

Manual

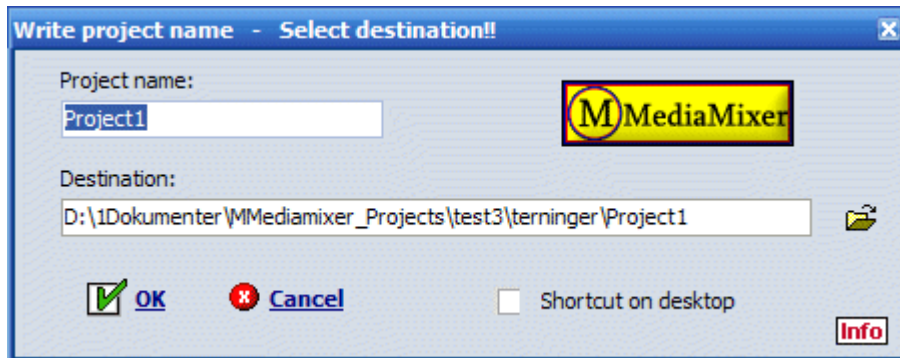


Version 2011

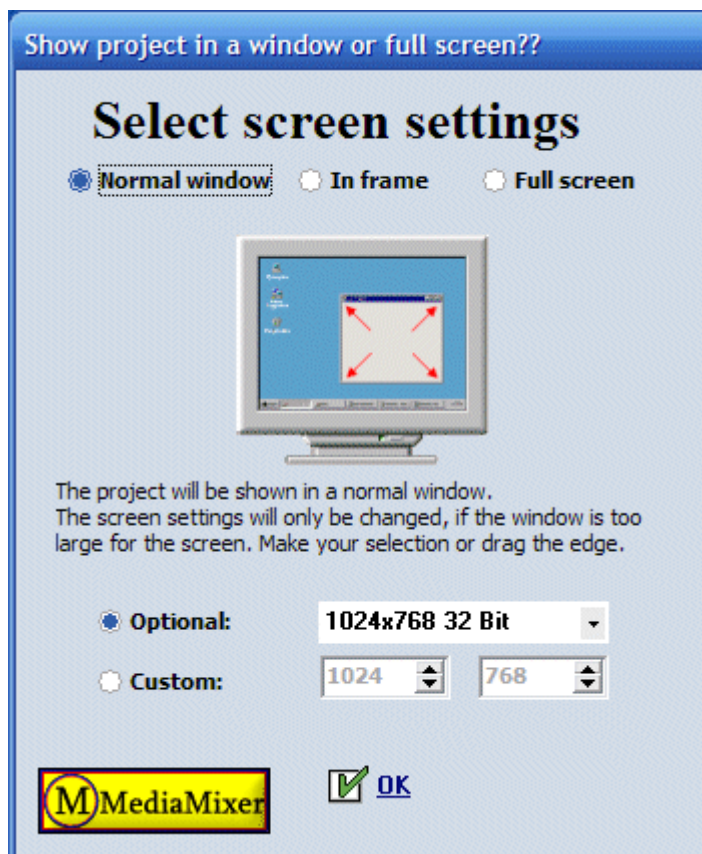
- 1 « Create a new project.
- 2 « Add objects.
- 3 « Arranging objects.
- 4 « The image browser.
- 5 « About images.
- 6 « Resize.
- 7 « Gif – images & animations.
- 8 « About textboxes
- 9 « About video
- 10 « Page background
- 11 « Mouse and keyboard
- 12 « The page list.
- 13 « Sound recordings and sound files.
- 14 « Programming.
- 15 « How to program a page change.
- 16 « Drag & drop.
- 17 « Link.
- 18 « Point.
- 19 « Timelines.
- 20 « How to distribute the project.
- 21 « Printing.
- 22 « Import images from a digital camera.
- 23 « Scanning.
- 24 « Eye control.
- 25 « Picture boards.
- 26 « Memory.
- 27 « Puzzle.
- 28 « Crossword
- 29 « The toolbars.

1 ◀ Create a new project.

- When the application starts the 'Start box' is displayed
Click 'New project'.

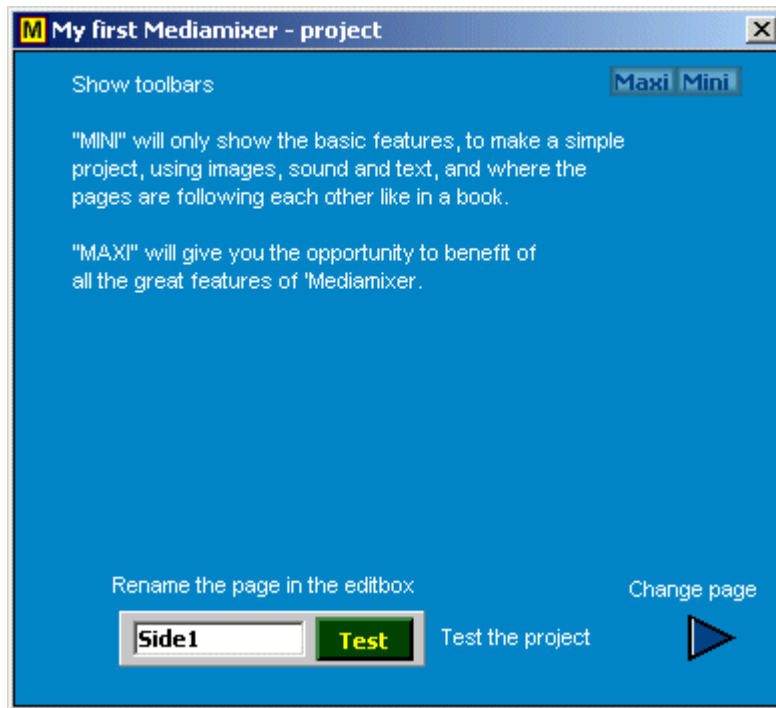



- Write a name for your project.
- Select destination (Default is "Documents/MMProjects").
- Click the 'OK' button.
- Select window style and size. The styles are:
 - Normal window.
 - With a frame If the project is smaller as the screen the background will be covered with a colored frame).
 - Full screen.



- Select the size of the project. A safe is 1024x768 which can be displayed at all modern CFT and LCD screens. Other sizes can be selected too according to your hardware. Select optional size or use custom. Then you can select the size by dragging the border of the window with the mouse...
- Click OK.






- The screen changes according to your choices and the you see the first page in the project:



- A project can contain an unlimited number of pages.
- You can change page using the default 'page change arrows':  or by pressing "Page Up" or "Page Down" on the keyboard.
New pages will be added automatically as you go forward, so it is very easy to make a digital 'book' where the pages are following each other. (But you can also add links and jump between the pages and make your project more interactive. [Click here to read more](#)).

- In the bottom left corner you can change the name of the page:



- There is also a "Test button".
There are 2 modes in the program.
 - **Design mode where you can edit your project.**
When the test button is visible you are in 'design mode'.
 - **Test mode where you can try your project.**
- Press the **test button** or **F6** to switch between **test mode** and **design mode**.
- Click on **Maxi Mini** to display the toolbars
 - "Mini" shows the basic features to create a project with images, text and sound, and where the pages are following each other just like in a book.
 - Using "Maxi" you can benefit of all the features of Mediamixer.
- Click  to maximize or minimize the toolbar.
- Click  to Minimize or Maximize Mediamixer.
When minimized the toolbar will still be visible.
- Click  to get context dependent help.
Click the help button and then click a button in the toolbar.
- Close Mediamixer 
-  Unlike most other applications Mediamixer saves all changes automatically as you work. So actually you don't have to save when you close the project.

- This way there is no risk to lose your work, if your computer suddenly freezes, or somebody switches off the electricity.
- If you want to save several versions of your project you can save a copy, before it is edited. Click '**Files/Save as**' in the toolbar.

2 ◀◀ Add objects.

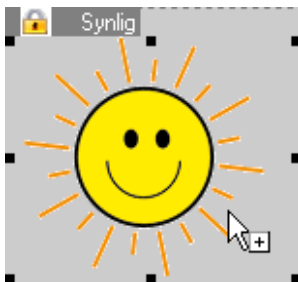
- **Open one of the toolbars: Mini or Maxi**
 - "Mini" shows the basic features.
 - Using "Maxi" you can benefit of all the great features of Mediamixer.





- **Add objects using the toolbar:**




-  **Images**
-  **Gif - animations**
-  **Text boxes**
-  **Speech bubbles / labels**
-  **"Hotspots "**
-  **Shapes.**
-  **Buttons**
-  **Videos**
-  **Flash**

- **Double-click on an object to display the objects dialog box, and get access to the objects properties and features.**
In addition every object has a local menu (Right click).
- **All objects can be programmed. This way projects can be interactive.**




- **All objects can be moved or scaled by the mouse.**
 - Click on an object to select it. When an object is selected small 'handles' will appear.
 - Move an object by dragging it with the mouse.
 - Scale an object by dragging the small 'handles'. Use the corner handles to maintain the proper ratio, when scaling images or animations.
 - You can lock an object to the page. (The local menu).
 - [Learn more about arranging and adjusting objects in chapter 3.](#)
- **Objects can be visible or invisible.**
There are several ways to change the visibility.
 - Use the checkbox in the objects dialog box.
 - Click the small grey rectangle at the upper left corner of the object (select the object).
- **Lock the object.**
 - Click  to lock the object or  to unlock.
Lock the object to prevent it from being moved by mistake.
- **Add an image or an animation.**


Images can be added in several ways:

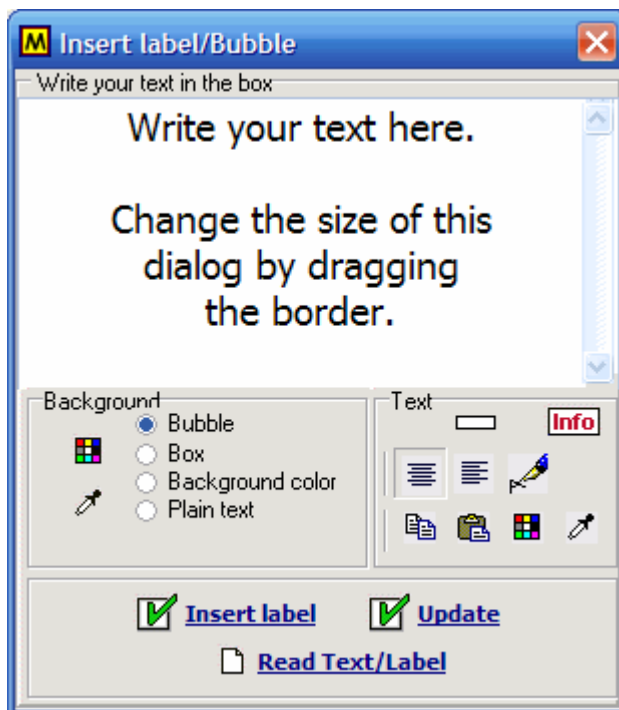
- Click the image button  in the toolbar and select an image file in the Windows Explorer (**bmp, jpg, wmf and gif**).
- Use the image browser. Click  in the toolbar (**Ctrl+B**)
- Use the clipboard. Copy an image from another application and paste it to your project.  (**Ctrl+V**).
- Image files can be dragged directly from Windows Explorer and dropped on the page or on a button.
[Read more about images in chapter 5](#)


- **Add a writeable text box.**

- Click  in the toolbar.
- **Write your text directly in the text box.**
- Double click the text box to make the text dialog box appear. **Text can be formatted just like in a common text editor.**
- As default text boxes are **write protected** in test mode and in the packed project. Right click to change this option.
[Read more about images in chapter 8](#)


- **Add a speech bubble or label.**

- Click  in the toolbar to make the label edit box appear.




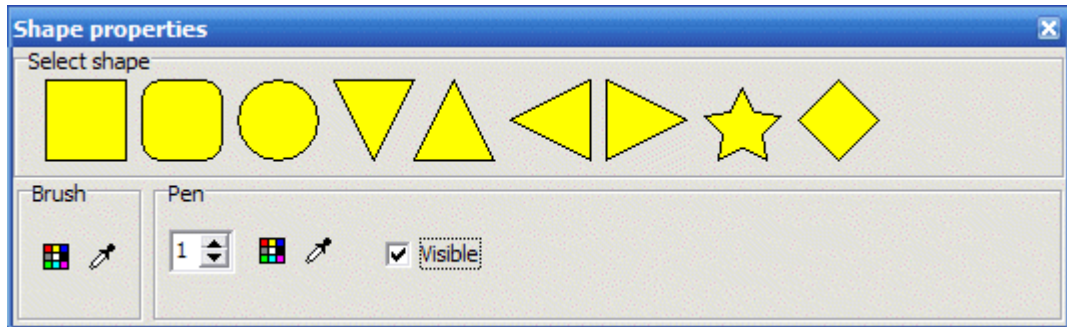
- **Write your text in the text box.**
- **Change the size of the text box by dragging the edge of the window.**
- **Change background color or font color by clicking the relevant button.**
- Select label style:
 - "Bubble " (speech bubble)
 - "Box "
 - Background color.
 - "Just text "(Transparent background).
- Align the text to the **center** or to the **left**.
- Change font type or size. 
- Finally click the "Insert" button.
- **The text from an existing writable text box can be changed to a text label or an existing label can be edited by clicking:**
 - "Read text box/label ".

- **Add "Hotspot "**



- Click  in the toolbar.
- A "hotspot" is an invisible field which can be programmed.
- A "hotspot" is visible in design mode.

