

Composica®

Social e-Learning Authoring



Composica

Composica is a robust e-Learning authoring system that brings new meaning to the term team-work. With its powerful web-based WYSIWYG authoring environment, no programming is needed to create amazing interactive e-learning content.

Authors, designers, subject matter experts and reviewers collaborate using a sophisticated groupware authoring environment with tasks management and page-level lock out control, granting live overview of progress throughout the development process.

Its combination of reusable learning objects and improved collaboration between team members significantly shortens development time.

Composica

© 2010 Composica Ltd.

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Table of Contents

Part I New in Composica 5.0	2
Part II Getting Started	4
1 Starting Composica	4
2 Creating a project	4
3 Adding chapters and pages	5
4 Designing a document	5
Editing and formatting text	6
Adding general elements	6
Adding activities	7
Adding media	8
Adding mashups	8
Adding narration	10
Adding social media	10
Sequencing and effects	12
5 Adding tests and games	12
6 Previewing the project	13
7 Publishing	13
Part III Using Composica	16
1 Creating a project	16
Blank project	17
Styled project	17
Duplicate of an existing project	17
Instructional design based project	18
2 Managing a project	18
Project properties	18
Run-time properties.....	19
Window.....	20
Settings.....	21
Social Media.....	22
SCORM.....	23
Project metadata.....	24
Project tree	25
Adding documents.....	27
Organizing documents.....	28
Removing documents.....	29
Document properties.....	29
Importing documents.....	32
PowerPoint import	33
Styles	34
Groups	34
Tags	34
Views	35
3 Mind Games	35
Adding games	36

Game layers	36
4 Publishing	37
Multi-SCO considerations	38
5 Collaborating	39
Tasks	39
Blogs	40
Chats	41
Dashboards	41

Part IV User Interface 46

1 Menus	46
Document	47
Project	47
Edit	48
View	49
Insert	49
Modify	51
Format	55
Layout	56
Tools	57
Help	57
Context menu	57
2 Toolbars	58
Document	58
Edit	59
Group	59
Insert	60
Format	60
Layout	61
Table	61
Tools	61
3 Properties pane	62
4 Project pane	63
5 Select Project	64
6 Select Document	65
7 Project Manager	66
Menu	67
Toolbar	68
8 Media Explorer	70
Toolbar	71
9 Sequence Manager	72
10 Status bar	72
11 Keyboard shortcuts	73

Part V Elements 77

1 Property types	78
2 Common properties	78
Text	78
Layout	81

Style	85
Settings	86
3 Basic	86
Box	86
Text Elements	87
Link	88
List	88
Table	88
Frame	89
4 Media	90
Image	90
Media Player	91
Flash Animation	92
5 Shape	92
6 Social Media	96
Blog	96
Widgets	98
Comments	102
Rating	104
Sign In	104
7 Mashups	105
YouTube Movie	105
Universal Search	106
Twitter Tweets	106
Facebook Like Button	107
Google Chart	107
Google Map Chart	110
8 Navigation	110
Project Title	110
Document Title	111
Navigation Button	111
Navigation Link	112
Popup Button	112
Breadcrumbs	113
Progress Bar	114
Navigation Locator	115
Timer	115
Tree Menu	116
Compact Tree Menu	118
One-Level Menu	119
9 Activities	121
Multiple Choice	122
Point Click	123
Drag Drop	124
Fill Blank	126
Hot Spots	128
Hot Word	130
Survey	131
Feedback	132
Get a Hint	134
10 Other	135
Variable	135

Test Feedback	139
User Identification	142
Narration	142
Sequence Manager	143
11 Mind Games	145
Master Plumber	146
Space Bubbles	147
High Hops	148
Rescue Mission	149
Game Show	150

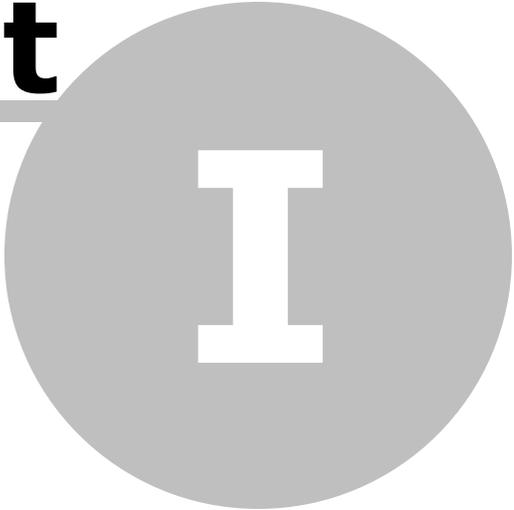
Part VI Troubleshooting 152

1 Compositica doesn't start	152
2 Spell checker can't run	152

Index 153

New in Compositica 5.0

Part



I

Composica 5.0 is focused on high productivity and makes it incredibly easy to get started with authoring and reach advanced levels in a very short time.

The new version touches on nearly every aspect of course development, adding new authoring features, streamlining existing features, and expanding on the variety offered to learners.

Dashboards

Dashboards have been overhauled and include a large, friendly menu, with the most common available options, a searchable projects tree or an outline tree, depending on context, and a new version of the dashboard widgets, which can now contain a lot more information in an easier to read format. Tasks can be accessed via a tab in the dashboard, enabling quick search and report capabilities.

User Interface

Faster application loading, course previewing, and overall better experience. Smoother menus, toolbars, and a new color scheme. Important elements from the *Insert* menu now also have presence in toolbars, including Text, Media Player, Shapes and Navigation. Style rules can be assigned and created directly from the *Format* toolbar.

Elements Tree

A collapsible elements tree shows all elements on the document in a hierarchical format, making it a breeze to find and select elements, as well as temporarily hide elements to make complex pages less cluttered in design mode. Elements are easy to identify in the tree by their content, source, or the new <Name> property.

To read more about what's new in Composica 5.0, see the detailed release notes.

Getting Started

Part



II

This quick-start tutorial illustrates the basic usage of Compositica, and should bring you up to speed on its elementary features. Following through this chapter, you will learn everything you need to know to create a basic project and publish it.

This tutorial only covers the essentials of each step, to help you quickly grasp the basics of Compositica. If you prefer an in-depth view, see Using Compositica.

- Starting Compositica
- Creating a project
- Adding chapters and pages
- Designing a document
 - Editing and formatting text
 - Adding general elements
 - Adding activities
 - Adding media
 - Adding mashups
 - Adding narration
 - Adding social media
 - Sequencing and effects
 - Adding tests and games
- Previewing the project
- Publishing

2.1 Starting Compositica

Start Compositica by entering its URL in your web browser. If you don't know the URL, ask your system administrator.

Preparing for the first login

Popup blockers can prevent Compositica from starting properly. In addition, recent changes in Internet Explorer require that you add the Compositica URL to the Trusted Sites zone in order to enable all of its features.

Prior to your first login, follow the simple instructions provided at the login screen, to disable any popup blocker and to add Compositica to the Trusted Sites Zone.

Note that Compositica does not require the installation of any ActiveX objects.

Logging in

To log in, enter your Login and Password at the Login screen, and press the Login button. To avoid having to log in again from the same computer, check the Remember Me checkbox.

Login may be skipped by using the same Login as your Windows account username, and enabling Integrated Windows authentication on the web server. For more information, contact your system administrator.

Welcome to Compositica

Once logged in, you are presented with the Compositica Dashboard.

The dashboard is a centralized information hub and provides easy access to the projects in the system. Use the Quick Start panel to open an existing project, start a new project or import an existing one. If you are an administrator, you can also open the administration panel.

If Compositica doesn't start, try Troubleshooting.

2.2 Creating a project

The first step to working with Compositica is to create a new project. For more information about creating a project, see Creating a project.

Start a new project

Pressing the New Project button in the Quick Start panel launches the project creation wizard. The wizard offers various options, most of which are optional, for starting a new project.

To quickly start a new project:

1. Enter the project's title (providing a description and assigning groups and tags is optional), and press Next.
2. Choose Styled Project, and press Next.
3. Choose one of the available styles, and press Next.
4. Edit the basic project properties (all of which can be left at their default values), and press Next.
5. Press Finish to create the new project.

Once the new project has been created, the Project Manager will open. The Project Manager allows you to configure the project, manage its outline, and set different project or document level settings.

2.3 Adding chapters and pages

Each project consists of different chapters and pages. In the Project Manager you can create and manage the different chapters and pages of the project.

Adding a chapter

To add the first chapter, either use the *Edit > Add Chapter Inside* menu item or press the *Add Chapter Inside Selection* toolbar button. This will create a new chapter inside the currently selected item, which is the project. You can now select the chapter and change its title, by altering the Title field.

Adding a page

Adding a page is very similar to adding a chapter. To add a page, simply select the tree item you wish to add the page in, such as the project or the chapter, and use the *Edit > Add Page Inside* menu item or press the *Add Page Inside Selection* toolbar button. You can also choose to add a page after the chapter, by selecting the chapter and using the *Edit > Add Page After* menu item or the *Add Page After Selection* toolbar button.

All the options of the Edit menu are also available by right-clicking on a tree item.

The project outline can be easily manipulated by using the Copy/Paste functionality or by simply dragging items from one location to another.

When you're done manipulating the project outline, save your changes by using the *Project > Save Project* menu item, or by pressing the *Save Project* toolbar button.

2.4 Designing a document

Page designing is at the core of Composica. While designing, you insert and organize the elements and content that comprise the document.

Elements include basic design elements such as boxes and separators, interactive elements such as multiple choice questions and hot spots, and navigational elements such as buttons, links, and menus.

Design Document

To start designing a document, choose the document you wish to design in the Project Manager, and use the *Edit > Design Document* menu item or press the *Design Document* toolbar button. You can also simply double-click the document you wish to edit.

A document can also be opened from the Project Dashboard, by selecting it in the Select Document panel, or by clicking on any of the document links in the dashboard widget's. The Open Document or Find Document buttons in the Quick Start panel provide additional means to opening documents.

The editing area

The familiar user interface of Composica should allow you to quickly become familiar with its basic features.

The main Composica user interface consists of several toolbars and panels, and the large editing area. The editing area is a WYSIWYG (what you see is what you get) representation of the document. In this area you design the document's layout and edit its content.

You can start by Editing and formatting text.

Saving the document

Once you're done editing your document (and every once in a while), it's important to remember to save your changes. You can do so by using the *Document > Save* menu item, or by pressing the *Save Document* toolbar button.

If you forget to save your document, and perform an operation which requires the document to be closed, Compositica will ask you whether you want to save or discard your changes.

- Editing and formatting text
- Adding general elements
- Adding activities
- Adding media
- Adding mashups
- Adding narration
- Adding social media
- Sequencing and effects

2.4.1 Editing and formatting text

Compositica provides text editing and formatting capabilities that are similar to ones of common word processors, along with more advanced methods for power-users.

Editing text

You can enter text into any element in the editing area, including the document itself. Compositica provides you all the common text editing capabilities such as Cut, Copy, Paste, Find and Replace, and more.

Formatting

Compositica provides you with quick formatting attributes through the *Format* menu, and the *Format* toolbar. You can quickly set text attributes such as Bold, Italic, Underline, Fonts, Colors, Alignment, and more.

To set these attributes, select text and choose the attribute to apply on it. Alternatively, you can set attributes without selecting text to apply them to the entire text block.

Bold, Italic, and Underline behave differently. If you press one of these without any text selected, they become active, and are applied to any text entered. Pressing them again will deactivate them. This behavior is similar to common word processors.

Compositica also features many more formatting properties, available through the Properties pane.

2.4.2 Adding general elements

Elements are the building blocks of documents. Throughout your documents you will use many different elements for different purposes. Some elements simply serve the design of the document, while others provide navigation and interaction tools.

Adding boxes

A box is one of the simplest elements available, but also one of the more useful ones. A box is simply a container, which can contain text and other elements. You can use a box to arrange floating content around the document, and as a design building block.

You can set different properties for a box such as its background, borders and many more, and you can set properties for its content, such as color, font and so on.

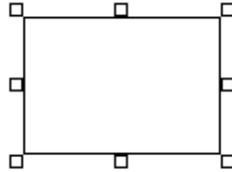
To add a box, use the *Insert > Box* menu item or press the *Insert Box* toolbar button. An empty floating box will be added to the document. You can now manipulate this box and its content.

Editing an element's content

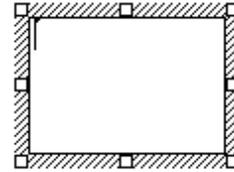
You can edit the content of most elements, and they can contain rich content. Elements can also contain other elements, giving you endless possibilities. To edit an element's content, you need to select it, and then click inside of it. The editing caret will then be inside the element, and you can edit its content.



An empty box



Selected box



Editing content

Adding links

Links allow you to link to outside URL's from your document. To add a link, use the *Insert > Link* menu item or press the *Insert Link* toolbar button. A new link will be added where the caret is located.

To edit the link's URL:

1. Select the link.
2. Select the Settings tab in the Properties pane.
3. Select the <URL> property, and click its value to start editing.
4. Choose whether to link to a local resource (Media Explorer button), whether to link to a new uploaded local resource (Upload button) or whether to link to an external address (Link button).

To edit the link's text, simply edit its content, as explained above. You can also change the link's color and formatting as described in Editing and formatting text.

Links automatically open in a new browser window but can also be set to open inside the project, by using a Frame element and the <Window Name> property.

2.4.3 Adding activities

Activities are interactive elements, which you can add to your documents to make them interesting and appealing to viewers. Like all other elements, activities are highly customizable, both visually and functionally. Activity elements consist of several sub-elements, which you can reorganize, edit, and format.

Composica offers a variety of activities, which can be inserted from the *Insert* menu or the *Insert* toolbar. An activity element is added to the document with its default layout and settings, including all of the sub-elements essential for its functionality.

Some activities are used as questions, and as such their "correct" state can be configured. This is configured differently for each activity, according to its usage. These activities are: multiple choice, point click, drag drop and fill blank. These activities also include a feedback element, which provides learners with feedback based on their selection.

Other activities are simply used to add interaction and richness to the document, without having a correct or incorrect state. These activities are: hot spots, hot word and survey.

Customizing and combining these activities can result in endless possibilities, allowing you to develop nearly any wanted scenario without the need for any programming or any advanced knowledge.

Multiple choice questions

A multiple choice activity allows to quiz viewers about a certain topic, and provide them with instant feedback. To add a multiple choice activity, use the *Insert > Multiple Choice* menu item, or press the *Insert Multiple Choice* toolbar button. The multiple choice question will be added to your document with its default basic layout.

A multiple choice question consists of a question, several answers, a check answer button, and feedback. You can format any of these elements, and change their content. For information on editing their content, see Editing an element's content.

There are three simple steps to make the multiple choice question functional:

1. Change the question's text.
2. Change each answer's text.
3. Set the correct answer. This is done by selecting the correct answer, selecting the Settings tab in the Properties pane, and setting the value of <Correct> to **true**.

The multiple choice question is now ready and functional. There are many more options and possibilities for customizing and personalizing the activity. For more information, see *Activities, Multiple Choice*.

The sub-elements which comprise the activity elements are often necessary for the activities to function properly. Avoid removing such sub-elements, unless advised to do so.

2.4.4 Adding media

Media elements are often used to enrich documents. Composica features an intuitive media management system, and allows you to embed all popular media formats in your documents.

Uploading media files

To quickly upload media files, use the *Tools > Upload...* menu item or press the *Upload* toolbar button. The Upload dialog will open, allowing you to select multiple files and upload them to the central media library. Uploaded media files are contained along with your project, and are available to any developer that has access to your project.

The files will be uploaded and added to the project's media library. They will then be available via the Media Explorer and the Media tree.

Embedding media files

You can now insert the uploaded media files to the project. There are several methods of adding media elements to a document:

1. Using the *Insert* menu or the *Insert* toolbar.
2. Using the Media Explorer.
3. Using the Media tree.

The quickest way to add media files is using the Media tree. To add a media file:

1. Select the Media tab in the Project pane. Under the Media tab, you'll find the media library tree. The tree is divided into two main categories: *Project*, which holds the media files uploaded for the currently open project; and *Public*, which holds media files available to all projects.
2. Open the *Project* tree. The media files of the project are divided according to their type or format.
3. Locate the media file you wish to add to the document.
4. Double-click on the file.

The media element will be added to the document, at which point it can be positioned, sized, and customized. Audio and video files of numerous formats are displayed using the highly customizable universal media player.

You can insert media elements inside other elements, by entering the element content edit mode before inserting the media.

2.4.5 Adding mashups

Composica provides a simple and quick integration of mashup elements from popular external services into the project. The customization of these elements is done from within Composica.

Mashups can be inserted from the *Insert > Mashups* menu item.

YouTube Movie

The YouTube Movie element allows you to search and embed streaming movies directly from YouTube

into the course. This can become a good source of existing material that can be harnessed to create quick and effective training units.

The <Source> property of the element provides an interface to search, sort, and finally embed YouTube movies based on their ID or associated keywords.

You can preview the different movies found and press the *Select* button to embed the movie. Once a movie is embedded you can control different aspects of the element from the Settings tab.

Universal Search

The Universal Search element allows the learner to perform a search in one or more search engines. This encourages the learner to be involved in retrieving the information, while remaining in the environment of the course, which can improve the quality of learning.

Additional Search Engine elements can be added using the *Modify > Add Search Engine* menu item according to need. Select each Search Engine sub-element and use its <Search In> property of the Settings tab to select one of the listed search engines to use. You can also set the value to **custom** and specify a URL for a search engine of your choice.

The search results can be set to be displayed in an external window (default) or inside the page, using the <Show Results In> property under the Settings tab. The searched term can also be pre-populated by simply typing the term in the Text Field sub-element of the search.

Twitter Tweets

The Twitter Tweets element displays an updated twitter feed embedded in the document. This can be used to show updates on a topic, directly within the relevant document.

Using the <Hashtag or Search> property, a query can be set for which tweets should be searched. The <From Twitterer> and <To Twitterer> properties can be used to look up tweets which are authored by or directed to a specific twitter user. These can be combined in order to create more specific queries, for example, searching for tweets containing a specific word coming from a specific user.

Facebook Like Button

The Facebook Like Button element allows learners to express interest in a document, and share it with their facebook friends, allowing for community interest in the course, and a social learning experience. The interface contains a button which users can use to "like" the document, and also lists the number (and possibly faces) of other people who liked this document. The look and feel of the interface can be customized using several properties.

Google Chart

The Google Chart element provides a quick and simple way to enrich the project with charts of several types, based on data entered directly into the element.

The chart type is set in the <Chart / Type> property under the Settings tab (types include: **line**, **columns**, **pie**, **venn** and more). Each type is accompanied with several attributes such as: Size, Colors, Labels and Legend, to allow maximum control over its look and feel. Select each Data Point sub-element and from the Settings tab, use the <Data> property to enter the data and the <Label> property to add a label to that piece of data.

Google Map Chart

The Google Map Chart element is a variation of the Google Chart element. It provides the ability to create thematic maps of different geographical areas, based on data entered directly into the element.

The <Geographical Area> property under the Setting tab (available in *Advanced properties* view) lists different geographical areas. When a Data Point is selected, a country code (see links below) can be set in the <Label> property and this country will be highlighted on the map accordingly.

Supported country codes: <http://code.google.com/apis/chart/isocodes.html>

Supported state codes (USA): <http://code.google.com/apis/chart/statecodes.html>

2.4.6 Adding narration

Narration is an important aspect of every course. It adds a new dimension to the content and helps learners absorb content better.

Narrating an element

1. Select the element to narrate.
2. Go to the Settings tab.
3. Edit the <Narration> property.
4. Choose whether to use an existing audio file, upload a new audio file, or record the narration now (see below).

This will add narration to your element, and it will immediately become a participant in the document's sequence. You may add narration this way to every element on the document that requires narration. Compositica will automatically sequence these elements according to their position and the length of the audio.

Using the audio recorder

The audio recorder allows recording audio clips directly inside Compositica without having to use any external applications or tools.

1. Press on the *Record* button to begin. Once recording, you can press on the *Pause* button to temporarily stop the recording and resume it later.
2. Press on the *Stop* button once you're done recording.
3. Press on the *Play* button to play back your recording, and press on the *Record* button again if you wish to re-record.
4. Once you're happy with the recording, name the audio file and press on the *Upload* button, which will upload your recording and assign it to the element.

Java is required in order to record audio.

Disable/enable narration

A Narration On/Off button can be inserted to the document using the *Insert > Narration > Narration On/Off* menu item. The function of the button is global to the entire course, so the learner can mute or restore the narration according to personal preference.

Closed captioning

A Closed Captioning element in the document can contain the captioning of the narration, in order to support accessibility guidelines. It can be inserted from the *Insert > Narration > Closed Captioning* menu item.

Captions can be toggled on or off using the Closed Captioning On/Off element, available from the *Insert > Narration > Closed Captioning On/Off* menu item. The function of this button is global to the entire course, so the learner can choose to show or hide the captions according to personal preference.

2.4.7 Adding social media

Compositica provides authors with the ability to create highly rich, interactive and structured content, but it also empowers them to take full advantage of social media elements to create a learning community around each course. Courses then become both formal and social by nature - learners can share knowledge with others, learn from each other, comment on and rate content, and more - all while browsing the course, without ever having to leave the learning environment.

Blogs

Blogs provide a very powerful method for learners to share their knowledge and benefit from each other's experience.

A project can include any number of blogs that can be customized and configured. Blogs are inserted

from the *Insert > Social Media* menu.

The blog element consists of several widgets and buttons:

- The left area of the blog element includes default blog widgets (Recent Posts and Archive), that contain placeholders. In the published course these placeholders will provide access to the learner's blog posts.
- The top-left area of the blog element also includes default blog buttons (Blog Home, Add Post and Edit Post). Different properties provides control over the buttons' functionality. For example, the <Approval Required> and <Login Required> properties of the Add Post button can be used to set the requirements for adding a post.
- The right area of the blog element includes place holders for the actual blog posts and comments. After publishing, these will reflect the thread of posts and comments.

Select any of the blog's sub-elements to customize their look and feel. Additional blog widgets and buttons can be added from the *Modify* menu, enabled when any of the blog elements are selected. When one of the post placeholders are selected, a rating element can be added from the *Modify* menu.

Each blog can also be accessed and edited independently of the course, and includes an RSS feed for subscription.

Remote RSS feeds

A blog element can be configured to display the remote RSS/Atom feed of any other blog or other RSS/Atom-based service, by simply pasting the external RSS address in the <External Feed> property under the Settings tab (available when the blog element is selected). The feed is presented using the full set of features available to regular blog elements.

Comments

Comments can be combined with any other Composica element, so learners can add their input about a specific piece of content, the subject matter of the course or the course itself.

A project can include any number of comment elements that can be customized and configured. Comments are inserted from the *Insert > Social Media* menu.

The Comments element consists of placeholders. In the published course these placeholders will reflect the thread of learner's comments. Edit the look and feel of the these sub-elements to customize the visual aspects of the comments.

The <Approval Required> and <Login Required> properties of the Add Comment sub-element can be used to set the requirements for posting a new comment. Selecting the Add Comment element toggles the New Comment form, which can also be customized.

Rating

SCORM supported Rating elements can be combined with any other Composica element, so that learners are able to rate the content in the document level or the course level.

A document can include any number of rating elements that can be customized and configured. Rating elements are inserted from the *Insert > Social Media* menu.

In the published course, the average rating of all previous votes will be displayed. To alter this behavior, use the rating element's <Accumulate Votes> property.

The <Star Count> property controls the rating range of a specific element. Different images can be set for the different states of the rating sub-elements (on, off and edit). Select any of the three star types and change its image using the <Source> property.

Learner authentication

Different social media elements can optionally require learners to be authenticated to the system. The authentication can be set to use LMS or Windows authentication; alternatively, custom authentication can be chosen. A Sign In element can be inserted to the project from the *Insert > Social Media* menu to allow the learner to log in using custom authentication.

2.4.8 Sequencing and effects

Sequencing elements can enrich the document and help learners digest information better as the document gradually builds. Sequencing can be combined with effects and narration to enhance the overall experience.

Adding a sequence

- Select all the elements that should be sequenced (use Shift+Click for multiple selection) and use the *Tools > Sequence Manager...* menu item or press the *Sequencing* toolbar button. This will open the Sequence Manager dialog allowing you to configure the order, timing, effects, and more.
- Alternatively, you can manually assign elements to participate in the sequence by setting their <Sequence Active> property to **yes**, as well as their <Effect Type> property to the desired effect. Sequencing properties are available from the Style tab.

Precise control over the associated effects, order, timing and many other settings is available in the Sequence Manager dialog. It is divided into two tabs; the Main tab controls common settings, while the Elements tab can be used to control the behavior of specific elements.

2.5 Adding tests and games

Composica has powerful testing and assessment capabilities that can be used for summary tests, self assessments and certification. Comprehensive performance information is communicated to an LMS through SCORM.

Tests

Tests are added to the project outline in the Project Manager. As with any outline item, their position in the outline tree can be freely changed at any time.

A test must have at least one section, so a default Test Section is included with every new test and additional sections can be added according to need. Sections contain pages with activities in them. The learner gets scored based on performance in these activities.

When a test is selected in the outline tree, different aspects of its functionality can be set in the properties area. For instance:

- The Test Mode property determines if the test will use all available questions, or a set of questions selected at random out of a question bank.
- The Section Order and Question Order properties are used to set the order in which the questions will be presented.
- The Score Method property determines whether all sections have an equal score weight, or a custom weight per section.

In addition, tests can be time limited, their pass score and the number of allowed attempts can be set and much more.

Each Test Section has additional properties, which complement the test settings and allow further flexibility in the configuration of the test.

Tests are inserted to the outline tree with an associated Test Results page. A Test Feedback element can be added to this page, to provide learners with a detailed report on their performance in the test. This element can be configured to show as much or as little information as required.

Games

Games employ powerful motivational elements such as competition, humor and the satisfaction of winning through applying a skill.

Composica Mind Games allow authors to utilize these elements and create experiences that learners can enjoy and from which they gain knowledge.

Game elements can be added to test documents and wrap the functionality of the test. Games support all settings available to tests, and while using them, performance data can be recorded to an LMS via

SCORM.

Composica offers a variety of attractive games, each with its unique approach, focus, and level of playability: Master Plumber, Space Bubbles, High Hops, Rescue Mission, Game Show.

Games can be added using the *Insert > Mind Games* menu item or the *Game Picker* toolbar button.

Like all other elements, games are highly customizable, both visually and functionally. The author can adjust the difficulty level of the gameplay as well as the educational difficulty of the questions, and achieve the desired balance.

When the game element is selected, the author can use its properties to set the number of questions per level, the background setup, the number of allowed attempts and many other parameters. Some of the properties are common to all games, while others are specific to each game.

Each game consists of several layers that are used for visual and functional control. At run-time, the layers will be shown and hidden at different game states. Selecting the different layers for viewing and editing is done using the tabs at the top of the game element.

Question pages in the game are displayed with the game design and background.

2.6 Previewing the project

The editing area of Composica provides a WYSIWYG view of the document, which means the way the document looks while you're editing it, is the way it will appear when published.

However, you may wish to preview the document you're editing, to examine how it interacts with the viewer, and to view how all the elements integrate in the document.

Previewing the document

You can quickly preview the document you're currently working on, by using the *Document > Preview Document...* menu item, or by pressing the *Preview Document* toolbar button. A new window will open, previewing how the document will look when published.

Previewing a document requires the latest changes to be saved. If you haven't saved your changes, Composica will ask you if you wish to save the changes you have made.

Previewing the project

Previewing the document shows you a preview of the current document within the project. To see how project will be viewed when published, you need to preview the project by using the *Project > Preview Project...* menu item.

2.7 Publishing

Publishing your project is the concluding step of your work with Composica. Once pleased with how the project looks and functions, you can publish it in various different formats to produce the final course. The published course runs independently of Composica, and doesn't require any special software installed.

Published courses are separated to two main categories, online and offline. Courses published online will be automatically placed on the web server, making them available without requiring any download. When publishing offline, Composica will produce a package of one of several optional formats.

Publish project

To publish your project, use the *Project > Publish Project...* menu item. The publish project dialog will open, allowing you to choose from several different publishing options.

Publishing online

To publish your work online, choose the Web Server option.

Once processing is complete, you will be given the web address of the newly published course. You can

follow the link to view the published course, or use the Copy Address button to copy the URL to your clipboard.

The course can also be published as a SCORM 1.2 or SCORM 2004 package. In this format, the system generates a content package, which is fully compliant with the standard specification and includes everything needed in order for the course to be immediately integrated with any SCORM supported LMS.

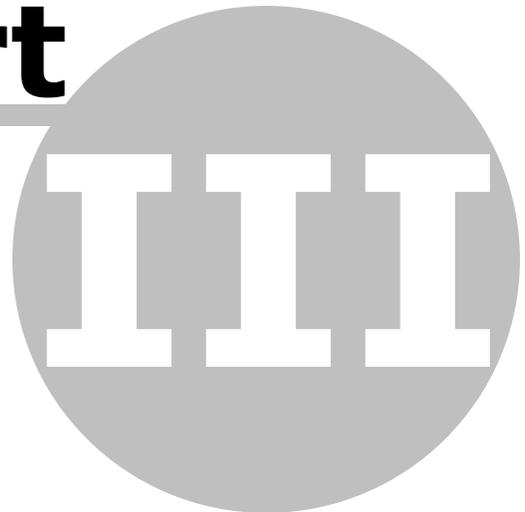
Publishing offline

You can publish offline to several formats, such as an executable application, an installation package, a zip file, and a PDF document. Choose the desired format, and press OK.

Once the processing is complete, a File Download dialog will open allowing you to save the published material to your hard drive. You are also presented with a web link to the file, in case downloading fails or you wish to pass the link to other users.

Using Composica

Part



This chapter covers the different possibilities of Compositica in-depth, including various tips and notes. Wherever possible, links are provided to the referential section to provide raw details and facts.

- Creating a project
 - Blank project
 - Styled project
 - Duplicate of an existing project
 - Instructional design based project
- Managing a project
 - Project properties
 - Run-time properties
 - Window
 - Settings
 - Social Media
 - SCORM
 - Project metadata
 - Project tree
 - Adding documents
 - Organizing documents
 - Removing documents
 - Document properties
 - Importing documents
 - PowerPoint import
 - Groups
 - Tags
 - Styles
- Mind Games
 - Adding games
 - Game layers
- Publishing
 - Multi-SCO Considerations
- Collaborating
 - Tasks
 - Blogs
 - Chats
 - Dashboards

3.1 Creating a project

There are several ways to start a new project:

1. Using the New Project button in the Quick Start panel of one of the dashboards.
2. Using the *Project > New Project...* menu item.
3. Using the New Project button in the Select Project dialog, available from the *Project > Open Project...* menu item.

Start a new project

Both methods will open the Start a New Project dialog, providing a step-by-step wizard to quickly create your project.

Title your new project

Project Title is the name the project will have, and the way it will be recognized in the future. Make sure to choose a name you can distinguish from other names.

Description is an optional field, available for personal usage.

The *Assign Groups* button allows you to assign one or more user groups which can view and edit the project.

The *Tags* input allows you to assign one or more tags which can help organizing and tracking the project.

Once titling the new project, press Next to move on to the next step.

Create a new project

The second step of the wizard gives the choice of selecting one of the following options:

- Blank project
- Styled project
- Duplicate of an existing project
- Instructional design based project

3.1.1 Blank project

Choosing to create a blank project is the quickest way to create a new project. There are no further steps for creating the project, besides confirming the selection.

Create the project

Once confirmed, a new project will be created, and the Project Manager will be automatically opened to allow configuration of the project.

The new project is created with all the default properties and no style settings. To start configuring the project, see *Managing a project*.

3.1.2 Styled project

The styled project is the most standard way to create a new project. It allows you to create a project based on an existing system style, giving your project a basic theme.

Choose a style

A style is the general theme a project has. A style affects the default visual appearance of each document in your project.

The styles tree consists of several styles, each consisting of several master layers. Selecting one of the master layers in each style will show a preview of that style.

Even though a style is configured for an entire project, each document in the project can override its style and master layer settings. See *document properties*.

Personalize the master layer

The theme master layers are fully customizable as any Composica document, once the project has been created. However, some of the built-in master layers can be quickly customized at the style selection stage. Styles which support this feature (namely *Mix & Match*, *Crisp*, *Outer Curves* and *Blox*) will show the customization panel when selected, allowing to change certain aspects such as colors and icons within the master layer.

Create the project

Once confirmed, a new project will be created, and the Project Manager will be automatically opened to allow configuration of the project. To start configuring the project, see *Managing a project*.

3.1.3 Duplicate of an existing project

Choosing to create a project as a duplicate of an existing project will list all the projects currently available. Creating projects from previously made projects can speed the process of creating similar projects.

Choose a project

Given a list of available projects, choose a project to use as a base for the new project.

Choose components to copy

Once choosing a project to duplicate, an option of which components to copy is available. Choose the components which you want copied over to the new project.

Create the project

Once confirmed, a new project will be created, and the Project Manager will be automatically opened to

allow configuration of the project.

The new project is created as an exact duplicate of the base project, according to the components selected. To start configuring the project, see [Managing a project](#).

