Graphics Tab Manual

Visual Design Guidelines

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Date	Version number	Description of change
27 Aug 2008	1.0	New guideline
10 Nov 2008	2.0	Section 4.0 updated – information on working with code-enabled templates added. Section 5.0 added – step-by-step process information on each template
5 Jan 2009	2.1	Information on dynamic pointers updated to clarify that they should be associated with hotspots, rather than steps.
3 Apr 2009	2.2	New template added: drilldown
14 Apr 2009	2.3	Information on adding background graphics updated
9 September 2009	2.4	Information on using highlighters and pointers updated
25 August 2010	2.5	Index added and Table of Figures removed
17 December 2010	2.6	Size limits information updated to note new limit of 200k on HTML Captions, Try Its and SkillChecks from Synergy 1.19 onwards. All other page types retain the 100k limit.
15 July 2011	2.7	Video support
9 Nov 2011	2.8	Updated format to match new document style Added new sections on Enabling video, Integrating Video, and Integrating audio in a course to Section 1: Setting up Graphics Properties. Removed references to changes dating back to Synergy

		1.16 Expanded the instructions for the Sim Dialog Video Caption template. Expanded the instructions for the RolePlay templates.
18 June 2013	2.9	Added Video Standard Caption template and Tablet Support sections
1 July 2014	2.10	Updated Short Answer Graphic section with workaround for Code display bug in RIA player
7 August 2014	2.11	Added Drag and Drop Activity section

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1. Setting up graphic properties for a course

The **Properties** tab, which is available from the Course node, allows you to set color preferences for Static/Dynamic Pointers and Area Highlighters.

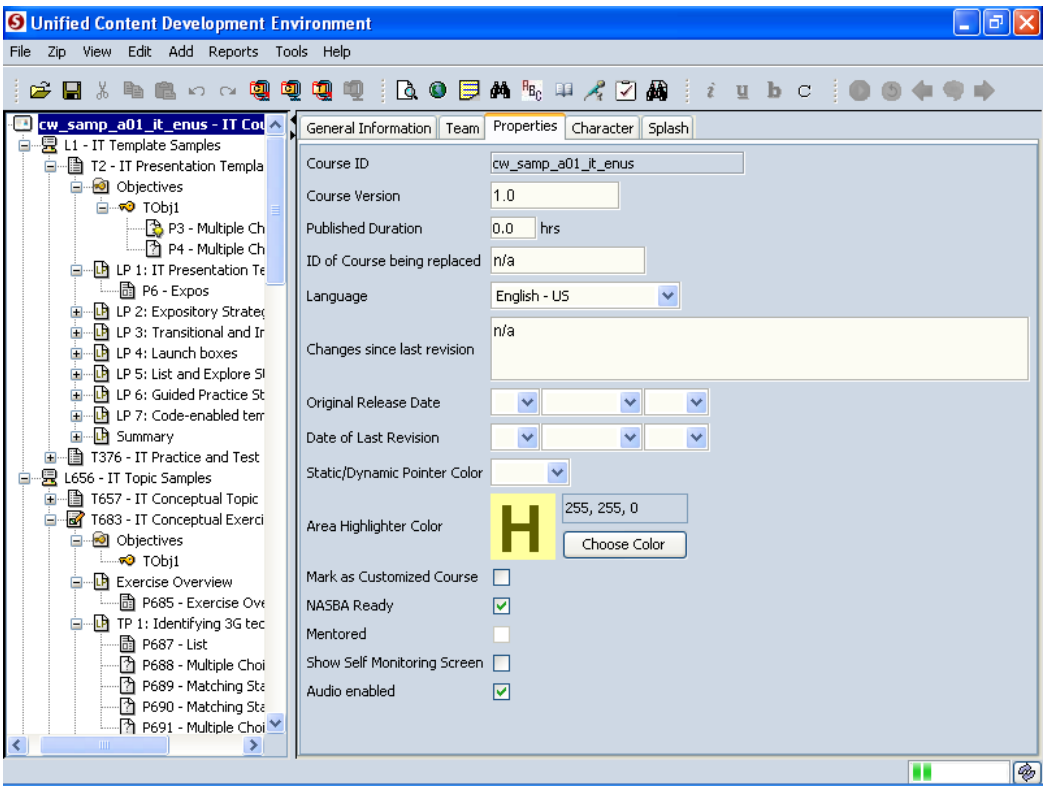


Figure 1 : Screengrab of Properties Tab in Synergy

By default, both pointer and highlighter colors are set to yellow.

> ***Note: Only SkillSoft personnel or the Lead Designer should ever edit these settings.***

Changing the pointer color

1. Select a color from the available colors in the Static/Dynamic Pointer Color drop-down list.

Changing the Area Highlighter color

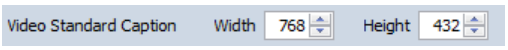
1. Click the **Choose Color** button associated with Area Highlighter Color.
2. Select a color from the swatches available.
    a. Alternatively, specify a color by entering HSB values for a color in the **HSB** tab, or enter RGB values in the **RGB** tab.
3. Click **OK**.

Enabling Video in a Course

In most courses, video is enabled by the person planning or scripting the course. However, when video is being added to a course retroactively, you may need to use the Video tabbed page on the course node to set the course up to include video.

To enable video in a course, you complete these steps:

1. Select the **Course** node in the Outline pane, and then click the **Video** tab in the Content pane to open the Video tabbed page.
2. Determine which platform you would like to enable video for, and determine which format of video you would like to enable. Select the appropriate video format checkbox for the platform you wish to enable.
3. Click the **Apply** button.
4. When a video format has been selected, two spin boxes on the Video tab are enabled. These spin boxes allow you to set a default size for the videos in Video Standard Caption pages. The settings chosen here can be overridden on the individual pages. The default setting here is the maximum video size, 768 x 432.



Note: For information on configuring the settings on the other Course node tabbed pages, or for information on completing general tasks in Synergy (i.e. not Graphics-specific), you should refer to "Section 1: Introduction to Synergy" in the Writing Tab Manual.

Enabling Tablet Support in a Course

To enable Tablet Support in a course, you complete these steps:

1. Select the **Course** node in the Outline pane, and then click the **Properties** tab in the Content pane to open the Properties tabbed page.
2. Click the **Tablet Ready** checkbox
3. Not all Synergy templates will play on a Tablet device. If the course contains any unsupported templates a dialog box will appear to warn you. You may have to delete the templates, replace them with alternatives, or decide not to convert the course to Tablet.
4. When a course is played on a Tablet device it will require some new versions of the media files. See the Tablet Media File Conversion guideline for details of the files that must be supplied and how to convert them. The Synergy audit will detect if any of these files are not present in a Tablet-enabled course.

Integrating Video in a Course

Video must be integrated at topic level within a course. To integrate video in a topic, you complete these steps:

1. Name the video files as per the filenames indicated in the relevant pages in Synergy
2. Using Windows Explorer, copy the video files into the `media\video` folder at topic level in the Synergy course structure

Integrating Audio in a Course

Audio must be integrated at topic level within a course. To integrate audio in a topic, you complete these steps:

1. Name the audio files as per the filenames indicated in the relevant pages in Synergy
2. Using Windows Explorer, copy the audio files into the `media\audio` folder at topic level in the Synergy course structure

2. Understanding the link between the Writing tab and the Graphics tab

Using information from the Writing tab

The Writing tab is where the textual content for each page is entered by the writer. However, it also contains important information for the designer:

- **Narrative text**
  This is the text that will appear on screen and accompany your design. You should always read this text before designing your page, so that you know what your design should illustrate.

- **Graphic Direction**
  The writer provides specific directions to the Visual Designer in the Graphic Direction text field. This may include suggestions for graphics, graphic requirements for the page, or required Graphic Text to be incorporated into the page design.

- **Graphic Text**
  The writer may specify graphic text in the Graphic Text field. There are three types of graphic text:

- "plain" graphic text that overlays the graphic background

- hotspot text, which is graphic text that then becomes clickable on an Explore Graphic page

- text embedded in visuals such as charts, graphs, etc.

- **Alt text**
  Alternative text is text which describes the on-screen graphics for screenreader users. If the writer has provided alternative text, you must ensure that your design for the page supports this text.

- **Graphic References**
  These are references to screengrabs and other graphics, which may form the basis for the page design.

Accessing information from the Writing tab in the Graphics tab

1. When a page element is selected in the **Select** tab, the narrative text for that page element is displayed in the main graphics pane.

2. By default, the Graphic Direction window is displayed in the Graphics tab.

    a. If the Graphic Direction window is not displayed, you can view it by selecting **View – Show Window – Graphic Direction**.

3. To view the Graphic References, Graphic Direction, Alt text, and Graphic Text for each page element, select each element in turn from the Page element drop-down list in the Graphic Direction window.

Assigning Static and Draggable screen layouts

The **Draggable** checkbox enables you to determine whether the page is static or draggable.

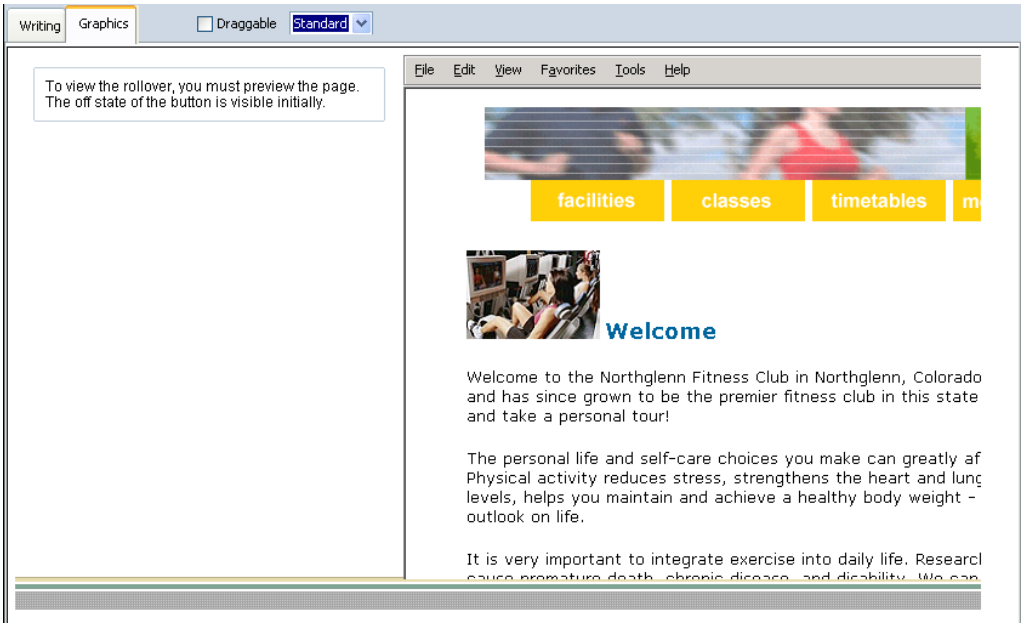


Figure 2 : The standard static layout

If the page is static, the text always appears in a set position. For example, in a static Expos page, the text is on the left of the screen, with space for graphics on the right.

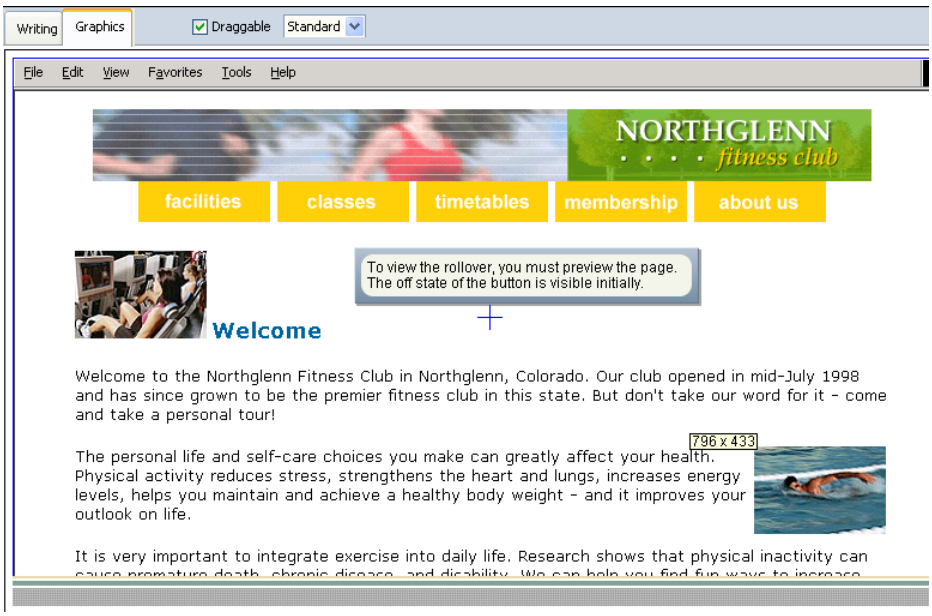


Figure 3 : The standard draggable layout

If the page is draggable, the Visual Designer can decide where the starting position for the text box should be, and the entire screen area is available for graphics. Draggable layouts are particularly useful for screengrab-based content.

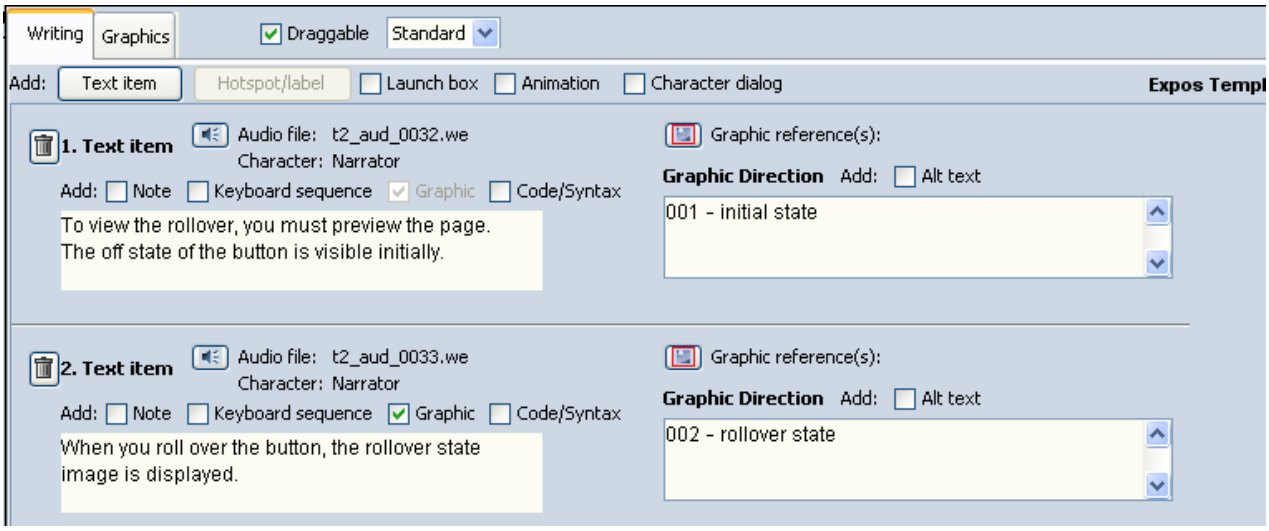


Figure 4 : Writing Tab with Draggable checkbox selected

Applying Draggable format to a page

Complete the following step:

- Select the **Draggable** checkbox.

> ***Note: The designer shouldn't change a static page to draggable without first consulting the writer or the Learning Designer.***

Re-applying Static format to a page

Most pages in Synergy are static by default. However, if a page has been accidentally set to draggable and needs to be reverted to static format, you can do this by completing this step:

- Clear the **Draggable** checkbox.

> ***Note: Changing a page to Static triggers an alert box, which warns that making this change may cause some graphics to be repositioned and others may no longer fit on the page.***

Determining the available Graphics area

The available graphics area differs, depending on whether the page is set to static or draggable. At any point, you can determine what the maximum graphic dimensions are by rolling-over the grid in the Graphics area to display a tooltip.

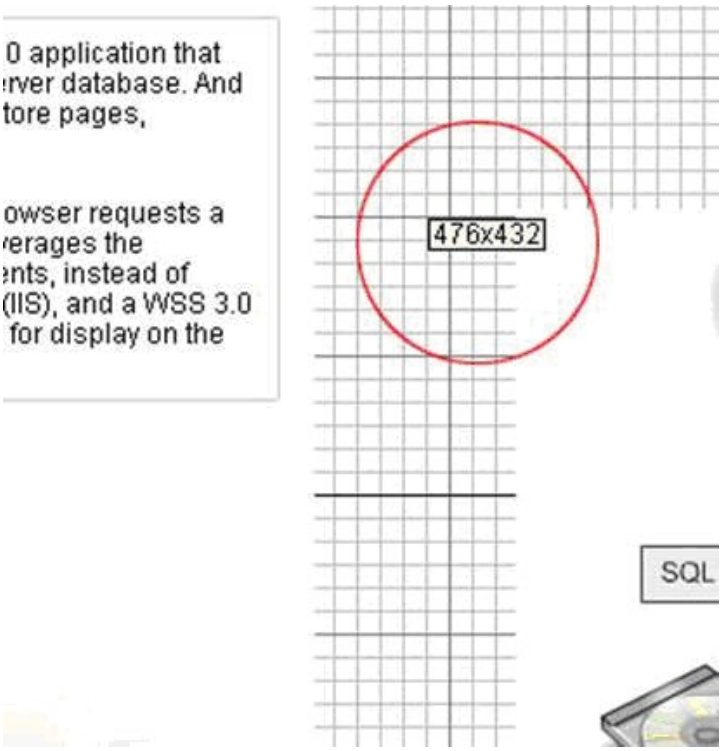


Figure 5: Determining the maximum graphic dimensions by rolling-over the grid

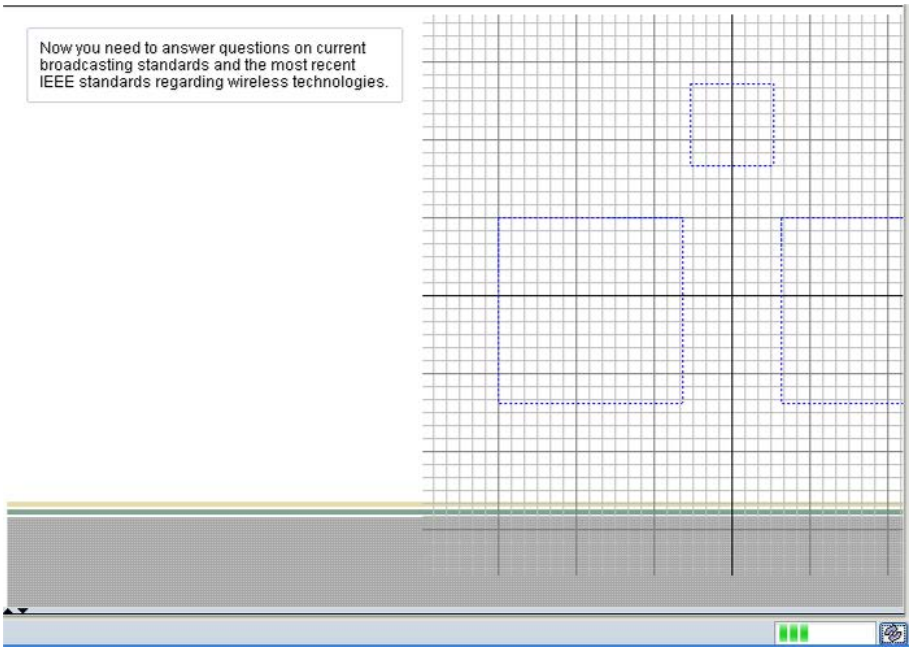


Figure 6: Designing a page with the Draggable checkbox cleared

Figure 7: Designing a page with the Draggable checkbox selected

Assigning Standard and Wide text layouts

The Width drop-down list allows you to specify the width of the text box as Standard or Wide. In general, the Wide setting is only applied to a text box when necessary to prevent a text overrun or localization overrun error.

Changing the text box width

Complete the following step:

- Select the width you want from the Width drop-down list. Depending on the page type that you are working on, available widths may include Narrow, Standard, or Wide.

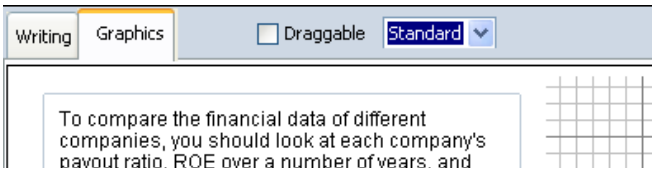


Figure 8 : The Width drop-down list, with the Standard option selected

3. Features of the Graphics tab

The **Graphics** tab is the working area for the designer in Synergy. Here, the designer integrates the graphics or screengrabs for a page, creates animations, organizes the layout of the page and sets up any interactivity on the page.

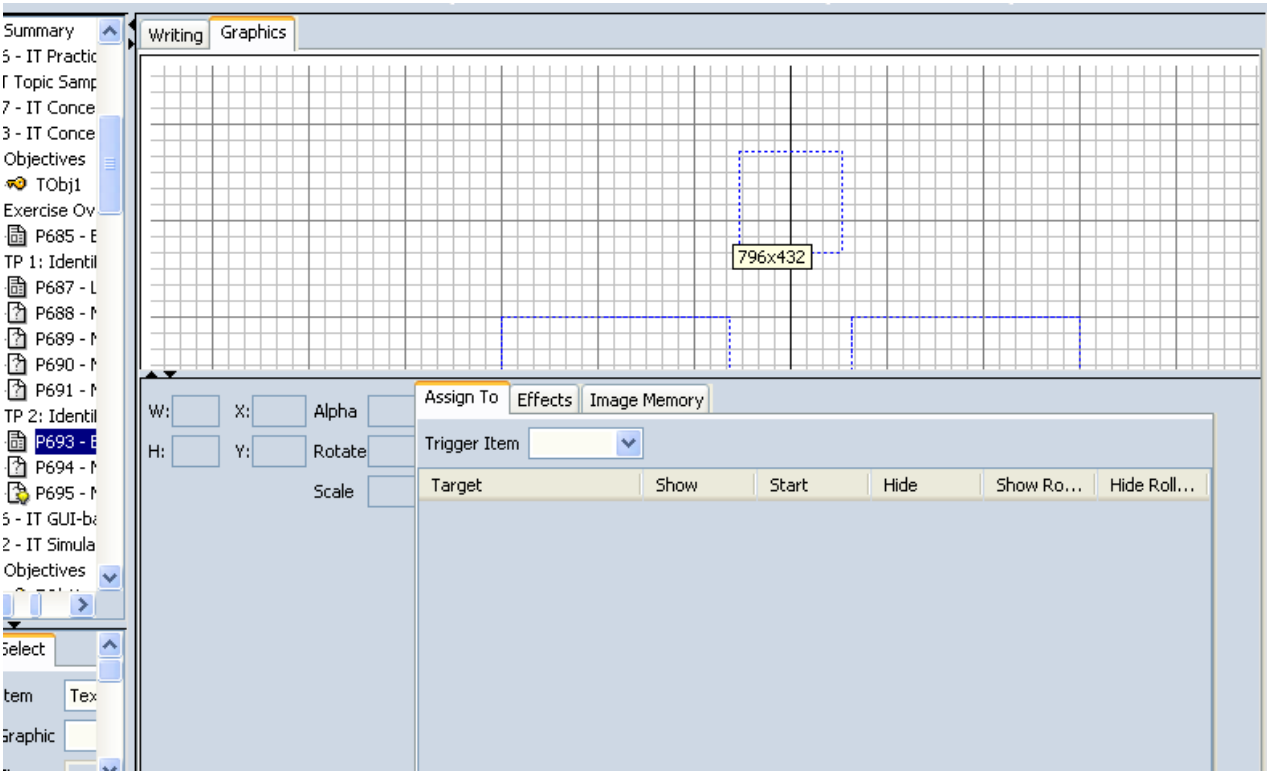


Figure 9: The Graphics tab

The Graphic area

The Graphics area, denoted by a grid in the **Graphics** tab, is the space where you can add graphics to the Synergy page. Depending on the type of page you are working on, this area can form a small section of the screen, or it may encompass half or even the full screen area. When you rollover the graphic area, a tooltip appears indicating the maximum dimensions of a graphic for that page.

The Assign To tab

The **Assign To** tab is used to associate graphics with a page element, such as a Text item or Hotspot. It contains a Trigger Item drop-down list which allows you to choose between all of the elements on the page to which you can assign a graphic. It contains six columns including Target, Show, Start, Hide, Show Rollover, and Hide Rollover.

- The Target column
  This lists the graphics, buttons, and animations that are currently assigned, or are available to be assigned to the selected page element.

- The Show column
  Selecting the **Show** checkbox associated with an item in the Target column sets that graphic or button to show with the page element currently selected in the Trigger Item drop-down list.

- The Start column
  Selecting the **Start** checkbox associated with an animation in the Target column, specifies that you want to launch a staged animation with the page element currently selected in the Trigger Item drop-down list.

- The Hide Column
  Selecting the **Hide** checkbox associated with a graphic or button assigns it to hide when the page element currently selected in the Trigger Item drop-down list is displayed.

- Show Rollover
  The **Show Rollover** checkbox allows you to set a graphic to show when the hotspot selected in the Trigger Item drop-down list is rolled over.

- Hide Rollover
  The **Hide Rollover** checkbox allows you to set a graphic to hide when the hotspot selected in the Trigger Item drop-down list is rolled over.

The Properties box

The Properties box indicates the height and width of a graphic as well as its X and Y coordinates in the Graphics area. The Properties box area also displays the Alpha value of a graphic, the degree of rotation, and the scale of the graphic. You can edit all of the graphic properties except the width and height. These are fixed. To change the width or height of a graphic, you must edit the graphic in an external graphics application, such as Photoshop, and then add the resized graphic to Synergy.

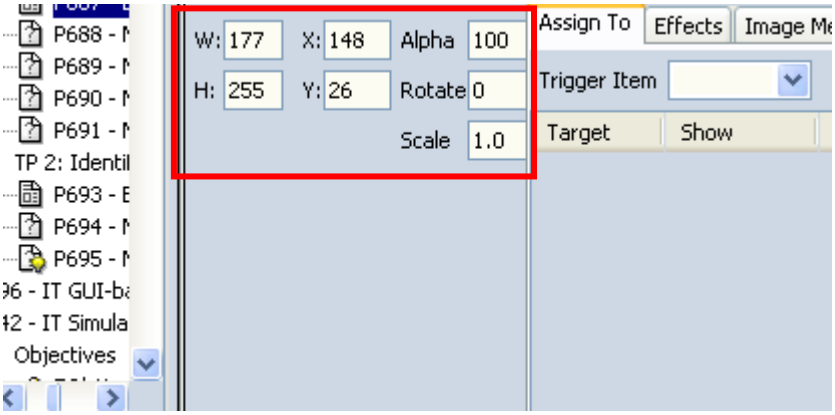


Figure 10: The Properties Box

The Effects tab

The **Effects** tab allows you to apply animation effects such fading, wiping, flashing, flying in, and flying out to selected graphics when they appear onscreen or when they are removed from the screen. By applying these effects as “Show Effects”, you ensure that the effect is applied when the graphic is set to Show. Alternatively, you can apply effects as “Hide Effects”, which ensures that the effect is applied when the graphic is set to Hide.

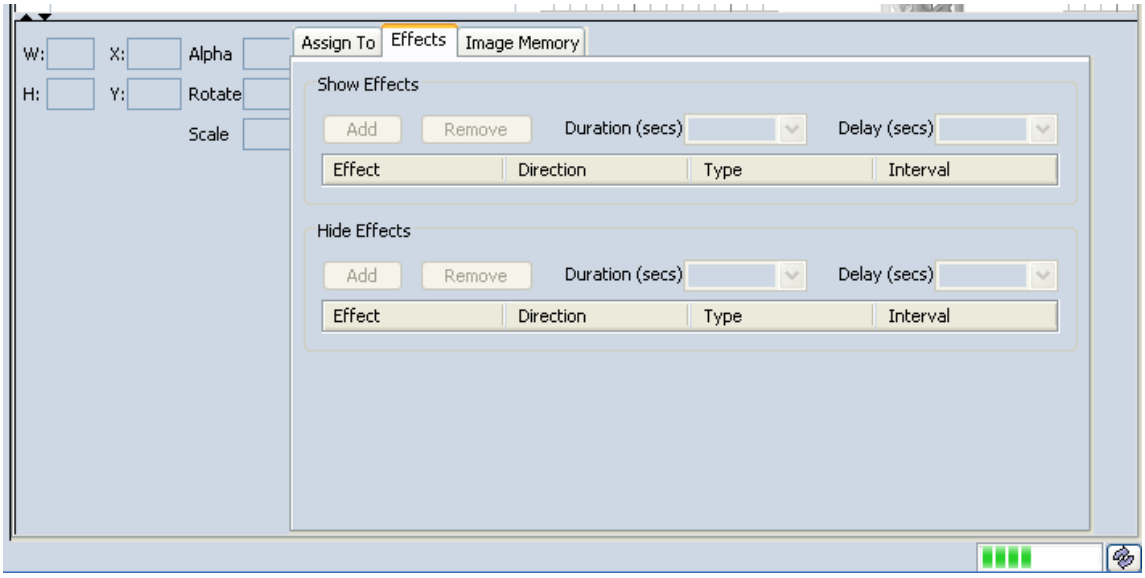


Figure 11: The Effects Tab

The Image Memory tab

The **Image Memory** tab helps you to adhere to the SkillSoft standards regarding image size, by providing you with easy access to information on image size, including size on disk, memory usage, and size in memory.

You should always check the Image memory tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, or 200k, depending on the page type, and that the 'Size in Memory' value does not exceed 12288kb

> ***Note: The limit on HTML Caption, Try It and SkillCheck pages is 200k from Synergy 1.19 onwards. The limit for all other page types remains at 100k.***

Information on image size standards is available in the *Graphic File Size Optimization* guideline.

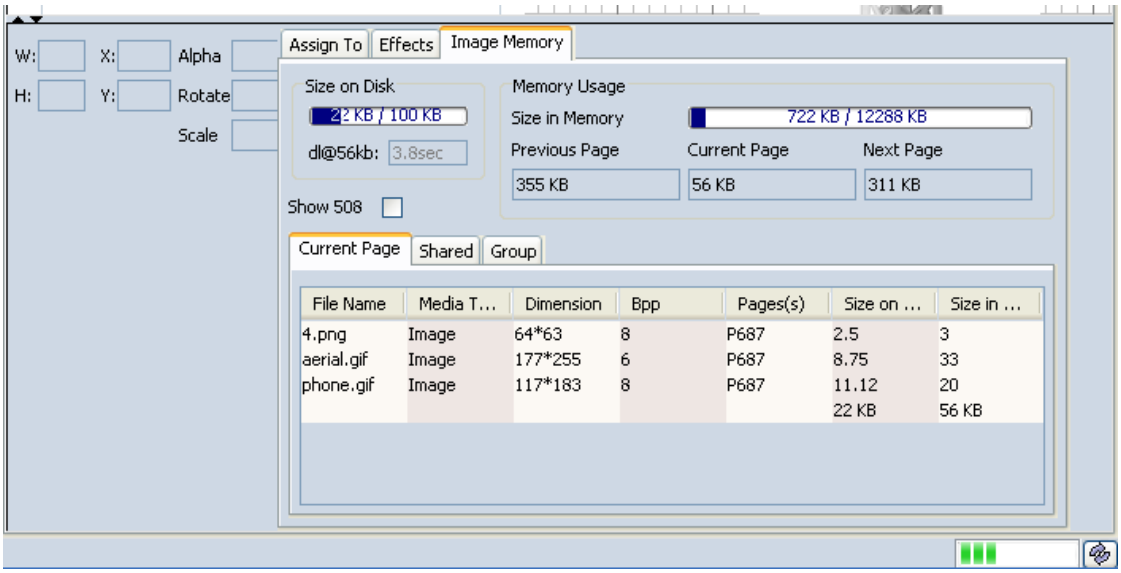


Figure 12: The Image Memory tab

The Graphic Direction window

The Graphic Direction window allows you to quickly access the Graphic Direction stored within the **Writing** tab while you are working in the **Graphics** tab. It contains a Page Elements drop-down list where you can specify which page element you want to view the Graphic Direction for. For example, selecting **Text Item 2** from the page elements drop-down list will display any graphics references, graphic direction, or alt text that the writer has provided for the second Text Item on the page.

You must be working within the **Graphics** tab to access the Graphic Direction Window

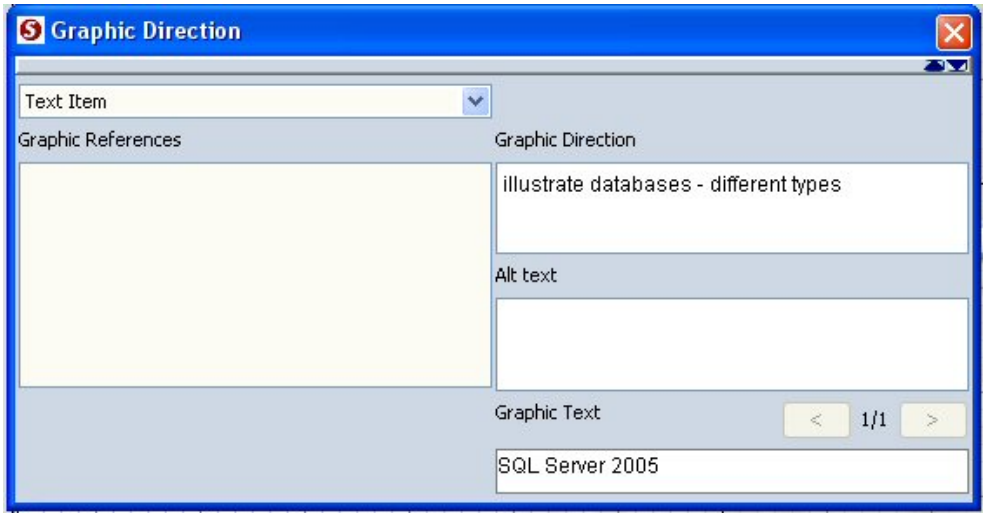


Figure 13: The Graphic Direction Window

Accessing the Graphic Direction window

1. Select **View** - **Show Window** - **Graphic Direction**.

The Timeline window

The Timeline window enables you view the timeline for animations within Synergy and provides you with information on the animation that you've created. It also lists static graphics on the page, and allows you to alter the z-depth of graphics and animations on the page.

You must be working within the **Graphics** tab to access the Timeline window.

> ***Note: The Timeline window can be displayed when Preview mode is toggled. However, it cannot be edited until Preview mode is turned off.***

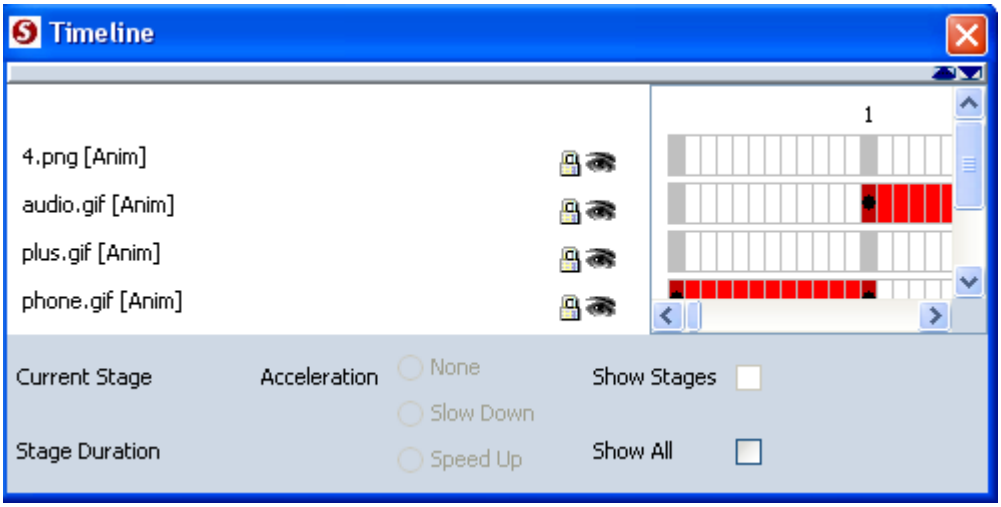


Figure 14: The Timeline Window

- Current Stage
  The Current Stage section provides you with the stage number for the currently selected stage.
- Stage Duration
  The Stage Duration section indicates the total number of stages in your staged animation.
- Acceleration
  There are three options in the Acceleration section: None, Slow Down, and Speed Up. Note that changing the acceleration affects the speed at which each stage of the animation plays; however, it does not affect the duration of the animation.
- **Show Stages** checkbox
  You use the **Show Stages** checkbox to control the visibility of the Stages in an animation. Select this checkbox to see the stages of an animation outlined in the Graphics area when the animation isn't selected. This is useful when there is more than one animation on the page.
- **Show All** checkbox
  By default, only the graphics associated with the currently selected page element are listed in the Timeline window. You select the **Show All** checkbox if you need to view a list of all of the graphics

that have been added to the page, not just those associated with the current page element. This is especially useful if you need to change the z-depth of the graphics on a page.

You can right-click any graphic within the Timeline window to access a shortcut menu that allows you to lock and unlock graphics, show and hide graphics in the graphics area, and replace graphics.

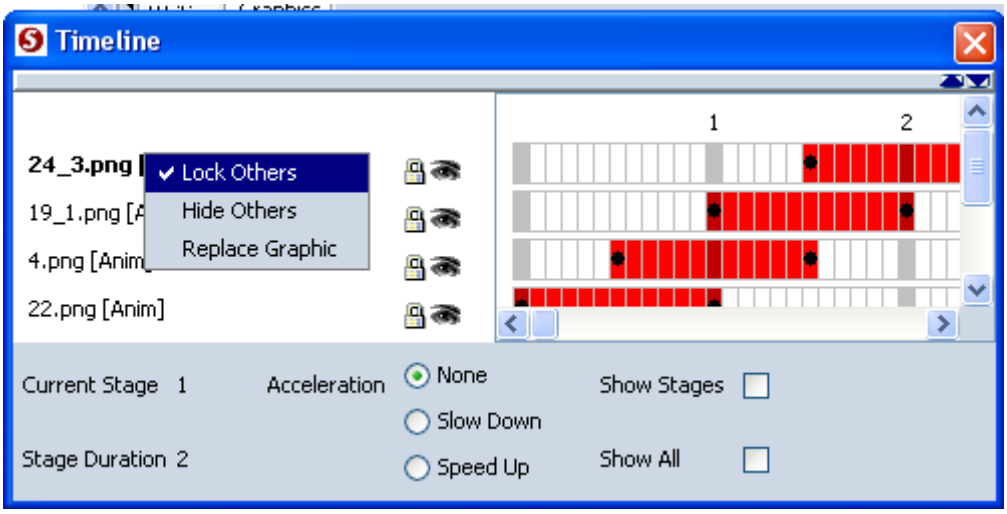


Figure 15: Shortcut menu in the Timeline Window

Accessing the Timeline window

1. Select **View** - **Show Window** - **Timeline**.

The Select tab

The **Select** tab is located in the Outline pane. It allows you to select specific parts of a page, such as text items or steps, as well as selecting specific graphics. When you select a page element, the text and graphics associated with that element appear in the Graphics area. Before you can work on a particular part of a page, such as a specific text item, you must first select it in the **Select** tab.

> ***Note: In most templates, you can also navigate to the next or previous element on a page using the Buildable arrows in the WYSIWYG toolbar.***
> ***When working with hotspots, you must press Shift+Click to activate the hotspot.***

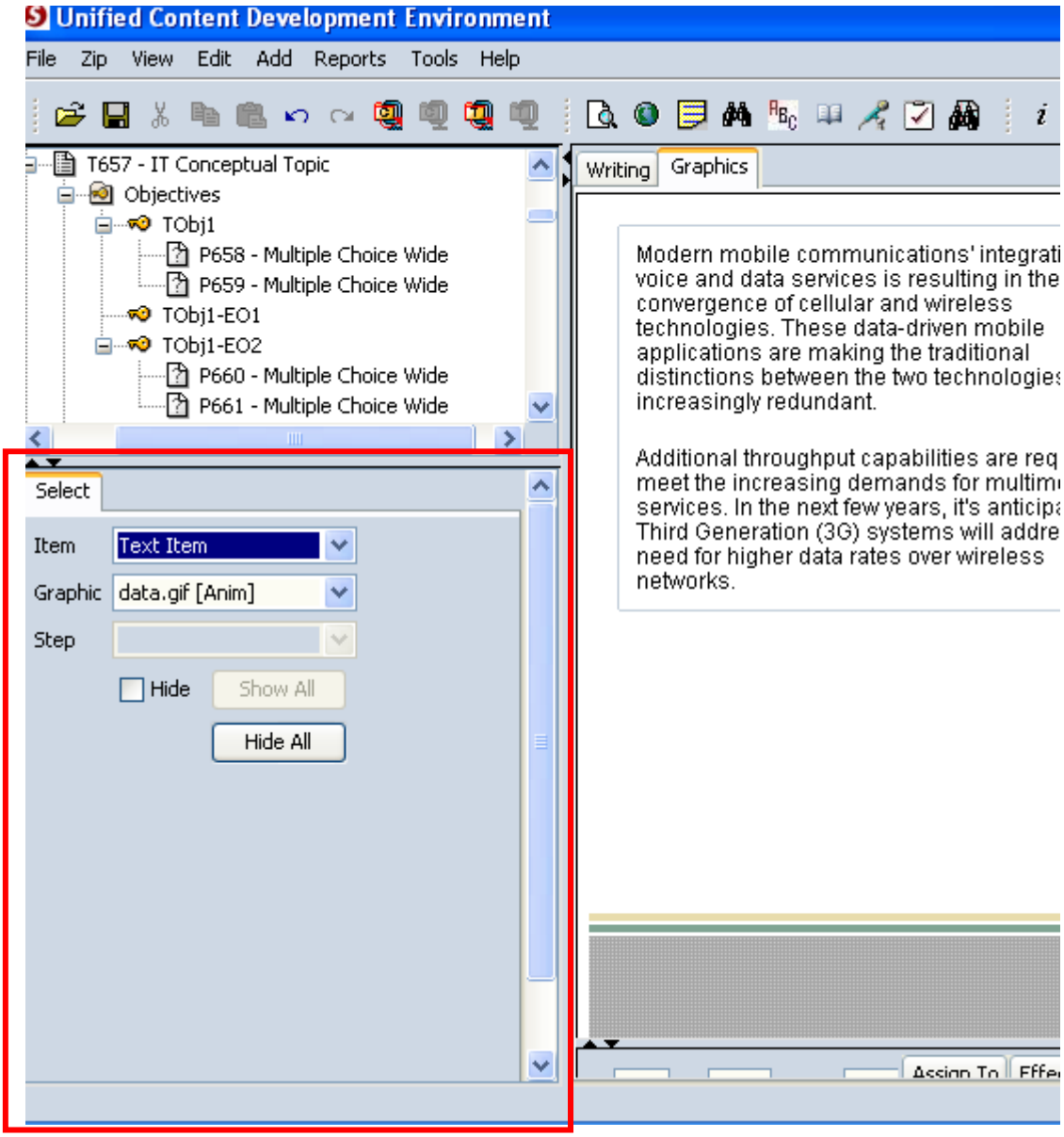


Figure 16: The Select Tab

The WYSIWYG toolbar

The WYSIWYG (What you see is what you get) toolbar provides access to the Preview Mode function in the **Graphics** tab. This toolbar is available in both the main toolbar area, and in the **Select** tab.

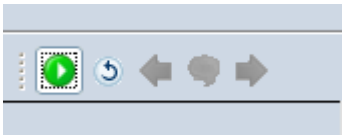


Figure 17: The WYSIWYG toolbar

- **Toggle Preview Mode** button
  The **Toggle Preview Mode** button allows you to view the page as it would appear in the Player. Any animations or interactivity in the page functions in the same way that they would if the page were viewed in the Player.

- **Next Buildable** button
  The **Next Buildable** button allows you to navigate to the next buildable item on the page, for example, the next text item, list item, or piece of dialog.

- **Previous Buildable** button
  The **Previous Buildable** button allows you to navigate to the previous buildable item on the page.

- **Toggle Captions** button
  The **Toggle Captions** button allows you to view the Caption field in a Caption template, such as the Expos Caption, or List Caption templates.

- **Reset Page** button
  The **Reset Page** button resets the page, undoing any interactions, and displaying it as it appears when it first opens in the Player.

4. Common tasks in the Graphics Tab

Altering grid size

The grid in the graphic area of the Graphics tabbed page allows you to align elements on the page.

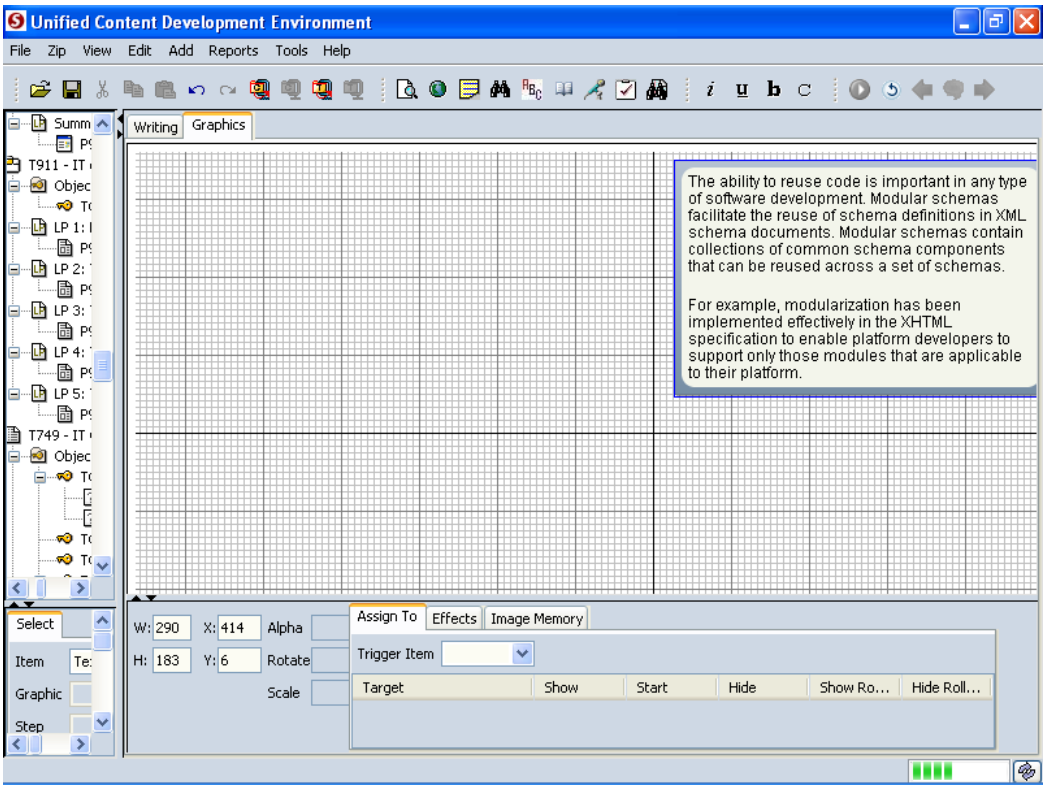


Figure 18: Graphics pane with grid

Altering Grid Scale

1. Right-click the grid to display the Graphics tab shortcut menu.
2. Select **Grid Scale** and select a grid size from the expanded list of options; from 5 pixels per row/column to 30 pixels per row/column.

Altering grid properties

Using the right-click menu:

1. Right-click the grid to display the Graphics tab shortcut menu.
2. Select **Grid Options.**
    a. Toggle **Display Grid** to turn on or off the grid.
    b. Toggle **Snap Object To Grid** to snap any element in the graphics container to the grid when dragged.

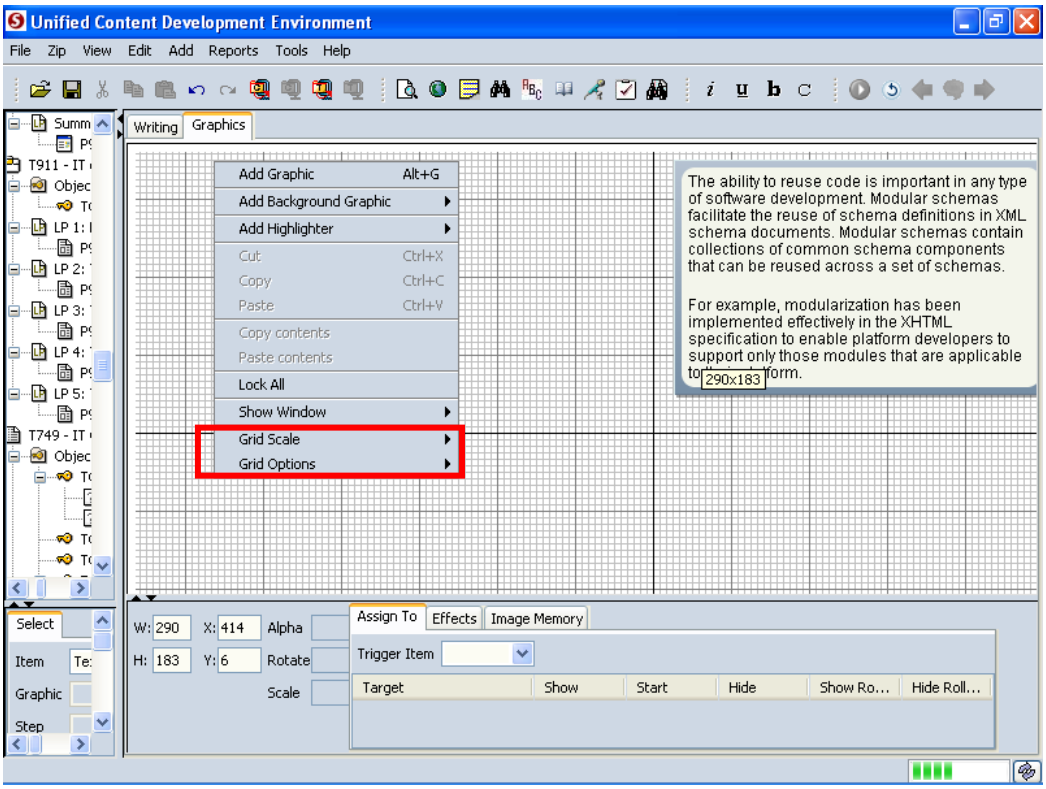


Figure 19: Grid options on the shortcut menu

Specifying Graphics Grid Options

Using the **Tools** menu:

1. Select **Tools – Options**.
2. In the View section, select **Graphics Grid**.
    a. To change the cell size, select a size from the Cell Size drop-down menu.
    b. To snap any element in the graphics area to the grid when dragged, select the **Snap-to** checkbox.
    c. To turn on the grid, select the **Display Grid** checkbox.