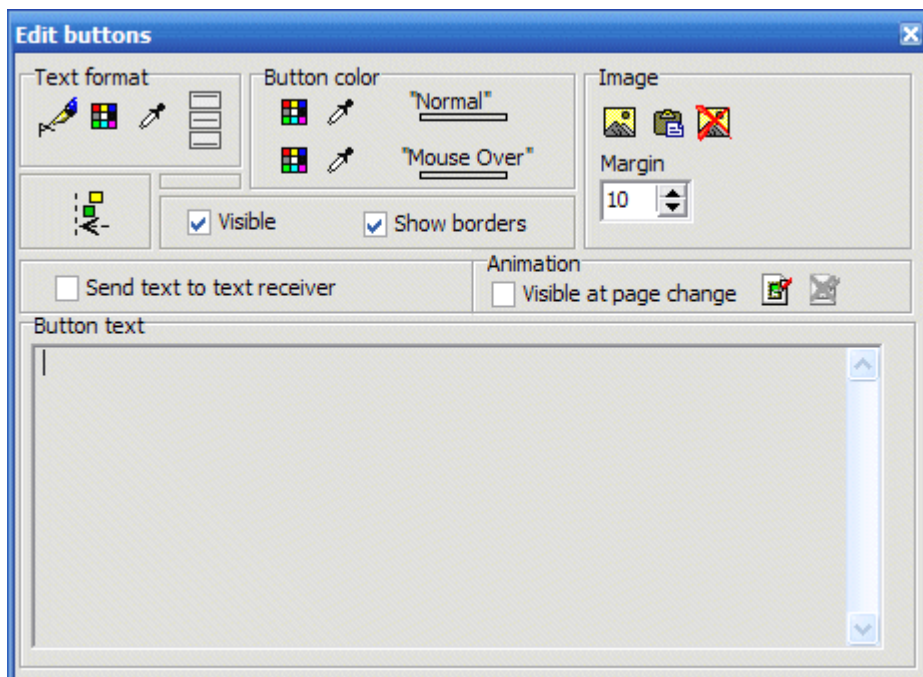
- **Ad a shape.**

- Click on .
- Double-click on the shape to change properties.




- **Add buttons.**


- Click  in the toolbar.
- Double click the button to make the buttons dialog box appear.
- Write one or several lines of text.
- Align the text to the top, middle or button.
- You can change the buttons color.
- You can add an image to the button  (or use the browser).
- You can paste an image from the clipboard using the local menu.

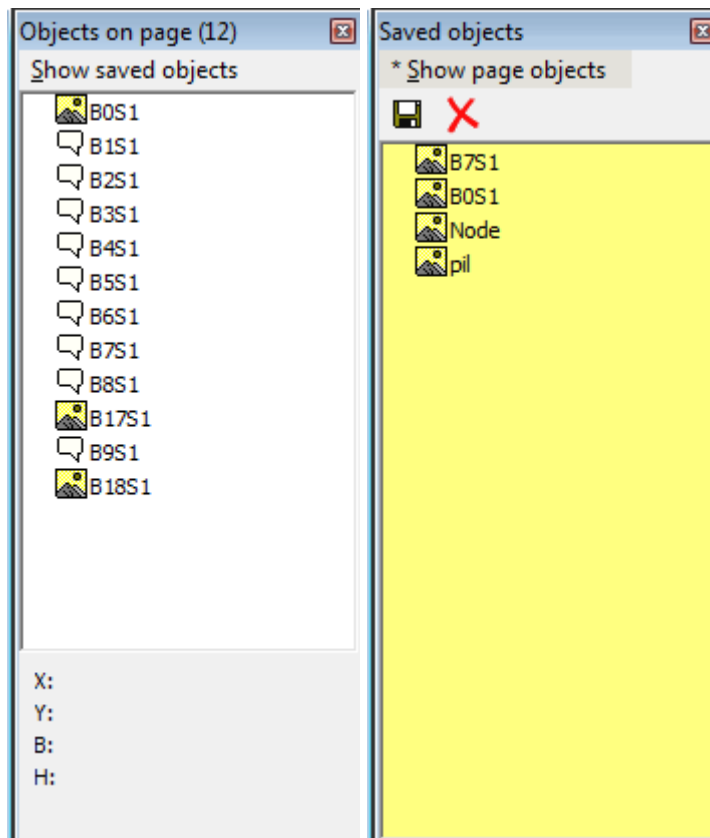




- **Add video.**

- Click  in the toolbar and select a video file in the Windows Explorer (**avi, mpg/mpeg, wmv**).
- Drag a video file directly from Windows Explorer and drop in on the page.
- Right click for options and functions.
[Read more about video in chapter 9.](#)





The Object list.

- The object list display the names of the objects of the page.
- Click on  in the toolbar.






- When a name in the list is clicked, the object on the page will be selected and vice versa. Below you can read the objects position and size.
 - It is possible to save an object as a template, and reuse it on another page or another project.
 - Click on "Show saved objects".
The window turns into yellow and the saved objects are displayed.
 - Save an object by clicking the "Save icon".
 - Insert by double click
 - Click on "Show page objects" to get back to the object list.
-
- **Copying objects.**
- Several objects can be copied  and pasted  to another or the same page. **(Ctrl+C to copy and Ctrl+V to paste).**- If one or several objects should be pasted to many pages you can use the **multi pasting feature**. Click "Miscellaneous / Multi pasting" in the main menu in the toolbar.



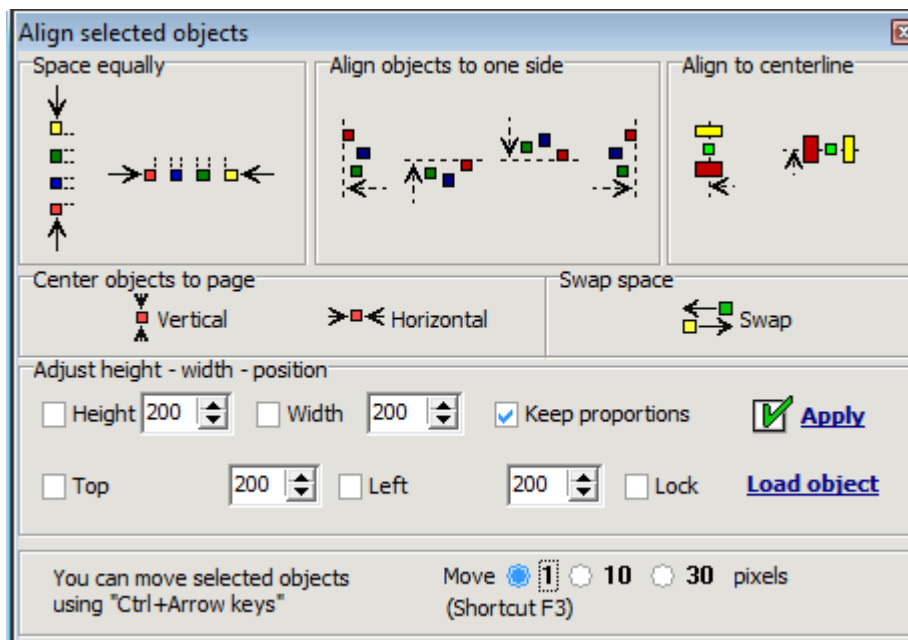
- **Images can be copied from Mediamixer to other applications by** clicking "Export image" in the local menu (right click on the image).
Shortcut Shift+Ctrl+K.
- **Delete an object or the whole page**
Select one or several objects. (All objects can be selected by Ctrl - A)
Click  in the toolbar or press **Delete**.
- **Delete a page**
Click at the page background and then click  or press **Delete**.
- **Undo**
You can undo many but not all changes by clicking  or **Ctrl+Z**.
- **Minimize Mediamixer.**
Click  in the toolbar.

3 ◀◀ Arranging objects.


- In Mediamixer you have several features to make it easy to arrange objects.
- **Before the images are added:**
 - Click "**Setting/Scale images to fit page**" in the menu of the image browser. All new images will then be scaled to fit the page and centered. You can also access this feature in the picture dialog box. Select the "Arrange tab" and click "**Scale new to fit page**". Set the size of the margin.
 - Click "**Settings/Add with fixed size**". Using this feature, all new images will be scaled to a certain width or height.
- **After the images are added:**
 - **Objects can be moved and scaled using the mouse.**
 - **Objects can be moved and scaled using the keyboard.**
 - Use "**Shift + Arrows**" to change the size.
 - Use "**Ctrl + Arrows**" to move. The objects will be moved or scaled 1, 10 or 30 pixels. (Use **F3** to change the value).
 - **Center an object. (Ctrl+Shift+C).**
 - **Stretch an object to fit the whole page (Ctrl+Shift+S).**
 - **Scale an image or an animation to the" original size". (Ctrl+Shift+N).**
 - **Scale an image to the page with margin (Ctrl+Shift+T).**
 - Right click an object to **bring it to the front**  or to the **back**. 
(Images, animations and hotspots cannot be in front of text boxes, buttons or videos.
- **Align objects to each other.**

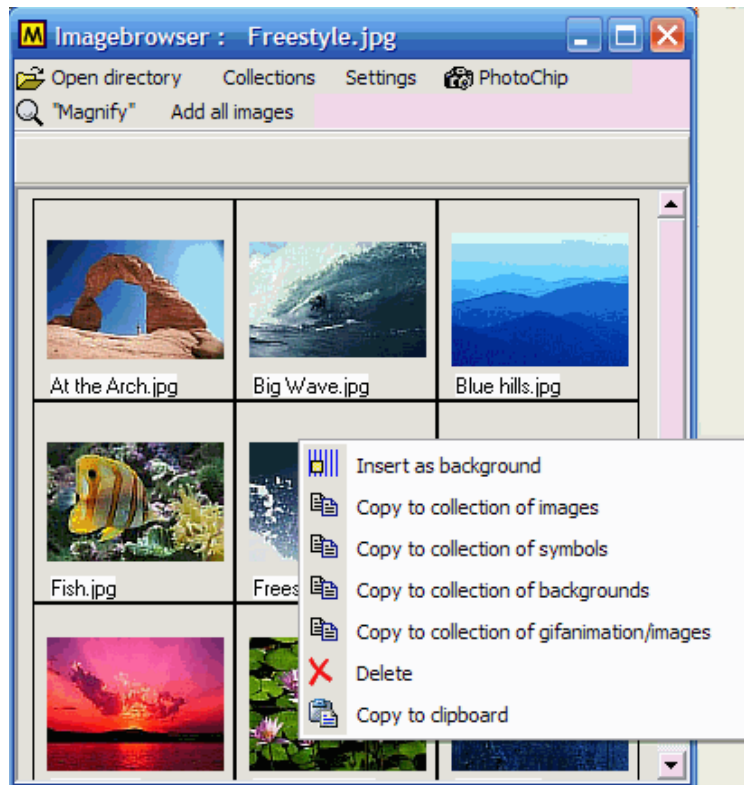
Click  in the main toolbar (Ctrl + J) to make the alignment box appear:
Select the objects which should be aligned by:

- (Ctrl+A): Select all.
- Press "Shift" and select several object with the mouse.
- Press the left mouse button and drag a rectangle around the objects, and release the mouse button.
- Then click the relevant button in the box:



◀ The image browser.

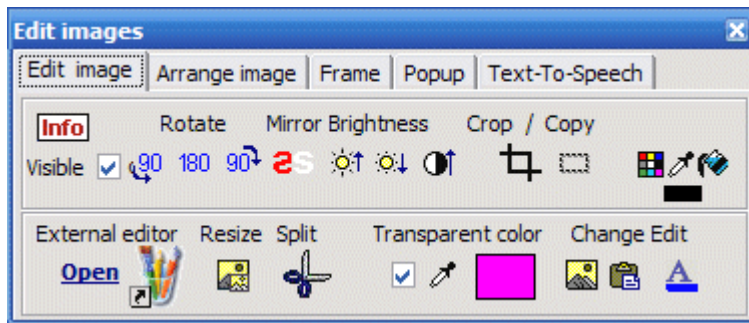
- Click  in the toolbar to make the browser window appear (Ctrl+B)
- Then click 'Open directory' and select a directory containing image files or gif – animations. Select a file in the directory and click 'Open' and the 'thumbnails' are generated. The size of the thumbnails can be changed (Settings).



- You can "drag" an image from the browser and "drop" it on the page or on a button. If "Alt" is pressed, you can drag an image from the browser and drop it on an existing image object. This way an image can be changed without changing the assigned programming.
- **Add an image as background:** Right click the 'thumbnail' and select 'Add as background'
- A menu item: "Settings":
 1. **"Scale image to fit page"**. The image will be scaled to fit the page and centered.
 2. **"Fixed image size"**. The image will be scaled to a certain height or width (in pixels).
- The "Photo chip" feature can be used, to ease the routines when transferring images from a digital camera to the computer. When transferred, the images will be displayed in the browser, ready to use in your project. [Read more in chapter 22.](#)
- "The magnifier" can be used to enlarge thumbnails one by one. Move the mouse into a thumbnail and it will be displayed in the magnifier. Gif – animation will be animated in the magnifier.
- The menu item: "Collections" let you create your own collections of images, backgrounds, animations, and symbols. You can add an image to a collection by right click on a thumbnail and click 'Add to collection'.
- **Main Menu item: "Settings/Quick redraw"**. (Settings in the main menu) When this option is selected thumbnails will be generated faster, if the directory has been browsed before. In every directory that has been browsed, a directory called 'MMix_Thumbs' containing the thumbnails will be created.

4 ‹‹ About images.

- When an image is added to your project, the image file will be copied to the project directory. If you have changed an image in Mediamixer, you have always the option to add the original image once again.