3.1.4 Instructional design based project

Choosing to create a project based on an instructional design template will list all the projects configured as such templates. Creating projects from previously made templates can speed the process of creating projects.

Template projects are identical to regular projects, except that their Project Type property is set to **Instructional Design Template**.

Choose a instructional design template

Given a list of available templates, choose a template to use as a base for the new project.

Choose components to copy

Once choosing a template to use, an option of which components to copy is available. Choose the components which you want copied over to the new project.

Create the project

Once confirmed, a new project will be created, and the Project Manager will be automatically opened to allow configuration of the project.

The new project is created based on the instructional design template, according to the components selected. To start configuring the project, see [Managing a project](#).

3.2 Managing a project

The Project Manager can be opened from one of the following places:

- The Manage button in the Quick Start panel of the Project Dashboard.
- The *Project > Manage Project...* menu item or the *Manage Project* toolbar button.
- Right-clicking on the outline tree in the Project pane, and choosing the *Manage Project...* option.

Any changes you make in the Project Manager are not saved, until you use the *Project > Save Project* menu item or the *Save Project* toolbar button. Once saved, changes to the Project Manager cannot be undone.

In the Project Manager, you can configure and manage the following:

- Project properties
- Project tree
- PowerPoint import
- Groups
- Tags
- Styles
- Tasks

3.2.1 Project properties

When the project (root) is selected in the tree of the Project Manager, the project properties can be viewed and edited in the properties area. Following is a table of each property and its description.

Title	The name of the project, how it will be identified throughout Compositica.
Description	A description of the project, for personal usage.
Version	The version of the project.
Style	The style to use as default for the project.

Master Layer	The master layer to use as default for the project. Only master layers relevant to the current style can be selected.
Dynamic Layer	The dynamic layer to use as default for the project.
Global Settings	
Project Type	Project - A regular project resulting in a course. Instructional Design Template - A template project, used as an instructional design template.
Writing Direction	The default writing direction for the project.
Skip Chapter Pages	When set to skip , chapters, tests and test sections are skipped from navigation.
Persist Activities	When on, the state of activities is maintained when navigating away from a page.

Press the *Run-time Properties* button to open the Run-time Properties dialog.
Press the *Project Metadata* button to open the Metadata Editor dialog.

Use the *Project Tags* field to assign tags to the project.

The following properties can be overridden in each document's properties:

- Style
- Master Layer
- Dynamic Layer
- Persist Activities
- Skip Chapter Pages (named Skip Page)

Writing Direction can be overridden in the page level, by changing the document's Layout > Direction property.

- Run-Time properties
- Project metadata

3.2.1.1 Run-time properties

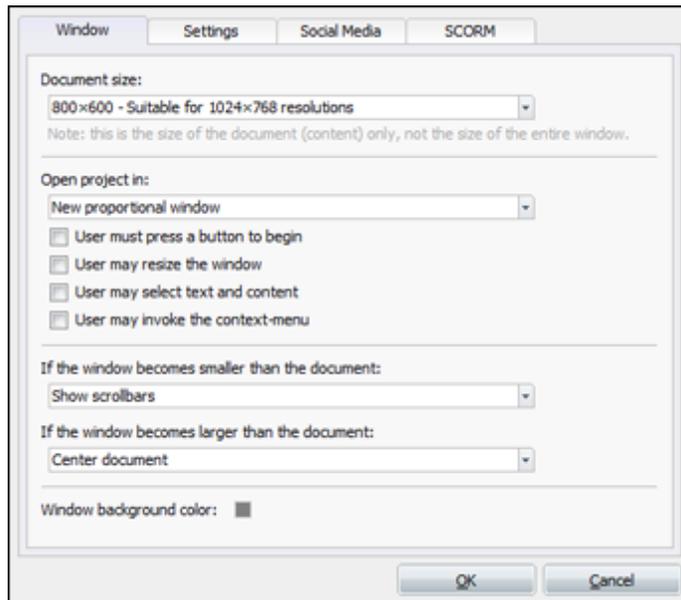
The run-time properties dialog exposes different properties relevant to the run-time of the project.

To edit the project's run-time properties, in the Project Manager, use the *Project > Run-time Properties...* menu item or the *Run-time Properties* toolbar button, or select the project (root) in the tree and press the *Run-time Properties* button.

Run-time properties are divided into four tabs:

- Window - settings related to the window the course launches in, and different behaviors of that window.
- Settings - various settings controlling the looks and the behavior of the published course.
- Social Media - settings related to social media elements.
- SCORM - settings controlling the behavior of SCORM communications with the LMS.

3.2.1.1.1 Window



Window tab of the run-time properties dialog contains settings related to the window the course launches in, and different behaviors of that window.

Document size

Document Size - Size of the document (and not the window it opens in). This dictates the bounds of the document editing area in the project. Choose one of the available recommended options (each option also specifies which target resolution it is appropriate for), or choose Custom and specify custom bounds.

Window launch

Open project in

- **New proportional window** - Opens in a new window, proportional to the document size.
- **New maximized / fullscreen window** - Opens in a new window, in maximized or full-screen state, as possible.
- **Current window** - Opens in the current window.
- **Current window and resize to fit** - Opens in the current window, and attempts to resize the window to fit the document.

Window behavior

- **User must press a button to begin** - When unchecked, the course starts automatically when entering the launch page.
- **User may resize the window** - When checked, the learner can change the size of the course window.
- **User may select text and content** - When checked, the learner can select text and other contents in the course using the mouse, and optionally copy the contents.
- **User may invoke the context-menu** - When checked, the learner can use the right mouse button to open the browser's native context-menu, which gives different options which may have undesirable results.

Scaling

If the window becomes smaller than the document

- **Scale document down (zoom out)** - Scale (zoom) the document down so it fits the window.

- **Show scrollbars** - Keep the document at its original scale, and allow the learner to scroll around the window.

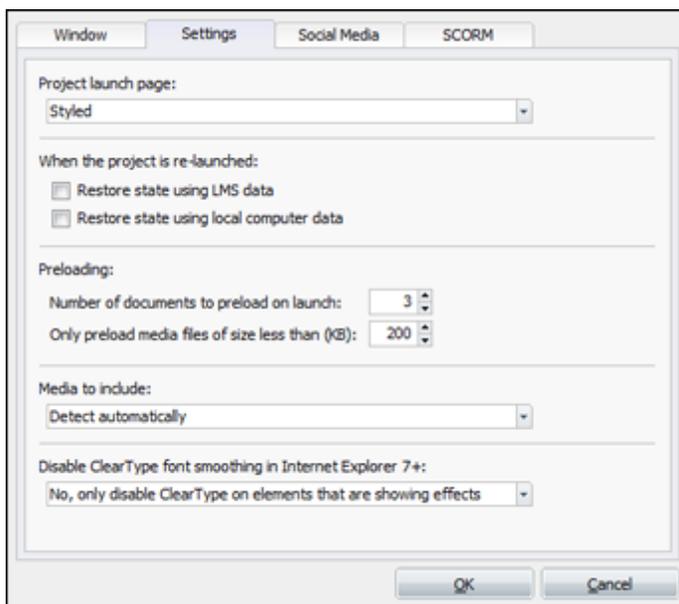
If the window becomes larger than the document

- **Scale document up (zoom in)** - Scale (zoom) the document up so it fits the window.
- **Center document** - Keep the document at its original scale, and center it in the window.

Window background color - When the window doesn't fit the document, stripes of the window's background color will show to accommodate for the space. This setting allows you to match the color of these stripes to your project.

Scaling will likely lead to loss of quality. Documents containing flash, media player, shapes or mind games cannot be scaled, and will fall back to alternative handling.

3.2.1.1.2 Settings



Settings tab of the run-time properties dialog contains various settings controlling the looks and the behavior of the published course.

Launch page

Project launch page

- **Styled** - Shows a styled Composica branded launch page.
- **Styled - Customize** - When selected, shows an *Upload Image* link, allowing to replace the brand of the styled launch page. The dimensions of the uploaded image should be 780 x 85 pixels.
- **Minimal** - Shows a minimal launch page with no branding.

Restoration

When the project is re-launched

- **Restore state using LMS data** - Stores the course state to the LMS, and restores it when the same learner launches the course again. Due to a limitation in SCORM 1.2, this only works when using SCORM 2004.
- **Restore state using local computer data** - Stores the course state to the local computer, and restores it when the course is launched again by the same computer user.

Preloading

Number of documents to preload on launch

Only preload media files of size less than - Threshold for image size, to avoid preloading large media files (such as videos) which might not be necessary.

Media

Media to include

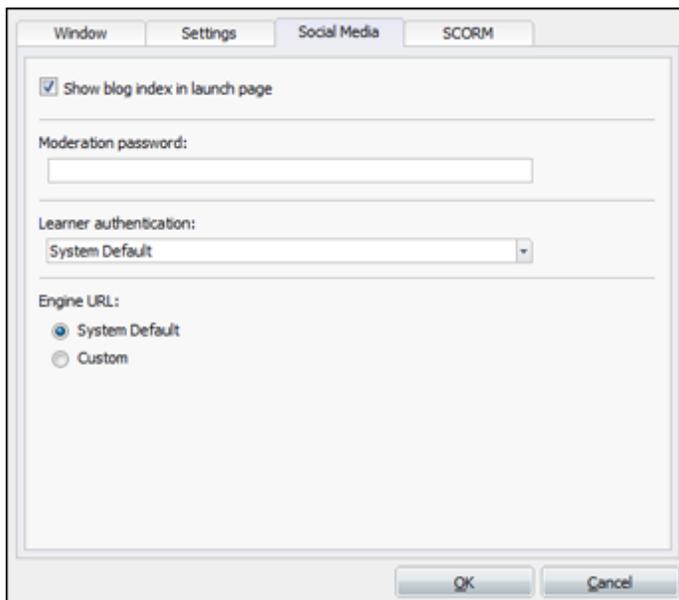
- **Detect automatically** - Upon publishing, Compositica automatically detects which media files are being used in the project, and only includes these in the published product.
- **All project media** - In some situations, objects embedded in the course (such as Flash animations) depend on external assets. Because Compositica has no way to detect these files are being used in the project, all media files in the library must be included in the course. When publishing with all media included, care should be taken to maintain the library as minimal as possible in order to reduce the size of the published course.

Visuals

Disable ClearType font smoothing in Internet Explorer 7+

- **Yes, disable ClearType for everything** - Disables ClearType entirely for the course, in order to maintain consistency when effects are used.
- **No, only disable ClearType on elements that are showing effects** - Only disables ClearType on elements which are using effects (due to an Internet Explorer limitation), while still using it everywhere else.

3.2.1.1.3 Social Media



Social media tab of the run-time properties dialog contains settings related to social media elements.

Blogs

Show blog index in launch page - Shows an index of blogs which participate in the course in the launch page, linking to the external version of the blogs, so that learners can have quick and easy access to the blogs without having to enter the course, and search engines can find and include the blogs in their search results.

Moderation password - When set, a moderation link is added to the course launch page and, by using the set password, a moderator can review, edit, and remove any social content of the course.

Authentication

Authentication is used by the social media engine to recognize learners, and to allow them to add, edit, and remove content according to the social media element's settings.

Learner Authentication - Method used to authenticate users to the social media engine.

- **System Default** - Uses the authentication method set as default by the system administrator.
- **LMS** - Authenticates the user according to information provided by the LMS.
- **Windows** - Uses Windows built-in authentication.
- **Custom** - Uses custom authentication provided by the social media engine. Any learner can sign up and log-in using the sign in element, which must be provided when this authentication method is used.

Social Media Engine

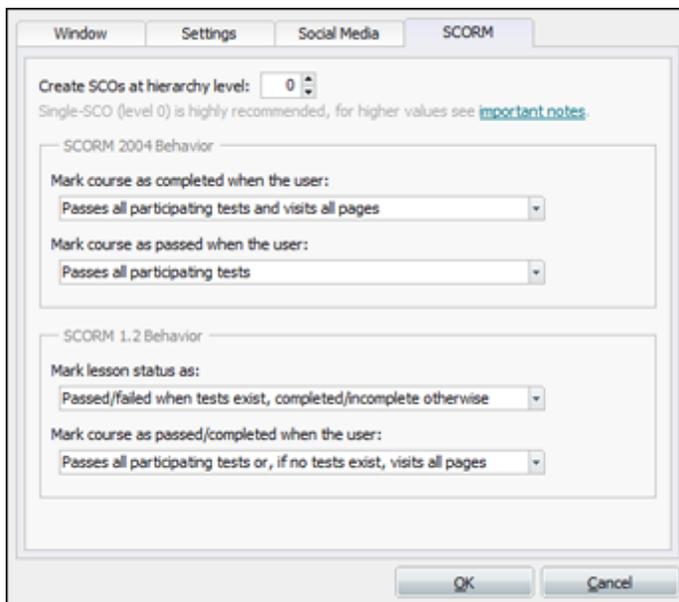
The social media engine is the heart of all social interactions, as it stores and maintains all the social related data of the course. For the social media elements to function properly, the learner must have access to the social media engine from the location where the course is taken. This means that for a specific course, it might be required to have a social media engine at a different location.

Engine URL

- **System Default** - Uses the engine URL set as default by the system administrator. This normally points to the social engine installed with the Composica installation.
- **Custom** - When selected, shows an input allowing to enter a URL

A stand-alone installation of the social media engine is available, and will be given upon request.

3.2.1.1.4 SCORM



SCORM tab of the run-time properties dialog contains settings controlling the behavior of SCORM communications with the LMS.

SCO Level

Determines the hierarchy level at which documents are packaged into SCOs. A level of zero means the entire course is packaged as a single SCO, which is the recommended mode of usage.

Setting the level to a non-zero value means that all documents at the specified hierarchy level are packaged into an SCO, resulting in multiple SCOs for the course. This can significantly impair the normal functionality of the course, and is strongly discouraged. For more information, read about Multi-SCO consideration.

SCORM 2004 Behavior

Behavior settings which only apply when SCORM 2004 is used to communicate with the LMS.

Mark course as completed when the user - Defines when the course is considered to be completed, regardless of success status.

- **Passes all participating tests and visits all pages**
- **Visits all pages**
- **Passes all participating tests**
- **Visits any page**

Mark course as passed when the user - Defines when the course is considered to be passes, regardless of completion status.

- **Passes all participating tests**
- **Passes all participating tests and visits all pages**

SCORM 1.2 Behavior

Behavior settings which only apply when SCORM 1.2 is used to communicate with the LMS. Unlike SCORM 2004, SCORM 1.2 refers to the course either according to its completion status, or according to its success status.

Mark lesson status as - Determines whether the course is referred to according to its completion status, or according to its success status.

- **Passed/failed when tests exist, completed/incomplete otherwise**
- **Always completed/incomplete, even when tests exists**

Mark course as passed/completed when the user - Determines when the completion or success status is considered to be true.

- **Passes all participating tests or, if no tests exist, visits all pages**
- **Passes all participating tests or, if no tests exist, visits any page**
- **Passes all participating tests and visits all pages**

Note that when publishing the course in multi-SCO mode, any of these settings referring to the course actually refers to each single SCO.

3.2.1.2 Project metadata

The project's metadata meets the SCORM standard metadata definition. Even though providing metadata isn't required by the SCORM standard, it is generally a good idea to provide such information if you plan to import the published course to a SCORM conformant LMS, or include it in a cataloging system.

To edit the project's metadata, in the Project Manager, use the *Project > Edit Metadata...* menu item, or select the project (root) in the tree and press the *Project Metadata* button.

The following metadata can be configured:

General

Language	The language of the course.
Catalog	The name(s) of one or more catalog systems that contain an entry for the course.
Catalog Entry	The entry of the course in the catalog systems.
Keywords	A keyword list that describes the course, used as search terms.
Purpose	The purpose of the course.
Cost	Indicates whether a fee is charged for using the course.
Copyright	Indicates whether the course is copyrighted.
Description	The description of the course, will typically be included in catalog listing and displayed by LMS's.
Educational	
Interactivity Type	The type of interactivity provided by the course.
Interactivity Level	The level of interactivity provided by the course.
Learning Resource	Indicates the learning resource type.
Context	The educational context of the course.
Semantic Density	The level of semantic density of the course.
Intended End User	Indicates who the intended viewer is.
Difficulty	The difficulty of the course.
Age Range	The intended age range appropriate for the course.
Learning Time	The average time needed to complete the course.
Description	The description of the educational or pedagogical characteristics of the course.

3.2.2 Project tree

The project tree represents the documents which comprise the project. The tree is separated to Outline and Resources trees.

Outline

The outline tree describes the skeleton of the project. The outline can be modified at any time, documents can be added, removed and rearranged at will through the Project Manager. The outline's tree root is the project node, which contains the project outline and properties which are global to the project.

The outline tree describes a hierarchy of documents, each document can be one of the following types: a page, a chapter, a test, or a test section. Any document type can be designed and can contain any type of content supported by Composica.

Pages

Pages are the most primitive document types. Pages can't contain other documents under them in the outline tree. Pages have several configurable properties.

Chapters

Chapters are menu pages, which contain other documents. Chapters can be used to arrange other documents into blocks, and can be configured to be skipped from the project's navigation in their properties.

Tests

Tests are the outer menu pages holding test sections and pages. A test has many different properties

unique to tests, which allow for tests to have scores and pass status determined.

Test Sections

Tests can be made up of one or more test sections, which are another type of menu pages. Similar to chapters, sections can be configured to be skipped from the project's navigation in their properties.

Resources

The resource tree is a repository of different resources which can be used and reused by the project's outline documents.

Resources can be one of the following types: master layers, dynamic layers, widgets, and standalones. Any resource type can be designed like any other document, and can contain any type of content supported by Compositica.

Master Layers

Each document of the project can have a master layer assigned to it, either directly or inherited from its parent (see document properties). The master layer is shown behind the document, and can contain common project-wide elements, such as background, title, navigational elements and more.

If your project uses one of the system styles, it already has one of that style's master layers. You can add more master layers from the system styles by using the Project > Add System Style... menu item or Add System Style toolbar button of the Project Manager.

As master layers can be reused by multiple documents, they can save precious development time in not having to make the same changes in multiple places. Any changes made to the master layer are immediately reflected in any document which uses it.

Dynamic Layers

Additionally to the master layer, each document of the project outline can have a dynamic layer assigned. A dynamic layer can either be shown behind or in front of the document, and has special settings which allowed it to be applied only in specific scenarios, allowing it to be used to complement the master layer.

For example, a dynamic layer can be created with a tree menu, set to apply only to menu pages, and assigned to the entire project. Such a simple setup would quickly add menus to every menu page (chapters and sections) in the project, managed from a central document.

As dynamic layers can be reused by multiple documents, they can save precious development time in not having to make the same changes in multiple places. Any changes made to the dynamic layer are immediately reflected in any document which uses it.

Widgets

Widget documents give the ability to create template document configurations, and can contain one or more elements, or an entire document, including all contents, formatting and properties.

Widgets can be quickly applied to the current document by using the Tools > Apply Widget... menu item, or by pressing the Apply Widget toolbar button. Applying a widget copies it to the current document, and any changes made to the original widget will not be reflected after the widget has been applied.

Standalones

Standalone documents are normal documents, but they don't participate in the project's outline tree, don't appear in navigation, and aren't counted as part of the project's completion objectives. Standalone documents can only be navigated to directly, using a Navigation Button set to the **custom** <Operation>, or opened in a new pop-up window via the PopUp Button.

- Adding documents
- Organizing documents
- Removing documents
- Document properties
- Importing documents

3.2.2.1 Adding documents

Documents can be added by designing new documents and saving them, but can also be planned and added up front in the Project Manager, as blank documents which can later be designed.

Following is a list of different document types and the ways they can be added to the project tree.

Pages

Pages can be added directly under the project, inside chapters, and inside test sections.

To add a page inside an outline item, select that item and either:

- use the *Edit > Add Page Inside* menu item.
- press the *Add Page Inside Selection* toolbar button.

To add a page after an outline item, select that item and either:

- use the *Edit > Add Page After* menu item.
- press the *Add Page After Selection* toolbar button.

Chapters

Chapters can be added directly under the project, inside other chapters, and inside test sections.

To add a chapter inside an outline item, select that item and either:

- use the *Edit > Add Chapter Inside* menu item.
- press the *Add Chapter Inside Selection* toolbar button.

To add a chapter after an outline item, select that item and either:

- use the *Edit > Add Chapter After* menu item.
- press the *Add Chapter After Selection* toolbar button.

Tests

Tests can be added directly under the project, and inside chapters.

To add a test inside an outline item, select that item and either:

- use the *Edit > Add Test Inside* menu item.
- press the *Add Test Inside Selection* toolbar button.

To add a test after an outline item, select that item and either:

- use the *Edit > Add Test After* menu item.
- press the *Add Test After Selection* toolbar button.

Test Sections

Test Sections can only be added directly under a test. Any documents inside a test must reside inside a test section, and a test must have at least one test section.

To add a test section inside a test, select the test and either:

- use the *Edit > Add Test Section Inside* menu item.
- press the *Add Test Section Inside Selection* toolbar button.

To add a test section after another test section, select the test section and either:

- use the *Edit > Add Test Section After* menu item.
- press the *Add Test Section After Selection* toolbar button.

Master Layers

To add a master layer, select the Master Layers folder in the tree, and either:

- use the *Edit > Add Page Inside* menu item.
- press the *Add Page Inside Selection* toolbar button.

To add a master layer after an existing one, select that master layer and either:

- use the *Edit > Add Page After* menu item.
- press the *Add Page After Selection* toolbar button.

To add a master layer from the built-in system styles, either:

- use the *Project > Add System Style...* menu item.
- press the *Add System Style* toolbar button.

Read more about system styles and how they can be added to the project.

Dynamic Layers

To add a dynamic layer, select the Dynamic Layers folder in the tree, and either:

- use the *Edit > Add Page Inside* menu item.
- press the *Add Page Inside Selection* toolbar button.

To add a dynamic layer after an existing one, select that dynamic layer and either:

- use the *Edit > Add Page After* menu item.
- press the *Add Page After Selection* toolbar button.

Widgets

To add a widget, select the Widgets folder in the tree, and either:

- use the *Edit > Add Page Inside* menu item.
- press the *Add Page Inside Selection* toolbar button.

To add a widget after an existing one, select that widget and either:

- use the *Edit > Add Page After* menu item.
- press the *Add Page After Selection* toolbar button.

Standalones

To add a standalone, select the Standalones folder in the tree, and either:

- use the *Edit > Add Page Inside* menu item.
- press the *Add Page Inside Selection* toolbar button.

To add a standalone after an existing one, select that standalone and either:

- use the *Edit > Add Page After* menu item.
- press the *Add Page After Selection* toolbar button.

3.2.2.2 Organizing documents

The order and hierarchy of outline items is never final, and documents can be reordered and reorganized at any time. Documents in the resources tree cannot be moved, as each document is of a specific type.

Dragging

Reorganizing can most simply be achieved by dragging documents and dropping them in the desired location. While dragging, a semi-transparent clone of the document shows where the dragged item will be dropped.

Dragging will only allow moving documents to a valid location. For example, only test sections are allowed to be dragged into a test, and only pages can be dragged into test sections.

To create a copy of the dragged document, rather than move it, hold down the Ctrl-key while dragging.

The mouse cursor will show a plus [+] icon signifying that the document will be copied.

Cut and Paste

As an alternative, documents can be moved into or after other items using the Cut and Paste functions, which are less mouse-oriented:

- Cut the document you want to move by either using the *Edit > Cut* menu item, or pressing the *Cut* toolbar button. To copy a document without moving the original, use the *Edit > Copy* menu item or the *Copy* toolbar button.
- To move it after another item:
 - Select the item you want to move it after.
 - Paste by either using the *Edit > Paste After* menu item, or pressing the *Paste After* toolbar button.
- To move it into another item:
 - Select the item you want to move it into.
 - Paste by either using the *Edit > Paste Inside* menu item, or pressing the *Paste Inside* toolbar button.

3.2.2.3 Removing documents

Documents can be removed at any time. Removing a document will delete its contents and its properties, and cannot be undone.

To remove a document, select it and either:

- use the *Edit > Remove* menu item.
- press the *Remove* toolbar button.

After confirming the removal, the document will be removed from the system, and removed from the tree. Any removed content cannot be recovered.

Removing an item requires the Project Manager to immediately save any additional changes done before the removal.

3.2.2.4 Document properties

Each document has several properties which can be configured in the properties area of the Project Manager, when the document is selected in the tree.

Following is a table of each document type, its properties and their descriptions.

Throughout all properties, a special value of [**Inherit**] means the property is inherited from the parent outline item.

Pages

Title	Title of the page.
Style	The style to use for the page.
Master Layer	The master layer to use for the page.
Dynamic Layer	The dynamic layer to use for the page.
Skip Page	No - The document isn't skipped from navigation, and shown in menus. Skip - The document is skipped from navigation, but shown in menus. Skip & Hide - The document is skipped from navigation, and shown in menus.
Persist Activities	When on, the state of activities is maintained when navigating away from the document.
Page Tags	Tags associated with the page.

Chapters

Title	Title of the chapter.
Style	The style to use for the chapter.
Master Layer	The master layer to use for the chapter.
Dynamic Layer	The dynamic layer to use for the chapter.
Skip Page	No - The document isn't skipped from navigation, and shown in menus. Skip - The document is skipped from navigation, but shown in menus. Skip & Hide - The document is skipped from navigation, and shown in menus.
Persist Activities	When on, the state of activities is maintained when navigating away from the document.
Chapter Tags	Tags associated with the chapter.

Tests

Title	Title of the test.
Style	The style to use for the test.
Master Layer	The master layer to use for the test.
Dynamic Layer	The dynamic layer to use for the test.
Skip Page	No - The document isn't skipped from navigation, and shown in menus. Skip - The document is skipped from navigation, but shown in menus. Skip & Hide - The document is skipped from navigation, and shown in menus.
Persist Activities	When on, the state of activities is maintained when navigating away from the document.

Test Settings

Test Mode	Normal - Use all questions from all test sections. Global Bank - Use a given number of questions from all test sections. Section Bank - Use a given number of questions from each test section, specified in each test section's properties.
No. of Questions	The number of questions to use when Test Mode is set to Global Bank .
Sections Order	Normal - Uses the order of the test sections in the outline to determine the order of the sections. Random - Randomizes the order of the test sections.
Questions Order	Normal - Uses the order of the questions in the outline to determine the order of questions. Random - Randomizes the order of the questions. Test section pages are always skipped. Use Section Settings - Use the setting in each test section's properties to determine the order of the questions.
Score Method	Normal - Each section has the same weight on the score. Use Section Settings - Use the setting in each test section's properties to determine the score method.
Time Limit	Normal - No time limit will be coerced. Question Time Limit - Each question will be time limited. Global Time Limit - The entire test is time limited.

Time	The time to limit by, according to Time Limit. Only available when Time Limit is other than Normal .
Partial Answer	Accept - Accept partial answers. Consider as Full - Accept partial answers, and consider them as full ones. Reject - Reject partial answers.
Feedback Mode	Delayed Feedback - Feedback is given at the end of the test. Check buttons are always hidden. Immediate Feedback - Feedback is given immediately. Check buttons are available by default.
Pass Score	The minimal score required for the test to be considered passed.
Attempts	The number of attempts possible for retaking the test.
Allow Review	Whether to show the review test link in the test feedback element.
Participate in Global Score	Whether the score of the test participates in the global score of the course.
Test Tags	Tags associated with the test.

Test Sections

Title	Title of the test section.
Style	The style to use for the test section.
Master Layer	The master layer to use for the test section.
Dynamic Layer	The dynamic layer to use for the test section.
Skip Page	No - The document isn't skipped from navigation, and shown in menus. Skip - The document is skipped from navigation, but shown in menus. Skip & Hide - The document is skipped from navigation, and shown in menus.
Persist Activities	When on, the state of activities is maintained when navigating away from the page.

Section Settings

Questions Order	Normal - Uses the order of the questions in the outline to determine the order of questions. Random - Randomizes the order of the questions. Only available when Questions Order in the test settings is set to Use section settings .
No. of Questions	The number of questions to use from the selected test section. Only available when Test Mode in the test settings is set to Section Bank .
Section Type	Question Pages - The pages in the section contain questions, and will be considered for score. Information Pages - The pages in the section contain informational material, and will <i>not</i> be considered for score.
Section Weight	The weight, in percents, the score of this test section has on the total score of the test. To help determine the amount, use the <i>Validate Sections Score</i> button which shows the weight of each test section and whether the sum of weights is 100%. Only available when Score Method in the test settings is set to Use

	section settings.
Section Tags	Tags associated with the test section.

Master Layers

Title	Title of the master layer.
Description	A description of the master layer, for personal usage.
Style	The style to use for the master layer. When a master layer is assigned to an outline element, its style cannot be changed.
Layer Tags	Tags associated with the master layer.

Dynamic Layers

Title	Title of the dynamic layer.
Description	A description of the dynamic layer, for personal usage.
Style	The style to use for the dynamic layer.
Layer Position	How to position the dynamic layer, relatively to the document. In design-time, the dynamic layer always shows under the document layer, regardless of this setting.
Apply Layer to	Whether to apply the dynamic layer to Chapter Pages Only , to Pages Only , or to All documents.
Layer Tags	Tags associated with the dynamic layer.

Widgets

Title	Title of the widget.
Description	A description of the widget, for personal usage.
Widget Tags	Tags associated with the widget.

Standalones

Title	Title of the standalone.
Description	A description of the standalone, for personal usage.
Style	The style to use for the standalone.
Master Layer	The master layer to use for the standalone.
Dynamic Layer	The dynamic layer to use for the standalone.
Standalone Tags	Tags associated with the standalone.

3.2.2.5 Importing documents

Documents can be imported from other projects and templates. Importing items copies them into the current project's tree, at the requested position.

Documents can be either imported:

- after the selected item, by either using the *Import > Import After...* menu item or the *Import After Selection* toolbar button.
- inside the selected item, by either using the *Import > Import Inside...* menu item or the *Import Inside Selection* toolbar button.

The import dialog shows a tree of projects and templates available on the system. The search box at the bottom of the dialog allows to filter projects or documents by tags or by text.

Expanding each of the projects shows the project's tree, allowing you to select each item you wish to import. When an item is selected, a snapshot of that document and a preview option are shown on the right. To import the selected item, press the *Import* button.

Several items can be imported at once. When you're done importing, press the *Close* button to close the import dialog, and return to the Project Manager.

3.2.3 PowerPoint import

Composica can import PowerPoint presentations directly into any project. Each slide in the presentation will be duplicated to a page in the outline, at the position requested. Once imported, the pages (the PowerPoint slides) are entirely editable and customizable within Composica.

PowerPoint presentations can be either imported:

- inside the selected item, by either using the *Import > Import PowerPoint Inside...* menu item or the *Import PowerPoint Inside...* toolbar button.
- after the selected item, by either using the *Import > Import PowerPoint After...* menu item or the *Import PowerPoint After...* toolbar button.

Using any of these options, will open the Import PowerPoint Presentation wizard.

Select the source presentation

The first step is selecting the PowerPoint presentation to use as the source for the import. If PowerPoint files are already in the project's library, they will be shown in the tree, and new ones can be uploaded by pressing the Upload button. If no PowerPoint files are in the library, Composica will automatically request you to upload one.

Once you've uploaded and selected the PowerPoint presentation, press Next to continue.

Choose import mode

Choose between importing all slides from the presentation, or selected slides.

Select slides to import

If you've chosen to import selected slides, a list of slide thumbnails will now be presented, showing every slide of the presentation. You can select/deselect any of the slides by pressing them, or using the selection buttons at the bottom, marking them for import.

Once you've finished selecting which slides to import, press Next to continue.

Choose slide sizing mode

Choose between importing slides at full size, which maximizes the size of the slide to fit the size of the document while maintaining proportions, or manually customizing the size position and master layer settings for the slides.

Choose slide size, position, and Master Layer

If you've chosen to customize slide's size, position and master layer, a sample slide will now be presented which can be scaled and moved around, like regular Composica elements. On the right, you can set the slide's default master layer (which will show in the preview box, under the slide, once you make a selection), and also center the slide horizontally and vertically. On the bottom-right corner of the slide is an info box showing the current size and position of the slide.

Once you've finished customizing the slide's size, position and master layer, press Next to continue.

Choose the level of image quality

Images in slides can be imported in a variety of quality levels, to best match the target usage in the slide. The higher the level of quality, the larger the files. If you are not sure, use the default settings, and just re-import if you are not happy with the quality or file size.

Choose how to handle slide notes and comments

Composica can transform PowerPoint notes and comments into tasks on the relevant pages. Choose whether you want notes, comments, or both, to be imported as tasks along with the slides. You can also

choose to mark the tasks generated by the import as done.

Once you've made your choices, press Next to continue.

Finalize the import

Finally, confirm your selections by pressing Finish to close the wizard and import the slides.

3.2.4 Styles

A style is a logic layer determining the basic look of each element in the project. Compositica includes several system styles that can be used within the project. A single project can contain any number of styles, and different styles can be applied to some or all of the documents in the project.

All of the properties determined by the style can be overridden by a style rule or by changing properties directly on the element.

Adding a system style

To choose a system style during the creation of a project, select the styled project option and choose one of the built-in styles.

