ViewletBuilder3

Quick Start Guide

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Welcome

Qarbon welcomes you to the exciting world of Viewlet technology! It's hard to believe that it all started just a few short years ago when the founders of Qarbon realized a simple yet profound idea: anyone should be able to create compelling multimedia presentations with ease. From this idea, the Viewlet concept was born: people are natural visual learners, so a quick animated Viewlet gets the point across much more effectively than words on a page.

With over three million presentations launched every month, Viewlets have become one of the most popular ways of sharing information, providing technical support, presenting products and training new employees.

ViewletBuilder, the authoring tool used to create Viewlets, allows anyone, regardless of technical or creative ability, to make compelling, animated online presentations with ease. Whether you need to design a marketing demo, training material, software simulations, support resources or help content, Viewlets are the answer.

Due to its versatility, intuitive user-interface and incredibly quick creation time, ViewletBuilder is now a standard content creation tool in corporations, governmental institutions and academic organizations around the world.

This ViewletBuilder3 Quick Start Guide is designed to introduce you to the world of Viewlet Authoring. Keep in mind since this is a Quick Start Guide, it is not intended to be all-inclusive. This guide will, instead, provide you with an important overview of the ViewletBuilder3 features you will need to know to start creating your own Viewlets in no time.

Let's get started!

Key Features

ViewletBuilder3 comes with hundreds of enhancements not available in previous versions, making the program even more versatile, the output even more compelling and the creation process smoother and faster than ever.

For more information on key features included in ViewletBuilder3, please visit our web site at:

http://www.qarbon.com

System Requirements

ViewletBuilder3 (Windows version) requires the following minimum system requirements:

- Windows 98/2000/XP
- Intel PIII/AMD K6 550 Mhz
- 256+ MB Ram
- 16bit+ Video Card - 800x600 min.
- 5+ Gb Hard Drive with 500+ Mb free disk space

Please note: For optimal performance, we recommend at least a 1Ghz processor and 256+ RAM installed.

Installation

The Trial version of ViewletBuilder3 is available for download from the Qarbon site for evaluation purposes. There are many features available in the registered version that will not be accessible in the Trial version. Licensed users must first download/install the Trial version of ViewletBuilder3 and register it while online to convert it to the registered version.

To download ViewletBuilder3:

- Go to the Qarbon site at: http://www.qarbon.com/download
- In "Step 1," enter your email address in the field provided if this is the first time you are downloading ViewletBuilder3.
- In "Step 2," click the download button to download the "quick installer" file called viewletbuilder.exe. This file is approximately 200k and will require you to be connected to the Internet after you download in order to connect to the Qarbon servers to download the rest of the files required for installation. [Note: If you experience any problems while installing with the "quick installer" file (due to firewall problems or timing out issues), you can download the "stand-alone installer" called viewletbuilder_full.exe, which contains all of the files you will need to install ViewletBuilder3 without being connected to the Internet.
- When prompted, save the file to your computer.

To install ViewletBuilder3:

- If you are using the "quick installer" file (viewletbuilder.exe), make sure that you are connected to the Internet. (You do not have to be connected to the Internet if you are using the "stand-alone installer" (viewletbuilder_full.exe) file.
- Double-click the installation file to launch it.
- The ViewletBuilder3 Installation Wizard will open. Follow the instructions contained in this wizard to complete the installation process.

Upgrading from ViewletBuilder2

If you are a ViewletBuilder2 user, you cannot use the "Check for Updates" feature inside ViewletBuilder2 to upgrade to ViewletBuilder3. To upgrade from ViewletBuilder2 to ViewletBuilder3, follow the instructions in the Installation section of this guide.

Note:

Viewlets compiled in ViewletBuilder3 use a SWF (Flash) output format. If you wish to continue to take advantage of the older Java Applet output format for Viewlets, you may run ViewletBuilder2.

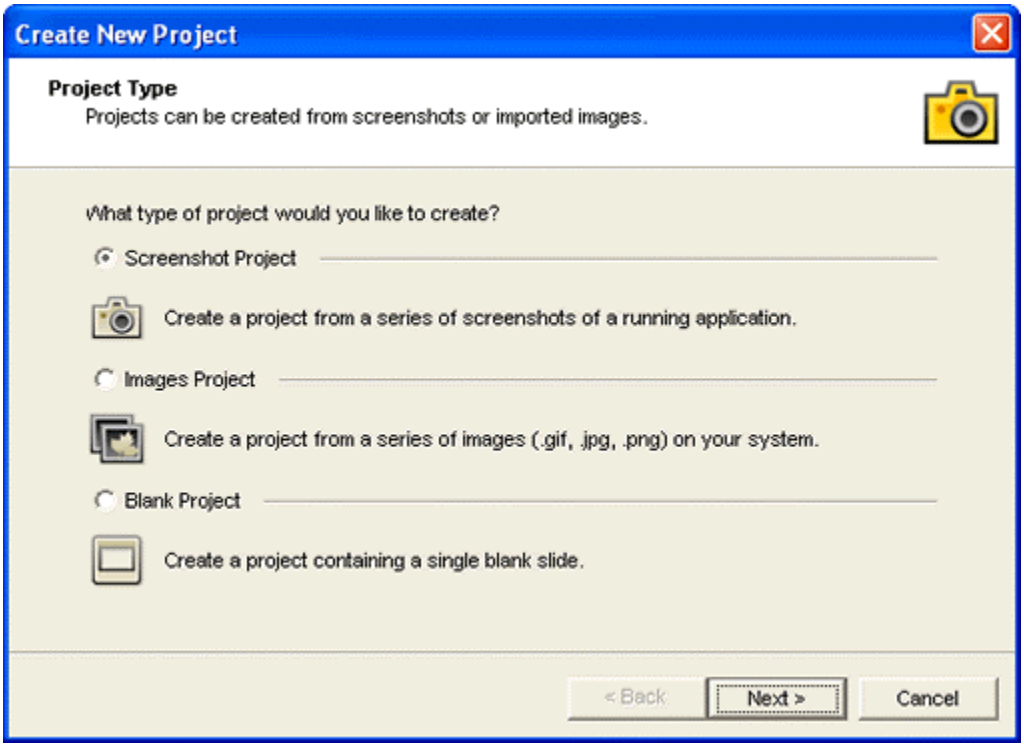
If you have any questions, please contact support at support@qarbon.com.

Screenshot Project

One method for creating a new Viewlet project is using the Screenshot Project method. This method lets you capture static screenshots of your target application using the Full Screen or Screen Area mode.

Creating a New Viewlet Project with Screenshots

- Launch ViewletBuilder3.
- Select the "New Project" button to launch the "Create a New Project" wizard.
- For "Project Type," select "Screenshot Project," then click "Next."



- For "Screen Capture Options" choose either "Full Screen" or "Screen Area," then click "Next."

Steps for Using Full Screen Mode

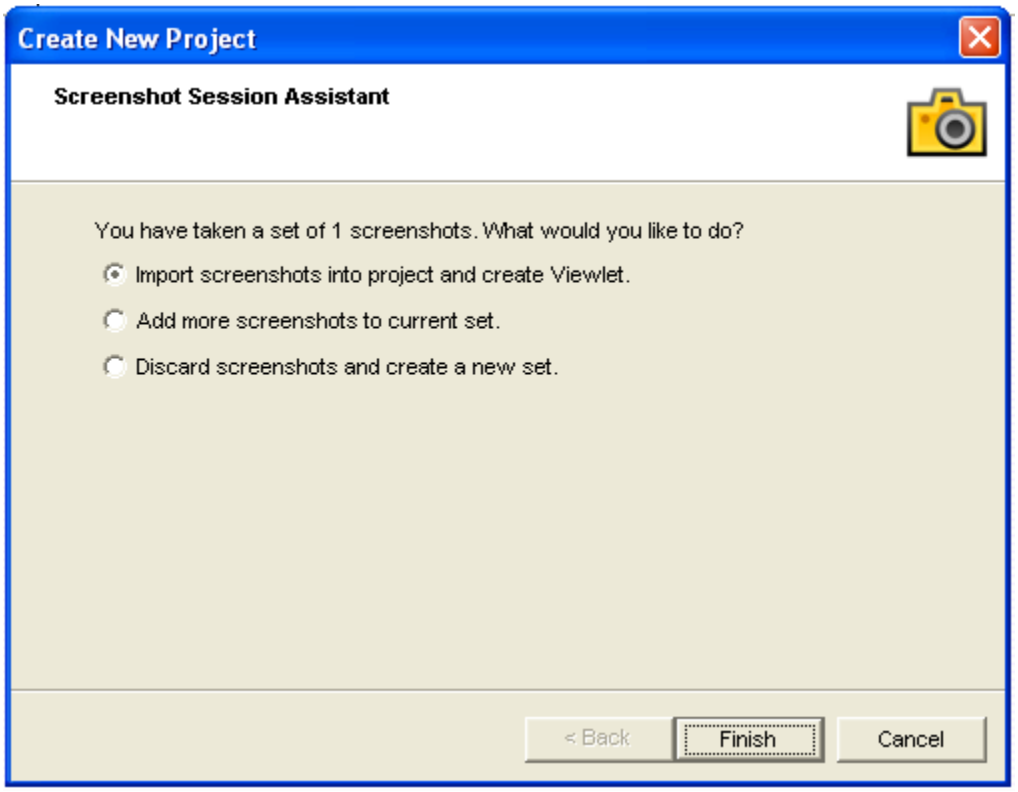
- For "Slide Size," choose one of the default settings (640x480, 800x600, 1024x768, etc.) then click "Next."

- Choose the "Hotkey" you want to use when taking screenshots (the Pause button is the default option. You can also choose the option to use "mouse clicks" at this step for taking screenshots in addition to using your Hotkey).
- When the "Screenshot Session Assistant" screen appears, click "Next" to begin your screenshot session. ViewletBuilder3 will automatically reset your monitor's resolution to match the slide size chosen and everything shown on your monitor will be included in the screenshot.

Steps for Using Screen Area Mode

- For "Slide Size," select one of the default options (this can be changed prior to beginning your actual screenshot session) or choose the "Custom" option and fill in the width and height in the fields provided. Click "Next."
- Choose the "Hotkey" you want to use when taking screenshots (the Pause button is the default option. You can also choose the option to use "mouse clicks" at this step for taking screenshots in addition to using your Hotkey).
- When the "Screenshot Session Assistant" screen appears, click "Next" to begin your screenshots session.
- A transparent box (surrounded by a shaded area) will appear on your screen. To move it, hold down your left mouse button and drag it to the preferred location. You can also resize it by holding down your left mouse button over one of the "grab handles" and dragging.
- Once you have positioned and resized the screenshot box, double-click it to lock it into place. The shaded area around the transparent box will disappear and you are ready to take screenshots. Everything inside this screenshot area box will be included in the screenshots, while everything outside of it will be cut off.

- Once you are finished taking screenshots, click the ViewletBuilder3 icon in the system tray to end your screenshot session.
- When the "Screenshot Session Assistant" screen appears select "Import screenshots into project and create Viewlet" then click "Finish." This will render your screenshots as slides in Thumbnail View, ready for you to edit.

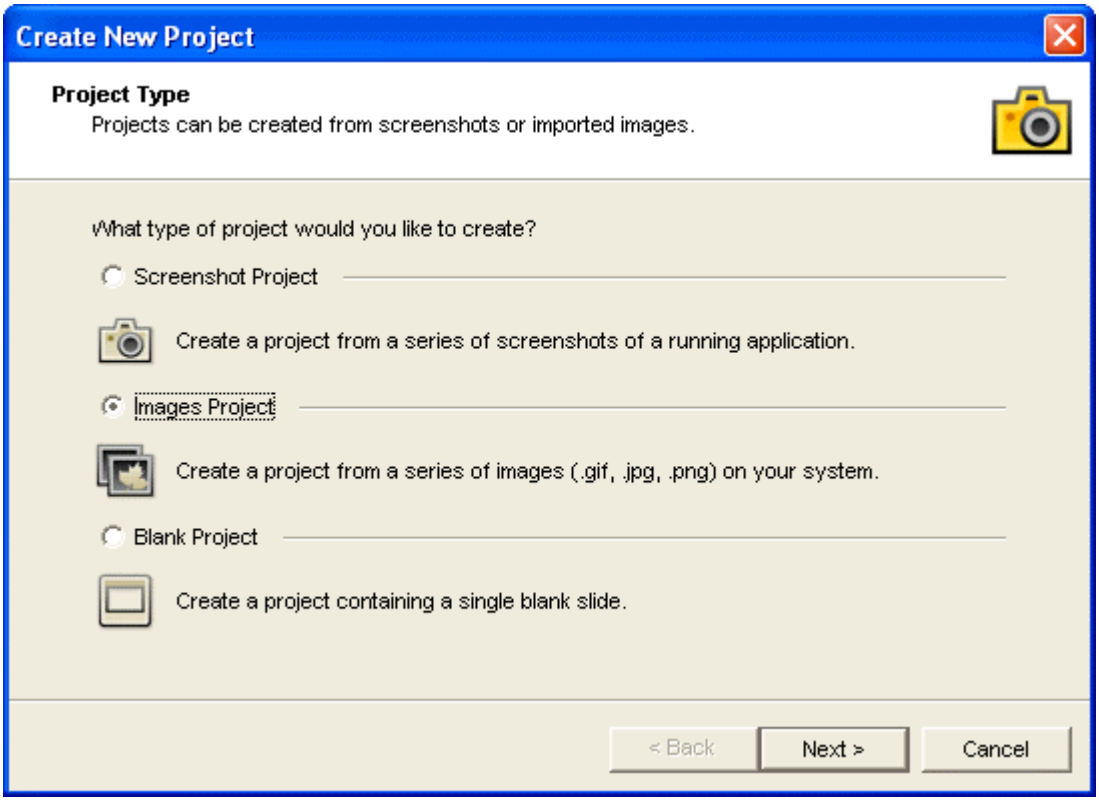


Images Project

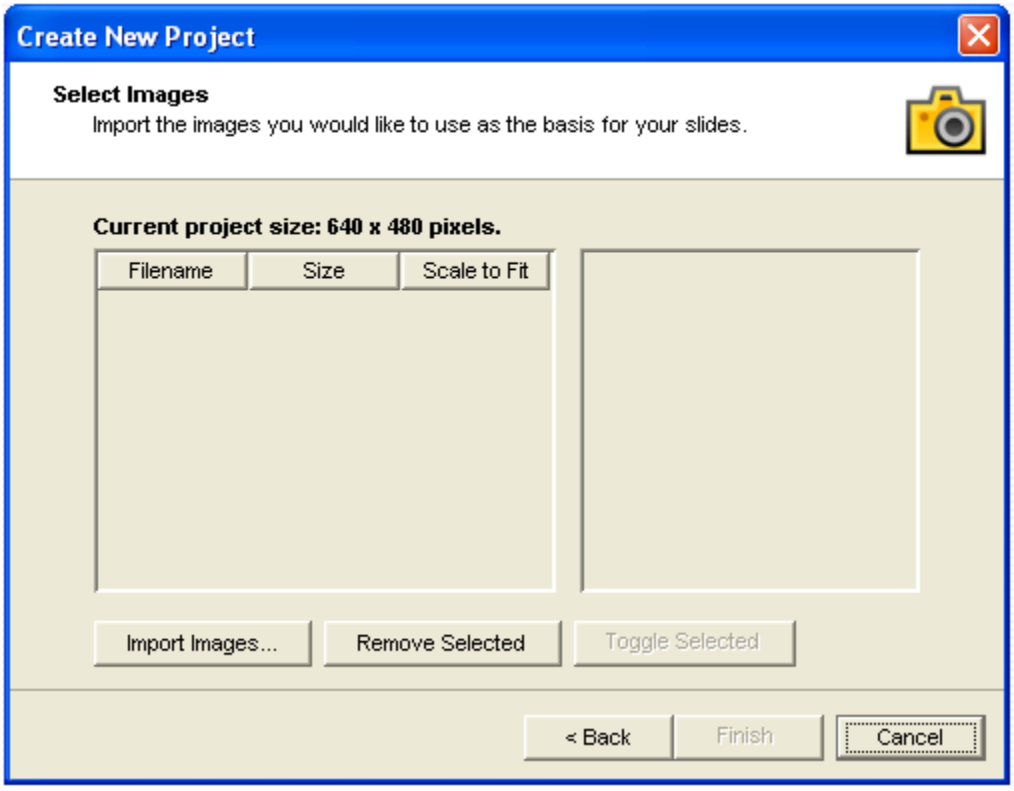
You can create an entire new Viewlet project directly from images without having to take screenshots. This new process allows you to select multiple images at one time while creating a new Viewlet project, scale them to fit as background images on slides--all in just a few easy steps.

Creating a New Viewlet Project Using Images

- Launch ViewletBuilder3.
- Select the "New Project" button to launch the "Create a New Project" wizard.
- For "Project Type," select "Images Project," then click "Next."

