

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

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New in Composica 4.0

Part



I

Composica 4.0 is focused on merging its proven state-of-the-art authoring capabilities with social media, to create true eLearning 2.0 courses.

Composica 4.0 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 tools 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 anything, rate everything and more - all while browsing a course, without ever leaving the learning environment.

Learn more about some of the new features:

- [Tagging documents](#)
- [Adding mashups](#)
- [Adding narration](#)
- [Adding social media](#)
- [Sequencing and effects](#)
- [Collaborating - Tasks](#)
- [Collaborating - Blogs](#)
- [Collaborating - Chats](#)
- [Collaborating - Dashboards](#)

Getting Started

Part



II

This quick-start tutorial illustrates the basic usage of Composica, 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 Composica. If you prefer an in-depth view, see [Using Composica](#).

- [Starting Composica](#)
- [Creating a project](#)
- [Adding chapters and pages](#)
- [Tagging documents](#)
- [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](#)
- [Collaborating - Tasks](#)
- [Collaborating - Blogs](#)
- [Collaborating - Chats](#)
- [Collaborating - Dashboards](#)
- [Previewing the project](#)
- [Publishing](#)

2.1 Starting Composica

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

Logging in

To log in, enter your Login and Password at the Login screen, and press the Login button.

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

Welcome to Composica

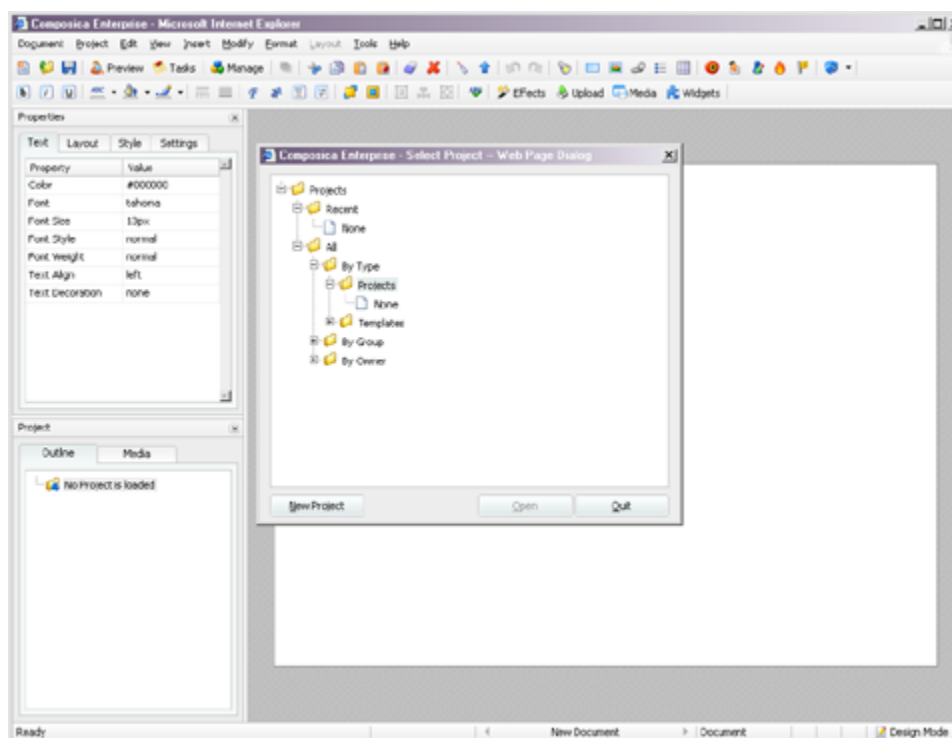
Once logged in, you are presented with the Composica Dashboard. Pressing on the Start Composica button will open Composica in a new window. Additionally, if you are an administrator, you can open the administration panel.

If Composica doesn't start, try [Troubleshooting](#).

Main window

The Windows-like [user interface](#) of Composica should allow you to quickly become familiar with its basic features.

When opening Composica for the first time, the Select Project dialog opens. This dialog allows you to open a previous project if one exists, or [create a new project](#). The next time you open Composica, the last project you worked on will automatically open.



2.2 Creating a project

Creating your first project will allow you to start working with Composica. For more information about creating a project, see [Creating a project](#).

Start a new project

Pressing the New Project button in the Select Project dialog opens the project creation wizard. The wizard offers different options for starting a project.

To quickly start a new project:

1. Enter the project's title (the description 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 (optional), 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 Tagging documents

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

1. Select the document from the Outline tab of the Project Manager.
2. In the Tags field, add relevant tags, separated by space or comma. Each tag is a single word, so make sure to use underline or dash to create a tag with multiple words if required.
3. Click the Tag Color button to color the tags.

Finding tagged projects and documents

- A tag cloud is available in the Composica Dashboard, which displays the most dominant tags across all projects in the system. Pressing a tag name will filter the projects list according to that tag.
- The project manager provides a Tagged tab, which sorts documents according to their different tags in the project.
- Find by Tags is available from the Document menu, which can be used to search for tagged documents across all projects.
- Many dialogs allow you to search for projects and/or documents according to tags, including the Select Project dialog, and the Import dialog.

2.5 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.

If you close the Project Manager, you'll go back to editing the last document you were editing.

The editing area

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, Composica will ask you whether you want to save or discard your changes.

- [Editing and formatting text](#)
- [Adding general elements](#)
- [Adding activities](#)

2.5.1 Editing and formatting text

Composica 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.

Composica provides you all the common text editing capabilities such as Cut, Copy, Paste, Find and Replace, and more.

Formatting

Composica 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.

Composica also features many more formatting properties, available through the [Properties pane](#).

2.5.2 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.

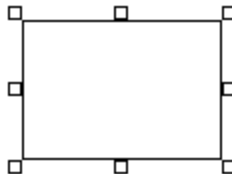
To add a box, use the [Insert > Box](#) menu item or press the [Insert Box](#) toolbar button. An empty floating box will be added to the document. You can now manipulate this box and its content.

Editing an element's content

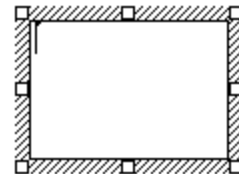
You can edit the content of most elements, and they can contain rich content. Elements can also contain other elements, giving you endless possibilities. To edit an element's content, you need to select it, and then click inside of it. The editing caret will then be inside the element, and you can edit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

2.5.3 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.

Multiple choice questions

A [multiple choice activity](#) allows you to quiz viewers about a certain topic, and provide instant feedback. To add a multiple choice activity, use the [Insert > Multiple Choice](#) menu item, or press the [Insert Multiple Choice](#) toolbar button. A multiple choice question will be added to your document with its default 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 switching the value of <Correct> to **true**.

The multiple choice question is now ready and operable. There are many more options and possibilities available. For more information, see [Activities, Multiple Choice](#).

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

2.5.4 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. You can then position and customize the media element.

You can insert media elements inside other elements, by entering the [element content edit mode](#) before inserting the media.

2.5.5 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 are inserted from the *Insert > Mashups* menu item.

YouTube Movies

The YouTube Movie element allows you to search and embed streaming movies directly from YouTube into the project. This can become a good source of existing materials that can be harnessed to create quick and effective training units.

Editing 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 multiple search engines. This helps the learner 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 from the *Modify* menu 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, by changing 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 area of the search.

Google Charts

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 Charts

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 view) lists different geographical areas. When a Data Point is selected, a country code (see links below) can be set in its <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>

2.5.6 Adding narration

Narration is an important aspect of every project. 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

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 in the course

A Narration On/Off button can be inserted to the project from the *Insert > Narration* sub-menu. This function is global to the entire project, so the learner can mute the narration according to preference.

Closed captioning in the course

The project can include a Closed Captioning element that will contain the captions of the narration, to support accessibility guidelines. The Closed Captioning element is inserted from the *Insert > Narration* sub-menu.

Captions are toggled by the Closed Captioning On/Off element, which is also inserted from the *Insert > Narration* sub-menu.

This function is global to the entire project, so the learner can choose to see or hide the captions according to preference.

2.5.7 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 tools 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 anything, rate everything and more - all while browsing a course, without ever leaving 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 Social Media sub-menu of the Insert menu.

The inserted Blog element consists of different 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).

The Settings tab of the Properties grid provides control over the buttons' functionality, according to the button selected. For example, when the Add Post button is selected, <Approval Required> and <Login Required> 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 one of the widgets, place holders or buttons is selected). When one of the sub-elements in the Posts area is selected, a Rating option can be added from the Modify menu.

Each blog can also be accessed and edited independently of the course, and includes RSS feeds 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 itself is selected). The feed is presented using the Composica blog element, with all of its features.

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 Comments elements that can be customized and configured. Comments are inserted from the Social Media sub-menu of the Insert menu.

The inserted Comments element consists of placeholders. In the published course these placeholders will reflect the thread of learner's comments.

Select any of the Comments sub-elements to customize their look and feel.

When the Add Comment sub element is selected, the <Approval Required> and <Login Required> properties under the Settings tab can be used to set the requirements for adding a comment. Selecting the Add Comment element also toggles the New Comment form, so it can be customized as well.

Rating

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

In the published course, the average rating of all previous votes will be displayed in the Rating element. To change this, select the Rating element and change the value of <Accumulate Votes> in the Settings tab to "no".

A document can include any number of Rating elements that can be customized and configured.

The rating range can be set (from 1-3 to 1-10) using the <Star Count> property in the Settings tab. Different images can be set for the different modes of the Rating element (rating on, rating off and rating edit). Select one of the three star types of the element and change its image using the <Source> property in the Settings tab. Repeat the same for the other two star types.

Sign in

Different Social Media elements can be set to require learners authentication. The authentication can be set to use the LMS or Windows authentication. Alternatively, custom authentication can be chosen, and a Sign-in element can be inserted to the project to force the learner to sign-in.

2.5.8 Sequencing and effects

Sequencing elements can enrich the document and helps 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 press on Sequencing in the Toolbar. This will open the Sequencing dialog and allow you to configure the order, timing, effects, and much 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. Both are accessible from the Style tab.

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

2.6 Adding tests and games

Tests

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 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 defined 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 if all sections will 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 for 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 reported 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 Game Picker toolbar button or the Mind Games sub-menu of the Insert menu.

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

When the game element is selected, the author can use the Setting tab of the Properties grid 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.

2.7 Collaborating

2.7.1 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 the current or selected document's related tasks, along with their status, assignee, priority, tags, comments and system audit trail.

The Related Tasks dialog is available from the Project Manager by clicking the Manage Tasks option (available from the Tasks menu or by right-clicking a document in the Outline tab).

In Design Mode it is available by clicking the Tasks option (available from Document menu, the toolbar and by right-clicking a document in the Outline tab).

To add tasks:

1. Open the Related Tasks dialog.
2. Press the Add toolbar button and write 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.

The number of open tasks is indicated near the document name in the outline tree. If any of the tasks in the documents are assigned to you, 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. A similar view is available in the Tasks widget of the Composica Dashboard for tasks from all available projects.

To edit 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 completed, 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 saved modification made to the task. To display this trail, check the System option under the Comments area.
6. Press OK.

Task Reports

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

The Task Report dialog is available from the Tasks menu of the Project Manager, the Tasks widget in the dashboards and from within the Related Tasks dialog.

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

2.7.2 Blogs

Each project in Composica has an integral blog, so 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.

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 of the project's blog.

Posts are added from the Add Post button, which opens an editing dialog with various formatting options. Once the post is completed, press the Send button to submit it. The post will be displayed in the Recent Blog Posts widgets of the Project Dashboard and the Composica Dashboard. Other team members can now read the post, add comments to it and initiate new posts.

Blog comments are displayed with their related post, as well as in the Recent Blog Comments widgets of the Project Dashboard and the Composica Dashboard.

Each post has a Permalink link, so it can be viewed independently of the project.

RSS subscription to the blog is available from the Blog RSS Feeds widget of the Project Dashboard.

2.7.3 Chats

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

The Chat interface can be accessed from the Chat toolbar button (also available from the Status bar) or the *View > Chat* menu item.

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

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

Chats can also be saved and function as "Meeting logs", so the information and discussions about the project becomes an integrated part of it. Press the Save button of the Chat dialog to title and save the chat. Saved chats then become available from the Saved Chat widgets of the Composica Dashboard and the Project Dashboard, where searches can be performed to quickly find the required chat.





2.7.4 Dashboards

Composica has two types of dashboards:

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

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

Both dashboards also include configuration buttons:

-  The View Mode button toggles between a detailed blog view and the normal Dashboard view.
-  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.
-  The Refresh button reloads the dashboard so it reflects the most recently updated information.
-  The Close / Logout button closes the Project Dashboard and logs the user out in the Composica Dashboard.

The functionality of most of widgets is similar in both dashboards; however, some widgets are available only in one of the dashboards.

Start Composica

Only available in the Composica Dashboard. Press the Start Composica button to start the application. Users with admin privileges will also be presented with the Administration button, providing access to the Administration panel.