- **Mediamixer the most basic editing features:**

- **Rotate an image:**
- **Mirror**
- **Lighten or darken.**
- **Crop**
With the left mouse button pressed drag a rectangle around the area you wish to crop. You can scale the rectangle by dragging the borders. You can move the rectangle with the mouse. When scaled and placed as you wish, double-click the center of the rectangle.
- **Copy area**
With the left mouse button pressed drag a rectangle around the area you wish to copy. You can scale the rectangle by dragging the borders. You can move the rectangle with the mouse. When scaled and placed as you wish, double-click the center of the rectangle.
- **Copy area to button.**
Press Ctrl+Shift and click inside the rectangle. Still pressing Ctrl+Shift click the button.
- **Flood fills an area of an image.**
Select a color or pick it up with the pipette.
Only pixels with the exact same color will be changed.
- **Open an image in an external image editor directly from Mediamixer.**
Click to edit your image using MS Paint (The default MS Windows Image editor).
Click "Open" to use your favorite image editor.
Click 'Settings/Editors' in the main toolbar to select your favorite image editor.


- Click to resize one or several image files. [Read more about resizing in chapter 6.](#)

Split.



An image can be cut into smaller pieces.

- **Select transparent color.**

Click  and then select the color in the image, which should to be transparent.

- **Click  (in the image dialog box) to change the image file without deleting the object.**

This can be useful if you want to replace an image after it has been programmed.

- **You can add a colored frame or drop shadow to your image.**

Click the tab sheet 'Miscellaneous.

Select color and width and click 'Add'.



- **Insert an image as background.**

Click 'Insert as background" in the local menu' (right click).







- **Show recording buttons below an image. [Read more in chapter13.](#)**




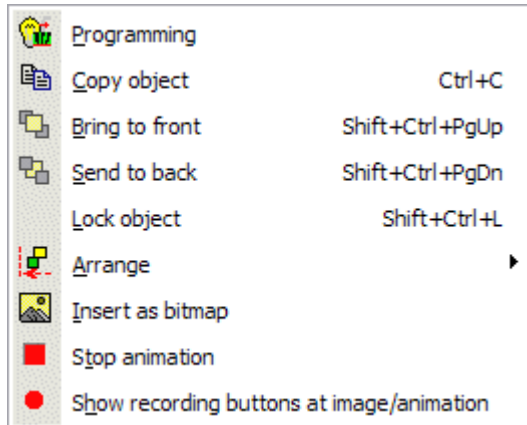
- **[Read more in chapter 3.](#)**

5 ‹‹ Resize.

- When images are used on the screen, the image files are usually larger than necessary
- When you have added an image to a Mediamixer project, you can see the original size, if you right click and click "Set original size"
Press  or Ctrl+Z to "undo"
- **With Mediamixer you can automatically resize the image files.**
There are 3 ways to do it:
 - **One by one.**
"Right click" and click "Resize selected images". (Or click  in the "image-dialog box".
 - **All the images in the project at the same time.**
Click  in the toolbar.
Click "Start" in the "resize-dialog box"
 - 
When a project is packed.
At this time only images in the package will be resized. The "original project" will be unchanged.

6 ‹‹ Gif – images & animations.


- **A file with the 'gif' suffix can be an image or an animation.**
- Click  in the toolbar to add a 'gif' to the page or use the image browser (Ctrl+B).
- Gif files can be dragged directly from Windows Explorer.
- **Double-click on the gif-image/animation to open the Gif dialog or right click for local menu.**

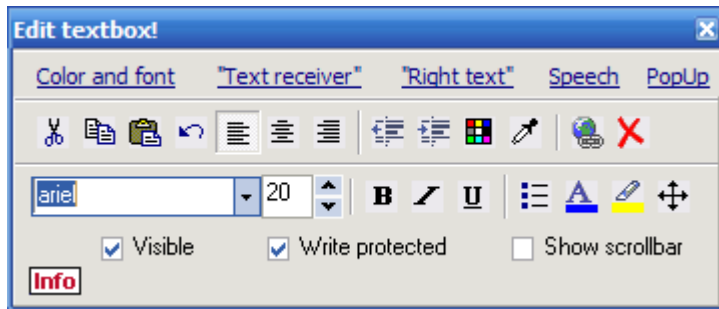


- **Gif files can be edited in most image editors, but animations will usually be converted to an image if the editor isn't designed for animations"**
Select your favorite editor. (Click 'Settings / Editors').
- **You can convert a gif image to a standard bitmap image.**

7 ◀◀ About textboxes

- Several **features can be used with text boxes:**

- You can add "hyperlinks"
 - They can be "text receivers"
 - You can define a "correct text ""
 - You can use "Synthetic speech"
 - They can be shown in a "Popup window"
- Double-click on a text box to make the text dialog box appear. The text can be formatted just like in common text editor.
 - **If you want to move the textbox while the text dialog is visible, you must click on** .




- **Hyperlinks.**

- **One or several words can be formatted as hyperlinks.**

- Hyperlinks are interactive parts of the text as known from the Internet.

- Hyperlinks can be programmed just like objects. [Read about programming in chapter 14.](#)

- **Create a hyperlink.**

1. Add a text box and write your text.
(It can be edited later on, but there is a risk that the hyperlinks can be corrupted)
2. Highlight the part of the text you want to make a hyperlink.
3. Click  and the hyperlink is created, and ready to be programmed.

- **Remove a hyperlink.**

- Highlight it and click  in the text dialog box.

- **Text receiver.**

- **A text box can become a text receiver.**

- Meaning that words from other text boxes (text senders) can be copied to the text receiver by a single or double click (An option).

- **Text boxes are as default text senders.**

- Buttons can be used as text senders too (an option).

- **Only one text box at the same time can be a 'text receiver'.**

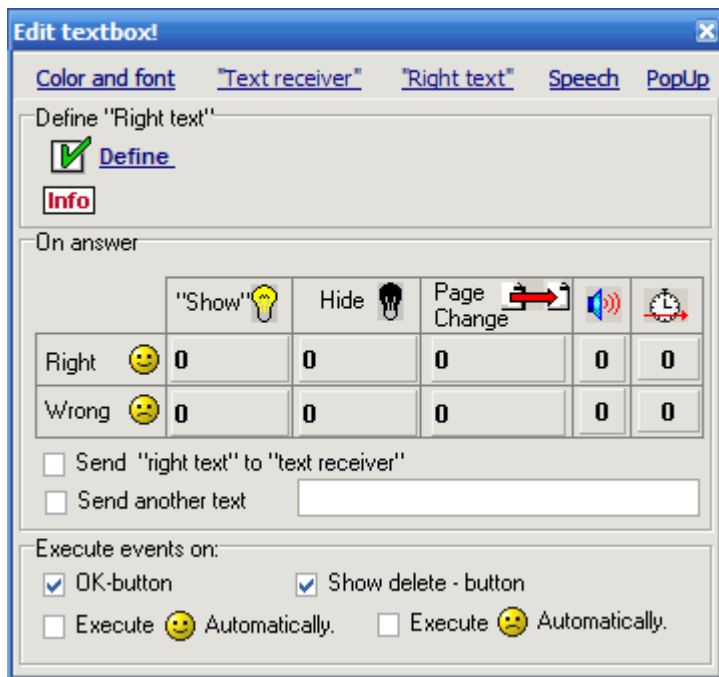
- Using the feature "Text receiver on show", several text boxes can be text receivers, one at the time.










- This feature will often be used together with the "correct text" feature. (Look below).

- **Correct text.**

- With this feature you can define a "correct text", and get actions executed, if the text written in the text box is correct or wrong.

- This way exercises can be created for educational purpose.



- **First you must define the "correct text":**
Write the text in the box and click the "define" button
- **Then assign actions on correct  and wrong answer. .**
You can:
 -  Show an object.
 -  Hide an object.
 -  Change page.
 -  Play a sound
 -  Start a timeline.
- **You can select if the actions should be executed manually or automatically.**
Though you can only use "Automatically" on wrong  if the correct answer is one single letter or one single word and it is clicked to the text box using the text receiver feature.
- When using **Send "right text o "text receiver"** or **Send another text** a certain text can be send on correct answer.
- **Text-To-Speech.**
 - With this feature, textboxes can be readout.
 - If you are **not** running Windows XP, you must download Microsoft's Speech Engine:
<http://www.microsoft.com/speech/download/SDK51/>
 - Microsoft's Speech Engine supports only US - English, Japanese and Simplified Chinese, but several other **text-to-speech** applications are supported too.
You could try:
 - "2 Speech Center" from <http://www.zero2000.com/> (Ctrl-F9 as shortcut)
 - "Natural Voice Reader" from" <http://www.naturalreaders.com/>
 - You can click on a single word in a textbox,
 and get the whole text readout.
- Speech bubbles and labels can be readout too.
- Right click on the textbox or label to activate Text-To-Speech.
- Choose Text-To-Speech settings in the main menu (Miscellaneous).

- **Show a text box in a popup window**

Using this feature, a text box can be shown in a popup window.

You can use this feature to make a menu to the project.

Add a text box and create hyperlinks and assign page changes to the pages of the project. It can be done like this:

- Add a text box.
- Double-click to make the text dialog box appear.
- Write your text and create the hyperlinks. (As above).
- **Click the "Popup" tab in the text dialog box.**
- **Select "Show as popup".**
- **Select if the window should be hidden on page change.**
- Press F6 to test.

- **Images and animations can also be shown in a popup window**

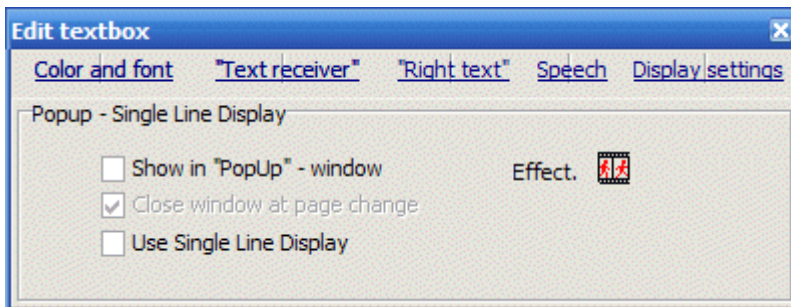
◀◀ Single Linde Display (SLD)



With this function the text in a textbox can be displayed line by line.

The lines changes automatically with a time delay or the lines can be changed manually.

- Add a textbox and write your text as usually.
When using SLD, this textbox will only be visible in edit mode:

Once upon at time
a soldier came
walking along the road.




- Double-click the textbox and select **display settings** and select 'Use single line display'.
And the first line of the textbox will be shown in the single line display.
- The SLD-display can be placed as you wish. Drag it by the top bar.
- Text format can be changed. 
- The background color can be. 



- In edit mode the lines can only be changed by the arrows:



When not in edit mode they can be changed manually or automatically with a time delay as an option

The width of the display can be changed by the up/down button. 

Though if the display panel is too narrow for the text, it will be resized automatically

Both the length of the lines and the text format have an influence on the display width.

- The height is changed automatically.
- A sound can be assigned to each line.

The sound can be recorded directly  or added from file .


The sound has to be assigned line by line.

Every time a sound has been added the next line will be shown.

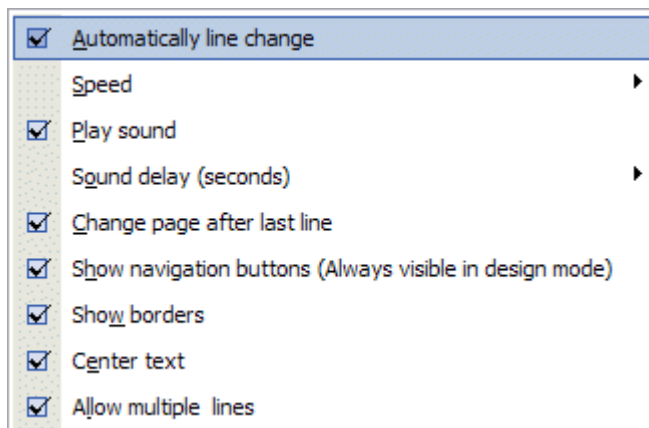
When not in edit mode the sound will be played when the line is displayed.

As an option you can select a time delay for one to ten seconds.

This is useful, if the feature is used in reading education.

Click on  for additional options.


The upper 3 menu items are also available for the users of the final project.

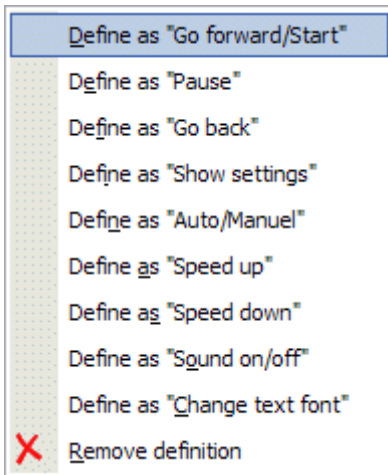


- Menu item: "Allow multiple lines":
 - If this option is selected: If a line is too wide for the display, the line will be shown as multiple lines.
 - If this option is not selected: If a line is too wide for the display, the width of the display will be increased.
- **About multiple lines.**

Lines, which are too wide for the display panel, will be parted randomly between words.
If you want to control where the line is parted, you can add one or several '*'
Check if the display panel is wide enough for the sub-line.