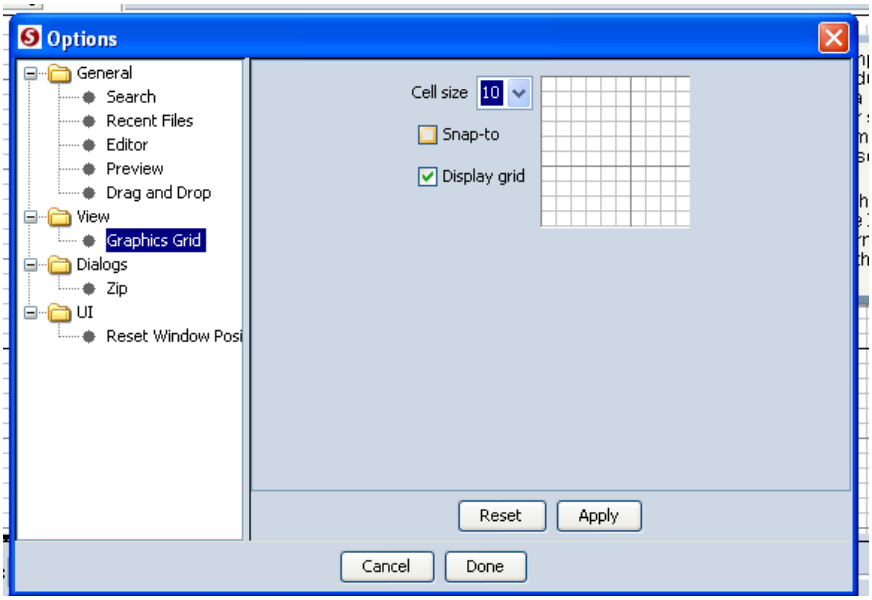


Figure 20: The Options Window

Adding graphics

To add graphics to a page using the Graphics tab, complete these steps:

1. If the **Select** tab is active, select the page element to which you wish to assign the graphic from the Select Item drop-down menu.
2. Right-click the grid to display the Graphics tab shortcut menu.
3. Select **Add Graphic** from the shortcut menu. (Alternatively, press **Alt+G**.)
4. Browse to the required graphic in the **Add Graphic** dialog box.
5. Click **Open**.

This adds the graphic to the page and automatically assigns it to Show with the item selected in the Select Item drop-down menu.

Removing graphics

1. Right-click the graphic you wish to remove.
2. Select **Delete Graphic** from the shortcut menu which appears.

Adding Graphic Text

To determine what Graphic Text is required, if any, you complete these steps:

1. Select **View – Show Window – Graphic Direction**.
2. Select each page element in turn from the Page Element drop-down menu.

3. If a page element requires Graphic Text, a Graphic Text field appears below the Alt Text field.
4. If there is more than one piece of Graphic Text associated with a page element, the Previous and Next buttons in the Graphic Text section are enabled, allowing you to navigate through the Graphic Text.
5. When creating a piece of Graphic Text, you must ensure that the capitalization and spelling used match that given in the Graphic Text field exactly.

Note: For more information on using Graphic Text refer to the Narrated Animation guidelines; in particular, you should refer to the Narrated Animation: Writing Graphic Text guideline.

Adding and removing a background graphic

Background graphics are static images used to frame a single or collection of Regular graphics. These could be a pattern using shapes and/or colors, or they could consist of a backdrop to give content to a scenario. Background graphics will have no ability to animate or to be interacted with. Background graphic size should always be set to 796px by 457px.

Note: You should never add screengrabs as background graphics. Screengrabs should only ever be added using the regular Add Graphic option.

Adding a background graphic

1. Right-click the grid to display the Graphics tab shortcut menu.
2. Select **Add Background Graphic** - **To Page**.
3. Browse to the required graphic in the **Add Graphic** dialog box.
4. Click **Open**.

This adds the background graphic to the current page and to all subsequent pages in the current learning point. The background graphic is not added to subsequent learning points in the topic or subsequent topics.

You can add a maximum of six different background graphics per topic.

Removing a background graphic

1. Right-click the grid to display the Graphics tab shortcut menu.

2. Select **Delete Background Graphic - From Page**.

If you remove the background graphic from a page, all background graphics are removed from subsequent pages in the learning point even if those pages use different background graphics. Subsequent learning points and topics are not affected.

> ***Note:***
>
> As of Synergy 1.15, background graphics are not supported in test questions. Background graphics are still supported in practice questions (questions that are located within learning points). For test question templates that support background graphics for the graphics area as well as the full page, only the ability to add background graphics to the full page is disabled in test questions. It is still possible to add graphic area background graphics.

Using Highlighters and Pointers

The colors of the highlighters and pointers used can be specified at course level. *See* 1. Setting up graphics properties for a course

The difference between a highlighter and a pointer

The difference between highlighters and pointers is clear cut.

Highlighters draw the students' attention to a particular area or areas on an application screengrab. They can be used in many Synergy templates, but are primarily used in the **Expos** template. Multiple highlighters can be used on pages. They are variable in size and can be used to highlight a single item or many items. They are non-interactive. The writer will provide guidance on where to place highlighters.

Dynamic Pointers are animated arrows, and are only available for use in **Try-Its**. They are used to draw attention to single items, specifically the first interactive item in a Try-It. Pointers are always used in conjunction with a hotspot over the first interactive item in a Try-It.

> ***Note: Synergy also allows you to add static pointers to some page types. However, these are no longer in use in standard IT content from September 2009.***

Basic formatting of highlighters and pointers

Synergy provides functionality to alter the color of both highlighters and pointers. The Team Lead or Senior Designer is responsible for setting up the highlighter and pointer colors. Typically, highlighters and pointers will use the same colors. The color choice is made only once, and should be consistent across an entire path.

Highlighters

Highlighters are semi-transparent blocks, colored yellow by default, which can be resized and positioned onscreen over the element that you want to draw attention to.

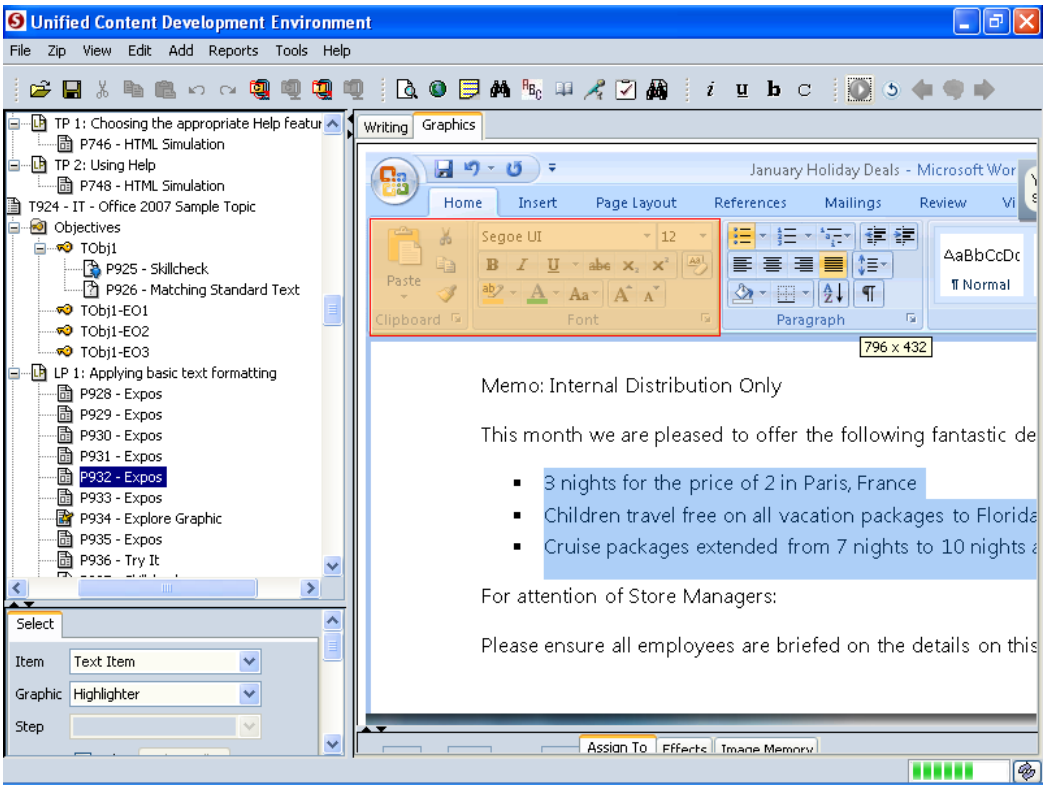


Figure 21: Page design using highlighters

Adding a Highlighter

1. Right-click the grid to display the Graphics tab shortcut menu.
2. Select **Add Highlighter – Area**.
3. Click and drag the highlighter to move it to the area that you wish to highlight.

Resizing a Highlighter

1. Select the Highlighter you wish to resize. (When the highlighter is selected, the outer edge appears as a red border).
2. Click and drag the edge of the highlighter until it fits the element that you want to highlight.

Deleting a Highlighter

1. Select the Highlighter you wish to delete.
2. Right-click the highlighter and select **Delete Highlighter** from the Graphics tab shortcut menu.

Pointers

Pointers are arrows that you can use to point directly to the element or elements being discussed. Synergy provides two types of pointers: Static and Dynamic.

Static pointers are arrows and arrow heads that can be positioned onscreen to indicate the element being discussed. They can be large or small, and point left, up, down or right.

> ***Note: Static Pointers are still available in the Synergy interface. However, from September 2009, they are no longer used in CCA IT Content.***

Dynamic pointers are animated to draw extra attention to an element to be clicked. They are used in the interactive Try It template.

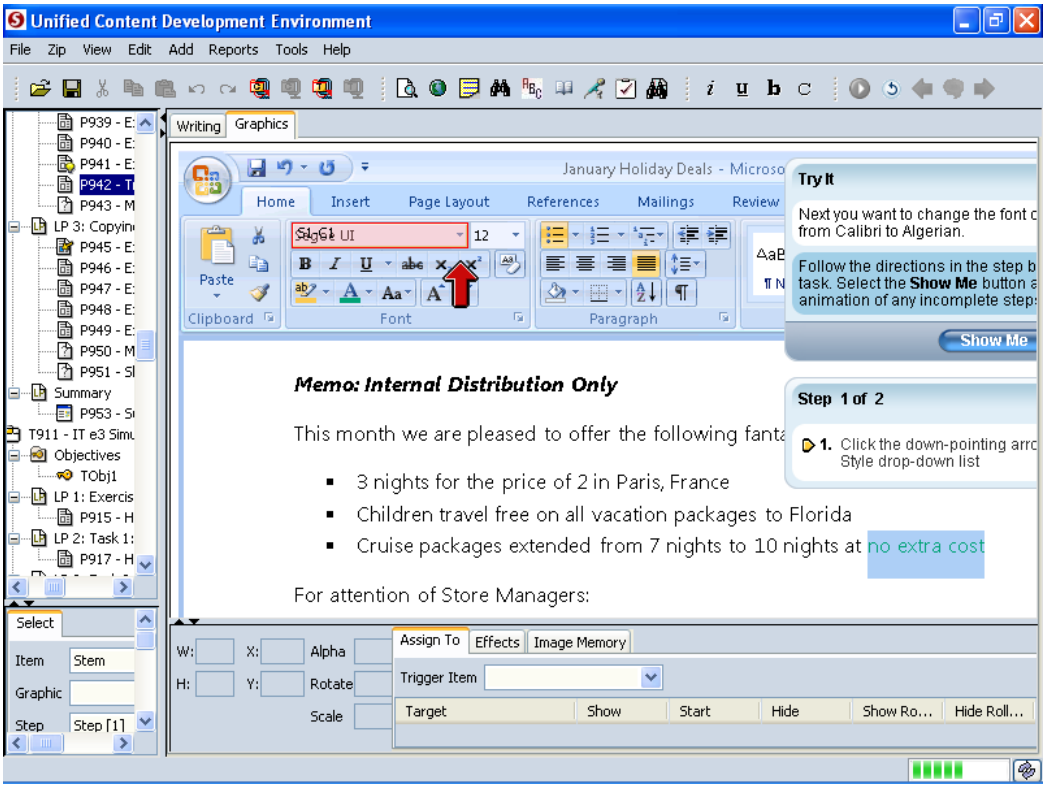


Figure 22: Page design using pointers

Adding a Pointer

1. Right-click the grid to display the Graphics tab shortcut menu.
2. Select:
    a. **Add Highlighter – Static Pointer** (8 options available)*

* Static pointers are no longer in use in standard IT content from September 2009 onwards.

b. **Add Highlighter** – **Dynamic Pointer** (4 options available)

3. Click and drag the pointer to place it next to the desired page element.

*Assigning Static Pointers**

Static pointers are automatically assigned to show with whichever page element is selected in the Select Item drop-down menu when they are added. You should check that the pointer is assigned to show with the appropriate page element. You may also need to set it to hide with later page elements if necessary.

Assigning Dynamic Pointers

Dynamic pointers are not assigned to anything by default. This means that when you add a dynamic pointer, it is not displayed onscreen until you assign it to something. Dynamic pointers must be assigned to the hotspot to which they point. In most cases, this is Hotspot S1-C1 in a Try It. So generally, you must set the Dynamic pointer to show for Hotspot S1-C1. You do not need to set a dynamic pointer to hide. It does this automatically when the hotspot with which it is associated is clicked.

Deleting a Pointer

1. Right-click the Highlighter you wish to delete.

2. Select **Delete Graphic**.

Layering graphics using z-depth

Graphic z-depth is the order in which multiple graphics appear on a page in Synergy. Generally, graphics will be layered in the order that you add them, with the first graphic that you add appearing towards the back and the subsequent graphics appearing on top of it. Graphics can be re-layered using z-depth.

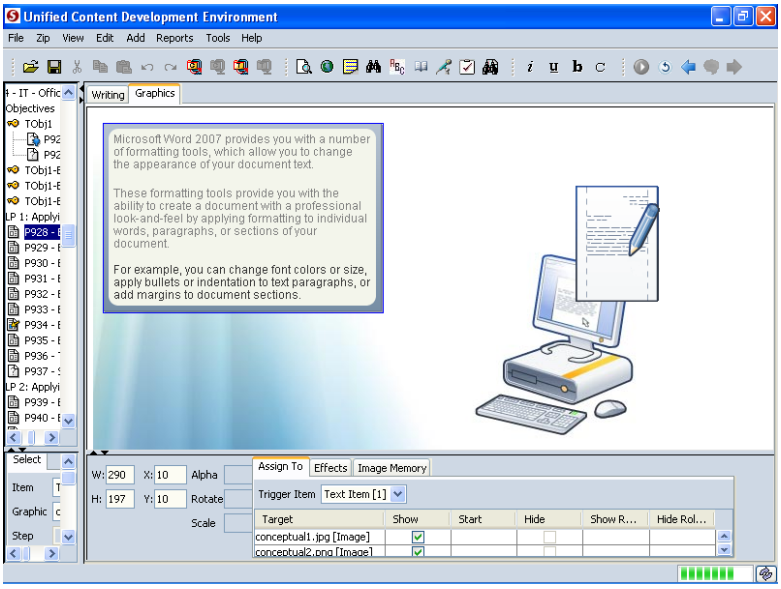


Figure 23: Layered graphics in the graphics area

* Static pointers are no longer in use in standard IT content from September 2009 onwards.

Altering the z-depth

You can alter the z-depth working within the graphics area, or using the Timeline Window.

To alter the z-depth when working in the graphics area:

1. Right-click the graphic you wish to work with.
2. In the Graphics tab shortcut menu that appears, select:
    a. **Bring Forward** – to bring the selected graphic to the front of the graphics area, with all other graphics behind.
    b. **Bring Forward One Level** – to bring the selected graphic up one level in relation to the other graphics in the graphics area.
    c. **Send Back** - to bring the selected graphic to the back of the graphics area, with all other graphics in front.
    d. **Send Back One Level** - to bring the selected graphic back one level in relation to the other graphics in the graphics area.

To alter the z-depth using the Timeline window:

1. Open the Timeline window by selecting **View – Show Window – Timeline**.
2. If the page contains multiple elements, select the **Show All** checkbox so that you can view all of the graphics that have been added to the page. Otherwise only the graphics associated with the element currently selected in the Item drop-down list in the Select tab are displayed.
3. The order in which items are listed in the Timeline window reflects their z-depth, with the item listed at the top of the window being the item at the front.
4. To change the z-depth order simply click-and-drag graphics to a new position, above or below other graphics in the Timeline window.

Locking and unlocking graphics

Graphics can be locked in place to prevent you from accidentally moving them out of position.

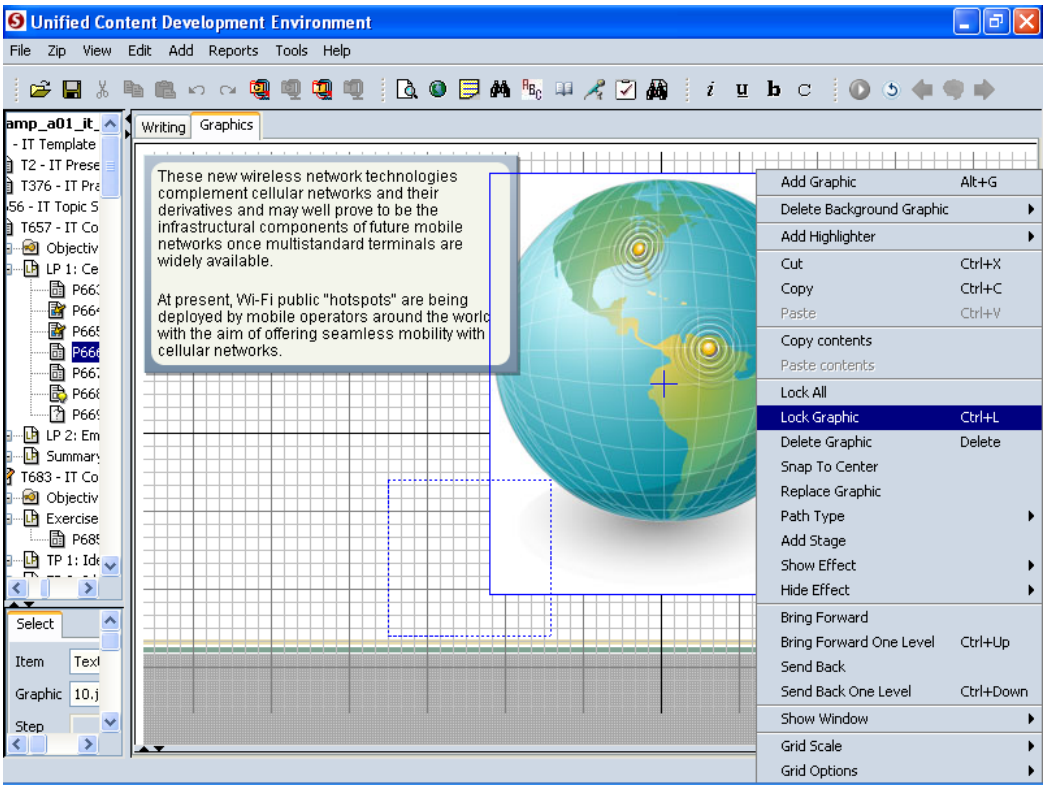


Figure 24: Locking graphics using the shortcut menu

Locking a graphic

1. Right-click the graphic you want to lock to display the Graphics tab shortcut menu.
2. Select **Lock Graphic** (Alternatively, press **Ctrl+L**).

When you have finished adding and positioning all of the graphics on the page, you should lock them all in place. Right-click anywhere in the graphics area, and select **Lock All**.

Unlocking a graphic

1. Right-click the graphic you want to unlock to display the Graphics tab shortcut menu.
2. Select **Unlock Graphic.**

Note:

You can also lock and unlock graphics using a shortcut menu in the Timeline window. You can lock an individual graphic by clicking to the right of the graphic name, so the padlock appears, and click again to unlock. Or you can right-click to access the shortcut menu, which allows you to lock or unlock the other graphics on the page.

Copying and pasting graphics

You can cut, copy, and paste a graphic or copy and paste the entire contents of a page using the Cut, Copy, Paste, Copy Contents, and Paste Contents options in the shortcut menu.

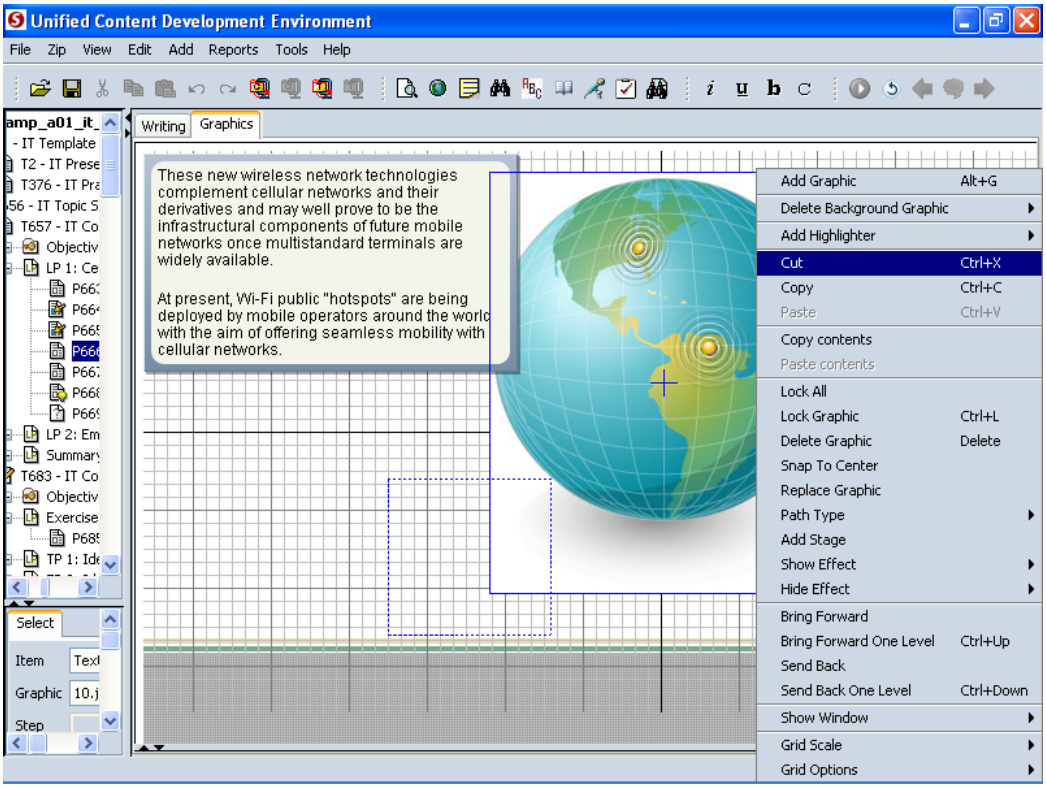


Figure 25: Cutting a graphic using the shortcut menu

Copying and pasting a graphic

1. Select the graphic you wish to copy and paste.
2. Right-click the graphic and select **Copy**.
3. Right-click the destination.
4. Select **Paste**.

Cutting and pasting a graphic

1. Select the graphic you wish to cut and paste.
2. Right-click the graphic and select **Cut**.
3. Right-click the destination.
4. Select **Paste**.

Selecting multiple graphic elements

The Graphics tab allows you to select and move multiple graphics at once.

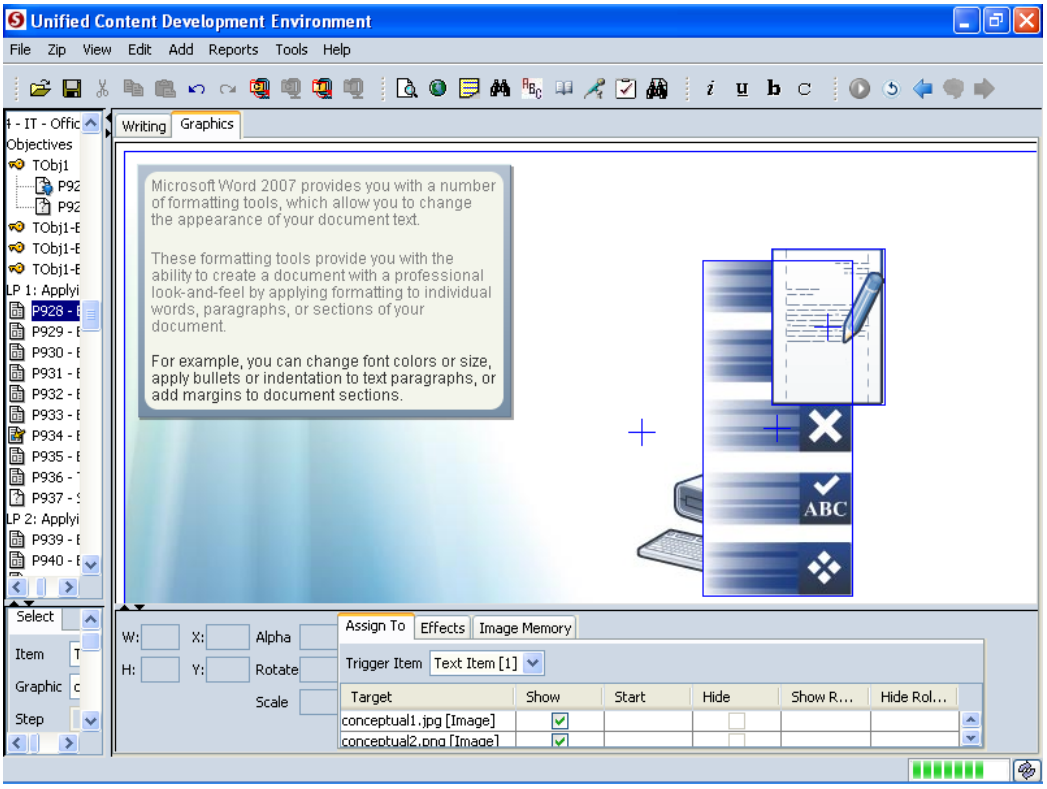


Figure 26: Multiple graphics selected in the Graphics pane

1. Click the first graphic you wish to select.
2. Press and hold the **Ctrl** key, and then click to select other graphics on the page simultaneously.

> ***Note: A scale setting cannot be applied to all components at the one time.***

Working with multiple text items on a page

When there is more than one text item on the page you may wish to assign separate graphics to appear or hide with each text item.

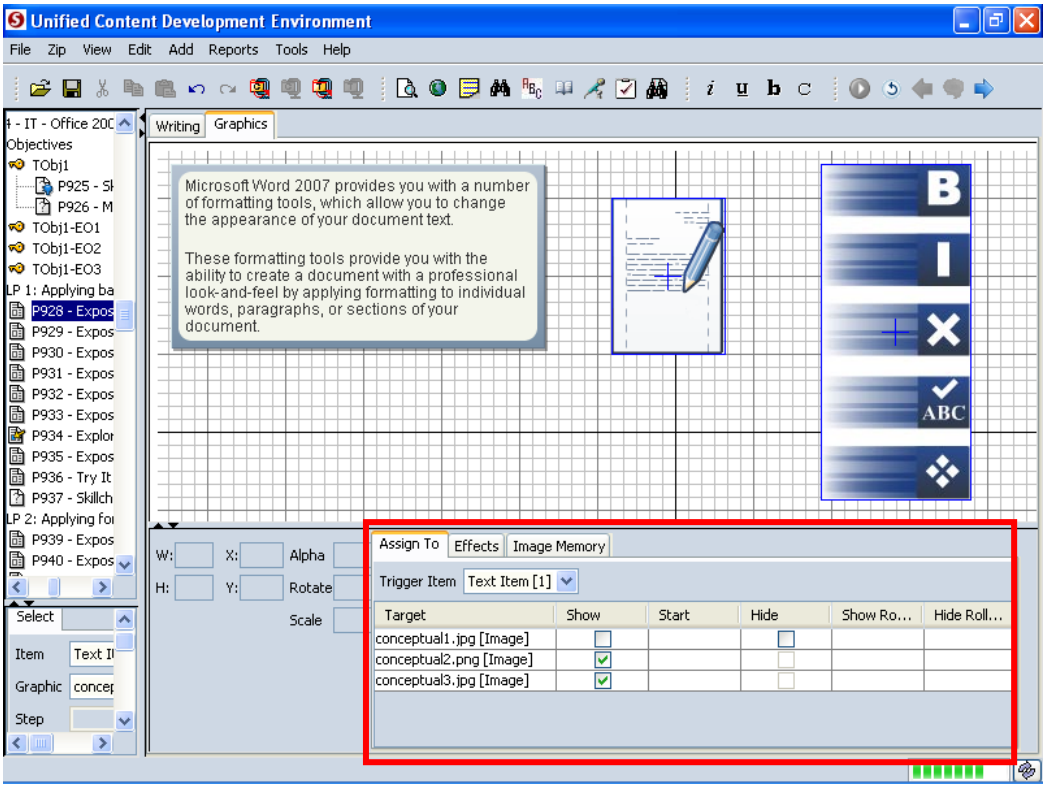


Figure 27: Assigning graphics to specific Text Items

> ***Note: The principles to assigning graphics are standard and can be applied across most page types.***

Assigning a graphic to a text item

1. First, select the text item you wish to work with from the Item drop-down list in the **Select** tab.
2. Add the graphic which you want to appear with this text item to the graphics area.
3. In the **Assign To** tab, ensure the graphic that you added was automatically assigned to **Show** with the appropriate text item. The **Show checkbox** should be selected.
4. Select the second text item you wish to work with from the Item drop-down list in the **Select** tab.
5. Add the graphic which you want to appear with this text item to the graphics area.
6. In the **Assign To** tab, ensure the graphic that you added was automatically assigned to **Show** with the appropriate Text Item. The **Show checkbox** should be selected.

You may want certain graphics to disappear when a text item is displayed. To do this, you can assign graphics to hide with specific text items.

Hiding a graphic for a text item

1. Select the page element (Text Item, List Item, etc.) you wish to work with from the **Trigger Item** drop-down list in the **Assign To** tab.
2. Select the **Hide** checkbox for the graphic you wish to hide when that page element is displayed.

> ***Note: When you have finished assigning graphics to show or hide, you should always preview your page to ensure they display correctly.***

Assigning a graphic to a hotspot

Some page types, such as Explore Graphics and SkillChecks facilitate a graphic change when the learner clicks a hotspot. To set this up, you must assign the graphic to Show for the hotspot.

1. Press the **Shift** key and then click the hotspot. This enables you to work on the associated graphic for the hotspot.
2. Add the graphic which you want to appear with this hotspot to the graphics area.
3. In the **Assign To** tab, ensure the graphic that you added was automatically assigned to **Show** with the appropriate hotspot. The **Show checkbox** should be selected for the graphic you just added.
4. Preview the page and click the hotspot to ensure that the associated graphic appears in response.

Creating animations

Animations are an integral to creating dynamic and visually appealing courses. There are two types of animations in Synergy – canned and staged.

Applying canned animations

You apply canned animations using the effects available in the Effects tab. There are five different types of effects that you can apply.

- Fly
- Wipe
- Fade
- Dissolve
- Flash

You can also direct these effects, specifying the type of effect, and setting the interval where relevant.

Applying a canned animation effect

1. Select the graphic you want to apply an effect to.
2. Click the **Add** button in the **Show Effects** section of the **Effects tab**.
3. Select the desired effect from the **Effect drop-down** list.
4. If appropriate, choose the direction you want associated with the effect. (North, East, South, West)
5. Select the effect type, In or Out if using the **Flash** effect.
6. Specify the duration of the animation by selecting an option from the **Duration drop-down** list.
7. Specify a delay if required by selecting an option from the **Delay drop-down** list.

Preview the page to check that the effect has been applied properly.

Creating staged animations

A staged animation is the animation of a graphic element between a start and end point with the possibility of multiple points' in-between. You use the graphics area and the Animation window to create staged animations in Synergy. The Timeline window lists animations as well as static graphics on a page. It displays information on the animation stages, duration, and acceleration, and allows you to modify those settings. *See* The Timeline window

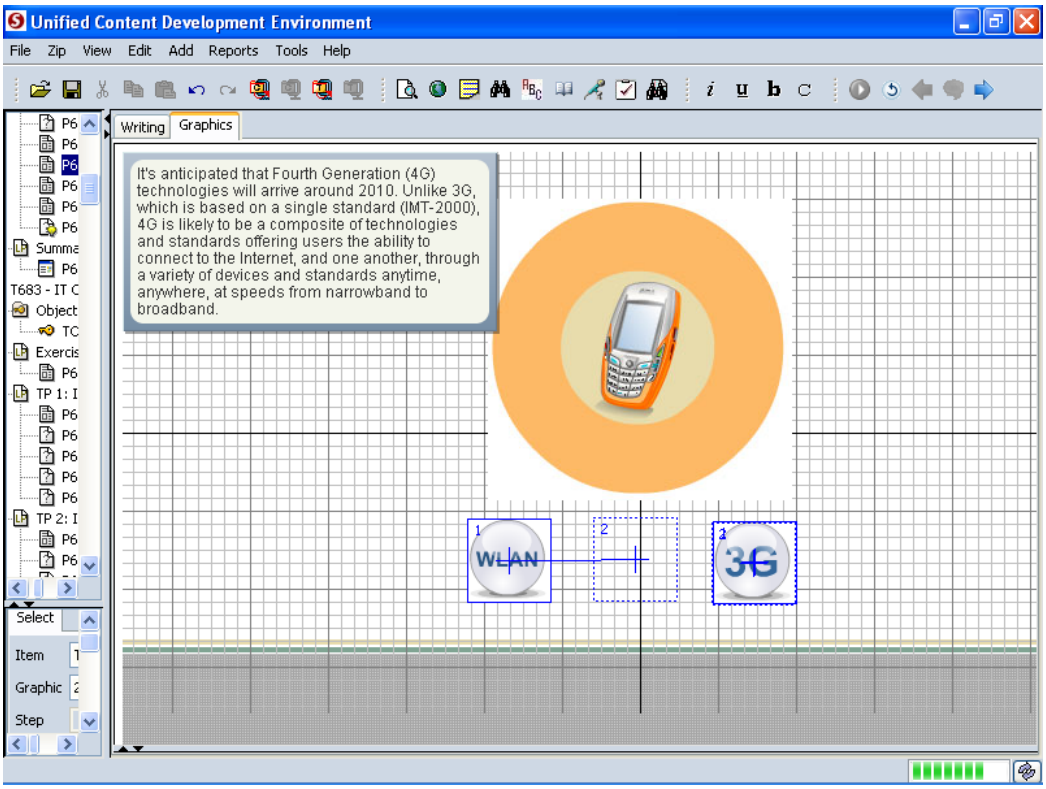


Figure 28: Graphic with animated stages

Adding a stage to an animation

1. Right-click the graphic that you wish to animate and select **Add Stage**.
2. A blue marquee effect indicates the second stage of the animation – it is labeled "2" in the top left corner. The first stage of the animation is labeled "1" in the top-left corner. This is the start point of the animation.
3. Click anywhere within the marquee for stage 2 and move it to the position you would like the graphic to be in at the end of that stage.
4. You can add another stage at any point by right-clicking on a stage and selecting Add **Stage**. This adds a new stage directly after the stage that you right-clicked.

Deleting stages from animations

1. Right-click the stage that you wish to delete.
2. Select **Delete Stage**.

Triggering an animation to start

You can trigger an animation to start automatically when a page item displays or when the learner interacts with a hotspot. If the animation is prompted (if there is an Animation prompt box telling the learner what to click to trigger the animation), then you must trigger the animation using the hotspot/label provided.

To trigger the animation to begin when the learner clicks a hotspot/label:

1. Position the hotspot over the appropriate graphic, as directed by the animation prompt or by the writer. If there is a label associated with the hotspot, position that so that it relates to the hotspot.
2. Select the hotspot/label from the Trigger Item drop-down menu in the **Assign To** tab.
3. Select the **Start** checkbox associated with the animation target.
4. Preview the page to ensure the animation plays correctly.

> ***Note:***
>
> If the writer has specified that an animation should be triggered using a hotspot, that hotspot will automatically be available in the Graphics tab, where it can be sized and positioned by the designer. Hotspots cannot be added in the Graphics tab.

To trigger the animation to begin when a particular page element is displayed:

1. Select the page element in question from the Trigger Item drop-down menu in the **Assign To** tab.
2. Select the **Start** checkbox associated with the animation target.

3. Preview the page to ensure the animation plays correctly.

Animating along a curved line rather than a straight line

By default, when you animate a graphic it animates along a straight line, from one stage to the next. However, it is also possible to animate along a curved line.

1. Right-click the stage that you wish to animate along a curved line. (You must ensure that you right-click the first stage. For example, in a three stage animation, if you wish to animate the movement from stage 2 to stage 3 along a curved line, you must right-click stage 2 to do so.)

2. Select **Path Type - Bezier**.

3. Click and drag the circle that appears to change the shape of the curved line.

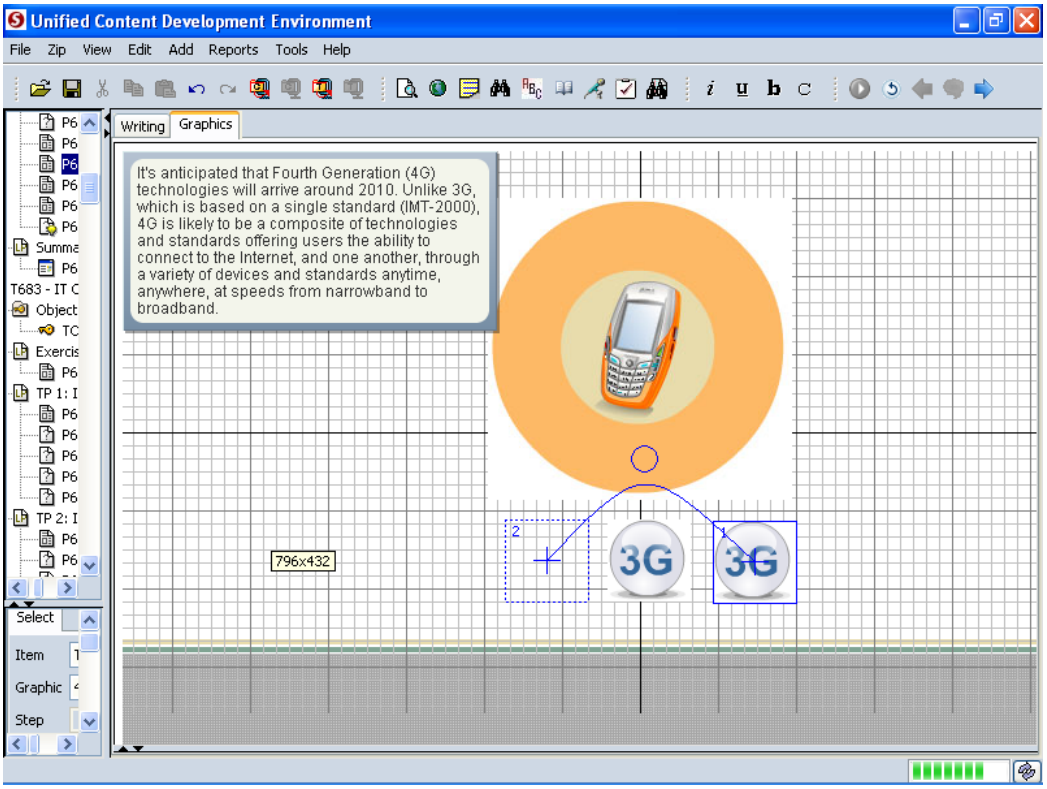


Figure 29: Animation with Bezier path type

Using the Timeline window to modify a staged animation

The Timeline window allows you to control when an animation starts or ends, and how long it plays for. Each stage of the animation is represented by a black dot in a keyframe. Red keyframes indicate the keyframes for which the animation plays. The numbers (1, 2, 3, etc.) on the Timeline indicate number of seconds, and each frame is 1/12th of a second.

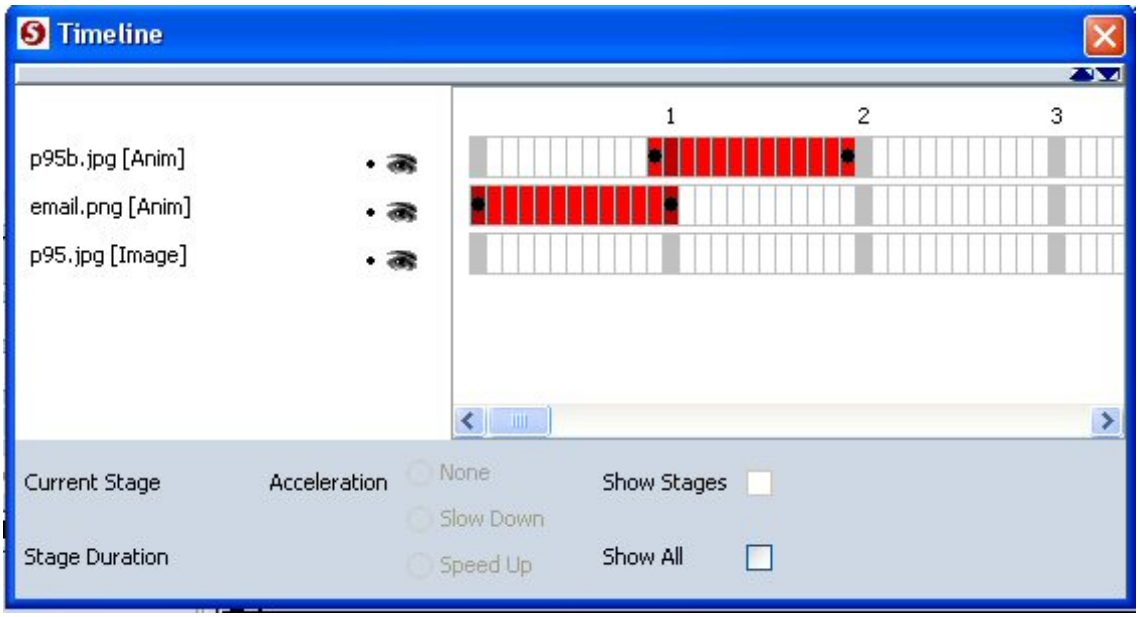


Figure 30: Animations in the Timeline window

You can click and drag the keyframe associated with a stage to change its position on the timeline. In this way, you can set animations to run concurrently, consecutively, or set one animation to begin as another is ending. You can also change the duration of an animation by clicking and dragging the end keyframe to lengthen or shorten it. If you right-click the Timeline area of the Timeline window, a shortcut menu appears providing you with the options to add a stage or delete a stage from an animation.

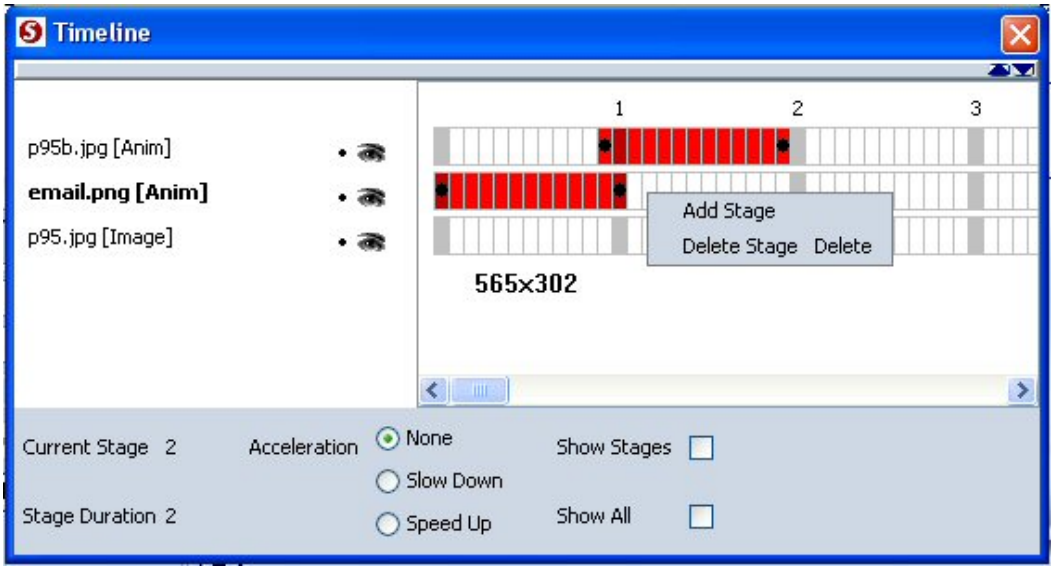


Figure 31: Adding and deleting Stages using the Timeline window

Working with code-enabled templates

Code-enabled templates

The following templates facilitate the display of code:

- Expos
- List
- Explore List
- Explore Graphic
- Explore Code*
- Multiple Choice Standard
- Multiple Choice Fill-in Code*
- Short Answer Graphic
- Short Answer Text
- Question Set

The Writer inputs code or syntax into the Code Editor in the **Writing** tab. This code or syntax then appears in the **Graphics** tab, where the designer can position it or resize it if necessary.

Code appears in the **Graphics** tab as a moveable graphic object, which can be resized as required. Generally, the writer will set the background of the code to white for standard coding topics, or to black for command-line content. If the code is to be used in conjunction with a screengrab, the writer may set the code background to transparent. This enables the designer to position the code over the screengrab, making it appear as though the code exists within the interface shown in the screengrab.

Syntax is displayed in the **Graphics** tab within a Syntax box. You work with the Syntax box in the same way that you would work with a Keyboard Sequence, Note, or Launch box. You simply position it onscreen in an appropriate area.

Tasks

In most code-enabled templates, as well as the normal **Graphics** tab tasks for those templates, the coding tasks you need to complete are as follows:

- Positioning Syntax boxes

---

* The Explore Code and the Multiple Choice Fill-in Code templates are specifically designed for use with code, so these templates are described individually in Section 5. The coding features of all other templates are defined in the general tasks and steps outlined in this section.

- Positioning any code, taking account of whether or not the code grows
- Resizing the code area if necessary
- Positioning highlighters or pointers on top of the code area to emphasize particular pieces of code, as directed by the Writer

Steps

To work with a Syntax box in the **Graphics** tab, you complete these steps:

1. Select the page element with which the Syntax box is associated from the Item drop-down list in the **Select** tab
   (This step is unnecessary when the page in question only has a single page element, or if the **Select** tab is disabled.)
2. Drag-and-drop the Syntax box to the required position, ensuring that it does not obscure any important graphics or code in the background
3. If a number of Syntax boxes occur on a single page, or in a number of pages in a row, ensure they are aligned
4. When working with Code on a page, you must first determine whether or not the Code grows. The positioning of the code area is dependent on whether or not it grows. To determine whether or not the code grows, you follow these steps:
5. Select each page element in turn from the Item drop-down list in the **Select** tab
6. When each page element is selected, observe whether the code associated with the page element occurs on its own, or together with another piece of code
7. If a piece of code occurs on its own, you should position it wherever you deem appropriate

   Note:

   You should position the code so that it is not obscured by anything onscreen, and is easily read by the learner. If there are two or more pieces of code being shown individually in successive steps, you should position each piece of code with the same X,Y coordinates, so that it appears to the learner that one piece of code replaces another.

8. If a piece of code occurs together with another, you should position the second piece of code directly beneath the first, making it appear as though the second piece of code is building on the first

   Note: To line the pieces of code up exactly, ensure that the X coordinate of each piece of code is the same.

9. Preview the page to ensure that the code is lined up correctly and appears to build up onscreen as you move through the buildable items
10. Add highlighters or pointers if directed to do so by the writer – usually, however, the writer adds highlighting within the Code Editor itself, so this step is unnecessary
11. To resize code, you complete the following steps:
12. Position the cursor over the outer edge of the code area until it changes to a double-headed arrow
13. Click-and-drag the edge of the code area to resize it

Note:

When resizing the code area, it is important that you do not alter the line wrapping for the code. Altering the line wrapping may introduce errors or cause problems with legibility. So when clicking-and-dragging the edge of the code area, you must watch the code lines carefully to ensure that none of the code wraps on to the next line.

5. Working with page templates

Introduction

The aim of this section is to give a brief overview of the purpose of each template and to describe tasks that are specific only to that template.

> ***Note: The processes for working in the Graphics tab are standard across most templates. If a specific process is required for an individual template, that process is outlined in this section. Otherwise, you should assume that basic tasks, such as adding, showing, and hiding graphics, are all carried out in that template as described in Section 4 of this document.***

Expos

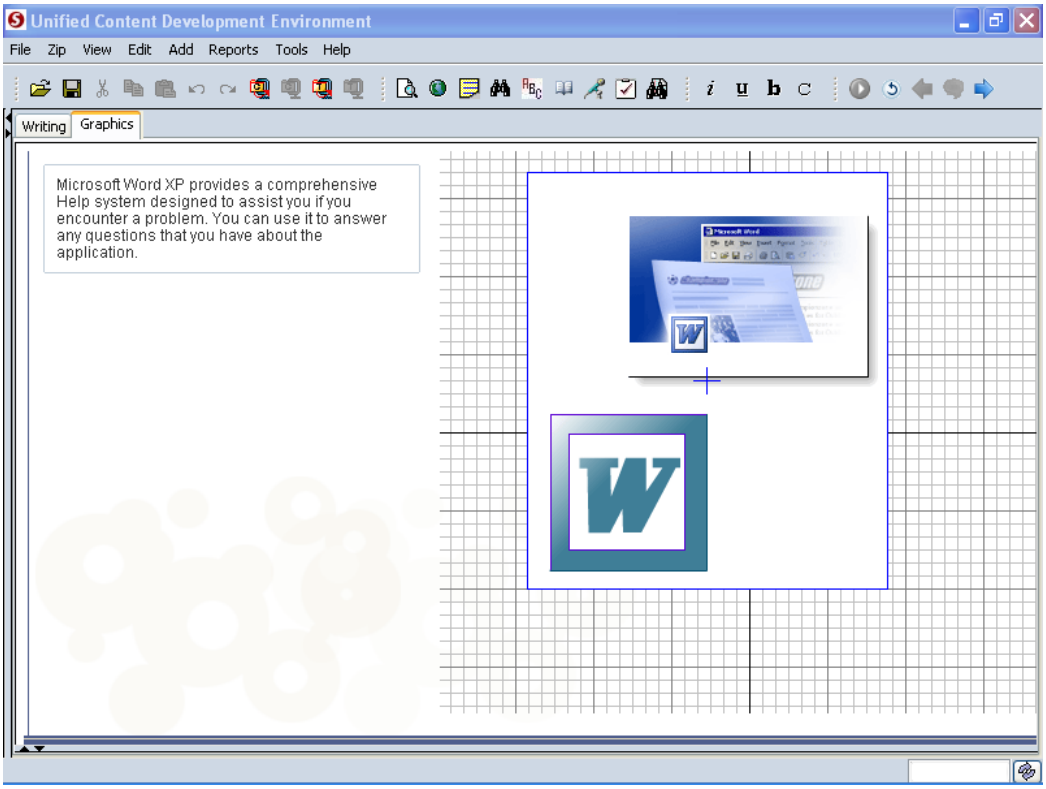


Figure 32: An Expos page in the Graphics tab

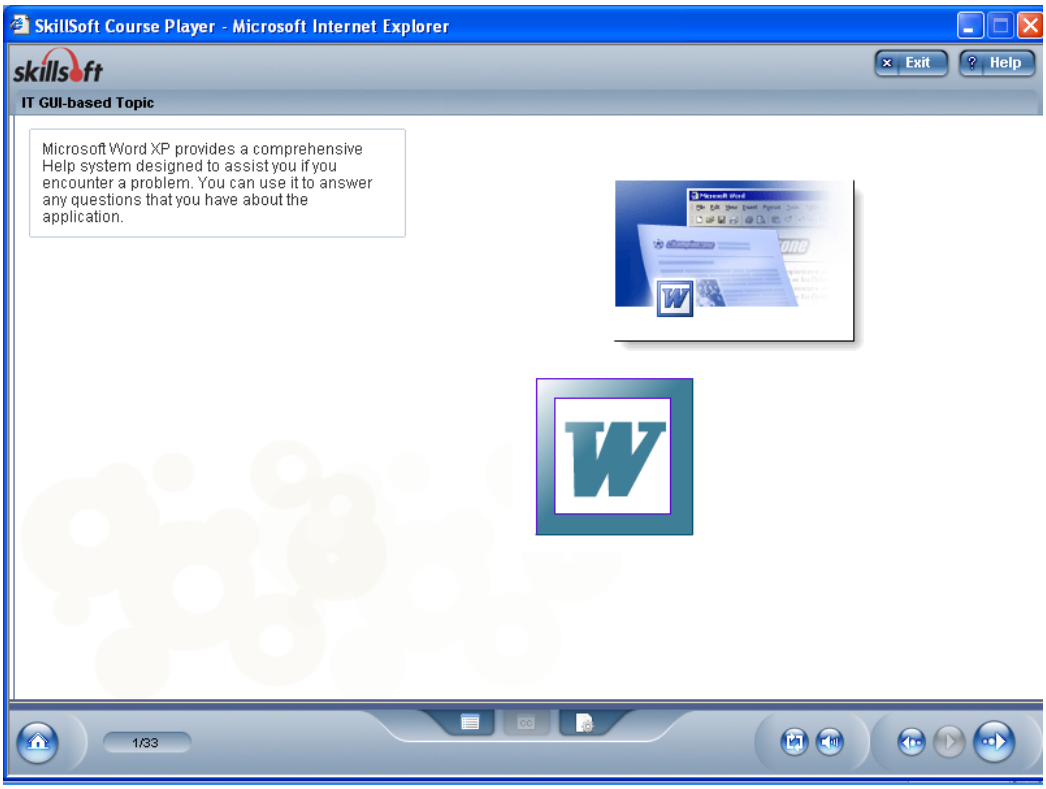


Figure 33: A published Expos page

Overview

The Expos template is used to present content in a non-interactive manner. It is the most common page type. It contains between one and three Text items. Each Text item can contain one or more paragraphs. Each Text item may be accompanied by a graphic that illustrates the Text item's content. You can associate an animation with a Text item in an Expos template.

