ToolBook Concepts

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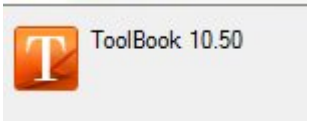
Welcome



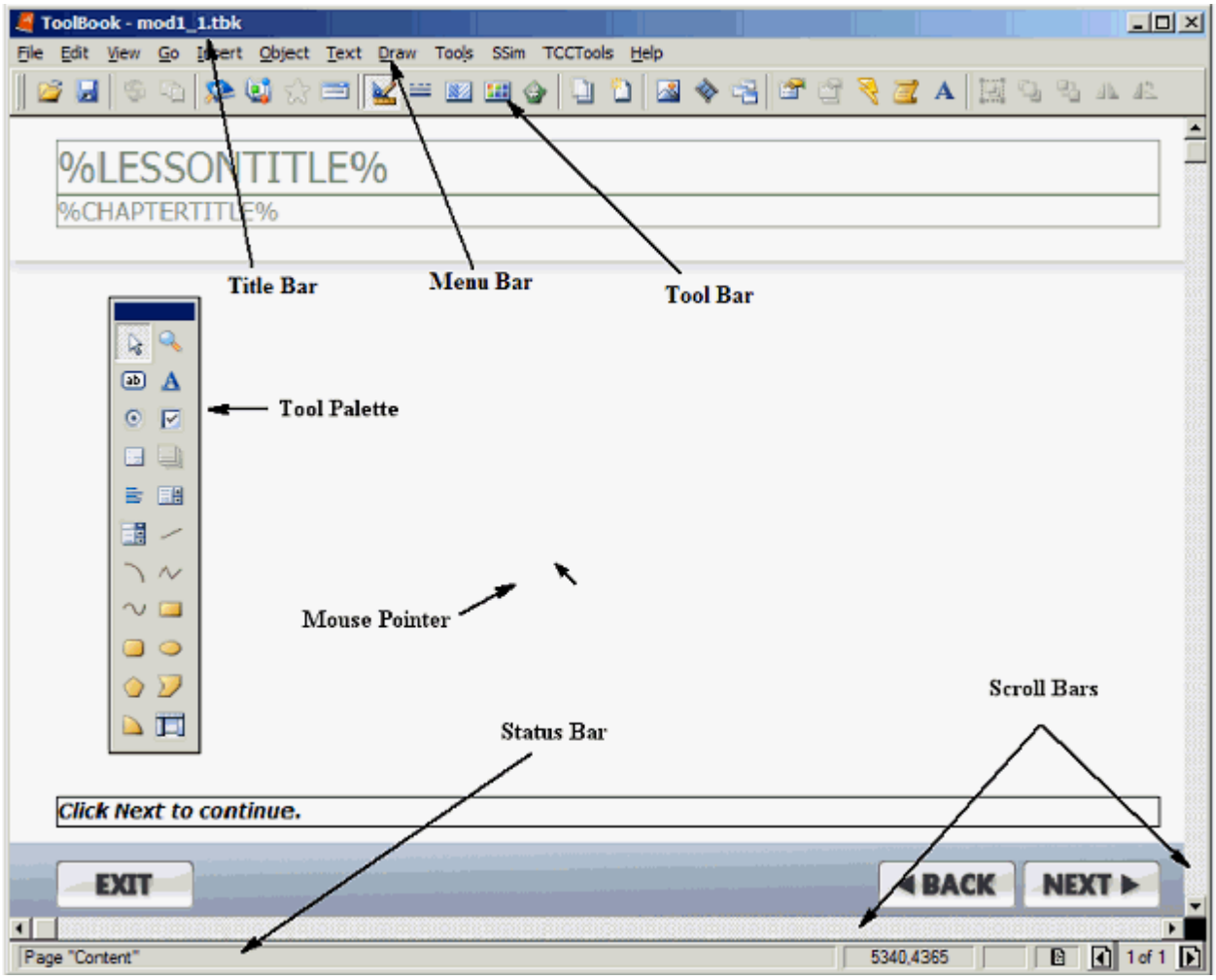
This is the Help site for the latest version of ToolBook, ToolBook 10.5. Here you will be able to find help in the following areas:

- The ToolBook Interface
- Basic Commands
- How to use the Catalog
- How to use the Tool Palette
- How to add various media including graphics, audio, and video
- How to set up various question objects
- How to use the Actions Editor

The Interface

The Main Window

This is the main ToolBook window. It includes many of the authoring tools you will need to develop an eLearning lesson.



