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VIDEOMAKER

Developed by
Steven Devan
Newport News Public Schools



BECAUSE LEARNING SHOULD KNOW NO BOUNDS™



LIBRARY
Michigan State
University

VIDEOMAKER

Developed by
Steven Devan
Newport News Public Schools

Intellimation
Library™ for the Macintosh®
P.O. Box 1530
Santa Barbara, CA 93116-1530

805-968-2291

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Intellimation
P.O. Box 1530
130 Cremona Drive
Santa Barbara, CA 93116-1530
805-968-2291
805-685-9610 (Customer Service Representative/Technical Support Line)

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VIDEOMAKER at a Glance

Program Description

VIDEOMAKER is designed by an educator for educators. This HyperCard multimedia authoring program gives you a powerful tool for creating sophisticated videodisc lessons and presentations. The program creates cards using four templates: text, custom, multiple choice, and sequence. It also supports group and individual instruction and incorporates many HyperCard 2.0 features. Password protection is included as well.

System Requirements

Minimum Memory	2Mb
Minimum System	Version 6.0.5
Other Requirements	HyperCard 2.0 minimum; laserdisc player and monitor

Using this Program

Everything that you will need to know in order to operate this program is described in the following documentation. Please turn the page to begin.

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Part One *Installing VIDEOMAKER*

This section assumes that you are familiar with fundamental Macintosh procedures such as dragging files from a floppy disc to a hard disc. If you are not, please read the appropriate sections in your Macintosh manuals. Your computer should have 2Mb of RAM; you will find that HyperCard is much quicker and more robust if you have 2Mb. A hard disc is strongly recommended.

> **Note:** Use the Get Info dialog box to set HyperCard 2.0 to 1500K of memory. The exact figure will depend on how you configure your computer.

While you can place VIDEOMAKER anywhere on your hard disc, placing it in the same folder as HyperCard itself provides the easiest access to the program. If you store VIDEOMAKER in a folder other than the one that contains HyperCard, you may have to navigate to your home card every time you start it.

VIDEOMAKER requires HyperCard 2.0 or higher. If you try to start VIDEOMAKER using a version of HyperCard less than 2.0, you will see a message informing you that you cannot use VIDEOMAKER with that version of HyperCard. VIDEOMAKER also requires Macintosh System 6.05 or higher.

Those of you familiar with HyperCard will want to put a button on your home card that links to VIDEOMAKER. There is no automatic button installation procedure as you may have seen on other HyperCard applications.

If you have not yet done so, you should set HyperCard 2.0 to the scripting level (Level 5). Here are the procedures to follow:

1. Open the Home stack.
2. Type Command-4. You will go to the last card of the Home stack.

3. If you can already see buttons for five levels, click on the Level 5 scripting button if it is not black. If you have the educator's version of HyperCard, you may need to follow these special instructions to set your HyperCard to the scripting level.
   a. Type Command-M. The message box appears.
   b. Type "magic" (no quotes) into the message box.
   c. Press return.
   d. Click on the scripting button (Level 5) one time.
   e. Type Command-1. You return to the first card of the home stack.

The bug from hell ...

There is a mysterious, untraceable bug in VIDEOMAKER that rears its ugly head in slower Macintoshes such as the Classic or LC. After approximately 10 minutes of inactivity, an error message that reads "No Such Menu" appears on the screen under certain circumstances. Click "Cancel" and you're good for another 10 minutes. This problem seems exacerbated by screen saver programs. The moral of the story: Idle hands are the devil's handiwork.

Part Two *What is VIDEOMAKER?*

Overview and Purpose

VIDEOMAKER is a HyperCard based authoring system designed specifically for educators. It allows teachers to design lessons for either whole class or small group/individual lesson plans. VIDEOMAKER is a multimedia authoring system. Included among its features are videodisc control, a glossary, whole class or individual group lesson creation, sound support, multiple card templates and other numerous features. Unlike presentation makers that come with commercial videodiscs that are specific to that disc, VIDEOMAKER allows you to create lessons for any CAV (Constant Angular Velocity i.e., frame-numbered) videodisc.

HyperCard uses a card metaphor. Think of cards as pages in a book. You can travel through these cards electronically one at a time just as you read the pages in a book. This is the metaphor VIDEOMAKER uses. In other HyperCard stacks you can also travel through cards in a nonsequential order as though you were randomly selecting pages from a book.

VIDEOMAKER offers the teacher the means to create sequential videodisc lessons. Given this limitation, VIDEOMAKER offers the teacher a powerful tool with which to quickly create sophisticated videodisc based lessons. There are elements of VIDEOMAKER that allow nonsequential exploration, but its basic thrust is that of travelling in order from one card to the next.

VIDEOMAKER allows you to create cards using four different card templates. These card templates are Text, Custom, Multiple-choice, and Sequence. The first two card templates are intended either for whole group or small group/individual instruction. The last two card templates are most appropriate for small group/individual instruction and offer limited branching based on a students' response to questions. However, teachers have made creative use of these two templates in whole group instruction.

VIDEOMAKER is important to teachers for three reasons. First, many videodiscs still do not come with computer software control programs. VIDEOMAKER allows teachers to quickly and easily create these

controls for *any* videodisc. Second, many of the programs that control videodiscs are not designed to be viewed by the entire class. VIDEOMAKER assumes that the teacher has one computer and videodisc player and wants to share the information from both of these tools with his/her students. Third, and perhaps most importantly, VIDEOMAKER allows teachers to create their own lessons specifically geared to their own curriculum. VIDEOMAKER allows you to become an electronically empowered teacher.

To increase the speed of lesson creation, we recommend that you design lessons with a 50 card maximum per lesson. While you can exceed this arbitrary figure, design slows down with the increasing size of the lesson. Please note that lesson presentation performance remains the same no matter how many cards are in a lesson.

VIDEOMAKER is most effective when used with an LCD projection pad. These projection devices allow the entire class to view the computer's output. Students will then view two screens more or less simultaneously — the computer screen and the monitor showing the videodisc output.

Although a knowledge of HyperCard programming is not necessary to use VIDEOMAKER, HyperCard's programming environment has been left open for those inveterate scripters among you. This can be both a boon and a danger. It is a boon to those of you who are accomplished HyperCard scripters and want to modify VIDEOMAKER. On the other hand, those of you who want only to use the program can damage it if you explore areas that are really the domain of programmers. Please be careful; use only those menu choices that are discussed in this documentation. *In particular, you should not use the card choices on HyperCard's Edit menu or the first eight choices on its Go menu.*

VIDEOMAKER supports single concept teaching. Each card should be used to present a single major concept. To support this style of teaching, the amount of text on each card should be limited. Strive to average a maximum of three-four lines of text information per card. You don't want to overwhelm your students with text-based information. Center this information vertically on the card and train your students to take notes from these cards. Your lecture will "flesh out" the text-based information.

Recommended Development Procedures

Developing videodisc lessons can be a time consuming process. Furthermore, due to technical constraints placed by HyperCard, it is very difficult to merge lessons developed by one teacher into a lesson developed by another. We therefore recommend that in addition to encouraging development of lessons by teachers working alone, you organize curriculum development activities on a district wide level. You can then distribute these lessons on a structured, rather than ad hoc basis. You also enhance teacher training by this process. We recommend the following plan:

1. Identify teachers interested in using videodisc technology.
2. Establish a consistent format for lesson development.
3. Train teachers to develop lessons.
4. Develop lessons.
5. Develop a distribution strategy.
6. Train other teachers as end users, but not developers.

As part of your strategy, you might consider creating a series of separate lessons by subject area and quarter. For example, one school district renames the original VIDEOMAKER stack with names such as Biology 1, Biology 2, Biology 3, and Biology 4. Each of these stacks represents the curriculum for one quarter's worth of work. Each of the lessons for these stacks is developed during the summer by a team of two teachers working on the same lesson and then distributed to all the high schools within the district. The effort is on-going. The same development committee meets each summer and either develops new lessons or edits existing lessons.

Teachers wanting to develop lessons for their own use can develop them in a separate stack. Teachers developing their own lessons should change the password so that other individuals cannot alter these lessons.

We strongly suggest you set VIDEOMAKER to student mode whenever you are finished making changes. This will prevent any accidental, unauthorized changes if another teacher or a student uses your work.

What About Students?

There is no reason why students can't use VIDEOMAKER to make their own presentations. Indeed, we strongly encourage it. Students can then share these presentations with their classmates. There is one caution. Before you give students their VIDEOMAKER program disc, you should make sure that it has a different password from yours. All copies of VIDEOMAKER are shipped with the original password, "fatmac."

You should establish procedures for your students through which they can develop their own lessons. We recommend that you use some sort of grouping procedure so that students work together on these projects. This sort of multimedia development activity is an excellent opportunity to use such classrooms strategies as cooperative learning.

Part Three *Getting Started*

Double-click on the VIDEOMAKER icon to start the stack.

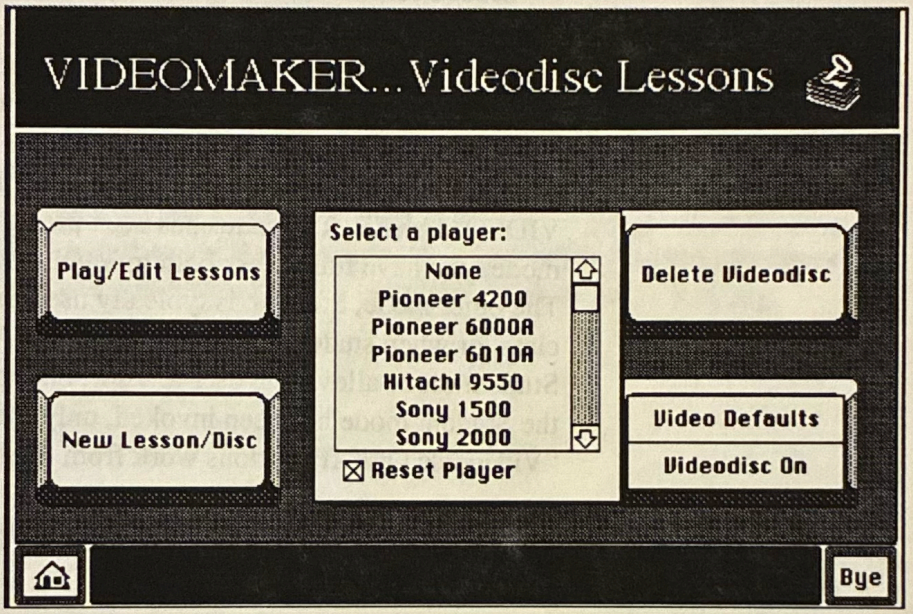
> **Note:** A dialog box may appear warning you that certain fonts needed for VIDEOMAKER could not be located. This function is built into HyperCard 2.0. VIDEOMAKER will work without these fonts, but screen display may be distorted. If you have access to the missing fonts, install them in your system.