Tasks

Tasks that you may be required to carry out when developing an Expos page include:

- Adding a background graphic
- Adding and positioning graphics
- Assigning graphics to show or hide with one or more Text items
- Adding highlighters or pointers
- Positioning text boxes, launch boxes, syntax boxes, and keyboard sequence boxes in Draggable pages
- Assigning graphic effects
- Creating basic staged animations
- Creating prompted animations
- Positioning code

Steps

The following is the recommended sequence of steps that you should follow when building a basic Expos page:

1. Read the content, including any graphic direction provided
2. Determine the number of Text items on the page
3. If necessary, add a background graphic if one has not already been applied
4. Add and position any graphics for the first Text item
5. If there are multiple Text items on the page, select each in turn from the Item drop-down list in the **Select** tab (or use the Buildable arrows in the WYSIWYG toolbar), and then add the graphics for that Text item
6. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
7. Set graphics to hide with later Text items if necessary

8. If the page is Draggable, position the text boxes, launch boxes, syntax boxes, etc.
9. Lock all elements into place
10. Preview the page

If the page includes code, you must also position the pieces of code for each Text item.

If transition effects are required, you must apply them to the graphics. If the page requires a staged animation, you need to add stages to the graphic to be animated, and set up the animation.

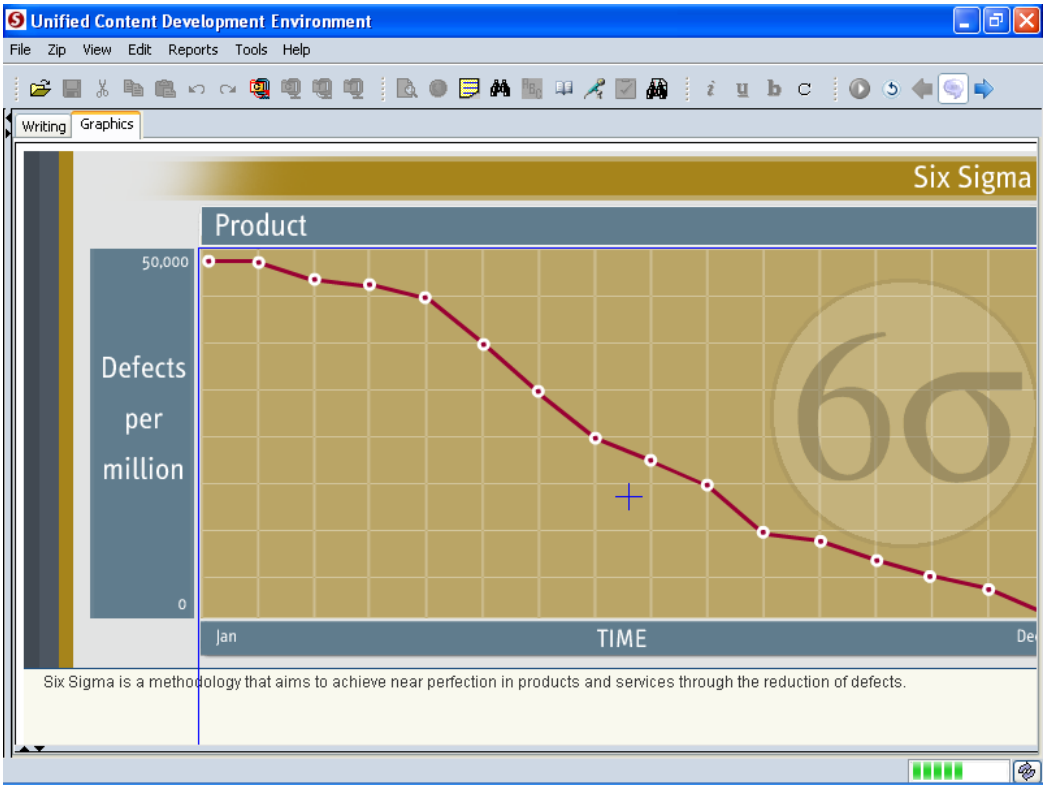


Figure 32: A developed Expos Caption page in the Graphics tab

Expos Caption

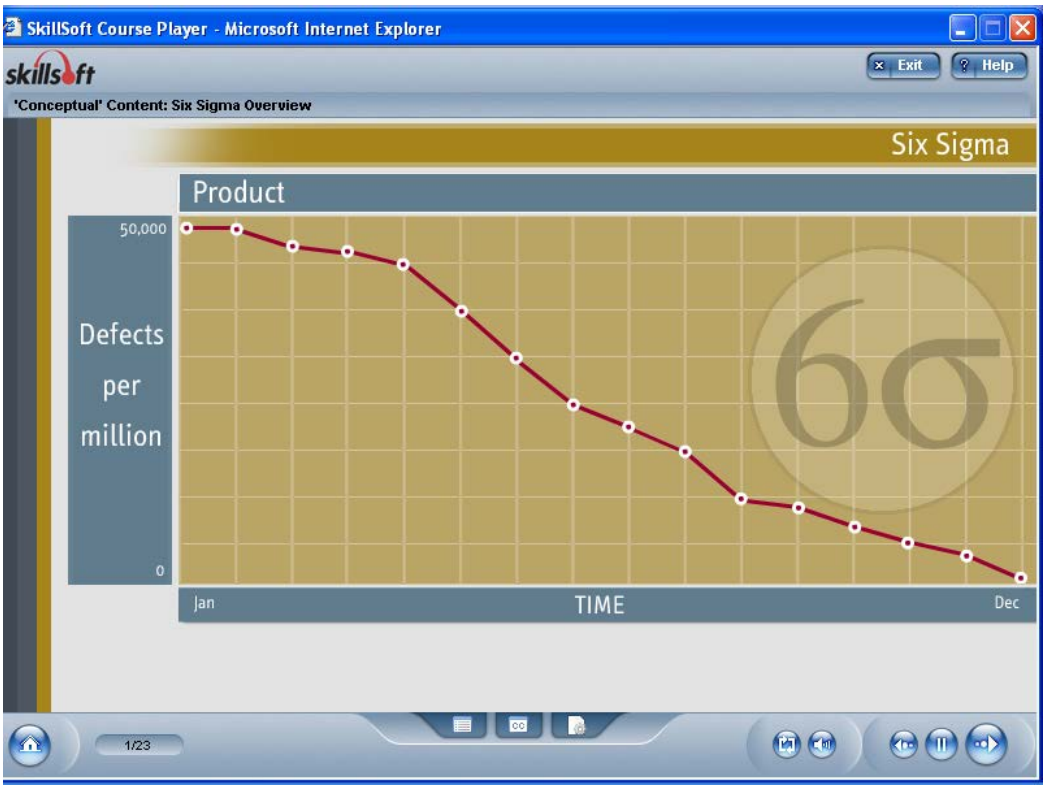


Figure 33: A published Expos Caption page

Overview

An Expos Caption template is used in Narrated Animation instead of the standard Expos template. It performs the same instructional function as the standard Expos templates, but uses full screen visuals and may include Graphic Text (text in the form of visuals or graphics). Also, rather than onscreen text, the narrative text is presented in Captions, which can be hidden from view, or displayed across the bottom of the screen, depending on the learner's preference.

Tasks

The process for developing an Expos Caption is identical to that for developing a standard Expos template with two exceptions – you must allow room for the Caption field, and you may be required to add Graphic Text.

List

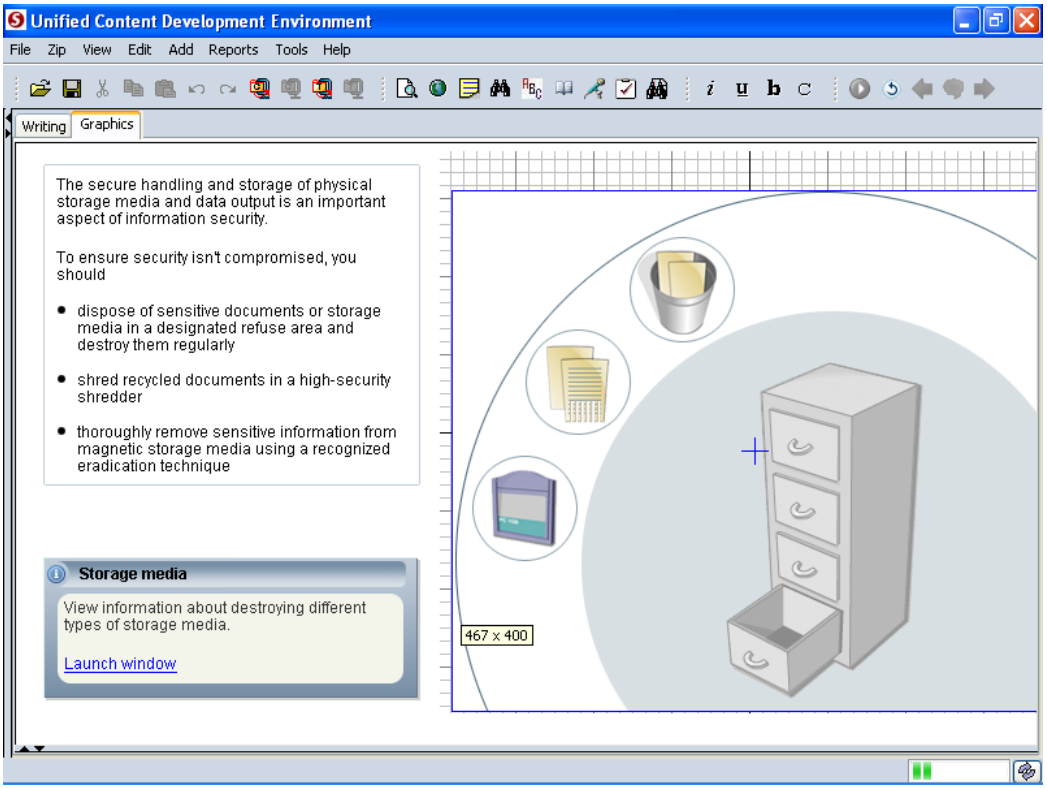


Figure34: A developed List page in the Graphics tab

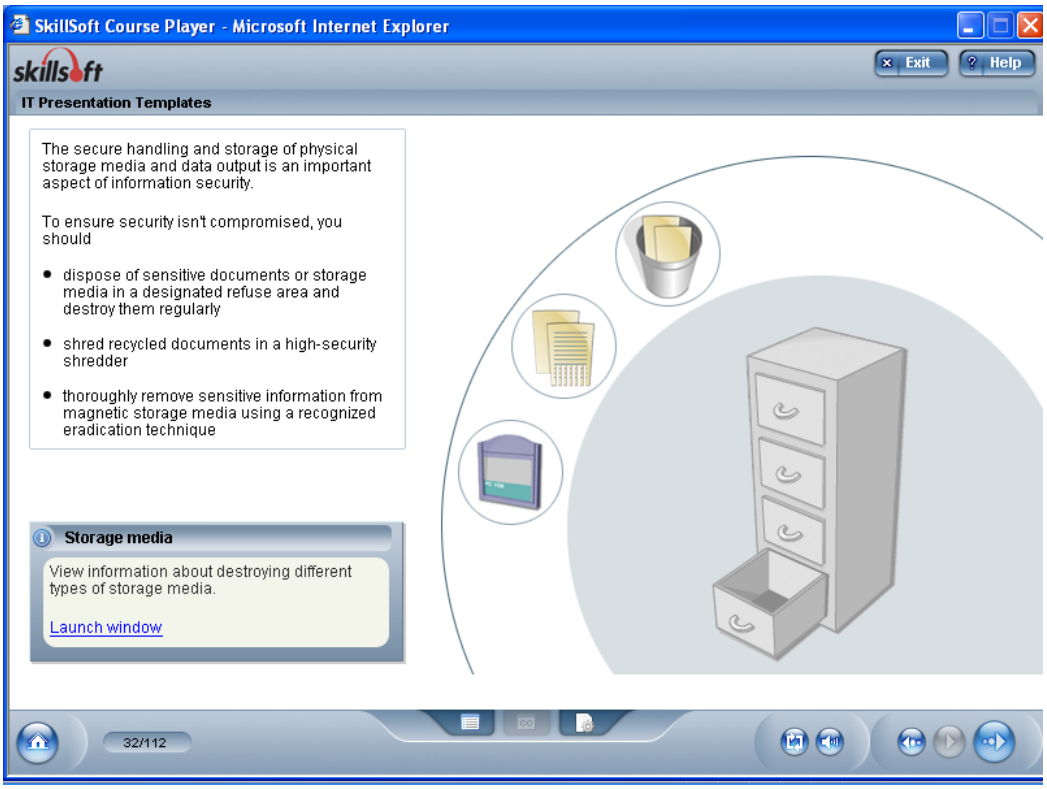


Figure 35: A published List page

Overview

The List template is another non-interactive template. A list consists of a single Text item, which includes an optional introductory paragraph and the list lead-in, and two or more List items. The List items can be bulleted or numbered, and they can build one-by-one on screen (a build list) or appear all at once (a nonbuilding or static list). A graphic accompanies the Text item within a nonbuilding list. In a building list, a graphic change may accompany the Text item and each individual List items.

Tasks

Tasks that you may be required to carry out when developing a List page include:

- Adding a background graphic
- Adding and positioning graphics
- Assigning graphics to show or hide with the Text item and the buildable List items
- Adding highlighters or pointers
- Positioning text boxes, launch boxes, syntax boxes, and keyboard sequence boxes in Draggable pages
- Assigning graphic effects
- Creating basic staged animations
- Creating prompted animations
- Positioning code

Steps

The following is the recommended sequence of steps that you should follow when building a List page:

1. Read the content, including any graphic direction provided
2. Determine whether the page is building or non-building
   (If the page builds, the Text item and each individual List item will be listed in the Item drop-down list in the **Select** tab. If the page is static, only the Text item will be listed in the Item drop-down list.)
3. If necessary, add a background graphic
4. Add and position any graphics for the introductory Text item
   (If it is a non-building, non-draggable page, you should be ready to preview it after completing this step)
5. If the List items build on the page, select each in turn from the Item drop-down list in the **Select** tab, and then add the graphics for that List item once it has been selected

6. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
7. Set graphics to hide with later List items, if necessary
8. If the page is Draggable, position the text boxes, launch boxes, etc.
9. Lock all elements into place
10. Preview the page

If the page includes code, you must also position the pieces of code for the Text item and the buildable List items.

If transition effects are required, you must apply them to the graphics. If the page requires a staged animation, you need to add stages to the graphic to be animated, and set up the animation.

List Caption

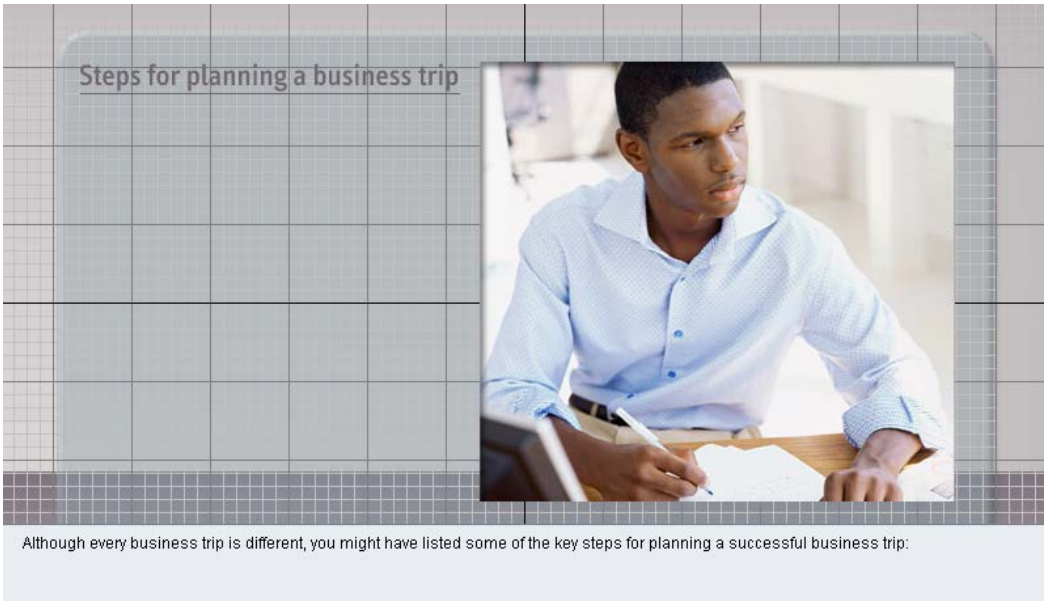


Figure 36: A developed List Caption page in the Graphics tab

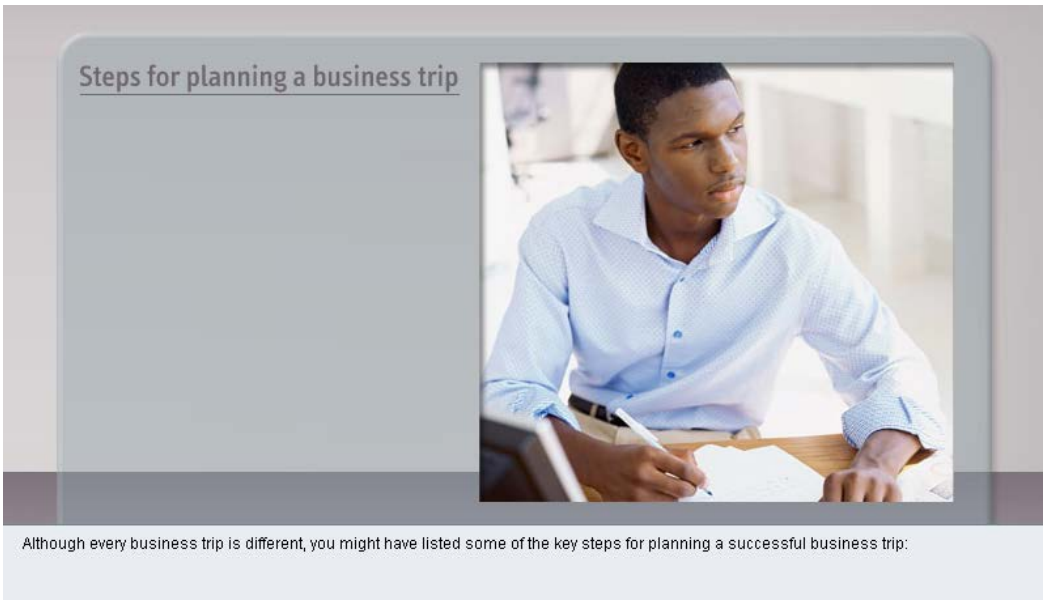


Figure 37: A published List Caption page

Overview

A List Caption template is used in Narrated Animation instead of the standard List template. It performs the same instructional function as the standard List templates, but uses full screen visuals and may include Graphic Text (text in the form of visuals or graphics). Also, rather than onscreen text, the narrative text is presented in Captions, which can be hidden from view, or displayed across the bottom of the screen, depending on the learner's preference.

Tasks

The process for developing a List Caption is identical to that for developing a standard List template with two exceptions – you must allow room for the Caption field, and you will likely be required to add graphic text.

Explore List

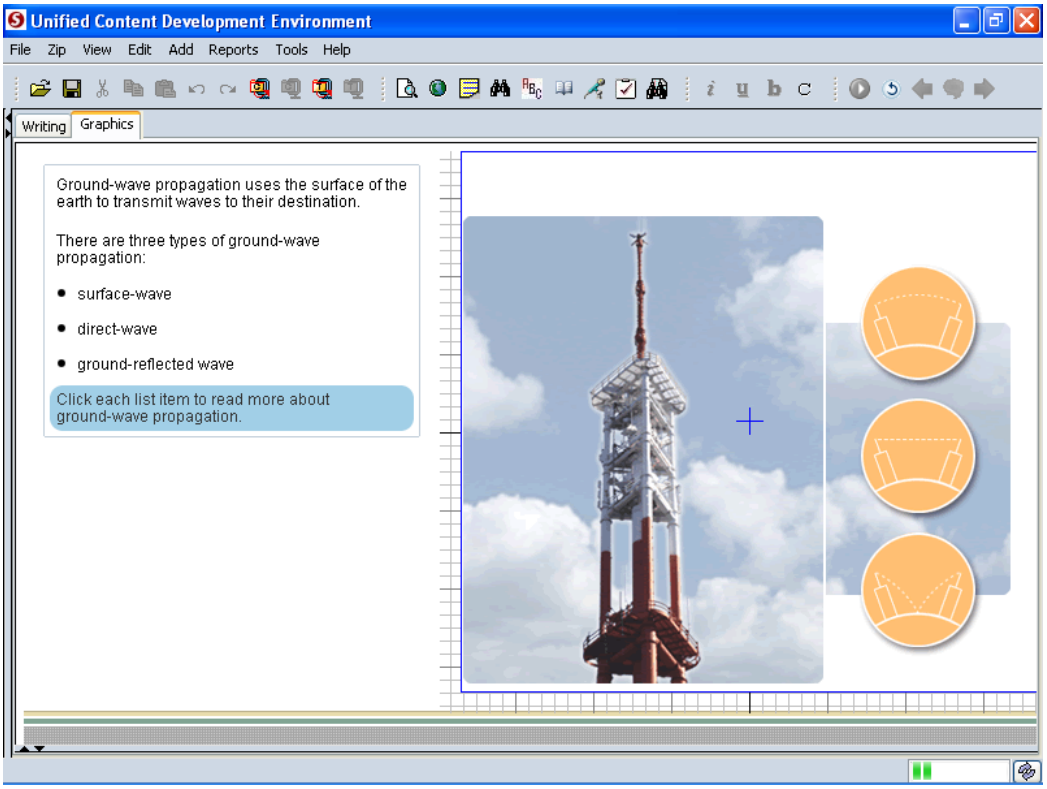


Figure 38: A developed Explore List page in the Graphics tab

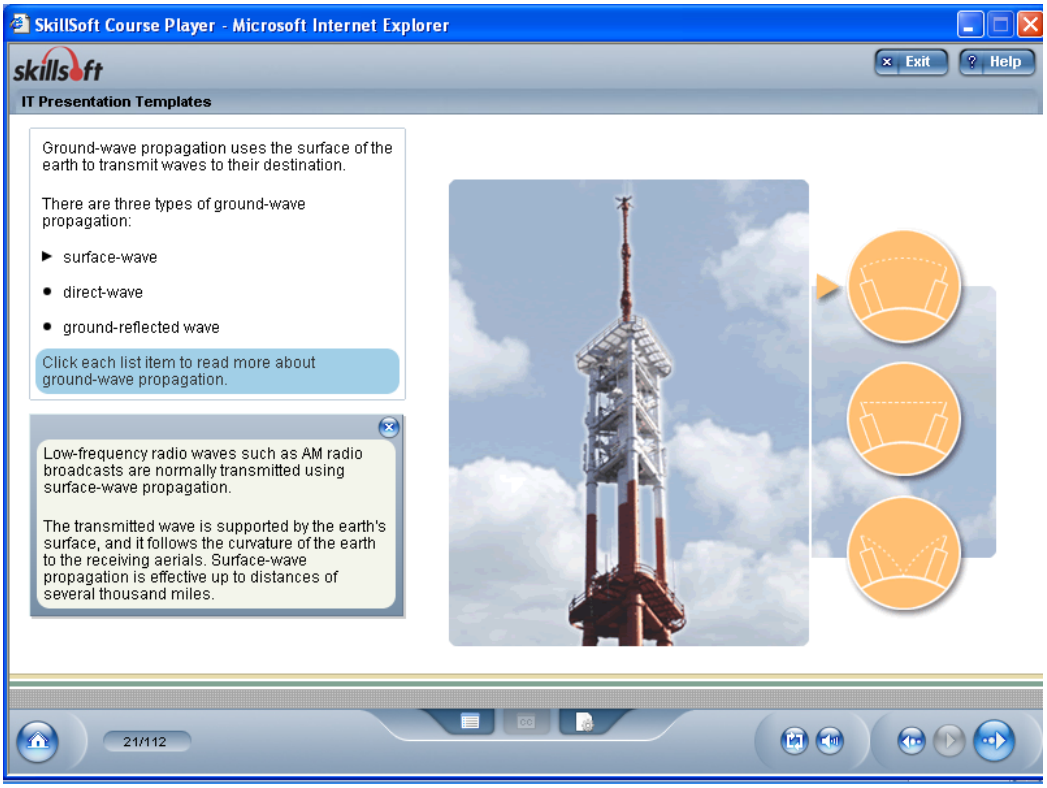


Figure 34: A published Explore List page

Overview

The Explore List is an interactive template. It presents a text introduction and a list of items. Associated with each List item is a text explanation and/or graphic change. The graphic change can take the form of a graphic or an animation. The learner clicks each List item to read and view the text and/or graphic change associated with it.

Tasks

Tasks that you may be required to carry out when developing an Explore List page include:

- Adding a background graphic
- Adding and positioning graphics
- Assigning graphics to show or hide with one or more List items
- Adding highlighters and pointers
- Positioning text boxes, launch boxes, and syntax boxes in Draggable pages
- Assigning graphic effects
- Creating basic staged animations
- Positioning code

Steps

The following is the recommended sequence of steps that you should follow when building an Explore List page:

1. Read the content, including any graphic direction provided
2. Determine whether or not the List items have associated graphics
3. Add a background graphic if one has not already been applied
4. Add and position any graphics for the introductory Text item
   (If it is a non-draggable page, with no graphic changes for each List item, you should be ready to preview it after completing this step)
5. If there are graphic changes with each List item on the page, select each in turn from the Item drop-down list in the **Select** tab, and then add the graphics for that List item once it has been selected

   Note:

   When you click each List item in the Graphics tab, the associated text for that List item appears. However, the item selected in the Select tab does not change. To add a graphic to a particular List

item, you must first ensure that the specific List item is selected in the Item drop-down in the Select tab.

6. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
7. Graphics and Text associated with individual List items should automatically hide when that List item is closed
8. If the page is Draggable, position the text boxes, launch boxes, etc.
9. Lock all elements into place
10. Preview the page

If the page includes code, you must also position the code for the Text item. In an Explore List page, the writer can only add Code or Syntax to the introductory Text Item. It is not possible for the writer to associate code with each List item.

If transition effects are required, you must apply them to the graphics. If the page requires a staged animation, you need to add stages to the graphic to be animated, and set up the animation.

Explore Graphic

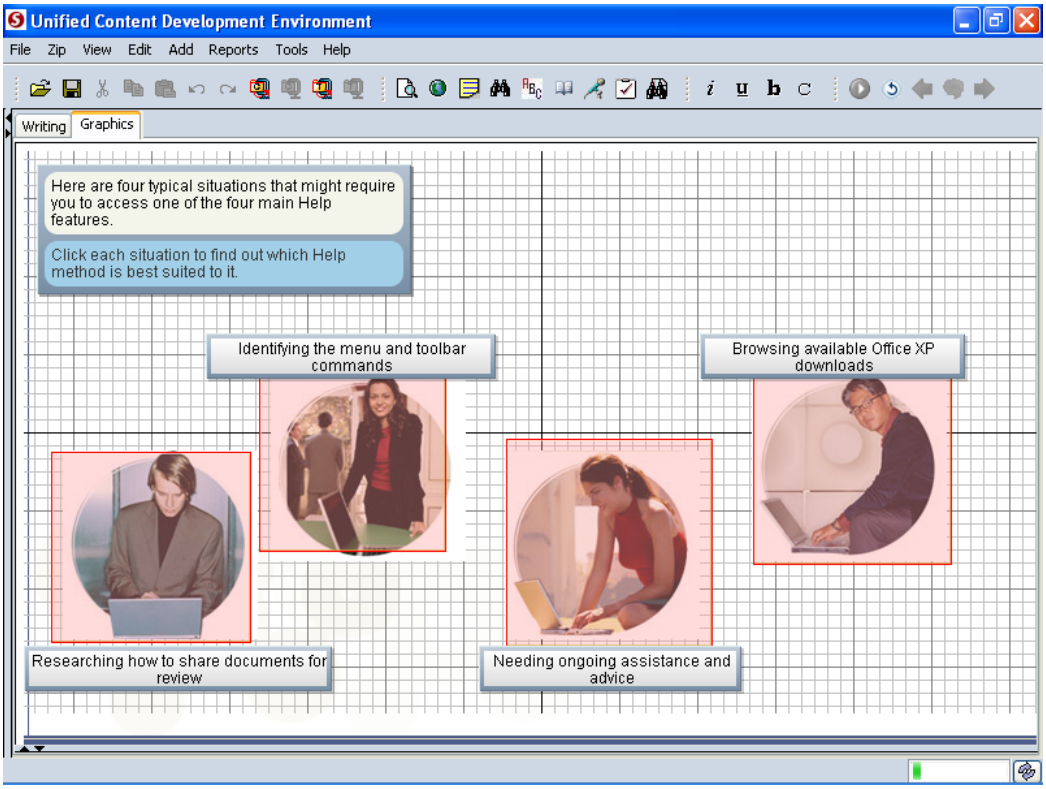


Figure 40: A developed Explore Graphic page

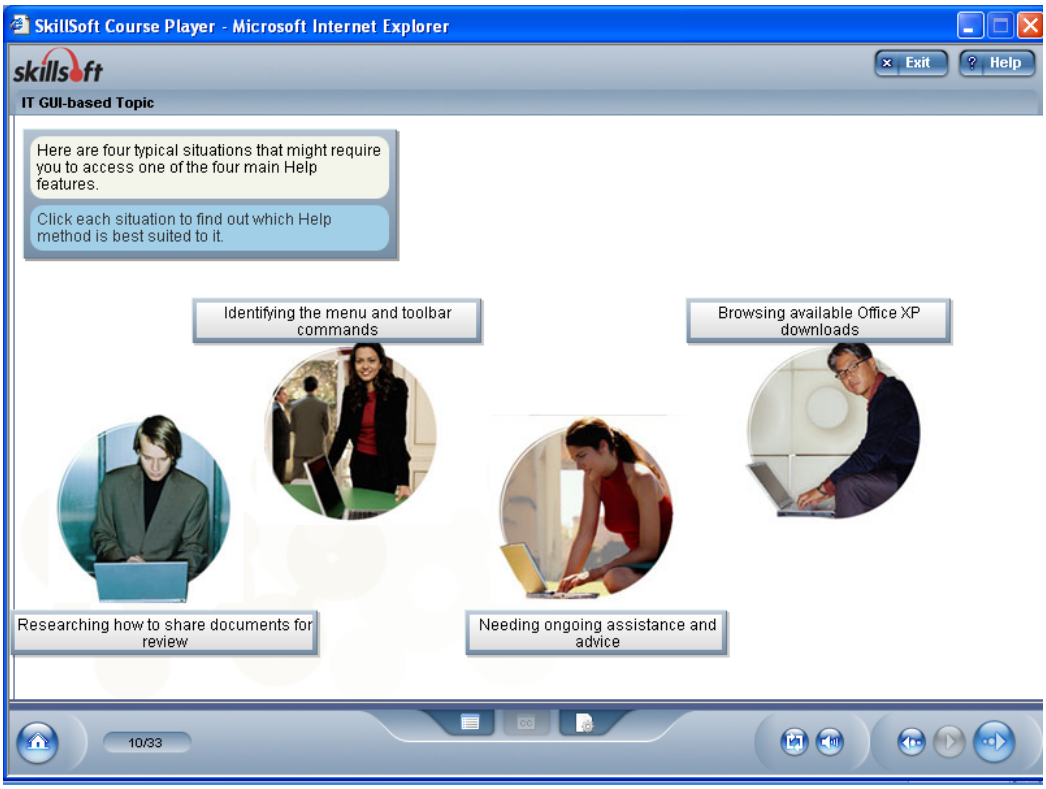


Figure 41: A published Explore Graphic page

Overview

The Explore Graphic is an interactive template, which presents a text introduction and two or more graphic hotspots. Hotspots are defined by the Instructional Writer and added via the **Writing** tab. A hotspot is an "invisible" element associated with a particular graphic or area of a graphic. It may have an associated Label. If the Instructional Writer chooses to publish the Label, it will be visible within the Graphics area. The learner can either click the hotspot or the label to receive its associated material. The associated material may be text only, or may include any combination of graphics, animations, code, or syntax.

Tasks

Tasks that you may be required to carry out when developing an Explore Graphic page include:

- Adding a background graphic
- Adding and positioning graphics
- Positioning and resizing hotspots
- Positioning labels
- Positioning code
- Assigning graphics to show or hide with one or more hotspot/labels
- Positioning text boxes, launch boxes, syntax boxes, and keyboard sequence boxes in Draggable pages
- Assigning graphic effects
- Creating basic staged animations
- Converting hotspots to highlighters

Steps

The following is the recommended sequence of steps that you should follow when building an Explore Graphic page:

1. Read the content, including any graphic direction provided
2. Add a background graphic if necessary
3. Add and position any graphics for the introductory Text item
4. Position the hotspots over the appropriate graphics or graphic sections, and if the labels are published, position them as appropriate
5. If there are graphic changes with each hotspot/label on the page, press and hold the **Shift** key and then click each hotspot in turn. When you **Shift**+**click** a hotspot, you can then add the associated graphics for that hotspot

6. Check the **Assign To** tab to ensure that the graphic that you added is set to Show for the required hotspot

7. If the labels are published, you must manually set the associated graphics to show for the label by selecting the label from the Trigger Item drop-down list in the **Assign To** tab, and then selecting the **Show** checkbox for the associated graphic

   Note:

   Hotspots and labels in the Explore Graphic template are treated as graphics and therefore, they are not available in the Item drop-down in the Select tab. For this reason, you must Shift+click each hotspot/label before you can work in the graphic view that the learner sees when they click that hotspot or label. Once you have Shift+clicked a hotspot, any graphics that you add should automatically be set to show for that hotspot. However, you will then have to manually set that graphic to show for the associated label using the Assign To tab.

8. If you include an associated graphic change for one hotspot, you must include an associated graphic change for all hotspots

   Note: The maximum number of graphic changes permitted is five. This is to ensure that the page size remains within acceptable limits.

9. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb

10. Items associated with individual hotspot/labels should automatically hide when the associated text for that hotspot/label is closed

11. If the page is Draggable, position the text boxes, launch boxes, etc.

12. Lock all elements into place

13. Preview the page

If the page includes code, you must also position the code for the Text item or associated with the Hotspot/Labels. In an Explore Graphic page, the writer can add Code or Syntax to the introductory Text Item and also to each hotspot/label.

If transition effects are required, you must apply them to the graphics. If the page requires a staged animation, you need to add stages to the graphic to be animated, and set up the animation.

Tasks specific to the Explore Graphic template

Positioning and resizing of hotspots

To position the hotspot

- Select the hotspot and drag it to its new location

To adjust the size of the hotspot

- Roll your cursor over any of the four edges of the hotspot to change it to a scale icon
- Click and drag to make the hotspot bigger or smaller

Note: Hotspots cannot be smaller than 16x16 pixels, for usability reasons.

You can lock or unlock a hotspot's position on screen by following the Locking and unlocking graphic methodologies outlined in section 4.

Working with Associated material

To view a hotspot/label's associated material and any graphics that may appear when the learner clicks a hotspot or label:

- Hold the **Shift** key and click the hotspot or label

The associated material may include text, graphics, animations, or code. If you add an associated graphic for a hotspot/label, you must add an associated graphic for all hotspot/labels on the page. It is not acceptable to have graphic changes for some hotspot/labels but none for others on a page.

Explore Graphic Caption

Explore Graphic Caption: Overview

An Explore Graphic Caption is used in some content such as Expert Learning. It performs the same instructional function as the standard Explore Graphic templates, but uses full screen visuals and may include Graphic Text (text in the form of visuals or graphics). Also, rather than onscreen text, the narrative text is presented in Captions, which can be hidden from view, or displayed across the bottom of the screen, depending on the learner's preference.

Tasks

The process for developing an Explore Graphic Caption is identical to that for developing a standard Explore Graphic template with three exceptions – you do not need to position associated text because it appears in the Caption area, you must allow room for the Caption field, and you may be required to add Graphic Text.

Explore Code

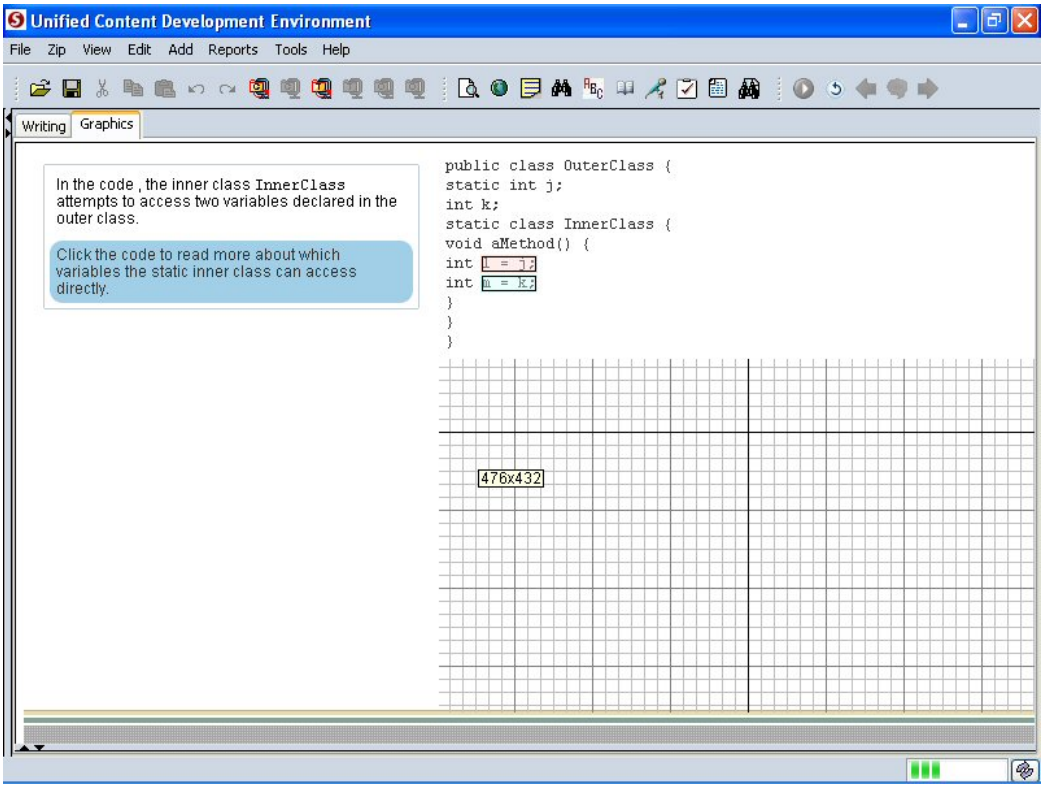


Figure 42: A developed Explore Code page in the Graphics tab

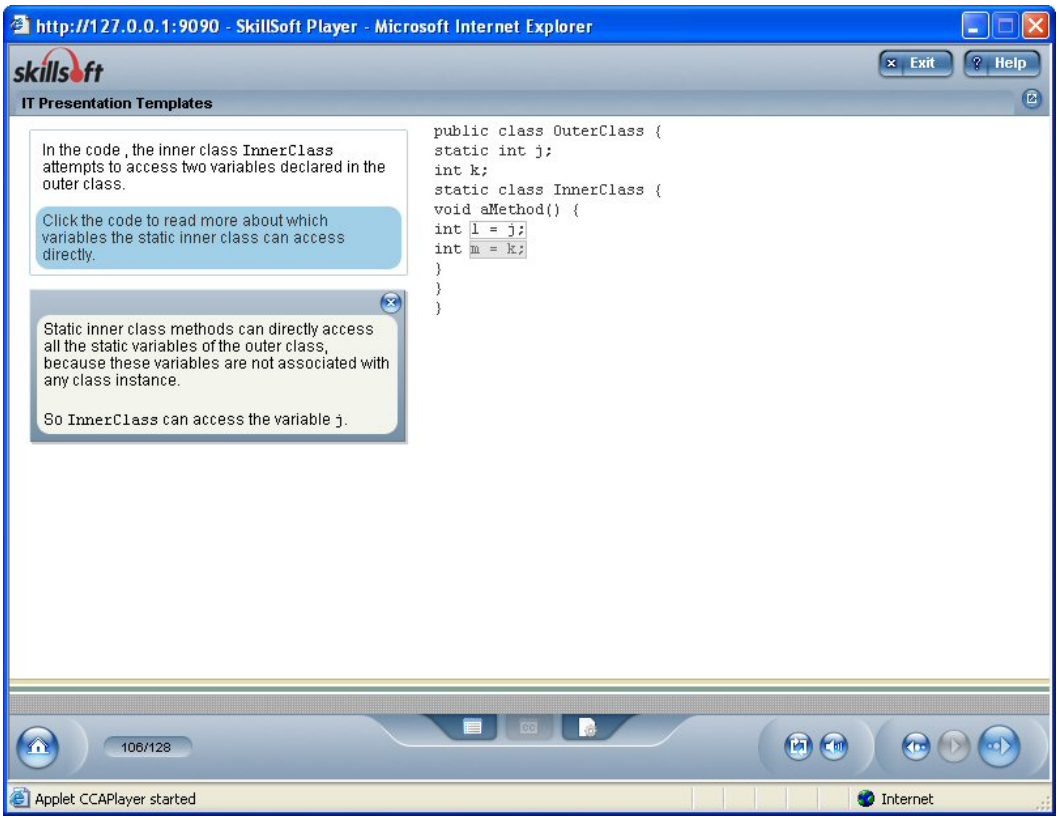


Figure 43: A published Explore Code page

Overview

The Explore Code is an interactive template, which presents a text introduction and a piece of code containing two or more hotspots. These hotspots on the code are set up by the Writer and associated with the Code Associated Text (pop-up text) in the Code Editor. The learner can click the hotspot to receive its associated text.

Tasks

Tasks that you may be required to carry out when developing an Explore Code page include:

- Adding a background graphic
- Adding and positioning graphics
- Positioning code
- Positioning Syntax boxes
- Positioning the Text Item box, Code Associated Text boxes, and Launch boxes in Draggable pages
- Assigning graphic effects
- Creating basic staged animations

Steps

The following is the recommended sequence of steps that you should follow when building an Explore Code page:

1. Read the content, including any graphic direction provided
2. Add a background graphic if one has not already been applied
3. Add and position any graphics for the introductory Text item
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Position any code and Syntax boxes
6. If the page is Draggable, press and hold the **Shift** key and then click each hotspot in turn
7. When you **Shift+click** a hotspot, you can then view and position the Code Associated Text for that hotspot
8. If the page is Draggable, position the text boxes, launch boxes, etc.
9. Lock all elements into place
10. Preview the page

If transition effects are required, you must apply them to the graphics. Or if the page requires a staged animation, you need to add stages to the graphic to be animated, and set up the animation.

Tasks specific to the Explore Code template

Working with Associated material

To view a hotspot's associated text that may appear when the learner clicks a hotspot or label:

- Hold the **Shift** key and click the hotspot or label

The associated material may include text only. It is not possible to add graphics as associated changes in an Explore Code page.

Drilldown Draggable

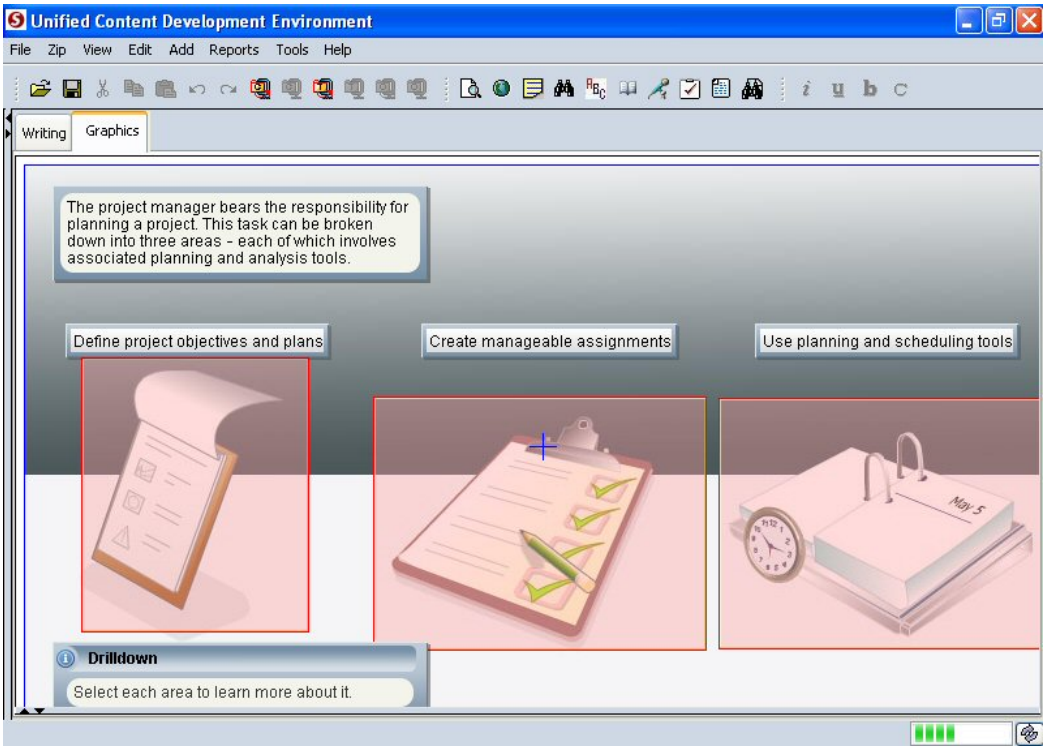


Figure 44: A developed Drilldown base page

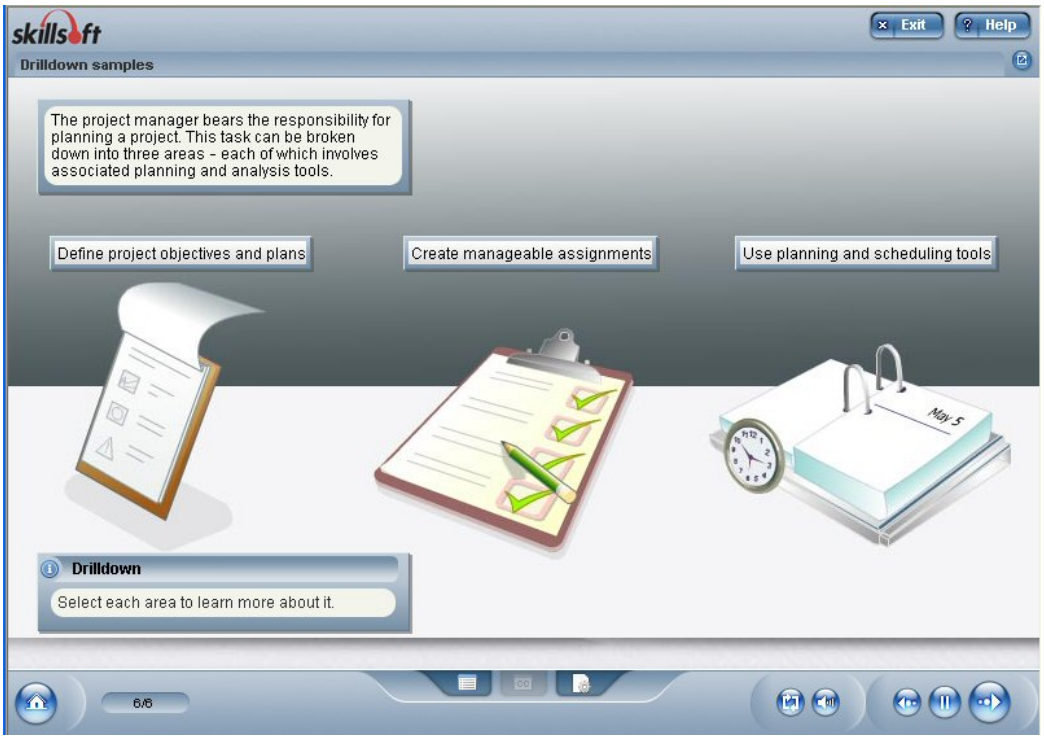


Figure 45: A published Drilldown base page

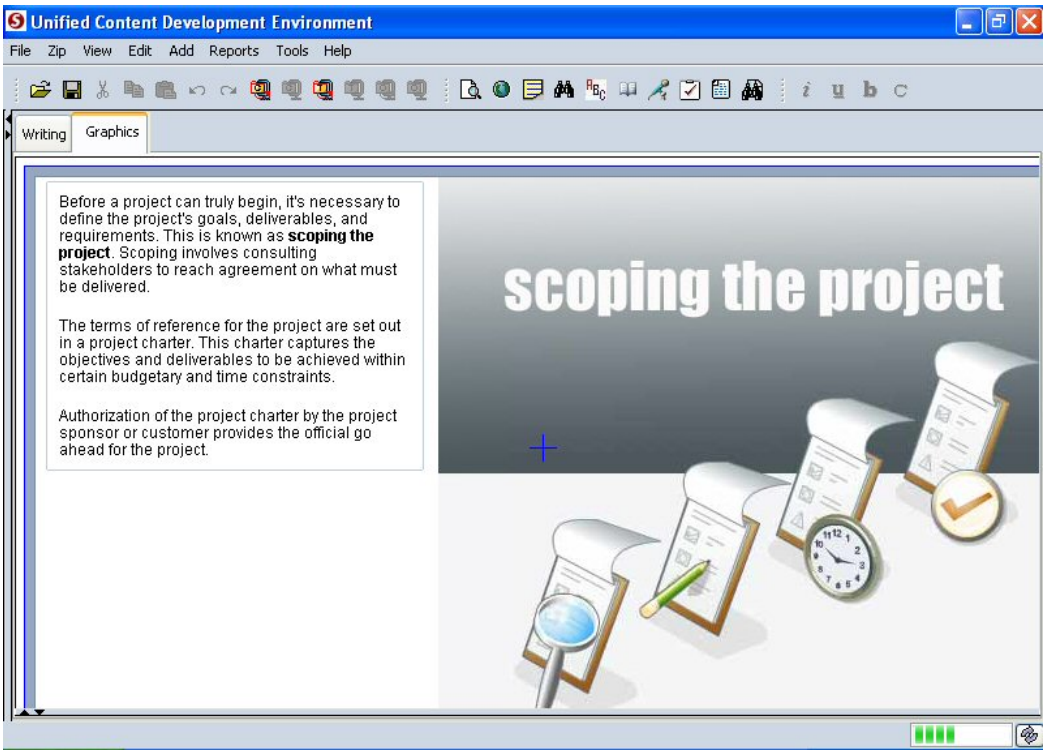


Figure 46: A developed Drilldown child page

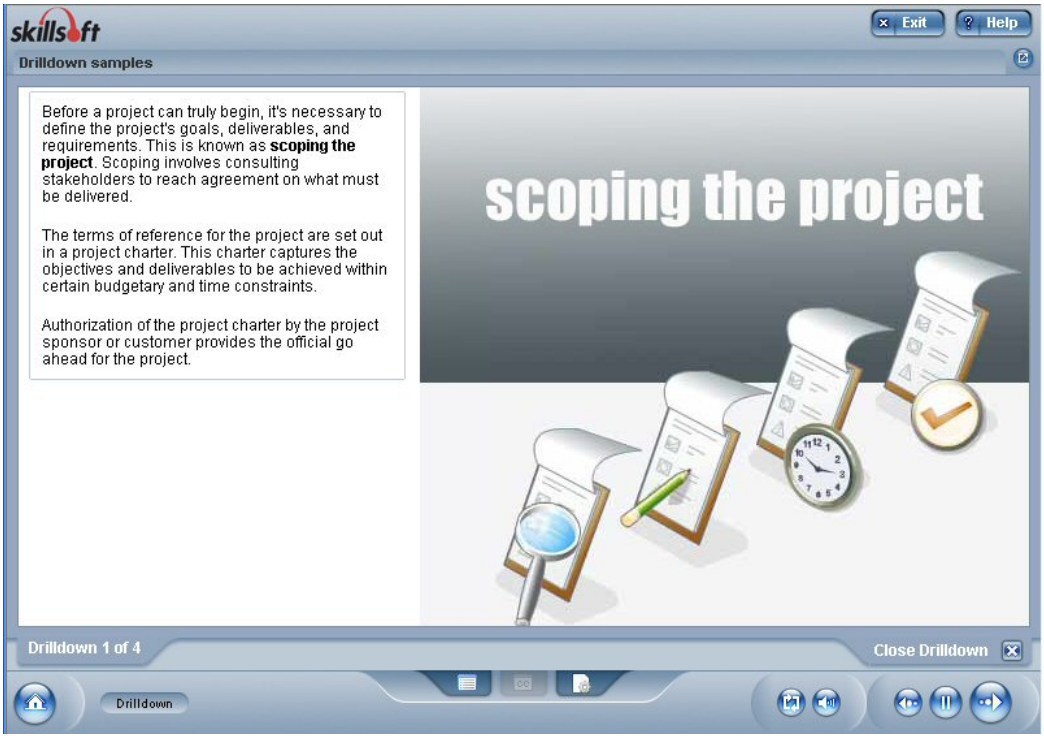


Figure 47: A published Drilldown child page

Overview

The Drilldown is an interactive template, which presents a base page and a series of child pages. The base page is similar to an Explore Graphic in that it contains a text introduction and two or more graphic

hotspots. Hotspots are defined by the Instructional Writer and added via the **Writing** tab. A hotspot is an "invisible" element associated with a particular graphic or area of a graphic. It may have an associated Label. If the Instructional Writer chooses to publish the Label, it will be visible within the Graphics area. The learner can either click the hotspot or the label to open the child pages associated with that hotspot. The child pages may take the form of Expos pages or List pages.