Common Actions

Only available in the Project Dashboard. Provides quick access to common project actions such as preview,

manage and publish.

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.

From the Tasks widget the user can filter the tasks at hand in various ways, to plan the work efficiently.

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.

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 status of each team member (online/offline) as well as the project/document they are currently editing and immediately access it.

In the Project Dashboard, when a team member is logged in, press on the the user's name to start a Chat dialog with that user.

Press on the Status Message icon to update your display message.

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 time in which they were edited. Press on the Project Preview button to preview the project, or on the project's name to open it.

The Modified Project widget also includes a Tag Cloud. Press one of the tags to see only modified projects that have this tag assigned to them.

Modified Documents

Provides a list of recently modified documents, along with the last person who edited them and the time in which they were edited. Press on the Preview Button to preview the document, or on the document's name to open it.

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

The Composica Dashboard also includes a Project Preview button for previewing the entire project.

Recent Blog Posts

Each project in Composica includes a Developers Blog, to help team members freely share information with each other and discuss development aspects.

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 the projects that are available to the user.

Press on the post title to see a detailed view of the post. In the detailed mode, press on the Add Comment button to comment about the post and on the Permalink button to open the post in an external browser window.

Use the Older and Newer buttons to see other single posts, or the Home button to see a list of several posts.

Press on the View Mode button to go back to the Dashboard view.

Recent Blog Comments

Developers Blog comments are displayed with their related post, as well as in the Recent Blog Comments widget.

Press on the comment title to see a detailed view of the comment, along with its related post. In the detailed mode, press on the Add Comment button to add another comment to the post, on the Delete button to delete

the comment and on the Permalink button to open the comment in an external browser window.

Press on the View Mode button to go back to the Dashboard view.

RSS Feeds

Developers Blogs in Composica also offer RSS Feeds, so developers can receive updates made to the blog with an RSS reader.

In the Project Dashboard, the Blog RSS Feeds widget displays a link to the RSS feed and the current number of posts added to the project's blog. In the Composica Dashboard it displays the list of blogs from all the projects that are available to the author along with the number of posts added to each blog.

Saved Chats

Composica provides real-time Chats between two or more users. These chats can be saved to be later accessed, previewed or deleted.

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

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

Recent Publications

Only available in the Project Dashboard. Recent publications of the project are listed under the Recent Publications widget and include the publish method, the publish date and the name of the author that published the project.

Links

Authors can add common links to the work environment. Links can be available to all the projects (Public) or just for the author who added them (Personal).

The Project Dashboard also includes an option to add links that will be available to all the developers working on that project.

Press on the Add Link button 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. This space can be used to type in anything you want to save, and will remain in the widget until removed.

2.8 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.

2.9 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 (SCORM Enabled) 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.

Publishing offline

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

Once the processing is complete, a File Download dialog will open allowing you to save the published course 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



III

This chapter covers the different possibilities of Composica 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](#)
 - [Project metadata](#)
 - [Assigning groups](#)
 - [Assigning tags](#)
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 - [Adding items](#)
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 - [Styles](#)
 - [Tasks](#)
- [Mind Games](#)
 - [Adding games](#)
 - [Game layers](#)
- [Publishing](#)
 - [Multi-SCO Considerations](#)

3.1 Creating a project

There are two ways to start a new project:

1. Using the [Project > New Project...](#) menu item.
2. Using the New Project button in the Select Project dialog, available when [starting Composica](#) for the first time, or through 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 [Assign Tags](#) button 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 [outline item properties](#) and [resources item properties](#).

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 [Project > Manage Project...](#) menu item.
- The [Manage Project](#) toolbar button.
- Right-clicking on the outline tree in the [Project pane](#), and choosing *Manage Project...*

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 outline](#)
- [Resources](#)
- [Importing from PowerPoint](#)
- [Assigning groups](#)
- [Assigning 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 Composica .
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 Menu Pages	When set to skip , menu pages (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.

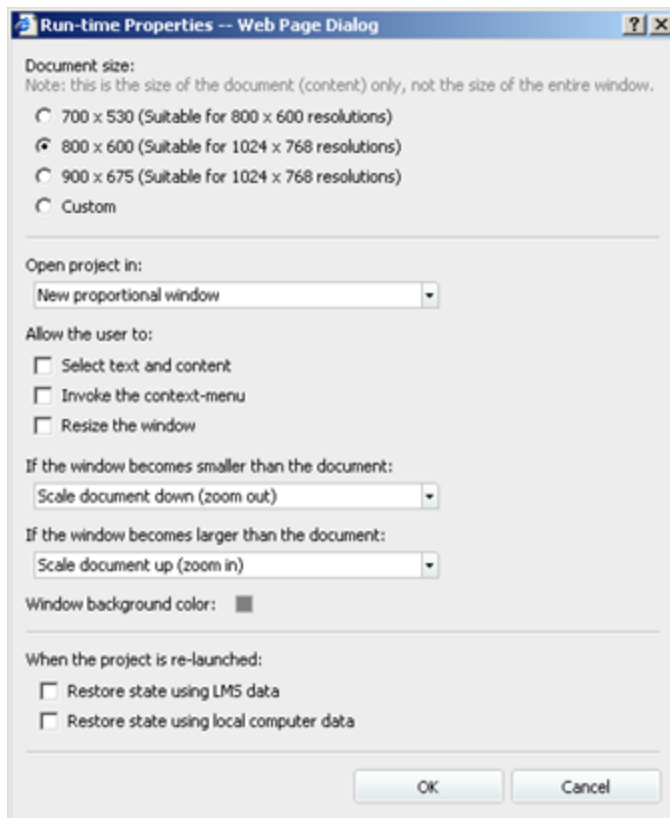
The following properties can be overridden in each [document's properties](#):

- Style
- Master Layer
- Dynamic Layer
- Persist Activities
- Skip Menu Pages (named Skip Page, available in relevant pages)

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 select the project (root) in the [tree](#) and press the *Run-time Properties* button.

Document size

The size of the document (and *not* the window it opens in). This dictates the size of the editing area in Compositica.

- **700 x 530** - Suitable for screen resolution of 800x600.
- **800 x 600** - Suitable for screen resolution of 1024x768.
- **900 x 675** - Suitable for screen resolution of 1024x768 and higher.
- **Custom** - A custom size specified by width and height selectors.

Open project in

The window to open the 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.
- **Current window** - Opens in the current window.
- **Current window and resize to fit (when possible)** - Opens in the current window, and attempts to resize the window to fit the document.

Allow the user to

- **Select text and content** - The user can select text and content included in the project. This implies the user can also copy any such contents.
- **Invoke the context-menu** - The user can invoke the browser's context-menu (by right-clicking or any other method).
- **Resize the window** - The window is resizable.

If the window becomes smaller than the document

How to handle the document when the window is too small for it to fit.

- **Scale document down (zoom out)** - Scale (resize) the document down so it fits the window.
- **Show scrollbars** - Keep the document at its original scale, and allow the user to scroll around the window.

Scaling will likely lead to loss of quality. Documents containing [flash](#), [media player](#) or [mind games](#) cannot be scaled.

If the window becomes larger than the document

How to handle the document when it's smaller than the window.

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

Scaling will likely lead to loss of quality. Documents containing [flash](#), [media player](#) or [mind games](#) cannot be scaled.

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.

When the project is re-launched

If a project has been launched before, Composica can attempt to restore the run-time state of the project, either from LMS data, from data stored on the local computer, or from both.

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 outline

The outline 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 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](#).

- [Adding items](#)
- [Organizing](#)
- [Deleting items](#)
- [Item properties](#)
- [Importing](#)

3.2.2.1 Adding items

Outline items 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 outline item types and the ways they can be added to the outline 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.

3.2.2.2 Organizing

The organization of items is never final, and can be reordered and reorganized at any time.

When reorganizing, items can be moved either after other items, or into other items.

After other items

To move items after other items, you can either drag an item over another item, or use cut and paste:

- Cut the item you want to move by either using the [Edit > Cut](#) menu item, or pressing the [Cut](#) toolbar button.
- 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.

Into other items

To move items into other items, use cut and paste:

- Cut the item you want to move by either using the [Edit > Cut](#) menu item, or pressing the [Cut](#) toolbar button.
- 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 Deleting items

Items can be deleted at any time. Deleting an item will remove its document, and cannot be undone.

To delete an item, select it and either:

- use the [Edit > Delete](#) menu item.
- press the [Delete](#) toolbar button.

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

Deleting an item requires the Project Manager to immediately save any previous changes.

3.2.2.4 Item properties

Each outline item has several properties which can be configured in the [properties area](#) of the [Project Manager](#), when the relevant outline item is selected in the [tree](#).

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

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

Pages

Title	Title of the document.
Style	The style to use for the document.
Master Layer	The master layer to use for the document.
Dynamic Layer	The dynamic layer to use for the document.
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.

Chapters

Title	Title of the chapter.
Style	The style to use for the document.
Master Layer	The master layer to use for the document.
Dynamic Layer	The dynamic layer to use for the document.
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.

Tests

Title	Title of the test.
Style	The style to use for the document.
Master Layer	The master layer to use for the document.
Dynamic Layer	The dynamic layer to use for the document.
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 Sections

Title	Title of the test section.
Style	The style to use for the document.
Master Layer	The master layer to use for the document.
Dynamic Layer	The dynamic layer to use for the document.
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	<p>Normal - Uses the order of the questions in the outline to determine the order of questions.</p> <p>Random - Randomizes the order of the questions.</p> <p>Only available when Questions Order in the test settings is set to Use section settings.</p>
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	<p>Question Pages - The pages in the section contain questions, and will be considered for score.</p> <p>Information Pages - The pages in the section contain informational material, and will <i>not</i> be considered for score.</p>
Section Weight	<p>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%.</p> <p>Only available when Score Method in the test settings is set to Use section settings.</p>

3.2.2.5 Importing

Items can be imported from other projects and templates. Importing items duplicates them into the current tree, at the position requested.

Items can be either imported:

- after the selected item, by either using the [Edit > Import After...](#) menu item or the [Import After Selection](#) toolbar button.
- inside the selected item, by either using the [Edit > 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. 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 preview of that document is shown on the right. To import the selected item, press the *Import* button.

Once you're done importing, press the *Close* button to close the import dialog, and return to the [Project Manager](#).

3.2.3 Resources

The resource repository lists different resources which can be used by the project's documents.

Resources can be one of the following types: [master layers](#), [dynamic layers](#), [widgets](#), and [pop-ups](#). Any resource type can be designed like any other document, and can contain any type of content supported by Composica.

Master Layers

Each document of the project can have a master layer assigned to it, either directly or inherited from its parent (see [outline item properties](#)). The master layer is shown in the back of 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](#).

Dynamic Layers

Additionally to the master layer, each document of the project outline can have a dynamic layer assigned. The dynamic layer is more powerful, as its special [settings](#) provide with many different possibilities.

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.

Widgets

Widget documents give the ability to create pre-made element configurations, which can be quickly applied to

the current document by using the [Tools > Apply Widget...](#) menu item, or by pressing the [Apply Widget](#) toolbar button.

Pop-ups

Pop-up documents are opened in a new pop-up window via the [Popup Button](#).

- [Adding items](#)
- [Deleting items](#)
- [Item properties](#)
- [Importing](#)

3.2.3.1 Adding items

Resource items 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 resource item types and the ways they can be added to the resource tree.

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 system styles, either:

- use the [Project > Add System Style...](#) menu item.
- press the [Add System Style](#) toolbar button.

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.

Pop-ups

To add a pop-up, select the Pop-ups 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 pop-up after an existing one, select that pop-up and either:

- use the [Edit > Add Page After](#) menu item.
- press the [Add Page After Selection](#) toolbar button.

3.2.3.2 Deleting items

Items can be deleted at any time. Deleting an item will remove its document, and cannot be undone.

To delete an item, select it and either:

- use the [Edit > Delete](#) menu item.
- press the [Delete](#) toolbar button.

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

Deleting an item requires the Project Manager to immediately save any previous changes.

3.2.3.3 Item properties

Each outline item has several properties which can be configured in the [properties area](#) of the [Project Manager](#), when the relevant outline item is selected in the [tree](#).

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

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

Master Layers

Title	Title of the document.
Description	A description of the document, for personal usage.
Style	The style to use for the document.

Dynamic Layers

Title	Title of the document.
Description	A description of the document, for personal usage.
Style	The style to use for the document.
Layer Position	How to position the dynamic layer, relative to the document layer (the actual 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 Menu Pages Only , to Pages Only , or to All documents.

Widgets

Title	Title of the document.
Description	A description of the document, for personal usage.

Pop-ups

Title	Title of the document.
Description	A description of the document, for personal usage.
Style	The style to use for the document.

3.2.3.4 Importing

Items can be imported from other projects and templates. Importing items duplicates them into the current tree, at the position requested.

Items can be either imported:

- after the selected item, by either using the [Edit > Import After...](#) menu item or the [Import After Selection](#) toolbar button.
- inside the selected item, by either using the [Edit > 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. 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 preview of that document is shown on the right. To import the selected item, press the *Import* button.