You will next be informed as to the current user status of VIDEOMAKER. The status has been preset to Teacher. In the Teacher mode, you have full access both to VIDEOMAKER and HyperCard. The other mode, Student, is typically used to present information in class, or when students are using VIDEOMAKER independently. The Student mode allows the user to view, but not change a lesson. When the Student mode has been invoked, only the "Play/Edit Lessons" and "Videodisc On/Off" buttons work from the Main Menu.

Finally, you will be asked if a videodisc player is on and running. Respond appropriately.

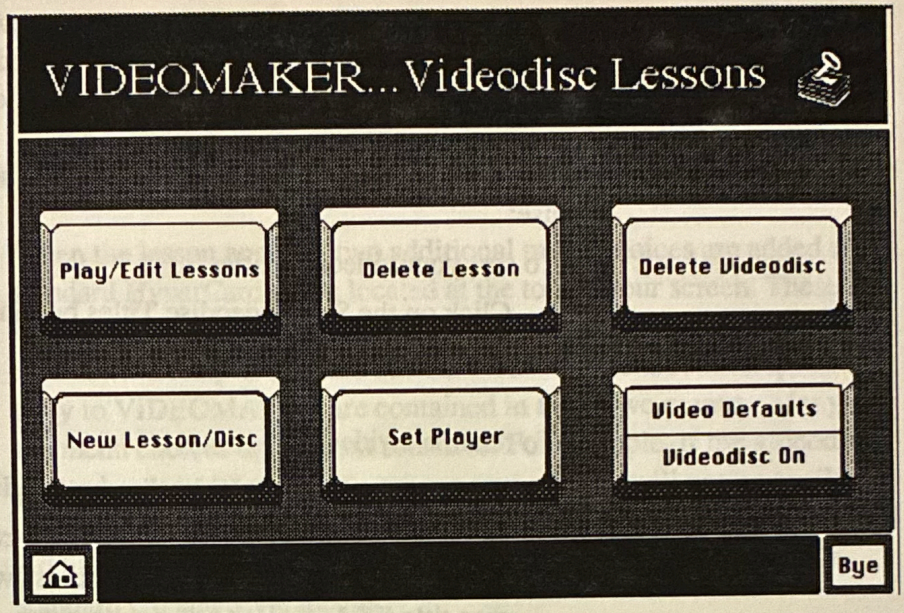
> **Note:** If a videodisc player is not attached to the computer, and you indicate incorrectly that one is attached, VIDEOMAKER will perform very sluggishly. If you indicate that a videodisc player is not attached, while in fact one is, the videodisc player will not respond but there will be no effect on the performance of VIDEOMAKER. The purpose of the Videodisc On/Off status is to let VIDEOMAKER know what to expect. You can change the play status of the VIDEOMAKER at any time.

From the opening screen click on the "To Lessons" button. In order for VIDEOMAKER to correctly use your videodisc player, you must tell it which videodisc player it is attached to each time you start VIDEOMAKER from the Macintosh desktop. If you indicate to VIDEOMAKER that the laserdisc player is on and running as you start the program, the following screen will appear after a short delay:

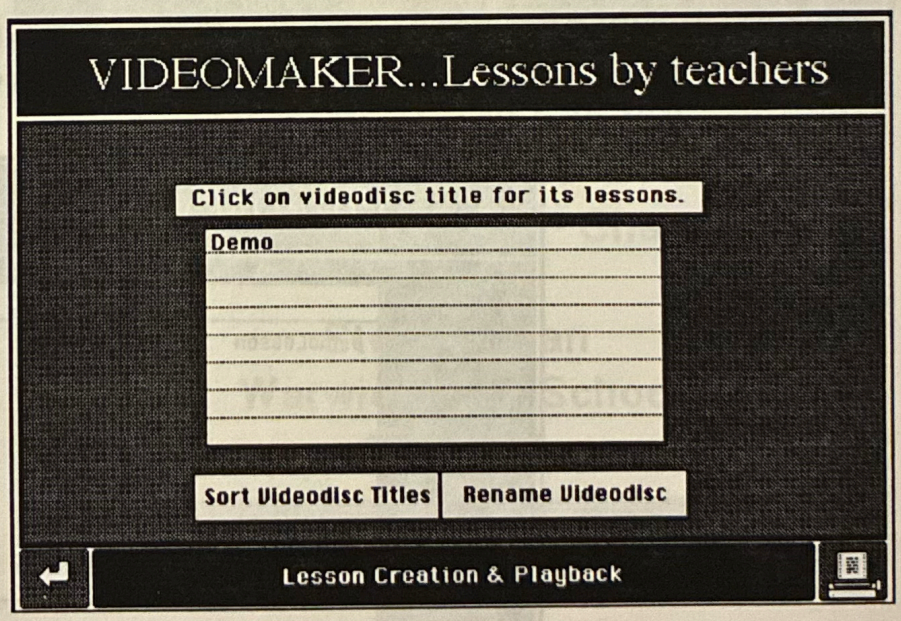


Click on the correct player. For most teachers, this will be the Pioneer 4200. If you are using the Pioneer 2200, choose the Pioneer 4200 player. VIDEOMAKER will check to make sure that you are indeed connected. If everything is correct, the Main Menu appears:

> **Note:** If you start VIDEOMAKER without the videodisc player running, you must return to the Main Menu and choose "Set Player" if you later start the videodisc player. The purpose behind clicking the "Set Player" button is to let VIDEOMAKER know which videodisc player it is using.



Click on the "Play/Edit Lessons" button. The following screen containing the names of any available videodiscs appears:



There is one videodisc called Demo. There is room for seven additional videodiscs on the remaining blank lines. Click directly on the word "Demo" and the list of lessons available from the "Demo" videodisc appears.

Underneath the videodisc title box you see two buttons. The first button alphabetizes the names of your videodisc. The second button allows you to rename a videodisc. You cannot undo a sort.

Since we will not examine these functions, here are the procedures you use:

To sort your videodisc titles:

a. Click on the Sort Videodisc Titles button.

b. Confirm your choice.

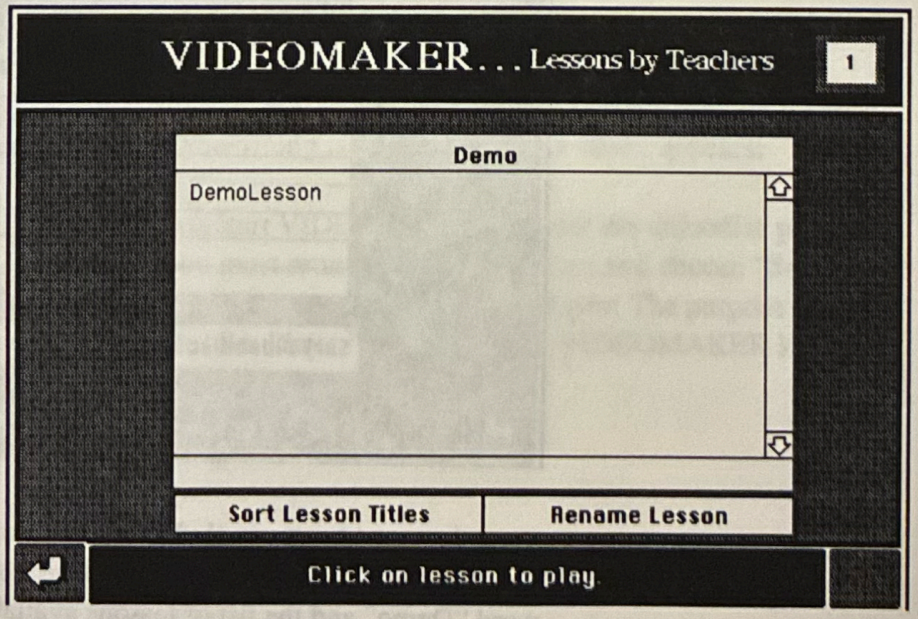
To rename a videodisc:

a. Click on the Rename Videodisc button. It highlights.

b. Click on the videodisc title you want to rename.
Note: The cursor changes to a fat cross when you are in the videodisc title field.
Note: If you change your mind, click the Rename Videodisc button again.

c. Type in the new name and then click OK.

As shown below there is only one lesson called "DemoLesson." You can have as many lessons as your hard disc can hold.



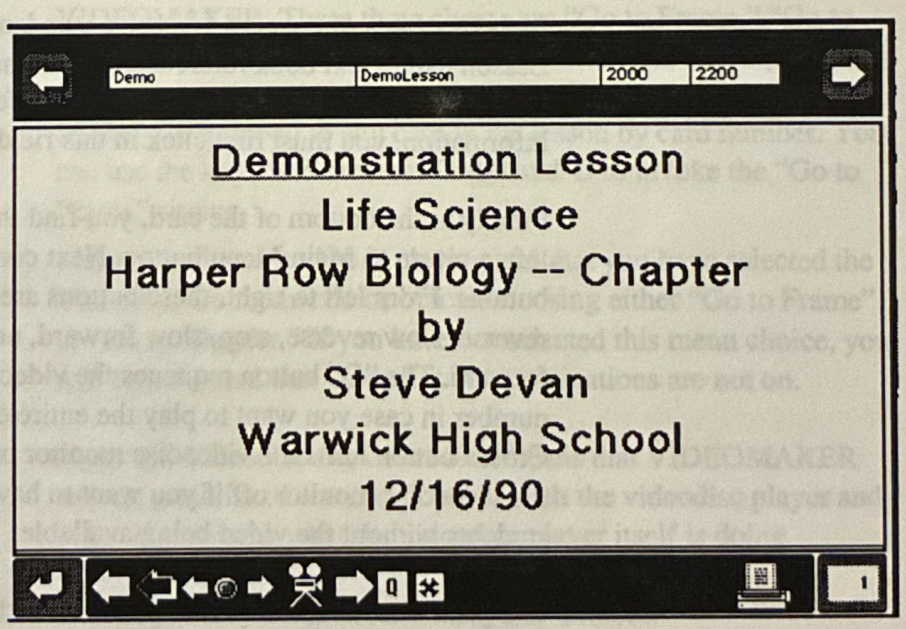
Click on "DemoLesson" and the lesson appears.

> **Note:** If you click on a blank line instead of the name of an existing videodisc, a dialog box will inform you that you have clicked on an empty line.