Tasks

When developing a Drilldown, you need to develop the base page as well as a series of child pages. Tasks in developing the Drilldown (base) page may include:

- Adding a background graphic
- Adding and positioning graphics
- Positioning and resizing hotspots
- Positioning labels
- Positioning code
- Positioning text boxes, syntax boxes, and keyboard sequence boxes
- Assigning graphic effects
- Creating staged animations

Tasks in developing each Drilldown child page are dependent on whether that child page is an Expos page or a List page. You should refer to the sections on developing Expos pages and List pages for more information on these types of pages. The only difference between developing a child page and the standard version of these pages is that the Drilldown border appears in the child page versions.

Steps

The following is the recommended sequence of steps that you should follow when building a Drilldown base page:

1. Read the content, including any graphic direction provided
2. Add a background graphic if necessary
3. Add and position any graphics for the introductory Text item
4. Position the hotspots over the appropriate graphics or graphic sections, and if the labels are published, position them as appropriate
5. Check the **Assign To** tab to ensure that all graphics that you add are set to Show for the introductory Text item

Note: You cannot assign graphics to show with the individual hotspots or labels because when the learner clicks those hotspots or labels, the associated set of child pages displays instead.

6. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
7. Lock all elements into place
8. Preview the page using Full Preview or Quick Preview

If the page includes code, you must also position the code for the Text item.

Tasks specific to the Drilldown template

Positioning and resizing of hotspots

To position the hotspot

- Select the hotspot and drag it to its new location

To adjust the size of the hotspot

- Roll your cursor over any of the four edges of the hotspot to change it to a scale icon
- Click and drag to make the hotspot bigger or smaller

Note: Hotspots cannot be smaller than 16x16 pixels, for usability reasons.

You can lock or unlock a hotspot's position on screen by following the Locking and unlocking graphic methodologies outlined in Section 4.

HTML

Some topics contain HTML pages, which are used to integrate HTML-based content into Synergy, such as Articles, Mentored Exercises, etc. Writers are responsible for integrating this content. Designers do not need to work with this page.

Sim Dialog

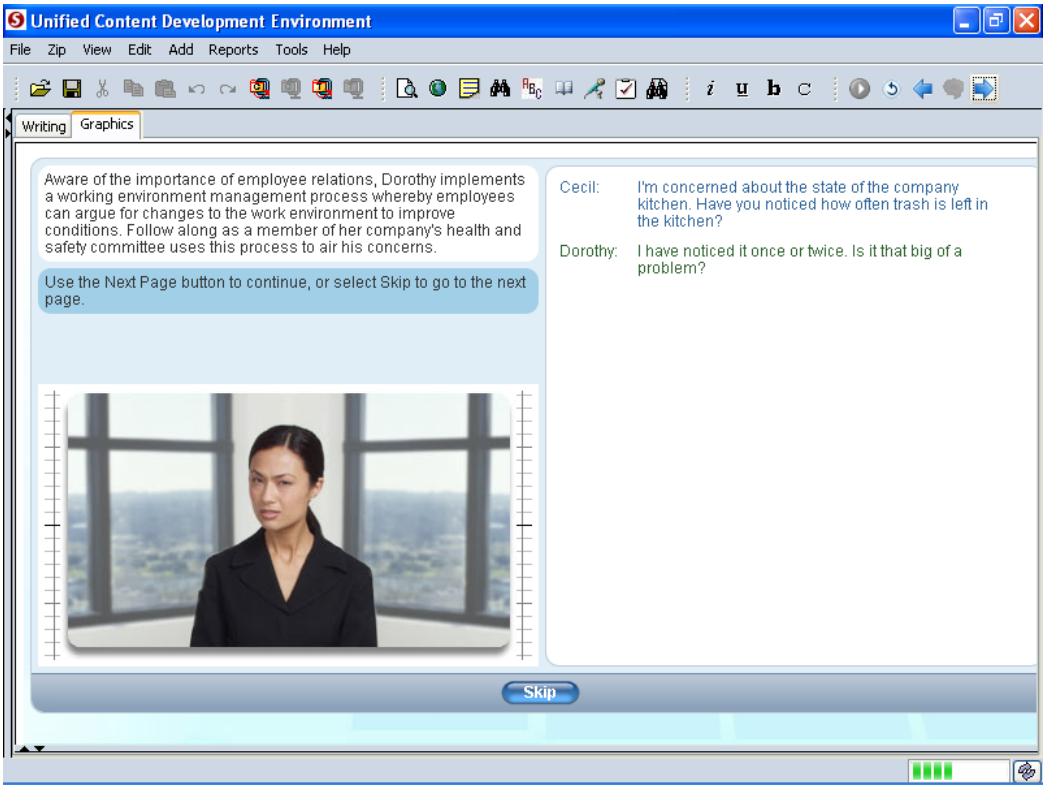


Figure 48: A developed Sim Dialog Page in the Graphics tab

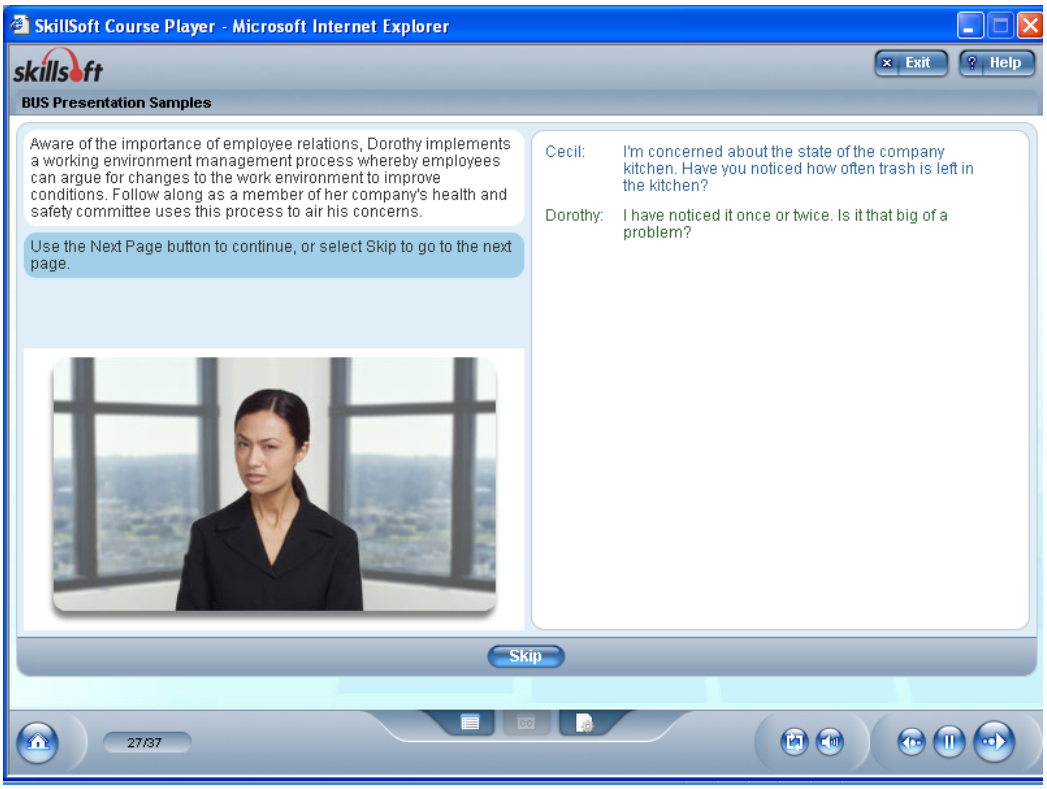


Figure 49: A published Sim Dialog Page

Overview

A Sim Dialog consists of a text introduction (a Text item) and a series of dialogs. As the Sim Dialog plays, the dialog appears in the text field. If the character labels are published, the character name appears beside each piece of dialog. Sim Dialogs (sometimes called Sim Dias or Simulated Dialogs) are written as either a one-to-one conversation or a discussion between a number of people. They can also be used for non-dialog purposes to build up a series of steps for example. They can include graphic changes as each character speaks or as each line of dialog is played. The Sim Dialog introduction text is generally used to introduce a scenario or set the scene. Therefore, the graphics that you use throughout the Sim Dialog should make sense in relation to the scenario referred to in the Sim Dialog introduction. Sim Dialogs that feature named characters should include graphics depicting a variety of realistic and appropriate facial expressions.

Tasks

Tasks that you may be required to carry out when developing a Sim Dialog page include:

- Adding a background graphic to the page or to the Graphic area
- Adding and positioning graphics
- Assigning graphics to show or hide with each piece of dialog

Steps

The following is the recommended sequence of steps that you should follow when building a Sim Dialog page

1. Read the content, including the graphic direction provided
2. If necessary, add a background graphic if one has not already been applied
3. Add and position any graphics for the introductory Text item
4. Click the **Next Buildable** arrow in the WYSIWYG toolbar to display the first piece of Dialog
5. If the **Graphic for each dialog** checkbox is selected in the **Writing** tab, you should add a graphic for the first piece of Dialog
6. Click the **Next Buildable** arrow in the WYSIWYG toolbar to display the next piece of Dialog
7. If the **Graphic for each dialog** checkbox is selected in the **Writing** tab, you should add a graphic for the next piece of Dialog
8. Repeat these steps until you have added graphics for each piece of Dialog if necessary
9. Check the **Image memory** tab once the graphics have been added to the page and ensure that the ‘Size on Disk’ value is not over 100k, and that the ‘Size in Memory’ value does not exceed 12288kb

10. For each piece of dialog on the page, select each in turn from the Trigger Item drop-down list in the **Assign to** tab, and then check that the appropriate graphics are set to show for each Dialog item

11. Add Show effects or Hide effects for each graphic if required

12. Graphics associated with individual Dialog items should automatically hide when next Dialog item is displayed

13. Preview the page

Tasks specific to the Sim Dialog template

Adding graphics

In the **Writing** tab, the Writer specifies whether the graphics should be on the left or the right of the page by selecting either the **Graphic Left** or the **Graphic Right** radio button. When **Graphic Left** is selected, the graphics area is positioned on the left-hand side of the page, beneath the Text item and the Prompt. The size of the area is 375px by 207px. The Dialog is then displayed on the right-hand side of the screen.

When **Graphic Right** is selected, the graphics area is positioned on the right-hand side of the page, taking up half the page. The size of the area is 375px by 375px. The Dialog is then displayed on the left-hand side of the screen, beneath the Text Item and the Prompt.

The Sim Dialog template allows you to add Full Screen graphics, which are centered in the graphics area by default. The maximum size of these graphics is determined by whether the page is set to Graphic Left or Graphic Right. If you add a Full Screen, or centered, graphic to the introductory Text Item, then all other graphics on the page must be added as Full Screen graphics. You can only add one Full Screen graphic to each item on a page.

Alternatively, you can choose to add Left or Right graphics. Again, the maximum size of these graphics is determined by whether the page is set to Graphic Left or Graphic Right. When you add a Left or Right graphic, it is left-aligned or right-aligned on the page, depending on which option you choose. If you add a Left or Right graphic to the introductory Text Item, then all other graphics on the page must be added as Left or Right Graphics. You can add one Left graphic and one Right graphic to each item on a page.

To add a graphic to the Graphics area:

1. Right-click the Graphics area

2. Select **Add Graphic** to open the Add Graphic submenu

3. Choose Left, Right, or Full Screen

Previewing Dialog

When you first preview a Sim Dialog in the Graphics area, the Dialog is hidden from view.

To preview each piece of Dialog:

- Click the **Next Buildable** arrow in the WYSIWYG toolbar
- Click the **Previous Buildable** arrow to traverse back through the dialog and bring the Sim Dialog back to its initial state

Sim Dialog Video Caption

Figure 50: A developed Sim Dialog Caption page in the Graphics tab *(the published version is identical)*

Overview

A Sim Dialog Video Caption is used in Narrated Animation instead of the standard Sim Dialog template. It performs the same instructional function as the standard template.

If video is enabled on the page, the conversation or dialog will be presented in video format. The audio is embedded in the video file.

If video is disabled, the dialog will be presented as a series of static images, with accompanying audio.

Regardless of whether video is enabled or disabled for the page, the narrative text is presented in Captions in the Player window, which can be hidden from view, or displayed across the bottom of the screen, depending on the learner's preference.

Tasks

Tasks that you may be required to carry out when developing a Sim Dialog Video caption page include:

- Adding and positioning graphics
- Assigning graphics to show or hide with each piece of dialog
- Integrating video
- Editing the video timeline information

Steps for building a Sim Dialog Video Caption page with video enabled

To build a Sim Dialog Video Caption page with video-enabled, you must complete these steps:

1. Ensure that video is enabled on the page

    a. If video is not enabled on the page, select the **Video** checkbox to enable it.

    Note: An alert message will appear, warning that converting the current page to a video page will remove all current graphics, highlighters, code and syntax, as they are not compatible with the video page. Click Yes to continue and activate video on the page.

    b. If the video checkbox is disabled, you will first need to enable video at course level by editing the settings on the Video tab at the course node level.

2. Integrate the video for the page
3. Edit the video timeline data for the page
4. Integrate the audio for the page
5. Integrate the static graphic files for the page

    Note: To integrate the static graphic files for the page, follow the steps as given for building a Sim Dialog Video Caption page with video disabled.

6. Preview the integrated page in video mode
   The page plays in video mode by default. If video is disabled, complete these steps to enable it:

    a. Click the **Show Resources and Settings Dialog** tab

    b. Select **Settings**

    c. In the Settings dialog box, clear the **Turn Off Video** checkbox and click **OK**
    If viewing the course map, the video icon on the course map becomes active, indicating the course will be played in video mode.

7. Preview the integrated page in non-video mode
   To preview the non-video version of the video page:

    a. Click the **Show Resources and Settings Dialog** tab

    b. Select **Settings**

c. In the Settings dialog box, select the **Turn Off Video** checkbox and click **OK**
If viewing the course map, the video icon on the course map becomes inactive, indicating the course will be played in non-video mode.

8. Save your topic

Tasks specific to the Sim Dialog Video Caption template

Integrating Video

The source for the video for Sim Dialog Video Caption pages is generally provided in MP4 format. This video must be edited in accordance with the Video Development guidelines, and published in a format suitable for integration into Synergy.

To integrate video in a Sim Dialog Video Caption template, you must complete these steps:

1. Identify the appropriate filename for the video file. The video filename field in the Writing Tab supplies the correct video filename, in the format *topicnumber*_vid_*filenumber*.

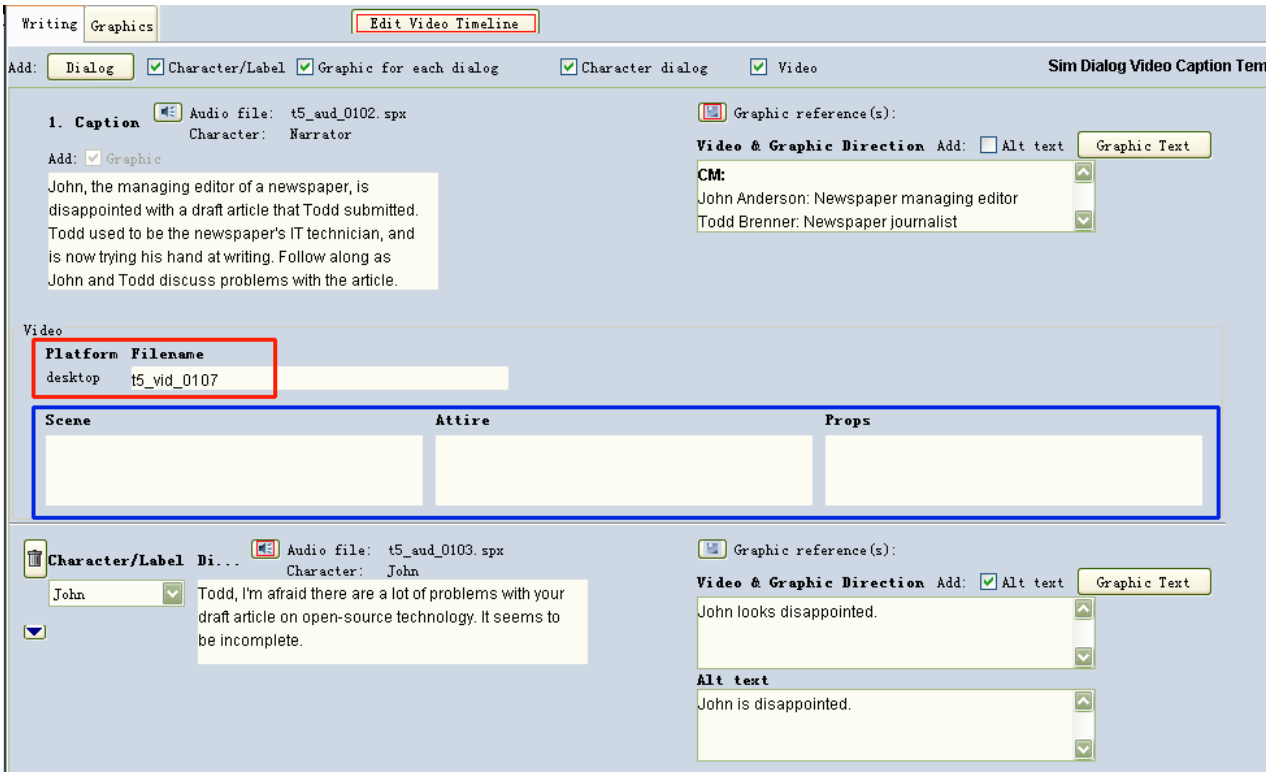


Figure 35: Video information in the Writing tab of the Sim Dialog Video Caption page

2. Identify the appropriate video format(s).
If there are multiple video formats in the course, each file will have the same filename, but different file types. For example, the filename could be `t6_vid_0178`. If the course uses the flv format, the file would be saved as `t6_vid_0178.flv`. If the course also uses the mp4 format, the mp4 file would be saved as `t6_vid_0178.mp4`.

Note: The video formats that are supported in a given course are indicated on the Video tabbed page at course level.

3. Publish the video files to the appropriate format(s) and rename them as per the name given in the Video Filename field in the Writing Tab.

4. Using Windows Explorer, add the video files to a course by copying them to the `media\video` folder at the topic level of that course folder structure.

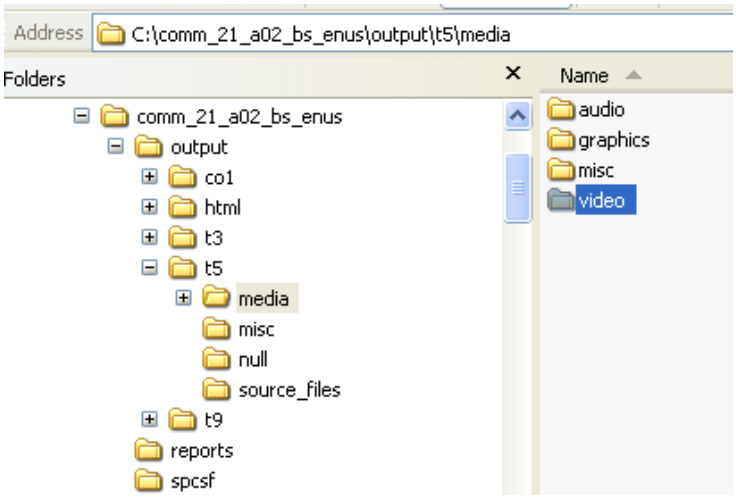


Figure 36: Video folder in the Synergy course structure

5. Save the course.

6. Preview the Sim Dialog Video Caption pages to ensure the video has been integrated correctly.

Integrating static images

When a page is video-enabled, a static version of the page complete with static images must also be built, in case learners view the page with video disabled. The static images must be stills taken from the video file. One image should be added for the caption field, and one for each dialog item. The static images should be the same size as the video file. Refer to the Video Development guidelines for detailed guidelines on the requirements for creating these images.

Refer to the Steps for building a Sim Dialog Video Caption page with video disabled, for detailed instructions on incorporating static images into a Sim Dialog Video Caption page.

Incorporating Graphic Text

Whether or not video is enabled in the page, only one graphic may be added to each item (caption or dialog). If Graphic Text is required, it must be added to the image, and the image must be exported as a flattened file before it is added to the course.

Integrating audio files

The audio for the static version of the page must be exported from the source video file for the page. A separate audio file is required for each piece of dialog on the page.

The audio files must be named to match the filenames associated with each piece of dialog in Synergy. They should then be converted to SPX format and integrated into the course by adding them to the `media\audio` folder at the topic level of the course structure.

Editing video timeline information

On static Sim Dialog Caption pages, the audio files, images, and caption text are automatically synchronized. If the page contains video, the caption text must be synchronized manually.

Figure 51: The Edit Video Timeline button

The **Edit Video Timeline** button in the tab area is highlighted when timeline information is required.

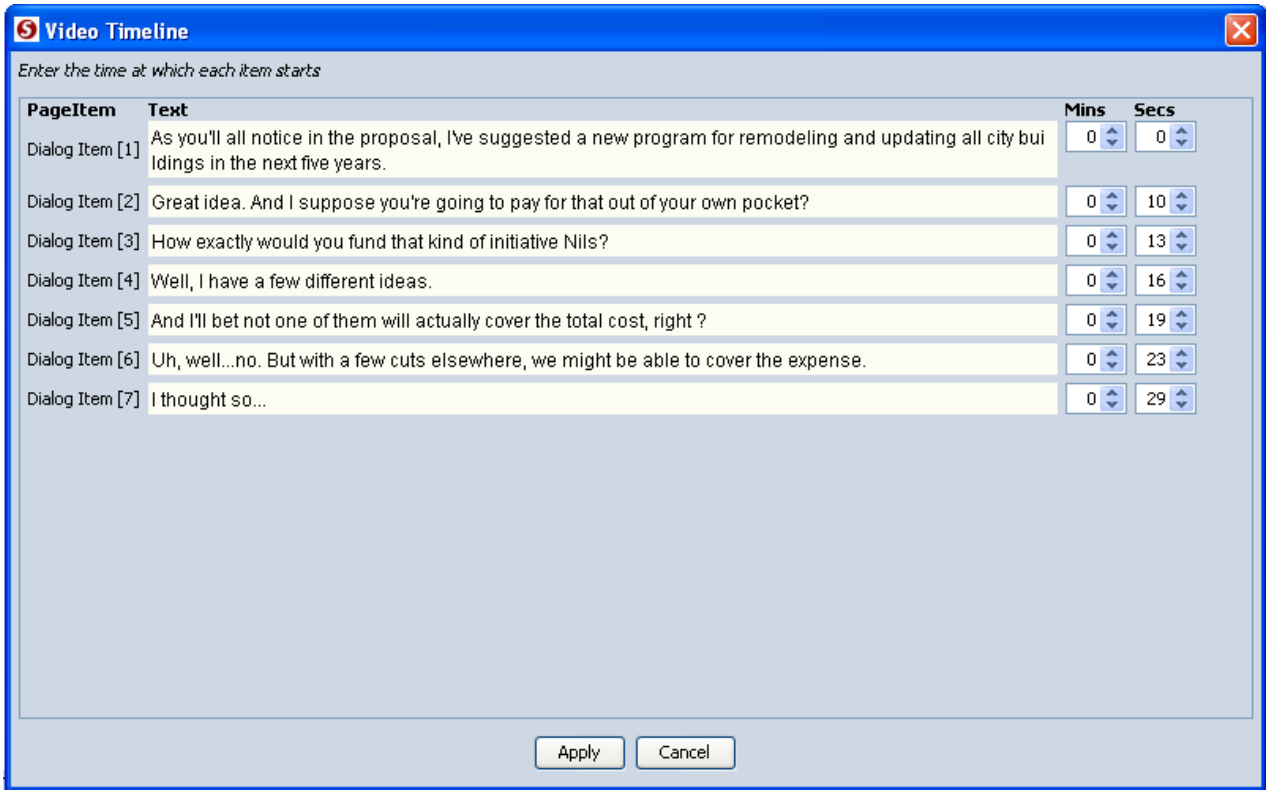


Figure 52: The Video Timeline window

The Video Timeline window lists the dialog items on the page. The spin buttons allow you to set the time that each piece of dialog appears in the video. The first dialog item will almost always appear at 0 mins and 0 secs. Each dialog item must have a higher time value than the preceding item.

Steps for building a Sim Dialog Video Caption page with video disabled

The following is the recommended sequence of steps that you should follow when building a Sim Dialog Video Caption page **with video disabled**:

1. Read the content, including the graphic direction provided

2. Add and position a graphic for the introductory Text item
3. Click the **Next Buildable** arrow in the WYSIWYG toolbar to display the first piece of Dialog
4. If the **Graphic for each dialog** checkbox is selected in the **Writing** tab, you should add a graphic for the first piece of Dialog
5. Click the **Next Buildable** arrow in the WYSIWYG toolbar to display the next piece of Dialog
6. If the **Graphic for each dialog** checkbox is selected in the **Writing** tab, you should add a graphic for the next piece of Dialog
7. Repeat these steps until you have added graphics for each piece of Dialog if necessary
8. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 300k, and that the 'Size in Memory' value does not exceed 12288kb
9. For each piece of dialog on the page, select each in turn from the Trigger Item drop-down list in the **Assign to** tab, and then check that the appropriate graphics are set to show for each Dialog item
10. Graphics associated with individual Dialog items should automatically hide when next Dialog item is displayed
11. Preview the page

Video Standard Caption

Overview

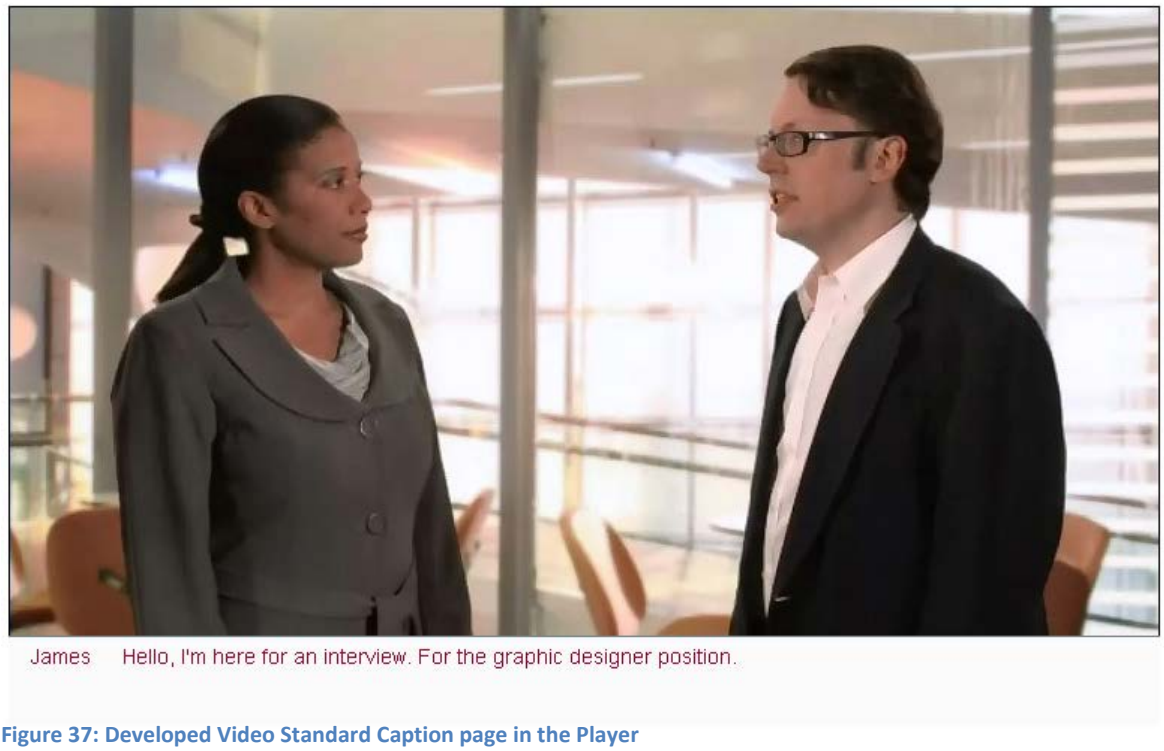
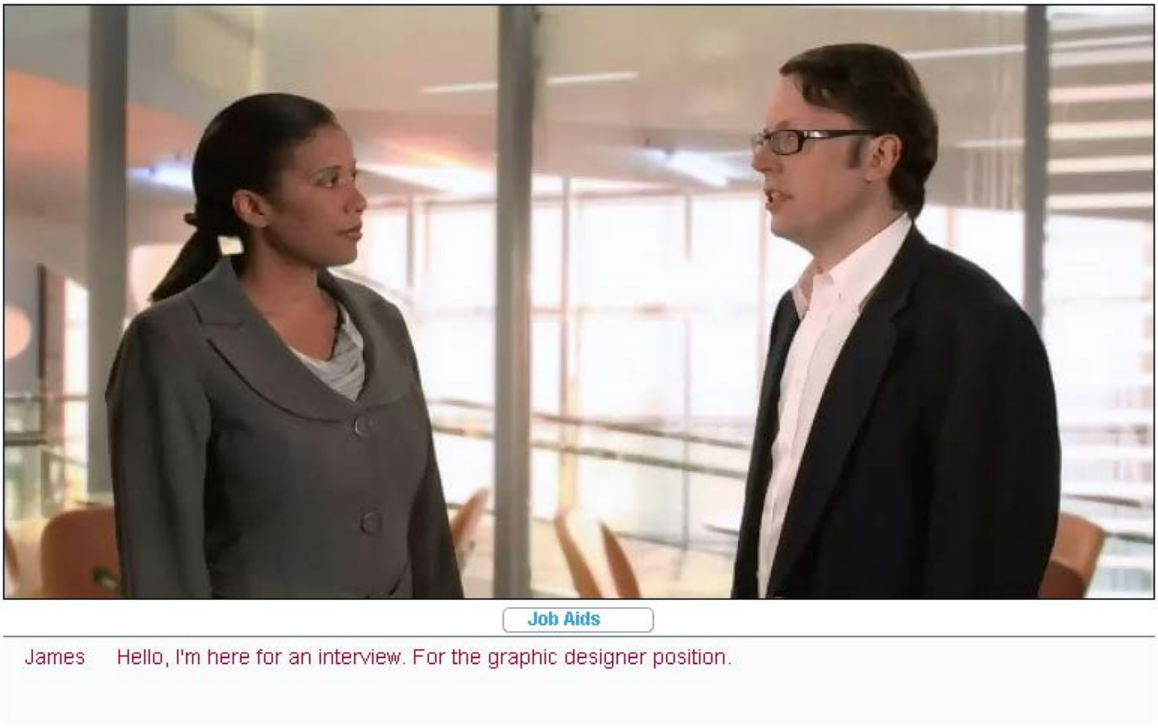


Figure 37: Developed Video Standard Caption page in the Player

The Video Standard Caption template allows you to import video into Synergy. The template allows you to import videos of any size, up to a maximum of 768x432 pixels. The video plays as soon as the page opens, and there is no introductory static screen (unlike the Sim Dialog Video Caption page). If captions are enabled they display in the Caption area at the bottom of the Player window and are synchronized with the video.

If video is disabled, then static images appear onscreen instead of the video. These graphics on screen may change with each chunk of text on the page. The text is still contained in the Caption area when video is disabled.

The template may be used to display dialogs, monologs, or other non-dialogue content such as procedures etc.



The template my also include a link to an external HTML file on the page. The external file may be Topic Notes, Job Aids, or Learning Aids. The Launch Button bar, when selected, is automatically placed over the lower edge of the video, it cannot be repositioned.

Tasks

Tasks that you may be required to carry out when developing a Video Standard Caption page include:

- Adding and assigning graphics
- Adding the video files
- Adding timeline information

Steps

The following is the recommended sequence of steps that you should follow when building a Video Standard Caption page:

1. Read the content, including the graphic direction provided
2. Add the video file to the course, renaming it to match the reference on the **Writing** tab
3. Add timeline information in the **Edit Video Timeline** dialog (see the 'Editing video timeline information' subsection of the Sim Dialog Video Caption section for details)
4. Take a static image for each Caption or Dialog item, using video stills

5. Add and position the graphic for the first Caption item
6. Click the **Next Buildable** arrow in the WYSIWYG toolbar to display the next Dialog item
7. If the **Graphic for each dialog** checkbox is selected in the **Writing** tab, you should add a graphic for the next Dialog item
8. Repeat these steps until you have added graphics for each piece of Dialog if necessary
9. Check the Image memory tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 300k, and that the 'Size in Memory' value does not exceed 12288kb
10. For each piece of dialog on the page, select each in turn from the Trigger Item drop-down list in the Assign to tab, and then check that the appropriate graphics are set to show for each Dialog item
11. Graphics associated with individual Dialog items should automatically hide when next Dialog item is displayed
12. Preview the page

Try It

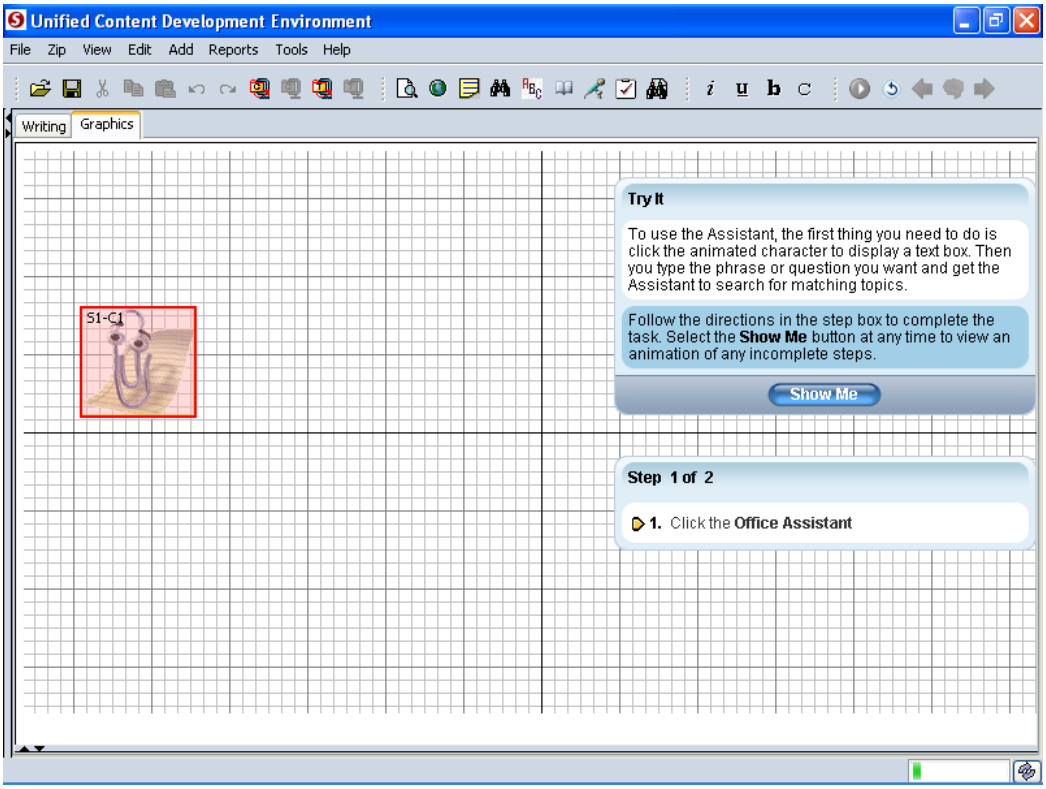


Figure 53: A developed Try It page in the Graphics tab

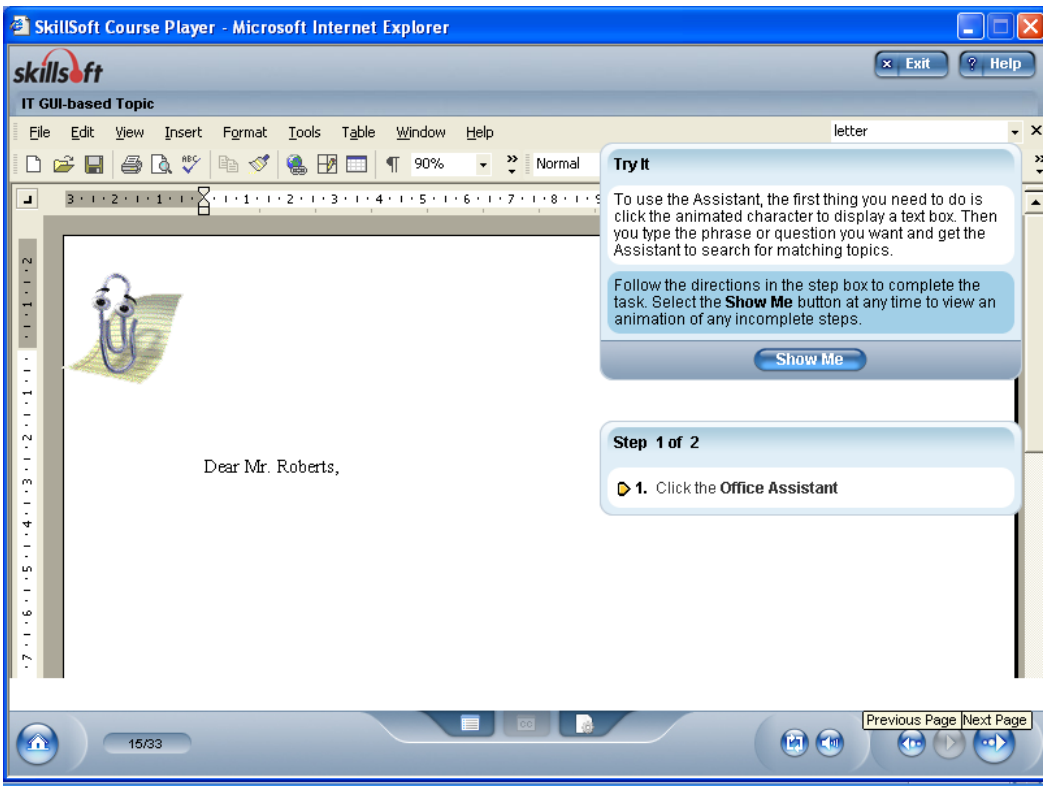


Figure 54: A published Try It page

Overview

Try Its are a guided practice strategy used for demonstrating key steps in a task. Try Its require learners to perform specified tasks using a software application. This may require learners to navigate a GUI's screen elements, complete common procedures, or familiarize themselves with the application.

When previewed in the Player, a Try it consists of a Try It box and a Steps box. The Try it box contains the Try It Stem, which defines the task to be completed by learners, a built-in player prompt, and the **Show Me** button. The Steps box lists each of the steps that must be carried out by learners to successfully complete the task defined within the Stem. The individual steps of the task are outlined in the order in which they must be performed. Allowable interactions in a Try It include clicking or selecting an interface element, inputting text into a field, rolling over an object, double-clicking an object or dragging-and-dropping an object.

If a learner completes a step correctly, the interface will reflect the action taken and enable the learner to continue to the succeeding step. Each step can have a number of Correct actions associated with it. For example, in the Try It step "Select **File-New**", there are two Correct actions. The first Correct action is to select **File** and second Correct action is to select **New**. The Visual designer assigns hotspots to both elements on the background interface. When the learner selects **File**, the interface will change to display an open **File** menu.

If learners prefer to see an animation of the Try It being completed, they can click the **Show Me** button. The Show Me completes all remaining incomplete Try It steps.

The Instructional Writer provides the screen grabs for all stages (inactive, rollover, activated, result) of a step so the Visual Developer can develop the question to allow learners to perform the step, or skip it and view the animation. The writer is required to attach grabs for each action via the Graphic references feature in Synergy. When all steps have been completed successfully in the simulated application, the completion text is displayed. This text reinforces what it is that learners have completed.

Tasks

Tasks that you may be required to carry out when developing a Try It page include:

- Adding a background graphic
- Cropping and optimizing images
- Creating highlight images
- Adding and positioning graphics
- Creating highlight images
- Adding Dynamic Pointers
- Assigning graphics to show or hide with one or more steps or hotspots
- Setting up Input Fields
- Setting up Correct Actions

- Setting up Drag Options and Drop Targets
- Positioning the Try It and Steps box on screen
- Assigning graphic effects

Steps

The following is the recommended sequence of steps that you should follow when building a Try It page:

1. Prepare the graphics for the page

- Read the content, including any graphic direction
- Determine which screengrabs are associated with each step
- Determine how the screengrabs will be used – screengrabs can be used to create static graphics that appear onscreen following a learner interaction such as a rollover or click, or to create highlight images, which function as buttons
- Crop and optimize screengrabs
- Create highlight images for buttons or menu options

2. Set up the introduction to the page

- Add and position any graphics for the introductory stem
- Add a dynamic pointer indicating where the learner should click to start the first step (in other words, indicate the location of the first click action)
- In the **Assign To** tab, all graphics that you add are automatically set to show for Step [1] (except the Dynamic Pointer, which is not assigned to anything)
- Assign the Dynamic Pointer to show with the first hotspot

3. Set up each step

The process for setting up a step differs depending on the type of step or the type of interactions in the step you are working on. There are two types of steps: standard Steps and Code Steps. Standard Steps may contain correct actions, input fields, drag options, or drop targets. Code Steps require the learner to type in a blank field within a piece of code.

3.1 Setting up Correct Actions in standard Steps

Correct actions are triggered using a click, right-click, double-click, or rollover. Select each step in turn from the Trigger Item drop-down list, and add the graphics associated with that step once it has been selected

- Select the **Step** that you wish to work on from the Step drop-down list in the **Select** tab

- Read the Step text that appears in the Steps box – based on this text, you should be able to determine the type of event required to trigger the action for the step (rollover, click, double-click, right-click)
- Read the Graphic Direction for the Step
- The hotspot for the first Correct action for the Step displays in the graphics area when you select the **Step** in the **Select** tab

Note: The hotspot is named using the naming convention SX – CX, where S is the Step number and C is the Correct Action number.

- Rollover the Correct Action hotspot to determine the name of the interface element that the Correct Action is related to

Note: When you rollover a hotspot in a Try It, the name of the element with which the hotspot is associated appears in the bottom left corner of the Synergy interface, in the status bar.

- Position the Correct Action hotspot over the interface element identified
- If necessary, create a highlight image for that interface element, so that you can simulate a rollover effect for that element when the learner attempts the step
- If you are including a highlighter image, right-click the Correct Action hotspot and select **Hotspot to Button**
- Browse to and select the highlighter image and click **Open**
- By default, Correct Actions are set up to be triggered by left-clicking them – if a different event triggers the action (rollover, right-click, or double-click) you must change the Complete Action Event setting to reflect this
- Right-click the Correct action hotspot and select Complete Action Event – then choose Right-Click, Double-Click, or Rollover, as appropriate
- Lock the hotspot in place
- Determine what graphic change occurs when the hotspot triggers
- If a new graphic appears when the hotspot is triggered, add that graphic and position it in the graphics area
- Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 200k, and that the 'Size in Memory' value does not exceed 12288kb
- Assign the graphic to show with the Correct Action hotspot

Note:

By default all new graphics are assigned to show with Step 1 – this occurs so that the Visual Designer can see that the graphic has been added. Unless the graphic is intended to display for Step 1, you must unassign it from Step 1 and reassign it to the correct hotspot or Step. To do this, select Step 1 from the Trigger Item drop-down list in the Assign To tab. Then clear the Show checkbox for the graphic in question.
Select the Hotspot or Step with which you would like the graphic to appear from the Trigger Item drop-down list. Then select the Show checkbox for the graphic.

- Alternatively, if a graphic disappears when the Correct Action hotspot is triggered, assign that graphic to Hide with the hotspot
- Save your changes
- Preview the step

3.2 Setting up Drag-and-Drop actions in standard Steps

Drag and drop hotspots are connected and require the learner to drag an object from the Drag hotspot to the Drop hotspot. If a writer creates a step with a Drag-and-Drop action, this results in two hotspots being added to the **Graphics** tab - DO and DT, where DO is the draggable option, and DT is the draggable target.

To set up drag-and-drop actions, you complete these steps:

- Select the **Step** that you wish to work on from the Step drop-down list in the **Select** tab
- Read the Step text that appears in the Steps box, and identify the draggable object (for example, an icon)
- Create a draggable highlighter image for this draggable object

Note: Standard highlighter images contain these four states in order: Normal, Mouseover, Click, and Deactive.
Draggable highlighter images are different, however, because most objects that are draggable do not have a rollover state. Instead, they only react when clicked. Therefore, when setting up the draggable highlighter image, you must replace the Mouseover state with a copy of the Normal state. In other words, the four states of the draggable highlighter image should be: Normal, Normal, Click, and Deactive.

- Change the DO hotspot to a button using the draggable highlighter image
- Position the DT hotspot over the area to which the learner must drag the object

Note: Synergy allows you to convert DT to a button if there is a rollover effect on DT. However, you are not required to convert a DT hotspot to a button, and in most cases it is unnecessary, and even incorrect to do so.
However, you are required to convert the DO hotspot to a button.

3.3 Setting up Input fields in Standard Steps

Input fields require the learner to type text in a text entry field. If a step contains an input field, a blank text field is generated in the graphics area, allowing the learner to enter text. Each Input field is associated with either a **Correct Action (input)** or a **Submit** button, which the learner must click before the Player will judge the text entered.

Note: It is not possible to trigger the Player to judge an input field by pressing a keyboard key, such as the Enter key. The Correct Action (input) or the Submit button must be used instead.

To set up an Input field, you complete these steps:

- Select the **Step** that you wish to work on from the Step drop-down list in the **Select** tab
- Read the Step text that appears in the Steps box and identify the field in which the text must be typed, and also how judging is triggered (by clicking an interface element or the Submit button)
- Position the input field so that it covers the area of the interface (screengrab) into which the learner must type – you can resize the input field if necessary

Note: In most cases, the writer provides a result grab, showing what the interface should look like when the learner has finished typing the text. Ideally, you should line up the input field so that the text being typed lines up with that shown in the result grab.

- In the screengrab, ensure that the area of the interface into which the learner must type is blanked out until AFTER the step is completed
- If the writer has associated a Correct Action (input) with the input field, a hotspot named SX-CU (where SX is the Step number, and CU stands for Correct User Input) is available in the Graphics area
- Set up the Correct Action (input) in the same way that you would set up a standard correct action, assigning graphics to Show or Hide with it as necessary
- If the writer has specified that the Submit button is to be used to trigger the Player to judge Input fields, a Submit button is shown in the Steps box, and the Assign To tab lists Hotspot Button [SX-SUB] in the Trigger Item drop-down list (where S is the Step number, and SUB indicated the Submit button)

- Assign graphics to Show or Hide with this Hotspot Button, just as you would with a standard Hotspot button

3.4 Setting up Code Steps

A Code Step is similar to a standard step with an Input field. The difference is that blank field in a Code Step occurs within a piece of code generated by the Code Editor.

