Score Page .....	6-74
Tab Order for Buttons .....	6-77
Building a Quiz Book .....	6-77
Setting Up a Multiple Choice Question Object .....	6-80
Adding a True/False Question Object.....	6-82
Adding a Fill-in-the-Blank Question Object.....	6-83
Adding a Match Item Question Object .....	6-85
Adding a Drag Text Question Object .....	6-89
Setting Up Summary/Score Page .....	6-91
Setting Up Log File .....	6-92
Question Checklist.....	6-92
Using Log Reader Utility .....	6-94
Creating a Custom Book Outline .....	6-95
Creating a Menu with Hyperlinked Buttons.....	6-96
Using a Hotword to Popup Another Page .....	6-98
Creating a Path Animation .....	6-99
Special Effects: Marquee, Card, Callout, Date/Time.....	6-102
Using the Lesson Design Wizard.....	6-104
Importing Rich Text .....	6-107
The Menu Page.....	6-107
Finishing the Book.....	6-108
A Final Look at SmartStyles .....	6-109
Summary .....	6-117

<b>Module 7: Using AutoPackager .....</b>	<b>7-1</b>
Introduction.....	7-1
Distribution Considerations.....	7-1
Compacting Files .....	7-1
Runtime Files.....	7-1
About the AutoPackager.....	7-2
AutoPackager Options .....	7-2
Application Name Option .....	7-3
Installation Options.....	7-3
Setting Up Your Files .....	7-3
Using the AutoPackager to Create CD-ROM.....	7-3

Installing the CD-ROM Application .....	7-10
Summary .....	7-11
<b>Module 8: ToolBook and Internet Deployment.....</b>	<b>8-1</b>
Introduction.....	8-1
Overview of Internet and the World Wide Web.....	8-1
Hypertext, URLs, Hypermedia, and Plugins .....	8-2
ToolBook's Neuron Plugin .....	8-4
ToolBook HTML Product .....	8-4
Creating Distributed Learning Applications .....	8-5
Overview of Using Neuron .....	8-5
Creating a Neuron Application.....	8-7
Creating the Book.....	8-7
Writing the HTML for Displaying the Book.....	8-12
Creating a ToolBook HTML Product .....	8-13
Creating the Book.....	8-13
An Introduction to the Web Specialist.....	8-18
Exporting to HTML .....	8-18
Expert Mode for Exporting to HTML.....	8-24
Internet Setup for Neuron.....	8-26
Hybrid CD Applications.....	8-27
Summary .....	8-27
<b>Module 9: Intermediate ToolBook Lessons.....</b>	<b>9-1</b>
Introduction.....	9-1
Adding Animated GIFS.....	9-1
Adding a Hotspots Graphic and a Web Graphic Placeholder.....	9-2
Adding Bullets .....	9-7
Adding Tooltips.....	9-8
Adding a Multiple Choice/Multiple Correct Question Object .....	9-10
Adding a Rating by Multiple Choice Question Object .....	9-11
Adding a Slider Question Object .....	9-12
Adding a Definable Drop Target Question Object .....	9-14
Adding a Definable Drop Target Question Object (Multiple Responses).....	9-18
Adding a Drop Target Question Object.....	9-20
Adding a Drag Objects Question Object .....	9-22
Adding an Arrange Objects Question Object .....	9-23
Using the Action Objects .....	9-25
Linking Two Books Together .....	9-28
Importing Pages From Another Book .....	9-29
Cell Animation.....	9-31
Using Glossary Function .....	9-32

Creating the Glossary .....	9-33
Creating Book with Glossary Terms .....	9-33
Using the Popup Index Object.....	9-34
Using Kiosk Page Turner .....	9-35
Working with Various Button Graphics and Using Chromakey .....	9-36
A Review of the Resource Manager .....	9-38
Using the LiveExtensions.....	9-40
Launching the Tools.....	9-40
Unused Resource Remover .....	9-41
Convert Picture to Paint .....	9-42
Summary .....	9-43
<b>Module 10: Exploring the Various Media Players.....</b>	<b>10-1</b>
Introduction.....	10-1
A Review of Audio Players for WAVs .....	10-1
A Review of Video Players for AVIs.....	10-3
Playing MPEG Video with the Universal Media Player.....	10-5
Using Popup Video Player .....	10-7
Video-Text Synchronization .....	10-8
Playing MP3 with the UMP .....	10-11
Popup Flash Player .....	10-11
Summary .....	10-12
<b>Module 11: Advanced ToolBook Lessons .....</b>	<b>11-1</b>
Introduction.....	11-1
Customizing a Log File .....	11-1
Creating a Custom Catalog .....	11-2
Using the Question Images Catalog.....	11-4
Using Boomkark Feature in ToolBook.....	11-5
The Bookmark File.....	11-6
Setting Up the Book.....	11-6
The Asym_BeenHere Property.....	11-7
A Better Message Box.....	11-8
Using the Asym_Request and Asym_Ask Functions.....	11-9
The Asym_Request Function.....	11-9
The Asym_Ask Function .....	11-11
Denny Dedmore's Ask/Request Boxes.....	11-12
Adding the System Book.....	11-12
Syntax for Request Dialog Box .....	11-12
Syntax for Ask Dialog Box.....	11-13
Using the Request Box .....	11-14
Using the Ask Box .....	11-15
Special Functions.....	11-16
Using GETDRIVELIST32.....	11-17
Using SETINIVAR AND GETINIVAR .....	11-17

Using OPENDLGLFN).....	11-18
Writing to an INI File.....	11-19
Storing Information on Single User.....	11-19
Retrieving Information on Single User .....	11-21
Updating Information in an Ini File.....	11-22
Storing Bookmark Information for Multiple Users ...	11-22
Storing/RecallingScore for Multiple Users .....	11-24
Moure on Using GetIniVar and SetIniVar .....	11-25
Using a Viewer for a Notepad.....	11-32
Arrays.....	11-33
Summary .....	11-33