To add a system style to an existing project, in the Project Manager, use the *Project > Add System Style...* menu item or the *Add System Style* toolbar button to open the Add System Style dialog, choose a style and press OK.

Assigning a system style

Each document can have a system style assigned to it, either directly or inherited from its parent. To assign a style, use the Style setting for any document in the tree.

3.2.5 Groups

Each project can be assigned one or more groups which can view and edit it. Groups can be used to organize projects between different teams of developers.

To assign groups for the current project:

1. Open the Groups dialog, by using the *Project > Assign Groups* menu item in the Project Manager, or by pressing the *Assign Groups* button in the Start a New Project wizard.
2. Check or uncheck the checkbox next to any of the groups, by pressing it. A group which is marked with a check is a group which can view and edit the project.
3. Press the OK button to finish.

Groups are maintained by administrators.

3.2.6 Tags

Tags can be assigned to each document in a project (including the project itself and Resources documents), to assist in organizing different assets, find them quickly and reuse them.

Tagging a document

Tags can be assigned using the Project Manager:

1. Open the Project Manager using the *Project > Manage Project...* menu item or the *Manage Project* toolbar button.
2. Select a document.
3. In the *Tags* field, add relevant keywords separated by space or a comma.
4. Press the *Tag Color* button to change the color of any of the used tags.

Alternatively, tags can be assigned to the current document, by using the *Document > Assign Tags* menu item.

Tags are delimited by spaces, so to create multiple word tags use an underscore or a dash.

Finding tagged projects and documents

- A tagged folder is available in the project and document trees in the dashboards, sorting the projects and documents by tag names allowing to quickly look up a specific tag.
- The Composica Dashboard also provides a quick lookup search box for searching for specific tags (or text).
- The project manager provides a tag pane under the tree, allowing to lookup documents by tags.
- Searching for tagged documents across all projects is possible using the *Document > Find by Tags...* menu item, or the Find Document button in the Quick Start panel.
- Many dialogs give the option to search for projects and/or documents according to tags, including the Select Project dialog and the Import dialog.

3.2.7 Views

Views allow creating different published configurations of the project, with varying contents and different run-time behavior. Each view can define which parts of the outline tree participate in it, and can override any of the run-time properties, allowing to create different configurations of the same project for different needs.

Managing views

To open the views manager, in the Project Manager, use the *Project > Manage Views...* menu item or the *Manage Views* toolbar button, or select the project (root) in the tree and press the *Manage Views* button.

In the views manager, views can be added, removed, renamed, their trees can be defined, and their run-time properties edited.

To add a view, press the Add toolbar button, and set the new view's name. To remove a view, select it and press the Remove toolbar button, or the Del key. To rename a view, select it and press the *Rename* toolbar button or the F2 key, and set the new name.

To select which documents participate in the view, select the view, and using the project tree on the left check the documents you want to be part of the published course. Unchecked documents will not appear in the course, won't be part of the navigation, and won't be counted as part of the course's completion objectives. A document cannot be included if one of its parent documents are unchecked.

To customize the view's run-time properties, select the view and press the *Run-time Properties* toolbar button. This opens the Run-time Properties dialog, allowing to override any of the default settings as set in the project settings. Any property which is overridden can be restored to its default value, by pressing the *back to default* link.

Previewing

To preview a view, select it in the views manager and press the *Preview* toolbar button. A project preview will be shown, showing only the documents included in the selected view, and using the customized run-time properties as specified.

Alternatively, a view can be previewed while designing a document, using the *Project > Preview Project...* menu item. When views are available, the menu item will show a sub-menu including the available views, and choosing them will show a preview of the selected view.

Publishing

To publish a project using a specific view, use the View selection in the publish dialog. The publish dialog also provides access to the view manager, by pressing the *Manage Views* icon next to the view selection.

3.3 Mind Games

Games can enhance the learning process by creating a dynamic and interactive experience for learners. Games employ powerful motivational elements such as competition, humor, and the satisfaction of winning through applying a skill. Composica Mind Games allow designers to utilize these elements and create experiences that learners can enjoy and from which they gain knowledge.

Through games, learners acquire different types of knowledge as each game develops different skills. The games offer different levels of Playability: Games like Master Plumber or Space Bubbles emphasize the game part, while Rescue Mission or Game Show put more emphasis on the educational part.

On top of that, the designer has full control over the playability and the educational aspects of the game. Like all other elements, games are highly customizable, both visually and functionally. By adjusting the different properties, the designer can dictate the difficulty level of the game (regardless of the level of questions) as well as the educational level of difficulty and so create the desired balance.

This way, the designer can cater for a wide range of students' needs; a student fluent in the subject learned should play a game where questions can quickly be answered, where the interaction would be more beneficial. On the other hand, a less knowledgeable student should play a game designed so all questions must be answered and so, thoroughly and repeatedly learn the subject.

- Adding games
- Layers

3.3.1 Adding games

Games can only be added to test documents. Once inserted, they wrap the configuration and functionality of the test. Test sections and pages should be inserted, configured and designed like any test. Each page in the test is a question in the game, and can contain any activity or other content. The elements of an activity inserted in a game will, by default, follow the visual and functional aspects of the specific game.

To add a game to your project:

1. Add a test to the outline of the project, to contain the game.
2. Add test sections and pages to the test, to meet your needs.
3. Edit the test created in step 1, and open the game picker, using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker* toolbar button.
4. Select one of the games in the Game Picker dialog, and press OK to add it to the document.

The game inserted is fully functional, using default values for all its different properties. To edit the different elements of the game, read about game layers. To further customize the game, see the Mind Games reference.

The game element will maintain its proportions when resized. It is important to assure that the *Document Size* in the Run Time Properties is set to follow the same proportions.

3.3.2 Game layers

A game is made up of several layers stacked on top of the game, which are general containers that can contain any Compositica elements. The layers are shown and hidden throughout the game according to their purpose.

Each layer has a corresponding tab, in the switch-bar at the top of the game. The tabs are only shown during design time, to assist in designing the game. To edit any of the layers, press its tab.

Inserting elements to a layer

Every element in the game can be customized, and additional elements can be added. To add an element to one of the layers:

1. Show the layer you wish to edit, by pressing on its tab.
2. Select the game's element.
3. Click inside the element, to enter content editing mode. The active layer will now be edited.
4. Insert any element by using the Insert menu or the Insert toolbar.

Layers

The following layers are available for all games:

Common

Includes elements that are common to all the different states in the game. Should contain elements that should appear all throughout the game, and usually includes the game's main control buttons like *Help*, *Mute* and *Start Game*.

Intro

Displayed as the game loads, until the game starts. Usually contains the welcome message and the game's objectives and notes.

Game

Shown during the playing stage of the game (from the moment it starts to the moment it ends). Contains elements relevant to the actual gameplay, such as the *Game Timer* and the *Score*.

Popup

The popup contains the question, which is shown throughout the game whenever needed. The popup tab toggles the popup layer on top of the active layer.

Win

Shown when the game ends, if the player has won. Usually contains feedback to the player.

Lose

Shown when the game ends, if the player has lost. Usually contains feedback to the player.

Results

Shown on top of the win/lose layer, containing the test feedback element. Only shown if <Show Results> is **true**. The results tab toggles the results layer on top of the active layer.

Help

Shown over other layers, when the learner presses the *Help* button. Contains a short description of the game, along with gameplay instructions. The help tab toggles the help layer on top of the active layer.

3.4 Publishing

Publishing the project is the final step of the development process, taking all the different parts of the project and making it into a working course ready to be taken by learners.

To publish your project, use the Publish button in the Project Dashboard, or the *Project > Publish Project...* menu item to open the Publish Project dialog.

Publish format

Composica provides several different publishing formats:

- **Web Server** - Publishes the project to the web-server on which Composica is installed, providing with a link to be used by the learners. This option is only viable if the target audience of the course has access to the web-server.
- **SCORM 1.2 Content Package** - Generates a content package fully compliant with the SCORM 1.2 specification.
- **SCORM 2004 Content Package** - Generates a content package fully compliant with the SCORM 2004 specification.
- **PDF Document** - Creates a static PDF version of the course, which is ideal for print, and can also be provided as a portable document format.
- **Zip File** - Generates a compressed zip package which can be saved and later deployed anywhere.
- **Executable Application** - Publishes the course as a standalone executable application which can be executed on Windows platforms.
- **Installation Package** - Creates an installation package, for installing a standalone version of the course on the desired Windows platforms.

View

Allows publishing only a limited view of the project, which can include only a part of the project's outline tree, and can also have customized run-time properties. To publish a specific view, select the view. To edit a view, or create new views, press the *Manage Views* icon. Read more about views.

Publish options

The available options in the publish dialog depend on the selected publish format.

Basic Student Tracking

While deploying to a SCORM supporting LMS is the recommended manner to track student's performance on the course, Compositica provides with a very simplistic alternative for non-LMS configurations. When basic student tracking is activated, a password is set to access the tracking results. In the published course, a link is available on the introduction page which, after entering the password, leads to a spreadsheet of the recorded data.

Whenever possible, it's recommended to seek out an LMS alternative to basic student tracking, which provides much deeper and richer information tracking.

LMS Notification - PENS

When publishing as a SCORM 1.2 or SCORM 2004 content package, the PENS option is available. When activated, the course is deployed to the LMS using the PENS protocol. For the values to enter in the address, user and password fields, please refer to the user manual of your LMS product.

Customize URL

When publishing to the web server, a custom URL path can be chosen to which the course will be published. By default, the path is made up of the project's name, and the selected view (if any).

PDF Document

When publishing to a PDF document, several options are available which control the look of the result PDF:

- **Convert to greyscale** - When checked, the entire course is stripped of colors, and shown in shades of grey.
- **Strip images, media and shapes** - When checked, all images, media files, and shapes, are stripped from the course.
- **Strip text and border colors** - When checked, all text and element borders are stripped of color, and are shown in black.
- **Strip fill images and colors** - When checked, all fill images and fill colors are stripped, and are shown as transparent.
- **Show activities in their correct state** - When checked, all interactive activities are shown as if they were answered correctly, rather than showing in their initial unanswered state.
- **Master Layer** - Allows overriding the master layer for the entire course. When set to [**Inherit**], the predefined master layer settings are maintained. When set to [**None**], no master layer is shown.
- **Dynamic Layer** - Allows overriding the dynamic layer for the entire course. When set to [**Inherit**], the predefined dynamic layer settings are maintained. When set to [**None**], no dynamic layer is shown.

Compression

When publishing to an executable application, the compression of the executable can be chosen, which is a balance between the result file size, and the time it takes to open when executing.

3.4.1 Multi-SCO considerations

In Multi-SCO mode, set in the SCORM run-time properties, each page is packaged into a separate SCO, as opposed to the whole course being maintained in a single SCO.

Why should Multi-SCO be generally avoided?

Choosing to publish as Multi-SCO presents the following limitations in the course, because of the very nature of how this feature works in LMSs:

- Many navigation elements will not work as expected:
 - Because an SCO cannot directly link to another SCO in SCORM,
 - navigation buttons to other pages will not be able to function;

- menus will not work properly; and
- branching will not be achievable.
- Because each document will become a single SCO independent of the others,
 - breadcrumbs will not show the entire hierarchy; and
 - the progress bar element will not work properly.
- In summary, most of the *Insert > Navigation* menu will not be of any use.
- The course "wrapper" will be stripped out, resulting in slower performance:
 - Pre-caching of media before a page is reached will not take place since each SCO is autonomous and has no knowledge of other SCOs.
 - Master Layers will need to be reloaded from scratch with each navigation (in single SCO mode Master Layers are not reloaded once they are rendered).
- Chapter pages will not be displayed (the chapters will be shown in the course structure, but only as containers of pages, they will not display their own content page).
- Assessments will need to be placed in their own chapters, which are then transformed into a single SCO. Test Results pages will not work otherwise.
- Courses that are designed to operate as Multi-SCO will not be able to run independently (without an LMS). Multi-SCO courses will typically not have any menus or navigation (since the LMS is responsible for navigation in Multi-SCO mode), so when attempting to run such courses offline or outside of an LMS the learner has no way to progress through them.

When creating Multi-SCO courses, what precautions should be taken?

- Avoid any of the navigation elements mentioned above.
- Avoid having content in chapter pages, always set Skip Page in the chapter properties to **Skip**.
- Place any assessment and its Test Results page inside their own separate chapter. Note that any chapter that contains a test will be created as one SCO, so other pages in this (sub-)chapter should generally be avoided.

3.5 Collaborating

Composica puts a high emphasis on collaboration in development. Projects can be developed by teams of people simultaneously, each author only locking the specific part of the project they're working on. The different user roles supported by Composica allow different authors to control various aspects of the project, and each can contribute their knowledge and skills to the finished product. Groups further enhance the concept of teams, allowing each group member to only see the projects they're involved in.

Beyond being able to work on the project together, Composica offers several unique features to support collaboration:

- The task system helps authors keep track of the work getting done, and the work yet to be done. Team members can assign other members on tasks and discuss tasks through comments.
- The developer blogs provide a common place to share knowledge, and communicate effectively regarding the project. Each project in Composica gets its own dedicated blog, where information relevant to the project can be kept integrated in the project.
- The chat system gives team members the ability to converse with each other in real-time, right in the development environment. Several personal or group chats can be maintained in parallel, and conversations can be saved as an integral part of the project.
- The dashboards are central information centers, centralizing application-wide and project-specific information in one clean and simple interface.

3.5.1 Tasks

Tasks provide a smooth and organized project management methodology. The tasking system of a project is open to Developers, Contributors and Reviewers with permissions to the project.

Using Tasks

The Related Tasks dialog shows a document's related tasks, along with their status, assignee, priority,

tags, comments and system audit trail. It is available from the Project Manager by using the *Tasks > Manage Tasks...* menu item, the *Manage Tasks* toolbar button, or the *Manage Tasks...* context menu option. The dialog can be opened for the active document, using the *Document > Tasks...* menu item or the *Tasks* toolbar button.

The number of open tasks is indicated next to the document name in the outline tree of the project pane. If any of the tasks are assigned to the active user, the number will appear in **bold**.

All tasks in a project are displayed in the Tasks widget of the Project Dashboard along with their details, where they can be filtered in various ways. An aggregation of tasks from all available projects is available in the Tasks widget of the Compositica Dashboard.

Users involved in tasks (the opener and the assignee) also receive e-mail notifications for changes being done, tasks being completed and comments being added.

Adding Tasks

1. Open the Related Tasks dialog.
2. Press the *Add* toolbar button and enter the task description in the *Task* area.
3. Use the related fields to assign the task to a team member, set its priority and assign tags to it.
4. Comments can be added to the task by writing them in the *Add Comment* area and pressing the *Append* button to append them to the *Comments* area.
5. Press *OK* to commit your changes.

Editing Tasks

1. Open the Related Tasks dialog.
2. Select the task from the tasks list and perform the desired changes.
3. When the task is complete, change its status by checking the *Status* checkbox, or by pressing the *Mark Closed* toolbar button.
4. To remove the task, use the *Remove* toolbar button.
5. The system keeps an audit trail of any committed changes made to the task. To view this trail, check the *System* option under the *Comments* area.
6. Press *OK* to commit your changes.

Task Reports

Different task reports can be generated for a complete overview of the development process.

The Task Report dialog is available from using the *Tasks > Tasks Report...* menu item in the Project Manager, the Tasks tab in the dashboards and using the *Tasks Report* button in the Related Tasks dialog.

Task reports can be generated for the scope of the project or for all available projects, and the results can be displayed and filtered in various ways.

3.5.2 Blogs

Each project in Compositica has an integral blog, so that developers can freely share information with each other. By using blogs, development teams can avoid communication bottlenecks and assure that important correspondence is attached to its related context.

Starting a blog

When the project is created, a *Start Project Blog* button is displayed in the Recent Blog Posts widget of the Project Dashboard. Press this button to add the first post to the project's blog.

Adding a post

Posts are added using the *Add Post* button, which opens an editing form with various formatting options. Once the post is ready, press the *Send* button to submit it. The post will be displayed in the Recent Blog Posts widgets of the Project Dashboard and the Compositica Dashboard.

Other team members can now read the post and comment on it. Blog comments are displayed along their related post, as well as in the Recent Blog Comments widgets of the Project Dashboard and the Composica Dashboard.

External access

Each post has a *Permalink* link, which can be used to view it independently of the project. Additionally, an RSS link is available from the Blog RSS Feeds widget of the Project Dashboard, allowing team members to subscribe and keep track of the blog using their favorite feed reader.

3.5.3 Chats

Team members can efficiently communicate with each other in real-time using personal or group chats.

Starting the chat

The chat interface can be accessed using the *View > Chat* menu item, the *Chat* toolbar button or the chat icon in the status bar.

Press on any team member under the Online section to initiate a personal chat. Group chats can be initiated using the *Start a Group Chat* button and then inviting other team members. Developers, Contributors, Reviewers and Viewers are all included.

Chats can also be saved and function as a 'meeting log', so the information and discussions about the project becomes an integrated part of it. Press the *Save* button to title and save the chat. Saved chats are available from the Saved Chats widgets of the Composica Dashboard and the Project Dashboard, where searches can be performed to quickly find the required chat.

Chats remain active even when the chat dialog is closed and can be resumed at anytime.

3.5.4 Dashboards

The dashboards provide a centralized information hub, where concurrent information about Composica and its projects can be found and managed. Composica consists of two dashboards:

- Composica Dashboard, which appears after logging in to the application and displays aggregated information from all projects available to the user.
- Project Dashboard, which appears when accessing a specific project and displays information that is directly related to the project.

Both dashboards provide the following utility buttons:

 The *Dashboard Preferences* button provides control over the displayed widgets, the header color of each widget and the number of displayed entries. Press the *Reset* button to change back to the default configuration.

Under the Tasks tab, the *Report Options* button shows or hides the task report options panel at the top of the report.

 The *Refresh* button reloads the dashboard contents so it reflects the most recently updated information.

 The *Print* button, only available under the Tasks tab, prints a printer friendly version of the selected task report.

 The *Export to Disk* button, only available under the Tasks tab, saves a printer friendly version of the selected task report to disk, in HTML format.

 The *Logout* button, only available under the Composica Dashboard, signs the user out of the system.

The information presented in the dashboards is divided into tabs: Dashboard, Tasks, Blog and Projects (in the Project Dashboard Only):

- Under the **Dashboard** tab, the information is organized into widgets. The functionality of most of widgets is similar in both dashboards; however, some widgets are only available in one of the

dashboards. The arrangement of widgets in the dashboard can always be swapped by simply dragging widgets to the desired location.

- The **Tasks** tab provides a task report of the current project, or a summary of all projects in the main dashboard.
- The **Blog** tab provides each project with a developers blog, to help team members freely share information with each other and discuss development aspects. Under the main dashboard, the Blog tab provides a summary of all the available developers blogs.
- The **Projects** tab in the Project Dashboard provides a quick method to find and open a different project, providing a projects tree, a tagged tree for quick tag look-up, and a search box allowing to filter projects by tags or by text. A quick snapshot of the selected project is shown to the right, along with basic information about it.

Quick Start

Each dashboard provides a Quick Start panel, providing quick access buttons to common actions.

The following buttons are available from the Composica Dashboard:

- **Last Project** - Launches Composica and opens the last accessed project. This button is only available if a project has been previously opened.
- **New Project** - Launches Composica and opens the project creation wizard, allowing to create a new project.
- **Open Project** - Shows the Select Project dialog, allowing to choose a project to launch.
- **Import** - Launches Composica and opens the Import / Export dialog, allowing to import an existing project to the system.
- **Getting Started** - Launches the Composica help manual to the Getting Started chapter.
- **Administration** - Shows the administration dialog, giving access to different administrator functions, such as user management, global settings and activation. This button is only available for users with administrator privileges.

The following buttons are available from the Project Dashboard:

- **Last Document** - Open the last accessed document in the project. This button is only available if a document has been previously opened.
- **New Document** - Creates a new document. Shows the Save As dialog, to allow choosing a title, document type, and tree position for the new document.
- **Open Document** - Opens the Select Document dialog, allowing to choose a document to be opened for design.
- **Manage** - Opens the Project Manager.
- **Preview** - Shows a quick preview of the entire project.
- **Publish** - Opens the Publish dialog.
- **Import / Export** - Opens the Import / Export dialog, allowing to import an existing project to the system, or export the current project.
- **New Project** - Opens the project creation wizard, allowing to create a new project.
- **Find Document** - Opens the Find Documents by Tags dialog, allowing to find documents by tags across all projects in the system.

Widgets

The following widgets are available:

- News
- Tasks
- Team Members
- Modified Projects
- Modified Documents
- Recent Blog Posts

- Recent Blog Comments
- RSS Feeds
- Saved Chats
- Recent Publications
- Links
- My Notes

News

Provides a place to post global notes and administrative messages. These are displayed to all the users in the environment and are not attached to any specific project. Administrators can add new posts and edit existing ones.

Tasks

Composica provides a comprehensive Tasks Management mechanism including task assignment, task priority, tags, task comments, task mail notification, audit trails, and more.

The Project Dashboard displays tasks from the current project and the Composica Dashboard displays tasks from all the projects that are available to the user.

Using the Tasks widget the user can filter the relevant tasks in various ways, to plan the work more efficiently. Press on a task to open the project it's associated with, and the Related Tasks dialog.

Team Members

Users can easily see the current online status of each team member as well as the project/document they are currently working on, and have immediate access to it.

In the Project Dashboard, pressing on an online user's name will initiate a chat with them.

To update your own status message, press on the Status Message icon in the widget's header, edit your status, and press *Update*.

Modified Projects

Only available in the Composica Dashboard.

Provides a list of recently modified projects, along with the last person who edited them and the modification time. The project can either be previewed, or opened by pressing on its name.

The Modified Project widget also includes a Tag Cloud. Press any of the tags to filter the list of modified projects, only showing projects associated with the selected tag.

Modified Documents

Provides a list of recently modified documents, along with the last person who edited them and the modification time. The document can either be previewed, or opened by pressing on its name.

The Project Dashboard displays recently modified documents from the current project. The Composica Dashboard displays recently modified documents from all projects available to the user, along with an option to preview each relevant project.

Recent Blog Posts

In the Project Dashboard, the Recent Blog Posts widget displays blog posts from the current project. In the Composica Dashboard it displays blog posts from all projects available to the user.

Press on a post's title to switch to the Blog tab and see a detailed view of that post. To comment about a post, press the Add Comment button. The Permalink link can be used to access the post from outside the dashboard.

To go back to the dashboard view, press the Dashboard tab.

Recent Blog Comments

Provides an aggregated view of comments on blog posts.

Press on a comment's title to switch to the Blog tab and see a detailed view of that comment, along with its related post. To add another comment to the post, press the Add Comment button. To remove a comment, use the Remove button. The Permalink link can be used to access the comment from outside the dashboard.

To go back to the dashboard view, press the Dashboard tab.

RSS Feeds

Developer blogs also offer RSS/Atom feeds, which developers can subscribe to in order to keep track of the blogs using their favorite feed reader.

In the Project Dashboard, the Blog RSS Feeds widget displays a link to the feed for the current project's blog. In the Composica Dashboard, a list of all the feeds available to the user is displayed.

Saved Chats

Composica provides real-time chats between two or more users. These chats can be saved as 'meeting logs' to be later accessed, previewed or removed.

The Project Dashboard displays recently saved chats from the current project, and the Composica Dashboard displays recently saved chats from the all projects available to the user.

The Saved Chats widget also provides a search functionality to quickly find a chat based on its content.

Recent Publications

Only available in the Project Dashboard.

Lists recent publications of the project, along with the publish method, the publish date and the name of the author that initiated the publish.

Links

Authors can add common links to the work environment.

Links can either be *Public*, or *Personal* and available only to the user who added them. In the Project Dashboard, *Project* links can also be added, associated them to the current project.

Press on the Add Link button in the widget's header to add a new link or the Edit Link button to modify an existing one.

My Notes

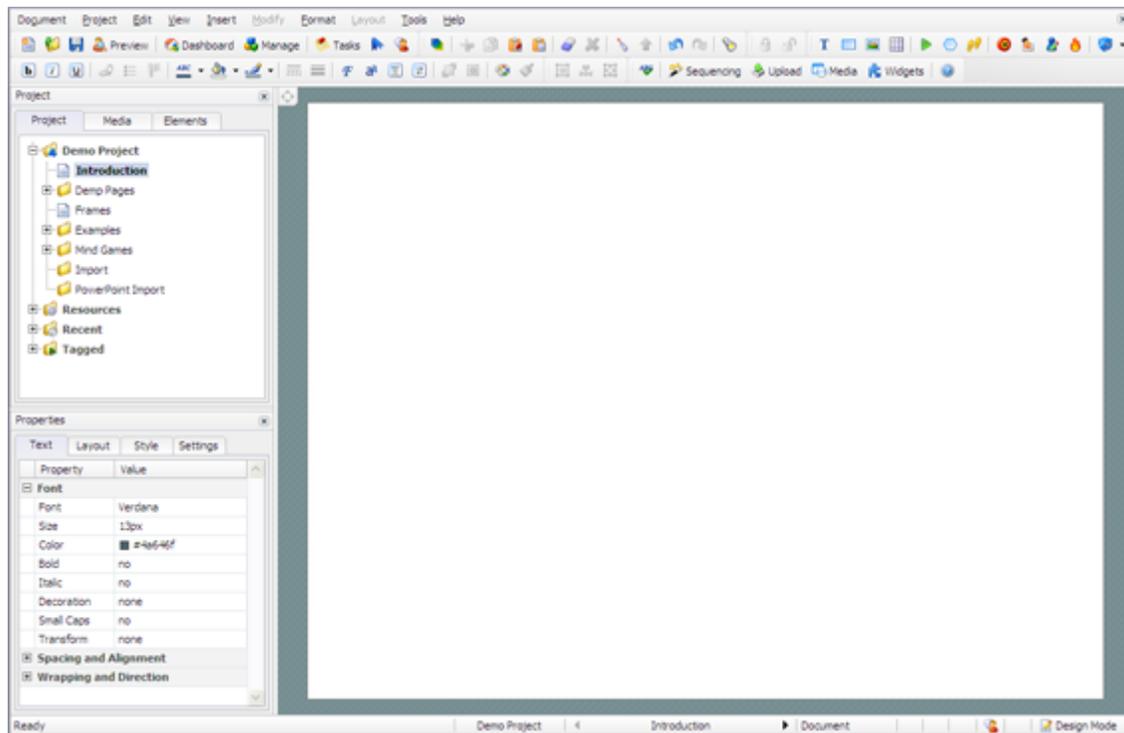
Each user has a personal 'To Do' notes widget. Any text entered in the widget is personal and can only be viewed by the user, and will remain there until it's removed.

User Interface

Part



IV



The Compositica user interface is divided into six main sections.

- Menus
- Toolbars
- Properties pane
- Project pane
- Project Manager
- Media Explorer
- Sequence Manager
- Status bar
- Keyboard shortcuts

4.1 Menus

The menu bar is positioned at the top of the user interface. Through the different menus you get access to most of the possible operations of Compositica.

Each page in this chapter denotes a menu. In each page you will find a description of the menu, and a list of all the menu's items, along with a description of each. If a menu item has an equivalent toolbar button, an icon next to the item will link to that toolbar's help page.

- Document
- Project
- Edit
- View
- Insert
- Modify
- Format
- Layout
- Tools
- Help
- Context menu

4.1.1 Document

The document menu provides document level operations.

New		Creates a new document.
Open...		Opens the Select Document dialog, allowing you to open outline items, master layers, menus, widgets or pop-ups.
Close		Closes the current document, and returns to the Project Dashboard.
Save		Saves the current document, or if it's a new document, opens the Save As dialog.
Save As...		Opens the Save As dialog, allowing you to save the current document as any document type.
Preview Document...		Previews the current document. Even when previewing the current document, the entire project is available for navigation.
Assign Tags...		Opens the Assign Document Tags dialog, allowing you to assign tags to the current document.
Find By Tags...		Opens the Find Documents dialog, allowing you to find documents by tags in the current and other projects.
Open Next		Opens the next item in the outline tree.
Open Previous		Opens the previous item in the outline tree.
Tasks...		Opens the Related Tasks dialog, allowing you to manage tasks for the current document.
Recent Documents		Opens a list of recently opened documents, available for quick access.
Exit		Closes Composica.

4.1.2 Project

The project menu provides project level operations.

Manage Project...		Opens the Project Manager, allowing you to manage different aspects of the project.
Preview Project...		Previews the current project, as it will be shown when published.
Open Project...		Opens the Select Project dialog, allowing you to open a different project, or create a new one.
New Project...		Opens the Start a New Project dialog, allowing you to create a new project.
Project Dashboard		Shows or hides the Project Dashboard, containing various project related widgets.
Tasks Report...		Opens a task report for the current project, listing all/open/closed tasks, and a summary of all tasks.
Import / Export...		Opens the Import / Export dialog, allowing you to export the current project into a special Composica recognized file

		format "cpa", or import a previously exported project back into Composita.
Publish Project...		Opens the Publish Project dialog, allowing you to publish the current project in different formats.
Recent Projects		Shows a list of recently opened projects, available for quick access.

4.1.3 Edit

The edit menu provides different tools for editing the current document.

Undo		Reverts the last change to the document.
Redo		Restores the last change reverted by undo.
Cut		Copies the current selection to the clipboard, and removes it from the document.
Copy		Copies the current selection to the clipboard.
Paste		Pastes the contents of the clipboard along with formatting and styles at the caret's position. Allows you to copy content and elements from other documents or from programs such as Microsoft Word.
Paste as Text		Pastes the contents of the clipboard at the caret's position, as plain text.
Find...		Opens the find dialog, allowing you to search for text in the current document.
Replace...		Opens the replace dialog, allowing you to search and replace text in the current dialog.
Remove		Removes the selected element or text.
Duplicate		Duplicates the selected element.
Erase Content		Clears the content of the selected element.
Select		Gives options to select elements relative to the selected element, such as the parent, sibling, child and all.
Select Ancestor		Shows a list of all ancestors of the selected element, allowing to select them.
Drag Select		Toggles drag select mode, allowing you to drag and select several elements with a single mouse click.
Lock Group		Locks an element so you can no longer edit its content and children, or locks several elements together in a group.
Unlock Group		Unlocks a previously locked element or group.
Add Design Hint		Adds a design hint to the current document, allowing you to maintain comments which aren't shown when previewing or publishing the project.

4.1.4 View

The view menu provides options for changing the look and feel of Composica.

Design Mode		Switches to design mode, allowing you to edit your document visually in a WYSIWYG manner.
HTML Mode		Switches to HTML mode, allowing you to directly edit the source code of the document. This is <i>not recommended</i> for intermediate developers.
Chat		Opens the chat widget, listing all the users in your groups, showing their online status, and allowing you to chat with one or more of them.
Editor Background		A list of available backgrounds for the editing area.
Toolbars		Shows a list of all available toolbars, allowing you to toggle their visibility. Additionally, allows you to choose between showing no labels next to icons, showing labels to the right of selected icons, and showing labels under all icons.
Layers		Allows you to show, hide and edit the document's master layer and dynamic layer.
Navigator		Gives an option to show (a small or large) navigator, which provides quick navigation to elements relative to the selected element, such as parent, sibling and child.
Elements Tree		Gives options related to the Elements Tree, including the options to hide/show the selected element, to expand/collapse the entire tree, and other options.
Helpers		Allows toggling several helpers on/off, including the selection prediction highlighting, the move/resize guidelines, and the positioning handle.
Show Properties Pane		Toggles the visibility of the Properties pane.
Show Project Pane		Toggles the visibility of the Project pane.
Show Status Bar		Toggles the visibility of the Status bar.
Float Properties Pane		Toggles the Properties pane between floating and docked modes.
Float Project Pane		Toggles the Project pane between floating and docked modes.
Basic Properties		Switches to basic properties mode, showing only the basic and most common properties in the property grid.
Normal Properties		Switches to normal properties mode, showing most of the properties in the property grid.
Advanced Properties		Switches to advanced properties mode, showing all of the available properties in the property grid.

4.1.5 Insert

The insert menu allows you to insert different elements to the current document. To insert an element, simply choose it from the menu, and it will be inserted.

The following elements can be inserted from the insert menu:

Box	
Text Elements	
Image	
Link	
List	
Table	
Frame	
Media Player	
Flash Animation	
Shape	
Narration	
Variable	
Social Media	
Mashups	
Navigation	
Test Feedback	
User Identification	
Multiple Choice	
Point Click	
Drag Drop	
Fill Blank	
Hot Spots	
Hot Word	
Survey	

Mind Games



4.1.6 Modify

The modify menu provides different operations you can apply to the selected element. Different options are available, according to the element which is currently selected.

Link

Unlink  Cancels the link. Available only when a link is selected.

List

Toggle List  Cancels the list.

Add List Item  Adds a list item below the current one.

Indent List Item  Increases indentation of the current list item.

Outdent List Item  Decreases indentation of the current list item.

Table

Add Row  Adds a row below the current one.

Add Column  Adds a column after the current one.

Remove Row  Removes the current row.

Remove Column  Removes the current column.

Add Topmost Row  Adds a row at the top of the table.

Add Leftmost Column  Adds a column at the left of the table.

Table Cell

Add Row Below  Adds a row below the current cell.

Add Column After  Adds a column after the current cell.