To set up the Code Step, you follow these steps:

- Select the **Step** that you wish to work on from the Step drop-down list in the **Select** tab
- Read the Step text that appears in the Steps box and identify how judging is triggered (by clicking an interface element or the Submit button)
- Position the code where appropriate onscreen

> ***Note: You should ensure that the code is positioned in such a way that it is not obscured by the Try It or Steps boxes.***

- If there is code associated with more than one step, you must determine how the pieces of code relate to each other

> ***Note: The Try It template doesn't facilitate building code. Therefore, in most cases, if a Try It contains multiple pieces of code, the code pieces will either be identical, or just be slight variations of the same piece of code – for example, the Code for Step 1 might have "MISSING CODE" written in part of it, and then the Code for Step 2 might have a blank text field where the "MISSING CODE" occurred.***

- If the pieces of code are the same (allowing for slight variations to facilitate the MISSING CODE tag), then you must ensure that you position them with pixel perfect precision from one step to the next so that no jumps occur – this means ensuring that the X,Y coordinates for each piece of code are identical
- Resize the code area if necessary
  If resizing the code area, you must ensure that you do not introduce line wrapping by mistake. The code should maintain the line wrapping set by the writer in the Code Editor.
- If the writer has associated a Correct Action (input) with the input field, a hotspot named SX-CU (where SX is the Step number, and CU stands for Correct User Input) is available in the Graphics area
- Set up the Correct Action (input) in the same way that you would set up a standard correct action, assigning graphics to Show or Hide with it if necessary
- If the writer has specified that the **Submit** button is to be used to trigger the Player to judge Input fields, a **Submit** button is shown in the Steps box, and the **Assign To** tab lists Hotspot Button [SX-

SUB] in the Trigger Item drop-down list (where S is the Step number, and SUB indicated the Submit button)

- Assign graphics to Show or Hide with this Hotspot Button, just as you would with a standard Hotspot button

Note: In many Code Steps, there no graphic change occurs when the learner clicks the Correct Action (input) hotspot or the Submit button. Clicking the hotspot or button simply triggers the Player to judge the code entry. In those cases, it is fine not to assign any graphics to the hotspot or button.

- Save your changes
- Preview the step

Troubleshooting: If you preview the final step in the Try It and discover that the code disappears when the Submit button is clicked (or when the Correct Action (input) hotspot is clicked, the Try It is not set up correctly in the Code Editor. If the code is to be shown onscreen when the Completion Text displays, the Writer must select the Show with Feedback checkbox for the code in the Code Editor. You should contact the writer to fix this error.

4. Finalize the page

- Add a dynamic pointer to indicate the starting point for the Try It
  The dynamic pointer must point to the first correct action that the learner should interact with. It must be assigned to Show for the first hotspot. It does not need to be set to hide – it does this automatically.
- Position the Try It and Step box
  The Try It box must always be positioned above the Steps box. In exceptional cases, if it is impossible to position the Try It box above the Steps box due to space constraints, you may position the Try It box on the left of the screen, and the Steps box on the right. However, this is not ideal and should be avoided if possible.
- Lock all elements into place
- Save your changes
- Preview the page
  When previewing the page, it is important that you complete the Try It and trigger the Completion text, so that you can view the screen space taken up by the Completion text and ensure that it fits onscreen.

Tasks specific to the Try It template

Cropping and optimizing screengrabs

When preparing screengrabs for use in Try It, you must adhere to SkillSoft guidelines exactly. When cropping and optimizing screengrabs, you must complete these steps:

- Open all of the screengrabs for the page in Photoshop
- Crop each screengrab to a size of 796 by 432
- Copy and paste each cropped screengrab into an individual layer in a single Photoshop document
- Name the layers in a sequence
- Identify the base screengrab
- Identify the graphic differences between each screengrab and the preceding screengrab
- Remove all other areas from the subsequent screengrabs, leaving only the graphic differences
- Save each layer as a separate PNG-8 file using the naming convention <SynergyPage ID><position in sequence>_<original screengrab number>

Note: These steps assume that you are using Adobe Photoshop. If you are using a different graphics package, you will need to adjust the steps to suit.

Creating Highlight images

Often menu items, buttons, or other interface elements become highlighted when a user moves the cursor over them. For example, when users move their cursor over the Bold button on the mini-toolbar in Word 2007, the button highlights with a bright yellow color to indicate that this interface component is about to be selected. A highlight image contains four states of a particular interface component.

- **The Normal state**
  How the interface component looks when it has not been rolled over (or moused over) by the user
- **The Mouse Over state**
  The Mouse Over state is how the interface component looks when users move their mouse over it
- **The Click state**
  How the interface component looks when users click it
- **The Deactivate state**
  The Deactivate state is the “grayed-out” version of the button, which is displayed when the button cannot be selected

When creating a highlight image, place all four states side-by-side in the same document in your image editing program.

> ***Note: Synergy requires all four states to be present for the image to be a valid highlight image. Even if there is no Deactive state– copy the Normal state of the interface component and use this as a place holder for the Deactive state.***

To get the graphics for the four states, you must use the screengrabs that have been provided for the interaction in that page.

- Open the layer containing the highlight for the highlighted image
- Select the layer by pressing **Ctrl** and clicking the layer containing the highlight in the layers palette
- Hide the layer containing the highlight by clearing the Visibility box in the Layers palette. This displays the marquee, at the exact size of the highlight section
- Copy the section within the marquee from the first layer. This will form the Normal state for your Highlight image.
- Select **File-New** to create a new document for your Highlight image. The New dialog box opens. The Width and Height specified in this dialog box represents the exact width and height of the marquee area.

> ***Note: Each state of the interface component you are creating must be exactly the same pixel height and width.***

- Select **Edit-Paste** to paste the image that you copied from the marquee area in Layer001 into the new document. This is copied to the center of the document and represents the Normal state
- Move the image to the far left-hand side of the Highlight Image document. Now you need to get the Mouse Over state for the interface component.
- Return to the Photoshop document containing all the screengrabs for that page and turn on visibility for the second layer, which should contain the Mouse Over image
- Return to the Highlight Image document and select **Edit – Paste**. This pastes the Mouse Over state into the center of the Highlight Image document.
- Again return to the Photoshop document containing all the screengrabs, and turn on visibility and select the third layer which contains the Click state
- Select **Edit-Copy** to copy it
- Return to the Highlight Image document and paste the Click state into it.
- Move the graphic to align in with the Mouse Over state. It should appear third from the left.

- Return to the Photoshop document to get Deactive state. However, in most cases there is no Deactive state.
- Once you have determined that there is no Deactive state, return to the Highlight Image document.
- Synergy requires four states to be provided to ensure that the Highlight image is valid and works properly. Copy the Normal state and place it as a placeholder for the Deactive state.
- Drag the copy of the Normal state to the far right of the Highlight Image document

Note: You must be pixel perfect in placing this image.

- Save the Highlight Image document as a PNG-8 file with appropriate optimization settings and import it into Synergy by converting a hotspot to a button
- Once the Highlight image is added to the graphics area, lock the image in place using the Locking Graphic methodology in Section 4.

Creating Draggable Highlight Images

To create a Draggable Highlight image, follow the steps for creating a standard highlight image. However, instead of including a Mouseover state, include a second Normal state instead.

Adding dynamic pointers

To add a dynamic pointer

- Right-click the area of the graphic that a learner is to click and select **Add Highlighter-Dynamic Pointer**
- Select the type of pointer you require - Left, Right, Up, or Down
- Set the dynamic pointer to show with the appropriate hotspot

Converting a hotspot to a button

To render an interface item in a graphic interactive;

- Right-click the hotspot and select **Hotspot To Button**
- Browse to locate the relevant special highlight image. The hotspot changes to the highlight image which you must position correctly over the appropriate interface item in the graphic

Note: Once done, check the Trigger item drop-down menu, to ensure that the Hotspot name has been updated to Hotspot Button [SX-CX]. It was previously named Hotspot [SX-CX]

- Use the **Hide** checkbox in the **Select** tab to ensure that you have positioned the hotspot button graphic correctly. Estimate where the hotspot button graphic should be placed to prevent pixel jumps.
- Clear the **Hide** checkbox to display the hotspot button graphic again in the Graphics area and using the arrow keys carefully nudge the Hotspot button graphic in the correct direction.
- Once done, select the **Hide** checkbox again, and observe carefully, watching for any pixel jumps
- Once you are satisfied that there are no pixel jumps, clear the **Hide** checkbox and Lock the graphic in place by using the Locking graphics methodology in Section 4

Assigning a graphic to appear when a hotspot is triggered

Note:

When you open a Try It page in the Graphics area for the first time, the only hotspot visible is the hotspot associated with the first Correct action in Step[1]. To view remaining hotspots, hold the Shift key and click the hotspot. If there is a subsequent Correct action associated with Step[1], its hotspot will appear onscreen. If not, the hotspot associated with the first Correct Action in the next Step in the Try It appears.

To assign a graphic to appear when a hotspot is triggered:

- Convert the hotspot to a button, if necessary
- Select the hotspot or hotspot-button from the Trigger Item drop-down list and select the **Show** checkbox associated with the graphic that you want to appear when that hotspot is clicked (or double-clicked, right-clicked, or rolled over, depending on what the Complete Action Event is set to)
- Click **Toggle Preview Mode** to determine that the step is functioning correctly

To set a graphic to disappear when a hotspot is triggered, simply select the **Hide** checkbox instead of the **Show** checkbox in the **Assign To** tab.

Positioning the Try It and Steps box

The Try It and Steps boxes must be positioned in such a way that there is room for them to expand (to include the Show Me button, or the Completion text in the Try It box, or to include additional steps in the Steps box), without obscuring any important pieces of the screengrabs in the background.

The Try It box must always be positioned above the Steps box. In exceptional circumstances, where this is not possible, you may position the Try It box to the left of the screen, and the Steps box to the right of the screen; however, you should try to avoid this situation.

To position the Try It and the Steps boxes:

- Right-click the Try It or Steps box and select **Unlock Panel**
- Drag the box to its new location
- Right-click and select **Lock Panel** to lock the Try It box or Steps box in place

Rate Single

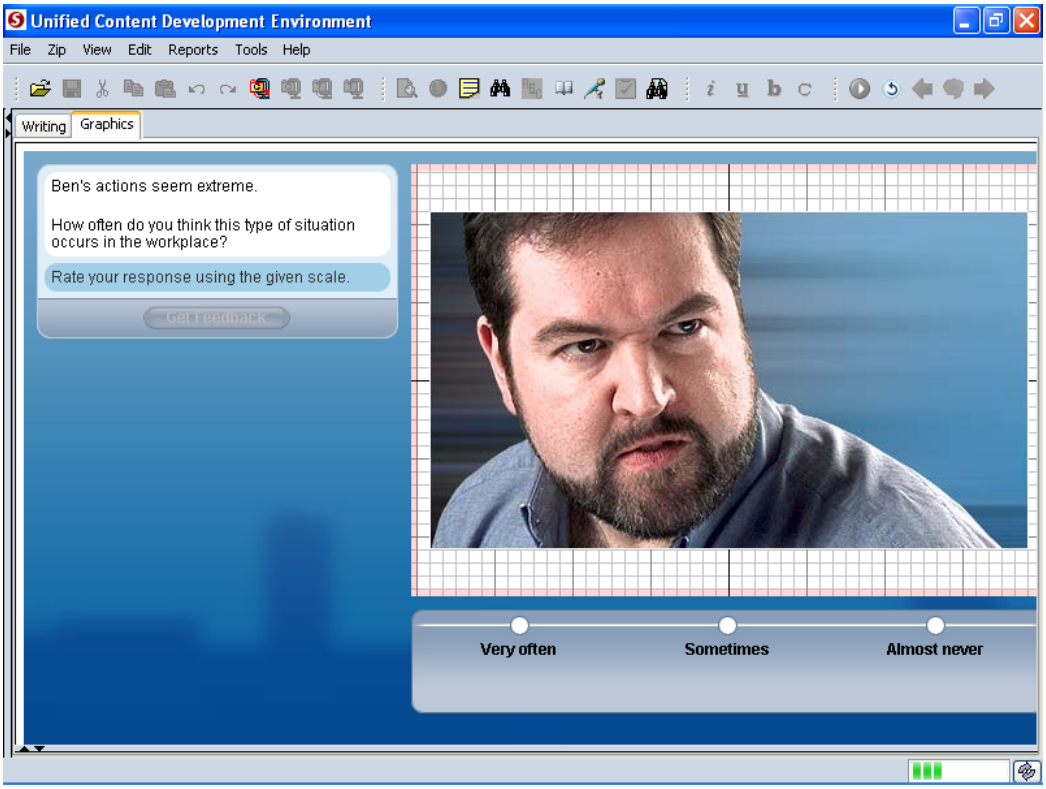


Figure 55: A developed Rate Single page in the Graphics tab

Figure 56: A published Rate Single page

Overview

A Rate Single page aims to examine an opinion or a behavior by posing a question and asking learners to rate their opinion, behavior, and so on from a scale of options. A Rate Single differs from standard question types because it isn't used in Practice and Test modes and there are no correct or incorrect options. A Rate Single page consists of a Text item, which holds the question stem, and a minimum of three options. A maximum of five options is permitted.

Tasks

Tasks that you may be required to carry out when developing a Rate Single page include:

- Adding a background graphic
- Adding a single graphic

Steps

The following is the recommended sequence of steps that you should follow when building a Rate Single page:

1. Read the content, including any graphic direction provided
2. Add a background graphic if necessary
3. Add and position a single graphic for the question stem
4. Check the **Image memory** tab once the graphic has been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock the graphic in place
6. Preview the page

Note:

The Rate template only allows you to add a single graphic to the page, and that graphic is static. You cannot apply any effects to the graphic, nor can you add a staged animation. The maximum size of the graphic that you can add is 478x322.

Reflect Learner

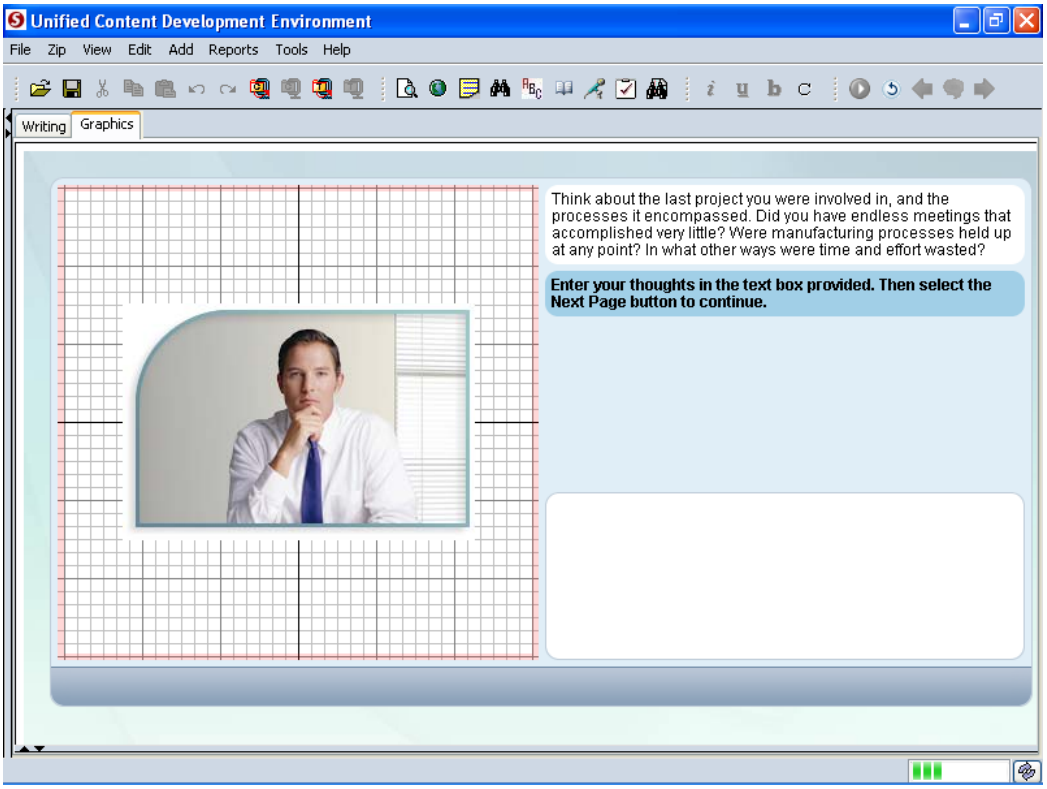


Figure 57: A Reflect Learner page in the Graphics tab

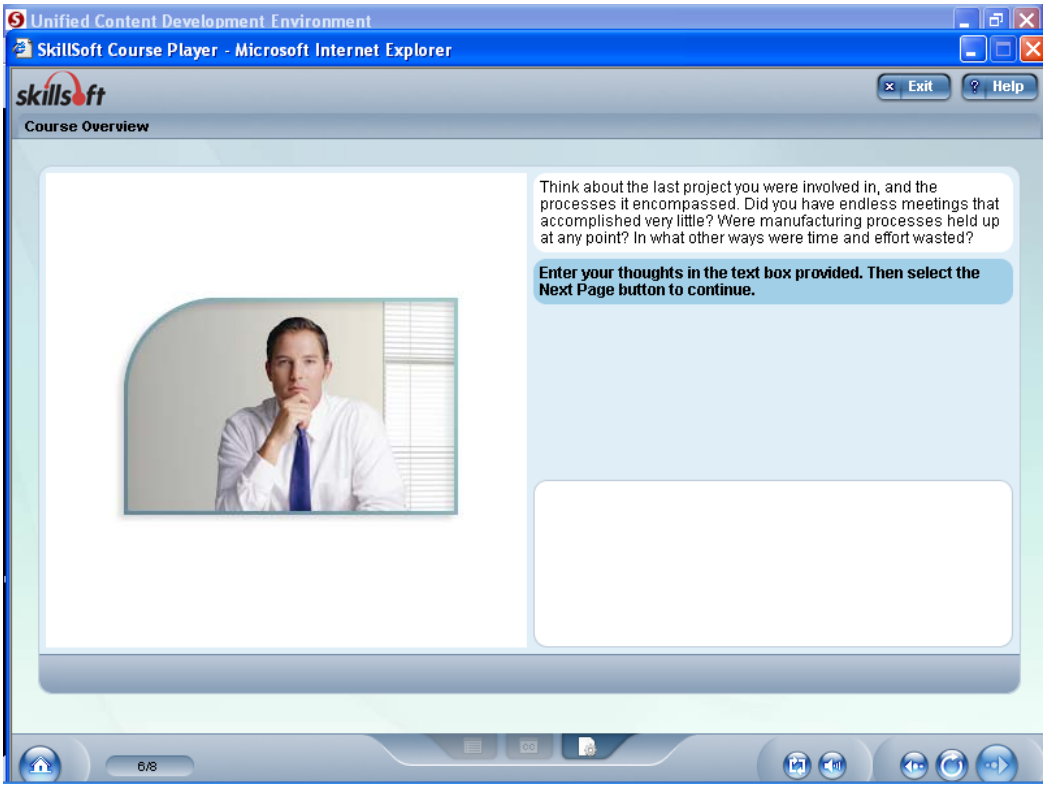


Figure 58: A published Reflect Learner page

Overview

The Reflect Learner template provides learners with an opportunity to pause and reflect on a question, problem, or situation and then enter and record their thoughts. The Player stores the comments for recall later. A Reflect Learner template consists of a Text item, which holds the question stem, a Reflective text prompt, which indicates the steps for answering the question, and the Unique learner-entered response ID, which is used to identify the appropriate Reflect Learner template to recall later in the course. The Unique learner-entered response ID field is visible only in the Writing tab.

Tasks

Tasks that you may be required to carry out when developing a Reflect Learner page include:

- Adding a background graphic
- Adding a (single) graphic

Steps

The following is the recommended sequence of steps that you should follow when building a Reflect Learner page:

1. Read the content, including any graphic direction
2. Add a background graphic if necessary
3. Add and position a single graphic for the Text item
4. Check the **Image memory** tab once the graphic has been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock the graphic in place
6. Preview the page

Note:

The Reflect Learner template only allows you to add a single graphic to the page, and that graphic is static. You cannot apply any effects to the graphic, nor can you add a staged animation. The maximum size of the graphic that you can add is 360x355.

Reflect Expert Compare

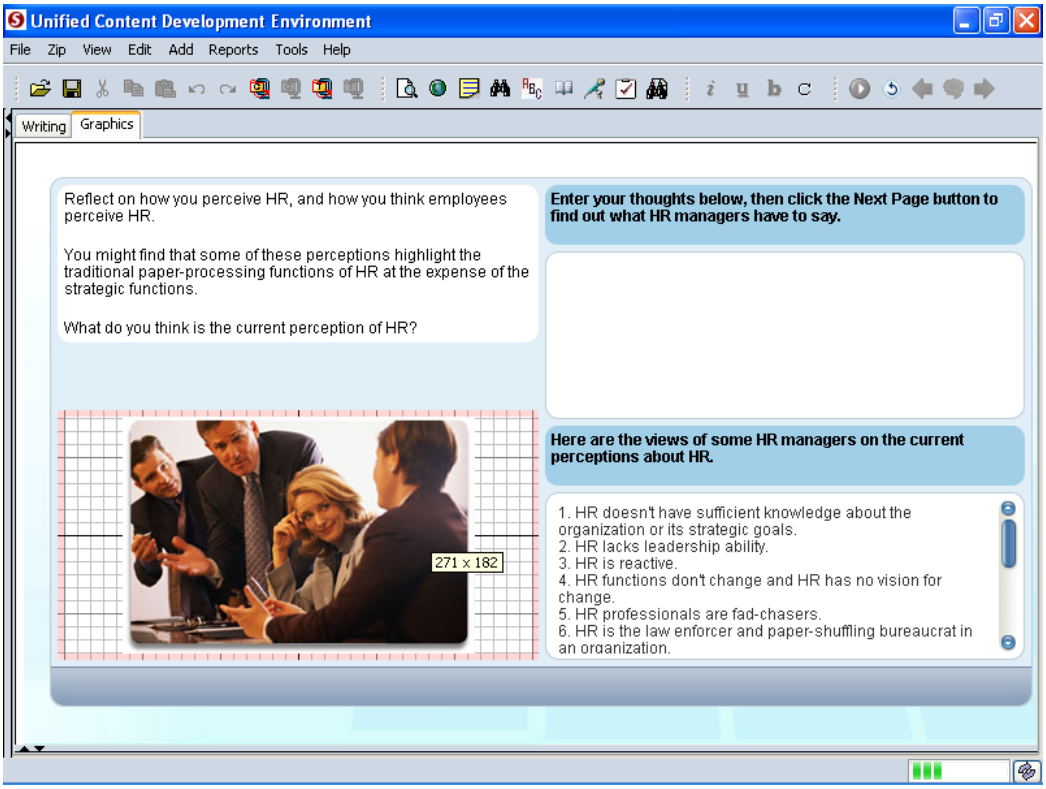


Figure 59: A Reflect Expert Compare in the Graphics tab

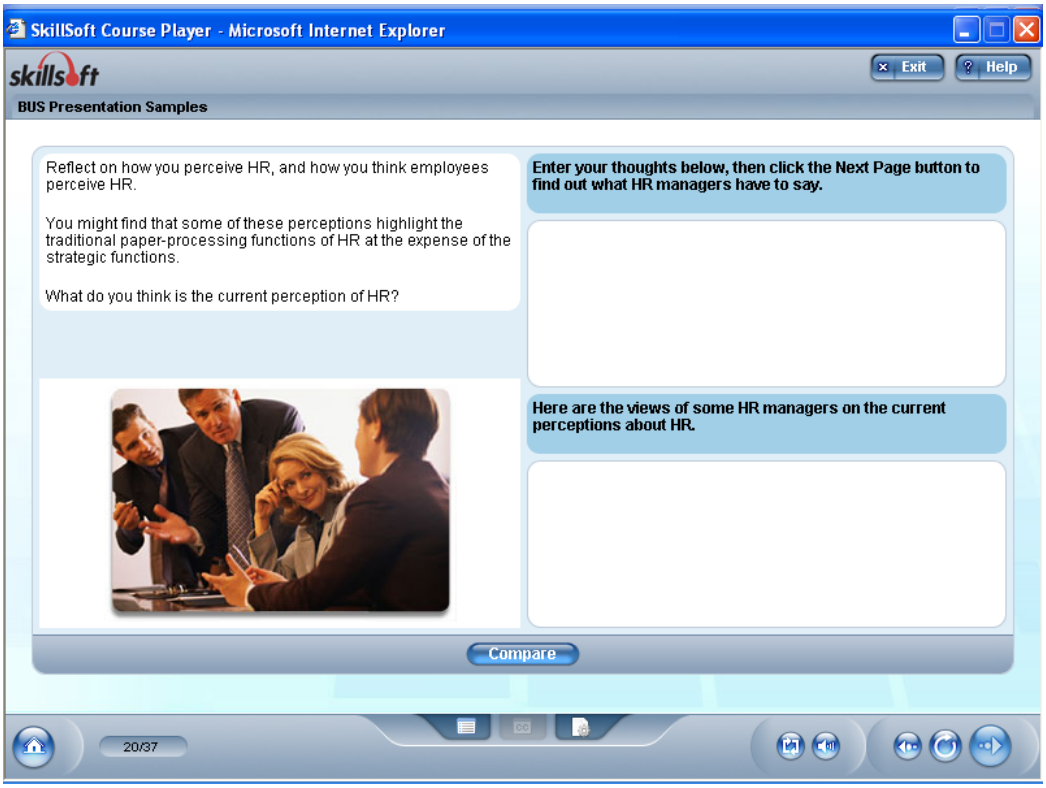


Figure 60: A published Reflect Expert Compare page

Overview

The Reflect Expert Compare template is used to record learners' thoughts about a question or statement and immediately compare their answers to an expert's opinion or best practice. The Reflect Expert Compare template consists of a Text item, which holds the question stem, a reflective text prompt, which indicates the first step to record the learner's opinion, an Expert opinion text header, which outlines the second step to display the Expert opinion, and Expert opinion text, which holds the expert opinion.

Tasks

Tasks that you may be required to carry out when developing a Reflect Expert Compare page include:

- Adding a background graphic
- Adding a graphic

Steps

The following is the recommended sequence of steps that you should follow when building a Reflect Expert Compare page:

1. Read the content, including any graphic direction
2. Add a background graphic if one has not already been applied
3. Add and position a graphic for the Text Item
4. Check the **Image memory** tab once the graphic has been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock the graphic in place
6. Preview the page

Note:

The Reflect Expert Compare template only allows you to add a single graphic to the page, and that graphic is static. You cannot apply any effects to the graphic, nor can you add a staged animation. The maximum size of the graphic that you can add is 360x182.

Reflect Self Compare

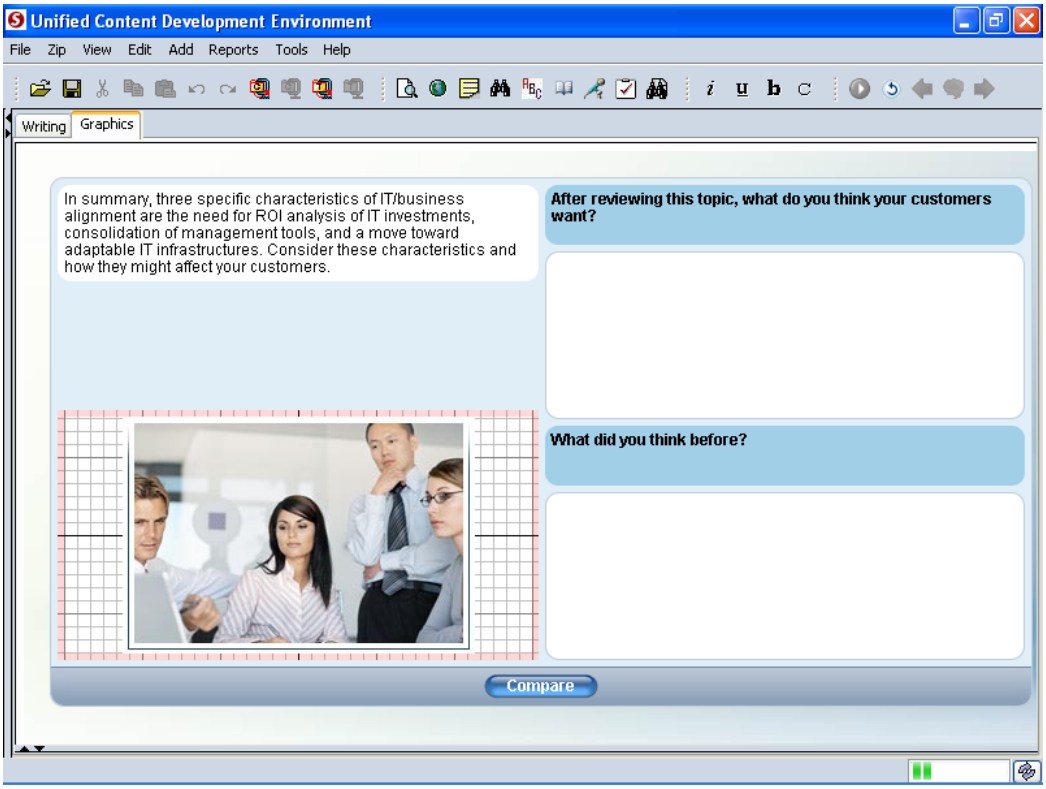


Figure 61: A developed Reflect Self Compare page

Figure 62: A published Reflect Self Compare page

Overview

The Reflect Self Compare template is used to record learners' thoughts about a question or statement and immediately compare them to a recalled reflection. The recalled reflection was recorded using a Reflect Learner template. The Reflect Self Compare template contains a single Text item, a Learner entered text header, a Learner recalled text header, and a Previous Learner-entered response ID drop-down list. The Text item holds the question stem that learners reflect upon. The Learner entered text header provides the heading for the text field where learners type their reflections. The Learner recalled text header provides the heading for the field in which the previous recorded learner entry is to be displayed. This information is identified by using the ID supplied by the Instructional Writing in the Previous Learner-entered response ID drop-down list in the **Writing** tab.

Tasks

Tasks that you may be required to carry out when developing a Reflect Self Compare page include:

- Adding a background graphic
- Adding a graphic

Steps

The following is the recommended sequence of steps that you should follow when building a Reflect Self Compare page:

1. Read the content, including any graphic direction
2. Add a background graphic if necessary
3. Add and position a single graphic for the Text item
4. Check the **Image memory** tab once the graphic has been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock the graphic in place
6. Preview the page

Note:

The Reflect Self Compare template only allows you to add a single graphic to the page, and that graphic is static. You cannot apply any effects to the graphic, nor can you add a staged animation. The maximum size of the graphic that you can add is 360x182.

Click-In Graphic

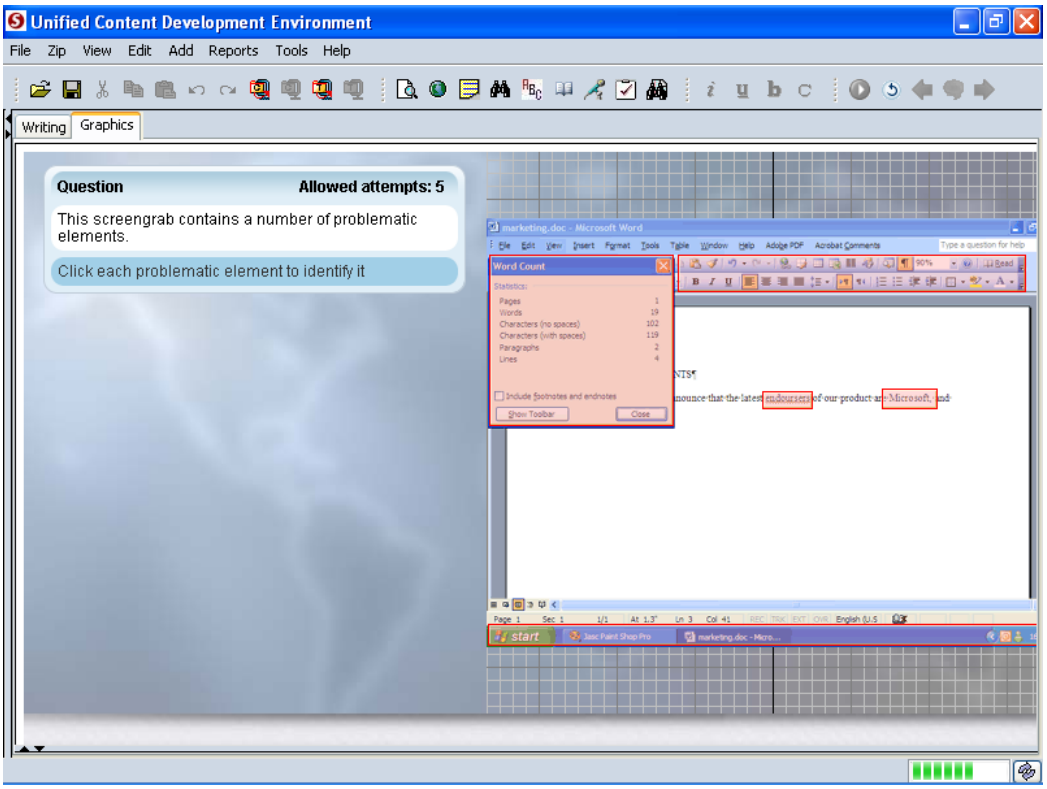


Figure 63: A developed Click-In Graphic page

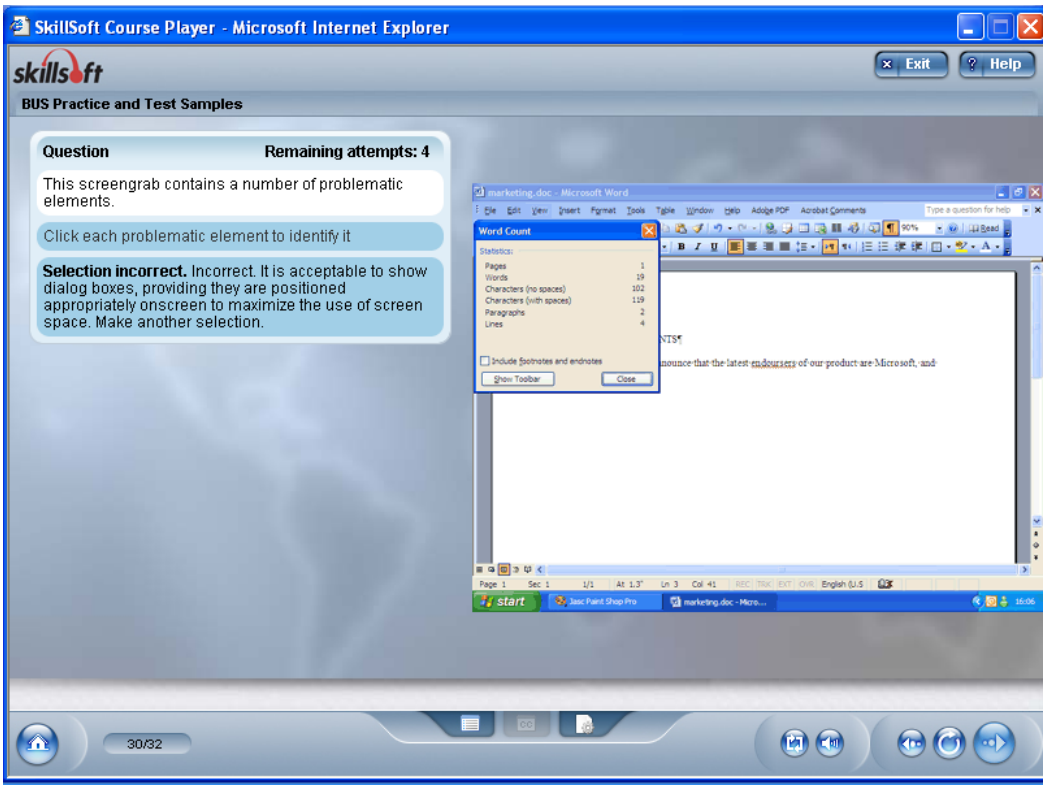


Figure 64: A published Click-In Graphic page

Overview

A Click-in Graphic question asks the learner to select appropriate area(s) or object(s) in a graphic. These areas are defined by hotspots on the graphic. At least one or more of the hotspots will represent the desired correct response, and one or more of the hotspots will represent incorrect responses. Learners select the hotspots on the graphic and immediately get feedback on their answers.

> ***Note: The size of the Graphics area in the Click-in graphic template is 440 x 432 pixels.***

Tasks

Tasks that you may be required to carry out when developing a Click-in graphic question include:

- Adding a background graphic
- Adding and positioning a Click-in graphic
- Adding and positioning standard graphics
- Adding and positioning a Final graphic
- Positioning hotspots and labels
- Adding highlighters or pointers
- Assigning graphics to show with the stem or one or more hotspots/labels
- Assigning graphic effects

Steps

The following is the recommended sequence of steps that you should follow when building a Click-in Graphic page:

1. Read the content, including any graphic direction provided
2. Add a background graphic if one has not already been applied
3. Add and position a single Click-in Graphic

> ***Note:***
>
> The Click-in Graphic template only allows you to add a single Click-in Graphic to the page. This is a special type of static graphic. You cannot apply any effects to the graphic, nor can you add a staged animation. The maximum size of the graphic that you can add is 440x432.
> Often the Click-in Graphic is the only graphic on this page. You position the Correct and Incorrect Hotspots over specific areas in this graphic. When the learner clicks those hotspots, it triggers choice-specific feedback. However, because this graphic is a Click-in Graphic, any

location in the graphic that is not a Correct Hotspot is automatically an Incorrect Hotspot, and all clicks are counted as attempts.

4. Position the hotspots over the appropriate graphic sections of the click-in graphic, and if labels are published, position them as appropriate
5. Add and position standard graphics if required

Note:

When you add a standard graphic to the page, you must assign that graphic to show with the Stem or with one of the correct or incorrect action hotspot/labels. If you assign it to show with the Stem, it will display for the entire page. Whereas if you assign it to show with a correct or incorrect hotspot/label, it will only be displayed if the learner clicks that hotspot/label.

6. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
7. To view the associated material for each correct or incorrect action hotspot/label on the page, press and hold the **Shift** key and then click each hotspot/label in turn
8. If a result or final graphic is required, add a Final graphic to the page

Note:

The Click-in Graphic template only allows you to add a single Final Graphic to the page. This is a special type of static graphic. You cannot apply any effects to the graphic, nor can you add a staged animation. The maximum size of the graphic that you can add is 440x432.
This graphic is automatically set to appear when the learner completes the question. By default, the z-depth of this graphic is set to the front of the page, so if you add a Final graphic that is the same size and in the same position as the Click-in graphic, it can appear to the learner as though this graphic replaces the Click-in graphic when it is displayed.

9. Lock all elements into place
10. Preview the page

Tasks specific to the Click-in graphic template

Adding a Click-in Graphic

To add the "Click-in Graphic" graphic to the page:

- Right-click and select **Add - Click-in Graphic**

This graphic is automatically assigned to the Stem of the question.

Adding a Final Graphic

To add the “Final Graphic” graphic to the page:

- Right-click and select **Add - Final Graphic**

This graphic is automatically assigned to the Stem of the question.

Viewing a Final Graphic

When you add the Final Graphic, it is automatically set up in the page to display when the learner completes the question in the Player. To preview it, you can use the Previewer, or click the **Toggle Preview Mode** button and complete the question. If you need to work with this graphic in the Graphics area (to reposition it for example), you must progress advance the **Graphics** tab to the result stage of the page. To do this, you complete these steps:

1. Press **Shift** and click a correct or incorrect hotspot/label
2. Repeat until the Final Graphic appears in Graphics area
3. Reposition the Final Graphic as required
4. Lock the Final Graphic in place
5. Click the **Reset Page** button in the WYSIWYG toolbar to reset the page to the start state
6. Preview the page
7. Save your changes

Multiple Choice Wide

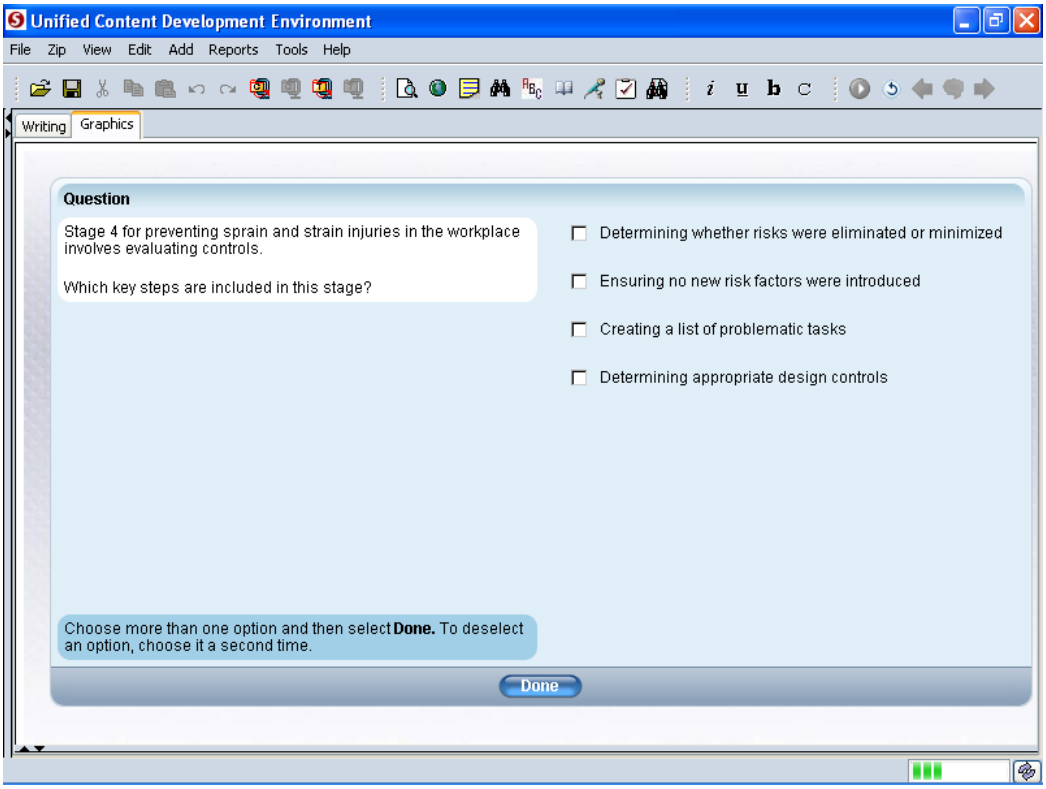


Figure 65: A developed Multiple Choice Wide page

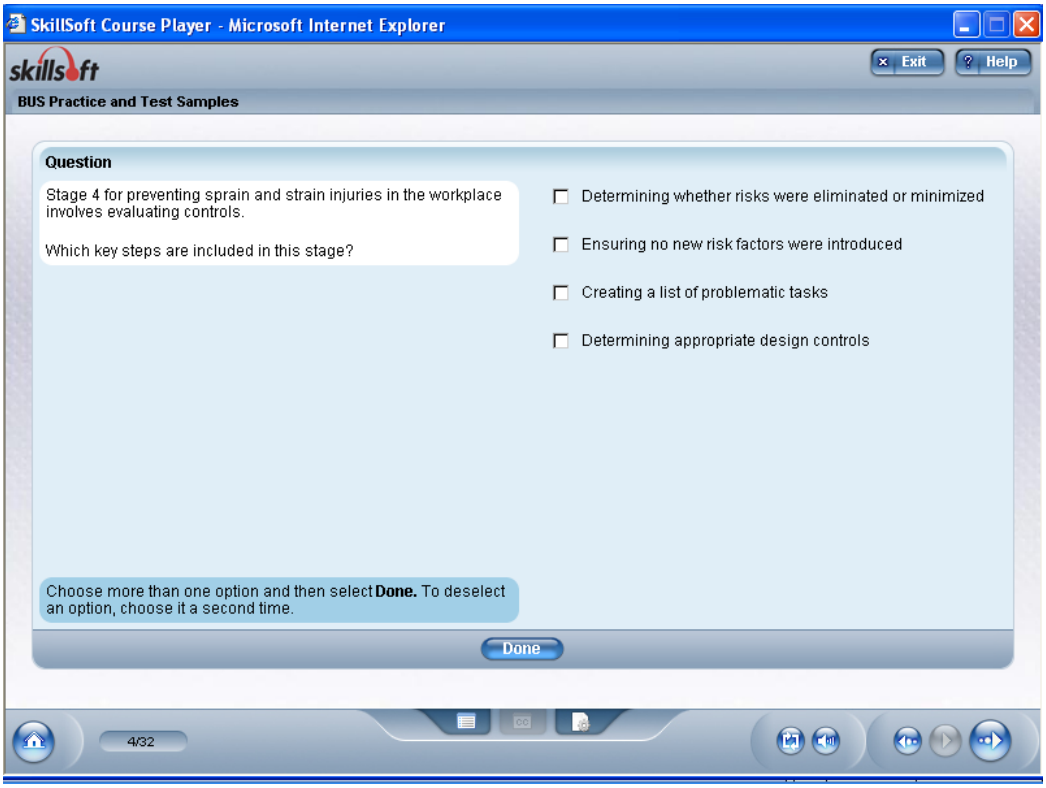


Figure 66: A published Multiple Choice Wide page

Overview

A Multiple Choice Wide question template presents the learner with a question stem (presenting a question or problem) and a list of options in text format, which consist of correct and incorrect answer choices. The learner is expected to select the correct answers from those on the list.

Tasks

In the Multiple Choice Wide question template, the question box stretches across the screen. In the practice version of this template (which occurs within a learning point or the main topic content), the page contains a background graphic.

However, the test version (which is added to an objective in a topic) of the Multiple Choice Wide template does not support a background graphic.

When developing a Multiple Choice Wide page, you should first determine whether the page is a practice or test version of the page.

> ***Note: Test versions are all stored within the objectives. Practice versions occur within the main topic area.***

Then if the page is a practice page, you should check to ensure a background graphic has been added. If not, you should add a background graphic to the page.

Multiple Choice Standard

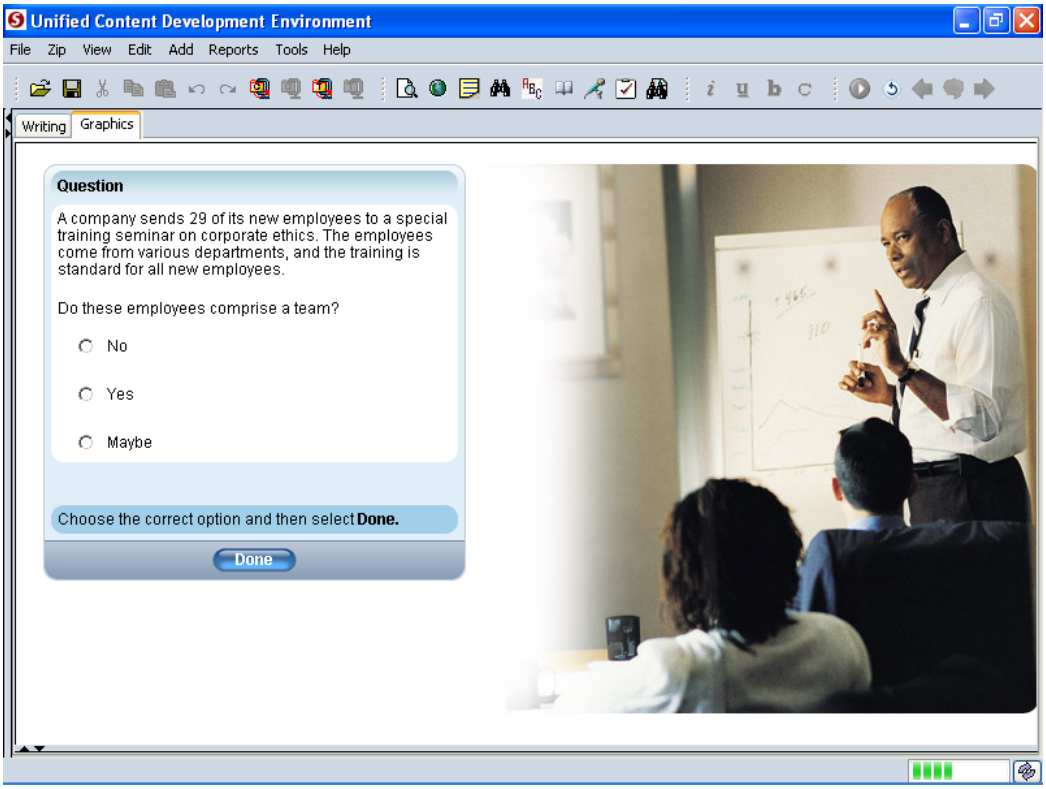


Figure 67: A developed Multiple Choice Standard page

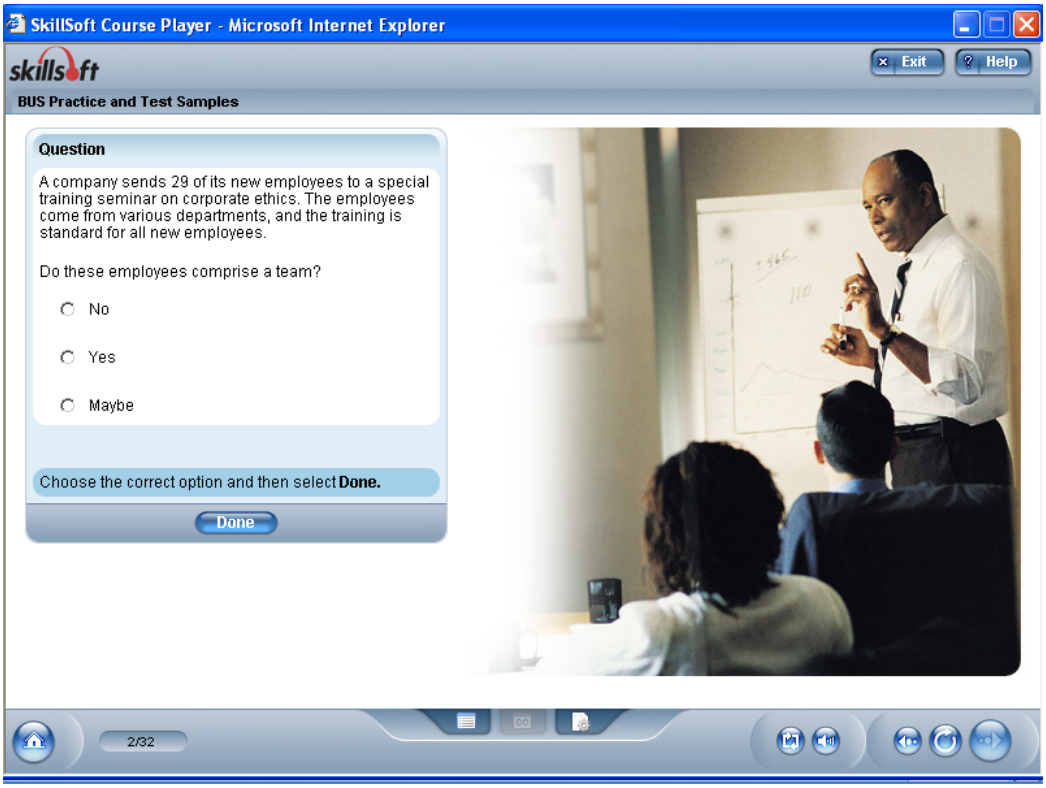


Figure 68: A published Multiple Choice Standard page

Overview

A Multiple Choice Standard question template presents the learner with a question stem (presenting a question or problem) and a list of options in text format, which consist of correct and incorrect answer choices. The learner is expected to select the correct answers from those on the list. This page also supports a graphic and a background graphic.