If you want to hide the default toolbar with navigation buttons and options, you can use buttons or other objects as navigation or option buttons. (These buttons are not active in design mode). Define an object as a navigation button this way:

Select the object and click on  and select the function you want to assign to the object:

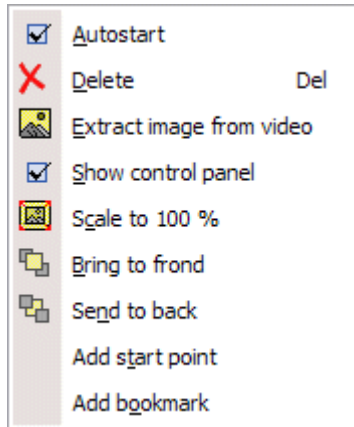


8 ‹‹ About video

- **Supported video formats are: avi, wmv or mpg/mpeg.**
- Other formats, like "MP4" or "Mov" must be converted.
There are several converters available.

Try to make a search on  using the words: "Video, convert, software".
Visit www.zamzar.com to make an online conversion.


- **Right click for options and functions.**



- **Define a starting point. (The video will start playing at this point.)**
Play the video and find the frame which should be the first and then click **Define starting point**.
This point will be marked with red.
In additions you can add one ore several bookmarks. Bookmarks will be marked with small blue rectangles.
When a bookmark is clicked the video player jumps to the selected frame.

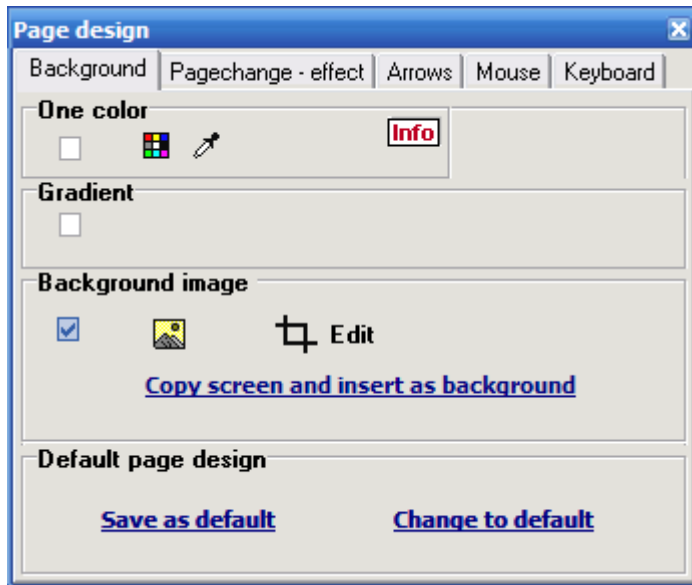


- **Double-click to display the video in full screen mode.**
- **You can play a video with an external video player at start it from Mediamixer using the "link feature".**
- **An example: A video in the "Mov" or "MP4" -format, are not directly supported by Mediamixer.**

- They are usually played by **Quicktime Media player** 
- To start them from Mediamixer, Quicktime must be installed.
- When you create a distribution package, you will get a message, if the project needs Quicktime.
You will get an option to include Quicktime in the project package.
- (Quicktime can be downloaded as a free version from www.apple.com.)
- When the project is installed on other computers, Quicktime will be installed if not available.

9 ◀◀ Page background

- Double-click at the page background or click  in the toolbar, to display the “Page dialog box”.

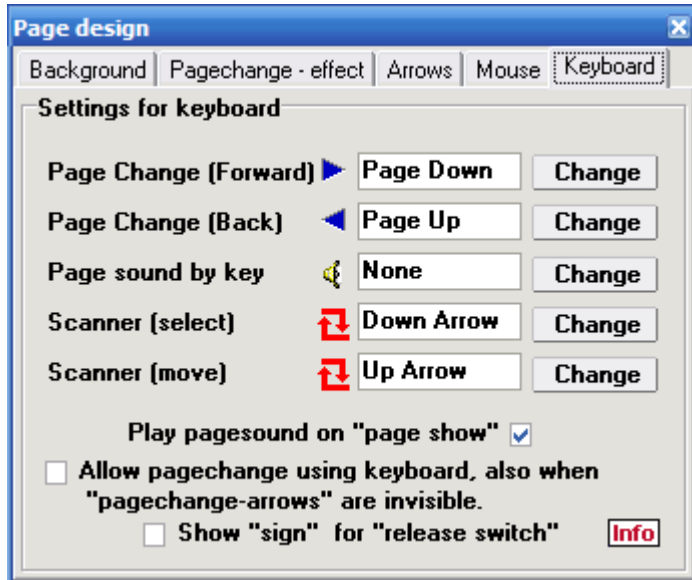


- The background styles are:
 - One color.
 - 2 - colors (gradient)
 - A background image (Wallpaper).
 - Click the image icon and select an image file or :
 - "Right click/Insert as background" on an image that has already been added or:
 - Use the browser. "Right click" on one of the "thumbnails".
- The feature "Copy screen and insert as background" can be used, if you have designed a page and you want the same look on other pages.
- If you click "Save as default" other pages in the project will have the same look, if they haven't been given a certain design.
You can give a page the "default" look by clicking "Change to default".
- Click the "Arrows tab" to change the color or size of the arrows.
- Hide the arrows: Right click on the arrows or the page background.
- "Page change effects".
There are 47 different effects.
You can use a random effect or select your favorite.

10 Mouse and keyboard

The keyboard

- Click  in the toolbar to access keyboard settings



- As default you can change page by pressing "Page Up" or "Page Down" on the keyboard. It can be changes to left and right arrow.
- Notice!! As default you can only change page using the keyboard in test mode, if the standard page change arrows are visible. You can always use the keyboard in design mode.
- If a sound assigned to the page is playing, while you press a key or click an arrow to change page, the page change will not be executed. You must wait until the sound has stopped.
- Every time you have changed page using the keyboard (or switch), you must release the button to change page again.

The mouse

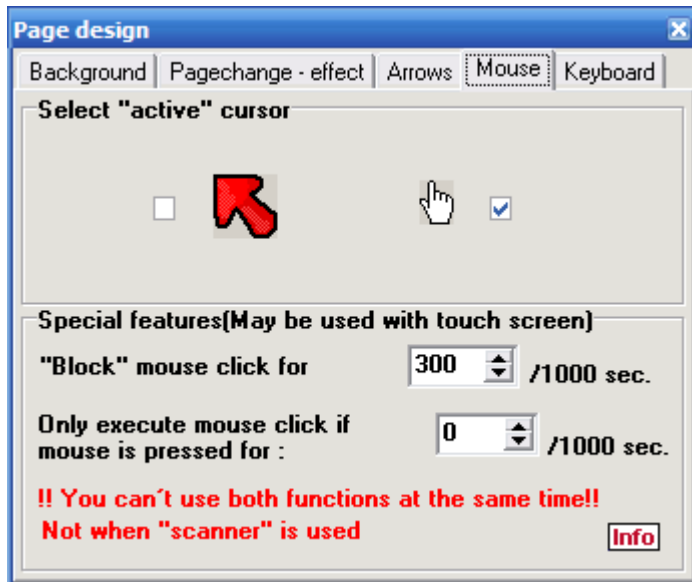
- Click  in the toolbar to access mouse settings.

You can select the look of the cursor when 'active'.


The cursor is active, when it enters an object with programmed "On Mouse Click - actions". It can be displayed as a default 'hand point' or a big red arrow.

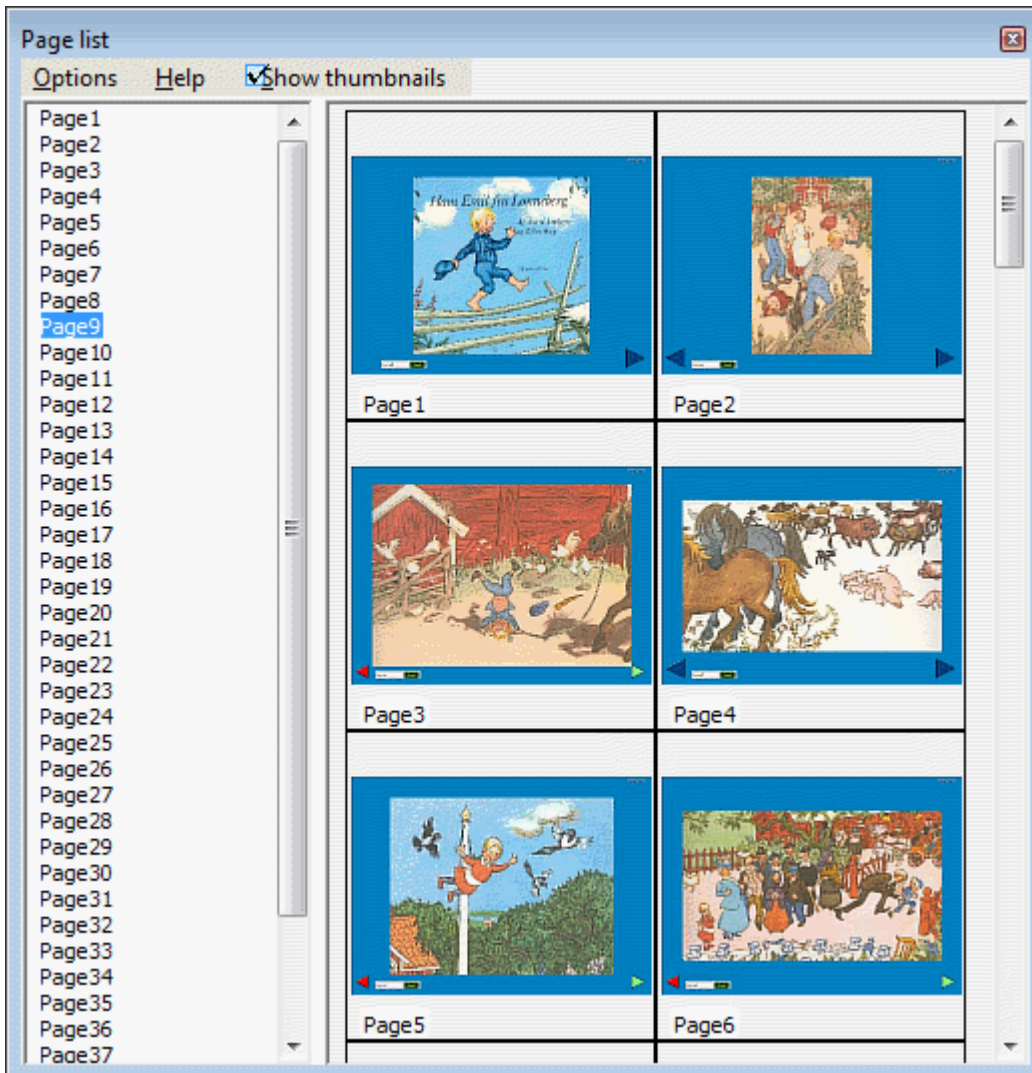
- Other settings.
 - The mouse can be 'blocked' for some time after it has been clicked.
 - "Only execute mouse click if the mouse button is held for some time". 1000 is equal to one second.

- This can be useful when you are using a "Touch screen".



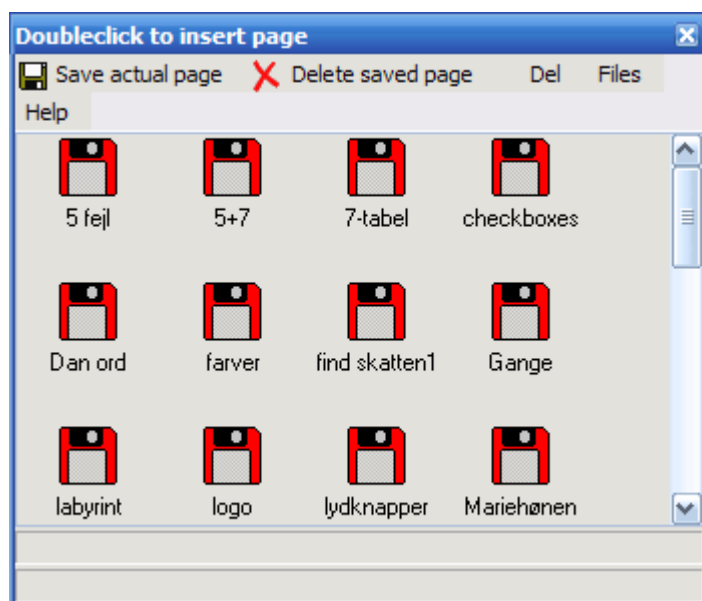
11 ◀ The page list.

- Click on  (or F9) to open the page list.
- Select "Show thumbnails" to display thumbnails of the pages. Thumbnails of pages in older projects must be updated. This happens when the page is visited. You can also use the menu item "Options/update all thumbnails".



- In the page list you can:
 - **Navigate between pages in the project.** (Click on a page name or thumbnail in the list)
 - **Move a page.** Drag the page with the mouse and drop it where you want.
 - **Delete a page.** Click on the page and press "Delete" or "right click/delete".
 - **Rename the pages as: Page1, Page2, Page3.....**
 - **Save a page for future use, in other projects (Pages/Save page").**
 - **Insert a saved page. (Click on "Pages/Insert saved page" to open the "saved pages - window" and then double-click at the page you want to insert.**
The inserted page should have the same size as the current project.
You can read the size of the page and the project at the bottom of the window.
- **About "Import and export of pages":**
The pages are saved in a subdirectory to the installations directory of Mediamixer. Click "**Files/Open saved page directory**" to open this directory.
Pages can be copied to a floppy disk or CD.

With “**Get page from file**” you can insert a page from a floppy disk or CD.