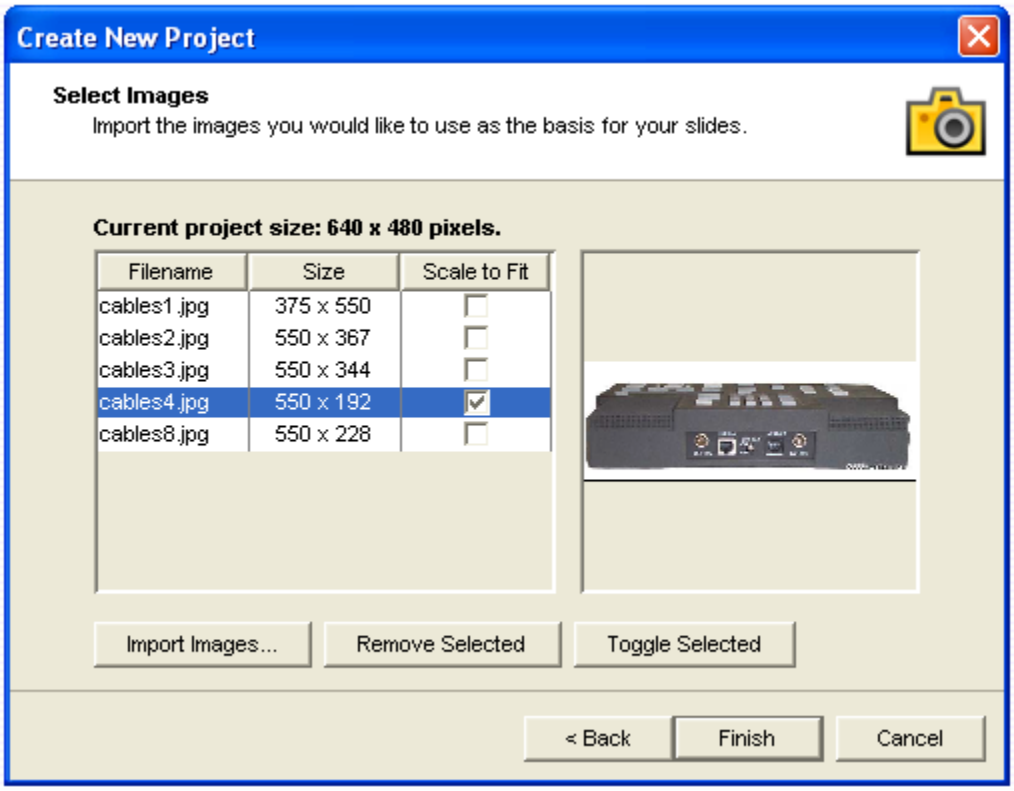


- For "Slide Size," select one of the default options, or choose the "Custom" option and fill in the width and height in the fields provided. Click "Next."
- In the "Create New Project" screen, select the "Import Images…" button.



- Browse to find your image files, select them, and click “Open.”
- The images will be loaded into the “Select Images” screen and the image file names and sizes will be listed.
- To preview an image, click it to select it and it will appear on the right side of this screen.

- Imported images will be embedded as the slide backgrounds. You can scale one or more of these images to match the dimensions of the slides by clicking the image to select it. Then, place a checkmark in the "Scale to Fit" option by clicking it. Images that are not scaled to fit the dimensions of the slides will be centered on the slide.



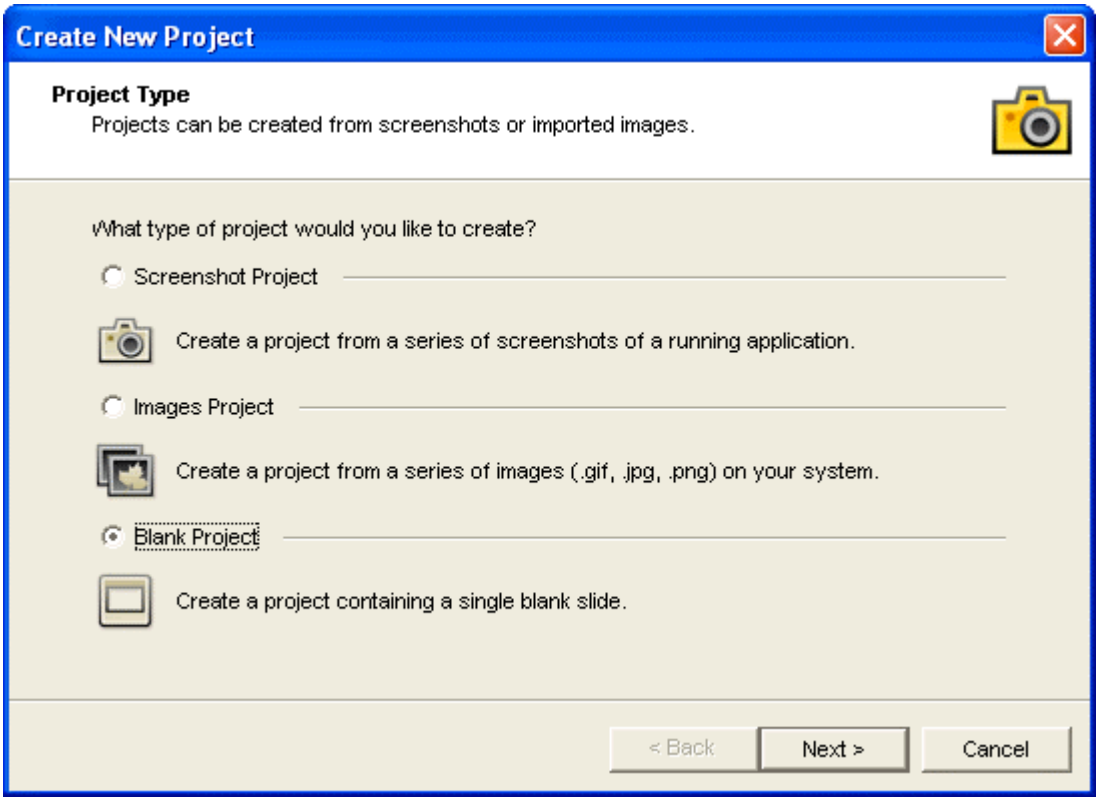
- Click "Finish." This will render your imported images as slides in Thumbnail View, ready for you to edit.

Blank Project

A new feature for creating projects is the Blank Project method. This option lets you quickly create a new one-slide blank Viewlet project without taking screenshots.

Creating a New Viewlet Project Using a Blank Slide

- Launch ViewletBuilder3.
- Select the "New Project" button to launch the "Create a New Project" wizard.
- For "Project Type," select "Blank Project," then click "Next."



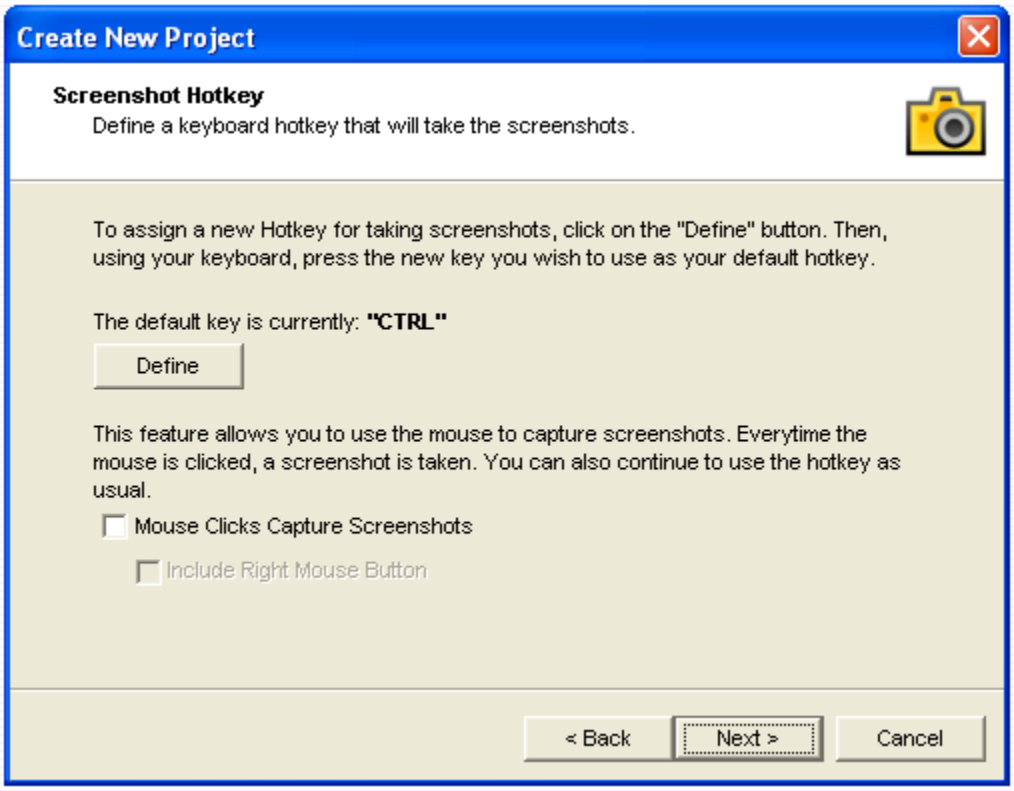
- For "Slide Size," select one of the default options, or choose the "Custom" option and fill in the width and height in the fields provided.
- Click "Finish." This will render a blank slide with a white background in Thumbnail View, ready for you to edit.

Defining a Hotkey

Each time you create a new Viewlet project using the “Screenshot Project” method, or insert screenshots into an existing project, ViewletBuilder3 lets you define a “Hotkey” for taking screenshots. You can also choose to use “mouse clicks” in addition to using the Hotkey during your screenshot session.

Changing the Hotkey for Taking Screenshots

- While setting up a new screenshot session, the wizard will display a “Screenshot Hotkey” screen. The default Hotkey will be shown in bold text.



Defining a Hotkey

- To change the Hotkey, press the “Define” button.
- When the “Press Any Key” text starts flashing, this indicates you are ready to change your Hotkey. Do this by pressing a key on your keyboard.
  Note: You can only use a single key as the Hotkey. And, it is highly recommended that you do not use keys such as the ESC, Print Screen, or any of the Function keys as your Hotkey.
- The “Screenshot Hotkey” screen also lets you add the option of using “mouse clicks” to take screenshots in addition to the Hotkey. To add the mouse click options, place a checkmark in the box next to “Mouse Clicks Capture Screenshots” by clicking it. You can also choose to “Include Right Mouse Button” by selecting the appropriate option.
- Click “Next” to continue with setting up the screenshot session. All the options are set in the “Screenshot Hotkey” screen will then be used as the default Hotkey for all screenshot sessions.

Importing ViewletBuilder2 Projects

ViewletBuilder3 lets you import projects originally created with ViewletBuilder2, so you can take advantage of the enhanced features in the new program to add even more impact to your Viewlet project.

To Import ViewletBuilder2 Projects into ViewletBuilder3

- Launch ViewletBuilder3.
- Select the “Open Project” button.
- Browse to your ViewletBuilder2 .vp project file and select it.
- Click the “Open” button.
- Once you import your ViewletBuilder2 project into ViewletBuilder3, it will convert a copy of your Viewlet project to the new ViewletBuilder3 project format (qvp).

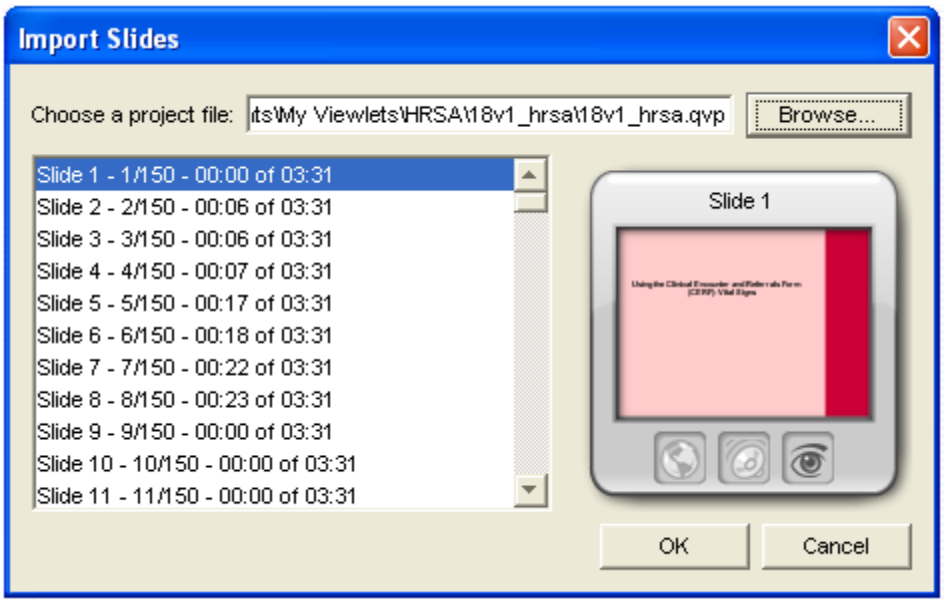
Importing Slides

ViewletBuilder3 allows you to import slides between projects that contain slides of the same size. You can import slides from other ViewletBuilder3 (.qvp) files or even from older ViewletBuilder2 (.vp) projects.

Note: Never copy/paste slides between two projects because this may result in file corruption.

To Import Slides:

- In "Thumbnail View" select an insertion point for the imported slides. Inserted slides are always placed after the selected slide. If no slide is selected, then inserted slides will be placed at the beginning of all slides.
- Select "Insert" then "Import Slides…" from the menu options.
- In the "Import Slides" window, click the "Browse" button.
- Find your project, click it to select it and then select "Open." This will open the project in the "Import Slides" window.



- Select the slides that you want to import. To select adjacent slides, click the first slide, hold down the Shift key, and then click the last slide in the series. This will highlight all the slides in the series. To select nonadjacent slides, click the first slide you need, hold down the Ctrl key, and click each additional slide you need.

- Once all slides are selected, press the “OK” button to import them into the current project.

Project Files

Each new ViewletBuilder3 project is saved in a single project folder, using the name designated when saving your project for the first time. Depending up the choices made in the "Viewlet Profile" screen (Advanced option), each project folder contains, at a minimum, the following:

- **.qvp (file):**
  This is the project's source file, containing all the screenshots, imported images, audio, etc., embedded into this single source file. This qvp file is what is opened and edited inside ViewletBuilder3.

- **.qv~ (file):**
  This is the project's backup source file. If needed, a project may be restored from the backup file by changing the last character from a "~" to a "p."

- **.viewlet (folder):**
  This folder contains the project's compiled files including a .swf (Flash) file and _viewlet_swf.html file.

- **.swf (file):**
  This is the compiled Viewlet file (found in the .viewlet folder and the .zip file) that can be played back through a browser that contains a Flash (5.0 or better) plugin or through a Flash (5.0 or better) stand-alone player.

- **_viewlet_swf.html (file):**
  This is a sample HTML file created when a project is compiled. This file has the .swf embedded into it and can be used to launch the Viewlet in a browser instead of launching the .swf file directly.

Additional files may also be found in the Viewlet's project folder, depending upon choices made for compilation options. If you need more information on this topic, please contact support@qarbon.com.

Saving Your Viewlet Project

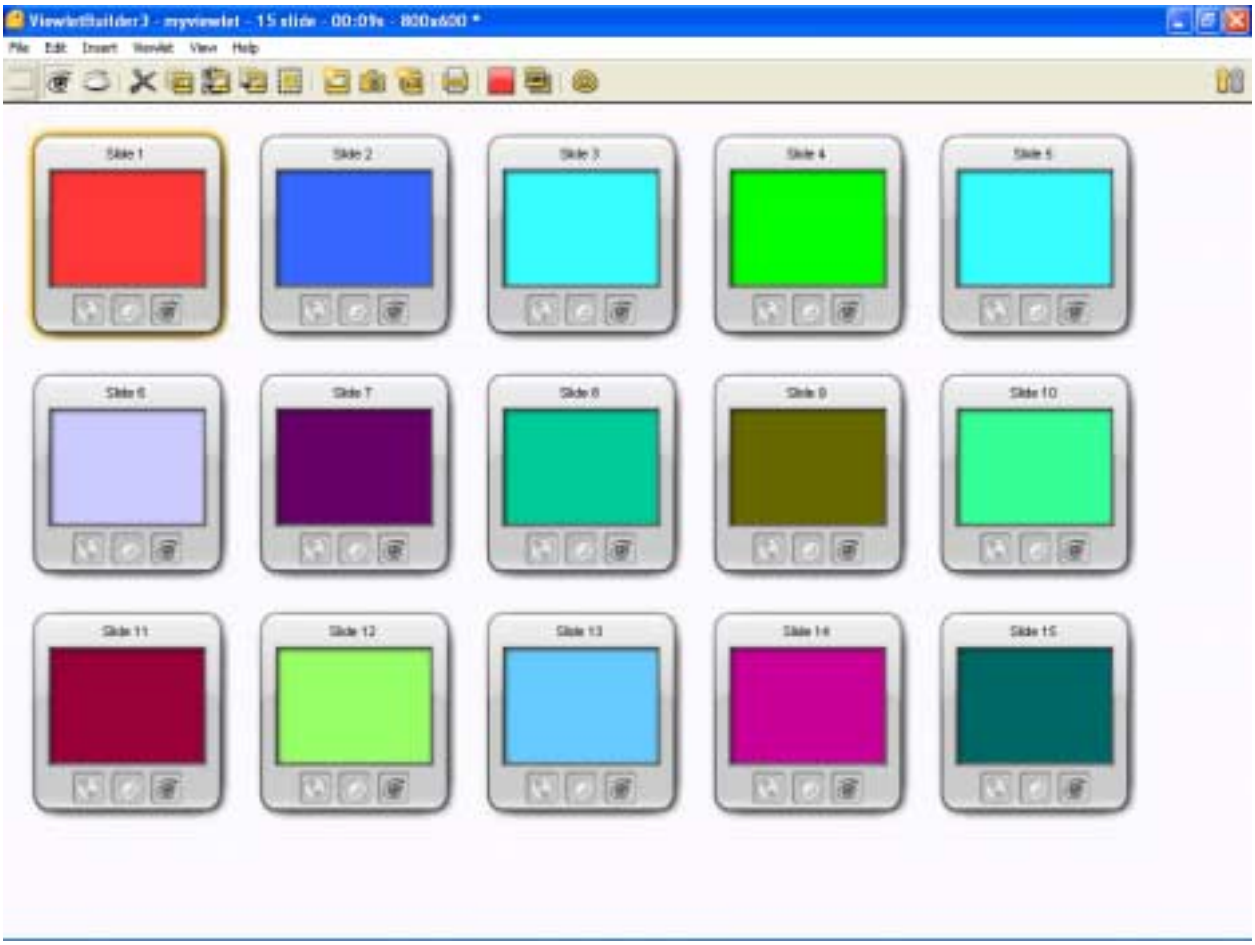
- To save your project for the first time (or after you've made changes to it), select "File" then "Save" from the menu options.
- Select a location to save your source file in the "Look in…" drop down menu.
- In the "File name:" field, type in a title for your file.
- In the "Files of type:" field, make sure that "Viewlet project (.qvp)" is selected.
- Click "Save."