Remove Current Row  Removes the current row.

Remove Current Column  Removes the current column.

Merge Rows  Merges the current row with the one below it.

Merge Cells		Merges the current cell with the one after it.
Split Row		Splits the current cell, horizontally.
Split Cell		Splits the current cell, vertically.

Test Feedback

Add Test Summary	Adds a test summary item, showing information about the entire test.
Add Test Sections Summary	Adds a sections summary item, listing information about each section.
Add Test Details	Adds a test details item, showing the result of each question.
Add Custom Feedback	Adds a custom test feedback item, showing custom feedback on a certain pre-set condition.
Add Test Results	Adds a test results item, showing the title and final score of the test.
Add Passed Feedback	Adds a test passed item, showing the passing score. Only shown when test is passed.
Add Failed Feedback	Adds a test failed item, showing the passing score. Only shown when the test is failed.
Add Review Button	Adds a review test item, allowing the viewer to review the test.
Add Retake Button	Adds a retake test item, allowing the viewer to retake the test.

Feedback

Move Up	Moves the selected feedback item up.
Move Down	Moves the selected feedback item down.
Add Custom Feedback	Adds a custom feedback item, shown when a specified condition is met.
Add Range Feedback	Adds a range feedback item, shown when the number of correct answers is in a specified range.
Add Right Feedback	Adds a right feedback item, shown when the answer is correct.
Add Wrong Feedback	Adds a wrong feedback item, shown when the answer is incorrect.
Add Partial Feedback	Adds a partial feedback item, shown when the answer is partially correct.
Add Final Feedback	Adds a final feedback item, shown after the last attempt.
Add Close Button	Adds a close button, hides the feedback.
Add Try Again Button	Adds a try again button.

Add Show Correction Button Adds a show correction button, shown after the last attempt.

Add Check Button Adds a check button, if one doesn't already exist.

Multiple Choice

Add Answer  Adds an additional answer. To remove answers, simply remove them.

Add Hint  Adds a hint element.

Drag Drop

Add Drag Drop Pair Adds an additional drag drop pair of drag item and drop area.

Add Drag Item To Pair Adds a drag item to the group of the selected item.

Add Drop Area To Pair Adds a drop area to the group of the selected item

Add Dummy Drag Item Adds a dummy drag item, which isn't taken into consideration in the score calculation for the activity..

Add Dummy Drop Area Adds a dummy drop area, which isn't taken into consideration in the score calculation for the activity..

Add Hint  Adds a hint element.

Fill Blank

Add Writeable Blank Adds a writable blank which can be filled by the viewer.

Add Selectable Blank Adds a selectable blank with options the viewer can choose from.

Add Option Adds an option to the selected blank.

Add Range Option Adds a range option to the selected blank.

Add Mask Option Adds a mask (wildcard) option to the selected blank.

Add Hint  Adds a hint element.

Hot Spots

Design-Time View Sets how hot popups are shown in design-time.
Show Contextual Popups - Only shows hot popups when they are in context (when their related hot spot is actively selected).

Show All Popups - Shows all hot popups at all times.
Add Hot Spot Pair Adds an additional hot spot pair of hot spot and hot popup.

Add Hot Spot To Pair Adds a hot spot to the group of the selected item.

Add Hot Popup To Pair Adds a hot popup to the group of the selected item.

Hot Popup

Add Hot Popup Close Button Adds a hot popup close button to the hot popup element.

Survey

Add Rating Item Adds a rating item, allowing takers to rate a question.

Add Open Text Item Adds an open text item, allowing takers to freely write about a question.

Add Send Button Adds a send button for submitting the survey.

Add Final Message Adds a final message clause to the survey.

Survey Item

Move Item Up Moves a survey item up in the survey element.

Move Item Down Moves a survey item down in the survey element.

Media Player

Add Stage Adds a stage to the player.

Add Controls Adds a control set to the player.

Add Play Button Adds a play button to the player.

Add Progress Slider Adds a progress slider, showing the current playing position, to the player.

Add Status Adds an information bar to the player.

Add Volume Slider Adds a volume slider to the player.

Add Mute Adds a mute button to the player.

Add Separator Adds a separator to the player.

Blog

Add Blog Home Button Adds a blog home button, for returning to the main blog screen.

Add Add Post Button	Adds an add post button for adding posts to the blog.
Add Edit Post Button	Adds an edit post button for editing posts on the blog.
Add Remove Post Button	Adds a remove post button for removing posts from the blog.
Add Subscribe Link	Adds an RSS/Atom subscription link to the blog.
Add Recent Posts Widget	Adds a recent posts widget, listing all the recent posts.
Add Recent Comments Widget	Adds a recent comments widget, listing all the recent comments.
Add Archive Widget	Adds an archive widget, listing all the posts on the blog by their dates.
Add Categories Widget	Adds a categories widget, listing all the different tags associated with posts.
Add Tag Cloud Widget	Adds a tag cloud widget, graphically showing tags and their usage in the blog.
Add Top Rated Widget	Adds a top rated widget, listing the highest rated posts.

Blog Post

Add Rating	Adds a rating element to the post, enabling to rate each specific post.
------------	---

Blog Widgets

Move Widget Up	Moves a blog widget up in the widget container.
Move Widget Down	Moves a blog widget down in the widget container.

Universal Search

Add Search Engine	Adds an additional search engine option to the universal search element.
-------------------	--

Google Chart

Add Dataset	Adds a dataset to the Google chart, duplicating the existing dataset.
Add Default Dataset	Adds a default dataset to the Google chart.
Add Data Point	Adds a data point to the Google chart.

4.1.7 Format

The format menu allows you to control the formatting and style of different elements. Each of the operations are applied to the selected element, or to selected text in the document.

Create Style Rule...		Creates a style rule from the style of the selected element, as either a class or an element style rule.
Style Rule		Provides quick access to apply a style rule to the selected element, as an alternative to the <Style Rule> property.
Flip Horizontally		Horizontally flips the selected element and its children. Can also flip images, if requested.
Bold		Toggles the bold status of the selected element/text.
Italic		Toggles the italic status of the selected element/text.
Underline		Toggles the underline status of the selected element/text.
Border Style		Sets the border style of the selected element.
Border Width		Sets the border width of the selected element.
Font Family		Sets the font family of the selected element/text.
Font Size		Sets the font size of the selected element/text.
Text Align		Sets the text alignment of the selected element/text.
Writing Direction		Sets the writing direction of the selected element.
Order		Sets the depths (z-index) of the selected elements.
Center in Parent		Centers the selected element, either vertically, horizontally, or both, within its parent element.
Fit		Fits the size and position of the selected element to its parent element, or of the parent element to the selected element.

4.1.8 Layout

The layout menu provides several operations for controlling the layout of multiple elements. The menu is only available when multiple items are selected.

Align		Aligns the selected elements according to the actively selected element, either vertically or horizontally.
Distribute		Evenly distributes the selected elements' positions, either vertically or horizontally, according to the two outmost elements. Similar to space, but doesn't take the elements sizes into account.
Space		Evenly spaces the selected elements, either vertically or horizontally, according to the two outmost elements. Similar to distribute, but takes the elements sizes into account keeping the <i>spaces</i> between them equal.
Fit Size		Fits the size of all elements to the actively selected element.

4.1.9 Tools

The tools menu provides miscellaneous useful tools.

Apply Widget...		Opens the Select Document dialog, allowing you to select a widget to apply in the current document.
Media Explorer		Opens the Media Explorer.
Upload...		Opens the multiple file upload dialog, allowing you to upload resources to your project.
Sequence Manager...		Opens the Sequence Manager. If elements are selected, they are the elements which will take part in the sequence.
Spell Check...		Checks spelling on the entire document. If errors are found, a dialog with suggestions is shown, allowing you to correct the error. After finishing, the status bar shows how many errors were found, and how many words were altered.
Change Password...		Opens the change password dialog, allowing you to change your Compositica password.

4.1.10 Help

The help menu provides with helpful and informative options.

Content and Index		Opens the Compositica help manual.
Getting Started		Opens the Compositica getting started manual.
Keyboard Map		Shows a list of available keyboard shortcuts.
Send Feedback		
About Compositica		Opens the about dialog.

4.1.11 Context menu

The context menu appears when right-clicking on elements or on the document. The context menu allows for quick access to different options which are also available via the main menu. The options in the context menu are context sensitive, and only the relevant ones show according to the current selection.

Select Ancestor		Shows a list of all ancestors of the selected element, allowing to select them.
Select		Gives options to select elements relative to the selected element, such as the parent, sibling, child and all. See <i>Edit > Select</i> .
Insert		A clone of the Insert menu.
Modify		A clone of the Modify menu.
Format		A clone of the Format menu.

Layout		A clone of the Layout menu.
Lock Group		Locks an element so you can no longer edit its content and children, or locks several elements together in a group.
Unlock Group		Unlocks a previously locked element or group.
Hide Element		Temporarily hides an element, for the purpose of designing only. Hiding doesn't affect the actual document, and is only effective while editing.
Show Element		Shows a previously hidden element.
Cut		Copies the current selection to the clipboard, and removes it from the document.
Copy		Copies the current selection to the clipboard.
Paste		Pastes the contents of the clipboard along with formatting and styles at the caret's position. Allows you to copy content and elements from other documents or from programs such as Microsoft Word.
Paste as Text		Pastes the contents of the clipboard at the caret's position, as plain text.
Remove		Removes the selected element or text.

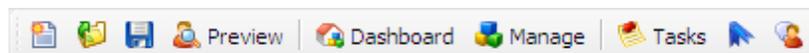
4.2 Toolbars

The toolbars are positioned at the top of the user interface, below the menu, and allow quick access to the most useful menu items. You can customize the toolbars appearance and choose which toolbars to display through the *View > Toolbars* menu.

Each page in this chapter denotes a toolbar. In each page you will find a screenshot of the toolbar, and a list of all the toolbar's buttons, along with the icon and a description of each. The icon links each toolbar button to its equivalent menu item.

- Document
- Edit
- Group
- Insert
- Format
- Layout
- Table
- Tools

4.2.1 Document



New Document		Creates a new document.
Open Document		Opens the Select Document dialog, allowing you to open outline items, master layers, menus, widgets or pop-ups.
Save Document		Saves the current document, or if it's a new document, opens the Save As dialog.
Preview Document		Previews the current document. Even when previewing the current document, the entire project is available for

		navigation.
Project Dashboard		Shows or hides the Project Dashboard, containing various project related widgets.
Manage Project		Opens the Project Manager, allowing you to manage different aspects of the project.
Tasks		Opens the Related Tasks dialog, allowing you to manage tasks for the current document.
Tags		Opens the Assign Document Tags dialog, allowing you to assign tags to the current document.
Chat		Opens the chat widget, listing all the users in your groups, showing their online status, and allowing you to chat with one or more of them.

4.2.2 Edit



Layers		Allows you to show, hide and edit the document's master layer and dynamic layer.
Cut		Copies the current selection to the clipboard, and removes it from the document.
Copy		Copies the current selection to the clipboard.
Paste		Pastes the contents of the clipboard along with formatting and styles at the caret's position. Allows you to copy content and elements from other documents or from programs such as Microsoft Word.
Paste as Text		Pastes the contents of the clipboard at the caret's position, as plain text.
Erase Content		Clears the content of the selected element.
Remove		Removes the selected element or text.
Drag Select		Toggles drag select mode, allowing you to drag and select several elements with a single mouse click.
Select Parent		Selects the direct parent of the selected element.
Undo		Reverts the last change to the document.
Redo		Restores the last change reverted by undo.
Find		Opens the find dialog, allowing you to search for text in the current document.

4.2.3 Group



Lock Group		Locks an element so you can no longer edit its content and children.
Unlock Group		Unlocks a previously locked element.

4.2.4 Insert



Each button of the insert toolbar allows you to insert an element at the caret's position, identically to the Insert menu.

The following elements can be inserted from the insert toolbar:

Text Elements	
Insert Box	
Insert Image	
Insert Table	
Media Player	
Shape	
Navigation	
Insert Multiple Choice	
Insert Drag Drop	
Insert Fill Blank	
Insert Hot Spots	
Game Picker	

4.2.5 Format



Bold		Toggles the bold status of the selected element/text.
Italic		Toggles the italic status of the selected element/text.
Underline		Toggles the underline status of the selected element/text.
Insert Link		Inserts a link element, or converts the selected text to one.
Insert List		Inserts a list element, or converts the selected text to one.
Insert Hot Word		Inserts a hot word element, or converts the selected text to one.
Color		Sets the text color of the selected element/text. Remembers the last used color.
Fill Color		Sets the background color of the selected element/text. Remembers the last used color.
Border Color		Sets the border color of the selected element. Remembers the last used color.
Border Style		Sets the border style of the selected element.
Border Width		Sets the border width of the selected element.
Font Family		Sets the font family of the selected element/text.
Font Size		Sets the font size of the selected element/text.

Text Align		Sets the text alignment of the selected element/text.
Writing Direction		Sets the writing direction of the selected element.
Order		Sets the depths (z-index) of the selected elements.
Center in Parent		Centers the selected element, either vertically, horizontally, or both, within its parent element.
Create Style Rule...		Creates a style rule from the style of the selected element, as either a class or an element style rule.
Style Rule		Provides quick access to apply a style rule to the selected element, as an alternative to the <Style Rule> property.

4.2.6 Layout



Align		Aligns the selected elements according to the actively selected element, either vertically or horizontally.
Distribute		Evenly distributes the selected elements, either vertically or horizontally, according to the two outmost elements.
Fit Size		Fits the size of all elements to the actively selected element.

The layout toolbar is only active when multiple elements are selected.

4.2.7 Table



Add Row		Adds a row below the current one.
Add Column		Adds a column after the current one.
Remove Row		Removes the current row.
Remove Column		Removes the current column.
Merge Rows		Merges the current row with the one below it.
Merge Cells		Merges the current cell with the one after it.
Split Row		Splits the current cell, horizontally.
Split Cell		Splits the current cell, vertically.

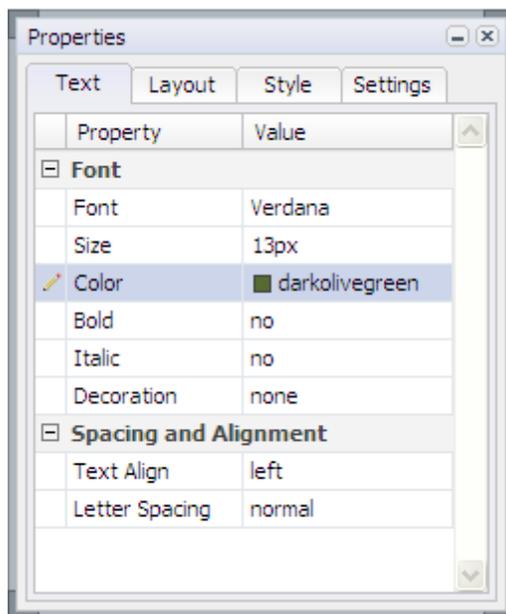
4.2.8 Tools



Spell Check		Checks spelling on the entire document. If errors are found, a dialog with suggestions is opened, allowing you to correct the error. After finishing, the status bar shows how many errors were found, and how many words were altered.
Sequence Manager		Opens the Sequence Manager. If elements are selected, they are the elements which will take part in the sequence.
Upload Multiple Files		Opens the multiple file upload dialog, allowing you to upload resources to your project.

Media Explorer		Opens the Media Explorer.
Apply Widgets		Opens the Select Document dialog, allowing you to select a widget to apply in the current document.
Help		Opens the Compositica help manual.

4.3 Properties pane



The properties pane allows you to modify different properties for elements in your project. The properties pane updates according to your current selection, and shows the real-time state of your elements.

The properties pane consists of several tabs, and the properties grid. The tabs separate properties to 4 categories:

- Text, listing all the properties related to the text of the element and its presentation.
- Layout, listing all the properties related to the element's layout and visual appearance.
- Style, listing all properties related to the styling of the element.
- Settings, listing miscellaneous element-specific settings.

Properties grid

The properties grid lists all the properties of the selected tab, and their current values, accordingly. The available properties can change from element to element. The properties list is divided into collapsible sub-categories.

To change a property, select it on the grid, and click its value. Each property type has a different editor, allowing you to enter or select values which are appropriate for that property. Changes are displayed in real-time, so you can instantly see their effect.

In the Text and Layout tabs, an additional column is shown, containing specificity markers. When a property has a small circle set in the specificity column, it signifies that the property has been explicitly set on that element. When a property is explicitly set on an element, it overrides any settings inherited from its parents, the system style or any style rules. Pressing the marker will remove the property from the element, allowing it to regain its default or inherited value.

When a property is removed by pressing the marker, it cannot be restored by pressing it again. To restore it, you must manually set it to the desired value again.

Filtering properties

All properties available in Composica are divided to 3 levels: basic, normal, and advanced. You can choose to filter the properties you see to one of the levels, according to your level of expertise and personal preference.

To switch between the different modes, use one of the three menu items: *View > Basic Properties*, *View > Normal Properties*, *View > Advanced Properties*.

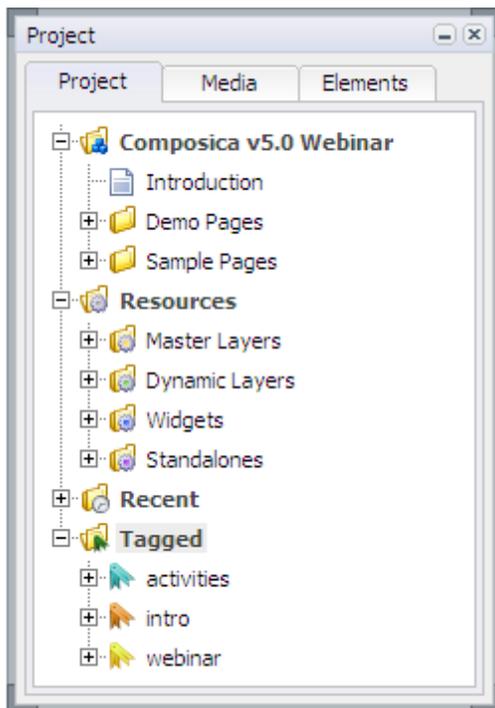
Throughout the elements reference advanced properties are marked by a darker background color.

Floating the pane

To float the pane, either use the *View > Float Properties Pane* menu item, or drag the pane by its caption from its default position. Once floating, you can drag the pane around and position it as you wish.

To dock the pane, either toggle the *View > Float Properties Pane* menu item off, or drag the pane back to its docked position.

4.4 Project pane



The project pane allows you to overview three aspects of your project: the project tree, the media tree, and the elements tree

Project tree

The project tree is similar to the one in the Project Manager. The tree includes the entire outline tree, the resource documents, a recent tree of recently opened documents, and a tagged tree aggregating documents by their tags for quick lookup.

The currently open document is marked in **bold** in the list. Next to each document's title, a number shows the number of currently open tasks on the document. If the number is **bold**, some of these tasks are assigned to the active user.

To open a document from the tree for editing, double-click it or right-click it and use the *Open Document* menu item. To preview a document, right-click it and use the *Preview Document...* menu item.

Widgets can also be quickly applied from the tree, by right-clicking and using the *Apply Widget* menu

item.

Media tree

The media library tree, identical to the one in the Media Explorer, lists all the available media files for the current project.

The tree is divided into two main categories:

- **Project**, which holds the uploaded media files for the currently open project.
- **Public**, which is a public media repository available to all projects, divided into different sections.

All the media files are separated according to their types: *Images, Animations, Movies, Sounds, and Misc*.

To insert a media file, double-click on it, and it will be inserted to the active document.

Elements tree

The collapsible elements tree shows all the elements in the document, in a hierarchical format, making it easier to understand the structure of the documents, to find elements in it, and to keep control of the document.

Elements can be selected by pressing them in the tree, and multiple elements can be selected by holding down the Shift or Ctrl keys. The show/hide eye icon can be used to temporarily hide elements, to make complex documents less cluttered and more manageable, without affecting the actual document. The context menu can also be used by right-clicking elements in the tree.

Some relatively positioned elements can be rearranged by dragging them around in the tree: feedback sub-elements, test feedback sub-elements, survey items, and blog widgets.

Additional options related to the elements tree are available from the *View > Elements Tree* menu:

- The entire tree can be expanded/collapsed using the *View > Elements Tree > Expand All* and the *View > Elements Tree > Collapse All* menu items.
- All elements in the document can be shown/hidden using the *View > Elements Tree > Show All* and the *View > Elements Tree > Hide All* menu items.
- When the *View > Elements Tree > Auto-Collapse Tree* option is checked, the tree is automatically collapsed to only show the selected element.
- When the *View > Elements Tree > Start as Collapsed* option is checked, the tree starts off as collapsed. This option is only available if auto-collapsing is turned off.

Floating the pane

To float the pane, either use the *View > Float Properties Pane* menu item, or drag the pane by its caption from its default position. Once floating, you can drag the pane around and position it as you wish.

To dock the pane, either toggle the *View > Float Properties Pane* menu item off, or drag the pane back to its docked position.

4.5 Select Project

The Select Project dialog lets you choose a project to open, from any project in the system you have access to.

The Select Project dialog can be opened by using the Open Project button in the Quick Start panel of the Composica Dashboard, or the *Project > Open Project...* menu item. The Select Project functionality is also available from the Projects tab in the Project Dashboard.

The projects in the tree are divided by the following, for easy access:

- **Recent** - Lists the recently accessed projects.
- **Tagged** - Lists each tag, and the projects associated with that tag.
- **All** - Lists all projects, divided by:
 - **Type** - Either **Projects** or **Templates**.

- **Group** - Lists each user group, and the projects associated with that group.
- **Owner** - Lists each user, and the projects they own.

Filter

The *Look for* input at the bottom of the dialog allows to search for projects by text or tags:

- Enter the desired text in the input; or
- Enter the desired tags in the input, separated by space or commas; or
- Press the the arrow to open the Filter by Tags dialog, where tags can be selected from a list or from a tag cloud.
- Press the *Find* button to commit the search.

Search results will be shown in the projects tree.

4.6 Select Document

The select document dialog is used in various situations where a document needs to be selected, such as when opening a document, or by certain properties which point to documents within the course, such as the Navigation Button <Navigate To> property.

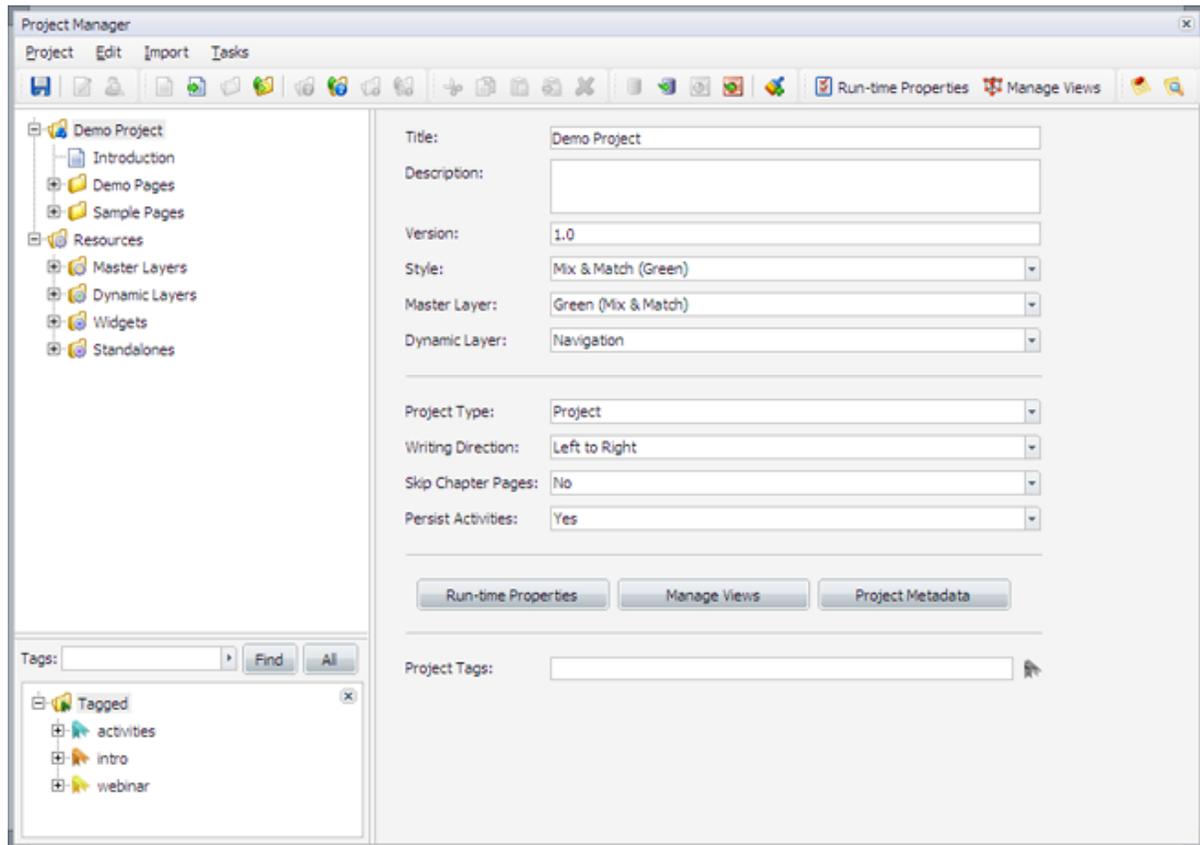
Tree

The tree shows all documents in the project, along with a tagged tree aggregating the available documents by tags for quick access. In some usage scenarios, only documents of specific types will be available in the tree, as appropriate.

Preview

On the right-hand side of the dialog, a snapshot preview of the selected document is shown, unless the Show Snapshot checkbox is unchecked. The Preview link can be used to open a live preview of the selected document.

4.7 Project Manager



The Project Manager allows you to manage different aspects of your project including its outline and resources and its properties. Any changes made in the Project Manager are not effective until saved.

Menu

The main menu is divided into four menus:

- Project, listing project-wide options.
- Edit, listing operations relevant to the tree.
- Import, listing import related operations.
- Tasks, listing task related operations.

Toolbar

The toolbar offers quick access to most of the operations available from the main menu.

Tree

The tree allows you to overview two aspects of your project:

- Outline, listing all the outline items in your project.
- Resources, listing all the resource documents used in your project.

Items in the tree can be easily dragged and dropped in order to be rearranged and reorganized.

Tags

The tags pane gives quick access to documents by their tags. All tags can be browsed through by pressing the *All* button, and one or more tags can be searched for using the Tags input and pressing the *Find* button. Selecting an item in the tagged tree selects the equivalent item in the project tree. The tags pane can be expanded and collapsed according to need, by resizing it, or collapsed completely using the

X button on the upper-right corner of the tagged tree.

Properties

The properties section allows you to view and change the properties available for the selected item in the tree. Each item may have different properties available. Read more about specific project properties and document properties.

4.7.1 Menu

Project

Run-time Properties...		Opens the Run-time Properties dialog, allowing you to customize the appearance and behavior of the course in run-time.
Manage Views...		Opens the views management dialog, allowing you to create and manage the project's views.
Edit Metadata...		Opens the Metadata Editor dialog, allowing you to configure various project metadata.
Add System Style...		Opens the Add System Style dialog, allowing you to select one of the system styles listed, so it will be available to the project and can be assigned to any of the documents.
Save Project		Saves the current state of the project.
Assign Groups...		Opens the Groups dialog, allowing you to assign groups of users which can view and edit the project.
Outline Report...		Generates an outline report, listing the outline tree, starting from the currently selected document. In the outline report, press the <i>Up</i> button to move to the parent node's outline report.
Remove Project...		Removes the project from the system. Once the removal is confirmed, the project will be removed completely, and cannot be recovered.
Close		Closes the Project Manager.

Edit

Design Document		Closes the Project Manager, and opens the selected document for edit.
Preview Document		Previews the selected document.
Add Page After		Adds a page after the selected document.
Add Page Inside		Adds a page inside the selected document.
Add Chapter After		Adds a chapter after the selected document.
Add Chapter Inside		Adds a chapter inside the selected document.
Add Test After		Adds a test after the selected document.
Add Test Inside		Adds a test inside the selected document.

Add Test Section After		Adds a test section after the selected document.
Add Test Section Inside		Adds a test section inside the selected document.
Cut		Copies the selected document to the clipboard, and removes it from the tree.
Copy		Copies the selected document to the clipboard.
Paste After		Pastes the document from clipboard after the selected document.
Paste Inside		Pastes the document from clipboard inside the selected document.
Remove		Removes the selected document.

Import

Import After...		Opens the Import dialog, allowing you to import documents from other projects after the selected document.
Import Inside...		Opens the Import dialog, allowing you to import documents from other projects inside the selected document.
Import PowerPoint After...		Opens the Import PowerPoint Presentation dialog, allowing you to import a PowerPoint presentation after the selected document.
Import PowerPoint Inside...		Opens the Import PowerPoint Presentation dialog, allowing you to import a PowerPoint presentation inside the selected document.
Import Style Rules...		Opens the Import Style Rules dialog, allowing you to import class and element-type style rules from a different project.

Tasks

Manage Tasks...		Opens the Related Tasks dialog, allowing you add and manage tasks for the selected document.
Task Reports...		Opens task reports for the selected document (and its descendants), listing and summarizing the tasks.

4.7.2 Toolbar



Save Project		Saves the current state of the project.
Design Document		Closes the Project Manager, and opens the selected document for edit.
Preview Document		Previews the selected document.
Add Page After		Adds a page after the selected document.
Add Page Inside		Adds a page inside the selected document.
Add Chapter After		Adds a chapter after the selected document.
Add Chapter Inside		Adds a chapter inside the selected document.
Add Test After		Adds a test after the selected document.

Add Test Inside		Adds a test inside the selected document.
Add Test Section After		Adds a test section after the selected document.
Add Test Section Inside		Adds a test section inside the selected document.
Design Document		Closes the Project Manager, and opens the selected document for edit.
Cut		Copies the selected document to the clipboard, and removes it from the tree.
Copy		Copies the selected document to the clipboard.
Paste After		Pastes the document from clipboard after the selected document.
Paste Inside		Pastes the document from clipboard inside the selected document.
Remove		Removes the selected document.
Import After...		Opens the Import dialog, allowing you to import documents from other projects after the selected document.
Import Inside...		Opens the Import dialog, allowing you to import documents from other projects inside the selected document.
Import PowerPoint After...		Opens the Import PowerPoint Presentation dialog, allowing you to import a PowerPoint presentation after the selected document.
Import PowerPoint Inside...		Opens the Import PowerPoint Presentation dialog, allowing you to import a PowerPoint presentation inside the selected document.
Add System Style...		Opens the Add System Style dialog, allowing you to select one of the system styles listed, so it will be available to the project and can be assigned to any of the documents.
Run-time Properties...		Opens the Run-time Properties dialog, allowing you to customize the appearance and behavior of the course in run-time.
Manage Views...		Opens the views management dialog, allowing you to create and manage the project's views.
Manage Tasks		Opens the Related Tasks dialog, allowing you add and manage tasks for the selected document.
Task Reports...		Opens task reports for the selected document (and its descendants), listing and summarizing the tasks.

To search for media files associated with one or more tags:

- Enter the desired tags in the *Tags* input, separated by space or commas; or
- Press the the arrow to open the Filter by Tags dialog, where tags can be selected from a list or from a tag cloud.
- Press the *Find* button to commit the search.

Search results will be shown in the media tree.

Preview

The preview pane shows a preview of the selected media file, along with information about it such as type, size, and dimensions.

Thumbnails

The thumbnails pane shows a tiled thumbnails layout, giving a quick view through the media files in the current folder. The zoom in/out buttons can be used to change the zoom level of the thumbnails display.

Tagging

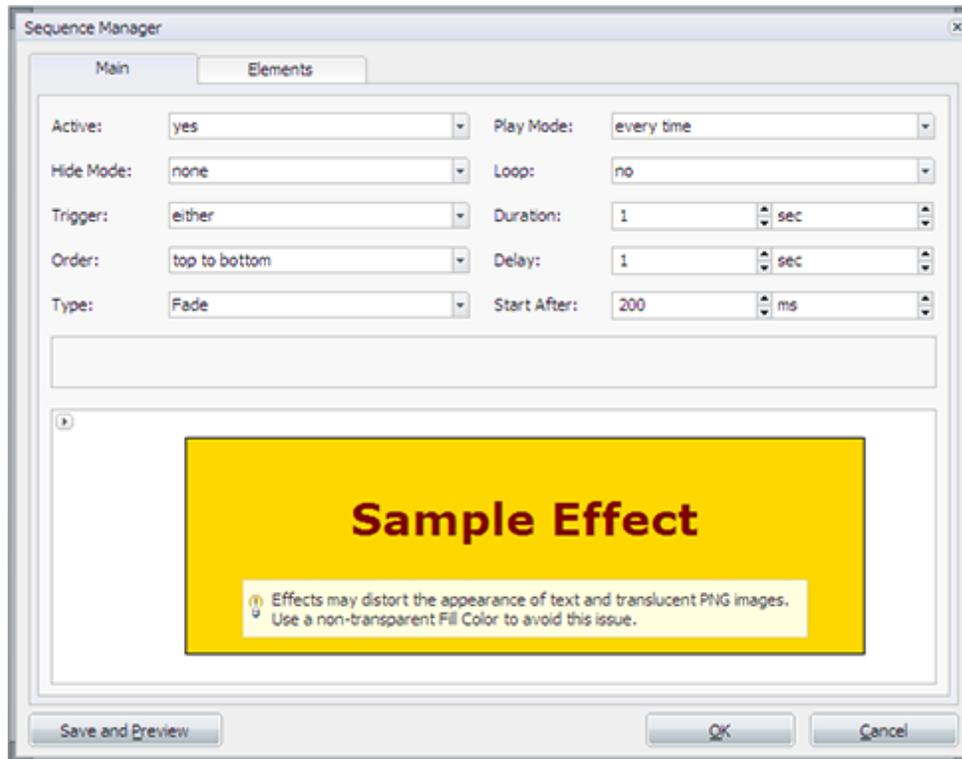
Each media file in the Media Explorer can have one or more tags assigned to it in its Tags field, to assist in organizing different media files, find them quickly and reuse them when necessary.