Once you're done importing, press the *Close* button to close the import dialog, and return to the [Project Manager](#).

3.2.4 Importing from PowerPoint

Compositica 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 Compositica.

PowerPoint presentations can be either imported:

- inside the selected item, by either using the [Edit > Import PowerPoint Inside...](#) menu item or the [Import PowerPoint Inside...](#) toolbar button.
- after the selected item, by either using the [Edit > 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, Compositica 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 Compositica 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

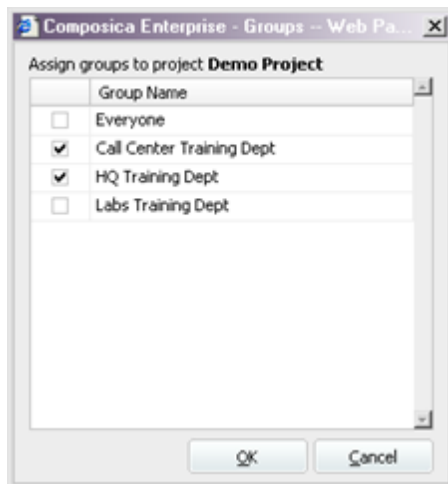
Composica can transform PowerPoint notes and comments into tasks on the relevant pages. Choose whether you want notes, comments, or both, to be imported as tasks along with the slides. You can also choose to mark the tasks generated by the import as done.

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.

3.2.5 Assigning 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 Assigning tags

Each project can be assigned one or more tags which can help organizing and tracking different projects. Any dialog showing a tree of projects in the system (such as the [Select Project](#) dialog, the [Media Explorer](#) or the project [import dialog](#)) lets you filter projects by tags.

To assign tags for the current project:

1. Select the root item in the [Project Manager](#) and add the desired tags to the Project Tags field, or by add the tags to the Tags field when first creating a project in the [Start a New Project wizard](#).
2. Press the colored tag button in order to give specific colors to tags.
3. Press the OK button to finish.

3.2.7 Styles

Style is a logic layer determining the look of each element in the project. Compositica includes several system styles that can be used within the project.

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

Adding a system style

To add a system style during the creation of a project, choose the [styled project](#) option.

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 [outline](#) or [resources](#) tree.

3.2.8 Tasks

Tasks allow for easier management in a collaborative environment, and also for personal tasks management in a single-developer scenario. Tasks are assigned to developers, and managed per-document in the project, or globally to the entire project.

Tasks can be maintained in the [Project Manager](#). To view a list of tasks for a specific document, select it from the [tree](#). To view a list of tasks for the project, select the project (root node) from the [tree](#).

The tasks are listed in the [task list](#), where they can be edited and deleted.

Adding a task

When adding a task, the task's date will be set to the current date, and the task's owner will be set to your user name.

In the main application

Use the [Document > Tasks...](#) menu item or the [Tasks](#) toolbar button to open the Tasks dialog. Press the *Add* toolbar button, and a task with the title "New Task" will be added to the task list.

In the Project Manager

Select a document, and use the [Tasks > Add](#) menu item or the [Add Task](#) toolbar button. A task with the title "New Task" will be added to the task list.

Editing a task

A task has two editable properties, its description and status.

In the main application

Use the [Document > Tasks...](#) menu item or the [Tasks](#) toolbar button to open the Tasks dialog. Select one of the tasks from the task list.

To change a task's description, edit the text in the description box at the bottom of the dialog.

To mark a task as done or undone, you can:

- use the *Mark Done* or *Mark Undone* toolbar buttons.
- press the checkbox in the Done column, to check or uncheck it.

In the Project Manager

Select a document, and select one of the tasks from the task list.

To change a task's description, you can:

- use the [Tasks > Edit Description...](#) menu item. A small dialog opens, allowing you to edit the description.
- quickly edit the description by clicking on the task's description text. A quick editor opens, allowing you to edit the first line of the description.

To mark a task as done or undone, you can:

- use the [Tasks > Mark as Done](#) or [Tasks > Mark as Undone](#) menu items.
- use the [Mark Task as Done](#) or [Mark Task as Undone](#) toolbar buttons.
- press the checkbox in the Done column, to check or uncheck it.

Marking a task as done sets the task's closer to your username, and the closed time to the current time.

Removing a task

In the main application

Use the [Document > Tasks...](#) menu item or the [Tasks](#) toolbar button to open the Tasks dialog. Select one of the tasks from the task list, and press the [Remove](#) toolbar button.

In the Project Manager

Select a document, select one of the tasks from the task list and use the [Tasks > Remove](#) menu item, or the [Remove Task](#) toolbar button.

Generating task reports

Task reports contain a list of all tasks, open tasks, and closed tasks, along with a summary of tasks.

To generate task reports for the project, you can:

- use the [Project > Task Reports...](#) menu item.
- in Project Manager, select any of the documents, and use the [Tasks > Task Reports...](#) menu item or the [Task Reports](#) toolbar button.

If the task reports are generated for a specific document (and not the entire project), they will only show tasks related to that document and its descendants. You can use the [Up](#) button to generate the reports of the parent document.

3.3 Mind Games

Games can enhance the learning process by creating a dynamic and interactive experience for users. 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 user clicks 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 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 (SCORM Enabled) 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.

Publishing offline

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

Once the processing is complete, a File Download dialog will open allowing you to save the published course 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.

3.4.1 Multi-SCO Considerations

Why should Multi-SCO be generally avoided?

Using Multi-SCO publish 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.
 - Branching will not be achievable.
 - Because each document will become a single SCO independent of the others,
 - Breadcrumbs will not show the entire hierarchy.
 - Progress Bar 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 will not have a way to navigate through them.

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

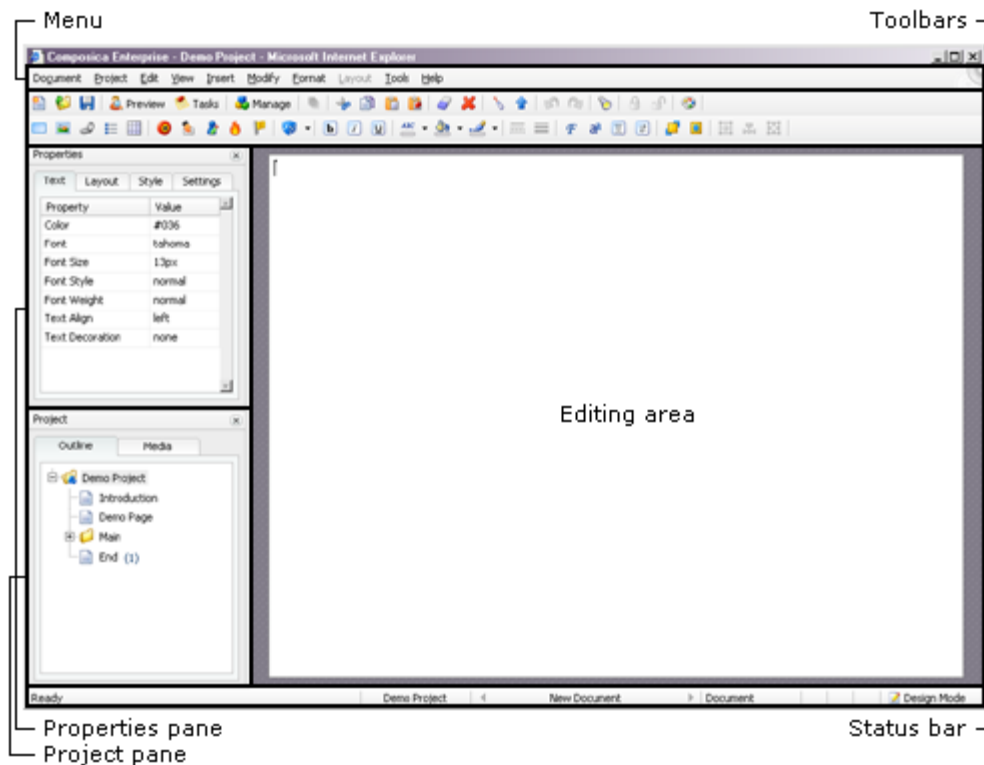
- Avoid any of the navigation elements mentioned above.
- Avoid having content in chapter pages, always set Skip Page in the [chapter properties](#) to **Skip**.
- Place any assessment and its Test Results page inside their own separate chapter. Note that any chapter that contains a test will be created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

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 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 Resource dialog, allowing you to open outline items, master layers, menus, widgets or pop-ups.
Save		Saves the current document, or if it's a new document, opens the Save As dialog.
Save As...		Opens the Select Resource dialog, allowing you to save the current document as an outline item (page, chapter or test), master layer, menu, widget or pop-up.
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.
Close		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.
Export / Import...		Opens the Export/Import dialog, allowing you to export the current project into a special Composica recognized file format "cpa", or import a previously exported project back into Composica.

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 at the caret's position, as plain text.
Paste Special		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.
Erase Content		Clears the content of the selected element.
Duplicate		Duplicates the selected element.
Delete		Deletes 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.
Select Ancestor		Shows a list of all ancestors of the selected element, allowing you to select them.
Select All		Selects all the contents of the current document.
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.
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 .
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 *Float Elements* option toggles between (when on) inserting elements as floating elements you can freely position around the document, and (when off) inserting elements at the caret's position as static elements, which are positioned according to the text and elements around them.

The following elements can be inserted from the insert menu:

[Box](#)



[Text Elements](#)

[Image](#)



[Link](#)



[List](#)



[Table](#)[Frame](#)[Media Player](#)[Flash Animation](#)[Shape](#)

Narration

[Sequence Manager](#)[Variable](#)

Social Media

Mashups

[Navigation](#)[Test Feedback](#)[User Identification](#)[Multiple Choice](#)[Point Click](#)[Drag Drop](#)[Fill Blank](#)[Hot Spots](#)[Hot Word](#)[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

Test Summary	Adds a test summary item, showing information about the entire test.
Sections Summary	Adds a sections summary item, listing information about each section.
Test Details	Adds a results details item, showing the result of each question.
Test Results	Adds a test results item, showing the title and final score of the test.
Test Pass	Adds a test pass item, showing the passing score. Only shown when test is passed.
Test Fails	Adds a test fail item, showing the passing score. Only shown when the test is failed.
Test Review	Adds a review test item, allowing the viewer to review the test.
Re-test	Adds a re-test item, allowing the viewer to retake the test.

Feedback

Sequence Manager...	Opens the sequence manager for the feedback element.
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 delete 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.

Sequence Manager...

Opens the [sequence manager](#) for the hot spots element.

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 Word

Sequence Manager...

Opens the [sequence manager](#) for the hot word element.















Hint

Sequence Manager...

Opens the [sequence manager](#) for the hint element.




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.

Lock Group		Locks an element so you can no longer edit its content and children.
Unlock Group		Unlocks a previously locked element.
Create Style Rule...		Creates a style rule from the style of the selected element, as either a class or an element style rule.
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 Resource 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.
Dings Map...		Shows a list of dings in different fonts you can quickly add at the caret's position.
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 Composica password.






4.1.10 Help

The help menu provides with helpful and informative options.

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

Select Parent		Selects the direct parent of the selected element. See Edit > Select Parent .
Select Ancestor		Allows you to select one of the selected element's ancestors. See Edit > Select Ancestor .
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 .
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 at the caret's position, as plain text.
Paste Special		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.

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 it's 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 Resource 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 at the caret's position, as plain text.
Paste Special		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.
Erase Content		Clears the content of the selected element.
Delete		Deletes 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.

Create Style Rule...



Creates a style rule from the style of the selected element, as either a class or an element style rule.

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:

[Insert Box](#)



[Insert Image](#)



[Insert Link](#)



[Insert List](#)



[Insert Table](#)



[Insert Multiple Choice](#)



[Insert Drag Drop](#)



[Insert Fill Blank](#)



[Insert Hot Spots](#)



[Insert Hot Word](#)



[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.

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.

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



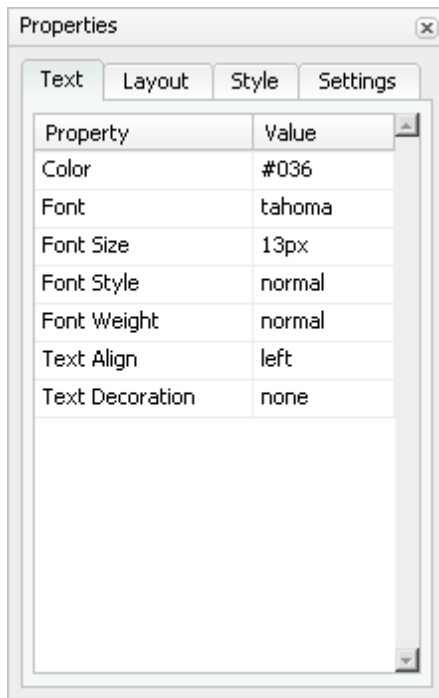
Add Row		Adds a row below the current one.
Add Column		Adds a column after the current one.
Delete Row		Removes the current row.
Delete Column		Removes the current column.
Merge Rows		Merges the current row with the one below it.
Merge Cells		Merges the current cell with the one after it.
Split Row		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 Resource dialog, allowing you to select a widget to apply in the current document.