Opening an Existing Viewlet Project

- To open an existing project directly from disk, double-click the project's .qvp file. This will launch ViewletBuilder3 and open the project in Thumbnail View.
- To open an existing project from inside ViewletBuilder3, select the "Open Project" button.
- Browse to find your project's .qvp file and select it.
- Click "Open." This will open the project inside ViewletBuilder3 in Thumbnail View.
- Note: A warning screen will appear when projects created in ViewletBuilder3 versions prior to ViewletBuilder3.5x are opened. Once these projects are converted/saved to the new ViewletBuilder3.5x file format, they will no longer be able to be opened in builds prior to ViewletBuilder3.5x. It is recommended that a copy of these projects be made prior to converting/saving them in ViewletBuilder3.5x.

Thumbnail View

After you finish a Viewlet screenshot session, create a new project, or open an existing project, ViewletBuilder3 will display your slides as small images in "Thumbnail View."



Thumbnail View

The Thumbnail View contains:

- A blue title bar that displays your file name, number of slides in the project, estimated playback time of project, and the size of the size used for the slides (width x height).
- Menu options that can be used while working in this view such as File, Edit, Insert, Viewlet, Viewlet, View and Help.
- A context sensitive toolbar with button icons to quickly perform tasks such as Cut, Paste, Duplicate Slide, Select All (slides), Insert Blank Slides, Insert New Screenshots into the Project, Create Slides Out of a Collection of Pictures, Print, change Slide Background or Color, Set Slide Background Image and Compile Viewlet.
- Thumbnail renderings of your slides.

On each of the Thumbnails, you will see:

- Slide Title: By default, slides are sequentially numbered. If you move slides or insert slides new slides between existing slides, the slides will automatically be renumbered. To change a Slide Title, click it and type in the new name.
- Three icons: globe, speaker, and eye. If the icon is "grayed out," this indicates that the slide does not have this feature activated or included on the slide.
  -Globe icon: Indicates that the slide contains a hyperlink.
  -Speaker icon: Indicates that the slide contains audio.
  -Eye icon: If a red "X" covers the eye, this indicates that the slide is hidden.

Working in Thumbnail View

Many tasks can be performed in Thumbnail View. To select a slide, simply click it to highlight it and then you can use the menu options, context sensitive toolbar, or right click shortcuts to perform the desired operation. You can also select multiple slides by holding down the SHIFT key (while selecting adjacent slides) or holding down the CTRL key (while selecting nonadjacent slides).

Moving Slides in Thumbnail View

There are several ways to move slides in this view. The quickest way is by using the drag and drop method. Select the slide or slides that you want to move to highlight them. Then, holding down your left mouse button, drag the slide (or slides) to the new location and let go of the left mouse button to drop them into place. After doing this, all slide numbers will automatically be renumbered.

Hiding Slides in Thumbnail View

There may be times when you do not want a slide to appear in your Viewlet presentation. Instead of deleting the slide, ViewletBuilder3 lets you hide it instead. Hidden slides will not play back in ViewletBuilder3 while previewing the project in Slide View in play mode, nor will it appear in the final Viewlet.

- To hide a slide, click the Eye icon. A red "X" will appear over the Eye, indicating that the slide is now hidden.
- To unhide a slide, click the Eye icon to remove the red "X."

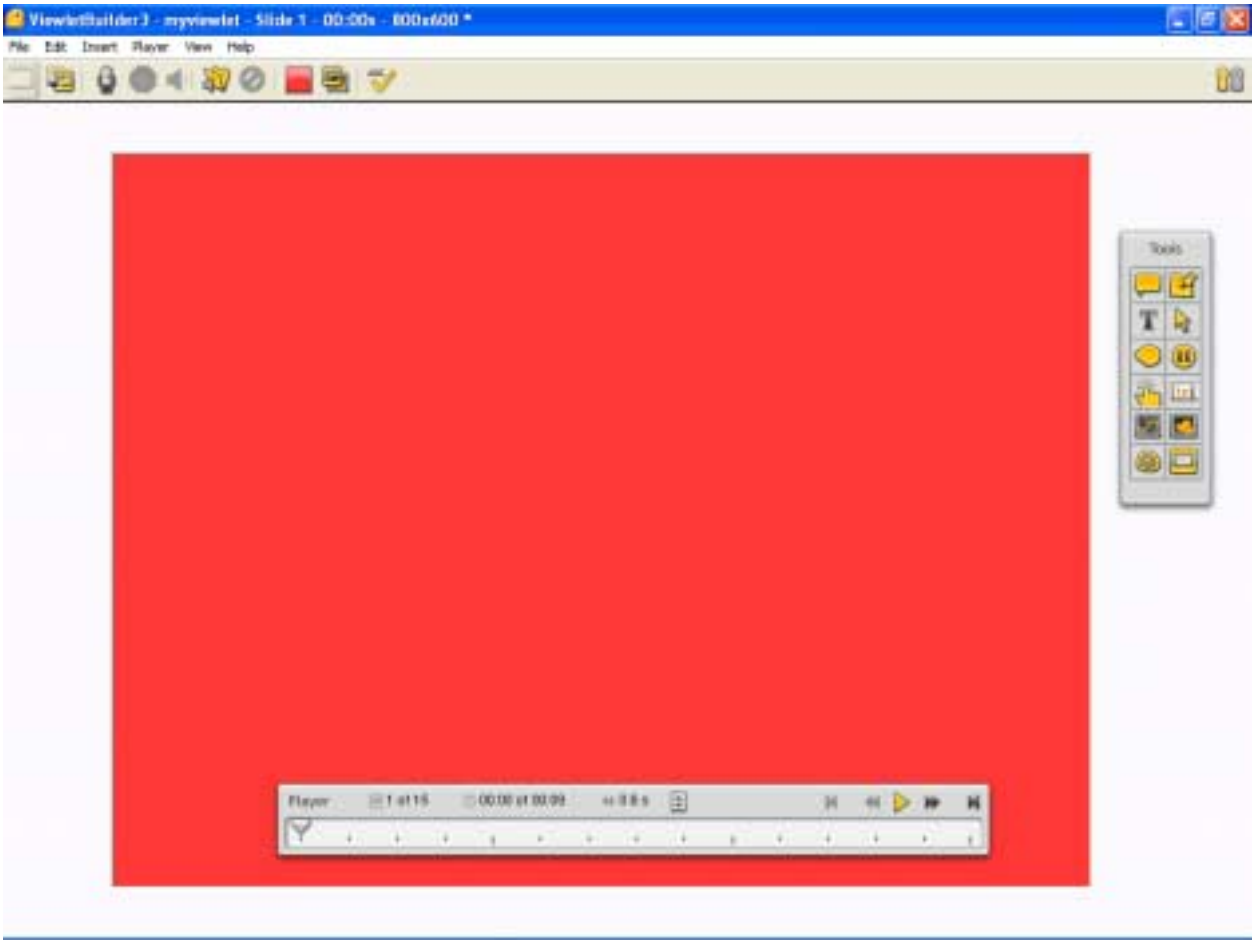
Switching to Slide View from Thumbnail View

- Choose a slide by clicking it to highlight it.
- Select "View" the "View Slide" from the menu options (you can also press F4).
- This will display the selected slide in Slide View.

This section of the guide contains just a brief overview of the Thumbnail View. If you need more help while working in this view, please visit the Help section of the Qarbon web site or contact Qarbon Support.

Slide View

The “Slide View” is the main “editing” window in ViewletBuilder3 and displays a single slide in full view. Most of the time you spend editing your project inside ViewletBuilder3 will be while working in the Slide View. This section of the guide contains a brief overview of what you will find in this view.



The Slide View contains:

- A blue title bar that displays your file name, the number (title) of slide you are currently viewing, slide delay, and the slide size (width x height).
- Menu options that can be used while working in this view such as File, Edit, Insert, Player, View and Help.
- And, based upon what is selected on the slide, a context sensitive toolbar will be displayed below the menu options.
- A Toolbox (also called a Tools Palette) with icons that can be clicked to insert or delete Balloons, Notes, Slide Text, Cursors, Shape objects, Pause Zones, Click Zones, Text Zones, SVG Vector Images, and Pictures. There are also icons to Compile and switch to Thumbnail View.
- A Slide Player bar, indicating the current slide number, slide delay, buttons to move from one slide to another or play the Viewlet. This Player bar also contains a sliding bar that can be dragged to move quickly between slides and up/down arrows the can be used to increase/decrease the slide's delay.

Slide View and Context Sensitive Toolbars

While working in Slide View, the context sensitive toolbar will change, depending upon what you select. This feature helps to speed up the process while working in this view.

Switching from Slide View to Thumbnail View

- To switch to Thumbnail View, select “View” then “View Thumbnails” from the menu options. Or, you can press F4 or click the “View Thumbnails” icon in the Toolbox.
- This action will switch you to Thumbnail View and the slide that was just displayed in Slide View will now be highlighted in Thumbnail View.

More information about working with the various options in Slide View can be found elsewhere in this guide. Or, if you need more help while working in this view, please visit the Help section of the Qarbon web site or contact support@qarbon.com.

Balloons-Notes-Slide-Text

While working in Slide View, you can add impact to your project with the addition of balloons, notes and Slide-text. Balloons can be used to “point” at a specific part of a slide, providing text information in it. Notes can be used to list summaries, give more details about the particular slide, etc. without calling attention to a particular area of the slide. You can also add text directly to a slide (without a balloon or a note) using the Slide-Text option.

Working with Balloons

Inserting a Balloon on a Slide

- In Slide View, click the “Create Balloon” icon in the Toolbox.
- As you move your mouse over the slide, the cursor will change to a cross-hair shape. Position this cross where you want to position the balloon and single click.
- A balloon will appear on your slide. Note: You can add only one balloon to each slide.

Removing a Balloon from a Slide

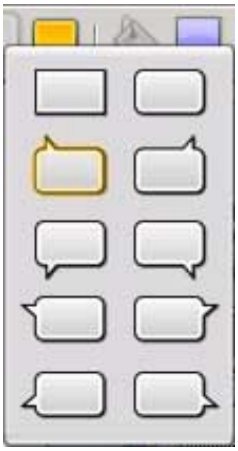
- Click the “Remove Balloon” icon n the Toolbox.
- This action will remove the balloon from the current slide.

Moving a Balloon on a Slide

- Click the balloon to select it.
- Mouse over the balloon so that your cursor changes to a hand shape.
- Hold down your left mouse button and drag the balloon.
- Once you've repositioned the balloon, let go of the left mouse button to drop it into place.

Changing the Balloon Shape

- Click the balloon to select it.
- Select the "Change Shape…" button from the context sensitive toolbar.
- Select the desired shape by clicking it to apply it.



Changing the Background Color of a Balloon

- Select the balloon by clicking it.
- Click the "Background Color…" button in the context sensitive toolbar to reveal the color palette.
- Select a color by clicking it.
- To close the color palette, click back on the slide.

Adding Text to a Balloon

- Double-click inside the balloon to go into text edit mode.
- Once your cursor starts flashing inside the balloon, this indicates that you are ready to input text.
- Use the options on the context sensitive toolbar to italicize, bold and underline your text. You can also change your font, size, color, and alignment while in text edit mode.

Inserting a Note on a Slide

- In Slide View, click the “Create Note” icon in the Toolbox.
- This action will insert a note on the current slide. Note: You can only add one note to each slide.

Removing a Note from a Slide

- Click the “Remove Note” icon in the Toolbox.
- This action will remove the note from the current slide.

Moving a Note on a Slide

- Click the note to select it.
- Mouse over the note so that your cursor changes to a hand shape.
- Hold down your left mouse button and drag the note.
- Once you've repositioned the note, let go of the left mouse button to drop it into place.

Changing the Background Color of a Note

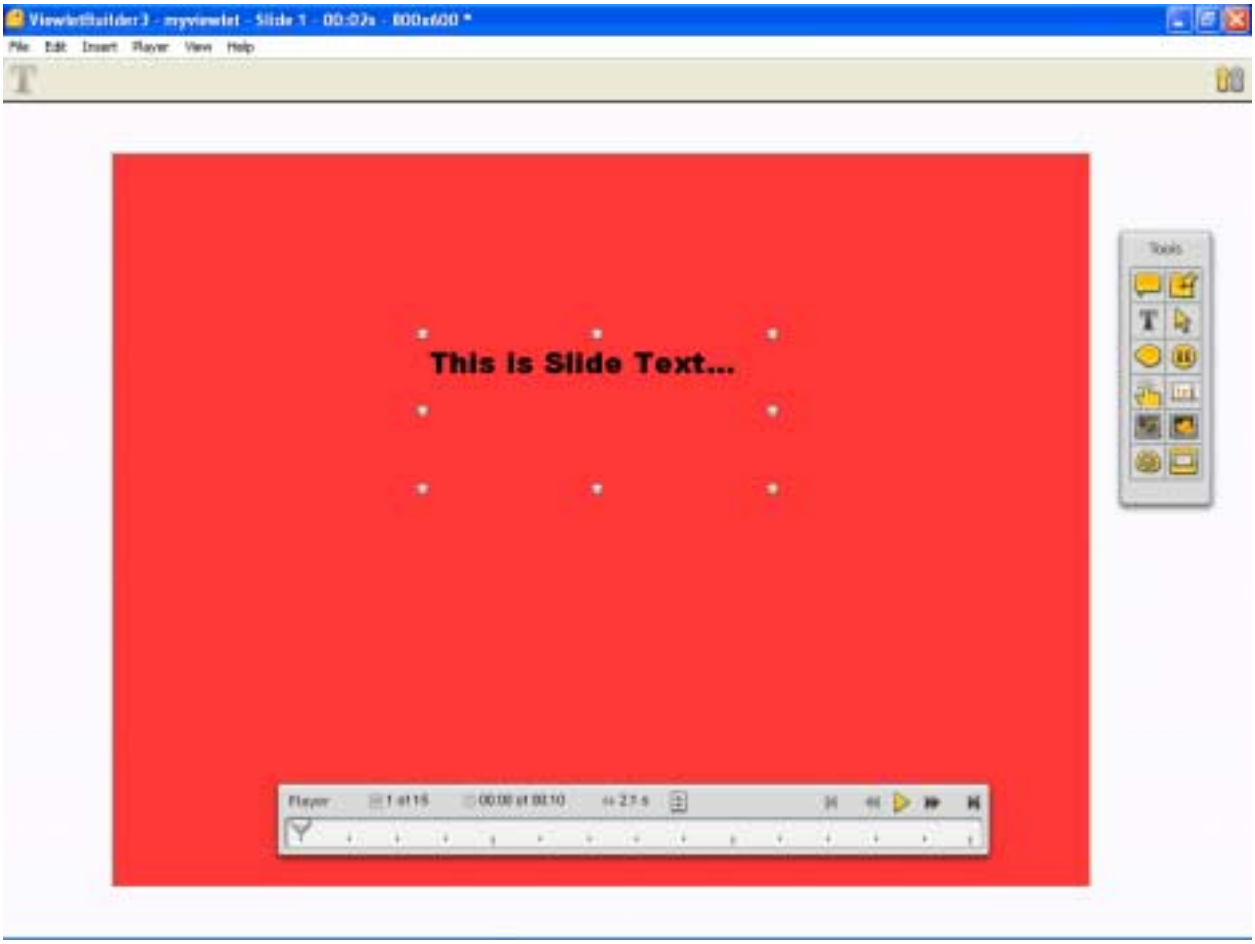
- Select the note by clicking it.
- Click the “Background Color…” button in the context sensitive toolbar to reveal the color palette.
- Select a color by clicking it.
- To close the color palette, click back on the slide.

Adding Text to a Note

- Double-click inside the note to go into text edit mode.
- Once your cursor starts flashing inside the note, this indicates that you are ready to input text.
- Use the options on the context sensitive toolbar to italicize, bold and underline your text. You can also change your font, size, color, and alignment while in text edit mode.

Adding Slide-Text to a Slide

- Select the “Slide-Text” button in the Toolbox.
- As you move your mouse over the slide, your cursor will change to a cross-hair shape. Click the slide to insert the SlideText object.
- A transparent Slide-Text box with grab handles will appear, ready for you to start inputting text.



- Unlike balloons or notes, you can add multiple Slide-Text objects to the same slide by repeating these instructions.

Removing Slide-Text from a Slide

- Select the Slide-Text you want to delete by clicking it.
- When you see the Slide-Text object surrounded by grab handles, press the delete button on your keyboard to delete it.

Moving Slide-Text on a Slide

- Select the Slide-Text by clicking it so that the grab handles appear.
- Mouse over the Slide-Text until your cursor changes to a hand shape.
- Hold down your left mouse button and drag the Slide-Text to a new position.

- When repositioned, let go of the left mouse button to drop it into place.

Resizing Slide-Text Object

- Select the Slide-Text by clicking it.
- When the grab handles appear, point your cursor over the applicable grab handle.
- Hold down your left mouse button and drag the grab handle to resize the Slide-Text box.

Adding/Editing Text in Slide-Text

- Double-click the Slide-Text object to enter text edit mode.
- A flashing cursor will appear, indicating that you are ready to input or edit the text.
- To exit from edit mode, click somewhere on the slide away from the Slide-Text object.

If you need more help working with Balloons, Notes, or Slide-Text options, please visit the Help section of the Qarbon web site or contact Qarbon Support.

Text Options

ViewletBuidler3 lets you enhance the text on your balloons, notes, and slide-text. In order to use the font enhancement options, you must be in text edit mode. Text options include italics, bold, underline, font type, size, color, alignment, a spell checker, and hyperlink feature. You can access text options from the context sensitive toolbar. Instructions for using text options are basically the same whether you are working with balloons, notes or slide-text.

Entering/Exiting Text Edit Mode

- To enter text edit mode, double-click on the balloon, note or slide-text object.
- A blinking cursor will appear in the object, indicating you are in text edit mode.
- To exit text edit mode, click to the slide off of the object you are working with.

Setting Text to Italics, Underline or Bold

- Enter text edit mode by double-clicking the balloon, note or slide-text.
- Select the text you want to edit by holding down your left mouse button and dragging it over the text to highlight it.
- Choose the appropriate button icon on the context sensitive toolbar to set the text to italics, to underline it, and/or to bold it.

Changing the Text Font Type

- Enter text edit mode by double-clicking the balloon, note or slide-text.
- Select the text you wish to edit by highlighting it.
- Click the “Font” button icon on the context sensitive toolbar to reveal the drop down list of available fonts.
- Choose the new font by clicking it from the list to apply it to the selected text.

