



IntelliPics Studio 3® Workshop Tutorial

Create three cause and effect activities while learning some advanced tricks.

- ✱ Store sounds in a hidden toolbar**
- ✱ Play sounds in random order**
- ✱ Multiple animations on a page**
- ✱ Play animations in random order**

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Who's In The Barn?



"Who's in the Barn?" is a set of instructions, materials, and finished examples for a workshop on authoring custom activities in IntelliPics Studio 3®, the multimedia part of IntelliTools Classroom Suite®.

In this workshop, you will toggle between Design and Paint modes to prepare the page background for animation. You will set up a Page Button to control the action, so that a child using the activity decides when things happen. You will learn how to have more than one sound play on a single page. You will find out how to use an advanced IntelliMation option: playing part (a range) of the IntelliMation, in effect having multiple animations on a single page. You will also find out how to put a random factor into an activity, by drawing items from a hidden toolbar. Best of all, you will end up with three finished activities, ready to use!

As you work through the instructions, be sure to pause and think about the tips you see in the blue boxes. These not only apply to this workshop, but are general rules or insights that will make you a better author in Classroom Suite, whatever project you take on.

Organization

The workshop instructions are organized so that you can print out each of the three parts as a separate handout. Parts 1 and 2 could be used with beginning and intermediate authors in Classroom Suite. Part 3 is more advanced, but builds on the first two parts and should be within the ability of someone who has completed the first two sections.

A summary of skills and tips covered is provided at the end of each section, and a full list of general tips follows the three parts as a

separate handout. This tips list would be a nice extra for any authoring workshop, as it is not limited to this particular project.

Depending on the skill level of the participants and how much time you allot for experimentation, allow three hours minimum for a very advanced group, perhaps all day for typical Classroom Suite users, and expect to extend into a second half day for fairly novice authors. Be sure all participants take the examples with them for reference, as well as the instructions and tips.

A Word About Standard Toolbars

There are many choices for basic toolbars under the **View** menu, including the **Authoring Toolbar**. The workshop instructions refer to menu choices, but you can also find most of these options on the **Authoring Toolbar**, and may prefer having it in view and using it for this workshop. Students do not use any standard toolbars to run these activities, so standard toolbars should be hidden.

The particular **Standard Toolbar** displayed in an activity depends on which has been chosen on that computer, and this setting is not saved with the activity, unless you choose and save the activity with an option to hide standard toolbars. In Classroom Suite v.3.00 or later, you can set this as your first step. Under **Options-->Document Settings**, click the **Toolbars** tab, and pick the second choice, that hides standard toolbars from students. Although you have access to and can see the **Authoring Toolbar**, students will not see any of the basic toolbars when they open the activities. For earlier versions of Classroom Suite, you must wait until your final save to make this setting, because in those earlier versions standard toolbars were then hidden from all users, including teachers and administrators.

A Sneak Peek at "Who's in the Barn?": Barn Examples

To get an idea of what you will be making today, import the three example versions of "Who's in the Barn?" and take a look at them. To

do this, run Classroom Suite, click the **Activities** button, and then click the **Import** button. Navigate to the zip file of **Barn Activities**, and choose it. The zip file will be decompressed as the activities are imported, and you will find them in a new folder called **Barn Examples**.

Tip 1: Always import and export from Classroom Suite. When you export one or more linked activities, they and all attached files (overlays, large sound files, movies, and/or PDFs) will be exported together and can be put into a zip file in that same operation. When you import one of these exported files, all included files will be placed in the proper location, and all links will be retained.

Open the **Barn Examples** folder, and run "Who's in the Barn sounds". Try it out. This is the activity we will create in **Part 1**. Clicking the red "Who's in the Barn?" title will cause one of three animal sounds to play, in random order. Only this title text will be part of a scan. This is a finished activity, but we can add more!

Open "Who's in the Barn sounds-door". Now there is a green **Open the Door** button. It runs a short animation, then plays one of the animal sounds. This is an extension of the first activity, and we will add the elements to create it in **Part 2**.

Tip 2: Build new activities by adding on to or changing activities, including the ones that ship with Classroom Suite. But be sure you work with an activity enough to understand the machinery behind it. Check for hidden toolbars, and items that appear or disappear as a result of animation.

The third activity, "Who's in the Barn", is the final version. In it the **Open the Door** button causes the door animation to run, then a sound plays, and an animation of the appropriate animal plays. The green button changes to a red **Close the Door** button. When a student clicks it, an animation of the door closing plays, and the activity resets, so that the green button shows and the door is closed. We will add these animations in **Part 3**.

Part 1: Cause and Effect Activity With Random Sounds

In this first section, we will set up the basic "Who's in the Barn" activity, and use a hidden toolbar to store three animal sounds. An invisible button will draw randomly from this toolbar when a student clicks it. Example: **Who's in the Barn? sounds** activity.

Adding Background and Checking Page Actions

1. Get Classroom Suite running, click **New**, and open a new, blank IntelliPics Studio 3® document.

2. Control-click on the blank page to open **Page Properties**. Click the **Background** tab. Click the small folder icon to load a picture from a file. Navigate to the **BarnBackground.jpg** that came with the Barn Activities. Choose this, but don't close **Page Properties** yet.

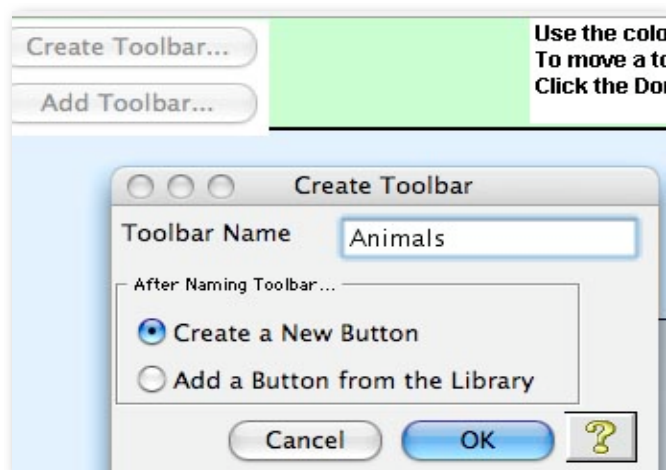
3. Click the **Actions** tab. Notice the default page action, **Play IntelliMation and Page Sound**. If we added an animation and/or sound to the page, this action would automatically run it when the page opens. But we do not want anything to happen automatically. Instead, we want things to happen when the student clicks a button. So for this activity, we want to remove that default action. **Remove** it now, and then close **Page Properties**.

Tip 3: A new, blank IPS3 document has a default action in the page, **Play IntelliMation and Page Sound**. Decide if you want either or both of these things to happen when the page opens. If not, remove this action, and use page buttons or toolbar buttons to give control to the student. If you want an automatic page sound, remember that you also have to import or record a sound and mark it for the page.

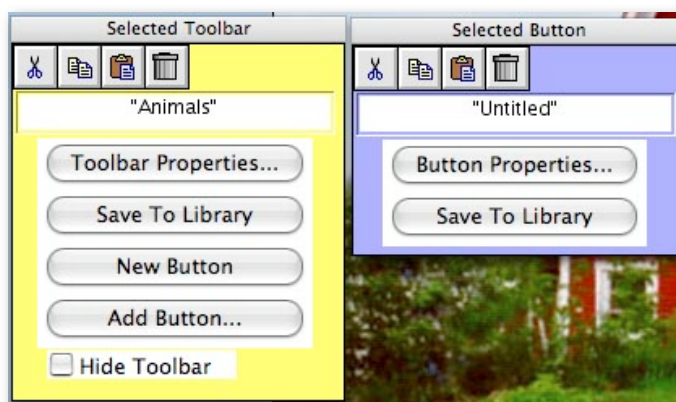
Creating a Custom Toolbar with a Sound Button

1. From the **Edit** menu, choose **Custom Toolbars and Buttons....** Click the **Create Toolbar** button, up on the green top bar. A dialog will open.

Name the new toolbar **Animals**. By default, clicking **OK** at this point will create the first new button for the **Animals** toolbar. Do that now.



2. Once you click **OK**, the **Create Toolbar** dialog closes, and you will see two floating windows. The yellow one relates to the entire toolbar, and lets you make new buttons and set the toolbar properties. The blue one relates to whichever button is currently selected, in this case the new untitled button you just made.



3. Click to open **Button Properties**. Name the new button **Cow**. Click the **Actions** tab. Notice that the default action is **Insert Picture or Name**. Since we do not want this button to do that, **Remove** the default action.

4. Above the **Button Actions** window are the two windows of the **Actions** library. On the left are categories of actions, including one at

the top to list **All** available actions. When you choose a category, the actions included in that category will display in the right-hand window. Choose the **Play** category, look to the right, and choose **Play Sound**. Then click the **Add:** button to put the **Play Sound** action into the bottom window.

Tip 4: Notice that choosing an action from the list of available actions puts the chosen action into the "Add" box below the two windows, and above the **Button Actions** list. It still is not in place as an action for the button. You must click the **Add:** button to actually place the action into the list to use it for this button. Alternately, you can double-click an action in the upper window to directly add it to the list of button actions, bypassing the Add box.

5. We added a command to play a sound, but there is no sound to play. Click the **Sound** tab. Here we can use synthetic speech, record a sound, or import a sound file. Click the **Import...** button, and navigate to the Classroom Suite **Media** folder, into the **Sounds** folder and into the **Animals** folder. Choose the **cow** sound. Make sure the radio button beside the words **Recorded Sound** is active, and that the cow sound is highlighted. Click **OK**.

6. Click **Done** up in the green bar to exit the toolbar editing mode. Don't worry about the appearance of the button, because in the final step we will hide it. Go ahead and click the button. Did you hear a moo? Great! You have everything set correctly.



TIME TO SAVE! Be sure to choose **Save as Activity**. Call this activity something like "My Barn Sounds", to distinguish it from the similar example activity.