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.

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.

Filtering properties

All properties available in Compositica are separated 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.

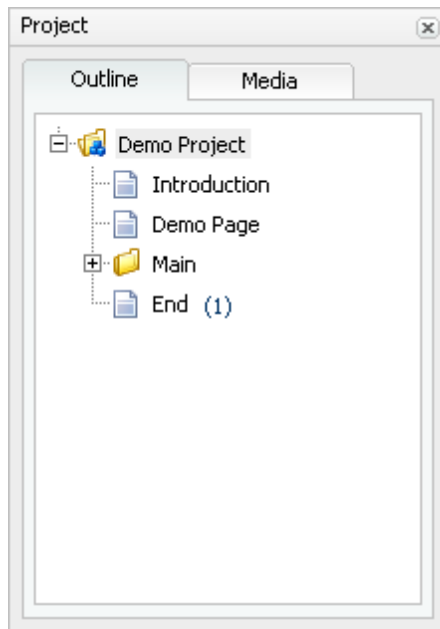
To switch between the different modes, use one of the three menu items: [Basic properties](#), [Normal properties](#), [Advanced properties](#).

Floating the pane

To float the pane, either choose the [View > Float Properties Pane](#) menu item, or drag the pane by its caption from its 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 two aspects of your project: the project outline, and the media tree.

Project outline

The project outline is identical to the one in the [Project Manager](#). The currently open document is marked in **bold** in the list.

To open a document from the tree for editing, either right-click it and choose *Open Document*, or double-click on it.

To preview a document, right-click it and choose *Preview Document...*

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.*

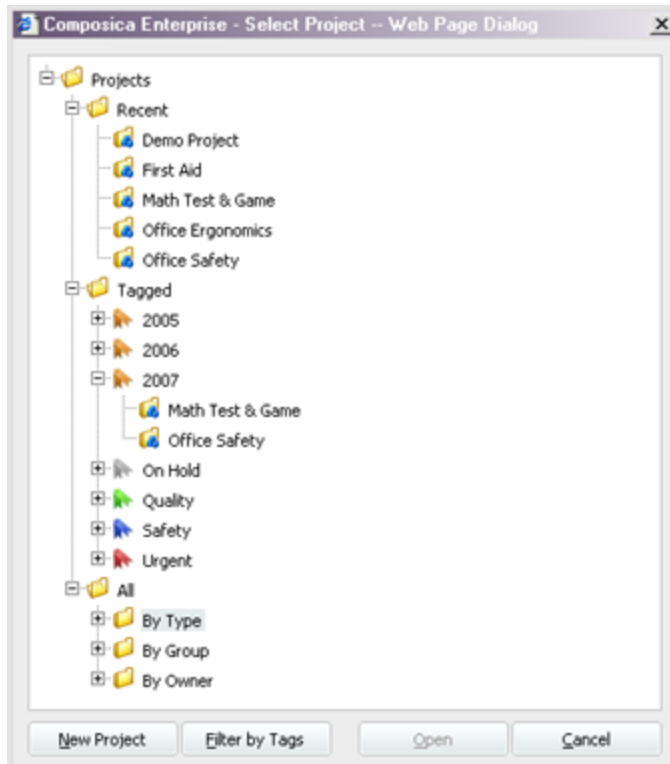
To insert a media file, double-click on it, and it will be inserted to the active document.

Floating the pane

To float the pane, either choose the [View > Float Project Pane](#) menu item, or drag the pane by its caption from its position. Once floating, you can drag the pane around and position it as you wish.

To dock the pane, either toggle the [View > Float Project 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 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.

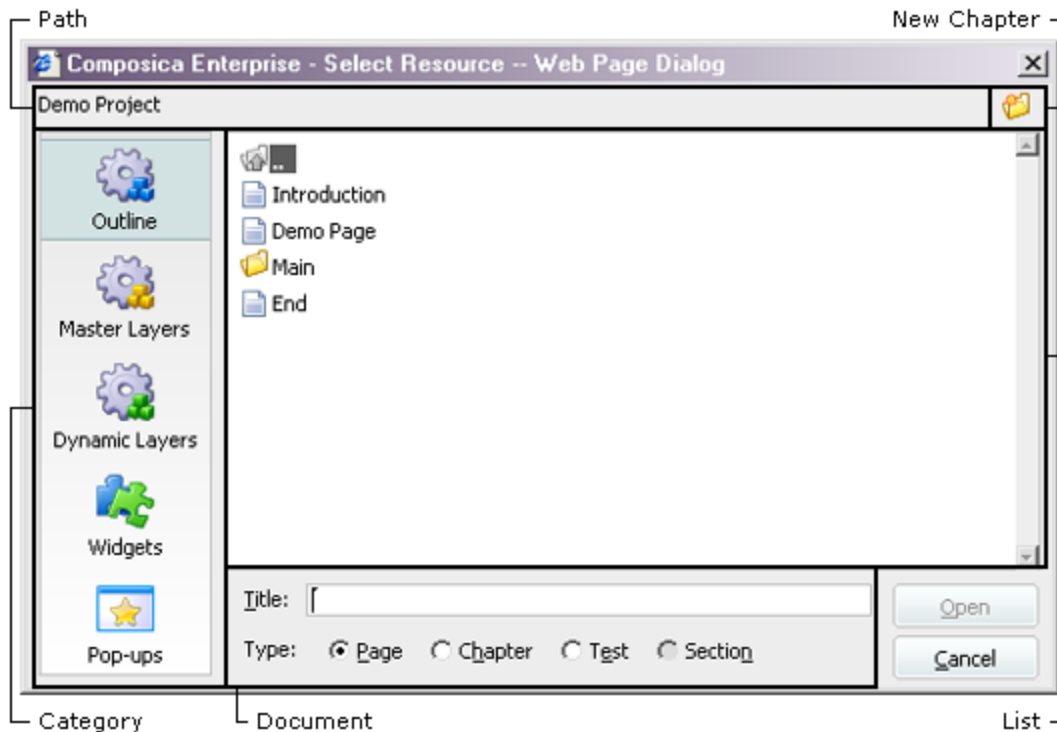
Filter by Tags

To further filter projects by a specific set of tags:

1. Press the *Filter by Tags* button, to open the Filter Projects by Tags dialog.
2. Select the tags you wish to filter by. To select multiple tags, hold down the Ctrl key and press each of the tags you wish to filter by.
3. Press the *Filter* button to set the filter.
4. The tree will now have an additional branch, titled "Results For:" and the list of tags you've selected. Underneath that branch will be listed all the projects which have *all* the tags of the filter assigned to them.

To make another search, simply repeat the process.

4.6 Select Resource



The select resource dialog is used in various situations where a document needs to be selected, such as when opening or saving a document.

Path

Shows the current path.

List

Shows a list the documents of the currently selected resource [category](#), within the current [path](#). Select a document by pressing it, and double-click it to see the documents underneath it.

Document

The document area lets you enter the title of the document, and select its type.

Category

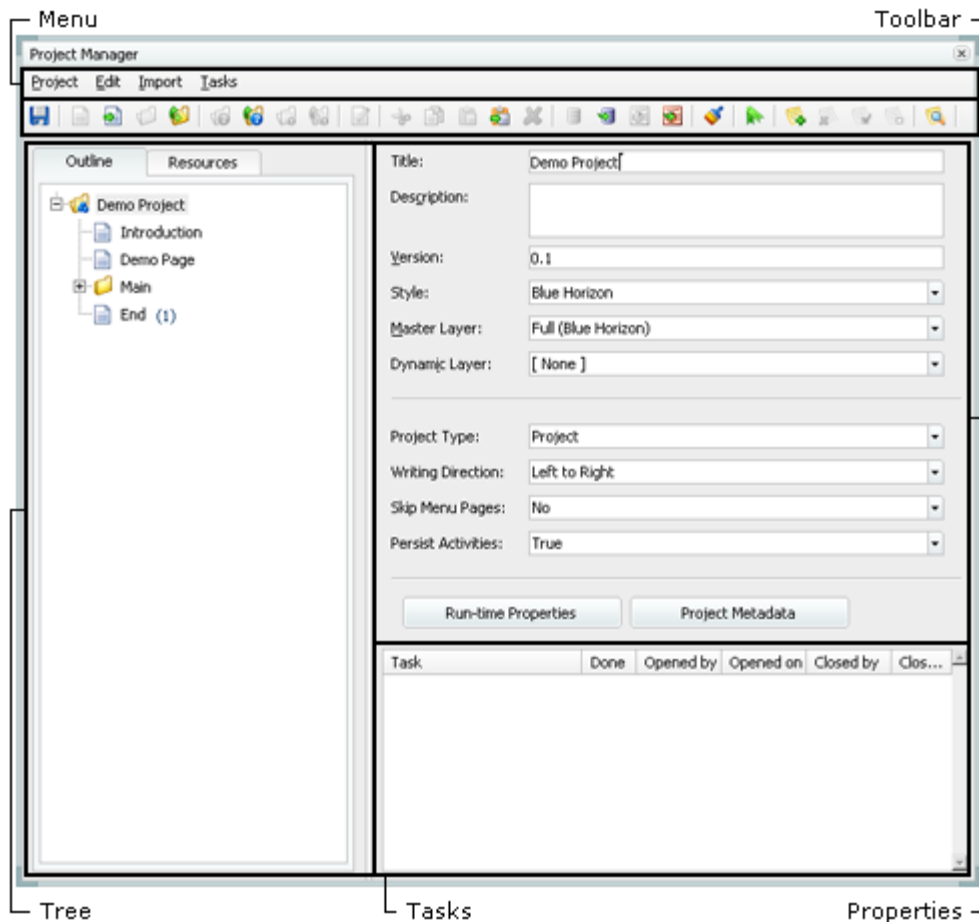
Gives a choice of any of the available resource categories:

- [Outline](#)
- [Master Layers](#)
- [Dynamic Layers](#)
- [Widgets](#)
- [Pop-ups](#)

New Chapter

Creates a new chapter at the current [path](#).

4.7 Project Manager



The Project Manager allows you to manage different aspects of your project including its [outline and resources](#), its [properties](#), and the [tasks](#) for each document. 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.

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.

Tasks










The tasks list shows tasks related to the selected item in the tree, along with their status. Adding, removing and editing tasks can all be done through the [menu](#) and [toolbar](#).






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.
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.
Delete Project...		Deletes the project from the system. Once the deletion is confirmed, the project will be removed completely, and cannot be recovered.
Edit Metadata...		Opens the Metadata Editor dialog, allowing you to configure various project metadata.
Assign Tags...		Opens the Tag dialog, allowing you to assign tags to the project so it can be easily found.
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.
Close		Closes the Project Manager.

Edit






Design Document		Closes the Project Manager, and opens the selected document for edit.
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.
Delete		Deletes 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.











Tasks

Add		Adds a new task to the selected document.
Remove		Removes the selected task.
Edit Description...		Opens a small dialog allowing you to edit (multi-line) the description of the selected task.
Mark as Done		Marks the selected task as done .
Mark as Undone		Marks the selected task as undone .
Task Reports...		Opens task reports for the selected document (and its descendants), listing and summarizing the tasks.