When the lesson appears, two additional menu choices are added to the standard HyperCard menu located at the top of your screen. These are named Cards and Special. The Special menu changes depending on the type of card template for the current card. Functions related specifically to VIDEOMAKER are contained in these two menus. Many of the menu choices are context sensitive. For example, if the videodisc player is not running, certain other menu choices will not be available.

Additionally, VIDEOMAKER adds menu choices to HyperCard's standard Go and Style menus.

Let's examine the structure of this first card. It is a Text-only template.



Look at the black area at the top of the card. You click on the left and right arrows to travel forward and backward through the lesson. The name of this lesson and the name of this card are also displayed. These elements are standard for all card templates.

Under most circumstances, teachers can also use the Enter or Return key to travel to the next card. In the Student mode, the Enter key is always active.

> **Note:** Scripters modifying VIDEOMAKER code may find that the Enter or Return keys behave erratically when there is text in the message box. If the message box is hidden and has text in it, VIDEOMAKER's behavior may seem inexplicable. If, as a scripter, you experience this erratic behavior when you press the Enter or Return key, check the message box. If there is a message in it, erase that message.

The two fields in the upper right of this area, next to the name of the current lesson, hold the starting and ending frames for the videodisc. You type these in yourself as you create a lesson. If these two fields remain blank, VIDEOMAKER assumes that there is no video for this card. Depending on your global default settings, VIDEOMAKER may automatically play these frames whenever you come to this card.

In the text area of the card you see a standard first card. Notice that Lesson name, text book reference, teacher name, teacher school, and creation date are included on this card. Before you can type this information, you must first click in this field to get a cursor.

Finally at the bottom of the card, you find the following: At the bottom left, a return to Main Menu button. Next come the videodisc control buttons. From left to right, these buttons are fast reverse, normal reverse, slow reverse, stop, slow forward, normal forward, and fast forward. The "Q" button requeues the videodisc to the first frame number in case you want to play the entire clip again. The "Iron Cross" button turns the videodisc monitor on and off. You might turn the videodisc monitor off if you want to have a discussion with your students without the video being available.

The printer icon allows you to print either the card you are currently looking at or the entire lesson. Finally, if you click on the card number field you will go to the Table of Contents. You will learn about the Table of Contents function shortly.

The normal forward button is sensitive to the existence or nonexistence of video for the card. For example, the normal forward button on this card is a projector. The balloon indicates that there is a movie clip for this card. The three icons for this button and their functions are detailed below:

Icon	Function
Balloon	No video available for the current card
Camera	A video clip; the ending frame number is greater than the starting frame
Celluloid frame	A single frame; the ending frame and starting frames are the same

Note: These icons update only when you open a card for viewing. If you change from a frame to a clip for example, the play button icon does not change until the next time you return to the card.

Let's examine two menus briefly.

Pull down the Go menu.

- At the bottom of this menu are three choices added by VIDEOMAKER. These three choice are "Go to Frame," "Go to Chapter," and "Go to Card." The first two choices allow you to select appropriate videodisc information for display. "Go to Card" allows you to travel to any card in the lesson by card number. You can use the keyboard shortcut Command-G to invoke the "Go to Frame" choice.
- Make sure the videodisc is playing and that you have selected the Videodisc On menu choice before choosing either "Go to Frame" or "Go to Chapter." If you have not selected this menu choice, you will be informed that videodisc communications are not on.

  Note: the Videodisc On/Off choice means that VIDEOMAKER has not established communications with the videodisc player and in no way reflects what the videodisc player itself is doing.

Release the Go menu without selecting any choices.

Pull down the Special menu.

- Notice that there are five choices available. These choices will change when you go to the next card if the card template changes.

Release the Special menu without selecting any choices.

Superscripting and Subscripting

Pull down the Style menu.

- At the bottom of this menu are two choices added by VIDEOMAKER. These choices are Superscript and Subscript.
- To superscript or subscript text, follow these steps:
  a. Select the text to be superscripted or subscripted.
  b. Choose Superscript or Subscript from the Style menu.

Release the Style menu without selecting any choices.

It is important that you understand how these two menu choices work. HyperCard does not support Superscript or Subscript text styles. When you select either of these two choices, VIDEOMAKER turns the selected text into paintings of letters or numbers. It then pastes these paintings into the appropriate location.

You cannot superscript or subscript a glossary entry. If you try to, the superscript or subscript will appear on the standard text field when you close the glossary window.

If you want to delete a Superscript or Subscript, the easiest procedure is to choose Erase Graphic from the Special menu, select the Superscript or Subscript, and let VIDEOMAKER erase it for you.

If you understand HyperCard's paint environment, you can also use the eraser tool, selection rectangle, or lasso to delete a Superscript or Subscript.

Superscripts and subscripts are optimized to VIDEOMAKERS default text size and style which is bold, 24 point. If you have changed the style attributes of the selected text, the subscript or superscript may be difficult to read.

Notice that the word "Demonstration" has a gray underline. This underline indicates that Demonstration is in the glossary. To see this entry:

a. Choose Glossary from the Special menu.

b. Click directly on the word Demonstration.

c. The glossary entry will appear.

d. Click on the close box to put the entry away.

Click on the right arrow or press the Enter key to go to card 2. This is a custom card template. Pull down the Special menu. Notice that there are different choices for this card template from the text-only template.

Go to card 3. This is a multiple choice card template. To answer the question, click on the radio button in front of one of the four choices and then click on the check box directly to the left of the answers. You will receive feedback in the bottom of the screen. When you leave multiple choice card templates, they return to their original status.

Notice that on the top black area, there are four instead of two frame holder fields. The first two fields hold start and stop video frames if the student gets the answer right and the last two fields hold the start and stop video frames if the student gets the answer wrong. You may set frame numbers for both the right and wrong video or for either one or the other.

There is a new button on the bottom area of the screen. This button may be labeled either "R" or "W." Clicking on this button toggles it back and forth between "R" and "W." When the button is "R," the video control panel plays the video frames for the right response; when the button is "W," the video control panel plays the video frames for the wrong response. As a teacher developer, you use this button to check both the correct and incorrect video you intend to show students. The status of this button is automatically controlled by student response to a question.

Go to card 4. This is a sequence template. To use this card, you click and drag a field in column A to its appropriate sequence in column B. Then click the check button next to the words Column B to check for the correct sequence. If you get the sequence correct, a reward message appears on the screen. Otherwise, the correct answers are displayed for the student. If there is corresponding video, the student will be informed and the video will play.

Note: You cannot drag these fields unless you select the Test Sequences menu choice found in the Special menu. You will examine this in detail later.

When you leave this card, all sequence boxes are returned to their original locations.

Go to card 5. This contains a word linked to a sound file. Follow the directions on the screen.

Printing

When you click on the Print button on the bottom right of the screen, VIDEOMAKER first asks you to check to make sure that your printer is on and ready. When you confirm that it is, VIDEOMAKER next asks if you want to print the current card or the entire lesson.

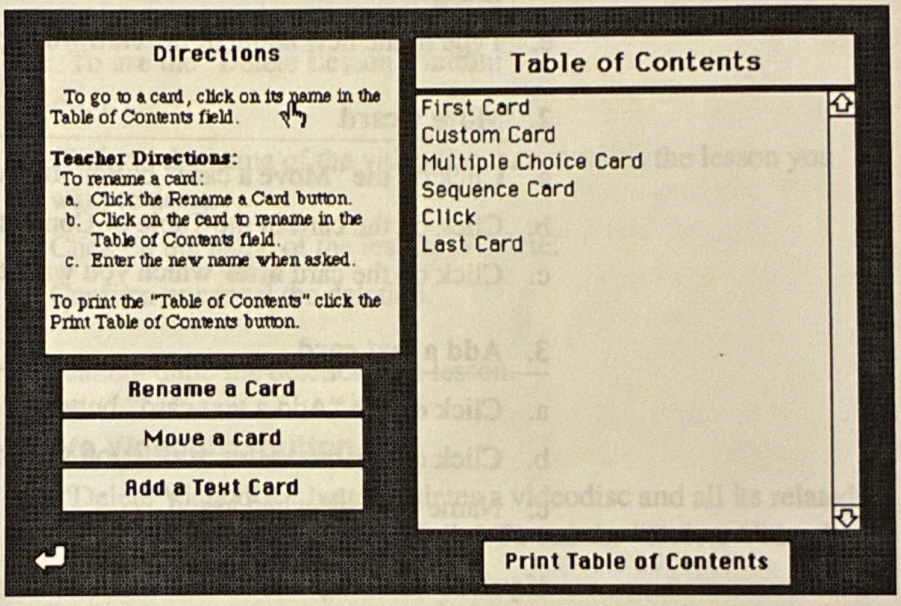
If you choose the current card, VIDEOMAKER prints the card without further action on your part. If you elect to print the entire lesson, VIDEOMAKER requests further information from you about the format for this print job. The information that VIDEOMAKER requests is a function of HyperCard and is not controlled by VIDEOMAKER. Documentation concerning this screen is found in the HyperCard manual that accompanied your Macintosh computer.

Students are not allowed to print when VIDEOMAKER is in the Student mode.

Note: You can also print the information in any reference card. When you are in the Student mode, the Reference card will not print.

Understanding the Table of Contents

As mentioned, VIDEOMAKER maintains a special Table of Contents card. To navigate to the Table of Contents, click on the page number field on the right-hand side of any card. The Table of Contents appears as below:



On the right-hand side of the card you see the names of all cards in this lesson. If you click directly on the name of the card, VIDEOMAKER will immediately take you to that card. This offers you a simple way to travel to cards in any order you choose.

Note: You must name a card when you add a new one to a lesson.

VIDEOMAKER maintains this Table of Contents in a semiautomatic fashion. As you add or delete cards to your lesson, VIDEOMAKER *does not* update the index on the fly. However, when you next return to the Table of Contents card after any addition(s) or deletion(s) of a lesson card, VIDEOMAKER will update this Table of Contents.

The reason for this semiautomatic update is to save development time. In the Student mode, if VIDEOMAKER senses that the Table of Contents is incorrect, it will also automatically update the Table of Contents the first time a student accesses it.

From the Table of Contents card, you can perform the following actions:

1. Rename a card

a. Click on the "Rename a Card" button. It becomes highlighted.

b. Click on the name of the card in the Table of Contents you want to change.

c. Type in the new name of the card when prompted.

2. Move a card

a. Click on the "Move a card" button. It becomes highlighted.

b. Click on the card in the Table of Contents to move.

c. Click on the card **after** which you want the moved card to appear.