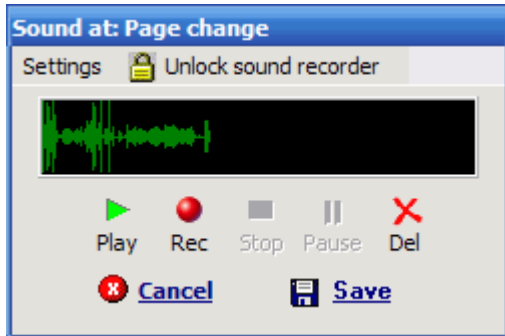
12 Sound recordings and sound files.

- You can add sound from a file or record it directly into the project.

The sound can be played:

- On page change.
- When an object is clicked.
- When the mouse enters an object.
- When the mouse leaves an object.
- On "Correct or wrong text" in a textbox.
- In "memory games".

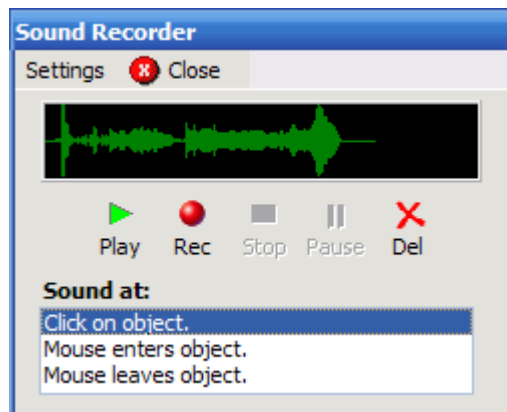
- To record a page sound click  in the toolbar.



- Record the sound in the sound recorder and click on the "Save" button.
- Press F6 to test.
- If no sound is played you can check if:
 - The speakers are on.
 - Microphone is plugged in correctly.
 - The sound settings are correct.
Select "Settings/Playback volume" or "Settings/Recording volume" to change the settings of the sound card.
- Besides page change, sound can be played on other events too. (Mouse click, Mouse Leave, Mouse Enter.) This can be recorded through the Programming Control Panel.
[Read about programming in chapter 14.](#)

Another way to use the sound recorder:

- Click on the menu item: "Unlock sound recorder". The sound recorder is changed:




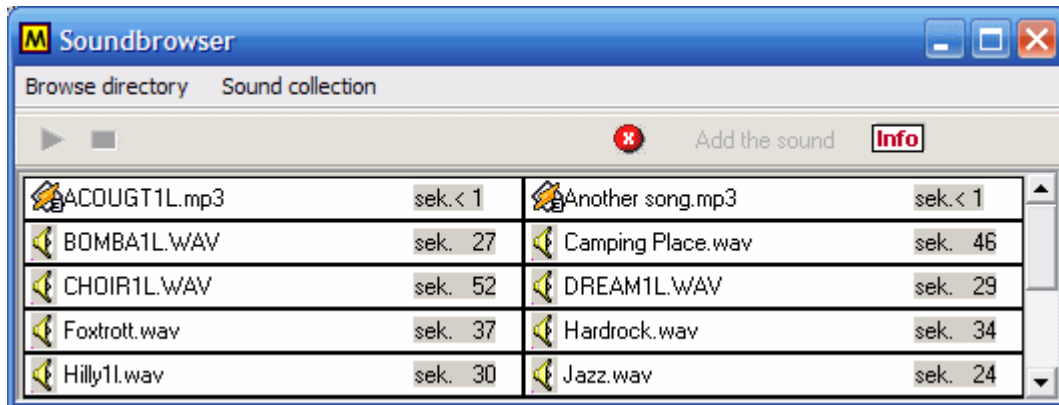
In the string list below the recording buttons, you can select which event should start a sound.


Notice that the string list changes if you select the page or an object, or if the page contains a memory game.

The sound is saved automatically when it is recorded.

This way of using the sound recorder, is very fast to work with and makes it easy to record several sounds.

- **To insert a page sound from file** click  in the toolbar. Click "**Browse directory**" and select a sound file in "Windows Explorer" (wav or mp3);
- Icons are generated for every sound in the directory.
- Select a sound in the browser and click "**Add the sound**" (or **double click**).



- **Sound files can be dragged directly from the Windows Explorer.**
If the file is dropped on the page it will be played at page change.
If it is dropped on an object, it will be played when the object is clicked.
- **To add a sound to an object you must open the programming control panel (F8).**
 - Select the object.
 - Click on of the buttons below the sound icon  depending if the sound is going to be played:
 - On mouse click.
 - On mouse enter
 - On mouse leave.
 - Click the "**Record button**" or the "**Get sound from file button**" in the dialog box.
Now take a look on the programming control panel.
A speaker icon is displayed to illustrate, that a sound is added to this button
- **Sound buttons.**
Usually you can only add sound, when you are in design mode.
By adding sound buttons, users of the project can record sound even the packed project
- Right click on an image or a button and click "**Show sound button at object**"

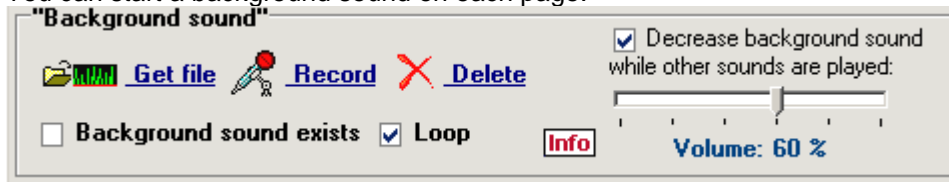


- You will now see a "**recording button**" and a "**delete sound button**".
 - Click the recording button and it starts to flash.
While flashing you are recording.
 - Click again to stop the recording.
 - If you want to record again you must the recorded sound.
- NB!! Click the object to make the sound buttons appear.

◀ Background sound

- Click "**Other features**" in the programming dialog.
- If a sound is added as a **background sound**, it will not be stopped by a page change or by other sounds.

- (However it will be suspended if another background sound is started).
You can start a background sound on each page.






- Find or record the sound.
- Select if you want the sound to loop.
- As an option you can decrease the background sound volume, while other sounds are played.

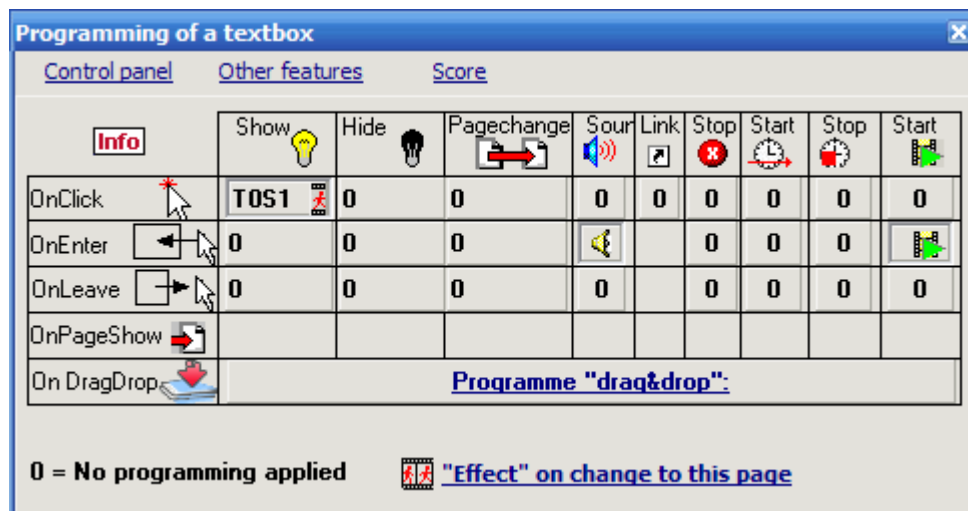
13 Programming.










By programming project can become interactive.


There are 2 basic words to understand: 'Events' and 'Actions'.


- **'Events' are what starts the 'actions'.** The basic events are:
 - On Mouse Click (When the mouse click on an object)
 - On Mouse Leave or On Mouse Enter (When the mouse leaves or enter an object)
 - On Page Show (When the page changes)
- **Other events are**
 - On "correct text".
 - On "Score"
- **'Actions' are what happens when an event occurs:**
 - An object is hidden.
 - A sound is played.
 - A timeline is started and more.

You can read a list of possible 'actions' below.
- **Start adding the object you want to make interactive.**
- Click    in the toolbar (or F8) to make the programming control panel appear.



- **Actions can be:**
 1.  **Show an object.**
 2.  **Hide an object.**
 - You can add an effect by clicking  on the relevant button in the control panel. Notice!! If you want several objects to be hidden or shown at the same time it can cause trouble if you assign effects. The objects will not be shown or hidden at the same time, but one by one after the objects effect is done.
 3.  **Change Page.**
Change to the page you want to go to.
You can add an effect to the page change. .
There are 47 different effects.
 4.  **Record sound or add a sound from file**
 5.  **Add links to applications, websites, documents or other Mediamixer projects.**
 6.  **Close the project.**
 7.  **Start a timeline.** (First you must create the timeline)

8.  **Start a video** (First you must add the video to the page).

- An example: Look at the picture of the control panel above.
You can see that we are adding interactivity to a button (Read the caption of the window).
 - When the button is clicked a textbox is shown and a video is started.
 - When the mouse enters the button, sound is played.
 - All the buttons with '0' as caption have no 'actions' assigned.
- **A practically example of how to make a button interactive:**
When the button is clicked we want to play a sound and when the sound stops we want to change page.
 - Add the button to the page.
 - Open the programming control panel (Press F8)
 - Click on the button to select it.
 - At the left of the control panel you see the possible events (On Mouse Click, On Mouse Enter or On Mouse Leave).
We want to use the 'On Mouse Click' – event'.
 - **First we will program the page (When the page changes).**
 - Click the button just below the page change icon.
 - In the page change dialog box we select the page to go to.
 - **Then we will to add the sound.**
 - Click the button just below the sound icon .
 - Select to record a sound or get it from file.
 - Now we are done. Press F6 for testing.

- **Add interactivity to a hyperlink in a text box in a similar way. Be sure to select the hyperlink and not the text box.**
- **You can also ad actions to a page change.**
This means that the **actions** will be executed when the page is shown.
Click at the page background to select it, and then add actions as above.
- **If you want to remove an action from an object or the page, just select the object and click the relevant buttons in the control panel.**



- **Create a "Roll Over" by using 2 images (or other objects).**





It can be done automatically:

- Add 2 images to the page. It works best if they are the same size.
- Select both and right click on one of them.
Click the menu item: 'Create Roll Over effect of 2 objects'.
- Press F6 to test it.
Let the mouse move into the image. Let the mouse leave the image.



- **You can copy 'actions' from one object to another.**
 - Select 'Other features' in the programming control panel.
 - Select the 'source object'
 - Click the button '**Copy 'actions'**'.
 - Select the 'destination object'.

14◀◀ How to program a page change.

- This example shows how to program a page change by clicking a button.
Open the programming control panel. (Click    or F8).
- **Add a button to the page and select it.**
- **Click the upper button just below the page change icon**  and this page change dialog will appear:
- **Page change to a local project.**
- **Select "Page change to local page"**
- Select the destination page in the list or one of these options:
 - **#Last visited**
 - **#Last visited + 1**
 - **#Forward**
 - **#Back**
 - **#Random** (This can be useful when creating educational exercises and you don't want the pages to be displayed in the same order every time.)

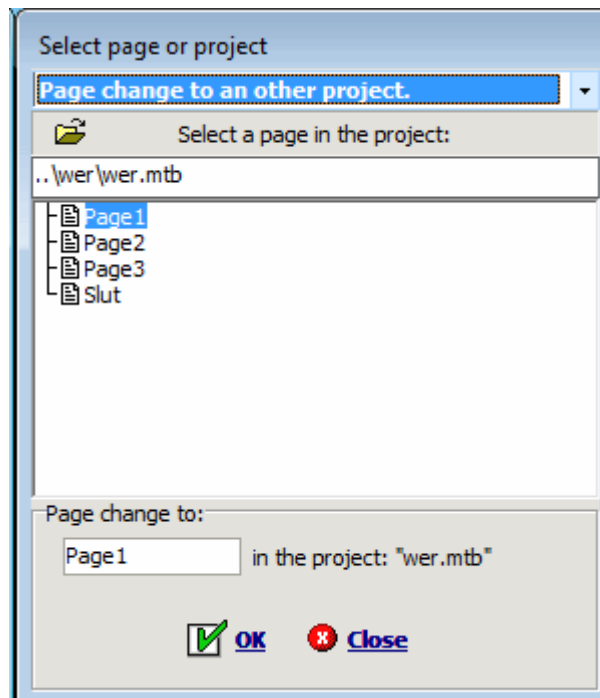
Page change to a page in another project.

With this feature multiple projects can be joined.

The page change from on project to another will be very smooth, you all projects shares the same screen settings.

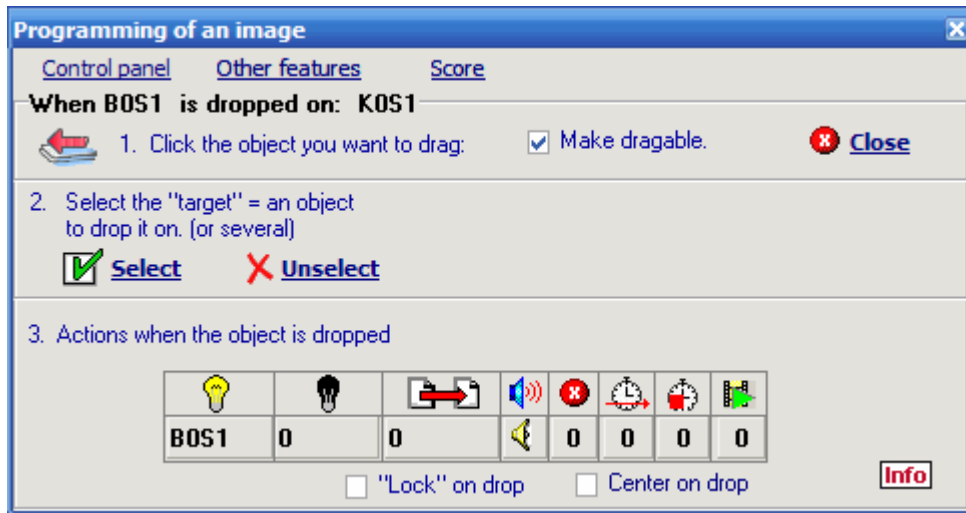
This feature replaces the link feature.