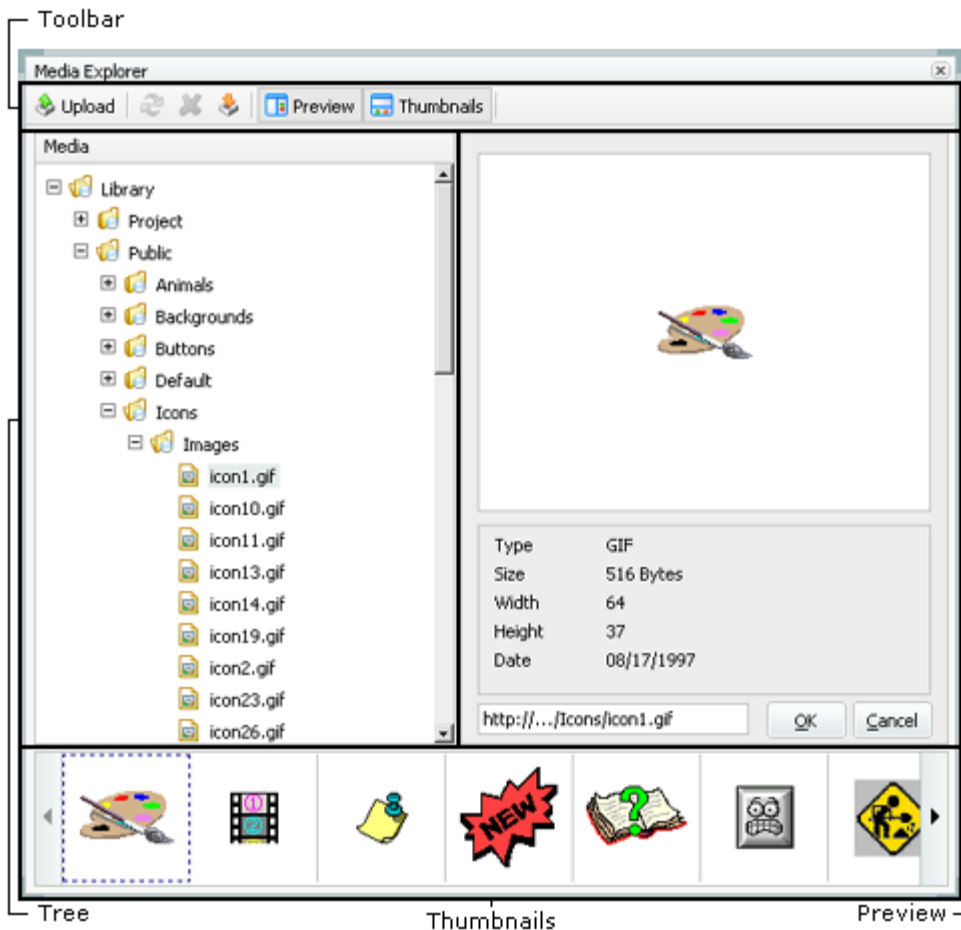
4.7.2 Toolbar



Save Project		Saves the current state of the project.
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.
Delete		Deletes 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.
Assign Tags...		Opens the Tag dialog, allowing you to assign tags to the project so it can be easily found.
Add		Adds a new task to the selected document.
Remove		Removes the selected task.
Mark as Done		Marks the selected task as done .
Mark as Undone		Marks the selected task as undone .
Task Reports...		Opens task reports for the selected document (and its descendants), listing and summarizing the tasks.

4.8 Media Explorer



The media explorer allows you to manage, preview, and select media files from the project library, the public library, or other projects' media repository.

Toolbar

The [toolbar](#) provides options to upload media to your project, refresh the media tree, remove uploaded files, download files from the library, and toggle the [preview](#) and [thumbnails](#) view.

Tree

The media library tree lists all the available media for the current project.

The tree is divided into three 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.
- Other Projects, which gives access to the media libraries of any other project the developer has access to.

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

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 scrollable list of thumbnails, giving a quick view through the media files in the

current folder.

Tagging

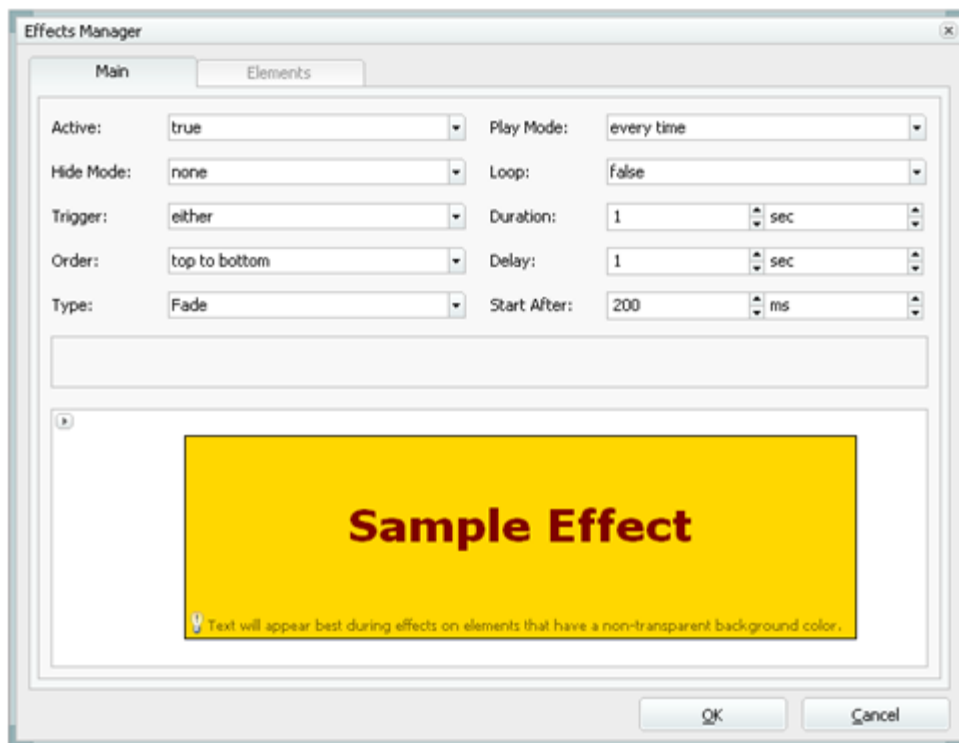
Each media file in the Media Explorer can have one or more tags assigned to it in its Tags field, to assist in organizing different media files, find them quickly and reuse them when necessary.

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.
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 .

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 setting <Order> to **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.

Element

Shows the name of the currently selected element.

Group

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

Tasks

Shows an icon when the current document has open tasks. See Tasks system.

Mode

Shows the current editing mode (Design or HTML).

4.11 Keyboard shortcuts

Most frequently used operations in Compositica 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+Alt+E
Duplicate	Ctrl+D
Delete	Del
Drag Select	Alt+Drag
Select Parent	Ctrl+W
Select All	Ctrl+A
Find...	Ctrl+F
Replace...	Ctrl+H
View	
Design Mode	Ctrl+E
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...	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 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](#)
 - [Separator](#)
 - [Text Elements](#)
 - [Link](#)
 - [List](#)
 - [Table](#)
 - [Frame](#)
 - [Marquee](#)
- [Media](#)
 - [Image](#)
 - [Media Player](#)
 - [Flash Animation](#)
- [Shapes](#)
- [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](#)
 - [Feedback](#)
 - [Hint](#)
- [Other](#)
 - [Variable](#)
 - [Test Feedback](#)
 - [User Identification](#)
 - [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 Resource dialog, allowing you to select a resource.
Condition	Opens the Custom Feedback Conditions dialog, allowing to specify a certain answer combination.

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		
Color	Color	Text color. Can also be set via the Color toolbar button.
Font	Select	Text's font name. Can also be set via the Font Family toolbar button.
Font Size	Unit	Text's font size. Can also be set via the Font Size toolbar button.
Font Style	Select	normal - Normal font style. italic - <i>Italic</i> font style. Can also be set via the Italic toolbar button.
Font Weight	Select	normal - Normal font weight. bold - Bold font weight. Can also be set via the Bold toolbar button.
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 Text Align toolbar button.
Text Decoration	Select	none - No text decoration. underline - Text is <u>underlined</u> . Can also be set via the Underline toolbar button. overline - Text has a line over it. line-through - Text has a line going through it.

Normal		
Font Variant	Select	normal - Font is normal. small-caps - Font is in small capital letters.
Letter Spacing	Unit	Spacing between letters.
Line Height	Unit	Distance between lines.
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.
Text Indent	Unit	Indentation of the first line of text.
Text Overflow	Select	ellipsis - Display ellipsis (...) for overflowing text. clip - Clip overflowing text.
Text 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.
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.
Advanced		
Text Justify	Select	auto - Automatically determine justification algorithm. distribute - Similar to newspaper , optimized for Asian languages, such as Thai. distribute-all-lines - Similar to distribute , but also justifies the last line of the paragraph. Optimized for ideographic text. inter-cluster - Justifies lines of text that contain no inter-word spacing. Optimized for Asian languages. inter-ideograph - Justifies lines of ideographic text, and increases or decreases both inter-ideograph and inter-word spacing. inter-word - Aligns text by increasing spacing between words, in each line but the last. kashida - Justifies lines of text by elongating characters at chosen points. Optimized for Arabic script languages. newspaper - Increases or decreases the spacing between letters and between words.
Unicode Bidi	Select	normal - Element does not open an additional level of embedding. For inline elements, implicit reordering works across element boundaries. embed - Element opens an additional level of embedding. Reordering is implicit inside the element. bidi-override - Same as the embed , but this value overrides the implicit bidirectional algorithm.

White Space	Select	normal - Lines of text break automatically. Content wraps to the next line if it exceeds the width of the object. nowrap - Line breaks are suppressed. Content does not wrap to the next line.
Word Break	Select	normal - Allows line breaking within words. 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. 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.
Writing Mode	Select	lr-tb - Text flows horizontally - from left to right, top to bottom. Used in Roman-based typography. 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.

5.2.2 Layout

Basic		
Border Color	Color	Border color. Can also be set via the Border Color toolbar button.
Border Style	Select	none - No border is shown. dotted - Border is a dotted line. dashed - Border is a dashed line. solid - Border is a solid line. double - Border is a double solid line. groove - 3d groove, in colors based on <Border Color>. ridge - 3d ridge, in colors based on <Border Color>. inset - 3d inset, in colors based on <Border Color>. outset - 3d outset, in colors based on <Border Color>. Can also be set via the Border Style toolbar button.
Border Width	Unit	Thickness of the border. Only relevant when <Border Style> is other than none . Can also be set via the Border Width toolbar button.
Direction	Select	ltr - Content flows from left to right. rtl - Content flows from right to left. Can also be set via the Writing Direction toolbar button.
Fill Color	Color	Color to use as the background of the element. Can also be set via the Fill Color toolbar button.
Fill Image	Media	Image to use as the background of the element.
Position	Select	static - Element has no special position, it follows the flow of its parent's content. absolute - Element is positioned relatively to its parent element. relative - Element is positioned relatively to its position in the flow of its parent's content.
Position / Bottom	Unit	Offset from the bottom, according to <Position>.

Position / Left	Unit	Offset from the left, according to <Position>.
Position / Right	Unit	Offset from the right, according to <Position>.
Position / Top	Unit	Offset from the top, according to <Position>.
Size / Height	Unit	Height of the element.
Size / Width	Unit	Width of the element.
Normal		
Fill 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.
Fill 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.
Fill Repeat	Select	repeat - <Fill Image> is tiled horizontally and vertically, to fit the element's size. no-repeat - <Fill Image> is not tiled. repeat-x - <Fill Image> is tiled horizontally, to fit the element's width. repeat-y -<Fill Image> is tiled vertically, to fit the element's height.
Float	Select	none - Element is displayed in it's position in its parent's content flow. left - Content of the parent element flows to the left of the element. right - Content of the parent element flows to the right of the element.
Margin	Unit	Margin of the element from the content surrounding it.

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>
Padding	Unit	Padding of the element, between its edges and its contents.
Visibility	Select	<p>inherit - Element inherits its visibility from its parent element.</p> <p>visible - Element is visible.</p> <p>hidden - Element is invisible.</p>
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.
Advanced		
Border Bottom Color	Color	Color of the bottom section of the border.

Border Bottom Style	Select	Same as <Border Style>, affecting only the bottom section of the border.
Border Bottom Width	Unit	Thickness of the bottom section of the border. Only relevant when <Border Bottom Style> is other than none .
Border Left Color	Color	Color of the left section of the border.
Border Left Style	Select	Same as <Border Style>, affecting only the left section of the border.
Border Left Width	Unit	Thickness of the left section of the border. Only relevant when <Border Left Style> is other than none .
Border Right Color	Color	Color of the right section of the border.
Border Right Style	Select	Same as <Border Style>, affecting only the right section of the border.
Border Right Width	Unit	Thickness of the right section of the border. Only relevant when <Border Right Style> is other than none .
Border Top Color	Color	Color of the top section of the border.
Border Top Style	Select	Same as <Border Style>, affecting only the top section of the border.
Border Top Width	Unit	Thickness of the top section of the border. Only relevant when <Border Top Style> is other than none .
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.
Display	Select	block - Element is rendered as a block element. none - Element is not rendered. inline - Element is rendered as an inline element.
Fill Image Position X	Unit	Horizontal position of <Fill Image>, according to <Fill Image Align X>.
Fill Image Position Y	Unit	Vertical position of <Fill Image>, according to <Fill Image Align Y>.
Line Alignment	Select	top - Vertically aligns text lines to the top. bottom - Vertically aligns text lines to the bottom.
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.
Margin Right	Unit	Margin of the element from the content to the right of it.
Margin Top	Unit	Margin of the element from the content to the top of it.

Overflow-X	Select	<p>visible - Content exceeding the width of the element is not clipped, and a horizontal scroll bar is not added.</p> <p>scroll - A horizontal scroll bar is added, and content exceeding the width of the element is clipped.</p> <p>hidden - Content exceeding the width of the element is clipped, and a horizontal scroll bar is not added.</p> <p>auto - Content exceeding the width of the element is clipped, and a horizontal scroll bar is added when necessary.</p>
Overflow-Y	Select	<p>visible - Content exceeding the height of the element is not clipped, and a vertical scroll bar is not added.</p> <p>scroll - A vertical scroll bar is added, and content exceeding the height of the element is clipped.</p> <p>hidden - Content exceeding the height of the element is clipped, and a vertical scroll bar is not added.</p> <p>auto - Content exceeding the height of the element is clipped, and a vertical scroll bar is added when necessary.</p>
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.
Padding Right	Unit	Padding of the element, between its right edge and its contents.
Padding Top	Unit	Padding of the element, between its top edge and its contents.
Page Break After (Print)	Select	<p>always - In print, always insert a page break after an element.</p> <p>auto - In print, automatically determine whether to insert a page break after an element.</p>
Page Break Before (Print)	Select	<p>always - In print, always insert a page break before an element.</p> <p>auto - In print, automatically determine whether to insert a page break before an element.</p>
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.
Zoom	Unit	Magnification scale of the element and its contents.