Changing the Text Color

- Enter text edit mode by double-clicking the balloon, note or slide-text.
- Select the text you wish to edit by highlighting it.
- Click the "Text Color" button icon on the context sensitive toolbar to open the color palette.
- Select a color by clicking it in the palette to apply it to the selected text.
- To close the color palette, click another area of the slide away from the color palette.

Changing the Text Size

- Enter text edit mode by double-clicking the balloon, note or slide-text.
- Select the text you wish to edit by highlighting it.
- Click the "Text Size" button icon on the context sensitive toolbar to reveal the drop down list of available text sizes.
- Choose the text size from the list to apply it to the selected text.

Changing Text Alignment

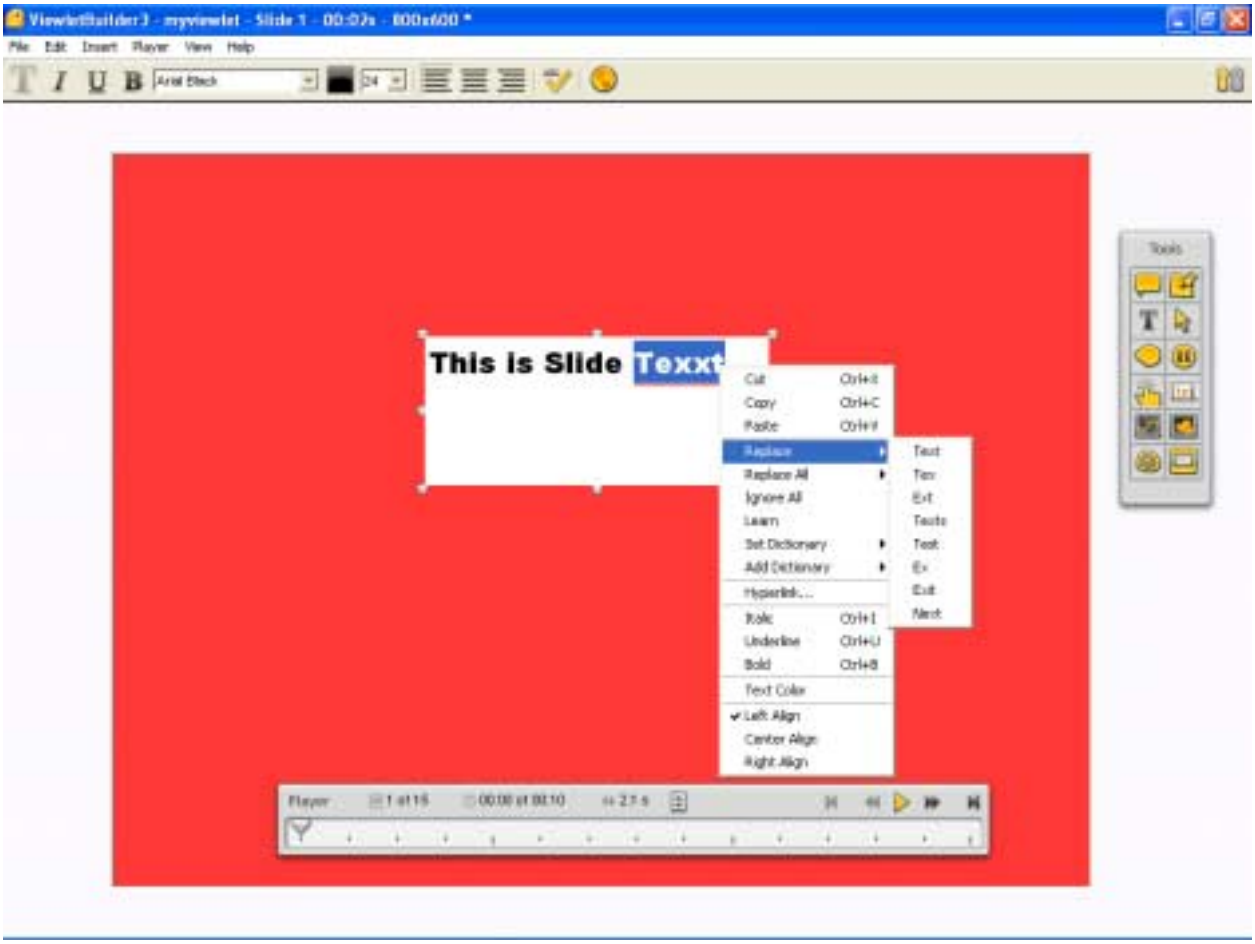
- Enter text edit mode by double-clicking the balloon, note or slide-text.
- When the cursor flashes in the object, click the appropriate button on the context sensitive toolbar to change the alignment to left, center, or right justification.

Using the Spell Checker

You can use the Spell Checker to check for typos while working with text.

To run the spell checker:

- Enter text edit mode by double-clicking on a text object.
- Mouse over the "Spell Checker" button on the context sensitive toolbar to see if it's active. The rollover text will say "Show Spelling Mistakes" if it's not active, click the button to activate the Spell Checker.
- Misspelled words will be underlined in red.
- Highlight the misspelled word, right-click, and select Replace or Replace All.



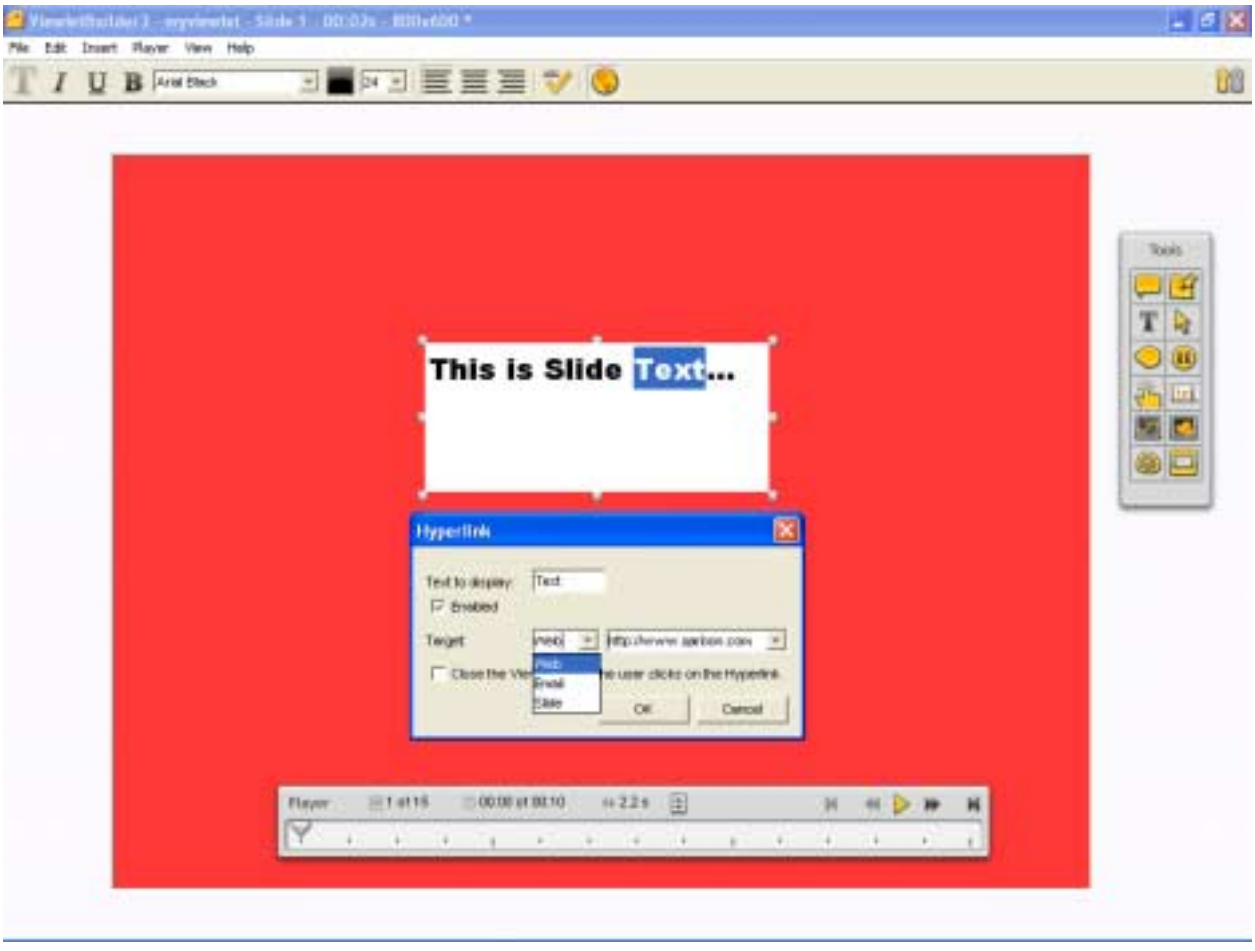
- You can correct the spelling by typing over the selection or by clicking one of the "Suggestions" in the list.
- Use "Replace All" to correct all the same typos. Use the Ignore All" to ignore the error(s). And, if this is not an actual error or typo, you can add this new word to the Spell Checker database by clicking "Learn".

For any questions on Spell Checker features, please contact support@qarbon.com.

Using the Hyperlink Feature

You can use the hyperlink feature to link text to web sites, slides, or an email address.

- Enter text edit mode by double-clicking the balloon, note or slide text.
- Select the text to which you want to add a hyperlink.
- Click the “Hyperlink” button on the Context Sensitive Toolbar.
- Select “Enabled.”
- Choose the target hyperlink.
- Use “Text to display” to change the highlighted text.
- Select “Close the Viewlet when the user clicks on the Hyperlink” to open a web page in the same browser window as the Viewlet. If this box is unchecked, the web page will open in a new browser window.



Inserted Images

ViewletBuilder3 lets you create new Viewlet projects, made of entirely of imported images, using the Imported Images project method. You can also insert images into existing projects in several ways; by creating slides using imported images directly in the Thumbnail View or by inserting individual images onto a slide while in Slide View.

Create New Slides by Importing Images in Thumbnail View

- Select a slide in Thumbnail View by clicking it to highlight it. New slides will be inserted to the right of the selected slide. If no slide is selected, new slides will be inserted at the beginning of the project.
- Select "Insert" then "Image Slides…" from the menu options (or you can choose the appropriate button from the context sensitive toolbar).
- In the screen that opens, browse to find your images and select them (for more information on importing images, see the Images Project section of this guide).
- The images will then appear in the preview screen in the order they were selected. Choose the scaling options you wish to apply, if applicable.
- Click "OK." This will insert the new slides into your project, embedding the imported images as slide backgrounds.

Changing a Slide's Embedded Image Background in Thumbnail View

- Select the slide whose background image you want to change by clicking it to highlight it.
- Click the "Set Slide Background Image…" button on the context sensitive toolbar.
- In the screen that appears, browse to find your new image and select it.
- Click "Open."
- If the image does not match the dimensions of the slide, you will be asked if you want to scale it. Select either "Yes" or "No."
- The new image will then be embedded as a background onto the selected slide.

Importing Images (other than SVG) onto a Slide in Slide View

- While in Slide View, select "Insert" then "Picture…" from the menu options (or select the appropriate button on the Toolbox).
- Browse to find your image file and select it.
- Click "Open" to insert the image file onto the slide.

Importing SVG files onto a Slide in Slide View

- While in Slide View, select "Insert" then "SVG Vector Image…" from the menu options (or select the appropriate button on the Toolbox).
- Browse to find your SVG file and select it.
- Click "Open" to insert it onto the slide.

Resizing Images in Slide View

- Click the image to select it.
- Point your mouse over one of the grab handles.
- Hold down your left mouse button and drag to resize the image.
- Let go of the left mouse button when finished.

Moving Images in Slide View

- Click the image to select it.
- Mouse over the selected image until your cursor changes to a hand shape.
- Hold down your left mouse button and drag the image to a new location.
- Let go of your left mouse button to drop the image into place.

Changing the Opacity of an Image in Slide View

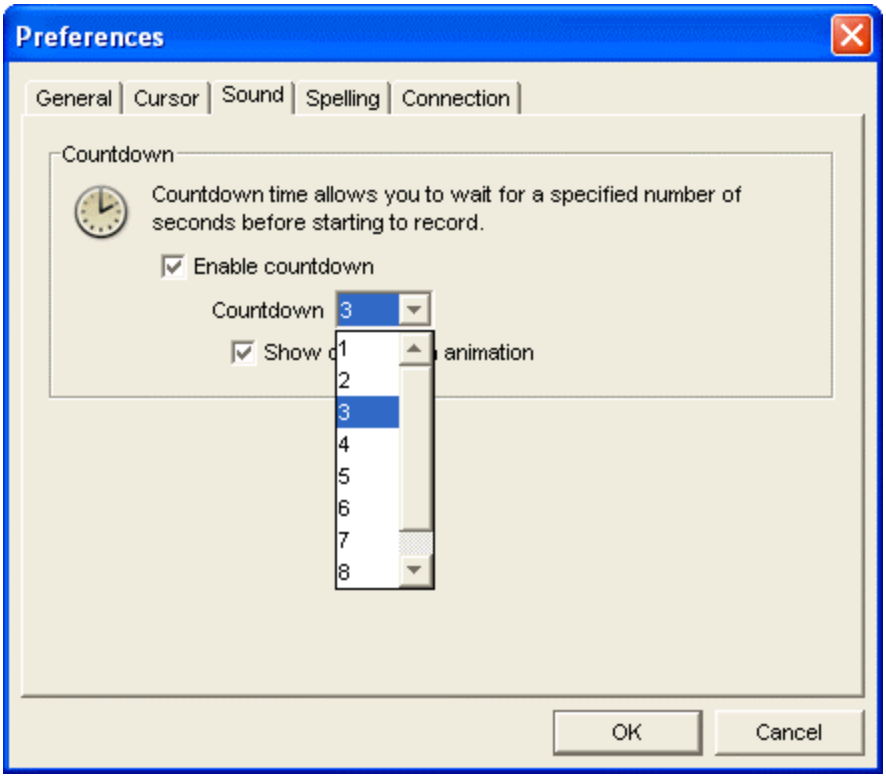
- Select the image to by clicking it to load the context sensitive toolbar.
- Use the "Opacity" number option to change the opacity of the selected object. As you change this number, you will instantly see the changes reflect in your image.

Adding Sound to Slides

ViewletBuilder3's improved sound features let you record or import sound files directly to a slide while in Slide View. This new version supports a wide variety of sound formats, including 16bit sampling, stereo, and quality from low bandwidth up to CD.

Setting Default Delay for Recording Sound

- To set the default delay to occur before recording sound on a slide, select "Edit" then "Preferences" from the menu options.
- Click the "Sound" tab.
- In the drop-down menu, select the delay (from 1 to 9 seconds) that you want to use when recording sound for each slide.



- Additional options for recording sound include "Enabling countdown" and, if this option is select, "Show countdown animation".

Adding Recorded Sound to a Slide

- While in Slide View, select the “Show Sound Panel” button from the context sensitive toolbar.
- The sound panel will drop from the toolbox.

- Click the microphone to start and stop recording.
- An instructional screen will appear, outlining the steps for recording the audio. Follow the instructions in this screen to record audio for the current slide. Once you click the ""OK"" button, the recording session will immediately begin.

- For continues recording, click the right and left arrows on the toolbox to add a recording to the next or previous slides.

Inserting Imported Sound onto a Slide

- While in Slide View, select the "Import Sound" button from the context sensitive toolbar.
- Browse to find your sound file and select it.
- Click "Open" to add the sound file to the current slide.

Listening to Sound on a Slide

After you record sound or import a sound file onto a slide, you can listen to it by clicking the "Play Sound" button from the context sensitive toolbar. If you play your Viewlet back inside ViewletBuilder3 while in Slide View, you will also hear the sound for each slide as the project plays.

Removing Sound from a Slide

To remove sound from a slide, click the "Delete Sound" button from the context sensitive toolbar.

Choosing Sound Output Quality for the Compiled Viewlet

What you hear while playing the Viewlet project back inside ViewletBuilder3 may be different from what you hear in the compiled Viewlet. A lot will depend upon what "Sound" options you select in the "Viewlet Profile" screen prior to compiling your Viewlet. See the Compiling - Viewlet Profile section of this guide for more information on this topic.

Shape Tools

ViewletBuilder3 lets you add impact to your presentation via “Shape” tools available in Slide View. Using this feature, you can draw rectangles, ellipses and free-form shapes directly onto a slide. This feature also allows you to change your shape's color, opacity, add borders and more!

Drawing Rectangles and Ellipses

- While in Slide View, select the “Shape” button from the Toolbox.
- A context sensitive toolbar will appear. Select the appropriate button, either the “Rectangle Tool” or the “Ellipse Tool.”
- Move your mouse over the slide and you will see your cursor change to a cross-hair shape.
- To draw the shape, click the slide AND continue to hold down you left mouse button. Drag the cursor to form the shape.
- Let go of the left mouse button to set the shape.

Drawing Free-Form Shapes with the Lasso Tool

- While in Slide View, select the “Shape” button from the Toolbox.
- Select the “Lasso Tool” from the context sensitive toolbar.
- Move your mouse over the slide and you will see your cursor change to a lasso shape.
- Click the slide AND hold down your left mouse button to draw your shape.
- Let go of the left mouse to set the shape on the slide.

Drawing Linear Shapes with the Poly Lasso Tool

- In “Slide View,” select the “Shape” button from the Toolbox.
- Select the “Poly Lasso Tool” from the context sensitive toolbar.
- Move your mouse over the slide and you will see your cursor change to a “linear” (poly) lasso shape.
- Click the slide to set the first “point” of your linear shape. (Remember to let go of the left mouse button.)
- Position your cursor in a different location and click again. This will form one of the linear edges of your shape (all shapes drawn with this tool will have “straight lined” edges).

- Keep repeating these steps until the desired shape is formed.
- To set the shape you must “close it” by clicking back on the “first point” you created. This will form the final shape and set it on your slide.

Deleting Shapes from a Slide

- Select the shape you want to delete.
- Press the “delete” key on your keyboard to delete the selected shape.

Moving Shapes on a Slide

- Select the shape by clicking it.
- Move your mouse over the shape until a hand shaped cursor appears.
- Hold down your left mouse button and drag the shape to a new location.
- Let go of the left mouse button to drop the shape into place.