Adding More Buttons and Hiding the Toolbar

1. We want to have two other sounds for this activity. We need two more buttons. Again go to **Edit** menu, choose **Custom Toolbars** and

Buttons.... Once edit mode opens, choose your **Animals** toolbar, which for now has only one button. Notice that the yellow **Selected Toolbar** window is open for the **Animals** toolbar, and also the blue **Selected Button** window is open for the **cow** button, since you chose it. We could use the **New Button** choice on the yellow window, but then we would have to remove that default action and add the **Play Sound** action. There is an easier way.

2. In the blue **Selected Button** window look for a copy option at the top. It looks like two sheets of paper. Click **Copy** once, and then click **Paste** twice. The paste icon looks like a clipboard. Now look at your **Animals** toolbar. You should see three **Cow** buttons. We will edit the two extras, changing the name and loading in different sounds. We know the actions are already set properly, so we do not have to change the actions.

Tip 5: If you are creating a toolbar with many buttons that are similar in function, it may be fastest to finish and test the first button, make copies of it, and then make changes in the copies. Things you would usually change would be the name, the picture, and perhaps the assigned sound. This is a real time saver when your buttons have multiple actions, and all or most of the actions are the same for each button.

3. Choose the second **Cow** button, and control-click to open its properties. Change the name to **Pig**. Click the **Sound** tab. Click **Import....** and again navigate through Classroom Suite to Media to Sounds to the **Animals folder**. Scroll down and choose the **pig** sound. Be sure the radio button beside **Recorded Sound** is still active and the **pig** sound is highlighted. You will also see the cow sound listed, since it now is part of the activity file. But this button will play the one sound highlighted for it. Click **OK** to close the button properties. Now the second button name should be **Pig**.

4. Control-click the third button in the **Animals** toolbar. Open the **Button Properties** and change the name to **Rooster**. Click the **Sound**

tab, click **Import...**, navigate to the rooster crowing sound, and choose it. Be sure the rooster sound is highlighted before you close the **Button Properties**. You should see the cow and the pig sounds listed, too.

5. Click Done again to exit toolbar editing. Try all three buttons. If you



hear the expected animal sound for each, the **Animals** toolbar is ready to use. But students using this activity will not click actually these buttons, so we will hide this toolbar. We can choose these buttons while the toolbar is hidden.



TIME TO SAVE! Be sure to choose **Save as Activity**

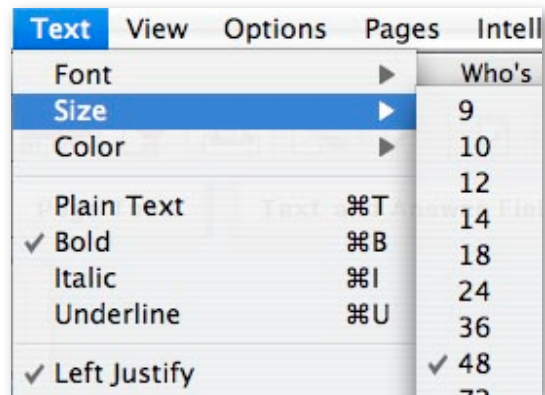
Tip 6: If you use the default choice to play a page sound, you can only have one sound per page. But both toolbar and page buttons can control sounds with a **Play Sound** action and a highlighted sound in the sounds list. This gives you the power to have multiple sounds play on a page. You could have several buttons with sounds for students to click.

You also could hide a toolbar full of sound buttons, and have a visible button choose one of the hidden buttons to play sounds. A third choice is to hide the sound buttons toolbar, and then have a series of page actions that would choose each of the sound buttons in the order you desire when the page opens.

6. Go to **Edit→Custom Toolbars and Buttons** again. On the yellow **Selected Toolbar** window, put a check in the **Hide toolbar** box down in the lower left corner. The **Animals** toolbar turns into a small rectangle to show that it is hidden. Click **Done** once more to exit editing again. We are ready to set up the machinery to use the sounds we just made.

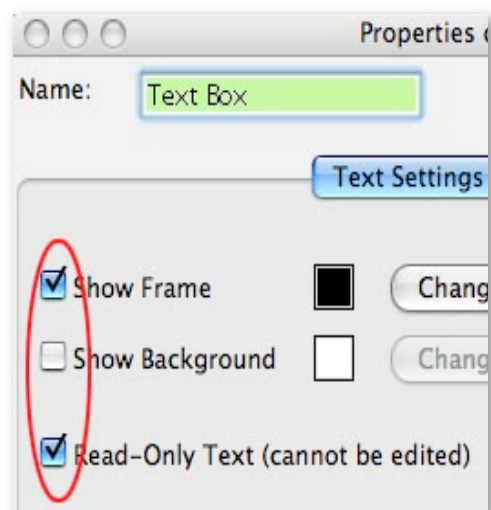
Adding Title Text Box

1. Set the attributes for our title under the **Text** menu. I used a red color to match the barn, Comic Sans Bold, and size 48. You may prefer some other color or font, but do use at least 48 for the size.



2. Get the text tool and click and drag to make a text box. Type in the title **Who's in the Barn?**. Move the text box until it is where you want it to stay. I centered mine over the barn. You may want to move it to the left, but be sure it is up in the sky area. Save the area at the bottom of the page for animation.

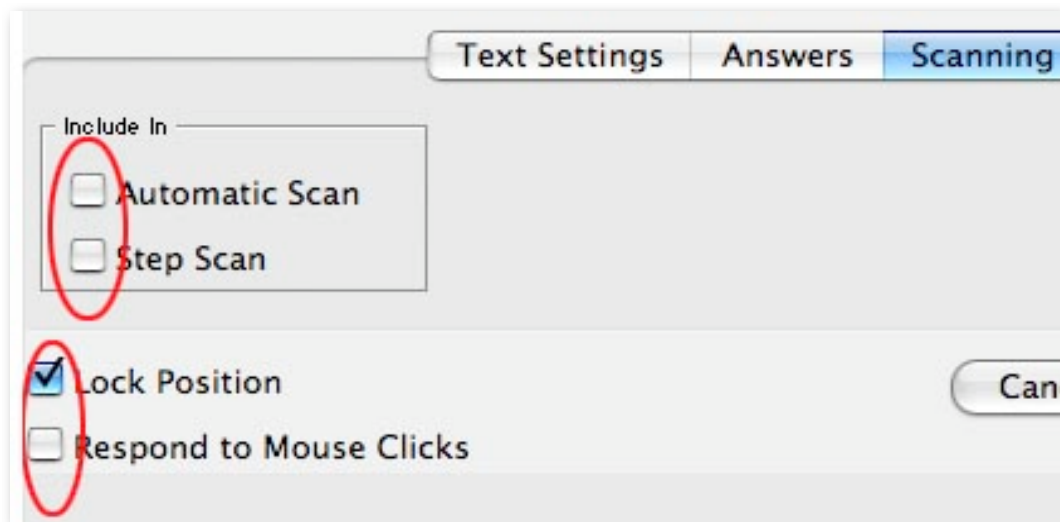
3. When you have the text box positioned, control-click on it to open **Properties** and make more settings. Take the checkmark off **Show Background**, so that the sky will show through. Leave **Show Frame** on, to give a visual clue to the edges of the title rectangle. Make sure the text is marked **Read Only**. Also note the default name, **Text Box**. You will need to remember the exact name, since we use that in the master button. The action where we will use this is case sensitive. Leave **Button Properties** open for now.



4. In most activities, you would leave a text box set just this way. It would be part of a scan, and when a student chose it or clicked directly, the title would read out.

However, in this case we want to have two things happen, one after the other, with one click. We want the text to read out, and then we want one of the animal sounds to play. To do that, we need to control the action from a master button. If we leave the text box clickable, that will confuse things. So this time we want to make some special settings to avoid that confusion.

5. Click on the **Scanning** tab, and take the checkmarks off **Automatic Scan** and **Step Scan**. Also remove the checkmark from **Respond to Mouse Clicks**. The only way to make this text read out now will be the master button. Finally, be sure to **Lock Position** before closing **Properties**.



TIME TO SAVE! Be sure to choose **Save as Activity**.

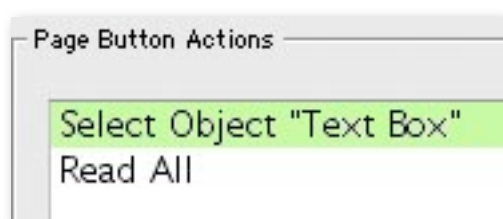
Setting Up the Master Button

1. All the hidden machinery is in place, and it only remains to create a switch so that a student can run this activity. For that we will make a page button, which will control all the action. Get the **Page Button** tool now, and click and drag to make a button. The **Page Button Properties** window will open.

2. Give the button a name that will be a good cue for the user. I used "Ready", maybe you would prefer "Start" or some other name. This is what the student will hear if you have the activity set to speak when scanning. If you do not need to use this setting, the name can be anything. Leave **Page Button Properties** open.

3. Click the **Actions** tab. Notice that the default action for a **Page Button** is **Play Sound....** Once again, we are doing something unusual and do not need that action. **Remove** it now.

4. From the actions categories list in the upper left window, scroll all the way to the top and choose **All** as the category. Then scroll down through the long list of available actions in the right window. Find the action **Select Object...** and double-click to send it into the **Page Button Actions** window below. A little dialog box will open. Any action with the ellipsis (...) after it needs some parameter information, and will open a window for you to enter it. Here we want to tell the action which object to select. Type **Text Box**, being careful to capitalize the words and put only one space between them. Click **OK**.



Next, choose the **Read** category from the left window. From available actions on the right, double-click **Read All** (or click the Add box) to send this action into the list of **Page Button Actions**. Be sure the **Read All** action comes after the **Select Object...** action. If it is out of order, move it using the **Move Up** or **Move Down** options.

5. If we clicked the button at this point, the title text would read out. We also need to add something to play the animal sound button. Because we want a different animal sound button chosen each time, we need to add an action that will choose randomly from our hidden toolbar. Luckily, there is one!