> ***Note: If the page is in standard mode, the available graphics area is 440x432. If the page is set to Draggable, the graphics area is 796x432.***

Tasks

Tasks that you may be required to carry out when developing a Multiple Choice Standard question include:

- Adding a background graphic
- Adding and positioning graphics
- Adding show or hide effects to graphics
- Adding and positioning highlighters and pointers
- Positioning code
- Changing the z-depth of graphics
- Assigning graphic effects
- Locking graphics

Steps

The following is the recommended sequence of steps that you should follow when building a Multiple Choice Standard page:

1. Read the content, including any graphic direction
2. Add a background graphic if one has not already been applied
3. Add and position any graphics for the question stem
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Position any code
6. Lock all graphics in place
7. Preview the page

If the page includes code or syntax, you must also position the code or the Syntax box for the Stem.

If transition effects are required, you must apply them to the graphics.

Multiple Choice Graphic Options

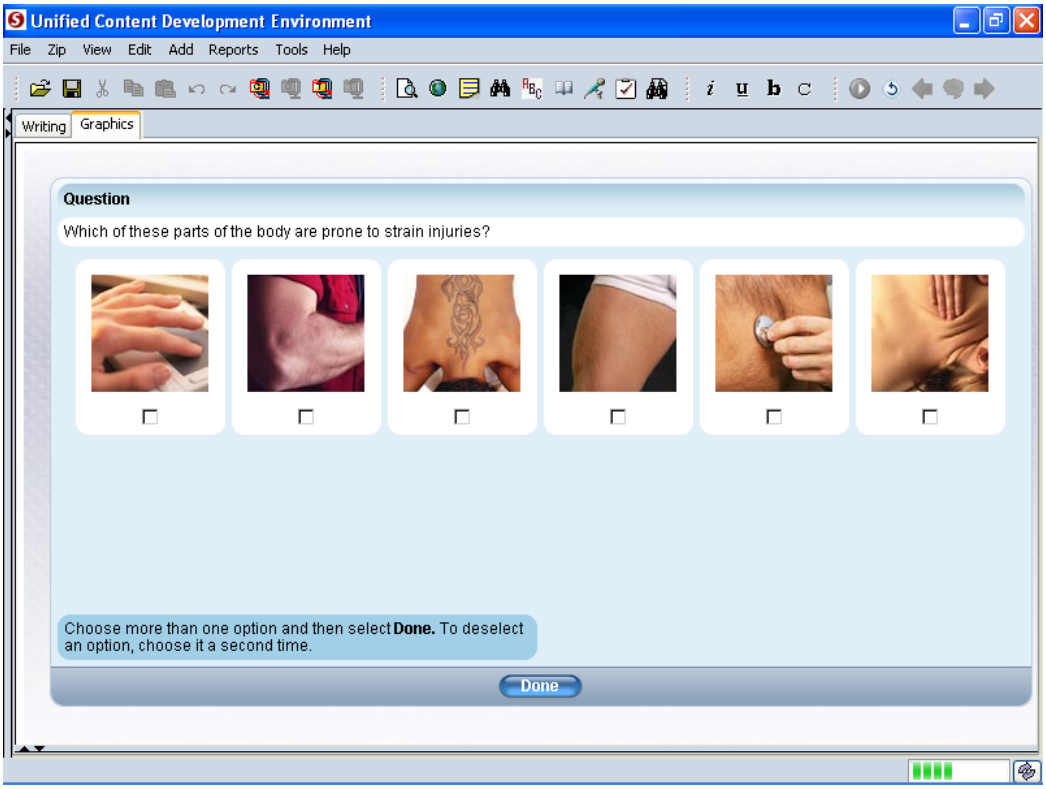


Figure 69: A developed Multiple Choice Graphic Options page

Figure 70: A published Multiple Choice Graphic Options page

Overview

A Multiple Choice Graphic Options question template presents the learner with a question stem and a set of graphic options, which represent correct and incorrect answer choices. The learner is expected to select the correct answers. In this template, the question options are provided in the form of small graphics.

> ***Note: The Graphic options are set to 105x105 pixels.***

Tasks

Tasks that you may be required to carry out when developing a Multiple Choice Graphic Options question include:

- Adding a background graphic
- Adding Answer Option graphics (105 by 105 pixel)

Steps

The following is the recommended sequence of steps that you should follow when building a Multiple Choice Graphic Options page:

1. Read the content, including any graphic direction
2. If necessary, add a background graphic

> ***Note:***
>
> If the Multiple Choice Graphic Options page has been added as a test question, background graphics are not supported. Practice questions do support background graphics.

3. Add answer option graphics – these graphics can be a maximum size of 105x105 pixels
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Preview the page ensuring the correct graphics are associated with the choice-specific feedbacks

Multiple Choice Fill-in Code

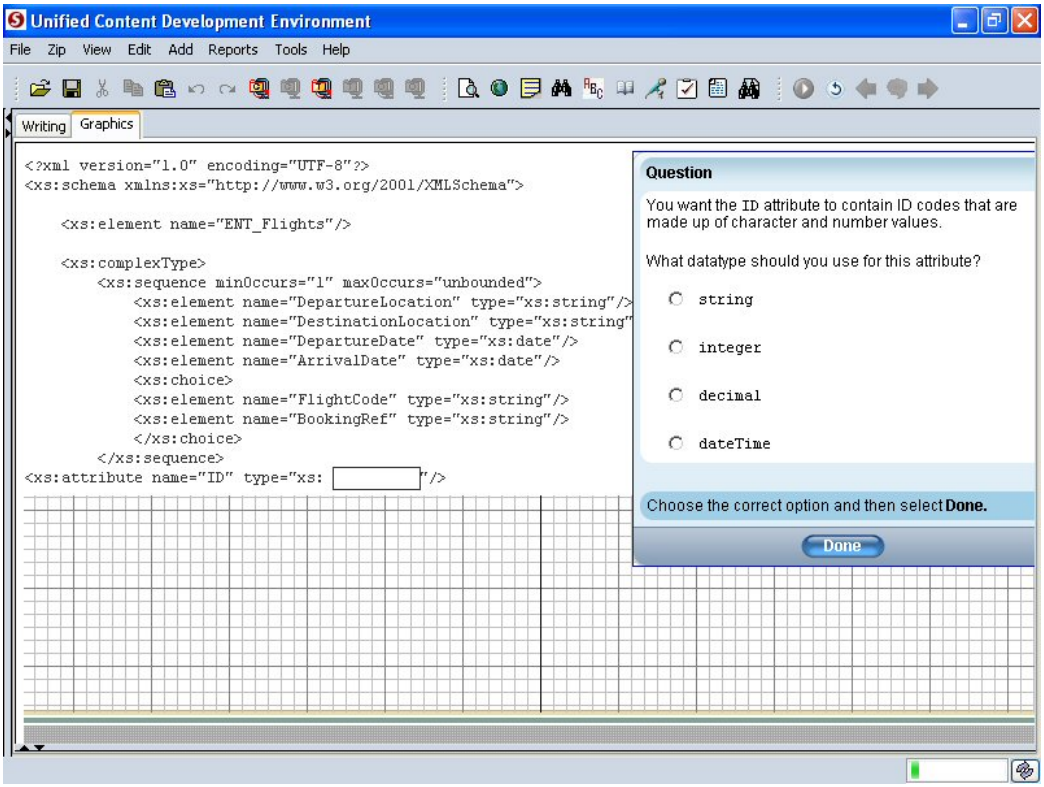


Figure 71: A developed Multiple Choice Fill-in Code page

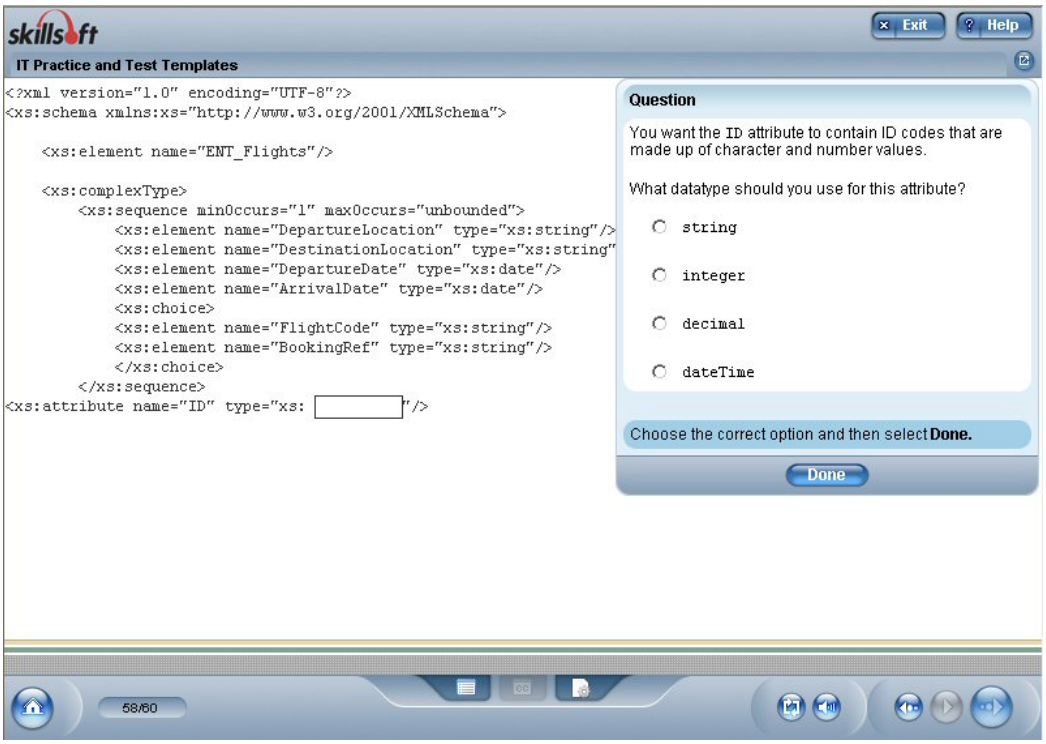


Figure 72: A published Multiple Choice Fill-in Code page

Overview

A Multiple Choice Fill-in Code question template presents the learner with a question stem (presenting a question or problem) and a list of options in text format, which consist of correct and incorrect coding answers. The Graphics area displays a piece of code containing a blank field. The learner is expected to select the correct piece of code to complete the blank field from those on the list. This page also supports a graphic and a background graphic.

> ***Note: If the page is in standard mode, the available graphics area is 440x432. If the page is set to Draggable, the graphics area is 796x432.***

Tasks

Tasks that you may be required to carry out when developing a Multiple Choice Fill-in Code question include:

- Adding a background graphic
- Positioning code
- Adding and positioning graphics
- Adding show or hide effects to graphics
- Adding and positioning highlighters and pointers
- Changing the z-depth of graphics
- Assigning graphic effects
- Locking graphics

Steps

The following is the recommended sequence of steps that you should follow when building a Multiple Choice Fill-in Code page:

1. Read the content, including any graphic direction
2. Add a background graphic if necessary
3. Position the code and the question box
4. Add and position any graphics for the question stem
5. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
6. Lock all graphics in place
7. Preview the page

If the page includes syntax, you must also position the Syntax box for the Stem.

If transition effects are required, you must apply them to the graphics.

Matching Standard Text

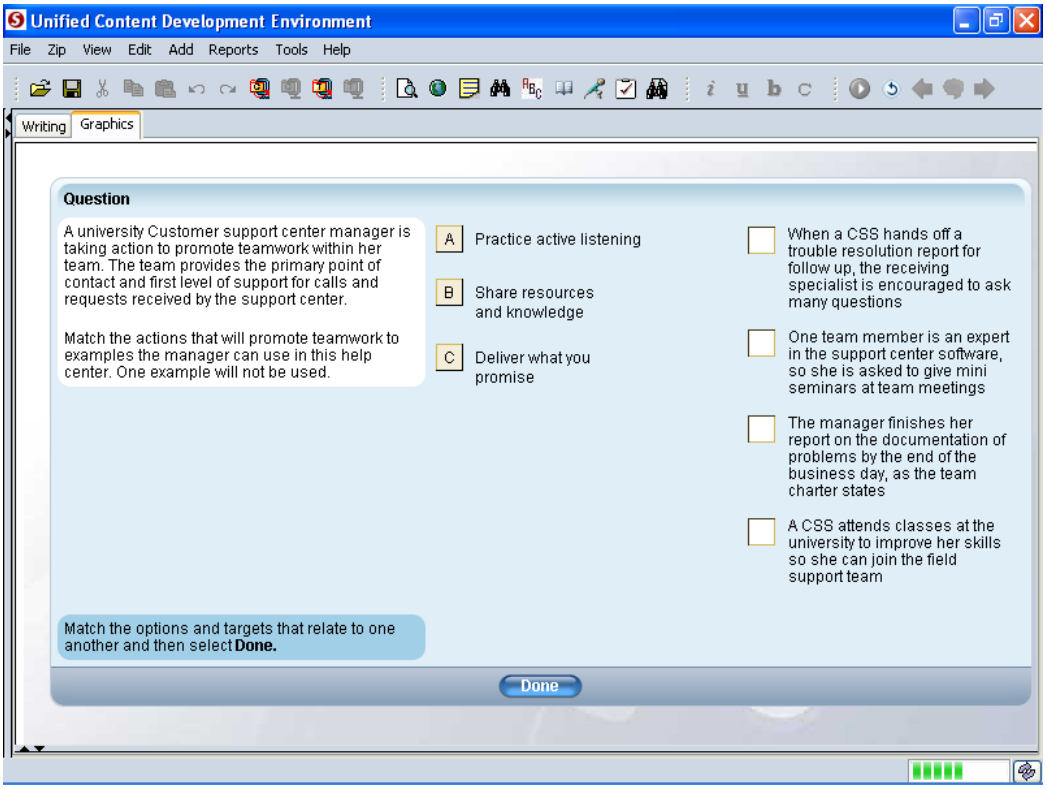


Figure 73: A developed Matching Standard Text page

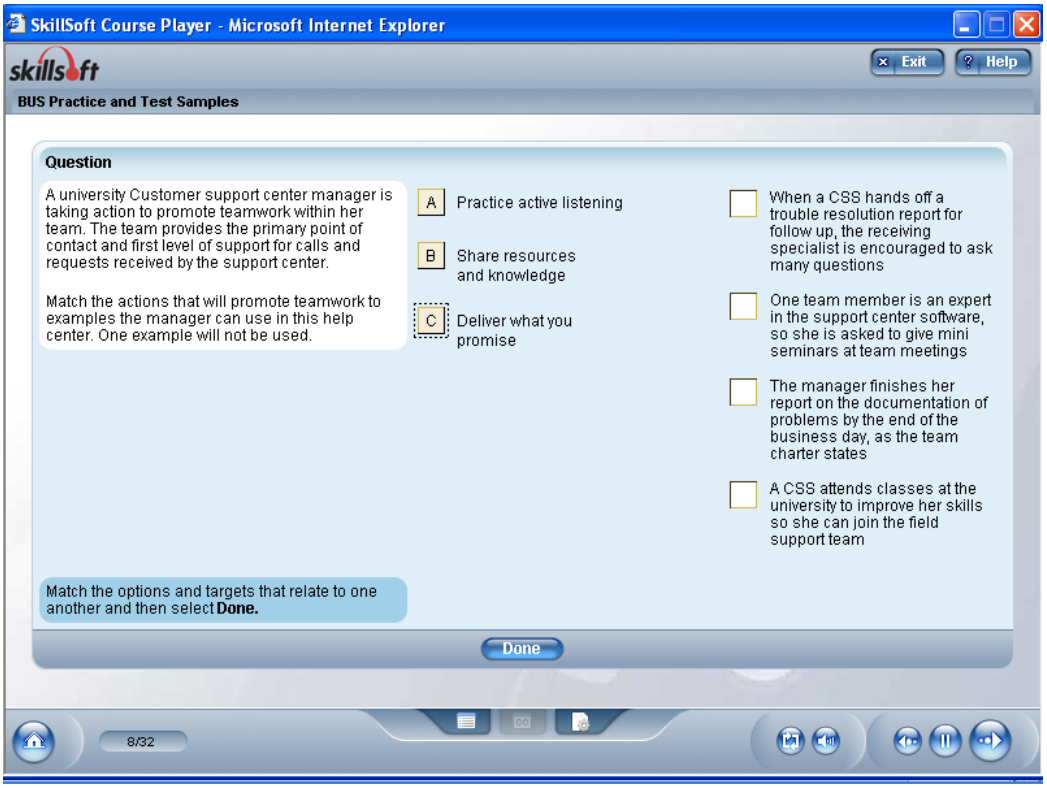


Figure 74: A published Matching Standard Text page

Overview

A Matching Standard Text question template presents the learner with a list of options in one column and a list of associated targets in another column. Options and targets in this template can be words, sentences, or phrases. The learner is required to match the options with the appropriate targets by dragging the letter associated with an option to a placeholder in the target area.

Tasks

In the Matching Standard Text question template, the question box stretches across the screen. In the practice version of this template (which occurs within a learning point or the main topic content), the page contains a background graphic.

However, the test version of the Matching Standard Text template does not support a background graphic.

When developing a Matching Standard Text page, you should first determine whether the page is a practice or test version of the page.

> ***Note: Test versions are all stored within the objectives. Practice versions occur within the main topic area.***

Then if the page is a practice page, you should check to ensure a background graphic has been added. If not, you should add a background graphic to the page.

Matching Standard Graphic

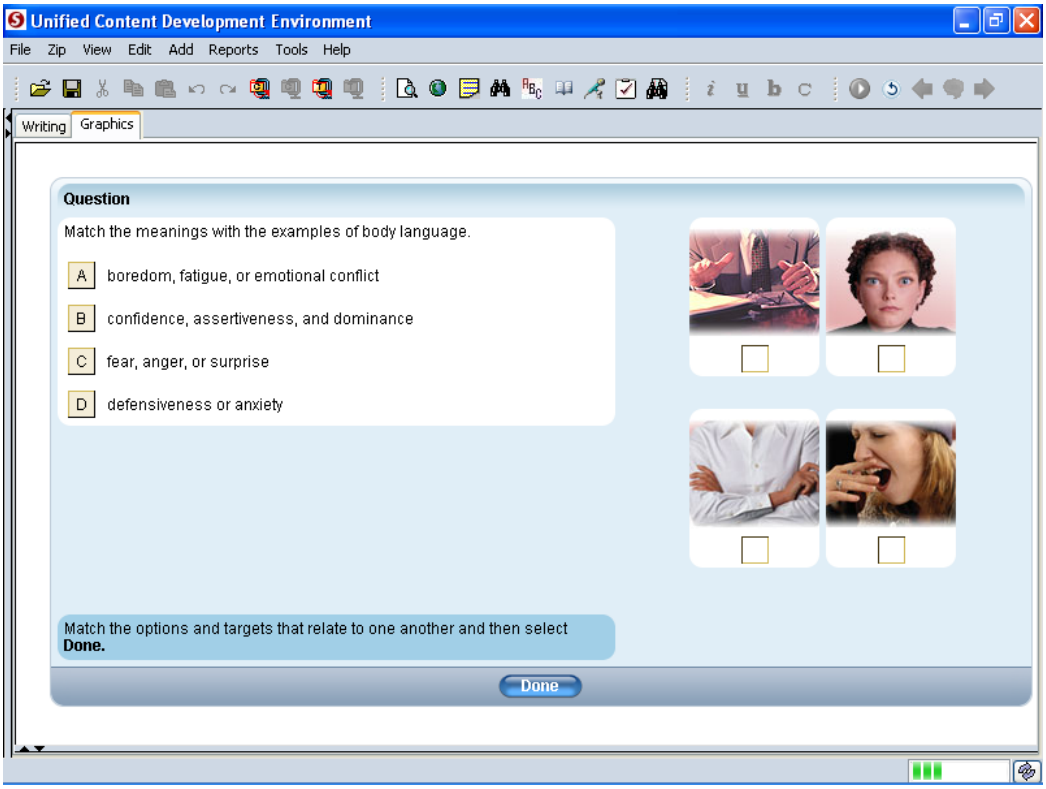


Figure 75: A developed Matching Standard Graphic page

Figure 76: A published Matching Standard Graphic page

Overview

A Matching Standard Graphic question template presents the learner with a question stem, accompanied by a list of text options and a set of associated graphic targets. The learner is required to match the text options with the appropriate graphic targets.

Tasks

Tasks that you may be required to carry out when developing a Multiple Choice Graphic Options question include:

- Adding a background graphic
- Adding answer option graphics (90 by 90 pixels)

Steps

The following is the recommended sequence of steps that you should follow when building a Matching Standard Graphic Options page:

1. Read the content, including any graphic direction
2. If necessary, add a background graphic
3. Add target graphics – these graphics can be a maximum size of 90x90 pixels
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Preview the page ensuring the text options are linked to the appropriate target graphics

Rank/Sequence

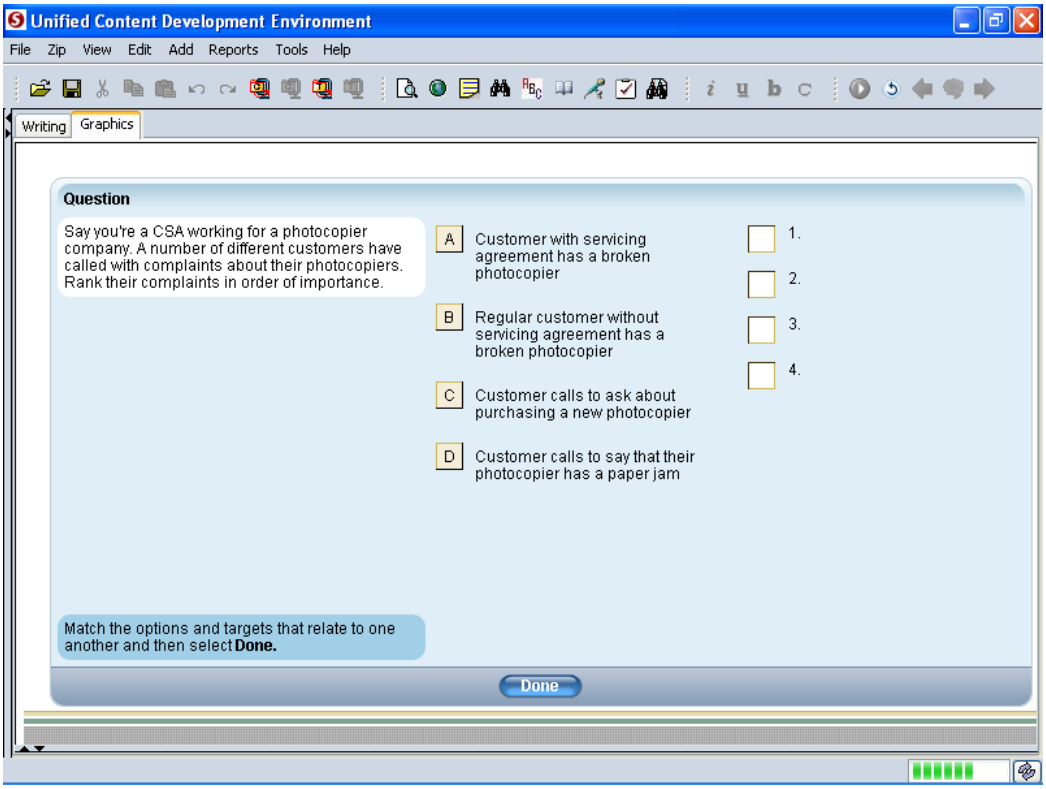


Figure 77: A developed Rank/Sequence page

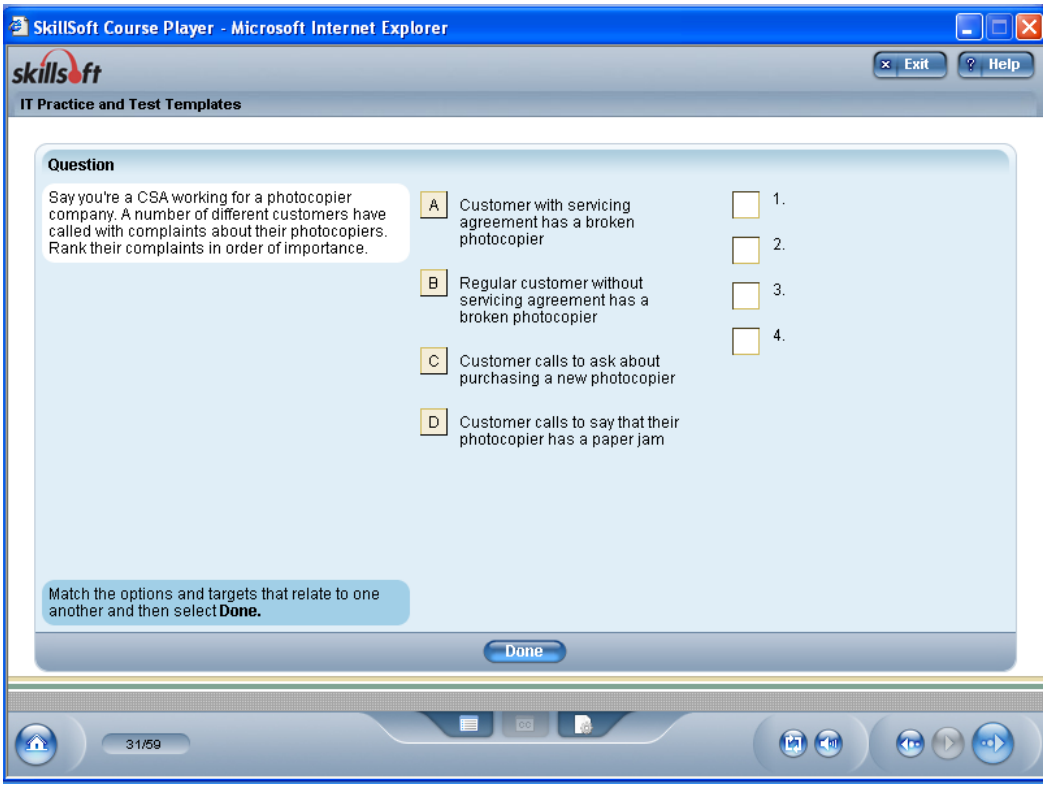


Figure 78: A published Rank/Sequence page

Overview

A Rank/Sequence question template presents the learner with question stem, a list of options, and associated numbered targets. Ranking/Sequencing questions require the learner to assign some kind of an order or priority to content.

Tasks

In the Rank/Sequence question template, the question box stretches across the screen. In the practice version of this template (which occurs within a learning point or the main topic content), the page contains a background graphic.

However, the test version of the Rank/Sequence template does not support a background graphic.

When developing a Rank/Sequence page, you should first determine whether the page is a practice or test version of the page.

> ***Note: Test versions are all stored within the objectives. Practice versions occur within the main topic area.***

Then if the page is a practice page, you should check to ensure a background graphic has been added. If not, you should add a background graphic to the page.

Short Answer Text

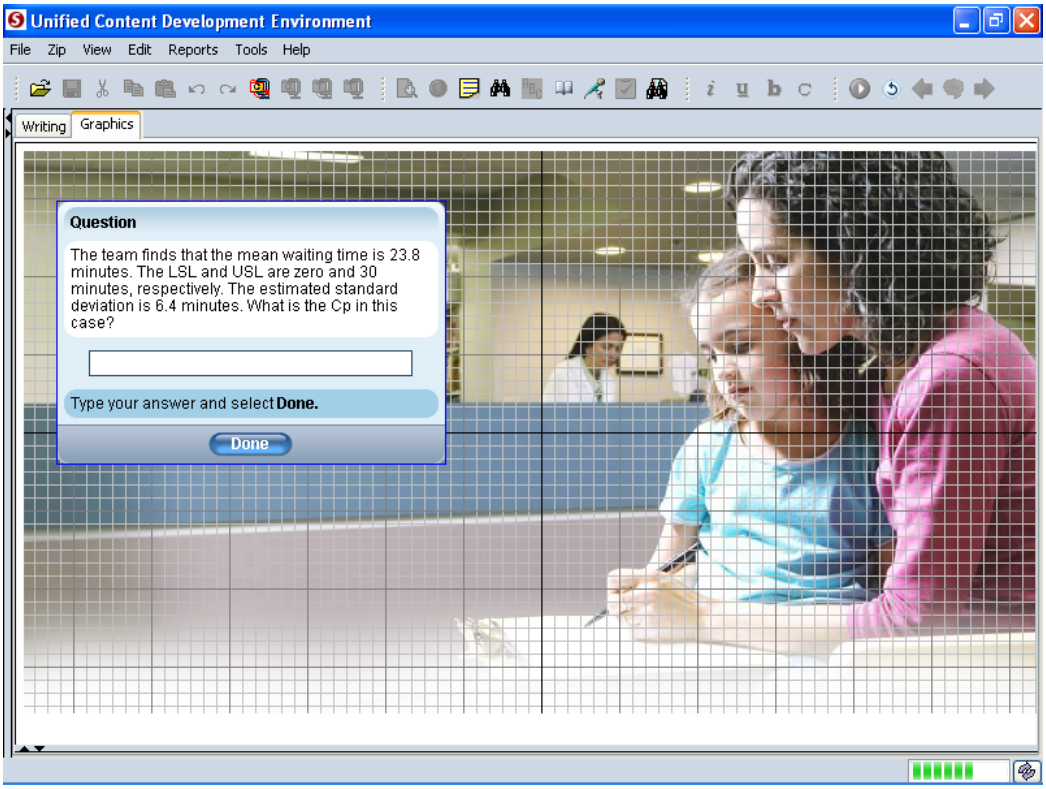


Figure 79: A developed Short Answer Text page in the Graphics tab

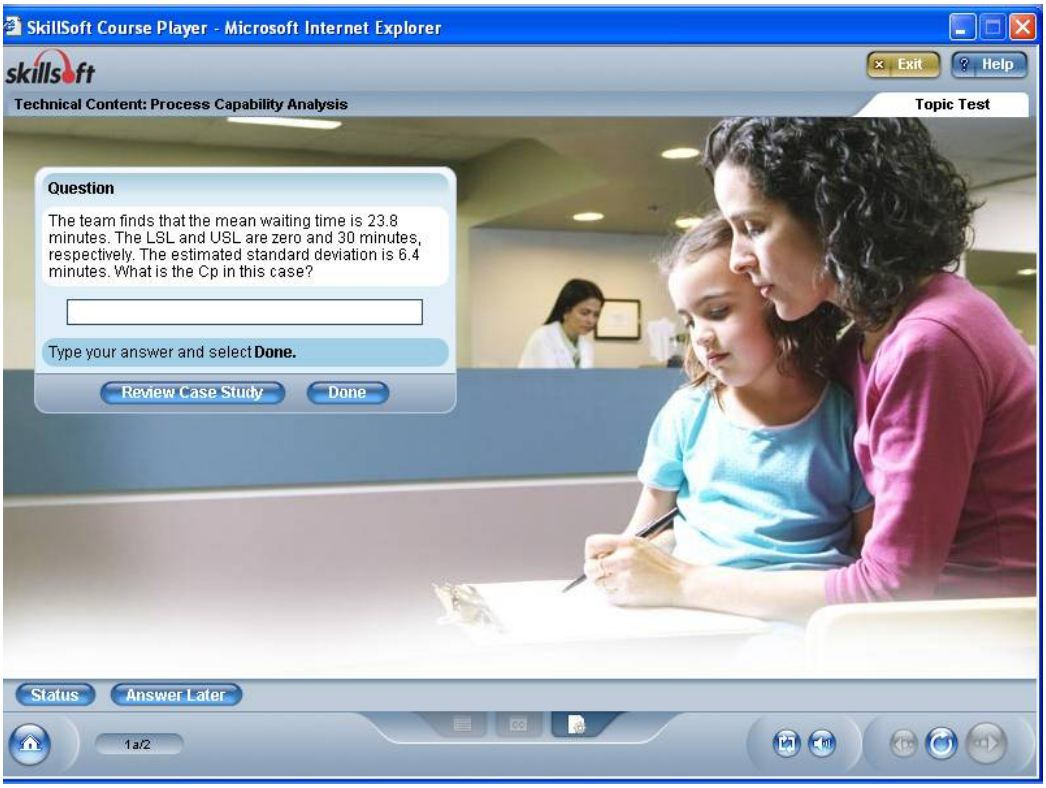


Figure 80: A published Short Answer Text page

Overview

A Short Answer Text question template requires the learner to respond to a question by entering an answer into an input field in the Question box on screen. Graphics may be added to a Short Answer Text page to provide additional information that may be needed to answer the question. The graphic may be a photograph, chart, data sheet, formulas, or conceptual image.

Tasks

Tasks that you may be required to carry out when developing a Short Answer Text question include:

- Adding a background graphic
- Adding and positioning graphics
- Adding and positioning highlighters and pointers
- Changing the z depth of graphics
- Assigning graphic effects
- Locking graphics
- Positioning code

Steps

The following is the recommended sequence of steps that you should follow when building a Short Answer Text page:

1. Read the content, including any graphic direction provided
2. If necessary, add a background graphic if one has not already been applied
3. Add and position any additional graphics
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Add any required effects to graphics
6. Lock all graphics in place
7. Preview the page

If the page includes code or syntax, you must also position the code or the Syntax box for the Stem.

If transition effects are required, you must apply them to the graphics.

Short Answer Graphic

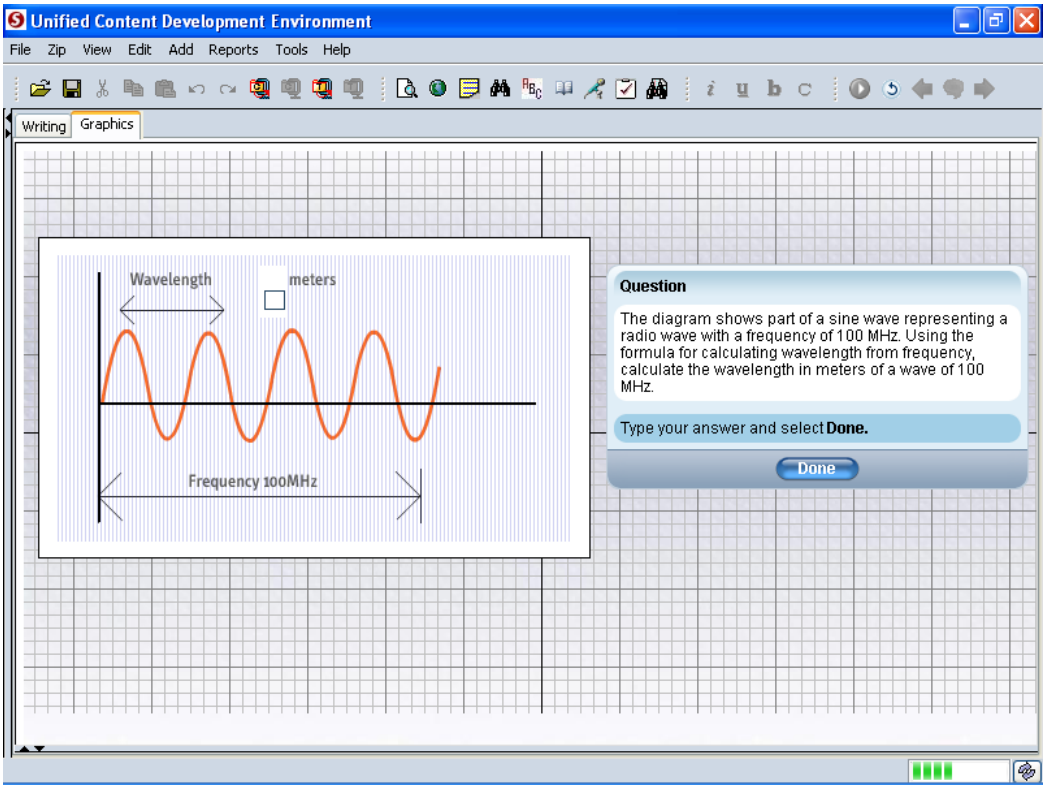


Figure 81: A developed Short Answer Graphic page

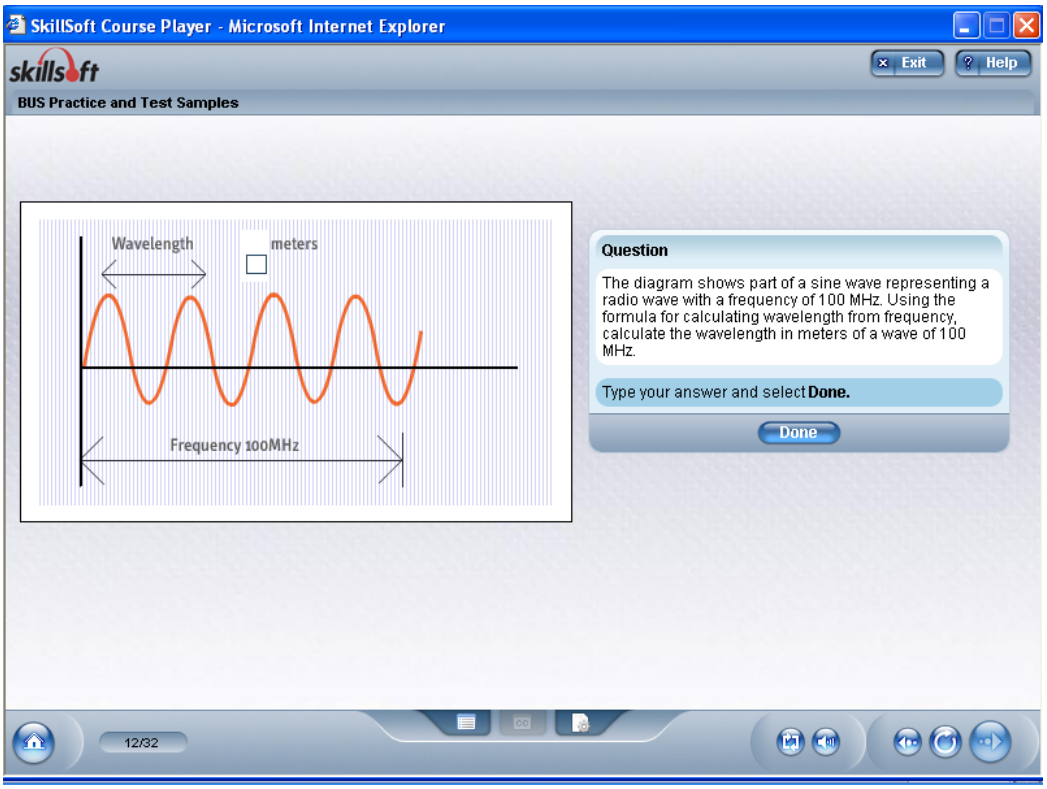


Figure 82: A published Short Answer Graphic page

Overview

Short Answer Graphic questions require the learner to respond to a question by entering an answer into an input field within the graphics area. In the **Writing** tab, the Writer uses the Code Editor to provide any onscreen text or code for the page, and also to indicate the correct answer, which the learner is required to type. In the **Graphics** tab, an input field corresponds to the correct answer specified in the Code Editor. The designer must position that field onscreen.

> ***Note:***
>
> As of July 2014, a known bug in the RIA affects the display of code in this template. Until a player fix is available, an interim workaround must be applied to ensure the code is displayed correctly. The steps to complete this workaround are available below: Workaround for Code Display Bug in RIA Player

Tasks

Tasks that you may be required to carry out when developing a Short Answer Graphic question include:

- Adding a background graphic
- Adding and positioning graphics
- Positioning text/code and the answer input field onscreen
- Adding and positioning highlighters and pointers
- Changing the z depth of graphics
- Assigning graphic effects
- Locking graphics

Steps

The following is the recommended sequence of steps that you should follow when building a Short Answer Graphic page:

1. Read the content, including any graphic direction provided
2. If necessary, add a background graphic if necessary
3. Drag and position that the code box containing the answer input field, resizing the box if necessary, so that it fits in the graphics area on the page
4. Add and position any additional graphics
5. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb

6. Add any required effects to graphics
7. Lock all graphics in place
8. Preview the page

Workaround for Code Display Bug in RIA Player

Due to a known bug in the RIA player, code is not being displayed properly in Short Answer Graphic questions. This is because the location of the code element has not been properly defined by the software, so it is sometimes obscured by the question box.

To prevent this problem from occurring you must force Synergy to define the location of the code by completing the workaround described below.

Here is a Short Answer Graphic question as created. The code and the question box are both in their default positions. This question will display properly in SCP, but the Tablet player can't handle it. You must make two changes to the question.

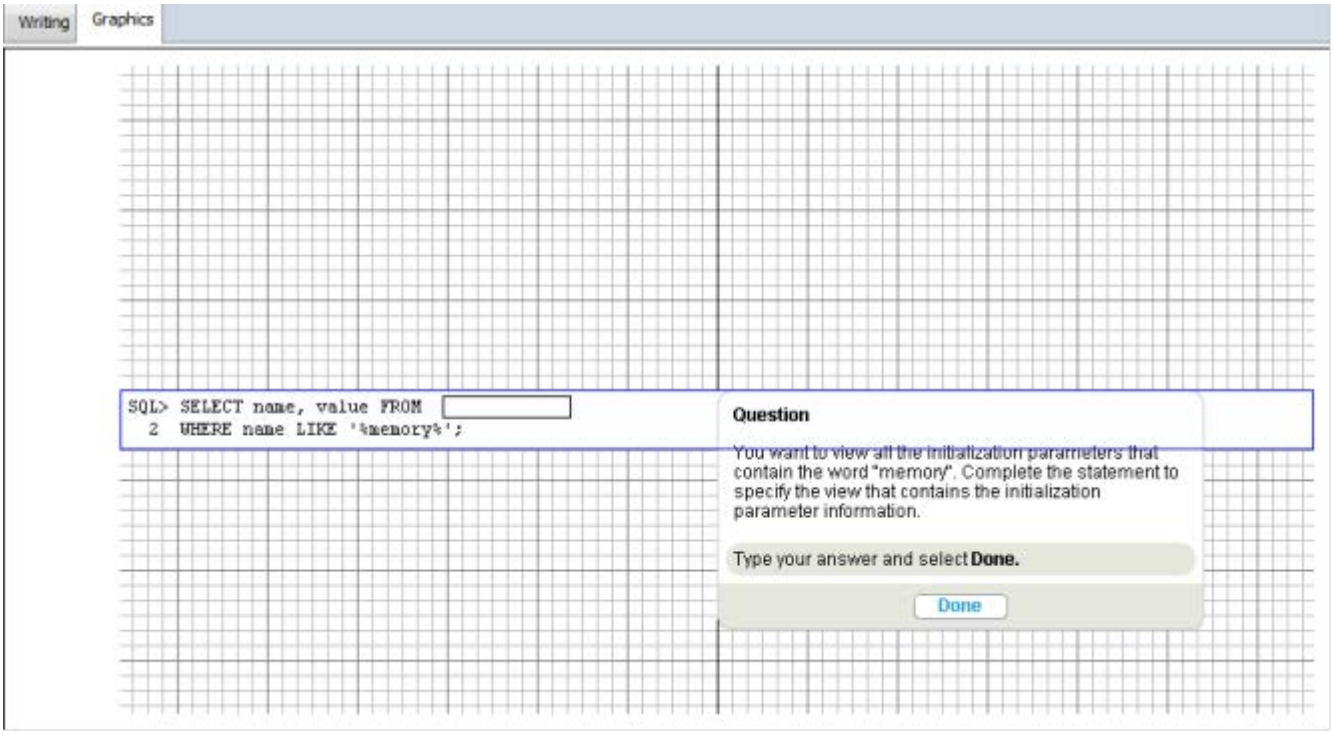


Figure 38: Default treatment of code in Short Answer Graphic template

1. Select the code element and adjust the width so it matches the code instead of running all the way across the screen

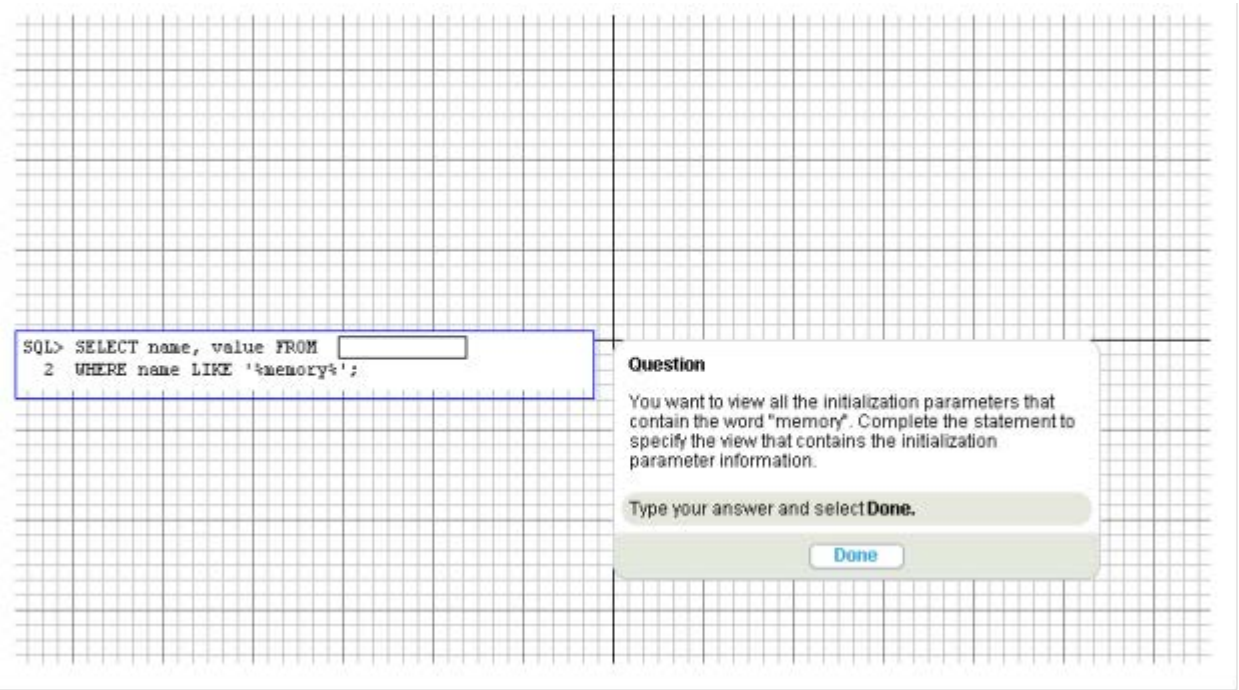


Figure 39: Step 1 of the workaround

2. Move the code element slightly on the page (up or down, left or right – it doesn't matter) and save the page

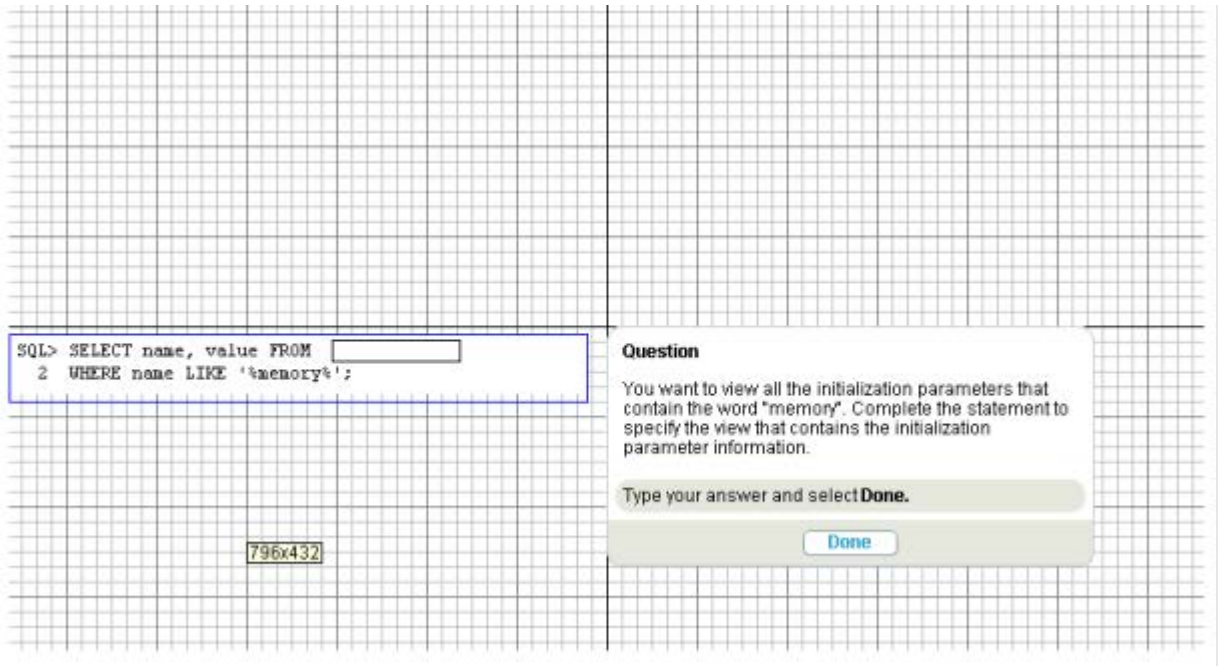


Figure 40: Step 2 of the workaround

This will define the location of the code element in the course xml. The RIA player will then know where to position it on the page. These steps should be followed for all Short Answer Graphic questions in production.