3. Add a text card

a. Click on the "Add a text card" button. It becomes highlighted.

b. Click on the card **after** which you want the new card to appear.

c. Name the card when asked.

If you click on any of these buttons when they are highlighted, you turn that function off. The highlight of the button will also turn off. You can then travel to a card simply by clicking on its name in the Table of Contents.

Click on the "Print Table of Contents" button to print the Table of Contents. Make sure the printer is on first.

The Bent Arrow button returns you to the sending card.

After you have examined the Table of Contents, return to any card in the lesson. Then click the Bent Arrow button to return to the Main Menu.

Understanding the Main Menu

There are six buttons on the Main Menu. You have already used the "Play/Edit" button. Let's examine the function of the other buttons.

Delete Lesson button

The "Delete Lesson" button allows you to delete a single lesson. You have already seen that you can have multiple lessons for each videodisc. To use the "Delete Lesson" button:

1. Click on it.
2. Click on the name of the videodisc that contains the lesson you want to delete.
3. Click on the name of the lesson to delete.
4. Confirm or cancel the deletion.

You cannot undo the deletion of a lesson.

Delete Videodisc button

The "Delete Videodisc" button deletes a videodisc and all its related lessons. Use this button very carefully! To use the "Delete Videodisc" button:

1. Click on it.
2. Click on the name of the videodisc you want to delete.
3. Confirm or cancel your choice.

You cannot undo the deletion of a videodisc.

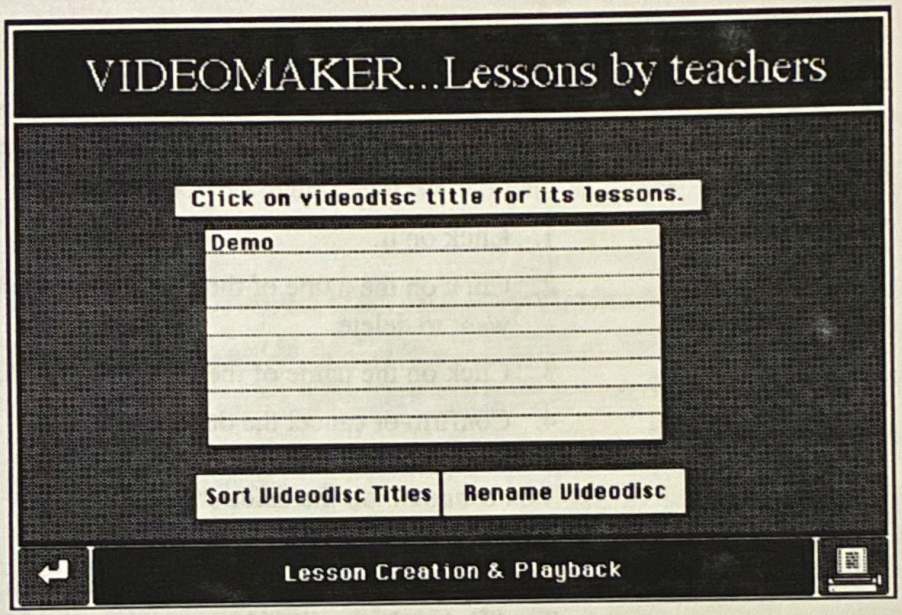
New Lesson/Disc button

The "New Lesson/Disc" button allows you to create either a new videodisc or a new lesson for an existing videodisc. We will use this button to create a new videodisc and lesson and then use the "Delete Videodisc" button to delete them.

Be careful not to confuse the use of this button. Some users have a tendency to add a new videodisc when they really intend to add a new lesson to an existing videodisc. Please read what follows carefully.

To create both a new videodisc title and a new lesson

1. Click on the "New Lesson/Disc" button. The following screen appears:



2. Click on any blank line.

   Note: When you click on a blank line, you inform VIDEOMAKER that you want to add a new videodisc title as well as the first lesson for that title.

3. Type in "Test Disc" for the name of videodisc and click OK.

   Note: Do not enter the same videodisc title more than once. If you do, VIDEOMAKER will only find the first disc with that title.

4. Type in "Test Lesson" for the name of the lesson and click OK.

The new lesson appears. Every new lesson is created with two Text-only cards. These cards are the first and last cards of the lesson. You cannot delete these cards manually. (You can only delete them when you select Delete Lesson from the Main Menu.) *You also cannot add a card before the first card or after the last card; all new cards must go between these two cards.*

Think of these two cards as being the front and back of a manila folder. Every card you add from now on must fit between these two cards.

You should first set up these two cards:

Note: We recommend that as soon as you create a new lesson, you immediately do the following:

a. On the first card, type the editorial information such as your name, book title, etc. that appeared on the demo lesson.

b. Move to the second card and type end of lesson.

c. Move back to card one. You can now add new cards that will hold the "meat" of your lesson.

If you want to experiment adding new card templates to the lesson, pull down the "Cards" menu and select the card template of your choice. If you make an error, such as trying to add a card after the last card of the lesson, you will receive an explanation of that error.

5. After you have experimented, click the return to Main Menu button.
6. Click on the "Delete Videodisc" button.
7. Click on "Test Disc." Confirm your choice. The disc will be deleted and all related lessons will be deleted.

You will create a fuller example lesson later. You will use this example lesson to learn the function of the various menu choices.

To create just a new lesson, but not a new videodisc follow these steps

1. Click the "New Lesson/Disc" button.
2. Click directly on the title of an existing videodisc.
3. Type in the name of the new lesson.
4. You will be taken to that lesson.

Set Player Button

This button allows you to change the current videodisc player to another player. This change is temporary. The next time you start VIDEOMAKER, you must once again tell it which player you are using.

You cannot change the player unless you have previously told VIDEOMAKER that the videodisc player is attached.

Video Defaults/Videodisc On/Off Button

This two part button serves two purposes.

Videodisc On/Off button

This toggle button allows you to tell VIDEOMAKER whether or not it is in contact with the videodisc player. Each time you click this button, it alternates between Videodisc Off and Videodisc On.

You might want to turn the videodisc controls off when editing an existing lesson. It is much quicker to edit a lesson when you do not have to wait for the videodisc player to respond. You can also develop lessons at home or in school if you do not have access to a videodisc player. You may even type in the frame numbers. If you have access to a paper index for the videodisc for which you are developing lessons, you can select appropriate frame numbers from this index.

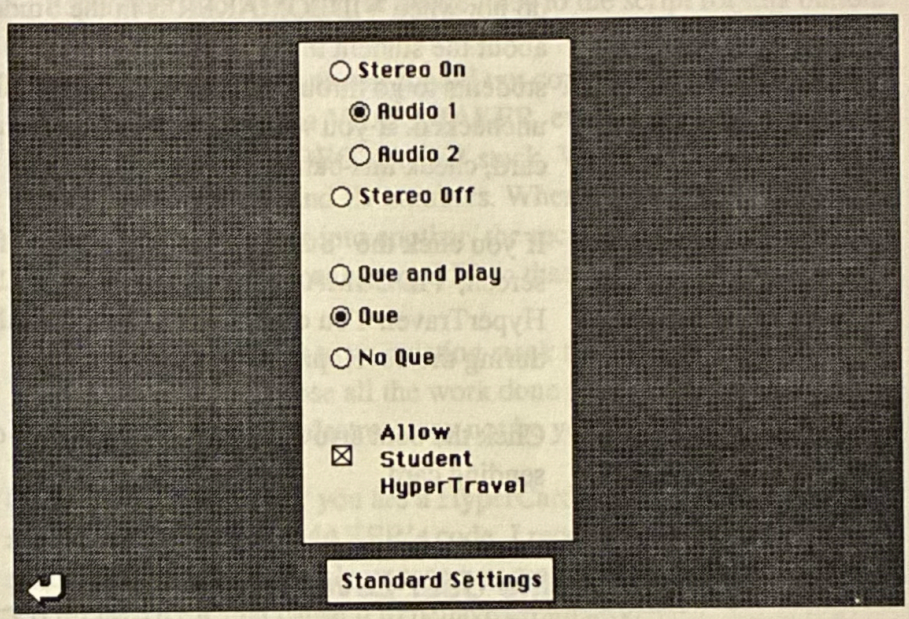
Video Defaults

The function of the "Video Defaults" button is to tell VIDEOMAKER the standard video instructions to apply automatically as you travel from card to card. These standard video instructions are checked each time you start VIDEOMAKER. If you set the video instructions for one lesson and then use another lesson at a later date, VIDEOMAKER will use the last default settings you set, even if these defaults were set for a different lesson. However, you can change these defaults at any time from the Main Menu. *Multiple-choice and sequence cards do not use these standard video instructions, as the video plays only after a question is answered by a student.*

Later on you will learn how to set unique video instructions for any Text-only or Custom card at any time. When you set unique video instructions for a card, the default settings are overridden for that card only.

To set Video Defaults

Click on the "Video Defaults" button on the Main Menu. The following screen appears:



You can set two basic settings: audio and que. The audio settings should be self-explanatory once you realize that many videodiscs have two channels. You can play either audio channel one, audio channel two, or play these two channels as stereo. Frequently, videodisc manufacturers will have one track in English and the other in a language such as Spanish.

The Que settings allow you to control what the video does automatically as you navigate from card to card. Que and play instructs the videodisc player to queue up the starting frame and then play automatically until the last frame. If the start and stop frames are the same number (that is, you are showing only a single slide), VIDEOMAKER will simply display that one frame.

Que instructs the videodisc player to queue up the start frame and then waits for you to use the video control panel on each card to tell the player what to do next.

No que leaves the videodisc player unaffected.

The "Allow Student HyperTravel" button allows you and your students access to the Table of Contents card. When the button has an X in it, you and your students will have access to this card. When it is not checked, you have access to the Table of Contents, but your students do not when VIDEOMAKER is in the Student mode. (You will learn about the student mode in the next section.) If you want to force students to go through the lesson sequentially, leave this button unchecked. If you want them to be able to jump around from card to card, check this button.

If you click the "Standard Settings" button found at the bottom of the screen, VIDEOMAKER defaults to Audio 1, Que, Allow Student HyperTravel. You can override these default settings at any time during the development stage.

Click the bent arrow button to lock in your choices and to return to the sending card.

Setting the User Level

There are two user modes: Teacher development mode and Student use mode. You set the user mode at the Main Menu.

Teacher Development Mode

The Teacher development mode is the mode you are currently in. It gives you access to all features of VIDEOMAKER, as well as all features of HyperCard. You have to treat certain aspects of this freedom with responsibility.