Tip 7: The **Select Object...** action is very powerful, and yet it is often overlooked. You can type in the name of text boxes, page buttons, and graphics that are on the current page. You can even use it for a hidden page button. Selecting a page button is just like clicking it. For text boxes and graphics, you would use **Select Object "Name"** followed by an action that affects that object. Here we select a text box and read it out. If there were three text boxes, each with a different name, you would use three **Select Object** actions, each followed by **Read All**. You could also do other things, like select a graphic and move it to a region.

6. To add it, again choose the **All** category from the left window. Scroll down through the list on the right and choose **Draw Randomly From...** When you double-click to add it, a dialog will open, asking you to enter the name of the toolbar to choose from. Type **Animals**, if this is what you named that hidden toolbar. Again, you must be careful to type the exact name. This action will remotely click one of the three hidden buttons. **Lock** the position of the Start button, and then click **OK** to close the **Page Button Properties**.

7. Test the Start button. Each time you click, you should hear and see "Who's in the Barn?" read out, and then in a moment you should hear the sound from one of your three animal buttons. Keep clicking until you have heard all three sounds play.

Congratulations! You have made a simple activity with several sophisticated tricks behind it.



TIME TO SAVE! Be sure to choose **Save as Activity**.

8. You could leave the activity just as it is, and a student could use it. But I thought it would be fun to have the student click right on the title to make things happen. We can do that by moving the button on top of the title, and changing its appearance.

Drag a capture rectangle around the Start button to select it, and type **control-L**. That's a shortcut to unlock the position. Move the button over the title text, and adjust the size so it matches the text box frame. Then control-click on the Start button to open its **Properties** again. Click on the **Appearance** tab.

Under **Appearance**, scroll down through the list of **Button Styles** and choose **Transparent**. Lock the position again, and click **OK**. Now when you click on the title, you really are clicking the start button. The activity will work just as before.



TIME TO SAVE! Be sure to choose **Save as Activity**.

Your first activity is all finished, ready to assign to a student.

***Take A Break! You've earned it!**

Extra Credit:

Add more animal sounds. All you need to do is add more animal sound buttons! Edit the **Animals** toolbar. Copy and paste any of the buttons, and change the name and the sound. Load a new imported sound from a file, or record the sound. Be sure the new sound name is highlighted before you close the new button properties. **Save as Activity** again.

Outcome from Part 1

You have created a finished cause and effect activity, **My Barn Sounds**, which can be assigned from inside Classroom Suite.

You have added a background picture.

You have created a new custom toolbar with three buttons.

You have set up toolbar buttons to each play a different sound.

You have copied and pasted toolbar buttons to add to the toolbar.

You have learned how to hide a toolbar.

You have created a page button to control a list of actions, including selecting and reading text and drawing randomly from and activating buttons in a hidden toolbar.

You have learned the following tips:

Tip 1: Always import and export from Classroom Suite.

Tip 2: Build new activities by adding on to or changing activities, including the ones that ship with Classroom Suite.

Tip 3: Decide if you want the automatic effect of **Play IntelliMation and Page Sound**, the default page action in a new IPS document. If not, remove this action.

Tip 4: Choosing an action from the list of available actions puts the chosen action into the "Add" box below the two windows. You then must click the Add box to actually put the action into the list for the current button.

Tip 5: If you are creating a toolbar with many buttons that are similar in function, it may be fastest to finish and test the first button, make copies of it, and then make changes in the copies.

Tip 6: You can have only one page sound. Use toolbar and/or page buttons with a **Play Sound** action and you can have multiple sounds play on a page.

Tip 7: The **Select Object...** action can select text boxes, page buttons, and graphics that are on the current page.

Part 2: Activity With IntelliMation and Random Sounds

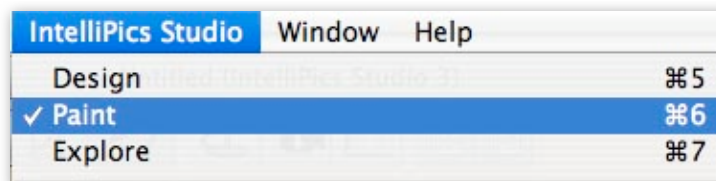
In the next part of the workshop, we will add some animation to the random sounds activity you created in Part 1. Having the master button, hidden toolbar, and individual sounds buttons already made will save us lots of time in creating an activity like **Who's in the Barn? sounds-door**, the second example activity.

Tip 8: Use finished activities, both ones you have made and others, as templates. Customizing or adding onto an activity saves you time. You may need several versions of an activity to use with different students. It also is a good way to stretch your authoring skills without biting off too much at once. If you use another author's activity, spend enough time looking behind the scenes to be sure you understand how it works. Then make whatever changes will fine-tune it for your students' needs.

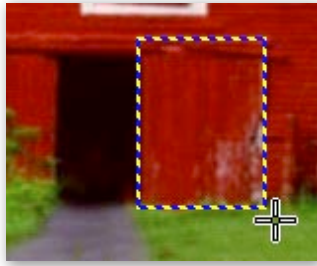
Our goal is to create a door graphic to use with the barn background picture, and to make a short animation of the door opening that will play when the title is clicked and before the animal sound. This animation will make the activity more interesting for the student, and add the element of a visual cue that helps the student to anticipate a sound.

Preparing a Floating Graphic From a Background

1. Run Classroom Suite and open your **My Barn Sounds** activity, if you have not already done so. We are in **Design** mode by default, but we want to work with the background photo and need to be in **Paint** mode to do that. Go up to the **IntelliPics Studio** menu and choose **Paint** mode.



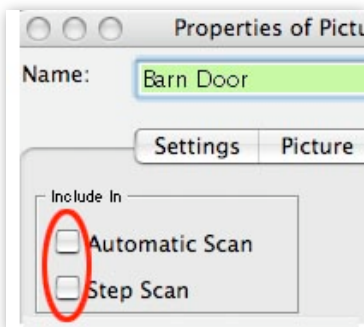
2. Get the marquee tool and select a rectangle around the area to the right of the barn door opening. Just select enough background to make a door to cover the opening. Copy the selection. You can type control-c or you can select **Copy** from the edit menu. **Do NOT move the selection.** **Deselect** once you have copied the rectangle onto the clipboard BUT do not paste yet.



3. Go up to the **IntelliPics Studio** menu again and choose **Design**. Now we are back in the default mode, and a pasted graphic will float instead of sinking into the background. **Paste**, and you should see your rectangular door graphic floating above the background. Move the door graphic to exactly cover the black door opening.



4. Control-click on the small door graphic to open its **Properties**. Check the **Properties** window, and make sure it says **Properties of Picture** at the top. If it says **Page Properties**, then you clicked in the background accidentally. Name the graphic **Barn Door**.



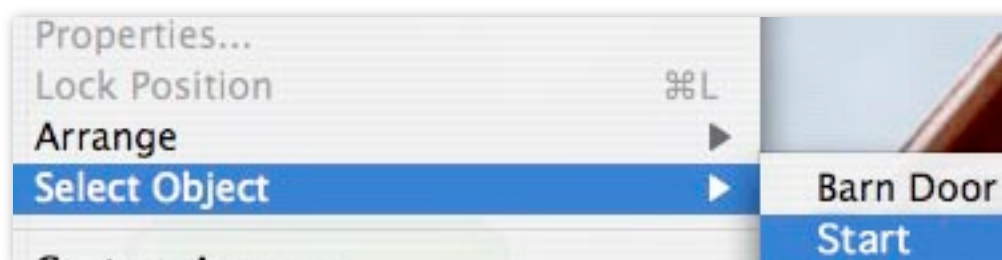
5. This door will not be a part of a scan, so click the **Scanning** tab and remove the checkmarks for **Automatic** and **Step** scans. Click **OK** to close **Properties**. You now have a floating graphic that matches the photo to use for our animation.

Tip 9: Use **Paint** mode to create a floating graphic you can animate from a background photo. The procedure is to go into **Paint** mode, select and copy the rectangular area you need, go immediately back to **Design** mode, and paste. The result is a floating graphic that you can animate. If you need to trim the rectangle to the edge of a shape, go to a new blank page while in **Paint** mode, paste the rectangle, and erase around it. Then select and copy again, go to **Design** mode, and paste.

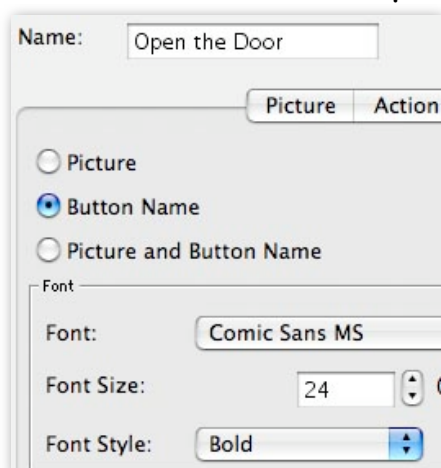
Changing the Master Button To Run IntelliMation

We need to add an action to our master button to run the animation. At the same time, let's change its appearance.

1. Currently, the master button is transparent and is on top of the title text. Control-clicking to open Properties may select the text box by mistake. Instead, go to the **Edit** menu and choose **Select Object**. In the pull-down menu beside it, choose **Start**, if this is the name of your master button. Then, also from the **Edit** menu, choose **Properties...**, to open the **Properties** window for the selected object, in this case **Page Button Properties**.



2. For this version of *Who's in the Barn?*, we want to give the student control of when to open the door, rather than just doing cause and effect. For that, the button should be visible and its label should relate to the door animation.



Change the name of the button to **Open The Door**. Then unlock the button by removing the checkmark beside **Lock Position**. Click on the **Appearance** tab in **Page Button Properties**. Choose to show the **Button Name** only, and make the text **Comic Sans 24 Bold**. Under

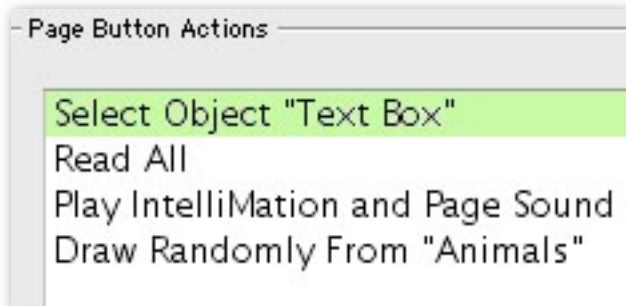
Button Styles, choose **Green**. Click **OK** to close **Page Button Properties**.

