

An Introduction to ToolBook Instructor 8.5

**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.

Asymetrix, Hotwords, Multimedia ToolBook, Neuron, OpenScript, ToolBook, ToolBook II, ToolBook II Instructor, ToolBook II Librarian, ToolBook II Publisher, ToolBook II Assistant, and WebBook are either trademarks or registered trademarks of click2learn.com 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 click2learn.com. Screen captures of Microsoft Windows are from Microsoft Corporation.

ISBN 0-9667711-6-8
Published by TCC Publishing, Inc
Box 2481 Greenville, NC 27836

Copyright © 2002

TABLE OF CONTENTS

	Page
Module 1: Introduction to Multimedia and ToolBook	1-1
Introduction.....	1-1
What is Multimedia?	1-3
Uses of Multimedia	1-3
Computer-Based Training	1-3
World Wide Web Applications.....	1-4
Education	1-4
Special Education Needs.....	1-5
Business Presentations	1-5
Entertainment	1-5
Information Kiosks	1-5
Multimedia Components	1-6
Text.....	1-7
Still Graphic Images.....	1-7
Audio Sound	1-7
Animation.....	1-8
Interactive Links	1-8
Full-motion video	1-8
An Introduction to Authoring Packages	1-9
A First Look at ToolBook	1-9
Putting Together a ToolBook Application.....	1-10
The ToolBook Product Family.....	1-10
Authoring Tools	1-11
Management Tools—Aspen.....	1-11
Distribution Options	1-11
Description of ToolBook Instructor	1-12
New Features of ToolBook Instructor 8.5.....	1-13
Running ToolBook Instructor	1-13
Setting Up Your Authoring Environment	1-15
Updating Books From Earlier Versions	1-17
Author vs. Reader Level	1-17
Author Level Tools.....	1-17
Title Bar	1-18
Menu Bar	1-18
Mouse Pointer	1-19
Scroll Bar	1-19
Tool Bar	1-19
The Tool Palette	1-22
The Status Bar.....	1-24
The Catalog.....	1-25

Working with the Catalog	1-26
A First Look at Selecting an Object	1-31
Dialog Boxes	1-31
Right-Click Menus.....	1-32
ToolBook Concepts.....	1-34
The Book	1-34
Structure of the Page: Background vs. Foreground....	1-34
Page Navigation.....	1-35
System Cursors and Other Resources.....	1-35
Book Design and Performance.....	1-36
Properties of Objects.....	1-36
Book Properties.....	1-37
Lesson Properties	1-41
Page Properties.....	1-42
Button Properties.....	1-43
Field Properties.....	1-46
Extended Properties.....	1-50
A Closer Look at ToolBook Objects.....	1-51
Buttons.....	1-51
Fields.....	1-52
Record Fields.....	1-53
Hotwords	1-53
Graphic Objects	1-53
Viewers	1-54
List Boxes and Combo Boxes	1-54
Stages.....	1-55
Working with Objects	1-56
Creating a New Page	1-56
Creating an Object	1-56
Selecting an Object	1-57
Resizing an Object	1-58
Moving an Object	1-58
Using Cut, Copy, Paste, and Duplicate.....	1-58
Adding or Editing Text in a Field	1-59
Selecting, Changing, and Formatting Text.....	1-60
Formatting a Paragraph.....	1-61
Layering of Objects.....	1-62
Transparent Objects.....	1-63
Multiple Selection and Grouping Objects	1-63
More on Multiple Selection/Deleting Objects	1-64
Working with Palettes.....	1-65
The Color Tray.....	1-65
The Pattern Palette	1-66
The Line Palette.....	1-66
The Line Ends Palette	1-67

The Polygon Palette.....	1-67
The OpenScript Language.....	1-68
Events and Handlers	1-68
Working with Scripts	1-70
The Command Window	1-71
An Introduction to the Object Browser	1-71
An Introduction to the Page Browser.....	1-72
An Introduction to the Property Browser	1-73
An Introduction to the Startup Dialog Box	1-73
An Introduction to the Book Specialists.....	1-74
An Introduction to Templates	1-74
An Introduction to the ToolBook II Coach.....	1-75
An Introduction to the Actions Editor.....	1-75
An Introduction to ActiveX	1-76
An Introduction to ASP and HTTP Post	1-76
Customizing the Catalog.....	1-78
Choosing a Deployment Method.....	1-79
Setting System Defaults	1-80
Saving Your Work.....	1-80
Summary	1-81