5.2.3 Style

Basic

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		
Tooltip	Text	Advisory information to show when the mouse is over the element.
Advanced		
Hide Focus	Select	1 - Hides visible indication for focus. 0 - Focus is visibly indicated by a dotted rectangle around the element.
Tab Index	Number	Index of the element in the tabbing order. A negative value omits the element from the tabbing order.

5.3 Basic

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

- [Box](#)
- [Separator](#)
- [Text Elements](#)
- [Link](#)
- [List](#)
- [Table](#)
- [Frame](#)
- [Marquee](#)

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.

It's generally advised to put every section of content in a box, which aids in easily organizing the document and promotes the modularity of the content.

To insert a box element, use the [Insert > Box](#) menu item, or press the [Insert Box](#) toolbar button.

Settings		
Link To	Text	A URL to open when pressing the box.
Linked 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 Separator

A separator element is a special case of a [box](#), and its visual appearance is defined by the document's [style](#).

To insert a horizontal separator element, use the [Insert > Text Elements > Horizontal Separator](#) menu item. To insert a vertical separator element, use the [Insert > Text Elements > Vertical Separator](#) menu item.

5.3.3 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:

- *Header 1* - Large header
- *Header 2* - Medium header
- *Header 3* - Small header
- *Footer 1* - Large footer
- *Footer 2* - Small footer
- *Instructions*
- *Comment*
- *Quote*

Settings

Link To	Text	A URL to open when pressing the box.
Linked 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.

5.3.4 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 insert a link, 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 to the current text.

Settings

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.

5.3.5 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 > List > Toggle List](#) menu item. To add a list item to a list, select it and use the [Modify > List > Add List Item](#) menu item.

Style

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 Style Type	Select	The marker type to appear next to each list item.

List Item

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

To indent a list item, select it and use the [Modify > List > Indent List Item](#) menu item. To outdent a list item, select it and use the [Modify > List > Outdent List Item](#) menu item.

5.3.6 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		
Border Collapse	Select	separate - Adjacent borders are separated. collapse - Adjacent borders are collapsed to a single border.
Cell Padding	Number	Padding, in pixels, to apply to each cell of the table.
Cell Spacing	Number	Spacing, in pixels, to apply between each cell of the table.
Outline Depth	Number	Thickness of the table's outline, in pixels.
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		
Vertical Align	Select	Vertical alignment of the contents of the table cell.

5.3.7 Frame

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

To insert a frame element, use the [Insert > Frame](#) menu item.

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

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

5.3.8 Marquee

Marquees are used to create scrolling text.

To insert a marquee element, use the [Insert > Marquee](#) menu item.

Settings		
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.
Direction	Select	The direction the text scrolls in.
Loop	Select	Number of times to repeat the scroll before stopping. infinitely never stops repeating.
Step Delay	Number	The delay between each step of the scroll, in milliseconds.
Step Size	Number	The size of each step of the scroll, in pixels.

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

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



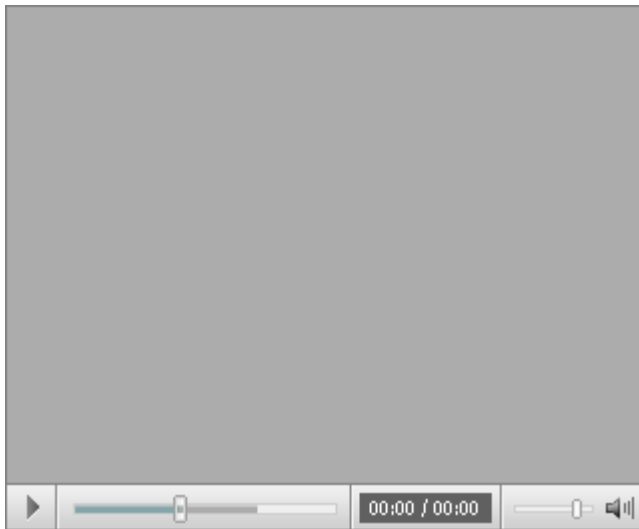
Image elements are used to embed graphics in a document.

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](#).

Settings

Dynamic Source	Media	Video or audio file to use as the source for the image element.
Link To	Text	A URL to open when pressing the image element.
Linked 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.
Loop	Number	Number of times to loop the video or audio file. Only relevant when a <Dynamic Source> is set.
Source	Media	Image file to use as the source for the image element.
Start	Select	fileopen - Video or audio file is started when it finishes loading. mouseover - Video or audio file is started when the mouse is over the image element.

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 to insert a media player using either the current style, or the default style. To learn more about inserting media elements, read about [adding media](#).

Settings		
Auto Start	Select	When on, automatically starts the media when entering the page.
Context Menu	Select	When on, right-clicking on the media player shows the media player context menu.
Mute	Select	When on, the media player starts as muted.
Source	Media	Video or audio file to use as the source for the media element.
Volume	Number	Determines the volume of the audio/video element, with 100 being full volume, and 0 being muted.

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		
Context Menu	Select	When on, right-clicking on the flash animation shows an extended flash player context menu.
Loop	Select	When on, the flash animation loops indefinitely when reaching its end.
Quality	Select	The quality of the flash animation. A lower quality could result in better performance, but also in degraded visual appearance.
Source	Media	Flash animation file to use as the source for the media element.
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 Shapes



Shape elements are used to embed combinations of vector graphics, 3d shapes and text paths in a document.

To insert a shape element, use any shape type from the [Insert > Shape](#) menu.

Style		
Fill Active	Select	When on, a fill for the shape is displayed.
Fill Angle	Number	Angle for a gradient fill, in degrees. Only relevant when <Fill Type> is gradient or gradientcenter .
Fill Color	Color	Primary color to use for the fill. Only relevant when <Fill Type> is other than tile .
Fill Color 2	Color	Secondary color to use for the fill. Only relevant when <Fill type> is gradient , gradientcenter or pattern .
Fill Image	Media	Image to use for the fill. Only relevant when <Fill Type> is tile or pattern .
Fill Method	Select	Defines the method to use to generate a gradient fill: none - No sigma fill. linear - Linear sigma fill. sigma - Sigma fill. any - Any sigma fill.

Fill Opacity	Number	Opacity level (0-1) of the fill.
Fill Type	Select	solid - The fill is a solid color, using <Fill Color>. gradient - The fill is a linear gradient, fading between <Fill Color> and <Fill Color 2>. gradientcenter - The fill is a linear radial, fading between <Fill Color> and <Fill Color 2>. tile - <Fill Image> is tiled to fill the shape. pattern - <Fill Image> is used to create a pattern using <Fill Color> and <Fill Color 2>.
Flip	Select	x - Flip the shape along the X-axis. y - Flip the shape along the Y-axis. x,y - Flip the shape along both the X-axis and the Y-axis. none - Don't flip the shape.
Rotation	Number	Angle of the shape's rotation, in degrees.
Shadow Active	Select	When on, a shadow for the shape is displayed.
Shadow Color	Color	Primary color to use for the shadow.
Shadow Color 2	Color	Secondary color to use for the shadow. Only relevant when <Shadow Type> is double or emboss .
Shadow Offset	Point	Primary offset of the shadow.
Shadow Offset 2	Point	Secondary offset of the shadow, only relevant when <Shadow Type> is double or emboss .
Shadow Opacity	Number	Opacity level (0-1) of the shadow.
Shadow Type	Select	single - A single shadow is displayed, using <Fill Color> and <Fill Offset>. double - Two shadows is displayed, one using <Fill Color> and <Fill Offset>, and one using <Fill Color 2> and <Fill Offset 2>. perspective - A perspective shadow. shapeRelative - A shadow is created relative to the shape. emboss - A shadow with an embossed look.
Skew Active	Select	When on, the shape is skewed according to <Skew X> and <Skew Y>.
Skew X	Point	The skew to apply on the X-Axis.
Skew Y	Point	The skew to apply on the Y-Axis.
Stroke Active	Select	When on, a stroke is displayed outlining the shape.
Stroke Color	Color	Color to use for the stroke.
Stroke Opacity	Number	Opacity level (0-1) of the stroke.
Stroke Style	Select	The dot and dash style to use for the stroke.
Stroke Weight	Number	Thickness of the stroke, in pixels.
TextPath Active	Select	When on, displays text along the path of the shape.
TextPath Align	Select	The alignment of the text along the path.
TextPath Equal Height	Select	When on, all letters are of the same height, regardless of their case.
TextPath Fit Path	Select	When on, the text is sized to fit its path.
TextPath Fit Shape	Select	When on, stretches the text to the edges of the bounding box of the shape.

TextPath Rotate Letters	Select	When on, rotates the letters of the text by 90 degrees.
TextPath Spaces	Select	tightening - Space is removed between each letter of the text. tracking - Space is added between each letter of the text.
TextPath Spacing	Number	The amount of spacing between the letters of the text.
TextPath String	Text	The text to display long the path.
TextPath X Scale	Select	When on, a straight textpath along the lower boundary of the shape is used.
Three-D Active	Select	When on, the shape is given a 3d effect.
Three-D Back Depth	Number	The depth the shape stretches toward the back.
Three-D Brightness	Number	The over-all brightness (0-1).
Three-D Color	Color	The color of the extrusion faces.
Three-D Diffusivity	Number	The amount of diffusion of reflected light (0-1).
Three-D Edge	Number	The size of a simulated bevel edge.
Three-D Fore Depth	Number	The depth the shape stretches toward the front.
Three-D Light Harsh	Select	When off, the shadow boundaries are diffused.
Three-D Light Level	Number	The intensity of the light source.
Three-D Outline	Select	When on, makes the object appear more metallic.
Three-D Render	Select	solid - Render the shape as a solid. wireframe - Display a wireframe of the shape.
Three-D Rotation Angle	Point	Angles of the shape's rotation on the X-axis and the Y-axis, in degrees.
Three-D Skew Amount	Number	The amount of skew to apply to the shape. Only relevant when <Three-D Type> is parallel .
Three-D Skew Angle	Number	The angle in degrees of skew to apply to the shape. Only relevant when <Three-D Type> is parallel .
Three-D Specularity	Number	The ratio (0-1) of incident light to specularly reflected light
Three-D Type	Select	parallel - 3d shape is rendered so that the center of projection is infinitely far away. perspective - 3d shape is rendered so that the center of projection is the same as the vanishing point for non-rotated objects.
Settings		
Link To	Text	A URL to open when pressing the box.
Linked 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.

5.6 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](#)

5.6.1 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.

5.6.2 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.

5.6.3 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.

Style

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

Settings

Disabled Mode	Select	disable - Keep the button shown when disabled. hide - Hide the button when disabled.
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Disabled On	Select	<p>default - Button is not specifically disabled on special situations.</p> <p>first page - Button is disabled on the first page of the project.</p> <p>last page - Button is disabled on the last page of the project.</p> <p>first chapter page - Button is disabled on the first page of each chapter.</p> <p>last chapter page - Button is disabled on the last page of each chapter.</p> <p>first test page - Button is disabled on the first page of each test.</p> <p>last test page - Button is disabled on the last page of each test.</p>
Enabled On	Select	<p>default - Button is not specifically enabled on special situations.</p> <p>first page - Button is enabled on the first page of the project.</p> <p>last page - Button is enabled on the last page of the project.</p> <p>first chapter page - Button is enabled on the first page of each chapter.</p> <p>last chapter page - Button is enabled on the last page of each chapter.</p> <p>first test page - Button is enabled on the first page of each test.</p> <p>last test page - Button is enabled on the last page of each test.</p>
Navigate To	Resource	A specific outline document in the project to navigate to.
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>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> <p>finish test - Finish the current test.</p> <p>print - Print the current document.</p>
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>
Trigger Delay	Unit	When <Trigger> is timer , the interval to wait before triggering the navigation.

5.6.4 Navigation Link

[NAVIGATE TO](#)

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. You can optionally select text before inserting, which would convert the text segment to a navigation link element.

5.6.5 Popup Button

Open Popup

Popup buttons open a [popup 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.

Style		
Disabled Style	Style Rule	Used when the button is disabled.
Match To Content	Select	When on, matches the popup window dimensions to the size of its contents.
Mouse Over Style	Style Rule	Used when the mouse is over the button.
Popup Height	Unit	The height of the popup window.
Popup Left	Unit	The offset of the popup window from the left edge of the screen.
Popup Top	Unit	The offset of the popup window from the top edge of the screen.
Popup Width	Unit	The width 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.
Scroll	Select	When on, scrollbars are available when the dimensions of the window are smaller than the size of its content.
Settings		
Popup	Resource	The popup document to open in the popup window.
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.
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>.
URL	Text	When no <Popup> set, the URL to open in the popup window.