Resizing Shapes on a Slide

- Select the shape by clicking it.
- When the grab handles appear, point your mouse over one of them.
- Hold down your left mouse button and drag the mouse to resize the shape.
- Let go of the left mouse button when done.

Changing the Fill Color of a Shape

- Click the shape to select it.
- Select the “Background Color” button on the context sensitive toolbar to reveal the color palette.
- Select a color from the palette by clicking it to apply it to the shape.
- To close the color palette, click back on the slide.

Setting the Opacity of a Shape's Fill Color

- Select the shape by clicking it.
- In the context sensitive toolbar, next to “Opacity,” use the up/down arrows to change the level of shape color's opacity (or type in a number directly into the field). As you change this number, the changes will appear in your shape.

Changing the Color of a Shape's Border

- Select the shape by clicking it.
- In the context sensitive toolbar, click the “Border Color…” button to reveal the color palette.
- Select a new color by clicking it to apply it to the shape.
- Close the color palette by clicking back on the slide.

Changing the Style and Thickness of a Shape's Border

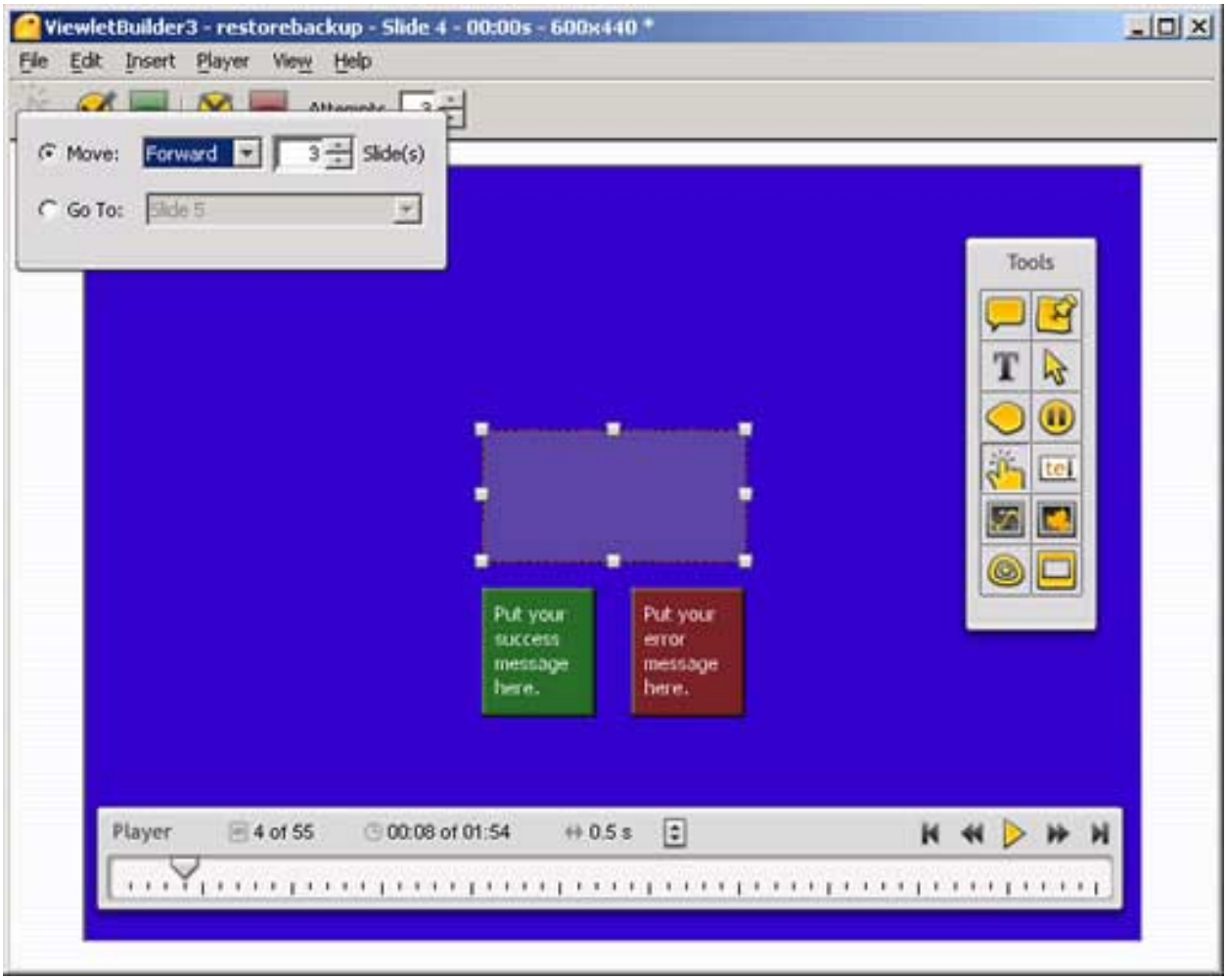
- Select the shape by clicking it.
- In the context sensitive toolbar, select the drop down menu next to “Style” for a list of available line styles.
- Click a line to apply it to the shape.
- To change the thickness of the border, type a number in the field next to “Thickness” in the context sensitive toolbar, or use the up/down arrows to change the number.

Interactive Zones

You can add a Click Zone, Text Zone, or Pause Zone to your project while in Slide View. Only one "Interactive Zone" can be added to a slide. These Interactive Zones can be used to increase the effectiveness of the presentation and engage the viewer interaction.

Click Zone Basics

- Add a Click Zone to a slide by clicking the "Add Click Zone" button in the Toolbox.
- A Click Zone object (shaded box) will appear on your screen along with a "Success" and an "Error" text box.
- Move the Click Zone by pointing your mouse over the shaded box and, while holding down your left mouse button, drag the box to a new location.
- To resize the Click Zone, click the shaded box to reveal the grab handles. Then, point your mouse over a grab handle and, while holding down your left mouse button, drag the grab handle to resize the box.
- In text edit mode, you can input text into the Success and Error text boxes and edit text enhancements. For more information, see the Text Options section of this guide.
- You can change the color background of the Success/Error textbox by clicking it to select it. Then, select the "Background Color…" button from the context sensitive toolbar to reveal the color palette. Click the color you want to apply it to your text box. Click back on the slide to close the color palette.
- You can resize your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- To resize the Success/Error text boxes, click one to select it. Then, point your mouse over a grab handle, hold down your left mouse button, and drag it to resize the text box.
- To remove a Click Zone from a slide, select the "Delete Click Zone" button in the Toolbox.



Setting On Success and On Error Responses in Click Zones

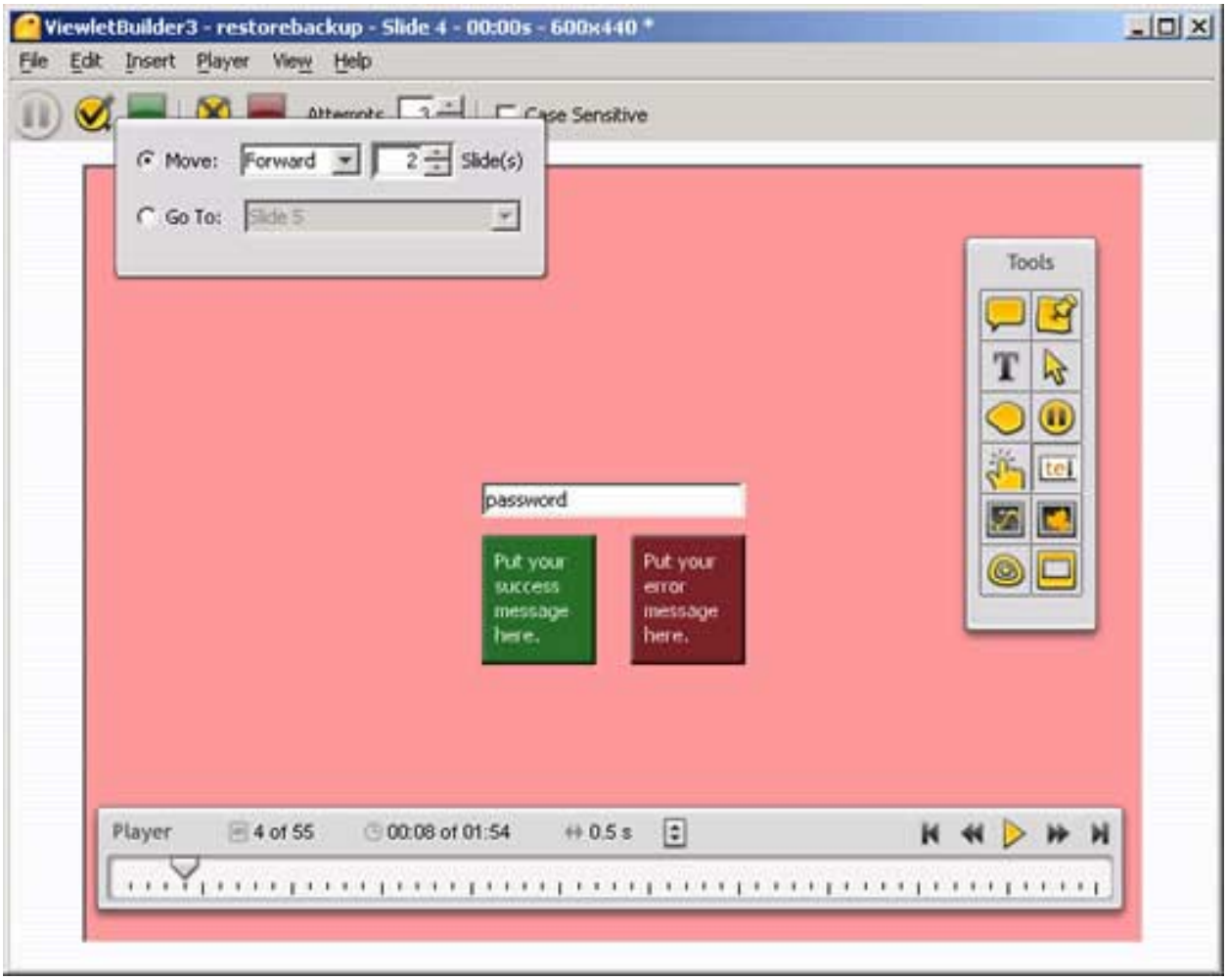
You can set an "On Success" and an "On Error" response in the Click Zone for the Viewlet to continue when the Viewer clicks on the correct or incorrect section of the slide.

- Click any of the Click Zone objects to reveal the context sensitive toolbar.
- Select either the "On Success" or the "On Error" button from the context sensitive toolbar.
- In the window that appears, set the options for the action to occur when the viewer clicks on the slide. Close the window by clicking back on the slide.

- You can set the number of "Attempts" a viewer can try to click the correct area of the slide by changing the number in the field next to "Attempts" in the context sensitive toolbar.

Text Zone Basics

- Add a Text Zone to a slide by clicking the "Add Click Zone" button in the Toolbox.
- A Text Zone field will appear on your screen along with a "Success" and an "Error" text box.
- Move the Text Zone field by pointing your mouse over it and, while holding down your left mouse button, drag the box to a new location.
- To resize the Text Zone, click the field to reveal the grab handles. Then, point your mouse over a grab handle and, while holding down your left mouse button, drag the grab handle to resize it.
- To enter text in the Text Zone field, double-click the field. Once the cursor starts flashing, input your text (no spaces allowed).
- You can make the Text Zone "case sensitive" by placing a checkmark in the box next to "Case Sensitive" in the context sensitive toolbar.
- In text edit mode, you can input text into the Success and Error text boxes and edit text enhancements. For more information, see the Text Options section of this guide.
- You can change the color background of the Success/Error textbox by clicking it to select it. Then, select the "Background Color…" button from the context sensitive toolbar to reveal the color palette. Click the color you want to apply it to your text box. Click back on the slide to close the color palette.
- You can resize your Success/Error text boxes by clicking them to select them (one at a time). Then, holding down your left mouse button, drag the text box to a new location and let go of the left mouse button to drop it into place.
- To resize the Success/Error text boxes, click one to select it. Then, point your mouse over a grab handle, hold down your left mouse button, and drag it to resize the text box.
- To remove a Text Zone from a slide, select the "Delete Text Zone" button in the Toolbox.



Setting On Success and On Error Responses in Text Zones

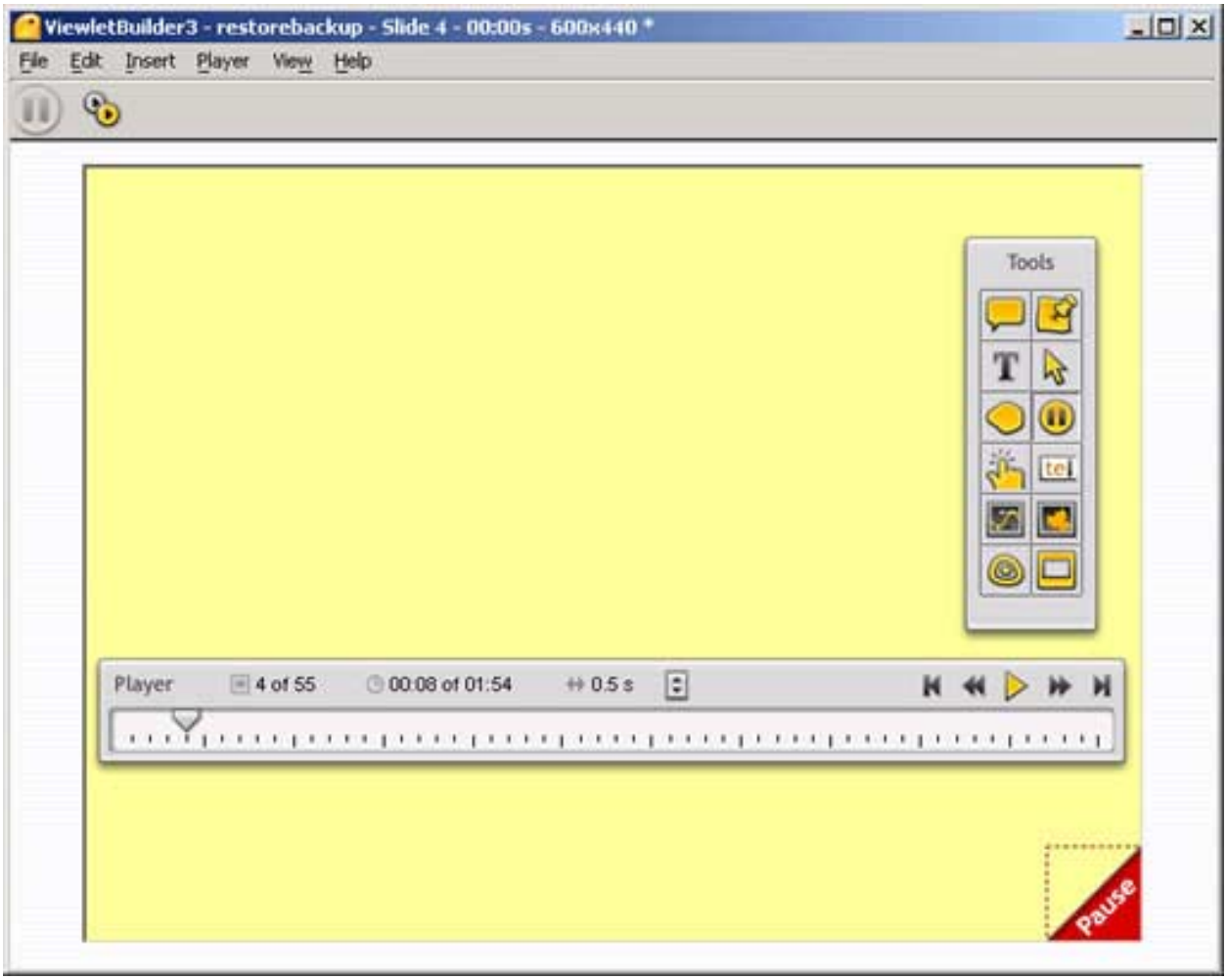
You can set an "On Success" and an "On Error" response in the Text Zone for the Viewlet to continue after the viewers presses the Enter key after inputting text.

- Click any of the Text Zone objects to reveal the context sensitive toolbar.
- Select either the "On Success" or the "On Error" button from the context sensitive toolbar.
- In the window that appears, set the options for the action to occur when the viewer inputs text and presses the Enter key. Close the window by clicking back on the slide.

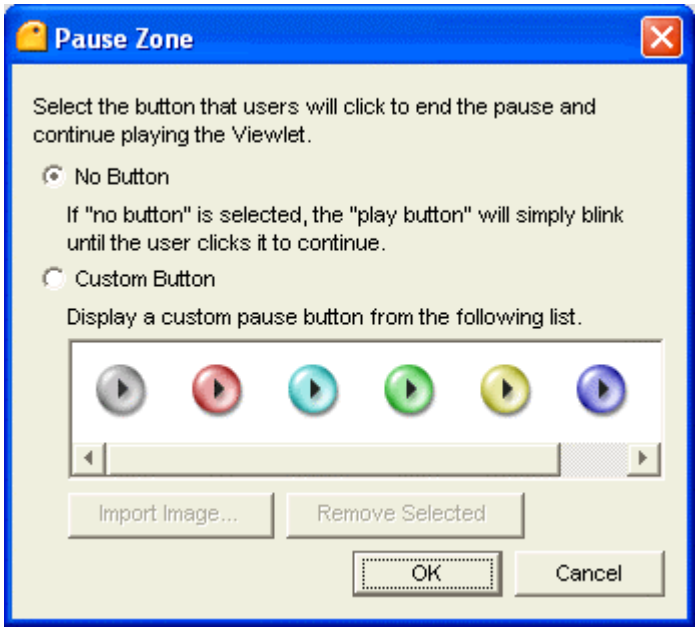
- You can set the number of “Attempts” a viewer can try to input text correctly by changing the number in the field next to “Attempts” in the context sensitive toolbar.

Pause Zone Basics

- Add a Pause Zone to a slide by clicking the “Add Pause Zone” button in the Toolbox. A red triangle will appear in the bottom right corner of your slide.