Module 2: A Brief Look at Tools for Obtaining Multimedia Elements2-1

Introduction.....	2-1
Paint Shop Pro 7 for Graphics.....	2-1
Getting Images	2-2
Editing an Image.....	2-2
Creating Special Effects with Text	2-6
Creating a Transparent GIF.....	2-10
Labeling a Graphic Image	2-11
Creating a Feathering Effect.....	2-12
Background Image Using Embossing.....	2-13
Circle Effect	2-14
Hot Wax Coating.....	2-14
Buttonize Effect.....	2-15
Solarize Effect	2-15
Capturing Images.....	2-16
Cool Edit 2000 for Audio	2-16
Playing a Sound File	2-17
Recording a Sound File.....	2-18
Editing a Sound File.....	2-19
Ulead's Video Studio for Video	2-20
Introduction to VideoStudio	2-21
Capturing the Video.....	2-22
Editing Video Files	2-24
Creating Animated GIFS with Animation Shop	2-28

Flash 5 for Advanced Animations.....	2-32
Introduction.....	2-32
The Flash Interface	2-34
The Menu Bar	2-34
The Stage	2-35
The Timeline and Layers.....	2-36
The Main Tool Bar	2-37
The Drawing Tools.....	2-38
The Modifiers Area.....	2-39
The Controller	2-40
The Status Bar.....	2-40
Right-Click Menus.....	2-41
Introduction to Symbols and Instances	2-41
The Library Window.....	2-42
The Panel Sets	2-43
An Introduction to Scenes	2-44
An Introduction to the Actions Panel	2-45
Drawing Objects	2-46
Working with Text.....	2-52
Adding Library Symbols	2-54
Working with Layers	2-57
Working with Frames.....	2-59
Creating a Movie	2-63
Working with Buttons and Creating Buttons	2-65
Animating a Draw Object.....	2-69
Animating Text.....	2-70
Tweening Animations	2-71
Animating a Graphic Using Motion Tweening.....	2-71
Animating Text Using Motion Tweening.....	2-72
Animating a Movie Clip	2-73
Adding a Motion Guide	2-74
Using the Alpha Value	2-75
Enlarging Text with Motion Tweening.....	2-76
Combining Effects	2-77
Shape Tweening	2-78
Changing One Draw Object into Another.....	2-78
Changing from a Graphic to Text.....	2-79
Summary	2-80

Module 3: ToolBook Instructor’s Installed Components.....	3-1
Introduction.....	3-1
Documentation	3-1
ToolBook Utilities	3-3
Bitmap Editor	3-3

Icon Editor	3-4
Wave Editor	3-5
FTP Utility.....	3-6
Using the Version Updater.....	3-7
Using the Repair Kit	3-8
Summary	3-10
Module 4: An Overview of the Startup Dialog Box.....	4-1
Introduction.....	4-1
Welcome Tab.....	4-2
Quick Start Tab	4-2
Default Template	4-2
Blank Native ToolBook Book.....	4-3
Blank DHTML Book.....	4-3
Quick Specialist	4-3
Templates Tab	4-4
Book Specialists Tab	4-5
The Quick Specialist	4-5
The Lesson Design Specialist.....	4-5
The Full Specialist	4-5
Existing Books Tab.....	4-6
Summary	4-7
Module 5: Adding Multimedia Components.....	5-1
Introduction.....	5-1
Playing Multimedia	5-1
Media Clips	5-2
The Clip Manager	5-2
Using the Clip Manager and Clip Editor	5-4
Creating an Audio Clip	5-4
A Close Look at the Clip Editor.....	5-5
Adding a Video Clip	5-7
Adding a Graphic Image	5-8
The Stage Object	5-9
Stage Properties.....	5-9
Draw tab.....	5-10
Bounds	5-10
Pre-Effect and Post-Effect	5-11
Scripts to Play Media Clips	5-11
Playing Video Clips	5-12
Displaying a Graphic Image	5-13
Playing an Audio Clip	5-14
Using ToolBook Media Players.....	5-14
Playing an Audio Clip Using a Media Player	5-15
Playing a Video Clip Using a Media Player	5-18

Media Players (Hotwords)	5-19
Using the Video Players	5-20
Displaying a Graphic Image Using the Stage	5-22
Adding Media From the Catalog	5-24
Adding Clipart	5-24
Adding Icons	5-26
Adding a Backdrop	5-26
Adding an Animation	5-28
Adding a Web Graphic	5-31
Using the Reusable Graphic Placeholder	5-32
Importing a Background Image	5-33
Using Insert Graphic Option	5-35
Inserting a BMP File	5-35
Inserting a GIF File	5-35
Inserting a JPG File	5-36
Copying/Pasting Images from a Graphics Program	5-36
Using Edit, Paste	5-36
Using Edit, Paste Special	5-37
Summary	5-38