- Select "Page change to a another project".
- Select one of the menu items and find the project.
- Select the page you want.







15 ◀ Drag & drop.

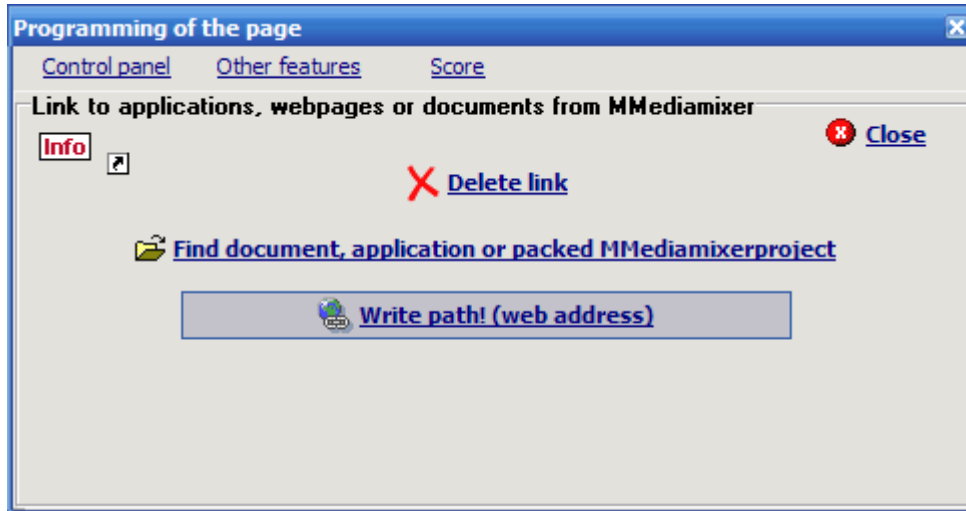
- With the **drag & drop event** actions can be executed when an object is dragged with the mouse and dropped on another object.
- If it is dropped on a wrong object it jumps back to its previous position.








- Click (F8) and click **"drag & drop"**
- **Select the "drag object"**.
- **Click Select and then select the "drop object"**.
- Then select the **actions**.
- **The option: "Lock on drop"**. The object will be locked when it is dropped on the correct object.
- **The option: "Center on drop"**. The object will be centered on the "drop object".

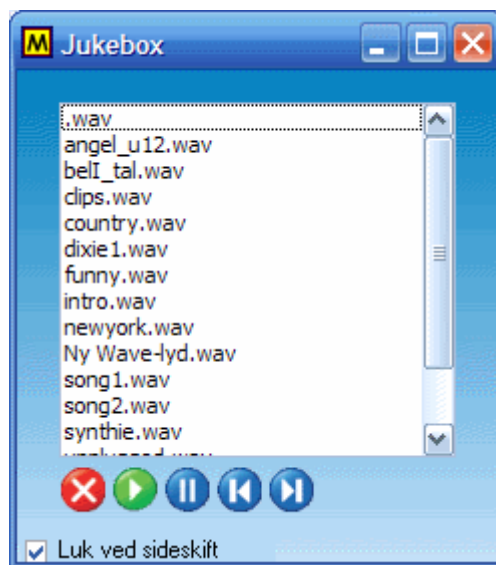
16 Link.

- Open documents, applications, web pages or other Mediamixer projects.
- A link can be executed on page change or "On Mouse Click".
- Click    to open the programming control panel. (or F8).
- An example: Add a button to your project.
- Select the button and the button below the link icon  in the programming control panel. This window will appear:



- **Linking to a web page:**
 -  Click the lower button and write the web address.
- An internet shortcut can be dragged directly from the Windows Explorer and dropped on an object.
- **Link to a document** (Video, sound, text or any file).
 - Click "Find document button"  and select document in the Windows Explorer. You will get the question:
"Start the document from current position??"
 - **"No" is recommended.** The document then be a part of the project, and integrated in the distribution package.
 - Select yes or no.
- **Link to an application.**
 - Click "Find document button"  and select the executable file in the Windows Explorer. You will get the question:
"Start the application from the current position??"
"Yes" is recommended.
Applications are almost always dependent on other files!
 - Select yes or no.
- **Link to a packed Mediamixer project.**
 - To link to a Mediamixer project, it must be packed.
 - Then find the project file in the Windows Explorer and click open. The project file is yellow . You can find in the directory containing the package in the subdirectory "Data"
"Start the project from the current position?"
"No" is recommended. The packed project will then be a part of the project, and integrated in the distribution package.
 - Select yes or no.
- Click the icon  to close the dialog box.

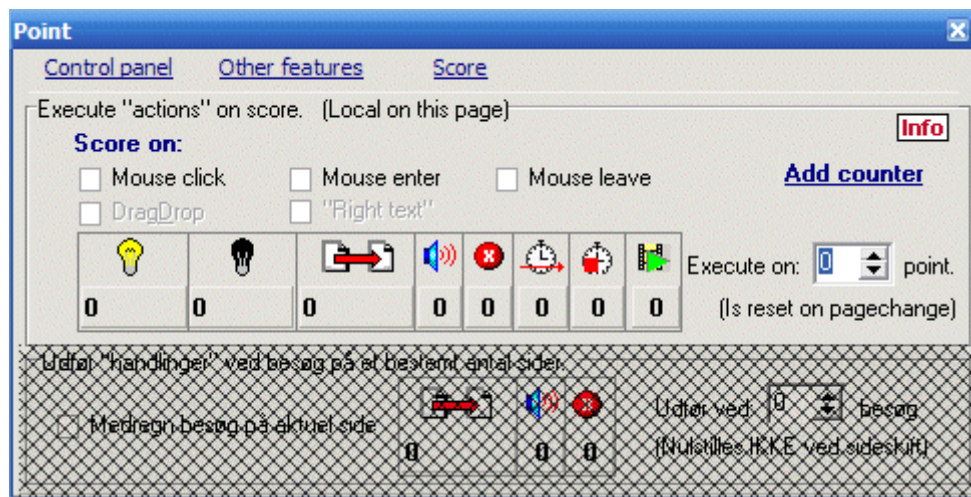
- Press F6 to test.
- **The jukebox feature:**
- **Whit this feature you can play all the music files in a directory directly from Mediamixer.**
 - In the projects directory you will find the subdirectory: **"lyde"**.
 - Create a subdirectory.
You could call it: **"MyMusic"**.
 - Copy your sound files to this directory.
 - Click the "Write path" button and write: **play: MyMusic. .**
 - If you write **play: MyMusic /s** this jukebox will be displayed, when the link is activated:



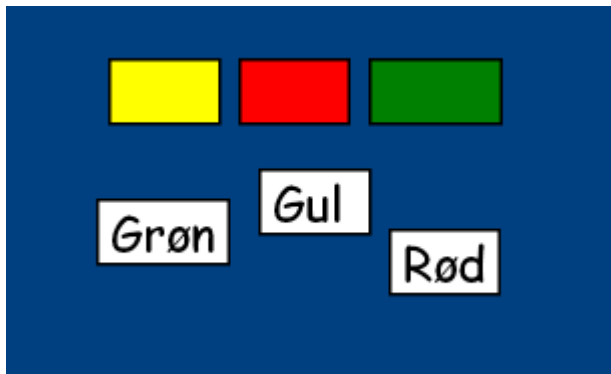
- Press F6 to test.

17 Point.

- Using the "On score" - event action can be executed when a certain score is reached.
- "Score" is a non visual counting of certain events, which are executed by the user of the project.
- Use the feature to create exercises and games.
- **There are 2 independent ways to collect points.**
 - Locally on the page.
 - When visiting certain pages.
- **Points scored locally on the pages are reset to zero at page change**



- **An example:** In this exercise the words should be dragged and dropped on the colored boxes. The words are added as text labels. The boxes are small images. Set up the drag & drop events as described in chapter 16.



Then the "On Score - event" is set up.
The points can only be collected locally on the page.
(Only use the upper part of the dialog box).

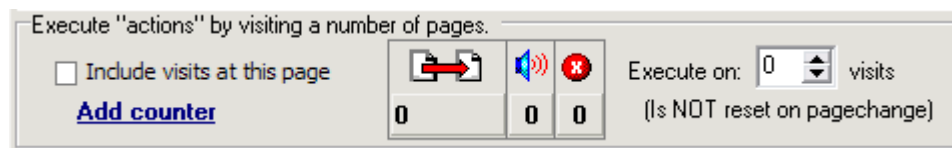
- **How to do it:**
 - Select the word "**blue**" with the mouse. Click the "DragDrop" - checkbox in the dialog box.
 - Select the word "**red**" with the mouse. Click the "DragDrop" - checkbox in the dialog box.

- Select the word "**green**" with the mouse. Click the "DragDrop" - checkbox in the dialog box.
- **This way 3 points can be scored so the value of the "execute on" - counter should be set to 3.**
- **Then you just need to assign the action, when the score of 3 is reached.**
- **Press F6 to test.**
- Other events which can be used to collect points locally on a page are:
 - On Mouse Click, On Mouse Enter and On Mouse Leave.
 - On "correct text" in a textbox.

◀◀ **Collecting points when visiting certain pages.**

- On Score event is completely independent of the locally collected points.

(Only use the lower part of the dialog box).



- Click the "**Include visits on this page**" - checkbox on every page where a point can be collected.
- Set the value of the "**execute on**" - counter.
- **Assign the actions which should be executed, when the selected score is reached.**

Add a display the score.

A visible counter can be added...

Click at "Add counter".


A button with the caption of "#" will be added.

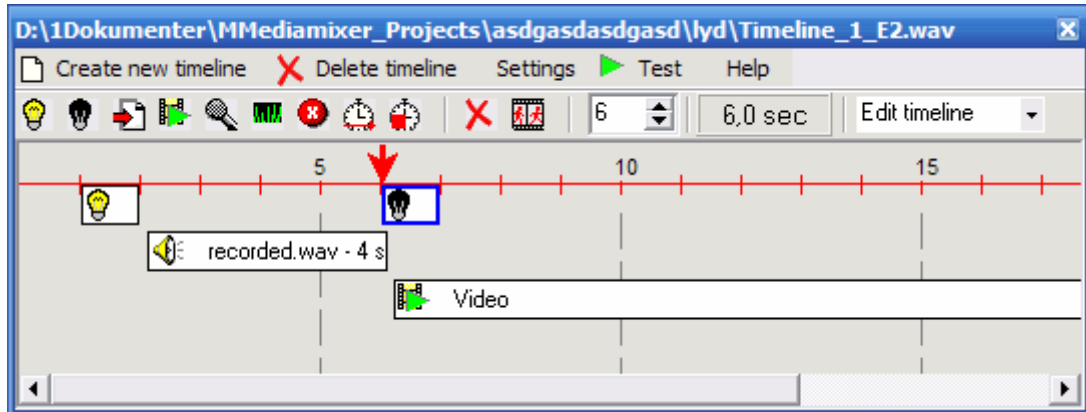
This button can be handled as a regular button object.






The caption can be changed, but must contain a '#', where you want the score to be put in.











Just like: "Your have scored # points".

18 ◀◀ Timelines.

- Using timelines several actions can be executed according to each other.
- Click  in the toolbar to open the timeline-dialog. (shortcut Ctrl+T)




- Click  in the menu to create a timeline.
- Now you can add events. Timeline events can execute: (from left in the toolbar)
 1.  **Showing an object on the page.**
 2.  **Hiding an object on the page.**
 -  Add an effect when the object is shown or hidden.
The execution of other actions will be delayed while the effect is shown.
If a timeline event occurs while an effect is shown out, you will see an exclamation mark in the events icon. 

An exclamation mark can also indicate, that the object which should be hidden or shown, has been deleted.
 3.  **Changing page.**
 4.  **Starting a video on the page.**
 5.  **Playing a recorded sound.**
 - If a sound is started while another sound is played, the first sound will be interrupted. The indication of that is hatching the part of the sound which will not be played: 
 - All actions are interrupted on page change  or if the project is closed .
 - This will be indicated by a blue cross 
 6.  **Playing a sound from file.**
 7.  **Closing the project.**
 8.  **Starting a timeline.**
A timeline can start another timeline or itself (a loop).
If several timelines are executed at the same time, they might influence on each other. (Read paragraph 2 and 5 above).

- When events are added, they occur as icons on the timeline.

- **On the left hand side of the timeline dialog you can see a list of added timeline events.**
When an item is clicked, the related event in the timeline is marked.

- **Events can be moved in several ways.**

- Using the mouse (Drag and drop it vertically and horizontally).
- By clicking the display:  (The number indicates when the event is executed (in seconds)).
- Using the keyboard. (Ctrl + right or left arrow).

- **Menu item: 'Settings / Play sound at cursor'**



Play sound at cursor.








If activated, the sound is played exactly from where it is clicked. This way you can synchronize other events very accurately to the sound.