<Edge> does not affect popups which open a <URL> and have <Popup Mode> set to **modeless**.

5.6.6 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.

Settings

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.

5.6.7 Progress Bar



Progress bars show the progress made on the entire course.

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.

Settings

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.

5.6.8 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.

5.6.9 Timer



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.

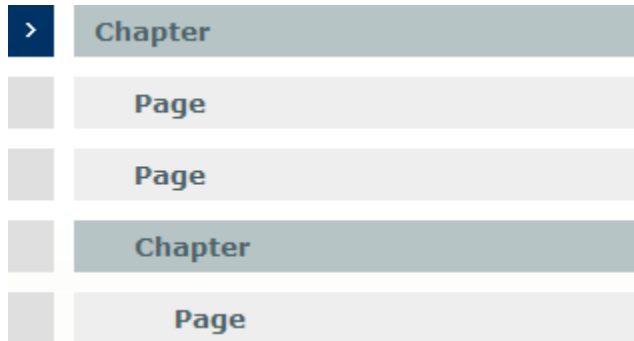
To insert a timer element, use the [Insert > Navigation > Timer](#) menu item.

Settings		
Mode	Select	Defines the visual appearance of the timer. Only relevant when <code><Visible></code> is true . digital - A digital clock. horizontal - A horizontal bar. vertical - A vertical bar. boxed - A growing box.
Navigate To	Resource	The document to navigate to once the timer has elapsed. Only relevant when <code><Timer Action></code> is custom .
Show Message	Select	When on, shows the timer message element once the timer has elapsed. Only relevant when <code><Visible></code> is true .
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 <code><Navigate To></code> . none - Take no action.
Timer Period	Unit	The time from the first viewing of the document, after which the action specified by <code><Timer Action></code> will be executed. When auto , inherits the test properties if available.
Update Interval	Unit	The time between each visual update to the timer. Only relevant when <code><Visible></code> is true .
Visible	Select	When off, the timer isn't visible on screen, but the <code><Timer Action></code> is still executed after the timer has elapsed.

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**.

5.6.10 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.

Style		
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.
Settings		
Collapsible	Select	When on, chapters can be collapsed to hide the documents underneath them.
Custom Root	Resource	The document to consider as the root of the menu. Only relevant when <Menu Root> is custom .
Disable Navigation	Select	When on, the menu is for display purposes only, and cannot be used for navigation.
Layout	Select	vertical tree - The tree is in vertical form.
Levels	Select	The number of levels to show (threshold) beneath the root level. all - Show any number of levels.
Mark / Current	Select	Defines whether the current marker is shown.
Mark / Done	Select	Defines whether the done marker is shown.
Mark / Started	Select	Defines whether the started marker is shown.
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>.

Show	Select	all - Show any type of documents. chapters - Show only chapter documents.
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.
Toggle Sibling	Select	When on, expanding a chapter collapses all its sibling chapters.

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**.

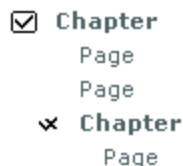
Started Marker

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**.

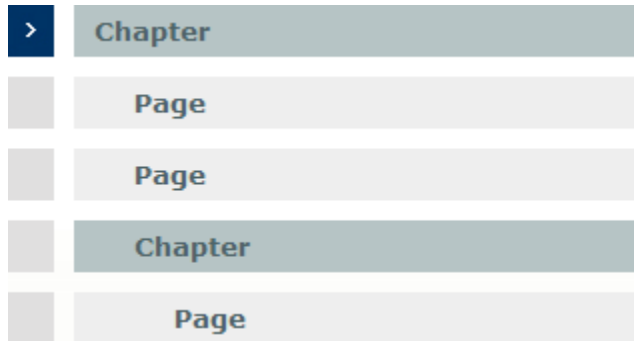
Compact Tree Menu



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.

5.6.11 Compact 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.

Style		
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.
Settings		
Collapsible	Select	When on, chapters can be collapsed to hide the documents underneath them.
Custom Root	Resource	The document to consider as the root of the menu. Only relevant when <Menu Root> is custom .
Disable Navigation	Select	When on, the menu is for display purposes only, and cannot be used for navigation.
Layout	Select	vertical tree - The tree is in vertical form.
Levels	Select	The number of levels to show (threshold) beneath the root level. all - Show any number of levels.
Mark / Current	Select	Defines whether the current marker is shown.
Mark / Done	Select	Defines whether the done marker is shown.
Mark / Started	Select	Defines whether the started marker is shown.
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>.

Show	Select	all - Show any type of documents. chapters - Show only chapter documents.
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.
Toggle Sibling	Select	When on, expanding a chapter collapses all its sibling chapters.

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**.

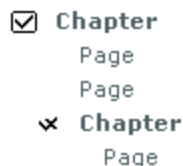
Started Marker

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**.

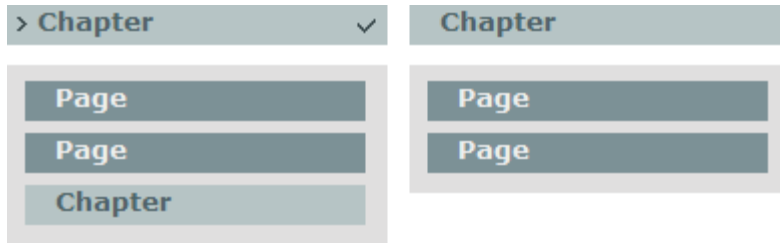
Compact Tree Menu



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.

5.6.12 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.

Style		
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.
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.
Settings		
Collapsible	Select	When on, chapters can be collapsed to hide the documents underneath them.
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.
Mark / Current	Select	Defines whether the current marker is shown.
Mark / Done	Select	Defines whether the done marker is shown.
Mark / Started	Select	Defines whether the started marker is shown.
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.

Show	Select	all - Show any type of documents. pages - Show only page documents. chapters - Show only chapter documents.
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.
Toggle Sibling	Select	When on, expanding a chapter collapses all its sibling chapters.

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**.

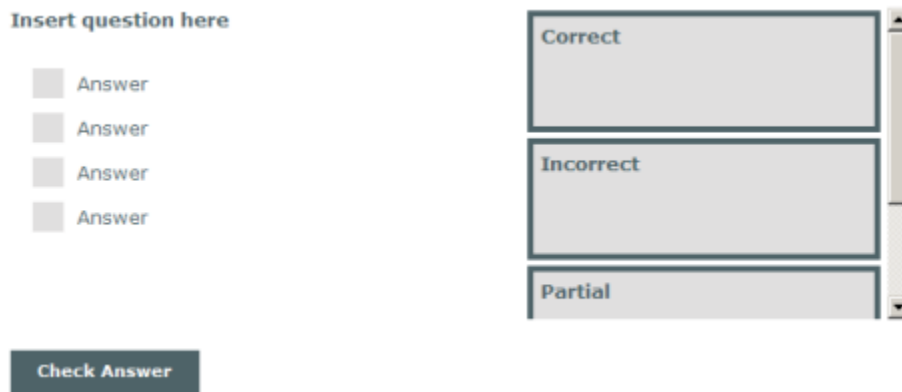
5.7 Activities

Activities are interactive elements, which are used for tests and for creating other interactive experiences for users. 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](#)
- [Feedback](#)

5.7.1 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

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.
Bullet Image	Media	Used for answer bullets in its normal state.
Bullet Pressed Image	Media	Used for selected answer bullets.
Bullet Right Image	Media	Used for answer bullets marked as correct.
Bullet Wrong Image	Media	Used for answer bullets marked as wrong.

Settings

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.
Shuffle Answers	Select	When on, randomizes the order of answers.

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 > Multiple Choice Activity > Add Answer](#) menu item. To remove an answer, simply select and delete it using the [Edit > Delete](#) 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

Correct	Select	Marks the answer as correct or incorrect.
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Point Click

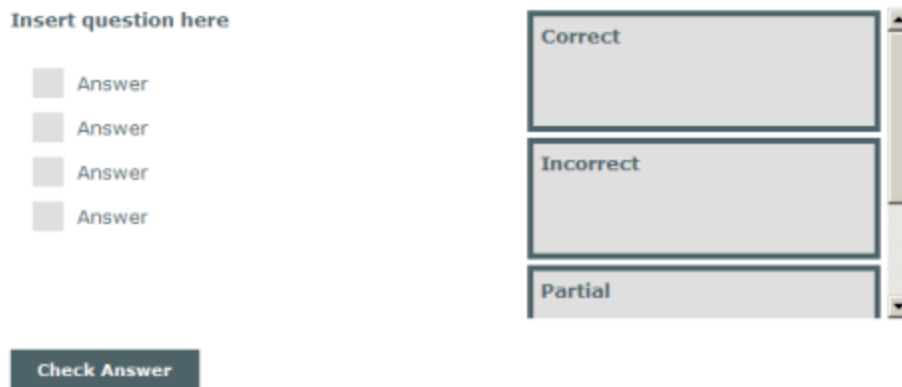
Insert question here

Check Answer

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.

5.7.2 Point Click



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

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.
Bullet Image	Media	Used for answer bullets in its normal state.
Bullet Pressed Image	Media	Used for selected answer bullets.
Bullet Right Image	Media	Used for answer bullets marked as correct.
Bullet Wrong Image	Media	Used for answer bullets marked as wrong.

Settings

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.
Shuffle Answers	Select	When on, randomizes the order of answers.

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 > Multiple Choice Activity > Add Answer](#) menu item. To remove an answer, simply select and delete it using the [Edit > Delete](#) 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

Correct

[Select](#)

Marks the answer as correct or incorrect.

Point Click

Insert question here

Check Answer

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.

5.7.3 Drag Drop

Drag #1	Drop #1
Drag #2	Drop #2

Check Answer

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 > Drag Drop Activity > 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 > Drag Drop Activity > 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 > Drag Drop Activity > 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		
Animate Correction	Select	When on, animates drag items when showing the correction.
Correction Animation Duration (MS)	Number	The time (in milliseconds) for the correction animation to take. Only relevant when <Animation Correction> is true .
Drag Opacity	Number	The opacity level (0-100) of the drag items while dragging.

Settings

Allow Drop Over	Select	Allows dragging items over a drop area which already has an item attached to it.
Force Correction Order	Select	Enforces the order in which to fix the items when showing correction, according to their order property.
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.
Reject Mismatched Drops	Select	When on, items dropped over a mismatched drop area will be rejected.
Shuffle Drag Items	Select	When on, randomizes the order of drag items.
Shuffle Drop Areas	Select	When on, randomizes the order of drop areas.

Drag Item

A drag item is a generic element. To remove a drag item, simply select and delete it using the [Edit > Delete](#) menu item, or the Delete key.

Settings		
Drag Item Index	Number	The index of the drag item, linking it to one or more corresponding drop areas. A negative value creates a dummy drag item, which isn't taken into consideration in the score calculation for the activity.

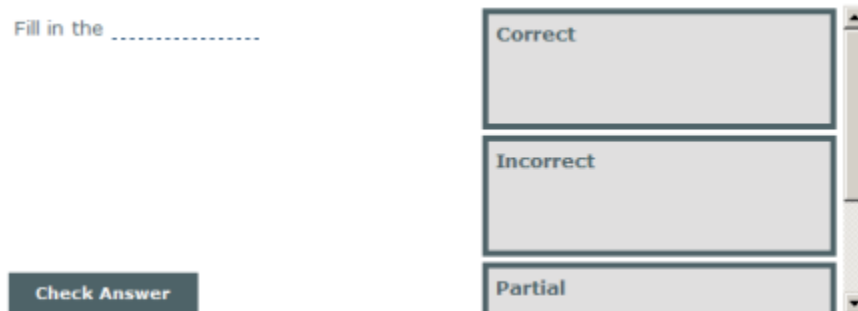
Drop Area

A drop area is a generic element. To remove a drop area, simply select and delete it using the [Edit > Delete](#) menu item, or the Delete key.

Style		
Opacity	Number	The opacity level (0-100) of the drop area.
Settings		

Drop Area Index	Number	The index of the drop area, linking it to one or more corresponding drag items. A negative value 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.

5.7.4 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

Shuffle Options	Select	When on, randomizes the order of the options of selectable blanks.
-----------------	------------------------	--

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 > Fill Blank Activity > 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 delete it using the [Edit > Delete](#) menu item, or the Delete key.

A blank can be of two types: a [writeable blanks](#), and a [selectable blanks](#).

Settings

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 > Fill Blank Activity > 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 > Fill Blank Activity > 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 delete it using the [Edit > Delete](#) 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 > Fill Blank Activity > Add Option](#) menu item.

Settings

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 > Fill Blank Activity > Add Range Option](#) menu item.

Settings

Higher Bound	Number	The higher bound of the range to be considered as a correct value.
Lower Bound	Number	The lower 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 > Fill Blank Activity > Add Mask Option](#) menu item.