> **Warning:** In particular, never select the New, Delete, Copy, or Cut Card from HyperCard's Edit menu or the navigation choices from the Go menu. Doing so may cause VIDEOMAKER to lose track of its indexing system. The net result is that you may lose access to an entire lesson, get some very strange error messages, and in general cause yourself grief. All of the new cards you add to lessons are based on card templates housed in the stack and should be added using the Cards menu. *Any* changes to these card templates may render these cards useless and prevent the creation of new lessons. Do not modify these templates in any way.

Scripters please note that writing card scripts for any card template may make VIDEOMAKER very unstable. Many card scripts are created and destroyed automatically by VIDEOMAKER. Also note that the Key password button found on the Main Menu is line dependent. Do NOT add or delete lines to the script for this button.

Scripters also note that you should not copy a card from another stack and paste it into VIDEOMAKER, even if that card comes from a duplicate VIDEOMAKER stack. VIDEOMAKER relies heavily on background ID numbers. When you paste a card from one HyperCard stack into another, the receiving stack automatically assigns a new background ID to that card.

If you make changes to an existing stack that makes the stack unstable, you may lose all the work done to date. Please be careful!!! The work you destroy may not be your own.

Given these warnings, if you are a HyperCard scripter, you will have access to all of VIDEOMAKER's code. I recommend that you keep a clean backup copy available in case you make changes to VIDEOMAKER that cause it to behave erratically.

Student Use Mode

The Student mode allows the user to use but not modify VIDEOMAKER. You should set VIDEOMAKER to the Student use mode when you are presenting a lesson or when students are using VIDEOMAKER independently. To set the Student use mode:

1. Go to the Main Menu.
2. Click on the Key button found in the upper right-hand corner of the screen.
3. Type the password, "fatmac" or whatever new password you have assigned. (Do not type the quotes or period.)
4. Click on the Student button when the dialog box appears.

After a short while, VIDEOMAKER will acknowledge the change. To repeat, in the Student mode, all you can do is launch your lessons, view them, and play back appropriate video. The appearance of lesson cards is also subtly changed to make them look cleaner. All menus are hidden from view. Any words you have added to the Glossary or linked to sound can be accessed simply by clicking them. All text fields are frozen and certain buttons are enabled or disabled depending on the global default settings you have chosen for the students.

To return to the Teacher development mode, go through the same process, but click on the Teacher button instead of the Student button to set the mode.

Changing the Password

You can change the password in VIDEOMAKER to suit your own needs. Follow these procedures:

1. Go to the Main Menu.
2. Hold down the Option key. While holding down the Option key, click the Key password button found in the upper right-hand corner of the screen.
3. Type in the old password when asked. (The first time you do this, it will be "fatmac.")
4. Type in the new password when asked.
5. Verify the new password when asked.
6. Write down your password and keep it in a safe place.

You should not use an obvious password. As you know, your students can be very clever. The safest password is one that is at least eight letters long and contains both letters and numbers. For example, **wer1xxx2** is preferable to **George**. You should also change your password on a routine basis. Passwords are not case sensitive. That is, to VIDEOMAKER, HH12AAC is the same as hh12aac.

Part Four *Using the Program*

You have already created a short lesson and deleted it. You are now going to create a more sophisticated lesson and use the various functions available to VIDEOMAKER. To make this a more realistic exercise, you should use a videodisc for which you want to create a lesson. The directions will be general enough to allow you to tailor the lesson to your own needs. Have your videodisc playing a disc for which you would like to create a lesson. If you have previously indicated to VIDEOMAKER that the laserdisc player was not attached, click the "Videodisc Off" button found on the Main Menu to toggle it to "Videodisc On." Set the player if necessary. Make sure you are at the Main Menu.

Preliminary Steps

Note: You may want to delete the Demo videodisc before proceeding.

1. Click the "Video Defaults" button.
   Make sure that the standard defaults, Video 1, Que are in effect. If they are not, click the "Standard Settings" button to automatically set these values. Set the "Allow Student HyperTravel" button to your liking. Click the "Return Arrow" button. You return to the Main Menu and the settings you chose will be in effect.
2. To create a new videodisc and a new lesson:
   a. Click on the "New Lesson/Disc" button on the Main Menu.
   b. Click on any blank line.
   c. Type in the name of the videodisc you intend to use.
   d. Type in the name of the lesson.

The lesson will be created with two cards (the first and last cards). The Cards and Special menu choices are added to HyperCard's standard menu bar.

The Cards Menu

The Cards Menu is basically the same for all card templates. The only change that occurs is that certain card templates do not support all menu choices. If a menu choice is not supported by a given template, that menu choice will appear grayed out. All possible menu choices are found on the Text and Custom templates. These choices are described below. The Special menu contains choices specific to a given card template. It will be discussed in the next section.

1. Click once in the text area of card 1. A cursor will appear. Use standard Macintosh techniques to fill in the information you want to appear on this card. You may want to follow the model you saw in the Demo lesson. When you are done, click on the next card arrow to go to card 2. Type "End of Lesson" on this card. Click on either the next or previous arrow to return to card 1.

   Note: When you are on the last card of a lesson, clicking the next card arrow moves you to the first card of that lesson.

2. Make sure you are on card 1. Pull down the Cards menu and choose the Text menu choice (or type Command-N). Typing Command-N (for New card) from the keyboard is the fastest way to create a new Text card.

   You are asked to name the card. Type in an appropriate name and a new card appears. Each card in the lesson will be renumbered appropriately. Your new card will be numbered card 2.

   Note: If you leave the name blank, VIDEOMAKER will not create the new card. That is, VIDEOMAKER insists that you name each card you create. You can rename these cards on the Table of Contents card.

   Note: Whenever you add a new card, you insert rather than add a card. This distinction is important. When you insert a card, it appears after the current card on the screen. For example, if you have a lesson with 15 cards and insert a card while looking at card 10, your new card will become card number 11. (That is, your new card will not be appended to the end of the lesson.)

3. You are going to do three things to this card. You will (a) Enter appropriate text, (b) type in video frame numbers, and (c) play the video back.

   a. Enter appropriate text. Click the mouse within the text field. Type appropriate text for your lesson when the cursor appears.

      Note: HyperCard 2 allows you complete control over text font, size, and style as do most Macintosh applications. We recommend that you choose a relatively large size of text (18 point or larger) and standardize on a font. Remember, you want students to be able to read this text from the back of the room.

In our experience, it is best to make one main point per card. Subsidiary points should be made on additional cards. Too much text on a card makes it unreadable.

   b. Find frame numbers that support the point you are making. (If there is a printed index for your videodisc you may use it. You can also browse through the videodisc using a combination of the Go to Frame (Command-G), Go to Chapter choices found under the Go menu and/or the videodisc controls at the bottom of the card.)

      Note: If you temporarily want to be able to play the whole videodisc using the video control panel at the bottom of each card, type a 1 in the start frame field and 54,000 in the stop frame field for that card. *Make sure that you edit these fields to their correct frame numbers before leaving the card.*

Type in the starting frame and stopping frame numbers in the two empty fields found at the upper right-hand corner of the card. If you want to show only one frame, you still must type an ending frame number. Simply type the same number as the starting frame number.

After you have typed in the frame numbers, pull down the Cards menu. Make sure that the Videodisc On choice has a checkmark in front of it. If it does not, select this choice.

Note: As you can see, there are multiple procedures you can use to turn the communications between VIDEOMAKER and the videodisc player on or off. You have already used the Main Menu to do this.

Note: If you have not yet chosen "Set Player" from the Main Menu, you must do so now.

If necessary, pull down the Cards menu choice again. Select the Display Frame menu choice from this menu. Look at the video monitor. You will see the frame number for the current frame appear on the screen. You can use this to help you find the exact frames you want to instruct VIDEOMAKER to play.

Note: Select this choice a second time to toggle the frame number display off.

c. Experiment with the video control buttons found at the bottom of the screen. Make sure you use the "Q" button and the "Iron Cross" to see their effects.

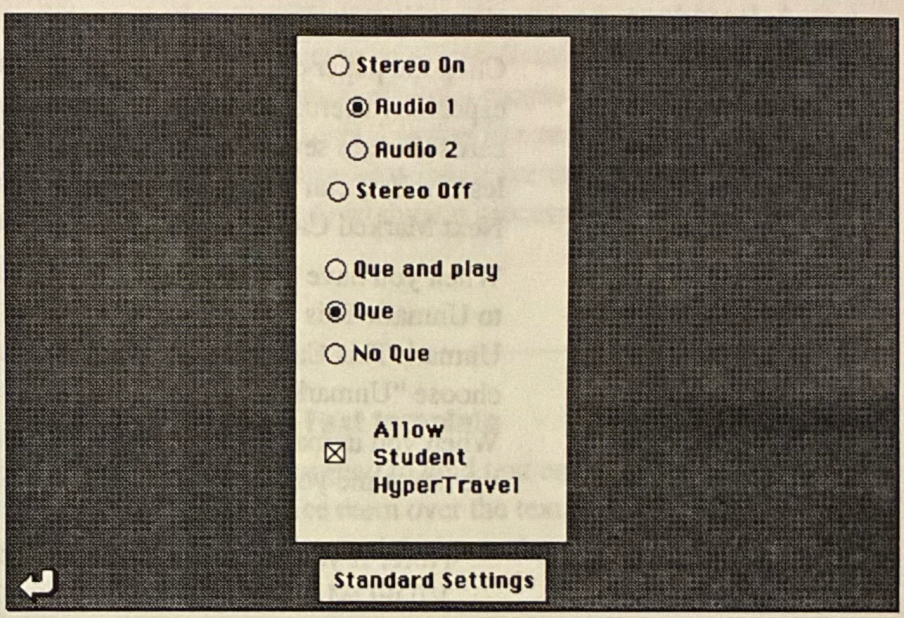
d. From this point on, every time you return to this card, the default video instructions for this session will be applied. If you use the standard video defaults, when you open this card the videodisc will search out and display the start frame you typed in, but will not play it. You initiate play by using the video control panel at the bottom of the screen.

   Remember, you can change the default video instructions anytime from the Main Menu.

4. Add another Text card. This should be card 3. Follow the same basic steps as found in step five for this card. Make sure you select a movie clip instead of a single frame. Add text appropriate to it. After you have completed this, you are going to set unique video instructions for this card.