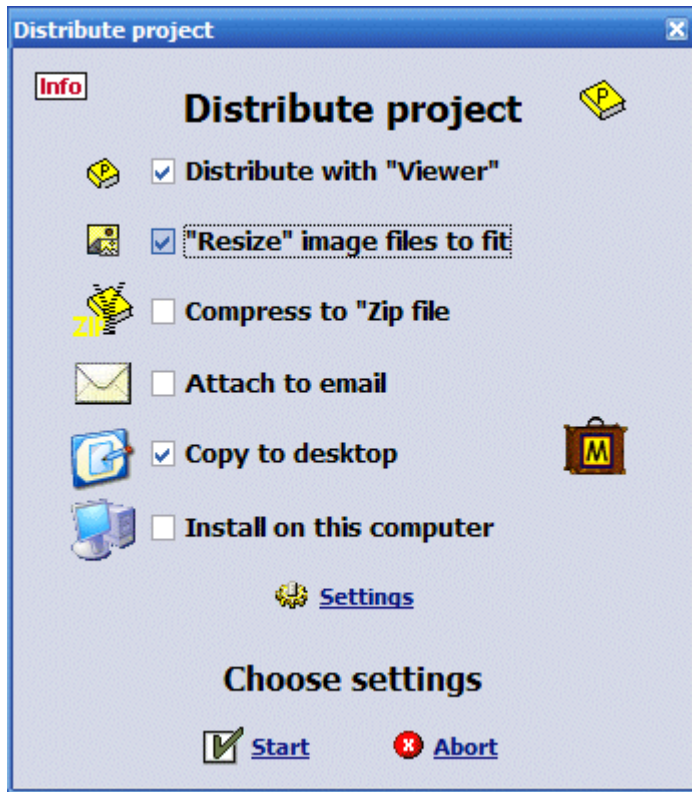
- **Click  Test to test the timeline.**

- **Notice: Timelines are not started automatically. It can be done several ways:**

- Using menu item: 'Settings/Start timeline automatically on Page Change'.
- It can be started by clicking an object, 'Correct text' and so on.

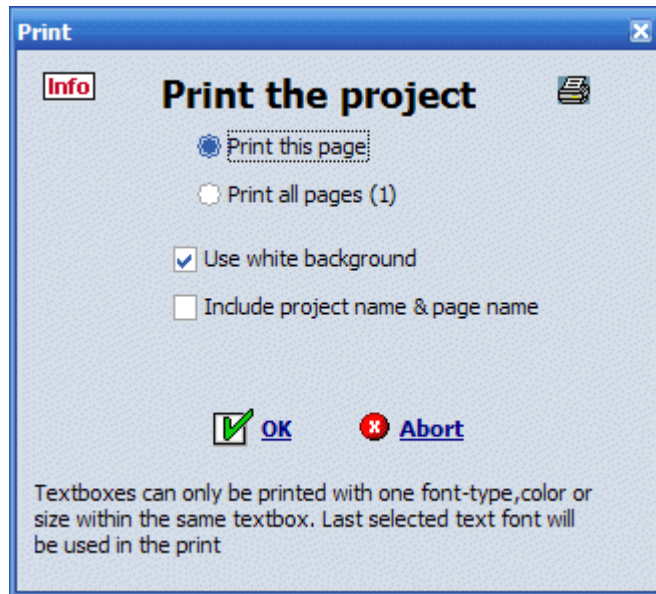
19◀◀ How to distribute the project.

- When a Mediamixer project is packed, it can be displayed on a PC, without the need of Mediamixer.
- Click  to create the distribution package (Shift+Ctrl+P).
-  As default a "Viewer" is included in the package.
-  The image files can be resized to reduce the size of the package.
[Read more about resizing in chapter 6.](#)
-  The project can be compressed to one single file. This is useful if you want to attach small projects to an email.
-  The project can be attached to an email.
- **Attention!!**
Projects can be very large especially if it contains sound and video. The upload and download time can be very long when using a slow Internet connection.
-  The package is as default copied to the directory "Mediamixer packages" desktop.
Look out for the suitcase icon.
The package can be copied to a USB flash pen, CD or DVD.
-  **Install on this computer.** The project will be packed and installed on the same computer. This is very fast because only a few files are changed...
- **Other settings:**
 - **Insert a welcome image.** It will be displayed when the project starts.
 - **Choose an icon for the project.**
 - **Select if the project should be in front of other applications.** This is useful, if several projects are joined to a union.
 - **Hide welcome window.**
 - **Hide the toolbar in the packed project.**
 - **Give your project a title.**
 - **Assign a password to your project. You can also assign a trial period.**
The password must be written the first time the project is opened on a computer.
- **Click the Start button to execute the packing procedure.**



20 Printing.

- You can print a page or the whole project.
- NB!! There are some limitations.
- A page will always be printed with the paper in “landscape” direction.
- Text boxes containing individually formatted text will only printed using one single text format (type, color and size).
- If a text label or speech bubble have been cropped or scaled, it will not be printed as expected.



21 ◀◀ Import images from a digital camera.

- This feature can ease the routines when using a digital camera.
- First time you use this feature you have to set it up.



Settings:

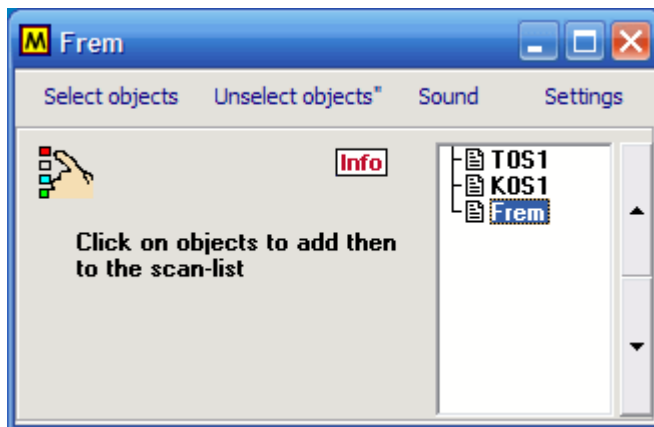
1. Create a profile ("Profiles/Create new profile").
2. Select destination directory.
3. Insert the flash card in the card reader or connect the camera to the computer.
4. Click "**browse**" and find the flash card using Windows Explorer.
5. Double click one of the image files.
6. Multiple profiles can be created for several users and/or cameras.

Copy images:


1. Insert the flash card in the card reader or connect the camera to the computer.
2. Select your profile.
3. The images will be saved in a subdirectory of the destination directory.
This subdirectory will be named by the date if you don't choose another name.
4. Select if the flash card should be erased.
5. Click '**start**'.
6. The images will be copied, and displayed in the image browser ready for use.

22 Scanning.

- As a substitute for mouse and keyboard, projects can be controlled by the scan feature. The functionality of this feature is a flashing frame around a clickable object.
- The frame will flash a number of times and then move to the next object. While the frame is at the object, it can be activated by using a switch connected to the computer. The switch must be connected as a substitute for the "down arrow" (This can be changed to another key).
- **There are 2 ways to integrate scanning:**
 - **Free scanning**
 - **Scanning in "rows and columns".**
- **Free scanning (Freestyle)**
- With "free scanning" all objects in the project (including page change arrows) can be "scan – objects".
- You can decide the order of the movement from object to object.
- **An example:**
- **Create your project as you like.**



- **Now select the object which should be used as scan objects.**

Open the "free scanning" – dialog box. Click  in the main toolbar. Click on "Select objects". Select the objects with the mouse. The scanner will move to the objects in the same order as you select them. You can change the order by clicking the arrow buttons to the right of the scanning dialog box.
- **To remove an object**, click the "unselect objects" – button and then select the objects you want to remove.
- **Add sound.** The sound will be played when the scan-frame moves to an object. Click the "sound" - button. Select an object with the mouse, or select it in the list. Record the sound or get sound from file.
- **Menu item: "Settings". The options are:**
 - **Change how many times the frame flash at each object.**
 - **Change the speed.**
 - **Change the color and size of the frame.**
 - **Select manual or automatic scanning.**

Default is auto scanning
On manual scanning you need 2 switches

 - One to move the frame (Connected as "Up arrow" on the keyboard).
 - The other to click (Connected as "Down arrow" on the keyboard). (Other keys can be selected)

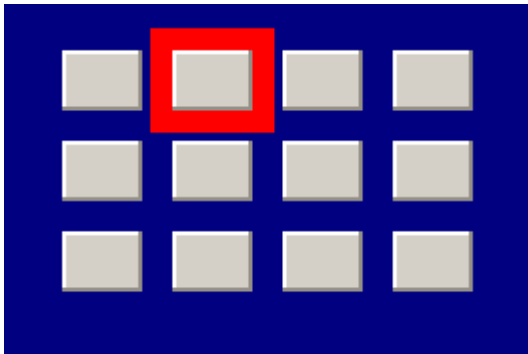
- **Stop on inactivity.** The scanner will stop flashing, if the user doesn't press the switch for a specified number of rounds.
It will start again automatically, when a switch is pressed.


- **Scanning in "rows and cols".**

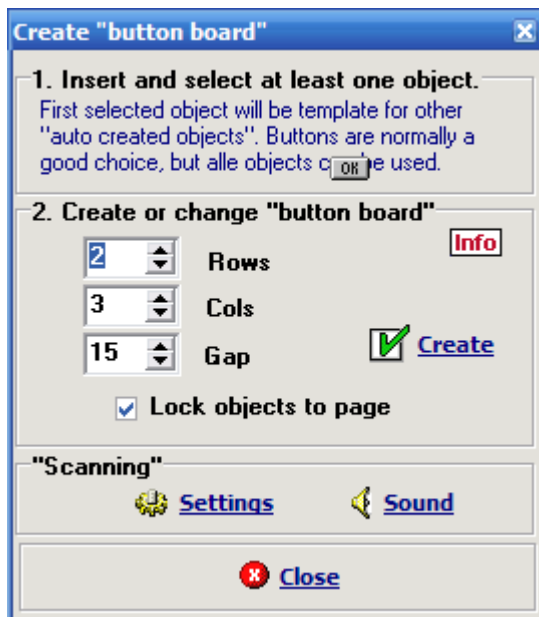
This feature will set up a "button board" with a number of rows and columns.

This is done very easily.


- **You can use 3 kinds of scanning:**
 - **"Left to right" scanning.** The scan frame will move from left to right in the rows.
 - **Circle scanning.** The scan frame will only move in edge of the scan – field. The object in the center of the field won't be used, and can be deleted.
 - **Row scanning.** The frame covers the whole row at the time.
When a row has been selected, it starts scanning inside the row.
- To use the scanner you can connect one or two switches (as in free scanning).
You have the same settings available.







- All kinds of objects can be used as scan objects (except videos), but usually buttons the best choice.
- **An example:**
- Add a button to the page and adjust color and size.
This button will be template for the other objects.
- Click  in the main toolbar.



- Select the number of rows and columns you want.
- As default the objects will be locked to the page.
If they are moved, the scanner won't work properly.

- Click the  button.
- Click "Settings" to add scanning.
 - Click "Sound" to add sound. The sound will be played when the scan-frame moves to an object.
- The buttons can be programmed just like other objects and you can add images or text.

A few tips to ease your work.

-  If you want to add images to a button, it is easy to use the image browser (Click  or Ctrl+B).
- Drag an image from the browser to the button...
-  Programming a page change is usually done after the pages are created.
- It can be done the other way round.
 - Add a button (or another object).
 - **Press and hold "Ctrl" + "Alt". Notice the cursor will change.**
 - **Click on the button.**
 - **An edit box will appear. Write a name for the new page and click "OK".**
 - **The page now changes to a new empty page.**
 - To go back press and hold "Ctrl" + "Alt", and click on the background of the page.
-  You can always follow a page change (on mouse click) in design mode, by using "Ctrl" + "Alt" as explained above.

23 Eye control.



- Mediamixer supports MyTobii **Eye Control** from www.Tobii.com
Projects created by Mediamixer can be controlled with your eyes, if the projects are created within some guidelines:
 - **The projects screen size should be 1024x768,**
which is the resolution the Tobii eye control equipment uses.
 - **Buttons and other clickable objects should be rather large (at least 2 x 2 cm on the screen),**
because it is difficult to focus on smaller objects.
 - **Several clickable objects should not be placed upon each other**
if they are visible at the same time.
 - **Do not use "drag &drop" or "Mouse in &out".**
This is not supported by Tobii.
 - **Make sure that all pages in the project can be reached by clicking objects or the page change arrows.**
 - **Make it possible to close the project by adding one or several "stop buttons".**
 - **When a project is shown as a distribution package, it will as default display a "start box".**
This should be avoided when using eye control.
 - **The Memory feature is supported by Tobii.**
 - **The Text-To-Speech button can be controlled by Tobii:**
- **Eye control is not activated in Mediamixer itself.**
When the projects are packed and displayed by the viewer, Tobii Eye control can be used.

24 Picture boards.

- The intention of this feature is to make it easy to use pictures for communication. This is useful if you, as a family-member, a teacher or caretakers, are involved with a person with mental disabilities, and when daily use of images is necessary to support communication and to give structure of the daily life.

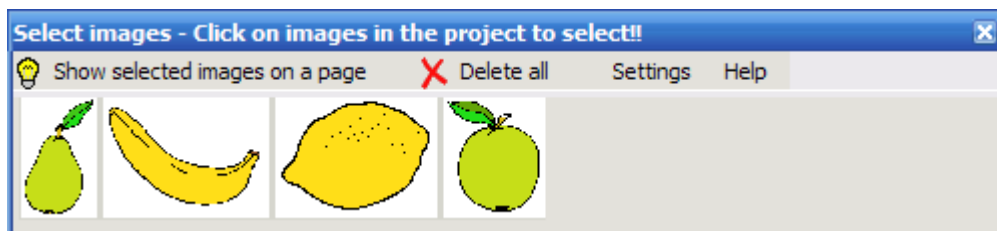
An example:


We want to create a project, to support a mentally disabled child.