SkillCheck

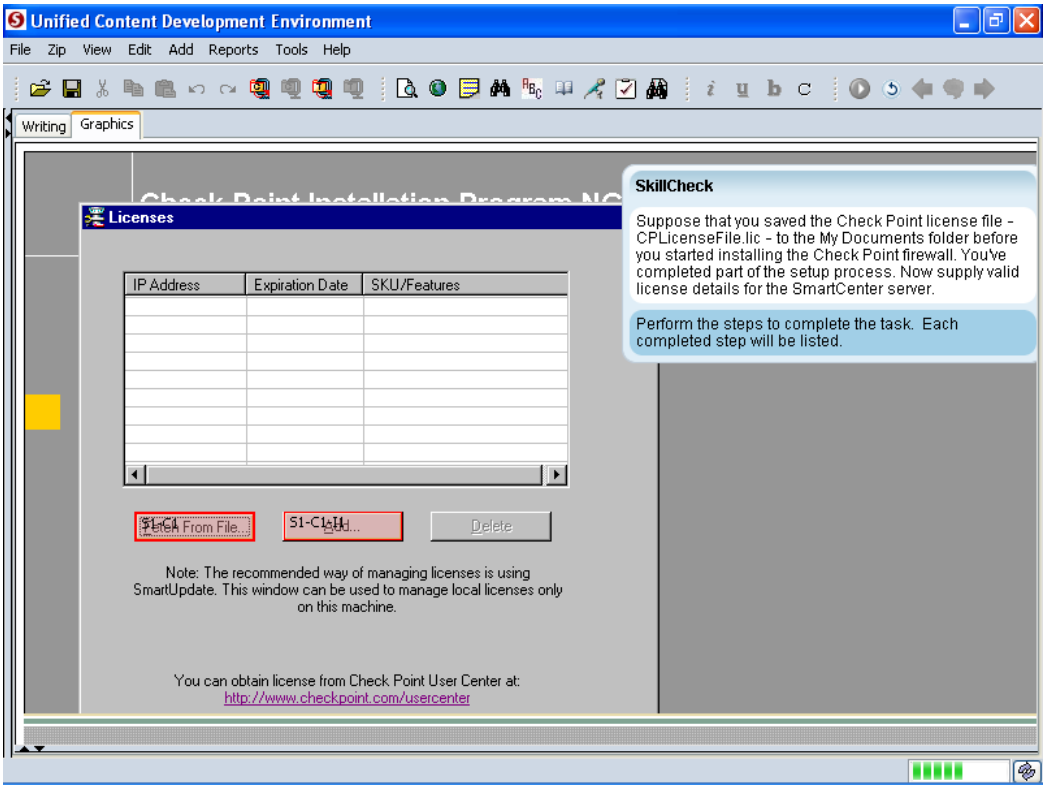


Figure 83: A developed SkillCheck page in the Graphics tab

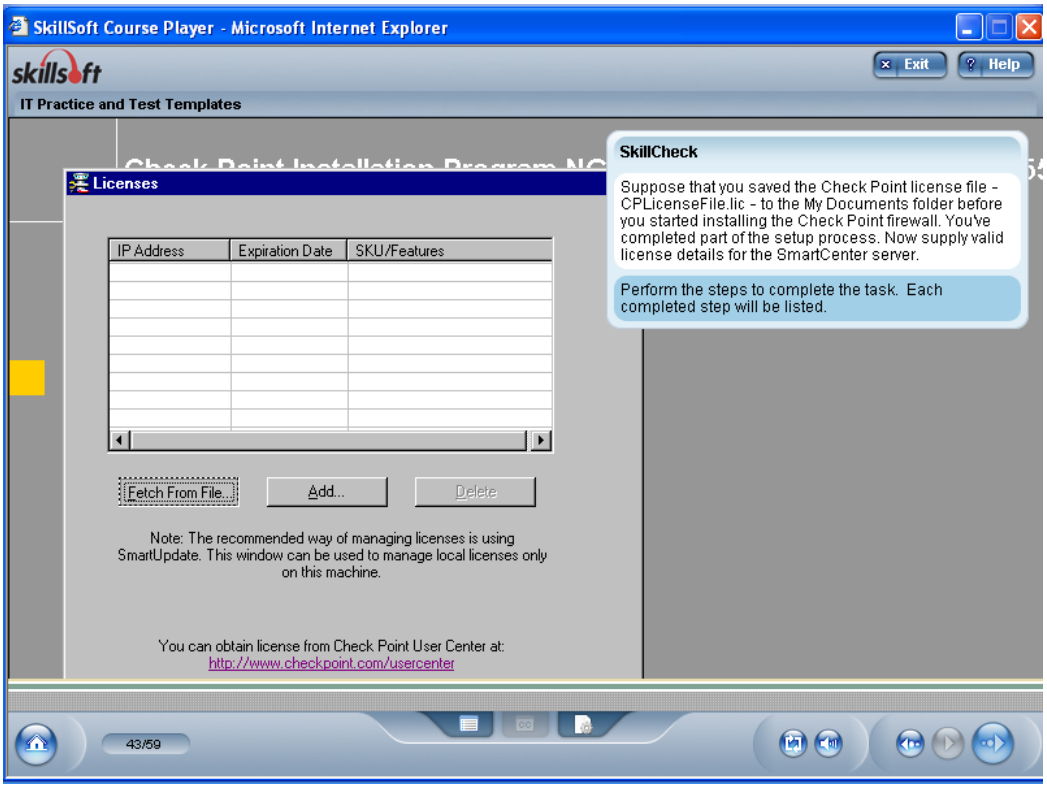


Figure 84: A published SkillCheck page

Overview

The SkillCheck is the question template that corresponds to a Try It. There are two main differences between a SkillCheck and a Try It. The first is the presentation of the Steps box. In a Try It, the steps appear in the Steps box before the learner attempts each step. In the SkillCheck, the steps do no appear in the Steps box until the learner has completed them successfully or attempted them unsuccessfully and played the Show Me animation. The second difference is the provision of choice-specific feedback and specific incorrect options. In the Try It, the learner is guided through the completion of the step or steps, whereas in the SkillCheck, the learner is putting what they have learned into practice. For this reason, as well as setting up correct actions or hotspots onscreen, incorrect actions or hotspots are also provided in the SkillCheck page. If the learner clicks one of these incorrect hotspots by mistake, choice-specific feedback is provided to provide them with a hint about how to correctly complete the step.

Tasks

Tasks that you may be required to carry out when developing a SkillCheck page include:

- Cropping and optimizing images
- Creating highlight images
- Adding a background graphic
- Adding and positioning graphics
- Assigning graphics to show or hide with one or more steps
- Setting up input fields
- Setting up Correct Actions
- Setting up Incorrect Actions
- Setting up Drag Options and Drop Targets
- Positioning the SkillCheck and Steps box on screen
- Assigning graphic effects
- Positioning code

Steps

To complete most Tasks in SkillChecks, you follow the steps for completing those same tasks in Try Its. (*see Try Its*)

The only extra steps that you must carry out in a SkillCheck are to set up the incorrect actions. The incorrect actions are named using this naming convention: SX – CX – IX, where S is the step number, C is the correct action number, and I is the incorrect action number. Each correct action may have up to two associated incorrect actions.

To set up each incorrect action:

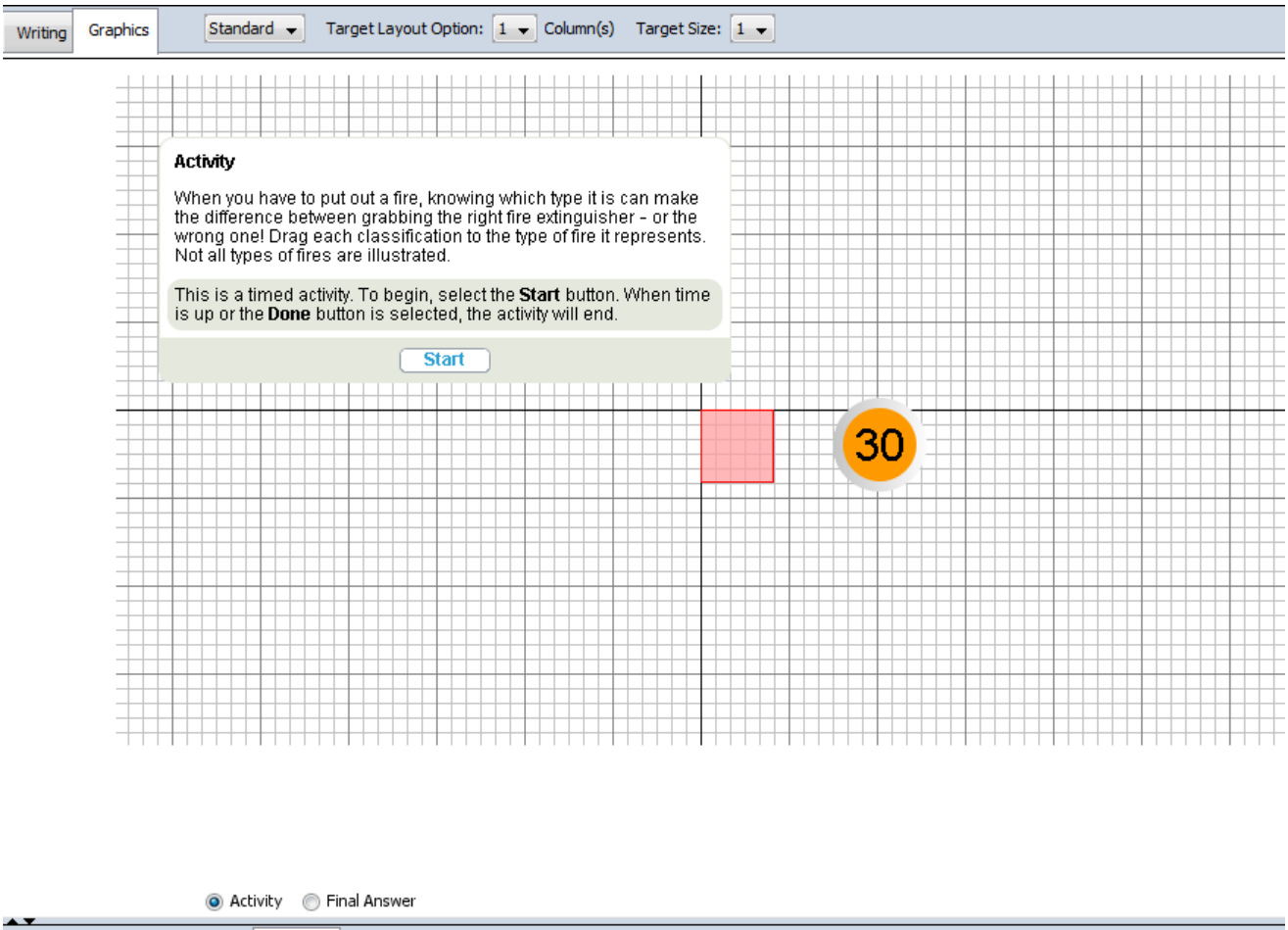
1. Rollover the incorrect action hotspot to determine the name of the interface element that the incorrect action is related to

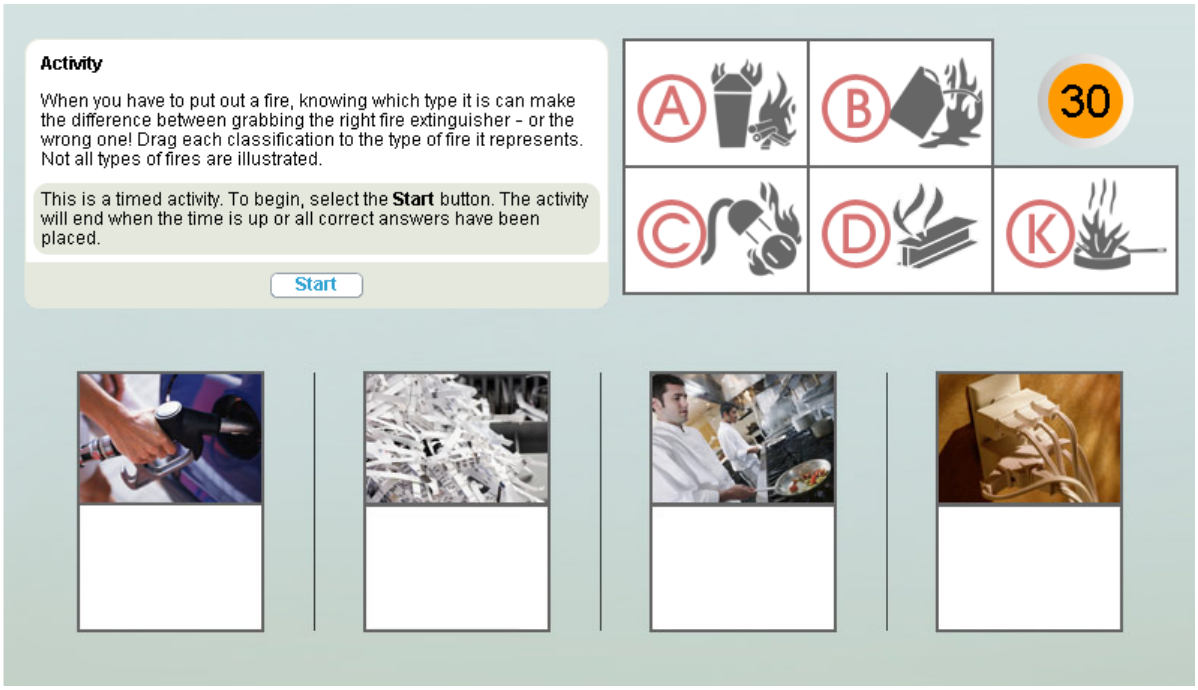
   Note:

   When you rollover a hotspot in a SkillCheck, the name of the element with which that hotspot is associated appears in the bottom left corner of the Synergy interface, in the status bar.

2. Position the hotspot over the interface element identified
3. If necessary, create a highlight image for that interface element, so that you can simulate a rollover effect for that element when the learner attempts the step
4. If you are including a highlighter image, right-click the incorrect action hotspot, and select **Hotspot to Button**
5. Browse to and select the highlighter image and click **Open**
6. Lock the hotspot/button in place
7. Save your changes
8. Preview the page
   When previewing the page, it is important that you complete the Try It and trigger the Completion text, so that you can view the screen space taken up by the Completion text and ensure that it fits onscreen.

Drag and Drop Activity





Overview

Drag and Drop Activities are engaging, game-like activities used for reinforcing the key learning elements in a course. The template used to create the activity is very flexible, allowing you to add a base graphic and place the question box, options, and targets anywhere on the page. It supports timed questions, immediate feedback to answers, and an animated final graphic. There are a lot of tasks involved in creating the activity, but equally there is a great deal of freedom to create unique and memorable activities.

There are three stages to the activity:

- The first stage presents the question stem and invites the learner to complete the activity.
- In the feedback stage the learner receives overall feedback, can find specific feedback on each choice, and has a choice between retaking the activity or moving on to the final feedback.
- In the final stage of the activity the learner sees text and a graphic that summarise the activity. The graphic may be animated, and could show the correct matches, or the real world result of getting the matches correct. For example, if the activity involves placing the parts of a machine correctly, the final graphic could show an animation of the operating machine.

The writer provides graphic direction for the overall activity and for each option. They may also provide graphic direction for the targets, depending on the activity. They will specify how the options and targets are matched and the general behaviour of the question. They will also provide graphic direction for the final activity stage.

Tasks

Tasks that you may be required to carry out when developing a Drag and Drop Activity include:

- Adding a base graphic
- Adding and positioning option graphics
- Positioning target hotspots
- Adding a final graphic
- Adding a final animation

Steps

The following is the recommended sequence of steps that you should follow when building aDrag and Drop Activity:

1. **Prepare and add the graphics for the Activity phase**
    a. Read the content, including all graphic directions.
    b. Develop a base graphic for the page, including target areas .
    c. Develop option graphics. All option graphics must be the same size.

d. Define the layout of the text box - Standard or Wide.
   Note: In a future build, the designer will be able to define the exact width and height of the text box instead of choosing between these two options.

e. Position all graphics on the page.

f. Position the target hotspots.

g. Position the timer, if necessary.

2. **Prepare and add the graphics for the Final Answer phase**

   a. Read the final answer graphic directions.

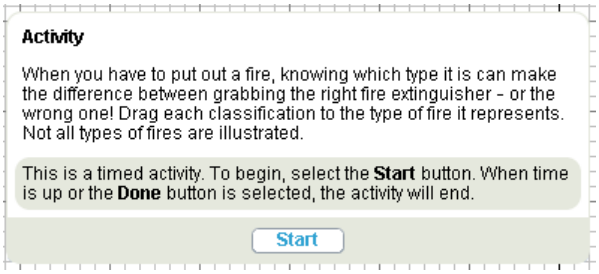
   b. Develop the graphic to add to the page.

   c. Develop the animation, if required.

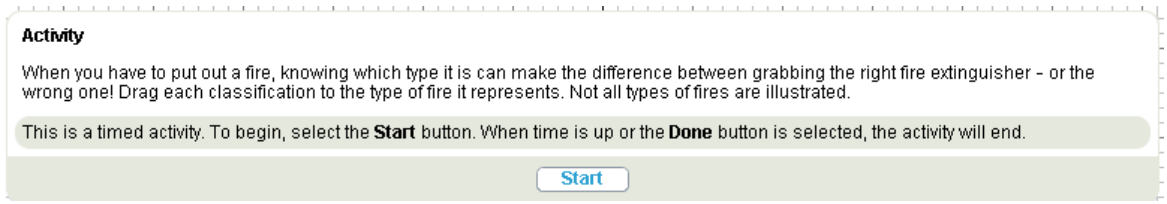
There are no design steps specific to the Drag and Drop Activity template. The distinguishing feature of this template is that so little of the page is templatized, you have almost complete control over the appearance of the page. But the only tasks to carry out are adding and positioning graphics and hotspots (and possibly creating an animation for the final stage).

Text Box layout

There are two text box layouts to choose from:



The standard layout is 390 pixels wide



The Wide layout is 770 pixels wide.

The default is the Standard layout, but you can switch layouts using the dropdown at the top of the page. In both cases, the height of the text box will depend on the amount of text; the box will grow to accommodate all text.

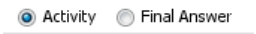
Timer

If the writer selects the Timed mode for the activity, a timer graphic will be created automatically. The timer can't be deleted, but you can position it anywhere on the page.

Tooltips

The writer may add tooltips to the options or target areas. These tooltips are positioned automatically by the software, they can't be edited. If the tooltips are causing a problem in the layout you may have to return to the writer and ask them to make the tooltips shorter.

Activity and Final Answer phases



There are two phases in the Drag and Drop Activity to be designed. The Activity phase is the question phase, which includes the draggable options and target areas. The Final Answer phase is shown after the activity has been completed and feedback given. The Final Answer graphic may simply show the correct answers to the activity, or it may show a different graphic, something that represents the result of completing the activity correctly. The Final Answer graphic is independent of the earlier graphics, so can be completely different if you wish.

To switch between the Activity and Final Answer phases, you use the radio buttons at the bottom of the graphics area.

Defining the Option and Target Sizes

All of the option graphics in a particular activity must be the same size, but the size may differ from activity to activity. When you add the first option graphic, it sets the option size for the activity. All other options must be that size.

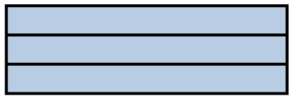
The default is for each target to hold a single option. The target area is therefore the same size as an option. If the writer has selected the **Reusable targets** checkbox on the Writing tab, the target area will be the same size as several options. The default setting is for *each* target area to be large enough to hold as many options as have been assigned to *any* of the targets. For example, if there are five options and targets in a question, and each option is matched to one target, the default size of the target areas is the same size as an option. If two options are matched to a target, all targets will be large enough to hold two options.

This default behavior can be overridden using the **Target Size** dropdown. The minimum target size is determined by the number of options matched to any target in the activity, but the target can be set to hold up to 14 options. This is the equivalent of creating foil targets. There may only be two correct matches to a target, but by making the target area larger you are making the learner work that out.

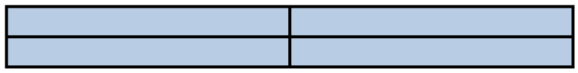
You can also control the shape of the target areas.

For example, suppose the target size is set to **three**. The target area could look like

a)

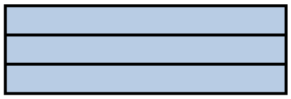


b)



c)

You control the shape of the target area by going to the **Target Layout Option** dropdown menu and selecting the number of columns.



If you select **one** column, the three targets must be stacked on top of each other like this.

If you select **two** columns, an 'extra' target space is created so the target area is symmetrical.

If you select **three** columns, the three targets are placed side by side.

The maximum number of columns you can select in the Target Layout Option dropdown is the same as the value in the Target Size dropdown. You can't select a four-column layout when the targets are only large enough to hold three options.

Question Set

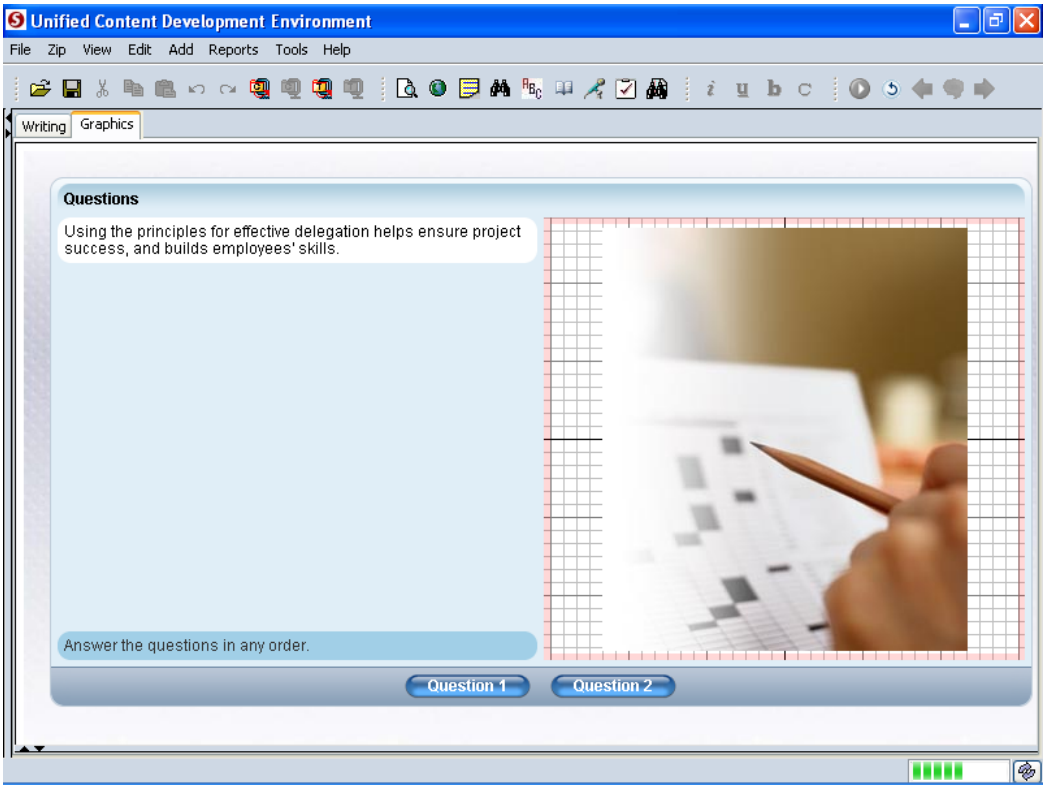


Figure 85: A developed Question Set page in the Graphics tab

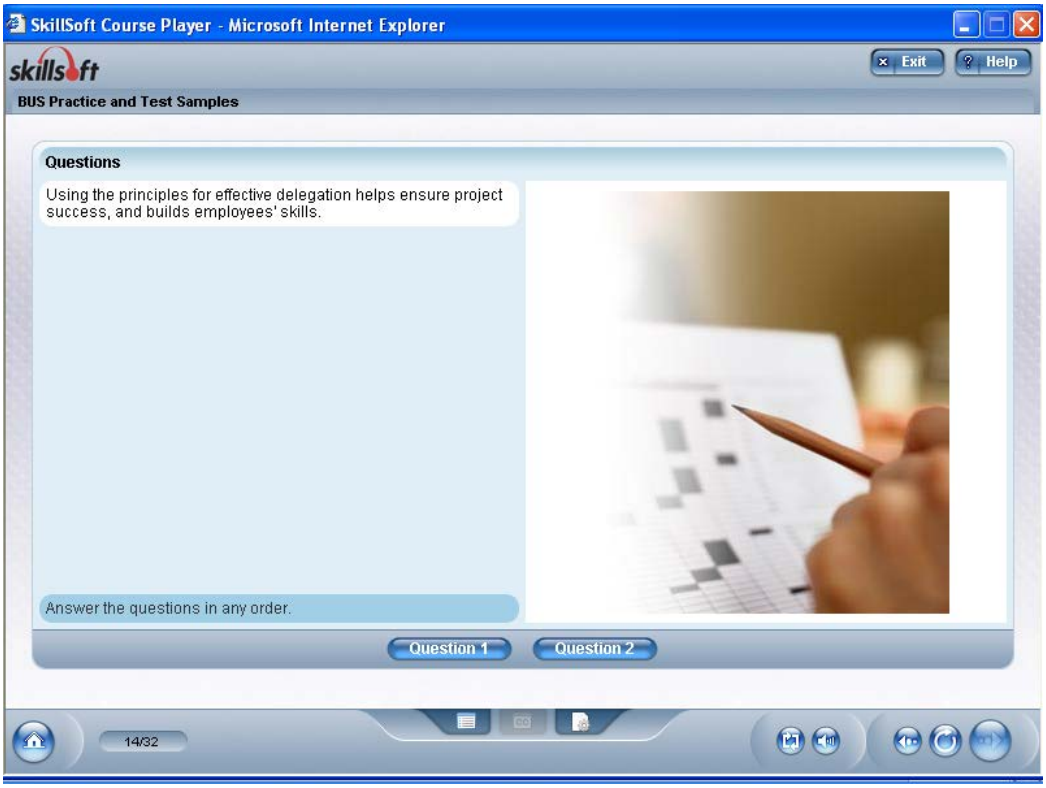


Figure 86: A published Question Set page

Overview

The Question Set template presents a "set" of practice or test questions on related content. It consists of a base page and two to five question pages. The base page contains an introduction, a prompt, and Question buttons. The introduction to the Question Set outlines the goal of the question set. It makes it clear to learners what task or objective they are practicing, or being tested on. The prompt instructs the learner on how to perform the Question set and the remainder of the Question Set comprises a series of questions that learners can answer. Allowable child pages in a Question Set include:

- Multiple Choice Wide
- Multiple Choice Standard
- Multiple Choice Fill-in Code
- Multiple Choice Graphic Options
- Click-in Graphic
- Matching Standard Text
- Matching Graphic
- Rank/Sequence
- SkillCheck
- Short Answer Graphic/Text

Learners click each Question button to navigate to and take a question.

Tasks

Tasks that you may be required to carry out when developing a Question Set include:

- Adding a background graphic to the base page
- Adding a graphic to the base page
- Building the graphical look and feel of each of the question types enclosed within the Question Set

Steps

The following is the recommended sequence of steps that you should follow when building a Question Set:

1. For each page within the Question Set, read the content, including any graphic direction provided
2. Add a background graphic to each page within the Question Set if one has not already been applied

3. Add and position any graphics for the Question Set stem in the base page
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock the graphics in place
6. Preview the page
7. Design each of the child question pages in the Question Set
8. Lock all elements in place on each page
9. Preview each page

Case Study Templates

Overview

A Case Study presents learners with an opportunity to apply their knowledge of the subject matter at hand in a real-life situation. Case Study scenarios can be actual or contrived. A Case Study includes a base page and two to five child questions. The case study scenario is presented on the base page. Learners answer questions based on the scenario in each of the child pages. Child pages may include any of the following question templates:

- Multiple Choice Wide
- Multiple Choice Standard
- Multiple Choice Fill-in Code
- Multiple Choice Graphic Options
- Click-in Graphic
- Matching Standard Text
- Matching Standard Graphic
- Rank/Sequence
- SkillCheck
- Short Answer Text
- Short Answer Graphic

The learner may return to the base page at any time during a question. Synergy stores answers already provided to the question until the learner returns. In Synergy, there are five Case Study template types:

- Case Study Standard
- Case Study Explore Graphic
- Case Study Explore List
- Case Study Sim Dia
- Case Study Sim Dia Video Caption
- Case Study Serial Multi Choice

The difference between the first four templates is the manner in which the scenario on the base page is presented. In the Case Study Standard template, the scenario is presented as a single Text item with an associated graphic. In a Case Study Explore Graphic, the scenario is presented as an Explore Graphic. In the Case Study Explore List, the scenario is presented as an Explore List. In the Case Study Sim Dia, the scenario is presented as Sim Dialog.

Case Study Serial Multi Choice pages are quite different from other case study templates. They consist of a Case Study base page and a series of scenario/situation-related vignette questions in a specific order. These pages are known as Serial branches and are specific to the Case Study Serial Multi Choice template.

Case Study Standard

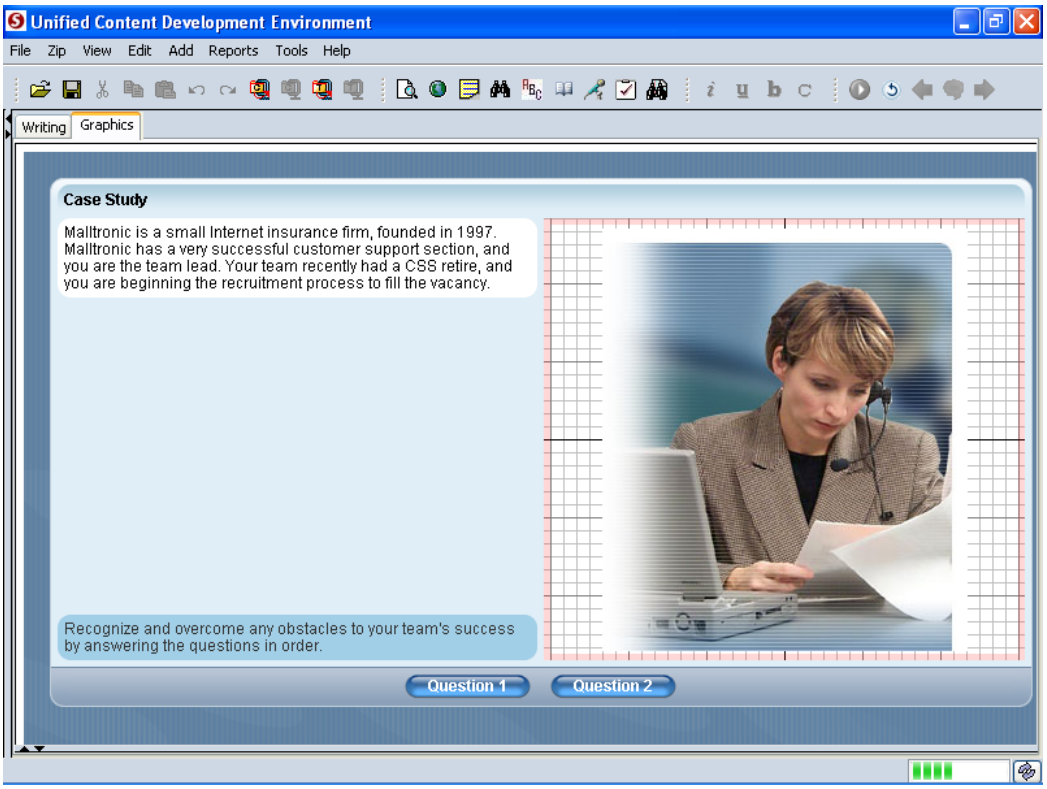


Figure 87: A developed Case Study Standard page

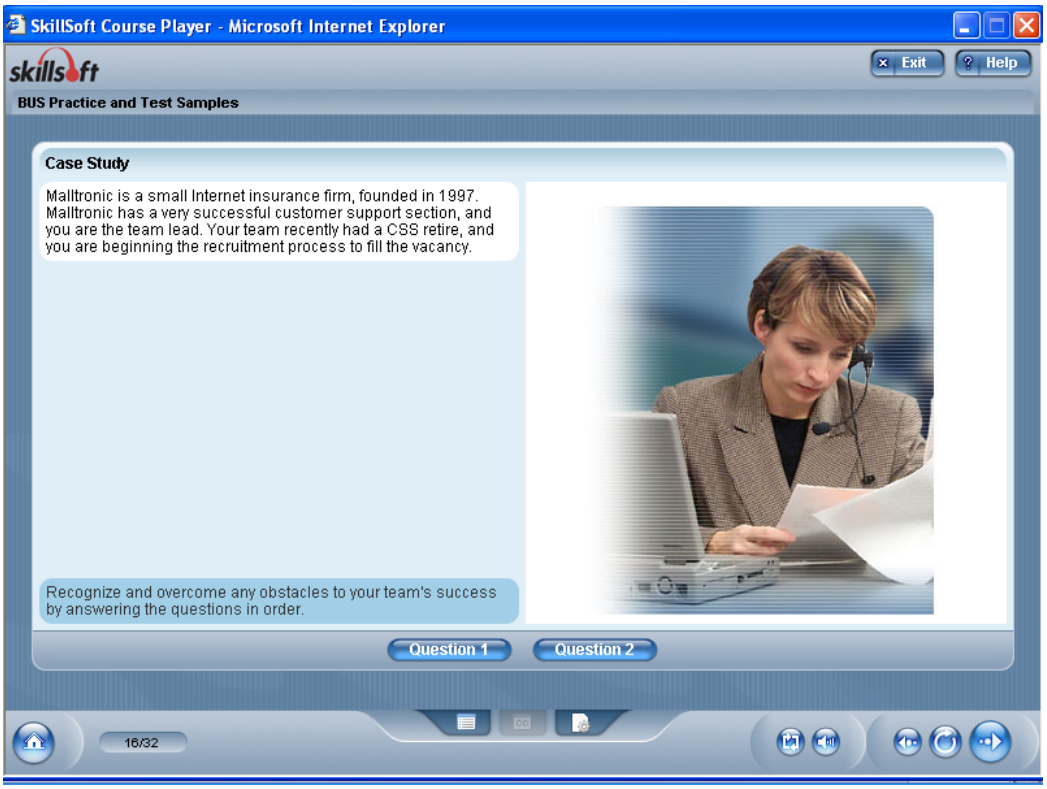


Figure 88: A published Case Study Standard page

Overview

In the Case Study Standard template, the scenario within the base page is presented as a Text item with an associated graphic. The Text item on this page can be set to a Standard width or a Wide width. If the case study scenario is long and cannot fit into the Text item provided, a learning aid containing the scenario details can be provided in a Launch box.

Tasks

When developing a Case Study Standard, you need to develop the base page as well as the two to five child pages. Tasks in developing the base page may include:

- Adding a background graphic
- Adding and positioning graphics
- Assigning graphics to Show/Hide with the Text item
- Assigning graphic effects
- Locking graphics

For a list of tasks that are specific to each child question page, refer to the relevant Question template in this manual.

Steps

The following is the recommended sequence of steps that you should follow when building a Case Study Standard:

1. Begin with the base page and read its content and graphic direction
2. If necessary, add a background graphic
3. Add and position any graphics for the scenario
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock all graphics in place
6. Preview the base page
7. Build each child page

> ***Note: For each child page, refer to the relevant Question template in this manual for instructions on how to build it.***

8. Check the **Image Memory** tab for each child page
9. Lock all graphics in place and on completion preview each child page

10. When all pages have been built, preview the Case Study in its entirety

Case Study Explore Graphic

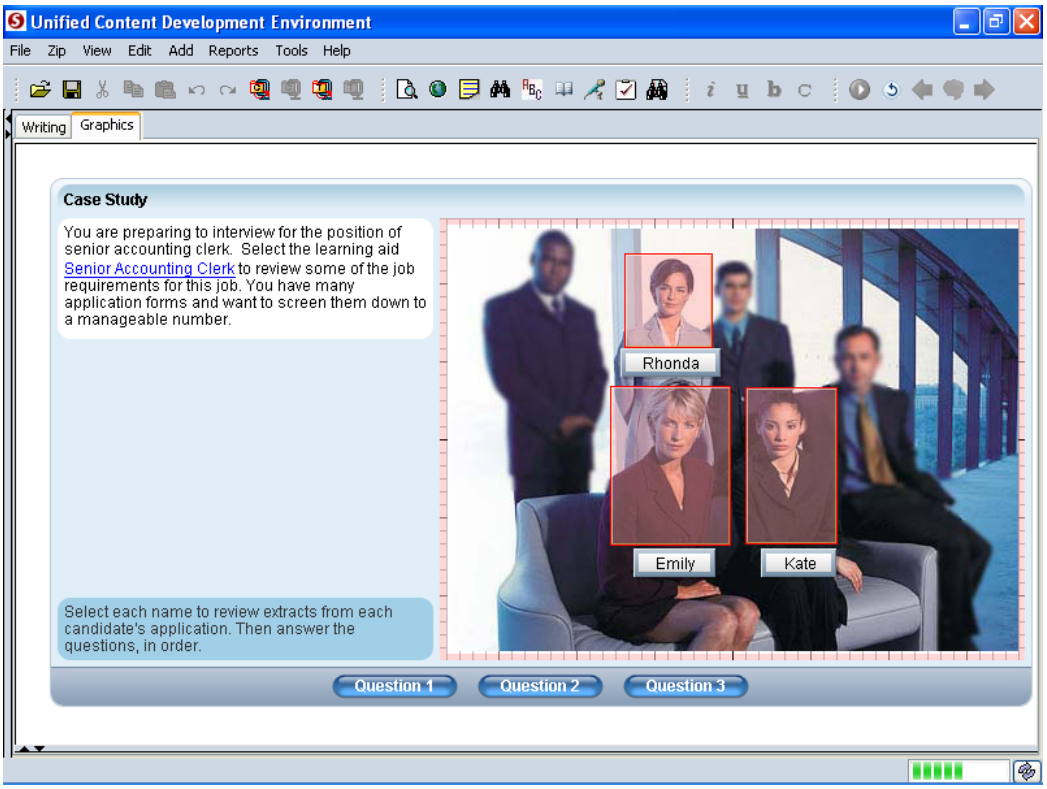


Figure 89: A developed Case Study Explore Graphic page

Figure 90: A published Case Study Explore Graphic page

Overview

In the Case Study Explore Graphic template, the scenario within the base page is presented as an Explore Graphic.

Tasks

When developing a Case Study Explore Graphic you need to develop the base page as well as two to five child pages. The base page is built in much the same way as a standard Explore Graphic page. For tasks relating to each child page, refer to the relevant Question template in this manual.

Steps

The following is the recommended sequence of steps that you should follow when building a Case Study Explore Graphic page:

1. Begin with the base page and read its content and graphic direction
2. If necessary, add a background graphic
3. Add and position any graphics for the scenario

> ***Note: Consult the Explore Graphic template instructions to determine how to set up and build the base page.***

4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock all graphics in place
6. Preview the base page
7. Build each child page

> ***Note: For each child page, refer to the relevant Question template in this manual for instructions on how to build it.***

8. Check the **Image memory** tab for each child page
9. Lock all graphics in place and on completion preview each child page
10. When all pages have been built, preview the Case Study in its entirety

Case Study Explore List

Figure 91: A developed Case Study Explore List page

Figure 92: A published Case Study Explore List page

Overview

In the Case Study Explore List Template, the scenario within the base page is presented in the form of an Explore List. The explore list contains one Text item and a number of List items and associated material.

Tasks

When developing a Case Study Explore List, you will need to develop the base page as well as between two and five child pages. The base page is built in much the same way as a standard Explore List page. For tasks relating to each child page, refer to the relevant Question template type in this manual.

Steps

The following is the recommended sequence of steps that you should follow when building a Case Study Explore List:

1. Begin with the base page and read its content and graphic direction
2. If necessary, add a background graphic
3. Add and position any graphics for the scenario

> ***Note: Consult the Explore List template instructions to determine how to set up and build the base page.***

4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock all graphics in place
6. Preview the base page
7. Build each child page

> ***Note: For each child page, refer to the relevant Question template in this manual for instructions on how to build it.***

8. Check the **Image memory** tab for each child page
9. Lock all graphics in place and on completion preview each child page
10. When all pages have been built, preview the Case Study in its entirety

Case Study Sim Dia

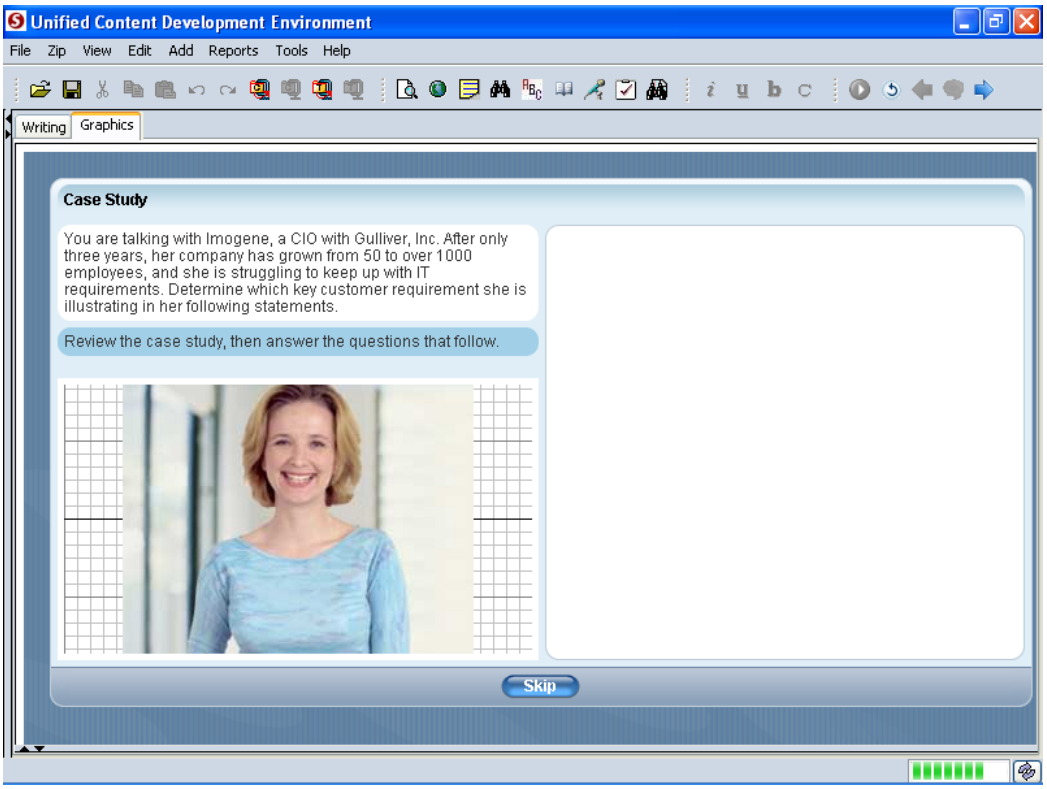


Figure 93: A developed Case Study Sim Dia page

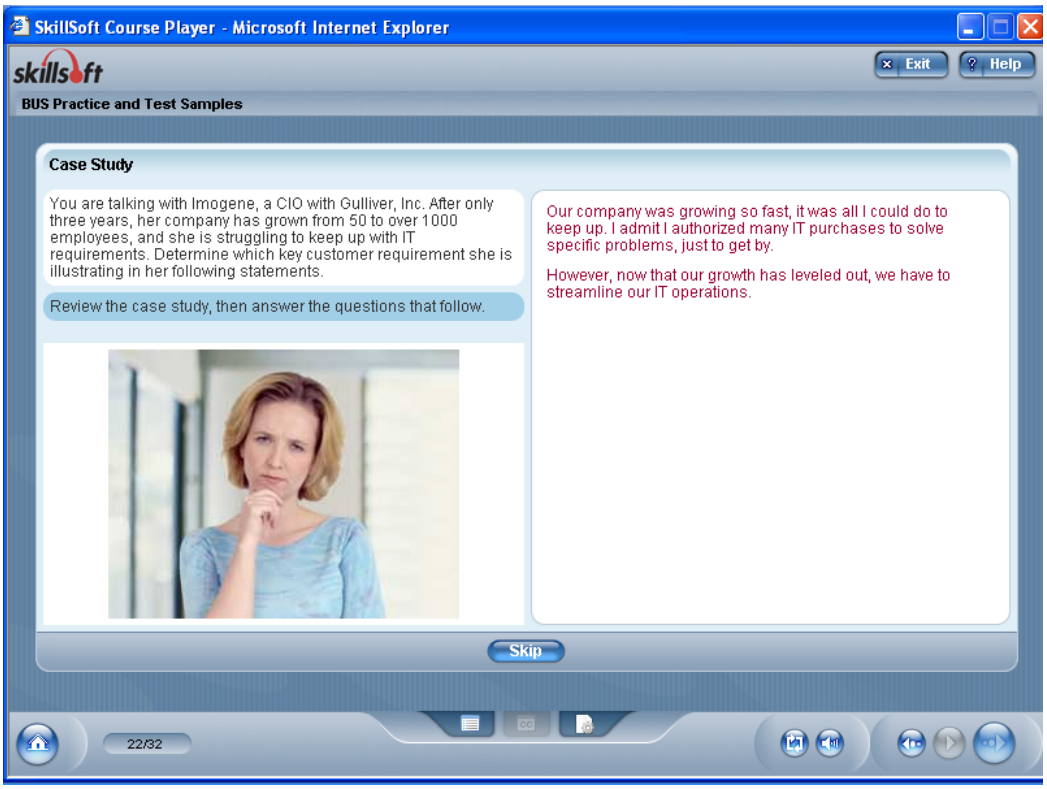


Figure 94: A published Case Study Sim Dia page

Overview

In the Case Study Sim Dia Template, the scenario within the base page is presented as dialog.

Tasks

When developing a Case Study Sim Dia, you need to develop the base page as well as between two and five child pages. You build the base page in the same way you would build a standard Sim Dia template. For tasks relating to each child page, refer to the relevant Question template type in this manual.

Steps

The following is the recommended sequence of steps that you should follow when building a Case Study Sim Dia page:

1. Begin with the base page and read its content and graphic direction
2. If necessary, add a background graphic
3. Add and position any graphics for the scenario

> ***Note: Consult the Sim Dialog template instructions to determine how to set up and build the base page.***

4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock all graphics in place
6. Preview the base page
7. Build each child page

> ***Note: For each child page, refer to the relevant Question template in this manual for instructions on how to build it.***

8. Check the **Image memory** tab for each child page
9. Lock all graphics in place and on completion preview each child page
10. When all pages have been built, preview the Case Study in its entirety

Case Study Sim Dia Video Caption

Figure 95: A developed Case Study Sim Dia Video Caption page

Figure 96: A published Case Study Sim Dia Video Caption page

Overview

In the Case Study Sim Dia Video Caption template, the scenario within the base page is presented as dialog.

Tasks

When developing a Case Study Sim Dia Video Caption, you need to develop the base page as well as between two and five child pages. You build the base page in the same way you would build a standard Sim Dia Video Caption template.

Case Study Serial Multi Choice

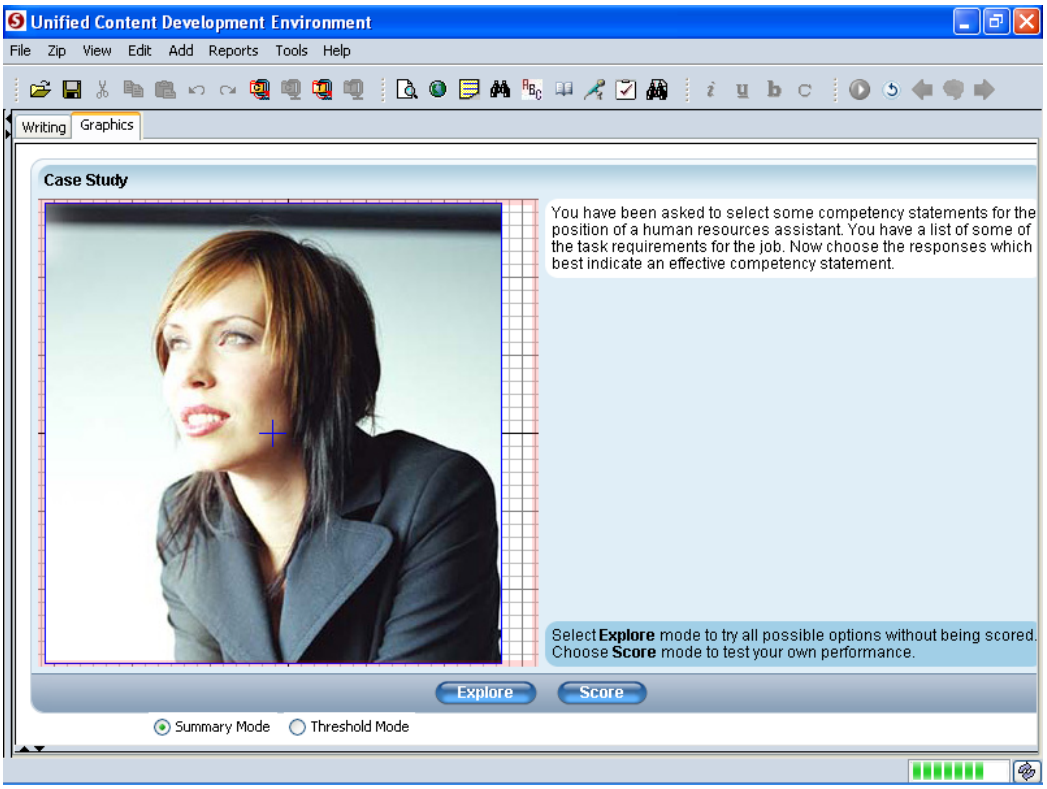


Figure 97: A developed Case Study Serial Multi Choice page

Figure 98: A published Case Study Serial Multi Choice page

Overview

The Case Study Serial Multi Choice template is very similar in function to a Single Path RolePlay, but it is used for "non-role play" decision making scenarios where the learner may not actually be interacting with another character. The Case Study Serial Multi Choice template consists of a base page and a series of scenario/situation-related vignette questions in a specific order. There are four main components to a Case Study Serial Multi Choice **base page**:

- Introduction, which outlines an actual or contrived scenario
  This must fit into a single Text item but if it cannot, a learning aid can be provided containing the details of the scenario

- a relevant graphic

- a prompt, which provides clear instructions to the learner
  This prompt is canned and is provided by the Course Player. It directs the learner to choose a button – the **Explore** button or **Score** button.

- buttons that direct the learner to choose a mode (Explore or Score) to begin the Case Study
  The **Explore** button enables to proceed through the Case Study in an exploratory fashion. Learners can make any or all selections within an active vignette and do not advance to the next vignette until they choose to.
  In **Score** mode, learners get one try to select an answer to a vignette question, and after receiving feedback, click **Continue** to move to the next question in the series.

Each Case Study Serial Multi Choice **branch page** contains five main components:

- a stem
  This is limited to one Text item.

- a relevant opening graphic

- options

- feedback for each option that consists of:

    a. Response Audio Text for each option

    b. The Response Audio Text for each option displays at the same time as the Feedback Text and graphic for that option and provides audio reinforcement relevant to the visual effect of the choice made

    c. Response graphic for each option

    d. The Response graphic for each option displays at the same time as the Response Audio Text and Feedback Text for that option, and it illustrates the impact of the option on the graphic associated with the stem

    e. Response Feedback Text for each option, which is different from the Response Audio Text for each option

f. Response Feedback Text for each option tells learners how the choice they made is rated and provides a rationale for the rating

- The Player automatically ends a Case Study Serial Multi Choice with a Summary page or a Threshold page, depending on how well the learner did in the case study. The Summary page is generated by the Player. In Explore mode, the Summary page simply outlines the content attributes that the learner explored. In Score mode, the Summary page outlines how the learner faired on each content attribute within the Case Study. It gives a summary of the number of good, fair and poor choices made by the learner.
- The Threshold page is displayed if the learner fails to achieve the threshold score to "pass" the case study. When this occurs, the learner is immediately brought to a Threshold page for feedback, instead of being allowed to continue through the Case Study.

Note:

The maximum size of a graphic in the Case Study Serial Multi Choice base page is 375 x 350 pixels. The maximum size of a graphic in a Serial Branch page is 375 x 237 pixels.

Tasks

When developing a Case Study Serial Multi Choice template, you need to develop the base page as well as a series of scenario/situation-related vignette child questions. Tasks in developing the base page may include:

- Adding a background graphic to the page or the graphics area
- Adding graphics
- Setting up graphic effects

Tasks in developing each child page (Serial Branch page) may include:

- Adding a background graphic to the page or the graphics area
- Adding graphics
- Setting up graphic effects

Steps

The following is the recommended sequence of steps that you should follow when building a Case Study Serial Multi Choice:

- For each page within the Case Study Serial Multi Choice, read the content, including any graphic direction provided
- If necessary, add a background graphic to the Case Study Multi Choice

- With the **Summary Mode** radio button selected, add and position any graphics that you want to appear with the introduction to the Case Study, and to reappear when the Case Study Summary page is displayed
- Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
- Lock the graphics in place
- Preview the base page
- Determine whether or not the page requires a Threshold Mode page

Note:

In the Writing tab, select Threshold from the Characteristics drop-down menu. If the Threshold %: (1-100) field is blank, or set to "0" then the page does not require a Threshold Mode design. If any other value is specified in this field, then the page requires a Threshold Mode design.