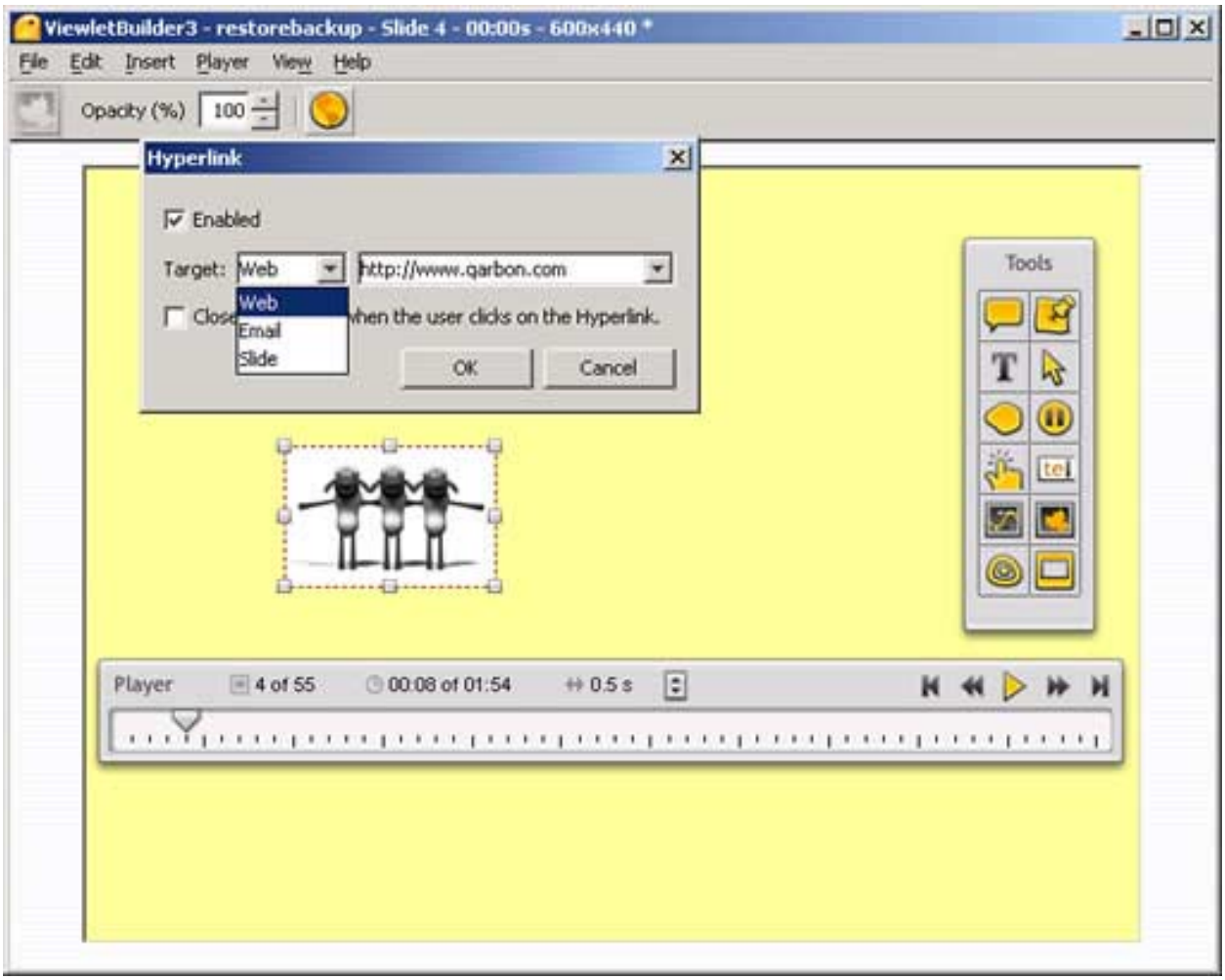
- To add a custom Pause Button to the slide (in place of the red triangle); click the red triangle to activate the context sensitive toolbar.
- Click the “Pause Zone Properties…” button.



- In the “Pause Zone” window, follow the instructions for selecting a custom button (note that also imported images can be used).
- Click “OK” to insert the custom Pause button.
- You can move the custom Pause button by pointing your mouse over it, then while holding down the left mouse button, drag it and then left go of the left mouse button to drop it into place.
- To remove a Pause Zone from your slide, select the “Delete Pause Zone” button in the Toolbox.

Hyperlinks

You can add Hyperlinks to shapes and imported images that the viewer can click to go to a web address, another file, send an email, or even skip to a different slide in the same Viewlet.



To add a hyperlink to a shape or an imported image:

- While in Slide View, select the shape or imported image you want to use for the hyperlink.
- In the context sensitive toolbar, select the "Hyperlink…" button.
- In the window that appears, place a checkmark in the box next to "Enabled" to activate the hyperlink options.
- Select your "Target" from the drop down menu. You can choose Web, Email or Slide.
- To link to a web site or file, choose "Web" from the "Target" menu and type in the full address.
- To have an email window open when the viewer clicks the hyperlink, select "Email" for the "Target" and type the full email address into the field provided.
- To use the hyperlink option to "skip" to a different slide in the same presentation, select "Slide" for the "Target" and then use the drop down menu to select the appropriate slide number.
- You can select the option to "Close the Viewlet when the user clicks on the Hyperlink" in this window.
- To close this window after making your selections, click back on the slide.

One last tip about using hyperlinks: Remember to increase the delay on the slide, or add a Pause Zone to the slide to give the user time to find and click the hyperlink zone when playing back the compiled Viewlet.

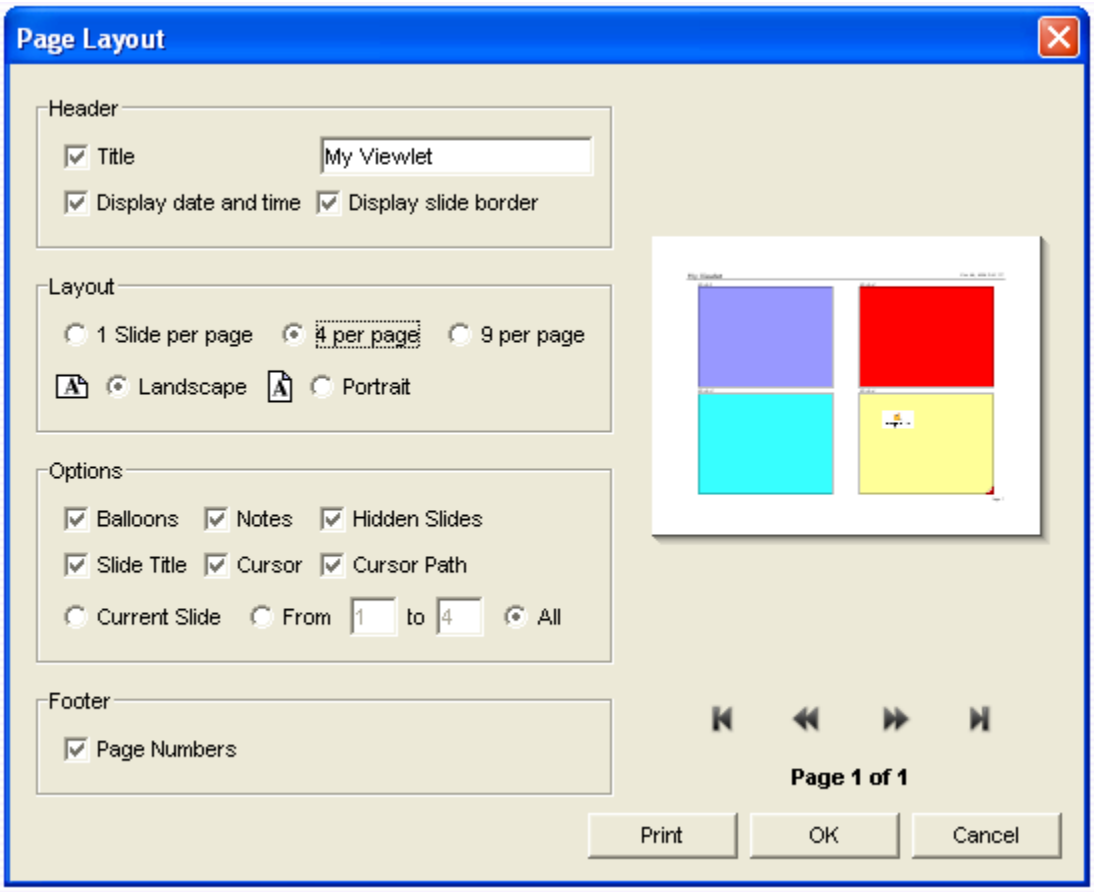
Printing and Exporting Slides

ViewletBuilder3 allows you to print and/or export the slides contained in your Viewlet project. This is handy for creating quick study guides, training materials, speaker notes, PDF documents, and more.

Setting Up the Print Job in the Page Layout Screen

The first thing you will do before printing your slides is setting the output options in the "Page Layout" screen.

- Select "File" then "Page Layout" from the menu options.



- Under "Header," you can add a "Title" and a "Date/Time" to your printouts.

- Under “Layout” choose how many slides to print per page and select either “Landscape” or “Portrait” for the print out orientation.
- Under “Options” you can choose whether or not to include Balloons, Notes, Hidden Slides, Slide Title, Cursor, and Cursor path to printed slides. You can also choose to print just the current slide or a range of slides.
- Under “Footer,” you can add “Page Numbers” to the printed pages.
- On the right side of this screen is a preview panel, which displays what the printed pages will look like. You will see the number of pages that will be printed under the preview area and can scroll between pages using the appropriate arrows.
- Once you set your options in the Page Layout screen, click “OK” to return back to your presentation or click the “Print” button to go immediately to the “Print” window.

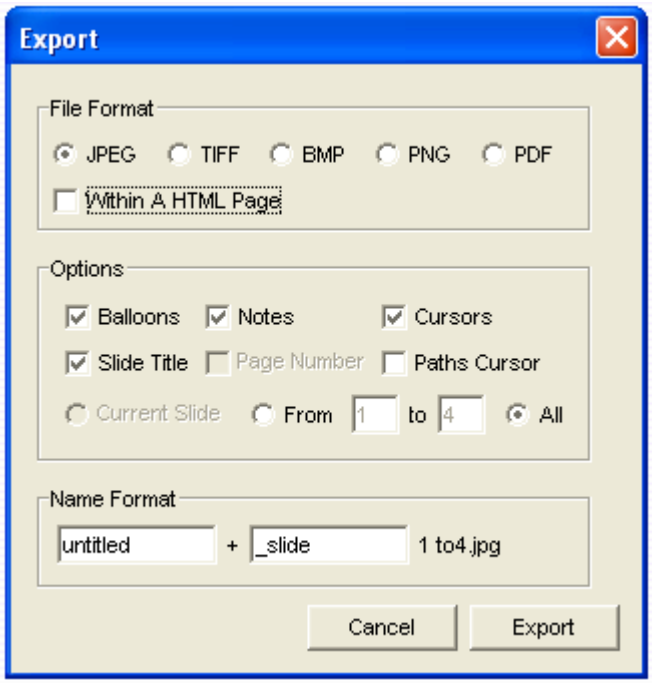
Printing Slides

- Once you have set the options for printing your slides in the Page Layout screen, you are ready to start printing your slides. If you are in the Page Layout screen, press the “Print” button, or if you are in either Slide or Thumbnail View, select “File” then “Print” from the menu options to open the “Print” window.
- In the “Print” window in the “General” tab, select your printer from the drop down menu next to “Print Service.”
- Click the “Print” button at the bottom of the screen to start the print job.

Exporting Slides

Export allows you to export your slides as different image types or as a PDF manual.

- Select “File” and then “Export” from the menu bar.



- Choose a file format from the "Export" window.
- Select "Within A HTML Page" if you want a web page automatically generated with your slides embedded.
- Select the options that you would like to include in the export.
- In the "Name Format" field, you have the option to change the name of your slides for the export. Your .qvp file name will not change.

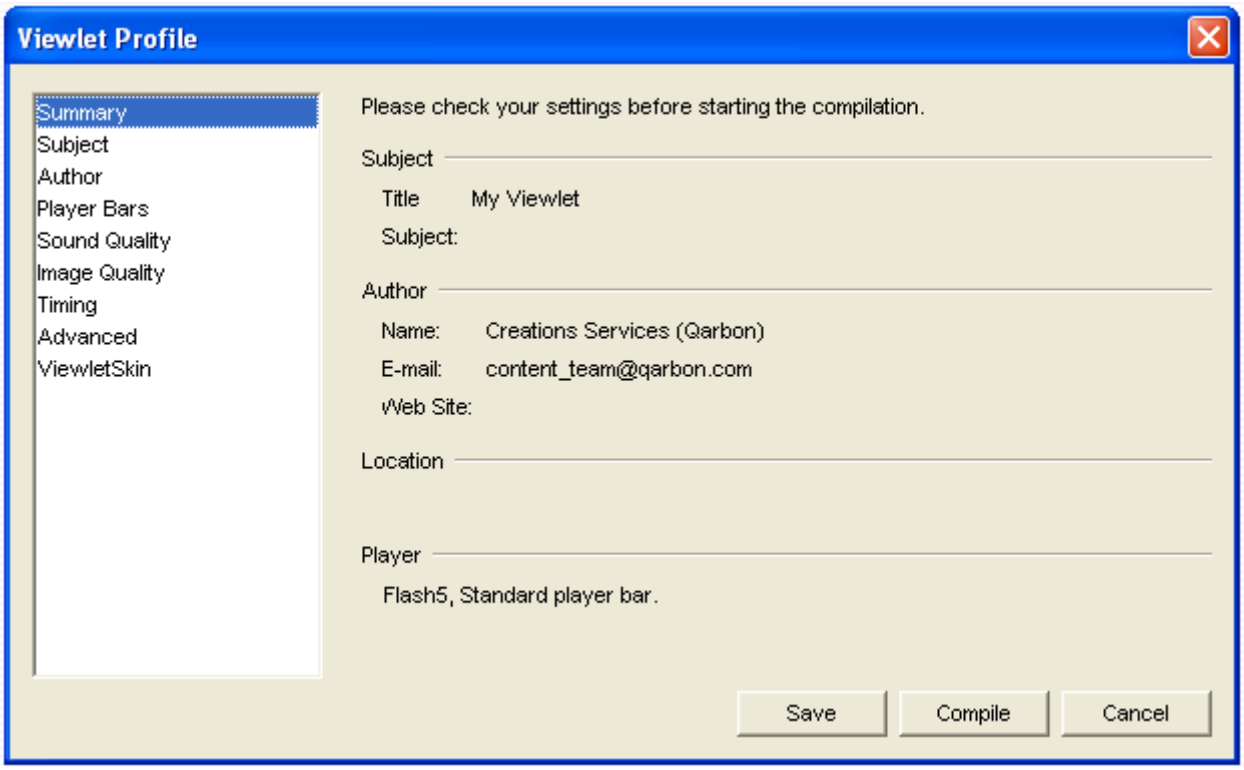
For additional tips on using the Export options, please contact support@qarbon.com.

Compiling - Viewlet Profile

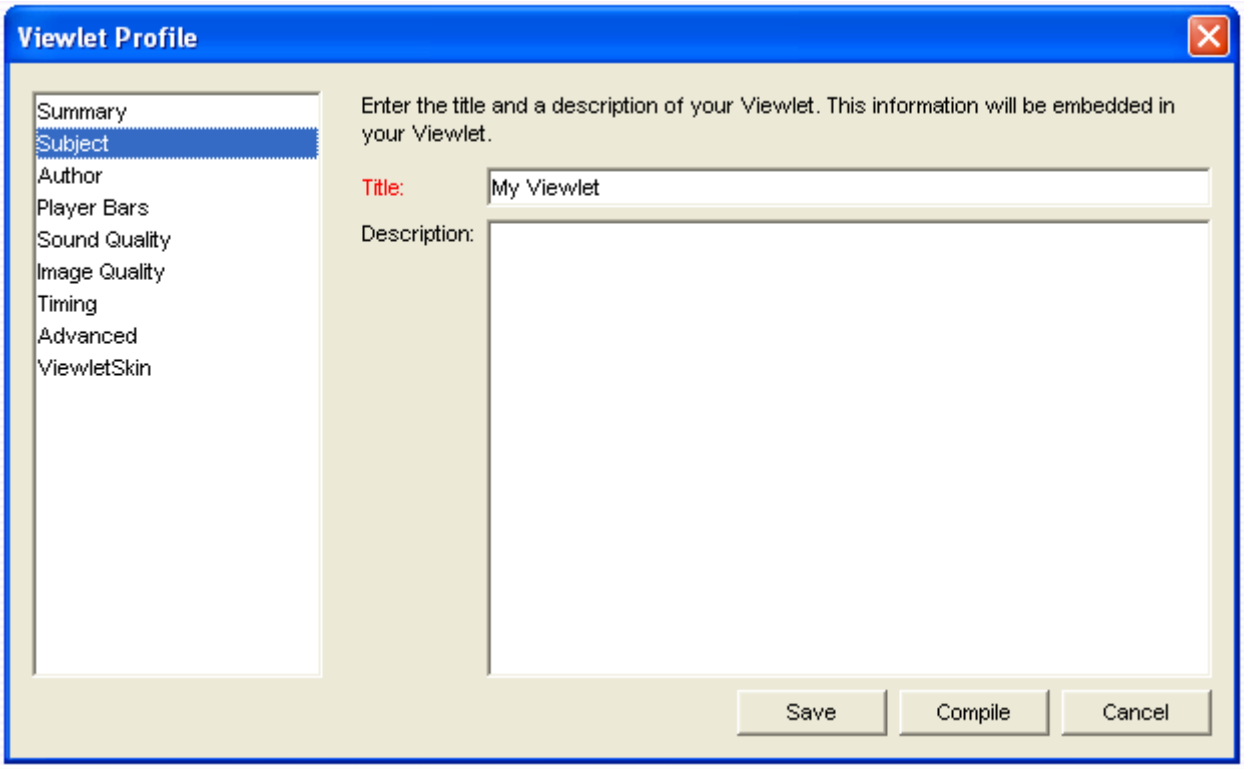
The last step of creating your Viewlet project is compiling. You must compile your Viewlet project to create the output file(s) that will be viewed in the browser or player by the end user.