Tip 10: When objects are stacked on top of one another, you can still easily select one for editing by choosing **Select Object** from the **Edit** menu, and picking the object from the list of object names in the flip out menu beside it. Next choose **Properties...** from the **Edit** menu to open the **Properties** window for the selected object.

3. Move the button, which now is green, off of the title text and down to the left of the barn. Resize it so it is about as large as will fit there. Type **Control-L** to lock the button's position.

4. Control-click the green button to open its **Properties** again, and this time click the **Actions** tab. In the list of categories, choose **IntelliMation** and in the set of actions on the right, double-click **Play IntelliMation and Page Sound**, to add this action directly to the list of actions for this button.

5. Check the list of button actions in the bottom window. It is



important that they be in the correct order. First should be the **Select Object "Text Box"** and the **Read All** actions, to read out the title. Next should be the **Play IntelliMation and Page Sound** action, to run an animation of the

door opening. Right now, this won't do anything, because we have not yet created the IntelliMation. The last action in the list, **Draw Randomly From Animals**, is what actually activates sounds, by remotely clicking a button in the **Animals** toolbar. If your **Button Actions** list looks correct, click **OK** to close the **Page Button Properties**.



TIME TO SAVE! Be sure to **Save as Activity**, and choose a new name. Call this one **My Barn Sounds-Door**.

Using the Floating Graphic in IntelliMation

1. From the **IntelliPics Studio** menu, choose **Create IntelliMation**. This will open the timeline. Think of it as a time machine, on which you can click to jump ahead or back and see the position and other characteristics of everything on the page at various times. By contrast, when you actually run the animation, you see a continuous stream of images as the time segment passes. For now, click on the **0 seconds timepoint**. Make sure the barn door graphic is in position over the door opening.

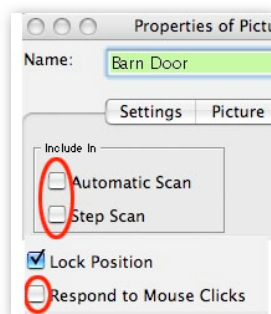
2. Think about how long you would expect the animation actions to take. If we allow 2 seconds for the door to open, it should be about right:



not so fast a student would miss the motion but fast enough not to bore the student. So click the **2 second timepoint** and then move the door graphic to the left, placing it beyond the black door opening.

In this type of animation, the path and speed along which you drag are not recorded. The timeline makes a snapshot of the final location of the graphic at each timepoint. So relax and take your time, putting the barn door graphic exactly where you want it to be at the end of the animation.

3. Before closing the timeline, make final settings on the graphic. While you are still at 2 seconds, control-click on the graphic to open **Properties** again, and remove the checkmark on **Respond to Mouse Clicks**. **Lock Position**, and click **OK**.



Then click the **0 seconds timepoint**. You should now see the door over the opening, since we have moved

back in time to a point before you opened the door. Control-click the door graphic to open its **Properties** again. Notice that the checkmark for **Respond to Mouse Clicks** is still set, here at 0 seconds, and the **Lock Position** box is blank. You must again remove the checkmark on **Respond to Mouse Clicks**, **Lock** the position, and click **OK** to close **Page Button Properties**.

Tip 11: If a graphic will not be clicked by a student, remove it from scans by opening **Properties** and taking off the checkmarks under the **Scanning** tab. Also remove the checkmark from **Respond to Mouse Clicks**, to prevent a reaction from direct selection. If a student can interact with a graphic, there should be some effect or reward; otherwise, set it so it seems to be part of the background.

4. Try out the animation by clicking the black triangle at the end of the timeline. **Be sure you click the 0 seconds point before closing the timeline**, so that you leave Create IntelliMation at the starting point. Toggle the timeline closed by choosing **Create IntelliMation** again up in the **IntelliPics Studio** menu.

Tip 12: The timeline really does act like a time machine. If you forgot and made a change at, say, 2 sec, then it would not be there at time 0. Things added at 0 remain for future points unless you delete them at a later timepoint. In fact, like in the real world, things added at any timepoint will remain at a later new timepoint, but will not appear at earlier timepoints.



TIME TO SAVE! Be sure to **Save as Activity**.

Adding A Reset Action To The Animals Toolbar

We have one more change to make. If the green button is clicked now, the title text will read out, the animation will make the door open, and then one of the animal sound buttons will play. But there is nothing to reset the activity, so that the door is closed again. We know that the door would be closed if we are at the 0 second timepoint on the

IntelliMation timeline. We need a way to move to 0 seconds after the animal sound is played. Since it could be a sound from any of the three hidden buttons, we must make the same change to all three buttons.

1. Go to the **Edit** menu and choose **Custom Toolbars and Buttons**. On the yellow **Selected Toolbar** window, remove the checkmark from **Hide Toolbar**. You will then see the three animal buttons.

2. Select the first button, **Cow**, and open its **Properties** from the blue **Selected Button** window. Click the **Actions** tab. In the list of action categories, choose **IntelliMation** and in the set of actions on the right, double-click **Set IntelliMation Time...** A dialog box will open. Choose **0 seconds**, and click **OK**. Make sure the action, **Set IntelliMation Time to 0**, is in the **Button Actions** list in the lower window, and that it is after the **Play Sound** action.

Tip 13: You can use the **Set IntelliMation Time...** action as a reset. If you play an animation, it does not automatically jump back to 0 seconds after it plays. A button with **Play IntelliMation and Page Sound** will indeed cause it to go to the 0 point and play to the end. But having it jump back when the button is clicked sometimes looks silly. If so, add **Set IntelliMation Time to 0** after **Play IntelliMation and Page Sound**.

3. Notice that the **Play Sound** action has the default setting, **(Do Not Wait)**. If we leave the action set this way, the sound will begin but the next action, which makes the door appear to close, will happen before the sound is finished. It would look more natural if the door closed after the sound had finished. We need an action to make sure the sound is finished before going to the **Set IntelliMation Time 0** action begins.



Click the **Edit** button just to the right of **Play Sound**. A dialog will open. Put a checkmark in the box so that the next action is delayed until the sound is finished. Click **OK**. Notice that the action now says **Play Sound (Wait)**. Click **OK** again to close the **Button Properties** for the **Cow** button.

Tip 14: Activating the **(Wait)** option for **Play Sound** makes certain that the sound will play completely before going on to the next action. This may be exactly what you need to have a voice-over complete itself. It can also make sure a sound finishes before going to the next page. If a sound is being cut off by the next action, turn on **(Wait)**!

4. **Follow steps 2 and 3** for the other two buttons, **Pig** and **Rooster**. Once all three buttons have the reset action (setting time to 0) and **Play Sound (Wait)**, put a checkmark in the **Hide Toolbar** box on the yellow dialog. Then click the **Done** button, to exit toolbar editing.



TIME TO SAVE! Be sure to **Save as Activity**.

Try out your extended activity. When you click the green button, first the title text should read out, then the door should open smoothly, an animal sound should play, and the door should pop closed as the activity resets. Click until you have heard all three sounds. You're done!

Congratulations! You added an animation to your activity. In this extended activity, the student decides when to open a door, and can anticipate hearing a sound. This is good practice use for animation. It is not decorative or distracting, but instead adds to the student's experience of making things happen.



***Take A Break! You've earned it! ***

Extra Credit

You can add more animal sound buttons to this activity, **but be sure you set the timeline to 0 seconds before adding the buttons.** Copy and paste any of the buttons in the **Animals** toolbar as a template, change the button name in the copy, and load a new sound file. If you copy one of the buttons for a template, you can be sure the actions are already set to **Play Sound (Wait)** and **Set IntelliMation Time 0.**

Outcome from Part 2

You have added features to a finished activity to create a new one, **My Barn sounds-door**.

You have used **Paint** and **Design** modes to create a floating graphic that matches a photo background.

You have changed a page button's appearance and location to make it appropriate for this new activity.

You have added a short animation to make the activity more realistic, to give the student a better reward for action, and to create anticipation for the animal sounds.

You have used an advanced IntelliMation option, **Set IntelliMation Time 0**, to create a reset for the activity.

You have added the reset to the buttons in a hidden toolbar and also used a **Play Sound** option, **(Wait)** to make sure the action sequence is correctly timed.

You have learned the following general tips:

Tip 8: Add on to your activities to save time in building new ones.

Tip 9: Use **Paint** mode to create a floating graphic you can animate from a background photo..

Tip 10: When objects are stacked on top of one another, you can still easily select one for editing by choosing **Select Object** and then **Properties...** from the **Edit** menu.

Tip 11: If a student can interact with a graphic, there should be some effect or reward; otherwise, set it so it seems to be part of the background.

Tip 12: The timeline really does act like a time machine. Things added at any timepoint remain at a later new timepoint, but will not appear at earlier timepoints.

Tip 13: You can use the **Set IntelliMation Time...** action as a reset

Tip 14: Activating the **(Wait)** option for **Play Sound** makes certain that the sound will play completely before going on to the next action.

Part 3: Add Multiple IntelliMation Segments

Our activity with the barn door opening and a randomly selected animal sound is already interesting for a student, but would be even better if the animals really ran out when the door opened. We can set that up using **IntelliMation**, but we will be getting into advanced options. Follow the instructions carefully, to produce an activity like the third example, **Who's in the Barn**.

Our goal is to add an animation to each of the hidden animal sound buttons. Since we can only have one **IntelliMation** on a page, the only way to do this is to combine all these animation sequences into one big animation, but have each button only play the part of the **IntelliMation**. We can then use an advanced **IntelliMation** option, **Play Range**, to direct each button to play its section. So our strategy will be to construct the **IntelliMation** using the timeline, art from the **Picture Library**, and the **Transformation Tools**, and then to edit the three buttons of the **Animals** toolbar so that each button plays its specific part of the **IntelliMation**.

