TeqSmart Usability 102b: Key Points to Review

Infinite Cloner

To create an infinite clone of any object, select the **Infinite Cloner** option from the object's drop-down menu. This will lock the object into place, and allow an unlimited number of copies to be made of the object.

Active Alignment

To have objects or text on a page aligned so that pages looks aesthetically pleasing, use **Active Alignment**. This is located in the Notebook toolbar (**Format > Alignment…**)

Show guides for active objects – Shows the relative location of the object to the objects on the page.

Show vertical page center guide – Shows the vertical center of the page.

Show horizontal page center guide – Shows the horizontal center of the page.
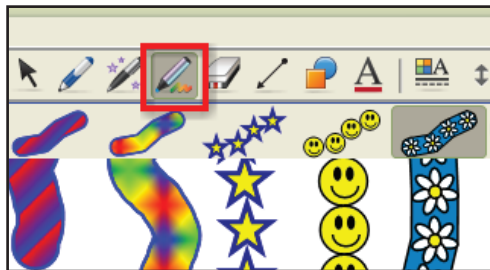
Snap objects to guide – Forces the object to snap to the guides (Guids must be visible)

Set Picture Transparency

If you need to have the border of an object, or any part of an object transparent, select the object and open the drop-down menu. Choose the option **Set Picture Transparency**. Touch the area to turn transparent, it will turn to a magenta-like color to match the magenta background.

Creative Pen

This is a pen tool that has preset images that are repeated to create a line when drawn out: *Smoke, Red-Yellow-Blue, Red-Blue Stripe, Rainbow, Star, Happy Face,* and *Daisy*. Under the **Properties Tab**, you can adjust the thickness of the line. To create a stamp-like feature, just touching/clicking once on the page and a single object will be made. To make that stamp larger, select the object and drag the circle resize handle to adjust the size.
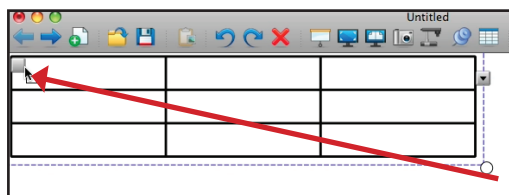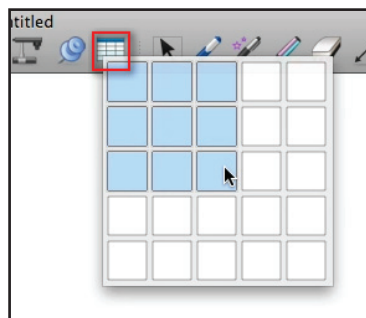

Tables

Select the **Table** button on the Notebook toolbar. Select the size of the grid you wish to create. The table will be located at the top-left part of the page.

To center the table on the page or to move the table, it must be selected. To select a table, click just outside one of the table's corners and drag over the table until the dotted line indicating "selected" is displayed around the table.

Once selected, you can grab the grey handle on the top-left portion of the table and move

the table to its desired spot. When the whole table has been selected, you may resize the table by dragging the clear-filled handle in the lower-right part of the table.

To change the size of the individual rows or columns, select the line between the rows/columns and drag it. To add rows/columns, select the row/column and right-mouse click and choose to **Insert Row/Column**. That row/column selected will be split into two rows/columns. To split an individual cell, select the cell, right-mouse click, then choose the **Split** option. Your choices are: 3x3, 2x2, 3 columns, 3 rows, 2 columns, 2 rows.

Each cell is itself a text box—to add text, double-click the cell and a text box will appear. To add an object into a cell, drag the object (picture, shape, handwriting, text) into the cell. The object will resize itself to fill the cell, regardless the size of the cell. Each cell can have its own cell-shade—select the cell(s), right-mouse click on the cell, and choose the **Add Cell Shade** option.

Shapes Pen
Shapes pen allows draw a shape and the **Shape Recognition** will attempt to complete the shape or straighten out the lines—*elliptical, triangular, rectangular, lines*.
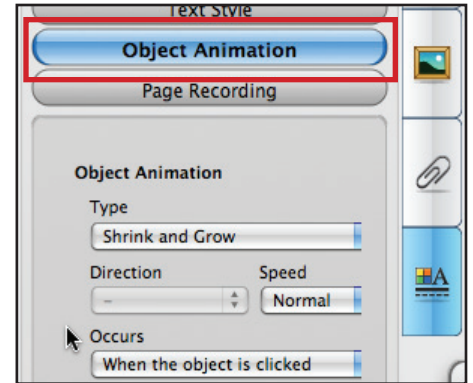
Adding Sound
To add a sound to an object, select the object and touch/click the drop-down menu. Select the **Sound** option. The sound will play when the object is touched/clicked. **The sound file must be in ".mp3" format.** For a faster way to add sound to an object, drag and drop the MP3 file on top of the object. The sound will automatically be added to that object.

Object Animation
Any active object that it not Flash-based can be animated. Select the object and press the **Object Animation** choice in the **Properties** tab. There are several choices: **Type**: *Fade In, Fade Out, Flip Around Axis, Fly In, Fly Out, Shrink and Grow,* and *Spin.* The **Direction, Speed, Occurrence, and Repeats** reflect how those types of animations happen.
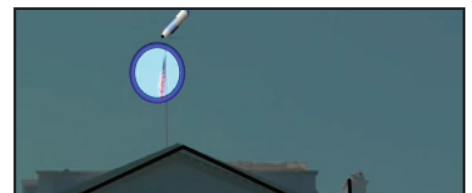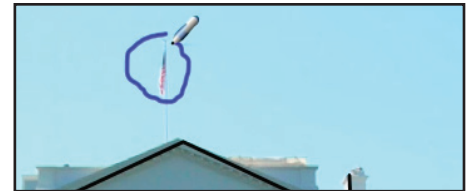
Magic Pen
Select the **Magic Pen** icon and this has three uses:

> **Invisible Ink -** where the ink will fade away in about 5 seconds

> **Spotlight -** Make a complete (or nearly complete) circle, and the spotlight feature will be enabled. Move the spotlight with the grayed-out region, change the size of the spot by dragging from the center of the spot.

> **Magnifier -** Draw a rectangle and it will become a magnifier (to move, select the lower region and move around; to zoom-in or out, drag from the center of the rectangle). This feature can be used inside or outside of Notebook.

To activate either the **Spotlight** or the **Magnifier**, the shape must be drawn in a continuous pen stroke.