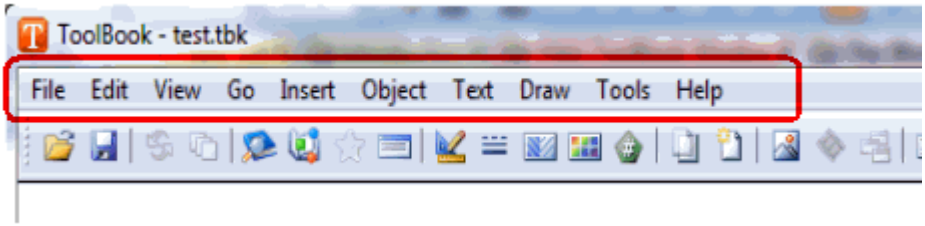
The Menu Bar

The **Menu Bar** for ToolBook allows the access to pull-down menus that provide a variety of commands for ToolBook. The menus include:

- The **File** Menu for working with files, Publish to Web (called Export to Web in earlier versions), AutoPackager

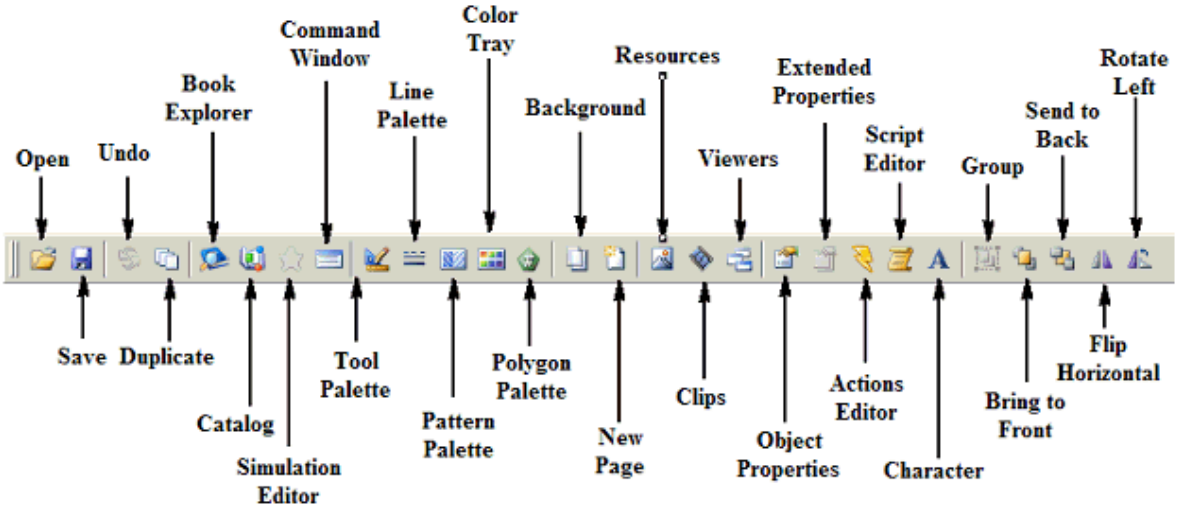
- The **Edit** Menu for cut, copy, and paste
- The **View** Menu for display of screen elements (background, Tool Bar, etc.)
- The **Go** Menu for page navigation
- The **Insert** Menu for inserting text, graphics, pages, new page and new background
- The **Object** Menu for working with different objects' properties
- The **Text** Menu for editing text
- The **Draw** Menu to set options for how objects appear onscreen
- The **Tools** Menu for spelling check, the Script Recorder, and hyperlinks
- The **Help** Menu for access to a variety of Help topics

These and other pull-down menus are obtained by clicking on the words **File**, **Edit**, **Go**, **Object**, etc. from the Menu Bar. In this text, instructions for using a command from a pull-down menu will look like this: **Object, Properties for Page**. In this case, you will click the word **Object** from the Menu Bar and then click the words **Properties for Page**.



The Tool Bar

The **Tool Bar** contains icons that allow access to a variety of options for ToolBook. If you do not see the Tool Bar, use the **View** pull-down menu and click Tool Bar. When you first open a blank ToolBook book, the Tool Bar most likely appears at the top of your window.