First of all we will add images and symbols that are relevant for the child. It can be symbols for all the activities the child participates in during a week. Pictograms can be imported from "Boardmaker" and other applications. Just copy and paste them (**Ctrl+V**)

Click "**Special features/Pick images**" to open the Picture board panel.

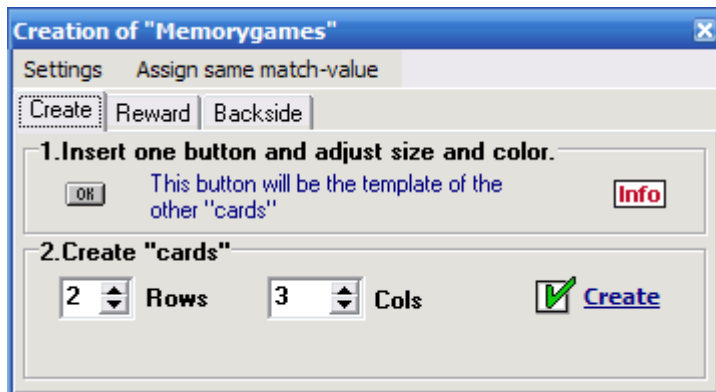
- To create a "Picture board" of the day, the child selects images in the project which are relevant for the day (with help from an adult,)
- **Click on the images in the project you want this certain day.**
- **The selected images will be displayed as "thumbnails" in a panel.**



- **Double-click on a thumbnail to remove it.**
- • When the images have been selected, they can be transferred to a page. (click "**Show selected images on a page**").
- **The page changes and you can arrange the images.**
- **They can be arranged automatically if you click "Arrange" in the menu.**
- **You can change the size.**
- **Click  or Ctrl + P to print.**
- You can save the page ("**Arrange /Save the page**").
If not saved, the page will be deleted when closing the project.
- **Click "Go back" to return to the last page where you selected images.**


25 Memory.

- Use this feature to create memory games and exercises, where 2 cards should be matched. Color, text, and images can be added to the cards. In addition you can add sound, and creating a game where an image should be matched with a sound.
- As an option you can play with open cards, meaning that all cards are visible from the start. Create exercises for educational purposes with text and images...
- It is very quick and easy to set up a game. Here is an example:
- Add a button to the page and adjust color and size.
- Open "**Special features/Create "match game"**". (Ctrl+H).

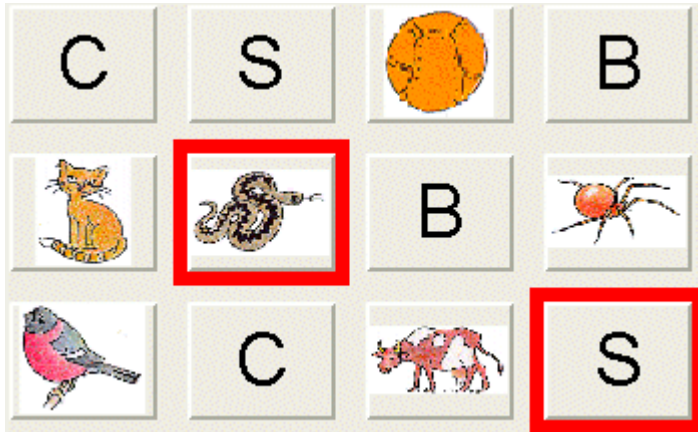


- Select the numbers of rows and columns.
- Select the button and click "**Create**" in the dialog box. The cards will now be created.



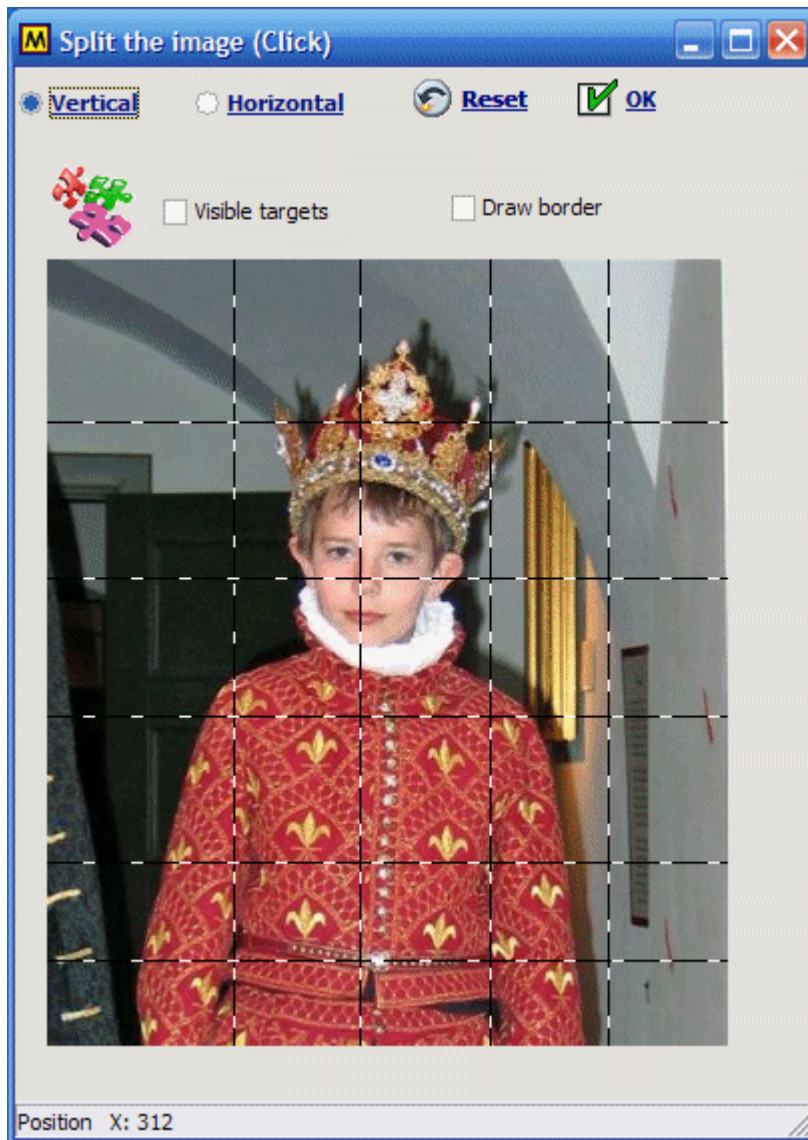
- The cards which belong together are placed side by side (1A-1B, 2A-2B...).
- Now you can add images. It is easy to use the image browser ( or Ctrl+B).
- Drag an image from the browser and to a button.
- Change the back of the cards. Click the "**Background**" tab in the dialog box.
- Press F6 to test the game. **The cards will be mixed automatically.**
- Go to the "Reward" tab in the dialog box to assign actions, which are executed when the user has solved the game.
- In addition you can add a sound which is played when 2 cards are picked, one sound for "correct" and one for "wrong".
- Click the menu item: "**Settings/Blend card options**" and select how you want the cards to be blended. If you select " Blend A + B", all the "A – cards" will be blended mutual, and all the "B – cards" will be blended mutual. This is useful when the "A-cards" and "B-cards" not are equally sized. **An example:** If the "A-cards" are rectangles, because they contain a sentence, while the "B – cards" are square because they contain images.

- You can click the menu item: "**Settings/Play with open cards**" and let all the cards be visible from the start.
- Click the menu item "Assign same match value" to give several cards the same match – value.
- **An example:** Select 3 pairs (1A + 1B, 2A + 2B, 3A + 3B) and then click "**Assign same match value**".
All the cards will now get the "match value": 1A or 1B.
This way any 1A – card can be matched with any 1B - card.
Here is an example how to use this feature:
We want to create a game for training initial letters.
- Any "S" matches "Snake" or "Spider"



26 Puzzle

- Add an image and place it as you want. Be sure to there is space around it. Select it and click the menu item: "**Special features/Puzzle**".

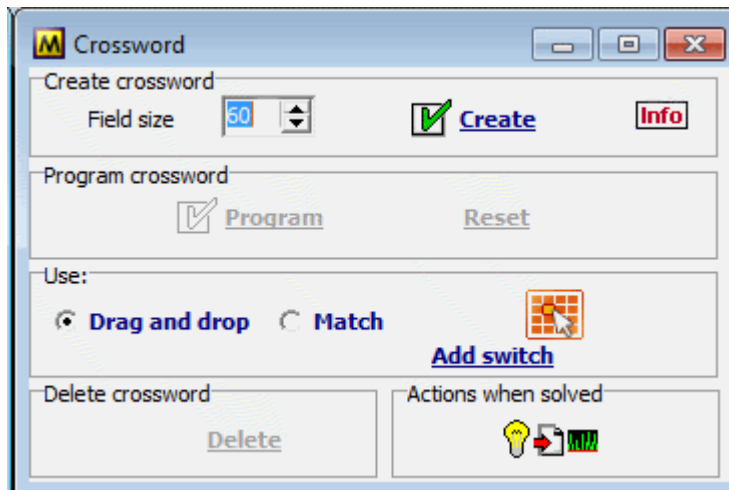


- Split the image in horizontal and vertical parts using the mouse.
- **Options:**
 - **Draw border.**
 - **Visible targets.**
- Click on OK and the puzzle is created:

- Using the point feature you can execute actions when the puzzle is solved.

28 ◀ Crossword

Open special features/Cross word puzzle.






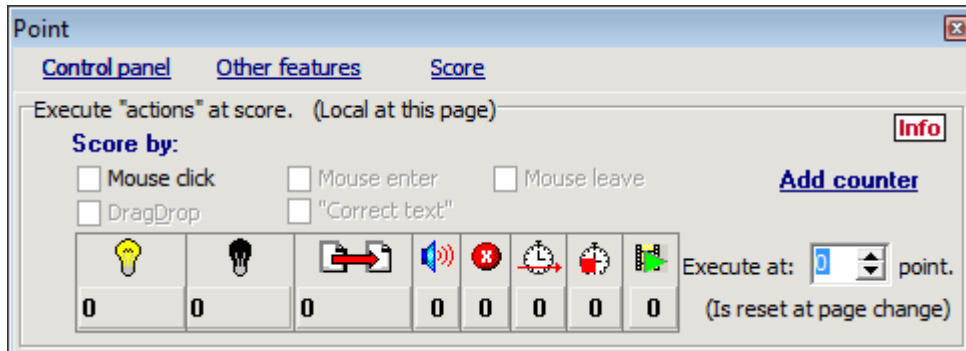
- **Select field size and click "Create".**
There are now inserted the number of fields there are room for
- **While the Cross Word Dialog is still open,** start creating your cross word puzzle:
 - Select a field and write a letter.
 - Select another field and write the next letter and so on.



- **Afterwards images can be added.**
This is done as usually on buttons..
They can be copied (Right click/Paste image from clipboard), dragged and dropped from the image browser or from file.
- **Once the cross word is all done click on "Program".**
This removes all the fields which are not in use and places the letters in a pile.
They can be manually arranged as desired.
- **The crossword can be done in 2 ways:**
Using "drag&drop" and "Match", where you first choose a letter oan then a field or vice versa.

You can add a function button that can switch between these two options.

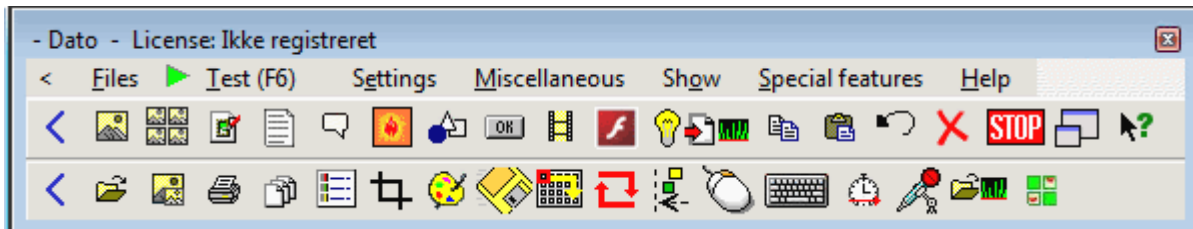
- Click on:    to perform an action when the crossword is solved.
































- Program the actions you want.
The value: "Execute at" is normally set automatically, and must match the number of letters in the crossword.

29 ◀ Toolbars

Maxi Mini Click "Mini" or "Maxi" to open a toolbar.



- "Mini" shows only the basic features needed to create a simple project using images, sound and text, and where the pages are following each other like a book.
- Using "Maxi" you can benefit of all the great features in the application.

	Open / Close the toolbar		Resize all images
	Add an image		Image browser
	Add a gif-image /animation		Print page or project
	Add writable text boxes		Show the page list
	Add speech bubble / label		Object list
	Add hotspot		Edit an image
	Add a shape		Change the background
	Add button		Create distribution packages
	Add video		"Button board" with scanning
	Add Flash		"Freestyle" - scanning
	Add interactivity to page and objects		"Align objects"
	Copy objects		Mouse - settings
	Paste objects		Keyboard settings
	Undo		Create / edit timelines.
	Delete the page or an object		Record page sound
	Close Mediamixer		Get page sound from file
	Open a project / New project		Memory
	Minimize Mediamixer		
	Get help for the toolbar		