Setting Compiling Options in the Viewlet Profile Screen

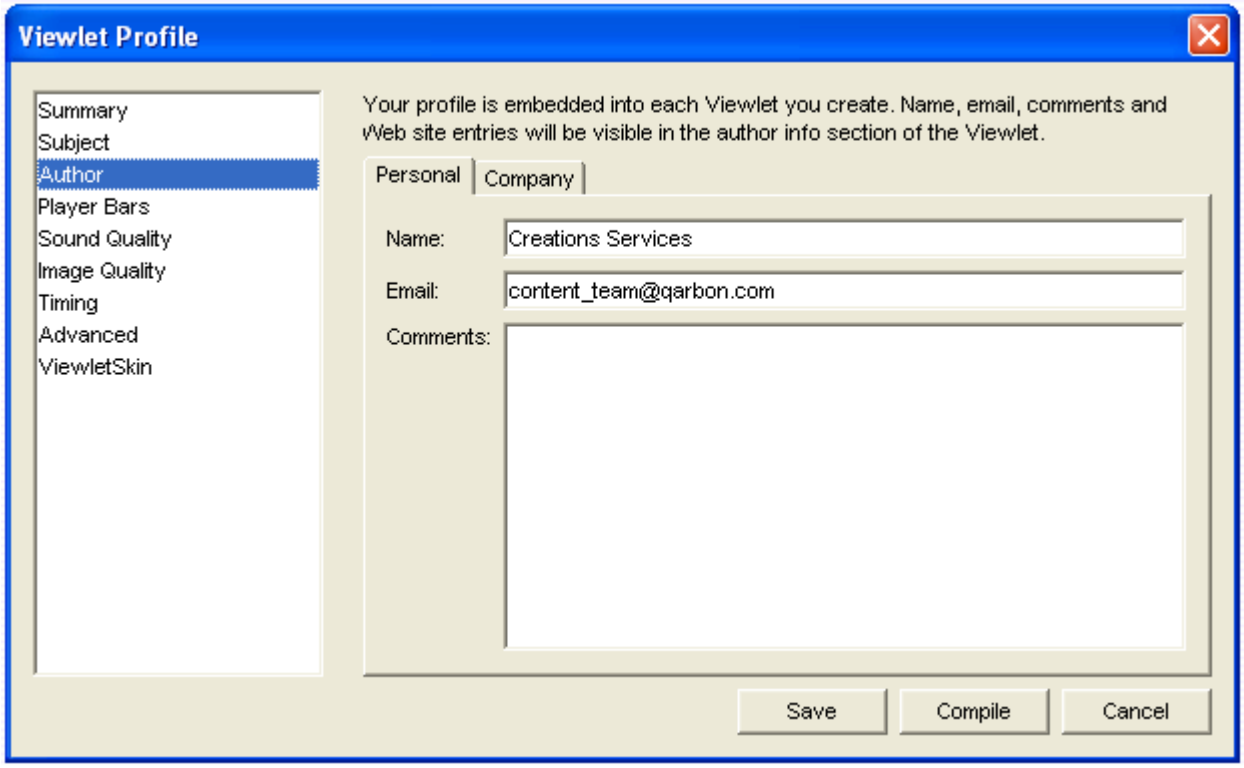
- If you are ready to compile your Viewlet, select “View” then either “Compile…” or “Viewlet Profile…” from the menu options to open the “Viewlet Profile” screen.
- The “Summary” option contains information about your Viewlet project.



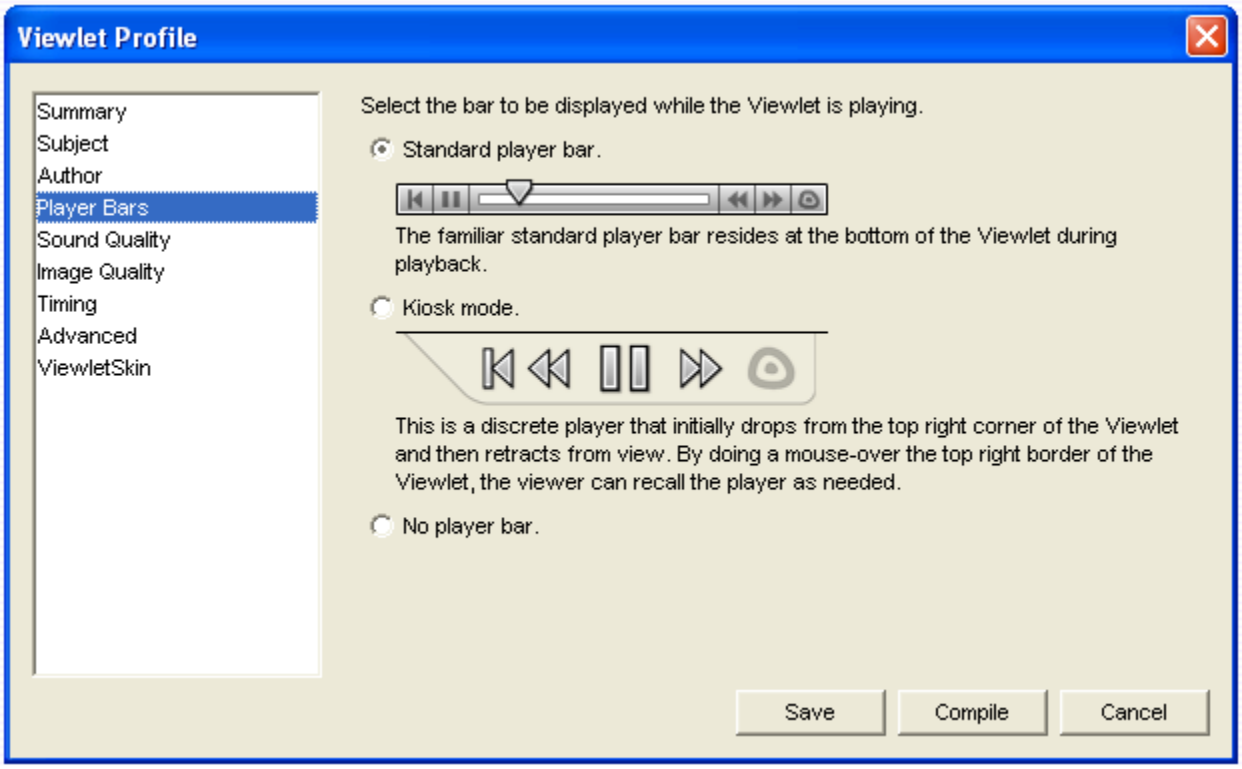
- In the “Subject” option, a “Title” must be entered into the field provided. By default, the name of the .qvp project is automatically inserted into this field, but it can be changed. The “Description” field is optional.



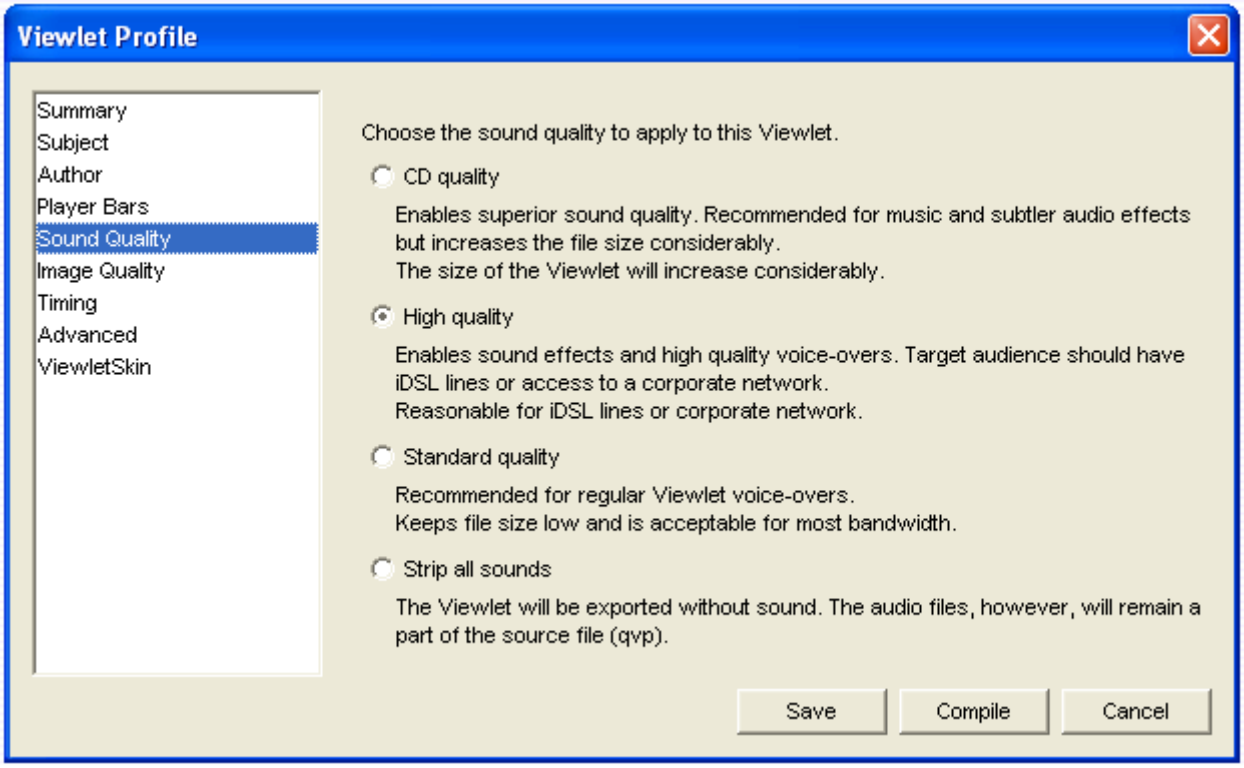
- The “Author” option gives you access to the Author Profile section, where you can enter in personal and company information.



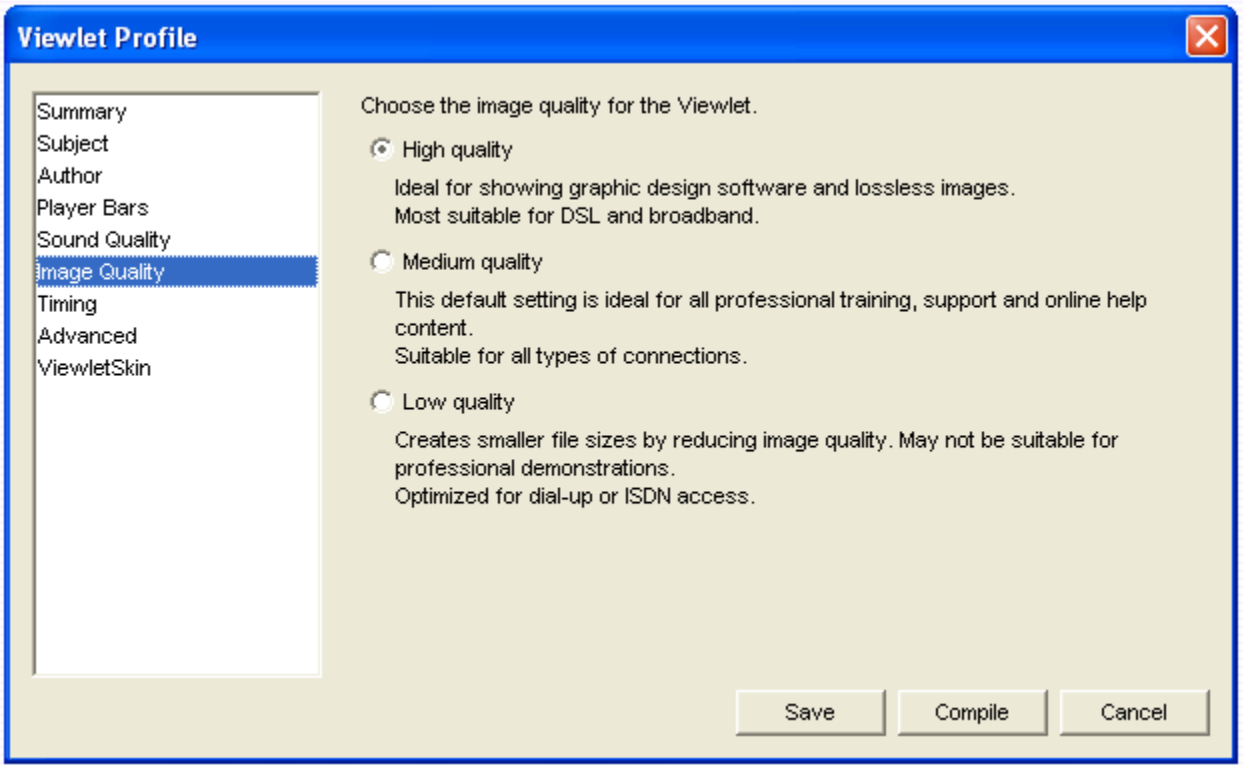
- The “Player Bars” option allows you to select the Player Bar settings for your compiled Viewlet.



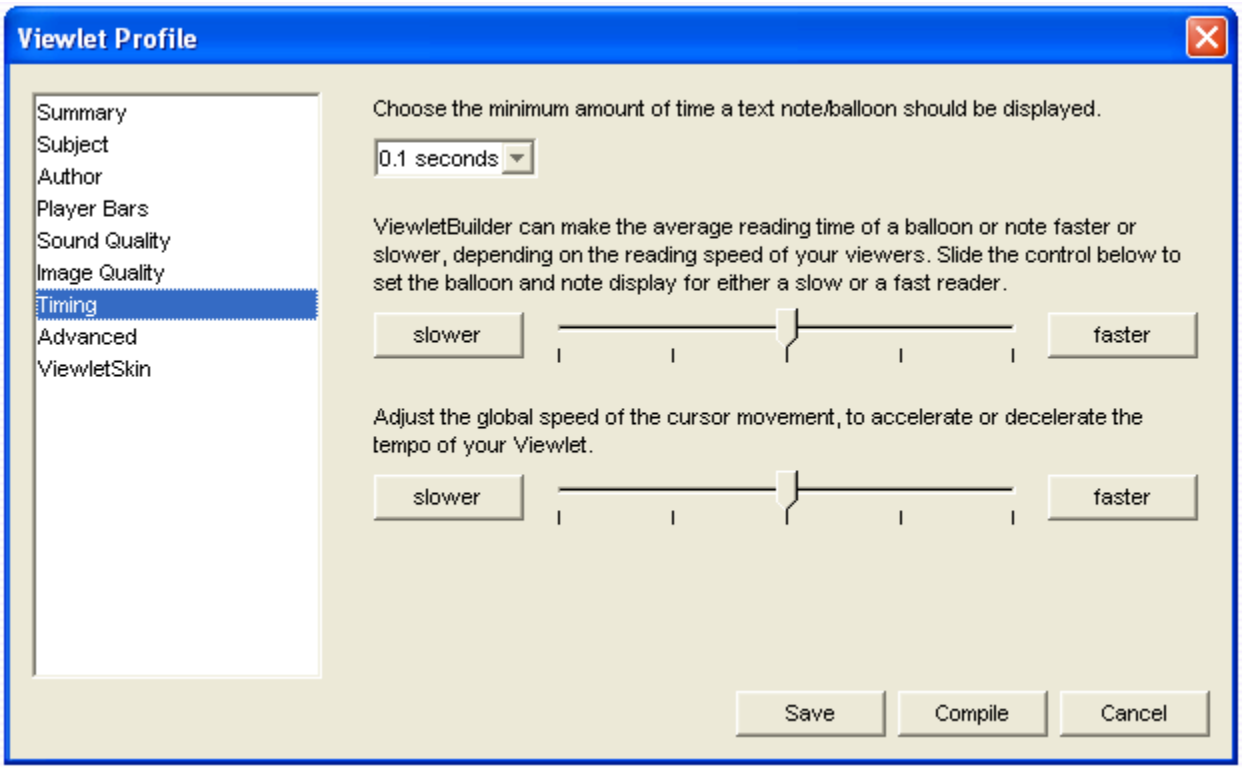
- The “Sound Quality” is used to choose the quality output for sound in the compiled Viewlet.



- To change the image quality options for your Viewlet project, select the “Image Quality” option from the list.

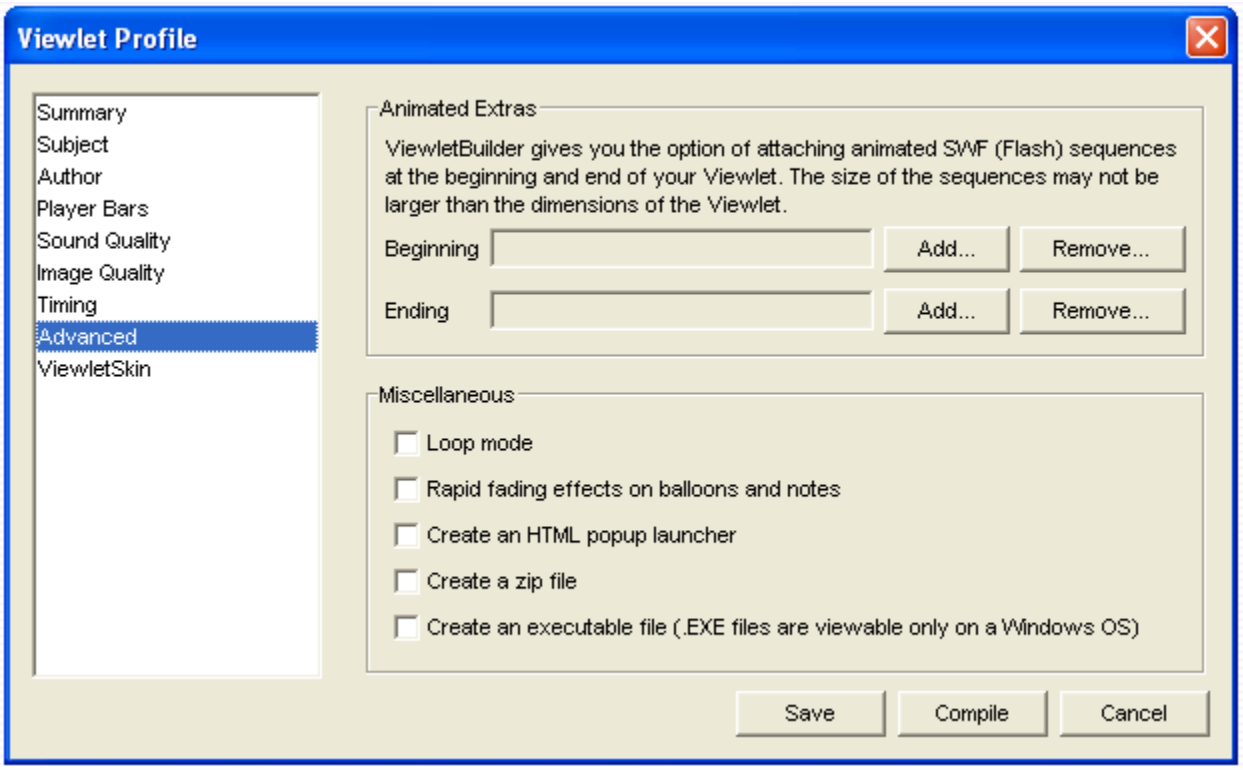


- To change the global timing options for your Viewlet project, select the “Timing” option from the list.