4.8.1 Toolbar



Upload Media Files		Opens the Upload dialog, allowing you to select multiple files and upload them to the central media library.
Record Audio		Opens the Audio Record dialog, allowing you to record audio files straight inside Compositica.
Refresh Media Files		Refreshes the selected media folder.
Remove Media Files		Removes the selected media item from the Projects folder. After confirming the removal, the item will be removed from the system, and cannot be recovered.
Download Media Files		Allows downloading media files from the Media Explorer and storing them locally.
Toggle Preview Pane		Toggles the visibility of the preview pane.
Toggle Thumbnails		Toggles the visibility of the thumbnails pane.
Find by Tags		Toggles the visibility of the find by tags pane.

4.9 Sequence Manager



The sequence manager allows you to manage and configure effects and narration for your documents and elements. Several features may not be available in all modes. For information about the associated element, see the Sequence Manager element page.

Main

In the main tab, you can configure different properties for the sequence manager, control the type, speed, duration, and other properties of the sequence. Some effect types have additional properties which become available when selected.

You can preview the current configuration by pressing on the preview area at the bottom.

Elements

When available, the elements tab allows you to specify attributes for each element. When set to inherit, the elements use the values configured in the main tab. It also enables you to change the order of appearance for the elements, when <Order> is **custom**.

4.10 Status bar



The status bar shows useful information about the current Compositica activity.

Status

Shows the current activity status. Says "Ready" when Compositica is ready for user interaction.

Project

Shows the name of the active project.

Document

Shows the name of the active document. The left and right pointing arrows allow moving to the next and previous documents.

Element

Shows the name of the currently selected element.

Upload

Shows an icon when an upload is in progress, and the upload progress popup has been closed. Press the icon to show the upload progress popup.

Group Lock

Shows a lock icon when the currently selected item is grouped.

Tags

Shows an icon when the current document has tags associated with it. Put the mouse over the icon to see the tags, and press it to edit or assign new tags.

Chat

Provides quick access to the chat interface. The icon will flash when there's incoming chat activity. To open the chat, press on the icon.

Tasks

Shows an icon when the current document has open tasks. Put the mouse over the icon to see task information, and press it to open the Related Tasks dialog.

Mode

Shows the current editing mode (Design or HTML).

4.11 Keyboard shortcuts

Most frequently used operations in Composica have keyboard shortcuts. To see an updated list of shortcuts, use the *Help > Keyboard Map* menu item.

Document	
New	Ctrl+N
Open...	Ctrl+O
Save	Ctrl+S
Preview Document...	F9
Close	Alt+X
Project	
Manage Project...	F4
Preview Project...	F8
Open Project...	Ctrl+Alt+O
Edit	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X

Copy	Ctrl+C
Paste	Ctrl+V
Paste Special	Ctrl+Alt+V
Erase Content	Ctrl+E
Duplicate	Ctrl+D
Remove	Del
Drag Select	Alt+Drag
Select Parent	Ctrl+W
Select All	Ctrl+A
Find...	Ctrl+F
Replace...	Ctrl+H
View	
Design Mode	Ctrl+Alt+E
HTML Mode	Ctrl+Alt+T
Show Properties Pane	Alt+O
Show Project Pane	Alt+R
Insert	
Header 1	Ctrl+Alt+H
Image	Ctrl+M
Link	Ctrl+K
Table	Ctrl+T
Hot Word	Ctrl+Alt+W
Modify	
Toggle List	Ctrl+L
Add Row	Ctrl+Alt+R
Add Column	Ctrl+Alt+C
Format	
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Tools	
Apply Widget...	Alt+W
Media Explorer...	F6
Upload...	Ctrl+Alt+U
Spell Check...	F7

Help

Content and Index

F1

Elements

Part



The following element reference lists each element available in Composica, its description, its usage, and its available properties. If an element consists of other sub-element, those are listed along with their respective properties.

Each list of properties is divided to sections matching the tabs and sub-categories of the property grid, and the name, type, and description for each property is listed. Rows marked with a darker background color are advanced properties.

- Property types
- Common properties
 - Text
 - Layout
 - Style
 - Settings
- Basic
 - Box
 - Text Elements
 - Link
 - List
 - Table
 - Frame
- Media
 - Image
 - Media Player
 - Flash Animation
- Shape
- Social Media
 - Blog
 - Widgets
 - Comments
 - Rating
 - Sign In
- Mashups
 - YouTube Movie
 - Universal Search
 - Twitter Tweets
 - Facebook Like Button
 - Google Chart
 - Google Map Chart
- Navigation
 - Project Title
 - Document Title
 - Navigation Button
 - Navigation Link
 - Popup Button
 - Breadcrumbs
 - Progress Bar
 - Navigation Locator
 - Timer
 - Tree Menu
 - Compact Tree Menu
 - One-Level Menu
- Activities
 - Multiple Choice
 - Point Click
 - Drag Drop
 - Hot Spots
 - Fill Blank
 - Hot Word
 - Survey
 - Feedback
 - Hint
- Other

- Variable
- Test Feedback
- User Identification
- Narration
- Sequence Manager
- Mind Games
 - Master Plumber
 - Space Bubbles
 - High Hops
 - Rescue Mission
 - Game Show

5.1 Property types

Listed along each property in the element reference is the property's type. Following is a list of the possible property types and their descriptions:

Number	Shows a number spin, allowing you to enter a number.
Unit	Shows a number spin, and a unit selection spin.
Point	Shows a pair of number spins, allowing you to enter a point on two axes.
Text	Shows an input, allowing you to enter text.
Select	Shows a list of options, which you can select one from.
Color	Shows a color picker, allowing you to select a color, or transparent where applicable.
Media	Opens the Media Explorer, allowing you to select a media file.
Style Rule	Opens the style rules dialog, allowing you to select a style rule.
Resource	Opens the Select Document dialog, allowing you to select a resource.
Condition	Opens the feedback conditions dialog, allowing to design a certain condition combination.
String List	Opens a dialog containing a list of strings, which can be edited and localized.
YouTube	Opens the YouTube movie selection dialog, allowing to search for and select a YouTube movie.

5.2 Common properties

Most of the properties in Composica are common to all elements. These properties are listed in the following pages, divided according to the tabs of the property grid.

- Text
- Layout
- Style
- Settings

5.2.1 Text

Basic		
Font		
Font	Select	Text's font name. Can also be set via the <i>Font Family</i> toolbar button.
Size	Unit	Text's font size. Can also be set via the <i>Font Size</i> toolbar button.

Color	Color	Text color. Can also be set via the <i>Color</i> toolbar button.
Bold	Select	When on, shows text in bold . Can also be set via the <i>Bold</i> toolbar button.
Italic	Select	When on, shows text in <i>italics</i> . Can also be set via the <i>Italic</i> toolbar button.
Decoration	Select	none - No text decoration. underline - Text is <u>underlined</u> . Can also be set via the <i>Underline</i> toolbar button. overline - Text has a line over it. line-through - Text has a line going through it.
Spacing and Alignment		
Text Align	Select	left - Text is aligned to the left. right - Text is aligned to the right. center - Text is centered. justify - Text is justified. Can also be set via the <i>Text Align</i> toolbar button.
Letter Spacing	Unit	Spacing between letters.
Normal		
Font		
Small Caps	Select	When on, shows text in small capital letters
Transform	Select	none - No text transformation. capitalize - First letter of each word is capitalized. uppercase - Text is transformed to uppercase. lowercase - Text is transformed to lowercase.
Spacing and Alignment		
Line Height	Unit	Distance between lines.
Text Indent	Unit	Indentation of the first line of text.
Text Autospace	Select	Autospacing and narrow space width adjustment of text. none - No extra space is added. ideograph-alpha - Extra spacing between runs of ideographic and non-ideographic text. ideograph-numeric - Extra spacing between runs of ideographic text and numeric characters. ideograph-parenthesis - Extra spacing between a normal (non-wide) parenthesis and an ideograph. ideograph-space - Extends the width of the space character when it is adjacent to ideographs.
Wrapping and Direction		
Word Wrap	Select	normal - Content exceeds the boundaries of its container. break-word - Content wraps to next line, and a word-break occurs when necessary.
Text Overflow	Select	ellipsis - Display ellipsis (...) for overflowing text.

		clip - Clip overflowing text.
Advanced		
Spacing and Alignment		
Text Justify	Select	<p>auto - Automatically determine justification algorithm.</p> <p>distribute - Similar to newspaper, optimized for Asian languages, such as Thai.</p> <p>distribute-all-lines - Similar to distribute, but also justifies the last line of the paragraph. Optimized for ideographic text.</p> <p>inter-cluster - Justifies lines of text that contain no inter-word spacing. Optimized for Asian languages.</p> <p>inter-ideograph - Justifies lines of ideographic text, and increases or decreases both inter-ideograph and inter-word spacing.</p> <p>inter-word - Aligns text by increasing spacing between words, in each line but the last.</p> <p>kashida - Justifies lines of text by elongating characters at chosen points. Optimized for Arabic script languages.</p> <p>newspaper - Increases or decreases the spacing between letters and between words.</p>
Wrapping and Direction		
Word Break	Select	<p>normal - Allows line breaking within words.</p> <p>break-all - Behaves the same as normal for Asian text, yet allows the line to break arbitrarily for non-Asian text. Optimized for Asian text containing excerpts of non-Asian text.</p> <p>keep-all - Behaves the same way as normal for all non-Asian languages. Optimized for text that includes small amounts of Chinese, Japanese, or Korean.</p>
White Space	Select	<p>normal - Lines of text break automatically. Content wraps to the next line if it exceeds the width of the object.</p> <p>nowrap - Line breaks are suppressed. Content does not wrap to the next line.</p>
Unicode Bidi	Select	<p>normal - Element does not open an additional level of embedding. For inline elements, implicit reordering works across element boundaries.</p> <p>embed - Element opens an additional level of embedding. Reordering is implicit inside the element.</p> <p>bidirectional-override - Same as the embed, but this value overrides the implicit bidirectional algorithm.</p>
Writing Mode	Select	<p>lr-tb - Text flows horizontally - from left to right, top to bottom. Used in Roman-based typography.</p> <p>tb-rl - Text flows vertically - from top to bottom, right to left. Non-wide-cell glyphs are rotated 90-degrees clockwise. Used in East Asian typography.</p>

5.2.2 Layout

Basic		
Size and Position		
Width	Unit	Width of the element.
Height	Unit	Height of the element.
Top	Unit	Offset from the top, according to <Position>.
Left	Unit	Offset from the left, according to <Position>.
Bottom	Unit	Offset from the bottom, according to <Position>.
Right	Unit	Offset from the right, according to <Position>.
Position	Select	<p>static - Element has no special position, it follows the flow of its parent's content.</p> <p>absolute - Element is positioned relatively to its parent element.</p> <p>relative - Element is positioned relatively to its position in the flow of its parent's content.</p>
Fill		
Color	Color	Color to use as the background of the element. Can also be set via the <i>Fill Color</i> toolbar button.
Image	Media	Image to use as the background of the element.
Borders		
Style	Select	<p>none - No border is shown.</p> <p>dotted - Border is a dotted line.</p> <p>dashed - Border is a dashed line.</p> <p>solid - Border is a solid line.</p> <p>double - Border is a double solid line.</p> <p>groove - 3d groove, in colors based on <Border Color>.</p> <p>ridge - 3d ridge, in colors based on <Border Color>.</p> <p>inset - 3d inset, in colors based on <Border Color>.</p> <p>outset - 3d outset, in colors based on <Border Color>.</p> <p>Can also be set via the <i>Border Style</i> toolbar button.</p>
Width	Unit	Thickness of the border. Only relevant when <Border Style> is other than none . Can also be set via the <i>Border Width</i> toolbar button.
Color	Color	Border color. Can also be set via the <i>Border Color</i> toolbar button.
Normal		
Fill		
Repeat	Select	<p>repeat - <Fill Image> is tiled horizontally and vertically, to fit the element's size.</p> <p>no-repeat - <Fill Image> is not tiled.</p> <p>repeat-x - <Fill Image> is tiled horizontally, to</p>

		fit the element's width. repeat-y -<Fill Image> is tiled vertically, to fit the element's height.
Image Align X	Select	left - Align <Fill Image> to the left of the element. center - Align <Fill Image> to the center of the element, horizontally. right - Align <Fill Image> to the right of the element.
Image Align Y	Select	top - Align <Fill Image> to the top of the element. center - Align <Fill Image> to the center of the element, vertically. bottom -Align <Fill Image> to the bottom of the element.
Padding and Margin		
Padding	Unit	Padding of the element, between its edges and its contents.
Margin	Unit	Margin of the element from the content surrounding it.
Overflow and Scroll		
Vertical Overflow	Select	visible - Content exceeding the height of the element is not clipped, and a vertical scroll bar is not added. scroll - A vertical scroll bar is added, and content exceeding the height of the element is clipped. hidden - Content exceeding the height of the element is clipped, and a vertical scroll bar is not added. auto - Content exceeding the height of the element is clipped, and a vertical scroll bar is added when necessary.
Horizontal Overflow	Select	visible - Content exceeding the width of the element is not clipped, and a horizontal scroll bar is not added. scroll - A horizontal scroll bar is added, and content exceeding the width of the element is clipped. hidden - Content exceeding the width of the element is clipped, and a horizontal scroll bar is not added. auto - Content exceeding the width of the element is clipped, and a horizontal scroll bar is added when necessary.
Visibility and Z-Order		
Visibility	Select	inherit - Element inherits its visibility from it's parent element. visible - Element is visible. hidden - Element is invisible.
Z Index	Number	A number indicating the element's position in the stacking order. An element with a higher number is displayed above an element with a lower number.
Float		
Float	Select	none - Element is displayed in it's position in

		<p>its parent's content flow.</p> <p>left - Content of the parent element flows to the left of the element.</p> <p>right - Content of the parent element flows to the right of the element.</p>
Misc		
Direction	Select	<p>ltr - Content flows from left to right.</p> <p>rtl - Content flows from right to left.</p> <p>Can also be set via the <i>Writing Direction</i> toolbar button.</p>
Mouse Cursor	Select	<p>all-scroll - Arrows pointing up, down, left, and right with a dot in the middle, indicating that the page can be scrolled in any direction.</p> <p>auto - Automatically determine which cursor to display based on the current context.</p> <p>col-resize - Arrows pointing left and right with a vertical bar separating them, indicating an item/column can be resized horizontally.</p> <p>crosshair - A cross-hair.</p> <p>default - The default system cursor.</p> <p>hand - Hand with the first finger pointing up, indicating pressing the element will result in an action.</p> <p>help - Arrow with question mark, indicating help is available.</p> <p>move - Crossed arrows, indicating the element is to be moved.</p> <p>no-drop - Hand with a small circle with a line through it, indicating that the dragged item cannot be dropped over the element.</p> <p>not-allowed - Circle with a line through it, indicating an action is not allowed.</p> <p>pointer - Identical to hand.</p> <p>progress - Arrow with an hourglass next to it, indicating that a process is running in the background.</p> <p>row-resize - Arrows pointing up and down with a horizontal bar separating them, indicating an item/row can be resized vertically.</p> <p>text - A vertical I-bar, indicating the text is editable.</p> <p>vertical-text - A horizontal I-bar, indicating the text is editable.</p> <p>wait - An hourglass, indicating a process is currently running.</p> <p>N-resize - North pointing arrow, indicating an item can be resized.</p> <p>NE-resize - North-east pointing arrow, indicating an item can be resized.</p> <p>NW-resize - North-west pointing arrow, indicating an item can be resized.</p> <p>S-resize - South pointing arrow, indicating an item can be resized.</p> <p>SE-resize - South-east pointing arrow, indicating an item can be resized.</p> <p>SW-resize - South-west pointing arrow, indicating an item can be resized.</p> <p>E-resize - East pointing arrow, indicating an item can be resized.</p> <p>W-resize - West pointing arrow, indicating an item can be resized.</p>

Advanced		
Fill		
Image Position X	Unit	Horizontal position of <Fill / Image>, according to <Fill / Image Align X>.
Image Position Y	Unit	Vertical position of <Fill / Image>, according to <Fill / Image Align Y>.
Borders		
Top Style	Select	Same as <Border Style>, affecting only the top section of the border.
Top Width	Unit	Thickness of the top section of the border. Only relevant when <Border Top Style> is other than none .
Top Color	Color	Color of the top section of the border.
Right Style	Select	Same as <Border Style>, affecting only the right section of the border.
Right Width	Unit	Thickness of the right section of the border. Only relevant when <Border Right Style> is other than none .
Right Color	Color	Color of the right section of the border.
Bottom Style	Select	Same as <Border Style>, affecting only the bottom section of the border.
Bottom Width	Unit	Thickness of the bottom section of the border. Only relevant when <Border Bottom Style> is other than none .
Bottom Color	Color	Color of the bottom section of the border.
Left Style	Select	Same as <Border Style>, affecting only the left section of the border.
Left Width	Unit	Thickness of the left section of the border. Only relevant when <Border Left Style> is other than none .
Left Color	Color	Color of the left section of the border.
Padding and Margin		
Padding Top	Unit	Padding of the element, between its top edge and its contents.
Padding Right	Unit	Padding of the element, between its right edge and its contents.
Padding Bottom	Unit	Padding of the element, between its bottom edge and its contents.
Padding Left	Unit	Padding of the element, between its left edge and its contents.
Margin Top	Unit	Margin of the element from the content to the top of it.
Margin Right	Unit	Margin of the element from the content to the right of it.
Margin Bottom	Unit	Margin of the element from the content to the bottom of it.
Margin Left	Unit	Margin of the element from the content to the left of it.

Overflow and Scroll		
Scrollbar 3d Light Color	Color	Color of the top and left edges of the scroll box, and scroll arrows of the scroll bar.
Scrollbar Arrow Color	Color	Color of the arrows of the scroll bar.
Scrollbar Base Color	Color	Base color of the scroll bar.
Scrollbar Dark Shadow Color	Color	Color of the bottom and right edges of the scroll box, and scroll arrows of the scroll bar.
Scrollbar Face Color	Color	Face color of the scroll bar.
Scrollbar Highlight Color	Color	Highlight color of the scroll bar.
Scrollbar Shadow Color	Color	Shadow color of the scroll bar.
Float		
Line Alignment	Select	top - Vertically aligns text lines to the top. bottom - Vertically aligns text lines to the bottom.
Clear	Select	none - Element can be displayed alongside floating content. left - Element is moved below any floating content on its left. right - Element is moved below any floating content on its right. both - Element is moved below any floating content.
Misc		
Page Break After (Print)	Select	always - In print, always insert a page break after an element. auto - In print, automatically determine whether to insert a page break after an element.
Page Break Before (Print)	Select	always - In print, always insert a page break before an element. auto - In print, automatically determine whether to insert a page break before an element.
Display	Select	block - Element is rendered as a block element. none - Element is not rendered. inline - Element is rendered as an inline element.

5.2.3 Style

Basic		
Style Rules		
Style Rule	Style Rule	Style rule to apply to the element.

Common elements might also have style properties which relate to effects and narration. For more information, see the Sequence Manager element.

5.2.4 Settings

Basic		
Misc		
Tooltip	Text	Advisory information to show when the mouse is over the element.
Normal		
Misc		
Name	Text	A name associated with the element, to be displayed in the elements tree, for easier recognition. Only meaningful in design time.
Advanced		
Misc		
Tab Index	Number	Index of the element in the tabbing order. A negative value omits the element from the tabbing order.
Hide Focus	Select	When off, focus is visibly indicated by a dotted rectangle around the element. Otherwise focus is not visibly indicated.

5.3 Basic

Basic elements are the simplest and most generic elements in Compositica, which are likely to be used in any document. These elements have little to no functionality, and can be fitted to many uses.

- Box
- Text Elements
- Link
- List
- Table
- Frame

5.3.1 Box

Box elements are generic elements, with no specific purpose. A box can contain any content or elements, and can be used for laying out text or as a design building block.

To insert a box element, use the *Insert > Box* menu item, or press the *Insert Box* toolbar button.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Settings		
Link		
Link To	Text	A URL to open when pressing the box.
Window Name	Text	The name of the window to open the <Link To> URL in. If no window name is given, the URL

will be opened in a new window. Only relevant when a URL is set.

5.3.2 Text Elements

Text elements are generic elements, and their visual appearance is defined by the document's style.

Each text element type can be customized by creating a style rule for that element. To learn more, see style rules.

To insert a text element, use one of the *Insert > Text Elements* menu items or the *Text Elements* toolbar button:

- *Text*
- *Header 1* - Large header
- *Header 2* - Medium header
- *Header 3* - Small header
- *Subscript*
- *Superscript*
- *Footer 1* - Large footer
- *Footer 2* - Small footer
- *Instructions*
- *Comment*
- *Quote*
- *Horizontal Separator*
- *Vertical Separator*
- *Marquee*

Marquee

Marquees are special text elements, used to create scrolling text, and exhibit additional properties.

Settings		
Marquee		
Behavior	Select	scroll - Text scrolls in from one end and out of the other. alternate - Text scrolls from one end to the other, and reverses when reaching the end. slide - Text scrolls in from one end and stops when reaching the other.
Loop	Select	Number of times to repeat the scroll before stopping. infinitely never stops repeating.
Direction	Select	The direction the text scrolls in.
Step Size	Number	The size of each step of the scroll, in pixels.
Step Delay	Number	The delay between each step of the scroll, in milliseconds.

When <Behavior> is **slide**, setting <Loop> to **infinitely** will not repeat the scroll, and will only slide the text once into position.

5.3.3 Link

Links are inline elements which allow linking external URL's to open when the link is pressed. To change an existing link's text, edit its content.

To convert a piece of text to a hyperlink, select a segment of text, and use the *Insert > Link* menu item, or press the *Insert Link* toolbar button. Inserting a link without selecting a segment of text will append a link at the current position.

Settings		
Link		
URL	Text	A URL to open when pressing the link.
Window Name	Text	A target window name to open the link in. If no name given, the link will open in a new window.

5.3.4 List

Lists display lines of text as list items with a marker next to each.

To convert existing text to a list, select one or more lines of text, and use the *Insert > List* menu item, or press the *Insert List* toolbar button. To add an empty list, use the *Insert > List* menu item or press the *Insert List* toolbar button without any selection.

To convert a list back to lines of text, select it and use the *Modify > Toggle List* menu item. To add a list item to a list, select it and use the *Modify > Add List Item* menu item.

Style		
List		
List Style Type	Select	The marker type to appear next to each list item.
List Style Image	Text	
List Style Position	Select	outside - Marker is placed outside the text, and wrapped text is aligned after the marker. inside - Marker is placed inside the text, and wrapped text is aligned under the marker.

List Item

Each list item of the list is a list item element.

To indent a list item, select it and use the *Modify > Indent List Item* menu item. To outdent a list item, select it and use the *Modify > Outdent List Item* menu item.

5.3.5 Table

Tables are used to represent tabular data in a document.

To insert a table element, use the *Insert > Table* menu item, or press the *Insert Table* toolbar button.

For table manipulation, see the *Modify > Table* menu items, the *Modify > Table Cell* menu items, and the Table toolbar.

Style		
Table		

Outline Depth	Number	Thickness of the table's outline, in pixels.
Cell Spacing	Number	Spacing, in pixels, to apply between each cell of the table.
Cell Padding	Number	Padding, in pixels, to apply to each cell of the table.
Border Collapse	Select	separate - Adjacent borders are separated. collapse - Adjacent borders are collapsed to a single border.
Table Layout	Select	auto - Column width is automatically determined by the widest unbreakable content in the column's cells. fixed - Column widths are fixed, according to specifically set widths, or by equally dividing the table width between columns.

Table Cell

Each cell of the table is a table cell element.

Style		
Table Cell		
Vertical Align	Select	Vertical alignment of the contents of the table cell.
Settings		
Accessibility		
Scope	Select	col - Current cell provides header information for its column. row - Current cell provides header information for its row. colgroup - Header cell provides header information for its column group. rowgroup - Header cell provides header information for its row group.

5.3.6 Frame

Frames are used for embedding other web pages in a document.

To insert a frame element, use the *Insert > Frame* menu item.

Style		
Frame		
Scrolling	Select	auto - Automatically determine when to show scrollbars based on the size of the content. no - Never show scrollbars. yes - Always show scrollbars.
Settings		
Source		

Source	Text	The URL of the webpage to show in the frame.
Frame		
Window Name	Text	Name of the frame, as can be used in links <Window Name> to force links to target the frame.

5.4 Media

Media elements are used to enrich documents. All of the available media types are managed through the Media Explorer, and can all be added and embedded in the document directly from it.

To learn more about adding media elements, read about adding media.

- Image
- Media Player
- Flash Animation

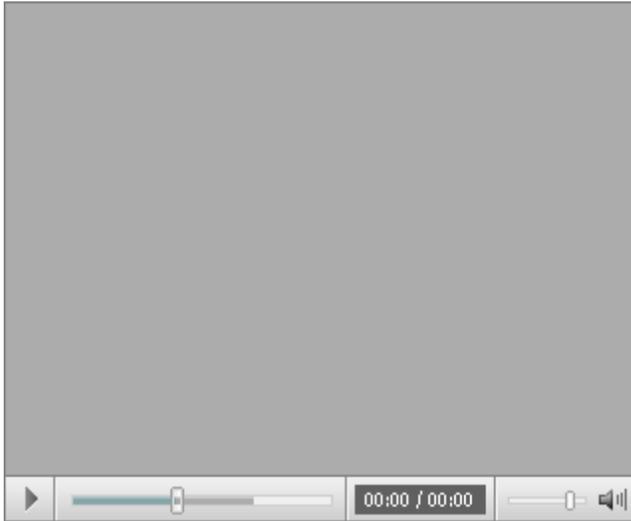
5.4.1 Image

Image elements are used to embed graphics in a document.

To insert an image element, use the *Insert > Image* menu item, or press the *Insert Image* toolbar button. To learn more about adding images, read about adding media.

Style		
Misc		
Image Interpolation	Select	normal - Regular resizing algorithm. bicubic - Uses high-quality bicubic image resampling, making images resize much more smoothly. Only effects Internet Explorer 7 and higher.
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the image.
Settings		
Source		
Source	Media	Image file to use as the source for the image element.
Link		
Link To	Text	A URL to open when pressing the image element.
Window Name	Text	The name of the window to open the <Link To> URL in. If no window name is given, the URL will be opened in a new window. Only relevant when a URL is set.
Accessibility		
Alternate Text	Text	Alternative text for viewers who cannot view the image.

5.4.2 Media Player



Media player elements are used to embed video or audio clips in a document.

To insert a media player element, use one of the *Insert > Media Player* menu items or the *Media Player* toolbar button. A media player can either be inserted using the current style, which generally matches the color theme of the document's style, or the default style which is more generic and fits most styles. Like any other element, the media player can be completely customized after its added to the document. To learn more about inserting media elements, read about adding media.

Style		
Player		
Controls	Select	Provides several preset layouts for the player.
Settings		
Source		
Source	Media	Video or audio file to use as the source for the media element.
YouTube	YouTube	A YouTube movie to display in the standard media player.
Media		
Auto Start	Select	When on, automatically starts the media when entering the page.
Volume	Number	Determines the volume of the audio/video element, with 100 being full volume, and 0 being muted.
Mute	Select	When on, the media player starts as muted.
Window Mode	Select	windowed - Video is opaque overlays all contents in the document. opaque - Video is opaque, but can be overlaid by other elements in the document. transparent - Video can contain alpha transparency, and can be overlaid by other elements in the document. Transparency only

		works with certain video types.
Player		
Visibility	Select	inherit - Media player inherits its visibility from its parent element. visible - Media player is visible. hidden - Media player is invisible.
Allow Seek	Select	When off, seeking in the audio/video is not allowed and the media will be played from start to finish.
Context Menu	Select	When on, right-clicking on the media player shows the media player context menu.
Navigation		
Lock Next Navigation	Select	When on, prevents from navigating to the next page before the media finished playing.

5.4.3 Flash Animation

Flash media elements are used to Adobe (Macromedia) Flash animations in a document.

To insert a flash animation element, use the *Insert > Flash Animation* menu item. To learn more about inserting media elements, read about adding media.

Settings		
Source		
Source	Media	Flash animation file to use as the source for the media element.
Flash Animation		
Loop	Select	When on, the flash animation loops indefinitely when reaching its end.
Context Menu	Select	When on, right-clicking on the flash animation shows an extended flash player context menu.
Quality	Select	The quality of the flash animation. A lower quality could result in better performance, but also in degraded visual appearance.
Transparency	Select	opaque - Blank sections of the flash animation are opaque, and content cannot be seen through. transparent - Blank sections of the flash animation are transparent, and any content underneath them is shown through.

5.5 Shape



Shape elements are used to embed vector graphics in a document.

To insert a shape element, use any shape type from the *Insert > Shape* menu or the *Shape* toolbar

button. Shapes can be quickly rotated by pressing and dragging the rotation handle which appears when the shape is selected.

Style		
Shape and Rotation		
Shape	Select	The type of the shape. One of the following: rectangle, oval, polygon, star, rectangle callout, oval callout, line, arrow, diamond, trapezoid, parallelogram, cross.
Rotation	Number	Angle of the shape's rotation, in degrees. Shapes can also be quickly rotated using the rotation handle.
Rotation Scaling	Select	normal - When resizing while rotated, shape maintains its original aspect ratio. stretch to fit - When resizing while rotated, shape is stretched to fit.
Fill		
Type	Select	none - No fill, the shape's background is transparent. solid - Solid fill, in a single color determined by <Fill / Color>. linear - A linear gradient, between <Fill / Color> and <Gradient Color>. radial - A radial gradient, between <Fill / Color> and <Gradient Color>.
Color	Color	Primary color to use for the fill.
Opacity	Number	Opacity level (0-100) of the fill.
Gradient Color	Color	Secondary color to use in a gradient fill. Only relevant when <Fill / Type> is linear or radial .
Gradient Angle	Number	Angle for a gradient fill, in degrees. Only relevant when <Fill / Type> is linear .
Gradient Opacity	Number	Opacity level (0-100) of the gradient fill.
Stroke		
Type	Select	none - No stroke. solid - A solid stroke outlining the shape. dashed - A dashed stroke, alternating between solid and none.
Color	Color	Color to use for the stroke.
Width	Number	Thickness of the outline stroke.
Dash Spacing	Number	The spacing between stroke dashes. Only relevant when <Stroke / Type> is dashed .
Dash Width	Number	The width of stroke dashes. Only relevant when <Stroke / Type> is dashed .
Shadow		
Enabled	Select	When on, shows a drop shadow underneath the shape.
Color	Color	Color to use for the drop shadow.
Opacity	Number	Opacity level (0-100) of the drop shadow.

Offset X	Unit	Horizontal displacement of the drop shadow from the shape.
Offset Y	Unit	Vertical displacement of the drop shadow from the shape.

Rectangle

Rectangle shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.

Polygon

Polygon shapes have additional properties.

Style		
Shape and Rotation		
Points	Number	The number of corners in the polygon. Minimum of 3 .
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.

Star

Star shapes have additional properties.

Style		
Shape and Rotation		
Inner Radius		The radius of the inner points.
Points	Number	The number of spokes in the star. Minimum of 2 .
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.

Rectangle Callout

Rectangle callout shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.
Callout		
Orientation	Select	The direction of the callout tail. Either bottom left , bottom right , top right , or top left .
Tail Style	Number	One of several (1-4) types of tails.

Oval Callout

Rectangle callout shapes have additional properties.

Style		
Callout		
Orientation	Select	The direction of the callout tail. Either bottom left , bottom right , top right , or top left .
Tail Style	Number	One of several (1-12) types of tails.

Line and Arrow

Line and arrow shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.
Arrows		
Arrow Head	Select	head - Show an arrow head at one end of the arrow. end - Show an arrow head at the other end of the arrow. both - Show an arrow head at both ends of the arrow. none - Don't show an arrow head.
Head Shape	Number	The shape of the arrow head (-100 to 100).
Head Size	Number	The size of the arrow head.
Body Size	Number	Size of the body of the arrow, as a portion (0-100) of the available space.

Diamond

Diamond shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.

Trapezoid

Trapezoid shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.
Base Size	Number	The size of the trapezoid base, as a portion (0-100) of the available space.