   Note: You can only add special video instructions to Text and Custom cards. Multiple-Choice or Sequence Cards do not support the use of special video instructions because students must respond to a question before VIDEOMAKER knows which frames to display.

a. Select the Enter Special Video Instructions choice from the Cards menu (or press Command-S from the keyboard). The following screen appears:



b. Click on Que and Play.

c. Click the bent return arrow. You will be asked if you intend to apply these instructions to One Card or if these instructions are to be Global.

d. Click One Card. VIDEOMAKER informs you that your special instructions have been applied to the current card in your lesson. When you click OK, you return to the original card and VIDEOMAKER immediately starts playing the clip.

e. Use your video control panel to stop play if you so desire.

Note: Allow Student HyperTravel always applies to the entire lesson. You cannot apply it to a single card.

5. To erase special video instructions from a card:

a. Go to the card in question.

b. Choose Clear Special Video Instructions from the Cards menu. Any special instructions will be removed from this card.

c. The standard video defaults will now apply to this card.

6. Marking a Card. Marking cards is used during the development process. It is a navigational tool. When you choose Mark This Card from the Cards menu, a paper clip will appear in the lower right-hand corner of the card. You can mark as many cards as you choose in your lesson.

   Click the paper clip button to go to the next marked card. This is especially useful if you need to travel back and forth between two cards that are several cards removed from each other in your lesson. You can also go to the next marked card by choosing Go Next Marked Card from the Cards menu.

   When you have marked a card, the Mark This Card option changes to Unmark This Card for that card. To unmark a card, choose Unmark This Card from the Cards menu. To unmark all cards, choose "Unmark All Cards" from the Cards menu.

   When you unmark all cards, the paper clip will not disappear until the next time you return to a previously marked card.

   Note: If you have active marked cards when you quit VIDEOMAKER, you will be asked if you want to unmark all cards. Under most circumstances, you should choose this option. You might leave marked cards active if you intend to return to VIDEOMAKER shortly for further development. When you are done creating a lesson, you should always unmark all cards.

   All cards for all lessons in the stack, and not just the lesson you are working on, are unmarked when you select this menu choice.

7. Using video controls.

   From the Cards menu, you can turn the video control panel on or off with the Videodisc On menu choice. If, for example, you are developing a lesson without benefit of a videodisc player and one miraculously arrives, you would select this option to enable communications between your lesson and the videodisc player. (Remember, you may have to return to the Main Menu to set the player.)

   When the videodisc communications are on, you have one further choice: Very Slow Video. Very Slow Video should be used when you are searching for a specific frame. You might use the frame number search option to get close to the precise frame you want.

You then choose the Very Slow Video option. A checkmark will appear in front of it when this option is enabled.

After Very Slow Video is enabled click on either the slow forward or slow reverse buttons found on the video control panel. A new frame will appear once every three-fourths of a second. When the frame you want appears, click the mouse one time to stop motion. It is advisable to have the Display Frame on when doing this type of search. To aid lesson creation, leave the frame number display on during the entire development process.

Special Menus

The Special Menu—Text template

The Text template is designed to hold text only. However you can import graphics and place them over the text field. This allows you a great deal of flexibility in card design and greatly enhances the visual impact of your cards.

1. The first choice on this Special menu, the Glossary choice, will be described in its own section to follow below. Additionally, the procedures for automatically linking sound files will be described in the glossary section.

   Note: There are some recurring choices on the Special menu. These will be described only the first time they occur. You will be referred back to that description when appropriate.

2. Import Graphic allows the novice HyperCard user to import a graphic without using HyperCard's Import Paint menu. The advantage of using this menu choice is that it allows you to import a portion of a graphic instead of the entire graphic as is current under HyperCard. If you are an experienced HyperCard user, you may use the standard HyperCard graphics environment instead of this VIDEOMAKER function.

   Note: We recommend that you purchase a utility program such as Art RoundUp™ to assist you in adding graphics files to both VIDEOMAKER and HyperCard stacks in general.

To import a graphic

a. Choose Import Graphic from the Special menu.

b. A navigation dialog box appears. Navigate to the graphic in question. Click on Open or double-click on the name of the graphic.

c. A miniature of the graphic appears. There is also a miniature selection rectangle. This rectangle is exactly the size of a standard compact Macintosh screen. Move the rectangle so that it includes the area of the graphic you are interested in.

d. Click the import button. If your HyperCard stack is the size of a standard size Macintosh compact computer, the entire card will be covered by this graphic. You will fix this problem in step e.

e. Position the arrow so as to be able to drag a selection rectangle around the portion of the graphic you want. Click and drag this rectangle. This section of the graphic will remain on your screen; the rest of the graphic will be erased.

f. You will notice that a selection marquee (marching ants) surrounds the remaining portion of the graphic. Click and hold anywhere within this selection rectangle and then drag the graphic to an appropriate location. When the graphic is in the correct location, release the mouse.

g. As indicated in the message box, press Command-Tab to return control of HyperCard to the Browse mode. The Browse mode is the standard user mode. Click the message box's close box to put it away.

Note: If at any time during this process you press a Cancel button, the next time you click you will see a message indicating that you have either cancelled the process or made a mistake in the Click and Drag procedures detailed in step e above. If this happens you may find that you have unintended graphic elements. At this point, if you are a new HyperCard user, you may require help from an experienced HyperCard user to erase the unintended result. These HyperCard procedures are not difficult to learn, but you may need some initial assistance in understanding HyperCard's graphic environment. You can also use the Delete Graphic menu choice.

To delete a graphic

a. Choose Delete Graphic from the Special menu.

b. Click just outside the graphic to be deleted and draw a selection rectangle around the graphic. As you draw this selection rectangle, you will notice that the cursor changes to a pencil.

c. When you have drawn the selection rectangle, release the mouse button. The area within the selection rectangle will be erased.

Note: Any text you have typed into a field on the card will not be erased.

3. The References choice takes you to a Reference card. You may type any information on this card you wish from text book page references to library references to your own notes. As this field is a scrolling field, you may type up to 32,000 characters (approximately 16 single-spaced pages) in this field. To return to the current card from the References card, click on the bent return arrow found on the bottom left-hand corner of the card. Changes cannot be made to the Reference card in the Student mode.

The Special Menu—Custom template

The Custom template allows you to create your own fields and place them anywhere on the screen you choose. You can set separate fonts for each field. You can also place graphics on a custom template.

1. Make sure you are on card 3. Select Custom from the Cards menu. A new Custom card appears. It will be card 4.

2. To create a new custom field:

   a. Select New Custom Field from the Special menu.

   b. Read the instructions on the dialog box and then click OK.

   c. Press and hold the shift key. Position the mouse where you want the upper left-hand corner of the field to start. Drag the mouse to the lower right-hand corner of the screen. As you drag the mouse, a white outline appears, showing the current dimensions of the field. Release the mouse and a dialog box that reads, "Drag to move field and option-drag to resize" will appear.

- To move a field, click and hold anywhere in the field and drag the field to its new location.
- To resize a field, press and hold down the option key. Click and hold at any corner of the field and drag that corner so as to resize the field. Release the mouse and option key when the field is the correct size.

You can create as many custom fields as you need.

Note: You cannot move or resize a custom field when you are in the Type in Custom Field mode.

3. To erase a custom field:
   a. Select Erase Custom Field from the Special menu.
   b. Click in the field to erase.
   c. Press the Command key. The custom field will be erased.

   Note: This operation cannot be undone. You cannot erase a custom field when you are in the Type in Custom Field mode.

4. To type in a custom field:
   a. Select Type in Custom Field from the Special menu.
   b. Click in the field in which you wish to type. When the cursor appears, you can begin typing.
   c. You can set various text fonts and sizes from the Font and Style menus.
   d. When you are done typing, you need to toggle this choice to off if you want to move or resize a field. (A checkmark appears in front of this menu choice when it is active.)

   Note: You cannot type in a custom field when you are in the move or resize mode.

5. To import a graphic follow the same procedures as described in Step 2 of the Special Menu—Text template section.

6. To create a white graphic block:
   a. Select Draw Block from the Special menu.
   b. Click and drag at the upper left-hand corner of the block.
   c. Drag to the lower right-hand corner and release the mouse.

d. A white graphics block will appear.

Note: The purpose of a white block is simply to define the area in which you intend to place a graphic pasted in from another source. (You will only need this block if you select that graphic using the lasso tool in another Macintosh paint program. The lasso tool does not select the background on which a graphic is drawn. The rectangular selection tool does select this background. Therefore, you will not need to draw a white block if you select your graphic with the rectangular selection tool.)

You cannot change the location or size of this white graphics block. If you draw it in the wrong place, use the Erase Graphic/Block menu choice and then redraw the white block.

7. To erase a graphic or white block select the Erase Graphic/Block choice found in the special menu. Follow the same procedures described in Step 2 of the Special Menu — Text template section.

8. The References choice works exactly as described in The Special menu —Text template section.

The Special Menu—Multiple-Choice template

The Multiple-Choice card template allows you to create a multiple choice question with up to four responses. You can show a different video clip depending on whether the student gives a correct or incorrect answer. VIDEOMAKER does not score multiple choice questions. You can use this template for either an individual student or as a whole class teaching tool.

Students are given two chances to get the correct answer. The first time a student answers incorrectly, the information you put in the wrong response feedback field will appear on the screen. The second time students answer incorrectly, the computer automatically shows the student the correct answer. If you have entered video feedback for an incorrect answer, it is automatically played after the second incorrect response.

If the student gets the answer correct, the information you typed in the right response feedback field is automatically displayed. If you have entered video feedback for a correct answer, it is automatically played when the student chooses the correct response.

You enter the video frame numbers for the right and wrong responses by typing these numbers in the four blank fields at the top of the cards. These fields are respectively: right start, right stop, wrong start, and wrong stop frame numbers.

Remember, you check these video frames by clicking on the R/W toggle button. When the button is "R," the video control panel controls the right response video frames; when the button is "W," the video control panel controls the wrong response video frames.

Make sure you are on card 4. Choose Multiple-Choice from the Card menu. A multiple-choice card template will appear. It will be card 5.

1. To type a question, click once in the field at the top of the gray area. A cursor will appear. Type your question.

2. To type the alternative responses for the question, click on the first line of the response field (the field next to the four radio buttons and the check button). Type in your first possible answer. Then fill in the remaining possible answers on the next three lines. You are allowed only one line per response.

3. To tell the computer the correct response:
   a. Click on the radio button in front of the correct response. The radio button highlights.
   b. Select Set Answer from the Special menu.

4. To change the correct response follow step 3, but choose another radio button.

5. To enter feedback for a correct response:
   a. Select Right Response from the Special menu. A blank field appears at the bottom of the card.
   b. Click once in this field. A cursor will appear.
   c. Type in the feedback for a correct response.
   d. Click the "Done entering correct response" button at the top of the feedback field to hide the field.