- If the page requires a Threshold Mode page, read the Threshold Response Text and Threshold Feedback in the **Writing** tab, as well as any Graphic Direction or Alt text provided by the Writer
- Return to the **Graphics** tab and select the **Threshold Mode** radio button, and add a single graphic, which will appear if the learner triggers the Threshold Response

Note:

You should only add a single graphic to the Threshold Mode. If you add more than one graphic, the latest graphic is the only one that will appear when the Threshold page is displayed. All other graphics will be moved to the Summary Mode display.

- For each Serial Branch page in the Case Study:

    a. Add and position the graphic for the Text Item

Note:

The Assign To tab and the Select tab are disabled for this template. To work on a particular page element, you first click that element in the graphics area. For example, if you want to add the graphics for the first response choice, you click that response choice, and then add the graphics.

    b. Click the first response choice and add and position the graphic(s) for that choice

    c. Click the second response choice and add and position the graphic(s) for that choice

d. Repeat this step for any remaining response choices

Note:

At any point, you can navigate back to the initial Text Item for the page by clicking the Text Item area (which is where the Response Audio Text is displayed when you select a Response Choice).

e. Lock all elements in place

f. Preview each Serial Page

- Check the **Image memory** tab for each page in the Case Study
- When the Case Study is completely built, preview it in its entirety – if the page contains a Threshold Mode, you must trigger the Threshold when previewing the page to ensure the Threshold Mode displays correctly

Roleplay Templates

Overview

Roleplays are learning activities that simulate real-life scenarios based on the cause-effect interaction of decisions that people make and relationships they have in their workplace environment. In a Roleplay, the learner is presented with a cause-and-effect situation. This regularly but not exclusively involves another character, or characters, but always presents several options that reflect potential responses the learner could make to the situation. Each Response choice has two types of feedback associated with it: Response Audio feedback from the character in the RolePlay, and instructional feedback about the choice itself (whether it is a good, fair, or poor choice). The learner advances through the Roleplay on a path determined by the responses chosen.

Each response choice is tied to a particular attribute (characteristic) related to the topic of instruction in which the Roleplay is located. Choices are rated good, fair, or poor in regard to the attribute. As learners progress through the Roleplay, their selections are assessed and at the end of the Roleplay, attribute-specific feedback is provided.

When used for practice, the learner can choose to complete the Roleplay in either Explore or Score mode.

- In Explore mode, the learner is allowed to explore all feedback for all Response Choices in an individual Roleplay scene and navigate back and forth between the scenes using the Player navigation buttons.
- In Score mode, learners are required to make a decision based on what they believe is the best response in the situation presented. Learners do not have the freedom to examine the Response Choice before being scored. Each learner Response Choice is rated against the Roleplay's set of attributes.

A Roleplay begins with the presentation of a scenario on a lead-in page, followed by child pages that represent the individual scenes that pose questions or stimuli to which learners must respond. At the end of the Roleplay, a player generated summary page is presented to the learner which summarizes his or her performance in the Roleplay.

The lead-in page to a Roleplay consists of a Text item, which provides an overview of the scenario or situation the learner will be entering. This Text item has an associated graphic. Depending on whether the learner is taking the Roleplay in practice mode, the page also contains an **Explore** and a **Score** button.

Each child page presents the learners with an opening stimulus or question, an associated graphic, and several response choices that represent possible responses to the question or stimulus posed in the scene. The learner chooses a response from those provided and gets three types of feedback specific to the selected response.

The three types of feedback are:

- **Graphic feedback**
  This represents the visual aspect of the character's reaction to the selection the learner makes.

- **Response Audio text**
  This represents what the character has to say in reaction to the response selected by the learner

- **Response Feedback text**
  This tells the learner how well he/she performed in this scene, according to what was taught in the preceding instruction

- There are two types of Roleplays available in SkillSoft courses:

    a. Single Path Roleplays

    b. Multi Path Roleplays

- Both types of Roleplays are similar but differ in the manner in which the learner progresses through the Roleplay and in the logic used to develop them.

Video support

Both RolePlay templates may support video. If video is enabled, certain additional tasks are required.

Integrating Video

The source for the video for the RolePlay pages is generally provided in MP4 format. This video must be edited in accordance with the Video Development guidelines, and published in a format suitable for integration into Synergy.

To integrate video in a RolePlay template, you must complete these steps:

1. Identify the appropriate filename for the video file. The video filename field in the Writing Tab supplies the correct video filename, in the format *topicnumber*_vid_*filenumber*.
   A Video filename field will appear on the Single Path RolePlay root page, and each RolePlay branch page, and for every response option in the branch pages. The Scene, Attire and Props graphic direction fields are only added to the RolePlay parent page.

    a. Parent page of the Multi-Path Roleplay

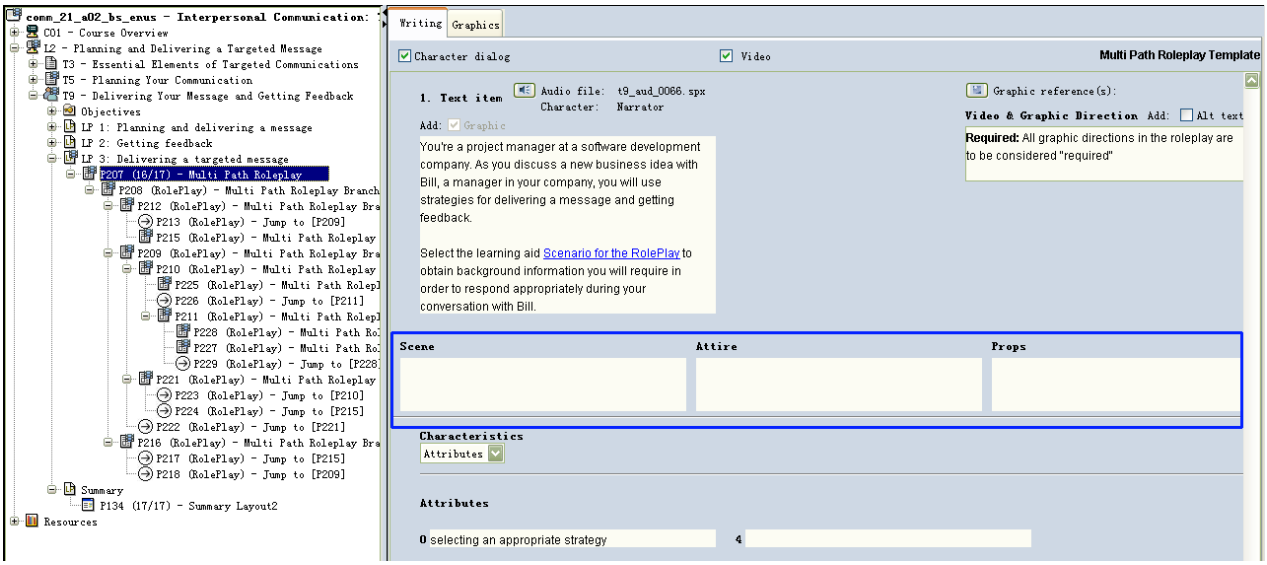


Figure 41: The Multi-Path RolePlay parent page does not contain video, and therefore does not contain a video filename.

b. **Root page of the Single Path Roleplay**

Select **Threshold** from the Characteristics drop-down menu on the Single Path RolePlay parent page. The Threshold page content is displayed, and the video file name appears in the Filename field in the Video section. This is the filename for the video associated with the Threshold Response Text. This video will only appear when the learner attempts the RolePlay in Score mode, and chooses inappropriate responses for the questions.

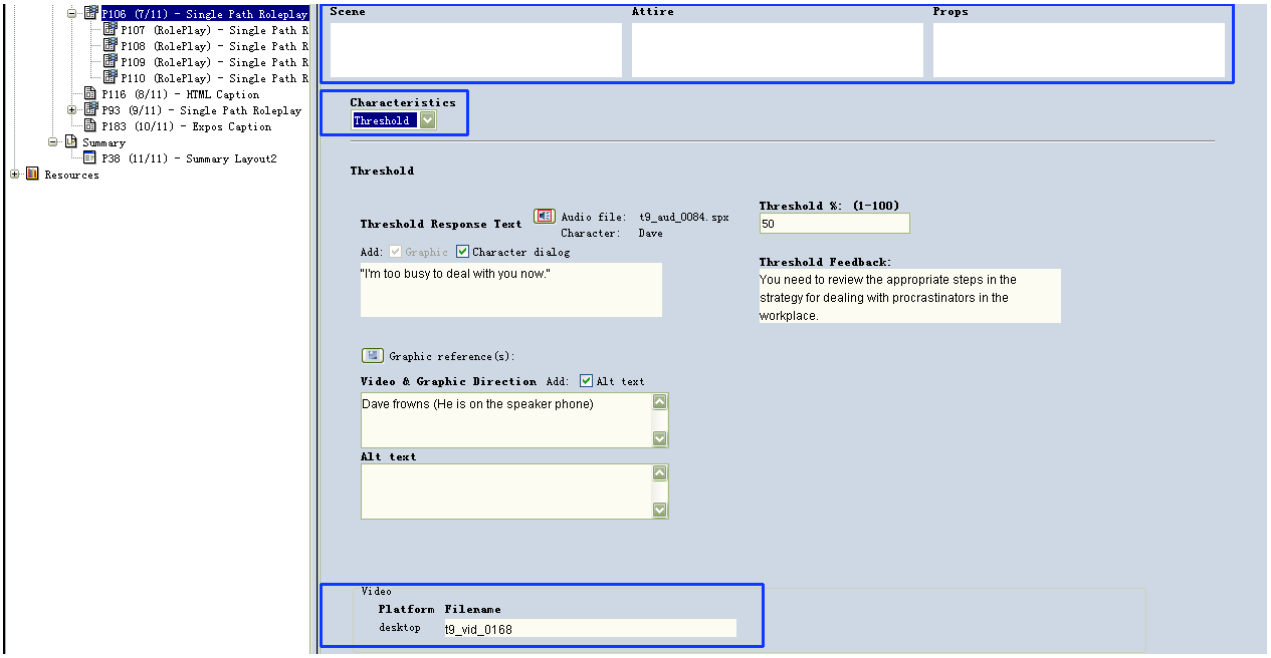


Figure 42: The Single Path RolePlay parent page allows you to access the Threshold page, where you will find a video filename.

c. **Branch page with video content**

The 1st highlighted area in the Figure below shows the video file name for the stem question, and the 2nd shows the video file name for the feedback of the selected option.

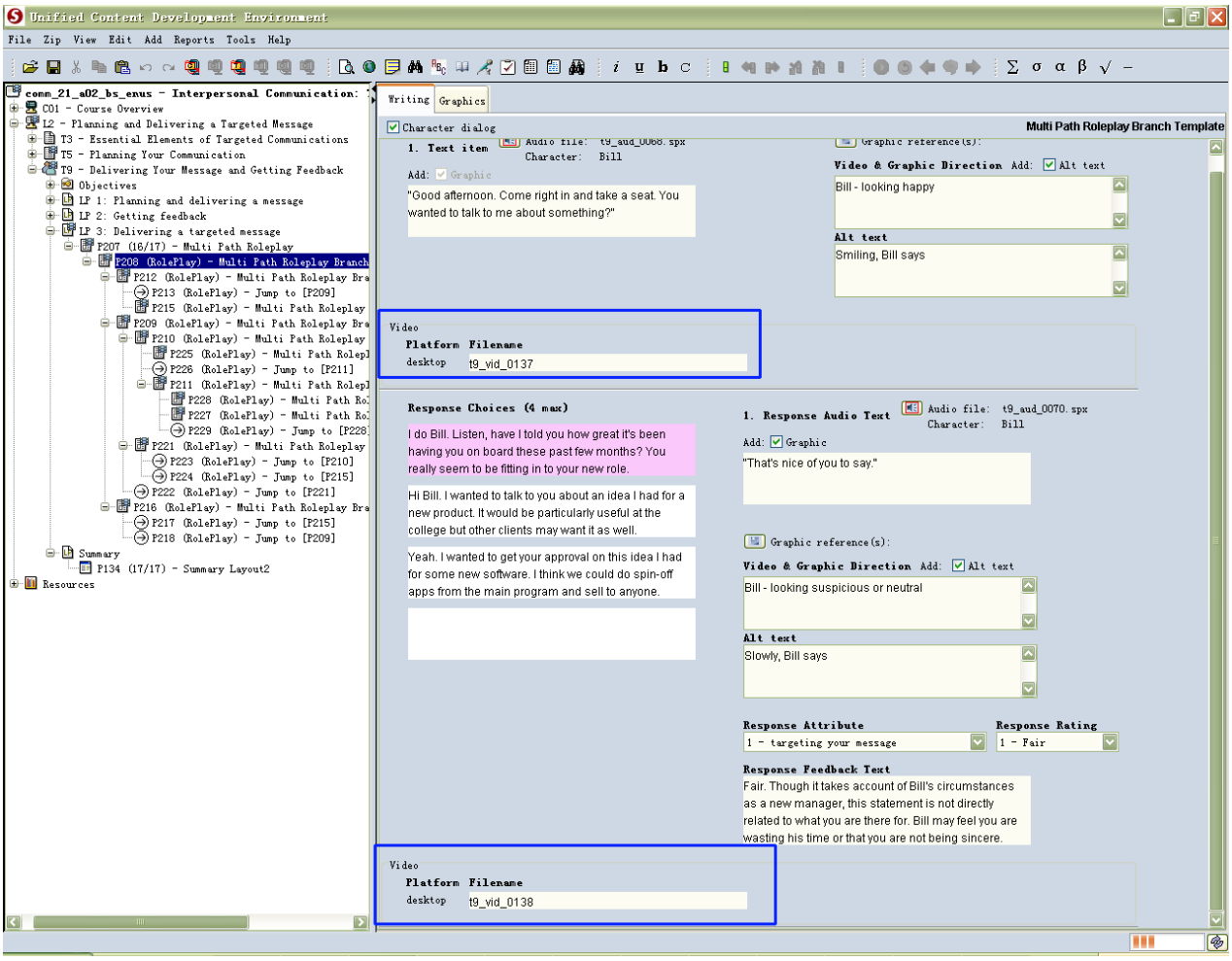


Figure 43: All branch pages may contain video. There is a video filename associated with the introductory text item, and with each piece of Response Audio Text.

2. Identify the appropriate video format(s).
   If there are multiple video formats in the course, each file will have the same filename, but different file types. For example, the filename could be `t6_vid_0178`. If the course uses the flv format, the file would be saved as `t6_vid_0178.flv`. If the course also uses the mp4 format, the mp4 file would be saved as `t6_vid_0178.mp4`.

   Note: The video formats that are supported in a given course are indicated on the Video tabbed page at course level.

3. Publish the video files to the appropriate format(s) and rename them as per the name given in the Video Filename fields in the Writing Tab.

4. Using Windows Explorer, add the video files to a course by copying them to the `media\video` folder at the topic level of that course folder structure.

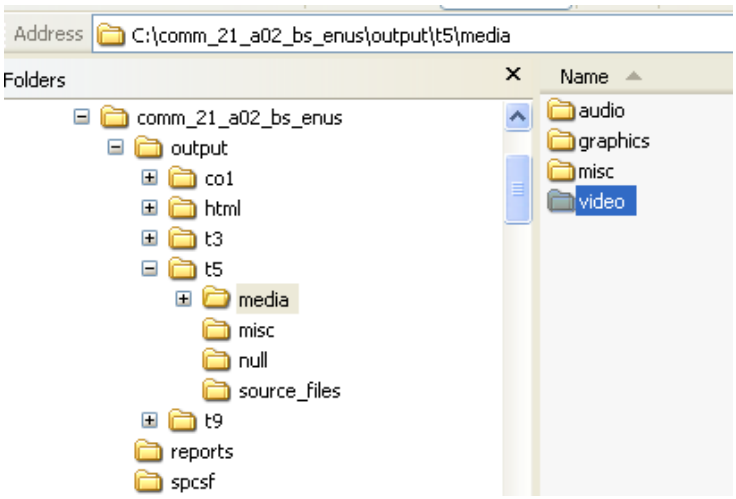


Figure 44: Video folder in the Synergy course structure

5. Save the course.

6. Preview the RolePlay pages to ensure the video has been integrated correctly.

Integrating static images

When a page is video-enabled, a static version of the page complete with static images must also be built, in case learners view the page with video disabled. The static images must be stills taken from the video file. One image should be added for the introductory text field, and one for each response. The static images should be the same size as the video file. Refer to the Video Development guidelines for detailed guidelines on the requirements for creating these images.

For detailed instructions on building the static version of a Single Path RolePlay, refer to Steps in the Single Path RolePlay section.

For detailed instructions on building the static version of a Multi-Path RolePlay, refer to Steps in the Multi-Path RolePlay section.

> ***Note: Whether or not video is enabled in the page, only one graphic may be added to each Text Item or Response.***

Integrating audio files

The audio for the static version of the page must be exported from the source video file for the page. A separate audio file is required for each piece of dialog on the page.

The audio files must be named to match the filenames associated with each piece of dialog in Synergy. They should then be converted to SPX format and integrated into the course by adding them to the media\audio folder at the topic level of the course structure.

Single Path Roleplay

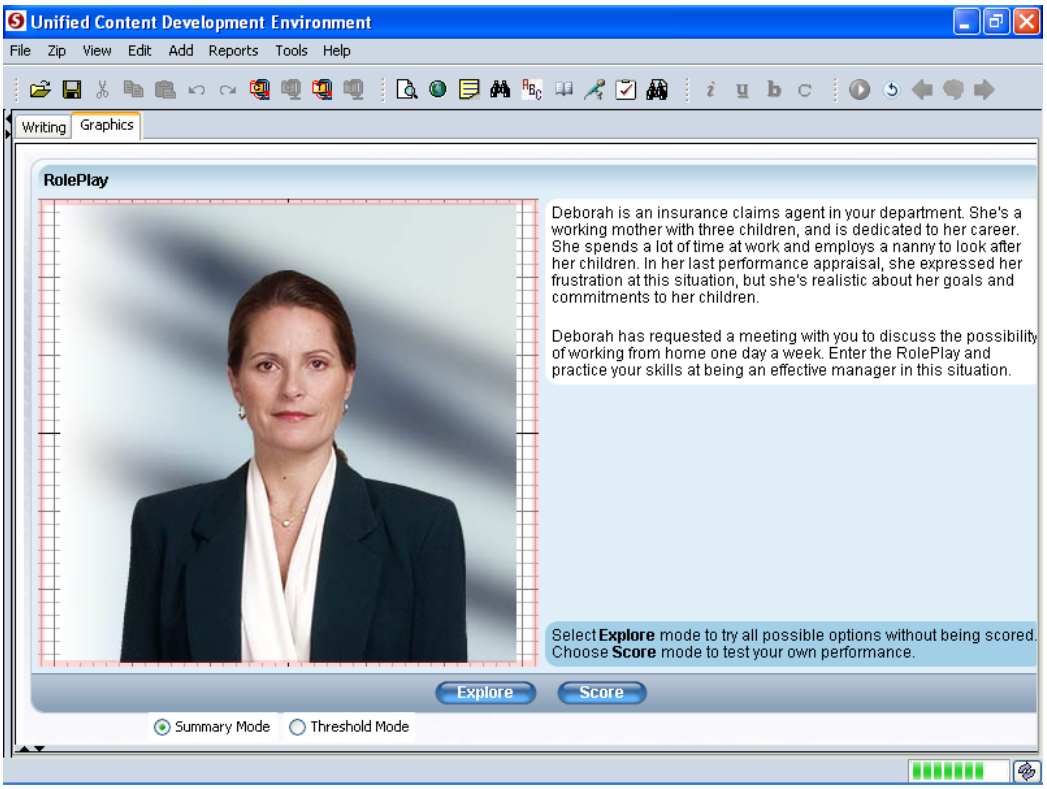


Figure 99: A developed Single Path Roleplay in the Graphics tab

Figure 100: A published Single Path Roleplay

Overview

In Single Path Roleplays, the instructional path through the Roleplay is the same for all learners, regardless of the choice they make. Learners proceed in a single path from the first scene to the last. However, it is possible for learners to be exited early from the Roleplay. If learners select poor responses to a number of individual scenes, they can be exited from the Roleplay with feedback stating that they should familiarize themselves with the underlying attributes on which the Roleplay is based before re-attempting it. Single Path Roleplays contain a threshold score, which is determined by the writer. Once learners possess a score smaller than the threshold score, they are exited from the Roleplay and brought to a Threshold page instead of a Summary page.

Also, in each child page in a Single Path Roleplay, learners may select a Response Choice that is deemed to be "catastrophic" that is, shows they have not understood the attribute under discussion. If a learner chooses a catastrophic option he or she is immediately exited from the Roleplay. These exiting features are only available in Score mode in Single Path Roleplays.

> ***Note:***
>
> The maximum size of a graphic in the Single Path Roleplay base page is 375 x 350 pixels. The maximum size of a graphic in a Single Path Roleplay Branch page is 375 x 237 pixels.

Tasks

When developing a Single Path Roleplay, you need to develop the base page as well as a series of branch pages. Tasks in developing the Single Path Roleplay (base) page may include:

- Adding a background graphic
- Adding graphics
- Setting graphic effects

Tasks in developing each Single Path Roleplay Branch page may include:

- Adding a background graphic
- Adding graphics to the Text Item
- Adding graphics to each of the response choices
- Assigning graphic effects
- Adding video for the introductory text item
- Adding video for each piece of Response Audio text

Steps

The following is the recommended sequence of steps that you should follow when building a Single Path Roleplay:

- For each page within the Single Path Roleplay, read the content, including any graphic direction provided
- If necessary, add a background graphic to the Single Path Roleplay
- With the **Summary Mode** radio button selected, add and position any graphics that you want to appear with the introduction to the Single Path Roleplay, and to reappear when the Roleplay Summary page is displayed
- Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
- Lock the graphics in place
- Preview the base page
- Determine whether or not the page requires a Threshold Mode page

Note:

In the Writing tab, select Threshold from the Characteristics drop-down menu. If the Threshold %: (1-100) field is blank, or set to "0" then the page does not require a Threshold Mode design. If any other value is specified in this field, then the page requires a Threshold Mode design.

- If the page requires a Threshold Mode page, read the Threshold Response Text and Threshold Feedback in the **Writing** tab, as well as any Graphic Direction or Alt text provided by the Writer
- Return to the **Graphics** tab and select the **Threshold Mode** radio button, and add a single graphic, which will appear if the learner triggers the Threshold Response

Note:

You should only add a single graphic to the Threshold Mode. If you add more than one graphic, the latest graphic is the only one that will appear when the Threshold page is displayed. All other graphics will be moved to the Summary Mode display.

WARNING:

The available Graphics Area in the Graphics Tab for the Threshold page is larger than the actual area available in the Player. The actual area available is 375x237. When you add a graphic to the Threshold page, you must keep this in mind. Also, when you add a graphic, please note that Synergy centers it by default. To ensure it displays correctly in the Player, you must align it to the top of the available graphics area.

- For each Single Path Roleplay Branch page:

c. Add and position the graphic for the Text Item

Note:

The Assign To tab and the Select tab are disabled for this template. To work on a particular page element, you first click that element in the graphics area. For example, if you want to add the graphics for the first response choice, you click that response choice, and then add the graphics.

d. Click the first response choice and add and position the graphic(s) for that choice

e. Click the second response choice and add and position the graphic(s) for that choice

f. Repeat this step for any remaining response choices

Note:

At any point, you can navigate back to the initial Text Item for the page by clicking the Text Item area (which is where the Response Audio Text is displayed when you select a Response Choice).

g. Lock all elements in place

h. Preview each Single Path Roleplay Branch Page

- When the Single Path Roleplay is completely built, preview it in its entirety – if the page contains a Threshold Mode, you must trigger the Threshold when previewing the page to ensure the Threshold Mode displays correctly

Multi Path Roleplay

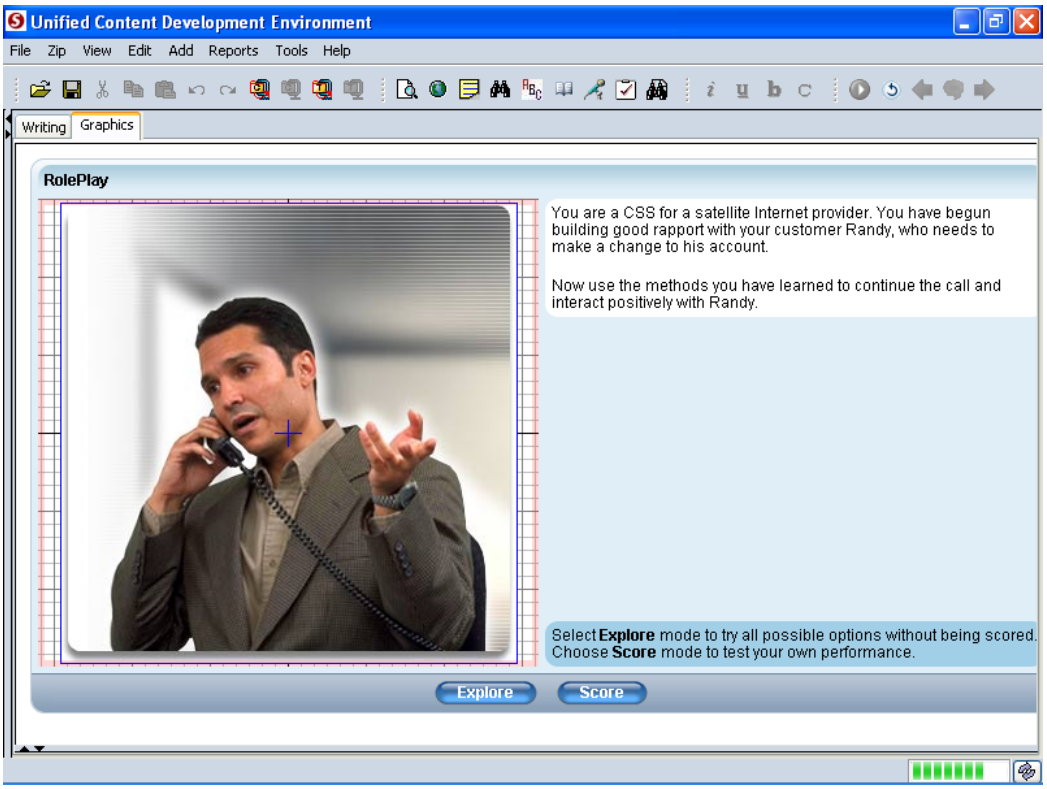


Figure 101: A developed Multi Path Roleplay in the Graphics tab

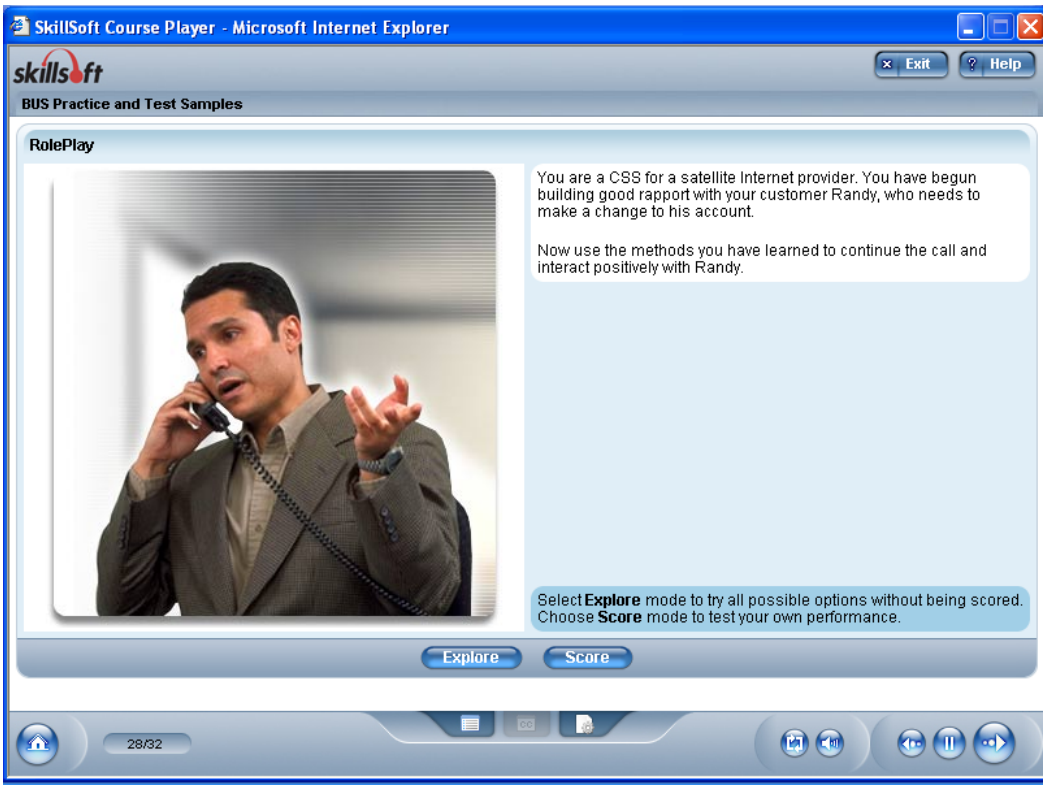


Figure 102: A published Multi Path Roleplay

Overview

In a Multi Path Roleplay, the choices grow into an inverted tree, with a separate branch for each choice. Unlike the Single Path Roleplay, the instructional path can vary, depending on the Response Choices that learners make along the way. In other words, the path that the learner may follow in completing the Roleplay differs, depending on the choices they make along the way.

The key features differentiating a Multi Path Roleplay from a Single Path Roleplay are:

- each Response Choice can lead to a different scene, resulting in multiple branches of instructional paths
- learners jump from one path to another based on choices made
- learner Response Choices are not re-ordered
- the template cannot be used for testing
- multiple attributes can be tested in any one child page

> ***Note:***
>
> The maximum size of a graphic in the Multi Path Roleplay base page is 375 x 350 pixels. The maximum size of a graphic in a Multi Path Roleplay Branch page is 375 x 237 pixels.

Tasks

When developing a Multi Path Roleplay, you need to develop the base page as well as a series of branch pages. Tasks in developing the Multi Path Roleplay (base) page may include:

- Adding a background graphic
- Adding graphics
- Setting graphic effects

Tasks in developing each branch page may include:

- Adding a background graphic
- Adding and positioning graphics for the Text Item
- Adding and positioning graphics for each of the response choices
- Setting graphic effects

Steps

The following is the recommended sequence of steps that you should follow when building a Multi Path Roleplay:

1. For each page within the Multi Path Roleplay, read the content, including any graphic direction provided
2. If necessary, add a background graphic to the Multi Path Roleplay
3. Add and position any graphics that you want to appear with the introduction to the Multi Path Roleplay, and to reappear when the Roleplay Summary page is displayed
4. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
5. Lock the graphics in place
6. Preview the base page

Note: Unlike the Single Path Roleplay, the Multi Path Roleplay does not contain a Threshold page.

7. For each Multi Path Roleplay Branch page:
    a. Add and position the graphic for the Text Item

Note:

The Assign To tab and the Select tab are disabled for this template. To work on a particular page element, you first click that element in the graphics area. For example, if you want to add the graphics for the first response choice, you click that response choice, and then add the graphics.

    b. Click the first response choice and add and position the graphic(s) for that choice
    c. Click the second response choice and add and position the graphic(s) for that choice
    d. Repeat this step for any remaining response choices

Note:

At any point, you can navigate back to the initial Text Item for the page by clicking the Text Item area (which is where the Response Audio Text is displayed when you select a Response Choice).

    e. Lock all elements in place
    f. Preview each Multi Path Roleplay Branch Page

8. When the Multi Path Roleplay is completely built, preview it in its entirety – make sure you navigate every path in the Roleplay, previewing every branch page at least once

Summary

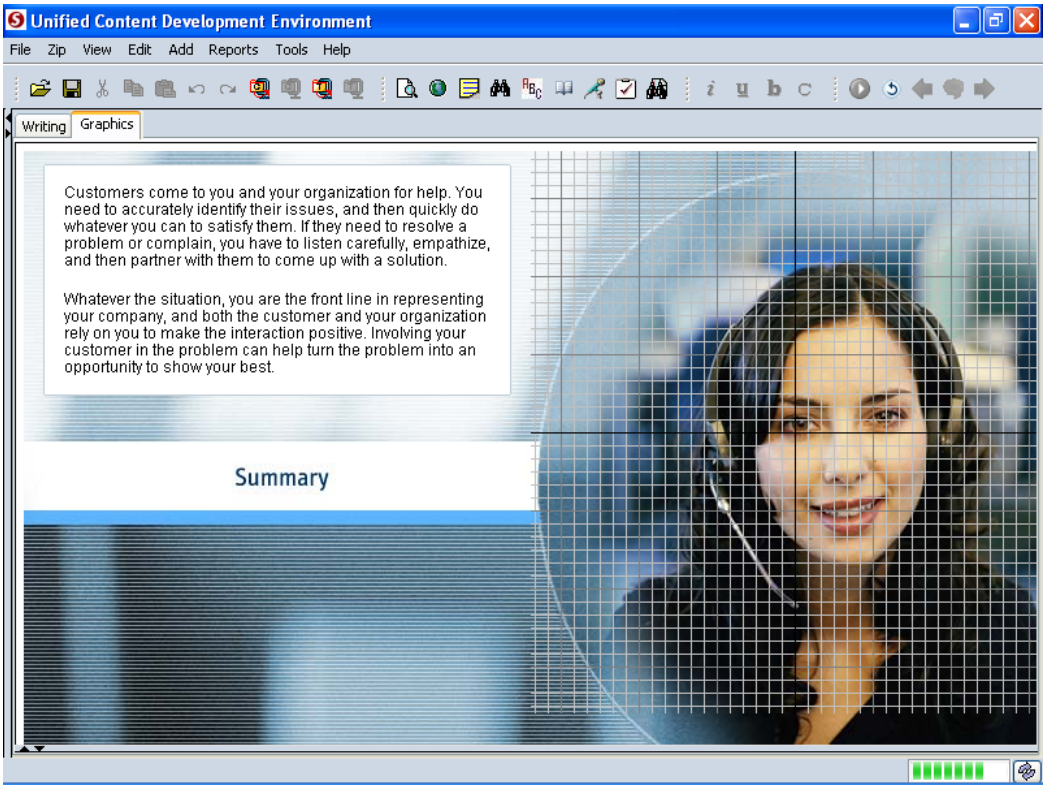


Figure 103: A developed Summary page in the Graphics tab

Figure 104: A Published Summary page in the Graphics tab

Overview

A Summary page is used in a Summary Learning Point, and is the last page of this topic. It contains one Text item and supports launch boxes and staged animations. The Text Item is set in Wide format.

> ***Note:***
>
> The Summary Layout 2 template was introduced in Synergy 1.14 as an alternative to the Summary template. Eventually the Summary template will be phased out and replaced completely by the Summary Layout 2 template.

Tasks

Tasks that you may be required to carry out when developing a Summary page include:

- Adding and positioning graphics
- Managing the z-depth of graphics
- Assigning graphic effects
- Creating basic staged animations

Steps

The following is the recommended sequence of steps that you should follow when building a Summary page:

1. Read the content, including any graphic direction provided
2. Add and position required graphics
3. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
4. Add graphic effects if required
5. Create staged animations if required, and set them to start with the Text Item
6. Lock all elements into place
7. Preview the page

Summary Layout 2

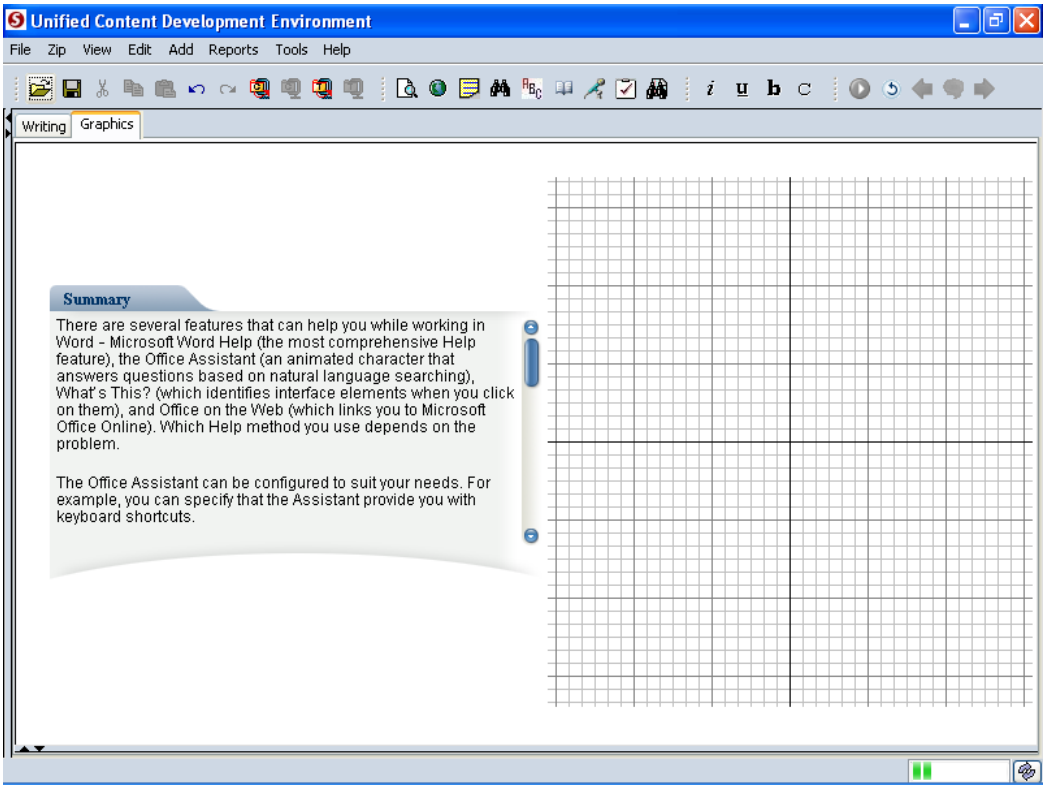


Figure 105: A Summary 2 Layout page in the Graphics tab

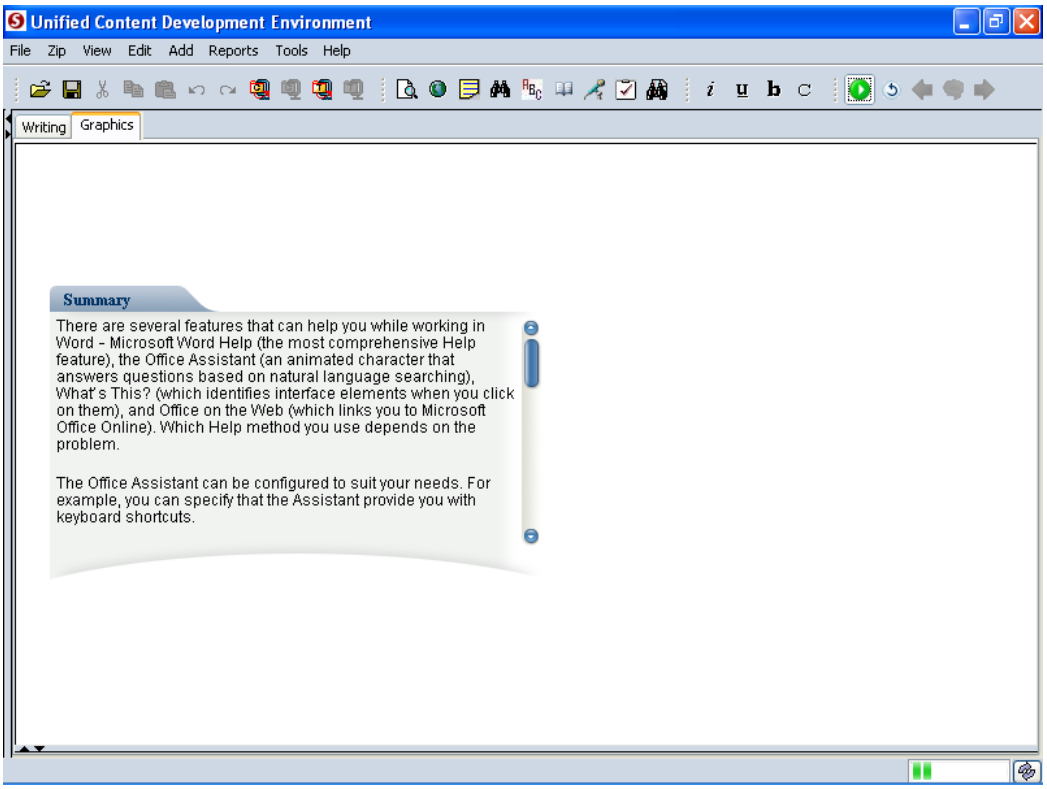


Figure 106: A Summary 2 Layout page in toggle preview mode

Overview

The Summary Layout 2 template was added in Synergy 1.14 as a replacement for the old Summary template. This template has a new look and feel, with a "Summary" header and a border around the text box. The graphics area is also smaller at 373 x 407 pixels. Despite the differences in look-and-feel, the purpose of the Summary Layout 2 template is identical to that of the Summary template. The functionality is also the same. It contains one Text item and supports launch boxes and staged animations. The Text Item is set in Wide format.

Note: This new template does not support the addition of a background graphic.

Tasks

Tasks that you may be required to carry out when developing a Summary Layout 2 page include:

- Adding and positioning graphics
- Managing the z-depth of graphics
- Assigning graphic effects
- Creating basic staged animations

Steps

The following is the recommended sequence of steps that you should follow when building a Summary Layout 2 page:

1. Read the content, including any graphic direction provided
2. Add and position required graphics
3. Check the **Image memory** tab once the graphics have been added to the page and ensure that the 'Size on Disk' value is not over 100k, and that the 'Size in Memory' value does not exceed 12288kb
4. Add graphic effects if required
5. Create staged animations if required, and set them to start with the Text Item
6. Lock all elements into place
7. Preview the page

Exercise Overview

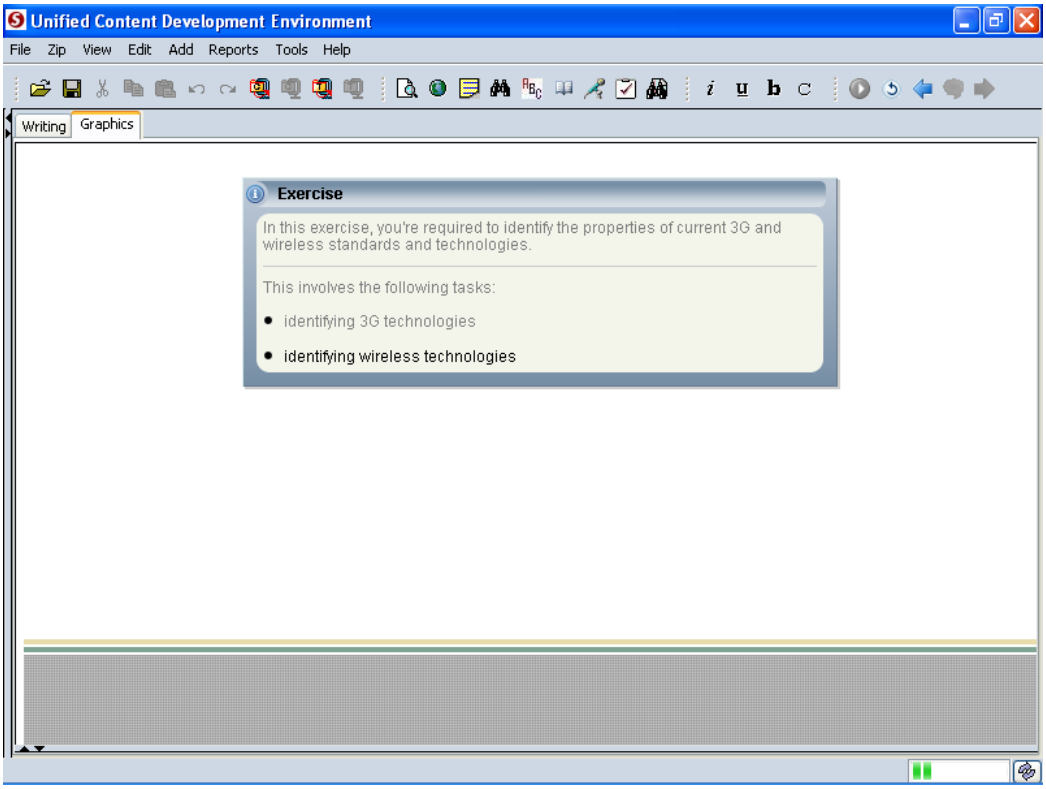


Figure 107: A developed Exercise Overview page in the Graphics tab

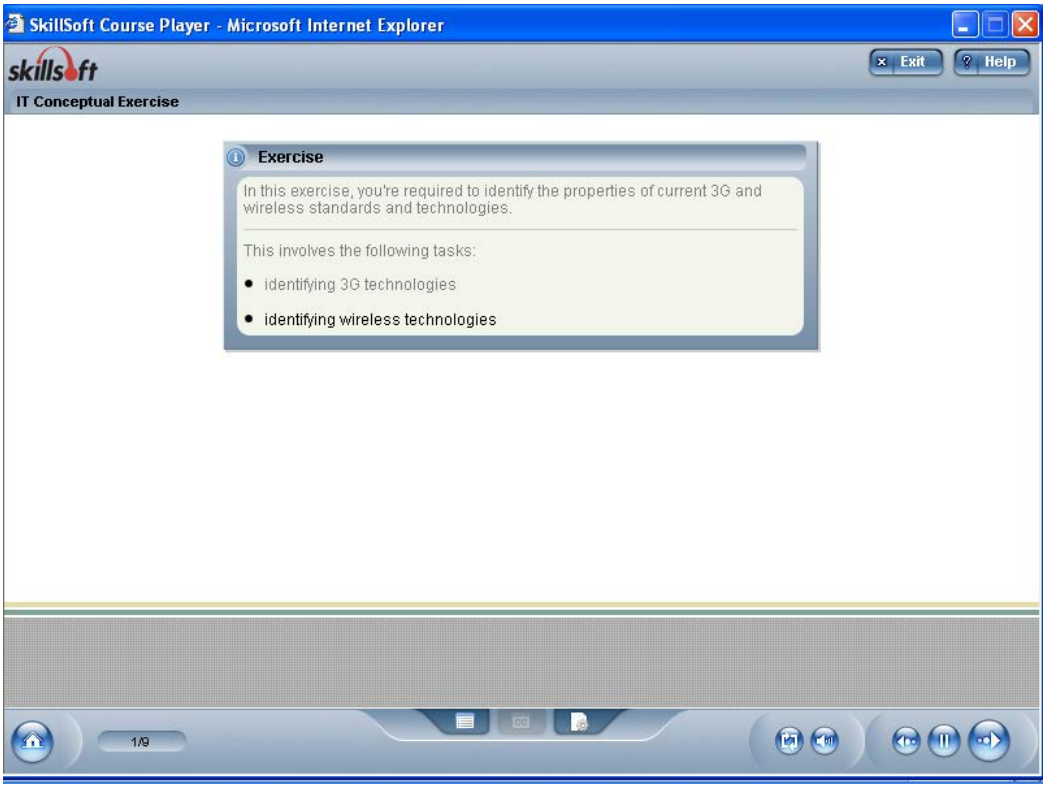


Figure 108: A published Exercise Overview page

Overview

The Exercise Overview template is the first page in an Exercise Overview Learning Point. This template comprises an Exercise Statement which is fixed in position. The Exercise Statement is made up of a single Text Item and a task list with a list introduction and up to 6 List items. These are usually set to build. Standard graphics cannot be included on this page. The only graphic element the page can contain is a background.

Tasks

- The only task that you must complete to design the Exercise Overview page is to add a background graphic if it doesn't already contain one.

HTML Caption

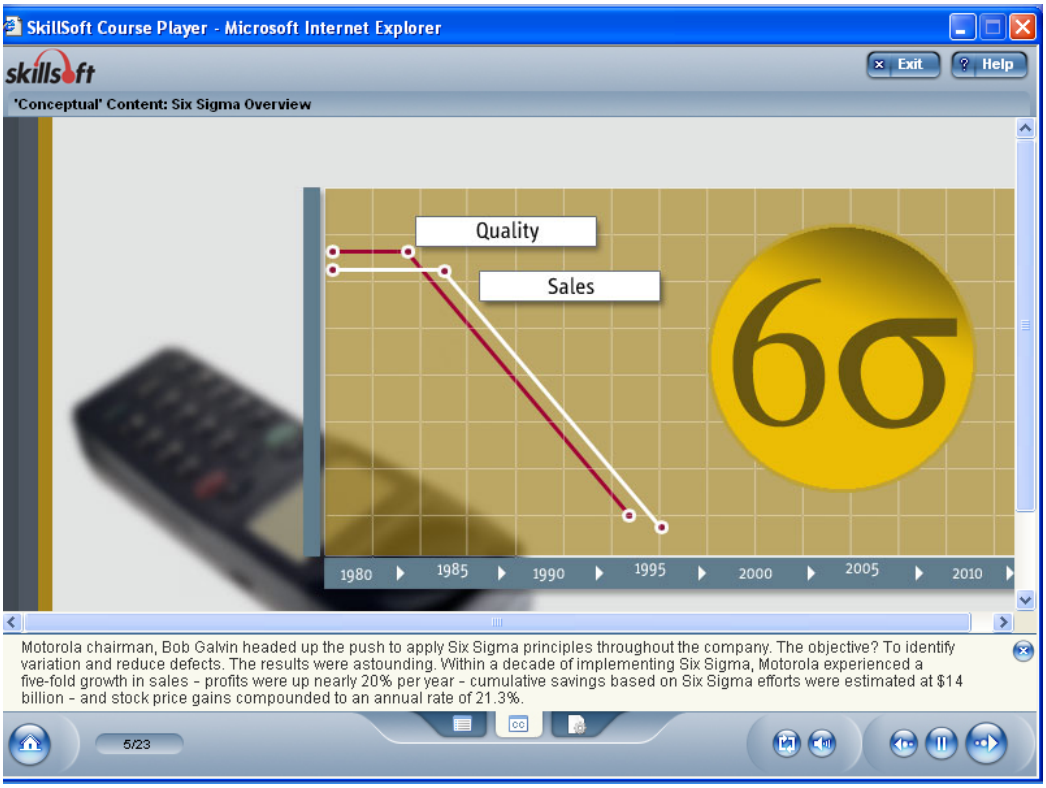


Figure 109: A published HTML Caption page

An HTML Caption template is used in Narrated Animation instead of the standard Expos template and it allows you to launch Flash animations within the course. HTML Caption templates are not built using the **Graphics** tab. Instead they are developed using Flash. Refer to the HTML Caption handbook for more information on developing an HTML Caption page.

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