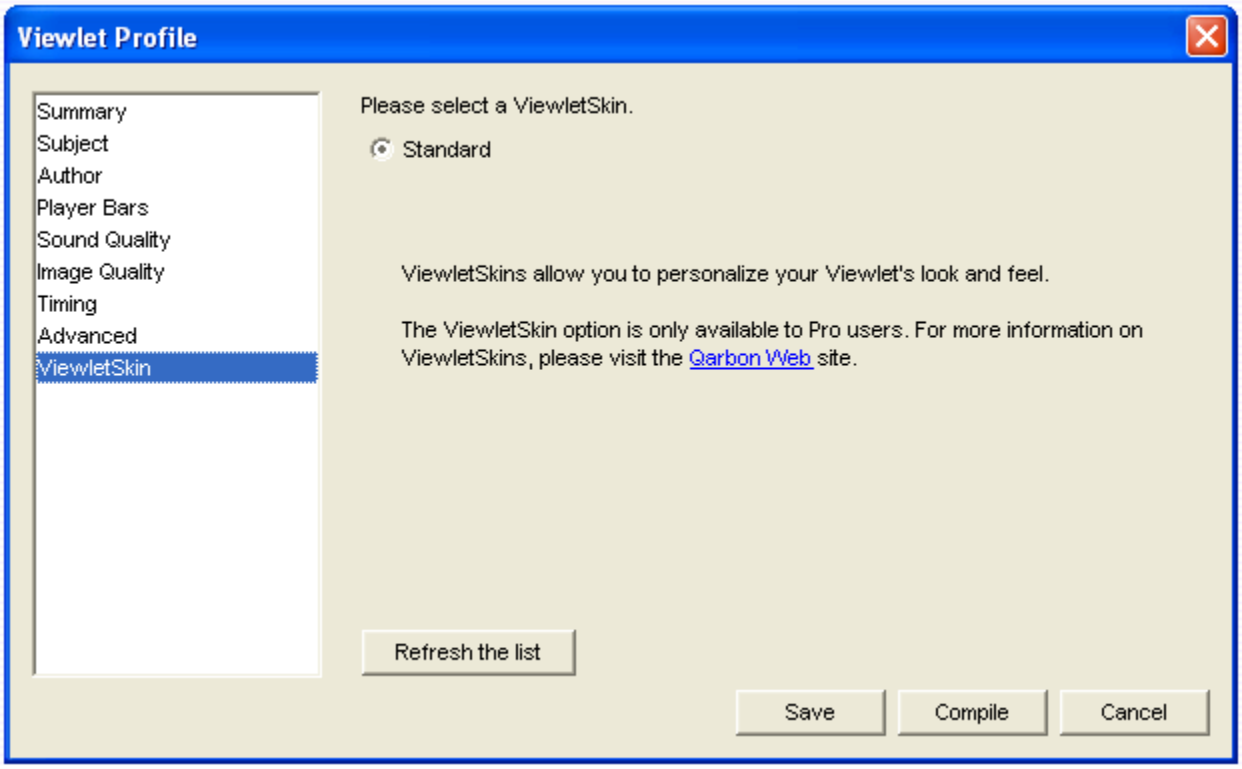


- The "Advanced" option is where you would add an animated Flash sequence to the beginning and/or end of your Viewlet as well as utilize other advanced features.

Note: When adding your own animated Flash sequences to the beginning and/or end of your Viewlet, the dimensions of the Flash object must be the same as the slide size (or smaller) of your Viewlet project. If smaller, the intro/outro sequences will be centered on the playback "stage".



- The "ViewletSkin" option is only available to Pro users. This option allows users to have two or more Viewlet views. For example, you can have the standard view and a personalized company view with your company's logo in the background of every slide.



- Once you set all the options in the Viewlet Profile screen, click “Compile.”
- A compiling status bar will appear on your screen during the compiling process. Once compilation is complete, follow the instructions provided to view your compiled Viewlet or upload it to the web site.

For additional tips on compilation options available in the “Viewlet Profile” screen, please visit the Help section of Qarbon site or contact support@qarbon.com.

Adding Viewlets to a Web Site

After you compile your Viewlet project, ViewletBuilder3 places the compiled files in a **.viewlet** folder, located in your Viewlet's project folder. The files in this **.viewlet** folder are the files that are used to play back the Viewlet in a browser (with a Flash 5.0 or better plugin) or in a Flash stand-alone player.

These files include:

.swf (minimum of three files)

_viewlet_swf.html (single file)

The _viewlet_swf.html file has the Viewlet (.swf) files already embedded into it and can be used as the “launcher” page for the Viewlet. This html page can also be modified so that you can “brand” it to match to look and feel of your own web site.

Special Note: Keep in mind, since there are many different web design programs out on the market, we cannot provide specific instructions for editing html pages in all programs, nor can we support all the different web authoring applications that might be used. However, following are some basic instructions for modifying the “raw” code of the html page. These instructions can be used as a “starting point” in whatever web design program you choose to use.

Tips for Modifying the Viewlet's Automatically Generated HTML Page

These instructions include tips on editing the HTML page that is generated when you compile your Viewlet. This file is the **_viewlet_swf.html** file and is located in your Viewlet project's **.viewlet** folder.

To work in the “source” code for the Viewlet's launcher page, we will work in Notepad. Make sure that you have first compiled your Viewlet so this file is created.

To Open the Viewlet's Launcher Page:

- From the Window's Task Bar, select Start-Programs-Accessories-Notepad to open a blank Notepad window.
- Inside Notepad, select File-Open from the menu options.
- Browse to your _viewlet_swf.html and open it. (This file is located in your Viewlet project's .viewlet folder.)

When this page is opened, you will be looking at the “source” code for your Viewlet's launcher page. You can edit this code to:

-Change the background color of the web page surrounding the Viewlet.
-Add a logo or banner to the web page (to skin or brand your Viewlet).
-Change the alignment of items included in the page.

Changing the Background Color of the HTML Page:

By default, the background color of this html page (surrounding the playing area of the embedded Viewlet) is white. To change this color:

- Right below the closing </HEAD> tag, look for a line of code like this:

  <BODY BGCOLOR='#ffffff' leftmargin=0 rightmargin=0 topmargin=0>

- In this line of code the background color is defined by the characters following the “#” symbol, or in this case by the “ffffff” letters. To change the background color, put in the appropriate hexadecimal codes for the color of your choice, replacing just the “ffffff” characters.

  Note: If you are not sure what hexadecimal values to use for the color you want, do an Internet search on “hexadecimal values” or “web safe color charts.”..there are many resources out on the Internet to provide you with this information.

- Once you replace your hexadecimal values, do a File-Save from the menu options to apply the new color and preview this page inside your browser to check the background color.

Adding a Logo or Banner to the HTML Page:

You can embed a logo or banner above or below the playing area of the embedded Viewlet (.swf) file. To do this:

- Create a logo or banner image file.
- For simplicity, you can place this image file in the same folder as the .swf and the _viewlet_swf.html file (this is optional).
- Below the opening </BODY> tag (if you want to place your logo ABOVE the Viewlet playing area), you can add this type of code (substituting your own reference link and image file):

<A HREF="http://www.qarbon.com"><IMG BORDER="0" SRC="testbannerskin.gif"></A>

- You change the part of the code that has this: "http://www.qarbon.com" with a link to your own web site or applicable web address.

- You change the part of the code that has this: "testbannerskin.gif" with your own file. (Note: This example has the image file in the SAME folder with the .swf and the _viewlet_swf.html files. If you image file is in a different folder in your web structure, you must include the full path in this part of the link.)

- The final step is to do a File-Save from the menu options and when played back, your logo or banner will now appear above the playing area of the Viewlet. And, if the viewer clicks on the banner, it will take them to the web address you included in the link.

Changing the Alignment of the Banner, Logo, and/or Embedded Viewlet File:

By default, everything is CENTER aligned in the _viewlet_swf.html file. To change this alignment for ALL items:

- Look for the following tag right below the opening <BODY> tag:

  <CENTER>

- You can change this to whatever alignment you prefer. For example to left align items on this page, you would change it to:

  <LEFT>

- You must also close this tag, so look for another tag like this (near the bottom of the body of this page):

  </CENTER>

- And, in this example, we would close our left alignment by replacing it with this tag:

  </LEFT>

- The final step is to do a File-Save from the menu options. When displayed, everything that is BETWEEN these alignment tags will be aligned accordingly.

Linking to Viewlets from a Web (HTML) Page:

Again, this will vary according to which web design program you are using. Essentially, though, if working in the raw code, you would add a link to the _viewlet_swf.html page using a link similar to this:

Title of Link to Launch Viewlet

For the part of the code that has: "myviewletfilename_viewlet_swf.html," you would substitute the name of your own file.

Note: This example assumes that the web page containing this link is in the SAME folder as the _viewlet_swf.html file. If your web page is in a different location, you must include the path to the file.

For the part of the code that has: Title of Link to Launch Viewlet, you would substitute whatever text you want displayed on your page for the actual link text.

And, of course, once you add this link, save your page. When the viewer clicks the link, the Viewlet will launch in the same window, replacing the web page that it was launched from.

Files to Upload to the Web Server:

Again, the way in which files are imported into a web structure and uploaded to a web server will vary from web design program to program. But, essentially, the files that you upload to the web server, in the SAME folder, are:

.swf (minimum of three files)

_viewlet_swf.html (file)

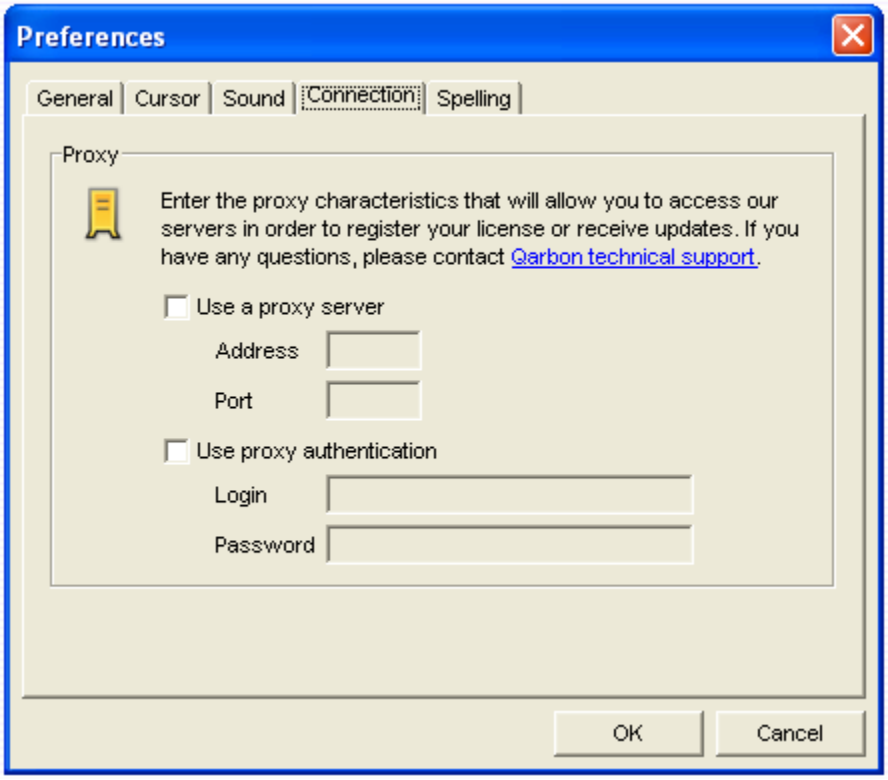
image files (if applicable)

HTML file (web page containing the links to launch your Viewlets)

Proxy Settings

In order to access Qarbon servers from behind a firewall to register your program or to receive program updates, you may need to enter in your Proxy Settings. To do this:

- Select “Edit” then “Preferences” from the menu options.
- Click the “Connection” tab.
- Enter your proxy information as required and click “OK” to apply.

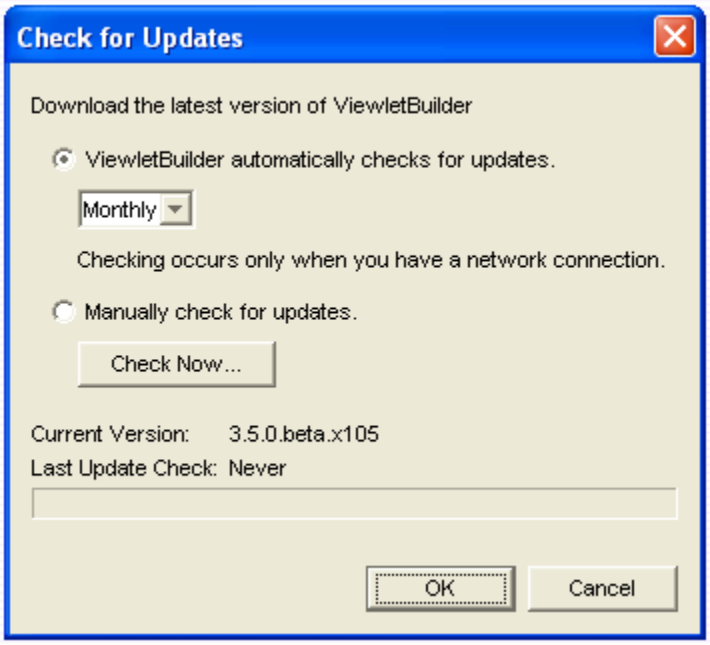


Dynamic Program Updates

ViewletBuilder3's dynamic program update feature lets you choose to have ViewletBuilder3 check for program updates on a monthly, weekly, or daily basis. Or, you can manually check for updates at any time. If ViewletBuilder3 detects that a new update is available, a list of features included in the update will display.

To use check for program updates:

- Select "Help" then "Check for Updates" from the menu options.
- In the "Check for Updates" screen, select your options for updating or press the "Check Now…" button.



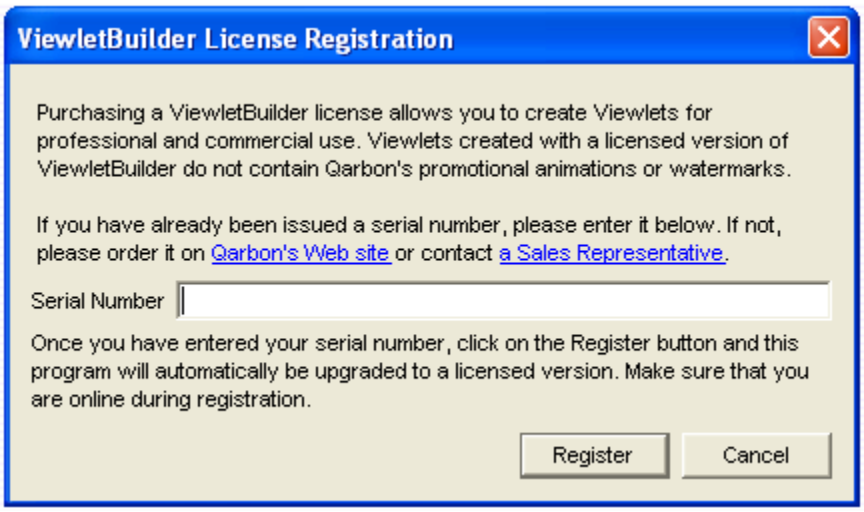
- If updates are available, a screen will appear, listing the available updates.

Note: If you find a new version is available on the Qarbon site, but are not able to obtain it using the "Check for Updates" option, you can download one of the installer files. If you choose to do this, it is recommended that you uninstall your previous version of ViewletBuilder3 before installing the newer one. For questions regarding this topic, please contact support@qarbon.com.

License Registration

To convert ViewletBuilder3 to the licensed version, you must register it while online.

- Select “Help” then “License Registration” from the menu options.
- In the “ViewletBuilder License Registration” screen that appears, copy your serial number from the email you received from Qarbon (by highlighting it and selecting Ctrl+C on your keyboard) and paste it into the “Serial Number” field (Ctrl+V). If you type it in manually, you might make a mistake!
- Click the “Register” button. Once your registration is complete you will see a “Congratulations…” screen appear, indicating that your program was converted to the registered version.



- If you wish to purchase a license for ViewelIBuilder3, please visit the Qarbon site for more information on purchasing options.

If you experience any problems while registering ViewletBuilder3, contact Qarbon Technical Support immediately!

Sales - Support

Please feel free to contact our Sales or Support staff at anytime if you have ANY ViewelteBuilder3 (or other product related) questions or concerns.

Qarbon Contact Information:

Qarbon
84 West Santa Clara St., Suite 790
San Jose, CA 95113 USA
Phone: (408) 792-3800
Fax: (408) 792-3808

Sales Inquiries
Phone: (408) 792-3810
sales@qarbon.com

Creation Services
Phone: (408) 792-3800, ext: 233
viewletcreation@qarbon.com

Technical Support
Phone: (408) 792-3806
support@qarbon.com

Accounting Inquiries
Phone: (408) 792-3800, ext: 221
dee@qarbon.com

Webmaster
webmaster@qarbon.com

For other info
info@qarbon.com

Our sales and technical support staff are happy to answer any questions you might have in **English**, **French**, **German** or **Spanish**.