Module 6: Basic ToolBook Lessons Using OpenScript	6-1
Introduction	6-1
Lesson One: Creating a Linear Application	6-1
Lesson Two: Creating a Nonlinear Application	6-9
Lesson Three: Checkmark Menu and Shared Scripts	6-12
Lesson Four: Different Ways to Present Information	6-15
Lesson Five: Adding Hyperlinks and Getting User Input	6-19
Lesson Six: Creating Hotwords and Record Fields	6-26
Lesson Seven: Customizing the Catalog	6-29
Lesson Eight: Creating Hidden Labels	6-30
Lesson Nine: Creating Animation Using OpenScript	6-32
Lesson Ten: Inserting a Graphic Image	6-34
Lesson Eleven: Creating a Viewer	6-35
Lesson Twelve: Using Drag and Drop and Variables	6-38
Lesson Thirteen: Tooltips and User-Defined Properties	6-41
Lesson Fourteen: Adding a Timer to Your Page	6-43
Lesson Fifteen: Printing or Saving to a File	6-44
Lesson Sixteen: List Boxes and Combo Boxes	6-46
Lesson Seventeen: Custom Cursors	6-48
Using SysCursor Command	6-48
Adding Custom Cursors	6-48
Lesson Eighteen: A Final Look at OpenScript	6-50
Ask Command with Put Command	6-50
Ask Command with Request Command	6-51
More Use of Notify Handlers	6-51

Step Command	6-52
Operators	6-52
More Use of Variables	6-53
Printing a Page.....	6-54
Handling Keyboard Events.....	6-58
Handling the Enter Key.....	6-59
Printing any Page with a Keyboard Event.....	6-60
Using Pop Command	6-61
Using the Status Bar at Reader	6-62
Summary	6-62

Module 7: Building Applications with the Specialists.....	7-1
Introduction.....	7-1
Using the Quick Specialist	7-1
Overview of The Full Specialist.....	7-4
Using the Presentation Outline	7-5
Adding an Automatic Menu	7-10
Customizing the Automatic Menu	7-12
Adding Buttons and Fields	7-13
Adding Icons and Clipart	7-14
Importing Graphics	7-15
Using the Simple Training Outline.....	7-17
Setting Up Title Page/Modifying Outline.....	7-19
Using the Page Browser.....	7-20
Setting Up Table of Contents/Objectives.....	7-21
Using an Audio Player	7-22
Setting Up a Multiple Choice Question Object	7-24
Setting Up a Video Player.....	7-28
Adding Another Multiple Choice Question Object.....	7-29
Setting Up Summary/Score Page	7-30
Building a Quiz Book	7-32
Setting Up a Multiple Choice Question Object	7-34
Adding a True/False Question Object.....	7-36
Adding a Fill-in-the-Blank Question Object.....	7-37
Adding a Match Item Question Object	7-39
Adding an Order Text Question Object	7-43
Setting Up Summary/Score Page	7-45
Setting Up Log File	7-46
Question Checklist.....	7-47
Using Log Reader Utility	7-48
Creating a Custom Book Outline	7-49
Creating a Menu with Hyperlinked Buttons.....	7-51
Using a Hotword to Popup Another Page	7-52
Creating a Path Animation	7-54
Special Effects: Marquee, Card, Callout, Date/Time...7-56	

Using the Lesson Design Specialist	7-58
Importing Rich Text	7-61
Setting Up the Automatic Menu.....	7-61
Finishing the Book.....	7-62
Summary	7-63
Module 8: Using AutoPackager.....	8-1
Introduction.....	8-1
Distribution Considerations.....	8-1
Compacting Files	8-1
Runtime Files.....	8-1
About the AutoPackager.....	8-2
AutoPackager Options.....	8-2
Distribution Options	8-3
Installation Options.....	8-3
Setting Up Your Files	8-4
Using the AutoPackager to Create CD-ROM.....	8-4
Installing the CD-ROM Application	8-10
Autorun from CD-ROM	8-11
Summary	8-12
Module 9: ToolBook and Internet Deployment.....	9-1
Introduction.....	9-1
Overview of Internet and the World Wide Web.....	9-1
Hypertext, URLs, Hypermedia, and Plugins	9-2
ToolBook's Neuron Plugin	9-4
Webbooks	9-5
Creating Distributed Learning Applications.....	9-5
Overview of Using Neuron	9-5
Creating a Neuron Application.....	9-7
Creating the Book.....	9-8
Writing the HTML for Displaying the Book.....	9-11
Introduction to Dynamic HTML	9-12
Creating a DTML Application.....	9-13
Creating the Book.....	9-13
An Introduction to the Web Specialist.....	9-18
Exporting to DHTML.....	9-18
Expert Mode for Exporting to DHTML.....	9-24
Internet Setup for Neuron.....	9-26
Hybrid CD Applications.....	9-27
Summary	9-27
Module 10: Intermediate ToolBook Lessons.....	10-1
Introduction.....	10-1
Adding Animated GIFS.....	10-1