View Descriptions of Icons on the Tool Bar

Use the following procedures to display descriptions of each icon on the Tool Bar:

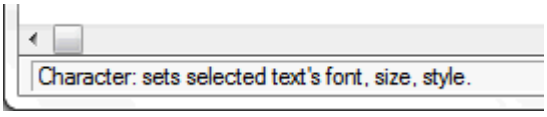
1. Move the mouse pointer over the disk icon, , to observe that a small pop-up window displays as shown in Figure A. This is referred to as a **tooltip**.

Figure A

2. Move the mouse pointer over the A icon, , to observe that the Status Bar (Figure B) displays the following:

```
Character: sets selected text's font, size, style.
```

Figure B



Move and Resize the Tool Bar

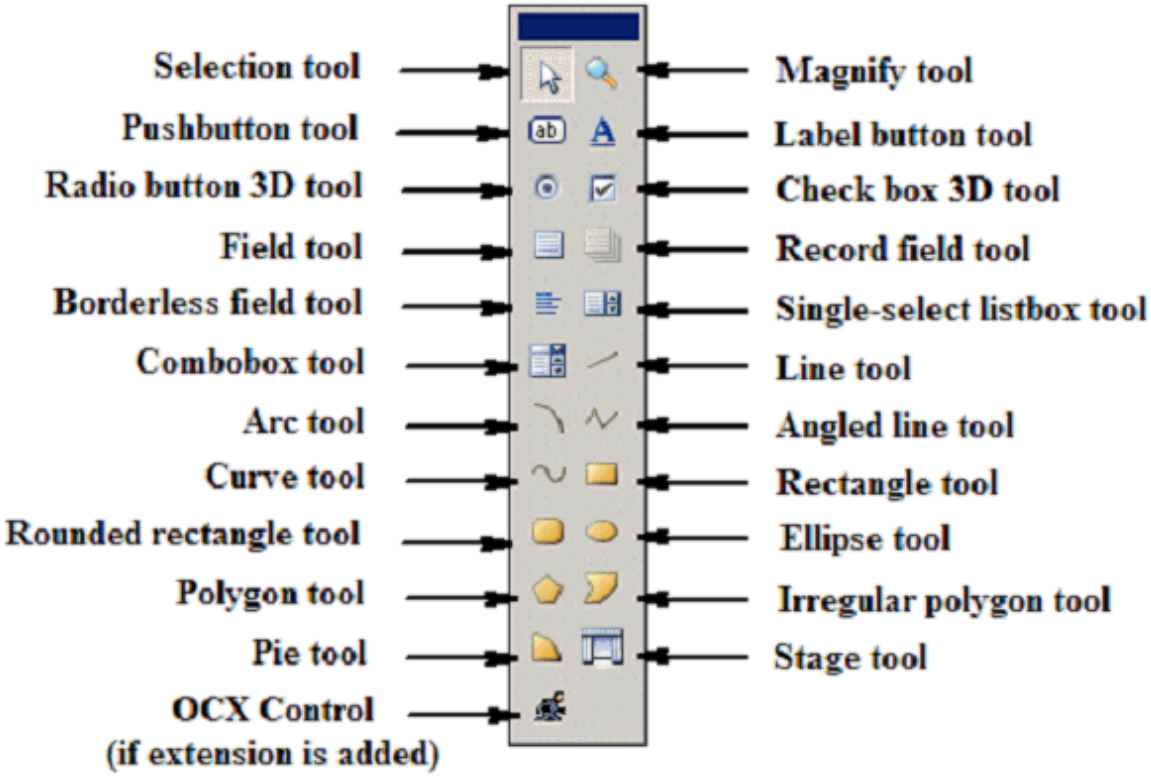
To move and reshape the Tool Bar, use the following steps:

1. Double-click in an open area of the Tool Bar and observe that you can create a movable (sometimes called floating) Tool Bar similar to the Tool Palette.
2. Point to the top of the Tool Bar, hold down the left mouse button, and drag the mouse to move the Tool Bar as you move the mouse.
3. Point to the right side or bottom of the Tool Bar, hold down the left mouse button, and move the mouse to change the shape of the Tool Bar as you move the mouse.
4. Double-click anywhere in an open area of the Tool Bar to return the Tool Bar to the horizontal strip at the top of the screen.