Parallelogram

Parallelogram shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.
Tilt	Number	The amount of tilt of the parallelogram's bases, as a portion (0-100) of the available space.

Cross

Cross shapes have additional properties.

Style		
Shape and Rotation		
Corner Radius	Number	The radius to round corners by. 0 means corners are not rounded.
Body Size	Number	The size of the cross body, as a portion (0-100) of the available space.

5.6 Social Media

Social media elements allow the author to develop a community around the course, and make the learners involved in the contents of the course. To learn more about adding social media to the course, read about adding social media.

- Blog
- Comments
- Rating
- Sign In

5.6.1 Blog

Blogs are flexible platforms which let the learners participate in the content of the course.

Blogs created in Compositica are highly configurable and customizable, and can be designed to present the information in various ways. For of this flexibility, blogs consist of a wide variety of sub-elements, each being open to reconfiguration and redesign.

Blogs can be divided into two main sections: the widgets area, normally the left column; and the content area. Blog widgets are covered separately on this page. The main blog consists of a blog navigation element, post elements, a blog comments element, comment post elements and a comment form element.

To insert a blog element, use the *Insert > Social Media > Blog* menu item.

Settings		
Blog		
External Feed	Text	External RSS/Atom feed to use for the blog's content, instead of creating an original blog. When an external feed is provided, the blog operates in read-only mode, and new posts cannot be made.
Summary Word Count	Number	Number of words to show in a post's summary, or all to show entire posts in the summary. When posts are trimmed, they are also stripped

		of any formatting, images and embedded content.
Footer Notice	Text	A customizable line of text which is shown at the bottom of the external blog.
Hide from Search Engines	Select	When on, the blog is hidden from search engine spiders, and is not indexed.
Misc		
Date Format	Select	Date format to use when showing post dates, where yyyy signifies year, mm signifies month, dd signifies day of the month, hh signifies hours, nn signifies minutes and ss signifies seconds.

Comments

The comments element is a special case of a blog, slimmed down and simplified, for allowing learners to quickly add comments on a document. It consists of several post elements and an add post button element.

To insert a comments element, use the *Insert > Social Media > Comments* menu item.

Blog Navigation

Provides controls for navigation through the blog. Consists of two sub-elements, for moving back and forward through the posts. When viewing a single post, the labels of these sub-elements will be replaced with the titles of the next and previous posts.

Settings		
Blog		
Posts per Page	Number	Number of posts to show in each page of the summary, or all to show all posts in one page.

Post

Displays a single blog post. In run-time, the post element is duplicated for each post displayed, and filled in with information and content from the post. A post consists of several variables for displaying this information, a post ellipsis element and a permalink.

A rating element can be added to a post, to allow learner's to rate any of the posts, using the *Modify > Add Rating* menu item

Post Ellipsis

Used in the post summary, when a post's contents have been trimmed, to signify the post contains more information. In run-time, pressing the post ellipsis shows the full post.

The post ellipsis element can be edited to contain different text (or any other content), and its looks can be customized.

Blog Comments

Provides the ability to read and post comments on single posts in the blog. In run-time, comments are only shown when a single post is viewed, and not when showing the post summary. The comments element consists of several comment post elements, and a comment form element.

Viewing and posting of comments can be prevented, by simply removing the comments element using the *Edit > Remove* menu item or the Delete key.

Comment Post

Displays a single comment post. In run-time, the comment post element is duplicated for each comment post displayed, and filled in with information and content from the comment. A comment post consists of

several variables for displaying this information, and a permalink.

Comment Form

Allows learners to add new comments on a post. The comment form element consists of a notice element, an author text field, a rich text element for the comment text, and a submit button.

Settings		
Blog Requirements		
Login Required	Select	When on, only learners which are authenticated can post new comments.
Approval Required	Select	When on, new comments don't show up in the blog until they are approved by a moderator.

Comment Notice

Providing the learner with notices regarding the comment posting process, the notice is only visible in run-time when such information is present. The textual content of these notices can be edited and localized via <Items>.

Settings		
Notice		
Items	String List	Notices which can be displayed to the learner when trying to post a comment.

Permalink

Provides a permanent link to the post or comment in the blog's external version, allowing the learner to read the post or comment outside of Composica, send the link to other people, bookmark the link and more.

Although the permalink is a regular link element, it has special run-time functionality and its <URL> and <Window Name> properties should be left blank.

5.6.1.1 Widgets

Blog widgets, normally contained in the left column of the main blog element, provide different functionalities and aggregations of the blog's posts. Widgets can be added, removed, rearranged, and customized to the author's preference.

To add widgets, use any of the *Modify > Blog* menu items. To remove a widget, simply remove it by selecting it and using the *Edit > Remove* menu item or the Delete key. To reorganize widgets, use the *Modify > Move Widget Up* and *Modify > Move Widget Down* menu items.

The following widgets are available:

- Blog Home Button
- Add Post Button
- Edit Post Button
- Remove Post Button
- Subscribe Link
- Recent Posts
- Recent Comments
- Archive
- Categories
- Tag Cloud
- Top Rated

Blog Home Button

Returns to the blog start page, containing the post summary. To insert a blog home button, use the

Modify > Add Blog Home Button menu item.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.

Add Post Button

Adds a new post. To insert an add post button, use the *Modify > Add Add Post Button* menu item.

When the add post button is selected, the post form is revealed, allowing to edit and customize it.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Settings		
Blog Requirements		
Login Required	Select	When on, only learners which are authenticated can add new posts.
Approval Required	Select	When on, new posts (or edited posts) don't show up in the blog until they are approved by a moderator.

Edit Post Button

Edits the current post. To insert an edit post button, use the *Modify > Add Edit Post Button* menu item.

When the edit post button is selected, the post form is revealed, allowing to edit and customize it.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Settings		
Post Editing		
Edit By	Select	author only - Only the original author of the post can edit it. logged in - Any authenticated user can edit the post. anyone - Anyone can edit the post.

Remove Post Button

Removes the current post. To insert a remove post button, use the *Modify > Add Remove Post Button* menu item.

Style		
--------------	--	--

Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Settings		
Post Removal		
Remove By	Select	author only - Only the original author of the post can remove it. logged in - Any authenticated user can remove the post. anyone - Anyone can remove the post.

Post Form

Allows learners to add new posts, and edit existing ones. The post form element consists of a notice element, several text fields, a rich text element for the post text, and a submit button. None of the fields are required, and any of them can be removed by selecting them and using the *Edit > Remove* menu item or the Delete key.

Post Notice

Providing the learner with notices regarding the posting process, the notice is only visible in run-time when such information is present. The textual content of these notices can be edited and localized via `<Items>`.

Settings		
Notice		
Items	String List	Notices which can be displayed to the learner when trying to add or edit a post.

Subscribe Link

Provides the learners with an RSS/Atom feed link, which allows them to subscribe to the feed with their preferred feed reader and keep track of the blog from outside of Compositica.

Although the subscription link is a regular link element, it has special run-time functionality and its `<URL>` and `<Window Name>` properties should be left blank.

Recent Posts

Displays a summarized list of the recent blog posts. To insert a recent posts widget, use the *Modify > Add Recent Posts Widget* menu item.

The recent posts widget consists of a widget title element, and several widget post elements. In run-time, the widget post element is duplicated for each post, and its comprising variables are filled in with information from the post.

Settings		
Recent Posts		
Post Count	Number	Number of recent posts to show, or all to show all posts.

Recent Comments

Displays a summarized list of the recent comments on blog posts. To insert a recent comments widget, use the *Modify > Add Recent Comments Widget* menu item.

The recent comments widget consists of a widget title element, and several widget post elements. In run-time, the widget post element is duplicated for each post, and its comprising variables are filled in with information from the post.

Settings

Recent Comments

Comment Count	Number	Number of recent comments to show, or all to show all posts.
Summary Word Count	Number	Number of words from the originating blog post to show, or all to show the entire post text.

Archive

Displays a list of all blog posts, by their dates. To insert an archive widget, use the *Modify > Add Archive Widget* menu item.

The archive widget consists of a widget title element, several archive group elements, and several widget post elements. In run-time, the archive group element is duplicated for each calendar month, and the widget post element is duplicated for each post with its comprising variables filled in with information from the post.

Categories

Shows a list of tags associated with posts in the blog, and the number of posts associated with each. To insert a categories widget, use the *Modify > Add Categories Widget* menu item.

The categories widget consists of a widget title element, and several widget post elements. In run-time, the widget post element is duplicated for each tag, and its comprising variables are filled in with information associated with the tag.

Settings

Categories

Count	Number	Number of tags to show, or all to show all posts.
-------	--------	--

Tag Cloud

Shows a list of tags associated with posts in the blog, visually indicating which tag is the most associated with. To insert a tag cloud widget, use the *Modify > Add Tag Cloud Widget* menu item.

The tag cloud widget consists of a widget title element, and several widget post elements. In run-time, the widget post element is duplicated for each tag, and its comprising variables are filled in with information associated with the tag.

Settings

Tag Cloud

Count	Number	Number of tags to show, or all to show all posts.
-------	--------	--

Top Rated

Displays a summarized list of the highest rated blog posts. To insert a top rated widget, use the *Modify > Add Top Rated Widget* menu item.

The top rated widget consists of a widget title element, and several widget post elements. In run-time, the widget post element is duplicated for each post, and its comprising variables are filled in with information from the post.

Settings		
Top Rated		
Post Count	Number	Number of top rated posts to show, or all to show all posts.

5.6.2 Comments

Blogs are flexible platforms which let the learners participate in the content of the course.

Blogs created in Compositica are highly configurable and customizable, and can be designed to present the information in various ways. For of this flexibility, blogs consist of a wide variety of sub-elements, each being open to reconfiguration and redesign.

Blogs can be divided into two main sections: the widgets area, normally the left column; and the content area. Blog widgets are covered separately on this page. The main blog consists of a blog navigation element, post elements, a blog comments element, comment post elements and a comment form element.

To insert a blog element, use the *Insert > Social Media > Blog* menu item.

Settings		
Blog		
External Feed	Text	External RSS/Atom feed to use for the blog's content, instead of creating an original blog. When an external feed is provided, the blog operates in read-only mode, and new posts cannot be made.
Summary Word Count	Number	Number of words to show in a post's summary, or all to show entire posts in the summary. When posts are trimmed, they are also stripped of any formatting, images and embedded content.
Footer Notice	Text	A customizable line of text which is shown at the bottom of the external blog.
Hide from Search Engines	Select	When on, the blog is hidden from search engine spiders, and is not indexed.
Misc		
Date Format	Select	Date format to use when showing post dates, where yyyy signifies year, mm signifies month, dd signifies day of the month, hh signifies hours, nn signifies minutes and ss signifies seconds.

Comments

The comments element is a special case of a blog, slimmed down and simplified, for allowing learners to quickly add comments on a document. It consists of several post elements and an add post button element.

To insert a comments element, use the *Insert > Social Media > Comments* menu item.

Blog Navigation

Provides controls for navigation through the blog. Consists of two sub-elements, for moving back and forward through the posts. When viewing a single post, the labels of these sub-elements will be replaced with the titles of the next and previous posts.

Settings

Blog

Posts per Page	Number	Number of posts to show in each page of the summary, or all to show all posts in one page.
----------------	--------	---

Post

Displays a single blog post. In run-time, the post element is duplicated for each post displayed, and filled in with information and content from the post. A post consists of several variables for displaying this information, a post ellipsis element and a permalink.

A rating element can be added to a post, to allow learner's to rate any of the posts, using the Modify > Add Rating menu item

Post Ellipsis

Used in the post summary, when a post's contents have been trimmed, to signify the post contains more information. In run-time, pressing the post ellipsis shows the full post.

The post ellipsis element can be edited to contain different text (or any other content), and its looks can be customized.

Blog Comments

Provides the ability to read and post comments on single posts in the blog. In run-time, comments are only shown when a single post is viewed, and not when showing the post summary. The comments element consists of several comment post elements, and a comment form element.

Viewing and posting of comments can be prevented, by simply removing the comments element using the *Edit > Remove* menu item or the Delete key.

Comment Post

Displays a single comment post. In run-time, the comment post element is duplicated for each comment post displayed, and filled in with information and content from the comment. A comment post consists of several variables for displaying this information, and a permlink.

Comment Form

Allows learners to add new comments on a post. The comment form element consists of a notice element, an author text field, a rich text element for the comment text, and a submit button.

Settings

Blog Requirements

Login Required	Select	When on, only learners which are authenticated can post new comments.
Approval Required	Select	When on, new comments don't show up in the blog until they are approved by a moderator.

Comment Notice

Providing the learner with notices regarding the comment posting process, the notice is only visible in run-time when such information is present. The textual content of these notices can be edited and localized via <Items>.

Settings

Notice

Items	String List	Notices which can be displayed to the learner when trying to post a comment.
-------	-------------	--

Permalink

Provides a permanent link to the post or comment in the blog's external version, allowing the learner to read the post or comment outside of Composica, send the link to other people, bookmark the link and more.

Although the permalink is a regular link element, it has special run-time functionality and its <URL> and <Window Name> properties should be left blank.

5.6.3 Rating

Rating elements give the learners the ability to rate content, and express their views on different subjects.

Rating elements consist of one or more rating on, rating off and rating edit elements, and usually contain several variables. The star images can be easily replaced, by replacing the images in these sub-elements.

To insert a rating element, use the *Insert > Social Media > Rating* menu item.

Settings		
Rating		
Accumulate Votes	Select	When on, votes are accumulated, and the rating shown is the average of all accumulated votes.
Star Count	Number	Number of stars (3-10) in the rating element, or the max rating.
Description	Text	Description of the rating, to be sent to the LMS along with the score.

Rating On

Represents an active star in the rating. Usually contains an image, and can be customized to any image or any other content.

Rating Off

Represents a non-active star in the rating. Usually contains an image, and can be customized to any image or any other content.

Rating Edit

Represents an edit star in the rating. Usually contains an image, and can be customized to any image or any other content.

5.6.4 Sign In

Sign in allows for custom authentication for social media. When authentication mode is set to custom, providing a sign in control is required in order to let learners sign up and log in.

The sign in element is made up of the sign in button, and the login form. In run-time, the sign in button shows the login form. When the learner is logged in, the sign in button is automatically hidden.

Signing in is global; once a learner has signed in, he remains logged in for the rest of the course. It is recommended to provide a sign in button in any document that contains social media elements, or alternatively have on in the master layer.

To insert a sign in element, use the *Insert > Social Media > Sign In* menu item.

Login Form

Providing the learners with space to enter their username and password, the login form also functions as a registration form. In design time, the login form is revealed when the sign in button is selected.

The login form consists of several text fields, a login button, a register button, and a notice. In order to log in, learners enter their username and password, and press the login button. In order to register, learners enter their design username and password, repeating the password in the verification field, and press the register button.

Notice

Providing the learner with pertinent information about the sign in process, such as errors and missing information, the notice is only visible in run-time when such information is present. The textual content of these notices can be edited and localized via <Items>.

Settings		
Notice		
Items	String List	Notices which can be displayed to the learner during the login or registration process.

5.7 Mashups

Mashups are special elements, which integrate Web 2.0 services provided by third-party service providers into Composica, while using Composica native design and elements making them completely flexible and customizable. To learn more about adding mashups, read about adding mashups.

- YouTube Movie
- Universal Search
- Twitter Tweets
- Facebook Like Button
- Google Chart
- Google Map Chart

5.7.1 YouTube Movie

YouTube movie elements are used to embed streaming movies and videos from YouTube in the course, using the native YouTube interface. YouTube movies can also be displayed using the Media Player.

To insert a YouTube movie element, use the *Insert > Mashups > YouTube Movie* menu item. The YouTube movie selection dialog will open, providing an interface to find and select a YouTube movie, by keywords or by its ID. After selected the movie, use the *Insert* option to add the movie using the native YouTube interface.

Settings		
Source		
Source	YouTube	YouTube movie to show in the player. Opens a special selection dialog, allowing to search for and select YouTube movies.
Player		
Color	Color	Color to use for the player.
Show Border	Select	When on, a border is shown.
Border Color	Color	Color to use for the border. Only relevant when <Show Border> is yes .
Allow Fullscreen	Select	When on, the fullscreen button is shown

		allowing to view the movie in fullscreen.
Loop	Select	When on, the movie loops when it reaches its end.
Show Related	Select	When on, related movies are shown when the movie reaches its end.

5.7.2 Universal Search

Universal search elements allow the learner to search in one or more search engines from within Compositica, without having to leave the learning environment.

Universal search elements can contain one or more search engine elements.

To insert a universal search element, use the *Insert > Mashups > Universal Search* menu item.

Settings		
Universal Search		
Show Results In	Select	external window - Open a new window with the search results. frame - Show search results in a frame, in the current document.
Read Only	Select	When on, the search term is predetermined and cannot be modified.

Search Engine

Each search engine element represents a choice of search engine the learner can use to make the lookup.

Additional search engines can be added using the *Modify > Add Search Engine* menu item.

Settings		
Search Engine		
Search In	Select	The search engine to use. Custom will use the search engine defined in <Custom URL>.
Custom URL	Text	A custom search engine URL, only relevant when <Search In> is Custom . The search query will be appended to the URL, so the URL should similar to the following format: my.web.site/search?q=

5.7.3 Twitter Tweets

Twitter tweets element allows to embed a twitter feed in the document, which shows the most recent twitter updates when viewing the course.

A twitter tweets element is basically an enhanced comments element, and as such it inherits the same basic properties and behaviors from it. Additionally to these properties, the twitter tweets element introduces several properties which allow configuring what tweets are displayed.

To insert a twitter tweets element, use the *Insert > Mashups > Twitter Tweets* menu item.

Settings		
-----------------	--	--

Twitter		
Hashtag or Search	Text	Show tweets containing the specified hashtag or search query.
From Twitterer	Text	Show tweets from the specified author.
To Twitterer	Text	Show tweets in reply to the specified user.
Tweet Type	Select	Include only the most recent tweets, the most popular tweets, or a mixed aggregation of both.
Tweet Count	Number	Number of tweets to list.
Misc		
Date Format	Select	Date format to use when showing tweet dates, where yyyy signifies year, mm signifies month, dd signifies day of the month, hh signifies hours, nn signifies minutes and ss signifies seconds.

5.7.4 Facebook Like Button

Facebook like button embeds a standard facebook like interface in the document, allowing learners to express interest in a specific document, and share it with their facebook peers.

To insert a facebook like button element, use the *Insert > Mashups > Facebook Like Button* menu item.

Settings		
Facebook Like Button		
Title	Select	Displays like or recommend as the action taken.
Layout	Select	A standard or minimal layout for the interface.
Color Scheme	Select	A light or dark color scheme, to better match the background of the document.
Show Faces	Select	When on, shows the faces of people who liked this document.

5.7.5 Google Chart

Google charts allow charting data, which is entered into the element, in one of several ways.

Google chart elements consist of data set elements and data point elements, which describe the data of the chart. These elements are not visible when the course is published, they are fed into the chart.

To insert a Google chart element, use the *Insert > Mashups > Google Chart* menu item.

Settings		
Chart Appearance		
Chart Type	Select	The type of chart to display, either line , sparkline , columns , columns stacked , pie , 3d pie , venn , scatter , radar , map or meter . For the map chart type, see the Google Map Chart.

Width	Unit	Width of the chart.
Height	Unit	Height of the chart.
Color	Color	Color of the chart.
Background Color	Color	Background color of the chart.
Area Type	Select	Fill type for the chart area, either solid , gradient , or stripes .
Area Color 1	Color	Primary fill color for the chart area.
Area Color 2	Color	Secondary fill color for the chart area, only relevant when <Chart / Area Type> is gradient or stripes .
Gradient Angle	Number	Angle of the chart area gradient. Only relevant when <Chart / Area Type> is gradient .
Title		
Title	Text	Title to show in the head of the chart.
Size	Unit	Font size to use for chart title.
Color	Color	Font color to use for chart title.
Axes		
Axis 1 Font Size	Unit	Font size for the first axis label.
Axis 1 Font Color	Color	Font color for the first axis label.
Axis 2 Font Size	Unit	Font size for the second axis label.
Axis 2 Font Color	Color	Font color of the second axis label.
Legend		
Show	Select	When on, a legend is shown on the chart.
Position	Select	Position to show the legend in, either bottom , top , right or left . Only relevant when <Legend / Show> is yes .
Grid		
Show	Select	When on, a grid is shown in the back of the chart.
X Step	Number	Step between each grid line on the X-axis. Only relevant when <Grid / Show> is yes .
Y Step	Number	Step between each grid line on the Y-axis. Only relevant when <Grid / Show> is yes .
Line Segment	Number	Length of each line segment in the dashed grid line.
Blank Segment	Number	Length of each blank segment in the dashed grid line, or 0 for a solid grid line.
Bars		
Width	Number	Width of each bar. Only relevant when <Chart / Type> is columns or stacked columns .
Spacing	Number	Spacing between bars in each group. Only relevant when <Chart / Type> is columns or stacked columns .
Groups Spacing	Number	Spacing between each group of bars. Only relevant when <Chart / Type> is columns or stacked columns .

Stripes		
Width	Number	The width of each stripe in the chart area. Only relevant when <Chart / Area Type> is stripes .
Direction	Select	The direction of the chart area stripes, either vertical or horizontal . Only relevant when <Chart / Area Type> is stripes .
Scaling		
Min	Number	Minimum point value to scale the chart by. To reset scaling, set both this and <Scaling / Max> to 0 .
Max	Number	Maximum point value to scale the chart by. To reset scaling, set both this and <Scaling / Min> to 0 .
Map		
Geographical Area	Select	Geographical area covered by the map chart. Only relevant when <Chart / Type> is map .

More information about Google chart options can be found on [Google Chart API](#).

Data Set

Each data set in the chart describes a set of points, or an axis. A data set element consists of any number of data point elements.

Additional data sets can be added using the *Modify > Add Data Set* or *Modify > Add Default Data Set* menu items.

Settings		
Colors		
Color	Color	Color of the dataset. When left undefined, inherits the color of the chart.
Labels		
Show	Select	When on, labels are shown for each point in the dataset.
Dataset Label	Text	Label of the dataset, displayed on the axis.
Line		
Width	Number	Width of the line described by the dataset.
Line Segment	Number	Length of each line segment in the dashed line.
Blank Segment	Number	Length of each blank segment in the dashed line, or 0 for a solid line.
Marker		
Show	Select	When on, markers are shown for each point in the data set.
Type	Select	Type of points markers, either arrow , cross , diamond , circle , square or x . Only relevant when <Marker / Show> is yes .
Color	Color	Color of point markers. Only relevant when <Marker / Show> is yes .
Size	Number	Size of point markers. Only relevant when

Priority	Select	<Marker / Show> is yes . Priority of point markers, either high , normal , or low . Only relevant when <Marker / Show> is yes .
----------	--------	---

Data Point

Each point in the chart is described using a data point element.

Additional data points can be added using the *Modify > Add Data Point* menu item.

Settings		
Point		
Label	Text	Label of the data point.
Data	Number	Value of the data point.
Color	Color	Color of the data point. When left undefined, inherits the color of the data set.

Google Map Chart

Google map charts are special cases of the Google chart, used to create a map of geographical area. The geographical area covered by the map is defined by <Geographical Area>. Each data point's <Label> can be set to a country code or state code to highlight it on the map.

See Google's list of supported country codes, and of supported state codes for the USA.

5.8 Navigation

Navigation elements are used to provide information about the document in the scope of the entire project, and to provide navigation from the document to other documents of the project.

- Project Title
- Document Title
- Navigation Button
- Navigation Link
- Popup Button
- Breadcrumbs
- Progress Bar
- Navigation Locator
- Timer
- Tree Menu
- Compact Tree Menu
- One-Level Menu

5.8.1 Project Title

[PROJECT TITLE]

Project title elements are variable elements, with <Value> set to **project title**.

To insert a project title element, use the *Insert > Navigation > Project Title* menu item or the *Navigation > Project Title* toolbar button.

5.8.2 Document Title

[DOCUMENT TITLE]

Document title elements are variable elements, with <Value> set to **location title**.

To insert a document title element, use the *Insert > Navigation > Document Title* menu item or the *Navigation > Document Title* toolbar button.

5.8.3 Navigation Button



Navigation buttons allow the viewer to navigate to another document on the project, when <Trigger> is triggered.

To insert a navigation button, use the *Insert > Navigation > Navigation Button* menu item or the *Navigation > Navigation Button* toolbar button.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Pressed Style	Style Rule	Used while the mouse is pressed over the button.
Disabled Style	Style Rule	Used when the button is disabled.
Visited Style	Style Rule	Used once the button's target has already been visited.
Settings		
Behavior		
Trigger	Select	<p>click - The navigation is triggered when the button is pressed.</p> <p>mouseover - The navigation is triggered when the mouse is over the button.</p> <p>timer - The navigation is triggered after an interval specified by <Trigger Delay>.</p>
Operation	Select	<p>next - Navigate to the next document in the outline.</p> <p>previous - Navigate to the previous document in the outline.</p> <p>next chapter - Navigate to the next chapter in the outline.</p> <p>previous chapter - Navigate to the previous chapter in the outline.</p> <p>up - Navigate to the document above the current one in the outline hierarchy.</p> <p>custom - Navigate to a custom document, specified by <Navigate To>.</p> <p>back - Navigates back in the viewed documents history.</p> <p>forward - Navigates forward in the viewed documents history.</p> <p>refresh - Refresh the current document.</p> <p>close window - Close the current window.</p>

		finish test - Finish the current test. print - Print the current document.
Navigate To	Resource	A specific outline document in the project to navigate to.
Trigger Delay	Unit	When <Trigger> is timer , the interval to wait before triggering the navigation.
State		
Enabled On	Select	default - Button is not specifically enabled on special situations. first page - Button is enabled on the first page of the project. last page - Button is enabled on the last page of the project. first chapter page - Button is enabled on the first page of each chapter. last chapter page - Button is enabled on the last page of each chapter. first test page - Button is enabled on the first page of each test. last test page - Button is enabled on the last page of each test.
Disabled On	Select	default - Button is not specifically disabled on special situations. first page - Button is disabled on the first page of the project. last page - Button is disabled on the last page of the project. first chapter page - Button is disabled on the first page of each chapter. last chapter page - Button is disabled on the last page of each chapter. first test page - Button is disabled on the first page of each test. last test page - Button is disabled on the last page of each test.
Disabled Mode	Select	disable - Keep the button shown when disabled. hide - Hide the button when disabled.

5.8.4 Navigation Link

[NAVIGATE](#)

Navigation links are inline navigation button elements, with the appearance of a regular link.

To insert an inline navigation link, use the *Insert > Navigation > Navigation Link* menu item or the *Navigation > Navigation Link* toolbar button. You can optionally select text before inserting, which would convert the text segment to a navigation link element.

5.8.5 Popup Button

Popup buttons open a standalone document or a URL in a new popup window, when <Popup Trigger> is triggered.

To insert a popup button, use the *Insert > Navigation > Popup Button* menu item or the *Navigation > Popup Button* toolbar button.

Style		
Popup		
Popup Top	Unit	The offset of the popup window from the top edge of the screen.
Popup Left	Unit	The offset of the popup window from the left edge of the screen.
Popup Width	Unit	The width of the popup window.
Popup Height	Unit	The height of the popup window.
Position Center	Select	When on, automatically positions the popup window at the center of the screen.
Resizable	Select	When on, the popup window can be resized by the viewer.
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Pressed Style	Style Rule	Used while the mouse is pressed over the button.
Settings		
Source		
Source	Resource	The standalone document to open in the popup window.
URL	Text	When no <Popup> set, the URL to open in the popup window.
Behavior		
Popup Trigger	Select	click - The popup is triggered when the button is pressed. timer - The popup is triggered after an interval specified by <Popup Delay>.
Popup Delay	Unit	When <Popup Trigger> is timer , the interval to wait before triggering the popup.
Popup Mode	Select	modeless - The viewer can interact with the main project window while the popup window is open. modal - The viewer cannot interact with the main project window while the popup window is open, until it's closed.

5.8.6 Breadcrumbs

[Previous Location](#)  [Current Location](#)

Breadcrumbs show the current location, in relation to the outline hierarchy.

Breadcrumb elements consist of a parent crumb element, a crumb separator element, and a current crumb element.

To insert a breadcrumbs element, use the *Insert > Navigation > Breadcrumbs* menu item or the *Navigation > Breadcrumbs* toolbar button.

Settings		
Behavior		
Can Navigate	Select	When on, breadcrumbs can be used to navigate to any documents they list.

Parent Crumb

The parent crumb element is a generic text element, which can be altered visually to affect the visual appearance of the breadcrumbs.

Crumb Separator

The crumb separator element is a generic element, which can be altered visually to affect the visual appearance of the breadcrumbs.

Current Crumb

The current crumb element is a generic text element, which can be altered visually to affect the visual appearance of the breadcrumbs.

5.8.7 Progress Bar



Progress bars show the progress made on the entire course, indicated by either the completion percentage of the course, or by the current location in the outline.

Progress bar elements consist of percent done elements and percent not done elements.

To insert a progress bar element, use the *Insert > Navigation > Progress Bar* menu item or the *Navigation > Progress Bar* toolbar button.

Settings		
Behavior		
Indicate	Select	completion - Show indication of the completion status of the project. location - Show indication of the current location in the outline of the project.
Progress Root	Select	project - Show global progress in the project. current chapter - Show local progress in the current chapter.
Show Percentage	Select	When on, the progress bar shows a numeric presentation of the done percentage.

Percent Done

The percent done element is the segment of the progress bar showing the relative amount done throughout the course. The percent done element's contents can not be edited, but its visual appearance can be customized.

Percent Not Done

The percent not done element is the segment of the progress bar showing the relative amount of the course that is yet to be done. The percent done element's contents can not be edited, but its visual appearance can be customized.

5.8.8 Navigation Locator

Page [PAGE NO.] out of [TOTAL PAGES]

Navigation locators show the current page number and the total number of pages.

Navigation locator elements are generic elements, consisting of text and two variable elements:

- Page No., showing the current page number, is a variable element with <Value> set to **page number**.
- Total Pages, showing the total count of pages in the course, is a variable element with <Value> set to **total pages**.

The text of the navigation locator can be modified as in any other generic element, and variables can be added or removed for customization.

To insert a navigation locator element, use the *Insert > Navigation > Navigation Locator* menu item or the *Navigation > Navigation Locator* toolbar button.

Settings		
Behavior		
Mode	Select	project - Show global progress in the project. current chapter - Show local progress in the current chapter.

5.8.9 Timer

00:00

Timers allow one of several actions to trigger, after a specific amount of time has passed since the document has been first viewed.

Timer elements contain a timer message element.

To insert a timer element, use the *Insert > Navigation > Timer* menu item or the *Navigation > Timer* toolbar button.

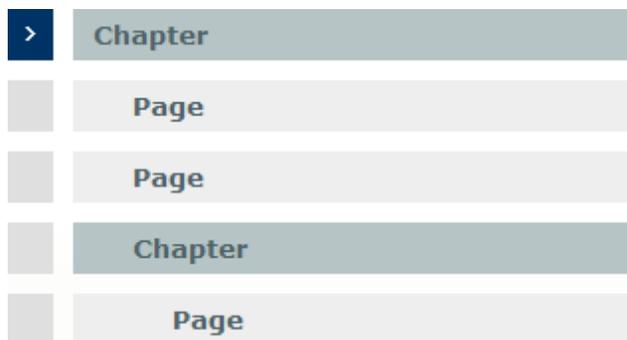
Settings		
Behavior		
Duration	Unit	The time from the first viewing of the document, after which the action specified by <Timer Action> will be executed. When auto , inherits the test properties if available.
Timer Action	Select	Defines the action to execute once the timer has elapsed. auto - Inherits the test properties, when available. Otherwise, does nothing. check question - Check the question in the document. next - Navigate to the next document in the outline. check and next - Check the question in the document, and then navigate to the next document in the outline. custom - Navigate to the document specified by <Navigate To>.

		none - Take no action.
Navigate To	Resource	The document to navigate to once the timer has elapsed. Only relevant when <Timer Action> is custom .
Navigate Delay	Unit	The time after the timer has elapsed before navigating to <Navigate To>. Only relevant when <Timer Action> is custom .
Reset on Navigation	Select	When on, resets the timer when navigating away from the page.
Appearance		
Visible	Select	When off, the timer isn't visible on screen, but the <Timer Action> is still executed after the timer has elapsed.
Mode	Select	Defines the visual appearance of the timer. Only relevant when <Visible> is true . digital - A digital clock. horizontal - A horizontal bar. vertical - A vertical bar. boxed - A growing box.
Count Mode	Select	The direction to count in, either down or up .
Show Message	Select	When on, shows the timer message element once the timer has elapsed. Only relevant when <Visible> is true .
Update Interval	Unit	The time between each visual update to the timer. Only relevant when <Visible> is true .

Timer Message

The timer message element is a generic element, which is shown when the timer has elapsed. The timer message is only shown if <Show Message> is **true**, and <Visible> is **true**.

5.8.10 Tree Menu



Tree menus show a traversable menu of the project outline in the form of a tree.

Tree menu elements consist of one or more: menu chapter elements, menu page elements, menu container elements, current marker elements, and done marker elements.

To insert a tree menu element, use the *Insert > Navigation > Tree Menu* menu item or the *Navigation > Tree Menu* toolbar button.