Creating the Cow IntelliMation

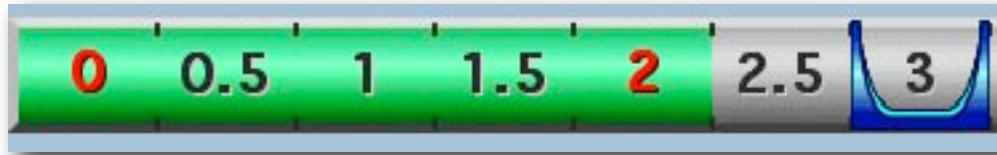
1. Open the activity from Part 2, **My Barn sounds-door**, and save a copy under a new name, such as **Who's in the Barn 2**. (The next steps are involved, and we do not want to accidentally save over our Part 2 activity or the example activity).



TIME TO SAVE! Be sure to **Save as Activity**.

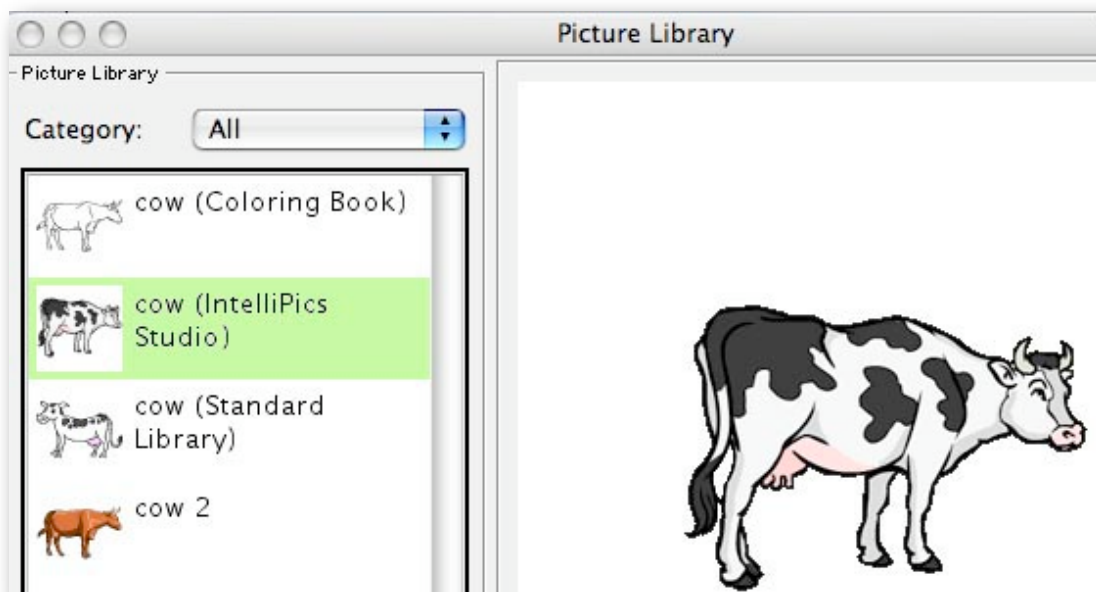
We will also need the **Transform Tools**, which can be accessed from the **Authoring** toolbar. If it is not currently visible, choose the **Authoring** toolbar from the **View** menu. (If this choice is grayed out, check the document settings and temporarily remove the checkmark beside **Hide Standard Toolbars**.)

2. Choose **Create IntelliMation** from the **IntelliPics Studio** menu, to open the timeline. Notice that the timeline is already green between 0 and 2 seconds, where we made our opening door animation. We will use later timepoints for our animal animations.



3. Click on the **3 seconds** timepoint. Because we opened the door between 0 and 2 seconds, the barn door should still appear be open at this timepoint. We are ready to add the first animal animation segment.

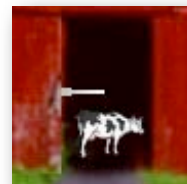
4. From the **Edit** menu, choose **Insert Picture from Library**. The **Picture Library** will open. Be sure the category in the upper left window is **Animals** or **All**. Type **cow** in the search area, and pick either the brown or black and white cow clip art. Click **Insert** to close the **Picture Library**.



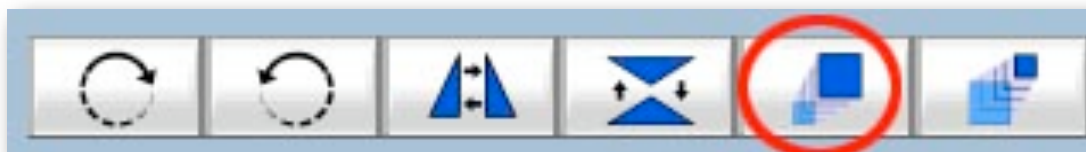
5. You should now have a floating cow graphic. Position it in the doorway. The cow is too big, but we can easily adjust the size. On the **Authoring** toolbar, click the **Transform and Arrange** button. The **Transform Tools** will open.
- With the cow graphic selected, click **Make Smaller** until the cow looks small enough. Move it so it is entirely in the doorway.



Transform and Arrange



6. Click the **5 seconds** timepoint. Move the cow forward in the picture. You can also move it off to the right a bit. Notice the gray "rubber band" stretching back to the previous position. Click the **Make Larger** button several times until the cow graphic looks the right size to be in the foreground.



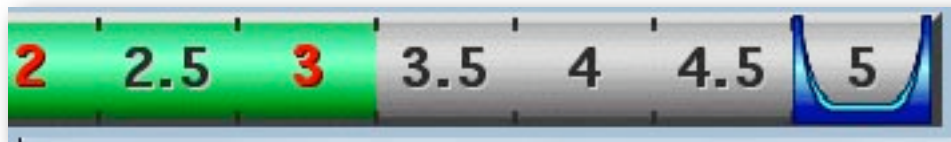
Tip 15: You can use the **Transform Tools** within an IntelliMation to create the illusion of something moving closer or farther away. Don't try to change the size yourself at every half second. Just set the size you want at the beginning, jump to the timepoint where you want to end up, and reset the size there. Classroom Suite will smoothly change the size in between. This **tweening** effect is built right in!

If you try out the animation by clicking the **black preview triangle** at the end of the timeline, you will notice a long pause between the 2 and 3 second points before the cow comes out. Don't worry about that. We will be jumping over that section by using **Play Range**, so we will let the

door open and then jump directly from 2 seconds to to 3 seconds to see the cow emerge.

Tip 16: You can create animations longer than 5 seconds by clicking the **plus 5** seconds button. The timeline is as long as you want it to be! You can move back to a previous 5 second section by clicking the **minus 5** seconds button.

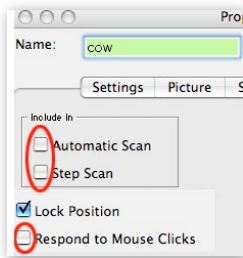
7. We will be doing a similar 2 second long animation segment for each of the other two animals. These will naturally be located farther along the timeline. If we leave the cow in place, as it is at timepoint 3 seconds, then it will still be there at all later timepoints. To prevent that, click the **5.5 seconds** timepoint. To see that part of the timeline, click the plus 5 seconds button.



Select and **delete** the cow graphic while at 5.5 seconds.

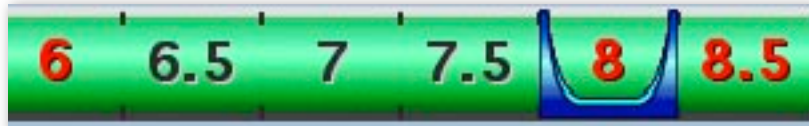
Tip 17: In building a complex animation, plan ahead to delete items you no longer need, use the fewest possible points, and do segments in the order that will make best use of elements already in place. This will help you do the animation faster, and also make it easier to edit if necessary. If you make a change in the middle of a bunch of timepoints, you must make that change in each later timepoint.

8. A student using this activity will not interact directly with the cow graphic. So go to timepoint 5, control-click the cow graphic to open **Properties**, and remove the checkmarks under the **Scanning** tab. Also remove **Respond to Mouse Clicks**, and then **Lock Position** for the cow and click **OK**.

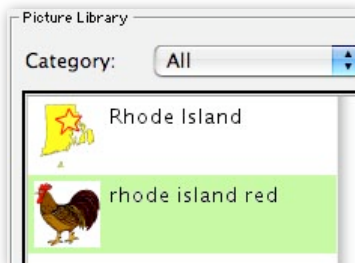


9. Next, click the 3 seconds timepoint, and repeat the procedure in step 8 in order to **take the graphic off scan, off respond to mouse, and lock it in place**. Our first animal animation sequence is done, but **leave the timeline open**.

Creating the Rooster Animation Segment

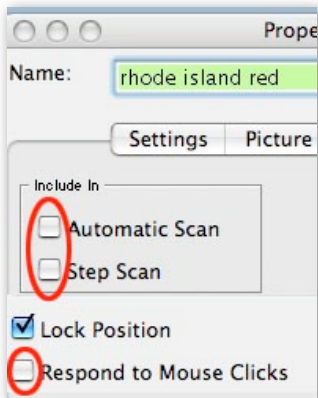


1. Click the **6 seconds** timepoint. Since you deleted the cow graphic, the scene should look the same as at 3 seconds, with the barn door open and no animal in sight.



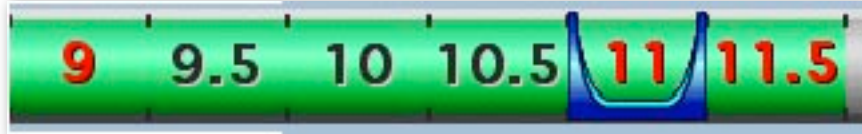
2. Open the **Picture Library** if it is not already open. Locate and choose the rhode island red clip art. Click **Insert**, and you should have a floating rooster graphic. Position it in the barn door, and use the **Transform Tools** to make it smaller.

3. Click the **8 seconds** timepoint. Move the rooster forward in the picture, and make it bigger. Then click the **8.5 seconds** timepoint, and **delete** the rooster so it will not appear in later timepoints.