Adding a Hotspots Graphic and a Web Graphic Placeholder.....	10-2
Adding Bullets	10-7
Adding Tooltips.....	10-8
Adding a Multiple Choice/Multiple Correct Question Object	10-10
Adding a Rating by Multiple Choice Question Object	10-11
Adding a Slider Question Object	10-12
Adding a Definable Drop Target Question Object	10-14
Adding a Definable Drop Target Question Object (Multiple Responses).....	10-18
Adding a Drop Target Question Object	10-20
Adding a Drag Objects Question Object.....	10-22
Adding an Arrange Objects Question Object	10-23
Using the Action Objects	10-25
Linking Two Books Together	10-28
Importing Pages From Another Book	10-29
Cell Animation.....	10-31
Using Glossary Function	10-32
Creating the Glossary	10-32
Creating Book with Glossary Terms.....	10-33
Using the Popup Index Object.....	10-34
Using Kiosk Page Turner	10-35
Working with Various Button Graphics and Using Chromakey ...	10-36
A Review of the Resource Manager	10-38
Using the Developer's Exchange Tools	10-40
Launching the Tools.....	10-40
Unused Resource Remover	10-41
Convert Picture to Paint	10-42
Summary	10-43

Module 11: Exploring the Various Media Players

Introduction.....	11-1
A Review of Audio Players for WAVs	11-1
A Review of Video Players for AVIs.....	11-3
Playing MPEG Video with the Universal Media Player.....	11-5
Using Popup Video Player	11-7
Video-Text Synchronization	11-8
Streaming Audio and Video	11-11
Playing MP3 with the UMP	11-12
Popup Flash Player	11-13
Summary	11-14

Module 12: Advanced ToolBook Lessons

Introduction.....	12-1
Customizing a Log File	12-1
Creating a Custom Catalog	12-2

A New Question Images Catalog	12-4
Using Boomkark Feature in ToolBook.....	12-5
The Bookmark File	12-6
Setting Up the Book.....	12-6
The Asym_BeenHere Property.....	12-7
A Better Message Box.....	12-8
Using the Asym_Request and Asym_Ask Functions	12-9
The Asym_Request Function.....	12-9
The Asym_Ask Function	12-11
Denny Dedmore’s Ask/Request Boxes.....	12-12
Adding the System Book.....	12-12
Syntax for Request Dialog Box	12-12
Syntax for Ask Dialog Box.....	12-13
Using the Request Box	12-14
Using the Ask Box	12-15
Introduction to DLLs.....	12-16
Using TBDOS.DLL.....	12-17
Using TBWIN.DLL	12-17
USING TBDLG.DLL.....	12-18
Using OPENDLGLFN()	12-19
Using PopMenu	12-20
Writing to an INI File.....	12-21
Storing Information on Single User.....	12-22
Retrieving Information on Single User	12-24
Updating Information in an Ini File.....	12-25
Storing Bookmark Information for Multiple Users ...	12-25
Storing/RecallingScore for Multiple Users	12-27
Using GetIniVar and SetIniVar	12-27
Using a Viewer for a Notepad.....	12-35
Arrays.....	12-36
Summary	12-36

Module 13: Using the ToolBook LMS.....	13-1
Introduction.....	13-1
Introduction to Learning Management Systems.....	13-1

Using the ToolBook Learning Management System	13-1
Creating the Course	13-2
Setting Up Your ToolBook LMS.....	18-3
The ToolBook LMS Interface.....	13-4
Introduction to click2learn.manager	13-4
Using the Site Configuration Manager	13-5
Preparing Instructor to Use Your LMS Site	13-6
Publishing your Book (Course to LMS)	13-7
Publishing the New Content	13-10
Student Log On for a Free Course	13-11
Adding Users to Your LMS	13-12
Using the Report Manager	13-13
Summary	13-16

Appendix A: Internet Resources	A-1
---	------------