Style

Style Rules

Mouse Over Chapter Style	Style Rule	Used for menu chapter elements when the mouse is over them.
Mouse Over Page Style	Style Rule	Used for menu page elements when the mouse is over them.
Current Chapter Style	Style Rule	Used for chapter elements when they are the current chapter.
Current Style	Style Rule	Used for page elements when they are the current page.
Done Style	Style Rule	Used for page elements when the page is done.
Settings		
Location		
Menu Root	Select	Defines which document will be considered as the root of the menu. Any documents higher than the menu root will not be shown as part of the menu. project - The root of the project. current location - The current document. parent location - The parent of the current document. mixed - The current document if it's a chapter, or the parent document otherwise. custom - A custom document, specified by <Custom Root>.
Custom Root	Resource	The document to consider as the root of the menu. Only relevant when <Menu Root> is custom .
Initial Appearance		
Levels	Select	The number of levels to show (threshold) beneath the root level. all - Show any number of levels.
Start State	Select	collapsed - Initiates the tree with all chapters in collapsed state. expanded - Initiates the tree with all chapters in expanded state. expand one level - Initiates the tree with one level of chapters in expanded state, and the rest in collapsed state. expand two levels - Initiates the tree with two levels of chapters in expanded state, and the rest in collapsed state.
Show	Select	all - Show any type of documents. chapters - Show only chapter documents.
Auto Expand	Select	Automatically expand the menu to show the current page.
Auto Scroll	Select	Automatically scroll the menu to show the current page.
Show Empty Chapters	Select	When off, empty chapters are hidden from the menu.
Hide Unvisited	Select	When on, documents which have not yet been visited are hidden from the menu.
Behavior		
Collapsible	Select	When on, chapters can be collapsed to hide the

		documents underneath them.
Toggle Sibling	Select	When on, expanding a chapter collapses all its sibling chapters.
Disable Navigation	Select	When on, the menu is for display purposes only, and cannot be used for navigation.
Markers		
Current Marker	Select	Defines whether the current marker is shown.
Done Marker	Select	Defines whether the done marker is shown.
Started Marker	Select	Defines whether the started marker is shown.
Mark Current Chapter	Select	all parents - Mark all parents of the current page as the current chapter. highest parent - Mark only the highest parent of the current page as the current chapter. nearest parent - Mark only the nearest parent of the current page as the current chapter.

Compact Tree Menu



The compact tree menu is a modified tree menu, which is styled to be simple and compact.

To insert a compact tree menu element, use the *Insert > Navigation > Compact Tree Menu* menu item or the *Navigation > Compact Tree Menu* toolbar button.

Menu Chapter

Each chapter of the project's outline is represented by a menu chapter element. Customizing the visual appearance of one menu chapter element will alter the visual appearance of all menu chapter elements throughout the menu.

When `<Collapsible>` is **true**, and the chapter contains other documents, pressing the menu chapter element collapses or expands (hides or shows, accordingly) the documents underneath the chapter. Otherwise, pressing the menu chapter element navigates to the chapter.

Menu Page

Each page of the project's outline is represented by a menu page element. Customizing the visual appearance of one menu page element will alter the visual appearance of all menu page elements throughout the menu.

Pressing a menu page element navigates to the page.

Menu Container

Menu container elements are used for each branch in the menu's hierarchy.

Current Marker

The current marker element is a generic element, which is used to mark the current document in the menu. Current markers are only shown when `<Mark / Current>` is **true**.

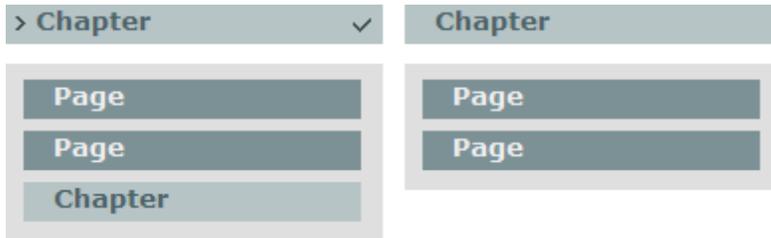
Started Marker

The started marker element is a generic element, which is used to mark a chapter which has been started but not completed. Started markers are only shown when `<Mark / Started>` is **true**.

Done Marker

The current marker element is a generic element, which is used to mark which of the documents in the menu are done. Done markers are only shown when <Mark / Done> is **true**.

5.8.12 One-Level Menu



One-level menus show a traversable menu of one level of the project's outline.

One-level menu elements consist of one or more: menu chapter elements, menu page elements, derived chapter elements, derived page elements, menu block elements, menu container elements, current marker elements, and done marker elements.

To insert a one-level menu element, use the *Insert > Navigation > One-Level Menu* menu item or the *Navigation > One-Level Menu* toolbar button.

Style		
Style Rules		
Mouse Over Sub-Chapter	Style Rule	Used for derived chapter elements when the mouse is over them.
Mouse Over Sub-Page	Style Rule	Used for derived page elements when the mouse is over them.
Mouse Over Chapter Style	Style Rule	Used for menu chapter elements when the mouse is over them.
Mouse Over Page Style	Style Rule	Used for menu page elements when the mouse is over them.
Current Chapter Style	Style Rule	Used for chapter elements when they are the current chapter.
Current Style	Style Rule	Used for page elements when they are the current page.
Done Style	Style Rule	Used for page elements when the page is done.
Settings		
Location		
Menu Root	Select	<p>Defines which document will be considered as the root of the menu. Any documents higher than the menu root will not be shown as part of the menu.</p> <p>project - The root of the project. current location - The current document. parent location - The parent of the current document. mixed - The current document if it's a chapter, or the parent document otherwise. custom - A custom document, specified by</p>

Custom Root	Resource	<Custom Root>. The document to consider as the root of the menu. Only relevant when <Menu Root> is custom .
Initial Appearance		
Layout	Select	columns - Shows a column for each branch in the root level, with its derived documents underneath it. rows - Shows a row for each branch in the root level, with its derived documents side-by-side. bars - Shows a list of all the documents. pop menu - Shows a list of all the documents in the root level, with each branch opening a list of derived documents. drop down - Shows a column for each branch in the root level, with its derived documents dropping down from it.
Start State	Select	collapsed - Initiates the tree with all chapters in collapsed state. expanded - Initiates the tree with all chapters in expanded state. expand one level - Initiates the tree with one level of chapters in expanded state, and the rest in collapsed state. expand two levels - Initiates the tree with two levels of chapters in expanded state, and the rest in collapsed state.
Show	Select	all - Show any type of documents. pages - Show only page documents. chapters - Show only chapter documents.
Auto Expand	Select	Automatically expand the menu to show the current page.
Auto Scroll	Select	Automatically scroll the menu to show the current page.
Show Empty Chapters	Select	When off, empty chapters are hidden from the menu.
Hide Unvisited	Select	When on, documents which have not yet been visited are hidden from the menu.
Behavior		
Collapsible	Select	When on, chapters can be collapsed to hide the documents underneath them.
Toggle Sibling	Select	When on, expanding a chapter collapses all its sibling chapters.
Disable Navigation	Select	When on, the menu is for display purposes only, and cannot be used for navigation.
Markers		
Current Marker	Select	Defines whether the current marker is shown.
Done Marker	Select	Defines whether the done marker is shown.
Started Marker	Select	Defines whether the started marker is shown.
Mark Current Chapter	Select	all parents - Mark all parents of the current page as the current chapter. highest parent - Mark only the highest parent of the current page as the current chapter.

nearest parent - Mark only the nearest parent of the current page as the current chapter.

Menu Chapter

Each chapter of the root level's outline is represented by a menu chapter element. Customizing the visual appearance of one menu chapter element will alter the visual appearance of all menu chapter elements throughout the menu.

When <Collapsible> is **true**, and the chapter contains other documents, pressing the menu chapter element collapses or expands (hides or shows, accordingly) the documents underneath the chapter. Otherwise, pressing the menu chapter element navigates to the chapter.

Menu Page

Each page of the root level's outline is represented by a menu page element. Customizing the visual appearance of one menu page element will alter the visual appearance of all menu page elements throughout the menu.

Pressing a menu page element navigates to the page.

Derived Chapter

Each chapter underneath the root level is represented by a derived chapter element. Customizing the visual appearance of one derived chapter element will alter the visual appearance of all derived chapter elements throughout the menu.

Pressing a derived chapter element navigates to the chapter.

Derived Page

Each page underneath the root level is represented by a derived page element. Customizing the visual appearance of one derived page element will alter the visual appearance of all derived page elements throughout the menu.

Pressing a derived page element navigates to the page.

Menu Block

Menu blocks elements are used for each branch underneath the root level.

Menu Container

Menu container elements are used to hold documents underneath each chapter inside each menu block.

Current Marker

The current marker element is a generic element, which is used to mark the current document in the menu. Current markers are only shown when <Mark / Current> is **true**.

Started Marker

The started marker element is a generic element, which is used to mark a chapter which has been started but not completed. Started markers are only shown when <Mark / Started> is **true**.

Done Marker

The current marker element is a generic element, which is used to mark which of the documents in the menu are done. Done markers are only shown when <Mark / Done> is **true**.

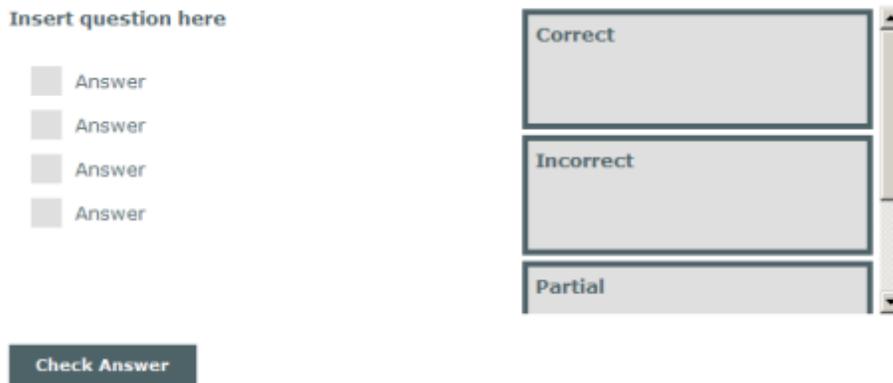
5.9 Activities

Activities are interactive elements, which are used for tests and for creating other interactive experiences for learners. Activities are the most complex of elements, and are usually made of several different types of elements.

Each of the following pages represents an activity, and list each of the sub-elements it consists of, and their respective properties.

- Multiple Choice
- Point Click
- Drag Drop
- Hot Spots
- Fill Blank
- Hot Word
- Survey
- Feedback
- Get a Hint

5.9.1 Multiple Choice



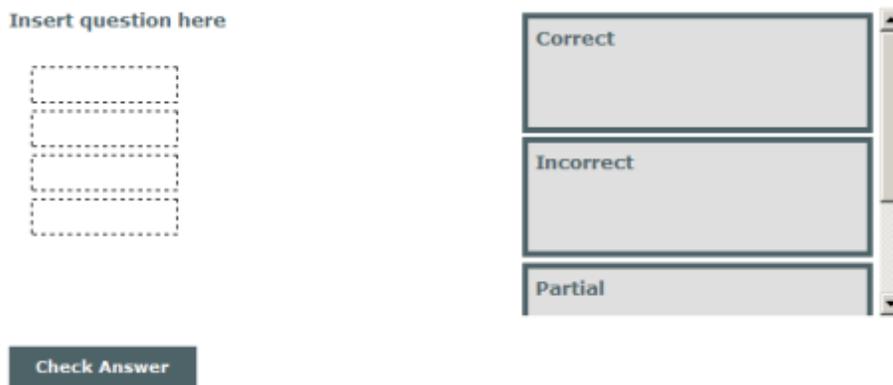
Multiple choice activities consist of a question element, one or more answer elements, a check answer button, and a feedback element.

To insert a multiple choice activity, use the *Insert > Multiple Choice* menu item or the *Insert Multiple Choice* toolbar button.

Style		
Bullets		
Normal Bullet	Media	Used for answer bullets in its normal state.
Pressed Bullet	Media	Used for selected answer bullets.
Right Bullet	Media	Used for answer bullets marked as correct.
Wrong Bullet	Media	Used for answer bullets marked as wrong.
Style Rules		
Answer Normal	Style Rule	Used for an answer in its normal state.
Answer Over	Style Rule	Used for an answer when the mouse is over it.
Answer Pressed	Style Rule	Used for an answer when its selected.
Answer Right	Style Rule	Used for an answer which is marked as correct.
Answer Wrong	Style Rule	Used for an answer which is marked as wrong.
Settings		
Behavior		
Shuffle Answers	Select	When on, randomizes the order of answers.
Immediate Check	Select	When on, the answer is checked immediately

		when an answer is selected, and the check answer button is hidden.
Limit Answer Count	Select	When on, limits the amount of possible answers to the number of correct answers.
Misc		
Description	Text	Description of the activity, to be sent to the LMS along with the result.

Point Click



Point click activities are modified multiple choice activities, with <Immediate Check> set to **true** by default. Point click activities can be used for quickly creating questions where one answer out of several options should be pressed for a correct answer.

To insert a point click activity, use the *Insert > Point Click* menu item.

Question

A question of the multiple choice activity is a generic element. A multiple choice activity can only have one question, and it should not be removed. To edit the question, simply edit the question element's content.

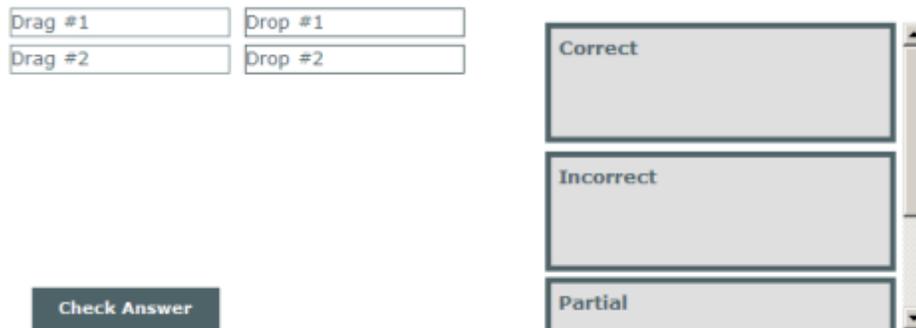
Answer

An answer of the multiple choice activity is a generic element. To add additional answers, use the *Modify > Add Answer* menu item. To remove an answer, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

An answer is considered correct when <Correct> is **true**, and all answers are incorrect by default. One or more answers can be set as correct.

Settings		
Answer		
Correct	Select	Marks the answer as correct or incorrect.

5.9.3 Drag Drop



Drag drop activities consist of one or more pairs of drag item elements and drop area elements, a check answer button and a feedback element. A drag item is considered correct when dropped on a drop area that shares its index.

To insert a drag drop activity, use the *Insert > Drag Drop* menu item or the *Insert Drag Drop* toolbar button.

Usually, drag items and drop areas go in pairs. To add such a pair, use the *Modify > Add Drag Drop Pair* menu item. However, each "pair" can have any number of drag items or drop areas.

To add a drag item to an existing pair, choose an element of the pair and use the *Modify > Add Drag Item To Pair* menu item. To add a drop area to an existing pair, choose an element of the pair and use the *Modify > Add Drop Area To Pair* menu item.

Dummy drag items and drop areas are ones which have an index of -1. Such dummy items aren't involved in the score calculation of the activity.

Style		
Drag Drop		
Drag Opacity	Number	The opacity level (0-100) of the drag items while dragging.
Animate Correction	Select	When on, animates drag items when showing the correction.
Correction Animation Duration	Unit	The time (in milliseconds) for the correction animation to take. Only relevant when <code><Animation Correction></code> is true .
Style Rules		
Dragging Style	Style Rule	Used for a drag item while it's being dragged.
Dropped Style	Style Rule	Used for a drag item after it has been dropped in place.
Settings		
Behavior		
Shuffle Drag Items	Select	When on, randomizes the order of drag items.
Shuffle Drop Areas	Select	When on, randomizes the order of drop areas.
Reject Mismatched Drops	Select	When on, items dropped over a mismatched drop area will be rejected.

On Drop Align To	Select	center - Dropped items will align to the center of the drop area. top-left - Dropped items will align to the top-left of the drop area.
Force Correction Order	Select	Enforces the order in which to fix the items when showing correction, according to their order property.
Allow Drop Over	Select	Allows dragging items over a drop area which already has an item attached to it.
Misc		
Description	Text	Description of the activity, to be sent to the LMS along with the result.

Drag Item

A drag item is a generic element. To remove a drag item, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the drag item.
Dragging Style	Style Rule	Used for the drag item while it's being dragged.
Dropped Style	Style Rule	Used for the drag item after it has been dropped in place.
Settings		
Drag Item		
Drag Item Index	Number	The index of the drag item, linking it to one or more corresponding drop areas. none creates a dummy drag item, which isn't taken into consideration in the score calculation for the activity.

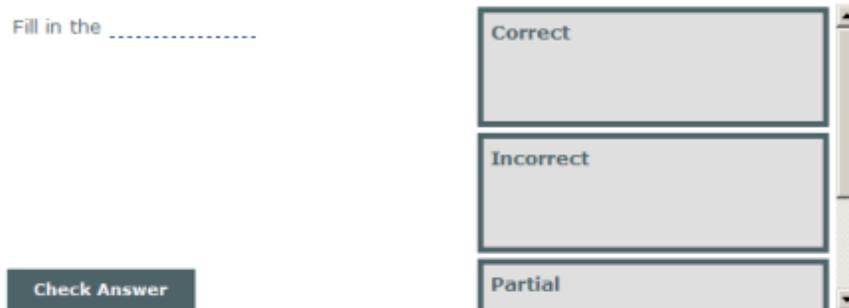
Drop Area

A drop area is a generic element. To remove a drop area, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

Style		
Drop Area		
Opacity	Number	The opacity level (0-100) of the drop area.
Settings		
Drop Area		
Drop Area Index	Number	The index of the drop area, linking it to one or more corresponding drag items. none creates a dummy drop area, which isn't taken into consideration in the score calculation for the activity.
Correction Order	Number	The order in which to fix the items when

showing correction, when <Force Correction Order> is true.

5.9.4 Fill Blank



Fill blank activities consist of a question element with one or more fill blank item elements, a check answer button, and a feedback element. Fill blank activities allow providing one or more writeable or selectable blanks, which needs to be filled correctly to complete the activity.

To insert a fill blank activity, use the *Insert > Fill Blank* menu item or the *Insert Fill Blank* toolbar button.

Settings		
Behavior		
Shuffle Options	Select	When on, randomizes the order of the options of selectable blanks.
Misc		
Description	Text	Description of the activity, to be sent to the LMS along with the result.

Question

The question element of the Fill Blank activity consists of the question along with the blanks of the activity. A fill blank activity can only contain one question, but a question can contain any number of blanks.

The question element should generally not be removed. To add the question element in case of a removal, use the *Modify > Add Question* menu item.

Fill Blank Item

Blanks are inline to the question, which means they are embedded along with the text of the question, to easily maintain the flow of the text. To add an inline blank to the question, you must first enter the question's content editing mode. To remove a blank, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

A blank can be of two types: a writeable blank, and a selectable blank.

Settings		
Fill Blank Item		
Case Sensitive	Select	When on, the entered answer must have the exact same case as the provided options.

Writeable Blank

Writeable blanks are open inputs which can be filled by the viewer. A writeable blank has a list of one or more options, which are considered as correct values for that blank. To add a writeable blank, when editing the question's content, at the position you wish to add the blank use the *Modify > Add Writeable Blank* menu item.

Selectable Blank

Selectable blanks provide the viewer with a list of options to choose from, in which one or more options can be correct. To add a selectable blank, when editing the question's content, at the position you wish to add the blank use the *Modify > Add Selectable Blank* menu item.

Options

Each blank has an option list, which is visible when selecting the blank. To add an option, you must first select the blank you wish to add the option to. To remove an option, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

An option can be of the following types: a blank option, a blank range, and a blank mask.

Blank Option

A blank option is a normal option. To edit a blank option's value, edit its text. To add a blank option, use the *Modify > Add Option* menu item.

Settings

Blank Option

Correct	Select	Marks the option as a correct or incorrect answer.
---------	--------	--

Blank Range

A range option allows for a value within a certain range to be considered correct. A range option is only relevant for writeable blanks. To add a range option, use the *Modify > Add Range Option* menu item.

Settings

Blank Range

Lower Bound	Number	The lower bound of the range to be considered as a correct value.
Higher Bound	Number	The higher bound of the range to be considered as a correct value.

Blank Mask

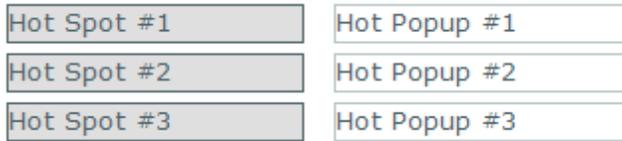
A range option allows for a value which matches a certain mask to be considered correct. A mask option is only relevant for writeable blanks. To add a mask option, use the *Modify > Add Mask Option* menu item.

Settings

Blank Mask

Mask	Text	A wildcard mask to be considered as a correct value. A regular expression can be used, enclosed in forward slashes.
------	------	---

5.9.5 Hot Spots



Hot spots elements consist of one or more pairs of hot spot elements and hot popup elements. A hot popup is shown when the hot spot's event is triggered, according to its <Hot Event>.

To insert a hot spots element, use the *Insert > Hot Spots* menu item or the *Insert Hot Spots* toolbar button.

Usually, hot spots and hot popups go in pairs. To add such a pair, use the *Modify > Add Hot Spot Pair* menu item. However, each "pair" can have any number of hot spots or hot popups.

To add a hot spot to an existing pair, choose an element of the pair and use the *Modify > Add Hot Spot To Pair* menu item. To add a hot popup to an existing pair, choose an element of the pair and use the *Modify > Add Hot Popup To Pair* menu item.

Style		
Hot Spots		
Hide Mode	Select	effect - Use an effect (if defined) when hiding hot popups. plain - Hide hot popups without any effects.
Style Rules		
Visited Style	Style Rule	Used once a hot spot has been shown.
Active Style	Style Rule	Used while a hot spot is active.
Settings		
Behavior		
Exclusive Popups	Select	When on, only one hot popup of this activity can be active at a time.
Play Mode	Select	every time - Hot popups are reset to their initial state every time the document is visited. first time - Hot popups remain in their last shown state when the document is revisited.

Hot Spot

A hot spot is a generic element. To remove a hot spot, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

Style		
Hot Spot		
Opacity	Number	The opacity level (0-100) of the hot spot.
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the hot spot.
Visited Style	Style Rule	Used once a hot spot has been shown.

Active Style	Style Rule	Used while a hot spot is active.
Settings		
Behavior		
Event	Select	mouseover - The hot popup is shown when the mouse is over the hot spot, and hidden when it leaves. click - The hot popup is shown/hidden each time the hot spot is pressed. timer - The hot popup is shown/hidden on a timer, according to <Timer Show Interval> and <Timer Hide Interval>.
Toggle	Select	When on, the hot popup is shown/hidden each time the defined <Hot Event> is triggered. When off, the hot popup is never hidden.
Hide All Popups	Select	When on, hides all other popups when being shown.
Hide Spot on Event	Select	When on, hides the hot spot after being triggered for the first time.
Timer Show Interval	Unit	When <Hot Event> is timer , the interval before showing the hot popup.
Timer Hide Interval	Unit	When <Hot Event> is timer , the interval before hiding the hot popup, after showing it.
Spot Index	Number	The index of the hot spot, linking it to one or more corresponding hot popups.

Hot Popup

A hot popup is a generic element, available for edit when the hot spot associated with it is selected (see also *Modify > Design-Time View*). To remove a hot popup, simply select and remove it using the *Edit > Remove* menu item, or the Delete key.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the hot popup.
Settings		
Behavior		
Hide Event	Select	The event upon which to hide the hot popup (additionally to the behavior implied by <Hot Event>). none - No hiding. click - Hide the hot popup when it is clicked. mouseenter - Hide the hot popup when the mouse goes over it. mouseleave - Hide the hot popup when the mouse goes out of it.
Initial State	Select	The starting state of the hot popup, either visible or hidden .
Hot Popup Index	Number	The index of the hot popup, linking it to one or more corresponding hot spots.
Navigation		

Lock Next Navigation	Select	When on, prevents from navigating to the next page before the hot popup is triggered.
----------------------	--------	---

Hot Popup Close Button

The hot popup close button gives a formal and clear way of closing the hot popup. To add a hot popup close button to a hot popup, use the *Modify > Add Hot Popup Close Button* menu item. To remove it, simply select it and remove it using the *Edit > Remove* menu item, or the Delete key.

5.9.6 Hot Word

Hot words are inline elements, which allow easily adding interactivity embedded in a text paragraph. Hot words consist of a hot word element, and a hot word popup element which is shown when the hot word's event is triggered, according to its <Hot Event>.

Hot words are similar to Hot Spots, but serve a specific purpose of triggering hot word popups on interaction with a segment of text.

To insert a hot word, select a segment of text, and use the *Insert > Hot Word* menu item. Inserting a hot word without selecting a segment of text will append a hot word to the current text.

Style		
Hot Word		
Hide Mode	Select	effect - Use an effect (if defined) when hiding hot word popups. plain - Hide hot word popups without any effects.
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the hot word.
Visited Style	Style Rule	Used once the hot word has been shown.
Active Style	Style Rule	Used when the hot word is active.
Settings		
Hot Word		
Event	Select	mouseover - The hot word popup is shown/hidden when the mouse is over/out the hot spot. click - The hot word popup is shown/hidden when the hot spot is pressed.
Hide All Popups	Select	When on, hides all other popups when being shown.
Link		
Link To	Text	A URL to open when pressing the hot word. Setting a URL voids the normal functionality of the hot word, and the hot word popup is never shown.
Window Name	Text	The name of the window to open the <Link To> URL in. If no window name is given, the URL will be opened in a new window. Only relevant when a URL is set.

Hot Word Popup

A hot popup is a generic element, available for edit when the hot word associated with it is selected.

5.9.7 Survey

Surveys enable the author to collect opinions and other information from the learners. Surveys consist of one or more survey item elements, an optional final message element, and a send button element.

To insert a survey, use the *Insert > Survey* menu item.

Style		
Rating Images		
On Image	Media	Used for rating stars in their active state.
Off Image	Media	Used for rating stars in their inactive state.
Edit Image	Media	Used for rating stars when they're being set.
Settings		
Behavior		
Star Count	Number	Number of stars (3-10) in the rating element, or the max rating, equivalent to the rating <Star Count>.
Store Items Scores	Select	When on, individual items' scores are stored when storing the survey.
Store Survey Total Score	Select	When on, the total score of all participating items is stored when storing the survey.
Store Survey Average Score	Select	When on, the average score of all participating items is stored when storing the survey.
Misc		
Description	Text	Description of the activity, to be sent to the LMS along with the result.

Survey Item

A question participating in the survey, can either be a rating item or an open text item. To rearrange items in the survey, use the *Modify > Move Item Up* and *Modify > Move Item Down* menu items. To remove items from the survey, simply remove them using the *Edit > Remove* menu item or the Delete key.

Rating items consist of a question and a rating element and allow the learners to score the question, within a specified range. To add a rating item to the survey, use the *Modify > Add Rating Item* menu item.

Open text items consist of a question a text area and allow the learners to freely express themselves on the question. To add an open text item to the survey, use the *Modify > Add Open Text Item* menu item.

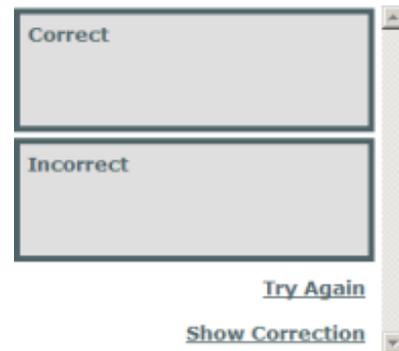
Final Message

A generic element (like box) which can be used to provide a final message to the learner upon completing the survey. The final message element can be removed, simply by removing it using the *Edit > Remove* menu item or the Delete key.

5.9.8 Feedback

The feedback element is a part of all assessment activities. Upon checking the answer of an activity, the feedback element provides the learners with immediate feedback on the accuracy of their answer.

Feedback elements consist of one or more feedback items, along with several optional buttons. The appearance and contents of each of these can be customized, similarly to other generic elements. The feedback element features are configured via the properties pane, and the *Modify > Feedback* menu.



Settings		
Behavior		
Attempts	Number	The number of incorrect attempts possible for this activity.
Auto Fix	Select	When on, automatically corrects the answer after the last incorrect attempt.
Appearance		
Match Size	Select	When on, automatically resizes the feedback element to match its contents.
Hide Mode	Select	effect - Use an effect (if defined) when hiding the feedback. plain - Hide the feedback without any effects.
Navigation		
Lock Next Navigation	Select	When on, prevents from navigating to the next page before the attempts have been exhausted.

Right Feedback

Shown when the answer is correct. To add a right feedback item, use the *Modify > Add Right Feedback* menu item.

Wrong Feedback

Shown when the answer is incorrect. To add a wrong feedback item, use the *Modify > Add Wrong Feedback* menu item.

Settings		
Behavior		
When	Select	On which attempt to show the feedback, either first attempt , second attempt , second attempt and on , third attempt , third attempt and on , last attempt or any attempt .

Partial Feedback

Shown when the answer is partially correct. To add a partial feedback item, use the *Modify > Add Partial*

Feedback menu item.

Settings		
Behavior		
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt .

Final Feedback

Shown after the last attempt. To add a final feedback item, use the *Modify > Add Final Feedback* menu item.

Custom Feedback

Shown when a custom condition is met. To add a custom feedback item, use the *Modify > Add Custom Feedback* menu item.

Settings		
Behavior		
Condition	Condition	A combination of conditions upon which to show the custom feedback item.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt .

Range Feedback

Shown when the number of correct answers is in the specified range. To add a range feedback item, use the *Modify > Add Range Feedback* menu item.

Settings		
Behavior		
Lower Bound	Number	The lower bound of the range of correct answers.
Higher Bound	Number	The higher bound of the range of correct answers.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt .

Close Button

Shown on every attempt. Hides the feedback element. To add a close button, use the *Modify > Add Close Button* menu item.

Style		
--------------	--	--

Behavior

Mouse Over Style	Style Rule	Used when the mouse is over the button.
------------------	------------	---

Retry Button

Shown on every incorrect attempt but the last. Hides the feedback element and allows for another attempt. To add a retry button, use the *Modify > Add Try Again Button* menu item.

Style**Style Rules**

Mouse Over Style	Style Rule	Used when the mouse is over the button.
------------------	------------	---

Settings**Behavior**

Reset Question	Select	When on, the question gets reset when the retry button is pressed.
----------------	--------	--

Fix Button

Shown on the last incorrect attempt. Fixes the activity to show the correct answers. To add a fix button, use the *Modify > Add Show Correction Button* menu item.

Style**Style Rules**

Mouse Over Style	Style Rule	Used when the mouse is over the button.
------------------	------------	---

Settings**Behavior**

Hide Feedback	Select	When on, the feedback is hidden when the fix button is pressed.
---------------	--------	---

Check Button

The check button resides outside of the feedback element, but is connected to it. Validates the answers of the activity, and gives feedback accordingly.

Style**Style Rules**

Mouse Over Style	Style Rule	Used when the mouse is over the button.
------------------	------------	---

5.9.9 Get a Hint

Hints are helper elements, which are added to existing activities to provide helpful hints to learners.

Hint elements contain a hint popup element.

A hint element can be added to the following elements:

- Multiple choice, by selecting a multiple choice element and using the *Modify > Add Hint* menu item.
- Drag drop, by selecting a drag drop element and using the *Modify > Add Hint* menu item.
- Fill blank, by selecting a fill blank element and using the *Modify > Add Hint* menu item.

Style		
Get a Hint		
Hide Mode	Select	effect - Use an effect (if defined) when hiding the hint popup. plain - Hide the hint popup without any effects.
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the hint button.
Visited Style	Style Rule	Used once the hint has been shown.
Active Style	Style Rule	Used when the hint is visible.
Settings		
Behavior		
Hint Event	Select	mouseover - The hint popup is shown/hidden when the mouse is over/out the hint. click - The hint popup is shown/hidden when the hint is pressed.
Score Decrease	Unit	The factor (in percents) by which to decrease the learner's score, once they view the hint. A value of 0 means the score will not be decreased.
Show Once	Select	When on, the hint will only be shown once.
Available After	Unit	The amount of time after which the hint will be available for viewing.
Show Button	Select	effect - Use an effect (if defined) when showing the hint button. plain - Show the hint button without any effects.

Hint Popup

A hint popup is a generic element, available for edit when the hint button associated with it is selected. The hint popup is shown according to the hint <Hint Event>, and should contain any helpful hint to help the player solve the question at hand.

5.10 Other

The following elements don't fit in any of the other categories.

- Variable
- Test Feedback
- User Identification
- Narration
- Sequence Manager

5.10.1 Variable

[Default Value]

Variable elements are text elements which show a dynamic value according to <Value>.

To insert a variable element, use the *Insert > Variable* menu item.