4. Go back to **8 seconds**, control-click the rooster, and **take it off scan and mouse response. Lock it**. Then go to **6 seconds** and again control-click the rooster, and **take it off scan and mouse response. Lock it** and click **OK**. The second animal segment is finished. **Leave the timeline open**.

Creating the Pig Animation Segment

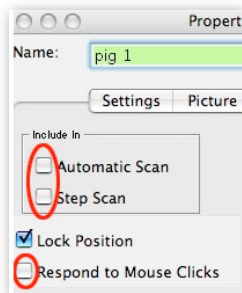


1. This time click the **9 seconds** timepoint. You should see the scene with the door open, and no animals. Open the **Picture Library** if it is not already open. Locate and choose the pig clip image. Click **Insert**, and you should have a floating pig graphic. Position it in the barn door, and use the **Transform Tools** to make it smaller.

2. Click the +5 button to view the next 5 seconds. Click the **11 seconds** timepoint. Move the pig forward in the picture, and make it bigger. Then click the **11.5 seconds** timepoint, and **delete** the pig so it will not appear in later timepoints. Later we will add a door closing segment, and we do not want to see the pig there.



3. Go back to **11 seconds**, control-click the pig, and **take it off scan and mouse response**. **Lock** it. Then go back to **9 seconds** by clicking the **Previous 5** button. Again control-click the pig graphic, and **take it off scan and mouse response**. **Lock** it and click **OK**. The third animal segment is finished.



4. Click the **0 seconds** timepoint to make sure we do our remaining editing while we are at the beginning of the **IntelliMation**. Toggle the timeline closed by choosing **Create IntelliMation** again.



TIME TO SAVE! Be sure to **Save as Activity**.

Animation Segments Reference

We will edit the three buttons in the **Animals** toolbar to play these animation segments. We will need to know the exact timepoints for

each animation, in order to enter the correct numbers for the **Play Range** action in each button. So far, we have set up the following animation segments:

- 0 to 2 Opening the door
- 3 to 5 Cow animation
 - 5.5 Cow deleted here
- 6 to 8 Rooster animation
 - 8.5 Rooster deleted here
- 9 to 11 Pig animation
 - 11.5 Pig deleted here

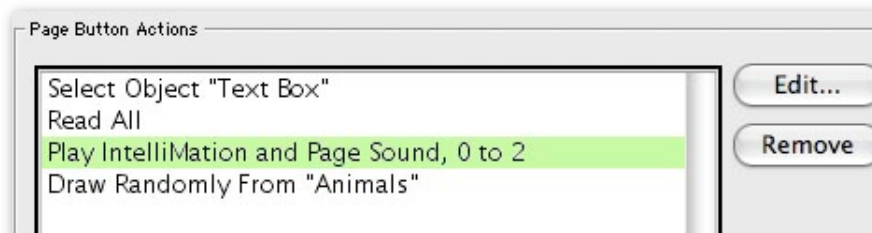
Changing the Master (Open the Door) Button

1. Control-click the green **Open the Door** button to open **Page Button Properties**. Click on the **Actions** tab.



2. Highlight **Play IntelliMation and Page Sound** in the button actions list. Locate the **Edit** button to the right of the list of actions and click it. The action's **Options** window will open.

3. Put a checkmark beside **Play Range**, and fill in the range numbers **0 to 2** seconds. This is the section of the animation with the door opening. Click **OK**.



Tip 18: Use **Play Range**, an advanced IntelliMation option, to play a part of an IntelliMation. By specifying several different ranges in various buttons, you can in effect have more than one animation on a single page.

4. Notice that the action now says **Play IntelliMation and Page Sound, 0 to 2**. It will look like exactly the same action as before, but now it will pause at 2 seconds in the **IntelliMation**, instead of playing all the way to the end, and will go to the next action. In the next action, one of the **Animals** buttons is chosen remotely, and we will specify which animation segment it plays in that button.



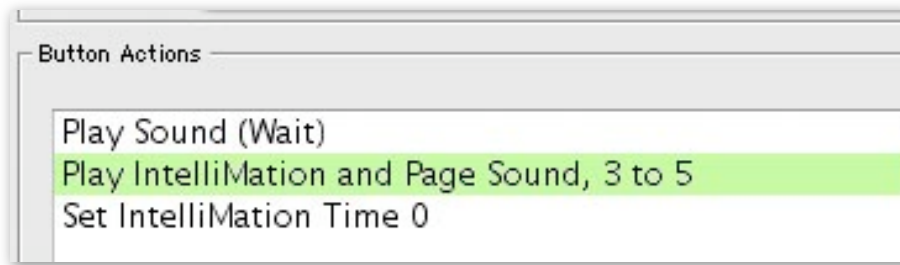
TIME TO SAVE! Be sure to **Save as Activity**.

Using Play Range For Multiple Animations

1. We now must edit each of the **Animals** toolbar buttons, to add an action to **Play IntelliMation** over the range for that animal. First, choose **Custom Toolbars and Buttons** from the **Edit** menu, and then take off the checkmark for **Hide Toolbar** from the yellow **Selected Toolbar** window. The three **Animals** toolbar buttons will appear.

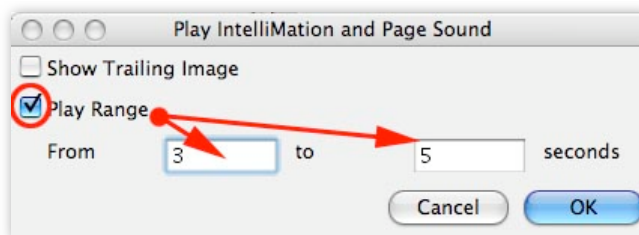
2. Select the **cow** button on the toolbar, and open its **Properties** by clicking the button on the blue **Selected Button** window. Click the **Actions** tab.

3. Choose **Play** from the categories in the upper left window. Double-click **Play IntelliMation and Page Sound** in the list of actions on the right, to send that action into the **Button Actions** list below. Use **Move Up** or **Move Down** to place this action after **Play Sound (Wait)** and before **Set IntelliMation Time 0**.



Note: It may appear that we would hear two sounds when this button is chosen. But since we did not designate a page sound in the **Page Properties**, actually the only sound heard will be the animal sound for this button, which **Play Sound (Wait)** activates.

4. If we left the default setting for the **Play IntelliMation and Page Sound** action, the entire **IntelliMation** would play, and after the animal sound we would see the door open again, then see the cow, next the rooster, and then the pig. We only want to see the cow animation segment with this button. So we will use this action's special options to play a specified range of the **IntelliMation**.



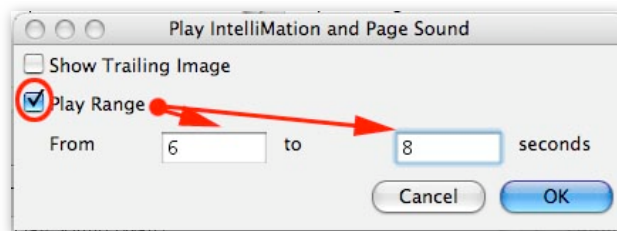
Click the **Edit** button to the right of the **Play IntelliMation and Page Sound** action. The **Options** window for this action opens. Choose **Play Range**. For this cow animation, enter **3 to 5** as the

beginning and end timepoints. Click **OK** to close **Options**.

5. Check that the action now says **Play IntelliMation and Page Sound, 3 to 5**. Click **OK** to close the **cow** button's **Properties**.

6. Next select the **rooster** button and open its **Properties**. Add the **Play IntelliMation and Page Sound** action, and move it if necessary to between **Play Sound (Wait)** and **Set IntelliMation Time 0**.

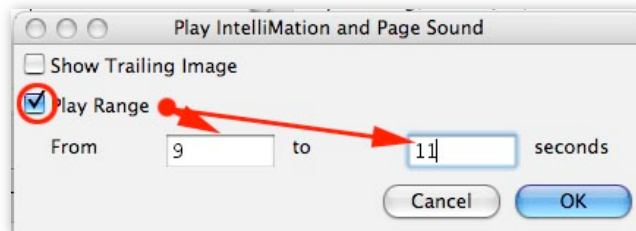
Highlight **Play IntelliMation** and **Page Sound** in the button actions list.



Locate the **Edit** button to the right of the list of actions and click it. The action's **Options** window will open. Choose **Play Range**, and enter **6 to 8** as the beginning and end timepoints. Click

OK, check the actions list, and close the **Properties** window.

7. Select the **pig** button, open its **Properties**, and add and position the **Play IntelliMation** action.



Highlight **Play IntelliMation**, click **Edit**, choose **Play Range**, and enter **9 to 11** seconds as the range. Close button **Properties**.

8. Put the checkmark back beside **Hide toolbar**, on the yellow **Selected Toolbar** window. Click **Done** to exit toolbar editing.



TIME TO SAVE! Be sure to **Save as Activity**.

Tip 19: Combining the **Choose Random** function with a toolbar of buttons that use **Play Range** lets you create cause and effect activities in which the animation doesn't always come out the same.

Try out the activity. You should see the door open, hear an animal sound, and see that animal run out each time you click the green button. Then the door pops shut as the reset activates. Click until you hear and see all three animals.

Adding the three animal animations lets the student associate the sound with the animal, and anticipate not only hearing the sound but

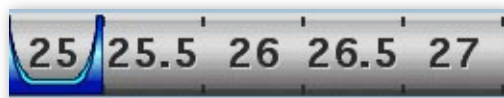
seeing the animal as a result of choosing to open the door. Again you have used animation in a way that adds to the educational value of this activity, as well as making it more interesting and fun.

The only flaw in our activity is that the animals disappear quickly, and the door pops shut faster than it opens. We can take this activity another step beyond simple cause and effect by adding an animation segment in which the door closes smoothly, and setting up a second (**Close the Door**) button, so that the student decides when the door closes. This means the student can choose to look at the animal for a while before closing the door. Let's add that last bit of animation now.