6. To enter a feedback for an incorrect response:
   a. Select Wrong Response from the Special menu. A blank field appears at the bottom of the card.

b. Click once in this field. A cursor will appear.

c. Type in the feedback for an incorrect response.

d. Click in the "Done entering incorrect response" button at the top of the feedback field to hide the field.

The References choice works as previously described.

If a student answers the question correctly and there are frame numbers for a correct answer, the video is displayed on the television monitor. If the student answers the question incorrectly and there are frame numbers for an incorrect response, the video is also displayed on the television monitor. If there is video attached to correct or incorrect responses, the computer gives the student a message directing them to the television monitor.

Use Video as Test Question

The Use Video as Test Question offers an interesting alternative to developing a multiple choice test question. When this option is checked, VIDEOMAKER assumes that you want to ask a multiple choice question about the video itself. For example, you might have a test question such as, "Identify the rock on the television monitor." The four responses are typed in as described above.

When you select this alternative, VIDEOMAKER does the following:

a. The video is called up automatically as the student comes to the card.

b. The frame numbers you type in the first two video frame fields identify the frame numbers that are part of the question.

c. There cannot be video feedback for a correct answer.

d. The frame numbers for an incorrect answer operate as described above.

e. The Use Video as Test Question choice is checked in the Special menu.

You can turn this choice off by reselecting it from the Special menu. When you do so, any frame numbers in the right answer frame fields become feedback video for a correct answer.

If you use the Video as Test Question option and there is a movie clip you want the student to watch, you should tell the student to click the projector play button. For example, such a question might read: "Click the projector below and then watch the movie. When it is done, choose the right answer from below." VIDEOMAKER does not change the play button icon when you use the Video as Test Question option so you must inform the student what action to take in the question itself.

The Special Menu—Sequence template

The Sequence template allows you to create up to a six step sequence. The student must then drag these steps from Column A into the correct order in Column B. If the student gets the sequence correct, video will play if you have entered any frames. If the student gets the sequence incorrect, the computer automatically puts the sequence into correct order and flashes the number in front of each field. If you have entered video frames for an incorrect response, they will automatically play at this time. Remember also that the function of the R/W toggle button is to allow you to preview the correct and incorrect video frames.

Make sure you are on card 5. Choose Sequence from the Card menu. A sequence card template will appear. It will be card 6.

1. To create the fields to hold the steps in the sequence:
   a. Choose Create Sequence Fields from the Special menu.
   b. Type a number between 1 and 6 in the dialog box and click OK.
   c. The number of fields you indicated will appear in Column A.

   Note: If you want to add or delete sequence fields, you must delete all current fields and start the process over again. If you have not done this, the computer will ask your permission to do so before creating new sequence fields.

2. To erase sequence fields, choose Erase Sequence Fields from the Special menu.

3. Enter one step of the sequence in each of the fields. *Type these steps in the incorrect order*. Remember, it is the students' job to put them in the correct order in Column B.

4. To tell the computer the correct order:
   a. Choose Set Sequence Order from the Special menu.

b. Click on the sequence fields in the correct order.

c. Press the Command key. The correct order will be recorded.

d. You may change this order at any time by going through this process again.

5. To test the sequences:

a. Choose Test Sequences from the Special menu. A checkmark will appear in front of this menu choice.

b. Drag each field from Column A to its correct position in Column B.

c. Click the checkmark button above the Number 1 in Column B. The computer will check your answer. If it is correct, the words "Good Job" will appear on the screen. If it is incorrect, the fields will be automatically sequenced and highlighted to draw your attention to the correct order. Any associated video will be played.

Note: When you select test sequences, you cannot type in the sequence fields. To reenable typing in these fields, choose Test Sequences again to toggle this menu choice off. The checkmark will disappear.

Using the Glossary

You can add glossary definitions to Text only templates. An entry can be a single word or multiple words defined to be a single entry. When you add a word to the glossary, the student working in Student mode can view the definition of that word simply by clicking on it. In addition to using this tool as a glossary, you can add any other text information you want to this glossary entry. It thus becomes a powerful and flexible tool.

1. To add an entry to the glossary follow these steps:

a. Select the entry by highlighting it using standard Macintosh click and drag procedures. The entry can either be one word or a selection including multiple words.

b. Select Group from the Style menu choice. A gray dotted underline will appear under the selection.

c. Choose Glossary from the Special menu.

Note: This step is crucial. Its purpose is to lock the field. When the field is locked, you cannot type in it. When you have finished the remainder of these steps, you will once again be able to type in this field.

Alternatively, if you change your mind, you can once again choose Glossary from the Special menu. This unlocks the field and once again allows you to type in it.

d. Click once directly on the glossary entry (the word or words underlined in gray). Click OK when the confirming dialog box appears.

e. A glossary field will appear with the entry occupying the first line of this field.

f. Click in this field. A cursor appears. Type the definition for the entry and any other information you think necessary.

g. Click on the close box. The entry will disappear.

2. To edit a glossary entry:

   a. Choose Glossary from the Special menu.

   Note: As above, the Glossary choice locks the standard field for typing. If you change your mind at this point, choose Glossary again.

   b. Click on the underlined glossary choice. Its field will appear.

   c. Click in the Glossary field to edit the entry. Make necessary changes.

   d. Click on the close box to hide the glossary entry.

3. To delete a glossary entry:

   a. Choose Glossary from the Special menu.

   b. Press and hold down the Option key.

   c. Click on the glossary entry. Continue holding down the Option key until the delete dialog box appears.

   d. Click OK or Cancel.

   e. If you click OK, the Group Style gray underline will disappear and the glossary field will be removed.

   Note: Do not delete a glossary entry simply by removing the Group style font attribute. Although you will not harm the integrity of VIDEOMAKER if you do this, you will have this stray glossary entry in your lesson.

4. To read a glossary entry in the student mode:
    a. Click on the underlined glossary entry. The glossary will appear. Click the close box to hide the glossary entry.
    b. If students click words not in the glossary, appropriate feedback will be given.

You can use this glossary feature as a general note feature instead. Simply type something like "Further notes" on the card and then make this a glossary entry. Type appropriate information into the glossary entry card.

Linking Sound Files to VIDEOMAKER

Programs such as MacRecorder (Fallaron, Inc.) allow you to add sound files directly to HyperCard stacks. The new Macintosh LC computer has a microphone built into it that also allows you to record speech and sound that can be played back by HyperCard. VIDEOMAKER offers you a straightforward way to integrate these sound files into your lessons.

There are two major restrictions:

1. Sound files can only be played back from Text template cards.
2. Sound files *must* have the same name as the word you click on to invoke them.

    For example, if you have a sound file named "Demonstration," the student must click on the word "Demonstration" on a text card to play the sound.

Here are the procedures to follow to link sound files to VIDEOMAKER:

a. Create your sound file using the software/hardware combination of your choice.
b. Save the sound file as a HyperCard resource.

    Note: Your sound program's documentation will tell you how to do this.

c. Name the sound file with *exactly* the same name as the word you will click on to invoke it.
d. Go to the Text card where the word is found.
e. Highlight the word using standard Macintosh techniques.

f. Use VIDEOMAKER's Style menu to set the word as follows:
    1. Italic
    2. Group

Leaving the word bold has no effect on sound performance.

To test your sound file:

a. Choose Glossary from the Special menu choice.

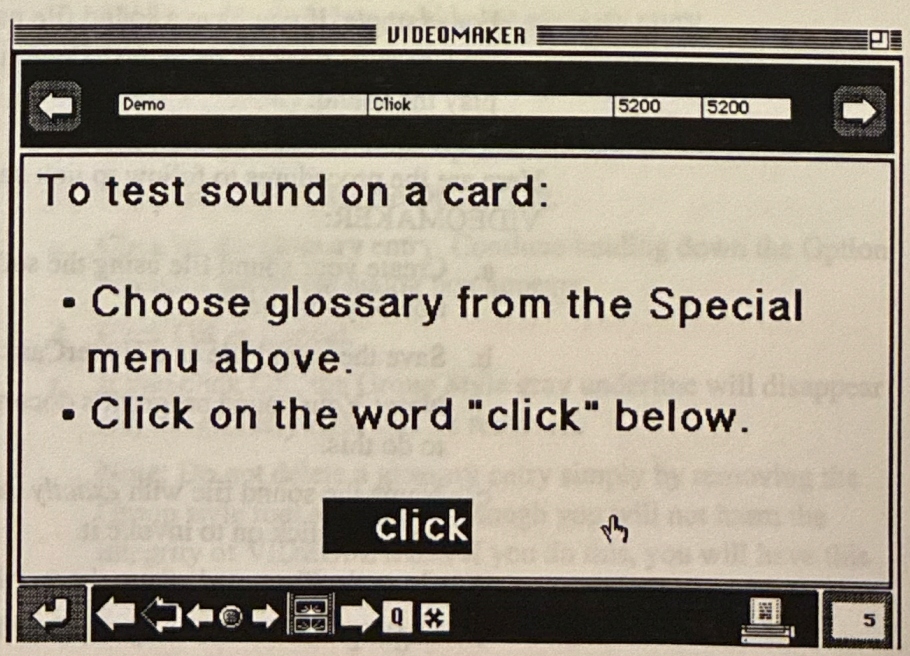
b. Click on the word. It should play back.

c. Choose Glossary from the Special menu again to revert to normal VIDEOMAKER functions.

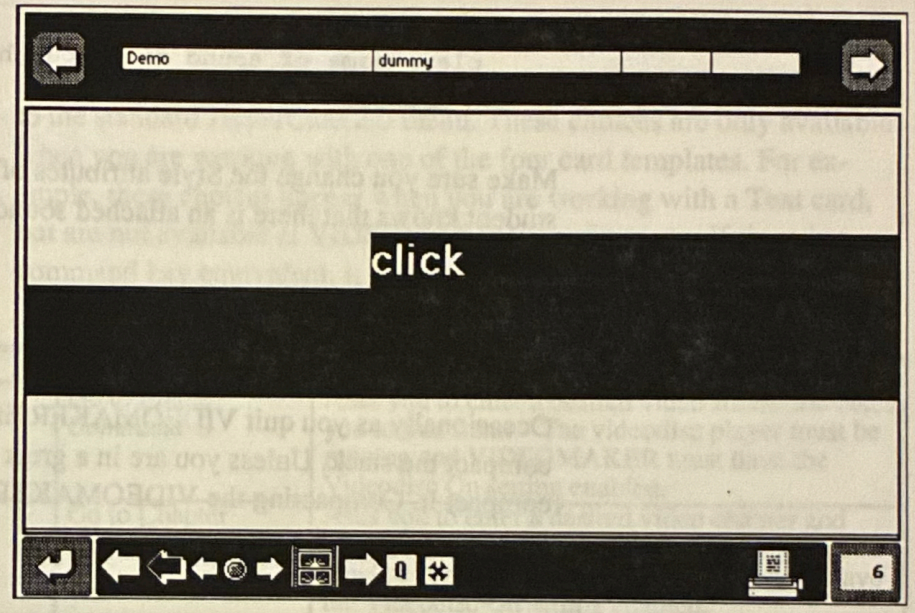
When VIDEOMAKER is in the Student mode, clicking on the word causes it to play back automatically.