Settings		
Variable		
Value	Select	See information below for the list of options for <Value>.

Value options

The options available for <Value> may be extended according to the element the variable element is nested in. Following is a table of each element, and the options it adds.

All Elements	
project title	Title of the project, as specified in the project properties.
location title	Title of the current document, as specified in the document properties.
page number	Number of the current page out of the total pages in the course.
total pages	Total number of pages in the course.
total done	Total number of pages done in the course.
chapter page number	Number of the current page out of the total pages in the chapter.
chapter total pages	Total number of pages in the chapter.
chapter total done	Total number of pages done in the chapter.
current global score	Current overall score throughout the course.
first name	Learner's first name, as reported by the LMS.
last name	Learner's last name, as reported by the LMS.
middle name	Learner's middle name, as reported by the LMS.
last global score	Last overall score throughout the course.
last status	Last overall status of the course.
total hours	Hour part of the total amount of time spent by the viewer on the course.
total minutes	Minute part of the total amount of time spent by the viewer on the course.
session hours	Hour part of the amount of time spent by the viewer on the current session.
session minutes	Minute part of the amount of time spent by the viewer on the current session.
user identification	User identification, as supplied by the User Identification element.
Multiple Choice	
correct answers	Number of answers answered correctly.
incorrect answers	Number of answers answered wrong.
total answers	Total number of supplied answers.
attempts left	Number of attempts left.
current attempt	Number of the current attempt.
total attempts	Total number of attempts available.

Drag Drop	
correct answers	Number of answers answered correctly.
total answers	Total number of supplied answers.
attempts left	Number of attempts left.
current attempt	Number of the current attempt.
total attempts	Total number of attempts available.
Fill Blank	
correct answers	Number of answers answered correctly.
incorrect answers	Number of answers answered wrong.
total answers	Total number of supplied answers.
attempts left	Number of attempts left.
current attempt	Number of the current attempt.
total attempts	Total number of attempts available.
Test Feedback	
test title	Title of the current test, as specified in the document properties.
total questions	Total number of questions in the test.
total answers	Total number of answers provided in the test.
correct answers	Total number of correct answers in the test.
incorrect answers	Total number of incorrect answers in the test.
partial answers	Total number of partial answers in the test.
total score	Total score achieved in the test.
pass score	Pass score defined for the test, as specified in the test settings.
Blog Post	
post title	Title of the post.
post author	Author of the post.
post date	Date of the post's submission.
post tags	Tags assigned to the post.
post text	Textual contents of the post.
post index	Index of the post within the list.
comment count	Number of comments on the post.
Blog Comment Post	
comment author	Author of the comment.
comment date	Date of the comment's submission.
comment text	Textual contents of the comment.
comment index	Index of the comment within the list.

Blog Recent Posts	
post title	Title of the post.
post author	Author of the post.
post date	Date of the post's submission.
post index	Index of the post within the list.
Blog Recent Comments	
post title	Title of the post which has been commented on.
comment author	Author of the comment.
comment date	Date of the comment's submission.
comment text	Textual contents of the comment.
comment index	Index of the comment within the list.
Blog Archive	
post title	Title of the post.
post author	Author of the post.
post date	Date of the post's submission.
post index	Index of the post within the list.
Blog Categories	
tag label	Label of the tag.
post count	Number of posts associated with the tag.
Blog Tag Cloud	
tag label	Label of the tag.
post count	Number of posts associated with the tag.
Blog Top Rated	
post title	Title of the post.
post author	Author of the post.
post date	Date of the post's submission.
post index	Index of the post within the list.
rating score	Average score for the post.
rating votes	Total number of votes for the post.
Rating	
rating score	Average score.
rating votes	Total number of votes.
BACKUP	

Values of **first name**, **last name**, **middle name**, **total hours**, and **total minutes** all depend on values supplied by a SCORM compliant LMS.

5.10.2 Test Feedback

The screenshot shows a 'Test Feedback' element with a 'Test Summary' table and several feedback messages. The table has the following data:

Test Summary	
Test Title:	[TEST TITLE]
Final Score:	[FINAL SCORE]
Question count:	[QUESTION COUNT]
Correct:	[CORRECT]
Incorrect:	[INCORRECT]
Partial:	[PARTIAL]

Below the table, there are three feedback messages:

- Test Title: [TEST TITLE]
Final Score: [FINAL SCORE]
- Test Pass Score is: [PASS SCORE]
You passed the test!
- Test Pass Score is: [PASS SCORE]
You failed the test!

At the bottom, there is a link: [Click here to review the test](#)

The test feedback element is used to show feedback about a test once it's finished. Test feedback elements consist of one or more feedback items, along with several optional buttons. The appearance and contents of each of these can be customized, similarly to other generic elements. The feedback element features are configured via the properties pane, and the Modify > Test Feedback menu.

To insert a test feedback element, use the *Insert > Test Feedback* menu item. For a test feedback element to operate, it must be linked to its relevant test via the <Linked Test> property.

Settings		
Test Feedback		
Linked Test	Resource	Links the test feedback element to its relevant test.

Test Summary

Lists global statistics for the test.

Settings		
Behavior		
Condition	Condition	A combination of conditions upon which to show the test summary feedback.
When	Select	On which attempt to show the feedback, either first attempt , second attempt , second attempt and on , third attempt , third attempt and on , last attempt or any attempt .

Sections Summary

Lists each section of the test and its statistics.

Settings		
----------	--	--

Behavior		
Condition	Condition	A combination of conditions upon which to show the sections summary feedback.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt.

Test Details

Lists each question in the test and its score.

Settings		
Behavior		
Condition	Condition	A combination of conditions upon which to show the results details feedback.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt.
Appearance		
Activate Review Links	Select	When on, each of the listed answers can be used to navigate back to their corresponding document.
Show Correct Answers	Select	When on, lists answers which are marked as correct.
Show Incorrect Answers	Select	When on, lists answers which are marked as incorrect.
Show Partial Answers	Select	When on, lists answers which are marked as partial.

Custom Test Feedback

A custom feedback shown on a pre-set condition combination.

Settings		
Behavior		
Condition	Condition	A combination of conditions upon which to show the test custom feedback.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt.
Navigation		
Redirect To	Resource	If present, the document to navigate to when the condition is matched and the custom feedback is shown.

Test Results

Shows the final score of the test.

Settings

Behavior

Condition	Condition	A combination of conditions upon which to show the test results feedback.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt .

Test Passed

Shows the pass score of the test, only shown if the test is passed.

Settings

Navigation

Redirect To	Resource	If present, the document to navigate to when the is passed.
-------------	----------	---

Test Failed

Shows the pass score of the test, only shown if the test is failed.

Settings

Navigation

Redirect To	Resource	If present, the document to navigate to when the is failed.
-------------	----------	---

Review Test

A button for reviewing the test, only shown when Allow Review in the test properties is on.

Style

Style Rules

Mouse Over Style	Style Rule	Used when the mouse is over the button.
------------------	------------	---

Settings

Behavior

Condition	Condition	A combination of conditions upon which to show the review button.
When	Select	On which attempt to show the feedback, either first attempt, second attempt, second attempt and on, third attempt, third attempt and on, last attempt or any attempt .

Retake Test

A button for retaking the test.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Settings		
Behavior		
Condition	Condition	A combination of conditions upon which to show the re-test button.
Navigation		
Target	Resource	The document to navigate to when pressing the button. If none set, defaults to the first page of the <Linked Test>.

5.10.3 User Identification

User Identification:

User Identification is required!

User identification is used to identify the learner when basic student tracking is used. User identification can be based on any identifier wanted. A user identification element consists of a label, a text field, and an error message. To specify which identifier is wanted, change the text of the label.

To insert a user identification element, use the *Insert > User Identification* menu item.

Settings		
Behavior		
Mandatory	Select	When on, user identification is required to leave the document it is on.

User Id Label

A descriptive text of the wanted identifier.

Text Field

An input for the user identification.

User Id Error

An error message shown when <Mandatory> is on, and user identification is not filled.

5.10.4 Narration

While the narration itself is managed through the Sequence Manager, there are several helper elements which can be added to enhance the narration experience for the learner.

Narration On/Off

Allows the learner to mute and restore narration throughout the course. The effect of this button is global; after being muted in one page, narration will remain muted in all other pages unless it is restored by the learner.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Muted Style	Style Rule	Used when narration is muted.

Closed Captioning

A generic element (like box) which can be used to provide closed captioning throughout the course. Closed captioning elements are unique, in that they are hidden by default and are only shown if activated by the learner using Closed Captioning On/Off button.

Closed Captioning On/Off

Allows the learner to activate and deactivate closed captioning throughout the course. The effect of this button is global; after being activated in one page, closed captioning will remain activated in all other pages unless it is deactivated by the learner.

Style		
Style Rules		
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Active Style	Style Rule	Used when closed captioning is active.

5.10.5 Sequence Manager



The sequence manager manages the sequential aspects of the document, like effects and narration. The sequence manager is a virtual element, and is not visible in runtime.

To add sequencing to a document, use the *Tools > Sequence Manager...* menu item, or press the Sequence Manager toolbar button. If elements are selected when first applying the sequence manager, these will be the elements that participate in the sequence. If no elements are selected, the top-most elements in the document hierarchy will participate in the sequence.

To configure the global sequence settings, either select the sequence manager element and use the property grid, or use the Sequence Manager dialog.

A sequence manager element can also be added automatically when applying effects or narration to the document or one of its elements. To learn more about adding sequences to the document, read about sequencing and effects.

Style		
Sequencing		
Active	Select	When on, the effect sequence is enabled.
Effect Type	Select	Type of effect to play by default.
Effect Duration	Unit	Duration for each step of the effect sequence.
Delay	Unit	Delay between each step of the effect sequence. Only relevant when <Effect Trigger> is timer or either .
Order	Select	The order of steps of the effect sequence. Either determined by the positions of the elements on screen, random , or custom

		which is specified by their order in the Sequence Manager dialog.
Trigger	Select	timer - The sequence is advanced by a timer, controlled by <Effect Start After>, <Effect Duration> and <Effect Step>. mouse click - The sequence is advanced by mouse clicks - each step is delayed until the mouse is pressed.
Hide Mode	Select	Determines how elements are hidden after being shown by the sequence manager. none - Elements are not hidden. effect - Elements are hidden by using the effect. effect, interlaced - Elements are hidden by using the effect, while the next element gets shown. plain - Elements are hidden without an effect.
Start After	Unit	Delay after showing the page before starting the effect sequence. Only relevant when <Effect Trigger> is timer or either .
Play Mode	Select	every time - Effect sequence is played every time the document is viewed. first time - Effect sequence is only played the first time the document is viewed.
Loop	Select	When on, the effect sequence is repeated infinitely.
Settings		
Navigation		
Lock Next Navigation	Select	When on, prevents from navigating to the next page until the sequence has finished playing.

Participating Elements

Each element which can be part of an effect sequence, is also given the following properties:

Style		
Sequencing		
Effect Active	Select	When on, the element participates in the effect sequence.
Effect Type	Select	Type of effect for the element.
Settings		
Narration		
Narration	Media	An audio file containing narration for the element, to be played along with the effect and be timed accordingly.
Narration Volume	Number	Determines the volume of the narration, with 100 being full volume, and 0 being muted.

5.11 Mind Games

Game elements are a special type of elements, which have a high degree of flexibility both in their options and their visual appearance.

Games can be inserted via the game picker, which can be opened using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker* toolbar button. The game picker also shows a thumbnail of the game, along with a short description of the game and its key attributes.

The following properties are common to all games:

Settings		
Behavior		
Replayable	Select	When off, the start game button is hidden after the game is started, and the game cannot be restarted at any point.
Recycle Questions	Select	When on, questions are recycled once the learner exhausts the question list (and the game isn't over). When off, the game is ended once the learner exhausts the question list.
Force One Attempt	Select	When on, a single attempt is forced on the game's questions.
Show Continue	Select	always - Show the <i>Continue</i> button at all times, allowing the learner to proceed before answering the question. after answer - Only show the <i>Continue</i> button after the learner has answered the question. auto continue - Don't show the <i>Continue</i> button, and automatically continue after the question has been answered.
Appearance		
Show Score	Select	When on, score is displayed along with the game.
Show Results	Select	When on, the results layer is shown after has ended.
Sound Effects		
Sound (default)	Select	Determines the initial state of sounds in the game. When off, sounds are initially muted.
Background	Media	Audio file to play as background music throughout the entire game. The volume for this sound can be set via <Volume / Background>.
Background Volume	Number	The volume, in percents, for the background music.
Start	Media	Audio file to play when the game is started.
Question	Media	Audio file to play when a question is shown.
Correct	Media	Audio file to play when a question is answered correctly.
Incorrect	Media	Audio file to play when a question is answered incorrectly.
Win	Media	Audio file to play when the game is won.

Lose	Media	Audio file to play when the game is lost.
------	-------	---

Each of the following pages represents a game, and lists the game-specific settings, allowing to further customize the game to your personal needs.

- Master Plumber
- Space Bubbles
- High Hops
- Rescue Mission
- Game Show

5.11.1 Master Plumber

The goal of this game is to align the pipes correctly, so they will carry the fluid from one end to the other and not spill at any point along the way.

The game starts with the pipes in randomized directions. The player clicks on a pipe in order to rotate it. Some pipes are broken and marked with a wrench icon. In order to fix a broken pipe and rotate it the player needs to answer a question correctly. If a pipe has not been fixed, the question will simply transfer to the next level. Once the player believes the pipes are properly aligned, the valve can be opened by clicking on it, and start the flow of fluid.

Levels can be loaded from pre-made presets, using <Levels Presets>. Levels can be further customized using the level editor, which can be opened via <Levels Designer>. In the level editor, levels can either be created from scratch, or single levels can be imported from the level presets.

Game attributes:

- **Win:** The player wins by completing all questions and passing the test, or by completing all levels (configurable).
- **Lose:** The player loses when time runs out, or the test is failed.
- **Playability:** Intermediate or advanced strategy/skills required to play the game, depending on levels.
- **Test score:** Questions that the player did not reach before the game ended will not be counted as part of the test.

In the Game layer there is a Solve button, allowing the player to immediately solve the pipe route. This feature is useful if the designer would like to give the player the option to only answer the questions without solving the puzzle. This element will appear in run-time, unless it's manually removed.

To insert a master plumber game, use the *Insert > Mind Games > Master Plumber menu item or the Game Picker > Master Plumber* toolbar menu item. Alternatively, you can use the game picker, which can be opened using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker* toolbar button.

Settings

Behavior

Questions per Level	Number	The number of questions (wrenches) to display in each level. When set to 0 , <Cycle Levels> should be set to false .
Levels Preset	Select	Allows to choose one of the pre-made level sets. Choosing a presets overwrites any level data in <Levels Designer>. <ul style="list-style-type: none"> user defined - Allows you to design your own set of levels, via <Levels Designer>. blank - Resets the level data to a blank set.
Levels Designer	Special	A special property, which opens the level editor

		when clicked. The property displays the number of levels in the active set. Changing the level data via the editor automatically sets <Levels Preset> to user defined .
When Spilled	Select	When failing a level (the fluid was spilled along the way), the game should: next level - continue to the next level, regardless. same level - let the player try the same level again.
Cycle Levels	Select	When on, levels are cycled when all levels have been exhausted and questions still remain. When off, the game is ended once all levels have been exhausted.
Level Time (sec)	Select	The time available for the player to complete each level. After the time has elapsed, the valve is automatically opened and the fluid starts flowing.
Appearance		
Machine Type	Select	The visual appearance of the machine generating the fluid. A setting of mixed cycles through the different machines each level.
Tile Type	Number	The visual appearance of the tiles.
Tile Opacity	Number	The opacity level (0-100) of the tiles.
Pipes Color	Color	The color of the pipes.
Joints Color	Color	The color of the joints connecting between the pipes.
Fluid Color	Color	The color of the fluid running through the pipes.
Liquid Speed	Select	The speed of the fluid running through the pipes, once its starts pumping.
Sound Effects		
Rotate	Media	Audio file to play when a pipe is rotated.
Valve	Media	Audio file to play when the valve is opened.
Success	Media	Audio file to play when the level has been completed successfully.
Failure	Media	Audio file to play when the level has failed (fluid has spilled along the way).

5.11.2Space Bubbles

This is a traditional 'bubbles' game, the goal is to pop all bubbles (in this case, stars or dices) and/or answer all questions. The player aims a cannon and fires it by clicking. If the fired item creates a cluster of at least 3 items of the same type, the cluster explodes. Some stars have questions attached to them. When attempting to explode a star with a question, the player is prompted with a question. A question star cannot be exploded unless the question attached to it is answered correctly.

Game attributes:

- **Win:** The player wins by exploding all items and/or answering all questions (see <Win Condition>). It's possible for a player to win the game, but still fail the test.
- **Lose:** The player loses when time runs out, questions run out, or the items are stacked too low. It's possible for a player to lose the game, but still pass the test.
- **Playability:** Intermediate strategy/skills required to play the game.
- **Test score:** Questions that the player did not reach before the game ended will not be counted as

part of the test.

To insert a space bubbles game, use the *Insert > Mind Games > Game Show menu item or the Game Picker > Game Show* toolbar menu item. Alternatively, you can use the game picker, which can be opened using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker* toolbar button.

Settings		
Behavior		
Questions	Number	The number of questions to attach to stars.
Win Condition	Select	clear all questions - The game is won when all questions have been cleared. clear all stars - The game is won when all the stars have been cleared.
When Wrong	Select	Upon answering a question incorrectly: keep cluster - The rest of the cluster doesn't explode along with the question star. explode cluster - The rest of the cluster explodes, leaving only the question star.
Missed Before Penalty Row	Number	The number of "missed" shots (shots which don't generate explosions) before a penalty row is added. A successful hit resets the counter. A value of 0 disables penalty rows.
Appearance		
Galaxy	Select	The visual appearance of the stars.
Star Sprites	Select	The number of different star sprites to use (a lower number will imply an easier game).
Stars per Row	Number	The number of stars per each row.
Rows	Number	The number of rows of stars.
Show Background	Select	When off, the default background is hidden and the visual appearance of the game can be customized.
Sound Effects		
Explode	Media	Audio file to play when a cluster explodes.
Fire	Media	Audio file to play when a star is fired.

5.11.3 High Hops

The player guides a frog from the left bank of the pond to the right by hopping from one lily pad to the next. The player clicks on a lily pad to hop to, and needs to answer a question correctly to remain on the chosen lily pad.

Game attributes:

- **Win:** The player wins by reaching the right bank. It's possible for a player to win the game, but still fail the test.
- **Lose:** The player loses when time runs out, questions run out, or lily pads run out. It's possible for a player to lose the game, but still pass the test.
- **Playability:** Basic strategy/skills required to play the game.
- **Test score:** Questions that the player did not reach before the game ended will not be counted as part of the test.
- **Special features:** The game can be played by two groups/people playing against each other.

To insert a high hops game, use the *Insert > Mind Games > High Hops menu item or the Game Picker > High Hops toolbar menu item*. Alternatively, you can use the game picker, which can be opened using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker toolbar button*.

Settings		
Behavior		
Attempts	Number	Set the number of attempts per step (lily pad).
Players	Select	The number of players to play the game, either one or two . When set to two , the lily pads on screen will be numbered to aid collaborative play.
Appearance		
Steps per Row	Number	The number of lily pads in a row.
Steps per Column	Number	The number of lily pads in a column.
Frog Color	Select	The player frog color, either red or purple .
Show Ripples	Select	When on, ripples will be shown around the lily pads the player can jump to on each step.
Show Pool	Select	When off, the pool is transparent allowing customization of the game's appearance.
Sound Effects		
Hop	Media	Audio file to play when the frog hops between lily pads.

5.11.4 Rescue Mission

The goal of this game is to rescue the penguin from the hole in the ice by stacking fish under it. A fish comes to the penguin's aid when the player answers a question correctly. The top-most fish will vanish when the player answers a question incorrectly.

Game attributes:

- **Win:** The player wins by completing all questions and passing the test.
- **Lose:** The player loses when when time runs out, the test is failed, or the penguin isn't rescued (see <Drown Mode>).
- **Playability:** No strategy/skills required to play the game.
- **Test score:** Questions that the player did not reach before the game ended will be counted as mistakes in the test.

To insert a rescue mission game, use the *Insert > Mind Games > Rescue Mission menu item or the Game Picker > Rescue Mission toolbar menu item*. Alternatively, you can use the game picker, which can be opened using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker toolbar button*.

Settings		
Behavior		
Drown Mode	Select	Determines whether the penguin drowns if the player fails to answer the question at the bottom of the sea.
Switch Question	Number	The number of switch question lifelines made available to the player.

50:50	Number	The number of 50:50 lifelines (reduces the number of answers by 50%) made available to the player.
Appearance		
Landscape	Select	The visual appearance of the background. A setting of mixed cycles through the different landscape each level.
Fish Type	Select	The visual appearance of the fish stacked under the penguin. A setting of mixed chooses a different fish type each round.
Sea Custom	Select	When on, uses <Sea / Color> to determine the color of the sea.
Sea Color	Color	A custom color to use for the sea. Only relevant when <Sea / Custom> is true .
Sound Effects		
Level	Media	Audio file to play when the player moves up a level.

5.11.5 Game Show

This is a gameshow-type trivia game, the player simply answers questions in order to get ahead in the game.

Game attributes:

- **Win:** The player wins by completing all questions and passing the test.
- **Lose:** The player loses when time runs out, or the test is failed.
- **Playability:** No strategy/skills required to play the game.
- **Test score:** Questions that the player did not reach before the game ended will be counted as mistakes in the test.
- **Special features:** The player may use special lifelines, including "switch the question" and "fifty-fifty".

When you insert an activity to a game show question page, make sure you set the activity size to take only half of the screen (as the other half is taken by the game's host).

To insert a game show game, use the *Insert > Mind Games > Game Show menu item or the Game Picker > Game Show* toolbar menu item. Alternatively, you can use the game picker, which can be opened using the *Insert > Mind Games > Game Picker...* menu item or the *Game Picker* toolbar button.

Settings		
Behavior		
Switch Question	Number	The number of switch question lifelines made available to the player.
50:50	Number	The number of 50:50 lifelines (reduces the number of answers by 50%) made available to the player.
Appearance		
Game Host	Select	The visual appearance of the game host.
Sound Effects		
Continue	Media	Audio file to play when the player continues to the next question.

Troubleshooting

Part



VI

6.1 Composica doesn't start

Popup blockers

Popup blockers can prevent Composica from starting properly. If trying to launch Composica from the Composica Dashboard does not open a new window, make sure any popup blockers you might have are disabled, or have been set to allow popups. Some common popup blockers are the Windows XP SP2 popup blocker, and blockers provided by Internet Explorer toolbars.

Anti-Virus applications

Different anti-virus applications might wrongly identify Composica as a security risk, and interfere with its normal operation. If you're experiencing trouble, try temporarily disabling your anti-virus services, and consult your system administrator.

Internet Explorer security

Internet Explorer's strict security policy might prevent some features from working properly. You're advised to add Composica to Internet Explorer's Trusted sites list.

6.2 Spell checker can't run

The spell checker requires access to certain system components, that might be blocked by Internet Explorer's default security settings. To grant Composica the required permissions, you might need to add it to Internet Explorer's *Trusted sites* list.

Trusted sites

To add Composica to Internet Explorer's Trusted sites list, follow these steps:

1. Open a new Internet Explorer window.
2. Choose the Tools > Internet Options... menu item.
3. Select the Security tab.
4. Select the Trusted sites icon.
5. **Important:** Make sure the Security Level is set to "Low".
6. Press the Sites... button.
7. Make sure the "Require server verification (https:) for all sites in this zone" checkbox is not checked.
8. Enter the URL of Composica in the "Add this Web site to the zone" field.
9. Press the Add button.
10. Press the OK button to close the Trusted sites dialog, and click OK again to close the Internet Options dialog.

You should now see the  *Trusted sites* icon at the bottom of Internet Explorer when starting Composica.

These steps may differ between different Internet Explorer versions. For more information, refer to the Microsoft Internet Explorer manual.

If you've followed these steps, and the spell checker still reports a security error, please make sure you have Microsoft Word installed, as Composica depends on it being installed for its spell checking capabilities.

Index

- A -

Activity elements 121
 adding (tutorial) 7

- B -

Basic elements 86
 adding (tutorial) 6
 Blog element 96, 102
 adding (tutorial) 10
 Blog Comments element 97, 103
 Blog Navigation element 97, 102
 Comment Form element 98, 103
 Comment Notice element 98, 103
 Comment Post element 97, 103
 Permalink element 98, 104
 Post element 97, 103
 Post Ellipsis element 97, 103
 Widget elements 98
 Blog widget elements 98
 Add Post Button element 99
 Archive element 101
 Blog Home Button element 98
 Categories element 101
 Delete Post Button element 99
 Edit Post Button element 99
 Post Form element 100
 Post Notice element 100
 Recent Comments element 100
 Recent Posts element 100
 Subscribe Link element 100
 Tag Cloud element 101
 Top Rated element 101
 Box element 86
 Breadcrumbs element 113
 Crumb Separator element 114
 Current Crumb element 114
 Parent Crumb element 114

- C -

Chapters 25

adding 27
 adding (tutorial) 5
 properties 29
 Chats 41
 Collaborating 39
 Comments element 97, 102
 adding (tutorial) 11
 Common properties 78
 Layout properties 81
 Settings properties 86
 Style properties 85
 Text properties 78
 Compact Tree Menu element 118

- D -

Dashboards 41
 Links widget 44
 Modified Documents widget 43
 Modified Projects widget 43
 My Notes widget 44
 News widget 43
 Recent Blog Comments widget 43
 Recent Blog Posts widget 43
 Recent Publications widget 44
 RSS Feeds widget 44
 Saved Chats widget 44
 Tasks widget 43
 Team Members widget 43
 Developer blogs 40
 RSS feeds 44
 Document design
 tutorial 5
 Document Title element 111
 Drag Drop element 124
 Drag Item element 125
 Drop Area element 125
 Dynamic Layers
 adding 28
 properties 32

- E -

Elements reference 77

- F -

- Facebook Like Button element 107
- Feedback element 132
 - Check Answer element 134
 - Check Button element 134
 - Close Button element 133
 - Custom Feedback element 133
 - Final Feedback element 133
 - Fix Button element 134
 - Partial Feedback element 132
 - Range Feedback element 133
 - Retry Button element 134
 - Right Feedback element 132
 - Wrong Feedback element 132
- Fill Blank element 126
 - Blank Mask element 127
 - Blank Option element 127
 - Blank Range element 127
 - Fill Blank Item element 126
 - Question element 126
 - Selectable Blank element 127
 - Writable Blank element 127
- Flash element 92
- Frame element 89

- G -

- Game Show element 150
- Get a Hint element 134
 - Hint Popup element 135
- Google Chart element 107
 - adding (tutorial) 9
 - Data Point element 110
 - Data Set element 109
- Google Map Chart element 110
 - adding (tutorial) 9
- Groups management 34

- H -

- High Hops element 148
- Hot Spots element 128
 - Hot Popup Close Button element 130
 - Hot Popup element 129
 - Hot Spot element 128

- Hot Word element 130
- Hot Word Popup element 130

- I -

- Image element 90

- K -

- Keyboard shortcuts 73

- L -

- Link element 88
- List element 88
 - List Item element 88

- M -

- Mashup elements 105
 - adding (tutorial) 8
- Master Layers 26
 - adding 27
 - properties 32
- Master Plumber element 146
- Media elements 90
 - adding (tutorial) 8
- Media Explorer dialog 70
 - toolbar 71
- Media Player element 91
- Menu Layers 26
- Menus reference 46
 - Context menu menu 57
 - Document menu 47
 - Edit menu 48
 - Format menu 55
 - Help menu 57
 - Insert menu 49
 - Layout menu 56
 - Modify menu 51
 - Project Manager menu 67
 - Project menu 47
 - Tools menu 57
 - View menu 49
- Mind Games 35
 - adding 36
 - adding (tutorial) 12

Mind Games 35
 elements 145
 layers 36
 Modify menu 51
 Blog element 54
 Blog Post element 55
 Drag Drop element 53
 Feedback element 52
 Fill Blank element 53
 Google Chart element 55
 Hot Popup element 54
 Hot Spots element 53
 Link element 51
 List element 51
 Media Player element 54
 Multiple Choice element 53
 Survey element 54
 Survey Item element 54
 Table Cell element 51
 Table element 51
 Test Feedback element 52
 Universal Search element 55
 Widget Container element 55
 Multiple Choice element 122
 Answer element 123
 Question element 123

- N -

Narration
 adding (tutorial) 10
 Closed Captioning element 143
 Closed Captioning On/Off element 143
 Narration On/Off element 142
 Navigation Button element 111
 Navigation elements 110
 Navigation Link element 112
 Navigation Locator element 115
 New in Composica 5.0 2

- O -

One-Level Menu element 119
 Current Marker element 121
 Derived Chapter element 121
 Dervied Page element 121
 Done Marker element 121

Menu Block element 121
 Menu Chapter element 121
 Menu Container element 121
 Menu Page element 121
 Started Marker element 121
 Other elements 135

- P -

Pages 25
 adding 27
 adding (tutorial) 5
 properties 29
 Point Click element 123
 Popup Button element 112
 Pop-ups 26
 PowerPoint
 importing 33
 Progress Bar element 114
 Percent Done element 114
 Percent Not Done element 114
 Project creation 16
 Blank project 17
 Duplicate of an existing project 17
 Instructional design based project 18
 Styled project 17
 tutorial 4
 Project management 18
 groups 34
 PowerPoint import 33
 project tree 25
 properties 18
 styles 34
 tags 34
 Project Manager dialog 66
 menu 67
 toolbar 68
 Project pane 63
 Project properties 18
 metadata 24
 Project Title element 110
 Project tree 25
 adding documents 27
 document properties 29
 importing documents 32
 organizing documents 28
 removing documents 29
 Properties pane 62

Property types 78
 Color 78
 Condition 78
 Media 78
 Number 78
 Point 78
 Resource 78
 Select 78
 String List 78
 Style Rule 78
 Text 78
 Unit 78
 YouTube Selector 78
 Publishing 37
 multi-SCO considerations 38
 tutorial 13

- R -

Rating element 104
 adding (tutorial) 11
 Rating Edit element 104
 Rating Off element 104
 Rating On element 104
 Rescue Mission element 149
 Run-time properties 19
 SCORM tab 23
 Settings tab 21
 Social Media tab 22
 Window tab 20

- S -

Select Document dialog 65
 Select Project dialog 64
 Sequence Manager dialog 72
 Sequence Manager element 143
 adding (tutorial) 12
 Shape element 92
 Arrow 95
 Cross 96
 Diamond 95
 Line 95
 Oval 93
 Oval Callout 94
 Parallelogram 95
 Polygon 94

Rectangle 94
 Rectangle Callout 94
 Star 94
 Trapezoid 95
 Sign In element 104
 Login Form element 105
 Notice element 105
 Social Media elements 96
 adding (tutorial) 10
 Space Bubbles element 147
 Standalones
 adding 28
 properties 32
 Status bar 72
 Styles
 adding 34
 assigning 34
 Styles management 34
 Survey element 131
 Final Message element 131
 Survey Item element 131

- T -

Table element 88
 Table Cell element 89
 Tags management 34
 Tasks 39
 adding 40
 editing 40
 Task Reports 40
 Test Feedback element 139
 Results Details element 140
 Re-Test element 141
 Review Test element 141
 Sections Summary element 139
 Test Custom Feedback element 140
 Test Fail element 141
 Test Pass element 141
 Test Results element 140
 Test Summary element 139
 Test Sections 26
 adding 27
 properties 31
 Tests 25
 adding 27
 adding (tutorial) 12
 properties 30

Text elements	87
Comment element	87
Footer 1 element	87
Footer 2 element	87
Header 1 element	87
Header 2 element	87
Header 3 element	87
Horizontal Separator element	87
Instructions element	87
Marquee element	87
Quote element	87
Subscript element	87
Superscript element	87
Text element	87
Vertical Separator element	87
Timer element	115
Timer Message element	116
Toolbars reference	58
Document toolbar	58
Edit toolbar	59
Format toolbar	60
Group toolbar	59
Insert toolbar	60
Layout toolbar	61
Media Explorer toolbar	71
Project Manager toolbar	68
Table toolbar	61
Tools toolbar	61
Tree Menu element	116
Current Marker element	118
Done Marker element	119
Menu Chapter element	118
Menu Container element	118
Menu Page element	118
Started Marker element	118
Troubleshooting	
Spell checker	152
Starting Composica	152
Twitter Tweets element	106

- U -

Universal Search element	106
adding (tutorial)	9
Search Engine element	106
User Identification element	142
Text Field element	142
User Id Error element	142

User Id Label element	142
User Interface reference	46

- V -

Variable element	135
Blog Archive element	138
Blog Categories element	138
Blog Post element	137
Blog Tag Cloud element	138
Blog Top Rated element	138
Comment Post element	137
Drag Drop element	137
Fill Blank element	137
Multiple Choice element	136
Rating element	138
Recent Comments element	138
Recent Posts element	138
Test Feedback element	137

- W -

Widgets	26
adding	28
properties	32

- Y -

YouTube Movie element	105
adding (tutorial)	8