The Tool Palette

The **Tool Palette** gives you access to many tools used for drawing objects on a ToolBook page. If the Tool Palette is not visible when you open a blank book, then click the Tool Palette icon from the Tool Bar.

The Tool Palette can be moved and reshaped using the steps described earlier to move the Tool Bar. The different tools available are shown below.



Displaying the Tool Palette

Use the following procedure to display the Tool Palette:

1. Click the Tool Palette icon, , from the Tool Bar to display the Tool Palette if the Tool Palette is not already displayed.
2. Move the mouse pointer over each icon on the Tool Palette to view a **tooltip** that displays the name of each tool.

The Tool Palette Icons

Icon	Function
Angled line tool	Draws an angled line
Arc tool	Draws an arc
Borderless field tool	Draws a field that has no border
Check box 3D tool	Same as above but 3D effect
Combo box tool	Creates a combo box
Curve tool	Draws a curved object

Ellipse tool	Draws a circle or ellipse
Field tool	Draws a field with a border
Irregular polygon tool	Draws an irregular shaped polygon
Label button tool	Draws a button that has a mnemonic access character which is an underlined character that accesses other options by pressing a single key
Line tool	Draws a line
List box tool	Creates a single-select list box
Magnify tool	Magnifies the screen display
OCX control	Draws any OCX control that has been added
Pie tool	Draws a pie-shaped object
Polygon tool	Draws a polygon by choosing from several different shapes
Pushbutton tool	Makes a pushbutton; a pushbutton appears to be "pressed down" when it is clicked on
Radio button 3D tool	Same as above except there is a 3D effect
Record field tool	Draws a record field on the background
Rectangle tool	Draws a rectangle
Rounded rectangle tool	Draws a rectangle with rounded edges
Selection indicator	Always shows the type of tool selected
Selection tool	Your selection arrow for selecting any object so that you can work with that object
Stage tool	Draws a stage to display multimedia

Commands

Menu Bar Commands

Listed below are some commonly used Menu Bar commands:

Action	Menu Bar Command
Exit	File, Exit
Save current file as another book	File, Save As
Publish to HTML	File, Publish to HTML
Paste Special (graphics and text)	Edit, Paste Special
View Book Explorer	View, Book Explorer
View the various Browsers	View, Browsers
Show or Hide the Tool Bar	View, Tool Bar
View the various Palettes	View, Palettes
Add pages from another book	Insert, Pages
Add a graphic to a page	Insert, Graphic
Add a simulation object to page	Insert, New Simulation
Create a hotword	Text, Create Hotword
Align selected objects	Draw, Align
Validate Actions	Tools, Actions, Validate Actions

Note: When you see something like **Insert**, **Graphic**, this means that you select the **Insert** menu, and then select **Graphic** from the drop-down menu.

Shortcut Keystrokes

Listed below are some commonly used keystroke commands:

Function (F) Commands

Command	Function Key
Help	F1

Open/Close the Catalog	F2
Toggle between Author and Reader Levels	F3
Toggle between Foreground and Background	F4
Access the Actions Editor	F5
Open Properties dialog box for Character	F6
Open Properties dialog box for Paragraph	F7
Send Size to Page command to current book	F11

CTRL Commands

Command	CTRL + ?
Select All	CTRL + A
Bold	CTRL + B
Copy	CTRL + C
Duplicate	CTRL + D
Create New Page	CTRL + N
Go To	CTRL + G
Open	CTRL + O
Print Pages	CTRL + P
Transparent	CTRL + T
Save	CTRL + S
Paste	CTRL + V
Cut	CTRL + X

Shift Commands

Command	Shift + ?
Back	Shift + F2
Command Window	Shift + F3
Shared Actions	Shift + F5
Properties for Page	Shift + F7
Properties for	Shift + F8

Book	
Open	CTRL + O
Print Pages	CTRL + P
Transparent	CTRL + T
Save	CTRL + S
Paste	CTRL + V
Select Page	Shift + F12

Glossary

B

Background: The bottommost layer of a ToolBook Page which often holds most of the design elements of a page.

book: A reference to the ToolBook file.

F

Foreground: The topmost layer of a ToolBook Page.

P

Page: An individual screen in a ToolBook application. A Page is composed of a Foreground and a Background.

T

tbk: The file format for a ToolBook application

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