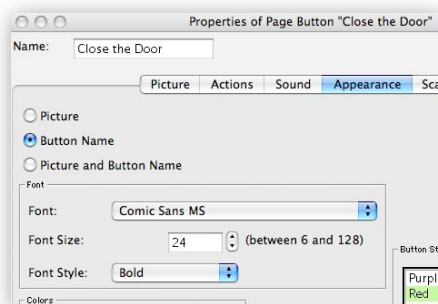
Editing a Button Within an IntelliMation

1. Choose **Create IntelliMation** from the **IntelliPics Studio** menu, to open the timeline again. Let's put our door closing sequence far along the timeline, to leave room in case you later want to add more animal animations. Click the **Next 5 Sec** button several times until you see the the part of the timeline from **25 seconds** to 30 seconds.

2. Click the **25 seconds** timepoint. If you remembered to delete the pig graphic after that section, you should see the door in the open position



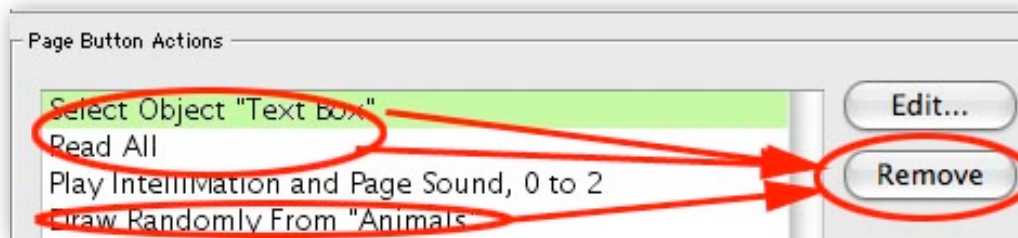
but no animal. Clicking the timepoint activates it so that the door closing action can begin here. Besides closing the door, we will also edit the green button while at this timepoint to make it a red button with actions to close the door.



3. Still at the **25 seconds** timepoint, control-click the green **Open the Door** button. In the **Page Button Properties** window, change the name to **Close the Door**.

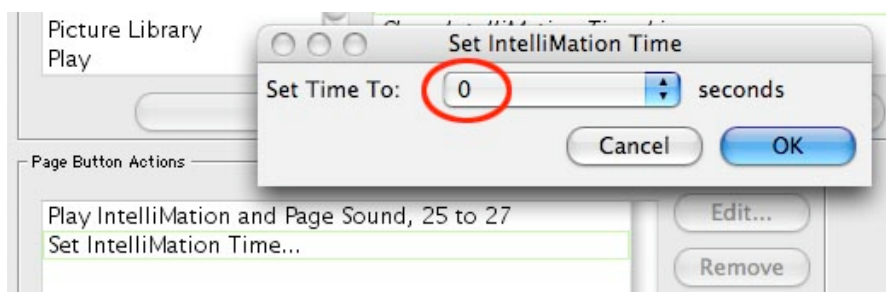
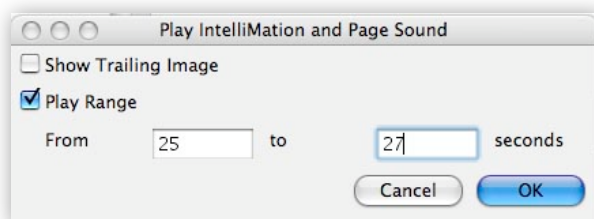
4. Click the **Appearance** tab, and change the

button style to **red**. You may also want to change the color of the button name text to white or yellow, for more contrast.



5. Click the **Actions** tab. Highlight and **Remove** the **Select Object "Text Box"** and **Read All** actions. Highlight and **Remove** the **Draw Randomly from Animals** action.

6. Highlight **Play IntelliMation**, click the **Edit** button, and change the **Range** to **25** to **27** seconds. Click **OK**. Add the action, **Set IntelliMation Time**, and enter **0** in its options dialog. Click **OK** again.



7. Check that the position is still locked. Click **OK** to close the button **Properties**. You should now have a red **Close the Door** button at the 25 seconds timepoint. Now we need to actually add the animation segment from 25-27 seconds that this button will control.



Tip 20: You can edit a button partway through an IntelliMation so that it looks different and has different actions. By having the action stop where the edited button resides in time, you can let students interact within an animation.



8. Click the **27 seconds** timepoint. Select the **Barn Door** graphic, and move it to cover the door. (If the graphic is locked in place, control-click it to unlock it and temporarily set it to respond to mouse, then redo these settings once it is in position.) Toggle the timeline closed by choosing **Create IntelliMation** again from the **IntelliPics Studio** menu.

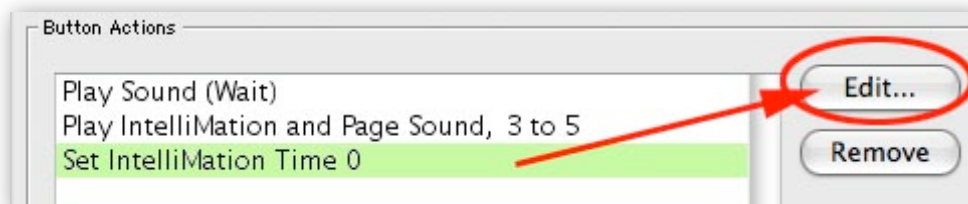


TIME TO SAVE! Be sure to **Save as Activity**.

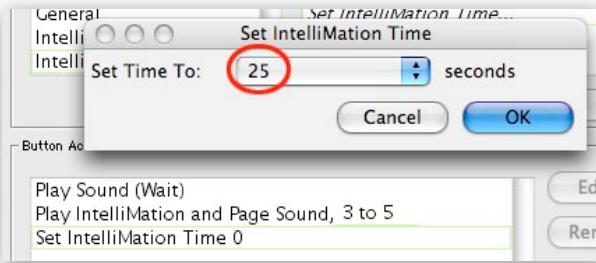
Editing the Animals Buttons to Jump To The New Red Button

We now have a door-closing animation section on the timeline, and a button that will play that section of the timeline and then jump back to 0 seconds. We still need to edit the three buttons on the **Animals** toolbar, so that they jump to the door closing section (the **25 seconds timepoint**) when the animal animation for each button finishes, instead of resetting to timepoint 0.

1. First, choose **Custom Toolbars and Buttons** from the **Edit** menu, and then take off the checkmark for **Hide Toolbar** from the yellow **Selected Toolbar** window. The three **Animals** toolbar buttons will appear.



2. Select the **cow** button on the toolbar, and open its **Properties** by clicking the button on the blue **Selected Button** window. Click the **Actions** tab. Highlight **Set IntelliMation Time**, click the **Edit** button, and change the setting to **25**. Click **OK**. Click **OK** again to close the **Properties** of the **cow** button.



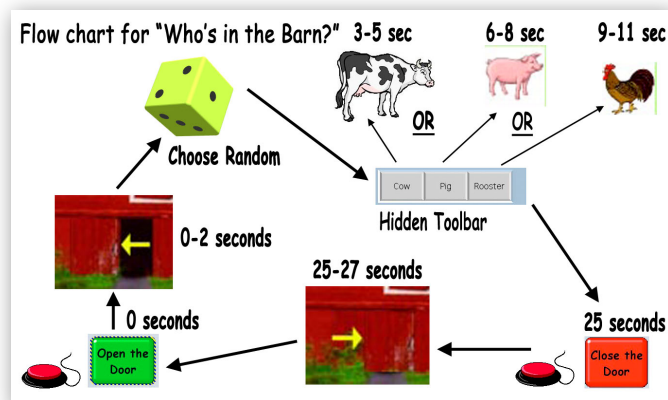
3. Select the **rooster** button on the toolbar, and open its **Properties** by clicking the button on the blue **Selected Button** window. Click the **Actions** tab. Highlight **Set IntelliMation Time**, click the **Edit** button, and change the setting to **25**. Click **OK**. Click **OK** again to close the **Properties** of the **rooster** button.

4. Select the **pig** button on the toolbar, and open its **Properties** by clicking the button on the blue **Selected Button** window. Click the **Actions** tab. Highlight **Set IntelliMation Time**, click the **Edit** button, and change the setting to **25**. Click **OK**. Click **OK** again to close the **Properties** of the **pig** button.

5. Put the checkmark back beside **Hide toolbar**, on the yellow **Selected Toolbar** window. Click **Done** to exit toolbar editing.



TIME TO SAVE! Be sure to **Save as Activity**.



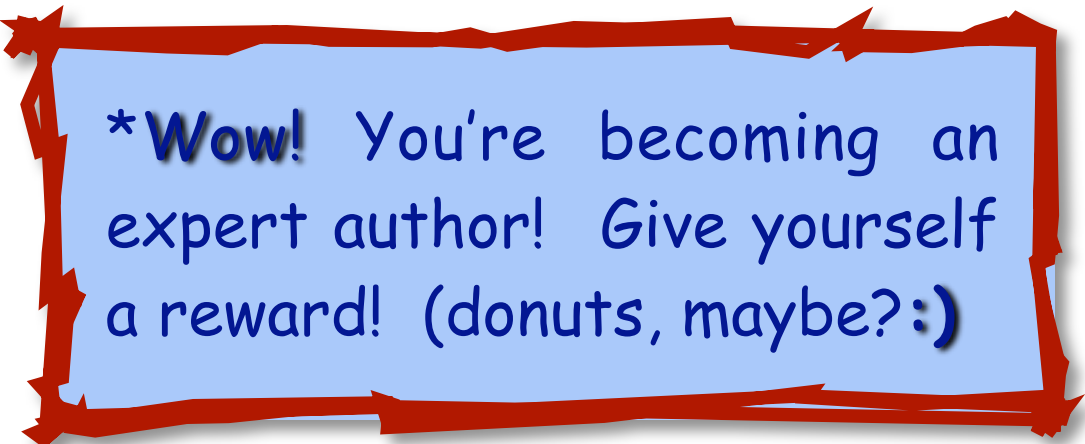
To visualize this entire complex activity, refer to the flow chart. The two switches show the points where a student would control the action.

Tip 21: You can take a screen shot of the thumbnails in **Sort Pages...** to make a flowchart of a multi-page activity. But for this activity, which all takes place on one page, I used pieces of clip art from the activity to show the flow of the actions.