It is easy to confuse VIDEOMAKER when following these procedures. The most common mistake is to improperly select the word before applying the Style attributes. For example, if you select the word and an invisible space or carriage return along with the word, VIDEOMAKER may not be able to locate the correct sound file to play back. There are special functions in VIDEOMAKER that try to protect you from these errors, but better safe than sorry.

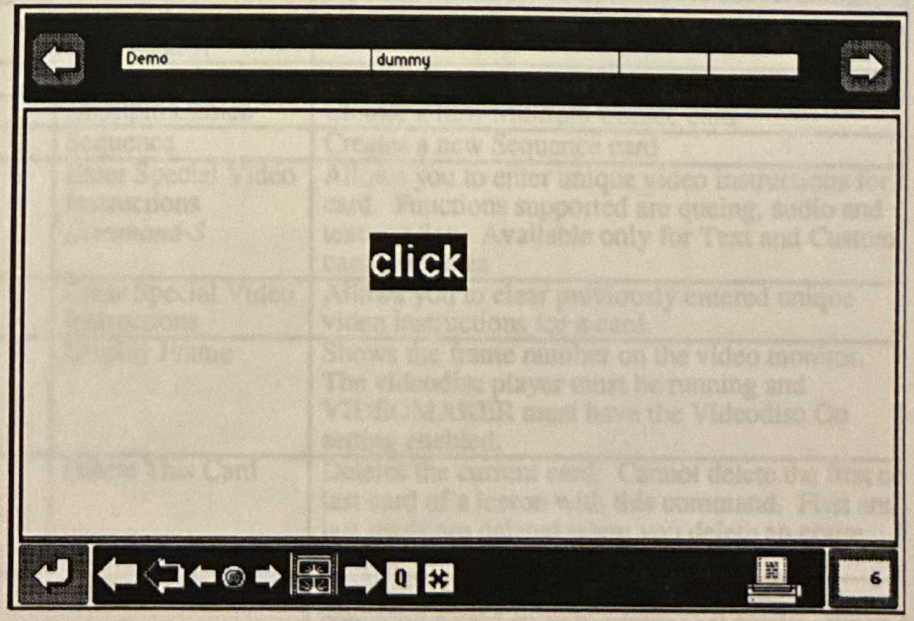
The graphic below shows an improperly selected word. Notice that blank spaces have been selected in front of the word.



The following graphic also shows an improperly selected word. In this case, the word itself as well as two invisible carriage returns have been selected.



Finally, look at a properly selected word. It is to this word that you must apply the Group and Italic style attributes from the Style menu.



To remove the sound file link to the word, simply change its style back to a standard selection such as bold only.

Those of you who are comfortable with HyperCard may want to use an invisible button placed over the word instead. The script for this button should read:

```
on mouseUp
  play "name of sound file goes here"
end mouseUp
```

Make sure you change the Style attributes of the word so that the student knows that there is an attached sound file.

Compacting the Stack

Occasionally as you quit VIDEOMAKER, it will ask if you want to compact the stack. Unless you are in a great hurry, you should always compact it. Compacting the VIDEOMAKER stack improves performance and keeps the program robust.

Part Five *Reference Section*

Menu Options

The following table lists all menu choices that VIDEOMAKER adds to the standard HyperCard 2.0 menu. These choices are only available when you are working with one of the four card templates. For example, these choices appear when you are working with a Text card, but are not available at VIDEOMAKER'S main menu. If there is a command key equivalent, it will be listed under the choice.

Menu	Choice	Function
Edit	Go to Frame *Command-G*	Asks you to enter a desired video frame and takes you to that frame. The videodisc player must be running and VIDEOMAKER must have the Videodisc On setting enabled.
Edit	Go to Chapter	Asks you to enter a desired video chapter and takes you to that frame. The videodisc player must be running and VIDEOMAKER must have the Videodisc On setting enabled.
Edit	Go to Card	Asks you to enter a card number and takes you to that card.
Style	Superscript	Allows you to superscript text. Text should be in the standard 24 point, bold before superscripting.
Style	Subscript	Allows you to subscript text. Text should be in the standard 24 point, bold before subscripting.
Cards	Text *Command-N*	Creates a new Text card
Cards	Custom	Creates a new Custom card
Cards	Multiple Choice	Creates a new Multiple Choice card
Cards	Sequence	Creates a new Sequence card
Cards	Enter Special Video Instructions *Command-S*	Allows you to enter unique video instructions for a card. Functions supported are queing, audio and text overlay. Available only for Text and Custom card templates
Cards	Clear Special Video Instructions	Allows you to clear previously entered unique video instructions for a card.
Cards	Display Frame	Shows the frame number on the video monitor. The videodisc player must be running and VIDEOMAKER must have the Videodisc On setting enabled.
Cards	Delete This Card	Deletes the current card. Cannot delete the first or last card of a lesson with this command. First and last cards are deleted when you delete an entire lesson.
Cards	Mark this Card	Used during development. Allows teacher to paperclip a card so as to return to it easily. When invoked, a paper clip appears on the card. Clicking on this paper clip takes you to the next marked card. This menu choice reads Unmark This Card if the card has already been marked.

Cards	Go Next Marked Card	Menu choice equivalent of clicking on the paper clip to go to the next marked card.
Cards	Unmark All Cards	Unmarks all cards in the entire stack, and not just the current lesson.
Cards	Videodisc On	Enables communication between the VIDEOMAKER and the videodisc player.
Cards	Very Slow Video	Used during development. Shows the next video frame once every 3/4ths of a second. When invoked, clicking the mouse one time stops the video scrolling.

The Menu options for the Special menu change depending on the current card template. The menu choices are listed below by their card template.

Template	Choice	Function
Text	Glossary	Allows additions, deletions and edits of glossary entries.
Text	Import Graphic	Supplements HyperCard's import paint function. Designed for the user not familiar with HyperCard's paint functions.
Text	Erase Graphic	Allows user to erase any graphic.
Text	References	Takes you to the Reference card.
Custom	References	Takes you to the Reference card.
Custom	New Custom Field	Allows you to create a new field. You can create as many as you like on each Custom card.
Custom	Erase Custom Field	Allows you to erase any custom field
Custom	Type in Custom Field	Allows you to type in a custom field. When this choice is invoked, you cannot move, resize or erase a custom field. When not invoked, you cannot type in custom fields, but you can move, resize or erase them.
Custom	Import Graphic	Supplements HyperCard's import paint function. Designed for the user not familiar with HyperCard's paint functions.
Custom	Draw Block	Allows you to draw a white block on a Custom card's gray background. Designed for placement of graphics selected with the lasso tool from most paint programs available for the Macintosh.
Custom	Erase Graphic/Block	Allows user to erase any graphic.
Multiple choice	References	Takes you to the Reference card.
Multiple choice	Set Answer	Tells VIDEOMAKER the right answer for a multiple choice question
Multiple choice	Right Response	Gives positive feedback for a correct student response.
Multiple choice	Wrong Response	Gives feedback for an incorrect student answer.
Multiple choice	Use Video as Test Question	Allows you to write a test question about the video itself.
Sequence	References	Takes you to the Reference card.
Sequence	Create Sequence Fields	Creates between 1 -6 fields in which to type the steps in a sequence.

Sequence	Erase Sequence Fields	Erases all sequence fields on a card.
Sequence	Set Sequence Order	Tells VIDEOMAKER the correct order in which a student should place these fields.
Sequence	Test Sequences	Allows teacher to test the Sequence card. When Test Sequences is invoked, you cannot type in the sequence fields.

Major Functions

This section reviews the major functions found within VIDEOMAKER.

1. Organization

VIDEOMAKER allows you to have unlimited lesson plans for up to eight different videodiscs within one stack. Individual lessons are "assigned" to the correct videodisc by the teacher. VIDEOMAKER allows you to delete individual lessons or an entire videodisc and its associated lessons.

2. Default/Unique Video Settings card

This card allows you to:

a. Set video default instructions for all cards.

b. Override these default instructions for individual cards depending on your needs.

c. Create text overlays that display on the video monitor.

Students do not have access to this function.

3. Table of Contents

This card keeps track of all cards within a lesson by name and allows instant access to any card. You may allow students access to this function at your discretion.

4. Glossary

The Glossary function allows you to enter any number of words into a glossary for each card. These definitions are available to the student simply by clicking on the entry. Glossary entries are underlined by a thick gray line.

5. Reference

The Reference section allows the teacher to give students further information, reference sources, or general notes.

Default Settings

The default password is "fatmac." This can be changed at any time.

The following default settings can be changed at the Default/Unique Video Settings card:

a. Audio channel

b. Que control

c. Allow Student HyperTravel

Solving Problems with the Software

At Intellimation we care enough to make a difference, so if you have a problem with a program, help us help you by taking the following steps to solve it:

1. Make sure your operating system contains:
   A. the proper hardware (see At a Glance section),
   B. the minimum system required or better, and
   C. The proper level of HyperCard when applicable (convert stacks upward when necessary).
2. Follow the installation instructions.
3. Ask a friend to confirm your observation.
4. If these steps fail, call Technical Support at 805-685-9610.

If you have an idea about how the program could be made more helpful, we would appreciate written suggestions.

The best way to help us solve a problem is to send a screen shot/print (command-shift-3) of the place where the failure appeared.

- What happened?
- What message appeared on the screen?
- Could you recreate the problem at will? (If you can, it will be easier for us to duplicate and solve the problem.)
- What kind of Macintosh were you using?
- Which version of the System and HyperCard (when applicable) were you using?
- How can we contact you (phone and address)?

Please send the above information to:

Intellimation Technical Support
P.O. Box 1530
130 Cremona Drive
Santa Barbara, CA 93116-1530
805-685-9610 FAX 805-968-8899

Thank you for your cooperation!



Library for the Macintosh
P.O. Box 1530, Santa Barbara, CA 93116-1530
Customers call 1-800-3-INTELL (1-800-346-8355)
Developers call 805-685-2100

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