Settings

Mask	Text	A wildcard mask to be considered as a correct value. A regular expression can be used, enclosed in forward slashes.
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5.7.5 Hot Spots

Hot Spot #1	Hot Popup #1
Hot Spot #2	Hot Popup #2
Hot Spot #3	Hot Popup #3

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 > Hot Spots > 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 > Hot Spots > 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 > Hot Spots > Add Hot Popup To Pair](#) menu item.

Style

Hide Mode	Select	effect - Use an effect (if defined) when hiding hot popups. plain - Hide hot popups without any effects.
-----------	------------------------	---

Settings

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 triggered each time the defined <Hot Event> is triggered. first time - Hot popups are only triggered the first time the defined <Hot Event> is triggered.

Hot Spot

A hot spot is a generic element. To remove a hot spot, simply select and delete it using the [Edit > Delete](#) menu item, or the Delete key.

Style

Opacity	Number	The opacity level (0-100) of the hot spot.
---------	------------------------	--

Settings

Hide Hotspot After Event	Select	When on, hides the hot spot after being triggered for the first time.
Hot 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>.
Hot Spot Index	Number	The index of the hot spot, linking it to one or more corresponding hot popups.
Popup 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.
Timer Hide Interval	Unit	When <Hot Event> is timer , the interval before hiding the hot popup, after showing it.
Timer Show Interval	Unit	When <Hot Event> is timer , the interval before showing the hot popup.

Hot Popup

A hot popup is a generic element, available for edit when the hot spot associated with it is selected (see also [Modify > Hot Spots > Design-Time View](#)). To remove a hot popup, simply select and delete it using the [Edit >](#)

[Delete](#) menu item, or the Delete key.

Settings

Hot Popup Index	Number	The index of the hot popup, linking it to one or more corresponding hot spots.
Hide Popup 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.

5.7.6 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

Hide Mode	Select	effect - Use an effect (if defined) when hiding hot word popups. plain - Hide hot word popups without any effects.
Mouse Over Style	Style Rule	Used when the mouse is over the hot word.

Settings

Hot 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.
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.
Linked 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.

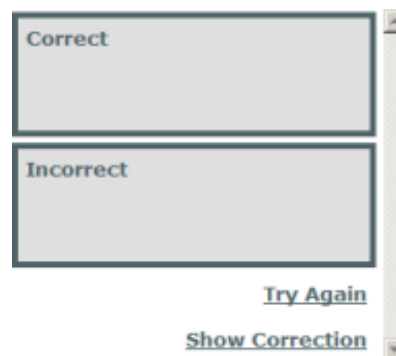
Hot Word Popup

A hot popup is a generic element, available for edit when the hot word associated with it is selected.

5.7.7 Feedback

The feedback element is a part of all assessment activities. Upon checking the answer of an activity, the feedback element provides the users 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

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.
Lock Next Navigation	Select	When on, prevents from navigating to the next page before the first attempt.
Match Size	Select	When on, automatically resizes the feedback element to match its contents.

Right Feedback

Shown when the answer is correct. To add a right feedback item, use the [Modify > Feedback > Add Right Feedback](#) menu item.

Wrong Feedback

Shown when the answer is incorrect. To add a wrong feedback item, use the [Modify > Feedback > Add Wrong Feedback](#) menu item.

Settings

When	Select	last attempt - Show the feedback after the last attempt only. any attempt - Show the feedback after any attempt.
------	------------------------	---

Partial Feedback

Shown when the answer is partially correct. To add a partial feedback item, use the [Modify > Feedback > Add Partial Feedback](#) menu item.

Settings

When	Select	last attempt - Show the feedback after the last attempt only. any attempt - Show the feedback after any attempt.
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Final Feedback

Shown after the last attempt. To add a final feedback item, use the [Modify > Feedback > Add Final Feedback](#) menu item.

menu item.

Custom Feedback

Shown when a custom condition is met. To add a custom feedback item, use the [Modify > Feedback > Add Custom Feedback](#) menu item.

Settings

Condition	Condition	A combination of conditions upon which to show the custom feedback item.
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Range Feedback

Shown when the number of correct answers is in the specified range. To add a range feedback item, use the [Modify > Feedback > Add Range Feedback](#) menu item.

Settings

Higher Bound	Number	The higher bound of the range of correct answers.
Lower Bound	Number	The lower bound of the range of correct answers.

Close Button

Shown on every attempt. Hides the feedback element. To add a close button, use the [Modify > Feedback > Add Close Button](#) menu item.

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 > Feedback > Add Try Again Button](#) menu item.

Settings

Reset Question	Select	When on, the question gets reset when the retry button is pressed.
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Fix Button

Shown on the last incorrect attempt. Fixes the activity to show the correct answers. To add a fix button, use the [Modify > Feedback > Add Show Correction Button](#) menu item.

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.

5.7.8 Get a Hint

Hints are helper elements, which are added to existing activities to provide helpful hints to users.

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 > Multiple Choice > Add Hint](#) menu item.
- [Drag drop](#), by selecting a drag drop element and using the [Modify > Drag Drop > Add Hint](#) menu item.
- [Fill blank](#), by selecting a fill blank element and using the [Modify > Fill Blank > Add Hint](#) menu item.

Style

Hide Mode	Select	effect - Use an effect (if defined) when hiding the hint popup. plain - Hide the hint popup without any effects.
Mouse Over Style	Style Rule	Used when the mouse is over the hint button.
Settings		
Available After	Unit	The amount of time after which the hint will be available for viewing.
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 users score, once they view the hint. A value of 0 means the score will not be decreased.
Show Button	Select	effect - Use an effect (if defined) when showing the hint button. plain - Show the hint button without any effects.
Show Once	Select	When on, the hint will only be shown once.

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.

5.8 Other

The following elements don't fit in any of the other categories.

- [Variable](#)
- [Test Feedback](#)
- [User Identification](#)
- [Sequence Manager](#)

5.8.1 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		
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	
first name	Viewer's first name.

last name	Viewer's last name.
middle name	Viewer's middle name.
global score	Overall score throughout the course.
status	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.
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 pages 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.
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 .

Values of **first name**, **last name**, **middle name**, **total hours**, and **total minutes** all depend on values supplied by a SCORM compliant LMS.

5.8.2 Test Feedback

The screenshot shows a 'Test Feedback' window. At the top is a 'Test Summary' table with the following data:

Test Title:	[TEST TITLE]
Final Score:	[FINAL SCORE]
Question count:	[QUESTION COUNT]
Correct:	[CORRECT]
Incorrect:	[INCORRECT]
Partial:	[PARTIAL]

Below the table, there are two feedback messages:

- A green message: 'Test Pass Score is: [PASS SCORE] You passed the test!'
- A red message: 'Test Pass Score is: [PASS SCORE] You failed the test!'

At the bottom, there is a purple 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

Linked Test	Resource	Links the test feedback element to its relevant test.
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Test Summary

Lists global statistics for the test.

Sections Summary

Lists each section of the test and its statistics.

Results Details

Lists each question in the test and its score.

Settings

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.

Test Results

Shows the final score of the test.

Test Pass

Shows the pass score of the test, only shown if the test is passed.

Test Fail

Shows the pass score of the test, only shown if the test is failed.

Review Test

A button for reviewing the test, only shown when Allow Review in the [test properties](#) is on.

Style

Style Rule Over	Style Rule	Used when the mouse is over the button.
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Re-Test

A button for retaking the test.

Settings

Target	Resource	The document to navigate to when pressing the button. If none set, defaults to the first page of the <Linked Test>.
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5.8.3 User Identification

User Identification:

User Identification is required!

User identification is used to identify the user 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

Mandatory	Select	When on, user identification is required to leave the document it is on.
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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.

5.8.4 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 insert a sequence manager, use the [Insert > Sequence Manager](#) menu item. A document can only hold one sequence manager element.

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.

Style		
Effect Active	Select	When on, the effect sequence is enabled.
Effect Delay	Unit	Delay between each step of the effect sequence. Only relevant when <Effect Trigger> is timer or either .
Effect Duration	Unit	Duration for each step of the effect sequence.
Effect 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.
Effect Loop	Select	When on, the effect sequence is repeated infinitely.
Effect 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.
Effect Start After	Unit	Delay after showing the page before starting the effect sequence. Only relevant when <Effect Trigger> is timer or either .
Effect 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.
Effect Type	Select	Type of effect to play by default.

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.
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Elements

Each element which can be part of an effect sequence, is also given the following properties:

Style		
Effect Active	Select	When on, the element participates in the effect sequence.
Effect Type	Select	Type of effect for the element.
Settings		
Narration	Media	An audio file containing narration for the element, to be played along with the effect and be timed accordingly.

5.9 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		
Recycle Questions	Select	When on, questions are recycled once the user exhausts the question list (and the game isn't over). When off, the game is ended once the user exhausts the question list.
Replayable	Select	When off, the start game button is hidden after the game is started, and the game cannot be restarted at any point.
SFX / Background	Media	Audio file to play as background music throughout the entire game. The volume for this sound can be set via <Volume / Background>.
SFX / Correct	Media	Audio file to play when a question is answered correctly.
SFX / Incorrect	Media	Audio file to play when a question is answered incorrectly.
SFX / Lose	Media	Audio file to play when the game is lost.
SFX / Question	Media	Audio file to play when a question is shown.
SFX / Start	Media	Audio file to play when the game is started.
SFX / Win	Media	Audio file to play when the game is won.

Show Continue	Select	always - Show the <i>Continue</i> button at all times, allowing the user to proceed before answering the question. after answer - Only show the <i>Continue</i> button after the user has answered the question. auto continue - Don't show the <i>Continue</i> button, and automatically continue after the question has been answered.
Show Results	Select	When on, the results layer is shown after has ended.
Show Score	Select	When on, score is displayed along with the game.
Sound	Select	Determines the initial state of sounds in the game. When off, sounds is initially mute.
Volume / Background	Number	The volume, in percents, for the background music.

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](#)

5.9.1 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

Color / Fluid	Color	The color of the fluid running through the pipes.
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Color / Joints	Color	The color of the joints connecting between the pipes.
Color / Pipes	Color	The color of the pipes.
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.
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 .
Levels Preset	Select	Allows to choose one of the pre-made level sets. Choosing a presets overwrites any level data in <Levels Designer>. user defined - Allows you to design your own set of levels, via <Levels Designer>. blank - Resets the level data to a blank set.
Machine Type	Select	The visual appearance of the machine generating the fluid. A setting of mixed cycles through the different machines each level.
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 .
SFX / Failure	Media	Audio file to play when the level has failed (fluid has spilled along the way).
SFX / Rotate	Media	Audio file to play when a pipe is rotated.
SFX / Success	Media	Audio file to play when the level has been completed successfully.
SFX / Valve	Media	Audio file to play when the valve is opened.
Tile Opacity	Number	The opacity level (0-100) of the tiles.
Tile Type	Number	The visual appearance of the tiles.
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.

5.9.2 Space 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

Galaxy	Select	The visual appearance of the stars.
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.
Questions	Number	The number of questions to attach to stars.
Rows	Number	The number of rows of stars.
SFX / Explode	Media	Audio file to play when a cluster explodes.
Show Background	Select	When off, the default background is hidden and the visual appearance of the game can be customized.
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.
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.
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.

5.9.3 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

Attempts	Number	Set the number of attempts per step (lily pad).
Frog Color	Select	The player frog color, either red or purple .
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.
SFX / Hop	Media	Audio file to play when the frog hops between lily pads.
Show Pool	Select	When off, the pool is transparent allowing customization of the game's appearance.
Show Ripples	Select	When on, ripples will be shown around the lily pads the player can jump to on each step.
Steps per Column	Number	The number of lily pads in a column.
Steps per Row	Number	The number of lily pads in a row.

5.9.4 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		
50:50	Number	The number of 50:50 lifelines (reduces the number of answers by 50%) made available to the player.
Drown Mode	Select	Determines whether the penguin drowns if the player fails to answer the question at the bottom of the sea.
Fish Type	Select	The visual appearance of the fish stacked under the penguin. A setting of mixed chooses a different fish type each round.
Landscape	Select	The visual appearance of the background. A setting of mixed cycles through the different landscape each level.
Sea / Color	Color	A custom color to use for the sea. Only relevant when <Sea / Custom> is true .
Sea / Custom	Select	When on, uses <Sea / Color> to determine the color of the sea.
SFX / Level	Media	Audio file to play when the player moves up a level.
Switch Question	Number	The number of switch question lifelines made available to the player.

5.9.5 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		
50:50	Number	The number of 50:50 lifelines (reduces the number of answers by 50%) made available to the player.
Game Host	Select	The visual appearance of the game host.
SFX / Continue	Media	Audio file to play when the player continues to the next question.
Switch Question	Number	The number of switch question lifelines made available to the player.

Troubleshooting

Part



VI

6.1 Composica doesn't start

Popup blockers

Popup blockers can prevent Composica from starting properly. If pressing the Start Composica button in the [Welcome screen](#) 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.

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