Try out your finished activity. When you click the green button, you should see the door open, hear and see an animal, and then you should see the green button change to red. When you click the red button, you should see the door close, and then see the green button again. Click the green button until you have seen and heard all three animals.

Congratulations! You added multiple animations to your activity, and even edited a button to control a different set of actions as part of the animation. In this advanced activity, the student not only decides when to open the door, but can decide when to close the door, thus getting a chance to view the animal longer and think about what happened.

Here animation is used as part of the navigation machinery, besides adding interest and content to the activity. The cause and effect here is more like a real world experience, in that the student decides to open and close the door as a way of getting an anticipated result. Does this suggest more ways to use IntelliMation?



***Wow!** You're becoming an expert author! Give yourself a reward! (donuts, maybe?:)

Extra Credit

Add more animal buttons to the animals toolbar by copying and pasting any of the buttons, and changing the name and sound file. Be sure you are at 0 seconds on the timeline when you edit the buttons. Also make an animation segment for each new button, loading appropriate clip art and deleting clip art .5 seconds after the new section. These new animation sequences will fit after the pig animation (ends at 11.5) and before the 25 second point. Note the timepoints for these new ranges, and enter them into the appropriate buttons on the Animals toolbar, in the Play IntelliMation action.

One problem: Because you will be slipping these new sections into the middle of the IntelliMation, you will need to delete unwanted animal images from the door closing segment. Deleting these at both 25 and 27 seconds should do the trick. Do NOT open every half second point, or editing will be much more involved. As you can see, opening as few marker points as possible is a good strategy.

Outcome from Part 3

You have edited an IntelliMation and added more animation.

You have used clip art from the **Picture Library** for the new sections.

you have used the **Authoring Toolbar** to access the **Transform Tools**.

You have used the **Transform Tools** to change the size of the animation art, to give the illusion of the animals moving closer.

You have used the **Plus 5** and **Minus 5** buttons to move beyond the 5 second mark on the timeline and back again.

You have learned to use the **Play Range** option with the **Play IntelliMation** action to play parts of an IntelliMation.

You have edited the buttons on a hidden toolbar so that each plays a different range of IntelliMation, and then jumps to a closing sequence.

You have edited a button within an IntelliMation to change its appearance and actions.

You have learned the following general tips:

Tip 15: You can use the **Transform Tools** within an IntelliMation to create the illusion of something moving closer or farther away.

Tip 16: You can create animations longer than 5 seconds by clicking the **plus 5** seconds button.

Tip 17: In building a complex animation, plan ahead to delete items you no longer need, use the fewest possible points, and do segments in the order that will make best use of elements already in place.

Tip 18: Use **Play Range**, an advanced IntelliMation option, to play a part of an IntelliMation.

Tip 19: Combining the **Choose Random** function with a toolbar of buttons that use **Play Range** lets you create cause and effect activities in which the animation doesn't always come out the same.

Tip 20: You can edit a button partway through an IntelliMation so that it looks different and has different actions.

Tip 21: You can take a screen shot of the thumbnails in **Sort Pages...** to make a flowchart of a multi-page activity.

Credits

The basic idea for Who's in the Barn was a suggestion by Carol Smithers during an advanced workshop.

This tutorial is © 2008 by ann brundige studio. You are welcome to use it for workshops, but please direct participants to Annie's Resource Attic for more free materials. You may also copy and distribute the 21 Tips section with this or any other workshop where it would be helpful.

The Who's in the Barn activities in their finished form are ©2008 ann brundige studio. You may customize these as needed. If you distribute these activities, please direct people to the web site for Annie's Resource Attic.

The barn background is adapted from a photo that ships with Classroom Suite. All other artwork consists of annotated screenshots from the activities as they appear in Classroom Suite.

Twenty-One Classroom Suite Tips from the Who's in the Barn Workshop

Tip 1: Always import and export from Classroom Suite. When you export one or more linked activities, they and all attached files (overlays, large sound files, movies, and/or PDFs) will be exported together and can be put into a zip file in that same operation. When you import one of these exported files, all included files will be placed in the proper location, and all links will be retained.

Tip 2: Build new activities by adding on to or changing activities, including the ones that ship with Classroom Suite. But be sure you work with an activity enough to understand the machinery behind it. Check for hidden toolbars, and items that appear or disappear as a result of animation.

Tip 3: A new, blank IPS3 document has a default action in the page, **Play IntelliMation and Page Sound**. Decide if you want either or both of these things to happen when the page opens. If not, remove this action, and use page buttons or toolbar buttons to give control to the student. If you want an automatic page sound, remember that you also have to import or record a sound and mark it for the page.

Tip 4: Notice that choosing an action from the list of available actions puts the chosen action into the "Add" box below the two windows, and above the **Button Actions** list. It still is not in place as an action for the button. You must click the **Add:** button to actually place the action into the list to use it for this button. Alternately, you can double-click an action in the upper window to directly add it to the list of button actions, bypassing the Add box.

Tip 5: If you are creating a toolbar with many buttons that are similar in function, it may be fastest to finish and test the first button, make copies of it, and then make changes in the copies. Things you would usually change would be the name, the picture, and perhaps the assigned sound. This is a real time saver when your buttons have multiple actions, and all or most of the actions are the same for each button.

Tip 6: If you use the default choice to play a page sound, you can only have one sound per page. But both toolbar and page buttons can control sounds with a **Play Sound** action and a highlighted sound in the sounds list. This gives you the power to have multiple sounds play on a page. You could have several buttons with sounds for students to click.

You also could hide a toolbar full of sound buttons, and have a visible button choose one of the hidden buttons to play sounds. A third choice is to hide the sound buttons toolbar, and then have a series of page actions that would choose each of the sound buttons in the order you desire when the page opens.

Tip 7: The **Select Object...** action is very powerful, and yet it is often overlooked. You can type in the name of text boxes, page buttons, and graphics that are on the current page. You can even use it for a hidden page button. Selecting a page button is just like clicking it. For text boxes and graphics, you would use **Select Object "Name"** followed by an action that affects that object. Here we select a text box and read it out. If there were three text boxes, each with a different name, you would use three **Select Object** actions, each followed by **Read All**. You could also do other things, like select a graphic and move it to a region.

Tip 8: Use finished activities, both ones you have made and others, as templates. Customizing or adding onto an activity saves you time. You may need several versions of an activity to use with different students. It also is a good way to stretch your authoring skills without biting off too much at once. If you use another author's activity, spend enough time looking behind the scenes to be sure you understand how it works. Then make whatever changes will fine-tune it for your students' needs.

Tip 9: Use **Paint** mode to create a floating graphic you can animate from a background photo. The procedure is to go into **Paint** mode, select and copy the rectangular area you need, go immediately back to **Design** mode, and paste. The result is a floating graphic that you can animate. If you need to trim the rectangle to the edge of a shape, go to a new blank page while in **Paint** mode, paste the rectangle, and erase around it. Then select and copy again, go to **Design** mode, and paste.

Tip 10: When objects are stacked on top of one another, you can still easily select one for editing by choosing **Select Object** from the **Edit** menu, and picking the object from the list of object names in the flip out menu beside it. Next choose **Properties...** from the **Edit** menu to open the **Properties** window for the selected object.

Tip 11: If a graphic will not be clicked by a student, remove it from scans by opening **Properties** and taking off the checkmarks under the **Scanning** tab. Also remove the checkmark from **Respond to Mouse Clicks**, to prevent a reaction from

direct selection. If a student can interact with a graphic, there should be some effect or reward; otherwise, set it so it seems to be part of the background.

Tip 12: The timeline really does act like a time machine. If you forgot and made a change at, say, 2 sec, then it would not be there at time 0. Things added at 0 remain for future points unless you delete them at a later timepoint. In fact, like in the real world, things added at any timepoint will remain at a later new timepoint, but will not appear at earlier timepoints.

Tip 13: You can use the **Set IntelliMation Time...** action as a reset. If you play an animation, it does not automatically jump back to 0 seconds after it plays. A button with **Play IntelliMation and Page Sound** will indeed cause it to go to the 0 point and play to the end. But having it jump back when the button is clicked sometimes looks silly. If so, add **Set IntelliMation Time to 0** after **Play IntelliMation and Page Sound**.

Tip 14: Activating the **(Wait)** option for **Play Sound** makes certain that the sound will play completely before going on to the next action. This may be exactly what you need to have a voice-over complete itself. It can also make sure a sound finishes before going to the next page. If a sound is being cut off by the next action, turn on **(Wait)**!

Tip 15: You can use the **Transform Tools** within an IntelliMation to create the illusion of something moving closer or farther away. Don't try to change the size yourself at every half second. Just set the size you want at the beginning, jump to the timepoint where you want to end up, and reset the size there. Classroom Suite will smoothly change the size in between. This **tweening** effect is built right in!

Tip 16: You can create animations longer than 5 seconds by clicking the **plus 5** seconds button. The timeline is as long as you want it to be! You can move back to a previous 5 second section by clicking the **minus 5** seconds button.

Tip 17: In building a complex animation, plan ahead to delete items you no longer need, use the fewest possible points, and do segments in the order that will make best use of elements already in place. This will help you do the animation faster, and also make it easier to edit if necessary. If you make a change in the middle of a bunch of timepoints, you must make that change in each later timepoint.

Tip 18: Use **Play Range**, an advanced IntelliMation option, to play a part of an IntelliMation. By specifying several different ranges in various buttons, you can in effect have more than one animation on a single page.

Tip 19: Combining the **Choose Random** function with a toolbar of buttons that use **Play Range** lets you create cause and effect activities in which the animation doesn't always come out the same.

Tip 20: You can edit a button partway through an IntelliMation so that it looks different and has different actions. By having the action stop where the edited button resides in time, you can let students interact within an animation.

Tip 21: You can take a screen shot of the thumbnails in **Sort Pages...** to make a flowchart of a multi-page activity. But for this activity, which all takes place on one page, I used pieces of clip art from the activity to show the flow of the actions.